



AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JULY 3, 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 HEARING

1. Public Hearing On The Proposed 2018 Five-Year Capital Plan

Documents:

[EXSUMMARY - 5YRCP HEARING.PDF](#)

VI. PUBLIC COMMENT

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

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

VII. PRESENTATION

1. Proclamation

City of Elgin supporting healthy summer meals for kids.

Documents:

[PROCLAMATION.PDF](#)

VIII. GENERAL DISCUSSION

IX. CITY MANAGERS REPORT

1. Review And Discussion Of City Of Elgin Ad Valorem (Property) Tax Exemptions And Related Matters

Documents:

[EXSUMMARY - TAX EXEMPTIONS.PDF](#)
[2017 BC AV EXEMPTIONS.PDF](#)

2. Update On Lee Dildy Boulevard Construction Project, Phase 2

Documents:

[EX SUMMARY - LEE DILDY CHANGE ORDER.PDF](#)
[LDILDYAREA.PDF](#)

3. General Activity Report And/Or Project Update

Documents:

[EXSUMMARY - GENERAL ACTIVITY REPORT.PDF](#)

4. Departmental Monthly Reports - May

Documents:

[EXSUMMARY SUMMARY.PDF](#)
[COMMUNITY DEVELOPMENT-JUNE.PDF](#)
[MAIN STREET 6-8-2018.PDF](#)
[LIBRARY REPORT - MAY 2018.PDF](#)
[OCA REPORT MAY 2018.PDF](#)
[PARK REPORT MAY- 2018.PDF](#)

PLANNING DEPT - MAY 2018 REPORT.PDF
POLICE DEPT. MAY REPORT.PDF
PUBLIC WORKS - MAY 2018.PDF
UTILITY BILLING - MAY 2018.PDF
WATER DEPT. REPORT - MAY.PDF

X. CONSENT AGENDA

All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items unless a council member removes an item from the Consent Agenda and places it on the New Business section for Discussion and action.

1. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, ADOPTING A CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT FOR TxCDBG CONTRACT 7218012.

Documents:

[CONFLICT OF INTEREST - CODE OF CONDUCT POLICY CDBG7218012.PDF](#)
[EXECUTIVE SUMMARY SHEET CONFLICT OF INTEREST POLICY CDBG7218012.PDF](#)

2. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7218012.

Documents:

[RESOLUTION AUTHORIZED SIGNATURES CDBG7218012.PDF](#)
[EXECUTIVE SUMMARY SHEET AUTHORIZED SIGNATORIES CDBG7218012.PDF](#)

3. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, REGARDING CIVIL RIGHTS FOR CONSTRUCTION CONTRACTS GREATER THAN \$10,000 TO ENSURE THAT NO PERSON OR GROUP IS DENIED BENEFITS SUCH AS EMPLOYMENT, TRAINING, HOUSING, AND CONTRACTS GENERATED BY CDBG ACTIVITY ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY.

Documents:

[CIVIL RIGHTS RESOLUTION PACKET.PDF](#)
[EXECUTIVE SUMMARY SHEET CIVIL RIGHTS CDBG7218012.PDF](#)

4. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, WHERE BY THE CITY OF ELGIN AGREES TO AFFIRMATIVELY FURTHER FAIR HOUSING CHOICE FOR ALL SEVEN PROTECTED CLASSES: AND FURTHER AGREE TO PLAN AT LEAST ONE ACTIVITY DURING THE CONTRACT TERM TO AFFIRMATIVELY FURTHER FAIR HOUSING.

Documents:

[EXECUTIVE SUMMARY SHEET FAIR HOUSING CDBG7218012.PDF](#)
[RESOLUTION FAIR HOUSING.PDF](#)

5. Request For Street Closures For The 31st Annual Hogeye Festival October 25-27, 2018. Th

Documents:

[EXECUTIVE SUMMARY SHEET HOGEEYE FESTIVAL STREET CLOSURES.PDF](#)
[2018 HOGEEYE LETTER TO COUNCIL.PDF](#)
[HOGEEYE MAP 2018.PDF](#)
[TCP-HOGEEYE 2016-SEALED.PDF](#)

6. Request To Waive Open Container Ordinance For Elgin Drive A Senior Taste The Town November 29, 2018 From 5:30pm To 8:30pm

Documents:

[EXECUTIVE SUMMARY SHEET DRIVE A SENIOR OPEN CONTAINER REQUEST.PDF](#)
[ELGIN DRIVE A SENIOR OPEN CONTAINER WAIVER LETTER 2018.PDF](#)

7. Request To Waive Open Container Ordinance October 25, 26 And 27 For 31st Annual Hogeye Festival.

Documents:

[EXECUTIVE SUMMARY SHEET HOGEEYE FESTIVAL OPEN CONTAINER REQUEST.PDF](#)
[PRESS RELEASE HOGEEYE FESTIVAL 2018.PDF](#)
[2018 HOGEEYE LETTER TO COUNCIL.PDF](#)

8. City Council Meeting Minutes - City Council Retreat May 19, 2018 And Regular City Council Meeting June 5, 2018

Documents:

[EXSUMMARY SHEET MINUTES.PDF](#)
[CITY COUNCIL RETREAT MINUTES 5-19-18.PDF](#)
[CITY COUNCIL MINUTES 6-5-18.PDF](#)

XI. NEW BUSINESS

1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE AN AGREEMENT WITH DATAPROSE LLC. TO PROVIDE BILLING PRODUCTION SERVICES TO THE CITY FOR A MINIMUM PERIOD OF THREE (3) YEARS AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT.

Documents:

[EXECUTIVE SUMMARY SHEET DATAPROSE.PDF](#)
[RESOLUTION AUTHORIZING AGREEMENT WITH DATAPROSE LLC.PDF](#)
[AMENDMENT TO DATAPROSE AGREE.PDF](#)

2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE SELECTION AND AWARD OF A CONTRACT FOR THE CONSTRUCTION OF THE ELGIN WATER TREATMENT PLANT BOOSTER STATION IMPROVEMENT PROJECT TO TTE, LLC; AND AUTHORIZING THE CITY MANAGER AND/OR THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE TO EXECUTE THE CONTRACT

Documents:

[EXECUTIVE SUMMARY WTP BOOSTER STATION PROJECT.PDF](#)
[RESOLUTION WTP BOOSTER STATION.PDF](#)
[BID RECOMMENDATION - WTP BOOSTER STATION.PDF](#)

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS APPROVING AND ADOPTING THE 2018 FIVE-YEAR CAPITAL IMPROVEMENT PLAN, A REPORT ON ANTICIPATED CAPITAL EXPENDITURES AND PROJECTS FOR ALL MUNICIPAL OPERATIONS FROM OCTOBER 2018 THROUGH SEPTEMBER 2023; AND PROVIDING FOR RELATED MATTERS

Documents:

[EXSUMMARY - 5YRCP .PDF](#)
[RESO5YRCP718.PDF](#)

4. Consider Appointments To The Historic Review Board

Documents:

[EXECUTIVE SUMMARY SHEET HRB APPOINTMENT 7-3-2018.PDF](#)
[PHILLIP GARWOOD.PDF](#)
[SKIE OMAHONEY.PDF](#)
[HRB MEMBERS 2018 \(6-6-18\).PDF](#)

XII. EXECUTIVE SESSION

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

XIII. RECONVENE

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

XIV. ANNOUNCEMENTS

XV. 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 Friday, June 29, 2018, in accordance with Chapter 551 of the Texas Government Code.

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public Hearing on the Proposed 2018 Five-Year Capital Plan

DEPARTMENT: City Manager

PROPOSED ACTION:

No Council action proposed or requested at this time; This item is to allow for public comments on the proposed 2018 Five-Year Capital Plan (5YRCP) for both Operations and Capital Projects prior to its consideration for adoption by the City Council.

BACKGROUND:

Discussed at previous meetings; This hearing was scheduled as part of the 2018 Budget Development Calendar and represents a formative step in the final development of the FY18-19 Annual Budget.

The 5YRCP is a comprehensive financial planning document describing all currently proposed capital expenditures within 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 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:

N/A

ATTACHMENTS:

None (*Council has already been provided copies of the documents, which are available for review by the public at City Hall or the Elgin Public Library*).

{ } 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.



Proclamation

Healthy Summer Meals for Kids



WHEREAS, Summertime should be about children enjoying all that Texas has to offer, from farm fresh foods to our state's natural beauty; and

WHEREAS, When school is out for summer, kids who count on eating meals at school might not otherwise have access to all the nutrition they need to be active and healthy; and

WHEREAS, One in four Texas children faces food insecurity, and Summer Food Service Program meals provide an important source of good nutrition; and

WHEREAS, Summer Food Service Program meal sites also provide Texas children with a place to spend time with friends and stay active; and

WHEREAS, Summer meals can help children stay healthy and prepare them to return to school ready to learn and thrive; and

WHEREAS, By increasing awareness of free summer meals through community outreach, adding new meal sites, expanding existing sites in underserved areas, and investing in summer programming to attract more kids to meal sites, Elgin can increase access to summer meals in the Summer Food Service Program; and

WHEREAS, Elgin is committed to making sure no child goes hungry this summer;

NOW, THEREFORE, I "Mayor Chris Cannon" do hereby proclaim Elgin a Healthy Summer Meals for Kids Community and call upon citizens and partner organizations to celebrate with appropriate ceremonies to acknowledge these efforts.

In witness whereof, I have hereunto set my hand on this 07/03/2018

Chris Cannon

Mayor, City of Elgin



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Review and discussion of City of Elgin ad valorem (property) tax exemptions and related matters

DEPARTMENT: City Manager

PROPOSED ACTION:

No Council action proposed or requested at this time; This item is to allow for a general and broadly-based discussion of ad valorem (property) tax exemptions currently granted by the City of Elgin.

BACKGROUND:

A property owner recently made various inquiries through a Councilmember regarding property tax exemptions granted by the City. As part of that conversation, it was quickly determined that there is currently little or no institutional knowledge among staff (and possibly Council) as to the who? what? when? of such existing exemptions - and the fiscal impact or benefit of increasing or decreasing same.

Through minimal research, however, we were able to determine the following:

- With a few exceptions, property tax exemptions are exclusively a policy matter for Council
- All 3 cities in Bastrop County, as well as the County itself, provide (as required by law) 2 different exemptions pertaining to disabled veterans
- The City of Bastrop provides a freeze on 2004 values for homesteads of all over 65 and disabled persons. Bastrop County provides a similar freeze. Neither Smithville nor Elgin have a freeze
- The City of Elgin provides “an additional \$15,000” exemption for homesteads of all over 65 and disabled persons. Smithville provides “an additional \$3,000” exemption for homesteads of all over 65 and disabled persons. Bastrop provides no such additional exemption. Bastrop County provides “an additional \$25,000” exemption for homesteads of all over 65 and disabled persons.
- All county school districts provide the same exemptions: (1) \$25,000 homestead, (2) “an additional \$10,000” exemption for homesteads of all over 65, (3) “an additional \$10,000” exemption for disabled persons, and (4) the 2 different exemptions pertaining to disabled veterans required by law

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Review and discussion as described above; and direction to staff, if any.

ATTACHMENTS: Bastrop County 2017 Exemptions

{ } 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

Bastrop County 2017 Exemptions

Bastrop ISD, Elgin ISD, McDade ISD, Smithville ISD:

\$25000 on all Homestead Property (HS)
\$10,000 additional on Over 65/Homestead (OA/HS)
\$10,000 additional on Disable Person/Homestead (DP/HS)
% of Disable Veteran Disability HS/DV1, 2, 3, 4
100% Exempt- Disable Veteran DVX or DVHS

City of Bastrop:

% of Disable Veteran Disability HS/DV1,2,3,
Freeze applies to all Over 65 and Disable Person Homestead on 2004 values
100% Exempt- Disable Veteran DVX or DVHS

City of Elgin:

\$15000 additional on Over 65/Homestead/Disabled Person (OA/HS-DP/HS)
% of Disable Veteran Disability HS/DV1, 2, 3, 4
100% Exempt- Disable Veteran DVX or DVHS
No Freeze

City of Smithville:

\$3000 additional on Over 65/Homestead (OA/HS)
% of Disable Veteran Disability HS/DV1,2,3,4
100% Exempt- Disable Veteran DVX or DVHS

No Freeze

Bastrop County:

\$25000 additional on Over 65/Homestead (OA/HS)
% of Disable Veteran Disability HS/DV1,2,3,4
Freeze applies to all Over 65 and Disable Person Homestead 2004 values

County Road:

\$3000 on all Homestead Property (HS)
\$22000 additional on Over 65/Homestead (OA/HA)
\$3000 additional on Disable Person/Homestead (OA/DP)
% of Disable Veteran Disability HS/DV1,2,3,4
100% Exempt- Disable Veteran DVX or DVHS
Freeze applies to all Over 65 and Disable Person Homestead 2004 values

Special Road # 3 (Stony Point):

% of Disable Veteran Disability HS/DV1, 2, 3, 4
100% Exempt- Disable Veteran DVX or DVHS
No Freeze

WCID#3 & WCID#3-Defined Area

20% on all Homestead Properties (HS)
% of Disable Veteran Disability HS/DV1,2,3,4
100% Exempt- Disable Veteran DVX or DVHS
\$10,000 additional Over 65/DP(OA/DP) local option
No Freeze

ESD1 &ESD1-Defined & ESD2 & TCESD :

% of Disable Veteran Disability HS/DV1,2,3,4
100% Exempt- Disable Veteran DVX or DVHS
No Freeze

MUD 1, MUD1A, MUD 1D, MUD 1E, MUD1F, BVMUD

% of Disable Veteran Disability HS/DV1,2,3,4
100% Exempt- Disable Veteran DVX or DVHS
No Freeze

ACC

1% or \$5000(min) on all Homestead Properties (HS)
\$150000 additional on Over 65/Disable Person (OA,DP) local option
% of Disable Veteran Disability HS/DV1,2,3,4
100% Exempt- Disable Veteran DVX or DVHS
No Freeze

100% Exempt- Disable Veteran DVX or DVHS

NOTE: Applies to all Entities



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Update on Lee Dildy Boulevard Construction Project, Phase 2

DEPARTMENT: City Manager

PROPOSED ACTION: No Council action proposed or requested at this time; This item is to provide Council with a general update on the status of the project, including a significant change order for additional work within the original authorization.

BACKGROUND: Discussed at previous meetings; The City previously created the Tax Increment Reinvestment Zone (TIRZ) No. 1 to support economic development through the funding of capital improvement and/or public infrastructure projects; and, in that regard, construction commenced on Phase 1 of the Lee Dildy Boulevard Project earlier this year. Consistent with the TIRZ Project Plan, the City is now moving forward with Phase 2 constructing an extended Lee Dildy Boulevard and Roy Rivers Boulevard.

Within the initial construction contract approved by City Council, the City Manager was also authorized to expend funds up to 25% of said contract for necessary change orders or additional work.

The staff has now determined that funding is now available within the additional 25% as authorized to further extend the Lee Dildy Blvd. and Roy Rivers Blvd. roadways consistent with the master plan for that area. These extensions will fulfill a significant portion of the city's obligations as it relates to the Seton Medical Project. Total estimated additional costs for these extended roadways is \$705,000.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review and discussion as described above; and direction to staff, if any, as appropriate.

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: 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 - May

DEPARTMENT: Administration

PROPOSED ACTION:

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

BACKGROUND:

Routine monthly reports submitted by departments.

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, Library, Main Street, Municipal Court, Parks and Rec, Planning Dept., Public Works, and Water Department May 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: June 10, 2018
RE: Community Development Department Report May, 2018

Imagine the Possibilities Tours were held on May 10 and May 17 with more than 60 attendees including realtors, financial advisors, investors, property owners, developers, business owners, and local residents. The tours showcased property available for sale or lease throughout the district and was held in conjunction with the Texas Historic Commission. The Elgin Art Studio tour included fourteen locations and forty artists May 18 and 19 and was well attended. Historic Review Board reviewed and approved application for façade at 109 and 111 South Avenue C. Elgin Community Blood Drive held May 17 was successful with 36 donations.

Projects

- Completed Finding Love in all the Local Places welcome bag with Chamber.
- Working with Republic Studios to plan a filming event and to highlight film locations in Elgin for their clients.
- Prepared budget items for Five year CIP, Community Development and Main Street budgets.
- Large signs project – working on billboard option as well as updating existing sign at Hwy 95 South and possible new sign at Roy Davis Road.
- Business training class business security set for June with Chamber of Commerce luncheon.
- Planning and promotion for Community Clean Up Event on June 2
- Hogeye Festival, vendor applications, booking music, marketing, graphic design development.
- Participated in Red Cross Emergency Shelter training.
- 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
 Main Street Board
 Historic Review Board
 Promotion Tourism Committee
 Design Committee
 Organization Committee
 Business Retention Recruitment Committee
 Hogeye Festival Committee

Upcoming Events

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 3 Chalk It up Sidewalk Chalk Art event 6pm Veterans Memorial Park
 July 4 People's Patriotic Parade & program 10am Parade at City hall, program follows at Veterans Memorial Park
 Sip Shop & Stroll July 12
 Dine In Elgin July 17 to August 14

Business training Classes

Business Security June 2 with Chamber of commerce luncheon



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: May 2018

DATE SUBMITTED: 6-8-2018

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
May 17, 2018	Reviewed Vision, Mission and Core values. Determined no changes needed at this time. Reviewed Hogeys festival budget and Main Street budget. and recommended for approval. Discussed new major project for holiday lights décor and building lights downtown. Consider \$10,000 from reserve to support this project possibly over two fiscal years.

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

Meeting Dates:	Update on projects or activities
May 24, 2018	Instagram in Action with Katy Gassaway – provided a free class to help businesses learn how to effectively use Instagram to promote their business. Edited Downtown 78621 and finalized to go to print. Recruited a new volunteer to work with Local Lore. Provided information for volunteer recruitment at Westwind HOA.

PROMOTION:

Meeting Dates:	
May 3, 2018	Sip Shop and Stroll continues to go well. Rainey Real Estate and Cannon Insurance added a fun loving competition between them to raise money for a non profit each month and its been a wildly successful addition to the event. The Elgin Art Studio tour had fourteen locations and over 30 artists. Museum location with live music both days, three artists, and the Chick Fil A Food truck was a great combo. Well attended. New graphics, marketing materials were very well received. continued with Molly, Barry and Earnie.

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

	Finished Finding Love in all the Local Places – a cooperative welcome bag program between MSB and Chamber through realtors and title companies. SUMMER – Chalk it up on July 3 and July 4 parade and program are in the works with the parks department. Sip Shop July 12 July - August Dine Local
--	--

DESIGN:

May 3 , 2018	Provided an update on public art in Elgin to Chamber of commerce group Worked on options for Imagine a Path in the Depot museum parking lot – this to be pursued more in future. Not feasible for the art tour. Completed plans for and implemented Colorful benches at 28 N for the Art Studio Tour. Love ElginTX completed with this pop up installation and was widely shared at the Art Studio Tour – Led by Emily Koller, and the design committee.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
May 8, 2018	Finalized and implemented two tours for Imagine the Possibilities tours with Texas Historic Commission. FANTASTIC turnout – very successful! Imagine Possibilities tour - May 10 with Sip Shop and Stroll for the local community. With the EDC and Chamber on May 17 with BBQ lunch for realtors, developers, investors, architects, engineers. Available for leases: ½ of 14 N 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 stabilized by owner, new construction reviewed and approved by HRB.

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

email mainstreet-reports@thc.state.tx.us with the information. Please provide event information as many months in advance as possible.

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

Cyber Security for your business rescheduled for the fall.

Business Security June 2 with Chamber of commerce luncheon

Events

Juneteenth Festival June 8-9

Sip Shop and Stroll June 14

Western Days June 19 – 23

July 3 Chalk It UP! Sidewalk chalk art competition for families and kids downtown

July 4 People's Patriotic Parade & program

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

Library Report to City of Elgin for May 2018

CIRCULATION was up 2% with magazines, eBooks, audios, videos, fiction, and (all) non-fiction categories increased.

COLLECTION size up slightly because of adding Texas Book Festival grant materials.

The FRIENDS OF THE ELGIN LIBRARY will bring the TAME traveling Trailblazer to Elgin in early August. It is a one-of-a-kind science museums-on-wheels. Exciting, hands-on exhibits teach students about energy, space, weather, biotechnology, and aerodynamics while also introducing them to educational and career opportunities in STEM.

GRANTS: Staff has been busy purchasing juvenile and young adult materials with the Texas Book Festival grant. We have 2 copies plus eBook and eAudiobook of the top ten TAYSHAS High School Reading List and 1 copy of the Maverick Graphic Novel reading list (71 books). Staff will use the TAYSHAS and Maverick graphic novels with a book club as part of the young adult summer reading program.

PROGRAMS: In May we celebrated Cinco de Mayo with a “Crafternoon” and Children’s Book Week on May 10 with a book, craft, and meal. Information about the SYNC audiobooks program for teens has been put out. It provides 2 free audiobook downloads a week from April 26 to July 29. Family Movie Night is to resume in September. Library had Crock Pot Potluck Lunch on May 9th. Map It! Using Maps For Family History Research with Kevin Klaus of the General Land office presenting the program on May 12th with the Elgin Historical Association.

STAFF members are doing great displays and preparing for the summer reading programs.

VOLUNTEERS help in all aspects of the library. We will have a Summer Earn and Learn youth volunteer in June/July.

Categories	Units	May '17	May '18	Fiscal YTD '17	Fiscal YTD '18
Total Circulation		7,272	7,404	50,705	58,586
+ or - Same month previous year	Percent		2%+		
Additions					
Interlibrary Loans	Each	16	10	173	124
New Patrons	Each	90	98	546	618
Collection					
Items Added	Each	203	292	1,932	1,738
Items Withdrawn	Each	282	254	1,666	2,759
Total Collection	Each	39,752	36,681	39,752	36,681
General Statistics					
Gate Count	Each	3,722	3,459	31,128	24,505
Hours Open	Hours	171	180	1,294	1,297
Library Tours	Each	2	0	4	1
Program Visitors	Each	293	311	3,143	2,272
Public Computer Use	Hours	525	444	3,468	3,502
Patrons using computers	Each	726	724	5,238	4,891
Wifi Patron Use		1,498	477	11,646	3,614
Volunteer Hours	Each	143	122	1,230	1,062
Receipts					
		\$1,186	\$10,143	\$8,131	\$20,944
Civic Center Use					
City	Each	10	19	47	84
Library	Each	21	19	157	162
Public Rental	Each	1	3	15	26
Other - not for profit	Each	5	1	39	27
Total Civic Center Use		37	42	258	299

OFFICE OF COURT ADMINISTRATION

TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month May

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 Jun 15, 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 May 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:	13,005	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
2. New Cases Filed	165	0	0	0	40	8
3. Cases Reactivated	22	0	0	0	14	0
4. All Other Cases Added	0	0	0	0	0	0
5. Total Cases on Docket	9,064	11	0	1	1,226	19
6. Dispositions Prior to Court Appearance or Trial						
a. Uncontested Dispositions	97	0	0	0	20	0
b. Dismissed by Prosecution	16	0	0	0	7	0
7. Dispositions at Trial:						
a. Convictions						
1) <i>Guilty Plea or Nolo Contendere</i>	13	0	0	0	15	9
2) <i>By the Court</i>	0	0	0	0	0	0
3) <i>By the Jury</i>	2	0	0	0	0	0
b. Acquittals:						
1) <i>By the Court</i>	0	0	0	0	0	0
2) <i>By the Jury</i>	0	0	0	0	0	0
c. Dismissed by Prosecution	1	0	0	0	1	0
8. Compliance Dismissals:						
a. After Driver Safety Course	11					
b. After Deferred Disposition	3	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	3	0	0	0	0	0
10. Total Cases Disposed	147	0	0	0	43	9
11. Cases Placed On Inactive Status	39	0	0	0	20	0
12. Total Cases Pending End of Month:	13,023	13	0	1	2,555	26
a. Active Cases	8,878	11	0	1	1,163	10
b. Inactive Cases	4,145	2	0	0	1,392	16
13. Show Cause Hearings Held	16	0	0	0	22	7
14. Cases Appealed:						
a. After Trial	0	0	0	0	0	0
b. Without Trial	0	0	0	0	0	0

JUVENILE / MINOR ACTIVITY

Court CITY OF ELGIN	TOTAL
Month May Year 2018	
1. Transportation Code Cases Filed	8
2. Non-Driving Alcoholic Beverage Code Cases Filed	0
3. Driving Under the Influence of Alcohol Cases Filed	0
4. Drug Paraphernalia Cases Filed	2
5. Tobacco Cases Filed	0
6. Failure to Attend School Cases Filed	0
7. Education Code (Except Failure to Attend) Cases Filed	0
8. Violation of Local Daytime Curfew Ordinance Cases Filed	0
9. All Other Non-Traffic Fine-Only Filed	6
10. Transfer to Juvenile Court:	0
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:	0
a. Warnings Administered	0
b. Statements Certified	0
14. Detention Hearings Held	0
15. Orders for Non-Secure Custody Issued	0
16. Parent Contributing to Nonattendance Cases Filed	0

ADDITIONAL ACTIVITY

Court CITY OF ELGIN		Number Given	Number Requests For Counsel
Month May	Year 2018		
1. Magistrate Warnings:		10	
a. Class C Misdemeanors			
b. Class A and B Misdemeanors		16	11
c. Felonies		9	5
			TOTAL
2. Arrest Warrants Issued:			59
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			2
c. Felonies			0
3. Capiases Pro Fine Issued			37
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			1
9. Magistrate's Orders for Ignition Interlock Device Issued			2
10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond			0
11. Driver's License Denial, Revocation or Suspension Hearings Held			0
12. Disposition of Stolen Property Hearings Held			0
13. Peace Bond Hearings Held			0
14. Cases in Which Fine and Court Costs Satisfied by Community Service:			0
a. Partial Satisfaction			
b. Full Satisfaction			4
15. Cases In Which Fine and Court Costs Satisfied by Jail Credit			9
16. Cases in Which Fine and Court Costs Waived for Indigency			1
17. Amount of Fines and Court Costs Waived for Indigency			\$260.00
18. Fines, Court Costs and Other Amounts Collected:			\$23,847.62
a. Kept by City			
b. Remitted to State			\$12,547.20
c. Total			\$36,394.82

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



May 2018 Parks Report.

Maintenance: -Orlando

Towards the end of May we saw drought conditions in the parks and the grass stopped growing. We are still mowing spots and weeding areas as needed. With a break in mowing it gave us a chance to accomplish other tasks. We removed two big steel gates at the pool to extend the concession stand, and help the lifeguards maximize sales at the pool. We cleaned and got restrooms ready for the pool opening. We put together bleachers for the new rec center basketball court. All city employees got to see the new rec center on May 24, before the grand opening on May 26. We had to set up chairs and tables and worked both of events. Both days had great turn outs. I was just happy that it was finally open. We put up new parking signs around the rec parking lot. In general May was a good month for the department.

Admin: -Kayla Trantham

Reservations at Fleming have reached their highest of the year so far with 96 rentals for the month of May. Field rentals picked back up a little with the all-stars and summer seasons starting up. The pavilions at Elgin Memorial Park were booked solid all month along with many "End of the Year" school functions/graduations. The front desk staff put together giveaway backpacks for the grand opening. Received and set up most furniture for inside and outside of the Rec Center. Front desk staff cut and sent out thousands of flyers to the schools/kiosks downtown to promote the opening of the new Rec Center. I had a group of returning lifeguards help me clean and set up the pool for opening weekend. This also included setting up the new tables and sno-cone machine that was ordered. And also organizing all of the concession product. The lifeguards and front desk staff were a great help during the employee opening and Grand opening. They were set at different stations answering questions and monitoring the area. We have had a great flow of people through the building since the opening.

Goals for June 2018

- Facilitate logistics for western days
- Promote summer activities

Park Activity Summary	May 2018
Facility	Number of uses
Park/ Pavilion Rental	48
Ball Field Rental	89
Fleming Community Center	74
Deposits	\$4,896

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

Type of Inspections	May-17	May-18	Fiscal Yr. To Date	Calendar Yr. To Date
Building	32	52	501	363
Electrical	24	53	297	208
Plumbing	14	54	366	246
Gas	4	13	58	40
Mechanical	5	33	179	143
TOTAL	79	205	1401	1000
Building				
Permits	25	39	188	119
Value	\$ 15,513,452.00	\$ 3,139,704.00	\$ 11,638,869.55	\$ 6,467,960.53
Fees	\$ 46,026.64	\$ 23,138.19	\$ 73,276.45	\$ 46,204.81
Electrical				
Permits	12	22	103	67
Fees	\$ 1,870.00	\$ 4,030.00	\$ 16,460.00	\$ 10,260.00
Plumbing				
Permits	6	14	89	54
Fees	\$ 1,920.00	\$ 3,020.00	\$ 15,070.00	\$ 8,970.00
Gas				
Permits	4	6	46	28
Fees	\$ 510.00	\$ 870.00	\$ 6,210.00	\$ 3,980.00
Mechanical				
Permits	5	18	74	54
Fees	\$ 670.00	\$ 2,460.00	\$ 8,520.00	\$ 5,730.00
Total All Fees	\$ 50,996.64	\$ 33,518.19	\$ 119,536.45	\$ 75,144.81

**May 2018
Building Permits**

Number of Permits May-17 May-18		Type/Classification	Permit Fees May-17 May-18		Valuation May-17 May-18	
1	14	New Single Family	\$ 1,108.50	\$ 13,233.84	\$ 150,000.00	\$ 1,689,752.00
		New Duplex				
		New Manufactured				
		New Multi-Family				
2	3	New Commercial	\$ 42,581.00	\$ 7,561.45	\$ 15,199,949.00	\$ 1,260,547.00
		New Industrial				
1		New Swimming Pools	\$ 414.62		\$ 40,000	
		Moving Permit				
1	6	New Signs	\$ 87.00	\$ 175.48	\$ 4,000.00	\$ 8,370.00
14	11	Residential	\$ 1,747.78	\$ 1,290.82	\$ 114,915.00	\$ 88,000.00
3	2	Non-Residential	\$ 87.74	\$ 876.60	\$ 4,588.00	\$ 93,035.00
3	3	Demolitions	waived	waived	\$ -	\$ -
25	39		\$ 46,026.64	\$ 23,138.19	\$ 15,513,452.00	\$ 3,139,704.00
*BOA Request		None				
**BSC Requests		None				
P & Z Request		Homestead Subdivision Revised Preliminary Plat approved, Southside Market Subdivision Preliminary Plat tabled until June Meeting. Southside Market Final Plat tabled until June Meeting. Not enough voting members were present at the meeting.				
Code Enforcement	Active May 2017	Active May 2018	Closed May 2017	Closed May 2018	Calendar YTD	
Abandoned/Junked		3	5	6	87	
Recreational Vehicle		2		4	6	
Fences						
Environmental		2		1	14	
Fire Code						
Illegal Signs			84	88	263	
Property Maintenance	1		6	13	36	
Unsafe Structures		1			4	
Zoning		1			4	
Total	1	9	95	112	414	

*Board of Adjustments

**Building Standards Commission

Submitted By:

Carlos Navejas

Date:

June 27, 2018



Elgin Police Department

Office of the Chief of Police

202 Depot Street Elgin, Texas 78621

Elgin Police Department					
Monthly Report April 2018					
CATEGORY	18-Apr	17-Apr	16-Apr	15-Apr	14-Apr
Calls for Service					
Calls for Service					
Total Calls for Service	1100	1273	1144	956	964
Police calls	1027	1077	932	697	796
Fire calls	47	38	37	82	58
Animal calls	79	76	82	105	115
Activity logs	0	61	62	63	61
City calls	9	7	6	15	15
Offense Reports					
Total Offense Reports	62	80	74	72	82
Active (Open) cases	7	8	9	19	23
Cases Inactivated	0	15	14	23	15
Cases Closed	27	54	35	34	39
Documentation (no crime)	0	0	0	0	0
Other	23	1	4	2	1
Unfounded	3	0	2	1	0
Referred to other agency	2	2	2	2	4
Citations					
Total Citations	264	338	274	194	174
Citations for violations	144	195	194	106	100
Warnings	120	143	80	88	74
Collisions					
Total Accidents	49	39	34	31	29
Major accidents (with injury)	11	0	4	5	3
Minor accidents (no injury)	30	32	29	23	19
Leaving the scene accidents	8	7	1	3	6
Alarms					
Business alarms	25	10	12	17	17
Residential alarms	10	10	9	15	4
Fire alarms	6	2	5	1	5
Arrests					

Felony arrests	4	20	24	17	22
Misdemeanor arrests	13	45	46	44	43
Other arrests	10	0	0	0	7
Animal Control					
Total Animal Control calls	79	76	82	105	119
Animal Cruelty calls	0	2	0	0	1
Canine Impounds	5	4	11	8	11
Feline Impounds	0	5	11	7	12
Citations issued	2	2	2	1	0
Bite Cases	0	0	1	2	1
Dead animal calls	11	5	4	7	7
Wildlife calls	18	6	9	20	14
Rabies cases	0	1	1	0	3
Rabies cases positive	0	0	0	0	0

Public Works – May- 2018

Right of Way and Easement mowing and maintenance:

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

Sign replacement:

Repaired street sign:

Carver Street

New Street Signs:

Ellis Place

Antietam Trail

Antietam Drive

Lexington Road

Larson Street

16 Red Light Camera signs

Stop sign North Avenue J and East 3rd Street

Permanent Street, utility cut repairs, pot hole repairs:

North Avenue C (3 locations)

West 4th Street

West Alamo Street

Old McDade Road (2 locations)

Fisher Street

West 2nd Street

Raymond Johnson Road

Excavated and added base to utility cut North Avenue C

Saw Cut utility cuts various locations

Pot hole patch throughout town:

Multiple locations

Curb, Gutters, Drains, and Ditch Cleaning

Ditches cleaned:

Lexington Road at box culverts

Cleaned ditch East 4th Street

Cleaned curb and gutters:

Martin Luther King Boulevard

East Alamo Street

Old McDade Road

Saratoga Farms Boulevard

Jim Dandy Drive

Lake Terrace Drive

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 Loop 109 - 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
Saratoga Farms Boulevard
Lee Dildy Boulevard

Dumped Debris Removal:

Debris on 1100 (fell out of truck)
Limbs on County Line road (fallen off truck)
Limbs on Lexington Road and Ila Street (ditch)

Trees and Brush:

Trimmed low hanging limbs in alleyways:
Between North Avenue B and North Avenue C off West 2nd Street
Between North Avenue A and North Avenue B off West 2nd Street
Trimmed low hanging limbs:
Old McDade Road from Martin Luther King Boulevard to Allison Cove
North Avenue C from Lexington Road to West 11th Street
West 11th Street from West 2nd to US High 290
Removed fallen limbs:
Ditch on State High 95 and North Avenue C
West 11th Street at Lark Street
North Avenue C by McClendon Drive
Removed fallen tree alley between East 7th Street and East 8th Street
Picked up brush North Avenue H
Removed hanging limb on North Main Street

Miscellaneous:

Removed and repaired sidewalk on Vicksburg Loop
Striped no parking hashes on West 1st Street
Striped no parking hashes on North Main Street
Reinstalled 2 Handicap signs on North Avenue C

Saratoga Farms Subdivision: Section 5

Utilities being installed, curb and gutter, and flex base being installed.

Lee Dildy Boulevard and Roy Rivers Boulevard

Forming, steel installation, and concrete pouring.

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			May 2018
Billed out	\$491,483.37		
Past due notices	652	\$85,120.15	
Work orders-Cut offs	57		
Disconnected for non pmt	56		
Extension to pay 1st	52		
Extension due for disconnect	4		
Meter tamper fee	0		
After Hour turn on	0		
Accounts set to final	3	for non pmt	

METER REPORT		
WORK ORDERS	COMPLETED	INCOMPLETE
START READ	41	3
FINAL READ	41	1
TRANSFERS / IN AND OUT	6	0
CTO'S / DISCONNECT NON-PMT	63	0
SET METER	8	2
ERT REPLACEMENTS	1	16
METER REPLACEMENTS	34	13
VISUAL READS	19	
FAILURE TO READ (MOBILE MISS)	50	0
RE READS	43	0
WL / CHECK FOR WATER LEAK	11	5
METERS DATA LOGGED	10	0
MISCELLANEOUS	18	19
TOTAL NUMBER OF WORK ORDERS	345	59
CURB STOPS		
BROKEN CURB STOPS	0	34
TOTAL NUMBER OF WORK ORDER	0	34
BULK WATER		
PURCHASES	11	
TRIPS/GALLONS	30/51,500	
TOTAL COLLECTED	\$151.40	

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

310 N. Main Street
512-229-3220 office

Monthly Reports May 2018

Department 023 Water Treatment

Well # 10	0 Gallons
Well # 11	0 Gallons
Well # 14	21,429,000 Gallons
Well # 15	16,516,000 Gallons
Water loss due to leaks or flushing	150,000 Gallons
Total Water Pumped	37,795,000 Gallons

Chemicals Used

Chlorine	892 Pounds
Sequest	150 Gallons

Distribution Samples

Bacteriological Samples Taken	11
Average Chlorine Residual	1.81 mg/l
Violations	0

Department 024 Distribution

Line Repairs/New installations

Main Line Breaks	1
Service Line Breaks	3
Miscellaneous Repairs/Complaint Calls	12
New Connections/Taps	3
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	2
Service Lines	8
After Hours Call-Outs	6

Line Repairs/New Installations

Curb Side Cleanout Caps Replaced	4
Curb Side Cleanouts Installed	0
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	2
Motors Pulled	0
Motors Installed	0
Electrical Issues (Repair/Replace Parts)	0
Floats Cleaned/Replaced	0
Grass/Weed Maintenance	9
After Hours Call Outs	0

Wastewater Treatment Plant**Maintenance/Repairs**

Pumps Pulled	0
Pumps Installed	0
Motors Pulled	2
Motors Installed	2
Control System/Electrical Repairs	2
Cleaned Wet Well Floats	0
Miscellaneous Repairs	14
After Hours Call-Outs	1

Chemicals Used

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

Monthly Plant Flows and Test Results

Minimum Daily Flow	354,700 Gallons
Maximum Daily Flow	867,100 Gallons
Average Daily Flow	561,800 Gallons
Total Monthly Flow	17,415,800 Gallons

Effluent DO (Dissolved Oxygen) Average	6.88
Effluent Chlorine Residual Average	1.81 mg/l
Effluent pH Average	7.45
Total Phosphorus Average	0.334
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	3.46
TSS (Total Suspended Solids) Average	2
Ammonia/Nitrates Average	0.124

Remarks :

RESOLUTION

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, ADOPTING A CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT FOR TxCDBG CONTRACT 7218012.

WHEREAS, as a Grant Recipient of a TxCDBG contract, the City of Elgin shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process, and;

WHEREAS, for procurement of goods and services, no employee, officer, or agent of the City of Elgin shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract, and;

WHEREAS, no officer, employee, or agent of the City of Elgin shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value, and;

WHEREAS, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements, and;

WHEREAS, for all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity, and;

WHEREAS, the conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective, and;

WHEREAS, any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding, and;

WHEREAS, any alleged violations of these standards of conduct shall be referred to the city's attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Passed and adopted by the City Council of the City of Elgin, Texas, on the 3rd day of _July 2018.

Chris Cannon, Mayor

Attest:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, ADOPTING A CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT FOR TxCDBG CONTRACTS.

DEPARTMENT: Community Development

PROPOSED ACTION: Consider Resolution.

BACKGROUND:

The City of Elgin was awarded a Texas Community Development Block Grant for water and wastewater system improvements to serve the new assisted living facility. The resolution adopts a conflict of interest and code of conduct policy for the grant.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: ADOPTION OF THE RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, ADOPTING A CONFLICT OF INTEREST POLICY AND CODE OF CONDUCT FOR TxCDBG CONTRACTS.

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.

RESOLUTION AUTHORIZING SIGNATORIES

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7218012.

WHEREAS, the City of Elgin, Texas is receiving a 2018 Texas Community Development Block Grant Program Texas Capital Fund award to provide wastewater system improvements, and;

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents for requesting funds from the Texas Department of Agriculture, and;

WHEREAS, an original signed copy of the TxCDBG *Depository/Authorized Signatories Designation Form (Form A202)* is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Elgin, Texas acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.), the City must provide TxCDBG with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised TxCDBG *Depository/ Authorized Signatories Designation Form (Form A202)*.

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

The Mayor and City Manager be authorized to execute **contractual documents** between the Texas Department of Agriculture and the City for the 2018 Texas Community Development Block Grant Program.

The Mayor, City Manager, City Secretary, and Finance Director be authorized to execute the **Request for Payment Form (Form A203)** required for requesting funds approved in the 2018 Texas Community Development Block Grant Program.

PASSED AND APPROVED THE 3rd DAY OF July 2018 BY1227 THE CITY COUNCIL.

Chris Cannon, Mayor
City of Elgin

Attest:

Amelia Sanchez, City Secretary
City of Elgin



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7218012.

DEPARTMENT: Community Development

PROPOSED ACTION: Consider Resolution.

BACKGROUND:

The City of Elgin was awarded a Texas Community Development Block Grant for water and wastewater system improvements to serve the new assisted living facility. The resolution designates authorized signatories for contractual documents for the grant.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: CONSIDER A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7218012.

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.

RESOLUTION No. _____ REGARDING CIVIL RIGHTS

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, REGARDING CIVIL RIGHTS FOR CONSTRUCTION CONTRACTS GREATER THAN \$10,000 TO ENSURE THAT NO PERSON OR GROUP IS DENIED BENEFITS SUCH AS EMPLOYMENT, TRAINING, HOUSING, AND CONTRACTS GENERATED BY CDBG ACTIVITY ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY.

Whereas, the City of Elgin, Texas, (hereinafter referred to as "City") has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, the City of Elgin, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Elgin, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of Elgin, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

Whereas, the City of Elgin, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State's certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of Elgin, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of Elgin, in accordance with Section 808(e) (5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at

least one activity during the contract period OF THE TxCDBG contract, to affirmatively further fair housing;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ELGIN, TEXAS, that the CITY OF ELGIN ADOPTS THE FOLLOWING:

1. Section 504 Policy and Grievance Procedures Resolution (Form A1004);
2. Section 3 Policy Resolution (A1002);
3. Excessive Force Policy Resolution (Form A1003);
4. Fair Housing Policy;
5. Citizen Participation Plan.

Passed and adopted by the City Commission of the City of Elgin on the 3rd day of July, 2018.

Chris Cannon
Mayor
City of Elgin

ATTEST:

Amelia Sanchez
City Secretary

Section 504 Policy Against Discrimination based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), the City of Elgin hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. The City of Elgin does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of Elgin recruitment materials or publications shall include a statement of this policy in (1.) above.
4. The City of Elgin shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, the City of Elgin shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the City of Elgin to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to:
City Manager
Elgin City Hall
310 N. Main Street
Elgin, TX 78621 512-281-5724,
who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

- d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the **City Manager**. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by the **City Manager**, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the City of Elgin relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Elgin within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Elgin complies with Section 504 and HUD regulations.

PASSED AND APPROVED THE 3rd DAY OF July 2018 BY THE CITY COUNCIL.

Chris Cannon, Mayor
City of Elgin

Attest:

Amelia Sanchez, City Secretary
City of Elgin

Section 3 Policy

In accordance with 12 U.S.C. 1701u the City of Elgin agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of Elgin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Chris Cannon, Mayor

Amelia Sanchez, City Secretary

7-3-2018

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the City of Elgin hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of the City of Elgin to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Elgin to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. The City of Elgin passes this resolution adopting this policy.

As officers and representatives of the City of Elgin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Chris Cannon
Mayor
City of Elgin

ATTEST:

Amelia Sanchez
City Secretary

Date: July 3, 2018

Fair Housing Policy

In accordance with Fair Housing Act, the *City of Elgin* hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. *The City of Elgin agrees to* affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. *The City of Elgin agrees to* plan at least one activity during the contract term to affirmatively further fair housing.
3. *The City of Elgin* passes this resolution adopting this policy.

As officers and representatives of City of Elgin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Chris Cannon
Mayor
City of Elgin

ATTEST:

Amelia Sanchez
City Secretary

Date: July 3, 2018

CITY OF ELGIN
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Elgin from Tom Mattis, City Manager, at City Hall, 310 N. Main Street, Elgin, Texas 78621 (Mailing Address), (512) 281-5724, (Phone) during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to City of Elgin from Tom Mattis, City Manager, at City Hall, 310 N. Main Street, Elgin, Texas 78621 (Mailing Address), (512) 281-5724, (Phone)
2. A copy of the complaint or grievance shall be transmitted by the City Manager to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City Manager shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

Chris Cannon
Mayor
City of Elgin

ATTEST:

Amelia Sanchez
City Secretary

Date: _____, 2018

LA CIUDAD DE ELGIN
PLAN DE PARTICIPACIÓN CIUDADANA
PROGRAMA DE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de Tom Mattis, Manager de la ciudad, at City Hall City of Elgin from Tom Mattis, City Manager, at City Hall, 310 N. Main Street, Elgin, Texas 78621 (Dirección postal), (512) 281-5724, (teléfono) en horario de oficina.

A continuación se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la Tom Mattis, Manager de la ciudad, at City Hall, 310 N. Main Street, Elgin, Texas 78621 (Dirección postal) o puede llamar a (512) 281-5724 (Teléfono).
2. Una copia de la queja o reclamación se transmitirá por Tom Mattis, Manager de la ciudad, at City Hall, 310 N. Main Street, Elgin, Texas 78621 a la entidad que es encargada de la queja o reclamación y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El Secretario de la ciudad deberá cumplir una investigación de la queja o reclamación, si es posible, y dar una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia sera notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deba completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.
6. Se proporcionara copias de los procedimientos de queja y las respuestas a las quejas, tanto en Inglés y Español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

Cuando lo solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por la Ciudad, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y la Ciudad debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia será publica.
4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

1. Como mínimo, la Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s) , acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado . Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.
3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que la Ciudad recibe fondos del programa TxCDBG:

1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto TxCDBG, la Ciudad celebrará una audiencia pública y revisara el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en Inglés y Español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. La Ciudad conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno

Chris Cannon, Alcalde de Elgin

Fecha



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, REGARDING CIVIL RIGHTS FOR CONSTRUCTION CONTRACTS GREATER THAN \$10,000 TO ENSURE THAT NO PERSON OR GROUP IS DENIED BENEFITS SUCH AS EMPLOYMENT, TRAINING, HOUSING, AND CONTRACTS GENERATED BY CDBG ACTIVITY ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY.

DEPARTMENT: Community Development

PROPOSED ACTION: Consider Resolution.

BACKGROUND:

The City of Elgin was awarded a Texas Community Development Block Grant for water and wastewater system improvements to serve the new assisted living facility. The resolution adopts the following: Section 504 Policy & Grievance Procedures Resolution, Section 3 Policy Resolution, Excessive Force Policy Resolution, Fair Housing Policy, and Citizen Participation Plan which are required for the grant.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: ADOPT A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, REGARDING CIVIL RIGHTS FOR CONSTRUCTION CONTRACTS GREATER THAN \$10,000 TO ENSURE THAT NO PERSON OR GROUP IS DENIED BENEFITS SUCH AS EMPLOYMENT, TRAINING, HOUSING, AND CONTRACTS GENERATED BY CDBG ACTIVITY ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY.

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.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, WHERE BY THE CITY OF ELGIN AGREES TO AFFIRMATIVELY FURTHER FAIR HOUSING CHOICE FOR ALL SEVEN PROTECTED CLASSES (RACE, COLOR, RELIGION, SEX, DISABILITY, FAMILAL STATUS, AND NATIONAL ORGIN): AND FURTHER AGREES TO PLAN ATLEAST ONE ACTIVITY DURING THE CONTRACT TERM TO AFFIRMATIVELY FURTHER FAIR HOUSING.

DEPARTMENT: Community Development

PROPOSED ACTION: Consider and Approve the Resolution.

BACKGROUND:

The City of Elgin was awarded a Texas Community Development Block Grant for water and wastewater system improvements to serve the new assisted living facility. The resolution adopts a fair housing policy as specified by the federal government.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends that the City Council adopts said policy as required for receipt of funding through Capital of Texas Fund grant.

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.

RESOLUTION NO:

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, WHERE BY THE CITY OF ELGIN AGREES TO AFFIRMATIVELY FURTHER FAIR HOUSING CHOICE FOR ALL SEVEN PORTECTED CLASSES: AND FURTHER AGREE TO PLAN AT LEAST ONE ACITVITY DURING THE CONTRACT TERM TO AFFIRMATIVELY FURTHER FAIR HOUSING.

WHEREAS, the City of Elgin has applied for a Texas Capital Fund grant for water and wastewater infrastructure improvements; and

WHEREAS, the Fair Housing Act requires adoption of a Fair Housing Policy by the applicant to qualify for Texas Capital grant funds; and

WHEREAS, the City of Elgin is committed to following the requirements set forth by the federal government related to fair housing policies;

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

Section 1: The City of Elgin agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).

Section 2: The City of Elgin agrees to plan at least one activity during the contract term to affirmatively further fair housing.

Section 3: The City of Elgin passes this resolution adopting this policy.

**APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS
ON THIS THE 3RD DAY OF JULY 2018.**

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Request for street closures for the 31st Annual Hogeye Festival October 25-27, 2018.

DEPARTMENT: Community Development

PROPOSED ACTION: Consider street closures for the 31st Annual Hogeye Festival Friday October 25-Saturday October 27, 2018.

BACKGROUND:

The annual Hogeye Festival is held in the downtown business district. Various street closures are required on Thursday Friday and Saturday. Thursday October 25 Depot Street from Avenue C to Avenue A may be closed for the carnival from 6pm to 10pm. Friday October 26, Depot Street and Central Avenue to be closed from Main Street to Avenue B for the Free Friday night Street dance, carnival, and Gordon Swenson Memorial BBQ Pork cook-off from 4pm to midnight; Saturday October 27 Loop 109 Main Street from the 400 block of North Main Street to the 200 block of South Main Street, and Depot Street to Avenue B, Austin Street, Central Avenue, Depot Street, 1st Street, 2nd Street, from the Union Pacific Railroad tracks to Avenue C from 4am to 7pm.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

ATTACHMENTS:

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



May 31, 2018

Chris Cannon, Mayor
City of Elgin
PO Box 591
Elgin, Texas 78621

Dear Mayor Cannon:

The 31st Annual Hogeye Festival is scheduled for Saturday, October 27, 2018 on Main Street in Historic Downtown Elgin. The festival committee has been working and meeting regularly to finalize the many components of the festival. Business sponsors and community groups make this a unique and very successful community event. Approximately 25 people volunteer for the festival committee and approximately 100 people volunteer the day of the festival. Thank you to the City of Elgin for all the support city departments provide to make the Hogeye Festival possible. Hogeye is a community celebration to raise funds for the City sponsored downtown revitalization project Elgin Main Street and many local non-profit groups have successful fundraisers at the festival. Crowds are estimated at 20,000 and there is tremendous positive media coverage for our community.

The Elgin Main Street Board and the Hogeye Festival Committee request:

- request to waive the open container ordinance for the for the 31st Annual Hogeye Festival sponsored by Elgin Main Street Board and the City of Elgin **on Saturday, October 27** from 10:00 a.m. to 7:00 p.m. in the festival area: Loop 109 (Main Street) from Austin Street to Lexington, Central Avenue, Depot Street, 1st Street, 2nd Street and 3rd Street from the Union Pacific railroad tracks to Avenue A **On Friday October 26** for the Street Dance and Gordon Swenson Memorial BBQ Pork Cook-off from 5:00 p.m. to 11:59 p.m. on Central Avenue and Depot Street and from Main Street to Avenue A. **On Thursday October 25** from 5 to 10pm for the Hogeye Stroll with the Hogalicious Dessert Contest and the Pearls Before Swine Art Show in downtown from Lexington Road to Brenham Street on Main and Avenue C.
- Request to approve street closures for the 31st Annual Hogeye Festival on Saturday, October 27, 2018 from 4am to 11pm as illustrated in the attached traffic control plan.

Please let us know what additional information we can provide. Renee Girling, festival co-chairperson can be reached at 512-415-5218. Thank you for working with us and for helping to make this event possible. We appreciate all of the City's support relating to the logistics, planning and implementation of the festival.

Sincerely,

Theresa McShan
Vice President

PO Box 591 Elgin, Texas 78621 www.elgintx.com 512.281.5724
Celebrating 24 years as a Texas Main Street City

Free Shuttle at
95N & Main Street

31st Annual
Hogeye Festival



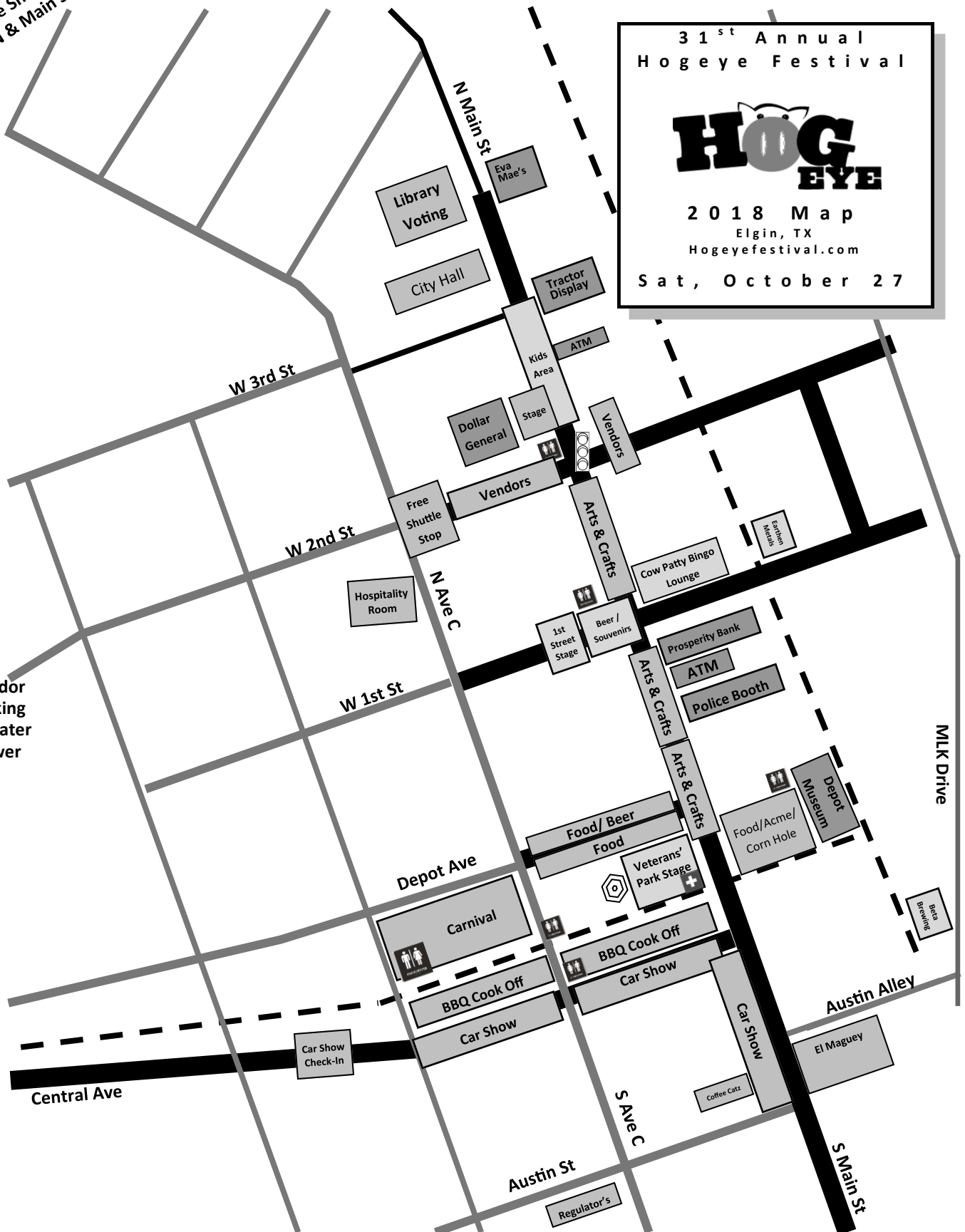
2018 Map

Elgin, TX

Hogeyefestival.com

Sat, October 27

Vendor
Parking
@ Water
Tower



Celebrating 28 years as a Texas Main Street City
31st Anniversary of the Hogeye Festival



POSTED SPEED	MINIMUM DIST.
30 or less	80
35	120
40	160
45	240

1. ALL SIGNS AND BARRICADES SHALL MEET THE REQUIREMENTS OF THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

2. STREET CLOSURES MAY ALSO BE PERFORMED BY A UNIFORMED POLICE OFFICER AND/OR FLAGMAN, INSTEAD OF BARRICADES.

3. BUSINESSES LOCATED AT THE INTERSECTION OF LEXINGTON ROAD AND MAIN STREET SHALL BARRICADE THE DRIVEWAYS THAT ACCESS MAIN STREET.

4. AVENUE C SHALL REMAIN OPEN UNTILL 8 A.M. PRIOR TO BARRICADES BEING PLACED AS SHOWN.

**5. SIGN SHALL BE PLACED
OUTSIDE THE POST OFFICE FOR
10 MINUTE PARKING—TOWING
ENFORCED.**



ENGINEERING — ENVIRONMENTAL
505 E. HUNT LAND DRIVE, STE. 250 AUSTIN, TX 78752
T.B.P.E. FIRM REGISTRATION # F-8832
(512) 454 — 8718

(BUSINESS R+)



9-13-16



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Request to waive open container ordinance for Elgin Drive a Senior Taste the Town November 29, 2018 from 5:30pm to 8:30pm.

DEPARTMENT: Community Development

PROPOSED ACTION: Consider waiver of Open Container Ordinance for Elgin Drive a Senior Taste the Town November 29, 2018 from 5:30pm to 8:30pm.

BACKGROUND:

Elgin Drive a Senior will be hosting a fundraising event called Taste The Town on Thursday, November 29 from 5:30 to 8:30pm. Participants purchase a ticket, up to 200 tickets may be sold, participants then sample wine and beer tastings and local restaurant food samples at locations throughout the downtown district. The area for the open container waiver would be from the 400 block of North Main Street to the 200 block of South Main Street, and Depot Street to Avenue C on Thursday, November 29 from 5:30 to 8:30pm.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Consider waiving the open container ordinance for Taste The Town on Thursday November 29, 2018 from 5:30pm to 8:30pm from the 400 block of North Main Street to the 200 block of South Main Street, and Depot Street to Avenue C.

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.



(512) 281-6065 ~ P.O. Box 1368, Elgin, TX 78621~ elgin@driveasenior.org

June 20, 2018

Dear Honorable Mayor Chris Cannon,

Drive a Senior – Elgin (DAS) would like to formally request an open-container waiver for our Taste the Town fundraiser the evening of Thursday, November 29, 2018 from 5:30 to 8:30 pm.

The event will take place on Main Street. Multiple businesses will host vendors who will provide beer and wine tastings. Participating locations will span from the 400 block of North Main Street to the 200 block of South Main Street, and Depot Street to Avenue C. All participating wineries will have licensed servers and will obtain off-site permits from TABC prior to the event.

Limo rides will be available to transport attendees from one end of town to the other.

Local restaurants will also be stationed at various locations to provide finger foods to those who attend Taste the Town.

In addition to this being a fundraiser for DAS, we also want to drive traffic to local businesses. We will sell up to 200 tickets for the event.

This is the fifth year for the event (in this format) and it has always gone smoothly. DAS will have a minimum of two volunteers at each location monitoring the crowd.

Thank you for your consideration in this matter.

Sincerely,

Erin Heine

Executive Director



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Request to waive open container ordinance October 25, 26 and 27 for the 31st Annual Hogeye Festival.

DEPARTMENT: Community Development

PROPOSED ACTION: Consider waiver of open container ordinance for 31st Annual Hogeye Festival Thursday, October 25 for the Hogeye Stroll from 5pm to 9pm 400 block of Main Street to Brenham Street, 2nd, First Street, Depot street, Central and Austin Street from Avenue B to Main Street, on Friday, October 26 from 8pm to midnight on Depot Street and Central Avenue from Main Street to Avenue B for the Gordon Swenson Memorial BBQ Pork Cook-off and the free street dance, and on Saturday October 27 8am to 7pm on the festival grounds Loop 109 Main Street from the 400 block of North Main Street to the 200 block of South Main Street, Austin Street, Central Avenue, Depot Street, 1st Street, 2nd Street, from the Union Pacific Railroad tracks to Avenue B from 8am to 7pm.

BACKGROUND:

Great things are happening in downtown Elgin – there are more new loft apartments downtown, and since 2015 nine buildings have been restored and 15 new businesses are in operation. The Hogeye Festival directly contributes to the development, promotion and revitalization of the downtown business district and Our Town! An estimated 20,000 people attend the Hogeye Festival. The Elgin Main Street Board has been a part of the Main Street program through the Texas Historical Commission since 1990. The City of Elgin has been selected as a National Main Street Community every year since 1999. The Hogeye Stroll Thursday night is a new event to increase participation in the Hogalicious Dessert Contest and the Pearls Before Swine Art Show, and drive traffic to local businesses.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Consider waiving the Open Container Ordinance for 31st Annual Hogeye Festival Thursday October 25 for the Hogeye Stroll from 5pm to 9pm 400 block of Main Street to Brenham Street, 2nd, First Street, Depot street, Central and Austin Street from Avenue C to Main Street, on Friday October 26 from 5pm to midnight on Depot Street and Central Avenue from Main Street to Avenue B for the BBQ Pork Cook-off, the free street dance, and the carnival; and on Saturday October 27 8am to 7pm on the festival grounds Loop 109 Main Street from the 400 block of North Main Street to the 200 block of South Main Street, Austin Street, Central Avenue, Depot Street, 1st Street, 2nd Street, from the Union Pacific Railroad tracks to Avenue B.

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.



Contact: 512-801-5748

Amy Miller, amiller@ci.elgin.tx.us

City of Elgin, Community Development Director

THE BEST LITTLE PIG GIG IN TEXAS

Elgin, Texas. - The Sausage Capital of Texas outdoes itself once again with the 31st Annual Hogeye Festival, celebrating in a small town with a huge appetite for family fun and a tremendous spirit for honoring pigs. Thursday 5-9pm, Friday 8pm to midnight and Saturday 10am-6pm.

Thursday, October 25, Hogeye Stroll from 5 to 9 with the Hogalicious Dessert Contest and the Pearls Before Swine Art Show, Friday October 26 from 8pm to midnight enjoy the free Hogeye Street Dance with Ken Orts and No Chance on Depot Street. Saturday, October 27 from 10:00a.m. until 6:00p.m. The free festival features live music and entertainment on three stages, handmade arts and crafts, children's activities, a children's costume pet parade, a carnival, Road Hog Car Show, BBQ Pork Cook-Off, Hogalicious Dessert Contest, Cow Patty Bingo, the Pearls Before Swine Art Show, and great festive food! Free Festival Shuttle available at the Hwy 95 North Park and Ride.

What sets this festival apart from so many others is the combination of humor and history. The day begins with the **Elgin Sowpremes**, our infamous singing group, riding in on "hogs" (Harleys) to serenade the crowd with porky tunes. It sets the stage for a day filled with **pig puns**, eating sausage on a stick with an appreciation of the real deal, admiring and acquiring handmade arts and crafts, and enjoying the great tunes by **local musicians on three stages. Find yourself hanging out on Main Street, a National Register Historic District, with the other little piglets hamming it up.** This is a day filled with community spirit and piggy pride, and a unique Texas festival experience that should not be missed.

Elgin is located 19 miles east of Austin on Hwy 290. The Hogeye Festival is sponsored by the Elgin Main Street Board, an organization supporting downtown revitalization, the City of Elgin, and underwritten by area businesses. Proceeds from the festival go toward downtown improvement projects ranging from new sidewalks, to beautification. **Elgin is a Texas Main Street City** and has been recognized by the National Trust for Historic Preservation as a National Main Street Community since 1999. **Over the past 28 years more than \$18 million has been reinvested in Elgin's downtown district as a Texas Main Street City!! Festival information: www.hogeyefestival.com**

About Elgin, Texas

Located 30 minutes east of Austin at the gateway to Central Texas, Elgin is an affordable, business-friendly community with historic roots and progressive leadership. Long known for its famous hot sausage, Elgin has a budding farm-to-table industry where food is grown and processed locally. Elgin also offers great opportunities for businesses seeking a talented workforce, a revitalized downtown district, and locations near highways and rail for accessibility and distribution throughout Central Texas and beyond. For more information, visit elginedc.com or www.elgintx.com

#####



May 31, 2018

Chris Cannon, Mayor
City of Elgin
PO Box 591
Elgin, Texas 78621

Dear Mayor Cannon:

The 31st Annual Hogeye Festival is scheduled for Saturday, October 27, 2018 on Main Street in Historic Downtown Elgin. The festival committee has been working and meeting regularly to finalize the many components of the festival. Business sponsors and community groups make this a unique and very successful community event. Approximately 25 people volunteer for the festival committee and approximately 100 people volunteer the day of the festival. Thank you to the City of Elgin for all the support city departments provide to make the Hogeye Festival possible. Hogeye is a community celebration to raise funds for the City sponsored downtown revitalization project Elgin Main Street and many local non-profit groups have successful fundraisers at the festival. Crowds are estimated at 20,000 and there is tremendous positive media coverage for our community.

The Elgin Main Street Board and the Hogeye Festival Committee request:

- request to waive the open container ordinance for the for the 31st Annual Hogeye Festival sponsored by Elgin Main Street Board and the City of Elgin **on Saturday, October 27** from 10:00 a.m. to 7:00 p.m. in the festival area: Loop 109 (Main Street) from Austin Street to Lexington, Central Avenue, Depot Street, 1st Street, 2nd Street and 3rd Street from the Union Pacific railroad tracks to Avenue A **On Friday October 26** for the Street Dance and Gordon Swenson Memorial BBQ Pork Cook-off from 5:00 p.m. to 11:59 p.m. on Central Avenue and Depot Street and from Main Street to Avenue A. **On Thursday October 25** from 5 to 10pm for the Hogeye Stroll with the Hogalicious Dessert Contest and the Pearls Before Swine Art Show in downtown from Lexington Road to Brenham Street on Main and Avenue C.
- Request to approve street closures for the 31st Annual Hogeye Festival on Saturday, October 27, 2018 from 4am to 11pm as illustrated in the attached traffic control plan.

Please let us know what additional information we can provide. Renee Girling, festival co-chairperson can be reached at 512-415-5218. Thank you for working with us and for helping to make this event possible. We appreciate all of the City's support relating to the logistics, planning and implementation of the festival.

Sincerely,

Theresa McShan
Vice President

PO Box 591 Elgin, Texas 78621 www.elgintx.com 512.281.5724
Celebrating 24 years as a Texas Main Street City



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes – June 5, 2018 - City Council Retreat May 19, 2018

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approve the June 5, 2018 Meeting Minutes and the May 19, 2018 Council Retreat 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 June 5, 2018 Meeting Minutes and the May 19, 2018 Council Retreat Minutes

ATTACHMENTS: June 5, 2018 Meeting Minutes and the May 19, 2018 Council Retreat 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 RETREAT
SATURDAY, MAY 19, 2018
CITY OF ELGIN REC CENTER, 361 NORTH HWY 95**

CALL TO ORDER

Mayor Pro Tem Gonzalez called the meeting to order at 10:30 a.m.

ROLL CALL

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

Council Member Beyer was absent. Mayor Cannon arrived at 10:50 a.m.

Staff: Thomas Mattis, City Manager
Charles Cunningham, Finance Director
Amelia Sanchez, City Secretary
Charlie Crossfield, City Attorney

GENERAL DISCUSSION

1. REVIEW AND GENERAL DISCUSSION OF ANY AND ALL ISSUES RELATED TO ALL CITY DEPARTMENTS, OPERATIONS, STAFFING, AND POLICIES WHICH MAY INCLUDE BUT NOT BE LIMITED TO CITY COUNCIL ANNUAL GOALS; THE FY18-19 ANNUAL OPERATING BUDGET AND THE 2018 FIVE-YEAR CAPITAL PROGRAM; COUNCIL-MANAGER FORM OF GOVERNMENT; THE CITY CHARTER; GENERAL CITY POLICY REGARDING MUNICIPAL UTILITY DISTRICTS (MUDS) OR SIMILAR DEVELOPMENT PROJECTS; ECONOMIC DEVELOPMENT AND INFRASTRUCTURE PLANNING; CODE ENFORCEMENT; CITY COMMITTEES, BOARDS, AND COMMISSIONS; STRATEGIC PLANNING AND RELATED MATTERS.

City Manager Thomas Mattis began the meeting stating they would be discussing goals, going over the Operating Budget and the Five Year Capital Program, and allowing for Council input. He stated that from the Five year Capital Plan some real progress was made last year, and it would continue to do that from a planning stand point.

CITY COUNCIL RETREAT MINUTES

May 19, 2018 – Page 2

City of Elgin Rec Center

He encouraged Council to look at last year's plan and if there was something that they had on their mind that had not been identified yet, this would be the opportunity to discuss it. Mr. Mattis stated that Charles Cunningham, Finance Director, would be giving a verbal preview of what was anticipated for the budget this year.

Mr. Cunningham spoke about how the budget process should work regarding the distribution of resources among the various programs that the majority of the Council will be supporting. He stated that there were five operating divisions, public safety, and public works being the two primary ones, with public works including streets, infrastructure and utilities which is basically water and sewer. He stated the other divisions such as Parks, Library and Main Street he lumped together and that the challenge for Council would be to distribute the resources for each of the operating programs.

City Manager Tom Mattis discussed the Five-Year Capital Program and stated it was staffs' and the City Manager's job to start the conversation, and generally did it at retreats such as this one to discuss what projects are big and important to Council. He stated throughout the process he would add or take out anything Council suggested and this is where policy and operations start to separate. He stated that Council as a whole defines what their expectations are for the year and provide clarity to staff and what staff should be investing their time on, although today he just wanted to speak about the process.

Charlie Crossfield, City Attorney, spoke about the Council-Manager Form of Government, Council giving direction and the City Manager executing it, and what the City Charter says regarding Council giving employees direction, and the process on requesting items for the agenda.

After a brief lunch break, City Manager Thomas Mattis continued the meeting.

Mr. Mattis spoke about growth and development issues, specifically the various MUD development projects on the west side of town as an example. He stated that based on the discussion at the previous meeting he wanted to clarify the basics on how the council gets involved in approving new development plats and projects. He stated the law requires the city to have the public hearings notifying the public, then the Planning Commission votes and if it complies with the rules it is administratively approved. He stated that the packet he provided showing the preliminary plans for projects, were projects that had already been approved. He stated there was a potential 5,439 SF lots, plus 628 Multi-Family units included in five of the proposed MUDs.

Mr. Mattis spoke about another development, a 628 acre mixed use masterplan, located in the ETJ with possibly 2500 new households, including parks, EMS site, school, public trails and amenity center, which would generate additional sales tax revenue to the city. There was discussion on the challenges of providing sewer services to these developments.

CITY COUNCIL RETREAT MINUTES

May 19, 2018 – Page 3

City of Elgin Rec Center

Mr. Mattis stated that all the information provided today was not definitive but wanted Council to be aware of what was going on or being proposed in different areas of the city.

ADJOURNMENT

Mayor Cannon adjourned the City Council Retreat meeting at 2:00 p.m.

APPROVED

CHRIS CANNON, MAYOR

ATTEST:

AMELIA SANCHEZ

**MINUTES
ELGIN CITY COUNCIL
REGULAR MEETING
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
TUESDAY, JUNE 5, 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
Charles Cunningham, Finance Director
Patrick South, Police Chief
Gary Cooke, Planning Director
Amy Miller, Community Development Director

Mayor Cannon certified there was a quorum.

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 Comment.

CITY COUNCIL MEETING MINUTES

June 5, 2018 – Page 2

City Annex Council Chambers

Mayor Cannon introduced the 2018 Ladies Elgin Softball Team and thanked them for the great job they had done in representing Elgin.

Mayor Cannon stated that there would be a quarterly Citizens' Spotlight Award and that this would be the second award presented. He announced the recipient of the Citizens Award was Head Coach Amanda Wolf-Schramm.

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

PRESENTATION

1. Introduction of New City of Elgin Police Officers – Chief Patrick South

Chief South introduced new Police Officers, Officer Chris Wall and Officer Carly Serna.

2. Presentation of the Proposed 2018 City of Elgin Five-Year Capital Plan.

City Manager Thomas Mattis stated he would be presenting the Five-Year Capital Plan which would start the budget process. He stated he had split the plan into two different parts, one being the projects plan, and the other for operations. Mr. Mattis stated the Capital Project Plan was updated from a year ago, and the Operations Capital Plan was an update that Council developed last year. He stated there was a listing identifying a plan for all major Capital Projects and new projects, as well as completed projects with a brief description, a picture or map on some, and an estimate of the cost. He spoke about the wastewater treatment plant expansion that the city had some funding for and other projects planned to include in the coming year budget. He stated some other projects to be funded for next year were the wastewater treatment plant, an expansion the city has partial funding for, pumps at the water treatment plant that grants were received for, Lee Dildy phase two, new restrooms at Memorial Park, holiday lighting, banners on Lee Dildy, and have funding for improving alleys in the downtown areas. He stated there were projects that were unfunded and Council would need to help prioritize these projects and do these projects as money became available. Mr. Mattis recommended to Council that they make sure there wasn't a project staff had not identified, and if there was a project they would like to propose, this was what this process was for, and also provide a list of prioritization. Mr. Mattis then presented the 2nd plan which was the Operations Plan focusing on equipment, vehicles, furniture and fixtures. He stated it is focused on what the capital investment of each department is going to have to make year to year to keep the operations the same. He stated the focus was on maintaining existing operations and no new programs were added and that these are items just to keep the operation going at the same level. Mr. Mattis stated this was a lot of information but wanted to brief Council on it before their review of the plan.

Mr. Mattis stated that there was a work session on the budget calendar for a week from tonight and if they had any questions on comments to let him know regarding tonight's presentation.

CITY COUNCIL MEETING MINUTES

June 5, 2018 – Page 3

City Annex Council Chambers

3. Update on the City of Elgin Main Street Program.

Amy Miller, Director of Community Development provided an update on the Main Street program and activity in the commercial business district. She outlined buildings that have been restored, new businesses that have opened, renovations and properties under contract. She stated that the City of Elgin is recognized as a Nationally Accredited Main Street community.

CITY MANAGER'S REPORT

1. Review and discussion of summer City Council meeting schedule.

Mr. Mattis stated that a few months back council meetings began to be held twice a month, but there had been discussion about going back to one meeting a month during the summer months since there would be additional budget meetings scheduled in the budget calendar. He asked if there was any conflict with the July 3rd meeting for anyone. All agreed to meet on July 3rd giving everyone an opportunity to review the documents on the Five-Year Plan.

2. General Activity Report and /or Project Update.

Mr. Mattis stated that Ms. Sawyers had complied with the order of the Board and had brought the building into compliance and gotten a building permit and the staff has monitored the progress.

Mr. Mattis reminded everyone about the Juneteenth parade this weekend if anyone on Council wanted to participate. Mayor Cannon stated he would be driving his truck and if anyone wanted to ride just to email him.

Mr. Mattis thanked everyone for their support in the opening of the Rec Center and that there had been a very good response from the public.

3. Departmental Monthly Reports – April

There were no questions or discussion on the monthly reports.

CONSENT AGENDA

1. City Council Minutes – May 1, 2018 and May 15, 2018

Council Member Brashar moved to approve the consent agenda with corrections. Council Member Thomas seconds the motion. Motion carried 9-0.

CITY COUNCIL MEETING MINUTES

June 5, 2018 – Page 4

City Annex Council Chambers

NEW BUSINESS

1. Election of Mayor Pro-Tem by City Council.

Council Member Penson moved to nominate Council Member Jessica Bega. Council Member Brashar seconds the motion. Motion carried 9-0.

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.

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

3. Consideration of possible appointment to the Board of Adjustments.

Council Member Brashar moved to appoint Reagan Dumbeck to the Board of Adjustments. Council Member Beyer seconds the motion. Motion carried 9-0.

4. Consideration of possible appointment to the Historic Review Board.

Council Member Brashar moved to appoint Robert Ryland to the Historic Review Board. Council Member Beyer seconds the motion. Motion carried 9-0.

5. 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

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

ANNOUNCEMENTS

Council Member Brashar mentioned the Juneteenth celebration on Friday and Saturday, and that the Elgin t-ball teams were still in the tournaments. Council Member Penson mentioned Western Days in a couple of weeks. Council Member Bega thanked Council Member Gonzalez for his service as Mayor Pro Tem and that she appreciated the vote of confidence from everyone for choosing her as Mayor Pro Tem. Mayor Cannon stated the he, Chief South and Mr. Mattis had gone on a tour of the prison in Bastrop.

CITY COUNCIL MEETING MINUTES

June 5, 2018 – Page 5

City Annex Council Chambers

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 8:39 p.m.

APPROVED

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Resolution to Approve Agreement for Billing Production Services with DataProse LLC.

DEPARTMENT: City Manager and Finance

PROPOSED ACTION: Consider Resolution for approval

BACKGROUND: Approximately three weeks ago the Utility Billing Supervisor was approached by a vendor to offer utility billing production services at a rate lower than that offered by the City's current contractor which is DataProse LLC. The DataProse rep was contacted and informed of the City's intent to consider their competitor's offer. After preparing a response, DataProse came back to the City with a counteroffer that matched their competitors.

Services provided in the past by Dataprose have been excellent and staff would not recommend changing vendors except in the case of a lower price. Because the more competitive price was matched by dataprose as well as their willingness to reformat the utility bill to enhance its clarity, readability and added functionality, it is recommended that an amendment to the current Agreement be approved by Council.

A copy of a brief cost analysis showing potential annual savings under the new rates is attached for you consideration. Copies of a current bill and the reformatted version are also included to demonstrate the advantages of the new version.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Recommended for approval

ATTACHMENTS: Resolution approving the agreement with DataProse LLC; Cost Analysis showing potential savings under the new proposed rates; copy of current representative bill: copy of reformatted bill.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

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

RESOLUTION NO: _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE AN AGREEMENT WITH DATAPROSE LLC. TO PROVIDE BILLING PRODUCTION SERVICES TO THE CITY FOR A MINIMUM PERIOD OF THREE (3) YEARS AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT.

WHEREAS, the City of Elgin has previously contracted with DataProse LLC for a period of five years with the term of that Agreement ending in December 2018; and

WHEREAS, the terms and conditions of that Agreement have been renegotiated with DataProse that lowers the unit rates of those services resulting in a reduction in costs by approximately 27%; and

WHEREAS, DataProse has also proposed a new format for the bills that make it more readable and includes information not previously available on the current bill; and

WHEREAS, DataProse has agreed to amend the current Production Agreement under new terms and conditions as defined in the "AMENDMENT TO PRODUCTION AGREEMENT" attached hereto in EXHIBIT A;

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

The City Council approves the Agreement with DataProse LLC. as shown in EXHIBIT A attached and that the Mayor is authorized on behalf of the City to execute said Agreement shown as Exhibit A which is incorporated herein for all purposes and that DataProse shall provide said services as stipulated in the Agreement.

APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THIS 3rd DAY OF JULY, 2018.

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

EXHIBIT A

DATAprose® AMENDMENT TO PRODUCTION AGREEMENT

This Amendment to the Production Agreement ("Amendment") amends the Production Agreement ("Agreement") made between DataProse, LLC, a Texas limited liability company ("DataProse") and the City of Elgin ("Client") dated 2/2/2012. The purpose of this Amendment is to amend the terms and conditions agreed to in this prior Agreement. The effective date of this Amendment is the date last signed below ("Effective Date"). In consideration of the mutual promises and benefits contained herein, the parties hereby agree as follows:

PURPOSE OF AMENDMENT. This Amendment shall become effective as of the Effective Date and makes the following changes to the prior Agreement.

- Replaces Schedule 1.0 from the Agreement with Schedule 1.1 (below) which amends the Fees for Goods & Services.
- Replaces Article 3 of the Agreement with Article 3.1 (below) which amends the term of the Agreement.
- Replaces Article 15 of the Agreement with Article 15.1 (below) which amends the client notice of the Agreement.

DataProse and Client agree that this Amendment is hereby incorporated by reference into the Agreement. The Agreement and this Amendment set forth the entire understanding between the Parties with respect to the Licensed Software/Services, as defined below.

Schedule 1.1 – Fees for Goods & Services

ServiceBill (Package includes: data processing & simplex, CM K (full color) imaging: full-color front over black or grey backer, 8.5x11, 24# white paper perforated at 3.5" from bottom, #10 window env., #9 single window reply env., folding, inserting, presorting and delivery to USPS)

<u>Optional Services</u>			
Search & ViewBill (Archive Package includes: data processing, archive creation, search, access & hosting of archive files for 12 months from creation date)	\$0.15	Per Bill	
ViewBill Transmission (includes FTP transmission to client site or files copied to CDROM)	\$0.015	Per Bill	
NCOALink – Automated address update service	\$150.00	Per Transmission/CDROM	
Additional Impressions	\$0.50	Per Address Correction	
Bill Suppression (data processing only – Group Y & Z)	\$0.05	Per Impression	
Oversized Surcharge (8-99 page bills – Group C)	\$0.05	Per Bill	
Oversized Surcharge (100+ page bills – Group D & E)	\$0.35	Per Bill	
Additional Inserts	\$4.00	Per Bill	
Offline Folding	\$0.01	Per Insert	
Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms connection)	\$0.01	Per Piece	
Freight, Courier & Air Delivery	\$125.00	Per Hour	
Minimum Daily Processing/Production Fee	Cost	Per Request	
Minimum Monthly Charge	\$150.00	Per Day	
Postage (1 oz.)	\$500.00	Per Month	
	\$0.38	Per Bill	

ARTICLE 3.1 TERM. The term of this Amendment shall commence as of the Effective Date, and shall continue for a period of not less than three (3) years, ending on the third anniversary of the Effective Date, unless terminated earlier in accordance with provisions found elsewhere in the Agreement. The Amendment shall renew itself for successive one (1) year terms unless written notice of cancellation is received by one party from the other at the end of the initial term or at the end of any succeeding one (1) year renewal term(s) by sending written notice of non-renewal to the other party no earlier than one hundred fifty (150), and no later than ninety (90), days before the expiration of the then current term.

ARTICLE 15.1 NOTICE. All notices must be in writing and if not personally delivered, be sent by facsimile, first class mail, nationally recognized overnight delivery service or by electronic mail. Mailed notices will be effective on the third day after mailing. Notice by personal delivery or delivery service will be effective when delivered. When sent by facsimile or electronic mail, notice will be effective on the day the transmission is received by the recipient provided that (a) a duplicate copy of the notice is promptly given by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Either party may change the address to which notices are to be sent by giving notice of such change to the other party.

If to DataProse:

DataProse
1122 W. Bethel Road, Suite 100
Coppell, TX 76019
Attention: COO

If to Client:

City of Elgin
310 North Main Street
Elgin, TX 76821
Attention: Finance Director

IN WITNESS WHEREOF, The parties hereto have caused this Amendment to be executed and to be effective as of the Effective Date.

DataProse, LLC

City of Elgin:

By: _____
CEO

By: _____

Date: _____

Title: _____ Date: _____

This Amendment to the Production Agreement ("Amendment") amends the Production Agreement ("Agreement") made between DataProse, LLC, a Texas limited liability company ("DataProse") and the City of Elgin ("Client") dated 2/2/2012. The purpose of this Amendment is to amend the terms and conditions agreed to in this prior Agreement. The effective date of this Amendment is the date last signed below ("Effective Date"). In consideration of the mutual promises and benefits contained herein, the parties hereby agree as follows:

PURPOSE OF AMENDMENT. This Amendment shall become effective as of the Effective Date and makes the following changes to the prior Agreement.

- Replaces Schedule 1.0 from the Agreement with Schedule 1.1 (below) which amends the Fees for Goods & Services.
- Replaces Article 3 of the Agreement with Article 3.1 (below) which amends the term of the Agreement.
- Replaces Article 15 of the Agreement with Article 15.1 (below) which amends the client notice of the Agreement.

DataProse and Client agree that this Amendment is hereby incorporated by reference into the Agreement. The Agreement and this Amendment set forth the entire understanding between the Parties with respect to the Licensed Software/Services, as defined below.

Schedule 1.1 – Fees for Goods & Services

ServiceBill (Package Includes: data processing & simplex, CM K (full color) imaging: full-color front over black or grey backer, 8.5x11, 24# white paper perforated at 3.5" from bottom, #10 window env., #9 single window reply env., folding, inserting, presorting and delivery to USPS)

\$0.15

Per Bill

Optional Services

Search & ViewBill (Archive Package Includes: data processing, archive creation, search, access & hosting of archive files for 12 months from creation date)

\$0.015

Per Bill

ViewBill Transmission (includes FTP transmission to client site or files copied to CDROM)

\$150.00

Per Transmission/CDROM

NCOALink – Automated address update service

\$0.50

Per Address Correction

Additional Impressions

\$0.05

Per Impression

Bill Suppression (data processing only – Group Y & Z)

\$0.05

Per Bill

Oversized Surcharge (8-99 page bills – Group C)

\$0.35

Per Bill

Oversized Surcharge (100+ page bills – Group D & E)

\$4.00

Per Bill

Additional Inserts

\$0.01

Per Insert

Offline Folding

\$0.01

Per Piece

Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms composition)

\$125.00

Per Hour

Freight, Courier & Air Delivery

Cost

Per Request

Minimum Daily Processing/Production Fee

\$150.00

Per Day

Minimum Monthly Charge

\$500.00

Per Month

Postage (1 oz.)

\$0.38

Per Bill

ARTICLE 3.1 TERM. The term of this Amendment shall commence as of the Effective Date, and shall continue for a period of not less than three (3) years, ending on the third anniversary of the Effective Date, unless terminated earlier in accordance with provisions found elsewhere in the Agreement. The Amendment shall renew itself for successive one (1) year terms unless written notice of cancellation is received by one party from the other at the end of the initial term or at the end of any succeeding one (1) year renewal term(s) by sending written notice of non-renewal to the other party no earlier than one hundred fifty (150), and no later than ninety (90), days before the expiration of the then current term.

ARTICLE 15.1 NOTICE. All notices must be in writing and if not personally delivered, be sent by facsimile, first class mail, nationally recognized overnight delivery service or by electronic mail. Mailed notices will be effective on the third day after mailing. Notice by personal delivery or delivery service will be effective when delivered. When sent by facsimile or electronic mail, notice will be effective on the day the transmission is received by the recipient provided that (a) a duplicate copy of the notice is promptly given by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Either party may change the address to which notices are to be sent by giving notice of such change to the other party.

If to DataProse:

DataProse
1122 W. Bethel Road, Suite 100
Coppell, TX 75019
Attention: COO

If to Client:

City of Elgin
310 North Main Street
Elgin, TX 78621
Attention: Finance Director

IN WITNESS WHEREOF, The parties hereto have caused this Amendment to be executed and to be effective as of the Effective Date.

DataProse, LLC

City of Elgin:

By: _____
CEO

By: _____

Date: _____

Title: _____ Date: _____

Invoice w/Inserts**Current Rates****Offered Rates****Statements**

	<u>Pieces</u>	<u>Unit Cost</u>	<u>Extention</u>	<u>Pieces</u>	<u>Unit Cost</u>	<u>Extention</u>
Bill Package	3015	\$0.25	\$753.75	3015	\$0.15	\$452.25
Search and View	3393	\$0.03	\$101.79	3393	\$0.02	\$50.90
NCOALINK	11	\$0.50	\$5.50	11	\$0.50	\$5.50
Additional impressions	71	\$0.05	\$3.55	71	\$0.05	\$3.55
Bill Supression	378	\$0.05	\$18.90	378	\$0.05	\$18.90
Oversized surcharge	2	\$0.20	\$0.40	2	\$0.20	\$0.40
Inserts	3015	\$0.05	\$150.75	3015	\$0.01	\$30.15
Postage	1	\$1,149.30	\$1,149.30	1	\$1,149.30	\$1,149.30

\$2,183.94**\$1,710.95****Past Due**

Bill Package	590	\$0.25	\$147.50	590	\$0.15	\$88.50
Search and View	590	\$0.03	\$17.70	590	\$0.02	\$8.85
NCOALINK	2	\$0.50	\$1.00	2	\$0.50	\$1.00
Additional impressions	1	\$0.05	\$0.05	1	\$0.05	\$0.05
Postage	1	\$225.41	\$225.41	1	\$225.41	\$225.41

\$391.66**\$323.81****\$2,575.60****\$2,034.76**

4 mo. w/inserts 10,302.40
8 mo. wo/inserts 17,471.52
\$27,773.92

4 mo. w/inserts \$8,139.04
8 mo. wo/inserts \$13,687.60
\$21,826.64

Annual Savings \$5,947.28



CITY OF ELGIN
UTILITY BILLING DEPT.
PO BOX 591
ELGIN, TX 78621-0591

CHRISTOPHER WOODRUFF
13713 SIERRA WIND LN
ELGIN TX 78621

ACCOUNT STATEMENT

For Inquires please call City Hall512-285-5721
Office Hours.....Monday -Friday 8am - 5pm
After Hours Emergencies.....512-285-5757
Visit us online.....www.elgintx.com

Account Information

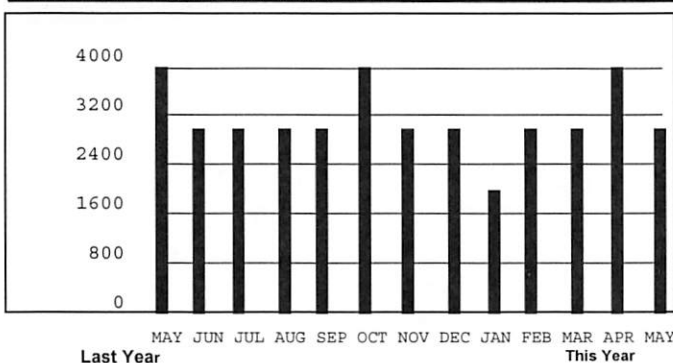
ACCOUNT: 009-0080301-001
PIN NUMBER 03381301
SERVICE ADDRESS: 13713 SIERRA WIND LN
SERVICE PERIOD: 04/13/2018 TO: 05/14/2018
BILLING DATE: 05/31/2018

DUE DATE: 06/15/2018

Current Account Activity

Meter/Code	Previous	Current	Usage
Water	146	149	3,000

Your Monthly Usage (in gallons)



Current Charges

Current Charges	Amount
Water	44.01
Sewer	36.01
Garbage	16.37
Tax	1.35

Special Message

CASH WILL NOT BE ACCEPTEED IN THE AFTER HOURS DROP BOX

ALL EXTENSION REQUEST MUST BE IN WRITING.

NEW BULK DATES

WEEK OF AUGUST 27th-31st {SERVICED ON YOUR TRASH DAY}
WEEK OF DECEMBER 10th-14th {SERVICED ON YOUR TRASH DAY}

CITY OF ELGIN ANNUAL WATER QUALITY REPORT CAN BE VIEWED AT
WWW.ELGINTX.COM/DOCUMENTCENTER/VIEW/265
PLEASE CALL 512-281-0119 IF YOU WOULD LIKE A PAPER COPY.

EL INFORME ANNUAL DE LA CALIDAD DE SU AUQA ESTA DISPONIBLE E
WWW.ELGINTX.COM/DOCUMENTCENTER/VIEW/265
POR FAVOR LLAME A 512-281-0119 SI DESEA UNA COPIA DEL FORME

Amount Due

Current Charges	97.74
Credit Balance	(3.00)
Subtotal Due	94.74
If Paid After 06/15/18	104.21

Terms: Bills are due and payable upon receipt. If payment is not received by 5:00 pm on the 15th of the month, a 10% penalty will be added. If payment is not received by 5:00 pm on the 25th of the month, a \$50.00 fee will be added for disconnection.

This is the only bill you will receive. Service will be disconnected for non-payment on the 26th of the month if payment is not received in our office.

Please return this portion along with your payment. Please make your check payable to the City of Elgin.

Payment Coupon

Account Name: CHRISTOPHER WOODRUFF
Account Number: 009-0080301-001
Service Address: 13713 SIERRA WIND LN

Billing Date: 05/31/2018
Due Date: 06/15/2018
TOTAL AMOUT DUE: 94.74

Amount Enclosed: \$

Return this coupon with your payment made payable to:

FOR OFFICE USE ONLY

ACCOUNT NUMBER: 009-0080301-001



TOTAL AMOUNT DUE: 94.74

CITY OF ELGIN
PO BOX 591
ELGIN TX 78621



CITY OF ELGIN
UTILITY BILLING DEPT.
PO BOX 591
ELGIN, TX 78621-0591

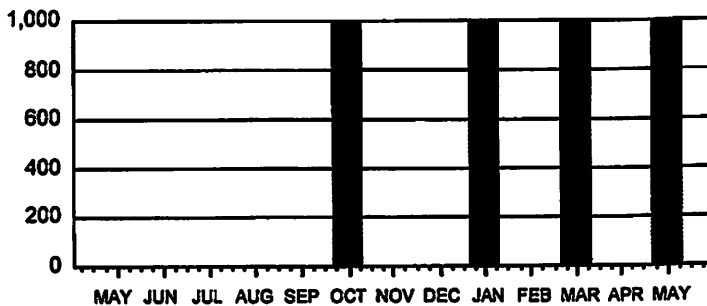


*****AUTO**5-DIGIT 12345 1
1403 1 AV 0.350



JOHN Q SAMPLE
123456 ANYSTREET
ADDRESS LINE 2
SAMPLE US 12345-6789

YOUR MONTHLY USAGE (IN GALLONS)



SPECIAL MESSAGE

CASH WILL NOT BE ACCEPTED IN THE AFTER HOURS DROP BOX

ALL EXTENSION REQUEST MUST BE IN WRITING.

NEW BULK DATES

WEEK OF AUGUST 27th-31st (SERVICED ON YOUR TRASH DAY)
WEEK OF DECEMBER 10th-14th (SERVICED ON YOUR TRASH DAY)

CITY OF ELGIN ANNUAL WATER QUALITY REPORT CAN BE VIEWED AT
WWW.ELGINTX.COM/DOCUMENTCENTER/VIEW/265
PLEASE CALL 512-281-0119 IF YOU WOULD LIKE A PAPER COPY.

EL INFORME ANNUAL DE LA CALIDAD DE SU AGUA ESTA DISPONIBLE EN
WWW.ELGINTX.COM/DOCUMENTCENTER/VIEW/265
POR FAVOR LLAME A 512-281-0119 SI DESEA UNA COPIA DEL FORME

PAYMENT COUPON

Please return this portion along with your payment. Please make your check payable to City of Elgin.

Account Name: NAME GOES HERE
Account Number: 000-0000000-000
Service Address: 111 W 1ST ST

Billing Date: 05/31/2018
Due Date: 06/15/2018
Total Due If Paid By 06/15/2018 \$99.50
Total Due If Paid After 06/15/2018 \$109.45

OFFICE USE ONLY

Account Number: 002-0000510-009

Barcode
Total Due If Paid By 06/15/2018

\$99.50

Barcode
Total Due If Paid After 06/15/2018

\$109.45



ACCOUNT STATEMENT

For inquiries please call City Hall.....512-281-5724
Office Hours.....Monday - Friday 8am - 5pm
After Hours Emergencies.....512-281-5758
Visit us online.....www.elgintx.com

ACCOUNT INFORMATION

Account Number: 000-0000000-000
PIN Number: 00000000
Service Address: 111 W 1ST ST
Service Period: 04/13/2018 to 05/15/2018
Billing Date: 05/31/2018
Due Date: 06/15/2018

CURRENT ACCOUNT ACTIVITY

Meter/Code	Previous	Current	Usage
Water	113	114	1,000

CURRENT CHARGES

	AMOUNT
Water	\$40.00
Sewer	\$32.00
Garbage	\$25.40
Tax	\$2.10

AMOUNT DUE

Current Due	\$99.50
-------------	---------

Total Due If Paid By 06/15/2018 \$99.50
Total Due If Paid After 06/15/2018 \$109.45

Terms: Bills are due and payable upon receipt. If payment is not received on the 15th of the month, a 10% penalty will be added. If payment is not received by the 25th of the month a \$50.00 fee will be added for disconnection. Failure to receive bill does not void late charges or fees. This is the only bill you will receive. Service will be disconnected for non-payment on the 26th of the month if payment is not received in our office.

Amount Enclosed: \$

Return this coupon with your payment made payable to:

CITY OF ELGIN
310 NORTH MAIN STREET
PO BOX 591
ELGIN, TEXAS 78621

RESOLUTION NO: _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE AN AGREEMENT WITH DATAPROSE LLC. TO PROVIDE BILLING PRODUCTION SERVICES TO THE CITY FOR A MINIMUM PERIOD OF THREE (3) YEARS AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT.

WHEREAS, the City of Elgin has previously contracted with DataProse LLC for a period of five years with the term of that Agreement ending in December 2018; and

WHEREAS, the terms and conditions of that Agreement have been renegotiated with DataProse that lowers the unit rates of those services resulting in a reduction in costs by approximately 27%; and

WHEREAS, DataProse has also proposed a new format for the bills that make it more readable and includes information not previously available on the current bill; and

WHEREAS, DataProse has agreed to amend the current Production Agreement under new terms and conditions as defined in the "AMENDMENT TO PRODUCTION AGREEMENT" attached hereto in EXHIBIT A;

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

The City Council approves the Agreement with DataProse LLC. as shown in EXHIBIT A attached and that the Mayor is authorized on behalf of the City to execute said Agreement shown as Exhibit A which is incorporated herein for all purposes and that DataProse shall provide said services as stipulated in the Agreement.

APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THIS 3rd DAY OF JULY, 2018.

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

EXHIBIT A

DATAprose® AMENDMENT TO PRODUCTION AGREEMENT

This Amendment to the Production Agreement ("Amendment") amends the Production Agreement ("Agreement") made between DataProse, LLC, a Texas limited liability company ("DataProse") and the City of Elgin ("Client") dated 2/2/2012. The purpose of this Amendment is to amend the terms and conditions agreed to in this prior Agreement. The effective date of this Amendment is the date last signed below ("Effective Date"). In consideration of the mutual promises and benefits contained herein, the parties hereby agree as follows:

PURPOSE OF AMENDMENT. This Amendment shall become effective as of the Effective Date and makes the following changes to the prior Agreement.

- Replaces Schedule 1.0 from the Agreement with Schedule 1.1 (below) which amends the Fees for Goods & Services.
- Replaces Article 3 of the Agreement with Article 3.1 (below) which amends the term of the Agreement.
- Replaces Article 15 of the Agreement with Article 15.1 (below) which amends the client notice of the Agreement.

DataProse and Client agree that this Amendment is hereby incorporated by reference into the Agreement. The Agreement and this Amendment set forth the entire understanding between the Parties with respect to the Licensed Software/Services, as defined below.

Schedule 1.1 – Fees for Goods & Services

ServiceBill (Package Includes: data processing & simplex, CM K (full color) imaging: full-color front over black or grey backer, 8.5x11, 24# white paper perforated at 3.5" from bottom, #10 window env., #9 single window reply env., folding, inserting, presorting and delivery to USPS)

\$0.15

Per Bill

Optional Services

Search & ViewBill (Archive Package Includes: data processing, archive creation, search, access & hosting of archive files for 12 months from creation date)

\$0.015

Per Bill

ViewBill Transmission (includes FTP transmission to client site or files copied to CDROM)

\$150.00

Per Transmission/CDROM

NCOALink – Automated address update service

\$0.50

Per Address Correction

Additional Impressions

\$0.05

Per Impression

Bill Suppression (data processing only – Group Y & Z)

\$0.05

Per Bill

Oversized Surcharge (8-99 page bills – Group C)

\$0.35

Per Bill

Oversized Surcharge (100+ page bills – Group D & E)

\$4.00

Per Bill

Additional Inserts

\$0.01

Per Insert

Offline Folding

\$0.01

Per Piece

Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms composition)

\$125.00

Per Hour

Freight, Courier & Air Delivery

Cost

Per Request

Minimum Daily Processing/Production Fee

\$150.00

Per Day

Minimum Monthly Charge

\$500.00

Per Month

Postage (1 oz.)

\$0.38

Per Bill

ARTICLE 3.1 TERM. The term of this Amendment shall commence as of the Effective Date, and shall continue for a period of not less than three (3) years, ending on the third anniversary of the Effective Date, unless terminated earlier in accordance with provisions found elsewhere in the Agreement. The Amendment shall renew itself for successive one (1) year terms unless written notice of cancellation is received by one party from the other at the end of the initial term or at the end of any succeeding one (1) year renewal term(s) by sending written notice of non-renewal to the other party no earlier than one hundred fifty (150), and no later than ninety (90), days before the expiration of the then current term.

ARTICLE 15.1 NOTICE. All notices must be in writing and if not personally delivered, be sent by facsimile, first class mail, nationally recognized overnight delivery service or by electronic mail. Mailed notices will be effective on the third day after mailing. Notice by personal delivery or delivery service will be effective when delivered. When sent by facsimile or electronic mail, notice will be effective on the day the transmission is received by the recipient provided that (a) a duplicate copy of the notice is promptly given by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Either party may change the address to which notices are to be sent by giving notice of such change to the other party.

If to DataProse:

DataProse
1122 W. Bethel Road, Suite 100
Coppell, TX 75019
Attention: COO

If to Client:

City of Elgin
310 North Main Street
Elgin, TX 78621
Attention: Finance Director

IN WITNESS WHEREOF, The parties hereto have caused this Amendment to be executed and to be effective as of the Effective Date.

DataProse, LLC

City of Elgin:

By: _____
CEO

By: _____

Date: _____

Title: _____ Date: _____

This Amendment to the Production Agreement ("Amendment") amends the Production Agreement ("Agreement") made between DataProse, LLC, a Texas limited liability company ("DataProse") and the City of Elgin ("Client") dated 2/2/2012. The purpose of this Amendment is to amend the terms and conditions agreed to in this prior Agreement. The effective date of this Amendment is the date last signed below ("Effective Date"). In consideration of the mutual promises and benefits contained herein, the parties hereby agree as follows:

PURPOSE OF AMENDMENT. This Amendment shall become effective as of the Effective Date and makes the following changes to the prior Agreement.

- Replaces Schedule 1.0 from the Agreement with Schedule 1.1 (below) which amends the Fees for Goods & Services.
- Replaces Article 3 of the Agreement with Article 3.1 (below) which amends the term of the Agreement.
- Replaces Article 15 of the Agreement with Article 15.1 (below) which amends the client notice of the Agreement.

DataProse and Client agree that this Amendment is hereby incorporated by reference into the Agreement. The Agreement and this Amendment set forth the entire understanding between the Parties with respect to the Licensed Software/Services, as defined below.

Schedule 1.1 – Fees for Goods & Services

ServiceBill (Package Includes: data processing & simplex, CM K (full color) imaging: full-color front over black or grey backer, 8.5x11, 24# white paper perforated at 3.5" from bottom, #10 window env., #9 single window reply env., folding, inserting, presorting and delivery to USPS)

\$0.15

Per Bill

Optional Services

Search & ViewBill (Archive Package Includes: data processing, archive creation, search, access & hosting of archive files for 12 months from creation date)

\$0.015

Per Bill

ViewBill Transmission (Includes FTP transmission to client site or files copied to CDROM)

\$150.00

Per Transmission/CDROM

NCOALink – Automated address update service

\$0.50

Per Address Correction

Additional Impressions

\$0.05

Per Impression

Bill Suppression (data processing only – Group Y & Z)

\$0.05

Per Bill

Oversized Surcharge (8-99 page bills – Group C)

\$0.35

Per Bill

Oversized Surcharge (100+ page bills – Group D & E)

\$4.00

Per Bill

Additional Inserts

\$0.01

Per Insert

Offline Folding

\$0.01

Per Piece

Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms composition)

\$125.00

Per Hour

Freight, Courier & Air Delivery

Cost

Per Request

Minimum Daily Processing/Production Fee

\$150.00

Per Day

Minimum Monthly Charge

\$500.00

Per Month

Postage (1 oz.)

\$0.38

Per Bill

ARTICLE 3.1 TERM. The term of this Amendment shall commence as of the Effective Date, and shall continue for a period of not less than three (3) years, ending on the third anniversary of the Effective Date, unless terminated earlier in accordance with provisions found elsewhere in the Agreement. The Amendment shall renew itself for successive one (1) year terms unless written notice of cancellation is received by one party from the other at the end of the initial term or at the end of any succeeding one (1) year renewal term(s) by sending written notice of non-renewal to the other party no earlier than one hundred fifty (150), and no later than ninety (90), days before the expiration of the then current term.

ARTICLE 15.1 NOTICE. All notices must be in writing and if not personally delivered, be sent by facsimile, first class mail, nationally recognized overnight delivery service or by electronic mail. Mailed notices will be effective on the third day after mailing. Notice by personal delivery or delivery service will be effective when delivered. When sent by facsimile or electronic mail, notice will be effective on the day the transmission is received by the recipient provided that (a) a duplicate copy of the notice is promptly given by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Either party may change the address to which notices are to be sent by giving notice of such change to the other party.

If to DataProse:

DataProse
1122 W. Bethel Road, Suite 100
Coppell, TX 75019
Attention: COO

If to Client:

City of Elgin
310 North Main Street
Elgin, TX 78621
Attention: Finance Director

IN WITNESS WHEREOF, The parties hereto have caused this Amendment to be executed and to be effective as of the Effective Date.

DataProse, LLC

City of Elgin:

By: _____
CEO

By: _____

Date: _____

Title: _____ Date: _____



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A Resolution of the City Council of the City of Elgin, Texas, authorizing the selection and award of a contract for the construction of the Elgin Water Treatment Plant Booster Station Improvement Project to TTE, LLC; and authorizing the City Manager and/or the Mayor to act as the City's Executive Officer and authorized representative to execute the contract.

DEPARTMENT: Utility Maintenance

PROPOSED ACTION:

Discussion to consider authorizing the City Manager to enter into an agreement with TTE, LLC as the selected contractor for the construction of the Elgin Water Treatment Plant Booster Station Improvement Project.

BACKGROUND:

\$1.1 million of the funds for this project will be provided by FEMA who awarded the City a Mitigation Grant as a result of the October 31, 2015 flooding. Council previously approved matching funds which will be drawn from the "Water Improvement Capital Projects Fund" 045-88002-011.

Subsequent to FEMA's review and approval of the plans, construction bids were solicited and opened on June 26, 2018. Three (3) sealed bids were received at City Hall. The base bids plus alternate bid items ranged from \$1,232,940.00 from TTE, LLC to \$1,869,940.00 from Patin Construction. TRC Solutions has evaluated the bids and contractors as well as interviewed references. Their bid tabulation and recommendation are provided. The total budget cost is anticipated at \$1.23M which is within the approved budget parameters.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Adoption of the Resolution and authorization to execute an agreement with TTE, LLC as contractor for the construction of the Elgin Water Treatment Plant Booster Station Improvement Project as presented; and as may be amended or otherwise directed by Council.

ATTACHMENTS:

Executive Summary

TRC Bid Tabulation and Recommendation

{ } 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.

Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE SELECTION AND AWARD OF A CONTRACT FOR THE CONSTRUCTION OF THE ELGIN WATER TREATMENT PLANT BOOSTER STATION IMPROVEMENT PROJECT TO TTE, LLC; AND AUTHORIZING THE CITY MANAGER AND/OR THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE TO EXECUTE THE CONTRACT.

WHEREAS, the City of Elgin has completed the appropriate procurement procedures through the competitive bidding process; and

WHEREAS, all bids were received fairly and ranked according to lowest best responsible bid; and

WHEREAS, the City's contracted engineer for the project, TRC Solutions, Inc., has reviewed all bid documents and recommends the award of the contract to TTE, LLC;

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

1. That the City award a construction contract to TTE, LLC for \$1,232,940.00.
2. That the City Council directs and designates the City Manager and/or the Mayor as the City's Chief Executive Officer and Authorized Representative to act as the City's executive officer and authorized representative to execute the construction contract for the Elgin Water Treatment Plant Booster Station Improvement Project.

Passed and approved this 3rd day of July, 2018.

Chris Cannon, Mayor

Amelia Sanchez, City Secretary



T.B.P.E. #F-8632

505 East Huntland Drive
Suite 250
Austin, TX 78752

512.454.8716 PHONE
512.454.2433 FAX

www.TRCSolutions.com

June 27, 2018

Honorable Mayor and City Council
City of Elgin
310 North Main
Elgin, Texas 78621

Attn: Mr. Thomas Mattis, City Manager

**RE: WTP Booster Station Improvement Project
HMGP No. DR 4245-015
Bid Award Recommendation**

Dear Mayor Cannon and Council Members:

Three (3) sealed bids were received at Elgin City Hall on June 26, 2018 at 2:00 P.M. for the above-referenced project. The base bids plus alternates bid items ranged from \$1,232,940.00 from TTE, LLC to \$1,869,940.00 from Patin Construction. The bid tabulation is attached for your reference.

TRC conducted reference checks of the recommended contractor. It is recommended that TTE, LLC be awarded the construction project in the amount of \$1,232,940.00.

The contractor has a bid bond and will be required to furnish a Standard Form of Agreement, Performance Bond and Payment Bond to the City.

If you have any other questions or comments, please do not hesitate to contact this office.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Beau Perry", is positioned below the word "Sincerely,".

K. Beau Perry, P.E.
Vice President

cc: Ms. Suellen Jordan, Langford Community Management Services

Enclosure

City of Elgin
WTP Booster Station Improvements
HMGP No. DR 4245-015
Bid Tabulation
June 26, 2018 - 11:00 A.M.



				TTE, LLC P.O. Box 631 Spicewood, Texas 78669		Black Castle General Contractor 2115 Stephens Place, Suite 210 New Braunfels, Texas 78130		Patin Construction 3800 W. 2nd Street Taylor, Texas 76574	
Item	Item Description	Qty.	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID PROPOSAL									
P.1	Performance/Payment Bonds	1	LS	\$27,000.00	\$27,000.00	\$24,000.00	\$24,000.00	\$20,000.00	\$20,000.00
P.2	Mobilization/De-Mobilization	1	LS	\$50,000.00	\$50,000.00	\$60,000.00	\$60,000.00	\$80,000.00	\$80,000.00
P.3	Locate/Record Location Utilities	1	LS	\$6,000.00	\$6,000.00	\$12,183.00	\$12,183.00	\$15,000.00	\$15,000.00
P.4	OSHA Trench Excavation Sewer lines	1	LS	\$3,000.00	\$3,000.00	\$1,300.00	\$1,300.00	\$2,000.00	\$2,000.00
P.5	Electrical Building	1	LS	\$391,000.00	\$391,000.00	\$339,094.00	\$339,094.00	\$220,000.00	\$220,000.00
P.6	Phase I Construction - Pump No. 3 & 4	1	LS	\$180,000.00	\$180,000.00	\$300,000.00	\$300,000.00	\$305,000.00	\$305,000.00
P.7	Phase II Construction - Pump No. 1 & 2	1	LS	\$130,000.00	\$130,000.00	\$215,000.00	\$215,000.00	\$290,000.00	\$290,000.00
P.8	Phase III Construction - Pump No. 5	1	LS	\$75,000.00	\$75,000.00	\$80,200.00	\$80,200.00	\$225,000.00	\$225,000.00
P.9	Phase IV Construction - Pump No. 6	1	LS	\$65,000.00	\$65,000.00	\$80,200.00	\$80,200.00	\$200,000.00	\$200,000.00
P.10	Constructing Platform No. 1	1	LS	\$105,000.00	\$105,000.00	\$45,600.00	\$45,600.00	\$181,000.00	\$181,000.00
P.11	Constructing Platform No. 2	1	LS	\$65,000.00	\$65,000.00	\$26,900.00	\$26,900.00	\$151,000.00	\$151,000.00
P.12	Bid Allowance (Coercive Electronics, Inc.)	1	LS	\$13,940.00	\$13,940.00	\$13,940.00	\$13,940.00	\$13,940.00	\$13,940.00
P.13	HD Surveillance Camera/DVR	1	LS	\$10,000.00	\$10,000.00	\$8,900.00	\$8,900.00	\$15,000.00	\$15,000.00
P.14	Demo Structures	1	LS	\$20,000.00	\$20,000.00	\$10,100.00	\$10,100.00	\$60,000.00	\$60,000.00
P.15	Re-seeding	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
P.16	Additional Work	1	LS	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00
TOTAL BASE PROPOSAL					\$1,152,940.00		\$1,232,417.00		\$1,794,940.00
ALTERNATES BID ITEMS - Add or Deduct from Base Bid									
P.A. 1	Replace Pump No. 3	1	LS	\$40,000.00	\$40,000.00	\$39,400.00	\$39,400.00	\$75,000.00	\$75,000.00
P.A. 2	Replace Pump No. 4	1	LS	\$40,000.00	\$40,000.00	\$39,400.00	\$39,400.00	\$75,000.00	\$75,000.00
TOTAL (BASE + ALTERNATES)					\$1,232,940.00		\$1,311,217.00		\$1,944,940.00

TTE, INC.

CONTRACTOR REFERENCE QUESTIONS

CONTRACTOR REFERENCE QUESTIONS

PROJECT NAME & NUMBER: City of Elgin WTP Booster Station Improvements

CONTRACTOR: TTE, LLC

CONTACT INFO: Spicewood TX, 78669

AREA(S) OF WORK: ✓ **UTILITIES**

_____ **CONCRETE**

_____ **ROADWAY & TRANSPORTATION**

 ✓ **GENERAL CONSTRUCTION**

_____ **OTHER:** _____

REFERENCE: Bradley Loer – Befco Engineering

CONTACT INFO: Befco Engineering ((979) 968-6474)

DATE OF INTERVIEW: 6/27/2018

1. Project Time:

- a. Was the construction started and completed on time? **Yes**
- b. Did the contractor reach substantial completion on time, but took an extended period of time to reach final completion? **No**
- c. Were there any significant delays or work stoppages? **No**
- d. Did the contractor request project time extensions unrelated to rain days or additional work requested by the Owner? **No**
- e. Other?

2. Project Budget:

- a. Were there excessive change orders unrelated to engineering design errors or additional work requests from the Owner? **No**

CONTRACTOR REFERENCE QUESTIONS

- b. Were there any issues with payment quantities on monthly pay requests that did not match actual field conditions? **No**
 - c. Did the contractor pay his sub-contractors timely? **Yes**
 - d. Were there any liens placed on the project from vendors or sub-contractors? **No**
 - e. Other? **All was completed within budget.**
3. Was the project that the contractor did for the reference similar in nature to the proposed project (type of construction, depth of utilities, etc.). **Yes**
4. Safety:
- a. Were there any safety issues for the contractor's employees or safety issues with the public? **No**
5. General Problems/Issues:
- a. Did the contractor work well with the City/Engineer staffs? **Yes**
 - b. Were there any significant issues with the contractor's employees dealing with the public? **No**
 - c. Were there many complaints from the residents regarding the contractor? **No**
 - d. Did the contractor cleanup his work site sufficiently? **Yes**
 - e. Was there excessive personnel turnover for the contractor's field workers? **No**
 - f. Were there any communication issues with the contractor's employees (ie. unable to speak English)? **No**
6. General:
- a. How much of the work was self-performed versus sub contracted out? **Subbed out concrete work.**
 - b. Did the contractor do the utilities or sub contract them out? **N/A**
 - c. Did the contractor do the roadway work or sub contract it out? **N/A**

CONTRACTOR REFERENCE QUESTIONS

7. Would you hire this contractor again? Yes (Very good)

CONTRACTOR REFERENCE QUESTIONS

PROJECT NAME & NUMBER: City of Elgin WTP Booster Station Improvements

CONTRACTOR: TTE, LLC

CONTACT INFO: Spicewood TX, 78669

AREA(S) OF WORK: ✓ **UTILITIES**

_____ **CONCRETE**

_____ **ROADWAY & TRANSPORTATION**

 ✓ **GENERAL CONSTRUCTION**

_____ **OTHER:** _____

REFERENCE: Clarence Littlefield – Southwest Engineering

CONTACT INFO: Southwest Engineering - (830) 672-7546

DATE OF INTERVIEW: 6/27/2018

1. Project Time:

- a. Was the construction started and completed on time? **Yes (Very Efficient!)**
- b. Did the contractor reach substantial completion on time, but took an extended period of time to reach final completion? **No**
- c. Were there any significant delays or work stoppages? **No**
- d. Did the contractor request project time extensions unrelated to rain days or additional work requested by the Owner? **No**
- e. Other? **Very good with time.**

2. Project Budget:

- a. Were there excessive change orders unrelated to engineering design errors or additional work requests from the Owner? **No**

CONTRACTOR REFERENCE QUESTIONS

- b. Were there any issues with payment quantities on monthly pay requests that did not match actual field conditions? **No**
 - c. Did the contractor pay his sub-contractors timely? **Yes**
 - d. Were there any liens placed on the project from vendors or sub-contractors? **No**
 - e. Other? **All was completed within budget, even with change orders from engineers.**
3. Was the project that the contractor did for the reference similar in nature to the proposed project (type of construction, depth of utilities, etc.). **Yes**
4. Safety:
- a. Were there any safety issues for the contractor's employees or safety issues with the public? **No**
5. General Problems/Issues:
- a. Did the contractor work well with the City/Engineer staffs? **Yes**
 - b. Were there any significant issues with the contractor's employees dealing with the public? **No**
 - c. Were there many complaints from the residents regarding the contractor? **No**
 - d. Did the contractor cleanup his work site sufficiently? **Yes**
 - e. Was there excessive personnel turnover for the contractor's field workers? **No**
 - f. Were there any communication issues with the contractor's employees (ie. unable to speak English)? **No**
6. General:
- a. How much of the work was self-performed versus sub contracted out? **Road bores, electrical work subcontracted out.**
 - b. Did the contractor do the utilities or sub contract them out? **N/A**
 - c. Did the contractor do the roadway work or sub contract it out? **N/A**

CONTRACTOR REFERENCE QUESTIONS

7. Would you hire this contractor again? **Yes, he was very professional.**

CONTRACTOR REFERENCE QUESTIONS

PROJECT NAME & NUMBER: City of Elgin WTP Booster Station Improvements

CONTRACTOR: TTE, LLC

CONTACT INFO: Spicewood TX, 78669

AREA(S) OF WORK: ☒ **UTILITIES**

☐ **CONCRETE**

☐ **ROADWAY & TRANSPORTATION**

☒ **GENERAL CONSTRUCTION**

☐ **OTHER:** _____

REFERENCE: Jerry Fontaine – Fontaine and Associates

CONTACT INFO: Fontaine and Associates – (979) 968-6474

DATE OF INTERVIEW: 6/27/2018

1. Project Time:

- a. Was the construction started and completed on time? **Yes**
- b. Did the contractor reach substantial completion on time, but took an extended period of time to reach final completion? **No**
- c. Were there any significant delays or work stoppages? **No**
- d. Did the contractor request project time extensions unrelated to rain days or additional work requested by the Owner? **No**
- e. Other?

2. Project Budget:

- a. Were there excessive change orders unrelated to engineering design errors or additional work requests from the Owner? **No**

CONTRACTOR REFERENCE QUESTIONS

- b. Were there any issues with payment quantities on monthly pay requests that did not match actual field conditions? **No**
 - c. Did the contractor pay his sub-contractors timely? **Yes**
 - d. Were there any liens placed on the project from vendors or sub-contractors? **No**
 - e. Other? **All was completed within budget.**
3. Was the project that the contractor did for the reference similar in nature to the proposed project (type of construction, depth of utilities, etc.). **Yes, was a surface water plant.**
4. Safety:
- a. Were there any safety issues for the contractor's employees or safety issues with the public? **No**
5. General Problems/Issues:
- a. Did the contractor work well with the City/Engineer staffs? **Yes**
 - b. Were there any significant issues with the contractor's employees dealing with the public? **No**
 - c. Were there many complaints from the residents regarding the contractor? **No**
 - d. Did the contractor cleanup his work site sufficiently? **Yes**
 - e. Was there excessive personnel turnover for the contractor's field workers? **No**
 - f. Were there any communication issues with the contractor's employees (ie. unable to speak English)? **No**
6. General:
- a. How much of the work was self-performed versus sub contracted out? **Subbed out pumps only.**
 - b. Did the contractor do the utilities or sub contract them out? **N/A**
 - c. Did the contractor do the roadway work or sub contract it out? **N/A**

CONTRACTOR REFERENCE QUESTIONS

7. Would you hire this contractor again? Yes, he does good work, he enjoyed working with him.

BLACK CASTLE GENERAL CONTRACTORS
CONTRACTOR REFERENCE QUESTIONS

CONTRACTOR REFERENCE QUESTIONS

PROJECT NAME & NUMBER: City of Elgin WTP Booster Station Improvements

CONTRACTOR: Black Castle General Contractors

CONTACT INFO: 2115 Stephan's Place, Suite 210, New Braunfels, TX, 78130

AREA(S) OF WORK: ✓ **UTILITIES**

_____ **CONCRETE**

_____ **ROADWAY & TRANSPORTATION**

 ✓ **GENERAL CONSTRUCTION**

_____ **OTHER:** _____

REFERENCE: Chris Argo – Kelly Kaluza & Associates

CONTACT INFO: 3014 Avenue I, Rosenberg TX 77471 – (281) 341-0808

DATE OF INTERVIEW: 6/27/2018

1. Project Time:

- a. Was the construction started and completed on time? **No, there were set backs outside of contractors control.**
- b. Did the contractor reach substantial completion on time, but took an extended period of time to reach final completion? **N/A**
- c. Were there any significant delays or work stoppages? **No**
- d. Did the contractor request project time extensions unrelated to rain days or additional work requested by the Owner? **No**
- e. Other?

2. Project Budget:

- a. Were there excessive change orders unrelated to engineering design errors or additional work requests from the Owner? **No**

CONTRACTOR REFERENCE QUESTIONS

- b. Were there any issues with payment quantities on monthly pay requests that did not match actual field conditions? **No**
 - c. Did the contractor pay his sub-contractors timely? **Yes**
 - d. Were there any liens placed on the project from vendors or sub-contractors? **N/A**
 - e. Other?
3. Was the project that the contractor did for the reference similar in nature to the proposed project (type of construction, depth of utilities, etc.). **Yes, water facility upgrades.**
4. Safety:
- a. Were there any safety issues for the contractor's employees or safety issues with the public? **No**
5. General Problems/Issues:
- a. Did the contractor work well with the City/Engineer staffs? **Yes**
 - b. Were there any significant issues with the contractor's employees dealing with the public? **No**
 - c. Were there many complaints from the residents regarding the contractor? **No**
 - d. Did the contractor cleanup his work site sufficiently? **Yes**
 - e. Was there excessive personnel turnover for the contractor's field workers? **No**
 - f. Were there any communication issues with the contractor's employees (ie. unable to speak English)? **No**
6. General:
- a. How much of the work was self-performed versus sub contracted out? **Subbed out the ground storage tank.**
 - b. Did the contractor do the utilities or sub contract them out? **No**
 - c. Did the contractor do the roadway work or sub contract it out? **N/A**

CONTRACTOR REFERENCE QUESTIONS

7. Would you hire this contractor again? **Yes, they did a good job!**

CONTRACTOR REFERENCE QUESTIONS

PROJECT NAME & NUMBER: City of Elgin WTP Booster Station Improvements

CONTRACTOR: Black Castle General Contractors

CONTACT INFO: 2115 Stephan's Place, Suite 210, New Braunfels, TX, 78130

AREA(S) OF WORK: ✓ **UTILITIES**

_____ **CONCRETE**

_____ **ROADWAY & TRANSPORTATION**

 ✓ **GENERAL CONSTRUCTION**

_____ **OTHER:** _____

REFERENCE: Jaime Lozano – Pecan Lakes Flood Protection System Upgrades

CONTACT INFO: (832) 823-2210

DATE OF INTERVIEW: 6/27/2018

1. Project Time:

- a. Was the construction started and completed on time? **No, a fence was broken by someone in the field, homeowner filed a claim. Project was off by about a month.**
- b. Did the contractor reach substantial completion on time, but took an extended period of time to reach final completion? **No**
- c. Were there any significant delays or work stoppages? **Yes**
- d. Did the contractor request project time extensions unrelated to rain days or additional work requested by the Owner? **No**
- e. Other?

2. Project Budget:

- a. Were there excessive change orders unrelated to engineering design errors or additional work requests from the Owner? **No**

CONTRACTOR REFERENCE QUESTIONS

- b. Were there any issues with payment quantities on monthly pay requests that did not match actual field conditions? **No**
 - c. Did the contractor pay his sub-contractors timely? **Yes**
 - d. Were there any liens placed on the project from vendors or sub-contractors? **N/A**
 - e. Other?
3. Was the project that the contractor did for the reference similar in nature to the proposed project (type of construction, depth of utilities, etc.). **Yes, water facility upgrades.**
4. Safety:
- a. Were there any safety issues for the contractor's employees or safety issues with the public? **No**
5. General Problems/Issues:
- a. Did the contractor work well with the City/Engineer staffs? **Yes**
 - b. Were there any significant issues with the contractor's employees dealing with the public? **No**
 - c. Were there many complaints from the residents regarding the contractor? **No**
 - d. Did the contractor cleanup his work site sufficiently? **Yes**
 - e. Was there excessive personnel turnover for the contractor's field workers? **No**
 - f. Were there any communication issues with the contractor's employees (ie. unable to speak English)? **No**
6. General:
- a. How much of the work was self-performed versus sub contracted out? **Subbed out a bore on an existing street.**
 - b. Did the contractor do the utilities or sub contract them out? **Subcontract.**
 - c. Did the contractor do the roadway work or sub contract it out? **N/A**

CONTRACTOR REFERENCE QUESTIONS

7. Would you hire this contractor again? Depends on how they close the project since the project is not closed out- still dealing with the homeowner. Overall communication was good, it is just a shame the accident with the fence happened.

CONTRACTOR REFERENCE QUESTIONS

PROJECT NAME & NUMBER: City of Elgin WTP Booster Station Improvements

CONTRACTOR: Black Castle General Contractors

CONTACT INFO: 2115 Stephan's Place, Suite 210, New Braunfels, TX, 78130

AREA(S) OF WORK: ✓ **UTILITIES**

_____ **CONCRETE**

_____ **ROADWAY & TRANSPORTATION**

 ✓ **GENERAL CONSTRUCTION**

_____ **OTHER:** _____

REFERENCE: Victor Andonie – M4 Development

CONTACT INFO: 1501 Honeysuckle Road, #2, Dothan, AL 36305 – (210) 317-4700

DATE OF INTERVIEW: 6/27/2018

1. Project Time:

- a. Was the construction started and completed on time? **Yes, great Contractors, have worked with them in three different projects, including with the San Antonio River Authority project.**
- b. Did the contractor reach substantial completion on time, but took an extended period of time to reach final completion? **No**
- c. Were there any significant delays or work stoppages? **No**
- d. Did the contractor request project time extensions unrelated to rain days or additional work requested by the Owner? **No**
- e. Other?

CONTRACTOR REFERENCE QUESTIONS

2. Project Budget:

- a. Were there excessive change orders unrelated to engineering design errors or additional work requests from the Owner? **There was a Change order from the SA River Authority but all on time.**
- b. Were there any issues with payment quantities on monthly pay requests that did not match actual field conditions? **No**
- c. Did the contractor pay his sub-contractors timely? **Yes**
- d. Were there any liens placed on the project from vendors or sub-contractors? **N/A**
- e. Other? **All was completed within budget.**

3. Was the project that the contractor did for the reference similar in nature to the proposed project (type of construction, depth of utilities, etc.). **Have worked with Black Castle on many projects.**

4. Safety:

- a. Were there any safety issues for the contractor's employees or safety issues with the public? **No**

5. General Problems/Issues:

- a. Did the contractor work well with the City/Engineer staffs? **Yes**
- b. Were there any significant issues with the contractor's employees dealing with the public? **No**
- c. Were there many complaints from the residents regarding the contractor? **No**
- d. Did the contractor cleanup his work site sufficiently? **Yes**
- e. Was there excessive personnel turnover for the contractor's field workers? **No**
- f. Were there any communication issues with the contractor's employees (ie. unable to speak English)? **No**

CONTRACTOR REFERENCE QUESTIONS

6. General:

- a. How much of the work was self-performed versus sub contracted out? **Subbed out the the pumps but all trenching etc. was done by the contractor with his own tools.**
- b. Did the contractor do the utilities or sub contract them out? **N/A**
- c. Did the contractor do the roadway work or sub contract it out? **N/A**

7. Would you hire this contractor again? **Yes, they did a good job.**



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS APPROVING AND ADOPTING THE 2018 FIVE-YEAR CAPITAL IMPROVEMENT PLAN, A REPORT ON ANTICIPATED CAPITAL EXPENDITURES AND PROJECTS FOR ALL MUNICIPAL OPERATIONS FROM OCTOBER 2018 THROUGH SEPTEMBER 2023; AND PROVIDING FOR RELATED MATTERS.

DEPARTMENT: City Manager

PROPOSED ACTION:

Consideration and adoption of Resolution approving 2018 Five-Year Capital Plan (5YRCP) for both Operations and Capital Projects.

BACKGROUND:

Discussed at previous meetings; This action was scheduled as part of the 2018 Budget Development Calendar and represents a formative step in the final development of the FY18-19 Annual Budget.

The 5YRCP is a comprehensive financial planning document describing all currently proposed capital expenditures within 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 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:

Adoption of the Resolution approving 2018 Five-Year Capital Plan (5YRCP) for both Operations and Capital Projects, as may or may not be amended.

ATTACHMENTS:

None (Council has already been provided copies of the documents, which are available for review by the public at City Hall or the Elgin Public Library).

{ } 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.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS APPROVING
AND ADOPTING THE 2018 FIVE-YEAR CAPITAL IMPROVEMENT
PLAN, A REPORT ON ANTICIPATED CAPITAL EXPENDITURES
AND PROJECTS FOR ALL MUNICIPAL OPERATIONS FROM
OCTOBER 2018 THROUGH SEPTEMBER 2023; AND PROVIDING
FOR RELATED MATTERS.**

WHEREAS, the City Manager has prepared and submitted the proposed *City of Elgin 2018 Five-Year Capital Improvement Plan*, for both *Operations* and *Capital Projects*, describing projected capital improvement expenditures and/or projects for all municipal operations the next five years ensuing; and,

WHEREAS, the Mayor and City Council has considered and reviewed this proposal, and conducted a Public Hearing to review the plan; and,

WHEREAS, the Mayor and City Council has amended the program as deemed appropriate and has now determined same to be an effective and accurate current projection of anticipated capital expenditures for the next five years.

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

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

Section 2. The *City of Elgin 2018 Five-Year Capital Improvement Plan*, for both *Operations* and *Capital Projects*, is hereby approved and adopted, a copy of which is to be attached hereto marked "Exhibit A" and "Exhibit B" and made part of this Resolution as if copied verbatim herein.

Section 4. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Local Government Code.

Section 5. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 3rd day of July, 2018

CHRIS CANNON, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Consider appointments to the Historic Review Board.

DEPARTMENT: Mayor's office

PROPOSED ACTION: Consider appointments to Historic Review Board.

BACKGROUND:

HRB has two 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. The City has applications from Phillip Garwood and Skie O'Mahoney who indicated an interest in serving on the HRB. Phillip owns 109 South Avenue C with his wife Misty Garwood and they are finishing a major restoration of the property. Skie owns Farmers Insurance located at 15 North Main Street. Both are interested in serving on the Historic Review Board.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Consider appointments to the Historic Review Board. Two terms that expire December 31, 2019 are available.

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.

From: noreply@civicplus.com
To: [Lucretia Alvarez](#)
Subject: Online Form Submittal: Application for Community Boards
Date: Wednesday, March 9, 2016 5:07:29 PM

Application for Community Boards

- [illegible]

Step 1

First Name

Phillip

Last Name	Garwood
Telephone	512 220 8184
Telephone	<i>Field not completed.</i>
Telephone	512 801 5864
Address	1004 Ruth
City	Austin
State	tx
Zip Code	78757
Mailing Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Email Address	phillip@paintingsmart.com
Is email a way of contacting you promptly?	Yes
If not, how?	<i>Field not completed.</i>
Which of the Following Boards or Commissions Would You Like to Serve On	Economic Development Corporation, Historic Review Board
If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	Historical Review Board 1st Economic Development 2nd
Reference 1	Cody Mauck
Email Address	cmauck@fnbastrop.com
Address	First national Bank
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>

Zip Code	<i>Field not completed.</i>
Phone Number	512 468 1806
Fax Number	<i>Field not completed.</i>
Reference 2	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Reference 3	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
Occupation and/or Area(s) of Expertise	VP Of Construction General construction
Education	High School and construction courses
Additional Pertinent Information	
Do you reside within the City Limits of Elgin?	No
If yes, how long?	<i>Field not completed.</i>
What Ward?	<i>Field not completed.</i>

Do you reside within the Elgin Independent School District?	No
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	1700 cr 468 and 109 S ave C
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	<i>Field not completed.</i>
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?	<i>Field not completed.</i>
Why would you like to serve on the selected Board or Commission?	Have a interest in the preservation of history and growth of Elgin.
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)?	From a board member

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

Phillip Garwood

Date

3/9/2016

Email not displaying correctly? [View it in your browser.](#)

Application for Community Boards

Step 1

First Name	Skie
Last Name	O'Mahoney
Telephone	5125677569
Telephone	5123556700
Telephone	5125677569
Address	286 Arbors Cir
City	Elgin
State	TX
Zip Code	78621
Mailing Address	286 Arbors Cir
City	Elgin
State	TX
Zip Code	78621
Email Address	jomahoney@farmersagent.com
Is email a way of contacting you promptly?	Yes
If not, how?	<i>Field not completed.</i>
Which of the Following Boards or Commissions Would You Like to Serve On	Historic Review Board
If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	<i>Field not completed.</i>
Reference 1	Jason Tatum

Email Address	<i>Field not completed.</i>
Address	127 Vicksburg Loop
City	Elgin
State	TX
Zip Code	78621
Phone Number	5127310352
Fax Number	<i>Field not completed.</i>
Reference 2	Dan Goldsand
Email Address	<i>Field not completed.</i>
Address	130 Maple Leaf
City	Elgin
State	TX
Zip Code	78621
Phone Number	5122293095
Fax Number	<i>Field not completed.</i>
Reference 3	Cody Bornowski
Email Address	codybornowski@gmail.com
Address	126 Vicksburg Loop
City	Elgin
State	TX
Zip Code	78621
Phone Number	2544669192
Fax Number	<i>Field not completed.</i>

Occupation and/or Area(s) of Expertise	Business Owner, Farmers Insurance Agency located on Main St.
--	--

Education	Southwest Texas State University
-----------	----------------------------------

Additional Pertinent Information

Do you reside within the City Limits of Elgin?	Yes
--	-----

If yes, how long?	4 years 2 months
-------------------	------------------

What Ward?	The Arbors at Dogwood Creek
------------	-----------------------------

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	Farmers Insurance, O'Mahoney Agency
---	-------------------------------------

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	<i>Field not completed.</i>
------------------------------	-----------------------------

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?	<i>Field not completed.</i>
--------------	-----------------------------

Why would you like to serve on the selected Board or Commission?	As a business owner on Main Street, I would like to be involved in what is happening locally.
--	---

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)? Amy Miller

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 Jeremiah Skie O'Mahoney

Date 6/11/2018

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			512-573-87	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				
Robert	Ryland			810 North Avenue H	Elgin	TX	78621		512-285-27	512-470-24	rcryland@gmail.com	12/31/2019					
Vacant												12/31/2019					
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.																	