



AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 4, 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 FY2018-19 Annual Budget And Ad Valorem (Property) Tax Rate For The City Of Elgin

Documents:

[EXSUMMARY - BUDGET HEARING.PDF](#)
[FY1819 BUDGET MESSAGE .PDF](#)

2. Public Hearing On Submission Of An Application To The Texas General Land Office -Community Development And Revitalization For 2016 Community Development Block Grant (CDBG) Disaster Recovery (DR) Funding.

Documents:

[EXECUTIVE SUMMARY PUBLIC HEARING CDBG GLO DR GRANT.PDF](#)
[CDBG DR ELGIN CENTER AVE EXHIBIT.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. 7:00 PM Presentation Employee Of The Second Quarter 2018

Documents:

[EXECUTIVE SUMMARY COVER SHEET EMPLOYEE OF THE 2ND QUARTER.PDF](#)
[CONGRATS LETTER EOQ 2ND 2018.PDF](#)

2. Presentation Of The Employee Of The 3rd Quarter 2018

Documents:

[EXECUTIVE SUMMARY COVER SHEET EMPLOYEE OF THE 3RD QUARTER.PDF](#)
[CONGRATS LETTER EOQ 3RD 2018.PDF](#)

3. Introduction Of New City Of Elgin Utility Maintenance Department Employee - Doug Prinz, Utility Director

- Travis Moseley - Waste Water Collection Department

Documents:

[TRAVIS MOSEBEY EXECUTIVE SUMMARY.PDF](#)

VIII. CITY MANAGERS REPORT

1. Review And Assessment Of Priorities To Supply Raw Water To The Water Treatment Plant

Documents:

[EX SUMMARY - RAW WATER SUPPLY LINE.PDF](#)
[TRCRAW WATER TRANSMISSION LINE918.PDF](#)

2. Monthly Departmental Activity Reports - July

Documents:

[EXSUMMARY SUMMARY REPORTS - JULY.PDF](#)
[COMMUNITY DEVELOPMENT - AUGUST 2018.PDF](#)
[MAIN STREET 8-10-2018.PDF](#)
[PARKS REPORT - JULY 2018.PDF](#)
[PLANNING REPORT - JULY 2018.PDF](#)
[PUBLIC WORKS JULY 2018 REPORT.PDF](#)
[UTILITY BILLING JULY 2018.PDF](#)
[WATER DEPT. MONTHLY REPORT.PDF](#)
[MAIN STREET 8-10-2018.PDF](#)

3. General Activity Report And/Or Project Update

Documents:

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

a. National Night Out - October 2, 2018

b. TML Conference - October 10 Through October 12

IX. CONSENT AGENDA

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

1. City Council Regular Meeting Minutes - August 7, 2018 And City Council Workshop Meeting Minutes - August 14, 2018

Documents:

[EXSUMMARY SHEET MINUTES.PDF](#)
[CITY COUNCIL MEETING MINUTES 8-7-18.PDF](#)
[CITY COUNCIL MEETING 8-14-18.PDF](#)

X. NEW BUSINESS

1. AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS R-3 SINGLE FAMILY DWELLING DISTRICT, THE PROPERTY BEING APPROXIMATELY 0.281 ACRE OUT OF THE THOMAS CHRISTIAN ABSTRACT NO. A20, CITY OF ELGIN, BASTROP COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

Documents:

[824 E 2ND EXEXECUTIVE SUMMARY.PDF](#)
[JULY 30, 2018 AGENDA.PDF](#)
[MIN 7-30-18.PDF](#)
[MAP OF 824 E 2ND ZONING SITE.PDF](#)
[ZONING ORDINANCE -824 E 2ND STREET.PDF](#)
[EXHIBIT A 824 E 2ND STREET.PDF](#)

2. AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS S-P SPECIFIC USE PERMIT FOR EITHER A LAW OFFICE OR A CHILD CARE FACILITY, THE PROPERTY BEING LOT 1 OF THE HANSON SUBDIVISION AND BEING APPROXIMATELY 0.208 ACRE, CITY OF ELGIN, BASTROP COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

Documents:

[509 MLK EXEXECUTIVE SUMMARY.PDF](#)
[JULY 30, 2018 AGENDA.PDF](#)
[MIN 7-30-18.PDF](#)
[MAP OF 509 MLK ZONING SITE.PDF](#)
[ZONING ORDINANCE - 509 MLK.PDF](#)
[HANSON-0.208 ACRE.PDF](#)

3. Review And Consideration Of A Proposal By The City Of Elgin Economic Development Corporation To Authorize A Development Agreement And Sale Of A Portion Of Land Within The Hidden Oaks Highway 290 Property To NH Management LLC To Construct An Assisted-Living Facility

Documents:

[EXSUMMARY - EDC NH MANAGEMENT .PDF](#)
[EDC PRESENTATION918.PDF](#)

4. Resolution Authorizing Submission Of A CDBG-DR 2016 Housing Or Non-Housing Project Application To The General Land Office; And Authorizing The Mayor And Or City Manager To Act As The City's Executive Officer And Authorized Representative In All Matters Pertaining To The City's Participation In The CDBG-DR Program.

Documents:

[EXECUTIVE SUMMARY RESOLUTION APPLY FOR CDBG-DR2016.PDF](#)

5. Resolution Adopting The Additional Policy Guidance Addressing Federal Purchasing Requirements.

Documents:

EXECUTIVE SUMMARY ADDITIONAL FEDERAL PURCHASING GUIDELINES.PDF
RESOLUTION AUTHORIZING GRANT PROCUREMENT PROCEDURES.PDF

6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ELGIN ECONOMIC DEVELOPMENT CORPORATION AND OWEN M. ROCK AS REQUESTED AND RECOMMENDED BY THE CITY OF ELGIN ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AND MAKING CERTAIN FINDINGS RELATED THERETO

Documents:

EXSUMMARY - EDC AGREEMENT.PDF
RESOEDCAGREEMENT918.PDF
EDC EMPLOYMENT AGREEMENT918.PDF

XI. EXECUTIVE SESSION

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

XII. RECONVENE

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

XIII. ANNOUNCEMENTS

XIV. 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, August 31, 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 FY2018-19 Annual Budget and Ad Valorem (Property) Tax Rate for the City of Elgin

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 FY18-19 Annual Budget and Property Tax Rate 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 one of the final steps in the development of the FY18-19 Annual Budget.

The proposed *FY18-19 Annual Budget* is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations, and services. The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses.

Although the City's budget continues to evolve and expand in other ways, Real Estate and/or Property (Ad Valorem) Taxes still provide the basic foundation for supporting the General Fund. This stable source of income provides assured funding each year for essential city services- public safety, public works, parks and recreation programming, library, mobility, asset maintenance, etc.

The proposed *FY18-19 Annual Budget* is predicated on maintaining the current property tax rate of \$.6569/\$100 valuation.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: N/A

ATTACHMENTS:

City Manager's Budget Message (*Council has already been provided copies of the Budget document, which is available for review by the public at City Hall or the Elgin Public Library or at elgin.tx.us*).

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

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

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

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



City of Elgin Office of the City Manager

City Hall • 310 North Main Street • P.O. Box 591
Elgin, Texas 78621

August 7, 2018

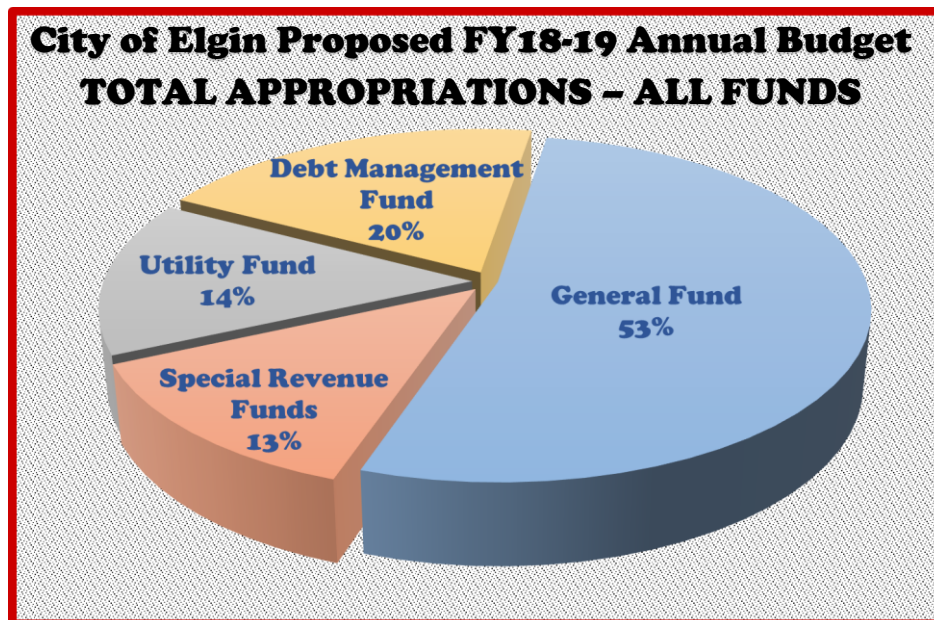
Mayor and City Council
City of Elgin
310 North Main Street
Elgin, Texas 78621

Re: City Manager's FY2018-19 Annual Budget Message

Dear Mayor Cannon and City Councilmembers,

In accordance with the provisions of Article VII, Section 2 of the Elgin City Charter, the proposed *Annual Operating Budget* for the City of Elgin for the Fiscal Year of October 1, 2018 through September 30, 2019, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY2018-19 Annual Budget* is **\$15,133,686**; to be generally distributed as described below:



The proposed *FY18-19 Annual Budget* is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations, and services.

While the primary goal of the proposed budget is to maintain existing service levels, the staff remains focused on enhancing service levels wherever possible. The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses.

The *FY18-19 Annual Budget* as proposed is delineated into six (6) basic funding categories:

- **General Fund (\$7.97M)** - revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars.
- **Utility Fund (\$2.19M)** - an enterprise fund monitoring all financial transactions relating to the provision of potable water and sanitary sewer services through the city's systems.
- **Debt Management Fund (\$2.99M)** – all proceeds and expenditures related to servicing, annual payments, and/or management of various debt obligations
- **Special Revenue Funds (\$1.98M)** revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream, including grant funds

FY2018-19 ANNUAL BUDGET - Budget Highlights and Issues

Although the City of Elgin continues to experience healthy growth and general prosperity, the current year's budget was focused on addressing a variety issues related to past budgetary and/or spending practices. While the City continued its recent trend of growing the revenue stream overall, FY17-18 has been primarily focused on achieving a balanced and sustainable annual operating budget. The current-year budget reversed a practice of deficit spending and absorbed an overall total of **\$4.2M** in new net costs just to support existing service levels.

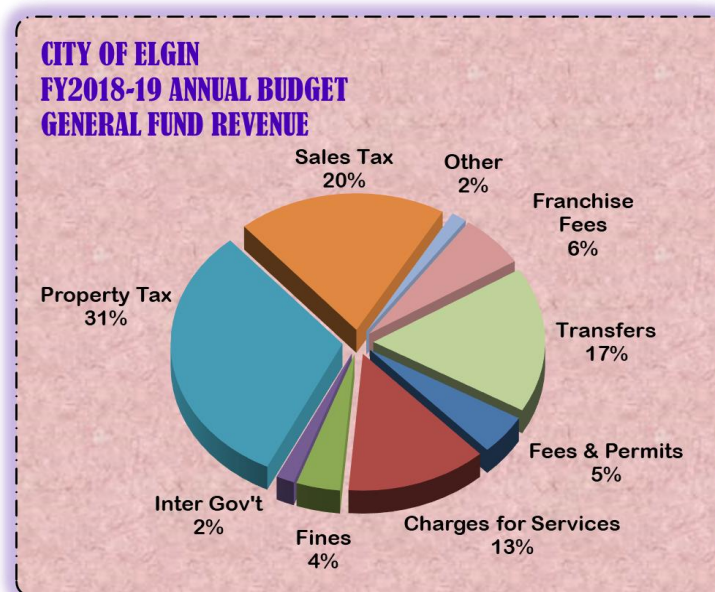
It is within this healthier financial environment that we look forward to the coming fiscal year with optimism. Overall, the proposed *FY18-19 Annual Budget* is predicated on continued economic stability and assumes a continuation of slightly above average economic growth through the next fiscal year. While the City is currently reviewing a wide range projects and developments that may result in significant revenue growth in the coming years, it is not anticipated that such enhanced revenues will become a reality in the next 12-14 months.

It is within these general conditions that the proposed *FY18-19 Annual Budget* has been developed. And, with no proposed increase in either property taxes or basic utility rates, we have been able to employ a somewhat conservative approach as it relates to revenue projections; with a somewhat liberal view of proposed expenditures.

General Fund Revenue

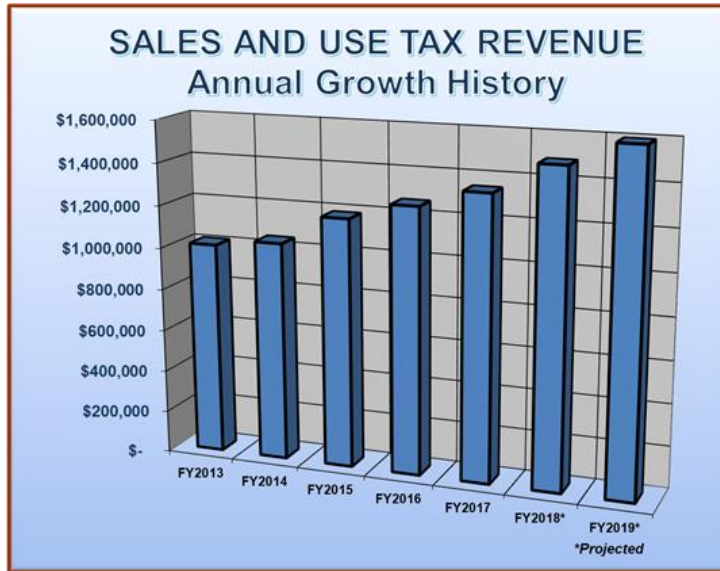
➤ ***Ad Valorem/Property Taxes*** -

Although the City's budget continues to evolve and expand in other ways, Real Estate and/or Property (Ad Valorem) Taxes still provide the basic foundation for supporting the General Fund. This stable source of income provides assured funding each year for essential city services- public safety, public works, parks and recreation programming, library, mobility, asset maintenance, etc.



The proposed FY18-19 Annual Budget is predicated on maintaining the current property tax rate of \$.6569/\$100 valuation.

Real Estate Tax revenue included in the proposed FY18-19 Annual Budget assumes residential growth at a slightly accelerated rate compared to previous years. A number of



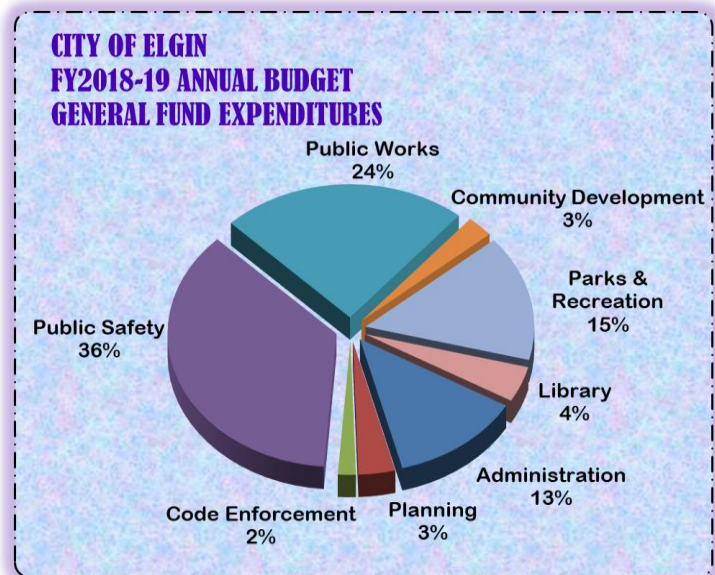
residential projects and/or developments should begin to come on line next year. Based on this same assumption, there is also a slight corresponding increase in revenue from development fees for next year.

➤ **Sales Tax** - Projected overall Sales and Use Tax Revenue included in the proposed FY18-19 Annual Budget represents a slightly less than 8% increase over the current-year receipts. The rate of increase of the prior year has been steady and consistent over the past 18 months.

General Fund Expenditures

➤ **Public Safety** - One of the primary objectives of the FY18-19 Annual Budget as proposed is to continue the process of evolving and maintaining the Elgin Police Department (EPD) in a manner that is responsive to the goals of City Council and the needs of the general public.

This process starts with assembling – and retaining - a team of qualified professionals to staff the EPD. Adding to our challenge is the fact that all professional law enforcement agencies are struggling with this issue at this time; which can make it very difficult to recruit desired personnel. It is therefore imperative that the EPD strive to achieve competitive compensation levels for its staff. Obviously, the City's overall limitations as to available resources makes it nearly impossible for the EPD to compete *directly* on compensation with other agencies within the region; but we still must strive to get as “close” as we can to said compensation if we are to enhance and diversify EPD personnel and services.



Accordingly, the proposed *FY18-19 Annual Budget* includes funding to support a restructuring of the compensation plan for all uniformed police officers. The plan is based on established steps for years of service, with designated pay increases for the ensuing three years of employment. Such a format is now common amongst most departments within the region and State; and is a critical tool to the development of a professional and diverse workforce,

The proposed budget also includes the creation of two (2) new EPD Sergeant positions and the addition of one Police Officer position, providing a service-level enhancement and improved officer safety. With these new positions, the EPD will achieve (a) minimum staffing of at least three (3) officers on duty at all times and (b) at least one supervisor on duty at all times.

In addition to the staffing/compensation upgrades, the proposed budget supports additional EPD operational improvements, including but not limited to:

- An annual replacement/upgrade program for departmental vehicles and equipment
- Upgrades to all IT technologies; and
- A commitment to overall improvements to departmental efficiency and accountability of EPD operations.

➤ **Park & Recreation** - The other significant departmental increase included in the proposed *FY18-19 Annual Budget* is in Parks & Recreation; and is responsive to its growing operational needs and city-wide building maintenance activities (which are funded and managed through this department). The new Recreation Center/Emergency Shelter alone has significantly increased operational and maintenance responsibilities. As such, the proposed budget includes two (2) new custodial positions to keep up with these increased demands. The Parks Department budget as proposed also includes establishing an annual replacement/ upgrade program for departmental vehicles and equipment.

➤ **Miscellaneous – EESD** - Earlier this year, the Elgin Emergency Services District (EESD) made the decision to no longer receive emergency communication/dispatching services through the Elgin Police Department. As such, annual fees of **\$34,500** previously paid to the City by the EESD will not continue; and the General Fund has been adjusted accordingly.

Staffing

The proposed budget includes full-year funding in FY18-19 for up to **one hundred forty-three (143) total city employees**: ninety-six (96) full-time, twenty-eight (28) part-time positions, and nineteen (19) seasonal positions.

Employee Compensation

In order to provide the highest possible level of service for city residents, the City must strive to provide appropriate and market-competitive compensation for all city employees. Accordingly, the proposed *FY18-19 Annual Budget* includes a Cost of Living Adjustment (COLA) of **2.0%** in base salaries for all full-time city employees.

In conjunction with the effort to adjust pay for EPD officers as described above, a comprehensive analysis of the existing compensation plan for *all* employees will be undertaken during the first months of the new fiscal year. The expectation is that a revised classification and compensation plan for all employees will be presented to the Council for consideration; and all such pay adjustments including the COLA and EPD step pay plan would be implemented with an effective date of January 1, 2019.

Utility Rates

Due to an aggressive approach employed in last year's budget, the City has successfully stabilized its Utility Fund - in spite of it being a year that started with an operating deficit and significant new debt to service. So, we begin the FY18-19 fiscal year in a much healthy position and (aside from some slight adjustments to billing formulas to better align with industry standards) the proposed *FY18-19 Annual Budget* includes **no increase in water and/or wastewater rates**.

Consideration of additional debt issues later in the year plus an adjustment to recalculate the base rate for both water and sewer, to bring these rate structures into conformance with more common practices among water suppliers in Texas, may result in proposed adjustments in the near term.

Capital Projects/Debt Planning

The coming fiscal year will likely include continued growth and development of both residential and commercial projects which will, in turn, necessitate enhancements to public facilities and infrastructure. While much planning is already underway, the City will be heavily involved in furthering these efforts over the next 14 months. Although no final decisions have been made nor are any related financial impacts currently included in the *FY18-19 Annual Budget* as proposed, decisions regarding the following items will likely be made in the next fiscal year – any and all of which will have a definite impact on the budget:

- Timing of construction of the wastewater treatment plant expansion and the potential new plant in western part of City's ETJ.
- Issuance and amount of new debt in support of the wastewater treatment plant construction and other utility improvements.
- Planning for public infrastructure improvements and financing of same within the City Tax Increment Reinvestment Zone (TIRZ) to support existing and future economic development projects.

In addition to the fiscal planning as described above, proposed *FY18-19 Budget* will also provide support to the following Organizational Development Objectives during the coming year:

- *Planning for anticipated growth* by considering the impact of rapid growth on departmental operations, how best to absorb additional workload with existing staff and how to phase in additions to staff and equipment as needed.
- *Improving Communications*; Internally by streamlining organizational structure and strengthening administrative procedures; and Externally by enhancing the City's presence on all forms of social media.
- *Improving Budgetary and/or Organizational Structure* by (a) expanding the Finance Department to include Human Resources, (b) consider changes to Community Development, (c) move Planning & Development Department into the General Fund, and (d) moving Sanitation from Utilities to General Fund under the Public Works Department.
- *Improve Financial Management* through the development and implementation of Financial Management Policies

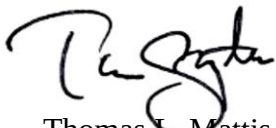
- *Improving Financial Control* through the possible acquisition of new budgetary-accounting software for possible implementation at beginning of next fiscal year and restructuring of the Chart of Accounts; and by installing cash handling, invoicing and check processing equipment to improve efficiency and accuracy.

While safety, livability, and economic development will continue to be our primary focus, the coming year should be both challenging and exciting for all City of Elgin operations, employees, and residents. As we embrace all aspects of our growing community, the accompanying overall prosperity can be of great benefit to both residents and businesses - but the City must also prepare and evolve in a way that is responsive to the associated challenges.

The “building” trends of recent year will continue through FY18-19 with the construction of the Seton Express and Primary Care Clinic, further construction of the newly-opened Lee Dildy Boulevard, continuing restoration of Historic Downtown Elgin, and various new commercial projects; in addition to more new homes in Saratoga Farms - and up to five other residential developments that are planned for hundreds more new homes.

On behalf of the city staff, we thank the Mayor and City Council for the opportunity to serve the citizens of Elgin during this exciting time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Mattis', with a stylized flourish at the end.

Thomas L. Mattis
City Manager



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public Hearing on submission of an application to the Texas General Land Office - Community Development and Revitalization for 2016 Community Development Block Grant (CDBG) Disaster Recovery (DR) funding.

DEPARTMENT: Public Works and Community Development

PROPOSED ACTION: allow citizens an opportunity to discuss the citizen participation plan, the development of local housing and community development needs, the amount of CDBG-DR funding available, all eligible CDBG-DR activities, and the use of past CDBG funds.

BACKGROUND:

The City of Elgin is eligible to apply for this grant due to damage from flooding in 2016. The application would be to fund the Central Avenue drainage improvements.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Hold Public Hearing.

ATTACHMENTS:

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

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

CITY OF ELGIN, TEXAS
CENTRAL AVENUE
PROPOSED STREET AND
DRAINAGE IMPROVEMENTS

PROPOSED GRASS-LINED
CHANNEL

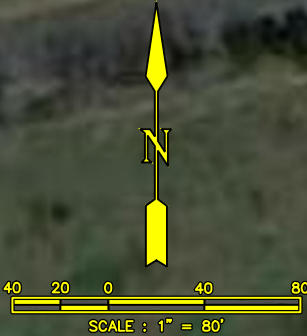
DEPOT AVENUE

CTMA RAILROAD TRACKS

CENTRAL AVENUE

KENNEDY STREET

PROPOSED STREET AND
DRAINAGE IMPROVEMENTS



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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Presentation of Employee of the 2nd Quarter

DEPARTMENT: Library/Employee Recognition Committee

PROPOSED ACTION:

Presentation of Employee of the 2nd Quarter to Orlando Rodriguez of Parks and Recreation Department

BACKGROUND:

“Orlando is always willing to help others. He is always taking care of his crew. He is a great leader and it seems he loves his job.”

“He is respectful to employees. Workers listen and respect. Trusts employees to do the jobs.”

“Treats employees with respect.”

“Always willing to help and has a friendly personality. Never have to ask him twice and he is a total gentleman.”

“Orlando is a hard worker. Always willing to help any department. He does this always with a great attitude.”

“Good employee”

“Good worker”

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Commendations for the employee who is nominated by his peers for being a good public servant.

ATTACHMENTS:

Congratulations letter for Employee of the 2nd Quarter

{ } 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.



August 22, 2018

Dear Orlando Rodriguez,

Congratulations! You have been selected as the Employee of the Quarter for the Second Quarter of 2018. The Employee Awards Committee selected you for the following reason:

"Orlando is always willing to help others. He is always taking care of his crew. He is a great leader and it seems he loves his job."

"He is respectful to employees. Workers listen and respect. Trusts employees to do the jobs."

"Treats employees with respect."

"Always willing to help and has a friendly personality. Never have to ask him twice and he is a total gentleman."

"Orlando is a hard worker. Always willing to help any department. He does this always with a great attitude."

"Good employee"

"Good worker"

As Employee of the Quarter you may choose one day of paid leave, which needs to be taken within the next thirty days, or \$100 less payroll deductions. Please let your supervisor and Finance Department know if you select the day off or the cash option. Please plan to attend the City Council meeting on Tuesday, September 4, 2018 at 7 pm where Mayor Chris Cannon will present a Certificate of Appreciation to you. Each Employee of the Quarter will be considered for Employee of the Year.

Thank you for your service to the City of Elgin.

Sincerely,

Tom Mattis
City Manager

cc: Laura Schwartz, Assistant to Finance Director
Charles Cunningham, Finance Director

P.O. Box 591

310 North Main

Elgin, Texas 78621

Phone 512.281.5724



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Presentation of Employee of the 3rd Quarter

DEPARTMENT: Library/Employee Recognition Committee

PROPOSED ACTION:

Presentation of Employee of the 3rd Quarter to Kayla Trantham of Parks and Recreation Department

BACKGROUND:

“Very helpfull, Respectful, Allways smiling, ready to help, She gets the job done.”

“Always has a smile, helps others, Respectfull, Always steps up and takes on task to help get the job get done.”

“Responsible, Hard worker, Respectfull, Allways smiling, Helps others”

“Always upbeat and very helpful to others.”

“Always doing something to help out.”

“She is always smiling, is always willing to help out, Goes beyond & above to help others, Keep things rolling”

“Kayla is a wonderful employee who works hard and is always helpful. She is very respectful to the public and her fellow employees. I know she worked real hard during the opening of the Rec. Center and she helps out at the Fleming Center / Morris Pool when needed. I know she is someone you can count on; not only to do her job but to help others do theirs as well.”

“Kayla was instrumental in the opening of the Recreational Center, also in launching and maintaining the start up of the pool season and personnel at the Fleming Center. She is always reliable and dependable. She is very component and is willing to take on extra duties and responsibilities.”

“Kayla is a person will help you as much as she can with anything, she is someone you can on for advice with or work.”

“Hard worker and always quite informative. She’s in the loop and keeps the office in order & on its p’s & q’s!! ☺

“She helps with my day to day task and I enjoy working with her.”

“She goes above & beyond in every task she does. I have never seen her not give her absolute all in her projects. She’s hard-working, wonderfully kind & an employee to loop up to. Kayla Trantham is an outstanding nominee for Employee of the 3rd quarter.”

“Kayla is outstanding in handeling and advising both staff and community. She consistently gives of her own time to accommodate needs and the municipal pool and the Fleming Community Center. She is consistently pleasant & professional when dealing with the Community & City employees.”

“Kayla was most instrumental in the Grand Opening of the new Rec Center. She put in endless hours planning, preparing for the smooth-transition of offices, equipment, & all the opening day activities. With Kayla’s involvement the opening of the Rec went according to detail!”

“Kayla is a champ. Getting a Recreation Center together is no easy task. Also she had to work for Michael and we all know what a trip he is. Kayla shows devotion to her daily tasks and is always ready to help out. Great Job Kayla.”

“She should be employee of the quarter b/c she helped make the opening of the Rec Center & move from the Fleming Center run smoother. Helped get the pool open even though the pool was no longer part of her job. Continues to pick up the slack if and when needed. Stays after hours & weekends to help when short staffed.”

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Commendations for the employee who is nominated by his peers for being a good public servant.

ATTACHMENTS:

Congratulations letter for Employee of the 3rd Quarter

{ } 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.



August 22, 2018

Dear Kayla Trantham,

Congratulations! You have been selected as the Employee of the Quarter for the Third Quarter of 2018. The Employee Awards Committee selected you for the following reasons:

"Very helpfull, Respectful, Always smiling, ready to help, She gets the job done."

"Always has a smile, helps others, Respectfull, Always steps up and takes on task to help get the job get done."

"Responsible, Hard worker, Respectfull, Always smiling, Helps others"

"Always upbeat and very helpful to others."

"Always doing something to help out."

"She is always smiling, is always willing to help out, Goes beyond & above to help others, Keep things rolling"

"Kayla is a wonderful employee who works hard and is always helpful. She is very respectful to the public and her fellow employees. I know she worked real hard during the opening of the Rec. Center and she helps out at the Fleming Center / Morris Pool when needed. I know she is someone you can count on; not only to do her job but to help others do theirs as well."

"Kayla was instrumental in the opening of the Recreational Center, also in launching and maintaining the start up of the pool season and personnel at the Fleming Center. She is always reliable and dependable. She is very component and is willing to take on extra duties and responsibilities."

"Kayla is a person will help you as much as she can with anything, she is someone you can on for advice with or work."

"Hard worker and always quite informative. She's in the loop and keeps the office in order & on its p's & q's!! 😊"

"She helps with my day to day task and I enjoy working with her."

"She goes above & beyond in every task she does. I have never seen her not give her absolute all in her projects. She's hard-working, wonderfully kind & an employee to loop up to. Kayla Trantham is an outstanding nominee for Employee of the 3rd quarter."

"Kayla is outstanding in handeling and advising both staff and community. She consistently gives of her own time to accommodate needs and the municipal pool and the Fleming Community Center. She is consistently pleasant & professional when dealing with the Community & City employees."

"Kayla was most instrumental in the Grand Opening of the new Rec Center. She put in endless hours planning, preparing for the smooth-transition of offices, equipment, & all the opening day activities. With Kayla's involvement the opening of the Rec went according to detail!"

"Kayla is a champ. Getting a Recreation Center together is no easy task. Also she had to work for Michael and we all know what a trip he is. Kayla shows devotion to her daily tasks and is always ready to help out. Great Job Kayla."

"She should be employee of the quarter b/c she helped make the opening of the Rec Center & move from the Fleming Center run smoother. Helped get the pool open even though the pool was no longer part of her job. Continues to pick up the slack if and when needed. Stays after hours & weekends to help when short staffed."

As Employee of the Quarter you may choose one day of paid leave, which needs to be taken within the next thirty days, or \$100 less payroll deductions. Please let your supervisor and Finance Department know if you select the day off or the cash option. Please plan to attend the City Council meeting on Tuesday, September 4, 2018 at 7 pm where Mayor Chris Cannon will present a Certificate of Appreciation to you. Each Employee of the Quarter will be considered for Employee of the Year.

Thank you for your service to the City of Elgin.

Sincerely,

Tom Mattis
City Manager

cc: Laura Schwartz, Assistant to Finance Director
Charles Cunningham, Finance Director

P.O. Box 591

310 North Main

Elgin, Texas 78621

Phone 512.281.5724



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Introduction of new Waste Water Collection Employee

DEPARTMENT: Utility Maintenance

PROPOSED ACTION:

None

BACKGROUND:

The Utility Maintenance Department recently hired Travis Moseley to fill the position of Laborer for the Waste Water Collection Department.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Welcome new employee.

ATTACHMENTS:

Executive Summary

{ } 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: Review and assessment of priorities to supply raw water to the water treatment plant

DEPARTMENT: Utilities/City Engineer

PROPOSED ACTION: This item is to review with Council current issues facing the City's water wells and raw water supply system; and the staff's recommendation(s) for addressing same.

BACKGROUND: In recent weeks, problems have arisen with the raw water supply system related to our water wells and main raw water transmission line. The City has four wells supplying raw water to the water treatment plant (WTP). Currently, a 3-mile raw water transmission line connects the existing Well #14 and the currently being constructed Well #16 to the WTP. This line has signs of significant reduction in overall capacity due to high iron content in the water over a long period of time.

The City has actively sought grant monies to replace the line in the past, however, applicable grants and funding availability over multiple years has led to only a short section being replaced to date (approximately 3,000 linear feet). In its present condition, the existing transmission line restricts the water flow creating high pressures. Due to these high pressures, Well #14 and the proposed Well #16 cannot be operated simultaneously, thereby reducing the capacity of the system. Thus, rather than have two wells that can produce and supply raw water to the WTP, the City essentially has a backup well when both are ultimately operational. In addition, Well #10 has recently become inoperable due to known and potentially unknown circumstances.

In response to this overall situation, staff is recommending that the project to replace the transmission line that is part of the 5YRCP be elevated and funded ASAP. Although it carries a significant cost (\$2.5M), it is deemed the most productive, long-term investment in this service that is vital to the city.

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:

Staff report

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

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

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

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



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

August 30, 2018

Mr. Doug Prinz, Utilities Director
City of Elgin
P.O. Box 591
Elgin, Texas 78621

RE: Memorandum

Assessment of Priorities to Supply Raw Water to the City of Elgin WTP.

Dear Mr. Prinz:

This memorandum outlines the immediate issues facing the raw water supply to the City of Elgin Water Treatment Plant (WTP). The memorandum describes the problems with the aged and clogged 12" raw water transmission line and the need to replace it with a larger 18" raw water transmission line. This memorandum also describes malfunctions of existing Water Well #10 and the issues present when attempting to simultaneously run Water Wells #16 and #14.

Background

As seen in the attached Figure 2 (Elgin Water System Outline), the City of Elgin has four wells supplying raw water to the water treatment plant. Currently, 3.2 miles of an approximately 34 year old 12" raw water transmission line connects the existing Water Wells #14 and the currently being constructed Water Well #16 to the water treatment plant. This line has signs of significant scaling, calcification, and overall reduction in capacity due to the high iron content from the raw water over time in the pipeline. The City of Elgin has actively sought grant monies to replace the line over the past years, however applicable grants and availability over multiple years has led to only a short section being replaced to date (approximately 3,000 linear feet). The clogging of the existing raw water 12" transmission line restricts the water flow creating high pressures. Due to these high pressures, Water Well #14 and the proposed Water Well #16 cannot be operated simultaneously, thereby reducing the capacity of the raw water system. Thus, rather than have two wells that can produce and supply raw water to the water treatment plant, the City essentially has a backup well when both are ultimately operational.

The City of Elgin has two additional water wells that provide raw water to the water treatment plant directly as shown in Figure 2. Water Well #15 was installed approximately 10 years ago and Water Well #10 was a well drilled by the City of Elgin in 1984 and has been in operation since February of 1985. Recently Water Well #10 has become inoperable due to known and potentially unknown circumstances. The City of Elgin has requested a quote for complete rebuild from a local water well driller as a worst case scenario. The well was capable of providing approximately 700 gallons per minute (GPM) to the water treatment plant.

As Water Well #16 has yet to be completed and accepted by the City of Elgin, Water Well #14 is the lone well pumping in the existing 12" raw water transmission line. Recent events saw the well struck by lightning which removed it from service and left the City completely dependent on one water well for supply of water (Water Well #15). The City of Elgin repaired Water Well #14 under emergency conditions in order to be able to provide the City with ample raw water supply. Water Well #10 is currently still unoperable.

Problem Description

Due to the limited capacity of the existing 12" raw water transmission line, the City of Elgin currently will only ever have the ability to provide water from either Water Well #14 or Water Well #16 (once completed). In addition, with Water Well #10 currently out of commission, the City can only provide raw water from two wells at any given time. As recent events have shown, should the City have an unforeseen circumstance like a lightning strike, or mechanical failure, it could be down to only one well depending on which well is affected.

Recommendation

TRC recommends giving priority to construct the proposed 18" raw water transmission line. Water supply systems should be redundant and any decision should take this important component into consideration. This project will allow the City to meet future demands of the growth and its potential Aqua contract. In addition, it provides more redundancy by allowing both wells or either or to be utilized. The pressure drop will also most likely allow more efficiency on the pumps which will help to save electricity costs.

Due to the long completion time, TRC also recommends that Water Well #10 have its pumping equipment removed for evaluation. The current cost estimate for repair is higher than anticipated but was done as a worst case scenario. By removing the equipment, a better cost estimate for repair by competitive costs from multiple contractors can perhaps reduce the overall costs. If costs are acceptable, this will allow the City the greatest flexibility with unforeseen circumstances should a similar situation occur like Water Well #14.

Alternatives

The City of Elgin can look at multiple alternatives to address this issues with water supply, however there are long term and near term circumstances that must be considered.

- Replace the 12" raw water transmission main with an 18" raw water transmission main. As recommended, this is currently part of the City's 5 year capital plan and is required to ultimately meet the need to provide the City of Elgin and Aqua WSC for the water needs of the surrounding area. The best case scenario is 15 months from the time the City decides to proceed with this project to the completion date that would allow for both wells to be utilized simultaneously. Until that time, the City will essentially be limited to the production of Water Well #15 and either Water Well #14 or Water Well #16 (once completed). Estimated Cost \$2,460,000.
- Drill a new water well to replace Well #10 near the water treatment plant. Much like the 18" raw water transmission main project, the best case scenario is 15 months from the time the City decides to proceed with this project to the completion date. This assumes a piece of property can be found that allows for the well to be drilled and per the Ground Water Districts requirements (>5,000 feet from nearest well) and it would tie directly to the water treatment plant. This alternative would allow for more raw water production to the treatment plant, however Water Well #14 and Water Well #16 still would not be able to be utilized together. Estimated Cost \$900,000.



Mr. Doug Prinz, Utilities Manager

Page 3 of 3

August 30, 2018

- Construct an emergency interconnect with Aqua WSC on County Line Road. The City of Elgin is currently at a higher pressure plain than Aqua. A simple interconnect would not provide enough water pressure to service the City's water system without a boil water notice most likely. Thus the City would need to build a booster station and maintain that facility although it may never be utilized except in the event of an emergency. In addition the City would pay for any water utilized. This project is estimated to take around 6 months to complete assuming TCEQ approval. Estimated Cost \$575,000.
- Repair Water Well #10. This would allow the City to re-establish immediately the same potential raw water production as currently, however it would not provide for future supply that will be required to meet the growing City demands. Estimated Cost \$150,000 (worst case).

If you have any questions regarding this information, please do not hesitate to contact this office.

Sincerely,

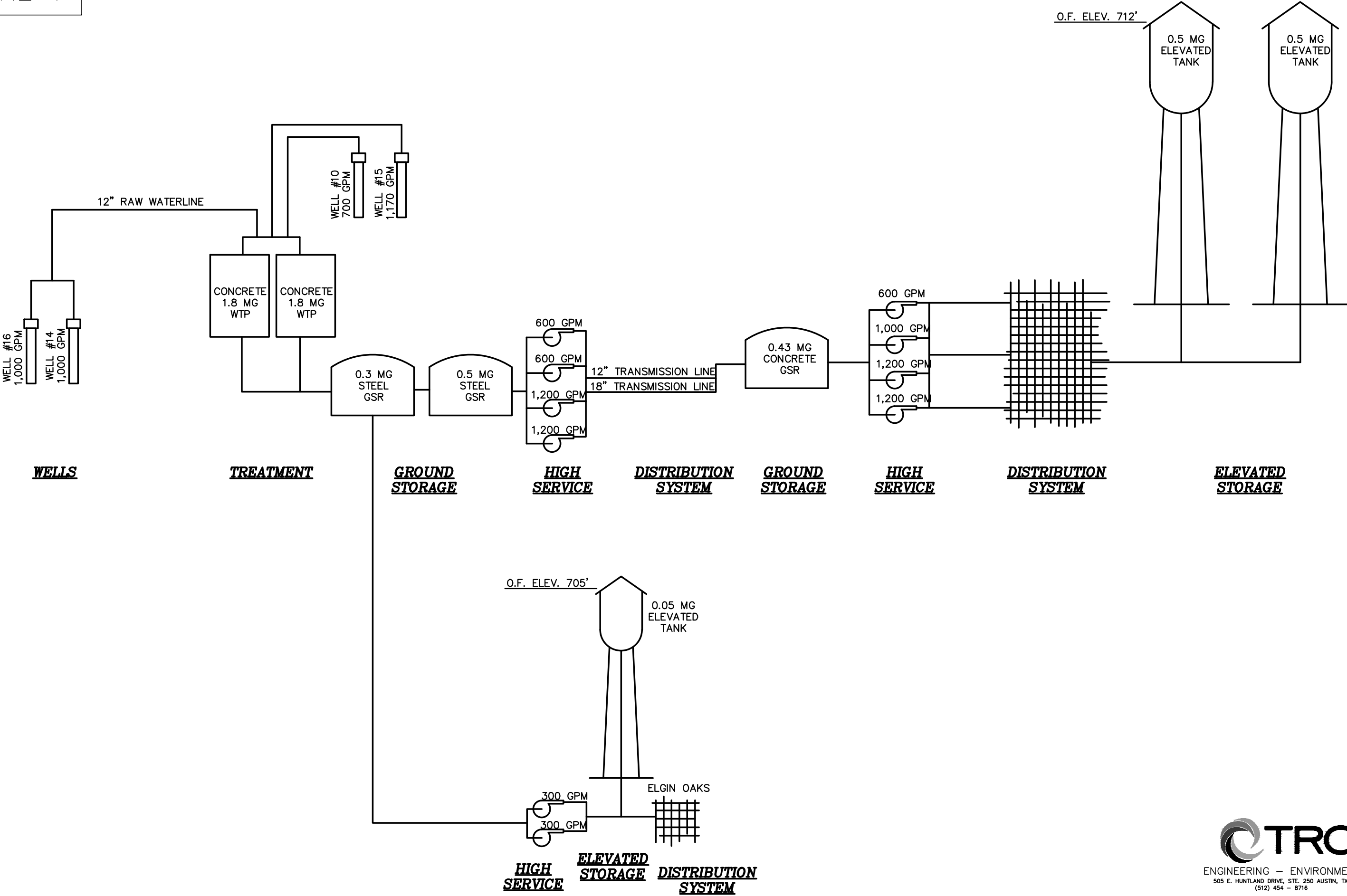
A handwritten signature in blue ink, appearing to read "K. Beau Perry".

K. Beau Perry, P.E.
Vice-President

Attachments: Figure 1 – Existing City of Elgin Water System
Figure 2 – 5 Year Capital Plan Cost Estimate – 18” Line
Figure 3 – Weisinger Quote Water Well #10 Repair



FIGURE 1



ENGINEERING — ENVIRONMENTAL
505 E. HUNTLAND DRIVE, STE. 250 AUSTIN, TX 78752
(512) 454 — 8716

City of Elgin
2018 Five-Year Capital Improvement Plan - Capital Projects

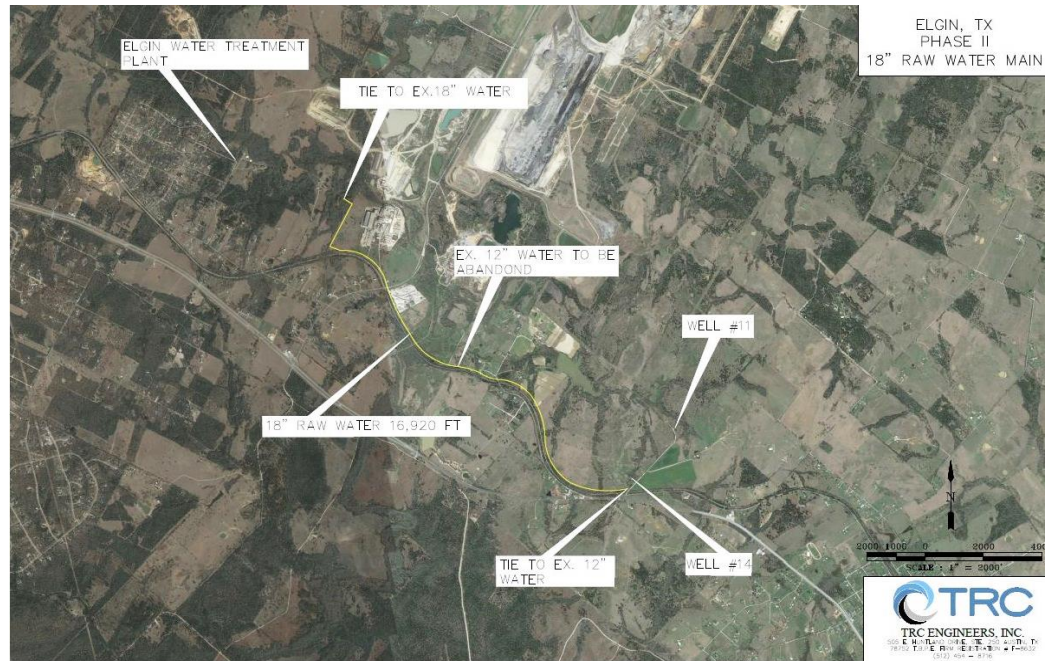
Project: **Old McDade Road Raw Water Line**

Budget:
\$2,460,000

Department:
 Utility

Funding Source:
 Utility Impact Fees

Project Manager:
 Director of Utilities



Project Description:

Design and construction of a new water main adjacent to Old McDade Rd and Southern Pacific Railroad east of the Water Treatment Plant; project to include installation of 3.2 miles of 18” water main; the raw water line will replace an outdated thirty-four year old 12” line that is well past useful life; will provide enhanced efficiency and water production; will increase water production capacity in support of anticipated future commercial and residential development; and will support City's primary wholesale water customer; expands City investment in enterprise system.

City Council Goal(s) Met:

N/A

Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Land Acquisition/ROW	30,000					\$30,000
Design/Administration	280,000					\$280,000
Construction	900,000	1,000,000				\$1,900,000
Miscellaneous		250,000				\$250,000
Total Project Cost	\$1,210,000	\$1,250,000	\$0	\$0	\$0	\$2,460,000
Annual Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	Total
Utility Fund						\$0
- Capital Outlay						\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source(s)	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	Total
Utility Fund						\$0
- Impact Fees	-					\$0
- Other						\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0



PO Box 909 • Willis, TX 77378
936-756-7721 • 281-353-8484 • 936-756-7723 fax
www.weisingerinc.com

August 8, 2018

City of Elgin
P.O. Box 591
Elgin, Texas 78621

Attn: Doug Prinz

Ref: Water Well No. 10

Dear Doug:

As you requested, we are pleased to provide the following quotation in accordance with our understanding of your requirements.

Removing Pumping Equipment

- Mobilize rig and crew to pull pumping equipment under normal removal procedures
- Haul pumping equipment to our facility to tear down, inspect, provide a report of our findings and our recommendations
- Perform a tv survey on the well and provide a report of our findings and recommendations

Estimated Subtotal to Remove Pumping Equipment\$12,200.00

Well Cleaning

- Mobilize the necessary equipment to and from the site to wire brush the casing and liner
- Jet out the fill out of the well
- Wire-brush the casing and the liner
- Sonar jet the screens
- Re-jet the fill out of the well
- Perform second tv survey to investigate conditions of the well

Estimated Subtotal to Clean the Well\$38,131.00

Pumping Equipment and Installation

- Provide a new 600 GPM, 384 TDH, pump end with 416 stainless collets
- 380' of new 1 ¼" x 2" x 8" column assemblies complete with a 6" suction pipe, stainless steel cone strainer and top specials
- One new 1 ¼" x 2" tension bearing with O rings
- New 1 ¼" motor drive shaft
- 385' new ¼" stainless steel airline complete with a new water level



August 8, 2018
Doug Prinz
Ref: City of Elgin Water Well No. 10
Page -2-

- detector kit
- New 1 gallon aluminum oil reservoir complete with immersion heater and lubrication kit
- New 8" cast iron discharge head
- New set of micarta tubes for the existing micarta flanges
- 20 sets of zinc anode rings for column and oil tube assemblies
- Provide a new 75 HP US motor, VHS, WP-1, 3/60/460 volt, 1800 RPM, premium efficient, inverter duty with 115 volt space heaters
- Miscellaneous nuts, bolts gaskets, thread compound, stainless steel strappings with buckles, etc. to make operational
- Shop labor to assemble the new equipment and load it for shipment to the jobsite
- Deliver pumping equipment to the jobsite to install
- Install pumping equipment in the well
- Make well operational, run a short test, collect (3) bacteriological samples and place in service

Estimated Subtotal for Pumping Equipment & Installation\$85,777.00

Estimated Grand Total for all line items above\$136,108.00

Please note that this quote is based on work we have previously performed on the well, therefore not all items listed above may be required.

Thank you for the opportunity to offer you our services as we await your response.

Regards,

A handwritten signature in black ink, appearing to be 'F. Ochoa'.

Francisco Ochoa



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Monthly Departmental Activity Reports - July

DEPARTMENT: Administration

PROPOSED ACTION:

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

BACKGROUND:

Routine monthly reports 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, Police Department, Planning Dept., Public Works, Utility Billing, and Water Department July 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: August 15, 2018
RE: Community Development Department Report July, 2018

Restoration work is complete at 109 South Avenue C and the spaces are leasing. Renovation work is under way on 19 North Main Street. Work continues at 111 S. Avenue C and 109 N Main. 110 South Main Street sold and the investor group from Austin is planning a mixed-use adaptive reuse with commercial space and loft apartments. State Farm Insurance opened their offices at 14 North Main. Historic Review Board reviewed and approved application for a mural on the storage unit next to the Depot Museum, signs for State Farm Insurance and the Chamber of commerce, signs for public parking, the museum and the chamber, and Hogeye Festival light pole banners. Main Street Board worked with the Hogeye Festival Committee on a variety of items for the Hogeye Festival including sponsorships, a rock wall, cow patty bingo, and t-shirt souvenir options.

Projects

- Community filming event with Republic Studios July 24 at Elgin Public Library was very well attended and attendees learned how to list their properties for filming consideration, the ins and outs of filming, and what to look for in filming contracts.
- Chalk It Up Sidewalk Chalk Art event and the July 4 parade and program had great attendance, lots of families and very positive feedback.
- Large signs project – new billboard was installed at Hwy 290 and 11th Street, sign was replaced at Hwy 290 and Hwy 95 South. Hwy 95 South and possible new sign at Roy Davis Road.
- Dine in Elgin campaign with EDC and Chamber for mid July through August 15, going great with lots of participation. Emails from this campaign are added to a data base to receive a regular email with city related event information.
- Hogeye Festival, sponsorships, Cow patty bingo, rockwall with the LCRA, vendor applications, booking music, marketing.
- Sip Shop & Stroll marketing, working with businesses to add components to it.
- Submitted Presidents award applications for the Texas Downtown Association nominating Elgin Body & Shine for Best Business, The Downtown Zoning Overlay for Economic Game Changer, and Allan Tolbert for Downtowner of the Year.

- Working with Bastrop County Association of Realtors and the Williamson County Association of Realtors to provide information about Elgin to their members.
- Attend Texas Historic Commission Main Street Training in Amarillo.
- Established a relationship with Daniel Salazar Austin Business Journal, as the main press contact at ABJ for Elgin.
- Announced the CARTS new transit stop grant funding with CARTS which included coverage in the ABJ.
- Attended Texas Downtown Association retail development seminar in Rockport with Business Retention & Recruitment committee.
- 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.
- Providing support for Website updates
- City of Elgin E-News
- Social Media: Visit Elgin, Envision Elgin Instagram – visitelgintx

Boards & Committees, Seminars

CAMPO, Transportation Advisory Committee

CAMPO, Regional Arterial Steering Committee

CAMPO Sub regional MOKAN study committee

Main Street Board

Historic Review Board

Promotion Tourism Committee

Design Committee

Business Retention Recruitment Committee

Upcoming Events

Hogeye Festival planning Meeting August 30th 6:30pm at El Maguey

Sip Shop & Stroll August 9

Dine In Elgin July 17 to August 14

EISD Homecoming Community Parade and Pep Rally – Wednesday September 5 6:30pm downtown and Veterans Memorial Park

Community Cleanup day – Saturday September 8 Elgin Memorial park Sand volleyball courts

Hogeye Festival painting work day September 9 from 1-4 Veterans Memoria Park

Sip Shop & Stroll September 13 from 5 to 8 with a special featured concert in conjunction with the Parks Department from 7 – 9 Steel Betty will perform at Veterans Memorial Park.

Hogeye Festival October 25 2-7



MONTHLY ACTIVITY REPORT

For the local program, monthly reports are a way to track and document progress of both the program and the downtown revitalization effort. It is also an effective tool to use for updating the board on the program's overall activities and for communicating your progress to stakeholders, such as City Council and other funding entities. For the state office, monthly reports help us provide more direct and effective services by giving us a way to spot trends, challenges, issues etc. The report should reflect BOTH the work of staff and volunteers. While not all programs use the traditional four-committee structure any longer, the work of all programs should still be able to be reflected in the four-point categories below.

The Monthly Report is **due by the 10th of each month**. Please use electronic version, type or print legibly. Please use this electronic version and email to mainstreet-reports@thc.state.tx.us.

CITY: ELGIN

MONTH/YEAR: July 2018

DATE SUBMITTED: 8-10-2018

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
July 19, 2018	Budget finalized and recommended to City Council. One major item under consideration is new lights on top of the buildings downtown. Finalized the Hogeye light pole banners. Cow Patty Bingo to become more of a partnership event with main street and FOEP. Hogeye Festival working on sponsorships, producing print graphics, finalizing live music and entertainment on three stages, possible rock wall thru LCRA.

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

Meeting Dates:	Update on projects or activities
, 2018	Miller attended Main Street training in Amarillo – seminar on National Main Street program and strategic planning initiatives, adaptive reuse case studies, promotional events, demographic analysis, local assistance programs, architectural features and historic preservation guidelines. Barbara Hollingsworth, Jeanette Shelby, Gena Carter and Miller attended the Texas Downtown association regional seminar – in Rockport – Pop up weekend in Corsicana event case study and Social Media and Website tools.

PROMOTION:

Meeting Dates:	
, 2018	Sip Shop and Stroll will include a School Supply Drive in august joint effort with Chamber of commerce. Welcome to new teachers combined event with Chamber – producing new reusable shopping bags that feature Elgin Texas Find love in all the local places and Western days and Hogeye expecting about 125 new teachers and staff.

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

	Chalk it up on July 3 extra components were great additions – very well attended – marked increase from previous year. Peoples Push Pedal Pull Patriotic parade for July 4 including the community choir and presentation fo the colors form the Boy scouts were great additions. Also very well attended. Both hit he mark as inclusive small town friendly events – hear rom several folks who have lived here less than 1-3 years that they loved it. July - August Dine Local – working with EDC and Chamber to encourage Dine Out Tuesdays with gift card drawings through August 15. Lots of entries – adding to the data base for direct email information sharing.
--	--

DESIGN:

, 2018	Miller working with Federal Correctional Institute to have benches and trash cans painted as soon as their schedule allows. Public art efforts continue – a local artist volunteered to create a mural on a stargate unit building wall next to the Depot museum. Conceptually reviewed and approved by HRB> Artist working on final design and timeline.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
, 2018	City approved HOT Funding for new billboard at Hwy 290 and 11 th street, first design is Sip Shop Stroll. Planning schedule for cover to change every 4-6 weeks. Working with buyers group related to 110 South Main Street and possible commercial tenant. CYBER Business Security class to be heldat the chamber luncheon in August. Available for lease: 109 South Avenue C – officially placed on the market three new apartments and one commercial space. ½ of 14 N Main, 115 north Main and 112 Depot are available for lease. 112 Depot Street is also for sale. 109 North Main, 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.

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.

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

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

Events

August 10 Sip Shop Stroll

Dine in Elgin through August 15

September 5 Wild Cat Homecoming Community parade and pep rally

September 13 Sip Shop Stroll with bonus feature – Steel Betty from 7 to 9 at Veterans Memorial park free concert

October 11 Sip Shop and Stroll

Hogeye Festival October 25 – 27

October 31 Safe Trick or Treat trail downtown

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

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



July 2018 Parks Report.

Director- Michael

A great summer start for the Elgin Parks Department. We were very pleased to see the turn out for different events and programs going on. The pool continues to see steady use with one of our most popular activities being water aerobics. We feel very proud and blessed to be apart of so much fun happening in the parks we enjoy getting to see a larger demographic using all the amenities. We are moving into a time when we can provide good effective programming for all our age groups seniors, adults and kids. While we evaluate these programs it also gives us certain insight on how to enhance next years programs and build on to what we have now.

Maintenance: -Orlando

In the month of July was very hot, we had no rain and for two weeks straight we were in the triple digits. But that did not change our trash routine, and with kids still out of school trash has been up, the parks are being used more but, trash and restrooms are always done Monday, Wednesday, and Fridays of the work week. We worked the 4th of July parade. We set up tents, put up barricades, blocked off streets and ran trash. Just how we put it up we had to take it down. With it being so dry the grass has not grown much, so we are spot mowing and weeding for the time being. We put up market days banners and sip shop and stroll banners like we do monthly. One thing we have been doing on a weekly basis is watering down town. Since we had time on our hand we reorganized the storage room off hwy 290. We removed boxes that need to be destroyed and moved new boxes into it. We also moved in a new rack into the storage room for the boss lady. We moved filing cabinets from her office into the safe box at the annex. We moved furniture for court in preparation for their new marshal.

Admin: -Kayla Trantham

We have started getting a few rentals for the studio room and basketball gym at the Recreation Center. We have also had one of our regular yoga instructors move her class over to the Recreation Center studio, and they are loving it. Fleming Community Center rentals have slowed down slightly from the busy summer months. The front desk staff has been doing an excellent job interacting with the community and selling memberships. They do a lot of cleaning throughout the day to help the custodial staff. The following information shows how we have been doing in the last month, and the rest of the department during that same time.

Park Activity Summary		June 2018
Facility	Number of uses	
Park/ Pavilion Rental	6	
Ball Field Rental	40	
Fleming Community Center	39	
Water Aerobics	482	
Pool Entries	1,331	
Deposits	\$12,672.00	

The Following is a summary of membership activity for the Elgin Recreation Center for the month of July.

Memberships:

Resident Monthly

Family: 47

Couple: 35

Individual Adult: 38

Individual Senior: 18

Individual Youth: 14

Non-Resident Monthly

Family: 2

Couple: 2

Individual Adult: 4

Individual Senior: 2

Individual Youth: 0

Resident Yearly

Family: 4

Couple: 2

Individual Adult: 3

Individual Senior: 5

Individual Youth: 2

Non-Resident Yearly

Family: 0

Couple: 0

Individual Adult: 0

Individual Senior: 1

Individual Youth: 0

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

Type of Inspections	Jul-17	Jul-18	Fiscal Yr. To Date	Calendar Yr. To Date
Building	32	92	651	513
Electrical	23	45	395	306
Plumbing	25	89	501	381
Gas	9	4	69	51
Mechanical	5	43	231	195
TOTAL	94	273	1847	1446
Building				
Permits	25	20	241	172
Value	\$ 1,930,207.00	\$ 816,780.00	\$ 16,647,298.64	\$ 11,476,389.62
Fees	\$ 14,813.38	\$ 6,751.90	\$ 106,895.11	\$ 79,823.47
Electrical				
Permits	7	18	142	106
Fees	\$ 1,120.00	\$ 2,630.00	\$ 22,960.00	\$ 16,760.00
Plumbing				
Permits	9	14	127	92
Fees	\$ 1,490.00	\$ 2,850.00	\$ 22,430.00	\$ 16,330.00
Gas				
Permits	5	6	55	37
Fees	\$ 640.00	\$ 810.00	\$ 7,510.00	\$ 5,280.00
Mechanical				
Permits	5	7	95	75
Fees	\$ 550.00	\$ 1,060.00	\$ 11,950.00	\$ 9,160.00
Total All Fees	\$ 18,613.38	\$ 14,101.90	\$ 171,745.11	\$ 127,353.47

July 2018
Building Permits

Number of Permits		Type/Classification	Permit Fees		Valuation	
Jul-17	Jul-18		Jul-17	Jul-18	Jul-17	Jul-18
7	4	New Single Family	\$ 5,819.32	\$ 3,386.07	\$ 720,000.00	\$ 419,600.00
5		New Duplex	\$ 7,341.00		\$ 1,080,000.00	
		New Manufactured				
		New Multi-Family				
		New Commercial				
		New Industrial				
		New Swimming Pools				
		Moving Permit				
2	2	New Signs	\$ -	\$ -	\$ 680.00	\$ -
10	7	Residential	\$ 1,556.24	\$ 597.66	\$ 125,027.00	\$ 32,180.00
1	3	Non-Residential	\$ 96.82	\$ 2,768.17	\$ 4,500.00	\$ 365,000.00
	4	Demolitions		waived		\$ -
25	20		\$ 14,813.38	\$ 6,751.90	\$ 1,930,207.00	\$ 816,780.00
*BOA Request		None				
**BSC Requests		None				
P & Z Request		Hanson Subdivision Preliminary and Final Plats approved. 824 E 2nd Street Zoning Change from R-2 to R-3; Hanson Subdivision Lot 1 zoning change from R-2 to S-P for either a Law Office or Child Care Facility.				
Code Enforcement	Active July 2017	Active July 2018	Closed July 2017	Closed July 2018	Calendar YTD	
Abandoned/Junked			2	1	94	
Recreational Vehicle					9	
Fences		1		2	4	
Environmental				4	18	
Fire Code						
Illegal Signs			105	62	418	
Property Maintenance		2	11	11	53	
Unsafe Structures		2			8	
Zoning				1	5	
Total	0	5	118	81	609	

*Board of Adjustments

**Building Standards Commission

Submitted By: Carlos Navejas
Date: July 14, 2018

Public Works – July - 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:

Blue Ridge Trail, North Avenue C, and Shenandoah Trail (4 signs)
Valley Run Trail, North Avenue C, and Shenandoah Trail (6 signs)
Cavalry Trail, North Avenue C, and Shenandoah Trail (6 signs)
Wilderness Trail, North Avenue C, and Shenandoah Trail (4 signs)

Permanent Street, utility cut repairs, pot hole repairs:

Bladed:

Alley between North Main, North Avenue C, West 2nd Street, and West 1st Street

Alley between North Main Street, North Avenue C, West 11th Street, State

Highway 95 North

Patches:

Cloudmore Lane (2 locations)

Saw Cut utility cuts various locations

Pot hole patched throughout town:

Multiple locations

Curb, Gutters, Culverts, Drains, and Ditch Cleaning

Cleaned County Line Road ditch - U. S. 290 West – FM 1100

Cleaned culverts:

Taylor Road

Replaced culverts:

North Avenue F and Taylor Road

North Avenue E

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

FM 1704 to City Limits

North Ramirez Street to FM 1704

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

Old McDade Road

Trees and Brush:

- Removed fallen limb East 11th Street
- Trimmed brush and low hanging limbs on Alley A
- Removed fallen limb North Main Street
- Trimmed low limbs on North Avenue H
- Trimmed low limbs on East 7th Street
- Removed brush on West Brenham Street

Miscellaneous:

- Restriped crosswalks:
 - West 11th Street
 - West 2nd Street
- Martin Luther King Boulevard
- County Line Road
- Miscellaneous maintenance on Public Work Equipment

Saratoga Farms Subdivision Section 6:

- Clearing and grubbing
- Subgrade preparation

Lee Dildy and Roy Rivers Boulevard Extension Project:

- 5X4 concrete box (storm sewer) installation
- 36" reinforced concrete pipe (storm sewer) installation
- Installation of curb inlets and junction boxes
- Installation of light pole foundations
- Subgrade preparation for sidewalk and roadway

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

- Forming and concrete installation

Texas Department of Transportation:

- Cleaning Bar ditches:
 - Loop 109 (Taylor Road)
 - FM 1100 (Main Street)

Joe Parten

Director, Public Works
City of Elgin

UTILITY BILLING REPORT			July 2018
Billed out	\$490,491.89		
Past due notices	577	\$99,276.87	
Work orders-Cut offs	89		
Disconnected for non pmt	85		
Extension to pay 1st	55		
Extension due for disconnect	3		
Meter tamper fee	2		
After Hour turn on	6		
Accounts set to final	9	for non pmt	

METER REPORT		
WORK ORDERS	COMPLETED	INCOMPLETE
START READ	34	3
FINAL READ	34	1
TRANSFERS / IN AND OUT	4	0
CTO'S / DISCONNECT NON-PMT	89	0
SET METER	0	1
ERT REPLACEMENTS	1	16
METER REPLACEMENTS	13	9
VISUAL READS	20	
FAILURE TO READ (MOBILE MISS)	58	0
RE READS	29	0
WL / CHECK FOR WATER LEAK	15	6
METERS DATA LOGGED	12	0
MISCELLANEOUS	33	20
TOTAL NUMBER OF WORK ORDERS	342	56
CURB STOPS		
BROKEN CURB STOPS	0	34
TOTAL NUMBER OF WORK ORDER	0	34
BULK WATER		
PURCHASES	11	
TRIPS/GALLONS	20/11,250	
TOTAL COLLECTED	\$68.34	

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

310 N. Main Street
512-229-3220 office

Monthly Reports July 2018

Department 023 Water Treatment

Well # 10	9,096,000 Gallons
Well # 11	0 Gallons
Well # 14	20,918,000 Gallons
Well # 15	15,990,000 Gallons
Water loss due to leaks or flushing	1,300,000 Gallons
Total Water Pumped	44,704,000 Gallons

Chemicals Used

Chlorine	1184 Pounds
Sequest	225 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	10
Service Line Breaks	4
Miscellaneous Repairs/Complaint Calls	15
New Connections/Taps	1
Installation of New Water Main	0

Department 026 Wastewater

Collections

Backups

Main Lines	2
Service Lines	4
After Hours Call-Outs	8

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	1
Lines TV'd	5
Manholes Installed/Repaired	0

Lift Station Maintenance/Repairs

Hour Meter Reads/Daily Site Checks	9 Daily
Pumps Pulled	0
Pumps Installed	0
Pumps De-raged	3
Motors Pulled	0
Motors Installed	0
Electrical Issues (Repair/Replace Parts)	1
Floats Cleaned/Replaced	0
Grass/Weed Maintenance	9
After Hours Call Outs	1

Wastewater Treatment Plant**Maintenance/Repairs**

Pumps Pulled	2
Pumps Installed	2
Motors Pulled	1
Motors Installed	1
Control System/Electrical Repairs	4
Cleaned Wet Well Floats	1
Miscellaneous Repairs	8
After Hours Call-Outs	4

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	415,100 Gallons
Maximum Daily Flow	997,400 Gallons
Average Daily Flow	533,300 Gallons
Total Monthly Flow	16,533,100 Gallons

Effluent DO (Dissolved Oxygen) Average	6.72
Effluent Chlorine Residual Average	1.42 mg/l
Effluent pH Average	7.22
Total Phosphorus Average	0.212
CBOD (Carbonaceous Biochemical Oxygen Demand) Average	2.33
TSS (Total Suspended Solids) Average	2.06
Ammonia/Nitrates Average	0.184

Remarks :



MONTHLY ACTIVITY REPORT

For the local program, monthly reports are a way to track and document progress of both the program and the downtown revitalization effort. It is also an effective tool to use for updating the board on the program's overall activities and for communicating your progress to stakeholders, such as City Council and other funding entities. For the state office, monthly reports help us provide more direct and effective services by giving us a way to spot trends, challenges, issues etc. The report should reflect BOTH the work of staff and volunteers. While not all programs use the traditional four-committee structure any longer, the work of all programs should still be able to be reflected in the four-point categories below.

The Monthly Report is **due by the 10th of each month**. Please use electronic version, type or print legibly. Please use this electronic version and email to mainstreet-reports@thc.state.tx.us.

CITY: ELGIN

MONTH/YEAR: July 2018

DATE SUBMITTED: 8-10-2018

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
July 19, 2018	Budget finalized and recommended to City Council. One major item under consideration is new lights on top of the buildings downtown. Finalized the Hogeye light pole banners. Cow Patty Bingo to become more of a partnership event with main street and FOEP. Hogeye Festival working on sponsorships, producing print graphics, finalizing live music and entertainment on three stages, possible rock wall thru LCRA.

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

Meeting Dates:	Update on projects or activities
, 2018	Miller attended Main Street training in Amarillo – seminar on National Main Street program and strategic planning initiatives, adaptive reuse case studies, promotional events, demographic analysis, local assistance programs, architectural features and historic preservation guidelines. Barbara Hollingsworth, Jeanette Shelby, Gena Carter and Miller attended the Texas Downtown association regional seminar – in Rockport – Pop up weekend in Corsicana event case study and Social Media and Website tools.

PROMOTION:

Meeting Dates:	
, 2018	Sip Shop and Stroll will include a School Supply Drive in august joint effort with Chamber of commerce. Welcome to new teachers combined event with Chamber – producing new reusable shopping bags that feature Elgin Texas Find love in all the local places and Western days and Hogeye expecting about 125 new teachers and staff.

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

	Chalk it up on July 3 extra components were great additions – very well attended – marked increase from previous year. Peoples Push Pedal Pull Patriotic parade for July 4 including the community choir and presentation fo the colors form the Boy scouts were great additions. Also very well attended. Both hit he mark as inclusive small town friendly events – hear rom several folks who have lived here less than 1-3 years that they loved it. July - August Dine Local – working with EDC and Chamber to encourage Dine Out Tuesdays with gift card drawings through August 15. Lots of entries – adding to the data base for direct email information sharing.
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DESIGN:

, 2018	Miller working with Federal Correctional Institute to have benches and trash cans painted as soon as their schedule allows. Public art efforts continue – a local artist volunteered to create a mural on a stargate unit building wall next to the Depot museum. Conceptually reviewed and approved by HRB> Artist working on final design and timeline.

ECONOMIC RESTRUCTURING:

Meeting Dates:	Update on projects or activities
, 2018	City approved HOT Funding for new billboard at Hwy 290 and 11 th street, first design is Sip Shop Stroll. Planning schedule for cover to change every 4-6 weeks. Working with buyers group related to 110 South Main Street and possible commercial tenant. CYBER Business Security class to be heldat the chamber luncheon in August. Available for lease: 109 South Avenue C – officially placed on the market three new apartments and one commercial space. ½ of 14 N Main, 115 north Main and 112 Depot are available for lease. 112 Depot Street is also for sale. 109 North Main, 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.

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.

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

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

Events

August 10 Sip Shop Stroll

Dine in Elgin through August 15

September 5 Wild Cat Homecoming Community parade and pep rally

September 13 Sip Shop Stroll with bonus feature – Steel Betty from 7 to 9 at Veterans Memorial park free concert

October 11 Sip Shop and Stroll

Hogeye Festival October 25 – 27

October 31 Safe Trick or Treat trail downtown

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



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: City Council Regular Meeting Minutes – August 7, 2018 and August 14, 2018

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approve the August 7, 2018 and August 14, 2018 Meeting Minutes.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the August 7, 2018 and August 14, 2018 Meeting Minutes.

ATTACHMENTS: August 7, 2018 and August 14, 2018 Meeting Minutes.

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

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

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

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

**MINUTES
ELGIN CITY COUNCIL
REGULAR MEETING
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
TUESDAY, AUGUST 7, 2018**

CALL TO ORDER

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

ROLL CALL

Present: Mayor Chris Cannon

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

Mayor Cannon certified there was a quorum, and that Council Member Phillip Thomas had notified him that he would not be attending the meeting. Council Member Lopez moved to excuse Council Member Thomas. Council Member Beyer seconds the motion. Motion carried 8-0.

Staff: Thomas L. Mattis, City Manager
Charles Cunningham, Finance Director
Patrick South, Police Chief
Amy Miller, Community Development Director
Barbara Wilson, HR Director
Doug Prinz, Utilities Director
Beau Perry, City Engineer

INVOCATION

Council Member Penson gave the invocation.

PLEDGE OF ALLEGIANCE

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

Mayor Cannon recessed the regular meeting at 7:03 and opened Public Hearing.

CITY COUNCIL MEETING MINUTES

August 7, 2018 – Page 2

City Annex Council Chambers

PUBLIC HEARING

1. Public Hearing on a Zoning change for 824 East 2nd Street.
2. Public Hearing on a Zoning change request for 509 Martin Luther King Jr. Blvd.

With no one wishing to speak Mayor Cannon closed the Public Hearing at 7:04 pm.

Mayor Cannon opened the regular meeting at 7:04 pm.

PUBLIC COMMENT

Mayor Cannon opened Public Comment

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

PRESENTATION

1. Introduction of New City of Elgin Police Officers.

Chief Patrick South introduced Officer Jaboris Dickerson and Officer Lucero Dominguez.

2. Presentation of the Proposed FY2018-2019 City of Elgin Annual Operating Budget. City Manager Thomas Mattis stated that this was his second budget he would be presenting to Council in the time he had been here. He stated this was the operating budget for all city funds by departments for the coming year. He stated he was pleased to say it was a better budget than last year when there were some tough issues to deal with, and significant progress had been made from a financial management standpoint from last year. Mr. Mattis went on to provide the Council with a general overview of the budget including the City's property tax exemptions. Mr. Mattis went over the budget calendar and discussed future meetings and budget workshops and the Council. agreed that the August 28th Budget Review/Work Session was not needed. Council Member Penson moved to approve the budget calendar. Council Member Beyer seconds the motion. Motion carried 8-0.

CITY MANAGER'S REPORT

1. Review and Discussion of new Elgin Police Department Monthly Report and new School Resource Officer Memorandum of Understanding with Elgin ISD - EPD Chief Patrick South.

CITY COUNCIL MEETING MINUTES

August 7, 2018 – Page 3

City Annex Council Chambers

Police Chief Patrick South spoke about the change in preparing the Police Department's monthly report and explained how he is compiling all the information in an efficient and effective way and described all of the categories.

Mr. Mattis spoke to the Council regarding the Memo of Understanding with the Elgin ISD for SRO Services and assessed fees that he felt were appropriate and wanted to make sure the Council did not have questions or concerns.

2. Review and Discussion of Third Quarter Investment Report.

Charles Cunningham, Finance Director presented the Third Quarter Investment Report.

3. Monthly Departmental Activity Reports.

There were no questions or discussion on the monthly reports.

4. General Activity Report and /or Project Update.

Mr. Mattis mentioned that it was getting close to scheduling the opening of the Lee Dildy road.

CONSENT AGENDA

Council Member Brashar asked to pull Item #3 from Consent Agenda.

1. Consider Street closure request for Veterans Appreciation Parade on Saturday, November 3, 2018.
2. Consider Request for street closures for EISD Homecoming Parade & Community Pep Rally.
3. Discussion and Possible Action Regarding a Request from Sacred Heart Catholic Church to waive the Open Container Ordinance at the Elgin Memorial Park, 1127 N Main Street, forth the annual Fiesta to be held on Saturday, September 1, 2018 and Sunday September 2, 2018 and allowing the music to extend until 10:00 PM on Sunday, September 2nd.
4. City Council Regular Meeting Minutes – July 3, 2018.

Council Member Penson moved to approve the Consent Agenda except for item 3. Council Member Beyer seconds the motion. Motion carried 8-0

CITY COUNCIL MEETING MINUTES

August 7, 2018 – Page 4

City Annex Council Chambers

Council Member Brashar stated that her concern with item 3 was that in the past, language regarding alcohol as per state law was included in the request to waive the Open Container Ordinance on the agenda item and would like for that to be included in future.

Council Member Brashar moved to approve a request from Sacred Heart Catholic Church to waive the Open Container Ordinance at the Elgin Memorial Park, 1127 N Main Street, for the Annual Fiesta to be held on Saturday, September 1, 2018 and Sunday September 2, 2018 and allowing the music to extend until 10:00 pm on Sunday, September 2nd. Council Member Bega seconds the motion. Motion carried 8-0.

NEW BUSINESS

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING SIGNATORIES ON THE CITY BANK ACCOUNTS WITH FIRST NATIONAL BANK, ELGIN, TEXAS.

Council Member Penson moved to approve the Resolution authorizing signatories on the city bank accounts with First National Bank. Council Member Lopez seconds the motion. Motion carried 8-0.

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING SIGNATORIES ON THE CITY BANK ACCOUNTS WITH PROSPERITY BANK, ELGIN TEXAS

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

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE TEXAS DEPARTMENT OF AGRICULTURE AND THE CITY OF ELGIN FOR INFRASTRUCTURE IMPROVEMENTS FUNDS FROM THE TEXAS CAPITAL FUND AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Penson moved to approve the Resolution as presented. Council Member Lopez seconds the motion. Motion carried 8-0.

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN ECONOMIC DEVELOPMENT PROJECT AGREEMENT WITH ELGIN NH MANAGEMENT, LLC TO ESTABLISH EACH PARTY'S RESPONSIBILITIES UNDER THE TEXAS COMMUNITY DEVELOPMENT GRANT PROGRAM AND MAKING CERTAIN FINDINGS RELATED THERETO

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

CITY COUNCIL MEETING MINUTES

August 7, 2018 – Page 5

City Annex Council Chambers

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL CONTRACT WITH THE CAPITAL AREA EMERGENCY COMMUNICATIONS DISTRICT FOR PUBLIC SAFETY ANSWERING POINT (PSAP) MAINTENANCE, EQUIPMENT, AND TRAINING AND MAKING CERTAIN FINDINGS RELATED THERETO

Council Member Penson moved to approve the Resolution as presented. Council Member Lopez seconds the motion. Motion carried 8-0.

ANNOUNCEMENTS

Mayor Cannon mentioned Sip Shop and Stroll.

Mayor Cannon recessed the meeting at 8:26 pm.

Mayor Cannon reconvened the meeting into open session and convened into Executive Session at 8:34 pm.

EXECUTIVE SESSION

1.
Adjourn into Executive Session Pursuant to (1) Section §551.072 Deliberations about Real Property: To Receive a Staff Briefing and Deliberate the Purchase, Exchange, Lease, or Value of Certain Real Property Located on Highway 290 and (2) Section § 551.087 Deliberation Regarding Economic Development Negotiations: To Deliberate the Offer of a Financial or other Incentive to a Business Prospect.

RECONVENE

Mayor Cannon reconvened the meeting into open session at 9:18 pm.

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 9:18 p.m.

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

**MINUTES
ELGIN CITY COUNCIL
SPECIAL MEETING
TUESDAY, AUGUST 14, 2018
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET**

CALL TO ORDER

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

ROLL CALL

Present: Chris Cannon, Mayor

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

Staff: Thomas L. Mattis, City Manager
Chris Bratton, Police Chief
Charles Cunningham, Finance Director

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

INVOCATION

Council Member Thomas gave the invocation

PUBLIC COMMENT

Mayor Cannon opened the Public Comment and with no one wishing to speak, Mayor Cannon closed Public Comments.

GENERAL DISCUSSION

1. Review and Discussion of the Proposed City of Elgin FY18-19 Annual Operating Budget as presented by the City Manager, including but not limited to Possible Discussion of all Departments, Operations, Functions, Personnel, Infrastructure, Facilities, Taxes, And Tax Rates; and all Revenues, and Expenditures Related thereto.

CITY COUNCIL MEETING MINUTES

August 14, 2018 – Page 2

City Annex Council Chambers

City Manager Thomas Mattis stated that the Notice of the Proposed Property Tax Rate for 2018 would be published in this week's newspaper with all the pertinent numbers and that Charles Cunningham, Finance Director would speak on this item.

Mr. Cunningham stated that this was a requirement to publish the notice of the proposed tax rate for this year and reminded Council that the budget is predicated on the tax rate and that it does exceed the effective tax rate and the roll back rate by a few cents. He stated that this is the last year's proposed rate and roll back rate of 6166 cents for this year and we are proposing that it be 656196 which is what we had last year, so effectively the tax rate stays the same but because of the increase in valuations we gain a little bit of income on that. He stated that the difference between the roll back rate and the proposed tax rate is a little over 4 cents, with one cent generating about \$55,000 so about \$220,000 more by going over the roll back rate. He stated that as they went through the budget they would see that is a big part of what is being suggested a lot of that is the cost related to improvements and the upgrades we have in the Police Department and Parks and Rec Department.

City Manager Thomas Mattis gave an overview of the City's property tax exemptions as per a request from the Council. He explained how they impact the city budget and the potential for increased or additional exemptions.

Mr. Mattis stated that Council Member Brashar had discussed the issue of pay for employees with him and that there was a 2% COLA increase for employees included in the budget, the restructuring in the Police Department and the addition of Police Officers. He stated they talked about the goal to continue to be sensitive to all employees regarding pay and that besides the 2% money had been set aside and would be spread out as best as it could be.

Mr. Mattis stated that he spoke to Council Member Gonzalez and that he had some questions about the Red-Light Camera fund. He stated that there was a plan for that in the budget for some expenditures but not all the money would be spent, and that he felt that how it was being used was eligible.

Mr. Mattis addressed questions he received on computers and lap tops and stated that in the budget five year plan those things are included and are broken down by departments instead of it all coming out of an IT fund as was done previously.

Council Member Gonzalez also had asked about ticket writers and cameras regarding juveniles, and Police Chief South responded that in all the departments he worked in before it was used for juveniles as well.

Mr. Mattis discussed questions asked about a pay increase for Council and stated that Council within their discretion could adopt an ordinance to say what the pay would be, as long as they were not voting to get a raise within their existing term and encouraged them to give this some thought. Mayor Cannon asked that anyone that came up with any thoughts or ideas on this to contact the City Manager for future discussion.

Mr. Mattis stated that the final question for discussion was on how Council deals directly with its contracted employees such as the City Manager and City Judge. Mayor Cannon spoke and stated he brought this up to clarify the process for evaluations and asked Council if they wanted to do the

CITY COUNCIL MEETING MINUTES

August 14, 2018 – Page 3

City Annex Council Chambers

evaluation during an executive session like they had done before when they hired the Judge and wanted the Council to be aware that these evaluations would be coming up.

Mr. Mattis spoke about the Council's budget and stated that \$1200.had been put in per Council Member, that would cover reimbursements for travel or training.

Council Member Arreaga asked about the increase in the street maintenance supplies. Mr. Mattis stated that was one of the areas that was cut significantly last year as a cost saving measure. Mr. Mattis stated that things such as raw materials, gravel and things the city would buy, and also to pay contractors for resurfacing.

Mr. Mattis asked if the two other workshops would be needed and suggested cancelling the 28th and have the hearing on the 4th and possibly do the one on the 11th. All agreed to this schedule.

ADJOURNMENT

Mayor Cannon adjourned the City Council meeting at 8:23 p.m.

APPROVED

CHRIS CANNON, MAYOR

ATTEST:

AMELIA SANCHEZ
City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: An ordinance amending the official zoning map of the City of Elgin, Texas adopted in Chapter 46, Section 46-3, Revised Code of Ordinances, City of Elgin, Texas, 2013 and making this amendment a part of said official zoning map, to wit: to zone as R-3 single family dwelling district, the property being approximately 0.281 acre out of the Thomas Christian Abstract No. A20, City of Elgin, Bastrop County, Texas; and providing for a savings clause and repealing conflicting ordinances and resolutions.

DEPARTMENT: Planning and Development

PROPOSED ACTION:

Consideration, discussion and action on the zoning ordinance.

BACKGROUND:

The Planning & Zoning Commission held the first of two public hearings on the proposed zoning change on July 30, 2018 and voted to recommended the zoning change to the Elgin City Council at that meeting. The Elgin City Council held the second of the required public hearings on August 7, 2018. It is now time to consider the ordinance.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff and the Planning and Zoning Commission recommend approval of this zoning ordinance.

ATTACHMENTS:

Executive Summary

July 30, 2018 Planning & Zoning Commission Agenda and Minutes

Map of zoning area

Zoning Ordinance and Exhibit A

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

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

{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.



AGENDA
ELGIN PLANNING AND ZONING COMMISSION
PUBLIC HEARING/REGULAR MEETING
MONDAY, JULY 30, 2018, 6:30 P.M.
CITY HALL ANNEX COUNCIL CHAMBERS
310 NORTH MAIN STREET

CALL TO ORDER

PUBLIC COMMENT:

Individuals may request to speak on items on the agenda, and items not on the agenda. Speaker comments are limited to three (3) minutes. No formal action can be taken on items not posted on the agenda. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Commission Member, member of Staff, other individual or group.

CONSENT:

1. Approval of minutes, June 28, 2018 meeting.

UNFINISHED BUSINESS: **None**

NEW BUSINESS:

1. REVIEW AND TAKE ACTION ON THE PRELIMINARY PLAT SUBMITTED BY SALVADOR B. & ROSANA L ABREO, OWNERS OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE J.S. SMITH SUBDIVISION, LOT 13 AND BEING APPROXIMATELY 0.92 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO TWO LOTS TO BE KNOWN AS "HANSON SUBDIVISION".
2. REVIEW AND TAKE ACTION ON THE FINAL PLAT SUBMITTED BY SALVADOR B. & ROSANA L ABREO, OWNERS OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE J.S. SMITH SUBDIVISION, LOT 13 AND BEING APPROXIMATELY 0.92 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO TWO LOTS TO BE KNOWN AS "HANSON SUBDIVISION".
3. REVIEW AND TAKE ACTION ON A PRELIMINARY PLAT SUBMITTED BY PAYNE INDUSTRIES, LLC FOR OLD MCDADE LLC, OWNER OF THE PROPERTY LOCATED IN ABSTRACT 178, THOMAS GARRETSON AND BEING APPROXIMATELY 13.3 ACRES AT 1097 OLD MCDADE ROAD, CITY OF ELGIN EXTRA TERRITORIAL JURISDICTION, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO THIRTEEN (13) LOTS TO BE KNOWN AS "OLD MCDADE SUBDIVISION".
4. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY BLUE WIZARD HOMES, LLC, OWNER OF THE PROPERTY LOCATED IN ABSTRACT A20 THOMAS CHRISTIAN, AT 824 E 2ND STREET AND BEING APPROXIMATELY 0.281 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS TO CHANGE THE ZONING FROM R-2 SINGLE FAMILY & DUPLEX DWELLING DISTRICT TO R-3 SINGLE FAMILY DWELLING DISTRICT TO ALLOW A "MODULAR" HOME TO BE PLACED ON THE PROPERTY.
5. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY ROSANA L. ABREO, OWNER OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE HANSON SUBDIVISION, LOT 1 AND BEING APPROXIMATELY 0.208 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING FROM R-2 SINGLE FAMILY & DUPLEX DWELLING DISTRICT TO SP SPECIFIC USE PERMIT FOR FIVE (5) YEARS TO OPERATE EITHER A LAW OFFICE OR A CHILD CARE FACILITY ON THAT PROPERTY.

EXECUTIVE SESSION

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

RECONVENE

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

ANNOUNCEMENTS

ADJOURNMENT

NOTICE

I, Gary N. Cooke, Director Planning & Development for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before the 11th day of July, 2018 before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code. The Elgin City Council will hold a public hearing on Zoning for items 4 & 5 in the City Council Chambers, Elgin City Hall Annex, 310 N Main Street, Elgin, Texas, on Tuesday, August 7, 2018.

Gary N. Cooke

Gary N. Cooke, Director Planning & Development

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512) 281-5724. Please provide forty-eight hours notice when feasible.

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

MINUTES
PLANNING AND ZONING COMMISSION
PUBLIC HEARING-REGULAR MEETING
MONDAY, JULY 30, 2018 – 6:30 PM

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

PRESENT: Jason Tatum, Ronnie Creppon, Antonio Prete, and Rudy L. Ramirez.

Staff: Gary N. Cooke, Melissa Lipiec, & Carlos Navejas

David Lanford arrived at 6:38 pm.

Absent: Dorothy McCarther and Brian Lundgren

Guest: Jeanette Shelby – representing Sal and Rosanna Abreo, Yadira Benitez, Reynaldo Trejo, Roberto Ramirez, Richard Rady, Tyree King, Addie L. Madison, Janel Sowell

PUBLIC COMMENT: None

Chairman Antonio Prete made an announcement that item number three on the Agenda was withdrawn so it will not be discussed at tonight's meeting.

MINUTES: Jason Tatum made a motion to approve the minutes of the June 28, 2018 meeting as presented. Ronnie Creppon seconded the motion and a vote was taken. The motion passed unanimously with a vote of four (4) yes and zero (0) no.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. REVIEW AND TAKE ACTION ON THE PRELIMINARY PLAT SUBMITTED BY SALVADOR B. & ROSANA L ABREO, OWNERS OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE J.S. SMITH SUBDIVISION, LOT 13 AND BEING APPROXIMATELY 0.92 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO TWO LOTS TO BE KNOWN AS "HANSON SUBDIVISION". Gary N. Cooke addressed the commission and stated that this is the property that the Abreo's have operated a childcare facility as well as a law office from. The Abreo's have decided to sell the majority of the property to a church and that is the reason for the subdivision. He stated that Beau Perry of TRC Solutions has review the plat and finds that it meets the city's requirements and staff recommends that you approve the preliminary plat of the Hanson Subdivision. Dolores Madison spoke on behalf of Addie Madison of 519 MLK Jr. Blvd. and she wanted to know what was going in on the property. Chairman Prete re-iterated that the majority of the property will be used as a church and the remaining portion will continue to be used as a law office. She was concerned that her parent's property taxes would increase. Jason Tatum asked about parking. Gary N. Cooke pointed out that there is plenty of room at the back of the property for additional parking. David Lanford arrived at the meeting. Jeanette Shelby addressed the Commission and stated that the church currently has 16 members and there is plenty of room at the rear of the property to expand the parking area. Ronnie Creppon made a motion to approve the preliminary plat of the Hanson Subdivision as presented. Rudy L. Ramirez seconded the motion and a vote was taken. The motion passed with a vote of four (4) yes and one (1) no. Jason Tatum voted against the motion.

2. REVIEW AND TAKE ACTION ON THE FINAL PLAT SUBMITTED BY SALVADOR B. & ROSANA L ABREO, OWNERS OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE J.S. SMITH SUBDIVISION, LOT 13 AND BEING APPROXIMATELY 0.92 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO TWO LOTS TO BE KNOWN AS "HANSON SUBDIVISION". Gary N. Cooke stated that the final plat had been reviewed by Beau Perry of TRC Solutions and staff recommends approval. Ronnie Creppon made a motion to approve the final plat of the Hanson Subdivision as presented. David Lanford seconded the motion and a vote was taken. The motion passed with a vote of four (4) yes and one (1) no. Jason Tatum voted against the motion.

3. REVIEW AND TAKE ACTION ON A PRELIMINARY PLAT SUBMITTED BY PAYNE INDUSTRIES, LLC FOR OLD MCDADE LLC, OWNER OF THE PROPERTY LOCATED IN ABSTRACT 178, THOMAS GARRETSON AND BEING APPROXIMATELY 63.984 ACRES AT 1097 OLD MCDADE ROAD, CITY OF ELGIN EXTRA TERRITORIAL JURISDICTION, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO THIRTEEN (13) LOTS TO BE KNOWN AS "OLD MCDADE SUBDIVISION".

4. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY BLUE WIZARD HOMES, LLC, OWNER OF THE PROPERTY LOCATED IN ABSTRACT A20 THOMAS CHRISTIAN, AT 824 E 2ND STREET AND BEING APPROXIMATELY 0.281 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS TO CHANGE THE ZONING FROM R-2 SINGLE FAMILY & DUPLEX DWELLING DISTRICT TO R-3 SINGLE FAMILY DWELLING DISTRICT TO ALLOW A "MODULAR" HOME TO BE PLACED ON THE PROPERTY. Gary N. Cooke explained to the Commission that the new owners of the property tore down the two existing homes which were legal non-confirming structures. They now want to place a modular home on the property and that is the reason for the zoning change. Chairman Prete stated that the Commission received one letter regarding this item and one person signed up to speak about it. Reynaldo Trejo of 824 E 2nd Street then addressed the Commission. He stated that they intend to move the modular home onto the property and make it look like a house. Jason Tatum asked if the property will be rental property. Mr. Trejo responded that they intend to live on (homestead) the property. Gary N. Cooke stated that they will need to comply with all the city regulations on the property. Chairman Prete then read the letter received by Ruby Simms of 116 N Westbrook Lane contesting the zoning change. Gary N. Cooke stated that per Local Government Code if 20% of the land mass is opposed to the zoning change then the commission cannot recommend the change. Mrs. Simms' property does not constitute 20% of the land mass. Ronnie Creppon stated that even though he hates to reduce zoning from R-2 to R-3; he thinks placing a modular home will actually improve the area and increase the value of the property. Gary N. Cooke stated that the property owners will need to comply with the city requirement of stone, brick or stucco on the front wall. Yadira Benitez of 824 E 2nd Street addressed the commission and stated that they were not aware of the city requirements before they tore down the two existing structures. She stated that they will comply with the city requirements. After a bit more discussion David Lanford made a motion to recommend the zoning change from R-2 to R-3 at 824 E 2nd Street to the Elgin City Council. Rudy L. Ramirez seconded the motion and a vote was taken. The motion passed with a vote of four (4) yes and one (1) no. Tony Prete voted against the motion.

5. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY ROSANA L. ABREO, OWNER OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE HANSON SUBDIVISION, LOT 1 AND BEING APPROXIMATELY 0.208 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING FROM R-2 SINGLE FAMILY & DUPLEX DWELLING DISTRICT TO SP SPECIFIC USE PERMIT FOR FIVE (5) YEARS TO OPERATE EITHER A LAW OFFICE OR A CHILD CARE FACILITY

ON

THAT

PROPERTY

. Gary N. Cooke stated that this zoning change is in direct relation to item number 2 on the agenda. The Abreo's could have requested a C-1 zoning and continue the use of the law office but they wanted to be able to have a child care center on the property as an option. Child Care facilities are only allowed under Specific Use zoning. He noted that Specific Use permits are transferrable to new property owners. The new owners will need to request renewal of their Specific Use permit when it expires unless the use is strictly a Church which is allowed in R-2 zoning. David Lanford made a motion to recommend the zoning change from R-2 to S-P Specific Use Permit for five (5) years at 509 South Martin Luther King, JR. Blvd. for either a Law Office or Child Care Facility. Ronnie Creppon seconded the motion and a vote was taken. The motion passed unanimously with a vote of five 5 yes and zero (0) no.

Executive Session: NONE

ANNOUNCEMENTS: Gary N. Cooke announced that the Old McDade Subdivision Preliminary Plat will be on the next meeting. Melissa Lipiec announced that the next meeting would be on August 27th.

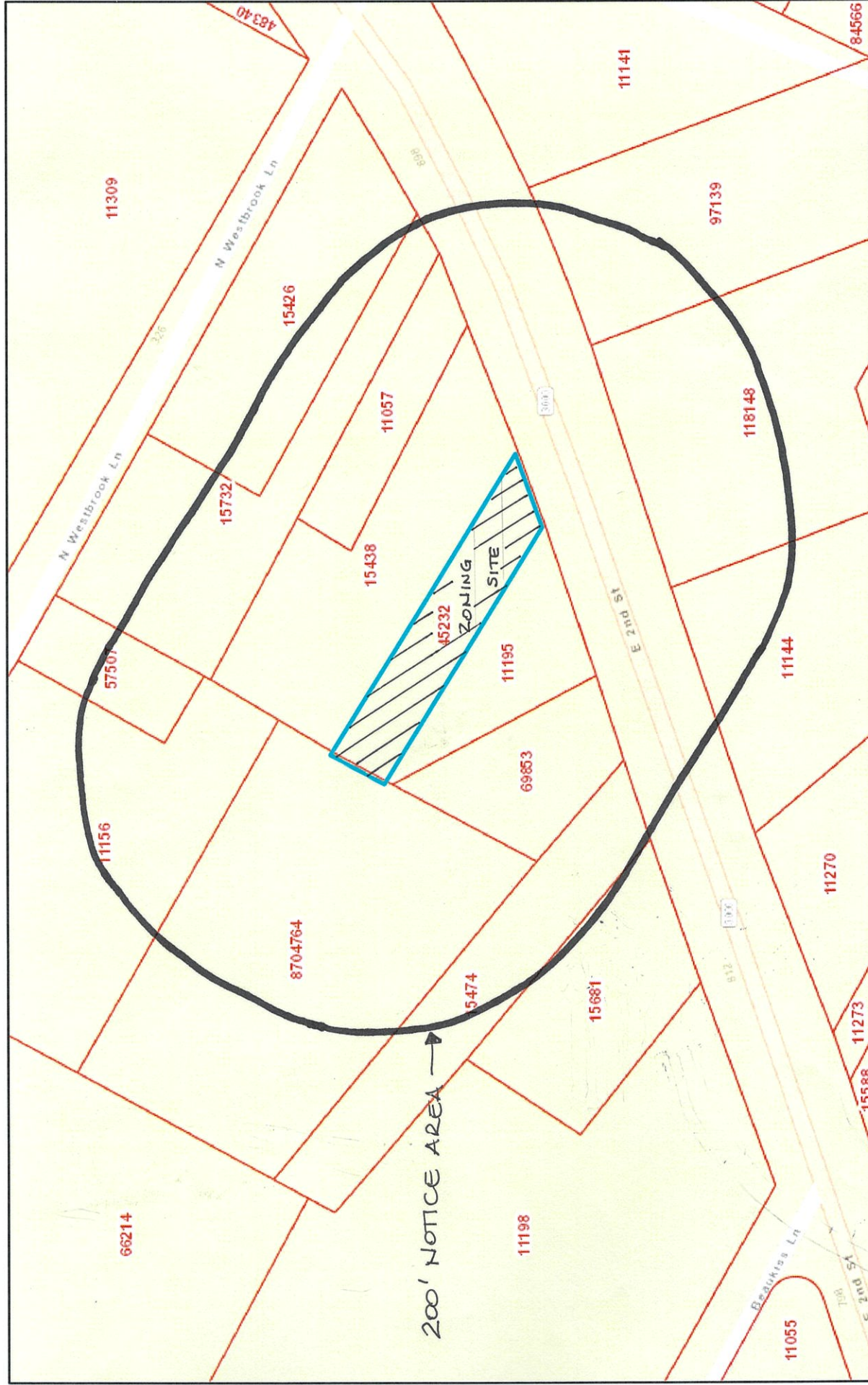
ADJOURN: Chairman Antonio Prete adjourned the meeting at 7:09 pm

Antonio Prete
Chairman, Planning and Zoning Commission

ATTEST:

Gary N. Cooke
Secretary, Planning and Zoning Commission

824 E 2nd Street

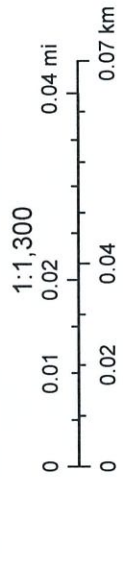


200' NOTICE AREA →

ZONING SITE

July 7, 2018

□ Parcels



ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS R-3 SINGLE FAMILY DWELLING DISTRICT, THE PROPERTY BEING APPROXIMATELY 0.281 ACRE OUT OF THE THOMAS CHRISTIAN ABSTRACT NO. A20, CITY OF ELGIN, BASTROP COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, an application has been made to the City Council of Elgin, Texas to amend the Official Zoning Map to rezone the property described in Exhibit “A” attached hereto and incorporated herein, from R-2 Single Family and Duplex Dwelling District to R-3 Single Family Dwelling District, and

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

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested change on July 30, 2018, following lawful publication of the notice of said public hearing, and

WHEREAS, after considering the public testimony received at such hearing, the Planning and Zoning Commission has recommended that the Official Zoning Map be amended so that the zoning classification of the property described in Exhibit “A” be R-3 Single Family Dwelling District, and

WHEREAS, on the 7th day of August, 2018, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

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

I.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit "A" is classified as R-3 Single Family Dwelling District.

II.

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

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

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

READ, PASSED, and ADOPTED on first reading this the 4th day of September, 2018.

CHRIS CANNON, MAYOR

ATTEST:

Amelia Sanchez, City Secretary

EXHIBIT "A"

METES AND BOUNDS DESCRIPTION
0.281 ACRES OR 12,224 SQUARE FOOT TRACT
THOMAS CHRISTIAN LEAGUE, ABSTRACT NO. 20
BASTROP COUNTY, TEXAS

Being 0.281 acres or 12,224 square feet of land situated in the Thomas Christian League Survey, Abstract Number 20 of Bastrop County, Texas and being the remaining portion of a called 0.50 acre tract conveyed to Dorothy Alexander by Volume 162, Page 129 of the Deed Records of Bastrop County Texas (D.R.B.C.T.) Said 0.281 tract of land being more particularly described by metes and bounds as follows with all bearings being referenced to the Texas State Plane Coordinate System, Texas Central Zone, Bearing Base: Monumented South Right-of-Way of Farm to Market Road Number 3000 or East 2ND Street.

COMMENCING, at a Type: 1" TX Dot found, for Station 50+60.3 and Point of Curvature of said F.M 3000 road per 1966 Right-of-Way Map, From Witch a found 1/2 - inch Bears: South 69°35'24" West, a distance of 176.37 feet;

THENCE, North 59°03'00" West, a distance of 40.00 feet, to a Calculated Point For Centerline Station 50+60.3.

THENCE, South 69°35'24" West, a distance of 4.30 feet to the Calculated Northeast Corner of a 0.0569 Acre Right-of-Way tract as Recorded in Volume 179, Page 93 Bastrop County, Texas Deed Records.

THENCE, North 59°03'00" West, a distance of 51.03 feet to a 1/2 - inch iron rod with 'McKIM CREED cap set for the Northwest Corner of said 0.0569 acre tract and being a point in the North Right-of-Way line of said F.M. 3000 Road and Being The POINT OF BEGINNING of said 0.281 Acre Tract, the Southeast corner of a called 1.33 acre tract conveyed Richard Z. Rady by Volume 2256, Page 19 O.P.R.B.C.T. ;

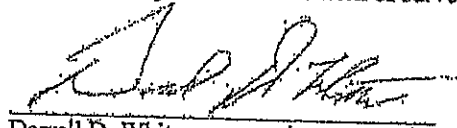
THENCE,, South 69°35'24" West, a distance of 61.00 feet to a 1/2 - inch iron rod with 'McKIM CREED cap set for the Southwest Corner of said 0.0569 acre tract, the Southeast corner of said 0.281 acre tract and northeast called 0.5 acre tract as conveyed to Ross Westbrook, by deed recorded in Volume 1220, Page 24 O.P.R.B.C.T.;

THENCE, North 59°03'00" West, A Distance of 236.38 feet, to a 1/2 - inch iron rod with 'McKIM CREED cap set for the Southwest Corner of said 0.281 acre tract, the Northwest of said Ross Westbrook tract, being a point in east line of a called 1.472 acre tract Conveyed to Harrison Westbrook by deed recorded in Volume 77, page 188 O.P.R.B.C.T

THENCE, North 28°13'43" East, a distance of 47.70 feet to a 1/2 - inch iron rod with 'McKIM
CREED cap set for the Northwest corner of said 0.281 Acre tract the southwest corner of said
1.33 acre Richard Z. Rady tract;

THENCE, South 59°03'00" East, along the line common, a distance of 276.74 feet, to the POINT
OF BEGINNING and containing a computed area of 0.281 acres or 12,224 square feet) of land
more or less.

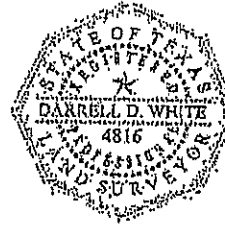
This is accompanied with a sketch of survey.



Darrell D. White
Registered Professional Land Surveyor
Texas Registration Number 4816
Prepared by: McKim & Creed, Inc.
8868 Research Blvd., Suite 407
Austin, Texas 78758
TBPLS Firm Registration number 101776-01

Date:

Revised 11-28-17
12:40 pm





Elgin City Council Meeting Agenda Item Executive Summary

ITEM:

An ordinance amending the official zoning map of the City of Elgin, Texas adopted in Chapter 46, Section 46-3, revised code of ordinances, City of Elgin, Texas, 2013 and making this amendment a part of said official zoning map, to wit: to zone as S-P Specific Use Permit for either a law office or child care facility, the property being lot 1 of the Hanson Subdivision and being approximately 0.208 acre, City of Elgin, Bastrop County, Texas; and providing for a savings clause and repealing conflicting ordinances and resolutions.

DEPARTMENT: Planning and Development

PROPOSED ACTION:

Consideration, discussion and action on the zoning ordinance.

BACKGROUND:

The Planning & Zoning Commission held the first of two public hearings on the proposed zoning change on July 30, 2018 and voted to recommended the zoning change to the Elgin City Council at that meeting. The Elgin City Council held the second of the required public hearings on August 7, 2018. It is now time to consider the ordinance.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff and the Planning and Zoning Commission recommend approval of this zoning ordinance.

ATTACHMENTS:

Executive Summary

July 30, 2018 Planning & Zoning Commission Agenda and Minutes

Map of zoning area

Zoning Ordinance and Exhibit A

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

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

{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.



AGENDA
ELGIN PLANNING AND ZONING COMMISSION
PUBLIC HEARING/REGULAR MEETING
MONDAY, JULY 30, 2018, 6:30 P.M.
CITY HALL ANNEX COUNCIL CHAMBERS
310 NORTH MAIN STREET

CALL TO ORDER

PUBLIC COMMENT:

Individuals may request to speak on items on the agenda, and items not on the agenda. Speaker comments are limited to three (3) minutes. No formal action can be taken on items not posted on the agenda. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Commission Member, member of Staff, other individual or group.

CONSENT:

1. Approval of minutes, June 28, 2018 meeting.

UNFINISHED BUSINESS: **None**

NEW BUSINESS:

1. REVIEW AND TAKE ACTION ON THE PRELIMINARY PLAT SUBMITTED BY SALVADOR B. & ROSANA L ABREO, OWNERS OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE J.S. SMITH SUBDIVISION, LOT 13 AND BEING APPROXIMATELY 0.92 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO TWO LOTS TO BE KNOWN AS "HANSON SUBDIVISION".
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5. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY ROSANA L. ABREO, OWNER OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE HANSON SUBDIVISION, LOT 1 AND BEING APPROXIMATELY 0.208 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING FROM R-2 SINGLE FAMILY & DUPLEX DWELLING DISTRICT TO SP SPECIFIC USE PERMIT FOR FIVE (5) YEARS TO OPERATE EITHER A LAW OFFICE OR A CHILD CARE FACILITY ON THAT PROPERTY.

EXECUTIVE SESSION

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

RECONVENE

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

ANNOUNCEMENTS

ADJOURNMENT

NOTICE

I, Gary N. Cooke, Director Planning & Development for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before the 11th day of July, 2018 before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code. The Elgin City Council will hold a public hearing on Zoning for items 4 & 5 in the City Council Chambers, Elgin City Hall Annex, 310 N Main Street, Elgin, Texas, on Tuesday, August 7, 2018.

Gary N. Cooke

Gary N. Cooke, Director Planning & Development

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

MINUTES
PLANNING AND ZONING COMMISSION
PUBLIC HEARING-REGULAR MEETING
MONDAY, JULY 30, 2018 – 6:30 PM

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

PRESENT: Jason Tatum, Ronnie Creppon, Antonio Prete, and Rudy L. Ramirez.

Staff: Gary N. Cooke, Melissa Lipiec, & Carlos Navejas

David Lanford arrived at 6:38 pm.

Absent: Dorothy McCarther and Brian Lundgren

Guest: Jeanette Shelby – representing Sal and Rosanna Abreo, Yadira Benitez, Reynaldo Trejo, Roberto Ramirez, Richard Rady, Tyree King, Addie L. Madison, Janel Sowell

PUBLIC COMMENT: None

Chairman Antonio Prete made an announcement that item number three on the Agenda was withdrawn so it will not be discussed at tonight's meeting.

MINUTES: Jason Tatum made a motion to approve the minutes of the June 28, 2018 meeting as presented. Ronnie Creppon seconded the motion and a vote was taken. The motion passed unanimously with a vote of four (4) yes and zero (0) no.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. REVIEW AND TAKE ACTION ON THE PRELIMINARY PLAT SUBMITTED BY SALVADOR B. & ROSANA L ABREO, OWNERS OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE J.S. SMITH SUBDIVISION, LOT 13 AND BEING APPROXIMATELY 0.92 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO TWO LOTS TO BE KNOWN AS "HANSON SUBDIVISION". Gary N. Cooke addressed the commission and stated that this is the property that the Abreo's have operated a childcare facility as well as a law office from. The Abreo's have decided to sell the majority of the property to a church and that is the reason for the subdivision. He stated that Beau Perry of TRC Solutions has review the plat and finds that it meets the city's requirements and staff recommends that you approve the preliminary plat of the Hanson Subdivision. Dolores Madison spoke on behalf of Addie Madison of 519 MLK Jr. Blvd. and she wanted to know what was going in on the property. Chairman Prete re-iterated that the majority of the property will be used as a church and the remaining portion will continue to be used as a law office. She was concerned that her parent's property taxes would increase. Jason Tatum asked about parking. Gary N. Cooke pointed out that there is plenty of room at the back of the property for additional parking. David Lanford arrived at the meeting. Jeanette Shelby addressed the Commission and stated that the church currently has 16 members and there is plenty of room at the rear of the property to expand the parking area. Ronnie Creppon made a motion to approve the preliminary plat of the Hanson Subdivision as presented. Rudy L. Ramirez seconded the motion and a vote was taken. The motion passed with a vote of four (4) yes and one (1) no. Jason Tatum voted against the motion.

2. REVIEW AND TAKE ACTION ON THE FINAL PLAT SUBMITTED BY SALVADOR B. & ROSANA L ABREO, OWNERS OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE J.S. SMITH SUBDIVISION, LOT 13 AND BEING APPROXIMATELY 0.92 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO TWO LOTS TO BE KNOWN AS "HANSON SUBDIVISION". Gary N. Cooke stated that the final plat had been reviewed by Beau Perry of TRC Solutions and staff recommends approval. Ronnie Creppon made a motion to approve the final plat of the Hanson Subdivision as presented. David Lanford seconded the motion and a vote was taken. The motion passed with a vote of four (4) yes and one (1) no. Jason Tatum voted against the motion.

3. REVIEW AND TAKE ACTION ON A PRELIMINARY PLAT SUBMITTED BY PAYNE INDUSTRIES, LLC FOR OLD MCDADE LLC, OWNER OF THE PROPERTY LOCATED IN ABSTRACT 178, THOMAS GARRETSON AND BEING APPROXIMATELY 63.984 ACRES AT 1097 OLD MCDADE ROAD, CITY OF ELGIN EXTRA TERRITORIAL JURISDICTION, COUNTY OF BASTROP, TEXAS, TO DIVIDE THEIR PROPERTY INTO THIRTEEN (13) LOTS TO BE KNOWN AS "OLD MCDADE SUBDIVISION". **ITEM WITHDRAWN**

4. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY BLUE WIZARD HOMES, LLC, OWNER OF THE PROPERTY LOCATED IN ABSTRACT A20 THOMAS CHRISTIAN, AT 824 E 2ND STREET AND BEING APPROXIMATELY 0.281 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS TO CHANGE THE ZONING FROM R-2 SINGLE FAMILY & DUPLEX DWELLING DISTRICT TO R-3 SINGLE FAMILY DWELLING DISTRICT TO ALLOW A "MODULAR" HOME TO BE PLACED ON THE PROPERTY. Gary N. Cooke explained to the Commission that the new owners of the property tore down the two existing homes which were legal non-confirming structures. They now want to place a modular home on the property and that is the reason for the zoning change. Chairman Prete stated that the Commission received one letter regarding this item and one person signed up to speak about it. Reynaldo Trejo of 824 E 2nd Street then addressed the Commission. He stated that they intend to move the modular home onto the property and make it look like a house. Jason Tatum asked if the property will be rental property. Mr. Trejo responded that they intend to live on (homestead) the property. Gary N. Cooke stated that they will need to comply with all the city regulations on the property. Chairman Prete then read the letter received by Ruby Simms of 116 N Westbrook Lane contesting the zoning change. Gary N. Cooke stated that per Local Government Code if 20% of the land mass is opposed to the zoning change then the commission cannot recommend the change. Mrs. Simms' property does not constitute 20% of the land mass. Ronnie Creppon stated that even though he hates to reduce zoning from R-2 to R-3; he thinks placing a modular home will actually improve the area and increase the value of the property. Gary N. Cooke stated that the property owners will need to comply with the city requirement of stone, brick or stucco on the front wall. Yadira Benitez of 824 E 2nd Street addressed the commission and stated that they were not aware of the city requirements before they tore down the two existing structures. She stated that they will comply with the city requirements. After a bit more discussion David Lanford made a motion to recommend the zoning change from R-2 to R-3 at 824 E 2nd Street to the Elgin City Council. Rudy L. Ramirez seconded the motion and a vote was taken. The motion passed with a vote of four (4) yes and one (1) no. Tony Prete voted against the motion.

5. REVIEW AND MAKE POSSIBLE RECOMMENDATIONS TO THE ELGIN CITY COUNCIL ON A ZONING CHANGE REQUEST SUBMITTED BY ROSANA L. ABREO, OWNER OF THE PROPERTY LOCATED AT 509 SOUTH MARTIN LUTHER KING JR. BLVD., IN THE HANSON SUBDIVISION, LOT 1 AND BEING APPROXIMATELY 0.208 ACRES, CITY OF ELGIN, COUNTY OF BASTROP, TEXAS, TO CHANGE THE ZONING FROM R-2 SINGLE FAMILY & DUPLEX DWELLING DISTRICT TO SP SPECIFIC USE PERMIT FOR FIVE (5) YEARS TO OPERATE EITHER A LAW OFFICE OR A CHILD CARE FACILITY ON THAT PROPERTY

. Gary N. Cooke stated that this zoning change is in direct relation to item number 2 on the agenda. The Abreo's could have requested a C-1 zoning and continue the use of the law office but they wanted to be able to have a child care center on the property as an option. Child Care facilities are only allowed under Specific Use zoning. He noted that Specific Use permits are transferrable to new property owners. The new owners will need to request renewal of their Specific Use permit when it expires unless the use is strictly a Church which is allowed in R-2 zoning. David Lanford made a motion to recommend the zoning change from R-2 to S-P Specific Use Permit for five (5) years at 509 South Martin Luther King, JR. Blvd. for either a Law Office or Child Care Facility. Ronnie Creppon seconded the motion and a vote was taken. The motion passed unanimously with a vote of five 5 yes and zero (0) no.

Executive Session: NONE

ANNOUNCEMENTS: Gary N. Cooke announced that the Old McDade Subdivision Preliminary Plat will be on the next meeting. Melissa Lipiec announced that the next meeting would be on August 27th.

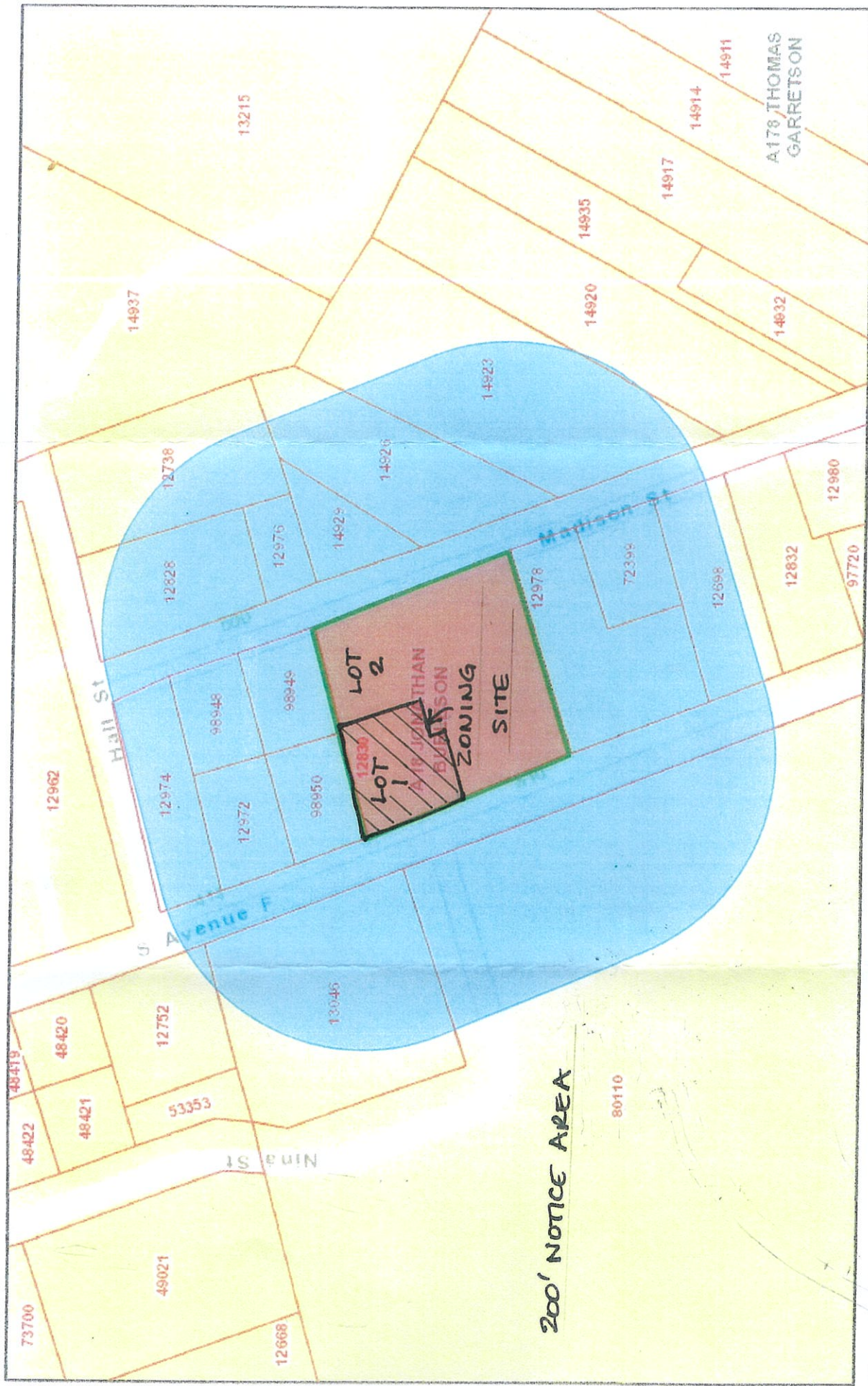
ADJOURN: Chairman Antonio Prete adjourned the meeting at 7:09 pm

Antonio Prete
Chairman, Planning and Zoning Commission

ATTEST:

Gary N. Cooke
Secretary, Planning and Zoning Commission

HANSON SUBDIVISION 509 S MLK JR. BLVD.



May 29, 2018

Parcels

Abstracts

1:1,555

Esri, HERE, Garmin, INCREMENT P, NGA, USGS

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO ZONE AS S-P SPECIFIC USE PERMIT FOR EITHER A LAW OFFICE OR A CHILD CARE FACILITY, THE PROPERTY BEING LOT 1 OF THE HANSON SUBDIVISION AND BEING APPROXIMATELY 0.208 ACRE, CITY OF ELGIN, BASTROP COUNTY, TEXAS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, an application has been made to the City Council of Elgin, Texas to amend the Official Zoning Map to rezone the property described in Exhibit “A” attached hereto and incorporated herein, from R-2 Single Family and Duplex Dwelling District to S-P Specific Use Permit, and

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

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested change on July 30, 2018, following lawful publication of the notice of said public hearing, and

WHEREAS, after considering the public testimony received at such hearing, the Planning and Zoning Commission has recommended that the Official Zoning Map be amended so that the zoning classification of the property described in Exhibit “A” be S-P Specific Use Permit for a period of five (5) years, and

WHEREAS, on the 7th day of August, 2018, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

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

I.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit "A" is classified as S-P Specific Use Permit.

II.

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

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

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

READ, PASSED, and ADOPTED on first reading this the 4th day of September, 2018

CHRIS CANNON, MAYOR

ATTEST:

Amelia Sanchez, City Secretary

**JAMES E. GARON
& ASSOCIATES, INC.**
PROFESSIONAL LAND SURVEYORS

P.O. Box 1917
Bastrop, Texas 78602
512-303-4185
Fax 512-321-2107
jgaron@austin.rr.com

July 25, 2018

LEGAL DESCRIPTION:

BEING A 0.208 ACRE TRACT OF LAND LYING IN AND BEING SITUATED OUT OF THE J.S. SMITH ADDITION TO THE CITY OF ELGIN ACCORDING TO THE MAP OR PLAT RECORDED IN PLAT CABINET NO. 1, PAGE 100B, PLAT RECORDS OF BASTROP COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN 0.926 ACRE TRACT OF LAND CONVEYED TO SALVADOR B. ABREO AND ROSANNA L. ABREO BY DEED RECORDED IN VOLUME 1112, PAGE 897 OF THE OFFICIAL RECORDS, BASTROP COUNTY, TEXAS; SAID 0.208 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at a 1/2" iron rod found on the easterly right-of-way line of S. M.L.K. Boulevard for the northwesterly corner hereof and said Abreo 0.926 acre tract, being the southwesterly corner of Lot 1, Renters Landing II Subdivision, of record in Plat Cabinet No. 4, Page 156A of the Plat Records of Bastrop County and from which said **POINT OF BEGINNING** the approximate location of the easterly corner of the Jonathan Burleson Survey, Abstract No. 18, bears N 45°30'47" E a distance of 1,356 feet +/-;

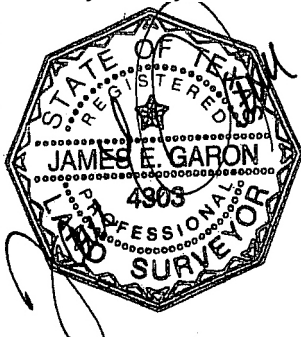
THENCE N 73°26'17" E a distance of 107.55 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for the northeasterly corner hereof, being in the southerly line of Lot 4, of said Renters Landing II Subdivision;

THENCE crossing said Abreo 0.926 acre tract for northerly and easterly lines hereof the following four calls:

- 1) S 19°55'39" E a distance of 71.31 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for an angle point,
- 2) S 70°04'21" W a distance of 31.34 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for an angle point,
- 3) S 19°26'12" E a distance of 17.54 feet to a 1/2" iron rod with cap stamped "JE Garon RPLS4303" set for an angle point,
- 4) S 73°43'50" W a distance of 73.60 feet to a 1/2" iron rod found on easterly right-of-way line of said S. M.L.K. Boulevard for the southwesterly corner hereof and said Abreo 0.926 acre tract;

THENCE N 21°27'59" W a distance of 90.50 feet along said S. M.L.K. Boulevard to the **POINT OF BEGINNING**, containing 0.208 acres of land, more or less.

Surveyed By:



James E. Garon
Registered Professional Land Surveyor



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Review and consideration of a proposal by the City of Elgin Economic Development Corporation to authorize a Development Agreement and sale of a portion of land within the Hidden Oaks Highway 290 Property to NH Management LLC to construct an assisted-living facility

DEPARTMENT: City of Elgin Economic Development Corporation (EDC).

PROPOSED ACTION: Consideration of a Development Agreement recommended by the EDC to sell a portion of land within the Hidden Oaks Highway 290 Property to NH Management LLC to construct an assisted-living facility.

BACKGROUND:

The EDC has reviewed and recommended approval of a Development Agreement negotiated by the Director of Economic Development that includes the sale of a certain portion of land “owned” by the EDC, but purchased primarily with city funds.

Hidden Oaks Highway 290 is the land where the new Lee Dildy Boulevard and Seton Medical Center will be constructed. When such land was purchased through a partnership between the City and EDC, a Memorandum of Understanding was executed between the parties that states, in part:

“Subsequent to review and approval of any development plan associated with the proposed sale or lease of land within the Property, such plan will then be submitted to the City Council for their consideration. The EDC will not sell, lease, or complete any transaction affecting land within the Property without first receiving approval of such development plan by the City Council.”

The Director of Economic Development will be making a presentation and answering any questions regarding this item at the meeting.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Consideration of the recommendation by the EDC to complete the sale of land as presented; and action, if any, by Council as deemed appropriate.

ATTACHMENTS: None

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

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

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

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



Elgin Economic Development Corporation

List of Accomplishments

Elgin Economic Development Corporation

FY 2017-2018 Goals

Mission: : To improve the economy of Elgin by attracting new businesses, expanding existing businesses, and helping entrepreneurs grow

Vision: Elgin is Perfectly Situated for Creative Opportunity

Goal	One-Year Milestone	Progress	Budget	Lead	Status
Establish & Implement a Robust Business Retention & Expansion Program	Organize the BRE program and choose marketing methods	✓		OR	Plan and marketing identified
	Identify partners & programs.		Staff Time	OR	Identified Chamber & Comm Dev as potential partners.
	Identify & prioritize business visits		Staff Time	OR	Developed list of business but have not prioritized
	Develop survey and database to be utilized			OR	Survey has been developed but no database as yet
	Create method by which to measure results			OR	Semi annual and annual report
Make a Decision on the Future of our 80-acre Industrial Site	Decision made to keep and develop the 80 acres	✓		OR	Complete
	Purchase 60 acres from Rivers	✓	\$ 900,000	OR	From EDC Funds. Purchase completed
	Develop project with Seton for new medical facility	✓		OR	Agreement has been signed.
	Sell land to Assisted Living Facility			OR	Should close on the property early September
	Develop a partnership with AQUA in order to allow development in the 140 acres	✓		OR	Agreement has been signed.
	Meet with developers regarding future development	✓		OR	I have met with two developers who will be putting proposals together
	Attract new retail and business to the 140 acres			OR	Need to develop marketing plan and marketing material
Establish a Food Niche Branding Campaign	Create a Food Niche Roundtable - determine stakeholders, develop partnerships (ACC, Sue Beckwith, farmers,etc),	✓		OR/SB	Completed
	Generate ideas for USDA Culinary Incubator/Cold Packaging facility. Research existing models, visit facilities to identify what we need, investigate possible local space.	✓		OR/SB	Completed
	Build a Branding Strategy - Elgin Inside, Agrarian Community & Culture, Do-It-Yourself/Maker elements			OR/SB	Made in Elgin completed also ongoing marketing and branding
	Create a hit-list of Target Businesses	✓		OR/SB	Completed
	Identify potential funding sources	✓	\$ 800,000	SB/OR	EDC Funding but will require a match from other funding sources. EDA grant has been submitted for \$1.9 million
	Conduct Market Feasibility Study to include income, size, pre-plan projections			OR/SB	Not currently completed but ongoing
	Write a business plan	✓		SB	Completed
Create an Existing Industry Incentives Package	Craft a practical incentives package for the benefits of existing businesses to stay and expand in Elgin.	✓		OR	Grants for Jobs and redo of the façade grant
	Design with minimum thresholds and allow for increased incentives based on individual scenarios	✓		OR	This would be done in a 380 agreement
	Include incentives that are cash and non-cash to address various needs and situations	✓		OR	Redo of the Mega Grant. New Building Maintenance Grant.
Progress Legend					
		✓	Completed		
			In Progress		
			Requires Attention		
			In Danger		
		6	Dead/Failure		
			Not Started		

Downtown/Main Street

Recruited ATX Jerky with six new full time jobs

Assisted Hat Creek Provisions to Identify a Building to Lease in Downtown

Identified a Developer to put an offer on the Cotton Oil Mill (currently doing the environmental)

Currently working with a potential user for 115 N. Main Street

Currently working with the new owner of 110 S. Main Street

Identified a site for the ELF project and working to identify matching funds to construct the facility



Downtown/Main Street Mega Grant Program

- 30 N. Main Street
- 24-26 N. Main Street
- 28 N. Main Street
- 115 N. Main Street
- 101 N. Main Street
- 112-114 N. Main Street
- 109 Central Avenue
- 19 N. Main Street
- 111 S. Avenue C
- 109 S. Avenue C
- 105 E. 2nd Street (Façade Grant)
- The Mega Grant has spurred \$3.4 million in public and private investment in the downtown.



Partnership with Main Street and Elgin Chamber

- Sip Shop & Stroll
- Dine Elgin First
- Shop Elgin First
- Shop Small Saturday
- Downtown 78621
Direct Mail
Publication
- Tote bags for new residents moving to Elgin
- Various advertising throughout the year



Elgin Business Park

- Sold 1.173 Acre Lot to Barry Barker for Elgin Sprinkler. Construction of a new 6,000 Sq. Ft. Building
- Sold 1.176 Acre Lot to Michael Strack for Automotive Business. A minimum of 5,000 Sq. Ft. Building will be constructed. Building permit has been pulled

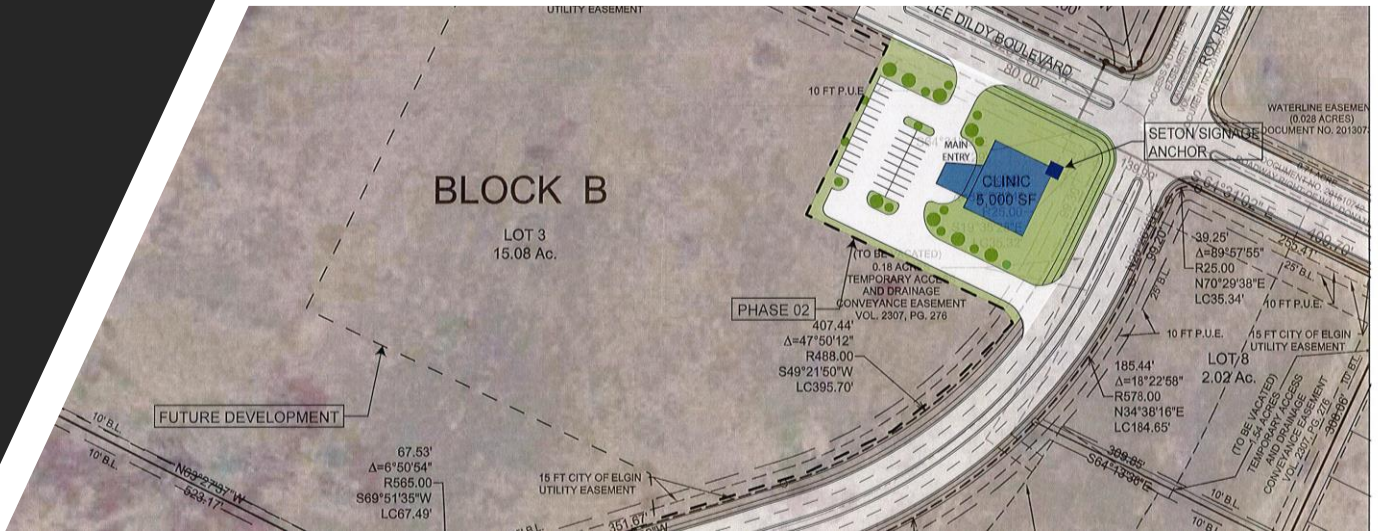
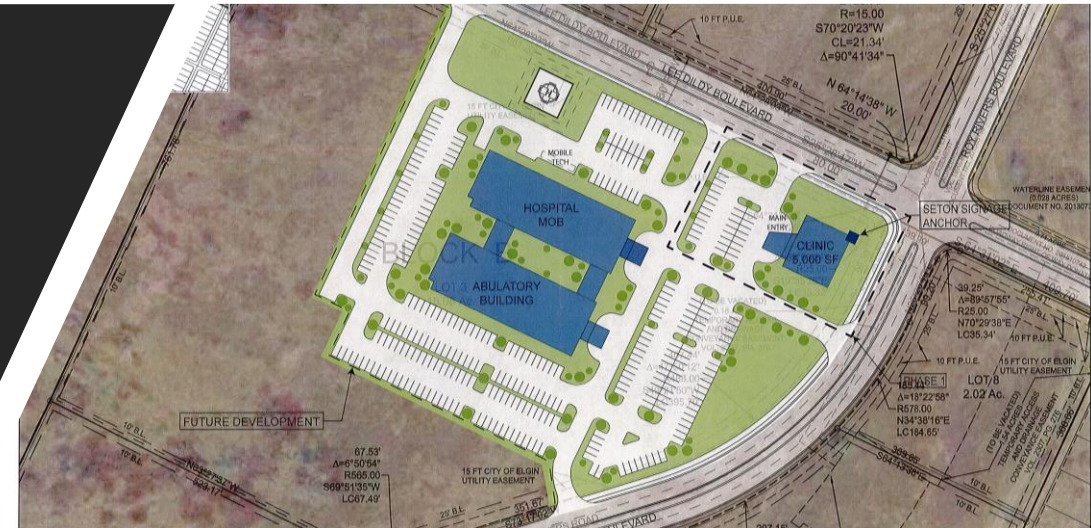
Elgin Business Park

- Attracted OnePointe Solutions to the Elastomer Building. The company will open with fifty employees. They expect to hire another twenty over the next four years for a total of seventy employees. The median pay is \$40,000.



Highway 290 Development

- Lee Dildy Blvd Currently Under Construction
- Roy Rivers Blvd Currently in Design. This Will Give the EDC Access to the 80 Acres
- Purchase of 60 Acres from Steve Rivers
- Attracted Seton Health Providers to Construct a 5,000 sq. ft Clinic



Highway 290 Development

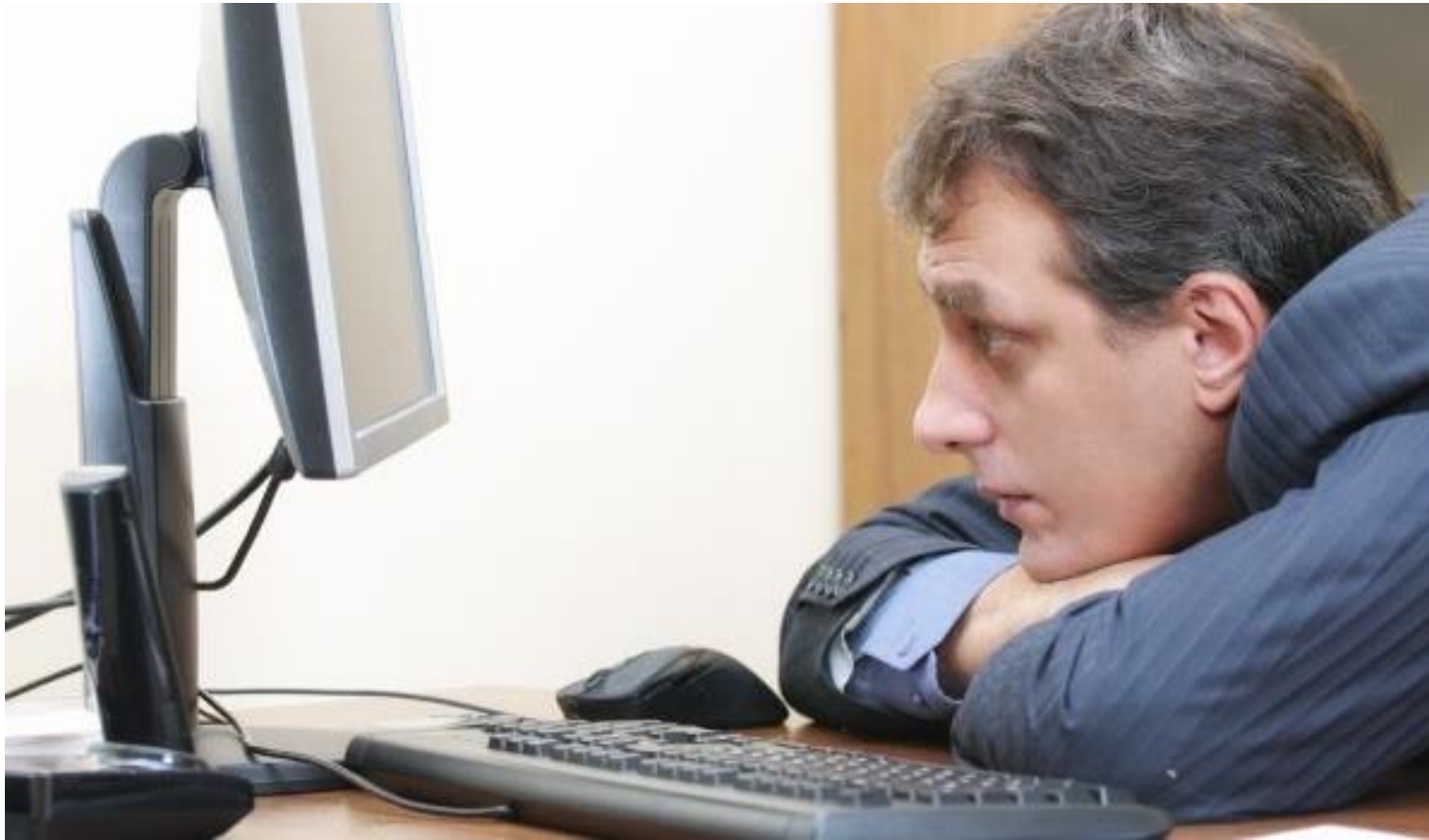
- Updated the TIRZ Plan
- Received a \$1 Million Grant From TDA to Assist With the Construction of Roy Rivers
- Negotiated an Agreement with AQUA so the City Will Serve the 140 Acres
- Met with developers who may be interested in partnering with the City to develop the 80 acres



Highway 290 Development

- Working with an Assisted Living Facility to sell 6 acres for a \$9million investment with a minimum of 50 jobs. The property will bring in over \$900,000 in revenue to the City.





The Fun Administrative Stuff

- Developed Grants for Jobs Programs (ATX Jerky)
- Developed Building Maintenance Fund Program
- Put a 380 Agreement Together for OnePointe Solutions
- Currently Working on Covenants for the 80 Acres
- Currently Working on a Freeport Exemption Zone



Awards

Texas Downtown Association Best Downtown Partner
TEDC Community & Economic Development Recognition Award



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Resolution authorizing submission of a CDBG-DR 2016 housing or non-housing project application to the General Land Office; and authorizing the Mayor and or City Manager to act as the City's executive officer and authorized representative in all matters pertaining to the City's participation in the CDBG-DR Program.

DEPARTMENT: Public Works and Community Development

PROPOSED ACTION: Approve resolution authorizing submission of a CDBG-DR 2016 housing or non-housing project application to the General Land Office; and authorizing the Mayor and or City Manager to act as the City's executive officer and authorized representative in all matters pertaining to the City's participation in the CDBG-DR Program.

BACKGROUND: The City of Elgin experienced damage due to flooding in 2016 and is eligible to apply for a CDBG-DR grant. The Central Avenue Drainage project is a qualifying project and is ready to submit.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of resolution.

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

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A CDBG-DR 2016 HOUSING OR NON-HOUSING PROJECT APPLICATION TO THE GENERAL LAND OFFICE; AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CDBG-DR PROGRAM.

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

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

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

NOW THEREFORE, BE IT RESOLVED;

Section 1. That a Community Development & Revitalization Grant Program application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the 2016 Community Development & Revitalization Grant Program; and

Section 2. That the application be for up to the maximum amount of grant funds of \$2 million to carry out non-housing activities; and

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

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

Passed and approved this 4th day of September 2018.

Chris Cannon
Mayor

Amelia Sanchez
City Secretary

CITY OF ELGIN, TEXAS
CENTRAL AVENUE
PROPOSED STREET AND
DRAINAGE IMPROVEMENTS

PROPOSED GRASS-LINED
CHANNEL

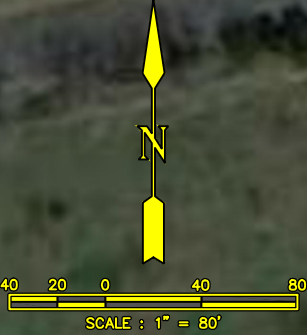
DEPOT AVENUE

CTMA RAILROAD TRACKS

CENTRAL AVENUE

KENNEDY STREET

PROPOSED STREET AND
DRAINAGE IMPROVEMENTS





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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Resolution adopting the additional policy guidance addressing federal purchasing requirements.

DEPARTMENT: Finance Department and Community Development

PROPOSED ACTION: Approve resolution adopting the additional policy guidance addressing federal purchasing requirements.

BACKGROUND: The City of Elgin generally follows State of Texas procurement law and guidance in the purchasing and contract management of goods and services. This additional policy guidance addresses federal purchasing requirements as required by 2 CFR 200 pertaining to the expenditure of federal grant funds.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of resolution.

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

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE ADOPTION OF CERTAIN GRANT PROCUREMENT PROCEDURES PERTAINING TO FEDERAL GRANT PROGRAMS.

WHEREAS, the City Council of Elgin wishes to provide for fair and equitable treatment of all vendors who are interested in and capable of providing services, supplies, or equipment to the City for its purchase and use in administering Community Development Block Grant – Disaster Recovery (CDBG-DR) grant funds;

NOW THEREFORE, BE IT RESOLVED;

That the City of Elgin agrees to adopt and implement the attached Procurement Procedures for use in the implementation and administration of the City's CDBG-DR Program.

Passed and approved this 4th day of September 2018.

Chris Cannon
Mayor

Amelia Sanchez
City Secretary

CITY OF ELGIN

FEDERAL GRANT PROCUREMENT POLICY

The City of Elgin generally follows State of Texas procurement law and guidance in the purchasing and contract management of goods and services. Additional policy guidance below addresses federal purchasing requirements as required by 2 CFR 200 pertaining to the expenditure of federal grant funds.

A. Purchase Methods When Using Federal Funds

Five Methods for Procuring with Federal Funds

2 CFR § 200.320 provides for five methods that must be used when making purchases with Federal funds. In some cases, these Federal methods are more restrictive than State requirements; in other cases, the State requirements are more restrictive than these Federal methods. In all cases, the City affirms the more restrictive requirements or methods shall be followed when making purchases with Federal funds.

The type of purchase method and procedures required depends on the cost (and type, in some cases) of the item(s) or services being purchased.

- Micro-purchases
- Small purchase procedures
- Sealed bids
- Competitive proposals
- Noncompetitive proposals (sole source)

Micro-Purchases (Purchases up to \$3,000.00)

Federal methods provide for procurement by *micro-purchase*. *Micro-purchase* is defined in 2 CFR § 200.320(a) as a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$3,000.00. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

The City utilizes the micro-purchases method for acquiring supplies or services that do not exceed an aggregate amount of \$3,000.00 if the price is reasonable. The program manager responsible for the Federal award determines if the price is reasonable.

Quotes are not required but encouraged. If quotes are obtained for items under \$3,500.00, they should be kept in the department and attached to the requisition.

Small Purchase Procedures (Purchases between \$3,000.01 and \$149,999.99 in the Aggregate)

The Federal threshold for small purchase procedures is \$150,000. 2 CFR § 200.320(b).

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Small purchase procedures (as defined in 2 CFR § 200.320[b]) may be used in those relatively simple and informal procurement methods for securing non-personal contracted services, supplies, or other property that do not cost more than \$149,999.99.

For purchases funded from local funds, to obtain the most competitive price, the City, may, at its option, obtain price quotes for items costing less than \$150,000. Unlike the mandatory competitive procurement described for purchases over \$150,000, if an item to be paid from local funds costs less than \$150,000, the City may utilize price quotations or competitive procurement process (purchasing cooperatives, sole source, an existing RFP/bid or a new RFP/bid) to stimulate competition and to attempt to receive the most favorable pricing.

However, if using State or Federal funds to purchase goods or services, *price or rate quotations shall be obtained* from an adequate number of qualified sources for all purchases between \$3,000.01 and \$49,999.99 or use the competitive procurement process. The City shall obtain more than one price or rate quote unless using a purchasing cooperative, existing Bid/RFP or sole source vendor, in which case, the prices have already been awarded. If purchasing from a purchasing cooperative or existing Bid/RFP, the departments can elect to obtain only one quote to purchase the goods or services although it is recommended to obtain more than one quote. Such price or rate quotations may be obtained orally and/or documented in writing, and the City will demonstrate that price or rate quotations were obtained from an adequate number of qualified sources.

Purchases \$150,000 or More in the Aggregate

According to Texas law, one of the following competitive methods must be used for purchases of \$150,000 or more in the aggregate:

- (1) competitive bidding for services other than construction services;
- (2) competitive sealed proposals, for services other than construction services;
- (3) a request for proposals, for services other than construction services;
- (4) an interlocal contract;
- (5) a method provided by Chapter 2269, Government Code, for construction services;
- (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or
- (7) the formation of a political subdivision corporation under Section 304.001, Local Government Code.

In addition, one of the three following methods must be used, depending on the circumstance described below, when purchasing with Federal funds: sealed bids (formal advertising); competitive proposals; or noncompetitive proposals (sole source).

Sealed Bids (Formal Advertising)

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Bids are publicly solicited and a *firm fixed-price contract* (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids. The invitation for bids must be publicly advertised.
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
- All bids will be opened at the time and place prescribed in the invitation for bids. The bids must be opened publicly.
- A firm fixed-price contract award must be made in writing to the lowest responsive and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

Competitive Proposals

A competitive proposal is normally used with more than one source submitting an offer, and either a *fixed price* or a *cost-reimbursement* type contract is awarded. (A *cost reimbursement contract* reimburses the contractor for actual costs incurred to carry out the contract.) Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- Requests for proposals must be publicized and must identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.

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- Proposals must be solicited from an adequate number of qualified sources.
- The City must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

When using Federal funds, the City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used when using Federal funds only when one or more of the following circumstances apply:

- The item is available only from a single source and an equivalent cannot be substituted. This must be documented.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- After solicitation of a number of sources, competition is determined inadequate.

Additionally, *State* requirements related to sole source purchasing are, in some ways, more restrictive. In addition to the Federal requirements above, sole source purchases must meet established criteria:

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly;
- A film, manuscript, or book;
- A utility service, including electricity, gas, or water; and
- A captive replacement part or component for equipment.

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According to State requirements, sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

In this case, the City must document why only this product can meet their needs and that it is not available from any other vendor. In all cases, the City will obtain and retain documentation from the vendor which clearly delineates the reasons which qualify the purchase to be made on a sole source basis.

Cost/Price Analysis for Federal Procurements in Excess of \$150,000

In accordance with the requirements in 2 CFR § 200.323, the City will make independent estimates of the goods or services being procured before receiving bids or proposals to get an estimate of how much the goods and services are valued in the current market.

To accomplish this, before bids and proposals are received, the City shall conduct either a price analysis or a cost analysis, depending on the type of contract, in connection with every procurement with Federal funds in excess of \$150,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the City will come to an independent estimate prior to receiving bids or proposals, 2 CFR § 200.323(a).

Accordingly, the City performs a cost or price analysis in connection with every Federal procurement action in excess of \$150,000, including contract modifications, as follows:

Cost Analysis → Non-competitive Contracts: A cost analysis involves a review of proposed costs by expense category, and the Federal cost principles apply, which includes an analysis of whether the costs are allowable, allocable, reasonable, and necessary to carry out the contracted services. In general,

- A cost analysis must be used for all non-competitive contracts, including sole source contracts.
- The Federal cost principles apply.
- All *non-competitive contracts* must also be awarded and paid on a *cost-reimbursement basis*, and not on a fixed-price basis.
- In a cost-reimbursement contract, the contractor is reimbursed for reasonable actual costs incurred to carry out the contract.
- Profit must be negotiated as a separate element of the price in all cases where there is no competition.

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When performing a *cost* analysis, the City negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work, 2 CFR § 200.323(b).

Price Analysis → Competitive Contracts: A *price* analysis determines if the lump sum price is fair and reasonable based on current market value for comparable products or services. In general,

- A price analysis can only be used with *competitive* contracts and is usually used with fixed-price contracts. It cannot be used with non-competitive contracts.
- Compliance with the Federal cost principles is not required for fixed-price contracts, but total costs must be reasonable in comparison to current market value for comparable products or services.
- A competitive contract may be awarded on a fixed-price basis or on a cost-reimbursement basis. If awarded on a cost-reimbursement basis, the Federal cost principles apply and costs are approved by expense category, and not a lump sum.

Costs or prices based on *estimated* costs for contracts are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable costs under the Federal cost principles.

B. Contract Administration

The City maintains the following oversights to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders, 2 CFR § 200.318(b). The City Mayor/Manager of the Federal award is responsible for monitoring contractor performance. The Mayor/Manager will compare actual performance of contract against projected performance and have the contractor explain any differences. They may also compare fees paid to date to contractor versus how far along the contractor is in performing the contractual duties. The Mayor/Manager may establish surveys of those directly benefitted by the contractor's work for feedback purposes.

To ensure proper administration of contracts and any subgrants that may be awarded by the City, the City uses the following guidelines to determine whether each agreement it makes for the disbursement of Federal funds is a *contract*, whereby funds are awarded to a *contractor*, or a

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subaward, whereby funds are awarded to a *subrecipient*. The substance of the relationship is more important than the form of the written agreement, 2 CFR § 200.330.

Subawards/Subgrants

A *subaward/subgrant* is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. The City determines who is eligible to receive what Federal assistance, and a *subrecipient/subgrantee*:

- Has its performance measured in relation to whether objectives of a Federal program are met
- Has responsibility for programmatic decision making
- Is responsible for adhering to applicable Federal program requirements, and
- In accordance with the subgrant agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the City.

Contracts

A *contract* is for the purpose of obtaining goods or services for the City's own use and creates a procurement relationship with the contractor.

A *contractor*:

- Provides goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the Federal program, and
- Is not subject to compliance requirements of the Federal program as a result of the contract, though similar requirements may apply for other reasons

Documentation for Contracts

The City maintains the following written documentation, at a minimum, for each contract paid with Federal funds:

1. A copy of the written, signed contract/agreement for services to be performed
2. The rationale or procedure for selecting a particular contractor
3. Evidence the contract was made only to a contractor or consultant possessing the ability to perform successfully under the terms and conditions of the contract or procurement

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4. Records on the services performed – date of service, purpose of service – ensuring that services are consistent and satisfactorily performed as described in the signed contract or purchase order
5. Documentation that the contractor was not paid before services were performed, and
6. Records of all payments made (such as a spreadsheet or report generated from the general ledger), including the total amount paid to the contractor

Payment Only After Services Are Performed

For both State and Federally funded contracts, it is not permissible under Texas law to pay a contractor or consultant in *advance* of performing services. Advance payment to contractors is considered “lending credit” to the contractor and is prohibited under the *Texas Constitution*, Article 3, §§ 50 and 52. For ongoing services that occur monthly, payment can be made at the end of every month (based on a proper invoice submitted by the contractor and verification of work performed) for services performed during the month, or some other similar arrangement.

Consultants and contractors will not be paid without having a properly signed and dated contract or other written agreement in place which clearly defines the scope of work to be performed, the beginning and ending dates of the contract, and the agreed-upon price. The contract should also include a description of the payment procedures.

Upon performance of services (at contract milestones or upon completion of services), the contractor is required to submit an *invoice* to the City that contains at a minimum the following:

- a clear identification of the contractor/consultant, including name and mailing address
- a corresponding contract (or written agreement) number, if applicable
- the dates (beginning and ending date) during which the services were performed (i.e., billing period)
- a description of the services/activities completed during the billing period
- the total amount due to the contractor for the billing period

By submitting a properly-prepared invoice, the contractor is certifying that it is true and correct.

Verification of Receipt of Goods and Services Provided by Contractors

If the purpose of the contract or purchase order is to deliver goods, the City will designate the appropriate staff to verify that the quantity and quality of goods were as specified in the contract/purchase order. The receiving report and procedures used in all other State/local purchases will be used for all Federal purchases.

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If the purpose of the contract is to purchase services, the City's purchasing agent, along with the requesting Mayor/Manager will verify that the quality and scope of services were received as specified in the contract.

Prompt Payment to Vendors/Contractors

The City pays all vendors/contractors within thirty (30) days of receipt of a proper invoice and the receipt of the goods or services in accordance with the [Texas Prompt Payment Act](#), *Government Code, Chapter 2251, Subchapter A, for all contractors*, and [Property Code, Chapter 28 for Construction Contractors](#).

C. General Land Office Requirements for CDBG-DR

All procurement funded by Community Development Block Grant -Disaster Recovery (CDBG-DR) grant funds must contain the completed GLO-CDR Procurement Checklist in the file for each solicitation.

TEXAS GENERAL LAND OFFICE



COMMUNITY DEVELOPMENT & REVITALIZATION PROCUREMENT GUIDANCE FOR SUBRECIPIENTS UNDER 2 CFR PART 200 (UNIFORM RULES)

The Texas General Land Office Community Development & Revitalization (GLO-CDR) is the state agency designated by the Governor and responsible to the U.S. Department of Housing and Urban Development (HUD) for the grant administration of this funding, herein referred to as the “grantee”. Eligible applicants (city and county governments) located within, or performing activities within the Texas counties as declared in DR-4223 and/or DR-4245, are herein referred to as “subrecipient” and are the desired audience of the guidance.

This guidance is designed to help make better use of your Community Development Block Grant Disaster Recovery (CDBG-DR) resources and to avoid common procurement pitfalls in managing your grant.

The procurement checklist will assist subrecipients of CDBG-DR funds provided by HUD to comply with the federal procurement requirements and reasonably ensure the allowability of eligible program expenses.

This checklist is intended to provide general guidance only and does NOT provide a detailed explanation of the federal procurement requirements – it is not intended to serve as legal advice and GLO-CDR makes no guarantee that adherence to this checklist will result in full reimbursement of eligible expenses.

To understand the requirements fully, the user should review the provisions of 2 CFR § 200.318 – 326 and Appendix II to Part 200, which are the source of these requirements.

Contact your servicing attorney or legal counsel with any questions on the application of these standards. Our guidance is limited to the content within 2 CFR § 200.318 – 326 and Appendix II to Part 200.

Grant Administrator and Engineer Procurement

GLO-CDR will allow a subrecipient to use a single vendor to both assist in the preparation of an application and to perform work under the grant. The vendor procurement should clearly identify preparation of an application and grant administration services within the solicitation document. The solicitation must take place prior to the initiation of the application process and comply with 2 CFR 200.318 – 200.326.

Procurement File Maintenance

The Procurement Checklist must be filled out per the prescribed procurement methodology used for each solicitation. This checklist must be maintained with each procurement file. Subsequent sealed bid or competitive proposal procurement activities will require the following documents be submitted to GLO-CDR:

- Procurement Checklist
- RFP/RFQ as applicable
- Listing of Bid Proposals/Summary of Scoring Criteria
- Grantee approval of selected vendor/winning bid
- Contract

GLO-CDR PROCUREMENT CHECKLIST

These documents must be provided to identify the actions taken to ensure procurement activities. GLO-CDR will not review or approve the compliance of procurement activities as they occur. GLO-CDR is available to provide technical assistance during the phases of the procurement process.

Note: Non-competitive or sole-source procurements require notification to and authorization by GLO-CDR.

Monitoring

Monitoring reviews to determine procurement compliance are performed independently of the process noted above as part of GLO-CDR's Subrecipient Monitoring Plan. GLO-CDR will monitor to the standards of 2 CFR 200.318 – 200.326 or state or local procurement law and policies if they are more restrictive.

Criteria

Sections 22 Procurement of the Federal Register, Vol. 81, No. 117 (June 17, 2016) for the 2015 allocations of Public Law 114–113 and Federal Register, Vol. 81, No. 224 (November 21, 2016) for the 2016 allocations of Public Law 114–223 and 245, combined with 24 CFR Part 570, direct the state to establish requirements for policies and procedures for units of general local government based on full and open competition (e.g., small purchase, sealed bids/formal advertising, competitive proposals).

GLO-CDR has established that subrecipients must follow the procurement methods as outlined in 2 CFR 200.318 – 200.326. This includes the requirement to follow state and local procurement law and policies as prescribed by 2 CFR 200.318(a) as well as the additional requirements stated in 2 CFR Part 200.

Subrecipients should update local procurement policies and procedures to correspond with the procurement and contract requirements of 2 CFR 200.318 – 200.326 for CDBG-DR funding.

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 1)

§200.318 General procurement standards

Task	Yes	No	N/A	Notes
1.1 Do you maintain documented policies and procedures that reflect applicable state, local, and tribal laws and regulations and provide that they conform to applicable federal law and the standards identified in this part? § 200.318(a)	☐	☐	☐	☐
1.2 Do you maintain contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders? § 200.318(b)	☐	☐	☐	☐
1.3 Do you maintain a written standard of conduct addressing a real or apparent conflict of interest, both direct and indirect, and governing the actions of employees engaged in the selection, award, and administration of contracts to ensure conflicts of interest are identified, substantiate nominal financial interests or value, and disciplinary actions for violations of the standards?	☐	☐	☐	☐
1.4 Do you avoid acquisition of unnecessary or duplicative items? Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. § 200.318(d)	☐	☐	☐	☐
1.5 Is the contract being awarded to a responsible contractor possessing the ability to perform successfully under the terms and conditions of the proposed procurement, considering such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources? § 200.318(h) and §200.213 (Suspension and Debarment)	☐	☐	☐	☐
1.6 Did you determine no other contract other than time and materials type ¹ contract is suitable, and include a price ceiling that if exceeded, the contractor exceeds at their own risk? § 200.318(j)	☐	☐	☐	☐
1.7 Do you have more oversight being asserted for time and material contracts to obtain reasonable assurance that the contractor is maintaining efficient methods and effective cost controls related to price ceiling related risks? § 200.318(j)	☐	☐	☐	☐
1.8 Do you responsibly resolve any related protests, disputes, or claims arising out of procurements? § 200.318(j)	☐	☐	☐	☐

¹ A time and material's contract is defined as the sum of (i) the actual cost of materials and (ii) direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit.

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 2)

§200.319 Competition

Task	Yes	No	N/A	Notes
2.1 Procurement transactions cannot be conducted in a manner that does not provide full and open competition. Does the procurement involve any of the following? § 200.319(a)				
• Placing unreasonable requirements on firms for them to qualify to do business?	☐	☐	☐	☐
• Requiring unnecessary experience and excessive bonding?	☐	☐	☐	☐
• Noncompetitive pricing practices between firms or between affiliated companies?	☐	☐	☐	☐
• Noncompetitive contracts to consultants that are on retainer contracts?	☐	☐	☐	☐
• Organizational conflicts of interest?	☐	☐	☐	☐
• Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement?	☐	☐	☐	☐
• Any arbitrary action in the procurement process?	☐	☐	☐	☐
2.2 Was the contractor that is bidding on the contract also involved with developing or drafting the specifications, requirements, statement of work, invitation for bids or request for proposals? (If so, that contractor must be excluded from competing for such procurements) § 200.319(a)	☐	☐	☐	☐
2.3 Note: Procurement MUST be conducted in a manner that prohibits the use of statutorily or administratively imposing state or local geographical preferences in the evaluation of bids or proposals.				
2.4 Do you have written procurement procedures that ensure that all solicitations comply with the following? § 200.319(c)				
• Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured?	☐	☐	☐	☐
• Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals?	☐	☐	☐	☐
2.5 If you are using a prequalified list of persons, firms, or products to acquire goods and services, did you consider the following? § 200.319(d)				
• Is the list current?	☐	☐	☐	☐
• Does the list include enough qualified sources to ensure maximum open and free competition?	☐	☐	☐	☐
• Were any potential bidders precluded from qualifying during the solicitation period?	☐	☐	☐	☐

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 3)

§200.320 Method of Procurement

Task		Yes	No	N/A	Notes
3.1	Which of the following acceptable methods of procurement are you using?				
	Micro-purchase procedures² § 200.320(a)	☐	☐	☐	☐
	To the extent practicable, are you distributing micro-purchases equitably among qualified suppliers?	☐	☐	☐	☐
	Does the aggregate dollar of supplies or services exceed the micro-purchase threshold of \$3,000, or \$2,000 for construction contracts subject to the Davis-Bacon Act?	☐	☐	☐	☐
	Small purchase procedures³ § 200.320(b)	☐	☐	☐	☐
	Did you obtain price or rate quotations from an adequate number of qualified sources?	☐	☐	☐	☐
	Sealed bids⁴ §200.320(c)	☐	☐	☐	☐
	Is a complete, adequate, and realistic specification or purchase description available for bidders?	☐	☐	☐	☐
	Are two or more responsible bidders willing and able to compete effectively for the business in relation to the bid advertisement?	☐	☐	☐	☐
	Can the procurement lend itself to a firm fixed price contract and the selection of the successful bidder be made principally based on price?	☐	☐	☐	☐
	Did you solicit bids from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids?	☐	☐	☐	☐
	Was the invitation for bids publicly advertised?	☐	☐	☐	☐
	Did the invitation for bids include any specifications and pertinent attachments, and define the items or services for the bidder to properly respond?	☐	☐	☐	☐
	Did you publicly open all bids at the time and place prescribed in the invitation for bids?	☐	☐	☐	☐
	Did you award a firm fixed price contract award in writing to the lowest responsive and responsible bidder?	☐	☐	☐	☐

² Micro-purchases are purchases below \$3,000, and may be awarded without soliciting competitive quotations if you consider the price to be reasonable.

³ Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that does not cost more than the Simplified Acquisition Threshold (i.e. \$150,000), or (2) whatever amount State or local procurement rules set as the small purchase threshold – if more restrictive than the federal threshold.

⁴ Sealed bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 3) §200.320 Method of Procurement CONTINUED

Task		Yes	No	N/A	Notes
Sealed bids (continued)					
	If any bids were rejected, was there a sound documented reason supporting the rejection?	☐	☐	☐	☐
3.2	Procurement by competitive proposals ⁵ If this method is used, the following requirements apply: § 200.320(d)				
	Did you publicize the Requests for Proposals (RFPs) and identify all evaluation factors and their relative importance?	☐	☐	☐	☐
	Did you solicit proposals from an adequate number of qualified sources?	☐	☐	☐	☐
	Did you have a written method for conducting technical evaluations of the proposals received and for selecting recipients?	☐	☐	☐	☐
	Did you award the contract to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered?	☐	☐	☐	☐
	Note: You may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.				
3.3	Procurement by noncompetitive proposals ⁶ Do one or more of the following circumstances apply? § 200.320(f) Note: When only one bid is received in response to a competitive bid solicitation, you do not have price competition. If you decide to award on the basis of a single submitted bid price, without negotiation, you must: 1) justify the price is fair and reasonable; 2) compare the bid price to your own in-house estimate or engineers estimate and past prices paid for the same or substantially similar item(s) in the past; 3) obtain information from the marketplace; 4) obtain a complete cost breakdown; 5) perform a cost analysis of the proposed price and ; 6) document the rationale for the award decision and place in the procurement file.				
	The item is available only from a single source.	☐	☐	☐	☐
	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.	☐	☐	☐	☐

GLO-CDR PROCUREMENT CHECKLIST

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.				
After solicitation of several sources, competition is determined inadequate.				

⁵ Procurement by competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids.

⁶ Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one (or an improperly limited number of) source(s).

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 4)

§200.321 Contracting with Small and Minority Businesses, Women's Business enterprises, and Labor Surplus Area Firms.

Task		Yes	No	N/A	Notes
4.1	You must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. § 200.321(a) Does your procurement include the following? § 200.321(b)				
	Do you place qualified small and minority businesses and women's business enterprises on solicitation lists?	☐	☐	☐	☐
	Do you assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources?	☐	☐	☐	☐
	Do you divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises?	☐	☐	☐	☐
	Did you establish delivery schedules where the requirement permits, which encourages participation by small and minority businesses, and women's business enterprises?	☐	☐	☐	☐
	When appropriate, did you use the services and assistance of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce?	☐	☐	☐	☐
	Do you require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above?	☐	☐	☐	☐

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 5)

§200.323 Contract Cost and Price

Task		Yes	No	N/A	Notes
5.1	Did you conduct a cost or price analysis about every procurement action more than the Simplified Acquisition Threshold including contract modifications? § 200.323(a) Note: You must perform a cost or price analysis relating to every procurement action more than the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis are dependent on the facts surrounding the procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable under Subpart E—Cost Principles. You may reference its own cost principles that comply with the Federal cost principles.	☐	☐	☐	☐
5.2	Did you negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed? § 200.323(b) Note: You must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	☐	☐	☐	☐

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 6)

§200.325 Bonding Requirements

Task		Yes	No	N/A	Notes
6.1	For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements provided that the Federal awarding agency or pass-through entity has decided that the Federal interest is adequately protected. If such a determination has not been made, does the procurement include the following?				
	A bid guarantee⁷ from each bidder equivalent to five percent of the bid price? § 200.325(a)				
	A performance bond⁸ on the part of the contractor for 100 percent of the contract price? § 200.325(b)				
	A payment bond⁹ on the part of the contractor for 100 percent of the contract price? § 200.325(c)				

⁷ The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

⁸ A performance bond is one executed relating to a contract to secure fulfillment of all the contractor's obligations under such contract.

⁹ A payment bond is one executed relating to a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

GLO-CDR PROCUREMENT CHECKLIST

PROCEDURES STANDARDS AND GUIDANCE FOR SUBRECIPIENTS (Section 7)

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

7.1	In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering Appendix II to Part 200. As stated previously in this document, to understand the requirements fully, please review the provisions of Appendix II to Part 200 in the Code of Federal Regulations. • Contracts for more than the Simplified Acquisition Threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provided for such sanctions and penalties as appropriate. • Contracts more than \$10,000 must address termination for cause and for convenience by the non-Federal entity including how it will be affected and the basis for settlement. • Contracts that meet the definition of “federally assisted construction contract” must include the equal employment opportunity clause. • Construction contracts more than \$2,000 must include a provision for compliance with the Davis-Bacon Act. • Contracts more than \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 W.S.C 3702 and 3704. • Contracts entered into with a small business firm or nonprofit organization and the Federal award meets the definition of “funding agreement”, must comply with the requirements of 37 CFR Part 401. • Contracts more than \$150,000 must contain a provision that requires the non-Federal award to agree to comply with the Clean Air Act and the Federal Water Pollution Control Act. • Contracts must not be entered into with parties listed on the governmentwide exclusions in the System for Award Management (SAM). • Contractors that apply or bid for an award more than \$100,000 must file the required certification regarding the Byrd Anti-Lobbying Amendment. • Contracts must include provisions regarding section 6002 of the Solid Waste Disposal Act. • Contracts must include a Section 3 clause, if funded by the Department of Housing and Urban Development (HUD). The Section 3 program requires recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents about projects and activities in their neighborhoods. • Contractors must allow access to any books, documents, papers, or records of the project by the City, State, Federal agencies, and the Comptroller General of the United States. Records must be maintained for five years after the Grantee formally closes out each program.
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Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF ELGIN ECONOMIC DEVELOPMENT CORPORATION AND OWEN M. ROCK AS REQUESTED AND RECOMMENDED BY THE CITY OF ELGIN ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: City of Elgin Economic Development Corporation (EDC).

PROPOSED ACTION:

Approval of the Resolution and Termination and Severance Agreement between the Elgin Economic Development Corporation and Owen M. Rock for the Position of Economic Development Director as requested by the EDC Board of Directors.

BACKGROUND:

The EDC and Director Owen Rock recently engaged in discussions regarding the formalization of certain terms of his employment. As a result, the EDC Board of Directors have approved; and are now requesting formal Council authorization of the Agreement as submitted.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Resolution and Agreement as presented.

ATTACHMENTS:

Resolution
Agreement

- { } 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 AN AGREEMENT BY AND BETWEEN THE CITY
OF ELGIN ECONOMIC DEVELOPMENT CORPORATION AND
OWEN M. ROCK AS REQUESTED AND RECOMMENDED BY
THE CITY OF ELGIN ECONOMIC DEVELOPMENT
CORPORATION BOARD OF DIRECTORS AND MAKING
CERTAIN FINDINGS RELATED THERETO**

WHEREAS, the City of Elgin Economic Development Corporation (the "EDC") desires to employ the services of Owen M. Rock (the "Employee") as Economic Development Director; and,

WHEREAS, it is the desire of the City of Elgin Economic Development Corporation Board of Directors, the EDC's governing body, to now memorialize for the record certain terms and conditions in the event of any future separation of Employee's employment.

WHEREAS, the City of Elgin Economic Development Corporation Board of Directors has unanimously agreed upon and recommended the Agreement as presented.

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

Section 1. The above recitals are true and correct; and that the City Council does hereby authorize and approve the *Termination and Severance Agreement between the Elgin Economic Development Corporation and Owen M. Rock for the Position of Economic Development Director* as presented by the City Manager, a copy of said Agreement being attached hereto and made part of this Resolution as if copied verbatim therein.

Section 2. Associated Costs to be Paid by EDC. Approval of this Resolution and the associated Agreement is contingent upon the understanding that any and all costs that may arise from this Agreement shall be provided for by the City of Elgin Economic Development Corporation.

Section 3. Future Budget Amendment. Through the approval of this Resolution, the City Council does hereby acknowledge and agree that any costs associated with this Agreement was not specifically included or approved within the current-year budget; and that, if necessary, said budget will be amended at a future date to formally appropriate funds for this item.

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

PASSED AND ADOPTED this 4th day of September 2018

CHRIS CANNON, Mayor
City of Elgin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary

**TERMINATION AND SEVERANCE AGREEMENT BETWEEN
THE ELGIN ECONOMIC DEVELOPMENT CORPORATION
AND
OWEN M. ROCK
FOR THE POSITION OF ECONOMIC DEVELOPMENT DIRECTOR**

THIS TERMINATION AND SEVERANCE AGREEMENT, hereinafter "Agreement" is made and entered into this ____ day of _____, 2018, (the "Effective Date") by and between the Elgin Economic Development Corporation, hereinafter called "EDC," and Owen M. Rock, hereinafter called "Employee," both of whom understand as follows:

WHEREAS, EDC desires to employ the services of Employee as Economic Development Director; and

WHEREAS, it is the desire of the EDC's governing body, hereinafter called "Elgin Economic Development Board of Directors," to provide for the termination and separation Employee's employment.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Termination

A Termination without Cause: The EDC may terminate this Agreement at any time without cause. For the purpose of this Agreement, termination shall occur when:

1. The majority of the Economic Development Corporation Board votes to terminate the Employee at a duly authorized public meeting;
2. The EDC reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all City department heads;

B. Termination for Cause: The EDC may terminate the Employee for cause. Such termination shall require four (4) affirmative votes of the Economic Development Corporation Board and shall be preceded by notice to Employee. For purposes of this Agreement, "cause" shall include, without limitation, the following:

1. Misappropriation of funds or property of the EDC, securing or attempting to secure any personal profit or commercial advantage in connection with any transaction entered into by the EDC, any falsification or misrepresentation of fact, or any violation of law or regulation to which the EDC is subject;
2. Conviction of a felony offense, or of a misdemeanor involving moral turpitude, whether committed within or outside the scope of Employee's employment hereunder.
3. Violation of the Economic Development Corporation Bylaws.

C. Resignation by Employee.

1. In the event Employee voluntarily resigns his position with the EDC during the term of this Agreement, then Employee shall give the EDC thirty (30) days' notice in advance, unless the parties agree otherwise in writing.

Section 2: Severance

A. Termination without cause: In the event Employee is terminated without cause:

1. the EDC will pay Employee a lump sum cash payment for all base salary earned, and earned unused vacation (the same as public employees) as of the last day of active employment, and
2. the EDC will pay the Employee a lump sum cash payment equal to three (3) months base salary, and health insurance premiums, based on said cost for the month immediately preceding the termination. This lump sum cash payment is contingent upon a waiver and release of all claims against the EDC in a form acceptable to the EDC.

B. Termination for cause: In the event Employee is terminated for cause as defined in this document, the EDC shall have no obligation to pay the severance pay and severance benefits designated in this Agreement.

C. Resignation by Employee: The EDC will pay Employee a lump sum cash payment for all salary ~~earned, and~~ earned and earned unused vacation (the same as public service employees) as of the last day of active employment.

Section 3: General Provisions

A. This Agreement replaces and supersedes all prior agreements between parties, whether written or oral. The text herein shall constitute the entire agreement between the parties with respect to the subject matter hereof.

B. This Agreement shall be binding upon and inure to the benefit of heirs at law and executors of Employee.

C. If any provision or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

D. This Agreement shall not be modified or amended except by written instrument executed by Employee and the duly authorized representative of the Economic Development Corporation Board.

DATED as of the _____ day of _____, 2018.

CITY OF ELGIN, TEXAS, ECONOMIC DEVELOPMENT
CORPORATION

By: _____
Jeff Carter, President

EMPLOYEE

By: _____
Owen M. Rock