



**AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
7:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

Recess REGULAR MEETING and call to order PUBLIC HEARING

V. PUBLIC HEARING

1. PUBLIC HEARING ON AN AMENDMENT TO CHAPTER 46, ARTICLE IV, DIVISION 10, SECTION 46-469 REGARDING THE CREATION OF PLANNED DEVELOPMENT DISTRICTS TO REMOVE THE SIZE REQUIREMENT OF 2 ACRES.
2. A PUBLIC HEARING ON A ZONING CHANGE REQUEST SUBMITTED BY THE POINT RIDER FOUNDATION, INC., THE OWNER OF THE PROPERTIES LOCATED IN A18 JONATHAN BURLESON, ACRES 0.179, 403 CENTRAL AVENUE AND ELGIN CITY, BLOCK 10, LOTS 1, 2, 3, 4 & 5, 104 SOUTH AVENUE A, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS TO REZONE THE PROPERTIES FROM R-2 TO PDD (PLANNED DEVELOPMENT DISTRICT).

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. Employee of the Fourth Quarter 2017 - **Ashlie Bryant**

2. A PROCLAMATION DECLARING SATURDAY, NOVEMBER 25, 2017 AS SMALL BUSINESS SATURDAY IN THE CITY OF ELGIN

VIII. CITY MANAGER'S REPORT

1. Review and update on the Lee Dildy Boulevard/Tax Increment Reinvestment Zone (TIRZ) Project financing, construction, and schedule
2. General Activity Report and Project Update
3. Monthly Departmental Activity Reports - September

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. A RESOLUTION OF THE CITY OF ELGIN, TEXAS SUPPORTING THE SUBMISSION OF THE GRANT APPLICATION BY THE ELGIN POLICE DEPARTMENT FOR THE SB-12 RIFLE-RESISTANT BODY ARMOR GRANT TO THE OFFICE OF THE GOVERNOR
2. A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT & REVITALIZATION 2015 NON-HOUSING PROJECT APPLICATION TO THE GENERAL LAND OFFICE FOR WATER SYSTEM IMPROVEMENTS; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM
3. A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT & REVITALIZATION 2015 NON-HOUSING PROJECT APPLICATION TO THE GENERAL LAND OFFICE FOR STREETS AND DRAINAGE IMPROVEMENTS; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM
4. Consideration of a Letter of Agreement with Robert Carter regarding the acquisition of additional ROW Sidewalk easement in support of the FM1100 Sidewalk Project
5. Consideration of a Letter of Agreement with Randy M. Robertson, D.D.S. regarding the acquisition of additional ROW, sidewalk and drainage easement in support of the FM 1100 Sidewalk Project.
6. Consideration of a Letter of Agreement with Gail Burgess and David Salmons regarding the acquisition of additional ROW sidewalk easement in support of the FM 1100 Sidewalk Project.
7. Consideration of Elgin Public Library fee changes
8. City Council Special Meeting Minutes - August 22, 2017
9. City Council Special Meeting Minutes - September 12, 2017
10. City Council Special Meeting Minutes - September 19, 2017
11. City Council Regular Meeting Minutes - October 10, 2017

X. UNFINISHED BUSINESS

None

XI. NEW BUSINESS

1. A RESOLUTION CANVASSING THE RETURNS AND DECLARING RESULTS OF THE CITY OF ELGIN SPECIAL ELECTION
2. Review and discussion of proposed contract extension/renewal with Republic Services for curbside collection of household trash, recyclables, and bulk trash
3. RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE EXPENDITURE OF \$25,000 BY THE ELGIN ECONOMIC DEVELOPMENT CORPORATION FOR ALLAN TOLBERT'S 30 N. MAIN STREET BUILDING REMODELING PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO
4. AN ORDINANCE AMENDMENDING CHAPTER 46, ARTICLE IV, DIVISION 10, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING CHAPTER 46, SECTION 46-469; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR A SAVINGS CLAUSE.
5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS TO CAST A VOTE FOR A PERSON TO SERVE ON THE BOARD OF DIRECTORS OF THE BASTROP CENTRAL APPRAISAL DISTRICT
6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS TO CAST A VOTE FOR A PERSON TO SERVE ON THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT
7. Consideration of appointments of Chris Cannon, Jessica Bega, and Sue Brashar to the City of Elgin Tax Increment Reinvestment Zone Board of Directors to two year terms and appointing _____ as Alternate.

XII. EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as permitted by Chapter 551 of the Texas Government Code.

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

1. The City Council will convene in Executive Session pursuant to Section 551.074(a)(1) and (c) of the Texas Government Code to deliberate the annual performance evaluation of the City Manager.

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.

1. Discussion and action, if any, in regard to the City Manager's annual performance review.

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 November 9, 2017 in accordance with Chapter 551 of the Texas Government Code.

Amelia Sanchez
Amelia Sanchez, City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

PUBLIC HEARING ON AN AMENDMENT TO CHAPTER 46, ARTICLE IV, DIVISION 10, SECTION 46-469 REGARDING THE CREATION OF PLANNED DEVELOPMENT DISTRICTS TO REMOVE THE SIZE REQUIREMENT OF 2 ACRES.

DEPARTMENT: Administration

PROPOSED ACTION:

No Council action proposed for this agenda item; This item is to hear comments from the public on the proposed amendment to the City Code of Ordinances as described

BACKGROUND:

The Planning & Zoning Commission is recommending the code be amended to eliminate the current minimum size requirement of two (2) acres for a proposed Planned Development District (PDD). If adopted, there will no longer be a size requirement for a PDD.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

N/A

ATTACHMENTS:

Planning and Zoning Agenda

- ☐ 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/ SPECIAL MEETING
THURSDAY, SEPTEMBER 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, August 28, 2017.

UNFINISHED BUSINESS

1. NONE.

NEW BUSINESS

1. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON AN AMENDMENT TO CHAPTER 46, ARTICLE IV, DIVISION 10, SECTION 46-469 REGARDING THE CREATION OF PLANNED DEVELOPMENT DISTRICTS TO REMOVE THE SIZE REQUIREMENT OF 2 ACRES.
2. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY THE POINT RIDER FOUNDATION, INC., AGENT FOR MARK W. OWEN, THE OWNER OF THE PROPERTIES LOCATED IN A18 JONATHAN BURLESON, ACRES 0.179, 403 CENTRAL AVENUE AND ELGIN CITY, BLOCK 10, LOTS 1, 2, 3, 4 & 5, 104 SOUTH AVENUE A, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS TO REZONE THE PROPERTIES FROM R-2 TO PDD (PLANNED DEVELOPMENT DISTRICT).

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 13th of September, 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 & item #2 on Tuesday, November 7, 2017 at 7:00 pm in the City Hall Annex Council Chambers.



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.



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A PUBLIC HEARING ON A ZONING CHANGE REQUEST SUBMITTED BY THE POINT RIDER FOUNDATION, INC., THE OWNER OF THE PROPERTIES LOCATED IN A18 JONATHAN BURLESON, ACRES 0.179, 403 CENTRAL AVENUE AND ELGIN CITY, BLOCK 10, LOTS 1, 2, 3, 4 & 5, 104 SOUTH AVENUE A, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS TO REZONE THE PROPERTIES FROM R-2 TO PDD (PLANNED DEVELOPMENT DISTRICT).

DEPARTMENT: Administration

PROPOSED ACTION:

No Council action proposed for this agenda item; This item is to hear comments from the public on the proposed zoning change as described

Note: Staff scheduled and advertised this Public Hearing at the request of the developer and based on said developer's commitment to submit the Planned Development District (PDD) proposal that is the subject matter of this hearing. Unfortunately, as of the agenda posting, the staff has not received the PDD proposal as expected. So although the PDD proposal is not anywhere near ready, this Public Hearing should still be held due to the fact that it has been advertised.

BACKGROUND:

The Point Rider Foundation has submitted a conceptual plan for a mixed-use project proposed to be located 104 South Avenue. It was mutually agreed by the owner/developer and city staff that a PDD would best serve the goals and unique elements of the project as currently proposed. Staff continues to await the submission of the appropriate information to allow this project to proceed to formal consideration by the Planning Commission and City Council.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Table any further action on the Point Rider PDD proposal until such time as (a) a complete proposal is submitted to staff for their review and (b) that the submission is done so in a timely manner that provides for adequate staff review prior to proceeding with the required Public Hearings.

ATTACHMENTS:

Planning & Zoning Commission Agenda

- ☐ 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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CONSENT

1. Approval of minutes, August 28, 2017.

UNFINISHED BUSINESS

1. NONE.

NEW BUSINESS

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ANNOUNCEMENTS

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Gary N. Cooke, Director Planning & Development

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ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Employee of the Fourth Quarter 2017 - **Ashlie Bryant**

DEPARTMENT: Public Library

PROPOSED ACTION:

Ashlie Bryant has been nominated as the Employee of the Fourth Quarter 2017 by fifteen fellow City of Elgin Employees.

BACKGROUND:

The Employee Recognition Committee meets 5 times a year to select the Employee of the First, Second, Third, and Fourth Quarter and Employee of the Year by evaluating nominations given by fellow employees.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

The Employee of the Quarter receives one day of leave with pay or \$100 to be included in payroll taxes, recognition at a City Council meeting, recognition in the Elgin Courier and a Certificate.

ATTACHMENTS:

Employee of the Fourth Quarter 2017

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

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

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



October 24, 2017

Dear Ashley Bryant,

Congratulations! You have been selected as the Employee of the Quarter for the Fourth Quarter of 2017. The Employee Awards Committee selected you for the following fifteen nominations.

"Ashley works hard keeping the Parks & City grounds nice. She is very knowledgeable regarding plants. Ashley is kind – always smiles – very friendly & helpful – never hear her complain – even when it's hot."

"Hard worker, dedicated to the cause. Loves plants, trees, animals and work."

"Very hard worker, cares about maintaining the parks, loves working w/ plants, trees, and the guys"

"good worker" and "nice good worker" X 2

"Good hard worker" "Hard worker" and "Very hard working"

"She cool" and "Nice"

"Always works hard; Team player"

"Very good co-worker, Very skilled, Friendly, Green thumb"

"Very good co-worker, very skilled, Friendly, Green thumb, and team player"

As Employee of the Quarter you may choose one day of paid leave, which needs to be taken within the next thirty days, or \$100 less payroll deductions. Please let your supervisor and Finance Department know if you select the day off or the cash option. Please plan to attend the City Council meeting on Tuesday, November 14, 2017 at 7 p.m. where Mayor Chris Cannon will present a Certificate of Appreciation to you. Each Employee of the Quarter will be considered for Employee of the Year.

Thank you for your service to the City of Elgin.

Sincerely,

Tom Mattis
City Manager

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

P.O. Box 591

310 North Main

Elgin, Texas 78621

Phone 512.281.5724



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A PROCLAMATION DECLARING SATURDAY, NOVEMBER 25, 2017 AS SMALL BUSINESS SATURDAY IN THE CITY OF ELGIN

DEPARTMENT: Community Development

PROPOSED ACTION:

Acknowledgement of the Mayoral Proclamation as presented

BACKGROUND:

Small Business Saturday – also known as Shop Small Saturday is a promotional program through American Express that encourages people to patronize small businesses on the Saturday after Thanksgiving and throughout the year. Elgin has organized an event for November 25 called Where's Priscilla?, which invites people to search for Priscilla at participating small businesses and enter to win door prizes at those locations when they find her. The event is organized by the Elgin Main Street Board, Elgin Chamber of Commerce and the Elgin Economic Development Corporation and is part of the Shop Elgin and Dine Elgin programs.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

N/A

ATTACHMENTS:

Small Business Saturday Proclamation

- ☐ 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.

Proclamation

Small Business Saturday

Whereas, the government of Elgin, Texas, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 28.8 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 63 percent of net new jobs created over the past 20 years, and

Whereas, small businesses employ 48 percent of the employees in the private sector in the United States; and

Whereas, on average, 33 percent of consumers' holiday shopping will be done at small, independently-owned retailers and restaurants; and

Whereas, 91 percent of all consumers believe that supporting small, independently-owned restaurants and bars is important; and

Whereas, 76 percent of all consumers plan to go to one or more small businesses as part of their holiday shopping; and

Whereas, Elgin, Texas supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

Whereas, the Elgin Main Street Board, Elgin Economic Development Corporation, Elgin Chamber of Commerce and public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, MAYOR Chris Cannon, Mayor of Elgin Texas do hereby proclaim, November 25, 2017, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, to participate in the Where's Priscilla? Scavenger Hunt and support small businesses and merchants on Small Business Saturday and throughout the year.

Chris Cannon, Mayor



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Review and update on the Lee Dildy Boulevard/Tax Increment Reinvestment Zone (TIRZ)
Project financing, construction, and schedule

DEPARTMENT: Administration

PROPOSED ACTION:

Consider staff report on the Lee Dildy Boulevard/Tax Increment Reinvestment Zone (TIRZ)
Project financing, construction, and schedule

BACKGROUND:

Review and update on the Lee Dildy Boulevard/Tax Increment Reinvestment Zone (TIRZ)
Project financing, construction, and schedule. See the attached information that will be reviewed at the meeting.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Provide direction to staff, if any, regarding the project

ATTACHMENTS:

[Timetable](#)

[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.



**Financing Timetable
City of Elgin, Texas**

\$1,931,000*

Tax Increment Reinvestment Zone Revenue Bonds, Series 2017

Nov-17							Dec-17							Jan-18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

Completion Date	Event	Responsibility
Fri – Nov 3	⇒ Distribute second draft of POS	FA
	⇒ Distribute credit packages to rating agencies and insurance companies	FA
Fri – Nov 10	⇒ Submit comments on 2 nd draft of POS to FA	FWG
Mon – Nov 13	⇒ Pre-file Transcript with Attorney General	City, BC
Week of Nov 13	⇒ Rating Call	City, FA
Fri – Nov 17	⇒ Distribute 3 rd draft of POS	FA
Mon – Nov 27	⇒ Bastrop Co. Commissioner’s Court Meeting to approve revised Project and Finance Plan	City, FA, BC
Tues – Nov 28	⇒ Receive Rating	City, FA
	⇒ Receive bids from insurance companies	FA
	⇒ Submit comments on 3 rd draft of POS	FWG
Wed – Nov 29	⇒ Distribute electronic POS to potential investors	FA
Tues – Dec 5	⇒ City Council Meeting: Award Bonds to Underwriter / Adopt Ordinance	FWG, UW
Wed – Dec 6	⇒ Submit transcript for Attorney General approval	BC
Thurs – Dec 7	⇒ Distribute draft of final Official Statement (“OS”)	FA
Fri – Dec 8	⇒ Return comments on final OS to FA	FWG, UW

**Preliminary Subject To Change
FirstSouthwest, a Division of Hilltop Securities*

Completion Date	Event	Responsibility
Mon – Dec 11	⇒ Print and distribute final OS	FA
Tue – Dec 12	⇒ Distribute draft of closing memorandum	FA
Thurs – Dec 14	⇒ Comments due on draft of closing memorandum	FWG
	⇒ Circulate final closing memo	FA
Thurs – Dec 21	⇒ Closing	FWG, UW

Symbol Key		
FWG	Finance Working Group	Includes City, BC & FA
City	Issuer.....	City of Elgin, Texas
BC	Bond Counsel.....	McCall, Parkhurst, & Horton L.L.P.
FA	Financial Advisor.....	FirstSouthwest, a Division of Hilltop Securities
UW	Senior Underwriter	TBD

SARATOGA FARMS
CITY OF ELGIN

CVS PHARMACY

WALMART

ELGIN HIGHWAY
290, LLC

SOUTHSIDE MARKET & BB

BRACEWELL
LIMITED
PARTNERSHIP

ELGIN HIGHWAY
290, LLC

ELGIN 384 LP

ELGIN 384 LP

HEB

SF DEVELOPMENT INC
4720-4 COCKCLIFF RD
AUSTIN, TX 78746

DETENTION
POND
EASEMENT
(9.985 ACRES)
DOC. NO.
201004664



TRC ENGINEERS, INC.

505 E. HUNTLAND DRIVE, STE. 250 AUSTIN, TX 78752
T.B.P.E. FIRM REGISTRATION # F-8632
(512) 454 - 8716

HIGHWAY
0, LLC



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

General Activity Report and Project Update

DEPARTMENT: Administration

PROPOSED ACTION:

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

BACKGROUND:

This item is for a general update and/or discussion with Council by the City Manager regarding any on-going issues or major projects. This item is intended for receipt information and Q&A only; with no formal action anticipated by Council.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

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

ATTACHMENTS:

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

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



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

ITEM:

Monthly Departmental Activity Reports - September

DEPARTMENT: Administration

PROPOSED ACTION:

BACKGROUND:

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

N/A

ATTACHMENTS:

Community Development Report - September

Main Street Report - September

Library Report - September

Public Works Report - September

Municipal Court Report - September

Parks Report - September

Police Department Summary Letter - September

Police Department Report - September

Wastewater Report - September

Building and Code Enforcement Report - September

☐ 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

To: Tom Mattis, City Manager
From: Amy Miller, Community Development Director
Date: October 8, 2017
RE: Community Development Department Report September, 2017

The Texas Downtown Association recognized Dorothy's Jewelry & Gifts as a finalist for Best Downtown Business and the Elgin EDC as a finalist for Best Downtown Partner. Awards will be announced in November at the state TDA conference. Since 2015 nine buildings have been restored in downtown and are fully occupied and fifteen new businesses are in operation. The FM 1100 TAP grant sidewalk project with TXDOT has two easements completed for October Council Agenda, four in process for November agenda. 14 North Main is contract pending with possible closing set for early October, first and 2nd floor tenants in place for this building. Historic Review Board considered and approved a pavilion and restroom building for the Elgin's Backyard food court on South Main Street, and a façade application for 25 North Main the offices next to Prosperity Bank. 211 Central Avenue suffered a partial collapse during Hurricane Harvey. Owner is expected to submit plans to the City for stabilization and or removal by October 6.

Projects

- TAP FM 1100 & County Line Road Sidewalk project, easement process, project to bid in October.
- Met with Commissioners Snowden & Beckett, Mayor and City manager to discuss community growth and transportation needs.
- Chamber and Main Street decided to postpone Dinner on Main due to Hurricane Harvey.
- Worked with Elgin ISD to finalize plans for the Homecoming Community Parade & Pep Rally at Elgin Memorial Park on Wednesday October 4.
- Held Walk or Bike to School day on September 8, one is planned for October 13 and November 4.
- Planned for Community Clean-up day on Saturday October 7.
- Finalized parade plans with American Legion and VFW for Veterans Appreciation parade, November 4 parade route will be from 11th street south on Main through downtown.

- Hogeye finalized t-shirt, print materials, cornhole tournament, Elgin ISD Farm To School demonstration booth and children's activities. Started distributing print materials.
- Met with Property owners about façade projects including 110 South Main Street El Maguey.
- Provided community update presentation to the Prime Timers group at St. Peter's Lutheran Church.
- Planning events for weekends from November 25 through December 23.
- Sip Shop & Stroll September 14 was well attended.
- 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.
- City of Elgin E-News
- Facebook Pages: City of Elgin, Visit Elgin, Envision Elgin
- Instagram – visitelgintx

Boards & Committees, Seminars

Envision Elgin quarterly meeting

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

National Night Out & Business After Hours party October 3

Community Homecoming Pep rally & Parade Wednesday October 4

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

Sip Shop & Stroll October 12

Hogeye Festivities - October 26-28

Safe Trick or Treat Trail Downtown October 31

Veterans Appreciation parade November 4

Sip Shop & Stroll November 9

Shop Small Saturday –November 25 Where's Priscilla

Selfies with Santa - Free Picture's with Santa Visit www.elgintx.com for locations dates and times!

Holiday Concert with Elgin ISD December 1 6:30pm Veterans Memorial Park

Hot Cocoa Stroll & Holiday by the Tracks Saturday December 2

Sip Shop and Stroll Thursday December 14 from 5pm-8pm, Downtown

The Art of Holiday Giving December 16
December 9 Holiday Sweater Weekend
December 23 Stocking Stuffer Saturday



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: September 2017

DATE SUBMITTED: 10-9-2017

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
September 21, 2017	Board & Chamber of Commerce decided to postpone Table on Main due to the effects of Hurricane Harvey. Hogeye Festival finalization continued, all sponsors and graphic design materials were finalized. Print materials ordered. Cornhole tournament finalized, overall logistics and coordination with partner organizations were finalized, details for street dance finalized. All is well for 30 th anniversary celebration of Hogeye Festival!

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

Meeting Dates:	Update on projects or activities
September 5	Continued distribution of flyers and brochures through the kiosks located around town, 14 locations total. Thrilled to be named finalists for Texas Downtown Association Presidents Awards Best Downtown Business- Dorothy's Jewelry & Gifts and Best Downtown Partner – Elgin Economic Development Corporation. Placing all Hogeye Festival volunteer options online with online sign up to increase access and overall participation.

PROMOTION:

Meeting Dates:	
September 12, 2017	Promoting Hogeye at the Christmas Tree Farms during their weekend Pumpkin hunts, and promoting to Round Top Shoppers. Working with Chamber and Bastrop County tourism to be represented at the State Fair and Texas Municipal League. Continued planning for Shop Small Saturday, hot cocoa stroll, holiday by the tracks, the Art of Giving December 16, Holiday Concert with Elgin ISD elementary campuses, Holiday Sweater Saturday, Stocking stuffer Saturday, and safe trick or treat.

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

	Continuing the full page ad in Antiquing weekly with business advertising support.
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DESIGN:

August 30, 2017	Information provided about downtown parking striping project to businesses and residents. Conducted a downtown walking design tour, which generated new discussion about development opportunities, public art and design needs. 211 Central Avenue suffered a partial collapse during Hurricane Harvey. Property owner is developing plans for stabilization and or removal for submittal to City.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
September 13, 2017	Sold – 109 North Main, to Elgin Wellness Shop Brenda Chambers 115 North Main to Patsy Graham To Open in October 32 n main Summer Love Boutique 100 West First Street leased to a Jose's barber shop, 2 nd & Avenue C space 12 Star Massage Contract pending for 14 N Main. Other Properties for sale: 113 Central Avenue, Available for lease 112 Depot Street. Working with owners on renovation plans, reviews, and lease recruitment.

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

30th Annual Hogeye Festival is October 26 – 28

National Night Out & Business After Hours party October 3
Community Homecoming Pep rally & Parade Wednesday October 4
Community Clean up event October 7 9am at Elgin Memorial Park
Sip Shop & Stroll October 12
Hogeye Festivities - October 26-28
Veterans Appreciation parade November 4
Sip Shop & Stroll November 9

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

Shop Small Saturday –November 25

Where's Priscilla – Store specials throughout downtown

Holiday Concert with Elgin ISD December 1 6:30pm

Veterans Memorial Park

Hot Cocoa Stroll & Holiday by the Tracks Saturday December 2

Sample hot cocoas, store specials, kids activities throughout downtown

Sip Shop and Stroll Thursday December 14 from 5pm-8pm, Downtown – Enjoy live music, beer and wine tastings, store specials, refreshments and more!

The Art of Holiday Giving December 16 –

showcase of unique handcrafted & Locally produced items

Studio 621, 28 N, Earthen Metals and throughout downtown

Selfies with Santa

Free Picture's with Santa Visit www.elgintx.com for locations dates and times!

December 9 Holiday Sweater Weekend

Holiday Sweater discounts & Specials

December 23 – Stocking Stuffer Saturday –featuring items to fill your stockings and offering great holiday specials

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

Library Report to City of Elgin, September 2017

Circulation was up 6% in September over the previous September but down 3% for the year. Magazine and newspaper and "e" materials use is up.

The Collection size is down 5% over the previous year with average copyright year of 2003.

Children's librarian, Melinda Torres completed the Ladd and Katherine Hancher Foundation grant. It funded an AWE children's computer, computer desk and chairs, and lots of new children's picture books.

We complete 255 Interlibrary Loans. This was our first full year to send Interlibrary Loans.

The library participated in National Voter Registration Day on September 26 with 12 new voters signing up. Our other programming had good attendance but program participation was down 21% over the previous year.

Technology: This is the first full year to have a count of Wi-Fi usage with 16,544 uses. Patron using computers was down 27% for FY 2017.

Training: Library Director participated in the webinars: From management to engagement: Skilled volunteers in public libraries; Tips & tricks to develop, nurture, & work with high functioning boards; and Local government compliance 101.

Thanks to our volunteers, their hours were up 21% over the previous year.

Categories	Units	Sept. '16	Sept. '17	Fiscal YTD '16	Fiscal YTD '17
Total Circulation		7,228	7,675	89,009	86,390
+ or - Same month previous year	Percent		6%+		
Additions					
Interlibrary Loans	Each	7	19	25	255
New Patrons	Each	121	91	1,089	1,029
Collection					
Items Added	Each	169	252	4,199	2,885
Items Withdrawn	Each	71	805	2,669	4,461
Total Collection	Each	39,565	37,936	39,565	37,936
General Statistics					
Gate Count	Each	4,794	3,963	49,985	49,690
Hours Open	Hours	177	168	1,989	1,976
Library Tours	Each	0	0	2	4
Program Visitors	Each	300	249	5,973	4,721
Public Computer Use	Hours	530	406	7,663	5,449
Patrons using computers	Each	774	627	11,081	8,188
Wi-Fi Patron Use	Each	N/A	86	N/A	16,544
Volunteer Hours	Each	202	167	1,513	1,903
Receipts					
		\$1,816	\$1,322	\$27,838	\$22,132
Civic Center Use					
City	Each	3	4	34	70
Library	Each	26	20	189	246
Public Rental	Each	6	4	43	24
Other - not for profit	Each	9	7	110	63
Total Civic Center Use		44	35	376	403

Public Works – September- 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:

Replaced faded stop signs at the below locations:

Bandera Woods Boulevard and County Line Road

Gillespie Lane and Lavaca Loop

Bandera Woods Boulevard and Jefferson Cove

North Martin Luther King Boulevard and East 1st Street

North Avenue E and East 1st Street

North Avenue F and East 4th Street

North Avenue F and East 7th Street

Repaired stop sign and pole West 2nd Street and North Avenue C

Permanent Street, utility cut repairs, pot hole repairs:

North Main Street

Level up on Vicksburg Loop

Curb, Gutters, Drains, and Ditch Cleaning

Cleaned ditch on County Line by Eagles Landing

Cleaned ditch on West Cleveland

Cleaned curb and gutter on Madison Street from Monroe Street to Martin Luther King Boulevard

Litter Control

Trash picked up on U. S. Highway 290

Trash picked up on State Highway 95 North

Trash picked up Historic Downtown

Dumped Debris Removal:

Lexington Road

Trees and Brush:

Removed split tree in ditch off Lexington Road

Trimmed brush on Central Avenue between Joe Sayers Street and Kennedy Street

Removed fallen tree on West 11th Street

Trimmed brush on North Avenue E and East 2nd Street

Trimmed low limbs on North Main Street

Cleared brush on Lexington Road from Louise to Lloyd Lane

Cleared brush on Madison Street from Monroe Street to Martin Luther King

Miscellaneous:

Pot hole patched

Installed new reflectors on W Cleveland

Vehicle preventive maintenance completed on several pieces of equipment

2016-2017 Street Maintenance Project:

Substantially complete September 20, 2017
October final sweeping

2016-2017 Business District Re-Paint Striping:

Blackout of earlier stripes was completed September 8
Re-paint striping will be completed in October

Saratoga Farms Subdivision: Section 3 and 4

Substantially complete

Lee Dildy Boulevard: (Portion)

Complete – awaiting final acceptance by the City

TxDOT US 290 West Project:

Work continues

Training/Certificates:

Equipment Operator III is working to complete all CDL testing.
One employee on light duty

Joe Parten

Director, Public Works
City of Elgin

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month September

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 Oct 13, 2017

Phone Number (512) 281-0318

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION

P O BOX 12066

AUSTIN, TX

78711-2066

PHONE: (512) 463-1625

FAX: (512) 936-2423

CRIMINAL SECTION

City of CITY OF ELGIN

Month September 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:	13,034	13	0	0	2,603	21
a. Active Cases	8,933	11	0	0	1,216	5
b. Inactive Cases	4,101	2	0	0	1,387	16
2. New Cases Filed	107	0	0	0	19	1
3. Cases Reactivated	18	0	0	0	9	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,058	11	0	0	1,244	6
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	59	0	0	0	15	0
b. Dismissed by Prosecution	8	0	0	0	2	0
7. Dispositions at Trial:						
a: Convictions						
1) Guilty Plea or Nolo Contendere	7	0	0	0	10	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	13					
b: After Deferred Disposition	3	0	0	0	2	0
c: After Teen Court	0	0	0	0	0	0
d: After Tobacco Awareness Course					0	
e: After Treatment for Chemical Dependency				0	0	
f: After Proof of Financial Responsibility	1					
g: All Other Transportation Code Dismissals	0	0	0	0	0	0
9. All Other Dispositions	4	0	0	0	0	0
10. Total Cases Disposed	95	0	0	0	29	0
11. Cases Placed On Inactive Status	17	0	0	0	6	0
12. Total Cases Pending End of Month:	13,046	13	0	0	2,593	22
a: Active Cases	8,946	11	0	0	1,209	6
b: Inactive Cases	4,100	2	0	0	1,384	16
13. Show Cause Hearings Held	5	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 September 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	1
5. Tobacco Cases Filed	0
6. Failure to Attend School Cases Filed	0
7. Education Code (Except Failure to Attend) Cases Filed	0
8. Violation of Local Daytime Curfew Ordinance Cases Filed	0
9. All Other Non-Traffic Fine-Only Filed	0
10. Transfer to Juvenile Court: a. Mandatory Transfer	0
b. Discretionary Transfer	0
11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)	0
12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)	0
13. Juvenile Statement Magistrate Warning: a. Warnings Administered	0
b. Statements Certified	0
14. Detention Hearings Held	0
15. Orders for Non-Secure Custody Issued	0
16. Parent Contributing to Nonattendance Cases Filed	0

ADDITIONAL ACTIVITY

Court CITY OF ELGIN		Number Given	Number Requests For Counsel
Month	September Year 2017		
1. Magistrate Warnings:		15	
a. Class C Misdemeanors			
b. Class A and B Misdemeanors		13	3
c. Felonies		7	3
			TOTAL
2. Arrest Warrants Issued:			23
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			6
c. Felonies			2
3. Capiases Pro Fine Issued			1
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			2
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			0
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit			11
16. Cases in Which Fine and Court Costs Waived for Indigency			1
17. Amount of Fines and Court Costs Waived for Indigency			\$177.97
18. Fines, Court Costs and Other Amounts Collected:			\$16,416.44
a. Kept by City			
b. Remitted to State			\$9,296.03
c. Total			\$25,712.47

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



September 2017 Parks Report.

Maintenance Report:

Parks Department supervised the repairs and new installation of a new irrigation system outside of City Hall, this will help with the overall maintenance of the City hall grounds and keep a good turf year-round. The Parks Crew continues to improve on innovative ways to accomplish our weekly tasks such as adjusting mowing schedules and trash routes with each new task we try to make sure we are always operating the most efficient way possible.

Programs Report:

Our summer programming and Recreation Center Programming planning is already underway. Patrick Nicks is lining up staffing information and evaluating our resources to be able to provide a good variety of programs to the local population. This list of programming for the Recreation Center includes both active programming such as arts and crafts and passive programming like Open gym time and the walking club. We will continue to build up a solid group of programs in an effort to maximize the amount of people enjoying the recreation center and the parks in general.

Elgin Recreation Center update

Interior exterior framing are completed for the Recreation center project are completed. The next item on the time line will be brick and stone on the exterior of the building. A retaining wall was recently completed along the north end of the job site that will protect the parking lot from water run off and maintain a positive slope away from the building. Mechanical and plumbing rough in for fixtures are nearing completion as well. The building is on schedule and things seem to be moving along with minimal problems.

Goals for October 2017

- Distribute fall program guide.
- Plan use policy for Recreation Center
- Coordinate logistics for Hogeys festival

Park Activity Summary		September 2017
Facility	Number of uses	
Park/ Pavilion Rental	5	
Ball Field Rental	26	
Fleming Community Center	49	
Pool Entries	62	
Water Aerobics	0	
Pool Rentals	2	
Deposits	\$1,272.00	



Elgin Police Department

Office of the Chief

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



Elgin Police Department

September 2017

The month of September again brought good news to the department. The 2016 Uniform Crime Reports for the State of Texas were released and our report shows a very modest increase in Part I crimes. Those crimes include Murder, Rape, Robbery, Aggravated Assault, Burglary, Arson, Motor Vehicle Theft, and Human Trafficking. Our total increase was about 4% which in reality was an increase of 8 more reported Part I crimes in 2016. Our clearance rate remained about the same as 2015 but we came in second in the County in our clearance rate this time around. We still cleared 36% of all our Part I crimes and I consider that a very good clearance rate for a small department. I'm very proud of the men and women working for the department. They put in a lot of hours and a lot of work to achieve those levels of service.

September also marked the beginning of our 8th Citizens Police Academy. This year we have almost 30 community members in the class and so far it's been a rewarding experience for us to be able to interact with those community members. We have representatives from all parts of the community and almost every neighborhood is represented. The CPA is one of those events that we look forward to every year and this is proving to be a great class.

"Community First"

Elgin Police Department
Monthly Report September 2017

CATEGORY	Sep-17	16-Sep	15-Sep	14-Sep	13-Sep
Calls for Service					
Total Calls for Service	976	1277	974	998	893
Police calls	576	969	727	659	679
Fire calls	34	32	65	31	44
Animal calls	52	76	106	141	98
Activity logs	0	196	63	156	62
City calls	0	4	13	11	10
Pageouts	0	0	0	0	0
Offense Reports					
Total Offense Reports	60	100	77	65	88
Active (Open) cases	18	24	25	18	21
Cases Inactivated	0	15	13	16	21
Cases Closed	3	5	3	1	5
Documentation (no crime)	0	1	0	0	1
Other	32	1	2	2	1
Unfounded	0	1	0	1	0
Referred to other agency	1	1	3	2	0
Citations					
Total Citations	236	260	281	314	286
Citations for violations	125	141	122	179	120
Warnings	110	119	159	135	166
Collisions					
Total Accidents	28	28	36	19	19
Major accidents (with injury)	7	4	2	3	5
Minor accidents (no injury)	15	24	26	16	14
Leaving the scene accidents	6	0	8	0	0
Alarms					
Business alarms	17	19	30	15	19
Residential alarms	8	6	18	6	5
Fire alarms	10	0	3	3	4
Arrests					
Felony arrests	4	17	6	6	15
Misdemeanor arrests	8	40	20	14	28
Other arrests	6	4	6	6	3
Animal Control					
Total Animal Control calls	52	76	106	141	98
Animal Cruelty calls	0	0	1	0	0
Canine Impounds	2	10	11	20	19
Feline Impounds	2	5	7	25	24
Citations issued	3	6	4	5	0
Bite Cases	1	0	1	4	0
Dead animal calls	6	3	11	17	17
Wildlife calls	4	4	9	13	15
Rabies cases	0	0	0	1	0
Rabies cases positive	0	0	0	1	0

Monthly Reports August 2017

Department 023 Water Treatment

Well # 10	8,964,000 Gallons
Well # 11	0 Gallons
Well # 14	16,719,000 Gallons
Well # 15	1,801,000,000 Gallons
Water loss due to leaks or flushing	100,000 Gallons
Total Water Pumped	40,384,000 Gallons

Chemicals Used

Chlorine	974 Pounds
Sequest	150 Gallons

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.78 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	3
Service Line Breaks	5
Miscellaneous Repairs/Complaint Calls	30
New Connections/Taps	4
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	1
Service Lines	7
After Hours Call-Outs	15

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	2
Curb Side Cleanouts Installed	0
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	4
Lines TV'd	5
Manholes Installed/Repaired	0

Lift Station Maintenance/Repairs

Hour Meter Reads/Daily Site Checks	9 Daily
Pumps Pulled	4
Pumps Installed	3
Pumps De-raged	2
Motors Pulled	4
Motors Installed	3
Electrical Issues (Repair/Replace Parts)	5
Floats Cleaned/Replaced	2
Grass/Weed Maintenance	0
After Hours Call Outs	12

Wastewater Treatment Plant**Maintenance/Repairs**

Pumps Pulled	0
Pumps Installed	0
Motors Pulled	5
Motors Installed	4
Control System/Electrical Repairs	1
Cleaned Wet Well Floats	1
Miscellaneous Repairs	16
After Hours Call-Outs	5

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	464,600 Gallons
Maximum Daily Flow	3,192,700 Gallons
Average Daily Flow	759,400 Gallons
Total Monthly Flow	23,542,800 Gallons

Effluent DO (Dissolved Oxygen) Average	6.6
Effluent Chlorine Residual Average	1.53 mg/l
Effluent pH Average	7.28
Total Phosphorus Average	0.474
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	2.17
TSS (Total Suspended Solids) Average	2
Ammonia/Nitrates Average	0.129

Remarks :

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

Type of Inspections	Sep-16	Sep-17	Fiscal Yr. To Date	Calendar Yr. To Date
Building	72	58	432	265
Electrical	37	31	317	216
Plumbing	28	45	341	226
Gas	53	4	100	38
Mechanical	23	13	138	74
TOTAL	213	151	1328	819
Building				
Permits	16	23	244	194
Value	\$ 1,308,261.39	\$ 444,112.00	\$ 28,259,610.90	\$ 27,119,958.91
Fees	\$ 7,993.86	\$ 4,301.97	\$ 125,287.25	\$ 122,550.75
Electrical				
Permits	11	24	144	115
Fees	\$ 1,567.50	\$ 4,450.00	\$ 20,837.50	\$ 16,080.00
Plumbing				
Permits	15	19	107	82
Fees	\$ 2,232.50	\$ 4,140.00	\$ 18,297.50	\$ 14,280.00
Gas				
Permits	11	7	44	29
Fees	\$ 1,417.50	\$ 1,210.00	\$ 5,880.00	\$ 3,910.00
Mechanical				
Permits	3	3	73	41
Fees	\$ 442.50	\$ 440.00	\$ 10,775.00	\$ 5,550.00
Total All Fees	\$ 13,653.86	\$ 14,541.97	\$ 181,077.25	\$ 162,370.75

**September 2017
Building Permits**

Number of Permits		Type/Classification	Permit Fees		Valuation	
Sep-16	Sep-17		Sep-16	Sep-17	Sep-16	Sep-17
3	2	New Single Family	\$ 2,155.36	\$ 1,781.75	\$ 276,630.00	\$ 235,000.00
		New Duplex				
		New Manufactured				
	1	New Multi-Family	\$ 3,664.00	\$ 1,043.10	\$ 780,000.00	\$ 138,000.00
1	1	New Commercial	\$ 1,520.00	\$ 96.82	\$ 200,000.00	\$ 5,500.00
2		New Industrial				
		New Swimming Pools				
	1	Moving Permit		\$ 120.00		\$ 6,552
4	1	New Signs	\$ 151.25	\$ -	\$ 7,254.39	\$ 550.00
4	14	Residential	\$ 151.25	\$ 1,260.30	\$ 7,800.00	\$ 58,510.00
1		Non-Residential	\$ 352.00		\$ 36,577.00	
1	3	Demolitions		waived		\$ -
16	23		\$ 7,993.86	\$ 4,301.97	\$ 1,308,261.39	\$ 444,112.00
*BOA Request		None				
P & Z Request		Recommend zoning change from R-2, Overlay to PDD for Point Rider Foundation				
Code Enforcement	Active Sept 2016	Active Sept 2017	Closed Sept 2016	Closed Sept 2017	Calendar YTD	
Abandoned/Junked	3	5		4	87	
Animal Control					1	
Beer Permits					0	
Environmental		12	2	9	37	
Fire Code					0	
Health and Sanitation					3	
Illegal Signs		78	110	78	591	
Property Maintenance	2		17		45	
Unsafe Structures		2		1	6	
Water/Sewer					1	
Zoning			2		3	
Total	5	97	131	92	774	

*Board of Adjustments

Submitted By: Carlos Navejas
Date: November 2, 2017



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS SUPPORTING THE SUBMISSION OF THE GRANT APPLICATION BY THE ELGIN POLICE DEPARTMENT FOR THE SB-12 RIFLE-RESISTANT BODY ARMOR GRANT TO THE OFFICE OF THE GOVERNOR

DEPARTMENT: Police

PROPOSED ACTION:

Consider a Resolution approving the submission of a grant application by the City of Elgin Police Department for a Rifle-Resistant Body Armor Grant to the Office of the Governor

BACKGROUND:

The City of Elgin Police Department (EPD) routinely seeks out opportunities to enhance departmental operations and officer safety through the acquisition of equipment and training through external resources, including grant awards. Just such a program is the SB-12 Rifle-Resistant Body Armor Grant awarded through the Office of the Governor, through which the EPD is applying. Council previously approved a similar Resolution authorizing this application, but due to changes by the Governor's office, a reworded resolution needs to be approved so that the EPD can file the grant request for rifle resistant ballistic vests .

BUDGET/FINANCIAL IMPACT:

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

N/A

RECOMMENDATION:

Approval of the Resolution as presented

ATTACHMENTS:

Resolution

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

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

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF ELGIN, TEXAS SUPPORTING THE SUBMISSION OF THE GRANT APPLICATION BY THE ELGIN POLICE DEPARTMENT FOR THE SB-12 RIFLE-RESISTANT BODY ARMOR GRANT TO THE OFFICE OF THE GOVERNOR

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 the 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.

Passed and Approved this 14th day of November, 2017

Grant Number: 3494501

Chris Cannon, Mayor
City of Elgin, Texas

ATTEST:

Amelia Sanchez, City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT & REVITALIZATION 2015 NON-HOUSING PROJECT APPLICATION TO THE GENERAL LAND OFFICE FOR WATER SYSTEM IMPROVEMENTS; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM

DEPARTMENT: Community Development

PROPOSED ACTION:

Consider the Resolution authorizing the City's submission of a grant application to the General Land Office (GLO) as described

BACKGROUND:

The City of Elgin has an existing capital improvement project underway at the water treatment plant to address flooding issues at the facility. This project is being partially funded through the 2016 Certificates of Obligation, but is also eligible for grant funding through the GLO program.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the Resolution as presented, authorizing the application for a GLO grant.

ATTACHMENTS:

Resolution water treatment

- ☐ 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

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT & REVITALIZATION 2015 NON-HOUSING PROJECT APPLICATION TO THE GENERAL LAND OFFICE FOR WATER SYSTEM IMPROVEMENTS; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM.

WHEREAS, the City Council of Elgin desires to develop a viable urban community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interest of the City of Elgin to apply for funding under the Community Development & Revitalization Grant Program;

NOW THEREFORE, BE IT RESOLVED;

Section 1. That a Community Development & Revitalization Grant Program application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Community Development & Revitalization Grant Program; and

Section 2. That the application be for up to the maximum amount of grant funds of \$1 million to carry out activities water system improvements; and

Section 3. That the City in its efforts to provide for improvements to areas of the City repetitively damaged by flooding commits a 1 % match of cash and/or in-kind services to the project

Section 4. That the City Council directs and designates the Mayor and/or City Manager as the Chief Executive Officer's and Authorized Representative's to act in all matters in connection with this application and participation in the Community Development & Revitalization Grant Program.

Passed and approved this 14th day of November, 2017.

Chris Cannon
Mayor

Amelia Sanchez
City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT & REVITALIZATION 2015 NON-HOUSING PROJECT APPLICATION TO THE GENERAL LAND OFFICE FOR STREETS AND DRAINAGE IMPROVEMENTS; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM

DEPARTMENT: Community Development

PROPOSED ACTION:

Consider the Resolution authorizing the City's grant application to the General Land Office (GLO).

BACKGROUND:

The City of Elgin has long-experienced flooding in the Central Avenue and Kennedy area. This capital improvement project contemplated with this item is eligible for grant funding through the GLO program. Project cost is estimated at \$400,000; and would be planned for FY2018-19, so the City's matching cost would be included in that year's budget, if the grant request is approved.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the Resolution and grant application as presented.

ATTACHMENTS:

streets and drainage

- ☐ 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

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT & REVITALIZATION 2015 NON-HOUSING PROJECT APPLICATION TO THE GENERAL LAND OFFICE FOR STREETS AND DRAINAGE IMPROVEMENTS; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM.

WHEREAS, the City Council of Elgin desires to develop a viable urban community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interest of the City of Elgin to apply for funding under the Community Development & Revitalization Grant Program;

NOW THEREFORE, BE IT RESOLVED;

Section 1. That a Community Development & Revitalization Grant Program application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Community Development & Revitalization Grant Program; and

Section 2. That the application be for up to the maximum amount of grant funds of \$1 million to carry out activities of street and drainage improvements; and

Section 3. That the City in its efforts to provide for improvements to areas of the City repetitively damaged by flooding commits a 1 % match of cash and/or in-kind services to the project

Section 4. That the City Council directs and designates the Mayor and/or City Manager as the Chief Executive Officer's and Authorized Representative's to act in all matters in connection with this application and participation in the Community Development & Revitalization Grant Program.

Passed and approved this 14th day of November, 2017.

Chris Cannon
Mayor

Amelia Sanchez
City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consideration of a Letter of Agreement with Robert Carter regarding the acquisition of additional ROW Sidewalk easement in support of the FM1100 Sidewalk Project

DEPARTMENT: Community Development

PROPOSED ACTION:

Consider the Letter of Agreement with Robert Carter regarding the acquisition of additional ROW Sidewalk easement in support of the FM 1100 Sidewalk Project as proposed by staff.

BACKGROUND:

The City of Elgin, Texas in cooperation with the Texas Department of Transportation (TXDOT), is presently proceeding with the acquisition of pedestrian easements or drainage easement for sidewalks on FM 1100 (Avenue C) from Vicksburg Loop to State Highway 95 North. This easement will be 0.022 acres out of a parent tract containing 0.2680 acres out of Lot 47 Elgin Meadows Subdivision, Elgin, Bastrop County Texas, (Bastrop Central Appraisal District property ID R15682). 938 sq.ft. of land, irregular in shape and includes 90 linear feet along FM 1100 with depth ranging 10-15 feet for \$4224.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the proposed Letter of Agreement as presented and/or further direction to staff, if any, from Council.

ATTACHMENTS:

Carter letter of 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.

Sheets & Crossfield, P.C.

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-255-8877 • fax 512-255-8986

RECEIVED OCT 23 2017

October 6, 2017

Robert Carter
108 Antietam Drive
Elgin, Texas 78621

RE: City of Elgin Sidewalk Easement
FM 1100

Dear Mr. Carter:

I am writing on behalf of the City of Elgin, Texas regarding the sidewalk project along FM 1100. I am glad that we have been able to reach an agreement for the acquisition of the enclosed easement on your property in the Elgin Meadows Subdivision (the "Easement"). Please allow this letter to set out our agreement for the City's purchase of the Easement.

✓ In return for granting the Easement, the City will pay you the total sum of \$4,224.00.

If this meets with your understanding, please execute this letter where indicated and return it to me. Please also execute the Easement with a notarized signature and return it to me.

In order to process your payment, the City also needs a completed W-9 tax form. Please complete the enclosed W-9 and return it to me.

Upon receipt of this letter and the Easement signed by you, we will have the letter executed by the City and processed for payment as quickly as possible. I will return a copy of the fully executed letter to you. The Easements will not be recorded until the payment has been delivered to you.

Please feel free to contact me at any time if you have any questions or concerns. It has been a pleasure working with you to resolve these issues.

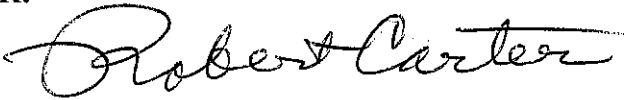
Sincerely,

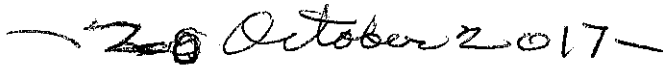


Tad Cleaves

AGREED:

OWNER:

By: 
Robert Carter

Date: 

CITY OF ELGIN, TEXAS

By: _____

Title: _____

Date: _____

Enclosures

cc: The City of Elgin via e-mail to: amiller@ci.elgin.tx.us

SIDEWALK EASEMENT

THE STATE OF TEXAS

§

§

KNOW ALL BY THESE PRESENTS:

COUNTY OF BASTROP

§

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

That ROBERT CARTER, whose current address is 108 Antietam Drive, Elgin, Texas 78621 and his successors and assigns, ("Grantor"), for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration paid by the CITY OF ELGIN, TEXAS, a municipal corporation situated in the Counties of Bastrop and Travis and the State of Texas ("Grantee"), the receipt and sufficiency of which is hereby acknowledged, does hereby GRANT, SELL and CONVEY unto Grantee certain rights and interests in the nature of a perpetual sidewalk easement and right-of-way in, upon, over, under, above and across the following described property, to-wit:

Being a 0.022 acre tract of land located in the City of Elgin, Bastrop County, Texas, being a portion of Lot 47-B, Replat of Lots 47 & 49, Elgin Meadows Subdivision, a subdivision of record in Cabinet 5, Page 50A of the Plat Records of Bastrop County, Texas; said 0.046 acre tract being more particularly described in Exhibit "A" attached hereto and incorporated herein for all purposes.

The perpetual easement, right-of-way, rights and privileges herein granted shall be used for the purposes of location, placement, relocation, construction, operation, enlargement, maintenance, alteration, repair, rebuilding, removal and patrol of a sidewalk (the "Facilities").

This conveyance is made and accepted subject to any and all conditions and restrictions, if any, relating to the hereinabove described property to the extent, and only to the extent, that the same may still be in force and effect and shown of record in the office of the County Clerk of Bastrop County, Texas.

Except as otherwise noted, the easement, rights and privileges herein granted shall be perpetual.

The perpetual easement, right-of-way, rights and privileges granted herein are exclusive, and Grantor covenants not to convey any other easement or conflicting rights within the premises covered by this grant, without the express written consent of Grantee, which consent shall not be

unreasonably withheld. Grantee shall have the right to review any proposed easement or conflicting use to determine the effect, if any, on the sidewalk contemplated herein. Prior to granting its consent for other easements, Grantee may require reasonable safeguards to protect the integrity of the improvements thereon.

Grantor also retains, reserves, and shall continue to enjoy the surface of such easement for any and all purposes which do not interfere with and prevent the use by Grantee of the easement, including the right to build and use the surface of the easement for private streets, roads, driveways, alleys, walks, gardens, lawns, parking areas and other like uses; provided Grantor shall not erect or construct on the easement any building or other structure, or diminish or substantially add to the ground cover over the easement. Grantee shall not be responsible or liable for the removal, repair or damage to any property, structure, building, or other use inconsistent with the rights conveyed to Grantee by the easement; provided, however, before constructing any improvements, at least ten (10) days' written notice shall be provided to Grantee of the general plans of the improvement to be constructed on the easement, and Grantor must first obtain the consent and approval from Grantee of the construction and location of any improvements within the easement.

Grantee hereby covenants and agrees:

- (a) Grantee shall not fence the easement;
- (b) Grantee shall promptly repair the surface of the easement outside of the Facilities and repair any damage it shall do to Grantor's adjoining property outside the easement;

It is understood and agreed that any and all equipment and facilities placed upon said property by Grantee shall remain the property of Grantee.

Grantor hereby dedicates the easement as a sidewalk easement for the purposes stated herein.

TO HAVE AND TO HOLD the rights and interests described unto Grantee and its successors and assigns, forever, together with all and singular all usual and customary rights thereto in anywise belonging, and together with the right and privilege at any and all times to enter said premises, or any part thereof, for the purpose of constructing or maintaining said sidewalk, and Grantor does hereby bind itself, its successors and assigns and legal representatives, to WARRANT AND FOREVER DEFEND, all and singular, the said easement and rights and interests unto the City of Elgin, Texas, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

(Signature and Acknowledgement on Next Page)

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed on this the 20 day of the month of October, 2017.

GRANTOR:

By: Robert Carter
Robert Carter

ACKNOWLEDGMENT

THE STATE OF TEXAS

§

§

COUNTY OF BASTROP

§

This instrument was acknowledged before me on this the 20 day of the month of October, 2017, by ROBERT CARTER, known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity and for the purposes and consideration therein expressed.

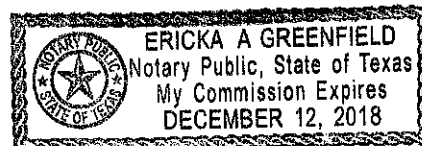
Ericka A. Greenfield
Signature

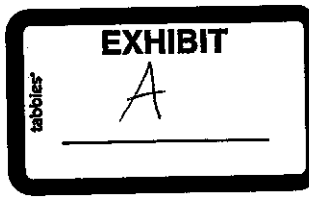
Ericka A. Greenfield
Printed Name

Notary Public, State of Texas

After recording please return to:

Sheets & Crossfield, P.C.
309 E. Main Street
Round Rock, Texas 78664





6477 FM 311 | PO BOX 992
SPRING BRANCH, TX 78070
830.228.5788 P | 830.885.2170 F
WWW.MSENGR.COM | TBPLS #10044200

0.022 ACRE TRACT
17TRC001 EXH.DWG

FN NO. 17TRC001
APRIL 6, 2017
REVISED MAY 8, 2017

FIELDNOTE DESCRIPTION

BEING 0.022 ACRE TRACT OF LAND LOCATED IN THE CITY OF ELGIN, BASTROP COUNTY, TEXAS, BEING A PORTION OF LOT 47-B, REPLAT OF LOTS 47 & 49, ELGIN MEADOWS SUBDIVISION, A SUBDIVISION OF RECORD IN CABINET 5, PAGE 50A OF THE PLAT RECORDS OF BASTROP COUNTY, TEXAS, SAID 0.022 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING, AT A FOUND 5/8 INCH IRON ROD AT THE NORTHWESTERLY CORNER OF A FLARE CORNER AT THE INTERSECTION OF F.M. ROAD 1100 AND STATE HIGHWAY 95, SAME BEING THE SOUTHERLY CORNER OF SAID LOT 47-B AND THE SOUTHERLY CORNER HEREOF;

THENCE, N 62° 46' 13" W, ALONG THE COMMON LINE OF SAID LOT 47-B AND F.M. ROAD 1100, A DISTANCE OF 57.30 FEET TO A POINT IN THE COMMON LINE OF SAID 47-B AND LOT 45, ELGIN MEADOWS SUBDIVISION, A SUBDIVISION OF RECORD IN CABINET 1, PAGE 120B OF SAID PLAT RECORDS, SAME BEING THE SOUTHERLY CORNER OF LOT 45, THE WESTERLY CORNER OF SAID LOT 47-B AND THE WESTERLY CORNER HEREOF;

THENCE, N 33° 42' 14" E, ALONG THE COMMON BOUNDARY LINE OF SAID LOT 45 AND LOT 47-B, A DISTANCE OF 10.41 FEET TO A POINT MARKING THE NORTHERLY CORNER HEREOF;

THENCE, S 67° 48' 32" E, INTO AND ACROSS SAID LOT 47-B, A DISTANCE OF 84.26 FEET TO A POINT IN THE COMMON LINE OF SAID FLARE CORNER AND LOT 47-B, MARKING THE EASTERLY CORNER HEREOF, FROM WHICH A FOUND CONCRETE MONUMENT AT THE NORTHEASTERLY CORNER OF SAID FLARE CORNER BEARS N 84° 41' 06" E, A DISTANCE OF 172.90 FEET;

THENCE, S 84° 41' 06" W, ALONG SAID COMMON LINE, A DISTANCE OF 32.99 FEET TO THE **POINT OF BEGINNING**, CONTAINING AN AREA OF 0.022 ACRES OF LAND, MORE OR LESS.

I, MELISSA T. HINTON, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREIN WAS DETERMINED FROM A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

A SURVEY EXHIBIT WAS PREPARED ON THIS SAME DATE. BASIS OF BEARING IS
NAD 83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE.

SHERWOOD SURVEYING & SUE, LLC
P.O. BOX 992
SPRING BRANCH, TEXAS 78070
TBPLS FIRM #10044200

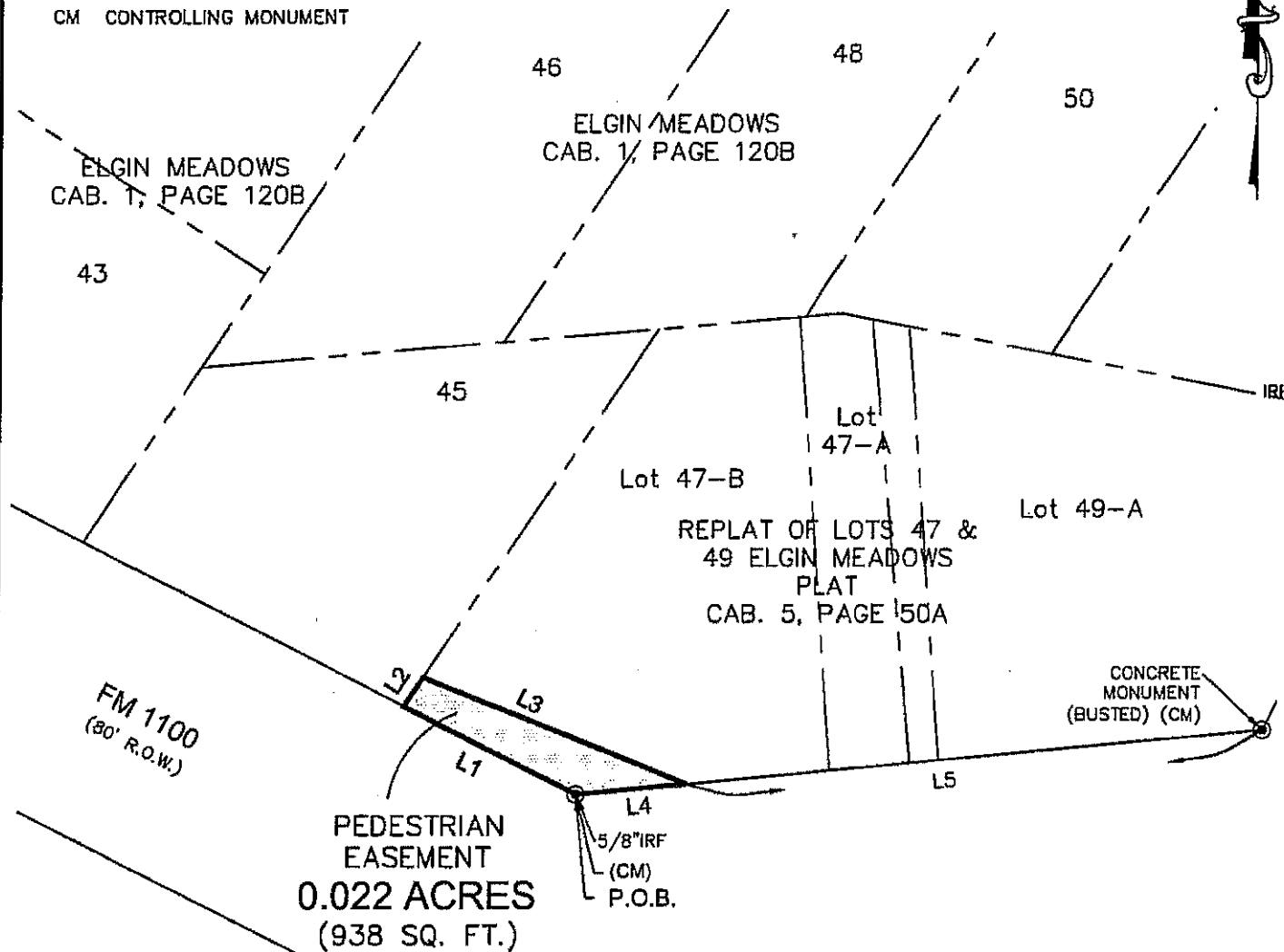
Melissa T. Hinton 5/8/17
MELISSA T. HINTON DATE
R.P.L.S. #6521 STATE OF TEXAS



LEGEND

P.O.B. POINT OF BEGINNING
P.O.C. POINT OF COMMENCING
● 1/2" IRON ROD FOUND
(UNLESS NOTED)
CM CONTROLLING MONUMENT

0 25 50 100
SCALE (FEET)



SURVEYOR NOTES:

THIS BOUNDARY SURVEY WAS COMPLETED WITHOUT ADDITIONAL RESEARCH TO DETERMINE IF OTHER MATTERS OF RECORD, IF ANY, MIGHT AFFECT THIS PROPERTY, SUCH AS EASEMENTS, SETBACKS, OR OTHER ENCUMBRANCES.

BASIS OF BEARING IS NAD83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE

DATE OF FIELDWORK: 01/31/17

REV-1 5-8-17 REVISED ESMT. BOUNDARY MTH

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 62°46'13" W	57.30'
L2	N 33°42'14" E	10.41'
L3	S 67°48'32" E	84.26'
L4	S 84°41'06" W	32.99'
L5	N 84°41'06" E	172.90'

STATE HIGHWAY 95
(120' R.O.W.)

17TRC001 EXH.DWG

Melissa T. Hinton 5/8/17
MELISSA T. HINTON
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6521

SHERWOOD



SURVEYING & S.U.E.



TRC ENGINEERS, INC.

505 E. HUNTLAND DRIVE, STE. 250 AUSTIN, TX 78752
T.B.P.E. FIRM REGISTRATION # F-8632
(512) 454 - 8716



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consideration of a Letter of Agreement with Randy M. Robertson, D.D.S. regarding the acquisition of additional ROW, sidewalk and drainage easement in support of the FM 1100 Sidewalk Project.

DEPARTMENT: Community Development

PROPOSED ACTION:

Consider the Letter of Agreement with Randy M. Robertson, D.D.S. regarding the acquisition of additional ROW, sidewalk and drainage easement in support of the FM 1100 Sidewalk Project as proposed by staff.

BACKGROUND:

The City of Elgin, Texas in cooperation with the Texas Department of Transportation (TXDOT), is presently proceeding with the acquisition of pedestrian easements or drainage easement for sidewalks on FM 1100 (Avenue C) from Vicksburg Loop to State Highway 95 North. This easement will be \$3,449 for 0.027 acres out of a parent tract containing 0.2540 acres out of Lot 43 Elgin Meadows Subdivision, Elgin, Bastrop County Texas, (Bastrop Central Appraisal District property ID R10839). 1,187 sq.ft. of land, rectangular in shape and includes 103 linear feet along FM 1100 and is approximately 10.27 feet deep.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the proposed Letter of Agreement as presented and/or further direction to staff, if any, from Council.

ATTACHMENTS:

Robertson letter 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.

AGREED:

OWNER: Randy M. Robertson, D.D.S., P.C.

By: Randy M. Robertson DDS Randy M. Robertson MD
Randy M. Robertson, D.D.S

Title: Owner

Date: 11-3-17

CITY OF ELGIN, TEXAS

By: _____

Title: _____

Date: _____

Enclosures

SIDEWALK AND DRAINAGE EASEMENT

THE STATE OF TEXAS

§

§

KNOW ALL BY THESE PRESENTS:

COUNTY OF BASTROP

§

That RANDY M. ROBERTSON, D.D.S., P.C., whose current mailing address is P.O. Box 897, Elgin, Texas 78621 and its successors and assigns, ("Grantor"), for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration paid by the CITY OF ELGIN, TEXAS, a municipal corporation situated in the Counties of Bastrop and Travis and the State of Texas ("Grantee"), the receipt and sufficiency of which is hereby acknowledged, does hereby GRANT, SELL and CONVEY unto Grantee certain rights and interests in the nature of a perpetual sidewalk and drainage easement and right-of-way in, upon, over, under, above and across the following described property, to-wit:

Being a 0.027-acre tract of land located in the City of Elgin, Bastrop County, Texas, being a portion of Lot 43, Elgin Meadows Subdivision, a subdivision of record in Cabinet I, Page 120B of the Plat Records of Bastrop County, Texas; said 0.027-acre tract being more particularly described in Exhibit "A" attached hereto and incorporated herein for all purposes.

The perpetual easement, right-of-way, rights and privileges herein granted shall be used for the purposes of location, placement, relocation, construction, operation, enlargement, maintenance, alteration, repair, rebuilding, removal and patrol of a sidewalk and drainage facilities, to-wit: open drainage channel and storm sewers and collection facilities, drainage pipes and all other surface and subsurface drainage structures, lines, connecting lines, access facilities and related equipment, all necessary conduits, valves, vaults, manholes, ventilators and appurtenances, and any necessary accessories thereto (the "Facilities").

This conveyance is made and accepted subject to any and all conditions and restrictions, if any, relating to the hereinabove described property to the extent, and only to the extent, that the same may still be in force and effect and shown of record in the office of the County Clerk of Bastrop County, Texas.

Except as otherwise noted, the easement, rights and privileges herein granted shall be perpetual.

The perpetual easement, right-of-way, rights and privileges granted herein are exclusive, and Grantor covenants not to convey any other easement or conflicting rights within the premises covered by this grant, without the express written consent of Grantee, which consent shall not be unreasonably withheld. Grantee shall have the right to review any proposed easement or conflicting use to determine the effect, if any, on the sidewalk contemplated herein. Prior to

granting its consent for other easements, Grantee may require reasonable safeguards to protect the integrity of the improvements thereon.

Grantor also retains, reserves, and shall continue to enjoy the surface of such easement for any and all purposes which do not interfere with and prevent the use by Grantee of the easement, including the right to build and use the surface of the easement for private streets, roads, driveways, alleys, walks, gardens, lawns, parking areas and other like uses; provided Grantor shall not erect or construct on the easement any building or other structure, or diminish or substantially add to the ground cover over the easement. Grantee shall not be responsible or liable for the removal, repair or damage to any property, structure, building, or other use inconsistent with the rights conveyed to Grantee by the easement; provided, however, before constructing any improvements, at least ten (10) days' written notice shall be provided to Grantee of the general plans of the improvement to be constructed on the easement, and Grantor must first obtain the consent and approval from Grantee of the construction and location of any improvements within the easement.

Grantee hereby covenants and agrees:

- (a) Grantee shall not fence the easement;
- (b) Grantee shall promptly repair the surface of the easement outside of the Facilities and repair any damage it shall do to Grantor's adjoining property outside the easement;

It is understood and agreed that any and all equipment and facilities placed upon said property by Grantee shall remain the property of Grantee.

Grantor hereby dedicates the easement as a sidewalk easement for the purposes stated herein.

TO HAVE AND TO HOLD the rights and interests described unto Grantee and its successors and assigns, forever, together with all and singular all usual and customary rights thereto in anywise belonging, and together with the right and privilege at any and all times to enter said premises, or any part thereof, for the purpose of constructing or maintaining said sidewalk, and Grantor does hereby bind itself, its successors and assigns and legal representatives, to WARRANT AND FOREVER DEFEND, all and singular, the said easement and rights and interests unto the City of Elgin, Texas, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

(Signatures Next Page)

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed on this the day of the month of _____, 2017.

GRANTOR:

Randy M. Robertson, D.D.S., P.C.

By: _____

Randy M. Robertson, D.D.S.

Title: _____

ACKNOWLEDGMENT

THE STATE OF TEXAS

§

§

COUNTY OF BASTROP

§

This instrument was acknowledged before me on this the 3rd day of the month of November, 2017, by RANDY M. ROBERTSON, as OWNER (Title) of Randy M. Robertson, D.D.S., P.C., known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity and for the purposes and consideration therein expressed.

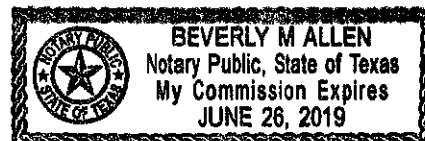
Beverly M Allen
Signature

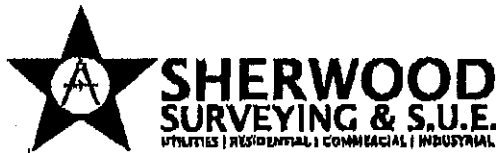
Beverly M. ALLEN
Printed Name

Notary Public, State of TEXAS

After recording please return to:

Sheets & Crossfield, P.C.
309 E. Main Street
Round Rock, Texas 78664





6477 FM 311 | PO BOX 992
SPRING BRANCH, TX 78070
830.228.5788 P | 830.885.2170 F
WWW.MSENGR.COM | TBPLS #10044200

0.027 ACRE TRACT
17TRC001 EXH.DWG

FN NO. 17TRC001
APRIL 6, 2017
REVISED EXHIBIT APRIL 13, 2017

FIELDNOTE DESCRIPTION

BEING 0.027 ACRE TRACT OF LAND LOCATED IN THE CITY OF ELGIN, BASTROP COUNTY, TEXAS, BEING A PORTION OF LOT 43, ELGIN MEADOWS SUBDIVISION, A SUBDIVISION OF RECORD IN CABINET 1, PAGE 120B OF THE PLAT RECORDS OF BASTROP COUNTY, TEXAS, SAID 0.027 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING, AT A POINT IN THE NORTHEASTERLY RIGHT-OF-WAY LINE OF F.M. 1100 (80' R.O.W.), MARKING THE WESTERLY CORNER OF LOT 45 OF SAID ELGIN MEADOWS SUBDIVISION AND THE SOUTHERLY CORNER OF LOT 43, FROM WHICH A FOUND 5/8 INCH IRON ROD AT THE NORTHWESTERLY CORNER OF A FLARE CORNER OF F.M. ROAD 1100 AND STATE HIGHWAY 95 BEARS S 62° 46' 13" E, A DISTANCE OF 164.52 FEET;

THENCE, N 62° 46' 13" W, ALONG THE COMMON LINE OF SAID LOT 43 AND F.M. ROAD 1100, A DISTANCE OF 94.54 FEET TO A POINT BEING THE SOUTHEASTERLY CORNER OF A CURVE RETURN AT THE INTERSECTION OF F.M. ROAD 1100 AND LOESCH DRIVE, MARKING A CORNER HEREOF;

THENCE, NORTHWESTERLY, ALONG THE COMMON EASTERLY RIGHT OF WAY LINE OF LOESCH DRIVE AND THE WESTERLY LINE OF LOT 43, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 15.16 FEET, A CENTRAL ANGLE OF 76° 47' 59", AN ARC LENGTH OF 20.32 FEET AND A CHORD BEARING N 21° 05' 28" W, A DISTANCE OF 18.83 FEET TO POINT IN SAID COMMON LINE, MARKING THE NORTHWESTERLY CORNER HEREOF;

THENCE, S 61° 28' 28" E, INTO AND ACROSS SAID LOT 43, A DISTANCE OF 102.79 FEET TO A POINT IN THE COMMON LINE OF SAID LOT 45 AND LOT 43, MARKING THE NORTHEASTERLY CORNER HEREOF;

THENCE, S 33° 42' 14" W, ALONG SAID COMMON LINE, A DISTANCE OF 10.27 FEET TO THE POINT OF BEGINNING, CONTAINING AN AREA OF 0.027 ACRES OF LAND, MORE OR LESS.

I, MELISSA T. HINTON, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREIN WAS DETERMINED FROM A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

A SURVEY EXHIBIT WAS PREPARED ON THIS SAME DATE. BASIS OF BEARING IS
NAD 83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE.

SHERWOOD SURVEYING & SUE, LLC
P.O. BOX 992
SPRING BRANCH, TEXAS 78070
TBPLS FIRM #10044200

Melissa T. Hinton 4/13/17
MELISSA T. HINTON DATE
R.P.L.S. #6521 STATE OF TEXAS



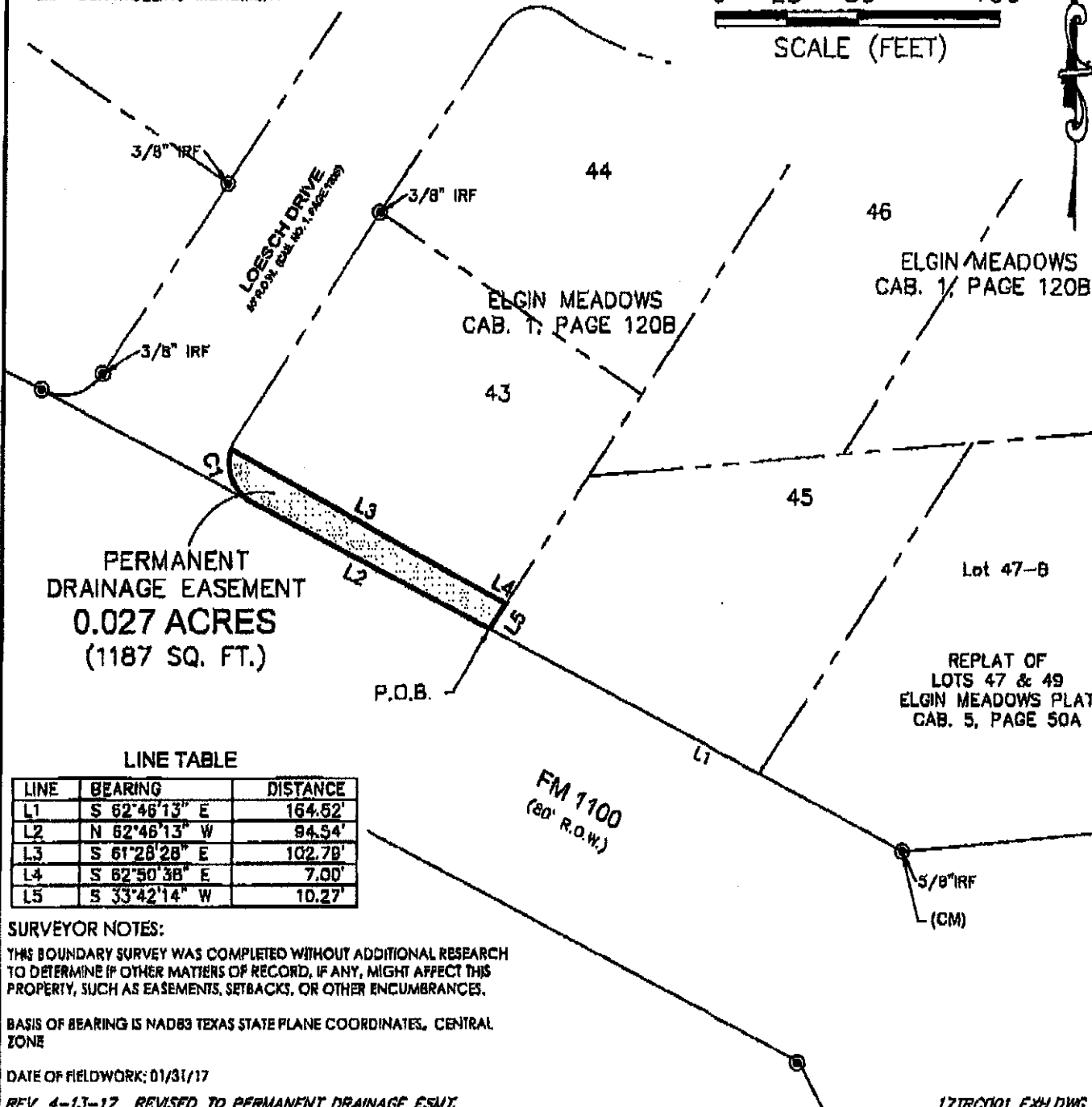
LEGEND

P.O.B. POINT OF BEGINNING
P.O.C. POINT OF COMMENCING
① 1/2" IRON ROD FOUND
(UNLESS NOTED)
CM CONTROLLING MONUMENT

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	15.16'	20.32'	18.83'	N 21°05'28" W	76°47'58"

0 25 50 100
SCALE (FEET)



LINE TABLE

LINE	BEARING	DISTANCE
L1	S 62°46'13" E	164.52'
L2	N 82°46'13" W	84.94'
L3	S 61°28'28" E	102.78'
L4	S 62°50'38" E	7.00'
L5	S 33°42'14" W	10.27'

SURVEYOR NOTES:

THIS BOUNDARY SURVEY WAS COMPLETED WITHOUT ADDITIONAL RESEARCH TO DETERMINE IF OTHER MATTERS OF RECORD, IF ANY, MIGHT AFFECT THIS PROPERTY, SUCH AS EASEMENTS, SETBACKS, OR OTHER ENCUMBRANCES.

BASIS OF BEARING IS NAD83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE

DATE OF FIELDWORK: 01/31/17

REV. 4-13-17 REVISED TO PERMANENT DRAINAGE ESMY.

17TRC001 EXH.DWG

Melissa T. Hinton 4/13/17
MELISSA T. HINTON
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 8521
DATE
SHERWOOD
0477 FM 311
P.O. BOX 002
SPRING BRANCH, TEXAS 78070
PHONE * (830) 223-5448
FAX * (830) 595-2170
TBPPLS FIRM * 10044200
SURVEYING & S.U.E.



TRC ENGINEERS, INC.
505 E. HUNTLAND DRIVE, STE. 250 AUSTIN, TX 78752
T.B.P.E. FIRM REGISTRATION # F-8832
(512) 454 - 8716

TEMPORARY CONSTRUCTION EASEMENT

THE STATE OF TEXAS

§

KNOW ALL BY THESE PRESENTS:

COUNTY OF BASTROP

§

§

That RANDY M. ROBERTSON, D.D.S., P.C., whose current mailing address is P.O. Box 897, Elgin, Texas 78621 and its successors and assigns, ("Grantor"), for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration paid by the CITY OF ELGIN, TEXAS, a municipal corporation situated in the Counties of Bastrop and Travis and the State of Texas ("Grantee"), the receipt and sufficiency of which is hereby acknowledged, does hereby GRANT, SELL and CONVEY unto Grantee certain rights and interests in the nature of a Temporary Construction Easement, in, upon, over, under, above and across the following described Property of Grantor, to-wit:

Being a 0.070-acre tract of land located in the City of Elgin, Bastrop County, Texas, being a portion of Lot 43, Elgin Meadows Subdivision, a subdivision of record in Cabinet 1, Page 120B of the Plat Records of Bastrop County, Texas; said 0.070-acre tract being more particularly described in Exhibit "A" attached hereto and incorporated herein for all purposes.

Said temporary construction easement shall be for the purpose of allowing Grantee, or its agents, to conduct certain grading activities on the property. This conveyance is made and accepted subject to any and all conditions and restrictions, if any, relating to the hereinabove described Property, to the extent, and only to the extent, that the same may still be in force and effect, shown of record in the office of the County Clerk of Bastrop County, Texas.

Grantee shall have the right and privilege at any and all times to enter said Property for the above-described purpose; all upon the condition that upon completion of construction referenced herein the property is restored to the condition stated below.

At no time during the grant of this easement shall Grantor be denied reasonable access to the Property for the purposes to which the parent tract is currently being put, unless there is an agreement between Grantor and Grantee in advance.

This Temporary Construction Easement shall expire thirty-six (36) months after execution of this Agreement.

Grantee hereby covenants and agrees:

- (a) To the extent allowed by law, Grantee shall indemnify Grantor against any loss and damage which shall be caused by the exercise of the rights of ingress and egress or by any wrongful or negligent act or omission of Grantee's agents or employees in the course of their employment.

- (b) Grantor also retains, reserves, and shall continue to enjoy the surface of such Temporary Construction Easement for any and all purposes which do not interfere with and prevent the use by Grantee of the Temporary Construction Easement.

TO HAVE AND TO HOLD the rights and interests described unto Grantee and its successors and assigns, forever, and Grantor does hereby bind itself, its successors and assigns, and legal representatives, to warrant and forever defend, all and singular, the above-described Temporary Construction Easement and rights and interests unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming, or to claim same, or any part thereof.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed this 3 day of Nov, 2017.

GRANTOR:

Randy M. Robertson, D.D.S., P.C.

By: Randy M. Robertson D.D.S. Randy M. Robertson D.D.S.

Randy M. Robertson, D.D.S.

Title: Owner

ACKNOWLEDGMENT

THE STATE OF TEXAS

§

§

COUNTY OF BASTROP

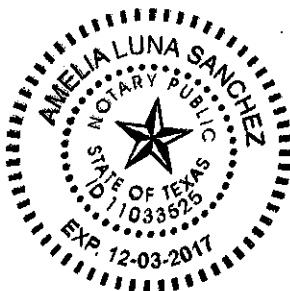
§

This instrument was acknowledged before me on this the 3 day of the month of Nov, 2017, by RANDY M. ROBERTSON, as Owner (Title) of Randy M. Robertson, D.D.S., P.C., known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity and for the purposes and consideration therein expressed.

Randy M. Robertson Randy M. Robertson D.D.S.
Signature

Randy M. Robertson
Printed Name

Notary Public, State of Amelia Luna Sanchez





6477 FM 311 | PO BOX 992
SPRING BRANCH, TX 78070
830.228.5788 P | 830.885.2170 F
WWW.MSENGR.COM | TBPL5 #10044200

0.070 ACRE TRACT
17TRC001 EXH.DWG

FN NO. 17TRC001
APRIL 6, 2017

FIELDNOTE DESCRIPTION

BEING 0.070 ACRE TRACT OF LAND LOCATED IN THE CITY OF ELGIN, BASTROP COUNTY, TEXAS, BEING A PORTION OF LOT 43, ELGIN MEADOWS SUBDIVISION, A SUBDIVISION OF RECORD IN CABINET 1, PAGE 120B OF THE PLAT RECORDS OF BASTROP COUNTY, TEXAS, SAID 0.070 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING, AT A FOUND 3/8 INCH IRON ROD IN THE COMMON LINE OF LOESCH DRIVE, LOT 43 AND LOT 44 OF SAID SUBDIVISION, MARKING THE WESTERLY CORNER OF LOT 44 AND THE NORTHERLY CORNER OF LOT 43;

THENCE, S 33° 14' 19" W, ALONG SAID COMMON LINE OF LOESCH DRIVE AND LOT 43, A DISTANCE OF 74.84 FEET TO A POINT, MARKING THE **POINT OF BEGINNING** AND NORTHWESTERLY CORNER HEREOF;

THENCE, INTO AND ACROSS SAID LOT 43, THE FOLLOWING COURSES:

S 61° 28' 28" E, A DISTANCE OF 19.40 FEET TO A POINT, MARKING A CORNER HEREOF;

N 88° 15' 18" E, A DISTANCE OF 64.78 FEET TO A POINT, MARKING THE NORTHEASTERLY CORNER HEREOF;

S 03° 40' 43" E, A DISTANCE OF 45.17 FEET TO A POINT, MARKING THE SOUTHEASTERLY CORNER HEREOF;

S 88° 15' 18" W, A DISTANCE OF 28.64 FEET TO A POINT, MARKING THE SOUTHERLY CORNER HEREOF;

N 61° 28' 28" W, A DISTANCE OF 75.76 FEET TO A POINT IN THE COMMON LINE OF LOESCH DRIVE AND LOT 43, MARKING THE SOUTHWESTERLY CORNER HEREOF;

THENCE, ALONG SAID COMMON LINE, THE FOLLOWING COURSES;

NORTHEASTERLY, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 15.16 FEET, A CENTRAL ANGLE OF 17° 08' 41", AN ARC LENGTH OF 4.54 FEET AND A CHORD BEARING N 25° 52' 25" E, A DISTANCE OF 4.52 FEET TO A POINT, MARKING AN ANGLE POINT HEREOF;

N 33° 14' 19" E, A DISTANCE OF 15.54 FEET TO THE POINT OF BEGINNING,
CONTAINING AN AREA OF 0.070 ACRES OF LAND, MORE OR LESS.

I, MELISSA T. HINTON, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO
HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREIN WAS DETERMINED FROM
A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

A SURVEY EXHIBIT WAS PREPARED ON THIS SAME DATE. BASIS OF BEARING IS
NAD 83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE.

SHERWOOD SURVEYING & SUE, LLC
P.O. BOX 992
SPRING BRANCH, TEXAS 78070
TBPLS FIRM #10044200

Melissa T. Hinton 4/6/17
MELISSA T. HINTON DATE
R.P.L.S. #6521 STATE OF TEXAS



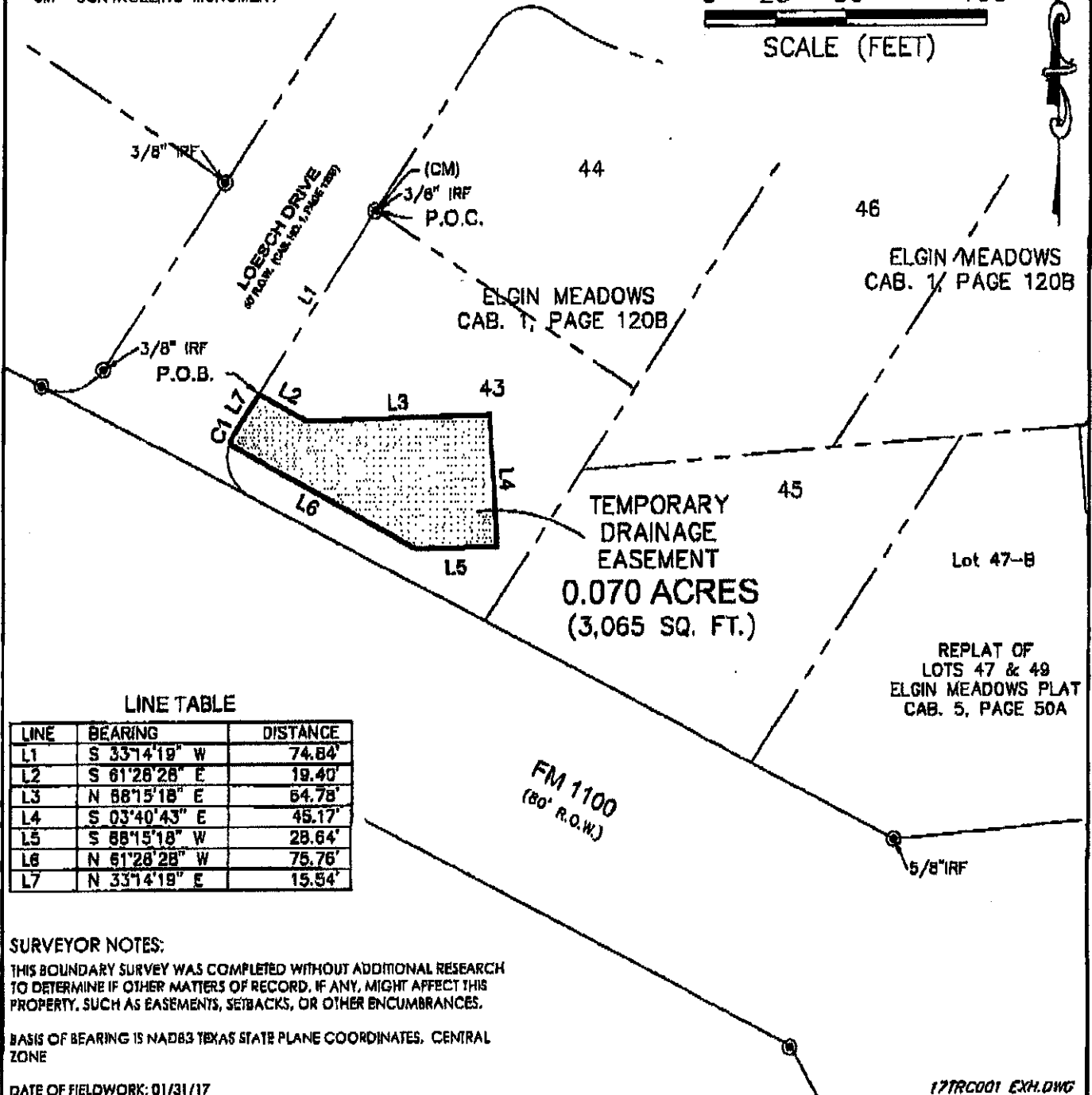
LEGEND

P.O.B. POINT OF BEGINNING
P.O.C. POINT OF COMMENCING
⊙ 1/2" IRON ROD FOUND
(UNLESS NOTED)
CM CONTROLLING MONUMENT

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	15.16'	4.54'	4.52'	N 25°52'25" E	17°08'41"

0 25 50 100
SCALE (FEET)



LINE TABLE

LINE	BEARING	DISTANCE
L1	S 33°14'18" W	74.84'
L2	S 61°28'28" E	19.40'
L3	N 88°15'18" E	64.78'
L4	S 03°40'43" E	45.17'
L5	S 88°15'18" W	28.64'
L6	N 61°28'28" W	75.76'
L7	N 33°14'18" E	15.54'

SURVEYOR NOTES:

THIS BOUNDARY SURVEY WAS COMPLETED WITHOUT ADDITIONAL RESEARCH TO DETERMINE IF OTHER MATTERS OF RECORD, IF ANY, MIGHT AFFECT THIS PROPERTY, SUCH AS EASEMENTS, SETBACKS, OR OTHER ENCUMBRANCES.

BASIS OF BEARING IS NAD83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE

DATE OF FIELDWORK: 01/31/17

Melissa T. Hinton 4/6/17
MELISSA T. HINTON
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6521

SHERWOOD



SURVEYING & S.U.E.

6477 FM 311
P.O. BOX 992
SPRING BRANCH, TEXAS 76070
PHONE • (830) 229-5446
FAX • (830) 885-2170
TRPLS FIRM #10041200



TRC ENGINEERS, INC.

505 E. HUNTLAND DRIVE, STE. 250 AUSTIN, TX 78752
T.B.P.E. FIRM REGISTRATION # F-8632
(512) 454 - 8716

17TRC001 EXH.DWG



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consideration of a Letter of Agreement with Gail Burgess and David Salmons regarding the acquisition of additional ROW sidewalk easement in support of the FM 1100 Sidewalk Project.

DEPARTMENT: Community Development

PROPOSED ACTION:

Consider the Letter of Agreement with Burgess Salmons regarding the acquisition of additional ROW easement in support of the FM1100 Sidewalk Project as proposed by staff.

BACKGROUND:

The City of Elgin, Texas in cooperation with the Texas Department of Transportation (TXDOT), is presently proceeding with the acquisition of pedestrian easements or drainage easement for sidewalks on FM 1100 (Avenue C) from Vicksburg Loop to State Highway 95 North. This easement will be \$4,710 for 0.019 acres out of a parent tract containing 0.2820 acres out of Lot 1 Elgin Meadows Subdivision, Elgin, Bastrop County Texas, (Bastrop Central Appraisal District property ID R15640). 831 sq.ft. of land, rectangular in shape and includes 123 linear feet along FM 1100 and is approximately 7.75 feet deep.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the proposed Letter of Agreement as presented and/or further direction to staff, if any, from Council.

ATTACHMENTS:

Burgess Salmons letter 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.

Sheets & Crossfield, P.C.

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-255-8877 • fax 512-255-8986

RECEIVED OCT 13 2017

October 6, 2017

Gail Burgess and David Salmons
300 McClendon Drive
Elgin, Texas 78621

RE: City of Elgin Sidewalk Easement
FM 1100

Dear Mr. Salmons and Ms. Burgess:

I am writing on behalf of the City of Elgin, Texas regarding the sidewalk project along FM 1100. I am glad that we have been able to reach an agreement for the acquisition of the enclosed easement on your property at 300 McClendon Drive (the "Easement"). Please allow this letter to set out our agreement for the City's purchase of the Easement.

In return for granting the Easement, the City will pay you the total sum of \$4,710.00. Additionally, if during the construction phase of the sidewalk, the underground irrigation system in the Easement is damaged, the City of Elgin will pay the actual costs incurred to repair the system.

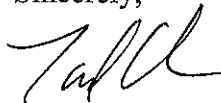
If this meets with your understanding, please execute this letter where indicated and return it to me. Please also execute the Easement with a notarized signature and return them to me.

In order to process your payment, the City also needs a completed W-9 tax form. Please complete the enclosed W-9 and return it to me.

Upon receipt of this letter and the Easement signed by you, we will have the letter executed by the City and processed for payment as quickly as possible. I will return a copy of the fully executed letter to you. The Easements will not be recorded until I have delivered the payment to you.

Please feel free to contact me at any time if you have any questions or concerns. It has been a pleasure working with you to resolve these issues.

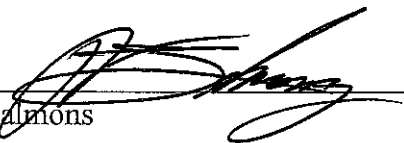
Sincerely,



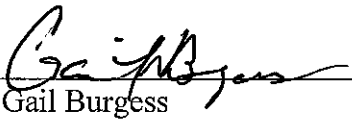
Tad Cleaves

AGREED:

OWNER:

By: 
David Salmon

Date: 10 11 17

By: 
Gail Burgess

Date: 10/11/17

CITY OF ELGIN, TEXAS

By: _____

Title: _____

Date: _____

Enclosures

cc: The City of Elgin via e-mail at amiller@ci.elgin.tx.us

SIDEWALK EASEMENT

THE STATE OF TEXAS

§

§

KNOW ALL BY THESE PRESENTS:

COUNTY OF BASTROP

§

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

That DAVID SALMONS and GAIL BURGESS, whose current address is 300 McClendon Drive, Elgin, Texas 78621 and their successors and assigns, ("Grantor"), for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration paid by the CITY OF ELGIN, TEXAS, a municipal corporation situated in the Counties of Bastrop and Travis and the State of Texas ("Grantee"), the receipt and sufficiency of which is hereby acknowledged, does hereby GRANT, SELL and CONVEY unto Grantee certain rights and interests in the nature of a perpetual sidewalk easement and right-of-way in, upon, over, under, above and across the following described property, to-wit:

Being a 0.019 acre tract of land located in the City of Elgin, Bastrop County, Texas, being a portion of Lot 1, Elgin Meadows Subdivision, a subdivision of record in Cabinet 1, Page 120B of the Plat Records of Bastrop County, Texas; said 0.019 acre tract being more particularly described in Exhibit "A" attached hereto and incorporated herein for all purposes.

The perpetual easement, right-of-way, rights and privileges herein granted shall be used for the purposes of location, placement, relocation, construction, operation, enlargement, maintenance, alteration, repair, rebuilding, removal and patrol of a sidewalk (the "Facilities").

This conveyance is made and accepted subject to any and all conditions and restrictions, if any, relating to the hereinabove described property to the extent, and only to the extent, that the same may still be in force and effect and shown of record in the office of the County Clerk of Bastrop County, Texas.

Except as otherwise noted, the easement, rights and privileges herein granted shall be perpetual.

The perpetual easement, right-of-way, rights and privileges granted herein are exclusive, and Grantor covenants not to convey any other easement or conflicting rights within the premises covered by this grant, without the express written consent of Grantee, which consent shall not be

unreasonably withheld. Grantee shall have the right to review any proposed easement or conflicting use to determine the effect, if any, on the sidewalk contemplated herein. Prior to granting its consent for other easements, Grantee may require reasonable safeguards to protect the integrity of the improvements thereon.

Grantor also retains, reserves, and shall continue to enjoy the surface of such easement for any and all purposes which do not interfere with and prevent the use by Grantee of the easement, including the right to build and use the surface of the easement for private streets, roads, driveways, alleys, walks, gardens, lawns, parking areas and other like uses; provided Grantor shall not erect or construct on the easement any building or other structure, or diminish or substantially add to the ground cover over the easement. Grantee shall not be responsible or liable for the removal, repair or damage to any property, structure, building, or other use inconsistent with the rights conveyed to Grantee by the easement; provided, however, before constructing any improvements, at least ten (10) days' written notice shall be provided to Grantee of the general plans of the improvement to be constructed on the easement, and Grantor must first obtain the consent and approval from Grantee of the construction and location of any improvements within the easement.

Grantee hereby covenants and agrees:

- (a) Grantee shall not fence the easement;
- (b) Grantee shall promptly repair the surface of the easement outside of the Facilities and repair any damage it shall do to Grantor's adjoining property outside the easement;

It is understood and agreed that any and all equipment and facilities placed upon said property by Grantee shall remain the property of Grantee.

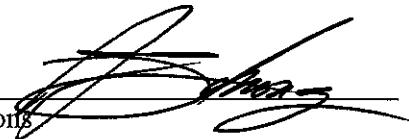
Grantor hereby dedicates the easement as a sidewalk easement for the purposes stated herein.

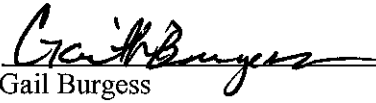
TO HAVE AND TO HOLD the rights and interests described unto Grantee and its successors and assigns, forever, together with all and singular all usual and customary rights thereto in anywise belonging, and together with the right and privilege at any and all times to enter said premises, or any part thereof, for the purpose of constructing or maintaining said sidewalk, and Grantor does hereby bind itself, its successors and assigns and legal representatives, to WARRANT AND FOREVER DEFEND, all and singular, the said easement and rights and interests unto the City of Elgin, Texas, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

[Signatures Next Page]

11 IN WITNESS WHEREOF, Grantor has caused this instrument to be executed on this the
day of the month of October, 2017.

GRANTOR:

By: 
David Salmon

By: 
Gail Burgess

[Acknowledgments Next Page]

ACKNOWLEDGMENT

THE STATE OF TEXAS

§

COUNTY OF BASTROP

§

§

This instrument was acknowledged before me on this the 11 day of the month of October, 2017, by DAVID SALMONS, known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity and for the purposes and consideration therein expressed.

Vicki Mosier

Signature

Vicki Mosier

Printed Name

Notary Public, State of Texas



THE STATE OF TEXAS

§

COUNTY OF BASTROP

§

§

This instrument was acknowledged before me on this the 11 day of the month of October, 2017, by GAIL BURGESS, known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity and for the purposes and consideration therein expressed.

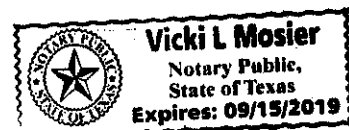
Vicki Mosier

Signature

Vicki Mosier

Printed Name

Notary Public, State of Texas



After recording please return to:

Sheets & Crossfield, P.C.
309 E. Main Street
Round Rock, Texas 78664



6477 FM 311 | PO BOX 992
SPRING BRANCH, TX 78070
830.228.5788 P | 830.885.2170 F
WWW.MSENGR.COM | TBPLS #10044200

0.019 ACRE TRACT
17TRC001 EXH.DWG

FN NO. 17TRC001
APRIL 6, 2017
REVISED MAY 8, 2017

FIELDNOTE DESCRIPTION

BEING 0.019 ACRE TRACT OF LAND LOCATED IN THE CITY OF ELGIN, BASTROP COUNTY, TEXAS, BEING A PORTION OF LOT 1, ELGIN MEADOWS SUBDIVISION, A SUBDIVISION OF RECORD IN CABINET 1, PAGE 120B OF THE PLAT RECORDS OF BASTROP COUNTY, TEXAS, SAID 0.019 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING, AT A FOUND $\frac{1}{2}$ INCH IRON ROD FOUND IN THE NORTHEASTERLY RIGHT-OF-WAY LINE OF F.M. 1100 (80' R.O.W.), BEING THE SOUTHERLY CORNER OF THAT CERTAIN 27.89 ACRE TRACT CONVEYED TO ELGIN ISD BY DEED OF RECORD IN VOLUME 1677, PAGE 883 OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS, SAME BEING THE WESTERLY CORNER OF SAID LOT 1 AND HEREOF;

THENCE, N $33^{\circ} 48' 40''$ E, LEAVING THE NORTHEASTERLY RIGHT-OF-WAY LINE OF F.M. 1100, ALONG THE COMMON BOUNDARY LINE OF SAID LOT 1 AND SAID 27.89 ACRE TRACT, A DISTANCE OF 7.75 FEET TO THE NORTHERLY CORNER HEREOF;

THENCE, S $62^{\circ} 03' 10''$ E, INTO AND ACROSS SAID LOT 1, A DISTANCE OF 123.23 FEET TO A POINT IN THE NORTHWESTERLY RIGHT-OF-WAY LINE OF MCCLENDON DRIVE (50' R.O.W.), FOR THE EASTERLY CORNER HEREOF;

THENCE, ALONG THE NORTHWESTERLY RIGHT-OF-WAY LINE OF MCCLENDON DRIVE, SOUTHWESTERLY, ALONG THE WESTERLY CURVE RETURN, ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 16.82 FEET, A CENTRAL ANGLE OF $50^{\circ} 15' 59''$, AN ARC LENGTH OF 14.76 FEET AND A CHORD BEARING N $88^{\circ} 13' 21''$ W, A DISTANCE OF 14.29 FEET TO A FOUND $\frac{1}{2}$ INCH IRON ROD AT THE SOUTHWESTERLY CORNER OF THE INTERSECTION OF MCCLENDON DRIVE AND THE NORTHEASTERLY RIGHT-OF-WAY LINE OF F.M. 1100, FOR THE SOUTHERLY CORNER HEREOF;

THENCE, N $62^{\circ} 46' 36''$ W, ALONG THE NORTHEASTERLY RIGHT-OF-WAY LINE OF F.M. 1100, A DISTANCE OF 111.21 FEET TO THE **POINT OF BEGINNING**, CONTAINING AN AREA OF 0.019 ACRES OF LAND, MORE OR LESS.

I, MELISSA T. HINTON, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREIN WAS DETERMINED FROM A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

A SURVEY EXHIBIT WAS PREPARED ON THIS SAME DATE. BASIS OF BEARING IS
NAD 83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE.

SHERWOOD SURVEYING & SUE, LLC
P.O. BOX 992
SPRING BRANCH, TEXAS 78070
TBPLS FIRM #10044200

Melissa T. Hinton 5/8/17
MELISSA T. HINTON DATE
R.P.L.S. #6521 STATE OF TEXAS



LEGEND

P.O.B. POINT OF BEGINNING
P.O.C. POINT OF COMMENCING
⊙ 1/2" IRON ROD FOUND
(UNLESS NOTED)
CM CONTROLLING MONUMENT

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	16.82'	14.76'	14.29'	N 88°13'21" W	50°15'59"

0 25 50 100
SCALE (FEET)

ELGIN ISD
27.89 ACRES
VOL. 1677, PG. 883
FILE NO. 200614873

PEDESTRIAN
EASEMENT
0.019 ACRES
(831 SQ. FT.)

ELGIN MEADOWS
CAB. 1, PAGE 120B

(CM)
P.O.B.

(CM)

FM 1100
(80' R.O.W.)

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 33°48'40" E	7.75'
L2	S 62°03'10" E	123.23'
L3	N 62°46'36" W	111.21'

SURVEYOR NOTES:

THIS BOUNDARY SURVEY WAS COMPLETED WITHOUT ADDITIONAL RESEARCH TO DETERMINE IF OTHER MATTERS OF RECORD, IF ANY, MIGHT AFFECT THIS PROPERTY, SUCH AS EASEMENTS, SETBACKS, OR OTHER ENCUMBRANCES.

BASIS OF BEARING IS NAD83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE

DATE OF FIELDWORK: 01/31/17

REV-1 5-8-17 REVISED ESMT. BOUNDARY MTH

17TRC001 EXH.DWG

Melissa T. Hinton 5/8/17
MELISSA T. HINTON
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6521

SHERWOOD



SURVEYING & S.U.E.

6477 FM 311
P.O. BOX 992
SPRING BRANCH, TEXAS 75070
PHONE • (930) 228-5446
FAX • (930) 585-2170
TBPLS FIRM #10044200



TRC ENGINEERS, INC.

505 E. HUNTLAND DRIVE, STE. 250 AUSTIN, TX 78752
T.B.P.E. FIRM REGISTRATION # F-8632
(512) 454 - 8716



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consideration of Elgin Public Library fee changes

DEPARTMENT: Public Library

PROPOSED ACTION:

Consideration of two requested changes. 1. The library charges patrons to return Interlibrary Loan materials to the lending library. As the price of postage increases the Texas State Library increases the allowable amount public libraries can charge for returning ILL materials through the Interlibrary Loan Protocol. 2. Cost for color prints/copies added.

BACKGROUND:

Consideration of the allowable fees the public library can charge for Interlibrary Loan returns and color printing. The Interlibrary Loan return postage charge would be set by the Texas State Library and Archives Commission through the Interlibrary Loan Protocol. Currently the allowable rate is a flat charge is \$3.17 or the actual cost of the postage, generally \$2.50 or \$2.97. The library presently does not have a color copier for the public but would like to have a codified charge of \$1.00 a side in place.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends the increase in allowable postage fees for returning Interlibrary Loan materials and having a cost for color prints/copies.

ATTACHMENTS:

Elgin Public Library Fee Schedule

- ☐ 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 PUBLIC LIBRARY FEE SCHEDULE

INTERLIBRARY LOAN: The Elgin Public Library will use the current Texas State Library and Archives Commission INTERLIBRARY LOAN PROTOCOL rates for returning an Interlibrary Loan.

This is the current rate:

8.2.1 May charge your own patrons for either the actual cost of postage or a flat rate of **\$3.17**, which is an equivalent of sending a 2 lb package at library rate via USPS.

<https://www.tsl.texas.gov/texshare/illprot.html>

Page last modified: July 23, 2015

FINES: \$.10 per day on the days the library is open.

FEES: BOOK DAMAGE is assessed by a librarian.
LOST BOOK is cost of item plus \$5.00 processing fee

LIBRARY CARD REPLACEMENT: \$1.00

FAX: OUTGOING \$1.50 Cover sheet and first page, \$.50 each subsequent page
INCOMING \$.50 each page

PRINTS: \$.20 (black and white) each page, \$1.00 (color) each side of page

COPIES: \$.20 (black and white only) each page



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

City Council Special Meeting Minutes - August 22, 2017

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approval of the August 22, 2017 Special Meeting Minutes.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

N/A

RECOMMENDATION:

Approval of the Minutes.

ATTACHMENTS:

Special City Council Meeting - August 22, 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
SPECIAL MEETING
TUESDAY, AUGUST 22, 2017
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

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

ROLL CALL

Present: Chris Cannon, Mayor

Juan Gonzalez, Mayor Pro Tem
Susie Arreaga, Council Member
Jessica Bega, Council Member
Mary Penson, Council Member
Daniel Lopez, Council Member
Phillip Thomas, Council Member
Sue Brashar, Council Member
Neil Beyer, Council Member

Staff: Thomas L. Mattis, City Manager

Chris Bratton, Police Chief
Buck LaQuey, Finance Director
Barbara Wilson, Director
Doug Prinz, Utilities Director
Gary Cooke, Planning Director
Amy Miller, Community Development Director

Mayor Cannon stated all members were present and certified that there was a quorum.

INVOCATION

Council Member Thomas gave the invocation

PLEDGE OF ALLEGIANCE

CITY COUNCIL MEETING MINUTES

August 22, 2017 – Page 2

City Annex Council Chambers

PUBLIC COMMENT

Mayor Cannon opened the Public Comment at 7:02 p.m.

Lynn Cottle spoke and stated she had concerns regarding the motto “Elgin first”, which she likes, but stated that now there are jaunts going into Austin and doesn’t understand taking people out of Elgin to spend their money somewhere else. She stated these trips are free and that she felt that there should be a charge and the Friends of the Parks should be handling this and not the city departments. She stated she was also concerned with a freeze put on positions and those positions represent the security of this town. She stated that Elgin had the lowest pay in the area which is why we get Police Officers out of school and with no experience. She stated that in order to get the best and better pay the Council support was needed and recommended they all attend a Citizen’s Police Academy class which was very informative.

Joe Cottle spoke and stated his perspective was from a person who has served as a Police Officer at another Police Department as well as here in Elgin. He stated there were some good officers here who had served for a long time and that some of the problems with a small department like Elgin’s was that there was no way to advance so the only thing is to look forward to is that the city will give pay raises. He stated Elgin also had the best trained and educated department around in this area. He stated that now with the Chief of Police retiring there would be an opportunity to move people up inside the department. He asked that the Council just give some thought regarding people that have been here a long time.

With no one else wishing to speak, Mayor Cannon closed the Public Comment at 7:11 p.m.

NEW 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.

City Manager Thomas Mattis stated that he had presented the budget at last week’s meeting giving everyone a chance to review it and that he had met with Council Member Arreaga to discuss some items but that he did not have a presentation tonight. He stated although this budget was proposed at maintaining the existing tax rate by our system by state law it amounts to what we have to describe a tax increase that sets us on a compliance path. He stated that if they voted tonight to support maintaining the existing tax rate, a vote would be needed tonight to authorize the process, and to take an ad in the paper that would say how everyone specifically voted. He stated that did not mean they were adopting the tax rate but that there is a sequence of hearings, and authorizing two public hearings are required.

CITY COUNCIL MEETING MINUTES

August 22, 2017 – Page 3

City Annex Council Chambers

He stated that if they didn't adopt authorizing the Public Hearings tonight, there was still time to do so. If the hearings were authorized then it would be advertised in the paper and the first Public Hearing would be on the first regular meeting in September, the second on the 12th, with adoption on the 19th.

Mayor Cannon stated that after the budget presentation last week, this week was to have a discussion after giving everyone a chance to review the budget and opened up the floor for discussion on both items 1 and 2.

Mayor Pro Tem Gonzalez asked about the tax rate and how much was the city trying to raise by raising the taxes. City Manager Thomas Mattis answered that about \$400,000 is what we the city is gaining from the growth and re-valuation. Mayor Cannon stated that the city is not proposing to raise the rate. Mr. Mattis replied that yes they were keeping the rate the same, but the valuations went up, so it had to be declared as a tax increase because you are taking in more money under the law you have to say it is a tax increase. He stated that if a person's valuation did not change the city taxes would not go up, but the city tax always got lost in the mix with the school tax. Council Member Thomas stated that the city did that last year where they kept the tax rate the same but had to publish it as an increase because values went up.

Mayor Pro Tem Gonzalez asked about an item on page 12 regarding public safety. He stated that last year projected was \$5669 and this year is \$185,753 and asked what he was looking at. Mr. Mattis replied that was a case where track expenditures in a different way, the biggest part of that being salaries that go to fund school resource officers and he did not think that was a proper reflection of the city's expense to put that in operations. He stated he put that number to reflect what the city does for the ESD, schools and boot camp program and that he tried to make Police operations reflect that his is what the city is spending on law enforcement. He stated that last year expenditures were not tracked that way, which is why police operations look lower this year.

Council Member Arreaga asked if that was the case for the Library and Mr. Mattis replied that yes it was the same thing, reassignment of the costs, same staff same operation.

Council Member Penson asked if tonight they would be discussing the funding support for the Emergency Services. Mayor Cannon replied that yes, just the overall budget could be discussed. Council Member Penson stated that last year the Council did not agree to waive the \$34,500 and she would like to see that it was not waived this year either. Council Member Brashar stated that they are the Emergency Services District, the city dispatches for them and they get revenue from our taxes and part of the money they get from the taxes should fund the position. Council Member Thomas stated that long term as the city continues to grow at some point there is going to be somewhat of a merger with the Fire Department and the city needed to think about how that

CITY COUNCIL MEETING MINUTES

August 22, 2017 – Page 4

City Annex Council Chambers

could be as smooth of a transition as possible. He stated that \$34,000 in the great scheme of things was not a huge amount and maybe in doing that discussion was needed in their responsibilities that they have with traffic because those are things the city has to have, and as the city grows the city will have to pay more for things like that. Mayor Cannons stated that was how he looked at it and that it would be a credit taken out of the budget, and if passed the city wouldn't be getting that money but there still would be a charge for dispatching and then zeroed out.

Council Member Penson moved to direct staff to not waive the \$34,500. to the city from the ESD. Council Member Brashar seconds the motion. Council Member Penson votes yes, Council Member Bega votes yes, Council Member Lopez votes yes, Council Member Thomas votes no, Council Member Beyer votes yes, Council Member Brashar votes yes, Council Member Arreaga votes yes, Mayor Pro Tem votes no, Mayor Cannon votes no. Motion carried 6-3.

Council Member Bega stated she wanted to acknowledge the speakers from tonight's Citizen's Comments period supporting advancement in the Police Department. She stated she also wanted to say that this year would be a little different because the city was in conservative mode. She stated that regarding the police operations there were a number of positions to fill as she understood it, with someone responding that there was two positions. She stated that unlike last year they were not looking to recommend creating new positons she wanted confirmation on that. She stated she supported the idea of promoting from within not only in Police but staff as well and maybe next year the city would be in a better situation and might be a fair assessment of where staff is across the board.

2. Consider authorization for advertisement of the proposed ad valorem tax rate for the City of Elgin for the FY17-18 Annual Budget of \$.656916/\$100

Council Member Brashar moved to authorize advertisement of the ad valorem tax rate for the fiscal year 17-18 of \$.656916/\$100 valuation. Council Member Penson seconds the motion. Council Member Brashar votes yes, Council Member Arreaga votes yes, Mayor Pro Tem Gonzalez vote yes, Mayor Cannon votes yes, Council Member Penson votes yes, Council Member Bega votes yes, Council Member Lopez votes yes, Council Member Thomas votes yes, Council Member Beyer votes yes. Motion carried unanimously 9-0.

ANNOUNCEMENTS

City Manager Thomas Mattis asked if another meeting would be needed before the September 6th meeting and it was decided to have a meeting on the 12th and 19th.

He also reminded everyone about the TML Conference and that the City Secretary would rsvp to any invitations that came to the city.

CITY COUNCIL MEETING MINUTES

August 22, 2017 – Page 5

City Annex Council Chambers

He updated the Council on the Flea Market issue and stated he met with Ms. Krebs and with the Friends of the Library. He stated he thought that an agreement would be on the September 5th agenda.

Chef Bratton reminded everyone about the hurricane building strength and we could get a lot of rain and asked that everyone be careful this weekend.

Mayor Cannon announced that Bastrop County wanted to hold a county wide voter registration drive with the City of Smithville participating and asked Elgin to participate.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 8:20 p.m.

APPROVED

CHRIS CANNON, MAYOR

ATTEST:

AMELIA SANCHEZ
City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

City Council Special Meeting Minutes - September 12, 2017

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approval of the September 12, 2017 City Council Special Meeting Minutes.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

N/A

RECOMMENDATION:

Approval of the Minutes.

ATTACHMENTS:

City Council Special Meeting Minutes - 9-12-17

- ☒ 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
SPECIAL MEETING
TUESDAY, SEPTEMBER 12, 2017
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

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

ROLL CALL

Present: Chris Cannon, Mayor

Juan Gonzalez, Mayor Pro Tem

Susie Arreaga, Council Member

Jessica Bega, Council Member

Mary Penson, Council Member

Daniel Lopez, Council Member

Phillip Thomas, Council Member

Sue Brashar, Council Member

Neil Beyer, Council Member

Staff: Thomas L. Mattis, City Manager

Chris Bratton, Police Chief

Buck LaQuey, Finance Director

Mayor Cannon stated all members were present and certified that there was a quorum.

INVOCATION

Council Member Penson gave the invocation

Mayor Cannon recessed the regular meeting at 7:01 p.m. and called to order the Public Hearing.

PUBLIC HEARING

1. A Public Hearing on the City of Elgin Ad Valorem (Property) Tax Rate proposed for FY 2017-18 of \$.656916 per \$100 valuation.

There was no one wishing to speak on this item.

CITY COUNCIL MEETING MINUTES

September 12, 2017 – Page 2

City Annex Council Chambers

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

Council Member Penson asked if the \$20 increase in the utility bill was across the board and if it affected everyone. City Manager Thomas Mattis answered that yes it did, for commercial and residential. He stated that the \$20 was just an average but could be a little less.

Mayor Pro Tem Gonzalez asked about the increase in expenditures for the Library from \$30,000 to \$70,000. Council Member Brashar answered that it was due to the restructuring of expenditures in the budget per department. City Manager Thomas Mattis stated that was correct and was due to the reallocation of expenditures per department and would be a truer reflection of expenditures per department.

Council Member Bega asked when the utility rate increase would take place. City Manager Thomas Mattis stated the plan was to put a message on the October water bill that would go out mid-month with the new bill going out in November. Council Member Bega stated she knew it was hard to know but hopefully next year there would be no need for another increase and asked if the utility rate included water, wastewater and garbage. She stated that it might be in the best interest of the city to bid out the garbage service to offset what they were doing with water. Mr. Mattis stated that was correct, that the water and sewer rates were included in the budget but the garbage was on top of that and the discussion now with Republic was if we kept the same services exactly as it is they are looking for an increase of \$1.50. Mr. Mattis stated that the situation is not unusual if you don't keep up with the rates every year eventually you have to do something, so this was a big bite but thinks this will level things off, and would do everything to avoid another increase next year.

Council Member Arreaga asked if the increase in garbage would be on top of the \$20 rated increase. Mr. Mattis replied that the budget as presented now assumes it will continue at the same rate it is now. Council Member Arreaga asked about a comment made at the last meeting about some citizens paying a lower rate and asked if that had been adjusted to the rate everyone pays. Mr. Mattis replied that it had been adjusted upward to what they should have been paying all along. Council Member Brashar stated that they had discussed a rate increase in the past but had not done it. Mayor Cannon agreed and said had they done a smaller increase every year they would not have to have increased as much this year.

City Manager Thomas Mattis stated that typically by this time in the budget process in other cities he had worked he would have been asked by the media about the increase but had not heard anything here yet. He asked the Council if the city should be doing more in informing the public about the increase to let them know this is coming. The Council agreed they should issue a statement regarding the rates in the newspaper.

Mr. Mattis stated that next week would be the final adoption of the budget and Tax Rate.

CITY COUNCIL MEETING MINUTES

September 12, 2017 – Page 3

City Annex Council Chambers

Mayor Cannon closed the Public Hearing at 7:44 p.m.

PUBLIC COMMENT

Mayor Cannon opened the Public Comment at 7:44 p.m.

James McCutcheon spoke and stated that after listening to the discussion he felt it was a bad time for him to be bring up his concerns. He stated that the Police department had done a good job with radar on Lexington Road and understood they could not be there 24-7. He stated there was a real danger with no sidewalks and traffic at 40-50 mph and he would like to request speed bumps on Lexington at some point in the future.

With no one else wishing to speak Mayor Cannon closed the Public Comment at 7:47 p.m.

NEW BUSINESS

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE AN EXTENSION OF THE SERVICE AGREEMENT WITH BFI SERVICES OF TEXAS FOR SOLID WASTE DISPOSAL AND COLLECTION; AND PROVIDING FOR RELATED MATTERS.

Council Member Thomas moved to approve the Resolution for the contract extension as presented. Council Member Penson seconds the motion. Motion carried 8-1 with Council Member Bega voting no.

2. Discussion and possible action regarding a request from the Elgin Parks and Recreation Department to waive the Open Container Ordinance at the Veterans' Memorial Park. The Parks Department will be sponsoring a free concert as part of their fall activities and programming. The concert is free and open to the public and will be held on Friday, September 29, 2017 from 5:00 p.m. to 11:00 p.m.

Council Member Brashar moved to approve to waive the Open Container Ordinance on September 29th in Veterans' Park from 5:00 p.m. to 11:00 p.m. Council Member Beyer seconds the motion. Motion carried by unanimous vote 9-0.

ANNOUNCEMENTS

Mr. Mattis mentioned TML and asked if spouses should be registered for the conference. Mayor Cannon stated that in order to attend the trade shows they needed to be registered.

CITY COUNCIL MEETING MINUTES

September 12, 2017 – Page 4

City Annex Council Chambers

Council Member Penson mentioned that TML would be the same night as National Night Out on October 3rd. Mayor Cannon stated that typically they moved the council meeting for National Night Out. Chief Bratton stated he would have a list of addresses for the National Night Out parties for Council soon.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 8:02 p.m.

APPROVED

CHRIS CANNON, MAYOR

ATTEST:

AMELIA SANCHEZ
City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

City Council Special Meeting Minutes - September 19, 2017

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approval of the September 19, 2017 City Council Special Meeting Minutes.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

N/A

RECOMMENDATION:

Approval of the Minutes.

ATTACHMENTS:

Special City Council Meeting - September 19, 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
SPECIAL MEETING
TUESDAY, SEPTEMBER 19, 2017
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

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

ROLL CALL

Present: Chris Cannon, Mayor
Juan Gonzalez, Mayor Pro Tem
Susie Arreaga, Council Member
Jessica Bega, Council Member
Mary Penson, Council Member
Daniel Lopez, Council Member
Phillip Thomas, Council Member
Sue Brashar, Council Member
Neil Beyer, Council Member

Mayor Cannon stated all members were present and certified that there was a quorum.

Staff: Thomas L. Mattis, City Manager
Chris Bratton, Police Chief
Buck LaQuey, Finance Director
Barbara Wilson, HR Director

INVOCATION

Council Member Thomas gave the invocation

PUBLIC COMMENT

Mayor Cannon asked if there was anyone wishing to speak. There was no one wishing to speak.

PRESENTATION

1. Proclamation for National Night Out

Mayor Cannon asked if he should read the Proclamation for National Night Out. Chief Bratton said no, but he wanted to thank Council for their support.

CITY COUNCIL MEETING MINUTES

September 19, 2017 – Page 2

City Annex Council Chambers

NEW BUSINESS

1. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE FISCAL YEAR BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017; APPROPRIATING AND ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; PROVIDING BUDGETARY APPROPRIATIONS FOR THE VARIOUS OPERATING FUNDS OF THE CITY; AUTHORIZING THE CITY MANAGER TO MAKE ADJUSTMENTS, AS NEEDED; RATIFYING PREVIOUS ADJUSTMENTS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Council Member Brashar moved to approve the Ordinance as written. Council Member Thomas seconds the motion. Motion carried by unanimous vote 9-0.

2. AN ORDINANCE AMENDING CHAPTER 42, SECTION 42-40 AND SECTION 42-159, CODE OF ORDINANCES (2013 EDITION), CITY OF ELGIN, TEXAS, REGARDING MONTHLY WATER RATES AND MONTHLY SEWER RATES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

Council Member Brashar moved to approve the Ordinance as presented. Council Member Lopez seconds the motion. Motion carried by unanimous vote 9-0.

3. AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ELGIN, TEXAS FOR THE 2017-2018 FISCAL YEAR; PURPOSES; PROVIDING FOR A STATEMENT REQUIRED BY SECTION 26.05(B) OF PROPERTY TAX CODE; AND PROVIDING WHEN TAXES SHALL BECOME DELINQUENT IF NOT PAID

Council Member Penson moved that the property tax rate be increased by the adoption of a tax rate of 0.656916 which is effectively a 7.29% increase in the tax rate. Council Member Brashar seconds the motion. Motion carried by unanimous vote 9-0.

Mr. Mattis stated that he wanted to say on the record that he wanted to thank Council for their support for staff and knew this was a tough year, his first year and he appreciated everyone's patience. He stated it was encouraging they were there as a group making tough decisions and it sent a positive message to the public as well as staff.

CITY COUNCIL MEETING MINUTES

September 19, 2017 – Page 3

City Annex Council Chambers

ANNOUNCEMENTS

Chief Bratton reminded everyone about National Night out on October 3rd, and that October 5th on Thursday night would be the homecoming pep rally and parade, starting at the Memorial Park softball field parking lot and walk around the new basketball court to the pavilion.

Mayor Cannon stated that the re-striping project was to be completed in the next few days and had run a lot smoother than last year.

Mayor Cannon recessed the regular meeting at 7:23 p.m.

Mayor Cannon convened the Executive Session at 7:26 p.m.

EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at a 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.

1. Personnel matters pursuant to Section 551.074.

RECONVENE

Mayor Cannon reconvened the Executive Session at 8:02 p.m.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 8:03 p.m.

APPROVED

CHRIS CANNON, MAYOR

ATTEST:

AMELIA SANCHEZ
City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

City Council Regular Meeting Minutes - October 10, 2017

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approval of the October 10, 2017 City Council Regular Meeting Minutes.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

N/A

RECOMMENDATION:**ATTACHMENTS:**

City Council Regular Meeting Minutes 10-10-17

- ☐ 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, OCTOBER 10, 2017**

CALL TO ORDER

ROLL CALL

Present: Chris Cannon, Mayor
Juan Gonzalez, Mayor Pro Tem
Mary Penson, Council Member
Susie Arreaga, Council Member
Jessica Bega, Council Member
Daniel Lopez, Council Member
Phillip Thomas, Council Member
Sue Brashar, Council Member
Neil Beyer, Council Member

Mayor Chris Cannon certified there was a quorum and called the meeting to order at 7:00 p.m.

Staff: Thomas L. Mattis, City Manager
Chris Bratton, Police Chief
Michael Gonzalez, Parks Director
Amy Miller, Community Development Director

INVOCATION

Council Member Thomas gave the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Sydna Arbuckle, Judy Davis, And Donna Snowden with the Elgin Historical Association spoke and Ms. Arbuckle stated that in 2009 they had published a book entitled Elgin Etcetera, stories by over 60 authors about life in Elgin. She stated that now they had a new book that would be introduced Monday night at the Presbyterian Church at 7:00 p.m. and invited the Council to attend.

CITY COUNCIL MEETING MINUTES

October 10, 2017 – Page 2

City Annex Council Chambers

Ms. Arbuckle stated the book could be purchased at that time and some authors would be there including the Mayor who was one of the authors. Ms. Arbuckle, Ms. Davis, and Ms. Snowden read ten questions about Elgin that they said answers could be found in the new book.

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

PRESENTATIONS

1. A Proclamation recognizing October 26-28 as Hogeye Festival Weekend in the City of Elgin, Texas.

Mayor Cannon read the Proclamation recognizing Hogeye Festival Weekend in the City of Elgin, Texas.

CITY MANAGER'S REPORT

1. Consideration of possible rescheduling of the November 7, 2017 Regular City Council Meeting due to a scheduling conflict with Election Day.

Mayor Pro Tem Gonzalez moved to reschedule the November 7, 2017 Council meeting to November 14, 2017. Council member Beyer seconds the motion. Motion carried 8-1 with Council Member Penson voting no.

City Manager Thomas Mattis stated that he was still working with Republic on a contract and would be bringing it to Council at the next meeting.

He updated Council on the building that had damage due to the storm and stated that the owner is trying to save the building and staff is working to clean it up, but he wasn't sure it would be cleaned up by Hogeye. He also mentioned Council had a copy of the adopted budget at their place on the dais, and a copy was also on the city website.

2. Monthly Departmental Activity Reports – August

CONSENT AGENDA

1. Appointment of Katy Gassaway to the Elgin Main Street Board for an existing unexpired term.

2. Appoint Sonya Rangel to serve an unexpired term on the Historic Review Board.

3. Consideration of a Letter of Agreement with Elgin Independent School District regarding the acquisition of additional ROW easement in support of the FM1100 Sidewalk Project.

CITY COUNCIL MEETING MINUTES

October 10, 2017 – Page 3

City Annex Council Chambers

4. Consideration of a Letter of Agreement with Brian and Cynthia Henson regarding the acquisition of additional ROW easement in support of the FM1100 Sidewalk Project
5. Consideration of request for street closures in support of the Holiday Concert on Depot Street provided by Elgin ISD Elementary Schools in cooperation with the Elgin Main Street program.
6. Consideration of request for street closures for the Annual Safe Trick or Treat Trail sponsored by the City of Elgin Parks & Recreation Department.
7. Consideration of request for street closures in support of the Veterans Appreciation Parade on Saturday, November 4, 2017 from 8 a.m. to noon.
8. Consideration of request for street closures in support of the Volunteer Fire Department Lighted Parade on Saturday, December 2, 2017 from 5 p.m. to 7 p.m.
9. City Council Special Meeting Minutes - August 14, 2017
10. City Council Regular Meeting Minutes - September 5, 2017

Council Member Penson moved to approve the consent agenda in its entirety. Council Member Brashar seconds the motion. Motion carried unanimously 9-0.

UNFINISHED BUSINESS

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

Council Member Brashar moved to approve the Ordinance as presented. Mayor Pro Tem Gonzalez seconds the motion. Motion carried unanimously 9-0

NEW BUSINESS

REVIEW AND CONSIDER THE REQUEST RECEIVED FROM POINTRIDER FOUNDATION TO EITHER SELL OR DONATE TWO SMALL PARCELS OF LAND ADJACENT TO A PROPERTY THE POINTRIDER FOUNDATION IS PURCHASING AT 104 SOUTH AVENUE A AND 403 CENTRAL AVENUE.

The Council directed City Manager to go ahead and pursue avenue for Pointrider to purchase the two small parcels of land.

CITY COUNCIL MEETING MINUTES

October 10, 2017 – Page 4

City Annex Council Chambers

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS NOMINATING UP TO FIVE PEOPLE TO SERVE ON THE BOARD OF THE BASTROP CENTRAL APPRAISAL DISTRICT; AND PROVIDING FOR RELATED MATTERS.

Council Member Thomas moved to nominate Bryan Bracewell to serve on the Board of the Bastrop Central Appraisal District. Council Member Penson seconds the motion. Motion carried unanimously 9-0

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS NOMINATING A PERSON TO SERVE ON THE BOARD OF THE TRAVIS CENTRAL APPRAISAL DISTRICT; AND PROVIDING FOR RELATED MATTERS

Council Member Brashar moved to nominate Rico Reyes to serve on the Board of the Travis Central Appraisal District. Council Member Penson seconds the motion. Motion carried unanimously 9-0

4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE TRAVIS COUNTY ELECTIONS ADMINISTRATOR FOR ELECTION SERVICES FOR THE NOVEMBER 7, 2017 SPECIAL ELECTION AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Penson moved to approve A Resolution of the City of Elgin, Texas authorizing the City Manager to execute an agreement with the Travis County Elections Administrator for Election Services for the November 7, 2017 Special Election. Council Member Thomas seconds the motion. Motion carried unanimously 9-0

ANNOUNCEMENTS

Mayor Pro Tem Gonzalez mentioned he had read the Central Texas Medical Health budget highlights and that they were going to expand to eastern Travis County and wondered if it might be in Manor.

Chief Bratton stated that it had rained on National Night Out but had stopped by 7:00 p.m. He stated four parties were cancelled, but the other six went on as planned with a great turnout.

Mayor Cannon mentioned Sip, Shop and Stroll this week on Thursday and that the Hogeye Festival was at the end of the month.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 8:20 p.m.

CITY COUNCIL MEETING MINUTES
October 10, 2017 – Page 5
City Annex Council Chambers

APPROVED

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

CITY COUNCIL MEETING MINUTES
October 10, 2017 – Page 5
City Annex Council Chambers



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

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

DEPARTMENT: Administration

PROPOSED ACTION:

Approval of a Resolution and Order Canvassing the returns and declaring results for the City of Elgin Special Election.

BACKGROUND:

The canvass is the official tabulation of the election results. [EC§67.002]

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

ATTACHMENTS:

Resolution

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

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

RESOLUTION NO. 2017-

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

WHEREAS, a special election was held on the 7th day of November 2017 for the purpose of electing an official; and

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

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

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

James Mark Jones ____ Votes

Daniel Lopez ____ Votes

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

That said election was duly called; that notice of said Election was given in accordance with the law, and that said election was held in accordance with the law; and that _____ was duly elected as Council Member Ward 3 to fill a vacancy until May 2018, and is hereby declared duly elected to said respective office, subject to the taking of the oath by law of the State of Texas.

READ, RESOLVED and APPROVED this the 14th day of November, 2017.

ATTEST:

CHRIS CANNON, MAYOR

Amelia Sanchez, City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Review and discussion of proposed contract extension/renewal with Republic Services for curbside collection of household trash, recyclables, and bulk trash

DEPARTMENT: Administration

PROPOSED ACTION:

Review and discussion of all elements relating to a proposed contract extension/renewal with Republic Services for curbside collection of household trash, recyclables, and bulk trash

BACKGROUND:

Discussed at previous meetings; This item is for further deliberations regarding the proposed continuation of solid waste and recycling collection by the City's current service provider, Republic Services. Last month, an ad hoc committee of Councilmembers met with the staff at the request of the City Manager to provide feedback and guidance on this issue. As a result of that meeting, staff is now prepared to review the proposal with Council as a whole and proceed with consideration of a new agreement, if the majority of Council is so inclined. One remaining issue, however, is the future of residential bulk trash collection services. Republic has made four different proposals for the contract renewal, with the only difference in the four being related to bulk trash collection: (1) continue existing service levels of two pick-ups per month, (2) quarterly pick-ups, (3) twice per year, or (4) eliminate the service altogether. Obviously, each choice has cost implications. For more details, the report provided to and reviewed by the ad hoc committee is included with the meeting packet.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Provide direction to staff as to the proposed contract extension/renewal with Republic Services for curbside collection of household trash, recyclables, and bulk trash

ATTACHMENTS:

Report

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

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

Memorandum

Date: October 12, 2017

To: Mayor and City Council Committee

Subject: Republic Contract Renewal and/or
Extension Proposal



Attached hereto is a copy of the financial analysis completed by the staff as it relates to the contract extension/renewal as proposed by Republic Services for collection of trash and recycling.

Republic has proposed four (4) basic scenarios (“Options”) and related fees for such services. While each scenario represents some changes in service levels (and fee increase) over what Elgin residents now receive, the primary difference between each Option relates to residential curbside bulk trash collection – and what service level the City will provide in that regard in the future.

The packet includes (1) Analysis of the various “Options” as proposed, (2) rate comparison with neighboring/area cities, and (3) a copy of the actual proposal from Republic.

Although we will be reviewing this information in detail at Monday’s meeting, following is a “glossary” of some of the less-obvious terms utilized in the option analysis:

- *Annual Fixed Rate Increase* – Republic has proposed a fixed rate increase of 2% every year of the seven-year agreement (while not unreasonable, this is something that is not in the current agreement).
- *Projected Annual City Growth Rate* – Republic assumes 2% annual growth in population/homes in its proposed new rate structure.
- *Aggregate Rate Increase over Life of Contract* – Total increased dollar amount that will be paid by Elgin citizens/customers by the final year of the agreement vs. what they are now paying now.
- *Average Annual Gross Revenue Increase for Republic* – Per year average new dollars that will be paid to Republic each year, over the 7-year period of the proposed agreement.
- *Aggregate Annual Gross Revenue Increase for Republic over the Life of Contract* – Total increased dollar amount that will be paid to Republic in the final year of the agreement vs. what they are now paid per year.
- *Accumulative New Gross Revenue for Republic over the Life of Contract* – Grand total all new revenue for Republic over the 7-year period of the proposed agreement vs. what they are now paid per year.

Let me know if you have any initial questions – otherwise we will discuss this further Monday night.

Thomas L. Mattis
City Manager

OPTION 1

Maintain existing service levels for residential curbside trash collection; Increase Commercial Rates by **15%**; Increase Industrial Rates by **10%**

Service Enhancements: Replace curbside recycling containers/tubs with a 96-gallon cart

Service Reductions: Reduce residential curbside collection of recyclables from every week to every *other* week

Bulk Trash Collection: Continuation of existing service - residential curbside collection of bulk trash twice (2) per month

Annual Fixed Rate Increase: **2%**

Proposed Contract Term: Seven (7) Years

Projected Annual City Growth Rate: 2%

ANNUAL RATE INCREASE (2%)

	CURRENT RATE	--PROPOSED INCREASE-- \$ PCT	NEW RATE	MONTHLY CUSTOMERS	EST. REPUBLIC NEW GROSS INCOME		
					MONTH	ANNUAL	PRIOR YR
Current	\$ 13.27	\$ - 0.0%	\$ 13.27	2,769	\$ 36,745	\$ 440,936	\$ -
FY2017-18	\$ 13.27	\$ 4.48 33.8%	\$ 17.75	2,824	\$ 50,133	\$ 601,593	\$ 160,657
FY2018-19	\$ 17.75	\$ 0.36 2.0%	\$ 18.11	2,881	\$ 52,158	\$ 625,897	\$ 24,304
FY2019-20	\$ 18.11	\$ 0.36 2.0%	\$ 18.47	2,938	\$ 54,265	\$ 651,184	\$ 25,286
FY2020-21	\$ 18.47	\$ 0.37 2.0%	\$ 18.84	2,997	\$ 56,458	\$ 677,491	\$ 26,308
FY2021-22	\$ 18.84	\$ 0.38 2.0%	\$ 19.21	3,057	\$ 58,739	\$ 704,862	\$ 27,371
FY2022-23	\$ 19.21	\$ 0.38 2.0%	\$ 19.60	3,118	\$ 61,112	\$ 733,338	\$ 28,476
FY2023-24	\$ 19.60	\$ 0.39 2.0%	\$ 19.99	3,181	\$ 63,580	\$ 762,965	\$ 29,627
Aggregate Rate Increase over Life of Contract.....					\$ 6.72	50.6%	
Average Annual Gross Revenue Increase for Republic					\$ 46,004		
Aggregate Annual Gross Revenue Increase for Republic over the Life of Contract.....					\$ 322,030	73.0%	
Accumulative New Gross Revenue for Republic over the Life of Contract.....					\$ 1,670,782		

OPTION 2

Maintain existing service levels for residential curbside trash collection; Increase Commercial Rates by **15%**; Increase Industrial Rates by **10%**

Service Enhancements: Replace curbside recycling containers/tubs with a 96-gallon cart

Service Reductions: Reduce residential curbside collection of recyclables from every week to every *other* week

Bulk Trash Collection: Limited to quarterly service - four (4) collections dates per year vs. current service of twice per month/twenty-four (24) collection dates per year

Annual Fixed Rate Increase: **2%**

Proposed Contract Term: Seven (7) Years

Projected Annual City Growth Rate: 2%

ANNUAL RATE INCREASE (2%)

	CURRENT RATE	--PROPOSED INCREASE-- \$ PCT	NEW RATE	MONTHLY CUSTOMERS	EST. REPUBLIC NEW GROSS INCOME		
					MONTH	ANNUAL	PRIOR YR
Current	\$ 13.27	\$ - 0.0%	\$ 13.27	2,769	\$ 36,745	\$ 440,936	\$ -
FY2017-18	\$ 13.27	\$ 2.98 22.5%	\$ 16.25	2,824	\$ 45,896	\$ 550,754	\$ 109,819
FY2018-19	\$ 16.25	\$ 0.32 2.0%	\$ 16.58	2,881	\$ 47,750	\$ 573,005	\$ 22,250
FY2019-20	\$ 16.58	\$ 0.33 2.0%	\$ 16.91	2,938	\$ 49,679	\$ 596,154	\$ 23,149
FY2020-21	\$ 16.91	\$ 0.34 2.0%	\$ 17.24	2,997	\$ 51,687	\$ 620,239	\$ 24,085
FY2021-22	\$ 17.24	\$ 0.34 2.0%	\$ 17.59	3,057	\$ 53,775	\$ 645,296	\$ 25,058
FY2022-23	\$ 17.59	\$ 0.35 2.0%	\$ 17.94	3,118	\$ 55,947	\$ 671,366	\$ 26,070
FY2023-24	\$ 17.94	\$ 0.36 2.0%	\$ 18.30	3,181	\$ 58,207	\$ 698,489	\$ 27,123
Aggregate Rate Increase over Life of Contract.....					\$ 5.03	37.9%	
Average Annual Gross Revenue Increase for Republic					\$ 36,793		
Aggregate Annual Gross Revenue Increase for Republic over the Life of Contract.....					\$ 257,554	58.4%	
Accumulative New Gross Revenue for Republic over the Life of Contract.....					\$ 1,268,754		

OPTION 3

Maintain existing service levels for residential curbside trash collection; Increase Commercial Rates by **15%**; Increase Industrial Rates by **10%**

Service Enhancements: Replace curbside recycling containers/tubs with a 96-gallon cart

Service Reductions: Reduce residential curbside collection of recyclables from every week to every *other* week

Bulk Trash Collection: Limited to bi-annual service - two (2) collections dates per year vs. current service of twice per month/twenty-four (24) collection dates per year

Annual Fixed Rate Increase: **2%**

Proposed Contract Term: Seven (7) Years

Projected Annual City Growth Rate: 2%

ANNUAL RATE INCREASE (2%)

	CURRENT RATE	--PROPOSED INCREASE-- \$ PCT	NEW RATE	MONTHLY CUSTOMERS	EST. REPUBLIC NEW GROSS INCOME		
					MONTH	ANNUAL	PRIOR YR
Current	\$ 13.27	\$ - 0.0%	\$ 13.27	2,769	\$ 36,745	\$ 440,936	\$ -
FY2017-18	\$ 13.27	\$ 2.48 18.7%	\$ 15.75	2,824	\$ 44,484	\$ 533,808	\$ 92,872
FY2018-19	\$ 15.75	\$ 0.32 2.0%	\$ 16.07	2,881	\$ 46,281	\$ 555,374	\$ 21,566
FY2019-20	\$ 16.07	\$ 0.32 2.0%	\$ 16.39	2,938	\$ 48,151	\$ 577,811	\$ 22,437
FY2020-21	\$ 16.39	\$ 0.33 2.0%	\$ 16.71	2,997	\$ 50,096	\$ 601,154	\$ 23,344
FY2021-22	\$ 16.71	\$ 0.33 2.0%	\$ 17.05	3,057	\$ 52,120	\$ 625,441	\$ 24,287
FY2022-23	\$ 17.05	\$ 0.34 2.0%	\$ 17.39	3,118	\$ 54,226	\$ 650,709	\$ 25,268
FY2023-24	\$ 17.39	\$ 0.35 2.0%	\$ 17.74	3,181	\$ 56,416	\$ 676,997	\$ 26,289

Aggregate Rate Increase over Life of Contract..... \$ 4.47 33.7%

Average Annual Gross Revenue Increase for Republic \$ 33,723

Aggregate Annual Gross Revenue Increase for Republic over the Life of Contract..... \$ 236,062 53.5%

Accumulative New Gross Revenue for Republic over the Life of Contract..... \$ 1,134,745

OPTION 4

Maintain existing service levels for residential curbside trash collection; Increase Commercial Rates by **15%**; Increase Industrial Rates by **10%**

Service Enhancements: Replace curbside recycling containers/tubs with a 96-gallon cart

Service Reductions: Reduce residential curbside collection of recyclables from every week to every *other* week

Bulk Trash Collection: Service eliminated and discontinued

Annual Fixed Rate Increase: **2%**

Proposed Contract Term: Seven (7) Years

Projected Annual City Growth Rate: 2%

ANNUAL RATE INCREASE (2%)

	CURRENT RATE	--PROPOSED INCREASE-- \$ PCT	NEW RATE	MONTHLY CUSTOMERS	EST. REPUBLIC NEW GROSS INCOME		
					MONTH	ANNUAL	PRIOR YR
Current	\$ 13.27	\$ - 0.0%	\$ 13.27	2,769	\$ 36,745	\$ 440,936	\$ -
FY2017-18	\$ 13.27	\$ 0.48 3.6%	\$ 13.75	2,824	\$ 38,835	\$ 466,023	\$ 25,087
FY2018-19	\$ 13.75	\$ 0.28 2.0%	\$ 14.03	2,881	\$ 40,404	\$ 484,850	\$ 18,827
FY2019-20	\$ 14.03	\$ 0.28 2.0%	\$ 14.31	2,938	\$ 42,036	\$ 504,438	\$ 19,588
FY2020-21	\$ 14.31	\$ 0.29 2.0%	\$ 14.59	2,997	\$ 43,735	\$ 524,817	\$ 20,379
FY2021-22	\$ 14.59	\$ 0.29 2.0%	\$ 14.88	3,057	\$ 45,502	\$ 546,020	\$ 21,203
FY2022-23	\$ 14.88	\$ 0.30 2.0%	\$ 15.18	3,118	\$ 47,340	\$ 568,079	\$ 22,059
FY2023-24	\$ 15.18	\$ 0.30 2.0%	\$ 15.48	3,181	\$ 49,252	\$ 591,029	\$ 22,950

Aggregate Rate Increase over Life of Contract..... \$ 2.21 16.7%

Average Annual Gross Revenue Increase for Republic \$ 21,442

Aggregate Annual Gross Revenue Increase for Republic over the Life of Contract..... \$ 150,094 34.0%

Accumulative New Gross Revenue for Republic over the Life of Contract..... \$ 598,707

AREA RATE COMPARISON - RESIDENTIAL CURBSIDE TRASH and RECYCLING COLLECTION

<u>CITY</u>	<u>CURBSIDE RESIDENTIAL TRASH COLLECTION</u>	<u>CURBSIDE RESIDENTIAL RECYCLING COLLECTION</u>	<u>CURBSIDE BULK TRASH COLLECTION</u>	<u>MONTHLY PER HOME FEE</u>	<u>SERVICE PROVIDER</u>	<u>CONTRACT TERM</u>	<u>AUTOMATIC FEE INCREASE</u>	<u>FRANCHISE FEE</u>
<i>Current</i> Elgin	Weekly	Every week	Twice (2) per month	\$ 13.27	Republic Services	5 years	None	10%
<i>Option 1</i> Elgin	Weekly	Every other week	Twice (2) per month	\$ 17.75	Republic Services	7 years	2%	10%
Bastrop	Weekly	Every other week	Every week	\$ 15.32	Waste Connections	7 years	5%	5%
Pflugerville	Weekly	Every other week	Weekly/limited	\$ 15.90	Waste Connections	5 yrs + 3	Variable	None
Cedar Park	Weekly	Every other week	Weekly/limited	\$ 15.57	Central Texas Refuse	n/a	n/a	n/a
LaGrange	Weekly	Every other week	Four (4) per year	\$ 18.83	Republic Services	7 years	3%	n/a
Elgin-Option 2	Weekly	Every other week	Four (4) per year	\$ 16.25	Republic Services	7 years	2%	10%
Austin	Weekly	Every other week	Twice (2) per year	\$ 42.85	City of Austin	n/a	n/a	n/a
Giddings	Weekly	Every other week	Twice (2) per year	\$ 19.35	Texas Disposal Services	5 yrs + 5	Yes	None
Georgetown	Weekly	Every other week	Twice (2) per year	\$ 17.83	Texas Disposal Services	n/a	n/a	10%
Elgin-Option 3	Weekly	Every other week	Twice (2) per year	\$ 15.75	Republic Services	7 years	2%	10%
Manor	Weekly	Every other week	Twice (2) per year	\$ 14.46	Republic Services	n/a	n/a	n/a
Kyle	Weekly	Every other week	Once (1) per year	\$ 19.63	Texas Disposal Services	10 years	Yes/various	10%
Leander	Weekly	Every other week	Fee based	\$ 16.66	Clawson Disposal	5 years	n/a	10%
Round Rock	Weekly	Every other week	Fee based	\$ 17.61	Round Rock Refuse	n/a	n/a	n/a
Elgin-Option 4	Weekly	Every other week	No service	\$ 13.75	Republic Services	7 years	2%	10%



October 3, 2017

Mr. Tom Mattis
City of Elgin
310 Main St.
Elgin, TX 78621

RE: Municipal Solid Waste Contract Extension

Dear Tom,

I am following up with you in response to our meeting last week regarding the extension of our current waste services contract. I know your time is valuable and appreciate all the insight and effort that you have provided. This letter is a brief recap of our meeting and the changes we are proposing. We are seeking a 7 year contract extension with 3 -1 year extensions. Under this extension, the following changes will take effect.

Currently, the residents are provided weekly 18 gal. recycle service at their residence. Under our new proposal, Republic Services will provide brand new 95 gallon recycle containers to each resident. With the increased capacity of the recycling container, the service level would change from weekly service to every other week.

Along with improving the recycling service, Republic Services would also like to address bulk pickup options as well. The current bulk pickup method of collecting from each customer city-wide, twice per month is both outdated and cost prohibitive. Under our new proposed extension, Republic Services is providing pricing for the following bulk options: 2 X bulk pickups per month, Quarterly bulk pickup, semi-annual bulk pickup or complete elimination of the bulk pickup option. Pricing has been factored to sweep the entire city, every street, every home, for any of the 3 bulk options to ensure complete coverage of the city.

Any bulk service needs that arise from storms or natural disasters will be handled separately from the proposed bulk service schedule. Republic Services and the City of Elgin will work together during the contract negotiation phase of the renewal to solidify the language and service expectations for both bulk pickup and storm disaster cleanup.

To summarize, Republic Services proposes these levels of service:

1 X week trash

EOW recycle

The Senior rate as is for each scenario.

A 2% fixed rate adjustment is charged annually beginning in year 2.

Only bulk is changing in each option.

Service	Regular Rate
2 bulk per month - 24 total	\$ 17.75
4 bulk per year	\$ 16.25
2 bulk per year	\$ 15.75
No bulk	\$ 13.75

I have also included a quick rundown of the local market and the varying degrees of prices and services offered for your review.

2017 Trash Rates			
City	Service	Price	Provider
Elgin	1x weekly trash, every other week recycle, 2x month bulk	\$13.27	Republic Services
Bastrop	1x weekly trash, every other week recycle, 2x month bulk	\$15.32	Waste Connections
Manor	1x weekly trash, every other week recycle, 2x year bulk	\$14.46	Republic Services
LaGrange	1x weekly trash, every other week recycle, 4x year bulk	\$18.83	Republic Services
Giddings	1x weekly trash, every other week recycle, 4x year bulk	\$19.35	TDS
Pflugerville	1x weekly trash, every other week recycle, up to 6 items per service day	\$15.28	Waste Connections
Georgetown	1x weekly trash, every other week recycle, 2x per year	\$17.83	TDS
Round Rock	1x weekly trash, every other week recycle, up to 7 items under 40 lbs., per service day	\$17.61	Round Rock Refuse
Cedar Park	1x weekly trash, every other week recycle, up to 7 items per service day	\$15.66	Central Texas Refuse
City of Austin	1x weekly trash, every other week recycle, 2x year bulk	\$42.85	City of Austin
Kyle	1x weekly trash, every other week recycle, 1x per year	\$19.63	TDS
Leander	1x weekly trash, every other week recycle, city to provide rolloff containers for bulk drop off	\$16.66	Clawson Disposal

In summary, Republic Services is appreciative for the long term partnership that we have developed with the residents and City of Elgin. On behalf of 36,000 employee's companywide and the dozens of local staff in the Austin hauling facility, I want to thank you and the city for your loyalty and friendship and look forward to continuing to expand our relationship.

Warm regards,

Modesto Dominguez
General Manager



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING THE EXPENDITURE OF \$25,000 BY THE ELGIN ECONOMIC DEVELOPMENT CORPORATION FOR ALLAN TOLBERT'S 30 N. MAIN STREET BUILDING REMODELING PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Administration

PROPOSED ACTION:

Requested by the City of Elgin Economic Development Corporation; approval of the grant as presented to property owner Allan Tolbert relative to remodeling and/or improvements to the building at 30 North Main Street in Downtown Elgin.

BACKGROUND:

The City of Elgin, through the City of Elgin Economic Development Corporation, has created a 'Mega Grant' program that provides cash grants in support of business development and/or improvement projects within the city. The remodeling and/or improvement project recently completed by Allan Tolbert at 30 North Main Street has now been deemed eligible to receive a \$25,000 grant under said program.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Mega Grant award to property owner Allan Tolbert for remodeling and/or improvements to the building at 30 North Main Street as presented..

ATTACHMENTS:

Resolution

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

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

RESOLUTION NO. 2017-11-14-

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS
APPROVING THE EXPENDITURE OF \$25,000 BY THE ELGIN ECONOMIC
DEVELOPMENT CORPORATION FOR ALLAN TOLBERT'S 30 N. MAIN
STREET BUILDING REMODELING PROJECT AND MAKING CERTAIN
FINDINGS RELATED THERETO**

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

WHEREAS, the Corporation desires to expend \$25,000_to pay for Allan Tolbert's Mega Grant of 30 N. Main Street building remodeling project; and

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

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

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

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

Adopted on this 14th day of November, 2017.

CITY OF ELGIN, TEXAS

By: _____
Chris Cannon, Mayor

ATTEST:

By: _____
Amelia Sanchez, City Secretary



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

AN ORDINANCE AMENDMENDING CHAPTER 46, ARTICLE IV, DIVISION 10, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING CHAPTER 46, SECTION 46-469; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR A SAVINGS CLAUSE.

DEPARTMENT: Administration

PROPOSED ACTION:

Consider a proposed Ordinance and resulting amendment to the City Code to effectively eliminating the current minimum size requirement of two (2) acres for Planned Development District (PDD) projects.

BACKGROUND:

At their regular meeting on September 28, the Planning and Zoning Commission discussed and voted to recommend this amendment as proposed, removing the minimum size requirement PDD's. A copy of that meeting's agenda is attached as well as the minutes from that meeting.

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 as proposed, and as recommended by the Planng & Zoning Commission, regarding Planned Development Districts.

ATTACHMENTS:

Ordinance

P & Z Agenda

Meeting Minutes

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

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 46, ARTICLE IV, DIVISION 10, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING CHAPTER 46, SECTION 46-469; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

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

I.

That Chapter 46, Section 46-469, Revised Code of Ordinances, City of Elgin, Texas, 2013, is hereby amended to revise the following definitions:

Sec. 46-469 - Creation.

The city council, after public hearing and proper notice to all affected property owners and after recommendation by the planning and zoning commission, may authorize the creation of a Planned Development District on sites of ~~two acres or more~~ any size to accommodate various types of development and conditions of development for any use or combination of uses permitted by this article. The uses to be permitted in any specific Planned Development District shall be enumerated in the ordinance establishing such district and shown on the approved plan for development which becomes part of said ordinance.

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 this _____ day of _____, 2017.

CHRIS CANNON, Mayor
City of Elgin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



AGENDA
ELGIN PLANNING AND ZONING COMMISSION
PUBLIC HEARING/ SPECIAL MEETING
THURSDAY, SEPTEMBER 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, August 28, 2017.

UNFINISHED BUSINESS

1. NONE.

NEW BUSINESS

1. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON AN AMENDMENT TO CHAPTER 46, ARTICLE IV, DIVISION 10, SECTION 46-469 REGARDING THE CREATION OF PLANNED DEVELOPMENT DISTRICTS TO REMOVE THE SIZE REQUIREMENT OF 2 ACRES.
2. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY THE POINT RIDER FOUNDATION, INC., AGENT FOR MARK W. OWEN, THE OWNER OF THE PROPERTIES LOCATED IN A18 JONATHAN BURLESON, ACRES 0.179, 403 CENTRAL AVENUE AND ELGIN CITY, BLOCK 10, LOTS 1, 2, 3, 4 & 5, 104 SOUTH AVENUE A, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS TO REZONE THE PROPERTIES FROM R-2 TO PDD (PLANNED DEVELOPMENT DISTRICT).

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 13th of September, 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 & item #2 on Tuesday, November 7, 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-SPECIAL MEETING
THURSDAY, SEPTEMBER 28, 2017 – 6:30 PM

CALL TO ORDER Chairman Antonio Prete called the meeting to order at 6:35 PM.

PRESENT: Geno Chavarria, Brian Lundgren, Antonio Prete, David Lanford, Rudy L. Ramirez. Staff: Melissa Lipiec, Carlos Navejas and Michael Hinds

ABSENT: Ronnie Creppon and Dorothy McCarther

Guest: Gary Bellomy – Land Design Studio, Judy Horton – Point Rider Foundation, Jerry Horton – Point Rider Foundation, Cecilia Whitley, Leon Whitley

PUBLIC COMMENT: None

MINUTES: Brian Lundgren made a motion to approve the minutes of the August 28, 2017 meeting. Rudy L. Ramirez seconded the motion and a vote was taken. The vote was 4 yes, 0 no with David Landford abstaining due to the fact that he did not attend the meeting on August 28th. Motion passes.

UNFINISHED BUSINESS 1. None.

NEW BUSINESS

1. *Review and make possible recommendations to the Elgin City Council on an amendment to Chapter 46, Article IV, Division 10, Section 46-469 regarding the creation of planned development districts to remove the size requirement of 2 acres.* Melissa Lipiec addressed the committee and stated that the size limitation came to light with the request of the Point Rider Foundation for a Planned Development District. Their proposed development is in the downtown overlay zone which allows for mixed commercial and residential use but their total area is less than 2 acres. Staff consulted with the City Attorney and he recommended amending the ordinance to remove the size limitation. Planned Development Districts would be considered on an individual basis as they have been in the past. Chairman Prete then tabled this item so that agenda item #2 could be heard in order for the Commission to make an informed decision on the elimination of the size requirement.
2. *Review and make possible recommendations to the Elgin City Council on a zoning change request submitted by The Point Rider Foundation, Inc., agent for Mark W. Owen, the owner of the properties located in A18 Jonathan Burleson, Acres 0.179, 403 Central Avenue and Elgin City Block 10, Lots 1, 2, 3, 4 & 5, 104 South Avenue A, City of Elgin, County of Bastrop, Texas, to rezone the properties from R-2 to PDD (Planned Development District).* Chairman Prete announced that he received two written responses regarding the proposed zoning change and read the letters aloud. The first letter was from Patrick Dudley who owns property within 200' of the development and he was opposed to the zoning change. The second letter was from Amy Miller who is the Community Development Director as well as the Main Street Board Secretary for the City of Elgin and she was in support of the zoning change. Gary Bellomy of Land Design Studio then addressed the Commission as the representative of the Point Rider Foundation. He informed the Commission that the people behind the Point Rider Foundation were Judy and Jerry Horton who founded Down Home Ranch. He stated that this development would be for ranch residents who wanted to live in town and be within walking distance to facilities such as the park, the library and shopping. The development would consist of 8-10 one bedroom apartments, a caretaker's cottage, 2 story coffee shop, possible bed and breakfast and a future building possibly for a chapel or other gathering place. Parking needs would be limited to staff and visitors as residents did not have driver's licenses or own vehicles. The specific zoning items they were requesting (listed on page 5 of the zoning application) were gone over point by point and the commission discussed possible changes/contingencies: the multi-family zones would be limited to 15 one-story units per acre and head in parking on Central Avenue to match the other blocks on Central Avenue. Chairman Prete then tabled this item in order to vote on item #1.

3. Chairman Prete called for a motion on item number1. David Lanford made a motion to recommend to the Elgin City Council the amendment of Chapter 46, Article IV, Division 10, Section 46-469 regarding the creation of Planned Development Districts to remove the size requirement of 2 acres. Brian Lundgren seconded the motion and a vote was taken. The motion passed unanimously with a vote of 5 yes.
4. Chairman Prete then called for a motion on item #2. The commission then discussed the item and decided to contact Gary N. Cooke by phone to get his recommendations and comments on the zoning change. Gary N. Cooke agreed with the contingencies the Commission suggested. David Lanford made a motion to recommend to the Elgin City Council the zoning change from R-2 to Planned Development District with the following contingencies: the multi-family zones would be limited to 15 single-story units per acre and head in parking on Central Avenue instead of parallel parking. Brian Lundgren seconded the motion and a vote was taken. The motion passed unanimously with a vote of 5 for.

EXECUTIVE SESSION: None

ANNOUNCEMENTS: Melissa Lipiec announced that we received a subdivision request that is under review so there may be a meeting on October 30, 2017.

ADJOURNMENT: Antonio Prete adjourned the meeting at 7:41 PM

Anotnio Prete
Chairman, Planning and Zoning Commission

ATTEST:

Melissa Lipiec
Acting Secretary, Planning and Zoning Commission



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS TO CAST A VOTE FOR A PERSON TO SERVE ON THE BOARD OF DIRECTORS OF THE BASTROP CENTRAL APPRAISAL DISTRICT

DEPARTMENT: Administration

PROPOSED ACTION:

Consider a Resolution to formally cast 116 votes allocated to the City of Elgin for the Bastrop Central Appraisal District Board of Directors.

BACKGROUND:

The Texas Property Tax Code allows the City of Elgin to vote for up to five people to serve on the Board of Directors of the Bastrop Central Appraisal District (BCAD) for a term of office of two years. The 116 votes allocated to the City is based on a formula that essentially compares the City's total appraised property value in proportion to the overall appraised of the entire BCAD. The nominees appearing on the current BCAD ballot are: Brian Bracewell, Becky Bunte, Roderick Emanuel, Bill Hector, David Redd, and Dennis Snyder. The City's most recent (informal) 'representative' on the Board is Bryan Bracewell; and he has indicated a desire to continue to serve in that capacity.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Determination as to the casting of the 116 votes allocated to the City of Elgin for the Bastrop Central Appraisal District Board of Directors; and further direction to staff, if any, regarding same.

ATTACHMENTS:

Resolution

Letter

- ☐ 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 TO CAST A VOTE FOR A PERSON TO SERVE
ON THE BOARD OF DIRECTORS OF THE BASTROP CENTRAL APPRAISAL DISTRICT**

WHEREAS, the City of Elgin participates in the Bastrop Central Appraisal District, and;

WHEREAS, Chapter 6 of the Property Tax Code allows each tax unit to cast votes for the Board of Directors of the Bastrop Central Appraisal District in proportion to their tax levy, and;

WHEREAS, the City of Elgin is allocated 116 votes based on their 2016 levy, and;

WHEREAS, the City of Elgin met in open session to consider the casting of the votes to which they are entitled;

NOW THEREFORE, City of Elgin does hereby cast votes for the following person or persons to the Board of Directors of the Bastrop Central Appraisal District for a two-year term to begin January 1, 2018.

Nominee

Votes Cast For:

Bracewell, Bryan

Bunte, Becky

Emanuel, Roderick

Hector, Bill

Redd, David

Snyder, Dennis

Presiding Officer, Chris Cannon, Mayor

Governing Body Secretary, Amelia Sanchez

Signed on this the 14th day of November, 2017.



BASTROP CENTRAL APPRAISAL DISTRICT

P.O. DRAWER 578 • BASTROP, TEXAS 78602-0578
PHONE (512) 303-1930 • FAX (512) 303-4805

BOARD OF DIRECTORS

DAVID REDD
Chairman

October 20, 2017

BECKY BUNTE
Secretary

BRYAN BRACEWELL

RODERICK EMANUEL

BILL HECTOR

LINDA HARMON

The Hon. Chris Cannon, Mayor
City of Elgin
P. O. Box 591
Elgin TX 78621

Dear Mr. Cannon:

Enclosed is a resolution that I am asking you to provide to your governing body which they may use to vote for members of the Board of Directors of the Bastrop Central Appraisal District. The number of votes available to your tax unit is shown in the resolution, and they can be allocated in any way that your governing body desires among the nominees.

The resolution should be placed on an agenda of your governing body, and when approved, be sent back to me as election administrator. You may send it to P. O. Box 578, Bastrop, TX 78602, fax it to 512/303-4805, or attach it to an e-mail addressed to rpmtree@bastropcad.org.

As always, if you have questions, please call me.

Sincerely yours,

Richard Petree Jr

Richard Petree, RPA/RTA/CCA
Chief Appraiser

Enclosures

cc: Mr. Tom Mattis, City Manager
Mr. Buck Laquey, Finance Director



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS TO CAST A VOTE FOR A PERSON TO SERVE ON THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT

DEPARTMENT: Administration

PROPOSED ACTION:

Consider a Resolution formally casting one (1) vote for Rico Reyes to serve on the Travis Central Appraisal District Board of Directors .

BACKGROUND:

The Texas Property Tax Code allows the City of Elgin to vote for up to cast votes to serve on the Board of Directors of the Travis Central Appraisal District (TCAD) for a term of office of two years. The 1 vote allocated to the City is based on a formula that essentially compares the City's total appraised property value in proportion to the overall appraised of the entire TCAD. There is only one nominee appearing on the current ballot for the Eastern Travis County Member of the TCAD Board: Rico Reyes

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Determination as to the casting of one (1) vote allocated to the City of Elgin for the Travis Central Appraisal District Board of Directors; and further direction to staff, if any, regarding same.

ATTACHMENTS:

Resolution

Travis County Central Appraisal District Ballot

- ☐ 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 TO CAST A VOTE FOR A PERSON TO SERVE
ON THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT**

WHEREAS, the City of Elgin participates in the Travis Central Appraisal District, and;

WHEREAS, Chapter 6 of the Property Tax Code allows each tax unit to cast votes for the Board of Directors of the Travis Central Appraisal District in proportion to their tax levy, and;

WHEREAS, the City of Elgin met in open session to consider the casting of the votes to which they are entitled;

NOW THEREFORE, City of Elgin does hereby cast votes for the following person or persons to the Board of Directors of the Travis Central Appraisal District for a two-year term to begin January 1, 2018.

Nominee

Votes Cast For:

Rico Reyes

Presiding Officer, Chris Cannon, Mayor

Governing Body Secretary, Amelia Sanchez

Signed on this the 14th day of November, 2017.

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS

RICHARD LAVINE
CHAIRPERSON
KRISTOFFER S. LANDS
VICE CHAIRPERSON
ED KELLER
SECRETARY/TREASURER



MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS

TOM BUCKLE
BRUCE ELFANT
BRUCE GRUBE
ELEANOR POWELL
RICO REYES
JAMES VALADEZ
BLANCA ZAMORA-GARCIA

CITY OF ELGIN
THE HONORABLE CHRIS CANNON, MAYOR
310 N MAIN ST
P O BOX 591
ELGIN, TX 78621

October 25, 2017

The deadline has passed for the jurisdictions in the eastern part of Travis County to make nominations for their representative member of the Board of Directors of the Travis Central Appraisal District. The term for the prospective member's service will be two years, starting in January 1, 2018. The following are the nominations and sponsoring jurisdictions for the Eastern Travis County member for our Board:

BALLOT

_____ Rico Reyes City of Pflugerville, Pflugerville ISD, City of Round Rock, Round Rock ISD

This letter serves as a ballot, and is being sent to the presiding officer of each city and school district in Eastern Travis County. **On or before December 1, 2017 your jurisdiction should vote and return the ballot to the Chief Appraiser of the appraisal district at the following address:**

Marya Crigler
Travis Central Appraisal District
P.O. Box 149012
Austin, TX 78714-9012

On or before December 15, 2017, I will inform you of the results of the election and send you a complete list of the Board members. If you have any questions, please feel free to call me at (512) 834-9317, ext. 337.

Sincerely,

Marya Crigler
Chief Appraiser
Travis Central Appraisal District



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consideration of appointments of Chris Cannon, Jessica Bega, and Sue Brashar to the City of Elgin Tax Increment Reinvestment Zone Board of Directors to two year terms and appointing _____ as Alternate.

DEPARTMENT: Administration

PROPOSED ACTION:

Consideration of formal appointment of Chris Cannon, Jessica Bega, and Sue Brashar to the City of Elgin Tax Increment Reinvestment Zone Board of Directors to two year terms as recommended by staff and confirmed by the Mayor.

BACKGROUND:

The City of Elgin Tax Reinvestment Zone (TIRZ) was created in accordance with state law and City Ordinance No. 2012-11-20-27. At that time, the TIRZ Board of Directors was also created 'to make recommendations to the City Council concerning administration of the Zone'. The Board is comprised of six members; three 'shall be appointed by the Mayor on behalf of the City Council' and three members are to be appointed by the County Commissioners.

These are essentially 're-affirmation' of existing appointment to the TIRZ Board to address what could be a technical issue raised by our bond counsel. The record is apparently not crystal clear that when the Council made these appointments previously, that it was specifically stipulated that they would be for two-year terms. There are no term limits for Board members nor does this have any effect on the current members' ability to serve nor action taken in the past. It is just with 'an overabundance of caution' that this action has been recommended.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Formally re-appoint Chris Cannon, Jessica Bega, and Sue Brashar to the City of Elgin Tax Increment Reinvestment Zone Board of Directors for two-year terms, respectively, and appointing _____ as Alternate for a two-year term.

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:

The City Council will convene in Executive Session pursuant to Section 551.074(a)(1) and (c) of the Texas Government Code to deliberate the annual performance evaluation of the City Manager.

DEPARTMENT: Administration

PROPOSED ACTION:

Review and discussion of evaluation forms submitted by Council Members regarding the City Manager's annual evaluation.

BACKGROUND:

In order to establish and maintain effective relationships between the City Manager, Mayor and the City, it is essential the Mayor and City Council establish an ongoing evaluation process that offers an opportunity for each to review the performance of the City Manager.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

ATTACHMENTS:

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

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



ELGIN CITY COUNCIL MEETING AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Discussion and action, if any, in regard to the City Manager's annual performance review.

DEPARTMENT: Administration

PROPOSED ACTION:

BACKGROUND:

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

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.