



AGENDA
ELGIN CITY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 22, 2020
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
7:00 PM

Pursuant to the suspension of various provisions of the Texas Open Meetings Act implemented by Governor Greg Abbott on March 16, 2020 due to the Coronavirus Disease (COVID-19), the Elgin City Council will be simultaneously conducting its meeting both in-person and virtually by video/audio conferencing. Members of the public may attend the meeting in person, but overall attendance may be limited due to social distancing requirements. Members of the public may also watch the virtual meeting at https://www.youtube.com/channel/UC3OGBV_IoV0Nr3AqM1jTzA

Members of the public who wish to address the Council under Public Comments or on a particular agenda item may do so in person. Members of the public may also submit their written comments on a particular agenda item or under Public Comments in advance of the meeting by emailing asanchez@ci.elgin.tx.us by 6:00 pm September 21, 2020.

All such comments will be entered into the record at the meeting. Members of the public having any questions in this regard should call 512-229-3222

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. CITY MANAGERS REPORT

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

Documents:

[EXSUMMARY - CORONAVIRUS REPORT 4.PDF](#)
[MEM4LEVEL82120.PDF](#)
[COVID19PLAN320.PDF](#)

2. Review And Discussion Of The Official City Of Elgin Holiday Schedule For The Period Of October 1, 2020 Through September 30, 2021

Documents:

[EX SUMMARY - HOLIDAY SCHEDULE DISCUSSION.PDF](#)
[MEMHOLIDAYSCHED12820.PDF](#)
[PRELIM2021HOLIDAYSCHED.PDF](#)

3. General Activity Report And/Or Project Update

Documents:

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

VII. CONSENT AGENDA

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

1. City Council Virtual/In Person Meeting Minutes

- August 18, 2020 Meeting Minutes
- September 1, 2020 Meeting Minutes
- September 8, 2020 Special Meeting Minutes

Documents:

EXSUMMARY SHEET MINUTES.PDF
CITY COUNCIL VIRTUAL MEETING MINUTES 08-18-20.PDF
CITY COUNCIL REGULAR VIRTUAL MEETING 09-01-20.PDF
CITY COUNCIL VIRTUAL -IN PERSON MEETING MINUTES 09-08-20.PDF

VIII. NEW BUSINESS

- 1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AWARDED BIDS TO ALPHA PAVING INDUSTRIES LLC. FOR CONSTRUCTION OF ROAD IMPROVEMENTS AND A PARK TRAIL IN THE AMOUNT OF \$55,410.82; AND MAKING CERTAIN FINDINGS RELATED THERETO; AND MAKING CERTAIN FINDINGS RELATED THERETO.**

Documents:

01 EXEC SUMMARY AWARD BIDS FOR MEMORIAL PARK ROAD.PDF
02 RESOLUTION AWARD OF BIDS FOR ROAD AND TRAIL IMPROVEMENTS.PDF
QUOTE ELGIN CITY PARKIMPROVEMENTS.PDF

- 2. AN ORDINANCE AMENDING CHAPTER 44, ARTICLE II CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING DIVISION ONE, RESIDENTIAL REQUIREMENTS, NON-RESIDENTIAL AND MULTIFAMILY RESIDENTIAL REQUIREMENTS, AND IRRIGATION; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.**

Documents:

COUNCIL COVERSHEET.PDF
LANDSCAPE CODE CHANGE ORDINANCE.PDF

- 3. AN ORDINANCE TO UPDATE THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO GENERATE FUNDING FOR GENERAL AND SPECIFIC OPERATIONS REQUIRED TO SATISFY SERVICE NEEDS OF THE CITY; TO AMEND ORDINANCE 2019-09-24-15 AND SUBSEQUENT AMENDMENTS TO THAT ORDINANCE; ESTABLISH NEW CATEGORIES OF FEES AND CHARGES; REVISE EXISTING RATES; RECONFIRM EXISTING RATES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN.**

Documents:

01 EXSUMMARY - ORD TO ADOPT FEE SCHEDULE.PDF
02 ORD2020-09-22 SCHEDULE OF FEES.PDF
03 ORD NO SCHEDULE OF FEES -EXHIBIT A.PDF

IX. 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.

- 1. Adjourn Into Executive Session Pursuant To Section §551.074 Personnel Matters: To Deliberate The Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Or Dismissal Of A Public Officer Or Employee**

Documents:

EXSUMMARY - EXECUTIVE SESSION2.PDF

X. RECONVENE

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

XI. ANNOUNCEMENTS

XII. ADJOURNMENT

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, September 18, 2020, in accordance with Chapter 551 of the Texas Government Code.

Amelia Sanchez, City Secretary



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
8/21/20 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.

Memorandum

Date: August 21, 2020

To: Department Heads

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



Due to overall circumstances and current status of Coronavirus cases in Elgin, Bastrop County, and Texas in general, **City of Elgin operations will maintain its current *modified Threat Level IV* of the Coronavirus (COVID-19) Readiness Plan through at least **Friday, September 11**** - at which time we will again reassess general conditions.

The basic protocols for the current *modified Threat Level IV* are described below. City Hall, Elgin Police Department, Municipal Court, and Library will remain closed to the general public; the Recreation Center, Swimming Pool, and City Parks will remain open to the public on a very on a very limited and controlled basis. Social distancing and face coverings will continue to be required.

Department heads are to continue to monitor operations to assure the continuous provision of city services in an effective manner that is safe and responsive to both our residents and city employees.

Threat Level IV (as modified) – Normal Conditions - *Operations as usual but emphasis on hygiene and vigilance until threat is totally dissipated. All prior operational practices and protocols will be maintained except as otherwise noted below:*

CITY HALL

- (a) *Closed to the general public.* In-person utility payments can be made at the drive-thru window during normal business hours. Court Fines can be paid by Money Order or Cashier Check and may be dropped off at the drive-thru window.
- (b) Full staffing, as well as routine operations and services, will be maintained.
- (c) General no-visitor policy; Only authorized employees permitted in City Hall.
- (d) Exceptions to the no-visitor policy permitted when related to essential services. In such instances, authorized visitors are required to wear face covering upon entry.
- (e) Face covering and social distancing protocols to be maintained at all times.
- (f) Appropriate & effective use of face coverings by employees & authorized visitors required.
- (g) Engagement of Development Services staff by appointment only and on-line interaction will be strongly encouraged.

CITY HALL ANNEX

- (a) Municipal Court offices *closed to the general public.*
- (b) Court staff available for consultation by phone or e-mail during normal business hours.
- (c) Full staffing, as well as routine operations and services, will be maintained.
- (d) Same operational protocols as for City Hall.
- (e) City Council Chambers available for small, in-person staff meetings conforming with social distancing standards.

EPD STATION

- (a) *Closed to the general public.*

ADMINISTRATION

- (a) *City Council Meetings continue by teleconference as needed* (with plan to go to in-person meetings ASAP).
- (b) Commissions, boards, & advisory groups meet as needed, and only through teleconferencing.

COMMUNITY LIBRARY

- (a) *Closed to the general public.*
- (b) Sidewalk Deliveries Program continues (9:00am to 4:00pm, M-F)
- (c) Social distancing protocols to be maintained at all times.
- (d) Face covering and social distancing protocols to be maintained at all times.

RECREATION CENTER

- (a) *Partially open to general public for very limited and controlled use.*
- (b) Fitness room remains closed (although staff is developing plans for a controlled reopening)
- (c) Protective screens at all public counter space; with spacing markers provided.
- (d) Face covering and social distancing protocols to be maintained at all times.

FLEMING CENTER

- (a) *Closed until such time as City resources are sufficient to maintain on-going proper sanitization*

SWIMMING POOL

- (a) *Open to general public on weekends through Labor Day; closed for season thereafter*
- (b) Face covering and social distancing protocols to be maintained at all times.
- (c) Pool divided into three (3) lanes; Families/groups can reserve exclusive use for up to 1 hour
- (d) Water Aerobics continues on Tuesdays and Thursdays through the end of September. Lap Lane rentals continues weekends only until 9/7 (Labor Day Weekend).

CITY PARKS

- (a) *All facilities open to the public with social distancing*
- (b) Face covering and social distancing protocols to be maintained at all times.
- (c) Playground equipment, sports courts, and pavilions open for general use with social distancing and at user's risk (City resources not available to assure on-going sanitization of equipment).
- (d) Restrooms closed (City resources not available to maintain appropriate sanitization)

EMPLOYEE PRACTICES

- (a) Full staffing in all departments, as well as routine operations and services, will be maintained.
- (b) Face covering and social distancing protocols to be maintained at all times.
- (c) Employees directed to not report to work if sick or show signs or symptoms of illness.
- (d) Virtual and/or on-line remote meetings encouraged in all settings.

All are encouraged to do their part to help slow the spread of COVID-19 by staying home when sick or exhibiting symptoms of illness, wearing cloth face coverings, practicing social distancing, making only essential trips from home, not gathering in groups more than ten, and washing hands frequently.

Let me know if you have any questions or comments.



Thomas L. Mattis
City Manager



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.

- 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-19 from 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.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Review and discussion of the official City of Elgin Holiday Schedule for the period of October 1, 2020 through September 30, 2021

DEPARTMENT: Human Resources

PROPOSED ACTION:

Review and consideration of the official City of Elgin Holiday Schedule for the coming fiscal year.

BACKGROUND:

The City of Elgin has for many years recognized traditional annual holidays for all city operations and employees, consistent with those holidays typically observed by other area local governments.

Last year, staff analysis demonstrated that all primary local government entities in Bastrop County – the Cities of Smithville and Bastrop, as well as Bastrop County – had established a net total of fourteen (14) holidays to their employees. Prior to last year, the City of Elgin had not recognized Columbus Day or Texas Independence Day as holidays as the other entities did; so, Council approved adding holidays at that time. The other change approved a year ago was a “swap” of the Veterans’ Day holiday for two (2) half-days – the day before Thanksgiving and the day before the Christmas holiday.

With the recent formal approval of the Annual Budget for FY20-21, the Council should now formally approve the official holiday schedule for the coming fiscal year.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review and discussion only of the official City of Elgin Holiday Schedule for the period of October 1, 2020 through September 30, 2022; and routine direction to staff, if any (The official holiday scheduled will be formally adopted by Council at a subsequent meeting.

ATTACHMENTS:

1/29/20 memorandum (last year’s schedule)

Preliminary list of Official City Holidays for FY20-21

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

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

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

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

Memorandum

Date: January 29, 2020

To: All City Employees

Subject: City Holiday Schedule



I am pleased to share some good news today regarding a compensation enhancement for all employees that was unanimously approved by the Mayor and City Council as part of their meeting last week. With their formal adoption of the City of Elgin Holiday Schedule for 2020, a net gain of two (2) new paid holidays was authorized for all full-time city employees.

The City of Elgin has traditionally recognized annual holidays for all city operations and employees, consistent with those holidays typically observed by other area local governments. As part of the staff's on-going analysis of compensation levels, it was discovered that all primary local government entities in Bastrop County – the Cities of Smithville and Bastrop, as well as Bastrop County – provide a net total of fourteen (14) holidays to their employees.

In the past, the City has not recognized Columbus Day or Texas Independence Day as these other entities do; so it was proposed and approved that we add those holidays. In addition, it was the current Veterans' Day holiday was "swapped" for two (2) half-days – the day before Thanksgiving and the day before the Christmas holiday.

This new schedule, however, will not result in an overall reduction of "lost service days" for the public, as city operations will utilize "skeleton crews" on those days to remain open for business.

So, the 2020 City of Elgin Holiday Schedule is as follows:

- **New Year's Day**, Wednesday January 1
- **Martin Luther King Jr. Day**, Monday January 20
- **President's Day**, Monday, February 17
- **Texas Independence Day**, Monday March 2
- **Good Friday**, Friday, April 10
- **Memorial Day**, Monday, May 25
- **Independence Day**, Friday, July 3
- **Labor Day**, Monday, September 7
- **Columbus Day**, Monday, October 12
- **Thanksgiving**
Wednesday, November 25 (1/2 day)
Thursday, November 26
Friday, November 27
- **Christmas**
Wednesday, December 23 (1/2 day)
Thursday, December 24
Friday, December 25

This was an effort led by our Human Resources Manager Pam Sanders and obviously could not have happened without the unanimous support of the Mayor and City Council, So, if you get a chance, but sure to tell them all thanks.

A handwritten signature in blue ink, appearing to read "T. Mattis".

Thomas L. Mattis
City Manager

PRELIMINARY FY20-21 HOLIDAY SCHEDULE

- Columbus Day, Monday, October 12 (Skeleton)

Thanksgiving:

- Wednesday, November 25 (1/2 day)
- Thursday, November 26
- Friday, November 27

Christmas:

- Wednesday, December 23 (1/2 day)
- Thursday, December 24
- Friday, December 25

- January 1st – Friday, New year's day
- MLK – Monday January 18th
- President's Day February 15th
- Texas Independence Day - March 2 (Skeleton)
- April 2nd – Good Friday
- Memorial Day, May 31st
- July 4th is Sunday – so July 5th is the holiday
- Labor Day Monday Set. 6th



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/In Person Meeting Minutes – August 18, 2020, September 1, 2020 and September 8, 2020.

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approve the August 18, 2020, September 1, 2020 and September 8, 2020.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the August 18, 2020, September 1, 2020 and September 8, 2020.

ATTACHMENTS: August 18, 2020, September 1, 2020 and September 8, 2020.

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

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

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

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

MINUTES
ELGIN CITY COUNCIL REGULAR VIRTUAL MEETING
City Council Chambers Annex, 310 NORTH MAIN STREET
August 18, 2020

CALL TO ORDER

Mayor Cannon called the meeting to order at 6:03 p.m.

ROLL CALL

Present: Chris Cannon, Mayor
Jessica Bega, Mayor Pro Tem
Mary Penson, Council Member
Susie Arreaga, Council Member
Brad Jones, Council Member
Sue Brashar, Council Member
Forest Dennis, Council Member

Mayor Canon certified there was a quorum and that Council Member Lopez and Council Member Gonzalez had notified him that they would not be in attendance.

Council Member Penson moved to excuse Council Member Lopez and Council Member Gonzalez. Council Member Arreaga seconds the motion. Motion carried 7-0.

Staff: Thomas L. Mattis, City Manager
Charles Cunningham, Finance Director
Michael Gonzalez, Parks Director
Amy Miller, Community
David Harrell, Planning Director
Pam Sanders, HR Director

INVOCATION

Council Member Penson gave the invocation.

PUBLIC COMMENT

There were no public comments.

PRESENTATION

1. PROCLAMATION FREDA PIERCE DAY

CITY COUNCIL VIRTUAL REGULAR MEETING

August 18, 2020 – Page 2

City Annex Council Chambers

Mayor Cannon stated that Ms. Pierce were tuned in he would not read it but rather thanked her for all of her years of service and mentioned all of the departments she had worked in with the city.

CITY MANAGERS REPORT

1. Update on City of Elgin Coronavirus (COVID-19 Pandemic Response and/or Impacts. City Manager Thomas Mattis stated that there was nothing new to report on the Coronavirus response and remained at a modified Threat Level IV. He stated he left this item on the agenda for questions or comments from Council and that on August 31st staff would reassess the situation. He stated he had received information that the County would be opening a testing site at Seton Elgin.

Mayor Cannon discussed having in person meetings now that the new Council Chambers was ready to use. He stated that if this situation came up again the city had the capabilities to have the meetings both virtually and in person. He asked the Council Members if they would be comfortable having in person meetings in September. Council Member Arreaga asked if the meeting could be held both virtually and in person. Mayor Cannon replied that yes that could be done and could be non-mandatory so they could still attend virtually, but it would be an option only to Council Members and not open to the public. Mayor Pro Tem Bega asked if it would complicate logistics and presentations for staff if some were virtual and some in person. City Manager Thomas Mattis stated that capabilities across the board were being increased, with a bigger dais for Council, a PA system with microphones for all Council Members, a better AV system and tie into a master system so he felt that it would all work. Council Member Dennis asked if some were virtual would everyone be able to see each other so that whoever logs in can see the Council. Mr. Mattis stated that yes, every Council Member would be seen in a wide screen and not individually. It was decided that if they could meet safely then the next meeting would be virtual and in person.

2. Review and Discussion of Schedule for Adoption of the FY2020-21 Annual Budget and Property Tax Rate.

City Manager Thomas Mattis spoke and stated that this item was for discussion. He stated that there was a work session scheduled for last week but was swapped out for the budget briefings done with Council Members and that there was one more of these to be done. He said as part of the schedule on the calendar was to be next Tuesday on the 25th and then another one on September 8th after the public hearing. He stated that after the briefings staff had shared all the information they had with the Council. He stated that for these next two sessions if held staff would need guidance from the Council on how to proceed. He stated tonight they would be voting to set the public hearing on the tax rate for September 1st. He stated in the past two separate hearing were required on the tax rate but because the recommendation is to lower the tax rate, we are only required to have one, and as per the City Charter a public hearing on the budget was required. He stated that in spite of the situation with the pandemic and that the Governor has suspended many aspects having to do with the Open Meetings Act, he and the Attorney General have specifically said they are not suspending the rules for in person public hearings on the tax rate.

CITY COUNCIL VIRTUAL REGULAR MEETING

August 18, 2020 – Page 3

City Annex Council Chambers

Mayor Cannon asked the Council for input on more meetings. Mayor Pro Tem Bega stated that it might be better to have a meeting after the public hearing for any input someone might have. Mayor Cannon agreed and stated that September 8th might be better for another discussion. He stated to cancel the 25th and keep the September 8th and all agreed.

3. General Activity Report and/or Project Update.

City Manager Thomas Mattis stated that he had no reports.

CONSENT AGENDA

1. City Council Virtual Regular Meeting Minutes – July 21, 2020 and August 4, 2020.

Council Member Brashar moved to approve the July 21, 2020 and August 4, 2020 meeting minutes. Council Member Jones seconds the motion. Motion carried 7-0.

NEW BUSINESS

1. Consider Setting A Date of September 1, 2020 For A Public Hearing on Tax Increase and Vote on a Proposed Tax Rate Of .635663 Per \$100 Valuation.

Council Member Penson moved to approve setting a date of September 1, 2020 for a Public Hearing on Tax Increase and Vote on a Proposed Tax Rate of .635663 Per \$100 Valuation. Mayor Pro Tem Bega seconds the motion. Motion carried 7-0.

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, ESTABLISHING A SOCIAL MEDIA COMMENTING POLICY FOR ALL CITY PLATFORMS INCLUDING FACEBOOK AND TWITTER: AND PROVIDING FOR RELATED MATTERS.

Council Member Dennis moved to approve the Resolution as presented. Council Member Jones seconds the motion. Motion carried 7-0.

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AWARDED A BID FOR THE FM 1704 WASTEWATER EXTENSION PROJECT TO M&C FONSECA CONSTRUCTION COMPANY AND AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR SAME IN AN AMOUNT NOT TO EXCEED \$1,976,345.00 FOR CONSTRUCTION OF WASTEWATER FACILITIES STIPULATED IN THE BID AND MAKING CERTAIN FINDINGS RELATED THERETO.

Council Member Penson moved to approve the Resolution as presented. Council Member Brashar seconds the motion. Motion carried 7-0

CITY COUNCIL VIRTUAL REGULAR MEETING

August 18, 2020 – Page 4

City Annex Council Chambers

4. A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF AN ENGINEERING SERVICE PROVIDER CONTRACT FOR THE TEXAS GENERAL LAND OFFICE CDBG-MITIGATION 2015-2016-HURRICANE HARVEY COMPETITION GRANT

Council Member Penson moved to approve the Resolution as presented. Council Member Brashar seconds the motion. Motion carried 7-0.

ANNOUNCEMENTS

City Manager Thomas Mattis reminded everyone about the Circle Brewery groundbreaking on August 21st and hoped all could attend.

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 6:59 pm.

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

MINUTES
ELGIN CITY COUNCIL REGULAR VIRTUAL MEETING
ELGIN PUBLIC LIBRARY ANNEX, 404 NORTH MAIN STREET
September 1, 2020

CALL TO ORDER

Mayor Cannon called the meeting to order at 7:01 p.m.

ROLL CALL

Present: Chris Cannon, Mayor
Jessica Bega, Mayor Pro Tem
Daniel Lopez, Council Member
Mary Penson, Council Member (Virtual)
Sue Brashar, Council Member (Virtual)
Juan Gonzalez, Council Member (Virtual)

Mayor Canon certified there was a quorum and that Council Member Arreaga, Council Member Jones and Council Member Dennis had notified him that they would not be in attendance.

Council Member Brashar moved to excuse Council Member Arreaga, Council Member Jones and Council Member Dennis. Council Member Penson seconds the motion. Motion carried 6-0.

Staff: Thomas L. Mattis, City Manager
Charles Cunningham, Finance Director
Michael Gonzalez, Parks Director
Amy Miller, Community (Virtual)
Owen Rock, EDC Director
David Harrell, Planning Director
Pam Sanders, HR Director
Patrick South, Police Chief (Virtual)

INVOCATION

Council Member Lopez gave the invocation.

PUBLIC COMMENT

There were no public comments.

PUBLIC HEARING

Mayor Cannon recessed the regular meeting and opened the Public Hearing at 7:05 pm.

CITY COUNCIL VIRTUAL/IN PERSON REGULAR MEETING

September 1, 2020 – Page 2

Elgin Public Library Annex Council Chambers

1. Public Hearing on the Proposed FY20-21 Annual Budget and Ad Valorem (Property) Tax Rate for the City of Elgin

2. Public Hearing on an Ordinance Amending Chapter 46, Article IV, Code of Ordinances, City of Elgin, Texas by Amending Division 9, “I” General Industrial District; And Providing for a Savings Clause and Repealing Conflicting Ordinances or Resolutions.

3. Public Hearing on an Ordinance Amending the Official Zoning Map of the City of Elgin, Texas Adopted in Chapter 46, Section 46-3, Revised Code Of Ordinances, City of Elgin, Texas, 2013 and making this Amendment a Part of Said Official Zoning Map, To Wit: To Rezone to “I” General Industrial District the Property Being Approximately 66.22 Acres in Elgin Business Park Part III, Block A, Lot 2 & the Property Being 14.73 Acres out of the A59 Elizabeth Standifer Survey, Said Tracts Being more Particularly Described in Exhibits “A – C”; And Providing For a Savings Clause and Repealing Conflicting Ordinances and Resolutions.

Mayor Cannon stated that with no one signed up to speak during the Public Hearing he would close the Public Hearing at 7:10 pm.

PUBLIC COMMENT

Cheryl Reese spoke and asked that the city consider new holidays and wanted to bring their attention that Smithville had already incorporated Juneteenth as a city holiday, a paid holiday for their employees, as well as Bastrop looking into it to add it to theirs. She stated our community was growing and was very diverse, and also added in her email to Council she added Cinco de Mayo, as well as looking at Chinese New Year’s day and asked and Council consider looking at those holidays to be added to the city calendar to be celebrated.

CITY MANAGERS REPORT

1. Update on City of Elgin Coronavirus (COVID-19 Pandemic Response and/or Impacts. City Manager Thomas Mattis stated that this item was a review of our current status there was nothing new to report on the Coronavirus response. He stated the city extended a modified Threat Level IV to September 11th and would continue city operations with most public buildings closed to the public but continuing to operate effectively. He stated that there continued to be development interests and projects moving forward and the city was not seeing any slow down on the business side. Mr. Mattis stated that the pool had closed early due to lifeguards not reporting to work and did not have the staff to stay open until Labor Day. He stated they continued to try to find different ways to open up the rec center safely and a little more accessible including the exercise room.

2. Review and Discussion of Schedule for Adoption of the FY2020-21 Annual Budget and Property Tax Rate.

CITY COUNCIL VIRTUAL/IN PERSON REGULAR MEETING

September 1, 2020 – Page 3

Elgin Public Library Annex Council Chambers

City Manager Thomas Mattis stated that the next discussion item was moving forward with the adoption of the budget and property tax rate. He stated one of the biggest challenges was understanding and getting a clarification with the adoption of our property tax rate in compliance with the new law that was implemented last year. He stated that the hearing held tonight was in compliance with the law but upon further research the new law infers that the Council is required to formally adopt the tax rate within seven days of the hearing on the tax rate. He stated that meant there would need to be a meeting next week to adopt the tax rate and the budget, but if Council wanted more discussion on the budget or opportunities for the public to speak then they could have a work session next week and then another meeting on the 15th to adopt the budget.

Council Member Lopez moved to set September 8th at 7:00 pm at 404 North Main Street in Elgin, Texas to have an agenda item to set the tax rate for FY 20-21 annual budget. Mayor Pro Tem Bega second the motion. Motion carried 6-0.

3. Departmental Monthly Reports – July.

There were no questions or comments on the reports.

4. General Activity Report and/or Project Update.

City Manager Thomas Mattis stated that there had been some nice events in town with the Circle Brewery groundbreaking and the commemorating of the baseball memorabilia at the rec center.

NEW BUSINESS

1. A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF AN ENGINEERING SERVICE PROVIDER CONTRACT FOR PROVIDING PLANNING, ENGINEERING, SURVEYING, GEOTECHNICAL BIDDING AND CONSTRUCTION SUPERVISION SERVICES RELATIVE TO THE COUNTY LINE ROAD RECONSTRUCTION AND IMPROVEMENT PHASE I PROJECT.

Council Member Penson moved to approve the Resolution as presented. Council Member Lopez seconds the motion. Motion carried 6-0.

2. CONSIDER/ADOPT A CITIZENS PARTICIPATION PLAN FOR THE TEXAS GENERAL LAND OFFICE MITIGATION STATE COMPETITION FOR 2015, 2016, AND HURRICANE HARVEY GRANT(S), (GLO-MIT).

Mayor Pro Tem Bega moved to approve a Citizens Participation Plan as presented. Council Member Lopez seconds the motion. Motion carried 6-0.

CITY COUNCIL VIRTUAL/IN PERSON REGULAR MEETING

September 1, 2020 – Page 4

Elgin Public Library Annex Council Chambers

3. AN ORDINANCE AMENDING CHAPTER 46, ARTICLE IV, CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING DIVISION 9, “I” GENERAL INDUSTRIAL DISTRICT; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

Council Member Brashar moved to approve the Ordinance as presented. Council Member Lopez seconds the motion. Motion carried 6-0

4. AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE TO “I” GENERAL INDUSTRIAL DISTRICT THE PROPERTY BEING APPROXIMATELY 66.22 ACRES IN ELGIN BUSINESS PARK PART III, BLOCK A, LOT 2 & THE PROPERTY BEING 14.73 ACRES OUT OF THE A59 ELIZABETH STANDIFER SURVEY, SAID TRACTS BEING MORE PATRICULARLY DESCRIBED IN EXHIBITS “A” – “C”; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS

Council Member Lopez moved to approve the Ordinance as presented. Mayor Pro Tem Bega seconds the motion. Motion carried 6-0.

ANNOUNCEMENTS

Amy Miller mentioned that we are in the final weeks of the census and asked everyone to encourage people to participate in completing the census and reach out to organizations in the community.

Mayor Cannon recessed the regular meeting at 7:42 pm with a 5-minute break.

Mayor Cannon stated item 5 would be voted on after the Executive Session.

Mayor Cannon opened the Executive Session at 7:50

EXECUTIVE SESSION

1. Adjourn Into Executive Session Pursuant To (1) Section §551.072 Deliberations About Real Property: To Receive A Staff Briefing And Deliberate The Purchase, Exchange, Lease, Or Value Of Certain Real Property Located On Within The City Of Elgin Business Park; And (2) Section § 551.087 Deliberation Regarding Economic Development Negotiations: To Deliberate The Offer Of A Financial Or Other Incentive To A Business Prospect

RECONVENE

Mayor Cannon reconvened into the regular meeting at 8:07 pm

CITY COUNCIL VIRTUAL/IN PERSON REGULAR MEETING

September 1, 2020 – Page 5

Elgin Public Library Annex Council Chambers

5. RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING AN ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF THE ELGIN ECONOMIC DEVELOPMENT CORPORATION AND YERICO MANUFACTURING, INC AND AUTHORIZING THE MAYOR TO APPROVE THE AGREEMENT.

Council Member Lopez moved to approve the Resolution as presented. Council Member Brashar seconds the motion. Motion carried 6-0.

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 8:08 pm.

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

MINUTES
ELGIN CITY COUNCIL SPECIAL VIRTUAL-IN PERSON MEETING
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
September 8, 2020

CALL TO ORDER

Mayor Cannon called the meeting to order at 7:01 p.m.

ROLL CALL

Present: Chris Cannon, Mayor
Jessica Bega, Mayor Pro Tem
Mary Penson, Council Member
Sue Brashar, Council Member
Juan Gonzalez, Council Member
Susie Arreaga, Council Member (Virtual)
Brad Jones, Council Member

Mayor Canon certified there was a quorum and stated that Council Member Lopez, and Council Member Dennis had notified him that they would not be in attendance, and that Council Member Dennis might possibly join the meeting virtually.

Council Member Penson moved to excuse Council Member Lopez and Council Member Dennis. Council Member Brashar seconds the motion. Motion carried 7-0.

Staff: Thomas L. Mattis, City Manager
Charles Cunningham, Finance Director
Michael Gonzalez, Parks Director
Pam Sanders, HR Director

INVOCATION

Council Member Penson gave the invocation.

PUBLIC HEARING

Mayor Cannon recessed the regular meeting and opened the Public Hearing at 7:05 pm.

1. Public Hearing on the Proposed FY20-21 Annual Budget and Ad Valorem (Property) Tax Rate for the City of Elgin.

CITY COUNCIL VIRTUAL/IN PERSON REGULAR MEETING

September 8, 2020 – Page 2

Elgin Public Library Annex Council Chambers

City Manager Thomas Mattis spoke and stated that he had a short presentation that would cover the other items on the agenda. He stated that there were a couple of slight changes made and wanted that on the record as part of the public hearing, and noted this was the second public hearing on the budget and the tax rate although only one is required. He stated that as discussed before having two public meetings provided opportunities for the public to speak. He stated the budget is just over 18 million proposed expenditures for all funds and all operations. Mr. Mattis stated that the general fund provides for basic services and the fund is primarily supported by property tax and sales tax. He stated that over 50% of the general fund is funded through local tax dollars and that is where basic services come from and nine and a half million general funds revenue were anticipated for next year. He stated there was a change made in the proposed tax rate and reduced the tax rate from what was originally anticipated and maintaining the same tax rate as in the past number of years. He stated that with this tax rate this year any property owner maintains the same valuation on their property next year as they did this past year they will have a reduction in their city portion of the property taxes. He stated that nearly 70% of the budget goes to public safety and public works which also includes parks and maintenance as well as building maintenance, so out of the nine and a half million almost three quarters of that goes to those basic services. Mr. Mattis stated that a couple of the changes were that when the budget was first presented the EDC's budget was not completed or included in the budget and that now the Board had approved and recommended their budget and that was one of the changes in the budget. The other change was the reclassification and pay plan that Council had previously been briefed on and would be the formal approval and adoption of a cash classification pay plan. Mr. Mattis stated these changes would be in the final budget document.

Mayor Cannon closed the Public Hearing and reconvened the regular meeting at 7:21 pm.

PUBLIC COMMENT

There were no public comments.

CITY MANAGERS REPORT

1. Review And Discussion Of The Proposed City Of Elgin FY20-21 Annual Operating Budget As Presented By The City Manager, Including But Not Limited To Possible Discussion Of All Departments, Operations, Functions, Personnel, Infrastructure, Facilities, Taxes, And Tax Rates; And All Revenues, And Expenditures Related Thereto2. Review and Discussion of Schedule for Adoption of the FY2020-21 Annual Budget and Property Tax Rate.

City Manager Thomas stated he had nothing to add unless anyone had any comments or questions. Council Member Gonzalez asked about a part time EDC position and Mr. Mattis stated that it had started as a shared position between staff in the general fund and then it has since transferred to a full time position paid by the EDC. He also asked what happened to the City Marshall. Mr. Mattis stated that it was hard to staff that position and that the Police Department is now doing that job.

CITY COUNCIL VIRTUAL/IN PERSON REGULAR MEETING

September 8, 2020 – Page 3

Elgin Public Library Annex Council Chambers

Council Member Gonzalez asked about if the Lieutenant and Assistant Chief positions at the Police Department had been combined so now there were two Commanders. Charles Cunningham stated that the Assistant Chief and a Lieutenant were reclassified so there were now two.

Mayor Pro Tem Bega asked about the line item for street improvements of \$15,000 and asked what was going to be done with that amount. City Manager Thomas stated that it was for crack and seal and \$149,000 for street maintenance that includes supplies and materials. He stated that the streets to be sealed would be determined later and brought back for Council approval.

Council Member Gonzalez asked who besides the City Manager got a car allowance. Mr. Mattis stated that nobody did due to the reclassification where car allowances were eliminated and incorporated into their pay so that employees would not take a hit financially.

2. General Activity Report and/or Project Update.

City Manager Thomas Mattis stated that on Friday of this week staff would be reassessing the deadline on the Covid-19 Management Plan but did not know if any changes would be made but welcomed any input from Council.

NEW BUSINESS

1. AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ELGIN, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021, 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 AN EFFECTIVE DATE.

Council Member Brashar moved to approve the Ordinance as presented. Council Member Penson seconds the motion. Motion carried 7-0.

2. AN ORDINANCE LEVYING AD VALOREM TAXES FOR MAINTENANCE AND OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ELGIN, TEXAS, FOR THE 2020-21 FISCAL YEAR; AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE 2020 TAX YEAR AND PROVIDING FOR AN EFFECTIVE DATE.

Council Member Penson moved that the City of Elgin property tax rate be increased by the adoption of a tax rate of \$0.635663/\$100 valuation, which is effectively a 2.26 percent increase in the tax rate. Mayor Pro Tem Bega seconds the motion. Motion carried 7-0.

Mayor Cannon recessed the regular meeting at 7:44 pm. and called for a 5-minute break.

Mayor Cannon Convened into Executive Session at 7:53 pm.

CITY COUNCIL VIRTUAL/IN PERSON REGULAR MEETING
September 8, 2020 – Page 4
Elgin Public Library Annex Council Chambers

EXECUTIVE SESSION

Convene into Executive Session Pursuant to Section 551.004 Personnel Matters to deliberate the Appointment, Employment, Evaluation, Reassignment of Duties, Discipline or Dismissal of a Public Officer or Employee.

Council Member Jones left the Executive Session at 9:07 pm.

RECONVENE

Mayor Cannon reconvened into the regular meeting at 10:03 pm.

No action was taken during Executive Session.

ADJOURNMENT

Mayor Cannon adjourned the City Council Meeting at 10:03 pm.

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AWARDED BIDS TO ALPHA PAVING INDUSTRIES LLC. FOR CONSTRUCTION OF ROAD IMPROVEMENTS AND A PARK TRAIL IN THE AMOUNT OF \$55,410.82; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Public Works

PROPOSED ACTION: Award a bid to ALPHA PAVING INDUSTRIES Inc. pave the road running through Memorial Park and construct a concrete trail along the road and that surrounds the new playscape to be installed in the park.

BACKGROUND: At its meeting on July 21, 2020, the City Council authorized staff to solicit quotes from qualified vendors for road and trail improvements to satisfy requirements of a "2019 Parks with Purpose Grant" by the St. David Foundation. The City requested proposals to pave sections of the road and construct the trail. A total of five bids were received for this project. The most responsive bid for the work was Alpha Paving Industries LLC.

Quotes were also solicited to treat the surface of the parking lot adjacent to the park and off street parking along Main Street. The total cost of the project is \$55,410.82.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A
Funding is from a grant Park Fees.

RECOMMENDATION:

Staff recommends that Alpha Paving Industries LLC be awarded the work described in the attached quote.

ATTACHMENTS:

Copies of the quote from Alpha Paving; List of Quotes; and A Resolution awarding the bid.

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

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

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

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

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AWARDED BIDS TO ALPHA PAVING INDUSTRIES LLC. FOR CONSTRUCTION OF ROAD IMPROVEMENTS AND A PARK TRAIL IN THE AMOUNT OF \$55,410.82; AND MAKING CERTAIN FINDINGS RELATED THERETO; AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin was awarded the 2019 Parks with a Purpose Grant Award on January 10, 2010 in the amount of \$199,909 from the St. David's foundation for acquisition of new playground equipment and resurfacing of the existing playscape; and

WHEREAS, conditions of the grant require that the City make other improvements beyond simply replacing the playground equipment, including installation of a ¼ mile jogging track and paving of the internal road in the park; and

WHEREAS, quotes were requested and received on specified improvements to the road and jogging trail with the lowest responsive bid being from Alpha Paving Industries LLC in the amount of \$55,410.82;

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

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

Section 2. Award of bids. The City Council awards the project to Alpha Paving Industries LLC in the amount of \$55,410.82.

Section 3. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED THIS 22nd day of August, 2020.

CHRIS CANNON, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



Date: 9/11/2020

Project: CITY OF ELGIN PARK

Address: 1127 NORTH MAIN STREET, ELGIN, TX

Customer: CITY OF ELGIN

Contact: MICHAEL GONZALEZ 512-748-4402

Address:

Email: MGONZALEZ@CI.ELGIN.TX.US

PROPOSAL	Quantity	Unit Price	Total
TRAIL PAVING 2.0" Type D Asphalt Paving Pave 2.0" of TXDOT 340 Type D asphalt on base (prepared by others) 645' long x 10' wide	6,450 SF	\$ 1.66 /SF	\$10,707.00
PARKING LOT 2.0" Type D Asphalt Paving Pave 2.0" of TXDOT 340 Type D asphalt on base (prepared by others)	6,852 SF	\$ 1.66 /SF	\$11,374.32
ANGLED PARKING 2.0" Type D Asphalt Paving Pave 2.0" of TXDOT 340 Type D asphalt on base (prepared by others)	7,525 SF	\$ 1.66 /SF	\$12,491.50
PRICING ABOVE BASED ON ALL BEING COMPLETED IN ONE MOBILIZATION	--	--	
FURNISH AND INSTALL CONCRETE SIDEWALK	276 SY	\$ 75.50 /SY	\$20,838.00
CONCRETE SCOPE OF WORK: excavation, subgrade prep and backfill install 3,000 PSI concrete install wire mesh light broom finish barricade construction areas	--	--	
TAX STATUS : TAX EXEMPT This project is classified as Tax Exempt. No sales tax will be charged to you upon receipt of a valid Texas Sales and Use Tax Exemption Certificate			

TERMS AND CONDITIONS: Alpha Paving Industries LLC will supply all labor, equipment, and materials for the proposed work unless specified above otherwise. This quote is inclusive and based on Alpha Paving performing all items above. Any deviation from the work described above may require a revised bid. Change orders will only be executed upon written orders. We reserve the right to progress bill for work partially completed. Alpha Paving will carry General Liability and Workman's Compensation Insurance. It is the customer's responsibility to notify Alpha Paving of any utilities buried less than 12 inches deep including private utilities and irrigation. Alpha Paving will not be held liable for any damage to such utilities if not notified prior to start of work. Payment made after specified payment terms could result in late fees, accrued interest, and attorney's fees. Retainage is not to be held unless specified by separate contract. This proposal is valid for 30 days.

PROPOSAL ACCEPTANCE: The above prices, specifications, terms, and conditions are accepted. Payment will be made in full NET 30 DAYS after completion of work unless specified otherwise under a separate written agreement.

I agree to complete a Project Information Form (next page) prior to scheduling of work.

Subtotal	\$ 55,410.82
Sales Tax	\$ -
Grand Total	\$ 55,410.82

Thank you for the opportunity to bid this work for you. Please let me know if you have any questions!

Rickey Arguijo
512-917-4101
rickey@alphapaving.com

Authorized Signature _____ Printed Name _____ Title _____ Date _____





15 Roundville Lane, Round Rock, Texas 78664 PHYSICAL

Post Office Box 6565, Round Rock, Texas 78683 MAILING

512.677.9001 | 512.677.9002 FAX | www.alphapaving.com

COMMERCIAL | MUNICIPAL | AVIATION | MULTI FAMILY

PAVING - REPAIRS - SEALCOAT - STRIPING - CONCRETE - ADA

Project Information Form

In order for work to be scheduled, a SIGNED PROPOSAL and a completed PROJECT INFORMATION FORM are required. Thank you!

Project Name (as shown on plans OR on our proposal):	
Project Address (exact legal address of property):	

What is the Tax Status of this Project?

☐ I'M NOT SURE ☐ TAXABLE PROJECT ☐ NO SALES TAX : EXEMPT ☐ NO SALES TAX : RESALE ☐ TAX ON MATERIALS ONLY

SALES TAX ON TOTAL PLEASE PROVIDE TAX EXEMPT CERT PLEASE PROVIDE RESALE CERT RESIDENTIAL OR NEW CONST

Alpha Paving is Working for:

- ☐ THE OWNER / OWNER'S AGENT -----> **FILL OUT SECTION A ONLY**
☐ THE GENERAL CONTRACTOR -----> **FILL OUT SECTION A + B**
☐ A SUBCONTRACTOR -----> **FILL OUT SECTION A + B + C**

Section A: ALPHA PAVING'S CUSTOMER	Company Name:	
	Mailing Address:	
	City, State, Zip:	
	Billing Contact / Phone Number:	() -
	Billing Email Address:	

Section B: OWNER / AGENT	Company Name:	
	Mailing Address:	
	City, State, Zip:	
	Billing Contact Person / Phone Number:	() -

Section C: GENERAL CONTRACTOR	Company Name:	
	Mailing Address:	
	City, State, Zip:	
	Billing Contact Person / Phone Number:	() -

Additional Information if Applicable:

- ☐ YES ☐ NO IS THERE A SEPARATE CONTRACT WHICH SPECIFIES ANY RETAINAGE TO BE HELD? IF YES, HOW MUCH? _____%
- ☐ YES ☐ NO IS PROJECT GOVERNED UNDER A CONTROLLED INSURANCE PROGRAM? (ROCIP, OCIP, CCIP)
- ☐ YES ☐ NO IS PROJECT SUBJECT TO COMPLIANCE MONITORING? (COMPLIANCE DEPOT, SERVICE ALIVE, RMIS, MY COI)
- ☐ YES ☐ NO IS PROJECT A BONDED JOB? IF SO, PLEASE FILL OUT THE FOLLOWING INFORMATION:

BONDING INFORMATION	Bonding Company Name:	
	Bond Number:	
	Address, City, State, Zip:	
	Bonding Agent / Phone Number:	() -



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: An ordinance amending Chapter 44, Article II Code of Ordinances, City of Elgin, Texas, by amending Division One, Residential Requirements, Non-Residential and Multifamily Residential Requirements, and Irrigation; providing for a savings clause and repealing conflicting ordinances or resolutions.

DEPARTMENT: Development Services

PROPOSED ACTION: Discussion, consideration, and action on an ordinance amending Chapter 44, Article II Code of Ordinances, City of Elgin, Texas, by amending Division One, Residential Requirements, Non-Residential and Multifamily Residential Requirements, and Irrigation; providing for a savings clause and repealing conflicting ordinances or resolutions.

BACKGROUND: These changes would modify the vegetation code to standardize the caliper inches of trees planted, mandate grass in street yards for residential, allow low impact landscaping outside street yards for residential, require planting of drought-tolerant grass in residential and commercial, and remove residential above-ground hose irrigation from irrigation requirements.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Staff recommends approval of this item.

ATTACHMENTS: Proposed ordinance.

{ } 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.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 44, ARTICLE II CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, BY AMENDING DIVISION ONE, RESIDENTIAL REQUIREMENTS, NON-RESIDENTIAL AND MULTIFAMILY RESIDENTIAL REQUIREMENTS, AND IRRIGATION; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

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

I.

That Chapter 44, Article II, Division 1, Code of Ordinances, City of Elgin, Texas, is hereby amended, which shall read as follows:

Sec. 44-80. - Residential requirements.

- (a) A minimum of 20 percent of the street yard shall be landscaped on all residential property to which this article applies. (See section 44-23, definition of landscape area.)
- (b) All newly planted trees shall be planted in a pervious area no less than three feet wide in any direction. In the street yard, a minimum of one large tree or two medium trees (either existing or planted) and a minimum of ten ~~five~~three-gallon container size shrubs per 50 linear feet of frontage shall be included and replaced as necessary. The number of trees required under this provision may be prorated with the approval of the director of planning based on the actual length of the frontage. Approved species of trees and shrubs can be found in appendix A of Native and Adapted Landscape Plants, An Earthwise Guide for Central Texas, Texas AgriLife Extension, latest edition. Alternate species and landscape methods may be submitted and approved at the discretion of the director of planning. All new trees shall have ~~the following a~~ minimum two (2) inch caliper size at the time of installation.
 - ~~(1) Large tree species: three inch caliper.~~
 - ~~(2) Medium tree species: two inch caliper.~~
 - ~~(3) Small tree species: one inch caliper.~~
- ~~(c) If grass is disturbed or removed in the landscape area within the street yard, newly planted drought tolerant grass is required.~~
- ~~(d) If grass is disturbed or removed in the landscape area outside the street yard it must be planted with drought tolerant grass, ground cover consisting of live plant materials, or pervious decorative ground cover.~~
- ~~(e) If planting with drought tolerant grass then solid sod or approved equivalent is required in these areas and shall be of the same type and quality as specified for the rest of the site.~~

(Ord. No. 2013-01-08-01, § I(8-15(6)(A)), 1-8-2013)

Sec. 44-81. - Nonresidential and multifamily residential requirements.

- (a) A minimum of 20 percent of the street yard shall be landscaped on all non-residential and multifamily residential property to which this article applies. (See section 44-23, definition of landscape area.)
- (b) Approved species of trees and shrubs can be found in appendix A of Native and Adapted Landscape Plants, An Earthwise Guide for Central Texas, Texas AgriLife Extension, latest edition. Alternate

species may be submitted and approved at the discretion of the director of planning. All new trees shall have ~~the following a~~ minimum caliper size ~~at the of two (2) inches at the~~ time of installation.

~~(1) Large tree species: three-inch caliper.~~

~~(2) Medium tree species: two-inch caliper.~~

~~(3) Small tree species: one-inch caliper.~~

- (c) Vehicular use areas, parking areas, parking lots, and their parked vehicles shall have effective buffering from the street view. If these areas are buffered by plant material in lieu of a berm or wall, the plant material shall be as described as follows:

- (1) Perimeter parking lot landscaping. The minimum landscaping required for this purpose shall be based on the measured linear footage of parking, including vehicular circulation routes, that extends along the length of the property line (excluding driveways) adjacent to the public or private right-of-way. To determine the minimum quantity of landscaping, the following guidelines apply:

- a. One large or medium tree per 50 linear feet, with at least 75 percent of these trees consisting of large tree species,
- b. One small tree per 20 linear feet.
- c. One five-gallon container size large shrub per four linear feet.
- d. Trees required under this subsection may be credited toward the street yard tree requirement
- e. To promote biodiversity, mitigate the effects of drought and disease, and foster a more varied appearance, for projects requiring ten or more trees of any size, not more than 50 percent of the new large trees and new medium trees may be of the same genus.
- f. The specific location where trees and shrubs are planted along the perimeter shall be determined by the landscape architect preparing the site plan. The spacing requirements between trees in the street yard shall not prohibit the grouping of small tree species 12 feet apart, medium tree species 20 feet apart, and large tree species 30 feet apart for the purpose of meeting the requirements of this subsection.
- g. An eight-foot-wide linear landscaped area unencumbered by easements shall be provided between all parking areas and public streets to meet the requirements of this subsection. However, this area may be reduced if the site is determined to be entitled to the alternative compliance provisions of subsection (c)(1)(f) of this section.
- h. If the planting of large or medium trees cannot be achieved due to the presence of an overhead electric line, then such trees may be placed in landscaped islands within the first row of parking adjacent to the public street. Such islands shall have a minimum width of ten feet from back of curb to back of curb.

- (2) Interior parking lot landscaping.

- a. A landscaped end island with a minimum width of ten feet from back of curb to back of curb shall be provided at the terminus of each parking bay. All end islands shall be landscaped with a minimum of one large tree.
- b. A median island, peninsula or landscaped island with a minimum width of ten feet from back of curb to back of curb shall be sited between every 12 single parking bays and along primary internal and external access drives. Median intervals may be expanded in order to preserve existing trees, provided an alternative median location has been approved by the director of planning.

- c. Landscaping within a median shall consist of medium trees. Spacing between trees shall not exceed 40 feet on-center.
- (3) Only landscaped islands, peninsulas, and medians in the street yard shall count toward fulfilling the requirements of this subsection.
- (4) Except for landscaping in rights-of-way, all landscaping which is in required landscaped areas and which is adjacent to pavement shall be protected with concrete curbs or as otherwise approved by the director of planning.
- (d) The existing natural landscape character (especially native oak, elm, and pecan trees) shall be preserved to the extent reasonable and feasible. For areas within the street yard, the landowner or developer shall use best good-faith efforts to preserve existing trees (other than *Celtis occidentalis* (hackberry) and *Juniperus ashei* (common cedar)) with a caliper of 18 inches DBH or a stand of trees. These trees may be counted as existing and be applied as credit toward the total tree requirement, based on the discretion of the director of planning. To encourage the preservation of existing trees, an existing tree with a caliper of more than 18 inches DBH shall count as two trees of the same size category (large, medium or small) toward the total tree requirement, and existing trees with a caliper of between eight inches and 18 inches DBH shall count as 1½ trees of the same size category.
- (e) Indiscriminate clearing or stripping of the natural vegetation on a lot is prohibited. All clearing or stripping of the natural vegetation shall be approved by the director of planning.
- (f) Cut and fill activities shall not occur within 12 inches of the critical root zone of existing trees without prior approval of the director of planning. Fencing and other appropriate measures shall be used to protect existing trees during construction. (See illustration 6, tree protection detail, in section 44-24.)
- (g) Landscaping shall not obstruct the view between the street and access drives and parking aisles near the street yard entries and exits, nor shall any landscaping which creates an obstruction of view be located in the radius of any curb return. (See illustration 4, prohibited landscaping area, in section 44-24.)
- (h) ~~When grass is used as part of the required landscape area within the street yard,~~ Grass shall be planted on all portions of the lot and it shall be drought tolerant and properly maintained. Solid sod or approved equivalent shall be used where the slope is 10:1 or greater, as well as at the backs of landscaped walls, curbs, and sidewalks in a continuous strip. Solid sod shall be of the same type and quality as specified for the rest of the site.
- (i) Erosion control best management practices (BMP) shall be installed prior to construction and maintained throughout construction. The project shall not be considered stabilized until all disturbed areas have a uniform perennial vegetative cover of at least 70 percent.
- (j) If vegetation in an area has been substantially disturbed, it must be re-vegetated with native trees, shrubs, ~~wildflowers~~ and/or drought tolerant grasses. Barren earth must be vegetated with drought tolerant grass ~~or other pervious cover~~ to reduce soil erosion. All landscaped and re-vegetated areas shall be provided with irrigation. Temporary irrigation may be installed for all native landscaped areas. See appendix A of Native and Adapted Landscape Plants, An Earthwise Guide for Central Texas, Texas AgriLife Extension, latest edition, for approved vegetation species. Additional species may be used subject to the approval of the director of planning.
- (k) A revised landscaping plan shall be submitted to the director of planning for review and approval if re-landscaping of a lot with a previously-approved landscaping plan is to occur which substantially alters the lot's existing appearance, type of landscaping, or irrigation system.

(Ord. No. 2013-01-08-01, § I(8-15(6)(B)), 1-8-2013)

Sec. 44-83. - Irrigation.

All required landscape areas that consist of new or replaced vegetation shall be irrigated by an approved irrigation system, including but not limited to an underground automatic system, or above-drip irrigation system, ~~or hose system (residential only)~~. These systems shall adhere to manufacturer specifications and the rules and regulations established by the Texas Commission on Environmental Quality (TCEQ) or successor agency. In addition, an underground irrigation system must be designed by a landscape architect or irrigator licensed by the state. An underground irrigation system shall comply with the following guidelines:

- (1) Sprinkler head spacing shall be designed for head-to-head coverage and adjusted for prevailing winds. The system shall promote minimum runoff and minimum over spray onto nonirrigated areas (i.e., paving, walkways, buildings and other impervious areas).
- (2) Sprinkler heads shall have matched precipitation rates within each control valve circuit.
- (3) Adjustable flow controls shall be required on circuit remote control valves. Pressure regulation components shall be required where static pressure exceeds the manufacturer's recommended operating range.
- (4) Valves and circuits shall be separated based on water use requirements, so that turf areas can be watered separately from trees, shrubs and ground cover.
- (5) Serviceable check valves shall be required where elevation differentials may cause low head drainage adjacent to paving areas.
- (6) All automatic irrigation systems shall be equipped with an electronic controller capable of dual or multiple programming. Controllers shall have multiple cycle start capacity and a flexible calendar program, including the capability of being set to water every five days. All automatic irrigation systems shall be equipped with a rain and freeze sensor shut-off device.

(Ord. No. 2013-01-08-01, § I(8-15(6)(D)), 1-8-2013)

II.

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

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

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

Alternative 1.

By motion duly made, seconded and passed with an affirmative vote of all the Council members present, the requirement for reading this ordinance on two separate days was dispensed with.

READ, PASSED, and ADOPTED on first reading this _____ day of September 2020.

ATTEST:

Chris Cannon, Mayor
City of Elgin, Texas

Lucretia Alvarez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE TO ESTABLISH A COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO GENERATE FUNDING FOR GENERAL AND SPECIFIC OPERATIONS REQUIRED TO SATISFY SERVICE NEEDS OF THE CITY; TO AMEND ORDINANCE 2019-09-24-15 AND SUBSEQUENT AMENDMENTS TO THAT ORDINANCE; ESTABLISH CATEGORIES OF FEES AND CHARGES; REVISE EXISTING RATES; RECONFIRM EXISTING RATES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN.

DEPARTMENT: City Manager and Finance

PROPOSED ACTION: Consider Ordinance for adoption

BACKGROUND: Beginning in 2019 the City Council adopted a comprehensive schedule of fees and charges based on a need for funding those services associated with said fees. Documentation for such fees were theretofore distributed among various Ordinances as they were passed as well as the Code of Ordinances that was adopted in December of 2013. For ease of administration and analysis of the range of fees that have been established, it was recommended that the City Council adopt a comprehensive Fee Schedule that became an Appendix to the Annual Operating Budget for the City. That was done in the first comprehensive fee schedule that was adopted last year.

The Ordinance proposed here will accomplish the same objective by specifying all fees and charges listed in EXHIBIT A, that will be effective and valid beginning October 1, 2020 through September 30, 2021. During preparation of the following year's budget, a review of current fees will be made to determine what adjustments if any need to be made to the Schedule. These will then be considered and adopted in the next year's Budget. This Schedule will also serve as the reference in the Code of Ordinances where it states that fees are "on file in the City Secretary's office".

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Recommended for adoption

ATTACHMENTS: Ordinance adopting the Fee Schedule for FY 2020-21.

- { } 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.

ORDINANCE NO:

AN ORDINANCE TO UPDATE THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO GENERATE FUNDING FOR GENERAL AND SPECIFIC OPERATIONS REQUIRED TO SATISFY SERVICE NEEDS OF THE CITY; TO AMEND ORDINANCE 2019-09-24-15 AND SUBSEQUENT AMENDMENTS TO THAT ORDINANCE; ESTABLISH NEW CATEGORIES OF FEES AND CHARGES; REVISE EXISTING RATES; RECONFIRM EXISTING RATES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN.

WHEREAS, the City Council adopted Ordinance 2019-09-24-15 on September 24, 2019 that adopted an Ordinances codifying among other things a series of fees and charges that were authorized to be collected for services rendered by the City; and

WHEREAS, the City Council has from time to time revised fees and charges based on need for additional funding to cover increased costs of services funded by said fees; and

WHEREAS, a single comprehensive schedule of fees and charges facilitates administration of the multiplicity of fees collected by various departments in the City and provides a simpler and less complicated means of reviewing and adjusting rates as needed from time to time;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ELGIN, TEXAS that

SECTION 1. All fees and charges listed in "EXHIBIT A" attached hereto and incorporated herein for all purposes are hereby adopted.

SECTION 2. All fees and charges listed in "EXHIBIT A" shall be effective and valid beginning October 1, 2020 through September 30, 2021.

SECTION 3. All fees authorized by the Code of Ordinances and referenced as "on file in the City Secretary's office" are shown in EXHIBIT A as incorporated herein.

SECTION 4. All ordinances, parts of ordinances or resolutions in conflict herewith are expressly repealed.

SECTION 5. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

SECTION 6. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted, was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject

matter hereof was discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and the Act.

READ AND APPROVED ON THIS THE 22nd DAY OF SEPTEMBER 2020.

BY:

Chris Cannon, Mayor

ATTEST:

Amelia Sanchez, City Secretary

EXHIBIT A

ORDINANCE NO.

**FEE SCHEDULE
CITY OF ELGIN**

**FISCAL YEAR
2020-21**

Ending September 30th, 2021

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
A	General Administration	On and after 10/1/2020
A.1	ROW Abandonment	County Fee + \$15.00 Admin. + \$4.00 each add'l page
A.2	Street / Alley Closing or	County Fee + \$15.00 Admin. + \$4.00 each add'l page
A.3	Public Info. Requests - Copying fees	See: TX Admin Code
A.4	Copy/Fax Fee's Non Pub Info Request	
A.4.1	10 Pages or less -	10¢ each
A.4.2	11-20 Pages -	\$2.50 + 10¢ each
A.4.3	>21 pages-	\$5.00 + 10¢ each
A.4.4	Two Sided Copies -	20¢ each
A.4.5	Postage and Shipping	Actual Costs
A.4.6	Out going Faxes-	\$1.50 Cover sheet/first page, \$2.00 each additional page
A.4.7	In-coming Faxes -	\$.50 each page
A.5	Film Production Fees	
A.5.1	Application Fee	\$200.00*
A.5.2	Total Disruptive use public bldg or ROW	\$500 per day
A.5.3	Partial use of public bldg or ROW	\$250 per day
A.5.4	Total closure street or parking	\$50 per block per day
A.5.5	Partial use of public bldg or ROW	\$25 per block per day
A.5.6	Use of city parking lots, or streets for parking film trailers, buses, etc.	\$100 minimum per lot or block per day
A.5.7	Disruption of access by customers to work site.	Minimum \$500 per day
A.5.8	Barricade rental	\$5.00 per barricade \$50.00 minimum
* Film Production application fee waived for student films		
A.6	Historic District Fees	
A.6.1	Application for Modification Permit	\$50.00
A.6.2	Sign Permit	See Section V.8
A.6.3	Temporary Banner Permit	\$25.00
A.7	Miscellaneous Financial Fees	
A.7.1	Insufficient Funds Check	\$30.00
A.7.2	Bank Draft Return Fee	\$30.00
A.7.3	Credit Card Fee for Amts. < \$300	\$3.00 per transaction
A.7.4	Credit Card Fee for Amts. > \$300	1% of the transaction amount
A.7.5	Internet Processing Fee	
A.8	Notary Fees	
A.8.1	Notary Fee	\$6.00 first signature \$1.00 ea additional signature
A.8.2	Certified copies	\$6.00 per certificate \$0.50 ea page
A.8.3	Jurats	\$6.00 per signature including oath or affirmation
B	Elgin Library	On and after 10/1/2020
B.1	Elgin Civic Center (Library)- by reservation only- see application for rules and guidelines	
B.1.1	Rental Charge 4 hours minimum	\$100.00
B.1.2	Additional hours over 4 hours minimum	\$25.00 per hour
B.1.3	Refundable deposit *	\$150.00
B.1.4	Reservation Cancellation Fee, if less than seven days before scheduled event	Deposit Fee Forfeited
* Civic Center Deposit - Cleaning / Damage/ Reservation.		

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

B	Elgin Library (Cont.)	On and after 10/1/2020
B.2	Elgin Library-	
B.2.1	Fines	\$0.10 per day past due date
B.2.2	Library Card (Residents)	\$0.00
B.2.3	Library Card (Non-Residents)	\$15.00
B.2.4	Library Card Replacement	\$1.00
B.2.5	Book Damage	Assessed by Librarian
B.2.6	Lost Book	Replacement Cost plus \$5.00.
B.2.7	Inter Library Loan	TSLAC. Rates
B.3	Elgin Library- Printing and copies	
B.3.1	Prints - Black and White	\$0.20 each page
B.3.2	Prints - color	\$1.00each page
B.3.3	Copies	\$0.20 (B/W only each page

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
C	Park and Recreation Fees	On and after 10/1/2020
C.1	Annual All-Purpose Memberships- Admission and Use of Recreation Facilities (Resident)	
C.1.1	Family *	\$300.00
C.1.2	Couple (2 people >17 years of age)	\$240.00
C.1.3	Individual Adult	\$180.00
C.1.4	Individual Senior (65+)	\$120.00
C.1.5	Individual Youth ,(< 18 years of age)	\$120.00
C.2	Annual All-Purpose Memberships- Non-resident	Add \$100.00 to each item C1.1 - C1.5 above.
C.3	Monthly All-Purpose Memberships- Resident	
C.3.1	Family *	\$30.00
C.3.2	Couple (2 people >17 years of age)	\$25.00
C.3.3	Individual Adult	\$20.00
C.3.4	Individual Senior (65+)	\$15.00
C.3.5	Individual Youth ,(< 18 years of age)	\$15.00
C.4	Monthly All-Purpose Memberships- Non-resident	
C.4.1	Family *	\$45.00
C.4.2	Couple (2 people >17 years of age)	\$40.00
C.4.3	Individual Adult	\$30.00
C.4.4	Individual Senior (65+)	\$25.00
C.4.5	Individual Youth,(< 18 years of age)	\$25.00
C.5	Daily Memberships-	
C.5.1	All Ages	\$5.00
C.6	Fees for Special Events	
C.6.1	Participant fees	Posted amounts not to exceed \$20.00 per person
C.6.2	Materials use fees	Posted amounts not to exceed \$20.00 per person
C.6	Sports Venue Rental/Use Fees	
C.6.1	Swimming Pool Use	
C.6.1.1	Admission Fee (Per Person)	\$2.00
C.6.1.2	Individual Season Pass	Free with Rec Membership
C.6.1.3	Water Aerobics Classes *	\$2.00/ class

* (Not included with Recreation Membership)

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

C	Park and Recreation Fees (Cont.)	On and after 10/1/2020
C.6	Sports Venue Rental/Use Fees (Cont.)	
C.6.2	Softball Field Rental	\$8.00/ Hour per field
C.6.3	Volleyball Court Rental	\$5.00/ Hour per field
C.6.4	Basketball Court Rental	\$5.00/ Hour per field
C.6.5	Tennis Court Rental	\$5.00/ Hour per field
C.6.6	Soccer Field Rental	\$5.00/ Hour per field
C.6.7	Picnic Table Rental	\$5.00/ per table per day

Rental assures exclusive use by renter for the hours rented maximum 4 hours

C.7	Swimming Pool Rental Rates *	
C.7.1	Deposit (refundable)	\$100.00
C.7.2	2 hours 1 - 50 participants	\$200.00
C.7.3	2 hours 51 - 100 participants	\$300.00
C.7.4	2 hours 101 - 150 participants	\$400.00
C.7.5	3 hours 1 - 50 participants	\$250.00
C.7.6	3 hours 51 - 100 participants	\$350.00
C.7.7	3 hours 101 - 150 participants	\$450.00
C.7.5	2 or 3 hours 151 - 240 participants	Call for Rates

* (includes a minimum of 3 life guards (1:15 ratio))

C.8	Park Rental 24 hr	
C.8.1	Elgin Memorial Park	
C.8.1.1	Elgin Memorial Park (Main Pavillion)	\$100 daily plus Refundable deposit \$100.00
C.8.1.2	Elgin Memorial Park (Small Pavillion)	\$50 daily plus Refundable deposit \$100.00
C.8.1.3	Elgin Memorial Park (entire park)	\$800 daily plus Refundable deposit \$500.00
C.8.2	Goins Picnic Area	\$200.00
C.8.3	Shenandoah Park	\$300.00
C.8.4	Thomas Memorial Park	
C.8.4.1	Thomas Memorial Park Picnic Pavillion	\$75 daily plus Refundable deposit \$100.00
C.8.4.2	Thomas Memorial Park Open Pavillion	\$50 daily plus Refundable deposit \$100.00
C.8.4.3	Thomas Memorial Entire Park	\$600 daily plus Refundable deposit \$500.00
C.8.5	Veteran's Park	
C.8.5.1	Veteran's Park Gazebo	\$100 daily plus Refundable deposit \$100.00
C.8.5.2	Veteran's Park Entire Park	\$300 daily plus Refundable deposit \$500.00
C.8.6	Morris Memorial Park	\$400 daily plus Refundable deposit \$500.00
C.8.7	Supplemental Feature or Staff Fees	
C.8.7.1	Water Slide	\$35.00
C.8.7.2	Bounce House	\$35.00
C.8.7.3	Additional Staff	\$25.00 per hour per staff member
C.8.7.4	Special Event	\$25.00
C.8.7.5	Cancellation Fee	\$25.00

C.9	Recreation Building Rental	
C.9.1	Recreation Center Building	
C.9.1.1	Rental of Gym without Carpet	\$100.00 / hour + \$500.00 Refundable Deposit
C.9.1.2	Rental of Gym with Carpet	\$300.00 / hour + \$500.00 Refundable Deposit
C.9.1.3	Rental of Studio (Rec Center)	\$30.00 / hour + \$100.00 Refundable Deposit
C.9.1.4	Rental of Kitchen (Rec Center)	\$150.00 / hour + \$500.00 Refundable Deposit
C.9.2	Fleming Center	
C.9.2.1	Fleming Center Grand Hall Rental	\$30.00 / hour + \$100.00 Refundable Deposit
C.9.2.2	Fleming Center Studio Rental	\$20.00 / hour + \$100.00 Refundable Deposit
C.9.2.3	Fleming Center Meeting Room Rental	\$20.00 / hour + \$100.00 Refundable Deposit

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
D	Business License Fees	On and after 10/1/2020
D.1	New Mfg. Home Park Permit	\$500.00
D.2	Alcoholic Beverage License and Permits	
D.2.1	Alcoholic Beverage License	50% of TABC Fee
D.2.2	Liquor Permits	50% of TABC Fees
D.2.3	Beer Licenses	50% of TABC Fees
D.3	Solicitor's Permits	
D.3.1	30 Day Distributor Permit	\$25.00 / group
D.3.2	90 Day Peddler Permit	\$25.00 / each
D.3.3	30 Day Solicitor Permit	\$25.00 / each
D.3.4	14 Day Itinerant Vendor Permit	\$25.00 / each
D.3.5	30 Day Itinerant Vendor Permit	\$35.00 / each
D.3.6	90 Day Itinerant Vendor Permit	\$75.00 / each
D.3.7	180 Day Itinerant Vendor Permit	\$100.00 / each

Sect.	Category	Effective Date
E	Police Department Fees	On and after 10/1/2020
E.1	Police Operation Fees	
E.1.1	Printed Police Reports (CAD,Offense)	\$0.10 per page
E.1.2	CRASH Reports	\$6.00 per report
E.1.3	Audio-Photos	\$1.00 per CD (CD-RW)
E.1.4	In-Car Camera Video	\$3.00 per DVD
E.1.5	Body Worn Camera Footage	impoundment fee
E.1.6	Other Electronic Media (USB)	\$3.00 per DVD
E.1.7	Labor (Locating, compiling, reproduction)	\$15.00 per hour
E.1.8	EPD Escort Fees	\$45.00 per hr per Officer plus \$15.00 per vehicle
E.1.8	SRO Fees to EISD per Contract	SRO Fees to EISD per Contract
E.2	Animal Control Fees	
E.2.1	Animal Pickup/Impoundment Fee (Licensed)	\$15.00 per day
E.2.2	Animal Pickup/Impoundment Fee (Unlicensed)	\$35.00 per day
E.2.3	Dogs Running at Large (Licensed)	\$25.00
E.2.4	Dogs Running at Large (Unlicensed)	\$50.00
E.2.5	Keeping Wild Animals	\$100.00 fine 10 days to remove
E.2.6	Keeping Livestock	\$100.00 fine 30 days to remove
E.2.7	Livestock at large	\$50.00
E.2.8	Fowl/ at Poultry at Large	\$25.00
E.2.9	Livestock Impoundment:	
E.2.9.1	Large Animal (horse/cow)	\$100.00
E.2.9.2	Medium Animal (goat/sheep)	\$35.00
E.2.9.3	Fowl/Poultry	\$5/head
E.2.10	Animals Surrendered	\$15.00

Sect.	Category	Effective Date
F	Municipal Court Fees	On and after 10/1/2020
F.1	Dismissal Fee	\$10.00
F.2	Warrant for Arrest Fee	\$50.00

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
J	Utility Charges and Fees	On and after 10/1/2020
J.2	Application Fee and Deposits for Services	
J.2.1	App Fee Water Only	\$25.00
J.2.2	Residential Water 3/4" to 1" Meter	\$200.00
J.2.3	Irrigation accts. 3/4" to 1" Meter	\$200.00
J.2.4	Irrigation accts. 1 1/2" Meter	\$250.00
J.2.5	Commercial 3/4" to 1" Meter	\$200.00
J.2.6	Commercial 1 1/2" Meter	\$250.00
J.2.7	Commercial 2" Meter	\$300.00
J.2.8	Commercial 3" Meter	\$400.00
J.2.9	Commercial 4" Meter	\$500.00
J.2.10	Commercial > 4" Meter	\$600.00
J.4	Miscellaneous Fees and Charges	
J.4.1	Transfer of Service Fee	\$20.00
J.4.2	Temporary Service Fee	\$50.00 Deposit for 5 days(<3K gal return \$20.00)
J.4.3	Bulk Water Volume Rate	6.02/1,000 gal.
J.4.4	Utility Service Late Fee	10% of balance owed on Utility Bill
J.4.6	Scheduled Disconnect / Reconnection Fee	\$75.00
J.4.7	After Hour Service	\$50.00
J.4.8	Broken Lock Fee	\$50.00
J.4.9	Meter Tampering Fee	\$100.00
J.4.10	Curb Stop Replacement Fee	\$60.00

*(Unoccupied Residence / Commercial Structure) In the event the meter indicates usage; the account will automatically be reset to active bill" status and the account will be invoiced for a deposit + consumption.

Sect.	Category	Effective Date
K	Water Rates	On and after 10/1/2020
K.1	Monthly Base Rate by meter size (Incl. 0 - 2,000 gallons consumption) Inside City Limits	
K.1.1	3/4" Meter	\$40.00
K.1.2	1" Meter	\$61.50
K.1.3	1 1/2" Meter	\$95.25
K.1.4	2" Meter	\$136.00
K.1.5	3" Meter	\$231.00
K.1.6	4" Meter	\$362.00
K.1.7	6" Meter or Equivalent	\$480.00

K.2	Monthly Base Rate by meter size (Incl. 0 - 2,000 gallons consumption) Outside City Limits	
K.2.1	3/4" Meter	\$60.00
K.2.2	1" Meter	\$92.25
K.2.3	1 1/2" Meter	\$142.88
K.2.4	2" Meter	\$204.00
K.2.5	3" Meter	\$346.50
K.2.6	4" Meter	\$543.00
K.2.7	6" Meter or Equivalent	\$720.00

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

K	Water Rates (Cont.)	On and after 10/1/2020
K.3	Water Volumn Rate (Use per 1,000 > 2,000 gallons per month) Inside City Limits	
K.3.1	Consumption 2,001 to 4,999 gal.	\$4.01 per 1,000 gallons
K.3.2	Consumption 5,000 to 8,999 gal.	\$4.07 per 1,000 gallons
K.3.3	Consumption 9,000 to 12,999 gal.	\$4.26 per 1,000 gallons
K.3.4	Consumption > 12,999 gal.	\$4.44 per 1,000 gallons

K.4	Water Volumn Rate (Consumption per 1,000 gallons per month) Outside City Limits	
K.4.1	Consumption 2,001 to 4,999 gal.	\$6.02 per 1,000 gallons
K.4.2	Consumption 5,000 to 8,999 gal.	\$6.11 per 1,000 gallons
K.4.3	Consumption 9,000 to 12,999 gal.	\$6.39 per 1,000 gallons
K.4.4	Consumption > 12,999 gal.	\$6.66 per 1,000 gallons

K.5	Water Tap Fees*	
K.5.1	3/4" Tap	\$2,000.00
K.5.2	1" Tap	\$2,500.00
K.5.3	1 1/2" Tap	\$3,000.00
K.5.4	2" Tap	\$3,500.00
K.5.5	> 2" Labor, Equipt. & Mat. Cost + 10 %	L E. & M Cost + 10%

** An additional charge of \$500.00 will be assessed if the street has to be cut or a bore has to be made to make the tap*

K.6	Meter Set Fees by size of meter	
K.6.1	3/4" Tap	\$150.00
K.6.2	1" Tap	\$200.00
K.6.2	1 1/2" Tap	\$400.00
K.6.2	2" Tap	\$500.00
K.6.2	> 2" Tap	Cost + 10%

Sect.	Category	Effective Date
L	Wastewater Rates	On and after 10/1/2020
L.1	Application Fee	
L.1.1	Sewer Only	\$15.00
L.2	Monthly Base Rate (Incl. 0 - 2,000 gallons consumption)	
L.2.1	Residential/Commercial	\$32.00
L.3	Monthly Volume Rate	
L.3.1	Residential Volume Rate - > 2,000 gal. (Rate based on Winter average from Nov.to Feb.)	\$4.01 per 1,000 gal.
L.3.2	Commercial Volume Rate - > 2,000 gal. (No winter Average)	\$4.01 per 1,000 gal.

L.4	MUD Wastewater rates per 1,000 gallons used	
L.4.1	Travis Co. MUD # 14 Elm Creek	

L.5	Sewer Tap Fees*	
L.5.1	4" Tap	\$2,000.00
L.5.2	6" Tap	\$2,500.00
L.5.3	8" Tap	\$3,000.00
L.5.4	> 8" Tap	L E. & M Cost + 10%

** An additional charge of \$500.00 will be assessed if the street has to be cut or a bore has to be made to make the tap*

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
Q	Solid Waste Collection/Disposal	On and after 10/1/2020
Q.1	Residential Rate- Once weekly curbside collection	
Q.1.1	1 Cart	\$21.28/month
Q.1.2	2 Carts	\$28.32/month
Q.1.3	3 Carts	\$32.10/month
Q.1.4	4 Carts	\$35.87/month
Q.1.5	Sr. Citizen (65 or older.)	\$15.36/month
Q.2	Commercial - Cart Service (Number of Carts and Frequency of Service)	
Q.2.1	1 cart x once weekly	\$27.65/month
Q.2.2	2 carts x once weekly	\$42.99/month
Q.2.3	3 carts x once weekly	\$58.54/month
Q.2.4	4 carts x once weekly	\$72.85/month
Q.2.5	1 cart x twice weekly	\$42.99/month
Q.2.6	2 carts x twice weekly	\$62.79/month
Q.2.7	3 carts x twice weekly	\$93.68/month
Q.3	Commercial- Dumpsters	
Q.3.1.1	2 Cu. Yard 1x Weekly	\$87.30/month
Q.3.1.2	2 Cu. Yard 2x Weekly	\$163.72/month
Q.3.1.3	2 Cu. Yard 3x Weekly	\$237.09/month
Q.3.1.4	2 Cu. Yard 4x Weekly	\$313.28/month
Q.3.1.5	2 Cu. Yard 5x Weekly	\$389.08/month
Q.3.2.1	3 Cu. Yard 1x Weekly	\$95.95/month
Q.3.2.2	3 Cu. Yard 2x Weekly	\$171.80/month
Q.3.2.3	3 Cu. Yard 3x Weekly	\$253.89/month
Q.3.2.4	3 Cu. Yard 4x Weekly	\$337.53/month
Q.3.2.5	3 Cu. Yard 5x Weekly	\$413.25/month
Q.3.3.1	4 Cu. Yard 1x Weekly	\$115.28/month
Q.3.3.2	4 Cu. Yard 2x Weekly	\$193.52/month
Q.3.3.3	4 Cu. Yard 3x Weekly	\$300.34/month
Q.3.3.3	4 Cu. Yard 4x Weekly	\$396.72/month
Q.3.3.4	4 Cu. Yard 5x Weekly	\$490.06/month
Q.3.4.1	6 Cu. Yard 1x Weekly	\$146.96/month
Q.3.4.2	6 Cu. Yard 2x Weekly	\$256.95/month
Q.3.4.3	6 Cu. Yard 3x Weekly	\$374.60./month
Q.3.4.4	6 Cu. Yard 4x Weekly	\$492.30/month
Q.3.4.5	6 Cu. Yard 5x Weekly	\$631.08/month
Q.3.5.1	8 Cu. Yard 1x Weekly	\$168.58/month
Q.3.5.2	8 Cu. Yard 2x Weekly	\$304.82/month
Q.3.5.3	8 Cu. Yard 3x Weekly	\$459.42/month
Q.3.5.4	8 Cu. Yard 4x Weekly	\$588.02/month
Q.3.5.5	8 Cu. Yard 5x Weekly	\$741.87/month
Q.4	Commercial- Dumpsters Service Fees	
Q.4.1	Commercial Front End Load Delivery Fee	\$50.00
Q.4.2	Extra Lift Fee	\$85.00
Q.4.3	Extra Yardage Fee	\$35.00
Q.5	Trash Service Application Fee	\$10.00

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
V.	Comm. Development/Planning	On and after 10/1/2020
V.1	Fees common to other Development/Planning Activities as referenced below.	
V.1.1	Professional Recovery Fees (PRF) *	115% of cost for consultant review.
V.1.2	Postal Fee (PF) *	100% of postage costs.
V.1.3	Recording Fees (RF) *	100% of cost for any County filing fee.
V.1.4	Renoticing Fees	
V.1.4.1	Newspaper Notice	125% of newspaper publishing costs
V.1.4.2	Fee per Notice sign	\$35.00
V.1.4.3	Fee per letter for 200' notice	\$5.00
V.1.5	Delay of Hearing Penalty	
V.1.5.1	Delay of Hearing 2 month or less	\$35.00 for each notice sign.
V.1.5.2	Delay of Hearing more than 2 months	Total cost of Renoticing
V.1.6	Delay Penalty ie. > 3 Reviews by Staff	Each review over 3 to be assessed \$200.00 per extra review.
V.1.7	Work without City Approval Penalty	
V.1.7.1	Subdivision Construction	\$1,500 + inspection fees double (non PRF)
V.1.7.2	Site Development	\$1,500 + inspection fees double (non PRF)
V.1.7.3	W/O Permit	Double Inspection Fees
V.2	Zoning and Land Use *	
V.2.1	Annexation Petition	\$0.00
V.2.2	Annexation Development Agreement	\$0.00
V.2.3	Other Development Agreement	\$2,500.00 + PRF
V.2.4	Development Agreement Modification	\$1,250.00 + PRF
V.2.5	Comprehensive Plan Amendment	\$725.00 + PRF
V.2.6	Specific Use Permit	\$600.00 + PRF
V.2.7	Zoning Variance	\$600.00 + PRF
V.2.8	Special Exception	\$600.00 + PRF
V.2.9	Zoning Change - PDD Rezoning	
V.2.9.1	< 5 Acres	\$1,250 + PRF
V.2.9.2	5 Acres to 10 Acres	\$2,500 + PRF
V.2.9.3	> 10 Acres Acres	\$5,000 + PRF
V.2.10	Zoning Change - Non PDD Rezoning	
V.2.10.1	< 3 Acres	\$600.00 +PRF
V.2.10.2	3 Acres to 10 Acres	\$1,000.00 +PRF
V.2.10.3	> 10 Acres	\$2,000.00 +PRF
V.2	Zoning and Land Use * (Cont.)	
V.2.11	PDD Zoning Modification	
V.2.11.1	< 5 Acres	\$625.00 +PRF
V.2.11.2	5 Acres to 10 Acres	\$1250.00 +PRF
V.2.11.3	> 10 Acres Acres	\$2,500.00 +PRF
V.2.12	Misc. Zoning Fees and Charges	
V.2.12.1	Special Purpose Dist. (i.e. MUD or PID)	\$20,000.00 + PRF
V.2.12.2	Appeals	\$500.00 + PRF
V.2.12.3	Zoning Verification Letter	\$65.00
V.2.12.4	Delay Penalty - > 3 reviews by staff	Each Addt'l review by staff \$100.00 each review
V.2.13	Renoticing Fees See V.1.4.1-3	
V.2.14	Delay of Hearing Penalty V.1.5.1-2	

*All fees must be paid prior to building permits being issued.

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

V.	Comm. Development/Planning (Cont.)	On and after 10/1/2020
V.3	Plats	
V.3.1	Concept Plan	\$1,000.00 + PRF
V.3.2	Preliminary Plat	\$50.00 per lot or \$1,000.00, whichever is greater + PRF
V.3.3	Preliminary Plat Amendment	\$50.00 per lot or \$600.00, whichever is greater + PRF
V.3.4	Final Plat	\$55.00 or \$850.00, whichever is greater + PRF
V.3.5	Short Form Plat	\$600.00 + PRF
V.3.6	Replat	\$55.00 per lot or \$850.00, whichever is greater + PRF
V.3.7	Plat Amendment	\$600.00 + PRF
V.3.8	Plat Vacation	\$600.00 + PRF
V.3.9	Subdivision Variance	\$500.00 + PF
V.3.10	Appeal	\$500.00 + PF
V.3.11	Renoticing Fees See V.1.4.1-3	
V.3.12	Hearing Delay Penalty See V.1.5.1-2	
V.3.20	Tree removal or replacement	
V.3.21	Significant Tree Removal (8"-13") Prelim. Plat	\$50.00 per caliper inch
V.3.22	Significant Tree Removal (14"-19") Prelim. Plat	\$150.00 per caliper inch
V.3.24	Heritage Tree Removal in Preliminary Plat	\$300.00 per caliper inch
V.3.23	Payment-in-lieu fee Replace Trees V.3.21 - V.3.22	\$150.00 per caliper inch
V.4	Subdivision Construction Plans	
V.4.1	New Subdivision Construction Plan	
V.4.1.1	Outside Historic Downtown Dist.	Greater of 3.5% of est. cost of infrastructure conveyed to City or \$5,000 + PRF
V.4.1.2	Inside Historic Downton Dist.	\$100.00 + PRF
V.4.2	Modification to Approved Plans	
V.4.2.1	Outside Historic Downtown Dist.	Greater of 1.5% of est. cost of infrastructure conveyed to City or \$2,500 + PRF
V.4.2.2	Inside Historic Downton Dist.	\$500.00 + PRF
V.4.3	Inspections	\$100.00 + PRF
V.4.4	Sidewalk-In-Lieu Fee	Actual market value per City Engineer
V.4.5	See V.1.7.1	\$1,500.00 of Infrastructure Costs and inspection fees double
V.4.6	See V.1.6	Each review over 3 to be assessed \$200.00 /extra review.
V.5	Site Development Plans	
V.5.1	New Site Development Plan Outside Historic Dist.	\$5,000.00 + PRF
V.5.2	New Site Development Plan Inside Historic Dist.	\$1,000.00 + PRF
V.5.3	Modification to Approved Plans Outside Historic Dist.	\$2,500.00 + PRF
V.5.4	Modification to Approved Plans Inside Historic Dist.	\$500.00 + PRF
V.5.5	Inspections Outside Historic Dist.	\$100.00 + PRF
V.5.6	Inspections Inside Historic Dist.	\$25.00 + PRF
V.5.7	Sidewalk-In-Lieu Fee	Actual market value per City Engineer
V.5.8	See V.1.7.1 Work w/o City Approval	1% of Infrastructure Costs and/or inspection fees double
V.5.9	See V.1.6 Delay Penalty	Each review over 3 to be assessed \$200.00 /extra review.

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

V.	Comm. Development/Planning (Cont.)	On and after 10/1/2020
V.6	Building Permits	
V.6.1	Residential Building Permits and Fees	
V.6.1.1	Trade Permits (electrician, mech., plumb., gas)	\$75.00
V.6.1.2	New Building Permit Fee > 2500 sq. ft.	\$0.60 per sq. ft. + PRF
V.6.1.3	New Building Permit Fee 2501 < sq. ft.	\$0.70 per sq. ft. + PRF
V.6.1.4	Addition Building Permit Fee > 2500 sq. ft.	\$0.60 per sq. ft. + PRF
V.6.1.5	Addition Building Permit Fee 2501 < sq. ft.	\$0.70 per sq. ft. + PRF
V.6.1.6	Industrial Housing	\$0.30 per sq. ft. + PRF
V.6.1.7	HUD Manufactured Mobile Home	\$0.30 per sq. ft. + PRF
V.6.1.8	Remodel Building Permit Fee	\$0.60 per sq. ft. or \$400.00 whichever is greater + PRF
V.6.1.9	Re-inspection Fee	\$0.00
V.6.1.20	1st and 2nd Subsequent Inspection	
V.6.1.21	1st and 2nd Subsequent Inspection not Demo	\$75.00 + PRF
V.6.1.22	1st and 2nd Subsequent Inspection Demo	\$0.00
V.6.1.30	3rd and Additional Subsequent Inspection	
V.6.1.31	3rd and Additional Subsequent Inspection Not Demo	\$100.00 + PRF
V.6.1.32	3rd and Additional Subsequent Inspection Demo	\$0.00
V.6.1.40	Pool/Spa Permit	\$150.00 + PRF
V.6.1.50	Certificate of Occupancy, Residential	
V.6.1.51	Accessory Buildings < 120 sq. ft.	\$75.00 + PRF
V.6.1.52	Accessory Buildings > 120 sq. ft.	The Greater of \$0.30 per sq. ft. or \$75.00 minimum + PRF

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

V.	Comm. Development/Planning (Cont.)	On and after 10/1/2020
V.6.2	Commercial Building Permits and Fees	
V.6.2.1	Trade Permits (electrician, mech., plumb., gas)	\$75.00
V.6.2.2	Multi-family Site Built New/Addition Building	\$0.40 per sq. ft + PRF
V.6.2.3	Multi-family Site Built Remodel Building	\$0.25 per sq. ft + PRF
V.6.2.4	Site Built New Bldg. Permit Shell/Finish Out Together	\$0.70 per sq. ft. + PRF
V.6.2.5	Site Built New Building Permit Shell Only	\$0.35 per sq. ft + PRF
V.6.2.6	Site Built New Building Permit Tenant Finish Out Only	\$0.35 per sq. ft + PRF
V.6.2.7	Site Built Addition Bldg. Permit Fee Shell & Finish Out Together Fee	\$0.70 per sq. ft. + PRF
V.6.2.8	Site Built Addition Building Permit Shell Only	\$0.35 per sq. ft + PRF
V.6.2.9	Site Built Addition Bldg. Permit Tenant Finish Out Only	\$0.35 per sq. ft + PRF
V.6.2.10	Site Built Remodel Building Permit Fee	\$0.70 per sq. ft. + PRF
V.6.2.11	Industrialized Building	\$0.35 per sq. ft. + PRF
V.6.2.12	Accessory Buildings < 120 sq. ft	\$75.00 + PRF
V.6.2.13	Accessory Buildings > 120 sq. ft.	Greater of \$0.30 per sq. ft. or \$75.00 minimum, + PRF
V.6.2.14	Commercial Re-inspection Fee	\$0.00
V.6.2.20	1st and 2nd Subsequent Inspections	
V.6.2.21	1st and 2nd Subsequent Inspection Not Demo	\$100.00 + PRF
V.6.2.22	1st and 2nd Subsequent Inspection Demo	\$0.00
V.6.2.30	3rd and Additional Subsequent Inspection	
V.6.2.31	3rd and Additional Subsequent Inspection Not Demo	\$125.00 + PRF
V.6.2.32	3rd and Additional Subsequent Inspection Demo	\$0.00
V.6.2.40	Pool/Spa Permit	\$200.00 + PRF
V.6.2.50	Time Penalty for 4th and After Inspection	Applicant inspection will be delayed for two (2) days before scheduling.
V.6.2.60	Certificate of Occupancy, Residential	\$100.00 + PRF
V.6.3	Misc. Building Permits, Fees and Fines	
V.6.3.1	Demolition Permit	\$0.00
V.6.3.2	House or Structure Moving Fee	\$0.00
V.6.3.3	Patio/Deck Permit	\$0.50 per sq. ft., \$200.00 minimum, whichever is greater + PRF + PF
V.6.3.4	Flatwork(sidewalks, driveway, curb cut)	\$0.50 per sq. ft., \$200.00 minimum, whichever is greater + PRF + PF
V.6.3.5	Temporary Certificate of Occupancy	\$200.00 + PRF
V.6.3.6	Certificate of Occupancy, Residential	\$200.00 + PRF
V.6.3.7	Certificate of Occupancy, Commercial	\$250.00 + PRF
V.6.3.8	Appeal	\$500.00 + PRF
V.6.3.9	Occupation of bldg. prior to CO issuance	\$200.00
V.6.3.10	Wireless Communications Facilities	\$150.00 + PRF
V.6.3.11	Modification of Postal Address by Owner	\$50.00
V.6.3.12	Building Permit Extension	one-half (1/2) of building permit fee
V.6.3.13	Sidewalk-in-lieu Fee	\$4.75 per square foot
V.6.4.1	See V.1.7.1	
V.7	Fire Protection	
V.7.1	Residential Sprinkler System Permit	
V.7.1.1	Sprinkler System 1 - 100 Heads	\$150.00 + PRF
V.7.2	Commercial Sprinkler System Permit	
V.7.2.1	Sprinkler System 1 - 200 Heads	\$150.00 + PRF
V.7.2.2	Sprinkler System 201 - 300 Heads	\$250.00 + PRF
V.7.2.3	Sprinkler System 301 - 500 Heads	\$300.00 + PRF
V.7.2.4	Sprinkler System > 500 Heads	\$400.00 + PRF

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
V.	Comm. Development/Planning (Cont.)	On and after 10/1/2020
V.7.3	Fire Alarm Detection System	
V.7.3.1	Detection System 1 - 25 alarms	\$150.00 + PRF
V.7.3.2	Detection System 26 - 50 Alarms	\$400.00 + PRF + PF
V.7.3.3	Detection System 51 - 75 Alarms	\$560.00 + PRF + PF
V.7.3.4	Detection System > 76 Alarms	\$720.00 + PRF + PF
V.7.4	Misc. Fire Related Systems	
V.7.4.1	Fire Service Underground Main	\$100.00 + PRF
V.7.4.2	Fire Service Standpipe	\$100.00 + PRF
V.7.4.3	Fire Pump	\$100.00 + PRF
V.7.4.4	Private Water Supply	\$100.00 + PRF
V.7.4.5	Paint Booth	\$100.00 + PRF
V.7.4.6	Propane Installation	\$100.00 + PRF
V.7.4.7	Carnivals/Fairs	\$100.00 + PRF
V.7.4.8	Dry Cleaning Plant	\$100.00 + PRF
V.7.4.9	Exhibition/Trade Shows	\$100.00 + PRF
V.7.4.10	Garage Repair/Motor Vehicle Fuels	\$100.00 + PRF
V.7.5	Commercial Fire Suppression System	
V.7.5.1	Kitchen Hood System 1 - 25 flow pts.	\$100.00 + PRF
V.7.5.2	Kitchen Hood System 26 - 50 flow pts.	\$200.00 + PRF
V.7.5.3	Kitchen Hood System 50 < flow pts.	\$250.00 + PRF
V.7.6	Commercial Gaseous/Dry Chemical Suppression System	
V.7.6.1	Gas /Dry Chem. Systems 1 - 100 PSI	\$100.00 + PRF
V.7.6.2	Gas/Dry Chem. Systems 101 - 300 PSI	\$150.00 + PRF
V.7.6.3	Gas /Dry Chem. Systems 301 - 500 PSI	\$200.00 + PRF
V.7.6.4	Gas/Dry Chem. Systems 501 - 750 PSI	\$250.00 + PRF
V.7.6.5	Gas/Dry Chem. Systems > 750 PSI	\$300.00 + PRF
V.7.7	Site Plan Review for International Fire Code/NFPA	
V.7.7.1	Site Plan Review	\$100.00 + PRF
V.7.7.2	101 Plan Review up to 25,000 sq. ft.	\$200.00 + PRF
V.7.7.3	101 Plan Review 25K- 50K sq. ft.	\$250.00 + PRF
V.7.7.4	101 Plan Review 50K - 75K sq. ft.	\$300.00 + PRF
V.7.7.5	101 Plan Review > 75K sq. ft.	\$400.00 + PRF
V.7.8	Fire Inspections - Commercial Buildings	
V.7.8.1	Commercial Shell	\$100.00 + PRF
V.7.8.2	Finish Out (stand alone)	\$100.00 + PRF
V.7.9	Fire Inspections - Apartment/Multi Family Complexes	
V.7.9.1	Inspection 1 - 50 units	\$100.00 + PRF
V.7.9.2	Inspection 51 - 150 units	\$150.00 + PRF
V.7.9.3	Inspection 150 - 300 units	\$200.00 + PRF
V.7.9.4	Inspection > 300 units	\$250.00 + PRF
V.7.10	Fire Inspections - By Category of Use	
V.7.10.1	Change in Business Ownership Inspection	\$100.00 + PRF
V.7.10.2	Day Care Center Annual Inspection	\$100.00 + PRF
V.7.10.3	Group Day Care Center Annual Inspection	\$100.00 + PRF
V.7.10.4	Registered Family Home Annual Inspection	\$100.00 + PRF
V.7.10.5	Foster Home Annual Inspection	\$100.00 + PRF
V.7.10.6	Nursing Home Annual Inspection	\$125.00 + PRF
V.7.10.7	Hospital/Clinic, Medical, Dental, Veterinarian	\$125.00 + PRF
V.7.10.8	Other Commercial	\$100.00 + PRF
V.7.10.9	Industrial Building	\$125.00 + PRF

CITY OF ELGIN SCHEDULE OF FEES

EXHIBIT A

Sect.	Category	Effective Date
V.	Comm. Development/Planning (Cont.)	On and after 10/1/2020
V.7.11	Fire Marshall Certificate of Occupancy	
V.7.11.1	Certificate of Occupancy up to 5,000 sq. ft.	\$100.00 + PRF
V.7.11.2	Certificate of Occupancy > 5,000 sq. ft.	\$100.00 + PRF
V.7.11.3	See V.1.7.1	
V.7.11.4	See V.1.6	
V.8	Signage Fees	
V.8.1	Signage Fees General	
V.8.1.1	Signage Master Plan Outside Historic Districts	\$300.00 + PRF
V.8.1.2	Signage Master Plan Within Historic Districts	\$100.00 + PRF
V.8.1.3	Signage Master Plan Modification Outside Historic Dist.	\$150.00 + PRF
V.8.1.4	Signage Master Plan Modification Within Historic Dist.	\$75.00 + PRF
V.8.1.5	Sign Variance Outside Historic Districts	\$600.00 + PRF
V.8.1.6	Sign Variance Within Historic Districts	\$300.00 + PRF
V.8.1.7	Awning Sign Fee Outside Historic Districts	\$75.00 + PRF
V.8.1.8	Awning Sign Fee Within Historic Districts	\$50.00 + PRF
V.8.1.9	Bulletin Board Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.10	Bulletin Board Sign Within Historic Districts	\$25.00 + PRF
V.8.1.11	Canopy Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.12	Canopy Sign Within Historic Districts	\$50.00 + PRF
V.8.1.13	New Changeable Copy Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.14	New Changeable Copy Sign Within Historic Districts	\$50.00 + PRF
V.8.1.15	Changeable Copy Sign Reface	\$50.00 + PRF
V.8.1.16	New Freestanding Sign Outside Historic Districts	\$5.50 sq. ft, maximum \$200.00 + PRF
V.8.1.17	Freestanding Sign Reface Outside Historic Districts	\$2.25 sq. ft, maximum \$50.00 + PRF
V.8.1.18	New Freestanding Sign Within Historic Districts	\$50.00 + PRF
V.8.1.19	Freestanding Sign Reface Within Historic Districts	\$25.00 + PRF
V.8.1.20	Painted Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.21	Painted Sign Within Historic Districts	\$25.00 + PRF
V.8.1.22	Political Election Sign Outside Historic Districts	\$0.00
V.8.1.23	Political Election Sign Within Historic Districts	\$0.00
V.8.1.24	New Projecting Sign Outside Historic Districts	\$5.50 sq. ft, maximum \$200.00 + PRF
V.8.1.25	Projecting Sign Reface Outside Historic Districts	\$2.25 sq. ft, maximum \$50.00 + PRF
V.8.1.26	New Projecting Sign Within Historic Districts	\$50.00 + PRF
V.8.1.27	Projecting Sign Reface Within Historic Districts	\$25.00 + PRF
V.8.1.28	Temp. Sign (i.e banner, sidewalk) Outside Historic Dist.	\$50.00
V.8.1.29	Temp. Sign (i.e banner, sidewalk) Within Historic Dist.	\$25.00
V.8.1.30	New Wall Sign Outside Historic Districts	\$5.50 sq. ft, maximum \$200.00, + PRF
V.8.1.31	Wall Sign Reface Outside Historic Districts	\$2.25 sq. ft, maximum \$50.00 + PRF
V.8.1.32	New Wall Sign Within Historic Districts	\$50.00 + PRF
V.8.1.33	Wall Sign Reface Within Historic Districts	\$25.00 + PRF
V.8.1.34	New Window Sign Outside Historic Districts	\$75.00
V.8.1.35	New Window Sign Within Historic Districts	\$25.00
V.8.2	Signage Inspection Fees	
V.8.2.1	Painted Signs Outside Historic District	\$25.00 + PRF
V.8.2.2	Painted Signs Inside Historic District	\$25.00 + PRF
V.8.2.3	Freestanding, Projecting, & Wall Signs Outside Historic I	\$75.00 + PRF
V.8.2.4	Freestanding, Projecting, & Wall Signs Inside Historic Di	\$25.00 + PRF
V.8.2.5	Temporary Signs Outside Historic District	\$25.00
V.8.2.6	Temporary Signs Inside Historic District	\$0.00
V.8.2.7	All Other Permanent Signs Outside Historic District	\$50.00 + PRF
V.8.2.8	All Other Permanent Signs Inside Historic District	\$25.00 + PRF



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Adjourn into Executive Session pursuant to Section §551.074 Personnel Matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

DEPARTMENT: City Council

PROPOSED ACTION:

Consider information presented in Executive Session.

BACKGROUND:

Under Texas Open Meetings law, there are seven exceptions that generally authorize closed meetings, also known as “Executive Sessions.” The exceptions include discussions involving: (1) purchase or lease of real property; (2) security measures; (3) receipt of gifts; (4) consultation with attorney; (5) personnel matters; (6) economic development; and (7) certain homeland security matters. However, any and all final actions, decisions, or votes of the Elgin City Council related to such Executive Session items will be made in an open meeting

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Consider information presented in Executive Session; and direction to staff, if any, as appropriate.

ATTACHMENTS:

None.

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

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