



**AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 5, 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

1. PUBLIC HEARING ON PROPOSED ZONING CHANGE REQUEST SUBMITTED BY DUPY BROTHERS ELGIN, LLC FOR THEIR PROPERTY LOCATED IN A59 ELIZABETH STANDIFER, ACRES 2.2010, AT 690 WEST HIGHWAY 290, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING DESIGNATIONS FROM C-3 HIGHWAY COMMERCIAL DISTRICT TO I- GENERAL INDUSTRIAL DISTRICT WITH SPECIAL CONDITIONS.
2. A Public Hearing on the Proposed 2017-2018 City of Elgin Annual Budget for all city funds and programs.
3. A Public Hearing on the City of Elgin Ad Valorem (Property) Tax Rate proposed for FY2017-18 of \$.656916 per \$100 valuation

Close PUBLIC HEARING and Reconvene REGULAR MEETING

VI. 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.

VII. PRESENTATIONS

1. Introduction of New City Employee: Public Works - Joe Parten

- Christopher "Shane" Watson

2. A Proclamation recognizing National Hispanic Heritage Month in the City of Elgin - September 15 to October 15

VIII. CITY MANAGER'S REPORT

1. Monthly Departmental Activity Reports - July
2. General Activity Report and/or Project Update

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. AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTY TO CITY COUNCIL WARD AREA NO. 3; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND CONFLICTING ORDINANCES OR RESOLUTIONS
2. Approval of a request to close Depot Street from Avenue C to Main Street Friday, October 27, for the Hogeye Festival Street Dance.
3. A Resolution supporting the submission of the grant application by the Elgin Police Department for the Rifle-Resistant Body Armor Grant to the Office of the Governor
4. City Council Regular Meeting Minutes - August 1, 2017

X. UNFINISHED BUSINESS

1. Review and discussion of the proposed FY2017-18 City of Elgin Annual Budget as presented by the City Manager; including but not limited to the possible discussion of any and all city departments, staffing, services, programs, taxes, fees, utility rates, and funding related thereto
2. AN ORDINANCE ESTABLISHING GENERAL RULES AND PROCEDURES, INCLUDING APPOINTMENTS, TERM LIMITS, AND RELATED MATTERS FOR ALL BOARDS AND COMMISSIONS OF THE CITY OF ELGIN, TEXAS; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

XI. NEW BUSINESS

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN ELGIN PARK TERMS OF USE AGREEMENT WITH THE FRIENDS OF ELGIN PARKS; AND PROVIDING FOR RELATED MATTERS.

2. AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS I GENERAL INDUSTRIAL DISTRICT, WITH SPECIAL CONDITIONS, THE PROPERTY BEING APPROXIMATELY 2.201 ACRES OUT OF THE ELIZABETH STANDIFER ABSTRACT NO. A59, CITY OF ELGIN, BASTROP COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.
3. Discussion and action to authorize the City Manager to enter into a Broker of Record Agreement for Employee Benefits with Frost Bank.
4. Discussion and action to authorize the City Manager to enter into a Broker of Record Agreement for Voluntary Employee Benefits with Colonial Life Insurance.
5. Discussion and action for approval of a contract for Election Services between the Elections Administrator of Bastrop County and the City of Elgin for the November 7, 2017 Election.

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.

None

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:

PUBLIC HEARING ON PROPOSED ZONING CHANGE REQUEST SUBMITTED BY DUPY BROTHERS ELGIN, LLC FOR THEIR PROPERTY LOCATED IN A59 ELIZABETH STANDIFER, ACRES 2.2010, AT 690 WEST HIGHWAY 290, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING DESIGNATIONS FROM C-3 HIGHWAY COMMERCIAL DISTRICT TO I- GENERAL INDUSTRIAL DISTRICT WITH SPECIAL CONDITIONS.

DEPARTMENT: Planning & Development

PROPOSED ACTION:

None.

BACKGROUND:

The Planning and Zoning Commission held the first of two public hearings regarding this zoning change request on August 28, 2017. This is the second of the two required public hearings. The owners of the property have requested that the property be granted the zoning designation of I-General Industrial District and in addition to the uses specified in I-General Commercial District, the property may also be able to utilize all uses as specified in C-3 Highway Commercial District.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Hear public comments on the proposed zoning change for the property owned by Dupy Brothers Elgin, LLC located in Abstract No. A59 Elizabeth Standifer, Acres 2.201, at 690 West Highway 290, City of Elgin, County of Bastrop, Texas.

ATTACHMENTS:

Zoning Change Request
Planning & Zoning Agenda
Map

- ☐ 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.

DUPY BROTHERS ELGIN LLC
1905 Shadow Brook Circle Round Rock TX 78681
512.914.2015 direct: wdupyranch@yahoo.com

July 17, 2017

Mr. Gary Cooke
City of Elgin
Planning and Development
1135 Swenson Blvd
Elgin TX 78621

**RE: REQUEST FOR ZONING MODIFICATION
690 HWY 290 W ELGIN TX 78621**

Dear Mr. Cooke,

My brother Fred Dupy and I thank you for meeting with me and Roy Pool concerning the property located at 690 Highway 290 West in Elgin.

Each of us sincerely appreciate your assistance in properly requesting a zoning modification for the property noted above.

The property is currently classified as a DIVISION 8 C-3 Highway Commercial District property and is subject to use restrictions and area regulations associated with the classification.

As owners of the property, Fred and I request that the property additionally be classified a DIVISION 9 I General Industrial District property and its associated uses and regulations.

Please find the required application form and fee to initiate our request.

William Dupy

DUPY BROTHERS ELGIN LLC
William Dupy
1905 Shadow Brook Circle
Round Rock TX 78681
512.914.2015



AGENDA
ELGIN PLANNING AND ZONING COMMISSION
PUBLIC HEARING/ REGULAR MEETING
MONDAY, AUGUST 28, 2017, 6:30 P.M.
CITY HALL ANNEX COUNCIL CHAMBERS
310 NORTH MAIN STREET

CALL TO ORDER

PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda. Speaker comments are limited to three (3) minutes. No formal action can be taken on items not posted on the agenda. 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 Commission Member, member of Staff, other individual or group.

CONSENT

1. Approval of minutes, July 31, 2017.

UNFINISHED BUSINESS

1. NONE.

NEW BUSINESS

1. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY DUPY BROTHERS ELGIN LLC, OWNERS OF THE PROPERTY LOCATED IN A59 ELIZABETH STANDIFER, ACRES 2.2010, AT 690 WEST HIGHWAY 290, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING DESIGNATION FROM C-3 TO I-GENERAL INDUSTRIAL DISTRICT WITH SPECIAL CONDITIONS.

EXECUTIVE SESSION

The board may 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.

RECONVENE

The board returns to open session for possible discussion and action as a result of the Executive Session.

ANNOUNCEMENTS

ADJOURNMENT

NOTICE

I, Gary N. Cooke, Director Planning & Development for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before the 10th of August, 2017 before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code. The Elgin City Council will hold a public hearing on item #1 on Tuesday, September 5, 2017 at 7:00 pm in the City Hall Annex Council Chambers.

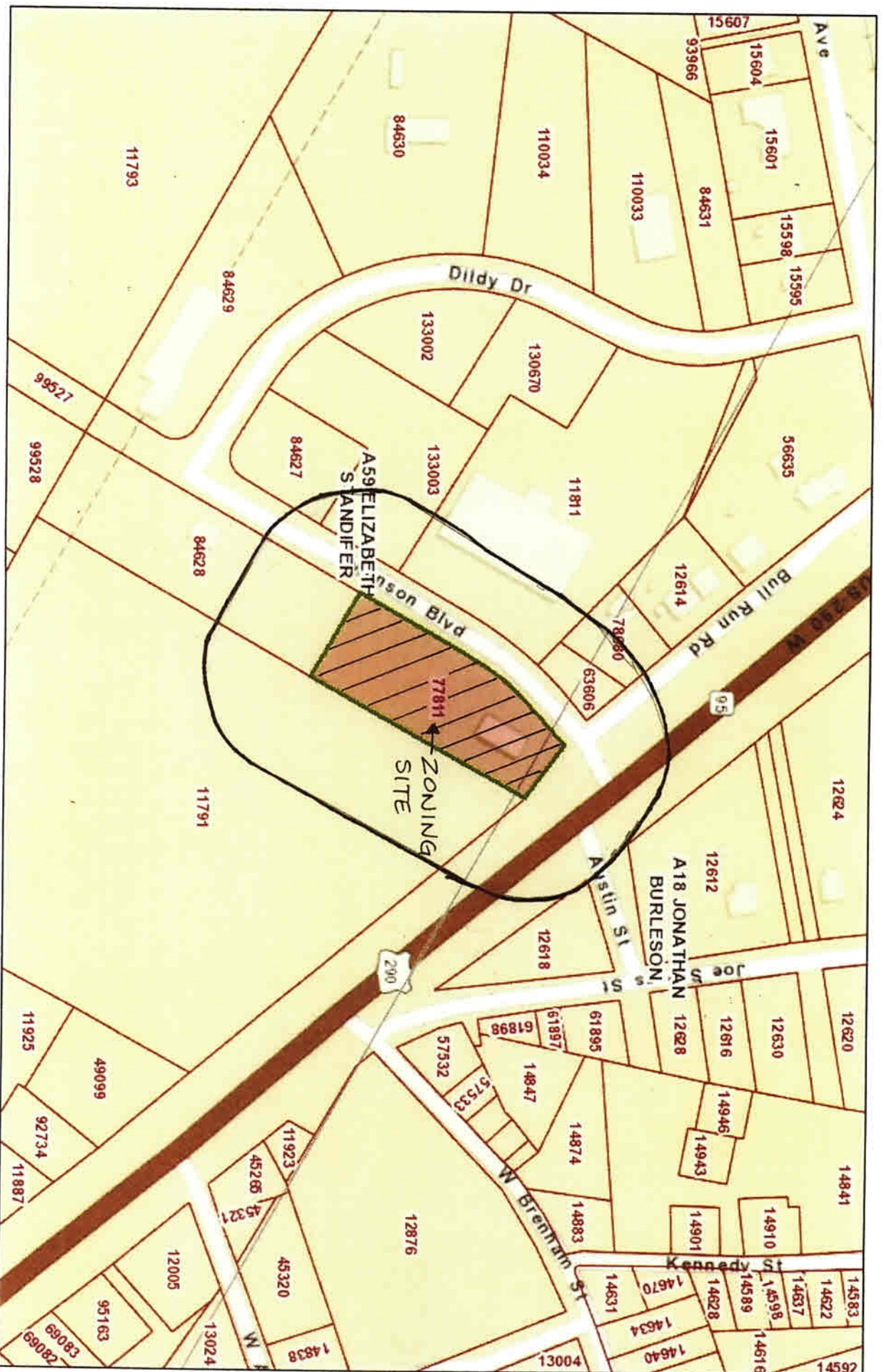
Gary N. Cooke

Gary N. Cooke, Director Planning & Development

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Para informacion en espanol favor de llamar 512-281-0119. Servicios de traduccion disponible en la reunion.

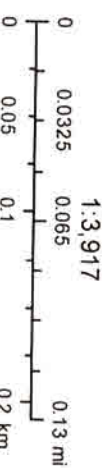
690 West Highway 290



August 3, 2017

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.

- Parcels
- Abstracts



Sources: Esri, HERE, DeLorme, USGS, Imagery, Mapbox, Swatch, © 2017, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A Public Hearing on the Proposed 2017-2018 City of Elgin Annual Budget for all city funds and programs.

DEPARTMENT: Administration

PROPOSED ACTION:

Receive public comments on the FY2017-18 Annual Operating Budget as proposed by the City Manager

BACKGROUND:

The FY2017-18 City of Elgin Annual Operating Budget was presented to the City Council by the City Manager on August 14. In accordance with the City Charter and applicable state law, the City Council is conducting this Public Hearing prior to considering the budget for formal adoption. A copy of the City Manager's Budget Message is included with this agenda item. A copy of the entire proposed budget is available at City Hall during normal business hours or on the city's website at <http://elgintx.com>

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Receive public comments on the FY2017-18 Annual Operating Budget as proposed by the City Manager

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:

A Public Hearing on the City of Elgin Ad Valorem (Property) Tax Rate proposed for FY2017-18 of \$.656916 per \$100 valuation

DEPARTMENT: Administration

PROPOSED ACTION:

Receive public comments on the proposed Ad Valorem (Property) Tax Rate of \$.656916 per \$100 valuation in support of the FY2017-18 Annual Operating Budget as proposed by the City Manager

BACKGROUND:

The FY2017-18 City of Elgin Annual Operating Budget was presented to the City Council by the City Manager on August 14. In accordance with the City Charter and applicable state law, the City Council is conducting this 1st Public Hearing prior to considering the proposed property tax rate for formal adoption. A copy of the City Manager's Budget Message and related tax rate information is included with this agenda item. A copy of the entire proposed budget is available at City Hall during normal business hours or on the city's website at <http://elgintx.com>

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Receive public comments on the proposed Ad Valorem (Property) Tax Rate of \$.656916 per \$100 valuation in support of the FY2017-18 Annual Operating Budget as proposed by the City Manager

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.
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ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Introduction of New City Employee: Public Works - Joe Parten

- Christopher "Shane" Watson

DEPARTMENT: Public Works

PROPOSED ACTION:

Introduce and welcome new city employee Christopher Shane Watson - Public Works.

BACKGROUND:

Chris recently moved to Elgin and has been working with the City of Elgin as a temporary employee since December 2016. Chris has been married for almost 20 years and has 4 daughters and 1 grandson.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Welcome Chris as new city employee.

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:

A Proclamation recognizing National Hispanic Heritage Month in the City of Elgin - September 15 to October 15

DEPARTMENT: Community Development

PROPOSED ACTION:

Present proclamation recognizing Hispanic Heritage month.

BACKGROUND:

The contributions of Hispanics in our communities have been recognized nationally since 1968. This proclamation recognizes Hispanic Heritage Month September 15 to October 15 for 2017 in Elgin.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Present proclamation and have a photo with Mayor and council members for the Elgin Courier to increase awareness of Hispanic Heritage Month.

ATTACHMENTS:

Hispanic Heritage Month Proclamation 2017
Celebrate Hispanic Heritage Month

- ☐ 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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Proclamation

Hispanic Heritage Month

Whereas, the observation of Hispanic Heritage Month started in 1968 as **Hispanic Heritage Week** under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15; and

Whereas, it was enacted into law on August 17, 1988, on the approval of Public Law 100-402; and

Whereas, many Hispanic Americans trace their roots to the cultures of the indigenous peoples of the Americas -- including the Arawaks (Puerto Rico), the Aztecs (Mexico), the Incas (South America), the Maya (Central America), and the Tainos (in Cuba, Puerto Rico and other places), some trace their roots to the Spanish explorers, and

Whereas, for purposes of the U.S. Census, Hispanic Americans today are identified according to the parts of the world that they or their ancestors came from, including Mexico, Puerto Rico, Cuba, Spain, or the nations of Central or South America; and

Whereas, today nearly 55 million people or 17% of Americans are Hispanic or Latino origin and another 3.7 million are residents of Puerto Rico, a U.S. territory; and

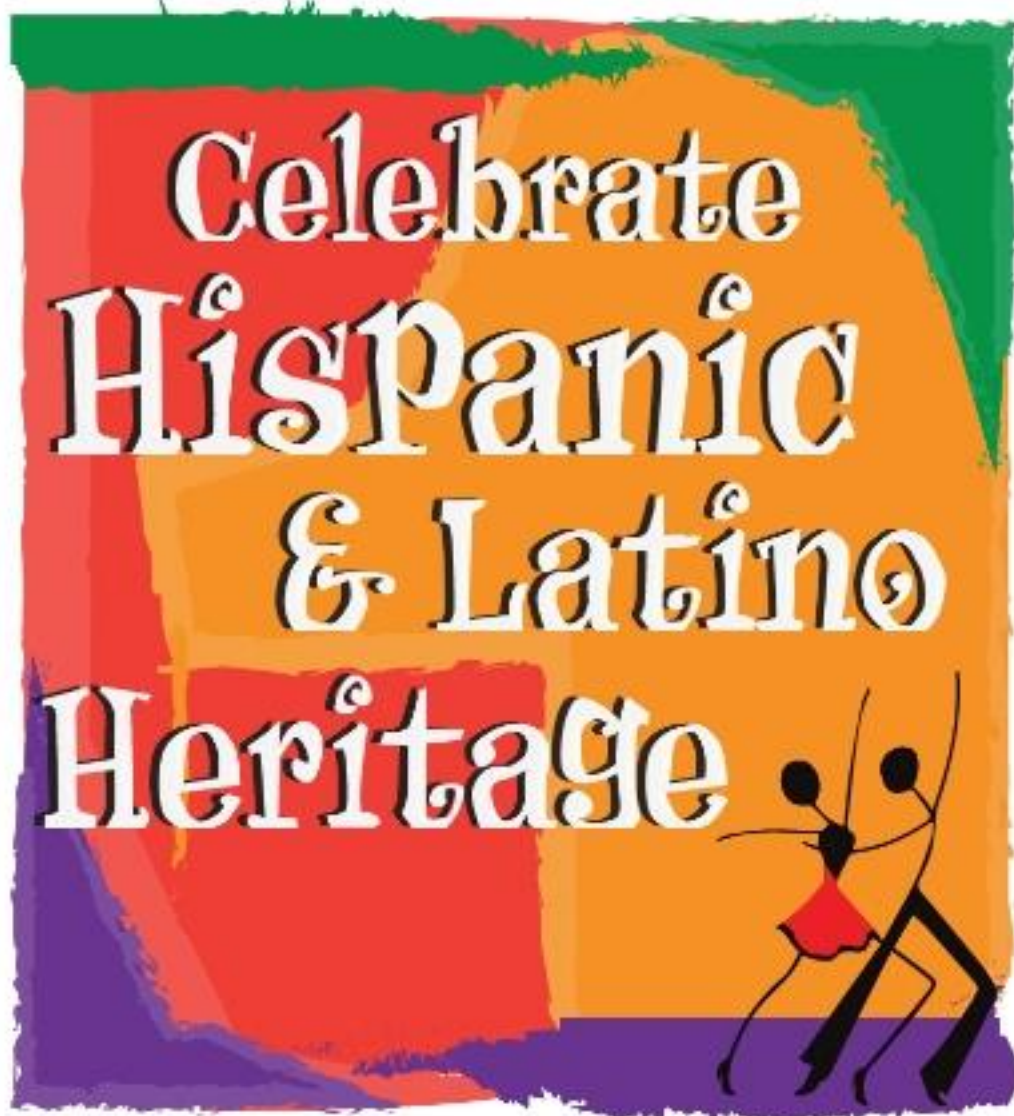
Whereas, Hispanics contribute to our Nation's success in extraordinary ways -- they serve in the military and government, attend schools across America, and strengthen the economy;

NOW, THEREFORE, on behalf of the Mayor and Council of the City of Elgin Texas, I declare September 15, 2017 through October 15, 2017, Hispanic Heritage Month and do hereby call on all the citizens of Elgin to observe this month with appropriate ceremonies, activities, and programs.

IN WITNESS WHEREOF, I have hereunto set my hand this fifth day of September, 2017.

Chris Cannon,
Mayor

HISPANIC HERITAGE MONTH



September 15 to October 15

¡Mes de la Herencia Hispana!

hispanicheritagemonth.org



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Monthly Departmental Activity Reports - July

DEPARTMENT: Administration

PROPOSED ACTION:

Departmental 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:

OCA Report - July
Library Report - July
Main Street Report - July
Community Development Report - July
Building Department Report - July
PD Monthly Report - July
PD Summary Letter
Parks Report - July
Utility Billing - July
WW Report - July
Public Works Report - July

- ☐ **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.

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month July

Year 2017

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 Aug 16, 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

FAX: (512) 936-2423

CRIMINAL SECTION

City of CITY OF ELGIN
Month July Year 2017

	Traffic Misdemeanors			Non-Traffic Misdemeanors		
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
1. Total Cases Pending First of Month:	13,037	13	0	0	2,612	24
a. Active Cases	8,918	11	0	0	1,231	8
b. Inactive Cases	4,119	2	0	0	1,381	16
2. New Cases Filed	207	0	0	0	28	0
3. Cases Reactivated	40	0	0	0	13	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,165	11	0	0	1,272	8
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	99	0	0	0	15	0
b. Dismissed by Prosecution	12	0	0	0	3	0
7. Dispositions at Trial:						
a: Convictions						
1) Guilty Plea or Nolo Contendere	15	0	0	0	12	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	14					
b: After Deferred Disposition	2	0	0	0	1	0
c: After Teen Court	0	0	0	0	0	0
d: After Tobacco Awareness Course					0	
e: After Treatment for Chemical Dependency				0	0	
f: After Proof of Financial Responsibility	1					
g: All Other Transportation Code Dismissals	0	0	0	0	0	0
9. All Other Dispositions	12	0	0	0	3	0
10. Total Cases Disposed	155	0	0	0	34	0
11. Cases Placed On Inactive Status	26	0	0	0	19	0
12. Total Cases Pending End of Month:	13,089	13	0	0	2,606	24
a: Active Cases	8,984	11	0	0	1,219	8
b: Inactive Cases	4,105	2	0	0	1,387	16
13. Show Cause Hearings Held	1	0	0	0	1	0
14. Cases Appealed:						
a: After Trial	0	0	0	0	0	0
b: Without Trial	0	0	0	0	0	0

JUVENILE / MINOR ACTIVITY

Court CITY OF ELGIN	TOTAL
Month July Year 2017	
1. Transportation Code Cases Filed	1
2. Non-Driving Alcoholic Beverage Code Cases Filed	0
3. Driving Under the Influence of Alcohol Cases Filed	0
4. Drug Paraphernalia Cases Filed	0
5. Tobacco Cases Filed	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	1
10. Transfer to Juvenile Court:	0
a. Mandatory Transfer	
b. Discretionary Transfer	0
11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)	0
12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)	0
13. Juvenile Statement Magistrate Warning:	0
a. Warnings Administered	
b. Statements Certified	0
14. Detention Hearings Held	0
15. Orders for Non-Secure Custody Issued	0
16. Parent Contributing to Nonattendance Cases Filed	0

ADDITIONAL ACTIVITY

Court CITY OF ELGIN		Number Given	Number Requests For Counsel
Month July	Year 2017		
1. Magistrate Warnings:		12	
a. Class C Misdemeanors			
b. Class A and B Misdemeanors		7	1
c. Felonies		7	6
			TOTAL
2. Arrest Warrants Issued:			45
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			1
c. Felonies			5
3. Capiases Pro Fine Issued			41
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			5
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit			24
16. Cases in Which Fine and Court Costs Waived for Indigency			4
17. Amount of Fines and Court Costs Waived for Indigency			\$1,432.60
18. Fines, Court Costs and Other Amounts Collected:			\$26,527.96
a. Kept by City			
b. Remitted to State			\$16,363.99
c. Total			\$42,891.95

Library Report for City of Elgin July 2017

We are happy to report a 10% increase in circulation

Collection size has decreased as we are weeding out the unused, irrelevant, and/or damaged materials.

We had three WGU (Western Governor's University) students take proctored exams in July.

The Summer Reading Program ended July 27th. Melinda Torres, children's librarian, will do the drawing for the Kids and HD Kindles in August. She reports good attendance at the reading programs with less attendance at the Crafts on Wednesday and some movies. The Young Adult program had low attendance.

We are at full staff and with increased volunteer hours can get some projects completed.

Technology upgrade plans are in the works to replace the two 24-port switches for a 48-port switch, change out the network cables, add an UPS (Uninterruptable Power Source) and remove the multiple surge protectors. This will help speed up our network.

Volunteers: ESL teachers went on vacation July 13 and will resume August 29. John Van Metre, citizenship class teacher, will resume August 8. We will have an AARP SCSEP (Senior Community Service Employment Program) employee, Cordia Novell, start working in early August.

Categories	Units	July '16	July '17	Fiscal YTD '16	Fiscal YTD '17
Total Circulation		9,014	9,916	73,312	69,625

+ or - Same month previous year	Percent		10%+		
Additions					
Interlibrary Loans	Each	1	18	14	212
New Patrons	Each	123	123	861	813
Collection					
Items Added	Each	223	232	3,847	2,508
Items Withdrawn	Each	220	517	2,284	2,977
Total Collection	Each	39,594	38,948	39,594	38,948
General Statistics					
Gate Count	Each	4,846	4,903	40,864	41,171
Hours Open	Hours	160	157	1,641	1,622
Library Tours	Each	0	0	2	4
Program Visitors	Each	731	450	5,260	4,275
Public Computer Use	Hours	730	518	6,351	4,503
Patrons using computers	Each	953	728	9,257	6,750
WiFi Patron Use		N/A	1,665	N/A	14,898
Volunteer Hours	Each	109	164	1,151	1,562
Receipts					
		\$1,457	\$9,534	\$24,478	\$19,223
Civic Center Use					
City	Each	2	3	29	57
Library	Each	22	19	120	211
Public Rental	Each	3	1	32	18
Other - not for profit	Each	10	10	99	52
Total Civic Center Use		37	33	280	338



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: July 2017

DATE SUBMITTED: 8-10-2017

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
July 27, 2017	Planned Regional board training for August 7. Board divided up calls to make to confirm sponsors for the festival. Music is almost all booked including The Peterson Brothers! Discussed plans for Shop Small Saturday and holiday events. Organized a school Supply Drive for Elgin ISD With the Chamber of Commerce. Continued working on Table on Main in partnership with the Chamber of Commerce.

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

Meeting Dates:	Update on projects or activities
July	Program for 4 th of July went well with good community participation and support from The parks Department, the VFW and American Legion, Continued distribution of flyers and brochures through the kiosks located around town, 14 locations total. Editorial and advertising for Downtown 78621 is due Aug 24 and August 31.

PROMOTION:

Meeting Dates:	
July , 2017	Sip shop and stroll on 2nd Thursday continues to have really good attendance. Planned and started Dine Elgin First program which will continue through August 17. Main Street is signed up as a neighborhood champion for Shop Small Saturday. The promotion for this will be Where's Priscilla. Dorothy McCarther and Mary Beth Harvey to help with this event. Planning for holiday by the tracks, kids activities with Jamie Hausladen. Working with Barry Perez and Tiger Flores Studio 612 and Earthen Metals to plan an artists weekend December 16. Continuing the full page ad in Antiquing weekly with business advertising support.

Email to: mainstreet-reports@thc.state.tx.us

DESIGN:

July 12, 2017	Utility line construction completed in Alley east of Main Street. Committee met reviewed strategic plan, work plan and what a design committee does for Main Street programs. Their discussion led to planning for a design walk about meeting in August, and working with the business retention and recruitment committee to look at future property development options and where future lease space could be. Discussion of speed of traffic in the downtown area and options for slowing traffic through TXDOT. Concern about brightness of streetlights / security lights now that more folks are living downtown.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
July 10, 2017	Met with property owners downtown about future investment options. Set up a tour of East Austin makers spaces and Canopy for August. 109 North Main Street sold – new owner is owner of Elgin Wellness on Depot street. Renovation plans are underway. 112 East 2 nd Street sold to Barry Barker, new owner is developing plans for renovation / future uses. New businesses ETX Travel and All City Realty opened at 11 North Main Street. Working with owners on renovation plans, reviews, and lease recruitment. Contract pending for 14 N Main. lease space available at 116 Depot Street, one space at 30 North Main, 100 West First Street, 2 nd & Avenue C space. Other Properties for sale: and 113 Central Avenue, 110 South Main Street.

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

The newly restructured design and business retention recruitment committees are off to a good start.

3. Outlook. *Goals and challenges; plans for upcoming major projects such as public improvements etc.:*
4. Suggestions for Texas Main Street Center (*list suggestions on services or training topics; new resources; questions*):
5. Main Street in the News. *If your programs or its activities have been spotlighted in press coverage during the month, please provide a link here. If there is a newsworthy event or announcement that would be appropriate for the Main Street Matters e-newsletter, please email mainstreet-reports@thc.state.tx.us with the information. Please provide event information as many months in advance as possible.*

August 10, Sip, Shop & Stroll

September 14 Sip, Shop & Stroll

October 12 Sip, Shop & Stroll

Email to: mainstreet-reports@thc.state.tx.us



MEMORANDUM

To: Tom Mattis, City Manager
From: Amy Miller, Community Development Director
Date: August 21, 2017
RE: Community Development Department Report July, 2017

The FM 1100 TAP Grant sidewalk project is in the letting process with TXDOT. We received appraisals for the easements and plan to proceed with those in August – September. Downtown 109 North Main closed and is under renovation to be the future home of Elgin Wellness with additional lease space. 14 North Main and 115 North Main are contract pending with possible closings in August. We launched the Dine Elgin First campaign in mid July and restaurants are reporting an increase in customers.

Projects

- July 4 parade and program had great participation.
- Set up the Dine Elgin First program and implemented for July thorough August 16. Weekly drawings for \$800 in gift cards. Coordinated with Elgin EDC and Chamber.
- TAP FM 1100 & County Line Road Sidewalk project, easement process.
- Planned Partial Solar Eclipse viewing event for August 21 with Parks & Recreation Department.
- Organized Community Blood Drive for August 23, 10-6 at Fleming Community Center
- Planned East Austin artist studio and maker space tours to determine feasibility for Downtown Elgin.
- Developing Dinner on Main, a Farm to Table Event, with Chamber of Commerce.
- Working with American Legion and VFW on Veterans Appreciation parade set for November 4.
- Meeting with Commissioner Travillion, Mayor Cannon and Tom Mattis to discuss Elgin's growth in Travis County.
- Met with Circle Brewing and worked with ED Director to share a community tour for them as a relocation prospect.
- Working with Langford Associates, to complete an application for a GLO Grant in coordination with the HMGP grant.

- Submitted comments for the CAMPO Alternative Transportation Plan.
- Assisted with Flea Market contract development.
- Sip Shop & Stroll July 13 – well attended despite the heat.
- 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.
- Finalized sponsor packages for Hogeye Festival, completed booking of music, developed print materials, securing participants such as CARTS, ACC, logistics including traffic control, port'o'lets, stage rental, tournaments.
- Participated in Health Plan selection for City.
- City of Elgin E-News
- Facebook Pages: City of Elgin, Visit Elgin, Envision Elgin
- Instagram – visitelgintx

Boards & Committees, Seminars

CAMPO, Transportation Advisory Committee

CAMPO Alternative Transportation Master Plan committee

Main Street Board

Historic Review Board

Hogeye Festival Committee

Promotion Tourism Committee

Organization Committee

Business Retention Recruitment Committee

Clean Air Coalition Advisory Committee, CAPCOG

Upcoming Events

Sip Shop & Stroll August 10 - Back to School Teacher appreciation

Partial Solar Eclipse Viewing Party Monday August 21 at Veterans Memorial Park from 11:30am to 3pm

Community Blood Drive August 23 from 10-6 at Fleming Community Center

Sip Shop & Stroll September 14 from 5-8 downtown

Table on Main October 1 from 5-8 downtown

National Night Out & Business After Hours party October 3

Community Clean up event October 7 9am at Elgin Memorial Park

Sip Shop & Stroll October 12

Hogeye Festivities - October 26-28

Monthly Report to Administrative Manager
Building Department
For the Month of July 2017

Type of Inspections	Jul-16	Jul-17	Fiscal Yr. To Date	Calendar Yr. To Date
Building	60	32	339	172
Electrical	50	23	252	151
Plumbing	42	25	254	139
Gas	22	9	92	30
Mechanical	19	5	112	48
TOTAL	193	94	1049	540
Building				
Permits	25	25	200	150
Value	\$ 898,518.20	\$ 1,930,207.00	\$ 26,767,508.35	\$ 25,627,856.36
Fees	\$ 7,481.05	\$ 14,813.38	\$ 120,985.28	\$ 110,249.23
Electrical				
Permits	16	7	108	79
Fees	\$ 2,272.50	\$ 1,120.00	\$ 14,807.50	\$ 10,050.00
Plumbing				
Permits	11	9	80	55
Fees	\$ 1,935.00	\$ 1,490.00	\$ 12,817.50	\$ 8,800.00
Gas				
Permits	12	5	33	18
Fees	\$ 1,725.00	\$ 640.00	\$ 4,100.00	\$ 2,130.00
Mechanical				
Permits	15	5	65	33
Fees	\$ 2,665.00	\$ 550.00	\$ 9,495.00	\$ 4,270.00
Total All Fees	\$ 16,078.55	\$ 18,613.38	\$ 162,205.28	\$ 135,499.23

July 2017
Building Permits

Number of Permits		Type/Classification	Permit Fees		Valuation	
Jul-16	Jul-17		Jul-16	Jul-17	Jul-16	Jul-17
9	7	New Single Family	\$ 6,051.30	\$ 5,819.32	\$ 777,302.00	\$ 720,000.00
	5	New Duplex		\$ 7,341.00		\$ 1,080,000.00
		New Manufactured				
		New Multi-Family				
		New Commercial				
		New Industrial				
		New Swimming Pools				
		Moving Permit				
3	2	New Signs	\$ 798.50	\$ -	\$ 90,000.00	\$ 680.00
8	10	Residential	\$ 372.25	\$ 1,556.24	\$ 18,314.00	\$ 125,027.00
2	1	Non-Residential	\$ 209.00	\$ 96.82	\$ 12,902.20	\$ 4,500.00
3		Demolitions	\$ 50.00		\$ -	
25	25		\$ 7,481.05	\$ 14,813.38	\$ 898,518.20	\$ 1,930,207.00
*BOA Request		None				
P & Z Request		Approve Final Plat of the Frontier Crossing Subdivision Lot 2A.				
Code Enforcement	Active July 2016	Active July 2017	Closed July 2016	Closed July 2017	Calendar YTD	
Abandoned/Junked			2	2	58	
Animal Control					1	
Beer Permits					0	
Environmental	1		3		14	
Fire Code			1		0	
Health and Sanitation	2		4		2	
Illegal Signs			83	105	263	
Property Maintenance	4		21	11	19	
Unsafe Structures			2		0	
Water/Sewer	1		1		0	
Zoning			1		3	
Total	8	0	118	118	360	

*Board of Adjustments

Submitted By: Carlos Navejas

Date: 8/18/2017

Elgin Police Department
Monthly Report July 2017

	Jul-17	Jul-16	15-Jul	14-Jul	13-Jul	12-Jul
Calls for Service						
Total Calls for Service		1139	874	926	661	653
Police calls	1149	888	711	686	488	491
Fire calls	78	53	31	38	36	41
Animal calls	74	46	64	131	72	56
Activity logs	89	135	60	65	62	63
City calls	3	17	8	6	3	2
Pageouts	0	0	0	0	0	0
Offense Reports						
Total Offense Reports	46	66	70	60	70	89
Active (Open) cases	6	27	14	22	23	28
Cases Inactivated	7	18	18	13	27	17
Cases Closed	1	3	3	2	3	1
Documentation (no crime)	0	1	0	1	5	4
Other	0	1	3	0	0	2
Unfounded	0	1	1	0	0	0
Referred to other agency	1	0	0	0	2	1
Citations						
Total Citations	317	236	230	154	378	329
Citations for violations	199	138	100	70	169	140
Warnings	118	98	130	84	209	189
Collisions						
Total Accidents	14	42	25	30	22	25
Major accidents (with injury)	0	5	2	2	1	2
Minor accidents (no injury)	14	28	20	22	14	20
Leaving the scene accidents	0	9	3	6	7	3
Alarms						
Business alarms	16	24	22	10	13	12
Residential alarms	4	12	9	6	12	4
Fire alarms	6	3	4	3	0	0
Arrests						
Felony arrests	4	10	6	1	1	4
Misdemeanor arrests	17	8	23	13	10	24
Other arrests	5	0	3	6	0	9
Animal Control						
Total Animal Control calls	74	56	64	127	72	54
Animal Cruelty calls	0	0	0	0	0	0
Canine Impounds	3	4	8	13	18	21
Feline Impounds	4	10	6	18	14	20
Citations issued	1	2	3	3	0	2
Warnings issued	1	3	5	5	3	0
Bite Cases	2	2	1	3	2	3
Dead animal calls	6	1	9	18	13	3
Wildlife calls	3	6	2	19	1	4
Rabies cases	0	0	0	0	1	1
Rabies cases positive	0	0	0	0	0	0



Elgin Police Department

Office of the Chief

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



Elgin Police Department

Monthly Summary July 2017

July was a busy, but fairly routine, month for the Police Department. Our major event for the month was the 4th and we again saw complaints reference fireworks during the holiday weekend. Our total number of calls on fireworks was much lower than previous holidays with only about 30 calls for fireworks over the 4th. As you can see below, we again saw a lot of traffic on Hwy 290 but no injury accidents were reported in the City for the entire month. We did celebrate the birth of children to two of our officers and others worked tirelessly to cover their shifts so they could be out with their newborns.

Location Code		Sum of Vehicle Count
EG01	WB TX 290 @ COUNTY LINE RD	448718
	1	7301
	2	224966
	3	216451
EG02	WB TX 290 @ W 11TH ST	370177
	1	691
	2	179707
	3	189779
EG03	EB TX 290 @ TX LOOP 109 / HARRIS ST	452704
	1	10186
	2	200649
	3	241869
	EB TX 290 @ US 95 NORTH / SARATOGA FARMS	
EG04	BLVD	335805
	1	26289
	2	151651
	3	157865
Grand Total		1607404

Chris Bratton
Chief of Police

“Community First”

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



July 2017 Parks Report.

Park Programs report – Patrick Nicks

With the summer winding down, the Parks and Rec department has a chance to take a short break before ramping up for the upcoming season. We plan to offer several different types of programs throughout the season to give the community an opportunity to enjoy the outdoors and fall festivities. Movies on the lawn, pumpkin carving, hiking trips, gingerbread man workshop, and much more will be offered for family fun!

Maintenance Report:

maintenance staff has been doing an excellent job dealing with turf management during the dry summer months. Some techniques include changing the mowing pattern and raising the mowing deck to get a healthier turf. The majority of City owned grounds are not irrigated so for the turf to be looking as good as it does shows how the parks crew is working hard to keep it in shape. Maintenance staff also installed a park bench this month dedicated in the memory of Juanita Owen, the bench was donated by Prosperity bank here in Elgin.

Buildings and grounds Report

Working around staff's busy schedule our grounds staff was able to get a few outstanding items done. The grounds staff put new coats of wax at the library Civic center, public works building and the police department as well as carpet cleaning at the Fleming Community Center. Regular maintenance of City owned buildings is important to us, we want staff to feel as comfortable as they can in their work place. Being able to accomplish these items in house has been a cost savings as well.

Goals for August 2017

- Transition out pool hours to weekends only till Labor Day.
- Work on Fall Programming Guide
- Solar eclipse viewing event

Park Activity Summary		July 2017
Facility	Number of uses	
Park/ Pavilion Rental	8	
Ball Field Rental	6	
Fleming Community Center	46	
Pool Entries	1630	
Water Aerobics	530	
Pool Rentals	7	
Deposits	\$6.568.50	

UTILITY BILLING REPORT			July 2017
Billed out	\$408,229.75		
Past due notices	555	\$65,881.12	
Work orders-Cut offs	57		
Disconnected for non pmt	56		
Extension to pay 1st	66		
Extension due for disconnect	4		
Meter tamper fee	0		
After Hour turn on	0		
Accounts set to final	5	for non pmt	

METER REPORT		
WORK ORDERS	COMPLETED	INCOMPLETE
START READ	38	6
FINAL READ	38	1
TRANSFERS / IN AND OUT	7	0
CTO'S / DISCONNECT NON-PMT	57	0
SET METER	0	2
ERT REPLACEMENTS	0	17
METER REPLACEMENTS	78	25
VISUAL READS	19	0
FAILURE TO READ (MOBILE MISS)	87	0
RE READS	31	0
WL / CHECK FOR WATER LEAK	10	3
METERS DATA LOGGED	1	0
MISCELLANEOUS	19	0
TOTAL NUMBER OF WORK ORDERS	385	54
CURB STOPS		
BROKEN CURB STOPS	0	32
TOTAL NUMBER OF WORK ORDER	0	32
BULK WATER		
PURCHASES	24	
TRIPS/GALLONS	46/25,500	
TOTAL COLLECTED	\$143.61	

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

310 N. Main Street
512-229-3220 office

Monthly Reports July 2017

Department 023 Water Treatment

Well # 10	0 Gallons
Well # 11	0 Gallons
Well # 14	24,341,000 Gallons
Well # 15	21,082,000 Gallons
Water loss due to leaks or flushing	100,000 Gallons
Total Water Pumped	45,323,000 Gallons

Chemicals Used

Chlorine	1258 Pounds
Sequest	150 Gallons

Distribution Samples

Bacteriological Samples Taken	14
Average Chlorine Residual	1.84 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	5
Service Line Breaks	5
Miscellaneous Repairs/Complaint Calls	35
New Connections/Taps	0
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	2
Service Lines	10
After Hours Call-Outs	10

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	6
Curb Side Cleanouts Installed	0
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	0
Lines TV'd	6
Manholes Installed/Repaired	0

Lift Station Maintenance/Repairs

Hour Meter Reads/Daily Site Checks	9 Daily
Pumps Pulled	2
Pumps Installed	0
Pumps De-raged	2
Motors Pulled	0
Motors Installed	0
Electrical Issues (Repair/Replace Parts)	1
Floats Cleaned/Replaced	0
Grass/Weed Maintenance	0
After Hours Call Outs	15

Wastewater Treatment Plant**Maintenance/Repairs**

Pumps Pulled	1
Pumps Installed	1
Motors Pulled	2
Motors Installed	2
Control System/Electrical Repairs	1
Cleaned Wet Well Floats	1
Miscellaneous Repairs	16
After Hours Call-Outs	1

Chemicals Used

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

Monthly Plant Flows and Test Results

Minimum Daily Flow	460,200 Gallons
Maximum Daily Flow	610,300 Gallons
Average Daily Flow	532,700 Gallons
Total Monthly Flow	16,513,00 Gallons

Effluent DO (Dissolved Oxygen) Average	6.77
Effluent Chlorine Residual Average	1.83 mg/l
Effluent pH Average	7.4
Total Phosphorus Average	0.319
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	2.84
TSS (Total Suspended Solids) Average	1.68
Ammonia/Nitrates Average	0.046

Remarks :

Public Works – July - 2017

Right of Way and Easement mowing and maintenance:

TX DOT Right of Way mowing/maintenance, and City of Elgin Right of Way shredding, mowing, weed eating and maintenance is ongoing

Sign replacement:

Repaired 30 MPH VFW Road
Installed parking signs downtown
Repaired child at play on Carver Street
Replaced stop sign on North Avenue C and West 2nd Street
Replaced West Alamo Street sign
Replaced Madison Street sign

Permanent Street, utility cut repairs, dig-outs, pot hole repairs:

Level-ups on chip seal roads
West 10th Street (from Lark Street to West 2nd Street)
West 10th Street (from North Ave C to North Main Street)
Robin Street (from West 11th Street to West 10th Street)
Lake Terrace Drive (from West 2nd Street to West 2nd Street)
East 8th Street (from North Main Street to Louise Street)
Louise Street (from East 10th Street to End)
Lloyd Lane (from Louise Street to Lexington Road)
8 locations - North Avenue F (from Lexington Road to East 2nd Street)
Martin Luther King Boulevard (from East 2nd Street to US 290)
West Alamo Street (from US 290 to South Main Street)
East Alamo Street (from Old McDade Road to South Main Street)
Houston Street (from Martin Luther King Boulevard to City Limits)
Carver Street (from Houston Street to US 290)
3 locations – East 8th Street
3 locations – West 8th Street
Canary Street
Bus Barn
Lexington Road
2 locations – Anderson Lane
2 locations - West 11th Street
2 locations – East 11th Street

Curb, Gutters, Drains, and Ditch Cleaning

East and West 8th Street
East and West Alamo Street (US 290 to Old McDade Road)
Martin Luther King Boulevard (East Brenham Street to US 290)
Houston Street (from Martin Luther King Boulevard to City Limits)
Carver Street (from Houston Street to US 290)
Lake Terrace Drive
Robin Street
West 10th Street
West 2nd Street
Stach Drive

South Avenue A
Lloyd Lane
Louise Street

Litter Control

Trash picked up on U. S. Highway 290
Trash picked up on Farm to Market 1100
Trash picked up on State Highway 95 North
Trash picked up on Taylor Road

Miscellaneous:

Cleaned the drainage channel from West Alamo Street to US 290
Cleaned ditch on North Avenue F
Repaired sidewalk to mail box on North Avenue F
Cleaned silt on North Avenue C near the EISD Administration Office
Added topping rock to bleeding locations around town

2016-2017 Street Maintenance Project:

Street preparations underway
August 1, 2017 – Contract award
Construction to begin later this summer

2016-2017 Business District Re-Paint Striping:

Re-paint striping scheduled later in the summer
August 1, 2017 – Contract award

2015-2016 Drainage Project - Proposal 1:

West Brenham Street Box Culvert
Work complete

Saratoga Farms Subdivision:

Subgrade, flex-base, asphalt paving, concrete paving, and sidewalk construction.

Lee Dildy Boulevard: (Portion)

Concrete paving and sidewalk construction

Joe Parten

Director, Public Works
City of Elgin



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

General Activity Report and/or Project Update

DEPARTMENT: Administration

PROPOSED ACTION:

No Council action recommended or requested; consideration of information as provided by the City Manager; and corresponding 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.

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:

AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTY TO CITY COUNCIL WARD AREA NO. 3; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND CONFLICTING ORDINANCES OR RESOLUTIONS

DEPARTMENT: Administration

PROPOSED ACTION:

Consideration of the proposed Ordinance assigning newly annexed property to City Council Ward Area No. 3.

BACKGROUND:

The City recently finalized the unilateral and voluntary annexation of certain real property further described in Exhibit 'A' (attached) through the adoption of Ordinance No. 2017-08-01-12 on August 1, 2015. given the location and consistent with past practice, said property is recommended by staff to be assigned to City Council Ward Area No. 3. The Ordinance as proposed is the formal procedural requirement to approve such assignment.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Ordinance as presented and/or may be amended; and further direction to staff, if any, as deemed appropriate by Council.

ATTACHMENTS:

Ordinance

Petition, Exhibit and Map

- ☐ 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.

AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTY TO CITY COUNCIL WARD AREA NO. 3; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, the City of Elgin, Texas is a duly constituted home-rule municipality and, as such, is authorized to unilaterally annex territory subject to the laws of the State of Texas and subject to its Charter; and

WHEREAS, the territory described on Exhibit “A” (the “Property”) attached hereto and made a part hereof by reference for all purposes, was unilaterally annexed by the City of Elgin by Ordinance No. 2017-08-01-12 on August 1, 2017; and

WHEREAS, the procedures prescribed by the Charter of the City of Elgin and the applicable laws of the State of Texas have been duly followed with respect to the Property; and

WHEREAS, the Property is so situated as to be assigned to City Council Ward Area No. 3; and it is the intention of the City Council to add this parcel to Ward Area No. 3; now, therefore,

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

I.

That all of the above recitations are found to be true and correct and are incorporated into the body of this Ordinance.

II.

That the Property described in the attached Exhibit “A” is hereby assigned to Council Ward Area No. 3.

III.

That this Ordinance shall become effective after its passage.

IV.

If any section, subsection, sentence, phrase, or word of this Ordinance be found to be illegal, invalid or unconstitutional or if any portion of said property is incapable of being annexed by the City, for any reason whatsoever, the adjudication shall not affect any other section, sentence, phrase, word, paragraph or provision of this Ordinance or the application of any other section, sentence, phrase, word, paragraph or provision of any other ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance without the invalid part, and to this end the provisions of this Ordinance are declared to be severable.

V.

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

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

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

READ, PASSED, and ADOPTED on first reading this 5th day of September 2017.

Chris Cannon, Mayor
City of Elgin, Texas

ATTEST:

Amelia Sanchez, City Secretary

**PETITION REQUESTING ANNEXATION
TERRITORY IN WHICH THERE ARE FEWER THAN THREE VOTERS**

TO THE MAYOR OF THE GOVERNING BODY OF THE CITY OF
ELGIN, TEXAS.

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which less than three qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory, to wit:

See Exhibit "A", attached hereto and incorporated herein.
(Here describe territory by metes and bounds.)

We certify that the above described tract of land is contiguous and adjacent to the City of Elgin, Texas, is not more than one-half (1/2) mile in width and that this petition is signed and duly acknowledged by each and every person or corporation having an interest in said land.

Signed: Betty Lundgren

Signed: Travis Lundgren

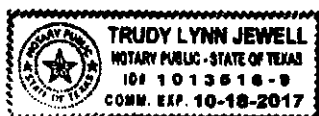
Signed: Don Lundgren

Signed: Julie Lundgren

THE STATE OF TEXAS
COUNTY OF Travis

Before me, the undersigned authority, on this day personally appeared Betty Lundgren, Travis Lundgren, Don Lundgren, and Julie Lundgren, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 27 day of July, 20 17.



Trudy Lynn Jewell
Notary Public, State of Texas

Exhibit "A"

FIELD NOTES

BEING ALL THAT CERTAIN TRACT OR PARCEL OF LAND OUT OF AND A PART OF THE HENRY MARTIN SURVEY NUMBER 65, ABSTRACT NUMBER 518, SITUATED IN TRAVIS COUNTY, TEXAS, SAID TRACT BEING ALL OF A 60.259 ACRE TRACT OF LAND CONVEYED TO DON LUNDGREN AND JULIE LUNDGREN IN DOCUMENT NUMBER 2016064136, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.TX.), AND ALL OF A 60.259 ACRE TRACT OF LAND CONVEYED TO BETTY AND TRAVIS LUNDGREN IN DOCUMENT NUMBER 2017018074 OF THE (O.P.R.T.C.TX.), SAID 120.569 ACRE TRACT OF LAND BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a capped iron rod found for the easternmost corner of said Betty and Travis Lundgren tract, being also the southernmost corner of Eagle's Landing Phase 1, a subdivision recorded in Document Number 200400192, (O.P.R.T.C.TX.), also being in the western right-of-way line of County Line Road (60' R.O.W.), and also being the easternmost corner and the **POINT OF BEGINNING** of the herein described tract,

THENCE, with the common boundary line of said Betty and Travis Lundgren tract, said Don and Julie Lundgren tract, and said County Line Road, S27°08'40"W, a distance of 1343.60 feet to a capped 1/2" iron rod set for the southernmost corner of said Don and Julie Lundgren tract, being also the easternmost corner of that certain 92.465 acre tract of land conveyed to Elgin I.S.D. in Volume 9331, Page 902, Real Property Records of Travis County, Texas (R.P.R.T.C.TX.),

THENCE, with said Don and Julie Lundgren tract, said Elgin I.S.D. tract, and that certain 39.216 acre tract of land conveyed to Chester Charles Nelle in Volume 12687, page 1932 (R.P.R.T.C.TX.), N62°44'29"W, a distance of 3919.87 feet to a capped iron rod found, being in the northeastern boundary line of said 39.216 acre tract, also being the westernmost corner of said Don and Julie Lundgren tract, and also being the southernmost corner of that certain 75.710 acre tract of land conveyed to Chester C. and Barbara K. Nelle in Volume 12531, Page 1372 (R.P.R.T.C.TX.),

THENCE, with the common boundary line of said Don and Julie Lundgren tract, Betty and Travis Lundgren, and said 75.710 acre tract, N26°38'27"E, 669.62 feet pass a capped iron rod found and in all 1304.67 feet to a capped iron rod found, being the easternmost corner of said 75.710 acre tract, also being the northernmost corner of said Betty and Travis Lundgren tract, and also being in the southwestern boundary line of that certain 34.715 acre tract conveyed to Larry H. Axelson and Mary Jo Beng in Volume 1334, Page 50 (R.P.R.T.C.TX.),

THENCE, with the common boundary line of said Betty and Travis Lundgren tract and said 34.715 acre tract, the following two (2) courses and distances, numbered 1 and 2,

1. S63°11'44"E, a distance of 667.79 feet to a capped 1/2" iron rod set, and
2. N26°38'41"E, a distance of 34.70 feet to a capped iron rod found, being in the southeastern boundary line of said 34.715 acre tract, also being the westernmost corner of that certain 36.37 acre tract of land conveyed to Brenda I. Magn,

120.569 ACRES
HENRY MARTIN SURVEY No. 65, ABSTRACT No. 518
TRAVIS COUNTY, TEXAS
TITLE SURVEY

THENCE, with the common boundary line of said 36.37 acre tract, said Betty and Travis Lundgren tract, that certain 27.51 acre tract of land conveyed to SREF Eagles Landing, LP, in Document Number 2008015271 (O.P.R.T.C.TX.), and also said Eagle's Landing Phase 1, S62°43'27"E, 1329.35 pass a capped iron rod found at the common corner of said 36.37 acre tract and said 27.51 acre tract, 2139.23 feet pass a capped iron rod found for the common boundary corner of said 27.51 acre tract and said Eagle's Landing Phase 1, in all 3263.86 feet to the POINT OF BEGINNING and containing 120.569 acres of land.

Surveyed by:

 23 MAR 2012
Aaron V. Thomason, R.P.L.S. NO. 6412
Carlson, Brigance & Doering, Inc.
5501 West William Cannon Drive
Austin, TX 78749
Phone: (512) 280-5160
aaron@cbdeng.com



BEARING BASIS TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (4203)

CITY LIMITS MAP ELGIN, TEXAS

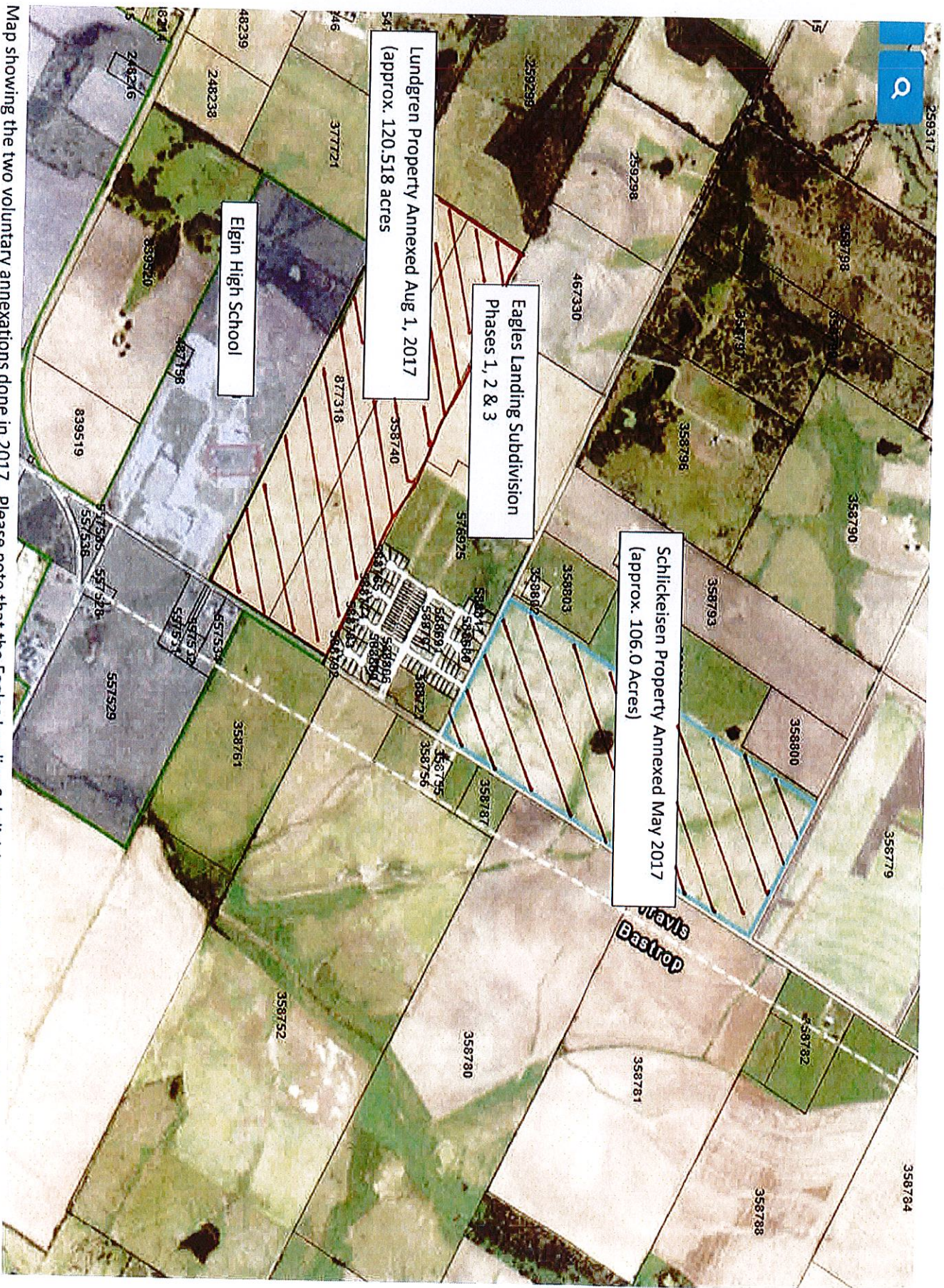


0 1,200 2,400 3,600
FEET
1 INCH = 1,200 FEET
August 18, 2017



LEGEND
 PARCEL
 ANNEXATION DEVELOPMENT AGREEMENTS
 CITY LIMITS
 EXTRATERRITORIAL JURISDICTION (ETJ)

ORIGINAL DOCUMENT SIZE: 36" x 48" (914mm x 1219mm)
 COORDINATE SYSTEM: NAD83 (2011) STATE PLANE 5000 NAD 83 (2011) UTM
 DATUM: NAD83 (2011) STATE PLANE 5000 NAD 83 (2011) UTM
 UNIT: FEET



Map showing the two voluntary annexations done in 2017. Please note that the Eagles Landing Subdivision was annexed on Feb. 18, 2003.



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Approval of a request to close Depot Street from Avenue C to Main Street Friday, October 27, for the Hogeye Festival Street Dance.

DEPARTMENT: Community Development

PROPOSED ACTION:

Approval of the request as presented

BACKGROUND:

The Hogeye Festival Street Dance is a free dance to celebrate the 30th Anniversary of the Hogeye Festival. The street will remain closed overnight in order to allow food vendors to remain set up.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve a request to close Depot Street from Avenue C to Main Street from noon Friday October 27 through Saturday, October 28 at 8 pm.

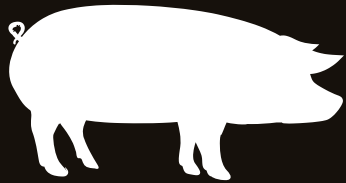
ATTACHMENTS:

30th Annual Hogeye Festival

- ☐ 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, Texas

HOGGEYE FESTIVAL

1987··30··2017

Best Little Pig Gig in Texas



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A Resolution supporting the submission of the grant application by the Elgin Police Department for the Rifle-Resistant Body Armor Grant to the Office of the Governor

DEPARTMENT: Police

PROPOSED ACTION:

Approve resolution supporting the grant application for additional body armor for the Police Department under a grant made available by SB 12.

BACKGROUND:

SB 12 was approved during the last legislative session. The bill makes funds available for additional ballistic protection for police officers by State grant funds. There is no requirement for matching funds. This resolution supports the Police Departments application for rifle resistant ballistic vests for each officer under the grant from the State.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval of the resolution.

ATTACHMENTS:

Resolution supporting SB 12.

- ☐ 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 FOR
SB-12 RIFLE-RESISTANT BODY ARMOR GRANT**

WHEREAS, The City of Elgin finds it in the best interest of the citizens of Elgin, Texas, that the Rifle-Resistant Body Armor Grant be operated for 2018; and

WHEREAS, The City of Elgin agrees that there are no matching funds for the said project; and

WHEREAS, The City of Elgin agrees that in the event of loss or misuse of the Office of the Governor funds, The City of Elgin assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, The City of Elgin designates Phillip Taylor/Assistant Chief of Police as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that The City of Elgin approves submission of the grant application for the Rifle-Resistant Body Armor Grant to the Office of the Governor.

Signed by:

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Grant Number: 3494501



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

City Council Regular Meeting Minutes - August 1, 2017

DEPARTMENT: Administration

PROPOSED ACTION:

Review and Approval of the minutes of the August 1, 2017 City Council meeting.

BACKGROUND:

Minutes prepared as recorded at the August 1, 2017 City Council Meeting.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the minutes of the August 1, 2017 City Council meeting.

ATTACHMENTS:

City Council Regular Meeting Minutes - 8-1-2017

- ☐ 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.

**MINUTES
ELGIN CITY COUNCIL
REGULAR MEETING
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
TUESDAY, AUGUST 1, 2017**

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

Daniel Lopez, Council Member

Jessica Bega, Council Member

Sue Brashar, Council Member

Neil Beyer, Council Member

Staff: Thomas L. Mattis, City Manager

Chris Bratton, Police Chief

Owen Rock, Economic Development Director

Buck LaQuey, Finance Director

Sandy Ott, Library Director

Gary Cooke, Planning Director

Barbara Wilson, HR Director

Joe Parten, Public Works Director

Mayor Cannon certified there was a quorum and stated that Council Member Thomas was not present and Council agreed to wait a while to see if he would arrive.

INVOCATION

Council Member Penson gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Chris Cannon led the Pledge of Allegiance to the United States and Texas Flags.

CITY COUNCIL MEETING MINUTES

August 1, 2017 – Page 2

City Annex Council Chambers

Mayor Cannon recessed the regular meeting at 7:02 p.m. and opened the Public Hearing.

PUBLIC HEARING

1. Public Hearing on proposed zoning recommendation for the Homestead Subdivision.

With no one wishing to speak, Mayor Cannon closed the Public Hearing at 7:04 p.m. and opened the regular meeting.

PUBLIC COMMENT

Lynn Cottle spoke on item #6 regarding rules, procedures and term limits on Boards and Commissions. She stated she noticed that they would be considering letting the boards decide their start times for the meetings, but the problem with that was right now there were 3 or 4 committees that were meeting at 7:00 or 7:30 in the morning and people cannot attend. She stated that 6:00 p.m. or 7:00 p.m. would be better and easy to remember, rather than some in the morning and other meetings in the evening. She stated people should live in the city limits in order to serve on these boards, and should be held to the same standards as the Council, if they do not show up for meetings then they should be taken off the boards.

With no one wishing to speak, Mayor Cannon closed the Public Comment period.

PRESENTATIONS

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

City Manager Thomas Mattis stated that some issues had come up and he felt that it would be best to delay the presentation of the Proposed FY 2017-18 Annual Budget and would like to figure out a date to reschedule it. He stated the only City Charter requirement was that the City Manager is compelled to provide a budget at least 45 days prior to the start of the fiscal year, which would mean August 15th. He stated that there were some tentative dates for meetings in the budget calendar, and August the 8th was the next one, but there were scheduling conflicts for some of the Council Members. It was decided an email would be send out to get everyone's availability for Monday, August 14th.

2. Employee of the Third Quarter 2017

Sandy Ott, Library Director announced that Karol Jarmon was selected as the Employee of the Third Quarter 2017. She stated some of the comments were that Karol did an outstanding job of handling community concerns in a positive manner, consistently comes to work with a positive attitude and provides staff with fluids and drinks. She is approachable and easy to talk to.

CITY COUNCIL MEETING MINUTES

August 1, 2017 – Page 3

City Annex Council Chambers

CITY MANAGER'S REPORT

1. October 3, 2017 Regular Council Meeting - Scheduling conflict with National Night Out and TML Annual Conference.

Mr. Mattis informed Council that the TML conference would conflict with the October 3rd regular scheduled council meeting as well as the National Night Out. He said he understood conflicting with that date usually happens and wanted to see if they wanted to move the meeting.

Council Member Brashar moved to reschedule the October 3rd, 2017 meeting to October 10th, 2017. Council Member Penson seconds the motion. Motion carried by unanimous vote 8-0.

2. TML Region 10 Meeting on September 27, 2017 hosted by the City of Leander

Mr. Mattis mentioned the TML Region meeting to be held on September 27, 2017 will be hosted by the City of Leander and asked that they notify staff if they would like to attend.

He also mentioned that staff had met with Ms. Krebs about the flea market last week and it was a good productive meeting and they left with a clear understanding about how they might bring that event into compliance. He stated they had gotten a response from them but had not gone through it yet, but should have something to Council in September for recommendations.

3. Monthly Departmental Activity Reports – June

Mr. Mattis stated that the monthly reports were attached and asked if anyone had any questions.

CONSENT AGENDA

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING A SPECIAL ELECTION TO BE HELD ON NOVEMBER 7, 2017 FOR THE PURPOSE OF ELECTING COUNCIL MEMBER WARD 3 TO FILL AN UNEXPIRED TERM; 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 RELATED TO SUCH ELECTION.

CITY COUNCIL MEETING MINUTES

August 1, 2017 – Page 4

City Annex Council Chambers

(Second Reading) A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE EXPENDITURE OF \$50,000.00 BY THE ELGIN ECONOMIC DEVELOPMENT CORPORATION FOR ALLAN TOLBERT'S 112-114 N. MAIN STREET AND 109 CENTRAL AVENUE BUILDINGS REMODELING PROJECTS AND MAKING CERTAIN FINDINGS RELATED THERETO

City Council Regular Meeting Minutes - July 11, 2017

Council Member Brashar moved to approve items 1 to 3 on the Consent Agenda as presented with the corrections to the minutes. Council Member Penson seconds the motion. Motion carried by unanimous vote 8-0.

NEW BUSINESS

1. AN ORDINANCE APPROVING THE FIRST AMENDED PROJECT PLAN AND REINVESTMENT ZONE FINANCING PLAN FOR THE TAX INCREMENT REINVESTMENT ZONE (TIRZ) NO. 1, Elgin, Texas

Council Member Penson moved to approve the ordinance to formally amend the City of Elgin TIRZ No. 1 Project Plan and Reinvestment Zone to facilitate the Lee Dildy Boulevard construction project and authorizing the staff to move forward with said project. Council Member Arreaga seconds the motion. Motion carried by unanimous vote 8-0.

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS; EVIDENCING INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT FROM THE CITY OF ELGIN TAX INCREMENT REINVESTMENT ZONE NO. 1

Council Member Penson moved to approve the Resolution authorizing the staff to commence work and incur expenses on the TIRZ #1 Lee Dildy Boulevard project. Motion carried by unanimous vote 8-0.

3. AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: 120.569 ACRES OF LAND, OUT OF THE HENRY MARTIN SURVEY NUMBER 65, ABSTRACT NO. 518, IN TRAVIS COUNTY; FINDING THAT ALL NECESSARY AND REQUIRED LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH AREA SHALL BECOME A PART OF THE CITY AND THAT THE OWNERS AND INHABITANTS THEREOF SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BE BOUND BY THE ACTS AND ORDINANCES NOW IN EFFECT AND TO BE HERE IN AFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

CITY COUNCIL MEETING MINUTES

August 1, 2017 – Page 5

City Annex Council Chambers

Council Member Brashar moved to approve the ordinance as written. Council Member Penson seconds the motion. Motion carried by unanimous vote 8-0.

4. AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS R-3 SINGLE FAMILY DWELLING, WITH SPECIAL CONDITIONS, THE PROPERTY BEING OUT OF THE HENRY MARTIN SURVEY NO. 65, A-518, CITY OF ELGIN, TRAVIS COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

Council Member Penson moved to approve the ordinance as written. Council Member Brashar seconds the motion. Motion carried by unanimous vote 8-0.

5. AN ORDINANCE ESTABLISHING GENERAL RULES AND PROCEDURES, INCLUDING APPOINTMENTS, TERM LIMITS, AND RELATED MATTERS FOR ALL BOARDS AND COMMISSIONS OF THE CITY OF ELGIN, TEXAS; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

Discussion only. No action taken.

6. Discussion and action to appoint/re-appoint members to the Public Safety Advisory Committee to expiring terms.

Council Member Penson moved to reappoint the 3 members to the Public Safety Committee. Council Member Breyer seconds the motion. Motion carried by unanimous vote 8-0.

7. A RESOLUTION OF NO OBJECTION FROM THE CITY OF ELGIN TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS FOR HOUSING TAX CREDITS USED FOR THE REHABILITATION OF MEADOWPARK APARTMENTS

Council Member Brashar moved to approve a Resolution of no objection from the City of Elgin to the Texas Department of Housing and Community Affairs for Housing Tax Credits used for the Rehabilitation of Meadowpark Apartments. Council Member Arreaga seconds the motion. Motion carried by unanimous vote 8-0

8. A RESOLUTION AUTHORIZING THE TEXAS HOUSING FOUNDATION TO EXERCISE ITS POWERS WITHIN THE TERRITORIAL BOUNDARIES OF THE CITY OF ELGIN, TEXAS; AND AUTHORIZING A COOPERATION AGREEMENT

CITY COUNCIL MEETING MINUTES

August 1, 2017 – Page 6

City Annex Council Chambers

Council Member Penson moved to approve the Resolution as written for the Texas Housing Foundation. Member Breyer seconds the motion. Motion carried by unanimous vote 8-0.

9. Authorize the City Manager to award the construction project for the 2017 Street Improvement Project to the selected contractor, Wheeler, an Old Castle Company in the amount of \$214,956.03, and authorize the City Manager to approve change orders up to 25% of the contract.

Council Member Penson moved to approve awarding the construction project for the 2017 Street Improvement Project to the selected contractor, Wheeler an Old Castle Company in the amount of \$214,956.03, and authorize the City Manager to approve change orders up to 25% of the contract. Council Member Bega seconds the motion. Motion carried by unanimous vote 8-0.

10. Authorize the City Manager to award the 2017 Downtown Re-Striping (business district) Project to the selected contractor, Accurate Pavement Striping, in the amount of \$66,311.64, and authorize the City Manager to approve change orders up to 25% of the contract.

Council Member Brashar moved to authorize the City Manager to award the 2017 Downtown Re-Striping (business district) Project to the selected contractor, Accurate Pavement Striping, in the amount of \$66,311.64, and authorize the City Manager to approve change orders up to 25% of the contract. Council Member Penson seconds the motion. Motion carried by unanimous vote 8-0.

ANNOUNCEMENTS

Mrs. Cottle mentioned that a new citizen's academy would be starting soon and encouraged Council Members to sign up and that it was very educational in what the Police Officers did as part of their jobs.

Council Member Penson mentioned Sip, Shop and Stroll would be next week on Thursday night.

Chief Bratton reminded all that school would be starting soon so watch the school zones.

EXECUTIVE SESSION

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

Mayor Cannon recessed the regular meeting at 8:10 p.m.

CITY COUNCIL MEETING MINUTES

August 1, 2017 – Page 7

City Annex Council Chambers

Mayor Cannon called the Executive Session to Order at 8:18 p.m.

1. Adjourn into Executive Session pursuant to (1) Section § 551.087 Deliberation Regarding Economic Development Negotiations: to deliberate the offer of a financial or other incentive to a business prospect.

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

RECONVENE

Mayor Cannon adjourned the Executive Session and Reconvened the Regular Council Meeting at 9:09 p.m.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 9:09 p.m.

APPROVED

ATTEST:

Chris Cannon, Mayor

Amelia Sanchez, City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Review and discussion of the proposed FY2017-18 City of Elgin Annual Budget as presented by the City Manager; including but not limited to the possible discussion of any and all city departments, staffing, services, programs, taxes, fees, utility rates, and funding related thereto

DEPARTMENT: Administration

PROPOSED ACTION:

No Council action proposed or contemplated; This item is for possible additional review and discussion of the FY2017-18 City of Elgin Annual Budget as proposed by the City Manager

BACKGROUND:

In accordance with the provisions of the Elgin City Charter, the proposed City of Elgin Annual Budget for FY2017-18 was presented to the Mayor and City Council by the City Manager on August 14. included in the meeting packet with this agenda item is a memorandum providing additional information that was not available at the last council discussion of the budget.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Further review and consider the proposed FY2017-18 City of Elgin Annual Budget and provide direction, if any, to staff as appropriate.

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: August 29, 2017

To: Mayor and City Council

Subject: Emergency Radio Dispatching Services
Provided to the Elgin Fire Department



As part of the FY2017-18 Annual Operating Budget development process, Council has recently engaged in discussion related to the annual fee/contribution of \$34,000 historically provided the Elgin Fire Department (EFD)/Elgin Emergency Services District (EESD) to compensate the City for emergency radio dispatching services provided by the City of Elgin Police Department (EPD).

In response to a request from the EESD, the City Manager's Proposed FY17-18 Budget eliminated this fee. In subsequent discussion, however, the Council ultimately voted to reverse this budgetary decision and continue the fee for FY17-18.

The aforementioned discussion resulted in some questions that the staff did not have the answers for at that time. Accordingly, following is a response from EPD Chief Bratton providing said information:

In response to some of the inquiries by Council, staff review the number of EFD calls dispatched by the EPD in 2016, and the calls to date in 2017, to gauge the impact of moving part of the fire dispatch to Bastrop County. My initial impression was that we are dispatching them less than before. However, when we actually ran the numbers I was surprised to find just the opposite.

In 2016, we had full dispatch over all calls for EFD no matter where they went and we dispatched them to 431 calls for the year. That is roughly 1.18 calls per day over the course of the year.

In 2017 (through 8/29), EPD dispatched them to 322 calls. That is an average of 1.34 calls per day so far this year. If that call load holds, we will dispatch them to around 487 calls in 2017 – an increase of 56 more calls this year than last.

We will need another month or two before we will know if the move to County for calls outside the City will make a significant difference, but right now we are on track to dispatch them to more calls than last year.

Please let me know if you have any questions or would like to request information on this matter.

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

Thomas L. Mattis
City Manager



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

AN ORDINANCE ESTABLISHING GENERAL RULES AND PROCEDURES, INCLUDING APPOINTMENTS, TERM LIMITS, AND RELATED MATTERS FOR ALL BOARDS AND COMMISSIONS OF THE CITY OF ELGIN, TEXAS; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

DEPARTMENT: Administration

PROPOSED ACTION:

This item is for consideration of an Ordinance to clarify and establish certain rules and procedures for all city boards and commissions as recently identified by the City Council

BACKGROUND:

Discuss at previous meetings; The City has a variety of standing boards and commissions advising the City Council on myriad of issues and projects. Over time, inconsistency and/or lack of clarity has developed regarding said boards and commissions, including appointment schedules and qualifications. In an effort to clarify and provide consistency in the administration of said boards and commissions, this first draft of an Ordinance is provided for Council's review, discussion, and feedback. Included with the meeting packet is a staff memorandum addressing some questions or requests for additional information that arose as part of Council's most recent discussion of this issue.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review, discussion, and consideration of the Ordinance as proposed; and further direction to staff regarding same.

ATTACHMENTS:

Ordinance

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.

ORDINANCE NO. 2017-_____

**AN ORDINANCE ESTABLISHING GENERAL RULES AND PROCEDURES,
INCLUDING APPOINTMENTS, TERM LIMITS, AND RELATED MATTERS
FOR ALL BOARDS AND COMMISSIONS OF THE CITY OF ELGIN, TEXAS;
REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN
CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE**

WHEREAS, Article XI of the Home Rule Charter of the City of Elgin provide the City Council with exclusive authority to establish “boards and commissions as it may deem necessary conduct of city business and management of municipal affairs”; and,

WHEREAS, Article XI of the Home Rule Charter of the City of Elgin further provides the City Council with authority to establish “authority, functions, and responsibilities of such boards and commissions”; and,

WHEREAS, the City Council is now desirous of establishing, among other items, procedural consistency regarding the appointment schedules for all such boards and commissions as well as term limits regarding same.

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

I.

Sec. 1 - Purpose.

The purpose of this Ordinance is to establish clarity as to general rules and procedures for all City of Elgin Boards and Commissions.

Sec. 2 – City Charter Authority

Article XI of the Home Rule Charter of the City of Elgin, states “The city council shall have the authority to establish by ordinance for the such boards and commissions as it may deem necessary conduct of city business and management of municipal affairs. The authority, functions, and responsibilities of such boards and commissions shall be such as is spelled out in the ordinance establishing them. All existing boards and commissions

heretofore established shall be continued in accordance with the ordinance or other acts under which they have been created, or until the city council shall by ordinance abolish, modify, or alter the ordinances or acts under which they exist. Notwithstanding, any other provision of this Charter the elected city council shall have paramount authority over all matters affecting the budgets, appropriation of funds expenditures, purchases, and sale of properties and procedures for accounting therefore consistent with the express provisions of this Charter and applicable provisions of the State Constitution and law of this State.”

Sec. 3 – Boards and Commissions

(1) As of the date of this Ordinance, the following Boards and/or Commissions have been authorized and or duly recognized by the City Council:

- Planning & Zoning Commission
- Board of Adjustment
- Library Advisory Board
- Parks & Recreation Advisory Board
- Economic Development Corporation Board of Directors
- Tax Increment Reinvestment Zone Board of Directors
- Public Safety Advisory Committee
- Historic Review Board
- Main Street Board of Directors
- Building Standards Commission

- (2) Ad hoc boards may be temporarily appointed and terminate upon completion of a specific task or special purpose for which it was created, or when abolished by a majority vote of the City Council. No ad hoc board shall have powers other than advisory to the City Council.

Sec. 4 – Meeting Times and Agenda

Boards, commissions, and committees shall set their own meeting times. All boards, commissions, and committees shall be subject to these rules. Each board, commission, and committee shall set their own agenda, so long as it is in accordance with the Texas Open Meetings Act.

Sec. 5 – Regulatory Authority

The Board of Adjustments, Economic Development Corporation, and Planning and Zoning Commission, are the only such boards and commissions that have regulatory authority.

Sec. 6 – Appointments

The City Council will review applications and may, at their discretion, interview eligible applicants for open positions on boards and commissions. Applications are accepted year-round and will be kept on file in the City Secretary's Office until the next appointment process.

Sec. 7 – Board and/or Commission Members

Members appointed to boards or commissions serve at the will of the Council and may be removed, replaced, or not reappointed at the discretion of the Council, by majority vote, with or without cause. When conducting the business of the City, appointed

members of all boards or commissions shall follow the rules of procedure set forth by the City Council.

Sec. 8 – Qualifications of Board and/or Commission Appointees

- (1) Members appointed to boards and commissions, for at least twelve (12) months preceding their appointment, must be
 - a. registered voters of the city who have resided within the corporate limits of the City of Elgin, or within territory annexed prior to the appointment; or
 - b. an owner of real property within the corporate limits of the City; or,
 - c. an owner of a business located within the corporate limits of the City.
- (2) Members appointed to boards and commissions should not have any delinquent City taxes, City utilities, or other City assessments; and must not have any pending claim against the City.
- (3) Members appointed to boards and commissions serve without compensation and must not be employed by or hold any other position in city government.
- (4) No member of a board or commission may remain in his/her position after being elected or appointed to City Council.
- (5) In addition to any other requirements prescribed by the City Council, members must maintain the qualifications established while in office.
- (6) Solely at its discretion, the City Council may consider the waiver of any and all such qualification requirements for appointments to any board or commission on a case-by-case basis and as may be warranted.

Sec. 9 – Uniform Appointment Schedule for Board and/or Commission Members

All board and/or commission appointments shall be made at the Regular Meeting of the City Council in January of each year. The City Secretary shall establish deadlines and procedures for providing all applications to the City Council relating to upcoming board and commission appointments at least thirty (30) days prior to the January Regular City Council Meeting each year.

Sec. 9 – Term Limits for Board and/or Commission Members

Members of a board or commission are limited to three (3) consecutive full terms in office. A person who has served three consecutive full terms as a board or commission member may not again hold the same office until at least one term out of office.

Sec. 10 – Open Government Training

Upon initial appointment, within 90 days of taking the oath of office or assuming duties, all board, commission, and or committee members shall be required to watch the Texas Public Information Act and the Texas Open Meetings Act training videos as provided by the City Secretary.

II.

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

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

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

READ, PASSED, and ADOPTED on first reading this ____ day of _____, 2017.

CHRIS CANNON, Mayor
City of Elgin, Texas

ATTEST:

Amelia Sanchez, City Secretary

Memorandum

Date: August 15, 2017

To: Mayor and City Council

Subject: Proposed Boards and
Commissions Ordinance



Responding to the discussion of same at our last Regular City Council meeting, following is additional information relating to the currently proposed Ordinance establishing general rules and procedures for appointment to City Boards and Commissions (in no particular order):

a.) *The Ordinance as proposed has been amended to now include “Sec. 12–Waiver of Qualifications Requirements”. The original Ordinance basically included this same section, but as written, it could have been interpreted to apply to only one section of the Ordinance. This amendment now makes it clear that Council has complete discretion on final decisions regarding qualifications or requirements of appointees (“Solely at its discretion, the City Council may consider on a case-by-case basis the waiver of any and all such qualification requirements and/or rules for individual appointments . . .”).*

b.) *Section 8(2) of the proposed Ordinance stipulates that all such appointees “should not have any delinquent City taxes, City utilities, or other City assessments; and must not have any pending claim against the City” Is there a similar requirement for City Councilmembers in the City Charter?*

No; there does not appear to be any such requirements for Councilmembers in the City Charter. The two basic requirements for eligibility to run for or serve on City Council are (1) that one must be “a qualified voter of the city” and (2) candidates must “reside for at least twelve months immediately preceding the election”

c.) *What would be the specific impact on the existing boards and commissions if the proposed Ordinance were adopted as currently written?*

- *Planning & Zoning Commission* – No immediate impact on current membership or structure
- *Board of Adjustment* – No immediate impact on current membership or structure
- *Library Advisory Board* - (Library Director) “Five of (the) seven board members would need to be replaced if term limits and being a property or business owner requirements are put into effect. Two of (the) board members are not residents of the city, one of those being the president of the board. (Four of the seven current) board members have served three or more consecutive full terms of office or more. One person is both ‘out of town’ and has served on more than 3 consecutive full terms of office.”
- *Parks & Recreation Advisory Board* – (Director of Parks) “Three of the current board members would be affected, as they live outside the city limits (but inside our ETJ and inside the school district). The Parks Board’s by-laws do not include a residency requirement.”

- *Economic Development Corporation Board of Directors* – No immediate impact on current membership or structure
- *Tax Increment Reinvestment Zone Board of Directors* – No immediate impact on current membership or structure
- *Public Safety Advisory Board* – (Chief of Police) “The original ordinance that created the PSA Board required that two of the seven members live outside the city limits, but inside the EISD boundary. Since the death of Neal Stone, (the new ordinance as written would) only affect one board member and that is Mike Walterscheid. Mike is the owner/operator of the Evergreen Christmas Tree farm just outside the city. He and his wife, Beth, have both been involved in various boards and commissions since I have been here in Elgin and are viewed as valuable assets to those boards and commissions. We just reappointed Mike to another two-year term but that will loom on the horizon. I am still looking for a replacement for Neal but am limiting my search to someone who meets the criteria set forth in the ordinance as it was presented.”
- *Historic Review Board/Main Street Board of Directors* – (Director of Community Development) “The Ordinance (as currently proposed) would eliminate five individuals currently serving on Main Street Board or Historic Review Board due to residency – they do not live in the city limits nor do they own property or a business in the city limits. Three individuals would not be able to serve after their current term due to proposed term limits.”
- *Building Standards Commission* – No immediate impact on current membership or structure

Please let me know if you have any questions or require additional information regarding this matter.



Thomas L. Mattis
City Manager



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN ELGIN PARK TERMS OF USE AGREEMENT WITH THE FRIENDS OF ELGIN PARKS; AND PROVIDING FOR RELATED MATTERS.

DEPARTMENT: Administration

PROPOSED ACTION:

This item is for formal approval of a Terms of Use Agreement with the Friends of Elgin Parks to have a monthly/reoccurring 'Market Days' event at Elgin Memorial Park

BACKGROUND:

The Friends of Elgin Parks has approached the city with a request to hold a monthly Market Days (flea market-type) event at Elgin Memorial Park in compliance with the city code of ordinances; and all applicable rules and procedures. The proposed agreement memorializes a standing agreement with the Friends (Licensee) as to on-going obligations, conditions, etc. for such an event as required by city code. Typically, the City Manager, in accordance with the code, can authorize use of the park as is intended for this use. However, this agreement allows Licensee and city staff to avoid issuing a separate approval for each month

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of a Terms of Use Agreement with the Friends of Elgin Parks to have a monthly/reoccurring 'Market Days' event at Elgin Memorial Park and additional direction to staff, if any

ATTACHMENTS:

Resolution

Agreement

- ☐ **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 CITY MANAGER TO EXECUTE AN ELGIN PARK TERMS OF
USE AGREEMENT WITH THE FRIENDS OF ELGIN PARKS; AND
PROVIDING FOR RELATED MATTERS.**

WHEREAS, through its Code of Ordinances, Chapter 28, Article IV, the City of Elgin has defined a Park Special Event Policy that governs the use and availability of designated special event venues by organizations other than the city; and,

WHEREAS, the Friends of Elgin Parks is a 501(c)(3) organization whose mission is to provide programming and financial assistance for improvements to the City of Elgin Parks and Recreation Department; and,

WHEREAS, the Friends of Elgin Parks have agreed to terms and conditions for the reoccurring utilization of the City of Elgin Memorial Park for a “Market Days” event in compliance with city code and current organizational procedures.

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

Section 1. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The City Manager is hereby authorized to execute a Elgin Memorial Park Terms of Use agreement with the Friends of Elgin Parks of Elgin, Texas for a “Market Days” event as described therein; a copy of said agreement being attached hereto, marked Exhibit A, and made part of this Resolution as if copied verbatim herein.

Section 3. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Local Government Code.

Section 4. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 5th day of September 2017

CHRIS CANNON, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary

ELGIN MEMORIAL PARK TERMS OF USE AGREEMENT

by and between

CITY OF ELGIN and THE FRIENDS OF ELGIN PARKS

By execution of this City of Elgin Terms of Use (the “Terms of Use”) by the undersigned authorized agent of the Friends of Elgin Parks, (the “Licensee”), in consideration for Licensee being allowed to use all or a portion of Elgin Memorial Park (the “Park”) owned by the City of Elgin, Texas (the “City”), Licensee agrees that the following terms, conditions and obligations apply to such use:

A. EVENT

The proposed event is a Flea Market (the “Event”).

B. CITY’S PARTICIPATION

The City and Licensee agree to participate in the Event, as follows:

1. The City will permit Licensee to use and occupy a portion of the Park, as designated on Exhibit “A” attached hereto (the “Site”), on the dates and times indicated herein.
2. The City will provide one working water source which includes the faucets in the park, ten trash containers, barricades, and access to permanent restrooms located in the Park during the regular hours of the event.
3. Parking for the Event will be made available in the park & ride lot at Highway 95 North. Parking needs will be assessed and evaluated as needed by City staff; and designated parking for the Event may be modified in the future as deemed appropriate by City staff.

C. LICENSEE’S OBLIGATIONS AND CONDITIONS PRECEDENT TO CITY’S PARTICIPATION:

In consideration of the City’s participation in the Event, the city requires the following assurances that the Site will be properly utilized by the Licensee for the benefit of the citizens of the Elgin community and surrounding area:

1. Licensee shall be responsible for maintaining the Site and facilities in a manner that is clean, neat and orderly. Vendors shall not be allowed to set up near the pavilion.
2. Licensee shall limit participation at the Site to vendors that meet all state and local laws, regulations, and ordinances, and shall be responsible for removing any vendors from the area that fail to comply with the requirements noted herein for maintenance and upkeep of the facility. All food vendors will be required to visibly post a Bastrop County Food Permit or Bastrop County Temporary Food Permit.

3. The Event shall be held at the Site on the first Saturday of each month from 6:30 a.m. to 5:00 p.m., February through December, weather permitting. The event will not be held in the month of January. The City of Elgin may close streets for events or emergencies, or city business regardless of this agreement. The City will make reasonable efforts to notify Licensee in advance of such street closures or other city business affecting the Event.
4. Licensee shall provide the City a copy of Premises Liability Insurance Policy naming the City as an additional insured and indemnifying the City of any liability with regard to the events and its vendors at the Site.
5. Licensee shall defend (at the option of City), indemnify, and hold City, its successors, assigns, officers, employees and elected officials harmless from and against all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees, and any and all other costs or fees arising out of, or incident to, concerning or resulting from the fault of Licensee, or Licensee's agents, employees or subcontractors, Vendors or any participant or attendee of the Event arising from, associated with, or otherwise relating to the Event, no matter how, or to whom, such loss may occur. Nothing herein shall be deemed to limit the rights of City or Licensee (including, but not limited to the right to seek contribution) against any third party who may be liable for an indemnified claim. Maintenance of the insurance required under these Terms of Use shall not limit Licensee's obligations under this paragraph.
6. Licensee shall be responsible for all management of the activities at the project site and coordination with the City of Elgin. Organizer shall have a staff member present at the market during all hours of operation. Contact information for this individual will be provided to City staff one week prior to each event.
7. Licensee shall provide the City a quarterly report of the activities of the Event, including particularly a report on the average number of vendors participating and average number of customers.
8. Licensee shall ensure that food vendors do not dispose of coals or oil on Park property or in park trash cans.
9. Licensee may display a banner or sign for the Event the week prior to the event. Banner shall be removed at the close of the Event. Banner or sign may be displayed for a maximum of seven days related to that month's event. Location of banner or sign to be determined by City Staff.
10. Licensee will provide First Aid resources on site with a minimum of a first aid kit and communication equipment.

D. FEES

1. Licensee shall pay One Hundred (\$100.00) Dollars to the City for Site access, access to Park & Ride parking, barricades, city staff support. Licensee shall pay One Hundred (\$100.00) Dollars for trash removal, unless Licensee engages a private cleaning service. If trash services and restroom cleaning are provided by a private service, the trash must be removed and facilities cleaned by 5 p.m. on the day of the event.
2. The City may require that the Event organizer provide portable restrooms for the market, if the City determines that the park restroom facilities are inadequate for the event.
3. If City of Elgin determines that a police officer is needed to ensure pedestrian safety and or traffic control related to the Event, an officer based on availability may be obtained through Elgin Police Department for Thirty-Five (\$35.00) Dollars per hour, or through another law enforcement agency.

E. OTHER

1. All parties agree that no verbal modification or amendment of this Letter of Agreement shall be allowed and, if made, shall not be binding on any of the parties. The parties agree and acknowledge that circumstances may arise that require further discussion and possible modification to this preliminary agreement.
2. The City of Elgin reserves the right to permit other uses of the facility and grounds that do not interfere with the Event.
3. In the case of any breach to this agreement by Licensee, all property, the facility and all facility rights revert immediately back to the City and Licensee shall have no further rights to enter onto or use the Site regarding this event. In that event, Licensee shall have no claim for damages or any causes of action against the City related to this Agreement.

F. TERM/TERMINATION

1. The term of this Agreement shall be for one year beginning on the date this Agreement is signed, and automatically renews each year on the anniversary date, unless otherwise terminated by either Party in writing.
2. Upon sixty (60) days written notice, the City may terminate this Agreement, with or without cause, and without the consent of the Licensee.

G. CONTACT

The contact for the Licensee shall be:

Name: _____
Cell: _____
Email: _____
Mailing Address: _____

The contact for the City shall be:

Name: _____
Cell: _____
Email: _____
Mailing Address: _____

IN WITNESS WHEREOF, City and Licensee execute these Terms of Use and agree to be bound by them regarding Licensee's use of the Premises.

CITY OF ELGIN

Thomas L. Mattis
City Manager

Date

ATTEST:

City Secretary

Date

AGREED:

FRIENDS OF ELGIN PARKS

By: _____
_____, as

Date



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS I GENERAL INDUSTRIAL DISTRICT, WITH SPECIAL CONDITIONS, THE PROPERTY BEING APPROXIMATELY 2.201 ACRES OUT OF THE ELIZABETH STANDIFER ABSTRACT NO. A59, CITY OF ELGIN, BASTROP COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

DEPARTMENT: Administration

PROPOSED ACTION:

Consideration and approval of the ordinance granting the requested zoning for Dupy Brothers Elgin, LLC.

BACKGROUND:

The Planning and Zoning Commission held a meeting regarding this zoning change request on August 28, 2017 and voted to recommend the requested zoning change to the Elgin City Council. A copy of that Agenda as well as the meeting minutes are attached.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval of the ordinance and the zoning for the property located at 690 West Highway 290 as presented.

ATTACHMENTS:

Planning & Zoning Agenda
August 28, 2017 Meeting Minutes
Map
Zoning Ordinance
Exhibit "A"

- ☐ 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.



AGENDA
ELGIN PLANNING AND ZONING COMMISSION
PUBLIC HEARING/ REGULAR MEETING
MONDAY, AUGUST 28, 2017, 6:30 P.M.
CITY HALL ANNEX COUNCIL CHAMBERS
310 NORTH MAIN STREET

CALL TO ORDER

PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda. Speaker comments are limited to three (3) minutes. No formal action can be taken on items not posted on the agenda. 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 Commission Member, member of Staff, other individual or group.

CONSENT

1. Approval of minutes, July 31, 2017.

UNFINISHED BUSINESS

1. NONE.

NEW BUSINESS

1. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY DUPY BROTHERS ELGIN LLC, OWNERS OF THE PROPERTY LOCATED IN A59 ELIZABETH STANDIFER, ACRES 2.2010, AT 690 WEST HIGHWAY 290, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING DESIGNATION FROM C-3 TO I-GENERAL INDUSTRIAL DISTRICT WITH SPECIAL CONDITIONS.

EXECUTIVE SESSION

The board may 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.

RECONVENE

The board returns to open session for possible discussion and action as a result of the Executive Session.

ANNOUNCEMENTS

ADJOURNMENT

NOTICE

I, Gary N. Cooke, Director Planning & Development for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before the 10th of August, 2017 before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code. The Elgin City Council will hold a public hearing on item #1 on Tuesday, September 5, 2017 at 7:00 pm in the City Hall Annex Council Chambers.

Gary N. Cooke

Gary N. Cooke, Director Planning & Development

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.

Para informacion en espanol favor de llamar 512-281-0119. Servicios de traduccion disponible en la reunion.

MINUTES
PLANNING AND ZONING COMMISSION
PUBLIC HEARING-REGULAR MEETING
MONDAY, AUGUST 28, 2017 – 6:30 PM

1. **CALL TO ORDER** Chairman Antonio Prete called the meeting to order at 6:30 PM.

PRESENT: Ronnie Creppon, Brian Lundgren, Antonio Prete, Dorothy McCarther, Rudy L. Ramirez. **Staff:** Melissa Lipiec, Carlos Navejas and Michael Hinds

2. **ABSENT:** Geno Chavarria and David Lanford

3. **Guest:** Roy D. Pool Jr., Dr. Gary Warner-Elgin Veterinary Hospital, William Dupy

2. **PUBLIC COMMENT:** Roy D. Pool, Jr. addressed the commission stating that he was a representative for Dupy Brothers Elgin, LLC who purchased the property about ten years ago. He stated that they were requesting the zoning change in order to be able to lease the property to more kinds of businesses, specifically ones who manufacture or fabricate products. He also stated that they had missed out on leasing the property because of the zoning limitations.

3. **MINUTES:** Antonio Prete asked for a motion to approve the minutes of the July 31, 2017 meeting and Dorothy McCarther made a motion to approve the meeting minutes as presented. Brian Lundgren seconded the motion and a vote was taken. The motion passed with a vote of five (5) for, zero (0) against.

4. **UNFINISHED BUSINESS**

1. None.

5. **NEW BUSINESS**

1. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY DUPY BROTHERS ELGIN LLC, OWNERS OF THE PROPERTY LOCATED IN A59 ELIZABETH STANDIFER, ACRES 2.2010, AT 690 WEST HIGHWAY 290, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING DESIGNATION FROM C-3 TO I-GENERAL INDUSTRIAL DISTRICT WITH SPECIAL CONDITIONS. Melissa Lipiec addressed the commission and stated that their packet contained a letter from the property owners stating their request and that Roy D. Pool, Jr. just informed them of the reason for the request. Also included in the packet was the sections of the ordinance relating to C-3 and I districts. Ronnie Creppon asked what the special conditions were and she explained that the owners wanted to change the property use to I-General Industrial District but also keep the current use of C-3 Highway Commercial District. Ronnie Creppon asked isn't Industrial Zoning already include in C-3 use? Antonio Prete answered that only C-2 use is allowed in Industrial Zoning. He further stated that the property owners wanted to continue to have the 12 uses allowed in C-3 as well as the 21 uses allowed in the General Industrial District. Melissa Lipiec stated that staff had consulted with the City Attorney in order to prepare an ordinance for this zoning change and she read what the City Attorney proposed to define the Special Conditions: "...I General Industrial District with the following special conditions: in addition to the uses specified in I General Industrial District, the property described herein may also be able to utilize all uses as specified in C-3 Highway Commercial District. If any portion of the property utilizes a C-3 use, then the property shall comply with all requirements as listed in the Code under C-3 District." Dr. Gary Warner of the Elgin Veterinary Hospital which adjoins the Dupy property asked to address the Commission. He stated that he was not opposed to the zoning change but he did have two concerns: there is a shed on the Dupy property that is attached to a building that houses feed for the animals and the shed has been there for many years. His concern is that he wants to make sure that whatever tenant leases the property does not use that shed for anything that might contaminate the food source for the animals. The second concern was regarding drainage. He stated that water from 690 W Highway 290 drains onto his property. After a bit further discussion Antonio Prete asked

for a motion. Brian Lundgren made a motion to recommend the zoning change with the special conditions as defined by the City Attorney. Dorothy McCarther seconded the motion and a vote was taken. The motion passed with a vote of five (5) for and zero (0) against.

6. **EXECUTIVE SESSION:** None
7. **ANNOUNCEMENTS:** Melissa Lipiec stated that a zoning request has been submitted on a commercial property on Central Avenue so we will be meeting on that at the end of September.
8. **ADJOURNMENT:** Antonio Prete adjourned the meeting at 6:54 PM

Anotnio Prete
Chairman, Planning and Zoning Commission

ATTEST:

Melissa Lipiec
Acting Secretary, Planning and Zoning Commission

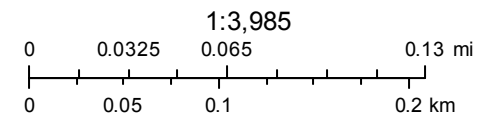
690 West Highway 290



August 29, 2017

- Parcels
- Abstracts

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Bastrop County Appraisal District & BIS Consulting - www.bisconsultants.com

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS I GENERAL INDUSTRIAL DISTRICT, WITH SPECIAL CONDITIONS, THE PROPERTY BEING APPROXIMATELY 2.201 ACRES OUT OF THE ELIZABETH STANDIFER ABSTRACT NO. A59, CITY OF ELGIN, BASTROP COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, an application has been made to the City Council of Elgin, Texas to amend the Official Zoning Map to rezone the property described in Exhibit “A” attached hereto and incorporated herein, from C-3 Highway Commercial District to I General Industrial District, and

WHEREAS, the City Council has submitted the requested change in the Official Zoning Map to the Planning and Zoning Commission for its recommendation and report, and

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested change on August 28, 2017, following lawful publication of the notice of said public hearing, and

WHEREAS, after considering the public testimony received at such hearing, the Planning and Zoning Commission has recommended that the Official Zoning Map be amended so that the zoning classification of the property described in Exhibit “A” be I General Industrial District with special conditions, and

WHEREAS, on the 5th day of September, 2017, after proper notification, the City Council held a public hearing on the requested zoning, and

WHEREAS, the City Council determines that the zoning and special conditions provided for herein promote the health, safety, morals, and protects and preserves the general welfare of the community, and

WHEREAS, each and every requirement set forth in Chapter 211, Sub-Chapter A, Texas Local Government Code, and Chapter 46, City of Elgin Ordinances, concerning public notices, hearings, and other procedural matters has been fully complied with, Now Therefore

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

I.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit “A” is classified as I General Industrial District with the following special conditions: In addition to the uses specified in I General Industrial District, the property described herein may also be able to utilize all uses as specified in C-3 Highway Commercial District. If any portion of the property utilizes a C-3 use, then the property shall comply with all requirements as listed in the Code under C-3 District.

II.

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

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

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

READ, PASSED, and ADOPTED on first reading this the 5th day of September 2017.

CHRIS CANNON, MAYOR

ATTEST:

Amelia Sanchez, City Secretary

Exhibit A

A 2.201 Acre tract in the ELIZABETH STANDIFER SURVEY, BASTROP COUNTY, TEXAS.

BEING a 2.201 acre tract or parcel of land out of and being a part of the Elizabeth Standifer Survey, A-59, in Bastrop County, Texas, and being all of that certain 2.201 acre tract described in a deed from Harold E. Dildy, et ux, to Donald J. Esperanza, et al, recorded in Volume 811, Page 156, Bastrop County Deed Records. Said tract being a part of that certain 58 acre tract described in a deed from W.L. Sharp, et al, to Harold E. Dildy, dated October 31, 1947, recorded in Volume 122, Page 589, Bastrop County Deed Records. Herein described tract or parcel of land being more particularly described by metes and bounds as follows:

BEGINNING at a ½ inch iron rod found in the south or southwest line of US Highway No. 290, the northwest corner of that certain 19.57 acre tract described in a deed from Graham & Lewis to Elgin Veterinary Hospital recorded in Volume 332, Page 589, Bastrop County Deed Records, for the northeast corner of this tract.

THENCE with the west line of the Elgin Veterinary Hospital 19.57 acre tract, S 29 deg. 59 min. 07 sec. W, 502.15 feet to a 5/8 inch iron rod found for the northeast corner of Lot 3, a 2.826 acre lot in Elgin Business Park, a subdivision in the City of Elgin, as recorded in Plat Cabinet 4, Page 20A, Bastrop County Plat Records for the southeast corner of this tract.

THENCE with the north line of said Lot No. 3, N 60 Deg. 00 min 53 sec. W, 200.00 feet to the northwest corner of same, a 5/8 inch rod found in the east line of Swenson Blvd., an 80 foot roadway in said subdivision for the southwest corner of this tract.

THENCE with the east line of Swenson Blvd., N 29 deg. 59 min. 07 sec. E 222.71 feet to a 5/8 inch iron rod bound at the beginning of a curve to the right.

THENCE with the said curve to the right whose radius is 670.00 feet; whose long chord bears, N 39 deg. 59 min. 07 sec. E, 232.69 feet; 233.88 feet along the arc to a 5/8 inch iron rod found at the end of said curve.

THENCE continuing with the east line of Swenson Blvd., N 49 deg. 59 min. 07 sec. E, 68.04 feet to a 5/8 inch iron rod found where same intersects the south line of US Highway No. 290, for the northwest corner of this tract.

THENCE with the south line of US Highway No. 290, S 54 deg. 17 min. 50 sec. E, 137.00 feet to the POINT OF BEGINNING. containing 2.201 acres of land.



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Discussion and action to authorize the City Manager to enter into a Broker of Record Agreement for Employee Benefits with Frost Bank.

DEPARTMENT: Administration

PROPOSED ACTION:

Review and discuss authorizing the City Manager to enter Broker of Record agreement with Frost Bank for Employee sponsored benefits.

BACKGROUND:

This item is for formal approval of the broker of record as recommended by the Employee Benefits Committee to administer employee health insurance benefits. See the attached memorandum from Interim Director of Human Resources Barbara Wilson.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Formal approval and authorization of Frost Bank as the Broker of Record for Employee Sponsored Health Insurance Benefits.

ATTACHMENTS:

Background Process, RFP for Employee Sponsored Benefits
Broker of Record Agreement

☒ 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.



08-25-2017

To: City Manager Tom Mattis and
The City Council of the City of Elgin,

Goal:

To Develop a Benefits Plan that is comprehensive and meets employees' expectations as well as being cost effective for the City of Elgin

Process:

Survey the employees and gather information on their participation, expectations, experience with our existing benefits program.

Developed and conducted an employee benefit survey, with a 92 percent return of completed surveys.

Developed a request for proposal for insurance brokers to assess the availability of products and services, pricing in a competitive marketplace, depth of service personnel to support our benefits program, financial and analytical services to help us transition eventually into a TPA and partially self-insured when our growth rate exceeds the small group limit, and, encompass and address the city employees' needs, wishes, problems and concerns.

Along with advice and guidance from the Texas Municipal League, the State Purchasing System and SHRM we developed and went out for request for proposal. We received four respondents.

The four respondents were as follows: ADP Payroll Software, Frost Bank, Texas Insurer Associates, and TMLIEBP.

Developed and engaged a Benefits Committee representing many of the various departments of the City of Elgin. Membership on this committee is as follows:

Planning and Zoning, and Utilities Mellissa Lipiec, Police Chief Bratton, Finance and Budget Laura Schwartz, and Buck La Quey, Utilities Administration, and Payroll Kriste Trantham, Human Resources Barbara Wilson, Community and Economic Development Amy Miller, Public Works Karol Jarmon.

This Benefits Committee meet on several occasions to accomplish the following:

Review the results of the benefits survey

To solicit and reports the needs and concerns of their employee group

Review evaluate, and make recommendations in regards the choice of insurance broker and the choice of benefits plans.

Procedure for brokers and benefits plans:

Each respondent was scheduled a time to present to the Benefits Committee.

In these presentations, we asked for the qualifications of their agency and personnel, the depth of services offered, the number of personnel to service our account and their location and proximity to Elgin. We also presented to them our concerns and issues, results of the employee survey, and problems that we were experiencing now with our benefits programs. We also asked for them to present any new products or services or other methodologies to maximize our benefits program.

The Benefits Committee then reviewed the RFP submittals and rated them on the following:

1. Price
2. Number of personnel committed to our accounts
3. Lower deductibles for our employee's individual and family coverages.
4. The ability to have our benefits program under just one or two providers instead of the seven vendors that we have to deal with now. Note this causes us to have to do reconciliation of bills for seven vendors, each employee to have to register with seven vendors, staff having to register and maintain databases for seven vendors, seven sets of paperwork for each vendor.
5. Completeness of response to Request for Proposals.
6. Additional benefits included for no extra cost or little extra.
7. History with the broker and provider
8. Number of governmental clients

Selection:

The Benefits Committee spent several days reviewing the proposals and materials with the following results:

TML Intergovernmental Risk Pool declined to bid do to our experiential rate.

ADP Payroll Software bid but did not provide all the necessary information and pricing required in the RFP. Does not have local representation, nor the amount of people to dedicate to our account. Texas Insurance Associates bid a higher costing product with the same deductibles with multiple vendors, and not the depth of extra products and services of another brokers. Also, they did have the depth and number of personnel to dedicate to our account.

Frost Bank offered a lower cost product with lower deductibles from only two vendors, a array of extra products and services at no additional cost, seven people assigned to our account, local presence, Spanish speaking account rep., several mid and large size governmental accounts,

fiduciary and financial assistance from a very large and financially strong institution. Additional perks for our employees at no additional cost.

If you would like additional information or if you have any questions, you can telephone me at (512) 229-3224.

Sincerely,

Barbara Wilson
HR Director
City of Elgin



BROKER OF RECORD LETTER

September 05, 2017

Re: ***Broker of Record Letter***
City of Elgin, Texas

To Whom It May Concern:

This is to advise that effective immediately, The City of Elgin, Texas hereby appoints the Frost Insurance Agency, Tax ID# 75-2760731, via its registered broker, Donald L. Cameron, III as exclusive Broker of Record for the City of Elgin, Texas.

Broker is hereby authorized to negotiate with such Insurers, Third Party Administrators and Brokers for our group health, dental, vision, life, disability, and all other employee benefits insurance contracts. Please furnish Frost Insurance Agency with all correspondence pertaining to any and all insurance contracts, rates, rating schedules, survey, reserves, retention, claims experience or other financial data relevant to this group.

This appointment rescinds all previous appointments and the authority contained herein shall remain in force until withdrawn or superseded in writing by our company.

If you require any additional information you may reach our broker:
Donald L. Cameron, III at 512.473.4535.

Thank you for your anticipated cooperation.

Sincerely,

Thomas L. Mattis
City Manager

cc: Frost Insurance



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Discussion and action to authorize the City Manager to enter into a Broker of Record Agreement for Voluntary Employee Benefits with Colonial Life Insurance.

DEPARTMENT: Administration

PROPOSED ACTION:

Presentation and discussion to authorize the City Manager to enter into a Broker Agreement with Colonial Life for voluntary supplemental employee benefits.

BACKGROUND:

This item is for formal authorization for Colonial Life to be added to our voluntary supplemental benefits package. Staff solicited price quotes from six vendors on voluntary supplemental employee benefits. See the attached memorandum from Interim Director of Human Resources Barbara Wilson.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Formal approval and authorization that Colonial Life be added to our voluntary supplemental benefits package.

ATTACHMENTS:

Broker of Record Colonial Life

☒ 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.



Blank fields represent information not provided or inapplicable to the account.

Account Information

Account Name:	City of Elgin
Associated With Another Account:	No
Other Account Details:	
Producer #:	
Producer Name:	
Authorizing Officer Name:	
Physical Address:	310 N Main Elgin, TX 78621
Business Phone:	(512) 229-3224 Ext.
Employer Identification Number:	74-6000822
Billing Contact:	Kriste Trantham Email: ktrantham@ci.elgin.tx.us / Title: Billing
Billing Contact:	Barbara Wilson Email: bwilson@ci.elgin.tx.us / Title: HR
Third Party Administrator:	No
Nature Of Business:	City Government
Company Web Address:	
Domestic Partner Allowed:	Yes
Welcome Call:	No

Enrollment Information

Group Products:	Yes
Pre-tax Deductions:	Yes
Insurance Advisor:	
Target Coverate Effective Date:	10/01/2017
Target Premium Effective Date:	
Payroll Input Date:	09/26/2017
Target Enrollment Start Date:	
Target Enrollment Stop Date:	
Employer Paid:	No
Number of Benefit Eligible Employees:	84
Preferred Billing Frequency:	Monthly
FICA Exempt Employees:	No
Enrolling in multiple locations:	No
Enrolling in multiple states:	
Includes NY:	No
Bill by Location:	No



Separate Bill by Location:

Sections on Bill:

Deduction Schedule 1

Employee Paycheck Frequency:	BiWeekly
Day of the Week Paid:	Friday
First Day of the Month Paid:	
Second Day of the Month Paid:	
Deduction Per Paycheck:	Yes
Explanation of How Deductions are Made:	
First Deduction Date:	09/29/2017
Second Deduction Date:	10/13/2017
Third Deduction Date:	10/27/2017
Deduction Gap:	No
Number Deductions Skipped:	
Deduction Gap Start Date:	
Deduction Gap Stop Date:	
Plugin:	No
Plugin Vendor Details:	

General Comments



Colonial Life & Accident
Insurance Company
1200 Colonial Life Boulevard
Columbia, SC 29210
803.798.7000
ColonialLife.com

Important Compensation Disclosure Information

Colonial Life & Accident Insurance Company (hereafter Colonial Life) is committed to helping working Americans and their families minimize personal financial risk with a comprehensive offering of voluntary benefits through the workplace. Colonial Life compensates producers to facilitate the sale and delivery of these valuable benefits. This compensation might include commissions as well as various incentives and awards. We support the full disclosure of compensation programs for our products, and your insurance advisor can provide you with complete information about these programs. You may also learn additional information about our compensation programs by contacting our Plan Administrator Service Center at 1.800.256.7004.

Is employer/account paying a fee to an insurance advisor for this placement of Colonial Life insurance?

☐ Yes ☐ No

Initials of Authorized
Officer

If yes, list advisor(s) names: _____

A complete Compensation Consent Disclosure Form is required for each insurance advisor receiving a fee.

Agreement:

The employer account (and/or its assigns) agrees to forward promptly all insurance premiums payroll deducted from its employees to Colonial Life for payment of employee insurance coverage and to notify Colonial Life promptly of the names of any employees to cease deductions because of termination from employment or otherwise. If the employer fails to notify Colonial Life that an individual's employment has terminated, that an individual has otherwise ceased deductions or where there is some other misunderstanding between the employer and employee concerning the payroll deductions, Colonial Life agrees to reimburse the employer up to one (1) month's premium in the event of loss by the employer as long as a claim has not been paid. Refund of premiums on flexible benefit plan accounts will be made payable to the employer. The issuance of any coverage paid for by payroll deduction pursuant to this agreement does not relieve the employer of the requirements of Workers' Compensation Laws of their state.

Print Name and Title of
Authorized Officer:

First Name

MI

Last Name

Title

Signature of Authorized
Officer:

Date:

I, _____, certify, to the best of my knowledge, the information above is

Producer Name
accurate and true.

Producer Signature

Date

Producer #

Producer's Phone #



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Discussion and action for approval of a contract for Election Services between the Elections Administrator of Bastrop County and the City of Elgin for the November 7, 2017 Election.

DEPARTMENT: Administration

PROPOSED ACTION:

Discuss and approve a contract with Bastrop County for election services.

BACKGROUND:

The City of Elgin contracts with the Bastrop County Elections Administrator for election services, and the cost for contracting this service is shared by all entities that are holding elections. The City of Elgin is required to hold a special election in November for filling a vacancy in Ward 3. The City of Elgin cost is estimated at \$2927.80.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Contract for Election Services between the Elections Administrator of Bastrop County and the City of Elgin for the November 7, 2017 Election.

ATTACHMENTS:

Bastrop County Contract

- ☐ 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.

**CONTRACT FOR ELECTION SERVICES
AND
AGREEMENT TO CONDUCT JOINT ELECTION**

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

This Contract for Election Services and Agreement to Conduct Joint Election (this “**Contract**”) is entered into by and among BASTROP COUNTY, a political subdivision of the State of Texas (the “**COUNTY**”), the BASTROP COUNTY ELECTIONS ADMINISTRATOR (“**ADMINISTRATOR**”), and the CITY OF ELGIN (the “**CITY**”), a political subdivision of the State of Texas, individually, a “**Party**” or, collectively, the “**Parties**,” pursuant to Section 31.092 and Chapter 271 of the Texas Election Code.

RECITALS

WHEREAS, the CITY and the COUNTY each expect to call an election to be held on November 7, 2017; and

WHEREAS, the CITY and the COUNTY desire to conduct such elections jointly pursuant to Chapter 271 of the Texas Election Code, and the CITY desires that certain election services for the CITY’S election be provided by ADMINISTRATOR through the COUNTY’S Elections Department pursuant to Chapter 31, Subchapter D of the Texas Election Code; and

WHEREAS, ADMINISTRATOR has provided a cost estimate for election services to be rendered by her office under this Contract, which estimate is set out on **Exhibit “A”** attached hereto and made a part hereof; and

WHEREAS, the COUNTY, ADMINISTRATOR, and the CITY 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 November 7, 2017, and for certain election services to be provided to the CITY in connection with its election. 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 CITY.

**ARTICLE II
JOINT ELECTION**

2.01 The COUNTY and the CITY agree to conduct their respective November 7, 2017 elections jointly pursuant to Chapter 271 of the Texas Election Code. ADMINISTRATOR is hereby appointed to serve as the CITY’S Election Officer and Early Voting Clerk to conduct the CITY’S November 7, 2017 election. As CITY’S Election Officer and Early Voting Clerk, ADMINISTRATOR will coordinate, supervise, and conduct all aspects of administering voting in connection with the CITY’S November 7, 2017 election in compliance with all

applicable law, as provided in Article III hereof.

ARTICLE III ELECTION SERVICES

3.01 ADMINISTRATOR agrees to provide to the CITY the following general election services with respect to the CITY'S November 7, 2017 election, including early voting, regular Election Day voting, and any resulting run-off:

- (A) Procure and distribute election supplies, including, but not limited to, the preparation, printing, and distribution of ballots and sample ballots, provided that the CITY will prepare the text of such ballots as set forth in Section 5.01(C) below;
- (B) Procure election judges and clerks for early voting and Election Day voting;
- (C) Procure early voting polling places and Election Day polling places. The ADMINISTRATOR will arrange for the use of all Election Day polling places and will 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. The ADMINISTRATOR will provide the CITY with a list for presentation to the governing body of the CITY, containing a list of places, times, and dates of early voting suitable for consideration and adoption by the governing body in accordance with Texas Election Code Chapter 85. The ADMINISTRATOR will designate and confirm all Election Day polling place locations and present the list to the governing body of the CITY for approval;
- (D) Procure, prepare, and distribute adequate election equipment and transport equipment to and from all polling locations, including early voting polling locations, for the CITY;
- (E) Distribute the lists of registered voters to be used in conducting the election, as provided by Bastrop County Voter Registration;
- (F) Pay election day and early voting judges and clerks;
- (G) Pay the judges for election night returns and early voting returns;
- (H) Provide training and information for all election officers;
- (I) Provide general overall supervision of the election and advisory services;
- (J) Prepare writ of election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;
- (K) Conduct election day voting and early voting, in person and by mail, for the CITY;

(L) Establish a Central Counting Station for the purpose of tabulating ballots. The Tabulation Supervisor will be responsible for handling ballot tabulation in accordance with statutory requirements and county policies, under the auspices of ADMINISTRATOR, and will, thereafter, transport all election records to the ADMINISTRATOR. The ADMINISTRATOR will 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 will be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code. The ADMINISTRATOR will prepare the unofficial tabulation of precinct results under Section 66.056(a) of the Texas Election Code and will provide a copy of the tabulation to the CITY as soon as possible after the ADMINISTRATOR has received the precinct returns on election day night;

(M) Provide such incidental related services as may be necessary to effect the Election;

(N) At each polling location, provide at least one voting station with a voting system that:
(i) fully complies with applicable law relating to accessible voting systems which make voting accessible for disabled voters; and (ii) provides a practical and effective means for voters with physical disabilities to cast a secret ballot;

(O) Provide for Central Count Tabulation(s), including:
a. Preparation and programming of the ballots on the ES&S 850 Optical Scanner; and
b. Preparation and programming of the ES&S AutoMARK voting system;

(P) Serve as “regular early voting clerk” for the CITY to receive requests for applications for early voting ballots to be voted by mail. Applications for early voting ballots to be voted by mail will be processed in accordance with Title 7 of the Texas Election Code. Applications for early voting ballots to be voted by mail received by the CITY will be faxed as promptly as possible to ADMINISTRATOR for processing. The original application will then be forwarded to ADMINISTRATOR for proper retention.

(Q) Serve as the custodian of voted ballots and other election records and preserve all election records in accordance with the Texas Election Code. After the applicable retention period, ADMINISTRATOR will forward all election records to the CITY.

ARTICLE IV SCHEDULE FOR PERFORMANCE OF ELECTION SERVICES

4.01 ADMINISTRATOR will perform all election services in accordance and compliance with the time requirements set out in the Texas Election Code.

ARTICLE V SERVICES NOT PROVIDED BY COUNTY

5.01 The CITY will be responsible for:

(A) preparing, adopting, publishing all required election orders, resolutions, notices, and other documents, including bilingual materials, evidencing action by the governing authority of the CITY necessary to the conduct of the election;

- (B) preparing the text for the CITY'S official ballot in English and Spanish, or other languages as required by law;
- (C) on or before August 22, 2017, providing ADMINISTRATOR with a copy of a document showing the propositions/places that are to appear on the official ballot for the CITY;
- (D) conducting the official canvass of the CITY'S election;
- (E) having a CITY representative serve as the custodian of its election records; and
- (F) filing the CITY'S annual voting system report to the Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

5.02 Pursuant to Section 271.006(c), the CITY designates ADMINISTRATOR to serve as "regular early voting clerk" for the CITY to receive requests for applications for early voting ballots.

5.03 The Secretary of the governing body of the CITY will serve as the Custodian of Records for the CITY to complete those tasks in the Election Code that ADMINISTRATOR will not perform.

ARTICLE VI TERM

6.01 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 and the election held and administered by ADMINISTRATOR for the CITY hereunder have been completed.

ARTICLE VII COST OF SERVICE AND BILLING

7.01 In consideration for the services provided hereunder by ADMINISTRATOR, the CITY agrees to pay ADMINISTRATOR its pro rata share of performing the services, including any overtime incurred by ADMINISTRATOR'S employees. A cost estimate for election expenses is attached hereto and made a part of this contract as **Exhibit "A"**. The Parties agree that this is an estimate only and that the CITY is obligated to pay the actual expenses of the election as set forth herein. ADMINISTRATOR agrees to advise the CITY if it appears that the actual expenses incurred by ADMINISTRATOR will exceed by 20% or more the estimated expenses to be paid initially by the ADMINISTRATOR and reimbursed by the CITY. The CITY shall also pay ADMINISTRATOR an administrative fee equal to 10% of the actual costs set forth in Section 7.02(a) below, as permitted under Section 31.100(d) of the Texas Election Code.

7.02 As soon as reasonably possible after the election, ADMINISTRATOR will submit an itemized invoice to the CITY for (a) actual expenses directly attributable to the coordination, supervision, and running of the election and incurred on behalf of the CITY by ADMINISTRATOR, including expenses for supplies in connection with the election school(s), election supplies, wages paid to ADMINISTRATOR'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 direct recording electronic voting devices and audio ballots, and (b) an administrative fee as provided in Section 7.01 above. 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 ADMINISTRATOR'S stock of election supplies

shall be supported by ADMINISTRATOR'S certificate about the number of items used and the unit cost therefore according to the vendor's standard price list. The total amount due according to these invoices shall be offset by any payments previously made pursuant to this Contract.

7.03 The CITY shall pay ADMINISTRATOR'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.

7.04 Payments made by the CITY in meeting its obligations under this Contract shall be made from current revenue funds available to the governing body of the CITY.

ARTICLE VIII GENERAL PROVISIONS

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

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

8.02 The parties acknowledge that the ADMINISTRATOR may contract with other entities holding elections at the same time as the CITY on November 7, 2017.

8.03 If the CITY cancels its election pursuant to Section 2.053 of the Texas Election Code, the ADMINISTRATOR 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 ADMINISTRATOR shall submit an invoice for such expenses as soon as reasonably possible after the cancellation and the CITY shall make payment therefore in a manner similar to that set forth in 7.03 above. The ADMINISTRATOR 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 ADMINISTRATOR in conducting the November 7, 2017 Joint Election.

8.04 In accordance with Section 31.099 of the Texas Election Code, the ADMINISTRATOR agrees to file copies of this contract with the County Treasurer of Bastrop County, Texas and the County Auditor of Bastrop County, Texas.

8.05 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.

8.06 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.

8.07 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.

8.08 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.

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

CITY:

Chris Cannon
Mayor At-Large
City of Elgin
310 N. Main St./PO Box 591
Elgin, Texas 78621
Tel: (512) 281-5724
Fax: (512) 285-5962

COUNTY and ADMINISTRATOR:

Bridgette Escobedo
Elections Administrator
Bastrop County
804 Pecan Street
Bastrop, TX 78602
Tel: (512) 581-7160
Fax: (512) 581-4260

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 September, 2017.

COUNTY:

BY: _____
Paul Pape
County Judge
Bastrop County, Texas

Executed to be effective the 5th day of September, 2017.

ADMINISTRATOR:

BY: _____
Bridgette Escobedo
Elections Administrator
Bastrop County, Texas

Executed to be effective the 5th day of September, 2017.

CITY:

BY: _____
Chris Cannon
Mayor At-Large
City of Elgin
Elgin, Texas

EXHIBIT “A”

ESTIMATED COST FOR CITY OF ELGIN

Election Expenses	\$ 1,169.40
Ballots and Programming	\$ 1,292.24
Election Kits & other precinct supplies	\$ 200.00
SUBTOTAL	\$ 2,661.64
10% ADMINISTRATIVE FEE	<u>\$ 266.16</u>
TOTAL	<u>\$ 2,927.80</u>