AGENDA
ELGIN CITY COUNCIL VIRTUAL REGULAR MEETING
TUESDAY, OCTOBER 13, 2020
ELGIN PUBLIC LIBRARY ANNEX CITY COUNCIL CHAMBERS
404 NORTH MAIN STREET
6:00 PM

In accordance with social distancing guidelines, the City Council meeting will not be open to the public. Council Members will attend virtually. The meeting will be streamed live at https://www.youtube.com/channel/UC3OGBV_loV0Nr3AqM1jJTzA

Members of the public wishing to submit their written comments on a listed agenda item must submit their comments by emailing asanchez@ci.elgin.tx.us by 5:00 pm October 12, 2020.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **INVOCATION**

IV. **PLEDGE OF ALLEGIANCE**

V. **PUBLIC HEARING**

VI. **PUBLIC COMMENT**

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

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

VII. **PRESENTATION**

1. **Proclamation**

   Central Texas-Against Cancer Together (CTX-ACT).

   Documents:

   PROCLAMATION.PDF

VIII. **CITY MANAGERS REPORT**

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

   Documents:

   EXSUMMARY - CORONAVIRUS REPORT 4.PDF
   COVID19PLAN320.PDF

2. **Departmental Monthly Reports - August**

   Documents:

   01 EXSUM MONTHLY REPORTS BY DEPARTMENTAUG 2020.PDF
   01 MONTHLY REPORTS AUG DATA.PDF

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

   Documents:

   EXSUMMARY - GENERAL ACTIVITY REPORT.PDF

IX. **NEW BUSINESS**

1. **AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS THAT PROVIDE FOR THE PAYMENT OF GENERAL FUND OPERATING EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR THE EXECUTIVE ADMINISTRATION DEPARTMENT AND THE POLICE DEPARTMENT AS ORIGINALLY ADOPTED BY ORDINANCE NO. 2020-09-08-26 ADOPTED SEPTEMBER 8, 2020; 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 AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND AN EFFECTIVE DATE**

Documents:

EX SUMMARY - BUDGET AMEND-PIOS.PDF
ORDBUDGAMENDPIO1020.PDF

2. **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**

Documents:

EX SUMMARY - FEE SCHEDULE 2021.PDF
ORD SCHEDULE OF FEES2021.PDF

3. **A RESOLUTION TO RENEW THE WRITTEN INVESTMENT POLICY AND INVESTMENT STRATEGY REGARDING THE INVESTMENT OF CITY FUNDS OCTOBER 13, 2020**

Documents:

EXSUMMARY RENEWAL OF INVESTMENT POLICY 10-13-2020.PDF
RES ADOPTING INVESTMENT POLICY 2020-21 10-13-2020.PDF

4. **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS SUPPORTING THE CITY OF ELGIN'S SUBMISSION OF AN EDA-PUBLIC WORKS GRANT APPLICATION FOR ONE MILLION DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTATION; AND ESTABLISHING AN EFFECTIVE DATE.**

Documents:

EXSUMMARY.PDF
RESOLUTION EDA GRANT.PDF

5. **A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) HARVEY STATE MID APPLICATION TO THE TEXAS GENERAL LAND OFFICE AND AUTHORIZING THE MAYOR AND CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CDBG-MIT PROGRAM**

Documents:

EXSUM SUMMARY CDBG-MIT GRANT APPLICATION.PDF
ELGIN APPLICATION RESOLUTION_CDBG-MIT - HARVEY STATE MID - CITYWIDE DRAINAGE - UNSIGNED.PDF

6. **A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) 2016 STATE MID APPLICATION TO THE TEXAS GENERAL LAND OFFICE AND AUTHORIZING THE MAYOR AND CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CDBG-MIT PROGRAM**

Documents:

EXSUM SUBMISSION OF CDBG-MIT GRANT APPLICATION 2016.PDF
ELGIN APPLICATION RESOLUTION_CDBG-MIT -2016 STATE MID - CITYWIDE WATER RESILIENCY - UNSIGNED.PDF

7. **CONSIDER/ADOPT FEDERAL PROCUREMENT POLICY AND PROCEDURES FOR THE CITY OF ELGIN RELATING TO ALL FEDERAL GRANTS REQUIRED BY 2 CFR 200.320**

Documents:

EXSUM FEDERAL PROCUREMENT POLICY AND PROCEDURES.PDF
FEDERAL GRANT PURCHASING POLICY AND PROCEDURES.PDF

X. EXECUTIVE SESSION

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

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

Documents:

EXSUMMARY - EXECUTIVE SESSION7.PDF

XI. RECONVENE

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

1. **Reconvene From Executive Session -The City Council Is Authorized Take Action, Including The Appointment, Employment, Evaluation, Reassignment, Or Duties Of The City Manager**

Documents:

EXSUMMARY - ES RECONVENE .PDF

XII. ANNOUNCEMENTS

XIII. ADJOURMENT

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

I, Amelia Sanchez, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Friday, October 9, 2020, in accordance with Chapter 551 of the Texas Government Code.

____

Amelia Sanchez, City Secretary

PROCLAMATION

WHEREAS, Bastrop County Cares has been involved in a two-year partnership with Central Texas-Against Cancer Together (CTX-ACT); and

WHEREAS, this is a five-county coalition involved with increasing screening for cancer in rural communities among uninsured women; and

WHEREAS, Breast Cancer was chosen as the first cancer to fight together; and

WHEREAS, UT Dell Medical School and Austin Area research Organization (AARO) have partnered with Bastrop County Cares to help design a pilot for increasing breast cancer screening in Bastrop County; and

WHEREAS, our immediate goal is to do 50 free screenings before the end of the year (and beyond); and

WHEREAS, Bastrop County women are screened at a rate of 40% while the national average is 75%. Our pilot is aimed at increasing screening by 15% a year over the next two years; and

WHEREAS, Bastrop County Cares was able to get grants from Shivers Cancer Foundation and local fundraising that will allow uninsured and underinsured women to be assisted in getting free screening mammography.

NOW, THEREFORE, be it resolved that October 23-31 be known as PINKY PROMISE WEEK, and encourage citizens to participate in the outreach efforts of the Pinky Promise, not only during Pinky Promise Week, but all year long, making a visible statement that we are strongly committed to stomping out Breast Cancer.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Elgin, Texas to be affixed this 13th day of October 2020.

____

Chris Cannon, Mayor

Elgin City Council Meeting
Agenda Item Executive Summary

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

DEPARTMENT: City Manager

PROPOSED ACTION:

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

BACKGROUND:

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

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

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

ATTACHMENTS:

City of Elgin Coronavirus (COVID-19) Readiness Plan
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.

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-19from other local, state, federal agencies.

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

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

II. *Employee Practices:*

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

III. *Operational Accommodations:*

ADMINISTRATION

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

POLICE

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

PUBLIC WORKS/UTILITIES

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

COMMUNITY SERVICES

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

RECREATION CENTER

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

LIBRARY

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

IV. *Communications*

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

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

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

II. *Employee Practices:*

(a) Only authorized, essential staff report to work

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

III. *Operational Accommodations:*

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

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

ADMINISTRATION

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

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

POLICE

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

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

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

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

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

(f) Initiate childcare plan for essential personnel

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

(h) Implement altered work schedules

PUBLIC WORKS/UTILITIES

(a) One maintenance employee on call for each department

LIBRARY

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

(b) Implement organizational and facility deep cleaning

IV. *Communications*

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

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

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

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

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Departmental Monthly Report – Period ending Aug 31, 2020

DEPARTMENT: Administration

PROPOSED ACTION: No action required on this item.

BACKGROUND: Monthly Reports by Department
The attachment here includes data for the month ending May 31, 2020. Summary Comments by Dept.
HR- Decrease in YTD new hires and separations reflects diminished turnover compared to 2019.
Municipal Court- Y-T-D collections are 6% ahead of previous year even without benefit of Marshall Prog.
Development Services- Increases in number of permits issued (19%) and inspections (57%) over last year show strong growth in development activities. A 546% increase in revenue over last year shows capability of Development Services Dept. to fund itself.
Library- '# of Visitors slightly up from previous year all other indicators lower due to partial closure.
Rec Center.- Sponsored events show dramatic increase over previous year.
Public Works – A condition inventory of all classes of roads is necessary to develop a pavement management program that will identify and prioritize maintenance of work next year. This work is continuing.
Water – Revenue y-t-d up (6%) despite lower consumption (-5%). May indicate effectiveness of leak detection and repair work that has resulted in lower water loss.
Wastewater – Avg. flows still down considerably from last year (15%) Revenue also down by 0.2%.
Trash Collect. - Revenue up 9%. Increase in number of customers. (+ 44 over last year) Increase in customers is partly due to schools activating accounts with the new school year starting.
Police – All Indexed Crimes are down significantly from previous year with the exception of assaults that show increases over prior year.

BUDGET/FINANCIAL IMPACT:
None

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

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

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

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

Monthly Report of Operations

As of Aug 31, 2020

Administration	Aug '19	Aug '20	%	YTD 8-31-19	YTD 8-31-20	%
Human Resources						
Total FTE - Filled Positions	-	96.0	0%			
Vacancies - all funds	-	11	0%			
New Hires	5	6	20%	63	24	-62%
Separations	5	5	0%	33	19	-42%
Muncipal Court						
Total Active Cases Pending (beg. of Month)	16,037	15,890	-1%			
New Cases Filed (incl reactivation of inactive)	479	123	-74%	4,212	2,496	-41%
# of Magistrations	38	23	-39%	395	308	-22%
Total Cases Disposed of	296	74	-75%	2,695	2,366	-12%
Cases placed on Inactive Status	177	-	-100%	793	538	-32%
Total Active Cases Pending (end of Month)	16,177	15,928	-2%			
Fines Collected	$ 56,700	$ 15,377	-73%	$ 477,525	$ 399,493	-16%
Retained by City	$ 35,986	$ 13,611	-62%	$ 292,035	$ 309,925	6%

Development Services	Aug '19	Aug '20	%	YTD 8-31-19	YTD 8-31-20	%
Construction Permits (all types)	21	25	19%	414	493	19%
Revenue from Bldg. Permits	$ 13,171	$ 40,231	205%	$ 120,596	$ 231,260	92%
Inspections (all types)	254	450	77%	1,864	2,923	57%
Revenue from Inspections	$ 7,440	$ 63,170	749%	$ 56,520	$ 365,205	546%
Housing Plats approved (number of lots)	-	190	0%	113	540	378%

Community Services	Aug '19	Aug '20	%	YTD 8-31-19	YTD 8-31-20	%
Library-						
Materials circulated	7,622	2,792	-63%	67,744	39,932	-41%
# Visitors (incl. Progs)	3,965	2,467	-38%	29,471	30,341	3%
Public Computer Use hrs.	430	-	-100%	4,129	1,481	-64%
Public Computer Use Persons	723	-	-100%	5,851	2,546	-56%
Civic Center - Rentals (all)	27	2	-93%	376	140	-63%
Recreation Program -						
Annual Memberships	10	-	-100%	148	48	-68%
Monthly Rec Memberships	180	9	-95%	1,430	974	-32%
Facility Rental Fleming Center	23	-	-100%	126	251	99%
Facility Rental Recreation Center	11	-	-100%	63	122	94%
Sponsored Events	$ -	$ 30	0%	$ 3,545	$ 7,349	107%

Public Works	Aug '19	Aug '20	%	YTD 8-31-19	YTD 8-31-20	%
Streets:						
Lane miles Inventoried	56.9	57.8	2%	512	520	2%
Pot holes patched - Square Yards	-	8	0%	94	405	330%
Wide Area patching/renovation - SY	60	112	89%	1,272	1,116	-12%
Crack Seal Lbs of Sealent	-	-	0%	4,040	8,520	111%
Drainage:						
Linear feet of drains cleaned	12,172	33,295	174%	139,549	154,475	11%
# Culverts Cleared	3	-	0%	19	3	-84%
Parks:						
Acres Mowed/maintained	-	200	0%	N/A	2,980	0%
Reserved Park Facilities	-	-	0%	N/A	-	0%
# Organized Sports Events	-	-	0%	N/A	-	0%

Monthly Report of Operations

As of Aug 31, 2020

Utilities	Aug '19	Aug '20	%	YTD 8-31-19	YTD 8-31-20	%
Water System:						
# Customers Total/Added by month *		11		3,391	33	
Amount Billed	$282,835	$287,919	2%	$ 2,067,900	$ 2,183,173	6%
Meters Replaced	-	-	0%	30	235	683%
# Leaks Repaired	16	17	6%	181	47	-74%
Vol. water produced (x1,000 gallons)	46,163	44,783	-3%	386,056	369,563	-4%
Main Line Breaks	3	4	0%	26	15	-42%
Service Line Breaks	2	4	100%	29	28	-3%
Wastewater System:						
# Customers Total/Added by month *		13		3,074	8	
Amount Billed	$ 158,376	$ 160,110	1%	$ 1,419,047	$ 1,421,532	0.2%
Main Lines repaired	7	2	0%	24	11	-54%
Lines replaced (Linear Feet.)	4	7	0%	76	154	103%
Manholes Cleaned	-	10	0%	-	37	0%
Average Daily Flow (MGD)	0.51	0.54	4%	0.6695	0.5669	-15%
Total Monthly Flow (MGD)	15.9322	16.0580	1%	20.7533	17.4234	-16%
Trash Collection:						
# Customers Total/Added by month *		38		3,243	44	1%
Amount Billed	$ 93,590	$ 103,263	10%	$ 926,354	$ 1,010,817	9%

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

Police Department	Aug '19	Aug '20	%	YTD 8-31-19	YTD 8-31-20	%
Part I Index Offenses						
Murder (# Victims)	-	-	0%	-	-	0%
Rape(# Victims)	-	1	0%	9	7	-22%
Robbery (# Victims)	1	-	-100%	8	6	-25%
Aggrivated Assault (# Victims)	-	-	0%	7	10	43%
Total Violent Index Crimes*	1	1	0%	24	23	-4%
Burglary (# premises entered)	4	6	0%	39	21	-46%
Theft (# offenses)	12	12	0%	125	86	-31%
Auto Theft (#vehicles)	5	3	-40%	16	11	-31%
Arson (# premises)	1	-	-100%	1	2	100%
Total Property Index Crimes*	22	21	-5%	181	120	-34%
Total Part I Index Crimes*	23	22	-4%	205	143	-30%
Part II Index Offenses						
Other Assaults	2	7	250%	63	97	54%
Weapons	-	-	0%	5	1	-80%
Narcotics	1	7	600%	57	37	-35%
DUI	7	3	-57%	48	45	-6%
All Other Part II Offenses	71	22	-69%	555	428	-23%
Total Part II Index Crimes*	81	-	-100%	728	608	-16%
Total All Index Crimes*	**105**	**22**	-79%	**933**	**751**	-20%

NOTE: Data recorded for the Police Dept. is based on Fiscal Year-to- Date Totals and not Calendar Year.

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: AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS THAT PROVIDE FOR THE PAYMENT OF GENERAL FUND OPERATING EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR THE EXECUTIVE ADMINISTRATION DEPARTMENT AND THE POLICE DEPARTMENT AS ORIGINALLY ADOPTED BY ORDINANCE NO. 2020-09-08-26 ADOPTED SEPTEMBER 8, 2020; 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 AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND AN EFFECTIVE DATE.

DEPARTMENT: City Manager

PROPOSED ACTION:

Consideration and approval of an Ordinance amending the FY20-21 Annual Budget and authorizing two new Public Information Officer positions.

BACKGROUND:

The City of Elgin has recently been faced with a variety of challenges related to an unprecedented onslaught of Open Records Request over the last six months.

Staff cannot continue to maintain existing service levels to all Elgin citizens and employees utilizing current resources and comply with the requirements of the Texas Open Records law in dealing within this situation.

A staff report will be provided to Council prior to the meeting with further details on this proposal.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Ordinance amending the FY20-21 Annual Budget and authorizing two new Public Information Officer positions; and routine direction to staff, if any.

ATTACHMENTS:

Ordinance

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

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

ORDINANCE NO. ____________

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE AMOUNT OF APPROPRIATIONS THAT PROVIDE FOR THE PAYMENT OF GENERAL FUND OPERATING EXPENDITURES AND BY CHANGING THE AMOUNT APPROPRIATED FOR THE EXECUTIVE ADMINISTRATION DEPARTMENT AND THE POLICE DEPARTMENT AS ORIGINALLY ADOPTED BY ORDINANCE NO. 2020-09-08-26 ADOPTED SEPTEMBER 8, 2020; 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 AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Elgin, Texas approved Budget Ordinance No. 2020-09-08-26 for the 2018-19 Fiscal Year on September 8th, 2020; and,

WHEREAS, the approved City of Elgin Budget and associated staffing levels have not, to date, including funding for any Public Information Officer positions; and,

WHEREAS, the City has recently been inundated with numerous and extensive public information and/or open records requests at a level never experienced by the City nor that which is typical of nearly all local governments throughout Texas; and,

WHEREAS, city staff has made every effort to be responsive to such requests for public information and has continued to do so in substantial compliance with all applicable laws and regulations; and,

WHEREAS, the volume and an unending flow of these public information requests have significantly increased to where it is now impossible for existing city staff to both comply with the legal requirements related to these public information requests and fulfill their standing job responsibilities related to the day-to-day operations of the City

WHEREAS, the City Council of the City of Elgin, Texas desires to amend the approved Budget Ordinance for the 2020-2021 Fiscal Year.

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

Section 1: Amendment to Current Budget

The General Fund appropriations for the City of Elgin for Fiscal Year beginning October 1, 2020 and ending September 30, 2021, supporting the Executive Administration Department and the Police Department be amended for said term in accordance with changes in expenditures shown in Exhibit A, attached hereto for the purposes stated herein.

Section 2: Authorization of New Positions and Related Expenditures

The City Council does hereby authorize the creation of two (2) new full-time Public Information Officer positions and the associated increase in expenditures, one (1) being assigned to the Executive Administration Department and one (1) being assigned to the Police Department, as shown in Exhibit A, attached hereto for the purposes stated herein.

Section 3: Funding Support

The funding source in support of these new positions is undetermined at this time; however, it is currently anticipated that said funding will come General Fund operating surplus.

Section 3: Approval of the Amendment

The budget amendment, as shown in words and figures in Exhibit A are hereby approved in all aspects and adopted as an amendment to the City budget for the Fiscal Year beginning October l, 2020 and ending September 30, 2021.

Section 4: Budget Amendment Filing

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

Section 5: Budget Amendment Posting

In accordance with 102.008(2), Texas LGC, the Director of Finance is directed to take action to ensure that a copy of the amended budget is posted on the City's website.

Section 6: Conflict

All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

Section 7: 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 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 Meeting Act, Chapter 551, Texas LGC, as amended.

Section 8: Effective Date

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

READ, **PASSED**, and **ADOPTED** on first reading this 13th day of October, 2020

CHRIS CANNON, Mayor
City of Elgin, Texas

ATTEST:

Amelia Sanchez, 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: In the Council's last meeting, this same item was presented for consideration. During the Council meeting itself, a question was raised concerning the differential being proposed between charges for applicants relating to property outside of the Historic Downtown District and those inside of the District. Specifically, the fees under V.4.1.2 and V.4.2.2. were questioned. In reviewing these two fees, it was determined as a practical matter, they would not apply inside the Historic District because there is no room for a new Subdivision without demolishing existing structures. Revisions to these two items were to mark them N/A. For other items referencing the Historic District, it is pointed out that the Historic District Review Board had three meetings to arrive at what they consider are satisfactory differences between inside the District charges versus outside. In surveying differences charged in other cities, it was found that proposed differences were in concert with practices elsewhere. Council is not compelled to take the recommendations of the Historic Review Board and may make their own recommendations for changes as they wish.

The proposed Ordinance will accomplish the objective specifying all fees and charges listed in EXHIBIT A, that will be effective and valid 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

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 I , 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 13th 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

EXHIBIT A
CITY OF ELGIN SCHEDULE OF FEES

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

Sect.	Category	Effective Date
B	Elgin Library	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	Copies	$0.20 (B/W only each page

CITY OF ELGIN SCHEDULE OF FEES

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

*** Family—**Up to 4 adults or children living at the same address. Each additional child added to the family membership is an additional $2.00/Month for monthly memberships and $10.00/Year for yearly memberships.

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

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	**Soccor 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

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

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 + consuption.*

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

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	**11/2" 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

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

Sect.	Category	Effective Date
V.	**Development Services**	**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

V.	Development Services (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 removel 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 Downtown Dist.	N/A
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 Downtown Dist.	N/A
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 inpection 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 Ouside 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**	$1,500 and inspection fees doubled (non-PRF).
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

V.	Development Services (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

V.	Development Services (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 Buiilding	$0.40 per sq. ft + PRF
V.6.2.3	Multi-family Site Built Remodel Buiilding	$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 and2ndSubsequent 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	$200.00 + PRF
V.6.3.4	Flatwork(sidewalks, driveway, curb cut)	$200.00 + PRF
V.6.3.5	Temporary Certificate of Occupancy	$250.00 + PRF
V.6.3.6	Certificate of Occupancy, Residential	$100.00 + PRF
V.6.3.7	Certificate of Occupancy, Commercial	$100.00 + 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	$150.00 + PRF
V.7.2.3	Sprinkler System 301 - 500 Heads	$150.00 + PRF
V.7.2.4	Sprinkler System > 500 Heads	$150.00 + PRF

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	$200.00 + PRF
V.7.3.3	Detection System 51 - 75 Alarms	$250.00 + PRF
V.7.3.4	Detection System > 76 Alarms	$300.00 + PRF
V.7.4	**Misc. Fire Related Systems Inspections**	$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	$100.00 + PRF
V.7.10.7	Hospital/Clinic, Medical, Dental, Veterinarian	$100.00 + PRF
V.7.10.8	Other Commercial	$100.00 + PRF
V.7.10.9	Industrial Building	$100.00 + PRF

CITY OF ELGIN SCHEDULE OF FEES

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: **CONSIDER A RESOLUTION TO RENEW THE WRITTEN INVESTMENT POLICY AND INVESTMENT STRATEGY REGARDING THE INVESTMENT OF CITY FUNDS OCTOBER 13, 2020**

DEPARTMENT: City Manager and Finance

PROPOSED ACTION: Consider Resolution for adoption

BACKGROUND:

The Public Funds Investment Act requires that the City consider revisions and adopt a written Investment Policy and Investment Strategy each year, even if no changes are contemplated. The Resolution proposed here, complies with terms and conditions of the Public Funds Investment Act pursuant to Section 2256.005 of the Texas Government Code.

There are no changes contemplated in this version of the Investment Policy. All safeguards still apply as before.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Recommended for adoption

ATTACHMENTS: Draft Resolution including Exhibit A which is the same version of the Investment Policy and Investment Strategy that was approved by Council in November of 2019.

{ } 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 TO ADOPT A WRITTEN INVESTMENT POLICY AND INVESTMENT STRATEGY REGARDING THE INVESTMENT OF CITY FUNDS TO BE EFFECTIVE OCTOBER 13, 2020

WHEREAS, pursuant to Section 2256.005, Texas Government Code ("the Act") the City Council desires to adopt a written investment policy and investment strategy regarding the investment of City funds; and

WHEREAS, the City Council has reviewed the attached updated policy and has determined same to comply with the Act, Now Therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ELGIN, TEXAS,

That the updated Investment Policy and Strategy for the investment of City funds, attached hereto as Exhibit "A" and incorporated herein, is hereby approved and adopted.

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.

RESOLVED this 13TH day of October, 2020.

____
Chris Cannon, Mayor City of Elgin, Texas

ATTEST:

____
Amelia Sanchez, City Secretary

EXHIBIT A

CITY OF ELGIN, TEXAS

INVESTMENT POLICY AND INVESTMENT STRATEGY

Revision Adopted: October 13, 2020

Table of Contents

Statement of Policy……………………………………………….……….. 1
Scope…………………………………………………………….………. 1
Investment Objectives……………………………........................... 1
Standards of Care……………………………………………..……. 3
Authorized Financial Institutions and Dealers……………….…….. 5
Authorized and Suitable Investments…….………………..……….. 5
Unauthorized Investments…………………………………………….. 7
Collateralization……………………………………………..…….. 8
Safekeeping and Custody……….…………………………………... 8
Investment Parameters………………………………………………… 11
Investment Strategy…………………………………………………… 12
Reporting……………………………………………………………….. 16
Monitoring Market Value of Investments and Collateral …………... 16
Internal Controls…………………………………………………….. 17
Performance Standards………………………………………………… 17
Investment Policy Adoption ……………………………………….. 18

APPENDIX "A" …………..…………………………………..……...19

GLOSSARY…………………………………………………………20

POLICY

It is the policy of the City of Elgin (City) after allowing for anticipated cash flow requirements in its bank accounts to meet daily needs and after giving due consideration to the safety and risk of investments, providing protection for both principal and liquidity, to invest public funds in a manner which will provide the highest investment return while conforming to all state and local statutes governing the investment of public funds. This Investment Policy is authorized by the City Council in accordance with Texas Government Code, Chapter 2256-Public Funds Investment, also cited as the Public Funds Investment Act (Act), to satisfy the statutory requirements to define, adopt, and review a written investment policy regarding the investment of its funds and funds under its control. **The City Council shall review and adopt by resolution, its investment strategies and policy not less than annually.**

This is required even if there are no changes within the policy. Such an investment must be written, emphasize safety, address investment management, and include types of authorized investments, maximum allowable stated maturity, maximum dollar-weighted average maturity, method to monitor the market price, and requirements for settlement of transactions. The resolution shall state that the policy has been reviewed and include record of changes made to either the investment policy or strategy.

SCOPE

This policy applies to all funds or financial resources available for investment under the City's financial control and accounted for in the City of Elgin, Texas Annual Financial Report which includes all current funds and will include any new fund created by the City Council unless specifically exempt. These policies do not, however, govern funds that are managed under separate investment programs or trust agreements, such as retirement funds, pension funds, deferred compensation funds, and certain private donations that are maintained as required by Federal and State laws, other local policies, or donor stipulations. In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed by their governing ordinances and all applicable State and Federal laws.

The City will consolidate cash balances from all applicable funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. Such earnings from investments will be used in a manner that best serves the public trust and interests of the City as deemed in the annual budget.

INVESTMENT OBJECTIVES

All investments shall be designed and managed in a manner responsive to the public trust and in compliance with all Federal, State, and other legal requirements, including but not limited to the Act. The City shall manage and invest its available resources with four objectives, listed in order of priority: Safety, Liquidity, Public Trust, and Yield.

Safety

Safety of principal and the City's assets is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To increase investment safety, the City strives to decrease or minimize credit and interest rate risk. Minimization of credit risk or the risk of loss due to the failure of a security issuer or guarantor shall be done by the City by limiting investments to safe types, pre-qualifying financial institutions and broker/dealers, and diversifying the portfolio in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Minimization of interest rate risk or the decrease in market value of securities in the City's portfolio due to changes in interest rates shall be done by the City through strong cash flow projections so that market value losses are reduced and through investments in short-term securities.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets. A portion of the portfolio will also be placed in short term investment pools and/or money market mutual funds, which offer daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Public Trust

Investments shall be made with judgment and care, under circumstances, then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety, liquidity and public trust objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

STANDARDS OF CARE

Delegation of Authority

The Assistant City Manager/CFO is the Investment Officer of the City and is responsible for investment decisions and activities. The Investment Officer may delegate day-to-day administrative duties to other persons authorized to perform investment activities for the City, or he/she may perform the duties him or herself. The City Manager will retain ultimate responsibility for investment decisions.

The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived.

Training Requirements

The Investment Officer is required to attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. Afterwards, the City shall provide ten hours of investment training not less than once in a two-year period that begins on the first day of the fiscal year and consists of two consecutive fiscal years after that date for the Investment Officer(s) and/or his/her delegate(s), through courses and seminars offered by an independent professional source (i.e. the *Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League*, etc.) as approved by the City Council in order to insure the quality and capability of the City's investment personnel making investment decisions in compliance with the Act. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

The City shall also encourage those who may perform daily activities with the City investments to attend such training although they are not listed specifically as Investment Officers of the City.

Prudent Person Rule

As set forth in the Act, Investment Officers shall use the standard of prudence with the "Prudent Person Rule". "Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived (Public Funds Investment Act 2256.006(a))."

"In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and

2. Whether the investment decision was consistent with the written investment policy of the entity (Public Funds Investment Act 2256.006(b))."

Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibilities for an individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Ethics and Conflict of Interest

Investment Officers and other employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. According to the Act, a personal business relationship with a business exists if one of the following three (3) items applies:

1. The Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization.

2. Funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer's gross income for the previous year.

3. The Investment Officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the Investment Officer.

Investment Officer(s) must file a disclosure statement with the Texas Ethics Commission and the City Council if an officer has a personal business relationship with a business organization offering to engage in an investment transaction with the City or the Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the entity.

"No officer or employee of the City shall:

1. Have a financial interest, direct or indirect, in any contract with the city nor shall be financially interested, directly or indirectly, in the sale to the city of any land, or rights or interest in any land, materials, supplies or service. The "financial interest" contemplated under this article requires that the

officer or employee receive an actual financial benefit from the transaction with the city. An actual financial benefit from the transaction shall not include:

A. An ownership in the entity transacting with the city where the ownership interest is less than one (1) percent of the entity.

B. Compensation or benefits as an employee, officer, or director of the entity transacting business within the city where such compensation is not affected by the entity's transaction with the City.

2. Participate in a vote or decision on any matter in which the officer or employee has a direct or indirect financial interest or in which a relative of the officer or employee has a direct or indirect financial interest. It is expressly provided herein that an investment or ownership in a publicly held company in an amount less than three thousand, five hundred dollars ($3.500.00) does not constitute a prohibited financial interest under this article."

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

A qualified depository shall be selected through the City's banking services procurement process, which shall include solicitation of proposals as required under Chapter 105 of the Local Government Code. The centralization of depository services is designed to maximize investment capabilities while minimizing service costs. The selection of a depository shall be based on the financial institution offering the most favorable terms and conditions at the least possible cost, while adhering to guidelines and provisions within the request for proposal. In selecting a depository, the City shall consider the financial institution's credit characteristics, financial history, service capabilities, location within City limits or within a ten (10) mile radii of the City limits, and costs for required services. The City's depository contract shall be for three years with an option to extend for an additional two years upon agreement of the depository and the City. Specialized services may be contracted for by the City with another financial institution or company if the depository cannot provide such service or charges more than the same service with little or no appreciable benefit.

AUTHORIZED AND SUITABLE INVESTMENTS

Investments described below are authorized by Chapter 2256, Texas Government Code as eligible securities for the City. City funds governed by this Policy may be invested in the following types of securities:

1.) Obligations of the United States or its agencies and instrumentalities with stated maturity not to exceed two years.

2.) Direct obligations of the State of Texas or its agencies with a stated maturity not to exceed two years.

3.) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States or its agencies and instrumentalities with stated maturity not to exceed two years.

4.) Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent along with a stated maturity not to exceed two years.

5.) Certificates of deposit issued by a depository institution that has its main office or a branch office in this state that are:

(a) guaranteed or insured by the Federal Deposit Insurance Corporation, or its successor with a stated maturity not to exceed five years; or
(b) secured by obligations that are described by (1) - (4) above, which are intended to include all direct federal agency or instrumentality issued mortgage backed securities that have a market value of not less than the principal amount of the certificates and a stated maturity not to exceed two years, but excluding those mortgage-backed securities described in Section 2256.009(b) of the Government Code; or
(c) Secured in any other manner and amount provided by law for deposits of Participants with a stated maturity not to exceed five years.

6.) Certificates of Deposit or Share Certificates.

(a) A certificate of deposit or share certificate is an authorized investment under this subchapter if the certificate is issued by a depository institution that has its main office or a branch office in this state and is:
   (1) guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
   (2) secured by obligations that are described by Section 2256.009(a) of the Government Code, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009(b) of the Government Code; or
   (3) secured in any other manner and amount provided by law for deposits of the investing entity.

(b) In addition to the authority to invest funds in certificates of deposit under Subsection (a), an investment in certificates of deposit made in accordance with the following conditions is an authorized investment.

(1) the funds are invested by an investing entity through:

A) a broker that has its main office or a branch office in this state and is selected from a list adopted by the investing entity as required by Section 2256.025 of the Texas Government Code; or

B) a depository institution that has its main office or a branch office in this state and that is selected by the investing entity;

(2) the broker or the depository institution selected by the investing entity under Subdivision (1) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the investing entity;

(3) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and

(4) the investing entity appoints a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the investing entity with respect to the certificates of deposit issued for the account of the investing entity.

7.) Eligible Investment Pools as defined in Section 2256.016 of the Texas Government Code provided that:

(a) investment in the pool has been authorized by the City Council;

(b) the pool shall have furnished the Investment Officer(s) an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code;

(c) the pool shall furnish to the Investment Officer(s) investment transaction confirmations with respect to all investments made with it;

(d) the pool shall furnish to the Investment Officer(s) monthly reports that contain the information required by Section 2256.016(c) of the Texas

Government Code;

(e) any pool that is created to function as a money market mutual fund must continuously maintain a stable net asset value of one dollar ($1.00),

(f) the pool's investment philosophy and strategy are consistent with this Policy and the City's ongoing investment strategy; and

(g) the pool provides evidence of credit rating no lower than "AAA" or "AAA-m" by at least one nationally recognized credit rating service,

(h) An investment pool must make available an annual audited financial statement.

(i) If the investment pool operates an Internet website, the information required by section 2256.016(b), (c) (2), and (f) must be posted on the website.

(j) An investment pool in advertising investment rates must include either all levels of return based on breakpoints provided or state the lowest possible level of return based on the smallest level of funds invested if an investment pool offers fee breakpoints based on fund balances invested.

8.) Fully collateralized direct repurchase agreements having a defined termination date that is no later than 270 days from the delivery date, secured by direct obligations of the U.S. or its agencies and instrumentalities, pledged with a third party selected or approved by the political entity, and placed through a primary government securities dealer, and as otherwise defined by the Public Funds Investment Act. Each issuer of repurchase agreements must sign a copy of a Master Repurchase Agreement.

The City shall take all prudent measures that are consistent with this investment policy to liquidate any investment that does not have or is downgraded to less than the minimum rating stated herein. The investment officer(s) will monitor the rating of all investments held by the City, monthly. However, as stated in Section 2256.017, the City is not required to liquidate investments that were authorized investments at the time of purchase.

UNAUTHORIZED INVESTMENTS

The following investments are specifically prohibited by State Law:

1.) Obligations whose payment represents the coupon payment on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

2.) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

3.) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.

4.) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

COLLATERALIZATION

Consistent with requirements of the Public Funds Collateral Act, the city requires that all bank deposits shall be federally insured or collateralized with eligible securities. This pledged collateral will have a market value equal to or no less than 100% of the deposits plus accrued interest less an amount insured by the FDIC. Evidence of the pledged collateral must be provided to and reviewed by the Director of Finance and will be retained by the City of Elgin. Evidence of collateral is reviewed annually by the City's independent auditor in conjunction with the annual audit.

Financial institutions serving as City Depositories will be required to sign a Depository Agreement with the City and the City's safekeeping agent. The safekeeping portion of the Agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing, and shall establish a perfected security interest in compliance with Federal and State regulations, including:

1.) The Agreement must be in writing;

2.) The Agreement must be executed by the Depository and the City contemporaneously with the acquisition of the assets;

3.) The Agreement must be approved by the Depository's Board of Directors or loan committee, and a copy of the meeting minutes must be delivered to the City; and,

4.) The Agreement must be part of the Depository's "official record" continuously since its execution.

Repurchase agreements must also be secured in accordance with State Law. Each counter party to a repurchase transaction is required to sign a copy of **The Bond Market Association** Master Repurchase Agreement. An executed copy of the Agreement must be on file before the City will enter into any transactions with a counter party.

1.) Allowable Collateral

a.) Demand Deposits

Eligible securities for Collateralization of deposits are limited to U.S. Treasuries or agencies, FDIC coverage, direct or unconditionally guaranteed obligations of the State of Texas; states, agencies, counties, cities, or political subdivisions of the State of Texas having been rated as investment grade (investment rating no less than “A” or its equivalent), with a remaining maturity of 10 years or less.

b.) Certificates of Deposit

Eligible securities for Collateralization of deposits are limited to U.S. Treasuries or agencies, FDIC coverage, direct or unconditionally guaranteed obligations of the State of Texas; states, agencies, counties, cities, or political subdivisions of the State of Texas having been rated as investment grade (investment rating no less than “A” or its equivalent), with a remaining maturity of 10 years or less.

c.) Repurchase Agreements

Collateral underlying repurchase agreements is limited to U.S. government and agency obligations, which are eligible for wire transfer (i.e. book entry) to the City’s designated safekeeping agent through the Federal Reserve System.

2.) Collateral Levels

Collateral is valued at current market price plus interest accrued through the date of valuation.

a.) Demand Deposits

The market value of collateral pledged for demand deposits will be in an amount equal to the largest total balance of the City’s account, less the amount of coverage provided by FDIC. The securities comprising the pledge shall be valued at par or market, whichever is lower.

b.) Certificates of Deposits

The market value of collateral pledged for certificates of deposit must always be equal to or greater than the par value plus accrued interest, less the amount insured by the FDIC.

c.) Repurchase Agreements

The market value of collateral required to be pledged for repurchase agreements shall be at a percentage of the par value of the agreement plus accrued interest and shall be maintained at the following levels:

Maturity	U.S. Treasury Securities	U.S. Agency
1 year or less	101%	101%
1 year to 5 years	102%	102%
Over 5 years	103%	104%

Any collateral with a maturity of over 5 years must be approved by the Investment Officer(s) in writing before the transaction is initiated.

3.) Monitoring Collateral Adequacy

a.) Demand Deposits

The City requires monthly reports with market values of pledged securities from all financial institutions with which the City has bank deposits. The Investment Officer(s) will monitor adequacy of collateralization monthly.

b.) Certificates of Deposit

The City requires monthly reports with market values of pledged securities from all financial institutions with which the City has certificates of deposit. The Investment Officer(s) will monitor adequacy of collateralization monthly.

c.) Repurchase Agreements

Weekly monitoring by the Investment Officer(s) of all collateral underlying repurchase agreement is required. More frequent monitoring may be necessary during periods of market volatility.

4.) Margin Calls

a.) Certificates of Deposit

If the collateral pledged for a certificate of deposit falls below the par value of the deposit, plus accrued interest less FDIC insurance, the Institution will be notified by the Investment Officer and will be required to pledge additional securities no later than the end of the next succeeding business day.

b.) Repurchase Agreements

If the value of the collateral underlying a repurchase agreement falls below the margin maintenance levels specified above, the City will make a margin call unless the repurchase agreement is scheduled to mature within five business days and the amount is deemed to be immaterial.

5.) Collateral Substitution

Collateralized certificates of deposit and repurchase agreements often require substitution of collateral. Any broker, dealer, or financial institution requesting substitution must contact the Investment Officer for approval and settlement. The substituted security's value will be calculated, and a substitution approved if its value is equal to or greater than the required security level. The Investment Officer(s), or a designee, must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officer(s) may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

6.) Collateral Reductions

Should the collateral's market value exceed the required amount, any broker or financial institution may request approval from the Investment Officer(s) to reduce collateral. Collateral reductions may be permitted only if the City's records indicate that the collateral's market value exceeds the required amount.

SAFEKEEPING AND CUSTODY

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or as part of its depository and repurchase agreements. All collateral securing bank deposits must be held by third-party banking institution acceptable to and under contract with the City, or by the Federal Reserve Bank. The securities purchased under a repurchase agreement must be delivered to a third-party custodian with whom the City has established a safekeeping agreement.

All security transactions, including collateral for repurchase agreements considered by the City shall be conducted on a delivery-verses-payment (DVP) basis. By so doing, City funds are not released until the City has received, through the Safekeeping Agent, the securities purchased. The security shall be held in the name of the City or held on behalf of the City. The Safekeeping Agent's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

INVESTMENT PARAMETERS

Maximum and Weighted Average Maturity

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirement of the funds. The City of Elgin intends to match the holding periods of investment funds with liquidity needs of the City. The maximum final stated maturity of any investment shall not exceed five years. All long-term maturities will be intended to cover long-term liabilities. In addition, no less than ten percent (10%) of the funds in the portfolio will be liquid. The entire portfolio will have a weighted average maturity of one (1) year or less. This weighted average will be calculated using the stated final maturity dates of each security.

By Fund Groups

Maturity guidelines by fund are as follows:

a.) Operating Funds - The weighted average days to maturity for the operating fund portfolio shall be 365 days or less and the maximum allowable maturity shall be two years.

b.) Debt Service Funds - Debt Service Funds shall be invested to ensure adequate funding for each consecutive debt service payment. The Investment Officer shall invest in such a manner as not to exceed an "unfunded" debt service date with the maturity of any investment. Any unfunded debt service date is defined as a coupon or principal payment date that does not have cash or investment securities available to satisfy said payment.

c.) Debt Service Reserve Funds - Market conditions, Bond Resolutions constraints and Arbitrage compliance will be considered when formulating Reserve Fund strategy. Maturity limitation shall generally not exceed the call provisions of the Bond Ordinance and shall not exceed the final maturity of the bond issue. All Debt Service Reserve Fund investment maturities shall not exceed five years.

d.) Special Project, Special Purpose, and Capital Improvement Funds - The investment maturity of bond proceeds shall generally be limited to the anticipated cash flow requirements. City funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules requiring refunding excess earnings. All earnings in excess of the allowable arbitrage earnings will be segregated and made available for any necessary payments to the U.S. Treasury.

INVESTMENT STRATEGY

The City of Elgin maintains one portfolio in which all funds under the City's control are pooled for investment purposes. To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund-type are as follows:

1. General, Enterprise, or Operating-type Funds

Suitability – Any investment eligible in the Investment Policy is suitable for General, Enterprise, or Operating Funds.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity of each fund's portfolio to less than 365 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the portfolio.

Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity – General, Enterprise, or Operating-type Funds require the greatest short-term liquidity of any of the fund-types. Short-term investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification – Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of ELGIN. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.

Yield – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective.

2. Debt Service Funds

Suitability – Any investment eligible in the Investment Policy is suitable for the Debt Service Funds.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds maturities to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability – Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

Liquidity – Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Investment pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments.

Diversification – Market conditions influence the attractiveness of fully extending maturity to the next “unfunded” payment date. Generally, if investment rates are anticipated to decrease over time, ELGIN is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded to bolster yield.

Yield – Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling six-month Treasury bill portfolio shall be the minimum yield objective.

3. Debt Service Reserve Funds

Suitability – Any investment eligible in the Investment Policy is suitable for the Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

Safety of Principal – All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing will reduce the investment's market risk if ELGIN's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years. Annual market-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and influence maturity extension.

Marketability – Securities with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to ELGIN's debt holders. The funds are "returned" to ELGIN at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of investment diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, ELGIN is best served by locking in investment maturities and reducing liquidity. If the borrowing costs cannot be exceeded, then current market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipated future increased yields.

Diversification – Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

Yield – Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall operate within the limits of the Investment Policy's risk constraints.

4. Special Project, Special Purpose or Capital Improvement Funds

Suitability – Any investment eligible in the Investment Policy is suitable for Capital Improvement Funds.

Safety of Principal – All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Improvement Funds to not exceed the anticipated expenditure schedule, the market risk of the overall portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated expenditure schedule.

Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity Most capital improvement programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Investment pools and money market mutual funds will provide readily available funds generally equal to one month's anticipated cash flow needs, or a competitive yield alternative for short-term fixed maturity investments.

Diversification – Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds. Generally, if investment rates exceed the applicable cost of borrowing, ELGIN is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then current market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded to bolster yield.

Yield – Achieving a positive spread to the cost of borrowing is the objective within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury bill portfolio will be the minimum yield objective for non-borrowed funds.

Investment transactions must be settled on delivery-versus-payment (DVP) basis, excepting investment pools and mutual funds.

REPORTING

Not less than quarterly, the Investment Officer shall prepare and submit to the City Council, a written, signed, investment report demonstrating a list of investment transactions for the preceding reporting period, in accordance with the Act. Reports will include the following:

1.) For each pooled fund group: a beginning book value and market value, book and market value additions and changes, and ending book and market value.

2.) The book value and market value of each investment at the beginning and end of the period by type of asset and fund type invested.

3.) The maturity date of each investment.

4.) Statement of compliance of the portfolios as it relates to the investment strategy.

Detailed and summary reports will be prepared and presented to the City Council and Mayor not less than quarterly. Reports will comply with the applicable Section of the PFIA at a minimum.

Quarterly reports will be formally reviewed at least annually by an independent auditor and reported to the City Council once the City invests in items other than money market mutual funds, investment pools, or accounts offered by its depository bank in the form of CD's or money market accounts.

MONITORING OF THE MARKET VALUE OF INVESTMENTS AND COLLATERAL

The Investment Officer shall determine the market value of each investment and of all Collateral pledged to secure deposits of City funds at least quarterly and at a time as close as practicable to the closing of the reporting period for the investments. Such values shall be included on the investment report. The following methods shall be used:

1) Certificates of deposit shall be valued at their face value plus any accrued but unpaid interest.

2) Shares in money market mutual funds and investment pools shall be valued at par plus any accrued but unpaid interest.

3) Other investment securities with a remaining maturity of one year or less may be valued in any of the following ways:

   a. the lower of two bids obtained from securities broker/dealers for such security;
   b. the average of the bid and asked prices for such investment security as published in The Wall Street Journal or The New York Times;
   c. The bid price published by any nationally recognized security pricing service; or the market value quoted by the seller of the security or the owner of such Collateral.

4) Other investment securities with a remaining maturity of greater than one year shall be valued at the lower of two bids obtained from securities broker/dealers for such security, unless two bids are not available, in which case the securities may be valued in any manner provided in this section.

INTERNAL CONTROLS

Investment Officer(s) shall establish a system of internal controls, which shall be designed to prevent losses of public funds arising from fraud, employee error, unanticipated changes in financial markets, or imprudent actions by employees. Pertinent controls include custodian safekeeping receipts records management, documentation of investment bidding activities, written confirmations of oral transactions, reconciliation records, training requirement documentation, and compliance with investment policies. Where practical, the City should emphasize control of collusion, separation of duties, clear delegation of duties, accurate and timely reports, and staying informed about market conditions, changes, and trends. In conjunction with the City's annual financial audit, the independent external auditor will assure compliance with the management controls on investments and adherence to investment policies.

PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of ensuring the safety of the City's assets and minimizing interest rate risk. In addition, it will remain sufficiently liquid to meet cash flow needs, while protecting the interests of the public, all while obtaining a rate of return throughout budgetary and economic cycles.

The City's overall investment strategy is conservative. Given this strategy, the basis used by the Treasury to determine whether market yields are being achieved shall be the six-month U.S. Treasury bill.

INVESTMENT POLICY ADOPTION

The City's investment policy, which includes strategies for each fund, shall be adopted by resolution of the City Council. The policy shall be reviewed annually, and any modifications thereto must be approved by the City Council. This adoption by resolution is required even if there are no changes within the policy.

APPENDIX "A"

I hereby certify that I have personally read and understand the investment policy and master repurchase agreement (if applicable), conditions of the City of Elgin, Texas. I further acknowledge that reasonable procedures and controls designed to fulfill those objectives and conditions have been implemented. Therefore, this firm will preclude investment transactions between itself and the City of Elgin that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup the City's entire portfolio or requires an interpretation of subjective investment standards, thus protecting the City's credit or market risk.

All sales personnel of this firm dealing with the City of Elgin's account(s) have been informed and will be routinely informed of the City's investment horizons, limitations, strategy, and risk constraints, whenever we are so informed by the City.

This firm pledges due diligence in informing the City of foreseeable risks associated with financial transactions connected to this firm.

I further acknowledge that no investment transaction shall occur between this firm and the City, until the City of Elgin receives this consent form, completed by the firm's qualified representative.

____

FIRM

____

SIGNATURE OF QUALIFIED FIRM REPRESENTATIVE

____

PRIMARY REPRESENTATIVE: NAME/TITLE
(Please print)

____

DATE

GLOSSARY

AGENCIES: Federal agency securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specified maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refer to securities pledged by a bank to secure deposits of public moneys.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official Annual report for the City of Elgin. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY-VERSES- PAYMENT (DVP): There are two methods of delivery of securities: delivery-verses-payment and delivery-verses-receipt. Delivery-verses-payment is delivery of securities with an exchange of money for the securities. Delivery-versus-receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed Funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks with member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable rate mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Bank Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, DC regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA, or FMHM mortgages. The term "pass-through" is often used to describe "Ginnie Mae".

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable trade size can be done at the quoted prices.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MONEY MARKET: The date upon which the principal or stated value of an investment becomes due and payable.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody sate—the so—called legal list. In other states the trustee may invest in security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized-yield-to-maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RFPs extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY NOTES: A non-interest-bearing security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms, as well as nonmember broker-dealers in securities, maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income returns on an investment, expressed as a percentage. (a) **Income Yield** is obtained by dividing the current dollar income by the current market price for the security. (b) **Net Yield to Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A Resolution supporting the City Of Elgin's Application for a One Million Dollar Economic Development Administration Public Works Grant and for the City Manager to execute all necessary documentation related to the grant application

DEPARTMENT: Economic Development

PROPOSED ACTION: Approve the Resolution

BACKGROUND: The City of Elgin wants to apply for a $1 Million grant from the EDA Public Works Grant for the Elgin Business Park III to complete Roy Rivers road and to improve the railroad crossing where Roy Rivers connects with Littig Road. Roy Rivers road is a four-lane concrete road with turn lanes. The improvements for the railroad crossing will include new warning lights, new arms that will stop traffic when a train is approaching along with other need approvements. The Grant is a 50/50 matching grant so if the City receives the grant the City will have to match $1 million.

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

RECOMMENDATION: Approve the Resolution

ATTACHMENTS:

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

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

RESOLUTION

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS SUPPORTING THE CITY OF ELGIN'S SUBMISSION OF AN EDA- PUBLIC WORKS GRANT APPLICATION FOR ONE MILLION DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Economic Development Administration, has allocated grant funds to assist with economic recovery in communities with areas of high economic distress;

WHEREAS, the City of Elgin is an incorporated town within Bastrop and Travis Counties, and has a per capita income of $27,793, which is eight-five percent of the national average, and is eligible to apply for allocated grant funds;

WHEREAS, the City of Elgin is submitting a grant application for $1 million dollars to facilitate the completion of Roy Rivers road and to improve the railroad crossing where Roy Rivers connects with Littig Road in the area known as Elgin Business Park III. The completion of Roy Rives road will open up approximately 80 acres for future industrial development. The road will be a four lane concrete road with turn lanes. The improvements to the rail crossing will include new warning lights and new arms that will lower and stop traffic when a train is approaching; and

WHEREAS, the project is a targeted infrastructure investment in a federally designated Opportunity Zone; and

WHEREAS, the need for the project was articulated in the 2016 Elgin Comprehensive Plan and is also part of the Tax Increment Reinvestment Zone Plan

WHEREAS, this project is deemed critical to the City's infrastructure plan and is critical to the long term economic prosperity of the City of Elgin; and

WHEREAS the City is set to provide a fifty percent local match as part of the grant application, which is available, unencumbered, and committed to this project.

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

Section 1. The City Council of the City of Elgin supports the submission of an EDA Public Works grant; and

Section 2. The City Council of the City of Elgin authorizes the City Manager to execute all necessary documentation regarding this grant; and

Section 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

Adopted on this _____ day of ______________, 2020.

CITY OF ELGIN, TEXAS

By: ____________________________________
Chris Cannon, Mayor

ATTEST:

By: ____
Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: ADOPT A RESOLUTIONS AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE GENERAL LAND OFFICE COMMUNITY DEVELOPMENT BLOCK GRANTS FOR THE HURRICANE HARVEY MITIGATION STATE COMPETITION GRANTS (GLO-MIT).

DEPARTMENT: Public Works

PROPOSED ACTION: Adopt **a** Resolutions to authorize submittal of an application to the Texas General Land Office Community Development Block Grants for the Hurricane Harvey Mitigation State Competition Grant.

BACKGROUND: The Texas General Land Office is accepting applications for the 2015/2016 floods and Hurricane Harvey State Mitigation Competition. The City of Elgin plans to submit two applications, one for the 2016 and a second for Hurricane Harvey.

For the Hurricane Harvey grant application, the project would consist of upgrading the drainage system (curb inlets, storm sewer, culvert crossing at US 290) to pass the minimum storm event, ROW acquisition (eight (8) property owners) on both sides of County Line Road (approximately 4.03 acres), and widening the roadway from two-lanes to four-lanes with a continuous middle turn lane.

BUDGET/FINANCIAL IMPACT: 1% contributing funds in the amount $110,515 for the Hurricane Harvey GLO-MIT.

RECOMMENDATION: Adopt **a** Resolutions to authorize submittal of an application to the Texas General Land Office Community Development Block Grants for the Hurricane Harvey Mitigation State Competition Grant.

ATTACHMENTS: Resolution

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

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

RESOLUTION NO. ________________

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) HARVEY STATE MID APPLICATION TO THE TEXAS GENERAL LAND OFFICE AND AUTHORIZING THE MAYOR AND CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CDBG-MIT PROGRAM.

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

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

WHEREAS, it is necessary and in the best interests of to apply for funding under the CDBG-MIT Program;

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

1. That a CDBG-MIT application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Hurricane Harvey Community Development Block Grant-Mitigation Program.
2. That the application be for $10,940,981 of grant funds to provide citywide drainage improvements.
3. That the Mayor and City Manager are designated as the Chief Executive Officers and Authorized Representatives to act in all matters in connection with this application and participation in the CDBG-MIT Program.
4. That the Mayor and City Manager are designated to oversee all grant activities to ensure there are no Conflicts of Interest.
5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
6. That contributing funds in the amount of $110,515 in cash are committed by the City of Elgin toward application activities.

Passed and approved this _____________ day of ____________________, 2020.

BY:

____
Chris Cannon, Mayor

Attest:

____
Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: ADOPT A RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE GENERAL LAND OFFICE FOR A COMMUNITY DEVELOPMENT BLOCK GRANT UNDER THE 2016 MITIGATION STATE COMPETITION GRANTS (GLO-MIT) PROGRAM.

DEPARTMENT: Public Works

PROPOSED ACTION: Adopt **a** Resolution to authorize submittal of an application to the General Land Office under the 2016 Community Development Block Grants Program Mitigation State Competition Grants.

BACKGROUND: The Texas General Land Office is accepting applications for the 2015/2016 floods and Hurricane Harvey State Mitigation Competition. The City of Elgin plans to submit two applications, one for the 2016 and a second for Hurricane Harvey.

The 2016 grant application will be to upgrade the drainage crossing under Central Avenue to pass the 25- to 50-year storm event, regrading a portion of the ditch upstream of Central Avenue, buying out five (5) property owners along Kennedy Street (approximately 2.1 acres), re-building Kennedy Street (approximately 970 feet) and improving the drainage between Central Avenue and Brenham Street.

BUDGET/FINANCIAL IMPACT: 1% contributing funds in the amount of $49,493 for the 2016 grant. If the application is successful, matching funds from the City will come from an anticipated bond issue this fall or early next year.

RECOMMENDATION: Adopt resolution to authorize submittal of the 2016 CDBG grant for the Program Mitigation State Competition Grants.

ATTACHMENTS: Resolutions

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

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

RESOLUTION NO. ________________________

A RESOLUTION OF THE CITY COUNCIL OF ELGIN, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) 2016 STATE MID APPLICATION TO THE TEXAS GENERAL LAND OFFICE AND AUTHORIZING THE MAYOR AND CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CDBG-MIT PROGRAM.

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

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

WHEREAS, it is necessary and in the best interests of to apply for funding under the CDBG-MIT Program;

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

1. That a CDBG-MIT application is hereby authorized to be filed with the Texas General Land Office for funding consideration under the Community Development Block Grant-Mitigation.
2. That the application be for $4,899,840 of grant funds to provide citywide water resiliency improvements.
3. That the Mayor and City Manager are designated as the Chief Executive Officers and Authorized Representatives to act in all matters in connection with this application and participation in the CDBG-MIT Program.
4. That the Mayor and City Manager are designated to oversee all grant activities so as to ensure there are no Conflicts of Interest.
5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
6. That contributing funds in the amount of $49,493 in cash are committed by the City of Elgin toward application activities.

Passed and approved this ____________ day of ____________________, 2020.

____
Chris Cannon, Mayor

Attest:

____
Amelia Sanchez, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: CONSIDER/ADOPT FEDERAL PROCUREMENT POLICY AND PROCEDURES FOR THE CTY OF ELGIN RELATING TO ALL FEDERAL GRANTS REQUIRED BY 2 CFR 200.320

DEPARTMENT: Public Works

PROPOSED ACTION: Consider and adopt Federal Procurement Policy and Procedures specific to all Federal Grants Programs 2 CFR §200.318-326 (Code of Federal Regulations).

BACKGROUND: The Federal Register Notices for CDBG and CDBG-DR grants require that procurement processes and standards comply with the principles of full and open competition and include an evaluation of the cost or price of the for goods and services funded with grant funds. While the current Procurement Policy and Procedure guidelines do cover, fair and open competition. Adoption of the proposed Policy and Procedures are fully compliant with Federal Procurement regulations with specific reference to CFR §200.318-326.

BUDGET/FINANCIAL IMPACT: None

RECOMMENDATION: Consider and adopt a Federal Procurement Policy and Procedure specific too all Federal Grant programs.

ATTACHMENTS: Federal Procurement Policy and Procedure

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

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

CITY OF ELGIN

Procurement Policies and Procedures for Federal Grants

Policies

1. Those closely involved in the establishment of the written selection criteria and selection shall have no potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings). Any person who might potentially receive benefits from grant-assisted activities may not participate in the decision-making process. Nepotism and conflict of interest regulations can be found in the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, and 2 CFR 200.318 – 2 CFR 200.326 and Appendix II to Part 200.
2. All procurement transactions will be conducted in a manner providing full and open competition.
    a. No unreasonable requirements are placed on firms in order for them to qualify.
    b. No unnecessary experience or excessive bonding required.
    c. Noncompetitive pricing practices between firms or between affiliated companies is disallowed.
    d. Noncompetitive contracts to consultants that are on retainer contracts.
    e. No organizational conflicts of interest.
    f. If a "brand name" product is specified, an equal or like product is acceptable; and
    g. A vendor that intends to respond to the Request for Proposals, Request for Qualifications and/or Invitation for Bid may not participate in the development or drafting of specifications, requirements, statements of work, or invitations for bids or requests for proposals, including, but not limited to, the development of the scoring criteria, the final selection of firms to be contacted, or the scoring of proposals.
3. All procurement transactions shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
4. All procurement transactions shall identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
5. If the City of Elgin uses a prequalified list when acquiring goods or services, the City of Elgin will ensure the list is updated regularly, provides enough qualified sources to ensure maximum open and free competition.
6. All procurement transactions must conform to applicable local, state, and federal laws and regulations.
7. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Procedures

Procurement Cycle Steps

Need Defined—City of Elgin Engineer or the Finance department submits request and specifications. Purchaser reviews request and specifications for unnecessary or duplicative items in accordance with 2 CFR 200.318 (d).

Procurement Method Selected—Based on type and estimated cost of good/service as well as purchasing authority, purchaser determines the procurement method that will result in a best value acquisition for the City of Elgin.

Contract Cost and Price - A cost or price analysis must be conducted in connection with every procurement action more than the federal Simplified Acquisition Threshold including contract modifications (2 CFR 200.323).

The simplified acquisition threshold for federal procurement actions is currently set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 as $50,000, but this threshold is periodically adjusted for inflation. 2 C.F.R. §200.88

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, an independent estimate must be made before receiving bids or proposals. 2 C.F.R. § 200.323(a).

Cost analysis is the evaluation of the separate elements (e.g., labor, materials, etc.) that make up a contractor's total cost proposal or price (for both new contracts and modifications) to determine if they are allowable, directly related to the requirement and ultimately, reasonable.

Price analysis is essentially price comparison. It is the evaluation of a proposed price (i.e., lump sum) without analyzing any of the separate cost elements of which it is composed.

Solicitation— City of Elgin creates the appropriate solicitation document, with terms and conditions and evaluation criteria clearly defined, and notifies vendor sources for an informal or formal bid process.

Receipt of Bids and Responses to Solicitation—Vendors submit their response to the solicitation.

Evaluation and Awards— City of Elgin reviews the responses from vendors, determines compliance with the solicitation and makes an award recommendation based on the pre-defined best value criteria.

Negotiation of Profit - Federal Guidelines require negotiations of profit as a separate element of the price for each contract and modification in which there is no price competition and, in all cases, where cost analysis must be performed. 2 C.F.R. § 200.323(b)

The City of Elgin will use one of the following five methods of procurement described at 2 CFR Section 200.320: (1) procurement by micro-purchases, (2) procurement by small purchase procedures, (3) procurement by sealed bids, (4) procurement by competitive proposals, or (5) procurement by noncompetitive proposals.

1. **Simplified Acquisition Procedures for Purchases Below Micro-Purchase Threshold**
   For purposes of this section, the micro-purchase threshold is $3,000.

   Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the City of Elgin must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

2. **Small Purchase**
   Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that cost less than the lesser of the Federal Simplified Acquisition Threshold or the $50,000 threshold defined in state law (Local Government Code §262.003 for counties and §252.021 for municipalities. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

   For service contracts that are under the small purchase threshold and do not fall under professional services as defined in Section 2254.002(2) of Local Government Code, the City of Elgin may receive quotes and award the contract to any reasonable and responsible bidder. The local governing body has the final authority to award contracts.

3. **Construction and Materials Contracts**
   In order for sealed bidding to be feasible, the following conditions should be present:

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

If sealed bids are used, the following requirements apply:

a. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised.
b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
c. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly.
d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
e. Any or all bids may be rejected if there is a sound documented reason.

4. Professional Services Contracts

This method is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
b. Proposals must be solicited from an adequate number of qualified sources.
c. The City of Elgin must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

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

Noncompetitive Proposals

This method may be used only when one or more of the following circumstances apply:

e. The item is available only from a single source.
f. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
g. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request; or
h. After solicitation of a number of sources, competition is determined inadequate.

These Policies and Procedures are implemented through of the City of Elgin's administrative team of:

Mayor
Director of Community Services
Asst. City Manager/CFO
Administrative Assistant – Utility & Finance

Chris Cannon, Mayor

Date

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, or duties of a public officer or employee, to-wit: the City Manager

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

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Reconvene from Executive Session -The City Council is authorized take action, including the appointment, employment, evaluation, reassignment, or duties of the City Manager.

DEPARTMENT: City Council

PROPOSED ACTION:
Take action as appropriate, if any, in response to information discussed 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 take action as appropriate, if any, in response to said information.

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