AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, June 5, 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. **PRESENTATION**

1. **Introduction Of New City Of Elgin Police Officers - Patrick South, Chief Of Police**

   - *Officer Chris Wall*
   - *Officer Carly Serna*

   Documents:

   NEW EMPLOYEES FOR EPD 6-5-18.DOC

2. **Presentation Of The Proposed 2018 City Of Elgin Five-Year Capital Plan**

   Documents:

   EXSUMMARY - 5YRCP PRESENTATION.PDF

3. **Update On The City Of Elgin Main Street Program**
   Amy Miller, Director of Community Development

   Documents:

   COVER SHEET MAIN STREET PROGRAM UPDATE .PDF
   DOWNTOWN ELGIN MAIN STREET CITY 5-31-2018.PDF

VII. **CITY MANAGERS REPORT**

1. **Review And Discussion Of Summer City Council Meeting Schedule**

   Documents:

   EXSUMMARY - SUMMER MEETING SCHEDULE.PDF
   MEMBUDGCAL42018.PDF

2. **General Activity Report And/Or Project Update**

   Documents:

   EXSUMMARY - GENERAL ACTIVITY REPORT.PDF

3. **Departmental Monthly Reports - April**

   Documents:

   EXSUMMARY COVER SHEET.PDF
   COMMUNITY DEVELOPMENT MAY 2018 REPORT.PDF
   LIBRARY APRIL 2018 REPORT.PDF
   MAIN STREET 5-6-2018 REPORT.PDF
   OCA REPORT APRIL 2018.PDF
   APRIL 2018 MONTHLY REPORT PLANNING.PDF

PARKS REPORT - APRIL.PDF
POLICE DEPARTMENT- APRIL REPORT.PDF
PUBLIC WORKS APRIL 2018 REPORT.PDF
UTILITY BILLING APRIL 2018.PDF
WATER DEPARTMENT- APRIL REPORT.PDF

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 theses items unless a council member removes an item from the Consent Agenda and places it on the New Business section for Discussion and action.

1. **City Council Meeting Minutes - May 1, 2018 And May 15, 2018**

   Documents:

   EXSUMMARY COVER SHEET MINUTES.PDF
   CITY COIUNCIL MEETING 5-1-18.PDF
   CITY COUNCIL MEETING 5-15-18.PDF

IX. NEW BUSINESS

1. **Election Of The Mayor Pro-Tem By City Council**

   Documents:

   EXSUMMARY - MAYOR PRO TEM.PDF

2. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE AN AGREEMENT WITH BROOKSWATSON ASSOCIATES TO PROVIDE AUDIT SERVICES TO THE CITY INCLUDING ITS COMPLIANCE WITH MAJOR FEDERAL AWARDS PROGRAM (SINGLE AUDIT) FOR THE PERIOD ENDING SEPT. 30, 2017 AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT.**

   Documents:

   EX SUM SINGLE AUDIT APPROVAL 2017.PDF
   AUDIT ENGAGE LETTER SINGLE AUDIT END 2017.PDF
   05 RES NO AUTHORIZING AGREEMENT WITH BROOKSWATSON CPA.PDF

3. **Consideration Of Possible Appointment To Board Of Adjustments**

   Documents:

   EXSUMMARY BOA APPOINTMENT.PDF
   R. DUMBECK APPLICATION.PDF

4. **Consideration Of Possible Appointments To The Historic Review Board**

   Documents:

   COVER SHEET HRB APPOINTMENT.PDF
   ROBERT RYLAND.PDF
   HRB MEMBERS 5-31-2018.PDF

5. **Resolution Authorizing City Manager To Enter Into An Agreement With Texas Department Of Transportation Related To Temporary Street Closure For The Hogeye Festival.**

   Resolution with TXDOT authorizing street closures for the 31st Annual Hogeye Festival.

   Documents:

   COVER SHEET HOGEYE FESTIVAL TXDOT STREET CLOSURE.PDF
   RESOLUTION HOGEYE STREET CLOSURE.PDF

X. 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.

XI. RECONVENE

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

XII. ANNOUNCEMENTS

XIII. ADJOURMENT

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)229-3222. 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 7:00 p.m. Friday, June 1, 2018, in accordance with Chapter 551 of the Texas Government Code.

_____
Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Introduction of new City employees

DEPARTMENT: Police Department

PROPOSED ACTION: None

BACKGROUND: Introduction of Officer Chris Wall, and Officer Carly Serna. New Officers for EPD.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION: None

ATTACHMENTS: None

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

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

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Presentation of the proposed 2018 City of Elgin Five-Year Capital Plan

DEPARTMENT: City Manager

PROPOSED ACTION:

No Council action proposed or requested at this time; This item is for the formal presentation of the 2018 City of Elgin Five-Year Capital Plan (5YRCP) as proposed by the City Manager. The 5YRCP will be considered for formal adoption at a future date.

BACKGROUND:

Discussed at previous meetings; This presentation was scheduled as part of the FY2018-19 Budget Development Calendar.

The 2018-5YRCP is a comprehensive document describing all currently proposed capital expenditures and projects for all city departments and operations for each of the next five years. The 5YRCP is designed to provide operations managers with the opportunity to look beyond the standard 12-month governmental funding cycle; while also providing City Council and the administration with information necessary to achieve effective long-term financial planning.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION:

Staff recommendation is for Council to review and consider the proposed 2018 City of Elgin Five-Year Capital Plan as presented; and review same for further, detailed discussion at subsequent Budget Work Sessions.

ATTACHMENTS:

None *(The proposed 5YRCP will be presented at the meeting).*

{X} 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:

DEPARTMENT: Community Development

PROPOSED ACTION: Receive presentation on Main Street program.

BACKGROUND:

Staff will provide an update on the Main Street program and activity in the commercial business district. Since 2015 nine buildings have been restored, totaling 39,000 sq.ft. of leasable space and 15 new businesses have opened. Four buildings are under renovation today. The Elgin Cotton Oil Mill, a ten acre site, and 110 South Main Street, a 10,000 sq ft building and vacant lot, known as The Rivers Building, are both under option contract. Elgin participated in the Imagine the Possibilities Tour and showcased downtown property to approximately 60 participants including realtors, investors, bankers, developers, residents and business owners. Elgin is recognized as a Nationally Accredited Main Street community.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X } N/A

RECOMMENDATION:

Receive presentation on Main Street Program.

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.
{X} 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.

Sept. 1916
Smith's Studio
ELGIN TEX.

Elgin, Texas

Texas Main Street City

Historic District Listed on the National Register of Historic Places

National Accreditation Main Street Community

Sausage Capitol of Texas

Brick Capitol of the Southwest

ELGIN
CITY
HALL
310
ELGIN
CITY
HALL

Texas Main Street City

Texas Historic Commission

Preservation Based Economic Development

Volunteer Driven

Technical Support from THC

Financial Commitment from City and Community

Germania
FSB

RIP
D24
RUFF

New Creation
Church
PASTOR DENNIS LUTON
CENTRAL

Total Access
Internet Access

ER
THE OLD TAVERN

Mr Catfish
Mr Catfish

Four Point Approach

Design

Business Retention & Recruitment

Promotion Tourism

Organization

Business Recruitment & Retention

Zoning Overlay

Grant assistance program

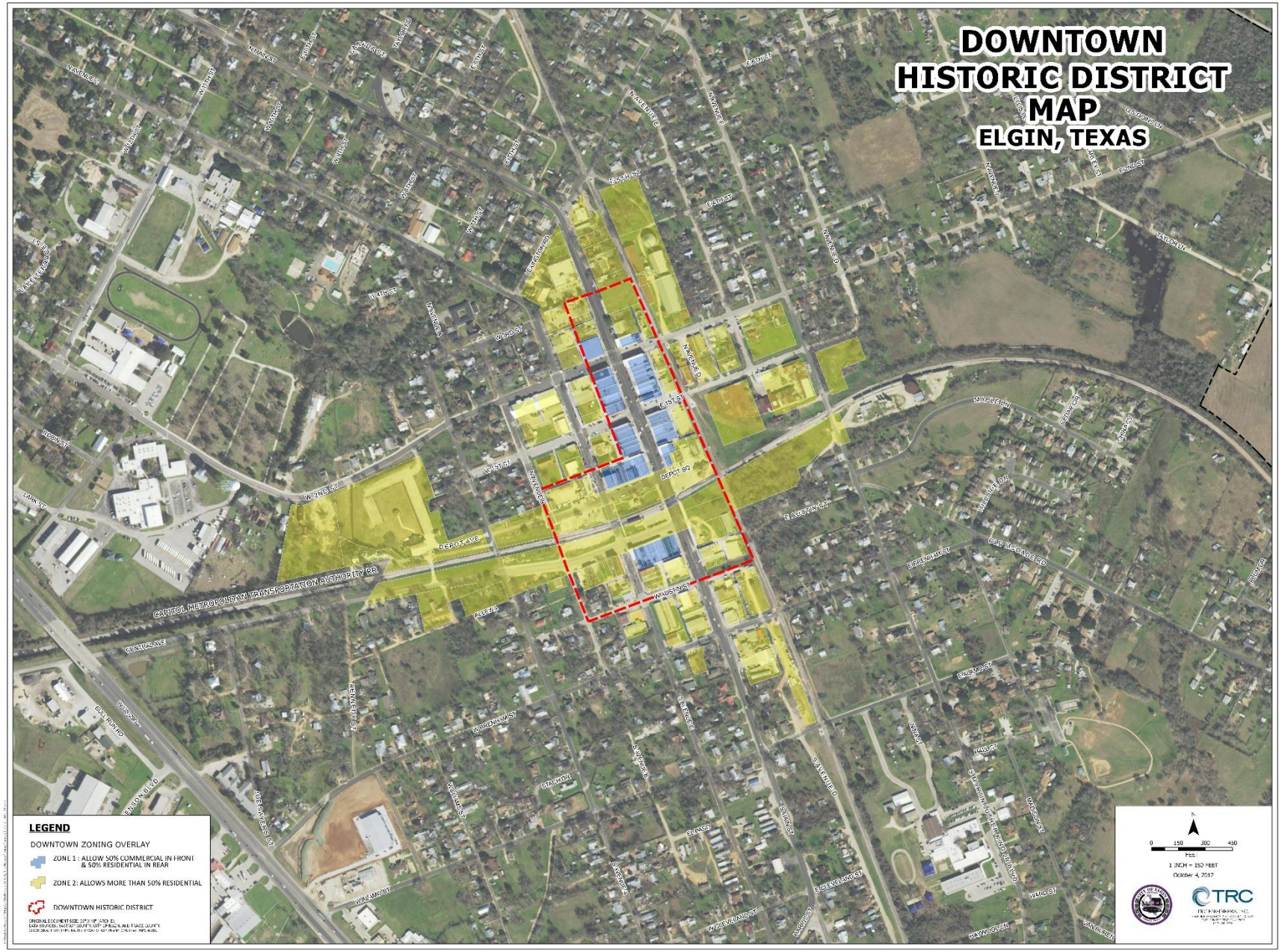
Roll-off Reimbursement

Paint Assistance

Property Lease for Sale List

State Franchise Tax Credit

National Historic Preservation Tax Credit


DOWNTOWN
HISTORIC DISTRICT
MAP
ELGIN, TEXAS
LEGEND
DOWNTOWN ZONING OVERLAY
ZONE 1 : ALLOW 50% COMMERCIAL IN FRONT & 50% RESIDENTIAL IN REAR
ZONE 2: ALLOWS MORE THAN 50% RESIDENTIAL
DOWNTOWN HISTORIC DISTRICT
0 150 300 450
FEET
1 INCH = 150 FEET
October 4, 2017
TRC
CAPITOL METROPOLITAN TRANSPORTATION AUTHORITY RR
DEPOT AVE
DEPOT SQ
E 1ST ST
W 1ST ST
W 2ND ST
E AUSTIN ST
WINN ST
ALLEY
CENTRAL AVE
OLD MCDADE RD
BERCHELL ST
E MAIN ST
W MAIN ST
N AVENUE B
N AVENUE C
N AVENUE D
N AVENUE E
N AVENUE F
N AVENUE G
S AVENUE B
S AVENUE C
S AVENUE D
S AVENUE E
S AVENUE F
S AVENUE G
S MAIN ST
S MARTIN LUTHER KING JR BLVD
MAPLE ST
WILLOW ST
ELM ST
HICKORY ST
WALNUT ST
PECAN ST
MAGNOLIA ST
CYPRESS ST
SPRUCE ST
HAWTHORN ST
WILLIAMS ST
KENNEDY AVE
JOE DAVIS ST
BASTROP BLVD
BAILEY RD
LAKE ST
ROBIN ST
LAWS ST
MAPLE LN
ELGIN

Downtown Zoning Overlay

Allows Mixed Use

50 – 50 commercial & residential

Food production, carpentry, metal smithing, glass blowing, breweries, wineries, etc.

New Businesses

Luigi's Italian Restaurant

Cannon Insurance

Colorworks Salon

ETX Travel

All City Realty

Texas Quarter Horse Association

Texas Horsemen's Association

Tiger Art Studio & Gallery

State Farm Insurance

2015-2018

9 buildings restored

39,000 sq.ft.

15 new businesses

19 new loft apartments

MILLER
BROS.
LUNDGREN
REALTY INC.
LUNDGREN
REALTY INC.

1900
MILLER
BROS.
FOR LEASE
512-699-4869

TRUMP
PENCE
OPEN

Imagine
THE
POSSIBILITIES
TOUR

EXIT

THIS LITTL
PIGGY

a flower connection
OPEN
24 N. Main
FLOWERS

HAT CREEK
PROVISIONS
HAT CREEK
PROVISIONS
CARROTS
SAUERKRAUT
OKRA
CUCUMBERS
CARROTS

1911

Design

- Technical Assistance to Property & Business Owners
  - Color selection, sign options, facades, sidewalk dining, sidewalk displays, window displays
- Sidewalks
- Park Planning & Development
- Public Art
- Benches, Trash Cans, Planters, Bike Racks
- Banners

1
2
3
4
5
6
7
8

FOOD HUB
MUSEUM
ORCHARD/ GARDEN
CAFE
STAGE
NATURE PLAY
RELOCATED GAZEBO
MARKET STRUCTURE
DEPOT ST
CENTRAL AVE
FUTURE DEVELOPMENT SITE
Avenue B
Avenue A
Avenue C
Depot Avenue
Central Avenue
Main Street (Loop 1091)
CENTRAL MEADOW PARK
DEMONSTRATION GARDENS
PARKING/EVENTS SPACE
CARTS STATION
VETERANS PARK
CAPITAL METRO RAIL LINE
FUTURE PASSENGER RAIL PLATFORM
EXISTING AMTRAK RAIL DEPOT
TERRACE & LAWN
EXISTING PARKING
DEPOT MUSEUM SQUARE
EXISTING MUSEUM DEPOT
DRAFT
ILLUSTRATIVE MASTER PLAN
Elgin's "Central Park"
Prepared by McCann Adams Studio for The City of Elgin
FEBRUARY 5, 2015
MARKET
DEPOT ST
CENTRAL AVE

CHEVROLET
SILVERADO
TEXAS

111 South Main 2004

SOUTH MAIN 2017

El Maguey
Mexican restaurant
An Elgin original for 26 plus years

11-15 North Main 1990's

11-15 NORTH MAIN

Farmer's Insurance
Family Hair Salon
ETX Travel
All City Realty
Offices

116 Depot Street 1990's

116 DEPOT STREET

LML Appliances

William Montgomery art Studio

Organization

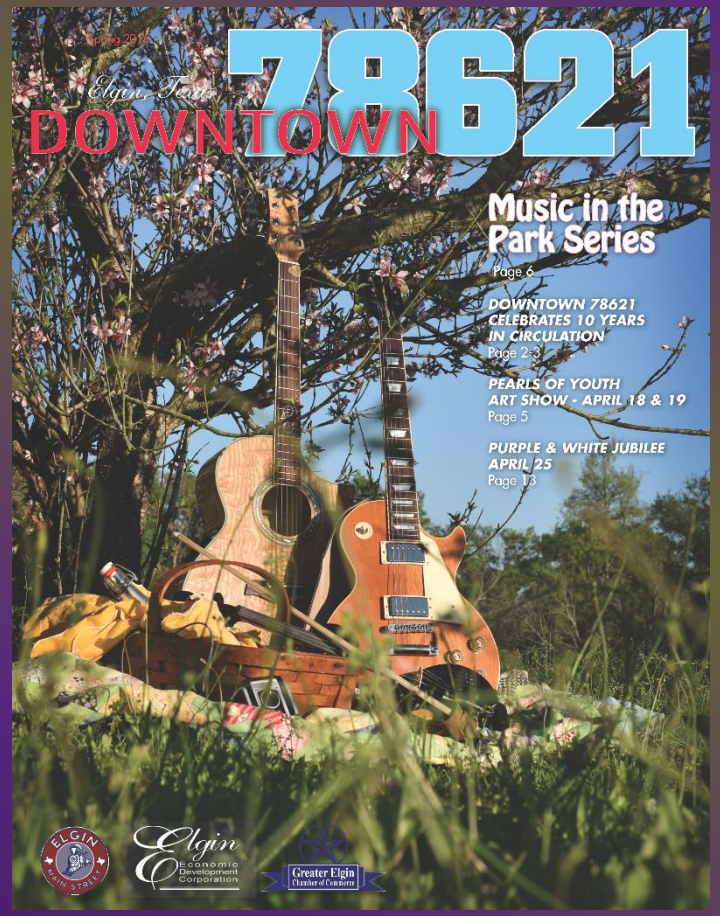
Downtown 78621

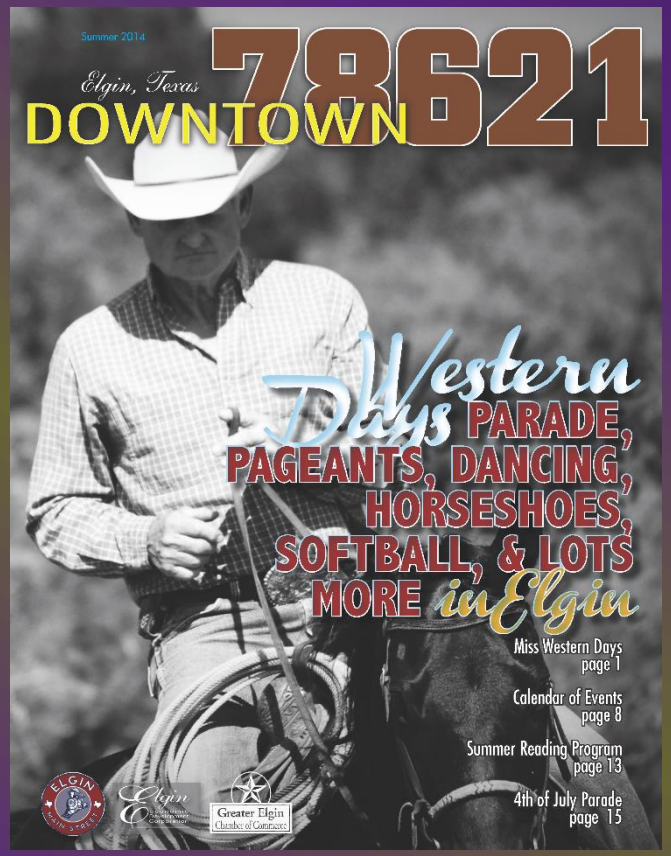
Volunteer Recruitment

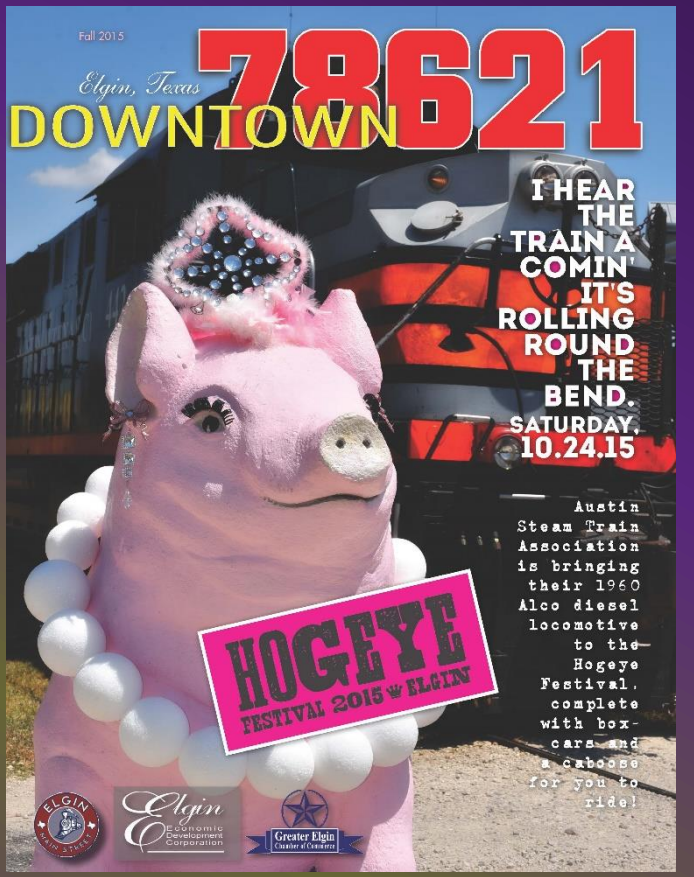
Volunteer Retention

Work Plan Development & Implementation

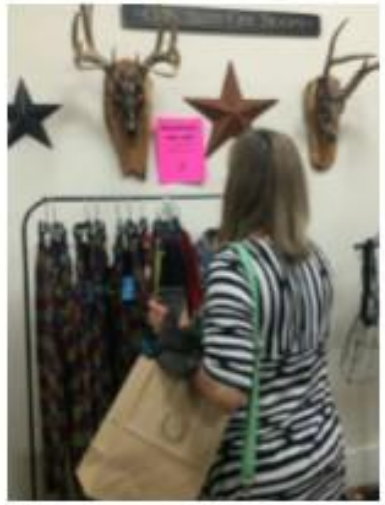
Marketing


Spring 2015
Elgin, Texas
DOWNTOWN 78621
Music in the Park Series
Page 6
DOWNTOWN 78621 CELEBRATES 10 YEARS IN CIRCULATION
Page 2-3
PEARLS OF YOUTH ART SHOW - APRIL 18 & 19
Page 5
PURPLE & WHITE JUBILEE APRIL 25
Page 13
Elgin Economic Development Corporation
Greater Elgin Chamber of Commerce


Summer 2014
Elgin, Texas
DOWNTOWN 78621
Western Days PARADE, PAGEANTS, DANCING, HORSESHOES, SOFTBALL, & LOTS MORE in Elgin
Miss Western Days page 1
Calendar of Events page 8
Summer Reading Program page 13
4th of July Parade page 15
Greater Elgin Chamber of Commerce


Fall 2015
Elgin, Texas
DOWNTOWN 78621
I HEAR THE TRAIN A COMIN' IT'S ROLLING ROUND THE BEND.
SATURDAY, 10.24.15
HOGEYE
FESTIVAL 2015 ELGIN
Austin Steam Train Association is bringing their 1960 Alco diesel locomotive to the Hogeye Festival, complete with box-cars and a caboose for you to ride!
Elgin Economic Development Corporation
Greater Elgin Chamber of Commerce

shop Elgin First



dine Elgin First

Promotion Tourism

Sip Shop & Stroll

Music Series in Veterans Park

Local Lore

Elgin Art Studio Tour

Hogeye Festival

Small Business Saturday

Holiday By the Tracks Hot Cocoa Stroll

Events every Saturday through Christmas

EVERY
2nd
Thursday

Sip, Shop & Stroll

DOWNTOWN
Elgin

5PM
to
8PM

May 12	June 9	July 14	Aug 11	Year Round!

sip a little wine **SHOP&STROLL** in store specials & live music

Farmers Market · Art Venues · Festivals · Music & Movies in the Park · & More!

like us on facebook or visit **www.elgintx.com**

ELGIN MAIN STREET

Greater Elgin Chamber of Commerce

LIBERTY TREE
TAVERN
LEGION
Henry A. Lundgren Post 295
Chartered in Elgin in 1921
DISCOVER
ELGIN
TEXAS
SHOP • DINE • STAY

YOGA
MARFA
YOGA
MARFA
YOGA
MARFA
COME AND TAKE IT
FLATBED
PRESS AT 25

THE OWL
wine bar & home goods

BASTROP
FARMERS MARKET
FSB
ATX USA

MOVIES IN THE PARK

Elgin Memorial Park @ 8pm

FREE Admission!
Concessions Available!

Bring the family, blankets, and/or lawn chairs!

Elgin Art Studio Tour

HOLIDAY BY THE TRACKS
Elgin, TX

MUSIC IN THE PARK

Friday Nights

PEARLS before swine
ART SHOW

CHALK IT UP!

Children's Sidewalk Art Contest

MARTIN LUTHER
KING
JR. DAY

"A Day On, Not a Day Off"

EASTER EGG HUNT

17TH ANNUAL HALLOWEEN

SAFE TRICK OR TREAT TRAIL

VETERANS' MEMORIAL PARK & HISTORIC DOWNTOWN

Beach Party

Saturday
July 18
10am - 2pm

Waterslide
Lemonade
Water-melon
& MORE!

Elgin Memorial Park
Build a Sand Castle

4TH OF JULY

Push - Pedal - Pull
People's Patriotic Parade

National NIGHT OUT 2015
POLICE · COMMUNITY PARTNERSHIPS

Elgin – Texas Main Street City

2015 – 2017

$3.4 million reinvestment

Since 1990

$17.2 million in reinvestment

By private & public sectors

ELGIN

YOU NEVER SAUSAGE A PLACE

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Review and Discussion of Summer City Council Meeting Schedule

DEPARTMENT: City Manager

PROPOSED ACTION:
Review and confirmation of Summer Regular City Council Meeting schedule of once per month (June 5, July 3, and August 7) in addition to the Budget Development Work Session schedule.

BACKGROUND:
Discussed at previous meetings; Earlier this year, the Mayor and Council implemented a twice-per-month schedule for Regular City Council Meetings in response to general overall growth of city operations and activity. During the summer months, however, it is anticipated that this schedule can be relaxed so to allow for more family/leisure time for both Councilmembers and staff.

However, there are already tentatively scheduled a series of Council Work Sessions throughout the summer in support of the FY18-19 Budget Development process. So, even with this change, the Council will still be meeting on more than 3 occasions during the summer months.

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

RECOMMENDATION:
Confirmation of Summer Regular City Council Meeting schedule of once per month in addition to the Budget Development Work Session schedule.

ATTACHMENTS:
4/5/18 Memorandum – FY2018-19 Budget Development Calendar

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

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

Memorandum

Date: April 5, 2018

To: Mayor and City Council
Department Heads

Subject: Calendar for Formulation and Adoption of FY2018-19 Annual Operating Budget and Five-Year Capital Plan

Following is a projected schedule relating to the development and formal adoption of the *2018 Five-Year Capital Plan* and the *FY2018-19 Annual Operating Budget* for the City of Elgin in accordance with the City Charter and applicable state law:

APRIL

Thursday, April 19, 2018.……..Briefing of departmental staff by City Manager and Director of Finance on the budget development process

MAY

Friday, May 11, 2018…….Deadline for submission of departmental requests for inclusion in the Proposed *2018 Five-Year Capital Plan (5YRCP)*

Monday, May 16 through
Friday, May 25, 2018…….....Review and consideration of departmental *5YRCP* requests by City Manager, Director of Finance, and applicable Department Heads (as needed)

JUNE

Friday, June 1, 2018…….Deadline for submission of departmental requests for funding **program changes** within the Proposed *FY2018-19 Annual Operating Budget*

Tuesday, June 5, 2018...……..……..…...**Presentation of Proposed 2018 Five-Year Capital Plan to Mayor and City Council by City Manager**
(Regular Council Meeting)

Tuesday, June 12, 2018.....……....City Council 5YRCP Review/ Work Session *(tentative*)*
(Special Called Meeting)

Monday, June 11 through
Friday, July 20, 2018…….…….....Review and consideration of program change requests and straight line budget projections by City Manager, Director of Finance, and applicable Department Heads (as needed)

JULY

Tuesday, July 3, 2018.……..... Public Hearing on Proposed *2018 Five Year Capital Plan*
(Regular Council Meeting)

AUGUST

Tuesday, August 7, 2018……....**Presentation of Proposed FY2018-19 Annual Operating Budget to Mayor & City Council by City Manager**
(Regular Council Meeting)

……..…Resolution formally adopting the 2018 Five-Year Capital Plan and setting dates for public hearings on tax rate.

Wednesday, August 8, 2018…….……Publish General Budget Summary

Tuesday, August 14, 2018…..…….....Council Budget Review/ Work Session *(tentative*)*

Wednesday, August 15, 2018..……Publish Effective Property Tax Rate & Rollback Calculation

Friday, August 24, 2018……Publish Notice of First Public Hearing on Tax Rate and Proposed Budget

Tuesday, August 28, 2018…..……...Council Budget Review/ Work Session *(tentative*)*

SEPTEMBER

Tuesday, September 4, 2018……....First Public Hearing on Tax Rate and Proposed FY2018-19 Annual Budget
(Regular Called Meeting)

Tuesday, September 11, 2018..…….....Council Budget Review/ Work Session *(tentative*)*

Tuesday, September 18, 2018.……. Second Public Hearing on Proposed Tax Rate and Budget
(Regular Called Meeting)

….....**First Reading** of Appropriations Ordinance Adopting FY2018-19 Annual Operating Budget and Tax Rate

Tuesday, September 25, 2018.…….**Second Reading and Final Adoption** of Appropriations Ordinance and Tax Rate Ordinance for FY 2018-19
(Special Called Council Meeting)

Thursday, September 27, 2018……...Deadline established by City Charter for final adoption of FY2018-19 Annual Operating Budget
("The budget shall be finally adopted not later than three {3} calendar days prior to the end of the fiscal year")

OCTOBER

Monday, October 1, 2018……..…….....Beginning of FY2018-19 Fiscal Year

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

Thomas L. Mattis
City Manager

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

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: General Activity Report and/or Project Update

DEPARTMENT: City Manager/Staff

PROPOSED ACTION:
No Council action proposed or requested; This item is to allow for general update and/or activities report relating to various on-going city projects or issues.

BACKGROUND:
This item is to provide opportunities for miscellaneous updates and comments by the staff; and general Q&A with the City Council relative to on-going projects and/or issues.

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

RECOMMENDATION:
N/A

ATTACHMENTS:
None.

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

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

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Monthly Departmental Activity Reports - April

DEPARTMENT:
Administration

PROPOSED ACTION:
Departmental reports are informational only for City Council and no action is required.

BACKGROUND:
Routine monthly reports.

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

RECOMMENDATION:
No action is required.

ATTACHMENTS:
Community Development, Utility Billing, Library, Main Street, Court, Parks and Rec., Police Department, Planning Department, Public Works and Water Department April Reports.

{ } 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.
{X} This is a routine procedural item and no presentation is planned for the meeting.

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

MEMORANDUM

To: Tom Mattis, City Manager
From: Amy Miller, Community Development Director
Date: May 6, 2018
RE: Community Development Department Report April, 2018

Seven business owners met with national retail consultant Kelly Kost for merchandising and window décor consulting. Local Lore held at the Depot Museum with support from the Elgin Historical Association was well attended despite the weather. Finalized plans for the Elgin Art Studio tour which will include fourteen locations and forty artists. Historic Review Board reviewed and approved applications for new construction at 215 Central Avenue, reviewed and approved conceptual plans for new construction at 200 block Depot Street, façade application for 109 North Main Street, sign applications for ETX Travel, Bancorp South, and Shaved Ice / Smoothies at 110 South Main Street.

Projects

- Adopt a Spot program added adoption of the flower bed and planters at the Chamber of Commerce and Visitors Center by Down Home Ranch.
- Submitted a request to TXDOT for sidewalks and ADA ramps on South Main Street from Brenham Street to Church Street.
- Large signs project – determining options for advertising on Hwy 290 in partnership with private landowner.
- Planning Imagine the Possibilities Real estate tours with Texas Historic Commission
- Planned editorial for the Summer issue of Downtown 78621.
- Public Art projects with Design committee for the Elgin Art Studio Tour.
- Conducted field trip for 90 kindergarten students from Neidig Elementary school.
- Elgin Art Studio Tour organizing and planning for locations, artists, marketing.
- Business training classes for May and June Instagram, business safety, and cyber security.
- Hogeye Festival, vendor applications, booking music, marketing, graphic design development.
- Attended the Deluxe Small Business Seminar.
- Continued work on Finding Love in all the Local Places welcome bag campaign with Chamber.
- Worked with film location managers.
- Sip Shop & Stroll marketing, working with businesses to add components to it.

- Met with potential buyers and realtors for properties downtown.
- Met with property owners about renovation plans and possible tenants.
- Met with business owners seeking lease space.
- Website updates
- City of Elgin E-News
- Facebook Pages: City of Elgin, Visit Elgin, Envision Elgin
- Instagram – visitelgintx

Boards & Committees, Seminars

CAMPO, Transportation Advisory Committee
CAMPO, Regional Arterial Steering Committee
CAMPO Regional Incident management strategic plan workshop
Main Street Board
Historic Review Board
Promotion Tourism Committee
Design Committee
Organization Committee
Business Retention Recruitment Committee
Hogeye Festival Committee
Envision Elgin
Bastrop County Cares Affordable Housing subcommittee
School Health Advisory Committee
EISD District Advisory Committee

Upcoming Events

Walk or Bike to School days May 4
Sip Shop & Stroll May 10
Imagine the Possibilities Tour May 10
Elgin Art Studio Tour May 19 and 20
Recreation Center opening activities, May 24, May 29, May 31, June 1
Imagine the Possibilities Tour May 17
Community Clean-Up day June 2
Juneteenth Festival June 8-9
Sip Shop and Stroll June 14
Western Days June 19 – 23
Hogeye Festival planning Meeting June 28th 6:30pm at El Maguey
July 4 People's Patriotic Parade & program

Business training Classes

Instagram in Action with Katy Gassaway Wednesday May 9 6:00pm, meet at city hall
Cyber Security for your business May 16 7:30am at Fleming Community Center
Business Security June 2 with Chamber of commerce luncheon

Library Report to City of Elgin April 2018

The Civic Center floor was waxed and the carpet cleaned in April. John Stabile did a great job with the waxing.

Circulation was up 17% and the collection size is down 3,215 items from the April 2017.

Friends of the Elgin Library had good attendance for Library Literary Event with children's author Jacqueline Kelly on April 15th. She wrote a series of books about a scientifically-minded girl, Calpurnia Tate, set in in the Lockhart area 1899-1900. The Friends received a Texas Book Festival grant to purchase TAYSHAS High School and Maverick Graphic Novel lists. We have purchased most of them and have them displayed in the library.

Dia de los Ninos/Day of the Child program had 38 participants. We are suspending the Family Movie Night because of scheduling conflicts in the Civic Center until September.

Two staff members attended the Texas Library Conference in Dallas. Volunteers helped extra when staff attended the library conference.

Categories	Units	Apr. '17	Apr. '18	Fiscal YTD '17	Fiscal YTD '18
Total Circulation		6,102	7,090	43,433	51,182
+ or - Same month previous year	Percent		17%+		
Additions					
Interlibrary Loans	Each	19	11	157	114
New Patrons	Each	54	53	456	520
Collection					
Items Added	Each	208	208	1,729	1,446
Items Withdrawn	Each	171	155	1,384	2,505
Total Collection	Each	39,822	36,607	39,822	36,607
General Statistics					
Gate Count	Each	3,708	3,459	27,406	21,046
Hours Open	Hours	152	160	1,123	1,117
Library Tours	Each	0	1	2	1
Program Visitors	Each	257	354	2,850	1,961
Public Computer Use	Hours	450	602	2,943	3,058
Patrons using computers	Each	647	387	4,512	4167
Wifi Patron Use		1,383	507	10,148	3,137
Volunteer Hours	Each	125	92	1,087	940
Receipts					
		$1,072	$1,284	$6,945	$10,804
Civic Center Use					
City	Each	13	6	37	65
Library	Each	15	23	136	143
Public Rental	Each	2	1	14	23
Other - not for profit	Each	3	8	34	26
Total Civic Center Use		33	38	221	257

Annual Report

86,390 Items borrowed

1029 NEW EPL CARD HOLDERS

451 PROGRAMS

2,236 INFORMATION QUESTIONS ANSWERED

8,183 COMPUTER SESSIONS

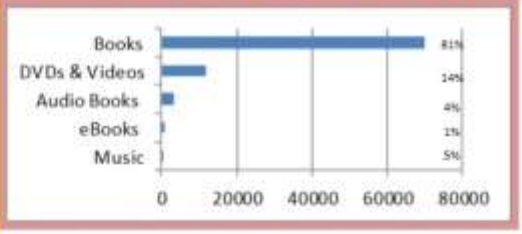
Trending Up

12% Picture book check outs

48% Magazine usage

49,690 VISITORS

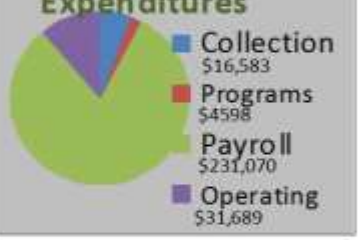
CIRCULATION



FINANCIALS

Did you know?

- EPL has 8108 registered users
- 4721 people attended programs
- 24 volunteers worked 1903 hours
- EPL loaned 253 items through Inter Library Loan



2017 **ELGIN PUBLIC LIBRARY**

www.elginpubliclibrary.org

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: _April 2018 _____
DATE SUBMITTED: __5-6-2018_____

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
April 19, 2018	Main Street sponsored Kelly Kost a national retail consultant to meet with business owners about merchandising and window décor. Local Lore grew this year with more activities, volunteer support, and attendance. Imagine Possibilities event planning and promotion for May 10 and May 17. Business training classes for May and June. Working on new large sign opportunity on Hwy 290. Planning Local Lore, Art Studio Tour. New expense for Hogeye reviewed and approved - new street banners apprx $4,000. Hogeye Festival planning Meeting April 26 worked out plans with Lone Star Car Club for the car show. Working on booking Peterson Brothers for Hogeye. Next meeting: June 28th 6:30pm at El Maguey

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

Meeting Dates:	Update on projects or activities
April 9, 2018	Planned editorial for the summer 78621. Articles planned to cover Elginites who have returned to Elgin to start their business, celebrating 25 years in Business for Dorothy's Jewelry, events, Western Days.

PROMOTION:

Meeting Dates:	
April 12, 2018	Local Lore with Elgin historical Association – well attended, new features like live music, scheduled walking tours were a big hit. Sip Shop and Stroll continues to go well. Planning for Art Studio tour continued with Molly, Barry and Earnie. Music series every Friday in April by FOEP was well attended.

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

	Finalized Finding Love in all the Local Places – a cooperative welcome bag program between MSB and Chamber through realtors and title companies.

DESIGN:

April, 2018	Finalized plans for Imagine a Path in the Depot museum parking lot – and Colorful benches at 28 N two art installations for the Art Studio Tour. Love ElginTX - an interactive art based activity at Sip Shop and Stroll garnered a good deal of attention and engaged people in visiting about art in Elgin. The activity will be held a the May sip shop too and will be shared at the Art Studio Tour – Led by Emily Koller, and the design committee.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
April 17, 2018	Imagine Possibilities tour - planned a tour for May 10 with Sip Shop and Stroll for the local community. Partnering with the EDC and Chamber to host a tour on May 17 with BBQ lunch for realtors, developers, investors, architects, engineers. Determined that an exempt sign could be placed at Roy Davis and Hwy 290 on property that Allan Tolbert owns. Available for leases: 14 N Main, 32 North main, 115 north Main and 112 Depot are available for lease. 109 North Main, 109 and 111 South Avenue C are actively under renovation to be commercial and residential space. Working with owners on renovation plans, reviews, and lease recruitment. 211 Central Avenue in process of repair / stabilization by owner.

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

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

   Looking at the Main Street district and reviewing the historic district will be big projects for 2018-2019
   The replacing holiday lights project will be a big one for 2018 – 2019.
   Public art projects are shaping up for 2018.

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.*

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

Elgin Art Studio Tour May 19-20

Tour art studios, meet artists, enjoy live music and pop up art installations throughout downtown Elgin on May 19 and 20. More than forty artists will demonstrate their work at fourteen locations. Pop up art installations will be placed at the Depot Museum and 28 N. These are the result of a community public art dialogue that began in December 2017 through the Design committee of the Elgin Main Street Board. Artists will share techniques in water color, metal smithing, fine jewelry, print making, paper bead making, architectural tiles, metal imprinting, photography, hat shaping, oil pastels, fiber art, sculpture, pottery, and rock art. 2018 Guggenheim Fellow, Margo Sawyer, an Elgin resident, and art professor at the University of Texas will share her work on Sunday, May 20 from 12 to 4.

Elgin Western Days Festival June 19 – 23

The 49th Annual Western Days Festival hits historic Elgin, TX June 19-23, 2018. A Queens Revue & Tiny Tot Pageant start off the week's activities on Tuesday night. On Thursday, the carnival hits town with lots of family fun. A free dance will be held on Friday night. On Saturday morning, a grand parade will be held in downtown Elgin, followed by music, food, vendors, tournaments and more in Memorial Park more information at www.elgintxchamber.com

Business training Classes

Instagram in Action with Katy Gassaway Wednesday May 9 6:00pm, meet at city hall
Cyber Security for your business May 16 7:30am at Fleming Community Center
Business Security June 2 with Chamber of commerce luncheon

Events

Sip Shop & Stroll May 10
Imagine the Possibilities Tour May 10
Elgin Art Studio Tour May 19 and 20
Imagine the Possibilities Tour May 17
Juneteenth Festival June 8-9
Sip Shop and Stroll June 14
Western Days June 19 – 23
July 4 People's Patriotic Parade & program

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL

OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month April Year 2018

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 May 8, 2018 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 April Year 2018

	Traffic Misdemeanors			Non-Traffic Misdemeanors		
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
1. Total Cases Pending First of Month:	13,003	13	0	1	2,568	29
a. Active Cases	8,853	11	0	1	1,165	13
b. Inactive Cases	4,150	2	0	0	1,403	16
2. New Cases Filed	113	0	0	0	39	4
3. Cases Reactivated	44	0	0	0	32	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,010	11	0	1	1,236	17
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	83	0	0	0	25	1
b. Dismissed by Prosecution	4	0	0	0	4	0
7. Dispositions at Trial:						
a: Convictions						
1) Guilty Plea or Nolo Contendere	7	0	0	0	19	5
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	7					
b: After Deferred Disposition	1	0	0	0	0	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	1	0
10. Total Cases Disposed	111	0	0	0	49	6
11. Cases Placed On Inactive Status	22	0	0	0	15	0
12. Total Cases Pending End of Month:	13,005	13	0	1	2,558	27
a: Active Cases	8,877	11	0	1	1,172	11
b: Inactive Cases	4,128	2	0	0	1,386	16
13. Show Cause Hearings Held	21	0	0	0	11	2
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 April Year 2018	TOTAL
1. Transportation Code Cases Filed	1
2. Non-Driving Alcoholic Beverage Code Cases Filed	1
3. Driving Under the Influence of Alcohol Cases Filed	0
4. Drug Paraphernalia Cases Filed	4
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	6
9. All Other Non-Traffic Fine-Only Filed	2
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 Month April Year 2018	Number Given	Number Requests For Counsel
1. Magistrate Warnings: a. Class C Misdemeanors	69	
b. Class A and B Misdemeanors	25	9
c. Felonies	12	4
		TOTAL
2. Arrest Warrants Issued: a. Class C Misdemeanors		37
b. Class A and B Misdemeanors		0
c. Felonies		2
3. Capiases Pro Fine Issued		22
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		2
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		1
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit		35
16. Cases in Which Fine and Court Costs Waived for Indigency		1
17. Amount of Fines and Court Costs Waived for Indigency		$421.20
18. Fines, Court Costs and Other Amounts Collected: a. Kept by City		$20,885.77
b. Remitted to State		$11,414.51
c. Total		$32,300.28

Monthly Report to Administrative Manager
Building Department
For the Month of April 2018

Type of Inspections	Apr-17	Apr-18	Fiscal Yr. To Date	Calendar Yr. To Date
Building	23	76	449	311
Electrical	20	41	244	155
Plumbing	19	34	312	192
Gas	0	8	45	27
Mechanical	9	32	146	110
TOTAL	71	191	1196	795
Building				
Permits	21	18	149	80
Value	$ 520,076.00	$ 428,565.00	$ 8,499,165.55	$ 3,328,256.53
Fees	$ 4,753.76	$ 3,813.96	$ 50,138.26	$ 23,066.62
Electrical				
Permits	10	11	81	45
Fees	$ 1,010.00	$ 1,820.00	$ 12,430.00	$ 6,230.00
Plumbing				
Permits	10	11	75	40
Fees	$ 1,630.00	$ 1,650.00	$ 12,050.00	$ 5,950.00
Gas				
Permits	1	7	40	22
Fees	$ 180.00	$ 950.00	$ 5,340.00	$ 3,110.00
Mechanical				
Permits	5	9	56	36
Fees	$ 470.00	$ 1,220.00	$ 6,060.00	$ 3,270.00
Total All Fees	$ 8,043.76	$ 9,453.96	$ 86,018.26	$ 41,626.62

April 2018
Building Permits

Number of Permits Apr-17	Number of Permits Apr-18	Type/Classification	Permit Fees Apr-17	Permit Fees Apr-18	Valuation Apr-17	Valuation Apr-18
2	2	New Single Family	$ 1,781.00	$ 2,108.00	$ 220,000.00	$ 279,015.00
		New Duplex				
		New Manufactured				
		New Multi-Family				
3		New Commercial	$ 1,178.32		$ 131,590.00	
		New Industrial				
	1	New Swimming Pools		$ 596.42		$ 67,000
		Moving Permit				
	3	New Signs		$ -		$ 100.00
11	5	Residential	$ 906.92	$ 843.30	$ 60,486.00	$ 75,450.00
3	4	Non-Residential	$ 887.52	$ 216.24	$ 108,000.00	$ 7,000.00
2	3	Demolitions		$ 50.00		$ -
21	18		$ 4,753.76	$ 3,813.96	$ 520,076.00	$ 428,565.00

*BOA Request	None
**BSC Requests	215 Central Ave. Negotiated Order with Margo Sawyer to repair building
P & Z Request	Brookhaven Subdivision Preliminary Plat approved, Brookhaven Subdivision Final Plat approved, Amendment regarding Parkland Dedication or Fee in Lieu of recommended, Amendment regarding Driveways and Sidewalks recommended

Code Enforcement	Active Apr 2017	Active Apr 2018	Closed Apr 2017	Closed Apr 2018	Calendar YTD
Abandoned/Junked		3	2	11	81
Animal Control					
Beer Permits					
Environmental		2	2	1	13
Fire Code					
Health and Sanitation		1			3
Illegal Signs			38	96	175
Property Maintenance		6	12	9	23
Unsafe Structures	1	1			4
Water/Sewer		1		2	4
Zoning		1	1	2	4
Total	1	15	55	121	307

*Board of Adjustments **Building Standards Commission

Submitted By: Carlos Navejas

Date: May 25, 2018

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

April 2018 Parks Report.

Maintenance: -Orlando
In the month of April, the parks crew had to set up signs for several events. The Easter egg hunt went well, they were very pleased with our help. Every Friday was music in the parks at Veterans Park. We set up the stage twice only due to the weather on those Fridays. Over all the music events had good turn outs. We changed up our mowing schedule due to these events, so we mowed Veterans Park on Thursday, so it looked fresh for Friday. Trash and restrooms are always done Monday, Wednesday, and Fridays of the work week, and at times that need extra service. There were rain events in April that moved our mowing schedule as well. We also took out benches for the school, relay for life event. Set up tents for local lore at museum. We removed light poll that was in front of parks building and trenched so we had no overhead wires and set up new panels and plugs for events in the park area. Steve Ubias with Able Electric did a great Job.

Programs Report: -Patrick Nicks
April we had music in the park at Veteran's memorial park feat. Gilbert Alba & the Supercity Band, Shelley King, Blake Torrey, and West Soul Collective. Great crowd came out every week and really enjoyed the music. The Parks Maintenance crew was essential in setting up the stage and mowing the park in preparation for such a fun event. Hope to see you out there for next year's series.

Admin: -Kayla Trantham
Reservations at Fleming are picking up for graduation parties and family reunions. Field rentals are slowing down as the seasons are almost done. And the pavilions are booked almost every weekend through the beginning of July already. Started putting together giveaway backpacks for the grand opening of the Rec Center. We also ordered furniture for inside and outside of the Rec Center. Started preparing the office to be moved over to the Rec Center. Our Staff worked on flyers for the schools for our summer programs.

Goals for <u>May 2018</u>

- Open the pool
- Kick off Summer Activities

Park Activity Summary	April 2018
Facility	Number of uses
Park/ Pavilion Rental	15
Ball Field Rental	85
Fleming Community Center	74
Deposits	$2,718.25

Elgin Police Department
Monthly Report April 2018

CATEGORY	18-Mar	17-Mar	16-Mar	15-Mar	14-Mar
Calls for Service					
Total Calls for Service	1018	1150	1189	903	901
Police calls	958	970	981	704	667
Fire calls	57	36	29	43	36
Animal calls	85	65	109	124	118
Activity logs	0	62	63	64	63
City calls	14	4	7	9	25
Offense Reports					
Total Offense Reports	75*	78	85	77	79
Active (Open) cases	7	6	13	21	15
Cases Inactivated	0	19	23	17	13
Cases Closed	30	49	42	31	47
Documentation (no crime)	0	0	0	0	0
Other	16	0	2	1	3
Unfounded	0	1	3	1	1
Referred to other agency	0	3	2	6	0
Citations					
Total Citations	148	183	144	78	211
Citations for violations	93	68	76	38	73
Warnings	55	92	68	36	196
Collisions					
Total Accidents	36	42	26	30	23
Major accidents (with injury)	4	7	2	4	17
Minor accidents (no injury)	29	28	20	15	3
Leaving the scene accidents	3	7	4	7	3
Alarms					
Business alarms	11	18	14	12	5
Residential alarms	6	8	14	10	10
Fire alarms	2	2	1	9	2
Arrests					
Felony arrests	4	11	7	4	11
Misdemeanor arrests	8	43	23	18	28
Other arrests	8	0	0	0	0
Animal Control					
Total Animal Control calls	85	63	108	110	88
Animal Cruelty calls	1	1	0	0	1
Canine Impounds	6	6	13	11	12
Feline Impounds	1	2	7	3	3
Citations issued	1	3	2	8	1
Bite Cases	1	4	1	0	0
Dead animal calls	1	5	9	4	8
Wildlife calls	5	4	9	9	4
Rabies cases	0	1	0	0	0
Rabies cases positive	0	0	0	0	0

Public Works – April - 2018

Right of Way and Easement mowing and maintenance:

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

Sign replacement:

Replaced stop signs:
- Antietam Drive
- Anderson Drive and Texas 95 Frontage Road – Stop Sign
- Ella Lane and VFW Road

New street signs:
- Anderson Drive and Texas 95 Frontage Road
- Lark Street and West 11th Street
- Arrow signs at South Avenue B and West Brenham Street

Repaired no parking sign on Lexington

Permanent Street, utility cut repairs, pot hole repairs:

West Alamo Street (2 locations)
East 8th Street (2 locations)
Added base and compacted utility cut:
- West 8th Street
- East 8th Street

Excavated and added base to utility cut on East 4th Street
Repaired concrete curb South Avenue C
Saw Cut utility cuts various locations
Pot hole patch throughout town:
- Multiple locations

Curb, Gutters, Drains, and Ditch Cleaning

Ditches cleaned:
- Central Avenue
- West Alamo
- North Avenue F and East 3rd Street
- Lexington Road

Cleaned the ditch and replaced culverts on North Avenue H
Cleared the drainage Robin Road and North Avenue F
Excavated silt from ditch County Line Road for temporary drainage improvement.
Ditch was too wet for permanent drainage work

Litter Control

U. S. Highway 290 East (Roy Davis) to West (to West Wind)
State Highway 95 North – US 290 to City Limit Sign
State Highway 95 South – US 290 to City Limit Sign
Taylor Road - North Main Street to US 95 North
Central Avenue - Lee Dildy Drive to South Main Street
Main Street – Lexington Road to Loop 109 (Harris Street)
South Avenue C- Loop 109 (Harris Street) to Central
North Avenue C – Central to Lexington Road
Ramirez Street to FM 1704
Alley between W 1st Street and W 2nd Street
Ditch areas:
- Riding Street
- Church Street
- Q. S. Goins
- Gettysburg Loop
- Vicksburg Loop
- County Line Road near High School
- North Avenue A
- Canada Street
- West 2nd Street
- FM 1100 and State Highway 95 North
- West Brenham Street and South Avenue B
- West Alamo and South Avenue A
- Old McDade Road

Trees and Brush:

Brush removal:
- East 8th Street and Canada Street
- East 9th and Canada
- Central Avenue
- West 2nd and North Avenue B
- Central Avenue and South Avenue C
- West Cleveland US 290 West to Monterrey Street
- Right of way in alley next to Gettysburg Loop

Fallen limbs/tree:
- North Avenue E
- Alley off East 1st Street
- Right of way alley next to Vicksburg Loop

Cleared brush and vegetation:
- Central Avenue and South Avenue B
- Right of Way alley off Canada street

Miscellaneous:

General maintenance on equipment
Repaired grate inlet East Brenham Street

Called in after hours:

Tree down- East 3rd Street

Installed barricades - in alley between South Avenue A, South Avenue B / Central Avenue, West Austin Street – partial structure collapse

Events:

Public Works Department took part in Elgin ISD Career on Wheels Event, we displayed our maintainer, backhoe, dump truck, and new bucket truck. Members of the Public Works Road Team were on hand to answer questions.

Saratoga Farms Subdivision: Section 5

Utilities being installed, roadway excavation, and subgrade preparation

Lee Dildy Boulevard and Roy Rivers Boulevard

Concrete paving began. Forming and steel installation on going

FM 1100 Sidewalk Project: **(TXDOT – TAP. SJ:0914-00-393)**

Forming and concrete installation

Joe Parten
Director, Public Works
City of Elgin

UTILITY BILLING REPORT	APRIL 2018	
Billed out	$468,559.54	
Past due notices	594	$78,766.23
Work orders-Cut offs	79	
Disconnected for non pmt	76	
Extension to pay 1st	63	
Extension due for disconnect	6	
Meter tamper fee	0	
After Hour turn on	3	
Accounts set to final	8	for non pmt

METER REPORT		
WORK ORDERS	**COMPLETED**	**INCOMPLETE**
START READ	39	3
FINAL READ	41	1
TRANSFERS / IN AND OUT	1	0
CTO'S / DISCONNECT NON-PMT	82	0
SET METER	1	2
ERT REPLACEMENTS	4	16
METER REPLACEMENTS	50	11
VISUAL READS	19	
FAILURE TO READ (MOBILE MISS)	61	0
RE READS	24	0
WL / CHECK FOR WATER LEAK	4	5
METERS DATA LOGGED	10	0
MISCELLANEOUS	14	19
TOTAL NUMBER OF WORK ORDERS	**350**	**57**
CURB STOPS		
BROKEN CURB STOPS	0	37
TOTAL NUMBER OF WORK ORDER	**0**	**37**
BULK WATER		
PURCHASES	**14**	
TRIPS/GALLONS	**23/66,100**	
TOTAL COLLECTED	**$132.41**	

Dodie Navejas, Utility Billing Supervisor
Customer Service/A/R Supervisor
310 N. Main Street
512-229-3220 office

Monthly Reports April 2018

Department 023 Water Treatment

Well # 10	0 Gallons
Well # 11	0 Gallons
Well # 14	18,709,000 Gallons
Well # 15	14,509,000 Gallons
Water loss due to leaks or flushing	200,000 Gallons
Total Water Pumped	**33,018,000 Gallons**

Chemicals Used

Chlorine	728 Pounds
Seaquest	75 Gallons

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.8 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	1
Service Line Breaks	2
Miscellaneous Repairs/Complaint Calls	10
New Connections/Taps	2
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	2
Service Lines	6
After Hours Call-Outs	10

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	2
Curb Side Cleanouts Installed	1
Main Line Repairs	0
New Main Line Installed	0
New Taps Installed	2
Lines TV'd	5
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	7
Motors Pulled	2
Motors Installed	2
Electrical Issues (Repair/Replace Parts)	2
Floats Cleaned/Replaced	0
Grass/Weed Maintenance	9
After Hours Call Outs	10

Wastewater Treatment Plant

Maintenance/Repairs

Pumps Pulled	0
Pumps Installed	2
Motors Pulled	1
Motors Installed	1
Control System/Electrical Repairs	1
Cleaned Wet Well Floats	1
Miscellaneous Repairs	12
After Hours Call-Outs	0

Chemicals Used

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

Monthly Plant Flows and Test Results

Minimum Daily Flow	447,700 Gallons
Maximum Daily Flow	712,000 Gallons
Average Daily Flow	568,800 Gallons
Total Monthly Flow	17,632,600 Gallons

Effluent DO (Dissolved Oxygen) Average	7.73
Effluent Chlorine Residual Average	1.32 mg/l
Effluent pH Average	7.38
Total Phosphorus Average	0.196
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	4.64
TSS (Total Suspended Solids) Average	2
Ammonia/Nitrates Average	0.16

Remarks :

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes May 1, 2018 and May 15, 2018

DEPARTMENT: Administration

PROPOSED ACTION:
Review and approve the May 1, 2018, and May 15, 2018 Regular Meeting Minutes.

BACKGROUND:
N/A

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

RECOMMENDATION:
Approval of the May 1, and May 15, 2018 Regular Meeting Minutes.

ATTACHMENTS:
May 1, and May 15, 2018 City Council Regular Meeting Minutes

{ } Staff will be making a detailed presentation on this agenda item at the meeting.
{ } Staff will provide brief comments and answer questions on this item at the meeting.
{X} 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, May 1, 2018

CALL TO ORDER

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

ROLL CALL

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

Staff: Thomas L. Mattis, City Manager
Patrick South, Police Chief
Michael Gonzalez, Director Parks and Rec.
Barbara Wilson, HR Director
Gary Cooke, Planning Director
Joe Parten, Public Works Director

Mayor Cannon certified there was a quorum. He stated that Council Member Penson was absent but that he had been notified by her that she would not attend.

Council Member Thomas moved to excuse Council Members Penson's absence. Council Member Lopez seconds the motion. Motion carried 8-0.

INVOCATION

Council Member Thomas gave the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Mayor Cannon opened Public Comments.

With no one wishing to speak Mayor Cannon closed Public Comments.

PRESENTATION

1. Proclamation

A "City of Elgin Put on Purple Day Proclamation" supporting the cause of raising awareness of Lupus.

Mayor Chris Cannon read and presented the proclamation to Peyton LaCook, a representative of a committee for a Lupus walk.

CITY MANAGER'S REPORT

1. Mayoral Appointments to the City of Elgin Housing Authority Board of Directors.

Mayor Cannon appointed Pete Bega and Gladys Ward to the City of Elgin Housing Authority Board of Directors.

2. General Activity Report and /or Project Update.

    - Update on City Rec Center/Emergency Shelter Project& Opening
    - City Council Retreat – May 19

City Manager Thomas Mattis stated that everyone confirmed that Saturday, May 19th would work for the Council retreat to be held at the new Rec Center, and that he and the Mayor would be working on the agenda. Mr. Mattis provided an update on the Rec Center and stated it was close to being finished, and that on Thursday the 24th there would be a pre-opening for employees and their families, and officials. On Tuesday, the 29th would be the grand opening and ribbon cutting starting at 4:00 pm. He also mention the BEST Chamber of Commerce mixer to be held on May 31st at the Rec Center.

3. Departmental Monthly Reports – March

There were no questions or discussion on the monthly reports.

CONSENT AGENDA

City Council Regular Meeting Minutes – April 3, 2018 and April 17, 2018

Council Member Brashar moved to approve the April 3rd and April 17th meeting minutes with a correction to April 17, 2018 not 2017. Council Member Bega seconds the motion. Motion carried 8-0.

NEW BUSINESS

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AS WELL AS ALL OTHER FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING AND CAPITAL EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY AS ORIGINALLY ADOPTED BY ORDINANCE NO. 2017-09-19-16 ADOPTED SEPTEMBER 19, 2017; IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Mayor Cannon stated that this item would be tabled until the next meeting due to the Finance Director being ill.

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR AND CITY MANAGER TO DESIGNATE VACANT LAND AT 204 DEPOT STREET FOR CONSTRUCTION OF THE ELGIN LOCAL FOOD CENTER, CONTINGENT UPON FULL FUNDING BY OF CONSTRUCTION BY SEPTEMBER 30, 2019

Council Member Thomas moved to approve the resolution designating the land for building of the Elgin Local Food Center. Council Member Bega seconds the motion. Motion carried 8-0.

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TRC ENGINEERS INC. FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO PHASE 2 ROADWAY CONSTRUCTION FOR THE EXTENSION OF LEE DILDY BOULEVARD AND ROY RIVERS BOULEVARD AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Brashar moved to approve the resolution as presented. Council Member Beyer seconds the motion. Motion carried 8-0.

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TRC ENGINEERS INC. FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO UTILITY IMPROVEMENTS ADJACENT TO

THE EXTENDED ROY RIVERS BOULEVARD AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Brashar moved to approve the resolution as presented. Council Member Beyer seconds the motion. Motion carried 8-0.

ANNOUNCEMENTS

Mayor Cannon read a letter of thanks from Lilly Salazar for the citizen's award she received. Beau Perry, City Engineer stated that the city crews had repaired a water break that had shut down the shopping center on the south side of 290.

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 7:58 p.m.

APPROVED

_____
Chris Cannon, Mayor

ATTEST:

_____
Amelia Sanchez, City Secretary

MINUTES
ELGIN CITY COUNCIL
REGULAR MEETING
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
TUESDAY, May 15, 2018

CALL TO ORDER

Mayor Cannon called the meeting to order at 7:02 p.m.

ROLL CALL

Present: Mayor Chris Cannon
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
Neil Beyer, Council Member
Sue Brashar, Council Member

Staff: Thomas L. Mattis, City Manager
Michael Gonzalez, Director Parks and Rec.
Charles Cunningham, Finance Director
Gary Cooke, Planning Director

INVOCATION

Council Member Thomas gave the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC HEARING

Mayor Cannon recessed the Regular Meeting and opened the Public Hearing at 7:04 p.m.

1. Public Hearing on Proposed Amendments to Subdivision Ordinance Regarding Parkland Dedication or Fee In Lieu of.

With no one wishing to speak on this item Mayor Cannon opened the second Public Hearing.

2. Public Hearing on an Amendment regarding Driveways and Sidewalks.

With no one wishing to speak on this item Mayor Cannon closed the Public Hearing at 7:06 p.m. and entered back into the Regular Meeting.

PUBLIC COMMENT

Mayor Cannon opened Public Comments.

With no one wishing to speak Mayor Cannon closed Public Comments.

Mayor Cannon moved to New Business item #6 on the agenda.

A RESOLUTION AND ORDER CANVASSING THE RETURNS AND DECLARING RESULTS OF THE CITY OF ELGIN GENERAL ELECTION, May 5, 2018

Council Member Brashar moved to approve the Resolution certifying the election. Council Member Penson seconds the motion. Motion carried 9-0.

PRESENTATION

1. Presentation of the Certificates of Election

2. Swearing in of the May 5, 2018 General Election Newly Elected and Unopposed Council Members

Mayor Cannon presented the Certificates of Election and Judge Amanda Carter administered the Oath of Office to the Council Members.

CITY MANAGER'S REPORT

1. Review and Discussion of the Second Quarter Investment Report.

Charles Cunningham, Finance Director provided the Second Quarter Investment Report.

2. General Activity Report and/or Project Update.

City Manager Thomas Mattis stated that the City Council retreat was scheduled for May 19th at the Elgin Rec Center, and that the Rec Center was on schedule, with a soft opening on the 24th and the grand opening on the 29th. He also stated that the Chamber mixer would be held there as well on May 31st, with June 1st opening of the Rec Center.

NEW BUSINESS

1. AN ORDINANCE AMENDING CHAPTER 36, SECTION 36-370 CODE OF ORDINANCES (2013 EDITION), CITY OF ELGIN, TEXAS, REGARDING PARKLAND DEDICATION AND FEES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

Council Member Penson moved to approve the Ordnance as presented authorizing amending parkland dedication requirements and fees for future residential development projects and additional direction to staff by Council if needed regarding same. Council Member Bega seconds the motion. Motion carried 9-0.

2. AN ORDINANCE AMENDING CHAPTER 46, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING CHAPTER 46, SECTIONS 46-233, 46-265, 46-303, AND 46-304 REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

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

3. AN ORDINANCE AMENDING CHAPTER 28, , CODE OF ORDINANCES (2013 EDITION), CITY OF ELGIN, TEXAS, REGARDING PARKLAND USER FEES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS

Council Member Penson moved to approve the Ordinance as presented. Council Member Lopez seconds the motion. Motion carried 9-0.

4. Review, Discussion, And Possible Direction To Staff Regarding The Brenham/Central Drainage Improvements Phase 2 Project - Councilmember Gonzalez

Mayor Cannon asked Mayor Pro Tem wanted to open the discussion and then have Mr. Nash speak on the item. Mayor Pro Tem Gonzalez stated that some might be aware of the Brenham Street drainage project that was to be in two phases and that phase one was completed in early 2017. He stated that he thought phase two was funded but was told by the City Manager that it was not but that a grant had been applied for it, but denied and now are applying again. The city would not know until the end of the summer if the grant would be approved. Mayor Pro Tem Gonzales spoke about the last rain we had that almost flooded a home, and that this project needed to be completed. Mr. Freddie Nash, 222 Kennedy Street, spoke and stated that he was concerned about drainage in the area and had done foundation work to his house more than once.

He stated it was sad for families 4 or 5 blocks from downtown to evacuate during rains. He stated he had spoken to Council before about this and would like to see something done to fix the problem.
City Manager Thomas Mattis spoke and stated that there were some funds available for some projects like this but not for all projects. He stated that Council could give priority to projects with the money that is available, but other projects could not get done. He stated there needed to be discussion about this project before voting as there seemed to be some confusion about what this project is. He stated what is planned for phase two is to re-channel an area (as shown on map) to provide a more effective flow and comes under Central Avenue. He stated that the biggest part of the project would be to take out the culverts and replace with two big culverts to improve the flow of water through that intersection. He stated that a lot of the ditch area was all private property and the city had no easement there, but that the city had acquired some property as you get closer to Brenham so that made it problematic, with the ditch line coming under some of the structures that are private property. Mr. Mattis stated that engineering had been done and it was ready to build the channelization that would create a freer flow of the water, but it would not provide relief for the residents on Kennedy Street, and probably make it worse.
After some discussion Mr. Mattis suggested going through the grant application period and bring it back once some information is received for discussion on fixing the whole problem, other than just phase two.

5. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AS WELL AS ALL OTHER FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING AND CAPITAL EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY AS ORIGINALLY ADOPTED BY ORDINANCE NO. 2017-09-19-16 ADOPTED SEPTEMBER 19, 2017; IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

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

ANNOUNCEMENTS

Council Member Beyer recommended checking out the art studio this weekend.

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 9:05 p.m.

APPROVED

_____
Chris Cannon, Mayor

ATTEST:

_____
Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Election of the Mayor Pro-Tem by City Council

DEPARTMENT: Mayor and City Council

PROPOSED ACTION:

The election of the City of Elgin Mayor Pro-Tem as prescribed by the City Charter.

BACKGROUND:

The election of the Mayor Pro Tem is a routine event occurring after every Regular City Council Election. As it relates to this election/appointment, the City Charter stipulates that "The mayor pro tem shall be a council member elected by the council" and that "The mayor pro tem shall act as mayor during the absence or disability of the mayor, and shall have power to perform every act the mayor could perform if present."

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION:

Election of the Mayor Pro-Tem by City Council

ATTACHMENTS:

None

{ } 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.
{X} 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: Resolution to Approve Agreement for Audit Services (Single Audit 2017) with Brookswatson and Company.

DEPARTMENT: City Manager and Finance

PROPOSED ACTION: Consider Resolution for approval

BACKGROUND: In 2015 a five-year Agreement was made with Brookwatson and Company, for them to conduct their annual audit each year through 2019. It was not contemplated at the time that the City would pass the threshold in receipt of grant funds from the federal government that would require a special (Single) audit to certify compliance with major federal awards program.

As a result of our receiving over a million dollars in federal grant funds in 2016-17, additional audit work will be required as outlined in the engagement letter which is attached to the Resolution.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included {X} not included in the current-year budget { } N/A
The additional $4,500 will be added in the final budget amendment.

RECOMMENDATION: Recommended for approval

ATTACHMENTS: Resolution approving the agreement with Brookswatson and a copy of the engagement letter from the auditor.

{ } Staff will be making a detailed presentation on this agenda item at the meeting.
{X} 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.

BROOKSWATSON & CO.
CERTIFIED PUBLIC ACCOUNTANTS

May 16, 2018

City of Elgin, Texas
310 North Main St.
Elgin, TX 78621

The following represents our understanding of the services we will provide the City of Elgin, Texas.

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Elgin, Texas, as of September 30, 2017, and for the year then ended and the related notes to the financial statements, which collectively comprise the City of Elgin, Texas's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal award programs for the period ended September 30, 2017. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension information, and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

1) Management's discussion and analysis
2) Budgetary Comparison Information
3) Pension schedules

Supplementary information other than RSI will accompany the City of Elgin, Texas's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1) Individual nonmajor fund financial statements and schedules
2) Combining statements

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically

waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America . Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of City of Elgin, Texas's basic financial statements. Our report will be addressed to the governing body of City of Elgin, Texas. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of City of Elgin, Texas's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on

the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For the design, implementation, and maintenance of internal control over federal awards;
7. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
8. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems

designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;

9. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
    a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
    b. Additional information that we may request from management for the purpose of the audit; and
    c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
20. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any

document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our audit will be scheduled for performance and completion as follows:

	Begin	Complete
Document internal control and preliminary tests	October	October
Observe physical inventories (if necessary)		n/a
Mail confirmations	April	April
Perform year-end audit procedures	April	May
Issue audit report		June

Mike Brooks is the engagement partner for the audit services specified in this letter. His responsibilities include supervising BrooksWatson & Co., PLLC's services performed as part of

this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees for the financial statement audits are all inclusive as follows:

Fiscal Year	Financial Statement Audit	Single Audit
2017	$19,625	$4,500

Whenever possible, we will attempt to use the City of Elgin, Texas's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

The invoice shall be rendered monthly based upon actual hours billed during the invoice period. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

Other Matters

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of BrooksWatson & Co., PLLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to certain regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of BrooksWatson & Co., PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

BrooksWatson & Co.

BrooksWatson & Co.
14950 Heathrow Forest Pkwy | Ste 530
Houston, TX 77032

****

RESPONSE:

This letter correctly sets forth our understanding.

The City of Elgin, Texas

Acknowledged and agreed on behalf of the City of Elgin, Texas by:

Management

Name: _____

Title: _____

Date: _____

Mayor or City Council Member

Name: _____

Title: _____

Date: _____

RESOLUTION NO: _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE AN AGREEMENT WITH BROOKSWATSON ASSOCIATES TO PROVIDE AUDIT SERVICES TO THE CITY INCLUDING ITS COMPLIANCE WITH MAJOR FEDERAL AWARDS PROGRAM (SINGLE AUDIT) FOR THE PERIOD ENDING SEPT. 30, 2017 AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT.

WHEREAS, the City of Elgin previously contracted with Brookswatson Associates to conduct an annual independent audit of the City's financial statements and related documents through 2019; and

WHEREAS, those services did not contemplate performance of a "Single Audit" to audit the City's compliance with major federal awards programs for the period ending September 30, 2017; and

WHEREAS, the City received in excess of the $750,000 minimum awards from federal grants during the year currently being audited; and

WHEREAS, Brookswatson Associates has offered to provide audit services as defined in the engagement letter attached hereto in EXHIBIT A, under the terms and conditions specified therein;

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

The City Council approves the Agreement with Brookswatson Associates PPCL as shown in EXHIBIT A attached and that the Mayor is authorized on behalf of the City to execute the Agreement shown as Exhibit A which is incorporated herein for all purposes, that defines the terms and conditions under which Brookswatson shall provide said services as stipulated in the Agreement.

APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THIS **6th** DAY OF **JUNE**, 2018.

_____
Chris Cannon, Mayor

ATTEST:

_____
Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Discussion and possible action to appoint a member to Committees/Commissions with a vacancy.

- Board of Adjustments

DEPARTMENT: Administration

PROPOSED ACTION:
Consideration of possible appointments to the Board of Adjustments

BACKGROUND:
C. Lynn Cottle, a longtime member of the Board of Adjustments has moved out of Elgin and is no longer eligible to serve on the Board. The Board of Adjustments consists of seven members with only 5 members seated. Mrs. Cottle's resignation means we only have 4 seated members. Since the Board of Adjustments is authorized to grant exceptions to our Code of Ordinances; it is important to maintain at least five seated members. Our office has received the attached application from Mr. Regan Dumbeck who is interested in serving on that board and who staff recommends. Mr. Dumbeck has board experience as he previously served on the Planning and Zoning Commission.

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

RECOMMENDATION:
Appointment to the Board of Adjustments

ATTACHMENTS:
Application

{ } Staff will be making a detailed presentation on this agenda item at the meeting.
{X} 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.

CITY OF ELGIN APPLICATION FOR COMMUNITY BOARDS

Please Type or Print Clearly

NAME: Regan Dumbeck

TELEPHONE: (H) 512.285.2776 (W) ~~785~~.512.285.3385 (Cell) 512.577.5754

ADDRESS (Residence): 102 Dumbeck Dr.

(Mailing): Elgin, TX 78621

E-MAIL ADDRESS: regan.dumbeck@verbosecontrol.com

Is e-mail a way of contacting you promptly? Yes _____ No ✓ If not, how? Cell

WHICH OF THE FOLLOWING COMMISSIONS or BOARDS WOULD YOU LIKE TO SERVE ON:
Check all that Apply. If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.

- ✓ **Board of Adjustment**
- ___ **Planning & Zoning Commission**
- ___ **Building Standards Commission**
- ___ **Public Safety Advisory Committee**
- ___ **Economic Development Corporation**
- ___ **Envision Elgin**
- ___ **Main Street Board**
- ___ **Historic Review Board**
- ___ **Parks & Recreation Board**
- ___ **Library Advisory Board**

LIST THREE REFERENCES: (Name, Address & Contact Information for each)

Gary Cooke 1135 SWENSON BLVD. ELGIN, TX 78621 (512) 281-0119

Ronnie Creppon 705 W 11th ELGIN, TX 78621 (512) 281-9474

Franklin Buettner P.O. Box 605, ELGIN, TX 78621 (512) 281-2224

OCCUPATION AND/OR AREA(S) OF EXPERTISE: (If retired please indicate former occupation or profession)

Business Owner, Tech Technician – Industrial Controls

EDUCATION: (High School, College, etc.) Bachelors in Electronic Tech St. Edwards Univ.

ADDITIONAL PERTINENT INFORMATION:

- Do you reside within the City Limits of Elgin? YES ✓ NO _____
  If yes, how long? 26 yrs What Ward? 2
- Do you reside within the Elgin Independent School District? YES ✓ NO _____
- Do you own property or a business in the Elgin Area? YES ✓ NO _____
  If yes, please specify business name and/or property location: Residence 102 Dumbeck Dr. & Coerve Elec.
- Are you a registered Voter? YES ✓ NO _____

- Are you currently serving on any other City of Elgin Board/Commission/Committee?
  YES___ NO ✓ If yes, please indicate name _____
- Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings? YES ✓ NO ____ If not, why? _____
- Why would you like to serve on the selected Board or Commission? I Desire to help in Public Service
- Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest? YES ____ NO ✓
- Do you have your employer's support to serve on a Board or Commission? YES ✓ NO ____

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

- Do you agree to complete any training necessary for the Board or Commission? YES ✓ NO ____
- How did you hear of the available position(s)? Gary Cooke

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

_____ 4/9/18

Signature of Applicant Date

If you have any questions, please contact Amelia Sanchez, City Secretary @ (512) 281-5724. Submit original application to City Secretary/City of Elgin, P.O. Box 591, Elgin, Texas 78621 or deliver to 310 North Main Street.

Thanks for your interest!

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM:

DEPARTMENT: Mayor's office

PROPOSED ACTION: Appointment to Historic Review Board.

BACKGROUND:

HRB has three vacancies out of Nine board members. In addition, one member Ed Rivers has had major surgery and we are expecting he will be out for three months or more. That makes securing a quorum more difficult. The City has an existing application from Robert Ryland who indicated an interest in HRB on his application. He was appointed to the Building Standards commission earlier this year. He has been contacted and is willing to serve on Historic Review Board. He would be interested in serving. There is not a conflict in serving on multiple city boards.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X } N/A

RECOMMENDATION:

Consider appointment to the Historic Review Board.

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.
{X} 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.

Lucretia Alvarez

From: noreply@civicplus.com
Sent: Friday, December 18, 2015 11:45 PM
To: Lucretia Alvarez
Subject: Online Form Submittal: Application for Community Boards

Application for Community Boards

Step 1

First Name	Robert
Last Name	Ryland
Telephone	512-285-2729
Telephone	*Field not completed.*
Telephone	512-470-2402
Address	810 N. Avenue H
City	Elgin
State	TX
Zip Code	78621
Mailing Address	same
City	*Field not completed.*
State	*Field not completed.*
Zip Code	*Field not completed.*
Email Address	rcryland@gmail.com
Is email a way of contacting you promptly?	Yes
If not, how?	*Field not completed.*
Which of the Following Boards or Commissions Would You Like to Serve On	Planning and Zoning Commission, Building Standards Commission, Economic Development Corporation, Envision Elgin, Historic Review Board, Parks and Recreation Board, Library Advisory Board

If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	*Field not completed.*
Reference 1	Keith Joesel
Email Address	keithjoesel@gmail.com
Address	903 N. Avenue H
City	Elgin
State	TX
Zip Code	78621
Phone Number	512-281-3182
Fax Number	*Field not completed.*
Reference 2	Molly Alexander
Email Address	mollykay64@yahoo.com
Address	20 N. Main St.
City	Elgin
State	TX
Zip Code	78621
Phone Number	512-281-5865
Fax Number	*Field not completed.*
Reference 3	Ernie Bogart
Email Address	ebogart@obrlaw.net
Address	144 Rattlesnake Hill Rd.
City	Elgin
State	TX
Zip Code	78621
Phone Number	(512) 281-3326
Fax Number	*Field not completed.*

Occupation and/or Area(s) of Expertise	Current occupation is Theater & Maintenance Technician. Political science, policy analysis, hydrogeology, and data analysis Deep interest in history, land use issues and education
Education	BA, University of Texas 1994

Additional Pertinent Information

Do you reside within the City Limits of Elgin?	Yes
If yes, how long?	9 years
What Ward?	Wadr 4
Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	810 N. Avenue H
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	*Field not completed.*
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	*Field not completed.*
Why would you like to serve on the selected Board or Commission?	Would love to serve my community by helping our council & commissions make sound decisions in the public's best interest
Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest?	No

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

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

Do you agree to complete any training necessary for the Board or Commission?	Yes
How did you hear of the available position(s)?	Neighbors who serve on council, and other board members

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

Signature of Applicant	Robert C. Ryland
Date	12/18/2015

Email not displaying correctly? View it in your browser.

HISTORIC REVIEW BOARD 2013

First Name	Last Name	Title	Represents	Address	City	St	Zip	Work	Home	Cell	E-Mail	Term Expiration						
Molly	Alexander	Chair	Prop Owner, City	18 North Main	Elgin	TX	78621	469-1766	281-5865	736-5865	malexander@downtownaustin.com	12/31/2018						
Ed	Rivers		MSB / property owner	P O Box 1124	Elgin	TX	78621	303-2567	281-2463	940-8179	erivers@bastropabstract.com	12/31/2018						
Melissa	Cole		Property Owner	PO Box 391	Elgin	TX	78621		281-0243	423-9197	meliscole@gmail.com	12/31/2020						
Emily	Koller			405 N. Aveune F	Elgin	TX	78621		463-7466	738-4653	Emily.Koller@thc.state.tx.us	12/31/2020						
Allan	Tolbert		MSB / property owner		Elgin	TX	78621			699-4869	allan@paintingsmart.com	12/31/2018						
Sonya	Rendon-Rangel			18413 Crestwind Lane	Elgin	TX	78621	512-223-9401		512-229-623	sonya.rendon-rangel@austincc.edu	12/31/2018	replaced philip					
vacant												12/31/2019						
vacant												12/31/2020						
vacant												12/31/2019						
At least 5 citizens, at least 2 MSB members at least 2 owners of Property in Historic District and at least 2 members of Elgin Historical Assoc.																		

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM:

DEPARTMENT: Community Development

PROPOSED ACTION: Consider approval of Resolution authorizing City Manager to enter into an agreement with TXDOT related to temporary closure of street right of way.

BACKGROUND:

The annual Hogeye Festival includes closure of Loop 109 which is a state right of way street. Securing permission to close that road requires a resolution authorizing the City manager to enter into an agreement with the Texas Department of Transportation for temporary street closures.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { X } included { } not included in the current-year budget { } N/A

Expenses related to the street closure including barricades by a private company are provided by the Main Street Board.

RECOMMENDATION:

Approve Resolution authorizing City Manager to enter into an agreement related to temporary closures of state right of way for the Hogeye Festival.

ATTACHMENTS:

Resolution attached

{ } 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.
{X} 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 AUTHROIZING THE CITY MANAGER OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR TEMPORARY CLOSURE OF STATE RIGHTS OF WAYS FOR 31st ANNUAL HOGEYE FESTIVAL.

WHEREAS, The Hogeye Festival is an event that encourages citizen involvement and brings visitors to the City of Elgin each year; and

WHEREAS, the City of Elgin desires to close Main Street (Loop 109) temporarily for the Hogeye Festival; and

WHEREAS, the City of Elgin agrees to close Main Street (Loop 109) and detour traffic in accordance with the Texas Administration Code as set forth in the Texas Manual of Uniform Traffic Control Devices;

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

The City Manager is authorized to execute an agreement with the Texas Department of Transportation for temporary closure of state right of ways.

READ, PASSED, and RESOLVED, this the 5h day of June, 2018.

_____

CHRIS CANNON, MAYOR

ATTEST:

_____

AMELIA SANCHEZ, CIY SECRETARY