ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
January 21, 2025
6:30 PM

Members of the public may watch the meeting at:

https://www.youtube.com/channel/UC3OGBV_IoV0Nr3AqM1jJTzA

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. PRESENTATION

VII. CITY MANAGERS REPORT

1. **Parks Advisory Quarterly Report**

2. **Parks Advisory Quarterly Report #2**

3. **Expansion of County Line Road with acquired Right of Way from Elgin ISD**

VIII. 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. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.**

2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.**

3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.**

4. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE CHANGE ORDER FOR THE ROY RIVERS PROJECT PHASE IV ADDITIONAL ENGINEERING SERVICES, AND MAKING CERTAIN FINDINGS RELATED THERETO.**

5. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY ESTIMATE NO.2 FOR THE ROY RIVERS PROJECTS PHASE IV FOR ATLAS CONSTRUCTION CORP.; AND MAKING CERTAIN FINDING RELATED THERETO.**

6. **Planning and Zoning Commission Board Member Appointment**

7. **City Council Work Session Meeting Minutes - August 27, 2024**

8. **City Council Regular Meeting Minutes - September 17, 2024**

9. **City Council Work Session Meeting Minutes - September 24, 2024**

10. **City Council Regular Meeting Minutes - January 7, 2025**

IX. NEW BUSINESS

1. **Discussion And Possible Direction To Staff Regarding The Distribution Of Community Non-Profit Support Funding As Included In The FY2024-2025 Annual Operating Budget**

2. **Council Members To Appoint Representatives for the Charter Review Committee**

3. **Direction to Staff Regarding the Police Pay Scale 2025**

4. **Bastrop County Advisory Board of Health Appointment**

5. **Discussion to take possible action regarding search process for city manager.**

X. EXECUTIVE SESSION

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

1. **Section 551.074, Texas Government Code, to discuss Interim City Manager assignments and duties.**

XI. RECONVENE

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

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

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)229-3223. Please provide forty-eight hours notice when feasible.

I, Peyton Standifer, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Friday, January 17, 2025, in accordance with Chapter 551 of the Texas Government Code.

Peyton Standifer, City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Parks Advisory Quarterly Report

DEPARTMENT: Recreation

PROPOSED ACTION: Review the Report.

BACKGROUND:
This report covers the months of March, April, May, and June 2024.

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

RECOMMENDATION:
N/A

ATTACHMENTS:
1. Parks Advisory Board Report to City Council June 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.

Parks Advisory Board Report to City Council June 2024

The Parks Advisory Board includes Chair Valerie Tamburri, Vice-Chair Charles Brown, Secretary Jennifer Johnson, Neil Beyer, Anthony Bullara, and two vacant positions.

Board members are appointed to assist with the prioritization of parks and recreation improvements and repairs through the Parks, Recreation and Open Space Master Plan, review procedures, guidelines and fees to make recommendations, gather community input for programming and physical improvements and provide feedback for parkland fees or adoption.

The City of Elgin, TX Parks & Recreation Department is a regional and state award winning department, supported by the work of staff, the board, volunteers and community organizations.

1.) Summary of Board Activities for the Past 4 Month.
Elected new officers and set goals and objectives for the Parks Board for the new year.

Reviewed and approved Veterans Memorial Park Expansion fixtures and public art wall on stage.

Reviewed volunteer and time expectations.

2.) Summary of Proposed Activities for the Next 4 Months
The Parks Advisory Board is currently working on a Public Art Plan for the Parks System that will guide the acquisition of additional art in the parks over the coming years. They have also started to gather a list of completed projects and updates to projects in the Parks, Recreation and Open Space Master Plan to update City Council later in the year.

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Parks Advisory Quarterly Report #2

DEPARTMENT: Recreation

PROPOSED ACTION: Review the Report.

BACKGROUND:
This report covers the months of September, October, November, and December 2024.

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

RECOMMENDATION:
N/A

ATTACHMENTS:
1. Parks Advisory Board Report to City Council December 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.

Parks Advisory Board Report to City Council December 2024

The Parks Advisory Board includes Neil Beyer, Charles Brown, Crystie Shibley, Melanie Martin, and Megan Alexander McCullough. There are two vacancies on the Parks Advisory Board.

Board members are appointed to assist with the prioritization of parks and recreation improvements and repairs through the Parks, Recreation and Open Space Master Plan, review procedures, guidelines and fees to make recommendations, gather community input for programming and physical improvements and provide feedback for parkland fees or adoption.

The City of Elgin, TX Parks & Recreation Department is a regional and state award winning department, supported by the work of staff, the board, volunteers and community organizations.

1.) Summary of Board Activities for the Past 4 Month.
Focused on the Parks, Recreation and Open Space Master Plan update as this document is 4 years old and many projects have been completed. The Parks Advisory Board is taking time to review and assess current park facilities and has created a timeline for reviewing the plan and making recommendations for updates and changes.

2.) Summary of Proposed Activities for the Next 4 Months
The Board will continue to work on the Parks, Recreation and Open Space Master Plan and create a plan for collecting public input in 2025 to assess any necessary changes to the plan.

The Parks Advisory Board is currently working on a Public Art Plan for the Parks System that will guide the acquisition of additional art in the parks over the coming years. They have also started to gather a list of completed projects and updates to projects in the Parks, Recreation and Open Space Master Plan to update City Council later in the year.

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Expansion of County Line Road with acquired Right of Way from Elgin ISD

DEPARTMENT: Public Works

PROPOSED ACTION: Authorize the Interim City Manager to Execute the Document

BACKGROUND:
County Line Road is being expanded and ROW acquired to allow for the expansion of the roadway. This is the necessary ROW being dedicated from the Elgin ISD that runs along Neidig Elementary School.

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

RECOMMENDATION:
Authorize the Interim City Manager to Execute the Document

ATTACHMENTS:
1. Consent Agenda - Donate Property - DOC010625-01062025140624

{} 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

ELGIN INDEPENDENT SCHOOL DISTRICT

STATE OF TEXAS §
§
COUNTY OF Travis §

WHEREAS, Section 11.151 of the Texas Education Code and Section 272.001(l) of the Texas Local Government Codes provides that the trustees of an independent school district may donate and convey real property to another political subdivision if the land will be used by the political subdivision to carry out a purpose that benefits the public interest of the school district;

WHEREAS, the Elgin Independent School District (the "District") Board of Trustees is the governing body of District, a political subdivision of the State of Texas;

WHEREAS, the District owns 0.718 acres of land located in the City of Elgin, Travis County, Texas, and more particularly described in Exhibit "A", which is attached hereto and incorporated herein for all purposes (the "Property") which forms a part of the District's elementary school campus;

WHEREAS, the City of Elgin (the "City") has requested that the District donate the Property to the City in connection with the City's project to widen and improve County Line Road to improve mobility and transportation of the travelling public;

WHEREAS, Elgin Independent School District Board of Trustees has determined that the City's project to widen and improve County Line Road will benefit the District's public interest by improving traffic flow adjacent to the District's school campus; and

NOW THEREFORE, BE IT RESOLVED:

1. That all of the above paragraphs are incorporated into and made part of this Resolution; and

2. That donating the Property to the City for the purpose of widening and improving County Line Road is determined and declared to be for a public interest that will benefit the District;

3. That the District donate and convey the Property to the City of Elgin in accordance with the terms described in the agreement described in Exhibit "B" attached hereto and incorporated herein for all purposes.

4. That the District Administration is authorized to take any other action or actions necessary and/or appropriate to effectuate the purposes of this resolution.

PASSED, APPROVED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE ELGIN INDEPENDENT SCHOOL DISTRICT, on the 16 day of December 2024.

ELGIN INDEPENDENT SCHOOL DISTRICT

By: Beth Walterscheidt
Beth Walterscheidt, President
Board of Trustees

ATTEST:

By: Jennifer Culver
Jennifer Culver, Secretary
Board of Trustees

DEED

(County Line Road Right of Way)

THE STATE OF TEXAS	§
	§
COUNTY OF TRAVIS	§

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That ELGIN INDEPENDENT SCHOOL DISTRICT, a political subdivision of the State of Texas, hereinafter referred to as GRANTOR, for an in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration including the covenants of Grantee described herein, the receipt and sufficiency of which is hereby acknowledged, have this day Sold and by these presents do Grant, Bargain and Convey, pursuant to a resolution approved on the 16 day of December, 2024, by Grantor's governing body, unto the CITY OF ELGIN, TEXAS, hereinafter referred to as Grantee, all that certain tract or parcel of land lying and being situated in the County of Travis, State of Texas, along with any improvements thereon, being more particularly described as follows (the "Property"):

> All of that certain 0.718-acre tract of land located in the William Hines Survey No. 53, Abstract 345, Travis County, Texas and being a portion of a called 15.00-acre tract conveyed to the Board of Trustees of the Elgin Independent School District by deed recorded in Document No. 200414488 of the Official Public Records of Travis County, Texas; said tract being more particularly described by metes and bounds in the Fieldnote Description and Exhibit, which is attached hereto and incorporated herein for all purposes.

RESERVATIONS FROM AND EXCEPTION TO CONVEYANCE AND WARRANTY:

Visible and apparent easements not appearing of record;

Any discrepancies, conflicts, or shortages in area or boundary lines or any encroachments or any overlapping of improvements which a current survey would show;

Easements, restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and encumbrances for taxes and assessments (other than liens and conveyances) presently of record in the Official Public Records of Travis County, Texas, that affect the Property, but only to the extent that said items are still valid and in force and effect at this time.

All other recorded and unrecorded easements, covenants, and restrictions affecting the Property, whether or not open obvious. Without limiting the generality of the foregoing, nothing in this deed releases or otherwise impairs the public interest for any right-of-way nor Grantee's obligation to maintain any right-of-way along the Property line.

Grantor reserves all of the oil, gas and other minerals in and under the land herein conveyed but waives rights of ingress and egress to the surface thereof for the purpose of exploring, developing, mining or drilling or pumping the same; provided, however, that operations for exploration or recovery of any such minerals shall be permissible so long as all surface operations in connection therewith are located at a point outside the acquired parcel and upon the condition that none of such operations shall be conducted so near the surface of said land as to interfere with the intended use thereof or in any way interfere with, jeopardize, or endanger the facilities of the City of Elgin, Texas, or create a hazard to the public users thereof; it being intended, however, that nothing in this reservation shall affect the title and the rights of Grantee to take and use without additional compensation any, stone, earth, gravel, caliche, iron ore, gravel or any other road building material upon, in and under said land for the construction and maintenance of County Line Road and related appurtenances.

FEE SIMPLE DETERMINABLE CONDITIONS: The Property shall be used for roadway and related appurtenance widening and improvements along County Line Road to facilitate improved mobility and transportation of the travelling public, and alleviation of traffic congestion to, from, and adjacent to Grantor's campus. Together, these Fee Simple Determinable Conditions are referred to herein as "Improvements". After completion of said Improvements, the Property shall be used and maintained as a public road. An affidavit stating that the condition has been fulfilled, if not contradicted by a subsequent recorded affidavit, is conclusive evidence that the condition has been satisfied, and Grantee and third parties may rely on same.

GRANTEE COVENANTS: Grantee covenants and agrees as follows: (i) Grantee shall solely be responsible for all cost and expenses incurred in performing the Improvements; (ii) Grantee at its sole cost and expense shall in the design of the Improvements and while performing the Improvements take reasonable actions to avoid interference with Grantor's use of its adjacent public school campus, including but not limited to ingress and egress to County Line Road; and (iii) Grantee shall be responsible at its sole cost and expense for relocating infrastructure, utility and service lines which benefit Grantor's adjacent public school campus to the extent necessary by reason of the performance if the Improvement.

TO HAVE AND TO HOLD the Property herein described and herein conveyed together with all and singular the rights and appurtenances thereto in any wise belonging unto the City of Elgin, Texas and its assigns forever; and Grantor does hereby bind itself, its heirs, executors, administrators, successors and assigns to Warrant and Forever Defend all and singular the said premises herein conveyed unto the City of Elgin, Texas and its assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, for as long as the Fee Simple Determinable Conditions are satisfied; and if the Fee Simple Determinable Condition is not satisfied, the Property shall **AUTOMATICALLY REVERT** to and be owned by Grantor without the necessity of any further act on the part of the Grantor, it being Grantor's intent to convey a fee simple determinable estate to Grantee.

IN WITNESS WHEREOF, this instrument is executed on this the 16 day of December, 2024.

[signature pages follow]

GRANTOR:

ELGIN INDEPENDENT SCHOOL DISTRICT

By: Beth Walterscheidt

Name: Beth Walterscheidt

Its: Board President

ACKNOWLEDGMENT

THE STATE OF TEXAS §

§

COUNTY OF Bastrop §

This instrument was acknowledged before me on this the 16 day of December, 2024 by Beth Walterscheidt, in the capacity and for the purposes and consideration recited therein.

MELANIE MARTIN
My Notary ID # 134125409
Expires January 4, 2027

Melanie Martin

Notary Public, State of Texas

ACKNOWLEDGED AND ACCEPTED:

CITY OF ELGIN, TEXAS

By: _____

Name: _____

Its: _____

ACKNOWLEDGMENT

THE STATE OF TEXAS §

§

COUNTY OF _____ §

This instrument was acknowledged before me on this the ___ day of _____, 2024 by _____, in the capacity and for the purposes and consideration recited therein.

_____

Notary Public, State of Texas

GRANTEE'S MAILINIG ADDRESS:

City of Elgin, Texas

Attn: City Manager

P.O. Box 591

Elgin, Texas 78621

AFTER RECORDING RETURN COPY TO:

FIELDNOTE DESCRIPTION AND EXHIBIT

SHERWOOD
SURVEYING & S.U.E.

P.O. BOX 992 | 6477 FM 311, SPRING BRANCH, TX 78070
WWW.SHERWOODSURVEYING.COM
TBPELS FIRM #10044200

FIELDNOTE DESCRIPTION
0.718 ACRE
RIGHT OF WAY

BEING A 0.718 ACRE TRACT OF LAND SITUATED IN THE WILLIAM HINES SURVEY NO. 53, ABSTRACT 345, TRAVIS COUNTY, TEXAS AND BEING OUT OF THAT CALLED 15.00 ACRE TRACT CONVEYED TO THE BOARD OF TRUSTEES OF THE ELGIN INDEPENDENT SCHOOL DISTRICT BY DEED RECORDED IN DOCUMENT No. 200414488 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 0.718 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEASTERLY CORNER OF SAID 15.00 ACRE TRACT (GRID COORDINATES N:10106516.50 E:3219231.64), SITUATED IN THE NORTHWESTERLY RIGHT OF WAY LINE OF COUNTY LINE ROAD (R.O.W. VARIES), FOR THE SOUTHEASTERLY CORNER AND **POINT OF BEGINNING** OF THE HEREIN DESCRIBED TRACT;

THENCE, N 62° 42' 39" W, ALONG THE SOUTHWESTERLY BOUNDARY LINE OF SAID 15.00 ACRE TRACT, A DISTANCE OF 38.87 FEET TO THE SOUTHWESTERLY CORNER OF THE HEREIN DESCRIBED TRACT, BEING THE EASTERLY CORNER OF LOT 3, BLOCK G, BRIARWOOD, PHASE 1 SUBDIVISION RECORDED IN DOCUMENT No. 202300185 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY;

THENCE, N 26° 50' 13" E, INTO AND ACROSS SAID 15.00 ACRE TRACT, A DISTANCE OF 766.24 FEET TO THE NORTHWESTERLY CORNER OF THE HEREIN DESCRIBED TRACT, SITUATED IN THE NORTHEASTERLY BOUNDARY LINE OF SAID 15.00 ACRE TRACT, COMMON WITH THE SOUTHWESTERLY BOUNDARY LINE OF THAT CALLED 2.001 ACRE TRACT CONVEYED TO FILADELPHIA CHURCH BY DEED RECORDED IN DOCUMENT No. 2017178751 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY;

THENCE, S 62° 54' 36" E, ALONG SAID COMMON BOUNDARY LINE, A DISTANCE OF 42.75 FEET TO THE NORTHEASTERLY CORNER OF THE HEREIN DESCRIBED TRACT, SITUATED IN THE NORTHWESTERLY RIGHT OF WAY LINE OF COUNTY LINE ROAD, BEING THE SOUTHEASTERLY CORNER OF SAID 2.001 ACRE TRACT AND THE NORTHEASTERLY CORNER OF SAID 15.00 ACRE TRACT;

THENCE, S 27° 07' 38" W, ALONG THE SOUTHEASTERLY BOUNDARY LINE OF SAID 15.00 ACRE TRACT, COMMON WITH THE NORTHWESTERLY RIGHT OF WAY LINE OF COUNTY LINE ROAD, A DISTANCE OF 766.36 FEET TO THE **POINT OF BEGINNING**, CONTAINING AN AREA OF 0.718 ACRES OF LAND, MORE OR LESS.

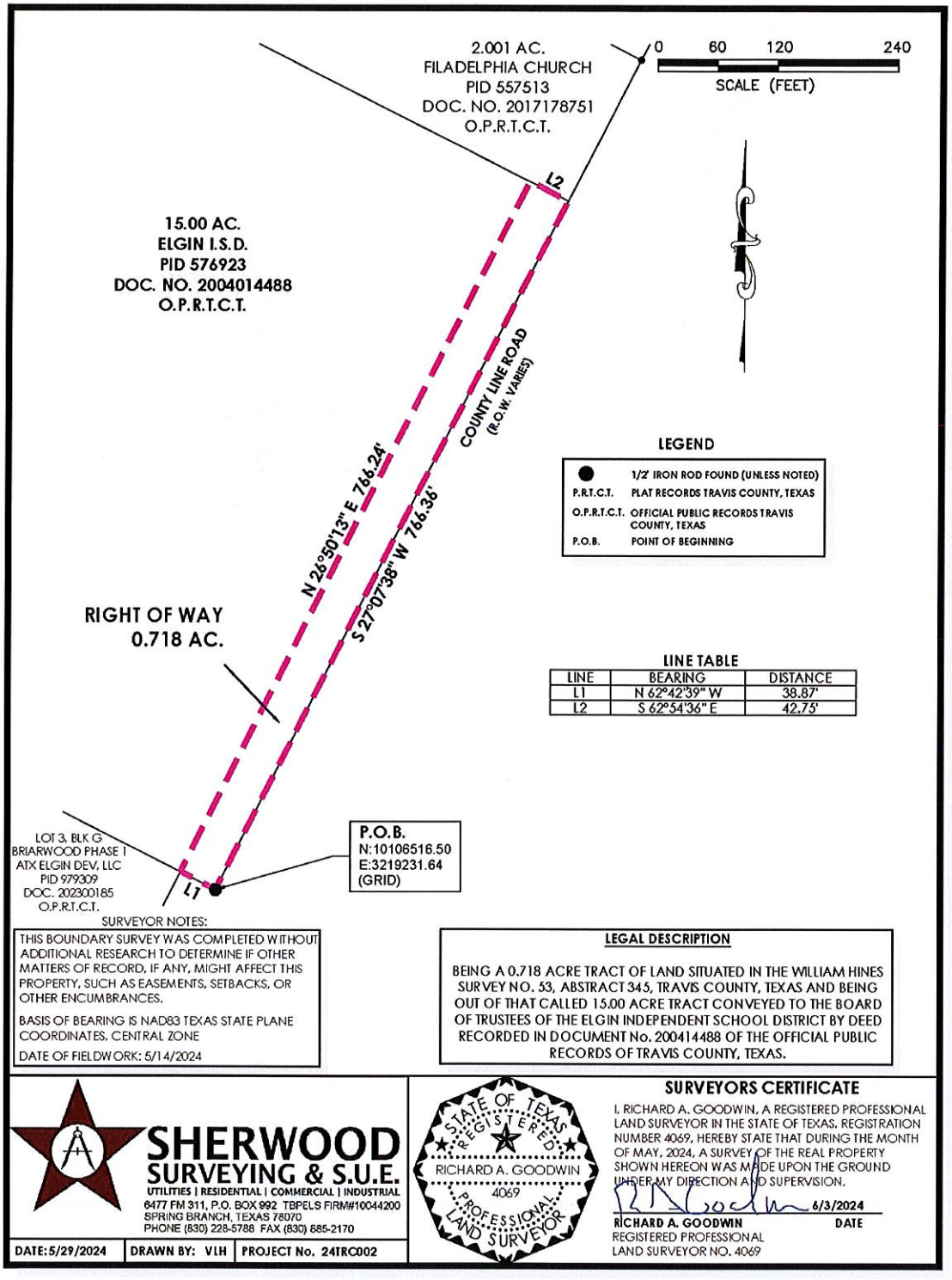
SHERWOOD
SURVEYING & S.U.E.

A SURVEY EXHIBIT WAS PREPARED ON THIS SAME DATE. BASIS OF BEARING IS NAD 83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE.

I, RICHARD A. GOODWIN, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREIN WAS DETERMINED FROM A SURVEY MADE ON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

6/3/2024

RICHARD A. GOODWIN DATE
R.P.L.S. 4069 STATE OF TEXAS
PROJECT NO. 24TRC002



SURVEYOR NOTES:

THIS BOUNDARY SURVEY WAS COMPLETED WITHOUT ADDITIONAL RESEARCH TO DETERMINE IF OTHER MATTERS OF RECORD, IF ANY, MIGHT AFFECT THIS PROPERTY, SUCH AS EASEMENTS, SETBACKS, OR OTHER ENCUMBRANCES.

BASIS OF BEARING IS NAD83 TEXAS STATE PLANE COORDINATES, CENTRAL ZONE

DATE OF FIELDWORK: 5/14/2024

LEGAL DESCRIPTION

BEING A 0.718 ACRE TRACT OF LAND SITUATED IN THE WILLIAM HINES SURVEY NO. 53, ABSTRACT 345, TRAVIS COUNTY, TEXAS AND BEING OUT OF THAT CALLED 15.00 ACRE TRACT CONVEYED TO THE BOARD OF TRUSTEES OF THE ELGIN INDEPENDENT SCHOOL DISTRICT BY DEED RECORDED IN DOCUMENT No. 200414488 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

SHERWOOD SURVEYING & S.U.E.
UTILITIES | RESIDENTIAL | COMMERCIAL | INDUSTRIAL
6477 FM 311, P.O. BOX 992 TBPELS FIRM#10044200
SPRING BRANCH, TEXAS 78070
PHONE (830) 228-5788 FAX (830) 885-2170

DATE: 5/29/2024	DRAWN BY: VLH	PROJECT No. 24TRC002

STATE OF TEXAS REGISTERED RICHARD A. GOODWIN 4069 PROFESSIONAL LAND SURVEYOR

SURVEYORS CERTIFICATE

I, RICHARD A. GOODWIN, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, REGISTRATION NUMBER 4069, HEREBY STATE THAT DURING THE MONTH OF MAY, 2024, A SURVEY OF THE REAL PROPERTY SHOWN HEREON WAS MADE UPON THE GROUND UNDER MY DIRECTION AND SUPERVISION.

6/3/2024

RICHARD A. GOODWIN DATE
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 4069

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Development Services

PROPOSED ACTION: Approval of the Resolution.

BACKGROUND:
This is payment for the work performed on the Elgin Police Department Station.

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

RECOMMENDATION:
Approval of the Resolution.

ATTACHMENTS:
1. EPD Station Resolution-BWC - #17
2. CoElgin - Police Station - BP2 - Pay Application #17_FGMA signed

{} 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. 2025-01-21-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin is currently underway with the Elgin Police Department Station project; and,

WHEREAS, these changes have been reviewed by the City Engineer and staff, and are now recommending them for approval; and

WHEREAS, Baird/Williams Constructions, Ltd 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 Interim City Manager or Mayor is hereby authorized to execute a dollar amount of $62.434.95 for Bid Package #2, Payment Application #17, for professional services fees associated with the City of Elgin Police Department Station Project**.**

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 21st day of January 2025

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

FGMARCHITECTS

December 9, 2024

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

Subject: **Payment Application #17 – Bid Package #2**
City of Elgin - New Police Station

Dear City Manager,

Our office has reviewed the above-referenced payment application, submitted by Baird/Williams Construction. To the best of our knowledge, the Work has progressed as indicated and we recommend payment for the invoiced amount of $62,434.95

Please feel free to contact me if you need any further information.

Sincerely,

Jaime Palomo, AIA | Vice President, Managing Director
jaimepalomo@fgmarchitects.com

cc: Bob Galloway, AIA – FGM Architects
Beau Perry, PE – City of Elgin
Derek Marshall – Baird/Williams Construction

Enclosure(s): Payment Application #17 – Bid Package #2

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: The City of Elgin, Texas
310 North Main Street
Elgin, Texas 78621

PROJECT: New Police Station - BP2
(Bid Package 2)

APPLICATION NO: Seventeen (17)
APPLICATION DATE: December 2, 2024
PERIOD FROM: November 1, 2024
PERIOD TO: November 30, 2024
PROJECT NO: 602

Distribution to:
[X] OWNER
[X] ARCHITECT
[X] CONTRACTOR
[ ]
[ ]

FROM CONTRACTOR: Baird/Williams Construction, Ltd
P.O. Box 917
Temple, Texas 76503

ARCHITECT: FGM Architects, Inc.
3711 South Mopac, BLDG 2, Suite 150
Austin, Texas 78746

CONTRACT FOR: General Construction

CONTRACT DATE: March 31, 2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM			$ $4,349,760.00
2. Net change by Change Orders			$ $544,286.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)			$ $4,894,046.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)			$ $4,625,393.00
5. RETAINAGE:			
a. 5% of Completed Work (Column D + E on G703)	$ 231,269.65		
b. 5% of Stored Material (Column F on G703)	$ 0.00		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)			$ $231,269.65
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)			$ $4,394,123.35
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)			$ $4,331,688.40
8. CURRENT PAYMENT DUE			$ $62,434.95
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)			$499,922.65

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$497,021.00	$0.00
Total approved this Month	$47,265.00	$0.00
TOTALS	$544,286.00	$0.00
NET CHANGES by Change Order	$544,286.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BAIRD/WILLIAMS CONSTRUCTION, LTD

By: _____ Date: December 2, 2024

State of Texas County of Bell
Subscribed and sworn to before me this 2nd day of December, 2024.

Notary Public: Becky Parks

BECKY PARKS
Commission # 4259607
My Commission Expires
July 18,, 2028

Architect's & Owner Representative's CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect and/or Owner Representative certifies to the Owner that to the best of the Architect's and/or Owner Representative's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT ~~CERTIFIED~~ REVIEWED. $ $62,434.95

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: FGM ARCHITECTS, INC

By:/Date: _____ 12/09/2024

OWNER: THE CITY OF ELGIN, TEXAS

By:/Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA · ©1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from Licensee.

CONTINUATION SHEET

AIA DOCUMENT G703

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PERIOD FROM: 11/01/24
PERIOD TO: 11/30/24

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100	**Fences & Gates**								
101	Fences & Gates - Material / Labor	$45,419.00	$43,000.00	$0.00		$43,000.00	95%	$2,419.00	$2,150.00
102	Gate Operators	$19,690.00	$19,690.00	$0.00		$19,690.00	100%	$0.00	$984.50
200	Revegetation	$10,000.00	$0.00	$0.00		$0.00		$10,000.00	$0.00
300	Site Furnishings	$3,900.00	$0.00	$0.00		$0.00		$3,900.00	$0.00
400	Interior Concrete	$32,000.00	$32,000.00	$0.00		$32,000.00	100%	$0.00	$1,600.00
500	**Concrete Finishing**								
501	Polished Concrete	$9,338.00	$9,338.00	$0.00		$9,338.00	100%	$0.00	$466.90
502	Sealed Concrete	$1,157.00	$1,157.00	$0.00		$1,157.00	100%	$0.00	$57.85
503	RAM Board Floor Covering	$2,463.00	$2,463.00	$0.00		$2,463.00	100%	$0.00	$123.15
600	**Masonry**								
601	Administration	$20,830.00	$20,830.00	$0.00		$20,830.00	100%	$0.00	$1,041.50
602	Masonry - Material	$48,397.00	$48,397.00	$0.00		$48,397.00	100%	$0.00	$2,419.85
603	Masonry - Labor	$85,762.00	$85,762.00	$0.00		$85,762.00	100%	$0.00	$4,288.10
700	Metal Fabrications	$10,350.00	$10,350.00	$0.00		$10,350.00	100%	$0.00	$517.50
800	**Metal Stairs & Railings**								
801	Staircase A	$20,652.00	$20,652.00	$0.00		$20,652.00	100%	$0.00	$1,032.60
802	Staircase B	$17,348.00	$17,348.00	$0.00		$17,348.00	100%	$0.00	$867.40
900	Rough Carpentry	$49,265.00	$49,265.00	$0.00		$49,265.00	100%	$0.00	$2,463.25
1000	**Architectural Cabinets**								
1001	Public Restroom	$2,320.00	$2,320.00	$0.00		$2,320.00	100%	$0.00	$116.00
1002	Interview Room	$2,320.00	$2,320.00	$0.00		$2,320.00	100%	$0.00	$116.00
1003	Reporting 114	$11,388.00	$11,388.00	$0.00		$11,388.00	100%	$0.00	$569.40
1004	Animal Control	$4,015.00	$4,015.00	$0.00		$4,015.00	100%	$0.00	$200.75
1005	Patrol Equipment 117	$23,600.00	$23,600.00	$0.00		$23,600.00	100%	$0.00	$1,180.00
1006	Wellness Room 118	$3,133.00	$3,133.00	$0.00		$3,133.00	100%	$0.00	$156.65
1007	Reception 120	$1,000.00	$1,000.00	$0.00		$1,000.00	100%	$0.00	$50.00
1008	Kitchenette 124	$4,270.00	$4,270.00	$0.00		$4,270.00	100%	$0.00	$213.50
1009	Mens Restroom 126	$1,585.00	$1,585.00	$0.00		$1,585.00	100%	$0.00	$79.25
1010	Womens Restroom 127	$2,155.00	$2,155.00	$0.00		$2,155.00	100%	$0.00	$107.75
1011	Hall 131	$1,500.00	$1,500.00	$0.00		$1,500.00	100%	$0.00	$75.00
1012	Processing 132	$443.00	$443.00	$0.00		$443.00	100%	$0.00	$22.15
1013	Bag & Tag 140	$7,735.00	$7,735.00	$0.00		$7,735.00	100%	$0.00	$386.75
1014	Evidence 141	$3,850.00	$3,850.00	$0.00		$3,850.00	100%	$0.00	$192.50

CONTINUATION SHEET

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1015	Evidence Tech 141	$3,900.00	$3,900.00	$0.00		$3,900.00	100%	$0.00	$195.00
1016	Administration Suite 147	$6,850.00	$6,850.00	$0.00		$6,850.00	100%	$0.00	$342.50
1017	Training Room 203	$4,668.00	$4,668.00	$0.00		$4,668.00	100%	$0.00	$233.40
1018	Unisex Restroom 204	$1,320.00	$1,320.00	$0.00		$1,320.00	100%	$0.00	$66.00
1019	Unisex Restroom 205	$1,320.00	$1,320.00	$0.00		$1,320.00	100%	$0.00	$66.00
1020	Unisex Restroom 206	$1,320.00	$1,320.00	$0.00		$1,320.00	100%	$0.00	$66.00
1021	Cabinet Locks	$480.00	$480.00	$0.00		$480.00	100%	$0.00	$24.00
1022	Window Sills	$6,050.00	$6,050.00	$0.00		$6,050.00	100%	$0.00	$302.50
1023	Installation	$21,880.00	$21,880.00	$0.00		$21,880.00	100%	$0.00	$1,094.00
1100	Plastic Paneling	$22,000.00	$0.00	$0.00		$0.00		$22,000.00	$0.00
1200	**Thermal & Moisture Protection**								
1201	Administration	$10,906.00	$10,906.00	$0.00		$10,906.00	100%	$0.00	$545.30
1202	Air Barrier - Material	$21,559.00	$21,559.00	$0.00		$21,559.00	100%	$0.00	$1,077.95
1203	Air Barrier - Labor	$17,950.00	$17,950.00	$0.00		$17,950.00	100%	$0.00	$897.50
1204	Flashing - Material	$11,980.00	$11,980.00	$0.00		$11,980.00	100%	$0.00	$599.00
1205	Flashing - Labor	$2,613.00	$2,613.00	$0.00		$2,613.00	100%	$0.00	$130.65
1206	Rigid Insulation - Material	$20,362.00	$20,362.00	$0.00		$20,362.00	100%	$0.00	$1,018.10
1207	Rigid Insulation - Labor	$14,140.00	$14,140.00	$0.00		$14,140.00	100%	$0.00	$707.00
1208	Joint Sealants - Material	$4,005.00	$4,005.00	$0.00		$4,005.00	100%	$0.00	$200.25
1209	Joint Sealants - Labor	$6,479.00	$6,479.00	$0.00		$6,479.00	100%	$0.00	$323.95
1210	Elevator Pit Waterproofing - Material	$4,757.00	$4,757.00	$0.00		$4,757.00	100%	$0.00	$237.85
1211	Elevator Pit Waterproofing - Labor	$3,326.00	$3,326.00	$0.00		$3,326.00	100%	$0.00	$166.30
1300	**EIFS**								
1301	Scaffolding - Setup	$7,200.00	$7,200.00	$0.00		$7,200.00	100%	$0.00	$360.00
1302	Gold Coat	$12,500.00	$12,500.00	$0.00		$12,500.00	100%	$0.00	$625.00
1303	Foam	$14,500.00	$14,500.00	$0.00		$14,500.00	100%	$0.00	$725.00
1304	Mesh & Basecoat	$12,000.00	$12,000.00	$0.00		$12,000.00	100%	$0.00	$600.00
1305	Finish Coat	$18,000.00	$18,000.00	$0.00		$18,000.00	100%	$0.00	$900.00
1306	Scaffolding - Take Down	$6,800.00	$6,800.00	$0.00		$6,800.00	100%	$0.00	$340.00
1307	EIFS Cleaning	$1,380.00	$1,380.00	$0.00		$1,380.00	100%	$0.00	$69.00
1400	**Roofing & Metal Panels**								
1401	TPO Roof - Labor	$60,569.00	$60,569.00	$0.00		$60,569.00	100%	$0.00	$3,028.45
1402	TPO Roof - Material	$116,894.00	$116,894.00	$0.00		$116,894.00	100%	$0.00	$5,844.70
1403	Sheet Metal Trim - Labor	$12,833.00	$12,833.00	$0.00		$12,833.00	100%	$0.00	$641.65
1404	Sheet Metal Trim - Material	$19,894.00	$19,894.00	$0.00		$19,894.00	100%	$0.00	$994.70

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THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006-5232

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1405	Standing Seam - Labor	$2,500.00	$2,500.00	$0.00		$2,500.00	100%	$0.00	$125.00
1406	Standing Seam - Material	$750.00	$750.00	$0.00		$750.00	100%	$0.00	$37.50
1500	**Doors, Frames, & Hardware**								
1501	HM Doors & Frames - Material	$22,666.00	$22,666.00	$0.00		$22,666.00	100%	$0.00	$1,133.30
1502	Wood Doors - Material	$15,233.00	$15,233.00	$0.00		$15,233.00	100%	$0.00	$761.65
1503	Door Hardware - Material	$80,948.00	$80,948.00	$0.00		$80,948.00	100%	$0.00	$4,047.40
1504	Installation	$9,040.00	$9,040.00	$0.00		$9,040.00	100%	$0.00	$452.00
1600	Access Doors & Frames	$4,750.00	$4,750.00	$0.00		$4,750.00	100%	$0.00	$237.50
1700	**Aluminum-Framed Openings**								
1701	Aluminum Frames - Material	$45,200.00	$40,680.00	$4,520.00		$45,200.00	100%	$0.00	$2,260.00
1702	Aluminum Frames - Labor	$22,930.00	$20,640.00	$2,290.00		$22,930.00	100%	$0.00	$1,146.50
1703	Glass - Material	$25,570.00	$23,015.00	$2,555.00		$25,570.00	100%	$0.00	$1,278.50
1704	Glass - Labor	$13,760.00	$12,305.00	$1,455.00		$13,760.00	100%	$0.00	$688.00
1705	BR Frames & Glass - Material	$30,930.00	$0.00	$30,930.00		$30,930.00	100%	$0.00	$1,546.50
1706	BR Frames & Glass - Labor	$9,060.00	$0.00	$9,060.00		$9,060.00	100%	$0.00	$453.00
1800	**Gyp. Board Assemblies & Ceilings**								
1801	Cold-Formed Metal Framing	$52,000.00	$52,000.00	$0.00		$52,000.00	100%	$0.00	$2,600.00
1802	Gypsum Board Assemblies	$253,331.00	$253,331.00	$0.00		$253,331.00	100%	$0.00	$12,666.55
1803	Bulletproof Panels	$40,000.00	$40,000.00	$0.00		$40,000.00	100%	$0.00	$2,000.00
1804	Gypsum Sheathing	$7,000.00	$7,000.00	$0.00		$7,000.00	100%	$0.00	$350.00
1805	FRP	$2,500.00	$2,500.00	$0.00		$2,500.00	100%	$0.00	$125.00
1806	Acoustical Ceilings	$51,000.00	$51,000.00	$0.00		$51,000.00	100%	$0.00	$2,550.00
1807	Acoustical Wall Panels	$10,000.00	$9,000.00	$0.00		$9,000.00	90%	$1,000.00	$450.00
1900	**Ceramic Tiling**								
1901	Tiling - Material	$18,150.00	$18,150.00	$0.00		$18,150.00	100%	$0.00	$907.50
1902	Tiling - Labor	$13,245.00	$13,245.00	$0.00		$13,245.00	100%	$0.00	$662.25
2000	**Flooring & Accessories**								
2001	Carpeting	$26,885.00	$26,885.00	$0.00		$26,885.00	100%	$0.00	$1,344.25
2002	Vinyl Tile	$3,430.00	$3,430.00	$0.00		$3,430.00	100%	$0.00	$171.50
2003	Rubber Tile	$3,775.00	$3,775.00	$0.00		$3,775.00	100%	$0.00	$188.75
2004	Stair Nosings	$1,000.00	$1,000.00	$0.00		$1,000.00	100%	$0.00	$50.00
2005	Rubber Base	$4,490.00	$4,490.00	$0.00		$4,490.00	100%	$0.00	$224.50
2006	Transitions	$1,300.00	$1,300.00	$0.00		$1,300.00	100%	$0.00	$65.00
2007	Adhesives	$1,470.00	$1,470.00	$0.00		$1,470.00	100%	$0.00	$73.50
2100	Floor Preparation	$5,500.00	$5,500.00	$0.00		$5,500.00	100%	$0.00	$275.00

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2200	**Epoxy Resinous Flooring**								
2201	Epoxy Floor Coating	$12,975.00	$12,975.00	$0.00		$12,975.00	100%	$0.00	$648.75
2202	Epoxy Cove Base	$7,865.00	$7,865.00	$0.00		$7,865.00	100%	$0.00	$393.25
2300	Wall Coverings	$25,000.00	$22,445.00	$0.00		$22,445.00	90%	$2,555.00	$1,122.25
2400	**Painting**								
2401	Dryfall Exposed Structure - Labor	$500.00	$500.00	$0.00		$500.00	100%	$0.00	$25.00
2402	Dryfall Exposed Structure - Material	$200.00	$200.00	$0.00		$200.00	100%	$0.00	$10.00
2403	Tape, Float, & Texture - Labor	$24,000.00	$24,000.00	$0.00		$24,000.00	100%	$0.00	$1,200.00
2404	Tape, Float, & Texture - Material	$8,000.00	$8,000.00	$0.00		$8,000.00	100%	$0.00	$400.00
2405	Prime & Paint Gypsum - Labor	$24,000.00	$24,000.00	$0.00		$24,000.00	100%	$0.00	$1,200.00
2406	Prime & Paint Gypsum - Material	$9,000.00	$9,000.00	$0.00		$9,000.00	100%	$0.00	$450.00
2407	CMU Block Fill & Paint - Labor	$8,100.00	$8,100.00	$0.00		$8,100.00	100%	$0.00	$405.00
2408	CMU Block Fill & Paint - Material	$4,300.00	$4,300.00	$0.00		$4,300.00	100%	$0.00	$215.00
2409	Paint Interior Metals - Labor	$9,700.00	$9,700.00	$0.00		$9,700.00	100%	$0.00	$485.00
2410	Paint Interior Metals - Material	$2,400.00	$2,400.00	$0.00		$2,400.00	100%	$0.00	$120.00
2411	Paint Exterior Metals - Labor	$6,000.00	$6,000.00	$0.00		$6,000.00	100%	$0.00	$300.00
2412	Paint Exterior Metals - Material	$2,000.00	$2,000.00	$0.00		$2,000.00	100%	$0.00	$100.00
2413	Wood Doors Finishing - Labor	$10,500.00	$0.00	$0.00		$0.00		$10,500.00	$0.00
2414	Wood Doors Finishing - Material	$2,700.00	$0.00	$0.00		$0.00		$2,700.00	$0.00
2500	**Specialties**								
2501	Toilet Partitions - Material	$8,519.00	$8,519.00	$0.00		$8,519.00	100%	$0.00	$425.95
2502	Toilet Partitions - Labor	$3,129.00	$3,129.00	$0.00		$3,129.00	100%	$0.00	$156.45
2503	Wall & Door Protection - Materials	$2,111.00	$2,111.00	$0.00		$2,111.00	100%	$0.00	$105.55
2504	Wall & Door Protection - Labor	$1,373.00	$1,373.00	$0.00		$1,373.00	100%	$0.00	$68.65
2505	Toilet Accessories - Material	$13,950.00	$13,950.00	$0.00		$13,950.00	100%	$0.00	$697.50
2506	Toilet Accessories - Labor	$3,933.00	$3,933.00	$0.00		$3,933.00	100%	$0.00	$196.65
2507	Fire Protection Specialties - Material	$3,436.00	$3,436.00	$0.00		$3,436.00	100%	$0.00	$171.80
2508	Fire Protection Specialties - Labor	$1,254.00	$1,254.00	$0.00		$1,254.00	100%	$0.00	$62.70
2600	Building Signage	$19,625.00	$19,625.00	$0.00		$19,625.00	100%	$0.00	$981.25
2700	Metal Lockers	$26,604.00	$26,604.00	$0.00		$26,604.00	100%	$0.00	$1,330.20
2800	Equipment	$79,507.00	$79,507.00	$0.00		$79,507.00	100%	$0.00	$3,975.35
2900	Window Treatments	$7,125.00	$0.00	$0.00		$0.00		$7,125.00	$0.00
3000	**Countertops**								
3001	Stainless Steel Countertops	$29,754.00	$29,754.00	$0.00		$29,754.00	100%	$0.00	$1,487.70
3002	Quartz Countertops	$13,496.00	$0.00	$0.00		$0.00		$13,496.00	$0.00

CONTINUATION SHEET

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PERIOD TO: 11/30/24

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3100	**Elevator**								
3101	Deposit - 50%	$47,117.00	$47,117.00	$0.00		$47,117.00	100%	$0.00	$2,355.85
3102	Brackets & Rails	$5,369.00	$5,369.00	$0.00		$5,369.00	100%	$0.00	$268.45
3103	Machine	$6,693.00	$6,693.00	$0.00		$6,693.00	100%	$0.00	$334.65
3104	Car, CET, & Buffers	$3,346.00	$3,346.00	$0.00		$3,346.00	100%	$0.00	$167.30
3105	Motor Generator & Starter	$2,685.00	$2,685.00	$0.00		$2,685.00	100%	$0.00	$134.25
3106	Controller & Selector	$4,707.00	$4,707.00	$0.00		$4,707.00	100%	$0.00	$235.35
3107	Control Accessories	$2,023.00	$2,023.00	$0.00		$2,023.00	100%	$0.00	$101.15
3108	Door, Frame, & Sills	$2,685.00	$2,685.00	$0.00		$2,685.00	100%	$0.00	$134.25
3109	Cab & Cab Doors	$1,324.00	$1,324.00	$0.00		$1,324.00	100%	$0.00	$66.20
3110	Door Opener	$1,323.00	$1,323.00	$0.00		$1,323.00	100%	$0.00	$66.15
3111	Installation	$16,962.00	$16,962.00	$0.00		$16,962.00	100%	$0.00	$848.10
3200	**Fire Suppression System**								
3201	Engineering / Submittals	$7,238.00	$7,238.00	$0.00		$7,238.00	100%	$0.00	$361.90
3202	Sprinkler System - Material	$44,358.00	$44,358.00	$0.00		$44,358.00	100%	$0.00	$2,217.90
3203	Sprinkler System - Labor	$16,237.00	$16,237.00	$0.00		$16,237.00	100%	$0.00	$811.85
3300	**Plumbing**								
3301	Rough-In - Labor	$48,019.00	$48,019.00	$0.00		$48,019.00	100%	$0.00	$2,400.95
3302	Rough-In - Material	$32,358.00	$32,358.00	$0.00		$32,358.00	100%	$0.00	$1,617.90
3303	Condensate - Labor	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3304	Condensate - Material	$15,000.00	$15,000.00	$0.00		$15,000.00	100%	$0.00	$750.00
3305	Gas Piping - Material	$5,000.00	$5,000.00	$0.00		$5,000.00	100%	$0.00	$250.00
3306	Gas Piping - Labor	$6,703.00	$6,703.00	$0.00		$6,703.00	100%	$0.00	$335.15
3307	Insulation	$27,500.00	$27,500.00	$0.00		$27,500.00	100%	$0.00	$1,375.00
3308	Top Out - Labor	$36,433.00	$36,433.00	$0.00		$36,433.00	100%	$0.00	$1,821.65
3309	Top Out - Material	$54,144.00	$54,144.00	$0.00		$54,144.00	100%	$0.00	$2,707.20
3310	Set Out - Labor	$23,169.00	$23,169.00	$0.00		$23,169.00	100%	$0.00	$1,158.45
3311	Set Out - Material	$53,944.00	$53,944.00	$0.00		$53,944.00	100%	$0.00	$2,697.20
3400	**HVAC**								
3401	Mobilization	$5,210.00	$5,210.00	$0.00		$5,210.00	100%	$0.00	$260.50
3402	Administration	$14,581.00	$14,581.00	$0.00		$14,581.00	100%	$0.00	$729.05
3403	RTUs - Equipment	$100,437.00	$100,437.00	$0.00		$100,437.00	100%	$0.00	$5,021.85
3404	RTUs - Material	$306.00	$306.00	$0.00		$306.00	100%	$0.00	$15.30
3405	RTUs - Labor	$3,549.00	$3,549.00	$0.00		$3,549.00	100%	$0.00	$177.45
3406	MAUs - Equipment	$87,949.00	$87,949.00	$0.00		$87,949.00	100%	$0.00	$4,397.45

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3407	MAUs - Material	$44.00	$44.00	$0.00		$44.00	100%	$0.00	$2.20
3408	MAUs - Labor	$797.00	$797.00	$0.00		$797.00	100%	$0.00	$39.85
3409	Unit Heaters - Equipment	$522.00	$522.00	$0.00		$522.00	100%	$0.00	$26.10
3410	Unit Heaters - Material	$52.00	$52.00	$0.00		$52.00	100%	$0.00	$2.60
3411	Unit Heaters - Labor	$181.00	$181.00	$0.00		$181.00	100%	$0.00	$9.05
3412	Dehumidifier - Equipment	$515.00	$515.00	$0.00		$515.00	100%	$0.00	$25.75
3413	Dehumidifier - Labor	$145.00	$145.00	$0.00		$145.00	100%	$0.00	$7.25
3414	Air Devices - Equipment	$10,282.00	$10,282.00	$0.00		$10,282.00	100%	$0.00	$514.10
3415	Sheetmetal - Material	$48,353.00	$48,353.00	$0.00		$48,353.00	100%	$0.00	$2,417.65
3416	Ductwork Install - Material	$2,635.00	$2,635.00	$0.00		$2,635.00	100%	$0.00	$131.75
3417	Ductwork Install - Labor	$25,866.00	$25,866.00	$0.00		$25,866.00	100%	$0.00	$1,293.30
3418	Ductless Splits - Equipment	$15,388.00	$15,388.00	$0.00		$15,388.00	100%	$0.00	$769.40
3419	Ductless Splits - Material	$52.00	$52.00	$0.00		$52.00	100%	$0.00	$2.60
3420	Ductless Splits - Labor	$254.00	$254.00	$0.00		$254.00	100%	$0.00	$12.70
3421	Trim-Out - Material	$1,095.00	$1,095.00	$0.00		$1,095.00	100%	$0.00	$54.75
3422	Trim-Out - Labor	$6,739.00	$6,739.00	$0.00		$6,739.00	100%	$0.00	$336.95
3423	Piping - Material	$7,015.00	$7,015.00	$0.00		$7,015.00	100%	$0.00	$350.75
3424	Piping - Labor	$5,958.00	$5,958.00	$0.00		$5,958.00	100%	$0.00	$297.90
3425	Start-Up - Material	$1,995.00	$1,995.00	$0.00		$1,995.00	100%	$0.00	$99.75
3426	Start-Up - Labor	$3,364.00	$3,364.00	$0.00		$3,364.00	100%	$0.00	$168.20
3427	Testing & Balancing	$3,927.00	$3,927.00	$0.00		$3,927.00	100%	$0.00	$196.35
3428	HVAC Insulation	$10,301.00	$10,301.00	$0.00		$10,301.00	100%	$0.00	$515.05
3429	DDC Controls	$58,590.00	$58,590.00	$0.00		$58,590.00	100%	$0.00	$2,929.50
3500	**Electrical**								
3501	Mobilization	$23,700.00	$23,700.00	$0.00		$23,700.00	100%	$0.00	$1,185.00
3502	Light Fixtures - Equipment	$101,500.00	$101,500.00	$0.00		$101,500.00	100%	$0.00	$5,075.00
3503	Light Fixtures - Labor	$28,500.00	$25,650.00	$2,850.00		$28,500.00	100%	$0.00	$1,425.00
3504	Light Fixtures - Material	$14,500.00	$13,775.00	$725.00		$14,500.00	100%	$0.00	$725.00
3505	Gear	$103,500.00	$103,500.00	$0.00		$103,500.00	100%	$0.00	$5,175.00
3506	Dist. Equipment - Labor	$15,000.00	$15,000.00	$0.00		$15,000.00	100%	$0.00	$750.00
3507	Dist. Equipment - Material	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3508	Devices - Equipment	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3509	Devices - Labor	$40,000.00	$40,000.00	$0.00		$40,000.00	100%	$0.00	$2,000.00
3510	Devices - Material	$32,000.00	$32,000.00	$0.00		$32,000.00	100%	$0.00	$1,600.00
3511	Transfer Switch	$13,500.00	$13,500.00	$0.00		$13,500.00	100%	$0.00	$675.00

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3512	Generator - Equipment	$159,000.00	$159,000.00	$0.00		$159,000.00	100%	$0.00	$7,950.00
3513	Generator - Material	$5,000.00	$5,000.00	$0.00		$5,000.00	100%	$0.00	$250.00
3514	Generator - Labor	$4,000.00	$4,000.00	$0.00		$4,000.00	100%	$0.00	$200.00
3515	Branch Circuits - Labor	$22,000.00	$22,000.00	$0.00		$22,000.00	100%	$0.00	$1,100.00
3516	Branch Circuits - Material	$22,000.00	$22,000.00	$0.00		$22,000.00	100%	$0.00	$1,100.00
3517	HVAC Connections - Labor	$7,000.00	$7,000.00	$0.00		$7,000.00	100%	$0.00	$350.00
3518	HVAC Connections - Material	$2,500.00	$2,500.00	$0.00		$2,500.00	100%	$0.00	$125.00
3519	Feeders - Labor	$6,500.00	$6,500.00	$0.00		$6,500.00	100%	$0.00	$325.00
3520	Feeders - Material	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3521	Site - Labor	$20,000.00	$20,000.00	$0.00		$20,000.00	100%	$0.00	$1,000.00
3522	Site - Material	$35,000.00	$35,000.00	$0.00		$35,000.00	100%	$0.00	$1,750.00
3523	Site Lighting - Labor	$6,000.00	$5,100.00	$900.00		$6,000.00	100%	$0.00	$300.00
3524	Site Lighting - Material	$2,500.00	$2,125.00	$375.00		$2,500.00	100%	$0.00	$125.00
3600	**Fire Alarm System**								
3601	Submittals / Engineering	$4,426.00	$4,426.00	$0.00		$4,426.00	100%	$0.00	$221.30
3602	Fire Alarm - Labor	$10,212.00	$8,170.00	$0.00		$8,170.00	80%	$2,042.00	$408.50
3603	Fire Alarm - Material	$32,081.00	$32,081.00	$0.00		$32,081.00	100%	$0.00	$1,604.05
3700	General Requirements	$132,238.00	$115,394.00	$643.00		$116,037.00	88%	$16,201.00	$5,801.85
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
	SCHEDULED ALLOWANCES	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3800	No. 1 - Contractor's Contingency	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3801	CP #01 - Soap Dispenser Change	($812.00)	($812.00)	$0.00		($812.00)	100%	$0.00	($40.60)
3802	CP #02 - Remove AWI Certification	($10,673.00)	($10,673.00)	$0.00		($10,673.00)	100%	$0.00	($533.65)
3803	CP #03 - Alum. Frames to Dark Bronze	$2,730.00	$2,730.00	$0.00		$2,730.00	100%	$0.00	$136.50
3804	CP #04 - Transformer KVa Credit	($17,855.00)	($17,855.00)	$0.00		($17,855.00)	100%	$0.00	($892.75)
3805	CP #05 - Ballistic Door Assemblies	$9,975.00	$0.00	$0.00		$0.00		$9,975.00	$0.00
3806	CP #07 - PR #01	$600.00	$600.00	$0.00		$600.00	100%	$0.00	$30.00
3807	CP #08 - RFI #18	$9,475.00	$9,475.00	$0.00		$9,475.00	100%	$0.00	$473.75
3808	CP #09 - Signage Credit	($6,870.00)	($6,870.00)	$0.00		($6,870.00)	100%	$0.00	($343.50)
3809	CP #10 - Bid Alternate #4	$22,000.00	$22,000.00	$0.00		$22,000.00	100%	$0.00	$1,100.00
3810	CP #11 - Door 132A ADA Change	$3,165.00	$3,165.00	$0.00		$3,165.00	100%	$0.00	$158.25
3811	CP #12 - RFI #27	$1,597.00	$1,597.00	$0.00		$1,597.00	100%	$0.00	$79.85
3812	CP #14 - PR #04	$2,340.00	$2,340.00	$0.00		$2,340.00	100%	$0.00	$117.00
3813	CP #15 - PR #03	$150,000.00	$150,000.00	$0.00		$150,000.00	100%	$0.00	$7,500.00
3814	CP #16 - Unallocated Funds to Cont.	($150,000.00)	($150,000.00)	$0.00		($150,000.00)	100%	$0.00	($7,500.00)

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3815	CP #17 - ASI #12	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3816	CP #18 - ASI #17	$7,191.00	$7,191.00	$0.00		$7,191.00	100%	$0.00	$359.55
3817	CP #19 - Walls to Deck Transfer Ducts	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3818	CP #20 - PR #003	$11,440.00	$11,440.00	$0.00		$11,440.00	100%	$0.00	$572.00
3819	CP #21 - Replace WM & Lid	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3820	CP #22 - PR #06 & RM 115 Flooring	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3821	CP #23 - PR #11	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3822	CP #24 - PR #09	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3823	CP #25 - PR #08 & PR #10	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3824	CP #26 - PR #03 (Planter Drainage)	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3825	CP #27 - PR #13	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3826	CP #28 - Avenue C	$15,697.00	$15,697.00	$0.00		$15,697.00	100%	$0.00	$784.85
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3900	*Quoted General Conditions	$315,697.00	$303,092.00	$6,314.00		$309,406.00	98%	$6,291.00	$15,470.30
4000	*Construction Fee	$155,178.00	$148,979.00	$3,104.00		$152,083.00	98%	$3,095.00	$7,604.15
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
	CHANGE ORDERS	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4100	**Change Order #01**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4101	Communications	$62,220.00	$59,049.00	$0.00		$59,049.00	95%	$3,171.00	$2,952.45
4102	Audio/Visual Systems - Pre-Wire Only	$8,460.00	$7,614.00	$0.00		$7,614.00	90%	$846.00	$380.70
4103	Electronic Safety & Security	$163,277.00	$114,295.00	$0.00		$114,295.00	70%	$48,982.00	$5,714.75
4104	Detention Monitoring & Control System	$20,000.00	$0.00	$0.00		$0.00		$20,000.00	$0.00
4105	Rough-In for Special Systems	$12,500.00	$6,250.00	$0.00		$6,250.00	50%	$6,250.00	$312.50
4106	General Requirements	$13,323.00	$4,020.00	$0.00		$4,020.00	30%	$9,303.00	$201.00
4107	*Quoted General Conditions	$27,978.00	$19,123.00	$0.00		$19,123.00	68%	$8,855.00	$956.15
4108	*Construction Fee	$11,191.00	$7,649.00	$0.00		$7,649.00	68%	$3,542.00	$382.45
4200	**Change Order #02**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4201	Earthwork	$28,162.00	$28,162.00	$0.00		$28,162.00	100%	$0.00	$1,408.10
4202	Pavement Markings	$4,281.00	$4,281.00	$0.00		$4,281.00	100%	$0.00	$214.05
4203	Landscaping	$6,279.00	$0.00	$0.00		$0.00		$6,279.00	$0.00
4204	Sleeves	$558.00	$558.00	$0.00		$558.00	100%	$0.00	$27.90
4205	Site Utilities	$5,802.00	$5,802.00	$0.00		$5,802.00	100%	$0.00	$290.10
4206	Dispose Utility Spoils	$930.00	$930.00	$0.00		$930.00	100%	$0.00	$46.50
4207	Concrete	$64,615.00	$64,615.00	$0.00		$64,615.00	100%	$0.00	$3,230.75
4208	Monument Sign Relocation	$2,007.00	$2,007.00	$0.00		$2,007.00	100%	$0.00	$100.35

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Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: Seventeen (17)
APPLICATION DATE: 12/02/24
PERIOD FROM: 11/01/24
PERIOD TO: 11/30/24

	A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUES Totals	WORK COMPLETED PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	Materials Presently Stored	TOTAL COMP & STORED TO DATE	% (F ÷ B)	BALANCE TO FINISH	RETAINAGE 5.00%
4209	Flagpole	$1,791.00	$1,791.00	$0.00		$1,791.00	100%	$0.00	$89.55
4210	*Quoted General Conditions	$11,442.00	$10,824.00	$0.00		$10,824.00	95%	$618.00	$541.20
4211	*Construction Fee	$4,576.00	$4,333.00	$0.00		$4,333.00	95%	$243.00	$216.65
4300	**Change Order #03**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4301	Earthwork / Asphalt Paving	$36,377.00	$36,377.00	$0.00		$36,377.00	100%	$0.00	$1,818.85
4302	Concrete	$3,475.00	$3,475.00	$0.00		$3,475.00	100%	$0.00	$173.75
4303	*Quoted General Conditions	$5,555.00	$5,555.00	$0.00		$5,555.00	100%	$0.00	$277.75
4304	*Construction Fee	$2,222.00	$2,222.00	$0.00		$2,222.00	100%	$0.00	$111.10
4400	**Change Order #04**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4401	HVAC	$38,055.00	$0.00	$0.00		$0.00		$38,055.00	$0.00
4402	Electrical	$3,405.00	$0.00	$0.00		$0.00		$3,405.00	$0.00
4403	*Quoted General Conditions	$4,146.00	$0.00	$0.00		$0.00		$4,146.00	$0.00
4404	*Construction Fee	$1,659.00	$0.00	$0.00		$0.00		$1,659.00	$0.00
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
	GRAND TOTALS	$4,894,046.00	$4,559,672.00	$65,721.00	$0.00	$4,625,393.00	95%	$268,653.00	$231,269.65

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Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Development Services

PROPOSED ACTION: Approval of the Resolution.

BACKGROUND:
This is payment for the work performed on the Elgin Police Department Station.

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

RECOMMENDATION:
Approval of the Resolution.

ATTACHMENTS:
1. EPD Station Resolution-BWC - #18
2. CoElgin - Police Station - BP2 - Pay Application #18_FGMA Signed

{} 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. 2025-01-21-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin is currently underway with the Elgin Police Department Station project; and,

WHEREAS, these changes have been reviewed by the City Engineer and staff and are now recommending them for approval; and

WHEREAS, Baird/Williams Constructions, Ltd 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 Interim City Manager or Mayor is hereby authorized to execute a dollar amount of $185,150.25 for Bid Package 2, Payment Application #18, for professional services fees associated with the City of Elgin Police Department Station Project**.**

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 21st day of January 2025

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

FGMARCHITECTS

January 15, 2025

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

Subject: **Payment Application #18 – Bid Package #2**
City of Elgin - New Police Station

Dear City Manager,

Our office has reviewed the above-referenced payment application, submitted by Baird/Williams Construction. To the best of our knowledge, the Work has progressed as indicated and we recommend payment for the invoiced amount of $185,150.25

Please feel free to contact me if you need any further information.

Sincerely,

Jaime Palomo, AIA | Vice President, Managing Director
jaimepalomo@fgmarchitects.com

cc: Bob Galloway, AIA – FGM Architects
Beau Perry, PE – City of Elgin
Derek Marshall – Baird/Williams Construction

Enclosure(s): Payment Application #18 – Bid Package #2

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: The City of Elgin, Texas
310 North Main Street
Elgin, Texas 78621

PROJECT: New Police Station - BP2
(Bid Package 2)

APPLICATION NO: Eighteen (18)
APPLICATION DATE: December 31, 2024
PERIOD FROM: December 1, 2024
PERIOD TO: December 31, 2024
PROJECT NO: 602

Distribution to:
[X] OWNER
[X] ARCHITECT
[X] CONTRACTOR
[ ]
[ ]

FROM CONTRACTOR: Baird/Williams Construction, Ltd
P.O. Box 917
Temple, Texas 76503

ARCHITECT: FGM Architects, Inc.
3711 South Mopac, BLDG 2, Suite 150
Austin, Texas 78746

CONTRACT FOR: General Construction

CONTRACT DATE: March 31, 2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM			$ $4,349,760.00
2. Net change by Change Orders			$ $544,286.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)			$ $4,894,046.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)			$ $4,820,288.00
5. RETAINAGE:			
a. 5% of Completed Work (Column D + E on G703)	$ 241,014.40		
b. 5% of Stored Material (Column F on G703)	$ 0.00		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)			$ $241,014.40
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)			$ $4,579,273.60
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)			$ $4,394,123.35
8. CURRENT PAYMENT DUE			$ $185,150.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)			$314,772.40

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$544,286.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$544,286.00	$0.00
NET CHANGES by Change Order	$544,286.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BAIRD/WILLIAMS CONSTRUCTION, LTD

By: _____ Date: December 31, 2024

State of Texas County of Bell
Subscribed and sworn to before me this 31st day of December, 2024.

Notary Public: Becky Parks

BECKY PARKS
Commission # 4259607
My Commission Expires
July 18,, 2028

Architect's & Owner Representative's CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect and/or Owner Representative certifies to the Owner that to the best of the Architect's and/or Owner Representative's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT ~~CERTIFIED~~ REVIEWED. $ $185,150.25

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: FGM ARCHITECTS, INC.

By:/Date: _____ 01/15/2025

OWNER: THE CITY OF ELGIN, TEXAS

By:/Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from Licensee.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: Eighteen (18)
APPLICATION DATE: 12/31/24
PERIOD FROM: 12/01/24
PERIOD TO: 12/31/24

	A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUES Totals	WORK COMPLETED PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	Materials Presently Stored	TOTAL COMP & STORED TO DATE	% (F ÷ B)	BALANCE TO FINISH	RETAINAGE 5.00%
100	**Fences & Gates**								
101	Fences & Gates - Material / Labor	$45,419.00	$43,000.00	$2,419.00		$45,419.00	100%	$0.00	$2,270.95
102	Gate Operators	$19,690.00	$19,690.00	$0.00		$19,690.00	100%	$0.00	$984.50
200	Revegetation	$10,000.00	$0.00	$10,000.00		$10,000.00	100%	$0.00	$500.00
300	Site Furnishings	$3,900.00	$0.00	$3,900.00		$3,900.00	100%	$0.00	$195.00
400	Interior Concrete	$32,000.00	$32,000.00	$0.00		$32,000.00	100%	$0.00	$1,600.00
500	**Concrete Finishing**								
501	Polished Concrete	$9,338.00	$9,338.00	$0.00		$9,338.00	100%	$0.00	$466.90
502	Sealed Concrete	$1,157.00	$1,157.00	$0.00		$1,157.00	100%	$0.00	$57.85
503	RAM Board Floor Covering	$2,463.00	$2,463.00	$0.00		$2,463.00	100%	$0.00	$123.15
600	**Masonry**								
601	Administration	$20,830.00	$20,830.00	$0.00		$20,830.00	100%	$0.00	$1,041.50
602	Masonry - Material	$48,397.00	$48,397.00	$0.00		$48,397.00	100%	$0.00	$2,419.85
603	Masonry - Labor	$85,762.00	$85,762.00	$0.00		$85,762.00	100%	$0.00	$4,288.10
700	Metal Fabrications	$10,350.00	$10,350.00	$0.00		$10,350.00	100%	$0.00	$517.50
800	**Metal Stairs & Railings**								
801	Staircase A	$20,652.00	$20,652.00	$0.00		$20,652.00	100%	$0.00	$1,032.60
802	Staircase B	$17,348.00	$17,348.00	$0.00		$17,348.00	100%	$0.00	$867.40
900	Rough Carpentry	$49,265.00	$49,265.00	$0.00		$49,265.00	100%	$0.00	$2,463.25
1000	**Architectural Cabinets**								
1001	Public Restroom	$2,320.00	$2,320.00	$0.00		$2,320.00	100%	$0.00	$116.00
1002	Interview Room	$2,320.00	$2,320.00	$0.00		$2,320.00	100%	$0.00	$116.00
1003	Reporting 114	$11,388.00	$11,388.00	$0.00		$11,388.00	100%	$0.00	$569.40
1004	Animal Control	$4,015.00	$4,015.00	$0.00		$4,015.00	100%	$0.00	$200.75
1005	Patrol Equipment 117	$23,600.00	$23,600.00	$0.00		$23,600.00	100%	$0.00	$1,180.00
1006	Wellness Room 118	$3,133.00	$3,133.00	$0.00		$3,133.00	100%	$0.00	$156.65
1007	Reception 120	$1,000.00	$1,000.00	$0.00		$1,000.00	100%	$0.00	$50.00
1008	Kitchenette 124	$4,270.00	$4,270.00	$0.00		$4,270.00	100%	$0.00	$213.50
1009	Mens Restroom 126	$1,585.00	$1,585.00	$0.00		$1,585.00	100%	$0.00	$79.25
1010	Womens Restroom 127	$2,155.00	$2,155.00	$0.00		$2,155.00	100%	$0.00	$107.75
1011	Hall 131	$1,500.00	$1,500.00	$0.00		$1,500.00	100%	$0.00	$75.00
1012	Processing 132	$443.00	$443.00	$0.00		$443.00	100%	$0.00	$22.15
1013	Bag & Tag 140	$7,735.00	$7,735.00	$0.00		$7,735.00	100%	$0.00	$386.75
1014	Evidence 141	$3,850.00	$3,850.00	$0.00		$3,850.00	100%	$0.00	$192.50

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CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: Eighteen (18)
APPLICATION DATE: 12/31/24
PERIOD FROM: 12/01/24
PERIOD TO: 12/31/24

	A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUES Totals	WORK COMPLETED PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	Materials Presently Stored	TOTAL COMP & STORED TO DATE	% (F ÷ B)	BALANCE TO FINISH	RETAINAGE 5.00%
1015	Evidence Tech 141	$3,900.00	$3,900.00	$0.00		$3,900.00	100%	$0.00	$195.00
1016	Administration Suite 147	$6,850.00	$6,850.00	$0.00		$6,850.00	100%	$0.00	$342.50
1017	Training Room 203	$4,668.00	$4,668.00	$0.00		$4,668.00	100%	$0.00	$233.40
1018	Unisex Restroom 204	$1,320.00	$1,320.00	$0.00		$1,320.00	100%	$0.00	$66.00
1019	Unisex Restroom 205	$1,320.00	$1,320.00	$0.00		$1,320.00	100%	$0.00	$66.00
1020	Unisex Restroom 206	$1,320.00	$1,320.00	$0.00		$1,320.00	100%	$0.00	$66.00
1021	Cabinet Locks	$480.00	$480.00	$0.00		$480.00	100%	$0.00	$24.00
1022	Window Sills	$6,050.00	$6,050.00	$0.00		$6,050.00	100%	$0.00	$302.50
1023	Installation	$21,880.00	$21,880.00	$0.00		$21,880.00	100%	$0.00	$1,094.00
1100	Plastic Paneling	$22,000.00	$0.00	$22,000.00		$22,000.00	100%	$0.00	$1,100.00
1200	**Thermal & Moisture Protection**								
1201	Administration	$10,906.00	$10,906.00	$0.00		$10,906.00	100%	$0.00	$545.30
1202	Air Barrier - Material	$21,559.00	$21,559.00	$0.00		$21,559.00	100%	$0.00	$1,077.95
1203	Air Barrier - Labor	$17,950.00	$17,950.00	$0.00		$17,950.00	100%	$0.00	$897.50
1204	Flashing - Material	$11,980.00	$11,980.00	$0.00		$11,980.00	100%	$0.00	$599.00
1205	Flashing - Labor	$2,613.00	$2,613.00	$0.00		$2,613.00	100%	$0.00	$130.65
1206	Rigid Insulation - Material	$20,362.00	$20,362.00	$0.00		$20,362.00	100%	$0.00	$1,018.10
1207	Rigid Insulation - Labor	$14,140.00	$14,140.00	$0.00		$14,140.00	100%	$0.00	$707.00
1208	Joint Sealants - Material	$4,005.00	$4,005.00	$0.00		$4,005.00	100%	$0.00	$200.25
1209	Joint Sealants - Labor	$6,479.00	$6,479.00	$0.00		$6,479.00	100%	$0.00	$323.95
1210	Elevator Pit Waterproofing - Material	$4,757.00	$4,757.00	$0.00		$4,757.00	100%	$0.00	$237.85
1211	Elevator Pit Waterproofing - Labor	$3,326.00	$3,326.00	$0.00		$3,326.00	100%	$0.00	$166.30
1300	**EIFS**								
1301	Scaffolding - Setup	$7,200.00	$7,200.00	$0.00		$7,200.00	100%	$0.00	$360.00
1302	Gold Coat	$12,500.00	$12,500.00	$0.00		$12,500.00	100%	$0.00	$625.00
1303	Foam	$14,500.00	$14,500.00	$0.00		$14,500.00	100%	$0.00	$725.00
1304	Mesh & Basecoat	$12,000.00	$12,000.00	$0.00		$12,000.00	100%	$0.00	$600.00
1305	Finish Coat	$18,000.00	$18,000.00	$0.00		$18,000.00	100%	$0.00	$900.00
1306	Scaffolding - Take Down	$6,800.00	$6,800.00	$0.00		$6,800.00	100%	$0.00	$340.00
1307	EIFS Cleaning	$1,380.00	$1,380.00	$0.00		$1,380.00	100%	$0.00	$69.00
1400	**Roofing & Metal Panels**								
1401	TPO Roof - Labor	$60,569.00	$60,569.00	$0.00		$60,569.00	100%	$0.00	$3,028.45
1402	TPO Roof - Material	$116,894.00	$116,894.00	$0.00		$116,894.00	100%	$0.00	$5,844.70
1403	Sheet Metal Trim - Labor	$12,833.00	$12,833.00	$0.00		$12,833.00	100%	$0.00	$641.65
1404	Sheet Metal Trim - Material	$19,894.00	$19,894.00	$0.00		$19,894.00	100%	$0.00	$994.70

CONTINUATION SHEET

AIA DOCUMENT G703

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APPLICATION DATE: 12/31/24
PERIOD FROM: 12/01/24
PERIOD TO: 12/31/24

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ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUES Totals	WORK COMPLETED PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	Materials Presently Stored	TOTAL COMP & STORED TO DATE	% (F ÷ B)	BALANCE TO FINISH	RETAINAGE 5.00%
1405	Standing Seam - Labor	$2,500.00	$2,500.00	$0.00		$2,500.00	100%	$0.00	$125.00
1406	Standing Seam - Material	$750.00	$750.00	$0.00		$750.00	100%	$0.00	$37.50
1500	**Doors, Frames, & Hardware**								
1501	HM Doors & Frames - Material	$22,666.00	$22,666.00	$0.00		$22,666.00	100%	$0.00	$1,133.30
1502	Wood Doors - Material	$15,233.00	$15,233.00	$0.00		$15,233.00	100%	$0.00	$761.65
1503	Door Hardware - Material	$80,948.00	$80,948.00	$0.00		$80,948.00	100%	$0.00	$4,047.40
1504	Installation	$9,040.00	$9,040.00	$0.00		$9,040.00	100%	$0.00	$452.00
1600	Access Doors & Frames	$4,750.00	$4,750.00	$0.00		$4,750.00	100%	$0.00	$237.50
1700	**Aluminum-Framed Openings**								
1701	Aluminum Frames - Material	$45,200.00	$45,200.00	$0.00		$45,200.00	100%	$0.00	$2,260.00
1702	Aluminum Frames - Labor	$22,930.00	$22,930.00	$0.00		$22,930.00	100%	$0.00	$1,146.50
1703	Glass - Material	$25,570.00	$25,570.00	$0.00		$25,570.00	100%	$0.00	$1,278.50
1704	Glass - Labor	$13,760.00	$13,760.00	$0.00		$13,760.00	100%	$0.00	$688.00
1705	BR Frames & Glass - Material	$30,930.00	$30,930.00	$0.00		$30,930.00	100%	$0.00	$1,546.50
1706	BR Frames & Glass - Labor	$9,060.00	$9,060.00	$0.00		$9,060.00	100%	$0.00	$453.00
1800	**Gyp. Board Assemblies & Ceilings**								
1801	Cold-Formed Metal Framing	$52,000.00	$52,000.00	$0.00		$52,000.00	100%	$0.00	$2,600.00
1802	Gypsum Board Assemblies	$253,331.00	$253,331.00	$0.00		$253,331.00	100%	$0.00	$12,666.55
1803	Bulletproof Panels	$40,000.00	$40,000.00	$0.00		$40,000.00	100%	$0.00	$2,000.00
1804	Gypsum Sheathing	$7,000.00	$7,000.00	$0.00		$7,000.00	100%	$0.00	$350.00
1805	FRP	$2,500.00	$2,500.00	$0.00		$2,500.00	100%	$0.00	$125.00
1806	Acoustical Ceilings	$51,000.00	$51,000.00	$0.00		$51,000.00	100%	$0.00	$2,550.00
1807	Acoustical Wall Panels	$10,000.00	$9,000.00	$1,000.00		$10,000.00	100%	$0.00	$500.00
1900	**Ceramic Tiling**								
1901	Tiling - Material	$18,150.00	$18,150.00	$0.00		$18,150.00	100%	$0.00	$907.50
1902	Tiling - Labor	$13,245.00	$13,245.00	$0.00		$13,245.00	100%	$0.00	$662.25
2000	**Flooring & Accessories**								
2001	Carpeting	$26,885.00	$26,885.00	$0.00		$26,885.00	100%	$0.00	$1,344.25
2002	Vinyl Tile	$3,430.00	$3,430.00	$0.00		$3,430.00	100%	$0.00	$171.50
2003	Rubber Tile	$3,775.00	$3,775.00	$0.00		$3,775.00	100%	$0.00	$188.75
2004	Stair Nosings	$1,000.00	$1,000.00	$0.00		$1,000.00	100%	$0.00	$50.00
2005	Rubber Base	$4,490.00	$4,490.00	$0.00		$4,490.00	100%	$0.00	$224.50
2006	Transitions	$1,300.00	$1,300.00	$0.00		$1,300.00	100%	$0.00	$65.00
2007	Adhesives	$1,470.00	$1,470.00	$0.00		$1,470.00	100%	$0.00	$73.50
2100	Floor Preparation	$5,500.00	$5,500.00	$0.00		$5,500.00	100%	$0.00	$275.00

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2200	**Epoxy Resinous Flooring**								
2201	Epoxy Floor Coating	$12,975.00	$12,975.00	$0.00		$12,975.00	100%	$0.00	$648.75
2202	Epoxy Cove Base	$7,865.00	$7,865.00	$0.00		$7,865.00	100%	$0.00	$393.25
2300	Wall Coverings	$25,000.00	$22,445.00	$2,555.00		$25,000.00	100%	$0.00	$1,250.00
2400	**Painting**								
2401	Dryfall Exposed Structure - Labor	$500.00	$500.00	$0.00		$500.00	100%	$0.00	$25.00
2402	Dryfall Exposed Structure - Material	$200.00	$200.00	$0.00		$200.00	100%	$0.00	$10.00
2403	Tape, Float, & Texture - Labor	$24,000.00	$24,000.00	$0.00		$24,000.00	100%	$0.00	$1,200.00
2404	Tape, Float, & Texture - Material	$8,000.00	$8,000.00	$0.00		$8,000.00	100%	$0.00	$400.00
2405	Prime & Paint Gypsum - Labor	$24,000.00	$24,000.00	$0.00		$24,000.00	100%	$0.00	$1,200.00
2406	Prime & Paint Gypsum - Material	$9,000.00	$9,000.00	$0.00		$9,000.00	100%	$0.00	$450.00
2407	CMU Block Fill & Paint - Labor	$8,100.00	$8,100.00	$0.00		$8,100.00	100%	$0.00	$405.00
2408	CMU Block Fill & Paint - Material	$4,300.00	$4,300.00	$0.00		$4,300.00	100%	$0.00	$215.00
2409	Paint Interior Metals - Labor	$9,700.00	$9,700.00	$0.00		$9,700.00	100%	$0.00	$485.00
2410	Paint Interior Metals - Material	$2,400.00	$2,400.00	$0.00		$2,400.00	100%	$0.00	$120.00
2411	Paint Exterior Metals - Labor	$6,000.00	$6,000.00	$0.00		$6,000.00	100%	$0.00	$300.00
2412	Paint Exterior Metals - Material	$2,000.00	$2,000.00	$0.00		$2,000.00	100%	$0.00	$100.00
2413	Wood Doors Finishing - Labor	$10,500.00	$0.00	$10,500.00		$10,500.00	100%	$0.00	$525.00
2414	Wood Doors Finishing - Material	$2,700.00	$0.00	$2,700.00		$2,700.00	100%	$0.00	$135.00
2500	**Specialties**								
2501	Toilet Partitions - Material	$8,519.00	$8,519.00	$0.00		$8,519.00	100%	$0.00	$425.95
2502	Toilet Partitions - Labor	$3,129.00	$3,129.00	$0.00		$3,129.00	100%	$0.00	$156.45
2503	Wall & Door Protection - Materials	$2,111.00	$2,111.00	$0.00		$2,111.00	100%	$0.00	$105.55
2504	Wall & Door Protection - Labor	$1,373.00	$1,373.00	$0.00		$1,373.00	100%	$0.00	$68.65
2505	Toilet Accessories - Material	$13,950.00	$13,950.00	$0.00		$13,950.00	100%	$0.00	$697.50
2506	Toilet Accessories - Labor	$3,933.00	$3,933.00	$0.00		$3,933.00	100%	$0.00	$196.65
2507	Fire Protection Specialties - Material	$3,436.00	$3,436.00	$0.00		$3,436.00	100%	$0.00	$171.80
2508	Fire Protection Specialties - Labor	$1,254.00	$1,254.00	$0.00		$1,254.00	100%	$0.00	$62.70
2600	Building Signage	$19,625.00	$19,625.00	$0.00		$19,625.00	100%	$0.00	$981.25
2700	Metal Lockers	$26,604.00	$26,604.00	$0.00		$26,604.00	100%	$0.00	$1,330.20
2800	Equipment	$79,507.00	$79,507.00	$0.00		$79,507.00	100%	$0.00	$3,975.35
2900	Window Treatments	$7,125.00	$0.00	$7,125.00		$7,125.00	100%	$0.00	$356.25
3000	**Countertops**								
3001	Stainless Steel Countertops	$29,754.00	$29,754.00	$0.00		$29,754.00	100%	$0.00	$1,487.70
3002	Quartz Countertops	$13,496.00	$0.00	$13,496.00		$13,496.00	100%	$0.00	$674.80

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3100	**Elevator**								
3101	Deposit - 50%	$47,117.00	$47,117.00	$0.00		$47,117.00	100%	$0.00	$2,355.85
3102	Brackets & Rails	$5,369.00	$5,369.00	$0.00		$5,369.00	100%	$0.00	$268.45
3103	Machine	$6,693.00	$6,693.00	$0.00		$6,693.00	100%	$0.00	$334.65
3104	Car, CET, & Buffers	$3,346.00	$3,346.00	$0.00		$3,346.00	100%	$0.00	$167.30
3105	Motor Generator & Starter	$2,685.00	$2,685.00	$0.00		$2,685.00	100%	$0.00	$134.25
3106	Controller & Selector	$4,707.00	$4,707.00	$0.00		$4,707.00	100%	$0.00	$235.35
3107	Control Accessories	$2,023.00	$2,023.00	$0.00		$2,023.00	100%	$0.00	$101.15
3108	Door, Frame, & Sills	$2,685.00	$2,685.00	$0.00		$2,685.00	100%	$0.00	$134.25
3109	Cab & Cab Doors	$1,324.00	$1,324.00	$0.00		$1,324.00	100%	$0.00	$66.20
3110	Door Opener	$1,323.00	$1,323.00	$0.00		$1,323.00	100%	$0.00	$66.15
3111	Installation	$16,962.00	$16,962.00	$0.00		$16,962.00	100%	$0.00	$848.10
3200	**Fire Suppression System**								
3201	Engineering / Submittals	$7,238.00	$7,238.00	$0.00		$7,238.00	100%	$0.00	$361.90
3202	Sprinkler System - Material	$44,358.00	$44,358.00	$0.00		$44,358.00	100%	$0.00	$2,217.90
3203	Sprinkler System - Labor	$16,237.00	$16,237.00	$0.00		$16,237.00	100%	$0.00	$811.85
3300	**Plumbing**								
3301	Rough-In - Labor	$48,019.00	$48,019.00	$0.00		$48,019.00	100%	$0.00	$2,400.95
3302	Rough-In - Material	$32,358.00	$32,358.00	$0.00		$32,358.00	100%	$0.00	$1,617.90
3303	Condensate - Labor	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3304	Condensate - Material	$15,000.00	$15,000.00	$0.00		$15,000.00	100%	$0.00	$750.00
3305	Gas Piping - Material	$5,000.00	$5,000.00	$0.00		$5,000.00	100%	$0.00	$250.00
3306	Gas Piping - Labor	$6,703.00	$6,703.00	$0.00		$6,703.00	100%	$0.00	$335.15
3307	Insulation	$27,500.00	$27,500.00	$0.00		$27,500.00	100%	$0.00	$1,375.00
3308	Top Out - Labor	$36,433.00	$36,433.00	$0.00		$36,433.00	100%	$0.00	$1,821.65
3309	Top Out - Material	$54,144.00	$54,144.00	$0.00		$54,144.00	100%	$0.00	$2,707.20
3310	Set Out - Labor	$23,169.00	$23,169.00	$0.00		$23,169.00	100%	$0.00	$1,158.45
3311	Set Out - Material	$53,944.00	$53,944.00	$0.00		$53,944.00	100%	$0.00	$2,697.20
3400	**HVAC**								
3401	Mobilization	$5,210.00	$5,210.00	$0.00		$5,210.00	100%	$0.00	$260.50
3402	Administration	$14,581.00	$14,581.00	$0.00		$14,581.00	100%	$0.00	$729.05
3403	RTUs - Equipment	$100,437.00	$100,437.00	$0.00		$100,437.00	100%	$0.00	$5,021.85
3404	RTUs - Material	$306.00	$306.00	$0.00		$306.00	100%	$0.00	$15.30
3405	RTUs - Labor	$3,549.00	$3,549.00	$0.00		$3,549.00	100%	$0.00	$177.45
3406	MAUs - Equipment	$87,949.00	$87,949.00	$0.00		$87,949.00	100%	$0.00	$4,397.45

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3407	MAUs - Material	$44.00	$44.00	$0.00		$44.00	100%	$0.00	$2.20
3408	MAUs - Labor	$797.00	$797.00	$0.00		$797.00	100%	$0.00	$39.85
3409	Unit Heaters - Equipment	$522.00	$522.00	$0.00		$522.00	100%	$0.00	$26.10
3410	Unit Heaters - Material	$52.00	$52.00	$0.00		$52.00	100%	$0.00	$2.60
3411	Unit Heaters - Labor	$181.00	$181.00	$0.00		$181.00	100%	$0.00	$9.05
3412	Dehumidifier - Equipment	$515.00	$515.00	$0.00		$515.00	100%	$0.00	$25.75
3413	Dehumidifier - Labor	$145.00	$145.00	$0.00		$145.00	100%	$0.00	$7.25
3414	Air Devices - Equipment	$10,282.00	$10,282.00	$0.00		$10,282.00	100%	$0.00	$514.10
3415	Sheetmetal - Material	$48,353.00	$48,353.00	$0.00		$48,353.00	100%	$0.00	$2,417.65
3416	Ductwork Install - Material	$2,635.00	$2,635.00	$0.00		$2,635.00	100%	$0.00	$131.75
3417	Ductwork Install - Labor	$25,866.00	$25,866.00	$0.00		$25,866.00	100%	$0.00	$1,293.30
3418	Ductless Splits - Equipment	$15,388.00	$15,388.00	$0.00		$15,388.00	100%	$0.00	$769.40
3419	Ductless Splits - Material	$52.00	$52.00	$0.00		$52.00	100%	$0.00	$2.60
3420	Ductless Splits - Labor	$254.00	$254.00	$0.00		$254.00	100%	$0.00	$12.70
3421	Trim-Out - Material	$1,095.00	$1,095.00	$0.00		$1,095.00	100%	$0.00	$54.75
3422	Trim-Out - Labor	$6,739.00	$6,739.00	$0.00		$6,739.00	100%	$0.00	$336.95
3423	Piping - Material	$7,015.00	$7,015.00	$0.00		$7,015.00	100%	$0.00	$350.75
3424	Piping - Labor	$5,958.00	$5,958.00	$0.00		$5,958.00	100%	$0.00	$297.90
3425	Start-Up - Material	$1,995.00	$1,995.00	$0.00		$1,995.00	100%	$0.00	$99.75
3426	Start-Up - Labor	$3,364.00	$3,364.00	$0.00		$3,364.00	100%	$0.00	$168.20
3427	Testing & Balancing	$3,927.00	$3,927.00	$0.00		$3,927.00	100%	$0.00	$196.35
3428	HVAC Insulation	$10,301.00	$10,301.00	$0.00		$10,301.00	100%	$0.00	$515.05
3429	DDC Controls	$58,590.00	$58,590.00	$0.00		$58,590.00	100%	$0.00	$2,929.50
3500	**Electrical**								
3501	Mobilization	$23,700.00	$23,700.00	$0.00		$23,700.00	100%	$0.00	$1,185.00
3502	Light Fixtures - Equipment	$101,500.00	$101,500.00	$0.00		$101,500.00	100%	$0.00	$5,075.00
3503	Light Fixtures - Labor	$28,500.00	$28,500.00	$0.00		$28,500.00	100%	$0.00	$1,425.00
3504	Light Fixtures - Material	$14,500.00	$14,500.00	$0.00		$14,500.00	100%	$0.00	$725.00
3505	Gear	$103,500.00	$103,500.00	$0.00		$103,500.00	100%	$0.00	$5,175.00
3506	Dist. Equipment - Labor	$15,000.00	$15,000.00	$0.00		$15,000.00	100%	$0.00	$750.00
3507	Dist. Equipment - Material	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3508	Devices - Equipment	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3509	Devices - Labor	$40,000.00	$40,000.00	$0.00		$40,000.00	100%	$0.00	$2,000.00
3510	Devices - Material	$32,000.00	$32,000.00	$0.00		$32,000.00	100%	$0.00	$1,600.00
3511	Transfer Switch	$13,500.00	$13,500.00	$0.00		$13,500.00	100%	$0.00	$675.00

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3512	Generator - Equipment	$159,000.00	$159,000.00	$0.00		$159,000.00	100%	$0.00	$7,950.00
3513	Generator - Material	$5,000.00	$5,000.00	$0.00		$5,000.00	100%	$0.00	$250.00
3514	Generator - Labor	$4,000.00	$4,000.00	$0.00		$4,000.00	100%	$0.00	$200.00
3515	Branch Circuits - Labor	$22,000.00	$22,000.00	$0.00		$22,000.00	100%	$0.00	$1,100.00
3516	Branch Circuits - Material	$22,000.00	$22,000.00	$0.00		$22,000.00	100%	$0.00	$1,100.00
3517	HVAC Connections - Labor	$7,000.00	$7,000.00	$0.00		$7,000.00	100%	$0.00	$350.00
3518	HVAC Connections - Material	$2,500.00	$2,500.00	$0.00		$2,500.00	100%	$0.00	$125.00
3519	Feeders - Labor	$6,500.00	$6,500.00	$0.00		$6,500.00	100%	$0.00	$325.00
3520	Feeders - Material	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$500.00
3521	Site - Labor	$20,000.00	$20,000.00	$0.00		$20,000.00	100%	$0.00	$1,000.00
3522	Site - Material	$35,000.00	$35,000.00	$0.00		$35,000.00	100%	$0.00	$1,750.00
3523	Site Lighting - Labor	$6,000.00	$6,000.00	$0.00		$6,000.00	100%	$0.00	$300.00
3524	Site Lighting - Material	$2,500.00	$2,500.00	$0.00		$2,500.00	100%	$0.00	$125.00
3600	**Fire Alarm System**								
3601	Submittals / Engineering	$4,426.00	$4,426.00	$0.00		$4,426.00	100%	$0.00	$221.30
3602	Fire Alarm - Labor	$10,212.00	$8,170.00	$2,042.00		$10,212.00	100%	$0.00	$510.60
3603	Fire Alarm - Material	$32,081.00	$32,081.00	$0.00		$32,081.00	100%	$0.00	$1,604.05
3700	General Requirements	$132,238.00	$116,037.00	$16,201.00		$132,238.00	100%	$0.00	$6,611.90
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
	SCHEDULED ALLOWANCES	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3800	No. 1 - Contractor's Contingency	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3801	CP #01 - Soap Dispenser Change	($812.00)	($812.00)	$0.00		($812.00)	100%	$0.00	($40.60)
3802	CP #02 - Remove AWI Certification	($10,673.00)	($10,673.00)	$0.00		($10,673.00)	100%	$0.00	($533.65)
3803	CP #03 - Alum. Frames to Dark Bronze	$2,730.00	$2,730.00	$0.00		$2,730.00	100%	$0.00	$136.50
3804	CP #04 - Transformer KVa Credit	($17,855.00)	($17,855.00)	$0.00		($17,855.00)	100%	$0.00	($892.75)
3805	CP #05 - Ballistic Door Assemblies	$9,975.00	$0.00	$9,975.00		$9,975.00	100%	$0.00	$498.75
3806	CP #07 - PR #01	$600.00	$600.00	$0.00		$600.00	100%	$0.00	$30.00
3807	CP #08 - RFI #18	$9,475.00	$9,475.00	$0.00		$9,475.00	100%	$0.00	$473.75
3808	CP #09 - Signage Credit	($6,870.00)	($6,870.00)	$0.00		($6,870.00)	100%	$0.00	($343.50)
3809	CP #10 - Bid Alternate #4	$22,000.00	$22,000.00	$0.00		$22,000.00	100%	$0.00	$1,100.00
3810	CP #11 - Door 132A ADA Change	$3,165.00	$3,165.00	$0.00		$3,165.00	100%	$0.00	$158.25
3811	CP #12 - RFI #27	$1,597.00	$1,597.00	$0.00		$1,597.00	100%	$0.00	$79.85
3812	CP #14 - PR #04	$2,340.00	$2,340.00	$0.00		$2,340.00	100%	$0.00	$117.00
3813	CP #15 - PR #03	$150,000.00	$150,000.00	$0.00		$150,000.00	100%	$0.00	$7,500.00
3814	CP #16 - Unallocated Funds to Cont.	($150,000.00)	($150,000.00)	$0.00		($150,000.00)	100%	$0.00	($7,500.00)

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: Eighteen (18)
APPLICATION DATE: 12/31/24
PERIOD FROM: 12/01/24
PERIOD TO: 12/31/24

	A	B	C	D	E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUES Totals	WORK COMPLETED PREVIOUS APPLICATION	WORK COMPLETED THIS PERIOD	Materials Presently Stored	TOTAL COMP & STORED TO DATE	% (F ÷ B)	BALANCE TO FINISH	RETAINAGE 5.00%
3815	CP #17 - ASI #12	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3816	CP #18 - ASI #17	$7,191.00	$7,191.00	$0.00		$7,191.00	100%	$0.00	$359.55
3817	CP #19 - Walls to Deck Transfer Ducts	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3818	CP #20 - PR #003	$11,440.00	$11,440.00	$0.00		$11,440.00	100%	$0.00	$572.00
3819	CP #21 - Replace WM & Lid	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3820	CP #22 - PR #06 & RM 115 Flooring	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3821	CP #23 - PR #11	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3822	CP #24 - PR #09	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3823	CP #25 - PR #08 & PR #10	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3824	CP #26 - PR #03 (Planter Drainage)	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3825	CP #27 - PR #13	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3826	CP #28 - Avenue C	$15,697.00	$15,697.00	$0.00		$15,697.00	100%	$0.00	$784.85
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
3900	*Quoted General Conditions	$315,697.00	$309,406.00	$6,291.00		$315,697.00	100%	$0.00	$15,784.85
4000	*Construction Fee	$155,178.00	$152,083.00	$3,095.00		$155,178.00	100%	$0.00	$7,758.90
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
	CHANGE ORDERS	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4100	**Change Order #01**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4101	Communications	$62,220.00	$59,049.00	$3,171.00		$62,220.00	100%	$0.00	$3,111.00
4102	Audio/Visual Systems - Pre-Wire Only	$8,460.00	$7,614.00	$846.00		$8,460.00	100%	$0.00	$423.00
4103	Electronic Safety & Security	$163,277.00	$114,295.00	$45,717.00		$160,012.00	98%	$3,265.00	$8,000.60
4104	Detention Monitoring & Control System	$20,000.00	$0.00	$0.00		$0.00		$20,000.00	$0.00
4105	Rough-In for Special Systems	$12,500.00	$6,250.00	$6,250.00		$12,500.00	100%	$0.00	$625.00
4106	General Requirements	$13,323.00	$4,020.00	$9,303.00		$13,323.00	100%	$0.00	$666.15
4107	*Quoted General Conditions	$27,978.00	$19,123.00	$8,855.00		$27,978.00	100%	$0.00	$1,398.90
4108	*Construction Fee	$11,191.00	$7,649.00	$314.00		$7,963.00	71%	$3,228.00	$398.15
4200	**Change Order #02**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4201	Earthwork	$28,162.00	$28,162.00	$0.00		$28,162.00	100%	$0.00	$1,408.10
4202	Pavement Markings	$4,281.00	$4,281.00	$0.00		$4,281.00	100%	$0.00	$214.05
4203	Landscaping	$6,279.00	$0.00	$6,279.00		$6,279.00	100%	$0.00	$313.95
4204	Sleeves	$558.00	$558.00	$0.00		$558.00	100%	$0.00	$27.90
4205	Site Utilities	$5,802.00	$5,802.00	$0.00		$5,802.00	100%	$0.00	$290.10
4206	Dispose Utility Spoils	$930.00	$930.00	$0.00		$930.00	100%	$0.00	$46.50
4207	Concrete	$64,615.00	$64,615.00	$0.00		$64,615.00	100%	$0.00	$3,230.75
4208	Monument Sign Relocation	$2,007.00	$2,007.00	$0.00		$2,007.00	100%	$0.00	$100.35

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CONTINUATION SHEET

AIA DOCUMENT G703

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PERIOD FROM: 12/01/24
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4209	Flagpole	$1,791.00	$1,791.00	$0.00		$1,791.00	100%	$0.00	$89.55
4210	*Quoted General Conditions	$11,442.00	$10,824.00	$618.00		$11,442.00	100%	$0.00	$572.10
4211	*Construction Fee	$4,576.00	$4,333.00	$243.00		$4,576.00	100%	$0.00	$228.80
4300	**Change Order #03**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4301	Earthwork / Asphalt Paving	$36,377.00	$36,377.00	$0.00		$36,377.00	100%	$0.00	$1,818.85
4302	Concrete	$3,475.00	$3,475.00	$0.00		$3,475.00	100%	$0.00	$173.75
4303	*Quoted General Conditions	$5,555.00	$5,555.00	$0.00		$5,555.00	100%	$0.00	$277.75
4304	*Construction Fee	$2,222.00	$2,222.00	$0.00		$2,222.00	100%	$0.00	$111.10
4400	**Change Order #04**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
4401	HVAC	$38,055.00	$0.00	$0.00		$0.00		$38,055.00	$0.00
4402	Electrical	$3,405.00	$0.00	$0.00		$0.00		$3,405.00	$0.00
4403	*Quoted General Conditions	$4,146.00	$0.00	$0.00		$0.00		$4,146.00	$0.00
4404	*Construction Fee	$1,659.00	$0.00	$0.00		$0.00		$1,659.00	$0.00
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
	GRAND TOTALS	$4,894,046.00	$4,625,393.00	$194,895.00	$0.00	$4,820,288.00	98%	$73,758.00	$241,014.40

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Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Development Services

PROPOSED ACTION: Approval of the Resolution.

BACKGROUND:
This is payment for the work performed on the Elgin Police Department Station.

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

RECOMMENDATION:
Approval of the Resolution.

ATTACHMENTS:
1. EPD Station Resolution-BWC - #12
2. CoElgin - Police Station - BP1 - Pay Application #12 - FINAL_FGMA Signed
3. CoElgin & BWC - BP1 - G701-2017 - CO #02_Signed FGMA
4. Elgin - Police (BP1) - AIA G706-1994 - Affidavit of Payment of Debts & Claims
5. Elgin - Police (BP1) - AIA G706A-1994 - Affidavit of Release of Liens
6. Elgin - Police (BP1) - AIA G707 - Consent of Surety

{} 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. 2025-01-21-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE PAYMENT APPLICATION WITH BAIRD/WILLIAMS CONSTRUCTION, LTD RELATED TO THE ELGIN POLICE DEPARTMENT STATION PROJECT; AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin is currently underway with the Elgin Police Department Station project; and,

WHEREAS, these changes have been reviewed by the City Engineer and staff and are now recommending them for approval; and,

WHEREAS, Baird/Williams Constructions, Ltd 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 Interim City Manager or Mayor is hereby authorized to execute a dollar amount of $59,081.83 for Bid Package 1, Payment Application #12, for professional services fees associated with the City of Elgin Police Department Station Project**.**

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 21st day of January 2025.

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

FGMARCHITECTS

January 15, 2025

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

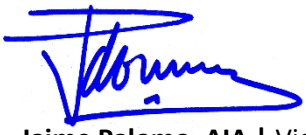
Subject: **Payment Application #12 – Bid Package #1**
City of Elgin - New Police Station

Dear City Manager,

Our office has reviewed the above-referenced payment application, submitted by Baird/Williams Construction. To the best of our knowledge, the Work has progressed as indicated and we recommend payment for the invoiced amount of $59,081.83

Please feel free to contact me if you need any further information.

Sincerely,



Jaime Palomo, AIA | Vice President, Managing Director
jaimepalomo@fgmarchitects.com

cc: Bob Galloway, AIA – FGM Architects
Beau Perry, PE – City of Elgin
Derek Marshall – Baird/Williams Construction

Enclosure(s): Payment Application #12 – Bid Package #1

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: The City of Elgin, Texas
310 North Main Street
Elgin, Texas 78621

PROJECT: New Police Station - BP1
(Bid Package 1)

APPLICATION NO: Twelve (12) - FINAL
APPLICATION DATE: December 31, 2024
PERIOD FROM: June 1, 2024
PERIOD TO: December 31, 2024
PROJECT NO: 599

Distribution to:
[X] OWNER
[X] ARCHITECT
[X] CONTRACTOR
[ ]
[ ]

FROM CONTRACTOR: Baird/Williams Construction, Ltd
P.O. Box 917
Temple, Texas 76503

ARCHITECT: FGM Architects, Inc.
3711 South Mopac, BLDG 2, Suite 150
Austin, Texas 78746

CONTRACT FOR: General Construction

CONTRACT DATE: February 21, 2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM			$ $1,601,275.00
2. Net change by Change Orders			$ -$387,440.62
3. CONTRACT SUM TO DATE (Line 1 ± 2)			$ $1,213,834.38
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)			$ $1,213,834.38
5. RETAINAGE:			
a. 5% of Completed Work (Column D + E on G703)	$ 0.00		
b. 5% of Stored Material (Column F on G703)	$ 0.00		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)			$ $0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)			$ $1,213,834.38
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)			$ $1,154,752.55
8. CURRENT PAYMENT DUE			$ $59,081.83
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)			$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$327,837.00
Total approved this Month	$0.00	$59,603.62
TOTALS	$0.00	$387,440.62
NET CHANGES by Change Order	($387,440.62)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BAIRD/WILLIAMS CONSTRUCTION, LTD

By: _____ Date: December 31, 2024

State of Texas County of Bell
Subscribed and sworn to before me this 31st day of December, 2024.

Notary Public: Becky Parks

BECKY PARKS
Commission # 4259607
My Commission Expires
July 18, 2028

Architect's & Owner Representative's CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect and/or Owner Representative certifies to the Owner that to the best of the Architect's and/or Owner Representative's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT ~~CERTIFIED~~ REVIEWED $ $59,081.83

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: FGM ARCHITECTS, INC.

By:/Date: _____ 01/15/2025

OWNER: THE CITY OF ELGIN, TEXAS

By:/Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from Licensee.

CONTINUATION SHEET

AIA DOCUMENT G703

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100	**Earthwork**								
101	Mobilization	$15,000.00	$15,000.00	$0.00		$15,000.00	100%	$0.00	$0.00
102	Site Demolition / Stripping	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$0.00
103	Mass Excavation	$38,000.00	$38,000.00	$0.00		$38,000.00	100%	$0.00	$0.00
104	Building Pad	$30,000.00	$30,000.00	$0.00		$30,000.00	100%	$0.00	$0.00
200	Site Specialties	$5,550.00	$0.00	$5,550.00		$5,550.00	100%	$0.00	$0.00
300	**Site Utilities**								
301	Sewer - Labor	$13,996.00	$13,996.00	$0.00		$13,996.00	100%	$0.00	$0.00
302	Sewer - Equipment	$8,806.00	$8,806.00	$0.00		$8,806.00	100%	$0.00	$0.00
303	Sewer - Material	$10,545.00	$10,545.00	$0.00		$10,545.00	100%	$0.00	$0.00
304	Water - Labor	$21,649.00	$21,649.00	$0.00		$21,649.00	100%	$0.00	$0.00
305	Water - Equipment	$5,918.00	$5,918.00	$0.00		$5,918.00	100%	$0.00	$0.00
306	Water - Material	$19,069.00	$19,069.00	$0.00		$19,069.00	100%	$0.00	$0.00
400	**Concrete**								
401	Foundation	$203,000.00	$203,000.00	$0.00		$203,000.00	100%	$0.00	$0.00
402	Slab-on-Metal Deck	$10,000.00	$10,000.00	$0.00		$10,000.00	100%	$0.00	$0.00
403	Concrete Paving	$50,000.00	$26,000.00	$24,000.00		$50,000.00	100%	$0.00	$0.00
404	Sidewalks	$13,000.00	$0.00	$13,000.00		$13,000.00	100%	$0.00	$0.00
405	Bollards - Installation	$3,000.00	$0.00	$3,000.00		$3,000.00	100%	$0.00	$0.00
406	Transformer Pad	$3,000.00	$3,000.00	$0.00		$3,000.00	100%	$0.00	$0.00
407	Dumpster Pad	$3,000.00	$0.00	$3,000.00		$3,000.00	100%	$0.00	$0.00
408	Site Rebar	$11,000.00	$11,000.00	$0.00		$11,000.00	100%	$0.00	$0.00
500	**Masonry**								
501	Structural Masonry - Material	$75,190.00	$75,190.00	$0.00		$75,190.00	100%	$0.00	$0.00
502	Structural Masonry - Labor	$98,395.00	$98,395.00	$0.00		$98,395.00	100%	$0.00	$0.00
503	Structural Masonry - Equipment	$19,249.00	$19,249.00	$0.00		$19,249.00	100%	$0.00	$0.00
600	**Structural Steel - Fabrication**								
601	Structural Steel - Building	$226,750.00	$226,750.00	$0.00		$226,750.00	100%	$0.00	$0.00
602	Structural Steel - Sally Port	$17,000.00	$17,000.00	$0.00		$17,000.00	100%	$0.00	$0.00
603	Structural Steel - Canopies	$43,500.00	$43,500.00	$0.00		$43,500.00	100%	$0.00	$0.00
700	Structural Steel - Erection	$116,900.00	$116,900.00	$0.00		$116,900.00	100%	$0.00	$0.00
800	Metal Fabrications	$5,000.00	$5,000.00	$0.00		$5,000.00	100%	$0.00	$0.00
900	SWPPP	$2,000.00	$2,000.00	$0.00		$2,000.00	100%	$0.00	$0.00
1000	General Requirements	$38,499.00	$36,575.00	$1,924.00		$38,499.00	100%	$0.00	$0.00
1100	*Quoted General Conditions	$111,730.00	$106,524.00	$5,206.00		$111,730.00	100%	$0.00	$0.00

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1200	*Construction Fee	$44,692.00	$42,463.00	$2,229.00		$44,692.00	100%	$0.00	$0.00
	CHANGE ORDERS								
1300	Change Order #01	Included Above	$0.00	$0.00		$0.00		$0.00	$0.00
1400	**Change Order #02**	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
1401	Credit Un-Used GMP Funds	($52,249.00)	$0.00	($52,249.00)		($52,249.00)	100%	$0.00	$0.00
1402	Credit Adjustment on General Conditions	($5,253.30)	$0.00	($5,253.30)		($5,253.30)	100%	$0.00	$0.00
1403	Credit Adjustment on Construction Fee	($2,101.32)	$0.00	($2,101.32)		($2,101.32)	100%	$0.00	$0.00
		$0.00	$0.00	$0.00		$0.00		$0.00	$0.00
	GRAND TOTALS	$1,213,834.38	$1,215,529.00	($1,694.62)	$0.00	$1,213,834.38	100%	$0.00	$0.00

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AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
New Police Station - BP1
204 Depot Street
Elgin, Texas 78624

CONTRACT INFORMATION:
Contract For: General Construction
Date: February 21, 2023

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: December 31, 2024

OWNER: *(Name and address)*
The City of Elgin, Texas
310 North Main Street
Elgin, Texas 78621

ARCHITECT: *(Name and address)*
FGM Architects, Inc.
3711 South Mopac Expressway, Building 2, Suite 150
Austin, Texas 78746

CONTRACTOR: *(Name and address)*
Baird/Williams Construction, Ltd.
P.O. Box 917
Temple, Texas 76503

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
This Chage Order includes the crediting of un-used Guaranteed Maximum Price (GMP) funds, the calculation of the final Construction Manager's Fee based on 4.00% the Actual Cost of the Work, and the calculation of the final compensation for General Conditions based on 10.00% the Actual Cost of the Work.

Summary
- Credit Un-Used GMP Funds: ($52,249.00)
- Credit Reduction of Construction Fee: ($2,101.32)
- Credit Reduction of General Conditions Compensation: ($5,253.30)
- **TOTAL CREDITED SUM = ($59,603.62)**

Construction Fee & General Conditions Compensation Calculations
- Total Sum, Actual Cost of the Work: $1,064,767.00

- Total Construction Fee: $1,064,767.00 x 0.04 = $42,590.68
  - Originally Scheduled Construction Fee: $44,692.00
  - Final Construction Fee Total: ($42,590.68)
  - Overall Construction Fee Credit: ($2,101.32)

- Total General Conditions Compensation: $1,064,767.00 x 0.10 = $106,476.70
  - Originally Scheduled General Conditions Compensation: $111,730.00
  - Final General Conditions Compensation: ($106,476.70)
  - Overall General Conditions Compensation Credit: ($5,253.30)

Final Contract Sum Calculation
- Actual Cost of the Work: $1,064,767.00
- Construction Fee: $42,590.68
- General Conditions Compensation: $106,476.70
- **TOTAL CONTRACT SUM = $1,213,834.38**

The original Guaranteed Maximum Price was	$	1,601,275.00
The net change by previously authorized Change Orders	$	-327,837.00
The Guaranteed Maximum Price prior to this Change Order was	$	1,273,438.00
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of	$	59,603.62
The new Guaranteed Maximum Price including this Change Order will be	$	1,213,834.38

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be unchanged.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract

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User Notes:
(3B9ADA52)

Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FGM Architects, Inc.	Baird/Williams Construction, Ltd.	The City of Elgin, Texas
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Jaime Palomo, Principal	Derek Marshall, Vice President	Beau Perry, City Manager
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
01/15/2025	1.7.2025	
DATE	**DATE**	**DATE**

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User Notes:
(3B9ADA52)

AIA® Document G706® – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)* New Police Station - Bid Package 1 (BP1) 204 Depot Street Elgin, Texas 78621	**ARCHITECT'S PROJECT NUMBER:** FGMA #22-3415.01 **CONTRACT FOR:** General Construction	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ SURETY: ☒ OTHER: ☐
TO OWNER: *(Name and address)* The City of Elgin, Texas 310 North Main Street Elgin, Texas 78621	**CONTRACT DATED:** February 21, 2023	

STATE OF: **TEXAS**
COUNTY OF: **BELL**

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment ☒ Yes ☐ No

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: *(Name and address)*
Baird/Williams Construction, Ltd.
P.O. Box 917
Temple, Texas 76503

BY: _____
(Signature of authorized representative)

Derek Marshall, Vice President
(Printed name and title)

Subscribed and sworn to before me on this date:

Becky Parks

Notary Public: Becky Parks
My Commission Expires: July 18, 2028

BECKY PARKS
Commission # 4259607
My Commission Expires
July 18,, 2028

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User Notes:

AIA® Document G706®A – 1994

Contractor's Affidavit of Release of Liens

PROJECT: *(Name and address)* New Police Station - Bid Package 1 (BP1) 204 Depot Street Elgin, Texas 78624 **TO OWNER:** *(Name and address)* The City of Elgin, Texas 310 North Main Street Elgin, Texas 78621	**ARCHITECT'S PROJECT NUMBER:** FGMA #22-3415.01 **CONTRACT FOR:** General Construction **CONTRACT DATED:** February 21, 2023	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ SURETY: ☒ OTHER: ☐

STATE OF: TEXAS
COUNTY OF: BELL

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.

2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*
Baird/Williams Construction, Ltd.
P.O. Box 917
Temple, Texas 76503

BY: _____
(Signature of authorized representative)
Derek Marshall, Vice President
(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public: Becky Parks
My Commission Expires: July 18, 2028

BECKY PARKS
Commission # 4259607
My Commission Expires
July 18,, 2028

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User Notes:

Bond # 9357894

AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

PROJECT: *(Name and address)* New Police Station - Bid Package 1 (BP1) 204 Depot Street Elgin, Texas 78621	**ARCHITECT'S PROJECT NUMBER:** FGMA #22-3415.01 **CONTRACT FOR:** General Construction **CONTRACT DATED:** February 21, 2023	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ SURETY: ☒ OTHER: ☐
TO OWNER: *(Name and address)* The City of Elgin, Texas 310 North Main Street Elgin, Texas 78621		

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Colonial American Casualty and Surety Company
Fidelity and Deposit Company of Maryland
1200 Zurich Way, 5th Floor
Schaumberg, IL 60196-1056

, SURETY,

on bond of
(Insert name and address of Contractor)

Baird/Williams Construction, Ltd.
P.O. Box 917
Temple, Texas 76503

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

The City of Elgin, Texas
310 North Main Street
Elgin, Texas 78621

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: October 1, 2024
(Insert in writing the month followed by the numeric date and year.)

Colonial American Casualty and Surety Company
Fidelity and Deposit Company of Maryland
(Surety)

(Signature of authorized representative)

Attest: Connie Williamson.
(Seal):

Emily Mikeska, Attorney-in-Fact
(Printed name and title)

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User Notes: (3B9ADA5D)

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint John R. WARD, Monica Ruby VEAZEY, John William NEWBY, Thomas Douglas MOORE, Sandra Lee RONEY, Debra Lee MOON, Andrea Rose CRAWFORD, Troy Russell KEY, Emily Allison MIKESKA, Allyson W. DEAN, Colin E. CONLY, Andrew Gareth ADDISON, Patrick Thomas COYLE, Michael Donald HENDERICKSON, Bryan Kelly MOORE, Elizabeth ORTIZ, Ana OWENS, Betty J. REEH **all of Addison, Texas,** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings,** and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 13th day of February, A.D. 2023.

SEAL SEAL SEAL

ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: Robert D. Murray
Vice President

By: Dawn E. Brown
Secretary

State of Maryland
County of Baltimore

On this 13th day of February, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Iva Bethea
Notary Public

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

My Commission Expires September 30, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 1st day of October, 2024.

MJ Pethick

By: Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE CHANGE ORDER FOR THE ROY RIVERS PROJECT PHASE IV ADDITIONAL ENGINEERING SERVICES, AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: Public Works

PROPOSED ACTION: Approval of the resolution

BACKGROUND:
TRC was hired to design, bid and manage during construction Roy Rivers Phase IV Utilities project. The City of Elgin has added additional work in other areas of the City to the contractor's contract and asked that TRC oversee this paperwork. The proposed change order increase their contract to account for this.

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

RECOMMENDATION:
Approval of the resolution

ATTACHMENTS:
1. Roy Rivers - RESOLUTION NO 2025-01-21-XX
2. Additional Engineering Services Proposal - Roy Rivers Phase IV Utilities

{} 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. 2025-01-21-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE CHANGE ORDER FOR THE ROY RIVERS PROJECT PHASE IV ADDITIONAL ENGINEERING SERVICES, AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin is currently underway with the Roy Rivers Phase IV utility project

WHEREAS, Certain value-added changes were made to the project including water lines on Ave B and additional time revieing RFIs;

WHEREAS, these changes have been reviewed by the City Engineer and staff and are now recommending them for approval.

WHEREAS, The Mayor is authorized to make such changes as described in the original agreement with TRC Engineers;

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 or Mayor is hereby authorized to execute Change Order 17 in the amount of the proposal attached and identified as Exhibit A. "Roy Rivers Phase IV Utilities".
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 21st day of January 2025.

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

505 East Huntland Drive
Suite 250
Austin, Texas 78752

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

January 7, 2025

Mr. Beau Perry, Interim City Manager
City of Elgin
310 North Main
Elgin, Texas 78621

RE: City of Elgin
Roy Rivers Phase IV Utilities
Additional Engineering Services Proposal

Dear Mr. Perry:

TRC Engineers, Inc. (TRC) has prepared this change order for professional engineering services for the contract management services on the above-referenced project, described as follows:

SCOPE OF WORK

TRC will perform the following Scope of Work:

1. TRC will provide project management services for the construction project based providing additional services related to the additional work supplemented to the project through three (3) construction change orders.

2. Continued support on submittals, RFI's, change orders, and integration of other project related work offsite.

COMPENSATION FOR SERVICES

TRC Engineers, Inc. will provide the professional engineering services as outlined in the Scope of Work and within the Master Services Agreement executed between the City and TRC. The costs to provide these additional engineering services is **$3,235.00** (lump sum).

TRC's lump sum fee above is based on a continuous flow of work. Any delays or restrictions, caused by customer or customer's sub consultants, which result in idle-time or inefficiencies, could be cause for additional compensation.

Changes in scope, including additional scenarios or modification to the scenarios identified above will be evaluated for additional services and/or material cost through a formal change order process, which results in approval of the additional cost prior to excluding the additional work.

The services will be provided in Bastrop County.

Fees for service quoted in this Letter of Agreement are valid for a period of time not to exceed 60 days from the date of this letter.

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

Sincerely,

William Wachel, P.E.
Reginal Vice President

01/07/2025
Date

Beau Perry, Interim City Manager
City of Elgin

Date

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY ESTIMATE NO.2 FOR THE ROY RIVERS PROJECTS PHASE IV FOR ATLAS CONSTRUCTION CORP.; AND MAKING CERTAIN FINDING RELATED THERETO.

DEPARTMENT: Public Works

PROPOSED ACTION: Approval of the resolution.

BACKGROUND:
TRC was hired to design, bid and manage construction of the Roy Rivers Phase IV Utilities project. The City of Elgin has added additional work in other areas of the City to the contractor's scop of work as well The City has added scope to TRC's contract. The City has continued to ask TRC to manage parts of this contract on behalf of the City.

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. Pay Estimate No.2 Roy Rivers - Resolution
2. Pay App No. 2 - Roy Rivers Phase IV Utilities

{} 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. 2025-01-21-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY ESTIMATE NO.2 FOR THE ROY RIVERS PROJECTS PHASE IV FOR ATLAS CONSTRUCTION CORP.; AND MAKING CERTAIN FINDING RELATED THERETO.

WHEREAS, the City of Elgin is currently underway with the Roy Rivers Phase IV utility project and;

WHEREAS, this pay application is standard and routine to the project moving forward and;

WHEREAS, Staff is now presenting this pay application as a means of transparency and status of the project, and recommend the item for payment.

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 Interim City Manager or Mayor is hereby authorized to execute Pay application 2 for the Roy Rivers Utilities Phae IV project in the amount of the proposal attached and identified as Exhibit A. “Roy Rivers Phase IV Utilities”.

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 21st day of January 2025.

_____
THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

_____
PEYTON STANDIFER, City Secretary

505 East Huntland Drive
Suite 250
Austin, Texas 78752

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

January 13, 2025

Mr. Michael Gonzalez, Public Works Director
City of Elgin
1135 Swenson Boulevard
Elgin, Texas 78621

RE: Roy Rivers Phase IV Utilities
Pay Request No. 2

Dear Mr. Gonzalez:

Enclosed for consideration by the City of Elgin is the Pay Estimate No. 2 for Atlas Construction Corp. Please see the following table for a summary of the contract and payment amounts.

Current Contract Amount	Amount this Estimate	Previous Payments	Total Amount Remaining (including Retainage)
$480,850.13	$172,899.54	$82,817.70	$225,132.89

It is recommended that payment be made in the amount of **$172,899.54** at the City's earliest convenience. Please sign and forward a digital copy to Atlas Construction Corp. at erika@atlasconstructiontx.com, and TRC at wwachel@trccompanies.com. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,

William Wachel, P.E.
Central Regional Vice President

cc: Ms. Karol Jarmon, City of Elgin

Enclosure

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 2

To (Owner): CITY OF ELGIN	Application Period: 12/1/24 - 12/20/2024	Application Date: 12/20/24
Project: ROY RIVERS PHASE IV UTILITIES	From (Contractor): Atlas Construction	Via (Engineer): TRC ENGINEERS
Owner's Contract No.:	Contract:	
	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO1	$87,742.54	
TOTALS	$87,742.54	
NET CHANGE BY CHANGE ORDERS	**$87,742.54**	

1. **ORIGINAL CONTRACT PRICE**	$	**$393,107.59**
2. **Net change by Change Orders**	$	**$87,742.54**
3. **Current Contract Price (Line 1 ± 2)**	$	**$480,850.13**
4. **TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	$	**$269,176.05**
5. **RETAINAGE:**		
a. 5% X $269,176.05 **Work Completed**	$	**$13,458.80**
b. 5% X _____ **Stored Material**	$	
c. **Total Retainage (Line 5.a + Line 5.b)**	$	**$13,458.80**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$255,717.25**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$82,817.70**
8. **AMOUNT DUE THIS APPLICATION**	$	**$172,899.54**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$225,132.89**

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Emily Dunn Date: 1/13/25

Payment of: $ 172,899.54
(Line 8 or other - attach explanation of the other amount)

is recommended by: William A Stachel 01/13/2025
(Engineer) (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Approved by: _____ _____
(Inspector) (Date)

EJCDC® C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	ROY RIVERS PHASE IV UTILITIES	Application Number:	2
Application Period:	12/1/24 - 12/20/2024	Application Date:	12/20/24

A					B	C	D	E	F		G
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item ($)						
1.00	FOR FURNISHING THE MOBILIZATION TO THE SITE AT PROJECT COMMENCEMENT AND DEMOBILIZATION FROM THE SITE AT PROJECT END	1	LS	$30,527.64	$30,527.64	0.9	$27,474.88		$27,474.88	90.0%	$3,052.76
2.00	FOR FURNISHING ALL LABOR MATERIAL, EQUIPEMENT AND INSTALLING 6" DR 18 C900 PVC WATER LINE	15	LF	$96.44	$1,446.60						$1,446.60
3.00	FOR FURNISHING ALL LABOR MATERIAL, EQUIPEMENT AND INSTALLING 12" DR 18 C900 PVC WATER LINE	1662	LF	$95.02	$157,923.24	500	$47,510.00		$47,510.00	30.1%	$110,413.24
4.00	FOR FURNISHING ALL LABOR MATERIALS EQUIPMENT AND FOR INSTALLING 24" OD 1/4" SMOOTH STEEL CASING (BY OPEN CUT, INCLUDING 12" DR 18 C900 PVC PIPE)	75	LF	$282.71	$21,203.25						$21,203.25
5.00	FOR FURNISHING AND INSTALLING 6" MJ AWWA C515 RESILIENT SEAT GATE VALVES TO INCLUDE MEG-A-LUG GLANDS AND CONCRETE COLLAR	3	EA	$2,180.15	$6,540.45						$6,540.45
6.00	FOR FURNISHING AND INSTALLING 12" MJ AWWA C515 RESILIENT SEAT GATE VALVES TO INCLUDE MEG-A-LUG GLANDS AND CONCRETE COLLAR	4	EA	$4,839.60	$19,358.40						$19,358.40
7.00	FOR FURNISHING AND INSTALLING MATERIALS, LABOR AND EQUIPMENT FOR INSTALLING NEW FIRE HYDRANT ASSEMBLIES	3	EA	$5,791.25	$17,373.75						$17,373.75
8.00	FOR CONNECTION OF PROPOSED WATER LINE TO EXISTING 12" PVC WATER MAIN	1	EA	$1,784.49	$1,784.49	1	$1,784.49		$1,784.49	100.0%	
9.00	FOR FURNISHING ALL LABOR, MATERIAL AND EQUIPMENT FOR INSTALLATION OF INDUCTIVE TRACER WIRE FOR THE PROPOSED WATER MAIN AND CROSSING	1752	LF	$1.99	$3,486.48	500	$995.00		$995.00	28.5%	$2,491.48
10.00	FOR FURNISHING AND INSTALLING DUCTILE IRON COMPACT MAIN LINE FITTINGS FOR THE PROPOSED WATER LINE TO INCLUDE MEG A LUG GLANDS	1.640	TON	$9,634.52	$15,800.61	0.35	$3,372.08		$3,372.08	21.3%	$12,428.53
11.00	FOR FURNISHING AND INSTALLING OSHA REQUIRED TRENCH EXCAVATION PROTECTION FOR ALL PROPOSED WATER LINES	1752	EA	$1.60	$2,803.20	500	$800.00		$800.00	28.5%	$2,003.20
12.00	FOR FURNISHING ALL LABOR, MATERIALS, EQUIPMENT AND FOR INSTALLING 10" SDR 26 PVC (ASTM D-3034) SEWER PIPE COMPLETE IN PLACE AT 0-6' DEPTH OF CUT	402	LF	$69.25	$27,838.50	694	$48,059.50		$48,059.50	172.6%	-$20,221.00
13.00	FOR FURNISHING ALL LABOR, MATERIALS, EQUIPMENT AND FOR INSTALLING 10" SDR 26 PVC (ASTM D-3034) SEWER PIPE COMPLETE IN PLACE AT 6'-12' DEPTH OF CUT	108	LF	$77.64	$8,385.12	108	$8,385.12		$8,385.12	100.0%	
14.00	FOR FURNISHING ALL LABOR, MATERIALS, EQUIPMENT AND FOR INSTALLING 10" SDR 26 PVC (ASTM D-3034) SEWER PIPE COMPLETE IN PLACE AT 12'-16' DEPTH OF CUT	302	LF	$83.19	$25,123.38						$25,123.38
15.00	FOR FURNISHING ALL LABOR, MATERIALS, EQUIPMENT AND FOR INSTALLING 20" OD 3/8" SMOOTH STEEL CASING (BY OPEN CUT INCLUDING 10" SDR 26 PVC) GRAVEL BACKFILL	75	LF	$206.71	$15,503.25	75	$15,503.25		$15,503.25	100.0%	
16.00	FOR CONNECTION OF PROPOSED SANITARY SEWER LINE TO EXISTING 10" PVC SANITARY SEWER STUB-OUT	1	EA	$1,227.86	$1,227.86	1	$1,227.86		$1,227.86	100.0%	
17.00	FOR FURNISHING ALL MATERIALS LABOR AND EQUIPMENT TO INSTALL 4' DIAMETER PRECAST CONCRETE MANHOLES (STANDARD 6' DEPTH)	4	EA	$3,829.47	$15,317.88	4	$15,317.88		$15,317.88	100.0%	
18.00	FOR FURNISHING ALL MATERIALS LABOR EQUIPMENT TO CONSTRUCT EXTRA DEPTH TO ALL STANDARD 4' DIAMETER MANHOLES	1	VF	$304.38	$304.38	1	$304.38		$304.38	100.0%	
19.00	FOR FURNISHING ALL MATERIALS LABOR AND EQUIPMENT TO INSTALL RAVEN SERIES 405 LINING ON ALL SANITARY SEWER MANHOLES	24.0	VF	$149.56	$3,589.44						$3,589.44
20.00	FOR FURNISHING AND INSTALLING OSHA REQUIRED TRENCH EXCAVATION PROTECTION FOR ALL PROPOSED SEWER LINES	812	LF	$1.60	$1,299.20	812	$1,299.20		$1,299.20	100.0%	

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	ROY RIVERS PHASE IV UTILITIES	Application Number:	2
Application Period:	12/1/24 - 12/20/2024	Application Date:	12/20/24

A					B	C	D	E	F		G
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item ($)						
21.00	FOR FURNISHING ALL MATERIALS LABOR AND EQUIPMENT TO VIDEO THE PROPOSED SANITARY SEWER AND PROVIDE TO THE CITY	812	LF	$10.70	$8,688.40						$8,688.40
22.00	SWPPP	1	LS	$7,582.07	$7,582.07	1	$7,582.07		$7,582.07	100.0%	
CO1	6" DR PVC WATER LINE	13	LF	$96.44	$1,253.72	13	$1,253.72		$1,253.72	100.0%	
CO1	6" SEAT GATE VALVES	1.00	EA	$2,180.15	$2,180.15	1	$2,180.15		$2,180.15	100.0%	
CO1	CONNECT TO EXISTING WATER MAIN	5.00	EA	$1,784.49	$8,922.45	5	$8,922.45		$8,922.45	100.0%	
CO1	TRACER DETECTION WIRE	1033.00	LF	$1.99	$2,055.67	1033	$2,055.67		$2,055.67	100.0%	
CO1	DI MAIN LINE FITTINGS	1.00	TON	$9,634.52	$9,634.52	1	$9,634.52		$9,634.52	100.0%	
CO1	OSHA TRENCHING (WATER LINES)	1033.00	LF	$1.60	$1,652.80	1033	$1,652.80		$1,652.80	100.0%	
CO1	10" SEWER PIPE AT 0'-6' DEPTH	-25.00	LF	$69.25	-$1,731.25	-25	-$1,731.25		-$1,731.25	100.0%	
CO1	20" OD 3/8" SMOOTH STEEL CASING	-75.00	LF	$206.71	-$15,503.25	-75	-$15,503.25		-$15,503.25	100.0%	
CO1	4' DIAMETER MANHOLES	-1.00	EA	$3,829.47	-$3,829.47	-1	-$3,829.47		-$3,829.47	100.0%	
CO1	RAVEN SERIES LINING ON MANHOLES	-5.00	VF	$149.56	-$747.80						-$747.80
CO1	OSHA TRENCHING (SEWER LINES)	-100.00	LF	$1.60	-$160.00	-100	-$160.00		-$160.00	100.0%	
CO1	VIDEO PROPOSED SANITARY SEWER	-100.00	LF	$10.70	-$1,070.00						-$1,070.00
CO1	FOR FURNISHING ALL LABOR MATERIAL, EQUIPMENT AND INSTALLING 8" DR C900 PVC WATER LINE	987.00	LF	$75.00	$74,025.00	987	$74,025.00		$74,025.00	100.0%	
CO1	FOR FURNISHING ALL LABOR MATERIAL, EQUIPMENT AND INSTALLING 3/4" DR 18 C900 PVC WATER LINE	34.00	LF	$90.00	$3,060.00	34	$3,060.00		$3,060.00	100.0%	
CO1	FOR FURNISHING ALL LABOR MATERIAL, EQUIPMENT AND INSTALLING 8" MJ AWWA C515 RESILIENT SEAT GATE VALVES TO INCLUDE MEG-A-LUG GLANDS AND CONCRETE COLLAR	2.00	EA	$4,000.00	$8,000.00	2	$8,000.00		$8,000.00	100.0%	
	Totals				**$480,850.13**		**$269,176.05**		**$269,176.05**		**$211,674.08**

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Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Planning and Zoning Commission Board Member Appointment

DEPARTMENT: Executive

PROPOSED ACTION: Appoint Taylor Christian to the Planning and Zoning Commission replacing David Lanford who's term will expire 09/30/2026.

BACKGROUND:
David Lanford was reappointed in September 2024 for a two year term expiring on 9/30/26. Mr. Lanford resigned his seat on the Planning and Zoning Commission in December due to the fact that he has moved out of town.

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

RECOMMENDATION:
Approve the appointment of Taylor Christian to the Planning and Zoning Commission replacing David Lanford.

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: City Council Work Session Meeting Minutes - August 27, 2024

DEPARTMENT: Executive

PROPOSED ACTION: Approve meeting minutes.

BACKGROUND:
A city council work session was held on August 27, 2024.

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

RECOMMENDATION:
Approve minutes.

ATTACHMENTS:
1. City Council Work Session Meeting Minutes - August 27, 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
August 27, 2024
6:45 PM

CALL TO ORDER
Mayor McShan called the meeting to order at 7:34 p.m.

ROLL CALL
Present:
Theresa Y. McShan, Mayor
Joy Casnovsky, Council Member
YaLecia Love, Council Member
Al Rodriguez, Council Member
Matthew Callahan. Council Member
Forest Dennis, Council Member
Sue Brashar, Mayor Pro Tem

Absent:
Arthur Gibson III, Council Member
Chuck Swain, Council Member

Staff:
Thomas L. Mattis, City Manager
Owen Rock, EDC Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Amy Miller, Community Services Director
Beau Perry, City Engineer/ Dev. Serv. Dir
Pam Sanders, HR Director
Sonia Browder, Media Specialist
Elizabeth Marzex, Rec & Leisure Manager
Dodie Navejas, UB Custombe Serv. Manager
Esmeralda Rangel, Assistant City Secretary

PRESENTATION

1. **Review and discussion of the proposed City of Elgin FY24-25 Annual Operating Budget as presented by the City Manager, including but not limited to possible discussion of all departments, operations, functions, personnel, infrastructure, facilities, taxes, and tax rates; and all revenues, and expenditures related thereto.**
   Mr. Mattis emphasized that this year's budget focus differed from last year's, adopting a more conservative approach. However, he noted that a budget amendment could still be made later in the year. He assured that there would be no reduction in services. He also

pointed out that over a million dollars had been allocated for street and drainage improvements in Wards 1 and 2. Mr. Perry clarified the concept of development service fees and their impact on the budget. Mr. Dennis raised the issue of the over-65 tax freeze for senior citizens. Ms. Casnovsky discussed the animal service fees and the matter of alley cats. The City Council posed various questions, all of which were addressed by staff. Ms. Casnovsky inquired about the EDC section of the budget, to which Mr. Rock explained that the EDC operates with a more reactive budget, responding to specific developments. Ms. Love brought up the topic of council pay and referenced figures she had previously mentioned at a past meeting. This led to further discussion.

No action was taken by the city council.

ADJOURNMENT

Mayor McShan adjourned the meeting at 8:57 p.m.

_____

ATTEST: **Theresa Y. McShan, Mayor**

_____

Esmeralda Rangel, Assistant City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - September 17, 2024

DEPARTMENT: CMO

PROPOSED ACTION: Approve meeting minutes.

BACKGROUND:
Meeting minutes from the September 17, 2024 City Council Meeting.

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

RECOMMENDATION:
Approval of the meeting minutes as presented.

ATTACHMENTS:
1. City Council Regular Meeting Minutes - September 17, 2024

{} 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 CITY COUNCIL MINUTES
September 17, 2024
6:30 PM

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

ROLL CALL
Mayor McShan called roll call. Mayor McShan stated that Mayor Pro Tem Brasher and Ms. Casnovsky were absent. Ms. Love made a motion to excuse their absence. Mr. Gibson seconded the motion. All voted in favor. The motion carried.

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

Staff:
Thomas L. Mattis, City Manager
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Pam Sanders, HR Director
Sonia Browder, Media Specialist
Dodie Navejas, UB Customer Services Manager
Todd Johnson, Commander
Aaron Crimm, Commander
Matthew Hicks, Sergeant
Esmeralda Rangel, Assistant City Secretary

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 the Pledge of Allegiance to the Texas Flag.

PUBLIC HEARING

1. **Public Hearing on the Proposed FY2024-25 Annual Budget for the City of Elgin**
Ronald Silva, 104 Gillespie Ln, expressed his concern for the increase in taxes and shared concern that even with taxes going up, they do not see it paying off as infrastructure is not being repaired. He is also concerned about the city's rapid growth and believes that if the city is going to grow, it should have proper planning, which he believes is not being done.

Shirley Moczygemba, 823 Savannah Cv, expressed her displeasure with the tax rate and her concern about not having an ambulance contract. She also wanted to congratulate the city on all the completed park projects.

Leslie Moss, 1801 Wilberg Cv, was concerned about the budget and how no revenue was being used to control the stray animal problem. She also stated that the services and infrastructure are not sustainable for the growth of the city.

Mayor McShan closed the public hearing.

2. **Public Hearing On The Proposed FY24-25 Tax Rate**
Stan Gerdes, express his disappointment in the tax rate increase, he stated that with everything else increasing it is not the time to raise taxes. He noted that items in the budget could be cut or reduced and being elected to do this job means making the tough decisions.

David Lanford, 710 S. Main St., stated that with all the growth happening in the city, we have to learn how to manage it. With an already high, school tax and city tax, selling lots will raise a challenge. He asked the council to look at the budget and tax rate and reconsider lowering the tax rate.

Paula Ramsey, 108 Louise St, stated that she has an issue with the huge tax hike and how she doesn't see any improvements being made in the older part of Elgin even though having lived here for 37 years, she asked the council to look at the city as a whole and not just the new areas.

Debbie Wahrmund, 905 Marvins Cove, agreed with the last statement about the old Elgin not being as serviced as the newer parts, she also complimented staff to responding to broken pipe issues and suggested the council should table this vote until the next meeting to get a clear understanding on what is being proposed.

Wes Callais, 18304 Willow Sage Ln, stated that he hasn't seen many council members change but he has seen many finances directors come and go, he stated that no one stays in this town because of the jobs, and he agrees with everyone's concern on how this is a budget that no one can afford. He also expressed his disappointment with no one on the council addressing citizens' concerns.

Ron Ramirez, 16 N Ave A, stated that his questions are not for the city manager or city staff but for the mayor and council and he wants to know if they have done their due diligence on everything that has been presented to them.

Mayor McShan closed the public hearing.

PUBLIC COMMENT
James Macklin, 404 N. Ave E., he stated that his neighbor keeps shotting at his truck with a BB gun, and he has brought his concerns to the PD and even talked the city manager who also spoke with

the PD and code enforcement, and he was told nothing could be done which he stated is not right.

Mayor McShan closed public comment.

CITY MANAGERS REPORT

1. **General Activity Report and/or Project Update**
   Mr. Mattis stated that he did not have anything specific to report on.

CONSENT AGENDA

1. **Request to close 100 block Depot Street alley from Avenue C to Main Street and 32 N Main Street Alley from First Street to the Depot Street alley from 3:00 PM to 10:00 Pm on Friday December 6, 2024 for the She Creates Union Luna Market.**
   The request was approved on the consent agenda.

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

NEW BUSINESS

1. **Appointment/Re-Appointment Of Members To Various City Commissions, Boards, And/Or Committees Including The Planning & Zoning Commission, Board of Adjustments, Library Advisory Boards, Park & Recreation Advisory Board, Economic Development Corporation Board of Directors, Historic Review Board, Main Street Board of Directors, And Building Standard Commission**
   Mayor McShan asked to table this item as more information had to be gathered before bringing it to the council.

   Ms. Love made a motion to table this item until the next council meeting. Mr. Dennis seconded the motion. All voted in favor. The motion carried. This item will be tabled and brought back at the next council meeting.

2. **AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR OPERATION OF A CHILDCARE FACILITY BY THE ELGIN INDEPENDENT SCHOOL DISTRICT ON PROPERTY LOCATED ON A PARCEL OF LAND KNOWN BY THE BASTROP COUNTY CENTRAL APPRAISAL DISTRICT AS PARCEL 61102, LOCATED AT 205 W. 2ND ST (ELGIN CITY, BLOCK 37, LOT 3,4,5,6,7 & 8), CITY OF ELGIN, TEXAS, BASTROP COUNTY, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**
   Mr. Mattis stated that this item was discussed at a previous meeting and has had the appropriate notification and public hearings. He gave a brief recap of the project and reminded the council that this item was tabled at the last council meeting. He stated that the planning and zoning commission approved this item with certain conditions being met, which included a traffic impact analysis, limited occupancy, and a five-year renewal. The requestor submitted information that was responsive to the conditions and requested that the council omit the five-year limitation. Discussion followed.

   Mr. Gibson made a motion to approve the special use permit and remove the five-year renewal as recommended by the planning commission. Ms. Love seconded the motion. All voted in favor. The motion carried.

3. ***(Second Reading and Final Adoption)*** **AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF ELGIN, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, IN ACCORDANCE WITH THE LOCAL GOVERNMENT CODE OF THE STATE OF TEXAS AND THE ORDINANCES AND RULES OF THE CITY OF ELGIN, TEXAS; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH AND PROVIDING FOR AN EFFECTIVE DATE**

   Mr. Mattis stated that after the previous budget work session edits have been made to the budget and were sent to the council prior to the meeting. Mr. Dennis talked about the elderly exemption on taxes and many more improvements that have been made throughout the city. Discussion followed. Mayor McShan suggested that in light of all of the citizens' concerns, there should be another workshop next week to make sure they have done their due diligence.

   Mr. Rodriguez made a motion to table the ordinance. Ms. Love seconded the motion. All voted in favor. The motion carried. The item was tabled.

4. ***(Second Reading and Final Adoption)*** **AN ORDINANCE LEVYING TAXES FOR MAINTENANCE AND OPERATION OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ELGIN, TEXAS, AND PROVIDING FOR THE INTEREST AND SINKING FUND FOR THE 2024-25 TAX YEAR**

   Mr. Gibson made a motion to table the ordinance setting the tax rate. Ms. Love seconded the motion. All voted in favor. The motion carried.

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

   Mr. Mattis stated that the city had a certain number of votes for voting in people to the appraisal district board of directors. Discussion followed.

   Mr. Swain made a motion to recommend David Glass. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

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

   No recommendations were given for the Travis County appraisal district. This item will be tabled and brought to the next council meeting.

EXECUTIVE SESSION

The City Council did not adjourn into executive session.

RECONVENE

ANNOUNCEMENTS

Mr. Mattis stated that the council took a preliminary tour of the EPD and that the opening would be delayed due to construction issues. He also said that all other projects were in good shape.

ADJOURNMENT

Mayor McShan adjourned the meeting at 7:35 p.m.

ATTEST: _____
Theresa Y. McShan, Mayor

_____
Esmeralda Rangel, Assistant City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: City Council Work Session Meeting Minutes - September 24, 2024

DEPARTMENT: Executive

PROPOSED ACTION: Approve Work Session Meeting Minutes.

BACKGROUND:
A work session was held on September 24, 2024.

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

RECOMMENDATION:
Approve minutes.

ATTACHMENTS:
1. City Council Work Session Meeting Minutes - September 24, 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.
{} 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
September 24, 2024
6:30 PM

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

ROLL CALL
Present:
Theresa Y. McShan, Mayor
Arthur Gibson III, Council Member
Joy Casnovsky, Council Member
Chuck Swain, Council Member
YaLecia Love, Council Member
Al Rodriguez, Council Member
Matthew Callahan, Council Member
Sue Brashar, Mayor Pro Tem

Absent:
Forest L. Dennis, Council Member

Staff:
Thomas L. Mattis, City Manager
Owen Rock, EDC Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Amy Miller, Community Services Director
Beau Perry, City Engineer/ Development Services Director
Pam Sanders, HR Director
Dodie Navejas, UB Customer Services Manager
Aaron Crim, Commander
Lucy Domingues, Officer
Mathew Decker, Sergeant
Aldo Gomez, Sergeant
Nathan Neitsch, Detective
Esmeralda Rangel, Assistant City Secretary

PRESENTATION

1. **Review and discussion of the proposed City of Elgin FY24-25 Annual Operating Budget as presented by the City Manager, including but not limited to possible discussion of all departments, operations, functions, personnel, infrastructure, facilities, taxes, and tax rates; and all revenues, and expenditures related thereto.**

Mayor McShan opened the work session, and Mayor Pro Tem took the opportunity to address several items from the previous council meeting, as she had been absent. First, she revisited the ordinance she had proposed to the council in 2022, which aimed to freeze the tax ceiling for Elgin residents aged 65 and older or those who are disabled. She also noted that appraisals from the appraisal district had decreased. Mayor Pro Tem clarified that Representative Stan Gerdes had incorrectly stated that the city had a $25 billion budget and pointed out that emails were being circulated with the wrong tax rate. Additionally, these emails included a disclaimer stating they were paid for by a political ad. She also responded to claims about a "slush fund," explaining that the funds were allocated to support local non-profits that benefit the community, such as Elgin Care, Community Cupboard, and Alley Cates, among others Mr. Mattis also emphasized that the city only has control over its own taxes, not other taxes, and further discussion followed.

Ms. Casnovsky made a motion to provide a report on how the tax rate numbers are derived at the Thursday council meeting. Mr. Gibson seconded the motion. The vote was as follows Ms. Casnovsky - yes, Mr. Gibson - yes, Mr. Swain- no, Ms. Love - yes, Mr. Callahan - yes, Mr. Rodriguez- yes, Mayor Pro Tem Brashar - yes, Mayor McShan - yes. The motion carried.

Ms. Love expressed interest in seeing the impact of lowering the tax rate. Mr. Swain responded that any decrease would inevitably affect city services in some way. Mr. Gibson then asked his constituents if they had a specific target for the tax rate they hoped to achieve. Mr. Rodrigues suggested cutting travel and training expenses from the budget as a potential way to reduce costs. Mr. Mattis clarified that the current budget was conservative, designed to maintain services at their current level, and that there could always be a budget amendment later if necessary. He agreed with Mr. Gibson, stating that the council should provide clear direction to staff on their priorities. During the discussion, Mr. Mattis explained that each penny reduction in the tax rate equates to a loss of $100,000 in city funds. He added that to reach a lower tax rate, new positions could be eliminated, though he didn't recommend this, as the new positions were created in response to both council feedback and the city's growth. Mr. Mattis also mentioned he would be presenting a more detailed analysis at Thursday’s meeting, addressing both council and citizen feedback, as well as including Mayor McShan’s suggestion to lower the tax rate to 0.55 instead of 0.59. The discussion continued.

ADJOURNMENT

Mayor McShan adjourned the meeting at 7:38 p.m.

_____

ATTEST: **Theresa Y. McShan, Mayor**

_____

Esmeralda Rangel, Assistant City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - January 7, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Approve meeting minutes.

BACKGROUND:
A regular council meeting was held on January 7, 2025.

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

RECOMMENDATION:
Approve minutes.

ATTACHMENTS:
1. City Council Regular Meeting Minutes - January 7, 2025

{} 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
January 7, 2025
6:30 PM

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

ROLL CALL
Mayor McShan called roll call. She stated that Mr. Callahan would not be in attendance. Ms. Love made a motion to excuse his absence. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

Present:
Theresa Y. McShan, Mayor
Joy Casnovsky, Council Member Ward 1
Arthur Gibson III, Council Member Ward 1
Chuck Swain, Council Member Ward 2
YaLecia Love, Council Member Ward 2
Al Rodriquez, Council Member Ward 3
Forest Dennis, Council Member Ward 4
Sue Brashar, Mayor Pro Tem Ward 4

Absent:
Matthew Callahan, Council Member Ward 3

Staff:
Beau Perry, Acting City Manager/City Engineer/Development Servies Director
Peyton Standifer, City Secretary
Esmeralda Rangel, Assistant City Secretary
Sonia Browder, Media Specialist
Amy Miller, Community Services Director
Mark Schroeder, City Attorney
Pam Sanders, HR Director
Todd Johnson, Commander
Dodie Navejas, UB Customer Services Manager
Yadi Duque, Court Administrator
Amanda Carter, Presiding Judge
Charlie Navejas, Permit Tech
Kristina Alverez, Main Street Manager
Mathew Decker, Police Seargent
Matthew Hicks, Police Lieutenant

INVOCATION
Mayor McShan provided the invocation.

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

PUBLIC COMMENT
Stefanie Francohi, 210 MLK Dr., voiced her concern about the water main break at MLK and Brenham, expressing hope that her visit today would lead to the water being tested, as she believes it is not safe for the city to drink.

Mayor McShan closed the public comment.

PRESENTATION

1. **Main Street Board Annual Report**
   Kristina Alvarez, Main Street Manager, introduced Krista Marx, President of the Main Street Board, who presented the 2024 annual report. The report highlighted several of Main Street's key accomplishments, including the opening of 7 new businesses, $2.88 million in public and private investments, and over 725.5 volunteer hours. Krista also detailed the success of Hogeye, which raised more than $61,000 in sponsorships, added 20 new vendor spaces (boosting total spaces by 111%), and logged over 500 volunteer hours. Additionally, she discussed the 30+ annual Main Street events, such as Sip, Shop & Stroll, and Music in the Park, as well as the various community partnerships with events like the Farmer’s Market, National Night Out, and much more.

2. **Municipal Court Youth Diversion Plan**
   Amanda Carter, Presiding Judge, informed the council about a new program called the Youth Deviation Program. The program aims to help young individuals avoid creating extensive juvenile records by redirecting their behavior and reducing future interactions with the law. Launched on January 1st, the program is available to youth ages 10-17 who qualify and have parental consent. Yadi Daque, Court Administrator, is serving as the juvenile case manager for the program.

CITY MANAGERS REPORT

1. **Centerpoint Energy Update to Part B of Rate Schedule No. CRR**
   Mr. Perry made brief remarks, noting that CenterPoint has sent the official letter regarding the rates approved by the Texas Railroad Commission, which went into effect on November 27, 2024.

2. **Direction to Staff to Set the Second Monthly Meetings for the City Council**
   Mr. Perry mentioned that the provided calendar is intended to help staff prepare agendas and establish a schedule, though it is subject to change based on direction given.

3. **Library Advisory Board Quarterly Report**
   Mr. Perry stated that the council can review the report at their convenience and reach out directly if they have additional questions. Ms. Casnovsky expressed her appreciation for the library's extended hours.

4. **Historic Review Board Quarterly Report**
   Mr. Perry stated that the council can review the report at their convenience and reach out directly if they have additional questions.

5. **Planning and Zoning Commission Annual Summary for 2023 and 2024**
   Mr. Perry shared key highlights from the Planning and Zoning Commission, along with a one-page annual summary covering the years 2023 and 2024.

6. **Discussion And Possible Direction To Staff Regarding The Minor Change To Usage of The Circle Brewing facility under a Planned Development District agreement with the City of Elgin.**
   Mr. Perry stated that there was a change in usage for the Circle Brewery Facility since EISD had purchased it. Temporarily it will be used for office space and EISD staff training. Though this item is not up for council action this was to keep the council informed about the purchased property. Mike Brooks with EISD was available to answer city council questions.

7. **Discussion And Possible Direction To Staff Regarding The Memorandum Of Understanding Between The City Of Elgin And The Elgin Independent School District Stone Creek Ranch Planned Development District Dated March 15, 2022.**
   Mr. Perry explained that this development is located south of the Baptist church and is related to the Stone Creek Ranch planned development. At the time, the city council approved a PDD, and a portion of the land was sold to EISD. The school district has now returned to the city council to inform them that the land is being planned for use as a transportation center, in addition to its existing facility. A school district representative was present to answer questions.

Mr. Perry stated that the federal government was closing offices on January 9th in remembrance of Mr. Carter's passing. However, Bastrop County commissioners are keeping their offices open, and as a result, the City of Elgin will also remain open.

CONSENT AGENDA

1. **Building Standard Commission Board Member Appointment**
   The appointment was approved on the consent agenda.

2. **Library Advisory Board Member Appointment**
   The appointment was approved on the consent agenda.

3. **City Appointment for CAPCOG General Assembly for Council Member Chuck Swain**
   The appointment was approved on the consent agenda.

4. **City Council Regular Meeting Minutes - August 20, 2024**
   The minutes were approved on the consent agenda.

5. **City Council Special Meeting Minutes - August 27, 2024**
   The minutes were approved on the consent agenda.

6. **City Council Regular Meeting Minutes - September 3, 2024**
   The minutes were approved on the consent agenda.

7. **City Council Regular Meeting Minutes - October 8, 2024**
   The minutes were approved on the consent agenda.

8. **City Council Special Meeting Minutes - November 26, 2024**
   The minutes were approved on the consent agenda.

9. **City Council Regular Meeting Minutes - December 3, 2024**
   The minutes were approved on the consent agenda.

10. **City Council Special Meeting Minutes - December 10, 2024**
    The minutes were approved on the consent agenda.

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

NEW BUSINESS

1. **City Appointments to the Elgin Chamber of Commerce Board**
   Mr. Perry stated that staff recommended appointing Kaley from EDC, as she has expressed her commitment to attending the meetings.

   Ms. Love made a motion to appoint Kaley. Ms. Casnovsky seconded the motion. All voted in favor. The motion carried.

2. **Discussion And Possible Direction To Staff Regarding The Distribution Of Community Non-Profit Support Funding As Included In The FY2024-2025 Annual Operating Budget**
   Mayor McShan stated that this item would be tabled until the next council meeting as some council members have not submitted their evaluations.

3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AGREMMENT WITH FOR THE FY2023-2024 ANNUAL STREET RESURFACING PROGRAM; AND MAKING CERTAIN FINDINGS RELATED THERETO.**
   Mr. Perry stated that in the previous budget year, the city council allocated funds for the street resurfacing program. There was a delay due to the focus on Avenue B, which involved adding curbs, gutters, and additional parking to connect to Veterans Park. The designers put the project out to bid, and the bid came back well within budget, prompting staff to recommend approval.

   Mayor Pro Tem Brashar made a motion to approve the resolution. Ms. love seconded the motion. All voted in favor. The motion carried.

4. **AN ORDINANCE AMENDING CHAPTER 40, ARTICLE III, DIVISION 6 SECTION 40-282, DIVISION 2, SECTION 40-171, AND DIVISION 9, SECTION 40-340 OF THE CITY OF ELGIN, TEXAS CODE OF ORDINANCES; MAKING CERTAIN AMENDMENTS REGARDING THE TIME SCHEDULE FOR ENFORCEMENT OF SCHOOL SPEED ZONES, PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS,**
   Mr. Perry stated that EISD, due to school start times, wants to adjust the hours during which speed limits are enforced at certain locations. He clarified that this change does not affect the speed limits or the boundaries of the school zones but only alters the hours during which the speed limits are enforced.

   Mr. Dennis made a motion to approve the ordinance. Mr. Gibson seconded the motion. All voted in favor. The motion carried.

5. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE A FUNDING AGREEMENT BETWEEN THE CITY OF ELGIN, TEXAS AND THE ELGIN CHAMBER OF COMMERCE FOR EXPENDITURE OF HOTEL OCCUPANCY TAX FUNDS; AND PROVIDING FOR A RELATED MATTER**
   Mr. Perry stated that the previous contract required some adjustments. After further discussion, the revised contract is for one year, with the option to extend for an additional year if both parties agree, at a cost of $52,000 to operate the visitor center. The contract has been approved by the chamber board and now needs to be executed by the city council.

   Mr. Dennis made a motion to approve the resolution. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

6. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A MASTER PROFESSIONAL SERVICES AGREEMENT AND WORK AUTHORIZATION WITH GRADIENT SOLUTIONS CORPORATION OF MANSFIELD, TEXAS FOR FINANCE-RELATED SERVICES; AND MAKING CERTAIN FINDINGS RELATED THERETO**
   Mr. Perry stated that he brought this item back to the city council as he believed that this was something the city needed. He emphasized that this will not interfere with the ongoing search for a finance director. Discussion followed.

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

7. **Bastrop County Advisory Board of Health Applications**
   Mr. Perry stated that the application was posted online for people to submit. While no action is required tonight, an appointment will need to be made at the next council meeting.

8. **Discuss and take possible action regarding creation of City Charter committee or amendments to City Charter.**
   In response to the council's request, Mr. Schroeder, the city attorney, brought in Mr. Zech, an attorney with expertise in city charters for both large cities like San Antonio and El Paso, as well as smaller cities like ours. Mr. Zech gave a detailed presentation on the process and addressed questions from the city council.

   Mr. Zech recommended that the city council select the individuals they wish to appoint to the committee at the next city council meeting.

9. **Discussion and possible action regarding the Interim City Manager position**
   Mayor Pro Tem Brashar made a motion to authorize the Mayor to enter into a contract with Isaac Turner to serve as the interim city manager. Mr. Dennis seconded the motion. All voted in favor. The motion carried.

EXECUTIVE SESSION

The City Council retired into Executive Session at 7:06 p.m.

1. **In accordance with Texas Government Code, Chapter 551, the Council will convene into executive session, pursuant to Section 551.072, Tex. Gov't Code (Real Property):** Discuss and consider the purchase of certain real property for the City of Elgin.

2. **Pursuant to Texas Government Code Section 551.074 (Personnel Matters), the City Council will convene in Executive Session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, specifically related to the Interim City Manager position.**

RECONVENE
The City Council reconvened at 7:59 p.m.

ANNOUNCEMENTS
Ms. Miller stated that Thursday will be Sip, Shop & Stroll and Elgin will be traveling to Bastrop on the third Monday for the MLK walk. Mayor McShan also stated that the Elgin Gospel Choir will have rehearsals on Sunday.

ADJOURNMENT
Mayor McShan adjourned the meeting at 9:05 p.m.

_____

ATTEST: **Theresa Y. McShan, Mayor**

_____
Esmeralda Rangel, Assistant City Secretary

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Discussion And Possible Direction To Staff Regarding The Distribution Of Community Non-Profit Support Funding As Included In The FY2024-2025 Annual Operating Budget

DEPARTMENT: Executive

PROPOSED ACTION: This item has been placed on the agenda for general discussion and possible action relating to pending requests for funding and/or donations from various community non-profit groups and/or organizations.

BACKGROUND:
The City has annually considered requests and provided funding to various on-profit groups and organizations serving the Elgin Community. Based on the City's commitment to this effort in prior years, the City Council approved an overall funding set-aside of $50,000 for this purpose in the FY24-25 Annual Budget. Also typical of prior years, however, the City has received requests from such organizations that totals more than that amount. To that end, the Council created an ad hoc committee including the Mayor and Council Members who have reviewed and scored the applications; ultimately resulting in a recommendation as to the distribution of the funds budgeted for the current fiscal year. This item was tabled from a previous council meeting.

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

RECOMMENDATION:
Consideration of and direction to staff regarding the distribution of Community Non-Profit Support funding as included in the FY2024-25 Annual Operating Budget.

ATTACHMENTS:
1. Non-Profit Scores Final

{} 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.

	Non-Profit Organization	Address	Contact	How much is requested?	Mayor McShan	Al Rodriguez	Arthur Gibson	Matthew Callahan	Overall Score	Mayor McShan	Al Rodriguez	Arthur Gibson	Matthew Callahan	Average of Funding	Have they received money in the past?	If yes, how much?	Number of Elgin residents served
1	Advocacy Outreach	200 Depot Street, Elgin, Texas P.O. Box 736	Damian Clark; Phone: (512)281-4180; email: damian@advocacyoutreach.org	$ 10,000.00	42	44		18	104	$ 4,500.00	$ 4,500.00		$ 4,500.00	$ 4,500.00	Yes	$ 4,500.00	653
2	Bastrop County Women's Shelter	Bastrop, Texas 78602	Cathy Henzen; Phone: (512)321-7760; email: cathyh@familycrisiscenter.us	$ 2,000.00	42	40		36	118	$ 1,875.00	$ 2,000.00		$ 1,875.00	$ 1,916.67	Yes	$ 1,875.00	47
3	Children's Advocay Center	59 Texas 150 Loop, Bastrop, Texas	Cynthia Eck; phone:(512)321-6161; email: cynthia.eck@cacbastrop.org	$ 10,000.00	45	41		21	107	$ 3,250.00	$ 3,500.00		$ 3,250.00	$ 3,333.33	Yes	$ 3,250.00	125
4	Court Appointed Special Advocates (CASA)	507 Water Street, Bastrop, Texas	Kristi Bauer; phone:(512)303-2272; email: kristi.bauer@casabfl.org	$ 3,500.00	36	35		27	98	$ 1,800.00	$ 1,500.00		$ 1,800.00	$ 1,700.00	Yes	$ 1,750.00	35
5	Down Home Ranch	20250 FM 619, Elgin, Texas	Diana Daw; phone: (512)856-0128; email: diana.daw@downhomeranch.org	$ 12,100.00	35	36		9	80	$ 2,100.00	$ 3,000.00		$ 1,800.00	$ 2,300.00	No	N/A	350
6	Drive a Senior, Central Texas	618 North Highway 95, Elgin, Texas	Octavio Hinojosa; phone: (512)470-9982; email: ohinojosa@chariot.org	$ 10,000.00	36	33		36	105	$ 3,000.00	$ 2,500.00		$ 3,000.00	$ 2,833.33	Yes	$ 3,750.00	105
7	Elgin Alley Cats	100 North Avenue B, Elgin, Texas	Deborah White; phone: (512)343-8389; email: deborah.wright@phoenixtranslations.com	$ 12,000.00	33	33		18	84	$ 3,000.00	$ 2,000.00		$ 3,000.00	$ 2,666.67	Yes	$ 3,000.00	65
8	Elgin Arts Association	P.O. Box 14, Elgin, Texas	Krista Lee Marx; phone: (512)632-2342; email: elginartsassoc@yahoo.com	$ 4,000.00	36	39		11	86	$ 2,800.00	$ 2,500.00		$ 2,800.00	$ 2,700.00	Yes	$ 3,125.00	500+
9	Elgin Cares Organization	P.O. Box 711, Elgin, Texas	Marilyn Jones; phone: (737)666-0192; email: marilynjones00614@gmail.com	$ 19,245.00	44	37		44	125	$ 10,000.00	$ 10,000.00		$ 10,000.00	$ 10,000.00	Yes	$ 9,400.00	14137
10	Elgin Community Cupboard	303 North Avenue C, Elgin, Texas	John C. Smith; phone: (512)797-0796; email: jsmith639@austin.rr.com	$ 15,000.00	45	36		40	121	$ 11,100.00	$ 10,000.00		$ 11,100.00	$ 10,733.33	Yes	$ 11,100.00	2000
11	Elgin Juneteenth Organization	P.O. Box 763, Elgin, Texas	Taneia Cruz; phone:(512)961-9059; email: elginjuneteenth@gmail.com	$ 5,000.00	33	37		21	91	$ 1,500.00	$ 2,000.00		$ 2,000.00	$ 1,833.33	Yes	$ 2,500.00	500+
12	Elgin Oral History Project	P.O. Box 625, Elgin, Texaas	Deborah Cartwright; phone:(512)789-8012; email: debbieinelgin@gmail.com	$ 966.00	27	33		11	71	$ 500.00	$ 500.00		$ 500.00	$ 500.00	No	N/A	Entire Population
13	Mary Christian Burleson Preservation and Development Foundation	P.O. Box 1343, Elgin, Texas	Jake Carter; phone: (512)785-1872; email: jake@mcb.info	$ 3,500.00	34	27		25	86	$ -	$ 3,000.00		$ -	$ 1,000.00	Yes	$ 4,125.00	City-Wide
14	Elgin Historical Association	P.O. Box 1243, Elgin, Texas	Brenda Brinsfield; phone: (512)940-9362; email: bdeloris@gmail.com	$ 19,478.00	27	27		15	69	$ -	$ 1,000.00		$ -	$ 333.33	No	N/A	All of Elgin
										$ 45,425.00	$ 48,000.00		$ 45,625.00				

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Council Members To Appoint Representatives for the Charter Review Committee

DEPARTMENT: Executive

PROPOSED ACTION: Appoint members to Charter Review Committee

BACKGROUND:
Each Council Member will appoint one citizen to serve on the Charter Review Committee

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

RECOMMENDATION:

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: Direction to Staff Regarding the Police Pay Scale 2025

DEPARTMENT: Human Resources

PROPOSED ACTION: Authorizing the new police pay scale for commissioned non-exempt staff.

BACKGROUND:
The City's Pay Scale for commissioned staff is being updated to reflect the authorized 4% COLA effective in January 2025 ahead of (service) step increases to ensure commissioned staff will receive expected increase with anniversary as provided for in the current pay scale.

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

RECOMMENDATION:
Authorizing the new police pay scale for commissioned non-exempt staff and directing staff to publish said commissioned pay scale.

ATTACHMENTS:
1. CoE Police Pay Scales.Approved 01-01-2025

{} 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.

Approved 01-01-2025

Law Enforcement Pay Scale

Hourly Commissioned Police Officers current pay rates are outlined in the chart below. Base pay rates for commissioned staff are calculated on an 84-hour pay period, and does not include overtime in annual salary calculations. This pay scale excludes the Chief of Police, and non-commissioned staff assigned within the police department.

	Sponsorship in Police Academy	L-1 Assignment & PPO (0-6 months)	Step 1 (6-12 months)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
CoE service years	*Temp Employee*	0-6 months	6-12 months	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11+
Cadet/PPO	$23.03	$25.33												
Sponsored by EPD		$55,320.72												
Officer			27.66	28.47	29.29	30.14	31.01	31.91	32.83	33.78	34.77	35.78	36.82	37.89
			60,418.18	62,173.02	63,968.27	65,817.38	67,721.96	69,683.68	71,704.25	73,770.07	75,932.23	78,140.25	80,414.51	82,757.00
Corporal					32.70	33.64	34.61	35.62	36.65	37.71	38.80	39.93	41.09	42.28
					71,411.56	73,464.52	75,583.00	77,788.84	80,038.36	82,353.40	84,733.96	87,201.88	89,735.32	92,334.28
Sergeant							37.38	38.46	39.57	40.71	41.89	43.10	44.35	45.64
							81,632.68	83,987.47	86,412.90	88,911.10	91,484.24	94,134.58	96,864.43	99,676.17
Lieutenant								40.11	41.27	42.46	43.69	44.95	46.26	47.60
								87,606.36	90,133.47	92,736.39	95,417.39	98,178.83	101,023.11	103,952.72
Commander									42.85	44.08	45.36	46.67	48.02	49.41
									93,580.03	96,279.45	99,059.86	101,923.68	104,873.41	107,911.64

Annual step progression is awarded after the completion of a service year in the assigned rank/step and is calculated on the employee's anniversary date and based on the time from the most recent appointment in that rank. Step progressions may be delayed if eligibility requirements are not met and maintained. Any extended leave of abscense may delay step increase and extend service date.

*Employees will receive step progression in the pay period following completion of a full service year in assigned rank/step if the following criteria are met:

Employee is not actively under investigation for any policy violation; and

Employee was not suspended for more than two (2) scheduled workdays during the previous 6 months.

Note: any delayed step increases as a result of discipline will not be made retroactive.

If an employee has **ever been disciplined for policy violations related to insubordination, dishonesty, neglect of duty or any subversive act that interfered with the good working order of the department, any future step progressions may be delayed indefinitely at the discretion of the Chief of Police.*

***Internal/External Lateral Transfers**

The City of Elgin recognizes experience and allows police applicants to enter our pay plan based on continuous service for paid law enforcement for Patrol Officers. Lateral transfers must be approved by the Chief of Police and the HR Director. Prior sworn, full time paid law enforcement will be accepted and calculated for placement as:

Must have a minimum of two (2) consecutive years of full time paid service as a commissioned peace officer and completed required PPO status with prior agency.

less than 2 years = step 1 *2-3 years prior service = step 2* *4-5 years prior service = step 3* *5-6 years prior service = step 4* *7+ years prior service = step 5*

Annual salary is calculated based on predetermined schedule rotating schedule of 12 hour shifts, 84 hours per pay period. Overtime is calculated after physically working 86 hours per pay period in accordance with the FLSA.

This approved pay scale will remain in effect indefinitely until a subsequent pay scale is presented to and approved by council.

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Bastrop County Advisory Board of Health Appointment

DEPARTMENT: Executive

PROPOSED ACTION: Appoint one representative

BACKGROUND:
The City of Elgin must appoint one representative for the Bastrop County Board of Health.

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

RECOMMENDATION:

ATTACHMENTS:
1. Roger Adams-Brief Bio

{} 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.

Roger Adams

Mr. Adams is currently, employed by the Centers for Medicare and Medicaid Services as a Division Director, in the office of Program Office of Program Operations and Local Engagement. In this role, Roger manages a multidisciplinary team responsible for the operation of advance payment models designed to improve patient health outcomes and reduce the overall cost of care.

He has 27 years of experience in the field of health and human services, working to help a myriad of populations in need of assistance. His areas of expertise are case management, program development, operational management, policy and procedure development, project management, performance management, contract management and oversight, fiscal management, data collection, and stakeholder engagement. During his career, Roger has held a variety of positions at the local and state levels.

At the local level, he was employed by the Capital Area Council of Governments, Area Agency on Aging, as a Lead Benefits Counselor and with TMF, Health Quality Institute as a Community Outreach Specialist. During his tenure in state government, Roger was employed by the Texas Workforce Commission as a Workforce Development Specialist, at the Texas Department of Aging and Disability Services as the Director of the Texas State Health Insurance Assistance and Advocacy Program (known as HICAP) and with the Texas Health and Human Services Commission as the Manager for Operations of the Texas Information and Referral Network (known as 2-1-1 Texas).

Elgin City Council Meeting
Agenda Item Executive Summary

ITEM: Discussion to take possible action regarding search process for city manager.

DEPARTMENT: Executive

PROPOSED ACTION: Discussion for possible action regarding search processes for city manager.

BACKGROUND:
Issac Turner is the interim city manager.

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

RECOMMENDATION:
Discuss possible action.

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: Section 551.074, Texas Government Code, to discuss Interim City Manager assignments and duties.

DEPARTMENT: Executive

PROPOSED ACTION:

BACKGROUND:

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

RECOMMENDATION:

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.