



**AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JULY 7, 2015
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
7:00 PM**

CALL TO ORDER

INVOCATION

Recess REGULAR MEETING and call to order PUBLIC HEARING

PUBLIC HEARING

None

Close PUBLIC HEARING and Reconvene REGULAR MEETING

PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda, by requesting to speak during the meeting and under "PUBLIC COMMENT" and will be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts or information for Council, to the City Secretary prior to commencement of the Council meeting. Speaker comments are limited to three (3) minutes.

No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a Public Hearing will allow a member of the public an opportunity to speak during the Public Hearing and does not require submission of a "PUBLIC COMMENT FORM". Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or member of Staff. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Council Member, member of Staff, other individual or group.

PRESENTATIONS

None

REPORTS

1. Monthly Departmental Reports for May 2015
Kerry Lacy, City Manager (Pages 4-27)
2. Report on an application for the Capital Area Metropolitan Planning Organization (CAMPO) Transportation Alternatives Program (TAP) grant to construct a pedestrian pathway on FM 1100, Hwy. 95 North and County Line Road in Elgin, Texas.
Amy Miller, Community Development Director (Pages 28-30)

CONSENT AGENDA

All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items unless a council member removes an item from the Consent Agenda and places it on the New Business section for Discussion and action.

1. Approval of minutes of the regular council meeting June 2, 2015.
Lucretia Alvarez, City Secretary (Pages 31-35)
2. Approval of minutes of the special council meeting and public hearing June 10, 2015.
Lucretia Alvarez, City Secretary (Pages 36-38)
3. Approval of minutes of the special council meeting and public hearing June 17, 2015.
Lucretia Alvarez, City Secretary (Pages 39-41)
4. Approval of waiving the Open Container Ordinance For the American Legion Chili and BBQ Cook Off in Memorial Park from October 2, 2015 at 1:00 P.M. till October 3, 2015 at 9:00 P.M.
Kerry Lacy, City Manager (Pages 42-47)
5. Approval of reappointing board members to the Public Safety Advisory Committee.
Chris Bratton, Chief of Police (Pages 48-53)
Lucretia Alvarez, City Secretary

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discussion and action to consider adoption of a Resolution authorizing publication of notice of intention to issue Combination Tax and Revenue Certificates of Obligation, Series 2015.
Kerry Lacy, City Manager (Pages 54-57)
Buck Laquey, Director of Finance
2. Discussion and action to consider adopting the City of Elgin Guidelines and Criteria for entering into Economic Development Incentives Agreements.
Kerry Lacy, City Manager (Pages 58-77)
3. Workshop on the City Manager's proposed budget for fiscal year 2016.
Kerry Lacy, City Manager (Page 78)
Buck Laquey, Director of Finance

EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as permitted by Chapter 551 of the Texas Government Code.

Recess the Regular Council meeting and call to order Executive Session in a closed session.

None

Adjourn Executive Session and call public back in to Reconvene Regular Council meeting.

RECONVENE

The City Council will return to open session for possible discussion and action as a result of the Executive Session.

ANNOUNCEMENTS

ADJOURNMENT

NOTICE

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512) 281-5724. Please provide forty-eight hours notice when feasible.

I, Lucretia Alvarez, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before the 3rd day of July, 2015 before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

Lucretia Alvarez

Lucretia Alvarez, City Secretary



COUNCIL MEETING: July 7, 2015

ITEM: 1. Monthly Departmental Reports for May 2015

RESOURCE PERSON(S): Kerry Lacy, City Manager (Pages 4-27)

SUMMARY: Monthly Department Reports for May 2015 are for informational purposes only and no action is required by Council.

RECOMMENDATION(S): NA

ATTACHMENT:

- 1-Elgin Economic Development Corporation
- 2-Public Works
- 3-Utility Billing
- 4-Building and Code Enforcement
- 5-Library
- 6-Municipal Court
- 7-Police Department
- 8-Parks and Recreation
- 9-Water and Wastewater
- 10-Elgin Main Street Program
- 11-Elgin PCD

TO: Elgin City Council and City Manager

RE: Economic Development Corp. Monthly Report by Joe Newman

Date: Tuesday, July 7, 2015 council meeting

- The Elgin Chamber of Commerce board of directors met and reviewed upcoming events such as Juneteenth Parade, Western Days and Shop At Home Campaign.
- I attended the Texas Economic Dev't. Council Mid-Year Conference in Galveston. (I'm one of 7 Honorary Life Members and never have to pay dues or registration fees to the TEDC). The TEDC has 800+ members. Several outstanding speakers covered ED topics such as: "Getting Attention from Site Location Consultants", "Biotechnology and Healthcare Impact in Texas", "NASA's Space Exploration Goals and the Impact of Aerospace in Texas", "Legislative Update on Bills that affect Economic Development", and much more.
- Sales tax allocations for June were DOWN 4.2%. This is one of the reasons the EEDC, Chamber and Merchants Association are about to kick-off a "Shop At Home" marketing campaign. We know there are items that still can't be purchased here in Elgin, but many of our citizens are purchasing products out of town that could easily be bought at Walmart, HEB, Elgin Home Goods, CVS, etc. The City depends upon sales tax allocations. Please shop locally.
- The Elgin EDC board of directors met and elected officers. Jeff Carter is the new President of the board; Bryan Bracewell is Vice President and S.H. McShan is Secretary. The board also reviewed and approved a draft budget for the city council to consider. The board went into Executive Session and had a lengthy discussion with a potential industrial prospect. No official action was taken, but they plan to visit with the board next month.
- Opportunity Austin (marketing group for the Austin Region) held their quarterly meeting and outlined various goals and objectives for their upcoming marketing trips to California, New York and other regions.
- The Real Estate Council of Austin (RECA) met and heard commentators expound upon the legislative session and the behind-the-scenes deals that were initiated and will affect real estate ventures.
- Bastrop County Board of Realtors (BCBOR) met and heard from Aaron Landis about the newly-formed Habitat For Humanity plans to construct new homes throughout Bastrop County. It will be a branch of the Austin Habitat Chapter, but all monies raised locally will be used locally.
- The Austin Area Regional Economic Developer's Partnership met at the Austin Chamber and heard the latest changes within the Texas Commission on Environmental Quality (TCEQ's Keith Sheedy). Economic development is much more complicated than in years past.
- I was interviewed by Courier reporter Gracie Sprague about the anticipated growth coming to Elgin. She had lots of good questions. Hope my answers were adequate and informative.
- I was also interviewed and photographed for Texas Co-op Magazine that features Bluebonnet Electric Co-op and the growth in their 14 county area. I believe the article will highlight Austin Community College and the projected growth in the Elgin area.

If anyone needs specific information or hear unfounded rumors, please don't hesitate to contact me.

Please let me know if I can be of any assistance whatsoever.

THANKS!

Joe Newman

Elgin Economic Development Corporation, Cell: 512-581-2332

Public Works - May - 2015

Flooding/Down Trees:

May 5th - Emergency Call - out due to flooding and down trees.

May 17th -Emergency Call - out due to flooding and down trees.

May 24th - Emergency call – out due to flooding and down trees.

Flooding and down trees created power outages, road closures and required trees and brush to temporarily be moved from roadway to right of way to be removed permanently at a later time.

90 % of Public Works resources for the month of May including labor, overtime, equipment, material and temporary labor forces have been devoted to flooding and flood related clean up and repair.

Lawn Maintenance – City Owned Buildings:

Elgin Public Library

City Hall

Elgin Police Department

Elgin Industrial Park

Greater Elgin Chamber of Commerce

Elgin Museum

Grounds Maintenance- Parks:

Elgin Memorial Park

Veterans Memorial Park

Thomas Memorial Park

Morris Memorial Park

Goins Picnic Area

Shenandoah Greenbelt / Soccer Fields

Miscellaneous:

Shenandoah Trail Project: No work in May due to weather. Flooding has damaged approximately 60 % of the Project.

2015 Street Paving Project: Minimum drainage work and 36 feet of storm sewer pipe laid only, due to weather.

Majority of work performed was rework due to washouts caused by flooding. Project has been substantially set back due to weather related events in May.

Right of Way and Easement mowing – Ongoing with minimal mowing accomplished due to weather.

Special Events:

Relay for Life: Logistics set up and take down.

Joe Parten

Director, Public Works

City of Elgin

1137 Swenson Blvd

PO Box 591, Elgin, TX 78621

512-281-0119 ext 107

Fax 512-285-4267

UTILITY BILLING 2015**May**

Billed out	\$362,123.90	
Past due notices	608	\$69,684.34
Work orders-Cut offs	75	
Disconnected for non pmt	73	
Extension to pay 1st	72	
Extension due for disconnect	6	
Meter tamper fee	0	
After Hour turn on	4	
Accounts set to final	6	for non pmt

*Submitted by:
Dodie Thomas
Utility Billing Supervisor
Customer Service/A/R Supervisor
512-285-5721 office*

Monthly Report to Administrative Manager
Building Department
For the Month of MAY 2015

Type of Inspections:	May 14	May 15	Fiscal Yr. To Date	Calendar Yr. To Date
Building	17	88	333	275
Electrical	14	65	323	276
Plumbing	7	78	394	284
Gas	9	46	172	163
Mechanical	12	37	146	122
TOTAL	59	314	1368	1120
Building Permits	10	25	163	100
Value	\$27,929.99	\$1,924,598.00	\$15,979,192.44	\$10,087,762.44
Fees	\$559.25	\$12,560.00	\$106,319.45	\$65,856.55
Electrical Permits	8	23	133	91
Fees	\$790	\$4,247.50	\$24,255.00	\$16,505.00
Plumbing Permits	6	6	127	78
Fees	\$747.50	\$1,147.50	\$23,820.00	\$14,677.50
Gas Permits	2	2	110	66
Fees	\$72.50	\$182.50	\$12,407.50	\$7,670.00
Mechanical Permits	16	16	108	67
Fees	\$935	\$2,697.50	\$18,160.00	\$11,090.00
Total All Fees	\$3,104.25	\$20,835.00	\$184,961.95	\$115,799.05

**May 2015
Building Permits**

Number of Permits				Type/Classification		Permit Fees		Valuation			
May 14		May 15				May 14	May 15	May 14		May 15	
		9		New Single Family			\$7,580.85			\$1,053,428.00	
				New Duplex							
				New Manufactured							
				New Multi-Family							
		2		New Commercial			\$2,470.40			\$591,220.00	
				New Industrial							
				New Swimming Pools							
				Moving Permit							
2		1		New Signs		\$71.50	0	\$2,800		\$4,870.00	
5		7		Residential		\$279	\$1,504.00	\$11,400		\$143,000.00	
3		6		Non-Residential		\$211.75	\$1,004.75	\$13,729		\$132,080.00	
				Demolitions							
10		25				\$559.25	\$12,560.00	\$27,929		\$1,924,598.00	
ZBOA* Request				None							
Zoning Request				None							
Code Enforcement				ACTIVE		ACTIVE		CLOSED		CLOSED	
				May 14		May 15		May 14		May 15	
Abandoned/Junked Vehicles				3		2		2			
Animal Control				1							
Beer Permits											
Environmental						1		2		11	
Fire Code								9		5	
Health and Sanitation				2		1		4		1	
Illegal Signs								8		5	
Property Maintenance								20		30	
Unsafe Structures				2				1		1	
Water/Sewer								6		5	
Zoning				1				4		2	
Total				9			4		56		60

*Zoning Board of Adjustments

Submitted By: Jim Cazares

Date: June 9, 2015

Library Report for May 2015

Circulation was down 10% from the previous year with 6,831 items checked out.

Collection is 38,003 items. The library received a large Half Pint Books donation from Half Price books. Some of the material has been put in the collection, some put out for public to take home for a donation, and some will be saved for Blue Santa.

Programs: Staff is preparing for the summer reading program. The theme is "Every hero has a story". The young adult theme is "Unmask!" We will have four different age groups on three days, Tuesday through Thursday, in June and July. We have received lots of donations with many of the gifts for books in the permanent collection. The adult program is "Escape The Ordinary" and those that turn in a reading bingo log will receive an invitation to the Old Fogies Tea on August 8th.

Staff: We have been short our circulation clerk as Melissa Lipiec has moved to the Planning and Zoning Department. Library Director has interviewed several good candidates for the position. We hope to have an employee before Summer Reading starts June 9th.

Training: Library Director participated in a webinar called "Cracking the Code – Coding in the Library". Ten hours of continuing education a year is required of the director for the annual report and accreditation.

Volunteers have worked extra days at the desk as we have been without our circulation clerk.

Categories	Units	May '14	May '15	Fiscal YTD '14	Fiscal YTD '15
Total Circulation		7,516	6,831	60,476	59,367
+ or - Same month previous year	Percent	8%-	10%-	8%+	
Additions					
Interlibrary Loans	Each	4	1	24	16
New Patrons	Each	79	93	617	670
Collection					
Items Added	Each	330	203	2,152	2,634
Items Withdrawn	Each	390	346	2,712	2,308
Total Collection	Each	37,734	38,003	37,734	38,003
General Statistics					
Gate Count	Each	4,336	3,794	35,981	32,440
Hours Open	Hours	154	160	1,278	1,275
Library Tours	Each	2	0	8	6
Program Visitors	Each	324	308	3,990	3,683
Public Computer Use	Hours	648	707	5,858	3,028
Patrons using computers	Each	660	646	5,451	5,481
Volunteer Hours	Each	423	457	3,119	3,028
Receipts					
		\$1,202	\$1,262	\$29,212	\$14,781
Civic Center Use					
City	Each	2	2	22	22
Library	Each	6	10	105	107
Public Rental	Each	2	3	23	18
Other - not for profit	Each	5	7	54	64
Total Civic Center Use		15	22	204	211

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month May

Year 2015

Municipal Court for the City CITY OF ELGIN

Presiding Judge Larry Dunne

If new, date assumed office

Court Mailing Address P.O. BOX 591

City ELGIN

, TX Zip 7-8621

Phone Number (512) 281-0318

Fax Number

Courts Public Email

Court's Website

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT

Prepared by Lillie Griffin

Date Jun 23, 2015

Phone Number (512) 281-0318

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION

P O BOX 12066

AUSTIN, TX

CRIMINAL SECTION

City of CITY OF ELGIN
Month May Year 2015

	Traffic Misdemeanors			Non-Traffic Misdemeanors		
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
1. Total Cases Pending First of Month:	12,729	12	0	2	2,491	21
a. Active Cases	8,919	10	0	2	1,332	4
b. Inactive Cases	3,810	2	0	0	1,159	17
2. New Cases Filed	123	0	0	4	41	1
3. Cases Reactivated	13	0	0	0	13	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,055	10	0	6	1,386	5
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	70	0	0	0	20	1
b. Dismissed by Prosecution	3	0	0	0	7	0
7. Dispositions at Trial:						
a: Convictions						
1) Guilty Plea or Nolo Contendere	4	0	0	0	6	1
2) By the Court	0	0	0	0	0	0
3) By the Jury	0	0	0	0	0	0
b: Acquittals:						
1) By the Court	0	0	0	0	0	0
2) By the Jury	0	0	0	0	0	0
c. Dismissed by Prosecution	0	0	0	0	0	0
8. Compliance Dismissals:						
a: After Driver Safety Course	6					
b: After Deferred Disposition	4	0	0	0	1	0
c: After Teen Court	0	0	0	0	0	0
d: After Tobacco Awareness Course					0	
e: After Treatment for Chemical Dependency				0	0	
f: After Proof of Financial Responsibility	1					
g: All Other Transportation Code Dismissals	0	0	0	0	0	0
9. All Other Dispositions	10	0	0	0	0	0
10. Total Cases Disposed	98	0	0	0	34	2
11. Cases Placed On Inactive Status	0	0	0	0	0	0
12. Total Cases Pending End of Month:	12,754	12	0	6	2,498	20
a: Active Cases	8,957	10	0	6	1,352	3
b: Inactive Cases	3,797	2	0	0	1,146	17
13. Show Cause Hearings Held	0	0	0	0	0	0
14. Cases Appealed:						
a: After Trial	0	0	0	0	0	0

JUVENILE / MINOR ACTIVITY

Court CITY OF ELGIN	TOTAL
Month May Year 2015	
1. Transportation Code Cases Filed	0
2. Non-Driving Alcoholic Beverage Code Cases Filed	0
3. Driving Under the Influence of Alcohol Cases Filed	0
4. Drug Paraphernalia Cases Filed	0
5. Tobacco Cases Filed	0
6. Failure to Attend School Cases Filed	3
7. Education Code (Except Failure to Attend) Cases Filed	0
8. Violation of Local Daytime Curfew Ordinance Cases Filed	0
9. All Other Non-Traffic Fine-Only Filed	8
10. Transfer to Juvenile Court:	0
a. Mandatory Transfer	
b. Discretionary Transfer	0
11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)	0
12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)	0
13. Juvenile Statement Magistrate Warning:	0
a. Warnings Administered	
b. Statements Certified	0
14. Detention Hearings Held	0
15. Orders for Non-Secure Custody Issued	0
16. Parent Contributing to Nonattendance Cases Filed	0

ADDITIONAL ACTIVITY

Court CITY OF ELGIN		Number Given	Number Requests For Counsel
Month May	Year 2015		
1. Magistrate Warnings:		28	
a. Class C Misdemeanors			
b. Class A and B Misdemeanors		13	6
c. Felonies		4	4
			TOTAL
2. Arrest Warrants Issued:			0
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			6
c. Felonies			4
3. Capiases Pro Fine Issued			1
4. Search Warrants Issued			0
5. Warrants for Fire, Health and Code Inspections Filed			0
6. Examining Trials Conducted			0
7. Emergency Mental Health Hearings Held			0
8. Magistrate's Orders for Emergency Protection Issued			1
9. Magistrate's Orders for Ignition Interlock Device Issued			1
10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond			0
11. Driver's License Denial, Revocation or Suspension Hearings Held			0
12. Disposition of Stolen Property Hearings Held			0
13. Peace Bond Hearings Held			0
14. Cases in Which Fine and Court Costs Satisfied by Community Service:			0
a. Partial Satisfaction			
b. Full Satisfaction			3
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit			3
16. Cases in Which Fine and Court Costs Waived for Indigency			0
17. Amount of Fines and Court Costs Waived for Indigency			\$0.00
18. Fines, Court Costs and Other Amounts Collected:			\$14,511.89
a. Kept by City			

Elgin Police Department
Monthly Report May 2015

CATEGORY	May-15	May-14	May-13	12-May	11-May
Calls for Service					
Total Calls for Service	1050	1134	819	651	762
Police calls	696	802	639	541	464
Fire calls	87	70	34	30	49
Animal calls	104	100	60	10	1
Activity logs	149	147	82	61	173
City calls	14	15	4	6	6
Pageouts					122
Offense Reports					
Total Offense Reports	65	76	83	67	57
Active (Open) cases	19	24	23	17	15
Cases Inactivated	15	13	20	17	18
Cases Closed	1	7	2	5	5
Documentation (no crime)	0	0	1	3	0
Other	0	0	3	0	0
Unfounded	1	0	1	1	2
Referred to other agency	3	1	0	2	0
Citations					
Total Citations	290	252	484	300	291
Citations for violations	158	117	243	171	168
Warnings	132	135	241	129	123
Collisions					
Total Accidents	31	38	28	23	28
Major accidents (with injury)	5	5	1	4	2
Minor accidents (no injury)	23	25	20	15	23
Leaving the scene accidents	3	8	7	4	3
Alarms					
Business alarms	17	17	14	13	16
Residential alarms	15	4	5	4	5
Fire alarms	2	5	3	4	2
Arrests					
Felony arrests	5	10	3	2	3
Misdemeanor arrests	26	19	27	19	11
Other arrests	1	5	3	1	0
Animal Control					
Total Animal Control calls	104	100	60	10	65
Animal Cruelty calls	0	0	0	0	0
Canine Impounds	8	24	9	0	11
Feline Impounds	7	18	2	0	7
Citations issued	8	2	1	0	2
Bite Cases	4	0	1	0	0
Dead animal calls	4	10	15	0	12
Wildlife calls	6	7	0	0	2
Rabies cases	1	2	1	0	2

Michael Gonzalez
Parks and Recreation Program Manager
mgonzalez@ci.elgin.tx.us 512-285-6190



May Parks Summary 2015	
Facility	Number of uses
Park/ Pavilion Rental	22
Ball Field Rental	70
Fleming Community Center	52
Deposits	\$1,115.00

Projects:

The youth adventure program: We are continuing to plan for recreation programs throughout the month of June. We will be placing lifeguards into recreation programmer roles in an effort to keep our seasonal staff engaged. This program will also provide alternative recreation opportunities during this time the pool is under construction. Our Recreation programs will be in the parks and staffed by our lifeguards. Each program will focus on teaching new skills and getting kids engaged in the outdoors.

Parks: All of our parks have had some minor damage due to the recent heavy rains. The parks department is coordinating repairs with the public works department to be prepared for summer events.

The Morris Restroom project: This project is moving forward, progress is now very visible. For questions or updates feel free to contact the parks program manager mgonzalez@ci.elgin.tx.us These facilities are a great addition and will allow us to serve our pool patrons better than before. The project also adds restrooms to one of our most utilized parks.

Goals for June 2015

- Monitor and report on Morris Park and Shenandoah Park construction projects
- Build up summer programs
- Finish Training Lifeguards

Monthly Reports May 2015

Department 023 Water Treatment

Well # 10	10,330,000 Gallons
Well # 11	0 Gallons
Well # 14	17,623,000 Gallons
Well # 15	0 Gallons
Water loss due to leaks or flushing	100,000 Gallons
Total Water Pumped	27,853,000 Gallons

Chemicals Used

Chlorine	624Pounds
Sequest	300 Pounds

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.49 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	1
Service Line Breaks	4
Miscellaneous Repairs/Complaint Calls	1
New Connections/Taps	0
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	3
Service Lines	10
After Hours Call-Outs	15

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	0
Curb Side Cleanouts Installed	0
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	0
Lines TV'd	0

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Lift Station Maintenance/Repairs

Hour Meter Reads/Daily Site Checks	9 Daily
Pumps Pulled	4
Pumps Installed	0
Pumps De-raged	3
Motors Pulled	0
Motors Installed	0
Electrical Issues (Repair/Replace Parts)	3
Floats Cleaned/Replaced	4
Grass/Weed Maintenance	4
After Hours Call Outs	8

Wastewater Treatment Plant**Maintenance/Repairs**

Pumps Pulled	2
Pumps Installed	2
Motors Pulled	2
Motors Installed	2
Control System/Electrical Repairs	2
Cleaned Wet Well Floats	2
Miscellaneous Repairs	7
After Hours Call-Outs	8

Chemicals Used

Alum/Gallons	4,000
Bleach 10%/ Gallons	2,000
Polymer/ 55 gallon drums	2

Monthly Plant Flows and Test Results

Minimum Daily Flow	615,100 Gallons
Maximum Daily Flow	2,592,100 Gallons
Average Daily Flow	1,168,500 Gallons
Total Monthly Flow	36,223,000 Gallons

Effluent DO (Dissolved Oxygen) Average	7.35
Effluent Chlorine Residual Average	1.49 mg/l
Effluent pH Average	7.35
Total Phosphorus Average	0.123
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	3.98
TSS (Total Suspended Solids) Average	2
Ammonia/Nitrates Average	0.095

Remarks



MONTHLY REPORT

The Monthly Report is **due no later than the 10th of each month**. Please use electronic version, type or print legibly. This report is designed to help you keep track of your program's incremental progress. Please share it with your board. The report also helps us keep up to date on the activities of the programs in the large Texas Main Street network. **The report should only take you 15 to 30 minutes to complete each month. Even if your program does not follow the traditional Four Point framework, you should still be achieving overall Main Street goals by completing projects in the Four Point focus areas so please include your activities within each area as appropriate.**

CITY: Elgin

MONTH: May 2015

DATE SUBMITTED: June 10, 2015

1. Please list **meeting dates** and **activities** for the following committees:

ORGANIZATION: *(After typing, TAB to the next cell)*

Meeting Dates:	Update on projects or activities
April -15	Completed fro Downtown 78621 – feature article on 101 North Main Street and Allan Tolbert the new owner. Major renovation

PROMOTION:

Meeting Dates:	Update on projects or activities
3-26-15	Sip Shop Stroll planning –artists from the Elgin Art Association will be available in May and June to demonstrate and sell their work at participating businesses. Balloons mark participating vendors. Music series starts May 15 through June 22 Finally stopped raining and we could be in the park. Set up the dance floor form Hogeye last year and it was a Great hit. Very well attended and lots of dancing!

DESIGN:

Meeting Dates:	Update on projects or activities
3-25-15	TXDOT will be doing work on ADA ramps this summer. Looking at Texas Parks & Wildlife grant for part of the park master plan. CARTS may be getting funding for the planning and environmental to do public restrooms and parking area

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
3-24-15	Under renovation - Old Sweetie's at 400 North Main Street with Nathan Mackay to open as a BBQ Soul food live music joint this summer. Franden Building at Main Street and 2 nd Street has contract pending. Working on An Elgin First, Local First or shop local campaign to the EDC to be implemented in partnership with the Main Street board EDC and Chamber. OPENIGN in August 101 North Main Street with 4 loft apartments

2. Program Commentary (*list critical issues, problems, and successes of the past month*):

Sip, Shop, Stroll will continue through December 2nd Thursdays 5-8

3. Outlook (*list goals and challenges of the future*):

Working with property owners to apply for tax credits.

Continuing to grow Sip, Shop, Stroll attendance and participation.

4. Do you have any plans for upcoming public improvement projects (i.e. infrastructure, streetscapes)? If so, please describe the project and funding sources.

TXDOT will complete ADA Ramp improvements this summer at 2nd street, First Street, Depot Street, Central and Austin Streets. Elgin is approved for a Texas Capital Fund grant for sidewalks that will target work at Austin Street and Avenue C as well as a few ramps in other parts of downtown. Union Pacific Property – a master plan was approved by Council that would transform the area into a public park with areas for an arbor, water plaza, pavilion, public restrooms, and more.

5. Suggestions for Texas Main Street Center (*list suggestions on services or training topics; new resources; questions*):

More information about supporting property owners with information on how to sell the franchise tax credit.

6. If there is a newsworthy event or announcement that would be appropriate for the *Main Street Matters* e-newsletter, please email kimberly.klein@thc.state.tx.us with the information (with “For Main Street Matters” in the Subject line.)

Music in the parks each week includes extended Sip Shop and Stroll – every Friday from 5- 8

Friday, June 5 – Music in the Park, Sponsored by Friends of Elgin Parks

Weldon Henson

8:00pm, Veterans’ Memorial Park, Friends of Elgin Parks

Thursday, June 11 – Sip, Shop & Stroll

5pm-8pm, Historical Downtown Elgin

Friday, June 12 – Juneteenth Street Dance

8pm-12am, Depot Street, Downtown

Saturday, June 13 – Juneteenth Parade & Celebration

10am-6pm Veterans’ Memorial Park, Downtown

Friday, June 19 – Music in the Park, Sponsored by Friends of Elgin Parks

Damn Torpedoes

8:00pm, Veterans’ Memorial Park, Friends of Elgin Parks

Monday, June 22-Saturday, June 27 – Western Days

Visit www.elgintxchamber.com to learn more

Elgin Memorial Park & Downtown

July 4th Parade and Program – Peoples Patriotic Walking Parade!

Veterans Memorial Park 10am Saturday July 4



Memorandum

To: Kerry Lacy, City Manager
From: Amy Miller, Community Development Director
Date: June 10, 2015
Re: Parks & Community Development Department report May 2015

Projects

Hiring a new administrative assistant - La'Richer Parks started on May 29.
Developing Elgin First, Buy Local campaign with Elgin EDC and Elgin Chamber.
Preparation of sidewalk grant application with CAMPO for new sidewalk on County Line Road, FM 1100 and Hwy 95 North.
Website content training, redesign, coordinate content, pictures, overall layout adjustments.
Final elements to implement HHW public awareness grant.
Clean Air Coalition annual report
Downtown 78621 articles for summer issue and final editing to go to print.
Hogeye Festival planning and layout adjustments for 2015.
Shenandoah Trail TPWD grant administration.
FM 1100 Engineering and Right of way grant administration.
Sip, Shop, Stroll - Businesses to stay open 'til 8pm and offer specials, samples, live music, every 2nd Thursday.
City of Elgin E-News, City of Elgin Facebook page, Hogeye Facebook Page, Visit Elgin Facebook page

Boards & Committees, Seminars

Elgin Chamber of Commerce, presented program on 25 years of Main Street in Elgin
Bastrop County Transportation Plan
Elgin ISD Trustees meeting for CAMPO TAP grant application
SHAC Elgin ISD meeting for CAMPO TAP Grant application
Parks & Recreation Advisory Board for CAMPO TAP Grant application
Camp Swift Compatible Use meeting
Tax Credit Seminar in Austin with Preservation Texas
CAMPO TAC meeting
Main Street Board
Promotion Tourism committee
Organization Committee (Downtown 78621)
Design Committee
Business Retention & Recruitment Committee
Hogeye Festival Committee
City Council meeting

Upcoming events

Sip, Shop & Stroll events 2nd Thursdays through December
Music in the Parks Series at Veteran's Memorial Park starting at 8pm
Last Concert - Friday, June 19....Damn Torpedoes - Tom Petty Cover Band

Juneteenth Festival, Friday and Saturday June 12 and 13
Western Days Festival week of June 22-27
Saturday July 4 parade and program in Veterans' Memorial Park



COUNCIL MEETING: July 7, 2015

ITEM: 2. Report on an application for the Capital Area Metropolitan Planning Organization (CAMPO) Transportation Alternatives Program (TAP) grant to construct a pedestrian pathway on FM 1100, Hwy. 95 North and County Line Road in Elgin, Texas.

RESOURCE PERSON(S): Amy Miller, Community Development Director (Pages 28-30)

SUMMARY: The CAMPO TAP grant would provide funding to support pedestrian facilities in our community. The project affects Elgin Middle School, providing sidewalks on FM 1100, across Hwy 95 North to the Park & Ride lot and along Main Street to connect with existing sidewalk. The project includes creating a sidewalk connection on County Line Road from Bandera Woods Boulevard to Austin Community College. These projects are included in the Parks & Recreation Master Plan and the Alternative Transportation and Trails Master Plan. Pre-applications are due July 17, with applications due on August 7.

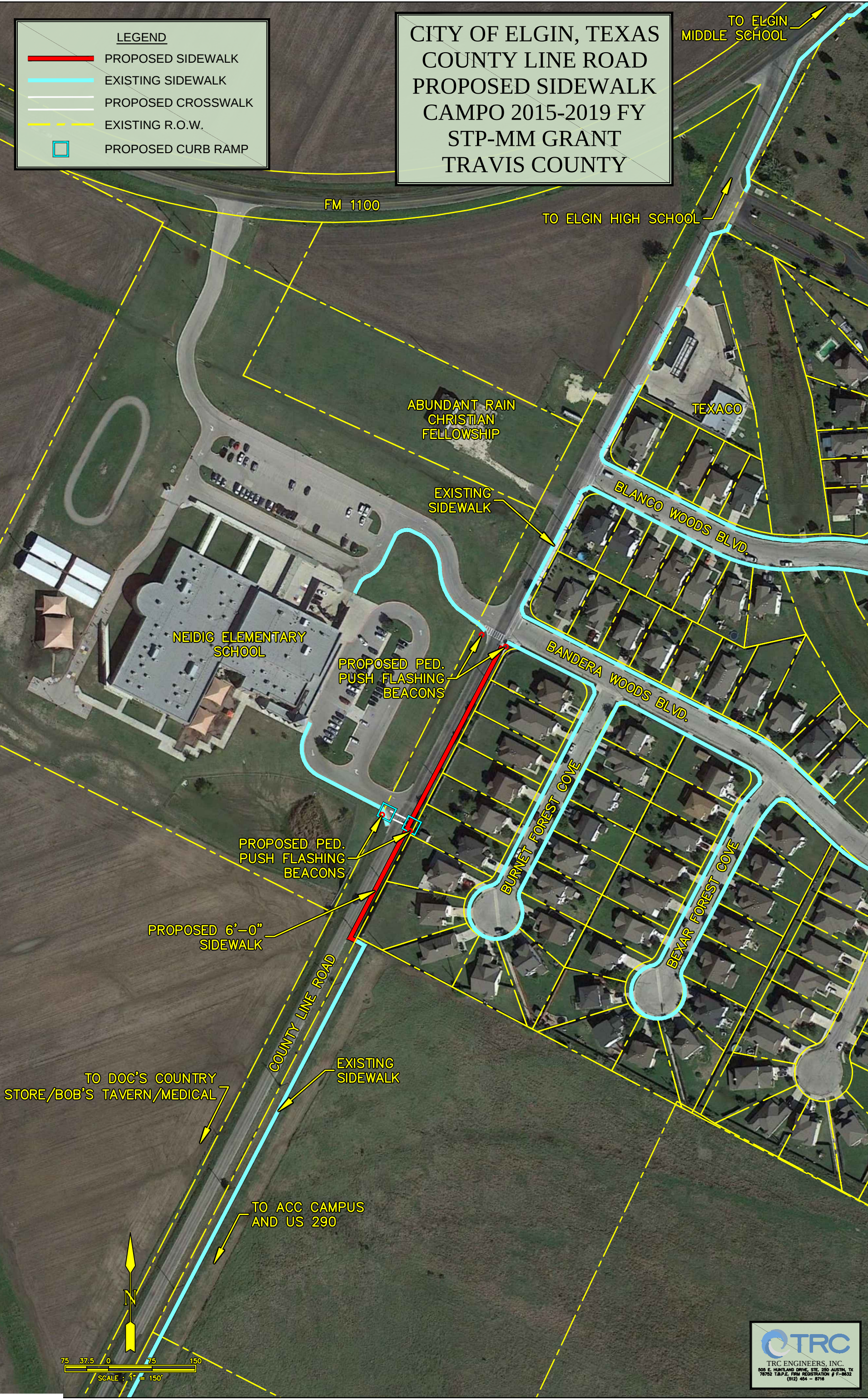
RECOMMENDATION(S): No action required.

ATTACHMENT: 1-County Line Road exhibit
2-FM 1100 sidewalk exhibit

LEGEND

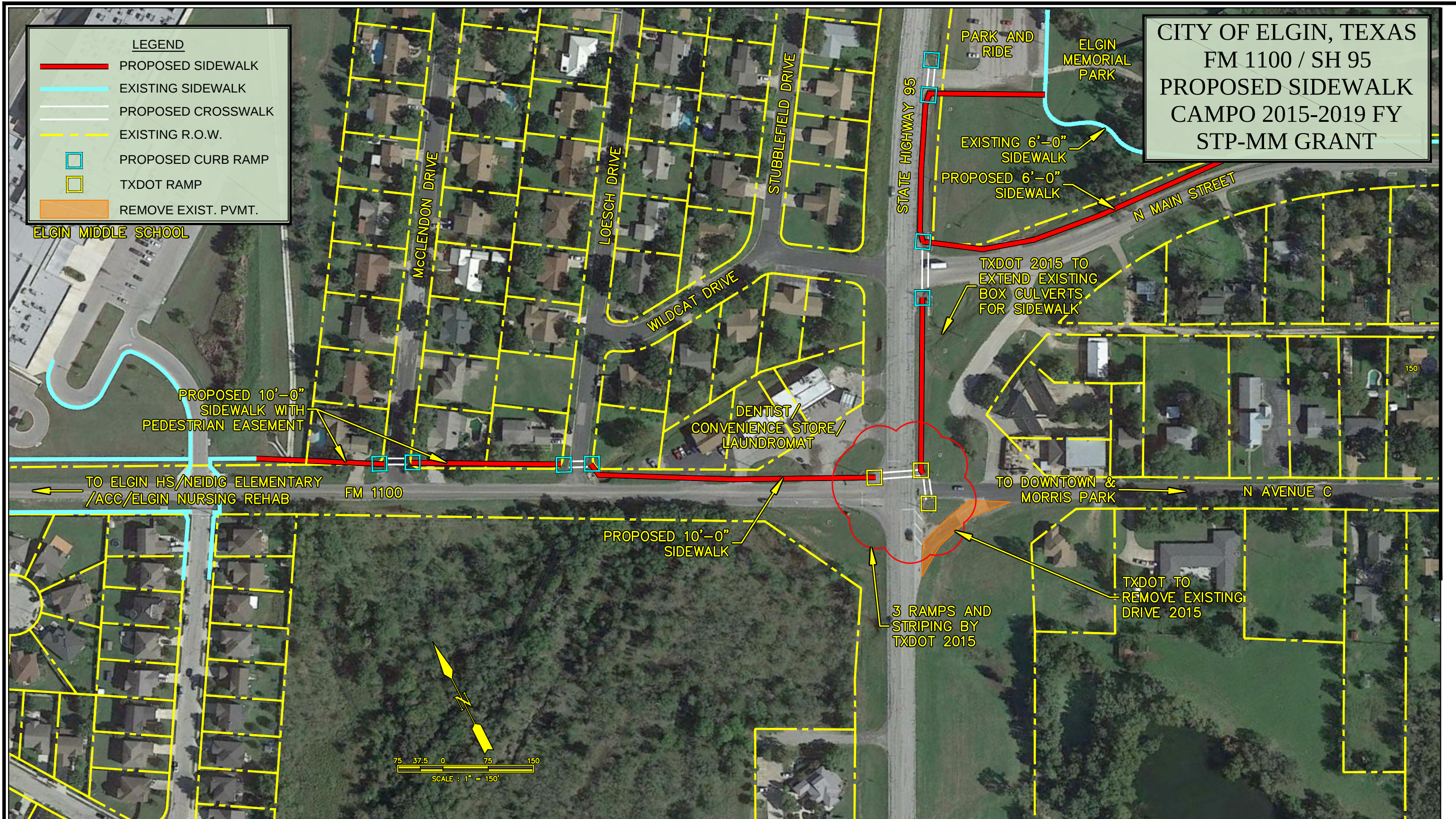
- PROPOSED SIDEWALK
- EXISTING SIDEWALK
- PROPOSED CROSSWALK
- EXISTING R.O.W.
- PROPOSED CURB RAMP

CITY OF ELGIN, TEXAS
COUNTY LINE ROAD
PROPOSED SIDEWALK
CAMPO 2015-2019 FY
STP-MM GRANT
TRAVIS COUNTY



CITY OF ELGIN, TEXAS
FM 1100 / SH 95
PROPOSED SIDEWALK
CAMPO 2015-2019 FY
STP-MM GRANT

- LEGEND**
- PROPOSED SIDEWALK
 - EXISTING SIDEWALK
 - PROPOSED CROSSWALK
 - EXISTING R.O.W.
 - PROPOSED CURB RAMP
 - TXDOT RAMP
 - REMOVE EXIST. PVMT.





COUNCIL MEETING: July 7, 2015

ITEM: 1. Approval of minutes of the regular council meeting June 2, 2015.

RESOURCE PERSON(S): Lucretia Alvarez, City Secretary (Pages 31-35)

SUMMARY: Presented for review and approval are the minutes of the regular council meeting June 2, 2015.

RECOMMENDATION(S): Approve the minutes of the regular council meeting June 2, 2015.

ATTACHMENT: 1-6-2-2015 Minutes

**MINUTES
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JUNE 2, 2015, 7:00 P.M.
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

Mayor Marc Holm called the meeting to order at 7:07 p.m. with all members present except Council Member Keith Joesel.

Marc Holm, Mayor
Chris Cannon, Mayor Pro-Tem
Keith Joesel, Council Member
Sue Brashar, Council Member
Edward Maldonado, Council Member
Juan Gonzalez, Council Member
Mary Penson, Council Member
Jessica Bega, Council Member
Craig Fromme, Council Member
Kerry Lacy, City Manager
Lucretia Alvarez, City Secretary
Charlie Crossfield, City Attorney

INVOCATION

Council Member Mary Penson gave the invocation.

PUBLIC HEARING

None

PUBLIC COMMENT

Brad Schultz, 121 Shenandoah Trail, regarding clarity of placement for mobile basketball goals in private yards and curbsides.

Dennis Schultz, 403 Gettysburg, requesting clarity of allowable placement for mobile basketball goals in private yards and curbsides.

Charles Hill, 912 River Oaks Drive, Austin, TX regarding the recent flooding at his properties 101, 103, and 107 Taylor Lane. Collection of base material washed up onto those yards, and also the green water and mosquitos are a health hazard.

Mr. and Mrs. Eddie Harvey, 101 Taylor Lane, killed five snakes as a result of rising waters, and concerns regarding standing water as a health hazard.

Marilyn Jones, 614 Old McDade Road, opposed to a new stop sign at Martin Luther King and East Alamo Street, and presented several questions regarding the evaluation process, traffic studies, and decision-making of placing stop signs in Elgin.

Vincent May, 9002 Ingrid Drive, TX DOT road improvements and legislative money is assigned through CAMPO and there is money for highway improvements.

George Prieto, 212 Kennedy Street, flooding and drainage concerns for getting culverts put in.

Freddie Nash, 222 Kennedy Street, drainage concerns & flooding reoccurring for many years, and the area needs cleaned up. His house has been leveled four times in the past ten years.

PRESENTATIONS

1. Proclamation recognizing Juneteenth Day in Elgin.
Amy Miller, Community Development Director

Mayor Marc Holm presented the proclamation to Marilyn Jones, Bishop Mayes, and Frankie Wright.

2. Proclamation recognizing Western Days Week in Elgin.
Amy Miller, Community Development Director

Gena Carter was unavailable to accept the proclamation.

3. CAPCOG Air Quality program presentation.
Fred Blood, Air Quality Program Specialist, CAPCOG
Amy Miller, Community Development Director

Fred Blood gave the presentation for Elgin's awareness of the Air Quality Programs as suggested by the Capital Area of Council of Governments.

REPORTS

1. Monthly Reports for April 2015
Kerry Lacy, City Manager

City Manager Kerry Lacy states that reports are informational only.

CONSENT AGENDA

Council Member Sue Brashar made a motion to approve the Consent Agenda as presented, Mayor Pro-Tem Chris Cannon seconded, and motion approved unanimously.

1. Approval of minutes of the regular council meeting and public hearing May 5, 2015.

Lucretia Alvarez, City Secretary

2. Approval of minutes of the special council meeting May 19, 2015.
Lucretia Alvarez, City Secretary
3. Approval of waiving the open container ordinance on Main Street from Second Street to Brenham Street; and on Second Street, First Street, Depot Street, Central Avenue, Austin Street, Brenham Street, from Main Street to Avenue C; and on Avenue C from Brenham Street to Central Avenue on the second Thursdays July 9, August 13, September 10, October 8, November 12, December 10 from 5pm to 8pm for Sip, Shop and Stroll.
Amy Miller, Community Development Director

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discussion and action to consider authorizing and approving the installation of a four way stop at the intersection of Martin Luther King and East Alamo.
Jessica Bega, Council Member Ward 1

Council Member Jessica Bega made a motion to authorize the City Manager to engage into conversation with Elgin Independent School District, conduct a traffic study on Martin Luther King from Brenham to Highway 290, and utilize the traffic trailer in those areas. Council Member Craig Fromme seconded and motion approved unanimously.

2. Discussion and action to consider a proposed Frontier Crossing Master Sign Plan.
Gary Cooke, Planning and Development Director

Mayor Pro-Tem Chris Cannon made a motion to approve the Frontier Crossing Master Sign Plan, Council Member Craig Fromme seconded, and motion approved unanimously.

2. (1) Discussion and action to consider the appointment of Mayor Pro-Tem.
Council Member Juan Gonzalez made a motion to appoint Chris Cannon as Mayor Pro-Tem, Council Member Craig Fromme seconded and motion passed unanimously.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

- Recognize Public Works staff for their extra work both day and night during the flooding.
- Recreation Center questions on Facebook. Be mindful of social media discussions.
- TML Region 10 meeting June 9 in College Station.
- City Council special meetings will be held on June 10 and June 17.

ADJOURNMENT

Mayor Marc Holm adjourned the meeting at 8:33 p.m.

MARC HOLM
Mayor of Elgin, Texas

ATTEST:

LUCRETIA ALVAREZ
City Secretary of Elgin, Texas



COUNCIL MEETING: July 7, 2015

ITEM: 2. Approval of minutes of the special council meeting and public hearing June 10, 2015.

RESOURCE PERSON(S): Lucretia Alvarez, City Secretary (Pages 36-38)

SUMMARY: Presented for review and approval are the minutes of the special council meeting and public hearing June 10, 2015.

RECOMMENDATION(S): Approve the minutes of the regular council meeting and public hearing June 10, 2015.

ATTACHMENT: 1-6-10-2015 Minutes

**MINUTES
ELGIN CITY COUNCIL
PUBLIC HEARING & SPECIAL MEETING
TUESDAY, JUNE 10, 2015, 7:00 P.M.
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

Mayor Marc Holm called the regular meeting at 7:10 p.m. with the following members:

Marc Holm, Mayor

Chris Cannon, Mayor Pro-Tem (absent)

Keith Joesel, Council Member (absent)

Sue Brashar, Council Member

Edward Maldonado, Council Member

Juan Gonzalez, Council Member

Mary Penson, Council Member

Jessica Bega, Council Member

Craig Fromme, Council Member (absent)

Buck LaQuey, Finance Director

Lucretia Alvarez, City Secretary

Charlie Crossfield, City Attorney

Kevin Perry, City Engineer

Recessed REGULAR MEETING at 7:10 p.m. and called to order PUBLIC HEARING at 7:10 p.m.

PUBLIC HEARING

1. Proposed annexation by the City of Elgin, Texas and the proposed service plans the city will provide in the area upon annexation.

Gary Cooke, Planning and Development Director

Gary Cooke, Planning and Development Director, Charlie Crossfield, City Attorney, Kevin Perry, City Engineer, and David McMurray, General Manager Aqua Water spoke with explanations, and answered questions from the following citizens attending:

W.H. Scott, 14363 Cheyenne Drive

Margaret Alexander, 164 Ella Lane

Adam Pena, Jr., 108 Fisher Street

Gary Pena, 108 Fisher Street

Mike Clements, 201 VFW Road

Sandra Freitag, 156 Old Sayers

Closed PUBLIC HEARING at 7:44 p.m. and Reconvened REGULAR MEETING at 7:16 p.m.

PUBLIC COMMENT

None

PRESENTATIONS

None

REPORTS

None

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discussion and action to consider approval of a Letter Agreement for Legal Services with Taylor, Olson, and Adkins, Stalla, Elam Attorneys and Counselors in defense of the recently filed class action case Watson v. City of Allen, et al: Cause No. 153-278080-15 (4:15-cv-00335-A) and authorize City Attorney, Charlie Crossfield to sign the Letter of Agreement on behalf of the City.
Kerry Lacy, City Manager
Charlie Crossfield, City Attorney

Council Member Sue Brashar made a motion to approve Legal Services with Taylor, Olson, and Adkins, Stalla, Elam Attorneys and Counselors in defense of the recently filed class action case Watson v. City of Allen, et al: Cause No. 153-278080-15 (4:15-cv-00335-A) and authorize City Attorney, Charlie Crossfield to sign the Letter of Agreement on behalf of the City, Council Member Mary Person seconded and motion approved unanimously.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

ADJOURNMENT

Mayor Marc Holm adjourned the meeting at 7:50 p.m.

MARC HOLM
Mayor of Elgin, Texas

ATTEST:

LUCRETIA ALVAREZ
City Secretary of Elgin, Texas



COUNCIL MEETING: July 7, 2015

ITEM: 3. Approval of minutes of the special council meeting and public hearing June 17, 2015.

RESOURCE PERSON(S): Lucretia Alvarez, City Secretary (Pages 39-41)

SUMMARY: Presented for review and approval are the minutes of the special council meeting and public hearing June 17, 2015.

RECOMMENDATION(S): Approve the minutes of the regular council meeting and public hearing June 17, 2015.

ATTACHMENT: 1-6-17-2015 Minutes

**MINUTES
ELGIN CITY COUNCIL
PUBLIC HEARING & SPECIAL MEETING
TUESDAY, JUNE 17, 2015, 7:00 P.M.
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

Mayor Marc Holm called the regular meeting at 7:05 p.m. with the following members:

Marc Holm, Mayor

Chris Cannon, Mayor Pro-Tem (absent)

Keith Joesel, Council Member

Sue Brashar, Council Member

Edward Maldonado, Council Member (arrived 7:12 p.m.)

Juan Gonzalez, Council Member

Mary Penson, Council Member

Jessica Bega, Council Member

Craig Fromme, Council Member (absent)

Kerry Lacy, City Manager

Kevin Perry, City Engineer

Melissa Lipiec, Planning and Development Administrative Assistant

INVOCATION

Invocation was given by Mary Penson.

Recessed REGULAR MEETING at 7:06 p.m. and called to order PUBLIC HEARING at 7:06 p.m.

PUBLIC HEARING

1. Proposed annexation by the City of Elgin, Texas and the proposed service plans the city will provide in the area upon annexation.

Gary Cooke, Planning and Development Director

Gary Cooke, Planning and Development Director, gave explanations and answered questions for citizens attending:

Charles Matheson, 108 Matheson Lane

Neil Stone, P.O. Box 1177

Rudy Ramirez, 808 S Main St.

Ricky Williams, 367 Upper Elgin Road

John Zehnder, 409 Upper Elgin Road

Clinton and Carissa Cannaday, 274 Highway 95 South

Closed PUBLIC HEARING at 7:12 p.m. and Reconvened REGULAR MEETING at 7:13 p.m.

PUBLIC COMMENT

None

PRESENTATIONS

1. Workshop on the City Manager's proposed budget for the fiscal year 2016.
Kerry Lacy, City Manager
Buck LaQuey, Finance Director

REPORTS

None

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discussion and action to consider refunding certain outstanding obligations, funding of municipal improvements and authorizing the City Manager to engage and enter into contracts with a firm or firms to represent the City on the proposed refunding and funding project.
Kerry Lacy, City Manager

Council Member Keith Joesel made a motion to approve as presented, Council Member Mary Penson seconded and motion approved unanimously.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

- July Fourth parade and Veteran's Park festivities
- Bastrop County Animal Shelter stopped all intakes due to a distemper outbreak. Elgin may keep animals at the old animal shelter two weeks up to one month until Bastrop County resumes intakes.

ADJOURNMENT

Mayor Marc Holm adjourned the meeting at 8:00 p.m.

MARC HOLM
Mayor of Elgin, Texas

ATTEST:

LUCRETIA ALVAREZ
City Secretary of Elgin, Texas



COUNCIL MEETING: July 7, 2015

ITEM: 4. Approval of waiving the Open Container Ordinance For the American Legion Chili and BBQ Cook Off in Memorial Park from October 2, 2015 at 1:00 P.M. till October 3, 2015 at 9:00 P.M.

RESOURCE PERSON(S): Kerry Lacy, City Manager (Pages 42-47)

SUMMARY: The American Legion Henry A. Lundgren Post 295 is requesting Council to waive the Open Container ordinance for a fund raising event in Memorial park consisting of a Chili and BBQ Cook Off beginning October 2, 2015 at 1:00 P.M. through October 3, 2015 at 9:00 P.M.

RECOMMENDATION(S): Approve the request

ATTACHMENT: 1-Letter of request from Kurt Nilsson, Post Commander, Amereican Legion Henry A. Lundgren Post 295
2-Copy of Rules, Proceedures and Regulations for the event as provided by Kurt Nilsson, Post Commander



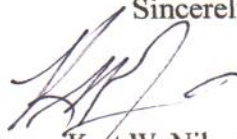
American Legion
Henry A. Lundgren Post 295
115 N.Main street
Elgin, Texas 78621

Dear City Council of Elgin,

I am writing to request to be part of an upcoming city council meeting agenda. As you know, the American Legion is an active part of the Elgin community, working on many worthwhile projects in our community. Our projects include donating the flags to the police station, the fire station, Memorial park, sponsoring youth from our schools to our Girls and Boys State program, and blood drives. The American Legion has been a part of the Elgin Community since 1921.

We are sponsoring a fundraiser chili cook off and BBQ cook off October 2nd and 3rd , 2015 at Memorial park and would like to have the open container ordinance waived in the park for those two days.

Thank you for your time and consideration.
Feel free to call me at the following daytime telephone number, 294-8304.

Sincerely,

Kurt W. Nilsson

Post Commander

American Legion Henry A. Lundgren Post 295
Elgin, Texas



"American Legion" BBQ Championship COOK-OFF

Saturday, October 3, 2015
Memorial City Park, Elgin,
Texas

Dear Cook,

It's that time of year again! Time to fire up the pit and cook that barbecue your friends say is the best they've ever had! This year's event will be held at the Elgin Memorial City Park, Saturday, October 3, 2015 with a weekend all to itself. The Committee is proud to announce that this year's cook off is sanctioned with IBCA and Tolbert.

Please read and follow the Rules & Regulations of the IBCA and tolbert chili group..

The registration form is to be completed, signed and returned to our Post with the entry fee. I would like to encourage everyone to register early. Please make checks/money orders payable to:

American Legion Post 295, 115 North main Street, Elgin, TX. 78621

Meat inspection and Cook's meeting will be at 7:30 p.m., Friday, October 2, 2015 in Main Park Pavilion (see rules and regulations for setups). Cooking may begin after check in.

Attendance of the cooks meeting is mandatory.

Entries are limited to the first 100 cooks who sign-up. Spaces given on first come-first serve basis with paid entry fee and application submitted. A Driver's License number must accompany all checks.

***** There are a few ELECRICITY HOOK-UPS!!!!*****

So make plans to come on down and show us your stuff!

Kurt Nilson

American Legion
Henry A. Lundgren Post 295
Commander
Cook-Off Chairman

"American legion" Championship COOK-OFF

RULES AND REGULATIONS

This event is held by the American legion with all rules for judging as written by that organization and IBCA.

SETUP: Contestants entering the BBQ Cook-off may setup after 3pm on Friday prior to the Cook-off but ONLY if entry fee has been paid. All contestants MUST vacate the City Park by 9pm on Saturday..

TEAMS: A team will consist of a Chief cook and up to three assistants. Chief cook will be held responsible for the conduct of the team. Excessive use of alcoholic beverages will be grounds for disqualification, with no refunds of entry fee(s). Quiet time is from midnight to 8:00 a.m. Only Moderate amplification during the day. Contestants must be signed in before or at cooks meeting.

MEETING OF COOKS: A **Mandatory** Cooks meeting for all categories will be held on Friday, June 7, 2013 at 7:30 p.m. at the Main Pavilion.

COOKED ON SITE: Any category entered must be cooked on site, as defined in the IBCA By-laws without pre-cooking or marinating. Random inspections may be performed to assure that meat is not prepared prior to the official start of the competition. Rules and regulations may change without notice, if alternative site is chosen. No exceptions.

PARKING: Please limit the number of vehicles in your cooking area to one vehicle. This will allow access for Fire & EMS.

SANITATION: Cooks are to prepare and cook in as sanitary a manner as possible. Cooking conditions are subject to inspection by judging committee. Infractions identified by the judging committee shall be immediately corrected or the cook will be subject to disqualification. During and after the Event each team is required to keep the area clean of all trash.

ENTRIES PER PIT: **IBCA** recognizes only one entry (one chief cook) will cook on a given pit. It will be the responsibility of the promoter's to monitor entries. Notwithstanding, multiple entries in the same category by the same cook and multiple entries from the same piece of meat **shall not** be allowed.

BBQ PITS: The promoter may specify the types of BBQ pits, as defined in the By-laws of the IBCA, allowed during any sanctioned cook-off. Non-specification will authorize any type of cookers.

Pit: Any commercial or homemade, trailered or untrailered, pit or smoker normally used for competitive barbeque. A BBQ pit may include gas or electricity for starting the combustion of wood or wood products but not to complete cooking.

BYC: (Backyard Cooker) Any cooking device by design or nature that is inherently portable and designed is intended for recreational cooking.

OPEN GROUND FIRES: NO OPEN/GROUND FIRES ARE PERMITTED!!!

CATEGORIES: Cook-off promoters shall advise contestants in advance of applicable meat categories and or cuts of meats and or types of cookers.

BEEF BRISKET:	Turn in approximately 7 full 1/4" to 3/8" slices.
PORK SPARE RIBS:	Turn in approximately 7 individual cut ribs (bone in)
CHICKEN:	Turn in approximately ½ fully jointed (to include wing, breast, leg and thigh)
DRY PINTO BEANS:	Only (Cup provided)
CHILI:	Only (Cup provided)
Dessert:	Only (Box provided) enough for 15 samples

* If an event has 60+ teams, it is recommended that 2 - ½ chickens be submitted for judging and that the brisket and pork spare rib quantities be adjusted accordingly.

SAUCE: You may cook with sauce but DO NOT add sauce, marinade, sop, juice, or garnishing to meat/container once the meat is prepared for turn-in. Aluminum foil will be provided when cook signs in for his/her tray. Use this foil ONLY. Meat is to be placed on the foil for turn in. Do not fold foil over meat or mark the foil in any manner. Head Judge or Designated representative shall inspect all trays at the time of turn-in to be in compliance. No exceptions.

Barbecue and Ribs will be judged on Aroma, Appearance, Color, Texture, Moisture, Taste and Overall Impression. Judging will be under the direction of IBCA. **THE DECISIONS OF THE JUDGES ARE FINAL.**

TURN-IN TIMES: Turn in times for each category shall be pre-set. Once the time is set and/or announced no changes will be made. A turn-in window of ten (10) minutes before and after the set turn-in times will be recognized. Judging trays received after that time will not be accepted for judging.

Chicken	12:00 p.m. Saturday, October 3, 2015	Bloody Mary	9 a.m. Saturday, October 3, 2015
Pinto Beans	1:00 p.m. Saturday, October 3, 2015	Grilled Cheese	9:30 a.m. Saturday, October 3, 2015
Pork Spare Ribs	1:30 p.m. Saturday, October 3, 2015	Dessert	10:00 a.m. Saturday, October 3, 2015
Chili	2:00 p.m. Saturday, October 3, 2015		
Brisket	3:00 p.m. Saturday, October 3, 2015		
Best Pit (IBCA)	1:00 to 2:00 p.m. Saturday, October 3, 2015		
Showmanship (Tolbert)	2:15-3:05 (Must cook Chili to Show)		

JUDGES: IBCA recommends that a minimum of five (5) judges per table be utilized during initial judging. Subsequent levels of judging should utilize a minimum of seven (7) or a maximum of nine (9) judges per table. Head cooks are prohibited to participate as judges.

JUDGING QUANTITY: Judges will assign a score from 1 to 10 for each tray sampled. A maximum of twenty (20) trays or containers should be assigned to each judging table. Judges should not be required to sample and judge in excess of this number during any event. It is recommended that a predetermined number of top results from each preliminary judging table be sent on to the subsequent levels of judging.

ANNOUNCING WINNERS: Announcement of the Chili Cook-off winners will be held at end of judging. The BBQ Cook-off winners will follow. IBCA recommends that announcements of winners be based on the number of competitors in each category. (Example: Cook-off with ten (10) or more entries announces the top ten (10) plus final table (numbers only). It is recommended that more than one person verify the ticket numbers.

PRIZES: IBCA states that a Grand Champion be named at every cook-off. In the event of a tie for Grand Champion, brisket will be the first tie breaker, followed by ribs, then chicken, and then by any other category. The promoter MUST advertise any changes to the tie breaker decision in advance.

Grand Champion

Brisket	1 st – 4 th	Prize money	TBD
Pork Spare Ribs	1 st – 4 th	Prize money	TBD
Chicken	1 st – 4 th	Prize money	TBD
Best Pit	1 st Place Trophy		
Chili	1 st – 10 th Trophies & Points		

Animal(s) of any kind **WILL NOT BE PERMITTED** in any contestant's space.

American Legion Championship Cook-Off

Saturday, October 3, 2015 • **Memorial** City Park, Elgin, Texas

Application

BRISKET IS A REQUIRED CATEGORY TO PARTICIPATE IN BBQ COOK-OFF

Read rules and regulations before signing. Cooks meeting will be at 7:30 p.m. on Friday, October 3, 2015

Name of Head Cook (*print clearly*)

Address

City, State & Zip

Team Name

Home phone

Cell Phone

Email address(es)

EACH TEAM IS REQUIRED TO FURNISH A PRELIMINARY JUDGE FOR EACH CATEGORY ENTERED (not a head cook)

Names of Three (3) assistants

Names (*print clearly*)

IBCA: Brisket , Pork Spare Ribs, Chicken (1/2) **Must Pay for ALL 3 Meats = \$125.00**
Entries are limited to the first 100 cooks who sign-up.

Tolbert: Chili \$15.00 Pinto Beans \$10.00

Other fun: Bloody Mary \$10.00 Grilled Cheese \$10.00 Dessert \$10.00

100% payout in prize money for other fun

Tolbert Cookers MUST complete Tolbert Terlingua Chili & Pinto Bean Application.

Having read the rules and regulations the undersigned agrees to participate in the "American Legion" Championship Cook-off on Saturday, October 3, 2015 at Elgin Memorial City Park. We agree to abide by all rules set up by the Committee and IBCA to cooperate in every way possible to insure the success of the Cook-off, and understand that failure to do so will be grounds for disqualification. The Committee and the City of Elgin are not liable for injury or loss to any participant of this contest. **Due to unforeseen circumstances, an alternative site may be chosen by the CTR Committee without notice.**



COUNCIL MEETING: July 7, 2015

ITEM: 5. Approval of reappointing board members to the Public Safety Advisory Committee.

RESOURCE PERSON(S): Chris Bratton, Chief of Police (Pages 48-53)
Lucretia Alvarez, City Secretary

SUMMARY: Four members on the Public Safety Advisory Committee have terms expiring June 1, 2015.

Byron Green, Neil Stone, Barbara Tate, and Mike Walterscheidt have submitted letters requesting reappointment to serve an additional two-year term.

RECOMMENDATION(S): The Local Government Code Chapter 501, Section 501.62 states that the governing body (city council) of the corporation's authorizing unit are to appoint directors to the board.

ATTACHMENT:

- 1-Letter from Green
- 2-Letter from Stone
- 3-Letter from Tate
- 4-Letter from Walterscheidt
- 5-LGC Chapter 501, Section 501.062



May 26, 2015

Byron Green
~~110 Dumbuck Drive~~
Elgin, Texas 78621

411 1/2 N. Hwy 95

Re: Public Safety Advisory Committee

Dear Mr. Green,

We appreciate your time as a volunteer to serve on the Public Safety Advisory Committee and attend the monthly meetings. Your current term is scheduled for reappointment to expire on June 1, 2015.

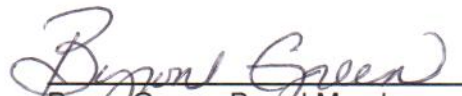
Please indicate below if you are or are not willing to complete an additional two-year term. After marking your selection, sign your name in the space provided and return the form to me by June 1, 2015. This may be returned via email, or to my office at City Hall, 310 N Main Street, Elgin, Texas 78621.

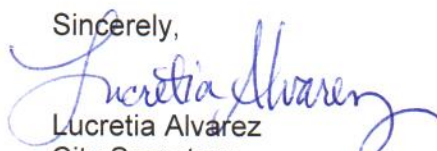
If you choose to serve an additional two-year term, your reappointment will be considered for approval by the City Council at the Regular Meeting scheduled on July 7, 2015.

Upon approval of your reappointment, you will be contacted to schedule a day and time to receive your Oath of Office. This process will take approximately 10 minutes.

Should you have any questions or concerns, I can be reached at (512) 229-3222 or by e-mail at luavarez@ci.elgin.tx.us.

- ☒ I am willing to serve an additional two-year term
☐ I am not willing to serve an additional two-year term


Byron Green, Board Member

Sincerely,

Lucretia Alvarez
City Secretary



May 26, 2015

Neil Stone
PO Box 1177
Elgin, Texas 78621

Re: Public Safety Advisory Committee

Dear Mr. Stone,

We appreciate your time as a volunteer to serve on the Public Safety Advisory Committee and attend meetings on an as needed basis. Your current term is scheduled for reappointment to expire on June 1, 2015.

Please indicate below if you are or are not willing to complete an additional two-year term. After marking your selection, sign your name in the space provided and return the form to me by June 1, 2015. This may be returned via email, or to my office at City Hall, 310 N Main Street, Elgin, Texas 78621.

If you choose to serve an additional two-year term, your reappointment will be considered for approval by the City Council at the Regular Meeting scheduled on July 7, 2015.

Upon approval of your reappointment, you will be contacted to schedule a day and time to receive your Oath of Office. This process will take approximately 10 minutes.

Should you have any questions or concerns, I can be reached at (512) 229-3222 or by e-mail at lavarez@ci.elgin.tx.us.

- ☒ I **am** willing to serve an additional two-year term
☐ I **am not** willing to serve an additional two-year term


Neil Stone, Board Member

Sincerely,


Lucretia Alvarez
City Secretary



May 26, 2015

Barbara Tate
310 Lexington Road
Elgin, Texas 78621

Re: Public Safety Advisory Committee

Dear Ms. Tate,

We appreciate your time as a volunteer to serve on the Public Safety Advisory Committee and attend the monthly meetings. Your current term is scheduled for reappointment to expire on June 1, 2015.

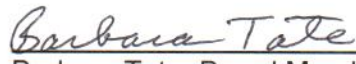
Please indicate below if you are or are not willing to complete an additional two-year term. After marking your selection, sign your name in the space provided and return the form to me by June 1, 2015. This may be returned via email, or to my office at City Hall, 310 N Main Street, Elgin, Texas 78621.

If you choose to serve an additional two-year term, your reappointment will be considered for approval by the City Council at the Regular Meeting scheduled on July 7, 2015.

Upon approval of your reappointment, you will be contacted to schedule a day and time to receive your Oath of Office. This process will take approximately 10 minutes.

Should you have any questions or concerns, I can be reached at (512) 229-3222 or by e-mail at balvarez@ci.elgin.tx.us.

- ☒ I **am** willing to serve an additional two-year term
☐ I **am not** willing to serve an additional two-year term


Barbara Tate, Board Member

Sincerely,


Lucretia Alvarez
City Secretary



May 26, 2015

Mike Walterscheidt
242 Monkey Road
Elgin, Texas 78621

Re: Public Safety Advisory Committee

Dear Mr. Walterscheidt,

We appreciate your time as a volunteer to serve on the Public Safety Advisory Committee and attend the monthly meetings. Your current term is scheduled for reappointment to expire on June 1, 2015.

Please indicate below if you are or are not willing to complete an additional two-year term. After marking your selection, sign your name in the space provided and return the form to me by June 1, 2015. This may be returned via email, or to my office at City Hall, 310 N Main Street, Elgin, Texas 78621.

If you choose to serve an additional two-year term, your reappointment will be considered for approval by the City Council at the Regular Meeting scheduled on July 7, 2015.

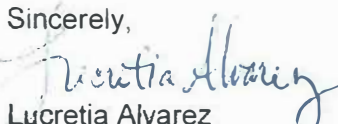
Upon approval of your reappointment, you will be contacted to schedule a day and time to receive your Oath of Office. This process will take approximately 10 minutes.

Should you have any questions or concerns, I can be reached at (512) 229-3222 or by e-mail at lalvarez@ci.elgin.tx.us.

☒ I am willing to serve an additional two-year term
☐ I am not willing to serve an additional two-year term


Mike Walterscheidt, Board Member

Sincerely,


Lucretia Alvarez
City Secretary

otherwise reproduce the seal or a facsimile of the seal on an instrument required to be executed by the corporation's appropriate officers.

Added by Acts 2007, 80th Leg., R.S., Ch. 885 (H.B. 2278), Sec. 3.01, eff. April 1, 2009.

Sec. 501.060. MAY SUE AND BE SUED. With respect to a project, a corporation may sue, be sued, complain, and defend in the corporation's name.

Added by Acts 2007, 80th Leg., R.S., Ch. 885 (H.B. 2278), Sec. 3.01, eff. April 1, 2009.

Sec. 501.061. CORPORATION'S ORGANIZATION NOT RESTRICTED. Except as provided by this subtitle, no proceeding, notice, or approval is required for the organization of a corporation.

Added by Acts 2007, 80th Leg., R.S., Ch. 885 (H.B. 2278), Sec. 3.01, eff. April 1, 2009.

Sec. 501.062. BOARD OF DIRECTORS. (a) All of the powers of a corporation are vested in a board of directors consisting of three or more directors appointed by the governing body of the corporation's authorizing unit.

(b) A director serves for a term of not more than six years.

(c) The governing body of the corporation's authorizing unit may remove a director for cause or at will.

(d) A director serves without compensation, but is entitled to reimbursement for actual expenses incurred in the performance of the director's duties under this subtitle.

Added by Acts 2007, 80th Leg., R.S., Ch. 885 (H.B. 2278), Sec. 3.01, eff. April 1, 2009.

Sec. 501.063. ORGANIZATIONAL MEETING. (a) After issuance of



COUNCIL MEETING: July 7, 2015

ITEM: 1. Discussion and action to consider adoption of a Resolution authorizing publication of notice of intention to issue Combination Tax and Revenue Certificates of Obligation, Series 2015.

RESOURCE PERSON(S): **Kerry Lacy, City Manager (Pages 54-57)**
Buck Laquey, Director of Finance

SUMMARY: **City Council will need to approve the attached Resolution authorizing the publication of the notice of intent to issue Certificates of Obligation in the amount not to exceed \$6,120,000.00 for funding of projects in the 2016 Fiscal Year Budget as part of the statutory requirements when issuing new debt.**

RECOMMENDATION(S): **Approval of the Resolution**

ATTACHMENT: **1-Copy of proposed Resolution**

RESOLUTION NO. 2015-07-07-07

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS
APPROVING AND AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO
ISSUE CERTIFICATES OF OBLIGATION; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Elgin, Texas, has determined that certificates of obligation should be issued under and pursuant to the provisions of Subchapter C of Chapter 271, Texas Local Government Code, as amended, for the purpose of paying contractual obligations to be incurred for (i) improvements and extensions to City streets, including sidewalks, street lighting, traffic signals/controllers, signage, landscaping, utility improvements, extensions and relocations, and acquisition of land, rights-of-way and equipment in connection therewith; (ii) acquisition, improvement and equipment of City park and recreation facilities, including a recreation center; (iii) acquisition, improvement and equipment of disaster relief facilities, including a shelter for disaster relief; (iv) acquisition, improvement and equipment of City office and administrative facilities; (v) improvements, renovations, replacements, relocations and extensions to the City's water and sewer system, including acquisition of equipment in connection therewith; (vi) improvements, renovations, replacements, relocations and extensions to the City's storm sewer and drainage facilities, including acquisition of equipment in connection therewith; and (vii) professional services, including legal, fiscal, engineering and design fees, and costs of issuance; and

WHEREAS, prior to the issuance of such certificates, the City Council is required to publish notice of its intention to issue the same in a newspaper of general circulation in the City, said notice stating (i) the time and place the Council tentatively proposes to pass the ordinance authorizing the issuance of the certificates, (ii) the maximum amount proposed to be issued, (iii) the purposes for which the certificates are to be issued and (iv) the manner in which the Council proposes to pay the certificates;

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

Section 1. The City Secretary is hereby authorized and directed to cause notice to be published of the City Council's intention to issue certificates of obligation, in one or more series, in a principal amount not to exceed \$6,120,000 for the purpose of paying contractual obligations to be incurred for (i) improvements and extensions to City streets, including sidewalks, street lighting, traffic signals/controllers, signage, landscaping, utility improvements, extensions and relocations, and acquisition of land, rights-of-way and equipment in connection therewith; (ii) acquisition, improvement and equipment of City park and recreation facilities, including a recreation center; (iii) acquisition, improvement and equipment of disaster relief facilities, including a shelter for disaster relief; (iv) acquisition, improvement and equipment of City office and administrative facilities; (v) improvements, renovations, replacements, relocations and extensions to the City's water and sewer system, including acquisition of equipment in connection therewith; (vi) improvements, renovations, replacements, relocations and extensions to the City's storm sewer and drainage facilities, including acquisition of equipment in connection therewith; and (vii) professional services, including legal, fiscal, engineering and design fees, and costs of issuance, such certificates to be payable from ad valorem taxes and a limited pledge of the net revenues of the City's water and sewer system. The notice hereby approved and authorized to be published shall read substantially in the form and content of Exhibit A attached hereto and incorporated herein by reference as a part of this Resolution for all purposes.

Section 2. The City Secretary shall cause the aforesaid notice to be published in a newspaper of general circulation in the City, once a week for two (2) consecutive weeks, the date of the first publication to be at least thirty-one (31) days prior to the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation.

Section 3. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 4. This Resolution shall be in force and effect from and after its passage on the date shown below.

PASSED, APPROVED AND EFFECTIVE on the 7th day of July, 2015.

CITY OF ELGIN, TEXAS

Mayor

ATTEST:

City Secretary

(City Seal)

EXHIBIT A

NOTICE OF INTENTION TO ISSUE CITY OF ELGIN, TEXAS, CERTIFICATES OF OBLIGATION

NOTICE is hereby given that it is the intention of the City Council of the City of Elgin, Texas to issue certificates of obligation of the City in one or more series for the purpose of providing funds for paying contractual obligations incurred or to be incurred for: (i) improvements and extensions to City streets, including sidewalks, street lighting, traffic signals/controllers, signage, landscaping, utility improvements, extensions and relocations, and acquisition of land, rights-of-way and equipment in connection therewith; (ii) acquisition, improvement and equipment of City park and recreation facilities, including a recreation center; (iii) acquisition, improvement and equipment of disaster relief facilities, including a shelter for disaster relief; (iv) acquisition, improvement and equipment of City office and administrative facilities; (v) improvements, renovations, replacements, relocations and extensions to the City's water and sewer system, including acquisition of equipment in connection therewith; (vi) improvements, renovations, replacements, relocations and extensions to the City's storm sewer and drainage facilities, including acquisition of equipment in connection therewith; and (vii) professional services, including legal, fiscal, engineering and design fees, and the costs of issuing the certificates of obligation. The City Council tentatively proposes to authorize the issuance of the certificates of obligation at its regular meeting place in the City Hall Annex, 310 North Main Street, Elgin, Texas to commence at 7:00 p.m., on the 18th day of August, 2015. The maximum amount of certificates of obligation that may be authorized for the above listed purposes is \$6,120,000. The City Council presently proposes to provide for payment of the certificates of obligation by a pledge of ad valorem taxes upon all taxable property within the City within the limits allowed by law. The certificates of obligation will be additionally payable from a limited pledge of the City's surplus water and sewer system revenues not to exceed \$1,000.



COUNCIL MEETING: July 7, 2015

ITEM: 2. Discussion and action to consider adopting the City of Elgin Guidelines and Criteria for entering into Economic Development Incentives Agreements.

RESOURCE PERSON(S): Kerry Lacy, City Manager (Pages 58-77)

SUMMARY: The City of Elgin is beginning to see inquiries into incentives that could be provided for Economic Development for new or expanding business and development within the City and in order to stay comparative we should have a policy with guidelines and criteria that outline what we could provide on a case by case basis should that need arise.

RECOMMENDATION(S): Approve the Guidelines and Criteria for Entering into Economic Development Incentives Agreements.

ATTACHMENT: 1-Copy of the proposed Guidelines and Criteria

CITY OF ELGIN
GUIDELINES AND CRITERIA
FOR
ENTERING INTO ECONOMIC DEVELOPMENT
INCENTIVES AGREEMENTS

This Policy establishes the criteria and method to be used for economic development incentives for qualified projects within the City of Elgin (The City). Potential Economic Development Agreements shall comply with the following:

WHEREAS, the City is committed to the promotion of the highest quality development and to improving the quality of life for its citizens;

WHEREAS, the competitive nature of municipalities on the local, state and national level necessitates additional inducements, under certain circumstances, to attract commercial development and business to the City;

WHEREAS, the City may consider, on a case-by-case basis, the use of economic development incentives and tax abatements to attract high quality economic growth; the expansion of the local economy; and commercial development which will generate job creation and a diversified tax base;

WHEREAS, the City's GUIDELINES AND CRITERIA establishes, as the ultimate goal and public purpose, the protection and enhancement of the City's fiscal ability to provide high quality municipal services for the safety, comfort and enjoyment of its citizens;

WHEREAS, it is in the best interest of the City, on a case-by-case basis, to work with Commercial Developers toward the development of mutually agreeable terms and conditions that, if approved and executed by both parties, may allow Commercial Developers to more quickly and easily develop property within the City;

NOW, THEREFORE, as a result of the above and foregoing premises (which are true and correct and made a part hereof), the City desires to outline in this GUIDELINES & CRITERIA certain provisions, which may be included within a definitive agreement, which may be negotiated between the Developer and the City regarding the same, as follows:

Section 1: PURPOSE

- (a) The City of Elgin's goal in offering incentives is to promote economic activity and increase the City's tax base. Consideration in offering incentives will be given to those projects that facilitate investment and development opportunities in any location inside Elgin's corporate City Limits. New and expanding businesses are especially encouraged to apply for incentives in the "Main Street Program District" to expand and develop the downtown shopping experience for the community.

To meet these objectives, the City of Elgin will, on a case-by-case basis, consider providing economic development incentives to assist in the recruitment of new, high quality businesses and expansion of existing businesses. The individualized design of a total incentives package for each applicant will provide the City with maximum flexibility in order to best provide for the needs of the developer and the City.

- (b) Participation in economic incentives or tax abatement does not remove any obligation to satisfy all codes and ordinances issued by the City, or any affected taxing jurisdiction that may be in effect and applicable at the time this project is implemented.

Section 2: DEFINITIONS

- (a) "**Abatement**" means the full or partial exemption from ad valorem taxes of certain eligible property in a Reinvestment Zone designated for economic development purposes.
- (b) "**Agreement**" means a contractual agreement between a property owner and/or lessee and an eligible jurisdiction for the purposes of tax abatement.
- (c) "**Base Year Value**" means the assessed value of eligible property January 1 preceding the execution of the agreement plus the agreed upon value of eligible property improvements made after January 1 but before the execution of the agreement.
- (d) "**Deferred Maintenance**" means improvements necessary for continued operations that do not improve the productivity or alter the process technology.
- (e) "**Economic Life**" means the number of years a property improvement is expected to be in service in a facility, as determined by the City Council.
- (f) "**Eligible Jurisdiction**" means the City of Elgin or other special taxing districts that levy ad valorem taxes upon, and provide services to, property located within a proposed or existing reinvestment zone.
- (g) "**Expansion**" means the addition or enlargement of buildings, structures, fixed machinery, or equipment for purposes of increasing production capacity.
- (h) "**Facility**" means property improvements completed or in the process of construction which together comprise an integral whole.
- (i) "**Infrastructure**" means the costs associated with paving, water, sewer, and drainage facilities. It may also include the costs associated with telephone, Internet, telecommunications equipment, cable, and electricity.
- (j) "**Manufacturing Facility**" means buildings and structures including machinery and equipment, the primary purpose of which is or will be the manufacture of tangible goods or materials or the processing of such goods or materials by physical or chemical change, including the assembly of goods and materials from multiple sources, in order to create a finished or semi-finished product.
- (k) "**Modernization**" means the replacement and upgrading of existing facilities, which increases the productivity input or output, updates the technology or substantially lowers the unit cost of the operation. Modernization may result from the construction, alteration, or installation of buildings, structures, fixed machinery or equipment. It shall not be for the purpose of reconditioning, refurbishing, or repairing except as may be integral to or in direct connection with an existing expansion.

- (l) **"New Facility"** means a property previously undeveloped that is placed into service by means other than or in conjunction with expansion or modernization.
- (m) **"Professional Office Facility"** means buildings or structures including fixed machinery and equipment not elsewhere described, used or to be used for the production of products or services which results in the creation of new permanent jobs and creates wealth in the City.
- (n) **"Productive Life"** means the number of years a property improvement is expected to be in service.
- (o) **"Project"** means any property improvement including expansions, modernization, and new facilities; but excluding any deferred maintenance.
- (p) **"Distribution Center Facility"** means buildings and structures, including machinery and equipment, used primarily to receive, store, service or distribute goods or materials owned by the facility operator.
- (q) **"Entertainment or Tourism Facility"** means buildings and structures, including machinery and equipment, used or to be used to provide entertainment and/or tourism related services.
- (r) **"Retail Facility"** means buildings and structures including fixed machinery and equipment, used or to be used to provide retail services.
- (s) **"Service Facility"** means buildings and structures, including machinery and equipment.
- (t) **"Reinvestment Zone"** means any area of the City that has been designated a reinvestment zone for tax abatement purposes and which is located within the taxing jurisdiction of the City. It is the intent of the City to designate reinvestment zones on a case-by-case basis in order to maximize the potential incentives for eligible enterprises to locate or expand in the City.
- (u) **"Research Facility"** means buildings and structures, including fixed machinery and equipment, used or to be used primarily for research or experimentation to improve or develop new tangible goods or materials or to improve or develop the production processes thereto.
- (v) **"City"** means the City of Elgin, Texas.

Section 3: TEXAS LOCAL GOVERNMENT CODE CHAPTER 380.001 ECONOMIC DEVELOPMENT INCENTIVES

- (a) **Economic Development Incentives.** The City, may by resolution, enter into an economic development incentives agreement as permitted by Chapter 380.001 of the Texas Local Government Code. An incentive may include but is not limited to:
 - (1) **Sales Tax Rebate.** The City collects 1% sales tax on any taxable retail sale made in the City limits, which is earmarked for the City's general fund. The City will consider rebating back to the developer all or a portion of the 1% sales tax generated from the project on new or increased sales' tax dollars produced due to new business, and/or the relocation or expansion of existing businesses in Elgin. The City shall not provide any sales tax rebates for any period during the term of which the City has not received sales tax revenue from taxable sales by the applicant or development. Rebates shall only be given upon documentation from the business receiving the sales tax rebate showing that all terms and conditions in the agreements between the business and the City have been met. The business shall be responsible for submitting any additional data the City determines is appropriate to support documentation of the sales tax rebate. Any EEDC sales tax rebate shall be subject to that Board's approval.

- a. **Rebate.** In an agreement between the business and the City, the City shall agree to rebate to the business a percentage of sales tax revenues, paid by the business back to the business, per a predetermined schedule listed in the agreement.
 - b. **Sales Tax Reporting.** The business shall provide the City with a sales tax schedule detailing the sales tax revenues from sales tax during each quarter for the year prior to the issuance of a sales tax rebate from the City. Within thirty (30) days after the end of each calendar quarter for which a business receives a sales tax rebate, the business shall submit to the City a sales tax schedule detailing the sales tax revenues from sales occurring during each quarter. As backup for each sales tax schedule, the business shall submit such data as the City determines is appropriate to support documentation of reported sales tax revenues. Rebates shall be given quarterly only after receipt of a sales tax schedule and supporting data from the business.
 - c. **Verification.** The business shall supply the City with their sales tax permit number and sign appropriate documentation allowing the City to access sales tax information on the business from the State Comptroller. The City may at any time perform an audit of the Sales Tax Revenues reported by the business receiving the sales tax rebate and shall determine whether the business has properly calculated the sales tax according to the sales tax schedules received by the City. If an audit determines that the sales tax revenues have been understated, then the City shall pay to the business the appropriate amount based on the conclusion of the audit. If the audit determines that the sales tax revenues have been overstated, then the business shall pay such amount to the City within 30 days of receiving notice from the City.
- (2) **Property Tax Rebate.** The City of Elgin currently has a property tax rate equal to \$0.750110 per \$100 current value of the property, which is earmarked for the City's general fund. The City will consider rebating all or a portion of the property tax generated from the project on new or increased property tax dollars produced due to new business and or the relocation or expansion of existing businesses in Elgin. The City shall not provide any property tax rebates for any period during the term of which the City has not received property tax revenue by the applicant or development. Property tax rebates shall be issued on an annual basis at a schedule to be determined by the City Manager or his or her designee. Rebates shall only be given upon annual documentation from the business receiving the property tax rebate showing that all terms and conditions in the agreement between the business and the City have been met. The business shall be responsible to submit any additional data the City determines is appropriate to support documentation of the property tax rebate.
- (3) **Development Fee Rebate.** The City will consider rebating all or a portion of certain permit and development fees upon approval of the City Council. The City shall allow building fees, permit application fees and fees associated with planning to be rebated back to a business. The City shall not allow impact fees, drainage fees, and water or wastewater fees to be rebated back to a business. The City shall not provide any development fee rebates for any period during the term of which the City has not received development fees by the applicant or development. Development fee rebates shall be issued only after a business has received a certificate of occupancy.

Rebates shall only be given upon documentation from the business receiving the development fee rebate showing that all terms and conditions in the agreement between the business and the City have been met.

- (4) **Minimum Investment.** The basic criteria for a new business to the City is an investment of not less than five hundred thousand dollars (\$500,000.00) in real and personal property, the generation or addition of not less than five hundred thousand dollars (\$500,000.00) in taxable sales, and the creation and or retention of at least five (5) jobs. The basic criteria for a business expansion or modernization is an investment of at least \$125,000.00 in real and personal property, the generation or addition of not less than \$125,000.00 in taxable sales, and the creation and or retention of at least two (2) jobs.
- (5) **Loans and Grants.** The City may provide subsidized loans or grants upon approval of the City Council. Any loans and grants shall be paid solely from lawful available funds, which have been appropriated by the City. The City shall have no obligation or liability to pay any portion of the Grant unless the City appropriates funds to make such payment during the budget year in which the Grant is payable.
- a. **Provide Personnel.** The City may provide personnel and services of the municipality upon approval of the City Council.
 - b. **Waiving of Fees.** The City shall allow building fees, permit application fees and fees associated with planning processes to be waived as a business incentive. The City shall not allow impact fees, drainage fees, and water or wastewater fees to be waived as a business incentive.
 - c. **Extension, Construction or Reconstruction of Infrastructure.** The City may assist with the extension, construction or reconstruction of infrastructure necessary for the development of a project upon approval of the City Council. Within the agreement between the business and the City, the City Manager or his or her designee will determine maximum dollar amounts that the City cannot exceed in assisting in infrastructure improvement projects. This is to protect the City from unforeseen costs and rising market rates. The City will consider all revenue sources to assist a developer in making infrastructure improvements. The City will also consider offering in kind municipal services as a means to partner with developers in order to be able to make infrastructure improvements.
- (6) **General Review Criteria.** Any consideration of economic development incentives or tax abatement shall be accompanied by an application and shall be reviewed by the City Council. The review process shall be considered on the "Value Added" elements of the project. A request for economic development incentives or tax abatement shall not be granted if the City Council finds that the request for economic incentives or tax abatement was filed after the commencement of construction, alteration, or installation of improvements related to a proposed expansion, modernization, or new facility authorized as eligible under these guidelines.

Incentives will be considered on a case-by-case basis commensurate with the quality and character of the development and the extent to which it contributes to the accomplishment of community character and quality of life objectives.

(7) **Application.**

- a. The written application for the requested incentives or tax abatement shall be obtained from and be submitted to the City Manager or his or her designee at 310 N Main Street, Elgin, Texas 78621.
- b. The applicant shall address all criteria set forth in this policy.
- c. The applicant shall provide all documents requested by the application as well as any other documents the City shall request.
- d. The applicant shall provide a plat, map or survey showing the location of the property and the project, all streets, land uses and zoning within 500 feet of the site.
- e. The applicant shall provide a legal description of the property, the name, address, and phone number of the owner of the property; the tenants or proposed tenants, if any; and state whether the property is owner occupied or leased.
- f. The applicant shall describe in detail the project including the proposed use, general nature and extent of the modernization or expansion as well as a descriptive list of improvements in kind, number, and location that will be part of the project.
- g. The applicant shall identify the infrastructure construction that will be required to serve the proposed project and the estimated cost of said construction.
- h. The applicant shall identify any economic development incentives or tax abatement requested.
- i. The applicant shall provide a time schedule for undertaking and completing the planned improvements.
- J. The applicant shall provide appropriate financial information showing the applicant is financially stable and able to see the project through to completion.

(8) **General Review Process.**

- a. The application will be reviewed by the City Manager or his or her designee, Economic Development Director, Planning Director, Public Works Director, Police Chief, Fire Chief, Building Inspector or those designated by the City to serve in those capacities. The purpose of the review will be to determine the impact of the development on City Services.
- b. The Economic Development Director or the person designated by the City to serve in that capacity will perform a further analysis of the project prior to any incentives or tax abatement being offered. The analysis will include a description of the project, statement of improvements, map of location, project time schedule for completion, due diligence into soundness of the business, financial ability to complete the project in a timely manner, a determination as to the number of jobs created, the pay level of the jobs created, level of investment to be made, tax return anticipated in amount of property and sales tax generated, other City revenue anticipated, fiscal, social, and community impact of the project to the City, County, and School District, and other taxing entities, the cost and benefit to the City among other items that may be specific to the project and enable the City to make an informed decision.
- c. Prior to a recommendation being made to the City Council, a meeting will be set up between the applicant, the City Manager or his or her designee and the Economic

Development Director or the person designated by the City to serve in that capacity to discuss incentives.

- d. The meeting will result in a recommendation being made to the City Council. Any economic development incentives or tax abatement shall be approved by the City Council.
- e. The City Council will conduct a public hearing when required by law.
- f. All documents shall be provided to the City in digital format.

(9) **Agreement.**

- a. A completed written application for the requested incentives or tax abatement.
- b. The agreement shall determine an appropriate schedule for build out. Benchmarks will be established for the developer to reach build out within a reasonable amount of time. If the developer fails to begin construction and reach benchmarks established by the City, the City may cancel the agreement for lack of performance.
- c. The agreement shall define the project by acreage, location and projected land use. The agreement shall state the estimated real property value in current dollars for each five year period until total build out and the estimated ad valorem revenue for each five year period until total build out based upon the current City ad valorem tax rate. Also, the agreement shall state the estimated sales tax generated for every five-year period of the agreement based upon estimated build out of retail acreage.
- d. The agreement shall state the amount and type of incentives or tax abatement requested and detail each project cost in current dollars. If incentives for infrastructure are requested, the request shall present a detailed list of infrastructure costs.
- e. A method for determining qualifications for meeting criteria set by the City of Elgin through a negotiation process.
- f. Amount of investment and average number of jobs associated with the project during the economic development incentives or tax abatement agreement. Priority will be given to projects that create higher income jobs.
- g. An applicant's promise to meet and maintain these qualifications over the term of the agreement. This may require the submission of an annual report to the City Manager demonstrating that the terms and conditions required to receive an incentive have been met, and the City will be allowed, upon written request and reasonable notice, to conduct a performance review at any time, inspect and audit such records as are necessary to substantiate that the applicant is meeting the criteria agreed upon during the term of the incentives or tax abatement. If the performance review shows that the criteria established in the incentives agreement are not being met, the City reserves the right to cancel the agreement for lack of performance.
- h. A provision for recapturing City expenditures and or cost of labor associated with the agreement, in the event the company or individual is found to be in default according to the terms and conditions of the incentives or tax abatement agreement.
- i. The commencement and termination dates of the economic development incentives or tax abatement.
- j. The agreement shall reserve the right of the City to enter into separate Economic Development Agreements in the event that future projects may warrant consideration

under the GUIDELINES AND CRITERIA, provided that existing Economic Development Agreements are not adversely impacted.

- k. Such agreement shall normally be executed within 60 days after the applicant has forwarded all necessary information for evaluation of the application to the City.

Section 4: ABATEMENT AUTHORIZED

- (a) **Authorized Facility.** A facility may be eligible for abatement if it is a: Retail/Restaurant Facility, Manufacturing Facility, Research Facility, Distribution Center Facility, Service Facility, Entertainment or Tourism Facility or any other Basic Industry.
- (b) **Authorized Date.** A facility shall be eligible for tax abatement if it has applied for such abatement prior to the commencement of construction, provided that such facility meets the criteria granting tax abatement in reinvestment zones created in the City of Elgin pursuant to the GUIDELINES AND CRITERIA adopted by the City Council.
- (c) **Creation of New Value.** The Abatement will apply only to the incremental increase in valuation, for the additional value of eligible property improvements made subsequent to and listed in the abatement agreement between the City of Elgin and the property owner and/or lessee, subject to such limitations as the City Council may require.
- (d) **New and Existing Facilities.** Abatement may be granted to new facilities and improvements to existing facilities for purposes of modernization and expansion.
- (e) **Eligible Property.** Abatement may be extended to the value of buildings, structures, fixed machinery and equipment, site improvements plus the office space and related fixed improvements necessary to the operation and administration of the facility.
- (f) **Ineligible Property.** The following classes of property shall be fully taxable and ineligible for abatement: Land, Vehicles, Deferred Maintenance Investments, Residential Property, Property that is associated with any activity that is Illegal under Federal, State, or Local Law, Property Owned by the State of Texas or its' Political Subdivisions, or Property Owned by an Organization which is Owned, Operated or Directed by a Political Subdivision of the State of Texas.
- (g) **Leased Facilities.** If an authorized facility eligible for tax abatement is leased, the agreement shall be executed with both the lessor and the lessee.
- (h) **Value and Term of Abatement.** Abatement shall be granted effective with the January 1 valuation date of the year immediately following the date of execution of the agreement and following the issuance of a Certificate of Occupancy unless otherwise specified in the agreement. The value and the term of abatement on new eligible property shall be determined as follows:
 - (1) If investment is at or exceeds \$125,000.00 and is less than \$1,500,000.00 and new employment is at or exceeds 5 people, then the value of the abatement shall not exceed 500% in real property

tax reductions of investment by the business in eligible property over a 7 year period. Under no circumstance shall the value of the abatement exceed 80 percent in real property tax reductions of the value of eligible property in a single year, and the duration of the abatement agreement shall not exceed 7 years or $\frac{1}{2}$ the economic life of the property, whichever is less. The abatement shall not exceed the schedule of years and percentages below:

1st year 80%

2nd year 80%

3rd year 80%

4th year 70%

5th year 70%

6th year 60%

7th year 60%

- (1) If investment is at or exceeds \$1,500,000.00 and new employment is at or exceeds 15 people, then the value of the abatement shall not exceed 700% in real property tax reductions of investment by the business in eligible property over a 10 year period. Under no circumstance shall the value of the abatement exceed 80 percent in real property tax reductions of the value of eligible property in a single year, and the duration of the abatement agreement may not exceed 10 years or $\frac{1}{2}$ the economic life of the property, whichever is less. The abatement shall not exceed the schedule of years and percentages below:

1st year 80%

2nd year 80%

3rd year 80%

4th year 80%

5th year 70%

6th year 70%

7th year 70%

8th year 60%

9th year 60%

10th year 50%

- (i) **Economic Qualification.** In order to be eligible to receive tax abatement the applicant must meet the following qualifications:

- (1) For a new facility it is reasonably expected to invest not less than five hundred thousand dollars (\$500,000.00) in the facility (including both eligible and ineligible property) within three years from the commencement of construction and be expected to create employment for not less than five (5) persons associated with the production of goods and services at the authorized facility on a full-time permanent basis in the City of Elgin.

For an expanded or modernized facility it is reasonably expected to invest not less than one hundred twenty five thousand dollars (\$125,000.00) in the facility (including both eligible and ineligible property) within three years from commencement of construction and be expected to create or retain employment for not less than two (2) people on a full-time permanent basis in the City of Elgin.

- (2) Two or more part-time; permanent employees totaling an average of not less than 40 hours per week may be considered as one full-time, permanent Employee.
 - (3) Companies seeking to qualify for tax abatement on the basis of job retention shall document that without the creation of a reinvestment zone and or tax abatement, the company will either reduce or cease operations.
 - (4) The project must have high visibility, image impact or be of a significantly higher level of development quality than that which currently exists within the City.
 - (5) Not be expected to solely and primarily have the effect of transferring employment from one part of the City of Elgin to another.
- (j) **Taxability.** From the execution of the abatement agreement to the end of the agreement period, taxes shall be payable as follows:
- (1) The value of ineligible property shall be fully taxable,
 - (2) The base year value of existing eligible property as determined each year shall be fully taxable, and
 - (3) The additional value of new eligible property shall be taxable.

- (k) **Conflict of Interest.** Property that is in a reinvestment zone and that is owned or leased by a member of the governing body of the City of Elgin shall be excluded from tax abatement.

Section 4: TAX ABATEMENT APPLICATION

- (a) Any present or potential property owner of taxable property in the City of Elgin may request the creation of a reinvestment zone and tax abatement by filing an application with the City Manager or his or her designee. The same requirements and procedures outlined in Section 3 applies to an applicant that requests a tax abatement, with the exception of one additional requirement outlined below in section 4(b).
- (b) Upon receipt of a completed application for the creation of a reinvestment zone for tax abatement purposes, the City Manager or his or her designee shall notify, in writing, the presiding officer of the governing body of each affected jurisdiction. Before acting upon the application, the City Council shall, through public hearing, afford the applicant, designated representatives of any affected taxing jurisdiction and the general public opportunity to show cause why the abatement should or should not be granted. Notice of the public hearing shall be clearly identified on a City Council Agenda to be posted in accordance with the Texas Property Redevelopment and Tax Abatement Act and the Texas Open Meetings Act.

Section 5: PUBLIC HEARING

- (a) Should any affected jurisdiction be able to show cause in the public hearing why the grant of abatement will have a substantial adverse effect on its bonds, tax revenue, service capacity, or the provision of services, that showing shall be reason for the City to deny any designation of the reinvestment zone, the grant of abatement, or both.
- (b) Neither a reinvestment zone nor an abatement agreement shall be authorized if it is determined that:
- (1) There would be a substantial adverse effect on the provision of government services or tax base,
 - (2) The applicant has insufficient financial capacity,
 - (3) Planned or potential use of the property would constitute a hazard to public safety, health or morals, or
 - (4) Planned or potential use of the property violates other codes or laws.

Section 6: AGREEMENT

- (a) The same requirements for agreements outlined in Section 3 for economic development incentives also applies to an applicant that requests a tax abatement, with the exception of one additional requirement outlined below in section 6(b).
- (b) Upon approval, the City shall formally pass a resolution and execute an agreement with the owner of the facility and/or Lessee, which shall include the following:
- (1) Estimated value to be abated and the base year value,
 - (2) Percent of value to be abated each year.

Section 7: RECAPTURE

- (a) In the event that the facility is completed and begins producing goods and/or services, but subsequently discontinues such production for any reason excepting fire, explosion, or other casualty or accident or natural disaster for a period of one year during the abatement period, then the agreement shall terminate and so shall the abatement of taxes for the calendar year during which the facility no longer produces. The taxes otherwise abated for the calendar year shall be paid to the City within sixty (60) days from the date of termination.
- (b) Should the City determine that the company or individual is in default according to the terms and conditions of the abatement agreement, the City shall notify the company or individual, in writing, at the address stated in the agreement, and if such non-compliance is not resolved within sixty (60) days from the date of such notice, then the agreement shall be terminated.
- (c) In the event that the company or individual:
 - (1) Allows its ad valorem taxes owed the City or other affected jurisdiction to become delinquent and fails to timely and properly follow the legal procedures for their protest and or contest, or
 - (2) Violates any of the terms and conditions of the abatement agreement and fails to resolve such violations within sixty (60) days from the date of written notice of such violations, the agreement then may be terminated and all taxes previously abated by virtue of the agreement will be recaptured and paid within sixty (60) days of the termination.

Section 8: ADMINISTRATION

- (a) The Chief Appraiser of the County shall, as a normal consequence of his/her duties, annually determine an assessment of the real and personal property comprising the reinvestment zone. Each year, the company or individual receiving abatement shall furnish the assessor with such information as may be necessary for the abatement, including the number of new or retained employees associated with the facility. Once the value has been established, the Chief Appraiser shall notify the affected jurisdictions that levy taxes of the amount of the assessment.
- (b) The agreement shall stipulate that employees and/or designated representatives of the City will have access to the reinvestment zone during the term of the abatement agreement to inspect the facility to determine if the company or individual is in compliance with the terms and conditions of the abatement agreement. All inspections will be made only after notification of not less than twenty four (24) hours and will only be conducted in such a manner as not to unreasonably interfere with the construction and/or operation of the facility. All inspections will be made with one or more representatives of the company or individual present and in accordance with the company's safety standards.
- (c) Upon completion of construction, the City shall annually evaluate each facility receiving abatement to ensure compliance with the agreement and report possible violations to the City Council and City Attorney.
- (d) All proprietary information required by the City for purposes of monitoring compliance by a company with the terms and conditions of an abatement agreement shall be considered confidential.

Section 9: ASSIGNMENT

- (a) Abatement may be transferred and assigned by the holder to a new owner or lessee of the same facility upon the approval by resolution of the City Council subject to the financial capacity of the assignee and provided that all conditions and obligations in the abatement agreement are guaranteed by the execution of a new contractual agreement with the City of Elgin.
- (b) The expiration date of the new contractual agreement shall not exceed the termination date of the abatement agreement with the original owner and/or lessee.
- (c) No assignment or transfer shall be approved if the parties to the existing agreement, or the new owner or new lessee are liable to the City of Elgin or any affected taxing jurisdiction for outstanding taxes or other obligations.
- (d) Approval of a transferred and assigned agreement shall not be unreasonably withheld.

Section 10: DEVIATION

A request for a deviation from these Guidelines and Criteria shall be made in written form to the City Manager or his or her designated representative. Such request shall include a complete description of the circumstances explaining why the applicant should be granted a deviation. Approval of a request for deviation requires a vote of the governing body.

Section 11: SEVERABILITY AND LIMITATION

In the event that any section, clause, sentence, paragraph, or any part of these GUIDELINES AND CRITERIA shall, for any reason, be adjudged by any court of competent jurisdiction to be invalid, such invalidity shall not affect, impair, or invalidate the remainder of these GUIDELINES AND CRITERIA.

Section 12: CITY COUNCIL DISCRETION

Notwithstanding any provision of this Policy, this Policy and the statements and goals expressed herein, are made with the understanding that the decision of whether or not to grant any economic incentive with respect to any project is a matter solely within the discretion of the City Council, and any economic incentives which may be considered pursuant to this Policy are expressly conditioned upon and subject to the parties negotiating and entering into a mutually satisfactory definitive written agreement or agreements memorializing the mutually agreeable terms and conditions of any economic development incentive agreement. If the City Council, in its sole discretion, determines that it is in the best interests of the City to grant incentives to a particular applicant, a resolution shall be adopted approving the terms and conditions of an economic development incentive agreement with the applicant. Nothing contained herein shall constitute or be construed to constitute a commitment or approval, expressed or implied, tacit or otherwise, on the part of the City to grant economic development incentives for any project or development within the City.

CITY OF ELGIN
APPLICATION FOR ECONOMIC INCENTIVES AND TAX
ABATEMENT GENERAL INSTRUCTIONS

Filing Deadline

Applications are accepted on a continuous basis.

An original and two copies of the application and all attachments must be submitted to:

City Manager
City of Elgin
310 N Main
Elgin, Texas 78621

Applicant Information

If the applicant company is incorporated under one name and doing business under another, please provide both.

The contact person for purposes of this application shall be someone authorized to answer questions and provide additional information if necessary, related to the City Council's consideration of the application.

Primary activity is the good(s) and or service(s) currently or proposed to be produced at the facility for which the applicant has applied for an economic incentive or tax abatement.

Number of employees (full-time or part-time) refers to current operations within the City of Elgin.

Project Information

If the applicant is seeking to qualify for an economic incentive or tax abatement for any type of regional facility, the applicant must provide documentation showing that a majority of the revenues associated with the goods or services produced at the facility come from sources outside of Bastrop or Travis County. For existing businesses, adequate documentation includes invoices or receipts for the previous 12-month period. For new enterprises, acceptable documentation includes a detailed marketing and sales plan.

Estimated total value of improvements is the value of buildings, structures, fixed equipment, inventory, supplies and other eligible property that would be subject to the economic incentive or tax abatement.

To receive credit for total jobs retained for purposes of satisfying the minimum requirements provided in the "Guidelines and Criteria", the applicant must provide documentation that the business will reduce or cease operations in the City without the proposed modernization or expansion. Documentation (e.g., long-range corporate plan) must indicate the extent to which operations will be reduced and the timeframe for implementing the reduction.

Other Abatement Agreement Applications

If the applicant has applied to any other taxing jurisdiction, for an economic incentive or tax abatement associated with the project, please provide the requested information.

Deviation

If approval of this application will require a deviation from the "Guidelines and Criteria" referenced above, the applicant must provide a complete description of the circumstances that necessitate a deviation and the basis on which such deviation should be granted.

Assurances

Must be signed by an authorized officer of the corporation or business.

The date of signature is not considered the date of application for purposes of eligibility. The date of application is the date the application is received at City Hall.

**CITY OF ELGIN
APPLICATION FOR ECONOMIC INCENTIVES AND TAX
ABATEMENT**

Filing Instructions:

This application must be filed prior to the commencement of construction or the installation of equipment associated with the project for which the incentive or tax reduction is being sought. This filing acknowledges that the applicant has read and understands the "Guidelines and Criteria", approved by the City Council. Furthermore, the applicant agrees to comply with all requirements stated in the "Guidelines and Criteria".

This application will become a part of any agreement or contract executed between the applicant and the City of Elgin, and any known or found false representations therein will be grounds for voiding such agreement or contract.

An original and two copies of this application and attachments should be submitted to:

City Manager
City of Elgin
310 N Main
Elgin, Texas 7862

Information:

Company Name: _____
Address: _____

Phone: _____
Contact Person: _____
Owner Name: _____
Address: _____

Phone Number: _____

Type of Business:

(Circle One)

Partnership
Corporation
Sole Proprietorship

Primary Activity:

(Goods/Service Produced)

Annual Sales at Time of Application: _____

Number of Permanent, Full-time Employees at Time of Application: _____

Number of Permanent, Part-time Employees at Time of Application: _____

Project Information:

(Circle One)

Manufacturing	Agriculture/Aquaculture
Research	Regional Entertainment or Tourism*
Regional Service*	Regional Distribution*
Other Basic Industry	

*Note: Applicant must provide evidence that a majority of the revenues generated by this facility are from sources outside of Tarrant County.

Type of Improvements:

(Circle One)

New Facility
Modernization
Expansion

Is the Property Owner-Occupied or Leased: _____

Current or Possible Tenants: _____

Project Location: (Address and Legal Description)

(Please, provide a plat, map or survey showing the location of the property and the project, all streets, land uses, and zoning within 500 feet of the site.)

Estimated Total Value of Improvements: _____

Anticipated Date Construction will begin: _____

Anticipated Date Construction will be completed: _____

Anticipated Peak Construction Work Force: _____

Total New Permanent Employment: _____

Total Jobs Retained: (if modernization or expansion) _____

*Note Applicant must provide evidence that the company would reduce or cease operations within the City of Elgin, if not for the proposed expansion or modernization.

Public Service Requirements and School District Impact:

Volume of Treated Water Required (Gallons per Day) _____

Volume of Effluent to be Treated (Gallons per Day) _____

Number of Families to be Transferred to New facility _____

Estimated Number of Children of School Age (K-12)

In Transferred Families _____

Other Agreement Applications:

Has the applicant made application for economic incentives or tax abatement associated with this project to any other taxing jurisdiction or county? (Circle One)

Yes

No

If yes, please provide the following information on each pending application:

Name of Jurisdiction

Date of Public Hearings (if required)

Action Taken by Jurisdiction (if any)

Date of Application

Variance:

Does approval of this application require a variance from the "Guidelines and Criteria"?
(Circle One)

Yes

No

If yes, applicant must provide attachments with a complete description of the circumstances explaining why the applicant should be granted a variance.

All Applications Must Contain The Following Attachments:

The City Council will not review an application until all the requested information has been provided.

1. A written description of the proposed use and the general nature and extent of the modernization, expansion or new improvements to be undertaken.
2. A description (including estimated value) of each improvement in kind, number, and location that will be part of the project.

3. Identification of the infrastructure that will be required to serve the proposed project and the estimated cost of the infrastructure.
4. A time schedule for undertaking and completing the planned improvements.
5. Financial information (annual reports or tax returns) showing the applicant is financially stable and able to see the project through to completion.
6. Identification of economic development incentives or tax abatement requested.

Assurances:

I do hereby certify that;

The information provided above is, to the best of my knowledge, complete and accurate.

I have received and read a copy of the "Guidelines and Criteria", and I understand the conditions and terms under which an incentive agreement or tax reduction with the City of Elgin may be executed.

Employees and or designated representatives of the City shall have access to the facility during the period of the incentive agreement or tax reduction to determine if the applicant is in compliance with the terms and conditions of the incentive agreement or tax abatement.

I understand that failure to comply with the terms and conditions of the incentive agreement may result in the recapture by the City of any and all revenues reimbursed by the City, taxes reduced, fees waived, or grants and loans received by virtue of the agreement.

I understand that participation in an incentive agreement or tax reduction does not remove any obligation to satisfy all codes and ordinances issued by the City or any other affected taxing jurisdiction that may be in effect and applicable at the time this project is implemented.

Signature of Authorized Officer

Name of Authorized Officer (Type or Print)

Title (Type or Print)

Date



COUNCIL MEETING: July 7, 2015

ITEM: 3. Workshop on the City Manager's proposed budget for fiscal year 2016.

RESOURCE PERSON(S): Kerry Lacy, City Manager (Page 78)
Buck Laquey, Director of Finance

SUMMARY: The fiscal year 2016 draft budget will be discussed during the workshop, and Council input will be utilized to add or delete items from the proposed 2016 budget document.

RECOMMENDATION(S): NA

ATTACHMENT: