AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, JUNE 16, 2020
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
6:00 PM

In accordance with social distancing guidelines, the City Council meeting will not be open to the public. Council Members will attend virtually. The meeting will be streamed live at https://www.youtube.com/channel/UC3OGBV_loV0Nr3AqM1jJTzA and there will be an opportunity for the public to submit written comments prior to the meeting on agenda items.

Members of the public wishing to submit their written comments on a listed agenda item must submit their comments by emailing the city secretary at asanchez@ci.elgin.tx.us
or by calling 512-229-3222 by 6:00 pm June 15, 2020.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **INVOCATION**

IV. **PLEDGE OF ALLEGIANCE**

V. **PUBLIC COMMENT**

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

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

VI. **PRESENTATION**

1. **MAYORAL PROCLAMATION - June 19, 2020 As Juneteenth Day In Elgin Texas**

Documents:

EXECUTIVE SUMMARY JUNETEENTH PROCLAMATION .PDF
2020 JUNETEENTH PROCLAMATION.PDF

VII. **CITY MANAGERS REPORT**

1. **Update On City Of Elgin Coronavirus (COVID-19) Pandemic Response And/Or Impacts**

Documents:

EXSUMMARY - CORONAVIRUS REPORT 4.PDF
COVID19PLAN320.PDF
MEM4LEVEL52920.PDF

2. **Presentation Of The Proposed 2020 City Of Elgin Five-Year Capital Improvement Plan**

Documents:

EXSUMMARY - 5YRCP PRESENTATION.PDF
MEMBUDGCAL61120.PDF

3. **Briefing On FM1704 Sewerline Project**

Documents:

EXSUMMARY - FM1704 SEWERLINE.PDF
FM1704_RIGHT OF ENTRY EXHIBIT.PDF
PROPERTY OWNER LIST - FM1704RIGHT OF ENTRY.PDF

4. **Presentation Of The 2020 Elgin Main Street Program Annual Report**

Documents:

EXECUTIVE SUMMARY ANNUAL REPORT MAIN STREET.PDF
MSB ANNUAL REPORT.PDF
MAIN STREET OVERVIEW 5-13-2020.PDF

DOWNTOWN ELGIN OVERVIEW6-2020.PDF

5. **Presentation Of The 2020 Historic Review Board Annual Report**

Documents:

EXECUTIVE SUMMARY HISTORIC REVIEW BOARD ANNUAL REPORT.PDF
HRB ANNUAL REPORT TO CITY COUNCIL .PDF

6. **Departmental Monthly Reports - April**

Documents:

01A EXSUM MONTHLY REPORTS BY DEPARTMENT APRIL 2020.PDF
APR DATA MONTHLY REPORT.PDF

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

Documents:

EXSUMMARY - GENERAL ACTIVITY REPORT.PDF

VIII. CONSENT AGENDA

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

1. **City Council Virtual Meeting Minutes - May 12, 2020**

Documents:

EXSUMMARY SHEET MINUTES.PDF
CITY COUNCIL SPECIAL VIRTUAL MEETING 05-12-2020.PDF

IX. NEW BUSINESS

1. **AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AS WELL AS ALL OTHER FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING AND CAPITAL EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY AS ORIGINALLY ADOPTED BY ORDINANCE NO. 2019-09-24-13 ADOPTED SEPTEMBER 24, 2019; IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE**

Documents:

01A EX SUM ORDINANCE AMENDING FY 2019-20 BUDGET.PDF
02A ORD NO 2020-06-16- BUDGET AMEND 1 FYE 2019-20.PDF
03 EXHIBIT A FY2019-20 BUDGET AMENDMENT 6-16-2020.PDF

2. **FIRST AMENDMENT TO CHAPTER 380 ECONOMIC DEVELOPMENT AGREEMENT BETWEEN CITY OF ELGIN AND CIRCLE BREWING COMPANY, LLC**

Documents:

EXSUMMARY EDC.PDF
CIRCLE FIRST AMENDMENT 380.PDF

3. **A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR THE TEXAS GENERAL LAND OFFICE ("GLO") COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY-MITIGATION (CDBG-MIT) PROGRAM.**

Documents:

EXECUTIVE SUMMARY GLOMITIGATION GRANT ADMIN SERVICES.PDF
RESOLUTION-CDBG-MIT GRANT ADMIN SERVICES.PDF

4. **A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT 2020 DOWNTOWN REVITALIZATION FUND.**

Documents:

EXECUTIVE SUMMARY TCF MAIN STREET GRANT ADMINSERVICES.PDF
RESOLUTION GRANT SERVICES ADMIN MAIN STREET.PDF

5. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF THE CARES ACT CORONAVIRUS RELIEF FUND GRANT TO THE TEXAS DEPARTMENT OF EMERGENCY MANAGEMENT FOR THE CARES ACT CORONAVIRUS RELIEF FUND; AND AUTHORIZING THE ASSISTANT CITY MANAGER, CITY MANAGER, AND/OR THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CARES ACT CORONAVIRUS RELIEF FUND GRANT**

Documents:

01 EX SUM RESOLUTION FOR CARES APPLICATION.PDF
02 RESOLUTIONCARES ACT.PDF

CRF-TERMS-AND-CONDITIONS_SIGNED.PDF

X. EXECUTIVE SESSION

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

XI. RECONVENE

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

XII. ANNOUNCEMENTS

XIII. ADJOURMENT

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512)229-3222. Please provide forty-eight hours notice when feasible.

I, Amelia Sanchez, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Friday, June 12, 2020, in accordance with Chapter 551 of the Texas Government Code.

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Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: PROCLAMATION JUNE 19th AS JUNETEENTH DAY ELGIN TEXAS

DEPARTMENT: Community Services

PROPOSED ACTION: Present proclamation and have photo with local representatives

BACKGROUND: Bettye Lofton, Elgin Juneteenth Festival Committee Chairperson provided this proclamation. The traditional Juneteenth Festival and Parade were cancelled due to COVID19. The proclamation recognizes the significance of June 19. There will be a local celebration on Friday June 19th to recognize Juneteenth day.

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

RECOMMENDATION:

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

P R O C L A M A T I O N

WHEREAS, the Emancipation Proclamation was signed into law by President Abraham Lincoln on January 1, 1863; and,

WHEREAS, Texans did not receive word of this proclamation until June 19, 1865, when Major Gordon Granger sailed into Galveston and issued a general order declaring that “in accordance with a proclamation from the Executive of the United States, all slaves are free”; and

WHEREAS, this year the 21st Elgin Juneteenth Organization Parade and Celebration was scheduled to be held on Friday and Saturday, June 12th and 13th in conjunction with a variety of other events in historic downtown Elgin but due to Covid-19 and the need to keep everyone safe, the Celebration was regrettably cancelled; and

WHEREAS, the Elgin Juneteenth Celebration being cancelled in no way diminishes the importance of the commemoration of Emancipation Day in Elgin, Texas. A celebration is scheduled for June 19th in Elgin to commemorate the Emancipation message reaching Texas; and

WHEREAS, the 2020 National Theme for Juneteenth is:

"Together we will see Juneteenth Independence Day become a National Holiday in America!"

and
WHEREAS, The 2020 Theme in Elgin, Texas is:

"Let’s Put Unity Back Into Community"

NOW, THEREFORE, I, Cris Cannon, Mayor of the City of Elgin, Bastrop County, Texas proclaim June 19th,2020 as

JUNETEENTH DAY in ELGIN

And urge all citizens to participate in the observance of Juneteenth by participating in the Juneteenth festivities celebrating the proud heritage of African Americans.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Elgin, Texas to be affixed this 16th day of June 2020.

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Cris Cannon, Mayor

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Update on City of Elgin Coronavirus (COVID-19) Pandemic Response and/or Impacts

DEPARTMENT: City Manager

PROPOSED ACTION:
No Council action proposed, requested, or believed necessary at this time; This item is for a briefing and general discussion with the City Council as to on-going operational response to the COVID-19 coronavirus.

BACKGROUND:
This item is for an informational report and general discussion of the City's on-going response to the Coronavirus from the

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

RECOMMENDATION:
Review and discussion of City on-going response to the Coronavirus Pandemic; and direction to staff, if any, regarding same.

ATTACHMENTS:
City of Elgin Coronavirus (COVID-19) Readiness Plan
5/29/20 Staff Memorandum

{ } 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

CITY OF ELGIN
CORONAVIRUS (COVID-19) READINESS PLAN

March 18, 2020

The following plan has been developed to generally define the role of city operations and prepare the general citizenry for the potential impacts of the Coronavirus (COVID-19) Pandemic. The contents herein are a summary of more detailed plans that have been prepared for each organizational unit. City staff continues to monitor information provided by the Texas Department of State Health Services (DSHS), who is working closely with the Centers for Disease Control and Prevention (CDC) in monitoring this new disease that is causing an outbreak of respiratory illness worldwide.

Through the combined efforts of all city staff and departments, this plan has been developed to create a comprehensive *City of Elgin* response to the current pandemic that anticipates future scenarios and builds public confidence in our responding to this event appropriately. At the same time, the staff has also remained focused on not encouraging an overreaction to the situation.

It's assumed that most already have a tacit understanding of the basic Coronavirus Pandemic situation. If however, more basic information about the virus is desired, please refer to the DSHS website at https://dshs.texas.gov/coronavirus/

While the immediate Coronavirus risk to most Texans and Elginites remains low, steps are being taken to limit the spread of the virus, mitigate health and economic risk. City staff remains in touch with all appropriate local health authorities as well as county, state, and federal health agencies regarding the COVID-19 virus. We have also maintained regular, direct contact with the Bastrop County Judge, the City of Bastrop, the City of Smithville, and Travis County to properly coordinate consistent local efforts. We continue to seek the most up-to-date information in our efforts to help everyone stay informed and healthy.

The DSHS provides daily reports on additional cases of the Coronavirus and, as of the above date, reports a total of eighty-three (83) cases in Texas. Locally, four (4) of those cases have been attributed to being in Travis County and one (1) in Hays County. **There have been NO CASES of COVID-19 reported yet in Bastrop County and/or the City of Elgin.**

In reviewing the Readiness Threat Levels, it is important to note the following general conditions:

- The Levels provide a general plan for response; however, certain conditions may exist that could call for an advancement of response activity in individual situations or departments.
- While there are certain items listed therein as it relates to the Elgin Police Department, the EPD will strive to maintain routine operations and staffing throughout the event, with minimal, adverse impact on routine public safety services.

Phone (512) 281-5724 Fax (512) 285-3016
www.elgintx.us

- Due to the critical nature of water and wastewater operations, particular emphasis has been placed on keeping treatment plant operations continuing irrespective of the Threat Level achieved.
- Trash & Recycling Curbside Collection services are also anticipated to maintain routine operations and staffing throughout the event.

Coronavirus Readiness Levels

Threat Level IV - *Normal Conditions* **-** Operations as usual but emphasis on hygiene and vigilance until threat is totally dissipated.

I. *Employee Practices:*

(a) Wash hands often with soap and water or an alcohol-based hand sanitizer.

(b) Avoid touching your eyes, nose, and mouth with unwashed hands.

(c) Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

(d) Flu shots encouraged.

II. *Operational Accommodations*

(a) Clean and disinfect workstations and frequently touched objects and surfaces.

(b) Wipe down all counter spaces a minimum of two (2) times per day.

(c) Monitor threat level conditions.

(d) Follow normal operating procedures but focus on execution of critical issues to ensure continuing compliance with law.

(e) All employees exhibiting flu-like symptoms are required to stay home.

(f) Authorize changes to normal work schedule as necessary.

(g) Encourage minimal participation at City Council Meetings, educating attendees to be mindful of recommended social distancing.

RECREATION CENTER

(a) Cancel or reschedule all Spring Break and group programming

(b) Modify senior programming to utilize social distancing of participants and limit contact to communal objects.

(c) Cancel Passive Senior Programming for the month of March

(d) Cancel programming and large-scale events at Elgin Recreation Center

(e) Reschedule Community Movie Night

(f) Reschedule Educational Sessions

(g) Cancel fitness classes at instructor’s discretion

III. *Communications*

(a) Maintain routine updates of changing conditions to Council and/or staff as needed

(b) Convene targeted staff members for meetings as needed to communicate changes in threat levels or discuss and solve any emerging operational issues.

(c) Utilize City website, social media, and Elgin Courier to disseminate updated information to the general public.
(d) Provide notice of changing Recreation Program conditions as needed
(e) Monitor and respond to inquiries and/or notices on social media as appropriate.

Threat Level III – *Increased Readiness* - Increased response as appropriate if there is a greater than the normal threat of a contagious disease event. Initial conditions include confirmed cases and/or quarantine of unconfirmed instances within the Austin MSA and/or central Texas area.

I. *Continue all measures implemented under Level IV*

II. *Employee Practices:*

(a) Practice social distancing (avoid an area within six-foot distance of others).
(b) Self-quarantine, if possible.
(c) All at-risk employees encouraged to work remotely or under staggered shifts.

III. *Operational Accommodations:*

GENERAL

(a) Cancel/postpone all travel and training that is not necessary to facilitate immediate operational needs
(b) If staffing becomes limited, arrange for coverage of critical duties and responsibilities
(c) Monitor media to keep abreast of progress of pandemic at national, state, local level.

ADMINISTRATION

(a) Schedule/conduct frequent staff meetings for updates on issues.
(b) Reduce City Council Meeting schedule to one (1) per month
(c) Coordinate time and attendance through HR for tracking purposes
(d) Identify essential staff/operations

PUBLIC WORKS/UTILITIES

(a) Begin rotation of maintenance crews; limit number of employees working at one time

COMMUNITY SERVICES

(a) Cancel all programming through April 8 including Downtown Scoops, Local Lore and Sip Shop & Stroll.
(b) Coordinate with Advocacy Outreach and Community Cupboard
(c) Continue promoting Census 2020
(d) Reschedule Friends of Elgin Parks Music in the Park Fridays
(e) Develop strategy for or plans for Hip Hop Shop (Easter Weekend)
(f) Develop strategy for or Plans for Art Studio Tour (May 29-30)
(g) Cancel production of Spring issue Downtown 78621
(h) Cancel event marketing and paid advertising for events
(i) Work with Elgin Historical Association to determine appropriate the Depot Museum operational plan.

RECREATION CENTER

(a) Cancel all fitness classes and additional programs
(b) Cancel all private rentals, including all park facilities

LIBRARY

(a) Establish limit of five (5) patrons at a time to search for and check out books
(b) Cancel all spring break programming, and all regular programming
(c) Social distancing computer use - five (5) workstations available to the public.
(d) Rearrange employee work areas to maintain a 6-ft distance from others & the public.
(e) Move Library Advisory Board meetings to Civic Center room
(f) Friends of Elgin Library meetings will be electronic or use social distancing.

III. ***Communications***

(a) E-mail notice of changing conditions as needed to Council and/or staff.
(b) Update COVID-19 link on City Website daily or as significant issues arise.
(c) Update closure notices daily on web page and social media.
(d) Collect links to Notices and announcements from staff as submitted.
(e) Post links concerning COVID-19from other local, state, federal agencies.

Threat Level II – *High Readiness* – Increased response as appropriate if there is an increased risk of a contagious disease incident. Initial conditions may include a number of confirmed cases within Bastrop County and/or eastern Travis County.

I. ***Continue all measures implemented under Levels III and IV***

II. ***Employee Practices:***

(a) Suspend all vacation requests.
(b) All at risk, non-essential staff placed on admin leave or work remotely, if applicable
(c) All non-essential staff encouraged to work remotely or staggered schedules
(d) Arrange work areas to encourage social distance in the workspace

III. ***Operational Accommodations:***

ADMINISTRATION

(a) City Hall closed to the general public; with Utility payments received at the drive-thru and Court payments at the City Hall Annex
(b) Municipal Court canceled until further notice.
(c) Reduce City Council Meeting schedule to as-needed Special Meetings.
(d) Cancel or delay all non-essential meetings of City boards and advisory groups (Library Advisory Board, Parks & Recreation Advisory Board, TIRZ Board of Directors, Public Safety Advisory Committee, and Main Street Board of Directors).
(e) Reduce schedule of mandatory City boards and advisory groups to as-needed only (Planning & Zoning Commission, Board of Adjustment, Economic Development Corporation Board of Directors, Historic Review Board, and Building Standards Commission).

POLICE

(a) Identify leadership personnel to staff the Emergency Operations Center (EOC)
(b) Create schedule for personnel to work at the EOC
(c) Brief EOC personnel on current law enforcement operations
(d) Front lobby of the EPD station closed to the general public.
(e) Communications personnel sequestered
(f) All walk-in complaints handled by on-duty patrol personnel
(g) Identify and/or create potential day-care locations for dependents of emergency personnel who are deemed to be essential personnel

PUBLIC WORKS/UTILITIES

(a) Initiate skeleton maintenance crews to begin. Crews working will put in normal 8-hour
(b) No new construction projects, water, and/or sewer taps
(c) Only required work will be done for necessary treatment plant operations

COMMUNITY SERVICES

(a) Cancel all programming
(b) Work with Juneteenth Festival Committee and Elgin Chamber of Commerce to develop plan for rescheduling June events
(c) Develop plan for Hogeye Festival
(d) Assess need and feasibility of staff support for mental health calls or coordinating mental health calls with volunteers

RECREATION CENTER

(a) Close the Recreation Center to the general public
(b) Coordinate with EPD opening of an Emergency Operations Center (EOC)
(c) Continue staffing to ensure that Facility is ready to reopen and/or open as an emergency shelter

LIBRARY

(a) Close the Library to the general public
(b) Cancel all programming

IV. *Communications*

(a) Conduct conference calls with the Mayor, City Council, and key staff members as warranted to provide updates on threat status and resolve emerging issues.
(b) Enhance contact with school administration, fire department, county officials and state agencies as appropriate.
(c) Prepare and ensure publishing of announcements for canceling City sponsored public meetings and or gatherings.
(d) Coordinate and direct updates of social media outlets with webmaster

Threat Level I – *Maximum Readiness* – Increased response when there is a significant possibility of a contagious disease event within the city or immediately surrounding area. Initial conditions include confirmed case(s) of a contagious disease in the City of Elgin.

I. *Continue all measures implemented under Levels II, III, and IV*

II. *Employee Practices:*

(a) Only authorized, essential staff report to work

(b) Provide support to all Emergency Management operations as needed.

III. *Operational Accommodations:*

(a) Close all city-owned buildings and facilities to the general public.

(b) Maintain only essential city operations – Police, Water, Wastewater, Trash & Recycling and Administration

ADMINISTRATION

(a) Reduce City Council Meeting schedule to Emergency Meetings only.

(b) Cancel all non-essential meetings of City boards and advisory groups

POLICE

(a) Open Emergency Operations Center (EOC) at the Recreation Center.

(b) Alert staff of emergency operations. Notify identified essential personnel for increased staffing during primary vulnerability period

(c) Activate minimum staffing plan for essential personnel and telecommuting for non-essential personnel

(d) Place CID personnel in patrol rotation. Non-violent CID cases suspended.

(e) Place executive staff in patrol rotation when not assigned to EOC

(f) Initiate childcare plan for essential personnel

(g) Initiate revised policy for response to calls for service:

(h) Implement altered work schedules

PUBLIC WORKS/UTILITIES

(a) One maintenance employee on call for each department

LIBRARY

(a) Closed to the public and/or all patrons until further notice.

(b) Implement organizational and facility deep cleaning

IV. *Communications*

(a) Keep Council advised by e-mail of operational issues or changes in threat levels.

(b) Conduct conference calls with key staff members to provide updates on threat status and resolve emerging issues.

(c) Keep in reasonably frequent contact with school administration, fire department, county officials and state agencies as appropriate.

(d) Issue public warnings and provide public information as necessary.

Memorandum

Date: May 29, 2020

To: Department Heads

Subject: Coronavirus (COVID-19) Readiness Plan Update – Modified Level IV Status

As we continue to learn and develop an appropriate plan that is responsive to issues related to the Coronavirus (COVID-19) pandemic, it is appropriate that we now take another step down a measured path toward returning all city operations to "normal" levels.

Throughout the pandemic, the City of Elgin has been primarily focused on the safety of our residents, businesses, and employees; while continuing to provide services that are required and utilized by the general public on a daily basis. The City has also strived to maintain general consistency with operational practices and standards of the private sector, as well as neighboring communities.

So, it is with these continuing priorities in mind that city operations will be moving to a modified version of **Threat Level IV** of our Coronavirus (COVID-19) Readiness Plan on ***Monday, June 1, 2020***; re-opening most city building and facilities and proceeding with another step toward returning to routine overall operations

Threat Level IV (as modified) – *Normal Conditions* - *Operations as usual but emphasis on hygiene and vigilance until threat is totally dissipated.*

I. ***Primary City of Elgin facilities and buildings re-opened to the public on a limited basis***

CITY HALL

(a) Open to the public during regular business hours (8:00am to 4:30pm, M-F)
(b) Protective screens at all public counter spaces
(c) Social distancing maintained with spacing markers provided. A maximum of four (4) individuals permitted in the public areas of the building at any one time.
(d) In-person utility payments will continue to be encouraged at the drive-thru window during normal business hours.
(e) Face masks recommended for the safety of employees and others.
(f) Hand sanitizer stations provided
(g) Engagement of Planning & Development staff by appointment only and on-line interaction will be strongly encouraged.

CITY HALL ANNEX

(a) Municipal Court offices in the City Hall Annex also open to the public during regular business hours (8:00am to 4:30pm, M-F)
(b) Protective screens at public counter space
(c) Face masks recommended for the safety of employees and others.
(d) City Council Chambers available for small, in-person staff meetings conforming with social distancing standards.

EPD STATION

(a) Lobby open to the public during regular business hours (8:00am to 10:00pm, M-F)
(b) Protective screens at all public counter spaces
(c) Face masks recommended for the safety of employees and others.

COMMUNITY LIBRARY

(a) *Only* computer lab portion of building open with limited hours for use by public by appointment
(b) Protective screens at all public counter spaces
(c) Social distancing maintained through limited users and appropriate spacing of computer stations.
(d) Sidewalk Deliveries Program to re-commence (9:00am to 4:00pm, M-F)
(e) Face masks recommended for the safety of employees and others.
(f) Current plans anticipate possible opening of the entire facility to the public on a limited basis as early as June 15

RECREATION CENTER

(a) Partial opening with very limited and controlled use.
(b) Protective screens at all public counter space
(c) Social distancing maintained with spacing markers provided.
(d) Face masks will be recommended for the safety of employees and others.
(e) *Wildcat Walkers* will re-commence with social distancing (8am-10am).
(f) Gymnasium - Will be divided in half and offered as gym A gym B and for use - by reservation only - for group/family of four (4) or fewer for a maximum of 45 minutes.
(g) Studio/Meeting Room - Gymnasium - Also offered for use - by reservation only - for group/family of four (4) or fewer for a maximum of 45 minutes.
(h) All high-touch surfaces in Gymnasium and Studio/Meeting Room will be cleaned between rentals
(i) Fitness room remains closed

FLEMING CENTER

(a) Closed through the month of June (City resources not available to maintain appropriate sanitization)

SWIMMING POOL

(a) Targeted opening to general public for limited use by **July 4** (Friday, Saturday, & Sunday - 12:00pm-6:00pm)
(b) Face masks will be recommended for the safety of employees and others.
(c) Pool will be divided into three (3) lanes with lap lane lines - kiddie pool open
(d) Families/groups can reserve exclusive use for up to sixty (60) minutes
(e) Water Aerobics: Tuesday/Thursday, two sessions per night (limited to 25 participants)
(f) Pool capacity is maximum of sixty (60) persons.

CITY PARKS

(a) All facilities open to the public with social distancing
(b) Face masks recommended where appropriate for the safety of employees and others.

(c) Pavilions available for rental (Note: Resources not available to assure sanitization of facilities in between uses; rental agreement states that users do so at their own risk).

(d) Sport courts open for general use with social distancing

(e) Playground equipment open for general use with social distancing and at user's risk. City resources not available to assure on-going sanitization of equipment.

(f) Restrooms will stay closed (City resources not available to maintain appropriate sanitization)

II. *Employee Practices:*

(a) All employees return to normal working hours.

(b) Protective screens at all public counter spaces.

(c) Employees directed to not report to work if they are sick or show any signs or symptoms of illness.

(d) Where practicable, employees will be considered, on a case-by-case basis, to continue to work remotely.

(e) Custodial staff will clean and sanitize all frequently touched surfaces such as counters, doorknobs/handles, telephones, copiers, vending machines, restrooms, etc. *All employees will assist in this effort and not solely rely on the custodial staff.*

(f) Virtual and/or on-line remote meetings encouraged in all settings.

(g) All employees are to continue to practice social distancing as applicable in all work settings (primarily avoiding an area within a six-foot distance of others).

(h) Greet without physical contact; employees are encouraged to avoid handshakes and hugs while greeting and interacting with co-workers.

(i) All on-duty employees will have a mask and gloves with them at all times and will wear them in the presence of the public when social distancing is not possible.

(j) Supervisors will ensure an adequate supply of PPE and alcohol-based hand sanitizers are available to all personnel.

III. *Operational Accommodations:*

<u>ADMINISTRATION</u>

(a) All operations and staffing to return to routine levels.

(b) City Council Meetings remain on-line and/or by teleconference until at least June 16

(c) Throughout the month of June, reduce schedule of mandatory City boards and advisory groups to as needed, and only through teleconferencing

(d) Throughout the month of June, non-essential meetings of City boards, commissions, and advisory groups conducted through teleconferencing only.

<u>POLICE</u>

(a) All operations and staffing to return to routine levels.

<u>PUBLIC WORKS, PARKS MAINTENANCE, AND UTILITIES</u>

(a) All operations and staffing to return to routine levels.

(b) No visitors to departmental facilities; on-site meetings limited to essential city business

(c) Normal disinfectant routines

PARKS

(a) Operations and staffing move to modified levels as described above.

(b) Normal disinfectant routines

OUTDOOR RECREATION ACTIVITIES AND PROGRAMMING

(a) The Music in the Park Series rescheduled for September .

(b) Elgin Art Studio Tour rescheduled to December 11-12.

(c) Juneteenth Festival/parade cancelled by the Juneteenth Festival Committee.

(d) Western Days Parade/Festival cancelled by the Elgin Chamber of Commerce.

(e) July 3rd Push Pedal Pull People's Patriotic Parade and Sidewalk Chalk Art Contest will not be held. Alternative celebratory activity being planned.

COMMUNITY SERVICES

(a) All operations and staffing to return to routine levels.

(b) Modified temporary re-assignment of staff (including Director of Community Services continuing to serve as temporary Public Information Officer)

LIBRARY

(a) Reinstate previously suspended Sidewalk Deliveries Program

(b) Continue providing Children's Storytime and Read to Me Program virtually/on-line

BUILDING INSPECTION/DEVELOPMENT/CONSTRUCTION

(a) All development, plan review, construction, permitting and all matters related to construction and land development projects encouraged to continue through on-line and teleconferencing procedures – although staff now available for in-person interaction by appointment.

(b) Administration of building and construction trade activity to return to routine operations.

Monitoring of general conditions related to the pandemic will continue on a daily basis; and the overall operational status of city services will be considered for further modifications as warranted.

Please let me know at your earliest convenience if you have any comments or questions; or require additional information in this regard.

Thomas L. Mattis
City Manager

cc: Mayor and City Council

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Presentation of the proposed 2020 City of Elgin Five-Year Capital Improvement Plan

DEPARTMENT: City Manager

PROPOSED ACTION:

No Council action proposed or requested at this time; This item is for the formal presentation of the 2020 City of Elgin Five-Year Capital Improvement Plan (5YRCP) as proposed by the City Manager. (The 5YRCP will be considered for formal adoption at a future date as determined by Council).

BACKGROUND:

Discussed at previous meetings; This presentation was scheduled under the FY2020-21 Budget Development Calendar.

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

While the 2020 5YRCP will ultimately be considered for formal adoption by Council Resolution, its approval will not constitute an authorization of appropriations.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Receive and consider the proposed 2019 City of Elgin Five-Year Capital Improvement Plan as proposed by the City Manager; and review same for further, detailed discussion at subsequent Budget Work Sessions.

ATTACHMENTS:

None *(The 5YRCP document will be provide to Council separately and will be available on the City website for viewing by the public).*

{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.

Memorandum

Date: June 11, 2020

To: Mayor and City Council
Department Heads

Subject: Calendar for Formulation and Adoption of
FY20-21 Annual Operating Budget and
2020 Five-Year Capital Plan - REVISED

Following is a projected schedule relating to the development and formal adoption of the *2020 Five-Year Capital Plan* and the *FY2020-21 Annual Operating Budget* for the City of Elgin in accordance with the City Charter and applicable state law:

APRIL

Wednesday, April 29, 2020.........Briefing of departmental staff by City Manager and Director of Finance on the budget development process

MAY

Friday, May 8, 2020 ..…………...Deadline for submission of departmental requests for inclusion in the Proposed 2*020 Five-Year Capital Plan (5YRCP)*

Monday, May 11 through
Friday, May 22, 2020…....... Review and consideration of departmental *5YRCP* requests by City Manager, Director of Finance, and applicable Department Heads (as needed)

Friday, May 22, 2020….............. Deadline for submission of departmental requests for funding **program changes** within the Proposed *FY2020-21 Annual Operating Budget*

JUNE

Tuesday, June 16, 2020…..........**Presentation of Proposed 2020 Five-Year Capital Plan to Mayor and City Council by City Manager**
(Regular Council Meeting)

Tuesday, June 23, 2020.....…....City Council 5YRCP Review/ Work Session *(tentative*)*
(Special Called Meeting)

Monday, June 15 through
Friday, July 17, 2020…........Review and consideration of program change requests and straight-line budget projections by City Manager, Director of Finance, and applicable Department Heads (as needed)

JULY

Tuesday, July 21, 2020.……….... Public Hearing on Proposed *2020 Five Year Capital Plan*
(Regular Council Meeting)

<u>AUGUST</u>

Tuesday, August 4, 2020……....**Presentation of Proposed <u>FY2020-21 Annual Operating Budget</u> to Mayor & City Council by City Manager**
(Regular Council Meeting)

….Resolution formally adopting the <u>2020 Five-Year Capital Plan</u>

….Set dates for public hearings on tax rate.

Wednesday**, **August 5, 2020…………Publish General Budget Summary

Tuesday, August 11, 2020….……......Council Budget Review/ Work Session *(tentative*)*

Wednesday, August 12, 2020.……….Publish Effective Property Tax Rate & Rollback Calculation

…. Publish Notice of 1st Public Hearing on Tax Rate and Budget

Tuesday, August 25, 2020….……....Council Budget Review/ Work Session *(tentative*)*

<u>SEPTEMBER</u>

Tuesday, September 1, 2020………....First Public Hearing on Tax Rate and Proposed FY2020-21 Annual Budget
(Regular Council Meeting)

Tuesday, September 8, 2020..…........Council Budget Review/ Work Session *(tentative*)*

Tuesday, September 15, 2020.……….Second Public Hearing on Proposed Tax Rate and Budget
(Regular Council Meeting)

...**First Reading** of Appropriations Ordinance <u>Adopting FY2020-21 Annual Operating Budget and Tax Rate</u>

Tuesday, September 22, 2020.……....**Second Reading and <u>Final Adoption</u>** of Appropriations Ordinance and Tax Rate Ordinance for FY 2019-20
(Special Called Council Meeting)

Sunday, September 27, 2020………......Deadline established by City Charter for final adoption of FY2020-21 Annual Operating Budget

(“The budget shall be finally adopted not later than three {3} calendar days prior to the end of the fiscal year”)

OCTOBER

Thursday October 1, 2020..……..**…**…....Beginning of FY2020-21 Fiscal Year

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

Thomas L. Mattis
City Manager

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

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Briefing on FM1704 sewerline project

DEPARTMENT: City Engineer

PROPOSED ACTION:

No Council action is requested or anticipated at this time. This item is to allow for an update by staff to Council regarding the project as described.

BACKGROUND:

In December of 2015, the City completed an annexation of certain real property located on the southeast side of town, with the total of all such property annexed being 131 acres that contained a variety of existing land uses. Earlier this year, the Council approved the de-annexation of some of those properties; and authorized a project to extend wastewater services to those properties that remain within the city limits.

To that end, the Council further authorized the staff to proceed with design and engineering on the project, with a goal of completing the related construction by the end of the calendar year in substantial compliance with the applicable law.

This agenda item is to allow for a general update on the project's current status.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No Council action is requested or anticipated at this time; other than routine direction to staff, if any.

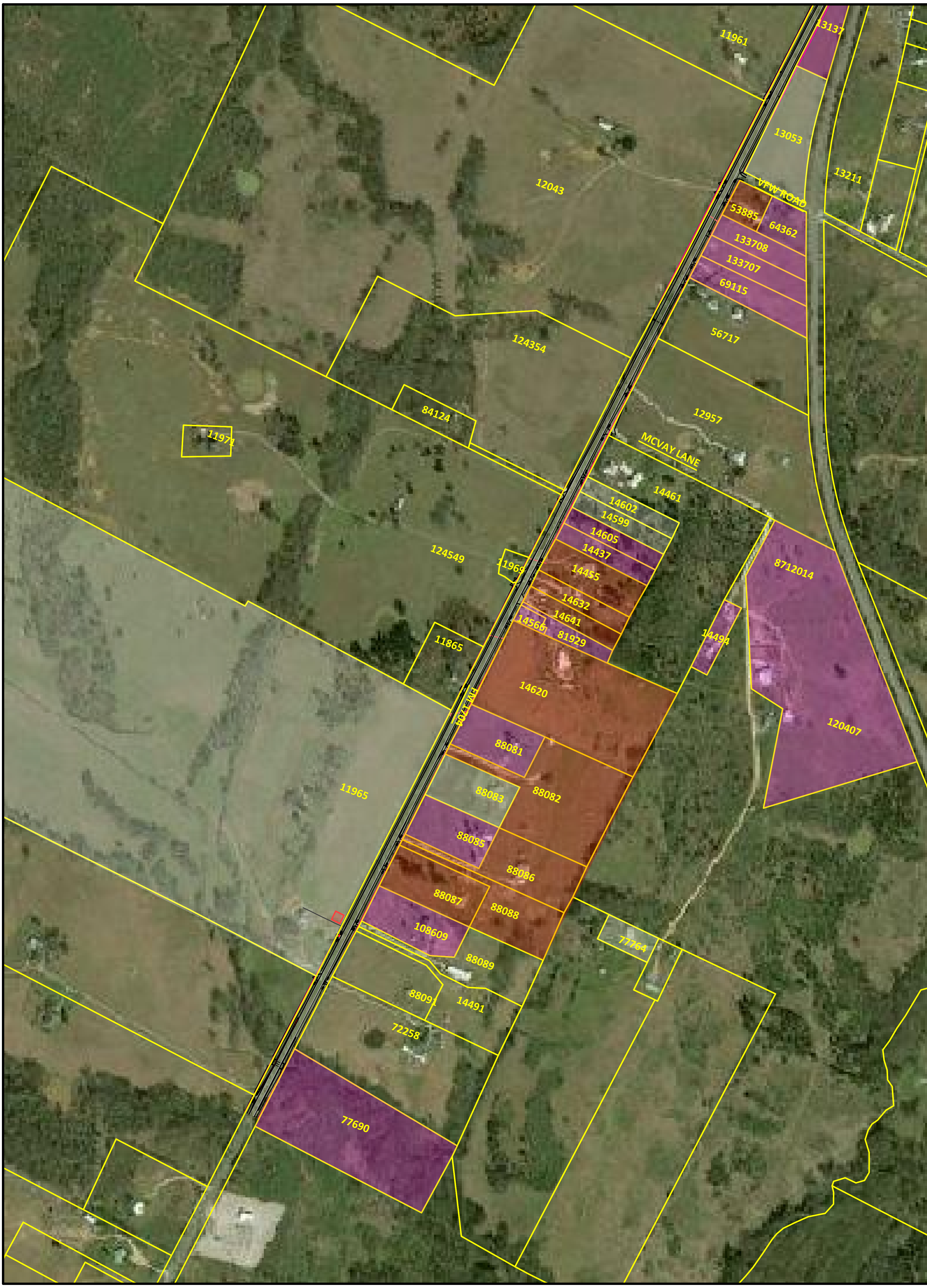
ATTACHMENTS:

Map
Property owner list

{ } 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.

F:\WORK IN PROGRESS\ELGIN\387573 FM 1704 WW EXTENSION\500 CAD-GIS DRAWINGS\501 DRAWINGS\501.3 EXHIBITS\RIGHT OF ENTRY.DWG - 6/1/20



DESIGN BY:	DHEISCH	NO.	REVISION	DATE
DRAWN BY:	DHEISCH			
CHECKED BY:	NHALL			
SCALE:	1" = 500'			
JOB NUMBER:	387573			

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

RIGHT OF ENTRY MAP

CITY OF ELGIN TEXAS

SHEET

MAY 2020

Owner	Location Address	City	Zip	Property I	Acreage	Mailing Address	City	State	Zip	Yes/No/Notes	CRTN
HILL, EDDIE	Neighborhood: ELGIN CITY 006			13053	3.390	C/O LEE ESTER C PERKINS 660	Austin	TX	78723	YES	
THE GORDON R & PHYLIS DAVIS MOLINA LIVIN	ELGIN RURAL 002			14602	1.230	1331 FM 1704	Elgin	TX	78621	Wants Face to Face Meeting. Beau will set up 5/12/2020 512-658-4167 Yes	
THE GORDON R & PHYLIS DAVIS MOLINA LIVIN	ELGIN RURAL 002			14599	1.230	1332 FM 1704	Elgin	TX	78622	Yes	
TORRES, NIXON YOVANNY & EMANUELA MARZ	231 MCVAY LN	ELGIN	78621	77764	1.000	231 MCVAY LN	Elgin	TX	78621	Yes	x
FRED HOOPER										512-282-6558 Yes	X
HENSLIN, MICHELE	1399 FM 1704	ELGIN	78621	88083	2.479	1399 FM 1704	Elgin	TX	78621	Would like contact prior to entry has animals. 408-623-7989	
LCRA TRANSMISSION SERVICES CORP	ELGIN RURAL 002			77690	10.437	3700 LAKE AUSTIN BLVD	Austin	TX	78703	Routing through LCRA will get to us asap. Wayne Messure	
COOK, SHIRLEY	Neighborhood: ELGIN CITY 006			13137	2.000	PO BOX 6804	Round Rock	TX	78683	unable to Locate	X
ALVAREZ RAMIREZ, ADAN	109 VFW RD	ELGIN	78621	64362	1.216	109 VFW RD	Elgin	TX	78621	unable to Locate	
LOPEZ, EDGAR RAUL	1277 FM 1704	ELGIN	78621	133707	1.700	P O BOX 883	Elgin	TX	78621	unable to Locate	
INSTONE, WILLIAM	1283 FM 1704	ELGIN	78621	69115	2.225	1283 FM 1704	Elgin	TX	78621	Vacant Per STW-UTL	X
AGUILAR, COSME & ELISEO RODRIGUEZ	ELGIN RURAL 002			14437	1.233	2204 UPPER ELGIN RIVER RD	Elgin	TX	78621	unable to Locate	X
ALVARADO, OTHONIEL & TERESA GARCIA PERE	1363 FM 1704 Unit A	ELGIN	78621	14566	0.323	1363 FM 1704 Unit A	Elgin	TX	78621	unable to Locate	
BALAGIA, CHARLES C & KATHY M	1393 FM 1704	ELGIN	78621	88081	2.479	1393 FM 1704	Elgin	TX	78621	unable to Locate	X

CIELENCK, CHRISTOPHER E & DAVINA L	1413 FM 1704	ELGIN	78621	88085	2.479	1413 FM 1704	Elgin	TX	78621	Stated never received the letter however we do have the return rcpt. She will discuss with her husband and attorney. Wants us to send another. 512-229-6799	
RIGGS, JOHN A & CHERYL L	1435 FM 1704	ELGIN	78621	108609	2.681	1435 FM 1704	Elgin	TX	78621	LM 919-749-8240 5/20	
SYLVESTER, TROY	153 MCVAY LN	ELGIN	78621	14494	1.000	153 MCVAY LN	Elgin	TX	78621	unable to Locate	
RUIZ, FERMIN	ELGIN RURAL 002			8712014	10.006	108 Van Buren	Elgin	TX	78621		X
VOELKER, ZACHARY CARDWELL & ESMERALDA	170 MCVAY LN	ELGIN	78621	120407	10.003	PO Box 1060	Elgin	TX	78621	unable to Locate	
RODRIGUEZ, CAMERON (ETAL)	ELGIN RURAL 002			14605	1.230	51-221 EL DORADO DR	La Quinta	CA	92253	unknown non forwarding Address	
NAVARRETE, RICARDO & PETRA	1361 FM 1704	ELGIN	78621	81929	0.915	1361 FM 1704	Elgin	TX	78621	Rtnd No Receptacle 5/14	Possible address of 1363 FM1704

MIRELES, JUAN JESUS GALICIA	ELGIN RURAL 002			133708	1.521	5604 MELODY LN	Austin	TX	78724	Parents Spanish only requesting information be translated and sent to them for understanding. The son will sign and pass over. 5/15/20 Juan Galicia son 512-720-0767	X
PARKER, MEAGHAN RENE	1395 FM 1704	ELGIN	78621	88082	7.228	1395 FM 1704	Elgin	TX	78621	NO-vebal 512-699-2902, understand but no access happy with septic.	
CUNDY, ALICE M	1269 FM 1704	ELGIN	78621	53885	1.000	PO BOX 954	Elgin	TX	78621	NO-vebal 920-279-5092	
WENSKE, ROBERT R & SHARON S	1353 FM 1704	ELGIN	78621	14455	2.460	1353 FM 1704	Elgin	TX	78621	Do Not have permission	X
RANGEL, ARTHUR & SOPHIE	1355 FM 1704 UNIT A	ELGIN	78621	14632	1.230	2136 BERYL ST	Ft Worth	TX	76111	Do Not have permission	X
RANGEL, ARTHUR & SOPHIE	1359 FM 1704	ELGIN	78621	14641	1.230	2137 BERYL ST	Ft Worth	TX	76112	Do Not have permission	X
ERNEST W BRACEWELL SR FAMILY TRUST	1367 FM 1704	ELGIN	78621	14620	11.096	18015 FM 1100	Elgin	TX	78621	**Do Not have permission**	X
CARLSON, LEONARD W & SUSAN R	1415 FM 1704	ELGIN	78621	88086	3.609	1415 FM 1704	Elgin	TX	78621	No Trespassing Warning	
CARLSON, LEONARD W & SUSAN R	1417 FM 1704	ELGIN	78621	88088	3.122	1415 FM 1704	Elgin	TX	78621	No Trespassing Warning	
HIBBS, MITCHELL	1419 FM 1704	ELGIN	78621	88087	3.049	1419 FM 1704	Elgin	TX	78621	No Trespassing Warning	

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Annual report Elgin Main Street Board

DEPARTMENT: Community Services

PROPOSED ACTION: Receive Annual report from Elgin Main Street Board

BACKGROUND: The Elgin Main Street Board appointed by the City Council, leads the downtown revitalization program following the National Main Street Four Point Approach which includes Economic Revitalization, Promotion, Organization, and Design. Main Street is economic development in the context of Historic Preservation. The district has over 100 locally owned businesses and more than 80% occupancy rate. Four buildings are under renovation and one is available for lease. The Rivers Building located at 110 S Main Street is scheduled to open in June with 14 loft apartments and 1400 sq.ft. commercial space. D2 Bar and Grill opened in June and Red Boutique Salon and Spa is scheduled to open by July 1. Main Street is producing more online content to promote the downtown district during COVID19 and has implemented an Emergency COVID19 Marketing grant to provide monthly reimbursements to businesses for advertising.

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

RECOMMENDATION:

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

Celebrating 30 years

Texas Main Street City

Elgin TEXAS
perfectly situated...

ELGIN MAIN STREET

COVID19 Emergency Marketing grant

- Body & Shine Wellness
- The Owl Wine Bar & Home Goods Store
- Chemn Café
- The Clever Tiger, Art Gallery & Studio
- Dorothy's Fine Jewelry & Gifts
- ETX Travel
- Eva Mae's Soul Food kitchen
- G&M Drygoods
- Martha's Market
- Rainey Real Estate
- Red Boutique Salon & Spa
- Sterling and Associates Realty
- Wild Spirit
- 12 Star Massage

Elgin TEXAS

perfectly situated...

ELGIN MAIN STREET

Elgin, TX is a Main Street City!

… and Elgin has a **Main Street Board**, appointed by City Council, that is dedicated to the revitalization, preservation, and economic development of our downtown. We use Main Street America's Four Point Approach of Economic Vitality, Design, Organization, and Promotion.

What's our vision? We envision a revitalized and active historic downtown destination with warm-hearted, friendly people and vital businesses, where ethnic and cultural diversity are celebrated.

Want to come see what we do? Join a meeting of the board or one of our working groups: Design Team, Business Retention and Recruitment, Special Event Planning, Promotion Tourism, Marketing, and the Hogeye Festival Committee. Meeting info at: elgintx.com/169/Main-Street-Board

We put on Hogeye Festival! Our primary fundraiser for the Elgin Main Street Program is the Hogeye Festival, held the 4th weekend of October. Does your business want to be a part of the fun? Keep an eye on hogeyefestival.com for more info.

Need marketing help during COVID-19? The Elgin Main Street program has created the COVID-19 Emergency Business Advertising Grant. The grant provides $100 reimbursement **monthly** to businesses located in the downtown area for advertising. Businesses can apply anytime, and each month, for funding support. The application is available online at: elgintx.com/1065/COVID-19

For more information contact Amy Miller, Community Services Director, at 512-801-5748 or amiller@ci.elgin.tx.us

- ... or any Main Street Board member:
- Ed Rivers, President – 512.281.2463
- Theresa McShan, Vice President – 512.636.9669
- Stacey Wilhite, Secretary – 512.731.7872
- Jake Carter – 512.785.1872
- Katy Gassaway – 512.923.1333
- Marla Jensen – 512.743.2342
- Krista Marx – 512.698.2342
- Sherri Rivers – 512.657.0669

@visitelgintx

Imagine the Opportunities in Elgin Texas

2015-2019 Restorations
11 buildings restored
43,000 sq. ft.
15 new businesses

Coming Soon!
D2 Bar & Grill – June 2020
Red, Boutique Salon & Spa – June 2020
Joseph's Steak house
Now OPEN!
Remember Me Tattoos
The Flower Haus

Restoration in Process
110 South Main Street, Mixed Use
112 Depot Street, Mixed Use
19 North Main Street, Mixed Use
111 South Avenue C, Mixed use

Loft Apartments
20 new loft apartments 2016 – 2019
15 opening in 2020

Overall Reinvestment Dollars by private and public sector
2015 – 2019
$5.7 million
Since 1990
$22 million

Sidewalk Dining Ordinance Allows use of public sidewalk for dining
Sidewalk Displays Allowed for 2 feet in front of business
2006 International Building Code
Historic District Listed on National Register of Historic Places - Eligible for State franchise tax credits, National Historic Preservation tax credits, Elgin Economic Development Corporation Façade assistance, Main Street assistance

2018 Best Economic Game Changer
Elgin Downtown Zoning Overlay
Allows mixed use, and 50-50 commercial residential occupancy on 1st floor

Elgin Main Street Program
VISION STATEMENT: We envision a revitalized and active historic downtown destination with warm hearted friendly people and vital businesses, where ethnic and cultural diversity are celebrated.
MISSION STATEMENT: We will enhance downtown vibrancy through historic preservation and mixed use and pedestrian friendly development, by strategically implementing the National Main Street Four Point Approach of: Design, Organization, Promotion and Economic Restructuring

More Information Online & Social Media
www.elgintx.com
www.downtowntx.org
VisitElginTX Instagram & Facebook

CONTACT
Amy Miller Director Community Services
512-229-3213

National Accreditation Main Street City since 1999

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: ANNUAL REPORT FOR THE HISTORIC REVIEW BOARD.

DEPARTMENT: Community Services

PROPOSED ACTION: Consider and review annual report for the Historic Review Board.

BACKGROUND: The Ordinance that created the Historic Review Board requires an annual report be provided to City Council. The Historic Review Board, chaired by Molly Alexander includes the following appointees: Ed Rivers, Melissa Cole, Jake Carter, Micah Erwin, Phillip Garwood, Cynthia Burchfield, Robert Ryland and Skie O'Mahoney. The board reviews any alterations to the exterior of property that are visible from a public right of way in the historic district. The district is listed on the National Register of Historic places and has approximately 80 buildings most of which are contributing structures. In 2019 they reviewed 28 applications using the Secretary of the Interiors Standards for Historic Preservation. Two major projects are highlighted in the attached photos – 110 S Main Street The Rivers Lofts a 10,000 sq.ft. structure renovated by Garcia and Miscoe to include 14 loft apartments and 1400 sq.ft. of commercial space. This included recreating the original storefront that had been removed, replacing all 2nd floor windows with architecturally appropriate wood frame windows, and installing a rolled tin canopy. 109 N. Main Street, Elgin Wellness renovated by Brenda and Kenny Chambers with commercial retail space and an apartment. This renovation included preserving the original storefront, recreating the transom windows which had been removed, and creating a courtyard and parking area at the rear. The board meets monthly or as needed to review applications. The district includes the area outlined in red on the attached map. Amy Miller is the Historic Preservation officer for the city.

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

RECOMMENDATION:

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

Historic Review Board

Downtown Elgin, Texas
June 16, 2020

Elgin Historic District - outlined in red

Elgin TEXAS
perfectly situated...

ELGIN MAIN STREET

109 North Main Street

Before

After

Elgin TEXAS
perfectly situated...

ELGIN MAIN STREET

110 South Main Street

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Departmental Monthly Report – Period ending April 30, 2020

DEPARTMENT: Administration

PROPOSED ACTION: No action required on this item.

BACKGROUND: Monthly Reports by Department

The attachments for this item include data for the month ending April 30, 2020. While the year-to-date data for most activities showed increases over the prior year through March, monthly comparisons, particularly for those services involved with customer contact such as Community Service Activities (Library Services and Recreation) show decreases from prior year levels. This reflects a full month of stay at home orders mandated by the state.

BUDGET/FINANCIAL IMPACT:
None

RECOMMENDATION: These reports are informational only and no action is required.

ATTACHMENTS: Summary Report of Operations – For the month of April, 2020 .

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

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

Monthly Report of Operations

As of Apr 30, 2020

Administration	Apr '19	Apr '20	%	YTD 4-30-19	YTD 4-30-20	%
Human Resources						
Total FTE - Filled Positions	-	104.0	0%			
Vacancies - all funds	-	9	0%			
New Hires	2	2	0%	20	14	-30%
Separations	2	2	0%	15	12	-20%
Muncipal Court						
Total Active Cases Pending (beg. of Month)	15,719	15,859	1%			
New Cases Filed (incl reactivation of inactive)	271	80	-70%	2,545	2,040	-20%
# of Magistrations	44	22	-50%	242	201	-17%
Total Cases Disposed of	247	65	-74%	1,505	1,993	32%
Cases placed on Inactive Status	41	-	-100%	334	538	61%
Total Active Cases Pending (end of Month)	15,743	15,856	1%			
Fines Collected	$ 48,154	$ 18,248	-62%	$ 286,001	$ 317,611	11%
Retained by City	$ 29,869	$ 15,840	-47%	$ 175,272	$ 238,959	36%
Development Services	**Apr '19**	**Apr '20**	**%**	**YTD 4-30-19**	**YTD 4-30-20**	**%**
Construction Permits (all types)	47	77	64%	292	366	25%
Revenue from Bldg. Permits	$ 18,622	$ 24,612	32%	$ 69,283	$ 92,830	34%
Inspections (all types)	187	300	60%	1,062	1,458	37%
Revenue from Inspections	$ 3,410	$ 40,655	1092%	$ 31,520	$ 155,456	393%
Housing Plats approved (number of lots)	1	-	-100%	3	254	0%
Community Services	**Apr '19**	**Apr '20**	**%**	**YTD 4-30-19**	**YTD 4-30-20**	**%**
Library-						
Materials circulated	5,880	580	-90%	37,907	30,098	-21%
# Visitors (incl. Progs)	4,112	3,461	-16%	16,168	17,521	8%
Public Computer Use hrs.	364	-	-100%	2,193	1,430	-35%
Public Computer Use Persons	578	-	-100%	3,351	2,471	-26%
Civic Center - Rentals (all)	22	-	-100%	221	137	-38%
Recreation Program -						
Annual Memberships	19	-	-100%	77	48	-38%
Monthly Rec Memberships	161	-	-100%	619	953	54%
Facility Rental Fleming Center	19	-	-100%	56	251	348%
Facility Rental Recreation Center	11	-	-100%	31	122	294%
Sponsored Events	$ 150	$ -	-100%	3,545	7,019	98%
Public Works	**Apr '19**	**Apr '20**	**%**	**YTD 4-30-19**	**YTD 4-30-20**	**%**
Streets:						
Lane miles Inventoried	57.0	57.8	1%	341	347	2%
Pot holes patched - Square Yards	-	-	0%	44	329	643%
Wide Area patching/renovation - SY	258	-	-100%	527	454	-14%
Crack Seal Lbs of Sealent	-	-	0%	-	2,940	0%
Drainage:						
Linear feet of drains cleaned	100	-	-100%	85,342	85,540	0%
# Culverts Cleared	2	-	0%	8	3	-63%
Parks:						
Acres Mowed/maintained	-	300	0%	N/A	600	0%
Reserved Park Facilities	-	-	0%	N/A	-	0%
# Organized Sports Events	-	-	0%	N/A	-	0%

Monthly Report of Operations

As of Apr 30, 2020

Utilities	Apr '19	Apr '20	%	YTD 4-30-19	YTD 4-30-20	%
Water System:						
# Customers Total/Added by month *		10			13	
Amount Billed	$227,824	$233,161	2%	$ 1,108,340	$ 1,184,040	7%
Meters Replaced	-	8	0%	30	227	657%
# Leaks Repaired	15	3	-80%	115	19	-83%
Vol. water produced (x1,000 gallons)	30,649	30,873	1%	235,679	220,639	-6%
Main Line Breaks	1	2	0%	17	7	-59%
Service Line Breaks	2	1	-50%	22	18	-18%
Wastewater System:						
# Customers Total/Added by month *		-		3,081	14	
Amount Billed	$ 155,785	$ 156,354	0%	$ 1,210,727	$ 1,279,636	6%
Main Lines repaired	1	-	0%	11	8	-27%
Lines replaced (Linear Feet.)	10	-	0%	65	132	103%
Manholes Cleaned	-	5	0%	-	17	0%
Average Daily Flow (MGD)	0.6842	0.6047	-12%	0.7004	0.5538	-21%
Total Monthly Flow (MGD)	21.2114	18.7445	-12%	21.7111	17.1672	-21%
Trash Collection:						
# Customers Total/Added by month *		5		3,215	5	0%
Amount Billed	$ 92,327	$ 97,214	5%	$ 664,752	$ 676,503	2%

* # Customers Total /Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. **Current month** shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year to date additions.

Police Department	Apr '19	Apr '20	%	YTD 4-30-19	YTD 4-30-20	%
Part I Index Offenses						
Murder (# Victims)	-	-	0%	-	-	0%
Rape(# Victims)	1	1	0%	9	4	-56%
Robbery (# Victims)	1	-	-100%	5	5	0%
Aggrivated Assault (# Victims)	-	1	0%	5	7	40%
Total Violent Index Crimes*	2	2	0%	19	16	-16%
Burglary (# premises entered)	4	2	0%	21	9	-57%
Theft (# offenses)	18	4	-78%	89	46	-48%
Auto Theft (#vehicles)	3	1	-67%	6	2	-67%
Arson (# premises)	-	1	0%	-	2	0%
Total Property Index Crimes*	25	8	-68%	116	59	-49%
Total Part I Index Crimes*	27	10	-63%	135	75	-44%
Part II Index Offenses						
Other Assaults	6	8	33%	40	65	63%
Weapons	1	-	-100%	2	-	-100%
Narcotics	11	2	-82%	29	19	-34%
DUI	4	2	-50%	25	30	20%
All Other Part II Offenses	64	30	-53%	331	286	-14%
Total Part II Index Crimes*	86	42	-51%	427	400	-6%
Total All Index Crimes*	113	52	-54%	562	475	-15%

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 Virtual Special Meeting Minutes –May 12, 2020.

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approve the May 12, 2020 Meeting Minutes.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the May 12, 2020 Meeting Minutes.

ATTACHMENTS: May 12, 2020 Meeting Minutes.

{ }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.

MINUTES
ELGIN CITY COUNCILSPECIAL VIRTUAL MEETING
CITY COUNCIL CHAMBERS ANNEX, 310 NORTH MAIN STREET
TUESDAY, MAY 12, 2020

CALL TO ORDER

Mayor Cannon called the meeting to order at 6:02 p.m.

ROLL CALL

Present: Chris Cannon, Mayor
Jessica Bega, Mayor Pro Tem
Mary Penson, Council Member
Daniel Lopez, Council Member
Sue Brashar, Council Member
Forest Dennis, Council Member
Susie Arreaga, Council Member
Juan Gonzalez, Council Member

Mayor Canon certified there was a quorum and stated that Council Member Jones was absent. Council Member Brashar moved to excuse Council Members Jones. Council Member Dennis seconds the motion. Motion carried 8-0.

Staff: Thomas L. Mattis, City Manager
Charles Cunningham, Finance Director
Michael Gonzalez, Parks Director
Patrick South, Chief of Police
Amy Miller, Community
David Harrell, Planning Director

INVOCATION

Council Member Lopez gave the invocation.

Mayor Cannon opened the Public Hearing at 6:04 PM.

PUBLIC HEARING

1. Public Hearing on an Ordinance Amending Section 36.12 Acceptance of Subdivision Infrastructure; Repealing all other Ordinances and Parts of Ordinances in Conflict Therewith; And Providing a Savings Clause and Repealing Conflicting Ordinances and Resolutions.

There were no speakers during the Public Hearing. Mayor Cannon reconvened the meeting at 6:06 pm.

PUBLIC COMMENT

There were no public comments.

Council Member Brashar notified Mayor Cannon that Council Member Jones had joined the meeting at 6:04 pm.

CITY MANAGERS REPORT

1. Update on City of Elgin Coronavirus (COVID-19 Pandemic Response and/or Impacts.

City Manager Thomas Mattis provided a report on returning city operations to normal levels. He stated that the Governor's Executive Order GA-18 includes stay home/work home language as previous orders. He stated that Monday, June 1st all employees would be welcomed back to help implement protocols and operational practices as described in Threat Level III (modified). Mr. Mattis stated that while staff will continue to monitor conditions daily, the overall operational status of the city services will not be reviewed and/or considered for modification again until the end of May and that a detailed memo was included in the agenda packet. Mr. Mattis spoke about a Covid-19 Emergency Grant Program that the Economic Development Corporation had made available to 19 local businesses, and that the Main Street program also provided 13 one hundred-dollar grants to businesses in town. He stated that projects the city had been working on over the last few months had not slowed up much with commercial development coming forward. Mr. Mattis stated that through the month of June the Council meetings would be virtual and online and he wanted to make sure everyone agreed. He stated that staff was hopeful that the upgrades to convert the Civic Center to permanent Council Chambers can be done in time for the first meeting in July. Mr. Mattis asked Amy Miller to offer some comments as Public Information Officer, followed by the Chief of Police Patrick South. Amy Miller spoke and stated that there was continued information provided on the Covid-19 website to both individuals and employers and businesses in the community. She stated she would encourage everyone to visit the Governor's strike force to re- open-Texas website which provides a variety of various levels of detailed information. She stated they were still asking people to do social distancing, to do self-screenings and to stay home if you are sick or symptoms of being ill, wash your hands, use face coverings, avoid groups of more than five people and if you are over 65 years of age simply stay home. Chief South spoke and stated that there were two dash boards that he followed regularly, one from Bastrop County and TSHS in Texas. He stated that we currently have 116 cases listed in Bastrop County and 117 in TSHS. TSHS has 73 active cases with 44 recovered. He stated there are 53 households in Bastrop County that have been reported with Covid, 45 cases are in Elgin with individuals in 22 households. He stated looking at this in our overall population that results in only 23% of our overall population in this city affected by the virus.

2. 2nd Quarter Investment - Report March 2020.

Finance Director Charles Cunningham spoke briefly on the 2nd Quarter Investment Report.

3. Department Monthly Reports.

There were no questions or comments on the Department Reports.

CONSENT AGENDA

1. City Council Virtual Special Meeting Minutes – April 23, 2020.

Council Member Brashar moved to approve the April 23rd meeting minutes with amendments. Council Member Penson seconds the motion. Motion carried 8-0.

NEW BUSINESS

1. AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: 18.00 ACRES OF LAND, LYING IN AND BEING SITUATED OUT OF THE HENRY MARTIN SURVEY, ABSTRACT 518 IN TRAVIS COUNTY TEXAS AND BEING FULLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

Council Member Penson moved to approve the Ordinance as presented. Council Member Lopez seconds the motion. Motion carried 8-0. Council Member Jones was muted, and no vote heard.

2. AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTY TO CITY COUNCIL WARD AREA NO. 3; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

Council Member Lopez moved to approve the Ordinance as presented. Mayor Pro Tem Bega seconds the motion. Motion carried 8-0.

3. REVIEW, DISCUSSION AND CONSIDERATION OF A COST SHARING AGREEMENT BETWEEN THE CITY OF ELGIN ("CITY") AND RANCH ROAD PEPPERGRAS LLC ("DEVELOPER") REGARDING RELOCATION AND CONSTRUCTION OF A 15" WASTEWATER LINE IN THE PEPPERGRASS SUBDIVISION.

Council Member Brashar moved to approve a Cost Sharing Agreement with Ranch Road Peppergrass LLC for a 15" WW Line as presented. Council Member Dennis seconds the motion. Motion carried 8-0.

4. REVIEW, DISCUSSION AND CONSIDERATION OF A COST SHARING AGREEMENT BETWEEN THE CITY OF ELGIN ("CITY") AND RANCH ROAD PEPPERGRAS LLC ("DEVELOPER") REGARDING CONSTRUCTION OF A 60" STORM DRAINAGE LINE IN THE PEPPERGRASS SUBDIVISION.

Council Member Penson moved to approve a Cost Sharing Agreement with Ranch Road Peppergrass LLC for a 60" Storm Drainage Line as presented. Mayor Pro Tem Bega seconds the motion. Motion carried 8-0.

5. AN ORDINANCE AMENDING SECTION 36.12 ACCEPTANCE OF SUBDIVISION INFRASTRUCTURE; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE.

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

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE A LEASE PURCHASE AGREEMENT TO FINANCE ACQUISITION OF HARDWARE AND SOFTWARE TO AUTOMATE DOCUMENT IMAGING, DATA HOSTING AND RETRIEVAL SERVICES FOR CITY DOCUMENTS GENERATED BY ALL DEPARTMENTS IN CONDUCTING DAY TO DAY OPERATIONS; AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT.

Mayor Pro Tem Bega moved to approve the Resolution as presented. Council Member Penson seconds the motion. Motion carried. 8-0.

ANNOUNCEMENTS

Mayor Cannon offered thoughts and prayers to Council Member Brashar and family on the loss of her brother and long-time city employee Doug Prinz.

City Manager Thomas Mattis mentioned the City Council meeting schedule, with a meeting on June 2nd, and June 16th with a work session for the 5-Year Plan on June 9th.

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 6:56 pm.

____
Chris Cannon, Mayor

ATTEST:

____
Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: CONSIDER AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AS WELL AS ALL OTHER FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING AND CAPITAL EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY AS ORGINALLY ADOPTED BY ORDINANCE NO. 2019-9-24-13 ADOPTED SEPTEMBER 24, 2019; IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

DEPARTMENT: Finance

PROPOSED ACTION: Review and Adopt

BACKGROUND: Given experience year-to-date in collection of revenue and payment of actual bills, amending the budget allows staff the opportunity to propose changes in appropriations to the City Council mid-year. Administration of the budget is a dynamic process subject to a variety of variables that either prove out assumptions made in the preparation process or reveal any errors or miscalculations that may have been made in compiling the initial adopted version of the budget.

In preparing the first of two amendments that will be proposed this year, a careful analysis was made of each line item for both revenue and expenses to determine what adjustments if any, needed to be made to reflect expectations of results more accurately at the end of the year. Based on this analysis using historical precedence as well as tools designed to improve precision in forecasting, certain adjustments were made and are reflected in the Ordinance to be considered by the Council.

BUDGET/FINANCIAL IMPACT:
If adopted, the amendment proposed here will reset the limits appropriated by Council for expenditures by line item for the fiscal year ending September 30, 2020.

RECOMMENDATION: Review and adopt Ordinance as presented.

ATTACHMENTS: Ordinance defining recommended amendment to budget appropriations for the current fiscal year (FY 2019-20). Exhibit A of Ordinance.

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

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

ORDINANCE NO. ___________

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AS WELL AS ALL OTHER FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING AND CAPITAL EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY AS ORGINALLY ADOPTED BY ORDINANCE NO. 2019-09-24-13 ADOPTED SEPTEMBER 24, 2019; IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Elgin, Texas approved Budget Ordinance No.2019-09-24-13 for the 2019-20 Fiscal Year on September 24, 2019; and

WHEREAS, the City Manager of the City of Elgin has submitted to the City Council, a proposed budget amendment of revenues and expenditures of the City of Elgin for the fiscal year ending September 30, 2020; and

WHEREAS, the City Council of the City of Elgin, Texas desires to amend the approved Budget Ordinance for the 2019 – 20 Fiscal Year;

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

SECTION 1: AMENDMENT TO CURRENT BUDGET

That appropriations for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020, for support of the general government of the City of Elgin, Texas be amended for said term in accordance with changes in expenditures shown in the attached Exhibit A, attached hereto for the purposes stated herein.

SECTION 2: APPROVAL OF AMENDMENT

That the budget amendment, as shown in words and figures in Exhibit A are hereby approved in all aspects and adopted as an amendment to the City budget for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

SECTION 3: BUDGET AMENDMENT FILING

In accordance with § **102.008(1),** Local Government Code, The Director of Finance is directed to file with the City Secretary a true copy of the amended final budget as adopted by the City Council, and the City Secretary is directed to certify as a true copy said amended budget and file it with this Ordinance in the official records of the City.

SECTION 4: BUDGET AMENDMENT POSTING

In accordance with § **102.008(2),** Local Government Code, The Director of Finance is directed to take action to ensure that a copy of the amended budget is posted on the City's website.

SECTION 5: CONFLICT

That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 6: OPEN MEETINGS

That it is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that the public notice of time, place, location and the purpose of said meeting was given as required by the Open Meetings Act, Ch. 551 LGC.

SECTION 7: PUBLICATION

The City Secretary is hereby authorized and directed to cause the publication of the descriptive caption of this Ordinance as an alternative method of publication provided by law.

SECTION 8: EFFECTIVE DATE

This Ordinance shall be in full force and effective from and after the date of its final passage and adoption in accordance with state law.

PRESENTED, REVIEWED, CONSIDERED AND APPROVED ON THIS ___16th___ DAY OF__JUNE, 2020 BY A VOTE OF _____ AYES, ____NAYS AND ____ ABSTENTIONS, AT A REGULAR CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS.

CITY OF ELGIN by:

____
Chris Cannon, Mayor

ATTEST:

____
Amelia Sanchez, City Secretary

APPROVED AS TO FORM AND LEGALITY:

____
Charles Crossfield, City Attorney

EXHIBIT A

ORDINANCE NO.

____

BUDGET AMENDMENT #1
CITY OF ELGIN

FISCAL YEAR
2019-2020

Ending September 30th, 2020

EXHIBIT A

ORDINANCE NO.

____

BUDGET AMENDMENT #1
CITY OF ELGIN

FISCAL YEAR
2019-2020

Ending September 30th, 2020

Table of Contents - Exhibit A

FY 2019-20 Amendment # 1 6/16/2020

General Fund

EXHIBIT A

General Fund Amendment #1

Summary Revenue/Expenditures for General Fund

	FY 2019-20					
REVENUE :	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
1 Taxes	4,453,378	4,478,000	3,357,433	24,622	4,478,000	1%
Franchise Fees	532,000	537,489	150,847	5,489	537,489	1%
2 Developer Fees and Pemits	397,000	503,400	349,105	106,400	503,400	27%
3 Fines and Forfeitures	335,000	259,050	183,907	(75,950)	259,050	-23%
Community Services	109,500	103,400	56,706	(6,100)	103,400	-6%
General Charges, Fees Permits	127,960	128,110	65,238	150	128,110	0%
Utility Charges/Trash Serv.	*1,254,528*	*1,254,578*	*617,081*	*50*	*1,254,578*	0%
4 Refunds/Reimbursements	-	*15,000*	*14,511*	*15,000*	*15,000*	100%
5 Use of Money and Property	49,500	68,500	14,346	19,000	68,500	38%
Grants/Donations/Transfers In	1,410,632	1,417,280	-	6,648	1,417,280	0%
Total	8,669,498	8,764,808	4,809,175	95,310	8,764,808	1%

EXPENDITURES :	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Exec./Administration						
City Council	77,921	81,053	60,869	3,132	81,053	4%
City Mgr./City Secretary	432,431	413,423	238,759	(17,908)	414,523	-4%
Finance & HR	497,549	489,368	281,361	(5,581)	491,968	-1%
Municipal Court	273,269	281,556	163,890	8,287	281,556	3%
1 Subtotal	1,281,170	1,265,400	744,879	(12,070)	1,269,100	-1%
Community Development						
Planning/Comm. Devl.	302,808	354,322	246,047	51,514	354,322	17%
2 Subtotal	302,808	354,322	246,047	51,514	354,322	17%
Police						
Administration	504,448	526,499	298,823	24,551	526,499	5%
Patrol	1,663,678	1,706,765	1,004,120	43,087	1,706,765	3%
Criminal Investigations CID	383,641	464,898	249,669	81,857	465,498	21%
Telecomm.	329,550	376,178	231,427	46,628	376,178	14%
Support Services	279,049	250,629	136,276	(28,420)	250,629	-10%
3 Subtotal	3,160,366	3,324,969	1,920,313	167,703	3,325,569	5%
Community Services						
Comm. Services Admin.	197,404	197,180	111,356	(224)	197,180	0%
Library Operations	367,486	349,755	206,188	(17,731)	349,755	-5%
Recreation Prog.	251,308	262,607	150,329	11,299	262,607	4%
Swimming Pool	135,696	52,539	6,497	(83,158)	52,539	-61%
4 Subtotal	951,894	862,081	474,370	(89,814)	862,081	-9%
Public Works						
Adminstration	137,627	143,096	91,844	5,469	143,096	4%
Streets Division	1,084,408	1,060,876	491,685	(23,532)	1,060,876	-2%
Sanitation Division	921,517	921,517	431,288	-	921,517	0%
Parks and Grounds	356,446	345,784	178,007	(10,662)	345,784	-3%
Bldg./Equipt Services	341,723	422,250	277,180	80,527	422,250	24%
5 Subtotal	2,841,721	2,893,523	1,470,003	51,802	2,893,523	2%
Non-dept -Unallocated Reserve	135,594	-	-	(135,594)	-	
TOTAL	8,673,553	8,700,295	4,855,612	33,542	8,704,595	0.39%

NOTES ON SIGNIFICANT INCREASES OR DECREASES IN GENERAL FUND:

REVENUE :

1 **Taxes** - restimate of property tax revenue based on collections-to-date and adjusted assessments.

2 **Developer Fees and Pemits**- The new fee schedule adopted with the FY 2019-20 Budget included considerable increases in the amounts charged for these fees and services. While these were consistent with rates charged by other cities, it was not clear what the total impact would be on revenue collected this year. based on year-to-date collections, a re-estimate of revenue anticipated for this year is an additional $100,000.

3 **Fines and Forfeitures**- Due to a lower number of citations issued during the pandemic plus the suspension of court for several months, fines and forfeiture revenue is expected to decline by over $75,000 for this year.

4 **Refunds/Reimbursements**- A total of $14,511 has bee received in refunds so far this year.

5 **Use of Money and Property**-will be generated by sale of salvage equipment once the new equipment to replace them has been received.

EXPENDITURES: :

1 **Exec./Administration** - Most of the reduction is due to salary savings for budgeted IT Coordinator that remains unfilled. In addition, payments to County for appraisal and tax collection services were partially re-allocated to the I&S fund and TIRZ.

2 **Development Services**- Original estimates did not take into account the development activity that require plan review and other development services. Expenses were underestimated but they are recoverable from fees.

3 **Department of Public Safety**-Of the $167,000 increases in appropriations for the department, over $91,000 was to cover actual year-to-date and projected costs of overtime. This was mostly due to coverage due to vacant officer positions and Covid-19 demands. The remaining increases are for IT costs and vehicle maintenance and repairs that were under-estimated.

4 **Communtity Services**- the reduction in Library appropriations are due to salary savings on vacant positions. The greatest impact in this department is diminishing the operating hours the swimming pool will be open this season.

5 **Public Works**- Reductions in the Street Division are a function of overestimates in medical insurance benefits and fuel costs. The former was a miscalculation in the original budget and the latter is due to expectations of higher fuel prices at the first of the year that didn't materialize.
All insurance costs for the City's General Fund assets were supposed to be allocated to Bldg/Equipt.
However, the amounts in the original budget reflect only cost to insure this Division's equipt.
The increase covers all insurance costs related to equipment and buildings.

General Fund Appropriations Amendment #1
Fiscal Year 2019-20

REVENUE	FY 2019-20 Revenue					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Property Taxes						
Property Taxes - *Current*	2,443,084	2,474,706	2,126,070	31,622	2,474,706	1%
Property Taxes - *Delinquent*	305,000	305,000	287,768	-	305,000	0%
Prop. Taxes - Prior Year Delinq.	37,000	37,000	24,394	-	37,000	0%
Penalty & Int.-*Delinquent*	26,000	26,000	13,161	-	26,000	0%
Subtotal	2,811,084	2,842,706	2,451,393	31,622.49	2,842,706	1%
Sales Tax						
Sales Tax	1,620,294	1,620,294	893,139	-	1,620,294	0%
Miscellaneous Taxes						
Beverage Tax	22,000	15,000	12,901	(7,000)	15,000	-32%
Total TAXES	**4,453,378**	**4,478,000**	**3,357,433**	**24,622**	**4,478,000**	**1%**
Franchise Fees						
Franchise Electric	272,000	272,000	1,978	-	272,000	0%
Franchise Gas	47,500	45,306	45,306	(2,194)	45,306	-5%
Franchise Spectrum	142,000	142,000	65,027	-	142,000	0%
Franchise Fee Waste Mgmt.	38,500	52,183	26,092	13,683	52,183	36%
Franchise Misc Telephone	32,000	26,000	12,445	(6,000)	26,000	-19%
Total Franchise Fees	**532,000**	**537,489**	**150,847**	**5,489**	**537,489**	**1%**
Development Services Fees	***Fees and Permits***		-			
Gas Permits	1,000	-	-	(1,000)	-	-100%
Building Permits(E,M,P)	210,000	90,000	57,899	(120,000)	90,000	-57%
Electrical Permit	4,000	-	-	(4,000)	-	-100%
Mechanical Permit	6,500	-	-	(6,500)	-	-100%
Plumbing Permit	3,500	-	-	(3,500)	-	-100%
Inspection/Re-inspection Fees	65,000	145,000	133,959	80,000	145,000	123%
Security Alarm Permits	7,000	7,000	2,456	-	7,000	0%
Sprinklar Sys. Permit Fees	-	400	400	400	400	100%
Fire Alarm Permit Fees	-	250	250	250	250	100%
Fire Inspection Fees	-	250	120	250	250	200%
Work W/O City Approval	-	1,500	1,014	1,500	1,500	100%
Certificate of Occupancy	-	9,500	13,175	9,500	9,500	100%
Subtotal	297,000	253,900	209,273	(43,100)	253,900	**-15%**
Development Processing Fees						
Planning & Zoning Fees	75,000	75,000	20,689	-	75,000	0%
Zoning/Land use Fees	-	9,500	7,240	9,500	9,500	100%
Plan Review Reimburse.	25,000	115,000	89,152	90,000	115,000	360%
Comm. Dev. Plat Fees	-	50,000	22,750	50,000	50,000	100%
Subtotal	100,000	249,500	139,832	149,500	249,500	150%
Total Development Service Fees	**397,000**	**503,400**	**349,105**	**106,400**	**503,400**	**27%**

REVENUE

	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Fines and Forfeitures						
Municipal Court						
Municipal Court Fines	325,000	250,000	177,500	(75,000)	250,000	-23%
Child Safety & Other Court Fees	4,500	4,500	3,475	-	4,500	0%
Animal Control Fees	2,000	1,000	505	(1,000)	1,000	-50%
Code Enforcement	3,500	3,500	2,385	-	3,500	0%
Arrest Fees	-	50	42	50	50	100%
Fines and Forfeiture Total	**335,000**	**259,050**	**183,907**	**(75,950)**	**259,050**	-23%
Community Services						
Library Revenue						
Library General Revenues	13,500	13,500	-	-	13,500	0%
Bastrop County Grant	8,500	-	-	(8,500)	-	-100%
Library Special Events	600	9,600	7,036	9,000	9,600	1500%
Library Grant	-	15,000	8,111	15,000	15,000	100%
Library Contributions	2,000	2,000	38	-	2,000	0%
Subtotal	24,600	40,100	15,185	15,500	40,100	63%
Park and Recreation Revenue						
Park/Rec General Fees	12,000	12,000	2,743	-	12,000	0%
Pool - Swim Passes	1,000	1,000	-	-	1,000	0%
Pool Rental/Lessons	6,500	2,000	-	(4,500)	2,000	-69%
All Purpose Annual Passes	65,000	45,000	36,245	(20,000)	45,000	-31%
Special Events/Rec Prog.	-	1,000	720	1,000	1,000	100%
Subtotal	84,500	61,000	39,707	(23,500)	61,000	-28%
Other Misc. Comm. Serv. Fee						
Historic Dist Fee	-	300	250	300	300	100%
Sign Permit	400	2,000	1,564	1,600	2,000	400%
Subtotal	400	2,300	1,814	1,900	2,300	475%
Community Services Total	**109,500**	**103,400**	**56,706**	**(6,100)**	**103,400**	-6%
General Licenses, Fees and Charges						
General Charges for Services						
Alcohol Beverage License	3,000	500	210	(2,500)	500	-83%
Vending Machine License	10	60	50	50	60	500%
Electrical Licenses	2,000	2,000	-	-	2,000	0%
Solicitor's Permit	500	750	650	250	750	50%
Film Production Fees	1,500	1,500	1,050	-	1,500	0%
Police Accident Reports	1,700	2,700	1,827	1,000	2,700	59%
Open Rec./Copier/Notary	-	1,000	732	1,000	1,000	100%
Subtotal	8,710	8,510	4,519	- 200	8,510	-2%
Transaction Fees						
Credit Card Fee <$300	-	250	153	250	250	100%
Credit Card Fee >$301	-	350	290	350	350	100%
Library E Rate	250	250	-	-	250	0%
Subtotal	250	600	290	350	600	140%
Police Special Services						
EPD Escort Fees	4,000	4,000	2,298	-	4,000	0%
Elgin ISD SRO Charges	115,000	115,000	58,131	-	115,000	0%
Subtotal	119,000	119,000	60,429	-	119,000	0%
General Licenses & Fees Total	**127,960**	**128,110**	**65,238**	**150**	**128,110**	0%

REVENUE

	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Utility Charges						
Sanitation Services						
Solid W. Collection Services	1,254,528	1,254,528	617,046	-	1,254,528	0%
Solid W. Collection App.	-	50	35	50	50	100%
Utility Charges Total	**1,254,528**	**1,254,578**	**617,081**	**50**	**1,254,578**	0%
Refunds and Reimbursements						
Refund- Rebates	-	15,000	14,511	15,000	15,000	100%
Refunds Total	**-**	**15,000**	**14,511**	**15,000**	**15,000**	100%
Use of Money and Property						
Investment-Interest Income						
Interest Income	35,000	35,000	4,093	-	35,000	0%
Total	35,000	35,000	4,093	-	35,000	0%
Rental City Property						
Civic Center Rentals	4,000	4,000	1,850	-	4,000	0%
Fleming Center Rentals	7,500	7,500	4,268	-	7,500	0%
Park Rentals	2,000	2,000	938	-	2,000	0%
Rec. Center Rentals	-	1,000	894	1,000	1,000	100%
Sports Venue Rentals	-	3,000	2,303	3,000	3,000	100%
Subtotal	13,500	17,500	10,253	4,000	17,500	30%
Sale of Surplus Property						
Equipt. Salvage Proceeds	1,000	16,000	-	15,000	16,000	1500%
Subtotal	1,000	16,000	-	15,000	16,000	1500%
Use of Money and Property Total	**49,500**	**68,500**	**14,346**	**19,000**	**68,500**	
Grants/Donations/Transfers In						
Grants						
Grant - PD	15,000	12,500	-	(2,500)	12,500	-100%
Subtotal	15,000	12,500	-	(2,500)	12,500	-100%
Donations						
Contri. - Blue Santa	2,500	-	-	(2,500)	-	-100%
Miscellaneous Contributions	-	-	-	-	-	0%
Subtotal	2,500	-	-	(2,500)	-	-100%
Transfers in						
Transfer In Utility Fund	1,233,132	1,233,132	-	-	1,233,132	0%
Transfer In from 2019A Bonds.	-	133,648	-	133,648	133,648	100%
Transfer In Red Light Camera	160,000	38,000	-	(122,000)	38,000	-76%
Subtotal	1,393,132	1,404,780	-	11,648	1,404,780	1%
Grants/Donations/Transf. Total	**1,410,632**	**1,417,280**	**-**	**6,648**	**1,417,280**	0%
Grand Total	**8,669,498**	**8,764,808**	**4,809,175**	**95,310**	**8,764,808**	1%

General Fund Appropriations Amendment #1
Fiscal Year 2019-20

Legislative
06 City Council

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Compensation						
Monthly Stipend	17,400	18,819	9,450	1,419	18,819	8%
Social Security	1,340	1,815	1,093	475	1,815	35%
Unemployment Ins	-	347	170	347	347	100%
Worker's Comp.	78	78	37	-	78	0%
Subtotal	18,818	21,059	10,750	2,241	21,059	12%
Supplies & Materials/Minor Equipt.						
Uniforms	200	200	145	-	200	0%
Services & Other Charges						
Dues & Memberships	6,000	6,000	1,200	-	6,000	0%
Information Tech.	2,500	2,500	2,935	-	2,500	0%
Utilities - Telephone	-	300	299	300	300	100%
Errors & Omissions Ins.	9,903	9,794	9,794	(109)	9,794	-1%
Travel & Training	10,800	9,800	7,795	(1,000)	9,800	-9%
Employee Bond	400	400	400	-	400	0%
Subtotal	29,603	28,794	22,424	(809)	28,794	-3%
Community Non-Profit Support						
Subtotal	29,300	31,000	27,550	1,700	31,000	6%
TOTALS	77,921	81,053	60,869	3,132	81,053	4%

General Fund Appropriations Amendment #1

Executive

02 City Manager

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	229,871	225,823	127,615	(4,048)	225,823	-2%
Overtime	-	-	-	-	-	0%
Social Security	18,990	18,990	8,493	-	18,990	0%
Municipal Retire. Sys.	34,601	33,608	18,828	(993)	33,608	-3%
Worker's Comp.	1,034	1,034	576	-	1,034	0%
Medical Insurance	34,179	27,135	13,933	(7,044)	27,135	-21%
Unemployment Ins.	425	324	324	(101)	324	-24%
Car Allowance	15,689	15,689	9,000	-	15,689	0%
Longevity Pay	380	380	380	-	380	0%
Subtotal	335,169	322,983	179,148	(12,186)	322,983	-4%
Supplies & Materials/Minor Equipt.						
Office Supplies	4,500	5,500	3,237	1,000	5,500	22%
Non Cap. Tools/Equipt.	1,100	1,100	-	-	1,100	0%
Printing	2,000	2,000	540	-	2,000	0%
Printing Covid-19 signs	-	-	1,100	1,100	1,100	100%
Meeting Expenses	2,500	2,500	1,110	-	2,500	0%
Uniforms	600	-	-	(600)	-	-100%
Subtotal	10,700	11,100	5,987	1,500	12,200	14%
Services and Other Charges						
Information Tech.	5,000	5,000	3,810	-	5,000	0%
Utilities- telephone	7,600	7,600	3,121	-	7,600	0%
Utilities- electric	-	-	-	-	-	0%
Contract Services	-	1,005	1,005	1,005	1,005	100%
Elections	8,000	-	-	(8,000)	-	-100%
Records Mgmt.	2,000	2,000	577	-	2,000	0%
Codification	5,000	7,000	5,848	2,000	7,000	40%
Engineering	10,000	5,000	-	(5,000)	5,000	-50%
Professional Services	-	273	273	273	273	100%
Dues & Member.	5,000	5,000	1,880	-	5,000	0%
Travel & Training	5,000	5,000	3,894	-	5,000	0%
Legal Services	25,000	27,000	18,991	2,000	27,000	8%
Employee Bond	412	412	377	-	412	0%
Employee Appre.	13,500	14,000	13,847	500	14,000	4%
Emp. Drug Screening	50	50	-	-	50	0%
Subtotal	86,562	79,340	53,623	(7,222)	79,340	-8%
TOTALS	432,431	413,423	238,759	(17,908)	414,523	-4%

General Fund Appropriations Amendment #1

Finance & Admin.

Finance & HR

	FY 2019-20 Expenditures					
Salaries and Benefits	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Base Salaries	271,928	261,688	146,505	(10,240)	261,688	-4%
Overtime	-	200	174	200	200	100%
Social Security	22,677	21,276	11,646	(1,401)	21,276	-6%
Municipal Retire. Sys.	38,677	37,313	22,494	(1,364)	37,313	-4%
Worker's Comp.	1,224	1,181	663	(43)	1,181	-4%
Medical Insurance	34,179	31,719	17,623	(2,460)	31,719	-7%
Unemployment Ins.	850	850	648	-	850	0%
Car Allowance	21,724	21,724	12,462	-	21,724	0%
Longevity Pay	850	850	850	-	850	0%
Subtotal	392,109	376,801	213,065	(15,308)	376,801	-4%
Supplies & Materials/Minor Equipt.						
Office Supplies	2,500	4,500	3,035	2,000	4,500	80%
Postage	3,200	3,200	2,231	-	3,200	0%
Minor Equipment	-	2,500	2,107	2,500	2,500	100%
Uniforms	500	500	-	-	500	0%
Subtotal	6,200	10,700	7,373	4,500	10,700	73%
Services and Other Charges						
Information Tech.	4,000	14,000	13,435	10,000	14,000	250%
Utilities- Telephone	-	6,000	3,372	6,000	6,000	100%
Non Cap. Tools/Equipt.	1,000	-	-	(1,000)	-	-100%
Audit Services	35,000	35,000	-	-	35,000	0%
Appraisal Board	40,000	34,390	30,935	(5,610)	34,390	-14%
County Tax Collect.	12,500	7,144	7,144	(5,356)	7,144	-43%
Contract Services	-	-	1,640	2,000	2,000	100%
Printing/Publishing	-	-	520	600	600	100%
Dues & Member.	1,250	750	203	(500)	750	-40%
Travel & Training	5,000	2,500	1,590	(2,500)	2,500	-50%
Employee Bond	490	490	490	-	490	0%
Subtotal	99,240	100,274	59,329	3,634	102,874	4%
IT Hardware	-	1,593	1,593	1,593	1,593	100%
TOTALS	497,549	489,368	281,361	(5,581)	491,968	-1%

General Fund Appropriations Amendment #1

Municipal Court	FY 2019-20 Expenditures					
Salaries and Benefits	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Base Salaries	106,123	121,062	71,244	14,939	121,062	14%
Overtime	800	1,300	715	500	1,300	63%
Social Security	8,213	6,602	5,182	(1,611)	6,602	-20%
Municipal Retire. Sys.	14,966	14,966	8,951	-	14,966	0%
Worker's Comp.	478	548	323	70	548	15%
Medical Insurance	25,634	24,023	13,440	(1,611)	24,023	-6%
Unemployment Ins.	510	510	660	-	510	0%
Longevity Pay	545	545	545	-	545	0%
Subtotal	157,269	169,556	101,059	12,287	169,556	8%
Supplies & Materials/Minor Equipt.						
Office Supplies	2,500	2,500	973	-	2,500	0%
Postage	1,250	1,250	967	-	1,250	0%
Uniforms	250	250	358	-	250	0%
Printing	2,500	2,500	771	-	2,500	0%
Subtotal	6,500	6,500	3,069	-	6,500	0%
Services & Other Charges						
Judicial Services	40,000	40,000	18,465	-	40,000	0%
Magistrate Mileage	6,000	8,000	7,196	2,000	8,000	33%
Legal Services - Pros.	16,000	14,000	9,839	(2,000)	14,000	-13%
Jury Expense	800	800	-	-	800	0%
Collection Fees	25,000	20,000	11,531	(5,000)	20,000	-20%
Contract Services	-	3,000	2,910	3,000	3,000	100%
Utilities-Telephone	7,800	7,800	3,417	-	7,800	0%
Information Tech.	8,000	8,000	4,310	-	8,000	0%
Dues & Memberships	350	350	162	-	350	0%
Travel & Training	5,500	3,500	1,932	(2,000)	3,500	-36%
Employee Drug Screen.	50	50	-	-	50	0%
Subtotal	109,500	105,500	59,762	(4,000)	105,500	-4%
TOTALS	273,269	281,556	163,890	8,287	281,556	3%

General Fund Appropriations Amendment #1
Fiscal Year 2019-20

Develop. Services

021 Planning

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	131,854	131,193	75,800	(661)	131,193	-1%
Overtime	5,178	1,248	545	(3,930)	1,248	-76%
Social Security	8,228	10,789	6,219	2,561	10,789	31%
Muni. Retirement Sys.	20,457	19,782	11,472	(675)	19,782	-3%
Worker's Comp.	656	656	345	-	656	0%
Medical Insurance	25,635	25,223	14,336	(412)	25,223	-2%
Unemploy. Insurance	510	510	512	-	510	0%
Longevity Pay	790	790	790	-	790	0%
Car Allowance	7,200	7,200	4,154	-	7,200	0%
Subtotal	200,508	197,391	114,174	(3,117)	197,391	-2%
Supplies & Materials/Minor Equipt.						
Office Supplies	1,500	2,000	1,215	500	2,000	33%
Non Cap. Tools/Equipt.	1,000	1,000	249	-	1,000	0%
Postage	4,000	4,000	1,472	-	4,000	0%
Printing	2,500	2,500	668	-	2,500	0%
Subtotal	9,000	9,500	3,604	500	9,500	6%
Services and Other Charges						
Lien Filing Fees	600	1,200	1,033	600	1,200	100%
Professional Services	75,000	125,000	111,317	50,000	125,000	67%
Utilities- Telephone	6,000	6,000	3,443	-	6,000	0%
Legal Fees	3,000	6,000	5,104	3,000	6,000	100%
CC Card Fees			1,803			100%
Contract Services	-	-	435	-	-	100%
Information Tech.	6,000	6,000	4,104	-	6,000	0%
Contract Serv. Reimb.	-	-	-	-	-	0%
Dues & Memberships	-	531	531	531	531	100%
Travel & Training	1,200	1,200	-	-	1,200	0%
Subtotal	91,800	145,931	127,769	54,131	145,931	59%
Capital Outlay						
Office/Equipt. Replace	1,500	1,500	500	-	1,500	0%
Subtotal	1,500	1,500	500	-	1,500	0%
TOTALS	**302,808**	**354,322**	**246,047**	**51,514**	**354,322**	17%

General Fund Appropriations Amendment #1
Fiscal Year 2019-20

Public Safety Administration

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	336,762	350,442	202,844	13,680	350,442	4%
Overtime	1,400	1,162	380	(238)	1,162	-17%
Social Security	26,138	26,614	15,187	476	26,614	2%
Muni. Retirement Sys.	46,327	47,630	26,810	1,303	47,630	3%
Worker's Comp.	12,156	13,177	7,730	1,021	13,177	8%
Medical Insurance	37,704	36,901	17,481	(803)	36,901	-2%
Unemploy. Insurance	1,021	1,021	972	-	1,021	0%
Longevity Pay	1,290	2,002	2,002	712	2,002	55%
Subtotal	462,798	478,949	273,405	16,151	478,949	3%
Supplies & Materials/Minor Equipt.						
Office Supplies	2,500	2,500	1,729	-	2,500	0%
Non Cap. Tools/Equipt.	1,000	1,000	278	-	1,000	0%
Fuel	15,000	7,000	3,259	(8,000)	7,000	-53%
Postage	2,000	2,000	1,560	-	2,000	0%
Ammunition	2,400	2,400	-	-	2,400	0%
Uniforms	5,000	5,000	1,247	-	5,000	0%
Subtotal	27,900	17,400	8,073	(8,000)	17,400	-29%
Services and Other Charges						
Boot Camp Juv. Prog.	5,000	2,500	-	(2,500)	2,500	-50%
Explorer Prog.	750	750	-	-	750	0%
Citizens Police Acad.	1,000	1,000	485	-	1,000	0%
Citizen On Patrol Prog.	-	3,000	-	3,000	3,000	100%
Travel Training	3,000	1,500	808	(1,500)	1,500	-50%
Dues & Memberships	500	500	-	-	500	0%
Information Tech.	2,000	12,000	8,930	10,000	12,000	500%
Legal Services	-	4,000	3,732	4,000	4,000	100%
Contract Services	-	1,700	1,635	1,700	1,700	100%
Vehicle Maintenance	1,000	2,000	936	1,000	2,000	100%
Utilities- Telephone	500	1,200	818	700	1,200	140%
Subtotal	13,750	30,150	17,344	16,400	30,150	119%
TOTALS	504,448	526,499	298,823	24,551	526,499	5%

Fiscal Year 2019-20

Public Safety

Patrol Operations

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-2-2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	942,270	898,435	501,963	(43,835)	898,435	-5%
Overtime	25,641	70,309	46,947	44,668	70,309	174%
Social Security	74,747	75,275	40,806	528	75,275	1%
Muni. Retirement Sys.	136,195	138,078	77,198	1,883	138,078	1%
Worker's Comp.	43,156	40,708	22,064	(2,448)	40,708	-6%
Medical Insurance	135,733	130,038	59,127	(5,695)	130,038	-4%
Unemploy. Insurance	3,602	5,569	2,507	1,967	5,569	55%
Longevity Pay	2,830	2,814	2,814	(16)	2,814	-1%
Subtotal	1,364,174	1,361,226	753,428	(2,948)	1,361,226	0%
Supplies & Materials/Minor Equipt.						
Office Supplies	7,500	7,500	5,444	-	7,500	0%
Non Cap. Tools/Equipt.	3,500	12,500	1,882	9,000	12,500	257%
Postage	500	500	8	-	500	0%
Printing	500	500	450	-	500	0%
Fuel	35,000	35,000	22,118	-	35,000	0%
Ammunition	6,000	6,000	650	-	6,000	0%
Investigative Supplies	-	80	80	80	80	100%
Uniforms	24,000	24,000	3,342	-	24,000	0%
Subtotal	77,000	86,080	33,974	9,080	86,080	12%
Services and Other Charges						
K-9 Unit	900	1,900	1,100	1,000	1,900	111%
Detention Services	8,000	5,500	2,700	(2,500)	5,500	-31%
Janitorial Bldg Serv.	-	-	-	-	-	
Citizens Police Acad.	-	-	-	-	-	
Contract Services	80,000	95,000	89,610	15,000	95,000	19%
Utilities- Telephone	40,000	40,000	22,805	-	40,000	0%
Information Tech.	15,000	15,000	21,928	-	15,000	0%
Vehicle Maintenance	10,000	30,000	29,664	20,000	30,000	200%
Equipment Maint.	2,000	2,000	-	-	2,000	0%
Dues & Memberships	1,000	1,000	546	-	1,000	0%
Travel & Training	6,500	6,500	4,487	-	6,500	0%
Capital Lease - Vehicl.	45,340	45,340	27,689	-	45,340	0%
Law Enforcement Ins.	11,764	12,184	12,184	420	12,184	4%
Employee Drug Screening	2,000	2,000	969	-	2,000	0%
Subtotal	222,504	256,424	213,683	33,920	256,424	15%

Fiscal Year 2019-20

Patrol Operations (cont.)	Adopted	Amend.#1 6-2-2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Non-Capital Outlay *						
Computer Equipt./Software	-	3,035	3,035	3,035	3,035	100%
Subtotal	-	3,035	3,035	3,035	3,035	100%
TOTALS	1,663,678	1,706,765	1,004,120	43,087	1,706,765	3%

Fiscal Year 2019-20

Public Safety
CID Division

	FY 2019-20 Expenditures					
Salaries and Benefits	Adopted	Amend.#1 6-2-2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Base Salaries	238,617	269,196	140,079	30,579	269,196	13%
Overtime	7,104	25,949	21,280	18,845	25,949	265%
Social Security	19,156	23,324	12,252	4,168	23,324	22%
Muni. Retirement Sys.	34,867	41,928	22,755	7,061	41,928	20%
Worker's Comp.	10,999	10,786	5,665	(213)	10,786	-2%
Medical Insurance	29,976	30,947	11,527	971	30,947	3%
Unemploy. Insurance	682	1,646	795	964	1,646	141%
Longevity Pay	890	240	240	(650)	240	-73%
Subtotal	342,291	404,016	214,592	61,725	404,016	18%
Supplies & Materials/Minor Equipt.						
Office Supplies	-	2,000	1,529	2,000	2,000	100%
Non Cap. Tools/Equipt.	2,000	2,000	240	-	2,000	0%
Fuel	5,000	9,000	4,224	4,000	9,000	80%
Postage	450	450	-	-	450	0%
Printing	2,500	2,500	37	-	2,500	0%
Ammunition	2,400	2,400	-	-	2,400	0%
Investigative Supplies	15,000	15,000	6,813	-	15,000	0%
Uniforms	3,000	4,549	4,549	1,549	4,549	52%
Subtotal	30,350	37,899	17,392	7,549	37,899	25%
Services and Other Charges						
Utilities- Telephone	2,500	1,500	824	(1,000)	1,500	-67%
Information Tech.	2,000	8,000	5,262	6,000	8,000	75%
Vehicle Maintenance	2,500	2,500	881	-	2,500	0%
Dues & Memberships	1,000	1,000	-	-	1,000	0%
Travel & Training	2,500	2,500	2,772	-	2,500	0%
Contract Services	-	-	553	600	600	100%
Employee Drug Screening	500	150	59	(350)	150	-233%
Subtotal	11,000	15,650	10,351	5,250	16,250	32%
Capital Outlay						
Vehicle/Equipment Replace	-	-	-	-	-	
Office/Equipt. Replace	-	7,333	7,333	7,333	7,333	100%
Subtotal	-	7,333	7,333	7,333	7,333	100%
TOTALS	383,641	464,898	249,669	81,857	465,498	18%

Fiscal Year 2019-20

Public Safety Telecomm.

Salaries and Benefits	Adopted	Amend.#1 6-2-2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
	FY 2019-20 Expenditures					
Base Salaries	213,341	223,723	134,191	10,382	223,723	5%
Overtime	21,513	48,518	28,330	27,005	48,518	56%
Social Security	18,150	20,479	12,031	2,329	20,479	11%
Municipal Retire. Sys.	33,071	28,214	22,982	(4,857)	28,214	-17%
Worker's Comp.	960	1,011	608	51	1,011	5%
Medical Insurance	37,704	40,246	23,166	2,542	40,246	6%
Unemployment Ins.	851	1,277	1,011	426	1,277	33%
Longevity Pay	860	860	860	-	860	0%
Subtotal	326,450	364,328	223,179	37,878	364,328	10%
Supplies & Materials/Minor Equipt.						
Office Supplies	250	1,000	554	750	1,000	75%
Non Cap. Tools/Equipt.	-	-	-	-	-	
Uniforms	750	750	451	-	750	0%
Subtotal	1,000	1,750	1,005	750	1,750	43%
Services and Other Charges						
Equipment Maint.	-	-	-	-	-	
Utilities- Telephone	500	500	299	-	500	0%
Information Tech.	600	8,600	6,606	8,000	8,600	93%
Dues & Memberships	-	-	-	-	-	
Law Enforcement Ins.	-	-	65	-	-	
Gen Liability Insurance	-	-	-	-	-	
Travel & Training	1,000	1,000	272	-	1,000	0%
Subtotal	2,100	10,100	7,243	8,000	10,100	79%
TOTALS	329,550	376,178	231,427	46,628	376,178	12%

Fiscal Year 2019-20

Public Safety

Support Services

Salaries and Benefits	Adopted	Amend.#1 6-2-2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
	FY 2019-20 Expenditures					
Base Salaries	163,281	105,555	69,617	(57,726)	105,555	-55%
Overtime	14,698	4,579	2,079	(10,119)	4,579	-221%
Social Security	17,306	8,501	5,243	(8,805)	8,501	-104%
Municipal Retire. Sys.	18,584	16,101	10,164	(2,483)	16,101	-15%
Worker's Comp.	942	1,218	1,056	276	1,218	23%
Medical Insurance	22,623	14,965	8,133	(7,658)	14,965	-51%
Unemployment Ins.	680	680	486	-	680	0%
Longevity Pay	735	330	330	(405)	330	-123%
Subtotal	238,849	151,929	97,108	(86,920)	151,929	-57%
Supplies & Materials/Minor Equipt.						
Office Supplies	1,000	1,000	75	-	1,000	0%
Minor Supplies/Equip.	2,000	2,000	1,119	-	2,000	0%
Fuel	5,800	3,800	1,237	(2,000)	3,800	-53%
Uniforms	2,000	2,000	182	-	2,000	0%
Printing	200	200	-	-	200	0%
Postage	500	500	217	-	500	0%
Subtotal	11,500	9,500	2,831	(2,000)	9,500	-21%
Services and Other Charges						
Information Tech.	1,100	3,100	2,932	2,000	3,100	65%
Utilities Telephone	3,000	3,000	2,424	-	3,000	0%
Contract Serv. Animal	12,000	18,000	12,582	6,000	18,000	33%
Filing Fees/ Liens	600	600	33	-	600	0%
Code Violation Abate.	5,000	55,000	14,872	50,000	55,000	91%
Vehicle Maintenance	2,500	5,000	2,260	2,500	5,000	50%
Dues & Memberships	1,000	1,000	-	-	1,000	0%
Travel & Training	2,500	2,500	1,049	-	2,500	0%
Employee Drug Screening	1,000	1,000	185	-	1,000	0%
Subtotal	28,700	89,200	36,337	60,500	89,200	68%
TOTALS	279,049	250,629	136,276	(28,420)	250,629	-11%

General Fund Appropriations Amendment #1
Fiscal Year 2019-20

Comm. Services Administration

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	116,750	120,578	67,447	3,828	120,578	3%
Overtime	1,500	1,500	391	-	1,500	0%
Social Security	9,753	9,753	5,342	-	9,753	0%
Municipal Retire. Sys.	17,771	18,627	10,553	856	18,627	5%
Worker's Comp.	525	525	316	-	525	0%
Medical Insurance	17,090	16,138	9,090	(952)	16,138	-6%
Unemployment Ins.	340	340	324	-	340	0%
Longevity Pay	2,675	2,675	2,675	-	2,675	0%
Car Allowance	7,200	7,200	4,154	-	7,200	0%
Subtotal	173,604	177,336	100,291	3,732	177,336	2%
Supplies & Materials/Minor Equipt.						
Office Supplies	1,500	1,500	1,013	-	1,500	0%
Postage	500	500	217	-	500	0%
Printing	1,000	1,000	-	-	1,000	0%
Subtotal	3,000	3,000	1,230	-	3,000	0%
Services and Other Charges						
Elgin Local Landmark	2,000	-	-	(2,000)	-	-100%
Professional Serv.	3,500	3,500	1,688	-	3,500	0%
Utilities Telephone	7,000	5,000	2,037	(2,000)	5,000	-29%
Information Tech.	2,000	3,000	2,481	1,000	3,000	50%
Dues & Member.	1,800	1,800	1,549	-	1,800	0%
Travel & Training	4,500	2,500	1,036	(2,000)	2,500	-44%
Attorney Fees	-	-	-	-	-	0%
Contract Services	-	350	350	350	350	100%
Subtotal	20,800	16,150	9,141	(4,650)	16,150	-22%
Capital Outlay *						
Office Equipt. Replace	-	694	694	694	694	100%
Subtotal	-	694	694	694	694	100%
TOTALS	197,404	197,180	111,356	(224)	197,180	-0.1%

Fiscal Year 2019-20

Comm. Services

05 Library

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	216,409	181,214	105,230	(35,195)	181,214	-16%
Overtime	-	100	5	100	100	0%
Social Security	17,572	14,205	8,025	(3,367)	14,205	-19%
Municipal Retire. Sys.	22,145	20,926	13,243	(1,219)	20,926	-6%
Worker's Comp.	1,255	1,255	604	-	1,255	0%
Medical Insurance	34,179	31,929	17,137	(2,250)	31,929	-7%
Unemployment Ins.	1,021	1,021	870	-	1,021	0%
Car Allowance	7,200	7,200	4,154	-	7,200	0%
Longevity Pay	4,605	4,605	6,162	-	4,605	0%
Subtotal	304,386	262,455	155,431	(41,931)	262,455	-14%
Supplies & Materials/Minor Equipt.						
Office Supplies	3,000	3,000	2,547	-	3,000	0%
Postage	4,500	4,500	739	-	4,500	0%
Printing	1,000	1,000	-	-	1,000	0%
Subtotal	8,500	8,500	3,286	-	8,500	0%
Services and Other Charges						
Reading Prog.	4,300	4,300	918	-	4,300	0%
Books and Supplies	16,000	16,000	12,749	-	16,000	0%
Minor Supplies	-	200	128	200	200	100%
Periodicals/Subscrip.	1,500	1,500	436	-	1,500	0%
Information Tech.	8,000	8,000	13,585	-	8,000	0%
Utilities Telephone	7,800	7,800	1,040	-	7,800	0%
Contract Services	10,000	34,000	14,645	24,000	34,000	240%
Special Events	2,500	2,500	2,634	-	2,500	0%
Dues & Member.	700	700	324	-	700	0%
Travel & Training	3,800	3,800	1,013	-	3,800	0%
Subtotal	54,600	78,800	47,472	24,200	78,800	44%
TOTALS	367,486	349,755	206,188	(17,731)	349,755	-5%

Fiscal Year 2019-20

Comm. Services 16 Recreation Prog.	FY 2019-20 Expenditures					
Salaries and Benefits	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Base Salaries	173,713	167,102	86,360	(6,611)	167,102	-4%
Overtime	-	124	124	124	124	100%
Social Security	13,381	12,820	6,603	(561)	12,820	-4%
Muni. Retirement Sys.	9,493	8,715	4,273	(778)	8,715	-8%
Worker's Comp.	6,211	6,200	3,338	(11)	6,200	0%
Medical Insurance	17,090	11,828	4,780	(5,262)	11,828	-31%
Unemploy. Insurance	70	1,591	1,251	1,521	1,591	0%
Longevity Pay	-	-	70	-	-	100%
Subtotal	219,958	208,380	106,798	(11,578)	208,380	-5%
Supplies & Materials/Minor Equipt.						
Office Supplies	200	200	156	-	200	0%
Non Cap. Tools/Equipt.	5,500	5,500	3,843	-	5,500	0%
Printing	1,500	3,500	2,882	2,000	3,500	133%
Uniforms	500	500	393	-	500	0%
Subtotal	7,700	9,700	7,274	2,000	9,700	26%
Services & Other Charges						
Prog./Special Events	3,000	5,000	4,386	2,000	5,000	67%
Utilities- Telephone	6,500	6,500	5,856	-	6,500	0%
Information Tech.	8,000	14,000	13,548	6,000	14,000	75%
Equipment Maint.	3,000	3,000	1,571	-	3,000	0%
Dues & Memberships	500	500	49	-	500	0%
Travel & Training	2,000	2,000	1,696	-	2,000	0%
Credit Card Mach Exp	-	4,500	3,156	4,500	4,500	100%
Contract Services Grant	-	7,500	5,068	7,500	7,500	100%
Emp. Drug Screening	650	650	50	-	650	0%
Subtotal	23,650	43,650	35,380	20,000	43,650	85%
Non-Capital Outlay						
IT Hardware- Computers	-	877	877	877	877	100%
TOTALS	251,308	262,607	150,329	11,299	262,607	4%

Fiscal Year 2019-20

Comm. Services

18 Swimming Pool

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	106,626	31,626	370	(75,000)	31,626	-70%
Social Security	8,210	2,053	28	(6,158)	2,053	-75%
Worker's Compensation	4,489	1,489	15	(3,000)	1,489	-67%
Unemployment Insurance	851	851	7	-	851	0%
Subtotal	120,176	36,019	419	(84,158)	36,019	-70%
Supplies & Materials/Minor Equipt.						
Office Supplies	50	50	-	-	50	0%
Pool Supplies Minor Equip	5,000	2,500	722	(2,500)	2,500	-50%
Minor Supplies	1,000	1,000	30	-	1,000	0%
Chemicals	5,000	6,500	3,618	1,500	6,500	30%
Uniforms	1,200	3,200	1,207	2,000	3,200	167%
Subtotal	12,250	13,250	5,578	1,000	13,250	8%
Services & Other Charges						
Utilities - Telephone	420	420	209	-	420	0%
Information Tech.	1,500	1,500	152	-	1,500	0%
Travel & Training	1,000	1,000	139	-	1,000	0%
Employee Drug Screening	350	350	-	-	350	0%
Subtotal	3,270	3,270	500	-	3,270	0%
TOTALS	135,696	52,539	6,497	(83,158)	52,539	-61%

General Fund Appropriations Amendment #1
Fiscal Year 2019-20

Public Works

Administration

	FY 2019-20 Expenditures					
Salaries and Benefits	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Base Salaries	94,910	94,910	54,970	-	94,910	0%
Overtime	-	-	279	-	-	100%
Social Security	5,955	5,955	4,491	-	5,955	0%
Muni. Retirement Sys.	10,850	10,850	8,459	-	10,850	0%
Worker's Comp.	348	348	248	-	348	0%
Medical Insurance	7,394	7,394	8,467	-	7,394	0%
Unemploy. Insurance	170	170	324	-	170	0%
Car Allowance	7,200	7,200	4,154	-	7,200	0%
Longevity Pay	2,400	735	735	(1,665)	735	-69%
Subtotal	129,227	127,562	82,127	(1,665)	127,562	-1%
Supplies & Materials/Minor Equipt.						
Office Supplies	200	1,050	643	850	1,050	425%
Uniforms	200	200	-	-	200	0%
Subtotal	400	1,250	643	850	1,250	213%
Services & Other Charges						
Utilities- Telephone	2,500	6,500	4,082	4,000	6,500	160%
Information Tech.	2,500	4,500	2,547	2,000	4,500	80%
Contract Services Grant	-	406	406	406	406	100%
Dues & Memberships	500	500	-	-	500	0%
Travel & Training	2,500	2,000	1,661	(500)	2,000	-20%
Subtotal	8,000	13,906	8,696	5,906	13,906	74%
Capital Outlay						
Office/Equipt. Replace	-	378	378	378	378	100%
Subtotal	-	378	378	378	378	100%
TOTALS	137,627	143,096	91,844	5,469	143,096	4%

Fiscal Year 2019-20

15 Public Works Streets Div.

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	399,264	403,151	207,286	3,887	403,151	1%
Overtime	20,105	14,267	2,080	(5,838)	14,267	-29%
Social Security	33,547	33,225	16,952	(322)	33,225	-1%
Muni. Retirement Sys.	61,125	58,932	31,083	(2,193)	58,932	-4%
Worker's Comp.	33,945	34,824	17,914	879	34,824	3%
Medical Insurance	85,548	66,685	31,445	(18,863)	66,685	-22%
Unemploy. Insurance	1,701	1,701	1,497	-	1,701	0%
Longevity Pay	9,065	8,953	8,953	(112)	8,953	-1%
Car Allowance	7,200	7,200	4,154	-	7,200	0%
Subtotal	651,500	628,938	321,365	(22,562)	628,938	-3%
Supplies & Materials/Minor Equipt.						
Office Supplies	500	750	546	250	750	50%
Minor Supplies	2,500	2,500	932	-	2,500	0%
Tools	1,500	1,500	441	-	1,500	0%
Street Maint. Supplies	140,000	140,000	35,215	-	140,000	0%
Chemicals	500	500	303	-	500	0%
Fuel	17,500	12,500	4,777	(5,000)	12,500	-29%
Uniforms	4,000	4,000	2,229	-	4,000	0%
Subtotal	166,500	161,750	44,443	(4,750)	161,750	-3%
Services & Other Charges						
TxDOT Highway Maint.	5,000	5,000	2,177	-	5,000	0%
Traffic Controls	5,000	5,000	1,293	-	5,000	0%
Crackseal Program	15,000	15,000	9,396	-	15,000	0%
Street Lighting	99,500	99,500	52,143	-	99,500	0%
Contract Services	40,000	40,000	986	-	40,000	0%
Equipment Maint.	35,000	35,000	17,973	-	35,000	0%
Vehicle Maintenance	9,500	9,500	5,578	-	9,500	0%
Utilities- Telephone	5,000	5,000	3,161	-	5,000	0%
Information Tech.	7,000	9,000	5,265	2,000	9,000	29%
Dues & Memberships	500	500	41	-	500	0%
Travel & Training	1,000	1,000	813	-	1,000	0%
Capital Equipt. Lease	42,908	42,908	25,086	-	42,908	0%
Emp. Drug Screening	1,000	1,000	185	-	1,000	0%
Subtotal	266,408	268,408	124,097	2,000	268,408	1%
IT Hardware	-	1,780	1,780	1,780	1,780	100%
TOTALS	1,084,408	1,060,876	491,685	(23,532)	1,060,876	-2%

Fiscal Year 2019-20

Public Works

Sanitation

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Services & Other Charges						
Solidwaste Collection Services	803,502	803,502	431,288	-	803,502	0%
Subtotal	803,502	803,502	431,288	-	803,502	0%
TOTALS	803,502	803,502	431,288	-	803,502	0%

Fiscal Year 2019-20

Public Works

Parks Op/Maint.

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	159,676	164,819	92,153	5,143	164,819	3%
Overtime	13,676	12,676	3,742	(1,000)	12,676	-7%
Social Security	13,404	10,618	7,044	(2,786)	10,618	-21%
Muni. Retirement Sys.	24,423	24,977	13,530	554	24,977	2%
Worker's Comp.	7,329	7,529	4,068	200	7,529	3%
Medical Insurance	42,474	39,306	21,691	(3,168)	39,306	-7%
Unemploy. Insurance	851	851	810	-	851	0%
Longevity Pay	765	760	760	(5)	760	-1%
Subtotal	262,598	261,536	143,797	(1,062)	261,536	0%
Supplies and Materials						
Office Supplies	250	250	52	-	250	0%
Minor Equipt./Supplies	20,000	20,000	10,251	-	20,000	0%
Chemicals	1,000	2,000	1,312	1,000	2,000	100%
Printing	2,500	1,500	-	(1,000)	1,500	-40%
Fuel	8,500	6,500	2,454	(2,000)	6,500	-24%
Uniforms	2,500	2,500	1,699	-	2,500	0%
Subtotal	34,750	32,750	15,769	(2,000)	32,750	-6%
Services & Other Charges						
Prog./Special Events	5,000	-	-	(5,000)	-	-100%
Grounds Maint. -Contract	15,000	15,000	6,826	-	15,000	0%
Contract Services- Labor PT	5,000	5,000	-	-	5,000	0%
Utilities- Telephone	5,200	5,200	1,326	-	5,200	0%
Information Tech.	7,500	7,500	2,085	-	7,500	0%
Equipment Maint.	4,000	4,000	984	-	4,000	0%
Dues & Memberships	250	250	-	-	250	0%
Travel & Training	2,500	2,500	171	-	2,500	0%
Capital Equipt. Lease	12,048	12,048	7,048	-	12,048	0%
CC Machine and Fees	2,600	-	-	(2,600)	-	-100%
Subtotal	59,098	51,498	18,440	(7,600)	51,498	-13%
TOTALS	356,446	345,784	178,007	(10,662)	345,784	-3%

Fiscal Year 2019-20

Public Works

Bldg./Equipt. Services

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	135,033	139,614	78,163	4,581	139,614	3%
Overtime	-	1,500	908	1,500	1,500	100%
Social Security	10,587	10,935	6,203	348	10,935	3%
Muni. Retirement Sys.	19,290	20,128	11,506	838	20,128	4%
Worker's Comp.	7,500	7,749	4,357	249	7,749	3%
Medical Insurance	34,179	27,149	13,063	(7,030)	27,149	-21%
Unemploy. Insurance	680	680	648	-	680	0%
Longevity Pay	2,460	2,460	2,460	-	2,460	0%
Subtotal	209,729	210,215	117,308	486	210,215	0%
Supplies and Materials						
Minor Supplies	2,500	3,500	2,611	1,000	3,500	40%
Fuel	600	1,100	871	500	1,100	83%
Uniforms	600	891	891	291	891	49%
Subtotal	3,700	5,491	4,373	1,791	5,491	48%
Services & Other Charges						
Communications	420	420	-	-	420	0%
Building Maint. Contract	20,000	27,000	23,371	7,000	27,000	35%
Utilities- Telephone	500	850	971	350	850	70%
Utilities- Electricity	74,446	74,446	36,797	-	74,446	0%
Utilities- Gas	10,600	10,600	6,088	-	10,600	0%
Equipment Maint.	-	100	87	100	100	100%
Vehicle Repair	-	500	230	500	500	100%
Information Tech.	2,500	2,500	1,717	-	2,500	0%
Travel & Training	1,000	1,000	751	-	1,000	0%
Contract Services	-	12,000	9,050	12,000	12,000	100%
Gen Liability Ins.	2,476	5,176	5,139	2,700	5,176	109%
Property Insurance	1,744	38,744	38,507	37,000	38,744	100%
Mobile Equipt. Insurance	1,461	3,061	2,964	1,600	3,061	110%
Vehicle Insurance	13,147	30,147	29,827	17,000	30,147	129%
Subtotal	128,294	206,544	155,498	78,250	206,544	61%
Totals	341,723	422,250	277,180	80,527	422,250	0%

Utility Fund (Water and Sewer)

Summary of Proposed Utility Fund Revenue/Expenditures
Fiscal Year 2019-20

REVENUE	FY 2019-20 Revenue Adopted	FY 2019-20 Revenue Amend.#1 6-16-2020	FY 2019-20 Revenue Y-T-D Actual 4-30-2020	FY 2019-20 Amendment #1 Increase/ (decrease)	FY 2019-20 Amendment #1 Amended Total	FY 2019-20 Amendment #1 % Inc/ (Dec)
Water Supply	2,807,207	2,807,207	1,388,981	3,000	2,807,207	0%
1 Sewer Coll/Treat.	2,681,099	2,560,791	1,153,732	(120,308)	2,560,791	-4%
2 Penalties	89,200	127,200	71,849	38,000	127,200	43%
3 Misc.	161,931	131,931	44,944	(30,000)	131,931	-19%
Total Op Revenue	5,739,437	5,627,129	2,659,505	(109,308)	5,627,129	-2%

EXPENDITURES	FY 2019-20 Expenditures Adopted	FY 2019-20 Expenditures Amend.#1 6-16-2020	FY 2019-20 Expenditures Y-T-D Actual 4-30-2020	FY 2019-20 Amendment #1 Increase/ (decrease)	FY 2019-20 Amendment #1 Amended Total	FY 2019-20 Amendment #1 % Inc/ (Dec)
1 Administration	198,171	189,084	148,103	(8,601)	189,084	-4%
2 Utility Billing	380,974	341,052	196,463	(39,922)	341,052	-10%
3 Water Operations	873,354	481,197	229,108	(392,157)	481,197	-45%
4 Sewer Operations	361,525	399,650	223,880	38,125	399,650	11%
5 Utility Maintenance	448,485	465,936	253,663	24,451	475,436	5%
Total Op Expenses	2,262,509	1,876,919	1,051,218	(378,104)	1,886,419	1%
Transfers out						
Water Resources	1,723,220	1,723,220	1,044,997	-	1,723,220	0%
Sewer Rev. Source	1,573,204	1,573,204	1,018,295	-	1,573,204	0%
Total Transfers out	3,296,424	3,296,424	2,063,292	-	3,296,424	0%
Non Departmental	-	-	-	-	-	
Total Exp & Transfers	5,558,933	5,173,343	3,114,510	(378,104)	5,182,843	-6.8%
Difference	180,504	453,786	(455,004)	268,796	444,286	

Revenue Notes:

1 While collection for water sales are tracking close to the anticipated 6% increase over last year, Sewer Services are down 6% from anticipated growth over the previous year. Projected income reduced 6%.

2 Reconnect fees were greatly underestimated. Revised total reflects year-to-date collections projected forward.

3 A total of $35K was initially budgeted as reimbursement of legal expenses for the LCRA lawsuit. This now looks unlikely at least for this fiscal year. Estimate reduced by $35K.

Expenditure Notes:

1 Re-calculation and re-projection of salaries and benefits based on one filled position. The Utilities Superintendent position will not be filled through the end of this year.

2 Mostly due to salary savings from vacant position and staff turnover.

3 Original budget contemplated purchase of heavy equipment replacements. This purchase was financed over five years with no costs for this fiscal year.

4 Increase based on new sludge hauling contract and unanticipated WWTP repairs. Total also reflects addition of one split position with water operations.

5 Increase based on new sludge hauling contract and unanticipated WWTP repairs. Total also reflects addition of one staff position but no net increase in staff between 3 operating Sections.

Utility Fund Revenue

	FY 2019-20 Revenue			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6/16/2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Water Sales & Service						
Water Service App Fee	-	3,000	1,140	3,000	3,000	100
Water Sales	2,799,107	2,799,107	1,385,298	-	2,799,107	0%
Service Taps -Water	7,000	7,000	2,800	-	7,000	0
Meter Set Fee	500	500	600	-	500	0
Bulk Water	600	600	283	-	600	0
Subtotal	2,807,207	2,807,207	1,388,981	3,000	2,807,207	0%
Sewer Sales & Service						
Wastewater Service	2,255,146	2,119,838	943,396	(135,308)	2,119,838	-6%
Service Taps -Sewer	2,000	17,000	10,790	15,000	17,000	750%
Aqua WSC	21,766	21,766	25,128	-	21,766	0%
Travis MUD 14-Sewer	402,188	402,188	174,418	-	402,188	0%
Subtotal	2,681,099	2,560,791	1,153,732	(120,308)	2,560,791	-4%
Penalties						
Penalties	85,000	85,000	47,949	-	85,000	0%
Reconnect Fees	4,200	42,200	23,900	38,000	42,200	905%
Subtotal	89,200	127,200	71,849	38,000	127,200	43%
Miscellaneous Revenue						
Returned Checks	1,500	1,500	1,140	-	1,500	0%
Temp. Water Service	500	500	-	-	500	0%
Interest Income	50,000	50,000	23,020	-	50,000	0%
*Reimburse.Legal Serv.	35,000	-	-	(35,000)	-	-100%
Transfer Fees	500	500	180	-	500	0%
Refunds and Returns	35,000	35,000	(745)	-	35,000	0%
Credit Card Fees	6,000	6,000	3,128	-	6,000	0%
Internet Process Fees	33,431	38,431	18,220	5,000	38,431	15%
Subtotal	161,931	131,931	44,944	(30,000)	131,931	-19%
Total Revenue	5,739,437	5,627,129	2,659,505	(109,308)	5,627,129	-2%

* LCRA Lawsuit

Utility Fund Appropriations Amendment #1
Fiscal Year 2019-20

25 Utility Administration -	FY 2019-20 Expenditures					
Salaries and Benefits	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-20	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Base Salaries	103,297	58,109	43,829	(45,188)	58,109	-78%
Overtime	-	100	45	100	100	100%
Longevity Pay	2,400	2,400	2,400	-	2,400	0%
Social Security	8,693	4,773	3,673	(3,920)	4,773	-82%
Municipal Retire. Sys.	15,840	8,989	6,986	(6,851)	8,989	-76%
Medical Insurance	14,969	6,820	3,296	(8,149)	6,820	-119%
Worker's Comp.	508	272	208	(236)	272	-87%
Unemployment Ins.	340	397	349	57	397	14%
Car Allowance	7,200	3,600	3,600	(3,600)	3,600	-100%
Subtotal	153,246	85,459	64,386	(67,787)	85,459	-79%
Supplies and Materials						
Office Supplies	500	1,200	530	700	1,200	58%
Postage	100	100	-	-	100	0%
Printing	200	200	-	-	200	0%
Uniforms	250	250	-	-	250	0%
Fuel	1,000	-	-	(1,000)	-	-100%
Subtotal	2,050	1,750	530	(300)	1,750	-17%
Services/Other Charges						
Engineering Services	5,000	5,000	-	-	5,000	0%
Information Tech.	2,000	2,000	1,511	-	2,000	0%
Utilities- Electric	100	100	-	-	100	0%
Utilities- Telephone	200	2,700	2,164	2,500	2,700	93%
Utilities - Natural Gas	50	50	-	-	50	0%
Dues & Memberships	1,500	-	-	(1,500)	-	-100%
Travel & Training	250	250	-	-	250	0%
Legal Services	25,000	80,000	75,454	55,000	80,000	69%
Professional Services	-	-	486	486	-	100%
Util.- Elm Creek Water	500	500	-	-	500	0%
Cap Metro Ease. Fees	6,500	6,500	2,619	-	6,500	0%
Printing Publ. Notices	-	3,000	-	3,000	3,000	100%
Employee Drug Tests	75	75	-	-	75	0%
Subtotal	41,175	100,175	82,233	59,486	100,175	59%
Non-Capital Outlay *						
Computer Equipt./Softwa	1,200	1,200	954	-	1,200	0%
Office Furniture/Equipt.	500	500	-	-	500	0%
Subtotal	1,700	1,700	954	-	1,700	0%
Total	198,171	189,084	148,103	(8,601)	189,084	-5%

Utility Billing

	FY 2019-20 Expenditures					
Salaries and Benefits	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-20	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Base Salaries	176,000	144,524	86,300	(31,476)	144,524	-18%
Longevity Pay	1,180	770	770	(410)	770	-35%
Standby Pay	2,000	1,153	553	(847)	1,153	-42%
Overtime	4,000	4,000	2,021	-	4,000	0%
Social Security	14,105	11,667	6,876	(2,438)	11,667	-17%
Municipal Retire. Sys.	25,700	21,187	12,457	(4,513)	21,187	-18%
Medical Insurance	36,968	28,212	14,116	(8,756)	28,212	-24%
Worker's Comp.	4,551	3,869	1,824	(682)	3,869	-15%
Unemployment Ins.	851	1,251	983	400	1,251	47%
Subtotal	265,354	216,632	125,899	(48,722)	216,632	-18%
Supplies and Materials						
Minor Supplies	1,000	1,500	943	500	1,500	50%
Office Supplies	3,500	3,500	1,208	-	3,500	0%
Small Tools	500	500	302	-	500	0%
Postage	15,500	15,500	7,340	-	15,500	0%
Printing	800	800	-	-	800	0%
Uniforms	1,000	1,000	881	-	1,000	0%
Fuel	5,500	5,500	2,907	-	5,500	0%
Subtotal	27,800	28,300	13,582	500	28,300	2%
Services/Other Charges						
Billing Services	8,000	7,000	3,239	(1,000)	7,000	-13%
Collection Expenses	100	100	2	-	100	0%
CC Machine and Fees	42,500	42,500	20,574	-	42,500	0%
Equipment Maint.	250	250	-	-	250	0%
Contract Services	15,000	11,000	6,155	(4,000)	11,000	-27%
Information Tech.	5,000	15,000	14,732	10,000	15,000	200%
Utilities- Telephone	6,500	6,500	2,918	-	6,500	0%
Engineering Services	-	2,800	2,707	2,800	2,800	100%
Dues & Memberships	1,500	500	285	(1,000)	500	-67%
Travel & Training	2,500	500	255	(2,000)	500	-80%
Vehicle Maintenance	2,000	5,500	4,107	3,500	5,500	175%
Gen Liability Insurance	240	240	-	-	240	0%
Vehicle Insurance	800	800	-	-	800	0%
Property Insurance	230	230	-	-	230	0%
Subtotal	84,620	92,920	54,974	8,300	92,920	10%

Utility Billing (Cont.)

	FY 2019-20 Expenditures			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-20	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Non-Capital Outlay *						
Computer Equipt./Software	2,000	2,000	1,768	-	2,000	0%
Office Furniture/Equipt.	1,200	1,200	240	-	1,200	0%
Subtotal	3,200	3,200	2,008	-	3,200	0%
Total	380,974	341,052	196,463	(39,922)	341,052	-10%

Utility Fund Water Operations	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-20	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	118,240	90,173	43,849	(28,067)	90,173	-24%
Longevity Pay	1,590	1,590	1,590	-	1,590	0%
Standby Pay	6,162	3,662	1,264	(2,500)	3,662	-41%
Overtime	15,000	10,000	4,495	(5,000)	10,000	-33%
Social Security	10,856	8,380	3,917	(2,476)	8,380	-23%
Municipal Retire. Sys.	19,781	13,221	7,241	(6,560)	13,221	-33%
Medical Insurance	22,181	19,706	7,563	(2,475)	19,706	-11%
Worker's Comp.	8,022	5,405	2,326	(2,617)	5,405	-33%
Unemployment Ins.	510	510	324	-	510	0%
Subtotal	202,343	152,648	72,570	(49,695)	152,648	-25%
Supplies and Materials						
Office Supplies	350	350	234	-	350	0%
Safety Supplies	500	500	144	-	500	0%
Minor tools	500	500	137	-	500	0%
Uniforms	900	900	434	-	900	0%
Chemicals	22,000	22,000	12,996	-	22,000	0%
Fuel	4,000	4,000	1,546	-	4,000	0%
Subtotal	28,250	28,250	15,490	-	28,250	0%
Services/Other Charges						
Pumps and Motors	20,000	20,000	3,473	-	20,000	0%
Well Maintenance	10,000	10,000	2,262	-	10,000	0%
Water Plant Maint.	20,000	20,000	5,158	-	20,000	0%
Water Tank Maint.	-	5,000	-	5,000	5,000	100%
Equipt/Mach Maint.	2,000	2,000	88	-	2,000	0%
Vehicle Maintenance	3,500	3,500	639	-	3,500	0%
Utilities- Telephone	15,000	15,000	6,636	-	15,000	0%
Utilities- Electric	120,000	120,000	46,892	-	120,000	0%
Telemetry System	-	7,500	4,323	7,500	7,500	100%
Information Tech.	-	3,500	2,167	3,500	3,500	100%
Travel & Training	1,000	1,000	118	-	1,000	0%
Professional Serv.	-	250	146	250	250	100%
Dues & Memberships	130	130	-	-	130	0%
Lost Pines User Fee	70,000	70,000	52,471	-	70,000	0%
Testing/Lab Fees	3,000	3,000	2,106	-	3,000	0%
Gen Liability Insurance	260	260	-	-	260	0%
Vehicle Insurance	1,200	1,200	-	-	1,200	0%
Mobile Equipt Ins.	60	60	-	-	60	0%
Property Insurance	6,000	6,000	-	-	6,000	0%
TCEQ Operating Fee	8,500	8,500	14,570	-	8,500	0%
Subtotal	280,650	296,900	141,049	16,250	296,900	6%

Utility Fund
Water Operations

	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-20	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Non-Capital Outlay						
Computer Equipt./Softwai	5,899	3,399	-	(2,500)	3,399	-42%
Office Furniture/Equipt.	400	-	-	(400)	-	-100%
Subtotal	6,299	3,399	-	(2,900)	3,399	-46%
Capital Outlay						
Vehicle/Equipment Replac	330,812	-	-	(330,812)	-	-100%
Plant/Equipt. Replace	25,000	-	-	(25,000)	-	-100%
Subtotal	355,812	-	-	(355,812)	-	-100%
TOTALS	873,354	481,197	229,108	(392,157)	481,197	-45%

Utility Fund
Wastewater Operations

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-20	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	75,166	100,281	52,833	25,115	100,281	33%
Longevity Pay	345	345	680	-	345	0%
Standby Pay	6,000	3,606	1,106	(2,394)	3,606	-40%
Overtime	7,000	4,866	1,941	(2,134)	4,866	-30%
Social Security	14,787	8,464	4,327	(6,323)	8,464	-43%
Municipal Retire. Sys.	12,418	12,418	7,963	-	12,418	0%
Medical Insurance	14,787	10,081	5,762	(4,706)	10,081	-32%
Worker's Comp.	3,151	3,151	1,905	-	3,151	0%
Unemployment Ins.	340	340	825	-	340	0%
Subtotal	133,994	143,552	77,341	9,558	143,552	7%
Supplies and Materials						
Office Supplies	350	650	425	300	650	86%
Minor Supplies (safety)	500	500	296	-	500	0%
Testing Supplies	2,500	1,500	168	(1,000)	1,500	-40%
Uniforms	1,600	1,100	775	(500)	1,100	-31%
Chemicals	82,000	92,000	58,293	10,000	92,000	12%
Fuel	2,000	2,000	546	-	2,000	0%
Subtotal	88,950	97,750	60,504	8,800	97,750	10%
Services/Other Charges						
WW Plant Maintenance	-	20,000	19,153	20,000	20,000	100%
Buildings & Grounds	250	250	221	-	250	0%
Equipment Maint.	500	500	295	-	500	0%
Vehicle Maint	1,000	1,000	2	-	1,000	0%
Utilities- Telephone	10,000	10,000	4,778	-	10,000	0%
Utilities- Electric	58,000	43,000	19,568	(15,000)	43,000	-26%
Information Tech.	-	3,500	2,897	3,500	3,500	0%
Util.- Elm Creek Water	220	220	-	-	220	0%
Travel & Training	2,250	2,250	1,030	-	2,250	0%
Dues & Memberships	111	111	-	-	111	0%
Engineering	-	267	267	267	267	0%
Sludge Removal -Con.	44,000	55,000	32,500	11,000	55,000	25%
Testing/Lab Fees	7,000	7,000	5,324	-	7,000	0%
TCEQ Operating Fee	10,000	10,000	-	-	10,000	0%
Gen Liability Insurance	260	260	-	-	260	0%
Vehicle Insurance	790	790	-	-	790	0%
Property Insurance	4,200	4,200	-	-	4,200	0%
Subtotal	138,581	158,348	86,035	19,767	158,348	14%
TOTALS	361,525	399,650	223,880	38,125	399,650	11%

Utility Maintenance Water/Sewer

	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Salaries and Benefits						
Base Salaries	178,322	207,681	109,539	29,359	207,681	16%
Longevity Pay	5,090	5,260	5,260	170	5,260	3%
Standby Pay	2,750	6,436	2,686	3,686	6,436	134%
Overtime	25,399	32,653	19,653	7,254	32,653	29%
Social Security	36,968	20,312	10,450	(16,656)	20,312	-45%
Municipal Retire. Sys.	29,682	37,357	19,388	7,675	37,357	26%
Medical Insurance	36,968	33,805	20,061	(3,163)	33,805	-9%
Worker's Comp.	11,199	12,715	5,839	1,516	12,715	14%
Unemployment Ins.	851	851	689	-	851	0%
Car Allowance	-	-	-	-	-	0%
Subtotal	327,228	357,069	193,564	29,841	357,069	9%
Supplies and Materials						
Office Supplies	600	600	292	-	600	0%
Minor Supplies	1,500	1,500	493	-	1,500	0%
Small Tools	1,000	1,500	1,369	500	1,500	50%
Safety Supplies	4,000	4,000	2,054	-	4,000	0%
Bedding Material	8,500	8,500	3,629	-	8,500	0%
Fuel	7,500	8,700	5,416	1,200	8,700	16%
Uniforms	1,500	2,000	1,642	500	2,000	33%
Subtotal	24,600	26,800	14,894	2,200	26,800	9%
Services/Other Charges						
Mains and Valves	18,000	13,000	6,209	(5,000)	13,000	-28%
Hydrants/Valves	-	2,500	2,293	-	2,500	0%
Water Lines	20,000	20,000	49	-	20,000	0%
Lift Station Maint.	-	-	8,752	9,500	9,500	100%
Vehicle Maint.	5,500	5,500	3,369	-	5,500	0%
Equipt. Maint.	5,000	5,000	4,393	-	5,000	0%
Utilities- Telephone	9,377	9,377	2,392	-	9,377	0%
Utilities- Electric	-	12,000	8,537	12,000	12,000	100%
Utilities- Gas	-	500	157	500	500	100%
Information Tech.	4,000	4,000	3,173	-	4,000	0%
Dues & Memberships	280	280	111	-	280	0%
Travel & Training	1,200	1,200	1,250	-	1,200	0%
Cap. Equipt. Lease	8,300	8,300	4,110	-	8,300	0%
Vehicle Insurance	-	410	410	410	410	0%
Subtotal	71,657	82,067	45,205	17,410	91,567	24%
Capital Outlay						
Vehicle/Equipment Replace	25,000	-	-	(25,000)	-	0%
Subtotal	25,000	-	-	(25,000)	-	0%
TOTALS	448,485	465,936	253,663	24,451	475,436	2%

Utility Fund Appropriations Amendment #1
Fiscal Year 2019-20

Utility Fund Transfers Out	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-2020	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Transfers Out of - - Water System Resources						
To General Fund	678,223	678,223	-	-	678,223	0%
To I&S Bond Fund	1,044,997	1,044,997	1,044,997	-	1,044,997	0%
To Notes and Loans	-	-	-	-	-	0%
To Capital Leases	-	-	-	-	-	0%
Subtotal	1,723,220	1,723,220	1,044,997	-	1,723,220	-
Transfers Out of- - Sewer System Resources						
To General Fund	554,909	554,909	-	-	554,909	0%
To I&S Bond Fund	1,018,295	1,018,295	1,018,295	-	1,018,295	0%
To Notes and Loans			-			
To Capital Leases	-	-	-	-	-	0%
Subtotal	1,573,204	1,573,204	1,018,295	-	1,573,204	0%
Total Transfers	3,296,424	3,296,424	2,063,292	-	3,296,424	0%

Debt Service (I&S) Funds

FY 2019-20 Operating Budget Amendment #1
Debt Service (I&S) Fund - Summary Revenue and Expenditures

Revenue (Resources)	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
	FY 2019-20 Expenditures					
General Govern't						
1 Property Taxes	1,418,285	1,428,285	-	10,000	1,428,285	0%
Interest Income	2,000	3,000	1,480	1,000	3,000	50%
Subtotal	1,420,285	1,431,285	1,480	11,000	1,431,285	0.8%
Utility Funds						
Water Rev. Bond Debt	1,044,997	1,044,997	-	-	1,044,997	0%
Water Rev. Cap Leases	-	-	-	-	-	-
Sewer Revenue	1,018,295	1,018,295	-	-	1,018,295	0%
Interest Income	2,000	3,000	1,480	1,000	3,000	50%
Subtotal	2,065,292	2,066,292	1,480	1,000	2,066,292	0.0%
Total Funds Available	3,485,577	3,497,577	2,960	12,000	3,497,577	0.3%
Expenditures						
Services and Other Charges						
1 Appraisal Serv. (Bastrop C/	-	17,993	-	17,993	17,993	0%
1 Tax Collect (Bastrop Co. Aı	-	3,583	-	3,583	3,583	0%
Subtotal	-	21,576	-	21,576	21,576	0%
General Govern't						
Bonded Debt	1,056,815	1,056,815	188,689	-	1,056,815	0%
2 Capital Leases	-	320,000	-	320,000	320,000	0%
Subtotal	1,056,815	1,376,815	188,689	320,000	1,376,815	0%
Utility Funds						
Bonded Debt	2,078,383	2,078,583	2,078,383	200	2,078,583	0%
3 Notes and Loans	48,000	48,000	-	(48,000)	-	-100%
3 Capital Leases	101,793	101,793	-	(101,793)	-	-100%
Subtotal	2,228,176	2,228,376	2,078,383	(149,593)	2,078,583	-7%
TOTALS	3,284,991	3,605,191	2,267,072	170,407	3,455,398	-4%

Revenue Notes:

1 Slight increase based on year to date collections and re-projection of revenue for the year.

Expenditure Notes:

1 In the past, all cost associated with appraisal and tax collection services by the County were absorbed by the General Fund. An appropriate percentage of these costs are proposed to be allocated between the General Fund, I&S Fund and TIRZ Fund. Amounts shown here are the I&S Fund's share of these costs.

2 This amount represents the first payment in August on the loan with GCI that was approved by the City Council on April 23rd.

3 The amounts for the Notes and Loans and Capital Leases will not be needed since the GCI loan covers the purchase of all equipment that was originally going to be purchased from current revenue.

FY 2019-20 Operating Budget Amendment #1

Debt Service(I&S) Fund

Estimated Annual Revenue By Source	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
General Government						
* Current Taxes	1,223,000	1,223,000	1,172,502	-	1,223,000	0%
Delinquent Taxes	158,420	158,420	102,430	-	158,420	0%
Prior Year Delinq. Taxes	22,500	22,500	13,922	-	22,500	0%
Penalty & Interest	14,365	24,365	21,247	10,000	24,365	0%
Interest Income	2,000	3,000	1,480	1,000	3,000	0%
Subtotal	1,420,285	1,431,285	1,311,581	11,000	1,431,285	0%
Utility Fund						
Transfer In- Water Rev.						
Debt Payment on Bonds	1,044,997	1,044,997	1,044,997	-	1,044,997	0%
Debt Payment Cap Leases	-	-	-	-	-	0%
Transfer In- Sewer Rev.			-			
Debt Payment on Bonds	1,018,295	1,018,295	1,018,295	-	1,018,295	0%
Interest Income	2,000	3,000	1,480	1,000	3,000	0%
Subtotal	2,065,292	2,066,292	2,064,772	1,000	2,066,292	0%
TOTALS	3,485,577	3,497,577	3,376,353	12,000	3,497,577	0%

** Based on requirements for existing debt.*

General Government	FY 2019-20 Expenditures					
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Services and Other Charges						
Appraisal Serv. (Bastrop CAD)	-	17,993	9,074	17,993	17,993	100%
Tax Collect (Bastrop Co. Aud.)	-	3,583	3,823	3,583	3,583	100%
Subtotal	-	21,576	12,898	21,576	21,576	100%
Bonded Debt (by Issue) -						
Series 2007						
T/R Co - Principal	105,000	105,000	-	-	105,000	0%
T/R Co - Interest	42,554	42,554	21,277	-	42,554	0%
T/R Co - Pay Agent	425	425	-	-	425	0%
Series 2009						
T/R Co - Principal	65,000	65,000	-	-	65,000	0%
T/R Co - Interest	41,168	41,168	18,962	-	41,168	0%
T/R Co - Pay Agent	1,000	1,000	-	-	1,000	0%
Series 2011						
GO - CO - Principal	42,500	42,500	-	-	42,500	0%
GO - CO - Interest	35,030	35,030	17,515	-	35,030	0%
CO"s Paying Agent	300	300	-	-	300	0%
Series 2013						
GO Comb T/R Co-Principal	84,395	84,395	-	-	84,395	0%
GO Comb T/R Co - Interest	58,735	58,735	29,368	-	58,735	0%
Principal Limit Ref Bond	141,573	141,573	-	-	141,573	0%
Refunding Interest	12,135	12,135	6,067	-	12,135	0%
Paying Agent	600	600	-	-	600	0%
Series 2015						
Principal	235,000	235,000	-	-	235,000	0%
Interest	191,000	191,000	95,500	-	191,000	0%
Paying Agent	400	400	-	-	400	0%
Subtotal	1,056,815	1,056,815	188,689	-	1,056,815	0%
Capital Leases						
Government Capital Inc.	-	320,000	-	320,000	320,000	100%
Subtotal	-	320,000	-	320,000	320,000	100%
TOTALS	1,056,815	1,398,391	201,587	341,576	1,398,391	32%

Utility Funded Debt	FY 2019-20 Expenditures					
Existing Bonded Debt	Adopted	Amend.#1 3-17-20	Y-T-D Actual 1-31-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Series 2008						
RDA II - Principal	40,000	40,000	40,000	-	40,000	0%
RDA II - Interest	97,352	97,352	47,502	-	97,352	0%
RDA II - Pay Agent	750	750	750	-	750	0%
Series 2009						
RDA II - Principal	12,000	12,000	12,000	-	12,000	0%
RDA II - Interest	25,703	25,703	12,847	-	25,703	0%
RDA II - Pay Agent	75	75	1,371	-	75	0%
Series 2011						
WW - CO - Principal	297,500	297,500		-	297,500	0%
WW - CO - Interest	245,210	245,210	122,605	-	245,210	0%
CO"s Paying Agent	-	-	-	-	-	0%
Series 2013						
WW Comb T/R CO-Principal	45,605	45,605		-	45,605	0%
WW Comb T/R CO-Interest	31,740	31,740	15,870	-	31,740	0%
WW Ltd Ref Bond - Principal	68,427	68,427		-	68,427	0%
WW Ltd Ref Bond - Interest	5,865	5,865	2,933	-	5,865	0%
Series 2015						
Refunding Of CO Principal	120,000	120,000		-	120,000	0%
Refunding Of CO Interest	115,575	115,575	56,063	-	115,575	0%
Refunding Of CO Pay Agent	400	400		-	400	0%
Series 2016						
CO Tax & Revenue-Principal	345,000	345,000		-	345,000	0%
CO Tax & Revenue-Interest	336,650	336,650	163,300	-	336,650	0%
CO"s Paying Agent	-	200	200	200	200	100%
Series 2019A						
CO Tax & Revenue-Principal	145,000	145,000		-	145,000	0%
CO Tax & Revenue-Interest	145,531	145,531	72,766	-	145,531	0%
Bond Issue Costs	-	-	-	-	-	0%
Subtotal	2,078,383	2,078,583	548,204	200	2,078,583	0%
TOTALS	2,078,383	2,078,583	548,204	200	2,078,583	0%

Special Revenue Funds

Revenue and Amended Appropriations - Special Revenue Funds
Fiscal Year 2019-20
Amendment #1

Special Revenue	FY 2019-20			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Red Light Camera Fund:						
Revenue	-	2,698	-	2,698	2,698	0%
Less Expenditures	299,228	170,259	398,993	117,705	416,933	145%
	(299,228)	(167,561)	(398,993)	(115,007)	'(414,235)*	
* Total amount paid from fund balance that zeroed out account.						
Hotel-Motel Tax Fund:						
Revenue	130,300	130,650	51,647	350	130,650	0.3%
Less Expenditures	(120,500)	(140,725)	(49,887)	(20,225)	(140,725)	17%
	9,800	(10,075)	1,760	(19,875)	(10,075)	-203%
Main Street Program:						
Revenue	68,139	68,139	44,791	-	68,139	0.0%
Less Expenditures	(74,493)	(74,493)	(44,608)	-	(74,493)	0.0%
	(6,354)	(6,354)	183	-	(6,354)	0.0%
Cable Franchise Subscriber Fee:						
Revenue	22,200	22,200	13,820	-	22,200	0.0%
Less Expenditures	(10,000)	(40,000)	-	(30,000)	(40,000)	300%
	12,200	(17,800)	13,820	(30,000)	(17,800)	-246%
Court Tech. & Security Funds						
Revenue	22,500	24,500	1,600	2,000	24,500	8.9%
Less Expenditures	(14,621)	(15,121)	-	(500)	(15,121)	3.4%
	7,879	9,379	1,600	1,500	9,379	19.0%
Water Impact Fees						
Revenue	253,500	253,500	7,516	-	253,500	0.0%
Less Expenditures	(102,000)	(102,000)	-	-	(102,000)	0.0%
	151,500	151,500	7,516	-	151,500	0.0%
Wasterwater Impact Fees						
Revenue	250,000	251,000	59,658	1,000	251,000	0.4%
Less Expenditures	(25,000)	(125,000)	-	(100,000)	(125,000)	400%
	225,000	126,000	59,658	(99,000)	126,000	-44%

Red Light Camera Fund Amendment #1
Fiscal Year 2019-20

Red Light Camera Fund	FY 2019-20 Revenue/Expenditures			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Revenue						
Fines	-	-	-	-	-	0%
Interest Income	-	2,698	2,698	2,698	2,698	0%
Subtotal	-	2,698	-	2,698	2,698	0%
TOTALS	-	2,698	-	2,698	2,698	0%
Expenditures						
Services/Other Charges						
Signal Equipment - ATS	-	-	-	-	-	0%
Collection Fees- ATS	-	-	-	-	-	0%
Operating Expenses	-	-	-	-	-	0%
Signal Op Exp.(refunds)	-	-	-	-	-	0%
1 Red Light Trauma State	-	170,259	170,259	170,259	170,259	100%
Subtotal	-	170,259	170,259	170,259	170,259	0%
EPD Capital Equipment						
Police Vehicles	139,228	-	139,228	-	139,228	0%
IT Equipment	-	-	-	-	-	0%
Subtotal	139,228	-	139,228	-	139,228	100%
2 *Transfer Out*	160,000	-	89,506	(52,554)	107,446	100%
TOTALS	299,228	170,259	398,993	117,705	416,933	39%

1 The wind down agreement with the State in conjunction with termination of the Red Light Camera Program in June of last year required that the City make final payment to the State for the Red Light Trauma Fund. This amounted to $179,259 paid from the fund balance remaining.

2 The liability owed to the state, reduced funds available to transfer to the General Fund by $52,554.

Hotel/Motel Tax Fund Amendment #1
Fiscal Year 2019-20

Hotel-Motel Tax Fund	FY 2019-20 Revenue/Expenditures			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Revenue						
Taxes						
Tax Collections	130,000	130,000	51,252	-	130,000	0%
Interest Income	300	650	395	350	650	117%
Subtotal	130,300	130,650	51,647	350	130,650	0.3%
TOTALS	130,300	130,650	51,647	350	130,650	0.3%
Expenditures						
Community Support						
Elgin Chamber of Comm.	50,000	50,000	-	-	50,000	0%
Elgin Historical Assoc.	11,000	11,000	5,000	-	11,000	0%
Elgin Arts Assoc.	1,500	1,750	1,750	250	1,750	17%
	62,500	62,750	6,750	250	62,750	0%
Operations						
Utilities- Electric	9,500	7,500	3,478	(2,000)	7,500	-21%
Gen Liability Insurance	-	100	-	100	100	100%
Property Insurance	-	100	-	100	100	100%
Subtotal	9,500	7,700	3,478	(1,800)	7,700	-19%
Community Projects						
Union Depot	5,000	5,000	425	-	5,000	0%
Holiday Lights	7,500	7,500	4,280	-	7,500	0%
Nofsinger House	5,000	5,000	4,595	-	5,000	0%
Banner Program	6,000	6,000	3,804	-	6,000	0%
Promotional Signage Prog.	15,000	15,000	4,312	-	15,000	0%
Freight Depot	10,000	10,000	468	-	10,000	0%
Subtotal	48,500	48,500	17,884	-	48,500	0%
Capital Outlay						
Renovate-Museum roof	-	21,775	21,775	21,775	21,775	100%
Subtotal	-	21,775	21,775	21,775	21,775	100%
TOTALS	120,500	140,725	49,887	20,225	140,725	0%

Main Street Board Fund Amendment #1
Fiscal Year 2019-20

Elgin Main Street Board	FY 2019-20 Revenue/Expenditures			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Revenue						
Hogeye Festival	63,439	63,439	42,562	-	63,439	0%
Fundraising	500	500	260	-	500	0%
Public Art	2,000	2,000	28	-	2,000	0%
Interest Income	200	200	241	-	200	0%
Holiday Lighting	2,000	2,000	1,700	-	2,000	0%
Flags	-	-	-	-	-	0%
TOTALS	68,139	68,139	44,791	-	68,139	0%
Expenditures						
Supplies and Materials						
Office Supplies	250	250	40	-	250	0%
Printing	-	-	-	-	-	0%
Subtotal	250	250	40	-	250	0%
Services and Other Charges						
Promo Tourism	8,500	8,500	2,420	-	8,500	0%
Downtown Improve.	5,000	5,000	1,900	-	5,000	0%
Fundraising	500	500	-	-	500	0%
Dues Subs. & Publishi	250	250	41	-	250	0%
Travel Training	2,100	2,100	1,006	-	2,100	0%
Design Committee	5,000	5,000	1,649	-	5,000	0%
Business Dev. Comm.	6,000	6,000	2,309	-	6,000	0%
Downtown 78621	5,270	5,270	942	-	5,270	0%
Hogeye Festival	39,623	39,623	34,301	-	39,623	0%
Holiday Christmas	2,000	2,000	-	-	2,000	0%
Subtotal	74,243	74,243	44,568	-	74,243	0%
TOTALS	74,493	74,493	44,608	-	74,493	0%

Cable Franchise Subscriber's Fee Fund Amendment #1
Fiscal Year 2019-20

Cable Franchise Subscriber's Fee	FY 2019-20 Revenue/Expenditures			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Revenue						
Miscellaneous						
Cable Franchise - Ch 10	20,000	20,000	13,005	-	20,000	0%
Law Enforcement Ed.	1,900	1,900	-	-	1,900	0%
Interest Income	300	300	815	-	300	0%
Subtotal	22,200	22,200	13,820	-	22,200	0%
TOTALS	22,200	22,200	13,820	-	22,200	0%
Expenditures						
Services and Other Charges						
Law Enforcement Training	10,000	10,000	-	-	10,000	0%
Other	-	-	-	-	-	0%
Subtotal	10,000	10,000	-	-	10,000	0%
Non-Capital Outlay						
Computer Equipt./Software *	-	-	-	-	-	0%
1 Office Furniture/Equipt.	-	15,000	-	15,000	15,000	100%
Subtotal	-	15,000	-	15,000	15,000	100%
Capital Outlay						
Vehicle/Equipment Replace	-	-	-	-	-	0%
1 Office/Equipt. Replace	-	15,000	-	15,000	15,000	100%
Subtotal	-	15,000	-	15,000	15,000	100%
TOTALS	10,000	40,000	-	30,000	40,000	0%

1 *Furnishings and New Sound System, video displays for Council Chamber

Court Technology/Security Fund Amendment #1
Fiscal Year 2019-20

		FY 2019-20 Revenue/Expenditures			FY 2019-20 Amendment #1		
	Court Technology Security Funds	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
	Revenue						
	Court Fees and Charges						
	Child Safety Fees	1,000	1,000	-	-	1,000	0%
	Arrest Fees	500	500	-	-	500	0%
	Interest Income	7,000	7,000	-	-	7,000	0%
	Court Security	6,500	6,500	-	-	6,500	0%
	Court Technology	7,500	7,500	-	-	7,500	0%
1	Truancy Prevention	-	2,000	1,600	2,000	2,000	100%
	Subtotal	22,500	24,500	1,600	2,000	24,500	9%
	TOTALS	22,500	24,500	1,600	2,000	24,500	9%
	Expenditures						
	Salaries and Benefits						
	Court Security						
	Base Salaries (Bailiff)	4,500	4,500	-	-	4,500	0%
	Social Security	315	315	-	-	315	0%
	Worker's Compensation	250	250	-	-	250	0%
	Unemploy. Insurance	56	56	-	-	56	0%
	Subtotal	5,121	5,121	-	-	5,121	0%
	Services and Other Charges						
	Court Technology						
	Information Tech.	9,500	9,500	-	-	9,500	0%
	Subtotal	9,500	9,500	-	-	9,500	0%
	Local Truancy Prevention						
1	Juvenile Case Mgmt	-	500	-	500	500	100%
	Subtotal	-	500	-	500	500	100%
	TOTALS	14,621	15,121	-	500	15,121	3%

1 The Local Truancy Prevention Program was started on October 1st. After the original budget was approved. Expenditures are restricted for acquisition of materials and services related specifically for reducing truancy in schools.

Water Impact Fee Fund Amendment #1
Fiscal Year 2019-20

Water Impact Fee	FY 2019-20 Revenue/Expenditures			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Revenue						
Impact Fees	250,000	250,000	6,690	-	250,000	0%
Interest Income	3,500	3,500	826	-	3,500	0%
Other	-	-	-	-	-	0%
Subtotal	253,500	253,500	7,516	-	253,500	0%
TOTALS	253,500	253,500	7,516	-	253,500	0%
Expenditures						
Services and Other Charges						
Engineering	25,000	25,000	-	-	25,000	0%
Aqua -Purchase CCN	52,000	52,000	-	-	52,000	0%
Miscellaneous Repairs	25,000	25,000	-	-	25,000	0%
Subtotal	102,000	102,000	-	-	102,000	0%
Capital Outlay						
Main Street Alley Project	-	-	-	-	-	-
Water Lines/Upgrades	-	-	-	-	-	-
Other	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Transfers Out						
Transfer to Fund 45 -CIP	-	-	-	-	-	-
Transfer to CO 16 Fund	-	-	-	-	-	0%
Subtotal	-	-	-	-	-	0%
TOTALS	102,000	102,000	-	-	102,000	0%

Sewer Impact Fee Fund Amendment #1
Fiscal Year 2019-20

Sewer Impact Fees	FY 2019-20 Revenue/Expenditures			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Revenue						
Fees						
Impact Fees	250,000	250,000	58,996	-	250,000	0%
Interest Income	-	1,000	662	1,000	1,000	100%
Other	-	-	-	-	-	0%
Subtotal	250,000	251,000	59,658	1,000	251,000	0%
TOTALS	250,000	251,000	59,658	1,000	251,000	0.4%
Expenditures						
Services and Other Charges						
Engineering	25,000	25,000	-	-	25,000	0%
Miscellaneous	-	-	-	-	-	0%
Subtotal	25,000	25,000	-	-	25,000	0%
Capital Outlay						
1 Sewer Line Extension	-	100,000	-	100,000	100,000	100%
Other	-	-	-	-	-	0%
Subtotal	-	100,000	-	100,000	100,000	100%
TOTALS	25,000	125,000	-	100,000	125,000	400%

1 Passage of Ordinance 2015-12-23-34 requires the City to provide utility services to the annexed areas. The amended appropriation provides funding for engineering services related to providing such services.

Economic Development Corporation

ELGIN ECONOMIC DEVELOPMENT CORP.
FY 2019-20 Adopted Operating Budget
Amendment #1

Admin. -Operations	FY 2019-20					
Revenue	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Sales Tax	810,025	810,025	582,442	-	810,025	0%
Interest Income	12,000	12,000	5,107	-	12,000	0%
Rebate/refund	-	579	579	579	579	0%
	822,025	822,604	588,127	579.00	822,604	0.1%
Expenditures						
Salaries and Benefits						
Reg Salary/Wages	126,080	126,080	93,710	-	126,080	0%
Longevity	235	235	235	-	235	0%
Overtime	285	285	223	-	285	0%
Social Security	8,347	8,347	6,970	-	8,347	0%
Retirement- TMRS	18,738	18,738	13,939	-	18,738	0%
Group Medical Insurance	11,342	11,342	4,752	-	11,342	0%
Worker's Compensation	567	567	416	-	567	0%
Unemployment Ins.	255	255	480	-	255	0%
Car Allowance	7,200	7,200	4,698	-	7,200	0%
Subtotal	173,049	173,049	125,422	-	173,049	0%
Supplies and Materials						
Office Supplies	500	500	-	-	500	0%
Postage	400	400	-	-	400	0%
Printed Forms	2,500	2,500	697	-	2,500	0%
Subtotal	3,400	3,400	697	-	3,400	0%
Services/Other Charges						
Marketing/ Advertising	20,000	20,000	3,258	-	20,000	0%
Consulting Services	10,000	10,000	2,378	-	10,000	0%
Telephone	7,000	7,000	4,756	-	7,000	0%
Electric Utility	1,000	1,000	1,982	-	1,000	0%
IT Services - Contract	2,000	2,000	3,414	-	2,000	0%
Engineering Services	10,000	10,000	368	-	10,000	0%
Audit Services	-	2,000	-	2,000	2,000	100%
Legal Services	1,000	1,000	80	-	1,000	0%
Contract Services	-	250	249	250	250	100%
Travel Training	5,000	5,000	3,450	-	5,000	0%
Dues/memberships	5,000	5,000	3,645	-	5,000	0%
Employee Bond	250	250	-	-	250	0%
Subtotal	61,250	63,500	23,581	2,250	63,500	4%
Total Op.Expenditures	237,699	239,949	149,700	2,250	239,949	1%

ELGIN ECONOMIC DEVELOPMENT CORP.
FY 2019-20 Adopted Operating Budget

	FY 2019-20					
Business Recruit./ Retention Prog. **EDC Business Support**	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
EXPENDITURES						
Marketing Retention						
Recruitment- Marketing	50,000	50,000	-	-	50,000	0%
Recruitment Incentives	100,000	100,000	52,000	-	100,000	0%
Bus. Expansion- Incentives	15,000	15,000	-	-	15,000	0%
Bus. Expans.- Infrastructure	60,000	60,000	-	-	60,000	0%
Retention- Marketing	30,000	30,000	-	-	30,000	0%
Retention- Incentives	37,000	37,000	-	-	37,000	0%
Subtotal	292,000	292,000	52,000	-	292,000	0%
Total Bus. Recruit/Retention	292,000	292,000	52,000	-	292,000	0%
EDC Debt Service						
Principal	50,000	50,000	-	-	50,000	0%
Interest	12,586	12,586	6,293	-	12,586	0%
Paying Agent	250	250	-	-	250	0%
Subtotal	62,836	62,836	6,293	-	62,836	0%
Total EEDC Expend.	**592,535**	**594,785**	**207,993**	**2,250**	**594,785**	0%

Tax Increment Re-investment Zone (TIRZ)

Revenue and Amended Appropriations - TIRZ # 1 Funds
Fiscal Year 2019-20

TIRZ # 1 Operating & Debt Service Fund	FY 2019-20			FY 2019-20 Amendment #1		
	Adopted	Amend.#1 6-16-20	Y-T-D Actual 4-30-2020	Increase/ (decrease)	Amended Total	% Inc/ (Dec)
Taxes						
City of Elgin	174,543	174,543	154,465	-	174,543	0%
Bastrop County	89,778	89,778	-	-	89,778	0%
Rebates		-	488	488	488	100%
Interest Income	5,000	11,000	5,452	6,000	11,000	120%
Subtotal	269,321	275,321	160,405	6,488	275,809	2%
TOTAL	269,321	275,321	160,405	6,488	275,809	2.4%

Expenditures

Operating Charges						
Utilities-Electric	1,200	1,200	-	-	1,200	0%
Appraisal Board	-	2,610	1,269	2,610	2,610	100%
County Tax Collect.	-	652	541	652	652	100%
Legal Services	500	500	440	-	500	0%
Street Light Repairs	-	6,200	-	6,200	6,200	100%
Subtotal	1,700	11,162	2,249	9,462	11,162	557%
Debt Service						
CO Series 2019B						
Pay Agent Fee TIRZ CO	-	-	-	-	-	0%
Principal TIRZ CO	40,000	40,000	-	-	40,000	0%
Interest TIRZ CO	216,569	216,569	108,285	-	216,569	0%
Subtotal	256,569	256,569	108,285	-	256,569	0%
TOTAL	258,269	267,731	110,534	9,462	267,731	4%

APPENDIX A

Proposed Amendments to Part-time and Full-time Authorized Positions

Full and Part-time authorized positions were defined in Appendix C of the original budget. This Appendix A of Budget Amendment #1 proposes staffing changes proposed for mid-year corrections.

Proposed changes affect staffing in the Police Department and the Utility Operations as shown on the following page.

APPENDIX A

Full-Time Equivalent Authorized Positions

General Fund

Police Department

Administration

Authorized Positions	Grade	Full Time Equiv. Positions 2018-19 Adopt	2018-19 Amend	2019-20 Adopted	2019-20 Amend
Assistant Chief of Police	-	1.00	1.00	1.00	0.00
Police Lieutenant	6	1.00	1.00	1.00	0.00
Commander	6	0.00	0.00	0.00	2.00
Evidence Tech		0.50	0.50	0.50	0.00
Sub-total		2.50	2.50	2.50	2.00

Patrol Division

Authorized Positions	Grade	Full Time Equiv. Positions 2018-19 Adopt	2018-19 Amend	2019-20 Adopted	2019-20 Amend
Officer	4	13.00	13.00	13.00	14.00
Officer/Cadet		0.00	0.00	1.00	0.00
Sub-total		13.00	13.00	14.00	14.00

CID Division

Authorized Positions	Grade	Full Time Equiv. Positions 2018-19 Adopt	2018-19 Amend	2019-20 Adopted	2019-20 Amend
Police Corporal		0.00	0.00	0.00	1.00
Sub-total		0.00	0.00	0.00	1.00

Utility Fund (Water/Sewer)

Water Operations

Authorized Positions	Grade	Full Time Equiv. Positions 2018-19 Adopt	2018-19 Amend	2019-20 Adopted	2019-20 Amend
Plant Operator II	4	1.00	1.00	1.00	1.00
Plant Operator 1	3	1.00	1.00	2.00	**1.50**
Total		2.00	2.00	3.00	2.50

Wastewater Operations

Authorized Positions	Grade	Full Time Equiv. Positions 2018-19 Adopt	2018-19 Amend	2019-20 Adopted	2019-20 Amend
Plant Operator II	4	1.00	1.00	1.00	1.00
Plant Operator 1	3	2.00	2.00	2.00	**1.50**
Total		3.00	3.00	3.00	2.50

Utility Maintenance

Authorized Positions	Grade	Full Time Equiv. Positions 2018-19 Adopt	2018-19 Amend	2019-20 Adopted	2019-20 Amend
Utilities Forman	7	1.00	1.00	1.00	1.00
Equipt. Oper. II	4	1.00	1.00	1.00	1.00
Water Laborer I	1	2.00	2.00	2.00	2.00
Water Laborer III	3	1.00	1.00	1.00	**2.00**
Total		5.00	5.00	5.00	6.00

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: An addendum to the 380 agreement between the City of Elgin and Circle Brewing Company LLC extending the start of construction from March of 2020 to September of 2020

DEPARTMENT: Economic Development

PROPOSED ACTION: Approve the First Amendment to the Contract

BACKGROUND: The original contract stated that the company had ten (10) months from the date of signing the contract to begin construction. This addendum will give the company sixteen (16) months from the date of signing the contract to begin construction. The original contract was signed in May of 2019.

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

RECOMMENDATION: Approve the addendum

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/CIRCLE BREWING COMPANY, LLC

FIRST AMENDMENT TO CHAPTER 380 ECONOMIC DEVELOPMENT AGREEMENT

This First Amendment is made on the ____ day of _______________, 2020, by and between the City of Elgin, Texas, a Texas home-rule city (the "City") and Circle Brewing Company, LLC, a Texas limited liability company (the "Developer").

WHEREAS, the City and the Developer entered into a Chapter 380 Economic Development Agreement on May 14, 2019, referred to as the. "Chapter 380 Agreement"; and

WHEREAS, the parties desire to amend the Chapter 380 Agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein and in the Chapter 380 Agreement, the parties agree as follows:

1. <u>Article V., Section C.</u>

Article V., Section C. is deleted in its entirety and replaced with a new Section C, which shall read as follows:

The Developer shall have the development under construction within (16) months of date of signing this agreement. The development shall be completed within eighteen (18) months from the date construction begins. The Sales Tax Grant Payments will not begin until after the first Certificate of Occupancy has been issued after the completion of construction of the 12,000 square foot building, as required in Section B., above

2. <u>Other Terms and Conditions</u>: All other terms and conditions of the Chapter 380 Agreement remain in full force and effect.

(signatures on the following page)

CITY OF ELGIN, TEXAS

By: ____
Chris Cannon, Mayor

CIRCLE BREWING COMPANY, LLC

By: ____
Its: ____

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF CITY OF ELGIN, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION (CDBG-MIT) PROGRAMS THROUGH THE TEXAS GENERAL LAND OFFICE (GLO)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve Resolution of City of Elgin Texas, authorizing the award of professional service provider contract for Community Development Block Grant-Mitigation (CDBG-MIT) Programs through The Texas General Land Office (GLO).

BACKGROUND The City of Elgin Solicited proposals for grant administration services for the Community Development Block Grant-Mitigation (CDBG-MIT) Programs through The Texas General Land Office (GLO). These proposals were reviewed and scored by the evaluation committee which included Sue Brashar, Charles Cunningham, Amy Miller and Laura Schwartz. The evaluation team recommends GrantWorks be hired for grant administration services for Community Development Block Grant-Mitigation (CDBG-MIT) Programs through The Texas General Land Office (GLO). The City will work with GrantWorks to determine the best project to submit for the program.

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

RECOMMENDATION: Approve Resolution of City of Elgin Texas, authorizing the award of professional service provider contract for Community Development Block Grant-Mitigation (CDBG-MIT) Programs through The Texas General Land Office (GLO).

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 City of Elgin, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) PROGRAMS THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).

WHEREAS, participation in CDBG-MIT programs requires implementation by professionals experienced in the administration/project delivery of federally-funded projects and creation of planning documents;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration and planning services has been completed in accordance with the GLO requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That GrantWorks is selected to provide application and project-related **administration/project delivery services** for CDBG-MIT program(s).

Section 2. That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THE 16th DAY OF JUNE.

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

Item: RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT 2020 DOWNTOWN REVITALIZATION FUND.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve Resolution of City of Elgin Texas, authorizing the award of professional service provider contract for the Texas Community Development Block Grant 2020 Downtown Revitalization Fund.

BACKGROUND The City of Elgin Solicited proposals for grant administration services for the Texas Community Development Block Grant 2020 Downtown Revitalization Fund. These were reviewed and scored by the evaluation committee which included Sue Brashar, Charles Cunningham, Amy Miller and Laura Schwartz. The evaluation team recommends GrantWorks be hired for grant administration services for the Texas Community Development Block Grant 2020 Downtown Revitalization Fund. The City will work with GrantWorks to determine the best project to submit for the program.

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

RECOMMENDATION: Approve Resolution of City of Elgin Texas, authorizing the award of professional service provider contract for the Texas Community Development Block Grant 2020 Downtown Revitalization Fund to GrantWorks.

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 CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT 2020 TEXAS CAPITAL FUND DOWNTOWN REVITALIZATION/MAIN STREET FUND.

WHEREAS, 2020 Texas Capital Fund Downtown Revitalization/Main Street Fund TxCDBG Community Development Fund contract requires implementation by professionals experienced in the administration of federally-funded community development projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for professional services;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That GrantWorks be awarded a contract to provide Texas CDBG application and project-related **administration services** for the 2020 Texas Capital Fund Downtown Revitalization/Main Street Fund TxCDBG Community Development Fund.

Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Elgin that Mayor Chris Cannon is authorized to enter into a contract with GrantWorks for this Project.

APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THE 16th DAY OF JUNE.

____

Chris Cannon, Mayor

ATTEST:

____

Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: CONSIDER A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF THE CARES ACT CORONAVIRUS RELIEF FUND GRANT TO THE TEXAS DEPARTMENT OF EMERGENCY MANAGEMENT FOR THE CARES ACT CORONAVIRUS RELIEF FUND; AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CARES ACT CORONAVIRUS RELIEF FUND GRANT

DEPARTMENT: Finance

PROPOSED ACTION: Review, consider and adopt Resolution as submitted or with changes the Council feels are appropriate.

BACKGROUND: Since the beginning of the Covid-19 pandemic in March, City staff has been tracking costs either directly or indirectly related to managing the impact of the disease on city operations. In response to this crises, congress has passed several relief measures that include the Coronavirus Relief Fund that will be administered by the Texas Division of Emergency Management.

In order to be eligible to receive funds allocated for this purpose, each governmental entity must have the City Council authorize submittal of the CARES Act cororna virus relief fund and to appoint a City Official to act as the City's Executive Officer and authorized representative to administer the grant. The Resolution to be considered here, fulfills the initial requirements of the grant.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Review and adopt Resolution as presented.

ATTACHMENTS: Resolution Authorizing submittal of the grant and appointing an authorized representative; Coronavirus Relief Fund Terms and Conditions.

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

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

RESOLUTION No. _______________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF THE CARES ACT CORONAVIRUS RELIEF FUND GRANT TO THE TEXAS DEPARTMENT OF EMERGENCY MANAGEMENT FOR THE CARES ACT CORONAVIRUS RELIEF FUND; AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CARES ACT CORONAVIRUS RELIEF FUND GRANT

WHEREAS, the City of Elgin is developing application(s) for the Cares Act Coronavirus Relief funds to reimburse eligible costs related to the State of Texas Coronavirus Pandemic declaration March 1, 2020; and,

WHEREAS, the Cares Act Coronavirus Relief funds applicants are required to appoint an official to act as the Authorized Representative in all matters in connection with the Cares Act Coronavirus funds Grant;

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

Section 1. That the City Manager, is authorized to submit an application for the Cares Act Coronavirus Relief funds.

Section 2. That the City Manager be appointed the Chief Executive Officer and Authorized Representative to act on behalf of the City in all matters in connection with the Cares Act Coronavirus Relief funds.

PASSED AND APPROVED this 16th day of June 2020

____
Chris Cannon, Mayor

ATTEST:

____
Amelia Sanchez, City Secretary

CORONAVIRUS RELIEF FUND (CRF) TERMS AND CONDITIONS

TEXAS DIVISION OF EMERGENCY MANAGEMENT

MAY 11, 2020

About This Document

In this document, grantees will find the terms and conditions applicable to payments distributed in the form of grants to local units of governments from the Coronavirus Relief Fund established within section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

These requirements are in addition to those that can be found within the Grant Management System (GMS), to which grantees agreed to when accepting the grant. Other state and federal requirements and conditions may apply to your grant, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code; the Uniform Grant Management Standards (UGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made; and any applicable documents referenced in the documents listed above.

To the extent the terms and conditions of this grant agreement do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this grant agreement and in all cases, according to its fair meaning. The parties acknowledge that each party and its counsel have reviewed this grant agreement and that any rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this grant agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of the grant agreement.

Table of Contents

1 Grant Agreement Requirements and Conditions

1.1 Applicability of Grant Agreement and Provisions

The Grant Agreement is subject to the additional terms, conditions, and requirements of other laws, rules, regulations and plans recited herein and is intended to be the full and complete expression of and constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior and contemporaneous understandings, agreements, promises, representations, terms and conditions, both oral and written, are superseded and replaced by this Grant Agreement.

Notwithstanding any expiration or termination of this Grant Agreement, the rights and obligations pertaining to the grant close-out, cooperation and provision of additional information, return of grant funds, audit rights, records retention, public information, and any other provision implying survivability shall remain in effect after the expiration or termination of this Grant Agreement.

1.2 Legal Authority to Apply

The grantee certifies that it possesses legal authority to apply for the grant. A resolution, motion or similar action has been or will be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required.

1.3 Grant Acceptance

The Notice of Subrecipient Grant Award remains an offer until the fully executed copy of this Grant Agreement is received by the Texas Division of Emergency Management (TDEM).

1.4 Project Period

Funding has been authorized for eligible expenditures incurred between March 1, 2020 and December 30, 2020. The specific performance period for this grant is listed on the Notice of Subrecipient Grant Award. All expenditures must be incurred, and all services must be received within the performance period. TDEM will not be obligated to reimburse expenses incurred after the performance period. A cost is incurred when the responsible unit of government has expended funds to cover the cost.

1.5 General Responsibility

Per the CARES Act, CRF grant funds may only be used to cover expenses that –

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
2. were not accounted for in the budget most recently approved as of March 27, 2020 for the state or government; and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

The US Department of Treasury (Treasury) provided additional guidance on the permissible use of grant funds, including nonexclusive examples of eligible expenses in the following categories:

1. Medical expenses,
2. Public health expenses,

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency,
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures,
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, and
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Further explanation of these categories and examples can be found at the following link:

https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf

https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf

The subrecipient agrees that a minimum of 75% of its allotment will be spent in the categories of medical expenses, public health expenses and payroll expenses for employees substantially dedicated to mitigating or responding to the public emergency. The remainder of the allotment may be spent in any of the categories provided within the Treasury guidance.

The grantee certifies compliance with these eligible expenses by executing the CARES Act Coronavirus Relief Fund Eligibility Certification Form in Exhibit E, which is attached hereto and incorporated for all purposes.

The grantee is responsible for the integrity of the fiscal and programmatic management of the grant project; accountability for all funds awarded; and compliance with TDEM administrative rules, policies and procedures, and applicable federal and state laws and regulations.

The grantee will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant are met.

1.6 Amendments and Changes to the Grant Agreement

TDEM and the grantee may agree to make adjustments to the grant. Adjustments include, but are not limited to, modifying the scope of the grant project, adding funds to previously un-awarded cost items or categories changing funds in any awarded cost items or category, deobligating awarded funds or changing grant officials.

The grantee has no right or entitlement to reimbursement with grant funds. TDEM and grantee agree that any act, action or representation by either Party, their agents or employees that purports to waive or alter the terms of the Grant Agreement or increase the maximum liability of TDEM is void unless a written amendment to this Grant Agreement is first executed and documented in GMS. The grantee agrees that nothing in this Grant Agreement will be interpreted to create an obligation or liability of TDEM in excess of the "Maximum Liability of the TDEM" as set forth in the Notice of Subrecipient Grant Award.

Any alterations, additions, or deletions to the terms of this Grant Agreement must be documented in GMS to be binding upon the Parties. Notwithstanding this requirement, it is understood and agreed by Parties hereto, that changes in local, state and federal rules, regulations or laws applicable hereto, may occur during the term of this Grant Agreement and that any such changes shall be automatically incorporated into this Grant Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

1.7 Jurisdictional Cooperation

A municipality may yield any portion of its allocated funds to the county within which it exists or a county may yield any portion of its allocated funds to a municipality within its footprint for eligible expenses. This may be accomplished in one of the following ways:

1. By a grant amendment, as described in section 1.6, where by funds are deobligated from the original subrecipient and then added to previously un-awarded costs items or categories of the receiving jurisdiction's grant award.
2. A subrecipient may use funds pursuant to this agreement to subcontract with another political subdivision within its jurisdiction for eligible and necessary expenditures incurred due to the public health emergency. The subrecipient is responsible for ensuring subcontractor eligibility and maintaining all required documentation.

1.8 Public Information and Meetings

Notwithstanding any provisions of this Grant Agreement to the contrary, the grantee acknowledges that the State of Texas, TDEM, and this Grant Agreement are subject to the Texas Public Information Act, Texas Government Code Chapter 552 (the "PIA"). The grantee acknowledges that TDEM will comply with the PIA, as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas.

The grantee acknowledges that information created or exchanged in connection with this Grant Agreement, including all reimbursement documentation submitted to TDEM, is subject to the PIA, whether created or produced by the grantee or any third party, and the grantee agrees that information not otherwise excepted from disclosure under the PIA, will be available in a format that is accessible by the public at no additional charge to TDEM or State of Texas. The grantee will cooperate with TDEM in the production of documents or information responsive to a request for information.

1.9 Remedies for Non-Compliance

If TDEM determines that the grantee materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, TDEM, in its sole discretion may take actions including:

1. Temporarily withholding cash payments pending correction of the deficiency or more severe enforcement action by TDEM;
2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
3. Disallowing claims for reimbursement;
4. Wholly or partially suspending or terminating this grant;
5. Requiring return or offset of previous reimbursements;
6. Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by TDEM until repayment to TDEM is made and any other compliance or audit finding is satisfactorily resolved;
7. Reducing the grant award maximum liability of TDEM;
8. Terminating this Grant Agreement;
9. Imposing a corrective action plan;

10. Withholding further awards; or
11. Taking other remedies or appropriate actions.

The grantee costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless TDEM expressly authorizes them in the notice of suspension or termination or subsequently.

TDEM, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

1.10 False Statements by Grantee

By acceptance of this grant agreement, the grantee makes all the statements, representations, warranties, guarantees, certifications and affirmations included in this grant agreement. If applicable, the grantee will comply with the requirements of 31 USC § 3729, which set forth that no grantee of federal payments shall submit a false claim for payment.

If any of the statements, representations, certifications, affirmations, warranties, or guarantees are false or if the grantee signs or executes the grant agreement with a false statement or it is subsequently determined that the grantee has violated any of the statements, representations, warranties, guarantees, certifications or affirmations included in this grant agreement, then TDEM may consider this act a possible default under this grant agreement and may terminate or void this grant agreement for cause and pursue other remedies available to TDEM under this grant agreement and applicable law. False statements or claims made in connection with TDEM grants may result in fines, imprisonment, and debarment from participating in federal grants or contract, and/or other remedy available by law, potentially including the provisions of 38 USC §§ 3801-3812, which details the administrative remedies for false claims and statements made.

1.11 Conflict of Interest Safeguards

The grantee will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain, whether for themselves or others, particularly those with whom they have family, business, or other ties. The grantee will operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to its performance under this Grant Agreement. The grantee certifies as to its own organization, that to the best of their knowledge and belief, no member of The A&M System or The A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by a member of The A&M System, has direct or indirect financial interest in the award of this Grant Agreement, or in the services to which this Grant Agreement relates, or in any of the profits, real or potential, thereof.

1.12 Fraud, Waste, and Abuse

The grantee understands that TDEM does not tolerate any type of fraud, waste, or misuse of funds received from TDEM. TDEM’s policy is to promote consistent, legal, and ethical organizational behavior, by assigning responsibilities and providing guidelines to enforce controls. Any violations of law, TDEM policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. The grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal and state grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

In the event grantee becomes aware of any allegation or a finding of fraud, waste, or misuse of funds received from TDEM that is made against the grantee, the grantee is required to immediately notify TDEM of said allegation or finding and to continue to inform TDEM of the status of any such on-going investigations. The grantee must also promptly refer to TDEM any credible evidence that a principal, employee, agent, grantee, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Grantees must also immediately notify TDEM in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify TDEM in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand, notices, subpoenas, lawsuits, or indictments to TDEM.

1.13 Termination of the Agreement

TDEM may, at its sole discretion, terminate this Grant Agreement, without recourse, liability or penalty against TDEM, upon written notice to grantee. In the event grantee fails to perform or comply with an obligation or a term, condition or provision of this Grant Agreement, TDEM may, upon written notice to grantee, terminate this agreement for cause, without further notice or opportunity to cure. Such notification of Termination for Cause will state the effective date of such termination, and if no effective date is specified, the effective date will be the date of the notification.

TDEM and grantee may mutually agree to terminate this Grant Agreement. TDEM in its sole discretion will determine if, as part of the agreed termination, grantee is required to return any or all of the disbursed grant funds.

Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law, or under this Grant Agreement, including those remedies listed at 2 C.F.R. 200.207 and 2 C.F.R. 200.338 – 200.342. Following termination by TDEM, grantee shall continue to be obligated to TDEM for the return of grant funds in accordance with applicable provisions of this Grant Agreement. In the event of termination under this Section, TDEM's obligation to reimburse grantee is limited to allowable costs incurred and paid by the grantee prior to the effective date of termination, and any allowable costs determined by TDEM in its sole discretion to be reasonable and necessary to cost-effectively wind up the grant. Termination of this Grant Agreement for any reason or expiration of this Grant Agreement shall not release the Parties from any liability or obligation set forth in this Grant Agreement that is expressly stated to survive any such termination or expiration.

1.14 Limitation of Liability

TO THE EXTENT ALLOWED BY LAW, THE GRANTEE SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE STATE OF TEXAS AND AGENCY, AND/OR THEIR OFFICERS, REGENTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF RESPONDENT OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. THE DEFENSE SHALL BE COORDINATED BY RESPONDENT WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND RESPONDENT MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. RESPONDENT AND AGENCY AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

The grantee agrees that no provision of this Grant Agreement is in any way intended to constitute a waiver by TDEM as an agency of the State of Texas, its officers, regents, employees, agents, or contractors or the State of Texas of any privileges, rights, defenses, remedies, or immunities from suit and liability that TDEM or the State of Texas may have by operation of law.

1.15 Dispute Resolution

The Parties' representatives will meet as needed to implement the terms of this Grant Agreement and will make a good faith attempt to informally resolve any disputes.

Notwithstanding any other provision of this Grant Agreement to the contrary, unless otherwise requested or approved in writing by TDEM, the grantee shall continue performance and shall not be excused from performance during the period any breach of Grant Agreement claim or dispute is pending.

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by TDEM and grantee to attempt to resolve any claim for breach of contract made by the grantee that cannot be resolved in the ordinary course of business. Grantee shall submit written notice of a claim of breach of contract under this Chapter to the Chief of TDEM, who shall examine the grantee's claim and any counterclaim and negotiate with grantee in an effort to resolve the claim.

The laws of the State of Texas govern this Grant Agreement and all disputes arising out of or relating to this Grant Agreement, without regard to any otherwise applicable conflict of law rules or requirements. Venue for any grantee-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement shall be commenced exclusively in the Travis County District Court or the United States District Court, Southern District of Texas - Houston Division. Venue for any TDEM-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement may be commenced in a Texas state district court or a United States District Court selected by TDEM in its sole discretion.

The grantee hereby irrevocably and unconditionally consents to the exclusive jurisdiction of the courts referenced above for the purpose of prosecuting and/or defending such litigation. The grantee hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action or proceeding, any claim that the grantee is not personally subject to the jurisdiction of the above-named courts; the suit, action or proceeding is brought in an inconvenient forum; and/or the venue is improper.

1.16 Liability for Taxes

The grantee agrees and acknowledges that grantee is an independent contractor and shall be entirely responsible for the liability and payment of grantee's and grantee's employees' taxes of whatever kind, arising out of the performances in this Grant Agreement. The grantee agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. TDEM and/or the State of Texas shall not be liable to the grantee, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or workers' compensation or any benefit available to a state employee or employee of TDEM.

1.17 Required State Assurances

The grantee must comply with the applicable State Assurances included within the State Uniform Grant Management Standards (UGMS), Section III, Subpart B, _.14, which are attached hereto and incorporated for all purposes as Exhibit A.

1.18 System for Award Management (SAM) Requirements

A. The grantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and, if applicable, the federal funding agency). These requirements include maintaining current registrations and the currency of the information in SAM. The grantee will review and update information at least annually until submission of the final financial report required under the award or receipt of final payment, whichever is later, as required by 2 CFR Part 25.

B. The grantee will comply with Executive Orders 12549 and 12689 that requires "a contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM)", in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority. The grantee certifies it will verify each vendor's status to ensure the vendor is not debarred, suspended, otherwise excluded or declared ineligible by checking the SAM before doing/renewing business with that vendor.

C. The grantee certifies that it and its principals are eligible to participate in this Grant Agreement and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and the grantee is in compliance with the State of Texas statutes and rules relating to procurement and that the grantee is not listed in the federal government's terrorism watch list as described in Executive Order 13224.

1.19 No Obligation by Federal Government

The Parties acknowledge and agree that the federal government is not a party to this Grant Agreement and is not subject to any obligations or liabilities to either Party, third party or subcontractor pertaining to any matter resulting from this Grant Agreement.

1.20 Notice

Notice may be given to the grantee via GMS, email, hand-delivery, or United States Mail. Notices to the grantee will be sent to the name and address supplied by grantee in GMS.

1.21 Force Majeure

Neither the grantee nor TDEM shall be required to perform any obligation under this Grant Agreement or be liable or responsible for any loss or damage resulting from its failure to perform so long as performance is delayed by force majeure or acts of God, including but not limited to strikes, lockouts or labor shortages, embargo, riot, war, revolution, terrorism, rebellion, insurrection, pandemic, flood, natural disaster, or interruption of utilities from external causes. Each Party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.

1.22 Debt to State

The grantee certifies, to the extent grantee owes any debt (child support or other obligation) or delinquent taxes to the State of Texas, any payments grantee is owed under this Grant Agreement may be applied by the Comptroller of Public Accounts toward any such debt or delinquent taxes until such debt or delinquent taxes are paid in full.

1.23 Franchise Tax Certification

If grantee is a taxable entity subject to the Texas Franchise Tax (Chapter 171, Texas Tax Code), then grantee certifies that it is not currently delinquent in the payment of any franchise (margin) taxes or that grantee is exempt from the payment of franchise (margin) taxes.

1.24 Severability

If any provisions of this Grant Agreement are rendered or declared illegal for any reason, or shall be invalid or unenforceable, such provision shall be modified or deleted in such manner so as to afford the Party for whose benefit it was intended the fullest benefit commensurate with making this Grant Agreement, as modified, enforceable, and the remainder of this Grant Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but shall be enforced to the greatest extent permitted by applicable law.

1.25 E-Verify

By entering into this Grant Agreement, grantee certifies and ensures that it utilizes and will continue to utilize, for the term of this Grant Agreement, the U.S. Department of Homeland Security's e-Verify system to determine the eligibility of (a) all persons employed during the contract term to perform duties within Texas; and (b) all persons (including subcontractors) assigned by the grantee pursuant to the Grant Agreement.

1.26 Compliance with Federal Law, Regulations, and Executive Orders

Grantee acknowledges that federal financial assistance funds will be used to fund the Grant Agreement. Grantee will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

1.27 Clean Air Act

The following is only applicable if the amount of the contract exceeds $150,000.

a. Grantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

b. Grantee agrees to report each violation to TDEM and understands and agrees that TDEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

c. Grantee agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with federal assistance provided by this Grant Agreement.

1.28 Federal Water Pollution Control Act

a. Grantee agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

b. Grantee agrees to report each violation to TDEM and understands and agrees that TDEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

c. Grantee agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with federal assistance provided by this Grant Agreement.

1.29 Suspension and Debarment

a. This Grant Agreement is a covered transaction for purposes of 2 C.F.R. pt 180 and 2 C.F.R. pt. 3000. Grantee certifies that grantee, grantee's principals (defined at 2C.F.R. Sec. 180.995), or its affiliates (defined at 2 C.F.R. Sec. 180.905) are excluded (defined at 2 C.F.R. Sec. 180.940) or disqualified (defined at 2 C.F.R. Sec. 180.935).

b. Grantee must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement comply with these regulations in any lower tier covered transaction it enters into.

c. This certification is a material representation of fact relied upon by TDEM. If it is later determined that grantee did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, in addition to remedies available to TDEM, the Federal Government may pursue available remedies, including but limited to suspension and/or debarment.

1.30 Energy Conservation

If applicable, grantee agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

1.31 Procurement of Recovered Materials

a. In the performance of this Grant Agreement, grantee shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired –

    (i) Competitively within a timeframe providing for compliance with the contract performance schedule;

    (ii) Meeting contract performance requirements; or

    (iii) At a reasonable price.

b. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.

1.32 Terminated Contracts

The grantee has not had a contract terminated or been denied the renewal of any contract for noncompliance with policies or regulations of any state or federally funded program within the past five (5) years nor is it currently prohibited from contracting with a governmental agency. If the grantee does have such a terminated contract, the grantee shall identify the contract and provide an explanation for the termination. The grantee acknowledges that this Grant Agreement may be terminated and payment withheld or return of grant funds required if this certification is inaccurate or false.

2 Property and Procurement Requirements

2.1 Property Management and Inventory

The grantee must ensure equipment purchased with grant funds is used for the purpose of the grant and as approved by TDEM. The grantee must develop and implement a control system to prevent loss, damage or theft of property and investigate and document any loss, damage or theft of property funded under this Grant.

The grantee must account for any real and personal property acquired with grant funds or received from the Federal Government in accordance with 2 CFR 200.310 Insurance coverage through 200.316 Property trust relationship and 200.329 Reporting on real property. This documentation must be maintained by the grantee, according to the requirements listed herein, and provided to TDEM upon request, if applicable.

When original or replacement equipment acquired under this award by the grantee is no longer needed for the original project or program or for other activities currently or previously supported by the federal awarding agency or TDEM, the grantee must make proper disposition of the equipment pursuant to 2 CFR 200.

The grantee will maintain specified equipment management and inventory procedures for equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place, with a per-unit cost of $5,000 or greater. The equipment and inventory procedures include:

A. The grantee must keep an inventory report on file containing equipment purchased with any grant funds during the grant period. The inventory report must agree with the approved grant budget and the final Financial Status Report and shall be available to TDEM at all times upon request.

B. The grantee must maintain property/inventory records which, at minimum, include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, the percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price ofthe property.

C. The grantee shall permanently identify all such equipment by appropriate tags or labels affixed to the equipment   Exceptions to this requirement are limited to items where placing of the marking is not possible due to the nature of the equipment.

2.2 Consulting Contracts

Pre-approval of costs related to consulting contracts is required and the value of consulting contracts entered into by the grantee may not exceed 5% of the total funds received by the local unit of government.

2.3 Procurement Practices and Policies

The grantee must follow applicable federal and state law, federal procurement standards specified in regulations governing federal awards to non-federal entities, their established policy, and best practices for procuring goods or services with grant funds. Procurement activities must follow the most restrictive of federal, state and local procurement regulations. Contracts must be routinely monitored for delivery of services or goods.

2.4 Contract Provisions Under Federal Awards

All contracts made by a grantee under a federal award must contain the provisions outlined in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

3 Audit and Records Requirements

3.1 Cooperation with Monitoring, Audits, and Records Requirements

All records and expenditures are subject to, and grantee agrees to comply with, monitoring and/or audits conducted by the United States Department of Treasury’s Inspector General (DOTIG), TDEM, and the State

Auditor's Office (SAO) or designee. The grantee shall maintain under GAAP or GASB, adequate records that enable DOTIG, TDEM, and SAO to ensure proper accounting for all costs and performances related to this Grant Agreement.

3.2 Single Audit Requirements

Any grantee expending $750,000 or more in federal funds in a fiscal year may be subject to Single Audit Requirements in 2 CFR, Part 200, Subpart F – Audit Requirements, at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

The grantees expending more than $750,000 in state funds in a fiscal year are subject to the requirements in the Texas Single Audit Circular, at https://comptroller.texas.gov/purchasing/docs/ugms.pdf.The audit must be completed and the data collection and reporting package described in 2 CFR 200.512 must be submitted to the Federal Audit Clearinghouse (FAC) within 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period, whichever is earlier.

3.3 Requirement to Address Audit Findings

If any audit, monitoring, investigations, review of awards, or other compliance review reveals any discrepancies, inadequacies, or deficiencies which are necessary to correct in order to maintain compliance with this Grant Agreement, applicable laws, regulations, or the grantee's obligations hereunder, the grantee agrees to propose and submit to TDEM a corrective action plan to correct such discrepancies or inadequacies within thirty (30) calendar days after the grantee's receipt of the findings. The grantee's corrective action plan is subject to the approval of TDEM.

The grantee understands and agrees that the grantee must make every effort to address and resolve all outstanding issues, findings, or actions identified by DOTIG, TDEM, or SAO through the corrective action plan or any other corrective plan. Failure to promptly and adequately address these findings may result in grant funds being withheld, other related requirements being imposed, or other sanctions and penalties. The grantee agrees to complete any corrective action approved by TDEM within the time period specified by TDEM and to the satisfaction of TDEM, at the sole cost of the grantee. The grantee shall provide to TDEM periodic status reports regarding the grantee's resolution of any audit, corrective action plan, or other compliance activity for which the grantee is responsible.

3.4 Records Retention

A. The grantee shall maintain appropriate audit trails to provide accountability for all expenditures of grant funds, reporting measures, and funds received from TDEM under this Grant Agreement. Audit trails maintained by the grantee will, at a minimum, identify the supporting documentation prepared by the grantee to permit an audit of its accounting systems and payment verification with respect to the expenditure of any funds awarded under this Grant Agreement.

B. The grantee must maintain fiscal records and supporting documentation for all expenditures resulting from this Grant Agreement pursuant to 2 CFR 200.333 and state law.

   1. The grantee must retain these records and any supporting documentation for a minimum of seven (7) years from the later of the completion of this project's public objective, submission of the final expenditure report, any litigation, dispute, or audit.

   2. Records related to real property and equipment acquired with grant funds shall be retained for seven (7) years after final disposition.

   3. TDEM may direct a grantee to retain documents for longer periods of time or to transfer certain records to TDEM or federal custody when it is determined that the records possess long term

retention value.

4 Prohibited and Regulated Activities and Expenditures

4.1 Prohibited Costs

A. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Revenue replacement is not a permissible use of these grant funds. In accordance with Section 3.1 all record and expenditures are subject to review.

B. Damages covered by insurance.

C. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

D. Duplication of benefits including expenses that have been or will be reimbursed under any other federal program.

E. Reimbursement to donors for donated items or services.

F. Workforce bonuses other than hazard pay or overtime.

G. Severance pay.

H. Legal settlements.

4.2 Political Activities

Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

A. Unless specifically authorized to do so by federal law, grant recipients or their grantees or contractors are prohibited from using grant funds directly or indirectly for political purposes, including lobbying or advocating for legislative programs or changes; campaigning for, endorsing, contributing to, or otherwise supporting political candidates or parties; and voter registration or get-out-the-vote campaigns. Generally, organizations or entities which receive federal funds by way of grants, contracts, or cooperative agreements do not lose their rights as organizations to use their own, private, non-federal resources for "political" activities because of or as a consequence of receiving such federal funds. These recipient organizations must thus use private or other non-federal money, receipts, contributions, or dues for their political activities, and may not charge off to or be reimbursed from federal contracts or grants for the costs of such activities.

B. Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.

C. Grant-funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.

D. Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

E. As applicable, the grantee and each contracting tier will comply with 31 USC § 1352, which provides that none of the funds provided under an award may be expended by the grantee to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal. Grantee shall file the required certification attached hereto and incorporated for all purposes as Exhibit F. Each contracting tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

5 Financial Requirements

5.1 Direct Deposit

A completed direct deposit form from the grantee must be provided to TDEM prior to receiving any payments. The direct deposit form is currently available at https://grants.tdem.texas.gov/.

5.2 Payments and Required Documentation

Funding for this Grant Agreement is appropriated under the Coronavirus Aid, Relief, and Economic Security Act, 2020 (Public Law 116-136) enacted on March 27, 2020, as amended, to facilitate protective measures for and recovery from the public health emergency in areas affected by COVID-19, which are Presidentially-declared major disaster areas under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). All expenditures under this Grant Agreement must be made in accordance with this Grant Agreement and any other applicable laws, rules or regulations. Further, grantee acknowledges that all funds are subject to recapture and repayment for non-compliance pursuant to Section 5.7 below.

Payment of funds on projects may be initiated by the grantee through a Request for Reimbursement (RFR) in GMS.

Grantee may initiate an Advance of Funds Request (AFR) through GMS for an initial cash advance to cover actual costs incurred or up to 20% of their total allocation, whichever is larger.

Additional advances or reimbursement requests may be requested following full reporting to TDEM of expenses incurred and applied against the initial and/or any subsequent advance payments.

If sufficient progress is not made towards expenditure of advanced funds and/or the grantee fails to meet financial reporting obligations, TDEM may implement sanctions as necessary up to and including grant termination.

All documentation for expenditures paid during the project period must be submitted to TDEM on or before the grant liquidation date.

5.3 Financial Reporting

Financial reports must be submitted to TDEM on a quarterly basis via GMS but can be submitted more often as necessary to draw down funds.

The final financial report must be submitted to TDEM on or before the grant liquidation date or the grant funds may lapse and TDEM will provide them as grants to other eligible jurisdictions.

5.4 Reimbursements

TDEM will be obligated to reimburse the grantee for the expenditure of actual and allowable allocable costs incurred and paid by the grantee pursuant to this Grant Agreement. TDEM is not obligated to pay unauthorized costs or to reimburse expenses that were incurred by the grantee prior to the commencement or after the termination of this Grant Agreement.

5.5 Refunds and Deductions

If TDEM determines that the grantee has been overpaid any grant funds under this Grant Agreement, including payments made inadvertently or payments made but later determined to not be actual and allowable allocable costs, the grantee shall return to TDEM the amount identified by TDEM as an overpayment. The grantee shall refund any overpayment to TDEM within thirty (30) calendar days of the receipt of the notice of the overpayment from TDEM unless an alternate payment plan is specified by TDEM. Refunds may be remitted to: Texas Division of Emergency Management, P.O. Box 15467, Austin, Texas 78761.

5.6 Recapture of Funds

The discretionary right of TDEM to terminate for convenience under Section 1.13 notwithstanding, TDEM shall have the right to terminate the Grant Agreement and to recapture, and be reimbursed for any payments made by TDEM: (i) that are not allowed under applicable laws, rules, and regulations; or (ii) that are otherwise inconsistent with this Grant Agreement, including any unapproved expenditures.

5.7 Liquidation Period

Grant funds will liquidate 90 calendar days following the project period end date or on December 30, 2020, whichever is earlier. Funds not obligated by the end of the grant period and not expended by the liquidation date will revert to TDEM.

5.8 Project Close Out

TDEM will close-out the grant award when it determines that all applicable administrative actions and all required work of the grant have been completed by the grantee.

The grantee must submit all financial, performance, and other reports as required by the terms and conditions of the grant award.

The grantee must promptly refund any balances of unobligated cash that TDEM paid in advance or paid and that are not authorized to be retained by the grantee for use in other projects.

[EXHIBITS AND SIGNATURE PAGE FOLLOWS]

EXHIBIT A - State of Texas Assurances

As the duly authorized representative of Grantee, I certify that Grantee:

1. Shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the grantee's governing body or of the grantee's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

2. Shall insure that all information collected, assembled, or maintained by the grantee relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.

3. Shall comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

4. Shall comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.

5. Shall not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the grantee is a health, human services, public safety, or law enforcement agency and the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.

6. Shall comply with all rules adopted by the Texas Commission on Law Enforcement pursuant to Chapter 1701, Texas Occupations Code, or shall provide the grantor agency with a certification from the Texas Commission on Law Enforcement that the agency is in the process of achieving compliance with such rules if the grantee is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701.

7. Shall follow all assurances. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and grantees shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met. (See UGMS Section _.36 for additional guidance on contract provisions).

8. Shall comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantee shall also ensure that all program personnel are properly trained and aware of this requirement.

9. Shall comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990 including Titles I, II, and III of the Americans with Disability Act which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities, 44 U.S.C. §§ 12101-12213; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Grant.

10. Shall comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.

11. Shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Shall comply with the provisions of the Hatch Political Activity Act (5 U.S.C. §§7321-29), which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

14. Shall insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA (EO 11738).

15. Shall comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

16. Shall comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

17. Shall comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

18. Shall assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

19. Shall comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) which requires the minimum standards of care and treatment for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public according to the Guide for Care and Use of Laboratory Animals and Public Health Service Policy and Government Principals Regarding the Care and Use of Animals.

20. Shall comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

21. Shall comply with the Pro-Children Act of 1994 (Public Law 103-277), which prohibits smoking within any portion of any indoor facility used for the provision of services for children.

22. Shall comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

23. Shall comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.

24. And its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement have Exclusions listed at https://www.sam.gov/portal/public/SAM/.

25. Shall adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

26. Shall comply with the Drug-Free Workplace Rules established by the Texas Worker's Compensation Commission effective April 17, 1991.

EXHIBIT B – CARES ACT CORONAVIRUS RELIEF FUND ELIGIBILITY CERTIFICATION

I, Charles L. Cunningham, am the Assistant City Manager of the City of Elgin, Texas ("Municipality"), and I certify that:

1. I have the authority on behalf of County/Municipality to request grant payments from the State of Texas ("State") for federal funds appropriated pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. I understand that the State will rely on this certification as a material representation in making grant payments to the County/Municipality.
3. I acknowledge that County should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 601(d) of the Social Security Act.
4. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, the Texas Division of Emergency Management, and the Texas State Auditor's Office, or designee.
5. I acknowledge that County has an affirmative obligation to identify and report any duplication of benefits. I understand that the State has an obligation and the authority to deobligate or offset any duplicated benefits.
6. I acknowledge and agree that County/Municipality shall be liable for any costs disallowed pursuant to financial or compliance audits of funds received.
7. I acknowledge that if County has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the United States Department of the Treasury.
8. I acknowledge that the County/Municipality's proposed uses of the funds provided as grant payments from the State by federal appropriation under section 601 of the Social Security Act will be used only to cover those costs that:
    a. are necessary expenditures incurred due to the public health emergency and governor's disaster declaration on March 13, 2020 with respect to the Coronavirus Disease 2019 (COVID-19);
    b. were not accounted for in the budget most recently approved as of March 27, 2020, for County/Municipality; and
    c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

In addition to each of the statements above, I acknowledge on submission of this certification that my jurisdiction has incurred eligible expenses between March 1, 2020 and the date noted below.

By: Charles L. Cunningham

Signature:____________________________

Title: Assistant City Manager/CFO

Date: June 16, 2020

EXHIBIT C - CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned grantee, Charles L. Cunningham, certifies, to the best of his or her knowledge that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. Sec. 1352 (as amended by the Lobbying Disclosure Act of 119). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The grantee, Charles L. Cunningham, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, grantee understands and agrees that the provisions of 31 U.S.C. Sec. 3801 *et seq.* apply to his certification and disclosure, if any.

By: Charles L. Cunningham

Signature:____________________________

Title: Assistant City Manager/CFO

Date: June 16, 2020

Please initial by each Exhibit, acknowledging you have received them, understand them, and agree to abide by them.

______ State of Texas Assurances, hereinafter referred to as “Exhibit A”

______ CARES Act Coronavirus Relief Fund Eligibility Certification, hereinafter referred to as “Exhibit B”

______ Certification Regarding Lobbying, hereinafter referred to as “Exhibit C”

Please sign below to acknowledged acceptance of the grant and all exhibits in this Grant Agreement, and to abide by all terms and conditions.

By: Charles L. Cunningham

Signature:____________________________

Title: Assistant City Manager/CFO

Date: June 16, 2020