



AGENDA
ELGIN CITY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 6, 2022
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
6:30 PM

Members of the public may watch the meeting at:

https://www.youtube.com/channel/UC3OGBV_loV0Nr3AqM1jTzA

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC HEARING

1. Public Hearing On The Proposed FY22-23 Annual Budget

Documents:

[PUBLIC HEARING ON THE PROPOSED FY22-23 ANNUAL BUDGET.PDF](#)
[2022-2023 ANNUAL BUDGET MESSAGE.PDF](#)

2. Public Hearing On The Proposed FY22-23 Tax Rate

Documents:

[PUBLIC HEARING ON THE PROPOSED FY22-23 TAX RATE.PDF](#)
[CITY OF ELGIN 50-876_NOTICE_2022.PDF](#)
[CITY OF ELGIN 2022 SIGNED TAX RATE CALCULATIONS.PDF](#)

3. Public Hearing On An Appeal Of A Denial For Project #202200090: A Replat For "Replat Of Lot 6A, Elgin Business Park", Located On A Parcel Of Land Known By The Bastrop County Appraisal District As Parcel 84631, To Remove A Buffer Note On An Existing Plat.

Documents:

[NEW PUBLIC HEARING COUNCIL COVERSHEET.PDF](#)

4. Public Hearing On An Ordinance Amending The Official Zoning Map Of The City Of Elgin, Texas Adopted In Chapter 46, Section 46-3, Revised Code Of

Ordinances, City Of Elgin, Texas, 2013 And Making This Amendment A Part Of Said Official Zoning Map, To Wit: To Rezone From C-3 (Highway Commercial District) To R-3 (Single Family, Two Family, And Industrialized Housing District) On Saratoga Farms Sec. 6, Blocks F & H, And Block G, Lots 1-12 And Being Described In Exhibit "A", Attached Hereto And Providing A Savings Clause And Repealing Conflicting Ordinances And Resolutions.

Documents:

[NEW PUBLIC HEARING COUNCIL COVERSHEET.PDF](#)

- 5. Public Hearing On An Ordinance Amending The Official Zoning Map Of The City Of Elgin, Texas Adopted In Chapter 46, Section 46-3, Revised Code Of Ordinances, City Of Elgin, Texas, 2013 And Making This Amendment A Part Of Said Official Zoning Map, To Wit: To Rezone As Planned Development District (PDD), The Property Being Approximately 34.72 Acres Of Land, More Or Less, Out Of The Henry Martin Survey Number 65, Abstract Number 518 In Travis Co., TX And Being All Of A Called 34.72 Acre Tract, As Conveyed Hagn Family Partnership, Recorded In Volume 13334, Volume 0050, Official Public Records Of Travis Co., TX, Said Tract Being More Particularly Described In Exhibit "A", Attached Hereto And Providing A Savings Clause And Repealing Conflicting Ordinances And Resolutions.**

Documents:

[NEW PUBLIC HEARING COUNCIL COVERSHEET.PDF](#)

VI. PUBLIC COMMENT

The "PUBLIC COMMENT" item posted on the agenda is reserved for members of the public who would like to address the City Council regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the City Council during the meeting shall do so under the "PUBLIC COMMENT" agenda item. Speakers shall 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. **As of May 1, 2022, all such public comments will be done IN PERSON. You may email public comments and they will be distributed to each of the Council Members but not read out loud.**

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 a "PUBLIC COMMENT FORM".

Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or Staff Member. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from any personal attacks or derogatory comments directed at any Council Member, Staff Member, other individual, or group.

VII. PRESENTATION

- 1. A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER AS CAPCOG PREPAREDNESS MONTH**

Documents:

[A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER AS
CAPCOG PREPAREDNESS MONTH.PDF](#)

VIII. CITY MANAGERS REPORT

1. #ETX150 SESQUICENTENNIAL UPDATE

Documents:

[EXSUMMARY ETX150 UPDATE9062022.PDF](#)
[SEPTEMBER 2022 UPDATEETX150.PDF](#)

2. General Activity Report And/Or Project Update

Documents:

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

IX. CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that are considered to be self-explanatory by the City Council and will be enacted with one motion, one second, and one vote. Any member of the City Council may pull any item from the Consent Agenda in order that the City Council discuss and act upon it individually as a part of the Regular Agenda.

1. City Council Regular Meeting Minutes August 16, 2022

Documents:

[EX SUMMARY- AUGUST 16, 2022 REGULAR MEETING MINUTES.PDF](#)
[08-16-2022 CITY COUNCIL REGULAR MEETING MINUTES.PDF](#)

2. City Council Worksession Meeting Minutes - August 23, 2022

Documents:

[EX SUMMARY- AUGUST 23, 2022 WORKSESSION MEETING
MINUTES.PDF](#)
[08-23-2022 CITY COUNCIL WORKSESSION MEETING MINUTES.PDF](#)

3. CONSIDER WAIVING FEES FOR COSTS ASSOCIATED WITH STREET CLOSURES AND PARK RENTAL FOR THE ELGIN ISD HOMECOMING COMMUNITY PARADE AND PEP RALLY WEDNESDAY SEPTEMBER 14, 2022

Documents:

[EXSUMMARYEISDHOMECOMINGPARADEPEPRALLY22.PDF](#)
[EISDHOMECOMINGPARADEREQUEST.PDF](#)
[EHS HOMECOMING PARADE MAP 2022.PDF](#)

4. CONSIDERATION OF A REQUEST BY ST. PETERS LUTHERAN CHURCH TO WAIVE THE FEES ASSOCIATED WITH RESERVING VETERANS MEMORIAL PARK FOR A NATIVITY SCENE DISPLAY NOVEMBER 27, 2022 THROUGH DECEMBER 26, 2022

Documents:

[EXSUMMARYSTPETERSLUTHERANCHURCHREQUEST.PDF](#)
[LETTER TO CITY COUNCIL REQUEST FOR FEE BREAK CHRISTMAS 2022.PDF](#)
[PARKRESERVATIONSVETERANSPARK8-23-2022 .PDF](#)

- 5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH ECS SOUTHWEST, LLP OF AUSTIN, TEXAS FOR GEOTECHNICAL ENGINEERING SERVICES RELATED TO THE VETERAN'S MEMORIAL PARK EXPANSION PHASE 1 PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO**

Documents:

[EXSUMMARY - AUTH VTPK GEOTECH.PDF](#)
[RESAUTH VTPKGEOTECH922.PDF](#)
[GEOTECH PROPOSAL_ECS SOUTHWEST_VETERANS PARK_REV081922.PDF](#)

- 6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH ECS SOUTHWEST, LLP OF AUSTIN, TEXAS FOR GEOTECHNICAL ENGINEERING SERVICES RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO**

Documents:

[EXSUMMARY - AUTH EPD GEOTECH.PDF](#)
[RESAUTH EPDGEOTECH922.PDF](#)
[GEOTECH PROPOSAL_ECS SOUTHWEST_ELGIN PD_REV081922.PDF](#)

- 7. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A NEW PLAN REVIEW, INSPECTION SERVICES, AND JURISDICTION SERVICES AGREEMENT BETWEEN THE CITY OF ELGIN AND ARCH TECHNICAL SERVICES (DbA ATS ENGINEERS, INSPECTORS, & SURVEYORS) FOR THE CONTINUATION OF BUILDING AND FIRE RELATED SERVICES AND MAKING CERTAIN FINDINGS RELATED THERETO**

Documents:

[NEW COUNCIL COVERSHEET.PDF](#)
[RESOLUTION.PDF](#)
[EXHIBIT A.PDF](#)

- 8. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT BETWEEN THE CITY OF ELGIN, TEXAS (CITY) AND TOCKER FOUNDATION FOR THE ELGIN COURIER DIGITIZATION GRANT**

Documents:

[EXSUMMARYTOCKERFOUNDATIONDIGITIZATIONGRANT.PDF](#)
[RESOLUTIONTOCKERFOUNDATIONDIGITIZATIONGRANT.PDF](#)
[TOCKER FOUNDATION CONTRACTCM.PDF](#)
[ELGIN CONTRACT COVER LETTER-DIGITIZATION.PDF](#)

X. NEW BUSINESS

- 1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS PLACING A PROPOSAL ON THE SEPTEMBER 27, 2022 COUNCIL MEETING TO ADOPT A**

2022 TAX YEAR PROPOSED PROPERTY TAX RATE THAT WILL EXCEED THE NO NEW REVENUE TAX RATE BUT DOES NOT EXCEED THE VOTER APPROVAL TAX RATE NOR THE DE MINIMIS RATE FOR THE CITY OF ELGIN, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; CALLING A PUBLIC HEARING ON THE PROPOSED PROPERTY TAX RATE TO BE HELD ON SEPTEMBER 27, 2022 AT 6:30 PM

Documents:

[EX SUMMARY-RESOLUTION TO SET THE TAX RATE .PDF](#)
[A RESOLUTION SETTING THE PROPERTY TAX RATE.PDF](#)

- 2. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS APPROVING AND ADOPTING A PROPOSED BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, AND PROVIDING THAT EXPENDITURES FOR SAID BUDGET SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET**

Documents:

[EX SUMMARY-BUDGET.PDF](#)
[AN ORDINANCE APPROVING THE BUDGET ON FIRST READING.PDF](#)
[EXHIBIT A PROPOSED BUDGET FY 2022-23.PDF](#)

- 3. AN ORDINANCE LEVYING TAXES FOR MAINTENANCE AND OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ELGIN, TEXAS, AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE 2022 TAX YEAR**

Documents:

[EX SUMMARY-ORDINANCE TO ADOPT THE TAX RATE.PDF](#)
[AN ORDINANCE LEVYING TAXES OF THE MUNICIPAL GOVERNMENT AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE 2022 TAX YEAR.PDF](#)

- 4. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE TRAFFIC CODE BY DESIGNATING BALLAST DRIVE IN THE PEPPERGRASS RESIDENTIAL SUBDIVISION AS A NO PARKING ZONE FROM 7:00AM THROUGH 5:00PM MONDAY THROUGH FRIDAY; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS**

Documents:

[EX SUMMARY - ORD BALLAST NO PARKING.PDF](#)
[ORDBALLAST NOPARKING922.PDF](#)
[PEPPERGRASS PETITION 8.16.2022.PDF](#)

- 5. Appeal Of A Denial For Project #202200090: A Replat For "Replat Of Lot 6A, Elgin Business Park", Located On A Parcel Of Land Known By The Bastrop County Appraisal District As Parcel 84631, To Remove A Buffer Note On An Existing Plat.**

Documents:

[NEW COUNCIL COVERSHEET.PDF](#)
[ATTACHMENT 1 - JULY 25, 2022 PZC MINUTES.PDF](#)
[ATTACHMENT 2 - ORIGINAL STAFF REPORT TO PZC.PDF](#)
[ATTACHMENT 3 - APPLICATION.PDF](#)

- 6. AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE FROM C-3 (GENERAL HIGHWAY DISTRICT) TO R-3 (SINGLE FAMILY, TWO FAMILY, AND INDUSTRIALIZED HOUSING DISTRICT) ON SARATOGA FARMS SECTION 6, BLOCKS F & H, AND BLOCK G, LOTS 1-12 (AND BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO) AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS**

Documents:

[NEW COUNCIL COVERSHEET.PDF](#)
[REZONING ORDINANCE AND EXHIBIT A.PDF](#)
[ATTACHMENT 1 - STAFF REPORT.PDF](#)
[ATTACHMENT 2 - APPLICATION.PDF](#)
[ATTACHMENT 3 - STAFF ADDED COMPREHENSIVE PLAN EXHIBITS.PDF](#)
[ATTACHMENT 4 - STAFF ADDED ZONING MAP.PDF](#)

- 7. AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE AS PDD PLANNED DEVELOPMENT DISTRICT THE PROPERTY BEING 34.72 ACRES OF LAND, MORE OR LESS, OUT OF THE HENRY MARTIN SURVEY NUMBER 65, ABSTRACT NUMBER 518 IN TRAVIS CO., TX AND BEING ALL OF A CALLED 34.72 ACRE TRACT, AS CONVEYED HAGN FAMILY PARTNERSHIP, RECORDED IN VOLUME 13334, VOLUME 0050, OFFICIAL PUBLIC RECORDS OF TRAVIS CO., TX, SAID TRACT BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A"; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS**

Documents:

[NEW COUNCIL COVERSHEET.PDF](#)
[PDD REZONING ORDINANCE AND PDD EXHIBITS.PDF](#)
[STAFF REPORT.PDF](#)
[ATTACHMENT 1 APPLICATION WITH OWNERS AUTHORIZATION.PDF](#)
[ATTACHMENT 2 STAFF ADDED COMPREHENSIVE PLAN EXHIBIT.PDF](#)
[ATTACHMENT 3 STAFF ADDED ZONING MAP.PDF](#)
[ATTACHMENT 4 STAFF COMPLIANCE LETTER.PDF](#)
[ATTACHMENT 5 STAFF ADDED PROPOSED NORTH-SOUTH ARTERIAL MAP.PDF](#)
[ATTACHMENT 6 STAFF ADDED ORD2021-10-12-38 EAGLES LANDING PHASES III- IV.PDF](#)

XI. EXECUTIVE SESSION

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

XII. RECONVENE

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

XIII. ANNOUNCEMENTS

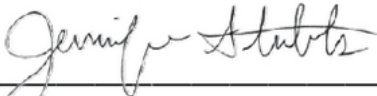
XIV. ADJOURMENT

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. Action, if any, will be taken in open session.

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

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, Jennifer Stubbs, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Friday, September 2, 2022, in accordance with Chapter 551 of the Texas Government Code.



Jennifer Stubbs, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public Hearing on the Proposed FY22-23 Annual Budget

DEPARTMENT: City Manager

PROPOSED ACTION:

No Council action proposed; This item is to allow for public comments on the proposed FY22-23 Annual Budget prior to its consideration for adoption by the City Council.

BACKGROUND:

This hearing was scheduled as part of the Budget Development Calendar and represents one of the final steps in the development of the FY22-23 Annual Budget.

The proposed *FY22-23 Annual Budget* is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations, and services. The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses.

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

The proposed *FY22-23 Annual Budget* is predicated on a reduction of the current property tax rate to \$.544664/\$100 valuation.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: N/A

ATTACHMENTS:

City Manager's Budget Message (*The Budget document is available for review by the public at City Hall, the Elgin Public Library, or at <https://www.elgintexas.gov/176/Tax-Rates-Budget-Info>*).

{ } 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.



City of Elgin Office of the City Manager

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

August 16, 2022

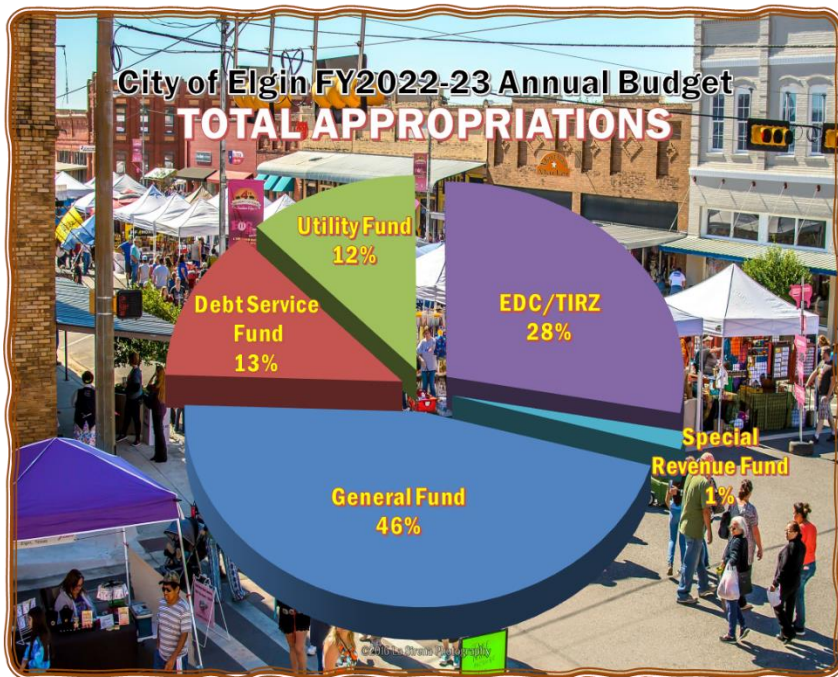
Mayor and City Council
City of Elgin
310 North Main Street
Elgin, Texas 78621

Re: City Manager's FY2022-23 Annual Budget Message

Dear Mayor McShan and City Councilmembers,

In accordance with the provisions of Article VII, Section 2 of the Elgin City Charter, the proposed *Annual Operating Budget* for the City of Elgin for the Fiscal Year of October 1, 2022 through September 30, 2023, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY2022-23 Annual Budget* is **\$29,296,920** to be generally distributed as described herein.



The proposed *FY2022-23 Annual Budget* is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations, & services.

While the primary goal of the proposed budget is to maintain existing service levels, the staff remains focused on enhancing service levels wherever possible.

The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses. The *FY2022-23 Annual Budget* as proposed is delineated into six (6) basic funding categories:

- **General Fund (\$13.5M)** - revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars.

- **Utility Fund (\$3.4M)** - an enterprise fund monitoring all financial transactions relating to the provision of potable water and sanitary sewer services through the city's systems
- **Debt Management Fund (\$3.7M)** – all proceeds and expenditures related to servicing, annual debt payments, and/or management of various debt obligations
- **EDC/TIRZ Fund (\$7.9M)** – funding of economic development efforts including the City Economic Development Corporation and the Tax Increment Reinvestment Zone
- **Special Revenue Funds (\$.48M)** revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream, including grant funds

FY2022-23 ANNUAL BUDGET - Budget Highlights and Issues

As the City of Elgin completes its Sesquicentennial Year, the many challenges and attributes of historic growth and development continue to be our primary focus. The City continues to proceed to a doubling of its population in a very short period of time, which includes a wide range of benefits and service demands for city operations.

Existing homes	1,952
Homes currently under construction	906
Lots formally approved for construction	7,474
Subtotal - Homes Built/Approved	10,332
Currently proposed additional homes	3,755
Totals	14,087

***Does not include Original Town - approx. 2,500 homes**

The City is currently projected to construct up to 700 new homes in calendar year 2022. There are currently over 10,000 single-family homes authorized for residential subdivisions that are all in some phase of development – from platted lots to active construction to completed homes. Additional projects currently in the concept/discussion phase would add nearly 3,800 more homes to this list. Including existing homes in the Original Town area and based on current activity, the City of Elgin and its service area could easily grow to over **40,000 residents** in the next 5-7 years.

Although most new retail and commercial business development plans in response to this growth has been adversely impacted by COVID and/or supply chain-related issues, projects are continuing to move forward. The Circle Brewing Company project, the Poco Loco Grocery, and Burger King are just a few of the new businesses anticipated to open before the end of the 2022 calendar year.

The City and its Economic Development Corporation (EDC) has also reached agreement with the following new businesses and employers that are scheduled to begin construction within the next six months in the Elgin Business Park III and will create hundreds of new jobs:

- Southside Market & Barbeque (world headquarters),
- Yerico Manufacturing Inc. (semiconductors),
- Sykes Industries (product design & manufacturing)
- Carr Lane Manufacturing (tooling & components)
- Cullen Texas Health (CBD manufacturing & distribution)

The EDC also recently announced another one-of-its-kind project with Aviators Pizza to bring a new family-oriented restaurant and entertainment venue to the Elgin Business Park II.

The City has also continued to strengthen its overall financial position and viability. The General Fund – the primary source of funding for basic city services - ended last year (and is projected to end the current fiscal year) with a healthy operating surplus; which will result in the continuing stabilization of its unencumbered fund balance.

In its most recent report, the City's Independent Auditor (Brooks Watson & Co.) produced an unmodified opinion in its annual audit report, the highest level of assurance that can be achieved through such analysis. The auditor also commented that the City's overall financial position is as strong as it has been for many years.

PROPERTY TAX

Property taxes typically provide the largest source of money local governments use to pay for schools, streets, roads, parks, police, fire protection and many other services. Texas law establishes the process followed by city officials in determining (a) the value for property, (b) ensuring that values are equal and uniform, (c) setting tax rates and (d) collecting taxes. **However, in the management of the overall cost to taxpayers, the only control exercised by the City of Elgin is the annual setting of the City tax rate.**

The proposed *FY22-23 Annual Budget* is predicated on adoption of the "Voter Approval" property tax rate of **\$544664/\$100 valuation** – a **reduction** of \$.04533 over the current rate. The proposed rate is also **more than \$.04 lower** than the rate the City could adopt without automatically triggering an election.

A variety of issues have come together to allow for this one-time opportunity:

- Property tax revenue projected for FY22-23 assumes continuing moderate growth as home construction and development activity is anticipated to continue at the current rate.
- For the first time, FY22-23 Budget projects the City to receive more overall revenue from Sales Tax than it does Property Tax (While this is obviously a sign of success, the City must be cautious of becoming overly dependent on a variable revenue source like sales tax to fund basic services).
- Funds provided through the 2021 & 2021A Certificates of Obligation Program will provide sufficient capital project funding throughout the year, lessening the need for utilization of current-year funds.
- This proposed tax rate would demonstrate the City doing their part in helping to lessen the struggle many Elgin homeowners are having with overall housing costs.

The adoption of the proposed rate would also result in the City *decreasing* its property tax rate by nearly 17% over a two-year period.

UTILITY RATES

The City has stabilized its Utility Fund in recent years by addressing issues related to operating deficits and additional debt service. As part of that effort, the Council approved a general policy of including a small, annual inflationary adjustments to basic water and sewer rates. However, given the current overall status of the Utility Fund, the proposed FY22-23 Budget includes no utility rate increase.

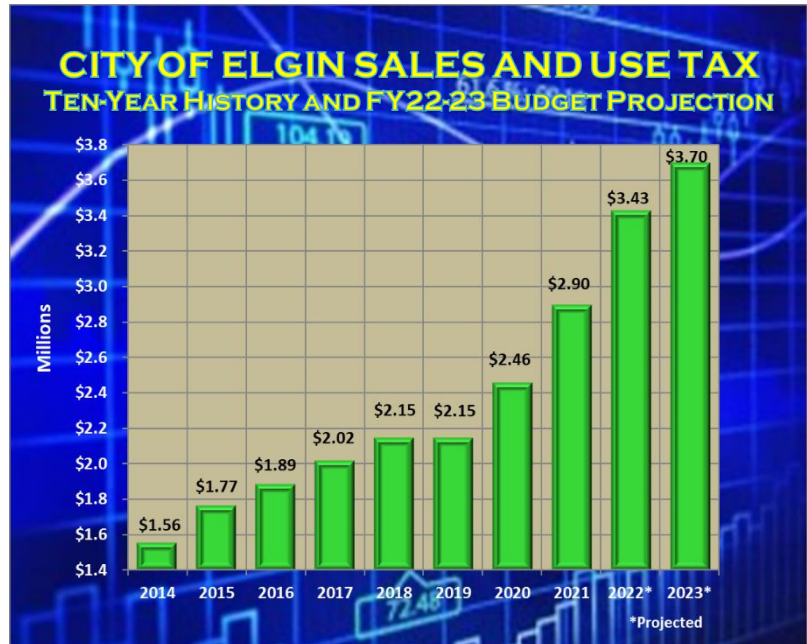
One change that could occur to monthly utility bills is related to fees for curbside collection of household trash and recyclables. Waste Management, the City's service provider, is anticipated to exercise their option to increase rates by **2.85%**, which will be passed on to our utility customers.

SALES & USE TAX

The State of Texas imposes a 6.25% sales and use tax on “all retail sales, leases and rentals of most goods, as well as taxable services”. The City of Elgin, like nearly all Texas cities, imposes an additional 2.0% sales tax to create a maximum combined rate of 8.25%. Of that total, Bastrop County receives 0.5% and the City Economic Development Corporation (EDC) receives 0.5%. **Of the 8.25% sales and use tax all consumers pay in Elgin, the City receives just 1.0% in support of operations and services.**

The City has experienced steady growth in sales tax revenue over the last decade, but the last two years have produced historic income levels:

- Total Sales Tax Revenue (including the City EDC portion) is currently projected to exceed **\$3.4M** by the end of the current fiscal year – which would be the City’s highest one-year total ever.
- Total sales tax revenue for the month of May was \$348,327 – the highest one-month amount in the City’s history.
- Prior to October, 2019, the City had a total of only four (4) different months - *in its history* - where total combined Sales Tax Revenue exceeded \$200,000. In the last twenty-two (22) months, the City has **averaged \$205,050** in monthly total sales tax revenues.



EMPLOYEE COMPENSATION

The City must continue to provide appropriate and market-competitive compensation for all city employees in order to provide the highest possible level of services. The current state of the job market in central Texas, combined with the City’s need to grow staff and services, makes it imperative that our compensation levels be sufficient to recruit and retain a professional staff.

Accordingly, the proposed *FY22-23 Budget* includes a Cost-of-Living Adjustment (COLA) of **5.0%** in base salaries for all full-time city employees that will take effect October 1.

In addition, departmental budgets have been enhanced to allow for further adjustments in pay based on market analysis. Current staff assessment has indicated that while the “middle range” of employee compensation is comparable to other local government pay scales in our area, the City of Elgin’s starting pay and salaries for top level staff are not. Funding has already been included in the proposed *FY22-23 Budget* for these adjustments, however, the specific amounts and positions will be reviewed and approved by Council before implementation.

Analysis is on-going, but it is currently anticipated that there will be a 15% increase in overall costs associated with Employee Health Insurance – for both the City and employees. The increase will include an upgrade in the current benefit plan.

2021COs & 2021A CERTIFICATES OF OBLIGATION CAPITAL IMPROVEMENT PROGRAM

During the 2021 calendar year, the majority of City Council authorized a major step forward in city operations through the approved issuance of Certificates of Obligation (COs) to fund utility system upgrades (including the wastewater treatment plant expansion and weatherization of the water treatment plant), the County Line Road Phase 1 Reconstruction Project, a new Elgin Police Department Station, new restrooms at Elgin Memorial Park, an expansion of Veteran's Park in Downtown Elgin, and upgrades to Thomas Memorial Park in addition to other projects.

CITY OF ELGIN 2021 CERTIFICATES OF OBLIGATION	
WWATER TREATMENT PLANT EXPANSION -	\$7,570,000
✓ (\$15.9M Total Project Cost – combined w savings & private funding) Construction underway and progressing as planned; anticipated completion 1 st Quarter, 2023	
WATER WELL NO. 10 -	\$900,000
✓ Engineering and design underway; project completion anticipated by EOY-2022	
WEATHERIZE WATER TREATMENT PLANT -	\$1,500,000
✓ (a) Engineering plans and bidding documents in development for WTP Main Generator, (b) Large multi-purpose portable generator ordered with delivery anticipated by 8/22, (c) Quick connections: Completed	
PISTOL HILL WATER TANK -	\$ 49,493
✓ (\$4.9M Total Project – primarily grant funded) Project design and administration underway through Texas General Land Office	
FM1100 WATER MAIN	\$842,625
✓ Concept Plan complete; engineering to begin post-Aqua WSC negotiations	

CITY OF ELGIN 2021A CERTIFICATES OF OBLIGATION	
COUNTY LINE RD WIDENING PHASE 1 -	\$4,500,000
✓ Construction underway; anticipated completion Fall, 2023	
EDC ROAD AND UTILITY IMPROVEMENTS -	\$3,175,000
✓ Design and engineering underway; construction anticipated to start EOY-2022	
DT REVITALIZATION SIDEWALKS -	\$75,000
✓ Construction underway	
STRS/MLK/DOWNTOWN SIDEWALKS -	\$25,000
✓ Plans under review; TxDOT anticipated to start construction EOY-2022	
DEMOLISH BUILDING – 202A DEPOT ST. -	\$20,000
✓ Project completed	

Unfortunately, the City was forced into an unusual and counterproductive situation of having to fund this program through two (2) CO issues within six months of each other.

An alleged petition of city voters was threatened by a small group of individuals that ultimately resulted in the City having to fund only the Utility projects first, with the General Government projects being funded by a second CO issue.

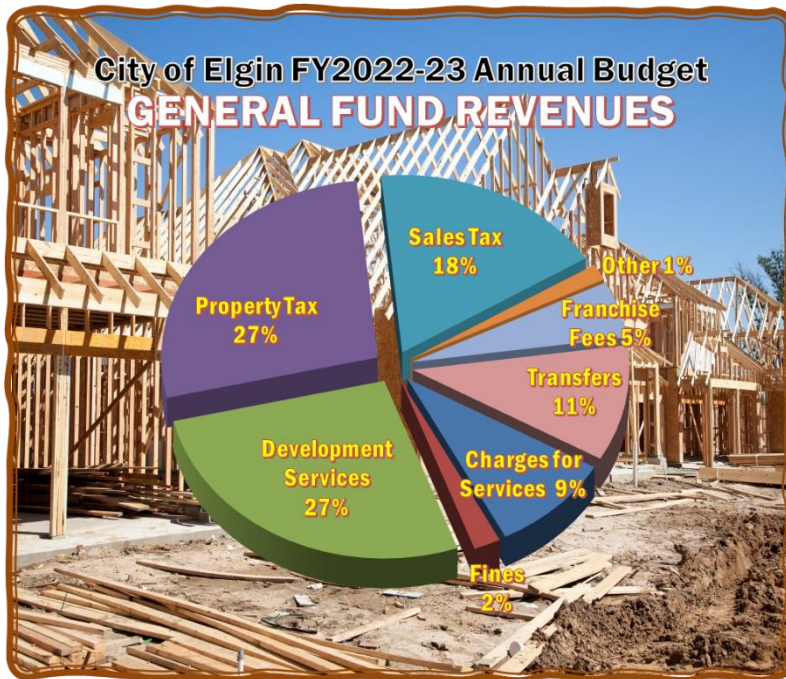
CITY OF ELGIN 2021 CERTIFICATES OF OBLIGATION	
REFURBISH STORAGE TANKS	\$500,000
✓ Project complete	
WWATER LINES/HARVEST RIDGE UPSIZING -	\$525,000
✓ Project complete	
LIFT STATION – FM1704 -	\$1,750,000
✓ Project complete	
ELM CREEK LIFT STATION REHAB -	\$350,000
✓ Project complete	
CARVER ST LIFT STATION -	\$420,000
✓ Awaiting formal notification of grant application; engineering to begin thereafter	

CITY OF ELGIN 2021A CERTIFICATES OF OBLIGATION	
VETERAN'S PARK IMPROVEMENTS PHASE 1 -	\$600,000
✓ Project plans approved; anticipated construction start – 1 st Qtr, 2023	
ELGIN MEMORIAL PARK RESTROOMS -	\$160,000
✓ Project plans approved; construction underway	
THOMAS PARK IMPROVEMENTS -	\$150,000
✓ Preliminary project plans approved; anticipated construction start – 8/22	
ADD/RENOVATE POLICE DEPT STATION -	\$3,500,000
✓ Plans approved; Design team and Construction-Manager-at-Risk selected; anticipated construction start – EOY 2022; anticipated completion Fall, 2023	

As the City dealt with this obstruction, the overall total amount of CO-funded projects actually *increased* from the staff's original proposal of **\$24.1M** to **\$26.6M**.

Nonetheless, city staff, with the support of City Council, was able to overcome these obstacles to ultimately secure funding for these much-needed projects. Nearly all of the projects are in active development; with a number already completed - and all are anticipated to be completed within the next 12-14 months.

GENERAL FUND REVENUE



The General Fund is the City of Elgin's principal operating fund for essential city services. It is used to account for all financial resources except those required to be accounted for in other funds, such as the Water and Sewer Fund or Special Revenue Funds. All general tax revenues and other receipts that are not allocated by law or otherwise restricted to other funds are accounted for in this fund.

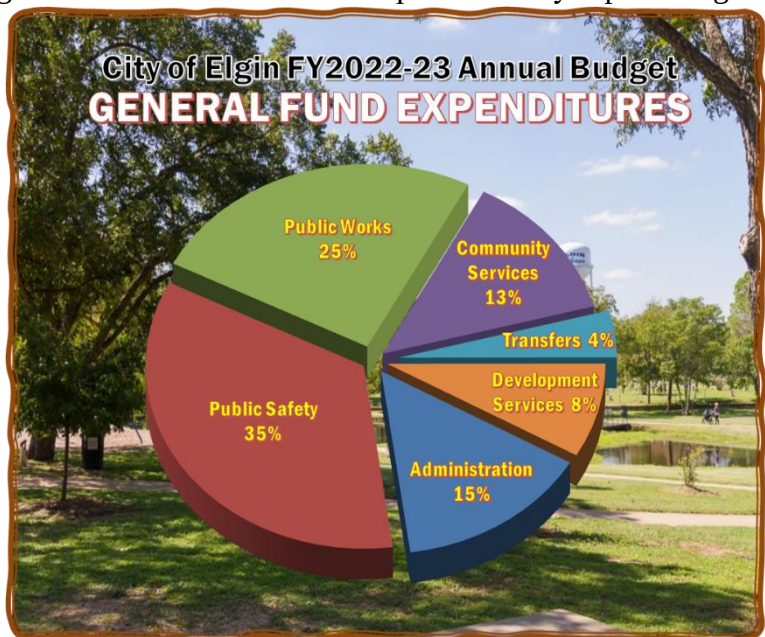
The General Fund is the largest fund for the City and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding.

GENERAL FUND EXPENDITURES

The General Fund is the primary operating fund of the City and is utilized to account for all costs traditionally associated with city government. It is similar to a private entity's providing resources to pay for the vast majority of administrative/operating expenses. The proposed *FY22-23 Annual Budget* includes total General Fund expenditures of **\$13.5M**.

Within City of Elgin operations, General Fund Expenditures are those costs associated with the provision of essential city services including, but not limited to public safety, parks, recreation, library, public works, mobility, and asset maintenance. The primary sources of income supporting the General Fund are Property and Sales Taxes.

The proposed *FY22-23 Budget* also includes a continuation of our on-going efforts to upgrade and improve existing city streets, particularly in the "Original Town" area. The funding plan includes a commitment of **\$500,000** to street reconstruction and rehabilitation. This funding will position the city to invest **\$1M** in street improvements over a two-year period in the "Original Town" area - one of the highest commitments to street maintenance ever made by the City from operating revenues.



STAFFING

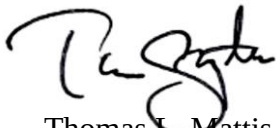
The proposed budget includes full-year funding for up to **one hundred seventy-two (172) total city employees**: one hundred thirty (131) full-time, seventeen (17) part-time positions, and twenty-four (24) seasonal positions.

Eighteen (18) new positions are included in the proposed FY22-23 Annual Budget:

- One (1) Records Clerk Position in the City Manager's Office
- One (1) Accounts Payable Clerk Position in Finance
- One (1) Animal Control Officer Position in Police
- Four (4) Patrol Officer Positions in Police
- One (1) Youth Services Assistant Position in Library
- Two (2) Circulation Clerk Position (PT) in Library
- One (1) Technical Services Clerk Position (PT) in Library
- One (1) Rec Center Coordinator Position in Recreation
- Two (2) Rec Center Front Desk Staff Positions in Recreation
- One (1) Equipment Maintenance Technician Position in Public Works-Equipment Maintenance
- One (1) Laborer Positions in Street Maintenance
- One (1) Treatment Plant Operator Position in Water Operations
- One (1) Lab Technician Position in Wastewater Operations

These are both challenging and exciting times for the City of Elgin and this financial plan for the next fiscal year will allow our operation to continue moving forward. On behalf of the city staff, I thank the Mayor and City Council for the opportunity to serve the citizens of Elgin during this historic time.

Sincerely,



Thomas L. Mattis
City Manager



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public Hearing on the Proposed FY22-23 Tax Rate

DEPARTMENT: City Manager

PROPOSED ACTION:

No Council action proposed; This item is to allow for public comments on the proposed FY22-23 Annual Budget prior to its consideration for adoption by the City Council.

BACKGROUND:

This hearing was scheduled as part of the Budget Development Calendar and represents one of the final steps in the development of the FY22-23 Annual Budget.

The proposed *FY22-23 Annual Budget* is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations, and services. The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses.

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

The proposed *FY22-23 Annual Budget* is predicated on a reduction of the current property tax rate to \$.544664/\$100 valuation.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: N/A

ATTACHMENTS:

Tax Rate Notice and Tax Sheet (*The Budget document is available for review by the public at City Hall, the Elgin Public Library, or at <https://www.elgintexas.gov/176/Tax-Rates-Budget-Info>*).

{ } 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.

NOTICE OF PUBLIC HEARING ON TAX INCREASE

PROPOSED TAX RATE \$ 0.544664 per \$100
NO-NEW-REVENUE TAX RATE \$ 0.492225 per \$100
VOTER -APPROVAL TAX RATE \$ 0.544664 per \$100

The no-new-revenue tax rate is the tax rate for the 2022 tax year that will raise the same amount
(current tax year)
of property tax revenue for CITY OF ELGIN from the same properties in both
(name of taxing unit)
the 2021 tax year and the 2022 tax year.
(preceding tax year) (current tax year)

The voter-approval tax rate is the highest tax rate that CITY OF ELGIN may adopt without holding
(name of taxing unit)
an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that CITY OF ELGIN is proposing
(name of taxing unit)
to increase property taxes for the 2022 tax year.
(current tax year)

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON 09/06/2022 06:30 PM

09/27/2022 6:30 PM
(date and time)
at City Council Chambers, 404 North Main St, Elgin, TX.
(meeting place)

The proposed tax rate is not greater than the voter-approval tax rate. As a result, CITY OF ELGIN is not required
(name of taxing unit)
to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or
opposition to the proposed tax rate by contacting the members of the City of Elgin of
(name of office responsible for administering the election)
CITY OF ELGIN at their offices or by attending the public hearing mentioned above.
(name of taxing unit)

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

(List names of all members of the governing body below, showing how each voted on the proposal to consider the tax increase or, if one or more were absent, indicating absences.)

FOR the proposal:

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by CITY OF ELGIN last year
(name of taxing unit)
to the taxes proposed to be imposed on the average residence homestead by CITY OF ELGIN this year.
(name of taxing unit)

	2021	2022	Change
Total tax rate (per \$100 of value)	0.589977	0.544664	7.68 decrease
Average homestead taxable value	182,500	204,087	11.82 increase
Tax on average homestead	1,076	1,111	3.25 increase
Total tax levy on all properties	4,093,259	5,101,797	24.63 increase

For assistance with tax calculations, please contact the tax assessor for CITY OF ELGIN
at (512) 581-7161 or taxoffice@co.bastrop.tx.us, or visit https://www.bastroptac.com
(telephone number) (email address) (name of taxing unit) (internet website address)

2022 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

CITY OF ELGIN

Taxing Unit Name

(512) 281-2621

Phone (area code and number)

PO Box 591, Elgin, TX, 78621

Taxing Unit's Address, City, State, ZIP Code

www.elgintx.com

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2021 total taxable value. Enter the amount of 2021 taxable value on the 2021 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 775,283,958
2.	2021 tax ceilings. Counties, cities and junior college districts. Enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 0
3.	Preliminary 2021 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 775,283,958
4.	2021 total adopted tax rate.	\$ 0.589977/\$100
5.	2021 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value. A. Original 2021 ARB values: \$ 0 B. 2021 values resulting from final court decisions: - \$ 0 C. 2021 value loss. Subtract B from A. ³	\$ 0
6.	2021 taxable value subject to an appeal under Chapter 42, as of July 25. A. 2021 ARB certified value: \$ 0 B. 2021 disputed value: - \$ 0 C. 2021 undisputed value. Subtract B from A. ⁴	\$ 0
7.	2021 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 0

¹ Tex. Tax Code § 26.012(14)

² Tex. Tax Code § 26.012(14)

³ Tex. Tax Code § 26.012(13)

⁴ Tex. Tax Code § 26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2021 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ <u>775,283,958</u>
9.	2021 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2021. Enter the 2021 value of property in deannexed territory. ⁵	\$ <u>0</u>
10.	2021 taxable value lost because property first qualified for an exemption in 2022. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2022 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2021 market value:..... \$ <u>848,709</u> B. Partial exemptions. 2022 exemption amount or 2022 percentage exemption times 2021 value:..... + \$ <u>668,161</u> C. Value loss. Add A and B. ⁶	\$ <u>1,516,870</u>
11.	2021 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2022. Use only properties that qualified in 2022 for the first time; do not use properties that qualified in 2021. A. 2021 market value: \$ <u>0</u> B. 2022 productivity or special appraised value: - \$ <u>0</u> C. Value loss. Subtract B from A. ⁷	\$ <u>0</u>
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ <u>1,516,870</u>
13.	2021 captured value of property in a TIF. Enter the total value of 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2021 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ <u>79,967,307</u>
14.	2021 total value. Subtract Line 12 and Line 13 from Line 8.	\$ <u>693,799,781</u>
15.	Adjusted 2021 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ <u>4,093,259</u>
16.	Taxes refunded for years preceding tax year 2021. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2021. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. ⁹	\$ <u>3,454</u>
17.	Adjusted 2021 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ <u>4,096,713</u>
18.	Total 2022 taxable value on the 2022 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ <u>1,003,384,917</u> B. Counties: Include railroad rolling stock values certified by the Comptroller's office:..... + \$ <u>0</u> C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:..... - \$ <u>0</u> D. Tax increment financing: Deduct the 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2022 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹² - \$ <u>119,949,363</u> E. Total 2022 value. Add A and B, then subtract C and D.	\$ <u>883,435,554</u>

⁵ Tex. Tax Code § 26.012(15)⁶ Tex. Tax Code § 26.012(15)⁷ Tex. Tax Code § 26.012(15)⁸ Tex. Tax Code § 26.03(c)⁹ Tex. Tax Code § 26.012(13)¹⁰ Tex. Tax Code § 26.012(13)¹¹ Tex. Tax Code § 26.012, 26.04(c-2)¹² Tex. Tax Code § 26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. 2022 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ <u>53,251,604</u>
	B. 2022 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	+ \$ <u>0</u>
	C. Total value under protest or not certified. Add A and B.	\$ <u>53,251,604</u>
20.	2022 tax ceilings. Counties, cities and junior colleges enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>0</u>
21.	2022 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>936,687,158</u>
22.	Total 2022 taxable value of properties in territory annexed after Jan. 1, 2021. Include both real and personal property. Enter the 2022 value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total 2022 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2021. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2021 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2022. ¹⁹	\$ <u>104,403,928</u>
24.	Total adjustments to the 2022 taxable value. Add Lines 22 and 23.	\$ <u>104,403,928</u>
25.	Adjusted 2022 taxable value. Subtract Line 24 from Line 21.	\$ <u>832,283,230</u>
26.	2022 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>0.492225</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2022 county NNR tax rate. ²¹	\$ <u>0.000000</u> /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2021 M&O tax rate. Enter the 2021 M&O tax rate.	\$ <u>0.404063</u> /\$100
29.	2021 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>775,283,958</u>

¹³ Tex. Tax Code § 26.01(c) and (d)

¹⁴ Tex. Tax Code § 26.01(c)

¹⁵ Tex. Tax Code § 26.01(d)

¹⁶ Tex. Tax Code § 26.012(6)(B)

¹⁷ Tex. Tax Code § 26.012(6)

¹⁸ Tex. Tax Code § 26.012(17)

¹⁹ Tex. Tax Code § 26.012(17)

²⁰ Tex. Tax Code § 26.04(c)

²¹ Tex. Tax Code § 26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2021 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ <u>3,132,635</u>
31.	Adjusted 2021 levy for calculating NNR M&O rate. A. M&O taxes refunded for years preceding tax year 2021. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. + \$ <u>2,257</u> B. 2021 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2022 captured appraised value in Line 18D, enter 0. - \$ <u>25,458</u> C. 2021 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ <u>-180,000</u> D. 2021 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ <u>-203,201</u> E. Add Line 30 to 31D.	\$ <u>2,929,434</u>
32.	Adjusted 2022 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>832,283,230</u>
33.	2022 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ <u>0.351975</u> /\$100
34.	Rate adjustment for state criminal justice mandate.²³ A. 2022 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ <u>0</u> B. 2021 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100
35.	Rate adjustment for indigent health care expenditures.²⁴ A. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. \$ <u>0</u> B. 2021 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose. - \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100

²² [Reserved for expansion]²³ Tex. Tax Code § 26.044²⁴ Tex. Tax Code § 26.041

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	Rate adjustment for county indigent defense compensation. ²⁵ A. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ <u>0</u> B. 2021 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose. \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ <u>0.000000</u> / \$100
37.	Rate adjustment for county hospital expenditures. ²⁶ A. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ <u>0</u> B. 2021 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021. \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ <u>0.000000</u> / \$100
38.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information. A. Amount appropriated for public safety in 2021. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ <u>0</u> B. Expenditures for public safety in 2021. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ <u>0.000000</u> / \$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> / \$100
39.	Adjusted 2022 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ <u>0.351975</u> / \$100
40.	Adjustment for 2021 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2021 should complete this line. These entities will deduct the sales tax gain rate for 2022 in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2021, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ <u>0</u> B. Divide Line 40A by Line 32 and multiply by \$100 \$ <u>0.000000</u> / \$100 C. Add Line 40B to Line 39.	\$ <u>0.351975</u> / \$100
41.	2022 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ <u>0.364294</u> / \$100

²⁵ Tex. Tax Code § 26.0442²⁶ Tex. Tax Code § 26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	Disaster Line 41 (D41): 2022 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	\$ 0.000000/\$100
42.	Total 2022 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2022, verify if it meets the amended definition of debt before including it here. ²⁸ Enter debt amount \$ 1,750,000 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0 D. Subtract amount paid from other resources - \$ 0 E. Adjusted debt. Subtract B, C and D from A.	\$ 1,750,000
43.	Certified 2021 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 43,762
44.	Adjusted 2022 debt. Subtract Line 43 from Line 42E.	\$ 1,706,238
45.	2022 anticipated collection rate. A. Enter the 2022 anticipated collection rate certified by the collector. ³⁰ 101.00% B. Enter the 2021 actual collection rate. 102.00% C. Enter the 2020 actual collection rate. 101.00% D. Enter the 2019 actual collection rate. 102.00% E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹	101.00%
46.	2022 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 1,689,344
47.	2022 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 936,687,158
48.	2022 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.180353/\$100
49.	2022 voter-approval tax rate. Add Lines 41 and 48.	\$ 0.544647/\$100
D49.	Disaster Line 49 (D49): 2022 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ 0.000000/\$100

²⁷ Tex. Tax Code § 26.042(a)²⁸ Tex. Tax Code § 26.012(7)²⁹ Tex. Tax Code § 26.012(10) and 26.04(b)³⁰ Tex. Tax Code § 26.04(b)³¹ Tex. Tax Code §§ 26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2022 county voter-approval tax rate.	\$ <u>0.000000</u> /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes Not Applicable

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2021 or May 2022, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2021, enter 0.	\$ <u>0</u>
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2021 or in May 2022. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2021. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ <u>0</u>
53.	2022 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ <u>0.000000</u> /\$100
55.	2022 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0.000000</u> /\$100
56.	2022 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2021 or in May 2022. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2021.	\$ <u>0.000000</u> /\$100
57.	2022 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>0.000000</u> /\$100
58.	2022 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ <u>0.000000</u> /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

Not Applicable

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ <u>0</u>
60.	2022 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ <u>0.000000</u> /\$100
62.	2022 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ <u>0.000000</u> /\$100

³² Tex. Tax Code § 26.041(d)

³³ Tex. Tax Code § 26.041(f)

³⁴ Tex. Tax Code § 26.041(d)

³⁵ Tex. Tax Code § 26.04(c)

³⁶ Tex. Tax Code § 26.04(c)

³⁷ Tex. Tax Code § 26.045(d)

³⁸ Tex. Tax Code § 26.045(f)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	2021 unused increment rate. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. If the number is less than zero, enter zero.	\$ 0.000017 /\$100
64.	2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2021, enter zero.	\$ 0.000000 /\$100
65.	2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2021, enter zero.	\$ 0.000000 /\$100
66.	2022 unused increment rate. Add Lines 63, 64 and 65.	\$ 0.000017 /\$100
67.	2022 voter-approval tax rate, adjusted for unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.544664 /\$100

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2022 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.351975 /\$100
69.	2022 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 936,687,158
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.053379 /\$100
71.	2022 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.180353 /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ 0.585707 /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate**Not Applicable**

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

³⁹ Tex. Tax Code § 26.013(a)⁴⁰ Tex. Tax Code § 26.013(c)⁴¹ Tex. Tax Code §§ 26.0501(a) and (c)⁴² Tex. Local Gov't Code § 120.007(d), effective Jan. 1, 2023⁴³ Tex. Tax Code § 26.063(a)(1)⁴⁴ Tex. Tax Code § 26.012(8-a)⁴⁵ Tex. Tax Code § 26.063(a)(1)⁴⁶ Tex. Tax Code § 26.042(b)⁴⁷ Tex. Tax Code § 26.042(f)

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2021 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0.000000</u> /\$100
74.	Adjusted 2021 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2021 and the taxing unit calculated its 2021 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2021 worksheet due to a disaster, enter the 2021 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49. - or - If a disaster occurred prior to 2021 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2021, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2021 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2021 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2021 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ <u>0.000000</u> /\$100
75.	Increase in 2021 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ <u>0.000000</u> /\$100
76.	Adjusted 2021 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ <u>0</u>
78.	Adjusted 2022 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ <u>0.000000</u> /\$100
80.	2022 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ <u>0.000000</u> /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.492225 /\$100
As applicable, enter the 2022 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). Indicate the line number used: 26

Voter-approval tax rate. \$ 0.544664 /\$100
As applicable, enter the 2022 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
Indicate the line number used: 67

De minimis rate. \$ 0.585707 /\$100
If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.⁵⁰

print here → Ellen Owens
Printed Name of Taxing Unit Representative

sign here → 
Taxing Unit Representative

August 1, 2022
Date

⁴⁸ Tex. Tax Code §26.042(c)

⁴⁹ Tex. Tax Code §26.042(b)

⁵⁰ Tex. Tax Code §§ 26.04(c-2) and (d-2)



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public hearing on an appeal of a denial for Project #202200090: A replat for “Replat of Lot 6A, Elgin Business Park”, located on a parcel of land known by the Bastrop County Appraisal District as Parcel 84631, to remove a buffer note on an existing plat.

DEPARTMENT: Development Services.

PROPOSED ACTION: No Council action proposed or requested at this time; this item is to allow for public comments on the proposed appeal.

BACKGROUND: The Planning & Zoning Commission made a motion to deny this project at their July 25, 2022 meeting.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ Date: _____

RECOMMENDATION: None.

ATTACHMENTS: None.

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

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

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public hearing on an Ordinance amending the Official Zoning Map of the City of Elgin, Texas adopted in Chapter 46, Section 46-3, Revised Code of Ordinances, City of Elgin, Texas, 2013 and making this amendment a part of said official zoning map, to wit: to rezone from C-3 (Highway Commercial District) to R-3 (Single Family, Two Family, and Industrialized Housing District) on Saratoga Farms Sec. 6, Blocks F & H, and Block G, Lots 1-12 and being described in Exhibit “A”, attached hereto and providing a savings clause and repealing conflicting ordinances and resolutions.

DEPARTMENT: Development Services.

PROPOSED ACTION: No Council action proposed or requested at this time; this item is to allow for public comments on the proposed ordinance in accordance with State law (Saratoga Farms Sec. 6 Administrative Rezoning from C-3 to R-3).

BACKGROUND: The Planning & Zoning Commission held the first public hearing on August 22, 2021. At that meeting the Commission recommended approval of the item.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ Date: _____

RECOMMENDATION: None.

ATTACHMENTS: None.

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public hearing on an Ordinance amending the Official Zoning Map of the City of Elgin, Texas adopted in Chapter 46, Section 46-3, Revised Code of Ordinances, City of Elgin, Texas, 2013 and making this amendment a part of said official zoning map, to wit: to rezone as Planned Development District (PDD), the property being approximately 34.72 acres of land, more or less, out of the Henry Martin Survey Number 65, Abstract Number 518 in Travis Co., TX and being all of a called 34.72 acre tract, as conveyed Hagn Family Partnership, recorded in Volume 13334, Volume 0050, Official Public Records of Travis Co., TX, said tract being more particularly described in Exhibit "A", attached hereto and providing a savings clause and repealing conflicting ordinances and resolutions.

DEPARTMENT: Development Services.

PROPOSED ACTION: No Council action proposed or requested at this time; this item is to allow for public comments on the proposed ordinance in accordance with State law (Eagles Landing Phase 5 from R-1 to PDD).

BACKGROUND: The Planning & Zoning Commission held a workshop on June 27, 2022. At that meeting the Commission provided input on the request.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ **Date:** _____

RECOMMENDATION: None.

ATTACHMENTS: None.

☐ 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.

A PROCLAMATION AUTHORIZING RECOGNITION OF SEPTEMBER AS CAPCOG PREPAREDNESS MONTH

WHEREAS, the ten-county Capital Area Council of Governments (CAPCOG) is a political subdivision of the state of Texas serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson counties; and,

WHEREAS, the State of Texas historically leads the nation in the number of federally-declared disasters, be they natural hazards, technological, or human-caused; and,

WHEREAS, National Preparedness Month is an opportunity for CAPCOG to inform and educate the residents, businesses, schools, and communities in the CAPCOG region to be more prepared by developing the capabilities needed to prevent, protect against, respond to, recover from, and mitigate against all threats and hazards and,

WHEREAS, preparedness is the responsibility of every resident of the CAPCOG ten-county region; and

WHEREAS, preparedness is a national priority with the goal of shared safety and resilience; and

WHEREAS, personal, business, animal, and private-sector preparedness may serve to mitigate the impacts of various incidents, emergencies, and disasters in the CAPCOG region; and

WHEREAS, the City of Elgin encourages all residents to participate in preparedness activities and are asked to review preparedness information at *Ready.gov*, and to sign up to receive emergency alerts via *WarnCentralTexas.org* to become more knowledgeable and prepared;

THEREFORE, BE IT RESOLVED, I, Mayor of the City of Elgin, do proclaim the month of September 2022, as CAPCOG Preparedness Month and encourage all residents, businesses, schools, and communities to develop emergency preparedness and resiliency plans and to register at *WarnCentralTexas.org* to receive emergency alerts.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Elgin, Texas to be affixed this 6th day of September 2022.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: #ETX150 Sesquicentennial Update

DEPARTMENT: Community Services

PROPOSED ACTION: Receive Sesquicentennial Update from Special Events Contractor

BACKGROUND:

Special Events Contractor Sarah O'Brien will review Founder's Day festivities, give a current budget report highlighting expenditures YTD as well as budget projections, and provide a look ahead highlighting upcoming #ETX150 events and projects.

Elgin is celebrating 150 years of history with a dynamic series of events, programs, projects and unique experiences designed with the entire community in mind. The City Council appointed Sesquicentennial committee continues to work with City Staff, Committee Chairs, volunteers and the special events contractor engaging the community, cultivating community pride and recognition, and striving to ensure this is a memorable year for Elginites.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Receive report from Sesquicentennial Event Contractor

ATTACHMENTS:

ETX150 Sesquicentennial Update

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

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

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

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



WILDCATS

ELGIN

ELGIN



\$33,000 Raised for
Veteran's Memorial Park



MILESTONES: Elgin, Texas History



The serpentine black line depicts the path of the Katy Railroad, which connected agricultural production and distant markets while creating new communities and livelihoods. Elgin is a good example of this, named as it was for a railroad engineer. After 150 years, we can all cherish that history and revel in Elgin's excellent prospects for a harmonious future with a host of new enterprises to go with those that



ONLINE STORE



HAPPY

Happy Birthday
Elgin, Texas

Begin

BLUE BONNET

ELGIN
UNITEENTH
ORGANIZATION

Uniteenth Organization
Supports
VOLUNTEER
WAS
THER

OUTSIDE

Chevrolet

My Boyfriend started to picture himself living in Elgin, so thank you for helping to create such a wonderful event! It really had an impact on the people that were able to attend. - EISD New Faculty Member

The Founders Day bash has made an excellent impression on the community. EHA was happy to be a part of it. We had lots of compliments on everything! -Sandy Murphee

It was a day that I will remember the rest of my life. I may have been around for the centennial and the sesquicentennial, but I can assure you that I will not be here for the bi-centennial, but I am certain that it will certainly not be as memorable as Saturday was. - Sydna Arbuckle

You're so welcome! It was a great event and surpassed my expectations for sure. Attendance was great, variety of vendors was great. Overall just great!! -Cortney, Down Home Ranch

Thank you for giving us the opportunity and reaching out to allow us to be a part of such a great event. Every great small-town Texas (if you can call Elgin that anymore) has one those great old-fashioned schools and gyms with SO much history. I really enjoyed standing in for a while as some of the speakers discussed the great people who had come through that school and continue to serve others today. We all enjoyed being there!

- Justin, HEB



ETX150 Total FY 22 Funding

Elgin Texas Sesquicentennial

Budget 12-2-2021

Graphic Design	1,000.00
Marketing	24,000.00
Souvenirs / Specialty items	7,600.00
150th Light Pole banners	6,500.00
Time Capsule	2,000.00
Historical Marker	1,000.00
Arcadia photo book	2,000.00
Oral Histories	2,000.00
Events	46,000.00
Contractor / Consultant Services	40,000.00
TOTAL	132,100.00

\$25,000 EDC

\$5,000 Friends of Elgin Parks

\$2,000 Elgin Main Street

\$3,800 Downtown Elgin, Inc

\$100,000 Council Allocation

\$135,800 TOTAL FUNDING

ETX150 As of August 21, 2022

	Original Budget	YTD Actual	FY 22 Projections	FY 23 Budget
Graphic Design	\$ 1,000.00		\$ -	\$ -
Marketing	\$ 24,000.00	\$ 16,522.02	\$ 2,000.00	\$ 5,000.00
Souvenirs/Speciality Items	\$ 7,600.00	\$ 3,095.73	\$ -	\$ -
150th Banners/Signs	\$ 6,500.00	\$ 8,435.50	\$ 2,100.00	\$ 3,000.00
Time Capsule	\$ 2,000.00	\$ -	\$ -	\$ 7,000.00
Historical Marker	\$ 1,000.00	\$ -	\$ -	\$ -
Book	\$ 2,000.00	\$ 10,380.06		\$ -
Oral Histories	\$ 2,000.00	\$ 668.69	\$ 350.00	\$ -
Events	\$ 46,000.00	\$ 23,790.41	\$ 7,500.00	\$ 10,500.00
Event Contractor Services	\$ 40,000.00	\$ 12,500.00	\$ 2,500.00	\$ 10,000.00
* Float		\$ 8,539.73	\$ 500.00	\$ -
TOTALS	\$ 132,100.00	\$ 83,932.14	\$ 14,950.00	\$ 35,500.00

Projected Expenses for 12/31/22 = \$134,382.14
 Total Funding = \$135,800

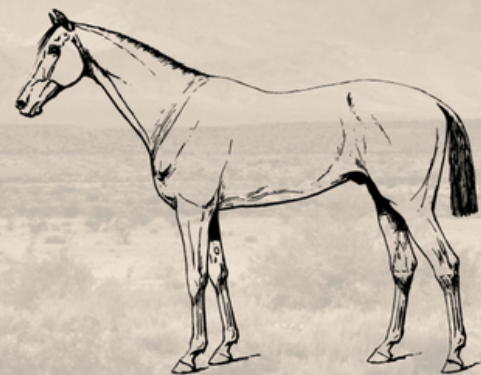
CEMETERY TOURS

Westbrook- October 9th

Latin- November 1st

COME JOIN THE
FRIENDS OF THE ELGIN PUBLIC LIBRARY
FOR A NEW PROGRAM!

SONGWRITER FLETCHER CLARK
WILL BE RECOUNTING RUNAWAY
SCRAPE IN SONG, VERSE, AND
CHARACTERIZATION. HE WILL BE USING
A COUPLE OF SELECTIONS FROM HIS
ALBUM, SONGS OF SUSANNA.



SUNDAY, SEPT 18
2:00 PM



Hogeye Festival





TEXAS ARBOR DAY
&
T.R.E.E. INITIATIVE

HELP US PLANT 150 TREES IN 2022.

T.R.E.E. Initiative



Veteran's Appreciation



Time to Shine



DEC. 3RD

COCOA STROLL

LIGHTED PARADE

It's time to Shine

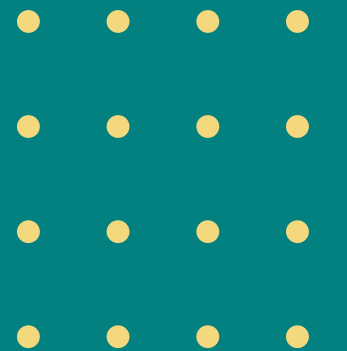
Elgin

#ETx150

11 A.M. TO 7 P.M.

FESTIVE FOOD

TIME CAPSULE



New Year's Eve

**Saturday,
December 31
7 p.m.**

**ELGIN
Glowing
into
2023**

#ETX150



Total Funding \$135,800.00

Projected Expenses \$134,382.14

Projected Expenses + Fireworks \$149,382.14

Additional Funding Request \$15,000.00



Save the Date for more #ETX150 Sesquicentennial events headed your way!

<i>September 18th</i>	Runaway Scrape Presentation
<i>October 9th</i>	Westbrook Cemetery Tour
<i>October 20th - 22nd</i>	Hogeye Festival Weekend
<i>November 1st</i>	Latin Cemetery Tours
<i>November 6th</i>	Arbor day & T.R.E.E Initiative
<i>November 12th</i>	Veterans Appreciation
<i>December 3rd</i>	Time to Shine
<i>December 31st</i>	Glowing into 2023





Questions? infoetx150@gmail.com



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: General Activity Report and/or Project Update

DEPARTMENT: City Manager/Staff

PROPOSED ACTION:

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

BACKGROUND:

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

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

N/A

ATTACHMENTS:

None.

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

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

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes-August 16, 2022

DEPARTMENT: Administration

PROPOSED ACTION: Approval of the City Council Regular Meeting Minutes-August 16, 2022

BACKGROUND: N/A

BUDGET/FINANCIAL IMPACT:

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

Finance Approval:

Signature: _____ Date: _____

RECOMMENDATION: Approval of the City Council Regular Meeting Minutes-August 16, 2022

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.

MINUTES
ELGIN CITY COUNCIL REGULAR MEETING
ELGIN PUBLIC LIBRARY ANNEX CITY COUNCIL CHAMBERS
404 NORTH MAIN STREET
August 16, 2022

CALL TO ORDER

Mayor McShan called the meeting to order at 6:30 p.m.

ROLL CALL

Present: Theresa McShan, Mayor
Sue Brashar, Mayor Pro Tem
Arthur Gibson III, Council Member
Joy Casnovsky, Council Member
Matthew Callahan, Council Member
Forest Dennis, Council Member
Al Rodriguez, Council Member
Chuck Swain, Council Member

Absent: Skyler Maldonado, Council Member

Mayor McShan stated there was a quorum and that Mr. Gibson is not here because of work. Mayor Pro Tem Brashar made a motion to excuse Mr. Gibson's absence. Mr. Gibson seconded the motion. All voted in favor. The motion carried.

Staff: Thomas L. Mattis, City Manager
Jennifer Stubbs, City Secretary
Amy Miller, Community Development Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Pam Sanders, HR Director
Marty Coursey, Interim CFO
David Harrell, Development Services Director

INVOCATION

Mr. Callahan provided the invocation.

PLEDGE OF ALLEGIANCE

Mayor McShan led those in attendance in reciting the Pledge of Allegiance to the Flag of the United States of America and Pledge of Allegiance to the Texas Flag.

PUBLIC COMMENT

Ms. Courtney Paris, 506 Lexington Rd, submitted a public comment and requested to speak before the specific item rather than the public comment item. Mayor McShan stated she could. There was no one else from the audience who wished to speak under the public comment item.

CITY MANAGERS REPORT

1. Presentation Of The Proposed FY2022-23 City Of Elgin Annual Operating Budget

Mr. Mattis presented the proposed budget. He stated that there is no deficit spending and submitted a balanced budget. Mr. Mattis stated that the total appropriations are just shy of \$30 million dollars. He stated this is the first-year sales taxes will exceed property taxes. Mr. Mattis stated that the property tax rate would decrease 17% over a two-year period and answered questions of the Council.

2. General Activity Report And/Or Project Update

Mr. Mattis provided an update about the parking issue at Peppergrass. He recommended to a resident, Tammy Dunn, gather a petition of the neighbors agreeing to a no parking restriction of some sort. Ms. Dunn was not in attendance but her husband, Mr. Dunn submitted the petition on her behalf. Discussion followed.

Ms. Dorene Simms, address unknown, stated that there are concerns with the high school to get neighbors involved. She stated that she agrees with the no parking signs and there are also issues with vandalism, threats, and jumping the fence.

CONSENT AGENDA

1. City Council Regular Meeting Minutes August 2, 2022

The minutes passed on the consent agenda.

2. City Council Worksession Meeting Minutes - August 2, 2022

The minutes passed on the consent agenda.

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE A SERVICE AGREEMENT WITH BASTROP COUNTY TO PROVIDE DISPATCHING SERVICES TO THE ELGIN POLICE DEPARTMENT; AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT

The item was pulled from the consent agenda and placed under new business.

4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING AN AMENDMENT TO THE AQUA WSC MASTER AGREEMENT FOR TRANSFER

OF THE EAGLES LANDING PHASE 5 WATER CCN SERVICE AREA FROM
AQUA WSC TO THE CITY OF ELGIN AND MAKING CERTAIN FINDINGS
RELATED THERETO

The resolution passed on the consent agenda.

Mayor Pro Tem Brashar made a motion to approve the consent agenda. Mr. Swain seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE A SERVICE AGREEMENT WITH BASTROP COUNTY TO PROVIDE DISPATCHING SERVICES TO THE ELGIN POLICE DEPARTMENT; AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT

Mr. Swain asked for some background information. Mr. Mattis stated that staffing was the issue. Discussion followed. Mr. Swain made a motion to approve the resolution. Mr. Dennis seconded the motion. All voted in favor. The motion carried.

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH FGM ARCHITECTS INC. FOR DESIGN SERVICES RELATED TO THE ELGIN POLICE DEPARTMENT STATION RENOVATION AND EXPANSION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO

Mr. Mattis provided information and stated this is to move forward with the final design of the new police station. Mayor Pro Tem Brashar made a motion to approve the resolution. Mr. Maldonado seconded the motion. All voted in favor. The motion carried.

3. SECOND AMENDMENT TO THE ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF ELGIN ECONOMIC DEVELOPMENT CORPORATION AND CIRCLE BREWING COMPANY LLC

Mr. Rock stated that there have been delays in the supply chain, weather, and costs have increased. He stated that the EDC is comfortable with providing a small certificate of deposit of \$125,000 upfront, and Circle Brew will pay it back over five years. Discussion followed. Mr. Dennis made a motion to approve the amendment that the Economic Development Corporation has presented to us. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

4. AN ORDINANCE ESTABLISHING GENERAL RULES AND PROCEDURES, INCLUDING APPOINTMENTS, TERM LIMITS, AND RELATED MATTERS FOR ALL BOARDS AND COMMISSIONS OF THE CITY OF ELGIN, TEXAS; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

Ms. Courtenay Paris, 506 Lexington Road, stated that section 8.7 of the previous ordinance has been removed. She stated that she looked at the application, does not think the process causes an undue burden, and hopes the Council considers removing it or places other procedures in place before the appointments.

Mr. Mattis provided comments and stated this ordinance reflects the Council's desire. Discussion followed. Mr. Mattis stated that the board appointments will take place on September 27th. Ms. Casnovsky made a motion to approve the Ordinance. Mayor Pro Tem Brashar seconded the motion. All voted in favor. The motion carried.

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.

The Council did not retire into Executive Session.

ANNOUNCEMENTS

Ms. Miller provided information about the Founder's Day event this Saturday and invited the public to join. Mr. Dennis stated that there is volunteering training tomorrow at 3:00 PM at the Fleming Center. Mayor Pro Tem Brashar stated that today is the city manager's 37th wedding anniversary and wished him a happy anniversary. Mr. Swain stated that he was impressed with the water department.

ADJOURNMENT

Mayor McShan adjourned the meeting at 7:46 p.m.

Theresa Y. McShan, Mayor

ATTEST:

Jennifer Stubbs, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Worksession Meeting Minutes-August 23, 2022

DEPARTMENT: Administration

PROPOSED ACTION: Approval of the City Council Worksession Meeting Minutes-August 23, 2022

BACKGROUND: N/A

BUDGET/FINANCIAL IMPACT:

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

Finance Approval:

Signature: _____ **Date:** _____

RECOMMENDATION: Approval of the City Council Worksession Meeting Minutes-August 23, 2022

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.

MINUTES
ELGIN CITY COUNCIL WORKSESSION MEETING
ELGIN PUBLIC LIBRARY ANNEX CITY COUNCIL CHAMBERS
404 NORTH MAIN STREET
August 23, 2022

CALL TO ORDER

Mayor McShan called the meeting to order at 6:29 p.m.

ROLL CALL

Present: Theresa McShan, Mayor
Sue Brashar, Mayor Pro Tem
Arthur Gibson III, Council Member
Joy Casnovsky, Council Member
Skyler Maldonado, Council Member
Chuck Swain, Council Member
Al Rodriguez, Council Member
Forest Dennis, Council Member

Absent: Matthew Callahan, Council Member

Mayor McShan stated there was a quorum and all Council Members were in attendance except for Mr. Callahan.

Staff: Thomas L. Mattis, City Manager
Jennifer Stubbs, City Secretary
Marty Coursey, Interim CFO
Amy Miller, Community Development Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Pam Sanders, HR Director
David Harrell, Development Services Director
Owen Rock, ED Director
Dodie Navejas, Utility Billing Manager

GENERAL DISCUSSION

1. Review And Discussion Of The Proposed City Of Elgin FY22-23 Annual Operating Budget As Presented By The City Manager, Including But Not Limited To Possible Discussion Of All Departments, Operations, Functions, Personnel, Infrastructure, Facilities, Taxes, And Tax Rates; And All Revenues, And Expenditures Related Thereto

Discussion took place on Certificates of Obligation debt process. Mr. Mattis discussed the format of the budget. Discussion took place on the Cost-of-Living Adjustment and salaries. Mr. Dennis left the meeting at 7:25 PM and returned at 7:26 PM. Mr. Mattis answered questions of the Council.

ADJOURNMENT

Mayor McShan adjourned the meeting at 7:51 p.m.

Theresa Y. McShan, Mayor

ATTEST:

Jennifer Stubbs, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER WAIVING FEES FOR COSTS ASSOCIATED WITH STREET CLOSURES AND PARK RENTAL FOR THE ELGIN ISD HOMECOMING COMMUNITY PARADE AND PEP RALLY WEDNESDAY SEPTEMBER 14, 2022.

DEPARTMENT: Community Services

PROPOSED ACTION: Consideration and possible action regarding request

BACKGROUND: Elgin ISD organizes the Homecoming Community Parade and Pep Rally in the fall. The parade includes various units from Elgin High School and groups from other Elgin campuses walking or marching, two vehicles and the Elgin Wildcat Band truck. After the parade a pep rally will be held in Veterans Memorial Park and Depot Street. The parade line up will be on Elgin ISD property at the water tower on 2nd Street. Parade will proceed from the water tower east on 2nd street to the traffic light. It will turn south on Main Street and continue to Depot Street, where it will turn west and conclude at Veterans Memorial Park. The parade begins at 6:30 pm. Depot Street will be closed from noon to 8pm from Avenue C to Main Street. Veterans Park rental is \$300. Staff costs associated with Elgin ISD Homecoming Community Parade and Pep Rally are \$860.00, Total fees to waive \$1,160. The community is invited to both events, which are free.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Consideration and possible action regarding street closure and waiver of associated fees for the EISD Community parade and Pep Rally.

ATTACHMENTS:

EISD Request Homecoming Parade & Pep Rally
Map Homecoming parade route

{ } 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: Jens Anderson <jens.anderson@elginisd.net>

Sent: Wednesday, August 24, 2022 8:28 AM

To: Amy Miller <amy.miller@elgintexas.gov>; Jana Rueter <jana.rueter@elginisd.net>; Al Rodriguez <arodriguez@elginisd.net>; Peter Perez <peperez@elginisd.net>; Sarah Borowicz <sarah.borowicz@elginisd.net>; Marcial Guajardo <marcial.guajardo@elginisd.net>; Ricardo Reyes <ricardoreyes@elginisd.net>; Alyson Keller <alyson.keller@elginisd.net>

Cc: Monica Pena <monica.pena@elginisd.net>

Subject: EISD Homecoming Community Pep Rally

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.

Ms. Miller -

Thank you for all the work you do for our community and for helping us with the logistics of hosting our community pep rally for homecoming week this year. After speaking with Veronica, she stated that I would need to e-mail you our plans for the homecoming parade/pep rally and that you would assist with the paperwork side of things so that we would be able to travel down the streets from EIS to Veteran's Memorial Park. I have included our superintendent and several of our EISD cabinet members as well as the High School principal in this e-mail. Please let myself and Mr. Reyes know of any additional paperwork or processes that we will need to complete to make the parade happen and reserve the park and gazebo area for this school/community event. The pep rally planning staff at the high school will be developing a specific itinerary that is still in the works. We currently have the following logistics:

Date: Wednesday, September 14, 2022

Pep Rally Location: Gazebo and Depot street at Veteran's Memorial Park

Parade Path: Beginning at EIS parking lot and entering 2nd street by the water tower, travel 2nd street to main street, turn right on main street towards depot street, turn right on depot street and enter the park

Timing: Student groups leave EIS at 6:30, Arrive at Veterans Memorial Park at 6:45, Pep Rally 6:45-8:00 (typically pep rallies would last about 30 minutes once everyone is in place, pending if we are able to start right away, should really be done by between 7:30)

Sound System: Provided by EISD

Thank you again for your help and please let us know of additional details that I may have missed.

Jens L. Anderson

Athletic Director

Elgin Independent School District

512.281.3434 ext: 1285

"Elgin ISD Changes Lives"

**Elgin High School
Homecoming Parade
&
Community Pep Rally**



Date: Wednesday, Sept. 5, 2018

Time: 6:30 PM

Route: The Elgin High School band, NJROTC/Law Enforcement Honor Guard, Purple Diamonds, cheerleaders, and football team will begin at the water tower on W. 2nd Street, turn right on Main Street, and end at the Veterans' Memorial Park gazebo.

Description: Community Pep Rally immediately after parade at Veterans Memorial Park.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDERATION OF A REQUEST BY ST. PETERS LUTHERAN CHURCH TO WAIVE THE FEES ASSOCIATED WITH RESERVING VETERANS MEMORIAL PARK FOR A NATIVITY SCENE DISPLAY NOVEMBER 27, 2022 THROUGH DECEMBER 26, 2022.

DEPARTMENT:

PROPOSED ACTION: Consideration and possible action regarding request

BACKGROUND:

St Peters Lutheran Church requests to reserve Veterans Memorial Park, the area at Avenue C and Depot Street for a nativity scene display November 27 through December 26 and waiver of all fees. Reservation fees total \$9,300.00 Church responsible for installation and upkeep of display area. Church to provide a live nativity scene performance on Saturday, December 3 after the Volunteer Fire Department & City of Elgin Lighted Parade. Memo provided regarding reservations and fees. Existing reservations for Veterans Memorial Park include the weekly Elgin Farmers Market on Thursdays 3 to 9pm, which is managed under an annual contract with EFM paying fees, and First Baptist Church reservation of gazebo on Saturday, December 3 for Miracle in Bethlehem from 2 to 5 with FBC paying fees.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

ATTACHMENTS:

Letter from St. Peters Lutheran Church
Memo regarding Veterans Memorial Park reservations

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

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

August 2, 2022

Mayor McShan and Council
PO Box 591
Elgin, Texas 78621

Dear Mayor and Council,

The people at Saint Peter's Lutheran Church are excited about the upcoming Advent and Christmas Season. We have all weathered Covid and look forward to living into our regular lives.

Since 1986, we have set up a Nativity scene in Veterans Park, usually on some date immediately following Thanksgiving. In the past, we have left that scene standing until just after Christmas day. We would like to do it again. St Peter's will ensure that the Nativity scene's sightly upkeep.

Furthermore, St Peter's would like to present a live Nativity scene immediately following the Volunteer Fire Department Parade on December 3.

Dates Requested:

27 November 2022 - Nativity Setup

3 December 2022 - Live Nativity Presentation

26 December 2022 - Nativity Removal

Since 1986, St Peter's has presented the Nativity scene at no cost to the public and hope that any associated city fees could be waved. We consider it a service to our community as many people visit to take family Christmas photos there and it promotes Elgin's famous "comfy smalltown milieu."

We look forward to working with the city council on this matter and our leadership will be available for any questions, should they arise.

Blessings to you all,

Pastor Sam Brannon



Evangelical Lutheran Church in America

God's work. Our hands.

Samuel Brannon, Pastor----Stephen Kylberg, President



August 23, 2022

RE: Long term rental request for nativity scene display

Existing Reservations Veterans Memorial Park - during the requested time frame in the letter from St Peter's Lutheran Church November 27 thru December 26, 2022 .

Weekly on Thursdays the Elgin Farmers Market from 3pm to 9pm. (annual contract)

Saturday December 3 the First Baptist Church has reserved the gazebo.

Reservation fee Veterans Park is \$300 per day.

Request is for 31 days total reservation fee would be \$9,300. As a nonprofit organization the request is eligible for a 25% discount - reducing the fee to \$6,975. **If this is considered an annual event, it may qualify for discount –as a Non profit organization** Muni Code Special event ordinance link see below.

Long term rentals – the City of Elgin has had an annual long-term rental contract with the Elgin Farmers Market, that addresses weekly use and associated fees. The City does not have an example of any other long-term rentals.

Church related reservations – throughout the year the city has park rentals for church related activities and those entities pay rental fees. Examples include – Sacred Heart September 4-5 Elgin Memorial Park, First Baptist Church December 3 Veterans Memorial Park gazebo.

Ordinance Reference

https://library.municode.com/tx/elgin/codes/code_of_ordinances?nodeId=PTIICOOR_CH28PARE_ARTIVPASPEVP_O_S28-88DESPEVVE

Sec. 28-89. - Fee calculation.

(a) See [section 28-55](#) for fee schedule, which is on file in the city secretary's office

(b) A cleanup and damage deposit will be required for each **event**. Direct and indirect expenses not recoverable by the deposit will be charged back to the **event** sponsor, payable in full within 14 calendar days. Refundable deposit and permit fees are not subject to reduction.

(c) Percentages of fees to be paid by **event** organizers shall be as follows:

(1) Community **event**20%

(2) Nonprofit organization25%

(3) Others100%



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH ECS SOUTHWEST, LLP OF AUSTIN, TEXAS FOR GEOTECHNICAL ENGINEERING SERVICES RELATED TO THE VETERAN'S MEMORIAL PARK EXPANSION PHASE 1 PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: City Manager/Community Services

PROPOSED ACTION: Approval of a Resolution authorizing an agreement with *ECS Southwest, LLP* of Austin, Texas, in the amount of \$5,400.00 for geotechnical engineering services associated with the Veteran's Memorial Park Expansion Phase 1 Project.

BACKGROUND:

Last year, the City Council approved the issuance the 2021A Certificates of Obligation (CO) in the total amount of approximately \$12.5M to provide funding for a wide range of capital improvement projects, including funding in support of the Veteran's Memorial Park Expansion Phase 1 Project.

Previously, the City Council, upon recommendation of city staff and the Parks and Recreation Advisory Board, has previously authorized the engagement of Studio 16:19 to provide engineering and design services as part of the Project Team.

Studio 16:19 has requested and reviewed proposals for geotechnical engineering services related to the Project and has recommended *ECS Southwest, LLP* of Austin, Texas, as the lowest and best bid.

NOTE: In order to proceed with this important project in a timely manner, the City Manager has already authorized this work moving forward in accordance with city code; and the proposed Council action is to retroactively approve the agreement for transparency purposes.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Adopt and approve a Resolution authorizing an agreement with *ECS Southwest, LLP* of Austin, Texas, in the amount of \$5,400.00 for geotechnical engineering services associated with the Veteran's Memorial Park Expansion Phase 1 Project; and direction to staff, if any, regarding same.

ATTACHMENTS: (1) Resolution (2) ECS Southwest Proposal

{ } 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,
AUTHORIZING THE CITY MANAGER TO EXECUTE
AN AGREEMENT WITH ECS SOUTHWEST, LLP OF
AUSTIN, TEXAS FOR GEOTECHNICAL ENGINEERING
SERVICES RELATED TO THE VETERAN’S MEMORIAL
PARK EXPANSION PHASE 1 PROJECT; AND MAKING
CERTAIN FINDINGS RELATED THERETO.**

WHEREAS, the Elgin City Council approved the issuance the 2021A Certificates of Obligation to provide funding for a wide range of capital improvement projects, including funding in support of the Veteran’s Memorial Park Expansion (“Project”); and,

WHEREAS, the City Council, upon recommendation of city staff and the Parks and Recreation Advisory Board, has previously authorized the engagement of Studio 16:19 to provide engineering and design services as part of the Project Team, and;

WHEREAS, Studio 16:19. has requested and reviewed proposals for geotechnical engineering services related to the Project and has recommended *ECS Southwest, LLP* of Austin, Texas, as the lowest and best bid.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

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

Section 2. Authorization. The City Manager is hereby authorized to execute an agreement with *ECS Southwest, LLP* of Austin, Texas, in the amount of \$5,400.00 for geotechnical engineering services associated with the Veteran’s Memorial Park Expansion Phase 1 Project.

Section 3. 2021A Certificates of Obligation Funding. The City Council does also hereby expressly approve the utilization of proceeds from the 2021A Certificates of Obligation debt issuance in support of the project that is the subject matter of this Resolution; and does further acknowledge that an amendment to the *FY21-22 City of Elgin Annual Operating Budget* may be required at a future date to formally appropriate funds for this item.

Section 4. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED this 6th day of September, 2022

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary



ECS Southwest, LLP

Proposal for Subsurface Exploration and Geotechnical
Engineering Services

Proposed Veterans' Memorial Park Development

SWC of Depot Street & N Avenue C
Elgin, Texas

ECS Proposal 17:7986

August 19, 2022





August 19, 2022

Mr. Thomas L Mattis
City Manager
City of Elgin
310 North Main Street
P.O. Box 591
Elgin, Texas 78621

ECS Proposal No. 17:7986

Reference: Proposal for Subsurface Exploration and
Geotechnical Engineering Services
Proposed Veterans' Memorial Park Development
SWC of Depot Street & N Avenue C
Elgin, Texas

Dear Mr. Mattis:

As requested, ECS Southwest, LLP (ECS) is pleased to present the following lump sum proposal for providing subsurface exploration and geotechnical engineering services for the above-referenced development. In preparing this proposal, we have reviewed the site plan provided by Studio 16:19 as well as geotechnical information in the project vicinity.

PROJECT BACKGROUND

Existing Site Conditions

The approximate 3-acre site is located at the southwest corner of Depot Street and North Avenue C in Elgin, Texas (Lat: 30.347° N, Long: -97.372° W). ECS did not visit the site prior to preparing this proposal. Based on a review of Google Earth imagery, the western half of the site appears to be undeveloped while the eastern half appears to contain some parking areas and a building. A railroad line passes east-to-west through the site. It is anticipated that the proposed boring locations are accessible to truck-mounted drilling equipment. The *Geologic Atlas of Texas – Austin Sheet* indicates that the site is underlain by the Wilcox Group (Eh), which generally consists of sand, sandstone, and mudstone.

Project Description

The project information was provided to ECS by Studio 16:19. The proposed development will consist of the construction of walkways, playground equipment and other lightly loaded park improvements including a splash pad, stage, and skate park, associated parking and drive lanes, and appurtenances. Proposed grading information was not provided at the time of this proposal, and we have considered that the project improvements will be within ± 5 feet of the existing ground surface. We have considered that park improvements will be supported by shallow foundations.

SCOPE OF SERVICES

In order to evaluate the subsurface conditions for the proposed development, a subsurface exploration consisting of a series of soil borings will be performed. Our integrated services will include advancing borings by drilling crews based on instructions provided by ECS. Our services will also include laboratory testing of representative soil/rock samples, and engineering analyses presented in a site-specific engineering report.

We propose performing 6 borings at the site. The borings will be extended to the proposed depths listed in the following section. Upon completion of drilling operations, the samples will be returned to our laboratory in Austin, Texas, for further identification and testing.

Field Exploration

Our proposed field exploration will include:

- a. Field locating borings by handheld GPS unit. Elevations will be interpolated from available topographic information or referenced from Google Earth terrain elevations.
- b. Mobilizing a truck-mounted drilling rig to the site.
- c. Performing 4 borings to completion depths of about 20 feet each and 2 borings to depths of 10 feet beneath the existing ground surface, for a combined 100 linear feet of drilling.
- d. Obtaining representative soil/rock samples by means of the split-barrel and Shelby tube sampling procedures in accordance with ASTM Specifications D1586 and D1587, respectively.
- e. Measuring the depth of groundwater at each boring during drilling operations.

Laboratory Testing

Laboratory testing of representative soil samples will be performed to determine physical and engineering properties of the soils. The laboratory testing is anticipated to include the following:

- Moisture content,
- Atterberg limits, and
- Percent passing No. 200 sieve.

Engineering Report

Upon completion of the field exploration, laboratory testing, and engineering analyses, we will prepare a written engineering report that will include:

- a. A review of published soils mapping and/or geologic information.
- b. Observations from our site reconnaissance and review of available satellite imagery, including current site conditions, surface drainage features, and surface topographic conditions.
- c. A description of the field exploration and laboratory tests performed.

- d. Final logs of the soil borings in accordance with industry standard practices for geotechnical engineering. A Boring Location Plan will be included.
- e. The results of the laboratory tests will be plotted on the final exploration logs and/or included on separate test report pages.
- f. Discussion of the subsurface materials encountered along with groundwater conditions observed. Subsurface cross sections/profiles may also be included that graphically represent the subsurface conditions.
- g. Geotechnical design recommendations for spread footing foundations including allowable bearing pressures and estimates of predicted foundation movement.
- h. Recommendations for subgrade improvements to mitigate Potential Vertical Rise (PVR) as necessary.
- i. Recommendations for seismic site classification in accordance with the International Building Code (IBC 2015).
- j. Design and construction recommendations for site retaining walls, including lateral earth pressures, sliding resistance coefficients, and allowable bearing pressures.
- k. Pavement design and construction recommendations for both flexible and rigid pavements.
- l. Discussion of earthwork construction considerations for compaction, reuse of soils, groundwater, expansive soils, shallow rock, drainage, or other considerations.

UTILITY CLEARANCE

Per state law, we will contact Texas 811 to locate underground utilities at the site. Typically, Texas 811 will not locate utilities beyond the point of distribution meters. The risk of hitting utilities that Texas 811 did not mark can be reduced by engaging a private utility locating service. The risks including hitting electric lines, electrocution, gas explosions, loss of services to businesses, and fiber optic lines, can result in tremendous costs for lost business, interruption of service, and repair along with potential legal liability.

Private utility locator services can identify utilities that incorporate significant iron content in the conduit materials. However, utilities that are more difficult to detect are utilities without significant ferrous (iron) content, which includes most sanitary sewer alignments, copper or PVC water lines, fiber optic lines without tracer ribbons, copper electric lines with no surface exposure, drainage tiles/pipes, irrigation lines, etc.

Using a private utility locator does not guarantee that all utilities will be identified. However, this service lowers the risk and potential liability of the client, while also protecting the safety of our field exploration crews. If a private utility locating service is desired, please select yes on the proposal authorization sheet.

We will coordinate our exploration locations around marked utilities, and utilities pointed out to us by the owner/client. However, we will not be responsible for any utilities not marked or not pointed out to us by the landowner or client.

SITE DEPARTURE CONDITIONS

Upon completion of subsurface exploration drilling, we will backfill each of the excavations with the excavated soil cuttings. In pavement areas (if present), we will patch the surface with either asphalt cold patch or a low-shrink grout as the current conditions dictate. Typically, we will not provide site repairs beyond what is outlined above unless specifically contracted. Alternatively, we will remove excess spoils from the job site and dispose of them in an approved manner for a negotiated fee.

Please note that some disturbance to off-pavement, gravel covered, grass covered areas, including the removal of trees, and running over of brush and understory in wooded areas might occur. We will attempt to limit such disturbance; however, we have not budgeted for site repairs including filling of tire ruts, seeding of lawn areas, replacement of bushes or the planting of trees, etc. If necessary, additional site repairs can be provided at an additional cost.

FEE

ECS will provide the services outlined in this proposal for a lump sum fee of \$5,400. Our fee considers that the site is accessible to a conventional truck-mounted drill rig. A private utility locating service can be provided for an additional fee of \$1,150 in an effort to clear the proposed boring locations of potential subsurface utility conflicts. If additional services are requested or required based on differing site conditions, we will contact you for verbal and written authorization to proceed with the additional services.

SCHEDULE

We have considered that the client will assist in accessing the site (with the current site owners/occupants). We anticipate being able to mobilize to the site within about 2 weeks after authorization to proceed, notification to on-site personnel if any has been made, and upon clearing of utilities.

Our ability to access the site and perform the field exploration may be impacted by precipitation, obstructions, or other atmospheric conditions. Field exploration will be performed during normal business hours Monday through Friday. If work needs to be performed at night or on weekends, there will be an additional fee.

We anticipate that utility locating services will require 1 day, drilling operations will require about 1 day weather permitting, and that the laboratory testing after drilling is completed will require about 4 to 6 working days, followed by our engineering analyses. For time budget purposes, the entire scope should take about 4 weeks from initial written authorization through final report submission.

CLOSING

If other services are required because of unexpected field conditions, or because of a request for additional services, they will be invoiced in accordance with a negotiated fee. Before modifying or expanding the extent of our exploration program, we will contact you for your review and authorization.

Our insurance carrier requires that we receive written authorization prior to initiation of work, and a signed contract prior to the release of any work product. This letter is the agreement for our services.

Your acceptance of this proposal may be indicated by signing and returning a copy of this proposal to us. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,

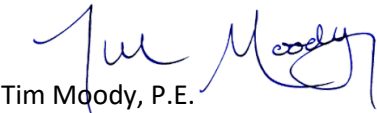
ECS SOUTHWEST, LLP



Connor Roman, P.E.
Geotechnical Department Manager
croman@ecslimited.com



Michael Sorgenfrei, P.E., P.G.
Office Manager, Principal
msorgenfrei@ecslimited.com



Tim Moody, P.E.
Geotechnical Project Manager
tmood@ecslimited.com

Enclosures: Proposal Acceptance Sheet
 Proposed Boring Location Plan
 Terms and Conditions

PROPOSAL ACCEPTANCE

Proposal No.: 17:7986
Scope of Work: Subsurface Exploration and Geotechnical Engineering Services
Project: Proposed Veterans' Memorial Park Development
Location: SWC of Depot Street & N Avenue C, Elgin, Texas

Services:

Subsurface Exploration & Geotechnical Engineering Report – \$5,400

Additional Items:

Private Utility Locating Service* – \$1,150

Yes ☐ No ☐

* If ECS is given notice to proceed on both this proposal and on Proposal No. 17-7985, this Private Utility Locating fee will only need to be paid once to locate utilities on both sites.

Client Signature: _____

Date: _____

Printed Name: _____

Title: _____

Please complete this page and return one copy of this proposal to ECS to indicate acceptance of this proposal and to initiate work on the above-referenced project. The Client's signature above also indicates that he/she has read or has had the opportunity to read the accompanying Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

BILLING INFORMATION (If different from proposal addressee)

(Please Print or Type)

Contact Person: _____

Telephone No. of Contact Person: _____

Party Responsible for Payment: _____

Company Name: _____

Department: _____

Billing Address: _____

Telephone Number: _____

Fax Number: _____

Client Project/Account Number: _____

Special Conditions for Invoices: _____

Contact Person: _____

Telephone No. of Contact Person: _____

Submittal and Approval: _____



FIG 1: Boring Location Plan
Proposed Elgin Police Station
Development
SWC of Depot Street & N Avenue C
Elgin, Texas



ECS-SOUTHWEST, LLP
14050 Summit Drive, Suite 101
Austin, Texas 78728

PM: TM	SCALE: NTS	PROPOSAL No. 17-7986
DATE: AUGUST 2022	FIGURE: 1	

ECS SOUTHWEST, LLP

TERMS AND CONDITIONS OF SERVICE

The professional services (the "Services") to be provided by ECS Southwest, LLP ["ECS"] pursuant to the Proposal shall be provided in accordance with these Terms and Conditions of Service ("Terms"), including any addenda as may be incorporated or referenced in writing shall form the Agreement between ECS and Client.

1.0 INDEPENDENT CONSULTANT STATUS - ECS shall serve as an independent professional consultant to CLIENT for Service on the Project, identified above, and shall have control over, and responsibility for, the means and methods for providing the Services identified in the Proposal, including the retention of Subcontractors and Subconsultants

2.0 SCOPE OF SERVICES - It is understood that the fees, reimbursable expenses and time schedule defined in the Proposal are based on information provided by CLIENT and/or CLIENT'S contractors and consultants. CLIENT acknowledges that if this information is not current, is incomplete or inaccurate, if conditions are discovered that could not be reasonably foreseen, or if CLIENT orders additional services, the scope of services will change, even while the Services are in progress.

3.0 STANDARD OF CARE

3.1 In fulfilling its obligations and responsibilities enumerated in the Proposal, ECS shall be expected to comply with and its performance evaluated in light of the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity at that time in the region (the "Standard of Care"). Nothing contained in the Proposal, the agreed-upon scope of Services, these Terms and Conditions of Service or any ECS report, opinion, plan or other document prepared by ECS shall constitute a warranty or guaranty of any nature whatsoever.

3.2 CLIENT understands and agrees that ECS will rely on the facts learned from data gathered during performance of Services as well as those facts provided by the CLIENT. CLIENT acknowledges that such data collection is limited to specific areas that are sampled, bored, tested, observed and/or evaluated. Consequently, CLIENT waives any and all claims based upon erroneous facts provided by the CLIENT, facts subsequently learned or regarding conditions in areas not specifically sampled, bored, tested, observed or evaluated by ECS.

3.3 If a situation arises that causes ECS to believe compliance with CLIENT'S directives would be contrary to sound engineering practices, would violate applicable laws, regulations or codes, or will expose ECS to legal claims or charges, ECS shall so advise CLIENT. If ECS' professional judgment is rejected, ECS shall have the right to terminate its Services in accordance with the provisions of Section 25.0, below.

3.4 If CLIENT decides to disregard ECS' recommendations with respect to complying with applicable Laws or Regulations, ECS shall determine if applicable law requires ECS to notify the appropriate public officials. CLIENT agrees that such determinations are ECS' sole right to make.

4.0 CLIENT DISCLOSURES

4.1 Where the Scope of Services requires ECS to penetrate a Site surface, CLIENT shall furnish and/or shall direct CLIENT'S consultant(s) or agent(s) to furnish ECS information identifying the type and location of utility lines and other man-made objects known, suspected, or assumed to be located beneath or behind the Site's surface. ECS shall be entitled to rely on such information for completeness and accuracy without further investigation, analysis, or evaluation.

4.2 "Hazardous Materials" shall include but not be limited to any substance that poses or may pose a present or potential hazard to human health or the environment whether contained in a product, material, by-product, waste, or sample, and whether it exists in a solid, liquid, semi-solid or gaseous form. CLIENT shall notify ECS of any known, assumed, or suspected regulated, contaminated, or other similar Hazardous Materials that may exist at the Site prior to ECS mobilizing to the Site.

4.3 If any Hazardous Materials are discovered, or are reasonably suspected by ECS after its Services begin, ECS shall be entitled to amend the scope of Services and adjust its fees to reflect the additional work or personal protective equipment and/or safety precautions required by the existence of such Hazardous Materials.

5.0 INFORMATION PROVIDED BY OTHERS - CLIENT waives, releases and discharges ECS from and against any claim for damage, injury or loss allegedly arising out of or in connection with errors, omissions, or inaccuracies in documents and other information in any form provided to ECS by CLIENT or CLIENT'S agents, contractors, or consultants, including such information that becomes incorporated into ECS documents.

6.0 CONCEALED RISKS - CLIENT acknowledges that special risks are inherent in sampling, testing and/or evaluating concealed conditions that are hidden from view and/or neither readily apparent nor easily accessible, e.g., subsurface conditions, conditions behind a wall, beneath a floor, or above a ceiling. Such circumstances require that certain assumptions be made regarding existing conditions, which may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of a building or component thereof. Accordingly, ECS shall not be responsible for the verification of such conditions unless verification can be made by simple visual observation. Client agrees to bear any and all costs, losses, damages and expenses (including, but not limited to, the cost of ECS' Additional Services) in any way arising from or in connection with the existence or discovery of such concealed or unknown conditions.

7.0 RIGHT OF ENTRY/DAMAGE RESULTING FROM SERVICES

7.1 CLIENT warrants that it possesses the authority to grant ECS right of entry to the Site for the performance of Services. CLIENT hereby grants ECS and its subcontractors and/or agents, the right to enter from time to time onto the property in order for ECS to perform

its Services. CLIENT agrees to indemnify and hold ECS harmless from any claims arising from allegations that ECS trespassed or lacked authority to access the Site.

7.2 CLIENT warrants that it possesses all necessary permits, licenses and/or utility clearances for the Services to be provided by ECS except where ECS' Proposal explicitly states that ECS will obtain such permits, licenses, and/or utility clearances.

7.3 ECS will take reasonable precautions to limit damage to the Site and its improvements during the performance of its Services. CLIENT understands that the use of exploration, boring, sampling, or testing equipment may cause minor, but common, damage to the Site. The correction and restoration of such common damage is CLIENT'S responsibility unless specifically included in ECS' Proposal.

7.4 CLIENT agrees that it will not bring any claims for liability or for injury or loss against ECS arising from (i) procedures associated with the exploration, sampling or testing activities at the Site, (ii) discovery of Hazardous Materials or suspected Hazardous Materials, or (iii) ECS' findings, conclusions, opinions, recommendations, plans, and/or specifications related to discovery of contamination.

8.0 UNDERGROUND UTILITIES

8.1 ECS shall exercise the Standard of Care in evaluating client-furnished information as well as information readily and customarily available from public utility locating services (the "Underground Utility Information") in its effort to identify underground utilities. The extent of such evaluations shall be at ECS' sole discretion.

8.2 CLIENT recognizes that the Underground Utility Information provided to or obtained by ECS may contain errors or be incomplete. CLIENT understands that ECS may be unable to identify the locations of all subsurface utility lines and man-made features.

8.3 CLIENT waives, releases, and discharges ECS from and against any claim for damage, injury or loss allegedly arising from or related to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to ECS' attention in writing by CLIENT, not correctly shown on the Underground Utility Information and/or not properly marked or located by the utility owners, governmental or quasi-governmental locators, or private utility locating services as a result of ECS' or ECS' subcontractor's request for utility marking services made in accordance with local industry standards.

9.0 SAMPLES

9.1 Soil, rock, water, building materials and/or other samples and sampling by-products obtained from the Site are and remain the property of CLIENT. Unless other arrangements are requested by CLIENT and mutually agreed upon by ECS in writing, ECS will retain samples not consumed in laboratory testing for up to sixty (60) calendar days after the issuance of any document containing data obtained from such samples. Samples consumed by laboratory testing procedures will not be stored.

9.2 Unless CLIENT directs otherwise, and excluding those issues covered in Section 10.0, CLIENT authorizes ECS to dispose of CLIENT'S non-hazardous samples and sampling or testing process by-products in accordance with applicable laws and regulations.

10.0 ENVIRONMENTAL RISKS

10.1 When Hazardous Materials are known, assumed, suspected to exist, or discovered at the Site, ECS will endeavor to protect its employees and address public health, safety, and environmental issues in accordance with the Standard of Care. CLIENT agrees to compensate ECS for such efforts.

10.2 When Hazardous Materials are known, assumed, or suspected to exist, or discovered at the Site, ECS and/or ECS' subcontractors will exercise the Standard of Care in containerizing and labeling such Hazardous Materials in accordance with applicable laws and regulations, and will leave the containers on Site. CLIENT is responsible for the retrieval, removal, transport and disposal of such contaminated samples, and sampling process byproducts in accordance with applicable law and regulation.

10.3 Unless explicitly stated in the Scope of Services, ECS will neither subcontract for nor arrange for the transport, disposal, or treatment of Hazardous Materials. At CLIENT'S written request, ECS may assist CLIENT in identifying appropriate alternatives for transport, off-site treatment, storage, or disposal of such substances, but CLIENT shall be solely responsible for the final selection of methods and firms to provide such services. CLIENT shall sign all manifests for the disposal of substances affected by contaminants and shall otherwise exercise prudence in arranging for lawful disposal.

10.4 In those instances where ECS is expressly retained by CLIENT to assist CLIENT in the disposal of Hazardous Materials, samples, or wastes as part of the Proposal, ECS shall do so only as CLIENT'S agent (notwithstanding any other provision of this AGREEMENT to the contrary). ECS will not assume the role of, nor be considered a generator, storer, transporter, or disposer of Hazardous Materials.

10.5 Subsurface sampling may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or excavation/boring device moves through a contaminated zone and links it to an aquifer, underground stream, pervious soil stratum, or other hydrous body not previously contaminated, or connects an uncontaminated zone with a contaminated zone. Because sampling is an essential element of the Services indicated herein, CLIENT agrees this risk cannot be eliminated. Provided such services were performed in accordance with the Standard of Care, CLIENT waives, releases and discharges ECS from and against any claim for damage, injury, or loss allegedly arising from or related to such cross-contamination.

10.6 CLIENT understands that a Phase I Environmental Site Assessment (ESA) is conducted solely to permit ECS to render a professional opinion about the likelihood of the site having a Recognized Environmental Condition on, in, beneath, or near the Site at the time the 'derived from its conduct are highly limited and ECS cannot know or state for an absolute

fact that the Site is unaffected or adversely affected by one or more Recognized Environmental Conditions. CLIENT represents and warrants that it understands the limitations associated with Phase I ESAs.

11.0 OWNERSHIP OF DOCUMENTS

- 11.1 ECS shall be deemed the author and owner (or licensee) of all documents, technical reports, letters, photos, boring logs, field data, field notes, laboratory test data, calculations, designs, plans, specifications, reports, or similar documents and estimates of any kind furnished by it [the "Documents of Service"] and shall retain all common law, statutory and other reserved rights, including copyrights. CLIENT shall have a limited, non-exclusive license to use copies of the Documents of Service provided to it in connection with the Project for which the Documents of Service are provided until the completion of the Project.
- 11.2 ECS' Services are performed and Documents of Service are provided for the CLIENT'S sole use. CLIENT understands and agrees that any use of the Documents of Service by anyone other than the CLIENT, its licensed consultants and its contractors is not permitted. CLIENT further agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its contractors' use of ECS' Documents of Service.
- 11.3 CLIENT agrees to not use ECS' Documents of Service for the Project if the Project is subsequently modified in scope, structure or purpose without ECS' prior written consent. Any reuse without ECS' written consent shall be at CLIENT'S sole risk and without liability to ECS or to ECS' subcontractor(s). CLIENT agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its use of ECS' Documents of Service after any modification in scope, structure or purpose.
- 11.4 CLIENT agrees to not make any modification to the Documents of Service without the prior written authorization of ECS. To the fullest extent permitted by law, CLIENT agrees to indemnify, defend, and hold ECS harmless from any damage, loss, claim, liability or cost (including reasonable attorneys' fees and defense costs) arising out of or in connection with any unauthorized modification of the Documents of Service by CLIENT or any person or entity that acquires or obtains the Documents of Service from or through CLIENT. CLIENT represents and warrants that the Documents of Service shall be used only as submitted by ECS.

12.0 SAFETY

- 12.1 Unless expressly agreed to in writing in its Proposal, CLIENT agrees that ECS shall have no responsibility whatsoever for any aspect of site safety other than for its own employees. Nothing herein shall be construed to relieve CLIENT and/or its contractors, consultants or other parties from their responsibility for site safety. CLIENT also represents and warrants that the General Contractor is solely responsible for Project site safety and that ECS personnel may rely on the safety measures provided by the General Contractor.
- 12.2 In the event ECS assumes in writing limited responsibility for specified safety issues, the acceptance of such responsibilities does not and shall not be deemed an acceptance of responsibility for any other non-specified safety issues, including, but not limited to those relating to excavating, trenching, shoring, drilling, backfilling, blasting, or other construction activities.

13.0 CONSTRUCTION TESTING AND REMEDIATION SERVICES

- 13.1 CLIENT understands that construction testing and observation services are provided in an effort to reduce, but cannot eliminate, the risk of problems arising during or after construction or remediation. CLIENT agrees that the provision of such Services does not create a warranty or guarantee of any type.
- 13.2 Monitoring and/or testing services provided by ECS shall not in any way relieve the CLIENT'S contractor(s) from their responsibilities and obligations for the quality or completeness of construction as well as their obligation to comply with applicable laws, codes, and regulations.
- 13.3 ECS has no responsibility whatsoever for the means, methods, techniques, sequencing or procedures of construction selected, for safety precautions and programs incidental to work or services provided by any contractor or other consultant. ECS does not and shall not have or accept authority to supervise, direct, control, or stop the work of any contractor or consultant or any of their subcontractors or subconsultants.
- 13.4 ECS strongly recommends that CLIENT retain ECS to provide construction monitoring and testing services on a full time basis to lower the risk of defective or incomplete Work being installed by CLIENT'S contractor(s). If CLIENT elects to retain ECS on a part time basis for any aspect of construction monitoring and/or testing, CLIENT accepts the risks that a lower level of construction quality may occur and that defective or incomplete work may result and not be detected by ECS' part time monitoring and testing. Unless the CLIENT can show that the error or omission is contained in ECS' reports, CLIENT waives, releases and discharges ECS from and against any other claims for errors, omissions, damages, injuries, or loss alleged to arise from defective or incomplete work that was monitored or tested by ECS on a part time basis. Except as set forth in the preceding sentence, CLIENT agrees to indemnify and hold ECS harmless from all damages, costs, and attorneys' fees, for any claims alleging errors, omissions, damage, injury or loss allegedly resulting from Work that was monitored or tested by ECS on a part time basis.

14.0 CERTIFICATIONS - CLIENT may request, or governing jurisdictions may require, ECS to provide a "certification" regarding the Services provided by ECS. Any "certification" required of ECS by the CLIENT or jurisdiction(s) having authority over some or all aspects of the Project shall consist of ECS' inferences and professional opinions based on the limited sampling, observations, tests, and/or analyses performed by ECS at discrete locations and times. Such "certifications" shall constitute ECS' professional opinion of a condition's existence, but ECS does not guarantee that such condition exists, nor does it relieve other parties of the responsibilities or obligations such parties have with respect to the possible existence of such a condition. CLIENT agrees it cannot make the resolution of any dispute with ECS or payment of any amount due to ECS contingent upon ECS signing any such "certification."

15.0 BILLINGS AND PAYMENTS

- 15.1 Billings will be based on the unit rates, plus travel costs, and other reimbursable expenses as stated in the Professional Fees section of the Proposal. Any Estimate of Professional

Fees stated in these Terms shall not be considered as a not-to-exceed or lump sum amount unless otherwise explicitly stated. CLIENT understands and agrees that even if ECS agrees to a lump sum or not-to-exceed amount, that amount shall be limited to number of hours, visits, trips, tests, borings, or samples stated in the Proposal.

- 15.2 CLIENT agrees that all Professional Fees and other unit rates shall be adjusted annually to account for inflation based on the most recent 12-month average of the Consumer Price Index (CPI-U) for all items as established by www.bls.gov when the CPI-U exceeds an annual rate of 2.0%.
- 15.3 Should ECS identify a Changed Condition(s), ECS shall notify the CLIENT of the Changed Condition(s). ECS and CLIENT shall promptly and in good faith negotiate an amendment to the Scope of Services, Professional Fees, and time schedule.
- 15.4 CLIENT recognizes that time is of the essence with respect to payment of ECS' invoices, and that timely payment is a material consideration for this agreement. All payment shall be in U.S. funds drawn upon U.S. banks and in accordance with the rates and charges set forth in the Professional Fees. Invoices are due and payable upon receipt.
- 15.5 If CLIENT disputes all or part of an invoice, CLIENT shall provide ECS with written notice stating in detail the facts of the dispute within fifteen (15) calendar days of the invoice. CLIENT agrees to pay the undisputed amount of such invoice promptly.
- 15.6 ECS reserves the right to charge CLIENT an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by Law, whichever is lower) of the invoiced amount per month for any payment received by ECS more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute. All payments will be applied to accrued interest first and then to the unpaid principal amount. Payment of invoices shall not be subject to unilateral discounting or set-offs by CLIENT.
- 15.7 CLIENT agrees that its obligation to pay for the Services is not contingent upon CLIENT'S ability to obtain financing, zoning, approval of governmental or regulatory agencies, permits, final adjudication of a lawsuit, CLIENT'S successful completion of the Project, settlement of a real estate transaction, receipt of payment from CLIENT'S client, or any other event unrelated to ECS provision of Services. Retainage shall not be withheld from any payment, nor shall any deduction be made from any invoice on account of penalty, liquidated damages, or other sums incurred by CLIENT. It is agreed that all costs and legal fees including actual attorney's fees, and expenses incurred by ECS in obtaining payment under this Agreement, in perfecting or obtaining a lien, recovery under a bond, collecting any delinquent amounts due, or executing judgments, shall be reimbursed by CLIENT.
- 15.8 Unless CLIENT has provided notice to ECS in accordance with Section 16.0 of these Terms, payment of any invoice by the CLIENT shall mean that the CLIENT is satisfied with ECS' Services and is not aware of any defects in those Services.

16.0 DEFECTS IN SERVICE

- 16.1 CLIENT, its personnel, its consultants, and its contractors shall promptly inform ECS during active work on any project of any actual or suspected defects in the Services so to permit ECS to take such prompt, effective remedial measures that in ECS' opinion will reduce or eliminate the consequences of any such defective Services. The correction of defects attributable to ECS' failure to perform in accordance with the Standard of Care shall be provided at no cost to CLIENT. However, ECS shall not be responsible for the correction of any deficiency attributable to CLIENT-furnished information, the errors, omissions, defective materials, or improper installation of materials by CLIENT's personnel, consultants or contractors, or work not observed by ECS. CLIENT shall compensate ECS for the costs of correcting such defects.
- 16.2 Modifications to reports, documents and plans required as a result of jurisdictional reviews or CLIENT requests shall not be considered to be defects. CLIENT shall compensate ECS for the provision of such Services.

17.0 INSURANCE - ECS represents that it and its subcontractors and subconsultants maintain Workers Compensation insurance, and that ECS is covered by general liability, automobile and professional liability insurance policies in coverage amounts it deems reasonable and adequate. ECS shall furnish certificates of insurance upon request. The CLIENT is responsible for requesting specific inclusions or limits of coverage that are not present in ECS insurance package. The cost of such inclusions or coverage increases, if available, will be at the expense of the CLIENT.

18.0 LIMITATION OF LIABILITY

- 18.1 CLIENT AGREES TO ALLOCATE CERTAIN RISKS ASSOCIATED WITH THE PROJECT BY LIMITING ECS' TOTAL LIABILITY TO CLIENT ARISING FROM ECS' PROFESSIONAL LIABILITY, I.E. PROFESSIONAL ACTS, ERRORS, OR OMISSIONS AND FOR ANY AND ALL CAUSES INCLUDING NEGLIGENCE, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, INJURIES, DAMAGES, CLAIMS, LOSSES, EXPENSES, OR CLAIM EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) RELATING TO PROFESSIONAL SERVICES PROVIDED UNDER THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW. THE ALLOCATION IS AS FOLLOWS.**
- 18.1.1 If the proposed fees are \$10,000 or less, ECS' total aggregate liability to CLIENT shall not exceed \$20,000, or the total fee received for the services rendered, whichever is greater.
- 18.1.2 If the proposed fees are in excess of \$10,000, ECS' total aggregate liability to CLIENT shall not exceed \$40,000, or the total fee for the services rendered, whichever is greater.
- 18.2 CLIENT agrees that ECS shall not be responsible for any injury, loss or damage of any nature, including bodily injury and property damage, arising directly or indirectly, in whole or in part, from acts or omissions by the CLIENT, its employees, agents, staff, consultants, contractors, or subcontractors to the extent such injury, damage,

- or loss is caused by acts or omissions of CLIENT, its employees, agents, staff, consultants, contractors, subcontractors or person/entities for whom CLIENT is legally liable.
- 18.3 CLIENT agrees that ECS' liability for all non-professional liability arising out of this agreement or the services provided as a result of the Proposal be limited to \$500,000.
- 19.0 INDEMNIFICATION**
- 19.1 Subject Section 18.0, ECS agrees to hold harmless and indemnify CLIENT from and against damages arising from ECS' negligent performance of its Services, but only to the extent that such damages are found to be caused by ECS' negligent acts, errors or omissions, (specifically excluding any damages caused by any third party or by the CLIENT.)
- 19.2 To the fullest extent permitted by Law, CLIENT agrees to indemnify, and hold ECS harmless from and against any and all liability, claims, damages, demands, fines, penalties, costs and expenditures (including reasonable attorneys' fees and costs of litigation defense and/or settlement) ["Damages"] caused in whole or in part by the negligent acts, errors, or omissions of the CLIENT or CLIENT'S employees, agents, staff, contractors, subcontractors, consultants, and clients, provided such Damages are attributable to: (a) the bodily injury, personal injury, sickness, disease and/or death of any person; (b) the injury to or loss of value to tangible personal property; or (c) a breach of these Terms. The foregoing indemnification shall not apply to the extent such Damage is found to be caused by the sole negligence, errors, omissions or willful misconduct of ECS.
- 19.3 It is specifically understood and agreed that in no case shall ECS be required to pay an amount of Damages disproportional to ECS' culpability. **IF CLIENT IS A HOMEOWNER, HOMEOWNERS' ASSOCIATION, CONDOMINIUM OWNER, CONDOMINIUM OWNER'S ASSOCIATION, OR SIMILAR RESIDENTIAL OWNER, ECS RECOMMENDS THAT CLIENT RETAIN LEGAL COUNSEL BEFORE ENTERING INTO THIS AGREEMENT TO EXPLAIN CLIENT'S RIGHTS AND OBLIGATIONS HEREUNDER, AND THE LIMITATIONS, AND RESTRICTIONS IMPOSED BY THIS AGREEMENT. CLIENT AGREES THAT FAILURE OF CLIENT TO RETAIN SUCH COUNSEL SHALL BE A KNOWING WAIVER OF LEGAL COUNSEL AND SHALL NOT BE ALLOWED ON GROUNDS OF AVOIDING ANY PROVISION OF THIS AGREEMENT.**
- 19.4 **IF CLIENT IS A RESIDENTIAL BUILDER OR RESIDENTIAL DEVELOPER, CLIENT SHALL INDEMNIFY AND HOLD HARMLESS ECS AGAINST ANY AND ALL CLAIMS OR DEMANDS DUE TO INJURY OR LOSS INITIATED BY ONE OR MORE HOMEOWNERS, UNIT-OWNERS, OR THEIR HOMEOWNER'S ASSOCIATION, COOPERATIVE BOARD, OR SIMILAR GOVERNING ENTITY AGAINST CLIENT WHICH RESULTS IN ECS BEING BROUGHT INTO THE DISPUTE.**
- 19.5 **IN NO EVENT SHALL THE DUTY TO INDEMNIFY AND HOLD ANOTHER PARTY HARMLESS UNDER THIS SECTION 19.0 INCLUDE THE DUTY TO DEFEND.**
- 20.0 CONSEQUENTIAL DAMAGES**
- 20.1 CLIENT shall not be liable to ECS and ECS shall not be liable to CLIENT for any consequential damages incurred by either due to the fault of the other or their employees, consultants, agents, contractors or subcontractors, regardless of the nature of the fault or whether such liability arises in breach of contract or warranty, tort, statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 20.2 ECS shall not be liable to CLIENT, or any entity engaged directly or indirectly by CLIENT, for any liquidated damages due to any fault, or failure to act, in part or in total by ECS, its employees, agents, or subcontractors.
- 21.0 SOURCES OF RECOVERY**
- 21.1 All claims for damages related to the Services provided under this agreement shall be made against the ECS entity contracting with the CLIENT for the Services, and no other person or entity. CLIENT agrees that it shall not name any affiliated entity including parent, peer, or subsidiary entity or any individual officer, director, or employee of ECS, specifically including its professional engineers and geologists.
- 21.2 In the event of any dispute or claim between CLIENT and ECS arising out of in connection with the Project and/or the Services, CLIENT and ECS agree that they will look solely to each other for the satisfaction of any such dispute or claim. Moreover, notwithstanding anything to the contrary contained in any other provision herein, CLIENT and ECS' agree that their respective shareholders, principals, partners, members, agents, directors, officers, employees, and/or owners shall have no liability whatsoever arising out of or in connection with the Project and/or Services provided hereunder. In the event CLIENT brings a claim against an affiliated entity, parent entity, subsidiary entity, or individual officer, director or employee in contravention of this Section 21, CLIENT agrees to hold ECS harmless from and against all damages, costs, awards, or fees (including attorneys' fees) attributable to such act.
- 22.0 THIRD PARTY CLAIMS EXCLUSION** - CLIENT and ECS agree that the Services are performed solely for the benefit of the CLIENT and are not intended by either CLIENT or ECS to benefit any other person or entity. To the extent that any other person or entity is benefited by the Services, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to the AGREEMENT. No third-party shall have the right to rely on ECS' opinions rendered in connection with ECS' Services without written consent from both CLIENT and ECS, which shall include, at a minimum, the third-party's agreement to be bound to the same Terms and Conditions contained herein and third-party's agreement that ECS' Scope of Services performed is adequate.
- 23.0 DISPUTE RESOLUTION**
- 23.1 In the event any claims, disputes, and other matters in question arising out of or relating to these Terms or breach thereof (collectively referred to as "Disputes"), the parties shall promptly attempt to resolve all such Disputes through executive negotiation between senior representatives of both parties familiar with the Project. The parties shall arrange a mutually convenient time for the senior representative of each party to meet. Such meeting shall occur within fifteen (15) days of either party's written request for executive negotiation or as otherwise mutually agreed. Should this meeting fail to result in a mutually agreeable plan for resolution of the Dispute, CLIENT and ECS agree that either party may bring litigation.
- 23.2 CLIENT shall make no claim (whether directly or in the form of a third-party claim) against ECS unless CLIENT shall have first provided ECS with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such certificate shall be a precondition to the institution of any judicial proceeding and shall be provided to ECS thirty (30) days prior to the institution of such judicial proceedings.
- 23.3 Litigation shall be instituted in a court of competent jurisdiction in the county or district in which ECS' office contracting with the CLIENT is located. The parties agree that the law applicable to these Terms and the Services provided pursuant to the Proposal shall be the laws of the Commonwealth of Virginia, but excluding its choice of law rules. Unless otherwise mutually agreed to in writing by both parties, CLIENT waives the right to remove any litigation action to any other jurisdiction. Both parties agree to waive any demand for a trial by jury.
- 24.0 CURING A BREACH**
- 24.1 A party that believes the other has materially breached these Terms shall issue a written cure notice identifying its alleged grounds for termination. Both parties shall promptly and in good faith attempt to identify a cure for the alleged breach or present facts showing the absence of such breach. If a cure can be agreed to or the matter otherwise resolved within thirty (30) calendar days from the date of the termination notice, the parties shall commit their understandings to writing and termination shall not occur.
- 24.2 Either party may waive any right provided by these Terms in curing an actual or alleged breach; however, such waiver shall not affect future application of such provision or any other provision.
- 25.0 TERMINATION**
- 25.1 CLIENT or ECS may terminate this agreement for breach or these terms, non-payment, or a failure to cooperate. In the event of termination, the effecting party shall so notify the other party in writing and termination shall become effective fourteen (14) calendar days after receipt of the termination notice.
- 25.2 Irrespective of which party shall effect termination, or the cause therefore, ECS shall promptly render to CLIENT a final invoice and CLIENT shall immediately compensate ECS for Services rendered and costs incurred including those Services associated with termination itself, including without limitation, demobilizing, modifying schedules, and reassigning personnel.
- 26.0 TIME BAR TO LEGAL ACTION** - Unless prohibited by law, and notwithstanding any Statute that may provide additional protection, CLIENT and ECS agree that a lawsuit by either party alleging a breach of this agreement, violation of the Standard of Care, non-payment of invoices, or arising out of the Services provided hereunder, must be initiated in a court of competent jurisdiction no more than two (2) years from the time the party knew, or should have known, of the facts and conditions giving rise to its claim, and shall under no circumstances shall such lawsuit be initiated more than three (3) years from the date of substantial completion of ECS' Services.
- 27.0 ASSIGNMENT** - CLIENT and ECS respectively bind themselves, their successors, assigns, heirs, and legal representatives to the other party and the successors, assigns, heirs and legal representatives of such other party with respect to all covenants of these Terms. Neither CLIENT nor ECS shall assign these Terms, any rights thereunder, or any cause of action arising therefrom, in whole or in part, without the written consent of the other. Any purported assignment or transfer, except as permitted above, shall be deemed null, void and invalid, the purported assignee shall acquire no rights as a result of the purported assignment or transfer and the non-assigning party shall not recognize any such purported assignment or transfer.
- 28.0 SEVERABILITY** - Any provision of these Terms later held to violate any law, statute, or regulation, shall be deemed void, and all remaining provisions shall continue in full force and effect. CLIENT and ECS shall endeavor to quickly replace a voided provision with a valid substitute that expresses the intent of the issues covered by the original provision.
- 29.0 SURVIVAL** - All obligations arising prior to the termination of the agreement represented by these Terms and all provisions allocating responsibility or liability between the CLIENT and ECS shall survive the substantial completion of Services and the termination of the agreement.
- 30.0 TITLES; ENTIRE AGREEMENT**
- 30.1 The titles used herein are for general reference only and are not part of the Terms and Conditions.
- 30.2 These Terms and Conditions of Service together with the Proposal, including all exhibits, appendices, and other documents appended to it, constitute the entire agreement between CLIENT and ECS. CLIENT acknowledges that all prior understandings and negotiations are superseded by this agreement.
- 30.3 CLIENT and ECS agree that subsequent modifications to the agreement represented by these shall not be binding unless made in writing and signed by authorized representatives of both parties.
- 30.4 All preprinted terms and conditions on CLIENT'S purchase order, Work Authorization, or other service acknowledgement forms, are inapplicable and superseded by these Terms and Conditions of Service.
- 30.5 CLIENT's execution of a Work Authorization, the submission of a start work authorization (oral or written) or issuance of a purchase order constitutes CLIENT's acceptance of this Proposal and its agreement to be fully bound the foregoing Terms. If CLIENT fails to provide ECS with a signed copy of these Terms or the attached Work Authorization, CLIENT agrees that by authorizing and accepting the services of ECS, it will be fully bound by these Terms as if they had been signed by CLIENT.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH ECS SOUTHWEST, LLP OF AUSTIN, TEXAS FOR GEOTECHNICAL ENGINEERING SERVICES RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: City Manager/EPD

PROPOSED ACTION: Approval of a Resolution authorizing an agreement with *ECS Southwest, LLP* of Austin, Texas, in the amount of \$5,925.00 for geotechnical engineering services associated with the City of Elgin Police Station Project.

BACKGROUND:

Last year, the City Council approved the issuance the 2021A Certificates of Obligation (CO) in the total amount of approximately \$12.5M to provide funding for a wide range of capital improvement projects, including funding to construct a new City of Elgin Police Department (EPD) Station.

Previously, the City Council, upon recommendation of the EPD Station Building Committee, authorized utilization of the “Construction Manager at Risk” (“CMAR”) delivery process for the project and the engagement of FGM Architects Inc. to provide engineering and design services as part of the CMAR team.

FGM Architects Inc. has requested and reviewed proposals for geotechnical engineering services related to the Project and has recommended *ECS Southwest, LLP* of Austin, Texas, as the lowest and best bid.

NOTE: In order to proceed with this important project in a timely manner, the City Manager has already authorized this work moving forward in accordance with city code; and the proposed Council action is to retroactively approve the agreement for transparency purposes.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Adopt and approve a Resolution authorizing an agreement with *ECS Southwest, LLP* of Austin, Texas, in the amount of \$5,925.00 for geotechnical engineering services associated with the City of Elgin Police Station Project; and direction to staff, if any, regarding same.

ATTACHMENTS: (1) Resolution (2) ECS Southwest Proposal

{ } 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,
AUTHORIZING THE CITY MANAGER TO EXECUTE
AN AGREEMENT WITH ECS SOUTHWEST, LLP OF
AUSTIN, TEXAS FOR GEOTECHNICAL ENGINEERING
SERVICES RELATED TO THE ELGIN POLICE
DEPARTMENT STATION PROJECT; AND MAKING
CERTAIN FINDINGS RELATED THERETO.**

WHEREAS, the Elgin City Council approved the issuance the 2021A Certificates of Obligation to provide funding for a wide range of capital improvement projects, including a new City of Elgin Police Department (EPD) Station (“Project”); and,

WHEREAS, the City Council, upon recommendation of the EPD Station Building Committee, has previously authorized utilization of the “Construction Manager at Risk” (“CMAR”) delivery process for the Project and the engagement of FGM Architects Inc. to provide engineering and design services as part of the CMAR team, and;

WHEREAS, FGM Architects Inc. has requested and reviewed proposals for geotechnical engineering services related to the Project and has recommended *ECS Southwest, LLP* of Austin, Texas, as the lowest and best bid.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS THAT:

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

Section 2. Authorization. The City Manager is hereby authorized to execute an agreement with *ECS Southwest, LLP* of Austin, Texas, in the amount of \$5,925.00 for geotechnical engineering services associated with the City of Elgin Police Department Station Project.

Section 3. 2021A Certificates of Obligation Funding. The City Council does also hereby expressly approve the utilization of proceeds from the 2021A Certificates of Obligation debt issuance in support of the project that is the subject matter of this Resolution; and does further acknowledge that an amendment to the *FY21-22 City of Elgin Annual Operating Budget* may be required at a future date to formally appropriate funds for this item.

Section 4. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED this 6th day of September, 2022

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary



ECS Southwest, LLP

Proposal for Subsurface Exploration and Geotechnical
Engineering Services

Proposed Elgin Police Station Development

204 Depot Street
Elgin, Texas

ECS Proposal 17:7985

August 19, 2022





August 19, 2022

Mr. Thomas L Mattis
City Manager
City of Elgin
310 North Main Street
P.O. Box 591
Elgin, Texas 78621

ECS Proposal No. 17:7985

Reference: Proposal for Subsurface Exploration and
Geotechnical Engineering Services
Proposed Elgin Police Station Development
204 Depot Street
Elgin, Texas

Dear Mr. Mattis:

As requested, ECS Southwest, LLP (ECS) is pleased to present the following lump sum proposal for providing subsurface exploration and geotechnical engineering services for the above-referenced development. In preparing this proposal, we have reviewed the site plan and scope narrative provided by FGM Architects Inc as well as geotechnical information in the project vicinity.

PROJECT BACKGROUND

Existing Site Conditions

The approximate ½-acre site is located at the northwest corner of Depot Street and North Avenue C at 204 Depot Street in Elgin, Texas (Lat: 30.347° N, Long: -97.372° W). ECS did not visit the site prior to preparing this proposal. Based on a review of Google Earth imagery, the site appears to be developed as an asphalt parking lot and storage area with an existing 1-story brick building at the southwestern corner. The site is bordered by streets and the current police station to the east. It is anticipated that the proposed boring locations are accessible to truck-mounted drilling equipment. The *Geologic Atlas of Texas – Austin Sheet* indicates that the site is underlain by the Wilcox Group (Eh), which generally consists of sand, sandstone, and mudstone.

Project Description

The project information was provided to ECS by the Client. The proposed development will consist of the construction of a two-story, 12,500 square foot building, associated gated parking and drive lanes, and appurtenances. Proposed grading information and finished floor elevations were not provided at the time of this proposal, and we have considered that the project improvements will be within ±5 feet of the existing ground surface. It is understood that the building will have column loads ranging from 10 to 200 kips and wall loads ranging from 1 to 3 kips per foot and will be supported by a spread footing,

driven pile, or drilled pier foundation system. Pavements are understood to require design for passenger vehicles, fire trucks, and garbage trucks.

SCOPE OF SERVICES

In order to evaluate the subsurface conditions for the proposed development, a subsurface exploration consisting of a series of soil borings will be performed. Our integrated services will include advancing borings by drilling crews based on instructions provided by ECS. Our services will also include laboratory testing of representative soil/rock samples, and engineering analyses presented in a site-specific engineering report.

We propose performing 4 borings at the site. The borings will be extended to the proposed depths listed in the following section. Upon completion of drilling operations, the samples will be returned to our laboratory in Austin, Texas, for further identification and testing.

Field Exploration

Our proposed field exploration will include:

- a. Field locating borings by handheld GPS unit. Elevations will be interpolated from available topographic information or referenced from Google Earth terrain elevations.
- b. Mobilizing a truck-mounted drilling rig to the site.
- c. Performing 3 borings to completion depths of about 40 feet each and 1 boring to a depth of 5 feet beneath the existing ground surface, for a combined 125 linear feet of drilling.
- d. Obtaining representative soil/rock samples by means of the split-barrel and Shelby tube sampling procedures in accordance with ASTM Specifications D1586 and D1587, respectively.
- e. Measuring the depth of groundwater at each boring during drilling operations.

Laboratory Testing

Laboratory testing of representative soil samples will be performed to determine physical and engineering properties of the soils. The laboratory testing is anticipated to include the following:

- Moisture content,
- Atterberg limits, and
- Percent passing No. 200 sieve.

Engineering Report

Upon completion of the field exploration, laboratory testing, and engineering analyses, we will prepare a written engineering report that will include:

- a. A review of published soils mapping and/or geologic information.
- b. Observations from our site reconnaissance and review of available satellite imagery, including current site conditions, surface drainage features, and surface topographic conditions.

- c. A description of the field exploration and laboratory tests performed.
- d. Final logs of the soil borings in accordance with industry standard practices for geotechnical engineering. A Boring Location Plan will be included.
- e. The results of the laboratory tests will be plotted on the final exploration logs and/or included on separate test report pages.
- f. Discussion of the subsurface materials encountered along with groundwater conditions observed. Subsurface cross sections/profiles may also be included that graphically represent the subsurface conditions.
- g. Geotechnical design parameters for driven pile foundations and drilled shaft foundations including axial (allowable end bearing and skin friction), lateral (LPILE) and estimates of predicted foundation movement.
- h. Geotechnical design recommendations for spread footing foundations including allowable bearing pressures and estimates of predicted foundation movement.
- i. Recommendations for subgrade improvements to mitigate Potential Vertical Rise (PVR) as necessary to achieve an as-built PVR of $\frac{3}{4}$ inches.
- j. Recommendations for seismic site classification in accordance with the International Building Code (IBC 2015).
- k. Design and construction recommendations for site retaining walls, including lateral earth pressures, sliding resistance coefficients, and allowable bearing pressures.
- l. Pavement design and construction recommendations for both flexible and rigid pavements.
- m. Discussion of earthwork construction considerations for compaction, reuse of soils, groundwater, expansive soils, shallow rock, drainage, or other considerations.

UTILITY CLEARANCE

Per state law, we will contact Texas 811 to locate underground utilities at the site. Typically, Texas 811 will not locate utilities beyond the point of distribution meters. The risk of hitting utilities that Texas 811 did not mark can be reduced by engaging a private utility locating service. The risks including hitting electric lines, electrocution, gas explosions, loss of services to businesses, and fiber optic lines, can result in tremendous costs for lost business, interruption of service, and repair along with potential legal liability.

Private utility locator services can identify utilities that incorporate significant iron content in the conduit materials. However, utilities that are more difficult to detect are utilities without significant ferrous (iron) content, which includes most sanitary sewer alignments, copper or PVC water lines, fiber

optic lines without tracer ribbons, copper electric lines with no surface exposure, drainage tiles/pipes, irrigation lines, etc.

Using a private utility locator does not guarantee that all utilities will be identified. However, this service lowers the risk and potential liability of the client, while also protecting the safety of our field exploration crews. If a private utility locating service is desired, please select yes on the proposal authorization sheet.

We will coordinate our exploration locations around marked utilities, and utilities pointed out to us by the owner/client. However, we will not be responsible for any utilities not marked or not pointed out to us by the landowner or client.

SITE DEPARTURE CONDITIONS

Upon completion of subsurface exploration drilling, we will backfill each of the excavations with the excavated soil cuttings. In pavement areas (if present), we will patch the surface with either asphalt cold patch or a low-shrink grout as the current conditions dictate. Typically, we will not provide site repairs beyond what is outlined above unless specifically contracted. Alternatively, we will remove excess spoils from the job site and dispose of them in an approved manner for a negotiated fee.

Please note that some disturbance to off-pavement, gravel covered, grass covered areas, including the removal of trees, and running over of brush and understory in wooded areas might occur. We will attempt to limit such disturbance; however, we have not budgeted for site repairs including filling of tire ruts, seeding of lawn areas, replacement of bushes or the planting of trees, etc. If necessary, additional site repairs can be provided at an additional cost.

FEE

ECS will provide the services outlined in this proposal for a lump sum fee of \$5,925. Our fee considers that the site is accessible to a conventional truck-mounted drill rig. A private utility locating service can be provided for an additional fee of \$1,150 in an effort to clear the proposed boring locations of potential subsurface utility conflicts. If additional services are requested or required based on differing site conditions, we will contact you for verbal and written authorization to proceed with the additional services.

SCHEDULE

We have considered that the client will assist in accessing the site (with the current site owners/occupants). We anticipate being able to mobilize to the site within about 2 weeks after authorization to proceed, notification to on-site personnel if any has been made, and upon clearing of utilities.

Our ability to access the site and perform the field exploration may be impacted by precipitation, obstructions, or other atmospheric conditions. Field exploration will be performed during normal business hours Monday through Friday. If work needs to be performed at night or on weekends, there will be an additional fee.

We anticipate that utility locating services will require 1 day, drilling operations will require about 2 days weather permitting, and that the laboratory testing after drilling is completed will require about 4 to 6 working days, followed by our engineering analyses. For time budget purposes, the entire scope should take about 4 weeks from initial written authorization through final report submission.

CLOSING

If other services are required because of unexpected field conditions, or because of a request for additional services, they will be invoiced in accordance with a negotiated fee. Before modifying or expanding the extent of our exploration program, we will contact you for your review and authorization.

Our insurance carrier requires that we receive written authorization prior to initiation of work, and a signed contract prior to the release of any work product. This letter is the agreement for our services.

Your acceptance of this proposal may be indicated by signing and returning a copy of this proposal to us. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,

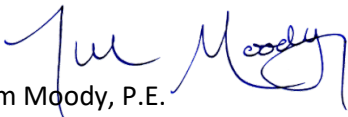
ECS SOUTHWEST, LLP



Connor Roman, P.E.
Geotechnical Department Manager
croman@ecslimited.com



Michael Sorgenfrei, P.E., P.G.
Office Manager, Principal
msorgenfrei@ecslimited.com



Tim Moody, P.E.
Geotechnical Project Manager
tmoody@ecslimited.com

Enclosures: Proposal Acceptance Sheet
 Proposed Boring Location Plan
 Terms and Conditions

PROPOSAL ACCEPTANCE

Proposal No.: 17:7985
Scope of Work: Subsurface Exploration and Geotechnical Engineering Services
Project: Proposed Elgin Police Station Development
Location: 204 Depot Street, Elgin, Texas

Services:

Subsurface Exploration & Geotechnical Engineering Report – \$5,925

Additional Items:

Private Utility Locating Service* – \$1,150

Yes ☐ No ☐

* If ECS is given notice to proceed on both this proposal and on Proposal No. 17-7986, this Private Utility Locating fee will only need to be paid once to locate utilities on both sites.

Client Signature: _____

Date: _____

Printed Name: _____

Title: _____

Please complete this page and return one copy of this proposal to ECS to indicate acceptance of this proposal and to initiate work on the above-referenced project. The Client's signature above also indicates that he/she has read or has had the opportunity to read the accompanying Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

BILLING INFORMATION (If different from proposal addressee)

(Please Print or Type)

Contact Person: _____

Telephone No. of Contact Person: _____

Party Responsible for Payment: _____

Company Name: _____

Department: _____

Billing Address: _____

Telephone Number: _____

Fax Number: _____

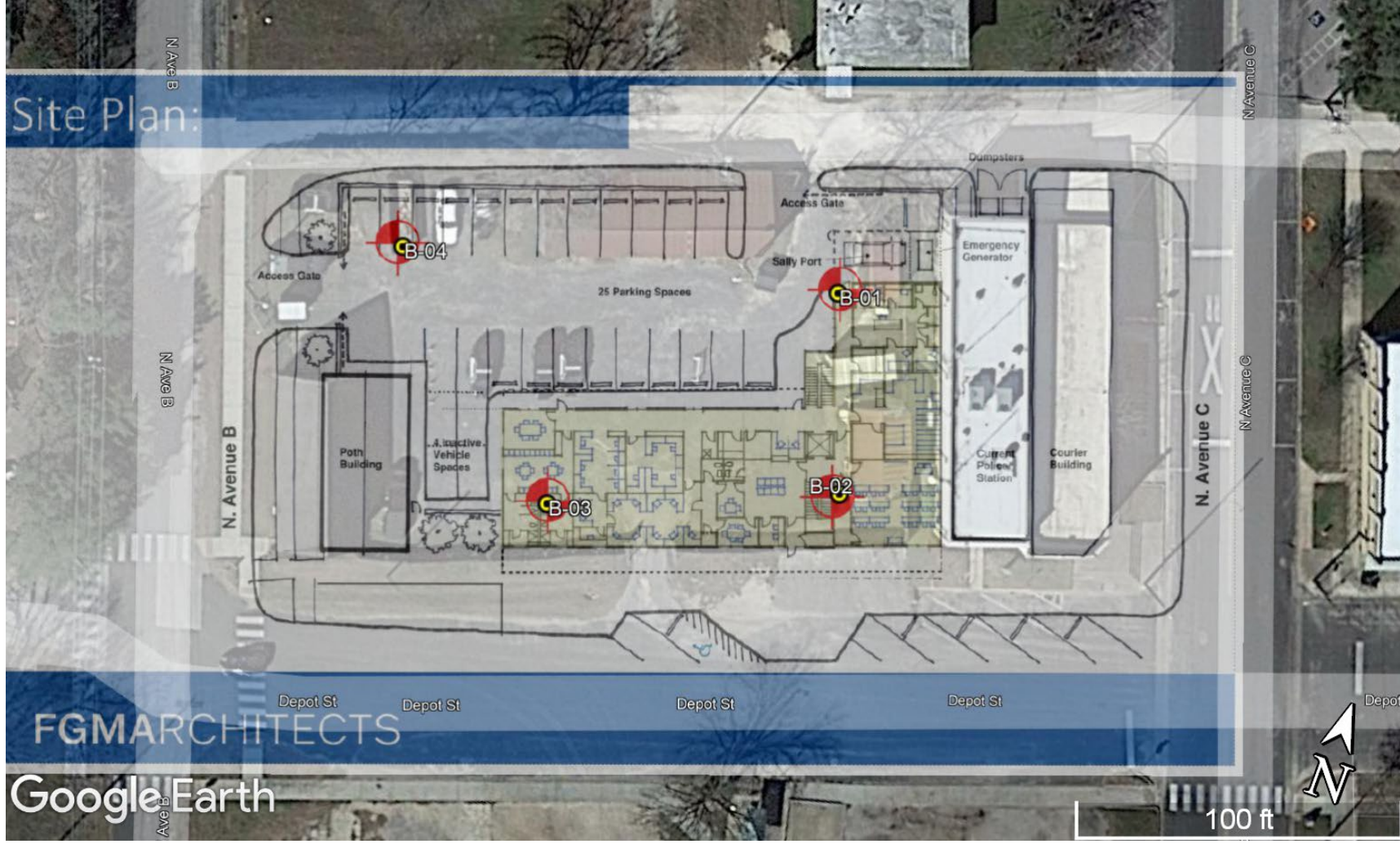
Client Project/Account Number: _____

Special Conditions for Invoices: _____

Contact Person: _____

Telephone No. of Contact Person: _____

Submittal and Approval: _____



● - Proposed Boring Locations

FIG 1: Boring Location Plan
 Proposed Elgin Police Station
 Development
 204 Depot Street
 Elgin, Texas



ECS-SOUTHWEST, LLP
 14050 Summit Drive, Suite 101
 Austin, Texas 78728

PM: TM

SCALE: NTS
 DATE: AUGUST 2022

PROPOSAL No. 17-7985
 FIGURE: 1

ECS SOUTHWEST, LLP

TERMS AND CONDITIONS OF SERVICE

The professional services (the "Services") to be provided by ECS Southwest, LLP ["ECS"] pursuant to the Proposal shall be provided in accordance with these Terms and Conditions of Service ("Terms"), including any addenda as may be incorporated or referenced in writing shall form the Agreement between ECS and Client.

1.0 INDEPENDENT CONSULTANT STATUS - ECS shall serve as an independent professional consultant to CLIENT for Service on the Project, identified above, and shall have control over, and responsibility for, the means and methods for providing the Services identified in the Proposal, including the retention of Subcontractors and Subconsultants

2.0 SCOPE OF SERVICES - It is understood that the fees, reimbursable expenses and time schedule defined in the Proposal are based on information provided by CLIENT and/or CLIENT'S contractors and consultants. CLIENT acknowledges that if this information is not current, is incomplete or inaccurate, if conditions are discovered that could not be reasonably foreseen, or if CLIENT orders additional services, the scope of services will change, even while the Services are in progress.

3.0 STANDARD OF CARE

3.1 In fulfilling its obligations and responsibilities enumerated in the Proposal, ECS shall be expected to comply with and its performance evaluated in light of the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity at that time in the region (the "Standard of Care"). Nothing contained in the Proposal, the agreed-upon scope of Services, these Terms and Conditions of Service or any ECS report, opinion, plan or other document prepared by ECS shall constitute a warranty or guaranty of any nature whatsoever.

3.2 CLIENT understands and agrees that ECS will rely on the facts learned from data gathered during performance of Services as well as those facts provided by the CLIENT. CLIENT acknowledges that such data collection is limited to specific areas that are sampled, bored, tested, observed and/or evaluated. Consequently, CLIENT waives any and all claims based upon erroneous facts provided by the CLIENT, facts subsequently learned or regarding conditions in areas not specifically sampled, bored, tested, observed or evaluated by ECS.

3.3 If a situation arises that causes ECS to believe compliance with CLIENT'S directives would be contrary to sound engineering practices, would violate applicable laws, regulations or codes, or will expose ECS to legal claims or charges, ECS shall so advise CLIENT. If ECS' professional judgment is rejected, ECS shall have the right to terminate its Services in accordance with the provisions of Section 25.0, below.

3.4 If CLIENT decides to disregard ECS' recommendations with respect to complying with applicable Laws or Regulations, ECS shall determine if applicable law requires ECS to notify the appropriate public officials. CLIENT agrees that such determinations are ECS' sole right to make.

4.0 CLIENT DISCLOSURES

4.1 Where the Scope of Services requires ECS to penetrate a Site surface, CLIENT shall furnish and/or shall direct CLIENT'S consultant(s) or agent(s) to furnish ECS information identifying the type and location of utility lines and other man-made objects known, suspected, or assumed to be located beneath or behind the Site's surface. ECS shall be entitled to rely on such information for completeness and accuracy without further investigation, analysis, or evaluation.

4.2 "Hazardous Materials" shall include but not be limited to any substance that poses or may pose a present or potential hazard to human health or the environment whether contained in a product, material, by-product, waste, or sample, and whether it exists in a solid, liquid, semi-solid or gaseous form. CLIENT shall notify ECS of any known, assumed, or suspected regulated, contaminated, or other similar Hazardous Materials that may exist at the Site prior to ECS mobilizing to the Site.

4.3 If any Hazardous Materials are discovered, or are reasonably suspected by ECS after its Services begin, ECS shall be entitled to amend the scope of Services and adjust its fees to reflect the additional work or personal protective equipment and/or safety precautions required by the existence of such Hazardous Materials.

5.0 INFORMATION PROVIDED BY OTHERS - CLIENT waives, releases and discharges ECS from and against any claim for damage, injury or loss allegedly arising out of or in connection with errors, omissions, or inaccuracies in documents and other information in any form provided to ECS by CLIENT or CLIENT'S agents, contractors, or consultants, including such information that becomes incorporated into ECS documents.

6.0 CONCEALED RISKS - CLIENT acknowledges that special risks are inherent in sampling, testing and/or evaluating concealed conditions that are hidden from view and/or neither readily apparent nor easily accessible, e.g., subsurface conditions, conditions behind a wall, beneath a floor, or above a ceiling. Such circumstances require that certain assumptions be made regarding existing conditions, which may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of a building or component thereof. Accordingly, ECS shall not be responsible for the verification of such conditions unless verification can be made by simple visual observation. Client agrees to bear any and all costs, losses, damages and expenses (including, but not limited to, the cost of ECS' Additional Services) in any way arising from or in connection with the existence or discovery of such concealed or unknown conditions.

7.0 RIGHT OF ENTRY/DAMAGE RESULTING FROM SERVICES

7.1 CLIENT warrants that it possesses the authority to grant ECS right of entry to the Site for the performance of Services. CLIENT hereby grants ECS and its subcontractors and/or agents, the right to enter from time to time onto the property in order for ECS to perform

its Services. CLIENT agrees to indemnify and hold ECS harmless from any claims arising from allegations that ECS trespassed or lacked authority to access the Site.

7.2 CLIENT warrants that it possesses all necessary permits, licenses and/or utility clearances for the Services to be provided by ECS except where ECS' Proposal explicitly states that ECS will obtain such permits, licenses, and/or utility clearances.

7.3 ECS will take reasonable precautions to limit damage to the Site and its improvements during the performance of its Services. CLIENT understands that the use of exploration, boring, sampling, or testing equipment may cause minor, but common, damage to the Site. The correction and restoration of such common damage is CLIENT'S responsibility unless specifically included in ECS' Proposal.

7.4 CLIENT agrees that it will not bring any claims for liability or for injury or loss against ECS arising from (i) procedures associated with the exploration, sampling or testing activities at the Site, (ii) discovery of Hazardous Materials or suspected Hazardous Materials, or (iii) ECS' findings, conclusions, opinions, recommendations, plans, and/or specifications related to discovery of contamination.

8.0 UNDERGROUND UTILITIES

8.1 ECS shall exercise the Standard of Care in evaluating client-furnished information as well as information readily and customarily available from public utility locating services (the "Underground Utility Information") in its effort to identify underground utilities. The extent of such evaluations shall be at ECS' sole discretion.

8.2 CLIENT recognizes that the Underground Utility Information provided to or obtained by ECS may contain errors or be incomplete. CLIENT understands that ECS may be unable to identify the locations of all subsurface utility lines and man-made features.

8.3 CLIENT waives, releases, and discharges ECS from and against any claim for damage, injury or loss allegedly arising from or related to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to ECS' attention in writing by CLIENT, not correctly shown on the Underground Utility Information and/or not properly marked or located by the utility owners, governmental or quasi-governmental locators, or private utility locating services as a result of ECS' or ECS' subcontractor's request for utility marking services made in accordance with local industry standards.

9.0 SAMPLES

9.1 Soil, rock, water, building materials and/or other samples and sampling by-products obtained from the Site are and remain the property of CLIENT. Unless other arrangements are requested by CLIENT and mutually agreed upon by ECS in writing, ECS will retain samples not consumed in laboratory testing for up to sixty (60) calendar days after the issuance of any document containing data obtained from such samples. Samples consumed by laboratory testing procedures will not be stored.

9.2 Unless CLIENT directs otherwise, and excluding those issues covered in Section 10.0, CLIENT authorizes ECS to dispose of CLIENT'S non-hazardous samples and sampling or testing process by-products in accordance with applicable laws and regulations.

10.0 ENVIRONMENTAL RISKS

10.1 When Hazardous Materials are known, assumed, suspected to exist, or discovered at the Site, ECS will endeavor to protect its employees and address public health, safety, and environmental issues in accordance with the Standard of Care. CLIENT agrees to compensate ECS for such efforts.

10.2 When Hazardous Materials are known, assumed, or suspected to exist, or discovered at the Site, ECS and/or ECS' subcontractors will exercise the Standard of Care in containerizing and labeling such Hazardous Materials in accordance with applicable laws and regulations, and will leave the containers on Site. CLIENT is responsible for the retrieval, removal, transport and disposal of such contaminated samples, and sampling process byproducts in accordance with applicable law and regulation.

10.3 Unless explicitly stated in the Scope of Services, ECS will neither subcontract for nor arrange for the transport, disposal, or treatment of Hazardous Materials. At CLIENT'S written request, ECS may assist CLIENT in identifying appropriate alternatives for transport, off-site treatment, storage, or disposal of such substances, but CLIENT shall be solely responsible for the final selection of methods and firms to provide such services. CLIENT shall sign all manifests for the disposal of substances affected by contaminants and shall otherwise exercise prudence in arranging for lawful disposal.

10.4 In those instances where ECS is expressly retained by CLIENT to assist CLIENT in the disposal of Hazardous Materials, samples, or wastes as part of the Proposal, ECS shall do so only as CLIENT'S agent (notwithstanding any other provision of this AGREEMENT to the contrary). ECS will not assume the role of, nor be considered a generator, storer, transporter, or disposer of Hazardous Materials.

10.5 Subsurface sampling may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or excavation/boring device moves through a contaminated zone and links it to an aquifer, underground stream, pervious soil stratum, or other hydrous body not previously contaminated, or connects an uncontaminated zone with a contaminated zone. Because sampling is an essential element of the Services indicated herein, CLIENT agrees this risk cannot be eliminated. Provided such services were performed in accordance with the Standard of Care, CLIENT waives, releases and discharges ECS from and against any claim for damage, injury, or loss allegedly arising from or related to such cross-contamination.

10.6 CLIENT understands that a Phase I Environmental Site Assessment (ESA) is conducted solely to permit ECS to render a professional opinion about the likelihood of the site having a Recognized Environmental Condition on, in, beneath, or near the Site at the time the 'derived from its conduct are highly limited and ECS cannot know or state for an absolute

fact that the Site is unaffected or adversely affected by one or more Recognized Environmental Conditions. CLIENT represents and warrants that it understands the limitations associated with Phase I ESAs.

11.0 OWNERSHIP OF DOCUMENTS

- 11.1 ECS shall be deemed the author and owner (or licensee) of all documents, technical reports, letters, photos, boring logs, field data, field notes, laboratory test data, calculations, designs, plans, specifications, reports, or similar documents and estimates of any kind furnished by it [the "Documents of Service"] and shall retain all common law, statutory and other reserved rights, including copyrights. CLIENT shall have a limited, non-exclusive license to use copies of the Documents of Service provided to it in connection with the Project for which the Documents of Service are provided until the completion of the Project.
- 11.2 ECS' Services are performed and Documents of Service are provided for the CLIENT'S sole use. CLIENT understands and agrees that any use of the Documents of Service by anyone other than the CLIENT, its licensed consultants and its contractors is not permitted. CLIENT further agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its contractors' use of ECS' Documents of Service.
- 11.3 CLIENT agrees to not use ECS' Documents of Service for the Project if the Project is subsequently modified in scope, structure or purpose without ECS' prior written consent. Any reuse without ECS' written consent shall be at CLIENT'S sole risk and without liability to ECS or to ECS' subcontractor(s). CLIENT agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its use of ECS' Documents of Service after any modification in scope, structure or purpose.
- 11.4 CLIENT agrees to not make any modification to the Documents of Service without the prior written authorization of ECS. To the fullest extent permitted by law, CLIENT agrees to indemnify, defend, and hold ECS harmless from any damage, loss, claim, liability or cost (including reasonable attorneys' fees and defense costs) arising out of or in connection with any unauthorized modification of the Documents of Service by CLIENT or any person or entity that acquires or obtains the Documents of Service from or through CLIENT. CLIENT represents and warrants that the Documents of Service shall be used only as submitted by ECS.

12.0 SAFETY

- 12.1 Unless expressly agreed to in writing in its Proposal, CLIENT agrees that ECS shall have no responsibility whatsoever for any aspect of site safety other than for its own employees. Nothing herein shall be construed to relieve CLIENT and/or its contractors, consultants or other parties from their responsibility for site safety. CLIENT also represents and warrants that the General Contractor is solely responsible for Project site safety and that ECS personnel may rely on the safety measures provided by the General Contractor.
- 12.2 In the event ECS assumes in writing limited responsibility for specified safety issues, the acceptance of such responsibilities does not and shall not be deemed an acceptance of responsibility for any other non-specified safety issues, including, but not limited to those relating to excavating, trenching, shoring, drilling, backfilling, blasting, or other construction activities.

13.0 CONSTRUCTION TESTING AND REMEDIATION SERVICES

- 13.1 CLIENT understands that construction testing and observation services are provided in an effort to reduce, but cannot eliminate, the risk of problems arising during or after construction or remediation. CLIENT agrees that the provision of such Services does not create a warranty or guarantee of any type.
- 13.2 Monitoring and/or testing services provided by ECS shall not in any way relieve the CLIENT'S contractor(s) from their responsibilities and obligations for the quality or completeness of construction as well as their obligation to comply with applicable laws, codes, and regulations.
- 13.3 ECS has no responsibility whatsoever for the means, methods, techniques, sequencing or procedures of construction selected, for safety precautions and programs incidental to work or services provided by any contractor or other consultant. ECS does not and shall not have or accept authority to supervise, direct, control, or stop the work of any contractor or consultant or any of their subcontractors or subconsultants.
- 13.4 ECS strongly recommends that CLIENT retain ECS to provide construction monitoring and testing services on a full time basis to lower the risk of defective or incomplete Work being installed by CLIENT'S contractor(s). If CLIENT elects to retain ECS on a part time basis for any aspect of construction monitoring and/or testing, CLIENT accepts the risks that a lower level of construction quality may occur and that defective or incomplete work may result and not be detected by ECS' part time monitoring and testing. Unless the CLIENT can show that the error or omission is contained in ECS' reports, CLIENT waives, releases and discharges ECS from and against any other claims for errors, omissions, damages, injuries, or loss alleged to arise from defective or incomplete work that was monitored or tested by ECS on a part time basis. Except as set forth in the preceding sentence, CLIENT agrees to indemnify and hold ECS harmless from all damages, costs, and attorneys' fees, for any claims alleging errors, omissions, damage, injury or loss allegedly resulting from Work that was monitored or tested by ECS on a part time basis.

14.0 CERTIFICATIONS - CLIENT may request, or governing jurisdictions may require, ECS to provide a "certification" regarding the Services provided by ECS. Any "certification" required of ECS by the CLIENT or jurisdiction(s) having authority over some or all aspects of the Project shall consist of ECS' inferences and professional opinions based on the limited sampling, observations, tests, and/or analyses performed by ECS at discrete locations and times. Such "certifications" shall constitute ECS' professional opinion of a condition's existence, but ECS does not guarantee that such condition exists, nor does it relieve other parties of the responsibilities or obligations such parties have with respect to the possible existence of such a condition. CLIENT agrees it cannot make the resolution of any dispute with ECS or payment of any amount due to ECS contingent upon ECS signing any such "certification."

15.0 BILLINGS AND PAYMENTS

- 15.1 Billings will be based on the unit rates, plus travel costs, and other reimbursable expenses as stated in the Professional Fees section of the Proposal. Any Estimate of Professional

Fees stated in these Terms shall not be considered as a not-to-exceed or lump sum amount unless otherwise explicitly stated. CLIENT understands and agrees that even if ECS agrees to a lump sum or not-to-exceed amount, that amount shall be limited to number of hours, visits, trips, tests, borings, or samples stated in the Proposal.

- 15.2 CLIENT agrees that all Professional Fees and other unit rates shall be adjusted annually to account for inflation based on the most recent 12-month average of the Consumer Price Index (CPI-U) for all items as established by www.bls.gov when the CPI-U exceeds an annual rate of 2.0%.
- 15.3 Should ECS identify a Changed Condition(s), ECS shall notify the CLIENT of the Changed Condition(s). ECS and CLIENT shall promptly and in good faith negotiate an amendment to the Scope of Services, Professional Fees, and time schedule.
- 15.4 CLIENT recognizes that time is of the essence with respect to payment of ECS' invoices, and that timely payment is a material consideration for this agreement. All payment shall be in U.S. funds drawn upon U.S. banks and in accordance with the rates and charges set forth in the Professional Fees. Invoices are due and payable upon receipt.
- 15.5 If CLIENT disputes all or part of an invoice, CLIENT shall provide ECS with written notice stating in detail the facts of the dispute within fifteen (15) calendar days of the invoice. CLIENT agrees to pay the undisputed amount of such invoice promptly.
- 15.6 ECS reserves the right to charge CLIENT an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by Law, whichever is lower) of the invoiced amount per month for any payment received by ECS more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute. All payments will be applied to accrued interest first and then to the unpaid principal amount. Payment of invoices shall not be subject to unilateral discounting or set-offs by CLIENT.
- 15.7 CLIENT agrees that its obligation to pay for the Services is not contingent upon CLIENT'S ability to obtain financing, zoning, approval of governmental or regulatory agencies, permits, final adjudication of a lawsuit, CLIENT'S successful completion of the Project, settlement of a real estate transaction, receipt of payment from CLIENT'S client, or any other event unrelated to ECS provision of Services. Retainage shall not be withheld from any payment, nor shall any deduction be made from any invoice on account of penalty, liquidated damages, or other sums incurred by CLIENT. It is agreed that all costs and legal fees including actual attorney's fees, and expenses incurred by ECS in obtaining payment under this Agreement, in perfecting or obtaining a lien, recovery under a bond, collecting any delinquent amounts due, or executing judgments, shall be reimbursed by CLIENT.
- 15.8 Unless CLIENT has provided notice to ECS in accordance with Section 16.0 of these Terms, payment of any invoice by the CLIENT shall mean that the CLIENT is satisfied with ECS' Services and is not aware of any defects in those Services.

16.0 DEFECTS IN SERVICE

- 16.1 CLIENT, its personnel, its consultants, and its contractors shall promptly inform ECS during active work on any project of any actual or suspected defects in the Services so to permit ECS to take such prompt, effective remedial measures that in ECS' opinion will reduce or eliminate the consequences of any such defective Services. The correction of defects attributable to ECS' failure to perform in accordance with the Standard of Care shall be provided at no cost to CLIENT. However, ECS shall not be responsible for the correction of any deficiency attributable to CLIENT-furnished information, the errors, omissions, defective materials, or improper installation of materials by CLIENT'S personnel, consultants or contractors, or work not observed by ECS. CLIENT shall compensate ECS for the costs of correcting such defects.
- 16.2 Modifications to reports, documents and plans required as a result of jurisdictional reviews or CLIENT requests shall not be considered to be defects. CLIENT shall compensate ECS for the provision of such Services.

17.0 INSURANCE - ECS represents that it and its subcontractors and subconsultants maintain Workers Compensation insurance, and that ECS is covered by general liability, automobile and professional liability insurance policies in coverage amounts it deems reasonable and adequate. ECS shall furnish certificates of insurance upon request. The CLIENT is responsible for requesting specific inclusions or limits of coverage that are not present in ECS insurance package. The cost of such inclusions or coverage increases, if available, will be at the expense of the CLIENT.

18.0 LIMITATION OF LIABILITY

- 18.1 CLIENT AGREES TO ALLOCATE CERTAIN RISKS ASSOCIATED WITH THE PROJECT BY LIMITING ECS' TOTAL LIABILITY TO CLIENT ARISING FROM ECS' PROFESSIONAL LIABILITY, I.E. PROFESSIONAL ACTS, ERRORS, OR OMISSIONS AND FOR ANY AND ALL CAUSES INCLUDING NEGLIGENCE, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, INJURIES, DAMAGES, CLAIMS, LOSSES, EXPENSES, OR CLAIM EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) RELATING TO PROFESSIONAL SERVICES PROVIDED UNDER THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW. THE ALLOCATION IS AS FOLLOWS.**
- 18.1.1 If the proposed fees are \$10,000 or less, ECS' total aggregate liability to CLIENT shall not exceed \$20,000, or the total fee received for the services rendered, whichever is greater.
- 18.1.2 If the proposed fees are in excess of \$10,000, ECS' total aggregate liability to CLIENT shall not exceed \$40,000, or the total fee for the services rendered, whichever is greater.
- 18.2 CLIENT agrees that ECS shall not be responsible for any injury, loss or damage of any nature, including bodily injury and property damage, arising directly or indirectly, in whole or in part, from acts or omissions by the CLIENT, its employees, agents, staff, consultants, contractors, or subcontractors to the extent such injury, damage,

- or loss is caused by acts or omissions of CLIENT, its employees, agents, staff, consultants, contractors, subcontractors or person/entities for whom CLIENT is legally liable.
- 18.3 CLIENT agrees that ECS' liability for all non-professional liability arising out of this agreement or the services provided as a result of the Proposal be limited to \$500,000.
- 19.0 INDEMNIFICATION**
- 19.1 Subject Section 18.0, ECS agrees to hold harmless and indemnify CLIENT from and against damages arising from ECS' negligent performance of its Services, but only to the extent that such damages are found to be caused by ECS' negligent acts, errors or omissions, (specifically excluding any damages caused by any third party or by the CLIENT.)
- 19.2 To the fullest extent permitted by Law, CLIENT agrees to indemnify, and hold ECS harmless from and against any and all liability, claims, damages, demands, fines, penalties, costs and expenditures (including reasonable attorneys' fees and costs of litigation defense and/or settlement) ["Damages"] caused in whole or in part by the negligent acts, errors, or omissions of the CLIENT or CLIENT'S employees, agents, staff, contractors, subcontractors, consultants, and clients, provided such Damages are attributable to: (a) the bodily injury, personal injury, sickness, disease and/or death of any person; (b) the injury to or loss of value to tangible personal property; or (c) a breach of these Terms. The foregoing indemnification shall not apply to the extent such Damage is found to be caused by the sole negligence, errors, omissions or willful misconduct of ECS.
- 19.3 It is specifically understood and agreed that in no case shall ECS be required to pay an amount of Damages disproportional to ECS' culpability. **IF CLIENT IS A HOMEOWNER, HOMEOWNERS' ASSOCIATION, CONDOMINIUM OWNER, CONDOMINIUM OWNER'S ASSOCIATION, OR SIMILAR RESIDENTIAL OWNER, ECS RECOMMENDS THAT CLIENT RETAIN LEGAL COUNSEL BEFORE ENTERING INTO THIS AGREEMENT TO EXPLAIN CLIENT'S RIGHTS AND OBLIGATIONS HEREUNDER, AND THE LIMITATIONS, AND RESTRICTIONS IMPOSED BY THIS AGREEMENT. CLIENT AGREES THAT FAILURE OF CLIENT TO RETAIN SUCH COUNSEL SHALL BE A KNOWING WAIVER OF LEGAL COUNSEL AND SHALL NOT BE ALLOWED ON GROUNDS OF AVOIDING ANY PROVISION OF THIS AGREEMENT.**
- 19.4 **IF CLIENT IS A RESIDENTIAL BUILDER OR RESIDENTIAL DEVELOPER, CLIENT SHALL INDEMNIFY AND HOLD HARMLESS ECS AGAINST ANY AND ALL CLAIMS OR DEMANDS DUE TO INJURY OR LOSS INITIATED BY ONE OR MORE HOMEOWNERS, UNIT-OWNERS, OR THEIR HOMEOWNER'S ASSOCIATION, COOPERATIVE BOARD, OR SIMILAR GOVERNING ENTITY AGAINST CLIENT WHICH RESULTS IN ECS BEING BROUGHT INTO THE DISPUTE.**
- 19.5 **IN NO EVENT SHALL THE DUTY TO INDEMNIFY AND HOLD ANOTHER PARTY HARMLESS UNDER THIS SECTION 19.0 INCLUDE THE DUTY TO DEFEND.**
- 20.0 CONSEQUENTIAL DAMAGES**
- 20.1 CLIENT shall not be liable to ECS and ECS shall not be liable to CLIENT for any consequential damages incurred by either due to the fault of the other or their employees, consultants, agents, contractors or subcontractors, regardless of the nature of the fault or whether such liability arises in breach of contract or warranty, tort, statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 20.2 ECS shall not be liable to CLIENT, or any entity engaged directly or indirectly by CLIENT, for any liquidated damages due to any fault, or failure to act, in part or in total by ECS, its employees, agents, or subcontractors.
- 21.0 SOURCES OF RECOVERY**
- 21.1 All claims for damages related to the Services provided under this agreement shall be made against the ECS entity contracting with the CLIENT for the Services, and no other person or entity. CLIENT agrees that it shall not name any affiliated entity including parent, peer, or subsidiary entity or any individual officer, director, or employee of ECS, specifically including its professional engineers and geologists.
- 21.2 In the event of any dispute or claim between CLIENT and ECS arising out of in connection with the Project and/or the Services, CLIENT and ECS agree that they will look solely to each other for the satisfaction of any such dispute or claim. Moreover, notwithstanding anything to the contrary contained in any other provision herein, CLIENT and ECS' agree that their respective shareholders, principals, partners, members, agents, directors, officers, employees, and/or owners shall have no liability whatsoever arising out of or in connection with the Project and/or Services provided hereunder. In the event CLIENT brings a claim against an affiliated entity, parent entity, subsidiary entity, or individual officer, director or employee in contravention of this Section 21, CLIENT agrees to hold ECS harmless from and against all damages, costs, awards, or fees (including attorneys' fees) attributable to such act.
- 22.0 THIRD PARTY CLAIMS EXCLUSION** - CLIENT and ECS agree that the Services are performed solely for the benefit of the CLIENT and are not intended by either CLIENT or ECS to benefit any other person or entity. To the extent that any other person or entity is benefited by the Services, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to the AGREEMENT. No third-party shall have the right to rely on ECS' opinions rendered in connection with ECS' Services without written consent from both CLIENT and ECS, which shall include, at a minimum, the third-party's agreement to be bound to the same Terms and Conditions contained herein and third-party's agreement that ECS' Scope of Services performed is adequate.
- 23.0 DISPUTE RESOLUTION**
- 23.1 In the event any claims, disputes, and other matters in question arising out of or relating to these Terms or breach thereof (collectively referred to as "Disputes"), the parties shall promptly attempt to resolve all such Disputes through executive negotiation between senior representatives of both parties familiar with the Project. The parties shall arrange a mutually convenient time for the senior representative of each party to meet. Such meeting shall occur within fifteen (15) days of either party's written request for executive negotiation or as otherwise mutually agreed. Should this meeting fail to result in a mutually agreeable plan for resolution of the Dispute, CLIENT and ECS agree that either party may bring litigation.
- 23.2 CLIENT shall make no claim (whether directly or in the form of a third-party claim) against ECS unless CLIENT shall have first provided ECS with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such certificate shall be a precondition to the institution of any judicial proceeding and shall be provided to ECS thirty (30) days prior to the institution of such judicial proceedings.
- 23.3 Litigation shall be instituted in a court of competent jurisdiction in the county or district in which ECS' office contracting with the CLIENT is located. The parties agree that the law applicable to these Terms and the Services provided pursuant to the Proposal shall be the laws of the Commonwealth of Virginia, but excluding its choice of law rules. Unless otherwise mutually agreed to in writing by both parties, CLIENT waives the right to remove any litigation action to any other jurisdiction. Both parties agree to waive any demand for a trial by jury.
- 24.0 CURING A BREACH**
- 24.1 A party that believes the other has materially breached these Terms shall issue a written cure notice identifying its alleged grounds for termination. Both parties shall promptly and in good faith attempt to identify a cure for the alleged breach or present facts showing the absence of such breach. If a cure can be agreed to or the matter otherwise resolved within thirty (30) calendar days from the date of the termination notice, the parties shall commit their understandings to writing and termination shall not occur.
- 24.2 Either party may waive any right provided by these Terms in curing an actual or alleged breach; however, such waiver shall not affect future application of such provision or any other provision.
- 25.0 TERMINATION**
- 25.1 CLIENT or ECS may terminate this agreement for breach or these terms, non-payment, or a failure to cooperate. In the event of termination, the effecting party shall so notify the other party in writing and termination shall become effective fourteen (14) calendar days after receipt of the termination notice.
- 25.2 Irrespective of which party shall effect termination, or the cause therefore, ECS shall promptly render to CLIENT a final invoice and CLIENT shall immediately compensate ECS for Services rendered and costs incurred including those Services associated with termination itself, including without limitation, demobilizing, modifying schedules, and reassigning personnel.
- 26.0 TIME BAR TO LEGAL ACTION** - Unless prohibited by law, and notwithstanding any Statute that may provide additional protection, CLIENT and ECS agree that a lawsuit by either party alleging a breach of this agreement, violation of the Standard of Care, non-payment of invoices, or arising out of the Services provided hereunder, must be initiated in a court of competent jurisdiction no more than two (2) years from the time the party knew, or should have known, of the facts and conditions giving rise to its claim, and shall under no circumstances shall such lawsuit be initiated more than three (3) years from the date of substantial completion of ECS' Services.
- 27.0 ASSIGNMENT** - CLIENT and ECS respectively bind themselves, their successors, assigns, heirs, and legal representatives to the other party and the successors, assigns, heirs and legal representatives of such other party with respect to all covenants of these Terms. Neither CLIENT nor ECS shall assign these Terms, any rights thereunder, or any cause of action arising therefrom, in whole or in part, without the written consent of the other. Any purported assignment or transfer, except as permitted above, shall be deemed null, void and invalid, the purported assignee shall acquire no rights as a result of the purported assignment or transfer and the non-assigning party shall not recognize any such purported assignment or transfer.
- 28.0 SEVERABILITY** - Any provision of these Terms later held to violate any law, statute, or regulation, shall be deemed void, and all remaining provisions shall continue in full force and effect. CLIENT and ECS shall endeavor to quickly replace a voided provision with a valid substitute that expresses the intent of the issues covered by the original provision.
- 29.0 SURVIVAL** - All obligations arising prior to the termination of the agreement represented by these Terms and all provisions allocating responsibility or liability between the CLIENT and ECS shall survive the substantial completion of Services and the termination of the agreement.
- 30.0 TITLES; ENTIRE AGREEMENT**
- 30.1 The titles used herein are for general reference only and are not part of the Terms and Conditions.
- 30.2 These Terms and Conditions of Service together with the Proposal, including all exhibits, appendices, and other documents appended to it, constitute the entire agreement between CLIENT and ECS. CLIENT acknowledges that all prior understandings and negotiations are superseded by this agreement.
- 30.3 CLIENT and ECS agree that subsequent modifications to the agreement represented by these shall not be binding unless made in writing and signed by authorized representatives of both parties.
- 30.4 All preprinted terms and conditions on CLIENT'S purchase order, Work Authorization, or other service acknowledgement forms, are inapplicable and superseded by these Terms and Conditions of Service.
- 30.5 CLIENT's execution of a Work Authorization, the submission of a start work authorization (oral or written) or issuance of a purchase order constitutes CLIENT's acceptance of this Proposal and its agreement to be fully bound the foregoing Terms. If CLIENT fails to provide ECS with a signed copy of these Terms or the attached Work Authorization, CLIENT agrees that by authorizing and accepting the services of ECS, it will be fully bound by these Terms as if they had been signed by CLIENT.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A NEW PLAN REVIEW, INSPECTION SERVICES, AND JURISDICTION SERVICES AGREEMENT BETWEEN THE CITY OF ELGIN AND ARCH TECHNICAL SERVICES (dba ATS ENGINEERS, INSPECTORS, & SURVEYORS) FOR THE CONTINUATION OF BUILDING AND FIRE RELATED SERVICES AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Development Services.

PROPOSED ACTION: Discussion, consideration, and action on this Resolution.

BACKGROUND: Originally the City signed a services agreement for building related services with this company on Sept. 20, 2016 and expanded it to fire related services on Feb. 4, 2020. This agreement has been modified to clarify our permitting processes and allow for fee increases. Fees have not been raised since the original agreement in 2016.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ Date: _____

RECOMMENDATION: Staff recommends approval.

ATTACHMENTS: Resolution with Exhibit "A"

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

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

☐ 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. 2022-09-06-??

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A NEW PLAN REVIEW, INSPECTION SERVICES, AND JURISDICTION SERVICES AGREEMENT BETWEEN THE CITY OF ELGIN AND ARCH TECHNICAL SERVICES (dba ATS ENGINEERS, INSPECTORS, & SURVEYORS) FOR THE CONTINUATION OF BUILDING AND FIRE RELATED SERVICES AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin (“City”) and ATS Engineer, Inspectors, & Surveyors. (“Third Party”) entered into agreement on September 20, 2016 for Building Plan Review and Inspection Services; and,

WHEREAS, the City expanded this agreement with the Third Party to include fire related services on February 4, 2020; and

WHEREAS, the City desires to continue the working relationship of the Third Party for the continuation of their services, and

WHEREAS, the approval of this Agreement is necessary to continue this working relationship.

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

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

Section 2. Authorization. The Mayor is hereby authorized to execute the *New Plan Review, Inspection Services, and Jurisdictional Services Agreement* a copy of said agreement being attached hereto and marked as Exhibit A; and made a part of this Resolution as if copied verbatim herein.

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

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

PASSED, and **ADOPTED** on this 6th day of September 2022.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary

PLAN REVIEW, INSPECTION SERVICE and JURISDICTION SERVICE AGREEMENT

This Agreement, made and entered into this day of , 2022, by and between the City of Elgin, Texas, hereinafter referred to as the “Jurisdiction” and Arch Technical Services, LLC. (dba ATS Engineers, Inspectors & Surveyors), a Texas Limited Liability Company, having its principal place of business in Travis County, Texas, hereinafter referred to as “Inspector,” supersedes all other Agreements and Addendums between the parties, and is understood and agreed to be as set forth herein:

1. Term. This Agreement remain in effect from the effective date of the Agreement unless terminated by written notice by either party, at least thirty (30) days prior to termination. Fees may be adjusted annually.
2. Description of Services. The Jurisdiction, in connection with carrying out the duties of its various ordinances and permitting processes regulating the design, construction, materials, use and occupancy, location and maintenance of all buildings and structures within the Jurisdiction, as well as ensuring conformance with state laws, requires the services of a building inspector, as well as plan review services.
 - a. While performing its duties on behalf of the Jurisdiction, as described in this agreement, Inspector shall operate under the designation of “Building Official” and shall be subject to limitations and description of duties and powers as described within the codes adopted by the Jurisdiction or state law.
 - b. Inspector agrees to assist the Jurisdiction in enforcement of its ordinances as follows:
 - i. Inspector agrees to make all inspections requested by the Jurisdiction under appropriate ordinances of the Jurisdiction or state law. See Attachment “A” “Inspection Scheduling Procedures.”
 - ii. The Inspector, as the Jurisdiction’s agent, will help assure (upon request) compliance with the adopted International Energy Conservation Code (IECC).
 - iii. Upon request, Inspector will make written reports noting state law or ordinance compliance or any deviations from all inspections and deliver a copy of such reports to the Jurisdiction office via mail, in person, facsimile, or other electronic means within two (2) business days.
 - iv. Inspector may from time to time be called upon to perform the following services:
 - Attend meeting of the Jurisdiction’s Council, when requested by a Council Member or other Jurisdictional Official; and/or
 - Attend other public or private meetings involving inspection matters related to the duties performed under this Agreement.

- v. Inspector shall conduct him/herself as an agent of the Jurisdiction in good faith displaying professionalism and a courteous manner in dealings with the citizens of the Jurisdiction. Inspector agrees to abide by the Building Official Code of Ethics as established by the International Code Council (ICC). Inspector will report to the Jurisdiction, verbally or in writing, any conflicts between Inspector and any citizen while performing said duties.
- vi. The Jurisdiction may conduct customer satisfaction surveys from time to time without notice to Inspector. The Jurisdiction will incur cost of materials to perform such surveys.
- vii. Inspector shall maintain complete and accurate records of work performed for the Jurisdiction. Inspector shall manage both public and confidential records that Inspector obtains pursuant to this Agreement with the understanding that some records may be subject to state open government laws.
- viii. Inspector understands that payments made to Inspector are only for services performed. The Jurisdiction, at its sole discretion, may engage other third-party inspectors to perform some or all services described herein.

c) **Payment for Services.** The Jurisdiction will employ the Inspector for the following fee structure:

Inspections:

Residential:	See Attachment B
Commercial:	See Attachment B

Plan Reviews:

Residential: new construction or additions	See Attachment B
Commercial: new construction or additions	See Attachment B
Multi-family: new construction or additions	See Attachment B

Consulting Fees: \$95/hr. to include meetings, special projects and requests.

Texas Accessibility Standards inspections: fees based on current state fees.

Reimbursable Expenses: Fees related to transmittal of plan reviews and other requested documents:

- 1.) **Courier, Postage, Overnight Delivery, Etc.:** Pass-thru costs
- 2.) **Printing:** As required for electronic transfer of plans or plan reproduction:
\$25.00 up to first 10 pages. \$3.00 per page thereafter.

Inspections are to be scheduled through MyGovernmentOnline. Upon notification, Inspector will typically honor the request within one (1) business day.

Request for plan review services is to be made through a permit application submitted to the City through MyGovernmentOnline. Reviewed plans and construction documents will be returned no later than five (5) business days from receipt if for residential construction projects and no later than ten (10) business days if for commercial or multi-family construction projects.

Inspector shall invoice the Jurisdiction bi-weekly for each Residential and Commercial inspection and re-inspection performed. Invoice shall include a description of the address and type of inspection performed. Re-inspection fees described in Attachment “A” shall be those fees identified above.

3. Termination. Either party may terminate this Agreement by giving thirty (30) days written notice. Upon such notice, Inspector shall, unless otherwise mutually agreed upon in writing, cease all work on the effective date of termination. The Inspector shall submit a statement to the Jurisdiction detailing the work performed to the date of termination. The Jurisdiction agrees to compensate the Inspector for that portion of the work performed, accepted and invoiced under this Agreement.
4. Relationship of Parties. It is understood by the parties that Inspector is an independent contractor with respect to the Jurisdiction and not an employee of the Jurisdiction. The jurisdiction will not provide fringe benefits, including health insurance benefits, paid vacation, or any employee benefit, for the benefit of Inspector.
5. Employees. Inspector’s employees, if any, who perform services for the jurisdiction under this Agreement shall also be bound by the provisions of this Agreement. At the request of the jurisdiction, Inspector shall provide adequate evidence that such persons are Inspector’s employees. Jurisdiction agrees not to separately contract with employees of Inspector or otherwise separately employ members of the Inspector’s staff without written approval of the Inspector during the period of the Agreement and for a period of two years after the termination of this Agreement.
6. Insurance. Inspector shall purchase and/or maintain such general liability, auto liability, professional errors and omission, and other insurance, at its expense, as is appropriate or required by state law for the work being performed and as will provide protection for the Inspector and Jurisdiction from claims which may arise out of or result from Inspector’s performance and furnishing of services, whether such services are provided

by Inspector, any subcontractor or supplier or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Contractor must furnish a current Certificate of Insurance prior to performance under this Agreement and at least ten (10) days prior to the end of any existing coverage period.

7. Indemnification. Inspector agrees to indemnify and hold the Jurisdiction harmless from all claims, losses, expenses, fees, including attorney's fees, costs and judgments that may be asserted against the Jurisdiction that result from acts or omissions of Inspector, Inspector's employees, if any, and Inspector's agents. Inspector waives the rights to recovery from the Jurisdiction for any injuries that Inspector and/or Inspector's employees, subcontractors or agents may sustain while performing services under this Agreement.
8. Assignment. Inspector's obligation under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the Jurisdiction.
9. Notice. All notice required or permitted under this Agreement shall be in writing and shall be delivered either in person or deposited in the United States mail, postage prepaid, addressed as follows:

If for the Jurisdiction:

City of Elgin, Texas
P.O. Box 591
Elgin, TX 78621
(512) 281-5724

If for Inspector:

ATS Engineers, Inspectors & Surveyors
4910 West Hwy 290
Austin, Texas 78735
Tel: (512) 328-6995
Fax: (512) 328-6996

Either party may change such address from time to time by providing written notice to the other in the manner set forth above. Notice is deemed to have been received three (3) days after deposit in U.S. mail.

10. Entire Agreement. This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written agreements between the parties.
11. Amendment. This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
12. Severability. If any provision of this Agreement shall be held to be invalid or unenforceable, then such provision shall be deemed to be written, construed, and enforced as so limited; the remainder of the agreement shall be considered valid and enforceable.



ATS

Engineers | Inspectors | Surveyors

13. Waiver of Contractual Right. The failure of any party to enforce any provision of this Agreement shall not be construed as a waiver of limitation to that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.
14. Applicable Law. The laws of the State of Texas shall govern this Agreement.
15. Venue: Travis County shall be the venue for any disputes that arise between the Jurisdiction and Inspector under the terms of this Agreement.

Parties to the Service Agreements:

Jurisdictional Representative
City of Elgin, Texas

By: _____

Printed Name: _____

Title: _____

Date: _____

Inspector Service Provider
Arch Technical Services LLC, dba, ATS Engineers, Inspectors & Surveyors

By: _____

Printed Name: Brad Schubert

Title: Chief Operating Officer

Date: 8/19/2022

Attachment “A”

BUILDING INSPECTION SCHEDULING PROCEDURES

Code inspections conducted by ATS Engineers, Inspectors & Surveyors must be requested at the City through the MyGovernmentOnline portal. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection, through the MyGovernmentOnline portal.

It is the responsibility of the permit holder to schedule inspections through MyGovernmentOnline for each phase of construction prior to proceeding with construction and/or covering work. This must include the name and phone number of the permit holder, the physical address of the permitted project and the type of inspection(s) requested. Passed inspections allow construction to proceed to the next stage. Failed inspections shall be corrected and re-inspected for compliance prior to proceeding with construction. All re-inspection fees must be paid prior to further inspection requests being performed.

Inspections will be combined at stages where combining is appropriate and the completion of one stage does not interfere with the inspection at another stage. Inspections performed individually other than those listed in stages at the convenience of the permit holder or necessary due to site conditions or other unforeseeable situations will be billed separately. The following are minimum required inspections for new construction. Please see the Plan Review documents for required inspections list. Reviewed, stamped Job Copy plans, Construction Documents, Energy reports, Plan Review documents, Manufacturer’s installation instructions, test reports and test certificates, and other documentation pertinent to the permitted project must be on-site and available to the Inspector upon request. The following is a list of common inspections types but is not all-inclusive and may change. It is important to check with the Jurisdiction prior to construction on the required inspections. The City of Elgin has adopted the following Codes: 2021 editions of the International Building Code (IBC), International Fire Code (IFC), International Mechanical Code (IMC), International Plumbing Code (IPC), International Fuel Gas Code (IFGC), International Residential Code (IRC), 2021 International Energy Conservation Code (IECC) and 2020 National Electric Code.

Pre-Construction Site Evaluation (if required):

- ☐ Prior to construction, ATS will conduct a site review to help identify building locations, erosion control measures, water quality protection issues and other pre-construction requirements. ATS will utilize the approved site plan as the basis for the inspection and will rely on surveying services provided by the applicant or others.
- ☐ Portable toilet facility and trash receptacle on site.

Temporary Construction Power

- ☐ Meter base and panel set per NEC with regard to under-ground or over-head electrical connection. T-pole braced on at least two (2) sides.
- ☐ Ground-fault circuit protection on all 110/ 220-volt receptacles and proper grounding means must be in place.
- ☐ Job-site address must be visible from street.

Plumbing Rough-In and Layout Inspection

- To be made after the soil, drain and waste piping is installed within the confines of a slab form and prior to any backfill or placement of concrete.
- A water test with a 10-foot head pressure or 5-PSI air test shall be performed on the entire system to verify tightness of the system.
- Building drain must be sleeved where passing through exterior beam. Sleeve shall be sealed tight around the building drain to prevent insect intrusion.
- All drain and waste piping installed with slope required for pipe size.
- Finished floor elevation allowing proper drainage around structure.

Sewer/Water Yard Line Inspection

- To be made after trenches are excavated, piping installed and tested, and before any backfill is placed.
- All necessary main supply shut-off valve(s) and/or back flow prevention devices installed on water supply and where necessary, any backwater prevention valve(s) installed on building sewer piping.
- Minimum buried depth of 12-inches. Trench is void of rocks, debris and bedded with sand. Sewer piping has slope required for pipe size.
- Clean out(s) installed and tap connection complete at main.

In-Slab Water Distribution Piping (Plumbing Copper)

- A pre-pour inspection is required by the design engineer or architect. Forms erected and floated, reinforcement steel and/or post-tension cables in place, grade beams cleaned and have been properly cut, vapor barrier installed and intact. Plans must be on-site.
- All rough-in plumbing, in-slab electrical or other conduit in place.
- All in-slab water distribution piping is installed within the confines of slab form and prior to any backfill or placement of concrete.
- Copper water lines shall be sleeved and protected from dissimilar metals.
- In-slab water distribution piping is insulated within 12-inches from slab exterior and pressure tested to a minimum 80 PSI.
- “UFER” ground wire bonded to reinforcing steel or alternate means of ground protection installed.

Frame Inspection

Frame Inspection

To be made after the roof, all framing, fire blocking and bracing are in place. All concealing wiring, all pipes, chimneys, ducts and vents are complete.

Construction plans, documents, and engineered product specifications are on-site.

- **Electrical Rough-In Inspection** – to be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of batt insulation and/or sheetrock. All branch circuit and dedicated wiring, boxes, conduit, panel(s) in place and properly secured. Cold-water ground wire is installed to copper water distribution piping.
- **Plumbing Top-Out Inspection** – to be made after the roof, framing, fire blocking and bracing is in place and all water distribution, soil, waste and vent piping and gas piping is complete and tested, and prior to the installation of insulation and/or sheetrock. A full system water pressure test or 50-PSI air test is required for inspection of the water distribution piping. For structures two-

stories or more, tub(s) and/or shower pan(s), and drain, waste and vent piping shall have a water test performed to verify tightness of the system. Gas piping shall have a minimum 10-PSI air test performed to verify tightness.

- Mechanical Rough-In Inspection – to be made after the roof, framing, fire blocking and bracing is in place and all ducting, and all HVAC rough-in equipment and components are complete, and prior to the installation of batt insulation and/or sheetrock.

Sheathing Inspection

- To be completed prior to the application of air barrier wrap, masonry ties and/ or lath. This inspection is intended to evaluate the wall bracing elements required by the adopted code.

Re-Frame, Fire-stop & Insulation (Energy 1) Inspection

- Correction items from previous Frame and MEP rough-in inspection(s) are complete.
- To be made after all batt insulation is in place and all exterior and plate penetrations have been sealed. Requirements of the International Energy Conservation Code are enforced.

Lath and Masonry Tie Inspection

- Lath inspections are to be completed when the lath is completed and prior to stucco application. Brick tie inspections are to be called prior to the masonry veneer installation.

Wallboard

- To be made after all wallboard is installed and fastened and prior to taping/float skim coats.

Gas Test and/ or Electrical Service Inspection

- Gas piping is complete with all gas stop valves installed and all gas flex piping connected to appliance(s). Gas stop valves are readily accessible. A minimum 10-PSI air test is performed on gas piping to verify tightness of system.
 - Electrical service wiring and main disconnect is installed and ready to be energized.
- Address is posted and visible from street for all inspections.

Final Inspections

- Building Final/Certificate of Occupancy – to be made after the building is complete and ready for occupancy. All prior inspections have passed and re-inspection fees paid.
- Electrical Final Inspection – to be made after the building is complete, all required electrical fixtures are in place and properly secured, connected or protected all panel(s) are labeled and system is energized.
- Plumbing Final Inspection – to be made after the building is complete, all plumbing fixtures are in place and properly connected, gas meter is set and the structure is ready for occupancy. To include required TCEQ Customer Service Inspection.
- Mechanical Final Inspection – to be made after the building is complete, the mechanical system is in place, properly connected and operating and the structure is ready for occupancy.

Attachment “B”

Residential

Residential Inspections	Per Inspection and Re-inspection Fee
Temporary electrical service	
Foundation Pre-pour	\$55.00
Layout Inspection	\$55.00
Plumbing rough-in/foundation layout	\$55.00
Water/sewer yard-lines	\$55.00
Copper/PEX rough-in	\$55.00
Frame Inspection	\$55.00
Combination inspections (Frame & MEP)	\$55.00
Insulation Inspection	\$55.00
Wallboard Inspection	\$55.00
Sheathing Inspection	\$55.00
Wall Tie – Masonry Inspection	\$55.00
Gas Inspection	\$55.00
Final inspections (combination)/ Certificate of Occupancy	\$55.00
Customer Service Inspection	\$55.00
Irrigation Inspection (CSI)	\$55.00
Electrical Meter service inspection	\$55.00
Additional inspections to include but is not limited to driveway, fence, pool, demolition	\$55.00
Remodeling/alterations to existing structure	\$55.00
Re-inspections	\$55.00
Fill In/Back up Inspections	*See Below

*Fill In/Back up Inspections: These inspections will be performed during times when the Jurisdiction’s employed inspector is unavailable and ATS is asked to “fill in”. Residential inspections \$65.00 each.

Residential Code Plan Review: \$75.00 each.

New submittals 5 business day turn around.

Revision re-submittals 3 business day turn around

Consultation Services: \$95.00/Hour, one hour minimum. *

*Includes but not limited to; meetings, conferences, code consultations.

Commercial Code Plan Review: \$95.00/HR for new submittals and revisions. If requested, an estimate of the total fee for a project may be provided to the Jurisdiction.

New submittals 10 business day turn around.

Revision re-submittals 5 business day turn around

Commercial and Multi-Family Inspections: *

Temporary Power	\$75.00
Plumbing Rough	\$75.00
Foundation Pre-pour	\$75.00
Copper/Pex	\$75.00
Water/Sewer Line	\$75.00
Frame MEP Rough	\$75.00
Sheathing	\$75.00
Framing	\$75.00
Shear Wall	\$75.00
Insulation	\$75.00
Wallboard	\$75.00
Final Building, MEP	\$75.00
Single Trade Inspections	\$75.00
Wall Tie - Masonry	\$75.00
Driveway and Flatwork	\$75.00
Customer Service Inspection	\$75.00
Med-Gas	\$250.00
Re-inspections	\$75.00
Fill-In/Back-up Inspections	See below

*Inspections may be combined where appropriate without additional fee.

*Fill In/Back up Inspections: These inspections will be performed during times when the Jurisdiction's employed inspector is unavailable. Commercial inspections other than MedGas are \$85.00 each. MedGas inspections will be \$300.00.

Elgin Fire Code Plan Review and Inspection Fees

Attached is a list of fees for plan review:

Fire Protection System Plans Review:

Fire Sprinkler Systems *Fire Pump and Standpipe Fees Not Included See Below*****

Commercial Fire Sprinkler System (13, 13R)

of Sprinkler Heads

1 to 20	\$250.00
21 to 100	\$400.00
101 to 200	\$400.00
201 to 300	\$880.00
301 to 500	\$1120.00
Over 500	\$1120.00 plus \$0.80 for each sprinkler head over 500

Residential Fire Sprinkler System (13D)

1 to 25 Sprinkler Heads	\$160.00
26 to 50	\$320.00
51 to 100	\$400.00
Over 100	\$400.00 plus \$0.80 for each sprinkler head over 100

Fire Service Underground Mains, Standpipe(s) and Fire Pumps

Fire Service Underground Main \$250.00

Standpipe \$250.00

Fire Pump \$160.00

Fire Alarm and Detection Systems

1 to 25 <u>devices (initiation and notification)</u>	\$250.00
26 to 50	\$400.00
51 to 75	\$560.00
76 to 100	\$720.00
Over 100	\$720.00 plus \$2.20 per device over 100

Commercial Kitchen Hood Fire Suppression System

1 to 25 flow points \$250.00

26 to 50 \$400.00

Over 50 \$400.00 plus \$8.00 for each additional flow point over 50

Storage Tank Review \$160

Gaseous Suppression/Dry Chemical Systems

1 to 100 PSI \$320.00

101 to 300 \$400.00

301 to 500 \$480.00

501 to 750 \$560.00

751 to 1,000 \$650.00

Over 1,000 \$650.00 plus \$0.16 per pound over 1,000

Site Plan Review \$250

International Fire Code/NFPA 101 Plan Review

Up to 25,000 Square Feet \$480.00

25,001 to 50,000 \$720.00

50,001 to 75,000 \$960.00

75,001 to 100,000 \$1200.00

Over 100,000 \$1200.00 plus \$160.00 for every additional 50,000 square feet

Attached is a list of fees for inspection includes travel:

Certificate of Occupancy

\$320 each up to 5000 sq foot

\$16 for every extra 1000sq foot

Commercial Shell

\$320 inspection fee for the first 6000 sq ft

\$16 for every extra 1500sq foot

Commercial Finish-Out (Stand alone)

\$320 inspection fee for the first 5000 sq ft

\$16 for every extra 1000 sq foot

Apartment Complex/Multifamily

\$320 inspection fee for 1 – 50 units

\$480 for 51 – 150 units

\$650 for 150 – 300 units

Fire Sprinkler System (13, 13R)

1 to 100 Sprinkler heads \$320.00

101 to 300 \$650.00

301 to 500 \$880.00

Over 500 \$1120.00 plus \$0.80 for each sprinkler head over 500

****Hydro add \$120.00 ****

Residential Fire Sprinkler System (13D)

1 to 100 Sprinkler Heads \$320.00

Over 100 \$320.00 plus \$0.80 for each sprinkler head over 100

Fire Service Underground Mains, Standpipe(s) and Fire Pumps

Fire Service Underground Main \$320.00 with hydro add \$120.00 same day.

Standpipe \$320.00

Fire Pump \$400.00

Fire Alarm and Detection Systems

1 to 50 devices (initiation and notification) \$320.00

51 to 75 \$400.00

76 to 100 \$720.00

Over 100 \$720.00 plus \$3.20 per device over 100

Commercial Kitchen Hood Fire Suppression System

1 to 25 flow points \$320.00

Over 25 \$400.00 plus \$8.00 for each additional flow point over 50

Gaseous Suppression/Dry Chemical Systems

1 to 100 PSI \$320.00

101 to 750 \$480.00

751 to 1,000 \$650.00

Over 1,000 \$650.00 plus \$0.16 per pound over 1,000

Specialty Operations (includes inspection):

Aerosol Products (>500 LBS) \$400

Aviation Facilities \$960

Carnivals/Fairs \$480

Cellulose Nitrate Film \$430
Combustible Storage \$650
Compressed Gases \$430
Cryogenics \$400
Daycare 9-14 Occupants \$400
Daycare 15-99 Occupants \$560
Daycare 100+ Occupants \$720
Dry Cleaning Plant \$480
Dust Producing Operations/storage \$480
Exhibit/Trade Shows \$800
Explosive Blasting Agent Storage \$650
Failure to Prepare/Cancel \$320
Flammable/Combustible Liquids \$400
Floor Finish \$400
Fruit Ripening \$400
Garage Repairs/Motor Vehicle Fuel \$480
Hazardous Materials \$650
Hazardous Production Facilities \$960
Heliport/Helistop \$320
Helistop (Special Event) \$320
High Piled Storage \$480
Hood System \$320
Hot Works/ Cutting and Welding \$320
License (Doctor, Dentist, Group Home, Foster/Adoption \$320
License (Hospital, Nursing Home, School \$560
Paint Booth \$400
Storage Tank \$320



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT BETWEEN THE CITY OF ELGIN, TEXAS (CITY) AND TOCKER FOUNDATION FOR THE ELGIN COURIER DIGITIZATION GRANT.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve resolution.

BACKGROUND:

In celebration of the Sesquicentennial the Elgin Courier and the library are working together to make past issues of the Elgin Courier available and searchable online. The Tocker Foundation grant provides funding to the University of North Texas for the digitization of Elgin Courier newspapers to provide them to the public on the Portal to Texas History. Funds do not come to the City of Elgin, but the city is a required partner for a Tocker Foundation Grant.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Approve Resolution.

ATTACHMENTS:

Resolution
Tocker Foundation award letter
Tocker Foundation contract
Portal to Texas History Digital Rights with Elgin Courier

- { } 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 NO: _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT BETWEEN THE CITY OF ELGIN, TEXAS (CITY) AND TOCKER FOUNDATION FOR THE ELGIN COURIER DIGITIZATION GRANT

WHEREAS, the City was selected for a Tocker Foundation Grant to provide digitization of Elgin Courier newspapers for the Portal to Texas History; and

WHEREAS, the library will work with the Elgin Courier, University of North Texas and the Tocker Foundation to implement this digitization project; and

WHEREAS, the grant will make the Elgin Courier available to the general public 365 days a year 24/7 on Portal to Texas History, greatly increasing the accessibility of this original source material; and

WHEREAS, the City desires to implement this project with funding from the Tocker Foundation;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY OF ELGIN, TEXAS, AS FOLLOWS: The City Manager is authorized to execute contractual documents between Tocker Foundation for the Digitization of Elgin Courier Newspapers.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS ON THIS 6TH DAY OF SEPTEMBER, 2022

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary



August 2, 2022

Paula Waak
Elgin Public Library
404 North Main Street
Elgin, Texas 78621

Grant#: 22402

Dear Paula,

The Tocker Foundation promotes Texas public libraries in communities of 12,000 or less. Grant applications are reviewed by a permanent committee of librarians appointed by the Texas Library Association. This grant brings the cumulative grant support to the Elgin Public Library to a total of \$46,462.

We have reviewed your grant application and we wish to fund the following:

Description	Requested		Funded
Elgin Courier Digitization	\$20,900	up to	\$20,900
Grant Total	\$20,900		\$20,900

The enclosed contract is based on the breakdown above. Please sign both copies and return ONE signed copy in the enclosed self-addressed envelope. The grant is conditional on certain Foundation guidelines and allocation of funds. Please do not implement the project without first returning the grant contract. Digitization grants do not require the submission of a final report. All funds go directly to UNT.

The members of the Tocker Foundation have been very pleased with the digitization products from the Portal to Texas History. We are proud to have your collection available online. Congratulations on your successful application.

Sincerely,

Darryl Tocker
Executive Director





The Tocker Foundation was established in 1964 to implement the philanthropic interests of Phillip and Olive Tocker. Phillip Tocker was a practicing attorney but changed careers in his later years by purchasing the Waco outdoor advertising plant. The family business was destroyed in the 1953 Waco tornado. The family rebuilt and the business survived. Phillip Tocker's vocational career culminated to the position of President of the Outdoor Advertising Association of America. After retiring, Phillip and Olive Tocker actively pursued their avocations. Phillip and Olive Tocker endowed the Foundation with their estates in 1994 and 1993 respectively.

In 1992 the Foundation board decided to focus grant distribution to small rural libraries serving a population of 12,000 or less. The direction is to assist libraries in making services more accessible to individuals who by reason of distance, residence, handicap, age, literacy level or other disadvantage are unable to receive the benefits of public library services. Grants are distributed to assisting libraries to serve as community centers, information resources and provide literacy and bilingual programs. The Foundation partners with community libraries to meet the particular needs of the community.

The Foundation board members are Mrs. Barbara Tocker (Chair), Mr. Terry Tocker (Vice Chair), Mr. Darryl Tocker (Executive Director), Mrs. Donna Tocker, Mrs. Natalie Tocker, Ms. Gretchen Pruett, Mr. Edward Smith and Mrs. Susan Mann. Grant applications are evaluated by a permanent committee of the Texas Library Association. Over the past years the board members have seen inroads made towards library automation, digitization of historical documents and computer access. Grants have been extended for outreach and "shut - in" programs, enhancement of services, adult reading classes, after school projects, bilingual material and many other projects initiated by the community public library. We look forward to serving in this direction for many years.

5806 Mesa Drive, Suite 375, Austin Texas 78731
grants@tocker.org
www.tocker.org
512-452-1044



Grant Contract

Grant Number: 22402

Amount: \$20,900

GRANTEE: Elgin Public Library

PURPOSE: Elgin Courier Project

This grant is for the specific purpose(s) set forth herein, as derived from the approved grant application, and moneys received under this agreement should be expended for no other purpose(s) without the express, written approval of the Tocker Foundation.

1. Grantee specifically agrees that no part of the funds received from this grant will be used to carry on propaganda, influence legislation, influence the outcome of any specific public election, or carry on directly or indirectly, any voter registration drive.
2. Grantee agrees immediately to notify the Tocker Foundation, in writing, if (i) grantee's federal tax status is revoked or altered; (ii) Grantee has reasonable grounds to believe that its tax exempt status may be revoked or altered; or (iii) Grantee has reason to believe that these grant moneys cannot be or continue to be expended for the specified purpose(s). In the event that grantee loses its tax exempt status before all funds under this grant are dispensed, this grant contract will be considered null and void and all obligations of the Tocker Foundation hereunder will terminate.
3. Grantee will cooperate with the Tocker Foundation in supplying additional information or in complying with any procedures which might be required by any governmental agency in order for the Tocker Foundation to establish the fact that it has observed all requirement of the law with respect to this grant.
4. The Tocker Foundation retains the right to release information regarding this grant to any public media. Permission is hereby given for Grantee to use any wording contained in this contract and the accompanying letter in press releases. Grantee agrees to forward to the Tocker Foundation copies of any news releases, published materials, or media articles mentioning this grant which come to Grantee's notice or attention.



TOCKER
FOUNDATION

5. This grant is conditional upon Grantee's acceptance of the terms and conditions set forth herein and in the letter of notification of award. The signature on this document of the persons authorized to make legal contracts for Grantee will represent Grantee's acceptance of this award and agreement to comply with the stated terms and conditions of this grant.
6. The undersigned officials of the Elgin Public Library have carefully read this contract and agree to the terms and conditions stated herein.

Tocker Foundation

By: 

Darryl Tocker
Executive Director

City of Elgin

Tom Mattis
City Manager

Date: 08/02/2022

Date: 8-8-2022



August 29, 2022

Paula Waak
Elgin Public Library
404 North Main Street
Elgin, Texas 78621

Grant#: 22402

Dear Paula,

The Tocker Foundation promotes Texas public libraries in communities of 12,000 or less. Grant applications are reviewed by a permanent committee of librarians appointed by the Texas Library Association. This grant brings the cumulative grant support to the Elgin Public Library to a total of \$ \$67,362.34.

We have reviewed your grant application and we wish to fund the following:

Description	Requested		Funded
Elgin Courier Digitization	\$20,900	up to	\$20,900
Grant Total	\$20,900		\$20,900

The enclosed contract is based on the breakdown above. Please sign both copies and return ONE signed copy in the enclosed self-addressed envelope. The grant is conditional on certain Foundation guidelines and allocation of funds. Please do not implement the project without first returning the grant contract. Digitization grants do not require the submission of a final report. All funds go directly to UNT.

The members of the Tocker Foundation have been very pleased with the digitization products from the Portal to Texas History. We are proud to have your collection available online. Congratulations on your successful application.

Sincerely,

Darryl Tocker
Executive Director





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS PLACING A PROPOSAL ON THE SEPTEMBER 27, 2022 COUNCIL MEETING TO ADOPT A 2022 TAX YEAR PROPOSED PROPERTY TAX RATE THAT WILL EXCEED THE NO NEW REVENUE TAX RATE BUT DOES NOT EXCEED THE VOTER APPROVAL TAX RATE NOR THE DE MINIMIS RATE FOR THE CITY OF ELGIN, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; CALLING A PUBLIC HEARING ON THE PROPOSED PROPERTY TAX RATE TO BE HELD ON SEPTEMBER 27, 2022 AT 6:30 PM;

DEPARTMENT: City Manager

PROPOSED ACTION: Approval of the Resolution

BACKGROUND:

This item is for the City Council to officially set the tax rate and set the date of the one required public hearing. Final adoption of the Tax Rate will take place on September 27th.

BUDGET/FINANCIAL IMPACT:

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

Finance Approval:

Signature: _____ **Date:** _____

RECOMMENDATION: Approval of the Resolution

ATTACHMENTS: Resolution

- ☐ 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.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS PLACING A PROPOSAL ON THE SEPTEMBER 27, 2022 COUNCIL MEETING TO ADOPT A 2022 TAX YEAR PROPOSED PROPERTY TAX RATE THAT WILL EXCEED THE NO NEW REVENUE TAX RATE BUT DOES NOT EXCEED THE VOTER APPROVAL TAX RATE NOR THE DE MINIMIS RATE FOR THE CITY OF ELGIN, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; CALLING A PUBLIC HEARING ON THE PROPOSED PROPERTY TAX RATE TO BE HELD ON SEPTEMBER 27, 2022 AT 6:30 PM;

WHEREAS, the City of Elgin met and determined the necessary appropriations required for Fiscal Year 2022-2023 and have determined it to be in the best interest of the citizens of Elgin to propose a tax rate that will not exceed the Voter Approval Tax Rate nor the De Minimis Tax Rate.

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

Section 1. Findings. That the City Council hereby approves consideration of proposed property tax rate for the fiscal year beginning October 1, 2022, and ending September 30, 2023, of \$0.544664 per \$100 of valuation. The members of the governmental body voted on this proposal to consider the proposed property tax rate as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Section 2. Actions Required. The City Manager is hereby directed to place consideration and adoption of the 2022 Tax Year Proposed Property Tax Rate for the City of Elgin, Texas on the City Council meeting agenda for September 27, 2022, at 6:30 PM at the Elgin Council Chambers, 404 N. Main St, Elgin, Texas 78621

Section 3. Actions Required. The City Manager is hereby directed to place a public hearing on the 2022 TAX YEAR PROPOSED PROPERTY TAX RATE FOR THE CITY OF ELGIN, TEXAS on the City Council meeting agenda for September 27, 2022, at 6:30 PM at the Elgin Council Chambers, 404 N. Main St, Elgin, Texas 78621

Section 4. Open Meetings. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

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

PASSED AND ADOPTED THIS 6th day of September 2022

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE OF THE CITY OF ELGIN, TEXAS APPROVING AND ADOPTING A PROPOSED BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, AND PROVIDING THAT EXPENDITURES FOR SAID BUDGET SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET

DEPARTMENT: City Manager

PROPOSED ACTION: Approval of the First Reading

BACKGROUND:

This hearing was scheduled as part of the Budget Development Calendar and represents one of the final steps in the development of the FY22-23 Annual Budget. The proposed FY22-23 Annual Budget is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations, and services. The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses. Although the City's budget continues to evolve and expand in other ways, Real Estate and/or Property (Ad Valorem) Taxes still provide the foundation for supporting the General Fund. This stable source of income provides assured funding each year for essential city services- public safety, public works, parks and recreation programming, library, mobility, asset maintenance, etc. The proposed FY22-23 Annual Budget is predicated on a reduction of the current property tax rate to \$.544664/\$100 valuation.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ Date: _____

RECOMMENDATION: Approval of the First Reading

ATTACHMENTS: Proposed Budget

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

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

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS APPROVING AND ADOPTING A PROPOSED BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, AND PROVIDING THAT EXPENDITURES FOR SAID BUDGET SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET

WHEREAS, the City Manager of the City of Elgin, Texas has filed with the City Secretary a proposed budget for the City covering the fiscal year October 1, 2022 through September 30, 2023(the Budget), and a copy of the Budget is attached to this ordinance as Exhibit “A”; and

WHEREAS, notice of a public hearing on the proposed budget, stating the date, time, place and subject matter of said public hearing has duly and legally been given as required by the laws of the State of Texas; and

WHEREAS, the governing body of the City has this date held and concluded said public hearing, having heard comments from the public on the proposed budget;

THE PROPOSED BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR’S BUDGET BY \$762,053 OR 16.8%, AND OF THAT AMOUNT \$568,651 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.”

SECTION 1.

The proposed budget of revenue and expenses for conducting the affairs of the City of Elgin, providing a financial plan for the ensuing fiscal year beginning October 1, 2022, and ending September 30, 2023, as submitted to the City Council by the City Manager of said City, and which budget is attached hereto as Exhibit “A”, and the same is in all things adopted and approved as the budget of all current expenditures/expenses as well as fixed charges against said City for the fiscal year beginning October 1, 2022, and ending September, 30, 2023. This proposed budget reflects the trash rate increases of 2.85% for residential and 5.0% for commercial.

SECTION 2.

The sums below are hereby appropriated from the prospective funds for the payment of expenditures on behalf of the city government as established in the approved budget document for the fiscal year ending September 30, 2023.

SECTION 3.

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

SECTION 4.

A copy of the approved Budget, including the cover page, shall be posed on the City's website, along with the record vote of each member of the City Council, as required by law. In addition, the City Manager shall file or cause to be filed a true and correct copy of this ordinance, along with the approved Budget attached hereto, with the City Secretary.

SECTION 5.

It is hereby declared to be in the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence paragraph or section of this ordinance shall be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 6. This Ordinance shall be and remain in full force and effective on October 1, 2022, in accordance with state law and after its adoption.

PASSED AND ADOPTED ON THE FIRST READING, by affirmative Record Vote of the City Council of the City of Elgin, Texas on this 6th day of September 2022.

Record Vote:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

APPROVED:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary

APPROVED AS TO FORM:

CHARLIE CROSSFIELD, City Attorney

August 16, 2023

City of Elgin

Bastrop/Travis County, Texas



Proposed

FY2022-23

ANNUAL OPERATING BUDGET

Thomas L. Mattis
City Manager

Marty Coursey, Interim Finance Director

Jennifer Stubbs, City Secretary

Pamela Sanders, Director of Human Resources

Dodie Navejas, Utility Billing Manager

As required by section 102.005 (d) of the Texas Local Government Code, the City of Elgin provides the following statement on this cover page of its budget:

This Budget will raise more revenue from property taxes than last year's budget by an amount of \$_____, which is a ___% increase from last year's budget. Of that amount, \$_____ is property tax revenue from new property added to the tax roll this year.

The members of the governing body voted on the adopted budget were as follows:

<u>Title</u>	<u>Name</u>	<u>Vote</u>
Mayor	Theresa Y. McShan	
Mayor Pro Tem, Ward 4	Sue Brashar	
Councilmember, Ward 1	Joy Casnovsky	
Councilmember, Ward 1	Arthur Gibson III	
Councilmember, Ward 2	Skyler Maldonado	
Councilmember, Ward 2	Chuck Swain	
Councilmember, Ward 3	Al Rodriguez	
Councilmember, Ward 3	Matthew Callahan	
Councilmember, Ward 4	Forest L. Dennis	

PROPERTY TAX COMPARISON

Tax rate per \$100 in value	FY 2022	FY 2023
Property Tax Rate	\$ 0.589977	\$ 0.544664
No-New-Revenue Tax Rate	\$ 0.576322	\$ 0.492225
No-New-Revenue M&O Tax Rate	\$ 0.390408	\$ 0.351975
Voter-Approval Tax Rate	\$ 0.589994	\$ 0.544664
Debt Rate	\$ 0.185914	\$ 0.180353
Di Minimis Rate	\$ 0.647913	\$ 0.585707

Total municipal debt obligation secured by property taxes: \$_____.



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Mayor & City Council



Theresa Y. McShan
Mayor At-Large



Joy Casnovsky
Ward 1



Arthur Gibson III
Ward 1



Skyler Maldonado
Ward 2



Chuck Swain
Ward 2



Matthew Callahan
Ward 3



Al Rodriguez
Ward 3



Sue Brashar
Mayor Pro Tem
Ward 4



Forest L. Dennis
Ward 4



Council-Appointed Advisory Groups, Organizations, and Representative Agencies

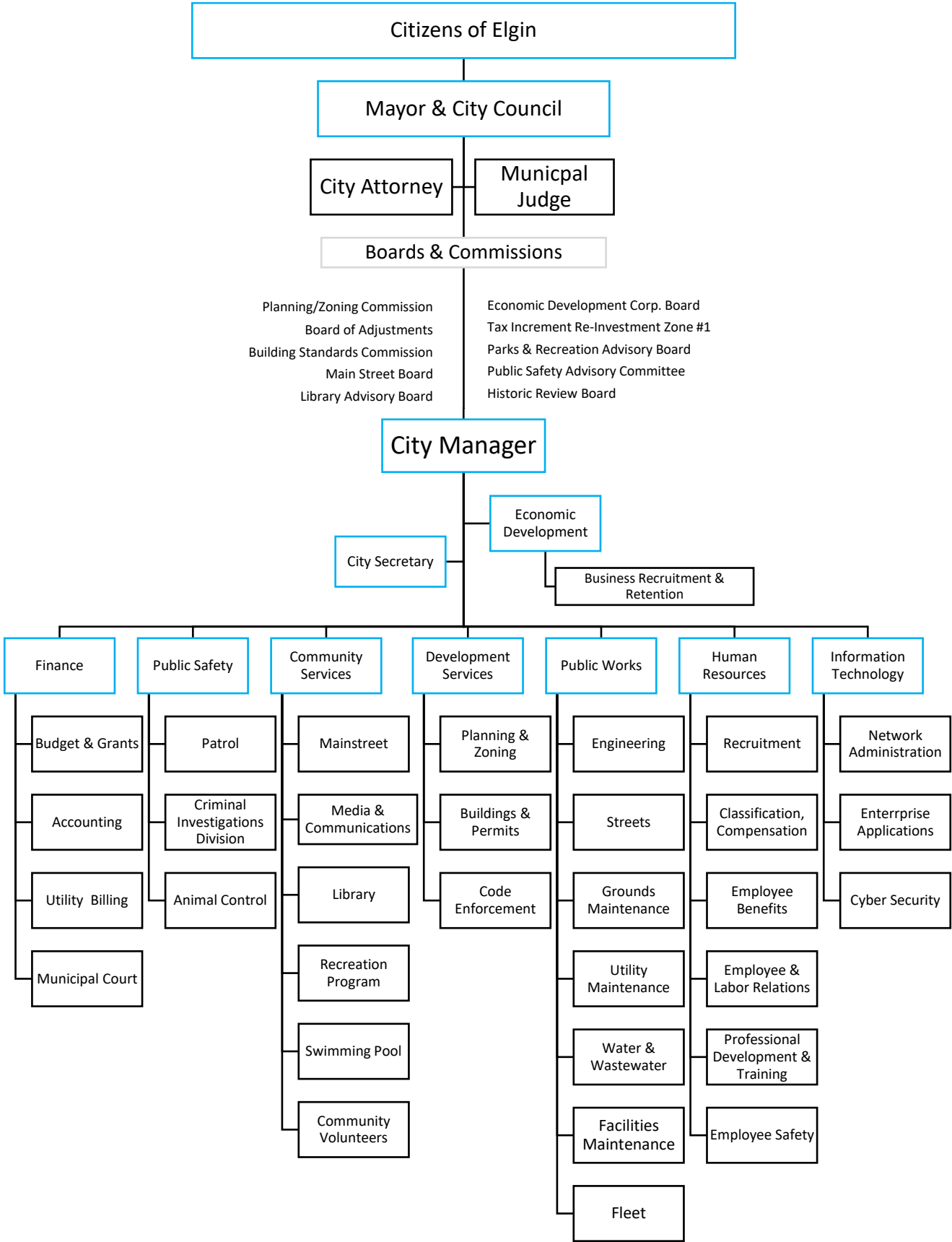
CITY

BOARD OF ADJUSTMENTS
PLANNING & ZONING COMMISSION
LIBRARY ADVISORY BOARD
PARKS AND RECREATION ADVISORY BOARD
HISTORIC REVIEW BOARD
MAIN STREET BOARD OF DIRECTORS
ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS
PUBLIC SAFETY ADVISORY COMMITTEE
BUILDING STANDARDS COMMISSION
TAX INCREMENT REINVESTMENT ZONE BOARD OF DIRECTORS

REGION

CAPITAL AREA COUNCIL OF GOVERNMENTS (CAPCOG)
CAPITAL AREA REGIONAL TRANSPORTATION ORGANIZATION (CARTPO)
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)
AUSTIN COMMUNITY COLLEGE DISTRICT
CAPITAL AREA RURAL TRANSIT SYSTEM (CARTS)
CAPITAL METRO
LOST PINES GROUNDWATER CONSERVATION DISTRICT
CLEAN AIR COALITION
BASTROP TRAVIS COUNTY ESD #1
ELGIN VOLUNTEER FIRE DEPARTMENT
FRIENDS OF ELGIN PARKS
FRIENDS OF ELGIN LIBRARY
BASTROP COUNTY TOURISM & ECONOMIC DEVELOPMENT
BASTROP COUNTY OFFICE OF EMERGENCY MANAGEMENT
TRAVIS COUNTY
BEST (BASTROP, ELGIN SMITHVILLE, TEXAS) TOURISM GROUP
TEXAS FILM COMMISSION
TEXAS HISTORIC COMMISSION—MAIN STREET OFFICE
AQUA WATER SUPPLY CORPORATION
BLUEBONNET ELECTRIC

City of Elgin, Texas – Organizational Chart





Senior Management Budget Team

Thomas L. Mattis.....City Manager

Marty Coursey.....Interim Director of Finance

Jennifer Stubbs.....City Secretary

Chris Noble.....Chief of Police

David Harrell.....Director of Development Services

Amy Miller.....Director of Community Services

Michael GonzalezDirector of Public Works

Pamela SandersDirector of Human Resources

Owen Rock.....Director of Economic Development

Dodie Navejas.....Utility Billing Manager



City of Elgin Office of the City Manager

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

August 16, 2022

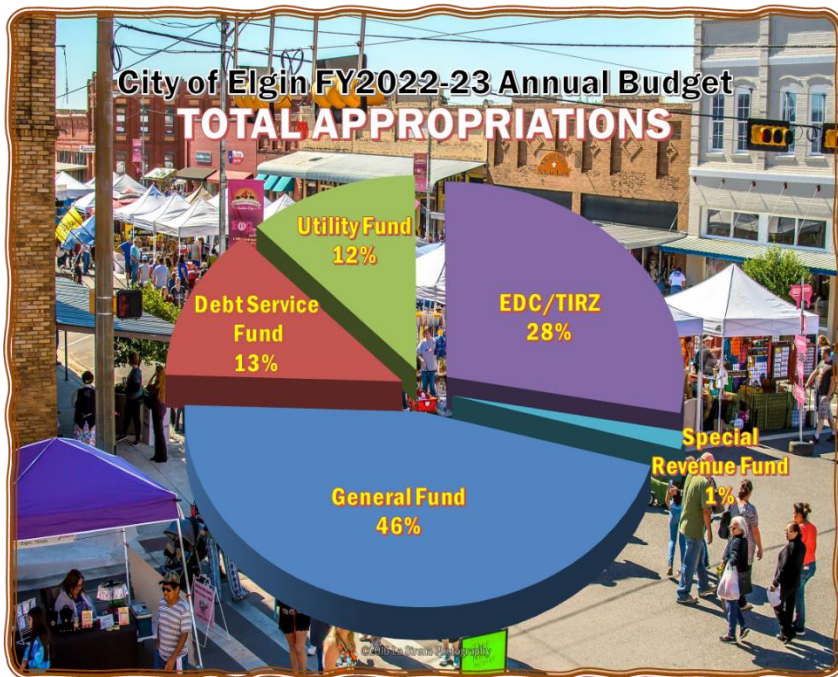
Mayor and City Council
City of Elgin
310 North Main Street
Elgin, Texas 78621

Re: City Manager's FY2022-23 Annual Budget Message

Dear Mayor McShan and City Councilmembers,

In accordance with the provisions of Article VII, Section 2 of the Elgin City Charter, the proposed *Annual Operating Budget* for the City of Elgin for the Fiscal Year of October 1, 2022 through September 30, 2023, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the *FY2022-23 Annual Budget* is **\$29,296,920** to be generally distributed as described herein.



The proposed *FY2022-23 Annual Budget* is a zero-based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations, & services.

While the primary goal of the proposed budget is to maintain existing service levels, the staff remains focused on enhancing service levels wherever possible.

The proposed budget does not include deficit spending and/or utilization of fund balance for operating expenses. The *FY2022-23 Annual Budget* as proposed is delineated into six (6) basic funding categories:

- **General Fund (\$13.5M)** - revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars.

- **Utility Fund (\$3.4M)** - an enterprise fund monitoring all financial transactions relating to the provision of potable water and sanitary sewer services through the city's systems
- **Debt Management Fund (\$3.7M)** – all proceeds and expenditures related to servicing, annual debt payments, and/or management of various debt obligations
- **EDC/TIRZ Fund (\$7.9M)** – funding of economic development efforts including the City Economic Development Corporation and the Tax Increment Reinvestment Zone
- **Special Revenue Funds (\$.48M)** revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream, including grant funds

FY2022-23 ANNUAL BUDGET - Budget Highlights and Issues

As the City of Elgin completes its Sesquicentennial Year, the many challenges and attributes of historic growth and development continue to be our primary focus. The City continues to proceed to a doubling of its population in a very short period of time, which includes a wide range of benefits and service demands for city operations.

<i>Grand Totals - City Wide (Single-Family Homes)</i>	
Existing homes	1,952
Homes currently under construction	906
Lots formally approved for construction	7,474
Subtotal - Homes Built/Approved	10,332
Currently proposed additional homes	3,755
Totals	14,087

***Does not include Original Town - approx. 2,500 homes**

The City is currently projected to construct up to 700 new homes in calendar year 2022. There are currently over 10,000 single-family homes authorized for residential subdivisions that are all in some phase of development – from platted lots to active construction to completed homes. Additional projects currently in the concept/discussion phase would add nearly 3,800 more homes to this list. Including existing homes in the Original Town area and based on current activity, the City of Elgin and its service area could easily grow to over **40,000 residents** in the next 5-7 years.

Although most new retail and commercial business development plans in response to this growth has been adversely impacted by COVID and/or supply chain-related issues, projects are continuing to move forward. The Circle Brewing Company project, the Poco Loco Grocery, and Burger King are just a few of the new businesses anticipated to open before the end of the 2022 calendar year.

The City and its Economic Development Corporation (EDC) has also reached agreement with the following new businesses and employers that are scheduled to begin construction within the next six months in the Elgin Business Park III and will create hundreds of new jobs:

- Southside Market & Barbeque (world headquarters),
- Yerico Manufacturing Inc. (semiconductors),
- Sykes Industries (product design & manufacturing)
- Carr Lane Manufacturing (tooling & components)
- Cullen Texas Health (CBD manufacturing & distribution)

The EDC also recently announced another one-of-its-kind project with Aviators Pizza to bring a new family-oriented restaurant and entertainment venue to the Elgin Business Park II.

The City has also continued to strengthen its overall financial position and viability. The General Fund – the primary source of funding for basic city services - ended last year (and is projected to end the current fiscal year) with a healthy operating surplus; which will result in the continuing stabilization of its unencumbered fund balance.

In its most recent report, the City's Independent Auditor (Brooks Watson & Co.) produced an unmodified opinion in its annual audit report, the highest level of assurance that can be achieved through such analysis. The auditor also commented that the City's overall financial position is as strong as it has been for many years.

PROPERTY TAX

Property taxes typically provide the largest source of money local governments use to pay for schools, streets, roads, parks, police, fire protection and many other services. Texas law establishes the process followed by city officials in determining (a) the value for property, (b) ensuring that values are equal and uniform, (c) setting tax rates and (d) collecting taxes. **However, in the management of the overall cost to taxpayers, the only control exercised by the City of Elgin is the annual setting of the City tax rate.**

The proposed *FY22-23 Annual Budget* is predicated on adoption of the "Voter Approval" property tax rate of **\$544664/\$100 valuation** – a **reduction** of \$.04533 over the current rate. The proposed rate is also **more than \$.04 lower** than the rate the City could adopt without automatically triggering an election.

A variety of issues have come together to allow for this one-time opportunity:

- Property tax revenue projected for FY22-23 assumes continuing moderate growth as home construction and development activity is anticipated to continue at the current rate.
- For the first time, FY22-23 Budget projects the City to receive more overall revenue from Sales Tax than it does Property Tax (While this is obviously a sign of success, the City must be cautious of becoming overly dependent on a variable revenue source like sales tax to fund basic services).
- Funds provided through the 2021 & 2021A Certificates of Obligation Program will provide sufficient capital project funding throughout the year, lessening the need for utilization of current-year funds.
- This proposed tax rate would demonstrate the City doing their part in helping to lessen the struggle many Elgin homeowners are having with overall housing costs.

The adoption of the proposed rate would also result in the City *decreasing* its property tax rate by nearly 17% over a two-year period.

UTILITY RATES

The City has stabilized its Utility Fund in recent years by addressing issues related to operating deficits and additional debt service. As part of that effort, the Council approved a general policy of including a small, annual inflationary adjustments to basic water and sewer rates. However, given the current overall status of the Utility Fund, the proposed FY22-23 Budget includes no utility rate increase.

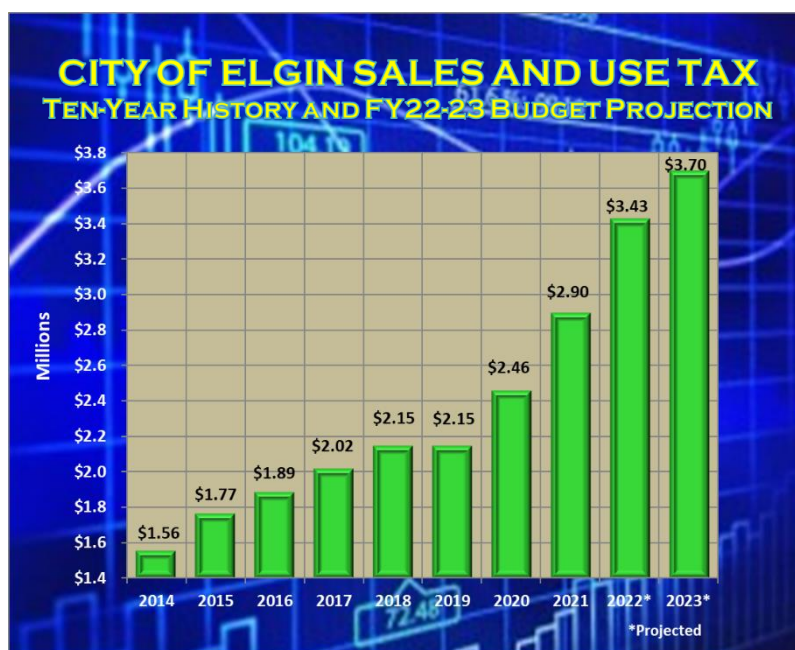
One change that could occur to monthly utility bills is related to fees for curbside collection of household trash and recyclables. Waste Management, the City's service provider, is anticipated to exercise their option to increase rates by **2.85%**, which will be passed on to our utility customers.

SALES & USE TAX

The State of Texas imposes a 6.25% sales and use tax on “all retail sales, leases and rentals of most goods, as well as taxable services”. The City of Elgin, like nearly all Texas cities, imposes an additional 2.0% sales tax to create a maximum combined rate of 8.25%. Of that total, Bastrop County receives 0.5% and the City Economic Development Corporation (EDC) receives 0.5%. **Of the 8.25% sales and use tax all consumers pay in Elgin, the City receives just 1.0% in support of operations and services.**

The City has experienced steady growth in sales tax revenue over the last decade, but the last two years have produced historic income levels:

- Total Sales Tax Revenue (including the City EDC portion) is currently projected to exceed **\$3.4M** by the end of the current fiscal year – which would be the City’s highest one-year total ever.
- Total sales tax revenue for the month of May was \$348,327 – the highest one-month amount in the City’s history.
- Prior to October, 2019, the City had a total of only four (4) different months - *in its history* - where total combined Sales Tax Revenue exceeded \$200,000. In the last twenty-two (22) months, the City has **averaged \$205,050** in monthly total sales tax revenues.



EMPLOYEE COMPENSATION

The City must continue to provide appropriate and market-competitive compensation for all city employees in order to provide the highest possible level of services. The current state of the job market in central Texas, combined with the City’s need to grow staff and services, makes it imperative that our compensation levels be sufficient to recruit and retain a professional staff.

Accordingly, the proposed *FY22-23 Budget* includes a Cost-of-Living Adjustment (COLA) of **5.0%** in base salaries for all full-time city employees that will take effect October 1.

In addition, departmental budgets have been enhanced to allow for further adjustments in pay based on market analysis. Current staff assessment has indicated that while the “middle range” of employee compensation is comparable to other local government pay scales in our area, the City of Elgin’s starting pay and salaries for top level staff are not. Funding has already been included in the proposed *FY22-23 Budget* for these adjustments, however, the specific amounts and positions will be reviewed and approved by Council before implementation.

Analysis is on-going, but it is currently anticipated that there will be a 15% increase in overall costs associated with Employee Health Insurance – for both the City and employees. The increase will include an upgrade in the current benefit plan.

2021COs & 2021A CERTIFICATES OF OBLIGATION CAPITAL IMPROVEMENT PROGRAM

During the 2021 calendar year, the majority of City Council authorized a major step forward in city operations through the approved issuance of Certificates of Obligation (COs) to fund utility system upgrades (including the wastewater treatment plant expansion and weatherization of the water treatment plant), the County Line Road Phase 1 Reconstruction Project, a new Elgin Police Department Station, new restrooms at Elgin Memorial Park, an expansion of Veteran's Park in Downtown Elgin, and upgrades to Thomas Memorial Park in addition to other projects.

CITY OF ELGIN 2021 CERTIFICATES OF OBLIGATION	
WWATER TREATMENT PLANT EXPANSION -	\$7,570,000
✓ (\$15.9M Total Project Cost – combined w savings & private funding) Construction underway and progressing as planned; anticipated completion 1 st Quarter, 2023	
WATER WELL NO. 10 -	\$900,000
✓ Engineering and design underway; project completion anticipated by EOY-2022	
WEATHERIZE WATER TREATMENT PLANT -	\$1,500,000
✓ (a) Engineering plans and bidding documents in development for WTP Main Generator, (b) Large multi-purpose portable generator ordered with delivery anticipated by 8/22, (c) Quick connections: Completed	
PISTOL HILL WATER TANK -	\$ 49,493
✓ (\$4.9M Total Project – primarily grant funded) Project design and administration underway through Texas General Land Office	
FM1100 WATER MAIN	\$842,625
✓ Concept Plan complete; engineering to begin post-Aqua WSC negotiations	

CITY OF ELGIN 2021A CERTIFICATES OF OBLIGATION	
COUNTY LINE RD WIDENING PHASE 1 -	\$4,500,000
✓ Construction underway; anticipated completion Fall, 2023	
EDC ROAD AND UTILITY IMPROVEMENTS -	\$3,175,000
✓ Design and engineering underway; construction anticipated to start EOY-2022	
DT REVITALIZATION SIDEWALKS -	\$75,000
✓ Construction underway	
STRS/MLK/DOWNTOWN SIDEWALKS -	\$25,000
✓ Plans under review; TxDOT anticipated to start construction EOY-2022	
DEMOLISH BUILDING – 202A DEPOT ST. -	\$20,000
✓ Project completed	

Unfortunately, the City was forced into an unusual and counterproductive situation of having to fund this program through two (2) CO issues within six months of each other.

An alleged petition of city voters was threatened by a small group of individuals that ultimately resulted in the City having to fund only the Utility projects first, with the General Government projects being funded by a second CO issue.

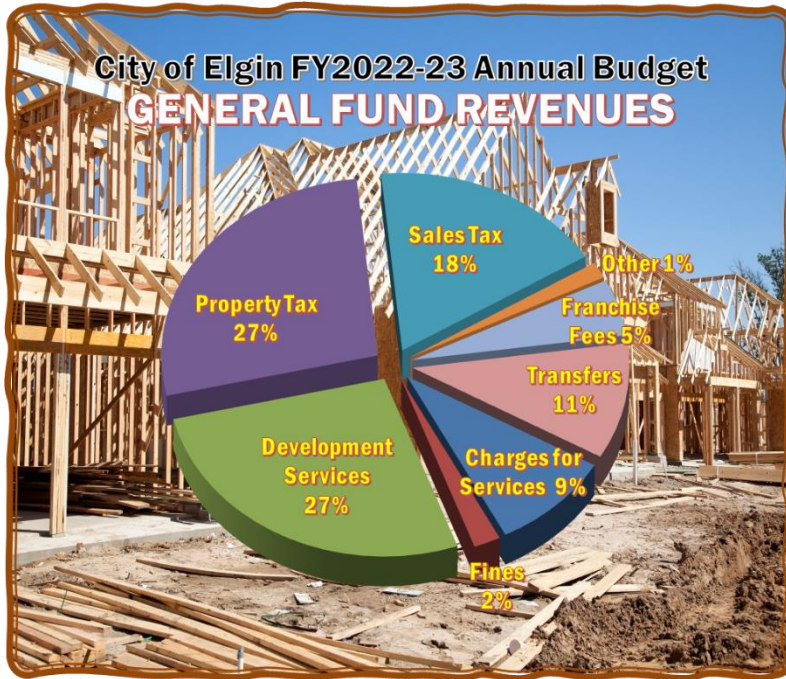
CITY OF ELGIN 2021 CERTIFICATES OF OBLIGATION	
REFURBISH STORAGE TANKS	\$500,000
✓ Project complete	
WWATER LINES/HARVEST RIDGE UPSIZING -	\$525,000
✓ Project complete	
LIFT STATION – FM1704 -	\$1,750,000
✓ Project complete	
ELM CREEK LIFT STATION REHAB -	\$350,000
✓ Project complete	
CARVER ST LIFT STATION -	\$420,000
✓ Awaiting formal notification of grant application; engineering to begin thereafter	

CITY OF ELGIN 2021A CERTIFICATES OF OBLIGATION	
VETERAN'S PARK IMPROVEMENTS PHASE 1 -	\$600,000
✓ Project plans approved; anticipated construction start – 1 st Qtr, 2023	
ELGIN MEMORIAL PARK RESTROOMS -	\$160,000
✓ Project plans approved; construction underway	
THOMAS PARK IMPROVEMENTS -	\$150,000
✓ Preliminary project plans approved; anticipated construction start – 8/22	
ADD/RENOVATE POLICE DEPT STATION -	\$3,500,000
✓ Plans approved; Design team and Construction-Manager-at-Risk selected; anticipated construction start – EOY 2022; anticipated completion Fall, 2023	

As the City dealt with this obstruction, the overall total amount of CO-funded projects actually *increased* from the staff's original proposal of \$24.1M to \$26.6M.

Nonetheless, city staff, with the support of City Council, was able to overcome these obstacles to ultimately secure funding for these much-needed projects. Nearly all of the projects are in active development; with a number already completed - and all are anticipated to be completed within the next 12-14 months.

GENERAL FUND REVENUE



The General Fund is the City of Elgin's principal operating fund for essential city services. It is used to account for all financial resources except those required to be accounted for in other funds, such as the Water and Sewer Fund or Special Revenue Funds. All general tax revenues and other receipts that are not allocated by law or otherwise restricted to other funds are accounted for in this fund.

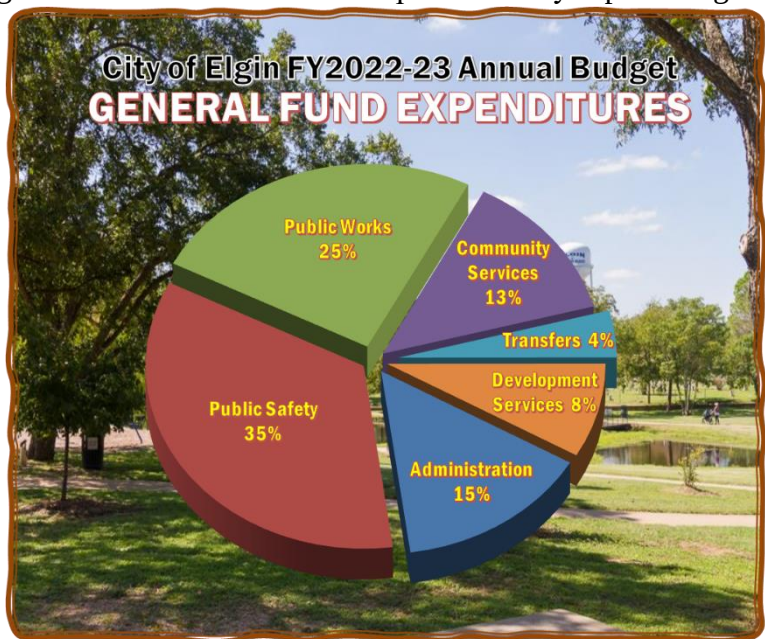
The General Fund is the largest fund for the City and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding.

GENERAL FUND EXPENDITURES

The General Fund is the primary operating fund of the City and is utilized to account for all costs traditionally associated with city government. It is similar to a private entity's providing resources to pay for the vast majority of administrative/operating expenses. The proposed *FY22-23 Annual Budget* includes total General Fund expenditures of **\$13.5M**.

Within City of Elgin operations, General Fund Expenditures are those costs associated with the provision of essential city services including, but not limited to public safety, parks, recreation, library, public works, mobility, and asset maintenance. The primary sources of income supporting the General Fund are Property and Sales Taxes.

The proposed *FY22-23 Budget* also includes a continuation of our on-going efforts to upgrade and improve existing city streets, particularly in the "Original Town" area. The funding plan includes a commitment of **\$500,000** to street reconstruction and rehabilitation. This funding will position the city to invest **\$1M** in street improvements over a two-year period in the "Original Town" area - one of the highest commitments to street maintenance ever made by the City from operating revenues.



STAFFING

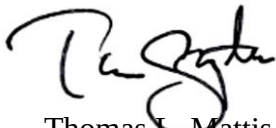
The proposed budget includes full-year funding for up to **one hundred seventy-two (172) total city employees**: one hundred thirty (131) full-time, seventeen (17) part-time positions, and twenty-four (24) seasonal positions.

Eighteen (18) new positions are included in the proposed FY22-23 Annual Budget:

- One (1) Records Clerk Position in the City Manager's Office
- One (1) Accounts Payable Clerk Position in Finance
- One (1) Animal Control Officer Position in Police
- Four (4) Patrol Officer Positions in Police
- One (1) Youth Services Assistant Position in Library
- Two (2) Circulation Clerk Position (PT) in Library
- One (1) Technical Services Clerk Position (PT) in Library
- One (1) Rec Center Coordinator Position in Recreation
- Two (2) Rec Center Front Desk Staff Positions in Recreation
- One (1) Equipment Maintenance Technician Position in Public Works-Equipment Maintenance
- One (1) Laborer Positions in Street Maintenance
- One (1) Treatment Plant Operator Position in Water Operations
- One (1) Lab Technician Position in Wastewater Operations

These are both challenging and exciting times for the City of Elgin and this financial plan for the next fiscal year will allow our operation to continue moving forward. On behalf of the city staff, I thank the Mayor and City Council for the opportunity to serve the citizens of Elgin during this historic time.

Sincerely,



Thomas L. Mattis
City Manager

FINANCIAL SUMMARY OF ALL FUNDS PROPOSED FY 2022-23

	General Fund	Debt Service I & S Fund	Special Revenue Fund	Utility Fund Water/Sewer	EDC Fund	TRIZ Fund	Total All Funds
Estimated Revenue	12,446,702	1,927,413	3,065,774	7,506,210	7,854,500	400,185	\$ 33,200,784
Interfund Transfers Net	1,060,109	2,458,566	(36,504)	(4,088,471)	(18,000)	-	\$ (624,300)
Total Funds Available	13,506,811	4,385,979	3,029,270	3,417,739	7,836,500	400,185	\$ 32,576,484
Budgeted Expenditures	<u>\$ 13,506,811</u>	<u>\$ 3,710,720</u>	<u>\$ 427,433</u>	<u>\$ 3,417,738</u>	<u>7,891,325</u>	<u>342,893</u>	<u><u>\$ 29,296,920</u></u>





**OPERATING FUNDS FOR FY 2022-23 WITH ESTIMATED
REVENUE AND ADOPTED APPROPRIATIONS FOR EXPENDITURES**



GENERAL FUND

Article V. Section 2 B of the City Charter states that the City Manager “shall prepare the budget annually, submit it to the council and be responsible for its administration after its adoption”. The **General Fund** is the primary operating fund in the budget used to account for resources not required to be accounted for in other funds devoted to specific activities. It is used to account for operations of basic City functions such as public safety, public works, cultural and leisure programs, community planning/development plus direction and management of all municipal functions. Services provided by the city are classified according to activity and presented as operating departments/divisions in the Budget.

As a spending plan for the year, the budget contains estimates of revenues expected to be generated in the forthcoming year as well as the cost of programs that are planned for the year. Two basic elements of all funds are revenue and appropriations, the latter of which authorize expenditures for line items that appear in each organizational unit or departmental breakdown. These are detailed in the budget document for each activity in each fund. The former are estimates of fiscal resources that are expected to be generated during the subject fiscal year and are intended to finance programs of “Expenditures” for that same time frame.

Total revenue and other financing sources are estimated to be \$13,506,811 for fiscal year 2022-23. Direct expenditures and are proposed to be \$13,506,811. The following are general comments on sources and expected trends of revenue for the General Fund in the forthcoming fiscal year.

Revenue

Revenues are generally a function of certain “rates” applied to specific quantifiable amounts, such as assessed property values, volumes of water used, a percentage of gross revenues (franchise fees), etc. The following chart summarizes estimated revenue for the general fund by major funding category. This is followed by a more detailed look at revenue by general category.

REVENUE :	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Taxes	5,098,496	5,276,101	5,415,852	3,583,333	4,790,666	567,122	6,060,282	6%
Franchise Fees	523,121	586,139	600,460	108,424	216,847	-	699,056	5%
Developer Fees and Pেমits	2,807,995	3,564,470	3,704,670	1,513,289	2,709,716	-	3,626,271	9%
Fines and Forfeitures	207,042	252,517	261,767	126,187	252,375	-	271,851	11%
Community Services	55,339	87,250	82,300	40,856	96,404	-	109,160	4%
General Charges, Fees Permits	14,048	18,250	33,300	21,083	29,174	-	30,361	-8%
Utility Charges/Trash Serv.	1,319,570	1,441,119	1,439,541	715,877	1,237,583	-	1,237,583	10%
Use of Money and Property	79,008	55,200	40,875	17,818	46,328	-	46,328	-42%
Grants/Donations/Transfers In	3,260,396	1,051,050	1,265,450	636,679	928,554	-	1,425,919	-17%
Grand Total	13,365,015	12,332,096	12,844,215	6,763,546	10,307,646	567,122	13,506,811	4%

Sources of Revenue

This section reviews each of the major categories of principal sources of revenue for the General Fund and provides comments on expectations for FY 2022-23 regarding resources projected to be available.

The top five sources of revenue for the general fund (excluding transfers in from the Water and Sewer Fund) are Property Tax and Sales Tax, Franchise Fees, Developer Fees, and Trash Collection Fees.

Property Tax- The Proposed FY2022-23 Budget is predicated on an assumed total tax rate of O&M and Debt of \$0.544664 per \$100 of assessed valuation. This rate is expected to generate a total of **\$3,658,487** to support General Fund operations and a total of **\$1,927,413** for debt service related to general government activities. Estimated revenue from this source should be considered provisional as it ultimately depends on actual payment of taxes by property owners during the fiscal year as well as payment of delinquent taxes that will be collected from prior year assessments.

Sales Tax- The City collects \$0.01 cent of the 8¼% sales tax collected by the state, for the general fund. An additional ½% is collected for the Economic Development Corporation. Projections for FY 2022-23 are based on anticipation of a continued recovery which has been the case for the 10 months of the current fiscal year. Based on this and the level of economic activity trending even higher, estimated total receipts from sales tax for next year are expected to exceed **\$2.3 million**.

Franchise Fees- These fees are imposed on certain utilities and needed to compensate the city for franchisee use of the city's right-of-way to install the necessary infrastructure. Based on the last few years, it is assumed that franchise fees will continue to grow as the customer base of the utilities and usage increases over time. Franchise fees are expected to generate a revenue of **\$699,056**.

Development Fees and Permits- There is ongoing major residential and commercial developments happening in Elgin due to continued growth. Fees were previously adjusted in FY2020-2021 and remains competitive to other cities. This provides additional income for city services. Expected income from these fees and permits are projected at **\$3,626,271**.

In addition to these increases in fees, City Council approved two other funding mechanisms that have greatly enhanced the city's ability to generate revenue. Participation Agreements were established so that developers and the city together finance infrastructure. In the past, these costs were solely absorbed by the city. Likewise, the city imposes Master Development Fees as a condition of approval of Municipal Utility Districts (MUDS). Proceeds from these fees may be invested to generate annual revenue for use in future maintenance costs of infrastructure that serve the MUD.

Trash Collection and Recycling Fees - The contract for trash collection and disposal original held by Republic Services was assigned to Waste Management effective December 2018. Based on a new amended agreement with Waste Management, "Beginning on October 1, 2019, and every year thereafter until the end of the contract, rates may be adjusted to reflect changes in the Bureau of Labor Statistics Water, Sewer and Trash Index (WST). "These annual increases shall have a minimum increase of 2% with an annual cap of 5%.". Waste Management will increase their residential rates

by **2.85%** per the existing contract. Increases in commercial rates will increase by **5%**. Expenses and revenue in the adopted budget reflect anticipated costs and revenue based on these rate increases as well as a significant increase in the number of customers that is expected as new developments come online.

Fines - Fines and penalties collected by the city through the Municipal Court system have declined over the last several years. Projections for FY 2022-23 are a bit more aggressive than the two prior years due to the outbreak of COVID-19. As in person operations continue, collections are expected to increase by **4%** generating a total revenue of **\$271,851**.

Transfers-in - Transfers from several funds to the general fund are designed to reimburse the latter for administrative expenses absorbed by the general fund in support of the fund from which funds are transferred. These include the Utility Fund, Economic Development Corp. Fund and various Special Revenue Funds. Because an excessive amount of transfer negatively impacts the city's credit rating, it is recommended that in the coming years, efforts are made to continue to reduce the amount of funds transferred from the Utility Fund to a level that more closely represents a true cost of overhead to the Fund.

A complete listing of revenues for the general fund by line item, with comparisons of actual amounts received, budgeted, and collected in the current fiscal year is detailed in the following and includes the proposed revenues for FY 2022-23.

General Fund Appropriations for Fiscal Year 2022-23

Summary Budget General Fund

REVENUE :	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Taxes	5,098,496	5,276,101	5,415,852	3,583,333	4,790,666	567,122	6,060,282	6%
Franchise Fees	523,121	586,139	600,460	108,424	216,847	-	699,056	5%
Developer Fees and Permits	2,807,995	3,564,470	3,704,670	1,513,289	2,709,716	-	3,626,271	9%
Fines and Forfeitures	207,042	252,517	261,767	126,187	252,375	-	271,851	11%
Community Services	55,339	87,250	82,300	40,856	96,404	-	109,160	4%
General Charges, Fees Permits	14,048	18,250	33,300	21,083	29,174	-	30,361	-8%
Utility Charges/Trash Serv.	1,319,570	1,441,119	1,439,541	715,877	1,237,583	-	1,237,583	10%
Use of Money and Property	79,008	55,200	40,875	17,818	46,328	-	46,328	-42%
Grants/Donations/Transfers In	3,260,396	1,051,050	1,265,450	636,679	928,554	-	1,425,919	-17%
Grand Total	13,365,015	12,332,096	12,844,215	6,763,546	10,307,646	567,122	13,506,811	4%

**General Fund Revenue
Fiscal Year 2022-23**

REVENUE

Taxes

Property Taxes

Property Taxes - Current
Property Taxes - Delinquent
Prop. Taxes - Prior Year Delinq.
Penalty & Int.-Delinquent
Subtotal

Sales Tax

Sales Tax

Miscellaneous Taxes

Beverage Tax

FY 2020-21	FY 2021-22			FY 2022-23			
Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
2,357,531	2,821,993	2,778,282	2,583,196	3,032,099	567,122	3,389,115	20%
359,443	336,263	336,263	217,781	217,781	-	217,781	-35%
39,211	41,570	41,570	23,745	23,745	-	23,745	-43%
31,665	27,846	27,846	14,014	27,846	-	27,846	0%
2,787,850	3,227,672	3,183,961	2,838,736	3,301,471	567,122	3,658,487	15%
2,288,844	2,031,330	2,218,175	737,665	1,475,330	-	2,386,708	8%
21,802	17,100	13,716	6,932	13,865	-	15,087	10%
Total Taxes	5,098,496	5,276,101	5,415,852	4,790,666	567,122	6,060,282	12%

Franchise Fees

Franchise Electric
Franchise Gas
Franchise Misc Telephone
Franchise Fee Waste Mgmt.
Franchise Cable
Franchise Billboard

Total Franchise Fees

268,955	285,600	285,600	790	1,580	-	328,440	15%
42,228	44,339	62,700	49,142	98,283	-	98,283	57%
10,788	31,500	27,460	2,535	5,071	-	29,657	8%
59,191	67,200	67,200	20,351	40,702	-	72,576	8%
141,959	157,500	157,500	35,605	71,211	-	170,100	8%
-	-	-	-	-	-	-	0%
Total Franchise Fees	523,121	586,139	600,460	216,847	-	699,056	16%

Development Services Fees

Building Permits

Building Permits(E,M,P)
Sign Permits
Security/Fire Alarm Permit
Sprinkler Sys. Permit Fees

Subtotal

Development Process Fees

Planning & Zoning Fees
Zoning/Land use Fees
Plats - Concept Plans
Subdivision Construct. Plans
Site Development Plans
Work W/O City Approval

Subtotal

Inspection/Occupancy

Inspection/Re-inspect. Fees
Fire Inspection Fees
Certificate of Occupancy
Fire Plan Review
Tree Removal
Site Development Plans

Subtotal

Master Devl. Fees

Subtotal

816,852	1,177,000	1,177,000	424,017	848,034	-	1,271,160	8%
14,882	5,000	17,500	3,792	7,584	-	17,500	0%
3,475	4,500	4,500	1,000	2,000	-	4,500	0%
300	500	500	-	-	-	-	-100%
835,509	1,187,000	1,199,500	428,809	857,618	-	1,293,160	8%
1,070	2,500	2,500	-	-	-	-	-100%
27,180	5,000	10,000	8,065	16,130	-	16,130	61%
71,893	75,000	75,000	50,485	100,970	-	100,970	35%
188,608	75,000	75,000	23,134	46,268	-	81,000	8%
909,799	1,090,000	1,090,000	523,570	1,047,140	-	1,177,200	8%
175	-	-	720	-	-	-	-
1,198,725	1,247,500	1,252,500	605,974	1,210,508	-	1,375,300	10%
670,757	927,220	927,220	300,880	601,760	-	927,770	0%
1,325	1,000	8,000	3,973	7,946	-	8,000	0%
-	-	300	-	-	-	-	-100%
1,679	-	15,000	9,945	19,891	-	19,891	0%
-	-	70,000	43,207	86,414	-	86,414	-
-	-	30,000	20,500	41,000	-	41,000	-
673,761	928,220	1,050,520	378,505	441,590	-	955,661	-9%
100,000	200,000	200,000	100,000	200,000	-	-	-100%
100,000	200,000	200,000	100,000	200,000	-	-	-100%

	FY 2020-21	FY 2021-22			FY 2022-23		
	Actual Revenue	Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total % Inc/ (Dec)
<u>REVENUE (Cont.)</u>							
Misc. Admin. Fees							
Postal/Filing Recovery Fees	-	250	250	-	-	-	250 0%
Renotifications Fees	-	500	500	-	-	-	500 0%
Delay of Hearing Penalty	-	1,000	1,000	-	-	-	1,000 0%
Work W/O City Approval	-	-	400	-	-	-	400 0%
Subtotal	-	1,750	2,150	-	-	-	2,150 0%
Total Develop. Service Fees	2,807,995	3,564,470	3,704,670	1,513,289	2,709,716	-	3,626,271 -2%
<u>Fines and Forfeitures</u>							
Municipal Court							
Arrest Fees	3,141	50	8,000	4,060	8,120	-	8,120 1%
Dismissal Fee	-	50	50	-	-	-	- -100%
Municipal Court Fines	196,989	236,917	236,917	118,604	237,208	-	256,184 8%
Child Safety et al Court Fees	2,422	2,000	3,500	709	1,418	-	1,418 -59%
Subtotal	202,552	239,017	248,467	123,372	246,745	-	265,721 7%
Code Enforcement							
Animal Control Fees	402	500	500	-	-	-	500 0%
Code Enforcement Penalties	2,275	3,000	4,800	2,420	4,840	-	4,840 1%
Code Enforce. Lien Recov.	1,813	10,000	8,000	395	790	-	790 -90%
Subtotal	4,490	13,500	13,300	2,815	5,630	-	6,130 -54%
Fines and Forfeiture Total	207,042	252,517	261,767	126,187	252,375	-	271,851 4%
<u>Community Services</u>							
Library Revenue							
Library Card (Resident)	3,050	7,000	4,000	150	4,000	-	4,000 0%
Library Card (Non-Res.)	4,612	1,000	5,000	3,418	6,836	-	6,836 37%
Library Fines	369	1,000	1,000	187	1,000	-	1,000 0%
Library Special Events	-	9,500	9,500	-	9,500	-	9,500 0%
Library Copying Fees	2,166	2,000	3,400	1,728	3,400	-	3,400 0%
Library Misc. Charges	610	250	1,500	638	1,500	-	1,500 0%
Library Donations	137	1,000	1,100	201	1,100	-	1,100 0%
Subtotal	10,944	21,750	25,500	6,322	27,336	-	27,336 7%
Park and Recreation Revenue							
Rec All Purpose Annual Passes	6,977	20,000	10,000	1,242	2,484	-	10,000 0%
Concessions	3,219	-	300	30	60	-	300 0%
Rec Membership Fees	17,772	15,000	18,000	12,531	25,062	-	25,062 39%
Rec Membership Daily Fees	8,555	2,500	15,000	14,664	29,328	-	29,328 96%
Pool Rental/Lessons	3,825	5,000	5,000	-	-	-	5,000 0%
Special Events/Rec Prog.	3,997	10,000	8,000	316	632	-	632 -92%
Subtotal	44,345	52,500	56,300	28,783	57,566	-	70,322 25%
Other Misc. Comm. Serv. Fee							
Historic Dist Fee	50	250	250	100	200	-	200 -20%
Temporary Banner Permit	-	250	250	-	-	-	- -100%
Sign Permit	-	12,500	-	5,651	11,302	-	11,302 0%
Subtotal	50	13,000	500	5,751	11,502	-	11,502
Community Services Total	55,339	87,250	82,300	40,856	96,404	-	109,160 33%

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
REVENUE (Cont.)								
<u>Gen. Licenses, Fees & Charges</u>								
General Charges for Services								
Alcohol Beverage License	1775	150	7,000	5,025	5,863	-	7,000	0%
Vending Machine License	0	50	50	-	-	-	50	0%
Solicitor's Permit	825	200	400	300	350	-	350	-13%
Wrecker Permit	250	250	250	175	204	-	204	-18%
Movie Location Fees	2050	1,000	3,500	2,825	3,296	-	3,296	-6%
Police Accident Reports	989	1,500	1,500	1,168	1,363	-	1,363	-9%
Open Rec./Copier/Notary	2,304	2,500	3,000	513	599	-	599	-80%
Subtotal	8,193	5,650	15,700	10,006	11,674	-	12,861	-18%
Transaction Fees								
Returned Check Fee	60	100	100	-	-	-	-	-100%
Credit Card Fee <\$300	545	7,500	15,000	10,977	15,000	-	15,000	0%
Internet Trans. Fee	-	-	-	-	-	-	-	-100%
Library E Rate	-	-	-	-	-	-	-	0%
Subtotal	605	7,600	15,100	10,977	15,000	-	15,000	-1%
Police Special Services								
EPD Escort Fees	5,250	5,000	2,500	100	2,500	-	2,500	0%
Law Enforcement Education	-	-	-	-	-	-	-	0%
Subtotal	5,250	5,000	2,500	100	2,500	-	2,500	0%
General Licenses & Fees Total	14,048	18,250	33,300	21,083	29,174	-	30,361	-9%
<u>Utility Charges</u>								
Sanitation Services								
Application Fee	-	500	500	-	500	-	500	0%
Trash Collect - Resident	1,205,898	841,650	897,146	475,115	897,146	-	897,146	0%
Trash Collect - Com Carts	-	59,048	59,048	-	59,048	-	59,048	0%
Trash Collect - Com Contain.	113,672	539,921	482,847	240,762	280,889	-	280,889	-42%
Utility Charges Total	1,319,570	1,441,119	1,439,541	715,877	1,237,583	-	1,237,583	-14%
<u>Use of Money and Property</u>								
Investment-Interest Income								
Interest Income	6,096	15,000	7,670	3,825	15,000	-	15,000	96%
Subtotal	6,096	15,000	7,670	3,825	15,000	-	15,000	96%
Rental City Property								
Rec. Center Rentals	6,759	1,000	5,270	3,588	6,000	-	6,000	14%
Fleming Center Rentals	3,855	2,000	-	100	2,000	-	2,000	0%
Sports Venue Rentals	3,911	2,150	3,450	1,981	2,150	-	2,150	100%
Park Rentals all Parks	5,449	3,000	6,700	4,725	5,513	-	5,513	-18%
Fleming Center Rentals	174	-	735	735	858	-	858	0%
Civic Center Rentals	-	2,000	2,000	-	2,000	-	2,000	0%
Park Rentals	-	-	-	-	-	-	-	0%
Reservation Cancel Fee	-	50	50	-	50	-	50	0%
Subtotal	20,148	10,200	18,205	11,129	18,570	-	18,570	2%
Sale of Surplus Property								
Equipt. Salvage General Gov.	24,670	10,000	5,000	2,364	2,758	-	2,758	-45%
Subtotal	24,670	10,000	5,000	2,364	2,758	-	2,758	-45%

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
<u>REVENUE (Cont.)</u>								
<u>Refunds and Reimb</u>								
Refund- Rebates	28,094	10,000	5,000	500	5,000	-	5,000	0%
Insurance Claims	-	10,000	5,000	-	5,000	-	5,000	0%
Subtotal	28,094	20,000	10,000	500	10,000	-	10,000	0%
Use of Money & Property Total	79,008	55,200	40,875	17,818	46,328	-	46,328	13%
<u>Grants/Donations/Trnsfs In</u>								
<u>Grants</u>								
Federal Grant	1,681,620	-	47,000	46,657	54,433	-	54,433	100%
Cares Act	403,788	-	-	-	-	-	-	100%
Park Grant	-	-	51,400	51,400	59,967	-	-	100%
Grant - PD	3,627	-	-	-	-	-	-	-100%
Library Grant TSLAC	21,211	3,500	3,500	-	-	-	-	-100%
Subtotal	2,110,246	3,500	101,900	98,057	114,400	-	54,433	-47%
<u>Donations</u>								
Contri. - Blue Santa	2,400	3,500	3,500	-	3,500	-	3,500	0%
Contri. - Mental Health Grant	2,250	-	16,000	16,597	16,000	-	16,000	-100%
Subtotal	4,650	3,500	19,500	16,597	19,500	-	19,500	0%
<u>Transfers in</u>								
Transfer In from Sp Rev. Fund	-	-	-	-	-	-	-	0%
Transfer In from HOT Fund	25,000	33,800	133,800	16,900	19,717	-	133,800	0%
Transfer In Utility- Water	607,500	546,750	546,750	273,375	318,938	-	630,936	15%
Transfer In Utility- Sewer	495,000	445,500	445,500	222,750	445,500	-	569,250	28%
Transfer In from EDC	18,000	18,000	18,000	9,000	10,500	-	18,000	0%
Subtotal	1,145,500	1,044,050	1,144,050	522,025	794,654	-	1,351,986	18%
<u>Grants/Donations/Transf.</u>	3,260,396	1,051,050	1,265,450	636,679	928,554	-	1,425,919	13%
Grand Total	13,365,015	12,332,096	12,844,215	6,763,546	10,307,646	567,122	13,506,811	5%

Proposed Appropriations

The heart of the budgeting process is establishment of the level of annual appropriations allotted to each program to meet the growing needs of the city. Review and consideration of the Budget is an exercise that affords Council an opportunity to adjust the distribution of available fiscal resources among various programs that are traditionally included in the operating budget. The outside limit on fund availability is governed by anticipated revenue generated during the year. The City of Elgin is at a turning point in its history where a measure of surplus revenue is projected for the next few years to allow expansion of programs.

The 2022-23 Fiscal Year Budget includes the addition of 18 new positions. The majority of new positions (4) are proposed to be added in the Police Department. A summary of all new positions is found in Appendix C. Staff continues to remain focused on seeing the Certificates of Obligation projects come to fruition in FY2022-23. These projects include the wastewater treatment plant expansion, weatherization of the water treatment plant, County line Road Phase I Reconstruction Project, new Elgin Police Department, new restrooms located at Elgin Memorial Park, an expansion of Veteran's Park, and upgrades to Thomas Memorial Park.

Salaries and Benefits

These expenditures include costs for salaries and benefits paid out to employees. Some benefits include contributions to employees' retirement plan (TMRS), Social Security and Medicare payments, and health plans. Budgeting for paid benefits including workers compensation, un-employment and group health plans have been decoupled from the payroll process. These expenses are accounted for under an internal service fund. This simplifies the payroll process and allows these expenses to remain under one umbrella. Details of these changes are found in the Internal Service Fund section of the Budget. The proposed budget includes a five percent Cost-Of-Living Adjustment increase for all full-time positions taking effect October 1.

Supplies and Materials

Items budgeted for this category includes goods or materials needed for the operation of the organizational units' daily activities. A conservative allowance is allocated for normal increases in goods that occur every year. For example, fuel prices have increased rapidly over the last few months and an allowance is reflected in these increased costs for Vehicle and Equipment Service charges by the Internal Service Fund.

Services/Other Charges

The most common charges in this category are for Insurance and Professional Fees. The city contracts with TML- IEBP for its general liability and property insurance; Sheets & Crossfield, PLLC for legal services and TRC Companies, INC. for engineering services. In addition, utility costs such as for electricity, gas, and telephone services would normally be found under this category within the budgets of user departments. With establishment of the Internal Service fund, these charges are consolidated under ISF- Building Service Charges and are allocated based on the organizational unit's use of city facilities. Keeping with the practice previously established, legal, engineering, and other professional services are charged by each department. Insurance costs are charged in the form of ISF Equipment Fees.

Capital Outlay

These expenditures are reserved for the purchase of items that will be capitalized and added to fixed assets. Acquisitions in this category have a minimum cost or value of \$5,000. As they are purchased, they are added to the city's list of fixed assets. A useful life of the asset is determined, and a depreciation schedule established based on the original cost and the assets estimated useful life. In past years, the costs of capital outlay items have been borne by the acquiring departments. In the case of vehicles and equipment, an "Equipment Replacement Fund" previously established to accumulate funds for future replacement of these fixed assets. Depreciation expenses are charged to the using departments in the form of an "Equipment Replacement Charge". These funds are used to pay for replacement vehicles and equipment when needed. This eliminates the need to issue debt to purchase vehicles. Acquisitions of new equipment as opposed to replacements, can still be acquired through a form of capital lease arrangements.

Internal Service Charges

Administrative, IT, Facility, and Equipment Services costs are charged to each Department based on usage. These funds are transferred monthly by journal entry to the Internal Services Fund.

Internal Services Funds (ISF) are separate revolving funds that were initially assigned to be managed within the Public Works Department. These assets are grouped in five categories that include the following:

- A. Administrative Services- cost of personnel with primary duties of accounts payable processing.
- B. Information Technology- computers, accessories, software cost, etc.
- C. Facilities- cost of insurance, maintenance, custodial service, etc.
- D. Equipment Services- cost of fuel, repairs, insurance, etc.
- E. Equipment Replacement Fund- depreciation costs are accumulated here to provide funds for future replacement of equipment.
- F. Employment Benefits Services- Charges made to operating divisions to pay for cost of paid employee benefits that include, unemployment, worker's compensation, and health plans. The advantage of the Employment Benefits Service charge is to accumulate funds to pay monthly premiums on health benefits, un-employment, and worker's compensation invoices, that are paid monthly and not bi-weekly as wages and benefits are paid.

The costs of personnel, supplies, and materials needed to administer the program are based on various factors depending on the nature of the asset provided. IT charges are based on the number of computers allocated to each Department or Division. As the systems for calculating user fees develop in the future, a greater level of sophistication and precision may be achieved.

Summary of Proposed Appropriations for General Fund

A summary of proposed appropriations by department/division for the general fund is reflected in the following table. A comparison is made with prior year history and amounts for new programs are identified separately. The chart shows a 19% increase over the amended amount in the previous year.

	FY 2020-21	FY 2021-22			FY 2022-23-22			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
EXPENDITURES :								
Exec./Administration								
City Council	75,006	106,942	117,037	82,405	124,479	-	128,802	10%
City Mgr./City Secretary	430,668	462,429	508,929	245,679	491,357	-	572,543	12%
Human Resources	-	281,189	289,822	125,553	251,106	-	398,965	100%
Finance	460,705	426,453	426,453	163,678	327,356	-	551,204	29%
Municipal Court	307,308	292,882	294,547	113,767	227,534	-	310,263	5%
Subtotal	1,273,687	1,569,895	1,636,788	731,082	1,421,832	-	1,961,776	20%
Development Services								
Planning	478,733	340,243	498,553	235,606	471,212	-	578,215	16%
Building Permits/Insp.	570,397	471,677	512,266	286,824	573,648	-	346,140	-32%
Code Enforcement	95,114	207,052	191,730	54,802	109,604	-	203,538	100%
Subtotal	1,144,244	1,018,972	1,202,549	577,232	1,154,464	-	1,127,894	-6%
Police								
Administration	538,909	624,837	625,295	324,034	663,140	-	747,133	19%
Patrol	1,562,828	2,638,835	2,585,987	1,116,570	2,234,958	-	2,618,080	1%
Criminal Investigations CID	470,703	601,401	646,281	309,195	617,948	-	790,319	22%
Telecomm.	325,113	181,000	187,378	97,026	181,296	-	181,000	-3%
Animal Control	192,310	99,400	100,990	48,766	86,422	-	345,086	242%
Subtotal	3,089,863	4,145,473	4,145,931	1,895,591	3,783,764	-	4,681,618	13%
Community Services								
Comm. Services Admin.	231,475	296,811	412,817	188,834	377,668	-	395,564	-4%
Library Operations	392,174	484,937	484,797	227,001	454,002	-	361,697	-25%
Recreation Prog.	262,541	407,575	409,745	150,851	322,936	-	654,092	0%
Swimming Pool	43,331	148,785	164,535	23,408	142,750	-	369,112	124%
Subtotal	929,521	1,338,108	1,471,894	590,094	1,297,356	-	1,780,465	21%
Public Works								
Administration	151,848	189,671	268,655	141,148	282,296	-	386,413	44%
Streets Division	849,420	1,155,701	1,085,159	471,198	942,396	-	670,546	-38%
Sanitation Division	924,096	1,080,622	1,080,622	420,841	841,682	-	1,113,041	3%
Parks and Grounds	309,086	488,654	494,986	221,109	442,218	-	724,949	46%
Bldg./Equipt Services	418,711	-	-	-	-	-	-	0%
Subtotal	2,653,161	2,914,648	2,929,422	1,254,296	2,508,592	-	2,894,949	-1%
Transfers Out-Street Program	-	-	-	-	-	-	1,060,109	100%
Non-dept - Allocated Reserve	-	135,594	-	-	-	-	-	100%
TOTAL	9,090,475	10,987,096	11,386,584	5,048,295	10,166,008	-	13,506,811	19%



Legislative Branch

The City's Legislative Body is composed of the Mayor-At-Large and eight Council Members, two represented by each Ward. These elected officials provide policy guidelines to meet the growing needs of the community and to assure orderly development. The City Council appoints the City Manager, City Attorney, Municipal Court Judge, and various citizen boards and commissions.



**General Fund
Fiscal Year 2022-23 Appropriations**

**Legislative
City Council
Compensation**

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Monthly Stipend	15,300	17,400	17,400	8,100	16,200	-	17,400	0%
Social Security	-	1,103	800	310	620	-	1,331	66%
Travel & Training	-	6,000	6,000	4,933	9,865	-	9,865	64%
<i>Subtotal</i>	15,300	24,503	24,200	13,343	26,685	-	28,596	18%

Supplies & Materials

Uniforms	981	200	400	74	148	-	148	-63%
Employee Appreciation	139	-	-	-	-	-	-	0%
Emergency Resp. Supplies	743	-	460	460	920	-	920	0%
<i>Subtotal</i>	1,863	200	860	534	1,067	-	1,068	24%

Services & Other Charges

Dues & Memberships	984	3,500	3,500	1,033	2,065	-	2,065	-41%
Comm. Support Non-Profits	31,055	50,000	50,000	41,000	41,000	-	50,000	0%
Errors & Omissions Ins.	10,284	10,798	9,800	9,797	19,594	-	19,594	100%
Employee Bond	520	1,040	1,040	-	1,040	-	1,040	0%
<i>Subtotal</i>	42,843	65,338	64,340	51,830	63,699	-	72,699	13%

Internal Service Transfers

ISF- IT Service Charges	15,000	16,496	16,496	8,248	16,496	-	11,447	-31%
ISF - Building Services	-	-	8,248	8,248	16,496	-	7,037	0%
DiaDeLos Muertos Cele	-	-	2,488	-	-	-	-	-100%
ISF - Equipment	-	-	-	-	-	-	7,042	0%
ISF-Administration	-	-	-	-	-	-	912	0%
ISF-Employee Benefits	-	405	405	203	35	-	-	0%
<i>Subtotal</i>	15,000	16,901	27,637	16,699	33,027	-	26,438	-4%

TOTALS	75,006	106,942	117,037	82,405	124,479	-	128,802	10%
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Executive Department

The Executive Division consists of the City Manager and City Secretary. The City Manager serves as the Chief Executive Officer for the City, is responsible for the administration of municipal affairs and oversees the day-to-day operations. The City Manager prepares recommendations and implements the policies and procedures approved by the Mayor and the City Council, with the former providing day to day guidance and supervision to each of the City's departments in implementing policies and procedures defined by the City Council.

The City Secretary provides administrative support to the City Manager, oversees the City's agendas, minutes, resolutions, ordinances, elections, open records, and records management program. The City Secretary is the official record keeper of the City and provides general administrative support to the City Council.

FY 2022-23 budget proposes the addition of a Records Clerk to work in the City Secretary's office and assist with records administration.

112 - City Manager	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
City Manager	1	1	1	1.00	1.00	1.00
City Secretary	1	1	1	1.00	1.00	1.00
Records Clerk (NEW)	0	0	1	0.00	0.00	1.00
Total	2	2	3	2.00	2.00	3.00



Executive**City Manager****Salaries & Benefits**

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual	Original	Amend.#1	Y-T-D Actual	Projected	Program	Total	% Inc/ (Dec)
	Expenditures	Adopted	4/19/2022	3-31-22		Change		
Base Salaries	234,130	242,048	242,048	121,052	242,104		297,695	23%
Overtime	-	-	-	-	-	-	1,179	0%
Longevity Pay	500	360	360	315	630	-	1,305	-84%
Social Security	16,081	17,005	17,005	7,237	14,474	-	23,506	38%
Municipal Retire. Sys.	33,697	34,242	34,242	17,325	34,650	-	42,404	24%
Car Allowance	8,677	8,400	8,400	3,876	7,752	-	8,400	0%
Travel & Training	4,327	4,500	4,500	3,890	7,780	-	7,780	73%
<i>Subtotal</i>	297,412	306,555	306,555	153,695	307,390	-	382,270	25%

Supplies & Materials

Office Supplies	2,161	2,500	2,500	1,310	2,620	-	2,620	5%
Postage	486	500	500	-	-	-	500	100%
Printing	-	1,000	1,000	-	-	-	1,000	-100%
Printing Covid-19 signs	-	-	-	-	-	-	-	0%
Meeting Expenses	2,209	2,500	2,500	841	1,682	-	1,682	-33%
Minor Office Equipmt.	-	-	-	-	-	-	-	0%
Uniforms and Clothing	76	500	500	-	-	-	-	100%
Employee Appreciation	10,410	15,000	17,000	16,706	33,412	-	33,412	97%
Covid Supplies	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	15,342	22,000	24,000	18,857	37,714	-	39,214	63%

Services & Other Charges

Legal Services	41,178	25,000	50,000	14,562	29,124	-	29,124	-42%
Engineering	4,064	10,000	24,000	23,446	46,892	-	46,892	95%
Geotech Services	-	-	-	-	-	-	-	0%
Consulting Services	-	-	-	-	-	-	-	0%
Contract Services	7,000	4,500	10,000	-	-	-	-	-100%
Records Mgmt. Serv.	-	1,500	1,500	-	-	-	-	0%
Codification	4,361	9,000	9,000	-	-	-	-	-100%
Printing - Notices etc.	820	1,000	1,000	931	1,862	-	1,000	100%
Dues & Subscriptions.	4,055	2,000	2,000	1,601	3,202	-	3,202	60%
Elections	27,822	16,000	16,000	550	1,100	-	1,100	100%
Employee Bond	-	800	800	-	-	-	-	-100%
<i>Subtotal</i>	89,300	69,800	114,300	41,090	82,180	-	81,318	-29%

Internal Service Charges

ISF- IT Service Charges	17,325	25,340	25,340	12,670	25,340	-	11,447	-55%
ISF-Bldg. Service Charges	11,289	17,573	17,573	8,786	17,572	-	7,037	-60%
ISF-Administration	-	-	-	-	-	-	912	0%
ISF-Equipment Services	-	-	-	-	-	-	7,042	100%
ISF-Employee Benefits	-	21,161	21,161	10,581	21,161	-	43,303	100%
<i>Subtotal</i>	28,614	64,074	64,074	32,037	64,073	-	69,741	9%

TOTALS	430,668	462,429	508,929	245,679	491,357	-	572,543	12.5%
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Human Resources Department

The City of Elgin's workforce needs continue to grow resulting in an increased demand for HR services. HR staff is focused on maintaining compliance, minimizing liabilities, and handling day-to-day operations within the department.

In FY 2022-23, continued improvements remain a high priority in moving the City to a professional organization and becoming an employer of choice.

The department goals include conducting a classification analysis, drafting job descriptions, increasing performance management, revamping the City's Personnel Policy and Procedures manual, developing, and delivering ongoing training and professional development for personnel, implementing a new hire orientation program, and exploring innovative recruitment opportunities.

113 - Human Resources	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
HR Director	1	1	1	1.00	1.00	1.00
HR Specialist/Generalist	0	1	1	0.00	1.00	1.00
HR Assistant	1	1	1	1.00	1.00	1.00
Total	2	3	3	2.00	3.00	3.00



Human Resources

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	-	162,481	162,481	71,198	142,396	-	188,520	16%
Overtime	-	1,388	1,388	321	642	-	2,831	104%
Temporary Employee Svs.	-	-	-	-	-	-	10,000	100%
Longevity Pay	-	120	545	545	1,090	-	775	42%
Social Security	-	10,401	10,401	5,379	10,758	-	14,638	41%
Municipal Retire. Sys.	-	22,880	22,880	13,119	26,238	-	26,407	15%
Travel & Training	-	3,500	4,100	754	1,508	-	30,000	632%
<i>Subtotal</i>	-	200,770	201,795	91,316	182,632	-	273,171	35.4%

Supplies & Materials

Office Supplies	-	1,200	3,200	1,519	3,038	-	5,000	100%
Postage	-	500	500	2	4	-	4	100%
Minor Office Equipmt.	-	250	250	60	120	-	9,250	100%
Uniforms	-	200	200	-	-	-	1,500	100%
<i>Subtotal</i>	-	2,150	4,150	1,581	3,162	-	15,754	100%

Services & Other Charges

Legal Services	-	10,000	8,000	45	90	-	5,000	100%
Dues & Memberships	-	1,500	900	467	934	-	1,200	100%
Contract Services	-	250	600	-	-	-	600	100%
Professional Serv.	-	-	2,858	-	-	-	3,500	0%
Recruitment	-	-	5,000	2,684	5,368	-	20,000	0%
Emp.Pre Empl Screen	-	7,600	7,600	-	-	-	10,000	100%
<i>Subtotal</i>	-	19,350	24,958	3,196	6,392	-	40,300	100%

Internal Service Transf.

ISF- IT Service Charges	-	11,814	11,814	5,907	11,814	-	11,447	100%
ISF-Bldg. Service Charges	-	21,161	21,161	10,581	21,162	-	7,037	100%
ISF-Equipment Services	-	-	-	-	-	-	7,042	0%
ISF- Administration	-	-	-	-	-	-	912	0%
ISF-Employee Benefits	-	25,944	25,944	12,972	25,944	-	43,301	100%
<i>Subtotal</i>	-	58,919	58,919	29,460	58,920	-	69,739	100%

TOTALS

-	281,189	289,822	125,553	251,106	-	398,965	100%
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Finance Department

The Finance Department delivers quality financial services to the City of Elgin. The Department acts as the point of contact for all financial services, including preparing financial statements, maintaining records of daily transactions, processing payments to vendors, and aiding customers needing utility services. The Finance Director oversees the City's financial policies, debt management, and daily operations. The Finance Department includes the following divisions: Accounting, Utility Billing, Municipal Court, and the Budgeting/Financial portion of Internal Services.

114 - Finance and Accounting	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Director of Finance	1	1	1	1.00	1.00	1.00
Accounting Manager/Finance Analyst	1	1	0	1.00	1.00	0.00
Budget and Grants Analyst	0	1	1	0.00	1.00	1.00
Accounting Specialist/Technician	0	1	2	0.00	1.00	2.00
AP Clerk (New)	1	0	1	1.00	0.00	1.00
Total	3	4	5	3.00	4.00	5.00



Finance & Admin.

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	301,226	226,132	209,544	64,798	129,596	-	297,486	42%
Overtime	4,598	-	-	-	-	-	3,767	0%
Longevity Pay	780	720	735	735	1,470	-	3,070	318%
Social Security	22,443	15,302	15,302	5,823	11,646	-	23,046	51%
Municipal Retire. Sys.	43,053	31,170	31,170	5,968	11,936	-	41,573	33%
Worker's Comp.	878	-	-	-	-	-	-	0%
Unemployment Ins.	808	-	-	-	-	-	-	0%
Travel & Training	-	5,000	7,000	2,890	5,780	-	7,000	0%
<i>Subtotal</i>	373,786	278,324	263,751	80,214	160,428	-	375,942	0%

Supplies & Materials

Office Supplies	5,182	2,000	4,000	2,610	5,220	-	4,000	0%
Postage	2,552	1,000	3,000	1,535	3,070	-	3,000	0%
Minor Office Equip.	262	250	250	-	-	-	250	100%
Uniforms	765	500	500	171	342	-	500	100%
<i>Subtotal</i>	8,761	3,750	7,750	4,316	8,632	-	7,750	100%

Services & Other Charges

Audit Services	32,200	38,500	38,500	10,000	20,000	-	38,500	0%
Dues & Member.	692	450	450	16	32	-	4,000	789%
Contract Services	-	4,000	4,000	3,525	7,050	-	3,525	0%
Professional Serv.	(37,381)	-	3,525	410	820	-	450	0%
Appraisal Board	27,355	36,750	36,750	26,182	52,364	-	36,750	0%
County Tax Collect.	7,352	7,000	8,048	8,048	16,096	-	8,048	0%
Pre Employment Screen	-	-	-	-	-	-	-	0%
Temp. Employee Services	3,483	-	6,000	2,377	4,754	-	6,000	0%
Employee Bond	200	500	500	-	-	-	500	0%
<i>Subtotal</i>	33,901	87,200	97,773	50,558	101,116	-	97,773	0%

Internal Service Transf.

ISF- IT Service Charges	16,034	11,814	11,814	5,907	11,814	-	11,447	-3%
ISF- Administration	-	-	-	-	-	-	912	0%
ISF- Equipment	-	-	-	-	-	-	7,042	0%
ISF-Bldg. Service Charges	28,223	8,237	8,237	4,119	8,238	-	7,037	-15%
ISF-Employee Benefits	-	37,128	37,128	18,564	37,128	-	43,301	17%
<i>Subtotal</i>	44,257	57,179	57,179	28,590	57,180	-	69,739	22%

TOTALS	<u>460,705</u>	<u>426,453</u>	<u>426,453</u>	<u>163,678</u>	<u>327,356</u>	<u>-</u>	<u>551,204</u>	29%
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Municipal Court

Municipal Court is the judicial branch of government for the jurisdictional territory of the City of Elgin. The Department is committed to administering justice in a fair, efficient, and timely manner in accordance with City of Elgin ordinances and the laws of the State of Texas. Court services are increasingly available online, by telephone and through the mail which contributes to compliance in a customer service and eco-friendly way.

118 - Municipal Court	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Supervisory Court Clerk	1	1	1	1.00	1.00	1.00
Deputy Court Clerk	2	2	2	2.00	2.00	2.00
Total	3	3	3	3.00	3.00	3.00



Municipal Court

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	122,624	127,678	127,678	51,800	103,600	-	129,813	2%
Overtime	363	2,738	2,738	320	640	-	2,200	-20%
Longevity Pay	745	840	555	555	1,110	-	1,945	250%
Social Security	9,180	8,329	8,329	3,654	7,308	-	10,099	21%
Municipal Retire. Sys.	17,300	18,456	18,456	7,318	14,636	-	18,218	-1%
Unemployment Ins.	225	-	-	180	360	-	-	0%
Travel & Training	955	2,500	2,500	1,057	2,114	-	-	-100%
<i>Subtotal</i>	151,392	160,541	160,256	64,884	129,767	-	162,275	1%

Supplies & Materials

Office Supplies	977	1,500	1,800	967	1,934	-	1,934	7%
Postage	1,454	1,500	1,500	643	1,285	-	1,500	0%
Printed Materials	955	1,000	1,000	-	-	-	1,000	0%
Uniforms	271	500	500	-	-	-	500	0%
<i>Subtotal</i>	3,657	4,500	4,800	1,610	3,219	-	4,934	3%

Services & Other Charges

Collection Fees	27,208	15,000	15,000	6,570	13,140	-	13,140	-12%
Judicial Services	43,631	45,000	45,000	20,428	40,856	-	40,856	-9%
Legal Services - Pros.	18,271	18,000	18,000	8,820	17,640	-	17,640	0%
Dues & Memberships	-	150	500	12	25	-	25	-95%
Jury Expense	-	800	800	-	-	-	-	-100%
Contract Services	-	-	800	-	-	-	-	0%
Temp Agency Services	76	-	-	494	988	-	988	0%
Child Safety Fee	-	-	500	332	665	-	665	0%
<i>Subtotal</i>	89,186	78,950	80,600	36,656	73,313	-	73,314	-9%

Internal Service Transf.

ISF- IT Service Charges	20,042	10,687	10,687	5,344	10,687	-	11,447	7%
ISF-Equipment Services	-	-	-	-	-	-	7,042	0%
ISF-Administration	-	-	-	-	-	-	912	0%
ISF-Bldg. Service Charges	16,934	10,548	10,548	5,274	10,548	-	7,037	100%
ISF-Employee Benefits	26,097	27,656	27,656	-	-	-	43,301	100%
<i>Subtotal</i>	63,073	48,891	48,891	10,618	21,235	-	69,740	43%

TOTALS	307,308	292,882	294,547	113,767	227,534	-	310,263	5%
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Development Services Department

Development Services works together to protect life and property while improving the environment within the City limits and its ETJ. Planning and Zoning, Board of Adjustments, and Building Standards Commission help guide the City Council and render decisions regarding growth and development in the City.

This department is responsible for providing various services such as maintaining zoning standards, landscape standards, building standards, and fire standards. Staff reviews signage and platting standards within the city limits and numerous properties within its one-mile statutory extraterritorial jurisdiction (ETJ).



Planning and Zoning Division

Functions under this Division includes maintenance to the Comprehensive Plan, analyzing Construction Standards, and reviewing zoning and platting applications. The Division also handles annexations, ward assignments to annexations, site development applications, and wireless communication facilities. It also works in tandem with the Building and Fire Division and third-party reviews.

Currently, the platting section is the fastest growing area of the Division. There are numerous residential plats within the city limits and ETJ, such as Homestead Estates, Elm Creek, Peppergrass, Eagles Landing Phase II, Trinity Ranch, Harvest Ridge and other proposed developments.

121 - Planning and Zoning	Number of Employees			Full Time Equivalent Positions		
	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Director - Development Services	1	1	1	1.00	1.00	1.00
Planning Technician	1	1	1	1.00	1.00	1.00
Total	2	2	2	2.00	2.00	2.00



**General Fund
Fiscal Year 2022-23 Appropriations**

Development Services

Planning & Zoning Div.

Salaries & Benefits

Base Salaries
Overtime
Longevity Pay
Social Security
Muni. Retirement Sys.
Unemploy. Insurance
Travel & Training

Subtotal

FY 2020-21	FY 2021-22			FY 2022-23			
Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
117,047	122,626	122,626	68,476	136,952	-	221,120	80%
807	500	500	286	572	-	3,978	696%
1,190	1,560	1,370	1,370	2,740	-	2,875	110%
9,140	7,973	7,973	5,365	10,730	-	17,220	116%
16,755	17,500	17,500	9,712	19,424	-	31,063	78%
149	-	-	-	-	-	-	0%
144	1,000	1,000	654	1,308	-	1,000	0%
145,232	151,159	150,969	85,863	171,726	-	277,256	84%

Supplies & Materials

Office Supplies
Postage
Printing
Minor Office Equip.
Uniforms

Subtotal

2,796	1,500	1,500	728	1,456	-	1,500	0%
1,142	1,000	1,000	128	256	-	1,000	0%
42	1,500	1,500	-	-	-	500	-67%
30	1,000	1,000	-	-	-	500	-50%
-	500	500	-	-	-	750	50%
4,010	5,500	5,500	856	1,712	-	4,250	-23%

Services & Other Charges

Legal Fees
Plan Review/ Reim.
Printing Services
Record Management Fee
CC Card Fees
Dues & Memberships
Filing Fees
Marketing/Advertising

Subtotal

6,118	2,000	2,000	1,463	2,926	-	2,000	0%
280,145	126,000	256,000	100,202	200,404	-	200,000	-22%
-	1,000	1,000	280	560	-	1,000	0%
-	-	4,000	-	-	-	750	0%
11,809	4,000	25,000	20,318	40,636	-	25,000	0%
605	1,500	1,500	145	290	-	1,500	100%
2,000	1,000	4,000	2,161	4,322	-	3,000	0%
1,800	-	500	275	550	-	500	0%
302,477	135,500	294,000	124,844	249,688	-	233,750	-20%

Internal Service Charges

ISF- IT Service Charges
ISF-Bldg. Service Charges
ISF-Equipment
ISF-Administration
ISF-Employee Benefits

Subtotal

13,225	14,544	14,544	7,272	14,544	-	12,150	0%
13,789	14,961	14,961	7,481	14,962	-	5,602	0%
-	-	-	-	-	-	7,474	100%
-	-	-	-	-	-	967	0%
-	18,579	18,579	9,290	18,580	-	36,767	0%
27,014	48,084	48,084	24,043	48,086	-	62,959	0%

TOTALS

478,733	340,243	498,553	235,606	471,212	-	578,215	16%
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Building and Fire Division

This division offers Structural, Mechanical, Electrical, Plumbing, Land Surveying as well as Building Commissioning, Construction Inspections and Certified Plan Review services. In FY 2021-2022, a full-time Permit Clerk/Technician was hired. Previously, City Council approved the addition of a full time Building Official that will oversee the newly created Building & Fire Division. The Building Official will oversee the Permit Clerk/Technicians that were hired in FY 2020-21, a newly approved Building Permit Technician, and two newly approved Building Inspectors.

The concept of hiring the Building Official is to internalize building services to allow for additional flexibility and increased customer service. Although a Building Official was budgeted by Council in FY 2021, there has not been building space to hire this professional until the relocation of the department to the Fleming Center.

122 - Building & Inspections	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Building Official	1	1	1	1.00	1.00	1.00
Building Inspector	0	2	2	0.00	2.00	2.00
Permit Clerk/Technician	1	2	2	1.00	2.00	2.00
Total	2	5	5	2.00	5.00	5.00



Development Services**Bldg. /Fire Permitting****Salaries & Benefits**

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	30,798	239,049	140,000	22,865	45,730	-	159,524	14%
Overtime	34	15,000	1,000	-	-	-	2,701	170%
Longevity Pay	-	-	-	-	-	-	2,160	0%
Social Security	2,367	15,326	7,500	1,735	3,470	-	12,410	65%
Muni. Retirement Sys.	4,043	33,635	19,460	3,175	6,350	-	22,387	15%
Unemploy. Insurance	312	-	-	-	-	-	-	0%
Travel & Training	-	1,500	1,500	-	-	-	1,500	0%
<i>Subtotal</i>	37,554	304,510	169,460	27,775	55,550	-	200,682	18%

Supplies & Materials

Office Supplies	-	1,000	1,000	408	816	-	1,000	0%
Printing	-	1,000	1,000	-	-	-	500	-50%
Minor Office Equipt.	-	500	500	325	650	-	500	0%
Uniforms	116	1,000	1,000	-	-	-	500	-50%
Postage	-	1,000	1,000	-	-	-	1,000	0%
<i>Subtotal</i>	116	4,500	4,500	733	1,466	-	3,500	-22%

Services & Other Charges

Inspection Services	441,263	10,000	220,000	182,367	364,734	-	1,500	-99%
Contract Serv. Reim.	-	-	1,364	1,364	2,728	-	75,000	-100%
Dues & Memberships	-	1,000	1,000	-	-	-	1,000	0%
Legal Fees	-	2,500	2,500	-	-	-	1,500	0%
<i>Subtotal</i>	441,263	13,500	224,864	183,731	367,462	-	79,000	-65%

Internal Service Charges

ISF- IT Service Charges	32,077	35,277	26,458	17,639	35,278	-	12,149	-54%
ISF-Bldg. Service Charges	33,867	28,830	28,830	14,415	28,830	-	5,601	-81%
ISF-Equipment Svs	25,520	30,725	15,362	15,363	30,726	-	7,474	-51%
ISF-Administration	-	-	-	-	-	-	967	0%
ISF-Eq. Replace/Acquire	-	8,163	8,163	4,082	8,164	-	-	100%
ISF-Employee Benefits	-	46,172	34,629	23,086	46,172	-	36,767	100%
<i>Subtotal</i>	91,464	149,167	113,442	74,585	149,170	-	62,958	100%

TOTALS

570,397	471,677	512,266	286,824	573,648	-	346,140	-32%
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Code Enforcement Division

Code Enforcement Division is under the direction of Development Services. Code Enforcement maintains and strives to improve the standards of the community. The division enforces code and zoning regulations. Code Enforcement Officers respond to public nuisance complaints as well as investigate code and city ordinance violations.

125 - Code Enforcement	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications (position titles determined by TDLR)	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Sr. Code Enforcement Officer	1	1	1	1.00	1.00	1.00
Code Enforcement Officer/Official	1	1	1	1.00	1.00	1.00
Total	2	2	2	2.00	2.00	2.00



Development Services Code Enforcement <u>Salaries & Benefits</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	42,647.63	89,809	74,809	25,277	50,554	-	97,967	100%
Overtime	772.98	3,144	3,144	252	504	-	2,815	100%
Longevity Pay	365.00	420	365	365	730	-	1,480	100%
Social Security	3,288.48	5,927	5,573	1,933	3,866	-	7,710	100%
Municipal Retire. Sys.	5,975.16	13,011	10,398	3,556	7,112	-	13,908	100%
Travel & Training	552.88	1,000	2,000	328	656	-	2,000	100%
<i>Subtotal</i>	53,602	113,311	96,289	31,711	63,422	-	125,880	100%
<u>Supplies & Materials</u>								
Office Supplies	393	250	250	163	326	-	500	100%
Postage	1,599	100	1,800	843	1,686	-	1,500	100%
Printed Materials	104	200	200	-	-	-	200	100%
Minor Supplies/Equip.	804	1,000	1,000	714	1,428	-	1,000	100%
Uniforms	104	250	250	-	-	-	500	100%
<i>Subtotal</i>	3,005	1,800	3,500	1,720	3,440	-	3,700	100%
<u>Services & Other Charges</u>								
Dues & Memberships	73	-	-	-	-	-	-	100%
Filing Fees	-	1,000	1,000	-	-	-	1,000	100%
Code Violation Abate.	5,035	50,000	50,000	900	1,800	-	10,000	100%
<i>Subtotal</i>	5,108	51,000	51,000	900	1,800	-	11,000	100%
<u>Internal Service Charges</u>								
ISF- IT Service Charges	4,364	5,819	5,819	2,910	5,820	-	12,149	100%
ISF-Bldg. Service Charges	1,013	1,352	1,352	676	1,352	-	5,601	100%
ISF-Equipment Services	5,985	7,981	7,981	3,991	7,982	-	7,474	100%
ISF-Administration	-	-	-	-	-	-	967	100%
ISF-Eq. Replace/Acquire	3,060	4,081	4,081	2,040	4,080	-	-	100%
ISF-Employee Benefits	18,977	21,708	21,708	10,854	21,708	-	36,767	100%
<i>Subtotal</i>	33,399	40,941	40,941	20,471	40,942	-	62,958	100%
TOTALS	95,114	207,052	191,730	54,802	109,604	-	203,538	100%

Community Services Department

The Community Services Department is responsible for the following divisions: Library, Recreation, Main Street, Administration, and Communications. Together, these divisions provide resources, programs, and events for the public, develop internal and external communication strategies to keep the public informed, and enhance the quality of life for Elgin residents and its visitors.

131 - CS Administration	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Director - Community Services	1	1	1	1.00	1.00	1.00
Mainstreet Manager	0	1	1	0.00	1.00	1.00
Media Specialist (PIO)	0	1	1	0.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	2	4	4	2.00	4.00	4.00



General Fund

Fiscal Year 2022-23 Appropriations

Community

Services

Administration

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	148,692	179,662	179,662	96,965	193,930	-	228,957	27%
Overtime	42		500	276	552	-	1,179	136%
Longevity Pay	2,735	2,820	2,795	2,795	5,590	-	4,860	74%
Social Security	11,621	11,563	11,563	7,486	14,972	-	17,605	52%
Municipal Retire. Sys.	21,312	24,897	24,897	13,842	27,684	-	31,758	28%
Travel Training	437	2,500	2,500	2,113	4,226	-	2,500	0%
<i>Subtotal</i>	184,839	221,442	221,917	123,477	246,954	-	286,859	29%

Supplies & Materials

Office Supplies	1,794	1,500	1,500	1,013	2,026	-	2,026	35%
Postage	96	100	100	55	110	-	110	10%
Printed Materials	62	1,000	1,000	-	-	-	-	-100%
150th Celebration	-	-	100,000	19,548	39,096	-	-	0%
Office Equipt./Furn.	51	100	100	-	-	-	-	-100%
<i>Subtotal</i>	2,003	2,700	102,700	20,616	41,232	-	2,136	-98%

Services & Other Charges

Legal Services	-	-	2,000	1,013	2,026	-	2,020	1%
Consulting Serv.	3,517	3,500	8,000	5,134	10,268	-	10,268	0%
Dues & Memberships	2,279	500	3,500	2,829	5,658	-	5,658	62%
Special Event Prog.	5,144	7,800	7,800	6,130	12,260	-	7,800	0%
Elgin Local Landmark	579	2,000	2,000	-	-	-	-	-100%
<i>Subtotal</i>	11,519	13,800	23,300	15,106	30,212	-	25,746	10%

Internal Service Charges

ISF- IT Service Charges	17,325	19,054	19,054	9,727	19,454	-	15,148	-20%
ISF-Bldg. Service Charges	15,789	11,970	11,970	5,985	11,970	-	9,311	-22%
ISF-Equipment Services	-	-	3,991	-	-	-	9,319	134%
ISF-Administration	-	-	-	-	-	-	1,206	0%
ISF-Equipment Replacement	-	-	2,040	-	-	-	-	-100%
ISF-Employee Benefits	-	27,845	27,845	13,923	27,846	-	45,839	100%
<i>Subtotal</i>	33,114	58,869	64,900	29,635	59,270	-	80,823	25%

TOTALS	231,475	296,811	412,817	188,834	377,668	-	395,564	-4%
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Library

The Elgin Public Library provides the community with a variety of programs and services. With a collection of physical and electronic materials, staff ready to assist, classes for all ages, the library provides an opportunity for everyone in the Elgin community. FY 2022-23 proposes an increase in Library Services with adequate staffing levels. To achieve this, the library is requesting 2 additional part time circulation clerks, 1 part time technical services staff to handle the computer lab and online inventories, and 1 full time assistant to help with children's programming. These changes would result in adding 4 additional staff members to the team, for a total of 5 full time positions and 5 part time positions.

132 - Library	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Librarian/Library Director	1	1	1	1.00	1.00	1.00
Assistant Library Director	1	1	1	1.00	1.00	1.00
Youth Services Specialist	1	1	1	1.00	1.00	1.00
Youth Services Assistant (New)	0	0	1	0.00	0.00	1.00
Circulation Clerk - Full Time	1	1	1	1.00	1.00	1.00
Circulation Clerk - Part Time (2 New)	2	2	4	1.00	1.00	2.00
Technical Svs.Clerk - Part Time (New)	0	0	1	0.00	0.00	0.50
Total	6	6	10	5.00	5.00	7.50



Community Services

Library

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	165,384	194,808	134,808	96,754	193,508		193,508	44%
Overtime	25	4,636	4,636	-	-		-	-100%
Longevity Pay	1,780	2,160	2,020	2,020	4,040		4,040	100%
Social Security	12,518	12,489	12,489	7,468	14,936		14,936	20%
Municipal Retire. Sys.	20,357	27,408	27,408	11,855	23,710		23,710	-13%
Travel & Training	1,342	5,000	5,000	1,588	3,176		-	-100%
<i>Subtotal</i>	201,406	246,501	186,361	119,685	239,370	-	236,194	27%

Supplies & Materials

Office Supplies	5,689	4,200	4,200	2,457	4,914	-	4,914	17%
Books and Supplies	20,000	20,000	20,000	6,912	13,824	-	20,000	0%
Postage	514	1,500	2,000	-	-	-	2,000	0%
Printed Materials	-	1,000	1,500	-	-	-	1,500	0%
Office Equipt./Furn.	-	5,000	1,000	-	-	-	1,000	0%
Grant	18,376	2,000	5,000	-	-	-	5,000	0%
<i>Subtotal</i>	44,579	33,700	33,700	9,369	18,738	-	34,414	2%

Services & Other Charges

Consulting Serv.	1,641	-	-	-	-		-	0%
Periodicals/Subscrip.	299	3,500	3,500	1,258	2,516		2,516	-28%
Dues & Member.	-	1,000	1,000	445	890		1,000	0%
Reading Prog.	2,938	5,500	5,500	-	-		5,500	0%
Recreation Programs	3,257	3,500	3,500	625	1,250		1,250	-64%
Temporary Temp Agency	-	-	60,000	-	-		-	-100%
<i>Subtotal</i>	8,135	13,500	73,500	2,328	4,656	-	10,266	-86%

Internal Service Charges

ISF- IT Service Charges	96,386	105,999	105,999	53,000	106,000	-	15,148	-86%
ISF-Administration	-	-	-	-	-	-	1,206	0%
ISF- Equipment Services	-	-	-	-	-	-	9,319	0%
ISF-Bldg. Service Charges	41,668	30,183	30,183	15,092	30,184	-	9,311	-69%
ISF-Employee Benefits	-	55,054	55,054	27,527	55,054	-	45,839	100%
<i>Subtotal</i>	138,054	191,236	191,236	95,619	191,238	-	80,823	-58%

TOTALS	392,174	484,937	484,797	227,001	454,002	-	361,697	-25%
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Recreation Division

Under the Community Services Department, the Recreation Division operates the Elgin Recreation Center, Morris Memorial Pool, all associated events, classes, programs, and rentals. It is the goal of the Recreation Division to provide programming that reflects the diversity of Elgin and create opportunities to increase the health and wellness for the citizens of Elgin. The recreation center plans to increase operating hours in FY 2022-23 to better accommodate commuters, teens, and young adults. This can be achieved with the approval of adding a Recreation Center Coordinator and 2 Full-Time Front Desk Rec Staff positions. The intern position was reclassified into a part time program assistant in FY21. The changes would result in adding 5 additional staff members to the team for a total of 5 full time and 12 part time positions.

135 - Recreation Programs	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Recreation Program Manager	1	1	1	1.00	1.00	1.00
Recreation Center Coordinator (New)	0	0	1	0.00	0.00	1.00
Administrative Program Asst. Full Time	1	1	1	1.00	1.00	1.00
Front Desk Rec Staff - Full Time (New)	0	0	2	0.00	0.00	2.00
Program Assistant - Part Time	0	2	2	0.00	1.00	1.00
Front Desk Rec Staff - Part Time	12	10	10	6.00	5.00	5.00
Total	14	14	17	8.00	8.00	11.00



Comm. Services

Recreation Divison

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	153,886	241,473	241,473	83,101	166,202	-	429,617	78%
Overtime	-	-	-	-	-	-	4,140	0%
Longevity Pay	130	180	190	190	380	-	780	311%
Social Security	11,712	15,523	15,523	6,363	12,726	-	33,182	114%
Muni. Retirement Sys.	6,844	11,875	11,875	321	642	-	59,858	404%
Travel & Training	1,089	3,000	3,000	1,623	3,246	-	3,000	0%
<i>Subtotal</i>	173,661	272,051	272,061	91,598	183,196	-	530,577	95%

Supplies & Materials

Office Supplies	1,778	2,000	2,000	1,091	2,182	-	2,182	9%
Printed Materials	521	3,500	3,500	117	234	-	1,000	-71%
Minor Supplies/Equip.	5,993	5,500	5,500	1,936	3,872	-	5,500	0%
Uniforms	843	1,500	1,500	788	1,576	-	1,500	0%
Concession Products	25	3,000	3,000	-	-	-	-	100%
Safety Supplies	267	100	100	-	-	-	-	-100%
<i>Subtotal</i>	9,427	15,600	15,600	3,932	7,864	-	10,182	-35%

Services & Other Charges

Consulting Services	2,635	15,000	15,000	3,020	6,040	-	15,000	0%
Credit Card Mach Exp	3,104	4,500	4,500	2,310	4,620	-	4,620	3%
Dues & Memberships	1,413	1,250	1,250	1,083	2,166	-	1,250	0%
Temporary Agency Service	-	-	2,160	990	1,980	-	1,980	-8%
Special Events	8,088	13,000	13,000	4,830	9,660	-	9,660	-26%
<i>Subtotal</i>	15,240	33,750	35,910	12,233	24,466	-	32,510	-9%

Internal Service Charges

ISF- IT Service Charges	24,051	34,493	34,493	17,247	34,494	-	15,148	-56%
ISF-Bldg. Service Charges	40,162	30,447	30,447	15,224	30,448	-	9,312	-69%
ISF-Equipment Services	-	-	-	10,617	21,234	-	9,318	0%
ISF-Administration	-	-	-	-	-	-	1,206	0%
ISF-Eq. Replace/Acquire	-	-	-	-	-	-	-	0%
ISF-Employee Benefits	-	21,234	21,234	-	21,234	-	45,839	100%
<i>Subtotal</i>	64,213	86,174	86,174	43,088	107,410	-	80,823	-6%

TOTALS	262,541	407,575	409,745	150,851	322,936	-	654,092	60%
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Morris Memorial Pool

Morris Memorial Swimming Pool is funded through the Community Services Department. This fund includes most of the basic operating services, including hiring qualified lifeguards and routine pool maintenance.

136 - Swimming Pool	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications (Seasonal Staff)	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Pool Supervisor	0	0	1	0.00	0.00	0.50
Lifeguards	11	20	20	5.50	10.00	10.00
Pool Staff	1	4	3	0.50	2.00	1.50
Total	15	24	24	6.00	12.00	12.00



Comm. Services

Swimming Pool

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	22,228	98,240	101,490	-	101,490	-	215,800	113%
Overtime	-	6,229	6,229	-	6,229	-		0%
Social Security	-	-	-	-	-	-	16,509	0%
Retirement- TMRS	1,700	-	-	-	-	-	29,780	0%
Travel & Training	560	3,000	2,000	-	2,000	-	2,000	0%
<i>Subtotal</i>	24,488	107,469	109,719	-	109,719	-	264,089	141%

Supplies & Materials

Office Supplies	-	200	200	-	-	-	200	0%
Minor Office Equipt.	337	1,000	1,000	4	8	-	1,000	0%
Uniforms	1,996	3,500	3,500	-	-	-	3,500	0%
Chemicals	4,860	9,000	9,000	1,061	2,122	-	9,000	0%
Concession Products	2,114	7,000	7,000	-	-	-	7,000	0%
Pool Supplies Equipt.	5,310	3,000	3,000	-	-	-	3,000	0%
<i>Subtotal</i>	14,617	23,700	23,700	1,065	2,130	-	23,700	0%

Services & Other Charges

Pool Repairs	218	500	14,000	13,785	13,785		500	-96%
<i>Subtotal</i>	218	500	14,000	13,785	13,785	-	500	-96%

Internal Service Charges

ISF- IT Service Charges	4,008	4,408	4,408	2,204	4,408	-	15,148	244%
ISF-Bldg. Serv. Charges	-	6,761	6,761	3,381	6,762	-	9,312	100%
ISF-Equipment Services	-	-	-	-	-	-	9,318	100%
ISF-Administration	-	-	-	-	-	-	1,206	100%
ISF-Employee Benefits	-	5,947	5,947	2,973	5,946	-	45,839	100%
<i>Subtotal</i>	4,008	17,116	17,116	8,558	17,116	-	80,823	372%

TOTALS	43,331	148,785	164,535	23,408	142,750	-	369,112	124%
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Department of Public Safety

Elgin Police Department enforces federal, state, city laws and ordinances through proactive and responsive measures within the City by commissioned peace officers. EPD believes the best way to prevent crime is to forge partnerships that address quality of life issues before they become public safety or crime problems. The Department is responsible for the Criminal Investigation Division and Animal Control Division.



Animal Control Division



The Elgin Police Department Animal Control Division continues to see an increase in the number of calls for service regarding animal control issues. Due to the increase in calls for service in conjunction with the limited staffing, patrol officers have responded to animal control calls when the single animal control officer is not available. To respond to this increased call load, to lessen the burden on patrol, and to create an on-call status, staff recommends approval to add one new Animal Control Officer. This position will be funded under the administration division of the Public Safety Department.

211 - Police Administration	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Chief of Police	1	1	1	1.00	1.00	1.00
Commander	2	2	2	2.00	2.00	2.00
Administrative Assistant	2	3	3	2.00	3.00	3.00
Animal Control Officer (New)	1	1	2	1.00	1.00	2.00
Total	6	7	8	6.00	7.00	8.00

**General Fund
Fiscal Year 2022-23 Appropriations**

Public Safety

Administration

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	330,257	334,385	334,385	166,834	333,668	-	392,722	17%
Overtime	7,871	1,235	1,235	506	1,012	-	3,620	193%
Longevity Pay	575	480	795	795	1,590	-	2,170	173%
Social Security	25,474	21,324	21,324	12,746	25,492	-	30,479	43%
Muni. Retirement Sys.	44,354	45,128	45,128	23,281	46,562	-	54,687	21%
Travel Training	2,257	8,000	8,500	8,441	15,000	-	15,000	76%
<i>Subtotal</i>	410,788	410,552	411,367	212,603	423,324	-	498,678	21%

Supplies & Materials

Office Supplies	2,908	2,500	2,500	1,198	2,396	-	2,000	-20%
Postage	833	1,500	1,500	538	1,076	-	1,000	-33%
Minor Office Equip.	776	1,000	1,000	-	-	-	1,000	0%
Uniforms	2,634	5,000	5,000	3,492	6,984	-	5,000	0%
Ammunition	4,085	2,000	2,000	-	-	-	5,000	150%
Emergency Resp Supp.	188	-	-	2,000	4,000	-	-	0%
<i>Subtotal</i>	11,424	12,000	12,000	7,228	14,456	-	14,000	17%

Services & Other Charges

Legal Services	158	2,000	2,000	1,486	2,972	-	2,000	0%
Consulting Services	7,734	1,500	1,523	1,523	20,000	-	15,000	100%
Dues & Memberships	597	500	500	306	612	-	1,000	100%
Explorer Prog.	-	750	750	-	-	-	-	-100%
Boot Camp Juv. Prog.	4,620	5,000	4,620	4,620	9,240	-	4,620	0%
<i>Subtotal</i>	13,109	9,750	9,393	7,935	32,824	-	22,620	141%

Internal Service Charges

ISF- IT Service Charges	47,584	64,011	64,011	32,006	64,012	-	39,702	-38%
ISF-Bldg. Service Charges	38,223	28,977	28,977	14,489	28,978	-	24,405	-16%
ISF-Equipment Services	17,781	21,408	21,408	10,704	21,408	-	24,424	14%
ISF-Administration	-	-	-	-	-	-	3,161	100%
ISF-Eq. Replace/Acquire	-	22,860	22,860	11,430	22,860	-	-	100%
ISF-Employee Benefits	-	55,279	55,279	27,639	55,278	-	120,143	100%
<i>Subtotal</i>	103,588	192,535	192,535	96,268	192,536	-	211,835	10%

TOTALS	538,909	624,837	625,295	324,034	663,140	-	747,133	19%
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Support Services

Animal Control

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	116,715	36,678	36,678	16,847	33,694	-	83,200	127%
Overtime	2,331	1,000	2,500	1,716	3,432	-	2,433	-3%
Longevity Pay	305	60	-	-	-	-	-	0%
Social Security	8,773	2,326	2,326	1,448	2,896	-	6,392	175%
Municipal Retire. Sys.	16,261	5,103	5,103	2,628	5,256	-	11,825	132%
Travel & Training	2,353	1,000	1,000	200	400	-	2,000	100%
<i>Subtotal</i>	146,738	46,167	47,607	22,839	45,678	-	105,850	122%

Supplies & Materials

Office Supplies	375	200	200	43	86	-	100	-50%
Postage	810	150	150	-	-	-	50	-67%
Printed Materials	235	200	200	-	-	-	50	-75%
Minor Supplies/Equip.	47	500	500	-	-	-	1,000	100%
Uniforms	3,391	250	400	363	726	-	1,200	200%
<i>Subtotal</i>	4,858	1,300	1,450	406	812	-	2,400	66%

Services & Other Charges

Code Violation Abate.	12,223	25,000	25,000	12,055	13,000	-	25,000	0%
<i>Subtotal</i>	12,223	25,000	25,000	12,055	13,000	-	25,000	0%

Internal Service Charges

ISF- IT Service Charges	16,034	1,909	1,909	954	1,908	-	39,702	100%
ISF-Bldg. Service Charges	1,934	2,164	2,164	1,082	2,164	-	24,406	100%
ISF-Equipment Services	10,523	4,689	4,689	2,345	4,690	-	24,424	100%
ISF-Administration	-	-	-	-	-	-	3,161	100%
ISF-Eq. Replace/Acquire	-	7,706	7,706	3,853	7,706	-	-	100%
ISF-Employee Benefits	-	10,465	10,465	5,232	10,464	-	120,143	100%
<i>Subtotal</i>	28,491	26,933	26,933	13,466	26,932	-	211,836	100%

TOTALS	192,310	99,400	100,990	48,766	86,422	-	345,086	100%
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Public Safety

Telecomm.

Salaries & Benefits

Base Salaries
Overtime
Longevity Pay
Social Security
Municipal Retire. Sys.

Subtotal

FY 2020-21	FY 2021-22			FY 2022-23			
Actual Expenditures	Original Adopted	Amend.#1	Y-T-D Actual	Projected	Program Change	Total	% Inc/ (Dec)
		4/19/2022	3-31-22				
156,556	-	5,241	5,241	-	-	-	-
50,145	-			-	-	-	-
-	-	-		-	-	-	-
15,780	-	401	401	-	-	-	-
28,910	-	736	736	-	-	-	-
251,391	-	6,378	6,378	-	-	-	-

Services & Other Charges

Contract Services

Subtotal

73,722	181,000	181,000	90,648	181,296		181,000	0%
73,722	181,000	181,000	90,648	181,296	-	181,000	0%

TOTALS

325,113 181,000 187,378 97,026 181,296 - 181,000 -3%

Patrol Division

The Patrol Division provides police services within the incorporated city limits of Elgin. Patrol officers focus closely on issues relevant to our community and the specific geographic areas to which they are assigned. They work in cooperation with community members and are pro-active in their approach to resolving crime concerns and quality of life issues facing the community.

For FY 2022-2023 budget, the Patrol Division is requesting 4 additional Patrol Officers to be utilized to create a mid or evening shift. Currently, the division has had an increase in calls for service during the hours of 2 PM-2AM. This increase in calls causes a strain on current patrol shifts. The creation of this new shift will lighten the burden placed on the day and night shifts, as well as free up officers to perform proactive activities.

The City will continue to fund potential cadets in the academy. These applicants are vetted to ensure only high-quality candidates are selected.

212 - Patrol	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Sergeant	4	5	5	4.00	5.00	5.00
Corporal	0	4	4	0.00	4.00	4.00
Officer (4 New)	14	10	14	14.00	10.00	14.00
Cadet Officer	0	4	4	0.00	4.00	4.00
Total	18	23	27	18.00	23.00	27.00



Public Safety

Patrol Operations

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	800,282	1,302,861	1,211,981	424,134	848,268	-	1,791,553	48%
Overtime	88,924	73,019	73,019	32,835	65,670	-	51,587	-29%
Longevity Pay	1,420	2,560	1,275	1,275	2,550	-	5,450	327%
Social Security	66,688	87,447	87,447	34,265	68,530	-	141,000	61%
Muni. Retirement Sys.	123,445	192,100	192,100	60,734	121,468	-	254,353	32%
Travel & Training	3,227	12,500	12,500	4,091	10,000	-	12,500	0%
<i>Subtotal</i>	1,083,986	1,670,487	1,578,322	557,334	1,116,486	-	2,256,444	43%

Supplies & Materials

Office Supplies	4,189	7,000	7,000	409	818	-	2,000	-71%
Postage	38	500	500	-	-	-	100	-80%
Printed Materials	1,281	500	500	60	120	-	200	-60%
Minor Office Equipt.	19,658	35,000	35,000	17,037	34,074	-	35,000	100%
Uniforms	12,610	24,000	24,000	9,122	18,244	-	25,000	4%
Investigative Supplies	6,737	-	5,000	2,865	5,730	-	3,500	0%
Ammunition	6,184	12,000	12,000	588	1,176	-	15,000	25%
Firearms	268	-	1,500	1,428	2,856	-	10,000	100%
K-9 Unit	2,667	-	-	-	-	-	-	0%
Safety Supplies	-	-	721	721	1,442	-	1,000	39%
<i>Subtotal</i>	53,632	79,000	86,221	32,230	64,460	-	91,800	6%

Services & Other Charges

Record Mgmt. Services	-	3,000	8,000	7,875	15,750	-	38,000	0%
Dues & Memberships	415	-	-	-	-	-	-	0%
Contract Services	127,860	120,000	150,000	123,888	247,776	-	15,000	-90%
Detention Services	3,540	6,000	6,000	966	1,932	-	5,000	-17%
Citizens Police Acad.	4,197	2,200	2,200	-	-	-	-	-100%
Law Enforcement Ins.	15,258	16,021	23,138	23,138	46,276	-	-	-100%
<i>Subtotal</i>	151,270	147,221	189,338	155,867	311,734	-	58,000	-69%

Internal Service Charges

ISF- IT Service Charges	87,153	147,052	147,052	73,526	147,052	-	39,702	-73%
ISF-Bldg. Service Charges	77,091	58,444	58,444	29,222	58,444	-	24,406	-58%
ISF-Administration	-	-	-	-	-	-	3,161	0%
ISF-Equipment Services	109,696	132,070	124,089	66,035	132,070	-	24,424	-80%
ISF-Eq. Replace/Acquire	-	143,153	141,113	71,652	143,304	-	-	100%
ISF-Employee Benefits	-	261,408	261,408	130,704	261,408	-	120,143	100%
<i>Subtotal</i>	273,940	742,127	732,106	371,139	742,278	-	211,836	-71%

TOTALS	1,562,828	2,638,835	2,585,987	1,116,570	2,234,958	-	2,618,080	1%
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Criminal Investigation Division

The Criminal Investigations Division is staffed by six employees who investigate all manner of crimes, both misdemeanor and felony. The Division strives to investigate and solve crimes in a timely manner with a positive outcome for the citizens and businesses in Elgin. This program is responsible for investigating all felony and misdemeanor crimes that occur within the city. It also develops crime control strategies and conducts targeted investigations of habitual criminals.

214 - Criminal Investigations	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Sergeant	1	1	1	1.00	1.00	1.00
Corporal/Detective	4	5	5	4.00	5.00	5.00
Total	5	6	6	5.00	6.00	6.00



Public Safety

Crime Investigation

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	275,629	366,394	358,111	165,512	331,024	-	447,280	25%
Overtime	36,739	21,717	30,000	20,295	40,590	-	12,879	-57%
Longevity Pay	480	480	595	595	1,190	-	2,120	256%
Social Security	23,571	24,653	24,653	12,613	25,226	-	35,202	43%
Muni. Retirement Sys.	43,790	54,097	51,982	23,589	47,178	-	63,502	22%
Travel & Training	1,653	2,500	4,500	3,471	4,500	-	5,000	11%
<i>Subtotal</i>	381,862	469,841	469,841	226,075	449,708	-	565,983	20%

Supplies & Materials

Office Supplies	4,613	2,500	2,500	51	102	-	1,000	-60%
Postage	85	450	450	-	-	-	250	-44%
Printed Materials	2,329	500	500	-	-	-	250	-50%
Uniforms	6,467	3,000	3,000	1,451	2,902	-	4,000	33%
Investigative Supplies	8,920	6,450	6,450	2,048	4,096	-	5,000	-22%
Ammunition	889	2,400	2,400	-	-	-	-	-100%
Firearms	-	-	-	-	-	-	-	100%
<i>Subtotal</i>	23,303	15,300	15,300	3,550	7,100	-	10,500	-31%

Services & Other Charges

Consulting Services	-	1,000	1,000	-	1,000	-	1,000	100%
Dues & Memberships	-	1,000	1,000	-	1,000	-	1,000	0%
Employee Drug Screening	-	-	-	-	-	-	-	-100%
<i>Subtotal</i>	-	2,000	2,000	-	2,000	-	2,000	0%

Internal Service Charges

ISF- IT Service Charges	16,034	19,396	19,396	9,698	19,396	-	39,702	105%
ISF-Bldg. Service Charges	33,723	25,566	25,566	12,783	25,566	-	24,406	-5%
ISF-Equipment Services	15,781	19,000	19,000	9,500	19,000	-	24,424	0%
ISF-Administration	-	-	-	-	-	-	3,161	0%
ISF-Eq. Replace/Acquire	-	25,880	25,880	12,940	25,880	-	-	100%
ISF-Employee Benefits	-	69,298	69,298	34,649	69,298	-	120,143	100%
<i>Subtotal</i>	65,538	114,260	159,140	79,570	159,140	-	211,836	33%

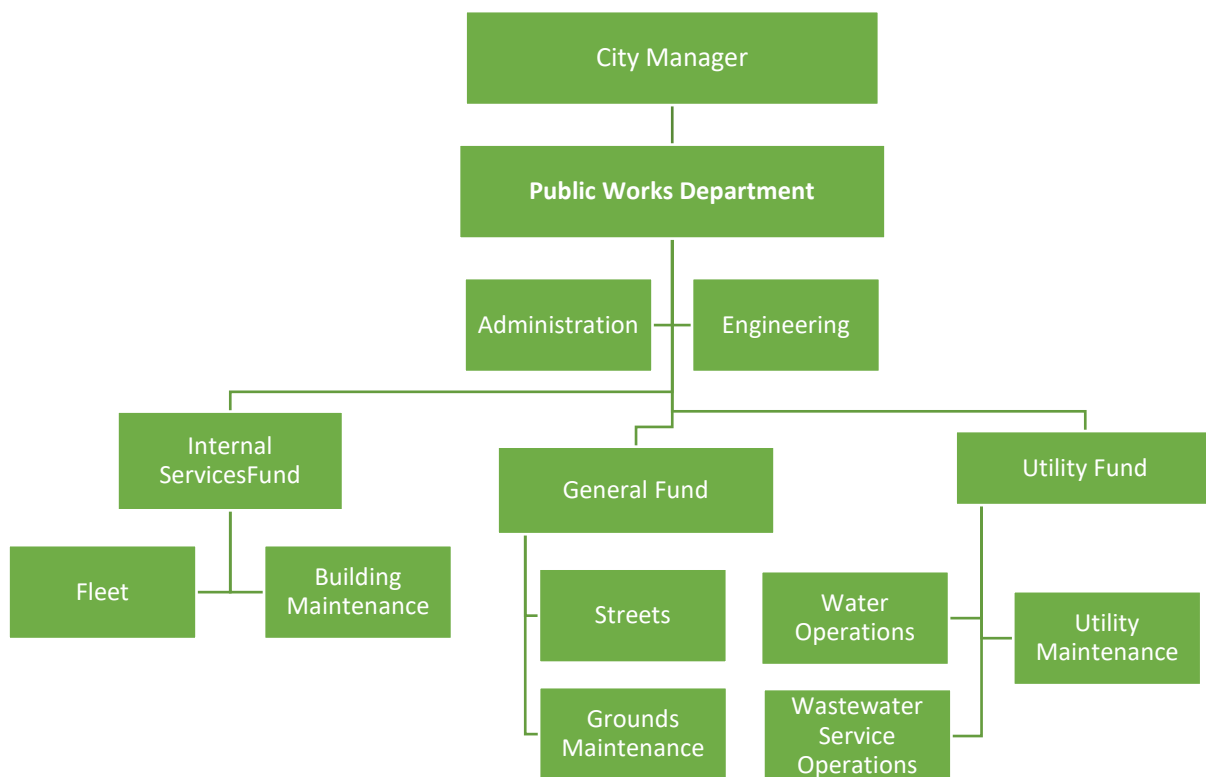
TOTALS	470,703	601,401	646,281	309,195	617,948	-	790,319	22%
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Public Works Department

Under the organizational structure implemented in FY 2021, Public Works has continued to evolve and now oversees all facets of Engineering and Construction, Infrastructure Project Management, Streets and Parks Maintenance; Storm Water Drainage, Water and Wastewater operations; and Facility and Fleet/Equipment maintenance.

The Public Works Department works extensively with TRC Companies, INC., the City's third party Engineering, for improved planning and project coordination. These services are vital for the safety, health, and high quality of life we enjoy in our growing community.

The Public Works Department is the only department within the City organizational structure that is funded from the general fund, utility fund and internal services fund. This is captured in the image below.



General Fund
Proposed Fiscal Year 2020-23 Appropriations

Public Works

Administration

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	101,859	118,710	180,710	95,419	190,838	-	204,232	13%
Overtime	439	690	690	138	276	-	1,504	118%
Longevity Pay	645	480	1,930	1,930	3,860	-	7,090	267%
Social Security	8,204	7,601	13,824	7,374	14,748	-	15,739	14%
Muni. Retirement Sys.	15,335	16,681	25,842	13,485	26,970	-	28,392	10%
Travel Training	508	1,000	1,000	88	176	-	1,000	0%
<i>Subtotal</i>	126,990	145,162	223,996	118,434	236,868	-	257,957	15%

Supplies & Materials

Office Supplies	1,282	1,050	1,200	964	1,928	-	1,200	0%
Uniforms	262	340	340	315	630	-	630	85%
<i>Subtotal</i>	1,544	1,390	1,540	1,279	2,558	-	1,830	19%

Services & Other Charges

Dues & Memberships	-	250	250	-	-	-	250	0%
<i>Subtotal</i>	-	250	250	-	-	-	250	0%

Internal Service Charges

ISF- IT Service Charges	12,025	15,754	15,754	7,877	15,754	-	25,657	63%
ISF- Bldg. Service Charges	11,289	8,558	8,558	4,279	8,558	-	15,772	84%
ISF- Equipment	-	-	-	-	-	-	5,261	0%
ISF- Administration	-	-	-	-	-	-	2,043	0%
ISF-Employee Benefits	-	18,557	18,557	9,279	18,558	-	77,643	100%
<i>Subtotal</i>	23,314	42,869	42,869	21,435	42,870	-	126,376	195%

TOTALS	151,848	189,671	268,655	141,148	282,296	-	386,413	44%
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Streets Division

Streets Division is responsible for maintenance, renovation and improvements to streets, drainage systems, bridges, traffic signs, cleaning curbs and gutters and tree trimming in ROW. This division also works City sponsored events in the set up and clean-up process.

This division continues to move forward in the City's Road Improvement Project approved in FY 2021-22, targeting the highest priority roads, decided by Council with consideration to the road condition and traffic volumes.

FY 2022-23 proposes transferring Streets Laborers who were responsible for mowing rights-of-way, to the grounds division. This streamlines supervision, schedules, and productivity. The division is requesting a general laborer position to assist in street cleanup and other related projects.

314 - Streets	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Superintendent	1	1	0	1.00	1.00	0.00
Foreman	1	1	1	1.00	1.00	1.00
Equipment Operator	3	3	3	3.00	3.00	3.00
Laborer	4	4	1	4.00	4.00	1.00
Total	9	9	5	9.00	9.00	5.00



Public Works

Streets Division

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	408,391	432,811	364,811	157,307	314,614	-	205,709	-44%
Overtime	7,769	10,931	10,931	1,394	2,788	-	6,171	-44%
Longevity Pay	9,155	5,880	6,515	6,515	13,030	-	5,120	-21%
Social Security	32,270	28,892	24,149	12,290	24,580	-	16,209	-33%
Muni. Retirement Sys.	59,650	63,430	53,134	22,956	45,912	-	29,240	-45%
Travel Training	6	1,000	1,000	1,000	2,000	-	1,000	0%
<i>Subtotal</i>	517,241	542,944	460,540	201,462	402,924	-	263,449	-43%

Supplies & Materials

Office Supplies	2,705	600	1,000	975	1,950	-	2,800	180%
Uniforms	5,023	6,000	6,000	3,523	7,046	-	3,000	-50%
Road Repair Materials	64,537	115,000	115,000	33,303	66,606	-	80,000	-30%
Traffic Con./Signs	9,942	7,500	10,000	8,520	17,040	-	12,000	20%
Tools	895	1,500	4,000	3,348	6,696	-	4,000	0%
Chemicals	1,003	800	800	11	22	-	-	-100%
Emergency Response	330	-	100	61	122	-	-	-100%
Minor Tools	3,054	1,500	-	307	614	-	4,500	100%
Safety Supplies	3,270	2,000	2,000	523	1,046	-	3,500	75%
<i>Subtotal</i>	90,759	134,900	138,900	50,571	101,142	-	109,800	-21%

Services & Other Charges

Engineering Services	12,336	250	-		-	-	-	0%
Record Management Svs.	-	-	800	800	1,600	-	800	
Dues & Memberships	-	-	250	-	-	-	2,000	0%
Temp Services	19,386	40,000	35,000	7,516	15,032	-	35,000	0%
Street Lighting	91,052	110,121	110,121	53,907	107,814	-	110,121	0%
TxDOT Highway Maint.	2,996	5,000	5,000	487	974	-	8,000	60%
Traff.Control Maint. Contract	-	-	-		-	-	-	0%
Crackseal Program	3,747	15,000	15,000	2,712	5,424	-	15,000	0%
<i>Subtotal</i>	129,517	170,371	166,171	65,422	130,844	-	170,921	3%

Internal Service Charges

ISF- IT Service Charges	20,042	25,524	25,524	12,762	25,524	-	25,657	1%
ISF-Bldg. Service Charges	16,934	21,853	21,853	10,926	21,852	-	15,772	-28%
ISF-Equipment Svs	63,949	76,992	84,973	38,496	76,992	-	5,261	-94%
ISF-Administration	-	-	-	-	-	-	2,043	0%
ISF-Equipt. Charges	10,978	13,217	13,217	6,609	13,218	-	-	-100%
ISF-Eq. Replace/Acquire	-	49,387	53,468	24,693	49,386	-		100%
ISF-Emp. Benefit Charges	-	120,513	120,513	60,257	120,514	-	77,643	100%
<i>Subtotal</i>	111,903	307,486	319,548	153,743	307,486	-	126,376	-60%

TOTALS

849,420	1,155,701	1,085,159	471,198	942,396	-	670,546	-38%
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Parks and Grounds Division

This Division of Public Works was created out of the original Park Operation and Maintenance Division and is responsible for maintaining the grounds within City Parks, City buildings and right-of-way along the highway inside the City limits in coordination with the Street Division.

FY 2022-23 proposes transferring ROW mowing crews from Streets, which places all mowers under the same line of supervision, in turn, streamlining schedules and productivity. This division is also responsible for the logistics of nearly all festivals, holiday parades and special events including Sip, Shop and Stroll, Hogeye Festival, Juneteenth and Western Days.

This division has been able to identify and repurpose most equipment to better utilize existing resources. The proposed budget includes funding to purchase or replace necessary equipment that has long outlived its lifespan.

317 - Grounds Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Superintendent	1	1	1	1.00	1.00	1.00
Laborer	4	6	10	4.00	6.00	10.00
Total	5	7	11	5.00	7.00	11.00



Public Works

Parks Op/Maint.

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	180,135	250,146	250,146	110,726	221,452	-	416,575	67%
Overtime	2,151	10,767	10,767	3,919	7,838	-	12,497	16%
Longevity Pay	1,145	1,320	1,520	1,520	3,040	-	10,265	575%
Social Security	14,043	16,628	16,628	8,802	17,604	-	32,824	97%
Muni. Retirement Sys.	25,882	36,330	36,330	16,113	32,226	-	59,212	63%
Travel Training	-	500	500	85	170	-	1,000	100%
<i>Subtotal</i>	223,356	315,691	315,891	141,165	282,330	-	532,373	69%

Supplies & Materials

Office Supplies	595	750	1,100	1,083	2,166	-	1,100	0%
Minor Equipt.	-	10,300	7,300	-	-	-	1,000	100%
Uniforms	4,921	4,200	7,200	4,037	8,074	-	8,000	11%
Minor Tools	9,942	15,000	15,000	4,090	8,180	-	20,000	33%
Park Amenities Repl.	12,400	8,200	8,200	1,049	2,098	-	8,200	100%
Chemicals	1,316	4,000	4,000	486	972	-	10,000	150%
Seed/Sod	-	-	-	-	-	-	3,000	100%
Soil Material	-	-	-	-	-	-	2,500	100%
Safety Supplies	-	-	-	-	-	-	2,000	100%
Irrigation	-	-	-	-	-	-	1,000	100%
<i>Subtotal</i>	29,174	42,450	42,800	10,745	21,490	-	56,800	33%

Services & Other Charges

Dues & Memberships	77	610	610	142	284	-	300	100%
Credit Card Mach Exp	-	350	-	-	-	-	-	0%
Grounds Maint. -Contract	10,772	5,500	9,100	4,498	8,996	-	9,100	0%
Contract Services - Gen	-	-	-	-	-	-	-	0%
Grants	-	-	2,532	2,532	5,064	-	-	0%
<i>Subtotal</i>	10,849	6,460	12,242	7,172	14,344	-	9,400	-23%

Internal Service Charges

ISF- IT Service Charges	4,008	4,407	4,407	2,204	4,408	-	25,657	482%
ISF-Bldg. Service Charges	11,289	12,163	12,163	6,081	12,162	-	15,772	100%
ISF-Vehicle Charges	7,841	27,171	27,171	13,586	27,172	-	-	-100%
ISF-Equipt. Services	22,569	9,439	9,439	4,719	9,438	-	5,261	-44%
ISF-Administration	-	-	-	-	-	-	2,043	100%
ISF-Eq. Replace/Acquire	-	18,119	18,119	9,060	18,120	-	-	100%
ISF-Employee Benefits	-	52,754	52,754	26,377	52,754	-	77,643	100%
<i>Subtotal</i>	45,707	124,053	124,053	62,027	124,054	-	126,376	2%

TOTALS	309,086	488,654	494,986	221,109	442,218	-	724,949	46%
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General Fund Transfers Out-

This budgetary unit was created to consolidate and easily track expenditures from the general fund revenue sources, for expenses directly related to expenses in support of general fund activities. These include payment for purchase of vehicles or equipment that will be used by General Fund departments and transfer of funds to the Capital Improvement Program (CIP).

The following table shows the amounts to be transferred from General Fund in FY 2022-23.

General Fund Transfer Out <u>Transfer Out</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Transfer to ISF Building Funds	512,645.00	70,000.00	70,000.00	-	-	-	-	100%
Transf to ISF Equip. Replacement	421,232.00	475,000.00	668,805.00	-	-	-	560,109	100%
Transf to CIP Engineering	-	300,000.00	432,637.00	-	300,000	-	-	100%
Transf to CIP Annual St. Maint.	-	500,000.00	500,000.00	-	500,000	-	500,000	100%
<u>Total Transfers Out</u>	933,877.00	1,345,000.00	1,671,442.00	-	800,000	-	1,060,109	100%



Utility Fund

The Utility Fund is a proprietary fund operated on a business type basis, with the exception that it is not intended to make a profit, but simply cover its operational costs.

Staff ensures efficient compliance with regulations, minimization of risk, and proactive efforts toward preserving and enhancing the city's natural resources.

Operations strive to know the true cost of service, remain transparent and competitive in rates and fees, and provides a solid fiscal foundation for our customers. This fund allows staff to proactively plan, monitor, replace, and expand utility systems to ensure infrastructure stability, orderly and sustainable growth, and cost efficiency.



Utility Revenue

The City's Utility Fund, which is used to account for all aspects of the operation of the City's water and wastewater systems including source of supply, operations and maintenance, customer service, administrative expenses, debt service, and capital outlay.

Water and Wastewater Utility operations are funded primarily through user fees. As the City grows, its utility infrastructure and service delivery systems need to be expanded and upgraded to meet current and future needs of the citizens.

**Utility Fund Estimated Revenue
Fiscal Year 2022-23**

Revenue

Transaction Fees

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-21	Projected	Program Change	Total	% Inc/ (Dec)
Returned Checks	690	1,000	1,000	840	1,000	-	1,000	0%
Credit Card Fees	41,933	43,000	43,000	30,831	61,662	-	61,662	43%
Internet Process Fees	615	-	-	-	-	-	-	0%
Subtotal	43,238	44,000	44,000	31,671	62,662	-	62,662	42%

Water Sales & Service

Water Service App Fee	26,061	6,000	20,000	15,646	31,292	-	31,292	56%
Water Sales	2,951,901	3,118,534	3,118,534	1,547,407	3,368,017	-	3,368,017	8%
Service Taps -Water	23,500	28,000	28,000	9,500	35,000	-	35,000	25%
Meter Set Fee	20,100	21,000	21,000	4,600	21,000	-	21,000	0%
Transfer Fees	450	500	500	200	400	-	400	-20%
Temp. Water Service	-	250	250	-	250	-	250	0%
Reconnect Fees	51,525	92,000	92,000	10,075	20,150	-	92,000	0%
Penalties	125,905	118,000	118,000	75,505	151,010	-	151,010	28%
Wholesale Water Sales	202,006	145,000	145,000	96,012	192,024	-	192,024	32%
Bulk Water	874	500	500	319	638	-	638	28%
Subtotal	3,402,322	3,529,784	3,543,784	1,759,264	3,819,781	-	3,891,631	10%

Sewer Sales & Service

Sewer Service App Fee	-	4,500	4,500	-	4,500	-	4,500	0%
Sewer Service	1,930,303	2,014,041	2,014,041	1,027,324	2,568,310	-	2,568,310	28%
Service Taps -Sewer	11,150	15,000	15,000	16,500	35,000	-	35,000	133%
Aqua WSC- Sewer	-	50,000	85,000	62,363	124,726	-	124,726	47%
WWTP Capacity Fee	5,657	-	381,943	381,943	381,943	-	381,943	0%
Travis MUD 14-Sewer	397,021	393,750	393,750	180,457	413,438	-	413,438	5%
Subtotal	2,344,131	2,477,291	2,894,234	1,668,587	3,527,917	-	3,527,917	22%

Use of Money and Property

Interest Income	5,931	10,000	10,000	7,082	10,000	-	10,000	0%
Salvage Proceeds	90	10,000	10,000	1,656	10,000	-	10,000	0%
*Reimburse.Legal Serv.	16,240	-	-	-	3,000	-	3,000	0%
Refunds and Returns	(1,192)	-	-	-	-	-	-	0%
Insurance/Legal Claims	16,240	-	-	-	5,000	-	-	0%
Transfers	6,158,897	-	-	-	-	-	-	0%
Other Income	34,604	1,000	1,000	140	1,000	-	1,000	0%
Subtotal	6,230,810	21,000	21,000	8,878	29,000	-	24,000	14%

Total Revenue	<u>12,020,501</u>	<u>6,072,075</u>	<u>6,503,018</u>	<u>3,468,400</u>	<u>7,439,360</u>	<u>-</u>	<u>7,506,210</u>	15%
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* LCRA Lawsuit

Utility Billing Division

This is a division under the finance department. The function of this division is to collect water, sewer, and refuse revenue from customers. Management of the billing functions including maintenance of meters and meter replacements. No changes are contemplated in the composition or classification of positions in this section.

Utility billing began billing 2 cycles in February of 2022 due to the rapid growth of the city. In the coming months, the department is prepared to implement additional cycles if necessary to stay ahead of the ongoing development.

702 - Utility Billing	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Customer Service Manager	1	1	1	1.00	1.00	1.00
UB Clerk I/II	2	3	3	2.00	3.00	3.00
Meter Services Supervisor	1	1	1	1.00	1.00	1.00
Meter Reader	1	2	2	1.00	2.00	2.00
Total	5	7	7	5.00	7.00	7.00



Utility Billing

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditure	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	210,372	272,506	272,506	122,510	245,020	-	288,879	6%
Overtime	3,333	7,256	7,256	677	1,354	-	6,621	-9%
Standby Pay	158	2,054	2,054	-	-	-	7,189	250%
Longevity Pay	-	1,260	1,375	1,375	2,750	-	5,175	276%
Social Security	16,164	18,086	18,086	9,022	18,044	-	23,171	28%
Municipal Retire. Sys.	27,211	39,536	39,536	17,228	34,456	-	41,798	6%
Travel Training	2,562	3,000	3,000	3,000	6,000	-	3,000	0%
Subtotal	259,800	343,698	343,813	153,812	307,624	-	375,833	9%

Supplies & Materials

Office Supplies	1,919	1,500	1,800	1,526	3,052	-	2,000	11%
Postage	14,974	16,000	14,000	6,561	13,122	-	15,000	7%
Printed Forms	180	1,000	500	-	-	-	500	0%
Uniforms	2,054	1,600	1,600	941	1,882	-	2,000	25%
Meter Boxes	4,845	6,000	15,000	2,850	5,700	-	200,000	1233%
Minor Tools	993	800	800	321	642	-	2,000	150%
Safety Supplies	1,114	725	725	-	725	-	1,500	107%
Subtotal	26,079	27,625	34,425	12,199	25,123	-	223,000	548%

Services/Other Charges

Collection Services	14	1,000	1,000	-	-	-	1,000	0%
CC Machine and Fees	63,659	50,000	50,000	31,099	62,198	-	65,000	30%
Dues & Memberships	-	-	-	-	-	-	-	0%
Billing Services	11,607	6,500	6,500	4,152	8,304	-	6,500	0%
Contract Services	854	2,500	2,500	934	1,868	-	2,500	0%
Subtotal	76,134	60,000	60,000	36,185	72,370	-	75,000	25%

Internal Service Charges

ISF- IT Service Charges	36,532	40,175	40,175	20,088	40,176	-	51,566	28%
ISF-Bldg. Serv. Charges	28,322	21,896	21,896	10,948	21,896	-	31,700	45%
ISF-Equipment Svs	10,521	12,667	12,667	6,333	12,666	-	31,723	150%
ISF-Eq. Replace/Acquire	-	9,199	9,199	4,599	9,198	-	-	100%
ISF-Administration	-	-	-	-	-	-	4,106	0%
ISF-Employee Benefits	-	70,051	70,051	35,025	70,050	-	65,541	100%
Subtotal	75,375	153,988	153,988	76,993	153,986	-	184,636	20%

Total **437,388** **585,311** **592,226** **279,189** **559,103** **-** **858,469** **45%**

Water Service Operations

Water Service Operations strives to ensure the health and safety of the City by maintaining, treating, operating, and distributing water.

One Chief Plant Operator and two Plant Operators are responsible for operating the wells, the water treatment plant, and five storage units that are both elevated and grounded. These systems require 24-hour supervision for 365 days a year. This budget reflects the addition of one new Plant Operator.

712 - Water Treatment Plant	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Chief Plant Operator	1	1	1	1.00	1.00	1.00
Plant Operator I/II (New)	2	2	3	2.00	2.00	3.00
Total	3	3	4	3.00	3.00	4.00



Water Operations

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditure	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	151,739	135,121	135,121	70,350	140,700	-	185,183	37%
Overtime	17,619	5,676	10,000	6,581	13,162	-	5,555	-44%
Standby Pay	948	2,000	2,000	-	-	-	7,860	293%
Longevity Pay	3,820	2,862	2,460	2,460	4,920	-	4,108	67%
Social Security	13,330	9,233	9,233	5,946	11,892	-	14,906	61%
Municipal Retire. Sys.	24,136	20,246	20,246	11,000	22,000	-	26,890	33%
Travel Training	1,424	1,500	1,500	60	120	-	1,500	0%
<i>Subtotal</i>	213,016	176,638	180,560	96,397	192,794	-	246,002	36%

Supplies & Materials

Office Supplies	505	800	800	381	762	-	800	0%
Uniforms	1,296	1,100	1,350	631	1,262	-	2,400	78%
Emergency Response Supp	-	-	-	-	-	-	-	0%
Minor tools	1,191	1,200	1,200	1,037	2,074	-	1,200	0%
Safety Supplies	475	250	250	99	198	-	500	100%
Treatment Chemicals	51,207	50,000	20,000	4,795	9,590	-	60,000	200%
<i>Subtotal</i>	54,674	53,350	23,600	6,943	13,886	-	64,900	175%

Services/Other Charges

Dues & Memberships	25	25	25	-	-	-	600	2300%
Utilities- Electric	95,415	115,275	115,275	58,118	116,236	-	115,275	0%
Lost Pines User Fee	69,962	70,000	70,000	34,981	69,962	-	70,000	0%
TCEQ Operating Fee	8,920	9,200	9,200	8,920	17,840	-	9,200	0%
Testing/Lab Fees	16,398	7,000	7,000	1,693	3,386	-	7,000	0%
Telemetry System	3,953	4,725	4,725	1,930	3,860	-	6,000	0%
Water Tank Maint.	93	11,000	35,000	32,142	64,284	-	35,000	0%
Well Maintenance	17,053	15,000	15,000	9,537	19,074	-	15,000	0%
Water Plant Maint.	14,467	10,000	30,000	21,963	43,926	-	30,000	0%
Pump/Motor repair	57,529	35,000	55,000	44,412	88,824	-	80,000	45%
Emergency Repair/Serv.	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	283,815	277,225	341,225	213,696	427,392	-	368,075	8%

Internal Service Charges

ISF- IT Service Charges	23,208	25,523	25,523	12,762	25,524	-	51,566	102%
ISF-Bldg. Serv. Charges	11,289	8,558	8,558	4,279	8,558	-	31,700	270%
ISF-Vehicle Charges	21,041	25,333	33,314	12,666	25,332	-	-	-100%
ISF-Administration	-	-	-	-	-	-	4,106	0%
ISF-Equipt. Charges	12,546	15,105	15,105	7,553	15,106	-	31,723	110%
ISF-Eq. Replace/Acquire	-	4,706	4,706	2,353	4,706	-	-	100%
ISF-Employee Benefits	-	28,229	28,229	14,115	28,230	-	65,541	100%
<i>Subtotal</i>	68,084	107,454	115,435	53,728	107,456	-	184,636	60%
TOTALS	619,589	614,667	660,820	370,764	741,528	-	863,613	31%

Wastewater Service Operations

Wastewater Service Operations is responsible for operation of the Wastewater Treatment Plant and 11 Lift stations. The division provides effective, safe and reliable collection of wastewater for City customers by operating and maintaining the supply and collection systems according to recognized and adopted standards.

This budget reflects the addition of a Lab Technician that is needed to operate and maintain the facilities in this Division.

722 - Wastewater Plant	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Chief Plant Operator	1	1	1	1.00	1.00	1.00
Plant Operator I/II	2	2	2	2.00	2.00	2.00
Lab Technician (New)	0	0	1	0.00	0.00	1.00
Total	3	3	4	3.00	3.00	4.00



Wastewater Ops
Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual	Original	Amend.#1	Y-T-D Actual	Projected	Program	Total	% Inc/
	Expenditure	Adopted	4/19/2022	3-31-22		Change		(Dec)
Base Salaries	138,453	139,063	139,063	61,547	123,094	-	178,376	28%
Overtime	3,833	5,952	5,952	1,936	3,872	-	5,351	-10%
Standby Pay	869	2,000	2,000	-	-	-	4,108	105%
Longevity Pay	945	960	1,150	1,150	2,300	-	8,235	616%
Social Security	10,363	9,383	9,383	4,758	9,516	-	14,369	53%
Municipal Retire. Sys.	20,240	20,546	20,546	9,242	18,484	-	25,921	26%
Travel Training	3,552	2,000	2,000	111	222	-	2,000	0%
<i>Subtotal</i>	178,255	179,904	180,094	78,744	157,488	-	238,360	32%

Supplies & Materials

Office Supplies	230	350	350	183	366	-	350	0%
Uniforms	2,657	1,200	1,700	1,033	2,066	-	2,400	41%
Safety Supplies	1,219	400	400	103	206	-	400	0%
Testing Supplies	2,591	2,500	3,500	2,530	5,060	-	7,000	100%
Treatment Chemicals	99,334	95,000	95,000	55,274	110,548	-	110,000	16%
<i>Subtotal</i>	106,031	99,450	100,950	59,123	118,246	-	120,150	19%

Services/Other Charges

Dues & Memberships	25	25	25	-	-	-	600	2300%
Utilities- Electric	-	52,529	52,529	36,465	72,930	-	52,529	0%
TCEQ Operating Fee	5,649	1,100	11,200	5,649	11,298	-	11,200	0%
Util.- Elm Creek Water	4,703	11,200	1,100	205	410	-	5,000	355%
Testing/Lab Fees	17,931	9,500	9,500	5,368	10,736	-	20,000	111%
Pump/Motor Repair	-	5,000	9,000	7,446	14,892	-	9,000	100%
Emergency Repair/Serv.	1,798	2,000	2,000	-	-	-	-	-100%
Lift Station Maint	-	-	1,000	570	1,140	-	1,000	0%
WW Plant Maintenance	16,568	10,000	20,000	12,874	25,748	-	20,000	0%
Sludge Removal -Con.	80,735	75,000	75,000	23,180	46,360	-	85,000	13%
<i>Subtotal</i>	127,409	166,354	181,354	91,757	183,514	-	204,329	13%

Internal Service Charges

ISF- IT Service Charges	9,883	10,869	10,869	-	10,870	-	51,566	374%
ISF-Bldg. Service Charges	11,289	8,558	8,558	-	8,558	-	31,700	270%
ISF-Administration				-		-	4,106	
ISF-Vehicle Charges	10,521	12,677	12,677	-	12,678	-	-	-100%
ISF-Equipt. Charges	12,546	15,105	15,105	-	15,106	-	31,723	110%
ISF-Eq. Replace/Acquire	-	2,137	2,137	-	2,136	-	-	100%
ISF-Employee Benefits	-	28,318	28,318	-	28,318	-	65,541	100%
<i>Subtotal</i>	44,239	77,664	77,664	-	77,666	-	184,636	138%
TOTALS	455,934	523,372	540,062	229,624	536,914	-	747,475	38%

Utility Maintenance Divison (Water/Wastewater)

Utility Maintenance is responsible for the maintenance of both Water and Wastewater Infrastructure. This includes the maintenance and repair of water distribution lines and the wastewater collection system. Maintenance crew is tasked with repairs to main breaks, wastewater backups, and lift station failures.

There are no new positions proposed for the new FY.

730 - Utility Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Foreman	1	1	1	1.00	1.00	1.00
Equipment Operator	2	2	2	2.00	2.00	2.00
Laborer	3	5	5	3.00	5.00	5.00
Total	6	8	8	6	8	8.00



	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual	Original	Amend.#1	Y-T-D Actual	Projected	Program	Total	% Inc/
	Expenditure	Adopted	4/19/2022	3-31-22		Change		(Dec)
Utility Maintenance								
<u>Salaries & Benefits</u>								
Base Salaries	239,732	311,835	291,835	114,862	229,724	-	310,925	7%
Overtime	55,358	27,302	27,302	10,404	20,808	-	9,327	-66%
Standby Pay	869	7,000	7,000	-	-	-	8,216	17%
Longevity Pay	4,410	5,460	4,335	4,335	8,670	-	6,365	47%
Social Security	22,081	22,504	22,504	9,890	19,780	-	25,127	12%
Municipal Retire. Sys.	41,449	49,911	43,565	17,808	35,616	-	45,328	4%
Travel Training	2,413	1,200	2,325	1,463	2,926	-	2,325	0%
Subtotal	366,312	425,212	398,866	158,762	317,524	-	407,613	2%
<u>Supplies & Materials</u>								
Office Supplies	184	350	350	187	374	-	350	0%
Uniforms	5,375	2,000	4,000	2,973	5,946	-	4,800	20%
Bedding Material	17,101	15,000	15,000	7,033	14,066	-	18,000	20%
Mains/ lines Water	13,427	10,000	10,000	5,961	11,922	-	18,000	80%
Mains/Lines Sewer	14,725	12,000	12,000	2,083	4,166	-	15,000	25%
Hydrants/Valves	4,430	7,000	7,000	-	-	-	18,000	157%
Minor Tools	15,478	10,000	10,000	2,867	5,734	-	15,000	50%
Safety Supplies	9,445	2,000	3,000	1,427	2,854	-	4,000	33%
Treatment Chemicals	-	23,000	13,000	-	-	-	10,000	-23%
Subtotal	80,165	81,350	74,350	22,531	45,062	-	103,150	39%
<u>Services/Other Charges</u>								
Engineering Services	-	-	-	-	-	-	-	0%
Dues & Memberships	-	100	100	-	-	-	-	-100%
Utilities- Electric	11,315	2,000	2,000	4,816	9,632	-	15,000	650%
Utilities- Gas	-	-	-	-	-	-	-	0%
Pump/Motor Repair	-	5,000	15,000	4,760	9,520	-	15,000	100%
Emergency Repair/Serv.	-	-	-	-	-	-	-	0%
Temp Agency Svs	-	-	15,000	-	-	-	2,000	0%
Subtotal	11,315	7,100	32,100	9,576	19,152	-	32,000	0%
<u>Internal Service Charges</u>								
ISF- IT Service Charges	5,442	5,858	5,858	2,929	5,858	-	51,566	780%
ISF-Bldg. Service Charges	36,532	27,695	27,695	13,848	27,696	-	31,700	14%
ISF-Vehicle Charges	24,081	28,993	36,974	14,496	28,992	-	-	-100%
ISF-Administration	-	-	-	-	-	-	4,106	-
ISF-Equipt. Charges	23,208	27,942	27,942	13,971	27,942	-	31,723	14%
ISF-Eq. Replace/Acquire	-	52,277	52,277	26,139	52,278	-	-	100%
ISF-Employee Benefits	-	-	55,505	27,753	55,506	-	65,541	100%
Subtotal	89,263	142,765	206,251	99,136	198,272	-	184,636	-10%
TOTALS	547,055	656,427	711,567	290,005	580,010	-	727,399	2%

Utility Transfers Out

This budgetary unit was created to consolidate and more easily track expenditures from utility revenue sources, for expenses directly related to water and/or sewer operations and debt expenses. These include payment for i.) water and sewer fund's administrative overhead that is directly paid from the General Fund, ii.) debt service on bonds used to construct water or sewer facilities, iii.) Notes or Loans made to finance water or sewer operational equipment or vehicles and iv.) funding for CIP projects.

This section records appropriations that subsidize or otherwise fund indirectly, expenses related to the Water and Sewer Fund. They are mostly to fund debt service payments, but the largest amount is for reimbursing the General Fund for resources used by the Water and Sewer fund. An example is the administrative staff (City Manager, City Secretary, Finance Director) who are charged 100% to the General Fund but spend a great deal of time providing administrative services to the Water and Sewer Fund. Rather than charge these expenses directly to Water and Sewer, transfers are made to the General fund from these accounts.

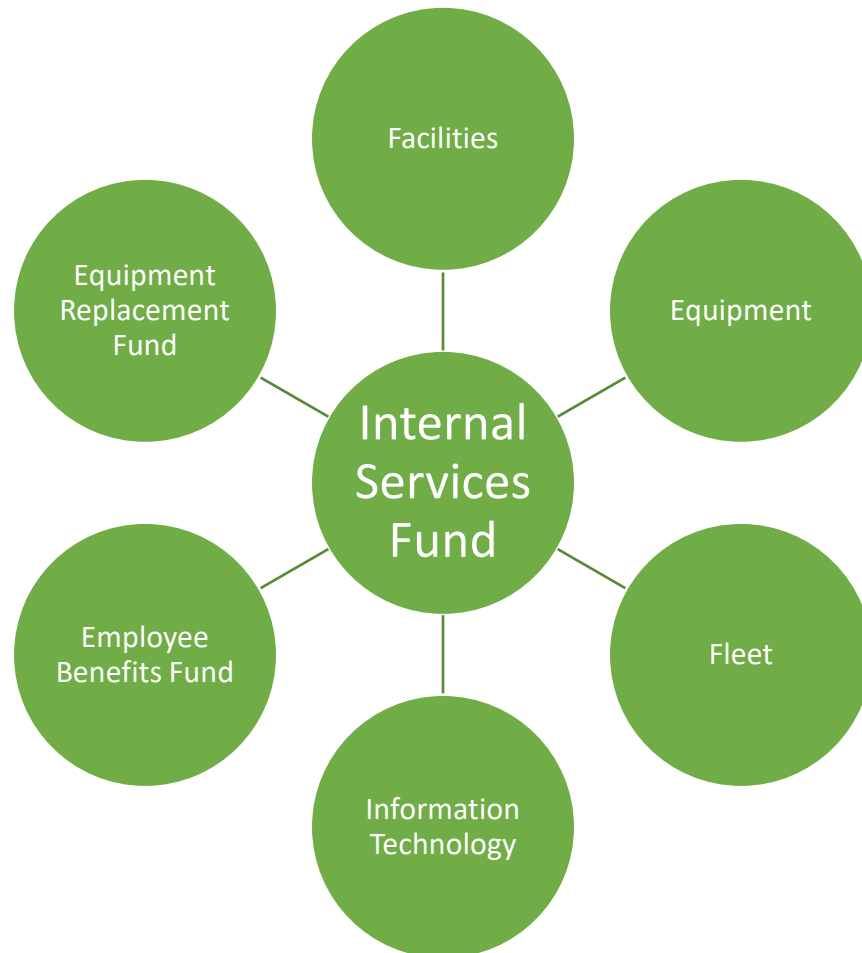
Transfers Out	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditure	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
<i>Water System Resources</i>								
To General Fund	620,936	546,750	546,750	630,936	546,750	-	630,936	15%
To I&S Bond Fund	1,040,945	1,077,919	1,077,919	538,959	1,077,919	(44,765)	1,033,154	-4%
To Capital Leases	27,942	27,942	27,942	13,971	27,942	-	28,142	1%
To Equipt. Replacement	1,150,954	35,000	35,000	17,500	-	-	214,659	100%
Subtotal	2,840,777	1,687,611	1,687,611	1,201,366	1,652,611	(44,765)	1,906,891	13%
<i>Sewer System Resources</i>								
To General Fund	495,000	445,500	445,500	222,750	569,250	-	569,250	28%
To I&S Bond Fund	1,014,346	1,404,510	1,404,510	702,255	1,404,510	(34,981)	1,369,529	-2%
To Notes and Loans	5,188,162	-	-	-	-	-	-	0%
To Capital Leases	27,942	27,942	27,942	13,971	27,942	27,942	28,142	1%
To Equipt. Replacement	-	35,000	35,000	17,500	-	-	214,659	0%
Subtotal	6,725,450	1,912,952	1,912,952	956,476	2,001,702	(7,039)	2,181,580	14%
Total Transfers	<u>9,566,227</u>	<u>3,600,563</u>	<u>3,600,563</u>	<u>2,157,842</u>	<u>3,654,313</u>	<u>(51,804)</u>	<u>4,088,471</u>	14%



Internal Services Fund

The General Internal Services Fund was established in Fiscal Year 2020-21 as a stand-alone division but has since evolved to a funding source intended to streamline the accounting process as it relates to fixed assets, equipment and other areas that are common to all departments, including technology infrastructure, vehicles and equipment costs, facility maintenance, and group health care benefits.

Each City organizational unit allocates funds to internal services based on the number of authorized positions, divisions' use, and square footage of designated building space at the beginning of each budget year. Transfers are then made monthly from each of the units to cover operational costs. This process simplifies bill paying and distributes costs among user departments allowing for consistency and accuracy in the financial records. The allocated rates are determined through periodic rate studies performed by City staff.



ISF General Internal Services Fund
Summary of Adopted Revenue and Expenditures
FY 2022-23

Revenue	FY 2020-21	FY 2021-22			FY 2022-23		
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	% Inc/ (Dec)
<i>Use of Money and Property</i>	-	5,000	5,000	-	5,000	-	100%
<i>Transfers In-General</i>	-	-	-	-	-	-	100%
<i>Transfers In-Utility</i>	-	-	-	-	-	-	0%
<i>Transfer In-EDC</i>	-	-	-	-	-	-	0%
	-	-	-	-	-	-	0%
<i>Subtotal</i>	-	5,000	5,000	-	5,000	-	0%
Total Revenue	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>-</u>	<u>63591%</u>

Expenditures	FY 2020-21	FY 2021-22			FY 2022-23		
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	% Inc/ (Dec)
Administration	66,755	57,864	58,244	36,801	52,645	-	-10%
Information Tech (IT)	557,779	615,664	660,214	361,111	661,114	-	0%
Building Services	525,544	488,859	499,373	206,100	406,406	-	-19%
Equipment Services	426,463	437,363	435,409	207,232	424,896.15	-	-7%
Employee Benefits	0	1,230,066	1,240,915	430,546	1,528,966	-	31%
Total All General ISF Funds	<u>1,576,541</u>	<u>2,829,816</u>	<u>2,894,155</u>	<u>1,241,790</u>	<u>3,074,027</u>	<u>-</u>	<u>9%</u>

Information Technology (IT) Division

Information Technology builds, manages, and maintains the City's information technology infrastructure, including computer servers, security cameras, telephone, and computer networks used by all City departments.

This Section accounts for costs related to the replacement and maintenance of the City's technological infrastructure. In accordance with allocated rates determined by a cost allocation study, costs are recovered through monthly journal entries charged to user departments.

The City will continue to depend on an outside contractor to manage the systems network, provide cyber security, and general support. An IT Administrator was hired in FY2021-22 who is responsible for day-to-day maintenance of the City's servers and individual user desks.

771 - Information Technology	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
IT Administrator	0	1	1	0.00	1.00	1.00
Total	0	1	1	0.00	1.00	1.00



IT Services

Division

FY 2020-21	FY 2021-22			FY 2022-23			
Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)

Salaries & Benefits

Base Salaries	7,176	64,058	64,058	31,369	67,259	-	67,259	5%
Social Security	549	4,932	4,932	2,368	5,145	-	5,145	4%
Muni. Retirement Sys.	1,008	8,745	8,745	4,347	9,281	-	9,281	6%
Worker's Comp.	149	-	-	-	-	-	-	0%
Unemploy. Insurance	99	-	-	-	-	-	-	0%
Medical Insurance	3	-	-	-	-	-	-	0%
<i>Subtotal</i>	8,984	77,735	77,735	38,084	81,685	-	81,685	5%

Supplies & Materials

Office Supplies	-	250	250	185	250	-	250	0%
Uniforms	80	200	250	206	200	-	200	-20%
IT Hardware Accessories	3,626	1,250	1,250	631	1,250	-	1,250	0%
Non Cap IT/ Hardware	29,822	5,000	5,000	2,223	5,000	-	5,000	0%
Non-cap IT Software	9,756	1,000	6,000	5,040	6,000	-	6,000	0%
Tools	6,182	7,000	6,500	999	6,500	-	6,500	0%
<i>Subtotal</i>	49,466	14,700	19,250	9,284	19,200	-	19,200	0%

Services & Other Charges

IT Tech Services	242,437	150,000	180,000	111,376	180,000	-	180,000	0%
IT License/Maint. Contract	107,243	160,000	140,000	96,656	140,000	-	140,000	0%
Security Device Lease	12,179	14,000	14,000	2,975	14,000	-	14,000	0%
Telephone Service	21,179	20,254	32,254	15,182	32,254	-	32,254	0%
Cell Phone	47,729	45,000	45,000	16,534	45,000	-	45,000	0%
Internet Service	42,367	75,975	75,975	37,105	75,975	-	75,975	0%
Rental Copiers	-	10,000	18,000	5,286	18,000	-	18,000	100%
<i>Subtotal</i>	473,134	475,229	505,229	285,114	505,229	-	505,229	0%

Capital Acquisitions

Copiers	-	5,000	5,000	-	5,000	-	5,000	100%
Computer Hardware	26,195	35,000	40,000	19,681	40,000	-	40,000	0%
Computer Software	-	5,000	10,000	7,448	10,000	-	10,000	100%
<i>Subtotal</i>	26,195	45,000	55,000	27,129	55,000	-	55,000	0%

Internal Service Charges

ISF-Employee Benefits	-	3,000	3,000	1,500	10,664	-	-	100%
<i>Subtotal</i>	-	3,000	3,000	1,500	10,664	-	-	100%

Total -IT Services **557,779** **615,664** **660,214** **361,111** **671,778** **-** **661,114** **0%**

Building and Equipment Maintenance Divison

Under the supervision of the Public Works Director, the Facilities and Equipment division is responsible for building construction, and the repair and maintenance of City's facilities, fleet inventory and maintenance, and custodial duties for most City buildings. The division continues to grow with the addition and/or alteration of City facilities for city use and is soon anticipating the addition of the 12,000 sq. ft. Police Station.



The focus in FY 2022-23 will be more administrative and will work towards cataloging the city's assets and implementing preventive maintenance schedules and lifecycles, including air conditioners. This will help the city better plan for extensive costs with necessary equipment and building repairs, and to avoid potential emergencies with equipment failures.

FY 2022-23 proposes the addition of an additional maintenance position to focus on bringing minor equipment repairs and preventive maintenance in house. This effort would help to reduce any downtime of the equipment and operator, keeping projects moving forward with minimal interruptions for necessary routine maintenance.

770 - Administration	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Superintendent	0	1	1	0.00	1.00	1.00
Administrative Assistant	0	1	1	0.00	1.00	1.00
Total	0	2	2	0.00	2.00	2.00

773 - Building Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Maintenance Technician	1	1	2	1.00	1.00	2.00
Custodian	2	3	3	2.00	3.00	3.00
Total	3	4	5	3.00	4.00	5.00

777 - Equipment Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Maintenance Technician (New)	0	0	1	0.00	0.00	1.00
Total	0	0	1	0.00	0.00	1.00

Building Services

Division

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	87,042	147,022	145,022	40,816	115,169	-	115,169	-21%
Overtime	154	-	2,000	577	3,443	-	3,443	72%
Longevity Pay	1,500	2,100	1,680	1,680	3,081	-	3,081	83%
Social Security	6,638	11,803	11,803	3,216	9,308	-	9,308	-21%
Muni. Retirement Sys.	12,252	20,928	20,928	5,945	16,795	-	16,795	-20%
Worker's Comp.	2,059	-	-	-	-	-	-	0%
Unemploy. Insurance	274	-	-	118	-	-	-	0%
Medical Insurance	9,617	-	-	-	-	-	-	0%
<i>Subtotal</i>	119,536	181,853	181,433	52,352	147,796	-	147,796	-19%

Supplies & Materials

Uniforms	565	500	500	506	500	-	500	100%
Tools Minor Equipt.	-	1,000	1,000	30	1,000	-	1,000	100%
Cleaning Supplies	11,534	9,500	9,500	3,605	9,500	-	9,500	0%
Bldg. Maint. Supplies	36,771	35,000	35,000	3,153	35,000	-	35,000	0%
Fuel - Gas Diesel	13,545	500	500	-	500	-	500	0%
<i>Subtotal</i>	62,415	46,500	46,500	7,294	46,500	-	46,500	0%

Services & Other Charges

Engineering Services	11,682	5,000	5,000	-	5,000	-	5,000	0%
Utilities- Electricity	153,764	73,562	73,562	40,875	73,562	-	73,562	0%
Utilities- Gas	7,422	10,888	10,888	5,534	11,345	-	11,345	4%
Bldg. Maint. Contract	125,236	70,000	70,000	23,182	70,000	-	70,000	0%
Emergency Repairs/Service	952	-	-	-	-	-	-	0%
Gen Liability Ins.	5,244	5,506	4,556	4,556	4,784	-	4,784	5%
Property Insurance	39,293	41,258	45,161	45,161	47,419	-	47,419	5%
<i>Subtotal</i>	343,593	206,214	209,167	119,308	212,110	-	212,110	1%

Internal Service Charges

Equipt. Replace Charges	-	3,126	3,126	1,563	3,126	-	-	100%
ISF-Vehicle Charges	-	-	7,981	-	7,981	-	-	0%
ISF-Employee Benefits	-	51,166	51,166	25,583	81,082	-	-	0%
<i>Subtotal</i>	-	54,292	62,273	27,146	92,189	-	-	100%

Totals	525,544	488,859	499,373	206,100	498,595	-	406,406	-19%
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Equipment Services

Division

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	13,660	23,168	23,168	15,662	-	-	-	-100%
Longevity Pay	21		1,000	291	-	-	-	0%
Social Security	1,048	3,366	3,366	1,204	-	-	-	-100%
Muni. Retirement Sys.	1,783	6,145	5,145	2,205	-	-	-	-100%
Worker's Comp.	29	-	-	-	-	-	-	0%
Unemploy. Insurance	(61)	-	-	58	-	-	-	0%
Medical Insurance	1,478	-	-	-	-	-	-	0%
<i>Subtotal</i>	17,958	32,679	32,679	19,420	-	-	-	-100%

Supplies & Materials

Tools Minor Equipt.	30	500	1,500	1,114	1,500	-	1,500	0%
Fuel Gas -Diesel	122,791	125,000	150,000	49,443	150,000	-	150,000	0%
Uniforms	-	200	200	75	200	-	200	100%
<i>Subtotal</i>	122,821	125,700	151,700	50,632	151,700	-	151,700	0%

Services & Other Charges

Inspection Serv.	-	2,000	2,000	466	2,000	-	2,000	100%
Vehicle Lease/Rental	110,828	111,520	76,520	32,134	111,520	-	111,520	46%
Routine Vehicle Maint.	21,549	10,000	33,000	20,924	33,000	-	33,000	0%
Equipment Maint.	108,178	85,000	62,000	25,849	62,000	-	62,000	0%
Vehicle Repair	39	10,000	23,000	12,472	10,000	-	10,000	-57%
Auto Insurance	17,872	38,954	33,000	33,077	33,000	-	33,000	0%
Mobile Equipt. Insure	3,165	-	-	-	-	-	-	
Mobile Equipt. Insure	20,262	3,323	3,323	3,165	3,489	-	3,489	5%
<i>Subtotal</i>	281,893	260,797	232,843	128,087	255,009	-	255,009	10%

Internal Service Charges

ISF-Employee Benefits	3,791	18,187	18,187	9,093	18,187	-		100%
<i>Subtotal</i>	3,791	18,187	18,187	9,093	18,187	-	-	100%

Totals	426,463	437,363	435,409	207,232	424,896	-	406,709	-7%
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Internal Services: Employee Benefits Fund

Employee benefits are administered by the Human Resources Department. Funding for employee benefits is allocated as service charges to each organizational unit based on authorized positions at the beginning of each FY. The advantage of funding from internal services is to accumulate funds used to pay the employer's portion of premiums for group health plans, unemployment insurance and worker's compensation timely.

Costs for budgeting purposes contemplate funding for all full-time positions. Due to turnover that inevitably happens throughout the year, such costs are overstated, resulting in a reserve cushion. Excess funds may later be allocated for employee appreciation to help fund the cost of city-wide employee events.

The City currently pays 100% of the employee only premium for medical, dental, vision, basic life and AD&D, long term disability and an employee assistance program. Benefit renewals are underway, and efforts are being made to improve the current plans offered. Current renewal rates with improved plans are anticipated with a 15% increase. FY 2022-23 proposes adding a safety boot reimbursement for public works employees, longevity payments on a monthly payroll cycle beginning in January 2023 and reducing the employee waiting period.

ISF - Employee Services Fund Adopted Revenue/ Expenditures Fiscal Year 2022-23

Employee Benefits Revenue	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenues	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)

Use of Money and Property

Interest Income	-	34,000	17,000	-	34,000	-	34,000	100%
Subtotal	-	34,000	17,000	-	34,000	-	34,000	100%

Internal Service Charges

Emp. Benefit Charges	-	1,230,216	1,230,216	590,075	1,631,632	-	1,631,632	100%
Subtotal	-	-	1,230,216	590,075	1,631,632	-	1,631,632	100%
Total Revenue	-	34,000	1,247,216	590,075	1,665,632	-	1,665,632	100%

Employee Benefits Expenditures	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)

Paid Benefits

Worker's Comp.	-	181,021	181,020	71,016	122,805	-	122,805	100%
Unemploy. Insurance	-	24,198	34,198	31,158	44,477	-	44,477	100%
Blue Cross, Blue Shield	-	946,898	946,898	318,608	1,351,920	-	1,454,586	100%
Dental Insurance	-	39,118	39,118	3,577	3,577	-	3,577	100%
Vision Insurance	-	9,715	9,715	778	778	-	778	100%
Long Term Disability	-	25,740	25,740	1,928	1,928	-	1,928	100%
AD&D	-	3,376	3,376	3,259	3,259	-	3,259	100%
EAP	-	-	850	222	222	-	222	100%
Subtotal	-	1,230,066	1,240,915	430,546	1,528,966	-	1,631,632	100%
Total Expenditures	-	1,230,066	1,240,915	430,546	1,528,966	-	1,631,632	100%

Internal Services: Equipment Replacement Fund

The Equipment Replacement Fund is designed to allow accumulation of funds for future replacement of equipment and vehicles. Until the prior year, the City had to draw from funds current operating funds to purchase capital equipment. With the replacement fund, annual depreciation is calculated and then transferred on a monthly schedule to the General Internal Services Fund for holding. The accumulated funds will then be drawn on annually to purchase replacement vehicles as needed.

FY 2022-23 Vehicle and Equipment Requests by Fund

DEPARTMENT	ITEM	ESTIMATED	PURPOSE
Police	Animal Control Truck	\$35,000	Vehicle for New Position
Police	(4) Ford Explorer	\$240,000	For Patrol Officers
PW/Street	Street Sweeper	\$209,000	Curb and Gutter
PW/Parks	Chipper Truck	\$140,000	To keep up with low hanging branches
PW/Parks	F250 Diesel Crew	\$43,000	Replace 20 year old vehicle
PW/Parks	Shredder	\$120,000	Maintain ROW
PW/Parks	Trailer	\$6,000	Replace 10 year old cargo trailer
PW/Parks	(2) Mowers	\$32,000	Replace old equipment
	TOTAL	\$825,000	

DEPARTMENT	ITEM	ESTIMATED	PURPOSE
PW/Water	Pumps and Motor	\$23,000	Replacement of Pump #2
PW/WWP	F250 Diesel Ext Cab	\$38,000	Replace 10 year old vehicle
PW/Utilities	Dump Truck	\$109,000	Replace 20 year old vehicle
PW/Utilities	Water Truck	\$85,000	Replace 25 year old vehicle
Dev Services	(3) F150 4x4	\$89,800	Vehicle for (2) City Inspectors and (1) Bldg.
Utility Billing	F150	\$35,000	Replace 10 year old vehicle
	TOTAL	\$379,800	

Equipment Replacement/Acquisition Fund - Revenue and Expenses
Adopted Budget Fiscal Year 2022-23

Revenue	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Use of Money and Property</u>								
Interest Income		15,000	8,000	125	15,000	-	-	100%
Subtotal		15,000	8,000	125	15,000	-	-	100%
<u>Transfers In</u>								
Transfer In -From Gen Fund	-	475,000	475,000	237,500	475,000	-	560,109	100%
Transfer In -From Util. Fund - Water	-	35,000	35,000	17,500	35,000	-	214,659	100%
Transfer In -From Util. Fund - Sewer	-	35,000	35,000	17,500	35,000	-	214,659	100%
Debt Proceeds	-	-	120,000	-	-	-	-	0%
	-	545,000	665,000	272,500	545,000	-	989,427	
<u>Internal Service Charges</u>								
Depreciation Charges	-	331,800	331,800	175,397	364,980	-	-	100%
Subtotal	-	331,800	331,800	175,397	364,980	-	-	100%
Total Revenue	-	891,800	1,004,800	448,022	924,980	-	989,427	100%

Expenditures	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Capital Outlay/Fixed Assets</u>								
Vehicles	-	-	-	-	-	-	-	100%
Pick-up Purchase	-	-	-	-	-	-	-	100%
Heavy Vehicle Purchase	-	-	-	-	-	-	-	100%
Light Equipment Purchase	-	-	-	-	-	-	-	0%
Heavy Equipment Purchase	-	-	-	-	-	-	-	100%
Subtotal	-	-	-	-	-	-	-	100%
TOTALS	-	-	-	-	-	-	-	100%



Debt Service (I&S) Funds

This fund type is used to account for resources used to service interest and principal payments of long-term debt such as general obligation, certificate of obligations, revenue bonds, and certain capital leases. Funding for making annual payments on this debt comes from the debt portion of the property tax rate, revenue generated by utility user fees both in the water and sewer funds, and revenue obtained from the dedicated tax revenue in the TRIZ #1. Total annual debt service payments for FY 2023 are **\$3,851,400**.

The debt portion of the tax has varied over the years, but necessity has increased over time to provide funding needed to service new debt which is an unavoidable feature of a growing urban area. In addition to principal and interest payments, the issuance of bonds is paid from this fund. At the end of FY 2022, total principal amounts owed on long term debt was **\$48,070,000**.

To demonstrate the impact of the new issues sold in 2021 on total debt plus increases in annual debt services payments that are required, the chart appearing on the following page was developed. Summarizing the most relevant data from this chart, of the **\$55,190,000** issued originally, the total principal due at the end of FY 2022 was **\$45,760,000**. Of this amount, **\$10,639,721** is general government debt, that is debt paid from the debt portion of the property tax.

Another **\$29,910,279** is debt from the Utility Funds and **\$5,410,000** is the balance of debt from the TRIZ #1 fund. The latter has its own source of funding, from dedicated tax revenue in the TIRZ plus support from Bastrop County.

The chart on the following page shows the FY 2023 annual payments for debt in all categories listed above.

FY 2022-23 Bonded Debt Service Schedule

Name of Issue	Original Issue Amt.	FY 22 Balance	FY 2021-2022 General Gov't			FY 23 Balance	FY 2022-23 General Gov't			FY 23 Balance
			Principal	Interest	Total		Principal	Interest	Total	
Limited Tax Refunding Series 2013	1,489,888	117,978	117,978	3,539	121,517	-	-	-	-	-
Com Tax Rev CO Series 2013	1,934,584	1,311,362	87,641	53,672	141,313	1,223,721	90,886	51,043	141,929	1,132,835
Com Tax Rev CO Series 2015	5,615,000	4,480,000	245,000	176,750	421,750	4,235,000	255,000	169,400	424,400	3,980,000
General Obligation 2021	5,514,000	5,514,000	333,000	214,140	547,140	5,181,000	348,000	200,820	548,820	4,833,000
Total	14,553,472	11,423,340	783,619	448,101	1,231,720	10,639,721	693,886	421,263	1,115,149	9,945,835

Name of Issue	Original Issue Amt.	FY 22 Balance	Utility (Water Sewer)			FY 23 Balance	Utility (Water Sewer)			FY 23 Balance
			Principal	Interest	Total		Principal	Interest	Total	
Limited Tax Refunding Series 2013	720,112	57,022	57,022	1,711	58,733	-	-	-	-	-
Com Tax Rev CO Series 2013	1,045,416	708,638	47,359	29,003	76,362	661,279	49,114	27,583	76,697	612,165
Gen Obligation Ref Bonds Ser 2015	3,315,000	2,590,000	115,000	105,075	220,075	2,475,000	115,000	101,625	216,625	2,360,000
Com Tax Rev CO Series 2016	9,315,000	7,640,000	370,000	316,260	686,260	7,270,000	380,000	290,800	670,800	6,890,000
Com Tax Rev CO Series 2019A	4,035,000	3,640,000	155,000	139,731	294,731	3,485,000	160,000	127,531	287,531	3,325,000
Gen Obligation Ref Bonds Ser 2021	3,676,000	3,676,000	222,000	142,760	364,760	3,454,000	232,000	133,880	365,880	3,222,000
Com Tax Rev CO Series 2021	12,830,000	12,830,000	265,000	516,517	781,517	12,565,000	325,000	460,150	785,150	12,240,000
Total	34,936,528	31,141,660	1,231,381	1,251,057	2,482,438	29,910,279	1,261,114	1,141,569	2,402,683	13,187,165

Name of Issue	Original Issue Amt.	FY 22 Balance	TIRZ # 1			FY 23 Balance	TIRZ # 1			FY 23 Balance
			Principal	Interest	Total		Principal	Interest	Total	
Com Tax Rev CO Series 2019B	5,700,000	5,505,000	95,000	212,360	307,360	5,410,000	125,000	208,569	333,569	5,505,000
Total Bonded Debt	55,190,000	48,070,000	2,110,000	1,911,518	4,021,518	45,960,000	2,080,000	1,771,400	3,851,400	28,638,000

FY 2020-21 Bonded Debt Service Schedule

Name of Issue	Original Issue Amt.	General Gov't			Amt. as of 9-30-2021
		Principal	Interest	Total	
Com Tax Rev CO Series 2007	2,000,000	110,000	38,091	148,091	765,000
Com Tax Rev CO Series 2009	1,250,000	75,000	34,431	109,431	615,000
Com Tax Rev CO Series 2011	1,157,278	44,375	33,330	77,705	767,500
Limited Tax Refunding Series 2013	1,489,888	144,944	7,888	152,831	117,978
Com Tax Rev CO Series 2013	1,934,584	84,395	56,204	140,598	1,311,362
Com Tax Rev CO Series 2015	5,615,000	240,000	183,950	423,950	4,480,000
Total	13,446,750	698,713	353,893	1,052,607	8,056,840

Name of Issue		Utility (Water Sewer)			
		Principal	Interest	Total	
Com Tax Rev CO Series 2008	2,556,000	42,000	95,290	137,290	2,157,000
Com Tax Rev CO Series 2009	800,000	13,000	24,815	37,815	678,000
Com Tax Rev CO Series 2011	8,077,722	310,625	233,310	543,935	5,372,500
Limited Tax Refunding Series 2013	720,112	70,056	3,812	73,869	57,022
Com Tax Rev CO Series 2013	1,045,416	45,605	30,372	75,977	708,638
Gen Obligation Ref Bonds Ser 2015	3,315,000	115,000	108,525	223,525	2,590,000
Com Tax Rev CO Series 2016	9,315,000	355,000	316,250	671,250	7,640,000
Com Tax Rev CO Series 2019A	4,035,000	150,000	139,731	289,731	3,640,000
Total	29,864,250	1,101,287	952,106	2,053,392	22,843,160

Name of Issue	Original Issue Amt.	TIRZ # 1			
		Principal	Interest	Total	
Com Tax Rev CO Series 2019B	5,700,000	65,000	214,968	279,968	5,505,000
Total Bonded Debt	49,011,000	1,865,000	1,520,967	3,385,967	36,405,000

Debt Service Fund
Summary of Adopted Revenue and Expenditures
Fiscal Year 2022-23

<u>(Resources)</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 7/6/2021	Y-T-D Actual 3-31-21	Straight Line	Program Change	Total	% Inc/ (Dec)
Revenue								
General Govern't								
Property Taxes	1,488,090	1,511,926	1,491,787	1,319,419	1,521,660	-	1,921,235	29%
Interest Income	4,743	15,000	15,000	3,089	6,178	-	6,178	-59%
<i>Subtotal</i>	1,492,833	1,526,926	1,506,787	1,322,508	1,527,838	-	1,927,413	28%
Utility Funds Transf. In								
Water Rev. Funds	1,068,887	1,105,861	1,105,861	552,930	1,105,861	-	1,061,095	-4%
Sewer Revenue	1,042,288	1,431,986	1,431,986	716,226	1,431,986	-	1,397,471	-2%
<i>Subtotal</i>	2,111,175	2,537,847	2,537,847	1,269,156	2,537,847	-	2,458,566	-3%
Total Funds Available	3,604,008	4,064,773	4,044,634	2,591,664	4,065,685	-	4,385,979	8%

<u>Expenditures</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 7/6/2021	Y-T-D Actual 3-31-21	Straight Line	Program Change	Total	% Inc/ (Dec)
Services & Other Charges								
Appraisal Serv. (Bastrop CA	14,371	20,120	24,642	14,581	29,162	-	29,162	18%
Tax Collect (Bastrop Co.)	3,687	3,590	4,165	4,165	8,330	-	8,330	100%
<i>Subtotal</i>	18,058	23,710	28,807	18,746	37,492	-	37,492	30%
General Govern't Debt								
Bonded Debt	1,034,624	1,235,166	1,235,166	224,873	449,746	-	1,117,149	-10%
Capital Leases	120,610	111,756	111,756	46,535	93,070	-	94,011	-16%
<i>Subtotal</i>	1,155,234	1,346,922	1,346,922	271,408	542,816	-	1,211,160	-10%
Utility Fund Debt								
Bonded Debt	169,676	2,485,765	2,485,765	640,859	2,406,183	-	2,406,183	-3%
Capital Leases	55,901	55,885	55,885	28,411	55,885	-	55,885	0%
<i>Subtotal</i>	225,577	2,541,650	2,541,650	669,270	2,462,068	-	2,462,068	-3%
TOTALS	1,398,869	3,912,282	3,917,379	959,424	3,042,376	-	3,710,720	-5%

Revenue-

Funds generated for servicing the city's annual debt are derived from three principal sources. For general government debt, a debt component of the Ad Valorem tax rate is assessed each year in combination with the Operations & Maintenance component. The rate for FY 2022-23 is provisionally scheduled to decrease to approximately \$0.180353/100 assessed value from a rate base from the previous year of \$0.185914. The decline is due to new property added to the tax base from the previous year plus any remaining savings accrued from issuing GO Refunding Bonds, Series 2021.

Funding for debt service related to Utility Operations comes from rates that include a fixed base rate that includes a portion for debt. Transfers are made during the year from each source to finance debt service.

Debt Service (I&S) Fund Estimated Revenue Fiscal Year 2022-23

Annual Revenue By Source

FY 2020-21	FY 2021-22			FY 2022-23			
Actual Revenues	Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)

General Government

Current Taxes	1,248,597	1,298,431	1,278,292	1,197,735	1,278,292	-	1,677,867	31%
Delinquent Taxes	192,355	172,995	172,995	100,487	200,974	-	200,974	16%
Prior Year Delinq. Taxes	28,253	26,000	26,000	13,754	27,508	-	27,508	6%
Penalty & Interest	18,885	14,500	14,500	7,443	14,886	-	14,886	3%
Interest Income	4,743	15,000	15,000	3,089	6,178	-	6,178	-59%
<i>Subtotal</i>	1,492,833	1,526,926	1,506,787	1,322,508	1,527,838	-	1,927,413	28%

Utility Fund

Transfer In- Water Rev.

Transfer for Bond Payments	1,040,945	1,077,919	1,077,919	538,959	1,077,919	-	1,033,153	-4%
Transfer for Capital Leases	27,942	27,942	27,942	13,971	27,942	-	27,942	0%
Interest Income		-	-	-	-	-	-	0%
<i>Subtotal</i>	1,068,887	1,105,861	1,105,861	552,930	1,105,861	-	1,061,095	-4%

Transfer In- Sewer Rev.

Transfer for Bond Payments	1,014,346	1,404,044	1,404,044	702,255	1,404,044	-	1,369,529	-2%
Transfer for Capital Leases	27,942	27,942	27,942	13,971	27,942	-	27,942	0%
Interest Income		-	-	-	-	-	-	0%
<i>Subtotal</i>	1,042,288	1,431,986	1,431,986	716,226	1,431,986	-	1,397,471	-2%

TOTALS

3,604,008	4,064,773	4,044,634	2,591,664	4,065,685	-	4,385,979	8%
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Funding the debt in the TRIZ #1 comes from dedicated tax revenue from both the City and Bastrop County.

Expenditures

Expenditures of the FY 2022-23 Debt Service Fund are shown below. For budgeting purposes, the amount owed for each issue (principal and interest) on an annual basis must be appropriated. The table shown below contains annual debt obligations to be paid from the Debt Service Fund for FY 2022-23.

Debt Service Fund Scheduled Expenditures for Fiscal Year 2022-23

General Govt. Debt	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenses	Adopted	Amend.#1 4/29/2022	Y-T-D 3-31-22	Projected	Program Change	Total	% Inc/ (Dec)
<u>Services & Other Charges</u>								
Appraisal Serv. (BCAD)	14,371	20,120	24,642	14,581	29,162	-	29,162	18%
Tax Collection	3,687	3,590	4,165	4,165	8,330	-	8,330	100%
Subtotal	18,058	23,710	28,807	18,746	37,492	-	37,492	30%
<u>General Gov't Bonds</u>								
Bond Principal	744,860	783,618	783,618	-	-	-	693,886	-11%
Bond Interest	289,510	448,101	448,101	224,073	448,146	-	421,263	-6%
Bond- Paying Agent	254	3,447	3,447	800	1,600	-	2,000	-42%
Subtotal	1,034,624	1,235,166	1,235,166	224,873	449,746	-	1,117,149	-10%
<u>Gen. Govt. Capital Leases</u>								
Cap. Lease Principal	112,827	102,563	102,563	42,391	84,782	-	88,718	-13%
Cap. Lease Interest	7,783	9,193	9,193	4,144	8,288	-	5,293	-42%
Subtotal	120,610	111,756	111,756	46,535	93,070	-	94,011	-16%
Total General Gov't Debt	1,173,292	1,370,632	1,375,729	290,154	580,308	-	1,248,652	-9%
<u>Utility Fund Debt</u>								
<u>Utility Bonds</u>								
Bond Principal	112,992	1,231,382	1,231,382	-	1,261,114	-	1,261,114	2%
Bond Interest	52,801	1,251,048	1,251,048	640,059	1,141,569	-	1,141,569	-9%
Bond Paying Agent	3,883	3,335	3,335	800	3,500	-	3,500	5%
Subtotal	169,676	2,485,765	2,485,765	640,859	2,406,183	-	2,406,183	-3%
<u>Utility Capital Leases</u>								
Cap. Lease Principal	50,264	50,692	50,692	25,365	51,747	-	51,747	2%
Cap. Lease Interest	5,637	5,193	5,193	3,046	4,138	-	4,138	-20%
Subtotal	55,901	55,885	55,885	28,411	55,885	-	55,885	0%
Total Utility Debt	225,577	2,541,650	2,541,650	669,270	2,462,068	-	2,462,068	-3%
TOTALS - All Debt	1,398,869	3,912,282	3,917,379	959,424	3,042,376	-	3,710,720	-5%



Special Revenue Funds

These funds are used to account for proceeds from revenue sources that are legally restricted to expenditures for specified purposes and include the following:

Hotel-Motel Tax Fund – Funds from this source are collected from lodging establishments located in the City and its ETJ, that offer rooms for rent daily. Revenue from this source is to be used for promotional activities downtown.

Main Street Program - The mission of the Texas Main Street Program (TMSP) is "to provide technical expertise, resources and support for Texas communities in the preservation and revitalization of historic downtowns and commercial neighborhood districts in accord with the National Main Street Four Point Approach® of organization, economic vitality, design and promotion." At the TMSP, staff work with the other 89 designated communities to help them reach their revitalization and preservation goals through the framework of the Approach®. This methodology provides the necessary tools for local communities to effectively address the issues downtowns face. Elgin has been a member since 1990.

Cable Franchise Subscriber Fee- The City is in receipt of funds collected by the Federal government and passed on to the State that are 1% of the gross subscriber fees for cable television. The funds are used to finance a public information channel that among other things, broadcasts City Council meetings and other City related events.

LEOSE Police Training Fund– Funds received from the Comptroller of Public Accounts given to Police departments to use to provide continuing education for law enforcement officers.

Municipal Court Funds- Provisions of the Code of Criminal Justice allow cities to charge defendants in court cases, fees for funding upgrades in computer technology used by the court, court security.

Impact Fee Funds: Impact fees are mechanisms authorized by the Local Government Code and used by cities to build up reserves for future costs of extending water and wastewater facilities to new development and provide for the expansion of treatment facilities that are needed because of the addition of new users.

A summary of total revenue and expenditures for each special revenue fund are found on the following page.

Est. Revenue/Adopted Expenditures - Special Revenue Funds
Fiscal Year 2022-23

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Hotel-Motel Tax Fund:</u>								
Revenue	103,672	182,000	112,100	62,300	181,254	-	181,254	62%
Expenditures	94,687	159,834	106,830	78,441	181,254	-	181,254	70%
	8,985	22,166	5,270	(16,141)	-	-	-	
<u>Main Street Program:</u>								
Revenue	10,945	65,450	60,050	26,054	60,050	-	70,800	0%
Expenditures	19,108	64,300	64,300	41,110	64,300	-	70,800	0%
	(8,163)	1,150	(4,250)	(15,056)	(4,250)	-	-	
<u>Cable Franchise Fee:</u>								
Revenue	28,284	22,500	22,500	7,259	14,742	-	14,742	-34%
Expenditures	13,571	7,500	7,753	843	3,933	-	3,980	-49%
	14,713	15,000	14,747	6,416	10,809	-	10,762	
<u>LEOSE Police Training Fund:</u>								
Revenue	-	2,450	2,200	-	2,450	-	2,450	11%
Expenditures	2,800	2,450	3,633	4,633	4,633	-	4,633	28%
	(2,800)	-	(1,433)	(4,633)	(2,183)	-	(2,183)	
<u>Court Tech. & Security Funds</u>								
Revenue	15,540	14,700	19,200	10,474	20,948	-	20,948	9%
Expenditures	1,193	28,532	16,766	3,193	16,766	-	16,766	0%
	14,347	(13,832)	2,434	7,281	4,182	-	4,182	
<u>Water Impact Fees</u>								
Revenue	487,311	905,000	905,000	438,391	1,405,000	-	1,405,000	55%
Expenditures	-	50,000	50,000	55,440	150,000	-	150,000	200%
	487,311	855,000	855,000	382,951	1,255,000	-	1,255,000	
<u>Wastewater Impact Fees</u>								
Revenue	487,311	1,500,000	1,502,600	827,554	1,500,000	-	1,500,000	0%
Expenditures	-	-	-	-	-	-	-	0%
	487,311	1,500,000	1,502,600	827,554	1,500,000	-	1,500,000	

Hotel-Motel Tax Fund

Funds from this source are collected from lodging establishments located in the City and its ETJ. Under the Tax Code, every event, program, or facility funded with hotel occupancy tax revenues must be likely to do two things: 1) directly promote tourism; and 2) directly promote the convention and hotel industry. The Hotel/Motel Tax shows an anticipated steady revenue for the next budget year.

Hotel Motel Tax Fund Summary of Estimated Revenue and Adopted Expenses Fiscal Year 2022-23

	FY 2020-21	FY 2021-22			FY 2022-23			
<u>Revenue</u>	Actual Revenue	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
Tax Collections (HOT)	103,102	180,000	110,000	49,442	181,050	-	181,050	65%
Interest Income	570	500	500	102	204	-	204	-59%
Donations - Other	-	-	-	12,756	-	-	-	0%
Donations -Public Art	-	1,500	1,500	-	-	-	-	-100%
Special Events	-	-	100	-	-	-	-	-100%
<i>Subtotal</i>	103,672	182,000	112,100	62,300	181,254	-	181,254	62%
TOTALS	103,672	182,000	112,100	62,300	181,254	-	181,254	62%

<u>Expenditures</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Supplies & Materials</u>		-						
Holiday Decorations	5,913	7,500	7,500	12,756	12,800	-	12,800	71%
Nofsinger House	762	-	-		-	-	-	0%
Banner Program	2,250	6,000	6,000	3,000	6,000	-	6,000	0%
Promotional Materials	7,390	15,000	15,000	5,806	15,000	-	15,000	0%
Freight Depot	-	-	-		-	-	-	0%
Promotional Tourism	4,042	5,000	2,500	-	15,000	-	15,000	0%
Subtotal	20,357	33,500	31,000	21,562	48,800	-	48,800	157%

Contract /other Services

Elgin Chamber of Comm.	27,330	31,000	27,330	11,797	31,000	-	31,000	13%
Elgin Historical Assoc.	-	-	-	-	-	-	-	0%
Elgin Arts Assoc.	-	-	1,500	-	-	-	-	-100%
Electric Utility	-	4,534	-	3,967	7,950	-	7,950	100%
Building Maint.. Contract	-	35,000	-	13,215	35,000	-	35,000	100%
<i>Subtotal</i>	27,330	70,534	28,830	28,979	73,950	-	73,950	157%

Transfers Out

To General Fund	25,000	33,800	25,000	16,900	36,504	-	36,504	46%
<i>Subtotal</i>	25,000	33,800	25,000	16,900	36,504	-	36,504	46%

Internal Service Charges

ISF- IT Service Charges	-	-	-	-	-	-	-	0%
ISF-Bldg. Service Charges	22,000	22,000	22,000	11,000	22,000	-	22,000	0%
<i>Subtotal</i>	22,000	22,000	22,000	11,000	22,000	-	22,000	0%

TOTALS 94,687 159,834 106,830 78,441 181,254 - 181,254 70%

Cable Franchise Subscriber Fee

The City is in receipt of funds collected by the Federal government and passed onto the State that is 1% of the gross subscriber fees for cable television. The funds are used to finance a public information channel that broadcasts City Council meetings and other City related events.

Cable Subscriber's Fee Fund Summary of Estimated Revenue and Adopted Exenditures Fiscal Year 2022-23

Subscriber's Fee

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenues	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Revenue</u>								
<i>Miscellaneous</i>								
Interest Income	684	500	500	138	500	-	500	0%
Law Enforcement Ed.	1,170	-	-	-	-	-	-	0%
Franchise Tax - Cable	26,430	22,000	22,000	7,121	14,242	-	14,242	-35%
<i>Subtotal</i>	28,284	22,500	22,500	7,259	14,742	-	14,742	-34%
TOTALS	<u>28,284</u>	<u>22,500</u>	<u>22,500</u>	<u>7,259</u>	<u>14,742</u>	<u>-</u>	<u>14,742</u>	<u>-34%</u>
	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Expenditures</u>								
<i>Supplies & Materials</i>								
Office Furniture/Equipt.	-	-	253	253	253	-	300	19%
Non Cap. IT Hardware	960	5,000	5,000	590	1,180	-	1,180	-76%
<i>Subtotal</i>	960	5,000	5,253	843	1,433	-	1,480	-72%
<i>Services/Other Charges</i>								
Law Enforcement Training	8,908	-	-	-	-	-	-	0%
IT Services - Contract	-	2,500	2,500	-	2,500	-	2,500	0%
<i>Subtotal</i>	8,908	2,500	2,500	-	2,500	-	2,500	0%
<i>Capital Outlay</i>								
Construction	3,703	-	-	-	-	-	-	0%
<i>Subtotal</i>	3,703	-	-	-	-	-	-	0%
TOTALS	<u>13,571</u>	<u>7,500</u>	<u>7,753</u>	<u>843</u>	<u>3,933</u>	<u>-</u>	<u>3,980</u>	<u>-49%</u>

Main Street Program

The award-winning Main Street program encourages the public to support local businesses by connecting them with training, grants and loan programs. Main Street implements community events throughout the year including the Hogeye Festival, Sip, Shop and Stroll, and River Valley Farmer's Markey. Staff manages communications, provides new opportunities to experience downtown, and ensures that the city at large feels welcome downtown.

Main Street Program Fund Summary of Estimated Revenue and Adopted Expenditures Fiscal Year 2022-23

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Revenue</u>								
Hogeye Festival	9,737	58,000	52,600	25,254	52,600	-	63,350	20%
Fundraising	1,162	4,200	4,200	263	4,200	-	4,200	100%
Public Art Donations	-	-	-	-	-	-	-	0%
Interest Income	46	250	250	37	250	-	250	100%
Donations - Other	-	3,000	3,000	500	3,000	-	3,000	0%
<i>Subtotal</i>	10,945	65,450	60,050	26,054	60,050	-	70,800	18%
TOTALS	10,945	65,450	60,050	26,054	60,050	-	70,800	18%

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Expenditures</u>								
<u>Personal Services</u>								
Travel Training	1,615	1,500	1,500	1,402	1,500	-	1,500	0%
<i>Subtotal</i>	1,615	1,500	1,500	1,402	1,500	-	1,500	0%
<u>Supplies & Materials</u>								
Office Supplies	-	600	600	-	600	-	600	0%
Printing	-	-	-	-	-	-	-	0%
Hogeye Festival	3,600	35,000	35,000	27,704	35,000	-	35,000	0%
Promo Tourism	7,902	11,500	11,500	4,652	11,500	-	11,500	0%
Downtown Improve.	1,026	-	-	105	-	-	-	0%
Fundraising	-	-	-	-	-	-	-	0%
Employee Appreciation	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	12,528	47,100	47,100	32,461	47,100	-	47,100	0%
<u>Services/Other Charges</u>								
Dues Subscriptions	1,218	500	500	-	-	-	500	0%
Business Devel. Comm.	3,278	4,500	4,500	4,122	-	-	4,500	0%
Downtown 78621	-	5,700	5,700	2,220	5,700	-	7,200	26%
Design Committee	469	5,000	5,000	905	10,000	-	10,000	100%
<i>Subtotal</i>	4,965	15,700	15,700	7,247	15,700	-	22,200	41%
TOTALS	19,108	64,300	64,300	41,110	64,300	-	70,800	10%

LEOSE Police Training Fund

LEOSE (Law Enforcement Officer Standards and Education) training fund is an account in the Texas State Treasury. The Comptroller of Public Accounts collects designated court costs received from Municipal Court and deposits them in the state account. The General Appropriations Act appropriates to the Comptroller the total amount to be distributed to local law enforcement agencies. Local law enforcement agencies are restricted to use the funds to provide continuing education for law enforcement officers.

LEOSE Police Training Fund Summary of Estimated Revenue and Adopted Expenditures Fiscal Year 2022-23

		FY 2020-21	FY 2021-22			FY 2022-23		
		Actual Revenues	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total % Inc/ (Dec)
<u>Revenue</u>								
Interest Income		200	250	250	-	250		250 0%
Law Enforcement Ed.		2,126	2,200	2,200	-	2,200		2,200 0%
<i>Subtotal</i>		-	2,450	2,200	-	2,450	-	2,450 11%
TOTALS		-	2,450	2,200	-	2,450	-	2,450 11%
		FY 2020-21	FY 2021-22			FY 2022-23		
		Actual Expenditures	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total % Inc/ (Dec)
<u>Expenditures</u>								
<u>Services/Other Charges</u>								
Law Enforcement Training		2,800	2,450	3,633	4,633	4,633	-	4,633 28%
<i>Subtotal</i>		2,800	2,450	3,633	4,633	4,633	-	4,633 28%
TOTALS		2,800	2,450	3,633	4,633	4,633	-	4,633 28%

Municipal Court Funds

Authority for the city to collect court costs is found in Chapter 26, Article II, Sections 26-19 through 22 of the City of Elgin Code of Ordinances.

Municipal Court Special Revenue Summary of Estimated Revenue and Adopted Expenditures Fiscal Year 2022-23

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenues	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Operating Revenue</u>								
Court Technology	4,684	5,200	6,200	3,198	6,396	-	6,396	3%
Court Security	4,820	5,000	6,500	3,652	7,304	-	7,304	12%
Child Safety Fees	1,525	-	-	-	-	-	-	0%
Red Light Camera Fines	509	-	-	-	-	-	-	0%
Truancy Prevent. Prog	3,777	2,500	5,500	3,572	7,144	-	7,144	30%
Interest Income	225	2,000	1,000	52	104	-	104	-90%
<i>Subtotal</i>	15,540	14,700	19,200	10,474	20,948	-	20,948	9%
Total Revenue	15,540	14,700	19,200	10,474	20,948	-	20,948	9%

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>431 Court Security</u>								
<u>Salaries & Benefits</u>								
Base Salaries (Bailiff)	-	6,000	6,000	-	6,000	-	6,000	0%
Social Security	-	462	462	-	462	-	462	0%
Worker's Compensation	-	291	291	-	291	-	291	0%
Unemploy. Insurance	-	113	113	-	113	-	113	0%
<i>Subtotal</i>	-	6,866	6,866	-	6,866	-	6,866	0%
<u>Services/Other Charges</u>								
Security Mat./Equipt.	293	2,000	2,000	293	2,000	-	2,000	0%
<i>Subtotal</i>	293	2,000	2,000	293	2,000	-	2,000	0%
431 TOTALS	293	8,866	8,866	293	8,866	-	8,866	0%
<u>432 Court Technology</u>								
IT Services - Contract	900	2,900	2,900	2,900	2,900	-	2,900	0%
Non Cap. IT Hardware		2,500	5,000	-	5,000	-	5,000	0%
<i>Subtotal</i>	900	5,400	7,900	2,900	7,900	-	7,900	0%
432 TOTALS	900	5,400	7,900	2,900	7,900	-	7,900	0%
<u>433 Truancy Prevent. Prog.</u>								
Consultant Services	-	14,266	-	-	-	-	-	0%
<i>Subtotal</i>	-	14,266	-	-	-	-	-	0%
433 TOTALS	-	14,266	-	-	-	-	-	0%
Grand TOTALS	1,193	28,532	16,766	3,193	16,766	-	16,766	0%

Impact Fee Funds

Impact fees are charges or assessments imposed by a district against new development to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated for new development. A charge or fee by a district for construction, installation, or inspection of a tap or connection to district water, wastewater, or drainage facilities. This includes all necessary service lines and meters, for capacity in storm water detention or retention facilities, storm water conveyances, or for wholesale facilities.

Summary of Estimated Revenue and Adopted Expenditures Fiscal Year 2022-23

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenues	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Revenue</u>								
Impact Fees - Water	485,590	900,000	900,000	437,745	900,000	-	900,000	0%
Aqua CCN Transfer Fee	-	-	-	-	500,000	-	500,000	
Interest Income	1,721	5,000	5,000	646	5,000	-	5,000	0%
Other	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	487,311	905,000	905,000	438,391	1,405,000	-	1,405,000	55%
TOTALS	<u>487,311</u>	<u>905,000</u>	<u>905,000</u>	<u>438,391</u>	<u>1,405,000</u>	<u>-</u>	<u>1,405,000</u>	55%
	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditure	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Services/Other Charges</u>								
Miscellaneous Repairs	-	-	-	-	-	-	-	0%
Aqua- Meter Boxes	-	50,000	50,000	-	50,000	-	50,000	0%
Engineering	-	-	-	27,720	-	-	-	0%
Water Line Upgrade	-	-	-	-	-	-	-	0%
Aqua -Purchase CCN	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	-	50,000	50,000	27,720	50,000	-	50,000	0%
<u>Capital Outlay</u>								
Water Line Upgrade	-	-	-	27,720	100,000	-	100,000	0%
<i>Subtotal</i>	-	-	-	27,720	100,000	-	100,000	0%
<u>Transfer Out</u>								
Transfer to CIP	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	-	-	-	-	-	-	-	0%
TOTALS	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>55,440</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>	200%

Sewer Utility Impact Fees
Summary of Estimated Revenue and Adopted Expenditures
Fiscal Year 2022-23

<u>Revenue</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenues	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<i>Sewer Impact Fees</i>	485,590	1,500,000	1,500,000	826,190	1,500,000	-	1,500,000	0%
<i>Interest Income</i>	1,721	-	2,600	1,364	-	-	-	-100%
<i>Subtotal</i>	487,311	1,500,000	1,502,600	827,554	1,500,000	-	1,500,000	0%
TOTALS	<u>487,311</u>	<u>1,500,000</u>	<u>1,502,600</u>	<u>827,554</u>	<u>1,500,000</u>	<u>-</u>	<u>1,500,000</u>	0%

<u>Expenditures</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Original Adopted	Amend.#1 4/29/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Services/Other Charges</u>								
<i>Engineering</i>	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	-	-	-	-	-	-	-	0%
<u>Capital Outlay</u>								
<i>Sewer Line Upgrade</i>	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	-	-	-	-	-	-	-	0%
<u>Transfer Out</u>								
<i>Transfer to CIP</i>	-	-	-	-	-	-	-	0%
<i>Subtotal</i>	-	-	-	-	-	-	-	0%
TOTALS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%



Economic Development Corporation

Although closely related to the operations of the City of Elgin, from a formal relationship standpoint, the Elgin Economic Development Corporation is considered a component unit of the city but a separate financial entity. The organization is governed by the Elgin Economic Corporation Board of Directors but is subject to direction by the City Council. During the initial budget review process, the Elgin Economic Development Corp. Board will review the annual program of expenditures of the EDC for FY 2022-23. During the final adoption process, the Executive Director will present the Budget approved and recommended by the Board, to the City Council for consideration.

ELGIN ECONOMIC DEVELOPMENT CORP.

FY 2022-23 Operating Budget

410 EDC 910- Op. Funds

REVENUE

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Adopted	Amend.#1 4/19/2022	YTD-Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
Sales Tax	1,144,442	950,000	1,035,500	560,533	1,220,000	-	1,220,000	18%
Interest- Invest.Income	3,680	12,000	12,000	2,310	12,000	-	12,000	0%
Sale EDC Property	-	-	-	-	1,829,500	-	1,884,325	0%
EDA Grant	-	-	-	-	1,600,000	-	1,600,000	0%
Bond Proceeds- 2021A	-	-	-	-	3,175,000	-	3,175,000	0%
Refunds/Rebates	4,836	-	-	2,198,584	-	-	-	0%
TOTAL	1,152,958	962,000	1,047,500	2,761,427	7,836,500	-	7,891,325	653%

EXPENDITURES

Salaries & Benefits

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Adopted	Amend.#1 4/19/2022	YTD-Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
Base Salaries	143,933	135,817	151,874	60,741	201,000	-	201,000	32%
Overtime	114	-	-	-	-	-	-	0%
Longevity Pay	370	235	355	355	-	-	-	-100%
Social Security	10,042	8,627	11,315	4,203	15,853	-	15,853	40%
Muni. Retirement Sys.	20,420	15,891	33,991	8,478	24,585	-	24,585	-28%
Car Allowance	-	-	-	-	20,640	-	20,640	0%
Travel Training	1,227	5,000	15,000	1,258	15,000	-	15,000	0%
Subtotal	176,106	165,570	212,535	75,035	277,078	-	277,078	30%

Supplies & Materials

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Adopted	Amend.#1 4/19/2022	YTD-Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
Office Supplies	217	500	500	19	500	-	3,000	500%
Postage	2	250	250	125	250	-	500	100%
Pre-printed Forms	313	2,500	2,500	-	1,000	-	2,500	0%
Subtotal	532	3,250	3,250	144	1,750	-	6,000	85%

Services & Other Charges

	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Adopted	Amend.#1 4/19/2022	YTD-Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
Legal Services	7,425	5,000	20,000	1,193	4,500	-	15,000	-25%
Audit Services	2,800	3,000	3,000	-	3,000	-	3,000	0%
Engineering Services	2,517	5,000	5,000	-	-	-	10,000	100%
Consulting Services	2,533	10,000	10,000	275	1,000	-	20,000	100%
Contract Services	-	5,000	5,000	830	2,500	-	-	-100%
Dues/memberships	3,455	5,000	5,000	3,000	3,500	-	6,000	20%
Business Assistance	122,139	314,832	302,867	-	38,750	-	150,000	-50%
Marketing / Advertising	8,518	600	-	-	-	-	10,000	0%
Utilities	1,209	0	600	1,165	1,800	-	1,800	0%
Employee Bond	280	280	280	-	280	-	300	7%
Subtotal	150,875	348,712	351,747	6,463	55,330	-	216,100	-39%

<u>EXPENDITURES (Cont.)</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Adopted	Amend.#1 4/19/2022	YTD-Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Transfers -Out</u>								
Transfer to General Fund	18,000	18,000	18,000	9,000	10,500	-	18,000	100%
Subtotal	18,000	18,000	18,000	9,000	10,500	-	18,000	100%

<u>Internal Service Charges</u>								
ISF- IT Charges	14,325	7,549	7,549	3,774	7,549	-	7,549	0%
ISF- Bldg. Serv. Charges	11,289	8,484	8,484	4,242	8,484	-	8,484	0%
ISF- Equipment Replace							34,033	
ISF- Employee Benefits	-	16,033	17,762	8,881	-	-	23,231	0%
Subtotal	25,614	32,066	33,795	16,897	16,033	-	73,297	117%
TOTAL	371,127	567,598	619,327	107,539	360,691	-	590,475	-5%

915- Business Recruit./ Retention program								
	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Adopted	Amend.#1 4/19/2022	YTD-Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Contract/other Services</u>								
Recruitment- Marketing	8,494	20,000	20,000	2,185	10,000		150,000	650%
Recruitment Incentives	4,249	120,000	105,019	34	34		315,000	200%
Bus. Expansion- Incentives	-	30,000	30,000	-	-		200,000	567%
Bus. Expans.- Infrastructure	56,850	55,000	105,000	61,573	105,000		500,000	376%
Retention- Marketing	795	10,000	10,000	-	360,000		75,000	650%
Retention- Incentives	1,250	41,602	41,602	-	-		200,000	381%
TOTAL	71,638	276,602	311,621	63,792	475,034	-	1,440,000	362%

917- EDC Debt Service								
	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Expenditures	Adopted	Amend.#1 4/19/2022	YTD-Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)

Loan Payment

Principal		47,792	48,273	48,273	60,000		60,000	0%
Interest				4,015	5,000		10,000	100%
Subtotal	-	47,792	48,273	52,288	65,000	-	70,000	

Bond Payment

Principal	55,000	60,000	60,000	-	878,844	-	900,000	1400%
FY 2021A Bond							3,175,000	
Interest	10,416	8,029	8,029	5,208	48,273	-	50,000	523%
Paying Agent	-	250	250	-	250	-	250	0%
Subtotal	65,416	68,279	68,279	5,208	927,367	-	4,125,250	

EDA Grant							1,600,000	0%
EDA Grant Administrator							65,600	
Subtotal	-	-	-	-	-	-	-	0%

TOTAL	65,416	116,071	116,552	57,496	992,367	-	5,860,850	4929%
GRAND TOTAL	508,181	960,271	1,047,500	228,827	1,828,092	-	7,891,325	653%

Tax Increment Re-investment Zone # 1 (TIRZ)

The TIRZ district was originally established in 2014 for the purpose of developing commercial and industrial properties within the Zone. It is approximately 844 acres. When fully developed, the TIRZ will facilitate public improvements to allow and encourage the development consistent with the goals of the City's Master Plan. Public improvements for the Zone can include, but are not limited to: construction of streets, sidewalks, landscaping, sewers, utility line relocation and installation, bicycle routes, signage, and other traditional right-of-way utilities and uses.

TIRZ # 1 Fund Estimated Revenue and Proposed Appropriations Fiscal Year 2022-23

<u>Revenue</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Adopted	Amend.#1 4/19/2022	Y-T-D Actual 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Property Taxes</u>								
Current Taxes	25,457	233,860	229,183	132,340	264,680	-	236,034	15%
Delinquent Taxes	-	11,190	11,190	-	-	-	-	100%
Subtotal	25,457	245,050	240,373	132,340	264,680	-	236,034	10%
<u>Interest Income</u>								
Interest Income	1,986	5,000	5,000	1,234	2,469	-	-	100%
Transfer Debt Services	279,969	-	-	-	-	-	-	0%
Refunds/Rebates	-	-	-	-	-	-	-	100%
Subtotal	281,955	5,000	5,000	1,234	2,469	-	-	100%
<u>Interlocal Grants</u>								
Current Tax - County	167,009	136,505	136,505	136,505	106,859	-	106,859	-1%
Delinq Tax - County	-	-	-	-	-	-	-	100%
Subtotal	167,009	136,505	136,505	136,505	106,859	-	106,859	-1%
TOTALS	474,421	386,555	381,878	270,079	374,008	-	342,893	8%
<u>TIRZ Operations</u>								
<u>Expenditures</u>	FY 2020-21	FY 2021-22			FY 2022-23			
	Actual Revenue	Adopted	Amend.#1 4/19/2022	Y-T-D 3/31/2022	Projected	Program Change	Total	% Inc/ (Dec)
<u>Services & Other Charges</u>								
Appraisal Board	1,771	3,603	3,603	3,413	3,603	-	3,603	100%
Tax Collect - County	3,431	1,240	3,844	3,844	3,844	-	3,844	100%
Street Lights-Electric	-	1,200	3,255	1,626	3,255	-	1,626	-50%
Misc. Repairs	-	-	-	-	-	-	-	0%
Subtotal	5,202	6,043	10,702	8,883	10,702	-	9,073	-15%
<u>TIRZ Debt</u>								
Principal	65,000	95,000	95,000	-	95,000	-	125,000	32%
Interest	214,969	212,369	212,369	106,184	212,369	-	208,569	200%
Paying Agent	-	250	250	200	200	-	250	0%
Subtotal	279,969	307,619	307,619	106,384	307,569	-	333,819	9%
TOTALS	285,171	313,662	318,321	115,267	318,271	-	342,893	8%



APPENDICES:

APPENDIX A	City Charter-Financial Administration
APPENDIX B	FY2022-23 Budget Calendar
APPENDIX C	Authorized Positions
APPENDIX D	Classifications and Police Pay Plan
APPENDIX E	Holiday Schedule
APPENDIX F	City of Elgin Schedule of Fees
APPENDIX G	Ordinance Adopting the Budget
APPENDIX H	Ordinance Adopting the Tax Rate
APPENDIX I	Tax Rate Calculations Worksheet
APPENDIX J	Value Report to the Council
APPENDIX K	Excess Debt Collection Report



APPENDIX A

City Charter

Article VII. Financial Administration

Sec. 1, Fiscal Year

The fiscal year shall begin on October 1 each year and end on the following September 30. The fiscal year may be changed by the council by ordinance, provided that no change shall be until six (6) months after final passage of such ordinance, and that no more than one (1) change in the fiscal year be made in any period of three (3) calendar years. All funds collected by the city during any fiscal year, including both current and delinquent revenues, shall belong to such fiscal year and, except for funds derived to pay interest and create a sinking fund on the bonded indebtedness of the city, may be applied to the payment of expense incurred during such fiscal year, except as provided in this Charter. Any revenues uncollected at the end of any fiscal year, and any unencumbered funds on hand shall become resources of the next fiscal year

Sec. 2, Budget

The department heads of the city shall prepare annual departmental budget requests for the ensuing fiscal year as directed by the city manager and submit said requests to him for his review. It shall be the duty of the city manager to submit a balanced annual budget not later than forty-five (45) days prior to the end of the current fiscal year to the council for review, consideration, and revision, if desired. The council shall call a public hearing on the budget in accordance with the state laws. When recommended by the city manager and in the discretion of the city council the budget may contain a reasonable sum set aside as an unallocated reserve fund, to meet unexpected and unforeseen contingencies in current operating costs of any budget project. The budget shall be finally adopted not later than three (3) calendar days prior to the end of the fiscal year by the favorable votes of at least a majority of all members of the council. Should the council take no final action on or prior to such day on a proposed budget which has been timely and duly submitted by the city manager, the budget, as submitted, shall be deemed to have been adopted by the council. In the event the city manager fails to timely submit a proposed budget as provided herein, the council may cause the same to be prepared by someone else and may consider and adopt the same.

APPENDIX B

Memorandum

Date: July 25, 2022
To: Mayor and City Council
Department Heads
Subject: Calendar for Adoption of
FY2022-23 Annual Operating Budget
and 2022 Five-Year Capital Plan



Due to certain unforeseen circumstances, amendments to the anticipated schedule for development and formal adoption of the *2022 Five-Year Capital Plan* and the *FY2022-23 Annual Operating Budget* for the City of Elgin have been necessitated:

APRIL

- ✓ **Wednesday, April 28, 2022**.....Briefing of departmental staff by Director of Finance on the budget development process.

MAY

- ✓ **Monday, May 16, 2022**.....Deadline for submission of departmental requests for inclusion in the Proposed *2022 Five-Year Capital Plan (5YRCP)*

Monday, May 16 through

Friday, May 27, 2022.....Review and consideration of departmental 5YRCP requests by City Manager, Director of Finance, and applicable Department Heads (as needed)

- ✓ **Friday, May 27, 2022**..... Deadline for submission of departmental requests for funding **program changes** within the Proposed *FY2022-23 Annual Operating Budget*

JUNE

- ✓ **Tuesday, June 7, 2022**.....**Presentation of Proposed 2022 Five-Year Capital Plan to Mayor and City Council by City Manager**
(Regular Council Meeting)

- ✓ **Tuesday, June 22, 2022**.....City Council 5YRCP Review/ Work Session (*tentative**)

Monday, June 6 through

Friday, July 8, 2022.....Review and consideration of program change requests and straight-line budget projections by City Manager, Director of Finance, and applicable Department Heads (as needed)

JULY

- ✓ **Tuesday, July 5, 2022**..... Public Hearing on Proposed *2022 Five Year Capital Plan*
(Scheduled Council Meeting)

AUGUST

Tuesday, August 2, 2022..... Resolution formally adopting the *2022 Five Year Capital Plan*
(Regular Council Meeting)Set dates for public hearings on tax rate.

Friday, August 5, 2022.....Publish Effective Property Tax Rate & Rollback Calculation

Tuesday, August 16, 2022.....**Presentation of Proposed FY2022-23 Annual Operating Budget to Mayor & City Council by City Manager**
(Regular Council Meeting)

Monday, August 22, 2022.....Publish General Budget Summary
....Publish Notice of 1st Public Hearing on Tax Rate and Budget

Tuesday, August 23, 2022..... Council Budget Review/ Work Session (*tentative**)

SEPTEMBER

Tuesday, September 6, 2022.....First Public Hearing on Proposed Tax Rate and Budget
(Regular Council Meeting)**First Reading** of Appropriations Ordinance Adopting
FY2022-23 Annual Operating Budget and Tax Rate

Tuesday, September 13, 2022.....Council Budget Review/ Work Session (*tentative**)

Tuesday, September 20, 2022.....**Second Reading and Final Adoption** of Appropriations
(Scheduled Council Meeting) Ordinance and Tax Rate Ordinance for FY 2022-23

Tuesday, September 27, 2022.....Deadline established by City Charter for final adoption of
FY2022-23 Annual Operating Budget
("The budget shall be finally adopted not later than
three {3} calendar days prior to the end of the fiscal
year")

OCTOBER

Saturday October 1, 2022..... Beginning of FY2022-23 Fiscal Year

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



Thomas L. Mattis
City Manager

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

APPENDIX C

Full Time Equivalent Authorized Positions by Funding Source

GENERAL FUND

Executive

112 - City Manager	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
City Manager	1	1	1	1.00	1.00	1.00
City Secretary	1	1	1	1.00	1.00	1.00
Records Clerk (NEW)	0	0	1	0.00	0.00	1.00
Total	2	2	3	2.00	2.00	3.00

FY 2022-23 proposes the addition of a Records Clerk position to assist with open records requests and records management.

113 - Human Resources	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
HR Director	1	1	1	1.00	1.00	1.00
HR Specialist/Generalist	0	1	1	0.00	1.00	1.00
HR Assistant	1	1	1	1.00	1.00	1.00
Total	2	3	3	2.00	3.00	3.00

Financial Services

114 - Finance and Accounting	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Director of Finance	1	1	1	1.00	1.00	1.00
Accounting Manager/Finance Analyst	1	1	0	1.00	1.00	0.00
Budget and Grants Analyst	0	1	1	0.00	1.00	1.00
Accounting Specialist/Technician	0	1	2	0.00	1.00	2.00
AP Clerk (New)	1	0	1	1.00	0.00	1.00
Total	3	4	5	3.00	4.00	5.00

The City has reevaluated the needs in this department to ensure we have ample support in the needed areas. This process includes title changes and adding an additional clerk.

118 - Municipal Court	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Supervisory Court Clerk	1	1	1	1.00	1.00	1.00
Deputy Court Clerk	2	2	2	2.00	2.00	2.00
Total	3	3	3	3.00	3.00	3.00

Development Services

121 - Planning and Zoning	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Director - Development Services	1	1	1	1.00	1.00	1.00
Planning Technician	1	1	1	1.00	1.00	1.00
Total	2	2	2	2.00	2.00	2.00

122 - Building & Inspections	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Building Official	1	1	1	1.00	1.00	1.00
Building Inspector	0	2	2	0.00	2.00	2.00
Permit Clerk/Technician	1	2	2	1.00	2.00	2.00
Total	2	5	5	2.00	5.00	5.00

125 - Code Enforcement	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications <i>(position titles determined by TDLR)</i>	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Sr. Code Enforcement Officer	1	1	1	1.00	1.00	1.00
Code Enforcement Officer/Official	1	1	1	1.00	1.00	1.00
Total	2	2	2	2.00	2.00	2.00

Community Services

131 - CS Administration	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Director - Community Services	1	1	1	1.00	1.00	1.00
Mainstreet Manager	0	1	1	0.00	1.00	1.00
Media Specialist (PIO)	0	1	1	0.00	1.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	2	4	4	2.00	4.00	4.00

132 - Library	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Librarian/Library Director	1	1	1	1.00	1.00	1.00
Assistant Library Director	1	1	1	1.00	1.00	1.00
Youth Services Specialist	1	1	1	1.00	1.00	1.00
Youth Services Assistant (New)	0	0	1	0.00	0.00	1.00
Circulation Clerk - Full Time	1	1	1	1.00	1.00	1.00
Circulation Clerk - Part Time (2 New)	2	2	4	1.00	1.00	2.00
Technical Svs.Clerk - Part Time (New)	0	0	1	0.00	0.00	0.50
Total	6	6	10	5.00	5.00	7.50

FY 2022-23 proposes adding 3 part time positions and 1 full time assistant to help with children's programming. These changes would result in adding 4 additional staff members to the team, for a total of 5 full time positions and 5 part time positions.

135 - Recreation Programs	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Recreation Program Manager	1	1	1	1.00	1.00	1.00
Recreation Center Coordinator (New)	0	0	1	0.00	0.00	1.00
Administrative Program Asst. Full Time	1	1	1	1.00	1.00	1.00
Front Desk Rec Staff - Full Time (New)	0	0	2	0.00	0.00	2.00
Program Assistant - Part Time	0	2	2	0.00	1.00	1.00
Front Desk Rec Staff - Part Time	12	10	10	6.00	5.00	5.00
Total	14	14	17	8.00	8.00	11.00

The recreation center proposes adding additional staff to allow for additional programming and extended operating hours to better accommodate commuters, teens and young adults.

136 - Swimming Pool	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications (Seasonal Staff)	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Pool Supervisor	0	0	1	0.00	0.00	0.50
Lifeguards	11	20	20	5.50	10.00	10.00
Pool Staff	1	4	3	0.50	2.00	1.50
Total	15	24	24	6.00	12.00	12.00

Public Safety

211 - Police Administration	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Chief of Police	1	1	1	1.00	1.00	1.00
Commander	2	2	2	2.00	2.00	2.00
Administrative Assistant	2	3	3	2.00	3.00	3.00
Animal Control Officer (New)	1	1	2	1.00	1.00	2.00
Total	6	7	8	6.00	7.00	8.00

An additional Animal Control Officer (ACO) is being requested due to an increased demand for ACO services in the new subdivisions. With the additional position, ACOs will work different hours in an effort to maximize coverage in Elgin.

212 - Patrol	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Sergeant	4	5	5	4.00	5.00	5.00
Corporal	0	4	4	0.00	4.00	4.00
Officer (4 New)	14	10	14	14.00	10.00	14.00
Cadet Officer	0	4	4	0.00	4.00	4.00
Total	18	23	27	18.00	23.00	27.00

EPD is requesting 4 additional patrol officers to manage the increase in call load resulting from population growth.

214 - Criminal Investigations	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Sergeant	1	1	1	1.00	1.00	1.00
Corporal/Detective	4	5	5	4.00	5.00	5.00
Total	5	6	6	5.00	6.00	6.00

Public Works

311 - Administration	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Director - Public Works	1	1	1	1.00	1.00	1.00
Construction Manager	0	0	1	0.00	0.00	1.00
Administrative Assistant	1	1	1	1.00	1.00	1.00
Total	2	2	3	2.00	2.00	3.00

FY 2022-23 proposes organizational changes within the Public Works Department. These changes are described below each division.

314 - Streets	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Superintendent	1	1	0	1.00	1.00	0.00
Foreman	1	1	1	1.00	1.00	1.00
Equipment Operator	3	3	3	3.00	3.00	3.00
Laborer	4	4	1	4.00	4.00	1.00
Total	9	9	5	9.00	9.00	5.00

FY 2022-23 proposes a reclass of the Streets Superintendent to a Construction Manager and transferring ROW mowers to the Grounds Maintenance Division. The Streets Division will maintain 1 laborer for to assist in street maintenance and clean up.

317 - Grounds Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21	2021-22	2022-23	2020-21	2021-22	2022-23
	Amended	Amended	Proposed	Amended	Amended	Proposed
Superintendent	1	1	1	1.00	1.00	1.00
Laborer	4	6	10	4.00	6.00	10.00
Total	5	7	11	5.00	7.00	11.00

The increase of 4 laborers is a result of transferring the ROW mowers.

UTILITY FUND

Public Works

712 - Water Treatment Plant	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Chief Plant Operator	1	1	1	1.00	1.00	1.00
Plant Operator I/II (New)	2	2	3	2.00	2.00	3.00
Total	3	3	4	3.00	3.00	4.00

FY 2022-23 proposes adding a plant operator to ensure a succession plan is in place with properly trained personnel.

722 - Wastewater Plant	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Chief Plant Operator	1	1	1	1.00	1.00	1.00
Plant Operator I/II	2	2	2	2.00	2.00	2.00
Lab Technician (New)	0	0	1	0.00	0.00	1.00
Total	3	3	4	3.00	3.00	4.00

FY 2022-23 proposes a Lab Technician position to fulfill the mandated reporting requirements of TCEQ.

730 - Utility Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Foreman	1	1	1	1.00	1.00	1.00
Equipment Operator	2	2	2	2.00	2.00	2.00
Laborer	3	5	5	3.00	5.00	5.00
Total	6	8	8	6	8	8.00

Financial Services

702 - Utility Billing	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Customer Service Manager	1	1	1	1.00	1.00	1.00
UB Clerk I/II	2	3	3	2.00	3.00	3.00
Meter Services Supervisor	1	1	1	1.00	1.00	1.00
Meter Reader	1	2	2	1.00	2.00	2.00
Total	5	7	7	5.00	7.00	7.00

INTERNAL SERVICES FUND

This page is organized by line of supervision

Executive

771 - Information Technology	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
IT Administrator	0	1	1	0.00	1.00	1.00
Total	0	1	1	0.00	1.00	1.00

FY 2020-21 added this position based on needs and with the anticipation of reducing the overall costs to the City. There was a delay in the hiring of this position based on office space available.

Public Works/Internal Services Division

770 - Administration	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Superintendent	0	1	1	0.00	1.00	1.00
Administrative Assistant	0	1	1	0.00	1.00	1.00
Total	0	2	2	0.00	2.00	2.00

773 - Building Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Maintenance Technician	1	1	2	1.00	1.00	2.00
Custodian	2	3	3	2.00	3.00	3.00
Total	3	4	5	3.00	4.00	5.00

777 - Equipment Maintenance	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Maintenance Technician (New)	0	0	1	0.00	0.00	1.00
Total	0	0	1	0.00	0.00	1.00

FY 2022-23 proposes adding an equipment maintenance tech to move preventive maintenance in house and work towards reducing costs and delays due to service backlogs.

EDC FUND

Economic Development Corp

910 - EDC	Number of Employees			Full Time Equivalent Positions		
Authorized Classifications	2020-21 Amended	2021-22 Amended	2022-23 Proposed	2020-21 Amended	2021-22 Amended	2022-23 Proposed
Executive Director	1	1	1	1.00	1.00	1.00
Project Manager	1	1	1	1.00	1.00	1.00
Total	2	2	2	2.00	2.00	2.00

Authorized Position Summary

<i>Positions by fund</i>	2020-21	2021-22	2022-23
GENERAL FUND	97	124	140
UTILITY FUND	17	21	23
INTERNAL SERVICES FUND	4	6	7
EDC FUND	2	2	2
TOTAL	120	153	172

<i>Positions by Department</i>	2020-21	2021-22	2022-23
City Manager	2	2	3
Human Resources	2	3	3
Information Technology	0	1	1
Finance/Accounting	3	4	5
Municipal Court	3	3	3
Utility Billing	5	7	7
Development Services	3	7	7
Code Enforcement	2	2	2
Community Services	4	4	4
Library	6	6	10
Recreation	14	14	17
Swimming Pool	12	24	24
Public Safety	6	7	8
Patrol	18	23	27
CID	5	6	6
Public Works	2	2	3
Grounds Maintenance	5	7	11
Streets Maintenance	10	9	5
Utility Maintenance	6	8	8
Water Treatment Plant	3	3	4
Wastewater Plant	3	3	4
Facilities and Equipment	4	6	8
EDC	2	2	2

APPENDIX D

Classification Plan			
Schedule	Group	Classification	Position Title
A	1	H/Non-Exempt	Lifeguard
A	1	H/Non-Exempt	Recreation Center Assistant (PT)
A	1	H/Non-Exempt	Custodian
A	1	H/Non-Exempt	Laborer (Grounds and Streets)
A	1	H/Non-Exempt	Laborer (Utilities)
A	1	H/Non-Exempt	Recreation Center Assistant (Full Time)
A	2	H/Non-Exempt	Meter Services Technician
A	2	H/Non-Exempt	Maintenance Technician I
A	2	H/Non-Exempt	Laborer II (Grounds and Streets)
A	2	H/Non-Exempt	Laborer II (Utilities)
A	2	H/Non-Exempt	Code Enforcement Technician
A	3	H/Non-Exempt	Animal Control Officer
A	3	H/Non-Exempt	Maintenance Technician II
A	3	H/Non-Exempt	Equipment Operator/Laborer III
A	3	H/Non-Exempt	Plant Operator I
		H/Non-Exempt	Lab Technician
A	4	H/Non-Exempt	Plant Operator II
A	4	H/Non-Exempt	Meter Services Supervisor
A	4	H/Non-Exempt	Code Enforcement Officer/Senior
A	4	H/Non-Exempt	Building Inspector
A	4	H/Non-Exempt	Foreman (Utilities and Streets)
A	5	H/Non-Exempt	Plant Operator III (Chief)
A	5	H/Non-Exempt	Superintendent - Buildings/Equip
A	5	H/Non-Exempt	Superintendent - Grounds
A	6	S/Non-Exempt	Recreation Program Assistant
A	6	S/Non-Exempt	Library Circulation Clerk
A	6	S/Non-Exempt	Administrative Assistant I
A	6	S/Non-Exempt	Youth Library Services Assistant
A	6	S/Non-Exempt	UB Clerk I
A	6	S/Non-Exempt	Deputy Court Clerk I
A	6	S/Non-Exempt	Administrative Assistant II
A	6	S/Non-Exempt	Deputy Court Clerk II
A	6	S/Non-Exempt	Accounting Clerk
A	7	S/Non-Exempt	Youth Library Services Specialist
A	7	S/Non-Exempt	Accounting Technician/Specialist
A	7	S/Non-Exempt	UB Clerk II
A	7	S/Non-Exempt	Permit Clerk

A	8	S/Non-Exempt	Administrative Assistant III
A	8	S/Non-Exempt	HR Assistant
A	8	S/Non-Exempt	Permit Technician
A	8	S/Non-Exempt	Records Clerk
A	9	S/Non-Exempt	Planning Technician
A	9	S/Non-Exempt	HR Generalist/Specialist
A	9	S/Non-Exempt	Assistant City Secretary
A	9	S/Non-Exempt	Deputy Court Clerk III
A	9	S/Non-Exempt	Administrative Assistant IV
A	9	S/Non-Exempt	Media Specialist
B	10	S/Exempt	Main Street Manager
B	10	S/Exempt	Assistant Library Director
B	10	S/Exempt	EDC Project Manager
B	10	S/Exempt	City Planner
B	11	S/Exempt	IT Administrator/Coordinator
B	11	S/Exempt	Supervisory Court Clerk
B	11	S/Exempt	Customer Services Manager
B	11	S/Exempt	Recreation Program Services Mgr
B	11	S/Exempt	Budget/Grant Analyst
B	12	S/Exempt	Building Official
B	12	S/Exempt	Library Director/Librarian
B	12	S/Exempt	Code Enforcement Manager
B	12	S/Exempt	Construction Manager
B	13	S/Exempt	Community Services Director
B	13	S/Exempt	Development Services Director
B	13	S/Exempt	City Secretary
B	14	S/Exempt	Director of Public Works
B	14	S/Exempt	Human Resources Director
B	14	S/Exempt	EDC Director
B	15	S/Exempt	Police Chief
B	15	S/Exempt	Finance Director
B	15	S/Exempt	Assistant City Manager



Effective 10/01/2022

Law Enforcement Pay Scale 2023

Police officer pay is outlined in the charts below. Salary figures reflect base pay hourly rates and do not include overtime which officers are eligible for after graduating and completing required Field Training period as established by Elgin Police Department.

	Police Academy	Completion of Academy PPO	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Cadet	\$23.03	\$25.33												
<i>Sponsored by EPD</i>														
Officer			\$26.60	\$27.40	\$28.22	\$29.07	\$29.94	\$30.84	\$31.76	\$32.71	\$33.70	\$34.71	\$35.75	\$36.82
<i>84 hr pay period</i>			\$58,093.64	\$59,836.44	\$61,631.54	\$63,480.48	\$65,384.90	\$67,346.45	\$69,366.84	\$71,447.84	\$73,591.28	\$75,799.02	\$78,072.99	\$80,415.18
Corporal*					\$31.44	\$32.38	\$33.35	\$34.36	\$35.39	\$36.45	\$37.54	\$38.67	\$39.83	\$41.02
Sergeant*														
							\$35.94	\$37.02	\$38.13	\$39.27	\$40.45	\$41.66	\$42.91	\$44.20
Commander									\$41.20	\$42.44	\$43.71	\$45.02	\$46.37	\$47.76

Annual step progression is awarded after the completion of a service year in the assigned rank and is calculated as of October 1st of every year and based on the time from the most recent appointment in that rank. Step progressions may be delayed if eligibility requirements are not met and maintained.

*Employees will receive step progression in the pay period that coincides with the start of each fiscal year, following completion of full service year in assigned rank and step if the following criteria are met:

Employee is not under investigation for any policy violation;

Employee has not received a written reprimand at any time during the preceeding 180 days of service year completion; and

Employee was not suspended for more than two (2) scheduled workdays during the previous 12 months.

**If an employee has ever been disciplined for policy violations related to insubordination, dishonesty, neglect of duty or any subversive act that interfered with the good working order of the department, any future step progressions may be delayed indefinitely at the discretion of the Chief of Police.*

Note: any delayed step increases as a result of discipline will not be made retroactive.

* Internal/External Lateral Transfers

The City of Elgin recognizes experience and allows police applicants to enter our pay plan based on continuous service for paid law enforcement for Patrol Officers. Lateral transfers must be approved by the Chief of Police. Prior sworn, full time paid law enforcement will be accepted and calculated for placement as:

Must have a minimum of two (2) consecutive years of full time paid service as a commissioned peace officer

less than 2 years = step 1

2-3 years prior service = step 2

4-5 years prior service = step 3

5-6 years prior service = step 4

7+ years prior service = step 5



APPENDIX E

FY 2022 – 2023 Holiday Schedule

Monday	October 10, 2022	Columbus Day
Friday	November 11, 2022	Veteran's Day
Wednesday	November 23, 2022	Pre-Thanksgiving Day (<i>offices will close at noon</i>)
Thursday	November 24, 2022	Thanksgiving Day
Friday	November 25, 2022	Black Friday
Thursday	December 22, 2022	Pre-Christmas (<i>offices will close at noon</i>)
Friday	December 23, 2022	Christmas Eve, <i>observed</i>
Monday	December 26, 2022	Christmas Day, <i>observed</i>
Monday	January 2, 2023	New Year's Day <i>observed</i>
Monday	January 16, 2023	MLK Day
Monday	February 20, 2023	President's Day
Friday	April 7, 2023	Good Friday
Monday	May 29, 2023	Memorial Day
Monday	June 19, 2023	Emancipation Day
Tuesday	July 4, 2023	Independence Day
Monday	September 4, 2023	Labor Day

APPENDIX F

Sect.	Category	Effective Date
A	General Administration	On and after 10/1/2021
A.1	ROW Abandonment	County Fee + \$15.00 Admin. + \$4.00 each add'l page
A.2	Street / Alley Closing or	County Fee + \$15.00 Admin. + \$4.00 each add'l page
A.3	Public Info. Requests - Copying fees	See: TX Admin Code
A.4	Copy/Fax Fee's Non Pub Info Request	
A.4.1	10 Pages or less -	10¢ each
A.4.2	11-20 Pages -	\$2.50 + 10¢ each
A.4.3	>21 pages-	\$5.00 + 10¢ each
A.4.4	Two Sided Copies -	20¢ each
A.4.5	Postage and Shipping	Actual Costs
A.4.6	Out going Faxes-	\$1.50 Cover sheet/first page, \$2.00 each additional page
A.4.7	In-coming Faxes -	\$.50 each page
A.5	Film Production Fees	
A.5.1	Application Fee	\$200.00*
A.5.2	Total Disruptive use public bldg or ROW	\$500 per day
A.5.3	Partial use of public bldg or ROW	\$250 per day
A.5.4	Total closure street or parking	\$50 per block per day
A.5.5	Partial use of public bldg or ROW	\$25 per block per day
A.5.6	Use of city parking lots, or streets for parking film trailers, buses, etc.	\$100 minimum per lot or block per day
A.5.7	Disruption of access by customers to work site.	Minimum \$500 per day
A.5.8	Barricade rental	\$5.00 per barricade \$50.00 minimum
* Film Production application fee waived for student films		
A.6	Historic District Fees	
A.6.1	Application for Modification Permit	\$50.00
A.6.2	Sign Permit	See Section V.8
A.6.3	Temporary Banner Permit	\$25.00
A.7	Miscellaneous Financial Fees	
A.7.1	Insufficient Funds Check	\$30.00
A.7.2	Bank Draft Return Fee	\$30.00
A.7.3	Credit Card Fee for Amts. < \$300	\$3.00 per transaction
A.7.4	Credit Card Fee for Amts. > \$300	1% of the transaction amount
A.7.5	Internet Processing Fee	
A.8	Notary Fees	
A.8.1	Notary Fee	\$6.00 first signature \$1.00 ea additional signature
A.8.2	Certified copies	\$6.00 per certificate \$0.50 ea page
A.8.3	Jurats	\$6.00 per signature including oath or affirmation
Sect.	Category	Effective Date
B	Elgin Library	On and after 10/1/2021
B.2	Elgin Library-	
B.2.1	Fines	\$0.10 per day past due date
B.2.2	Library Card (Residents)	\$0.00
B.2.3	Library Card (Non-Residents)	\$15.00
B.2.4	Library Card Replacement	\$1.00
B.2.5	Book Damage	Assessed by Librarian
B.2.6	Lost Book	Replacement Cost plus \$5.00.
B.2.7	Inter Library Loan	TSLAC. Rates
B.3	Elgin Library- Printing and copies	
B.3.1	Prints - Black and White	\$0.20 each page
B.3.2	Copies	\$0.20 (B/W only each page
Sect.	Category	Effective Date
C	Park and Recreation Fees	On and after 10/1/2021
C.1	Annual All-Purpose Memberships- Admission and Use of Recreation Facilities (Resident)	
C.1.1	Family *	\$300.00
C.1.2	Couple (2 people >17 years of age)	\$240.00
C.1.3	Individual Adult	\$180.00
C.1.4	Individual Senior (65+)	\$120.00
C.1.5	Individual Youth ,(< 18 years of age)	\$120.00
C.2	Annual All-Purpose Memberships- Non-resident	Add \$100.00 to each item C1.1 - C1.5 above.
C.3	Monthly All-Purpose Memberships- Resident	
C.3.1	Family *	\$30.00
C.3.2	Couple (2 people >17 years of age)	\$25.00
C.3.3	Individual Adult	\$20.00
C.3.4	Individual Senior (65+)	\$15.00

C.3.5	Individual Youth, (< 18 years of age)	\$15.00
C.4	Monthly All-Purpose Memberships- Non-resident	
C.4.1	Family *	\$45.00
C.4.2	Couple (2 people >17 years of age)	\$40.00
C.4.3	Individual Adult	\$30.00
C.4.4	Individual Senior (65+)	\$25.00
C.4.5	Individual Youth, (< 18 years of age)	\$25.00

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

C.5	Daily Memberships-	
C.5.1	All Ages	\$5.00

C.6	Fees for Special Events	
C.6.1	Participant fees	Posted amounts not to exceed \$20.00 per person
C.6.2	Materials use fees	Posted amounts not to exceed \$20.00 per person

C.6	Sports Venue Rental/Use Fees	
C.6.1	Swimming Pool Use	
C.6.1.1	Admission Fee (Per Person)	\$2.00
C.6.1.2	Individual Season Pass	Free with Rec Membership
C.6.1.3	Water Aerobics Classes *	\$2.00/ class

* (Not included with Recreation Membership)

C	Park and Recreation Fees (Cont.)	On and after 10/1/2021
C.6	Sports Venue Rental/Use Fees (Cont.)	
C.6.2	Softball Field Rental	\$8.00/ Hour per field
C.6.3	Volleyball Court Rental	\$5.00/ Hour per field
C.6.4	Basketball Court Rental	\$5.00/ Hour per field
C.6.5	Tennis Court Rental	\$5.00/ Hour per field
C.6.6	Soccer Field Rental	\$5.00/ Hour per field
C.6.7	Picnic Table Rental	\$5.00/ per table per day

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

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

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

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

C.9	Recreation Building Rental	
C.9.1	Recreation Center Building	
C.9.1.1	Rental of Gym without Carpet	\$100.00 / hour + \$500.00 Refundable Deposit
C.9.1.2	Rental of Gym with Carpet	\$300.00 / hour + \$500.00 Refundable Deposit
C.9.1.3	Rental of Studio (Rec Center)	\$30.00 / hour + \$100.00 Refundable Deposit
C.9.1.4	Rental of Kitchen (Rec Center)	\$150.00 / hour + \$500.00 Refundable Deposit

C.9.2	Fleming Center	
C.9.2.1	Fleming Center Grand Hall Rental	\$30.00 / hour + \$100.00 Refundable Deposit
C.9.2.2	Fleming Center Studio Rental	\$20.00 / hour + \$100.00 Refundable Deposit
C.9.2.3	Fleming Center Meeting Room Rental	\$20.00 / hour + \$100.00 Refundable Deposit

Sect.	Category	Effective Date
D	Business License Fees	On and after 10/1/2021
D.1	New Mfg. Home Park Permit	\$500.00
D.2	Alcoholic Beverage License and Permits	
D.2.1	Alcoholic Beverage License	50% of TABC Fee
D.2.2	Liquor Permits	50% of TABC Fees
D.2.3	Beer Licenses	50% of TABC Fees
D.3	Solicitor's Permits	
D.3.1	30 Day Distributor Permit	\$25.00 / group
D.3.2	90 Day Peddler Permit	\$25.00 / each
D.3.3	30 Day Solicitor Permit	\$25.00 / each
D.3.4	14 Day Itinerant Vendor Permit	\$25.00 / each
D.3.5	30 Day Itinerant Vendor Permit	\$35.00 / each
D.3.6	90 Day Itinerant Vendor Permit	\$75.00 / each
D.3.7	180 Day Itinerant Vendor Permit	\$100.00 / each

Sect.	Category	Effective Date
E	Police Department Fees	On and after 10/1/2021
E.1	Police Operation Fees	
E.1.1	Printed Police Reports (CAD,Offense)	\$0.10 per page
E.1.2	CRASH Reports	\$6.00 per report
E.1.3	Audio-Photos	\$1.00 per CD (CD-RW)
E.1.4	In-Car Camera Video	\$3.00 per DVD
E.1.5	Body Worn Camera Footage	impoundment fee
E.1.6	Other Electronic Media (USB)	\$3.00 per DVD
E.1.7	Labor (Locating, compiling, reproduction)	\$15.00 per hour
E.1.8	EPD Escort Fees	\$45.00 per hr per Officer plus \$15.00 per vehicle
E.1.8	SRO Fees to EISD per Contract	SRO Fees to EISD per Contract
E.2	Animal Control Fees	
E.2.1	Animal Pickup/Impoundment Fee (Licensed)	\$15.00 per day
E.2.2	Animal Pickup/Impoundment Fee (Unlicensed)	\$35.00 per day
E.2.3	Dogs Running at Large (Licensed)	\$25.00
E.2.4	Dogs Running at Large (Unlicensed)	\$50.00
E.2.5	Keeping Wild Animals	\$100.00 fine 10 days to remove
E.2.6	Keeping Livestock	\$100.00 fine 30 days to remove
E.2.7	Livestock at large	\$50.00
E.2.8	Fowl/ at Poultry at Large	\$25.00
E.2.9	Livestock Impoundment:	
E.2.9.1	Large Animal (horse/cow)	\$100.00
E.2.9.2	Medium Animal (goat/sheep)	\$35.00
E.2.9.3	Fowl/Poultry	\$5/head
E.2.10	Animals Surrendered	\$15.00

Sect.	Category	Effective Date
F	Municipal Court Fees	On and after 10/1/2021
F.1	Dismissal Fee	\$10.00
F.2	Warrant for Arrest Fee	\$50.00

Sect.	Category	Effective Date
J	Utility Charges and Fees	On and after 10/1/2021
J.1	Reserved	

J.2	Application Fee and Deposits for Services	
J.2.1	App Fee Water Only	\$25.00
J.2.2	Residential Water 3/4" to 1" Meter	\$200.00
J.2.3	Irrigation accts.3/4" to 1" Meter	\$200.00
J.2.4	Irrigation accts. 1 1/2" Meter	\$250.00
J.2.5	Commercial 3/4" to 1" Meter	\$200.00
J.2.6	Commercial 1 1/2" Meter	\$250.00
J.2.7	Commercial 2" Meter	\$300.00
J.2.8	Commercial 3" Meter	\$400.00

J.2.9	Commercial 4" Meter	\$500.00
J.2.10	Commercial > 4" Meter	\$600.00
J.4	Miscellaneous Fees and Charges	
J.4.1	Transfer of Service Fee	\$20.00
J.4.2	Temporary Service Fee	\$50.00 Deposit for 5 days(<3K gal return \$20.00)
J.4.3	Bulk Water Volume Rate	6.02/1,000 gal.
J.4.4	Utility Service Late Fee	10% of balance owed on Utility Bill
J.4.6	Scheduled Disconnect / Reconnection Fee	\$75.00
J.4.7	After Hour Service	\$50.00
J.4.8	Broken Lock Fee	\$50.00
J.4.9	Meter Tampering Fee	\$100.00
J.4.10	Curb Stop Replacement Fee	\$60.00

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

Sect.	Category	Effective Date
K	Water Rates	On and after 10/1/2021
K.1	Monthly Base Rate by meter size (Incl. 0 - 2,000 gallons consumption) Inside City Limits	
K.1.1	3/4" Meter	\$45.00
K.1.2	1" Meter	\$66.50
K.1.3	1 1/2 " Meter	\$100.25
K.1.4	2" Meter	\$141.00
K.1.5	3" Meter	\$236.00
K.1.6	4" Meter	\$367.00
K.1.7	6" Meter or Equivalent	\$485.00

K.2	Monthly Base Rate by meter size (Incl. 0 - 2,000 gallons consumption) Outside City Limits	
K.2.1	3/4" Meter	\$65.00
K.2.2	1" Meter	\$97.25
K.2.3	1 1/2 " Meter	\$147.88
K.2.4	2" Meter	\$216.50
K.2.5	3" Meter	\$351.50
K.2.6	4" Meter	\$548.00
K.2.7	6" Meter or Equivalent	\$725.00

K	Water Rates (Cont.)	On and after 10/1/2021
K.3	Water Volume Rate (Use per 1,000 > 2,000 gallons per month) Inside City Limits	
K.3.1	Consumption 2,001 to 4,999 gal.	\$4.01 per 1,000 gallons
K.3.2	Consumption 5,000 to 8,999 gal.	\$4.07 per 1,000 gallons
K.3.3	Consumption 9,000 to 12,999 gal.	\$4.26 per 1,000 gallons
K.3.4	Consumption > 12,999 gal.	\$4.44 per 1,000 gallons

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

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

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

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

Sect.	Category	Effective Date
L	Wastewater Rates	On and after 10/1/2021

L.1	Application Fee	
L.1.1	Sewer Only	\$15.00
L.2	Monthly Base Rate (Incl. 0 - 2,000 gallons consumption)	
L.2.1	Residential/Commercial	\$35.00
L.3	Monthly Volume Rate	
L.3.1	Residential Volume Rate - > 2,000 gal. (Rate based on Winter average from Nov.to Feb.)	\$4.01 per 1,000 gal.
L.3.2	Commercial Volume Rate - > 2,000 gal. (No winter Average)	\$4.01 per 1,000 gal.
L.4	MUD Wastewater rates per 1,000 gallons used	
L.4.1	Travis Co. MUD # 14 Elm Creek	

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

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

Sect.	Category	Effective Date
Q	Solid Waste Collection/Disposal	On and after 10/1/2021
Q.1	Residential Rate- Once weekly curbside collection	
Q.1.1	1 Cart	\$22.46/month
Q.1.2	2 Carts	\$29.96/month
Q.1.3	3 Carts	\$33.95/month
Q.1.4	4 Carts	\$37.94/month
Q.1.5	Sr. Citizen (65 or older.)	\$15.80/month
Q.2	Commercial - Cart Service (Number of Carts and Frequency of Service)	
Q.2.1	1 cart x once weekly	\$30.10/month
Q.2.2	2 carts x once weekly	\$46.79/month
Q.2.3	3 carts x once weekly	\$63.74/month
Q.2.4	4 carts x once weekly	\$79.32/month
Q.2.5	1 cart x twice weekly	\$46.79/month
Q.2.6	2 carts x twice weekly	\$68.37/month
Q.2.7	3 carts x twice weekly	\$101.97/month
Q.3	Commercial- Dumpsters	
Q.3.1.1	2 Cu. Yard 1x Weekly	\$97.82/month
Q.3.1.2	2 Cu. Yard 2x Weekly	\$192.49/month
Q.3.1.3	2 Cu. Yard 3x Weekly	\$284.46/month
Q.3.1.4	2 Cu. Yard 4x Weekly	\$540.38/month
Q.3.1.5	2 Cu. Yard 5x Weekly	\$463.02/month
Q.3.2.1	3 Cu. Yard 1x Weekly	\$107.50/month
Q.3.2.2	3 Cu. Yard 2x Weekly	\$183.32/month
Q.3.2.3	3 Cu. Yard 3x Weekly	\$270.91/month
Q.3.2.4	3 Cu. Yard 4x Weekly	\$360.25/month
Q.3.2.5	3 Cu. Yard 5x Weekly	\$440.97/month
Q.3.3.1	4 Cu. Yard 1x Weekly	\$129.18/month
Q.3.3.2	4 Cu. Yard 2x Weekly	\$214.73/month
Q.3.3.3	4 Cu. Yard 3x Weekly	\$336.51/Month
Q.3.3.3	4 Cu. Yard 4x Weekly	\$444.51/month
Q.3.3.4	4 Cu. Yard 5x Weekly	\$553.43/month
Q.3.4.1	6 Cu. Yard 1x Weekly	\$164.66/month
Q.3.4.2	6 Cu. Yard 2x Weekly	\$287.90/month
Q.3.4.3	6 Cu. Yard 3x Weekly	\$419.73/month
Q.3.4.4	6 Cu. Yard 4x Weekly	\$551.55/month
Q.3.4.5	6 Cu. Yard 5x Weekly	\$707.07/month
Q.3.5.1	8 Cu. Yard 1x Weekly	\$188.90/month
Q.3.5.2	8 Cu. Yard 2x Weekly	\$341.53/month
Q.3.5.3	8 Cu. Yard 3x Weekly	\$514.75/month
Q.3.5.4	8 Cu. Yard 4x Weekly	\$658.84/month
Q.3.5.5	8 Cu. Yard 5x Weekly	\$837.74/month
Q.4	Commercial- Dumpsters Service Fees	
Q.4.1	Commercial Front End Load Delivery Fee	\$52.50
Q.4.2	Extra Lift Fee	\$126.00
Q.4.3	Extra Yardage Fee	\$36.75
Q.5	Trash Service Application Fee	
		\$10.00

Sect.	Category	Effective Date
V.	Development Services	On and after 10/1/2021
*All fees must be paid prior to permits being issued or item being scheduled for hearing, whichever is applicable.		
V.1	Fees common to other activities as referenced below. *	
V.1.1	Professional Recovery Fees (PRF)	115% of cost for consultant review.
V.1.2	Renoticing Fees For Items Requiring Public Hearing	
V.1.2.1	Newspaper Notice	125% of newspaper publishing costs
V.1.2.2	Fee per Notice sign	\$35.00
V.1.2.3	Fee per letter for 200' notice	\$7.00
V.1.3	Work without City Approval Penalty	
V.1.3.1	Subdivision Construction	\$1,500
V.1.3.2	Site Development	\$1,500
V.1.3.3	W/O Permit	Double Cost of Permit Fee or \$1,000, whichever is least
V.2	Zoning and Land Use *	
V.2.1	Annexation Petition	\$0.00
V.2.2	Annexation Development Agreement	\$0.00
V.2.3	Other Development Agreement	\$2,500.00 + PRF
V.2.4	Development Agreement Modification	\$1,250.00 + PRF
V.2.5	Comprehensive Plan Amendment	\$725.00 + PRF
V.2.6	Specific Use Permit	\$600.00 + PRF
V.2.7	Zoning Variance	\$600.00 + PRF
V.2.8	Special Exception	\$600.00 + PRF
V.2.9	Zoning Change - PDD Rezoning	
V.2.9.1	< 5 Acres	\$1,250 + PRF
V.2.9.2	5 Acres to 10 Acres	\$2,500 + PRF
V.2.9.3	> 10 Acres	\$5,000 + PRF
V.2.10	Zoning Change - Non PDD Rezoning	
V.2.10.1	< 3 Acres	\$600.00 + PRF
V.2.10.2	3 Acres to 10 Acres	\$1,000.00 + PRF
V.2.10.3	> 10 Acres	\$2,000.00 + PRF
V.2	Zoning and Land Use * (Cont.)	
V.2.11	PDD Zoning Modification	
V.2.11.1	< 5 Acres	\$625.00 + PRF
V.2.11.2	5 Acres to 10 Acres	\$1,250.00 + PRF
V.2.11.3	> 10 Acres	\$2,500.00 + PRF
V.2.12	Misc. Zoning Fees and Charges	
V.2.12.1	Special Purpose Dist. (i.e. MUD or PID)	\$20,000.00 + PRF
V.2.12.2	Appeals	\$500.00 + PRF
V.2.12.3	Zoning Verification Letter	\$65.00
V.	Development Services (Cont.)	On and after 10/1/2021
V.3	Plats *	
V.3.1	Concept Plan	\$1,000.00 + PRF
V.3.2	Preliminary Plat	\$50.00 per lot or \$1,000.00, whichever is greater + PRF
V.3.3	Preliminary Plat Amendment	\$50.00 per lot or \$600.00, whichever is greater + PRF
V.3.4	Final Plat	\$55.00 or \$850.00, whichever is greater + PRF
V.3.5	Short Form Plat	\$600.00 + PRF
V.3.6	Replat	\$55.00 per lot or \$850.00, whichever is greater + PRF
V.3.7	Plat Amendment	\$600.00 + PRF
V.3.8	Plat Vacation	\$600.00 + PRF
V.3.9	Subdivision Variance	\$600.00 + PRF
V.3.10	Appeal	\$600.00 + PRF
V.3.11	Parkland Fee	\$800.00 per residential lot
V.3.12	Tree removal or replacement	
V.3.12.1	Significant Tree Removal (8"-13" caliper)	\$50.00 per caliper inch
V.3.12.2	Significant Tree Removal (14"-19" caliper)	\$150.00 per caliper inch
V.3.12.3	Heritage Tree Removal (20" or more caliper)	\$300.00 per caliper inch
V.3.12.4	Payment-in-lieu fee for not replacing trees in V.3.12.1 - V.3.12.3	\$150.00 per caliper inch
V.4	Subdivision Construction Plans *	
V.4.1	New Subdivision Construction Plan	Greater of 3.5% of est. cost of infrastructure conveyed to City or \$5,000 + PRF
V.4.2	Revisions to Approved Subdivision Construction Plans	\$500 + PRF
V.4.3	Inspections	PRF
V.4.4	Sidewalk-In-Lieu Fee	Actual market value per City Engineer
V.5	Site Development Plans *	
V.5.1	New Site Development Plan Outside Historic Dist.	\$5,000.00 + PRF
V.5.2	New Site Development Plan Inside Historic Dist.	\$1,000.00 + PRF

V.5.3	Revisions to Approved Plans	\$500.00 + PRF
V.5.4	Parkland Fee	\$800.00 per dwelling unit
V.5.5	Inspections	PRF
V.5.6	Tree removal or replacement	
V.5.6.1	Significant Tree Removal (8"-13" caliper)	\$50.00 per caliper inch
V.5.6.2	Significant Tree Removal (14"-19" caliper)	\$150.00 per caliper inch
V.5.6.3	Heritage Tree Removal (20" or more caliper)	\$300.00 per caliper inch
V.5.6.4	Payment-in-lieu fee to replace trees in V.5.6.1 - V.5.6.3	\$150.00 per caliper inch
V.5.7	Sidewalk-In-Lieu Fee	Actual market value per City Engineer
V.	Development Services (Cont.)	On and after 10/1/2021
V.6	Building Permits *	
V.6.1	Residential Building Permits and Fees	
V.6.1.1	Trade Permits (electrician, mech., plumb., gas)	\$75.00
V.6.1.2	New Building Permit Fee	\$0.60 per sq. ft., maximum \$2,000 + PRF
V.6.1.3	Addition Building Permit Fee	\$0.60 per sq. ft., maximum \$2,000 + PRF
V.6.1.4	Industrialized Home	\$0.30 per sq. ft., maximum \$1,000 + PRF
V.6.1.5	HUD Manufactured Mobile Home	\$0.30 per sq. ft., maximum \$500 + PRF
V.6.1.6	1st and 2nd Subsequent Inspection not Demo	\$75.00 + PRF
V.6.1.7	1st and 2nd Subsequent Inspection Demo	\$0.00
V.6.1.8	3rd and Additional Subsequent Inspection Not Demo	\$100.00 + PRF
V.6.1.9	3rd and Additional Subsequent Inspection Demo	\$0.00
V.	Development Services (Cont.)	On and after 10/1/2021
V.6.2	Commercial Building Permits and Fees	
V.6.2.1	Trade Permits (electrician, mech., plumb., gas)	\$75.00
V.6.2.2	Multi-family Site Built New/Addition Building	\$0.40 per square ft., maximum \$3,000 + PRF
V.6.2.3	Site Built New Bldg. Permit Shell/Finish Out Together	\$0.70 per sq. ft. maximum \$7,000 + PRF
V.6.2.4	Site Built New Building Permit Shell Only	\$0.35 per sq. ft., maximum \$3,500 + PRF
V.6.2.5	Site Built New Building Permit Tenant Finish Out Only	\$0.35 per sq. ft., maximum \$3,500 + PRF
V.6.2.6	Site Built Addition Bldg. Permit Fee Shell & Finish Out Together Fee	\$0.70 per sq. ft., maximum \$7,000 + PRF
V.6.2.7	Site Built Addition Building Permit Shell Only	\$0.35 per sq. ft., maximum \$3,500 + PRF
V.6.2.8	Site Built Addition Bldg. Permit Tenant Finish Out Only	\$0.35 per sq. ft., maximum \$3,500 + PRF
V.6.2.9	Industrialized Building	\$0.35 per sq. ft., maximum \$3,500 + PRF
V.6.2.10	1st and 2nd Subsequent Inspection Not Demo	\$100.00 + PRF
V.6.2.11	1st and 2nd Subsequent Inspection Demo	\$0.00
V.6.2.12	3rd and Additional Subsequent Inspection Not Demo	\$125.00 + PRF
V.6.2.13	3rd and Additional Subsequent Inspection Demo	\$0.00
V.	Development Services (Cont.)	On and after 10/1/2021
V.6.3	Misc. Building Permits, Fees and Fines	
V.6.3.1	Demolition Permit	\$0.00
V.6.3.2	House or Structure Moving Fee	\$0.00
V.6.3.3	Patio/Deck Permit	\$200.00 + PRF
V.6.3.4	Flatwork (sidewalks, driveway, curb cut)	\$200.00 + PRF
V.6.3.5	Temporary Certificate of Occupancy	\$250.00 + PRF
V.6.3.6	Permanent Certificate of Occupancy	\$100.00 + PRF
V.6.3.7	Appeal	\$500.00 + PRF
V.6.3.8	Occupation of bldg. prior to CO issuance	\$200.00
V.6.3.9	Wireless Communications Facilities	\$150.00 + PRF
V.6.3.10	Modification of Postal Address by Owner	\$50.00
V.6.3.11	Building Permit Extension	one-half (1/2) of building permit fee
V.6.3.12	Sidewalk-in-lieu Fee	\$4.75 per square foot
V.6.3.13	Remodel	\$200.00 + PRF
V.6.3.14	Reroof	\$200.00 + PRF
V.6.3.15	Pool/Spa	\$150.00 + PRF
V.6.3.16	Accessory Building	\$75.00 + PRF
V.6.4	Building Code Variance	\$600.00 + PRF
Sect.	Category	Effective Date
V.	Comm. Development/Planning (Cont.)	On and after 10/01/2021
V.7	Fire Protection *	
V.7.1	Fire Plan Review - Fire Suppression/Alarm/Vent Hood	
V.7.1.1	Review	\$90.00 per hour, 1 hour minimum.
V.7.2	Fire Plan Review - Site Dev., Plat, and Subdivision Construction	
V.7.2.1	Review	\$90.00 per hour, 1 hour minimum.
V.7.3	Fire Plan Review - New Construction & Remodel	
V.7.3.1	First Review	\$115.00 per project + \$0.20 / SF
V.7.3.2	Subsequent Review	\$90.00 flat fee
V.7.4	Fire Plan Review - Shell Building	

V.7.4.1	First Review	\$75.00 per project + \$0.10 / SF
V.7.4.2	Subsiquent Review	\$90.00 flat fee
V.7.5	Fire Plan Review - Tenant Improvement / Finish Out	
V.7.5.1	First Review	\$85.00 per project + \$0.15 / SF
V.7.5.2	Subsiquent Review	\$65.00 flat fee
V.7.6	Fire Inspections	
V.7.6.1	First Inspection	\$115.00 per hour; \$75.00 each additional hour. 1 hour minimum
V.7.6.2	Subsiquent Inspection	\$100.00 per hour; \$70.00 each additional hour. 1 hour minimum
V.7.7	Fire Code Variance	\$600.00 +PRF
Sect.	Category	Effective Date
V.	Comm. Development/Planning (Cont.)	On and after 10/01/2021
V.8	Signage Fees *	
V.8.1	Signage Fees General	
V.8.1.1	Signage Master Plan Outside Historic Districts	\$300.00 + PRF
V.8.1.2	Signage Master Plan Within Historic Districts	\$100.00 + PRF
V.8.1.3	Signage Master Plan Modification Outside Historic Dist.	\$150.00 + PRF
V.8.1.4	Signage Master Plan Modification Within Historic Dist.	\$75.00 + PRF
V.8.1.5	Sign Variance Outside Historic Districts	\$600.00 + PRF
V.8.1.6	Sign Variance Within Historic Districts	\$300.00 + PRF
V.8.1.7	Awning Sign Fee Outside Historic Districts	\$75.00 + PRF
V.8.1.8	Awning Sign Fee Within Historic Districts	\$50.00 + PRF
V.8.1.9	Bulletin Board Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.10	Bulletin Board Sign Within Historic Districts	\$25.00 + PRF
V.8.1.11	Canopy Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.12	Canopy Sign Within Historic Districts	\$50.00 + PRF
V.8.1.13	New Changeable Copy Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.14	New Changeable Copy Sign Within Historic Districts	\$50.00 + PRF
V.8.1.15	Changeable Copy Sign Reface	\$50.00 + PRF
V.8.1.16	New Freestanding Sign Outside Historic Districts	\$5.50 sq. ft, maximum \$200.00 + PRF
V.8.1.17	Freestanding Sign Reface Outside Historic Districts	\$2.25 sq. ft, maximum \$50.00 + PRF
V.8.1.18	New Freestanding Sign Within Historic Districts	\$50.00 + PRF
V.8.1.19	Freestanding Sign Reface Within Historic Districts	\$25.00 + PRF
V.8.1.20	Painted Sign Outside Historic Districts	\$75.00 + PRF
V.8.1.21	Painted Sign Within Historic Districts	\$25.00 + PRF
V.8.1.22	Political Election Sign Outside Historic Districts	\$0.00
V.8.1.23	Political Election Sign Within Historic Districts	\$0.00
V.8.1.24	New Projecting Sign Outside Historic Districts	\$5.50 sq. ft, maximum \$200.00 + PRF
V.8.1.25	Projecting Sign Reface Outside Historic Districts	\$2.25 sq. ft, maximum \$50.00 + PRF
V.8.1.26	New Projecting Sign Within Historic Districts	\$50.00 + PRF
V.8.1.27	Projecting Sign Reface Within Historic Districts	\$25.00 + PRF
V.8	Signage Fees (Cont.) *	
V.8.1.28	Temp. Sign (i.e banner, sidewalk) Outside Historic Dist.	\$50.00
V.8.1.29	Temp. Sign (i.e banner, sidewalk) Within Historic Dist.	\$25.00
V.8.1.30	New Wall Sign Outside Historic Districts	\$5.50 sq. ft, maximum \$200.00, + PRF
V.8.1.31	Wall Sign Reface Outside Historic Districts	\$2.25 sq. ft, maximum \$50.00 + PRF
V.8.1.32	New Wall Sign Within Historic Districts	\$50.00 + PRF
V.8.1.33	Wall Sign Reface Within Historic Districts	\$25.00 + PRF
V.8.1.34	New Window Sign Outside Historic Districts	\$75.00
V.8.1.35	New Window Sign Within Historic Districts	\$25.00
V.8.2	Signage Inspection Fees	
V.8.2.1	Painted Signs Outside Historic District	\$25.00 + PRF
V.8.2.2	Painted Signs Inside Historic District	\$25.00 + PRF
V.8.2.3	Freestanding, Projecting, & Wall Signs Outside Historic District	\$75.00 + PRF
V.8.2.4	Freestanding, Projecting, & Wall Signs Inside Historic District	\$25.00 + PRF
V.8.2.5	Temporary Signs Outside Historic District	\$25.00
V.8.2.6	Temporary Signs Inside Historic District	\$0.00
V.8.2.7	All Other Permanent Signs Outside Historic District	\$50.00 + PRF
V.8.2.8	All Other Permanent Signs Inside Historic District	\$25.00 + PRF









2022 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

CITY OF ELGIN

(512) 281-2621

Taxing Unit Name

Phone (area code and number)

PO Box 591, Elgin, TX, 78621

www.elgintx.com

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2021 total taxable value. Enter the amount of 2021 taxable value on the 2021 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 775,283,958
2.	2021 tax ceilings. Counties, cities and junior college districts. Enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 0
3.	Preliminary 2021 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 775,283,958
4.	2021 total adopted tax rate.	\$ 0.589977/\$100
5.	2021 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value. A. Original 2021 ARB values: \$ 0 B. 2021 values resulting from final court decisions: - \$ 0 C. 2021 value loss. Subtract B from A. ³	\$ 0
6.	2021 taxable value subject to an appeal under Chapter 42, as of July 25. A. 2021 ARB certified value: \$ 0 B. 2021 disputed value: - \$ 0 C. 2021 undisputed value. Subtract B from A. ⁴	\$ 0
7.	2021 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 0

¹ Tex. Tax Code § 26.012(14)² Tex. Tax Code § 26.012(14)³ Tex. Tax Code § 26.012(13)⁴ Tex. Tax Code § 26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2021 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 775,283,958
9.	2021 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2021. Enter the 2021 value of property in deannexed territory. ⁵	\$ 0
10.	2021 taxable value lost because property first qualified for an exemption in 2022. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2022 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2021 market value: \$ 848,709 B. Partial exemptions. 2022 exemption amount or 2022 percentage exemption times 2021 value: + \$ 668,161 C. Value loss. Add A and B. ⁶	\$ 1,516,870
11.	2021 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2022. Use only properties that qualified in 2022 for the first time; do not use properties that qualified in 2021. A. 2021 market value: \$ 0 B. 2022 productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁷	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 1,516,870
13.	2021 captured value of property in a TIF. Enter the total value of 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2021 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 79,967,307
14.	2021 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 693,799,781
15.	Adjusted 2021 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 4,093,259
16.	Taxes refunded for years preceding tax year 2021. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2021. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. ⁹	\$ 3,454
17.	Adjusted 2021 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 4,096,713
18.	Total 2022 taxable value on the 2022 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ 1,003,384,917 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ 0 C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2022 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹² - \$ 119,949,363 E. Total 2022 value. Add A and B, then subtract C and D.	\$ 883,435,554

⁵ Tex. Tax Code § 26.012(15)⁶ Tex. Tax Code § 26.012(15)⁷ Tex. Tax Code § 26.012(15)⁸ Tex. Tax Code § 26.03(c)⁹ Tex. Tax Code § 26.012(13)¹⁰ Tex. Tax Code § 26.012(13)¹¹ Tex. Tax Code § 26.012, 26.04(c-2)¹² Tex. Tax Code § 26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. 2022 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ <u>53,251,604</u>
	B. 2022 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	+ \$ <u>0</u>
	C. Total value under protest or not certified. Add A and B.	\$ <u>53,251,604</u>
20.	2022 tax ceilings. Counties, cities and junior colleges enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>0</u>
21.	2022 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>936,687,158</u>
22.	Total 2022 taxable value of properties in territory annexed after Jan. 1, 2021. Include both real and personal property. Enter the 2022 value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total 2022 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2021. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2021 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2022. ¹⁹	\$ <u>104,403,928</u>
24.	Total adjustments to the 2022 taxable value. Add Lines 22 and 23.	\$ <u>104,403,928</u>
25.	Adjusted 2022 taxable value. Subtract Line 24 from Line 21.	\$ <u>832,283,230</u>
26.	2022 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>0.492225</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2022 county NNR tax rate. ²¹	\$ <u>0.000000</u> /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2021 M&O tax rate. Enter the 2021 M&O tax rate.	\$ <u>0.404063</u> /\$100
29.	2021 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>775,283,958</u>

¹³ Tex. Tax Code § 26.01(c) and (d)

¹⁴ Tex. Tax Code § 26.01(c)

¹⁵ Tex. Tax Code § 26.01(d)

¹⁶ Tex. Tax Code § 26.012(6)(B)

¹⁷ Tex. Tax Code § 26.012(6)

¹⁸ Tex. Tax Code § 26.012(17)

¹⁹ Tex. Tax Code § 26.012(17)

²⁰ Tex. Tax Code § 26.04(c)

²¹ Tex. Tax Code § 26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2021 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ <u>3,132,635</u>
31.	Adjusted 2021 levy for calculating NNR M&O rate. A. M&O taxes refunded for years preceding tax year 2021. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. + \$ <u>2,257</u> B. 2021 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2022 captured appraised value in Line 18D, enter 0. - \$ <u>25,458</u> C. 2021 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ <u>-180,000</u> D. 2021 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ <u>-203,201</u> E. Add Line 30 to 31D.	\$ <u>2,929,434</u>
32.	Adjusted 2022 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>832,283,230</u>
33.	2022 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ <u>0.351975</u> /\$100
34.	Rate adjustment for state criminal justice mandate.²³ A. 2022 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ <u>0</u> B. 2021 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100
35.	Rate adjustment for indigent health care expenditures.²⁴ A. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. \$ <u>0</u> B. 2021 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose. - \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100

²² [Reserved for expansion]²³ Tex. Tax Code § 26.044²⁴ Tex. Tax Code § 26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	Rate adjustment for county indigent defense compensation. ²⁵ A. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ <u>0</u> B. 2021 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose. \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ <u>0.000000</u> / \$100
37.	Rate adjustment for county hospital expenditures. ²⁶ A. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ <u>0</u> B. 2021 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021. \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> / \$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ <u>0.000000</u> / \$100
38.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information. A. Amount appropriated for public safety in 2021. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ <u>0</u> B. Expenditures for public safety in 2021. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ <u>0</u> C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ <u>0.000000</u> / \$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> / \$100
39.	Adjusted 2022 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ <u>0.351975</u> / \$100
40.	Adjustment for 2021 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2021 should complete this line. These entities will deduct the sales tax gain rate for 2022 in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2021, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ <u>0</u> B. Divide Line 40A by Line 32 and multiply by \$100 \$ <u>0.000000</u> / \$100 C. Add Line 40B to Line 39.	\$ <u>0.351975</u> / \$100
41.	2022 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ <u>0.364294</u> / \$100

²⁵ Tex. Tax Code § 26.0442²⁶ Tex. Tax Code § 26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	Disaster Line 41 (D41): 2022 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	\$ 0.000000/\$100
42.	Total 2022 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2022, verify if it meets the amended definition of debt before including it here. ²⁸ Enter debt amount \$ 1,750,000 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0 D. Subtract amount paid from other resources - \$ 0 E. Adjusted debt. Subtract B, C and D from A.	\$ 1,750,000
43.	Certified 2021 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 43,762
44.	Adjusted 2022 debt. Subtract Line 43 from Line 42E.	\$ 1,706,238
45.	2022 anticipated collection rate. A. Enter the 2022 anticipated collection rate certified by the collector. ³⁰ 101.00% B. Enter the 2021 actual collection rate. 102.00% C. Enter the 2020 actual collection rate. 101.00% D. Enter the 2019 actual collection rate. 102.00% E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹	101.00%
46.	2022 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 1,689,344
47.	2022 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 936,687,158
48.	2022 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.180353/\$100
49.	2022 voter-approval tax rate. Add Lines 41 and 48.	\$ 0.544647/\$100
D49.	Disaster Line 49 (D49): 2022 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ 0.000000/\$100

²⁷ Tex. Tax Code § 26.042(a)²⁸ Tex. Tax Code § 26.012(7)²⁹ Tex. Tax Code § 26.012(10) and 26.04(b)³⁰ Tex. Tax Code § 26.04(b)³¹ Tex. Tax Code §§ 26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2022 county voter-approval tax rate.	\$ <u>0.000000</u> /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes Not Applicable

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2021 or May 2022, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2021, enter 0.	\$ <u>0</u>
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2021 or in May 2022. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2021. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ <u>0</u>
53.	2022 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ <u>0.000000</u> /\$100
55.	2022 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0.000000</u> /\$100
56.	2022 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2021 or in May 2022. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2021.	\$ <u>0.000000</u> /\$100
57.	2022 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>0.000000</u> /\$100
58.	2022 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ <u>0.000000</u> /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

Not Applicable

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ <u>0</u>
60.	2022 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ <u>0.000000</u> /\$100
62.	2022 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ <u>0.000000</u> /\$100

³² Tex. Tax Code § 26.041(d)

³³ Tex. Tax Code § 26.041(f)

³⁴ Tex. Tax Code § 26.041(d)

³⁵ Tex. Tax Code § 26.04(c)

³⁶ Tex. Tax Code § 26.04(c)

³⁷ Tex. Tax Code § 26.045(d)

³⁸ Tex. Tax Code § 26.045(f)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	2021 unused increment rate. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. If the number is less than zero, enter zero.	\$ 0.000017 /\$100
64.	2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2021, enter zero.	\$ 0.000000 /\$100
65.	2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2021, enter zero.	\$ 0.000000 /\$100
66.	2022 unused increment rate. Add Lines 63, 64 and 65.	\$ 0.000017 /\$100
67.	2022 voter-approval tax rate, adjusted for unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.544664 /\$100

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2022 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.351975 /\$100
69.	2022 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 936,687,158
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.053379 /\$100
71.	2022 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.180353 /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ 0.585707 /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate**Not Applicable**

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

³⁹ Tex. Tax Code § 26.013(a)⁴⁰ Tex. Tax Code § 26.013(c)⁴¹ Tex. Tax Code §§ 26.0501(a) and (c)⁴² Tex. Local Gov't Code § 120.007(d), effective Jan. 1, 2023⁴³ Tex. Tax Code § 26.063(a)(1)⁴⁴ Tex. Tax Code § 26.012(8-a)⁴⁵ Tex. Tax Code § 26.063(a)(1)⁴⁶ Tex. Tax Code § 26.042(b)⁴⁷ Tex. Tax Code § 26.042(f)

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2021 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0.000000</u> /\$100
74.	Adjusted 2021 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2021 and the taxing unit calculated its 2021 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2021 worksheet due to a disaster, enter the 2021 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49. - or - If a disaster occurred prior to 2021 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2021, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2021 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2021 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2021 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ <u>0.000000</u> /\$100
75.	Increase in 2021 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ <u>0.000000</u> /\$100
76.	Adjusted 2021 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ <u>0</u>
78.	Adjusted 2022 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ <u>0.000000</u> /\$100
80.	2022 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ <u>0.000000</u> /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.492225 /\$100
As applicable, enter the 2022 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). Indicate the line number used: 26

Voter-approval tax rate. \$ 0.544664 /\$100
As applicable, enter the 2022 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
Indicate the line number used: 67

De minimis rate. \$ 0.585707 /\$100
If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.⁵⁰

print here → Ellen Owens
Printed Name of Taxing Unit Representative

sign here → 
Taxing Unit Representative

August 1, 2022
Date

⁴⁸ Tex. Tax Code §26.042(c)

⁴⁹ Tex. Tax Code §26.042(b)

⁵⁰ Tex. Tax Code §§ 26.04(c-2) and (d-2)

APPENDIX K
BASTROP COUNTY

Ellen Owens
Tax Assessor-Collector



P.O. Box 579 Bastrop, TX 78602
Phone (512) 581-7161
taxoffice@co.bastrop.tx.us

July 15, 2022

Charles Cunningham
City of Elgin

Enclosed for your information and use is the following which has been verified through our office collection records for period 7/1/2021 - 6/30/2022:

C01 Excess Debt Tax Collections for 2021	\$ 43,761.52
C01 M&O Tax Refunds for Years Preceding 2021	\$ 2,256.90
C01 I&S Tax Refunds for Years Preceding 2021	\$ 1,197.32
C01 TOTAL Tax Refunds for Years Preceding 2021	\$ 3,454.22
Anticipated Collection Rate for 2022	101%
C01 Actual Collection Rate as of 9/30/2021	102%
C01 Actual Collection Rate as of 9/30/2020	101%
C01 Actual Collection Rate as of 9/30/2019	102%

I hereby certify the above information is true and correct to the best of my knowledge.

A handwritten signature in blue ink, reading "Ellen Owens", is written over a horizontal line.

Ellen Owens
Bastrop County Tax Assessor/Collector



City of Elgin	June 30, 2022
Total original levy	\$3,681,205.86
Total collections	\$3,837,510.07
Total P&I	\$45,638.96
Travis Total original levy	\$740,443.94
Travis Total collections	\$740,263.10
Travis Total P&I	\$5,271.24

Anticipated Collection percentage	105%
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	September 30, 2021	September 30, 2020	September 30, 2019
Total current year Levy	\$3,567,229.44	\$3,425,926.78	\$3,178,814.38
Total Collections	\$3,605,027.35	\$3,395,547.62	\$3,184,722.06
Total P&I	\$46,916.78	\$36,771.33	\$56,805.01
Travis Total current year Levy	\$621,205.56	\$592,618.16	\$588,152.30
Total Collections	\$631,659.08	\$632,619.21	\$587,352.93
Total P&I	\$3,620.11	\$5,018.83	\$7,403.01

Actual Collections Percentage	102%	101%	102%
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Current year I&S levy	\$1,160,024.41
Travis Current year I&S levy	\$233,329.07
prior year certified percentage	102%
Actual I&S taxes & P&I collected	\$1,229,686.39
Travis Actual I&S taxes & P&I collected	\$235,295.68

Anticipated levy	\$ 1,421,220.55
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Excess Debt Collections	\$43,761.52
IF NEGATIVE NUMBER - NO EXCESS DEBT COLLECTIONS	

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01 (City Of Elgin)

IS

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	2,095.44	0.00	2,095.44	6.00	14.95	58.36	3.14	0.00	2,031.08
2003	0.00	501.16	0.00	501.16	0.00	0.00	0.00	0.00	0.00	501.16
2004	0.00	540.44	0.00	540.44	16.88	36.05	0.00	7.94	0.00	523.56
2005	0.00	496.44	0.00	496.44	89.60	186.15	0.00	41.37	0.00	406.84
2006	923,596.71	770.94	0.00	770.94	131.23	257.21	0.00	58.27	0.00	639.71
2007	995,565.53	1,033.67	0.00	1,033.67	205.02	377.23	0.00	87.34	0.00	828.65
2008	995,814.05	857.91	0.00	857.91	61.65	106.04	0.00	25.15	0.00	796.26
2009	1,054,845.47	1,222.65	0.00	1,222.65	268.80	430.08	0.00	104.83	0.00	953.85
2010	946,070.78	870.00	0.00	870.00	244.11	360.56	0.00	90.70	0.00	625.89
2011	713,341.55	1,613.43	0.00	1,613.43	188.76	256.14	659.69	66.74	0.00	764.98
2012	765,315.43	2,087.95	0.00	2,087.95	272.96	301.89	0.00	69.94	0.00	1,814.99
2013	1,091,619.67	2,562.14	0.00	2,562.14	365.44	402.76	0.00	115.21	0.00	2,196.70
2014	1,141,000.43	2,364.39	0.00	2,364.39	311.96	310.50	0.00	93.35	0.00	2,052.43
2015	1,090,659.75	2,620.11	0.00	2,620.11	476.54	402.13	0.00	131.80	0.00	2,143.57
2016	1,059,626.24	3,722.90	0.00	3,722.90	728.52	517.61	0.00	186.91	0.00	2,994.38
2017	1,005,252.26	5,614.77	0.00	5,614.77	1,143.00	680.77	0.00	273.57	0.00	4,471.77
2018	1,105,825.41	9,078.49	0.00	9,078.49	2,948.84	1,372.60	0.00	646.14	0.12	6,129.77
2019	1,191,851.29	15,532.92	-102.89	15,430.03	6,327.94	2,139.51	0.00	1,280.26	0.00	9,102.09
2020	1,235,778.62	39,398.68	-1,027.89	38,370.79	23,629.70	4,316.85	0.00	2,943.10	0.01	14,741.10
2021	1,160,024.41	0.00	1,206,127.39	1,206,127.39	1,172,825.31	3,711.06	-1,843.86	0.00	-0.03	35,145.91
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	1,160,024.41	0.00	1,206,127.39	1,206,127.39	1,172,825.31	3,711.06	-1,843.86	0.00	-0.03	35,145.91
Total Delinquent	15,316,163.19	92,984.43	-1,130.78	91,853.65	37,416.95	12,469.03	718.05	6,225.76	0.13	53,718.78
Rollbacks		3,264.04	380.07	3,644.11	3,264.04	0.00	0.00	0.00	0.00	380.07
Fee Type Total	16,476,187.60	96,248.47	1,205,376.68	1,301,625.15	1,213,506.30	16,180.09	-1,125.81	6,225.76	0.10	89,244.76

Combined Collections (Collections + P&I Collected) -- 1,229,686.39

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01 (City Of Elgin)

MO

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	1,894.02	0.00	1,894.02	5.57	13.87	54.13	2.91	0.00	1,834.32
2003	0.00	450.55	0.00	450.55	0.00	0.00	0.00	0.00	0.00	450.55
2004	0.00	532.94	0.00	532.94	16.64	35.55	0.00	7.83	0.00	516.30
2005	0.00	574.10	0.00	574.10	103.60	215.26	0.00	47.82	0.00	470.50
2006	1,126,672.99	940.43	0.00	940.43	160.08	313.76	0.00	71.08	0.00	780.35
2007	1,261,461.96	1,309.75	0.00	1,309.75	259.78	477.99	0.00	110.67	0.00	1,049.97
2008	1,158,187.12	997.80	0.00	997.80	71.71	123.35	0.00	29.26	0.00	926.09
2009	1,226,844.18	1,422.01	0.00	1,422.01	312.63	500.21	0.00	121.93	0.00	1,109.38
2010	1,382,719.00	1,271.58	0.00	1,271.58	355.79	527.00	0.00	132.57	0.00	914.79
2011	1,420,739.23	3,213.50	0.00	3,213.50	375.95	510.14	1,313.93	132.91	0.00	1,523.62
2012	1,530,630.55	4,175.92	0.00	4,175.92	545.94	603.83	0.00	139.88	0.00	3,629.98
2013	1,218,801.82	2,860.59	0.00	2,860.59	408.01	449.67	0.00	128.64	0.00	2,452.58
2014	1,301,728.07	2,697.43	0.00	2,697.43	355.92	354.23	0.00	105.51	0.00	2,341.51
2015	1,238,800.00	2,975.95	0.00	2,975.95	541.27	456.73	0.00	149.69	0.00	2,434.68
2016	1,533,218.31	5,386.80	0.00	5,386.80	1,054.16	748.96	0.00	270.45	0.00	4,332.64
2017	1,882,895.33	10,516.84	0.00	10,516.84	2,140.86	1,275.13	0.00	512.35	0.00	8,375.98
2018	2,071,274.64	17,004.52	0.00	17,004.52	5,523.33	2,570.79	0.00	1,210.41	0.23	11,481.42
2019	2,232,405.85	29,094.15	-192.72	28,901.43	11,852.67	4,007.07	0.00	2,398.30	0.00	17,048.76
2020	2,330,247.93	74,291.81	-1,938.27	72,353.54	44,557.05	8,140.01	0.00	5,549.53	0.02	27,796.51
2021	2,521,181.45	0.00	2,621,381.31	2,621,381.31	2,549,003.33	8,065.42	-4,007.42	0.00	-0.06	76,385.34
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	2,521,181.45	0.00	2,621,381.31	2,621,381.31	2,549,003.33	8,065.42	-4,007.42	0.00	-0.06	76,385.34
Total Delinquent	22,916,626.98	161,610.69	-2,130.99	159,479.70	68,641.96	21,323.55	1,368.06	11,122.74	0.25	89,469.93
Rollbacks		6,135.82	826.03	6,961.85	6,113.74	0.00	22.08	0.00	0.00	826.03
Fee Type Total	25,437,808.43	167,746.51	2,620,076.35	2,787,822.86	2,623,759.03	29,388.97	-2,617.28	11,122.74	0.19	166,681.30

Combined Collections (Collections + P&I Collected) - 2,653,148.00

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01 (City Of Elgin)

SA

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	2,027.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	2,088.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2010	2,715.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011	1,254.06	137.44	0.00	137.44	0.10	0.13	137.34	0.03	0.00	0.00
2012	2,656.10	141.19	0.00	141.19	1.19	1.46	0.00	0.40	0.00	140.00
2013	1,632.57	79.79	0.00	79.79	1.19	1.32	0.00	0.38	0.00	78.60
2014	1,258.52	50.48	0.00	50.48	0.94	0.93	0.00	0.28	0.00	49.54
2015	564.46	20.80	0.00	20.80	0.63	0.52	0.00	0.17	0.00	20.17
2016	1,524.79	15.08	0.00	15.08	1.24	0.87	0.00	0.32	0.00	13.84
2017	2,349.86	141.36	0.00	141.36	1.24	0.72	0.00	0.29	0.00	140.12
2018	1,628.52	187.98	0.00	187.98	37.92	17.23	0.00	8.27	0.03	150.09
2019	1,586.03	155.03	0.00	155.03	26.15	10.09	0.00	5.45	0.00	128.88
2020	1,142.76	385.25	-23.57	361.68	161.91	33.11	0.00	29.24	0.00	199.77
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Delinquent	22,429.53	1,314.40	-23.57	1,290.83	232.51	66.38	137.34	44.83	0.03	921.01
Rollbacks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Type Total	22,429.53	1,314.40	-23.57	1,290.83	232.51	66.38	137.34	44.83	0.03	921.01

Combined Collections (Collections + P&I Collected) -- 298.89

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01 (City Of Elgin)

SAA

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	106.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	109.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2010	142.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011	65.99	7.25	0.00	7.25	0.01	0.01	7.24	0.00	0.00	0.00
2012	139.79	7.44	0.00	7.44	0.06	0.08	0.00	0.02	0.00	7.38
2013	85.94	4.20	0.00	4.20	0.06	0.07	0.00	0.02	0.00	4.14
2014	66.24	2.65	0.00	2.65	0.05	0.04	0.00	0.02	0.00	2.60
2015	29.74	1.10	0.00	1.10	0.03	0.02	0.00	0.01	0.00	1.07
2016	80.30	0.81	0.00	0.81	0.07	0.05	0.00	0.02	0.00	0.74
2017	123.80	7.45	0.00	7.45	0.07	0.04	0.00	0.02	0.00	7.38
2018	85.81	9.91	0.00	9.91	2.00	0.93	0.00	0.45	0.00	7.91
2019	83.61	8.17	0.00	8.17	1.37	0.55	0.00	0.29	0.00	6.80
2020	60.13	20.28	-1.24	19.04	8.51	1.73	0.00	1.55	0.00	10.53
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Delinquent	1,180.94	69.26	-1.24	68.02	12.23	3.52	7.24	2.40	0.00	48.55
Rollbacks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Type Total	1,180.94	69.26	-1.24	68.02	12.23	3.52	7.24	2.40	0.00	48.55

Combined Collections (Collections + P&I Collected) -- 15.75

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01 (City Of Elgin)

Taxing Unit Totals (IS,MO,RB,SA,SA)

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	3,989.46	0.00	3,989.46	11.57	28.82	112.49	6.05	0.00	3,865.40
2003	0.00	951.71	0.00	951.71	0.00	0.00	0.00	0.00	0.00	951.71
2004	0.00	1,073.38	0.00	1,073.38	33.52	71.60	0.00	15.77	0.00	1,039.86
2005	0.00	1,070.54	0.00	1,070.54	193.20	401.41	0.00	89.19	0.00	877.34
2006	2,052,404.36	1,711.37	0.00	1,711.37	291.31	570.97	0.00	129.35	0.00	1,420.06
2007	2,257,027.49	2,343.42	0.00	2,343.42	464.80	855.22	0.00	198.01	0.00	1,878.62
2008	2,154,001.17	1,855.71	0.00	1,855.71	133.36	229.39	0.00	54.41	0.00	1,722.35
2009	2,283,887.96	2,644.66	0.00	2,644.66	581.43	930.29	0.00	226.76	0.00	2,063.23
2010	2,331,648.26	2,141.58	0.00	2,141.58	600.90	887.56	0.00	223.27	0.00	1,540.68
2011	2,135,400.83	4,971.62	0.00	4,971.62	564.82	766.42	2,118.20	199.68	0.00	2,288.60
2012	2,298,741.87	6,412.50	0.00	6,412.50	820.15	907.26	0.00	210.24	0.00	5,592.35
2013	2,312,140.00	5,506.72	0.00	5,506.72	774.70	853.82	0.00	244.25	0.00	4,732.02
2014	2,444,053.26	5,114.95	0.00	5,114.95	668.87	665.70	0.00	200.16	0.00	4,446.08
2015	2,330,053.95	5,617.96	0.00	5,617.96	1,018.47	859.40	0.00	281.67	0.00	4,599.49
2016	2,594,449.64	9,125.59	0.00	9,125.59	1,783.99	1,267.49	0.00	457.70	0.00	7,341.60
2017	2,890,621.25	16,280.42	0.00	16,280.42	3,285.17	1,956.66	0.00	786.23	0.00	12,995.25
2018	3,178,814.38	26,280.90	0.00	26,280.90	8,512.09	3,961.55	0.00	1,865.27	0.38	17,769.19
2019	3,425,926.78	44,790.27	-295.61	44,494.66	18,208.13	6,157.22	0.00	3,684.30	0.00	26,286.53
2020	3,567,229.44	114,096.02	-2,990.97	111,105.05	68,357.17	12,491.70	0.00	8,523.42	0.03	42,747.91
2021	3,681,205.86	0.00	3,827,508.70	3,827,508.70	3,721,828.64	11,776.48	-5,851.28	0.00	-0.09	111,531.25
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	3,681,205.86	0.00	3,827,508.70	3,827,508.70	3,721,828.64	11,776.48	-5,851.28	0.00	-0.09	111,531.25
Total Delinquent	38,256,400.64	255,978.78	-3,286.58	252,692.20	106,303.65	33,862.48	2,230.59	17,395.73	0.41	144,158.27
Rollbacks		9,399.86	1,206.10	10,605.96	9,377.78	0.00	22.08	0.00	0.00	1,206.10
Fee Type Total	41,937,606.50	265,378.64	3,825,428.22	4,090,806.86	3,837,510.07	45,638.96	-3,598.51	17,395.73	0.32	256,895.62

Combined Collections (Collections + P&I Collected) -- 3,883,149.03

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01T (City of Elgin-Travis CAD)

IS

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	144,620.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	139,363.03	11.29	0.00	11.29	0.00	0.00	0.00	0.00	0.00	11.29
2010	116,573.93	29.91	0.00	29.91	0.00	0.00	0.00	0.00	0.00	29.91
2011	88,123.44	3.51	0.00	3.51	0.00	0.00	3.51	0.00	0.00	0.00
2012	98,977.95	5.97	0.00	5.97	0.00	0.00	0.00	0.00	0.00	5.97
2013	129,102.34	470.78	0.00	470.78	0.00	0.00	0.00	0.00	0.00	470.78
2014	137,646.86	454.65	0.00	454.65	0.00	0.00	0.00	0.00	0.00	454.65
2015	161,315.03	453.53	0.00	453.53	0.00	0.00	0.00	0.00	0.00	453.53
2016	196,186.90	427.32	0.00	427.32	0.00	0.00	0.00	0.00	0.00	427.32
2017	187,856.24	126.90	0.00	126.90	86.40	51.37	0.00	19.96	0.00	40.50
2018	204,646.63	1,256.21	0.00	1,256.21	30.84	15.92	0.00	6.56	0.00	1,225.37
2019	206,260.45	1,648.83	0.00	1,648.83	479.03	170.33	0.00	97.42	0.00	1,169.80
2020	215,273.93	3,964.04	-49.56	3,914.48	2,542.56	586.28	0.00	476.76	0.00	1,371.92
2021	233,329.07	0.00	235,490.77	235,490.77	230,420.22	912.73	0.00	0.00	0.00	5,070.55
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	233,329.07	0.00	235,490.77	235,490.77	230,420.22	912.73	0.00	0.00	0.00	5,070.55
Total Delinquent	2,025,946.94	8,862.94	-49.56	8,803.38	3,138.83	823.90	3.51	600.70	0.00	5,661.04
Rollbacks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Type Total	2,259,276.01	8,862.94	235,441.21	244,294.15	233,559.05	1,736.63	3.51	600.70	0.00	10,731.59

Combined Collections (Collections + P&I Collected) -- 235,295.68

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01T (City of Elgin-Travis CAD)

MO

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	168,201.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	162,087.05	13.14	0.00	13.14	0.00	0.00	0.00	0.00	0.00	13.14
2010	170,377.80	43.70	0.00	43.70	0.00	0.00	0.00	0.00	0.00	43.70
2011	175,512.23	7.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	0.00
2012	197,955.35	11.94	0.00	11.94	0.00	0.00	0.00	0.00	0.00	11.94
2013	144,143.34	525.63	0.00	525.63	0.00	0.00	0.00	0.00	0.00	525.63
2014	157,036.47	518.69	0.00	518.69	0.00	0.00	0.00	0.00	0.00	518.69
2015	183,225.90	515.14	0.00	515.14	0.00	0.00	0.00	0.00	0.00	515.14
2016	283,871.32	618.31	0.00	618.31	0.00	0.00	0.00	0.00	0.00	618.31
2017	351,865.56	237.72	0.00	237.72	161.84	96.20	0.00	37.39	0.00	75.88
2018	383,315.03	2,352.94	0.00	2,352.94	57.77	29.81	0.00	12.30	0.00	2,295.17
2019	386,337.62	3,088.38	0.00	3,088.38	897.25	319.01	0.00	182.47	0.00	2,191.13
2020	405,931.63	7,474.78	-93.46	7,381.32	4,794.36	1,105.52	0.00	899.00	0.00	2,586.96
2021	507,114.87	0.00	511,813.12	511,813.12	500,792.83	1,984.07	0.00	0.00	0.00	11,020.29
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	507,114.87	0.00	511,813.12	511,813.12	500,792.83	1,984.07	0.00	0.00	0.00	11,020.29
Total Delinquent	3,169,860.71	15,407.37	-93.46	15,313.91	5,911.22	1,550.54	7.00	1,131.16	0.00	9,395.69
Rollbacks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Type Total	3,676,975.58	15,407.37	511,719.66	527,127.03	506,704.05	3,534.61	7.00	1,131.16	0.00	20,415.98

Combined Collections (Collections + P&I Collected) – 510,238.66

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01T (City of Elgin-Travis CAD)

SA

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	80.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2010	652.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011	16.33	1.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00
2012	136.31	1.70	0.00	1.70	0.00	0.00	0.00	0.00	0.00	1.70
2013	253.28	1.73	0.00	1.73	0.00	0.00	0.00	0.00	0.00	1.73
2014	138.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2015	16.09	10.12	0.00	10.12	0.00	0.00	0.00	0.00	0.00	10.12
2016	131.07	94.19	0.00	94.19	0.00	0.00	0.00	0.00	0.00	94.19
2017	114.94	11.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00	11.00
2018	181.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019	19.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Delinquent	1,740.10	119.74	0.00	119.74	0.00	0.00	1.00	0.00	0.00	118.74
Rollbacks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Type Total	1,740.10	119.74	0.00	119.74	0.00	0.00	1.00	0.00	0.00	118.74

Combined Collections (Collections + P&I Collected) -- 0.00

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector
C01T (City of Elgin-Travis CAD)

SAA

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Attv. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	4.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2010	34.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2011	0.86	0.05	0.00	0.05	0.00	0.00	0.05	0.00	0.00	0.00
2012	7.17	0.09	0.00	0.09	0.00	0.00	0.00	0.00	0.00	0.09
2013	13.34	0.09	0.00	0.09	0.00	0.00	0.00	0.00	0.00	0.09
2014	7.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2015	0.84	0.53	0.00	0.53	0.00	0.00	0.00	0.00	0.00	0.53
2016	6.89	4.96	0.00	4.96	0.00	0.00	0.00	0.00	0.00	4.96
2017	6.05	0.57	0.00	0.57	0.00	0.00	0.00	0.00	0.00	0.57
2018	9.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019	1.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Delinquent	91.60	6.29	0.00	6.29	0.00	0.00	0.05	0.00	0.00	6.24
Rollbacks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Type Total	91.60	6.29	0.00	6.29	0.00	0.00	0.05	0.00	0.00	6.24

Combined Collections (Collections + P&I Collected) -- 0.00

Recap & Standings Report

Cycles: Cycle1 Taxing Units: Bastrop Isd,... Deposit Date Range: 07/01/2021 to 06/30/2022 Sorted By: By Year, Ascending Options: Separate Rollbacks, Include

Office of Ellen Owens Tax Assessor-Collector

C01T (City of Elgin-Travis CAD)

Taxing Unit Totals (IS,MO,RB,SA,SAA)

	Original Roll	Beg. Uncollected	Adjustments	Adjusted Uncollected	Collections	P&I Collected	Credits / Discounts Allowed	Atty. Fee Collected	Variance	Uncollected Balance
2002 & prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	312,821.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2009	301,534.65	24.43	0.00	24.43	0.00	0.00	0.00	0.00	0.00	24.43
2010	287,638.92	73.61	0.00	73.61	0.00	0.00	0.00	0.00	0.00	73.61
2011	263,652.86	11.56	0.00	11.56	0.00	0.00	11.56	0.00	0.00	0.00
2012	297,076.78	19.70	0.00	19.70	0.00	0.00	0.00	0.00	0.00	19.70
2013	273,512.30	998.23	0.00	998.23	0.00	0.00	0.00	0.00	0.00	998.23
2014	294,829.37	973.34	0.00	973.34	0.00	0.00	0.00	0.00	0.00	973.34
2015	344,557.86	979.32	0.00	979.32	0.00	0.00	0.00	0.00	0.00	979.32
2016	480,196.18	1,144.78	0.00	1,144.78	0.00	0.00	0.00	0.00	0.00	1,144.78
2017	539,842.79	376.19	0.00	376.19	248.24	147.57	0.00	57.35	0.00	127.95
2018	588,152.30	3,609.15	0.00	3,609.15	88.61	45.73	0.00	18.86	0.00	3,520.54
2019	592,618.16	4,737.21	0.00	4,737.21	1,376.28	489.34	0.00	279.89	0.00	3,360.93
2020	621,205.56	11,438.82	-143.02	11,295.80	7,336.92	1,691.80	0.00	1,375.76	0.00	3,958.88
2021	740,443.94	0.00	747,303.89	747,303.89	731,213.05	2,896.80	0.00	0.00	0.00	16,090.84
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summary										
Total Current	740,443.94	0.00	747,303.89	747,303.89	731,213.05	2,896.80	0.00	0.00	0.00	16,090.84
Total Delinquent	5,197,639.35	24,386.34	-143.02	24,243.32	9,050.05	2,374.44	11.56	1,731.86	0.00	15,181.71
Rollbacks		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fee Type Total	5,938,083.29	24,386.34	747,160.87	771,547.21	740,263.10	5,271.24	11.56	1,731.86	0.00	31,272.55

Combined Collections (Collections + P&I Collected) -- 745,534.34

TU	TaxYear	QuickRefID	AuditID	TransactionDate	FeeTypeKey	RefundAmount
C01	2019	R13057	3257362	11/18/2021	IS	-34.29
C01	2019	R90177	3250915	11/6/2021	IS	-34.3
C01	2020	R90177	3250882	11/6/2021	IS	-33.04
C01	2020	R13057	3256961	11/18/2021	IS	-33.04
C01	2020	R14824	3169802	8/3/2021	IS	-33.04
C01	2020	R14866	3321706	2/24/2022	IS	-68.78
C01	2020	R14869	3321707	2/24/2022	IS	-50.81
C01	2020	R14872	3321708	2/24/2022	IS	-52.47
C01	2020	R14875	3321709	2/24/2022	IS	-94.29
C01	2020	R14878	3321710	2/24/2022	IS	-65.36
C01	2020	R14881	3321711	2/24/2022	IS	-58.98
C01	2020	R14884	3321712	2/24/2022	IS	-68.67
C01	2020	R14887	3321713	2/24/2022	IS	-63.4
C01	2020	R14890	3321714	2/24/2022	IS	-14.32
C01	2020	R81944	3256988	11/18/2021	IS	-138.14
C01	2020	R88083	3256995	11/18/2021	IS	-33.04
C01	2020	R89866	3321732	2/24/2022	IS	-79.24
C01	2020	R11367	3256955	11/18/2021	IS	-33.04
C01	2020	R12046	3321703	2/24/2022	IS	-47.03
C01	2020	R12048	3321705	2/24/2022	IS	-79.44
C01	2020	R12363	3276695	12/23/2021	IS	-33.04
C01T	2020	R104566	3301515	1/20/2022	IS	-16.52
C01T	2020	R98491	3344520	6/28/2022	IS	-33.04 -1197.32
C01	2019	R13057	3257362	11/18/2021	MO	-64.24
C01	2019	R90177	3250915	11/6/2021	MO	-64.24
C01	2020	R90177	3250882	11/6/2021	MO	-62.31
C01	2020	R13057	3256961	11/18/2021	MO	-62.31
C01	2020	R14824	3169802	8/3/2021	MO	-62.31
C01	2020	R14866	3321706	2/24/2022	MO	-129.7
C01	2020	R14869	3321707	2/24/2022	MO	-95.83
C01	2020	R14872	3321708	2/24/2022	MO	-98.93
C01	2020	R14875	3321709	2/24/2022	MO	-177.8
C01	2020	R14878	3321710	2/24/2022	MO	-123.24
C01	2020	R14881	3321711	2/24/2022	MO	-111.21
C01	2020	R14884	3321712	2/24/2022	MO	-129.48
C01	2020	R14887	3321713	2/24/2022	MO	-119.53
C01	2020	R14890	3321714	2/24/2022	MO	-26.99
C01	2020	R81944	3256988	11/18/2021	MO	-260.49
C01	2020	R88083	3256995	11/18/2021	MO	-62.31
C01	2020	R89866	3321732	2/24/2022	MO	-149.42
C01	2020	R11367	3256955	11/18/2021	MO	-62.31
C01	2020	R12046	3321703	2/24/2022	MO	-88.67
C01	2020	R12048	3321705	2/24/2022	MO	-149.82
C01	2020	R12363	3276695	12/23/2021	MO	-62.3
C01T	2020	R104566	3301515	1/20/2022	MO	-31.15
C01T	2020	R98491	3344520	6/28/2022	MO	-62.31 -2256.9

-3454.22 -3454.22





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE LEVYING TAXES FOR MAINTENANCE AND OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ELGIN, TEXAS, AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE 2022 TAX YEAR.

DEPARTMENT: City Manager

PROPOSED ACTION: Approval of the First Reading

BACKGROUND: The final step in approving at least a funding plan for general fund expenses plus annual debt payments (interest and principal) on outstanding bonds, notes or other borrowing instruments, is adoption of an Ordinance to set the annual tax rate.

State law requires that local governments considering a tax rate that would increase tax revenues above that collected in the previous year (No New Revenue Rate -NNR) , must hold a public hearing prior to adoption of such tax rates, to give the public an opportunity to comment on the tax rates proposed to be adopted by the Council. Further, a vote to adopt the tax rates must be held no later than seven days after the final public hearing. The first public hearing was held regarding proposed tax rates tonight, September 6, 2022 and another will be held September 27, 2022.

The Ordinance, a copy of which follows this executive summary sets forth the proposed tax rates as well as provides authority for their collection.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ Date: _____

RECOMMENDATION: Approval of the First Reading

ATTACHMENTS: None

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

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

ORDINANCE NO _____

**AN ORDINANCE LEVYING TAXES FOR MAINTENANCE AND
OPERATION OF THE MUNICIPAL GOVERNMENT OF THE
CITY OF ELGIN, TEXAS, AND PROVIDING FOR THE
INTEREST AND SINKING FUND FOR THE 2022 TAX YEAR**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELGIN,
TEXAS.**

I.

That the Tax Assessor-Collector for Bastrop County, Texas acting as the designated officer for the City of Elgin, Texas as defined by state law has heretofore certified, in accordance with sections 26.04(d-1,d-2d,d-3) of the Texas Tax Code, that she has accurately calculated the tax rates and has used the values that are the same as the values shown in the taxing unit's certified appraisal roll in performing the calculations for tax year 2022, a copy of said certification being attached hereto as Exhibit "A"; and

II.

That there is hereby levied and there shall be collected for the maintenance and operation of the municipal government of the City of Elgin, Texas for the year 2022 upon all property, real, personal and mixed, within the limits of said City subject to taxation, a tax of 36.4311 cents on each One Hundred Dollars (\$100.00) valuation of property.

That there is hereby levied and there shall be collected for the City of Elgin, Texas, for the year 2022 upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of 18.0353 cents on each One Hundred Dollars (\$100.00) valuation of property.

SUMMARY

1. Maintenance and operations of the municipal government (General Fund),	\$0.364311
2. Interest and Sinking fund (Debt Rate)	<u>\$0.180353</u>
Total Tax per \$100 of valuation	<u>\$0.544664</u>

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE
AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX
RATE WILL DECREASE BY 3.98 PERCENT AND WILL DECREASE
TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000
HOME BY APPROXIMATELY \$39.75.**

III.

All monies collected under this Ordinance for the specific items herein named, be and the same hereby appropriated and set apart for the specific purposes indicated in each item

and the Assessor/Collector of Taxes, and the Director of Finance shall keep these accounts so as to readily and distinctly show the amount collected, the amount expended and the amount on hand at any time belonging to such funds. All receipts for the City not specifically apportioned are hereby made payable to the General fund of the City.

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

READ and **APPROVED** on first reading this the 6th day of September 2022.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE TRAFFIC CODE BY DESIGNATING BALLAST DRIVE IN THE PEPPERGRASS RESIDENTIAL SUBDIVISION AS A NO PARKING ZONE FROM 7:00AM THROUGH 5:00PM MONDAY THROUGH FRIDAY; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS

DEPARTMENT: City Manager/Chief of Police

PROPOSED ACTION: Consideration of an Ordinance declaring Ballast Drive in the Peppergrass subdivision as a “No Parking Zone” for on-street parking Monday through Friday from 7:00AM to 5:00PM.

BACKGROUND: Discussed at previous meetings; City Council and staff have received complaints from city residents in the Peppergrass subdivision about various problems related to parking of cars by Elgin High School students in that neighborhood.

Given the proximity of this new development to the EHS campus, students who do not want to park their cars in the EHS parking lot are apparently utilizing public streets in Peppergrass for this purpose.

In response to this situation, residents on Ballast Drive (the closet public street to EHS) have submitted a petition to the Council requesting that their street be designated as a “No Parking Zone” for on-street parking Monday through Friday from 7:00AM to 5:00PM.

NOTE: It is important to note that this restriction would apply to all vehicles – including residents and other visitors - not just those driven by students. Ballast Drive residents there are willing to accept this restriction to address this issue.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION: Consideration of an Ordinance as presented declaring Ballast Drive in the Peppergrass subdivision as a “No Parking Zone” for on-street parking Monday through Friday from 7:00AM to 5:00PM; and additional direction to staff by Council, if any, regarding same.

ATTACHMENTS: Ordinance and resident petition,

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

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

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

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE TRAFFIC CODE BY DESIGNATING BALLAST DRIVE IN THE PEPPERGRASS RESIDENTIAL SUBDIVISION AS A NO PARKING ZONE FROM 7:00AM THROUGH 5:00PM MONDAY THROUGH FRIDAY; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

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

ARTICLE I.

Section 1.01 - That pursuant to Chapter 40, Article I, Section 40-1 of the City of Elgin Code of Ordinances, the entirety of Ballast Drive within the Peppergrass residential subdivision, from the Bear Grass Drive intersection through to and including the cul-de-sac, is hereby designated as a “No Parking Zone”, Monday through Friday, 7:00AM to 5:00PM.

ARTICLE II.

Section 1.01 - That pursuant to Chapter 40, Article I, Section 40-1 of the City of Elgin Code of Ordinances, the Director of Public Works shall erect and/or install appropriate signage or traffic control device in accordance with the directions of this Ordinance.

ARTICLE III.

Section 1.01 - All Ordinances, parts of Ordinances, or Resolutions in conflict herewith are expressly repealed.

Section 1.02 - The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

Section 1.03 - The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

PASSED AND ADOPTED this 6th day of September, 2022

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary

received

8/16/2022

[Handwritten signature]

PEPPERGRASS | ELGIN, TX

JULY 2022

This is a formal petition to address the issue of EHS students parking in front of residences in our community. If you agree with the statement below, please sign.

"I support making public parking on streets in our neighborhood illegal **Monday-Friday** from the hours of **8:00 am** to **5:00 pm** and accept the related impacts on my home."

[Handwritten signature] 14016 Ballast Dr

14016 Ballast

[Handwritten signature]

Maria Albitar 14001 Ballast

[Handwritten signature]

14005 Ballast Dr.

[Handwritten signature]

14012 Ballast Dr.

[Handwritten signature]

14017 Ballast Dr.

[Handwritten signature]

14013 Ballast Dr

[Handwritten signature] 14004 Ballast Dr.

[Handwritten signature]

14004 Ballast Dr.

Jorge E. RIVERA 14024 Ballast DR

Anthony GUADIZ

14116 Ballast DR.

Sean Moon

14112 Ballast Dr.

AJ Campbell

14032 Ballast Dr

Sean Malone

14032 Ballast DR

Alejandra Escoffier

14104 Ballast Dr.

Maria Morales

14100 Ballast Dr.

Aida Mercado

14108 Ballast Dr Elgin Tx 78621

Esperanza Sanchez

14020 Ballast Dr

Jason Randall

14008 Ballast Dr



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Appeal of a denial for Project #202200090: A replat for “Replat of Lot 6A, Elgin Business Park”, located on a parcel of land known by the Bastrop County Appraisal District as Parcel 84631, to remove a buffer note on an existing plat.

DEPARTMENT: Development Services.

PROPOSED ACTION: Discussion, consideration, and action (affirm or reversing a decision of the Planning & Zoning Commission) by the Council of a replat for “Replat of Lot 6A, Elgin Business Park.

BACKGROUND: City Code allows an applicant to file an appeal on any platting related item that is considered by the Planning & Zoning Commission. On July 27, 2022, the Commission denied a proposed replat to remove a buffer note on an existing plat.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ Date: _____

ATTACHMENTS: July 25, 2022 Commission Minutes, Original Planning & Zoning Commission Staff Report, Application, & Proposed Replat.

☐ 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.

**MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JULY 25, 2022**

I. CALL TO ORDER – ROLL CALL: The Chair called the meeting to order at 6:35 P.M. at the Library Annex (Civic Center) located at 404 N. Main St., Elgin, TX U.S.A.

COMMISSION PRESENT: Chair Antonio Prete, Vice-Chair Ronnie Creppon, Scott Mackay, Jason Tatum, Dorothy McCarther, and David Lanford.

COMMISSION ABSENT: None.

STAFF PRESENT: David Harrell, Development Services Director; Melissa Lipiec, Secretary; Owen Rock, Economic Development Director; Derek Klenke, TRC Engineers (3rd Party City Engineers).

II. PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS: No members of the public were present to speak on this item.

III. CONSENT AGENDA

1. June 27, 2022, Minutes.

Scott Mackay moved that the Commission approve the consent agenda, Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.

IV. NEW BUSINESS

1. Project #: 202200090: A replat for “Replat of Lot 6A, Elgin Business Park”, located on a parcel of land known by the Bastrop County Appraisal District as Parcel 84631, to remove a buffer note on an existing plat.
 - A. Staff Presentation – David Harrell read the staff report to the Commission.
 - B. Applicant Presentation – Owen Rock, City Economic Development Director, was present and conducted a presentation. He indicated the reason for the replat was so the City could sell the property to Ace Hardware and it could expand the parking lot. He indicated that as part of the selling the property, the City Economic Development Commission (EDC) were to condition the property that only a parking lot could go there, a ten (10) foot buffer would be maintained with landscaping, height of light poles would be twenty (20) feet, and a masonry six (6) foot wall would be placed at the residential uses to the north along Central Ave. All conditions would be completed within eighteen (18) months and the property would be rezoned to commercial or the property would go back to the EDC. The EDC would record a contract with the land that would be binding to the future owners.
 - C. Open Public Hearing – The public hearing was opened at 6:49 P.M. with two (2) members of the public present and they offered the following public comments:
 - i. Jo Ellen Mayfield, 12322 Triple Creek Dr., Dripping Springs, TX spoke in opposition to the item.
 - ii. Taralynn Mackey, 839 Central Ave. spoke in opposition to the item.

IV. NEW BUSINESS (Cont.)

- D. Close Public Hearing – The public hearing was closed at 6:59 P.M.
- E. Discussion – There was discussion between the Commission, Applicant, and Staff regarding buffering, enforcement of conditions on land such as landscaping, surrounding development, existing landscaping on development in the Park, enforcement of Elgin Business Park Standards, keeping of the 100-foot buffer, & zoning.
- F. Consideration – Scott Mackay made a motion to deny the item; seconded by David Lanford. The motion passed unanimously by a vote of six (6) to zero (0).

V. ANNOUNCEMENTS

None.

VI. ADJOURNMENT

The meeting was adjourned by the Chair at 7:18 P.M.



Antonio Prete, Chair

ATTEST:


Melissa Lipiec, Secretary

On a motion by Scott Mackay, seconded by Ronnie Creppon
the foregoing instrument was passed and approved on this 22nd day of August 2022.



Development Services Department

STAFF REPORT

Lot 6A-Ace Hardware Re-plat

File Number: 202200090

Date: July 14, 2022

Applicant: Derek Klenke c/o TRC Companies

Representative: SAME

Hearing Dates: Planning & Zoning Commission – July 25, 2022

Location: BCAD Parcel 84631; SW corner of Lee Dildy Dr. and Central Ave.

APPLICATION SUMMARY

Consideration of a re-plat for Elgin Business Park Ph. 1 Lot 6A to remove the buffer note on the existing plat.

DEPARTMENT COMMENTS

Originally this lot was approved as Lot 6 in the original Elgin Business Park Ph 1 plat. Later this lot was replated to make Lot 6A, 6B, and 6C. Lot 6A was created to be a 100-foot buffer lot from the existing residential to the north. This proposal would replat Lot 6A to remove the 100-foot buffer and allow for development on the lot.

The General Industrial District zoning requires a 25-foot building setback and since the lot is adjacent to a residential property a 6 foot masonry wall will need to be constructed if developed into another use.

STAFF ANALYSIS

Based on the information provided by the applicant which is included with the packet, staff believes there are no issues or concerns with approving the request. The Commission may approve, approve with conditions, or deny the request.

ATTACHMENTS

Additional information is provided through attached exhibits.

1. Application.
2. Proposed Re-Plat.

RE-PLAT APPLICATION

Date: June 14, 2022

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): 84631

APPLICANT

Name: Derek Klenke (Owner's Agent)

Postal Address: 505 East Huntland Drive, Ste. 250
Austin, TX 78752

E-Mail Address: DKlenke@trccompanies.com; Phone Number: 734-274-1828

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.



Digitally signed by Derek
Klenke
Date: 2022.06.14
12:35:06-05'00'

Derek Klenke

6/14/2022

Signature

Printed Name

Date

Project Description:

This project consists of removing a 100' buffer zone from Lot 6a within the Elgin Business Par



802 N. Ave. C.
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE FROM C-3 (GENERAL HIGHWAY DISTRICT) TO R-3 (SINGLE FAMILY, TWO FAMILY, AND INDUSTRIALIZED HOUSING DISTRICT) ON SARATOGA FARMS SECTION 6, BLOCKS F & H, AND BLOCK G, LOTS 1-12 (AND BEING DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO) AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

DEPARTMENT: Development Services.

PROPOSED ACTION: Discussion, consideration, and action on an ordinance amending the official zoning map of the City of Elgin, TX adopted in Ch. 46, Sec. 46-3, revised Code of Ordinances, City of Elgin, TX, 2013 and making this amendment a part of said official zoning map (Saratoga Farms Sec. 6 Administrative Rezoning from C-3 to R-3).

BACKGROUND: See attached staff report.

BUDGET/FINANCIAL IMPACT:

Funding for this item was ☐ included ☐ not included in the current-year budget ☒ N/A

Finance Approval:

Signature: _____ **Date:** _____

RECOMMENDATION: The Planning & Zoning Commission held the first public hearing on August 22, 2021. At that meeting the Commission recommended approval of the item.

ATTACHMENTS: Staff Report, Application, Staff added Comprehensive Plan Exhibits, Staff added Zoning Map.

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

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

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

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

ORDINANCE NO. 2022-09-06-??

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE FROM C-3 TO R-3 ON SARATOGA FARMS SECTION 6, BLOCKS F & H, AND BLOCK G, LOTS 1-12 (AND BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO) AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, an application has been made to the City Council of Elgin, Texas to amend the Official Zoning Map to rezone the property described in Exhibit "A" attached hereto and incorporated herein, from C-3 Highway Commercial District to R-3 Single Family, Two Family, and Industrialized Housing District, and

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

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested change on August 22, 2022, following lawful publication of the notice of said public hearing, and

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

WHEREAS, on September 6, 2022, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

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

I.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit "A" is rezoned from C-3 Highway Commercial District to R-3 Single Family, Two Family, and Industrialized Housing District.

II.

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

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

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

READ, PASSED, and ADOPTED on first reading this the 6th day of September 2022.

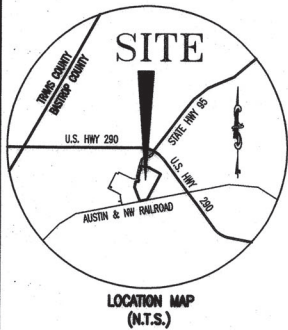
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

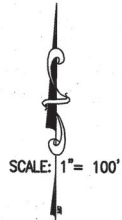
JENNIFER STUBBS, City Secretary

SARATOGA FARMS SUBDIVISION SECTION SIX

7/4-B



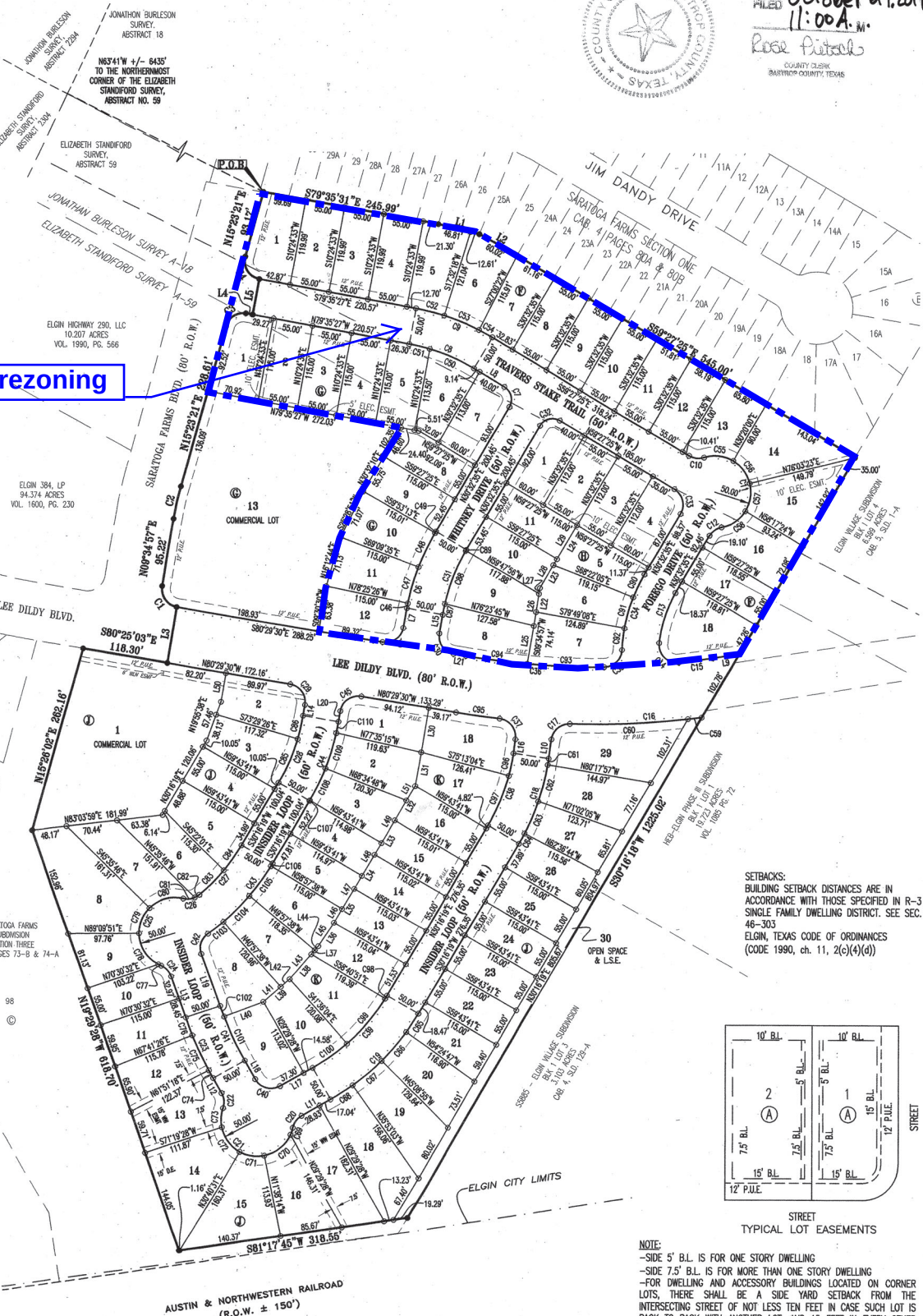
FILED October 24, 2019
11:00 A.M.
Rose Pritchett
COUNTY CLERK
BASTROP COUNTY, TEXAS



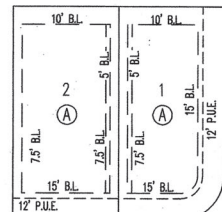
Area of rezoning

LEGEND

- CAPPED 1/2 IRON ROD SET
- IRON ROD FOUND
- 1 LOT NUMBER
- (A) BLOCK LETTER
- B.L. BUILDING SETBACK LINE
- P.U.E. PUBLIC UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- W.W.E. WASTEWATER EASEMENT
- EASEMENTS
- ADJOINING RIGHT-OF-WAY LINES
- ADJOINING LOT LINES
- R.O.W. RIGHT-OF-WAY
- P.O.B. POINT OF BEGINNING



SETBACKS:
BUILDING SETBACK DISTANCES ARE IN
ACCORDANCE WITH THOSE SPECIFIED IN R-3
SINGLE FAMILY DWELLING DISTRICT. SEE SEC.
46-303
ELGIN, TEXAS CODE OF ORDINANCES
(CODE 1990, ch. 11, 2(c)(4)(d))



TYPICAL LOT EASEMENTS

NOTE:
-SIDE 5' B.L. IS FOR ONE STORY DWELLING
-SIDE 7.5' B.L. IS FOR MORE THAN ONE STORY DWELLING
-FOR DWELLING AND ACCESSORY BUILDINGS LOCATED ON CORNER
LOTS, THERE SHALL BE A SIDE YARD SETBACK FROM THE
INTERSECTING STREET OF NOT LESS TEN FEET IN CASE SUCH LOT IS
BACK TO BACK WITH ANOTHER LOT, AND 15 FEET IN EVERY OTHER
CASE.

SHEET NO. 1 OF 3 (RH)

DATE: OCTOBER 18, 2019

OWNER/DEVELOPER: SF DEVELOPMENT, INC.
4720-4 ROCKCLIFF ROAD
AUSTIN, TEXAS 78746
PHONE: (512) 579-3672

OWNER: ELGIN 384, L.P.
2207 LAKE AUSTIN BLVD.
AUSTIN, TEXAS 78703

ENGINEER AND SURVEYOR:
CARLSON, BRIGANCE & DOERING, INC.
5501 WEST WILLIAM CANNON
AUSTIN, TEXAS 78749
PHONE: (512) 280-5160
FAX: (512) 280-5165

TOTAL ACREAGE: 22.284 ACRES
SURVEY: JONATHAN BURLESON SURVEY ABS. 18
AND ELIZABETH STANDFORD SURVEY ABS. 59
NO OF RESIDENTIAL LOTS: 87
NO OF COMMERCIAL LOTS: 2
NO OF BLOCKS: 5
TOTAL: 89

F.E.M.A. MAP NO. 48021C 0075 E
BASTROP COUNTY, TEXAS DATED: JANUARY 19, 2006

LINEAR FOOTAGE OF ROADWAY

LEE DILDY DRIVE	80' R.O.W.	767'
TRAVERS STAKE TRAIL	50' R.O.W.	700'
WHITNEY DRIVE	50' R.O.W.	443'
FOREGO DRIVE	50' R.O.W.	308'
INSIDER LOOP	50' R.O.W.	1473'

TOTAL 3,691'

REVISIONS	
DATE	REASON
10/10/2017	PLAT SUBMITTAL FOR REVIEW
10/25/2017	PLAT UPDATED PER REVIEW COMMENTS
10/17/2018	ADDED 15' WW ESMT SPLITTING LOTS 12&13, BLOCK J



Carlson, Brigance & Doering, Inc.

FIRM ID #F3791 REG. # 10024900

Civil Engineering 5501 West William Cannon Austin, Texas 78749 Phone No. (512) 280-5160
Surveying 5501 West William Cannon Austin, Texas 78749 Fax No. (512) 280-5165

PATH-J: \4942\SURVEY\PLAT-SARATOGA 6



Development Service Department

STAFF REPORT

Rezoning from C-3 to R-3 for parts of Saratoga Farms Ph. 6

Date: August 11, 2022

Applicant: City of Elgin

Representative: SAME

Hearing Dates: Planning & Zoning Commission – August 22, 2022
City Council – September 6, 2022

Location: Saratoga Farms Section 6, Blocks F & H and Block G, Lots 1-12.

APPLICATION SUMMARY

Recommendation by the Planning & Zoning Commission & consideration by the City Council of a rezoning for Saratoga Farms Section 6, Blocks F & H and Block G, Lots 1-12. The proposal is to change the zoning from C-3 Highway Commercial District to R-3 Single Family, Two Family, & Industrialized Housing District to correct an incorrect zoning designation for the area.

DEPARTMENT COMMENTS

Originally this area was thought to be zoned R-3 when the lots were platted to allow for single family homes in 2019 and single-family homes were permitted to be built between 2019 and 2021. The homes on this site were built to the perceived R-3 zoning standards (i.e., height, setback, parking standards, impervious coverage). Research conducted earlier this year on a separate rezoning case from this one determined these parcels were zoned C-3. The C-3 zoning doesn't allow for single family homes as a permitted use which may cause long term issues with the current single-family usage. To correct this issue, the City desires to administratively rezone the land to the R-3 zoning standard. This rezoning change's nothing that is currently existing on these lots.

STAFF ANALYSIS

In review of the Elgin Comprehensive Plan the parcel is located within the Traditional Neighborhood Development Land Use category. The categories primary land usage is single family residential according to the provided map and associated land use language. The proposed zoning category will allow for single family homes as a use by right. When seeking a rezoning, the Commission/Council should consider the uses that could occur on the land by rezoning to another zoning category. There are additional uses under the residential (including detached single-family dwellings) but a subtraction of all commercial uses.

Next page.

C-3 District (existing)	R-3 District (proposed)
All commercial uses.	
	Detached single-family dwelling.
	Garage apartment.
	Duplex.
	Zero-lot line two-family dwelling.
	Industrialized housing.
	Churches, but not including revival tents or arbors.
	Public school offering general educational courses the same as ordinarily given in public schools and having no rooms regularly used for housing and sleeping.
	Public park and playground
	Library.
	Growing of farm products.
	Municipal use
	Telephone exchanges.
	Home occupations.
	Transportation and utility easements, alleys and rights-of-way
	Accessory building which is not a part of a main building, including one private garage, or accessory building which is a part of a main building, including one private garage.
	Accessory uses, which shall include the following where the primary use is residential: Customary home occupations, if done inside of building, such as dressmaking, babysitting, seamstress, tailoring, millinery, tutoring, when engaged in by members of the resident family and employing not more than one person, not a member of the resident family, but not including beauty culture, barbering or appliance repairing.

Below is a list of zoning standards for each zoning category, changes are highlighted in yellow between zoning categories:

	C-3 (exist. zoning)	R-3(proposed zoning)
Height	50 feet.	35 feet and 2 stories.
Front Setback	25 feet.	25 feet, garage at 20 feet.
Side Setback	10 feet.	5 feet for 1 story; 7.5 feet for more than 1 story
Rear Setback	10 feet.	10 feet.
Lot Width	None.	50 feet
Lot Area	None.	6,000 sq. ft.
Impervious Cover on Lot	None.	45% interior; 50% corner

Next page.

Based on the information within the packet, staff has no issues or concerns regarding the proposal. The zoning is contiguous with R-3 zoning across Lee Dildy Blvd on the other side for that portion of Saratoga Farms Plat Phase 6. The underlying land use in the Comprehensive Plan of Traditional Neighborhood Residential is supportive of single-family homes as the primary use of the category. Also, the area was developed with detached single-family homes under the R-3 when it was believed to already be zoned R-3.

NON-PDD REZONING APPLICATION

Date: 6-30-2022

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): See project description

APPLICANT

Name: City of Elgin

Postal Address: 802 N. Ave. C; Elgin, TX 78621

E-Mail Address: NA; Phone Number: 512-281-0119

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

_____ Signature	<u>NA</u> Printed Name	<u>NA</u> Date
---------------------------	----------------------------------	--------------------------

Project Description:

Administrative rezoning from C-3, Highway Commercial District to R-3, Single Family,
Two Family, and Industrialized Housing District in Saratoga Farms Section 6, Blocks
F & H, and Block G Lots 1 - 12, in order to make the existing single-family homes land
use conforming to the existing zoning code. Originally the area was thought to have R-3
zoning hence the building of single family homes. C-3 zoning doesnt allow for single
family homes.



802 N. Ave. C
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com



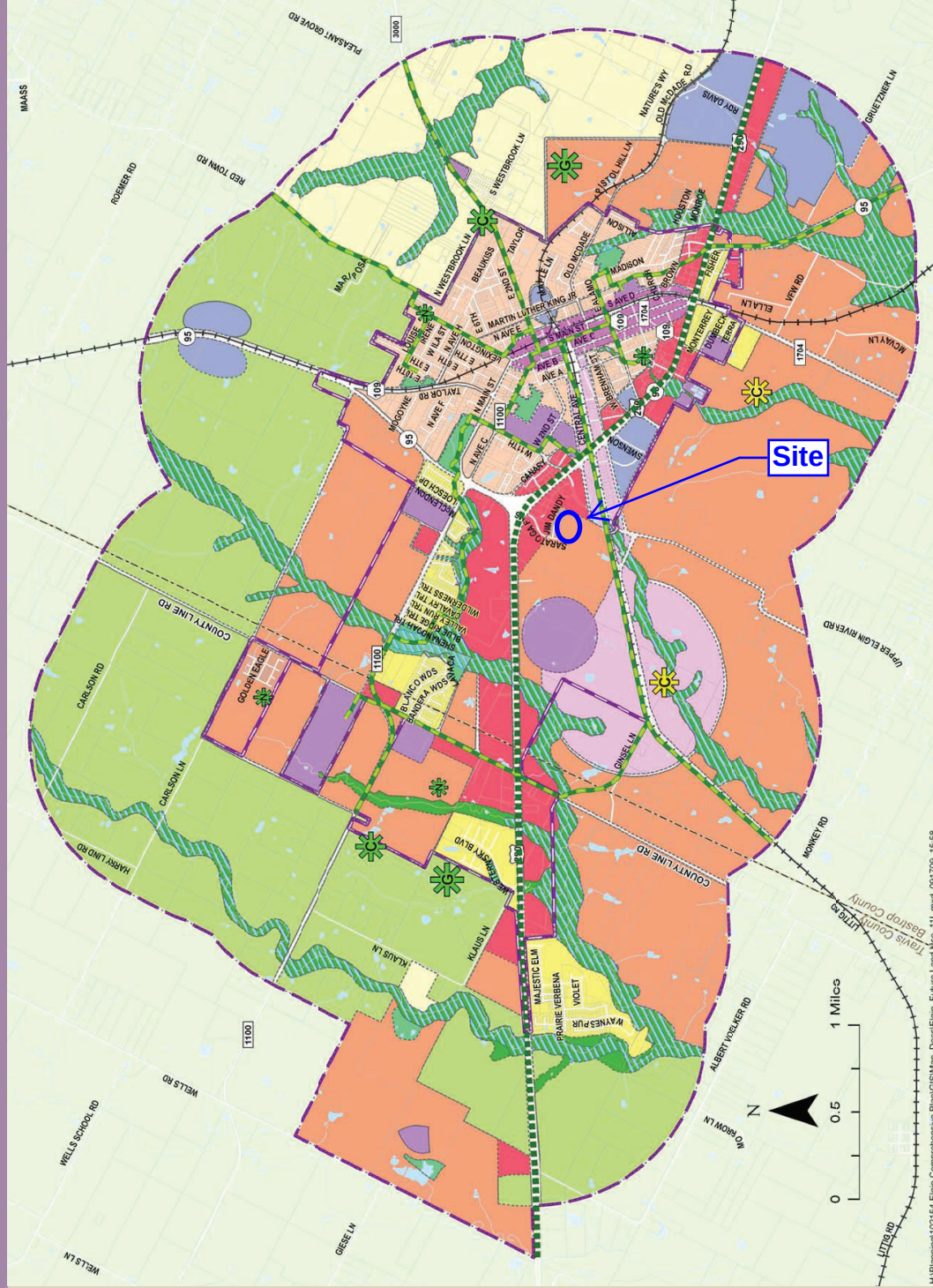
Exhibit 4.4: Future Land Use and Development Plan

- Parcel Boundary
- Elgin City Limits
- Elgin Planning Area

Future Land Use

- Natural Area
- Agriculture
- Low Density Residential
- Existing Single-Family Residential
- Traditional Neighborhood Residential
- Central Elgin Neighborhoods
- Mixed Use
- Main Street Elgin
- Commercial
- Light Industrial
- Institutional
- Parks and Recreation
- 100-Year Flood Plain
- Proposed Park from Parks Master Plan
- Proposed Park from WSA
- Proposed Trail from Parks Master Plan
- US 290 Corridor Greenscaping

Note: A Comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.



H:\Planning\102154-Elgin Comprehensive Plan\GIS\Map_Docs\Elgin_Future Land Use_11L.mxd 09/17/09 15:58
Source: Wilbur Smith Associates, Inc., 2009.

Traditional Neighborhood Development

General Description: Traditional Neighborhood Development (TND) is intended to bring the character and form of Elgin's older neighborhoods (the Central Elgin Neighborhood category) to newly developing areas of the community. Key characteristics include a grid pattern of streets with pedestrian and bicycle amenities, homes that have front porches rather than front garages, a compatible mix of housing types and land uses, and high quality landscaping and building materials.

Transect Zone: General Urban (T4)

Primary Land Use: Single Family Residential

Supporting Land Uses: Attached residential (townhomes, rowhouses), small apartment buildings, neighborhood-scale retail and office, schools, parks, and community facilities. Accessory dwellings or "granny flats" are encouraged with appropriate regulations regarding lot coverage, height, and parking.

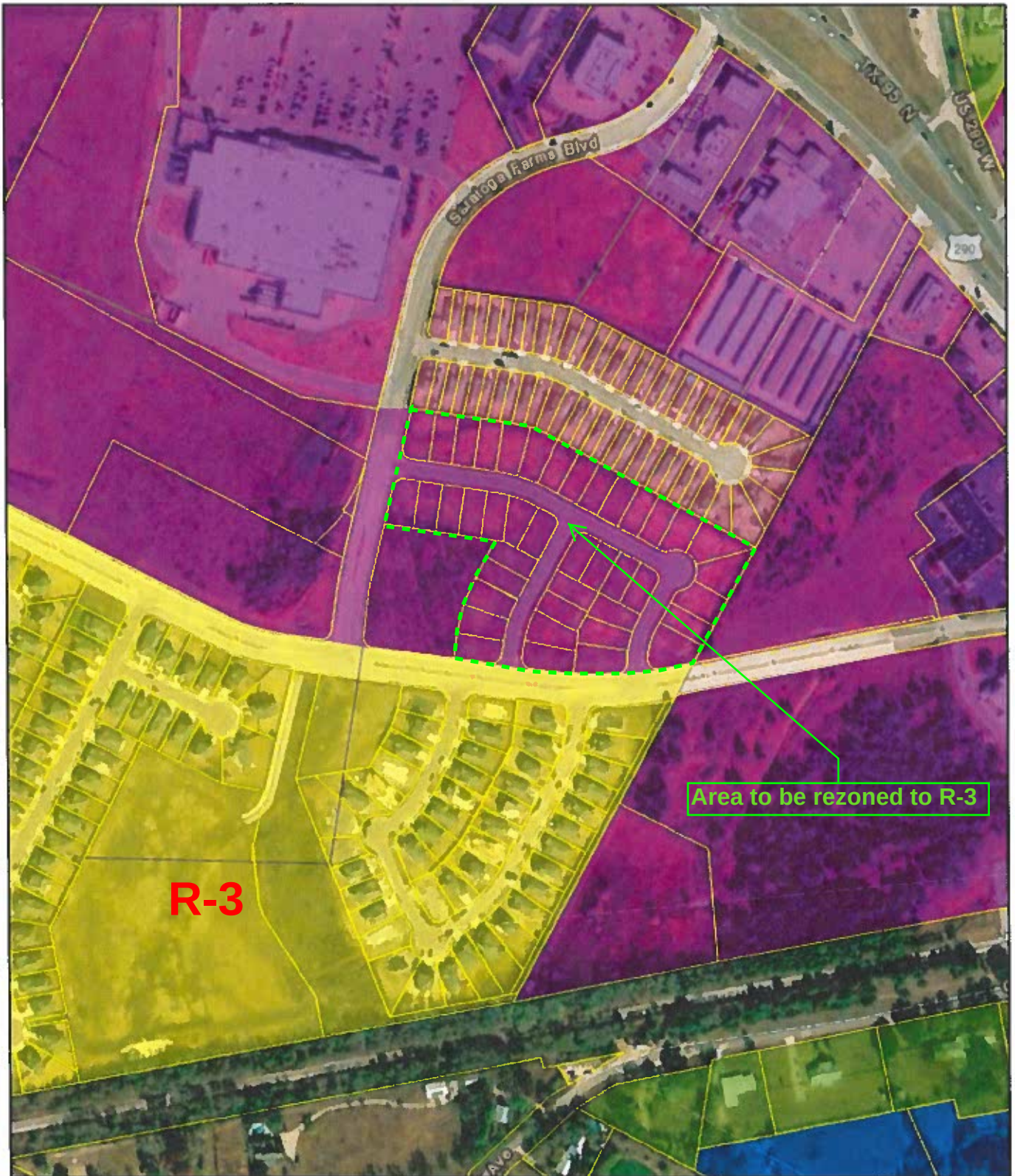
Residential Densities: Approximately 5 units per acre.

Form and Character: TND areas should be built according to a traditional grid or modified grid street pattern without the use of cul-de-sacs to promote connectivity and walkability. Homes should address the street directly with garages placed to the side or preferably the rear of the home with access from an alley or lane. Front porches should be incorporated into most homes to promote community and neighborly interaction. Buildings are typically two to three stories tall with shallow to medium setbacks that allow landscaping, while also maintaining a close connection to the street and sidewalk. Lot and home sizes vary to offer a wider range of housing choice and affordability than is typically provided in conventional subdivisions. High quality building materials and landscaping should be used to enhance the overall character of development.

Parks and Open Space: Neighborhood parks should be interspersed regularly to ensure all residents have access to park space. Smaller pocket parks, playgrounds, and greens may also be provided. Sidewalks and bike trails should provide connections to parks and playgrounds within or outside of the neighborhood. Floodplains and existing vegetated areas should be preserved and incorporated into neighborhoods as open space amenities and natural buffers from surrounding development. However, floodplains should not be used to meet the active recreation needs of the community because construction of park facilities is limited in these areas.



Zoning Map



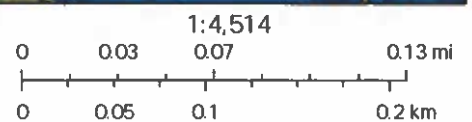
8/11/2022, 12:09:08 PM

Bastrop Parcels April 2022

Zoning

- C3 - Highway Commercial District
- I - General Industrial District
- R1 - Single Family
- R2 - Single Family & Garage Apartment District
- R3 - Single Family/Two Family/Industrialized Housing District

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community | Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community | Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community. Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Web AppBuilder for ArcGIS



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE AS PDD PLANNED DEVELOPMENT DISTRICT THE PROPERTY BEING 34.72 ACRES OF LAND, MORE OR LESS, OUT OF THE HENRY MARTIN SURVEY NUMBER 65, ABSTRACT NUMBER 518 IN TRAVIS CO., TX AND BEING ALL OF A CALLED 34.72 ACRE TRACT, AS CONVEYED HAGN FAMILY PARTNERSHIP, RECORDED IN VOLUME 13334, VOLUME 0050, OFFICIAL PUBLIC RECORDS OF TRAVIS CO., TX, SAID TRACT BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A"; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

DEPARTMENT: Development Services.

PROPOSED ACTION: Discussion, consideration, and action on an ordinance amending the official zoning map of the City of Elgin, TX adopted in Ch. 46, Sec. 46-3, revised Code of Ordinances, City of Elgin, TX, 2013 and making this amendment a part of said official zoning map (Eagles Landing Ph. 5 Rezoning from R-1 to PDD).

BACKGROUND: See attached staff report.

BUDGET/FINANCIAL IMPACT:

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

Finance Approval:

Signature: _____ Date: _____

RECOMMENDATION: The Planning & Zoning Commission provided input of this item at their June 27, 2022, meeting. This has been included in the staff report.

ATTACHMENTS: Application w/ Owners Authorization, Staff added Comprehensive Plan Exhibits, Staff Added Zoning Map, Staff Added Compliance Letter, Staff Added North-South Arterial Map, Staff Added ORD 2021-10-12-38 Eagles Landing Ph. 3 & 4.

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

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

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

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

ORDINANCE NO. 2022-09-06-??

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE AS PDD PLANNED DEVELOPMENT DISTRICT THE PROPERTY BEING 34.72 ACRES OF LAND, MORE OR LESS, OUT OF THE HENRY MARTIN SURVEY NUMBER 65, ABSTRACT NUMBER 518, IN TRAVIS COUNTY, TEXAS, AND BEING ALL OF A CALLED 34.72 ACRE TRACT, AS CONVEYED HAGN FAMILY PARTNERSHIP, RECORDED IN VOLUME 13334, VOLUME 0050, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS [O.P.R.T.C.T.], SAID 34.72 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT "A"; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, an application has been made to the City Council of Elgin, Texas to amend the Official Zoning Map to rezone the property described in Exhibit "A" attached hereto and incorporated here in, from R-1 Single Family Dwelling District, and

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

WHEREAS, the Planning and Zoning Commission held a workshop concerning the requested change on June 27, 2022, and

WHEREAS, the Planning and Zoning Commission has offered their input on the proposed change to the Official Zoning Map, and

WHEREAS, on September 6, 2022, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

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

I.

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

II.

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

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

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

READ, PASSED, and ADOPTED on first reading the 6th day of September 2022.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary

AGREEMENT AND DEVELOPMENT PLAN

Eagle's Landing Phase 5

PLANNED DEVELOPMENT DISTRICT (PDD)

THE STATE OF TEXAS §
COUNTY OF Travis §

THIS AGREEMENT AND DEVELOPMENT PLAN (this "Agreement") is made and entered by and between the CITY OF ELGIN, TEXAS, a Texas municipal corporation, (hereinafter referred to as the "City"), and TACK WCR LLC , its successors and assigns, (hereafter referred to as the "Owner"); provided, however, upon sale, transfer or conveyance of portions of the hereinafter described property, the duties and obligations of the Owner, as it relates to the respective property, shall be assumed by the new owner, and the Owner shall have no further liability relating to their respective property.

WHEREAS, the Owner is the owner of certain real property consisting of 34.72 acres, as more particularly described in **Exhibit "A"**, (herein after referred to as the "Property") attached hereto and made a part hereof.

WHEREAS, the Owner has submitted a request to the City to zone the Property as a Planned Development District (the "PDD"), and those portions of the Property currently lie within City Limits.

WHEREAS, pursuant to Chapter 46, Article IV, Division 10, Code of Ordinances, City of Elgin, Texas, the Owner has submitted a Development Plan setting forth the development conditions and requirements within the PDD, which Development Plan is contained in Section II of this Agreement; and

WHEREAS, the City has held public hearings required by law to solicit input from all interested citizens and affected parties; and

WHEREAS, on June 27th, 2022, the City's Planning and Zoning Commission held a workshop concerning the requested change on June 27, 2022, and

WHEREAS, the City Council has reviewed the proposed Development Plan and determined that it promotes the health, safety, and general welfare of the citizens of Elgin and that it complies with the intent of the Planned Development District Ordinance of the City;

NOW THEREFORE BY THIS AGREEMENT WITNESSETH that, in consideration of the covenants and conditions set forth herein, the City and the Owner agree as follows:

GENERAL PROVISIONS

1.CONFORMITY WITH DEVELOPMENT PLAN

All uses and development within the Property shall conform to the Development Plan included in Section II herein the "Plan."

2.ANNEXATION

The Owner, as part of the City's Consideration for the PDD, voluntarily requests that the Property be annexed into the City Limits of Elgin.

3. CHANGES AND MODIFICATIONS

No changes or modifications will be made to this Development Plan unless all provisions pertaining to changes or modifications as stated herein are followed.

4.ZONING VIOLATION

The Owner, his successors and assigns understand that any person, firm, corporation or other entity violating any conditions or terms of the Development Plan shall be subject to any and all penalties for the violation of any zoning ordinance provisions as stated in the Code of Ordinances, City of Elgin, Texas, as amended. This Plan will be filed in the Official Records of Travis County, thereby placing future purchasers of the property on notice of all of the terms and conditions of this Plan.

5.MISCELLANEOUS PROVISIONS

5.1 Assignment.

Neither party may assign its rights and obligations under this Agreement without having first obtained the prior written consent of the other which consent shall not be unreasonably withheld. This section shall not prevent the Owner from selling the Property or portions of the Property, together with all development rights and obligations contained in this Development Plan, and no consent shall be required in connection with any sale provided the purchaser assumes Owner's obligations in writing as to such portions of the Property.

5.2 Necessary Documents and Actions.

Each party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary or convenient to effectuate the purposes and intent of this Agreement.

5.3 Severability.

In case one or more provisions contained herein are deemed invalid, illegal or unenforceable in any respect such invalidity, illegality or unenforceability shall not affect any other provisions hereof and in such event, this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

5.4 Entire Agreement.

This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous oral or written understandings or representations of the parties respecting the subject matter hereof.

5.5 Applicable Law.

This Agreement shall be construed under and in accordance with the laws of the State of Texas.

5.6 Venue.

All obligations of the parties created hereunder are performable in Travis County, Texas and venue for any action arising hereunder shall be in Travis County.

5.7 No Third Party Beneficiaries.

Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto (and their respective successors and assigns), any rights, benefits or remedies under or by reason of this Agreement.

5.8 Duplicate Originals.

This Agreement may be executed in duplicate original, each of equal dignity.

5.9 Notices.

Until changed by written notice thereof any notice required under this Agreement may be given to the respective parties, by certified mail, postage prepaid or by hand delivery to the address of the other party shown below:

OWNER

CITY OF ELGIN, TEXAS

Tack WCR LLC
230 Klattenhoff Lane Suite 100
Hutto, TX 78634
Attn: Blake Reed

City of Elgin, Texas
P.O. Box 591
Elgin, Texas 78621
Attn: City Manager

5.10 Effective Date.

This Agreement shall be effective from and after the date of due execution hereof by all parties.

5.11 Appeal of Administrative Decisions.

Administrative decisions provided for in this Agreement may be appealed to the City Council in writing within 30 days following receipt by the Owner of the written confirmation of the decision.

5.12 Binding Effect.

This Agreement and the Development Plan binds and benefits the Owner and its successors and assigns.

5.13 Sunset Provision

In the event that this Planned Development Plan is not recorded within five (5) years from the date the Planned Development Plan is approved by the City Council, then the Planned Development Plan shall be automatically voided and the zoning shall revert to R-1 Single Family Dwelling District.

II

DEVELOPMENT PLAN ("Plan")

1. **DEFINITIONS**

Words and terms used herein shall have their usual force and meaning, or as defined in the Code of Ordinances, as amended, City of Elgin, Texas, hereinafter referred to as "the Code"

2. **PROPERTY**

This Development Plan (hereinafter referred to as "Plan") covers approximately 34.72 acres of land, all of which is located within the city limits of Elgin, Texas, and more particularly described by metes and bounds in **Exhibit "A"**, attached hereto.

3. **PURPOSE**

The purpose of this Plan is to insure a PDD that 1) is equal to or superior to development that would occur under the standard ordinance requirements, 2) does not have an undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utilities or any other matters affecting the public health, safety and welfare, 3) is adequately provisioned by essential public facilities and services, and 4) will be developed and maintained so as not to dominate, by scale or massing of structures, the immediate neighboring properties or interfere with their development or use in accordance with any existing zoning district.

4. **APPLICABILITY OF CITY ORDINANCES**

4.1 **Zoning and Subdivision Ordinances**

The Property shall be regulated for purposes of zoning and subdivision by this Plan. All aspects not specifically covered by this Plan shall be regulated by applicable sections of the Code. If there is a conflict between this Agreement and Plan and the Code, this Agreement and Plan shall supersede the specific conflicting provisions of the Code.

4.2 **Other Ordinances**

All other Ordinances within the Code shall apply to the Property, except as clearly modified by this Plan.

5. **PERMITTED USES**

The Property shall be used and developed as shown in **Exhibit "B"** attached hereto and incorporated herein. **Exhibit "B"** depicts the Development Plan for the property, **Exhibit "C"** depicts the development standards for the Residential Parcels within the Property. A property owner's association governing the residential and commercial properties will be developed before certificate of occupancy.

6. UNDERGROUND UTILITY SERVICE

All utility lines must be underground to connection points provided by the utility service provider. All transformers must be visually screened.

7. WATER AND WASTEWATER

The City of Elgin will provide water and sewer service to the site based on location of existing and future infrastructure.

7.1 Sewer Service

A future 24" wastewater line is currently planned along the alignment of the future 4-lane major arterial from FM1100 to Carlson Lane. The City represents the future 24" wastewater line will be of sufficient capacity to serve the Project. Since the Project can be adequately served by an 8" wastewater line, the City will cost participate in the event it elects to upsize the wastewater infrastructure from 8" to 24".

7.2 Water Service

The City represents that the existing 12" water line, located along the south side of Carlson Lane and the west side of Eagles Landing Phase 2, is of sufficient capacity to serve the Project. Since the Project can be adequately served by an 8" water line, the City will cost participate in:

- a. the extension of the existing 12-inch water line to the Project along its frontage with Carlson Lane, and
- b. through the project, from Carlson Lane to the Project's southern boundary, and along the alignment of the future 4-lane major arterial;

in the event it elects to upsize the water infrastructure from 8" to 12".

7.3 CCN Territory

The Project as shown in Exhibit B is wholly within the City of Elgin's sewer CCN territory as regulated by the Public Utility Commission (PUC). The Project as shown in Exhibit B is wholly within Aqua Water Supply Corporation CCN territory as regulated by the Public Utility Commission (PUC). Owner agrees to pay for fees associated with transferring the water CCN from Aqua WSC to the City of Elgin. The area in question constitutes approximately 35 acres. The Owner, at the time of final plat, shall pay the City of Elgin \$3,900 per acre for the area within the final plat. Total costs shall not exceed \$136,500 for the entirety of the development as shown in Exhibit B.

8. PARKLAND DEDICATION

The parkland dedication requirements for the Property shall be met in full by providing the following:

8.1 Parkland Fee in Lieu of Required

\$800 per lot to be paid before recordation of the final plat.

9. WATER QUALITY

9.1 This project will not be required to provide water quality facilities.

10. STREETS, BLOCKS, LOTS, SIDEWALKS, BUILDING LINES, AND SETBACKS, DRAINAGE AND STORM SEWERS AND OTHER MATTERS

10.1 Development Standards

The Project shall incorporate the Development Standards as depicted on **Exhibit "C"**.

10.2 Buffer Zones

The City of Elgin required buffer zones per Sec. 36-3 l2(b)(2) are hereby removed where Single Family Lots are located per the concept plan and preliminary plat.

10.4 Sidewalk In-Lieu-Fees

The Project shall not be required to construct sidewalks along frontage along Carlson Lane. The sidewalk requirements along Carlson Lane shall be met in full by Owner, at the Owner's expense, by providing and constructing sidewalks along both sides of the 4-lane major arterial within the interior of the Project.

10.5 Neighborhood Delivery and Collection Box

Postal delivery standards are met in accordance with Section 36-60 of the City Subdivision Ordinance.

10.6 Perimeter Improvements

Owner will dedicate to the City of Elgin a ten-foot wide strip of land (approximately 0.3 acres) along the Project's frontage of Carlson Lane.

10.7 Major Arterial

The Owner has agreed to fully fund and construct a 4-lane major arterial through the Project. As consideration for the constructing the 4-lane major arterial through the Project, Owner shall not be required to participate in any improvements to Carlson Lane or required to pay any impact fees for any Carlson Lane improvements or other offsite roadway projects.

10.8 Traffic Impact

As consideration for the constructing the 4-lane major arterial through the Project, the Owner shall not be required to perform a Traffic Impact Analysis for the Project.

10.9 Tree Preservation

Due to the project site having no trees onsite, no Tree Preservation Plan will not be required. A registered Landscape Architect, Engineer, or Surveyor shall provide a sealed letter stating no trees are onsite that are 8" in diameter or greater that are considered native or protected per City of Elgin code.

11. CHANGES TO AGREEMENT AND DEVELOPMENT PLAN

11.1 Minor Changes

Minor changes to this Agreement or Plan, which do not substantially and adversely change this Plan, may be approved administratively, if approved in writing, by the City Engineer, the Director of Planning, the Director of Public Works, and the City Attorney.

11.2 Major Changes

All changes not permitted under section 10.1 above, shall be resubmitted following the same procedure required by the original PDD application; provided, however, that nothing herein or otherwise shall require an owner of a portion of the Property (the "Rezoning Owner") to obtain the consent or approval of any other owner of a portion of the Property for a change in zoning (including amending this Agreement) as it applies to the land of the Rezoning Owner.

11.3 Deed Restrictions and Creation of a Home Owner's Association

The Owner shall create a Condominium Association responsible for, among other things, enforcement of deed restrictions required under this Agreement. The Association shall be created and deed restrictions recorded before commencement of any development on all or any portion of the Property. The deed restrictions shall be submitted to the City for review to determine consistency with this Agreement before recording. The Association shall be duly authorized, under applicable laws, to enforce the deed

restrictions against all owners and Owners of land within the Property. Any deed restrictions, and amendments thereto, regulating development of the Property shall be recorded in the Official Public Records of Travis County, Texas. Any deed restrictions regulating development of the Property, and any amendments thereto, shall be subject to this Agreement. Such deed restrictions shall further include a statement that they are subject to this Agreement and that, in the event of a conflict between the deed restrictions and this Agreement, this Agreement shall govern. City shall review any proposed changes for consistency.

**Tack WCR LLC
230 Klattenhoff Lane Suite 100
Hutto, TX**

Tack WCR LLC

**By: _____
Blake Reed, Manager**

CITY OF ELGIN

**By: _____
Theresa McShan, Mayor**

ATTEST:

**By: _____
JENNIFER STUBBS, CITY SECRETARY**

**STATE OF TEXAS
_____ COUNTY**

Sworn and subscribed before me this the ____ day of ____, 20____ by Blake Reed.

SEAL

Signature of Notary

STATE OF TEXAS

_____ COUNTY

Sworn and subscribed before me this the ____ day of ____, 20____ by Teresa McShan, Mayor, City of Elgin, Texas.

SEAL

Signature of Notary

STATE OF TEXAS

_____ COUNTY

Sworn and subscribed before me this the — day of _____, 20____ by JENNIFER STUBBS, City Secretary, City of Elgin, Texas.

SEAL

Signature of Notary

LIST OF EXHIBITS

EXHIBIT “A” – Metes & Bounds Descriptions of the Property

EXHIBIT “B” – Concept Plan

EXHIBIT “C” - Development Standards

EXHIBIT A
Metes & Bounds Descriptions of the Property



Eagles Landing Phase 5
Travis County, Texas

D&A Job No. 913-005
May 6, 2022

METES & BOUNDS DESCRIPTION

BEING 34.72 ACRES OF LAND, MORE OR LESS, OUT OF THE HENRY MARTIN SURVEY NUMBER 65, ABSTRACT NUMBER 518, IN TRAVIS COUNTY, TEXAS, AND BEING ALL OF A CALLED 34.72 ACRE TRACT, AS CONVEYED HAGN FAMILY PARTNERSHIP, RECORDED IN VOLUME 13334, VOLUME 0050, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS [O.P.R.T.C.T.], SAID 34.72 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2-inch iron rod found for the northeast corner of said 34.72 acre tract, and the northwest corner of a called 35.94 Acre tract, as conveyed to Hagn Family Partnership, recorded in Document Number 2019007565 [O.P.R.T.C.T.], same being in the southwest right-of-way of said Carlson Lane (50-foot right of way);

THENCE, leaving said southwest right-of-way of Carlson Lane, and continuing with the common line of said 34.72 acre tract and said 35.94 acre tract, S26°41'48"W, a distance of 1281.86 feet to a point for southeast corner of said 34.72 acre tract and in the north line of Homestead Estates Unit 2 Plat, as recorded in Document Number 202100260 [O.P.R.T.C.T.];

THENCE, N63°13'02"W with the common line of said Homestead Estates Unit 2 Plat, and the northeast line of of a called 75.71 acre tract of land described in Document Number 2021131000, a distance of 1,179.96 feet to a 1/2-inch iron rod found for the southwest corner of said 34.72 acre tract and being the southeast corner of a called 34.715 acre tract described to Joy L. Schiller, recorded in Document Number 200612785 [O.P.R.T.C.T.];

THENCE N26°44'55"E, leaving the northeast line of said 75.71 acre tract and continuing with the common line of said 34.72 acre tract and said 34.715 acre tract, a distance of 1,282.87 feet to a point for the northwest corner of said 34.72 acre tract and the northeast corner of said 34.715 acre tract, same being on the said southwest right-of-way of Carlson Lane,

THENCE S63°10'05"E, with the common line of said 34.72 acre tract and aforementioned southwest right-of-way of Carlson Lane, a distance of 1,178.50 feet to the POINT OF BEGINNING and containing approximately 34.72 acres.

(CONTINUED ON NEXT PAGE)



DOUCET

Basis of bearings is the Texas Coordinate System, Central Zone [4203], NAD83 (2011), Epoch 2010. All distances are grid values, and may be converted to surface by applying scale factor of 1.00008, Units: U.S. Survey Feet.

This survey was performed without the benefit of a title commitment. Easements or other matters of record may exist where none are shown.

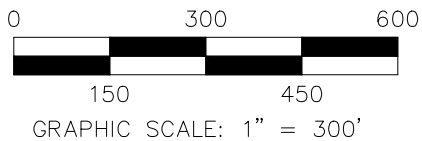
I, Surveyor Name, Registered Professional Land Surveyor, hereby certify that this property description and accompanying plat of even date represent an actual survey performed on the ground.

05/06/2022

J. Dillon Fugate
Registered Professional Land Surveyor
Texas Registration No. 6360
Doucet & Associates
DFugate@DoucetEngineers.com
TBPELS Firm Registration No. 10105800

Date





LEGEND

	PROPERTY LINE
	EXISTING PROPERTY LINE
	ADJOINER PROPERTY LINE
	1/2" IRON ROD FOUND [UNLESS NOTED]
	CALCULATED POINT
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
DOC. NO.	DOCUMENT NUMBER
VOL.	VOLUME
PG.	PAGE
R.O.W.	RIGHT-OF-WAY
P.R.T.C.T.	PLAT RECORDS, TRAVIS COUNTY, TEXAS
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
D.R.T.C.T.	DEED RECORDS, TRAVIS COUNTY, TEXAS

JOY L. SCHILLER
CALLED 34.715 ACRES
DOC. NO. 200612785
O.P.R.T.C.T.

34.72 ACRES
(1,512,200 SQFT)

**LARRY H. AXELSON AND
MARY JO BENGTON**
CALLED 34.715 ACRES
VOL.13334, PG. 0050
O.P.R.T.C.T.

TIMOTHY NELLE
CALLED 75.71 ACRES
DOC. NO. 2021131000
O.P.R.T.C.T.

HOMESTEAD ESTATES UNIT 2
DOC NO. 202100260
P.R.T.C.T.

HAGN FAMILY LIMITED
PARTNERSHIP, A TEXAS
LIMITED PARTNERSHIP
CALLED 35.94 ACRES
DOC. NO. 2019007565
O.P.R.T.C.T.

CARLSON LANE
S63°10'05"E 1,178.50'

N26°44'55"E 1,282.87'

S26°41'00"W 1,281.86'

N63°13'02"W 1,179.96'

**34.72 ACRE
TRACT
EXHIBIT A**

**CITY OF ELGIN, TRAVIS
COUNTY, TEXAS**



DOUCET

Civil Engineering // Entitlements // Geospatial
7401 B. Highway 71 W, Ste. 160
Austin, TX 78735, Tel: (512)-583-2600
www.doucetengineers.com
TBPE Firm Number: 3937
TBPELS Firm Number: 10105800

Date: 05/06/2022

Scale: 1" = 300'

Drawn by: SWP

Reviewer: DF

Project: 1028-006

Sheet: 3 OF 4

Field Book: N/A

Party Chief: ADM

Survey Date: 04/15/2022

CONTROL NOTE:

BASIS OF BEARING IS THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203), NORTH AMERICAN DATUM 1983 (NAD83), 2011 ADJUSTMENT (EPOCH 2010) AND A VERTICAL DATUM OF NAVD88, GEOID 12B. ALL COORDINATE VALUES AND DISTANCES SHOWN ARE SURFACE VALUES AND MAY BE CONVERTED TO GRID BY USING THE SURFACE ADJUSTMENT FACTOR OF 0.9999230059285435.

UNITS: US SURVEY FEET.

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. EASEMENTS OR OTHER MATTERS OF RECORD MAY EXIST WHERE NONE ARE SHOWN.

I, J. DILLON FUGATE, REGISTERED PROFESSIONAL LAND SURVEYOR,
HEREBY CERTIFY THAT THIS PLAT AND ACCOMPANYING LEGAL
DESCRIPTION OF EVEN DATE REPRESENT AN ACTUAL SURVEY
PERFORMED ON THE GROUND UNDER MY SUPERVISION.



J. DILLON FUGATE
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6360
DOUCET & ASSOCIATES
DFUGATE@DOUCETENGINEERS.COM

05/06/2022
DATE



34.72 ACRE
TRACT
EXHIBIT A

CITY OF ELGIN, TRAVIS
COUNTY, TEXAS



DOUCET

Civil Engineering // Entitlements // Geospatial
7401 B. Highway 71 W, Ste. 160
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TBPE Firm Number: 3937
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Date: 05/06/2022

Scale: N/A

Drawn by: SWP

Reviewer: DF

Project: 1028-006

Sheet: 4 OF 4

Field Book: N/A

Party Chief: ADM

Survey Date: 11/20/20

EXHIBIT B
Concept Plan



GRAPHIC SCALE 1"=100'

LEGEND

- IRON ROD FOUND
- FIRE HYDRANT
- SIGN
- POWER POLE
- DOWN SLOPE
- SUBDIVISION BOUNDARY
- LOT LINES
- EXISTING TRAIL
- EXISTING GRADE
- PROPOSED GRADE
- RETAINING WALL

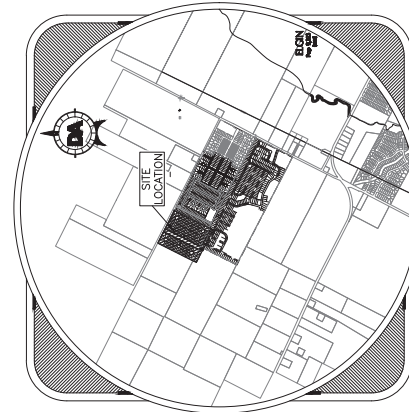
DEVELOPER: TACK DEVELOPMENT, LTD.
230 DATTENHOFF LANE,
SUITE 100
HUTTO, TEXAS 78634
(512) 306-0500

CONTACT: BLAKE REED
BLAKE@TIMMERMANCAPITAL.COM

ENGINEER: DOUCET & ASSOCIATES, INC.
7401 B HWY. 71 WEST,
SUITE 140
AUSTIN, TEXAS 78735
(512) 583-2600

CONTACT: CHRISTOPHER A. REID, P.E.
CREID@DOUCETENGINEERS.COM

SUMMARY	
TOTAL LOT ACREAGE	26.29
TOTAL ROW ACREAGE	8.43
TOTAL ACREAGE	34.72
TOTAL NUMBER OF BLOCKS	5
TOTAL NUMBER OF LOTS	160
TOTAL LINEAR FOOTAGE OF STREETS	5555.04



VICINITY MAP
SCALE 1"=200'

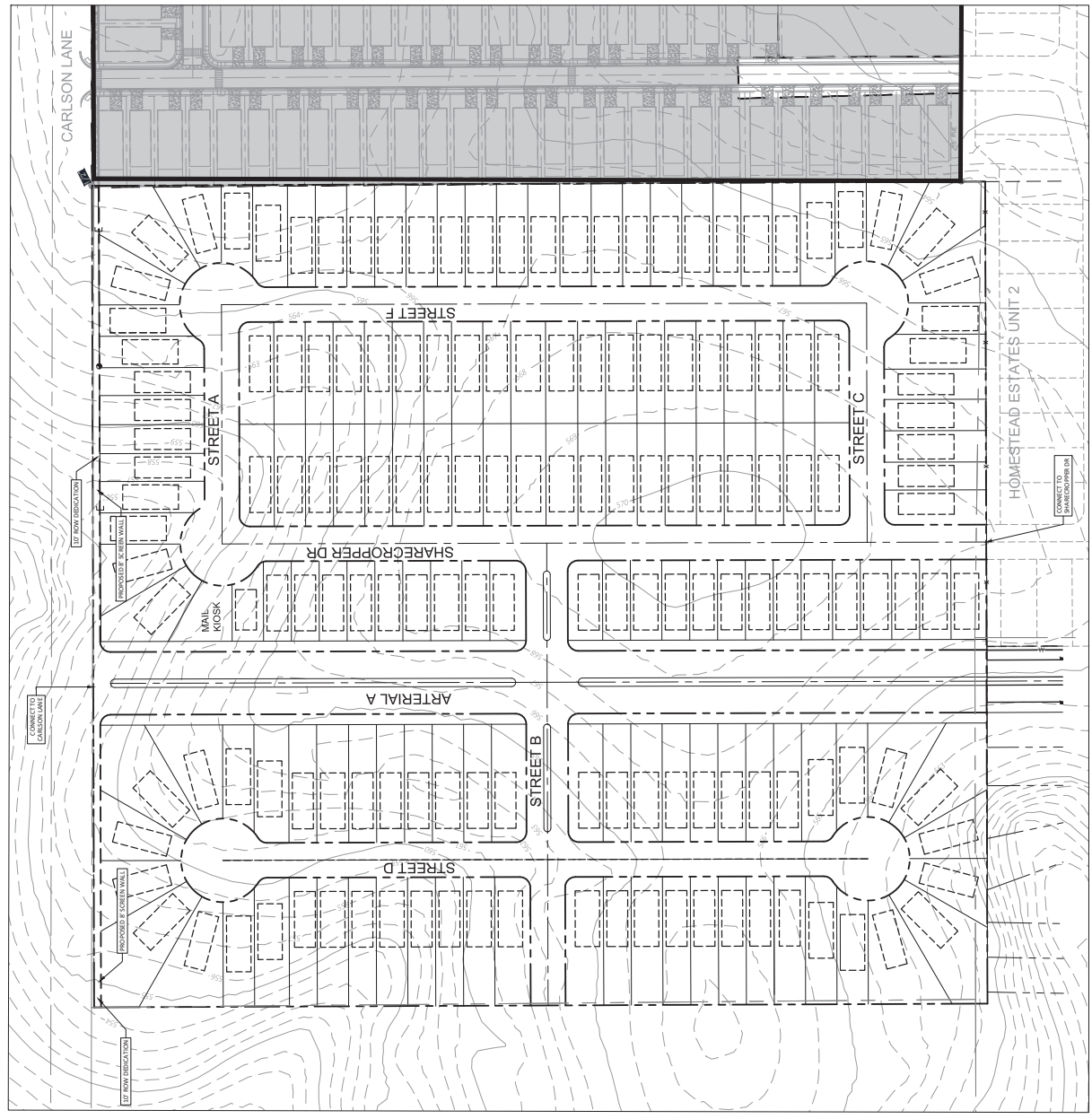


EXHIBIT C

Development Plan

A. **Applicability and Base Zoning**

All aspects regarding the development of this Property shall comply with the City of Elgin Code of Ordinances in effect on (THE EFFECTIVE DATE) except as established in this exhibit, titled **Exhibit "C"**.

The residential portions of the Property depicted on Exhibit "B" shall be developed in accordance with the City's R-1 zoning standards.

All development within the Property will comply with the modified development standards of **Exhibit "C"**. In the case that this exhibit does not address a specific City requirement, the Elgin Code of Ordinances shall apply. In the event of a conflict between this exhibit and the identified base zoning district as defined in the Code of Ordinance on (THE EFFECTIVE DATE), this exhibit shall control.

B. **Single Family Residential Lot Design Standards**

The development of the Property will not exceed 160 single-family residential units. The potential product shall be developed in compliance with Table B.1

In addition to the design standards outlined in Table B.1, the following standards shall also apply:

1. Residential lot widths shall be measured from the front setback building line as established below.

Table B.1 Residential Development Standards	
	FRONT LOAD A
Lot Width Minimum	40 ft.
Lot Depth Minimum	115 ft
Setbacks	
Front (min.)	20 ft.
Rear (min.)	10 ft.
Garage Setback (min.)	20 ft.
Side (min.)	5 ft.
Corner (min.)	15 ft.
Building Height	35 ft.
Minimum Lot Area	4,600 sq. ft.

C. Roadway Standards

1. Sidewalks in front of residential lots will be installed during the installation of the residential landscape on said residential lot.
2. Sidewalks and landscaping along roadways in which there is not a residential lot shall be installed during construction of associated roadway.



Development Service Department

STAFF REPORT

Rezoning from “R-1” Single Family District to “PDD” Planned Development District.

Project #: 202200078

Date: August 7, 2022

Applicant: Blake Reed

Representative: SAME

Hearing Dates: Planning & Zoning Commission – June 27, 2022
City Council – August 16, 2022

Location: Travis Co. Appraisal District (TCAD) # 467330, just south of Carlson Ln. and immediately west of Eagles Landing Phases 3-4.

APPLICATION SUMMARY

Consideration of a rezoning of 34.72 acres of land on TCAD parcel #467330 (a change to the official zoning map). The proposal is to change the zoning from “R-1” Single Family District to “PDD” Planned Development District to develop 160 single family lots.

DEPARTMENT COMMENTS

Since the parcel is being rezoned to a PDD it has separate development standards, these have been included in the packet. Except for certain deviations, any changes not listed in this exhibit will defer to the R-1 zoning standard. The deviations to City Code include the following:

1. Minimum lot area shall be 4,600 sq. ft. versus 9,000 sq. ft. for R-1 standard.
2. Minimum lot width shall be 40 ft. versus 75 ft. for R-1 standard. *Note larger lots exist on the concept plan.*
3. Decrease side setback from 10 feet for two story and 7.5 feet for one story to 5 feet no matter the number of stories for R-1 standard.
4. Waiver of required buffer zones from waterways. Site doesn't have any waterways through it.
5. Waiver of building sidewalks on Carlson Ln., will build sidewalks along proposed arterial instead.

Residential uses consist of only single family detached dwelling units. Lot width will consist of eighty-five (85) lots (or 53%) that are forty (40) feet wide and seventy-five (75) lots (or 47%) that are forty (45) foot wide. Minimum lot depth is 115 feet, and the minimum lot area is 4,600 sq. ft. For the smaller lot sizes, the proposed concept plan provides for an arterial sized roadway (80-90 ft. right-of-way) which will proceed through the development and connected with Carlson Ln. The developer will construct this roadway. This portion of the arterial roadway is part of a further north-south arterial that is being constructed by other developments (see attachment 5) which will eventually

connect at Western Sky Blvd. near the intersection of U.S. Hwy 290. Due to the construction of the arterial roadway and providing ten (10) feet of reserved ROW along U.S. Hwy 290, the applicant will not be completing a Traffic Impact Analysis (TIA) or contributing to County Line Rd.

Parkland fees of \$800.00 per lot will be paid by the developer at the time of platting as there will be no public parkland space in the development. Water will be transferred from Aqua WSC to City through allowance of a CCN Transfer, like other developments in the area. Sewer will be thought the City.

PLANNING & ZONING COMMISSION INPUT.

The Commission offered their input to the development plan in a workshop format at their June 27, 2022, meeting. Staff and Commission discussion involved proposed north-south arterial and this portion of it through the development, development standards for project and neighboring areas. Some of the Commission individual members expressed concern with the small sizes of the lots and some spoke in favor of the extension of the north-south arterial roadway from Carlson Ln.

STAFF ANALYSIS

In review of the Elgin Comprehensive Plan the parcel is located within the Agricultural Land Use category. This category's primary land usage is agriculture (see attachment 2) according to the provided map and associated land use language. The current R-1 zoning category, as the parcel was zoned automatically when annexed, allows for single family homes as a use by right. This is a conflict with the land use and zoning; the PDD will continue the conflicting residential uses.

When seeking a rezoning, the Council should consider the uses that could occur on the land by rezoning to another zoning category. There are no additional uses, but a subtraction of many non-single family uses. Single family homes stay a permitted use in either zoning category.

"R-1" District	"PDD" District
Detached single-family dwelling.	Detached single-family dwelling.
Churches, but not including revival tents or arbors.	
Public school offering general educational courses the same as ordinarily given in public schools and having no rooms regularly used for housing and sleeping.	
Public park and playground.	
Library.	
Growing of farm products.	
Municipal use	
Telephone exchanges.	
Home occupations.	
Transportation and utility easements, alleys and rights-of-way	
Accessory building which is not a part of a main building, including one private garage, or accessory building which is a part of a main building, including one private garage.	Accessory building which is not a part of a main building, including one private garage, or accessory building which is a part of a main building,

	including one private garage.
“R-1” District	“PDD” District
Accessory uses, which shall include the following where the primary use is residential: Customary home occupations, if done inside of building, such as dressmaking, babysitting, seamstress, tailoring, millinery, tutoring, when engaged in by members of the resident family and employing not more than one person, not a member of the resident family, but not including beauty culture, barbering or appliance repairing.	Accessory uses, which shall include the following where the primary use is residential: Customary home occupations, if done inside of building, such as dressmaking, babysitting, seamstress, tailoring, millinery, tutoring, when engaged in by members of the resident family and employing not more than one person, not a member of the resident family, but not including beauty culture, barbering or appliance repairing.

Below is a list of zoning standards for each zoning category, changes are highlighted in yellow between zoning categories:

	R-1 (exist. zoning)	PDD (prop. zoning)
Height	2.5 stories or 35 feet	35 feet.
Front Setback	25 feet; garage at 25 feet	20 feet; garage at 20 feet.
Side Setback	7.5 feet for 1 story; 10 feet for more than 1 story	5 feet.
Rear Setback	10 feet	10 feet
Lot Width	75 feet	40 feet
Lot Area	9,000 sq. ft.	4,400 sq. ft.
Impervious Cover on Lot	45% interior; 50% corner	45% interior; 50% corner

It is City Staff's professional opinion that the overall development pattern of the area has changed since the approval of the Eagles Landing Phase 3-4 PDD in October 2021 (see attachment 3). This neighboring development to the east was rezoned to allow for continued single family homes on smaller lots of which eighty-three (83) lots (or 39%) are forty (40) feet wide and 132 lots (or 61%) are forty (45) foot wide, with a 110-foot minimum depth, and a total of 4,400 sq. ft. minimum lot area (see attachment 6). Also, the addition and construction of their portion of the proposed north-south arterial necessitates allowance of smaller lots within this area (see attachment 5).

Based on the information within the packet, staff has no issues and concerns regarding the proposal.

ATTACHMENTS

Additional information is provided through attached exhibits.

1. Application with Owners Authorization.
2. Staff Added Comprehensive Plan Exhibit.
3. Staff Added Zoning Map.
4. Staff Added Compliance Letter.
5. Staff Added North-South Arterial Map.
6. Staff Added ORD 2021-10-12-38 Eagles Landing Ph. 3 & 4.

PDD REZONING APPLICATION

Date: 5/10/22

New ☒ Modification ☐

Modification of _____

SITE INFORMATION

Project Address: Carlson Lane

Parcel Identification Number (if no address): 467 330

APPLICANT

Name: Blake Reed

Postal Address: 230 Klattenhoff Lane Suite 100
Hutto TX 78634

E-Mail Address: Blake@timmerman-capital.com; Phone Number: 512 846 1733

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

 Blake Reed 5/10/22
Signature Printed Name Date

Project Description:

See Attached



310 North Main Street

P.O. Box 591

Elgin, Texas, 78621

(512) 281-0119



www.elgintx.com

Project Description

Eagle's Landing Phase 5 is a 35-acre single family development consisting of approximately 150 lots. This development will fully fund and construct a 4 -lane major arterial through the project and pay to transfer the existing Aqua Water CCN to the City of Elgin. Due to changing market demands and a shortage of housing in the Central Texas area, this PDD proposes development standards that vary slightly from the current city code. The proposed standards can be found on Exhibit C of the PDD agreement and are consistent with other PDD agreements in the area.

April 27, 2022

David Harrell, Director of Development Services
City of Elgin
310 North Main Street
Elgin, Texas 78621

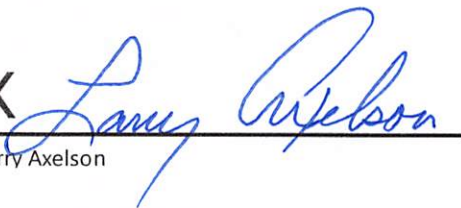
Re: Agent Authorization Letter
Axelson Tract (35 acres)
Elgin, Texas

To Whom It May Concern:

As the owner of the 34.7 acres of land, more or less, out of the Henry Martin Survey No. 65, Abstract No. 518, in Travis County, Texas; Tack Development, Ltd. is hereby granting TACK WCR LLC, and Doucet & Associates, the right to act as Authorized Agents on development applications associated with this property. This includes, but is not limited to annexation, rezoning, Subdivision Platting, Construction Documents, and related applications as may be required.

Please contact me if you have any questions.

Sincerely,

X 
Larry Axelson

X 
Mary Joe Benqton



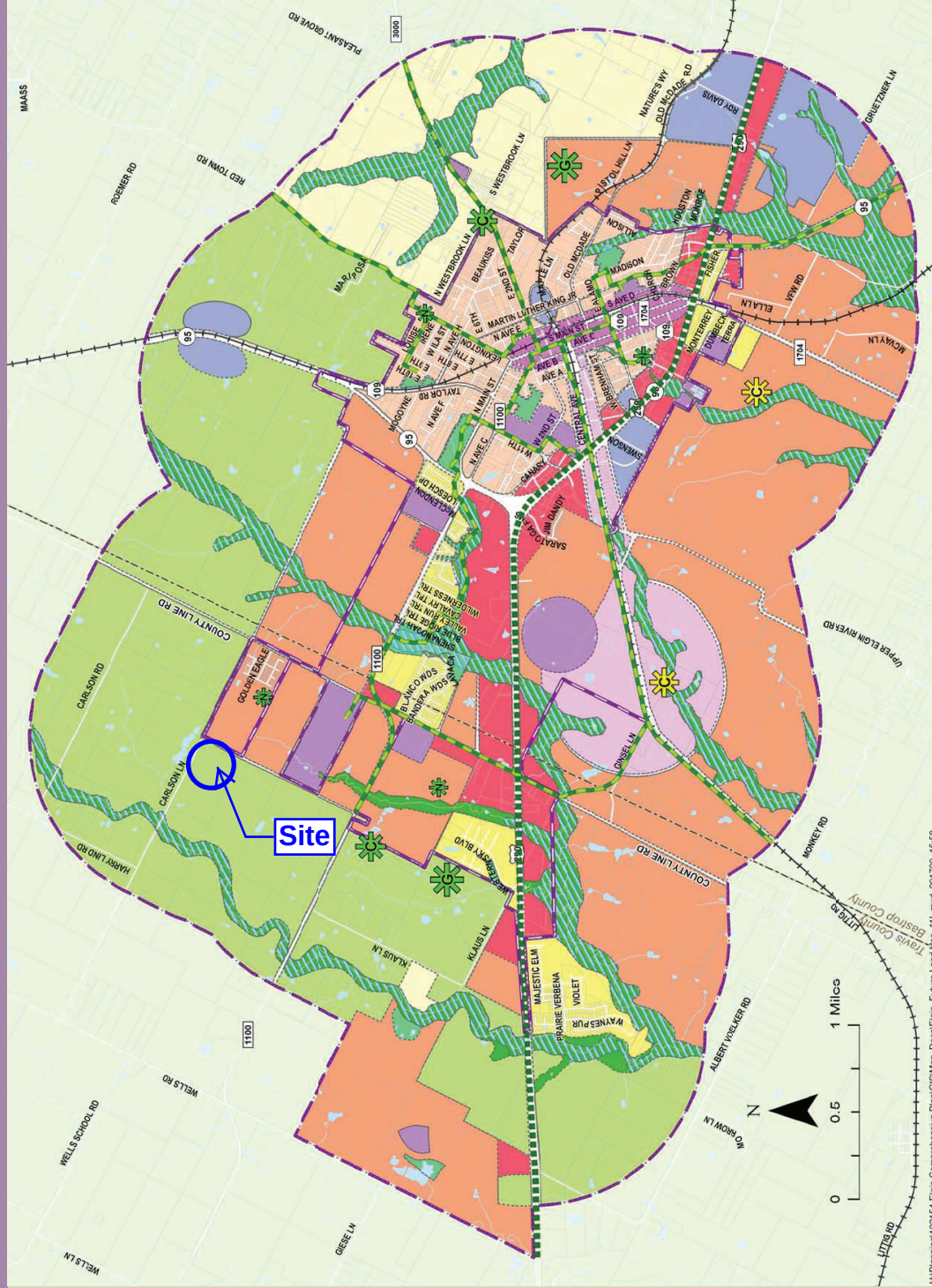
Exhibit 4.4: Future Land Use and Development Plan

- Parcel Boundary
- Elgin City Limits
- Elgin Planning Area

Future Land Use

- Natural Area
- Agriculture
- Low Density Residential
- Existing Single-Family Residential
- Traditional Neighborhood Residential
- Central Elgin Neighborhoods
- Mixed Use
- Main Street Elgin
- Commercial
- Light Industrial
- Institutional
- Parks and Recreation
- 100-Year Flood Plain
- Proposed Park from Parks Master Plan
- Proposed Park from WSA
- Proposed Trail from Parks Master Plan
- US 290 Corridor Greenscaping

Note: A Comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries.



H:\Planning\102154-Elgin Comprehensive Plan\GIS\Map_Docs\Elgin_Future Land Use_11L.mxd 09/17/09 15:58
Source: Wilbur Smith Associates, Inc., 2009.

Agricultural

General Description: Areas dedicated to food production and raising livestock. Development in these areas is very minimal, and primarily associated with agricultural activity. Elgin desires to keep these areas as farmland or ranchland wherever possible in order to maintain and promote an agricultural economic base, as well as provide a local food source, and preserve the rural character of the community.

Transect Zone: Natural (T1)

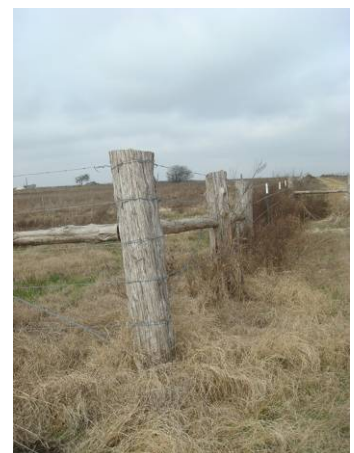
Primary Land Use: Agricultural

Supporting Land Uses: Rural residences (farm houses), equestrian facilities, agricultural storage, small-scale commercial, and industrial uses directly related to agricultural activity.

Residential Densities: 1 unit per 10 acres or more.

Form and Character: The area is defined by vast areas of open space and agricultural land with a rural or natural character. Built structures are very sparse and typically associated with farming operations such as barns, pens, sheds, and feed storage. Because it is a working landscape, agricultural areas are associated with some “nuisances” such as noise, dust, and fertilizer that are best mitigated by maintaining large parcel sizes and limiting urbanization where possible.

Parks and Open Space: The low-density of development and open spaces that are inherent in agricultural areas do not require that additional parks be provided. A regional park may be appropriate if it is focused on a natural or historic feature of local/regional significance.



Zoning Map



6/17/2022, 8:41:38 AM

- Travis Parcels March 2022

Zoning

A - Multiple Family Residential District

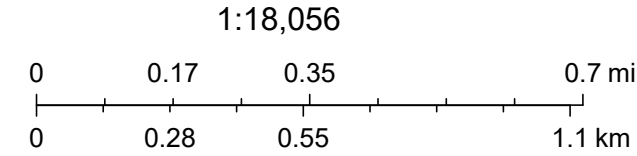
C1 - Neighborhood Shopping District

C2 - General Commercial District
- C3 - Highway Commercial District

PDD - Planned Development District

R1 - Single Family

R3 - Single Family/Two Family/Industrialized Housing District



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



505 East Huntland Drive
Suite 250
Austin, Texas 78752

T 512.454.8716
TRCcompanies.com
T.B.P.E. #F-8632

August 5, 2022

Mr. David Harrell, Development Services Director
City of Elgin
310 N. Main St.
Elgin, Texas 78621

RE: Eagles Landing Phase 5 PDD

Dear Mr. Harrell:

TRC has reviewed the following documents listed below submitted by Timmerman Capital:

1. Agreement and Development Plan for Eagles Landing Phase 5 PDD - Revision dated August 2, 2022.

Our review finds that these documents have been prepared in general conformance with the City of Elgin's Code of Ordinances and any deviations from the Code have been negotiated with additional benefits included for the City.

As TRC did not provide the detailed design of the submitted documents, TRC and the City of Elgin must rely on the adequacy of the Registered Professional Land Surveyor and Registered Professional Engineer that prepared the documents and all responsibility for the surveying, engineering design and submitted documents shall remain with the Registered Professional Land Surveyor and Registered Professional Engineer. Note that prior to execution of the PDD, all applicable filing fees and invoices shall be paid. If you have any questions regarding this information, please do not hesitate to contact this office.

Sincerely,

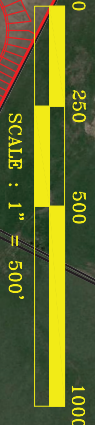
A handwritten signature in blue ink, appearing to read 'K. Beau Perry'.

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

cc: Mr. Blake Reed, Timmerman Capital

CONCEPTUAL PLAN
OVERVIEW

Legend for North-South Arterial
Green - Committed
Yellow - Potentially Committed
Red - No Commitment



Potential
Taylor Rd &
SH 95 Inter.

To Ave. F -
SH 95 Inter.



II

DEVELOPMENT PLAN (“Plan”)

1. **DEFINITIONS**

Words and terms used herein shall have their usual force and meaning, or as defined in the Code of Ordinances, as amended, City of Elgin, Texas, hereinafter referred to as "the Code"

2. **PROPERTY**

This Development Plan (hereinafter referred to as “Plan”) covers approximately 35.94 acres of land, all of which is located within the city limits of Elgin, Texas, and more particularly described by metes and bounds in **Exhibit "A"**, attached hereto.

3. **PURPOSE**

The purpose of this Plan is to insure a PDD that 1) is equal to or superior to development that would occur under the standard ordinance requirements, 2) does not have an undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utilities or any other matters affecting the public health, safety and welfare, 3) is adequately provisioned by essential public facilities and services, and 4) will be developed and maintained so as not to dominate, by scale or massing of structures, the immediate neighboring properties or interfere with their development or use in accordance with any existing zoning district.

4. **APPLICABILITY OF CITY ORDINANCES**

4.1 **Zoning and Subdivision Ordinances**

The Property shall be regulated for purposes of zoning and subdivision by this Plan. All aspects not specifically covered by this Plan shall be regulated by applicable sections of the Code. This PDD Serves to augment and/or modify the standards for development outlined in the code to implement the vision for the Property and ensure a quality development not otherwise achieved solely by the underlying base zoning district. Refer to Exhibit “C”, Development Standards, for additional design standards set forth in the PDD Document. If there is a conflict between this Agreement and Plan and the Code, this Agreement and Plan shall supersede the specific conflicting provisions of the Code.

4.2 **Other Ordinances**

All other Ordinances within the Code shall apply to the Property, except as clearly modified by this Plan.

5. **PERMITTED USES**

The Property shall be used and developed as shown in the Concept Plan, **Exhibit "B"** attached hereto and incorporated herein. **Exhibit "B"** depicts the Development Plan for the property, **Exhibit "C"** depicts the development standards for the Residential Parcels within the Property.

6. UNDERGROUND UTILITY SERVICE

All utility lines must be underground to connection points provided by the utility service provider. All transformers must be visually screened.

7. COUNTY LINE ROADWAY IMPACT

7.1 City Participation

City agrees to pay for all costs ("Project Costs") related to the design and construction of the County Line Roadway Project ("Project") in accordance with the design plans as approved by the City, which shall include curbed and guttered roadway and associated storm sewer.

7.2 Developer Participation

Developer agrees to contribute to the Project Costs an amount not to exceed \$501,704 (the "Participation Amount").

7.3 Developer Participation Schedule

The Developer Participation Amount shall be \$2,312 per platted lot payable at or before final recordation on the plat.

7.4 Escrow Amount

On or before recordation of the first plat and Developer making the initial deposit into the Escrow Account, Developer and City shall execute an Escrow Agreement outlining the terms and conditions of the release of the escrow funds to be used for the construction of County Line Road.

8. PARKLAND DEDICATION

The parkland dedication requirements for the Property shall be met in full by providing the following:

8.1 Parkland Fee in Lieu of Required

\$500 per lot to be paid before recordation of the final plat.

9. WATER QUALITY

This Project will not be required to provide water quality facilities.

10. STREETS, BLOCKS, LOTS, SIDEWALKS, BUILDING LINES, AND SETBACKS, DRAINAGE AND STORM SEWERS AND OTHER MATTERS

10.1 Development Standards

The Project shall incorporate the Development Standards as depicted on **Exhibit "C"**.

10.2 Buffer Zones

The City of Elgin required buffer zones per Sec. 36-3 l2(b)(2) are hereby removed where Single Family Lots are located per the concept plan and preliminary plan.

10.3 Traffic

The Owner shall not be required to perform a Traffic Impact Analysis for the Project.

10.4 Neighborhood Delivery and Collection Box

The project shall not be subject to Section 36.60 of City Ordinance 2021-04-20-08.

10.5 Perimeter Improvements

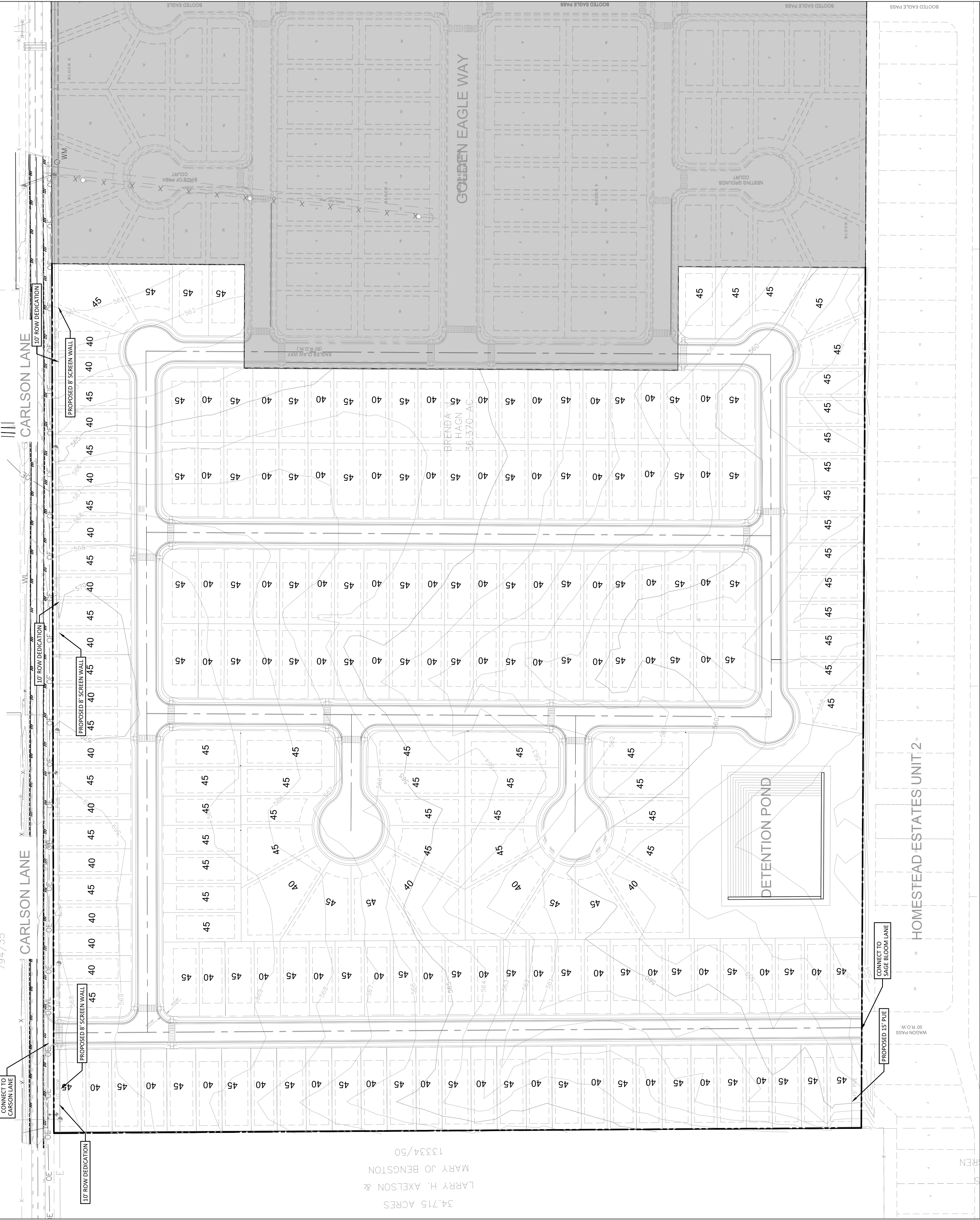
The project will dedicate the required Right of Way for the future widening of Carlson Lane to the City of Elgin.

10.6 Tree Preservation Plan

Due to the project site having no trees onsite, no Tree Preservation Plan will be required. A registered Landscape Architect, Engineer, or Surveyor shall provide a sealed letter stating no trees are onsite that are 8" in diameter or greater that are considered native or protected per City of Elgin code.

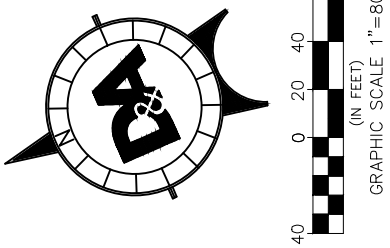
11 CHANGES TO AGREEMENT AND DEVELOPMENT PLAN

11.1 Minor Changes



SUMMARY	83 (39%)
40' LOTS (30' PRODUCT)	132 (61%)
45' LOTS (35' PRODUCT)	TOTAL: 215

LEGEND	
●	IRON ROD FOUND
⚡	FIRE HYDRANT
⚡	SIGN
⚡	POWER POLE
⚡	DOWN GUY
---	SUBDIVISION BOUNDARY
---	LOT LINES
---	BUILDING SETBACK
---	EASEMENTS
---	EXISTING GRADE
---	PROPOSED GRADE
---	RETAINING WALL



EAGLES LANDING PHASES 3 & 4

EXHIBIT B

OVERALL PLAN

DA DOUCET & ASSOCIATES
Civil Engineering - Planning - Geospatial
7401 B Highway 71 W, Suite 160
Austin, TX 78735, Tel: (512)-583-2600
www.doucetengineers.com
TBE Firm Number: 3937
TBPLS Firm Number: 10105800

Designed: JR	Drawn: SC
Reviewed: CAS	Date: 7/27/2021
SHEET	
1	
OF 01	
Project No.: 913-005	

EXHIBIT C –

DEVELOPMENT PLAN

A. Applicability and Base Zoning

All aspects regarding the development of this Property shall comply with the City of Elgin Code of Ordinances in effect on (THE EFFECTIVE DATE) except as established in this exhibit, titled **Exhibit "C"**.

The base district zoning of R-3 Single Family, and Zero Lot Line Duplex, has been established for this Property.

All development within the Property will comply with the modified development standards of **Exhibit "C"**. In the case that this exhibit does not address a specific City requirement, the Elgin Code of Ordinances shall apply. In the event of a conflict between this exhibit and the identified base zoning district as defined in the Code of Ordinance on (THE EFFECTIVE DATE), this exhibit shall control.

B. SINGLE FAMILY RESIDENTIAL LOT DESIGN STANDARDS

The development of the Property will not exceed 215 single-family residential units. The potential product shall be developed in compliance with Table B.1

In addition to the design standards outlined in Table B.1, the following standards shall also apply:

1. Residential lot widths shall be measured from the front setback building line as established below.

Table B.1 Residential Development Standards	
	FRONT LOADA
Lot Width Minimum	40 ft.
Lot Depth Minimum	110 ft
Setbacks	
Front (min.)	20 ft.
Rear (min.)	10 ft.
Garage Setback (min.)	20 ft.
Side (min.)	5 ft.
Corner (min.)	15 ft.
Building Height	35 ft.
Minimum Lot Area	4,400 sq. ft.

C. ROADWAY STANDARDS

- 1- The block length requirements per City of Elgin Sec. 36-202 are modified as shown in the Concept Plan for the perimeter blocks of the subdivision and are approved with this agreement. Approved modifications to the Concept Plan that affect block length will also be permitted per this agreement.
2. Sidewalks in front of residential lots will be installed during the installation of the residential landscape on said residential lot.