



**AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JUNE 7, 2016
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
7:00 PM**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

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 Juneteenth Day in Elgin.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director
2. Proclamation recognizing Western Days Week in Elgin.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director

REPORTS

1. Monthly Department Reports for April 2016.
Kenneth Reneau, Interim City Manager

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 May 3, 2016.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
2. Approval of minutes of the special council meeting May 10, 2016.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
3. Approval of minutes of the special council meeting May 17, 2016.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
4. Approval of a resolution supporting Travis County Appraisal District real estate acquisition.
Kenneth Reneau, Interim City Manager
Sidney LaQuey, Finance Director
5. Approval of an Update to the 2011-2021 Parks, Recreation, and Open Space Master Plan.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director
Michael Gonzalez, Parks & Recreation Director

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discussion and action to consider appointing a Mayor Pro-Tem.
Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor
2. Discussion and action to consider an ordinance amending Chapter 42, Division 5, Sections 42-244 through 42-258 regarding Wastewater Discharge Standards to include industrial pre-treatment standards.
Kenneth Reneau, Interim City Manager
Doug Prinz, Utility Director
3. Discussion and action to consider a resolution authorizing the Elgin Economic Development Corp. to spend an amount greater than \$10,000 per State Statutes. Specifically to award a Mega Grant of \$25,000 to Margot and Hugh who spent \$290,000 remodeling 28 North Main Street thus creating jobs and expanding the City of Elgin tax base.
Kenneth Reneau, Interim City Manager
Owen Rock, EDC Director
4. Discussion and action to consider a resolution amending the bylaws of the Economic Development Corporation.
Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor
Owen Rock, Director Economic Development
5. Discussion and action to authorize City staff to submit a pre-application to the USDA for a \$50,000 grant.
Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor
Owen Rock, Economic Development Director

6. Discussion and action to select Langford Community Management Services, for the preparation of FEMA Hazard Mitigation Grant Program (HMGP), upcoming Community Development Block Grant (CDBG) program, and CDBG-DR program grant applications for drainage, utility system, public infrastructure, and flood mitigation projects, and the subsequent grant administration of project(s) if the City is awarded a FEMA HMGP, CDBG, or CDBG-DR contract(s).

Kenneth Reneau, Interim City Manager

Amy Miller, Community Development Director

Laura Schwartz, Finance

7. Discussion and action to select TRC as the engineering firm for the preparation of FEMA Hazard Mitigation Grant Program (HMGP), upcoming Community Development Block Grant (CDBG) program, and CDBG-DR program grant applications for drainage, utility system, public infrastructure, and flood mitigation projects, and the subsequent engineering of project(s) if the City is awarded a FEMA HMGP, CDBG, or CDBG-DR contract(s).

Kenneth Reneau, Interim City Manager

Amy Miller, Community Development Director

Laura Schwartz, 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.

1. The City Council will convene in Executive Session pursuant to Section 551.074 of the Texas Government Code regarding employment of City Manager.

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 Friday, June 3 before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

Lucretia Alvarez

Lucretia Alvarez, City Secretary



COUNCIL MEETING: June 7, 2016

ITEM: 1. Proclamation recognizing Juneteenth Day in Elgin.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director

SUMMARY: The Elgin Juneteenth Organization coordinates the Juneteenth Festival in Elgin on the 2nd Saturday of June. Events include a street dance, parade, and festival in Veterans Memorial Park. Juneteenth celebrations throughout Texas recognize the anniversary of Abraham Lincoln's Emancipation Proclamation on January 1, 1863 reaching Texas residents June 19, 1865.

RECOMMENDATION(S): Present proclamation to Elgin Juneteenth Organization representatives and have a picture.

ATTACHMENT: 1-Juneteenth Day

PROCLAMATION

WHEREAS, the Emancipation Proclamation was signed into law by President Abraham Lincoln on January 1, 1863; and,

WHEREAS, Texans did not receive word of this proclamation until June 19, 1865, when Major Gordon Granger sailed into Galveston and issued a general order declaring that “in accordance with a proclamation from the Executive of the United States, all slaves are free”; and

WHEREAS, this year the Elgin Juneteenth Parade will be held on Saturday, June 11th in conjunction with a variety of other events in historic downtown Elgin; and

WHEREAS, the Elgin Juneteenth Organization desires to continue the observance and commemoration of Emancipation Day in Elgin, Texas by joining with the City of Elgin for the 17th Anniversary of the Emancipation message reaching Texas; and

WHEREAS, the 2016 National Theme for Juneteenth is:

"Together we will see Juneteenth Independence Day become a National Holiday in America!"

WHEREAS, The 2016 Theme in Elgin, Texas is:

"Let's Put Unity Back Into Community"

NOW, THEREFORE, I, Chris Cannon, Mayor of the City of Elgin, Bastrop County, Texas proclaim June 11, 2016 as

JUNETEENTH DAY in ELGIN

And urge all citizens to participate in the observance of Juneteenth by participating in the annual Juneteenth parade and other festivities celebrating the proud heritage of African Americans.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Elgin, Texas to be affixed this 7th day of June 2016

Chris Cannon, Mayor



COUNCIL MEETING: June 7, 2016

ITEM: 2. Proclamation recognizing Western Days Week in Elgin.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director

SUMMARY: The Elgin Chamber of Commerce organizes the week long Western Days celebration with the support of dozens of volunteers and local business sponsors to celebrate the heritage of Elgin. Events will be held June 20 through June 25, 2016 in Elgin Memorial Park, downtown Elgin and other central locations.

RECOMMENDATION(S): Present the proclamation to Elgin Chamber of Commerce representatives and take a picture.

ATTACHMENT: 1-Western Days

PROCLAMATION

WHEREAS, the Western Days Festival includes a week of activities and celebrations, including the Miss Western Days Pageant, Tiny Tot Pageant, Carnival, Dance, Parade, Live Music, Arts and Crafts, Delicious Food, Entertainment, Washer, Horseshoe and Softball tournaments, and

WHEREAS, the Western Days Festival is a celebration of the spirit and tradition of our community, which represents the very essence of the fabric of our community; and

WHEREAS, the Western Days Festival draws thousands of people back to Elgin every year to celebrate their heritage, to enjoy family and class reunions, and

WHEREAS, this week marks the 47th anniversary of the Western Days Festival and

WHEREAS, the Western Days Festival has been the main fundraiser for the Elgin Chamber of Commerce, an organization that tirelessly promotes our community throughout the State; and

WHEREAS, the Annual Western Days Festival should be recognized and heralded for strengthening the character of our community,

NOW, THEREFORE, I, Chris Cannon, Mayor of the City of Elgin, do here by proclaim this, the fourth week of June, 2016 be known as

WESTERN DAYS WEEK

in Elgin, Texas and call upon the people of Elgin to join their friends and neighbors throughout this community in celebrating the spirit and heritage of our town.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Elgin, Texas to be affixed this 7th day of June, 2016.

Chris Cannon, Mayor
City of Elgin, Texas



COUNCIL MEETING: June 7, 2016

ITEM: 1. Monthly Department Reports for April 2016.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager

SUMMARY: Monthly Department Reports for April 2016 are for Council information only and no action is required by Council.

RECOMMENDATION(S): NA

ATTACHMENT:

- 1-Economic Development Corporation
- 2-Planning and Code Enforcement
- 3-Public Works
- 4-Police
- 5-Parks
- 6-Utilities
- 7-Community Development
- 8-Main Street
- 9-Library
- 10-Municipal Court
- 11-Utility Billing
- 12-Bastrop Central Appraisal District 2017 proposed budget

TO: Elgin City Council and City Manager

RE: Economic Development Corp. Monthly Report by Owen Rock

Date: Tuesday, June 7, 2016 council meeting

- Received and currently reviewing an RFP to develop a retreat for the EDC board. The retreat will be held in late May or early June and will focus on priority projects and programs for the EEDC
- Received and currently reviewing Request for Qualifications for property located in Elgin to develop a plan for redevelopment of the site
- Met with property owner/developer who owns property in Elgin to discuss his plans for moving forward
- Developed a draft copy of a new grants for jobs program and sent it to the EEDC board for review. The draft will be brought to the EEDC board in June.
- The EEDC Director and Sue Beckwith held a half day seminar on local foods production as an economic generator. The seminar was a great success with over 30 people attending
- The Mayor, Sue Beckwith, and the EEDC Director met with the Texas State Director for the USDA to discuss the potential for loans and grants in order to develop a co-packaging/kitchen incubator.
- The Mayor, Sue Beckwith, Amy Miller, the EISD Superintendent and the EEDC Director met with the Under Secretary for rural development with the USDA to discuss our projects and potential loans and grants that may be available.
- Attended the Association of Rural Communities in Texas meeting at Blinn College in Brenham
- Sales tax allocations for May were up 31% from last April and they are up 11.86% for the calendar year. The large increase was due to an audit collection of \$54,678.

Please contact me if you need more information on any of these items

Owen Rock

Elgin Economic Development Corporation, Phone: 512-229-3226 or email: orock@ci.elgin.tx.us

**Monthly Report to Administrative Manager
Building Department
For the Month of April 2016**

Type of Inspections	Apr-15	Apr-16	Fiscal Yr. To Date	Calendar Yr. To Date
Building	60	40	298	199
Electrical	55	24	213	125
Plumbing	81	31	266	193
Gas	28	20	140	77
Mechanical	24	12	115	72
TOTAL	248	127	1032	666
Building				
Permits	28	15	118	78
Value	\$ 3,306,496.00	\$ 253,627.00	\$ 6,915,899.30	\$ 4,578,271.42
Fees	\$ 21,501.35	\$ 2,306.95	\$ 43,651.30	\$ 31,791.70
Electrical				
Permits	21	12	84	61
Fees	\$ 3,910.00	\$ 1,702.50	\$ 13,685.00	\$ 9,585.00
Plumbing				
Permits	22	12	69	50
Fees	\$ 4,010.00	\$ 1,805.00	\$ 11,145.00	\$ 7,985.00
Gas				
Permits	17	7	46	29
Fees	\$ 1,997.50	\$ 1,015.00	\$ 6,502.50	\$ 4,320.00
Mechanical				
Permits	12	6	45	27
Fees	\$ 1,932.50	\$ 975.00	\$ 7,072.51	\$ 4,277.50
Total All Fees	\$ 33,351.35	\$ 7,804.45	\$ 82,056.31	\$ 57,959.20

**April 2016
Building Permits**

Number of Permits Apr-15 04/01/2016		Type/Classification	Permit Fees		Valuation	
			Apr-15	Apr-16	Apr-15	Apr-16
19		New Single Family	\$ 16,538.30		\$ 2,339,779.00	
		New Duplex				
		New Manufactured				
		New Multi-Family				
	2	New Commercial		\$ 1,170.20		\$ 146,940.00
		New Industrial				
		New Swimming Pools				
		Moving Permit				
2	3	New Signs	\$ 192.50	\$ 621.50	\$ 11,079.00	\$ 63,900.00
6	4	Residential	\$ 707.25	\$ 108.25	\$ 55,638.00	\$ 3,287.00
1	3	Non-Residential	\$ 4,063.30	\$ 407.00	\$ 900,000.00	\$ 39,500.00
	3	Demolitions		\$ -		\$ -
28	15		\$ 21,501.35	\$ 2,306.95	\$ 3,306,496.00	\$ 253,627.00
ZBOA Request		None				
Zoning Request		Elgin Agrarian Community R-1 to PDD				
Code Enforcement	Active Apr 2015	Active Apr 2016	Closed Apr 2015	Closed Apr 2016		
Abandoned/Junked						
Animal Control			1			
Beer Permits						
Environmental			10	9		
Fire Code			2			
Health and Sanitation	5		2			
Illegal Signs			13	45		
Property Maintenance		11		5		
Unsafe Structures	2		1			
Water/Sewer			1	1		
Zoning	2	2	6	2		
Total	9	13	36	62		

*Zoning Board of Adjustments

Submitted By: Carlos Navejas
Date: May 10, 2016

Public Works – April – 2016

Right of Way and Easement mowing and maintenance:
Ongoing as weather permits.

Trees and Brush:

Removed down trees:

Alley A
South Avenue D
North Main Street
Maddison Street
West 3rd Street

Removed down limbs:

North Avenue C
North Main Street
Martin Luther King Boulevard

Removed Low Hanging Limbs / Brush:

South Avenue B
Washington Street
Carver Street
Monroe Street
East 8th Street

Miscellaneous:

Bladed various Alleys throughout town.

Re- paint striped:

City of Elgin Public Library Parking Lot.
City of Elgin City Hall and Annex Parking Lot.

2015-2016 Street Paving Project:

Crack Sealing.
Asphalt Level-up.
Utility Cut Permanent Repairs.
Failure Repairs.
Removing Vegetation.
Drainage Work.

Ongoing on designated streets, noting production has slowed due to inclement weather.

TxDOT.-ADA Ramp Sidewalk Project on Main Street – Substantially Complete with punch list items and clean up remaining.

TxDOT- F.M.-3000 (East 2nd Street) Repair, mill and overlay –Complete.

TxDOT- S.H.- 95 North, Super 2- Ongoing

Texas Capital Fund Main Street Program Project Contract # 7214372 – Community Development Block Grant Downtown Sidewalk Project- City Council approved awarding Gaeke Construction Company the Contract in the amount of \$ 118,617.91. Construction start date forth coming.

The City of Elgin has entered into an agreement with TRC for a Storm Water Drainage Study on the following locations (maps attached):

- East 8th Street/North Avenue H area.

- East Brenham Street at Railroad tracks to South Main Street.

- East Brenham Street to East Alamo Street along U.P. Railroad.

- Martin Luther King Boulevard to South Main Street-area along East Austin Street.

- Hillside Drive /Maple Lane to Old McDade Road drainage.

- Taylor Lane area East and West of Taylor Lane.

- U.P.Railroad from North Avenue H to East 8th Street to Lexington Road.

- Kennedy Street drainage from Central Avenue to West Brenham Street.

Joe Parten

Director, Public Works

City of Elgin

E 8th & N Ave H



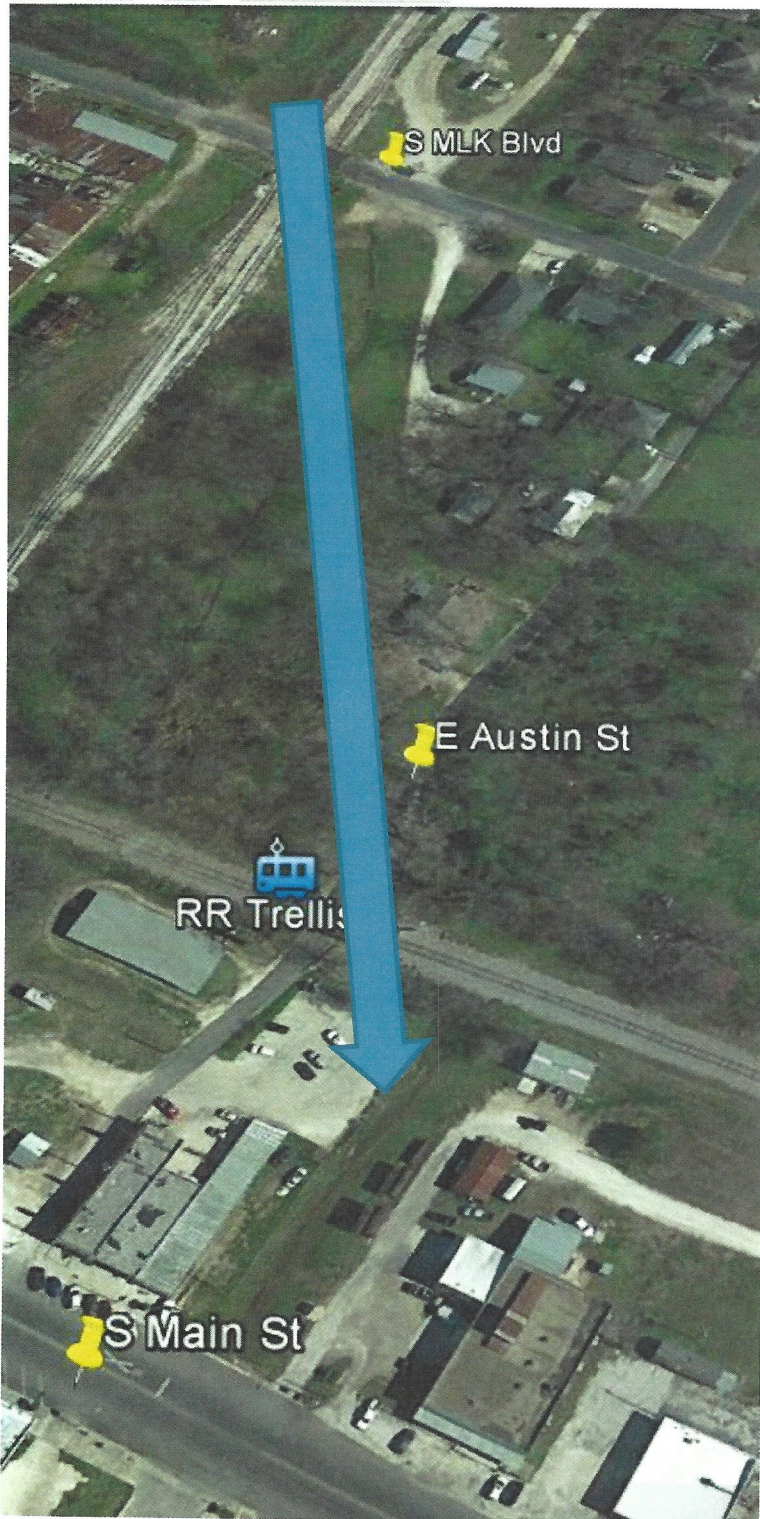
E Brenham to S Main St Railroad



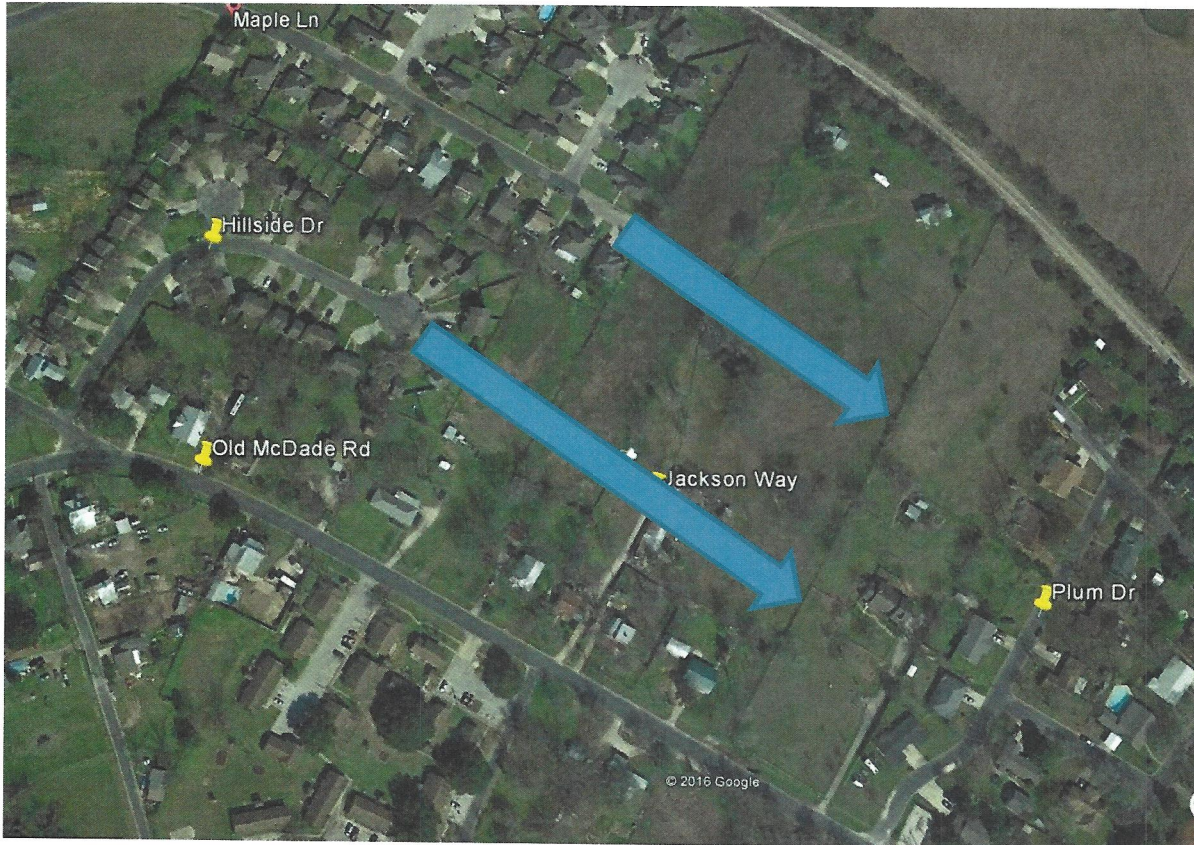
E Brenham St to E Alamo St



MLK Drainage to S Main St near Austin St



Hillside to Old McDade drainage

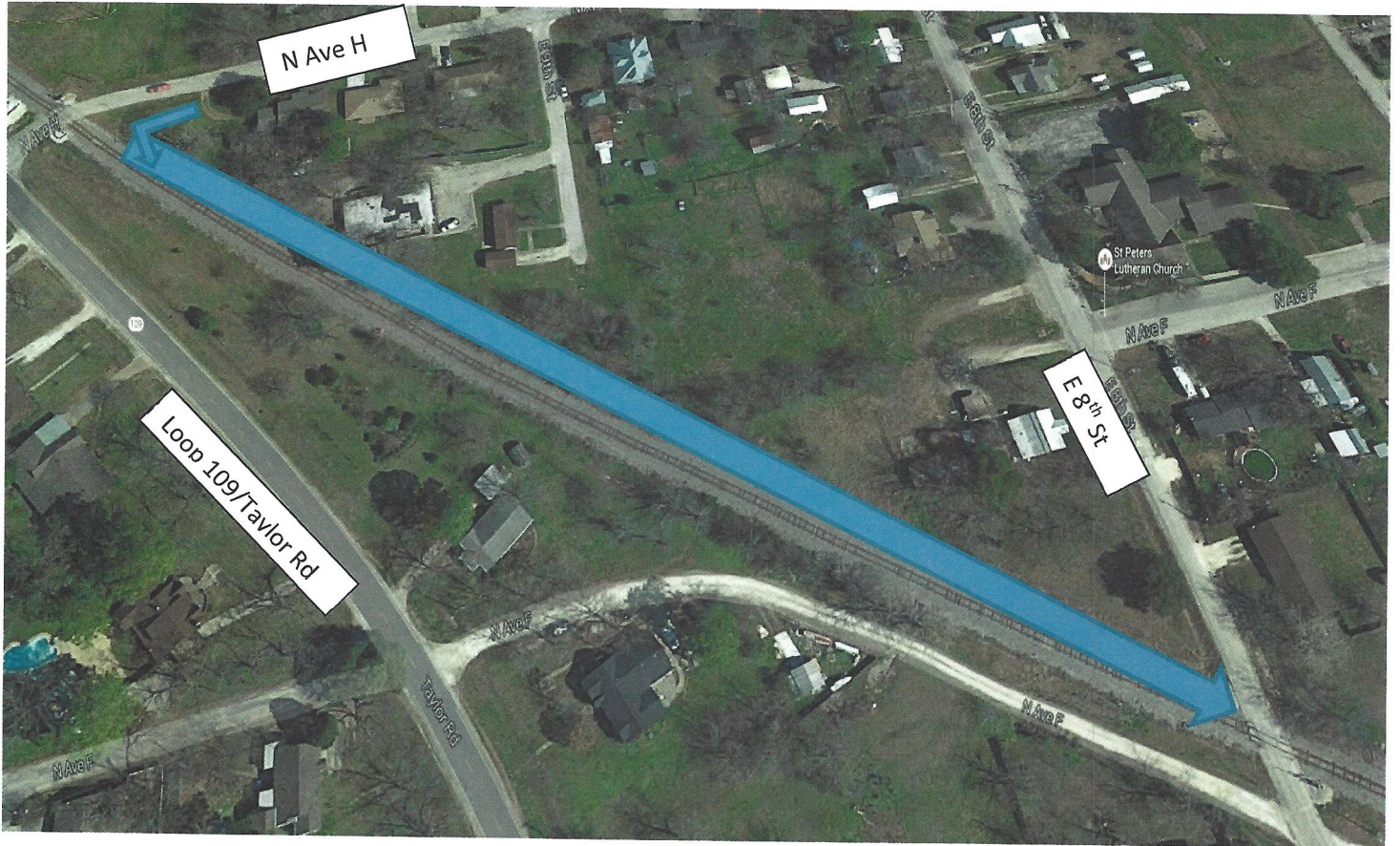


Taylor Ln area

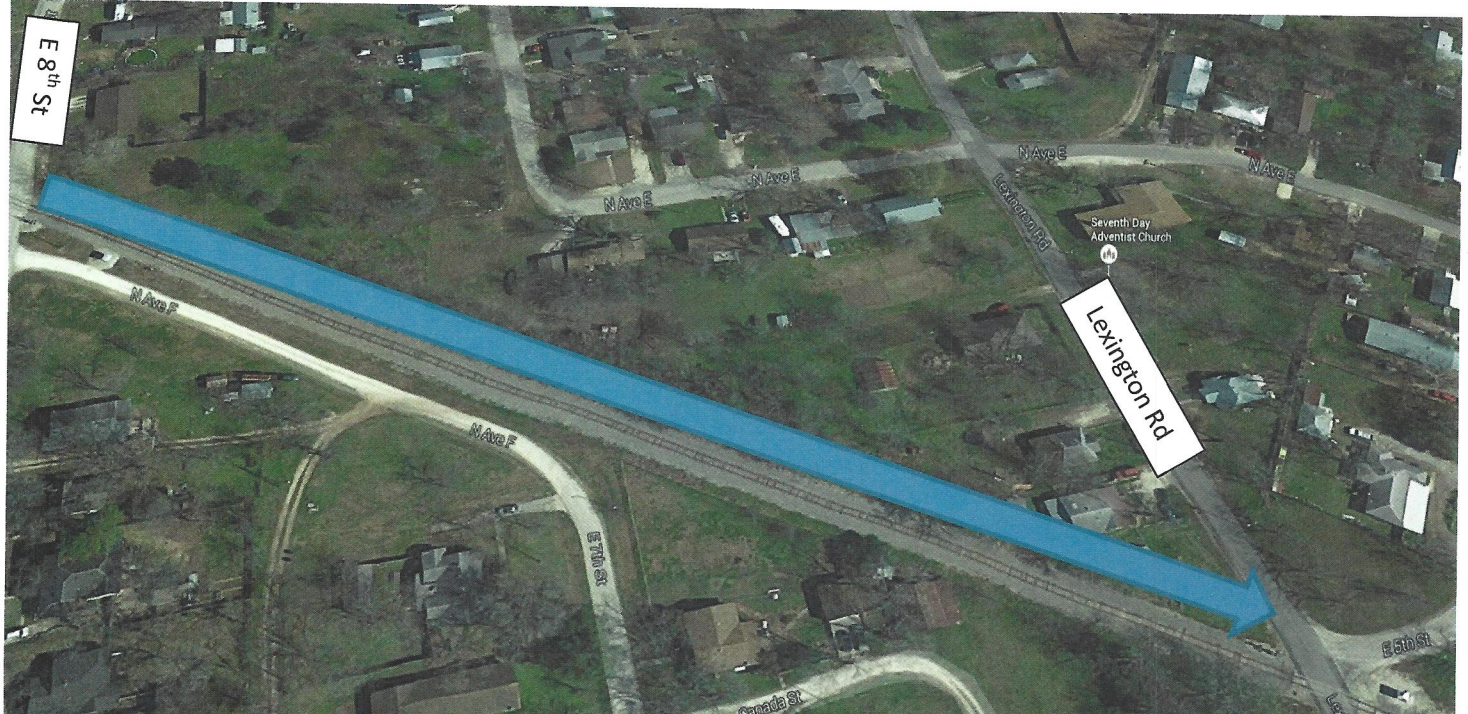


Railroad North Ave H to Lexington Rd

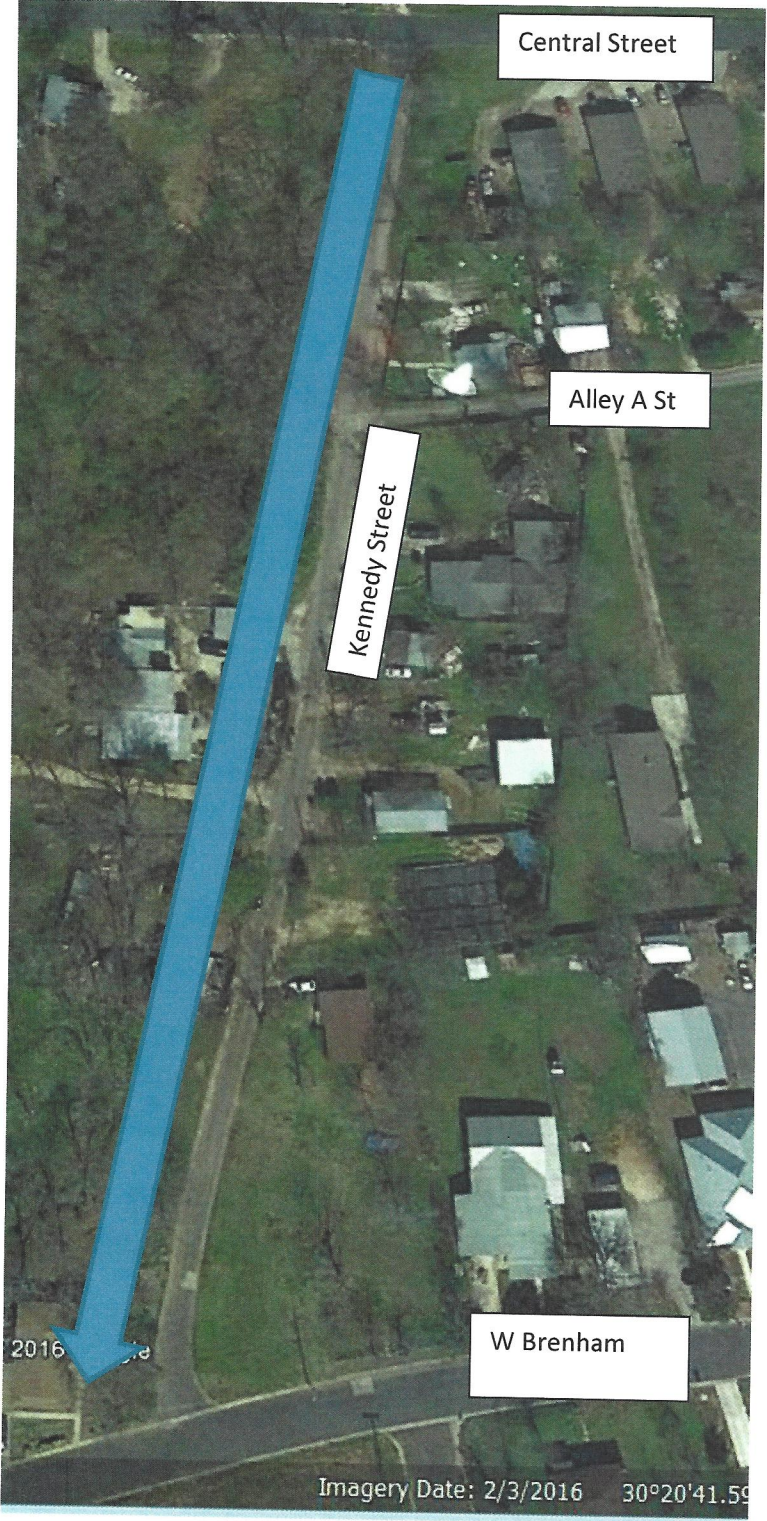
N Ave H to E 8th St



E 8th to Lexington Rd



Kennedy St drainage Central to Brenham St



xx

Elgin Police Department
Monthly Report April 2016

CATEGORY	Apr-16	15-Apr	14-Apr	13-Apr	12-Apr	11-Apr
Calls for Service						
Total Calls for Service	1276	915	881	686	584	793
Police calls	1024	625	677	614	477	501
Fire calls	46	40	34	16	32	57
Animal calls	90	104	131	48	2	43
Activity logs	111	118	188	176	61	185
City calls	5	28	9	3	11	6
Offense Reports						
Total Offense Reports	63	54	70	86	70	70
Active (Open) cases	17	19	20	29	20	22
Cases Inactivated	14	6	14	18	11	19
Cases Closed	3	1	6	2	8	4
Documentation (no crime)	0	0	2	4	1	5
Other	0	0	1	1	2	2
Unfounded	3	0	0	1	2	1
Referred to other agency	1	1	0	1	2	0
Citations						
Total Citations	311	322	426	357	284	326
Citations for violations	157	203	165	181	144	156
Warnings	154	119	261	176	140	170
Collisions						
Total Accidents	28	34	26	35	34	23
Major accidents (with injury)	7	4	3	3	2	2
Minor accidents (no injury)	18	26	16	27	25	20
Leaving the scene accidents	3	4	7	5	7	1
Alarms						
Business alarms	17	12	8	8	5	15
Residential alarms	15	15	6	8	6	4
Fire alarms	3	5	4	0	1	5
Arrests						
Felony arrests	6	2	9	4	5	3
Misdemeanor arrests	21	24	17	21	19	9
Other arrests	4	2	3	8	0	8
Animal Control						
Total Animal Control calls	90	104	149	47	2	43
Animal Cruelty calls	0	0	0	0	0	0
Canine Impounds	3	8	18	19	0	12
Feline Impounds	4	7	14	0	0	1
Citations issued	8	8	1	1	0	2
Bite Cases	0	4	2	2	0	0
Dead animal calls	4	4	16	1	0	5
Wildlife calls	8	6	10	2	0	0
Rabies cases	0	1	0	0	0	0

Elgin Police Department
Monthly Report April 2016

Additionally, we have been keeping traffic counts on the four intersections where we have red light cameras installed. While doing some of our research on traffic collisions at those intersections we compared the increase in the number of cars travelling through those intersections from January 2012 when the cameras were installed to April of 2016. As you can see, we've had an average increase in traffic of 124% through those four intersections in just four years (a total of 1.5 million cars in the month of April).

12-Jan

Row Labels	Sum of Vehicle Count
EB TX 290 @ TX LOOP 109 / HAR	323437
EB TX 290 @ US 95 NORTH / SAF	328466
WB TX 290 @ COUNTY LINE RD	290871
WB TX 290 @ W 11TH ST	331072
Grand Total	1273846

16-Apr

Row Labels	Sum of Vehic	Percent Difference
EB TX 290 @ TX LOOP 109 / HAR	337703	104%
EB TX 290 @ US 95 NORTH / SAF	409461	125%
WB TX 290 @ COUNTY LINE RD	413663	142%
WB TX 290 @ W 11TH ST	420673	127%
Grand Total	1581500	124%

Elgin Police Department
Monthly Report April 2016

Elgin Police Department
Monthly Report April 2016

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



April Parks Summary 2016	
Facility	Number of uses
Park/ Pavilion Rental	17
Ball Field Rental	51
Fleming Community Center	42
Deposits	\$1,492.50

Projects/programs

Hiring Lifeguards/ Pool Programing: Nearly every aquatic facility in Texas has been experiencing difficulty in hiring and keeping lifeguards at their pools for summer jobs. Elgin has taken a large step to maintain these lifeguard numbers and keep our pool well-staffed. We have been able to implement a higher pay scale, issue uniforms from the city and provide training to the staff at no charge. I believe taking these steps makes the difference in keeping lifeguards on staff multiple summers and improves the quality of service we can provide.

Park Master Plan update: The Community Development Department is working with the Parks Department to update the existing Parks and Recreation Master Plan. The City currently has an existing Parks and Open Space Master Plan, however updates to the plan are necessary for the City to become competitive in grant funding opportunities. Another reason for the update is that many of the park projects called out in this current plan have been satisfied, such as the Fleming Community center, additional walking trails, and park facility improvements. The Parks and Recreation Advisory Board will recommend action to council on this master plan coming very soon.

Thomas Park Security lighting: We have been working with Oncor Electric on a security lighting project for Thomas Park. This lighting system will be a series of street lights on metal poles surrounding the parks trail and outer edges of the park. The use of these lights will be to provide more security for the park in the evening hours, but the park still has a curfew of 10:30 pm. The park lighting project is part of a street light agreement between the City and Oncor and the poles and lights will be installed at no charge to the city. Currently the sight has been surveyed and the materials are being lined up to install sometime late spring.

Goals for May 2016

- Open the pool and staff it with lifeguards
- Plan out park programs for the summer
- Finish design meetings with our architect on the Recreation Center

Monthly Reports April 2016

Department 023 Water Treatment

Well # 10	310,000 Gallons
Well # 11	0 Gallons
Well # 14	14,513,000 Gallons
Well # 15	12,149,000 Gallons
Water loss due to leaks or flushing	50,000 Gallons
Total Water Pumped	26,922,000 Gallons

Chemicals Used

Chlorine	648 Pounds
Sequest	300 Pounds

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.79 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	2
Service Line Breaks	5
Miscellaneous Repairs/Complaint Calls	15
New Connections/Taps	0
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	3
Service Lines	13
After Hours Call-Outs	7

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	2
Curb Side Cleanouts Installed	2
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	0
Lines TV'd	4

Lift Station Maintenance/Repairs

Hour Meter Reads/Daily Site Checks	9 Daily
Pumps Pulled	2
Pumps Installed	0
Pumps De-raged	3
Motors Pulled	0
Motors Installed	0
Electrical Issues (Repair/Replace Parts)	1
Floats Cleaned/Replaced	4
Grass/Weed Maintenance	9
After Hours Call Outs	4

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	1
Miscellaneous Repairs	10
After Hours Call-Outs	3

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	571,600 Gallons
Maximum Daily Flow	2,680,400 Gallons
Average Daily Flow	956,100 Gallons
Total Monthly Flow	28,681,900 Gallons

Effluent DO (Dissolved Oxygen) Average	7.45
Effluent Chlorine Residual Average	1.55 mg/l
Effluent pH Average	7.49
Total Phosphorus Average	0.222
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	2.14
TSS (Total Suspended Solids) Average	2
Ammonia/Nitrates Average	1.21

Remarks



MEMORANDUM

To: Kerry Lacy, City Manager
From: Amy Miller, Community Development Director
Date: May 16, 2016
RE: Community Development Department Report April 2016

Projects

- Final design of CARTS downtown transit station presented to Historic Review Board and approved. Scheduled for presentation to Council May 3.
- Developing an update for the Parks & Recreation and Open Space Master Plan.
- Shop Elgin First promotions –
 - Working with Chamber and EDC to develop a summer promotion called No Cook Tuesdays.
- Bid opening for Texas Capital Fund downtown sidewalk project, received 11 bids, scheduled for May 3 for council to consider awarding contract.
- CDBG Utility Line grant implementation, environmental review and required postings.
- FEMA, CDBG, CDBG-DR grant administration and engineering RFPS process initiated.
- Met with potential buyers and realtors for properties downtown.
- Met with property owners about renovation plans and possible tenants.
- Technical training organized and provided to six downtown businesses.
- Marketing and organizing Elgin Art Studio Tour.
- Walk or Bike to School Days for March April and May.
- Distribution of the spring issue of Downtown 78621.
- Started editorial for the Summer issue of Downtown 78621.
- Worked with EISD on Farm to School grant.
- Provided community update to BEST Leadership group.
- Hosted Houston Tour group while visiting Acme, Meyers, Depot Museum and Downtown.
- Quarterly reinvestment report for Main Street program to Texas Historic Commission.
- Quarterly reports to CAMPO for FM 1100 project and TAP grant project.
- Safe Routes to School day rescheduled to April 27, planned the May 17 event.
- Bulk trash and community cleanup program, planning and troubleshooting.

- FM 1100 plan reviews with Joe Parten, TRC and TXDOT Georgetown office.
- Tour of downtown Waco for Elgin volunteers.
- Planned and marketed Elgin Farm Tour.
- Organized tour of downtown Taylor for May.
- Downtown sidewalk work review with TXDOT and Joe Parten.
- Planned Historic Preservation Month awareness event in conjunction with Sip Shop and Stroll – Loft Open house at 114 North main for May 5.
- Marketing coordination and support for Sip Shop and Stroll, 2nd Thursdays from 5-8 downtown.
- City of Elgin E-News
- Facebook Pages: City of Elgin, Visit Elgin, Envision Elgin
- Instagram – visitelgintx

Boards & Committees, Seminars

CAMPO Technical Advisory Committee

Historic Review Board

Main Street Board

Promotion Tourism Committee

Organization Committee

Design Committee

Campus Advisory Committee meeting for BTW

TACVB tourism training Bastrop

Agriculture and food as Economic Development Tools seminar

Upcoming Events

First Saturday Sidewalk Sales from 10am-5pm in Downtown

Every Saturday River Valley Farmers Market 9am – 1pm Downtown

May 5, Taste the Town with Elgin Drive a Senior 5:30pm downtown

May 7, Relay for Life at Elgin High School noon to midnight

May 7 – First Saturday Sidewalk Sales Downtown and Community Wide Garage sale

May 12 Sip Shop and Stroll 5-8 downtown

May 26 Community Wide Block party and Elgin ISD annual picnic with Chamber

June 9 Sip Shop and Stroll 5-8 downtown

June 10-11 Juneteenth Festival, Street Dance and Parade

June 20-25 Western Days Festival

July 3 Chalk It UP! sidewalk chalk art contest

July 4 People's Patriotic Parade and Program Monday July 4 10am Downtown



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: April 2016

DATE SUBMITTED: 5-10-2016

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
April 21, 2016	Shop Elgin First – local shopping program with EDC and Chamber developing a fun series called No Cook Tuesdays dining promotion for July this summer. Working with Depot Museum to provide support with sign relocation due to new sidewalk construction. Hogeye Festival planning is well underway. Vendor applications are out and coming back in, overall venue planning is underway, working on beer sales etc.

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

Meeting Dates:	Update on projects or activities
April 6, 2016	Set editorial calendar for Summer Downtown 78621 All items and ads due by May 9 Field trip to Waco in April was a great success. Planned field trip to Taylor for May 11.

PROMOTION:

Meeting Dates:	
April 7, 2016	Local Lore- Saturday April 5-well attended, good partnership program with museum and Farms market. Art Studio Tour- Saturday April 30 10am-5pm Downtown – ten studios participated very well attended. Music Series-Every Friday night in April these were well attended, a few moved indoors due to weather but all were successful Taste the Town-Thursday May 5 working with Elgin Drive a Senior for this fundraising event held at downtown businesses. Farmer's Market- First Saturdays include live music, kids activities. First Saturday Sidewalk Sales are underway again with the beautiful weather.

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DESIGN:

April 21, 2016	TXDOT Construction on ADA ramps in the downtown area was essentially completed in April. Working with owner at 112 Depot Street on facade improvements. Received 11 bids, very competitive prices for TCF sidewalk project April 19 – Council to award at May meeting. Bloomers completed spring planter refurbishment and tree replacement. CARTS transit stop plans were reviewed and approved by HRB. Presentation planned for May 3 city council meeting.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
April 14, 2016	Technical training for downtown businesses with Kelly Kost retail was very successful. She met with the following businesses and all commented about how helpful these sessions were with Gypsy Blue Boutique, A Flower Connection, The Laurel Tree, Tattered Shutter, Elgin Local Goods, Lions Thrift Store, Dorothy's Fine Jewelry and Salt & Pepper Beauty supply to address store merchandising and window displays to increase sales. Worked with Property owners who are using franchise tax credit program. Business updates: JFM Mexican Imports opened at 15 North Main Street. Space leased on First street to Double R Hat House. Eltex Graphics moved from 112 Depot Street to space on North Main Street. Property updates: Owner of 111 South Avenue C contacted and working with city to develop plans for repairs to partially collapsed roof and future renovation. Pending property closings: City Café 19 North Main Street under contract, Shop Elgin First campaign: chamber EDC and Main Street working on No Cook Tuesdays dining promotion for July this summer. Worked with Chamber to plan Block party with Elgin ISD end of year party at Elgin Memorial Park.

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

State Franchise Tax credit program, working with property owners as they navigate this process and helping find information for them about this fairly new process.
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):*

Need to provide more resources about the Tax credit program and the many steps required to complete it from start to finish.
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.*

May 5, Taste the Town
Elgin Drive a Senior fundraiser throughout downtown Tickets \$25 for event from 5:30 to 8

May 12 Sip Shop and Stroll:

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.

May 26 – Elgin Block party and EISD End of year Picnic 5pm at Elgin Memorial Park – an expanded version of the event held at Elm Creek in March.

Library Report for April 2016

Circulation and collection size increased 1% from last year's April.

The library was awarded the Texas Book Festival Collection Development Grant for \$2,498.41. We will purchase the Texas Bluebonnet Award, Lone Star Reading list, 2X2 Reading List, Little Maverick and Maverick graphic novels, Spanish and bilingual books, and board books. We also received a nice gift from Hochheim Prairie Insurance Branch 165 which will buy most the Texas 2X2 Reading List for two-year-olds to second graders. Our fundraising efforts for the summer reading program have gone very well, we will purchase Kindles for the reading log drawing prizes at the end of the summer reading program.

We had children's programs to celebrate National Library Week April 10-16. They included the Very hungry caterpillar by Eric Carle storytime performance, Rainbow Unicorn visited the playtime/storytime, and I love my library coloring for National Library Week.

Adult programs included the Travel Club presentation by Darrell and Mary Beth Shook of their trip to Egypt. Craft Afternoon participants looked at a collection of molas (textile art of the Kuna Indians of Panama) and did coloring pages. The classic movie on the third Friday was The Last Time I Saw Paris.

The library will host the Do Well Be Well diabetes education classes June 7-July 5. Flyers are available in the library about these important health classes.

Staff is making plans and purchasing materials for the summer reading program. We are learning about how to send out Interlibrary Loan materials. Dolores Hernandez, circulation clerk, went to the Texas Library Association Conference and learned more about the Texas Bluebonnet Award program.

Volunteers helped cover the circulation desk when Dolores Hernandez attended the library conference. Their service is much appreciated. Volunteer hours are 30% of what they were the previous year.

Categories	Units	Apr. '15	Apr. '16	Fiscal YTD '15	Fiscal YTD '16
Total Circulation		6,905	6,976	52,536	48,260
+ or - Same month previous year	Percent	14%-	1%+		
Additions					
Interlibrary Loans	Each	5	1	15	6
New Patrons	Each	101	63	577	506
Collection					
Items Added	Each	341	217	2,431	3,047
Items Withdrawn	Each	139	336	1,962	1,565
Total Collection	Each	38,200	39,492	38,200	39,492
General Statistics					
Gate Count	Each	3,878	3,753	28,646	27,465
Hours Open	Hours	163	174	1,115	1,147
Library Tours	Each	4	0	6	2
Program Visitors	Each	495	304	3,604	3,305
Public Computer Use	Hours	825	729	4,774	4,456
Patrons using computers	Each	711	1,198	4,367	6,683
Volunteer Hours	Each	358	109	2,571	827
Receipts					
		\$902	\$10,179	\$13,520	\$20,189
Civic Center Use					
City	Each	2	7	20	22
Library	Each	19	6	97	72
Public Rental	Each	2	3	15	23
Other - not for profit	Each	5	8	57	68
Total Civic Center Use		28	24	189	185

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month April

Year 2016

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 May 19, 2016

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

78711-0066

CRIMINAL SECTION

City of CITY OF ELGIN
Month April Year 2016

	Traffic Misdemeanors			Non-Traffic Misdemeanors		
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
1. Total Cases Pending First of Month:	12,841	12	0	0	2,504	30
a. Active Cases	8,878	10	0	0	1,247	12
b. Inactive Cases	3,963	2	0	0	1,257	18
2. New Cases Filed	156	0	0	0	71	1
3. Cases Reactivated	38	0	0	0	21	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,072	10	0	0	1,339	13
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	103	0	0	0	31	0
b. Dismissed by Prosecution	8	0	0	0	6	0
7. Dispositions at Trial:						
a: Convictions						
1) <i>Guilty Plea or Nolo Contendere</i>	11	0	0	0	11	1
2) <i>By the Court</i>	0	0	0	0	0	0
3) <i>By the Jury</i>	0	0	0	0	0	0
b: Acquittals:						
1) <i>By the Court</i>	0	0	0	0	0	2
2) <i>By the Jury</i>	0	0	0	0	0	0
c. Dismissed by Prosecution	0	0	0	0	0	1
8. Compliance Dismissals:						
a: After Driver Safety Course	7					
b: After Deferred Disposition	0	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	2					
g: All Other Transportation Code Dismissals	0	0	0	0	0	0
9. All Other Dispositions	12	0	0	0	1	1
10. Total Cases Disposed	143	0	0	0	50	5
11. Cases Placed On Inactive Status	37	0	0	0	39	0
12. Total Cases Pending End of Month:	12,854	12	0	0	2,525	26
a: Active Cases	8,892	10	0	0	1,250	8
b: Inactive Cases	3,962	2	0	0	1,275	18
13. Show Cause Hearings Held	0	0	0	0	12	2
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	TOTAL
Month April Year 2016	
1. Transportation Code Cases Filed	3
2. Non-Driving Alcoholic Beverage Code Cases Filed	1
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	0
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	0
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 April	Year 2016		
1. Magistrate Warnings:			
a. Class C Misdemeanors		58	
b. Class A and B Misdemeanors		15	12
c. Felonies		5	4
			TOTAL
2. Arrest Warrants Issued:			
a. Class C Misdemeanors			78
b. Class A and B Misdemeanors			1
c. Felonies			2
3. Capiases Pro Fine Issued			28
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			0
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			7
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit			20
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:			
a. Kept by City			\$27,326.11

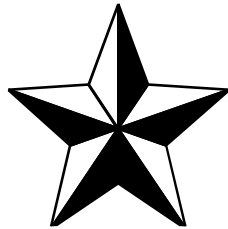
UTILITY BILLING REPORT			APRIL 2015
Billed out	\$375,536.70		
Past due notices	614		\$68,990.67
Work orders-Cut offs	64		
Disconnected for non pmt	59		
Extension to pay 1st	48		
Extension due for disconnect	4		
Meter tamper fee	0		
After Hour turn on	0		
Accounts set to final	6		for non pmt
Processed Winter Average	Last Year		This Year
	\$11,595.00		\$12,412.00

METER REPORT		
WORK ORDERS	COMPLETED	INCOMPLETE
START READ	39	9
FINAL READ	36	1
TRANSFERS / IN AND OUT	2	0
CTO'S / DISCONNECT NON-PMT	70	0
SET METER	7	6
ERT REPLACEMENTS	14	24
METER REPLACEMENTS	47	26
VISUAL READS	22	0
FAILURE TO READ (MOBILE MISS)	42	0
RE READS	57	0
WL / CHECK FOR WATER LEAK	9	2
METERS DATA LOGGED	6	0
MISCELLANEOUS	22	0
TOTAL NUMBER OF WORK ORDERS	373	68
CURB STOPS		
BROKEN CURB STOPS	1	20
LEAK AT CURB STOP	0	4
TOTAL NUMBER OF WORK ORDER	1	24
BULK WATER		
PURCHASES	13	
TRIPS/GALLONS	19/18,150	
TOTAL COLLECTED	\$62.41	

Dodie Navejas, Utility Billing Supervisor
Customer Service/A/R Supervisor

310 N. Main Street
512-229-3220 office

Bastrop Central Appraisal District



Proposed 2017 Budget

May 2016

**BASTROP CENTRAL APPRAISAL DISTRICT
2017 PROPOSED BUDGET**

TABLE OF CONTENTS

2017 Proposed Budget - Consolidated	Page 1
2017 Proposed Budget - Detail	Page 2
2017 Local Support Worksheet	Page 3
2017 Local Support Allocation Chart	Page 4
Payroll Expenses	Page 5
Supplies & Operating Expenses	Page 6
Training & Education	Page 7
Utilities & Building Maintenance	Page 7
IT Maintenance & Support	Page 8
Debt Service & Capital Outlay	Page 8
ARB & Arbitration Expenses	Page 9
Contracts & Professional Services	Page 9
Salary & Benefits	Page 10
Capital Expenditures	Page 11

**BASTROP CENTRAL APPRAISAL DISTRICT
2017 PROPOSED BUDGET
GENERAL FUND -- CONSOLIDATED**

BUDGET CATEGORY	2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET	% change
Payroll Expenses	1,022,447	1,235,635	1,337,327	1,343,350	0.45%
Supplies	16,460	17,643	22,500	23,000	2.22%
Operating Expenses	82,052	76,561	106,000	118,750	12.03%
Training & Education Expenses	14,167	15,319	24,000	27,000	12.50%
Utilities & Bldg Maintenance	46,674	45,536	59,000	64,000	8.47%
IT Maintenance & Support	71,958	84,262	76,090	69,000	-9.32%
Debt Service & Capital Outlay	21,795	9,817	26,100	98,700	278.16%
ARB & Arbitration Expenses	36,265	45,958	43,500	51,500	18.39%
Contracts & Professional Svcs	185,239	148,029	151,000	161,500	6.95%
TOTAL BUDGET	1,497,057	1,678,760	1,845,517	1,956,800	6.03%
Less Projected Income			<u>(5,000)</u>	<u>(5,000)</u>	
TOTAL LOCAL SUPPORT			<u>1,840,517</u>	<u>1,951,800</u>	6.05%

**BASTROP CENTRAL APPRAISAL DISTRICT
2017 PROPOSED BUDGET
GENERAL FUND -- DETAIL**

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET	% change
410-						
5010	Gross Salaries	793,173	939,951	996,921	1,014,677	1.78%
5011	Salary Adjustments		41,470	0	0	
5012	Retirement Fund	95,037	97,331	119,631	99,438	-16.88%
5013	Healthcare Insurance	112,672	133,552	191,520	199,272	4.05%
5014	Life Insurance	1,896	1,841	2,500	2,029	-18.83%
5015	FICA Tax	11,363	14,049	14,455	14,713	1.78%
5016	Long Term Disability Ins.	3,159	2,854	3,800	4,566	20.16%
5017	Workers' Compensation	4,179	4,265	6,500	6,655	2.38%
5018	TWC Unemployment	968	322	2,000	2,000	0.00%
	Payroll Expenses	1,022,447	1,235,635	1,337,327	1,343,350	0.45%
5040	Copy Machine Supplies	2,474	3,231	2,500	3,500	40.00%
5050	Office Supplies	4,962	4,929	7,500	7,500	0.00%
5060	Computer Supplies	7,198	7,771	10,000	10,000	0.00%
5075	Janitorial Supplies	1,626	1,712	2,000	2,000	0.00%
5080	Drafting Supplies	200	0	500	0	-100.00%
	Supplies	16,460	17,643	22,500	23,000	2.22%
5070	Operating Expenses	3,592	3,260	4,500	11,500	155.56%
5100	Postage & Shipping	23,206	29,982	32,000	33,500	4.69%
5130	Publication & Subscriptions	386	385	1,000	750	-25.00%
5163	Fleet Maintenance	6,562	4,300	7,000	7,000	0.00%
5164	Fleet Fuel	8,312	2,578	12,000	12,000	0.00%
5180	Advertising & Notices	4,832	4,091	6,500	6,500	0.00%
5190	Printing	14,183	11,835	15,000	16,000	6.67%
5240	Deed Records	230	320	500	500	0.00%
5250	Equipment Rental	11,761	12,272	13,000	14,000	7.69%
5300	Property Insurance	6,100	6,162	6,500	7,000	7.69%
5600	Contingency Fund	1,400	0	5,000	5,000	0.00%
5610	Miscellaneous Expense	1,488	1,376	3,000	5,000	66.67%
	Operating Expenses	82,052	76,561	106,000	118,750	12.03%
5150	Memberships & Dues	2,342	2,382	3,500	3,500	0.00%
5160	Travel & Lodging	4,613	2,380	5,500	5,500	0.00%
5161	Mileage Reimb - Appraisers	566	1,588	1,000	2,500	150.00%
5162	Mileage Reimb - Admin Staff	1,440	1,702	2,000	2,500	25.00%

**BASTROP CENTRAL APPRAISAL DISTRICT
2017 PROPOSED BUDGET
GENERAL FUND -- DETAIL**

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET	% change
5200	Utilities	17,505	18,420	20,000	22,000	10.00%
5210	Janitorial Service	10,654	10,622	12,500	13,500	8.00%
5220	Telephone	11,185	11,008	11,500	13,500	17.39%
5620	Building Maintenance	7,330	5,486	15,000	15,000	0.00%
	Utilities & Bldg Maintenance	46,674	45,536	59,000	64,000	8.47%
5400	Software Maintenance (Tyler Tech)	64,178	67,754	67,832	0	-100.00%
5410	Hardware Maintenance (Tyler Tech)	7,780	16,507	8,258	0	-100.00%
5411	Software Updates & Maint (New CAMA)				45,000	
5415	IT Support (BIS)	0	0	0	24,000	
	IT Maintenance & Support	71,958	84,262	76,090	69,000	-9.32%
5231	Debt Service (New CAMA System)				12,000	
5232	Interest Expense (New CAMA System)				80,000	
5700	Capital Outlay - Miscellaneous	21,795	9,817	26,100	6,700	-74.33%
	Debt Service & Capital Outlay	21,795	9,817	26,100	98,700	278.16%
5500	Appraisal Review Board	35,459	44,889	37,000	45,000	21.62%
5521	Legal Fees - ARB	806	1,069	1,500	1,500	0.00%
5525	Arbitration Fees	0	0	5,000	5,000	0.00%
	ARB & Arbitration Expenses	36,265	45,958	43,500	51,500	18.39%
5510	Oil & Gas Appraisal	47,080	49,500	49,500	49,500	0.00%
5515	Pictometry	34,279	27,149	30,000	30,000	0.00%
5516	Customer Care	5,000	0	10,000	0	-100.00%
5520	Legal & Professional Fees	92,555	64,930	55,000	75,000	36.36%
5530	Auditing Expenses	6,325	6,450	6,500	7,000	7.69%
	Contracts & Professional Svcs	185,239	148,029	151,000	161,500	6.95%
	TOTAL BUDGET	1,497,057	1,678,760	1,845,517	1,956,800	6.03%
	Less Projected Income			(5,000)	(5,000)	
	TOTAL LOCAL SUPPORT			1,840,517	1,951,800	6.05%

**BASTROP CENTAL APPRAISAL DISTRICT
LOCAL SUPPORT WORKSHEET - 2017**

JURISDICTION	2015 LEVY AMOUNT	2016 PERCENTAGE
Bastrop County	\$ 30,603,877	27.769%
Bastrop ISD	45,948,900	41.693%
Bastrop City	4,542,657	4.122%
Elgin ISD	11,776,161	10.685%
Elgin City	2,330,054	2.114%
Lexington ISD	10,583	0.010%
McDade ISD	842,378	0.764%
Smithville ISD	8,402,847	7.625%
Smithville City	1,041,283	0.945%
WCID #3	102,570	0.093%
Bastrop County MUD#1	372,179	0.338%
Bastrop County ESD#1	1,513,100	1.373%
Bastrop County ESD#2	1,059,862	0.962%
The Colony MUD #1D	118	0.00011%
The Colony MUD #1E	87,661	0.080%
The Colony MUD #1F	25,805	0.023%
Bastrop-Travis ESD#1	799,519	0.725%
ACC - Elgin	748,905	0.680%
TOTALS	\$ 110,208,459	100.000%

**BASTROP CENTRAL APPRAISAL DISTRICT
LOCAL SUPPORT ALLOCATION CHART - 2017**

JURISDICTION	2015 TAX RATE	2015 LEVY	2017 Est. Local Support	2017 Est. Quarterly Pymt	2016 Local Support	Variance (Annual)
Bastrop County	0.61900	\$ 30,603,877	\$ 541,998	\$ 135,499.57	\$ 511,096	\$ 30,902
Bastrop ISD	1.44100	45,948,900	813,761	\$ 203,440.15	767,363	46,398
Bastrop City	0.56400	4,542,657	80,451	\$ 20,112.76	75,864	4,587
Elgin ISD	1.54000	11,776,161	208,557	\$ 52,139.30	196,667	11,890
Elgin City	0.656916	2,330,054	41,265	\$ 10,316.36	38,913	2,352
Lexington ISD	1.22000	10,583	187	\$ 46.84	177	10
McDade ISD	1.11906	842,378	14,919	\$ 3,729.66	14,068	851
Smithville ISD	1.33000	8,402,847	148,815	\$ 37,203.84	140,331	8,484
Smithville City	0.553438	1,041,283	18,441	\$ 4,610.31	17,390	1,051
WCID #3	0.50000	102,570	1,817	\$ 454.14	1,713	104
Bastrop Cty MUD#1	1.00320	372,179	6,591	\$ 1,647.81	6,215	376
Bastrop County ESD#1	0.08300	1,513,100	26,792	\$ 6,698.08	25,264	1,528
Bastrop County ESD#2	0.10000	1,059,862	18,770	\$ 4,692.58	17,700	1,070
The Colony MUD#1D	0.74000	118	2.15	\$ 0.54	2.03	0.12
The Colony MUD#1E	0.74000	87,661	1,552	\$ 388.12	1,464	88
The Colony MUD#1F	0.74000	25,805	457	\$ 114.23	431	26
Bastrop-Travis Cts ESD#1	0.09330	799,519	14,160	\$ 3,539.89	13,352	808
ACC - Elgin	0.10050	748,905	13,263	\$ 3,315.78	12,507	756
TOTALS		\$ 110,208,459	\$ 1,951,800	\$ 487,949.95	\$ 1,840,517	\$ 111,283

BASTROP CAD 2017 PROPOSED BUDGET

Payroll Expenses

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5010	Gross Salaries	793,173	939,951	996,921	1,014,677
5011	Salary Adjustments		41,470	0	
5012	Retirement Fund	95,037	97,331	119,631	99,438
5013	Healthcare Insurance	112,672	133,552	191,520	199,272
5014	Life Insurance	1,896	1,841	2,500	2,029
5015	FICA Tax	11,363	14,049	14,455	14,713
5016	Long Term Disability Ins.	3,159	2,854	3,800	4,566
5017	Workers' Compensation	4,179	4,265	6,500	6,655
5018	TWC Unemployment	968	322	2,000	2,000
	Payroll Expenses	1,022,447	1,235,635	1,337,327	1,343,350

Explanation of Expenditures

Payroll expenses include salaries and benefits for all of the regular employees and administrators of the District. The increase from 2014 to 2015 included a 3% raise in salaries as well as a new line item with a budget of \$50,000. The District was able to make salary adjustments to keep salaries competitive and help retain employees. Also healthcare insurance expenses increased by 15%.

The increase in the 2016 budget was due to a 3% increase in pay for employees and the addition of 2 new positions at the District for a total of 21 employees. Also, the maximum healthcare insurance benefit per employee was raised 10% with the remaining costs being allocated to the employees based on the coverage chosen.

The proposed 2017 budget reflects a requested 3% incentive pay for those employees who show exemplary performance and an increase in the amount budgeted for the position of chief appraiser. A significant undersupply of qualified candidates for chief appraiser has caused the state-wide salaries of those positions to increase sharply. Bastrop continues to look for an exceptional candidate to move the District forward. Until such a candidate is found, the Board has contracted with Richard Petree, former chief appraiser of Taylor County and owner of Western Valuation and Consulting, LLC, who is helping move the District forward in best practices in the appraisal field. His daily rate will be charged to this account until a permanent replacement is named. The budget also includes a 15% increase in healthcare insurance expenses which will be adjusted when the annual renewal rates are received.

Due to a shift to increased automation and streamlined processes, two positions will be eliminated. The number of employees for 2017 will be 19. A reorganization plan will be implemented which may further reduce staff depending on the growth of the county.

BASTROP CAD 2017 PROPOSED BUDGET

Supplies and Operating Expenses

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5040	Copy Machine Supplies	2,474	3,231	2,500	3,500
5050	Office Supplies	4,962	4,929	7,500	7,500
5060	Computer Supplies	7,198	7,771	10,000	10,000
5075	Janitorial Supplies	1,626	1,712	2,000	2,000
5080	Drafting Supplies	200	0	500	0
	Supplies	16,460	17,643	22,500	23,000
5070	Operating Expenses	3,592	3,260	4,500	11,500
5100	Postage & Shipping	23,206	29,982	32,000	33,500
5130	Publication & Subscriptions	386	385	1,000	750
5163	Fleet Maintenance	6,562	4,300	7,000	7,000
5164	Fleet Fuel	8,312	2,578	12,000	12,000
5180	Advertising & Notices	4,832	4,091	6,500	6,500
5190	Printing	14,183	11,835	15,000	16,000
5240	Deed Records	230	320	500	500
5250	Equipment Rental	11,761	12,272	13,000	14,000
5300	Property Insurance	6,100	6,162	6,500	7,000
5600	Contingency Fund	1,400	0	5,000	5,000
5610	Miscellaneous Expense	1,488	1,376	3,000	5,000
	Operating Expenses	82,052	76,561	106,000	118,750

Explanation of Expenditures

These are line items for basic supplies and expenses for the operation of the Appraisal District. The Drafting Supplies line item is no longer needed due to the use of computer assisted design. Operating expenses have increased due to a new subscription service for data acquisition on commercial property with the CoStar Group.

BASTROP CAD 2017 PROPOSED BUDGET

Training and Education

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5150	Memberships & Dues	2,342	2,382	3,500	3,500
5160	Travel & Lodging	4,613	2,380	5,500	5,500
5161	Mileage Reimb - Appraisers	566	1,588	1,000	2,500
5162	Mileage Reimb - Admin Staff	1,440	1,702	2,000	2,500
5170	Training & Education	5,206	7,267	12,000	13,000
	Training & Education Expenses	14,167	15,319	24,000	27,000

Explanation of Expenditures

The line items above pertain to the Association memberships and courses for employees taking classes for certification and continuing education as well as administrative staff attending annual conferences and the associated travel expenses. The budget was increased in 2016 to provide more in-depth customer service training for all staff members. New employees will also be required to begin education toward licensing and certification.

Utilities and Building Maintenance

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5200	Utilities	17,505	18,420	20,000	22,000
5210	Janitorial Service	10,654	10,622	12,500	13,500
5220	Telephone	11,185	11,008	11,500	13,500
5620	Building Maintenance	7,330	5,486	15,000	15,000
	Utilities & Bldg Maintenance	46,674	45,536	59,000	64,000

Explanation of Expenditures

Utilities and building maintenance expenses have been relatively stable. Our janitorial service provider has asked for a slight increase, the first in 7 years. Due to the aging of our HVAC equipment, we have budgeted to replace one unit should the need arise in addition to our normal maintenance costs.

BASTROP CAD 2017 PROPOSED BUDGET

IT Maintenance and Support

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5400	Software Maintenance (Tyler Tech)	64,178	67,754	67,832	
5410	Hardware Maintenance (Tyler Tech)	7,780	16,507	8,258	
5411	Soft. Updates & Maint (New CAMA System)				45,000
5415	IT Support (BIS)	0	0	0	24,000
	IT Maintenance & Support	71,958	84,262	76,090	69,000

Debt Service and Capital Outlay

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5231	Debt Service - New CAMA System				12,000
5232	Interest Expense - New CAMA System				80,000
5700	Capital Outlay - Miscellaneous	21,795	9,817	26,100	6,700
	Debt Service & Capital Outlay	21,795	9,817	26,100	98,700

Explanation of Expenditures

The District is moving to mobile data collection devices (iPads) which can be used in the field to verify existing information, appropriately class the property, update condition factors, and update pictures. The information is uploaded to the Cloud and checked for accuracy as it comes back into the system. An RPF has been published which will likely draw at least two vendors. The pricing above is based on a completely new hardware and software system and represents the highest cost option. The total cost of the system will be approximately \$450,000. The figure above is the amount necessary to service the debt of a five year loan with Government Capital. The interest rate will be less than 3% based on the current market.

Software Updates and Maintenance for the new system will be lower than current maintenance. If we acquire the new software, the amount shown above will pay the cost. If we stay with the current system, there will be funds available after the software and hardware acquisition of field devices that will make up the shortfall.

Capital Outlay expenditures in 2014 and 2015 included an additional truck for field appraisers, 7 new PC's , 1 printer, 1 scanner and 2 filing cabinets. Requests for 2017 include much needed new seating for all employees, two printers, and one work table.

BASTROP CAD 2017 PROPOSED BUDGET

ARB and Arbitration Expenses

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5500	Appraisal Review Board	35,459	44,889	37,000	45,000
5521	Legal Fees - ARB	806	1,069	1,500	1,500
5525	Arbitration Fees	0	0	5,000	5,000
	ARB & Arbitration Expenses	36,265	45,958	43,500	51,500

Explanation of Expenditures

The increase in ARB expenses from 2014 to 2015 can be attributed to the significant rise in property values in 2015. This resulted in a record number of protests and ARB hearings. Beginning with the 2016 protest season, District staff is being trained and equipped to resolve more appeals in the informal meetings. Due to successful arbitrations, the District paid no arbitrator fees in 2014 or 2015.

Contracts & Professional Services

LINE ITEM AND DESCRIPTION		2014 EXPENDITURES	2015 EXPENDITURES	2016 BUDGET	2017 PROPOSED BUDGET
410-					
5510	Oil & Gas Appraisal	47,080	49,500	49,500	49,500
5515	Pictometry	34,279	27,149	30,000	30,000
5516	Customer Care	5,000	0	10,000	0
5520	Legal & Professional Fees	92,555	64,930	55,000	75,000
5530	Auditing Expenses	6,325	6,450	6,500	7,000
	Contracts & Professional Svcs	185,239	148,029	151,000	161,500

Explanation of Expenditures

The District has contracted with Capitol Appraisal Group for more than 18 years for the appraisal of mineral, industrial, and utility properties. Costs for services for 2017-2018 will remain at \$49,500 per year. Pictometry is an appraisal tool the District has used since 2012. It provides aerial oblique photographs and software so staff is able to find and measure new improvements without having to go onto the property. The 2017 payment to Pictometry will be the last of the 6 year contract. Customer care expenses will be incorporated into the appropriate budget items as needed.

Legal fees have increased sharply as values were raised substantially in 2016. As noted in the cover letter, the District will be working to resolve as many of the appeals as possible without an ARB hearing, but the threat still looms of having to pay the appellant's legal fees if we lose a case in court. This account covers our attorney's cost for moving through the legal process on cases filed

BASTROP CAD 2017 PROPOSED BUDGET

Salary and Benefits

Position	2017 Proposed Salary	Employer Retirement Expense - 9.8%	Healthcare Premium paid by Employer (\$874 max/month)	Term Life Ins Premium - .2%	Long Term Disability Insurance Premium - .45%	2017 Proposed Salary & Benefits
Agricultural Specialist	\$ 39,257	\$ 3,847	\$ 10,488	\$ 79	\$ 177	\$ 53,847
Asst Exemption Specialist	\$ 34,900	\$ 3,420	\$ 10,488	\$ 70	\$ 157	\$ 49,035
Bus. Pers. Property Appraiser	\$ 36,874	\$ 3,614	\$ 10,488	\$ 74	\$ 166	\$ 51,215
Chief Appraiser	\$ 120,000	\$ 11,760	\$ 10,488	\$ 240	\$ 540	\$ 143,028
Chief Financial Officer	\$ 62,484	\$ 6,123	\$ 10,488	\$ 125	\$ 281	\$ 79,502
Deed Specialist	\$ 40,828	\$ 4,001	\$ 10,488	\$ 82	\$ 184	\$ 55,583
Director of Administration	\$ 81,335	\$ 7,971	\$ 10,488	\$ 163	\$ 366	\$ 100,323
Director of Appraisal	\$ 66,852	\$ 6,551	\$ 10,488	\$ 134	\$ 301	\$ 84,326
Exemption Specialist	\$ 44,159	\$ 4,328	\$ 10,488	\$ 88	\$ 199	\$ 59,262
Field Appraiser	\$ 36,874	\$ 3,614	\$ 10,488	\$ 74	\$ 166	\$ 51,215
Field Appraiser	\$ 38,349	\$ 3,758	\$ 10,488	\$ 77	\$ 173	\$ 52,844
Field Appraiser	\$ 39,883	\$ 3,909	\$ 10,488	\$ 80	\$ 179	\$ 54,539
Field Appraiser-RPA	\$ 47,960	\$ 4,700	\$ 10,488	\$ 96	\$ 216	\$ 63,460
GIS/Mapping Specialist	\$ 62,799	\$ 6,154	\$ 10,488	\$ 126	\$ 283	\$ 79,849
Imaging Specialist	\$ 36,872	\$ 3,613	\$ 10,488	\$ 74	\$ 166	\$ 51,213
Land Appraiser	\$ 36,874	\$ 3,614	\$ 10,488	\$ 74	\$ 166	\$ 51,215
Personal Property Supervisor	\$ 62,799	\$ 6,154	\$ 10,488	\$ 126	\$ 283	\$ 79,849
Receptionist & Info Specialist	\$ 32,779	\$ 3,212	\$ 10,488	\$ 66	\$ 148	\$ 46,692
Residential Coordinator	\$ 62,799	\$ 6,154	\$ 10,488	\$ 126	\$ 283	\$ 79,849
Performance Incentives	\$ 30,000	\$ 2,940		\$ 60	\$ 135	\$ 33,135
TOTALS	\$ 1,014,677	\$ 99,438	\$ 199,272	\$ 2,029	\$ 4,566	\$ 1,319,983
Special Note:						
Employer contributes 9.8% of employee's salary to Texas County & District Retirement System (TCDRS).						
Employer pays \$874 max of employee's monthly healthcare insurance premiums (for employee only).						
Employer pays 100% of employee's term life & long term disability insurance premiums (for employee only).						

BASTROP CAD 2017 PROPOSED BUDGET

Capital Expenditures

19	Chairs	5,700
2	Printers	600
1	Work Table	<u>400</u>
Total Capital Expenditures - 2017		<u><u>6,700</u></u>



COUNCIL MEETING: June 7, 2016

ITEM: 1. Approval of minutes of the regular council meeting May 3, 2016.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary

SUMMARY: Presented for review and approval are the minutes of the regular council meeting on May 3, 2016.

RECOMMENDATION(S): Approve the minutes of the regular council meeting on May 3, 2016.

ATTACHMENT: 1-Minutes of regular meeting May 3, 2016

**MINUTES
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, MAY 3, 2016, 7:00 PM
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

Mayor Marc Holm called the meeting to order at 7:10 p.m. with the following members and staff:

Marc Holm, Mayor
Juan Gonzalez, Mayor Pro-Tem
Keith Joesel, Council Member
Sue Brashar, Council Member
Mary Penson, Council Member
Jessica Bega, Council Member
Craig Fromme, Council Member
Phillip Thomas, Council Member
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
Gary Cooke, Planning and Development Director
Amy Miller, Community Development Director
Michael Gonzales, Parks and Recreation Director
Buck LaQuey, Finance Director
Chris Bratton, Assistant Police Chief
Owen Rock, Economic Development Corporation Director
Sandy Ott, Library Director

INVOCATION

Council Member Mary Penson gave the invocation.

Recess REGULAR MEETING at 7:012 p.m. to call to order PUBLIC HEARING at 7:12 p.m.

PUBLIC HEARING

1. Proposed zoning change submitted by Sean Garretson of Pegasus Planning and Development for Elgin Agrarian LLC for a Planned Development District (PDD) for the property located in the Mary Christian Burleson Homestead Subdivision, Lots 1 and 2, and being approximately 23.065 acres, City of Elgin, Bastrop County, Texas to be known as Elgin Agrarian Community. Current Zoning is R-1 Single Family Residential.

There were no public comments.

Close PUBLIC HEARING at 7:13 p.m. and Reconvene REGULAR MEETING at 7:13 p.m.

PUBLIC COMMENT

Lyn Cottle, 104 Terra Drive, Elgin, stated that visitors downtown commented that our wheelchair ramps were good, but they had to move items off the sidewalks to be passable by wheelchairs.

PRESENTATIONS

1. Presentation of a Certificate of Appreciation from The City of Elgin to Ian and Donovan Allen for their Eagle Scout Projects at Thomas Memorial Park
Kenneth Reneau, Interim City Manager
Michael Gonzalez Parks and Recreation Director

Mayor Marc Holm presented the certificate to Ian Allen.

2. Presentation of Employee of the Second Quarter 2016 to Hermilo Valencia.
Kenneth Reneau, Interim City Manager
Sandy Ott, Library Director

Mayor Marc Holm presented the certificate to Hermilo Valencia.

3. Proclamation recognizing Municipal Clerks Week May 1-7, 2016.
Kenneth Reneau, Interim City Manager
Marc Holm, Mayor
Lucretia Alvarez, City Secretary

Mayor Marc Holm presented the proclamation to Lucretia Alvarez.

4. Proclamation recognizing Lupus Awareness Month and Put ON Purple Day May 20, 2016.
Kenneth Reneau, Interim City Manager
Marc Holm, Mayor
Lucretia Alvarez, City Secretary

Mayor Marc Holm read the proclamation aloud.

5. Proclamation recognizing National Historic Preservation Awareness Month
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director

Mayor Marc Holm presented the proclamation to Ed Rivers, Owen Rock, Gena Carter, and Amy Miller.

REPORTS

1. Monthly Department Reports for March 2016
Kenneth Reneau, Interim City Manager

Kenneth Reneau, Interim City Manager, stated the reports are informational only.

2. Presentation of FY 2015-2016 Second Quarter Investment Report.
Kenneth Reneau, Interim City Manager
Sidney LaQuey, Finance Director
Laura Schwartz, Purchasing Agent/Finance Administrator

Sidney LaQuey, Finance Director, stated the quarterly report was informational.

CONSENT AGENDA

Council Member Sue Brashar made a motion to approve the Consent Agenda as presented, Council Member Craig Fromme seconded, and motion passed unanimously 8 for, 0 against.

1. Approval of minutes of the regular council meeting April 5, 2016.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
2. Approval of an Agreement Between the City of Elgin and the YMCA of Austin for Swim lessons Summer 2016
Kenneth Reneau, Interim City Manager
Michael Gonzalez, Parks and Recreation Director
3. Approval of street closure for Juneteenth Festival Street Dance Friday, June 10, 2016 from 4 p.m. to midnight on Depot Street from Main Street to Avenue C.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director
4. Approval of street closures for Juneteenth Festival Parade Saturday, June 11, 2016 from 9 a.m. to noon.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director
5. Approval of board reappointments of Franklin Boettcher, S.H. McShan and Ruby Simms to the Board of Adjustments for two-year terms expiring June 1, 2018.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
Gary Cooke, Planning and Development Director
6. Approval of board reappointments of Vince Dungan and Randy Starr, and appointment of Bettye Lofton to the Public Safety Advisory Committee for two-year terms expiring June 1, 2018.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
Chris Bratton, Chief of Police
7. Approval of waiving open container ordinance for the Juneteenth Festival Street Dance on Friday, June 10 from 8 p.m. to midnight and on Saturday, June 11 from 10 a.m. to 6 p.m. for the Juneteenth Festival on Depot Street from Main Street to Avenue C and in Veterans Memorial Park.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director
8. Approval of waiving the open container ordinance for the Western Days Festival on Friday, June 24 from 4 p.m. to 12:15 a.m. and on Saturday, June 25 from 8 a.m. to 8 p.m. in Elgin Memorial Park.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director
9. Approval of street closures for the Western Days Festival Parade on Saturday, June 25, 2016 from 9 a.m. to 1 p.m.
Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Presentation with discussion and action to consider acceptance of the audit report for the year ending September 30, 2015 as presented and prepared by BrooksCardiel, PLLC.
Kenneth Reneau, Interim City Manager
Buck Laquey, Finance Director

BrooksCardiel, PLLC

Council Member Phillip Thomas made a motion to accept the audit report for the year ending September 30, 2015 as presented and prepared by BrooksCardiel, PLLC, Council Member Jessica Bega seconded, and motion passed unanimously 8 for, 0 against.

2. Presentation with discussion of CARTS transit station by CARTS and McCann Adams Studio.

Kenneth Renneau, Interim City Manager
Amy Miller, Community Development Director
Gary Cooke, Planning & Development Director

Presentation only. No council action.

3. Discussion and action to consider an ordinance annexing adjacent and contiguous territory to the City of Elgin, Texas, To Wit: 14.127 Acres of land, in Bastrop County.

Kenneth Reneau, Interim City Manager
Gary N Cooke, Planning and Development Director

Council Member Sue Brashar made a motion to approve Ordinance 2016-05-03-11 annexing adjacent and contiguous territory to the City of Elgin, Texas, To Wit: 14.127 Acres of land, in Bastrop County, Council Member Keith Joesel seconded, and motion passed unanimously 8 for, 0 against.

ORDINANCE NO. 2016-05-03-11

AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: 14.127 ACRES OF LAND, IN BASTROP COUNTY; FINDING THAT ALL NECESSARY AND REQUIRED LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH AREA 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 AND ORDINANCES NOW IN EFFECT AND TO BE HEREINAFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

4. Discussion and action to consider an ordinance regarding a proposed zoning change request from Sean Garretson of Pegasus Planning and Development of Elgin Agrarian LLC for a Planned Development District (PDD) for the property located in the Mary Christian Burleson Homestead Subdivision, Lots 1 and 2, and being approximately 23.06.065 acres, City of Elgin, Bastrop County, Texas to be known as Elgin Agrarian Community. The request is to change the zoning from R-1 Single Family Residential to PDD (Planned Development District).

Kenneth Reneau, Interim City Manager
Gary N Cooke, Planning and Development Director

Council Member Keith Joesel made a motion to approve Ordinance 2016-05-03-12 zoning change request from Sean Garretson of Pegasus Planning and Development of Elgin Agrarian LLC for a Planned Development District (PDD) for the property located in the Mary Christian Burleson Homestead Subdivision, Lots 1 and 2, and being approximately 23.06.065 acres, City of Elgin, Bastrop County, Texas to be known as Elgin Agrarian Community, changing the zoning from R-1 Single Family Residential to PDD (Planned Development District), Council Member Sue Brashar seconded, and motion passed 7 for, 0 against, and Mayor Marc Holm abstained.

ORDINANCE NO. 2016-05-03-12

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, CODE OF ORDINANCES, CITY OF ELGIN, TEXAS

AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE PROPERTY BEING IN THE MARY CHRISTIAN BURLESON HOMESTEAD SUBDIVISION, LOT 2, ACRES 22.065, CITY OF ELGIN, BASTROP COUNTY, TEXAS FROM R-1 SINGLE FAMILY TO POD (PLANNED DEVELOPMENT DISTRICT).

5. Discussion and action to consider an Ordinance amending Park and Recreational Users Fees and Fleming Center User Fees.

Kenneth Reneau, Interim City Manager

Michael Gonzalez, Parks and Recreation Director

Council Member Craig Fromme made a motion to approve Ordinance 2016-05-03-13 amending Park and Recreational Users Fees and Fleming Center User Fees, Council Member Mary Penson seconded, and motion passed unanimously 8 for, 0 against.

ORDINANCE NO. 2016-05-03-13

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AMENDING CHAPTER 28, ARTICLE III, SECTION 28-55, CODE OF ORDINANCES, PARKS AND RECREATION DEPARTMENT USER FEES AND AMENDING CHAPTER 28, ARTICLE III, SECTION 28-57(d), CODE OF ORDINANCES FLEMING COMMUNITY CENTER USER FEES OF THE REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND PROVIDING THAT ALL CONFLICTING ORDINANCES ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

6. Discussion and action to consider a resolution authorizing the Elgin Economic Development Corp. to spend an amount greater than \$10,000 per State Statutes. Specifically to award a Mega Grant of \$25,000 to Israel Arreola who spent \$450,000 remodeling his Morelia Mexican Grill building thus creating jobs and expanding the City of Elgin tax base.

Kenneth Reneau, Interim City Manager

Owen Rock, EDC Director

Council Member Keith Joesel made a motion to approve Resolution 2016-05-03-02 authorizing the Elgin Economic Development Corp. to spend an amount greater than \$10,000 per State Statutes. Specifically to award a Mega Grant of \$25,000 to Israel Arreola who spent \$450,000 remodeling his Morelia Mexican Grill building thus creating jobs and expanding the City of Elgin tax base, Council Member Sue Brashar seconded, and motion passed unanimously 8 for, 0 against.

RESOLUTION NO. 2016-05-03-02

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE EXPENDITURE OF \$25,000 BY THE ELGIN ECONOMIC DEVELOPMENT CORPORATION FOR ISRAEL ARREOLA, MORELIAS MEXICAN GRILL BUILDING PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO.

7. Discussion and action to consider adoption of a Resolution that would suspend the proposed rate increase from CenterPoint Energy Entex, South Texas Division until after July 14, 2016.

Kenneth Reneau, Interim City Manager

Lucretia Alvarez, City Secretary

Council Member Phillip Thomas made a motion to adopt Resolution 2016-05-03-03 suspending the proposed rate increase from CenterPoint Energy Entex, South Texas Division until after July 14, 2016, Council Member Jessica Bega seconded, and motion passed unanimously 8 for, 0 against.

RESOLUTION NO. 2016-05-03-03

A RESOLUTION BY THE CITY OF ELGIN, TEXAS, RESPONDING TO THE APPLICATION OF CENTERPOINT ENERGY ENTEX, SOUTH TEXAS DIVISION TO INCREASE RATES UNDER THE GAS RELIABILITY INFRASTRUCTURE PROGRAM; SUSPENDING THE EFFECTIVE DATE OF THIS RATE APPLICATION FOR FORTY-FIVE DAYS; DETERMINING THAT THE MEETING AT WHICH THE RESOLUTION WAS ADOPTED COMPLIED WITH THE TEXAS OPEN MEETINGS ACT; MAKING SUCH OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

8. Discussion and action to consider Resolution 2016-05-03-04 designating authorized signatures for Contractual and Grant Fund Documents in connection with the Texas Community Block Grant Program (TxCDBG) for use in the Main Street Project Number 7214372 and 2015 Community Development Fund Contract Number 7215151.

Kenneth Reneau, Interim City Manager

Amy Miller, Community Development Director

Laura Schwartz, Purchasing Agent / Finance Administrator

Council Member Sue Brashar made a motion to approve Resolution 2016-05-03-04 designating authorized signatures for Contractual and Grant Fund Documents in connection with the Texas Community Block Grant Program (TxCDBG) for use in the Main Street Project Number 7214372 and 2015 Community Development Fund Contract Number 7215151, Council Member Craig Fromme seconded, and motion passed unanimously 8 for, 0 against.

RESOLUTION NO. 2016-05-03-04

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS OF THE COUNTY OF BASTROP TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7214372 and CONTRACT NUMBER 7215151.

9. Discussion and action to award the construction contract to Gaeke Construction Company in the amount of \$118,617.91 for the Texas Capital Fund Main Street program grant Contract No. 7214372 and authorize the Interim City Manager or the City Manager to approve change orders for up to 25% of the contract.

Kenneth Reneau, Interim City Manager

Amy Miller, Community Development Director

Joe Parten, Public Works Director

Council Member Jessica Bega made a motion to award the construction contract to Gaeke Construction Company in the amount of \$118,617.91 for the Texas Capital Fund Main Street program grant Contract No. 7214372 and authorize the Interim City Manager or the City Manager to approve change orders for up to 25% of the contract, Council Member Mary Person seconded, and motion passed unanimously 8 for, 0 against.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

- Farm Tour Sunday, May 15
- Relay For Life Saturday, May 7
- Voting for Ward 3 on Saturday, May 7
- PDD will need a committee made up of 2 ward members, Mayor, 2 members of Planning and Zoning
- Amy Miller's 20th anniversary with the city was May 1
- National Police Week will be May 15-21

- TCEQ inspection passed

ADJOURNMENT

Mayor Marc Holm adjourned the meeting at 8:45 p.m.

APPROVED:

MARC HOLM
Mayor of Elgin, Texas

ATTEST:

LUCRETIA ALVAREZ
City Secretary of Elgin, Texas



COUNCIL MEETING: June 7, 2016

ITEM: 2. Approval of minutes of the special council meeting May 10, 2016.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary

SUMMARY: Presented for review and approval are the minutes of the special council meeting on May 10, 2016.

RECOMMENDATION(S): Approve the minutes of the special council meeting on May 10, 2016.

ATTACHMENT: 1-Minutes of the specail meeting on May 10, 2016

**MINUTES
ELGIN CITY COUNCIL
SPECIAL MEETING
TUESDAY, MAY 10, 2016, 7:00 PM
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

Mayor Marc Holm called the meeting to order at 7:10 p.m. with the following members and staff:

Marc Holm, Mayor
Chris Cannon, Mayor-Elect
Juan Gonzalez, Mayor Pro-Tem
Keith Joesel, Council Member
Sue Brashar, Council Member
Mary Penson, Council Member
Jessica Bega, Council Member
Craig Fromme, Council Member
Phillip Thomas, Council Member
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
Gary Cooke, Planning and Development Director
Amy Miller, Community Development Director
Michael Gonzales, Parks and Recreation Director
Buck LaQuey, Finance Director
Chris Bratton, Assistant Police Chief
Owen Rock, Economic Development Corporation Director
Sandy Ott, Library Director
Doug Prinz, Utility Director

PUBLIC COMMENT

Gena Cater, Elgin, Texas, spoke on behalf of State Representative John Cyrier to present two flags which had flown over the state capitol building to Mayor Marc Holm and Mayor-Elect Chris Cannon.

Honorable Fred Brown, Salado, Texas, congratulated Mayor-Elect Chris Cannon on his new position as Mayor for the City of Elgin.

PRESENTATIONS

None

REPORTS

None

CONSENT AGENDA

None

UNFINISHED BUSINESS

1. Discussion and action to create a Planned Development District (PDD) committee to review and negotiate the Elgin Agrarian Community PDD.

Kenneth Reneau, Interim City Manager
Gary N Cooke, Planning and Development Director

Council Member Mary Penson made a motion to approve the creation of the Planned Development District (PDD) committee to review and negotiate the Elgin Agrarian Community (PDD) contract, and approve the list of appointed committee members, noting that no quorum is required; Council Member Sue Brashar seconded, and motion passed unanimously 8 for, 0 against.

Elgin Agrarian Community PDD Review Committee Members approved are:

Marc Holm-Mayor

Sue Brasher-Ward 4 Council Member

Keith Joesel-Ward 4 Council Member

Renee Girling-Representative of the Mary Christian Burleson Preservation & Development Foundation

Sue Beckwith-Representative of the Mary Christian Burleson Preservation & Development Foundation Ronnie

Creppon-Planning & Zoning Board Member

Tony Prete-Planning & Zoning Board Member

Gary N. Cooke-Staff

Amy Miller-Staff

Beau Perry-TRC Solutions/Staff Engineer

Charlie Crossfield-Sheets & Crossfield/Staff Attorney

NEW BUSINESS

1. Discussion and action to consider accepting a Letter of Declination of Office from Edward Maldonado.

Kenneth Reneau, Interim City Manager

Lucretia Alvarez, City Secretary

Council Member Keith Joesel made a motion to accept the letter of declination of office from Edward Maldonado, Council Member Craig Fromme seconded, and motion passed unanimously 8 for, 0 against.

Mayor Marc Holm changed the order of business to present agenda item 3.

3. Presentation of Certificate of Office to the Mayor and Council Members.

Kenneth Reneau, Interim City Manager

Marc Holm, Mayor

Mayor Marc Holm presented the certificates of office to Chris Cannon, Jessica Bega, Craig Fromme, and Sue Brashar.

2. Swearing in of the General Election Unopposed Mayor and Council Members by Judge Benton Eskew.

Kenneth Reneau, Interim City Manager

Lucretia Alvarez, City Secretary

Judge Benton Eskew, Bastrop County Court of Law

Judge Benton Eskew officiated the public oath of office for Chris Cannon, Jessica Bega, Craig Fromme, and Sue Brashar.

4. Proclamation recognizing Mayor Marc Holm's years of service.

Kenneth Reneau, Interim City Manager

Lucretia Alvarez, City Secretary

Chris Cannon, Mayor-Elect

Mayor Chris Cannon presented a proclamation to Marc Holm for his eight years of service as Mayor of Elgin for four terms.

5. Recognition of service to Edward Maldonado.

Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor-Elect

Council Member Mary Penson made a motion to table this item until the next meeting on May 17, Council Member Phillip Thomas seconded and motion passed unanimously 8 for, 0 against.

6. Discussion and action to appoint a citizen from Ward 2 as a council member to fill the vacancy in Ward 2, created by Edward Maldonado resigning his seat on March 1, 2016 and declining the unopposed office, until a Special Election will be held November 8, 2016.

Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary

Council Member Juan Gonzalez made a motion to appoint Susie Arreaga to fill the vacancy in Ward 2 until the Special Election in November, Council Member Sue Brashar seconded and motion passed 7 for, Penson against.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

- National Police Week is May 15-21

ADJOURNMENT

Mayor Chris Cannon adjourned the meeting at 7:37 p.m.

APPROVED:

CHRIS CANNON
Mayor of Elgin, Texas

ATTEST:

LUCRETIA ALVAREZ
City Secretary of Elgin, Texas



COUNCIL MEETING: June 7, 2016

ITEM: 3. Approval of minutes of the special council meeting May 17, 2016.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary

SUMMARY: Presented for review and approval are the minutes of the special council meeting on May 17, 2016.

RECOMMENDATION(S): Approve the minutes of the special council meeting on May 17, 2016.

ATTACHMENT: 1-Minutes of May 17, 2016

**MINUTES
ELGIN CITY COUNCIL
SPECIAL MEETING
TUESDAY, MAY 17, 2016, 7:00 PM
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

Mayor Marc Holm called the meeting to order at 7:00 p.m. with the following members and staff:

Chris Cannon, Mayor
Juan Gonzalez, Mayor Pro-Tem
Keith Joesel, Council Member
Sue Brashar, Council Member
Susie Arreaga, Council Member
Mary Penson, Council Member
Jessica Bega, Council Member
Craig Fromme, Council Member (absent)
Phillip Thomas, Council Member
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary
Gary Cooke, Planning and Development Director
Amy Miller, Community Development Director
Michael Gonzales, Parks and Recreation Director
Buck LaQuey, Finance Director
Chris Bratton, Police Chief
Owen Rock, Economic Development Corporation Director
Sandy Ott, Library Director
Doug Prinz, Utility Director
Joe Parten, Public Works Director

INVOCATION

Council Member Phillip Thomas gave the invocation.

PUBLIC COMMENT

None

PRESENTATIONS

1. Recognition of service to Edward Maldonado.
Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor

Mayor Chris Cannon presented a service plaque to Edward Maldonado.

REPORTS

None

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Discussion and action regarding Resolution 2016-05-17-05 to canvass the returns and declare the results of the Special Election held May 7, 2016.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary

Council Member Sue Brashar made a motion to approve Resolution 2016-05-17-05 to canvass the returns and declare the results of the Special Election held May 7, 2016, Council Member Jessica Bega seconded and motion passed unanimously 8 for 0 against.

RESOLUTION NO. 2016-05-17-05

A RESOLUTION AND ORDER CANVASSING THE RETURNS AND DECLARING RESULTS OF THE CITY OF ELGIN SPECIAL ELECTION

WHEREAS, a special election was held on the 7th day of May, 2016 for the purpose of electing an official; and

WHEREAS, the returns of that election have been considered; and

WHEREAS, it appears from said return, duly and legally made that there were cast at said election 50 valid and legal votes: and

WHEREAS, the candidate(s) running for position to fill a vacancy in **Ward 3** in said election received the following votes:

<u>Phillip Thomas</u>	33 Votes
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<u>Dennis Schultz</u>	17 Votes
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2. Presentation of Certificate of Office to Council Member Phillip Thomas.
Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor

Mayor Chris Cannon presented the certificate of office to Phillip Thomas.

3. Swearing in of the Special Election Council Member elected to Ward 3, Phillip Thomas.
Kenneth Reneau, Interim City Manager
Lucretia Alvarez, City Secretary

City Secretary Lucretia Alvarez officiated the public oath of office to Phillip Thomas elected to Ward 3, and Susie Arreaga appointed to Ward 2.

4. Discussion and action to appoint two council members to the Board of Directors of the Elgin Economic Development Corporation.
Kenneth Reneau, Interim City Manager

Chris Cannon, Mayor

Council Member Keith Joesel made a motion to appoint Jessica Bega and Sue Brashar to the Board of Directors of the Elgin Economic Development Corporation for two year terms, Mary Penson seconded and motion passed unanimously 8 for 0 against.

5. Discussion and action to appoint or reappoint members to the Board of Directors of the Elgin Economic Development Corporation.

Kenneth Reneau, Interim City Manager

Chris Cannon, Mayor

Owen Rock, EDC Director

Council Member Phillip Thomas made a motion to reappoint Bryan Bracewell and Molly Alexander to the Board of Directors of the Elgin Economic Development Corporation for two year terms, Jessica Bega seconded and motion passed unanimously 8 for 0 against.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

- National Police Week is May 15-21
- Bastrop County Transportation meeting May 26, 2016
- End of School Picnic 5:30-7:30
- TML Region 10 meeting in Brenham on June 14

ADJOURNMENT

Mayor Chris Cannon adjourned the meeting at 7:26 p.m.

APPROVED:

CHRIS CANNON
Mayor of Elgin, Texas

ATTEST:

LUCRETIA ALVAREZ
City Secretary of Elgin, Texas



COUNCIL MEETING: June 7, 2016

ITEM: 4. Approval of a resolution supporting Travis County Appraisal District real estate acquisition.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Sidney LaQuey, Finance Director

SUMMARY: Travis County Appraisal District needs a resolution from all entities they service in order to expand their facility for operations.

After searching for other properties, they have found the most cost effective solution is to purchase a vacant lot and expand their existing facility to meet their growth needs. The appraisal district has sufficient funds in dedicated reserve for the purchase and no additional funds will be requested of the taxing unit for this real estate purchase.

RECOMMENDATION(S): Approve Resolution 2016-06-07-06.

ATTACHMENT: 1-Resolution 2016-06-07-06 TCAD real estate purchase
2-TCAD site map

RESOLUTION NO. 2016-06-07-06

APPROVAL OF TRAVIS CENTRAL APPRAISAL DISTRICT REAL ESTATE ACQUISITION

WHEREAS, Travis Central Appraisal District has demonstrated a need for additional office workspace and parking to meet the growing demand for appraisal services; and

WHEREAS, The Board of Directors of the Travis Central Appraisal District has proposed and authorized purchase of a vacant lot at 2304 Forbes Drive for future expansion of the appraisal district facilities; and

WHEREAS, Texas Property Tax Code Section 6.051 requires acquisition or conveyance of real property by the appraisal district be approved by the governing bodies of three-fourths of the taxing units entitled to vote on the appointment of board members; and

WHEREAS, Travis Central Appraisal District has sufficient funds in dedicated reserves to purchase the adjacent vacant lot and **no additional funds will be requested of the taxing units for this real estate purchase**; and

WHEREAS, expansion of existing facilities offers the most cost effective solution to provide Travis Central Appraisal District with the additional office needed to house additional staff and service additional taxpayers;

NOW, THEREFORE BE IT RESOLVED that **City of Elgin** approves the Travis Central Appraisal District purchase the vacant lot at 2304 Forbes Drive, Austin, TX for use of expanding the existing office facilities.

Passed and approved by **City of Elgin** on the 7th day of June, 2016.

By: _____ .

ATTEST:

By: _____



Site Map



COUNCIL MEETING: June 7, 2016

ITEM: 5. Approval of an Update to the 2011-2021 Parks, Recreation, and Open Space Master Plan.

RESOURCE PERSON(S): **Kenneth Reneau, Interim City Manager**
Amy Miller, Community Development Director
Michael Gonzalez, Parks & Recreation Director

SUMMARY: The City Council approved the 2011-2021 Parks, Recreation, and Open Space Master Plan on May 3, 2011. In the following five years many for the priorities in the Plan have been implemented or are in process. For example, creation of a Parks & Recreation Department, renovation of the Fleming Community Center, the Morris Park Bathhouse and Restrooms, Shenandoah Soccer Park & Greenbelt Trail, sidewalks throughout the community, tree plantings, electrical service upgrades at Thomas Memorial Park and Elgin Memorial Park, and an indoor recreation center. The Parks & Recreation Advisory Board worked to create this update for the parks plan so that it would reflect the current priorities and future needs for the community through 2021. The community participated through a survey, and public meetings. The plan was discussed by the Parks Board from January through May. At the May 19 Parks Board meeting, the board recommended the 2011-2021 Parks, Recreation, and Open Space Master Plan Update to City Council.

RECOMMENDATION(S): Approve the 2011-2021 Park, Recreation, and Open Space Master Plan Update.

ATTACHMENT:

1-Parks Board recommendation letter

2-Parks Plan update

Elgin Parks and Recreation Advisory Board

May 19, 2016

Honorable Mayor and City Council:

The Elgin Parks and Recreation Advisory Board, in conjunction with Michael Gonzalez and Amy Miller has spent the last few months reviewing the 2011-2021 Parks, Recreation, and Open Space Master Plan. As our primary function is to provide recommendations to the City of Elgin Parks and Recreation Department, we felt as though a five-year review and update of the Master Plan would help guide future decisions more toward Elgin's current needs.

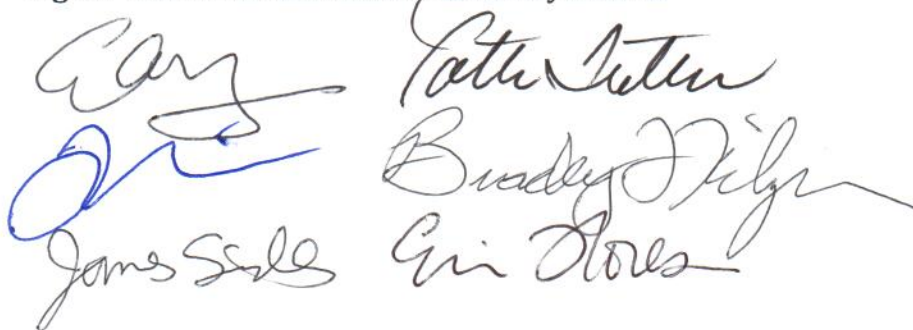
We have reviewed the existing Master Plan, analyzed the results of a community survey about our community's park usage and desires, and recommend the addition of the following Update to the Master Plan.

The Update to the Master Plan summarizes what has been accomplished in the last five years, the results of the community's survey responses, review of the main objectives and goals of the plan, and our renewed priorities for the future.

We respectfully request that you consider the addition of this update to the Master Plan.

Sincerely,

Elgin Parks and Recreation Advisory Board



Handwritten signatures of the Elgin Parks and Recreation Advisory Board members. The signatures are arranged in two columns. The left column contains three signatures: a blue ink signature, a blue ink signature, and a black ink signature. The right column contains three black ink signatures. The names of the signatories are written below their respective signatures: James Seale, Erin Flores, and another name that is partially obscured.

Update to the 2011-2021 Parks, Recreation and Open Space Master Plan

City of Elgin Texas May 2011- May 2021

Update completed May 2016

Prepared by
The City of Elgin &
The Parks & Recreation Advisory Board

City Council June 7, 2016

Chris Cannon, Mayor
Juan Gonzalez, Mayor Pro-Tem Ward 2
Jessica Bega, Ward 1
Mary Penson, Ward 1
Susie Arreaga, Ward 2
Craig Fromme, Ward 3
Phillip Thomas, Ward 3
Sue Brashar, Ward 4
Keith Joesel, Ward 4

Parks & Recreation Advisory Board June 2016

Emily Brown, Chair
James Sides, Vice Chair
Tara Minor, Secretary
Erin Flores
Debbie Gaston
Patti Tatum
Brad Kilgore

Parks & Recreation Director

Michael Gonzalez

Community Development Director

Amy Miller

The community of Elgin, through the leadership of the Parks & Recreation Advisory Board is leading the development of an update to the 2011-2021 Parks, Recreation and Open Space Master Plan (the plan). The update will address the many projects successfully implemented since 2011 and provide an updated community look at future priorities. Elgin is proud of these significant accomplishments and the progress made on the original plan, which is attached.

Existing city planning and design documents include:

- Sustainable Places Project Final Report
- Central Park Illustrative Plan
- Parks, Recreation and Open Space Master Plan 2011-2021
- Alternative Transportation and Trails Master Plan
- Neidig Elementary School & Elgin Middle School Safe Routes to School Plan
- Booker T Washington Elementary School Safe Routes to School Plan
- City of Elgin Parks, Recreation and Open Space Master Plan (2000-2010)
- City of Elgin Comprehensive Plan
- Envision Elgin Community Development Strategy (2004-2010)
- Shenandoah Park Site Plan
- Thomas Memorial Park Site Plan
- Elgin Memorial Park Site Plan
- Morris Memorial Park Site plan
- Elgin Recreation and Open Space Plan (1998)

Accomplishments

Parks & Recreation Department

September 2015 the City Council of the City Elgin approved a budget that included a newly created Parks & Recreation Department. The Department was funded with a Parks & Recreation Director, four full time maintenance positions, and a part time administrative assistant position. As of November 2015, all positions were filled with Michael Gonzalez, as Parks & Recreation Director. Michael has served as Parks & Recreation Manager since April 1, 2013.



The Fleming Community Center

Renovation was completed in September 2013. The facility provides five meeting rooms to the public including a studio room for yoga and dance classes, and office space for the Parks & Recreation Department.



Morris Memorial Park Bathhouse & Restrooms

Permanent restrooms and pool bath house for Morris Memorial Park were completed in July 2015. Totalling 1,300 square feet, the bathhouse facility and concession stand admissions area specifically serve the pool patrons. The bath house building includes separate restrooms available to park patrons year round.





Shenandoah Soccer Park & Greenbelt Trail opened in October 2015. Approximately 3,900 linear feet the trail connects from FM 1100 or Avenue C along Elm Creek in the park to Austin Community College Elgin Campus trail and County Line Road.





ACC Elgin Campus trail

Elgin community joined the Austin Community College district, a new campus including a trail, sand volleyball courts and small amphitheater are on the campus and open to the public. The ACC Trail connects County Line Road to the new Shenandoah Soccer Park & Greenbelt Trail and to FM 1100.



Safe Routes to School sidewalk projects

Completed on FM 1100 and County Line Road providing safe pedestrian routes for adjoining neighborhoods, businesses, Neidig Elementary School, Elgin Middle School, and Elgin High School.



Elgin Connections Project

2nd Street Centers Project was completed in September 2014 creating a pedestrian path from downtown at Avenue C and Depot Street at Veterans Memorial Park to Elgin Memorial Park following Depot Street, Avenue B, 2nd Street, 11th Street and Main Street.



Loop 109 New Sidewalks

the Texas Department of Transportation completed upgrades to sidewalks and ADA ramps on Loop 109 known locally as Mains Street from 11th Street to Austin Street.



CAMPO TAP Grant for FM 1100 and County Line Road and the TXDOT Super 2 Improvements

The City of Elgin received a CAMPO TAP grant in October 2015 to complete sidewalks on FM 1100 from the Middle School to the HWY 95 North intersection continuing on Hwy 95 North to the Elgin Memorial Park, Park & Ride transit stop. Additional work will be done on County Line Road to complete the connection from Neidig Elementary School and the County Line Subdivision to Austin Community College. The TAP grant is funded for 2017 TXDOT Fiscal year.

TXDOT is completing Super 2 improvements on Hwy 95 North that include pedestrian signalization at Hwy 95 North and FM 1100. This work is slated to be finished by August 2016 and will provide a safe



pedestrian crossing of Hwy 95 North.

Tree Planting – Volunteers planted, mulched and watered more than twenty two trees over the past five years at Elgin Memorial, Morris Memorial and Thomas Memorial Parks.



Electrical Upgrades

Electrical service upgrades at Thomas Memorial Park are underway and to be completed fiscal year 2015-2016. Elgin Memorial Park electrical service upgrades are planned for 2016-2017.



Indoor Recreation Center

City of Elgin received a FEMA grant to build an emergency shelter that can also be used as a recreation center. The facility will be around 14,000 sq. ft. It will be located in Elgin Memorial Park on the former baseball field and will utilize existing parking in the Elgin Memorial Park, Park & Ride lot. Additional facility construction plans include full size basketball court, showers and locker rooms full size kitchen and offices for park staff. The building will be utilized for indoor recreation programming for all types of events. Project to go out for bids in fall 2016.



Mary Christian Burleson Property Update

Community members worked together to establish a foundation to support the acquisition and development of the original homestead and the surrounding 23 acres. The Mary Christian Burleson Foundation was organized in 2011. The organization is focused on securing grant funding related to the homestead and developing relationships with family members and possible funding resources. In 2015 archeological investigations began on the property. In 2015 Sean Garretson and Pegasus Development purchased the property for residential development. In 2015 the foundation secured title to the property through a contractual agreement with Pegasus Development. The Foundation secured \$8,250 in grant funding to support securing the property physically and from further deterioration, archeological investigation and to complete historic architectural assessment to develop a plan for restoration. The City of Elgin is working with Pegasus Development to establish a Planned Development District or PDD for the Elgin Agrarian Community. The development will include walking trails, open space, and farm land for a CSA or community supported agriculture program. The Foundation will launch a fundraising drive in 2016 to raise the \$500,000 needed to restore the property.



Union Pacific Property Update

The City of Elgin acquired the downtown property from Union Pacific creating a contiguous tract of approximately ten acres in the heart of the downtown district. The property runs from Depot Museum on Main Street, west three blocks to Avenue A and is bordered on the north by Depot Street and on the South by Central Avenue. In 2011 the City was one of four communities selected to participate in the Sustainable Places Project with the Capital Area Council of Government. The plan included recommendations for the development of this ten acre area as community gathering space.

December 2013, the City Council adopted the Sustainable Places Plan for the Elgin Community. In 2014 the City hired McCann Adams studio to develop a specific master plan for the property. The Illustrative Plan was adopted in March 2015 and includes a natural play area, water feature, large pavilion, permanent public restrooms, transit station, gardens, walking paths, community event space, and an art orchard or Art chard. The City is working with CARTS, Capital Area Rural Transit system to develop a plan for the transit station. CARTS presented the station plan to Historic Review Board April 26, 2016, where it was approved. CARTS applied for a grant in March 2016 to fund construction of the facility which will include public restrooms. The Texas Department of Transportation completed a sidewalk maintenance project in April 2016 that included improvements to and creation of ADA ramps at Depot Street and Main Street within the overall ten acre area.



Skate Park Update

The City of Elgin worked with the community group FLIPS, Friends Linking Their Ideas for a Public Skate Park. Options were considered for both wood ramp elements at and permanent concrete elements. Funding options were researched. In the end the community support for a standalone Skate Park was enthusiastic, but not enough to drive actual investment. The group disbanded. In the future Skate Park elements could be included in future park development.

Updated Demographic information for the community

Population in July 2014 was 8,622

Approximately 45% of the population is classified as Hispanic.

16% of the population holds a bachelor's degree or higher.

The median household income in 2014 dollars is \$50,867.

UPDATED Parks Inventory Page

Renovated Concession Stand and Restrooms at Elgin memorial Park Softball Field

Renovated Concession Stand at Thomas Park

New Sports Lighting at Thomas Park baseball Field

New Sports Lighting at Elgin Memorial Softball Field

New .75 mile hike and bike trail at Shenandoah Park

New Pool house and Restrooms at Morris Park

New Pavilion Lighting at Thomas Park

Installed new Park sign at Elgin Memorial Park

Installed Park information signs at all Parks

Public input for future priorities through the Parks and Recreation Advisory Board and a community survey.

Development of this park plan update included the following community survey as one method of gathering community input related to future needs. The survey is included at the end of this update.

The City of Elgin conducted a community survey online through Survey Monkey during the month of March. 287 people completed the online survey. In addition to the survey, many citizens shared their thoughts about the parks system and future needs online on the City of Elgin Mayor's Office Facebook page. Two public meetings in February and March 2016 with the Parks & Recreation Advisory board provided an opportunity for general community input regarding future park needs.

The survey results showed that Elgin Memorial and Morris Memorial Parks were the most frequently used by respondents. When asked about recreation activities, more than 70% of respondents chose

walking for health or recreation, followed by 48% who listed swimming. 32% of respondents listed running for recreation as a family activity. Exercise classes and yoga are also popular with survey respondents. Youth sports programs are very popular in Elgin and utilize city recreation facilities. 26% of respondents listed soccer and baseball and 12% listed little league football as family activities.

When asked about the importance of various types of facilities, the community ranked meeting rooms and multipurpose rooms as very important. Use at the newly opened Fleming Community Center supports this need, as bookings often require a two month advance request in order to secure space at that facility. 52% of respondents listed gymnasium facilities as very important.

When asked about how to spend \$100 on parks as a method of ranking priorities, the respondents favored water features, splash pads, trails, large pavilions and restrooms. An indoor facility performed well in this exercise too.

The community had an active conversation on Facebook about future park needs. Many comments addressed how much people enjoy the park facilities and the swimming pool and expressed a need for water features or a splash pad and pavilions. Interest in skate park features, a dog park, and other specialty parks features including facilities to support athletic uses like soccer and baseball fields illustrated a community desire for these specialty park features>

The programs held by the Parks & Recreation department are very popular. Respondents to the survey and the comments on Facebook supported that the programs are appreciated by the community. The Halloween Safe Trick or Treat Trail and Holiday by the Tracks, had 20% of respondents share that they had attended these annual programs more than six times. Movies in the Park and Music Series in the Park had more than 15% of respondents attending five or more times.

Based on survey results, community input, and parks board discussion of community needs, the following include the OUTDOOR Recreation Priorities and the INDOOR Recreation priorities for the community of Elgin from May 2016 through 2021.

Goals and Objectives

the Goals and Objectives in the 2011 – 2021 Parks Recreation and Open Space Master plan continue to guide the Parks & Recreation Advisory board and the City of Elgin Parks & Recreation Department in the maintenance, development and future acquisition of park land, and in the programming offered to the community. These Goals and Objectives are to be accomplished over the life of this updated plan.

Goal: For the members of the greater Elgin area to be able to enjoy Elgin as a place for parks, open spaces, beautiful scenery, festivals, recreation, and trails.

Objective 1: Provide alternative transportation linking parks and recreational areas in the form of recreational trails, on-street bike lanes, pedestrian crossings, sidewalks, natural area walkways.

Objective 2: Provide opportunities to enjoy open space through the creation, maintenance and protection of natural areas, parks and greenways.

Goal: For the community to experience a higher quality of life, economic enhancement, and a healthy lifestyle through the opportunities parks and recreation provides.

Objective 1: Provide opportunities for social interaction and enjoyment through the planning, implementation and continuation of annual festivals and events.

Objective 2: Incorporate parks, recreation and open space programming and development in the economic enhancement of Elgin.

Objective 3: Provide safe, clean and accessible park and recreation facilities that will promote healthy lifestyle choices for people in the community.

Outdoor Recreation Priorities

Trails
Pavilions
Gazebos
Play areas
Water features
Athletic Fields
Shade structures
Park Land Dedication
Benches
Picnic Tables
Recycling / Trash Receptacles

Indoor Recreation Priorities

Gymnasium
Multipurpose rooms
Kitchen facilities
Exercise rooms
Walking track
Arts & Crafts rooms
Sport courts
Weight rooms
Meeting rooms
Play areas
Media Center

Park Land Dedication

Elgin is growing and we anticipate that future housing development will include parkland dedication. The City anticipates acquiring two to thirty acres for open space and park land development throughout the community through park land dedication by developers, donations, or acquisition. Acreage is needed to support open spaces, athletic fields, neighborhood parks, and pocket parks.

Park Plan Survey

Park Plan Update

1. How often does your family use the following park facilities during calendar year from January to December?

	never	1-2 times	3-4 times	5-6 times	more than 6 times
Elgin Memorial Park (Main Street with tennis courts)	☐	☐	☐	☐	☐
Shenandoah Soccer Park & Greenbelt Trail (Avenue C)	☐	☐	☐	☐	☐
Veterans Memorial Park (downtown)	☐	☐	☐	☐	☐
Morris Memorial Park (Avenue C with swimming pool)	☐	☐	☐	☐	☐
Thomas Memorial Park (Madison Street near BTW Elementary School)	☐	☐	☐	☐	☐
Fleming Community Center (Avenue C in Morris Park)	☐	☐	☐	☐	☐
HOA or subdivision park (County Line HOA, Elm Creek HOA, West Wind Subdivision)	☐	☐	☐	☐	☐

neighborhood
parks)

2. In which of the following activities do you or any member of your family actively participate?

- ☐ Swimming lessons
- ☐ Little league baseball
- ☐ Elgin youth Soccer
- ☐ Little league football
- ☐ Youth basketball
- ☐ Yoga
- ☐ Exercise classes
- ☐ Water aerobics
- ☐ Swimming at Morris Pool
- ☐ Fishing at Morris pond
- ☐ Disc golf at Thomas Park
- ☐ Tennis at Elgin Memorial Park
- ☐ Walking for health or recreation (walking or jogging trails)
- ☐ Running for recreation

3. Choose the level of importance for the following facilities.

	1 Very Important	2 Somewhat Important	4 Neutral	5 Not Important
Historical Cultural Center/Museum	☐	☐	☐	☐
Multipurpose rooms (exercise/events)	☐	☐	☐	☐
Indoor Sport Courts	☐	☐	☐	☐

Work Out Facility	☐	☐	☐	☐
Arts Center (Classes studio gallery)	☐	☐	☐	☐
Indoor Track	☐	☐	☐	☐
Meeting rooms	☐	☐	☐	☐
Indoor/heated pool	☐	☐	☐	☐
Gymnasium	☐	☐	☐	☐
Commercial Kitchen	☐	☐	☐	☐

4. How often have you attended the following programs or activities?

	never	1-2 times	3-4 times	5-6 times	more than 6 times
Music in the Park	☐	☐	☐	☐	☐
Spring Break activities	☐	☐	☐	☐	☐
Bike Rodeo	☐	☐	☐	☐	☐
Movies in the Park	☐	☐	☐	☐	☐
Beach Party	☐	☐	☐	☐	☐
Chalk It Up sidewalk chalk art	☐	☐	☐	☐	☐
Halloween Safe Trick or Treat	☐	☐	☐	☐	☐
Holiday by the Tracks	☐	☐	☐	☐	☐
CPR First Aid Classes	☐	☐	☐	☐	☐
Art Classes at Fleming Community	☐	☐	☐	☐	☐

Center

5. Choose the level of importance for the following programs

	1 Very Important	2 Important	3 Neutral	4 Not Important
Youth programs	☐	☐	☐	☐
Bird Watching	☐	☐	☐	☐
Water Aerobics	☐	☐	☐	☐
Skateboarding, roller blading	☐	☐	☐	☐
Outdoor Adventure (rock climbing/hiking)	☐	☐	☐	☐
Art Classes/events	☐	☐	☐	☐
Youth/Adult nature education	☐	☐	☐	☐
Adult sport leagues	☐	☐	☐	☐
Youth sport leagues	☐	☐	☐	☐
Senior programs	☐	☐	☐	☐
Community Events/Festivals	☐	☐	☐	☐
Swimming Classes	☐	☐	☐	☐
Exercise classes (yoga, dance, and fitness)	☐	☐	☐	☐

6. What day of the week and time of day would you prefer to participate in recreation programs or activities?

Morning

Afternoon

Evening

5/18/2016

[SURVEY PREVIEW MODE] Park Plan Update Survey

Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

7. If you had \$100 to spend on parks, how would you spend it?

	\$0 - \$10	\$11 - \$20	\$21 - \$40	\$41 - \$50	\$51
Indoor facility	☐	☐	☐	☐	☐
Outdoor facility	☐	☐	☐	☐	☐
Trails and Pathways	☐	☐	☐	☐	☐
Skate park	☐	☐	☐	☐	☐
Splash pad	☐	☐	☐	☐	☐
Large Pavilion(s)	☐	☐	☐	☐	☐
Permanent Restroom facilities	☐	☐	☐	☐	☐
Water Features	☐	☐	☐	☐	☐

8. How many children live in your home?

9. Length of time lived in Elgin?

10. What is your gender?

https://www.surveymonkey.com/r/Preview/?sm=VuFPTgar8kY8tMfDlp6c_2FyrhcJXd8MuZUcipNfW9WV4_3D

5/7

- ☐ Male
- ☐ Female
- ☐ Prefer not to answer

11. What is your age?

- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65 or older
- ☐ Prefer not to answer

12. Please specify your ethnicity or race?**13. What is your employment status?****14. What is your marital status?****15. Did you know about Friends of Elgin Parks, a non profit 501c3 dedicated to improving park facilities and programming?**

- ☐ Yes
- ☐ No



COUNCIL MEETING: June 7, 2016

ITEM: 1. Discussion and action to consider appointing a Mayor Pro-Tem.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor

SUMMARY: Elgin City Charter states that Mayor Pro-Tem is selected at the first regular meeting after election.

RECOMMENDATION(S): Appoint a Mayor Pro-Tem for the 2015-2016 term.

ATTACHMENT:



COUNCIL MEETING: June 7, 2016

ITEM: 2. Discussion and action to consider an ordinance amending Chapter 42, Division 5, Sections 42-244 through 42-258 regarding Wastewater Discharge Standards to include industrial pre-treatment standards.

RESOURCE PERSON(S): **Kenneth Reneau, Interim City Manager**
Doug Prinz, Utility Director

SUMMARY: Pursuant to TCEQ requirements, City of Elgin would like to have Wastewater Discharge Standards amended by ordinance to include industrial pre-treatment standards for future industrial growth. The changes to our Code of Ordinances, Chapter 42, Division 5 Wastewater Discharge Standards were drafted by the City Engineering firm. Additional changes were made to the enforcement section by the City Attorney.

RECOMMENDATION(S): Approve Ordinance No. 2016-06-07-14

ATTACHMENT: 1-Proposed Ordinance 2016-06-07-14 amending Wastewater Discharge Standards

ORDINANCE NO. 2016-06-07-14

AN ORDINANCE AMENDING CHAPTER 42, DIVISION 5, SECTIONS 42-244 THROUGH 42-258, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY DELETING SAID SECTION IN ITS ENTIRETY AND REPLACING WITH A NEW DIVISION 5, WASTEWATER DISCHARGE STANDARDS; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS:

I.

That Chapter 42, Division 5, Revised Code of Ordinances, City of Elgin, Texas, is deleted in its entirety and replaced with a new Division 5, Section 42-244 through 42-258, which shall read as shown in Exhibit A.

II.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject matter hereof was discussed, considered and formally acted upon, all as required by the Open Meeting Act, Chapter 551, Texas Government Code, as amended.

By motion duly made, seconded and passed with an affirmative vote of all the Council members present, the requirement for reading this ordinance on two separate days was dispensed with.

READ, PASSED, and ADOPTED on first reading this 7th day of June, 2016.

CHRIS CANNON, MAYOR

ATTEST:

LUCRETIA ALVAREZ, CITY SECRETARY

EXHIBIT A

DIVISION 5. - WASTEWATER DISCHARGE STANDARDS

Sec. 42-244. - Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this division, shall have the meanings hereinafter designated.

Best management practices or BMPs. Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in 40 CFR 403.5(a) (1) and (b). BMPs include treatment requirements, operating procedures, and practices to control plant runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

Biochemical oxygen demand (BOD). The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees Celsius, usually expressed as a concentration (e.g., mg/L).

Bypass. The intentional diversion of a waste stream that contains prohibited waste from any portion of a wastewater treatment facility.

City. The City of Elgin.

Chemical oxygen demand (COD). A measure of the oxygen required to oxidize all compounds, both organic and inorganic, in water.

Composite sample. A sample that results from a combination of individual wastewater samples taken at selected intervals based on an increment of either flow or time.

Control authority. The City of Elgin.

Director. The person designated by the city to supervise the operation of the POTW, and who is charged with certain duties and responsibilities by this division. The term also means a duly authorized representative of the director.

Drainage water. Stormwater; roof runoff water; subsurface and subsoil uncontaminated drainage water; drainage from downspouts; water from yard drains; water from fountains, ponds and swimming pools; water from lawn sprays, rainwater leaders, and areaways, and overflows from cisterns and water tanks.

Environmental Protection Agency (EPA). The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Water Management Division Director, the regional administrator, or other duly authorized official of said agency.

Excessive strength wastewater. Any industrial waste having a TSS, COD, or BOD content in excess of that found in normal waste, but which is otherwise acceptable into a sanitary sewer under the terms of this division. Refer to section 42-160 for surcharges for excessive strength wastewater.

Garbage. Solid waste from domestic or commercial preparation, cooking, dispensing or manufacturing of food or from the handling, storage and sale of produce. Garbage must be properly comminuted as described in section 42-245(4).

Grab sample. A sample that is taken from a waste-stream without regard to the flow in the waste-stream and over a period of time not to exceed 15 minutes.

Grease trap. A receptacle, structure, or a mechanical device used by a generator to intercept, collect, separate, and restrict the passage of free and emulsified fat, oil, grease, organic, inorganic, greasy or fatty liquid, semi-liquid, or solid waste from wastewater prior to discharge to the POTW.

Hazardous waste. Those substances that, if otherwise disposed of, would be hazardous waste as set forth in 40 CFR 261.

Haul hold tank. A storage tank installed by the user to hold industrial waste which is prohibited from being discharged to the POTW and from which the contents must be hauled to a disposal site.

Indirect discharge or discharge. The introduction of pollutants into the POTW from any nondomestic source.

Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore is a cause of a violation of the city's NPDES permit.

Medical waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

Normal domestic waste. Sewage with characteristics of that produced from residences and having a daily average five-day BOD or TSS concentration not greater than 250 mg/L.

Owner or occupant. The person who pays or is legally responsible for a payment of water and/or wastewater charges made against a plot, parcel of land or building premises, if connected to the water distribution system and/or wastewater collection system maintained by the city, or who should pay or be legally responsible for payment if so connected or who is in control of or having responsibility for the daily operation of the facility or activity occupying the property.

Pass-through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.

pH. A measurement of the acidity or alkalinity of a solution, expressed in standard units.

Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological wastes, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor.).

Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

Prohibited discharge standards or standards. Absolute prohibitions against the discharge of certain substances; these prohibitions appear in section 42-245 of this division.

Publicly owned treatment works (POTW). A treatment works, as defined by section 212 of the Act (33 U.S.C., Section 1292), which is owned by the city. This definition includes any devices or systems used in the collection, storage, pumping, treatment, recycling, and reclamation of wastewater, sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

Sanitary convenience. Any plumbing fixture, except for a food waste disposal unit, not required to have a sand and/or grease trap (interceptor) according to provisions of the plumbing code.

Sanitary sewer. A pipe or conduit owned, controlled, or subject to the jurisdiction of the city, designed to collect and transport sewage and industrial waste.

Septic tank waste. Any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.).

Sewer system. All of the property involved in the operation of a sanitary sewer utility. It includes land, wastewater lines and appurtenances, pumping stations, treatment works, wastewater treatment plants and general property.

Slug load or slug discharge. Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions.

Storm sewer. Any sewer or open drainage channel designed to carry stormwater and surface water, street wash and drainage water.

Stormwater. Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

TPDES. The Texas Pollutant Discharge Elimination System program that is the approved state implementation program with authority to implement the NPDES, which has been approved or authorized by EPA under 40 CFR Part 123.

Total suspended solids (TSS). The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by filtration.

User. A source of wastewater discharge.

Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

Wastewater treatment plant or facility. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

Sec. 42-244.1 - Prohibited discharges.

No person shall discharge, or cause to be discharged, any storm water, ground water, roof runoff, subsurface drainage, downspouts, yard drains, yard fountains and ponds, lawn sprays, water from swimming pools or unpolluted industrial water into the city wastewater system.

Sec. 42-245. - Substances prohibited in public wastewater system.

No person shall discharge, or cause to be discharged, into the POTW, any of the following described substances, materials, waters, or wastes:

- (1) Any wastewater having a temperature which will inhibit biological activity or cause interference in the treatment facility, but in no case any liquid or vapor having a temperature greater than 122 degrees Fahrenheit (50 degrees Celsius).
- (2) Any toxic, corrosive, flammable or explosive liquid, solid or gas that may injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, or create a toxic effect in the effluent receiving waters. Materials include but are not limited to gasoline, kerosene, phenols, alcohols, toluene, xylene, ethers, benzene, naphtha, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides and sulfides and any other substances which the city, state or EPA has deemed a fire or other hazard to the system.
- (3) Any water or wastes which contain petroleum, oil, fat, wax, grease, oil cleaning solvents, mineral oils or other substances which may solidify or become viscous at temperatures between 32 degrees to 150 degrees Fahrenheit.
- (4) Any garbage that has not been properly comminuted or shredded. Any garbage particles released must be smaller than one-half inch in any dimension. (The installation and operation of any garbage grinder equipped with a motor of three-quarter hp or greater shall be subject to the review and approval of the control authority.)
- (5) Any solid or viscous substances which may cause wastewater flow obstructions or interference; such as ashes, cinders, sand, stone or marble dust, metal, glass, grass or leaf trimmings, rags, grains, hops, wastepaper, mud, gravel, straw, plastics, tar, asphalt, ceramic wastes, shavings, sawdust, whole blood,

paunch manure, hair and tissues, bones, entrails, feathers, lime slurry, lime residues, slops, chemical or processing residues, paint residues or bulk solids.

- (6) Any wastewater with objectionable color not removable by the treatment process, including but not limited to dye wastes, stains, inks, and tanning solutions.
- (7) Any noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
- (8) Detergents, surfactants, or other substances that may cause excessive foaming in the wastewater collection or treatment system.
- (9) Any heavy metals, such as the following: antimony, arsenic, barium, beryllium, bismuth, boron, cadmium, chromium, cobalt, copper, iron, lead, manganese, mercury, molybdenum, nickel, rhenium, selenium, silver, strontium, tellurium, thallium, tin, uranyl ions, and zinc.
- (10) Any radioactive wastes or isotopes of such half life or concentration that may exceed limits as permitted by the most current federal or state regulations or as established by the control authority.
- (11) Any wastes or waters containing substances or pollutant concentrations which cause the wastewater treatment facility to violate its TPDES permit or the requirements of other agencies having jurisdiction over discharge to the receiving waters.
- (12) Any waste from a vehicle, holding tank, tank truck, or other container used for transportation of waste will not be accepted at any point in the wastewater collection or treatment system.

Sec. 42-246. - Discharge limitations.

Discharge into the POTW shall consist only of domestic wastewater, properly shredded garbage, industrial wastes and other wastes which are free from the prohibited constituents listed in section 42-245 and limited in BOD, suspended solids, dissolved sulfides and pH as follows:

- (1) Biochemical oxygen demand (BOD) of the discharged wastewater shall not exceed 250 mg/L, as determined by standard methods.
- (2) Suspended solids in the discharged wastewater shall not exceed 250 mg/L, as determined by standard methods.
- (3) Hydrogen ion concentration (pH) of the discharged wastewater shall be no lower than 6.0 nor higher than 9.0 or have any corrosive property capable of causing corrosive damage to equipment, pipes, or structures or hazardous to personnel. Any acidic wastes shall not be discharged unless neutralized to a pH of 6.0 or more.
- (4) Dissolved sulfides in the wastes delivered to the system shall not exceed 0.1 mg/L.
- (5) Alkalinity shall not exceed 400 ppm.
- (6) Slug wastewater discharges shall not contain concentrations or quantities of pollutants that exceed five times the average daily concentration or quantity during normal operation for any time period longer than 15 minutes.

Sec. 42-247. - Volume and rate of flow of wastes.

The volume and rate of flow of wastewater discharge shall not cause interference or pass-through at the treatment facility. No wastewater shall be discharged to the system at a rate in excess of the capacity of the treatment facility, as determined and regulated by the city utility department.

In no case shall a slug wastewater discharge have a flow rate that exceeds five times the user's average flow rate during normal operation for any time period longer than 15 minutes. The user must immediately notify the city utility department of any slug discharge to prevent adverse impacts on the wastewater system.

Sec. 42-248. – Laundry detergents containing excessive amounts of phosphorus prohibited.

Household laundry detergent is defined as a laundering cleaning compound in liquid, bar, spray, tablet, flake, powder or other form used for domestic clothes-cleaning purposes. The term “household laundry detergent” does not mean:

- (1) A dishwashing compound, household cleaner, metal cleaner, degreasing compound, commercial cleaner, industrial cleaner or other substance that is intended to be used for non-laundry cleaning purposes;
- (2) A detergent used in dairy, beverage or food processing cleaning equipment;
- (3) A phosphorous acid product, including a sanitizer, brightener, acid cleaner or metal conditioner;
- (4) A detergent used in hospitals, veterinary hospitals or clinics or health care facilities or in agricultural production;
- (5) A detergent used by industry for metal cleaning or conditioning;
- (6) A detergent manufactured, stored or distributed for use or sale outside of the state;
- (7) A detergent used in any laboratory, including a biological laboratory, research facility, chemical laboratory or engineering laboratory; or
- (8) A detergent used in a commercial laundry that provides laundry services for a hospital, health care facility or veterinary hospital.

It is unlawful for a person to sell, offer, give or furnish to any person within the city any household laundry detergent containing more than 0.5 percent phosphorus by weight.

The concentration of phosphorus by weight, expressed as elemental phosphorus in any synthetic detergent or detergent, shall be determined by the current applicable method prescribed by the American Society for Testing and Materials.

Sec. 42-249. - Industrial waste regulations.

Any persons or owners discharging industrial wastes into the wastewater system which exhibit any of the prohibited wastes set out in section 42-245, shall pretreat or otherwise dispose of such industrial waste as to make the remaining wastes meet the requirements of section 42-246, and be acceptable to the city utility department.

- (1) Inspection chamber or control manhole required. Any such person or owner shall provide and maintain, in a suitable accessible position on his premises, an inspection chamber or control manhole near the outlet of such wastewater prior to the discharge into the POTW. Every such chamber shall be of such design and construction which will prevent infiltration of any water or foreign matter into the POTW and shall be so maintained by the person discharging wastes so that any authorized representative of the city may readily and safely measure the volume and obtain samples of the flow at all times.
- (2) Pretreatment or equalization of waste flows. Where pretreatment or equalization of waste flows is practiced prior to discharge to the POTW, the design and installation of the plants and equipment of said pretreatment or equalization facilities shall be subject to the review and approval of the control authority, and subject to the requirements of all applicable codes, ordinances and laws.
- (3) Control of liquid wastes. Grease, oil and sand interceptors shall be provided for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, and other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the city manager or public works director and shall be located as to be readily accessible for cleaning and inspection. Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in

temperature. They shall be of substantial construction, watertight and equipped with easily removable covers which when bolted in place shall be gastight and watertight.

- (4) Agreements between city and industrial concerns authorized. No statement contained in this subsection shall be construed as preventing any agreement or arrangement between the city and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefor by the industrial concern for any portion of the excess cost to the city of handling and treating such industrial wastes, as may be established by the city council.
- (5) Special traps required for filtration of commercial carwash runoff. Every person, firm, or corporation who shall, after the effective date of the ordinance from which this subsection is derived, build, contract to build, install, lease, own, or operate any station, equipment, machinery, or business engaged in or connected with the service of washing motor vehicles for profit, whether incidental to any other business or not, and including every form of coin-operated carwash equipment, machinery or business, and shall make a charge for the same, shall discharge the runoff from such car washing operations into the POTW. The owners or operators of such businesses already existing before the date of the ordinance from which this subsection is derived may elect to discharge their said runoff into the POTW, but, if they choose to do so, such election shall be irrevocable and they shall thereafter be bound by and observe all of the requirements of this section. Every such carwash operation (to be hereafter called commercial carwash operation) required to, or voluntarily connected so as to discharge such carwash runoff into the POTW, must provide filtration and trap equipment and install the same to the city's standards and approval, before conducting any commercial carwash operations within the city.

Sec. 42-250. - Unlawful to damage or tamper with wastewater system.

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the POTW. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

Sec. 42-251. - Powers and authority of enforcing agents.

The city manager, director of public works, and other duly authorized employees of the city bearing proper credentials and identifications, shall be permitted to enter upon all properties for the purposes of inspection, observation, measurement, sampling and testing, in accordance with the provisions of this section. If, in the opinion of the city, the characteristics of the wastewater from any user will damage the system or cannot be treated satisfactorily in the system, the city has the right to require the user to dispose of the wastewater otherwise, in accordance with all health and safety regulations, and prevent it from entering the wastewater collection and treatment system.

Sec. 42-252. - Industrial wastewater charge schedule.

As industrial wastewaters are more costly and more difficult to handle by the POTW, and due to the injurious material and biochemical oxygen demand contained in said wastewater; therefore, in order that industrial wastewater may pay its fair, reasonable and just cost for the use or rental of the wastewater system furnished by the POTW in line with the rental charges of other users, all persons, firms or corporations using the wastewater system or the wastewater lines in the city and either directly or indirectly discharging wastewater into the system shall be charged the following rates:

- (1) All slaughterhouses, all packing plants, all poultry plants and all milk plants, a charge of 100 percent of the monthly user's monthly water bill.
- (2) All bottling works, a charge of 70 percent of the user's monthly water bill.
- (3) All rendering plants, a charge of 200 percent of the user's monthly water bill.

- (4) Any industrial user of the POTW who does not fall within any of the above categories of industrial users, said person, firm or corporation shall be charged a wastewater or rental charge based on the amount and strength of said wastewater by the mayor and city council of the city, but which in no instance will said charge or rental be less than 50 percent of the user's monthly water bill.
- (5) In the event any person, firm or corporation who is an industrial user of the POTW and whose water is not supplied wholly by the city, and where the bill for the water used thereon or therein in this event would not clearly show the amount of wastewater said industrial user was putting into the POTW; then in such case the amount of water so used shall be otherwise measured and determined by the city manager or public works director in order to determine the fair and reasonable charge to be made for wastewater services provided in this section. These users shall be billed accordingly.

Sec. 42-253. - Discharge of industrial wastes into storm sewers prohibited.

The discharge of industrial wastewater wastes, as well as the discharge of commercial carwash runoff, as defined in section 42-248(5), into the storm sewer system or stormwater drainage system or other surface drainage system of the city, is hereby prohibited; provided, however, that any commercial carwash in operation before the date of this section shall not be subject to the provisions of this section unless the owner or operator thereof shall voluntarily elect to discharge the carwash runoff from his commercial carwash operations into the POTW, whereupon such operation shall thereafter be subject to the provisions of this section.

Sec. 42-254. - Testing procedures.

- (a) All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this section shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole.
- (b) In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public wastewater system to the point which said charge or rental shall be determined at which the building is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the wastewater system and to determine the existence of hazards to life, limb and property. (The particular analyses involved will determine whether a 24-hour composite of all outfalls of the premises is appropriate or whether a grab sample or samples shall be taken.) All testing shall be done by a laboratory approved by the city and the cost of this testing shall be borne by the owner.

Sec. 42-255. – Civil Remedies; injunctive relief.

It shall be unlawful for any person to violate any provision of this article, or to fail to comply with any of the requirements of this article. If a discharger has violated or continues to violate the provisions of this article, the city may avail itself of any and all civil remedies available to it, including petitioning the courts for a preliminary or permanent injunction restraining the discharger from activities which would create further violations or compelling the discharger to perform abatement or remediation of the violation.

Sec. 42-256. – Violation deemed public nuisance.

Any condition caused or permitted to exist in violation of any of the provisions of this article is a threat to public health, safety, and welfare, and is therefore declared and deemed a public nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken by the city.

Sec. 42-257. – Criminal penalties.

- (a) A discharger that violates any provision of this article, or any order issued hereunder, commits an offense punishable by a fine not to exceed \$500.00 per violation, per day, or any greater fine authorized by state statute. Proof of a culpable mental state is not required for conviction of an offense under this subsection.
- (b) A discharger that violates any provision of this article, or any order issued hereunder, intentionally, knowingly, recklessly, or with criminal negligence commits an offense punishable by a fine not to exceed \$2,000.00 per violation, per day, or any greater fine authorized by state statute.
- (c) Any discharger who has knowingly made any false statement, representation, or certification in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this article, or any order issued hereunder, or who has falsified, tampered with, or knowingly rendered inaccurate any monitoring device or method required under this article shall be guilty of a misdemeanor and, upon conviction, be subject to a fine of not more than \$2,000.00 per violation, per day, or any greater fine authorized by state statute.
- (d) In determining the amount of any fine imposed hereunder, the court shall take into account all relevant circumstances, including but not limited to the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the violation, corrective actions by the violator, the compliance history of the violator, the knowledge, intent, negligence, or other state of mind of the violator, and any other factor as justice requires.
- (e) The remedies provided for in this article are not exclusive of any other remedies that the city may have under state or federal law or other city ordinances, including section 1-15 . The city may take any, all, or any combination of these actions against a violator. The city is empowered to take more than one enforcement action against any violator, and these actions may be taken concurrently.

Sec. 42-258. – Minimum Standards

The standards set forth in this article are minimum standards; therefore, no inference is intended that compliance with this article will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants. Additionally, no inference is intended that compliance with this article will serve to extend any deadline established by a state or federal standard or requirement, nor is any inference intended that compliance with this article will relieve a discharger of liability for any violation or continuing violation.

Secs. 42-259—42-271. - Reserved.



COUNCIL MEETING: June 7, 2016

ITEM: 3. Discussion and action to consider a resolution authorizing the Elgin Economic Development Corp. to spend an amount greater than \$10,000 per State Statutes. Specifically to award a Mega Grant of \$25,000 to Margot and Hugh who spent \$290,000 remodeling 28 North Main Street thus creating jobs and expanding the City of Elgin tax base.

RESOURCE PERSON(S): **Kenneth Reneau, Interim City Manager**
Owen Rock, EDC Director

SUMMARY: The Elgin Economic Development Corporation board of directors voted to authorize this project at their May 10, 2016 meeting, but needs Council authorization to ratify the purchase since it is over \$10,000.

RECOMMENDATION(S): Approval of Resolution No. 2016-06-07-07 is recommended.

ATTACHMENT: 1-Proposed Resolution 2016-06-07-07 Mega Grant Melissa Ladd 28 N Main

RESOLUTION NO. 2016-06-07-07

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING
THE EXPENDITURE OF \$25,000 BY THE ELGIN ECONOMIC DEVELOPMENT
CORPORATION FOR MARGOT AND HUGH LLC 28 N. MAIN STREET RENOVATION
PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO**

WHEREAS, the City of Elgin, Texas (the “City”) has caused to be created the Elgin Economic Development Corporation (the “Corporation”) pursuant to the provisions of Chapter 505 of the Texas Local Government Code, being the (“Act”); and

WHEREAS, the Corporation desires to expend \$25,000 to pay for Margot and Hugh renovation project; and

WHEREAS, solely for satisfying the requirements of the Act, and for no other purposes whatsoever, the City is willing to approve said expenditures;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elgin, Texas:

1. That the above recitals are true and correct.
2. That the City hereby approves the expenditure of up to \$25,000

That it is officially found and determined that this approval is given solely to satisfy the requirements of the Act and for no other purpose whatsoever. In particular, the City shall have no liability whatsoever in regard to the expenditures, which will be solely the liability of the Corporation.

Adopted on this 7th day of June, 2016.

CITY OF ELGIN, TEXAS

Chris Cannon, Mayor

ATTEST:

Lucretia Alvarez, City Secretary



COUNCIL MEETING: June 7, 2016

ITEM: 4. Discussion and action to consider a resolution amending the bylaws of the Economic Development Corporation.

RESOURCE PERSON(S): **Kenneth Reneau, Interim City Manager**
Chris Cannon, Mayor
Owen Rock, Director Economic Development

SUMMARY: The bylaws will be amended to state that the Economic Development Director will report to the Economic Development Corporation Board of Directors, and not the City Manager. See Section 4.13 of the attached bylaws.

RECOMMENDATION(S): Approve Resolution 2016-06-07-08

ATTACHMENT: 1-Proposed Resolution 2016-06-07-08 amending EDC bylaws

RESOLUTION NO. 2016-06-07-08

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE AMENDMENT TO THE BYLAWS SECTION IV BOARD OF DIRECTORS, SUBSECTION 4.13 BOARDS RELATIONSHIP WITH ADMINISTRATIVE DEPARTMENTS OF THE CITY OF THE ELGIN ECONOMIC DEVELOPMENT CORPORATION AND MAKING CERTAIN FINDINGS RELATED THERETO

WHEREAS, the City of Elgin, Texas (the “City”) has caused to be created the Elgin Economic Development Corporation (the “Corporation”) pursuant to the provisions of Chapter 505 of the Texas Local Government Code, being the (“Act”); and

WHEREAS, the Corporation desires to amend Section IV, 4.13 Board’s Relationship with Administrative Departments of the City; and

WHEREAS, The Director of Economic Development shall be an employee of the City and report to the Economic Development Corporation Board of Directors as amended in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elgin, Texas:

1. That the above recitals are true and correct.
2. That the City hereby approves the amendment to the bylaws as described in Exhibit A.

That it is officially found and determined that this approval is given solely to satisfy the requirements of the Act and for no other purpose whatsoever. In particular, the City shall have no liability whatsoever in regard to the expenditures, which will be solely the liability of the Corporation.

Resolved on this 7th day of June, 2016.

CITY OF ELGIN, TEXAS

Chris Cannon, Mayor

ATTEST:

Lucretia Alvarez, City Secretary

EXHIBIT A

BY-LAWS OF THE ELGIN ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF ELGIN, TEXAS

Proposed Amendment to Section IV Board of Directors Subsection 4.13 Board's Relationship with Administrative Departments of the City

Any request for services made to the administrative departments of the City Shall be made by the Board or its designee in writing to the City Manager. The City Manager may approve such request for assistance from the Board when such requested services are available within the administrative departments of the City and that the Board and City have mutually agreed on reimbursement to the administrative department's budget for the costs of such services so provided.

Any requests for legal assistance may be made by the Board or its designee to the City Attorney. The City Attorney may provide such assistance when such services are available. When such services are unavailable, the Board may obtain other counsel.

The Director of Economic Development shall be the chief administrative officer of the Corporation and be in general charge of the properties and affairs of the Corporation, shall administer all work orders, requisitions for payment, purchase orders, contract execution/administration/oversight, and other instruments or activities as prescribed by the Board in the name of the Corporation. The Director of Economic Development shall be an employee of the City ~~and report to the City Manager. The City Manager shall have the authority, subject to the provisions of the City Charter and policies-procedures of the City, to hire, fire, direct, and control the work, as functionally appropriate, of the Economic Development Director. The City Manager shall consult with the Board as it relates to hiring and firing of the Economic Development Director.~~ **and will receive all benefits, and incentives that other employees receive and will follow all city policies and procedures. However, the Director of Economic Development shall report to and be responsible to the Elgin Economic Development Corporation Board of Directors in all matters with the Elgin Economic Development Corporation Board of Directors having full authority to hire, fire, direct and control the work of the Economic Development Director.**

The director of economic development shall employ such full or part-time employees as needed to carry out the programs of the Board. These employees shall be employees of the City and perform those duties as are assigned to them. The director of economic development shall have the authority, and subject to provisions of the City Charter and policies-procedures of the City, to hire, fire, direct, and control the work, as functionally appropriate, of all such employees.



COUNCIL MEETING: June 7, 2016

ITEM: 5. Discussion and action to authorize City staff to submit a pre-application to the USDA for a \$50,000 grant.

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Chris Cannon, Mayor
Owen Rock, Economic Development Director

SUMMARY: This is a request to authorize City staff to put in a pre-application to the USDA for a \$50,000 grant. The pre-application is to see if the City would qualify for the grant. Pre-application does not obligate the City for any matching dollars. If we pre-application is approved then we intend to apply for the grant. The grant will be utilized for architectural services for a proposed \$1.5 million co-packaging plant/kitchen incubator/business incubator. The facility will be a community facility and available to all Elgin citizens.

RECOMMENDATION(S): Recommend approval to authorize City staff to put in a pre-application for a USDA \$50,000 grant.

ATTACHMENT:



COUNCIL MEETING: June 7, 2016

ITEM: 6. Discussion and action to select Langford Community Management Services, for the preparation of FEMA Hazard Mitigation Grant Program (HMGP), upcoming Community Development Block Grant (CDBG) program, and CDBG-DR program grant applications for drainage, utility system, public infrastructure, and flood mitigation projects, and the subsequent grant administration of project(s) if the City is awarded a FEMA HMGP, CDBG, or CDBG-DR contract (s).

RESOURCE PERSON(S): Kenneth Reneau, Interim City Manager
Amy Miller, Community Development Director
Laura Schwartz, Finance

SUMMARY: The FEMA HMGP program requires that a grant administration firm be selected prior to working on an application and that the firm be used for grant management as well if the project is funded. The City of Elgin chose to solicit grant application and management services for FEMA HMGP, CDBG, and CDBG-DR programs. The city will need grant administration services for all of these programs. A selection committee including Sue Brashar, City Council, Gary Cooke, Planning & Development Director, and Amy Miller, Community Development Director reviewed the proposals. A recommendation has been made to select Langford Community Management Services for grant administration and management for these programs.

RECOMMENDATION(S): Approve city staff to negotiate a contract with Langford Community Management Services for grant management services for the FEMA HMGP program, CDBG and CDBG-DR programs.

ATTACHMENT:



COUNCIL MEETING: June 7, 2016

ITEM: 7. Discussion and action to select TRC as the engineering firm for the preparation of FEMA Hazard Mitigation Grant Program (HMGP), upcoming Community Development Block Grant (CDBG) program, and CDBG-DR program grant applications for drainage, utility system, public infrastructure, and flood mitigation projects, and the subsequent engineering of project(s) if the City is awarded a FEMA HMGP, CDBG, or CDBG-DR contract(s).

RESOURCE PERSON(S): **Kenneth Reneau, Interim City Manager**
Amy Miller, Community Development Director
Laura Schwartz, Finance

SUMMARY: The FEMA HMGP program requires that an engineering firm be selected prior to working on an application and that the firm be used for engineering services as well if the project is funded. The City of Elgin chose to solicit engineering services for FEMA HMGP, CDBG, and CDBG-DR programs. The city will need engineering services for all of these programs. A selection committee including Sue Brashar, City Council, Gary Cooke, Planning & Development Director, and Amy Miller, Community Development Director reviewed the proposals. A recommendation has been made to select TRC for engineering services for these program applications and engineering for these program contracts if awarded.

RECOMMENDATION(S): Approve city staff to negotiate a contract with TRC for engineering services for the FEMA HMGP program, CDBG and CDBG-DR programs for grant applications and engineering for projects if the City receives contract awards in these programs.

ATTACHMENT:



COUNCIL MEETING: June 7, 2016

ITEM: 1. The City Council will convene in Executive Session pursuant to Section 551.074 of the Texas Government Code regarding employment of City Manager.

RESOURCE PERSON(S):

SUMMARY:

RECOMMENDATION(S):

ATTACHMENT: