AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 2, 2018
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda, by requesting to speak during the meeting and under "PUBLIC COMMENT" and will be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts or information for Council, to the City Secretary prior to commencement of the Council meeting. Speaker comments are limited to three (3) minutes.

No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a Public Hearing will allow a member of the public an opportunity to speak during the Public Hearing and does not require submission of a "PUBLIC COMMENT FORM". Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or member of Staff. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Council Member, member of Staff, other individual or group.

VI. PRESENTATIONS

1. A Proclamation declaring January 15, 2018 as Dr. Martin Luther King, Jr. and Coretta Scott King Day in the City of Elgin
2. Introduction of new employee - Elgin Police Department, AC Phil Taylor
    - Jacklen Taylor, Telecommincations

VII. CITY MANAGER'S REPORT

1. Monthly Departmental Activity Reports - November
2. General Activity Report and Project Update

VIII. 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. Consider waiver of the City's Open Container Ordinance for the Friends of Elgin Parks Spring Music Series
2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, TO CERTIFY LOCAL FUNDING AND SUPPORT OF THE COUNTY LINE ROAD ENGINEERING PROJECT TO THE CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION FOR FUNDING IN THE 2019-2022 PROJECT CALL.
3. City Council Regular Meeting Minutes - December 5, 2017
4. City Council Special Meeting Minutes - December 12, 2017
5. Consider waiver of the City's Open Container Ordinance on Main Street from Lexington Road to Brenham Street; and on Second Street, First Street, Depot Street, Central Avenue, Austin Street, Brenham Street from Main Street to Avenue C; and on Avenue C from Brenham Street to 2nd Street on 2nd Thursdays January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13 from 5pm to 8pm in support of 'Sip Shop and Stroll' events.

IX. **UNFINISHED BUSINESS**

None

X. **NEW BUSINESS**

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BY AND BETWEEN THE CITY AND AQUA WATER SUPPLY CORPORATION IN CONNECTION WITH THE BOUNDARY LINES OF THEIR RESPECTIVE CERTIFICATES OF CONVENIENCE AND NECESSITY FOR THE PROVISION OF WATER SERVICES AND MAKING CERTAIN FINDINGS RELATED THERETO
2. Consideration, discussion and possible action to award an engineering services contract to TRC Engineering for the preparation of the City of Elgin's 2018 TxCDBG Texas Capital Fund (TCF) Application and subsequent contract implementation if application is funded.
3. Consideration, discussion and possible action to award the grant administration services contract to Langford Community Management for the preparation of the City of Elgin's 2018 TxCDBG Texas Capital Fund (TCF) Application and subsequent contract implementation if application is funded.
4. Consider a request from Brohn Homes to waive or reduce fees for Operation Finally Home project.
5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS ADOPTING A WRITTEN INVESTMENT POLICY AND INVESTMENT STRATEGY REGARDING THE INVESTMENTS OF CITY FUNDS
6. Re-Appointment of Council Member Jessica Bega to the Clean Air Coalition as Committee Member representing the City of Elgin.

XI. **EXECUTIVE SESSION**

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

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

None

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

RECONVENE

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

XIII. **ANNOUNCEMENTS**

XIV. **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 December 29, 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:
A Proclamation declaring January 15, 2018 as Dr. Martin Luther King, Jr. and Coretta Scott King Day in the City of Elgin

DEPARTMENT:
Community Development

PROPOSED ACTION:
Consider the proclamation and have a photo with the volunteers attending.

BACKGROUND:
The Bastrop County MLK Walk and program rotates through Elgin Smithville and Bastrop annually. Smithville is hosting the walk and program January 15. The program begins at 9am at MLK Park, continues with a walk, and has a program at 11:15am at the Smithville recreation center. Sponsored by the City of Smithville, MT Pilgrim Baptist Church, Smithville Homecoming Organization, and the MLK Beautification committee.

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

RECOMMENDATION:
Adoption of Proclamation as presented.

ATTACHMENTS:
Proclamation MLK Day 2018

○ **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

Whereas, *Dr. Martin Luther King, Jr. was felled by an assassin's bullet on April 4, 1968, at the age of thirty-nine; and,*

Whereas, *the President and the Congress of the United States of America, the Governor of the State of Texas, the County Judge and Commissioners of Bastrop County and the Mayor and City Council of the City of Elgin have declared the birthday of Dr. Martin Luther King, Jr. as a National, State and Local Holiday; and,*

Whereas, *Dr. King gained acclaim through his work to bring about social, political and economic equality for all Americans by peaceful means and nonviolent resistance; and,*

Whereas, *despite the honors bestowed upon him, including the Nobel Peace Prize, he wanted most to be remembered as a servant to others; and,*

Whereas*, Coretta Scott King died on January 30, 2006 at age 78 after almost forty years of carrying on the legacy established by her husband; and,*

Whereas*, Coretta Scott King is worthy of honor in her own right as she did not hesitate to pick up the mantle of her late husband by continuing to honor his work; and,*

Whereas*, Mrs. King helped lead the effort to establish a national holiday in her husband's honor and in founding the Martin Luther King Jr. Center for Non-Violent Social Change in Atlanta ; and,*

Whereas, *the theme for this holiday is*

"Remember! Celebrate! Act! A Day on…Not a Day Off!!!" and

Whereas, *the 29th annual walk and program will be held in Smithville on Monday, January 15, 2018*

NOW THEREFORE *be it proclaimed by the Mayor and City Council of the City of Elgin, Bastrop County, Texas, that* ***Monday, January 15, 2018*** *be recognized as*

Dr. Martin Luther King, Jr. and Coretta Scott King Day

AND THAT, *all citizens are urged to unite with the* ***Cities of Bastrop, Elgin and Smithville, County of Bastrop, and the Bastrop County Martin Luther King, Jr. Holiday Commission*** *in their 29th annual walk for universal peace, justice, human rights, and social and economic progress for all people; and to join with the* ***Bastrop Martin Luther King, Jr. Scholarship Committee in their 31st Anniversary*** *and others in preserving the memory of these truly remarkable Americans.*

IN WITNESS WHEREOF *I have set my hand and caused the seal of the City of Elgin to be affixed this 2nd day of January, 2018.*

____

Chris Cannon,
Mayor, City of Elgin

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Introduction of new employee - Elgin Police Department, AC Phil Taylor

- Jacklen Taylor, Telecommincations

DEPARTMENT: Administration

PROPOSED ACTION:

N/A

BACKGROUND:

Ms. Taylor was a former Navy Corpsman and is a professional photographer. She grew up in this area and now lives in McDade with her three children, ages 7, 11, and 13. Ms. Taylor loves public service work and joined the Elgin Police Department in late November.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

N/A

ATTACHMENTS:

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ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:
Monthly Departmental Activity Reports - November

DEPARTMENT: Administration

PROPOSED ACTION:
No action needed.

BACKGROUND:
Routine Departmental Activity Reports.

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

RECOMMENDATION:
N/A

ATTACHMENTS:
Parks Report - November
Public Works Report - November
Water Treatment Report - November
Library Report - November
OCA Report - November
Planning Department Report - November
Mainstreet Report - November

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

November 2017 Parks Report.

Programs Report: -Patrick Nicks

This time of year, we are gearing up for programs in the spring, however there are still a few programs that we offer through the holiday season. Such as thanksgiving movie night at the Fleming Community Center and thanksgiving crafts on November 17th. In December Christmas movies in the park will be held on the 8th and 15th. On December 20th we will have a gingerbread man workshop at the Fleming Community Center. We are excited for the way things are looking and we look forward to programming in the new Recreation Center.

Admin: -Kayla Trantham

In November, I created and ordered new signs for Shenandoah Park/Trail. Decorated display case & office for the Christmas season. We Started working on decorations for our department Christmas party. Continue to keep receipts/budget spreadsheet up to date to track department cost in four different areas including building and grounds, Parks, swimming pool and soon to be Recreation Center. I also sent out the "Week Reservations" page every to the staff that need it to give them a headed up on weekend reservations. I also updated and sent monthly rental updates and park revenue to the department head.

Elgin Recreation Center update

The roof of the Recreation center is on and windows and door have started to be installed. We are working with Oncor to establish permanent power and turn on the HVAC system to start textures and paints while the exterior is finishing up and the parking lot should be in this month. Parks staff took a trip to Smithville to tour their recreation center and get an idea about what to expect in a situation that required a shelter. We acquired some useful information from the Smithville parks staff and we got some ideas of how we would like to set up the building to be prepared for a situation that would need a shelter.

Goals for December 2017

- Help with set up of the Company Christmas Party
- Facilitate request for filming crews in Elgin

Park Activity Summary	September 2017
Facility	Number of uses
Park/ Pavilion Rental	6
Ball Field Rental	23
Fleming Community Center	35
Deposits	$645.00

Public Works – November- 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 damaged No Parking sign on Lexington Road
Replaced street sign Larson Street
Replaced street sign on Old McDade Road and Martin Luther King Boulevard

Permanent Street, utility cut repairs, pot hole repairs:

North Avenue B
Fisher Street
Martin Luther King Boulevard
Plum Drive
East 8th Street
Kennedy Street
East 9th Street
North Avenue F
McClendon Drive
Watt Drive
Joe Sayers Street
East Brenham Street
County Line Road @ Elgin High School
Raymond Johnson Road @ County Line Road
Bladed alley between East 7th Street and East 8th Street
Bladed alley off East 7th Street
Excavated and added base to utility cut on E 9th
Saw cut utility cuts throughout town
    Multiple locations

Curb, Gutters, Drains, and Ditch Cleaning

Cleaned ditch on Mogonye Lane
Cleaned ditch on Martin Luther King Boulevard and East 1st Street

Trees and Brush:

Fallen limb on Central Avenue
Trimmed low limbs and brush blocking stop sign East 10th Street
Trimmed brush and low limbs on Canada Street
Trimmed low limbs and brush on East 2nd Street and North Avenue G
Trimmed brush on Madison Street from East Brenham Street to Houston Street

Saratoga Farms Subdivision:

Substantially complete

Lee Dildy Boulevard: (Portion)

Complete – awaiting final acceptance by the City

Joe Parten

Director, Public Works
City of Elgin

Monthly Reports November 2017

Department 023 Water Treatment

Well # 10	0 Gallons
Well # 11	0 Gallons
Well # 14	15,716,000 Gallons
Well # 15	17,509,000 Gallons
Water loss due to leaks or flushing	100,000 Gallons
Total Water Pumped	**33,125,000 Gallons**

Chemicals Used

Chlorine	750 Pounds
Seaquest	150 Gallons

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.72 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	3
Service Line Breaks	6
Miscellaneous Repairs/Complaint Calls	25
New Connections/Taps	2
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	0
Service Lines	8
After Hours Call-Outs	6

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	2
Curb Side Cleanouts Installed	0
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	2
Lines TV'd	3
Manholes Installed/Repaired	0

Lift Station Maintenance/Repairs

Hour Meter Reads/Daily Site Checks	9 Daily
Pumps Pulled	2
Pumps Installed	0
Pumps De-raged	2
Motors Pulled	2
Motors Installed	0
Electrical Issues (Repair/Replace Parts)	4
Floats Cleaned/Replaced	0
Grass/Weed Maintenance	4
After Hours Call Outs	6

Wastewater Treatment Plant

Maintenance/Repairs

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

Chemicals Used

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

Monthly Plant Flows and Test Results

Minimum Daily Flow	506,800 Gallons
Maximum Daily Flow	675,100 Gallons
Average Daily Flow	561,100 Gallons
Total Monthly Flow	17,392,700 Gallons

Effluent DO (Dissolved Oxygen) Average	7.28
Effluent Chlorine Residual Average	1.8 mg/l
Effluent pH Average	7.21
Total Phosphorus Average	0.289
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	2.42
TSS (Total Suspended Solids) Average	2
Ammonia/Nitrates Average	0.122

Remarks :

Library Report to the City of Elgin for November 2017

Circulation was up 7% from the previous November.

Collection size 37,771 items. Our 2016 assigned population from the Texas State Library was 32,801. To stay in systems membership we need one book per assigned person in our collection.

Friends of the Elgin Library are planning a Literary Event on December 3 with Mike Cox and an Old Fashioned Christmas on December 16.

Programs for November include the Gingerbread House Building on the 30th.

Technology – The library offers eBooks and eAudiobooks through the RBDigital app. and magazines through the Zinio app.

The tally from this summer's board asking patrons "Why did you come to the library today?"

Loves to read – 63
Research – 3
Computers – 5
Arts and crafts – 4
Summer Reading Program – 6
Book Club – 3
Great environment and fun – 5
Audio books – 1
Movies, computers, & love books – 1
We have freedom or the right to come to the library - 4

Total Circulation		6,442	6,874	12,966	14,466
+ or - Same month previous year	Percent		7%+		
Additions					
Interlibrary Loans	Each	2	8	2	20
New Patrons	Each	83	70	176	161
Collection					
Items Added	Each	198	216	445	392
Items Withdrawn	Each	220	215	506	576
Total Collection	Each	39,505	37,771	39,505	37,771
General Statistics					
Gate Count		4,019	2,571	8,704	6,779
Hours Open	Each	146	146	306	309
Library Tours	Each	1	0	1	0
Program Visitors	Each	546	256	1,011	692
Public Computer Use	Hours	377	375	866	776
Patrons using computers	Each	623	584	1,317	1,293
WiFi- Patron use	Each	1,410	353	2,610	740
Volunteer Hours	Each	204	171	439	348
Receipts					
		$693	$1,453	$1,669	$2,744
Civic Center Use					
City	Each	2	14	8	29
Library	Each	19	13	38	26
Public Rental	Each	2	2	3	3
Other - not for profit	Each	7	0	16	4
Total Civic Center Use		30	29	65	62

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL

OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month November 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 Dec 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 November 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:	13,059	13	0	0	2,572	20
a. Active Cases	8,973	11	0	0	1,204	4
b. Inactive Cases	4,086	2	0	0	1,368	16
2. New Cases Filed	168	0	0	0	27	2
3. Cases Reactivated	10	0	0	0	12	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,151	11	0	0	1,243	6
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	85	0	0	0	13	2
b. Dismissed by Prosecution	16	0	0	0	7	0
7. Dispositions at Trial:						
a: Convictions						
1) Guilty Plea or Nolo Contendere	16	0	0	0	7	2
2) By the Court	2	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	16					
b: After Deferred Disposition	2	0	0	0	4	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	6	0	0	0	0	0
10. Total Cases Disposed	144	0	0	0	31	4
11. Cases Placed On Inactive Status	2	0	0	0	6	0
12. Total Cases Pending End of Month:	13,083	13	0	0	2,568	18
a: Active Cases	9,005	11	0	0	1,206	2
b: Inactive Cases	4,078	2	0	0	1,362	16
13. Show Cause Hearings Held	32	0	0	0	19	1
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 Month November Year 2017	TOTAL
1. Transportation Code Cases Filed	2
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	1
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 November Year 2017		
1. Magistrate Warnings: a. Class C Misdemeanors	26	
b. Class A and B Misdemeanors	25	14
c. Felonies	9	6
		TOTAL
2. Arrest Warrants Issued: a. Class C Misdemeanors		8
b. Class A and B Misdemeanors		1
c. Felonies		0
3. Capiases Pro Fine Issued		34
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		3
9. Magistrate's Orders for Ignition Interlock Device Issued		1
10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond		0
11. Driver's License Denial, Revocation or Suspension Hearings Held		0
12. Disposition of Stolen Property Hearings Held		0
13. Peace Bond Hearings Held		0
14. Cases in Which Fine and Court Costs Satisfied by Community Service: a. Partial Satisfaction		0
b. Full Satisfaction		0
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit		5
16. Cases in Which Fine and Court Costs Waived for Indigency		2
17. Amount of Fines and Court Costs Waived for Indigency		$464.40
18. Fines, Court Costs and Other Amounts Collected: a. Kept by City		$20,236.31
b. Remitted to State		$11,924.95
c. Total		$32,161.26

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

Type of Inspections	Nov-16	Nov-17	Fiscal Yr. To Date	Calendar Yr. To Date
Building	37	29	78	343
Electrical	25	19	45	261
Plumbing	26	14	61	287
Gas	23	8	12	50
Mechanical	14	7	16	90
TOTAL	125	77	212	1031
Building				
Permits	17	29	54	248
Value	$ 86,389.00	$ 1,303,403.00	$ 4,330,184.27	$ 31,450,143.18
Fees	$ 1,505.97	$ 11,186.94	$ 19,758.93	$ 142,309.68
Electrical				
Permits	13	18	26	141
Fees	$ 2,265.00	$ 3,410.00	$ 4,460.00	$ 20,540.00
Plumbing				
Permits	8	15	25	107
Fees	$ 997.50	$ 3,140.00	$ 4,440.00	$ 18,720.00
Gas				
Permits	3	11	16	45
Fees	$ 280.00	$ 1,380.00	$ 1,970.00	$ 5,880.00
Mechanical				
Permits	14	4	10	51
Fees	$ 2,400.00	$ 500.00	$ 1,410.00	$ 6,960.00
Total All Fees	$ 7,448.47	$ 19,616.94	$ 32,038.93	$ 194,409.68

November 2017
Building Permits

Number of Permits Nov-16	Nov-17	Type/Classification	Permit Fees Nov-16	Nov-17	Valuation Nov-16	Nov-17
	11	New Single Family		$ 9,525.07		$ 1,167,908.00
		New Duplex				
		New Manufactured				
		New Multi-Family				
		New Commercial				
		New Industrial				
		New Swimming Pools				
		Moving Permit				
3	7	New Signs	$ 375.24	$ 220.88	$ 30,039.00	$ 20,850.00
7	8	Residential	$ 492.77	$ 786.49	$ 15,550.00	$ 39,645.00
4	1	Non-Residential	$ 587.96	$ 654.50	$ 40,800.00	$ 75,000.00
3	2	Demolitions	$ 50.00	$ -	$ -	$ -
17	29		$ 1,505.97	$ 11,186.94	$ 86,389.00	$ 1,303,403.00

*BOA Request	None
P & Z Request	Homestead Subdivision Zoning Change recommended to Council and Elgin Business Park Preliminary Plat approved.

Code Enforcement	Active Nov 2016	Active Nov 2017	Closed Nov 2016	Closed Nov 2017	Calendar YTD
Abandoned/Junked	1	1	6	3	96
Animal Control					1
Beer Permits					0
Environmental					69
Fire Code					0
Health and Sanitation					3
Illegal Signs			52	37	660
Property Maintenance			4	16	68
Unsafe Structures					6
Water/Sewer					1
Zoning					3
Total	1	1	62	56	907

*Board of Adjustments

Submitted By: Carlos Navejas

Date: December 20, 2017

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: _November 2017 ____________________________________
DATE SUBMITTED: __11-10-2017______________________________________

1. Updates on Projects, Activities for the month.

MAIN STREET BOARD: *(After typing, TAB to the next cell)*

Meeting Dates:	Update on projects or activities
November 16, 2017	Recap of the Hogeye festival – successful fundraiser, set planning meeting for January. Focusing on Small business Saturday and the holiday activities in December. Started a public input process for discussing public art through the design committee.

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

Meeting Dates:	Update on projects or activities
November 7, 2017	Amy Miller, Gena Carter, Chamber of Commerce, Sue Brashar City Council, Jeff Carter, President Elgin EDC, and Owen Rock, Economic Development Director attended the Texas Downtown association conference where the Elgin Economic Development Corporation was recognized as Best Downtown Partner in the TDA President's Awards. Submitted Annual ten Criteria Report to the THC office.

PROMOTION:

Meeting Dates:	
November 14 , 2017	Veterans Appreciation parade held Saturday November 4 included the High school band and several entries from Fort Hood – organized by the American Legion. Shop Small Saturday, Where's Priscilla scavenger hunt had lots of participants. Downtown businesses reported being very busy, lots of sales. Friday, December, 1 Holiday Concert with Elgin ISD at Veterans Memorial Park, Saturday December 2 2nd annual hot cocoa stroll, holiday by the tracks, Lighted parade, all downtown, December 9, Holiday Sweater Saturday, the Art of Giving December 16 – showcasing three art studio shows and featuring artists at downtown businesses , Stocking

	stuffer Saturday December 23. Advertising Christmas events in Elgin Courier, Austin Chronicle, online, Antiquing Texas, Austin Family magazine. Continuing the full page ad in Antiquing Texas, with business advertising support. Sip Shop and Stroll continues to go well.

DESIGN:

November 29, 2017	Completed an inventory of trash cans and benches in the district. To meet in January and determine if any should be moved, if more are needed and where additional bike racks can be installed. Holiday banners and lighted décor installed by the Park Department – all looks really festive! Project Snowflake – a community effort to discuss public art will include an installation of snowflakes at 28 N for Saturday December 16 The Art of Giving and a discussion will be led at Sip Shop & Stroll related to future of public art in the community. 2018 to plan for replacing all lights on top of the buildings downtown.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
	Quiche & Crumb to open in December at 14 North Main. 115 north Main and 112 Depot are available for lease. 19 N. Main is for sale. Working with owners on renovation plans, reviews, and lease recruitment. 111 Central Avenue is under contract and to be owner occupied. 117 Central Avenue for sale by owner. 211 Central Avenue in process of repair / stabilization by owner. 109 South Avenue C actively under renovation to be commercial and residential space.

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

   The Elgin EDC Best Downtown partner award received some great local attention in the Courier and on KVUE television station.

3. Outlook. *Goals and challenges; plans for upcoming major projects such as public improvements etc.:*

   The replacing holiday lights project will be a big one for 2018 – 2019.

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.*

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

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

Hot Cocoa Stroll & Holiday by the Tracks Saturday December 2
Sample hot cocoas, store specials, kids activities throughout downtown
December 9 Holiday Sweater Weekend
Holiday Sweater discounts & Specials
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 23 – Stocking Stuffer Saturday –featuring items to fill your stockings and offering great holiday specials

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:
Consider waiver of the City's Open Container Ordinance for the Friends of Elgin Parks Spring Music Series

DEPARTMENT: Parks & Recreation

PROPOSED ACTION:
Consider a waiver of the open container ordinance and noise ordinance for the Friends of Elgin Parks Spring 2018 Music Series in Elgin Memorial Park on February 24th and in Veterans Memorial Park April 6th, 13th, 20th and 27th from 4:00 pm until 10:00 pm

BACKGROUND:
The Friends of Elgin Parks provide financial assistance to the Parks and Recreation Department for projects and programs including the Music in the Parks series, providing benches and trash cans for parks and the Kid Fish in Morris Park.

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

RECOMMENDATION:
Aprrove waiver the open container ordinance and noise ordinance for the Friends of Elgin Parks Spring 2018 Music Series in Elgin Memorial Park on February 24th and in Veterans Memorial Park April 6th, 13th, 20th and 27th from 4:00 pm until 10:00 pm

ATTACHMENTS:

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

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

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

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, TO CERTIFY LOCAL FUNDING AND SUPPORT OF THE COUNTY LINE ROAD ENGINEERING PROJECT TO THE CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION FOR FUNDING IN THE 2019-2022 PROJECT CALL.

DEPARTMENT:
Community Development

PROPOSED ACTION:

Approve resolution to apply for a CAMPO Grant to fund engineering of County Line Road.

BACKGROUND:

County Line Road is a two lane bar ditch road on the west side of Elgin that has had a significant increase in traffic over the past eight years. Austin Community College is expanding and new subdivisions are proposed that will further increase the traffic. The CAMPO Grant would provide funding to complete engineering for Phase 1 from Hwy 290 to 13700 County Line Road at the convenience store before Crescent Village apartments. The future expansion of County Line Road is included in the Five Year CIP and the City's Comprehensive plan. It was addressed in the Bastrop County Transportation plan as well. The grant would be for 2019-2022 and local match would be addressed in a future fiscal year, if the application is approved. The application for $700,000 for engineering and environmental of Phase 1 County Line Road expansion would require a 20% match of approximately $140,000.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve resolution to apply for the CAMPO Project 2019-2022 funding call.

ATTACHMENTS:

Resolution CAMPO Grant for County Line Road engineering phase 1

○ **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 THE CITY OF ELGIN, TEXAS, TO CERTIFY LOCAL FUNDING AND SUPPORT OF THE COUNTY LINE ROAD ENGINEERING PROJECT TO THE CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION FOR FUNDING IN THE 2019-2022 PROJECT CALL.

WHEREAS, the Capital Area Metropolitan Planning Organization (CAMPO) issued a call for nominations for communities to apply for Federal Highway Administration funding assistance; and

WHEREAS, the County Line Road Phase I Engineering project will address the expansion of the road from a two-lane bar ditch road way to a thoroughfare. Phase 1 includes the area from Hwy 290 to 13700 County Line Road. County Line Road currently experiences high traffic volumes which are expected to increase with the Austin Community College Elgin campus expansion, Eagles Landing subdivision phase 2, The Lone Willow, The Homestead, The Schlickeisen and Brohn Homes all new developments on County Line Road; and

WHEREAS, the County Line Road project is included in the City of Elgin Five Year Capital Improvements Plan, and is addressed in the City Comprehensive plan; and

WHEREAS, the City of Elgin proposes to submit a nomination requesting federal funding for transportation engineering assistance in the amount of $700,000; and

WHEREAS, the City of Elgin will provide a match totaling $140,000 or 20% of the funding requested;

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

SECTION 1.

The City of Elgin supports funding this project as shown in the nomination budget and commits to the project's development, implementation, construction, maintenance, management, and financing. The City is willing and able to enter onto an agreement with TxDOT by resolution or ordinance.

SECTION 2.

That the City adopts this resolution approving the submission of the project nomination; and the support and funding of the project should it receive federal funds.

SECTION 3.

That the City manger is hereby authorized to act on behalf of the City in all matters relating to this funding nomination and to execute all necessary applications, assurances, certifications, and other documents, relative to the submission, later acceptance, and administration of such funds.

PASSED, APPROVED, AND ADOPTED, on this 2nd day of January 2018, at a regular meeting of the City Council of the City of Elgin, Texas which meeting was held in compliance with the Open Meetings Act, Tex., Govt. Code 551.001 et.seq. at which meetings a quorum was present and voting.

____

Chris Cannon
Mayor

ATTEST:

____

Amelia Sanchez
City Secretary

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:
City Council Regular Meeting Minutes - December 5, 2017

DEPARTMENT: Administration

PROPOSED ACTION:
Review and Approval of the Minutes of the December 5, 2017 Regular City Council Meeting.

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 Regular Meeting Minutes 12-5-17

○ 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, DECEMBER 5, 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. and asked that the record show Council Member Beyer was not present.

Mayor Cannon stated that Council Member Beyer arrived at 7:01 p.m.

Staff: Thomas L. Mattis, City Manager
Chris Bratton, Police Chief
Gary Cooke, Planning Director
Joe Parten, Director Public Works

INVOCATION

Council Member Thomas gave the invocation.

PLEDGE OF ALLEGIANCE

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

Mayor Cannon recessed the Regular Meeting and opened the Public Hearing at 7:02 p.m.

PUBLIC HEARING

1. A Public Hearing on the proposed contract renewal with Republic Services for curbside collection of household trash, recyclables, and bulk trash; including proposed residential service changes in (a) Recycling (from current every week collection to every other week with larger cart) and (b) Bulk Trash (from the current service of twice (2) per month to quarterly service or four (4) times per year)

   Sue Beckwith spoke in support of the change in the recycling program and stated that carts with lids was a good idea. She stated education would be needed due to the every other week pickup, and asked that education be provided on recycling for participation in Elgin.

2. Public Hearing on proposed zoning change request submitted by Carlson, Brigance and Doering, Inc. for Betty & Travis Lundgren and Don & Julie Lundgren, owners of the properties located in ABS 518, SUR 65 Martin H, Acres 60.259, Parcel No. 877318 and in ABS 518, SUR 65 Martin H, Acres 60.259, Parcel No. 358740, 14300 County Line Road, City of Elgin, County of Travis, Texas, to change the special conditions portion of their zoning from 52% to 30% of the lots in each final plat must be lots within an area of not less than 7,500 square feet, and each of these lots shall have a minimum lot width of sixty feet (60') at the front building line, and such lot shall abut a street for a distance of not less than thirty-five feet (35').

   There was no one signed up to speak on this item.

Mayor Cannon closed the Public Hearing reconvened the Regular Meeting at 7:13 p.m.

PUBLIC COMMENT

John Fig stated he lived in the Westwind subdivision and they were having problems with spots in the entryway where the road has settled and every time it rains they have a puddle from 6 inches to a foot deep. He stated that is was a safety hazard and asked the Council to address this issue. He stated another issue was along Western Sky along the same main drag with speeding and asked if speed bumps could be installed. He stated there were no stop signs and seemed to be used as a drag strip, making it dangerous for children and pets.

Cathy Chriske spoke and stated she lived on Jim Dandy in the Saratoga Estates and asked what the best way to communicate with the Council was. Mayor Cannon replied that he could not get into a dialog with her on a non-posted item, but that phone calls or email were good. She stated that a little boy in the subdivision had been bitten by a rattlesnake, and didn't understand why the builder left such a big gap in their fence. She stated she would also like speed bumps installed and that the fire hydrants in the subdivision needed painting. She asked what they could do to keep their neighborhood safe.

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

PRESENTATIONS

1. Presentation of Certificate of Election to Daniel Lopez, Council Member Ward 3.

Mayor Cannon presented Council Member Lopez with a Certificate of Election.

2. A Proclamation recognizing January 21-27, 2018 as City of Elgin School Choice Week

Mayor Cannon stated the Proclamation for School Choice Week would be on file as no one was there to accept it.

CITY MANAGER'S REPORT

1. Monthly Departmental Activity Reports – November

City Manager Thomas Mattis stated that the monthly reports were attached and if anyone had questions to let him know.

2. General Activity Report and Project Report

Mr. Mattis mentioned that great progress on the rec center continued and if any Council Member wanted a tour or walk through that it could be arranged.

CONSENT AGENDA

1. City Council Regular Meeting Minutes – November 14-2017

2. City Council Special Meeting Minutes – November 20-2017

3. Consideration of a Letter of Agreement with Jose Gonzales and Mari Lopez Gonzales regarding the acquisition of additional ROW Sidewalk easement in support of the FM 100 Sidewalk Project.

4. (SECOND READING) A 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 RELATER THERETO

Council Member Brashar moved to approve the four items on the consent agenda with corrections as submitted to the City Secretary. Mayor Pro Tem Gonzalez seconds the motion. Motion carried unanimously 9-0.

NEW BUSINESS

1. Authorize the City Manager to award the Lee Dildy and Roy Rivers Boulevard Extension Project to the selected contractor, Patin Construction LLC, in the amount of $2,829,915.50, and authorize the City Manager to approve change orders up to 25% of the contract.

Council Member Brashar moved to authorize the City Manager to award Lee Dildy and Roy Rivers Boulevard Extension Project to the selected contractor, Patin Construction LLC, in the amount of $2,829,915.50, and authorize the City Manager to approve change orders up to 25% of the contract. Council Member Arreaga seconds the motion. Motion carried unanimously 9-0.

2. Consideration of and possible action related to an Engagement Letter with McCall, Parkhurst & Horton L.L.P. for bond counsel services.

Council Member Thomas moved to accept the Engagement Letter with McCall, Parker & Horton LLP for the Bond Counsel Services. Council Member Lopez seconds the motion. Motion carried unanimously 9-0.

3. A RESOLUTION OF THE CITY OF ELGIN AMENDING THE INTERLOCAL AGREEMENT BETWEEN THE CITY AND THE BASTROP COUNTY COMMISSIONERS COURT AND OTHER RELATED MATTERS REGARDING TAX INCREMENT REINVESTMENT ZONE NUMBER ONE.

Council Member Penson moved to approve A Resolution of the City of Elgin amending the Interlocal Agreement between the City and the Bastrop County Commissioners Court regarding Tax Increment Reinvestment Zone Number One. Council Member Brashar seconds the motion. Motion carried unanimously 9-0

4. A MASTER ORDINANCE ESTABLISHING THE CITYOF ELGIN, TEXAS REINVESTMENT ZONE NUMBER ONE TAX INCREMENTREVENUE FINANCING PROGRAM

City Manager Thomas Mattis stated that because of delay on the bond sale the Bond Counsel had recommend delaying action on items 4 and 5.

5. A FIRST SUPPLEMENTAL ORDINANCE TO THE MASTER ORDINANCE ESTABLISHING THE CITY OF ELGIN, TEXAS REINVESTMENT ZONE NUMBER ONE TAX INCREMENT REVENUE FINANCING PROGRAM

No action taken on item 5.

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

Council Member Brashar moved to approve the Ordinance as presented. Council Member Penson seconds the motion. Motion carried 6-3, with Mayor Pro Tem Gonzalez, Council Member Bega and Council Member Beyer voting no.

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

No action taken on this item.

8. A RESOLUTION OF THE CITY OF ELGIN SUSPENDING THE RATE INCREASE EFFECTIVE DATE OF CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS SOUTH TEXAS DIVISION REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH OTHER CITIES IN THE CENTERPOINT SOUTH TEXAS SERVICE AREA; HIRING LEGAL AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; AUTHORIZING INTERVENTION IN GUD NO. 10669 AT THE RAILROAD COMMISSION; AUTHORIZING LEGAL REPRESENTATION; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANYAND LEGAL COUNSEL

Council Member Beyer moved to approve the Resolution as presented. Council Member Brashar seconds the motion. Motion carried 9-0.

ANNOUNCEMENTS

Mr. Mattis reminded everyone of the Christmas party on Friday, December 8th.

Mayor Cannon recessed the Regular Council meeting at 8.01 p.m.

EXECUTIVE SESSION

Mayor Cannon Adjourned into Executive Session at 8:17 p.m. pursuant to;

(1) Section § 551.087 of the Texas Government Code, Deliberation Regarding Economic Development Negotiations: to deliberate the offer of a financial or other incentive to a business prospect; and

(2) Section §551.074 of the Texas Government Code, Deliberation Regarding Personnel Matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Chief of Police and/or Director of Finance; and the annual performance evaluation of the City Manager

RECONVENE

Mayor Cannon adjourned the Executive Session and Reconvened the Regular Council meeting at 10:06 p.m.

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

No action was taken during Executive Session.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 10:06 p.m. 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 - December 12, 2017

DEPARTMENT: Administration

PROPOSED ACTION:
Review and Approval of the December 12, 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 December 12, 2017 Special Meeting Minutes.

ATTACHMENTS:
City Council Special Meeting Minutes 12-12-17

○ **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, DECEMBER 12, 2017
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET

CALL TO ORDER

Mayor Chris Cannon called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Chris Cannon, Mayor
Juan Gonzalez, Mayor Pro Tem
Susie Arreaga, Council Member
Mary Penson, Council Member
Jessica Bega, 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 there was a quorum.

Staff: Thomas Mattis, City Manager
Owen Rock, ED Director
Charles Cunningham, Finance Director

PUBLIC COMMENT

Mayor Cannon opened Public Comment.
With no none wishing to speak Mayor Cannon closed Public Comment.

NEW BUSINESS

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS APPROVING AND ESTABLISHING AN ECONOMIC DEVELOPMENT PROGRAM WITH ASCENSION TEXAS/SETON FAMILY OF HOSPITALS, A TEXAS NON-PROFIT CORPORATION AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Penson moved to approve the Resolution as presented. Council Member Brashar seconds the motion. Motion carried unanimously 9-0.

2. ARESOLUTION OF THE CITYOF ELGIN, TEXAS APPROVING A DEVELOPMENT AGREEMENT WITH ASCENSION TEXAS/SETON FAMILY OF HOSPITALS, A TEXAS NON-PROFIT CORPORATION AND MAKING CERTAIN FINDINGS OF FACT.

Council Member Brashar moved to approve the Resolution, to include all Council Members in the motion as presented. Council Member Arreaga seconds the motion. Motion carried 9-0.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 7:36 p.m.

APPROVED

____
CHRIS CANNON, MAYOR

ATTEST:

____
AMELIA SANCHEZ

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Consider waiver of the City's Open Container Ordinance on Main Street from Lexington Road to Brenham Street; and on Second Street, First Street, Depot Street, Central Avenue, Austin Street, Brenham Street from Main Street to Avenue C; and on Avenue C from Brenham Street to 2nd Street on 2nd Thursdays January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13 from 5pm to 8pm in support of 'Sip Shop and Stroll' events.

DEPARTMENT:

Community Development

PROPOSED ACTION:

Formal authorization waiving in support of the 2018 monthly Sip Shop and Stroll events in downtown Elgin.

BACKGROUND:

Sip Shop and Stroll is a promotional event organized by the Main Street Board and the Chamber of Commerce to encourage local shopping and dining through the Shop Elgin First Dine Elgin First campaigns. Businesses are open for extended hours on 2nd Thursdays of each month and offer promotions such as in-store specials, live music, wine and beer tastings, prize drawings and refreshments. The Main Street Board and Chamber coordinate the event and marketing.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve waiving the open container ordinance on Main Street from Lexington Road to Brenham Street; and on Second Street, First Street, Depot Street, Central Avenue, Austin Street, Brenham Street from Main Street to Avenue C; and on Avenue C from Brenham Street to 2nd Street on 2nd Thursdays January 12, February 9, March 9, April 13, May 11, June 8, July 13 August 10, September 14, October 12, November 9, December 14 from 5pm to 8pm for Sip Shop and Stroll.

ATTACHMENTS:

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

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

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BY AND BETWEEN THE CITY AND AQUA WATER SUPPLY CORPORATION IN CONNECTION WITH THE BOUNDARY LINES OF THEIR RESPECTIVE CERTIFICATES OF CONVENIENCE AND NECESSITY FOR THE PROVISION OF WATER SERVICES AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Administration

PROPOSED ACTION:

Review and consider an agreement with Aqua Water Supply Corporation, primarily to purchase CCN that will enable the City to provide water service the city-owned 140 acres adjacent to and south of HWY290 that will be the home of the Seton-Elgin Clinic and other mixed-use development.

BACKGROUND:

Aqua Water Supply Corporation is a rural water supply system that primarily serves the unincorporated areas of Bastrop County and beyond. Part of its current service area, however, includes a significant portion of property located within the Elgin city limits. Recently, city staff and Aqua staff have developed and agreed upon scenarios whereby these areas within the city limits can be better-served through the City of Elgin's water system - while at the same time, recognizing and properly compensating Aqua for their investments in the existing system. This agreement will allow both parities to proceed in that fashion; but most importantly forElgin, will allow the City to have complete authority and discretion over water service provided within the 140-acre tract that will be home to the Seton Project and other commercial development.

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 execution of an agreement with Aqua Water Supply Corporation; and as may or may not be amended by the City Council.

ATTACHMENTS:

Resolution
Agreement

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

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

RESOLUTION NO. ________________

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE AGREEMENT BY AND BETWEEN THE CITY AND AQUA WATER SUPPLY CORPORATION IN CONNECTION WITH THE BOUNDARY LINES OF THEIR RESPECTIVE CERTIFICATES OF CONVENIENCE AND NECESSITY FOR THE PROVISION OF WATER SERVICES AND MAKING CERTAIN FINDINGS RELATED THERETO

WHEREAS, the City of Elgin ("City") is the holder of retail water Certificate of Convenience and Necessity Number 10311, authorizing Elgin to provide retail water service to certain areas in Travis and Bastrop County; and,

WHEREAS, Aqua Water Supply Corporation ("Aqua") is the holder of retail water CCN Number 10294, authorizing Aqua to provide retail water service to certain areas in most of Bastrop County and parts of Travis, Lee, Caldwell, Fayette, and Williamson Counties; and

WHEREAS, Elgin owns a one hundred and forty (140) acre tract located within the Aqua CCN (the "Elgin Property") that is designed for mixed-use development; and it is Aqua's expressed desire to support the development of said property; and,

WHEREAS, Elgin and Aqua are amenable to amending the boundaries of their respective CCNs to support the effective, appropriate, and mutually-agreeable development of said property.

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

Section 1. The Mayor is hereby authorized to execute on behalf of the City the TEXAS WATER CODE SECTION 13.248-RETAIL WATER CERTIFICATE OF CONVENIENCE AND NECESSITY SERVICE AREA TRANSFER AGREEMENT with the Aqua Water Supply Corporation, a copy of same being attached hereto as Exhibit "A" and incorporated herein for all purposes.

Section 2. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 3. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 2nd day of January 2018

____

CHRIS CANNON, Mayor
City of Egin, Texas

ATTEST:

____

AMELIA SANCHEZ, City Secretary

TEXAS WATER CODE SECTION 13.248 – RETAIL WATER CERTIFICATE OF CONVENIENCE AND NECESSITY SERVICE AREA TRANSFER AGREEMENT

This **TEXAS WATER CODE SECTION 13.248 – RETAIL WATER CERTIFICATE OF CONVENIENCE AND NECESSITY SERVICE AREA TRANSFER AGREEMENT** is entered into this _____ day of __________________, 20____ (this "Agreement"), by and between **CITY OF ELGIN, TEXAS** ("Elgin"), a home rule municipality organized and existing under the laws of the State of Texas, and **AQUA WATER SUPPLY CORPORATION** ("Aqua"), a nonprofit rural water supply corporation organized under Texas Water Code, Chapter 67 for the purposes stated in Water Code § 67.002 (collectively, the "Parties"), in connection with the boundary lines of the Certificates of Convenience and Necessity ("CCNs") held by Elgin and Aqua for the provision of water services to users pursuant to the Texas Water Code.

RECITALS

WHEREAS, Elgin is the holder of retail water Certificate of Convenience and Necessity Number 10311 ("Elgin CCN"), authorizing Elgin to provide retail water service to certain areas in Travis and Bastrop County; and

WHEREAS, Aqua is the holder of retail water CCN Number 10294 ("Aqua CCN"), authorizing Aqua to provide retail water service to certain areas in most of Bastrop County and parts of Travis, Lee, Caldwell, Fayette, and Williamson Counties; and

WHEREAS, the boundaries of the Elgin CCN and the Aqua CCN are adjacent to one another; and

WHEREAS, Elgin owns an one hundred and forty (140) acre tract located within the Aqua CCN (the "Elgin Property") that Elgin wants to see developed and a map of the Elgin Property is attached hereto as Exhibit "A"; and

WHEREAS, Aqua wants to help in the efforts to develop the Elgin Property, which should in turn encourage the development of the surrounding property; and

WHEREAS, Aqua has built a water line with the capacity to serve and provide water service to the Elgin Property; and

WHEREAS, the Saratoga Farms Subdivision has a majority of its property located in the Aqua CCN but the Saratoga Farms Subdivision does have specific property, such as a portion of Section 6, ("Saratoga Farms Property") that is located within the Elgin CCN and a map of the Saratoga Farms Property is attached hereto as Exhibit "B"; and

WHEREAS, Elgin and Aqua agree that it would be best to have all of the Saratoga Farms Subdivision located exclusively within the CCN service area of one retail water utility, the Aqua CCN; and

WHEREAS, Elgin and Aqua are amenable to amending the boundaries of their respective CCNs by transferring certain property contained within the boundaries of the Elgin CCN to Aqua and transferring certain property contained within the boundaries of the Aqua CCN to Elgin.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

AGREEMENTS

Recitals – The recitals hereinabove set forth are incorporated herein for all purposes and are found to be true and correct.

Exclusive Agreement - This Agreement is an exclusive, one-time Agreement between Aqua, and Elgin to address a situation in which Elgin owns the property at issue.

Transfer of Elgin Property - In accordance with Section 13.248 of the Texas Water Code, but at all times subject to the approval of the Public Utility Commission of Texas (the "PUC") and the United States Department of Agriculture (the "USDA"), Aqua hereby agrees to the modification of the boundaries of the Aqua CCN to exclude the Elgin Property, such area to be transferred from the Aqua CCN to the area to be encompassed within the Elgin CCN. In accordance with Section 13.248 of the Texas Water Code, but at all times subject to the approval of the PUC, Elgin hereby agrees to the expansion and modification of the boundaries of the Elgin CCN to include the Elgin Property, such area to be transferred from the Aqua CCN to the area to be encompassed within the Elgin CCN.

Aqua is currently indebted to the USDA-Rural Development and CoBank on promissory notes used to finance improvements to Aqua's water utility system pursuant to 7 U.S.C. § 1926. USDA-Rural Development and CoBank hold security interests in the Aqua CCN pursuant to real estate deeds of trust executed in connection with the aforementioned promissory notes. Final consummation of this CCN service area transfer is contingent on approval of the release of the Elgin Property from the Aqua CCN which is held as a security interest by USDA-Rural Development and/or CoBank.

Within 10 business days after the Effective Date of this Agreement, Aqua shall file appropriate documentation with the USDA and/or CoBank requesting release of their security interests in Aqua's water utility CCN for the area to be transferred to Elgin. Upon receipt by Aqua of written confirmation from USDA and/or CoBank of such releases, Aqua will inform Elgin of such receipt.

As soon as practicable upon receipt of confirmation of the releases from USDA and/or CoBank, Elgin shall be responsible for preparing and filing the appropriate application to obtain the PUC's approval of the Elgin Property transfer from the Aqua CCN to the Elgin CCN. Elgin shall also be responsible for the preparation of the hard copy maps with supporting electronic metadata for the Elgin Property that satisfies the PUC rules.

Upon PUC approval of the transfer of the Elgin Property to the Elgin CCN, Elgin shall provide all infrastructure and operations and maintenance needed to provide retail water service to the Elgin Property.

System Development Fees for Elgin Property – Elgin and Aqua anticipate commercial development on the Elgin Property, so Aqua calculates that the water use on the Elgin Property will equate to one half (0.5) Living Unit Equivalents ("LUEs") per acre so that seventy (70) LUEs will be associated with the Elgin Property. The cost of System Development Fees for Elgin under this Agreement shall be Two Thousand Three Hundred and Six Dollars ($2,306.00) per LUE.

Elgin agrees to pay Aqua the System Development Fees owed to Aqua. Elgin will be charged and agrees to pay Aqua One Hundred Sixty One Thousand Four Hundred and Twenty Dollars ($161,420.00) in System Development Fees.

Payments for Loss of Water Service Revenues –Elgin agrees to pay Aqua on a monthly basis the amount of retail water service revenues generated from the provision of retail water service associated with the Elgin Property for a term of forty (40) years. The forty year term during which Elgin shall make monthly payments to Aqua shall commence as of the date of the first water service connection located on the Elgin Property to Elgin's water service infrastructure. The payments by Elgin to Aqua shall be calculated based on the water service rates established in Aqua's Tariff, as amended from time to time, that are in existence at the time of the payment for retail water service with the exception of the monthly base rate. All other rates and fees are applicable to the payments owed by Elgin to Aqua under this section.

Saratoga Farms Property - In accordance with Section 13.248 of the Texas Water Code, but at all times subject to the approval of the Public Utility Commission of Texas (the "PUC"), Elgin hereby agrees to the modification of the boundaries of the Elgin CCN to exclude the Saratoga Farms Property, such area to be transferred from the Elgin CCN to the area to be encompassed within the Aqua CCN.

In accordance with Section 13.248 of the Texas Water Code, but at all times subject to the approval of the PUC, Aqua hereby agrees to the expansion and modification of the boundaries of the Aqua CCN to include the area that covers the Saratoga Farms Property, such area to be transferred from the Elgin CCN to the area to be encompassed within the Aqua CCN.

Aqua shall be responsible for preparing and filing the application to obtain the PUC's approval of the Saratoga Farms Property transfer from the Elgin CCN to the Aqua CCN. Aqua shall also be responsible for the preparation of the hard copy maps with supporting electronic metadata for the Saratoga Farms Property that satisfies the PUC rules. Aqua shall coordinate with Elgin to file appropriate application with the PUC for the Saratoga Farms Property at a time in close proximity with the application Elgin shall file with the PUC related to the Elgin Property.

Upon PUC approval of the transfer of the Saratoga Farms Property to the Aqua CCN, Aqua shall provide all infrastructure and operations and maintenance needed to provide retail water service to the Saratoga Farms Property.

Aqua anticipates that it will ultimately provide water service to approximately forty seven LUEs associated with the Saratoga Farms Property

No Continuing Obligation to Serve - Elgin and Aqua both agree that, upon approval of the revisions to their CCN boundaries by the PUC, neither Party shall have any further obligation to provide retail water service to the properties respectively transferred out of their own CCN, and that each Party shall be solely responsible for the provision of retail water service to the owners and occupants of the properties contained in their own amended CCNs under such terms and condition as are allowed under the CCN and any applicable governmental statutes and regulations.

NOTICES

Notice. Any notice to be given hereunder by any party to the other parties shall be in writing and may be effected by certified mail, return-receipt requested.

Notice to Aqua shall be addressed to: Aqua Water Supply Corporation, P.O. Drawer P, Bastrop, Texas 78602.

Notice to Elgin shall be addressed to:

Each party may change the address for notice to it by giving notice of such change at the last address designated in accordance with this paragraph.

GENERAL PROVISIONS

Governing Law. This agreement shall be governed, construed, and interpreted in accordance with the laws of the state of Texas. All acts required or permitted to be performed hereunder are performable in Bastrop County, Texas, and it is agreed that any civil action brought to enforce or construe the terms or provisions hereof or to enjoin or require the performance of any act in connection herewith, shall be brought in a court of competent jurisdiction sitting in Bastrop County, Texas. It is agreed that any administrative law action brought to enforce or construe the terms or provisions hereof or to enjoin or require the performance of any act in connection herewith, shall be brought at the PUC or its successor agency.

Severability. In the event one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Unintended Omission. If any punctuation, word, clause, sentence, or provision necessary to give meaning, validity or effect to any other word, clause, sentence, or provision appearing in this Agreement shall be omitted here from, then it is hereby declared that such omission was unintentional and that the omitted punctuation, word, clause, sentence, or provision shall be supplied by inference.

Amendment. This Agreement shall not be amended or terminated except by an instrument signed by all parties to this Agreement.

Entire Agreement. This Agreement reflects the entire agreement among the parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings of the parties in connection herewith.

Multiple Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall be construed as one and the same instrument.

Assignment. This Agreement may not be assigned by any party, except by the prior written consent of the other entities.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

CITY OF ELGIN, TEXAS,
a Texas home rule municipality

By: ______________________________
Chris Cannon, Mayor

AQUA WATER SUPPLY CORPORATION,
a Texas nonprofit rural water supply corporation

By: ______________________________
Cliff Kessler, President

ACKNOWLEGMENTS

STATE OF TEXAS §

$

COUNTY OF TRAVIS §

This instrument was acknowledged before me on this ____ day of ____________, 2017, by Chris Cannon, Mayor of the City of Elgin, a home rule municipality, on behalf of said municipality.

____

Notary Public, State of Texas

STATE OF TEXAS §

§

COUNTY OF BASTROP §

This instrument was acknowledged before me on this ____ day of _____________, 2017, by Cliff Kessler, President of the Board of Directors of Aqua Water Supply Corporation, a Texas nonprofit corporation, on behalf of said corporation.

____

Notary Public, State of Texas

EXHIBITS

Exhibit A - Map of City of Elgin Property to be transferred to City of Elgin Retail Water CCN Service Area

Exhibit B - Map of Saratoga Farms Property to be transferred to Aqua Water Supply Corporation Retail Water CCN Service Area

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:
Consideration, discussion and possible action to award an engineering services contract to TRC Engineering for the preparation of the City of Elgin's 2018 TxCDBG Texas Capital Fund (TCF) Application and subsequent contract implementation if application is funded.

DEPARTMENT: Administration

PROPOSED ACTION:
Discussion and Approval to reward a contract for Engineering Services to TRC Engineering.

BACKGROUND:
The City of Elgin is applying for a Texas Capital Fund grant through the Texas Department of Agriculture (TDA) to assist in paying for the expansion of Roy Rivers Blvd. In order to apply for the grant the TDA recommends that the applicant hires an engineering firm to prepare the grant application. The City is applying for the maximum grant amount of $1,500,000. The City sent out a Request for Qualifications to five engineering firms. A committee was established to review the RFQ's. The committee recommended hiring TRC engineering to assist with the grant application.

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

RECOMMENDATION:
Approval to award contract for Engineering Services to TRC Engineering.

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:

Consideration, discussion and possible action to award the grant administration services contract to Langford Community Management for the preparation of the City of Elgin's 2018 TxCDBG Texas Capital Fund (TCF) Application and subsequent contract implementation if application is funded.

DEPARTMENT: Administration

PROPOSED ACTION:

Discussion and approval to award the Grant Administration contract to Langford Community Management.

BACKGROUND:

The City of Elgin is applying for a Texas Capital Fund grant through the Texas Department of Agriculture (TDA) to assist in paying for the expansion of Roy Rivers Blvd. In order to apply for the grant the TDA recommends that the applicant hires a grant administrator to prepare the grant application. The City is applying for the maximum grant amount of $1,500,000. The City sent out a Request for Proposals to five administrative firms. A committee was established to review the RFP's. The committee recommended hiring Langford Community Management Service to assist with the grant application.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval to award the Grant Administration services to contract Langford Community Management.

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:
Consider a request from Brohn Homes to waive or reduce fees for Operation Finally Home project.

DEPARTMENT: Administration

PROPOSED ACTION:
Consideration of a request to waive or reduce the building permit fee ($1,250.20), trade permits ($ 90.00) and sewer impact fees ($1,600.00) for this project.

BACKGROUND:
Brohn Homes has asked the City of Elgin to partner with them in building a new mortgage free home in the Saratoga Farms community for a military veteran. Operation Finally Home is a non-profit organization established in 2005 which provides mortgage free homes to America's military heroes across the country.

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

RECOMMENDATION:
Staff recommends waiving all fees for this project which include: Building Permit fee, trade permit fees and sewer impact fees. Staff has negotiated with ATS Engineers to waive the inspection fees for this project.

ATTACHMENTS:
Letter of Request from Brohn

○ **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.

6720 Vaught Ranch Road, Suite 200 / Austin, TX 78730
(p) 512-320-8833 / (f) 512-320-8834

City of Elgin, Texas
Planning and Development Department
1135 Swenson Blvd
Elgin, TX 78621
Attn: Melissa Lipiec

December 5, 2017

Dear Melissa,

The Brohn Group, LLC, is partnering with Operation Finally Home to build a home in the new Elgin community of Saratoga Farms for US Amy Sgt. Jason Castille and his family. Through the efforts of Operation Finally Home and The Brohn Group, LLC, this home will be built mortgage free for the veteran named above. Sgt. Castille sustained multiple injuries while in active duty and has been awarded multiple medals during his five years of active service. He was inactive for three years when he decided to retire.

Operation Finally Home partners with builders, developers, individual contributors, and volunteers across the country to provide a home after their military service. For more information on Operation Finally Home, please visit their website at www.operationfinallyhome.org. The Brohn Group, LLC, is pleased to be partnering with them to build a home for Sgt. Castille and his family. The home will be built at 113 Four Star Drive (83/C) in Saratoga Farms and will contain accessibility features that will allow Sgt. Castille unrestricted access to all areas of his new home.

Due to the nature of this build, The Brohn Group, LLC, is requesting free or reduced fees from our vendors, partners, or contributors. We would appreciate any consideration the City of Elgin would like to bestow on us as we build a new, mortgage free home for this very deserving veteran. If you have any questions, please feel free to contact me.

Sincerely,

Cathy S Wood
Purchasing Assistant
The Brohn Group, LLC

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

A RESOLUTION OF THE CITY OF ELGIN, TEXAS ADOPTING A WRITTEN INVESTMENT POLICY AND INVESTMENT STRATEGY REGARDING THE INVESTMENTS OF CITY FUNDS

DEPARTMENT: Administration

PROPOSED ACTION:

Consider and adopt a Resolution adopting a written Investment Policy and Investment Strategy.

BACKGROUND:

This action is required by the Public Funds Investment Act.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Adoption of the Resolution.

ATTACHMENTS:

Investment Policy and Strategy

○ 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.

EXHIBIT A

CITY OF ELGIN, TEXAS

INVESTMENT POLICY AND INVESTMENT STRATEGY

Revision Adopted: January 2, 2018

RESOLUTION:

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POLICY

It is the policy of the City of Elgin (City) after allowing for anticipated cash flow requirements in its bank accounts to meet daily needs and after giving due consideration to the safety and risk of investments, providing protection for both principal and liquidity, to invest public funds in a manner which will provide the highest investment return while conforming to all state and local statutes governing the investment of public funds. This Investment Policy is authorized by the City Council in accordance with Texas Government Code, Chapter 2256-Public Funds Investment, also cited as the Public Funds Investment Act (Act), to satisfy the statutory requirements to define, adopt, and review a written investment policy regarding the investment of its funds and funds under its control. The City Council shall review and adopt by resolution, its investment strategies and policy not less than annually.

This is required even if there are no changes within the policy. Such an investment must be written, emphasize safety, address investment management and include types of authorized investments, maximum allowable stated maturity, maximum dollar-weighted average maturity, method to monitor the market price, and requirements for settlement of transactions. The resolution shall state that the policy has been reviewed and include record of changes made to either the investment policy or strategy.

SCOPE

This policy applies to all funds or financial resources available for investment under the City's financial control and accounted for in the City of Elgin, Texas Annual Financial Report which includes all current funds and will include any new fund created by the City Council unless specifically exempt. These policies do not, however, govern funds that are managed under separate investment programs or trust agreements, such as retirement funds, pension funds, deferred compensation funds, and certain private donations that are maintained as required by Federal and State laws, other local policies, or donor stipulations. In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed by their governing ordinances and all applicable State and Federal laws.

The City will consolidate cash balances from all applicable funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. Such earnings from investments will be used in a manner that best serves the public trust and interests of the City as deemed in the annual budget.

INVESTMENT OBJECTIVES

All investments shall be designed and managed in a manner responsive to the public trust and in compliance with all Federal, State and other legal requirements, including but not limited to the Act. The City shall manage and invest its available resources with four objectives, listed in order of priority: Safety, Liquidity, Public Trust, and Yield.

Safety

Safety of principal and the City's assets is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To increase investment safety, the City strives to decrease or minimize credit and interest rate risk. Minimization of credit risk or the risk of loss due to the failure of a security issuer or guarantor shall be done by the City by limiting investments to safe types, pre-qualifying financial institutions and broker/dealers, and diversifying the portfolio in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Minimization of interest rate risk or the decrease in market value of securities in the City's portfolio due to changes in interest rates shall be done by the City through strong cash flow projections so that market value losses are reduced and through investments in short-term securities.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets. A portion of the portfolio will also be placed in short term investment pools and/or money market mutual funds, which offer daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Public Trust

Investments shall be made with judgment and care, under circumstances, then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety, liquidity and public trust objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

STANDARDS OF CARE

Delegation of Authority

The Director of Finance, is the Investment Officer of the City and is responsible for investment decisions and activities. The Investment Officer may delegate day-to-day administrative duties to other persons authorized to perform investment activities for the City, or he/she may perform the duties him or herself. The City Manager will retain ultimate responsibility for investment decisions.

The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived.

Training Requirements

The Investment Officer is required to attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. Afterwards, the City shall provide ten hours of investment training not less than once in a two-year period that begins on the first day of the fiscal year and consists of two consecutive fiscal years after that date for the Investment Officer(s) and/or his/her delegate(s), through courses and seminars offered by an independent professional source (i.e. the *Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League*, etc.) as approved by the City Council in order to insure the quality and capability of the City's investment personnel making investment decisions in compliance with the Act. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

The City shall also encourage those who may perform daily activities with the City investments to attend such training although they are not listed specifically as Investment Officers of the City.

Prudent Person Rule

As set forth in the Act, Investment Officers shall use the standard of prudence with the "Prudent Person Rule". "Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived (Public Funds Investment Act 2256.006(a))."

"In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and

2. Whether the investment decision was consistent with the written investment policy of the entity (Public Funds Investment Act 2256.006(b))."

Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibilities for an individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Ethics and Conflict of Interest

Investment Officers and other employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. According to the Act, a personal business relationship with a business exists if one of the following three (3) items applies:

1. The Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization.

2. Funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer's gross income for the previous year.

3. The Investment Officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the Investment Officer.

Investment Officer(s) must file a disclosure statement with the Texas Ethics Commission and the City Council if an officer has a personal business relationship with a business organization offering to engage in an investment transaction with the City or the Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the entity.

"No officer or employee of the City shall:

1. Have a financial interest, direct or indirect, in any contract with the city nor shall be financially interested, directly or indirectly, in the sale to the city of any land, or rights or interest in any land, materials, supplies or service. The "financial interest" contemplated under this article requires that the officer or employee receive an actual financial benefit from the transaction with the city. An actual financial benefit from the transaction shall not include:

A. An ownership in the entity transacting with the city where the ownership interest is less than one (1) percent of the entity.

B. Compensation or benefits as an employee, officer, or director of the entity transacting business within the city where such compensation is not affected by the entity's transaction with the City.

2. Participate in a vote or decision on any matter in which the officer or employee has a direct or indirect financial interest or in which a relative of the officer or employee has a direct or indirect financial interest. It is expressly provided herein that an investment or ownership in a publicly held company in an amount less than three thousand, five hundred dollars ($3.500.00) does not constitute a prohibited financial interest under this article."

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

A qualified depository shall be selected through the City's banking services procurement process, which shall include solicitation of proposals as required under Chapter 105 of the Local Government Code. The centralization of depository services is designed to maximize investment capabilities while minimizing service costs. The selection of a depository shall be based on the financial institution offering the most favorable terms and conditions at the least possible cost, while adhering to guidelines and provisions within the request for proposal. In selecting a depository, the City shall consider the financial institution's credit characteristics, financial history, service capabilities, location within City limits or within a ten (10) mile radius of the City limits, and costs for required services. The City's depository contract shall be for three years with an option to extend for an additional two years upon agreement of the depository and the City. Specialized services may be contracted for by the City with another financial institution or company if the depository cannot provide such service or charges more than the same service with little or no appreciable benefit.

AUTHORIZED AND SUITABLE INVESTMENTS

Investments described below are authorized by Chapter 2256, Texas Government Code as eligible securities for the City. City funds governed by this Policy may be invested in the following types of securities:

1.) Obligations of the United States or its agencies and instrumentalities with stated maturity not to exceed two years.

2.) Direct obligations of the State of Texas or its agencies with a stated maturity not to exceed two years.

3.) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities with stated maturity not to exceed two years.

4.) Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent along with a stated maturity not to exceed two years.

5.) Certificates of deposit issued by a depository institution that has its main office or a branch office in this state that are:

(a) guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor with a stated maturity not to exceed two years; or

(b) secured by obligations that are described by (1) - (4) above, which are intended to include all direct federal agency or instrumentality issued mortgage backed securities that have a market value of not less than the principal amount of the certificates and a stated maturity not to exceed two years, but excluding those mortgage-backed securities described in Section 2256.009 (b); or

(c) Secured in any other manner and amount provided by law for deposits of Participants with a stated maturity not to exceed two years.

6.) Certificates of deposit issued by a depository institution that has its main office or a branch office in this state that are:

(a) guaranteed or insured by the Federal Savings and Loan Insurance Corporation or its successor with a stated maturity not to exceed two years, or

(b) secured by obligations that are described by (1) - (4) above, which are intended to include all direct federal agency or instrumentality issued mortgage backed securities that have a market value of not less than the principal amount of the certificates and a stated maturity of two years or less, but excluding those mortgage-backed securities described in Section 2256.009 (b); or

(c) Secured in any other manner and amount provided by law for deposits of Participants with a stated maturity not to exceed two years.

7.) Eligible Investment Pools as defined in Section 2256.016 of the Texas Government Code provided that:

(a) investment in the pool has been authorized by the City Council;

(b) the pool shall have furnished the Investment Officer(s) an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;

(c) the pool shall furnish to the Investment Officer(s) investment transaction confirmations with respect to all investments made with it;

(d) the pool shall furnish to the Investment Officer(s) monthly reports that contain the information required by Section 2256.016(c) of the Texas Government Code;

(e) any pool that is created to function as a money market mutual fund must continuously maintain a stable net asset value of one dollar ($1.00),

(f) the pool's investment philosophy and strategy are consistent with this Policy and the City's ongoing investment strategy; and

(g) the pool provides evidence of credit rating no lower than "AAA" or "AAA-m" by at least one nationally recognized credit rating service,

(h) An investment pool must make available an annual audited financial statement.

(i) If the investment pool operates an Internet website, the information required by section 2256.016(b), (c) (2), and (f) must be posted on the website.

(j) An investment pool in advertising investment rates must include either all levels of return based on breakpoints provided or state the lowest possible level of return based on the smallest level of funds invested if an investment pool offers fee breakpoints based on fund balances invested.

8.) Fully collateralized direct repurchase agreements having a defined termination date that is no later than 270 days from the delivery date, secured by direct obligations of the U.S. or its agencies and instrumentalities, pledged with a third party selected or approved by the political entity, and placed through a primary government securities dealer, and as otherwise defined by the Public Funds Investment Act. Each issuer of repurchase agreements must sign a copy of a Master Repurchase Agreement.

The City shall take all prudent measures that are consistent with this investment policy to liquidate any investment that does not have or is down-graded to less than the minimum rating stated herein. The investment officer(s) will monitor the rating of all investments held by the City, monthly. However, as stated in Section 2256.017, the City is not required to liquidate investments that were authorized investments at the time of purchase.

UNAUTHORIZED INVESTMENTS

The following investments are specifically prohibited by State Law:

1.) Obligations whose payment represents the coupon payment on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

2.) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

3.) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.

4.) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

COLLATERALIZATION

Consistent with requirements of the Public Funds Collateral Act, the city requires that all bank deposits shall be federally insured or collateralized with eligible securities. This pledged collateral will have a market value equal to or no less than 100% of the deposits plus accrued interest less an amount insured by the FDIC. Evidence of the pledged collateral must be provided to and reviewed by the Director of Finance and will be retained by the City of Elgin. Evidence of collateral is reviewed annually by the City's independent auditor in conjunction with the annual audit.

Financial institutions serving as City Depositories will be required to sign a Depository Agreement with the City and the City's safekeeping agent. The safekeeping portion of the Agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing, and shall establish a perfected security interest in compliance with Federal and State regulations, including:

1.) The Agreement must be in writing;

2.) The Agreement must be executed by the Depository and the City contemporaneously with the acquisition of the assets;

3.) The Agreement must be approved by the Depository's Board of Directors or loan committee, and a copy of the meeting minutes must be delivered to the City; and,

4.) The Agreement must be part of the Depository's "official record" continuously since its execution.

Repurchase agreements must also be secured in accordance with State Law. Each counter party to a repurchase transaction is required to sign a copy of **The Bond Market Association** Master Repurchase Agreement. An executed copy of the Agreement must be on file before the City will enter into any transactions with a counter party.

1.) Allowable Collateral

a.) Demand Deposits

Eligible securities for Collateralization of deposits are limited to U.S. Treasuries or agencies, FDIC coverage, direct or unconditionally guaranteed obligations of the State of Texas; states, agencies, counties, cities, or political subdivisions of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent), with a remaining maturity of 10 years or less.

b.) Certificates of Deposit

Eligible securities for Collateralization of deposits are limited to U.S. Treasuries or agencies, FDIC coverage, direct or unconditionally guaranteed obligations of the State of Texas; states, agencies, counties, cities, or political subdivisions of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent), with a remaining maturity of 10 years or less.

c.) Repurchase Agreements

Collateral underlying repurchase agreements is limited to U.S. government and agency obligations, which are eligible for wire transfer (i.e. book entry) to the City's designated safekeeping agent through the Federal Reserve System.

2.) Collateral Levels

Collateral is valued at current market price plus interest accrued through the date of valuation.

a.) Demand Deposits

The market value of collateral pledged for demand deposits will be in an amount equal to the largest total balance of the City's account, less the amount of coverage provided by FDIC. The securities comprising the pledge shall be valued at par or market, whichever is lower.

b.) Certificates of Deposits

The market value of collateral pledged for certificates of deposit must always be equal to or greater than the par value plus accrued interest, less the amount insured by the FDIC.

c.) Repurchase Agreements

The market value of collateral required to be pledged for repurchase agreements shall be at a percentage of the par value of the agreement plus accrued interest and shall be maintained at the following levels:

Maturity	U.S. Treasury Securities	U.S. Agency
1 year or less	101%	101%
1 year to 5 years	102%	102%
Over 5 years	103%	104%

Any collateral with a maturity of over 5 years must be approved by the Investment Officer(s) in writing before the transaction is initiated.

3.) Monitoring Collateral Adequacy

a.) Demand Deposits

The City requires monthly reports with market values of pledged securities from all financial institutions with which the City has bank deposits. The Investment Officer(s) will monitor adequacy of collateralization monthly.

b.) Certificates of Deposit

The City requires monthly reports with market values of pledged securities from all financial institutions with which the City has certificates of deposit. The Investment Officer(s) will monitor adequacy of collateralization monthly.

c.) Repurchase Agreements

Weekly monitoring by the Investment Officer(s) of all collateral underlying repurchase agreement is required. More frequent monitoring may be necessary during periods of market volatility.

4.) Margin Calls

a.) Certificates of Deposit

If the collateral pledged for a certificate of deposit falls below the par value of the deposit, plus accrued interest less FDIC insurance, the Institution will be notified by the Investment Officer and will be required to pledge additional securities no later than the end of the next succeeding business day.

b.) Repurchase Agreements

If the value of the collateral underlying a repurchase agreement falls below the margin maintenance levels specified above, the City will make a margin call unless the repurchase agreement is scheduled to mature within five business days and the amount is deemed to be immaterial.

5.) Collateral Substitution

Collateralized certificates of deposit and repurchase agreements often require substitution of collateral. Any broker, dealer, or financial institution requesting substitution must contact the Investment Officer for approval and settlement. The substituted security's value will be calculated, and a substitution approved if its value is equal to or greater than the required security level. The Investment Officer(s), or a designee, must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officer(s) may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

6.) Collateral Reductions

Should the collateral's market value exceed the required amount, any broker or financial institution may request approval from the Investment Officer(s) to reduce collateral. Collateral reductions may be permitted only if the City's records indicate that the collateral's market value exceeds the required amount.

SAFEKEEPING AND CUSTODY

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or as part of its depository and repurchase agreements. All collateral securing bank deposits must be held by third-party banking institution acceptable to and under contract with the City, or by the Federal Reserve Bank. The securities purchased under a repurchase agreement must be delivered to a third-party custodian with whom the City has established a safekeeping agreement.

All security transactions, including collateral for repurchase agreements considered by the City shall be conducted on a delivery-verses-payment (DVP) basis. By so doing, City funds are not released until the City has received, through the Safekeeping Agent, the securities purchased. The security shall be held in the name of the City or held on behalf of the City. The Safekeeping Agent's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

INVESTMENT PARAMETERS

Maximum and Weighted Average Maturity

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirement of the funds. The City of Elgin intends to match the holding periods of investment funds with liquidity needs of the

City. The maximum final stated maturity of any investment shall not exceed five years. All long-term maturities will be intended to cover long-term liabilities. In addition, no less than ten percent (10%) of the funds in the portfolio will be liquid. The entire portfolio will have a weighted average maturity of one (1) year or less. This weighted average will be calculated using the stated final maturity dates of each security.

By Fund Groups

Maturity guidelines by fund are as follows:

a.) Operating Funds - The weighted average days to maturity for the operating fund portfolio shall be 365 days or less and the maximum allowable maturity shall be two years.

b.) Debt Service Funds - Debt Service Funds shall be invested to ensure adequate funding for each consecutive debt service payment. The Investment Officer shall invest in such a manner as not to exceed an "unfunded" debt service date with the maturity of any investment. Any unfunded debt service date is defined as a coupon or principal payment date that does not have cash or investment securities available to satisfy said payment.

c.) Debt Service Reserve Funds - Market conditions, Bond Resolutions constraints and Arbitrage compliance will be considered when formulating Reserve Fund strategy. Maturity limitation shall generally not exceed the call provisions of the Bond Ordinance and shall not exceed the final maturity of the bond issue. All Debt Service Reserve Fund investment maturities shall not exceed five years.

d.) Special Project, Special Purpose, and Capital Improvement Funds - The investment maturity of bond proceeds shall generally be limited to the anticipated cash flow requirements. City funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules requiring refunding excess earnings. All earnings in excess of the allowable arbitrage earnings will be segregated and made available for any necessary payments to the U.S. Treasury.

INVESTMENT STRATEGY

The City of Elgin maintains one portfolio in which all funds under the City's control are pooled for investment purposes. To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund-type are as follows:

1. General, Enterprise, or Operating-type Funds

Suitability – Any investment eligible in the Investment Policy is suitable for General, Enterprise, or Operating Funds.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity of each fund's portfolio to less than 365 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the portfolio.

Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity – General, Enterprise, or Operating-type Funds require the greatest short-term liquidity of any of the fund-types. Short-term investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification – Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of ELGIN. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.

Yield – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective.

2. Debt Service Funds

Suitability – Any investment eligible in the Investment Policy is suitable for the Debt Service Funds.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds maturities to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability – Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

Liquidity – Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Investment pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments.

Diversification – Market conditions influence the attractiveness of fully extending maturity to the next "unfunded" payment date. Generally, if investment rates are anticipated to decrease over time, ELGIN is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded to bolster yield.

Yield – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury bill portfolio shall be the minimum yield objective.

3. Debt Service Reserve Funds

Suitability – Any investment eligible in the Investment Policy is suitable for the Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing will reduce the investment's market risk if ELGIN's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years. Annual market-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and influence maturity extension.

Marketability – Securities with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to ELGIN's debt holders. The funds are "returned" to ELGIN at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of investment diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, ELGIN is best served by locking in investment maturities and reducing liquidity. If the borrowing costs cannot be exceeded, then current market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipated future increased yields.

Diversification – Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

Yield – Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall operate within the limits of the Investment Policy's risk constraints.

4. Special Project, Special Purpose or Capital Improvement Funds

Suitability – Any investment eligible in the Investment Policy is suitable for Capital Improvement Funds.

Safety of Principal – All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Improvement Funds to not exceed the anticipated expenditure schedule, the market risk of the overall portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated expenditure schedule.

Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity Most capital improvement programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Investment pools and money market mutual funds will provide readily available funds generally equal to one month's anticipated cash flow needs, or a competitive yield alternative for short-term fixed maturity investments.

Diversification – Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds. Generally, if investment rates exceed the applicable cost of borrowing, ELGIN is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then current market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded to bolster yield.

Yield – Achieving a positive spread to the cost of borrowing is the objective within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective for non-borrowed funds.

Investment transactions must be settled on delivery-versus-payment (DVP) basis, excepting investment pools and mutual funds.

REPORTING

Not less than quarterly, the Investment Officer shall prepare and submit to the City Council, a written, signed, investment report demonstrating a list of investment transactions for the preceding reporting period, in accordance with the Act. Reports will include the following:

1.) For each pooled fund group: a beginning book value and market value, book and market value additions and changes, and ending book and market value.

2.) The book value and market value of each investment at the beginning and end of the period by type of asset and fund type invested.

3.) The maturity date of each investment.

4.) Statement of compliance of the portfolios as it relates to the investment strategy.

Detailed and summary reports will be prepared and presented to the City Council and Mayor not less than quarterly. Reports will comply with the applicable Section of the PFIA at a minimum.

Quarterly reports will be formally reviewed at least annually by an independent auditor and reported to the City Council once the City invests in items other than money market mutual funds, investment pools, or accounts offered by its depository bank in the form of CD's or money market accounts.

MONITORING OF THE MARKET VALUE OF INVESTMENTS AND COLLATERAL

The Investment Officer shall determine the market value of each investment and of all Collateral pledged to secure deposits of City funds at least quarterly and at a time as close as practicable to the closing of the reporting period for the investments. Such values shall be included on the investment report. The following methods shall be used:

1) Certificates of deposit shall be valued at their face value plus any accrued but unpaid interest.

2) Shares in money market mutual funds and investment pools shall be valued at par plus any accrued but unpaid interest.

3) Other investment securities with a remaining maturity of one year or less may be valued in any of the following ways:

   a. the lower of two bids obtained from securities broker/dealers for such security;
   b. the average of the bid and asked prices for such investment security as published in The Wall Street Journal or The New York Times;
   c. The bid price published by any nationally recognized security pricing service; or the market value quoted by the seller of the security or the owner of such Collateral.

4) Other investment securities with a remaining maturity of greater than one year shall be valued at the lower of two bids obtained from securities broker/dealers for such security, unless two bids are not available, in which case the securities may be valued in any manner provided in this section.

INTERNAL CONTROLS

Investment Officer(s) shall establish a system of internal controls, which shall be designed to prevent losses of public funds arising from fraud, employee error, unanticipated changes in financial markets, or imprudent actions by employees. Pertinent controls include custodian safekeeping receipts records management, documentation of investment bidding activities, written confirmations of oral transactions, reconciliation records, training requirement documentation, and compliance with investment policies. Where practical, the City should emphasize control of collusion, separation of duties, clear delegation of duties, accurate and timely reports, and staying informed about market conditions, changes and trends. In conjunction with the City's annual financial audit, the independent external auditor will assure compliance with the management controls on investments and adherence to investment policies.

PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of ensuring the safety of the City's assets and minimizing interest rate risk. In addition, it will remain sufficiently liquid to meet cash flow needs, while protecting the interests of the public, all while obtaining a rate of return throughout budgetary and economic cycles.

The City's overall investment strategy is conservative. Given this strategy, the basis used by the Treasury to determine whether market yields are being achieved shall be the six month U.S. Treasury bill.

INVESTMENT POLICY ADOPTION

The City's investment policy, which includes strategies for each fund, shall be adopted by resolution of the City Council. The policy shall be reviewed annually, and any modifications thereto must be approved by the City Council. This adoption by resolution is required even if there are no changes within the policy.

APPENDIX "A"

I hereby certify that I have personally read and understand the investment policy and master repurchase agreement (if applicable), conditions of the City of Elgin, Texas. I further acknowledge that reasonable procedures and controls designed to fulfill those objectives and conditions have been implemented. Therefore, this firm will preclude investment transactions between itself and the City of Elgin that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup the City's entire portfolio or requires an interpretation of subjective investment standards, thus protecting the City's credit or market risk.

All sales personnel of this firm dealing with the City of Elgin's account(s) have been informed and will be routinely informed of the City's investment horizons, limitations, strategy and risk constraints, whenever we are so informed by the City.

This firm pledges due diligence in informing the City of foreseeable risks associated with financial transactions connected to this firm.

I further acknowledge that no investment transaction shall occur between this firm and the City, until the City of Elgin receives this consent form, completed by the firm's qualified representative.

____
FIRM

____
SIGNATURE OF QUALIFIED FIRM REPRESENTATIVE

____
PRIMARY REPRESENTATIVE: NAME/TITLE
(Please print)

____
DATE

GLOSSARY

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specified maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refer to securities pledged by a bank to secure deposits of public moneys.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official Annual report for the City of Elgin. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY-VERSES- PAYMENT (DVP): There are two methods of delivery of securities: delivery-verses-payment and delivery-verses-receipt. Delivery-verses-payment is delivery of securities with an exchange of money for the securities. Delivery-versus-receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed Funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks with member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable rate mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Bank Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, DC regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term "pass-through" is often used to describe "Ginnie Mae".

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable trade size can be done at the quoted prices.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MONEY MARKET: The date upon which the principal or stated value of an investment becomes due and payable.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody sate—the so—called legal list. In other states the trustee may invest in security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized-yield-to-maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RFPs extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY NOTES: A non-interest-bearing security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income returns on an investment, expressed as a percentage. (a) **Income Yield** is obtained by dividing the current dollar income by the current market price for the security. (b) **Net Yield to Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ELGIN CITY COUNCIL MEETING
AGENDA ITEM EXECUTIVE SUMMARY

ITEM:

Re-Appointment of Council Member Jessica Bega to the Clean Air Coalition as Committee Member representing the City of Elgin.

DEPARTMENT: Administration

PROPOSED ACTION:

Re-Appointment of Council Member Bega to the Clean Air Coalition.

BACKGROUND:

CAC membership comprises of elected officials from the five-county Austin-Round Rock Metropolitan Statistical Area. All local governments that signed the Central Texas 8-hour Ozone Flex Plan (8-O3 Flex), a previous regional initiative to reduce ozone pollution, are members of the CAC. They included Bastrop, Caldwell, Hays, Travis and Williamson counties; and the cities of Austin, Bastrop, Elgin, Lockhart, Luling, Round Rock, and San Marcos.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Council Member Jessica Bega's re-appointment to the Clan Air Coalition Committee.

ATTACHMENTS:

CACAC Members and Stakeholders
Bylaws

○ **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.

Clean Air Coalition Advisory Committee Members & Stakeholders

Name	Organization	Email	Organization Type	Role
Roger Arriaga	Alamo Area Council of Governments	RArriaga@aacog.com	Observer Status	CC list
Steven Smeltzer	Alamo Area Council of Governments	ssmeltzer@aacog.com	Observer Status	CC list
Michael Aulick	Aulick & Associates	michael.aulick@gmail.com	Observer Status	CC list
John Barrientez	Austin Energy	John.Barrientez@austinenergy.com	Regular Member	CACAC Backup
Ravi Joseph	Austin Energy	Ravi.Joseph@austinenergy.com	Regular Member	CACAC Backup
Rob Chambers	Austin White Lime	rchambers@austinwhitelime.com	Supporting Member	CACAC Rep
Carolyn Dill	Bastrop County	carolyn.dill@co.bastrop.tx.us	Regular Member	CACAC Backup
Julia Cleary	Bastrop County	julia.cleary@co.bastrop.tx.us	Regular Member	CACAC Rep
Jacquelyn Thomas	Caldwell County	jacque.thomas@co.caldwell.tx.us	Regular Member	CACAC Rep
Doise Miers	CAMPO	doise.miers@campotexas.org	Supporting Member	CACAC Rep
Johnson, Ashby	CAMPO	ashby.johnson@campotexas.org	Supporting Member	CACAC Backup
Rob Borowski	Cap Metro	robert.borowski@capmetro.org	Supporting Member	CACAC Rep
Hoekzema, Andrew	CAPCOG	ahoekzema@capcog.org	CAPCOG	CC list
Cox, Anton	CAPCOG	acox@capcog.org	CAPCOG	CC list
Alepuz, Christiane	CAPCOG	calepuz@capcog.org	CAPCOG	CC list
May, Ken	CAPCOG	kmay@capcog.org	CAPCOG	CC list
Barrett, Kate	CAPCOG	kbarrett@capcog.org	CAPCOG	CC list
Cheryl Maxwell	Central Texas Council of Governments	cheryl.maxwell@ctcog.org	Observer Status	CC list
Jennifer Lawyer	Central Texas Council of Governments	jennifer.lawyer@ctcog.org	Observer Status	CC list
Fred Blood	Citizen	fredbblood@gmail.com	Observer Status	CC list
Cari Buetow	City of Austin	Cari.Buetow@austintexas.gov	Regular Member	CACAC Backup
Pharr Andrews	City of Austin	Pharr.Andrews@austintexas.gov	Regular Member	CACAC Rep
Zachary Baumer	City of Austin	Zach.Baumer@austintexas.gov	Regular Member	CACAC Backup
Wesley Brandon	City of Bastrop	wbrandon@cityofbastrop.org	Regular Member	CACAC Rep
Chance Sparks	City of Buda	csparks@ci.buda.tx.us	Regular Member	CACAC Rep
Eric Rauschuber	City of Cedar Park	Eric.Rauschuber@cedarparktexas.gov	Regular Member	CACAC Backup
Nanette McCartan	City of Cedar Park	nanette.mccartan@cedarparktexas.gov	Regular Member	CACAC Rep
Miller, Amy	City of Elgin	amiller@ci.elgin.tx.us	Regular Member	CACAC Rep
Edward G. Polasek	City of Georgetown	ed.polasek@georgetown.org	Regular Member	CACAC Backup
Jordan Fengel	City of Georgetown	jordan.fengel@georgetown.org	Regular Member	CACAC Rep

Michael Babin	City of Georgetown	mike.babin@georgetown.org	Regular Member	CACAC Backup
Larry Foos	City of Hutto	Larry.Foos@HuttoTX.gov	Regular Member	CACAC Rep
Kathy Roecker	City of Kyle	kroecker@cityofkyle.com	Observer Status	CC List
Devin Monk	City of Lakeway	devinmonk@lakeway-tx.gov	Regular Member	CACAC Rep
Joy Simonton	City of Leander	jsimonton@leandertx.gov	Regular Member	CACAC Rep
Vance Rodgers	City of Lockhart	vrodgers@lockhart-tx.org	Regular Member	CACAC Rep
Mark Mayo	City of Luling	citymanager@cityofluling.net	Regular Member	CACAC Rep
Trey Fletcher	City of Pflugerville	treyf@pflugervilletx.gov	Regular Member	CACAC Rep
Caren Lee	City of Round Rock	clee@roundrocktexas.gov	Regular Member	CACAC Rep
Oscar Hairell	City of San Marcos	OHairell@sanmarcostx.gov	Regular Member	CACAC Rep
Collins, Clay	City of Sunset Valley	ccollins@sunsetvalley.org	Regular Member	CACAC Rep
Ashley Lumpkin	City of Taylor	ashley.lumpkin@taylortx.gov	Supporting Member	CACAC Rep
Sarah Holland	Clean Air Force	sarah@cleanairforce.org	Supporting Member	CACAC Rep
Gary Hudder	Cty of Round Rock	ghudder@roundrocktexas.gov	Regular Member	CACAC Backup
Elena Craft	Clean Air Force	ecraft@edf.org	Supporting Member	CACAC Backup
Carrie Paige	EPA	paige.carrie@epa.gov	Observer Status	CC list
Ken Boyce	EPA	boyce.kenneth@epa.gov	Observer Status	CC list
Brooke Leftwich	Hays County	brooke.leftwich@co.hays.tx.us	Regular Member	CACAC Rep
Garza, Clint James	Hays County	James.garza@co.hays.tx.us	Regular Member	CACAC Backup
Natalie Hossain	LCRA	Natalie.Hossain@LCRA.ORG	Supporting Member	CACAC Rep
Clampffer, Rachel	Lone Star Rail	rclampffer@lonestarrail.com	Observer Status	CC list
Elizabeth Munger	Lonestar Clean Fuels Alliance	elizabeth@lonestarcfa.org	Supporting Member	CACAC Rep
Kathi Harris	ScribSolve LLC	KHarris@scribsolve.com	Observer Status	CC list
Joseph Marini	Texas Lehigh Cement Company	jmarini@texaslehigh.com	Supporting Member	CACAC Rep
Adele Noel	Travis County	Adele.Noel@traviscountytx.gov	Regular Member	CACAC Rep
Emily Ackland	Travis County	Emily.Ackland@traviscountytx.gov	Regular Member	CACAC Backup
Jackie Ploch	TxDOT	jackie.ploch@txdot.gov	Supporting Member	CACAC Backup
Shirley Nichols	TxDOT	Shirley.Nichols@txdot.gov	Supporting Member	CACAC Rep
Tracey Janus	TxDOT	Tracey.Janus@txdot.gov	Supporting Member	CACAC Backup
Gary Boyd	Williamson County	gboyd@wilco.org	Regular Member	CACAC Rep
Jim Edwards	Sierra Club	jimedwards340@msn.com	Observer Status	CC list

Central Texas Clean Air Coalition
of the
Capital Area Council of Governments

Article I – Name, Purpose, Responsibilities

The Central Texas Clean Air Coalition, herein after known as the "CLEAN AIR COALITION", is a voluntary, unincorporated association which became linked with the Capital Area Council of Governments (CAPCOG) by a resolution that was adopted November 13, 2002.

The purpose of the CLEAN AIR COALITION is:

- To develop, adopt and implement a clean air plan to achieve and maintain compliance with federal ground-level ozone standards for the counties of Bastrop, Caldwell, Hays, Travis and Williamson;
- To establish and monitor a regional effort toward the improvement of air quality;
- To develop policies and strategies that will provide guidance for each of its independent governing bodies about actions that will achieve clean air in Central Texas;
- To work cooperatively to achieve clean air standards that will protect public health and yet allow local governments the flexibility to select measures best-suited to each community's needs and resources; and
- To provide CAPCOG executive committee with recommendations for administering funding provided by local sources for the purpose of supporting the regional air quality plan or program implementation, assessment , and improvement activities in Central Texas.

Article II – Membership

Members
CLEAN AIR COALITION members are organizations that support the regional effort toward improvement of air quality in the Austin-Round Rock MSA.

Membership Categories
There are two categories of membership for the CLEAN AIR COALITION: general members and supporting members.

General members shall be local governments or Independent School Districts within the Austin-Round Rock Metropolitan Statistical Area (MSA). The governing boards of general members must ratify the current clean air plan, commit to implementing selected emission reduction measures.

Supporting members shall act within their individual organizations to support the purpose of the CLEAN AIR COALITION and report their actions to the CLEAN AIR COALITION or CAPCOG liaison upon request.

Supporting members are not required to appoint a representative to the CLEAN AIR COALITION meetings and are not allowed to vote.

While organizations other than local governments or school districts in the Austin-Round Rock MSA may be supporting members, only local governments or independent school districts in the Austin-Round Rock MSA may participate in the CLEAN AIR COALITION as general members.

<u>Changes in Membership Categories</u>

Members may change their membership category if they meet eligibility requirements and are endorsed by a majority vote of the CLEAN AIR COALITION.

<u>Representatives</u>

Representatives to the CLEAN AIR COALITION will include elected officials appointed by governing bodies for the general members of the CLEAN AIR COALITION. Each general member's governing body appoints by resolution one elected official to serve on the Coalition and shall provide written notification to the CAPCOG staff liaison.

<u>Terms</u>

1. The term of appointment for a representative shall begin on the date of appointment by the representative's governing body, and will terminate December 31st in odd numbered years.
2. There is no limit to the number of times that a representative may be re-appointed. In the case of a vacancy, the CAPCOG staff liaison shall notify the representative's governing body and that body shall appoint a replacement

<u>Vacancy</u>

A vacancy occurs when:

1. A representative dies;
2. A representative's term expires and the representative is not reappointed;
3. A representative is no longer an elected official;
4. A representative resigns; or
5. A representative is removed.

<u>Attendance</u>

1. Representatives are expected to attend all meetings; attendance records will be maintained.
2. If within one calendar year a representative misses (and does not send a proxy) two (2) consecutive meetings the member's governing body will be notified in writing. The representative's governing body will have the option of replacing the member, if appropriate.
3. A representative may designate a proxy to attend regular and special meetings in that representative's place. The proxy's attendance will be credited for the representative's annual attendance but will not be counted toward the quorum. The designated proxy will not be

eligible to vote, but may participate in discussion as needed to communicate the support, concerns, or questions of the organization being represented.

New Members
Membership may be expanded by majority vote of the CLEAN AIR COALITION. If new members are eligible for more than one membership category, new members may choose the membership category they wish to participate under.

Article III - Officers

Election
Election of a Chair and up to two (2) Vice-Chairs will occur at the first meeting of each odd-numbered calendar year, with the following representation:

- At least one (1) officer from a local governing bodies in Travis County;
- At least one (1) officer from a local governing body in either Williamson or Hays Counties; and
- Up to one (1) additional officer from a local governing body in any of the MSA counties.

Terms
1. Officers serve two-year terms.
2. Officers may serve a maximum of two (2) consecutive terms.

Vacancy
In the event an Officer is unable to fulfill his/her term, the remaining Officers move up to fill open positions. The CLEAN AIR COALITION may elect a replacement, at a regular or specially called meeting, to ensure a full complement of Officers for the remainder of the unexpired term.

Duties
1. The Chair shall preside at all meetings of the CLEAN AIR COALITION.
2. Vice-Chairs shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the CLEAN AIR COALITION.
3. In case the Chair and Vice-Chairs are absent or unable to perform their duties, the CLEAN AIR COALITION may appoint a Chair pro tem.

Other Officers

The CLEAN AIR COALITION may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the CLEAN AIR COALITION members at any regularly scheduled meeting where a quorum is present.

Article IV - Meetings

Regular Meetings

1. The CLEAN AIR COALITION shall meet on a day, time and place specified by the Chair of the CLEAN AIR COALITION.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the CLEAN AIR COALITION liaison and mailed, or electronically transmitted, or hand-delivered to each CLEAN AIR COALITION representative at least five (5) business days before the meeting date.
3. The Chair has the discretion to allow meetings to be conducted via teleconference or video conference.

Special Meetings

1. The CLEAN AIR COALITION shall meet specially, if called by the CLEAN AIR COALITION Chair or requested in writing by at least one-third of the representatives, excluding vacancies.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describing the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

Quorum and Action

1. Appointed representatives from a majority of the Counties in the Austin-Round Rock MSA constitute a quorum for conducting CLEAN AIR COALITION business.
2. A majority vote of the appointed representatives present at an established quorum meeting is necessary for action by the CLEAN AIR COALITION for the entire meeting.

Open Meetings and Records

1. All meetings of the CLEAN AIR COALITION shall be open to the public. It is the intention of the CLEAN AIR COALITION that meetings be open to the public.
2. Minutes or meeting notes of the CLEAN AIR COALITION meetings, documents distributed and other records will be kept at CAPCOG. The CAPCOG liaison shall be the recording clerk. The recording clerk shall keep recordings of all CLEAN AIR COALITION meetings for a period of one (1) year after each meeting; print copies of summary minutes for each meeting shall be permanently maintained on file. These materials are available for public view, at the CAPCOG offices, upon receipt of a written request by the interested party.

3. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of CLEAN AIR COALITION meetings.

Professional Conduct
CLEAN AIR COALITION representatives should maintain objectivity and professionalism when carrying out business of the CLEAN AIR COALITION.

Sub-Committees:
The CLEAN AIR COALITION may create ad hoc committees or technical sub-committees as deemed appropriate.

Article V – Amendments by the Clean Air Coalition

Authority of the CLEAN AIR COALITION
CLEAN AIR COALITION may amend these bylaws at a regular or specially called meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

Effective Date
An Amendment to the bylaws takes effect when approved by the CLEAN AIR COALITION unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to CLEAN AIR COALITION representatives by the CAPCOG liaison.

Bylaws History
Adopted January 9, 2002
Amended October 15, 2003
Amended June 26, 2009
Amended May 8, 2013
Amended February 10, 2016