



**AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, FEBRUARY 7, 2017
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
7:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

Recess REGULAR MEETING and call to order PUBLIC HEARING

V. PUBLIC HEARING

None

Close PUBLIC HEARING and Reconvene REGULAR MEETING

VI. PRESENTATIONS

1. Recognition of former City Councilmember Keith Joesel
2. Employee of the First Quarter 2017
3. Introduction of New City Employees:
 - Swearing in of Elgin Police Officer Stephen Dudley
 - Utility Department - Meter Readers Gary Olivas and Robert Ramirez

VII. 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.

VIII. CITY MANAGER'S REPORT

1. Review and confirmation of 2017 Street Paving (Chip Seal) Program
2. General Activity Report and Project Update
--Bulk Trash Collection Service
3. Monthly Departmental Activity Reports - December

IX. 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. City Council Meeting Minutes - January 3, 2017
2. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING AN ELECTION ON MAY 6, 2017 FOR THE PURPOSE OF ELECTING CERTAIN CITY OFFICIALS; DESIGNATING ELECTION PRECINCTS AND POLLING PLACES; PROVIDING FOR EARLY VOTING AND ELECTION DAY VOTING; PROVIDING FOR PERFORMANCE OF REQUIRED ADMINISTRATIVE DUTIES; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; CERTIFYING PROVISION OF REQUIRED ACCESSIBLE VOTING SYSTEMS AT EACH POLLING PLACE; AND PROVIDING FOR OTHER MATTERS RELATING TO SUCH CITY ELECTION.
3. Fiscal Year 2017 First Quarter Investment Report
4. Review and approve Street Closures in support of the Superhero 5K Fun Run; South Ave C – from Central Ave to West 11th, West 2nd – from Ave C to West 11th. West 11th from West 2nd to Ave C and Depot Street from Ave C to Main Street on March 7th from 8:00 a.m – 12:00 p.m on March 4, 2017
5. Review and consider approving waving the open container ordinance and and park curfew ordinance in Elgin Memorial Park for the 29th Annual Elgin Volunteer Fire Department Cookout and Fundraiser from 12:00 pm Thursday April 6 to 12:00 am Sunday April 9 2017.
6. Review and consider approval of a request to waive the open container ordinance for the Taste the Town fundraiser on Thursday, April 20th from 5:30 to 8:00 p.m.

X. UNFINISHED BUSINESS

None

XI. NEW BUSINESS

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO PROCEED WITH THE ELGIN MEMORIAL PARK COURTS REVITALIZATION PROJECT IN PARTNERSHIP WITH FRONTIER BANK, TO UTILIZE FUNDS AS DESCRIBED, AND MAKING CERTAIN FINDINGS RELATED THERETO
2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE A COOPERATIVE AGREEMENT WITH ELGIN 384, L.P. FOR THE SHARING OF COSTS RELATED TO THE CONSTRUCTION OF SARATOGA FARMS BOULEVARD AND A SECTION OF LEE DILDY BOULEVARD AND MAKING CERTAIN FINDINGS RELATED THERETO

3. RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE EXPENDITURE OF \$12,000 BY THE ELGIN ECONOMIC DEVELOPMENT CORPORATION FOR STANSBURY PUBLIC RELATIONS AND MAKING CERTAIN FINDINGS RELATED THERETO
4. Consideration of appointments of Renee Girling, Stacey Gruetzner, Jamie Hausladen, and Theresa McShan to the Main Street Board for terms to expire on December 31, 2018.
5. Consideration of appointment of Kay Silkenson to the Library Advisory Board.

XII. 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. Adjourn into Executive Session pursuant to Section § 551.074 to deliberate the appointment, employment, evaluation, reassignment, or duties of a public officer or employee, to wit: City Manager and Department Heads

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

RECONVENE

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

XIV. ANNOUNCEMENTS

XV. 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, Amelia Sanchez, 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 in accordance with Chapter 551 of the Texas Government Code.

Amelia Sanchez
Amelia Sanchez, City Secretary



**ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY**

ITEM:

Recognition of former City Councilmember Keith Joesel

DEPARTMENT: Administration

PROPOSED ACTION:

Recognition of former Councilmember Keith Joesel's service (2008-16)

BACKGROUND:

Discussed at last meeting; This item is to provide for an opportunity to recognize and express appreciation for former Councilmember Keith Joesel's years of service to the city

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



**ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY**

ITEM:

Employee of the First Quarter 2017

DEPARTMENT: Administration

PROPOSED ACTION:

No action required, informational only.

BACKGROUND:

The Employee Recognition Committee has selected Laura Schwartz as Employee of the 1st Quarter of FY 2017 for the months of October, November and December 2016.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

RECOMMENDATION:

The Employee Recognition Committee congratulates Laura for her nominations and recognition.

ATTACHMENTS:

Employee of the First Quarter 2017

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional

information regarding this item are encouraged to contact the City Manager at their earliest convenience.



January 13, 2017

Dear Laura Schwartz,

Congratulations! You have been selected as the Employee of the Quarter for the 1st Quarter of 2017. The Employee Awards Committee selected you for several reasons.

“Laura is a very dedicated employee. She takes on any task asked of her. She comes to work on weekends to stay ahead of all the different tasks she has. She is always taking employees needs into consideration. In her short time with the City she has become irreplaceable.”

“I feel that Laura is very deserving of this. Each and everyday Laura goes above and beyond to help city employees and customers as well. For many many months she has been wearing lots of different hats. (purchase, finance, HR) While taking on duties for HR she has always done it with a smile and makes sure the employees get everything they need. Laura is an asset to the city.”

As Employee of the Quarter you may choose one day of paid leave, which needs to be taken within the next thirty days, or \$100 less payroll deductions. Please let your supervisor and Finance Department know if you select the day off or the cash option. Please plan to attend the City Council meeting on Tuesday, February 7th at 7 pm where Mayor Chris Cannon will present a Certificate of Appreciation to you. Each Employee of the Quarter will be considered for Employee of the Year.

Thank you for your service to the City of Elgin.

Sincerely,

Tom Mattis
City Manager

cc: Laura Schwartz, Assistant to Finance Director
Buck LaQuey, Finance Director

P.O. Box 591

310 North Main

Elgin, Texas 78621

Phone 512.281.5724



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Introduction of New City Employees:

- Swearing in of Elgin Police Officer Stephen Dudley
- Utility Department - Meter Readers Gary Olivas and Robert Ramirez

DEPARTMENT: Police

PROPOSED ACTION:

Introduction of new city employees in the Police and Utility Departments.

BACKGROUND:

Stephen Dudley is a new Police Officer and will fill a vacancy at the EPD. He is familiar with the City of Elgin and has passed all of the hiring requirements set by both the EPD and the State of Texas. Gary Olivas and Robert Ramirez recently joined the Utility Department as Meter Readers, replacing employees that were promoted to other positions.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☒ included ☐ not included in the current-year budget ☐ N/A

RECOMMENDATION:

Welcome the new employees to the City of Elgin.

ATTACHMENTS:

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.

- **This is a routine procedural item and no presentation is planned for the meeting.**

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ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Review and confirmation of 2017 Street Paving (Chip Seal) Program

DEPARTMENT: Public Works

PROPOSED ACTION:

Review and confirmation of the staff plans for the 2017 Street Paving (Chip Seal) Program

BACKGROUND:

City staff is finalizing plans for the current fiscal year's Street Paving Program, wherein various streets throughout the city are re-surfaced with 'chip seal'. This work is accomplished through a combined effort by city forces and a private contractor; and requires advanced planning/preparations. Accordingly, the staff has conducted its in-house analysis and developed a plan for the various streets scheduled to be resurfaced (attached), based solely on the current conditions and anticipated useful life. As always, however, limited resources force the City to determine priorities in this regard. As such, staff is seeking confirmation/agreement by Council as to the specific streets that will be included in this year's program. The staff is supportive of Council making any changes to the list it deems appropriate; so long as it is noted that the staff's list is wholly predicated on funds that are available within the current budget. If Council were to include additional streets and stay within the budget, such an amendment must coincide with streets currently on the list being pushed to next year.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☒ included ☐ not included in the current-year budget ☐ N/A

RECOMMENDATION:

Confirmation of the 2017 Street Paving (Chip Seal) Program and as may be amended by Council.

ATTACHMENTS:

Staff memorandum

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



01/31/2017

2017 Street Paving (Chip Seal) Project

Proposed streets for Mayor, City Council and City Manager approval.

Street	Location
East 8 th Street	North Main Street to Louise Street
West 10 th Street	West 2 nd Street to Lark Street
West 10 th Street	North Main Street to North Avenue C
Louise Street	East 10 th Street to end
Martin Luther King Boulevard	U. S.- 290 to East 2 nd Street
North Avenue F	East 2 nd Street to Lexington Road
Lloyd Lane	Louise Street to Lexington Road
Lake Terrace	West 2 nd Street to West 2 nd Street
West Alamo Street	U. S. - 290 to North Main Street
East Alamo Street	South Main Street to Old McDade Road
Houston Street	Martin Luther King Boulevard to end
Carver Street	Houston Street to U. S. - 290
Robin Street	West 10 th Street to West 11 th Street

Joe Parten
City of Elgin – Director, Public Works



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

General Activity Report and Project Update

--Bulk Trash Collection Service

DEPARTMENT: Administration

PROPOSED ACTION:

Consideration of information as provided by the City Manager; and corresponding action/direction to staff, if any, as deemed appropriate by Council

BACKGROUND:

This item is for a general update and/or discussion with Council by the City Manager regarding any on-going issues or major projects. This item is intended for receipt information and Q&A only; with no formal action anticipated by Council. Included with this report will be an update on the staff's implementation plans related to new policies for residential curbside bulk trash collection.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

RECOMMENDATION:

Direction to staff, if any, as deemed appropriate by Council

ATTACHMENTS:

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.

- **This is a routine procedural item and no presentation is planned for the meeting.**

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



**ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY**

ITEM:

Monthly Departmental Activity Reports - December

DEPARTMENT: Administration

PROPOSED ACTION:

Department reports are informational only for City Council and no action is required.

BACKGROUND:

Routine Monthly Reports.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

RECOMMENDATION:

No action is required.

ATTACHMENTS:

Parks Department Report - December 2016

Water Treatment Department Report - December 2016

Public Works - December

Utility Billing - December

Community Development Report

Community Development Memo

Library Report December

OCA Report - December

Police Department Summary

Police Department Report - December 2016

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

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



December 2016 Parks Report.

During this time the Parks Department has the opportunity to work on some much needed maintenance items. This month we have been able to do some large scale tree trimming work at Shenandoah walking trail, we also installed a new 40 foot flag pole in Elgin Memorial Park to replace the leaning pole and the parks crew made time to remove some abandoned concrete pads in Elgin Memorial Park Removing those structures should make mowing that area smoother in the spring and summer time. This work is not the normal day to day mowing that we are used to but it is good to get these items checked of the list. A part from maintenance we are doing some exiting projects Below is a summary of projects that are currently going on.

Spring/Summer Program Guide

Staff is currently working on the spring and summer program guide. This booklet will be a resource for families looking for out programs and things to do in the parks. This will be the Departments third program guide and it has the most programs so far. This booklet will be printed just before Spring Break.

New hires

The Parks Department is looking to make some hires that will benefit the City overall. We have one facilities and grounds laborer that will be joining us on January 17, this will hire will make out maintenance department fully staffed. After the first of the year we will be interviewing for a Parks Program Manager. This Manager will work with the Director to schedule several more programs over the summer and move those programs into the Recreation Center once completed.

Tennis Court Repairs

the Department researched some options for resurfacing the tennis courts in Elgin Memorial Park. We have contacted several companies that do this kind of work. We have worked up a price for repairs. The next step would be implementation and you should look here for updates on how we will proceed on this tennis court project.

Goals for January 2016

- Ground breaking on the Recreation Center

Park Activity Summary		2016
Facility		Number of uses
Park/ Pavilion Rental		7
Ball Field Rental		22
Fleming Community Center		30
Deposits		\$1,133.78

Monthly Reports December 2016

Department 023 Water Treatment

Well # 10	0 Gallons
Well # 11	13,366,000 Gallons
Well # 14	0 Gallons
Well # 15	16,883,000 Gallons
Water loss due to leaks or flushing	75,000 Gallons
Total Water Pumped	30,144,000 Gallons

Chemicals Used

Chlorine	712 Pounds
Sequest	100 Gallons

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.74 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	5
Service Line Breaks	3
Miscellaneous Repairs/Complaint Calls	20
New Connections/Taps	1
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	2
Service Lines	7
After Hours Call-Outs	6

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	2
Curb Side Cleanouts Installed	0
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	1
Lines TV'd	5
Manholes Installed/Repaired	0

Lift Station Maintenance/Repairs

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

Wastewater Treatment Plant**Maintenance/Repairs**

Pumps Pulled	1
Pumps Installed	1
Motors Pulled	0
Motors Installed	0
Control System/Electrical Repairs	1
Cleaned Wet Well Floats	1
Miscellaneous Repairs	10
After Hours Call-Outs	0

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	514,000 Gallons
Maximum Daily Flow	1,243,800 Gallons
Average Daily Flow	636,800 Gallons
Total Monthly Flow	19,740,200 Gallons

Effluent DO (Dissolved Oxygen) Average	7.89
Effluent Chlorine Residual Average	1.99 mg/l
Effluent pH Average	7.37
Total Phosphorus Average	0.134
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	3.1
TSS (Total Suspended Solids) Average	2.88
Ammonia/Nitrates Average	0.306

Remarks :

Public Works – December – 2016

Right of Way and Easement mowing and maintenance:

Right of way shredding and maintenance is ongoing

Sign replacement:

6 signs on Bandara Woods Boulevard
South Martin Luther King Boulevard at Haywood Lane

Permanent Street, utility cut, alley, and pot hole repairs:

Level up Vicksburg Loop
Filled sink hole on West 11th Street
Bladed alley parallel to North Main Street between West 1st Street and West 2nd Street
Numerous pot hole patches around town

Crack Seal:

Vicksburg Loop
Antietam Trail
Gettysburg Loop
Shenandoah Trail
Blue Ridge Trail
Valley Run Trail
Cavalry Trail
Wilderness Trail
East 3rd Street
East 4th Street
East 5th Street
East 6th Street
East 8th Street

Curb, Gutters, Drains, and Ditch Cleaning

Ditches on County Line Rd
Curb and Gutter on South Avenue C from Central Avenue to Loop 109
Curb and Gutter on West Brenham Street
Curb and Gutter on North Avenue C from Central Avenue to West 11th Street
Curb and Gutter on Maple Lane (near speed hump)
Curb and Gutter on Martin Luther King Boulevard (near speed hump)
Cleaned debris from drains down town

Litter Control

Lexington Road
County Line Road
East & West US Highway 290
Central Avenue
Martin Luther King Boulevard
Jackson Street
Houston Street
Saratoga Farms Boulevard
Brown Street
West Brenham Street

West Alamo Street
El Paso Street
Fisher Street

Dumped Debris Removal:

South Avenue D
West Cleveland Street
Removed pile of brush South Avenue D
Removed fallen tree North Avenue F

Miscellaneous:

Removed and installed new floor on haul trailer
Repaired lights on 310 D backhoe
Installed new line for security camera
Watered Planters down town
Repaired fuel lines on JD 5200
Filled ruts in ditch East 8th Street

Texas Capital Fund Project 7214372: Downtown Sidewalk Project:

Project completed

2015-2016 Drainage Project - Proposal 1:

West Brenham Street Box Culvert – Project has began

TxDOT S.H.-95 North Project:

Work continues.

TxDOT U.S. 290 Illumination Project:

Project has begun with conduit and pedestal installation continues

Joe Parten

Director, Public Works
City of Elgin

UTILITY BILLING REPORT		December 2016
Billed out	\$381,139.46	
Past due notices	705	\$83,846.81
Work orders-Cut offs	82	
Disconnected for non pmt	16	
Extension to pay 1st	51	
Extension due for disconnect	6	
Meter tamper fee	0	
After Hour turn on	2	
Accounts set to final	8	for non pmt

METER REPORT		
WORK ORDERS	COMPLETED	INCOMPLETE
START READ	44	
FINAL READ	38	0
TRANSFERS / IN AND OUT	4	0
CTO'S / DISCONNECT NON-PMT	155	0
SET METER	3	5
ERT REPLACEMENTS	4	17
METER REPLACEMENTS	36	25
VISUAL READS	22	0
FAILURE TO READ (MOBILE MISS)	62	0
RE READS	68	0
WL / CHECK FOR WATER LEAK	17	0
METERS DATA LOGGED	3	0
MISCELLANEOUS	34	0
TOTAL NUMBER OF WORK ORDERS	490	47
CURB STOPS		
BROKEN CURB STOPS	0	31
TOTAL NUMBER OF WORK ORDER	0	31
BULK WATER		
PURCHASES	14	
TRIPS/GALLONS	24/6,300	
TOTAL COLLECTED	\$30.85	

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

310 N. Main Street
512-229-3220 office



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: December 2016

DATE SUBMITTED: 1-4-2017

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
Did not meet in December	Property renovations and business development are continuing to be strong. Four properties are for sale and have contract pending agreements. A couple properties that are leased look like they will be available in January. Planning lots of events to support the businesses and promote the area. Providing support for renovation projects.

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

Meeting Dates:	Update on projects or activities
December 1, 2016	Coordinating the next meet your neighbor be connected event for January. Next Downtown 78621 is the spring issue.

PROMOTION:

Meeting Dates:	
December 1, 2016	All Holiday events were well attended – some in spite of cold wet weather. Holiday Concert for Saturday December 2 with EISD Holiday by the Tracks and Hot Cocoa Stroll with the chamber for Saturday December 3. Project Celebration Breakfast with Santa at the Library. Throughout December businesses hosted free Pictures with Santa December 8 Holiday Sip Shop and Stroll December 10, Holiday Open House – December 17 Stocking Stuffer Saturday and Artists showcase Planning for MLK Walk downtown. Planning Annual Marketing and events for 2017 and for Sip Shops in first quarter and an art pop up in February.

DESIGN:

December 14, 2016	Holiday lights looked great all season. Installed a bike rack on First Street as part of a pilot project. MSB and HRB to consider bike racks as a formal streetscape addition in January.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
Did not meet in December.	Four properties are contract pending. New lease space in January will include 116 Depot Street and 20 N Main the Elgin Music Company. Working with owners on renovation plans, reviews, and lease recruitment.

2. Program Commentary *(list critical issues, problems, and successes/ completed projects of the past month):*
Renovation underway on 30 North Main, 109 South Avenue C, 103 North Main Street.
Contract pending to close in January on 14 N Main, 111-113 Central Avenue and 104 North Main.
3. Outlook. *Goals and challenges; plans for upcoming major projects such as public improvements etc.:*
Plan for a retreat for the board in February .
Continue work with ad hoc committee for annual event and marketing planning.
In January plan training classes for 2017 with EDC and Chamber
4. Suggestions for Texas Main Street Center *(list suggestions on services or training topics; new resources; questions):*
5. Main Street in the News. *If your programs or its activities have been spotlighted in press coverage during the month, please provide a link here. If there is a newsworthy event or announcement that would be appropriate for the Main Street Matters e-newsletter, please email mainstreet-reports@thc.state.tx.us with the information. Please provide event information as many months in advance as possible.*

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

Every Saturday Elgin Farmers' Market 9am – 1pm Downtown

Sip Shop and Stroll January 12 from 5-8

Bastrop County Martin Luther King Jr. Walk & Program Monday January 16 10am Veterans Memorial Park

Sip Shop and Stroll February 9 from 5-8

Elgin Pop Up Art Weekend – February 9-11 Enjoy pop up art shows at participating businesses downtown



MEMORANDUM

To: Tom Mattis, City Manager
From: Amy Miller, Community Development Director
Date: January 4, 2017
RE: Community Development Department Report December 2016

Holiday events during December were very well attended. Started working with downtown businesses to plan events and marketing for 2017.

Completed Scope of Work with TRC for TAP FM 1100 Sidewalk project. The TCF downtown Sidewalk project Contractor has one ramp repair to finish in December and that project should be ready for close out. The FM 1100 design schematic was submitted to Diana Schulze, TXDOT Bastrop District engineer for review.

Projects

- Planning for the Bastrop County Martin Luther King, Jr. Walk and program in Elgin.
- Holiday Concert for Saturday December 2 with EISD moved to auditorium due to weather and it was very well attended.
- Holiday by the Tracks and Hot Cocoa Stroll with the chamber for Saturday December 3. Moved Farmers market and vendors indoors to 30 N Main due to weather. The Hot cocoa stroll piece was popular despite the weather. Project Celebration Breakfast with Santa at the Library had good attendance.
- Throughout December businesses hosted free Pictures with Santa
- December 8 Holiday Sip Shop and Stroll
- December 10, Holiday Open House – business provided refreshments and store specials.
- December 17 Stocking Stuffer Saturday and Artists showcase- partnered with Studio 621 to promote artists in the community and continued holiday sales.
- Provided presentation about Elgin's Historic district and zoning overlay with Owen to the Smithville Council and Planning & Zoning Commission.
- Planning for Annual events and marketing for 2017
- Coordination of Elgin Pop Up Art weekend February 9-11

- Completed scope of work for Engineering for the TAP Grant FM 1100 sidewalk project.
- TCF sidewalk project, close out paperwork.
- Preparing an internal working policy for Social media for the City
- Met with potential buyers and realtors for properties downtown.
- Met with property owners about renovation plans and possible tenants.
- Met with business owners seeking lease space.
- Marketing coordination and support for Sip Shop and Stroll, 2nd Thursdays from 5-8 downtown and for events in December and January.
- Working with Travis County on citizen participation in the Travis County Transportation plan.
- City of Elgin E-News
- Facebook Pages: City of Elgin, Visit Elgin, Envision Elgin
- Instagram – visitelgintx

Boards & Committees, Seminars

Envision Elgin quarterly meeting

School Health Advisory Committee with EISD

Farm 2 school grant meeting with EISD

CAMPO Active Transportation Advisory Committee

Historic Review Board

Promotion Tourism Committee

Organization Committee

Design Committee

Clean Air Coalition Advisory Committee, CAPCOG

Upcoming Events

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

Every Saturday Elgin Farmers' Market 9am – 1pm Downtown

Sip Shop and Stroll January 12 from 5-8

Bastrop County Martin Luther King Jr. Walk & Program Monday January 16 10am Veterans Memorial Park

Sip Shop and Stroll February 9 from 5-8

Elgin Pop Up Art Weekend – February 9-11 Enjoy pop up art shows at participating businesses downtown.

Library Report to the City for December 2016

Circulation was down 31%. Other usage statistics were down for December with WiFi usage and volunteer hours up for the year.

Collection size is slightly above last December.

The library began purchasing the children's materials with Ladd and Katherine Hancher Library Foundation grant administered by the Friends of the Elgin Library. The children's computer is purchased and in use in the children's area.

Children's librarian Melinda Torres had many children sign up for the Gingerbread House building therefore she did two sessions of the confectionary fun.

The library hired Sarah Kaczynski, MLS, for the new part-time circulation clerk position. Full-time circulation clerk Dolores Hernandez resigned on December 8th. The full-time position was posted in-house on December 27th.

Technology for children improved with the addition of an AWE computer in the children's area.

Volunteers were heavily depended on to take care of circulation of materials and answering the phones in December.

Categories	Units	Dec. '15	Dec. '16	Fiscal YTD'16	Fiscal YTD '17
Total Circulation		7,511	5,745	20,980	18,711

+ or - Same month previous year	Percent	5%-	31%-		
Additions					
Interlibrary Loans	Each	0	12	5	58
New Patrons	Each	63	51	208	227
Collection					
Items Added	Each	1539	247	2,256	692
Items Withdrawn	Each	208	163	436	669
Total Collection	Each	39,510	39,593	39,510	39,593
General Statistics					
Gate Count		3,947	3,692	12,017	12,396
Hours Open	Each	163	163	469	469
Library Tours	Each	0	0	0	1
Program Visitors	Each	513	435	1,629	1,646
Public Computer Use	Hours	1,313	403	2,462	1,269
Patrons using computers	Each	816	571	2,678	1,888
Wifi Patron Usage	Each	NA	NA	1,268	4,278
Volunteer Hours	Each	138	130	399	569
Receipts					
		\$1,386	\$884	\$4,007	\$2,552
Civic Center Use					
City	Each	3	1	7	9
Library	Each	15	20	35	58
Public Rental	Each	4	0	13	3
Other - not for profit	Each	2	3	26	19
Total Civic Center Use		24	24	81	89

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month December

Year 2016

Municipal Court for the City CITY OF ELGIN

Presiding Judge Amanda Carter

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 Jan 13, 2017

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

78711-2066

PHONE: (512) 463-1625

CRIMINAL SECTION

City of CITY OF ELGIN		Traffic Misdemeanors			Non-Traffic Misdemeanors				
Month	December	Year	2016	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
1. Total Cases Pending First of Month:				13,016	13	0	0	2,516	21
a. Active Cases				9,044	11	0	0	1,243	4
b. Inactive Cases				3,972	2	0	0	1,273	17
2. New Cases Filed				273	0	0	0	74	0
3. Cases Reactivated				35	0	0	0	17	0
4. All Other Cases Added				0	0	0	0	0	0
5. Total Cases on Docket				9,352	11	0	0	1,334	4
6. Dispositions Prior to Court Appearance or Trial									
a. Uncontested Dispositions				171	0	0	0	32	0
b. Dismissed by Prosecution				15	0	0	0	3	0
7. Dispositions at Trial:									
a: Convictions									
1) Guilty Plea or Nolo Contendere				5	0	0	0	13	0
2) By the Court				0	0	0	0	0	0
3) By the Jury				0	0	0	0	0	0
b: Acquittals:									
1) By the Court				0	0	0	0	0	0
2) By the Jury				0	0	0	0	0	0
c. Dismissed by Prosecution				0	0	0	0	0	0
8. Compliance Dismissals:									
a: After Driver Safety Course				12					
b: After Deferred Disposition				3	0	0	0	2	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				3					
g: All Other Transportation Code Dismissals				0	0	0	0	0	0
9. All Other Dispositions				19	0	0	0	1	0
10. Total Cases Disposed				228	0	0	0	51	0
11. Cases Placed On Inactive Status				89	0	0	0	32	0
12. Total Cases Pending End of Month:				13,061	13	0	0	2,539	21
a: Active Cases				9,035	11	0	0	1,251	4
b: Inactive Cases				4,026	2	0	0	1,288	17
13. Show Cause Hearings Held									
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 December Year 2016	
1. Transportation Code Cases Filed	0
2. Non-Driving Alcoholic Beverage Code Cases Filed	0
3. Driving Under the Influence of Alcohol Cases Filed	0
4. Drug Paraphernalia Cases Filed	1
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: a. Mandatory Transfer	0
b. Discretionary Transfer	0
11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)	0
12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)	0
13. Juvenile Statement Magistrate Warning: a. Warnings Administered	0
b. Statements Certified	0
14. Detention Hearings Held	0
15. Orders for Non-Secure Custody Issued	0
16. Parent Contributing to Nonattendance Cases Filed	0

ADDITIONAL ACTIVITY

Court CITY OF ELGIN		Number Given	Number Requests For Counsel
Month December	Year 2016		
1. Magistrate Warnings:		30	
a. Class C Misdemeanors			
b. Class A and B Misdemeanors		16	10
c. Felonies		21	7
			TOTAL
2. Arrest Warrants Issued:			121
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			2
c. Felonies			2
3. Caplases Pro Fine Issued			37
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:			0
a. Partial Satisfaction			
b. Full Satisfaction			3
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit			24
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:			\$27,522.82
a. Kept by City			
b. Remitted to State			\$17,589.55
c. Total			\$45,112.37



Elgin Police Department

Office of the Chief

202 Depot Street • Elgin, Texas 78621 • 512 / 281-3330



Elgin Police Department

Monthly Summary December 2016

December proved to be a very busy month for the Police Department. We answered 1481 calls for service in the month of December and finished the year with just over 14,000 calls for service which marks our busiest year ever. We continue to test applicants in hopes of filling our vacant positions but refuse to just put a warm body in a slot. Our belief is that the citizens deserve only the best officers that will fit in with the City's philosophy of providing excellent service to our citizens and we will continue to test until we find those that fit the needs of the City.

Our Chaplain suffered a stroke in December but is recovering nicely and expects to be back serving our officers and citizens by the middle of January. We are also waiting the arrival of what will be our youngest new "officer" when School Resource Officer Chelsea Deal (and husband Detective Jesse Deal) get to meet their first baby either at the end of December or the first part of January. Updates to follow as available. December also marks the end of Detective Chris Walker's tenure with the Elgin Police Department as he retires to move to a new position with the Travis County District Attorney's Office in January. He will be missed by all and we will be moving an officer to fill his position early in January.

We look forward to a new year and hope that it brings health and the best of life to all of the citizens of Elgin.

Elgin Police Department
Monthly Report December 2016

CATEGORY	2016 December	2015 December	2014 December	2013 December	2012 December
Calls for Service					
Total Calls for Service	1481	980	971	742	624
Police calls	1269	662	657	491	440
Fire calls	39	56	52	39	31
Animal calls	70	82	86	63	39
Activity logs	101	172	161	145	114
City calls	2	8	15	4	0
Offense Reports					
Total Offense Reports	72	75	80	66	78
Active (Open) cases	19	21	25	3	25
Cases Inactivated	15	29	22	21	17
Cases Closed	5	1	2	4	4
Documentation (no crime)	0	0	0	1	2
Other	0	0	2	2	0
Unfounded	2	0	3	1	0
Referred to other agency	3	3	0	0	3
Citations					
Total Citations	602	238	227	362	64
Citations for violations	263	108	153	160	40
Warnings	339	130	74	202	24
Collisions					
Total Accidents	40	31	22	24	30
Major accidents (with injury)	8	3	2	2	18
Minor accidents (no injury)	22	23	14	19	7
Leaving the scene accidents	10	5	6	3	5
Alarms					
Business alarms	27	15	9	12	6
Residential alarms	10	12	16	3	2
Fire alarms	3	1	5	1	4
Arrests					
Felony arrests	8	6	5	9	8
Misdemeanor arrests	22	8	20	25	20
Other arrests	4	7	2	4	1
Animal Control					
Total Animal Control calls	70	82	86	66	39
Animal Cruelty calls	0	0	0	0	0
Canine Impounds	6	12	15	10	8
Feline Impounds	0	7	7	2	2
Citations issued	7	4	11	0	0
Bite Cases	1	1	2	0	0
Dead animal calls	10	6	0	0	4
Wildlife calls	2	4	12	0	3
Rabies cases	0	0	0	0	0
Rabies cases positive	0	0	0	0	0



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

City Council Meeting Minutes - January 3, 2017

DEPARTMENT: Administration

PROPOSED ACTION:

Consideration of Council Meeting Minutes as presented.

BACKGROUND:

Recording of proceedings of regular meeting of the Elgin City Council on January 3, 2017.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☒ included ☐ not included in the current-year budget ☐ N/A

RECOMMENDATION:

Approval of Council Meeting Minutes as presented; or as may be amended.

ATTACHMENTS:

January 3, 2017 Regular City Council Meeting Minutes

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

**MINUTES
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 3, 2017
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

Mayor Chris Cannon called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Chris Cannon, Mayor
Juan Gonzalez, Mayor Pro Tem
Mary Penson, Council Member
Susie Arreaga, Council Member
Craig Fromme, Council Member
Phillip Thomas, Council Member
Sue Brashar, Council Member
Jessica Bega, Council Member

Staff: Thomas L. Mattis, City Manager
Chris Bratton, Police Chief
Buck LaQuey, Finance Director
Owen Rock, ED Director
Michael Gonzalez, Parks Director
Gary Cooke, Planning Director
Amy Miller, Community Development Director

INVOCATION

Council Member Phillip Thomas gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Chris Cannon led the pledge of allegiance to the United States and Texas flags.

PUBLIC COMMENT

None

Mayor Cannon moved to item # 7

CITY COUNCIL MEETING MINUTES

January 3, 2017 – Page 2

City Annex Council Chambers

CITY MANAGER’S REPORT

1. Monthly Departmental Activity Reports – November

City Manager Thomas Mattis stated that all the Department reports were attached and asked if anyone had any questions. Mayor Cannon then moved to item #8.

PRESENTATIONS

1. A Proclamation declaring January 16, 2017 as Dr. Martin Luther King, Jr. and Coretta Scott King Day in the City of Elgin.

Mayor Cannon asked Ms. Bettye Lofton if she had any comments she wanted to make. Ms. Lofton announced the MLK Walk scheduled for Monday, January 16th in Elgin and encouraged everyone to attend and show their support. Mayor Cannon then read the proclamation.

CONSENT AGENDA

All 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. City Council Meeting Minutes –December 6, 2016

Council Member Brashar moved to approve the December 6, 2016 meeting minutes with minor corrections provided to Mayor Cannon and the City Secretary. Council Member Fromme seconds the motion. Motion carried by unanimous vote, 8 for 0 against.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Consideration of the forfeiture of office by Councilmember Keith Joesel, pursuant to Article VI, Section 8 of the Elgin City Charter, including Keith Joesel’s request his absence at the December 6, 2016 Regular Meeting be excused.

CITY COUNCIL MEETING MINUTES

January 3, 2017 – Page 3

City Annex Council Chambers

Councilmember Keith Joesel spoke and apologized to the citizens for his absence and that he was thankful for all their support and was withdrawing his request for the excusal. He stated it had been an honor and privilege to serve on the Council and thanked his family, boards and commissions.

Mayor Cannon thanked Councilmember Joesel for his service on the Council and asked that he and his family attend the February meeting for a formal presentation.

Mayor Cannon stated no action was needed on this item.

2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE SELECTION AND AWARD OF A CONTRACT FOR THE CONSTRUCTION OF THE ELGIN RECREATION CENTER TO FT WOODS CONSTRUCTION; AND AUTHORIZING THE CITY MANAGER AND/OR THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE TO EXECUTE THE CONTRACT

Council Member Thomas moved to approve a Resolution of the City Council of the City of the City of Elgin, Texas authorizing the selection and award of a contract for the construction of the Elgin Recreation Center to FT Woods Construction; and authorizing the City Manager and/or the Mayor to act as the City's Executive Officer and authorized representative to execute the contract. Council Member Bega seconds the motion. Motion carried by unanimous vote, 8 for 0 against.

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH HAWES HILL CALDERON LLP AND THE CITY OF ELGIN RELATING TO TAX INCREMENT REINVESTMENT ZONE NO. 1 AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Bradshar moved to approve a Resolution of the City Council of the City of Elgin, Texas authorizing the City Manager to execute an agreement with Hawes Hill Calderon LLP and the City of Elgin relating to Tax Increment Reinvestment Zone No. 1. Council Member Fromme seconds the motion. Motion carried by unanimous vote, 8 for 0 against.

4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TRC ENGINEERS INC. FOR PROFESSIONAL ENGINEERING SERVICES IN SUPPORT OF THE LEE DILDY BOULEVARD CONSTRUCTION PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Penson moved to approve a Resolution of the City of Elgin, Texas, authorizing the City Manager to execute an agreement with TRC Engineers Inc. for professional engineering services in support of the Lee Dildy Boulevard Construction

CITY COUNCIL MEETING MINUTES

January 3, 2017 – Page 4

City Annex Council Chambers

Project. Council Member Arreaga seconds the motion. Motion carried by unanimous vote, 8 for 0 against.

5. AN ORDINANCE AMENDING CHAPTER 34 TO INCLUDE ARTICLE III, DIVISION 3, RIGHTS-OF-WAY MANAGEMENT, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING CHAPTER 34, TO INCLUDE DIVISION III AND BY ADDING NEW SECTIONS 34-70, 34-71, 34-72, 34-73, 34-74, 34-75, 34-76, 34-77, 34-78, 34-79, 34-80, 34-81, 34-82, 34-83, 34-84, AND 34-85 REGARDING CITY OF ELGIN RIGHTS-OF-WAY; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

Council Member Brashar moved to approve an Ordinance amending Chapter 34 to include Article III, Division 3, Rights-of-Way Management, Revised Code of Ordinances, City of Elgin, Texas, by amending Chapter 34, to include division III and by adding new Sections 34-70, 34-71, 34-72, 34-73, 34-74, 34-75, 34-76, 34-77, 34-78, 34-79, 34-80, 34-81, 34-82, 34-83, 34-84, and 34-85 regarding City of Elgin Rights-of-Way with the recommended permit base fee of \$500.00 and a review fee of \$150.00 per hour. Council Member Thomas seconds the motion. Motion carried by unanimous vote, 8 for 0 against.

6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TRC AND THE CITY OF ELGIN FOR ENGINEERING SERVICES FOR CSJ 0914-00-393 TAP TRANSPORTATION ALTERNATIVES PROGRAM GRANT FOR SIDEWALKS ON FM 1100, SH 95 NORTH, AND COUNTY LINE ROAD

Council Member Penson moved to approve a Resolution of the City of Elgin, Texas, authorizing the City Manager to execute an agreement with TRC and the City of Elgin for engineering services for CSJ 0914-00-393 TAP Transportation Alternatives Program Grant for sidewalks on FM 1100, SH 95 North, and County Line Road. Council Member Fromme seconds the motion. Motion carried by unanimous vote, 8 for 0 against.

7. Consideration of the filling of the City Council vacancy, pursuant to Article IV, Section 8 of the Elgin City Charter, resulting from Keith Joesel's forfeiture of office.

Council Member Brashar moved to appoint Neil Beyer to the vacancy on the City Council. Mayor Pro Tem Gonzalez seconds the motion. Motion carried by unanimous vote, 8 for 0 against.

ANNOUNCEMENTS

Mayor Cannon asked the City Manager if there were any announcements. There were none.

CITY COUNCIL MEETING MINUTES

January 3, 2017 – Page 5

City Annex Council Chambers

EXECUTIVE SESSION

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

Mayor Cannon recessed the meeting at 7:50 p.m. and called to order the Executive Session at 8:00 p.m.

1. Adjourn into Executive Session pursuant to Section 551.072 Deliberation Regarding Real Property and Section 551.087 Economic Development: to receive a staff briefing and deliberated regarding potential funding for USDA in support of an economic development project in Downtown Elgin.

RECONVENE

Mayor Cannon adjourned the Executive Session at 8:37 p.m. and reconvened the Regular Meeting at 8:37 p.m.

XIII. ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 8:37 p.m.

APPROVED:

CHRIS CANNON
Mayor, Elgin, Texas

ATTEST:

AMELIA SANCHEZ
City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING AN ELECTION ON MAY 6, 2017 FOR THE PURPOSE OF ELECTING CERTAIN CITY OFFICIALS; DESIGNATING ELECTION PRECINCTS AND POLLING PLACES; PROVIDING FOR EARLY VOTING AND ELECTION DAY VOTING; PROVIDING FOR PERFORMANCE OF REQUIRED ADMINISTRATIVE DUTIES; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; CERTIFYING PROVISION OF REQUIRED ACCESSIBLE VOTING SYSTEMS AT EACH POLLING PLACE; AND PROVIDING FOR OTHER MATTERS RELATING TO SUCH CITY ELECTION.

DEPARTMENT: Administration

PROPOSED ACTION:

Consideration and Approval of An Ordinance Calling a General Election on May 6, 2017.

BACKGROUND:

This Ordinance calls the City of Elgin General Election for May 6, 2017 for the purpose of Electing City Officials for the positions of Council Member seats for Ward 1, Ward 2, Ward 3, and Ward 4, designating election precincts, polling place, providing early voting and providing for performance of required administrative duties.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☒ included ☐ not included in the current-year budget ☐ N/A

RECOMMENDATION:

Approval of Ordinance Calling a General Election on May 6, 2017.

ATTACHMENTS:

Ordinance

Order of Election

Contract for Election Services

Joint Election Agreement City of Elgin and Elgin ISD

- ☐ **Staff will be making a detailed presentation on this agenda item at the meeting.**
- ☒ **Staff will provide brief comments and answer questions on this item at the meeting.**
- ☐ **This is a routine procedural item and no presentation is planned for the meeting.**

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

ORDINANCE NO. 2017-

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING AN ELECTION ON MAY 6, 2017 FOR THE PURPOSE OF ELECTING CERTAIN CITY OFFICIALS; DESIGNATING ELECTION PRECINCTS AND POLLING PLACES; PROVIDING FOR EARLY VOTING AND ELECTION DAY VOTING; PROVIDING FOR PERFORMANCE OF REQUIRED ADMINISTRATIVE DUTIES; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; CERTIFYING PROVISION OF REQUIRED ACCESSIBLE VOTING SYSTEMS AT EACH POLLING PLACE; AND PROVIDING FOR OTHER MATTERS RELATING TO SUCH CITY ELECTION.

WHEREAS, the City Council of the City of Elgin, Texas, wishes to order a general city election on May 6, 2017 for the purpose of electing Members for Ward 1, Ward 2, Ward 3, and Ward 4; and

WHEREAS, the City Council has determined that May 6, 2017 is the appropriate date for holding the election for electing Members for Ward 1, Ward 2, Ward 3, and Ward 4; and

WHEREAS, the City Council wishes to encourage all registered voters in the city to vote in this election; Now, Therefore,

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

Section 1. ELECTION DATE, PRECINCTS AND POLLING PLACES, AND ELECTION JUDGES.

Election Date. An election shall be held on Saturday, May 6, 2017 in accordance with the attached Order of Election, which Order of Election is labeled as Exhibit "A" and incorporated herein by reference for all purposes.

Precincts and Polling Places. The City hereby designates the election precincts and polling places designated by the Bastrop County Elections Administrator, and approved by the Bastrop County Commissioners Court, for such Election Day voting. Further, the City hereby designates the early voting polling places and the temporary polling places designated by the Bastrop County Elections Administrator, and approved by the Bastrop County Commissioners Court, for early voting in such election.

Election Judges. The Bastrop County Elections Administrator is conducting such election for the City pursuant to the terms of an Election Services Contract. The City Council hereby appoints, for the term of such election, the presiding election judge(s) and alternate election judge(s) as being those designated by the Bastrop County Elections Administrator.

Section 2. ELECTION CLERKS.

The presiding election judge is hereby authorized to appoint the number of election clerks necessary to assist in the proper conduct of the election, and such election clerks shall be qualified voters of the City of Elgin, Texas. If the election is conducted by the regularly appointed presiding election judge, then the alternate presiding election judge shall be appointed to serve as one of the clerks. The appointment of such clerks shall include a person fluent in the Spanish language to serve as a clerk to render oral aid in the Spanish language to any voter desiring such aid at the polls on the day of the election.

Section 3. EARLY VOTING.

Early Voting Clerk. The City Council hereby appoints the Bastrop County Elections Administrator as the City of Elgin Election Officer and Early Voting Clerk. The Early Voting Clerk's mailing address to which ballot applications and ballots to be voted by mail may be sent is as follows:

Bridgette Escobedo
Bastrop County Elections Administrator
804 Pecan Street
Bastrop, TX 78602

Applications for ballots by mail must be received no later than 5:00 p.m. on Tuesday, April 25, 2017.

Dates for Early Voting. Early voting shall commence on Monday, April 24, 2017 and continue through Tuesday, May 2, 2017, as provided by the Texas Election Code and as shown on attached exhibits.

Places for Early Voting. Early voting shall be conducted by personal appearance at the Elgin Public Library, 404 North Main Street, Elgin, Texas, and/or at such other places as shall be designated by the Bastrop County Elections Administrator and approved by the Bastrop County Commissioners Court.

Times for Early Voting. During the period in which early voting is required or permitted by law, that being April 24, 2017 through May 2, 2017, the hours designated for early voting by personal appearance shall be designated in writing by the Bastrop County Elections Administrator, and approved by the Bastrop County Commissioners Court.

Section 4. EARLY VOTING BALLOT BOARD.

An Early Voting Ballot Board is hereby created to process early voting results, and the City hereby appoints the presiding judge of the Early Voting Ballot Board as appointed by the Bastrop County Elections Administrator. Such presiding judge shall appoint not less than two (2) other qualified members to serve on such Board.

Section 5. CUSTODIAN OF ELECTION RECORDS.

Pursuant to the Texas Election Code and the applicable Election Services Contract, the Bastrop County Elections Administrator shall serve as the custodian of voted ballots, and the City Secretary of Elgin, Texas shall be appointed as custodian of all other election records.

Section 6. CANDIDATE FILING PERIOD.

In accordance with Section 143.007 of the Texas Election Code, the first day of filing is 8:00 a.m. Wednesday, January 18, 2017 and the deadline for filing an application for a place on the ballot for this election is declared to be 5:00 p.m. Friday, February 17, 2017.

Section 7. VOTERS.

All resident, qualified voters of the City shall be entitled to vote at the election.

Section 8. NOTICE.

Posting. Notice of this election, including a Spanish translation hereof, shall be given by posting the appropriate documentation on the bulletin board used for posting notices of City Council meetings, and same shall be posted not later than Saturday, April 16, 2016 and shall remain posted through Election Day.

Publication. Notice of this election, including a Spanish translation hereof, shall be published once in a newspaper of general circulation in the City, the publication to appear not earlier than April 6, 2017 nor later than April 26, 2017.

Authorization to City Secretary. The City Secretary is hereby authorized and directed to publish and post the required notices in the manner and for the time periods required by law.

Section 9. VOTING DEVICES.

Pursuant to the Election Code and the applicable Election Services Contract, the Bastrop County Elections Administrator may use electronic voting systems and corresponding voting devices and equipment in conducting the election. The Bastrop County Elections Administrator is currently using election systems and software certified by the Texas Secretary of State.

The City Council of the City of Elgin, Texas, finds as follows:

Section 61.012, Texas Election Code, requires that at least one accessible voting station must be provided in each polling place used in a Texas election on or after January 1, 2006. Such system must comply with state and federal laws setting the requirements for voting systems that (i) fully comply with applicable laws relating to accessible voting systems which make voting accessible for disabled voters; and (ii) provide a practical and effective means for voters with physical disabilities to cast a secret ballot. The Office of the

Texas Secretary of State has certified that the DRE - Election Systems and Software iVotronic is an accessible voting system that may legally be used in Texas elections.

Sections 123.032 and 123.035, Texas Election Code, authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems. As chief elections officer for the City of Elgin, the Bastrop County Elections Administrator shall provide at least one DRE - Election Systems and Software iVotronic in each polling place at every polling location used to conduct any election ordered on or after January 1, 2006. The DRE - Election Systems and Software iVotronic may be acquired by any legal means available to the City of Elgin, including but not limited to lease or rental from Bastrop County or from any other legal source, as authorized or required by Sections 123.032 and 123.035 of the Texas Election Code.

The Bastrop County Elections Administrator may also utilize a central counting station as provided by Texas Election Code § 127.000 *et seq.*, as amended.

Section 10. CONDUCT ACCORDING TO STATUTES.

In all substantive respects, the election shall be conducted in accordance with applicable provisions of the Texas Election Code, any other applicable statutes, and the City of Elgin's Home Rule Charter.

Section 11. ELECTION RESULTS.

The Bastrop County Elections Administrator shall conduct an unofficial tabulation of results after the closing of the polls on May 6, 2017. The official canvass, tabulation and declaration of the results of the election shall be conducted by the City Council at a regular or special council meeting held in accordance with provisions of the Texas Election Code.

Section 12. MISCELLANEOUS.

The provisions of this ordinance are severable; and in case any one or more of the provisions of this ordinance or the application thereof to any person or circumstance should be held to be invalid, unconstitutional, or ineffective as to any person or circumstance, then the remainder of this ordinance nevertheless shall be valid, and the application of any such invalid provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

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

READ, PASSED and ADOPTED on first reading on this 7th day of February, 2017.

Mayor, City of Elgin, Texas

ATTEST:

City Secretary, City of Elgin, Texas

EXHIBIT "A"
ORDER OF ELECTION

CITY OF ELGIN, TEXAS

An Election is hereby ordered to be held on May 6, 2017 for the purpose of electing Members for Ward 1, Ward 2, Ward 3, and Ward 4.

Applications for a place on the ballot will be accepted beginning 8:00 a.m. on January 18, 2017 and must be received no later than 5:00 p.m. on February 17, 2017.

Election Day voting shall be conducted at the polling places for the precincts designated by the Bastrop County Elections Administrator and approved by the Bastrop County Commissioners Court, all as are shown on "Exhibit A to the Order of Election" which is incorporated herein by reference and made a part hereof for all intents and purposes. The polls at the designated polling places shall be open on Election Day from 7:00 a.m. to 7:00 p.m.

The Bastrop County Elections Administrator is hereby appointed as the Election Officer and Early Voting Clerk and Custodian of Election Records for this election. The presiding judge(s) for each of said polling places are those designated by the Bastrop County Elections Administrator, and they are hereby authorized to appoint additional election clerks (not less than two and not more than six) to assist in conducting said election.

Early voting by personal appearance will be conducted at the locations designated by the Bastrop County Elections Administrator and approved by the Bastrop County Commissioners Court, all as are delineated on the attached "Exhibit B to the Order of Election" which is incorporated herein by reference and made a part hereof for all intents and purposes.

Applications for a ballot by mail shall be mailed to:

Bridgette Escobedo
Bastrop County Elections Administrator
804 Pecan Street
Bastrop, TX 78602

Applications for ballots by mail must be received no later than 5:00 pm on Tuesday, April 25, 2017.

A completed scanned application for a ballot by mail containing an original signature may be submitted electronically to bridgette.escobedo@co.basrop.tx.us

Issued this the 7th day of February, 2017.

Chris Cannon, Mayor City of Elgin, Texas

CONTRACT FOR ELECTION SERVICES
BETWEEN
THE ELECTIONS ADMINISTRATOR OF BASTROP COUNTY
AND
THE CITY OF ELGIN
FOR THE MAY 6, 2017 ELECTION

THIS CONTRACT is made and entered into by and between Bridgette Escobedo, the Elections Administrator of Bastrop County, Texas, hereinafter referred to as "Contracting Officer," and the City of Elgin, hereinafter referred to as the "CITY," pursuant to the authority under Section 31.092(a) of the Texas Election Code and Chapter 791 of the Texas Government Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties agree to this interlocal agreement with regard to the coordination, supervision, and running of the CITY's May 6, 2017 Election, hereinafter referred to as "the election". The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places and election procedures to assist the voters of the CITY.

I. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

A. *Notification to Presiding and Alternate Judges; Appointment of Clerks.*

1. The Contracting Officer shall notify each presiding judge and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election school(s), the eligibility requirements that pertain to them and to the selection of election day clerks, the date and time of the election, the rate of compensation, the number of election clerks the presiding judge may appoint, and the name of the presiding or alternate judge, as appropriate.

2. The Contracting Officer shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments. The recommendations of the CITY will be the accepted guidelines for the number of clerks secured to work in each polling place. The presiding election judge of each polling place, however, will use his/her discretion to determine when additional manpower is needed during peak voting hours. Election judges shall be secured by the Contracting Officer with the approval of the CITY.

3. The Contracting Officer shall notify the CITY of the list of election judges and alternate judges for election day, so that the CITY may approve by written order.

4. Notification to the election judges and alternates shall be made no later than April 24, 2017.

B. *Contracting with Third Parties.* In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third persons for election services and supplies. The cost of such third-person services and supplies will be paid by the Contracting Officer and reimbursed by the CITY as agreed upon on Exhibit "C."

C. *Election School(s).* The Contracting Officer shall be responsible for conducting one or more, at her discretion, election schools to train the presiding judges, alternate judges, election clerks, and early voting clerks, and Early Voting Ballot Board members in the conduct of elections, including qualifying voters, provisional voting, and the counting of ballots. The Contracting Officer shall determine the date, time, and place for such school(s) and notify the presiding judges, alternate judges, and election clerks of such. The Contracting Officer may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. If at all possible, such election schools shall be conducted within the CITY territory.

D. *Election Supplies.* The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day and the Early Voting Ballot Board (and to the Deputy Early Voting Clerks during Early Voting) the following election supplies: election kits from third-party vendors (including the appropriate envelopes, sample ballots, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code); pens; pencils; tape; markers; paper clips; ballot box seals; sample ballots; tacks, and all consumable-type office supplies necessary to hold an election.

E. *Registered Voter List.* The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law. The Election Day list of registered voters shall be arranged in alphabetical order by each precinct.

F. *Ballots.* The Contracting Officer shall be responsible for the programming of the direct recording electronic voting devices (referred to as DRE's) and the printing of ballots requested by mail or used for early voting or election day. The Contracting Officer shall be responsible for distributing the DRE's along with the election supplies.

G. *Early Voting.* In accordance with Section 31.094, of the Texas Election Code, the Contracting Officer will serve as Early Voting Clerk for the election, subject to Sections 31.096 and 31.097(b).

1. As Early Voting clerk, the Contracting Officer shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. The Contracting Officer shall work with the CITY in securing personnel to serve as Early Voting Deputies.

The Contracting Officer shall, upon request, provide the CITY a copy of the early voting report on a daily basis and a cumulative final early voting report following the election.

2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations listed in Exhibit "A," attached hereto and made a part of this contract.

3. The Contracting Officer shall receive mail ballot applications on behalf of the CITY. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or her deputies at 804 Pecan Street, Bastrop, Texas 78602. Any requests for early voting ballots to be voted by mail received by the CITY shall be forwarded immediately to the Contracting Officer for processing.

4. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be secured and maintained by the Contracting Officer and delivered by her or her deputy for counting in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the Bastrop County Courthouse on Election Day, May 6, 2017.

H. *Election Day Polling Locations.* The Election Day polling locations are those listed in Exhibit "B," attached hereto and made a part of this contract. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of all polling locations for Election Day, including ensuring that each polling location has the necessary tables, chairs, and voting booths.

I. *Central Counting Station.* The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tally the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Bridgette Escobedo. The Tabulation Supervisor shall be Krista Bartsch. The tabulation supervisor shall handle ballot tabulation in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

Election night reports will be available to the CITY at the Central Counting Station on election night and will provide individual polling location totals.

J. *Manual Counting.* The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the CITY in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

K. *Election Reports.* The Contracting Officer shall prepare the unofficial tabulation of precinct results under Section 66.056(a) of the Texas Election Code and shall provide a copy of the tabulation to the CITY as soon as possible after the Contracting Officer has received the precinct returns on Election Day night. Provisional ballots will be tabulated after election night in accordance with state laws.

L. *Custodian of Voted Ballots.* The Contracting Officer is hereby appointed the custodian of voted ballots and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law.

II. RESPONSIBILITIES OF THE CITY. The CITY shall assume the following responsibilities:

A. *Election School(s).* At the request of the Contracting Officer, and at no cost to the Contracting Officer, the CITY will make available space in an CITY building to hold the election school(s), if applicable.

B. *Polling Locations.* The CITY shall pay the respective cost of all employee services required to provide access, security, or custodial services for the polling locations.

C. *Applications for Mail Ballots.* The CITY shall date stamp and then immediately hand deliver to the Contracting Officer all original mail ballot applications for mail ballots that it receives.

D. *Election Orders, Election Notices, Canvass.* The CITY shall prepare the election order, resolutions, notices, official canvass, and other pertinent documents for adoption by the CITY's governing body. The CITY shall be responsible for having the required election notice under Section 4.003(a)(1) of the Texas Election Code published in the newspaper as required by State law. The CITY shall also be responsible for posting the notice required under Section 4.003(b) of the Texas Election Code as required by law. Promptly after approval of election order, resolutions, notices, official canvass, and other pertinent documents by the CITY's governing body and within such time so as not to impede the orderly conduct of the election, the CITY shall return said documents

to the Contracting Officer for proper recordkeeping. The CITY assumes the responsibility of promoting the schedules for Early Voting and Election Day.

The CITY will provide for the appointment of the Contracting Officer as the early voting clerk for the election in the orders calling the election. The orders will also include approval of election day polling places; times, dates and places for early voting; and appointment of precinct judges.

E. *Paper Ballots.* In advance of the March 22, 2017 date on which the Texas Secretary of State's Office encourages the mailing out of ballots for early voting by mail, the Contracting Officer shall arrange with a third party to prepare the necessary optical paper ballots for the election. The ballots shall be in English with the Spanish translation included.

The CITY shall furnish the Contracting Officer a list of candidates and/or propositions showing the order and the exact manner in which their names or proposition(s) are to appear on the official ballot (including bilingual titles and text). This list shall be delivered to the Contracting Officer as soon as possible after ballot positions have been determined. The CITY shall perform the duties required for drawing for place on the ballot by candidates. The CITY shall be responsible for proofreading and approving the ballot insofar as it pertains to the authority's candidates and/or propositions.

III. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. *Compensation.* The parties agree that presiding judges and alternate judges will be compensated at a rate of \$10.00/hr, and election clerks will be compensated at a rate of \$8.00/hr. They will be compensated for all hours actually worked, including the time to set up the polling location and the time to complete the counting and to wrap up the paper work, but not to exceed one hour before and two hours after the polling location is open for voting. The presiding judge, or the election worker at the polling location that he or she designates, who picks up the election supplies on May 6, 2017 from the Contracting Officer and who returns the remaining supplies, ballot boxes, and all other election records from the polling location to the Contracting Officer will be compensated with a delivery fee of \$25 at the same time that payment is made for the hours worked. The Contracting Officer will pay the election workers directly and be reimbursed for such by the CITY.

B. *Number of Election Workers.* The parties agree that at all polling locations there will be a minimum of three election workers, consisting of the presiding judge, alternate judge, and one clerk.

IV. JOINT EXPENSES AND PAYMENT

A. *Expenses Incurred and Billing.* The participating authorities agree to share actual costs incurred to the extent that the costs and expenses are incurred in connection with a polling location used by more than one local political subdivision, such as (without limitation) the cost of renting polling locations and voting equipment, programming the voting equipment, supplies needed for the polling place, wages and salaries of election workers. Election expenses shall be pro-rated equally among the participants.

The parties agree, for those polling locations used solely by the district and not shared by any other participating authority, that the CITY will pay the wages, salaries, and other applicable election costs and expenses directly related to such polling location.

It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.

Billing. As soon as reasonably possible after Election Day, the Contracting Officer will submit an itemized invoice to the District for (1) actual expenses directly attributable to the coordination, supervision, and running of the election and incurred on behalf of the District by the Contracting Officer, including expenses for supplies in connection with the election school(s), publication and printing of election notices, election supplies, wages paid to the Contracting Officer's employees for services under this contract performed outside of normal business hours, election workers, and any other expenses reasonably and directly related to the election, including, without limitation, rental and programming of DREs and audio ballots, and (2) the Contracting Officer's fee under Section 31.100(d) of the Texas Election Code and as provided in Section IV.E below. Expenses related to wages shall be supported by compensation sheets. Other expenses shall be supported by invoices or receipts, except that the price of items coming out of the Contracting Officer's stock of election supplies shall be supported by the Contracting Officer's certificate about the number of items used and the unit cost therefore according to the vendor's standard price list.

B. *Payment.* The CITY shall pay the Contracting Officer's invoice within 30 days from the date of receipt to: **Bastrop County, Attn: Bridgette Escobedo, Elections Administrator, 804 Pecan Street, Bastrop, TX 78602.** If the CITY disputes any portion of the invoice, the CITY shall pay the undisputed portion of the invoice, and the parties will discuss in good faith a resolution of the disputed portion. All payments shall be made from current revenues available to the CITY.

C. Expense Item Larger than \$500. If a single election expense exceeds \$500, the Contracting Officer reserves the right to invoice the CITY for such expense at the time it is incurred, supported by an invoice or receipt, rather than waiting until after Election Day. The CITY shall pay such invoice within 30 days from the date of receipt.

D. Estimated Cost of Services. A cost estimate for election expenses is attached hereto and made a part of this contract as Exhibit "C." The parties agree that this is an estimate only and that the CITY is obligated to pay their respective portion of the actual expenses of the election as set forth herein. The Contracting Officer agrees to advise the CITY if it appears that the actual expenses incurred by the Contracting Officer will exceed by 20% or more the estimated expenses to be paid initially by the Contracting Officer and reimbursed jointly by the CITY.

E. Administrative Fee. The CITY shall pay the Contracting Officer a 10 % administrative fee, pursuant to the Texas Election Code, Section 31.100.

V. GENERAL PROVISIONS

A. Nontransferable Functions. In accordance with Section 31.096 of the Texas Election Code, nothing in this contract shall be construed as changing

1. the authority with whom applications of candidates for a place on the ballot are filed;
3. the authority with whom documents relating to political funds and campaigns under Title 15 of the Texas Election Code are filed; or
4. the authority to serve as custodian of voted ballots or other election records, except that the Contracting Officer, if requested in writing by the CITY, will become the custodian of the voted ballots.

B. Joint Election. The parties acknowledge that the Contracting Officer may contract with other entities holding elections at the same time as the CITY on May 6, 2017. If another election occurs in territory of the CITY, the County will notify the CITY of the existence of the situation and provide a joint election agreement.

C. Cancellation of Election. If the CITY cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$75. The Contracting Officer shall submit an invoice for such expenses (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation and the CITY shall make payment therefore in a manner similar to

that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the CITY authorizes such major costs in writing. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the May 6, 2017 Joint Election.

D. Contract Copies to Treasurer and Auditor. In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this contract with the County Treasurer of Bastrop County, Texas and the County Auditor of Bastrop County, Texas.

E. Representatives. For purposes of implementing this contract and coordinating activities hereunder, the CITY and the Contracting Officer designate the following individuals, and whenever the contract requires submission of information or documents or notice to the CITY or the Contracting Officer, respectively, submission or notice shall be to these individuals:

For the CITY:

Chris Cannon
Mayor At-Large
City of Elgin
310 N. Main St./PO Box 591
Elgin, TX 78621
Tel: (512) 281-5724
Fax: (512) 285-5962
Email: mayor@ci.elgin.tx.us

For the Contracting Officer:

Bridgette Escobedo
Elections Administrator
Bastrop County
804 Pecan Street
Bastrop, TX 78602
Tel: (512) 581-7160
Fax: (512) 581-4260
Email: elections@co.bastrop.tx.us

F. Amendment/Modification. Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing, duly executed by the parties hereto. No official, representative, agent, or employee of the County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Bastrop County, Texas. No official, representative, agent, or employee of the CITY has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the CITY. Both the Contracting Officer and the CITY may propose necessary amendments or modifications to this Agreement in writing in order to conduct the Election smoothly and efficiently.

G. Entire Agreement. This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and

supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force and effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

H. Severability. If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and, parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

I. Third Party Beneficiaries. Except as otherwise provided herein, nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.

J. Mediation. Any controversy, claim or dispute arising out of or relating to this contract, shall be settled through mediation by the parties. The parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.023 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term “confidential” as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2017.

Chris Cannon
Mayor At-Large
City of Elgin
Elgin, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2017.

Paul Pape
County Judge
Bastrop County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2017.

Bridgette Escobedo
Elections Administrator
Bastrop County, Texas

EXHIBIT "A"

EARLY VOTING DATES, TIMES, AND LOCATIONS

Time Period:

Monday, April 24, 2017 through Tuesday, May 2, 2017

Main Location:

City of Elgin Public Library, 404 N. Main Street, Elgin, TX 78621

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
24 8:00 am – 5:00 pm	25 8:00 am – 5:00 pm	26 8:00 am – 5:00 pm	27 8:00 am – 5:00 pm	28 7:00 am – 7:00 pm
1 8:00 am – 5:00 pm	2 7:00 am – 7:00 pm	3	4	5

Voting by Mail:

Bridgette Escobedo, Bastrop County Elections Administrator, 804 Pecan Street, Bastrop, TX 78602

EXHIBIT "B"

CITY OF ELGIN ELECTION DAY POLLING LOCATION

Time Period:

Saturday, May 6, 2017

Main Location:

City of Elgin Public Library, 404 N. Main Street, Elgin, TX 78621

EXHIBIT "C-1"
ESTIMATED COST OF MAY 6, 2017 ELECTION
WITHOUT JOINT ELECTION

CITY OF ELGIN

Rental Fee for AutoMARK and Vote Tabulator (voting equipment)	\$11,938.06
Staff Time and Mileage, Early Voting Clerks, Election Judges & Clerks, and Ballot Board, Optical Ballots and Programming Expenses	
Election Kits & other precinct supplies	\$ 200.00
SUBTOTAL	\$12,138.06
10% ADMINISTRATIVE FEE	<u>\$ 1,213.81</u>
TOTAL	<u>\$13,351.87</u>

**AGREEMENT TO CONDUCT JOINT ELECTION BETWEEN
THE CITY OF ELGIN AND
ELGIN INDEPENDENT SCHOOL DISTRICT
FOR THE MAY 6, 2017 ELECTION**

**THE STATE OF TEXAS §
 §
COUNTY OF BASTROP §**

This Agreement to Conduct Joint Election (this “**Contract**”) is entered into by and among City of Elgin, a political subdivision of the State of Texas (the “**CITY**”), and Elgin Independent School District, a political subdivision of the State of Texas, (the “**ISD**”), each individually, a “**Party**” or, collectively, the “**Parties**,” pursuant to Chapter 271 of the Texas Election Code.

RECITALS

WHEREAS, the CITY and the ISD each expect to call an election to be held on May 6, 2017; and

WHEREAS, the CITY and the ISD desire to conduct such elections jointly pursuant to Chapter 271 of the Texas Election Code, and

WHEREAS, the CITY and the ISD desire to enter into a contract setting out the respective responsibilities of the Parties;

NOW, THEREFORE, the Parties agree as follows:

**ARTICLE I
PURPOSE**

1.01 The Parties have entered into this Contract to conduct a joint election on May 6, 2017. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places, and election procedures in order to best assist the voters of the Parties.

**ARTICLE II
JOINT ELECTION**

2.01 The Parties agree to conduct their respective May 6, 2017 elections jointly pursuant to Chapter 271 of the Texas Election Code. Specifically, the Parties agree to the use of common polling places for both early voting and election day. The Parties also agree that the election officers may be appointed to serve both elections and that a common ballot may be used where appropriate and that common equipment and ballot boxes may be used for both elections for all relevant purposes as provided in Chapter 271.

**ARTICLE III.
TERM**

3.01 Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract have been completed.

**ARTICLE IV
EACH PARTY RESPONSIBLE FOR ITS PRO RATA COST OF SERVICE AS BILLED**

4.01 The Parties acknowledge that they have each separately contracted for election services to be provided by Bastrop County Elections Administrator for the elections. All costs incurred by the Parties attributable to the coordination, supervision, and running of the election and incurred on behalf of the Parties, including expenses for supplies in connection with the election school(s), election supplies, wages paid for election workers, any paper ballots to be used for the election, and any other expenses reasonably and directly related to the election, including, without limitation, rental and programming of direct recording electronic voting devices and audio ballots shall be borne by the Parties based on their respective Election Services Agreement with the County Elections Administrator, and each Party will be responsible for their pro rata portion.

**ARTICLE V
GENERAL PROVISIONS**

5.01 This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Bastrop County, Texas.

5.02 In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been a part of the Contract.

5.03 This Contract constitutes the only agreement of the Parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

5.04 No amendment, modification, or alteration of this Contract shall be binding unless it is in writing, dated subsequent to the date of the Contract and duly executed by all of the Parties.

5.05 Any notice to be given hereunder by any party to the other shall be in writing and may be affected by personal delivery, by certified mail, or by common carrier. Notice to a party shall be addressed as follows:

ISD:

Dr. Jodi Duron
Superintendent of Schools
Elgin Independent School District
PO Box 351
Elgin, TX 78621

CITY:

Chris Cannon
Mayor
City of Elgin
PO Box 591
Elgin, TX 78621

Notice by hand-delivery is deemed effective immediately, notice by certified mail is deemed effective three days after deposit with a U.S. Postal Office or in a U.S. Mail Box, and notice by a common carrier, is deemed effective upon receipt. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this Section.

Executed to be effective the ____ day of _____, 2017.

DISTRICT:

BY: _____
Dr. Jodi Duron, Superintendent
Elgin Independent School District

Executed to be effective the ____ day of _____, 2017.

CITY:

BY: _____
Chris Cannon, Mayor
City of Elgin



**ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY**

ITEM:

Fiscal Year 2017 First Quarter Investment Report

DEPARTMENT: Finance

PROPOSED ACTION:

BACKGROUND:

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

RECOMMENDATION:

Accept Report

ATTACHMENTS:

First Quarter Investment Report

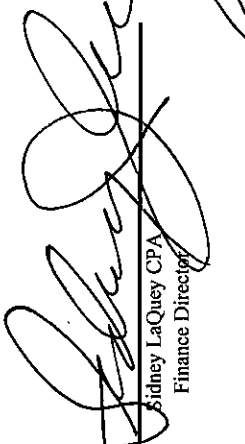
- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

3rd Quarter Investment Report

TYPE	FUND	ACCOUNT NAME	Ending 9/30/2016	Total of Deposits / (Withdrawals)	Interest	Ending 12/31/2016
Security Bank	99	Clearing Account	\$ 190,247.96	(119,655.85)	75.43	70,667.54
	018	Economic Development Corp.	10,032.14		6.31	10,038.45
	018	Schlortzkey's EDC (Pledged As Collateral)	61,673.16		153.34	61,826.50
		Sub-total	261,953.26	(119,655.85)	235.08	142,532.49
National Bank	99	Main Checking	1,293,590.12	1,490,464.71	2,207.52	2,786,262.35
	001	Court Security	31,633.42		55.69	31,689.11
	001	Police Equipment	1,951.00		3.44	1,954.44
	001	Court Technology	6,271.33		11.04	6,282.37
	002	Community Impact Fees-Water	103,094.17		181.53	103,275.70
	002	Community Impact Fees-Sewer	58,926.48		103.75	59,030.23
	003	General Fund Debt Service	5,661.46		9.96	5,671.42
	072	General - ATS Clearing	721,125.34	(29,303.01)	1,234.30	693,056.63
	002	USDA Rural Dev	1,005.51		1.77	1,007.28
	018	Economic Development Corp.	90,947.84	(24,089.65)	200.74	67,058.93
	018	EDC Sales Tax Reserve	34,378.96		60.83	34,439.49
	018	EDC CD Brique	40,800.00		145.00	40,945.00
Money Market	001	Money Market General Operations	3,506.63		6.09	3,512.72
	001	Money Market TIRZ #1	285,953.86		503.50	286,457.36
		Sub-total	2,678,846.12	1,437,072.05	4,724.86	4,120,643.03
TOTAL - DEPOSITS			2,940,799.38	1,317,416.20	4,959.94	4,263,175.52

<u>TYPE</u>	<u>FUND</u>	<u>ACCOUNT NAME</u>	<u>Ending 9/30/2016</u>	<u>Total of Deposits / (Withdrawals)</u>	<u>Interest</u>	<u>Ending 12/31/2016</u>
0001	002	CUSTOMER DEPOSITS	40,050.96	0.00	41.70	40,092.66
	002	UTILITY BOND RESERVE	227,999.59	0.00	237.40	228,236.99
	002	COMMUNITY IMPACT FEES-WATER	90,150.67	0.00	93.93	90,244.60
	002	COMMUNITY IMPACT FEES-SEWER	30,723.83	0.00	31.93	30,755.76
	018	ECONOMIC DEVELOPMENT CORP.	342,511.74	0.00	356.65	342,868.39
	003	GENERAL FUND DEBT SERVICE	55,084.95	0.00	57.32	55,142.27
	99	CONSOLIDATED OPERATING	549,039.36	0.00	571.68	549,611.04
		Sub-total	1,335,561.10	0.00	1,390.61	1,336,951.71
0002	01	GENERAL FUND	392,462.82	0.00	434.40	392,897.22
	02	W/W/W FUND	654,515.54	0.00	724.48	655,240.02
		Sub-total	1,046,978.36	0.00	1,158.88	1,048,137.24
0003	2015 CO's		5,204,478.66	(1,000,000.00)	10,313.00	4,214,791.66
	2016 CO'S		0.00	9,804,869.94	974.63	9,805,844.57
		Sub-total	5,204,478.66	8,804,869.94	11,287.63	14,020,636.23
		TOTAL - INVESTMENTS	7,587,018.12	8,804,869.94	13,837.12	16,405,725.18
		TOTAL - DEPOSITS AND INVESTMENTS	10,527,817.50	10,122,286.14	18,797.06	20,668,900.70

Signature 
 Sidney LaQuey CPA
 Finance Director



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Review and approve Street Closures in support of the Superhero 5K Fun Run; South Ave C – from Central Ave to West 11th, West 2nd – from Ave C to West 11th. West 11th from West 2nd to Ave C and Depot Street from Ave C to Main Street on March 7th from 8:00 a.m – 12:00 p.m on March 4, 2017

DEPARTMENT: Administration

PROPOSED ACTION:

Review and Approve

BACKGROUND:

These street closures listed above are for the facilitation of the third annual Superhero 5K Fun Run. The run is put on in cooperation with the Elgin Police Department, the Elgin Volunteer Fire Department and the Elgin Parks Department.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐included ☐not included in the current-year budget ☒N/A

RECOMMENDATION:

Staff recommends approving the street closures of South Ave C – from Central Ave to West 11th, West 2nd – from Ave C to West 11th. West 11th from West 2nd to Ave C and Depot Street From Ave C to Main Street on March 7th from 8:00 a.m – 12:00 p.m on March 4, 2017

ATTACHMENTS:

Map of Superhero 5K Fun Run

Letter From Jodi Lopez

- ☐ **Staff will be making a detailed presentation on this agenda item at the meeting.**
- ☐ **Staff will provide brief comments and answer questions on this item at the meeting.**
- ☒ **This is a routine procedural item and no presentation is planned for the meeting.**

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

January 30, 2017

City Council Members:

My name is Jodie Lopez. I am currently organizing The 3rd Annual SuperHero Run to Cure Diabetes 5k.

The 1st Annual SuperHero 5K was a tremendous success! We are hoping that this year's 5K will be even better than the last. Last year we were able to donate over \$7000.00 to The Juvenile Diabetes Research Foundation.

The 5k route will go from South Ave C – from Central Ave to West 11th, West 2nd – from Ave C to West 11th. West 11th from West 2nd to Ave C on March 7th from 8:00 a.m – 12:00 p.m on March 4, 2017. The Elgin Volunteer Fire Department has kindly offered to assist in road closures, as well. They've offered to help in any way they can for this event.

JDRF Austin Chapter and The Diabetes Research Foundation has partnered with me for the SuperHero 5k, and they are very excited the City of Elgin is helping in their mission to find a cure.

The SuperHero team is working hard to make this event a successful one. On behalf of the SuperHero team, we'd like to thank the City of Elgin for their support.

Sincerely,

Jodie Lopez
(512)229-6080



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Review and consider approving waving the open container ordinance and and park curfew ordinance in Elgin Memorial Park for the 29th Annual Elgin Volunteer Fire Department Cookout and Fundraiser from 12:00 pm Thursday April 6 to 12:00 am Sunday April 9 2017.

DEPARTMENT: Parks & Recreation

PROPOSED ACTION:

Review and Approve

BACKGROUND:

This cookout is an annual fundraiser in its 29th year of operation.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐included ☐not included in the current-year budget ☒N/A

RECOMMENDATION:

Approve waiving the ordinance

ATTACHMENTS:

Letter From EVFD

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional

information regarding this item are encouraged to contact the City Manager at their earliest convenience.



Good Afternoon,

I am requesting an open container and park curfew waiver at Elgin Memorial Park for the Elgin Volunteer Fire Departments 29th Annual BBQ Cook-off. I am requesting the waiver for the dates of April 6th through midnight April 8th. If you have any questions please feel free to contact me.

Thank you,
Amanda Horelica
ahorelica@yahoo.com
[512-289-3313](tel:512-289-3313)



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Review and consider approval of a request to waive the open container ordinance for the Taste the Town fundraiser on Thursday, April 20th from 5:30 to 8:00 p.m.

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approve a request to waive the open container ordinance for the Drive a Senior, Taste the Town fundraiser, to be held on Thursday, April 20, 2016 from 5:30 to 8:00 p.m. The event will take place on Main St. with multiple business hosting wineries and a distillery. Participating locations will span from the 200 block of North Main St. to the 200 block of South Main St. All wineries will have licensed servers and will obtain off-site permits from TABC.

BACKGROUND:

This is the fourth year for the event.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

RECOMMENDATION:

Review and approve the request to waive the open container ordinance for this event.

ATTACHMENTS:

Letter requesting waiver

☐ Staff will be making a detailed presentation on this agenda item at the meeting.

- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



(512) 281-6065 ~ P.O. Box 1368, Elgin, TX 78621 ~ elgin@driveasenior.org

January 26, 2017

Dear Mayor and City Council,

Drive a Senior – Elgin (DAS) would like to formally request an open-container waiver for our Taste the Town fundraiser the evening of Thursday, April 20 from 5:30 to 8:00 pm.

The event will take place on Main St. with multiple business hosting wineries and a distillery. Participating locations will span from the 200 block of North Main St. to the 200 block of South Main St. All participating wineries will have licensed servers and will obtain off-site permits from TABC prior to the event.

Local restaurants will also be stationed at various locations to provide finger foods to those who attend Taste the Town.

In addition to this being a fundraiser for DAS, we also want to drive traffic to local businesses. We will sell up to 175 tickets for the event.

This is the fourth year for the event (in this format) and all went well previous years. DAS will have a minimum of two volunteers at each location monitoring the crowd.

Thank you for your consideration in this matter.

Sincerely,

Erin Heine
Executive Director



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO PROCEED WITH THE ELGIN MEMORIAL PARK COURTS REVITALIZATION PROJECT IN PARTNERSHIP WITH FRONTIER BANK, TO UTILIZE FUNDS AS DESCRIBED, AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Parks & Recreation

PROPOSED ACTION:

Review and Approve

BACKGROUND:

The tennis courts located at 1127 N Main in Elgin Memorial Park have been in disrepair for some time now. Recently the City was contacted by local partner, Frontier Bank and their president Patrick Johnson with the interest to resurface the tennis courts and add a basketball feature to the space.

The Parks Department reserched methods of resurfacing the courts and contacted contractors interested in preforming the work. A cost Estimate was put together and a plan for implementation is in place.

Total project cost is estimated at \$36,685.80. Frontier Bank is willing to grant funding in support of this project and has approved \$15,000 in support , in exchange for Frontier Bank signage on the courts that are approved by the City. The remaining balance of \$21,685.80 would be the City's responsibility. While any available funds within the current-year Parks & Recreation operating budget will be devoted to this project, it is anticipated that the majority of the required funding will come from the proceeds of the 2015 Certificates of Obligation.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐included ☒not included in the current-year budget ☐N/A

RECOMMENDATION:

Staff is recommending approval of the budget amendments

ATTACHMENTS:

Staff memorandum

Tennis Court Resurfacing proposal

Tennis Court Fence Proposal

Resolution

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Memorandum

Date: January 20, 2017

To: Thomas L. Mattis, City Manager

Subject: Elgin Tennis Court Proposal



The following is provided in response to my department being asked to develop a proposal to work with community partners to upgrade the tennis courts at Memorial Park.

While there is an obvious need for significant overall repairs and resurfacing of the courts, our recommendation would also be to redesign the court area, utilizing that valuable park space for more events. There are three existing tennis courts, one would stay as a tennis court and get resurfaced, then we would repurpose one court for basketball and the third court would be multi-sport and an open play area. The fencing would also be updated as well. A coated chain link fence would be stretched over the existing poles to update the fence and safety standards.

Plan for resurfacing:

The Parks Department reached out to professionals in the field to get ideas on how to resurface the courts. After talking with several vendors listed below the parks department determined there is a savings by subbing out the two projects. Resurfacing the courts as one project and the fence work as another project.

Court Resurfacing bids:

Courtex Construction- \$24,500.00
Athletic Design Group- \$26,965.80
No fault Tennis Designs- No bid
Dobbs Tennis Construction- No bid

Fence company's bids:

Rohlack Services -\$12,260.00
Woolery Custom Fence- \$9,720.00
Viking Fence Company – No bid
Patriot Fence Company –No bid

Plan for implementation:

I recommend using Athletic design group for the resurfacing, as they have slightly better product and application, also the basketball hoops they will be using are better and more durable. I recommend using Woolery Custom Fence for the new fencing, as they have proposed a competitive price for quality material. **The total for this project would be \$36,685.80.**

I also recommend stating this project as soon as funding is complete. I anticipate 30 days for installation of both projects, and having the tennis courts and basketball courts complete for summer recreation programming would be a big help to the department.

Please let me know if you have any questions.



December 29, 2016

City of Elgin Parks and Recreation Department
Attn: Michael Gonzalez
PO Box 591
Elgin, Texas 78621
832-997-7260

Thank you for allowing us the opportunity to work with you. The condition of the existing concrete on the third court furthest West in the battery negates the ability to effectively resurface and make the court playable. While resurfacing is possible, the extensive shifting and slumping would not provide a suitable foundation and would most likely crack the new surfacing rather quickly. The two remaining courts in the battery could be floated and patched in order to provide a smooth foundation for the resurface.

Project – Convert existing 150' x 120' Tennis Courts to (1) Basketball Court and (1) Tennis Court

Size Options: (1) 40' x 78' Tennis Court AND (1) 50' x 84' (HS and NCAA) OR 50' x 94' (NBA) Basketball Court

Site Preparation: Remove existing tennis net poles on one court and cut off existing steel poles from rebounder wall. Demo existing concrete in two locations to place new hoop anchors. Excavate hoop anchor locations to 48" below court level. Remove vegetation, soil, and debris from expansion joints. Pressure wash entire 100' x 120' surface

Concrete/Court Patch: Fill net post holes, rebounder post holes, and feather into existing concrete. Patch and feather damaged concrete on Southwest corner of middle court. Pour concrete and set hoop anchors on new basketball court. Concrete shall be five-sack and reach 3,500 psi at 28 days. Patch and feather existing cracks to provide uninterrupted surface for acrylic system.

Acrylic System:

- All Surface Products by Sport Master U.S.A. or Acrytech
- Allow concrete to cure for 3 days after water vapor is removed.
- Apply phosphoric acid mixed with water to neutralize concrete.
- Hydro-spray entire surface with water to remove any latent material.
- Apply Acrylic Adhesion Promoter.
- Flood court with water. Allow water to stop draining and mark any area deeper than 1/8". Fill area with Court Patch Binder product to reinforce depressions.
- Grind all patched areas to feather into surface.
- Apply one coat of acrylic resurfacer fortified with #4 sand. This provides the court with an even texture.
- Apply two coats of Color surface. This provides a medium-speed playing surface.
- Court color to be determined by owner.
- Paint 2" wide white lines according to the U.S.T.A./NCAA or NBA regulations.

Fencing: Remove existing fabric and haul away. Install 540' L of new 10' H Black Vinyl coated fabric. Build new gate on Northeast corner and repair gate on Southwest Corner.

150' x 120' Resurface with Basketball Court Conversion (18,000 sq. ft.):

Site prep:	\$ 1,500.00
Concrete Fill / Patch and install Hoop Anchors:	\$ 2,600.00
Acrylic Surfacing @ \$ 0.85 / Sq. Ft.:	\$ 15,300.00
New Tennis Net Poles, Net, and Net Adjustment System:	\$ 595.00
(2) Mega Slam XL Basketball Systems w/ padding @ \$2,199.00 ea:	\$ 4,398.00
Sub-Total	\$ 24,393.00
Shipping:	\$ 772.80
Hoop Installation:	\$ 1,800.00
Sales Tax:	\$ Exempt
Total:	\$ 26,965.80

If you should have any questions, I'm available at your convenience. I look forward to working with you and equipping your community with the ultimate sports amenities.

Thank you,

Spencer Gunn
(O) 281-456-2477 (M) 713-446-3380 (F) 281-456-2481
spencer@athleticdesigngroup.com

**WOOLERY CUSTOM FENCE CO.**

P.O. BOX 986

ELGIN, TX 78621

PROPOSAL

DATE	PROPOSAL #
1/17/2017	5466

NAME / ADDRESS
CITY of ELGIN P.O. Box 591 Elgin, Texas 78621 ph: 512-285-6190 cell: 512-748-4402 email: mgonzalez@ci.elgin.tx.us

PROJECT #	ATT:	PROJECT
	Michael	Park Tennis Court

DESCRIPTION	QTY
10'H BLACK CHAIN LINK FENCE INCLUDES: ----- 1-3/4" Diamond Size 9ga Core / 8ga Finish Chain link, Black Coated 1-5/8" Top Rail 7ga finish Black Bottom Tension Wire EXCLUSIONS: ----- Removal of old top rail and chain link	540
** Minority Certification #'s** WBE & DBE Code -- WOO7143440 Texas HUB VID # - 1742794088100	TOTAL \$9,720.00

SIGNATURE: _____

Phone #	Fax #	E-mail	Web Site
512-281-2186	512-233-5396	hids@woolervfence.com	www.woolervcustomfence.com

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING
THE CITY MANAGER TO PROCEED WITH THE ELGIN
MEMORIAL PARK COURTS REVITALIZATION PROJECT IN
PARTNERSHIP WITH FRONTIER BANK, TO UTILIZE FUNDS AS
DESCRIBED, AND MAKING CERTAIN FINDINGS RELATED
THERE TO**

WHEREAS, the City of Elgin provides for a wide range of recreation activities and maintains a variety of public parks and park facilities, including Elgin Memorial Park; and,

WHEREAS, one such facility located at Elgin Memorial Park are tennis courts; and,

WHEREAS, city staff and Frontier Bank of Elgin have cooperatively agreed on a project to enhance and revitalize the existing tennis courts, converting them to a multi-use court facility that will include a new basketball court and tennis court; and,

WHEREAS, Frontier Bank of Elgin has also agreed to partner with the City and share in the costs associated with this upgrade in support of the community and its citizens.

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

Section 1. The Elgin City Council does hereby support the Elgin Memorial Park Court Revitalization Project that will resurface and upgrade the existing tennis courts; and converting them to a multi-use court facility that will include a new basketball court and tennis court.

Section 2. The total estimated cost for this project will be \$36,685.80, with Frontier Bank of Elgin donating \$15,000 and the City funding the balance (\$21,685.80) from proceeds from the 2015 Certificates of Obligation as necessary.

Section 2. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 7th day of February, 2017.

CHRIS CANNON, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE A COOPERATIVE AGREEMENT WITH ELGIN 384, L.P. FOR THE SHARING OF COSTS RELATED TO THE CONSTRUCTION OF SARATOGA FARMS BOULEVARD AND A SECTION OF LEE DILDY BOULEVARD AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Administration

PROPOSED ACTION:

Approval of a cost-sharing agreement with the developers of the Saratoga Farms residential project that will facilitate the construction of a greatly enhanced boulevard south of and parallel to US Highway 290, said road being the first phase of what eventually will become Lee Dildy Boulevard.

BACKGROUND:

See attached staff memorandum

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐included ☒not included in the current-year budget ☐N/A

RECOMMENDATION:

Adoption of the Resolution and approval of the cost-sharing agreement with the developers of the Saratoga Farms as presented by staff.

ATTACHMENTS:

Resolution

Staff memorandum

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE
MAYOR TO EXECUTE A COOPERATIVE AGREEMENT WITH ELGIN 384, L.P.
FOR THE SHARING OF COSTS RELATED TO THE CONSTRUCTION OF
SARATOGA FARMS BOULEVARD AND A SECTION OF LEE DILDY
BOULEVARD AND MAKING CERTAIN FINDINGS RELATED THERETO**

WHEREAS, the City of Elgin, Texas (the “City”) has authorized the Lee Dildy Construction Project that will include the construction of Lee Dildy Boulevard and the extension of Saratoga Farms Boulevard and Roy Rivers Boulevard with appropriate road, drainage, and utility improvements; and,

WHEREAS, the City and Elgin 384 L.P. (the “Developer”) desire to co-operate in the construction of a portion of Lee Dildy Boulevard and Saratoga Farms Boulevard (“the Project”) which will be mutually beneficial to the both entities; and,

WHEREAS, the City agrees to reimburse Developer for a portion of the costs to design and construct the Project; and,

WHEREAS, the City and Developer now wish to memorialize their respective duties and obligations with respect to the Project.

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

Section 1. That the above recitals are true and correct; and the Mayor is authorized to execute an Agreement with Elgin 384 L.P. to define terms and conditions for reimbursement to the Developer for a portion of the costs to design and construct the Project, a copy of said Agreement being attached hereto and made part of this Resolution as if copied verbatim therein.

Section 2. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 7th day of February, 2017.

CHRIS CANNON, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary

Memorandum

Date: January 30, 2017

To: Mayor and City Council

Subject: Saratoga Farms Cost-Sharing Agreement



This item as listed on the February 7 Regular Council Meeting Agenda ("A RESOLUTION . . . AUTHORIZING THE MAYOR TO EXECUTE A COOPERATIVE AGREEMENT WITH ELGIN 384, L.P. FOR THE SHARING OF COSTS RELATED TO THE CONSTRUCTION OF SARATOGA FARMS BOULEVARD . . ."), is for formal authorization of a public-private partnership with Elgin 384, L.P. that will result in construct of an extension of Saratoga Farms Boulevard - and the first phase of what eventually will become Lee Dildy Boulevard.

Elgin 384, L.P. is the developer of Saratoga Farms, a residential development currently under construction in the southwest section of the city that is ultimately planned for over 400 single-family homes. In compliance with city code, the developers are required to construct a public road providing access to said development. However, the City Tax Increment Reinvestment Zone No. 1 (TIRZ) has specified that this roadway would be a greatly enhanced and wider (5-lane) boulevard made of concrete, with sidewalks and decorative street lighting - a project that far-exceeds the minimum construction requirements of the developer. As such, the staff is proposing a cost-sharing agreement between the parties, whereby the City will provide the cost differential between the minimum-required road and the road designated by the approved TIRZ Plan.

The preliminary estimate for total project costs is \$680,000; with the developers being responsible for approximately \$240,000 of that costs, leaving the anticipated cost to the City of approximately \$440,000. Final actual costs will be determined after the project is bid and constructed.

As was contemplated since the creation of the TIRZ as approved by the City Council and Bastrop County, it is anticipated that TIRZ revenues will fund this project.

The agreement document was prepared by the City Attorney and reviewed with the appropriate city staff.

A handwritten signature in blue ink, appearing to read "T. Mattis".

Thomas L. Mattis
City Manager



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE EXPENDITURE OF \$12,000 BY THE ELGIN ECONOMIC DEVELOPMENT CORPORATION FOR STANSBURY PUBLIC RELATIONS AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Administration

PROPOSED ACTION:

Approve a \$12,000 expenditure by the Elgin Economic Development Corporation (EDC) to hire a public relations firm to market the City. According to Texas Local Government Code the City Council has to approve any expenditure over \$10,000 by the Elgin EDC.

BACKGROUND:

The EDC Director worked with the Community Development Director and the Elgin Chamber to hire a marketing/PR firms to assist with attracting new businesses, tourists and events to the City of Elgin. The PR firm will also assist with media training, key messages, talking points, and press releases. The EDC will also receive a list of media outlets where we can send news on events going on in Elgin along with any updated news.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐included ☐not included in the current-year budget ☒N/A

RECOMMENDATION:

ATTACHMENTS:

Resolution

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. 2017-01-07-

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE EXPENDITURE OF \$12,000 BY THE ELGIN ECONOMIC DEVELOPMENT CORPORATION FOR STANSBURY PUBLIC RELATIONS 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 \$12,000 to pay for Stansbury Public Relations to assist with marking and public relations for the City of Elgin; 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 \$12,000 for Stansbury Public Relations.

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 ____ day of _____, 2017.

CITY OF ELGIN, TEXAS

By: _____
Chris Cannon, Mayor

ATTEST:

By: _____
Amelia Sanchez, City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consideration of appointments of Renee Girling, Stacey Gruetzner, Jamie Hausladen, and Theresa McShan to the Main Street Board for terms to expire on December 31, 2018.

DEPARTMENT: Community Development

PROPOSED ACTION:

Consider staff recommendations for appointments to the Main Street Board.

BACKGROUND:

Renee Girling, Stacey Gruetzner, Jamie Hausladen, and Theresa McShan are serving on the Main Street Board, and volunteer with the Hogeye Festival as well as other downtown events and programs. The Main Street Board is appointed to implement the downtown revitalization program utilizing the National Main Street Four Point Approach.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

RECOMMENDATION:

Appoint Renee Girling, Stacey Gruetzner, Jamie Hausladen, and Theresa McShan to serve on the Main Street Board for terms to expire December 31, 2018.

ATTACHMENTS:

Mallon application

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.

● **This is a routine procedural item and no presentation is planned for the meeting.**

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

Application for Community Boards

Step 1

First Name	Joe
Last Name	Mallon
Telephone	512-658-4030
Telephone	210-387-5255
Telephone	<i>Field not completed.</i>
Address	2949 FM 1704
City	Elgin
State	TX
Zip Code	78621
Mailing Address	2949 FM 1704
City	Elgin
State	TX
Zip Code	78621
Email Address	Jpm6561@yahoo.com
Is email a way of contacting you promptly?	Yes
If not, how?	Text-7-512-658-4030
Which of the Following Boards or Commissions Would You Like to Serve On	Main Street Board
If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	<i>Field not completed.</i>

Reference 1	Main Street Board
Email Address	Jpm6561@yahoo.com
Address	2949 FM 1704
City	Elgin
State	TX
Zip Code	78621
Phone Number	512-658-4030
Fax Number	<i>Field not completed.</i>
Reference 2	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Reference 3	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>

Occupation and/or Area(s) of Expertise	Inspector with the Texas Dept. Of Agriculture
Education	BA-Geography
Additional Pertinent Information	
Do you reside within the City Limits of Elgin?	Yes
If yes, how long?	<i>Field not completed.</i>
What Ward?	<i>Field not completed.</i>
Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	<i>Field not completed.</i>
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	<i>Field not completed.</i>
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	<i>Field not completed.</i>
Why would you like to serve on the selected Board or Commission?	Giving time to the community is important to me.
Do you or your employer have any business dealings with the	No

City of Elgin that might present
a conflict of interest?

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

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

Do you agree to complete any training necessary for the Board or Commission? Yes

How did you hear of the available position(s)? Ms. Amy Miller

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

Signature of Applicant Josep Mallon

Date 8/24/2016



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consideration of appointment of Kay Silkenson to the Library Advisory Board.

DEPARTMENT: Administration

PROPOSED ACTION:

Consideration of staff recommendation to re-appoint of Kay Silkenson to the Library Board.

BACKGROUND:

Ms. Silkenson's current term expired December 2016 and she has requested re-appointment to another term on the Library Board. the Library Director supports and recommends this re-appointment

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐included☐not included in the current-year budget☒N/A

RECOMMENDATION:

Appointment of Kay Silkenson to the Library Board

ATTACHMENTS:

Email

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☒ Staff will provide brief comments and answer questions on this item at the meeting.
- ☐ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional

information regarding this item are encouraged to contact the City Manager at their earliest convenience.

From: Kay Silkenson [mailto:ksilk1@yahoo.com]
Sent: Thursday, December 29, 2016 12:30 PM
To: Amelia Sanchez <asanchez@ci.elgin.tx.us>
Subject: Library Board

I am officially notifying the City that I wish to serve another term on the Library Board. Thank you.

Kay Silkenson

*EVERYTHING WILL BE OK IN THE END, IF
IT'S NOT OK, IT'S NOT THE END*



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Adjourn into Executive Session pursuant to Section § 551.074 to deliberate the appointment, employment, evaluation, reassignment, or duties of a public officer or employee, to wit: City Manager and Department Heads

DEPARTMENT: Administration

PROPOSED ACTION:

Consider information presented by staff, Mayor, Councilmembers, and/or City Attorney in Executive Session

BACKGROUND:

Under Texas Open Meetings law, there are seven exceptions that generally authorize closed meetings, also known as "Executive Sessions." The exceptions include discussions involving: (1) purchase or lease of real property; (2) security measures; (3) receipt of gifts; (4) consultation with attorney; (5) personnel matters; (6) economic development; and (7) certain homeland security matters. However, any and all final actions, decisions, or votes of the Elgin City Council related to such Executive Session items will be made in an open meeting

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐included ☐not included in the current-year budget ☒N/A

RECOMMENDATION:

Direction to staff and/or City Attorney as appropriate on matters discussed in Executive Session

ATTACHMENTS:

- ☐ Staff will be making a detailed presentation on this agenda item at the meeting.
- ☐ Staff will provide brief comments and answer questions on this item at the meeting.
- ☒ This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.