

## ELGIN CITY CITY COUNCIL



### ELGIN CITY CITY COUNCIL AGENDA

November 14, 2023

6:30 PM

Members of the public may watch the meeting at:

[https://www.youtube.com/channel/UC3OGBV\\_loV0Nr3AqM1jTzA](https://www.youtube.com/channel/UC3OGBV_loV0Nr3AqM1jTzA)

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. INVOCATION

#### IV. PLEDGE OF ALLEGIANCE

#### V. 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.

#### VI. CITY MANAGERS REPORT

##### 1. Presentation of the City of Elgin Community Growth Report

2. **Planning and Zoning Commission (PZC) Quarterly Report**
3. **Elgin Economic Development Corporation Quarterly Report**
4. **Main Street Board Quarterly Report**

## **VII. 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- October 24, 2023**
2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, APPROVING THE TAX ROLL FOR THE CITY OF ELGIN AND AUTHORIZING THE TAX ASSESSOR/ COLLECTOR TO IMPLEMENT AND BEGIN THE COLLECTION OF TAXES FOR TAX YEAR 2023.**
3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NUMBER 1, WITH LONESTAR SITEWORK FOR THE ROY RIVERS EXTENSION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO**

## **VIII. NEW BUSINESS**

1. **Bastrop CAD Ballot for Director Appointments**
2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING TRC ENGINEERS, INC TO UPDATE THE IMPACT FEE STUDY FOR THE CITY OF ELGIN AND MAKING CERTAIN FINDINGS RELATED THERETO**
3. **Boards and Commissions Appointments**

## **IX. EXECUTIVE SESSION**

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

## **X. RECONVENE**

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

## **XI. ANNOUNCEMENTS**

## **XII. 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 Thursday, November 9, 2023, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in black ink, reading "Jennifer Stubbs". The signature is written in a cursive, flowing style.

Jennifer Stubbs, City Secretary



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Presentation of the City of Elgin Community Growth Report

**DEPARTMENT:** Executive

**PROPOSED ACTION:** No Council action proposed or requested at this time; This item is for the formal presentation of the *City of Elgin Community Growth Report* (November, 2023).

**BACKGROUND:**

Discussed at previous meetings; The City Manager has prepared a comprehensive report on growth occurring and anticipated for the City of Elgin and its Extraterritorial Jurisdiction (ETJ) that is focused primarily on Residential Subdivision Development.

The focus of the report is the "*Elgin Community*"- not just the corporate limits of the City of Elgin. Tracking only building activity within the Elgin city limits will not be a true reflection of the bigger picture and the impacts on the *Elgin Community*.

It should not be surprising that this report demonstrates historic growth of the *Elgin Community* in the last 4+ years; and that said growth will likely continue into the foreseeable future.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommendation is for Council to receive and consider the *City of Elgin Community Growth Report* (November, 2023) as presented by the City Manager.

**ATTACHMENTS:**

None

{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.*



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Planning and Zoning Commission (PZC) Quarterly Report

**DEPARTMENT:** Development Services

**PROPOSED ACTION:** No action is required on this item.

**BACKGROUND:**

This report is for the period of August 2023 to October 2023.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. PZC Quarterly Report Aug-Oct 2023

- { } 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.*



# Development Services Department

## STAFF REPORT

### Planning & Zoning Commission (PZC) Quarterly Report

**Date:** October 31, 2023

#### **SUMMARY OF ACTIVITIES FROM August 2023 – October 2023 MEETINGS**

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##### August 2023

- A. Brickston Subdivision Phase 1A Final Plat (Project #202300080) – Creation of two lots, a residential collector roadway and utilities to serve each lot on 75 acres of land – PZC approved.
- B. Subdivision Variance (Project #202300083) – A subdivision variance to allow for the creation of a 1-acre flag lot – PZC approved.
- C. Sacred Heart Catholic Church Subdivision Re-Plat (Project #202300068) – Combining nine lots into one lot for a church campus – PZC approved.

##### September 2023 – No Meeting

##### October 2023

- A. Five of the seven Planning and Zoning members were administered the Oath of Office
- B. Elgin Business Park III, Section III Re-plat (Project #202300113) Combining lots to create lots 7A, 8A and 11A and reroute a section of future right-of-way – PZC approved.

#### **PROPOSED ACTIVITIES FROM NOVEMBER 2023 – JANUARY 2023 MEETINGS**

Continue to perform their function as allowed by State law and City Code including items such as appeals, special exceptions, & zoning variances.

#### **RECOMMENDED COUNCIL ACTION**

None.



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Elgin Economic Development Corporation Quarterly Report

**DEPARTMENT:** EDC

**PROPOSED ACTION:** No action required

**BACKGROUND:**

Quarterly report as requested by City Council

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

No action recommended

**ATTACHMENTS:**

1. Quarterly Report Q4 2023

- { } 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**

### **Elgin Economic Development Corporation Quarterly Report**

### **November 2023**

- Attended the groundbreaking for Aviators Pizza
- Attended the International Economic Development Council conference.
- Received an award from the IEDC for creative financing.
- Negotiated a 35-acre retail site with a MUD development on 290.
- Negotiated a 7-acre retail site with a MUD development on 290.
- Met with a developer for a possible 75-acre project on HWY 95
- Met with a local realtor to discuss downtown properties.
- Approved the design for the new Sykes Industry building.
- Met with the new EDC board member and gave her a folder with information.
- Met with an AT&T representative to discuss fiber in the Elgin Business Park
- Sponsored two tables at the annual Chamber Banquet
- Researched the tax payments to Travis County ESD #13
- Received a potential site plan for a 60-acre mixed used development on 290
- Continued contract negotiations for Cullen Health extension
- Met with Oncor to discuss commercial & residential growth in Elgin.
- Attended Opportunity Austin Regional Partners Luncheon.
- Weekly meetings with Community Services to develop a marketing plan.
- Project update with CMC – Southside Apartments in the Elgin Business Park
- Developed a Business Park Project Status Report for City Council and EDC Board.
- Met with Austin Regional Clinic for a timeline on construction.

- Met with CBRE to discuss ongoing projects, prospects, and future business park locations.
- Attended Veteran's Park Groundbreaking.
- Met with Main Street & Downtown business owners to discuss gift card roll out program.
- Met with two food truck business owners on future expansion plans.
- Met with prospective business owners looking to invest in downtown property and relocate their business from Austin.
- Attended P&Z for a replat in Elgin Business Park III
- Presented to new business owners at Elgin 101 hosted by the business retention committee.
- Worked the City Booth at the Annual Hogeye Festival
- Worked on EDC Website Launch: content creation, graphics, domain, and editing

### **Main Street Board/Committee Report to the City Council**

The Main Street board includes Krista Marx, Sarah Gudenkauf, Jake Carter, Monica Nava, Skie O'Mahoney, Michelle Nicholson, Erin Riley, Amber de la Rosa, and Mercathea Hughes.

Board members are appointed to implement downtown revitalization through the Main Street Four Point approach – Economic Vitality, Design, Promotion, and Organization.

As a Texas Main Street City, Elgin receives design assistance and technical guidance through the Texas Historic Commission. The state program is overseen by Main Street America.

#### **1.) Summary of Committee Activities for the Past 4 Months**

The Main Street Board awarded \$1,637 in marketing assistance grants since August 1, 2023.

Three new businesses have opened downtown: The Painted Raven, Freedom Learning Center, DivineLites Soap Shop, and the Elgin Courier has leased a new location and listed their building for sale.

For lease downtown:

- 2 Depot Square – 210 sq. ft. office space on 2<sup>nd</sup> floor
- 101 W. 1<sup>st</sup> Street #D – 250 sq. ft. office space on 2<sup>nd</sup> floor
- 101 W. 1<sup>st</sup> Street #E – 250 sq. ft. office space on 2<sup>nd</sup> floor
- 116 E 1<sup>st</sup> Street – 960 sq. ft. office

For Sale downtown:

- 116 Depot Street – 6700 sq. ft. office/retail/residential
- 105 N. Main Street – 2250 sq. ft. office/retail

Promotional events in addition to the monthly Sip, Shop, & Stroll:

- Hogeye Stroll, Free Street Dance, Hogeye Festival
- Safe Trick or Treat
- Dia de los Muertos Festival

Promotion and Tourism's focus this last quarter the focus was on asking businesses to use the #VisitElginTX hashtag for promotions and to be included in the "This Week in Elgin" and "This Weekend in Elgin" posts. There was an increase of 456 followers on Facebook and an increase of 224 followers on Instagram this last quarter. When comparing the last 90 days to the 90 days prior, Facebook and Instagram reach and engagement both saw an increase.

The Design Committee has moved the Tom Besson mural from the Advocacy Outreach building. Repairs are being made and the mural will be reinstalled at Elgin Memorial Park.

Volunteers – Our volunteer effort and organization continue to increase in participants and become more efficient with a large turnout of honor society students for Hogeye and Dia de los Muertos. These students and community members are gearing up to help with Holiday by the Tracks, all being organized by Donna Ambrosio.

## **2.) Summary of Proposed Activities for the Next 4 Months**

The Main Street Board will hold officer elections during the November 16, 2023, meeting and staff will organize training materials for the new board members.

The chamber has asked to return the Business Retention Committee to the Main Street Board while maintaining the Business 101 platform for chamber members. A new chair will be appointed, and the committee will restructure to focus on how to best assist the downtown businesses.

Promotion and Tourism plans to continue to discover innovative ways to increase visibility for Elgin as a tourist destination highlighting local assets, local events, and the weekly Farmer's Market.

The Design Committee is working on updating the Public Art Plan and determining potential projects and focus for the new year.

### **Upcoming Events:**

- Shop Small Saturday – November 25<sup>th</sup>
- Holiday by the Tracks with Hot Cocoa Stroll & Candy Bazaar – December 2<sup>nd</sup>
- Holiday Concert – December 8<sup>th</sup>
- The Art of Giving – December 9<sup>th</sup>
- Sip, Shop, & Stroll – December 14<sup>th</sup>
- Santa Sightings & Home for the Holidays – Every Saturday in December
- Stocking Stuffer Saturday – December 23<sup>rd</sup>



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** City Council Regular Meeting Minutes- October 24, 2023

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Approval of the October 24, 2023 City Council Regular Meeting Minutes

**BACKGROUND:**

City Council Regular Meeting Minutes- October 24, 2023

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Approval of the Minutes

**ATTACHMENTS:**

1. 10-24-2023 City Council Regular Meeting Minutes

{ } 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  
October 24, 2023

**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  
Chuck Swain, Council Member  
YaLecia Love, Council Member  
Forest Dennis, Council Member  
Al Rodriguez, Council Member  
Matthew Callahan, Council Member

Mayor McShan called roll call and stated that all were present.

**Staff:**

Tom Mattis, City Manager  
Jennifer Stubbs, City Secretary  
Chris Noble, Police Chief  
Beau Perry, City Engineer  
Amy Miller, Community Development Director  
Owen Rock, EDC Director  
Chris Wolf, Sergeant  
Belen Pena, Finance Director  
Michael Gonzalez, Public Works Director  
Sonia Browder, Media Specialist  
Elizabeth Marzec, Parks and Rec Program Manager

**INVOCATION**

Mayor McShan 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**

There were no public comments.

## **CITY MANAGER'S REPORT**

### **1. Staffing And Compensation Update (Requested By Councilmember Casnovsky)**

Mr. Mattis provided a staffing and compensation presentation and answered questions of the Council.

### **2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, ADOPTING A WRITTEN INVESTMENT POLICY AND INVESTMENT STRATEGY REGARDING THE INVESTMENT OF CITY FUNDS TO BE EFFECTIVE OCTOBER 24, 2023 AND PROVIDING FOR RELATED MATTERS.**

Mr. Mattis stated that this was a routine requirement every two years and was a procedural requirement tonight. Mr. Callahan made a motion to approve the resolution. Mayor Pro Tem Brashar seconded the motion. All voted in favor. The motion carried.

### **3. FY 22-23 4TH QUARTER INVESTMENT REPORT**

Mr. Mattis stated that this was a cash balance report.

### **4. General Activity Report And/Or Project Update**

Mr. Mattis invited the public to the Hogeye Festival this week, October 26-28. Mayor Pro Tem Brashar stated that the food judging will take place at the O'Connor Building. Ms. Love invited the public to the children's parade and costume contest on Saturday beginning at 9:00 a.m. Ms. Miller mentioned that there were volunteer opportunities available. The upcoming City Council meeting is scheduled for November 14<sup>th</sup>.

## **CONSENT AGENDA**

Mr. Mattis provided comments.

### **1. City Council Regular Meeting Minutes - October 10, 2023**

The minutes were approved on the consent agenda.

2. 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, 2023 THROUGH DECEMBER 26, 2023.

The request was approved on the consent agenda.

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NUMBER 11, WITH CSA CONSTRUCTION FOR THE WATER TREATMENT PLANT WINTERIZATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NUMBER 12, FOR THE WASTEWATER TREATMENT PLANT PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH OMEGA II FOR FENCING FOR VETERANS MEMORIAL PARK EXPANSION AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH PLAYWELL FOR ICON SHADE STRUCTURE IN VETERANS MEMORIAL PARK EXPANSION AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

7. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH KOMPAN TO CONSTRUCT SURFACING AND SHADE FOR NEW PLAYGROUND FOR VETERANS MEMORIAL PARK 200 BLOCK DEPOT STREET AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

8. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH KOMPAN TO CONSTRUCT SURFACING AND SHADE FOR NEW PLAYGROUND FOR VETERANS MEMORIAL PARK 200 BLOCK DEPOT STREET AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

9. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO PROCEED WITH THE FY2022-2023 ANNUAL STREET RESURFACING PROGRAM; AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

10. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO APPROVE PROFESSIONAL SERVICES FEES WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

The resolution was approved on the consent agenda.

11. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN MASTER LEASE AGREEMENT XEROX FINANCIAL SERVICES LLC; AND PROVIDING FOR RELATED MATTERS.

The resolution was approved on the consent agenda.

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

### **NEW BUSINESS**

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, NOMINATING PERSONS FOR THE TRAVIS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS

Mr. Mattis provided an update. No action was taken.

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH NATIONAL SIGN PLAZA AND MAKING CERTAIN FINDINGS RELATED THERETO.

Mr. Mattis provided information. Patrick Fuller, a representative with National Sign Plaza, answered questions of the Council. Ms. Casnovsky made a motion to approve the resolution. Ms. Love seconded the motion. All voted in favor. The motion carried.

3. A RESOLUTION OF CITY OF ELGIN, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR TEXAS CDBG-MIT REGIONAL MITIGATION PROGRAM'S METHOD OF DISTRIBUTION DEVELOPMENT (CDBG MIT-MOD) PROGRAM(S) FUNDED AND ADMINISTERED THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).

Mr. Mattis provided information about the grant funding opportunity and answered questions of the Council. Mayor Pro Tem Brashar made a motion to approve the resolution. Ms. Casnovsky seconded the motion. All voted in favor. The motion carried.

4. A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR TEXAS CDBG-MIT REGIONAL MITIGATION PROGRAM'S METHOD OF DISTRIBUTION DEVELOPMENT (CDBG MIT-MOD) PROGRAM(S) FUNDED AND ADMINISTERED THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).

Mr. Dennis made a motion to approve the resolution. Mr. Callahan 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**

1. Adjourn Into Executive Session Pursuant To Section §551.087 Deliberation Regarding Economic Development Negotiations: To Deliberate The Offer Of A Financial Or Other Incentive To A Business Prospect

Mayor McShan announced that the City Council was retiring into Executive Session at 7:13 p.m.

### **RECONVENE**

The City Council returned to the dais at 7:37 p.m. Mayor McShan reconvened the regular meeting at 7:38 p.m. No action was taken.

### **ANNOUNCEMENTS**

Ms. Stubbs announced that Non-Profit applications were due November 3<sup>rd</sup>, and she encouraged those in attendance to apply for Elgin 101 by November 30<sup>th</sup>. Ms. Casnovsky announced that Safe Trick or Treating was next week. Ms. Miller clarified that Safe Trick or Treating was on October 31<sup>st</sup> on Depot Street and Veterans Park. Ms. Miller provided details about the Hogeye Festival. Mr. Mattis wished Mr. Gonzalez a Happy Birthday.

**ADJOURNMENT**

Mayor McShan adjourned the meeting at 7:42 p.m.

**ATTEST:**

\_\_\_\_\_  
Theresa Y. McShan, Mayor

\_\_\_\_\_  
Jennifer Stubbs, City Secretary



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** A RESOLUTION OF THE CITY OF ELGIN, TEXAS, APPROVING THE TAX ROLL FOR THE CITY OF ELGIN AND AUTHORIZING THE TAX ASSESSOR/ COLLECTOR TO IMPLEMENT AND BEGIN THE COLLECTION OF TAXES FOR TAX YEAR 2023.

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Approval of the Resolution.

**BACKGROUND:**

Section 26.09(e) of the Texas Property Tax Code requires the appraisal roll and tax roll be submitted for approval by the Mayor and City Council.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Approval of the Resolution.

**ATTACHMENTS:**

1. Tax Levy Resolution
2. Certified Tax Roll

{ } 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,  
APPROVING THE TAX ROLL FOR THE CITY OF  
ELGIN AND AUTHORIZING THE TAX ASSESSOR/  
COLLECTOR TO IMPLEMENT AND BEGIN THE  
COLLECTION OF TAXES FOR TAX YEAR 2023.**

**WHEREAS**, the Elgin City Council has approved and adopted a budget for FY 2023-2024; and,

**WHEREAS**, the Elgin City Council has approved a tax rate for FY 2023-2024, and;

**WHEREAS**, the Tax Assessor/Collector for the City of Elgin has applied said tax rate to the value assigned to each property listed on the appraisal roll certified by the Bastrop County Appraisal District, thereby calculating tax levy for each property.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP COUNTY, TEXAS 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 2023 Tax Levy for the City of Elgin has been approved.

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

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

**PASSED AND ADOPTED** this 14<sup>th</sup> day of November 2023

ATTEST:

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

\_\_\_\_\_  
JENNIFER STUBBS, City Secretary

# BASTROP COUNTY

Ellen Owens, CTOP, PCC  
Tax Assessor / Collector  
[Ellen.Owens@Co.Bastrop.Tx.Us](mailto:Ellen.Owens@Co.Bastrop.Tx.Us)



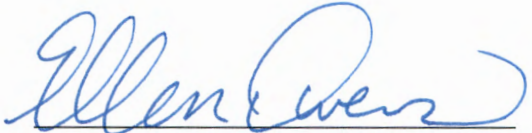
PO Box 579  
Bastrop, TX 78602  
512-332-7266

October 25, 2023

I, Ellen Owens, Tax Assessor/Collector for the City of Elgin, am submitting the below Tax Roll as per Texas Property Tax Code 26.09(e) for your approval:

| City of Elgin                             | 2023 Levy             |
|-------------------------------------------|-----------------------|
| Interest & Sinking                        | \$1,724,030.31        |
| Maintenance & Operations                  | \$4,640,071.62        |
| Personal Late Rendition Penalty           | \$3,758.85            |
| Personal Late Rendition Penalty Admin Fee | \$197.88              |
| <b>TOTAL 2023 TAX LEVY</b>                | <b>\$6,368,058.66</b> |



  
Certified by: Ellen Owens, CTOP, PCC  
Bastrop County Tax Assessor / Collector

APPROVED as presented on this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NUMBER 1, WITH LONESTAR SITEWORK FOR THE ROY RIVERS EXTENSION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO

**DEPARTMENT:** Public Works

**PROPOSED ACTION:** Adopt and approve a resolution authorizing a Change Order with *Lonestar Sitework* of Wimberly, Texas in the amount of \$34,750.00. for Change Order Number 1 attached to this packet and directions to staff, if any, regarding same.

**BACKGROUND:**

Approval of a Resolution authorizing a Change Order with *Lone Star Sitework* of Wimberly, Texas in the amount of \$34,375.00. This Action is for Change Order Number 1 attached to this packet.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Adopt and approve a resolution authorizing a Change Order with *Lonestar Sitework* of Wimberly, Texas in the amount of \$34,750.00. for Change Order Number 1 attached to this packet and directions to staff, if any, regarding same.

**ATTACHMENTS:**

1. ResEDARRCO1 x
2. Change Order 1

{ } 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 CHANGE  
ORDER NUMBER 1, WITH LONESTAR SITEWORK FOR THE  
ROY RIVERS EXTENSION PROJECT; AND MAKING CERTAIN  
FINDINGS RELATED THERETO**

**WHEREAS**, The Elgin Economic Development Corporation was awarded a grant from The Economic Development Administration to extend the roadway in The Elgin Business Park on Roy Rivers Boulevard;

**WHEREAS**, Certain changes have been identified as a value added benefit to the project, including a temporary road for Carr Lane, and removal and repour of concrete in the project as described in the change order attached here,

**WHEREAS**, The City Manager is authorized to make such changes as described in the original agreement with Lone Star Sitework;

**WHEREAS**, as a matter of giving the council a full view of the Roy Rivers Extension project, staff are hereby presenting this change order for consideration.

**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 a Change Order with *Lone Star Sitework* of Wimberly, Texas, in the amount of \$34,375.00. for Change Order number 1.of the Roy Rivers Extension Project

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

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

**PASSED AND ADOPTED** this 14<sup>th</sup> day of November 2023

ATTEST:

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

\_\_\_\_\_  
JENNIFER STUBBS, City Secretary

**CHANGE ORDER NO.: 1**

|                |                                                                        |                                            |
|----------------|------------------------------------------------------------------------|--------------------------------------------|
| Owner:         | City of Elgin                                                          | Owner's Project No.:                       |
| Engineer:      | TRC Engineers, Inc                                                     | Engineer's Project No.:                    |
| Contractor:    | LoneStar Site Work                                                     | Contractor's Project No.:                  |
| Project:       | Roy Rivers Ph 3 - EDA                                                  |                                            |
| Contract Name: | Roy River Boulevard Extension Phase III EDA Project Number 08-79-05654 |                                            |
| Date Issued:   | 10/19/2023                                                             | Effective Date of Change Order: 10/19/2023 |

The Contract is modified as follows upon execution of this Change Order:

Description:

Increase of 3,056 SY (P5 from 5,978 SY to 9,034 SY) for the construction of a temporary access roadway and adding 56 days to contract

Removal of concrete previously placed and regrading of channel to accommodate drainage in conflict with drainage from adjacent site project

Attachments:

Estimate from contractor for concrete removal and regrading of drainage channel

| Change in Contract Price                                                                                     |  | Change in Contract Times<br>[State Contract Times as either a specific date or a number of days]            |  |
|--------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------|--|
| Original Contract Price:                                                                                     |  | Original Contract Times:                                                                                    |  |
| \$ 4,009,931.30                                                                                              |  | Substantial Completion: 11/27/2023                                                                          |  |
|                                                                                                              |  | Ready for final payment:                                                                                    |  |
| [Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: |  | [Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: |  |
| \$ 0                                                                                                         |  | Substantial Completion:                                                                                     |  |
|                                                                                                              |  | Ready for final payment:                                                                                    |  |
| Contract Price prior to this Change Order:                                                                   |  | Contract Times prior to this Change Order:                                                                  |  |
| \$ 4,009,931.30                                                                                              |  | Substantial Completion:                                                                                     |  |
|                                                                                                              |  | Ready for final payment:                                                                                    |  |
| Increase this Change Order:                                                                                  |  | [Increase] this Change Order:                                                                               |  |
| \$ 97,023.00                                                                                                 |  | Substantial Completion:                                                                                     |  |
|                                                                                                              |  | Ready for final payment:                                                                                    |  |
| Contract Price incorporating this Change Order:                                                              |  | Contract Times with all approved Change Orders:                                                             |  |
| \$ 4,106,954.30                                                                                              |  | Substantial Completion: 11/27/2023                                                                          |  |
|                                                                                                              |  | Ready for final payment:                                                                                    |  |

Recommended by Engineer (if required)

Authorized by Owner

|        |               |              |
|--------|---------------|--------------|
| By:    | _____         | _____        |
| Title: | City Engineer | City Manager |
| Date:  | 10/19/2023    | 10/20/2023   |

EJCDC® C-941, Change Order.

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|        | Authorized by Owner | Approved by Funding Agency (if applicable) |
|--------|---------------------|--------------------------------------------|
| By:    |                     |                                            |
| Title: |                     |                                            |
| Date:  |                     |                                            |

Lone Star Sitework  
PO Box 1867  
Wimberley, TX 78676

# Lone Star Sitework

## Estimate

| Date     | Estimate # |
|----------|------------|
| 9/1/2023 | 20260      |

|                                                   |
|---------------------------------------------------|
| Name / Address                                    |
| City of Elgin<br>310 N Main St<br>Elgin, TX 78621 |

| P.O. No.              | Rep |
|-----------------------|-----|
| Roy Rivers Blvd Ex... | MH  |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Qty | Rate      | Total     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-----------|
| Roy Rivers Blvd Extension Ph 3<br>Elgin, TX<br><br>Channel A<br><br>Remove concrete in channel from station 3+50 back to station 2+50<br>Regrade channel bottom starting at station 2+50 at a longitudinal slope of 0.1%<br>Meet existing outfall for Carr Lane Manufacturing at station 9+97. * Existing pipe measured in field by Lone Star Sitework at 512.21*<br>The grade will continue past the outfall and break upstream of the headwall to meet the existing channel after approximately 50' | 1   | 34,375.00 | 34,375.00 |

This proposal may be withdrawn if not accepted within 30 days.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

|                         |                    |
|-------------------------|--------------------|
| <b>Subtotal</b>         | \$34,375.00        |
| <b>Sales Tax (0.0%)</b> | \$0.00             |
| <b>Total</b>            | <b>\$34,375.00</b> |

|                            |
|----------------------------|
| E-mail                     |
| megan@lonestarsitework.com |



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Bastrop CAD Ballot for Director Appointments

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Staff recommends using the 111 votes for the Bastrop CAD Director Appointments.

**BACKGROUND:**

The City Council submitted the nomination for David Glass on October 10, 2023. The other nominations were as follows: Bill Archer, Justin Bezner, Pamela Harkins, Jeannie Ralph, David Redd, and Stacy Tiner. Chief Appraiser Faun Cullens notified City Secretary Jennifer Stubbs that Stacy Tiner was unable to accept and fulfill the responsibilities after she had already been nominated. There are 5 vacancies and the City of Elgin has 111 votes.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommends using the 111 votes for the Bastrop CAD Director Appointments.

**ATTACHMENTS:**

1. RES BCAD Director Votes

- { } 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,  
CASTING ITS VOTES FOR THE BASTROP CENTRAL  
APPRAISAL DISTRICT BOARD OF DIRECTORS;  
MAKING FINDINGS OF FACT; AND PROVIDING FOR  
RELATED MATTERS.**

**WHEREAS**, the City of Elgin is a taxing unit within the Bastrop Central Appraisal District (BCAD); and,

**WHEREAS**, the Chapter 6 of the Texas Property Tax Code allows each tax such unit to cast votes for the Board of Directors of the Bastrop Central Appraisal District in proportion to their tax levy; and,

**WHEREAS**, the City of Elgin is allocated a total of one hundred eleven (111) votes for the Board of Directors of the Bastrop Central Appraisal District based on the 2023 ad valorem tax levy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP 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. Votes for BCAD Board of Directors.** The Mayor and City Council do hereby cast votes for the following person or persons to the Board of Directors of the Bastrop Central Appraisal District for a one -year term to begin January 1, 2024.

| <b>Nominee:</b>        | <b>Votes Cast For:</b> |
|------------------------|------------------------|
| Archer, William (Bill) | _____                  |
| Bezner, Justin         | _____                  |
| Glass, David           | _____                  |
| Harkins, Pamela        | _____                  |
| Ralph, Jeannie         | _____                  |
| Redd, David            | _____                  |

**Section 3. Open Meetings.** That it is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Local Government Code.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of November 2023

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

ATTEST:

\_\_\_\_\_  
JENNIFER STUBBS, City Secretary



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING TRC ENGINEERS, INC TO UPDATE THE IMPACT FEE STUDY FOR THE CITY OF ELGIN AND MAKING CERTAIN FINDINGS RELATED THERETO

**DEPARTMENT:** Public Works

**PROPOSED ACTION:** Consider and approve TRC Engineers to update the impact fee study as presented in the proposal letter.

**BACKGROUND:**

Routine updates to the Impact Fee Study help staff address the growing needs of the utility system. Updating the study allows staff to set the impact fee. The impact fee fund allows staff to make necessary upgrades and expansions to keep the Utility System well-functioning for the growing needs of the community and our customers.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Consider and approve TRC Engineers to update the impact fee study as presented in the proposal letter.

**ATTACHMENTS:**

1. RESImpactfeestudy
2. Elgin 2023 Impact Fee Update - Engineering Services 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 TRC ENGINEERS, INC TO UPDATE THE  
IMPACT FEE STUDY FOR THE CITY OF ELGIN AND MAKING  
CERTAIN FINDINGS RELATED THERETO**

**WHEREAS**, the City of Elgin has an obligation to provide utility services to Elgin residents and nearby customers; and,

**WHEREAS**, Impact fees related to these utilities are the main mechanism to fund negative impacts on the growing utility system; and,

**WHEREAS**, it is required by law to routinely address changes to the growing utility system; and

**WHEREAS**, City staff has engaged TRC engineers to address these changes and update the impact fees accordingly based on a comprehensive study of the Utility system based on the proposal attached.

**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 Mayor and or the City Manager is hereby authorized to execute the *Impact Fee Study* a copy of said agreement being attached hereto and marked Exhibit A; and made 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.** This Resolution shall take effect immediately upon passage.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of November 2023

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

ATTEST:

\_\_\_\_\_  
JENNIFER STUBBS, City Secretary



505 East Huntland Drive  
Suite 250  
Austin, Texas 78752

T 512.454.8716  
TRCcompanies.com  
T.B.P.E. #F-8632

October 23, 2023

Mr. Michael Gonzalez, Public Works Director  
City of Elgin  
P.O. Box 591  
Elgin, Texas 78621

**RE: Elgin 2023 Impact Fee Update  
Engineering Services Proposal**

Dear Mr. Gonzalez:

At the request of the City of Elgin, TRC Engineering, Inc. (TRC) has prepared this proposal and scope of services for the Water and Wastewater Impact Fee Update.

**ENGINEERING SCOPE OF WORK**

1. The following work tasks will be included:
  - a) Provide inventory of existing water/wastewater infrastructure within the City limits.
  - b) Determine costs of proposed infrastructure improvements for water/wastewater for the next ten (10) years.
  - c) Provide coordination with City Staff for requirements of proposed water/wastewater infrastructure within proposed land use plan for the next ten years.
  - d) Determine capacities of existing water/wastewater infrastructure.
  - e) Determine of the number of gallons required for each person, or each living unit equivalent (LUE) related to treatment, storage, pumping, etc.
  - f) Provide service area maps showing proposed water/wastewater improvements for the next ten (10) years.
  - g) Prepare Impact Fee Study.
2. The following meetings are included:
  - a) Attendance at up to three (3) coordination/hearing meetings anticipated at three (3).
3. The following deliverables will be included:
  - a) Draft ordinance in hard copy and electronic format.
  - b) Ten bound Impact Fee notebook reports

## **ASSUMPTIONS/EXCLUSIONS**

1. The proposal is based on the following assumptions:
  - a) The City of Elgin will furnish the following items, as a minimum:
    - i. Information on existing City debt.
    - ii. Quantity and size of all water meters within the City.
    - iii. Water and wastewater peak flows over a five-year period.
    - iv. Proposed land use assumptions for the next ten (10) years and full build out.
    - v. Proposed population projections for the next ten (10) years and full build out.
  - b) The Impact Fee Study will be determined based on a city-wide format, as opposed to a service-area format.
  - c) Impact Fee determination will be based on water meter size and type.
2. The following items are specifically excluded from the scope of work:
  - a) Impact fee determination related to streets or drainage.
  - b) Impact fee updates for areas outside the City limits.

## **COMPENSATION FOR SERVICES**

TRC Engineers, Inc. will provide the professional engineering services as outlined in the Scope of Work for a total lump sum of \$29,683.00.

Changes in scope, including additional scenarios or modifications to the scope of work identified above will be evaluated for additional services and/or materials cost through a formal change order process, which shall result in approval of the additional cost prior to executing the additional work.

Services are rendered in Travis County. Fees for services quoted in this Letter of Agreement are valid for a period of time not to exceed sixty (60) days from the date of this letter.

The services will be provided under the Master Services Agreement executed by the City and TRC. The opportunity to provide this proposal is greatly appreciated. If you have any questions regarding this information, please feel free to contact this office.

Mr. Michael Gonzalez, Public Works Director  
City of Elgin  
October 23, 2023  
Page 3 of 3

We appreciate the opportunity to assist with this project and are available to proceed immediately with your written approval. Please review this Letter of Agreement and, upon acceptance, sign in the space provided below, returning a copy for our files.

Sincerely,

  
\_\_\_\_\_  
K. Beau Perry, P.E.  
Regional Vice President - DMS

\_\_\_\_\_  
City of Elgin

October 23, 2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Boards and Commissions Appointments

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Appoint Susie Arreaga to the Public Safety Advisory Committee, Sheldon Johnson to the Historic Review Board, and Jaridann Hutcheson to the Library Advisory Board for their first terms to expire on 9/30/2025.

**BACKGROUND:**

There are currently three vacancies on the boards and commissions. The Mayor has recommended Susie Arreaga to serve on the Public Safety Advisory Committee, Sheldon Johnson on the Historic Review Board, and Jaridann Hutcheson on the Library Advisory Board. It is recommended that these members be appointed to serve their first term, which will expire on 9/30/2025, to remain consistent with the other appointment cycles.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Approval of the Mayor's recommendations to fill the three vacancies.

**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.*