AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 5, 2016
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

1. Proclamation recognizing Dr. Martin Luther King, Jr. and Coretta Scott King Day in Elgin.
   Kerry Lacy, City Manager
   Amy Miller, Community Development Director

REPORTS

1. Fiscal Year 2015 Fourth Quarter Financial Reports
   Kerry Lacy, City Manager
   Sidney LaQuey, Finance Director
   Laura Schwartz, Purchasing Agent/Finance Administrator
2. Monthly Department Reports for November 2015
   Kerry Lacy, City Manager

3. Annual report on City of Elgin Boards and Commissions.
   Kerry Lacy, City Manager
   Marc Holm, Mayor
   Lucretia Alvarez, City Secretary

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 special council meeting December 22, 2015.
   Kerry Lacy, City Manager
   Lucretia Alvarez, City Secretary

2. Approval of waiving the open container ordinance on Main Street from Lexington Road 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 2nd Street on 2nd Thursdays January 14, February 11, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8 from 5pm to 8pm for Sip Shop and Stroll.
   Kerry Lacy, City Manager
   Amy Miller, Community Development Director

3. Approval to Appoint Jessica Bega to serve on the CAPCOG Clean Air Coalition through December 31, 2017.
   Kerry Lacy, City Manager
   Amy Miller, Community Development Director

4. Approval of a board appointment to the Board of Adjustments.
   Kerry Lacy, City Manager
   Lucretia Alvarez, City Secretary
   Gary Cooke, Planning and Development Director

5. Approval of board appointments and reappointments to the Library Advisory Board.
   Kerry Lacy, City Manager
   Lucretia Alvarez, City Secretary
   Sandy Ott, Library Director

6. Approval of board appointments and reappointments to the Historic Review Board.
   Kerry Lacy, City Manager
   Lucretia Alvarez, City Secretary
   Amy Miller, Community Development Director

7. Approval of board appointments and reappointments to the Main Street Board.
   Kerry Lacy, City Manager
   Lucretia Alvarez, City Secretary
   Amy Miller, Community Development Director

8. Approval of board appointments and reappointments to the Planning and Zoning Commission.
   Kerry Lacy, City Manager
   Marc Holm, Mayor
   Lucretia Alvarez, City Secretary
   Gary Cooke, Planning and Development Director

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discussion and Action to consider terminating the contract awarded to Langford Community Management Services for Community Development Block Grant Contract Number 7215151.
   Kerry Lacy, City Manager
   Amy Miller, Community Development Director
   Doug Prinz, Utilities Director

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 23rd of December before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

Lucretia Alvarez

Lucretia Alvarez, City Secretary

COUNCIL MEETING: January 5, 2016

ITEM: **1.** Proclamation recognizing Dr. Martin Luther King, Jr. and Coretta Scott King Day in Elgin.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Amy Miller, Community Development Director

SUMMARY: **The City of Elgin works with the Bastrop County Martin Luther King, Jr. Holiday Commission, Smithville, Bastrop, and Bastrop County to celebrate Dr. Martin Luther King Jr. with a walk and program. The walk and program will be in Bastrop on Monday, January 18 starting at 10am.**

RECOMMENDATION(S): **Present proclamation and have a photo for the Elgin Courier.**

ATTACHMENT: **1-MLK Proclamation 2016**

PROCLAMATION

Whereas, *Dr. Martin Luther King, Jr. was felled by an assassin's bullet on April 4, 1968, at the age of thirty-nine; and,*

Whereas, *the President and the Congress of the United States of America, the Governor of the State of Texas, the County Judge and Commissioners of Bastrop County and the Mayor and City Council of the City of Elgin have declared the birthday of Dr. Martin Luther King, Jr. as a National, State and Local Holiday; and,*

Whereas, *Dr. King gained acclaim through his work to bring about social, political and economic equality for all Americans by peaceful means and nonviolent resistance; and,*

Whereas, *despite the honors bestowed upon him, including the Nobel Peace Prize, he wanted most to be remembered as a servant to others; and,*

Whereas*, Coretta Scott King died on January 30, 2006 at age 78 after almost forty years of carrying on the legacy established by her husband; and,*

Whereas*, Coretta Scott King is worthy of honor in her own right as she did not hesitate to pick up the mantle of her late husband by continuing to honor his work; and,*

Whereas*, Mrs. King helped lead the effort to establish a national holiday in her husband's honor and in founding the Martin Luther King Jr. Center for Non-Violent Social Change in Atlanta ; and,*

Whereas, *the theme for this holiday is*
"Remember! Celebrate! Act! A Day on…Not a Day Off!!!" and

Whereas, *the 27th annual walk and program will be held in Bastrop on Monday, January 18, 2016*

NOW THEREFORE *be it proclaimed by the Mayor and City Council of the City of Elgin, Bastrop County, Texas, that* ***Monday, January 18, 2016*** *be recognized as*

Dr. Martin Luther King, Jr. and Coretta Scott King Day

AND THAT, *all citizens are urged to unite with the* ***Cities of Bastrop, Elgin and Smithville, County of Bastrop, and the Bastrop County Martin Luther King, Jr. Holiday Commission*** *in their 27th annual walk for universal peace, justice, human rights, and social and economic progress for all people; and to join with the* ***Bastrop Martin Luther King, Jr. Scholarship Committee in their 29th Anniversary*** *and others in preserving the memory of these truly remarkable Americans.*

IN WITNESS WHEREOF *I have set my hand and caused the seal of the City of Elgin to be affixed this 5th day of January, 2016.*

_____

Marc Holm,
Mayor, City of Elgin

COUNCIL MEETING: January 5, 2016

ITEM: **1.** Fiscal Year 2015 Fourth Quarter Financial Reports

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Sidney LaQuey, Finance Director
Laura Schwartz, Purchasing Agent/Finance Administrator

SUMMARY: **Quarterly Financial Reports for July 2015 through September 2015 for Council information. No action by Council is required.**

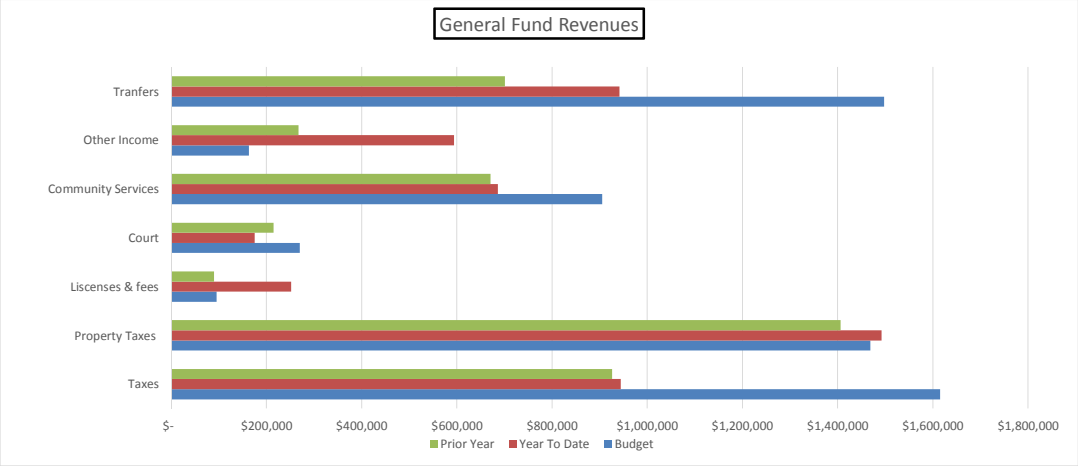
RECOMMENDATION(S): **For information only, no Council action is required.**

ATTACHMENT:
1-General Fund
2-Utility Fund
3-Debt Service
4-Special Revenue

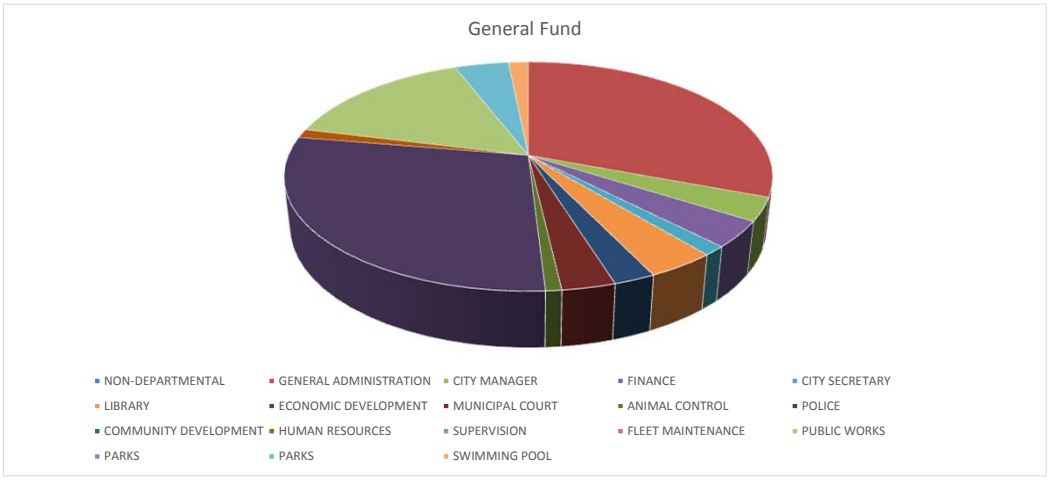
Fund	1

GENERAL FUND

From	To	REVENUES:	ADOPTED BUDGET	AMENDED BUDGET	QUATER TO DATE ACTUAL	YEAR TO DATE ACTUAL	% BUDGET LEFT	PREVIOUS YEAR TO DATE ACTUAL
4200	4999	Taxes	$ 1,615,461	$ 1,615,461	$ 327,147	$ 944,022	41.56%	$ 926,094
4050	4150	Property Taxes	$ 1,468,738	$ 1,468,738	$ 53,901	$ 1,492,364	-1.61%	$ 1,406,228
5000	5999	Liscenses & fees	$ 95,585	$ 95,585	$ 78,027	$ 251,919	-163.56%	$ 89,787
6000	6999	Court	$ 270,000	$ 270,000	$ 53,279	$ 175,041	35.17%	$ 214,696
7000	7999	Community Services	$ 905,295	$ 905,295	$ 230,614	$ 686,204	24.20%	$ 670,863
8000	8999	Other Income	$ 163,200	$ 163,200	$ 253,690	$ 594,220	-264.11%	$ 267,563
9000	9999	Tranfers	$ 1,497,820	$ 1,497,820	$ 236,233	$ 941,323	37.15%	$ 700,834
		Total:	**$ 6,016,099**	**$ 6,016,099**	**$ 1,232,892**	**$ 5,085,093**	**15.48%**	**$ 4,276,064**



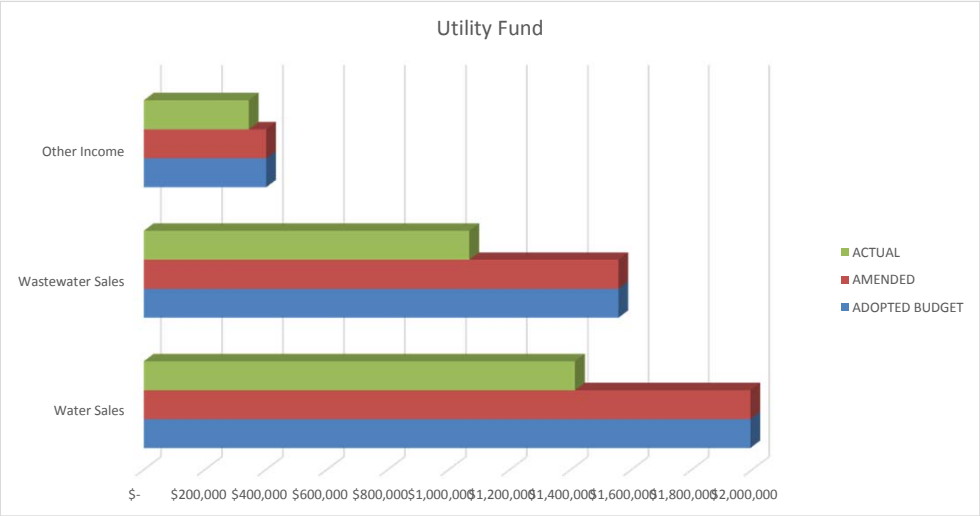
Department No	EXPENDITURES: Description	ADOPTED BUDGET	AMENDED BUDGET	QUATER TO DATE ACTUAL	YEAR TO DATE ACTUAL	% BUDGET LEFT	PREVIOUS YEAR TO DATE ACTUAL
0	NON-DEPARTMENTAL	$ -	$ 50,000	$ 137,101	$ 187,017	-274.03%	$ 19,216
1	GENERAL ADMINISTRATION	$ 1,947,046	$ 1,945,546	$ 884,231	$ 1,322,285	32.04%	$ 971,593
2	CITY MANAGER	$ 207,307	$ 207,307	$ 51,860	$ 147,180	29.00%	$ 131,766
3	FINANCE	$ 231,986	$ 231,986	$ 81,616	$ 165,941	28.47%	$ 80,167
4	CITY SECRETARY	$ 82,466	$ 82,466	$ 20,428	$ 56,635	31.32%	$ 69,989
5	LIBRARY	$ 244,100	$ 244,100	$ 40,762	$ 139,135	43.00%	$ 157,281
7	ECONOMIC DEVELOPMENT	$ 147,405	$ 147,405	$ 33,243	$ 104,558	29.07%	$ 100,889
8	MUNICIPAL COURT	$ 189,157	$ 189,157	$ 29,924	$ 105,241	44.36%	$ 152,102
9	ANIMAL CONTROL	$ 56,478	$ 56,478	$ 11,891	$ 37,131	34.26%	$ 44,627
10	POLICE	$ 1,808,690	$ 1,885,632	$ 409,739	$ 1,275,869	32.34%	$ 1,322,470
11	COMMUNITY DEVELOPMENT	$ -	$ -	$ -	$ -		$ -
12	HUMAN RESOURCES	$ 77,484	$ 77,484	$ 43,269	$ 45,215	0.00%	$ 51,196
13	SUPERVISION	$ -	$ -	$ -	$ -		$ -
14	FLEET MAINTENANCE	$ -	$ -	$ -	$ -		$ -
15	PUBLIC WORKS	$ 966,906	$ 938,406	$ 150,670	$ 563,284	39.97%	$ 580,528
16	PARKS	$ -	$ -	$ -	$ -		$ -
17	PARKS	$ 269,912	$ 249,912	$ 51,538	$ 159,265	36.27%	$ 157,912
18	SWIMMING POOL	$ 99,846	$ 99,846	$ 6,384	$ 15,870	84.11%	$ 39,496
20	FLEMING COMMUNITY CENTER	**$ 6,328,784**	**$ 6,405,726**	**$ 1,952,658**	**$ 4,324,624**	**32.49%**	**$ 3,879,231**



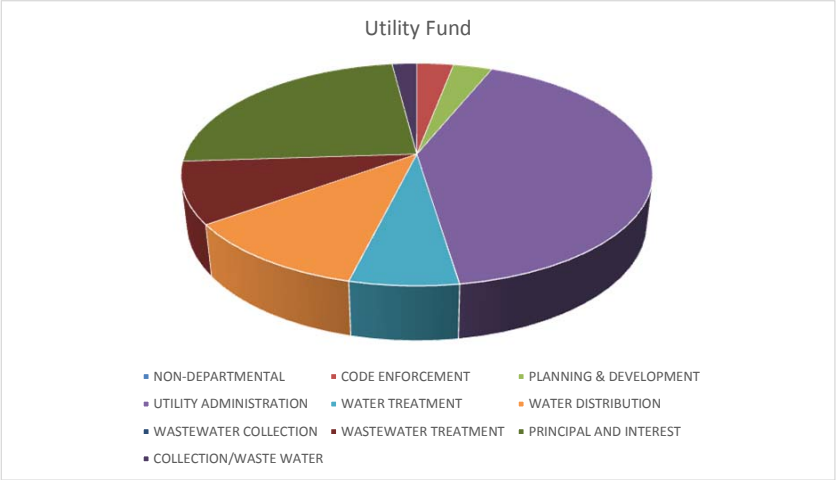
Fund	2

UTILITY FUND

From	To	REVENUES:	ADOPTED BUDGET	AMENDED BUDGET	YEAR TO DATE ACTUAL	% BUDGET LEFT	PREVIOUS YEAR TO DATE ACTUAL
7500	7500	Water Sales	$ 1,994,758	$ 1,994,758	$ 1,414,579	29.09%	$ 1,432,892
7550	7550	Wastewater Sales	$ 1,557,417	$ 1,557,417	$ 1,067,964	31.43%	$ 1,066,529
7551	9999	Other Income	$ 401,480	$ 401,480	$ 344,682	14.15%	$ 326,230
		Total:	**$ 3,953,654**	**$ 3,953,654**	**$ 2,827,225**	**28.49%**	**$ 2,825,652**



Department No	Description	EXPENDITURES:	ADOPTED BUDGET	AMENDED BUDGET	YEAR TO DATE ACTUAL	% BUDGET LEFT	PREVIOUS YEAR TO DATE ACTUAL
0	NON-DEPARTMENTAL		$ -	$ -	$ -		$ -
12	CODE ENFORCEMENT		$ 145,836	$ 145,836	$ 79,799	45.28%	$ 8
21	PLANNING & DEVELOPMENT		$ 154,898	$ 154,898	$ 110,696	28.54%	$ 118,364
22	UTILITY ADMINISTRATION		$ 1,950,575	$ 2,009,802	$ 1,394,896	30.60%	$ 830,422
23	WATER TREATMENT		$ 304,718	$ 304,718	$ 191,597	37.12%	$ 409,945
24	WATER DISTRIBUTION		$ 601,919	$ 542,692	$ 309,197	43.03%	$ 376,223
25	WASTEWATER COLLECTION		$ -	$ -	$ -		$ -
26	WASTEWATER TREATMENT		$ 432,955	$ 432,955	$ 256,155	40.84%	$ 399,563
27	PRINCIPAL AND INTEREST		$ 1,166,146	$ 1,166,146	$ 354,280	69.62%	$ 346,015
28	COLLECTION/WASTE WATER		$ 98,130	$ 98,130	$ 44,882	54.26%	$ -
29	NON-DEPARTMENTAL						
54	NON-DEPT WATER IMPACT						
55	NON-DEPT SEWER IMPACT						
			$ 4,855,178	**$ 4,855,178**	**$ 2,741,501**	**43.53%**	**$ 2,480,542**



Fund	3

GENERAL FUND DEBT SERVICE

From	To		REVENUES:	ADOPTED BUDGET	AMENDED BUDGET	YEAR TO DATE ACTUAL	% BUDGET LEFT	PREVIOUS YEAR TO DATE ACTUAL
4050	8300	Taxes		$ 1,421,339	$ 1,421,339	$ 1,299,041	8.60%	$ 1,233,582
			Total:	**$ 1,421,339**	**$ 1,421,339**	**$ 1,299,041**	**8.60%**	**$ 1,233,582**

	EXPENDITURES:	ADOPTED	AMENDED	YEAR TO DATE	% BUDGET LEFT	PREVIOUS YEAR TO DATE
Department No	**Description**	BUDGET	BUDGET	ACTUAL		ACTUAL
0	NON-DEPARTMENTAL	$ -	$ -	$ -		$ 1,134
30	PRINCIPAL & INTEREST	$ 1,214,431	$ 1,214,431	$ 231,136	80.97%	$ 257,547
		$ 1,214,431	**$ 1,214,431**	**$ 231,136**		**$ 258,681**

SPECIAL REVENUE

FUND	From	To	REVENUES:	ADOPTED BUDGET	AMENDED BUDGET	YEAR TO DATE ACTUAL	% BUDGET LEFT	PREVIOUS YEAR TO DATE ACTUAL
4	4001	9999	HOTEL MOTEL TAX FUND	$ 49,400	$ 49,400	$ 42,229	14.52%	$ 34,020
7	4001	9999	COURT TECHNOLOGY , SECURITY	$ 13,900	$ 13,900	$ 7,724	44.43%	$ 46,426
11	4001	9999	COMM IMPACT FEES - WATER	$ 2,600	$ 2,600	$ 270,421	-10300.83%	$ 50,774
12	4001	9999	COMM IMPACT FEES - SEWER	$ 26,000	$ 26,000	$ 195,420	-651.62%	$ 35,153
70	4001	9999	SUBSCRIBER FEE CABLE FRANCHISE	$ 6,570	$ 6,570	$ 11,695	-78.01%	$ 4,390
72	4001	9999	RED LIGHT CAMERA FUND	$ 480,516	$ 480,516	$ 629,783	-31.06%	$ 697,566
				$ 578,986	$ 578,986	$ 1,157,273	-99.88%	$ 868,331

FUND	EXPENDITURES: Description	ADOPTED BUDGET	AMENDED BUDGET	YEAR TO DATE ACTUAL	% BUDGET LEFT	PREVIOUS YEAR TO DATE ACTUAL
4	HOTEL MOTEL TAX FUND	$ 51,410	$ 51,410	$ 50,936	0.92%	$ 23,913
7	COURT TECHNOLOGY , SECURITY	$ 12,512	$ 12,512	$ 1,852	85.20%	$ 7,264
11	COMM IMPACT FEES - WATER	$ -	$ -	$ 11,570		$ -
12	COMM IMPACT FEES - SEWER	$ -	$ -	$ -		$ -
70	SUBSCRIBER FEE CABLE FRANCHISE	$ 1,800	$ 1,800	$ -	100.00%	$ (1,683)
72	RED LIGHT CAMERA FUND	$ 972,936	$ 895,994	$ 413,116	53.89%	$ 373,552
		$ 51,410	**$ 51,410**	**$ 50,936**	**0.92%**	**$ 23,913**

COUNCIL MEETING: January 5, 2016

ITEM: 2. Monthly Department Reports for November 2015

RESOURCE PERSON(S): Kerry Lacy, City Manager

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

RECOMMENDATION(S): NA

ATTACHMENT:

1-Main Street Monthly Report
2-Community Development Monthly Report
3-Public Works Monthly Report
4-Utility Billing Monthly Report
5-Library Monthly Report
6-Municipal Court Monthly Report
7-Police Department Monthly Report
8-EEDC Monthly Report
9-Water and Wastewater Monthly Rep[ort
10-Building, Development and Code Enforcement Monthly Report
11-Parks and Recreation Monthly Report

MONTHLY ACTIVITY REPORT

For the local program, monthly reports are a way to track and document progress of both the program and the downtown revitalization effort. It is also an effective tool to use for updating the board on the program's overall activities and for communicating your progress to stakeholders, such as City Council and other funding entities. For the state office, monthly reports help us provide more direct and effective services by giving us a way to spot trends, challenges, issues etc. The report should reflect BOTH the work of staff and volunteers. While not all programs use the traditional four-committee structure any longer, the work of all programs should still be able to be reflected in the four-point categories below.

The Monthly Report is **due by the 10th of each month.** Please use electronic version, type or print legibly. Please use this electronic version and email to mainstreet-reports@thc.state.tx.us.

CITY: ____ELGIN_____
MONTH/YEAR: _November 2015_____
DATE SUBMITTED: __12-9-2015_____

1. Updates on Projects, Activities for the month.

MAIN STREET BOARD: *(After typing, TAB to the next cell)*

Meeting Dates:	Update on projects or activities
November 6 and November 19	Sip, Shop, Stroll, 2nd Thursdays from 5-8 Hogeye Festival – it rained torrential rains, flash flooding, 9' of rain which has never happened in 28 years. Music was moved indoors, revenues were lost, no change in expenses. Safe Trick or Treat Saturday October 31, 5-7 – weather was beautiful and it was very well attended. Best one yet with lots of downtown business participation in addition to booths in the park.
	Shop Elgin First – local shopping program with EDC and Chamber

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

Meeting Dates:	Update on projects or activities
November 2	Submitted Downtown online inventory grant application with THC Organized Main Street retreat for January. Attended Texas Downtown Association conference with board member Renee Girling.

PROMOTION:

Meeting Dates:	
November 12	Continuing with 1st Saturday Sidewalk sales Shop Small Saturday for November with a wheat penny promotion Holiday by tracks and pictures with Santa in December, Planning for Holiday Concert with Elgin ISD Friday December 4, Veterans Memorial Park 6pm Holiday by the Tracks & VDFD Lighted Parade, Saturday, December 5 downtown Sip Shop & Stroll December 10 from 5-8 downtown Stocking Stuffer Saturday – Saturday December 19 Pictures with Santa Claus in downtown Elgin – multiple locations Doing all we can to encourage

DESIGN:

November 23	Started working on a holiday lighting plan for 2016.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
November 17	Shop Elgin First campaign, weekly ads and editorial in cooperation with EDC and Chamber Business Expo with Chamber – great participation by downtown businesses, We provided a downtown booth for businesses who could not attend and had an event / city information booth. New businesses are opening and the directory and map of downtown is expanding!! to be coordinated for placement with TXDOT – working with realtors and investors on possible projects in Elgin.

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

   Worked with City council to select engineering and grant management services for the Texas Capital Fund sidewalk grant. Started on grant implementation.

3. Outlook. *Goals and challenges; plans for upcoming major projects such as public improvements etc.:*

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

5. Main Street in the News. *If your programs or its activities have been spotlighted in press coverage during the month, please provide a link here. If there is a newsworthy event or announcement that would be appropriate for the Main Street Matters e-newsletter, please email* **mainstreet-reports@thc.state.tx.us** *with the information. Please provide event information as many months in advance as possible.*

   Sip Shop and Stroll: January 14, 2106 the second Thursday of each month. Sip a little wine and shop as you stroll through the stores in Historic Downtown Elgin. You will find diverse merchandise, eclectic decor, artwork by local artists and live music in many of the venues.

   Holiday by the Tracks: December 5, 2015- the first Saturday in December find the perfect Christmas tree at Elgin Christmas tree farm or Evergreen Christmas tree farm and includes a day of shopping at the local businesses in Historic Downtown Elgin. Veterans' Memorial Park is host to arts and crafts vendors and musical performances. Also included are the EVFD Lighted Christmas Parade at dusk followed by a live nativity. Co-sponsored by the Elgin Main Street Board, Elgin Chamber of Commerce and the Community Development Department. For more information, visit Holiday by the Tracks.

Holiday Concert with Elgin ISD Friday December 4, Veterans Memorial Park 6pm
Sip Shop & Stroll December 10 from 5-8 downtown
Stocking Stuffer Saturday – Saturday December 19

Pictures with Santa Claus in downtown Elgin

Saturday, December 5- Veteran's Memorial Park with River Valley Farmers Market 11am-1pm and at Elgin Local Goods 2-4pm se habla espanol
Sunday, December 6-Ramona's Rendezvous 2-4pm
Thursday, December 10- G&M Drygoods with Sip, Shop & Stroll from 5-8pm
Saturday, December 12- Tattered Shutter from 11am-1pm
Thursday December 17, Elgin Medicine Shop 3pm to 6:30pm se habla espanol

Saturday December 19, Elgin Lions Thrift Store 11am to 2pm

MEMORANDUM

To: Kerry Lacy, City Manager
From: Amy Miller, Community Development Director
Date: December 10, 2015
RE: Community Development Department Report November 2015

Projects

- Applied for Downtown Online Inventory system grant with Texas Historic Commission
- Shop Elgin First joint shop local campaign with EDC and Chamber, weekly ads and editorial.
- Worked with Grant Development Services on civil rights requirements and worked with environmental review consultant for Texas Capital Fund CDBG Sidewalk Grant.
- FM 1100 CAMPO grant follow-up.
- CDBG Utility line grant set up initial meetings with consultants for December, started civil rights requirements.
- Shop Elgin First Business Expo, great downtown business participation, in addition provided a downtown booth for businesses who could not attend and a city information booth.
- Met with McAlister & Associates realtors about downtown properties.
- Provided downtown development information to the Bastrop County Board of Realtors.
- Coordinated Bike and Walk to school Day with Elgin ISD and Police department for December.
- Coordinated Classroom Travel Tally surveys for Safe Routes to School at Neidig, BTW, Elgin Elementary and Elgin Middle School.
- Coordinated Parent Safe Routes to school survey to be conducted in December.
- Organized Main Street retreat for January 21, 2016 with Debra Drescher State Main Street Coordinator.
- Provided board member orientation for new board members Melissa Ladd and Allan Tolbert.
- Marketing coordination for Holiday by the Tracks, Holiday Concert, and pictures with Santa.
- Organized pictures with Santa for six different days, times, and locations downtown; including two times when wishes can be shared in Spanish.
- Shop Small Saturday Wheat Penny promotion was successful.
- Met with investors considering property downtown.

- Mayor's letter of support for Household Hazardous Waste grant application by Bastrop County and City of Smithville.
- Marketing coordination and support for Sip Shop and Stroll, Thursday November 12 from 5-8 downtown
- City of Elgin E-News
- Facebook Pages: City of Elgin, Visit Elgin, Envision Elgin

Boards & Committees, Seminars

Envision Elgin quarterly meeting
CAMPO TAC meeting
Historic Review Board
Main Street Board
Business Retention & Recruitment Committee
Promotion Tourism Committee
Bastrop County Transportation planning group
CAMP Swift JLUS committee
Texas Downtown Association conference in Waxahachie

Upcoming Events

Holiday Concert with Elgin ISD Friday December 4, Veterans Memorial Park 6pm
Holiday by the Tracks & VDFD Lighted Parade, Saturday, December 5 downtown
Sip Shop & Stroll December 10 from 5-8 downtown
Stocking Stuffer Saturday – Saturday December 19
Sip Shop and Stroll Thursday January 14, 2016

Pictures with Santa Claus in downtown Elgin

Saturday, December 5- Veteran's Memorial Park with River Valley Farmers Market 11am-1pm and at Elgin Local Goods 2-4pm se habla espanol
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Thursday, December 10- G&M Drygoods with Sip, Shop & Stroll from 5-8pm
Saturday, December 12- Tattered Shutter from 11am-1pm
Thursday December 17, Elgin Medicine Shop 3pm to 6:30pm se habla espanol
Saturday December 19, Elgin Lions Thrift Store 11am to 2pm

Sip Shop & Stroll continues in 2016 on 2nd Thursdays in downtown

Public Works – November- 2015

Lawn Maintenance – City Owned Buildings thru November - 19:
Elgin Public Library
City Hall
Elgin Police Department
Elgin Industrial Park
Greater Elgin Chamber of Commerce
Elgin Museum

Grounds Maintenance- Parks thru November-19:
Elgin Memorial Park
Veterans Memorial Park
Thomas Memorial Park
Morris Memorial Park
Goins Picnic Area
Shenandoah Greenbelt / Soccer Fields

Right of Way and Easement mowing and maintenance – Ongoing

Halloween Storm Related Issues:
Barricaded low water crossings and flooded areas.
Cleaned debris from Shenandoah Soccer Fields and fences.
Elgin Memorial Park – Removed down tree and limbs.
Repaired park road and parking area.
City Hall – Removed limbs due to storm.
Cardinal Street – Removed down limb.
Removed debris from drainage structures and channels thru out.
Repaired minor edge of pavement and driveway washouts.

Drainage / Ditch Work:
North Avenue C
East 8th Street.
East 1st Street.

Curb and Gutter Cleaning:
Church Street
Lake Terrace
Cardinal Street
Anderson Street
Canary Street

Dumped Debris:
Loaded into Roll-offs- Houston Street
Loaded into Roll-offs – South Avenue

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
www.elgintx.com

UTILITY BILLING 2015	**November**	
Billed out	$379,692.17	
Past due notices	617	$76,744.24
Work orders-Cut offs	82	
Disconnected for non pmt	77	
Extension to pay 1st	35	
Extension due for disconnect	3	
Meter tamper fee	0	
After Hour turn on	1	
Accounts set to final	13	for non pmt

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

Library Report to City for November 2015

Circulation was up 1% from the previous year.

Collection size is 38,843 items. We have added eBooks and eAudiobooks from One Click Digital. They will be cataloged in our collection like the items on our shelves.

We received 8 computers for use with the Bots 'n Books grant from CTLS and locked them in the server closet. Mrs. Torres was writing the serial numbers on an inventory list and discovered that 2 had been taken from their bags.

Friends of the Elgin Library Literary Event in November was with author Angela Castillo. She grew up in the Bastrop area and writes inspirational Texas frontier fiction and children's books.

The Travel Club enjoyed a presentation by Cidneye Godkin of her trip to India with her two sisters. Volunteer Michelle Austino has suspended the Dual Language class because of low attendance. The ESL classes will continue through December 10th.

Patron computer use more than doubled in November compared to November 2014. The amount of hours used increased slightly. The patron computers are being secured with software called Drive Vaccine that will take a computer back to a previous setting, such as before a malware infected it. We are upgrading Cybrarian, software that manages the patron computers.

Volunteer hours have decreased significantly.

Categories	Units	Nov. '14	Nov. '15	Fiscal YTD '15	Fiscal YTD '16
Total Circulation		6,456	6,541	15,445	13,469
+ or - Same month previous year	Percent	10%-	1%+		
Additions					
Interlibrary Loans	Each	4	2	5	5
New Patrons	Each	68	61	161	145
Collection					
Items Added	Each	217	224	688	717
Items Withdrawn	Each	221	152	575	228
Total Collection	Each	37,981	38,843	37,981	38,843
General Statistics					
Gate Count		3,205	3,179	8,247	8,070
Hours Open	Each	134	129	313	306
Library Tours	Each	0	0	0	0
Program Visitors	Each	356	354	1,082	1,118
Public Computer Use	Hours	492	597	1,175	1,149
Patrons using computers	Each	457	1,020	1,173	1,862
Volunteer Hours	Each	326	93	723	261
Receipts					
		$1,069	$1,428	$3,271	$2,622
Civic Center Use					
City	Each	3	2	6	4
Library	Each	15	11	25	20
Public Rental	Each	2	6	2	9
Other - not for profit	Each	1	7	18	24
Total Civic Center Use		21	26	51	57

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL

OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month November 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 Yadira Duque

Date Dec 15, 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 November 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:	12,738	12	0	0	2,480	18
a. Active Cases	8,871	10	0	0	1,283	2
b. Inactive Cases	3,867	2	0	0	1,197	16
2. New Cases Filed	124	0	0	0	56	0
3. Cases Reactivated	20	0	0	0	9	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,015	10	0	0	1,348	2
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	72	0	0	0	25	0
b. Dismissed by Prosecution	11	0	0	0	9	0
7. Dispositions at Trial:						
a: Convictions						
1) Guilty Plea or Nolo Contendere	10	0	0	0	6	0
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	5					
b: After Deferred Disposition	0	0	0	0	3	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	9	0	0	0	0	0
10. Total Cases Disposed	108	0	0	0	43	0
11. Cases Placed On Inactive Status	55	0	0	0	37	0
12. Total Cases Pending End of Month:	12,754	12	0	0	2,493	18
a: Active Cases	8,852	10	0	0	1,268	2
b: Inactive Cases	3,902	2	0	0	1,225	16
13. Show Cause Hearings Held	0	0	0	0	0	0
14. Cases Appealed:						
a: After Trial	0	0	0	0	0	0
b: Without Trial	0	0	0	0	0	0

JUVENILE / MINOR ACTIVITY

Court CITY OF ELGIN Month November Year 2015	TOTAL
1. Transportation Code Cases Filed	1
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	2
6. Failure to Attend School Cases Filed	0
7. Education Code (Except Failure to Attend) Cases Filed	0
8. Violation of Local Daytime Curfew Ordinance Cases Filed	3
9. All Other Non-Traffic Fine-Only Filed	10
10. Transfer to Juvenile Court: a. Mandatory Transfer	0
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: a. Warnings Administered	0
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 Month November Year 2015	Number Given	Number Requests For Counsel
1. Magistrate Warnings: a. Class C Misdemeanors	11	
b. Class A and B Misdemeanors	23	
c. Felonies	5	
		TOTAL
2. Arrest Warrants Issued: a. Class C Misdemeanors		92
b. Class A and B Misdemeanors		0
c. Felonies		2
3. Capiases Pro Fine Issued		6
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		2
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: a. Partial Satisfaction		0
b. Full Satisfaction		1
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit		4
16. Cases in Which Fine and Court Costs Waived for Indigency		1
17. Amount of Fines and Court Costs Waived for Indigency		$20.70
18. Fines, Court Costs and Other Amounts Collected: a. Kept by City		$14,680.46

Elgin Police Department
Monthly Report November 2015

CATEGORY	2015 November	2014 November	2013 November	2012 November	2011 November
Calls for Service					
Total Calls for Service	886	951	963	609	895
Police calls	665	599	606	469	450
Fire calls	40	53	33	28	44
Animal calls	80	101	72	51	31
Activity logs	67	187	249	61	204
City calls	34	11	3	0	166
Offense Reports					
Total Offense Reports	80	65	76	77	71
Active (Open) cases	27	18	17	27	24
Cases Inactivated	14	18	24	19	16
Cases Closed	3	1	1	1	2
Documentation (no crime)	0	0	1	7	1
Other	0	1	2	5	1
Unfounded	0	0	5	2	0
Referred to other agency	2	4	0	3	1
Citations					
Total Citations	247	303	366	154	285
Citations for violations	135	190	176	82	131
Warnings	112	113	190	72	154
Collisions					
Total Accidents	35	33	31	22	18
Major accidents (with injury)	5	3	4	1	2
Minor accidents (no injury)	22	25	18	16	15
Leaving the scene accidents	8	5	9	5	1
Alarms					
Business alarms	20	12	13	10	11
Residential alarms	6	7	4	3	8
Fire alarms	9	4	1	2	2
Arrests					
Felony arrests	7	7	4	4	4
Misdemeanor arrests	25	16	18	12	25
Other arrests	4	4	3	0	0
Animal Control					
Total Animal Control calls	80	101	72	51	31
Animal Cruelty calls	0	0	0	0	1
Canine Impounds	10	9	15	17	5
Feline Impounds	12	9	6	2	1
Citations issued	8	4	1	4	2
Bite Cases	3	0	1	1	2
Dead animal calls	8	7	2	2	9
Wildlife calls	5	8	3	2	12
Rabies cases	0	0	0	0	1
Rabies cases positive	0	0	0	0	1

TO: Elgin City Council and City Manager
RE: Economic Development Corp. Monthly Report by Joe Newman
Date: Tuesday, January 5, 2016 council meeting

- First, let me say that it has been an honor and privilege serving here in Elgin. I'm sorry we weren't able to attract some large industries, but we did have several notable achievements in the past 4.5 years. For instance, the assessed property valuations increased by 22.14% and sales tax allocations went up by 46.8%. As you know, Elgin is posed to expand rapidly in the next few years and I'll be nearby if your new director, Owen Rock, has any question of me.

- On Friday, January 15 from 3-5pm the city is hosting a little retirement party for me at the Fleming Community Center and I hope you'll be able to attend.

- Sales tax allocations for December were up 3.64% over December 2014 and up 8.9% for the calendar year.

- The EEDC board met December 15 and approved a $25,000 mega grant for the proposed new owners of the old City Café building. The board also offered to pledge a certificate of deposit of $41,700 (with council approval) to help secure the proposed bank loan. The $41,700 will be secured by assets of his other business in LaGrange.

- The board also committed to a mega-grant of $25,000 to Jay Harkins Sheet Metal Company on their planned $500,000 building and creation of 5-20 new employees.

- The Elgin Courier was granted a $5,000 EEDC façade grant to assist in their major remodeling project.

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.

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

Monthly Reports November 2015

Department 023 Water Treatment

Well # 10	9,975,000 Gallons
Well # 11	0 Gallons
Well # 14	0 Gallons
Well # 15	16,005,000 Gallons
Water loss due to leaks or flushing	500,000 Gallons
Total Water Pumped	**25,480,000 Gallons**

Chemicals Used

Chlorine	584 Pounds
Seaquest	300 Pounds

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.59 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	4
Service Line Breaks	15
Miscellaneous Repairs/Complaint Calls	10
New Connections/Taps	0
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	1
Service Lines	5
After Hours Call-Outs	5

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	0
Curb Side Cleanouts Installed	1
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	1
Lines TV'd	3
Manholes Installed/Repaired	0

Lift Station Maintenance/Repairs

Hour Meter Reads/Daily Site Checks	9 Daily
Pumps Pulled	2
Pumps Installed	1
Pumps De-raged	3
Motors Pulled	0
Motors Installed	0
Electrical Issues (Repair/Replace Parts)	0
Floats Cleaned/Replaced	8
Grass/Weed Maintenance	0
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	3
Cleaned Wet Well Floats	2
Miscellaneous Repairs	6
After Hours Call-Outs	1

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	555,100 Gallons
Maximum Daily Flow	955,300 Gallons
Average Daily Flow	702,500 Gallons
Total Monthly Flow	21,075,400 Gallons

Effluent DO (Dissolved Oxygen) Average	7.86
Effluent Chlorine Residual Average	1.91 mg/l
Effluent pH Average	7.24
Total Phosphorus Average	0.114
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	2.7
TSS (Total Suspended Solids) Average	3.13
Ammonia/Nitrates Average	0.241

Remarks

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

Type of Inspections	Nov-14	Nov-15	Fiscal Yr. To Date	Calendar Yr. To Date
Building	14	19	68	629
Electrical	12	26	65	557
Plumbing	24	21	51	580
Gas	8	16	45	340
Mechanical	7	13	31	255
TOTAL	65	95	260	2361
Building				
Permits	5	6	20	196
Value	$ 89,115.00	$ 304,620.00	$ 1,665,789.49	$ 15,573,827.68
Fees	$ 757.25	$ 2,275.70	$ 6,505.20	$ 100,266.96
Electrical				
Permits	2	7	12	158
Fees	$ 235.00	$ 1,312.50	$ 2,282.50	$ 28,460.00
Plumbing				
Permits	11	4	9	147
Fees	$ 1,825.00	$ 517.50	$ 1,580.00	$ 27,062.50
Gas				
Permits	10	2	7	116
Fees	$ 1,040.00	$ 235.00	$ 1,015.00	$ 14,465.00
Mechanical				
Permits	11	3	13	126
Fees	$ 1,787.50	$ 435.00	$ 2,060.00	$ 20,442.50
Total All Fees	$ 5,644.75	$ 4,775.70	$ 13,442.70	$ 190,696.96

November 2015
Building Permits

Number of Permits Nov-14	Number of Permits Nov-15	Type/Classification	Permit Fees Nov-14	Permit Fees Nov-15	Valuation Nov-14	Valuation Nov-15
1	1	New Single Family	$ 661.00	$ 555.40	$ 85,000.00	$ 68,820.00
		New Duplex				
		New Manufactured				
		New Multi-Family				
		New Commercial				
		New Industrial				
		New Swimming Pools				
		Moving Permit				
3	1	New Signs	$ -	$ 112.75	$ 1,115.00	$ 8,000.00
1	3	Residential	$ 96.25	$ 407.00	$ 3,000.00	$ 38,800.00
	1	Non-Residential		$ 1,200.55		$ 189,000.00
		Demolitions				
5	6		$ 757.25	$ 2,275.70	$ 89,115.00	$ 304,620.00
ZBOA Request		None				
Zoning Request		None				

Code Enforcement	Active Nov 2014	Active Nov 2015	Closed Nov 2014	Closed Nov 2015
Abandoned/Junked	1			1
Animal Control			2	
Beer Permits				
Environmental		1	11	1
Fire Code	1		3	2
Health and Sanitation	1			7
Illegal Signs			2	40
Property Maintenance		1	10	6
Unsafe Structures	1			2
Water/Sewer			3	
Zoning			5	
Total	4	2	36	59

*Zoning Board of Adjustments

Submitted By: Jim Cazares

Date: December 16, 2015

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

November Parks Summary	2015
Facility	Number of uses
Park/ Pavilion Rental	11
Ball Field Rental	44
Fleming Community Center	60
Deposits	$1,185.00

Projects/programs

Park Rentals: During this time of year is when we see our park rental activity slow down however it is not a slow season for the Parks Department. November through March we like to look at improvement projects at some of our rental facilities that will help the park user. I have recently ordered additional signage for all the parks. I have added information to the park signs and our crew will be replacing damaged and out of date signs. The Thomas Park pavilions now have improved lighting with timers. These tamper resistant LED lights are far brighter than the florescent bulbs and are less likely to break. The lighting makes the pavilions easier to use in the evenings and the timers shuts them down at 10:30pm.

New Park Employees: The parks crew is starting off well. Aside from the everyday park cleaning and mowing, we have special projects lined up such as site preparation for the Recreation Center and landscaping improvements at the Fleming Center. It has been inspiring to work with new employees getting them motivated and to see their attitude about working in the parks. We have a good crew, stop and say hello when you have time.

Recreation Center: Our City Manager, Architect and I have met with the County Administrator to kick off the Recreation Center project. We are just now beginning the design process and things are looking good. We have a good site location for the Rec Center that is central to the community and easily accessible. Our Architect is a great designer and knows how to get the most building for our dollar. I am excited to work on this project I know it will be a great facility for the community. The City Manager will bring updates to council as we move through the process.

Goals for December 2015

- Set out Christmas decorations and evaluate their use next year.
- Continue site preparation for the Recreation Center
- Put up new park signage

COUNCIL MEETING: January 5, 2016

ITEM: 3. Annual report on City of Elgin Boards and Commissions.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Marc Holm, Mayor
Lucretia Alvarez, City Secretary

SUMMARY: **Annual report updating Boards and Commissions.**

RECOMMENDATION(S): **Informational only. Action is under Consent Agenda.**

ATTACHMENT: **1-2016 Board appointments**

2016 BOARD APPOINTMENTS

In 2015 the City of Elgin received 14 applications and filled 6 board vacancies.

City boards have been known for dedicated members, some who serve several terms.
Vacancies occur for various reasons, and are filled throughout the year as needed.
Reappointments generally occur January and June for renewing expired terms.
Boards and Commissions are reviewed by staff for vacancies, reappointments, new appointments, meeting requirements and following state guidelines.

All new applications received are reviewed by city secretary, mayor, and board staff.
Applying does not guarantee a place on the board. Some applicants not placed are either:
1) applying for boards that have no vacancies,
2) may live outside the required city limits for the board they applied for,
3) may consider volunteering in the area of interest until a vacancy becomes available.

In 2016 we begin with new appointments and reappointments as follows:

1-5-2016
LIBRARY ADVISORY BOARD:
Reappoint - Christy Taylor & Josh Carrillo
Appoint - Carman Michelle Austino

PARKS & RECREATION BOARD:
Reappoint – Patti Tatum, Debbie Gaston, Brad Kilgore

MAIN STREET BOARD:
Reappoint – Ed Rivers, Allan Tolbert

HISTORIC REVIEW BOARD:
Reappoint – Molly Alexander, Ed Rivers, Melissa Ladd, Allan Tolbert
Appoint – Emily Koller

BOARD OF ADJUSTMENTS:
Appoint – Patrick Dudley

PLANNING & ZONING COMMISSION (Mayor appoints):
Reappoint – Dorothy McCarther, Ronnie Creppon, Geno Chavarria, Rudy Ramirez, Antonio Prete
Appoint – David Lanford, Brian Lundgren

COUNCIL MEETING: January 5, 2016

ITEM: **1.** Approval of minutes of the special council meeting December 22, 2015.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Lucretia Alvarez, City Secretary

SUMMARY: **Presented for review and approval are the minutes of the special council meeting on December 22, 2015.**

RECOMMENDATION(S): **Approve the minutes of the special council meeting on December 22, 2015.**

ATTACHMENT: **1-Minutes of December 22, 2015**

MINUTES
ELGIN CITY COUNCIL
SPECIAL MEETING
TUESDAY, DECEMBER 22, 2015 AT 7:00 P.M.
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET

CALL TO ORDER

Mayor Marc Holm called the meeting to order at 7:08 p.m. with the following members:

Marc Holm, Mayor
Chris Cannon, Mayor Pro-Tem
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)
Kerry Lacy, City Manager
Lucretia Alvarez, City Secretary
Charlie Crossfield, City Attorney
Kevin Perry, City Engineer
Gary Cooke, Planning and Development Director
Melissa Lipiec, Planning and Development Administrative Assistant
Chris Bratton, Police Chief

INVOCATION

Council Member Mary Penson gave the invocation.

PUBLIC HEARING

None.

PUBLIC COMMENT

Susan Carlson, 1415 FM 1704, concerns regarding shooting within areas to be annexed.

Bill Carlson, 1415 FM 1704, concerns regarding city taking on costs of fire hydrants, city sewer, and roadways.

Chris Cielencki, 1413 FM 1704, concerns regarding new services completed within four years.

Robert Wenske, 1353 FM 1704, concerns regarding taxation without representation.

PRESENTATIONS

None

REPORTS

None

CONSENT AGENDA

Council Member Sue Brashar made a motion to approve the Consent Agenda as presented, Council Member Mary Penson seconded, and motion approved unanimously.

1. Approval of minutes of the special council meeting and public hearing on November 24, 2015.
   Kerry Lacy, City Manager
   Lucretia Alvarez, City Secretary

   Approval of minutes of the regular council meeting and public hearing on December 1, 2015.
   Kerry Lacy, City Manager
   Lucretia Alvarez, City Secretary

UNFINISHED BUSINESS

1. Discussion and action to consider approval of a proposed resolution approving annexation development agreements.
   Kerry Lacy, City Manager
   Gary N. Cooke, Planning and Development Director
   Charlie Crossfield, City Attorney, Sheets and Crossfield, P. C.

   Council Member Mary Penson made a motion to approve Resolution No. 2015-12-22-20 as presented, Mayor Pro-Tem Chris Cannon seconded, and motion approved unanimously.

RESOLUTION NO. 2015-12-22-20

A RESOLUTION OF THE CITY COUNCIL OF CITY OF ELIGN, TEXAS, APPROVING ANNEXATION DEVELOPMENT AGREEMENTS

2. Discussion and action to consider approval and adoption of a proposed ordinance annexing certain hereinafter described adjacent and contiguous territory to the City of Elgin, Texas.
   Kerry Lacy, City Manager
   Gary N. Cooke, Planning and Development Director
   Charlie Crossfield, City Attorney, Sheets and Crossfield, P. C.

   Council Member Sue Brashar made a motion to approve Ordinance No. 2015-12-22-34 as presented, Mayor Pro-Tem Chris Cannon seconded, and motion approved unanimously.

ORDINANCE NO. 2015-12-22-34

AN ORDINANCE ANNEXING CERTAIN HEREINAFTER-DESCRIBED ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN TEXAS, TO-WIT: 94.798 ACRES DESCRIBED IN EXHIBIT "A" ALL OF SAID PROPERTY BEING SITUATED IN BASTROP COUNTY, TEXAS, AND ALL ADJACENT ROADWAYS BEING FOR ANNEXATION; EXTENDING THE BOUNDARY LIMITS OF ELGIN SO AS TO INCLUDE SAID PROPERTY

WITHIN ELGINS CITY LIMITS; FINDING THAT ALL NECESSARY AND REQUIRED LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH PROPERTY SHALL BECOME A PART OF THE CITY AND THAT THE OWNERS AND INHABITANTS THEREOF SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BE BOUND BY THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF THE CITY NOW IN EFFECT AND THOSE WHICH ARE HEREINAFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

NEW BUSINESS

None

EXECUTIVE SESSION

None

RECONVENE

None

ANNOUNCEMENTS

- Texas deaths occur every day on Texas highways. Be safe drivers over the holidays.
- City of Elgin offices will be closed December 24-25 and January 1.

ADJOURNMENT

Mayor Marc Holm adjourned the meeting at 7:34 p.m.

APPROVED:

_____
MARC HOLM
Mayor of Elgin, Texas

ATTEST:

_____
LUCRETIA ALVAREZ
City Secretary of Elgin, Texas

COUNCIL MEETING: January 5, 2016

ITEM: 2. Approval of waiving the open container ordinance on Main Street from Lexington Road 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 2nd Street on 2nd Thursdays January 14, February 11, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8 from 5pm to 8pm for Sip Shop and Stroll.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Amy Miller, Community Development Director

SUMMARY: **Sip Shop and Stroll is a promotional event organized by the Main Street Board and the Chamber of Commerce to encourage local shopping and dining through the Shop Elgin First campaign. Businesses are open for extended hours on 2nd Thursdays of each month and offer promotions such as in-store specials, live music, wine and beer tastings, prize drawings and refreshments. The Main Street Board and Chamber coordinate the event and marketing.**

RECOMMENDATION(S): **Approve waiving the open container ordinance on Main Street from Lexington Road 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 2nd Street on 2nd Thursdays January 14, February 11, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8 from 5pm to 8pm for Sip Shop and Stroll.**

ATTACHMENT:

COUNCIL MEETING: January 5, 2016

ITEM: **3.** Approval to Appoint Jessica Bega to serve on the CAPCOG Clean Air Coalition through December 31, 2017.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Amy Miller, Community Development Director

SUMMARY: **The Clean Air Coalition is part of CAPCOG, the Capital Area Council of Governments. The group looks at EPA ozone standards, proposed new ozone standards, how EPA ozone standards affect the region, provides comments to the EPA and coordinates emission reduction measure commitments for the Ozone Advance Program Action Plan. The group looks at EPA ozone standards, proposed new ozone standards, how EPA ozone standards affect the region, provides comments to the EPA and coordinates emission reduction measure commitments for the Ozone Advance Program Action Plan. Coalition members include elected representatives from Bastrop, Caldwell, Travis, Williamson and Hays counties, Cities of Austin, San Marcos, Round Rock, Elgin, Bastrop, Luling and Lockhart.**

RECOMMENDATION(S): **Appoint Jessica Bega to serve on the CAPCOG Clean Air Coalition through December 31, 2017.**

ATTACHMENT:

COUNCIL MEETING: January 5, 2016

ITEM: 4. Approval of a board appointment to the Board of Adjustments.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Lucretia Alvarez, City Secretary
Gary Cooke, Planning and Development Director

SUMMARY: **The Board of Adjustments has a vacancy to fill, and Patrick Dudley meets the requirements for that position. He has served on boards and city council in previous years.**

Approval by consent agenda, or each reappointment and appointment will be voted by separate Council action as Item A, Item B and Item C.

A. Appoint Patrick Dudley

RECOMMENDATION(S): **Appoint Patrick Dudley.**

ATTACHMENT: **1-Patrick Dudley application**

COUNCIL MEETING: January 5, 2016

ITEM: 5. Approval of board appointments and reappointments to the Library Advisory Board.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Lucretia Alvarez, City Secretary
Sandy Ott, Library Director

SUMMARY: **Terms expire December 31, 2015 for three board members. Christy Taylor and Josh Carrillo both express serving another two-year term. Katie Clark recently resigned leaving a vacancy. Carman Michelle Austino has applied to serve on the board to fill this vacancy. She served previously, and is very active in the Library programs as a volunteer.**

Approval by consent agenda, or each reappointment and appointment will be voted by separate Council action as Item A, Item B and Item C.

A. Reappoint Christy Taylor
B. Reappoint Josh Carrillo
C. Appoint Carman Michelle Austino

RECOMMENDATION(S): **A. Reappoint Christy Taylor**
B. Reappoint Josh Carrillo
C. Appoint Carman Michelle Austino

ATTACHMENT: **1-Christy Taylor letter**
2-Josh Carrillo letter
3-Carman Austino application

December 11, 2015

Christy Taylor
211 Loesch Drive
Elgin, Texas 78621

Re: Library Advisory Board

Dear Ms. Taylor,

We appreciate your time as a volunteer to serve on the Library Advisory Board and attend meetings on an as needed basis. Your current term is scheduled for reappointment to expire on December 31, 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 December 17, 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 January 5, 2016.

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

Christy Taylor

Christy Taylor, board member

Sincerely,

Lucretia Alvarez

Lucretia Alvarez
City Secretary

December 11, 2015

Josh Carrillo
104 Depot St., Apt A
Elgin, Texas 78621

Re: Library Advisory Board

Dear Mr. Carrillo,

We appreciate your time as a volunteer to serve on the Library Advisory Board and attend meetings on an as needed basis. Your current term is scheduled for reappointment to expire on December 31, 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 December 17, 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 January 5, 2016.

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

Josh Carrillo, board member

Sincerely,

Lucretia Alvarez
City Secretary

Lucretia Alvarez

From: noreply@civicplus.com
Sent: Wednesday, December 2, 2015 3:17 PM
To: Lucretia Alvarez
Subject: Online Form Submittal: Application for Community Boards

Application for Community Boards

Step 1

First Name	Carman
Last Name	Austino
Telephone	512-579-1924
Telephone	512-579-1924
Telephone	512-579-1924
Address	606 N Main St
City	Elgin
State	TX
Zip Code	78621
Mailing Address	120 Allison CV
City	Elgin
State	TX
Zip Code	78621
Email Address	michelle.austino@gmail.com
Is email a way of contacting you promptly?	Yes
If not, how?	*Field not completed.*
Which of the Following Boards or Commissions Would You Like to Serve On	Library Advisory Board

If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	*Field not completed.*
Reference 1	Sandy Ott
Email Address	sott@ci.elgin.tx.us
Address	404 N Main St
City	Elgin
State	TX
Zip Code	78621
Phone Number	512-281-5678
Fax Number	512-2853015
Reference 2	Denise Ross
Email Address	denise.ross@ruralcapital.net
Address	53 Loop 150 West
City	Bastrop
State	TX
Zip Code	78602
Phone Number	512-303-3916
Fax Number	*Field not completed.*
Reference 3	Judy Maiewski
Email Address	jmaiewski@ci.elgin.tx.us
Address	404 N Main St
City	Elgin
State	TX
Zip Code	78621
Phone Number	512-281-5678
Fax Number	*Field not completed.*

Occupation and/or Area(s) of Expertise	retired/trainer
Education	College

Additional Pertinent Information

Do you reside within the City Limits of Elgin?	Yes
If yes, how long?	24 years
What Ward?	2
Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	606 N Main & 120 Allison CV
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	*Field not completed.*
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	*Field not completed.*
Why would you like to serve on the selected Board or Commission?	Library Advisory Board
Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest?	No
Do you have your employer's support to serve on a Board or Commission?	No

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

Do you agree to complete any training necessary for the Board or Commission?	Yes
How did you hear of the available position(s)?	Sandy Ott

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant	Carman Michelle Austino
Date	12/2/2015

Email not displaying correctly? View it in your browser.

COUNCIL MEETING: January 5, 2016

ITEM: 6. Approval of board appointments and reappointments to the Historic Review Board.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Lucretia Alvarez, City Secretary
Amy Miller, Community Development Director

SUMMARY: **Terms expire December 31, 2015 for three board members. Ed Rivers, Melissa Ladd and Allan Tolbert all express serving another three-year term. Vicki Goodrich recently resigned leaving a vacancy. Emily Koller has applied to serve on the board to fill this vacancy. She meets the board requirement to be a member for this board.**

Approval by consent agenda, or each reappointment and appointment will be voted by separate Council action as Item A, Item B and Item C.

A. Reappoint Ed Rivers
B. Reappoint Melissa Ladd
C. Reappoint Allan Tolbert
D. Appoint Emily Koller

RECOMMENDATION(S): **A. Reappoint Ed Rivers**
B. Reappoint Melissa Ladd
C. Reappoint Allan Tolbert
D. Appoint Emily Koller

ATTACHMENT: **1-Ed Rivers letter**
2-Melissa Ladd letter
3-Allan Tolbert letter
4-Emily Koller application

December 17, 2015

Ed Rivers
PO Box 1124
Elgin, Texas 78621

Re: Historic Review Board

Dear Mr. Rivers,

We appreciate your time as a volunteer to serve on the Historic Review Board and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 2015.

Please indicate below if you are or are not willing to complete an additional three-year term. After marking your selection, sign your name in the space provided and return the form to me by December 21, 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 three-year term, your reappointment will be considered for approval by the City Council at the Regular Meeting scheduled on January 5, 2016.

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

Ed Rivers, board member

Sincerely,

Lucretia Alvarez
City Secretary

December 17, 2015

Melissa Ladd
100 E. First Street #102
Elgin, Texas 78621

Re: Historic Review Board

Dear Ms. Ladd,

We appreciate your time as a volunteer to serve on the Historic Review Board and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 2015.

Please indicate below if you are or are not willing to complete an additional three-year term. After marking your selection, sign your name in the space provided and return the form to me by December 21, 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 three-year term, your reappointment will be considered for approval by the City Council at the Regular Meeting scheduled on January 5, 2016.

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

Melissa Ladd, board member

Sincerely,

Lucretia Alvarez
City Secretary

December 17, 2015

Allan Tolbert
1363 A. Red Town Road
Elgin, Texas 78621

Re: Historic Review Board

Dear Mr. Tolbert,

We appreciate your time as a volunteer to serve on the Historic Review Board and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 2015.

Please indicate below if you are or are not willing to complete an additional three-year term. After marking your selection, sign your name in the space provided and return the form to me by December 21, 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 three-year term, your reappointment will be considered for approval by the City Council at the Regular Meeting scheduled on January 5, 2016.

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

Allan Tolbert, board member

Sincerely,

Lucretia Alvarez
City Secretary

Lucretia Alvarez

From: noreply@civicplus.com
Sent: Thursday, December 17, 2015 5:08 PM
To: Lucretia Alvarez
Subject: Online Form Submittal: Application for Community Boards

Application for Community Boards

Step 1

First Name	Emily
Last Name	Koller
Telephone	5127384653
Telephone	512-463-7466
Telephone	5127384653
Address	405 N Ave F
City	Elgin
State	Texas
Zip Code	78621
Mailing Address	405 N Ave F
City	Elgin
State	TX
Zip Code	78621
Email Address	emilykoller@yahoo.com
Is email a way of contacting you promptly?	Yes
If not, how?	Or cell is fine
Which of the Following Boards or Commissions Would You Like to Serve On	Main Street Board, Historic Review Board

If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	1.) Historic Review Board 2.) Main Street Board
Reference 1	Debra Drescher
Email Address	debra.drescher@thc.state.tx.us
Address	P.O. Box 12276
City	Austin
State	TX
Zip Code	78711
Phone Number	512-463-5758
Fax Number	*Field not completed.*
Reference 2	Alvin Miller
Email Address	alvin.miller@thc.state.tx.us
Address	P.O. Box 12276
City	Austin
State	TX
Zip Code	78711
Phone Number	*Field not completed.*
Fax Number	*Field not completed.*
Reference 3	Alison Brake
Email Address	abrake@sanmarcostx.gov
Address	630 E Hopkins
City	San Marcos
State	TX
Zip Code	78666
Phone Number	512.393.8232
Fax Number	

Occupation and/or Area(s) of Expertise	Planner, Texas Historical Commission (I work with the Texas Main Street Program and manager the agency's planning projects).
Education	MS, Community and Regional Planning with a specialization in Historic Preservation - UT Austin, 2011

Additional Pertinent Information

Do you reside within the City Limits of Elgin?	Yes
If yes, how long?	I moved to Elgin in Sept 2015
What Ward?	4
Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	Residential Property - 405 N Ave F
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	*Field not completed.*
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	*Field not completed.*
Why would you like to serve on the selected Board or Commission?	I am passionate about historic preservation and downtown revitalization. I work in the field and would like to serve as a way to support and promote Elgin's fantastic historic downtown.
Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest?	No

Do you have your employer's support to serve on a Board or Commission?	Yes

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

Do you agree to complete any training necessary for the Board or Commission?	Yes
How did you hear of the available position(s)?	Amy Miller, Community Development Director

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant	Emily Koller
Date	12/17/2015

Email not displaying correctly? View it in your browser.

COUNCIL MEETING: January 5, 2016

ITEM: **7.** Approval of board appointments and reappointments to the Main Street Board.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Lucretia Alvarez, City Secretary
Amy Miller, Community Development Director

SUMMARY: **Terms expire December 31, 2015 for three board members. Ed Rivers, Allan Tolbert both express serving another two-year term. Stacey Van Landingham recently expressed her regrets not to serve another term. This will leave a vacancy to be filled at a later date.**

Approval by consent agenda, or each reappointment and appointment will be voted by separate Council action as Item A, Item B and Item C.

A. Reappoint Ed Rivers
B. Reappoint Allan Tolbert

RECOMMENDATION(S): **A. Reappoint Ed Rivers**
B. Reappoint Allan Tolbert

ATTACHMENT: **1-Ed Rivers letter**
2-Allan Tolbert letter

December 17, 2015

Ed Rivers
PO Box 1124
Elgin, Texas 78621

Re: Main Street Board

Dear Mr. Rivers,

We appreciate your time as a volunteer to serve on the Main Street Board and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 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 December 21, 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 January 5, 2016.

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

Ed Rivers, board member

Sincerely,

Lucretia Alvarez
City Secretary

December 17, 2015

Allan Tolbert
1363 A. Red Town Road
Elgin, Texas 78621

Re: Main Street Board

Dear Mr. Tolbert,

We appreciate your time as a volunteer to serve on the Main Street Board and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 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 December 21, 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 January 5, 2016.

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

Allan Tolbert, board member

Sincerely,

Lucretia Alvarez
City Secretary

COUNCIL MEETING: January 5, 2016

ITEM: 8. Approval of board appointments and reappointments to the Planning and Zoning Commission.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Marc Holm, Mayor
Lucretia Alvarez, City Secretary
Gary Cooke, Planning and Development Director

SUMMARY: **The Planning and Zoning Commission is appointed by the mayor, not city council. Terms expired January 1, 2012 for three board members, and January 1, 2013 for four board members. Dorothy McCarther, Antonio Prete, Geno Chavarria, Rudy Ramirez, and Ronnie Creppon all express serving another two-year term. Applications were received from David Lanford and Brian Lundgren to serve on the board.**

Approval of the mayor's appointment is by consent agenda, or each reappointment and appointment will be voted by separate Council action as Item A, Item B and Item C.

A. Reappoint Dorothy McCarther for a term expiring January 1, 2017.
B. Reappoint Antonio Prete for a term expiring January 1, 2017.
C. Reappoint Geno Chavarria for a term expiring January 1, 2017.
D. Reappoint Rudy Ramirez for a term expiring January 1, 2017.
E. Reappoint Ronnie Creppon for a term expiring January 1, 2018.
F. Appoint David Lanford for a term expiring January 1, 2018.

G. Appoint Brian Lundgren for a term expiring January 1, 2018.

RECOMMENDATION(S):

A. Reappoint Dorothy McCarther for a term expiring January 1, 2017.
B. Reappoint Antonio Prete for a term expiring January 1, 2017.
C. Reappoint Geno Chavarria for a term expiring January 1, 2017.
D. Reappoint Rudy Ramirez for a term expiring January 1, 2017.
E. Reappoint Ronnie Creppon for a term expiring January 1, 2018.
F. Appoint David Lanford for a term expiring January 1, 2018.
G. Appoint Brian Lundgren for a term expiring January 1, 2018.

ATTACHMENT:

1-Dorothy McCarther letter
2-Antonio Prete letter
3-Geno Chavarria letter
4-Ronnie Creppon letter
5-David Lanford application
6-Brian Lundgren application

December 18, 2015

Dorothy McCarther
401 Williams
Elgin, Texas 78621

Re: Planning and Zoning Commission

Dear Ms. McCarther,

We appreciate your time as a volunteer to serve on the Planning and Zoning Commission and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 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 December 21, 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 January 5, 2016.

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**.

- [x] I **am** willing to serve an additional two-year term
- [ ] I **am not** willing to serve an additional two-year term

Dorothy McCarther

Dorothy McCarther, board member

Sincerely,

Lucretia Alvarez

Lucretia Alvarez
City Secretary

December 18, 2015

Antonio Prete
702 E Second Street
Elgin, Texas 78621

Re: Planning and Zoning Commission

Dear Mr. Prete,

We appreciate your time as a volunteer to serve on the Planning and Zoning Commission and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 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 December 21, 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 January 5, 2016.

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

Antonio Prete, board member

Sincerely,

Lucretia Alvarez
City Secretary

December 18, 2015

Geno Chevarria
608 E Second Street
Elgin, Texas 78621

Re: Planning and Zoning Commission

Dear Mr. Chevarria,

We appreciate your time as a volunteer to serve on the Planning and Zoning Commission and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 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 December 21, 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 January 5, 2016.

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

Geno Chevarria, board member

Sincerely,

Lucretia Alvarez
City Secretary

December 18, 2015

Ronnie Creppon
705 W 11th Street
Elgin, Texas 78621

Re: Planning and Zoning Commission

Dear Mr. Creppon,

We appreciate your time as a volunteer to serve on the Planning and Zoning Commission and attend meetings on an as needed basis. Your current term is scheduled to expire on December 31, 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 December 21, 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 January 5, 2016.

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

Ronald D. Creppon
Ronnie Creppon, board member

Sincerely,

Lucretia Alvarez
City Secretary

From: noreply@civicplus.com
To: Lucretia Alvarez
Subject: Online Form Submittal: Application for Community Boards
Date: Tuesday, October 6, 2015 8:08:38 PM

Application for Community Boards

Step 1

First Name David

Last Name	Lanford
Telephone	512-281-4011
Telephone	*Field not completed.*
Telephone	512-308-7664
Address	710 S. Main St.
City	Elgin
State	TX
Zip Code	78621
Mailing Address	710 S. Main St.
City	Elgin
State	TX
Zip Code	78621
Email Address	Dlanford@Gmail.com
Is email a way of contacting you promptly?	Yes
If not, how?	cell phone is OK
Which of the Following Boards or Commissions Would You Like to Serve On	Planning and Zoning Commission, Building Standards Commission
If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	BSC
Reference 1	Gary Cooke
Email Address	*Field not completed.*
Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*

Zip Code	*Field not completed.*
Phone Number	*Field not completed.*
Fax Number	*Field not completed.*
Reference 2	Amy Miller
Email Address	*Field not completed.*
Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip Code	*Field not completed.*
Phone Number	*Field not completed.*
Fax Number	*Field not completed.*
Reference 3	Eric Carlson
Email Address	*Field not completed.*
Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip Code	*Field not completed.*
Phone Number	*Field not completed.*
Fax Number	*Field not completed.*
Occupation and/or Area(s) of Expertise	Retired general contractor
Education	Reagan High school, Austin; UT Austin; ACC, Austin
Additional Pertinent Information	
Do you reside within the City Limits of Elgin?	Yes
If yes, how long?	30 years

Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	710 s Main, 704 S. Ave., 713 S. Ave. C, 709 S. Ave C
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	*Field not completed.*
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	*Field not completed.*
Why would you like to serve on the selected Board or Commission?	My expertise would be useful on building issues
Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest?	No
Do you have your employer's support to serve on a Board or Commission?	*Field not completed.*

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

Do you agree to complete any training necessary for the Board or Commission?	Yes
How did you hear of the available position(s)?	Gary Cooke

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant	David S. Lanford
Date	10/6/2015

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Lucretia Alvarez

From: noreply@civicplus.com
Sent: Monday, December 7, 2015 7:39 PM
To: Lucretia Alvarez
Subject: Online Form Submittal: Application for Community Boards

Application for Community Boards

Step 1

First Name	Brian
Last Name	Lundgren
Telephone	5122810989
Telephone	979.212.1230
Telephone	979.212.1230
Address	1202 North Main
City	Elgin
State	TX
Zip Code	78621
Mailing Address	Same
City	Elgin
State	TX
Zip Code	78621
Email Address	brl3333@yahoo.com
Is email a way of contacting you promptly?	Yes
If not, how?	*Field not completed.*
Which of the Following Boards or Commissions Would You Like to Serve On	Planning and Zoning Commission

If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	*Field not completed.*
Reference 1	Frank Martinez
Email Address	frdet@aol.com
Address	*Field not completed.*
City	Elgin
State	TX
Zip Code	78621
Phone Number	512-281-3088
Fax Number	*Field not completed.*
Reference 2	Bubba Snowden
Email Address	*Field not completed.*
Address	*Field not completed.*
City	Elgin
State	TX
Zip Code	78621
Phone Number	512.517.2338
Fax Number	*Field not completed.*
Reference 3	Joe Parten
Email Address	jparten@ci.elgin.tx.us
Address	*Field not completed.*
City	Elgin
State	TX
Zip Code	78621
Phone Number	512-845-7593
Fax Number	

Occupation and/or Area(s) of Expertise	Formerly heavily involved in city, served on council, appraisal district board and many volunteer jobs.
Education	BA Concordia, Aistin

Additional Pertinent Information

Do you reside within the City Limits of Elgin?	Yes
If yes, how long?	50
What Ward?	3
Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	Home, Elgin Cotton Oil
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	*Field not completed.*
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	*Field not completed.*
Why would you like to serve on the selected Board or Commission?	I was asked, and I'd like to be involved in the city's growth again.
Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest?	No
Do you have your employer's support to serve on a Board or Commission?	Yes

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

Do you agree to complete any training necessary for the Board or Commission?	Yes
How did you hear of the available position(s)?	Familiar with city business.

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant	Brian R. Lundgren
Date	12/7/2015

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COUNCIL MEETING: January 5, 2016

ITEM: 1. Discussion and Action to consider terminating the contract awarded to Langford Community Management Services for Community Development Block Grant Contract Number 7215151.

RESOURCE PERSON(S): **Kerry Lacy, City Manager**
Amy Miller, Community Development Director
Doug Prinz, Utilities Director

SUMMARY: **The City of Elgin requested proposals for management services for CDBG Contract project number CD 7215151. At the December City Council meeting Council approved a contract with the firm Langford Community Management Services. It has been brought to our attention that Langford Community Management Services, was awarded 5 points for being minority owned by two of the three proposal reviewers. This firm is not minority owned, it is a woman owned firm. When these points are removed from the score (a total of ten points), the second firm, Community Development Management is the highest scoring firm by one point. Charlie Crossfield, city attorney, recommends that City Council terminate the contract with Langford Community Management Services, because it is not the highest scoring firm for this proposal process.**

RECOMMENDATION(S): **Recommend terminating the contract awarded to Langford Community Management Services for Community Development Block Grant contract number 7215151.**

ATTACHMENT: