AGENDA
ELGIN CITY COUNCIL
SPECIAL MEETING
MONDAY, AUGUST 14, 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**

V. **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.

VI. **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. Discussion and possible action regarding a request waving the noise ordinance for the Sacred Heart Catholic Church annual fiesta, to be held at the Elgin Memorial Park, 1127 N Main Street, on Saturday, September 2nd, 2017, from 12:00 pm to Monday, September 4th, 2017, 10:00 p.m.
2. Discussion and possible action regarding a request from Sacred Heart Catholic Church to waive the Open Container Ordinance at the Elgin Memorial Park, 1127 N Main Street for the annual fiesta to be held on Saturday, September 2nd, 2017 from 12:00 p.m. to Monday, to September 4th, 2017 10:00 p.m.

VII. **PRESENTATIONS**

1. Presentation by the City Manager of the Proposed FY2017-18 City of Elgin Annual Budget for all city funds and programs

VIII. **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.

None

IX. **RECONVENE**

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

X. **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 August 10, 2017 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:
Discussion and possible action regarding a request waving the noise ordinance for the Sacred Heart Catholic Church annual fiesta, to be held at the Elgin Memorial Park, 1127 N Main Street, on Saturday, September 2nd, 2017, from 12:00 pm to Monday, September 4th, 2017, 10:00 p.m.

DEPARTMENT:
Parks & Recreation

PROPOSED ACTION:
Approve the request for waving the noise ordinance for the Sacred Heart Catholic Church annual fiesta, to be held on at the Elgin Memorial Park, 1127 N Main Street, on Saturday, September 4th, 2017 form 12:00 p.m. to Monday, September 4th, 2017, 10:00 p.m.

BACKGROUND:
The Sacred Heart Catholic Church will be having their annual fiesta at the Elgin Memorial Park, 1127 N Main Street and they are requesting that the Council waive the noise ordinance for this event.

BUDGET/FINANCIAL IMPACT:
Funding for this item was ◉ included ○ not included in the current-year budget ○ N/A

RECOMMENDATION:
Approve waiving of the Noise Ordinance.

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:
Discussion and possible action regarding a request from Sacred Heart Catholic Church to waive the Open Container Ordinance at the Elgin Memorial Park, 1127 N Main Street for the annual fiesta to be held on Saturday, September 2nd, 2017 from 12:00 p.m. to Monday, to September 4th, 2017 10:00 p.m.

DEPARTMENT: Parks & Recreation

PROPOSED ACTION:
Approve a request from Sacred Heart Catholic Church to waive the Open Container Ordinance at the Elgin Memorial Park, 1127 N Main street for the annual fiesta to be held on Saturday, September 2nd, 2017 from 12:00 p.m. to Monday, September 4th, 2017 10:00 p.m.

BACKGROUND:
The Sacred Heart Catholic Church is having their annual fiesta at the Elgin Memorial Park, 1127 N Main Street, and they are requesting the Council waive the open container ordinance for the annual fiesta.

BUDGET/FINANCIAL IMPACT:
Funding for this item was ◉ included ○ not included in the current-year budget ○ N/A

RECOMMENDATION:
Approve the request from Sacred Heart Catholic Church to waive the Open Container Ordinance at the Elgin Memorial Park, 1127 N Main street for the annual fiesta to be held on Saturday, September 2nd, 2017, from 12:00 p.m. to Monday, September 4th 2017, 10:00 p.m.

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:
Presentation by the City Manager of the Proposed FY2017-18 City of Elgin Annual Budget for all city funds and programs

DEPARTMENT:
Administration

PROPOSED ACTION:
This item is for presentation of the proposed FY2017-18 City of Elgin Annual Budget by the City Manager

BACKGROUND:
In accordance with the Elgin City Charter, the City Manager does hereby 'submit a balanced annual budget not later than forty-five (45) days prior to the end of the current fiscal year to the council for review, consideration, and revision, if desired. The council shall call a public hearing on the budget in accordance with the state laws.' The budget document will be presented and distributed to Council at the meeting.

BUDGET/FINANCIAL IMPACT:
Funding for this item was ○ included ○ not included in the current-year budget ◉ N/A

RECOMMENDATION:
This item is for presentation only; no action requested or anticipated by Council at this time. Further deliberations by the Council will take place over the next two months in accordance with the Budget Development Calendar (copy attached).

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.

Memorandum

Date: April 24, 2017

To: Mayor and City Council
Department Heads

Subject: Calendar for Formulation and Adoption of FY2017-18 Annual Operating Budget and Five-Year Capital Plan

Following is a projected schedule relating to the development and formal adoption of the *2017 Five-Year Capital Plan* and the *FY2017-18 Annual Operating Budget* for the City of Elgin in accordance with the City Charter and applicable state law:

APRIL

Thursday, April 20, 2017.……..Briefing of departmental staff by Director of Finance on the budget development process and new automated system for submission of budget requests

Friday, April 21, 2017…….Deadline for submission of departmental requests for inclusion in the Proposed *2017 Five-Year Capital Plan*

MAY

Tuesday, May 2, 2017……..…..…...**Presentation of Proposed 2017 Five-Year Capital Plan**
(Regular Council Meeting) **to Mayor and City Council by City Manager**

Tuesday, May 16, 2017.....……....City Council 5YRCP Review/ Work Session *(tentative*)*
(Special Called Meeting)

Wednesday, May 31, 2017…….Deadline for submission of all departmental requests for funding within the Proposed *FY2017-18 Annual Operating Budget*

JUNE

Tuesday, June 6, 2017.……..... Public Hearing on Proposed *2017 Five Year Capital Plan*
(Regular Council Meeting)
…….……City Council Resolution formally adopting the 2017 Five-Year Capital Plan

Monday, June 12 through
Friday, July 14, 2017……..…….....Review and consideration of departmental budget requests by City Manager, Director of Finance, and applicable Department Heads (as needed)

AUGUST

Tuesday, August 1, 2017……....**Presentation of Proposed FY2017-18 Annual Operating**
(Regular Council Meeting) **Budget to Mayor & City Council by City Manager**

AUGUST (continued)

Wednesday, August 2, 2017……Publish General Budget Summary and Notice of Public Hearing on Proposed Budget on August 22

Tuesday, August 8, 2017…..……...Council Budget Review/Work Session *(tentative*)*

Wednesday, August 9, 2017……Publish Effective Property Tax Rate & Rollback Calculation

Tuesday, August 15, 2017…..…….....Council Budget Review/ Work Session *(tentative*)*

Tuesday, August 22, 2017…….....Public Hearing on Proposed FY2017-18 Annual Budget

(Special Called Meeting)…...…...**First Reading** of Appropriations Ordinance Adopting FY2017-18 Annual Operating Budget

Tuesday, August 29, 2017…..……...Council Budget Review/ Work Session *(tentative*)*

SEPTEMBER

Tuesday, September 5, 2017.……...**Second Reading** of Appropriations Ordinance and Final Adoption of FY2017-18 Annual Operating Budget

(Regular Council Meeting)

……Second Public Hearing on Proposed Budget *(if desired*)*

Wednesday, September 27, 2017…....Deadline established by City Charter for final adoption of FY2017-18 Annual Operating Budget
("The budget shall be finally adopted not later than three {3} calendar days prior to the end of the fiscal year")

Sunday, October 1, 2017……..…….....Beginning of FY2017-18 Fiscal Year

Please let me know at your earliest convenience if you have any comments or questions; or require additional information regarding the budget development process.

Thomas L. Mattis
City Manager

***Tentative dates for Council Budget Work Sessions. Actual number and schedule for work sessions to be determined by City Council.**