



AGENDA
ELGIN CITY COUNCIL VIRTUAL REGULAR MEETING
TUESDAY, FEBRUARY 2, 2021
ELGIN PUBLIC LIBRARY CIVIC CENTER 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_IoV0Nr3AqM1jJTzA

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 February 1, 2021, or calling 512-229-3222.

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT

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

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

VI. PRESENTATION

1. PROCLAMATION NATIONAL BLACK HISTORY MONTH

Documents:

[EXECUTIVE SUMMARY PROCLAMATIONBLACKHISTORYMONTH.PDF](#)
[PROCLAMATION 2021.PDF](#)

2. PROCLAMATION APRIL FAIR HOUSING MONTH

Documents:

[EXECUTIVE SUMMARY PROCLAMATION FAIRHOUSINGAPRIL.PDF](#)
[PROCLAMATION FAIR HOUSING MONTH.PDF](#)

VII. CITY MANAGERS REPORT

1. Presentation On EDC New Marketing Materials

Documents:

[EX SUMMARY EDC PRESENTATION.PDF](#)

2. General Activity Report And/Or Project Update

Documents:

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

VIII. CONSENT AGENDA

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

1. City Council Virtual Regular Meeting Minutes

- City Council Virtual Meeting Minutes - January 19, 2021

Documents:

EXSUMMARY SHEET MINUTES.PDF
CITY COUNCIL MEETING MINUTES 1-19-21.PDF

2. RESOLUTION OF CITY OF ELGIN TEXAS, ADOPTING REQUIRED CIVIL RIGHTS POLICIES FOR THE 2020 TEXAS CAPITAL FUND MAIN STREET PROGRAM CONTRACT 7220042

Documents:

EXECUTIVE SUMMARY CIVILRIGHTS TCFMSGGRANT.PDF
RESOLUTIONCIVILRIGHTSTDACDBGSIDEWALKS.PDF
TDACDBGMSGGRANTSIDEWALKSPROJECTAREA.PDF

3. RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING SIGNATORIES FOR THE 2020 TEXAS MAIN STREET PROGRAM CONTRACT 7220042

Documents:

EXECUTIVE SUMMARY SIGNATORIES TCFMSGGRANT.PDF
RESOLUTIONSIGNATORTIESTDACDBGSIDEWALKS.PDF

4. RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR THE TXDOT TRANSPORTATION ENHANCEMENT GRANT.

Documents:

EXECUTIVE SUMMARY TRANSPORTATIONENHANCEMENTGRANT ADMIN SERVICES.PDF
RESOLUTION GRANT SERVICES ADMINTRANSPORTATIONENHANCEMENTGRANT.PDF
TDACDBGMSGGRANTSIDEWALKSPROJECTAREA.PDF

5. RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF ENGINEERING SERVICES CONTRACT FOR THE TXDOT TRANSPORTATION ENHANCEMENT GRANT.

Documents:

EXECUTIVE SUMMARY TRANSPORTATIONENHANCEMENTGRANT ENGINEERING SERVICES.PDF
RESOLUTIONENGINEERINGSERVICESTRANSPORTATIONENHANCEMENTGRANT.PDF

IX. NEW BUSINESS

1. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING A GENERAL AND SPECIAL ELECTION ON MAY 1, 2021 FOR THE PURPOSE OF ELECTING CERTAIN CITY OFFICIALS; DESIGNATING ELECTION PRECINCTS AND POLLING PLACES; PROVIDING FOR EARLY VOTING AND ELECTION DAY VOTING; PROVIDING FOR PERFORMANCE OF REQUIRED ADMINISTRATIVE DUTIES; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; CERTIFYING PROVISION OF REQUIRED ACCESSIBLE VOTING SYSTEMS AT EACH POLLING PLACE; AND PROVIDING FOR OTHER MATTERS RELATING TO SUCH CITY ELECTION

Documents:

EXSUMMARY COVER ELECTION.PDF
ORD2021 MAY 1 CALLING GENERAL AND SPECIAL ELECTION.PDF
SPANISH - ORDINANCE 2021.PDF
EA CONTRACT FOR MAY 1ST 2021 COE.PDF
JOINT AGREEMENT COE_EISD.PDF

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS EVIDENCING INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT, AND MAKING CERTAIN FINDINGS RELATED THERETO

Documents:

EXSUMMARY - DEBT REIMBURSEMENT.PDF
RESOREIMBURSE2221.PDF

3. CONSIDERATION OF POSSIBLE APPOINTMENTS TO THE PARKS & RECREATION ADVISORY BOARD AND THE HISTORIC REVIEW BOARD.

Documents:

EXECUTIVE SUMMARY BOARD APPOINTMENTS PARKS AND HISTORIC REVIEW BOARD. .PDF
NICHOLAS ARTHUR.PDF
KRYSTAL CARLSON.PDF
MALORIE HARROD.PDF
JESSICA HUNZIKER.PDF

4. School Zone Safety On County Line Road - Councilmember Ibis

Documents:

EX SUMMARY - IBIS ITEM.PDF

X. EXECUTIVE SESSION

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

XI. RECONVENE

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

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

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

I, Amelia Sanchez, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Friday, January 29, 2021, in accordance with Chapter 551 of the Texas Government Code.

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: PROCLAMATION FOR NATIONAL BLACK HISTORY MONTH.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve proclamation for National Black History Month.

BACKGROUND: The NAACP Elgin Branch Number 6174, the Elgin Juneteenth Organization, Elgin Pastors, Ministers, and the City of Elgin join together to recognize, celebrate, and remember the history and contributions of African Americans with the 2021 theme, “Black Family: Representation, Identity and Diversity. Volunteers created a new video Elgin Civil Rights Leaders, and a Self Guided Black History Tour which features multiple Elgin Local Landmarks – both are available at www.BastropCountyMLKDay.com

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve proclamation for National Black History Month.

ATTACHMENTS:

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

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

*Mayoral
Proclamation
National Black History Month 2021*

WHEREAS, during National Black History Month, the NAACP Elgin Branch Number 6174, the Elgin Juneteenth Organization, Elgin Pastors, Ministers, and the City of Elgin pause to recognize, celebrate, and remember the history and contributions of African Americans; and,

WHEREAS, the Black History Month 2021 theme, “Black Family: Representation, Identity and Diversity” explores the wide-ranging diversity of black family life -- from single to two-parent households to nuclear, extended and, more recently, bi-racial families; and,

WHEREAS, Elgin history brims with the stories of African Americans who forever changed their community, for their spirit and determination to bring attention to generations that have embodied the shared progress of our city, county and state; and,

WHEREAS, Black History in Elgin is being recognized this year with a new Local Civil Rights Leaders video, and a new Black History Self-Guided Tour which are both available at www.BastropCountyMLKDay.com and

WHEREAS, Mt. Moriah Missionary Baptist Church was the first organized Black Church in Elgin, being established sometime between 1879 and the turn of the century, and

WHEREAS, Mt. Moriah Missionary Baptist Church continues to actively support the community with spiritual, educational resources, and in the COVID19 pandemic works with other churches to provide free meals twice a week to the community; and

WHEREAS, the *Hatitute Event* has annually celebrated the first ladies of local churches, in recognition of their calling to Christian Education, and applying the Word of God to the lives of young women and girls; and,

WHEREAS, local churches will present Black History programs throughout the month; and,

WHEREAS, throughout American History, the Black community has always exhibited an unwavering understanding of the value of family as an incomparable source of comfort, strength and even survival; and,

WHEREAS, African Americans in Elgin and all cities of America have come to remember, learn from, and build on the past, so that, together, we can build a better and more prosperous future for all Americans;

NOW, THEREFORE, I, Ron Ramirez, Mayor of Elgin, Texas, by the authority vested in me by the citizens of City of Elgin, do hereby proclaim February 2021 as National African American History Month in the city of Elgin. I call upon public officials, educators, librarians, and all the citizens to observe this month by participating and supporting all festivities celebrating the proud heritage of African Americans.

Ron M. Ramirez, Mayor
City of Elgin, Texas
February 2, 2021



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: PROCLAMATION FOR FAIR HOUSING MONTH.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve proclamation April Fair Housing Month.

BACKGROUND: The City traditionally recognizes April as Fair Housing Month. As part of the required TDA CDBG Grant paperwork, we are completing this recognition early. Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve proclamation April Fair Housing Month.

ATTACHMENTS:

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

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

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of the City of Elgin, do proclaim April as Fair Housing Month in City of Elgin and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by the City Council of the City of Elgin, Bastrop County, State of Texas, on the 2nd day of February, 2021.

APPROVED:

Ron M. Ramirez, Mayor

ATTEST:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Presentation on new marketing materials by the EDC director and staff

DEPARTMENT: Economic Development Corporation

PROPOSED ACTION: N/A

BACKGROUND: The EDC has worked with two production companies here in town, The Range Productions and Hayli Rudolph Productions to get high quality images and videos for EDC marketing material. The material will also be rolled out onto City of Elgin social media platforms and the website.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: N/A

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.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: General Activity Report and/or Project Update

DEPARTMENT: City Manager/Staff

PROPOSED ACTION:

No Council action proposed or requested; This item is to allow for general update and/or activities report relating to various on-going city projects or issues.

BACKGROUND:

This item is to provide opportunities for miscellaneous updates and comments by the staff; and general Q&A with the City Council relative to on-going projects and/or issues.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

N/A

ATTACHMENTS:

None.

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

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

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes – January 19, 2021.

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approve the City Council Virtual Regular Meeting Minutes – January 19, 2021.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the City Council Virtual Regular Meeting Minutes – January 19, 2021.

ATTACHMENTS: City Council Virtual Regular Meeting Minutes – January 19, 2021.

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

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

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

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

MINUTES
ELGIN CITY COUNCIL VIRTUAL REGULAR MEETING
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
JANUARY 19, 2021

CALL TO ORDER

Mayor Ramirez called the meeting to order at 6:01 p.m.

ROLL CALL

Present: Ron Ramirez, Mayor

Mary Penson, Council Member

Jessica Bega, Council Member

Susie Arreaga, Council Member

Forest Dennis, Council Member

Thomas Ibis, Council Member

Alvis Prince, Council Member

Staff: Thomas L. Mattis, City Manager

Charles Cunningham, Finance Director

Michael Gonzalez, Parks Director

David Harrell, Planning Director

Patrick South, Chief of Police

Pamela Sanders, HR Director

Mayor Ramirez stated that Council Member Gonzalez and Mayor Pro Tem Brashar had notified him they would not be in attendance.

Council Member Dennis moved to approve to excuse Council Member Gonzalez and Mayor Pro Tem Brashar's absence. Council Member Penson seconds the motion. Motion carried 7-0.

INVOCATION

Council Member Penson gave the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

There were no Public Comments.

CITY MANAGERS REPORT

1. Discussion and Possible Direction to staff regarding Potential Neighborhood Traffic & Safety Upgrades at certain locations throughout the city.

City Manager Thomas Mattis spoke and stated that this item was a follow-up discussion relative to potential neighborhood traffic and safety improvements. He stated that there were four different projects with four different scenarios and had received individual comments from the majority of Council Members sharing their different observations. Mr. Mattis stated that tonight they would provide some revised presentations that are workable scenarios. He stated that the first two projects on the list, the Houston and Madison St. and then the Hillside Dr. are local neighborhood issues and number three and four the South Avenue at the loop and Ramirez Road would need support from TXDOT to make some of the changes being discussed. He stated a meeting was scheduled with TXDOT in about a week or ten days so if there was any decision or direction made tonight from Council that it be contingent upon a sign off from TXDOT. Beau Perry, the City Engineer provided a run through on all the projects and explained adjustments that were made.

Council Member Penson moved to move forward with #1 and 2 road improvements. Council Member Bega seconds the motion. Motion carried 7-0.

2. Quarterly Financial Report – First Fiscal Year Quarter 2020-21 October-December 2020.

Charles Cunningham provided Council with the First Fiscal Year 2020-21 Quarterly Report.

3. Departmental Monthly Report – Period Ending Dec 31, 2020.

Council Member Dennis stated that he was looking at the Municipal Court report and the city has 15,000 almost 16,000 pending cases and chipped away 109 in December. Mr. Mattis responded that the city is compromised now with Covid and restricted by state law that no one can have court until February 2nd. He stated that enforcement had not stopped, but the opportunity to have court and adjudicate those cases had been compromised.

4. General Activity Report and/or Project Update.

City Manager Thomas Mattis explained to the two new Council Members what the General Activity report on the agenda meant, that it was not necessarily items to vote on but an opportunity for wide-ranging topic industry management report.

CITY COUNCIL VIRTUAL REGULAR MEETING
January 19, 2021 – Page 3
Elgin Public Library Annex Council Chambers

CONSENT AGENDA

1. City Council Meeting Minutes – January 5, 2021.

Council Member Dennis moved to approve the Consent Agenda. Council Member Bega seconds the motion. Motion carried 7-0.

NEW BUSINESS

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A COST PARTICIPATION AGREEMENT REGARDING THE CONSTRUCTION OF COUNTY LINE ROAD WITH TACK DEVELOPMENT, LTD. AND MAKING CERTAIN FINDINGS RELATED THERETO.

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

2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AWARDING BIDS TO J.R. STELZER COMPANY. FOR REPAIRS TO ELEVATED WATER TANK #2 IN THE AMOUNT OF \$88,770.00; AND MAKING CERTAIN FINDINGS RELATED THERETO.

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

3. PURSUANT TO ARTICLE III, SECTION 13 OF THE ELGIN HOME RULE CHARTER, THIS IS AN EMERGENCY ORDINANCE DECLARING THAT A PUBLIC HEALTH EMERGENCY EXISTS BECAUSE OF THE WORLD-WIDE COVID-19 PANDEMIC; ESTABLISHING REQUIREMENTS RELATED TO THE POSTING OF A PUBLIC NOTICE BY COMMERCIAL ENTITIES AND THE WEARING OF FACE COVERINGS AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

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

ANNOUNCEMENTS

Council Member Penson thanked Mayor Ramirez for his words at the Virtual MLK walk. Council Member Dennis spoke and advised the new Council Members Ibis and Prince on the procedure for roll call.

CITY COUNCIL VIRTUAL REGULAR MEETING
January 19, 2021 – Page 4
Elgin Public Library Annex Council Chambers

ADJOURNMENT

Mayor Ramirez adjourned the City Council Meeting at 7:36 pm.

Ron M. Ramirez, Mayor

ATTEST:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

Item: RESOLUTION OF CITY OF ELGIN TEXAS, ADOPTING REQUIRED CIVIL RIGHTS POLICIES FOR THE 2020 TEXAS CAPITAL FUND MAIN STREET PROGRAM CONTRACT 7220042.

DEPARTMENT: Community Services

PROPOSED ACTION: Resolution adopting required civil rights policies for the 2020 Texas Capital Fund Main Street Program contract 722004 through the Texas Department of Agriculture.

BACKGROUND: Required documents for grant. This grant funded project includes new sidewalk on Central Avenue from Avenue A to Main Street and on Depot Street from Avenue A to Avenue C, as well as Avenue A, B and C from Central Avenue to Depot Street. It will provide accessibility to the Elgin Police Department, the Visitors Center and Chamber of Commerce, various businesses, the new CARTS Transit stop which will include public restrooms, and services such as Advocacy Outreach and the Elgin Community Cupboard. These sidewalks will by connecting to existing sidewalk create safe pedestrian paths from the downtown area to medical services, Texas Department of Health and Human Services office, schools, churches, parks, museum, and variety of businesses.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve Resolution of City of Elgin Texas, adopting required civil rights policies for the 2020 Texas Capital Fund Main Street Program contract 7220042.

ATTACHMENTS:

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

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

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

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

Resolution Regarding Civil Rights

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

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

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

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

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

Whereas, the City of Elgin, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each MS project;

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

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

Whereas, the City of Elgin, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Section 3 Policy (Form A1002);
3. Excessive Force Policy (Form A1003);
4. Section 504 Policy and Grievance Procedures (Form A1004);

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5. Limited English Proficiency (LEP) Standards (Form A1010);
-

6. Fair Housing Policy (Form 1015); and
7. Code of Conduct Policy.

Passed and approved this 2nd day of February, 2021.

Ron M. Ramirez, Mayor
City of Elgin

Printed Name of Elected Official

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

Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG MS project, such citizens should have “meaningful access” to all aspects of the TxCDBG MS project. To provide ‘meaningful access’, Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include Citizen Participation notices (e.g. complaint procedures, hearing notices) civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed MS activities.

For more information, see LEP.gov.

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture’s Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Elgin offices, 310 N. Main St., Elgin, TX 78621, (512) 285-5721 during regular business hours.

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

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG MS project, whether it is a proposed, ongoing, or completed TxCDBG MS project, may during regular business hours submit such complaint or grievance, in writing to the Mayor, at City of Elgin at 310 N. Main St. or P.O. Box 591, Elgin TX 78621, or may call (512) 285-5721.
2. A copy of the complaint or grievance shall be transmitted by the Mayor to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG MS for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

09/01/2020

TECHNICAL ASSISTANCE

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

PUBLIC HEARING PROVISIONS

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

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

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

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

09/01/2020

4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

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

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

Ron M. Ramirez, Mayor

Date

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

Nota a los receptores de subvención en relación a requisitos de Dominio Limitado del inglés:

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG MS, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG MS. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en inglés.

Para obtener más información, consulte LEP.gov.

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de dirección postal City of Elgin, 310 N. Main St., Elgin, TX 78621, (512) 285-5721, en horario de oficina.

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

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG MS, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la Mayor, a City of Elgin, 310 N. Main St. o P.O. Box 591, Elgin, TX 78621, (512) 285-5721.
2. Una copia de la queja o reclamación se transmitirá por el alcalde a la entidad que es encargada de la queja o reclamación y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El alcalde deberá cumplir una investigación de la queja o reclamación, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deberá completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG MS para su posterior revisión y comentarios.
6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

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

DISPOSICIONES AUDIENCIA PÚBLICA

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

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

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

1. Como mínimo, la Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG MS, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG MS y el uso de fondos últimos contratos TxCDBG MS, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

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

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

Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de

Ron M. Ramirez, Alcalde de la ciudad

Fecha

SECTION 3 POLICY

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

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

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

Ron M. Ramirez, Mayor

Date

09/01/2020

Excessive Force Policy

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

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

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

Signature

Ron M. Ramirez, Mayor

Date

09/01/2020

Section 504 Policy Against Discrimination Based on Handicap and Grievance Procedures

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

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. City of Elgin does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. City of Elgin's recruitment materials or publications shall include a statement of this policy in 1. above.
4. City of Elgin shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG MS program, City of Elgin shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG MS program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Elgin) to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to the Mayor, P.O. Box 591, Elgin, TX, 78621 or call (512) 285-5721, who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
 - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
 - e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the Mayor. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
 - f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mayor, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.

- g. The Section 504 coordinator shall maintain the files and records of the City of Elgin relating to the complaint files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Elgin within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Elgin complies with Section 504 and HUD regulations.

Ron M. Ramirez, Mayor

Date

09/01/2020

Over 5% Limited English Proficiency Plan - 7220042

Name of Grantee:	City of Elgin
Community Population:	8,715
LEP Population:	1,098 individuals 12.6%
Languages spoken: 1) By more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 5% of the eligible population or beneficiaries but has less than 50 or less in number; or 3) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries	Spanish

Program activities to be accessible to LEP persons:	
☒	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
☒	Publications regarding TxCDBG MS application, grievance procedures, <i>complaint procedures</i> , <i>complaint procedures</i> , <i>answers to complaints</i> , <i>notices</i> , <i>notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements
☒	Other program documents: Documents available in Spanish for directly assisted beneficiaries, if applicable.

Resources available to Grant Recipient:	
☒	Translation services: available upon request
☒	Interpreter services: available upon request with prior notice
	Other resources: _____

Language Assistance to be provided:	
☒	Translation (oral and/or written) of advertised notices and vital documents for: <u>Public hearing, Complaint and Grievance, Equal Opportunity, Policy of Non-discrimination Based on Disability Status and Fair Housing notices are available in Spanish. Other CDBG required program notices are available in Spanish upon request.</u>
☒	Referrals to community liaisons proficient in the language of LEP persons: <u>Spanish-speaking liaisons are available upon request.</u>
☒	Public meetings conducted in multiple languages: <u>Available upon request with two days advance notice.</u>
☒	Notices to recipients of the availability of LEP services: <u>Included in translated notices.</u>
	Other services: _____

Signature - Chief Elected Official or Civil Rights Officer

Date

09/01/2020

Fair Housing Policy

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

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

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

Signature

Mayor

Date

Code of Conduct Policy of the City of Elgin

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

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

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

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

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

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

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

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

Passed and approved this _____ day of _____, 2021.

Mayor, City of Elgin

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG MS) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318

09/01/2020

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of the City of Elgin, do proclaim April as Fair Housing Month in City of Elgin and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by the City Council of the City of Elgin, Bastrop County, State of Texas, on the _____ day of _____, 2021.

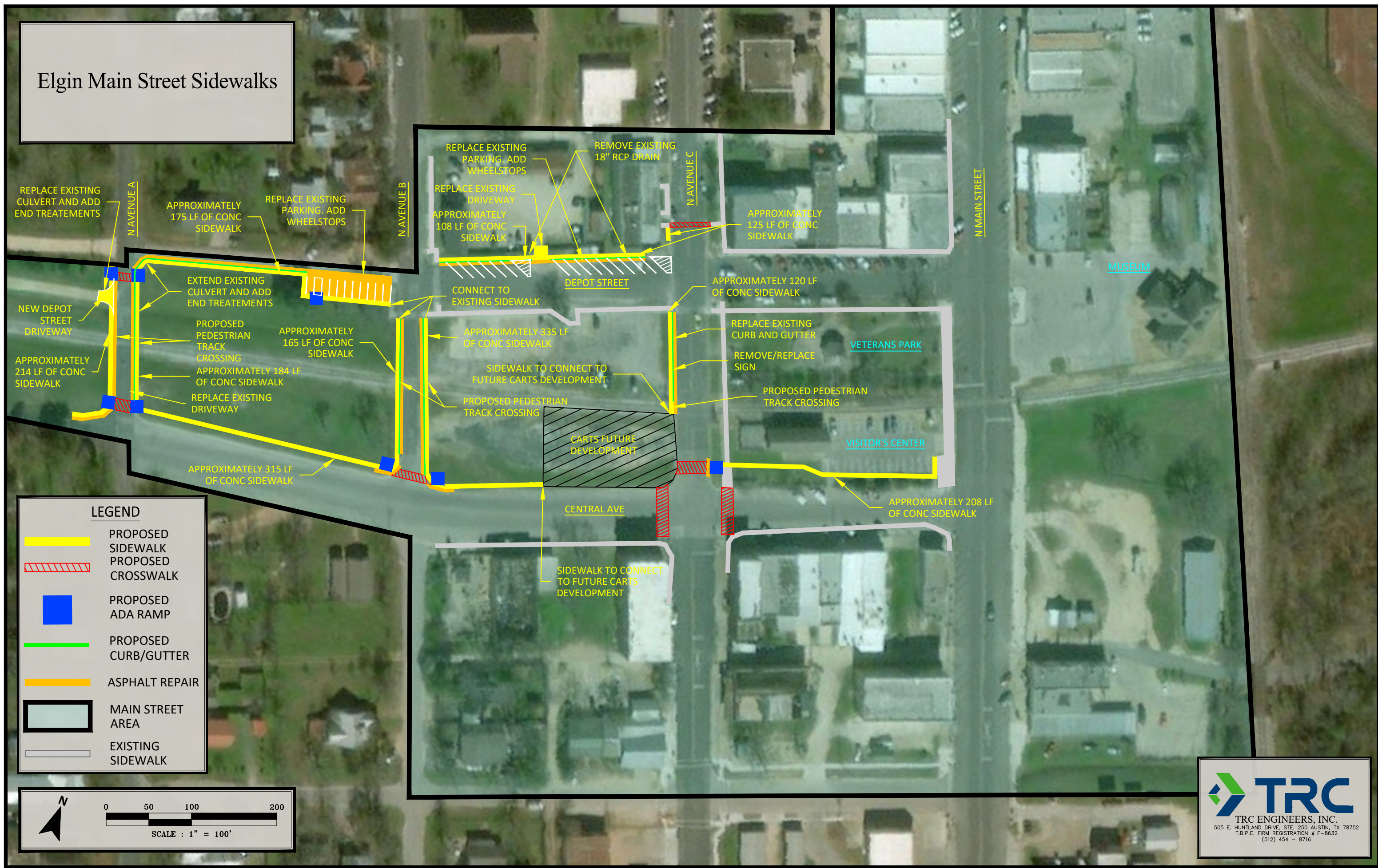
APPROVED:

Mayor

ATTEST:

City Secretary

Elgin Main Street Sidewalks





Elgin City Council Meeting Agenda Item Executive Summary

Item: A RESOLUTION BY THE CITY COUNCIL OF CITY OF ELGIN DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS MAIN STREET PROGRAM (MS) CONTRACT NUMBER 7220042.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve a resolution by the city council of City of Elgin designating authorized signatories for contractual documents and documents for requesting funds pertaining to the Community Development Block Grant fund Texas Main Street Program (MS) contract number 7220042 through the Texas Department of Agriculture.

BACKGROUND: This grant funded project includes new sidewalk on Central Avenue from Avenue A to Main Street and on Depot Street from Avenue A to Avenue C, as well as Avenue A, B and C from Central Avenue to Depot Street. It will provide accessibility to the Elgin Police Department, the Visitors Center and Chamber of Commerce, various businesses, the new CARTS Transit stop which will include public restrooms, and services such as Advocacy Outreach and the Elgin Community Cupboard. These sidewalks will by connecting to existing sidewalk create safe pedestrian paths from the downtown area to medical services, Texas Department of Health and Human Services office, schools, churches, parks, museum, and variety of businesses.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve a resolution by the city council of City of Elgin designating authorized signatories for contractual documents and documents for requesting funds pertaining to the Community Development Block Grant fund Texas Main Street Program (MS) contract number 7220042.

ATTACHMENTS:

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

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

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

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

RESOLUTION AUTHORIZING SIGNATORIES

A RESOLUTION BY THE CITY COUNCIL OF CITY OF ELGIN DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS MAIN STREET PROGRAM (MS) CONTRACT NUMBER 7220042.

WHEREAS, the City of Elgin has received a 2020 Texas Community Development Block Grant award to provide Sidewalk Improvements; and

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

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

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

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

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

The Mayor and City Manager are authorized to execute contractual and environmental review documents between the Texas Department of Agriculture and the City for the 2020 Texas Community Development Block Grant Program.

The Mayor and City Manager are authorized to execute the *State of Texas Purchase Voucher and Request for Payment Form* documents required for requesting funds approved in the 2020 Texas Community Development Block Grant Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS,
on _____, 2021.

APPROVED:

Ron M. Ramirez, Mayor

Name – Please Print

ATTEST:

Amelia Sanchez, City Secretary

Name – Please Print

09/01/2020



Elgin City Council Meeting Agenda Item Executive Summary

Item: RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR THE TXDOT TRANSPORTATION ENHANCEMENT GRANT .

DEPARTMENT: Community Services

PROPOSED ACTION: Approve Resolution of City of Elgin Texas, authorizing the award of professional service provider contract for the TXDOT Transportation Enhancement Grant to GrantWorks.

BACKGROUND The City of Elgin Solicited proposals for grant administration services. Proposals were received from Goodwin Corp., Langford Community Management Services, and GrantWorks. These were reviewed and scored by the evaluation committee which included Susan Cerf, Michael Gonzalez, and Amy Miller. GrantWorks had the highest score for grant administration services.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve Resolution of City of Elgin Texas, authorizing the award of professional service provider contract to GrantWorks for TXDOT Transportation Enhancement Grant .

ATTACHMENTS:

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

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

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

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

RESOLUTION

A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR TXDOT TRANSPORTATION ENHANCEMENT GRANT.

WHEREAS, TXDOT contract requires implementation by professionals experienced in the administration of federally-funded community development projects; and

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

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

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That GrantWorks be awarded a contract to provide **administration services** for the Elgin Transportation Enhancement Grant.

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

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Elgin that Mayor Ron Ramirez is authorized to enter into a contract with Grant Works for this Project.

APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THE 2nd DAY OF FEBRUARY.

Ron M. Ramirez, Mayor

ATTEST:

Amelia Sanchez, City Secretary

Elgin Main Street Sidewalks





Elgin City Council Meeting Agenda Item Executive Summary

Item: RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF ENGINEERING SERVICES CONTRACT FOR THE TXDOT TRANSPORTATION ENHANCEMENT GRANT .

DEPARTMENT: Community Services

PROPOSED ACTION: Approve Resolution of City of Elgin Texas, authorizing the award of engineering services contract for the TXDOT Transportation Enhancement Grant.

BACKGROUND The City of Elgin Solicited proposals for engineering services. These were reviewed and scored by the evaluation committee which included Susan Cerf, Michael Gonzalez, and Amy Miller. Proposals were received from Ramos Consulting, TRC, and Stevens technical Services. The highest scoring proposal was from TRC. This grant project is for sidewalks on Alamo Street, Martin Luther King Boulevard, and adjacent areas.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve Resolution of City of Elgin Texas, authorizing the award of engineering services contract for the TXDOT Transportation Enhancement Grant to TRC.

ATTACHMENTS:

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

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

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

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

RESOLUTION

A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING THE AWARD OF ENGINEERING SERVICES CONTRACT FOR THE TXDOT TRANSPORTATION ENHANCEMENT GRANT .

WHEREAS, TXDOT Transportation Enhancement grant contract requires implementation by professionals experienced in the administration of federally-funded community development projects; and

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for engineering services has been completed; and

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

NOW, THEREFORE, BE IT RESOLVED:

- Section 1. That TRC be awarded a contract to provide **engineering services** for the TXDOT Transportation Enhancement Grant.
- Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

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

APPROVED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THE 2nd DAY OF FEBRUARY.

Ron M. Ramirez, Mayor

ATTEST:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING A GENERAL AND SPECIAL ELECTION ON MAY 1, 2021 FOR THE PURPOSE OF ELECTING CERTAIN CITY OFFICIALS; DESIGNATING ELECTION PRECINCTS AND POLLING PLACES; PROVIDING FOR EARLY VOTING AND ELECTION DAY VOTING; PROVIDING FOR PERFORMANCE OF REQUIRED ADMINISTRATIVE DUTIES; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; CERTIFYING PROVISION OF REQUIRED ACCESSIBLE VOTING SYSTEMS AT EACH POLLING PLACE; AND PROVIDING FOR OTHER MATTERS RELATING TO SUCH CITY ELECTION

DEPARTMENT: Administration

PROPOSED ACTION:

Formal authorization and approval to call for a General and Special Election to be held on May 1, 2021 to fill expired/unexpired terms.

BACKGROUND:

The terms for Council seats for Wards 1, 2, 3, and 4 will expire in May of 2021 and an unexpired term for Ward 3, a General/Special Election will be held on May 1, 2021 to fill these terms.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Ordinance and Order calling the General/Special Election as presented.

ATTACHMENTS: Ordinance and Exhibit "A" "Order of Election, (English and Spanish), Exhibit "B", the Early Voting Dates and Times, Exhibit "C", City of Elgin Election Day Polling Location, the Contract for Election Services with the Bastrop County Elections Administrator, and the Joint Election Agreement with Elgin ISD.

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

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

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

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

ORDINANCE NO. 2021-

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING A GENERAL AND SPECIAL ELECTION ON MAY 1, 2021 FOR THE PURPOSE OF ELECTING CERTAIN CITY OFFICIALS; DESIGNATING ELECTION PRECINCTS AND POLLING PLACES; PROVIDING FOR EARLY VOTING AND ELECTION DAY VOTING; PROVIDING FOR PERFORMANCE OF REQUIRED ADMINISTRATIVE DUTIES; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; CERTIFYING PROVISION OF REQUIRED ACCESSIBLE VOTING SYSTEMS AT EACH POLLING PLACE; AND PROVIDING FOR OTHER MATTERS RELATING TO SUCH CITY ELECTION

WHEREAS, the City Council of the City of Elgin, Texas, wishes to order a general election for Ward 1, Ward 2, Ward 3, and Ward 4; and a special election for Ward 3 on May 1, 2021 and

WHEREAS, the City Council has determined that May 1, 2021 is the appropriate date for holding the election for electing Members for Ward 1, Ward 2, Ward 3, and Ward 4; and

WHEREAS, the City Council wishes to encourage all registered voters in the city to vote in this election; Now, Therefore,

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

Section 1. ELECTION DATE, PRECINCTS AND POLLING PLACES, AND ELECTION JUDGES.

Election Date. An election shall be held on Saturday, May 1, 2021 in accordance with the attached Order of Election, which Order of Election is labeled as Exhibit "A" and incorporated herein by reference for all purposes.

Precincts and Polling Places. The City hereby designates the election precincts and polling places designated by the Bastrop County Elections Administrator, and approved by the Bastrop County Commissioners Court, for such Election Day voting. Further, the City hereby designates the early voting polling places and the temporary polling places designated by the Bastrop County Elections Administrator, and approved by the Bastrop County Commissioners Court, for early voting in such election. (Exhibit "C").

Election Judges. The Bastrop County Elections Administrator is conducting such election for the City pursuant to the terms of an Election Services Contract. The City Council hereby appoints, for the term of such election, the presiding election judge(s) and alternate election judge(s) as being those designated by the Bastrop County Elections Administrator.

Section 2. ELECTION CLERKS.

The presiding election judge is hereby authorized to appoint the number of election clerks necessary to assist in the proper conduct of the election, and such election clerks shall be qualified voters of the City of Elgin, Texas. If the election is conducted by the regularly appointed presiding election judge, then the alternate presiding election judge shall be appointed to serve as one of the clerks. The appointment of such clerks shall include a person fluent in the Spanish language to serve as a clerk to render oral aid in the Spanish language to

any voter desiring such aid at the polls on the day of the election.

Section 3. EARLY VOTING.

Early Voting Clerk. The City Council hereby appoints the Bastrop County Elections Administrator as the City of Elgin Election Officer and Early Voting Clerk. The Early Voting Clerk's mailing address to which ballot applications and ballots to be voted by mail may be sent is as follows:

Kristin Miles
Bastrop County Elections Administrator
804 Pecan Street
Bastrop, TX 78602

Applications for ballots by mail must be received no later than 5:00 p.m. on Tuesday, April 20, 2021.

A completed, scanned application for a ballot by mail containing an original signature may be submitted electronically to elections@co.bastrop.tx.us.

Dates for Early Voting. Early voting shall commence on Monday, April 19, 2021 and continue through Tuesday, April 27, 2021, as provided by the Texas Election Code and as shown on attached exhibits. (Exhibit "B").

Places for Early Voting. Early voting shall be conducted by personal appearance at the Elgin Public Library, 404 North Main Street, Elgin, Texas, and/or at such other places as shall be designated by the Bastrop County Elections Administrator and approved by the Bastrop County Commissioners Court.

Times for Early Voting. During the period in which early voting is required or permitted by law, that being April 19, 2021 through April 27, 2021 the hours designated for early voting by personal appearance shall be designated in writing by the Bastrop County Elections Administrator and approved by the Bastrop County Commissioners Court.

Section 4. EARLY VOTING BALLOT BOARD.

An Early Voting Ballot Board is hereby created to process early voting results, and the City hereby appoints the presiding judge of the Early Voting Ballot Board as appointed by the Bastrop County Elections Administrator. Such presiding judge shall appoint not less than two (2) other qualified members to serve on such Board.

Section 5. CUSTODIAN OF ELECTION RECORDS.

Pursuant to the Texas Election Code and the applicable Election Services Contract, the Bastrop County Elections Administrator shall serve as the custodian of voted ballots, and the City Secretary of Elgin, Texas shall be appointed as custodian of all other election records.

Section 6. CANDIDATE FILING PERIOD.

In accordance with Section 143.007 of the Texas Election Code, the first day of filing is 8:00 a.m. Wednesday, January 13, 2021 and the deadline for filing an application for a place on the ballot for this election is declared to be 5:00 p.m. Friday, February 12, 2021.

The deadline for a write-in candidate to declare candidacy is Tuesday, February 16, 2021.

Section 7. VOTERS.

All resident, qualified voters of the City shall be entitled to vote at the election.

Section 8. NOTICE.

Posting. Notice of this election, including a Spanish translation hereof, shall be given by posting the appropriate documentation on the bulletin board used for posting notices of City Council meetings, and same shall be posted not later than April 21, 2020 and shall remain posted through Election Day.

Publication. Notice of this election, including a Spanish translation hereof, shall be published once in a newspaper of general circulation in the City, the publication to appear not earlier than April 1, 2021 nor later than April 21, 2021.

Authorization to City Secretary. The City Secretary is hereby authorized and directed to publish and post the required notices in the manner and for the time periods required by law.

Section 9. VOTING DEVICES.

Pursuant to the Election Code and the applicable Election Services Contract, the Bastrop County Elections Administrator may use electronic voting systems and corresponding voting devices and equipment in conducting the election. The Bastrop County Elections Administrator is currently using election systems and software certified by the Texas Secretary of State.

The City Council of the City of Elgin, Texas, finds as follows:

Section 61.012, Texas Election Code, requires that at least one accessible voting station must be provided in each polling place used in a Texas election on or after January 1, 2006. Such system must comply with state and federal laws setting the requirements for voting systems that (i) fully comply with applicable laws relating to accessible voting systems which make voting accessible for disabled voters; and (ii) provide a practical and effective means for voters with physical disabilities to cast a secret ballot. The Office of the Texas Secretary of State has certified that the DRE - Election Systems and Software iVotronic is an accessible voting system that may legally be used in Texas elections.

Sections 123.032 and 123.035, Texas Election Code, authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems. As chief elections officer for the City of Elgin, the Bastrop County Elections Administrator shall provide at least one DRE - Election Systems and Software iVotronic in each polling place at every polling location used to conduct any election ordered on or after January 1, 2006. The DRE - Election Systems and Software iVotronic may be acquired by any legal means available to the City of Elgin, including but not limited to lease or rental from Bastrop County or from any other legal source, as authorized or required by Sections 123.032 and 123.035 of the Texas Election Code.

The Bastrop County Elections Administrator may also utilize a central counting station as provided by Texas Election Code § 127.000 *et seq.*, as amended.

Section 10. CONDUCT ACCORDING TO STATUTES.

In all substantive respects, the election shall be conducted in accordance with applicable provisions of the Texas Election Code, any other applicable statutes, and the City of Elgin's Home Rule Charter.

Section 11. ELECTION RESULTS.

The Bastrop County Elections Administrator shall conduct an unofficial tabulation of results after the closing of the polls on May 1, 2021. The official canvass, tabulation and declaration of the results of the election shall be conducted by the City Council at a regular or special council meeting held in accordance with provisions of the Texas Election Code.

Section 12. MISCELLANEOUS.

The provisions of this ordinance are severable; and in case any one or more of the provisions of this ordinance or the application thereof to any person or circumstance should be held to be invalid, unconstitutional, or ineffective as to any person or circumstance, then the remainder of this ordinance nevertheless shall be valid, and the application of any such invalid provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

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

READ, PASSED and ADOPTED on first reading on this 2nd day of February 2021.

ATTEST:

Mayor, City of Elgin, Texas

City Secretary, City of Elgin, Texas

**EXHIBIT "A"
ORDER OF ELECTION**

CITY OF ELGIN, TEXAS

A General and Special Election is hereby ordered to be held on May 1, 2021 for the purpose of electing Members for Ward 1, Ward 2, Ward 3, and Ward 4.

Applications for a place on the ballot will be accepted beginning 8:00 a.m. on January 13, 2021 and must be received no later than 5:00 p.m. on February 12, 2021.

Election Day voting shall be conducted at the polling places for the precincts designated by the Bastrop County Elections Administrator and approved by the Bastrop County Commissioners Court, all as are shown on "Exhibit A to the Order of Election" which is incorporated herein by reference and made a part hereof for all intents and purposes. The polls at the designated polling places shall be open on Election Day from 7:00 a.m. to 7:00 p.m.

The Bastrop County Elections Administrator is hereby appointed as the Election Officer and Early Voting Clerk and Custodian of Election Records for this election. The presiding judge(s) for each of said

polling places are those designated by the Bastrop County Elections Administrator, and they are hereby authorized to appoint additional election clerks (not less than two and not more than six) to assist in conducting said election.

Early voting by personal appearance will be conducted at the locations designated by the Bastrop County Elections Administrator and approved by the Bastrop County Commissioners Court, all as are delineated on the attached “Exhibit B to the Order of Election” which is incorporated herein by reference and made a part hereof for all intents and purposes.

Applications for a ballot by mail shall be mailed to:

Kristin Miles
Bastrop County Elections Administrator
804 Pecan Street
Bastrop, TX 78602

Applications for ballots by mail must be received no later than 5:00 pm on Tuesday, April 20, 2021.

A completed, scanned application for a ballot by mail containing an original signature may be submitted electronically to elections@co.bastrop.tx.us.

Issued this the 2nd day of February 2021.

Ron M. Ramirez, Mayor City of Elgin, Texas

EXHIBIT “B”

EARLY VOTING DATES, TIMES, AND LOCATIONS

Time Period:

Monday, April 19, 2021 through Tuesday, April 27, 2021.

Main Location:

City of Elgin Public Library, 404 N. Main St., Elgin, TX 78621

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
19 8:00 am – 5:00 pm	20 8:00 am – 5:00 pm	21 8:00 am – 5:00 pm	22 8:00 am – 5:00 pm	23 8:00 am – 5:00 pm

26 7:00 am – 7:00 pm	27 7:00 am – 7:00 pm	28	29	30
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Issued this the 2nd day of February 2021.

Ron M. Ramirez, Mayor City of Elgin, Texas

EXHIBIT “C”

CITY OF ELGIN ELECTION DAY POLLING LOCATION

City of Elgin Public Library, 404 N. Main Street, Elgin, TX 78621

ORDENANZA NO. 2021

ORDENANZA DE LA CIUDAD DE ELGIN, TEXAS, CONVOCANDO UNA ELECCIÓN GENERAL Y ESPECIAL QUE SE LLEVARÁ A CABO EL 1 DE MAYO, 2021 CON EL PROPÓSITO DE ELEGIR CIERTOS OFICIALES DE LA CIUDAD, PARA DESIGNAR PRECINTOS ELECTORALES Y SITIOS DE VOTACIÓN; DISPOSICIONES PARA LA VOTACIÓN ADELANTADA Y VOTACIÓN EN EL DÍA DE ELECCIONES; DISPOSICIONES TOCANTES EL DESEMPEÑO DE DEBERES ADMINISTRATIVOS REQUERIDOS; DISPONER PROVISIONES PARA LLEVAR A CABO DICHA ELECCIÓN; DISPONER LA CERTIFICACIÓN DE SISTEMAS ACCESIBLES PARA VOTAR EN CADA SITIO DE VOTACIÓN; Y PROVISIONES PARA OTROS ASUNTOS RELACIONADOS CON DICHA ELECCIÓN DE LA CIUDAD.

POR CUANTO, el Consejo de la Ciudad de Elgin, Texas desea ordenar una elección general de la ciudad con el propósito de elegir a Concejales para el Distrito Electoral 1, Distrito Electoral 2, Distrito Electoral 3, y Distrito Electoral 4; y llevar a cabo una elección especial para el Distrito 3 el 1 de mayo, 2021, y

POR CUANTO, el Consejo de la Ciudad ha determinado que el 1 de mayo, 2021 es fecha apropiada para llevar a cabo la elección para elegir a Concejales para el Distrito Electoral 1, Distrito Electoral 2, Distrito Electoral 3, y Distrito Electoral 4; y

POR CUANTO, el Consejo de la Ciudad desea motivar a todos los votantes registrados de la Ciudad para que voten en esta elección; Ahora, Por lo tanto,

ORDÉNESE POR EL CONSEJO DE LA CIUDAD DE ELGIN, TEXAS, QUE:

Sección 1. FECHA DE LA ELECCIÓN, PRECINTOS Y SITIOS DE VOTACIÓN, Y JUECES ELECTORALES.

Fecha de la Elección. Se llevará a cabo una elección el sábado 1 de mayo, 2021 de acuerdo con la Orden de Elección adjunta, y que dicha orden se ha titulado (Adjunto “A”), incorporado a lo presente por referencia para todo propósito.

Precintos y Sitios de Votación. La Ciudad por lo presente designa los precintos electorales y sitios de votación designados por el/la Administrador/a Electoral del Condado de Bastrop y aprobados por la Corte de Comisionados del Condado de Bastrop para la votación durante el Día de Elecciones. Además, la Ciudad por lo presente designa los sitios de la votación adelantada y los sitios temporales para la votación que se hayan designado por el/la Administrador/a Electoral del Condado de Bastrop y aprobados por la Corte de Comisionados del Condado de Bastrop para la votación adelantada en dicha elección. (Adjunto “C”).

Jueces Electorales. El/la Administrador/a Electoral del Condado de Bastrop llevará a

cabo la elección de la Ciudad de acuerdo con los términos del Contrato de Servicios Electorales. El Consejo de la Ciudad por lo presente nombra, para que actúen durante el plazo de dicha elección al juez (jueces) presidente(s) electorales y al juez (jueces) alternos electorales que hayan sido designados por el/la Administrador/a Electoral del Condado de Bastrop.

Sección 2. SECRETARIOS ELECTORALES.

El juez presidente electoral por lo presente es autorizado para nombrar el número de secretarios electorales necesario para asistir en la administración apropiada de la elección y dichos secretarios electorales serán votantes calificados de la Ciudad de Elgin, Texas. Si la elección es llevada a cabo por el juez presidente electoral nombrado, entonces el juez alerno electoral será nombrado a uno de los puestos de secretario. El nombramiento de dichos secretarios incluirá una persona que domine el idioma español para el puesto de secretario quien dará asistencia oral en español a cualquier votante que desea tal asistencia en los sitios de votación el día de la elección.

Sección 3. VOTACIÓN ADELANTADA.

Secretario/a de la Votación Adelantada. El Consejo de la Ciudad por lo presente nombra a el/la Administrador/a Electoral del Condado de Bastrop para que actúe de Oficial Electoral de la Ciudad de Elgin y de Secretario/a de la Votación Adelantada. La dirección postal del/la Secretario/a de la Votación Adelantada a cual se deberán enviar las solicitudes para boletas que se votarán por correo y después de marcar el voto, se entregan las boletas por correo, es la siguiente:

Kristin Miles
Administradora Electoral del Condado de Bastrop
804 Pecan St.
Bastrop, TX 78602

Solicitudes para boletas por correo deberán ser recibidas a no más tardar de las 5:00 p.m. el martes, 20 de abril, 2021.

La solicitud para boleta por correo escaneada y llenada completamente y con firma original se puede someter electrónicamente a elections@co.bastrop.tx.us.

Fechas de la Votación Adelantada. La votación adelantada principiará el lunes, 19 de abril, 2021 y continúa hasta el martes, 27 de abril, 2021 de acuerdo con el Código Electoral de Texas y con lo detallado en los adjuntos adjuntados. (Adjunto “B”)

Sitios de la Votación Adelantada. La votación adelantada será llevada a cabo en persona en Elgin Public Library, 404 North Main Street, Elgin, Texas, y/o en otros sitios de votación adelantada designados por el/la Administrador/a Electoral del Condado de Bastrop y aprobados por la Corte de Comisionados del Condado de Bastrop.

Horario de la Votación Adelantada. El periodo en cual la votación adelantada se requiere o se permite por ley, es del 19 de abril, 2021 hasta el 27 de abril, 2021; las horas

designadas para la votación adelantada en persona serán indicadas por escrito por el/la Administrador/a Electoral del Condado de Bastrop y aprobadas por la Corte de Comisionados del Condado de Bastrop.

Sección 4. JUNTA DE BOLETAS DE LA VOTACIÓN ADELANTADA.

Por lo presente se instituye una Junta de Boletas de la Votación Adelantada para procesar los resultados de la votación adelantada, y la Ciudad por lo presente nombra al juez presidente de la Junta de Boletas de la Votación Adelantada que sea el/la mismo/a que haya sido nombrado/a por el/la Administrador/a Electoral del Condado de Bastrop. Dicho juez presidente nombrará a no menos de dos (2) otros miembros calificados que actúen en dicha Junta.

Sección 5. GUARDÍAN DE RÉCORDS ELECTORALES.

De acuerdo con el Código Electoral de Texas y con el Contrato de Servicios Electorales aplicable, el/la Administrador/a Electoral del Condado de Bastrop actuará de guardián de las boletas emitidas (votadas), y el/la Secretario/a de la Ciudad de Elgin, Texas será nombrado/a guardián de todos los demás récords electorales.

Sección 6. PERIODO PARA ARCHIVAR CANDIDATURAS.

De acuerdo con la Sección 143.007 del Código Electoral de Texas, la primera fecha y hora en que se pueden archivar candidaturas será a las 8:00 a.m., el miércoles, 13 de enero, 2021 y la fecha límite para archivar la solicitud para ser apuntado en la boleta de esta elección es a las 5:00 p.m., el viernes, 12 de febrero, 2021.

Sección 7. VOTANTES.

Todo residente, votante calificado de la Ciudad tendrá el derecho de votar en la elección.

Sección 8. AVISO.

Fijar Aviso. Aviso de esta elección, incluyendo una traducción al español del mismo, será dado fijando la documentación apropiada en el tablón de boletines usado para fijar avisos de las reuniones del Consejo de la Ciudad, y el mismo será fijado a no más tardar el sábado 11 de abril, 2021 y permanecerá fijado hasta el Día de la Elección.

Publicación. Aviso de esta elección, incluyendo una traducción al español de lo mismo será publicado una vez en un periódico de circulación general en la Ciudad, y dicha publicación no será antes del 1 de abril, 2021 ni después del 21 de abril, 2021.

Autorización para la Secretaria de la Ciudad. El/la Secretario/a de la Ciudad por lo presente es autorizado/a y se le encomienda que publique y fije los avisos requeridos en la manera y durante los periodos requeridos por ley.

Sección 9. EQUIPO DE VOTACIÓN.

De acuerdo con el Código Electoral y con el Contrato de Servicios Electorales aplicable, el/la Administrador/a Electoral del Condado de Bastrop podrá usar sistemas de votar electrónicos y aparatos/equipo de votación correspondientes para llevar a cabo la elección. El/la Administrador/a Electoral del Condado de Bastrop actualmente usa sistemas electorales y programas de software certificados por el/la Secretario/a de Estado de Texas.

El Consejo de la Ciudad de Elgin, Texas, determina lo siguiente:

La Sección 61.012, del Código Electoral de Texas desde la fecha del 1 de enero, 2006 y después ha requerido que al menos se provee un sitio de votación que sea accesible para personas discapacitadas en cada lugar de votación que se utilice en elecciones de Texas. Dicho sistema deberá cumplir con las leyes estatales y federales que estatuyen los requisitos de sistemas de votación que (i) plenamente cumplen con las leyes aplicables pertinentes a sistemas de votación accesibles para votantes discapacitados; y (ii) proveen medios prácticos y eficaces para que votantes con discapacidades físicas emitan su boleta secreta. La oficina del/la Secretario/a de Estado de Texas ha certificado que el Sistema Electoral DRE y su programa de software iVotronic es sistema de votación accesible que se permite usar legalmente en elecciones en Texas.

Las Secciones 123.032 y 123.035, del Código Electoral de Texas autorizan la adquisición de sistemas de votación por subdivisiones políticas locales y además ordena ciertos requisitos mínimos para contratos relacionados a la adquisición de dichos sistemas de votación. En su puesto de oficial electoral de la Ciudad de Elgin, el/la Administrador/a Electoral del Condado de Bastrop deberá proporcionar al menos un Sistema Electoral DRE y el programa Software iVotronic en cada sitio de votación usado para llevar a cabo cualquier elección ordenada en la fecha del 1 de enero, 2006 o después. El Sistema Electoral DRE y el programa Software iVotronic se permitirá ser adquirido por cualquier medida legal disponible a la Ciudad de Elgin, incluyendo pero sin limitarse a alquilar o rentar del Condado de Bastrop o de alguna otra fuente legal de acuerdo con la autorización de las Secciones 123.032 y 123.035 del Código Electoral de Texas.

El/la Administrador/a Electoral del Condado de Bastrop además podrá utilizar un sitio central para contar votos de acuerdo con las provisiones del Código Electoral de Texas, Sección 127.000 *et seq.*, con sus enmiendas.

Sección 10. ADMINISTRACIÓN DE ACUERDO CON LOS ESTATUTOS.

En todo aspecto substantivo, la elección se llevará a cabo de acuerdo con provisiones aplicables del Código Electoral de Texas, de otros estatutos aplicables, y de la Carta de Autonomía de la Ciudad de Elgin.

Sección 11. RESULTADOS DE LA ELECCIÓN.

El/la Administrador/a Electoral del Condado de Bastrop llevará a cabo la cuenta no oficial de los resultados después de cerrarse los sitios de votación el día 1 de mayo, 2021. El repaso oficial, la cuenta y declaración de los resultados de la elección se llevarán a cabo por el Consejo de la Ciudad en su reunión regular o especial efectuada de acuerdo con provisiones del Código Electoral de Texas.

Sección 12. MISCELÁNEO.

Las disposiciones de esta Ordenanza son divisibles; y en caso de que alguna o más de las disposiciones de esta Ordenanza o de la aplicación de la misma a cualquier persona o circunstancia se determine ser inválida, inconstitucional, o ineficaz en el caso de cualquier persona o circunstancia, de todas maneras el resto de esta Ordenanza será válido, y la aplicación de tal disposición inválida a personas o circunstancias que no sean las que hayan sido afectadas por cierta invalidez no serán afectadas por lo mismo.

Con una moción debidamente hecha, secundada y aprobada con el voto afirmativo de los miembros del Consejo presentes de la Ciudad, se cumplió el requisito de dar lectura a esta ordenanza.

LEIDA, APROBADA Y ADOPTADA en su primera lectura este día 2 de febrero, 2021.

Alcalde, Ciudad de Elgin, Texas

CERTIFICO:

Secretaria de la Ciudad

ADJUNTO “A”
ORDEN DE ELECCIÓN
CIUDAD DE ELGIN, TEXAS

Por lo presente se ordena una Elección General y Especial que se llevará a cabo el 1 de mayo, 2021 con el propósito de elegir Concejales para el Distrito Electoral 1, Distrito Electoral 2, Distrito Electoral 3, y Distrito Electoral 4; y

Solicitudes para ser apuntado en la boleta serán aceptadas principiando a las 8:00 a.m. el 13 de enero, 2021 y deberán ser recibidas a no más tardar de las 5:00 p.m. el 12 de febrero, 2021.

La votación el Día de Elecciones será llevada a cabo en los sitios de votación para los precintos designados por el/la Administrador/a Electoral del Condado de Bastrop y aprobados por la Corte de Comisionados del Condado de Bastrop de acuerdo con lo detallado en el Adjunto “A” de la Orden de la Elección” que está incorporado a lo presente por referencia y que por lo tanto es parte de lo presente para todo propósito. Las casillas electorales en los sitios de votación designados estarán abiertas el Día de Elecciones desde las 7:00 a.m. a 7:00 p.m.

El/la Administrador/a Electoral del Condado de Bastrop por lo presente es nombrado/a para el puesto de Oficial Electoral y de Secretario/a de la Votación Adelantada y de Guardián de los Records de la Elección para esta elección. El/la juez (jueces) presidente(s) electorales para cada uno de dichos sitios de votación serán lo que hayan sido designados por el/la Administrador/a Electoral del Condado de Bastrop, y por lo presente serán autorizados para nombrar secretarios electorales adicionales (no menos de dos ni más de seis) para asistir en la administración de dicha elección.

La votación adelantada en persona será llevada a cabo en los sitios designados por el/la Administrador/a Electoral del Condado de Bastrop y aprobados por la Corte de Comisionados del Condado de Bastrop, todos detallados en el “Adjunto B de la Orden de la Elección” que ha sido incorporado a lo presente por referencia y que por lo tanto es parte de lo presente para todos los efectos y propósitos.

Las solicitudes para boletas por correo serán enviadas a;

Kristin Miles
Administradora Electoral del Condado de Bastrop
804 Pecan St.
Bastrop, TX 78602

Solicitudes para boletas por correo deberán ser recibidas a no más tardar de las 5:00 p.m. el martes, 20 de abril, 2021.

Se permitirá someter solicitudes completas escaneadas para boletas por correo con la firma original del solicitante sometidas en formato electrónico a elections@co.bastrop.tx.us.

Emitida este día 2 de febrero, 2021.

Ron M. Ramirez, Alcalde
Ciudad de Elgin, Texas

ADJUNTO “B”

FECHAS, HORAS Y UBICACIONES DE LA VOTACION ADELANTADA

Periodo de Votación Adelantada:

Lunes, 19 de abril, 2021 a martes, 27 de abril, 2021.

Ubicación Principal:

City of Elgin Public Library, 404 N. Main St., Elgin, TX 78621

LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES
19 8:00 am – 5:00 pm	20 8:00 am – 5:00 pm	21 8:00 am – 5:00 pm	22 8:00 am – 5:00 pm	23 8:00 am – 5:00 pm
26 7:00 am – 7:00 pm	27 7:00 am – 7:00 pm	28	29	30

Emitido este día 2 de febrero, 2021.

Ron M. Ramírez, Alcalde, Ciudad de Elgin, Texas

ADJUNTO “C”

SITIO DE VOTACIÓN DE LA CIUDAD DE ELGIN PARA EL DÍA DE ELECCIONES

City of Elgin Public Library, 404 N. Main Street, Elgin, TX 78621

CONTRACT FOR ELECTION SERVICES
BETWEEN
THE ELECTIONS ADMINISTRATOR OF BASTROP COUNTY
AND
THE CITY OF ELGIN
FOR THE MAY 1, 2021 ELECTION

THIS CONTRACT is made and entered into by and between Kristin Miles, the Elections Administrator of Bastrop County, Texas, hereinafter referred to as “Contracting Officer,” and the City of Elgin, hereinafter referred to as the “CITY,” pursuant to the authority under Section 31.092(a) of the Texas Election Code and Chapter 791 of the Texas Government Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties agree to this interlocal agreement with regard to the coordination, supervision, and running of the CITY’s May 1, 2021 Election, hereinafter referred to as “the election”. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places and election procedures to assist the voters of the CITY.

I. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

A. *Notification to Presiding and Alternate Judges; Appointment of Clerks.*

1. The Contracting Officer shall notify each presiding judge and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election school(s), the eligibility requirements that pertain to them and to the selection of election day clerks, the date and time of the election, the rate of compensation, the number of election clerks the presiding judge may appoint, and the name of the presiding or alternate judge, as appropriate.

2. The Contracting Officer shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments. The recommendations of the CITY will be the accepted guidelines for the number of clerks secured to work in each polling place. The presiding election judge of each polling place, however, will use his/her discretion to determine when additional manpower is needed during peak voting hours. Election judges shall be secured by the Contracting Officer with the approval of the CITY.

3. The Contracting Officer shall notify the CITY of the list of election judges and alternate judges for election day, so that the CITY may approve by written order.

4. Notification to the election judges and alternates shall be made no later than April 16, 2021.

B. Contracting with Third Parties. In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third persons for election services and supplies. The cost of such third-person services and supplies will be paid by the Contracting Officer and reimbursed by the CITY as agreed upon on Exhibit “C” or Exhibit “C-1”, whichever is applicable.

C. Election School(s). The Contracting Officer shall be responsible for conducting one or more, at her discretion, election schools to train the presiding judges, alternate judges, election clerks, and early voting clerks, and Early Voting Ballot Board members in the conduct of elections, including qualifying voters, provisional voting, and the counting of ballots. The Contracting Officer shall determine the date, time, and place for such school(s) and notify the presiding judges, alternate judges, and election clerks of such. The Contracting Officer may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. If at all possible, such election schools shall be conducted within the CITY territory.

D. Election Supplies. The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day and the Early Voting Ballot Board (and to the Deputy Early Voting Clerks during Early Voting) the following election supplies: election kits from third-party vendors (including the appropriate envelopes, sample ballots, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code); pens; pencils; tape; markers; paper clips; ballot box seals; sample ballots; tacks, and all consumable-type office supplies necessary to hold an election.

E. Registered Voter List. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law. The Election Day list of registered voters shall be arranged in alphabetical order by each precinct.

F. Ballots. The Contracting Officer shall be responsible for the programming of the direct recording electronic voting devices (referred to as DRE’s) and the printing of ballots requested by mail or used for early voting or election day. The Contracting Officer shall be responsible for distributing the DRE’s along with the election supplies.

G. *Early Voting.* In accordance with Section 31.094, of the Texas Election Code, the Contracting Officer will serve as Early Voting Clerk for the election, subject to Sections 31.096 and 31.097(b).

1. As Early Voting clerk, the Contracting Officer shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. The Contracting Officer shall work with the CITY in securing personnel to serve as Early Voting Deputies.

The Contracting Officer shall, upon request, provide the CITY a copy of the early voting report on a daily basis and a cumulative final early voting report following the election.

2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations listed in Exhibit “A,” attached hereto and made a part of this contract.

3. The Contracting Officer shall receive mail ballot applications on behalf of the CITY. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or her deputies at 804 Pecan Street, Bastrop, Texas 78602. Any requests for early voting ballots to be voted by mail received by the CITY shall be forwarded immediately to the Contracting Officer for processing.

4. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be secured and maintained by the Contracting Officer and delivered by her or her deputy for counting in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the Bastrop County Courthouse on Election Day, May 1, 2021.

H. *Election Day Polling Locations.* The Election Day polling locations are those listed in Exhibit “B,” attached hereto and made a part of this contract. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of all polling locations for Election Day, including ensuring that each polling location has the necessary tables, chairs, and voting booths.

I. *Central Counting Station.* The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tally the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Kristin Miles. The Tabulation Supervisor shall be Kristin Miles. The tabulation supervisor shall handle ballot tabulation in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

Election night reports will be available to the CITY at the Central Counting Station on election night and will provide individual polling location totals.

J. Manual Counting. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the CITY in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

K. Election Reports. The Contracting Officer shall prepare the unofficial tabulation of precinct results under Section 66.056(a) of the Texas Election Code and shall provide a copy of the tabulation to the CITY as soon as possible after the Contracting Officer has received the precinct returns on Election Day night. Provisional ballots will be tabulated after election night in accordance with state laws.

L. Custodian of Voted Ballots. The Contracting Officer is hereby appointed the custodian of voted ballots and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law.

II. RESPONSIBILITIES OF THE CITY. The CITY shall assume the following responsibilities:

A. Election School(s). At the request of the Contracting Officer, and at no cost to the Contracting Officer, the CITY will make available space in an CITY building to hold the election school(s), if applicable.

B. Polling Locations. The CITY shall pay the respective cost of all employee services required to provide access, security, or custodial services for the polling locations.

C. Applications for Mail Ballots. The CITY shall date stamp and then immediately hand deliver to the Contracting Officer all original mail ballot applications for mail ballots that it receives.

D. Election Orders, Election Notices, Canvass. The CITY shall prepare the election order, resolutions, notices, official canvass, and other pertinent documents for adoption by the CITY's governing body. The CITY shall be responsible for having the required election notice under Section 4.003(a)(1) of the Texas Election Code published in the newspaper as required by State law. The CITY shall also be responsible for posting the notice required under Section 4.003(b) of the Texas Election Code as required by law. Promptly after approval of election order, resolutions, notices, official canvass, and other pertinent documents by the CITY's governing body and within such time so as not to impede the orderly conduct of the election, the CITY shall return said documents

to the Contracting Officer for proper recordkeeping. The CITY assumes the responsibility of promoting the schedules for Early Voting and Election Day.

The CITY will provide for the appointment of the Contracting Officer as the early voting clerk for the election in the orders calling the election. The orders will also include approval of election day polling places; times, dates and places for early voting; and appointment of precinct judges.

E. *Paper Ballots.* In advance of the March 17, 2021 date on which the Texas Secretary of State's Office encourages the mailing out of ballots for early voting by mail, the Contracting Officer shall arrange with a third party to prepare the necessary optical paper ballots for the election. The ballots shall be in English with the Spanish translation included.

The CITY shall furnish the Contracting Officer a list of candidates and/or propositions showing the order and the exact manner in which their names or proposition(s) are to appear on the official ballot (including bilingual titles and text). This list shall be delivered to the Contracting Officer as soon as possible after ballot positions have been determined. The CITY shall perform the duties required for drawing for place on the ballot by candidates. The CITY shall be responsible for proofreading and approving the ballot insofar as it pertains to the authority's candidates and/or propositions.

III. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. *Compensation.* The parties agree that presiding judges and alternate judges will be compensated at a rate of \$12.00/hr., and election clerks will be compensated at a rate of \$10.00/hr. They will be compensated for all hours actually worked, including the time to set up the polling location and the time to complete the counting and to wrap up the paper work, but not to exceed one hour before and two hours after the polling location is open for voting. The presiding judge, or the election worker at the polling location that he or she designates, who picks up the election supplies on May 1, 2021 from the Contracting Officer and who returns the remaining supplies, ballot boxes, and all other election records from the polling location to the Contracting Officer will be compensated with a delivery fee of \$25 at the same time that payment is made for the hours worked. The Contracting Officer will pay the election workers directly and be reimbursed for such by the CITY.

B. *Number of Election Workers.* The parties agree that at all polling locations there will be a minimum of three election workers, consisting of the presiding judge, alternate judge, and one clerk.

IV. JOINT EXPENSES AND PAYMENT

A. Expenses Incurred and Billing. The participating authorities agree to share actual costs incurred to the extent that the costs and expenses are incurred in connection with a polling location used by more than one local political subdivision, such as (without limitation) the cost of renting polling locations and voting equipment, programming the voting equipment, supplies needed for the polling place, wages and salaries of election workers. Election expenses shall be pro-rated equally among the participants.

The parties agree, for those polling locations used solely by the CITY and not shared by any other participating authority, that the CITY will pay the wages, salaries, and other applicable election costs and expenses directly related to such polling location.

It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of Bastrop County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to Bastrop County by the participating authorities.

B. Billing. As soon as reasonably possible after Election Day, the Contracting Officer will submit an itemized invoice to the CITY for (1) actual expenses directly attributable to the coordination, supervision, and running of the election and incurred on behalf of the CITY by the Contracting Officer, including expenses for supplies in connection with the election school(s), publication and printing of election notices, election supplies, wages paid to the Contracting Officer's employees for services under this contract performed outside of normal business hours, election workers, and any other expenses reasonably and directly related to the election, including, without limitation, rental and programming of DREs and audio ballots, and (2) the Contracting Officer's fee under Section 31.100(d) of the Texas Election Code and as provided in Section IV.E below. Expenses related to wages shall be supported by compensation sheets. Other expenses shall be supported by invoices or receipts, except that the price of items coming out of the Contracting Officer's stock of election supplies shall be supported by the Contracting Officer's certificate about the number of items used and the unit cost therefore according to the vendor's standard price list.

C. Payment. The CITY shall pay the Contracting Officer's invoice within 30 days from the date of receipt to: **Bastrop County, Attn: Kristin Miles, Elections Administrator, 804 Pecan Street, Bastrop, TX 78602.** If the CITY disputes any portion of the invoice, the CITY shall pay the undisputed portion of the invoice, and the parties will discuss in good faith a resolution of the disputed portion. All payments shall be made from current revenues available to the CITY.

D. Expense Item Larger than \$500. If a single election expense exceeds \$500, the Contracting Officer reserves the right to invoice the CITY for such expense at the time it is incurred, supported by an invoice or receipt, rather than waiting until after Election Day. The CITY shall pay such invoice within 30 days from the date of receipt.

E. Estimated Cost of Services. A cost estimate for election expenses is attached hereto and made a part of this contract as Exhibit "C" or Exhibit "C-1", whichever is applicable. The parties agree that these are an estimate only and that the CITY is obligated to pay their respective portion of the actual expenses of the election as set forth herein. The Contracting Officer agrees to advise the CITY if it appears that the actual expenses incurred by the Contracting Officer will exceed by 20% or more the estimated expenses to be paid initially by the Contracting Officer and reimbursed jointly by the CITY.

F. Administrative Fee. The CITY shall pay the Contracting Officer a 10 % administrative fee, pursuant to the Texas Election Code, Section 31.100.

V. GENERAL PROVISIONS

A. Nontransferable Functions. In accordance with Section 31.096 of the Texas Election Code, nothing in this contract shall be construed as changing

1. the authority with whom applications of candidates for a place on the ballot are filed;
2. the authority with whom documents relating to political funds and campaigns under Title 15 of the Texas Election Code are filed; or

B. Joint Election. The parties acknowledge that the Contracting Officer may contract with other entities holding elections at the same time as the CITY on May 1, 2021. If another election occurs in territory of the CITY, Bastrop County will notify the CITY of the existence of the situation and provide a joint election agreement.

C. Cancellation of Election. If the CITY cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$75. The Contracting Officer shall submit an invoice for such expenses (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation and the CITY shall make payment therefore in a manner similar to that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the CITY authorizes such major costs in writing. An entity canceling an election will not be

liable for any further costs incurred by the Contracting Officer in conducting the May 1, 2021 Joint Election.

D. *Contract Copies to Treasurer and Auditor.* In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this contract with the County Treasurer of Bastrop County, Texas and the County Auditor of Bastrop County, Texas.

E. *Representatives.* For purposes of implementing this contract and coordinating activities hereunder, the CITY and the Contracting Officer designate the following individuals, and whenever the contract requires submission of information or documents or notice to the CITY or the Contracting Officer, respectively, submission or notice shall be to these individuals:

For the CITY:

Ron M. Ramirez
Mayor At-Large
City of Elgin
310 N. Main St./PO Box 591
Elgin, TX 78621
Tel: (512) 281-5724
Fax: (512) 285-5962
Email: elginmayor@ci.elgin.tx.us

For the Contracting Officer:

Kristin Miles
Elections Administrator
Bastrop County
804 Pecan Street
Bastrop, TX 78602
Tel: (512) 581-7160
Fax: (512) 581-4260
Email: elections@co.bastrop.tx.us

F. *Amendment/Modification.* Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing, duly executed by the parties hereto. No official, representative, agent, or employee of Bastrop County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Bastrop County, Texas. No official, representative, agent, or employee of the CITY has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the CITY. Both the Contracting Officer and the CITY may propose necessary amendments or modifications to this Agreement in writing in order to conduct the Election smoothly and efficiently.

G. *Entire Agreement.* This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force and effect. Any oral representations or modifications concerning this

Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

H. Severability. If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and, parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

I. Third Party Beneficiaries. Except as otherwise provided herein, nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.

J. Mediation. Any controversy, claim or dispute arising out of or relating to this contract, shall be settled through mediation by the parties. The parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.023 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term “confidential” as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2021.

Ron M. Ramirez
Mayor At-Large
City of Elgin
Elgin, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2021.

Paul Pape
County Judge
Bastrop County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2021.

Kristin Miles
Elections Administrator
Bastrop County, Texas

EXHIBIT “A”

EARLY VOTING DATES, TIMES, AND LOCATIONS

Time Period:

Monday, April 19, 2021 through Tuesday, April 27, 2021.

Main Location:

City of Elgin Public Library, 404 N. Main Street, Elgin, TX 78621

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
19 8:00 am – 5:00 pm	20 8:00 am – 5:00 pm	21 8:00 am – 5:00 pm	22 8:00 am – 5:00 pm	23 8:00 am – 5:00 pm
26 7:00 am – 7:00 pm	27 7:00 am – 7:00 pm	28	29	30

Voting by Mail:

Kristin Miles, Bastrop County Elections Administrator, 804 Pecan Street, Bastrop, TX 78602

EXHIBIT “B”

CITY OF ELGIN ELECTION DAY POLLING LOCATION

City of Elgin Public Library, 404 N. Main Street, Elgin, TX 78621

EXHIBIT “C”
ESTIMATED COST OF MAY 1, 2021 ELECTION
JOINT ELECTION WITH ELGIN ISD

CITY OF ELGIN

Optical Ballots and Programming Expenses	\$ 9,769.79
Rental Fee for ExpressVote and Vote Tabulator (voting equipment)	
Staff Time and Mileage, Early Voting Clerks, Election Judges & Clerks, and Ballot Board	
Election Kits & other precinct supplies	\$ 200.00
SUBTOTAL	\$ 9,969.79
10% ADMINISTRATIVE FEE	<u>\$ 996.98</u>
TOTAL	<u>\$ 10,966.77</u>

EXHIBIT “C-1”

ESTIMATED COST OF MAY 1, 2021 ELECTION
WITHOUT JOINT ELECTION

CITY OF ELGIN

Optical Ballots and Programming Expenses	\$ 21,982.03
Rental Fee for ExpressVote and Vote Tabulator (voting equipment)	
Staff Time and Mileage, Early Voting Clerks, Election Judges & Clerks, and Ballot Board	
Election Kits & other precinct supplies	\$ 200.00
SUBTOTAL	\$ 22,182.03
10% ADMINISTRATIVE FEE	\$ <u>2,218.20</u>
TOTAL	\$ <u>24,400.23</u>

**AGREEMENT TO CONDUCT JOINT ELECTION BETWEEN
THE CITY OF ELGIN AND
ELGIN INDEPENDENT SCHOOL DISTRICT
FOR THE MAY 1, 2021 ELECTION**

**THE STATE OF TEXAS §
 §
COUNTY OF BASTROP §**

This Agreement to Conduct Joint Election (this “**Contract**”) is entered into by and among City of Elgin, a political subdivision of the State of Texas (the “**CITY**”), and Elgin Independent School District, a political subdivision of the State of Texas, (the “**ISD**”), each individually, a “**Party**” or, collectively, the “**Parties**,” pursuant to Chapter 271 of the Texas Election Code.

RECITALS

WHEREAS, the CITY and the ISD each expect to call an election to be held on May 1, 2021; and

WHEREAS, the CITY and the ISD desire to conduct such elections jointly pursuant to Chapter 271 of the Texas Election Code, and

WHEREAS, the CITY and the ISD desire to enter into a contract setting out the respective responsibilities of the Parties;

NOW, THEREFORE, the Parties agree as follows:

**ARTICLE I
PURPOSE**

1.01 The Parties have entered into this Contract to conduct a joint election on May 1, 2021. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places, and election procedures in order to best assist the voters of the Parties.

**ARTICLE II
JOINT ELECTION**

2.01 The Parties agree to conduct their respective May 1, 2021 elections jointly pursuant to Chapter 271 of the Texas Election Code. Specifically, the Parties agree to the use of common polling places for both early voting and election day. The Parties also agree that the election officers may be appointed to serve both elections and that a common ballot may be used where appropriate and that common equipment and ballot boxes may be used for both elections for all relevant purposes as provided in Chapter 271.

**ARTICLE III.
TERM**

3.01 Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract have been completed.

**ARTICLE IV
EACH PARTY RESPONSIBLE FOR ITS PRO RATA COST OF SERVICE AS BILLED**

4.01 The Parties acknowledge that they have each separately contracted for election services to be provided by Bastrop County Elections Administrator for the elections. All costs incurred by the Parties attributable to the coordination, supervision, and running of the election and incurred on behalf of the Parties, including expenses for supplies in connection with the election school(s), election supplies, wages paid for election workers, any paper ballots to be used for the election, and any other expenses reasonably and directly related to the election, including, without limitation, rental and programming of direct recording electronic voting devices and audio ballots shall be borne by the Parties based on their respective Election Services Agreement with the County Elections Administrator, and each Party will be responsible for their pro rata portion.

**ARTICLE V
GENERAL PROVISIONS**

5.01 This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Bastrop County, Texas.

5.02 In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been a part of the Contract.

5.03 This Contract constitutes the only agreement of the Parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

5.04 No amendment, modification, or alteration of this Contract shall be binding unless it is in writing, dated subsequent to the date of the Contract and duly executed by all of the Parties.

5.05 Any notice to be given hereunder by any party to the other shall be in writing and may be affected by personal delivery, by certified mail, or by common carrier. Notice to a party shall be addressed as follows:

ISD:

Dr. Jodi Duron
Superintendent of Schools
Elgin Independent School District
PO Box 351
Elgin, TX 78621

CITY:

Ron Ramirez
Mayor
City of Elgin
PO Box 591
Elgin, TX 78621

Notice by hand-delivery is deemed effective immediately, notice by certified mail is deemed effective three days after deposit with a U.S. Postal Office or in a U.S. Mail Box, and notice by a common carrier, is deemed effective upon receipt. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this Section.

Executed to be effective the ____ day of _____, 2021.

DISTRICT:

BY: _____

Dr. Jodi Duron, Superintendent
Elgin Independent School District

Executed to be effective the ____ day of _____, 2021.

CITY:

BY: _____

Ron Ramirez, Mayor
City of Elgin



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS EVIDENCING INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT, AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Finance/City Manager

PROPOSED ACTION:

Approval of the Resolution acknowledging the City's intent to reimburse its operating funds from future debt proceeds in support of various capital improvement projects.

BACKGROUND:

The City is presently engaged in the planning and design of various capital improvement projects including, but not limited to, design and construction of an enhanced County Line Road, expansion of the wastewater treatment plant, upsizing of transmission lines to the water treatment plant, and additional expansion/upgrades to the wastewater collection system. Due to their size and scope, the future funding source for all such projects will be some kind of debt instrument. Although final plans for all such project are still to be determined, the City is nonetheless incurring costs associated with these projects at this time. Passage of this Resolution provides legal authority for the City to retroactively reimburse itself from future debt proceeds for all such costs subsequent to issuance.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Resolution as presented.

ATTACHMENTS:

Resolution

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

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

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS EVIDENCING
INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS
OF DEBT, AND MAKING CERTAIN FINDINGS RELATED
THERE TO**

WHEREAS, the City of Elgin (the “Issuer”) intends to issue either tax-advantaged or taxable obligations (the “Obligations”) to finance certain capital improvement projects for authorized needs and purposes including, but not limited to, construction of supporting infrastructure for city-owned property and the general upgrade/expansion of the water and wastewater systems (collectively, the “Projects”); and,

WHEREAS, the Issuer desires to pay capital expenditures for acquiring and/or constructing the Projects from its General Fund and reimburse itself with the proceeds of the Obligations to be issued subsequent to the payment of such capital expenditures.

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

Section 1. The Issuer hereby expresses its intent to reimburse itself for all expenditures paid and to be paid in connection with the acquisition and/or construction of the Projects from the proceeds of the Obligations to be issued subsequent to the payment of all or a portion of such expenditures.

Section 2. In lieu of incurring debt at this time, the Issuer expects to pay a portion of the capital expenditures associated with the acquisition and construction of the Projects from the Issuer’s General Fund and/or unencumbered cash reserves.

Section 3. The Issuer expects that debt service on the Obligations to be issued to reimburse the Issuer for expenditures paid in connection with the acquisition and construction of the Projects will be paid from the Issuer’s revenues; and said expenditures may be made directly out of the General Fund and/or Utility Fund or from capital projects funds that may or may not have originated from General or Utility Funds.

Section 4. The maximum principal amount of the Obligations to be issued to finance the acquisition and construction of the Projects will be no more than \$25,000,000.

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

PASSED AND ADOPTED this 2nd day of February, 2021

RON M. RAMIREZ, Mayor
City of Elgin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

Item: CONSIDERATION OF POSSIBLE APPOINTMENTS TO THE PARKS & RECREATION ADVISORY BOARD AND THE HISTORIC REVIEW BOARD.

DEPARTMENT: Administration

PROPOSED ACTION: Appointment/re-appointment of members to the Parks & Recreation Advisory Board and the Historic Review Board as applicable.

BACKGROUND Cara Finesworth and Randy Krapf were appointed to Parks & Recreation Advisory board in January. Cara recently moved and Randy notified the City of his resignation January 26 because he is moving. The following are on file as applicants for Parks & Recreation Advisory board: Nicholas Arthur, Jessica Hunziker, Krystal Carlson, Malorie Harrod, applications are attached. Cynthia Burchfield currently serves on Historic Review Board. Her term expired December 31. Staff missed including her in the January Appointment process. Cynthia is interested in continuing to serve on HRB and needs to be considered for reappointment to Historic Review Board.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Appointment and/or re-appointment of members to the Parks & Recreation Advisory Board and the Historic Review Board as determined by the Mayor and City Council; and direction to staff as may be deemed appropriate.

ATTACHMENTS:

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

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

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

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

From: noreply@civicplus.com
To: [Amelia Sanchez](#)
Subject: Online Form Submittal: Application for Community Boards
Date: Friday, July 31, 2020 4:41:23 AM

Application for Community Boards

Step 1

First Name	Nicholas
Last Name	Arthur
Telephone	512-406-4280
Telephone	<i>Field not completed.</i>
Telephone	<i>Field not completed.</i>
Address	1017 Old McDade Rd.
City	Elgin
State	Texas
Zip Code	78621
Mailing Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Email Address	nicholas.tcb@gmail.com
Is email a way of contacting you promptly?	Yes
If not, how?	<i>Field not completed.</i>
Which of the Following Boards or Commissions Would You Like to Serve On	Envision Elgin, Parks and Recreation Board
If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.	1. Parks and Rec 2. Envision Elgin

(Section Break)	
Reference 1	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
(Section Break)	
Reference 2	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Fax Number	<i>Field not completed.</i>
(Section Break)	
Reference 3	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>

Fax Number	Field not completed.
(Section Break)	
Occupation and/or Area(s) of Expertise	ISA Certified Arborist
Education	Some College, Professional Training
Additional Information	
Do you reside within the City Limits of Elgin?	Yes
If yes, how long?	1 Day
What Ward?	ETJ
Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	1017 Old McDade Rd.
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	Field not completed.
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	Field not completed.
Why would you like to serve on the selected Board or Commission?	I believe parks are a crucial part of what makes a city great.
Do you or your employer have any business dealings with the	No

City of Elgin that might present
a conflict of interest?

Do you have your employer's support to serve on a Board or Commission? No

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

Do you agree to complete any training necessary for the Board or Commission? Yes

How did you hear of the available position(s)? City of Elgin website

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant Nicholas B Arthur

Date 7/31/2020

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

From: noreply@civicplus.com
To: [Amelia Sanchez](#)
Subject: Online Form Submittal: Application for Community Boards
Date: Tuesday, November 17, 2020 11:05:59 AM

CAUTION: This email originated from outside of the City of Elgin. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Application for Community Boards

Step 1

First Name	Krystal
Last Name	Carlson
Telephone	<i>Field not completed.</i>
Telephone	<i>Field not completed.</i>
Telephone	5129241819
Address	211 Taylor Rd
City	Elgin
State	TX
Zip Code	78621
Mailing Address	211 Taylor Rd
City	Elgin
State	TX
Zip Code	78621
Email Address	kcarlson87@gmail.com
Is email a way of contacting you promptly?	Yes
If not, how?	<i>Field not completed.</i>
Which of the Following Boards or Commissions Would You Like to Serve On	Parks and Recreation Board

If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.

Field not completed.

Why do you want to serve on this board?

I graduated with a Bachelor of Science Degree in Recreational Administration. I am currently serving on the Design Committee for the City of Elgin and would love to contribute even more to my community in a field/area that I enjoy and am familiar with.

(Section Break)

Occupation and/or Area(s) of Expertise

Dell Technologies

Education

Bachelor of Science Degree

Additional Information

(1) Do you reside within the City Limits of Elgin?

Yes

If yes, Council Ward:

EW4

(2) Do you reside within the Elgin Independent School District?

Yes

(3) Are you a registered Voter?

Yes

(4) For at least the preceding twelve (12) months

I am a registered voter of the city who has resided within the corporate limits of the City of Elgin; or,

Yes

I am an owner of real property within the corporate limits of the City of Elgin; or,

Yes

I am an owner of a business located within the corporate limits of the City of Elgin.

No

(5) I have no delinquent City of Elgin taxes, utilities, or other City assessments; and have no pending claim against the City.

No

(6) I receive no compensation from nor am I employed by, nor hold any other position with, the City of Elgin government.

No

(7) Are you currently serving on any other City Board/Commission/Committee?

Yes

If yes, please indicate name:

Design Committee

(8) Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest?

No

If yes, please explain:

Field not completed.

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

I have read, understand, accept all Elgin City Code requirements relative to my proposed membership to the City of Elgin Board and/or Commission for which I am applying; and, based on my understanding of those requirements, hereby represent that I am fully qualified to serve accordingly.

KLC

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant

Krystal Carlson

Date

11/17/2020

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

From: noreply@civicplus.com
To: [Amelia Sanchez](#)
Subject: Online Form Submittal: Application for Community Boards
Date: Sunday, August 30, 2020 8:54:11 PM

CAUTION: This email originated from outside of the City of Elgin. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Application for Community Boards

Step 1

First Name	Malorie
Last Name	Harrod
Telephone	2147971343
Telephone	<i>Field not completed.</i>
Telephone	2147971343
Address	2849 FM 1704
City	Elgin
State	TEXAS
Zip Code	78621
Mailing Address	2849 FM 1704
City	Elgin
State	TEXAS
Zip Code	78621
Email Address	maloried117@yahoo.com
Is email a way of contacting you promptly?	Yes
If not, how?	<i>Field not completed.</i>
Which of the Following Boards or Commissions Would You Like to Serve On	Parks and Recreation Board

If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.

Field not completed.

(Section Break)

Reference 1	Ashley Smith
Email Address	<i>Field not completed.</i>
Address	202 Joe Sayers Street
City	Elgin
State	TEXAS
Zip Code	78621
Phone Number	512-809-0538
Fax Number	<i>Field not completed.</i>

(Section Break)

Reference 2	Marquita Ferguson
Email Address	marquita@gmail.com
Address	1109 FM 3000
City	Elgin
State	TEXAS
Zip Code	78621
Phone Number	5129713570
Fax Number	<i>Field not completed.</i>

(Section Break)

Reference 3	Jess Bernstein
Email Address	jbb Bernstein@gmail.com
Address	380 Arbors Circle
City	Elgin
State	TEXAS

Zip Code	78621
Phone Number	5122297001
Fax Number	<i>Field not completed.</i>
(Section Break)	
Occupation and/or Area(s) of Expertise	Former SPED Teacher, now SAHM
Education	Bachelors of Science, Health at TAMU
Additional Information	
Do you reside within the City Limits of Elgin?	No
If yes, how long?	<i>Field not completed.</i>
What Ward?	<i>Field not completed.</i>
Do you reside within the Elgin Independent School District?	Yes
Do you own property or a business in the Elgin Area?	Yes
If yes, please specify business name and/or property location	2849 FM 1704
Are you a registered voter?	Yes
Are you currently serving on any other City of Elgin Board/Commission/Committee?	No
If yes, please indicate name	<i>Field not completed.</i>
Recognizing that serving on a Board or Commission is often time consuming, are you committed to attending all regularly scheduled meetings?	Yes
If not, why?	<i>Field not completed.</i>
Why would you like to serve on the selected Board or Commission?	I want to be involved in the effort and planning of our amazing city's parks and recreation department.

Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest?

No

Do you have your employer's support to serve on a Board or Commission?

Yes

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

Do you agree to complete any training necessary for the Board or Commission?

Yes

How did you hear of the available position(s)?

Elizabeth Marzec

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant

Malorie Harrod

Date

8/31/2020

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

From: noreply@civicplus.com
To: [Amelia Sanchez](#)
Subject: Online Form Submittal: Application for Community Boards
Date: Saturday, October 31, 2020 12:25:27 PM

CAUTION: This email originated from outside of the City of Elgin. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Application for Community Boards

Step 1

First Name	Jessica
Last Name	Hunziker
Telephone	<i>Field not completed.</i>
Telephone	<i>Field not completed.</i>
Telephone	512-751-7211
Address	206 Lake Placid Run
City	Elgin
State	Texas
Zip Code	78621
Mailing Address	206 Lake Placid Run
City	Elgin
State	Texas
Zip Code	78621
Email Address	jessahunziker@gmail.com
Is email a way of contacting you promptly?	Yes
If not, how?	<i>Field not completed.</i>
Which of the Following Boards or Commissions Would You Like to Serve On	Parks and Recreation Board

If you apply for multiple boards/commissions, please rank your preferences as 1st, 2nd, 3rd, etc.

Field not completed.

Why do you want to serve on this board?

The Recreation Department serves as the heart of the community. The events hosted have given my family a sense of belonging to our new hometown. As a mom and an experienced preschool teacher I understand the benefit of the gross motor activities a well planned playscape provides. I hope to serve my community by helping shape the way current and future neighbors come together and play.

(Section Break)

Occupation and/or Area(s) of Expertise

Early Childhood Educator

Education

AA General Studies

Additional Information

(1) Do you reside within the City Limits of Elgin?

Yes

If yes, Council Ward:

2

(2) Do you reside within the Elgin Independent School District?

Yes

(3) Are you a registered Voter?

Yes

(4) For at least the preceding twelve (12) months

I am a registered voter of the city who has resided within the corporate limits of the City of Elgin; or,

No

I am an owner of real property within the corporate limits of the City of Elgin; or,

Yes

I am an owner of a business located within the corporate limits of the City of Elgin.

No

(5) I have no delinquent City of Elgin taxes, utilities, or other

Yes

City assessments; and have no pending claim against the City.

(6) I receive no compensation from nor am I employed by, nor hold any other position with, the City of Elgin government. Yes

(7) Are you currently serving on any other City Board/Commission/Committee? No

If yes, please indicate name: *Field not completed.*

(8) Do you or your employer have any business dealings with the City of Elgin that might present a conflict of interest? No

If yes, please explain: *Field not completed.*

Board members are required to participate in training and obtain a certificate of completion for the Texas Open Meetings Act and Public Information Act within 90 days after date of appointment.

I have read, understand, accept all Elgin City Code requirements relative to my proposed membership to the City of Elgin Board and/or Commission for which I am applying; and, based on my understanding of those requirements, hereby represent that I am fully qualified to serve accordingly. JH

Completing and submitting this application does not guarantee your placement on a city board. Your application will be reviewed and kept on file for 2 years for possible placement of an opening on a Board or Commission.

Signature of Applicant Jessica Hunziker

Date 10/31/2020

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: School zone safety on County Line Road - Councilmember Ibis

DEPARTMENT: N/A

PROPOSED ACTION:

No Council action proposed by staff; This item has been placed on the agenda at the request of Councilmember Ibis

BACKGROUND:

From Councilmember Ibis: “There are no School Zone Flashing Beacons on County Line Road for Elgin High School or Neidig Elementary like there are for Elgin Middle School. There are no continuous sidewalks connecting Elgin High school to Homestead or Eagles Landing-the closest neighborhoods within walking distance to Elgin High School.”

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Consideration of Councilmember Ibis’s input regarding the school zone safety on County Line Road.

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.