



**ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
March 5, 2024
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 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. **BOA Quarterly Report**
2. **BSC Quarterly Report**
3. **HRB Quarterly Report**
4. **General Activity Report and/or Project Update**

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-February 20, 2024**
2. **CONSIDER REQUEST TO CLOSE STREETS FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 2, 2024.**
3. **CONSIDER REQUEST TO WAIVE FEES FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 2, 2024.**
4. **CONSIDER REQUEST TO CLOSE STREETS FOR THE JUNETEENTH FESTIVAL STREET DANCE FRIDAY, JUNE 7 ON DEPOT STREET AND FOR THE PARADE ON SATURDAY, JUNE 8, 2024**
5. **CONSIDER REQUEST TO WAIVE FEES FOR THE JUNETEENTH FESTIVAL, STREET DANCE AND PARADE ON JUNE 7- 8, 2024.**
6. **CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR THE JUNETEENTH STREET DANCE FRIDAY, JUNE 7, 2024 FROM 6:00PM to MIDNIGHT, AND FOR JUNETEENTH FESTIVAL AND PARADE ON SATURDAY JUNE 8, 2024 FROM 8:00AM to 6:00PM IN THE 100 and 200 BLOCKS OF DEPOT STREET AND CENTRAL AVENUE, AVENUE C FROM 21 AVENUE C TO BRENHAM STREET AND VETERANS MEMORIAL PARK.**
7. **CONSIDER REQUEST TO WAIVE FEES FOR ELGIN RELAY FOR LIFE SATURDAY, APRIL 13, 2024**
8. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING AN AMENDMENT TO THE ADVANCE FUNDING AGREEMENT FOR THE ELGIN SCHOOLS TO DOWNTOWN CONNECTIONS PROJECT, TEXAS DEPARTMENT OF TRANSPORTATION SAFE ROUTES TO SCHOOL FUNDS; AND MAKING CERTAIN FINDINGS RELATED THERETO**
9. **CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR EXPLORE ELGIN ARTS AND CULTURE FROM 4:00PM TO 10:00PM ON MAY 9TH, 4:00PM TO 10:00PM MAY 10TH, 11:00AM TO 10:00PM ON MAY 11TH AND 10:00AM TO 5:00PM MAY 12TH ON MAIN STREET FROM LEXINGTON ROAD TO BRENHAM STREET; AND ON 2ND STREET, FIRST STREET, DEPOT STREET, CENTRAL AVENUE, AUSTIN STREET, BRENHAM STREET FROM MAIN STREET TO AVENUE C; AND ON AVENUE C FROM BRENHAM STREET TO 2ND STREET.**

10. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT WITH BASTROP TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT #1; AND MAKING CERTAIN FINDINGS RELATED THERETO
11. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #1 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO.
12. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO.
13. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #3 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO.
14. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO APPROVE PROFESSIONAL SERVICES FEES WITH FGM ARCHITECTS INC. RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.
15. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NUMBER 13, WITH CSA CONSTRUCTION FOR THE WASTEWATER TREATMENT PLANT PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

VIII. NEW BUSINESS

1. AN ORDINANCE ACKNOWLEDGING RECEIPT OF “CERTIFICATE OF UNOPPOSED STATUS” PURSUANT TO SECTION 2.052 TEXAS ELECTION CODE; DECLARING UNOPPOSED CANDIDATES TO BE ELECTED TO THEIR RESPECTIVE OFFICES AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR MAYOR AT-LARGE; AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR WARD 1; AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR WARD 2 AND DECLARING THE UNOPPOSED CANDIDATE TO BE ELECTED TO THE RESPECTIVE OFFICES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES.
2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY COUNCIL TO APPROVE A STREET RESURFACING PLAN FOR THE 2024 SEASON AND PROVIDING DIRECTION TO STAFF IF ANY.
3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING A LIST OF CAPITAL EQUIPMENT PURCHASES FOR FISCAL YEAR 2023-2024 AND MAKING CERTAIN FINDINDINGS RELATED THERETO.
4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO WAIVE FEES FOR NEW CONSTRUCTION AT 414 NORTH MAIN STREET; AND MAKING CERTAIN FINDINGS RELATED THERETO

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. ADJOURNMENT

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, March 1, 2024, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in black ink, appearing to read "Jennifer Stubbs", written in a cursive style.

Jennifer Stubbs, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: BOA Quarterly Report

DEPARTMENT: Development Services

PROPOSED ACTION: None.

BACKGROUND:

Routine report for activity between December 2023 and February 2024. Project No. 202400004 presented an opportunity for the Board to provide guidance to staff regarding what constitutes fence maintenance and fence replacement. Ultimately, it was determined that the 4"X4" wooden fence posts can remain in place as long as they are still structurally sound. Any wooden fence post which is removed (either by choice of the property owner or due to structural failure) shall be replaced with a metal post which meets the current code. The addition of any new fence posts (where none previously existed) shall be metal.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review the report.

ATTACHMENTS:

1. BOA Quarterly Report

{ } 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.



Development Services Department

STAFF REPORT

Board of Adjustments (BOA) Quarterly Report

Date: February 28, 2024

SUMMARY OF ACTIVITIES FROM DECEMBER 2023 – FEBRUARY 2024 MEETINGS

December 2023

- A. Briarwood Subdivision. (Project #202300253) – Three sign variances to Sec. 32-166 increasing sign height for primary entry monument sign to 9.8' at Briarwood main entrance by 40% and increasing the sign area by 40%. – BOA approved.

January 2024

No activity this month.

February 2024

- A. 329 W US 290 (Project #202400005) – Variance from rear setback requirement of 10 feet in the north-east corner of the lot for a concrete water feature. – BOA Approved.
- B. 605 Arthur St. (Project #202400004) – Determination on Sec. 46-534 (b) Request to keep 4"X4" wooden fence posts on six-foot privacy fence. BOA determined that the work done should be considered maintenance of the fence and not replacement of the fence. – BOA approved.

PROPOSED ACTIVITIES FROM MARCH 2024 – MAY 2024 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

ITEM: BSC Quarterly Report

DEPARTMENT: Development Services

PROPOSED ACTION: None.

BACKGROUND:

Routine report for activity between December 2023 and February 2024.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review the report.

ATTACHMENTS:

1. BSC Quarterly Report

- { } 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.



Development Services Department

STAFF REPORT

Building Standards Commission (BSC) Quarterly Report

Date: February 28, 2024

SUMMARY OF ACTIVITIES FROM DECEMBER 2023 – FEBRUARY 2024 MEETINGS

December 2023

No activity this month.

January 2024

No activity this month.

February 2023

No activity this month.

PROPOSED ACTIVITIES FROM MARCH 2024 – MAY 2024 MEETINGS

Continue to perform their function as allowed by State law and City Code including items such as hear and determine cases concerning alleged violations of ordinances, consider appeal of interpretation regarding Chapter 6 of our Code of Ordinances, consider variances from Chapter 6, consider appeals of interpretation regarding adopted International Fire Code, and consider variances from adopted International Fire Code.

RECOMMENDED COUNCIL ACTION

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: HRB Quarterly Report

DEPARTMENT: Community Services

PROPOSED ACTION: Approve

BACKGROUND:

The report lists the applications reviewed by the Historic Review Board for the third quarter of 2023.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve

ATTACHMENTS:

1. HRB 2023 Third Quarter Report

{ } 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.



February 28, 2024

Historic Review Board Quarterly Report to City Council

HRB meets monthly, typically on the 4th Wednesday of the month at 7:30am in the City Council chamber. Board members: Jake Carter, Sherri Richardson, Barry Barker, Becky Davis, Caleb Dawson, Joan Godfrey, Monica Nava, Robert Ryland, Sheldon Johnson.

HRB reviews an alteration visible from the public right of way in the historic district. The area within the red dotted line in the attached map shows the district.

The board reviewed and approved zoning updates recommended by Development Services. The board reviewed and approved the following applications since October 1, 2023.

New construction-

200 Block Depot Street- Sidewalk and Streetscape

Veterans Memorial Park Expansion

Facades-

212 N Main-Millie's on Main-Public Art

310 N Main St-City Hall- Maintenance

Signs-

112 N Main St- Elgin Emporium

212 N Main St- Millie's on Main

204 Depot St- Police Department

Downtown Elgin
Zoning overlay – yellow and blue





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: General Activity Report and/or Project Update

DEPARTMENT: Executive

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, non-agenda 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-February 20, 2024

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the Minutes.

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the February 20, 2024 Regular Meeting Minutes.

ATTACHMENTS:

1. City Council Regular Meeting Minutes- February 20, 2024

{ } 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.



ELGIN CITY CITY COUNCIL MINUTES

February 20, 2024

6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan announced there was a quorum. She stated that Ms. Casnovsky was out of town and Mayor Pro Tem Brashar was out sick. Mr. Dennis made a motion to excuse their absences. Mr. Gibson seconded the motion. All voted in favor. The motion carried.

Present:

Theresa Y. McShan, Mayor
Arthur Gibson III, Council Member
YaLecia Love, Council Member
Chuck Swain, Council Member
Matthew Callahan, Council Member
Al Rodriguez, Council Member
Forest Dennis, Council Member

Absent:

Sue Brashar, Mayor Pro Tem
Joy Casnovsky, Council Member

Staff:

Thomas L. Mattis, City Manager
Mark Schroeder, City Attorney
Jennifer Stubbs, City Secretary
Beau Perry, City Engineer/Development Services Director
Belen Pena, Finance Director
Chris Noble, Chief of Police
Michael Gonzalez, Public Works Director
Sonia Browder, Media Specialist
Maribel Rodriguez, Grants Analyst

INVOCATION

Mr. Rodriguez 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 was no one who wished to speak under the public comment item.

CITY MANAGERS REPORT

1. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE ELGIN PARK TERMS OF USE AGREEMENT WITH THE ELGIN FARMERS' MARKET.**

Mr. Mattis stated the action tonight was to amend the agreement with the Farmers' Market group because they plan to start having Sunday brunch at the Farmers' Market. Mr. Callahan made a motion to approve the resolution. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

2. **EDC Quarterly Report February 2024**

There were no questions or comments from the Council.

3. **MSB Quarterly Report February 2024**

There were no questions or comments from the Council.

4. **General Activity Report and/or Project Update**

Laura Stough, Friends of the Library, announced that it was National Love Your Library Month. She stated that 2,000 Elgin residents have utilized the 12 new computers at the Library. Ms. Stough stated that there was a new project, Book Bus, to provide free books in the Elgin community to increase readers and library programming during the summer months.

CONSENT AGENDA

1. **City Council Regular Meeting Minutes-February 6, 2024**

The minutes were approved on the consent agenda.

2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, SELECTING AND AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES PROVIDER CONTRACT FOR GENERAL LAND OFFICE GRANT 22-085-029-D270; AND MAKING CERTAIN FINDINGS RELATED THERETO.**

The resolution was approved on the consent agenda.

3. **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 passed on the consent agenda.

Mr. Swain made a motion to approve the consent agenda. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS CONSENTING TO THE ANNEXATION OF 75.608 ACRES OF LAND INTO BRIARWOOD MUNICIPAL UTILITY DISTRICT AND MAKING CERTAIN FINDINGS RELATED THERETO.**

Mr. Mattis stated the two items on new business were related. He provided information about the development project and answered questions of the Council. Mr. Perry answered questions of the Council. Discussion followed. Mr. Swain made a motion to approve the resolution. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE THE FIRST AMENDMENT TO THE DEVELOPMENT AND CONSENT AGREEMENT WITH ATX ELGIN DEV, LLC AND BRIARWOOD MUNICIPAL UTILITY DISTRICT AND MAKING CERTAIN FINDINGS RELATED THERETO

Mr. Mattis provided clarification about the consent part of the agreement. Mr. Callahan made a motion to approve the resolution. Ms. Love seconded the motion. All voted in favor. The motion carried.

EXECUTIVE SESSION

1. Adjourn into Executive Session pursuant to Section §551.071 Consultations with Attorney; to deliberate with legal counsel regarding pending or contemplated litigation: Citation Cause #2621-21 State of Texas vs. City of Elgin

Mayor McShan announced that the City Council was retiring into executive session. The time was 7:09 p.m.

RECONVENE

The City Council returned to the dais at 7:39 p.m. Mayor McShan reconvened the regular meeting at 7:40 p.m. No action was taken.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

Theresa Y. McShan, Mayor

ATTEST:

Jennifer Stubbs, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE STREETS FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 2, 2024.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve request to close streets for the Veterans Appreciation Parade on Saturday, November 02, 2024.

BACKGROUND:

The Elgin VFW is organizing a Veterans Appreciation parade. Line up will start at 8:00 a.m. and will begin on 11th and 2nd Street. The parade will start at 11th and Main Street, turn right onto Main Street and march for about .8 miles down Main Street to W Austin Street and turn right where parade ends and disperses. Parade will begin at 10:00 AM. Community is invited to participate in the parade, to enjoy watching the parade and sharing appreciation for Veterans on Saturday November 02, 2024.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the Request.

ATTACHMENTS:

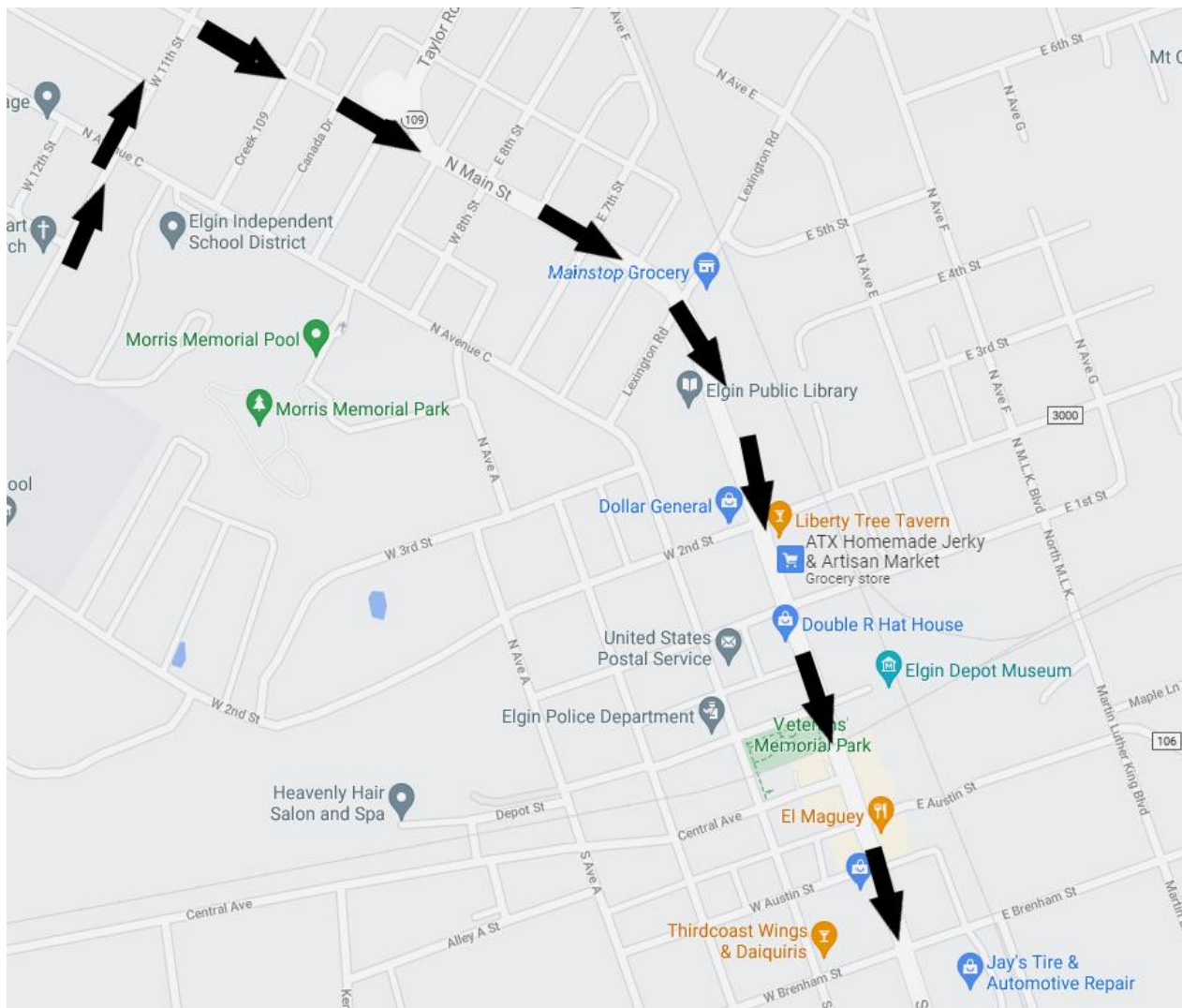
1. Veterans Appreciation Parade Map 2024
2. V.F.W. Request Letter 2024

{ } 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.



Veterans Appreciation Parade Route 2024

On Saturday, November 2nd, the parade lines up on 11th street from Main Street to 2nd Street and on 2nd street at Elgin Elementary School. The parade follows the route 11th street, turning south on Main Street, continuing through downtown, and ending at Brenham Street, where floats return via Avenue C and Avenue A. The parade begins at 10:00 am. The chamber requests to close 11th street from 2nd street to Main Street, Main Street from 11th to Brenham Street on Saturday, June 26 from 8:00am to noon.

Request from V.F.W. 6115 for Veterans Appreciation Parade:

This year the V.F.W. will be hosting another Veterans Parade through downtown Elgin. The parade is scheduled to be held on Saturday November 2nd. The V.F.W. requests street closures and fees waived for the parade.

Parade Details:

1. Line-up will start at 8a.m. on the corner of West 11th and West 2nd.
2. Parade will start at 10 a.m.
3. The parade will turn right onto North Main Street from 11th Street.
4. The parade will last about 40 minutes and is .8 miles
5. Streets that will need to be blocked off:

West 2nd Street

West 11th Street

West 10th

West 9th

West 8th

West 7th

Lexington Road

East 2nd Street

East 1st Street

Depot Street

Webberville Road

John Quagliani, Commander

VFW Post 6115

P.O. Box 188, 118 Old Sayers Road
Elgin, Texas 78621

o (512) 285-2300

c (714) 618-7017

www.VFW6115.org





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 2, 2024.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve fee waiver request for Veterans Appreciation Parade.

BACKGROUND:

The American Legion Post 295 and the Veterans Foreign Wars Post 6115 are organizing the Veterans Appreciation parade for Saturday, November 02, 2024, at 10:00 a.m. The fees for street closures, police and public works are \$6,150.00. They request that fees be waived for this free community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver Request

ATTACHMENTS:

1. V.F.W. Request Letter 2024

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

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{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.

Request from V.F.W. 6115 for Veterans Appreciation Parade:

This year the V.F.W. will be hosting another Veterans Parade through downtown Elgin. The parade is scheduled to be held on Saturday November 2nd. The V.F.W. requests street closures and fees waived for the parade.

Parade Details:

1. Line-up will start at 8a.m. on the corner of West 11th and West 2nd.
2. Parade will start at 10 a.m.
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5. Streets that will need to be blocked off:

West 2nd Street

West 11th Street

West 10th

West 9th

West 8th

West 7th

Lexington Road

East 2nd Street

East 1st Street

Depot Street

Webberville Road

John Quagliani, Commander

VFW Post 6115

P.O. Box 188, 118 Old Sayers Road
Elgin, Texas 78621

o (512) 285-2300

c (714) 618-7017

www.VFW6115.org





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE STREETS FOR THE JUNETEENTH FESTIVAL STREET DANCE FRIDAY, JUNE 7 ON DEPOT STREET AND FOR THE PARADE ON SATURDAY, JUNE 8, 2024

DEPARTMENT: Community Services

PROPOSED ACTION: Approve street closures for Juneteenth Festival Parade

BACKGROUND:

The Juneteenth Festival committee request street closures for the Juneteenth Festival Street Dance on Friday, June 7 from 8:00 p.m. to midnight 100 block of Depot Street and for the Parade on Saturday, June 8th from 8:00 a.m. to noon as follows: The Parade route will start from Booker T. Washington Elementary school on M.L.K Blvd, turning left on Alamo and continuing down Alamo to Main Street. At Main Street making a right and travel up North Main to traffic signal at West 2nd, making a left at West 2nd and Main and traveling to the stop sign at West 2nd and North Ave. C. The parade will make a left onto North Ave. C. and travel across the tracks to Alamo where the Parade will disperse.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Request

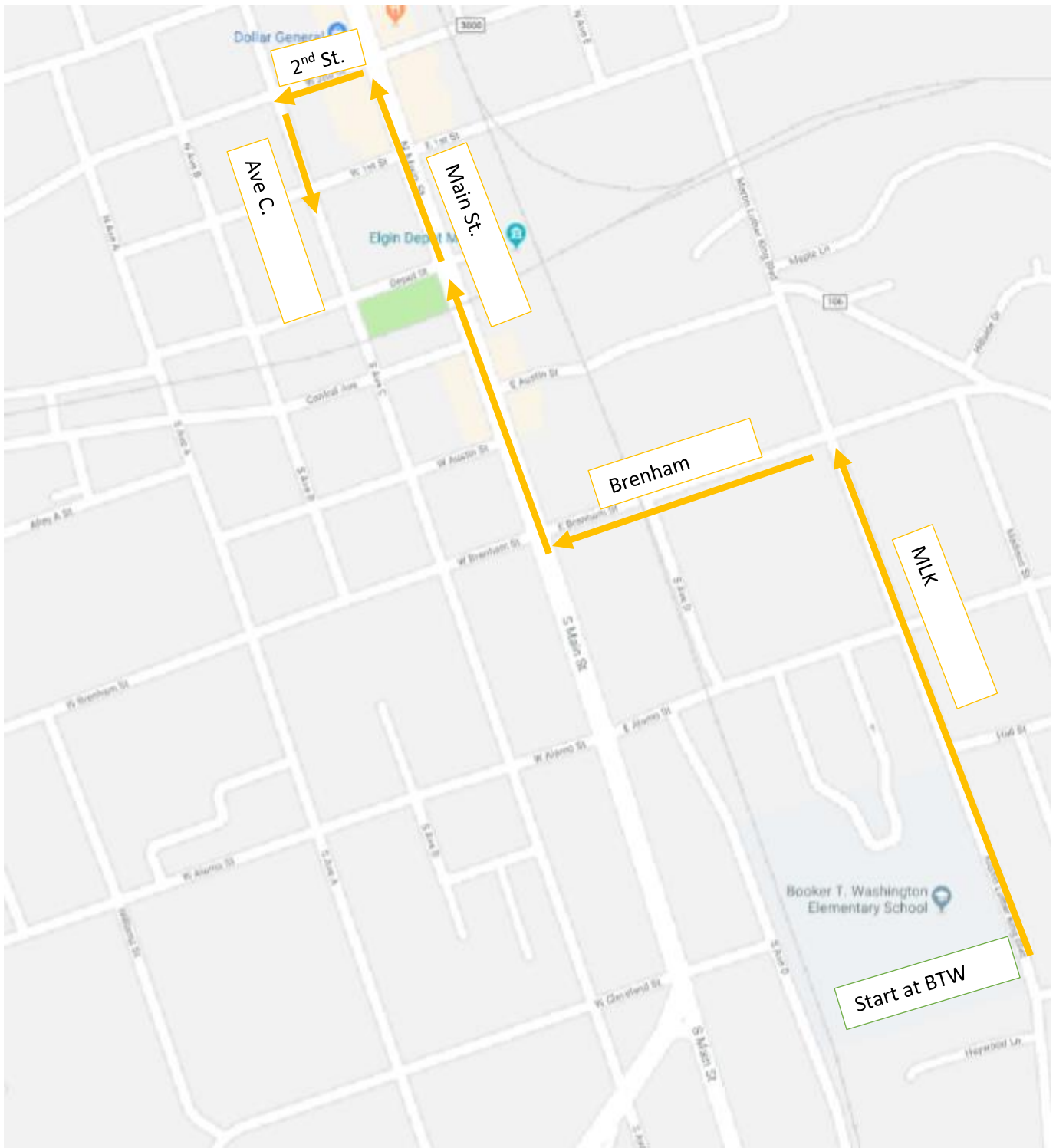
ATTACHMENTS:

1. Juneteenth parade Route 2024
2. Juneteenth Request Letter 2024

{ } 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.

Juneteenth Parade Route



ELGIN JUNETEENTH ORGANIZATION

To: Elgin City Manager, Tom Mattis and City Council
From: Bettye Lofton, President - Elgin Juneteenth Organization
Re: Juneteenth Celebration (June 7 - 8) 2024
Date: February 1, 2024
Cc: Chief Chris Nobles

The Elgin Juneteenth Organization is happy and excited to celebrate this year's Juneteenth festivities commemorating our 25th year. With that being said we have scheduled our 25th year celebration starting with the annual street dance which will be held on Friday, June 7th from 8:00 pm to 12:00 midnight and the grand parade which will be held on Saturday June 8th in downtown Elgin beginning at 10:00 am with line-up starting from Booker T. Washington Elementary school on M.L.K. Blvd. The Organization is requesting street closures and fee waiver assistance in accordance with the Festival and Parade.

The Parade route will start from Booker T. Washington Elementary school on M.L.K Blvd, turning left on Brenham and continuing down Brenham to Main Street. At Main Street making a right and travel up North Main to traffic signal at West 2nd, making a left at West 2nd and Main and traveling to stop sign at West 2nd and North Ave. C. The parade will make a left onto North Ave. C. and travel across the tracks to Brenham where the Parade will disperse.

The Veterans Memorial Park has been secured for all day activities following the Grand Parade. No alcoholic beverages will be sold, but the Organization requests that the open container permit be waived during the event from 6:00 pm until 12 mid-night on Friday June 7th and from 8:00 am until 6:00 pm on Saturday June 8th. No glass containers will be allowed in the area due to the danger of such usage. The Juneteenth Organization is also requesting that all fees be reduced or waived for this event.

A complete schedule of activities will be forthcoming when everything is finalized and will be made available to the council at a later date. Please place this request on the City Council agenda for February.

I, Bettye Lofton, President of the Organization or a designee will attend the Council meeting to answer any questions or concerns. Thanks in advance for your consideration.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR THE JUNETEENTH FESTIVAL, STREET DANCE AND PARADE ON JUNE 7- 8, 2024.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve fee waiver request for Juneteenth Street Dance, Parade, and Festival.

BACKGROUND:

Juneteenth Festival Committee plans the annual Juneteenth Street dance, parade and festival for Elgin in Veterans Memorial Park and on Depot Street. Elgin has been celebrating Juneteenth for 23 years. All events are free and held to commemorate emancipation of African American slaves. In 2021, Juneteenth (June 19th) was recognized as a National Holiday, Elgin celebrates on the second weekend of June and in 2024, that will be June 7th and 8th. The fees for park rental, street closures, police and public works are \$6,800.00. The Juneteenth Festival committee requests that fees be waived for this free community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of fee waiver request

ATTACHMENTS:

1. Juneteenth Request Letter 2024
2. Juneteenth parade Route 2024

{ } 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.

ELGIN JUNETEENTH ORGANIZATION

To: Elgin City Manager, Tom Mattis and City Council
From: Bettye Lofton, President - Elgin Juneteenth Organization
Re: Juneteenth Celebration (June 7 - 8) 2024
Date: February 1, 2024
Cc: Chief Chris Nobles

The Elgin Juneteenth Organization is happy and excited to celebrate this year's Juneteenth festivities commemorating our 25th year. With that being said we have scheduled our 25th year celebration starting with the annual street dance which will be held on Friday, June 7th from 8:00 pm to 12:00 midnight and the grand parade which will be held on Saturday June 8th in downtown Elgin beginning at 10:00 am with line-up starting from Booker T. Washington Elementary school on M.L.K. Blvd. The Organization is requesting street closures and fee waiver assistance in accordance with the Festival and Parade.

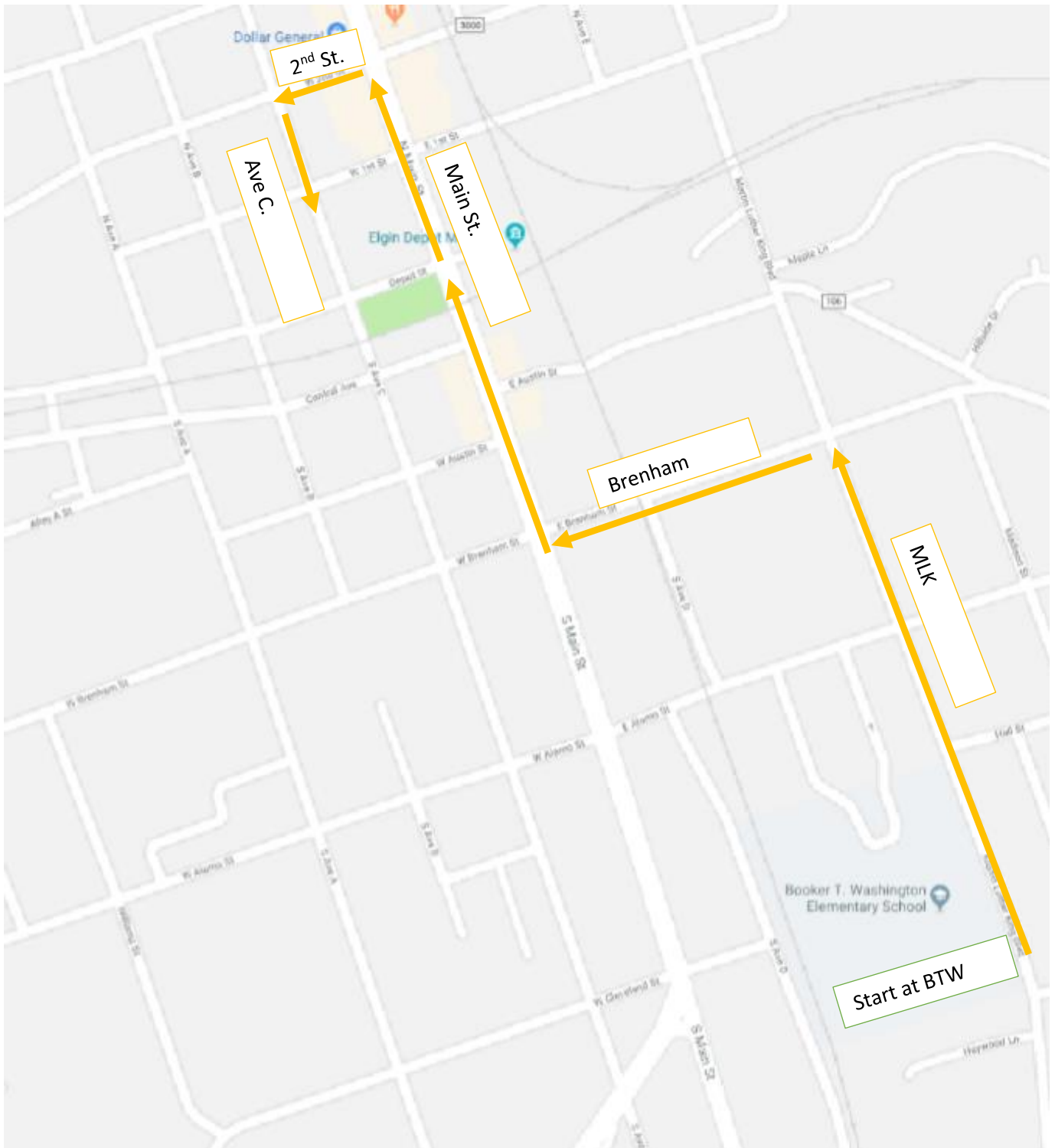
The Parade route will start from Booker T. Washington Elementary school on M.L.K Blvd, turning left on Brenham and continuing down Brenham to Main Street. At Main Street making a right and travel up North Main to traffic signal at West 2nd, making a left at West 2nd and Main and traveling to stop sign at West 2nd and North Ave. C. The parade will make a left onto North Ave. C. and travel across the tracks to Brenham where the Parade will disperse.

The Veterans Memorial Park has been secured for all day activities following the Grand Parade. No alcoholic beverages will be sold, but the Organization requests that the open container permit be waived during the event from 6:00 pm until 12 mid-night on Friday June 7th and from 8:00 am until 6:00 pm on Saturday June 8th. No glass containers will be allowed in the area due to the danger of such usage. The Juneteenth Organization is also requesting that all fees be reduced or waived for this event.

A complete schedule of activities will be forthcoming when everything is finalized and will be made available to the council at a later date. Please place this request on the City Council agenda for February.

I, Bettye Lofton, President of the Organization or a designee will attend the Council meeting to answer any questions or concerns. Thanks in advance for your consideration.

Juneteenth Parade Route





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR THE JUNETEENTH STREET DANCE FRIDAY, JUNE 7, 2024 FROM 6:00PM to MIDNIGHT, AND FOR JUNETEENTH FESTIVAL AND PARADE ON SATURDAY JUNE 8, 2024 FROM 8:00AM to 6:00PM IN THE 100 and 200 BLOCKS OF DEPOT STREET AND CENTRAL AVENUE, AVENUE C FROM 21 AVENUE C TO BRENHAM STREET AND VETERANS MEMORIAL PARK.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve Open Container Waiver for Juneteenth Festival Street Dance Festival and Parade

BACKGROUND:

The Juneteenth Festival committee requests Open Container Waiver for Depot Street and Veterans Memorial Park for the Friday night street dance, June 8th, from 6:00PM to 12:00PM and the festival on Saturday, June 7th, from 8:00AM to 6:00PM. No glass containers will be allowed.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve request for Open Container Waiver

ATTACHMENTS:

1. Juneteenth Request Letter 2024

- { } 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.

ELGIN JUNETEENTH ORGANIZATION

To: Elgin City Manager, Tom Mattis and City Council
From: Bettye Lofton, President - Elgin Juneteenth Organization
Re: Juneteenth Celebration (June 7 - 8) 2024
Date: February 1, 2024
Cc: Chief Chris Nobles

The Elgin Juneteenth Organization is happy and excited to celebrate this year's Juneteenth festivities commemorating our 25th year. With that being said we have scheduled our 25th year celebration starting with the annual street dance which will be held on Friday, June 7th from 8:00 pm to 12:00 midnight and the grand parade which will be held on Saturday June 8th in downtown Elgin beginning at 10:00 am with line-up starting from Booker T. Washington Elementary school on M.L.K. Blvd. The Organization is requesting street closures and fee waiver assistance in accordance with the Festival and Parade.

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A complete schedule of activities will be forthcoming when everything is finalized and will be made available to the council at a later date. Please place this request on the City Council agenda for February.

I, Bettye Lofton, President of the Organization or a designee will attend the Council meeting to answer any questions or concerns. Thanks in advance for your consideration.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR ELGIN RELAY FOR LIFE
SATURDAY, APRIL 13, 2024

DEPARTMENT: Community Services

PROPOSED ACTION: Approval of the request to waive fees for Relay For Life.

BACKGROUND:

Relay for Life is a fundraiser for the American Cancer Society that has been held in Elgin since 2005, with the exception of 2020 and 2021 due to the COVID19 Pandemic. The organizers request to hold the event at City Hall 310 N Main Street on Saturday, April 13 from 4:00 p.m. to 10:00 p.m. Set up and break down for the event will run from 10:00 a.m. to midnight. The event does not violate the noise ordinance. The fees associated with closing the City Hall and Library parking lots for this event are \$1,000. The event organizers have coordinated with adjacent businesses such as Millie's on Main and Firewild.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve Request to waive fees

ATTACHMENTS:

1. Relay for Life Request

- { } 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.

2024 Relay for Life Request:

Relay For Life of Elgin has a long-standing tradition in our community as an opportunity to not only raise funds in the fight against stupid cancer via the American Cancer Society, but to also - and most importantly - stand together as we support friends, family, and neighbors who are fighting, celebrate with the survivors, honor the caregivers, and remember those stolen from our lives too soon. We are deeply appreciative of the support the City of Elgin has given to the efforts of Relay For Life from its inception, including the offer of grant funds to support the Survivor Dinner.

It is our hope that we will be able to once again Relay downtown at City Hall. With the approval of the Council, Relay For Life of Elgin 2024 would take place Saturday, April 13, 2024, from 6 pm - 10 pm.

We respectfully ask for permission to use the City Hall site for Relay Luau, the Relay For Life of Elgin 2024 event, and to be granted a waiver of the fees for such usage and waiver of the noise ordinance, if it is pertinent to do so given the time period of the event. Access for the grounds and parking lot are requested from 10 am - midnight in order for set-up and clean-up to take place. The parking lot of Elgin Public Library is requested after-hours from 2:30 - midnight.

We also request the use of barricades for both parking lots and access to the garbage dumpster along with permission for G's 183 Pit Stop to set up on the grounds of City Hall to sell food as a day-long fundraiser. Relay For Life of Elgin will provide all other materials and supplies including, but not limited to, portalets should they be necessary. (A partnership has been formed between Relay For Life and Millie's on Main that may alleviate the need for temporary toilet facilities.)

With great appreciation for the many years and countless ways that the City of Elgin has supported this heartwarming, life changing event, we, the 2024 Relay leads, hereby submit this request.

Thank you,

Krista Lee Marx, Monica Kylberg, Stephen Kylberg

Relay For Life of Elgin co-chairs



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING AN AMENDMENT TO THE ADVANCE FUNDING AGREEMENT FOR THE ELGIN SCHOOLS TO DOWNTOWN CONNECTIONS PROJECT, TEXAS DEPARTMENT OF TRANSPORTATION SAFE ROUTES TO SCHOOL FUNDS; AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Community Services

PROPOSED ACTION: Amendment to the Advanced Funding Agreement (AFA) from TxDOT. This agreement was amended to accommodate additional costs of safety features for the pedestrian crossing of the Union Pacific Railroad (UPRR).

BACKGROUND:

Contract was executed on 08/10/2020 to construct sidewalks to fill the gaps in the pedestrian network in City of Elgin to include the construction of pedestrian improvements at rail crossing at East Alamo Street, the estimated budget increases with TXDOT providing an additional \$217,478 for the project.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve ammendment to original agreement

ATTACHMENTS:

1. Resolution-SRTS-AFA
2. AFA Amendments (1)

{ } 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 OF THE CITY OF ELGIN, TEXAS, AUTHORIZING
EXECUTION OF AMENDMENT #1 TO THE ADVANCE FUNDING
AGREEMENT (AFA) WITH THE TEXAS DEPARTMENT OF
TRANSPORTATION FOR A TRANSPORTATION ALTERNATIVES
SET-ASIDE (TASA) PROJECT; AND MAKING CERTAIN FINDINGS
RELATED THERETO**

WHEREAS, on January 30, 2020, via Minute Order 115662, the Texas Transportation Commission authorized Elgin Schools to Downtown Connections project (the “Project) to receive Transportation Alternatives Set-Aside (TASA) funds for project construction and Texas Department of Transportation (TxDOT or the State) oversight; and

WHEREAS, the City Council of the City of Elgin approved a resolution on July 7, 2020 authorizing the execution of an AFA with TxDOT for the Project, which was executed on August 10, 2020; and

WHEREAS, additional federal Section 130 funds are required to complete work for the Project within the rail right-of-way on East Alamo Street; and

WHEREAS, the Section 130 funds do not require a local match; and

WHEREAS, the Governing Body of the City of Elgin desires to reaffirm its support of the Project and approve and authorize the execution of Amendment #1 to the Advance Funding Agreement (AFA) with TxDOT for the Project.

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. Mayor Theresa McShan is authorized to execute Amendment #1 with TxDOT for this 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 4. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 5th day of March, 2024

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary

TxDOT:				Federal Highway Administration:	
CCSJ #	0914-18-116	AFA ID	Z00001126	CFDA No.	20.205
AFA CSJs	0914-18-116, 0914-18-127			CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	13300		
Project Name	Elgin Schools to Downtown Connections			AFA Not Used For Research & Development	

THE STATE OF TEXAS §

THE COUNTY OF TRAVIS §

**ADVANCE FUNDING AGREEMENT
For A SAFE ROUTES TO SCHOOL PROJECT
Off-System
AMENDMENT #1**

THIS AMENDMENT is made by and between the State of Texas, acting through the **Texas Department of Transportation**, called the “State”, and the **City of Elgin**, acting by and through its duly authorized officials, called the “Local Government”. The State and Local Government shall be collectively referred to as “the parties” hereinafter.

WITNESSETH

WHEREAS, the parties executed a contract on **08/10/2020** to effectuate their agreement to **construct sidewalks to fill the gaps in the pedestrian network in City of Elgin**; and,

WHEREAS, it has become necessary to amend that contract in order to **include the construction of pedestrian improvements at rail crossing at East Alamo Street in City of Elgin**, therefore the estimated budget increases; and,

NOW THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, the parties do agree as follows:

AGREEMENT

1. The parties agree that the Agreement is amended as follows:
The CSJ#0914-18-127 is being added because the Federal through the State provide funding for the portion of sidewalk on the railway right-of-way, and the Local Government shall accept the additional funding which will be demonstrated in a supplemental Resolution as shown on Attachment A-1.
2. **Article 3**, Scope of Work, is deleted in its entirety and replaced with:
The scope of work for the Project consists of :
 - A. CSJ#0914-18-116: construction of sidewalks to fill the gaps in the pedestrian network in the City of Elgin on Nina Street to Booker T. Washington Elementary School; Alamo Street to the Elgin Public Housing Authority and Thomas Memorial Park; Martin Luther King Boulevard from Brenham Street to Maple Lane; and Maple Lane to connect with existing sidewalk.
 - B. CSJ#0914-18-127: construction of sidewalks and pedestrian rail crossing which include the signal/structures on East Alamo Street in City of Elgin, Texas.
3. Attachment C, **PROJECT ESTIMATE AND SOURCE OF FUNDS**, is deleted in its entirety and replaced with Attachment C-1, **PROJECT ESTIMATE AND SOURCE OF FUNDS**, which is attached

TxDOT:				Federal Highway Administration:	
CCSJ #	0914-18-116	AFA ID	Z00001126	CFDA No.	20.205
AFA CSJs	0914-18-116, 0914-18-127			CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	13300		
Project Name	Elgin Schools to Downtown Connections			AFA Not Used For Research & Development	

to and made a part of this Amendment. The total estimated cost of the Project increased by \$ 217,478, from \$ 428,071 to \$ 645,549 due to **additional federal fund Category 8 "Safety" for the railroad crossing surface improvements to accommodate pedestrian sidewalk crossing at the railroad right-of-way.**

4. Attachment A, Resolution, Ordinance, or Commissioners Court Order is supplemented by adding Attachment A-1, Resolution, Ordinance, or Commissioners Court Order.

All other provisions of the original contract are unchanged and remain in full force and effect.

Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this Agreement on the date stated under that party's signature.

THE STATE OF TEXAS

THE LOCAL GOVERNMENT

Signature

Signature

Typed or Printed Name

Theresa Y. McShan

Typed or Printed Name

Typed or Printed Title

Mayor

Typed or Printed Title

Date

Date

TxDOT:				Federal Highway Administration:	
CCSJ #	0914-18-116	AFA ID	Z00001126	CFDA No.	20.205
AFA CSJs	0914-18-116, 0914-18-127			CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	13300		
Project Name	Elgin Schools to Downtown Connections			AFA Not Used For Research & Development	

**ATTACHMENT C-1
PROJECT ESTIMATE AND SOURCE OF FUNDS**

LG Performs PE Work or Hires Consultant / LG Lets Project for Construction

Work Performed by Local Government ("LG")

Description of Project Costs to be Incurred 0914-18-116	Total Project Cost Estimate	Federal Participation		State Participation		Local Government Participation	
		%	Cost	%	Cost	%	Cost
Planning/Maps/Education/Non-CST	\$0	0%	\$0	0%	\$0	0%	\$0
Preliminary Engineering & Environmental Documentation	\$84,000	100%	\$84,000	0%	\$0	0%	\$0
Right of Way	\$0	0%	\$0	0%	\$0	0%	\$0
Utilities	\$0	0%	\$0	0%	\$0	0%	\$0
Construction Cost (Federal Funds)	\$287,877	100%	\$287,877	0%	\$0	0%	\$0
Work by LG Subtotal	\$371,877		\$371,877		\$0		\$0

Work Performed by the State (Local Participation paid up front by LG to TxDOT)

Preliminary Engineering ¹ & Environmental Documentation	\$0	0%	\$0	0%	\$0	0%	\$0
Right of Way ³	\$0	0%	\$0	0%	\$0	0%	\$0
Utilities ²	\$0	0%	\$0	0%	\$0	0%	\$0
Construction Cost (Federal Funds)	\$0	0%	\$0	0%	\$0	0%	\$0
Construction Cost (Local Funds)	\$0	0%	\$0	0%	\$0	100%	\$0
Work by State Subtotal	\$0		\$0		\$0		\$0

Direct and Indirect State Costs Incurred for Review, Inspection, Administration & Oversight

TxDOT:				Federal Highway Administration:	
CCSJ #	0914-18-116	AFA ID	Z00001126	CFDA No.	20.205
AFA CSJs	0914-18-116, 0914-18-127			CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	13300		
Project Name	Elgin Schools to Downtown Connections			AFA Not Used For Research & Development	

Description of Project Costs to be Incurred 0914-18-116	Total Project Cost Estimate	Federal Participation		State Participation		Local Government (LG) Participation	
		%	Cost	%	Cost	%	Cost
Preliminary Engineering ¹	\$6,477	100%	\$6,477	0%	\$0	0%	\$0
Environmental Cost ¹	\$4,318	100%	\$4,318	0%	\$0	0%	\$0
Right of Way ¹	\$1,295	100%	\$1,295	0%	\$0	0%	\$0
Utilities ¹	\$864	100%	\$864	0%	\$0	0%	\$0
Construction ²	\$30,227	100%	\$30,227	0%	\$0	0%	\$0
Direct State Costs Subtotal	\$43,182	100%	\$43,182	0%	\$0	0%	\$0
Indirect State Cost	\$13,012		\$0	100%	\$13,012		\$0
TOTAL PARTICIPATION	\$428,071		\$415,059		\$13,012		\$0

For CSJ#**0914-18-116**The estimated total participation by Local Government is \$0, plus 100% of overruns.

- Total estimated payment by Local Government to State is \$0.
- ¹Local Government's first payment of \$0 is due to State within 30 days from execution of this contract.
- ²Local Government's second payment of \$0 is due to State within 60 days prior to the Construction contract being advertised for bids.
- ³If ROW is to be acquired by State, Local Government's share of property cost will be due prior to acquisition.
- This is an estimate; the final amount of Local Government participation will be based on actual costs.

Maximum federal SRTS funds available for Project are \$415,059

TxDOT:				Federal Highway Administration:	
CCSJ #	0914-18-116	AFA ID	Z00001126	CFDA No.	20.205
AFA CSJs	0914-18-116, 0914-18-127			CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	13300		
Project Name	Elgin Schools to Downtown Connections			AFA Not Used For Research & Development	

Work Performed by Local Government (“LG”)								
Description of Project Costs to be Incurred 0914-18-127		Total Project Cost Estimate	Federal Participation Includes percentage for TDC apportionment on projects where applicable		State Participation Includes authorized EDC amounts		Local Government Participation Includes authorized EDC reduction	
			%	Cost	%	Cost	%	Cost
Planning/Maps/Education/Non-CST		\$0	0%	\$0	0%	\$0	0%	\$0
Preliminary Engineering		\$28,281	100%	\$28,281	0%	\$0	0%	\$0
Environmental Cost		\$0	0%	\$0	0%	\$0	0%	\$0
Right of Way		\$0	0%	\$0	0%	\$0	0%	\$0
Utilities		\$0	0%	\$0	0%	\$0	0%	\$0
Construction Cost	\$							
Construction Engineering Cost	\$							
Eligible In-Kind Contribution Value	\$							
Total Construction Value (sum of construction cost and in-kind value)								
		\$137,107	100%	\$137,107	0%	\$0	0%	\$0
Work by LG Subtotal		\$165,388	\$165,388		\$0		\$0	
Work Performed by the State (Local Participation paid up front by LG to TxDOT)								
Preliminary Engineering ¹		\$0	0%	\$0	0%	\$0	0%	\$0
Environmental Cost ¹		\$0	0%	\$0	0%	\$0	0%	\$0
Right of Way ³		\$0	0%	\$0	0%	\$0	0%	\$0
Utilities ²		\$0	0%	\$0	0%	\$0	0%	\$0
Construction Cost ²	\$	\$0	0%	\$0	0%	\$0	0%	\$0
Eligible In-Kind Contribution Value	\$							
Total Construction Value (sum of construction cost and in-kind value)								
Work by State Subtotal		\$0	\$0		\$0		\$0	

TxDOT:				Federal Highway Administration:	
CCSJ #	0914-18-116	AFA ID	Z00001126	CFDA No.	20.205
AFA CSJs	0914-18-116, 0914-18-127			CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	13300		
Project Name	Elgin Schools to Downtown Connections			AFA Not Used For Research & Development	

Direct and Indirect State Costs Incurred for Review, Inspection, Administration & Oversight							
Description of Project Costs to be Incurred	Total Project Cost Estimate	Federal Participation Includes percentage for TDC apportionment on projects where applicable		State Participation Includes authorized EDC amount		Local Government (LG) Participation Includes authorized EDC reduction	
		%	Cost	%	Cost	%	Cost
Preliminary Engineering ¹	\$6,476	100%	\$6,476	100%	\$0	0%	\$0
Environmental Cost ¹	\$4,318	100%	\$4,318	100%	\$0	0%	\$0
Right of Way ¹	\$1,294	100%	\$1,294	100%	\$0	0%	\$0
Utilities ¹	\$866	100%	\$866	100%	\$0	0%	\$0
Construction ²	\$30,227	100%	\$30,227	100%	\$0	0%	\$0
Direct State Costs Subtotal	\$43,181		\$43,181				\$0
Indirect State Cost	\$8,909				\$8,909		\$0
TOTAL PARTICIPATION	\$217,479		\$208,569		\$8,909		\$0
In-kind Contribution Credit Applied						0%	\$0
TOTAL REMAINING PARTICIPATION AFTER IN-KIND CONTRIBUTION							\$0
GRAND TOTAL	\$645,549	\$623,627	\$21,921				

For CSJ#0914-18-127 the estimated total participation by Local Government is \$0.

- Total estimated payment by Local Government to State is \$0.
- ¹Local Government's first payment of \$0 is due to State within 30 days from execution of this contract.
- ²Local Government's second payment of \$0 is due to State within 60 days prior to the Construction contract being advertised for bids.
- ³If ROW is to be acquired by State, Local Government's share of property cost will be due prior to acquisition.
- Transportation Development Credits (TDC) are being utilized in place of the Local Government's participation in the amount of 0.
- This is an estimate; the final amount of Local Government participation will be based on actual costs.
- Estimated federal funds available for Project are **\$208,569**, federal fund will cover project cost overruns for this CSJ 0914-18-127.

TxDOT:				Federal Highway Administration:	
CCSJ #	0914-18-116	AFA ID	Z00001126	CFDA No.	20.205
AFA CSJs	0914-18-116, 0914-18-127			CFDA Title	Highway Planning and Construction
District #	14	Code Chart 64#	13300		
Project Name	Elgin Schools to Downtown Connections			<i>AFA Not Used For Research & Development</i>	

ATTACHMENT A-1 RESOLUTION



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR EXPLORE ELGIN ARTS AND CULTURE FROM 4:00PM TO 10:00PM ON MAY 9TH, 4:00PM TO 10:00PM MAY 10TH, 11:00AM TO 10:00PM ON MAY 11TH AND 10:00AM TO 5:00PM MAY 12TH ON MAIN STREET FROM LEXINGTON ROAD TO BRENHAM STREET; AND ON 2ND STREET, FIRST STREET, DEPOT STREET, CENTRAL AVENUE, AUSTIN STREET, BRENHAM STREET FROM MAIN STREET TO AVENUE C; AND ON AVENUE C FROM BRENHAM STREET TO 2ND STREET.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve request to waive open container for Explore Elgin Art & Culture.

BACKGROUND:

Explore Elgin Arts & Culture will be held in downtown Elgin May 9 through 12. The event showcases local artists, venues for live music, classes, demonstrations, walking tours, and performances, throughout the downtown area. To facilitate people moving about throughout the district and visiting as many businesses and event locations as possible, we are requesting a waiver of the city's Open Container Ordinance in the downtown area from 4:00PM to 10:00PM on May 9th, 4:00PM to 10:00PM May 10th, 11:00AM to 10:00PM on May 11th and 10:00AM to 5:00PM May 12th.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the request.

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.
- {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.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT WITH BASTROP TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT #1; AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Community Services

PROPOSED ACTION: Approval of the Resolution.

BACKGROUND:

This Interlocal Agreement between the City of Elgin (“City”) and the Bastrop Travis Counties Emergency Service District #1 (“ESD”). The City of Elgin and the Elgin Main Street program are working with downtown businesses to develop a trash consolidation program with the goal of improving emergency vehicle access, visibility, safety, and the uses of rear of buildings in the historic district. The program desires to consolidate the number of trash containers used in the downtown area. This agreement authorizes the City to locate a trash dumpster on ESD property located at 111 North Avenue C in downtown Elgin. The parties to this Agreement are the City and the ESD.

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. Resolution ESD Interlocal
2. ESD Dumpster Agreement

{ } 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 OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE CITY MANAGER TO EXECUTE AN
INTERLOCAL AGREEMENT WITH BASTROP TRAVIS
COUNTIES EMERGENCY SERVICES DISTRICT #1; AND
MAKING CERTAIN FINDINGS RELATED THERETO**

WHEREAS, the City of Elgin is implementing a Downtown Trash Consolidation pilot program; and,

WHEREAS, the City of Elgin is implementing this program to improve emergency vehicle access, visibility, safety, and the uses of rear of buildings in the historic district; and

WHEREAS, the City of Elgin needs to locate a dumpster on the property of the ESD for that program;

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. Funding. The City Council accepts the interlocal agreement.

Section 3. Authorization. The City Manager is authorized to execute the agreement.

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 5th day of March, 2024

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary



INTERLOCAL AGREEMENT

This Interlocal Agreement between the City of Elgin (“City”) and the Bastrop Travis Counties Emergency Service District #1 (“ESD”). The City of Elgin and the Elgin Main Street program are working with downtown business to develop a trash consolidation program with the goal of improving emergency vehicle access, visibility, safety, and the uses of rear of buildings in the historic district. The program desires to consolidate the number of trash containers used in the downtown area. This agreement authorizes the City to locate a trash dumpster on ESD property located at 111 North Avenue C in downtown Elgin. The parties to this Agreement are the City and the ESD.

I. AUTHORIZATION OF USE OF FACILITY:

- A. ESD grants City use of a portion of its parking lot on the property located at 111 North Avenue C, Elgin, Texas to locate a trash disposal dumpster to provide a central location for trash disposal for the Downtown Elgin Consolidated Trash Collection program.
- B. ESD permits City or its representatives to enter on the property empty the dumpster or remove any trash or other materials left outside the dumpster.
- C. ESD permits all businesses and residents located in buildings adjacent to the alleys and who have trash service in these alleys to enter on the Property for the purpose of disposing of trash. Restaurants will continue to have their own dumpsters for trash disposal.
- D. Pallets, large packaging materials, furniture, and mattresses may not be disposed of in or adjacent to the dumpster.

II. CITY RESPONSIBILITIES

- A. CITY shall:
 - 1. Provide a combination lock for the dumpster.
 - 2. Manage all utility accounts assigned to the dumpster.
 - 3. Remove any materials placed outside the dumpster within 48 hours.

4. Hold the account for the dumpster in the program.
5. Maintain the area around the dumpster to keep the area clean of trash and debris.

III. ESD RESPONSIBILITIES:

A. ESD shall:

1. Provide a location for the dumpster in the parking lot of the ESD property located at 111 North Avenue C, Elgin, Texas.
2. Allow the dumpster to be used for the Downtown Elgin Consolidated Trash Collection Program.
3. Provide 72 hours' notice to City when ESD has planned events that may generate larger quantities of trash than normal so City can schedule additional trash pickups if needed.
4. Pay \$50.00 per month for trash service to be billed through existing ESD City of Elgin utilities account.

Contact information for ESD is:

Contact information for City is:

Amy Miller
 Community Services Director
 PO Box 591, Elgin Texas 78621

IV. TERMINATION: Either party may terminate this agreement with sixty (60) days written notice.

This Agreement is made and entered into on the _____ day of February, 2024.

CITY OF ELGIN, TEXAS

BASTROP TRAVIS COUNTIES ESD #1

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #1 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Community Services

PROPOSED ACTION: Consider and approve the Resolution.

BACKGROUND:

Changer Order #1 addressed elevation issues and is in the amount of \$10,535.00 which increases the contract sum to \$977,800.17 due to unforeseen existing site conditions regarding elevation discrepancies, grading was modified in two areas of the site.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Resolution as presented.

ATTACHMENTS:

1. ResVeteransExpCO1
2. 22.856_Elgin VMP_CO1 Letter

{ } 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 OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE CITY MANAGER TO EXECUTE
CHANGE ORDER #1 FOR VETERANS MEMORIAL PARK
EXPANSION, AND MAKING CERTAIN FINDINGS RELATED
THERETO.**

WHEREAS, the Elgin City Council and Parks & Recreation Advisory Board have approved an Open Space, Parks, & Recreation Master Plan for the benefit of residents and to improve local parks and;

WHEREAS, the City Council approved a new playground, outdoor classroom, stage, seating, and nature play area for Veterans Memorial Park Expansion and;

WHEREAS, the Parks & Recreation Advisory Board and Historic Review Board reviewed and approved the park expansion and;

WHEREAS, the staff worked with Studio 1619 to find a qualified contractor and;

WHEREAS, staff recommends approving changer Order #1 with the details specified in the attached documents.

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 Change Order #1 in the amount of the proposal attached.

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 5th day of March 2024

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary

February 27, 2024

City of Elgin
Ms. Amy Miller
PO Box 591
Elgin, TX 78621

Re: Change Order #1

Project Name: Veterans Memorial Park
Project Address: 205 Depot Street, Elgin, TX 78621

Dear Ms. Miller:

Resulting from unforeseen existing site conditions regarding elevation discrepancies, adjustments to the General Contractors original scope of work have become necessary as provided in Change Order #1 dated 1/24/2024 for a total of \$10,535.00.

These modifications include costs associated with adjusting proposed grades to meet existing grades that deviated from the survey and additional labor associated with this effort. Two change proposals (#4 and #5) are included in Change Order #1 for modifications to the grading scope in two areas of the site.

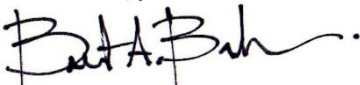
We have thoroughly assessed the impact of these changes on the project timeline, budget, and overall feasibility. The new contract sum for the general contractor including this change will be \$977,800.18 and the contract time is to be extended by 40 days which adjusts the proposed date of Substantial Completion to 4/12/2024.

Please find attached the detailed breakdown of the change order, including the rationale behind each adjustment and any associated costs or time extensions as provided by G. Hyatt Construction, Inc..

Please feel free to contact me should you have any questions, comments, or require any additional information. You may reach me via e-mail at brent@studio1619.com or by phone at (512) 534.8680.

Respectfully submitted,

studio 16:19, LLC


managing principal + founder



cc : Client
Elizabeth Marzec, Program Manager – Parks and Recreation Department
Beau Perry, PE, City Engineer

attachments:
Changer Order #1 – G. Hyatt Construction, Inc.

AIA DOCUMENT G701

Attachment F - AIA form G701

Change Order

PROJECT: Elgin Veteran's Memorial 305 Depot Street Elgin, Texas 78621	CONTRACT INFORMATION: Contract for general construction 9/6/2023	CHANGE ORDER NUMBER 001 DATE: 24-Jan-24
OWNER: City Of Elgin 310 N Main Street Elgin, Texas 78621	ARCHITECT Studio 16:19, LLC 305 W Liberty Ave Ste 100 Round Rock, TX 78664	CONTRACTOR: G Hyatt Construction 2006 S Bagdad Rd Ste 170 Leander, TX 78641

THE CONTRACT IS CHANGE AS FOLLOWS:

Change Proposal 4 - Raise grades for block D sidewalk subgrade	\$ 3,846.75
Change Proposal 5 - accommodate grade changes made to sidewalks	\$ 6,687.25

Subtotal: \$ 10,534.00

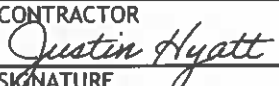
The original Contract Sum was	\$ 967,266.18
Net change by previously authorized Change orders	\$ -
The Contract Sum prior to this Change order was	\$ 967,266.18
The Contract Sum will be increased by this change order in the amount of	\$ 10,534.00
The new Contract Sum including this Change order will be	\$ 977,800.18

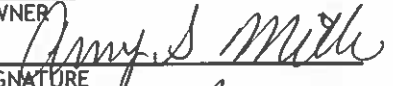
The Contract Time will be increased by	40
The date of Substantial Completion as of the date of this Change Order therefore is	<u>4/12/2024</u>

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Studio 16:19, LLC
ARCHITECT

SIGNATURE
Jonathan Wagner / Principal
PRINTED NAME/TITLE
1/31/2024
DATE

G Hyatt Construction, INC
CONTRACTOR

SIGNATURE
Justin Hyatt, President
PRINTED NAME/TITLE
1/24/2024
DATE

City of Elgin
OWNER

SIGNATURE

PRINTED NAME/TITLE
Community Svcs. Dir.
DATE 1/31/2024

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Monday, December 11, 2023

Amy Miller
City of Elgin
310 N Main Street
Elgin, TX 78621

RE: Change Proposal 4

Ms. Miller:

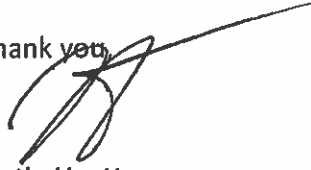
Per the Contract, Article 10, our lump sum cost to raise the grades for the block D sidewalk subgrade and surrounding to rectify grade discrepancies is \$3,846.75

Our schedule analysis has determined that the resulting change activity sequence will add five (5) calendar days to the project at this time. This cost, if applicable, is included in the above price.

Your approval is requested by December 12, 2023 to maintain the above price and schedule; any approval after this date may increase the time and cost associated with this change, which additional cost and time may be added to our proposal.

Our proposal only covers the work specifically noted in the attached proposal described herein. We call your attention to any exclusions and qualifications attached and reserve the right to provide further proposals for any costs which may be unforeseen or not quoted at this time.

Thank you,


Justin Hyatt,
G. Hyatt Construction, Inc.

APPROVED
 1/18/24
ASM

G. HYATT CONSTRUCTION, INC.
PROPOSAL

PROJECT: Elgin Veterans Memorial Park
PROPOSAL #: 4
DATE: 12/11/2023

DESCRIPTION: Raise grades for block D sidewalk subgrade to rectify grade discrepancies

MATERIALS

1 TOTAL DIRECT COST	\$	-	
2 SALES TAX	\$	-	
			\$ -

LABOR

4 ADDITIONAL SUPERV.	-	x	\$ -	
5 ADDITIONAL LABOR	0	MH x	\$ -	\$ -
6 LABOR BURDEN (20%)			\$	\$ -
				\$ -

EQUIPMENT

8 EQUIPMENT RENTAL	\$	-	
			\$ -

SUBCONTRACTORS

10 SUBCONTRACTORS	\$	3,345.00	
			\$ 3,345.00

SUBTOTAL OF PROPOSAL	\$	3,345.00
MARK UP, BONDS, INSURANCE	\$	501.75
TOTAL OF PROPOSAL	\$	3,846.75

G. Hyatt hereby agrees to perform the work outlined in this proposal per the amount specified and in accordance with the contract documents after the work is in an approved change order.

TIME EXTENSION REQUEST: 5

2006 Bagdad Road, Suite # 170
Leander, TX 78641
Phone: (512) 650-5637 Fax: 866-767-4055 Email: ghyattconstruction@gmail.com

AMT CONCRETE, LLC.
3280 FM 112
Taylor, TX 76574
OFFICE: 512-365-1296
FAX: 512-365-3989

INVOICE #

1

DATE: 12/8/2023

PROJECT: ELGIN VETERANS

ITEM #	CHANGE DESCRIPTION	Cost
1	Labor and equipment to bring up grade for sidewalk (some areas up to 19" of fill)	\$ 3,345.00
	TOTAL CHANGE	\$ 3,345.00

TOTAL FOR THIS CHANGE ORDER AMOUNT

\$ 3,345.00

COMPANY:

BY: Chris Morris
Estimator

ACCEPTED BY:

AMT CONCRETE, LLC.

DATE:

DATE: 12/8/23

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Tuesday, January 16, 2024

Amy Miller
City of Elgin
310 N Main Street
Elgin, TX 78621

RE: Change Proposal 5

Ms. Miller:

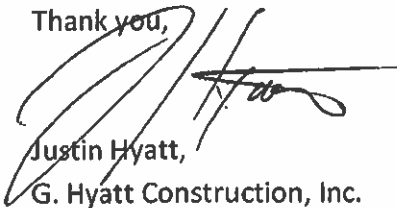
Per the Contract, Article 10, our lump sum cost to accommodate the grade changes made to the sidewalks on the drawings issued by Studio 16:19 on 1/11/24 is \$6,687.25.

Our schedule analysis has determined that the resulting change activity sequence will add thirty five (35) calendar days to the project at this time. This cost, if applicable, is included in the above price.

Your approval is requested by January 19, 2023 to maintain the above price and schedule; any approval after this date may increase the time and cost associated with this change, which additional cost and time may be added to our proposal.

Our proposal only covers the work specifically noted in the attached proposal described herein. We call your attention to any exclusions and qualifications attached and reserve the right to provide further proposals for any costs which may be unforeseen or not quoted at this time.

Thank you,


Justin Hyatt,
G. Hyatt Construction, Inc.

APPROVED
 1/18/24
ASM

G. HYATT CONSTRUCTION, INC.
PROPOSAL

PROJECT: Elgin Veterans Memorial Park
PROPOSAL #: 5
DATE: 1/16/2024

DESCRIPTION: Raise the finish grades of sidewalks throughout the project per drawings issued by Studio 16:19 on 1/11/24.

MATERIALS

SUBTOTALS

1 TOTAL DIRECT COST	\$	-	
2 SALES TAX	\$	-	
		\$	-

LABOR

4 ADDITIONAL SUPERV.	-	x	\$ -	
5 ADDITIONAL LABOR	0	MH x	\$ -	\$ -
6 LABOR BURDEN (20%)			\$	-
			\$	-

EQUIPMENT

8 EQUIPMENT RENTAL	\$	-	
		\$	-

SUBCONTRACTORS

10 SUBCONTRACTORS	\$	5,815.00	
		\$	5,815.00

SUBTOTAL OF PROPOSAL	\$	5,815.00
MARK UP, BONDS, INSURANCE	\$	872.25
TOTAL OF PROPOSAL	\$	6,687.25

G. Hyatt hereby agrees to perform the work outlined in this proposal per the amount specified and in accordance with the contract documents after the work is in an approved change order.

TIME EXTENSION REQUEST: 35

2006 Bagdad Road, Suite # 170
Leander, TX 78641
Phone: (512) 650-5637 Fax: 866-767-4055 Email: ghyattconstruction@gmail.com

AMT CONCRETE, LLC.
P.O. Box 1208
Taylor, TX 76574
OFFICE: 512-365-1296
FAX: 512-365-3989

INVOICE # 2
DATE: 1/15/2024
PROJECT: ELGIN VETERANS

ITEM #	CHANGE DESCRIPTION	Cost
1	Grading 4-6" of grading needed to meet new elevations (64 Man Hours)	\$ 3,680.00
2	1 load of select fill for grading	\$ 635.00
3	Compaction equipment	\$ 1,500.00
	TOTAL CHANGE	\$ 5,815.00

TOTAL FOR THIS CHANGE ORDER AMOUNT \$ 5,815.00

COMPANY:

BY: Chris Morris
Estimator

ACCEPTED BY:

AMT CONCRETE, LLC.

DATE:

DATE: 1/15/24



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Community Services

PROPOSED ACTION: Consider and approve the resolution.

BACKGROUND:

Change order #2 includes placing a wall in the stage area for electrical, using flowable fill to address erosion, and modifying a seat wall. CO#2 is a total of \$33, 477.24 and increases the contract sum to \$1,011,277.42. A wall located at the stage / outdoor classroom was removed from the budget during the value engineering process during bid negotiations. After reviewing alternatives for locating power enclosures with the City of Elgin staff, the wall was determined as the best option. After completion of the shotcrete play mound provided by Kompan and the utility installation by the City of Elgin, heavy rains eroded some areas under the mound. The general contractor has provided a proposal to use flowable fill to reinforce the mound for long term stability. During bid negotiations a brick seat wall was removed from the project budget and in lieu a concrete seat wall was priced by the General Contractor. After further review, minor modifications to the design were necessary to ensure long term stability and maintenance considerations.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the resolution as presented.

ATTACHMENTS:

1. ResVeteransExpCO2
2. 22.856_Elgin VMP_CO2 Letter

- { } 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 #2 FOR VETERANS MEMORIAL PARK
EXPANSION, AND MAKING CERTAIN FINDINGS RELATED
THERETO.**

WHEREAS, the Elgin City Council and Parks & Recreation Advisory Board have approved an Open Space, Parks, & Recreation Master Plan for the benefit of residents and to improve local parks and;

WHEREAS, the City Council approved a new playground, outdoor classroom, stage, seating, and nature play area for Veterans Memorial Park Expansion and;

WHEREAS, the Parks & Recreation Advisory Board and Historic Review Board reviewed and approved the park expansion and;

WHEREAS, the staff worked with Studio 1619 to find a qualified contractor and;

WHEREAS, staff recommends approving changer Order #2 with the details specified in the attached documents.

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 Change Order #2 in the amount of the proposal attached.

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 5th day of March 2024

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary

February 27, 2024

City of Elgin
Ms. Amy Miller
PO Box 591
Elgin, TX 78621

Re: Change Order #2

Project Name: Veterans Memorial Park
Project Address: 205 Depot Street, Elgin, TX 78621

Dear Ms. Miller:

Based on continued OAC (Owner / Architect / Contractor) weekly coordination to deliver a safe and quality project, adjustments to the General Contractors original scope of work have become necessary as provided in Change Order #2 dated 2/19/2024 for a total of \$33,477.24. Three change proposals (#8, #9, and #10) are included in Change Order #2. These modifications include costs associated with the following:

- CP#8 – Stage Wall – A wall located at the stage / outdoor classroom was removed from the budget during the value engineering process during bid negotiations. After reviewing alternatives for locating power enclosures with the City of Elgin staff, the wall was determined as the recommended option.
- CP#9 – Flowable Fill – After completion of the shotcrete play mound provided by Kompan and the utility installation by the City of Elgin, heavy rains eroded some areas under the mound. The general contractor has provided a proposal to use flowable fill to reinforce the mound for long term stability.
- CP#10 – Seat Wall – During bid negotiations a brick seat wall was removed from the project budget and in lieu a concrete seat wall was priced by the General Contractor. After review by the design team structural engineer, minor modifications to the design were necessary to ensure long term stability and maintenance considerations.

We have thoroughly assessed the impact of these changes on the project timeline, budget, and overall feasibility. The new contract sum for the general contractor including this change will be \$1,011,277.42 and the contract time is to be extended by 20 days which adjusts the proposed date of Substantial Completion to 5/12/2024. Please find attached the detailed breakdown of the change order, including the rationale behind each adjustment and any associated costs or time extensions as provided by G. Hyatt Construction, Inc..

Please feel free to contact me should you have any questions, comments, or require any additional information. You may reach me via e-mail at brent@studio1619.com or by phone at (512) 534.8680.

Respectfully submitted,

studio 16:19, LLC


managing principal + founder



cc : Client

Elizabeth Marzec, Program Manager – Parks and Recreation Department
Beau Perry, PE, City Engineer

attachments: Changer Order #2 – G. Hyatt Construction, Inc.

AIA DOCUMENT G701

Attachment F - AIA form G701

Change Order

PROJECT:

Elgin Veterans Memorial Park
305 Depot Street
Elgin, TX 78621

OWNER:

City of Elgin
310 N Main Street
Elgin, TX 78621

CONTRACT INFORMATION:

Contract for general construction
09/06/23

ARCHITECT

Studio 16:19, LLC
305 W Liberty Ave Ste 100
Round Rock, TX 78664

CHANGE ORDER NUMBER: 002

DATE: February 19, 2024

CONTRACTOR:

G Hyatt Construction
2006 S Bagdad Rd Ste 170
Leander, TX 78641

THE CONTRACT IS CHANGED AS FOLLOWS:

Change Proposal 8 - Stage wall	\$ 26,109.97
Change Proposal 9 - Flowable fill for Kompan & Utilities	\$ 3,883.95
Change Proposal 10 - Seat wall additions	\$ 3,483.32

Subtotal: \$ 33,477.24

The original Contract Sum was
Net change by previously authorized Change orders
The Contract Sum prior to this Change order was
The Contract Sum will be increased
by this Change Order in the amount of
The new Contract Sum including this Change order will be
The Contract Time will be increased by
The current date of substantial completion

\$	967,266.18
\$	10,534.00
\$	977,800.18
\$	33,477.24
\$	1,011,277.42
	20 calendar days
	May 12, 2024

NOTE: NOT VALID UNLESS SIGNED BY ARCHITECT, CONTRACTOR, AND OWNER

Studio 16:19, LLC

ARCHITECT

SIGNATURE

Jonathan Wagner, RLA

PRINTED NAME/TITLE

02.21.24

DATE

G Hyatt Construction, INC

CONTRACTOR

SIGNATURE

Justin Hyatt, President

PRINTED NAME/TITLE

2/19/2024

DATE

City of Elgin

OWNER

SIGNATURE

Tom Mattis, City Manager

PRINTED NAME/TITLE

DATE

2/23/2024

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Friday, February 16, 2024

Beau Perry
City of Elgin
310 N Main Street
Elgin, TX 78621

RE: Change Proposal 8

Mr. Perry:

Per the Contract, Article 10, our lump sum cost to provide and install; a 20'x8' CMU & brick wall at the stage (owner provided brick), two new circuits for the AV system along with associated trenching from the panel, and an additional grade beam at the stage to support the 20' wall (shown on bid set and removed from issued for construction set), is \$26,109.97.

Our schedule analysis has determined that the resulting change activity sequence will add fifteen (15) calendar days to the project at this time. This cost, if applicable, is included in the above price.

Your approval is requested by February 20, 2023 to maintain the above price and schedule; any approval after this date may increase the time and cost associated with this change, which additional cost and time may be added to our proposal. This proposal is contingent upon the owner provided brick being delivered within the next 50 calendar days. If that will not occur, please let us know and we will remove the cost of the brick installation from this proposal.

Our proposal only covers the work specifically noted in the attached proposal described herein. We call your attention to any exclusions and qualifications attached and reserve the right to provide further proposals for any costs which may be unforeseen or not quoted at this time.

Thank you,



Justin Hyatt,
G. Hyatt Construction, Inc.

G. HYATT CONSTRUCTION, INC.
PROPOSAL

PROJECT: Elgin Veterans Memorial Park
PROPOSAL #: 8
DATE: 2/16/2024

DESCRIPTION: 20'x8' CMU & Brick wall at stage, two new circuits & trenching from panel,
additional footing @ stage (removed from IFC set).

MATERIALS

SUBTOTALS

1 TOTAL DIRECT COST	\$	-	
2 SALES TAX	\$	-	
	\$	-	

LABOR

4 ADDITIONAL SUPERV.	-	x	\$ -	
5 ADDITIONAL LABOR	0	MH x	\$ -	\$ -
6 LABOR BURDEN (20%)			\$	\$ -
			\$	-

EQUIPMENT

8 EQUIPMENT RENTAL	\$	-	
	\$	-	

SUBCONTRACTORS

10 SUBCONTRACTORS	\$	22,704.32	
	\$	22,704.32	

SUBTOTAL OF PROPOSAL	\$	22,704.32
MARK UP, BONDS, INSURANCE	\$	3,405.65
TOTAL OF PROPOSAL	\$	26,109.97

G. Hyatt hereby agrees to perform the work outlined in this proposal per the amount specified and in accordance with the contract documents after the work is in an approved change order.

TIME EXTENSION REQUEST: 15

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Friday, February 16, 2024

Beau Perry
City of Elgin
310 N Main Street
Elgin, TX 78621

RE: Change Proposal 9

Mr. Perry:

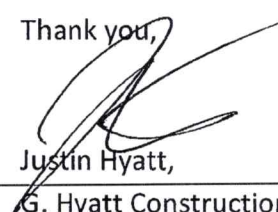
Per the Contract, Article 10, our lump sum cost to provide & install 10 CY of flowable fill in the areas around the Kompan play equipment and the City installed storm drainage lines, which have experienced settlement and wash outs, is \$3,883.95

Our schedule analysis has determined that the resulting change activity sequence will add zero (0) calendar days to the project at this time. This cost, if applicable, is included in the above price.

Your approval is requested by February 20, 2023 to maintain the above price and schedule; any approval after this date may increase the time and cost associated with this change, which additional cost and time may be added to our proposal.

Our proposal only covers the work specifically noted in the attached proposal described herein. We call your attention to any exclusions and qualifications attached and reserve the right to provide further proposals for any costs which may be unforeseen or not quoted at this time.

Thank you,



Justin Hyatt,

G. Hyatt Construction, Inc.

G. HYATT CONSTRUCTION, INC.

PROPOSAL

PROJECT: Elgin Veterans Memorial Park

PROPOSAL #: 9

DATE: 2/16/2024

DESCRIPTION: 10 CY of flowable fill pumped and labor to put in place at Kompan equipment & COE
installed utility lines

MATERIALS

SUBTOTALS

1 TOTAL DIRECT COST	\$	1,900.00	
2 SALES TAX	\$	156.75	
	\$		2,056.75

LABOR

4 ADDITIONAL SUPERV.	-	x	\$ -	
5 ADDITIONAL LABOR	0	MH x	\$ -	\$ 1,100.50
6 LABOR BURDEN (20%)			\$	220.10
			\$	1,320.60

EQUIPMENT

8 EQUIPMENT RENTAL	\$	-	
	\$		-

SUBCONTRACTORS

10 SUBCONTRACTORS			
	\$		-

SUBTOTAL OF PROPOSAL	\$	3,377.35
MARK UP, BONDS, INSURANCE	\$	506.60
TOTAL OF PROPOSAL	\$	3,883.95

G. Hyatt hereby agrees to perform the work outlined in this proposal per the amount specified and in accordance with the contract documents after the work is in an approved change order.

TIME EXTENSION REQUEST: 0

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Phone: (512) 650-5637 Fax: 866-767-4055 Email: ghyattconstruction@gmail.com

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Friday, February 16, 2024

Beau Perry
City of Elgin
310 N Main Street
Elgin, TX 78621

RE: Change Proposal 10

Mr. Perry:

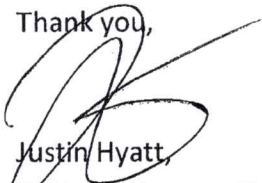
Per the Contract, Article 10, our lump sum additional cost to install the seat wall per the drawings issued by Studio 16:19 on 2/12/24 is \$3,483.32

Our schedule analysis has determined that the resulting change activity sequence will add five (5) calendar days to the project at this time. This cost, if applicable, is included in the above price.

Your approval is requested by February 20, 2023 to maintain the above price and schedule; any approval after this date may increase the time and cost associated with this change, which additional cost and time may be added to our proposal.

Our proposal only covers the work specifically noted in the attached proposal described herein. We call your attention to any exclusions and qualifications attached and reserve the right to provide further proposals for any costs which may be unforeseen or not quoted at this time.

Thank you,



Justin Hyatt,
G. Hyatt Construction, Inc.

G. HYATT CONSTRUCTION, INC.

PROPOSAL

PROJECT: Elgin Veterans Memorial Park

PROPOSAL #: 10

DATE: 2/16/2024

DESCRIPTION: Seat wall per drawings received 2/12/24

MATERIALS

SUBTOTALS

1 TOTAL DIRECT COST	\$	310.00	
2 SALES TAX	\$	25.58	
			\$ 335.58

LABOR

4 ADDITIONAL SUPERV.	-	x	\$ -	
5 ADDITIONAL LABOR	0	MH x	\$ -	\$ 2,244.50
6 LABOR BURDEN (20%)				\$ 448.90
				\$ 2,693.40

EQUIPMENT

8 EQUIPMENT RENTAL	\$	400.00	
			\$ 400.00

SUBCONTRACTORS

10 SUBCONTRACTORS			
			\$ -

SUBTOTAL OF PROPOSAL	\$	3,028.98
MARK UP, BONDS, INSURANCE	\$	454.35
TOTAL OF PROPOSAL	\$	3,483.32

G. Hyatt hereby agrees to perform the work outlined in this proposal per the amount specified and in accordance with the contract documents after the work is in an approved change order.

TIME EXTENSION REQUEST: 5

2006 Bagdad Road, Suite # 170

Leander, TX 78641

Phone: (512) 650-5637 Fax: 866-767-4055 Email: ghyattconstruction@gmail.com



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #3 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Community Services

PROPOSED ACTION: Approve the Resolution.

BACKGROUND:

Change Order #3 addresses the foundation piers for the stage and sidewalk replacement. Adding \$18,055.00 and increasing the contract sum to \$1, 029,332.42. The stage structure as proposed was to be installed as a turn-key process by Playwell / Playworks. This proposal was previously approved by the City of Elgin. After discussions with all parties, it was determined that it was simpler and opportune for G. Hyatt Construction, Inc. to install the proposed piers in lieu of Playworks. This removed any concerns of coordination between parties on site and potential adverse impacts for machinery to existing park improvements. Playworks will be reducing their proposal cost for the same amount as this scope was removed from their contract. A small section of sidewalk that was slated to remain was adversely impacted during construction due to the installation of the utilities by the City of Elgin. The existing sidewalk now has created a potential condition for non-compliance with accessibility requirements.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the Resolution.

ATTACHMENTS:

1. ResVeteransExpCO3
2. 22.856_Elgin VMP_CO3 Letter

- { } 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 #3 FOR VETERANS MEMORIAL PARK
EXPANSION, AND MAKING CERTAIN FINDINGS RELATED
THERETO.**

WHEREAS, the Elgin City Council and Parks & Recreation Advisory Board have approved an Open Space, Parks, & Recreation Master Plan for the benefit of residents and to improve local parks and;

WHEREAS, the City Council approved a new playground, outdoor classroom, stage, seating, and nature play area for Veterans Memorial Park Expansion and;

WHEREAS, the Parks & Recreation Advisory Board and Historic Review Board reviewed and approved the park expansion and;

WHEREAS, the staff worked with Studio 1619 to find a qualified contractor and;

WHEREAS, staff recommends approving changer Order #3 with the details specified in the attached documents.

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 Change Order #3 in the amount of the proposal attached.

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 5th day of March 2024

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary

February 27, 2024

City of Elgin
Ms. Amy Miller
PO Box 591
Elgin, TX 78621

Re: Change Order #3

Project Name: Veterans Memorial Park
Project Address: 205 Depot Street, Elgin, TX 78621

Dear Ms. Miller:

Based on continued OAC (Owner / Architect / Contractor) weekly coordination to deliver a safe and quality project, as well as improved timing for owner purchased items, adjustments to the General Contractors original scope of work have become necessary as provided in Change Order #3 dated 2/21/2024 for a total of \$18,055.00. Two change proposals (#11 and #12) are included in Change Order #3. These modifications include costs associated with the following:

- CP#11 – Stage Foundation Piers – The stage structure as proposed was to be installed as a turn-key process by Playwell / Playworks. This proposal was previously approved by the City of Elgin. After discussions with all parties, it was determined that it was simpler and opportune for G. Hyatt Construction, Inc. to install the proposed piers in lieu of Playworks. This removed any concerns of coordination between parties on site and potential adverse impacts for machinery to existing park improvements. Playworks will be reducing their proposal cost for the same amount as this scope was removed from their contract.
- CP#12 – Sidewalk Replacement – A small section of sidewalk that was slated to remain was adversely impacted during construction due to the installation of the utilities by the City of Elgin. The existing sidewalk now has created a potential condition for non-compliance with accessibility requirements.

We have thoroughly assessed the impact of these changes on the project timeline, budget, and overall feasibility. The new contract sum for the general contractor including this change will be \$1,029,332.42 and the contract time is to be extended by 7 days which adjusts the proposed date of Substantial Completion to 5/19/2024. Please find attached the detailed breakdown of the change order, including the rationale behind each adjustment and any associated costs or time extensions as provided by G. Hyatt Construction, Inc..

Please feel free to contact me should you have any questions, comments, or require any additional information. You may reach me via e-mail at brent@studio1619.com or by phone at (512) 534.8680.

Respectfully submitted,

studio 16:19, LLC


managing principal + founder



cc : Client

Elizabeth Marzec, Program Manager – Parks and Recreation Department
Beau Perry, PE, City Engineer

attachments: Changer Order #3 – G. Hyatt Construction, Inc.

AIA DOCUMENT G701

Attachment F - AIA form G701

Change Order

PROJECT: Elgin Veterans Memorial Park 305 Depot Street Elgin, TX 78621	CONTRACT INFORMATION: Contract for general construction 09/06/23	CHANGE ORDER NUMBER: 003 DATE: February 21, 2024
OWNER: City of Elgin 310 N Main Street Elgin, TX 78621	ARCHITECT: Studio 16:19, LLC 305 W Liberty Ave Ste 100 Round Rock, TX 78664	CONTRACTOR: G Hyatt Construction 2006 S Bagdad Rd Ste 170 Leander, TX 78641

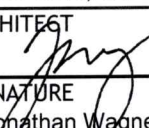
THE CONTRACT IS CHANGED AS FOLLOWS:

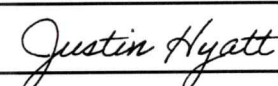
Change Proposal 11 - Stage foundation piers	\$ 16,847.50
Change Proposal 12 - Remove & replace section of sidewalk	\$ 1,207.50

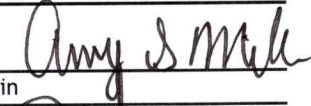
Subtotal: \$ 18,055.00

The original Contract Sum was	\$ 967,266.18
Net change by previously authorized Change orders	\$ 44,011.24
The Contract Sum prior to this Change order was	\$ 1,011,277.42
The Contract Sum will be increased by this Change Order in the amount of	\$ 18,055.00
The new Contract Sum including this Change order will be	\$ 1,029,332.42
The Contract Time will be increased by	7 calendar days
The current date of substantial completion	May 19, 2024

NOTE: NOT VALID UNLESS SIGNED BY ARCHITECT, CONTRACTOR, AND OWNER

Studio 16:19, LLC
ARCHITECT

SIGNATURE
Jonathan Wagner, Principal
PRINTED NAME/TITLE
2/22/24
DATE

G Hyatt Construction, INC
CONTRACTOR

SIGNATURE
Justin Hyatt, President
PRINTED NAME/TITLE
2/21/2024
DATE

City of Elgin
OWNER

SIGNATURE
City Manager Tom Mattis
PRINTED NAME/TITLE
DATE 2/23/2024

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Monday, February 19, 2024

Beau Perry
City of Elgin
310 N Main Street
Elgin, TX 78621

RE: Change Proposal 11

Mr. Perry:

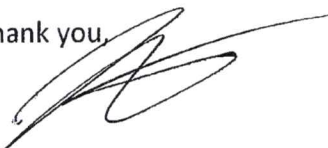
Per the Contract, Article 10, our lump sum price to install five 48" diameter piers at the stage foundation is \$16,847.50

Our schedule analysis has determined that the resulting change activity sequence will add seven (7) calendar days to the project at this time. This cost, if applicable, is included in the above price.

Your approval is requested by February 23, 2023 to maintain the above price and schedule; any approval after this date may increase the time and cost associated with this change, which additional cost and time may be added to our proposal.

Our proposal only covers the work specifically noted in the attached proposal described herein. We call your attention to any exclusions and qualifications attached and reserve the right to provide further proposals for any costs which may be unforeseen or not quoted at this time.

Thank you,



Justin Hyatt,

G. Hyatt Construction, Inc.

G. HYATT CONSTRUCTION, INC.
PROPOSAL

PROJECT: Elgin Veterans Memorial Park
PROPOSAL #: 11
DATE: 2/19/2024

DESCRIPTION: Five 48" diameter piers at the stage

MATERIALS

SUBTOTALS

1 TOTAL DIRECT COST	\$	-	
2 SALES TAX	\$	-	
			\$ -

LABOR

4 ADDITIONAL SUPERV.	-	x	\$ -	
5 ADDITIONAL LABOR	0	MH x	\$ -	\$ -
6 LABOR BURDEN (20%)			\$	-
				\$ -

EQUIPMENT

8 EQUIPMENT RENTAL	\$	-	
			\$ -

SUBCONTRACTORS

10 SUBCONTRACTORS	\$	14,650.00	
			\$ 14,650.00

SUBTOTAL OF PROPOSAL	\$	14,650.00
MARK UP, BONDS, INSURANCE	\$	2,197.50
TOTAL OF PROPOSAL	\$	16,847.50

G. Hyatt hereby agrees to perform the work outlined in this proposal per the amount specified and in accordance with the contract documents after the work is in an approved change order.

TIME EXTENSION REQUEST: 7

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Monday, February 19, 2024

Beau Perry
City of Elgin
310 N Main Street
Elgin, TX 78621

RE: Change Proposal 12

Mr. Perry:

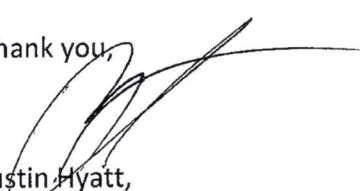
Per the Contract, Article 10, our lump sum price remove & replace a 5' x 10' section of sidewalk, along avenue B, is \$1207.50

Our schedule analysis has determined that the resulting change activity sequence will add zero (0) calendar days to the project at this time. This cost, if applicable, is included in the above price.

Your approval is requested by February 23, 2023 to maintain the above price and schedule; any approval after this date may increase the time and cost associated with this change, which additional cost and time may be added to our proposal.

Our proposal only covers the work specifically noted in the attached proposal described herein. We call your attention to any exclusions and qualifications attached and reserve the right to provide further proposals for any costs which may be unforeseen or not quoted at this time.

Thank you,



Justin Hyatt,
G. Hyatt Construction, Inc.

G. HYATT CONSTRUCTION, INC.
PROPOSAL

PROJECT: Elgin Veterans Memorial Park
PROPOSAL #: 12
DATE: 2/19/2024

DESCRIPTION: Remove & Replace a 5' x 10' section of sidewalk

MATERIALS

SUBTOTALS

1 TOTAL DIRECT COST	\$	-	
2 SALES TAX	\$	-	
			\$ -

LABOR

4 ADDITIONAL SUPERV.	-	x	\$ -	
5 ADDITIONAL LABOR	0	MH x	\$ -	\$ -
6 LABOR BURDEN (20%)			\$	\$ -

EQUIPMENT

8 EQUIPMENT RENTAL	\$	-	
			\$ -

SUBCONTRACTORS

10 SUBCONTRACTORS	\$	1,050.00	
			\$ 1,050.00

SUBTOTAL OF PROPOSAL	\$	1,050.00
MARK UP, BONDS, INSURANCE	\$	157.50
TOTAL OF PROPOSAL	\$	1,207.50

G. Hyatt hereby agrees to perform the work outlined in this proposal per the amount specified and in accordance with the contract documents after the work is in an approved change order.

TIME EXTENSION REQUEST: 0

AMT CONCRETE, LLC.
3280 FM 112
Taylor, TX 76574
OFFICE: 512-365-1296
FAX: 512-365-3989

INVOICE #

6

DATE: 2/19/2024

PROJECT: ELGIN VETERANS

ITEM #	CHANGE DESCRIPTION	Cost
1	remove and replace 5'x10' sidewalk section	\$ 1,050.00
	TOTAL CHANGE	\$ 1,050.00

TOTAL FOR THIS CHANGE ORDER AMOUNT

\$ 1,050.00

COMPANY:

BY: Chris Morris
Estimator

ACCEPTED BY:

AMT CONCRETE, LLC.

DATE:

DATE: 2/19/24



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO APPROVE PROFESSIONAL SERVICES FEES WITH FGM ARCHITECTS INC. RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the Resolution.

BACKGROUND:

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. These fees are for Programming/Schematic Design and for traveling fees as a part of the contract previously approved by the City Council

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 the City Manager to remit payment for professional services fees associated with the City of Elgin Police Station Project

ATTACHMENTS:

1. EPD Station Res-FGMA

- { } 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 OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE CITY MANAGER TO APPROVE
PROFESSIONAL SERVICES FEES WITH FGM
ARCHITECTS INC. 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. have submitted invoices to the city for professional services charges related to the Elgin Police Department Station Project.

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 dollar amount of \$5,063.50 from December 30, 2023, to January 26, 2024, for professional services fees 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 *FY23-24 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 5th day of March 2024

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NUMBER 13, WITH CSA CONSTRUCTION FOR THE WASTEWATER TREATMENT PLANT PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Public Works

PROPOSED ACTION: Approval of a Resolution authorizing a Change Order with CSA Construction Inc of Houston, Texas in the amount of \$143,415.71 for Change Order Number 13 attached to this packet.

BACKGROUND:

City staff and the City Engineer have identified repairs and additions to the project as necessary. Including the removal and replacement of the RAS pump hoist with a more robust model, testing, and maintenance plan for the WTP Generator, the installation of a Huber fine screen(user interface touch screen) on the existing bar screen, the installation of a water supply and drain line to the new lab fume hood, the procurement, installation, and connection of a Hach AS950 all-weather refrigerated sampler in the Operations building lab, removal and replacement of the front entrance gate operator, for additional costs regarding procurement, installation and assembly of the Operation building furniture, and a credit for the asbestos abatement line item P.12 which is not required. Funding for these changes is covered by impact fees as the system grows with new development it is also paying for its own expansion.

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 CSA Construction Inc of Houston, Texas in the amount of \$143,415.71. for Change Order Number 13 attached to this packet, directions to staff, if any, regarding same.

ATTACHMENTS:

1. ResWWTP CO13 x (1)
2. Elgin WWTP Expansion CO 13

- { } 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 OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE CITY MANAGER TO EXECUTE
CHANGE ORDER NUMBER 13, WITH CSA
CONSTRUCTION FOR THE WASTEWATER
TREATMENT PLANT PROJECT; AND MAKING
CERTAIN FINDINGS RELATED THERETO.**

WHEREAS, The Elgin Wastewater Treatment Plant expansion project is underway and nearing completion, and;

WHEREAS, Certain changes have been identified as a value added benefit to the project, including a larger pump hoist, a refrigerated sampler for additional testing and other items identified in the Change order attached here, and;

WHEREAS, The City Manager is authorized to make such changes as described in the original agreement with CSA construction, and;

WHEREAS, as a matter of giving the council a full view of the Wastewater Expansion Project, staff is 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 *CSA Construction* of Houston, Texas, in the amount of \$143,415.71. for Change Order number 13.

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 5th day of March 2024

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

February 28, 2024

Mr. Michael Gonzalez, Utilities Director
City of Elgin
310 North Main
Elgin, Texas 78621

**Re: Elgin WWTP Expansion
Change Order No. 13**

Dear Mr. Gonzalez:

Attached please find Change Order No. 13 for the above referenced project. This change order is for the removal and replacement of the RAS pump hoist with a more robust model, the startup, testing, and maintenance plan for the WTP Generator, the installation of a Huber fine screen(user interface touch screen) on the existing bar screen, the installation of a water supply and drain line to the new lab fume hood, the procurement, installation, and connection of a Hach AS950 all-weather refrigerated sampler in the Operations building lab, removal and replacement of the front entrance gate operator, the procurement and installation of a 1" RPZ for the Operations Building and a fire hydrant near the front entrance, for additional costs regarding procurement, installation and assembly of the Operation building furniture, and a credit for the asbestos abatement line item P.12 which is not required.

The change order has been approved by this office and will increase the current contract amount by \$143,415.71. The new contract amount will be \$17,627,295.82. Please execute and forward a digital copy to TRC at wwachel@trccompanies.com.

If you have any questions or need additional information, please feel free to contact this office.

Sincerely,

A handwritten signature in blue ink that reads "Willaim Wachel". The signature is fluid and cursive, with a long horizontal stroke at the end.

Willaim Wachel, P.E.
Vice President - DMS

cc: Ms. Karol Jarmon, City of Elgin

Enclosures

**CONTRACT CHANGE ORDER NO. 13
WASTEWATER TREATMENT PLANT EXPANSION**

OWNER:

City of Elgin

CONTRACTOR:

CSA Construction, Inc.

ORIGINAL CONTRACT AMOUNT:

\$15,422,000.00

PREVIOUSLY APPROVED CHANGE ORDER AMOUNT:

\$2,061,880.11

CURRENT CONTRACT AMOUNT:

\$17,483,880.11

ORIGINAL CONTRACT TIME (DAYS):

730

ORIGINAL SUBSTANTIAL COMPLETION DATE:

5/3/2023

PREVIOUSLY APPROVED ADJUSTMENT TO CONTRACT TIME (DAYS):

550

CURRENT CONTRACT TIME (DAYS):

1280

CURRENT SUBSTANTIAL COMPLETION DATE:

2/29/2024

CURRENT FINAL COMPLETION DATE:

1/2/2025

Item No.	Item Description	Quantity	Units	Unit Price (+) Increase (-) Decrease	Amount (+) Increase (-) Decrease
CO.13.1	For procurement and installation of the commander 2000 pump hoist/crane with stainless steel cable and mounting hardware, replacing the existing RAS pump hoist.	1	LS	\$18,534.96	\$18,534.96
CO.13.2	1600KW Generator: For furnishing all materials, equipment, labor, superintendence, and incidental work to furnish maintenance plan for the generator per manufacturers recommendations.	1	LS	\$14,911.19	\$14,911.19
CO.13.3	1600KW Generator: For furnishing all materials, equipment, labor, superintendence, and incidental work to complete startup operations for the generator and furnish the startup and load testing reoport.	1	LS	\$7,328.75	\$7,328.75
CO.13.4	For furnishing all materials, equipment, labor, and incidental work to install a Huber fine screen(user interface touch screen) at the WWTP bar screen.	1	EA	\$4,625.00	\$4,625.00
CO.13.5	For the installation of a water supply connection to the new fume hood and a drain connection from the fume hood as detailed in the fume hood submittal.	1	LS	\$1,888.56	\$1,888.56
CO.13.6	For furnishing all materials, equipment, labor, and incidental work to install a Hach AS950 all-weather refrigerated sampler in the Operations building laboratory including an electronically actuated ball valve, a pressure reducer, a pressure relief valve, a pressure control module (by Hach), and a 1" supply pipe from the NPW pipe to the sampler.	1	LS	\$42,721.55	\$42,721.55
CO.13.7	For the removal and replacement of the existing slide gate operator for the front vehicle entrance to the plant.	1	LS	\$14,943.90	\$14,943.90
CO.13.8	For procurement and installation of a 1" RPZ on the Operations Buidling water supply pipe and of a fire hydrant adjacent to the lift station.	1	LS	\$39,950.34	\$39,950.34
CO.13.9	For costs exceeding the bid allowance for procurement, assembly and installation of office furniture and appliances for the Operations Building.	1	LS	\$23,511.46	\$23,511.46

**CONTRACT CHANGE ORDER NO. 13
WASTEWATER TREATMENT PLANT EXPANSION**

P.12	Bid Allowance - Asbestos Abatement	1	LS	-\$25,000.00	-\$25,000.00
TOTAL COST OF THIS CHANGE ORDER:					\$143,415.71

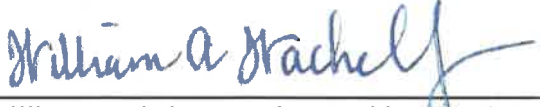
PROPOSED CHANGE ORDER AMOUNT (THIS CHANGE ORDER):	<u>\$143,415.71</u>
REVISED CONTRACT AMOUNT:	<u>\$17,627,295.82</u>
NET CHANGE IN CONTRACT TIME (DAYS):	<u>83</u>
REVISED CONTRACT TIME (DAYS):	<u>1363</u>
REVISED SUBSTANTIAL COMPLETION DATE:	<u>5/22/2024</u>
REVISED FINAL COMPLETION DATE:	<u>3/26/2025</u>
THIS WILL BECOME A SUPPLEMENT TO THE CONTRACT AND ALL PROVISIONS WILL APPLY HERETO.	

Thomas Mattis, City Manager
City of Elgin

Date

Michael Gonzalez, Director of Public Works
City of Elgin

Date



William Wachel, P.E., Vice President DMS
TRC Engineers, Inc.

February 28, 2024
Date



Doug Laird, Project Manager
CSA Construction, Inc.

FEBRUARY 28, 2024
Date



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE ACKNOWLEDGING RECEIPT OF “CERTIFICATE OF UNOPPOSED STATUS” PURSUANT TO SECTION 2.052 TEXAS ELECTION CODE; DECLARING UNOPPOSED CANDIDATES TO BE ELECTED TO THEIR RESPECTIVE OFFICES AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR MAYOR AT-LARGE; AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR WARD 1; AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR WARD 2 AND DECLARING THE UNOPPOSED CANDIDATE TO BE ELECTED TO THE RESPECTIVE OFFICES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES.

DEPARTMENT: Executive

PROPOSED ACTION: Review Ordinance declaring unopposed candidates to be elected to their respective offices and cancelling the May 4, 2024, General Election for Mayor At-Large, the General Election for Ward 1, and the General Election for Ward 2.

BACKGROUND:

The City of Elgin General Election will be cancelled for Mayor At-Large, Ward 1, and Ward 2 due to unopposed status.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the Ordinance as presented.

ATTACHMENTS:

1. ORDINANCE Cancelling General Election for Mayor At-Large, Wards 1 & 2
2. 13-2f as of 2.20.2024
3. 13-1f as of 2.20.2024

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

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

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

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

ORDINANCE NO.

AN ORDINANCE ACKNOWLEDGING RECEIPT OF “CERTIFICATE OF UNOPPOSED STATUS” PURSUANT TO SECTION 2.052 TEXAS ELECTION CODE; DECLARING UNOPPOSED CANDIDATES TO BE ELECTED TO THEIR RESPECTIVE OFFICES AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR MAYOR AT-LARGE; AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR WARD 1; AND CANCELLING THE MAY 4, 2024 GENERAL ELECTION FOR WARD 2 AND DECLARING THE UNOPPOSED CANDIDATE TO BE ELECTED TO THE RESPECTIVE OFFICES; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES.

WHEREAS, pursuant to Section 2.052 Texas Election Code, the City Secretary, who is also the authority responsible for having the official ballot for City Council elections prepared, has certified in writing that certain candidates are unopposed in the May 4, 2024, general election, and

WHEREAS, Section 2.053 Texas Election Code provides that upon receipt of such a certificate that the Council may declare each unopposed candidate elected to the office and cancel the election, Now Therefore

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

The Elgin City Council hereby acknowledges receipt of a Certificate of Unopposed Status from the City Secretary that certain candidates whose names were to appear on the ballot for the May 4, 2024, City General Election for Mayor At-Large, Ward 1 and Ward 2 are each unopposed. A copy of such Certificate is ordered to be attached to this ordinance.

II.

Pursuant to Section 2.053 Texas Election Code, the City Council hereby declares that the following unopposed candidates are elected to their respective offices, and shall be issued certificates of election following the time the election would have been canvassed:

- | | |
|----------------------|-----------------------|
| a) Theresa Y. McShan | Mayor At-Large |
| b) Joy Casnovsky | Council Member Ward 1 |

c) Charles “Chuck” Swain

Council Member Ward 2

III.

The May 4, 2024, general city election for Mayor At-Large, Ward 1 and Ward 2 is cancelled, and the City Secretary is directed to cause a copy of this ordinance to be posted on Election Day at each polling location used or that would have been used in the election.

IV.

- 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.

PASSED AND ADOPTED this 5th day of March 2024

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary

SAMPLE ORDER OF CANCELLATION
EJEMPLO DE ORDEN DE CANCELACIÓN

The _____ hereby cancels the election scheduled to be held on
(official name of governing body)
_____ in accordance with Section 2.053(a) of the Texas
(date on which election was scheduled to be held)
Election Code. The following candidates have been certified as unopposed and are hereby
elected as follows:

El _____ por la presente cancela la elección que, de lo contrario,
(nombre oficial de la entidad gobernante)
se hubiera celebrado el _____ de conformidad, con
(fecha en que se hubiera celebrado la elección)
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido
certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado
a continuación:

Candidate (<i>Candidato</i>)	Office Sought (<i>Cargo al que presenta candidatura</i>)
--------------------------------	--

A copy of this order will be posted on Election Day at each polling place that would have been
used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que
se hubieran utilizado en la elección.

President (*Presidente*)

Secretary (*Secretario*)

(seal) (*sello*)

Date of adoption (*Fecha de adopción*)

See reverse side for instructions
Instrucciones en el reverso

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on _____.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el _____.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) *Cargo(s)*

Candidate(s) *Candidato(s)*

Signature *(Firma)*

Printed name *(Nombre en letra de molde)*

(Seal) (sello)

Title *(Puesto)*

Date of signing *(Fecha de firma)*

See reverse side for instructions
(Instrucciones en el reverso)



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY COUNCIL TO APPROVE A STREET RESURFACING PLAN FOR THE 2024 SEASON AND PROVIDING DIRECTION TO STAFF IF ANY.

DEPARTMENT: Public Works

PROPOSED ACTION: Approval of a street resurfacing and paving plan for the 2024 season.

BACKGROUND:

Each year the Public Works staff Develops a street resurfacing list based on ongoing maintenance issues, community input and council approval. For the past 3 years, the council has supported this effort by including \$500,000 in the general fund for street resurfacing. This program is above and beyond the utility street cuts and small repairs that are performed in house. This effort is a larger scale contractor led Street resurfacing program.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of a street resurfacing and paving plan for the 2024 season.

ATTACHMENTS:

1. Resstreetrepairs2024
2. StreetsImprovemntsProject2024

{ } 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 COUNCIL TO APPROVE A STREET
RESURFACING PLAN FOR THE 2024 SEASON AND PROVIDING
DIRECTION TO STAFF IF ANY.**

WHEREAS, The City of Elgin has interest in preserving and repairing streets within the City Limits, and;

WHEREAS, The Public Works Department develops an annual resurfacing plan with the input of council, and;

WHEREAS, the paving plan is developed based on the best use for limited funds for paving, and;

WHEREAS, staff now present this plan to the Elgin City Council for their consideration and approval.

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 move forward with a paving plan, with input from the council, and provide that direction to staff.

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 5th day of March 2024

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary



City of Elgin, Texas

Public Works Department

Michael Gonzalez Public Works Director
310 North Main Street P.O. Box 591 Elgin, Texas 78621

February 12, 2024

Re: Elgin Street Improvements Project Summer 2024

Mr. Perry,

The City of Elgin is interested in certain street improvements to be completed for the Streets Division's 2024 O & M budget. This letter is to request a proposal for engineering services to develop a bid packet for street improvements that will include measurements, quantities, construction specifications and opinion of cost for improvements to City streets outlined in this letter.

It is the City's intention to prepare streets for improvements in house with City staff by preforming level ups, installing and processing compacted road base and general preparations so that a selected qualified contractor may install chip seal in some areas or pave new asphalt in other areas according to analysis conducted by your staff.

This list was developed by City staff based on observations, resident feedback and historic work tasks in these areas. This list includes 6 streets recommended for overlay, 1 street recommended for chip seal and 2 areas recommended for concrete drainage improvements. While it is intended to be a comprehensive plan that leverages our budget and supports our operations this list will ultimately be presented to the council for discussion and action at a later council meeting.

The list for improvements is as follows and in order of staff's recommendation for improvements.

Streets recommended by staff for 2" Overlay.

1. The Alley in the 200 Blk of Depot St. 325 LF – (Ward 4)
2. Stabeno in its entirety. 432 LF – (Ward 4)
3. North Ave E from 8th St. to Taylor Rd.- 467 LF – (Ward 4)
4. Ochoa Street – 465 LF (Ward 1)

Streets recommended for overlay and associated curb building and sidewalk transitions.

1. Depot Street from Ave C. to Ave A. 685 LF-Ward 4 and a Downtown Improvement
2. South Ave B from Depot Street to 2nd St. 705 LF- Ward 4 and a Downtown Improvement

Recommended by Staff for Chip seal.

1. Carlson Lane from County Line Rd. to the City Limits. 2,000 LF (Ward 3)

Areas Recommended for improved storm water infrastructure.

1. 11th Street to Alley B, a bar Ditch. – 190 LF (Ward 3) Staff Recommends concrete channel to reduce mowing and litter accumulation.
2. East 7th Street from Ave H. to the end of the street. 212 LF (Ward 4) staff recommends an underground storm drain and overlay.

Please let me know if I can provide any additional information or answer any questions about the details of this project.

Sincerely,

Michael Gonzalez
Public Works Director
City of Elgin, TX



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING A LIST OF CAPITAL EQUIPMENT PURCHASES FOR FISCAL YEAR 2023-2024 AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Public Works

PROPOSED ACTION: Approval of capital equipment list for fiscal year 2023-2024.

BACKGROUND:

In this year's budget staff and council have made a commitment for routine ongoing capital equipment purchases and replacements to keep the departments in well working vehicles and equipment. Funding is included in the 2023-2024 approved budget, and the list of equipment and vehicles was developed based on overall need at the department level. This capital equipment list is now presented to council for consideration and approval.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of capital equipment list for fiscal year 2023-2024.

ATTACHMENTS:

1. ResEquipmentpurchase2024

{ } 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 A LIST OF CAPITAL EQUIPMENT PURCHASES
FOR FISCAL YEAR 2023-2024 AND MAKING CERTAIN
FINDINGS RELATED THERETO.**

WHEREAS, The City of Elgin each year makes a dedication to improving and replacing aging equipment within all departments, and;

WHEREAS, The Public Works Department develops an annual list of equipment to improve City services, and;

WHEREAS, staff now present this list of equipment to the Elgin City Council for their consideration and approval.

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 move forward with the list of Capital Equipment purchases listed in the Attachments.

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 5th day of March 2024

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

JENNIFER STUBBS, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO WAIVE FEES FOR NEW CONSTRUCTION AT 414 NORTH MAIN STREET; AND MAKING CERTAIN FINDINGS RELATED THERETO

DEPARTMENT: Executive

PROPOSED ACTION: Request to waive New Construction fees for First Presbyterian

BACKGROUND:

The First Presbyterian Church of Elgin, Texas is planning the construction of a building located at 414 N Main Street, at the corner of N Main St and Lexington Rd. The project will expand First Presbyterian's campus to include a two-story building (approximately 4200 sq. ft.) that will house the Elgin Community Cupboard, provide emergency housing for agencies like Advocacy Outreach, and to provide meeting spaces for other nonprofit organizations in the Elgin area. The First Presbyterian Church of Elgin requests that the City of Elgin waive all third party, city administrative fees, and utility tap fees associated with the construction of the building located on Lexington Rd. between North Avenue C and North Main St. The space will be owned by First Presbyterian Church and is in addition to existing facilities on the church's property. It will not be used for church services. It will be used for outreach projects, and to provide support and services to the organizations listed.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve request

ATTACHMENTS:

1. Resolution FPC NewConstruction
2. FPC Letter to City Council with attachments

{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.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING
THE CITY MANAGER TO WAIVE FEES FOR NEW
CONSTRUCTION AT 414 NORTH MAIN STREET; AND MAKING
CERTAIN FINDINGS RELATED THERETO**

WHEREAS, the First Presbyterian Church is building a facility at 414 North Main Street to house the Elgin Community Cupboard and support services for Advocacy Outreach; and,

WHEREAS, the Elgin Community Cupboard is a 501c3 whose mission is to feed those who have food insecurity and is not a religious organization; and

WHEREAS, Advocacy Outreach is a 501c3 whose mission is to facilitate social change and justice through advocacy and a provision of services to the poor and disenfranchised in Bastrop County and surrounding rural areas and is not a religious organization,

WHEREAS, the First Presbyterian Church received a grant from Bastrop County for the construction of this 4200 sq.f.t building to be completed by December 31, 2026; and

WHEREAS, the building will not be used as a sanctuary nor will it provide church services; and

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. Funding. The City Council approves waiving all administrative and third party fees for the construction of 414 North Main Street.

Section 3. Authorization. The City Manager is authorized to act on behalf o the City Council for any matters related to this new construction.

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 5th day of March, 2024

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

JENNIFER STUBBS, City Secretary

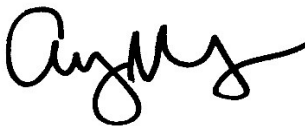
Dear Mayor McShan and City Council Members

The First Presbyterian Church of Elgin, Texas is planning the construction of a building located at 414 N Main Street, at the corner of N Main St and Lexington Rd. The project will expand First Presbyterian's campus to include a two-story building (approximately 4200 sq. ft.) that will house the Elgin Community Cupboard, provide emergency housing for agencies like Advocacy Outreach, and to provide meeting spaces for other nonprofit organizations in the Elgin area.

The project is funded through an ARPA (American Rescue Plan Act) grant from Bastrop County that was awarded on August 22, 2022, with a deadline for completion on December 31, 2026.

The First Presbyterian Church of Elgin requests that the City of Elgin waive all third party, city administrative fees, and utility tap fees associated with the construction of the building located on Lexington Rd. between N Ave C and N Main St. The space will be owned by First Presbyterian Church and is in addition to existing facilities on the church's property. It will not be used for church services. It will be used for outreach projects, and to provide support and services to the organizations listed above.

Respectfully,



Pastor, Amy Myer



Judy Matetzschk-Campbell



Larry Williams

Attachments:

- Fee estimates spreadsheet
- ARPA Grant Award statement (first page)
- Site plan for development
- First and second story plans
- Support letter from Elgin Community Cupboard
- Memo of Understanding with Advocacy Outreach
- Press releases from 2023

Fee estimate for First Presbyterian Church Food Bank Project

Fee Name/Description	Administrative	PRF*
Site Plan	\$ 5,000.00	\$ -
Site Plan Review performed by TRC	\$ -	\$ 5,000.00
Site Plan Review performed by Watkins (\$90.00/hour, 1 hr min)	\$ -	\$ 180.00
Building Permit Fee (2,108 sf)	\$ 1,264.80	\$ -
Building Fire Plan Review by Watkins	\$ -	\$ 400.00
Building Plan Review by ATS (\$95.00/hour)	\$ -	\$ 1,000.00
Water Tap Fee (1" domestic meter)	\$ 2,500.00	\$ -
Water Tap Fee (5/8" irrigation meter)	\$ 2,000.00	\$ -
Wastewater Tap Fee (4")	\$ 2,000.00	\$ -
Water Impact Fee (1" domestic meter)	\$ 9,475.00	\$ -
Wastewater Impact Fee (based on 1" domestic meter)	\$ 5,870.00	\$ -
Water Impact Fee (5/8" irrigation meter)	\$ 3,790.00	\$ -
Electrical Trade Permit	\$ 75.00	\$ -
Plumbing Trade Permit	\$ 75.00	\$ -
Gas Trade Permit	\$ 75.00	\$ -
Mechanical (HVAC) Trade Permit	\$ 75.00	\$ -
Mechanical (Refrigeration) Permit	\$ 75.00	\$ -
Mechanical (Sprinkler) Trade Permit	\$ 75.00	\$ -
Sprinkler Plan Review performed by Watkins	\$ -	\$ 250.00
Mechanical (Fire Alarm) Trade Permit	\$ 75.00	\$ -
Fire Alarm Plan Review performed by Watkins	\$ -	\$ 250.00
Temp Electric Pole Inspection (1)	\$ 100.00	\$ 86.25
Plumbing Rough (In Slab) (1)	\$ 100.00	\$ 86.25
Sprinkler Riser Room Inspection (1)		\$ 265.00
Fire Sprinkler Hydro Inspection (1)		\$ 265.00
Fire Sprinkler Visual Inspection (1)		\$ 265.00
Fire Sprinkler Flush Inspection (1)		\$ 265.00
Fire Sprinkler Final Inspection (1)		\$ 340.00
Fire Alarm Final Inspection (1)		\$ 200.00
Underground Electric Inspection	\$ 100.00	\$ 86.25

UFER ground, Underground Imbedded Conduit (1)	\$ 100.00	\$ 86.25	
Water Yard Line and Sewer Yard Line Inspection (1)	\$ 100.00	\$ 86.25	
Foundation Pre-Pour (1)	\$ 100.00	\$ 86.25	
Frame, Mechanical, Electrical, Plumbing rough-in (1st Floor)	\$ 100.00	\$ 86.25	
Frame, Mechanical, Electrical, Plumbing rough-in (Apt 1)	\$ 100.00	\$ 86.25	
Frame, Mechanical, Electrical, Plumbing rough-in (Apt 2)	\$ 100.00	\$ 86.25	
Refrigeration Rough Inspection (1)	\$ 100.00	\$ 86.25	
Re-frame, Energy 1/Insulation (1st Floor)	\$ 100.00	\$ 86.25	
Re-frame, Energy 1/Insulation (Apt 1)	\$ 100.00	\$ 86.25	
Re-frame, Energy 1/Insulation (Apt 2)	\$ 100.00	\$ 86.25	
Wallboard Inspection (1st Floor)	\$ 100.00	\$ 86.25	
Wallboard Inspection (Apt 1)	\$ 100.00	\$ 86.25	
Wallboard Inspection (Apt 2)	\$ 100.00	\$ 86.25	
Wall Tie/Masonry (exterior)	\$ 100.00	\$ 86.25	
Electric Pre Final Meter Inspection (1st floor)	\$ 100.00	\$ 86.25	
Electric Pre Final Meter Inspection (Apt 1)	\$ 100.00	\$ 86.25	
Electric Pre Final Meter Inspection (Apt 2)	\$ 100.00	\$ 86.25	
Gas Pressue Test Inspection (1st floor)	\$ 100.00	\$ 86.25	
Gas Pressue Test Inspection (Apt 1)	\$ 100.00	\$ 86.25	
Gas Pressue Test Inspection (Apt 2)	\$ 100.00	\$ 86.25	
Refrigeration Final Inspection	\$ 100.00	\$ 86.25	
Building/MEP Final (1st Floor)	\$ 100.00	\$ 86.25	
Building/MEP Final (Apt 1)	\$ 100.00	\$ 86.25	
Building/MEP Final (Apt 2)	\$ 100.00	\$ 86.25	
Building Fire Final inspection performed by Watkins	\$ -	\$ 200.00	
Subsequent Building Fire Final inspection by Watkins	\$ -	\$ 170.00	See note below
Site Final performed by TRC	\$ -	\$ 1,000.00	
	\$ 30,124.80	\$ 7,198.75	\$ 37,323.55

*PRF= Professional Recovery Fee (Cost + 15%)

NOTE: Failed inspections will result in a fee to be paid before a re-inspection can take place.

1st and 2nd Subsequent Inspection \$ 100.00 \$ 86.25

3rd and additional Subsequent Inspection \$ 125.00 \$ 86.25

Subsequent Fire Inspection \$100.00/hour; \$70.00 each additional hour, 1 hour minimum

Bastrop County, Texas

**AMERICAN RESCUE PLAN ACT (ARPA) PROGRAM
SUBRECIPIENT AGREEMENT**

Subrecipient Name	First Presbyterian Church of Elgin
Name of Program	The Neighborhood Gathering Place (Elgin Community Food Pantry and Emergency Housing)
Subrecipient Unique Entity Identifier # (DUNS) or U.E.I. from SAM.gov	K9VFDURVXMN4
Period of Performance Start Date	August 8, 2022
Period of Performance End Date	August 30, 2026
Amount of Federal Funds Obligated by this Agreement	\$990,000.00

THIS SUBRECIPIENT AGREEMENT ("Agreement") is made and entered into this 8th day of August 2022, by and between Bastrop County, Texas, hereinafter referred to as the "County" and the First Presbyterian Church of Elgin, Texas, a nonprofit corporation, hereinafter referred to as the "Subrecipient." County and Subrecipient are sometimes each referred to as a "Party" and collectively "Parties."

The following recitals are incorporated in and made a part of this Agreement.

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate-amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act (hereinafter "ARPA"); and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule and on January 6, 2022, issued the Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations ("CFR"); and

WHEREAS, under ARPA Section 603 (c)(1)(A) and (3) and the Interim Final Rule 31 CFR 35.6(b)(7) recipients may use Coronavirus Local Fiscal Recovery Funds ("CLFRF") to award grants to nonprofit organizations that are responding to the negative economic impacts of the COVID-19 public health emergency; and

WHEREAS, the County has determined that it has the objective of providing these services to its residents; and

WHEREAS, the County has been awarded \$17,233,403 in funds by the U.S. Department of the Treasury ("Treasury") which were expected to be distributed to the County from ARPA for covered costs and eligible expenses to be incurred during the period which began on March 3, 2021 (the date ARPA became law) until December 31, 2024 (to be expended by December 31, 2026); and

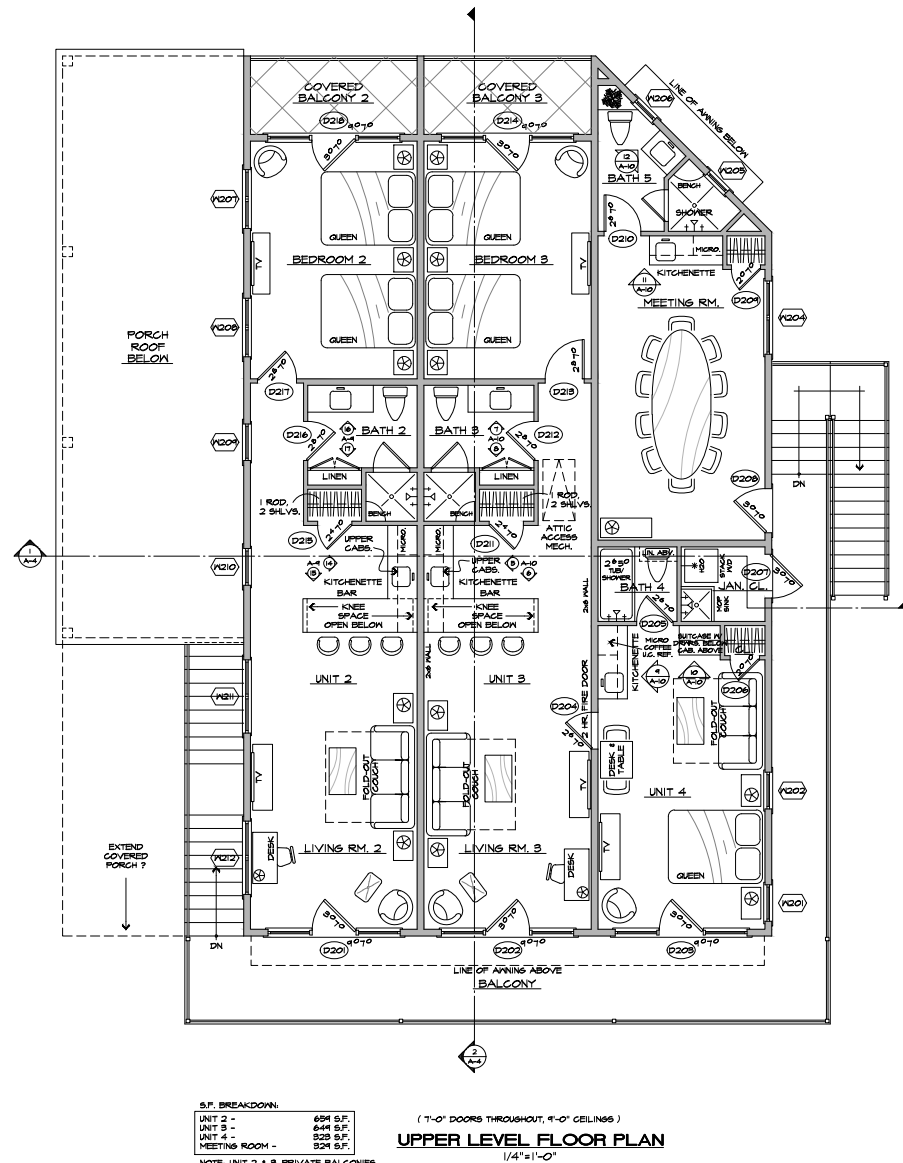
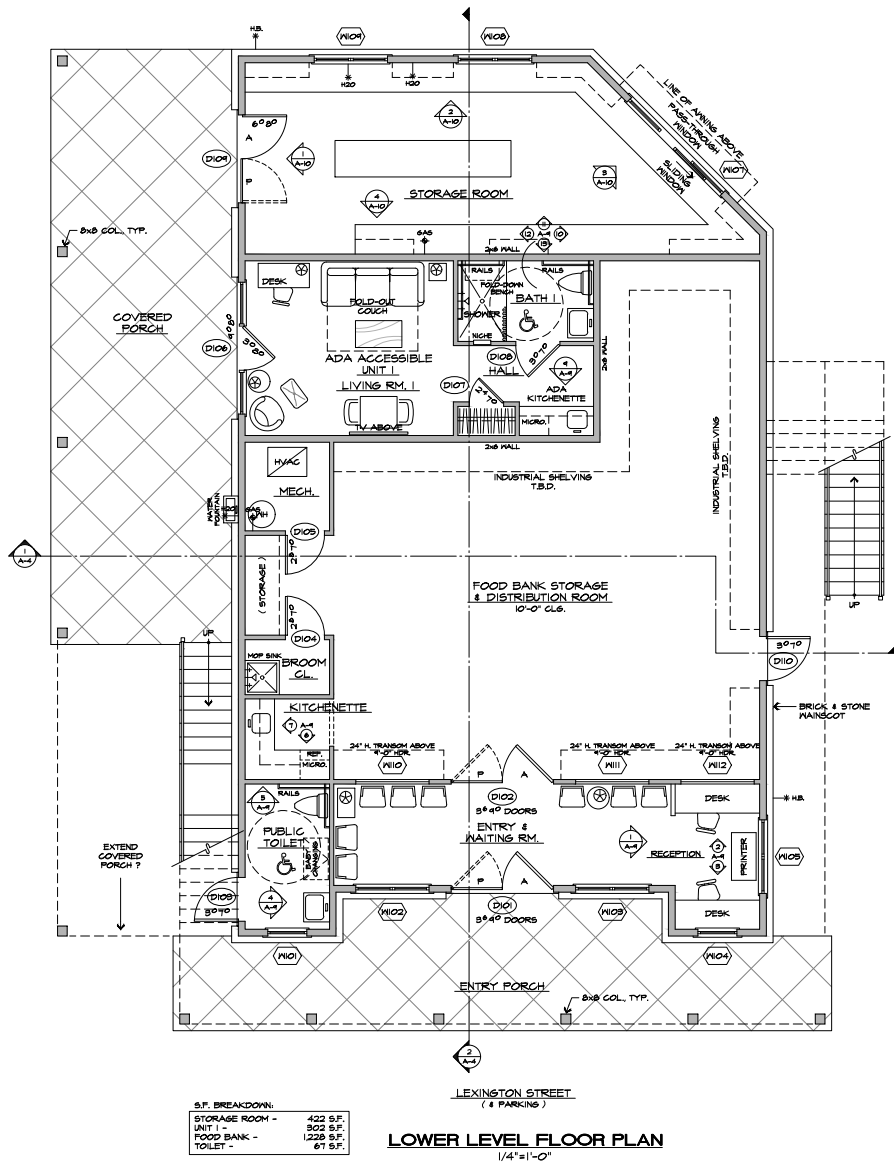
WHEREAS, Subrecipient has requested that the County use CLFRF for the The Neighborhood Gathering

Place Project (hereinafter "Project"); and

WHEREAS, the County desires to disburse funds to the Subrecipient to administer the Project and perform certain services in connection therewith as set forth in this Agreement and in the Scope of Services attached hereto; and

WHEREAS, Subrecipient has represented to the County that is duly qualified, eligible and willing to undertake the Project and provide the services identified herein and in the Scope of Services attached hereto.

NOW, THEREFORE, in consideration of the foregoing recitals and the terms and conditions set forth herein, and in consideration of funding in an amount not to exceed Nine hundred ninety thousand Dollars (\$990,000.00) to be paid to the Subrecipient by County as herein below set forth, the Parties hereto do mutually agree as follows:



- NOT FOR CONSTRUCTION -



Judge Paul Pape
804 Pecan Street
Bastrop, Texas 78602

April 11, 2022

Re: Letter of Support and Gratitude to FCP

Dear Judge Pape,

This letter is meant to confirm Elgin Community Cupboard's alignment with the leaders of the First Presbyterian Church committee spearheading the project to create a community park and snack shack for those of different-abilities in Elgin. We wish to communicate our support and gratitude for the inclusion of the space in FPC building that will house the ECC. We are especially grateful for their offer of this home.

We have been in need of a new home since the beginning of the COVID pandemic. We conducted an extensive search for economical space suitable to our needs and within easy reach of the people who need our services. There is no such space available in Elgin. We were contemplating closing our doors when FPC offered the use of their fellowship hall, as COVID had put a temporary end to its normal uses. We are happy to partner with FPC to ensure this project is successful so we may have a new home and they may have their fellowship hall back.

The ECC is a non-profit 501(c)3 organization whose mission is to feed those who have food insecurity. We work in partnership with the Central Texas Food Bank. We never turn away a family in need. Hunger includes people like you and me. It affects kids, single moms, fathers trying to support their family, and seniors on a fixed income as well as the homeless. We provide supplemental food to those who need it.

The trending increase in our clientele is depicted in the figures below.

	2019	2020	2021	2022*
Average # of Families Served Each Month	134	130	140	160
% increase since 2019		-3.0%	4.5%	19.4%
% increase per year		-3.0%	7.7%	14.3%
Average People Served Each Month	408	467	550	633
% increase since 2019		14.5%	34.8%	55.1%
% increase per year		14.5%	17.8%	15.1%

*2022 projection based on first three months numbers (Jan-Mar) .

"Although there was a slight decrease in the use of the Cupboard at the beginning of the COVID pandemic, this was also the time the Cupboard had to relocate to its current location at FPC. However, since then, the number of families (close to +20%) and individuals (+55%) served in 2021 and the first three months of 2022 show a marked increase in the need for a permanent Community location."

Our organization has no paid staff; we are 100% volunteer. Our volunteers share their time and skills. Thank you for your generosity.

Your support is appreciated.
Sincerely,

John C. Smith

John C. Smith
President, Elgin Community Cupboard



BOARD OF DIRECTORS

January 2021 - 2022

Mission Statement

The mission of the Community Cupboard is to supplement the food needs of residents living within the zip code 78621 at no cost to these residents when they provide proof of their residency and indicate a need for such supplements.

ALL OFFICERS OF THE BOARD LIVE WITHIN ZIP 78621

OFFICERS OF THE BOARD

PRESIDENT	John Smith, retired Program Manager, HHSC, jsmith639@austin.rr.com
VICE PRESIDENT	Debby Alley, retired AT&T, merlyn6453@sbcglobal.net
VICE PRESIDENT	Richard Miller, retired Librarian, rmiller208@austin.rr.com
SECRETARY	Linnelle Wilson, retired Non-profit Manager, linnelle.wilson@sbcglobal.net
TREASURER	Claudia Smith, retired Human Resource Director, jsmith639@austin.rr.com

ALL BOARD MEMBERS-AT-LARGE LIVE WITHIN ZIP 78621 and 78653

MEMBERS AT LARGE

Reverend Amy Meyer, First Presbyterian Church of Elgin, 1stpreselgin@sbcglobal.net
Reverend Sam Brannon, St. Peter's Lutheran, Churchinfo@stpeterselgin.org
Reverend Stephen Ward, Mt. Moriah, info@MtMoriahelgin.org
Stacey Van Landingham, staceyvee@gmail.com
Ruby Simms, rsimmssr@austin.rr.com
Patti Lou Ryland, pattilouryland@gmail.com
Keith Denison, badhabit823@gmail.com
Sonia Browder, info@elqintxchamber.com
Beth Rolingsen, beth@advocacyoutreach.org
Carole Small, loney49@yahoo.com
Monica Nava, chemncafe@gmail.com

The Board supports the work of the Elgin Community Cupboard (ECC) with money and in-kind contributions. The ECC does not ask for a specific level of financial support, nor does it know the amount of financial support each member provides. Some members contribute directly to the cupboard, others contribute through organizations, usually churches, which contribute to the Cupboard. The Bylaws of the Elgin Community Cupboard do not specify limited terms for Board Officers or Members At Large. Officers and at large members serve from the time they are elected until they resign or are replaced.

Memorandum of Understanding

This memorandum, between Advocacy Outreach and Elgin First Presbyterian Church, is a stated agreement to collaborate on a comprehensive social services project that will include building a facility to house the Elgin Community Cupboard and which will include residential units to accommodate the needs of homeless families in our community.

First Presbyterian Church-Elgin will donate the building site and will serve as the lead agency regarding managing funds for the construction project. Advocacy Outreach will participate in planning, fund-raising and the development of a management component for the emergency shelter or transitional living quarters portion of the project.

Responsibilities of Partners:

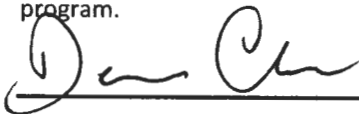
Advocacy Outreach:

- In coordination with partners representing First Presbyterian Church-Elgin and Elgin Community Cupboard, will participate in needs assessment and the development of a housing plan, including the design of living spaces and operational guidelines;
- In coordination with partners representing First Presbyterian Church-Elgin and Elgin Community Cupboard, will participate in developing a funding plan that identifies potential sources of sustainable funding and community fundraising, including federal/state/local funding sources, private foundations and special events;
- In coordination with representatives of First Presbyterian Church-Elgin or their designees, will assist in development and implementation of a client management plan, including guidelines relating to length of stay, target populations, specialized support services needed to help residents transition to independent living;
- Other resources as needed to ensure the success of the project.

Elgin First Presbyterian Church:

- Facility space for an emergency food distribution site and emergency or transitional residences.
- In coordination with partners representing Advocacy Outreach and Elgin Community Cupboard, development of an operational plan that identifies funding, management responsibilities, and sustainability.

This Memorandum of Agreement may be amended as planning progresses to reflect the changing needs of the program.



Damian Clark, Executive Director, Advocacy Outreach

2/26/24

Date: 2/26/2024



Representative of First Presbyterian Church-Elgin

Date: 2/26/2024

Grant to fund new Church

Posted in: NEWS



First Presbyterian Church of Elgin's congregation standing in the footprint of its new building to be grant funded with help from Bastrop County. Courtesy photo. The trio were members of the congregation's commission who worked hand-in-hand with Grantworks on the building project. Courtesy photo

A formal agreement has been signed between First Presbyterian Church of Elgin and Bastrop County for grant funding to build a new building on the Church's property located near the Elgin Public Library, adjacent to the Church's historic sanctuary.

This grant is part of the federal funds received by Bastrop County as part of the American Recovery Plan Act, specifically for use in support of non-profit organizations negatively impacted by the Covid pandemic.

"First Presbyterian Church of Elgin is one of seven Bastrop County organizations to receive funds through this unique funding source," said First Presbyterian Church (FPC) in a press release. "These funds are to be used exclusively by the congregation for the construction of a new building on church property which will house Elgin's Community Cupboard, Elgin's largest and oldest food source for our food-insecure neighbors, and emergency housing for the use by Advocacy Outreach of Elgin, our community's most active organization currently serving people experiencing homelessness."

The project, which will include outdoor spaces that will be used by those receiving the building's services as well as members of the greater Elgin community, will be named The Neighborhood Gathering Place. It is the church's plan to also build an all-ability playground and pickleball courts on the property with funds that have not yet been secured.

"Service to our neighbors is a biblical command that makes the use of our church property for this special purpose a natural response of this congregation," said Pastor Amy Meyer, 12-year pastor at First Presbyterian. "Our membership has long been involved in serving our neighbors as a response of gratitude for the grace that we ourselves have been extended. This funding is making it possible for partnerships with area non-profit organizations to care for our neighbors, gathering people in a new and powerful way."

The heart of The Neighborhood Gathering Place will be a 6,000 square foot, two-story structure that will house the Community Cupboard on the ground floor and have four emergency housing areas upstairs above the Cupboard.

The project is the result of an extensive study done by the congregation about the needs of the citizens of Elgin and families who struggle to secure housing and nutrition. During that study process, the concept of The Neighborhood Gathering Place was born.

"FPC Elgin is entering into formal agreements with the Community Cupboard and Advocacy Outreach of Elgin, who will manage all of the services provided to community members in the new space," said FPC staff. "The space will facilitate collaboration on behalf of the citizens of Elgin. First Presbyterian Church of Elgin wishes to thank County Commissioner Donna Snowden for her support of this project and the entire Bastrop County Commissioners' Court for their support of such visionary uses of these federal funds. While Covid did many terrible things to our society, through these funds, many lasting benefits for Bastrop County's citizens are coming to fruition."

The church will be calling for bids for the construction project soon and hope to break ground in the next few months.

First Presbyterian blesses site of future community center

✍ Press release, First Presbyterian Church of Elgin

📌 Posted in: LIFESTYLE



Church members Frank Campbell and Dolores Johnson participate in the Blessing of the Grounds. Photos courtesy of First Presbyterian Church of Elgin

On Sunday, April 10, at 11:15 a.m., the community gathered on the site of the new home of Elgin's newest hub for community services. This new building, owned and operated by First Presbyterian Church, will house the Elgin Community Cupboard, emergency housing used by Advocacy Outreach, community meeting space, and sit adjacent to an all-ability playground. A very meaningful time of prayer, Scripture, and song was led by First Presbyterian's pastor, Reverend Amy Meyer.

Meyer reminded those gathered on the new building site that this ground was once the home of Native Americans who loved and respected the land long before it became church property. Using Native American prayers blended with Scripture, the group asked that God bless the ground, which will be used for his God's purposes and to serve those in need in the Elgin community. The goal of the new space will be to serve the most vulnerable of Elginites, demonstrating God's love for them through serving their physical, mental, educational, and spiritual needs through partnerships with several successful non-profit organizations. The name of the new facility and park will be The Neighborhood Gathering Place.

The Blessing of the Grounds was the first of many events which will welcome community members to join the church's efforts to bring this new facility to fruition. The next event will be a music event planned for June, which will continue to raise community awareness concerning our neighbors' needs and help raise the funds needed to make The Neighborhood Gathering Place a reality. The need of our neighbors has never been greater. And with this beautiful Blessing of the Grounds now complete, the site will continue to be a place for gathering, praise, prayer, singing, and service. It has already become a place where all are welcome.

The Blessing of the Grounds was attended by over 40 people representing members of First Presbyterian Church as well as representatives of the Elgin Community Cupboard, Advocacy Outreach, City of Elgin officials, and other community members.

About the Project: The members of First Presbyterian Church of Elgin have been serving the community and worshipping the Creator in their historic facility on the corner of Avenue C and Lexington Road for well over 150 years. In response to the changing community needs brought about by the global pandemic, the congregation has completed an in-depth study of Elgin's social service resources. First Presbyterian was selected to participate in a facilitated service analysis process by The Church Lab, a Texas organization dedicated to helping congregations identify new and improved ways to bring healing and relief to the people in their community.

The result of this 12-week intensive study is the congregation's decision to utilize their existing property that stands adjacent to their current sanctuary and education building and develop their campus to include a new, two-story community service building and park. This new building will provide a new home for the Elgin Community Cupboard

as well as emergency housing and educational meeting spaces in conjunction with Advocacy Outreach of Elgin. These two Elgin non-profits have a long record of success in serving Elgin citizens in need and share First Presbyterian's mission for service to members of our community.

The new facility will face Lexington Road between Avenue C and Main Street on property already owned by the congregation.

The space between the new building and Main Street will be developed as an all-ability playground area for the children and families of Elgin and will include a place for adult exercise. The master plan for the park includes a pickle ball court which will be the first such court in Elgin. The goal is to create a place in the heart of Elgin where all are welcome regardless of their race, gender, economic status, or physical ability.