



**ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
February 18, 2025
6:30 PM**

Members of the public may watch the meeting at:

https://www.youtube.com/channel/UC3OGBV_IoV0Nr3AqM1jTzA

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC HEARING

- 1. PUBLIC HEARING ON AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 4.909 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 99528), INCLUDING ADJACENT RIGHT-OF-WAY AND PORTION OF SWENSON BOULEVARD AND BEING FULLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**
- 2. AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 23.914 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 39675), AND BEING FULLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**
- 3. PUBLIC HEARING ON AN ORDINANCE AMENDING THE OFFICIAL MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A**

PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE TO “PDD”, PLANNED DEVELOPMENT DISTRICT THE PROPERTIES KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL NUMBERS 39675 AND 99528, TOTALING 28.823 ACRES, MORE OR LESS, OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT 59, IN BASTROP COUNTY, TEXAS, SAID TRACTS BEING MORE DESCRIBED IN EXHIBITS “A” AND “B”; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

VI. PUBLIC COMMENT

The “PUBLIC COMMENT” item posted on the agenda is reserved for members of the public who would like to address the City Council regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the City Council during the meeting shall do so under the “PUBLIC COMMENT” agenda item. Speakers shall be required to fill out a “PUBLIC COMMENT FORM” and present it, along with any material, handouts, or information for Council, to the City Secretary prior to commencement of the Council meeting. **As of May 1, 2022, all such public comments will be done IN PERSON. You may email public comments and they will be distributed to each of the Council Members but not read out loud.**

Speaker comments are limited to three (3) minutes. No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a PUBLIC HEARING will allow a member of the public an opportunity to speak during the Public Hearing and does not require a “PUBLIC COMMENT FORM”.

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

VII. PRESENTATION

- 1. Chamber of Commerce Annual Report to Council (Veronica Seever)**

VIII. CITY MANAGERS REPORT

- 1. Discussion of FY 26 Budget Calendar and Guidelines (Turner/Sanders)**

IX. CONSENT AGENDA

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

- 1. CONSIDER REQUEST TO WAIVE OPEN CONTAINER FOR MUSIC IN THE PARK EVERY FRIDAY IN APRIL AND MAY IN VETERANS MEMORIAL PARK AND ON DEPOT STREET FROM MAIN STREET TO AVE A FROM 5:30PM to 10:00PM. (MILLER)**
- 2. CONSIDER REQUEST TO CLOSE 200 BLOCK OF DEPOT STREET FOR MUSIC IN THE PARK EVERY FRIDAY IN APRIL AND MAY IN VETERANS MEMORIAL PARK AND ON DEPOT STREET FROM 12:00PM to 10:00PM. (MILLER)**
- 3. CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR ELGIN MUSIC FESTIVAL THURSDAY, APRIL 10TH FROM 4:00PM TO 10:00PM AND**

SATURDAY, APRIL 12TH FROM 10:00 AM TO 10:00PM IN VETERANS MEMORIAL PARK AND ON DEPOT STREET. (MILLER)

- 4. CONSIDER REQUEST TO CLOSE 200 BLOCK OF DEPOT STREET FROM NOON TO 10:00PM FOR ELGIN RELAY FOR LIFE SATURDAY APRIL 26, 2025. (MILLER)**
- 5. CONSIDER REQUEST TO WAIVE FEES FOR ELGIN RELAY FOR LIFE SATURDAY, APRIL 26, 2025. (MILLER)**
- 6. CONSIDER REQUEST TO WAIVE FEES FOR THE ELGIN MUSIC FESTIVAL ON JUNE 10-12, 2025. (MILLER)**
- 7. CONSIDER REQUEST TO CLOSE STREETS FOR THE JUNETEENTH FESTIVAL STREET DANCE FRIDAY, JUNE 13 ON DEPOT STREET AND FOR THE JUNETEENTH PARADE ON SATURDAY, JUNE 14, 2025. (MILLER)**
- 8. CONSIDER REQUEST TO WAIVE FEES FOR THE JUNETEENTH FESTIVAL, STREET DANCE, AND PARADE ON JUNE 13-14, 2025. (MILLER)**
- 9. CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR THE JUNETEENTH STREET DANCE FRIDAY JUNE 13, 2025 FROM 6:00 P.M. TO MIDNIGHT, AND FOR JUNETEENTH FESTIVAL AND PARADE ON JUNE 14, 2025 FROM 8:00 A.M. TO 6:00 P.M. IN THE 100 AND 200 BLOCKS OF DEPOT STREET AND CENTRAL AVENUE, AVENUE C TO BRENHAM STREET, AND VETERANS MEMORIAL PARK. (MILLER)**
- 10. CONSIDER REQUEST TO CLOSE STREETS FOR THE WESTERN DAYS PARADE ON SATURDAY, JUNE 28, 2025. (MILLER)**
- 11. CONSIDER REQUEST TO WAIVE FEES FOR THE WESTERN DAYS FESTIVAL & PARADE ON SATURDAY, JUNE 28, 2025. (MILLER)**
- 12. CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR WESTERN DAYS THURSDAY, JUNE 26 FROM 5:00PM TO 10:00PM AND SATURDAY, JUNE 28 FROM 9:00AM TO 5:00PM IN ELGIN MEMORIAL PARK. (MILLER)**
- 13. CONSIDER REQUEST TO CLOSE DEPOT STREET FROM MAIN STREET TO AVENUE B FROM 2:00 PM TO 10:00 PM ON SATURDAY NOVEMBER 1, 2025 FOR DIA DE LOS MUERTOS AND TO CLOSE MAIN STREET FROM LEXINGTON TO DEPOT STREET FOR DIA DE LOS MUERTOS PARADE FROM 6:00 PM TO 7:00 PM ON SATURDAY NOVEMBER 1, 2025. (MILLER)**
- 14. CONSIDER WAIVING THE OPEN CONTAINER ORDINANCE ON MAIN STREET FROM LEXINGTON ROAD TO BRENHAM STREET; AND ON 2ND STREET, FIRST STREET, DEPOT STREET, CENTRAL AVENUE, AUSTIN STREET, BRENHAM STREET FROM MAIN STREET TO AVENUE B; AND ON AVENUE C FROM BRENHAM STREET TO 2ND STREET ON SATURDAY NOVEMBER 1, 2025 FROM 5:00 PM TO 10:00 PM FOR DIA DE LOS MUERTOS. (MILLER)**
- 15. CONSIDER REQUEST TO CLOSE STREETS FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 8, 2025 (MILLER)**

16. **CONSIDER REQUEST TO WAIVE FEES FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 8, 2025. (MILLER)**
17. **CONSIDER REQUEST TO CLOSE STREETS FOR THE ELGIN LIGHTED HOLIDAY PARADE SATURDAY, DECEMBER 6, 2025. (MILLER)**
18. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE ADDITIONAL SERVICES REQUEST NO. 01 FOR PROFESSIONAL LANDSCAPE SERVICES WITH STUDIO 1619 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO. (PERRY)**
19. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE PROPOSAL 26 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO. (MILLER)**
20. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE PAY APPLICATION No. 3 FOR THE ROY RIVERS UTILITY EXPANSION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
21. **Planning and Zoning Board Member Appointment**
22. **City Council Regular Meeting Minutes - February 4, 2025**
23. **Economic Development Corporation Board of Directors Member Appointment**

X. NEW BUSINESS

1. **Charge to Charter Review Committee (Schroeder)**
2. **Discussion and possible action for search firms related to City Manager Search (Sanders)**
3. **Discussion and possible action regarding the Executive Search Firm for Finance Director (Sanders)**
4. **Discussion and possible action regarding the Executive Search Firm for Community Services Director (Sanders)**
5. **AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 4.909 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 99528), INCLUDING ADJACENT RIGHT-OF-WAY AND PORTION OF SWENSON BOULEVARD AND BEING FULLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**
6. **AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 23.914 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 39675), AND BEING FULLY**

DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

- 7. AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTIES TO CITY COUNCIL WARD AREA NO. 2; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS. (PERRY)**
- 8. AN ORDINANCE AMENDING THE OFFICIAL MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE TO “PDD”, PLANNED DEVELOPMENT DISTRICT THE PROPERTIES KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL NUMBERS 39675 AND 99528, TOTALING 28.823 ACRES, MORE OR LESS, OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT 59, IN BASTROP COUNTY, TEXAS, SAID TRACTS BEING MORE DESCRIBED IN EXHIBITS “A” AND “B”; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**
- 9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, CONSENTING TO THE CREATION OF A DISTRICT TO BE KNOWN AS RIVERS MARKET PLACE MUNICIPAL MANAGEMENT DISTRICT (ROCK)**
- 10. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR ENGINEERING SERVICES FOR PERMITTING AND REVIEW OF THE WASTEWATER PLANT II PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
- 11. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH AQUA WATER SUPPLY CO. TO AMEND THE MASTER AGREEMENT FOR SERVICE AREA AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**

XI. ANNOUNCEMENTS

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

XIII. RECONVENE

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

XIV. 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, February 14, 2025, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in dark ink, appearing to read "Peyton Standifer". The signature is written in a cursive, flowing style.

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: PUBLIC HEARING ON AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 4.909 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 99528), INCLUDING ADJACENT RIGHT-OF-WAY AND PORTION OF SWENSON BOULEVARD AND BEING FULLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is requested or required at this time; this item is to allow for public comments on the proposed annexation prior to its consideration for adoption by the City Council.

BACKGROUND:

The owners of this 4.909-acre tract have submitted a petition requesting to have the property annexed into the corporate limits of the City of Elgin. State Law requires a public hearing for all voluntary annexations of land.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. Proposed Cardwell Estates 4.909 Acre Annexation Ordinance with Exhibit A
2. Cardwell Estates Vicinity Map

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

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

ORDINANCE NO. 2025-02-18-

AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 4.909 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 99528), INCLUDING ADJACENT RIGHT-OF-WAY AND PORTION OF SWENSON BOULEVARD AND BEING FULLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, the City is a duly constituted Home Rule City pursuant to Chapter 9, Local Government Code, as amended, and,

WHEREAS, pursuant to Section 43.0671, Local Government Code, the owners of a tract of land containing 4.909 acres of land out of the Elizabeth Standifer Survey, Abstract No. 59 (the “Property”) more fully described in Exhibit “A”, have petitioned the City Council in writing to annex the Property, and,

WHEREAS, the property is (1) contiguous to the City; and (2) vacant without residents, or on which less than three (3) qualified voters reside, and,

WHEREAS, the City Council has determined that all requirements of Section 43.0671 Local Government Code have been complied with and hereby consider it appropriate to grant the petition for annexation.

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

I.

That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in its entirety.

II.

That the City Council has heard arguments for and against the annexation and has determined to grant the petition for annexation.

III.

That the Property described in Exhibit “A” attached hereto and incorporated herein for all purposes, be and is hereby annexed and brought within the corporate limits of the City of Elgin, Bastrop and Travis Counties, Texas, and is hereby made an integral part hereof.

IV.

That the owners and future inhabitants of the area herein annexed be entitled to all the rights and privileges of other citizens and property owners of said City and are hereby bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

V.

That the official map and boundaries of the City, heretofore adopted and amended be and is hereby amended so as to include the aforementioned territory as part of the City of Elgin, Texas.

VI.

That the City Manager is hereby directed and authorized to perform or cause to be performed all acts necessary to correct the official map of the City to add territory hereby annexed as required by law.

VII.

That this Ordinance shall become effective after "passage".

VIII.

That the City Secretary is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk of Bastrop County, Texas.

IX.

If any section, subsection, sentence, phrase, or word of this Ordinance be found illegal, invalid, or unconstitutional or any provision of said property is incapable of being annexed by the City, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph, or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph, or provision of any other Ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and to this end the provisions of this Ordinance are declared to be severable.

X.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and

the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

By motion duly made, seconded, and passed with an affirmative vote of all the Council members present, the requirement for reading this Ordinance on separate days was dispensed with.

READ, PASSED, and ADOPTED on first reading this the 18th day of February 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

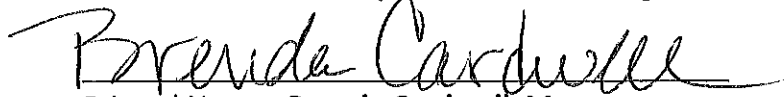
**PETITION FOR VOLUNTARY ANNEXATION
INTO THE CITY OF ELGIN, TEXAS**

Pursuant to the provisions of Section 43.0671 of the Local Government Code and our agreement with the City of Elgin under the provisions of Section 212.172 of the Local Government Code, EBS REAL ESTATE PARTNERS, LLC, a Texas limited liability company, requests voluntary annexation in the City of Elgin, Texas of the following described property attached as Exhibit "A." Moreover, the undersigned owners understand and acknowledge that included with the approval of this request, the City of Elgin, Texas also plans to annex the portion of Swenson Boulevard that fronts the eastern boundary of the property in Exhibit "A." Accordingly, the undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which less than three qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory on Exhibit "A" attached hereto, and incorporated by reference herein for all purposes.

EXECUTED on this 10 day of January, 2025.



Printed Name: **Bradley C. Cardwell**, Manager



Printed Name: **Brenda Cardwell**, Manager

STATE OF TEXAS

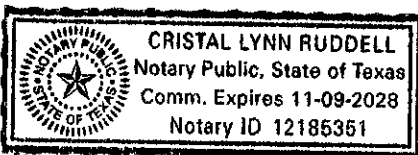
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COUNTY OF BASTROP

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This instrument was acknowledged before me on the 10 day of January, 2025, by Bradley C. Cardwell and Brenda Cardwell, each in their capacity as a Manager of EBS Real Estate Partners, LLC, a Texas limited liability company.



[Notary Seal]



Notary Public, State of Texas

**ZWA****Zamora, L.L.C.****State-wide Professional Land Surveying
Offices in Buda and El Paso Texas****Exhibit "A"**

(3 pages)

LEGAL DESCRIPTION 4.909 ACRES TRACT ONE

DESCRIPTION OF A 4.909 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING A CALLED 5.00 ACRE OUT OF THAT CERTAIN 45.063 ACRE TRACT OF LAND AS DESCRIBED IN A DEED TO EBS REAL ESTATE PARTNERS LLC OF RECORD IN DOCUMENT NO. 202403726 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 4.909 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner hereof described tract, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of the herein described tract;

THENCE S 62°53'01" E, continuing along the south line of said 19.185 acre Alliance Elgin, LLC tract, for a distance of **85.33** feet to a 5/8" iron rod set for the northwest corner of said Cardwell Trust 28.7345 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being the northeast corner of the herein described tract;

THENCE S 30°48'18" W, departing the south line of said Alliance Elgin 19.185 acre tract, for a distance of **609.63** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract;

THENCE S 31°55'18" W, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a 1/2 inch pipe found at the southwest corner of said Cardwell Trust 28.7345 acre tract, for the southeast corner of the herein described tract;

THENCE N 62°44'53" W, departing the northwest line of said Cardwell Trust 28.7345 acre tract, with the north line of said Trinity Ranch Phase 1, Section 1 subdivision, for a distance of **251.84** feet to a 1/2" iron rod with cap stamped "BGE INC." found on the southeast line of said Swenson Boulevard, being also the southwest corner the hereof described tract and being the northwest corner of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 28°40'21" E, with the southeast line of said Swenson Boulevard for a distance of **792.48** feet to the **POINT OF BEGINNING**, containing **4.909** acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

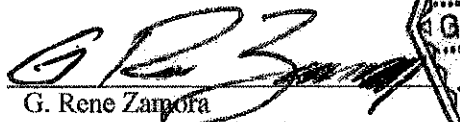
THE STATE OF TEXAS §
 §
COUNTY OF HAYS §

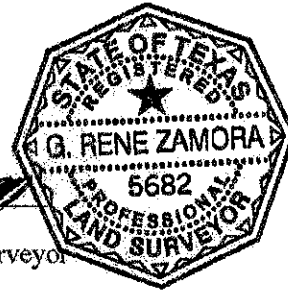
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas



SKETCH TO ACCOMPANY LEGAL DECEIPTION

LEGEND

- 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED)
- ▲ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED)
- 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET
- △ CALCULATED POINT
- () RECORD INFORMATION DOC.
NO. 202302984
- [] RECORD INFORMATION CAB.
7, PG. 238-A

EBS REAL ESTATE PARTNERS LLC
PORTION OF 45.063 ACRES
DOCUMENT NO. 202403727
O.P.R.B.C.T.

STENSON BOULEVARD
(60' R.O.W.)

N28°40'21"E 782.48'
[N28°38'30"E 792.18']

4.909 ACRES
EBS REAL ESTATE PARTNERS LLC
APPROX. 5.00 ACRES OUT OF A
CALLED 45.063 ACRE TRACT
DOCUMENT NO. 202403726
O.P.R.B.C.T.

LOT 3
ELGIN BUSINESS PARK
CABINET 4, PAGE 20-A
P.R.B.C.T.

ALLIANCE ELGIN,
LLC
(19.185 ACRES)
DOCUMENT NO.
202020332
O.P.R.B.C.T.

P.O.B.
N=10,099,908.96
E=3,227,689.79
(GRID)

[S62°51'25"E 199.85']
S62°51'16"E 199.70'

S62°53'01"E 85.33'

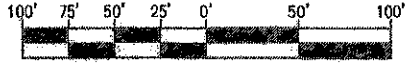
S80°48'18"W 809.83'
[N34°21'E 608.65']

23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY
TRUST AND THE BRAD CARDWELL SEPARATE
PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

TRINITY RANCH
PHASE 1, SECTION 1
CABINET 7, PAGE 238-A
P.R.B.C.T.

[N62°45'43"W 251.89']
N62°44'58"W 251.84'
1 OPEN SPACE (0.802 ACRES)

S31°55'18"W 184.87'
[N35°28'E 184.67']



GRAPHIC SCALE

1"=100'

Page 3 of 3

LOCATIONS



ZWA

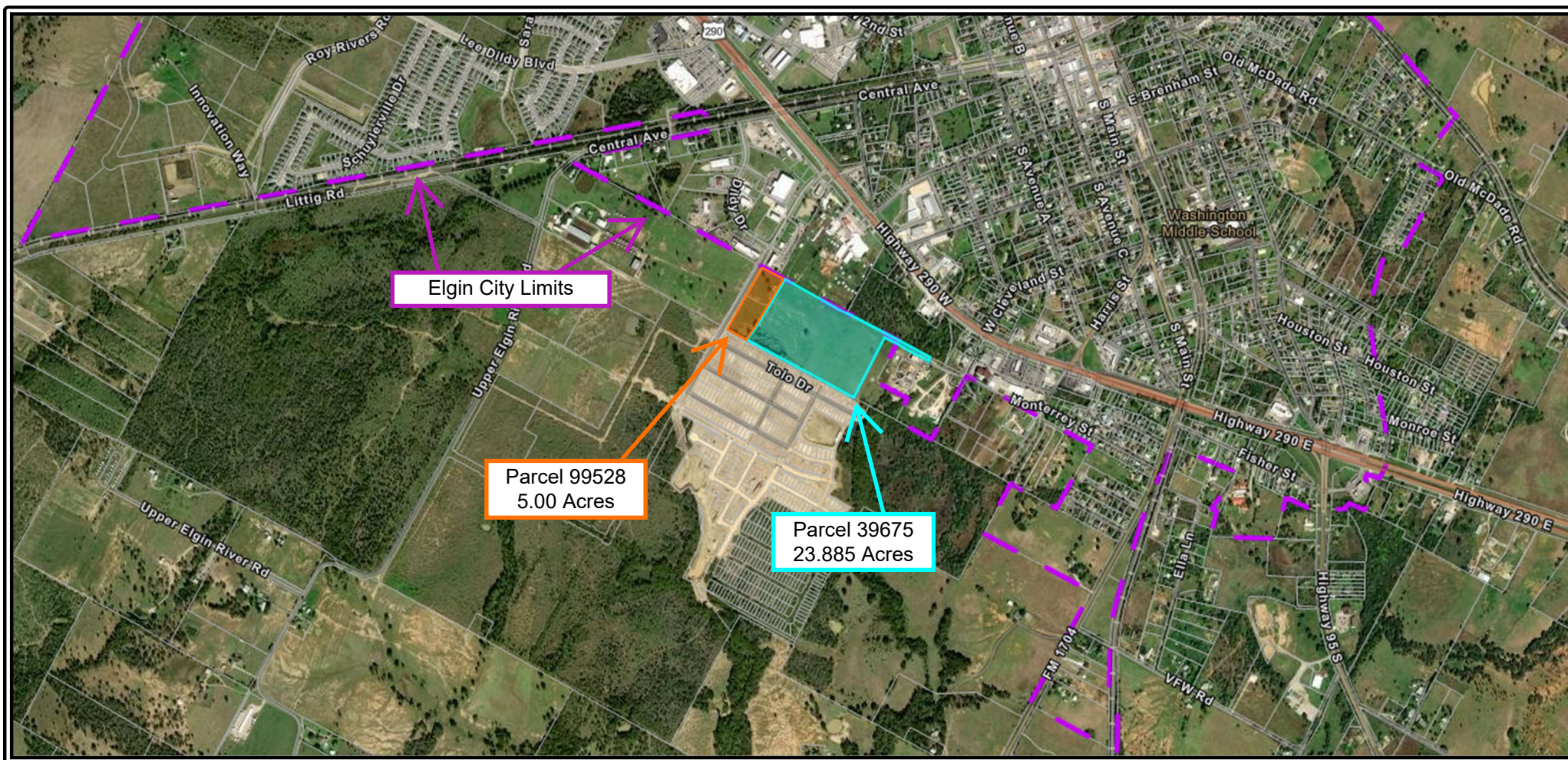
Zamora, L.L.C.
Professional Land Surveyors
Texas FPM No. 10082700
1425 South Loop 4 • Suite 700
Tel: (512) 295-8201 • Fax (512) 295-8001

PROJECT: 4.909 ACRE TRACT

JOB NUMBER: 1083-01
DATE: DECEMBER 2024
SCALE: 1" = 300'
SURVEYOR: G. RENE ZAMORA
TECHNICIAN: GJS
DRAWING: 1083-01 4.909 ac.dwg
FIELDNOTES:
PARTYCHIEF:
FIELDBOOKS:

A 4.909 ACRE TRACT OF LAND CONVEYED TO
EBS REAL ESTATE PARTNERS, L.L.C. IN A
GENERAL WARRANTY DEED DATED MARCH 8,
2024, RECORDED IN DOCUMENT NO. 202403726
OF THE OFFICIAL PUBLIC RECORDS OF
BASTROP COUNTY, TEXAS

Vicinity Map





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 23.914 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 39675), AND BEING FULLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is requested or required at this time; this item is to allow for public comments on the proposed annexation prior to its consideration for adoption by the City Council.

BACKGROUND:

The owners of this 23.914-acre tract have submitted a petition requesting to have the property annexed into the corporate limits of the City of Elgin. State Law requires a public hearing for all voluntary annexations of land.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. Proposed Cardwell Estates 23.914 Acre Annexation Ordinance with Exhibit A
2. Cardwell Estates Vicinity Map

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

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

ORDINANCE NO. 2025-02-18-

AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 23.914 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 39675), AND BEING FULLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, the City is a duly constituted Home Rule City pursuant to Chapter 9, Local Government Code, as amended, and,

WHEREAS, pursuant to Section 43.0671, Local Government Code, the owners of a tract of land containing 23.914 acres of land out of the Elizabeth Standifer Survey, Abstract No. 59 (the “Property”) more fully described in Exhibit “A”, have petitioned the City Council in writing to annex the Property, and,

WHEREAS, the property is (1) contiguous to the City; and (2) vacant without residents, or on which less than three (3) qualified voters reside, and,

WHEREAS, the City Council has determined that all requirements of Section 43.0671 Local Government Code have been complied with and hereby consider it appropriate to grant the petition for annexation.

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

I.

That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in its entirety.

II.

That the City Council has heard arguments for and against the annexation and has determined to grant the petition for annexation.

III.

That the Property described in Exhibit “A” attached hereto and incorporated herein for all purposes, be and is hereby annexed and brought within the corporate limits of the City of Elgin, Bastrop and Travis Counties, Texas, and is hereby made an integral part hereof.

IV.

That the owners and future inhabitants of the area herein annexed be entitled to all the rights and privileges of other citizens and property owners of said City and are hereby bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

V.

That the official map and boundaries of the City, heretofore adopted and amended be and is hereby amended so as to include the aforementioned territory as part of the City of Elgin, Texas.

VI.

That the City Manager is hereby directed and authorized to perform or cause to be performed all acts necessary to correct the official map of the City to add territory hereby annexed as required by law.

VII.

That this Ordinance shall become effective after "passage".

VIII.

That the City Secretary is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk of Bastrop County, Texas.

IX.

If any section, subsection, sentence, phrase, or word of this Ordinance be found illegal, invalid, or unconstitutional or any provision of said property is incapable of being annexed by the City, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph, or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph, or provision of any other Ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and to this end the provisions of this Ordinance are declared to be severable.

X.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and

the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

By motion duly made, seconded, and passed with an affirmative vote of all the Council members present, the requirement for reading this Ordinance on separate days was dispensed with.

READ, PASSED, and ADOPTED on first reading this the 18th day of February 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

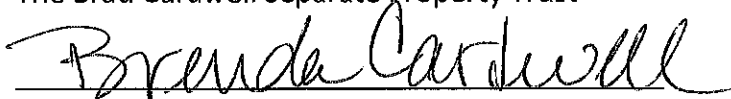
**PETITION FOR VOLUNTARY ANNEXATION
INTO THE CITY OF ELGIN, TEXAS**

Pursuant to the provisions of Section 43.0671 of the Local Government Code and our agreement with the City of Elgin under the provisions of Section 212.172 of the Local Government Code, **Bradley C. Cardwell**, as Trustee of The Brad Cardwell Separate Property Trust and **Brenda Cardwell**, as Trustee of The Brenda Cardwell Separate Property Trust, request voluntary annexation in the City of Elgin, Texas of the following described property attached as Exhibit "A." Moreover, the undersigned owners understand and acknowledge that included with the approval of this request, the City of Elgin, Texas also plans to annex the portion of Swenson Boulevard that fronts the eastern boundary of the property adjacent to Exhibit "A"; said adjacent parcel being identified by Property ID No. 99528. Accordingly, the undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which less than three qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory on Exhibit "A" attached hereto, and incorporated by reference herein for all purposes.

EXECUTED on this _____ day of January, 2025.



Printed Name: **Bradley C. Cardwell**, Trustee of
The Brad Cardwell Separate Property Trust



Printed Name: **Brenda Cardwell**, Trustee of
The Brenda Cardwell Separate Property Trust

STATE OF TEXAS

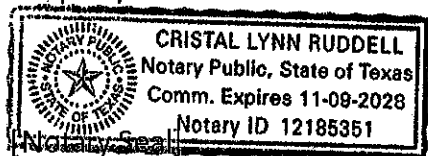
§

§

COUNTY OF BASTROP

§

This instrument was acknowledged before me on the 10 day of January, 2025, by Bradley C. Cardwell in his capacity as Trustee of The Brad Cardwell Separate Property Trust and by Brenda Cardwell in her capacity as Trustee of The Brenda Cardwell Separate Property Trust.



Notary Public, State of Texas

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Buda and El Paso Texas**Exhibit "A"**

(3 pages)

LEGAL DESCRIPTION 23.914 ACRES TRACT TWO

DESCRIPTION OF A 23.914 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING THE REMAINING PORTION OF THAT CERTAIN 28.7345 ACRE TRACT OF LAND CONVED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST OF RECORD IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 23.914 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner of that certain called 5.00 acre tract conveyed to EBS Real Estate Partners LLC, of record in Document No. 202403726, Official Public Records Bastrop County, Texas, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of said EBS Real Estate Partners LLC 5.0 acre tract;

THENCE S 62°53'01" E, for a distance of **85.33** feet to a 5/8" iron rod set for the northeast corner of said EBS Real Estate Partners LLC 5.0 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being also the northwest corner of said Cardwell Trust 28.7345 acre tract and being the **POINT OF BEGINNING** of the herein described tract;

THENCE S 62°53'01" E, for a distance of **763.90** feet to a 1/2" iron rod found for the southeast corner of said Alliance Elgin, LLC 19.185 acre tract, being also the southwest corner of that certain 13.251 acre tract of land conveyed to Ale Development, LLC of record in Document No. 202119625 of Official Public Records Bastrop County, Texas and being on the north line of said Cardwell Trust 28.7345 acre tract;

THENCE S 63°13'47" E, for a distance of **646.07** feet to a 1/2" iron pipe found for angle point on the common line of said Ale Development LLC 13.251 acre tract and Cardwell Trust tract;

THENCE S 63°31'29" E, for a distance of **400.04** feet to a 1/2" iron pipe found for the northwesterly corner W. Cleveland Street (40' right-of-way), being also the south line of said Ale Development LLC 13.251 acre tract and being the northeast corner of the herein described tract;

THENCE S 26°17'10" W, at 48.08 feet passing a nail found in concrete at a chain link fence post continuing for a total distance of **50.00** feet to a calculated point for an interior corner of that certain 11.476 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas;

Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 1 of 3

M:_Austin-Projects\1083-01\UNC DEVELOPMENT\23.914 ACRE FN

THENCE N 63°32'02" W, for a distance of **550.04** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found for the northwest corner of that certain 4.85 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas and being an "ell" corner of the herein described tract;

THENCE S 26°27'51" W, for a distance of **730.24** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found on the north line of Lot 1, Block B, Trinity Ranch, Phase 1, Section 2 of record in Cabinet 7, Page 236-B, of Plat Records, Bastrop County, Texas and being the most southerly southeast corner of the herein described tract;

THENCE N 63°31'01" W, at 329.56 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northeast corner of Pepper Parkway, at 399.53 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northwest corner of said Pepper Parkway and continuing for a total distance of **1,323.80** feet to a 1/2" iron pipe found for the southwest corner of said Cardwell Trust 28.7345 acre tract, being also the southeast corner of said EBS Real Estate Partners LLC 45.063 acre tract and being on the north line of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 31°55'18" E, departing the north line of said Trinity Ranch Phase 1, Section 1 subdivision, with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract, and being on the southeast line of the herein described tract;

THENCE N 30°48'18" E, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, for a distance of **609.63** feet to the **POINT OF BEGINNING**, containing **23.914** acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

THE STATE OF TEXAS

§
§
§

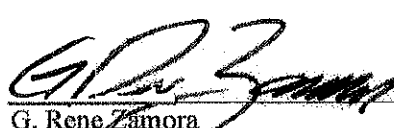
KNOW ALL MEN BY THESE PRESENTS:

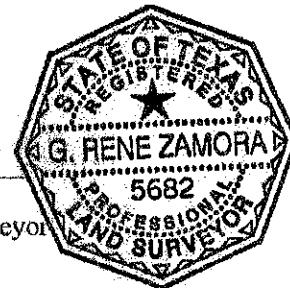
COUNTY OF HAYS

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 — State of Texas

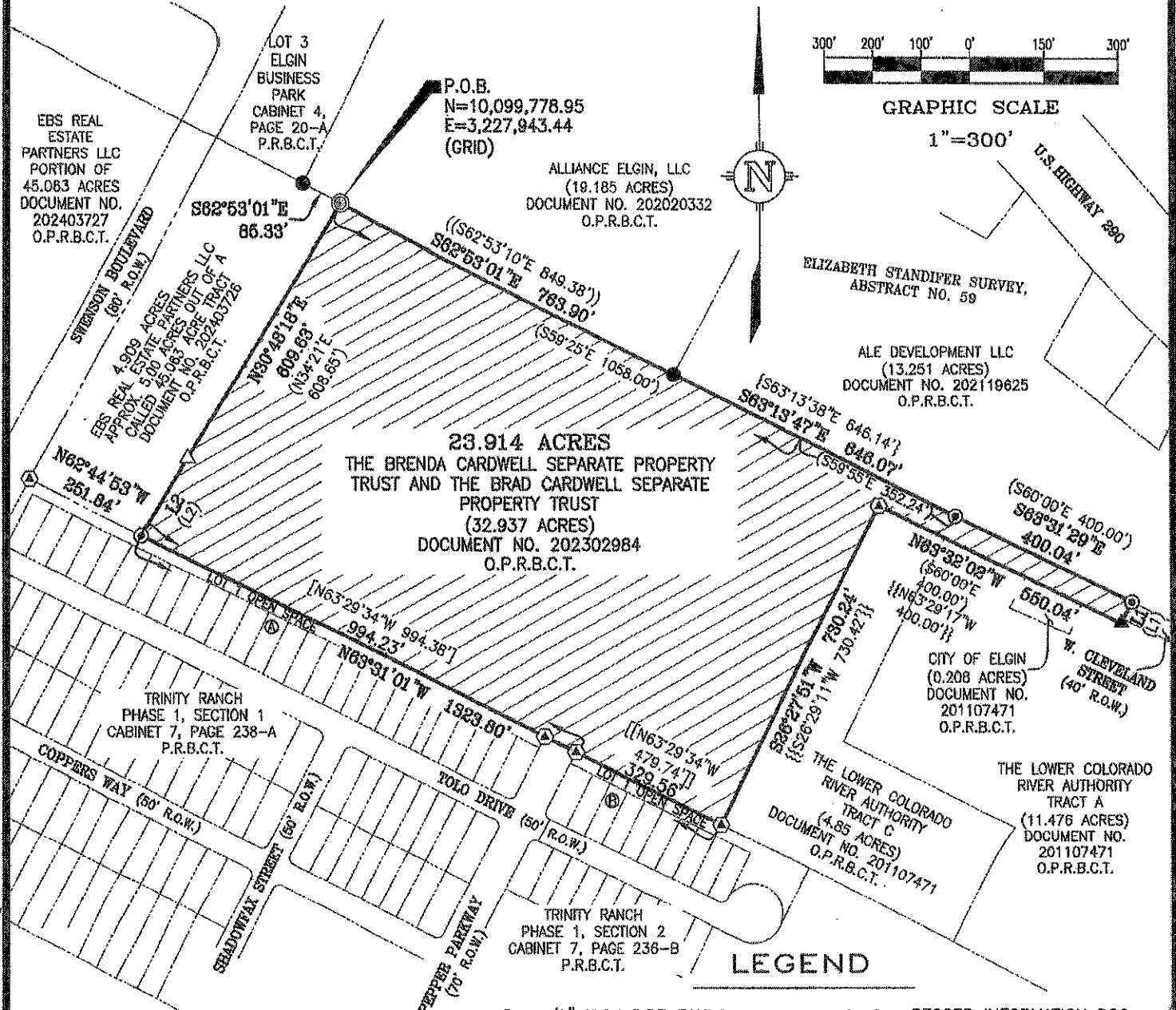


Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6081

Page 2 of 3

M:_Austin-Projects\1083-01\UNC DEVELOPMENT\23.914 ACRE FN

SKETCH TO ACCOMPANY LEGAL DESCRIPTION



LINE TABLE

LINE	DIRECTION	DISTANCE
L1	S26°17'10"W	50.00'
(L1)	S30°00'W	50.00'
L2	N31°55'18"E	184.97'
(L2)	N35°28'E	184.67'

Page 3 of 3

LOCATIONS



ZWA

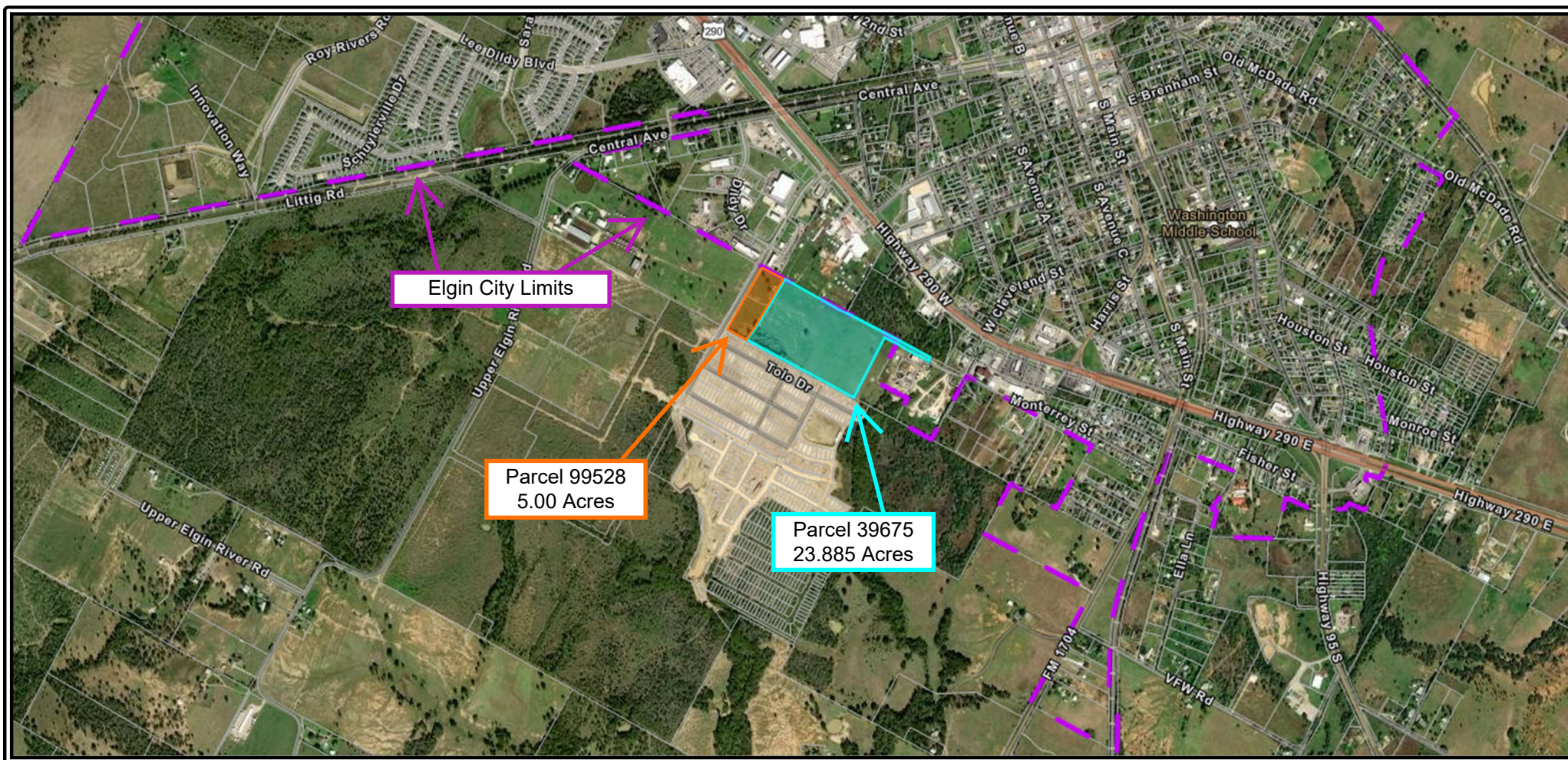
Zamora, L.L.C.
Professional Land Surveyors
 Texas FIRM No. 10062700
 1425 South Loop 4 • Suite, Texas 78610
 Tel (512) 295-6201 • Fax (512) 295-6091

PROJECT: 23.914 ACRE TRACT SURVEY

JOB NUMBER: 1083-01
 DATE: DECEMBER 2024
 SCALE: 1" = 300'
 SURVEYOR: G. REINE ZAMORA
 TECHNICIAN: GJS
 DRAWING: 1083-01 23.914 ac.dwg
 FIELDNOTES:
 PARTYCHIEF:
 FIELDBOOKS:

A 23.914 ACRE TRACT OF LAND CONVEYED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST, IN A GENERAL WARRANTY DEED DATED MARCH 1, 2023, RECORDED IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS

Vicinity Map





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: PUBLIC HEARING ON AN ORDINANCE AMENDING THE OFFICIAL MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE TO “PDD”, PLANNED DEVELOPMENT DISTRICT THE PROPERTIES KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL NUMBERS 39675 AND 99528, TOTALING 28.823 ACRES, MORE OR LESS, OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT 59, IN BASTROP COUNTY, TEXAS, SAID TRACTS BEING MORE DESCRIBED IN EXHIBITS “A” AND “B”; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is proposed or requested at this time; this item is to allow for public comments on the proposed ordinance in accordance with State law.

BACKGROUND:

The request is to zone approximately 28.823 acres of land in Bastrop County to "PDD" Planned Development District. The territories are located south of Highway 290 and east of Swenson Boulevard and the property owners have petitioned to have the territories annexed into the Elgin City Limits. Per Sec. 46-7 of City of Elgin Code of Ordinances, newly annexed areas are automatically zoned R-1 unless otherwise requested and the City Council approves.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Receive public comments.

ATTACHMENTS:

1. Proposed Cardwell Estates PDD Ordinance
2. Proposed Cardwell Estates PDD
3. Cardwell Estates Vicinity Map

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

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

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

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

ORDINANCE NO. 2025-02-18-_____

AN ORDINANCE AMENDING THE OFFICIAL MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE TO “PDD”, PLANNED DEVELOPMENT DISTRICT THE PROPERTIES KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL NUMBERS 39675 AND 99528, TOTALING 28.823 ACRES, MORE OR LESS, OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT 59, IN BASTROP COUNTY, TEXAS, SAID TRACTS BEING MORE DESCRIBED IN EXHIBITS “A” AND “B”; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, city staff has reviewed and negotiated a Conceptual Plan for 28.823 acres of land within the city limits and known as Cardwell Estates Planned Development District (PDD) in Elgin, Bastrop County, Texas, being more fully described in Exhibit “A” and “B” of the PDD (the “Property”); and

WHEREAS, the Planning and Zoning Commission held a workshop concerning the requested change on January 27, 2025; and

WHEREAS, the Planning and Zoning Commission has offered their input on the proposed change to the Official Zoning Map; and

WHEREAS, on the 18th day of February, 2025, after proper notification, the City Council held a public hearing on the requested zoning, and

WHEREAS, the City Council determines that the zoning provided for herein promotes the health, safety, morals and protects and preserves the general welfare of the community, and

WHEREAS, each and every requirement set forth in Chapter 211, Sub-Chapter A, Texas Local Government Code, and Chapter 46, Revised Code of Ordinances, City of Elgin, Texas, 2013, concerning public notices, hearings, and other procedural matters has been fully complied with.

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

I.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit “A” and “B” is classified as PDD Planned Development District.

II.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

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

READ, PASSED, AND ADOPTED on first reading this 18th day of February 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

ESMERALDA RANGEL, Deputy City Secretary

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Buda and El Paso Texas

Exhibit "A"

(3 pages)

LEGAL DESCRIPTION 23.914 ACRES TRACT TWO

DESCRIPTION OF A 23.914 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING THE REMAINING PORTION OF THAT CERTAIN 28.7345 ACRE TRACT OF LAND CONVED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST OF RECORD IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 23.914 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner of that certain called 5.00 acre tract conveyed to EBS Real Estate Partners LLC, of record in Document No. 202403726, Official Public Records Bastrop County, Texas, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of said EBS Real Estate Partners LLC 5.0 acre tract;

THENCE S 62°53'01" E, for a distance of **85.33** feet to a 5/8" iron rod set for the northeast corner of said EBS Real Estate Partners LLC 5.0 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being also the northwest corner of said Cardwell Trust 28.7345 acre tract and being the **POINT OF BEGINNING** of the herein described tract;

THENCE S 62°53'01" E, for a distance of **763.90** feet to a 1/2" iron rod found for the southeast corner of said Alliance Elgin, LLC 19.185 acre tract, being also the southwest corner of that certain 13.251 acre tract of land conveyed to Ale Development, LLC of record in Document No. 202119625 of Official Public Records Bastrop County, Texas and being on the north line of said Cardwell Trust 28.7345 acre tract;

THENCE S 63°13'47" E, for a distance of **646.07** feet to a 1/2" iron pipe found for angle point on the common line of said Ale Development LLC 13.251 acre tract and Cardwell Trust tract;

THENCE S 63°31'29" E, for a distance of **400.04** feet to a 1/2" iron pipe found for the northwesterly corner W. Cleveland Street (40' right-of-way), being also the south line of said Ale Development LLC 13.251 acre tract and being the northeast corner of the herein described tract;

THENCE S 26°17'10" W, at 48.08 feet passing a nail found in concrete at a chain link fence post continuing for a total distance of **50.00** feet to a calculated point for an interior corner of that certain 11.476 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas;

THENCE N 63°32'02" W, for a distance of **550.04** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found for the northwest corner of that certain 4.85 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas and being an "ell" corner of the herein described tract;

THENCE S 26°27'51" W, for a distance of **730.24** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found on the north line of Lot 1, Block B, Trinity Ranch, Phase 1, Section 2 of record in Cabinet 7, Page 236-B, of Plat Records, Bastrop County, Texas and being the most southerly southeast corner of the herein described tract;

THENCE N 63°31'01" W, at 329.56 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northeast corner of Pepper Parkway, at 399.53 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northwest corner of said Pepper Parkway and continuing for a total distance of **1,323.80** feet to a 1/2" iron pipe found for the southwest corner of said Cardwell Trust 28.7345 acre tract, being also the southeast corner of said EBS Real Estate Partners LLC 45.063 acre tract and being on the north line of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 31°55'18" E, departing the north line of said Trinity Ranch Phase 1, Section 1 subdivision, with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract, and being on the southeast line of the herein described tract;

THENCE N 30°48'18" E, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, for a distance of **609.63** feet to the **POINT OF BEGINNING**, containing **23.914** acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

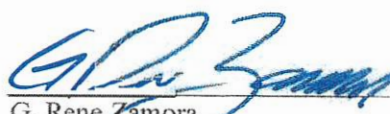
THE STATE OF TEXAS §
 §
COUNTY OF HAYS §

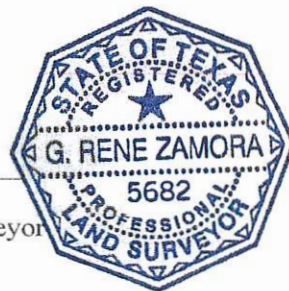
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas

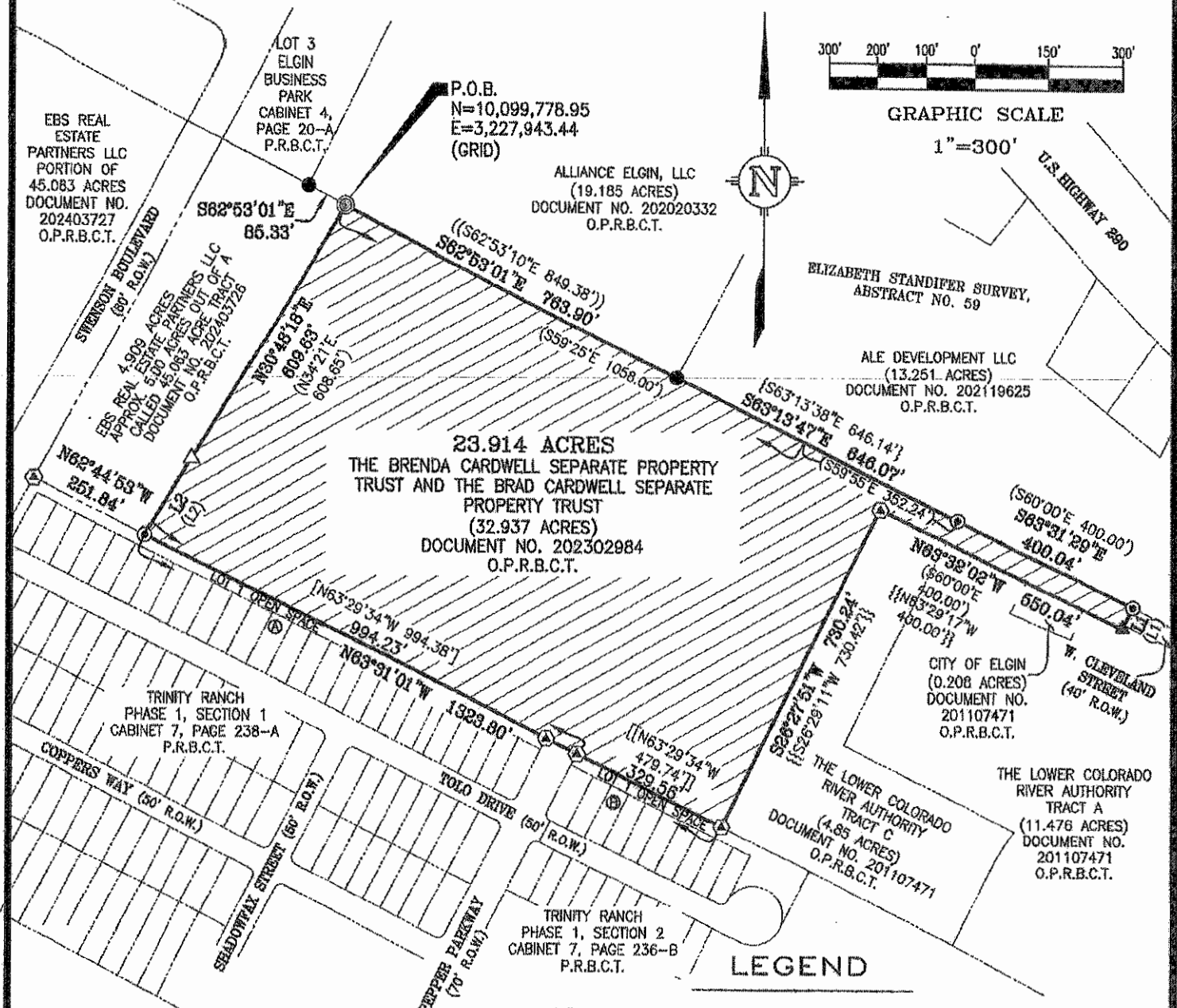


Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 2 of 3

M:_Austin-Projects\1083-01UNC DEVELOPMENT\23.914 ACRE FN

SKETCH TO ACCOMPANY LEGAL DESCRIPTION



LINE TABLE		
LINE	DIRECTION	DISTANCE
L1	S26°17'10"W	50.00'
(L1)	S30°00'W	50.00'
L2	N31°55'18"E	184.97'
(L2)	N35°28'E	184.67'

- | | | |
|--|-------|--|
| ① 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED) | () | RECORD INFORMATION DOC.
NO. 202302984 |
| ● 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED) | (()) | RECORD INFORMATION DOC.
NO. 202020332 |
| ⬠ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED) | { } | RECORD INFORMATION DOC.
NO. 202119625 |
| ② 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET | {{ }} | RECORD INFORMATION DOC.
NO. 201107471 |
| ▲ P.K. NAIL W/CHAPARRAL
WASHER FOUND | [] | RECORD INFORMATION CAB.
7, PG. 238-A |
| △ CALCULATED POINT | [[]] | RECORD INFORMATION CAB.
7, PG. 236-B |

Page 3 of 3

LOCATIONS



ZWA

Zamora, L.L.C.
Professional Land Surveyors

Texas Firm No. 10062700
1425 South Loop 4 • Suite, Texas 78010
Tel (512) 295-6201 • Fax (512) 295-6001

PROJECT: 23.914 ACRE TRACT
SURVEY
JOB NUMBER: 1083-01
DATE: DECEMBER 2024
SCALE: 1" = 300'
SURVEYOR: G. RENE ZAMORA
TECHNICIAN: GJS
DRAWING: 1083-01 23.914 eo.dwg
FIELDNOTES:
PARTYCHIEF:
FIELDBOOKS:

A 23.914 ACRE TRACT OF LAND CONVEYED TO THE
BRENDA CARDWELL SEPARATE PROPERTY TRUST
AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST,
IN A GENERAL WARRANTY DEED DATED MARCH 1, 2023,
RECORDED IN DOCUMENT NO. 202302984
OF THE OFFICIAL PUBLIC RECORDS
OF BASTROP COUNTY, TEXAS

**ZWA****Zamora, L.L.C.****State-wide Professional Land Surveying
Offices in Buda and El Paso Texas****Exhibit "B"**

(3 pages)

LEGAL DESCRIPTION 4.909 ACRES TRACT ONE

DESCRIPTION OF A 4.909 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING A CALLED 5.00 ACRE OUT OF THAT CERTAIN 45.063 ACRE TRACT OF LAND AS DESCRIBED IN A DEED TO EBS REAL ESTATE PARTNERS LLC OF RECORD IN DOCUMENT NO. 202403726 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 4.909 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner hereof described tract, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of the herein described tract;

THENCE S 62°53'01" E, continuing along the south line of said 19.185 acre Alliance Elgin, LLC tract, for a distance of **85.33** feet to a 5/8" iron rod set for the northwest corner of said Cardwell Trust 28.7345 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being the northeast corner of the herein described tract;

THENCE S 30°48'18" W, departing the south line of said Alliance Elgin 19.185 acre tract, for a distance of **609.63** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract;

THENCE S 31°55'18" W, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a 1/2 inch pipe found at the southwest corner of said Cardwell Trust 28.7345 acre tract, for the southeast corner of the herein described tract;

THENCE N 62°44'53" W, departing the northwest line of said Cardwell Trust 28.7345 acre tract, with the north line of said Trinity Ranch Phase 1, Section 1 subdivision, for a distance of **251.84** feet to a 1/2" iron rod with cap stamped "BGE INC." found on the southeast line of said Swenson Boulevard, being also the southwest corner the hereof described tract and being the northwest corner of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 28°40'21" E, with the southeast line of said Swenson Boulevard for a distance of **792.48** feet to the **POINT OF BEGINNING**, containing **4.909** acres of land, more or less.

Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 1 of 3

M:_Austin-Projects\1083-01\JNC DEVELOPMENTS ACRE FN

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

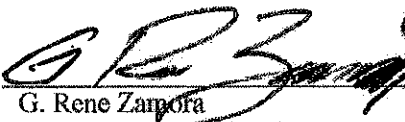
THE STATE OF TEXAS §
 §
COUNTY OF HAYS §

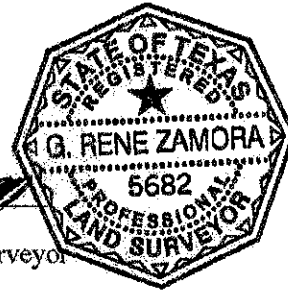
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas



SKETCH TO ACCOMPANY LEGAL DECEIPTION

LEGEND

- 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED)
- ▲ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED)
- 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET
- △ CALCULATED POINT
- () RECORD INFORMATION DOC.
NO. 202302984
- [] RECORD INFORMATION CAB.
7, PG. 238-A

EBS REAL ESTATE PARTNERS LLC
PORTION OF 45.063 ACRES
DOCUMENT NO. 202403727
O.P.R.B.C.T.

STENSON BOULEVARD
(60' R.O.W.)

N28°40'21"E 782.48'
[N28°38'30"E 792.18']

4.909 ACRES
EBS REAL ESTATE PARTNERS LLC
APPROX. 5.00 ACRES OUT OF A
CALLED 45.063 ACRE TRACT
DOCUMENT NO. 202403726
O.P.R.B.C.T.

LOT 3
ELGIN BUSINESS PARK
CABINET 4, PAGE 20-A
P.R.B.C.T.

ALLIANCE ELGIN,
LLC
(19.185 ACRES)
DOCUMENT NO.
202020332
O.P.R.B.C.T.

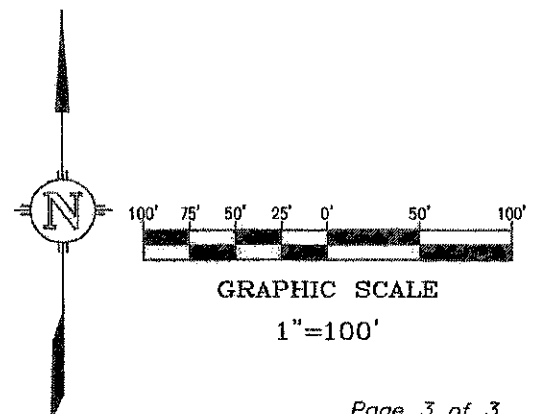
[S62°51'25"E 199.85']
S62°51'16"E 199.70'
P.O.B.
N=10,099,908.96
E=3,227,689.79
(GRID)

S62°53'01"E
85.33'

S80°48'18"W 809.83'
[N34°21'E 608.65']

23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY
TRUST AND THE BRAD CARDWELL SEPARATE
PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

[N62°45'43"W 251.89']
N62°44'58"W 251.84'
1 OPEN SPACE (0.802 ACRES)
TRINITY RANCH
PHASE 1, SECTION 1
CABINET 7, PAGE 238-A
P.R.B.C.T.



Page 3 of 3

LOCATIONS



ZWA

Zamora, L.L.C.
Professional Land Surveyors
Texas FPM No. 10082700
1425 South Loop 4 • Suite 78610
Tel: (512) 295-8201 • Fax (512) 295-8091

PROJECT: 4.909 ACRE TRACT
SURVEY
JOB NUMBER: 1083-01
DATE: DECEMBER 2024
SCALE: 1" = 300'
SURVEYOR: G. RENE ZAMORA
TECHNICIAN: GJS
DRAWING: 1083-01 4.909 ac.dwg
FIELDNOTES:
PARTYCHIEF:
FIELDBOOKS:

A 4.909 ACRE TRACT OF LAND CONVEYED TO
EBS REAL ESTATE PARTNERS, L.L.C. IN A
GENERAL WARRANTY DEED DATED MARCH 8,
2024, RECORDED IN DOCUMENT NO. 202403726
OF THE OFFICIAL PUBLIC RECORDS OF
BASTROP COUNTY, TEXAS

AGREEMENT AND DEVELOPMENT PLAN

CARDWELL ESTATES

PLANNED DEVELOPMENT DISTRICT ("PDD")

THE STATE OF TEXAS §
§
COUNTY OF BASTROP §

THIS AGREEMENT AND DEVELOPMENT PLAN (this "Agreement") is made and entered by and between the CITY OF ELGIN, TEXAS, a Texas municipal corporation, (hereinafter referred to as the "City"), and EBS REAL ESTATE PARTNERS, LLC, a Texas limited liability company (hereinafter "EBS"), THE BRENDA CARDWELL SEPARATE PROPERTY TRUST (hereinafter "Trust 1"), THE BRAD CARDWELL SEPARATE PROPERTY TRUST (hereinafter "Trust 2"), and JNC DEVELOPMENT, INC. a Texas corporation, its successors and assigns, (hereafter referred to as the "Developer"). EBS, Trust 1, and Trust 2 are collectively referred to herein as the "Owner"; provided, however, upon sale, transfer or conveyance of portions of the hereinafter described property, the duties and obligations of the Owner, as it relates to the respective property, shall be assumed by the new owner, and the Owner shall have no further liability relating to the respective Property (defined herein).

RECITALS

WHEREAS, the Owner is the owner of certain real property consisting of a combined 28.8 acres, as more particularly described in **Exhibit "A" and Exhibit "B"**, (herein after referred to as the "Property") attached hereto and made a part hereof;

WHEREAS, EBS owns the parcel of real property more particularly described in **Exhibit "A"**;

WHEREAS, Trust 1 and Trust 2 each own an undivided fifty percent (50%) interest in the parcel of real property more particularly described in **Exhibit "B"**;

WHEREAS, the Owner has submitted a request to the City to zone the Property as a Planned Development District (the "PDD"), and those portions of the Property currently lie within the extraterritorial jurisdiction of the City of Elgin, Texas;

WHEREAS, pursuant to Chapter 46, Article IV, Division 10, Code of Ordinances, City of Elgin, Texas, the Developer has submitted a Development Plan setting forth the development conditions and requirements within the PDD, which Development Plan is contained in Section II of this Agreement; and

WHEREAS, the City has held public hearings required by law to solicit input from all interested citizens and affected parties; and

WHEREAS, on January 27, 2025, the City's Planning and Zoning Commission provided input of the Developer's application for a PDD; and

WHEREAS, the City Council has reviewed the proposed Development Plan and determined that it promotes the health, safety, and general welfare of the citizens of Elgin and that it complies with the intent of the Planned Development District Ordinance of the City;

NOW THEREFORE BY THIS AGREEMENT WITNESSETH that, in consideration of the covenants and conditions set forth herein, the City and the Owner agree as follows:

I.

GENERAL PROVISIONS

1. CONFORMITY WITH DEVELOPMENT PLAN

All uses and development within the Property shall conform to the Development Plan included in Section II herein the "Plan."

2. ANNEXATION

Concurrent with the application for the Planned Development District, the property owners have also authorized annexation of the subject properties, and adjacent right of way, into the jurisdiction of the City. Consideration of approval of this Planned Development District will immediately follow an act of the City Council for annexation of the subject property into the City of Elgin, Texas.

3. CHANGES AND MODIFICATIONS

No changes or modifications will be made to this Development Plan unless all provisions pertaining to changes or modifications as stated herein are followed.

4. ZONING VIOLATION

The Owner, its successors and assigns understand that any person, firm, corporation or other entity violating any conditions or terms of the Development Plan shall be subject to any and all penalties for the violation of any zoning ordinance provisions as stated in the Code of Ordinances, City of Elgin, Texas, as amended. This Plan will be filed in the Official Records of Bastrop County, Texas, thereby placing future purchasers of the property on notice of all of the terms and conditions of this Plan.

5. MISCELLANEOUS PROVISIONS

5.1 Assignment.

Neither party may assign its rights and obligations under this Agreement without having first obtained the prior written consent of the other which consent shall not be unreasonably withheld. This section shall not prevent the Owner from selling the Property or portions of the Property, together with all development rights and obligations contained in this Development Plan, and no consent shall be required in connection with any other sale provided the purchaser assumes Owner's obligations in writing as to such portions of the Property.

5.2 Necessary Documents and Actions.

Each party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary or convenient to effectuate the purposes and intent of this Agreement.

5.3 Severability.

In case one or more provisions contained herein are deemed invalid, illegal or unenforceable in any respect such invalidity, illegality or unenforceability shall not affect any other provisions hereof and in such event, this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

5.4 Entire Agreement.

This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous oral or written understandings or representations of the parties respecting the subject matter hereof.

5.5 Applicable Law.

This Agreement shall be construed under and in accordance with the laws of the State of Texas.

5.6 Venue.

All obligations of the parties created hereunder are performable in Bastrop County, Texas and venue for any action arising hereunder shall be in Bastrop County.

5.7 No Third Party Beneficiaries.

Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto (and their respective successors and assigns), any rights, benefits or remedies under or by reason of this Agreement.

5.8 Duplicate Originals.

This Agreement may be executed in duplicate original, each of equal dignity.

5.9 Notices.

Until changed by written notice thereof any notice required under this Agreement may be given to the respective parties, by certified mail, postage prepaid or by hand delivery to the address of the other party shown below:

OWNER

Brenda and Bradley Cardwell
The Brenda Cardwell Separate Property Trust
The Brad Cardwell Separate Property Trust
P.O. Box 68
Elgin, Texas 78621

CITY OF ELGIN, TEXAS

City of Elgin Texas
P.O. Box 591
Elgin, Texas 78621
Attn: City Manager



DEVELOPER

**James F. Bombach
Chief Operating Officer
JNC Development, Inc.
12300 Montwood Drive
El Paso, Texas 79928
Attn: Carlos D. Bombach, CEO**



5.10 Effective Date.

This Agreement shall be effective from and after the date of due execution hereof by all parties.

5.11 Appeal of Administrative Decisions.

Administrative decisions provided for in this Agreement may be appealed to the City Council in writing within 30 days following receipt by the Owner of the written confirmation of the decision.

5.12 Binding Effect.

This Agreement and the Development Plan binds and benefits the Owner and its successors and assigns.

5.13 Sunset Provision

In the event that this Planned Development Plan is not recorded within five (5) years from the date the Planned Development Plan is approved by the City Council, then the Planned Development Plan shall be automatically voided, and the zoning shall revert to R-2 (the zoning ordinances in effect at the time of approval of this PDD).

II

DEVELOPMENT PLAN

1. DEFINITIONS

Words and terms used herein shall have their usual force and meaning, or as defined in the Code of Ordinances, as amended, City of Elgin, Texas, hereinafter referred to as "the Code."

2. PROPERTY

This Development Plan (hereinafter referred to as "Plan") covers approximately +/- 28.8 acres of land, all of which is located within the extraterritorial jurisdiction of Elgin, Texas, and more particularly described by metes and bounds in **Exhibit "A" and Exhibit "B"**, attached hereto.

3. PURPOSE

The purpose of this Plan is to insure a PDD that 1) is equal to or superior to development that would occur under the standard ordinance requirements, 2) does not have an undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utilities or any other matters affecting the public health, safety and welfare, 3) is adequately provisioned by essential public facilities and services, and 4) will be developed and maintained so as not to dominate, by scale or massing of structures, the immediate neighboring properties or interfere with their development or use in accordance with any existing zoning district.

4. APPLICABILITY OF CITY ORDINANCES

4.1 Zoning and Subdivision Ordinances

The Property shall be regulated for purposes of zoning and subdivision by this Plan. All aspects not specifically covered by this Plan shall be regulated by applicable sections of the Code. This PDD serves to augment and/or modify the standards for development for R-2, Single Family, zoning districts development outlined in the Code to implement the vision for property and ensure a quality development not otherwise achieved solely by the underlying base zoning district. Refer to **Exhibit "C"**, Development Standards for additional design standards set forth in the PDD document. If there is a conflict between this Agreement and Plan and the Code, this Agreement and Plan shall supersede the specific conflicting provisions of the Code. If there is a conflict between this Agreement and Exhibit "C", this Agreement shall supersede the specific conflicting provisions of the Exhibit "D".

4.2 Other Ordinances

All other Ordinances within the Code shall apply to the Property, except as clearly modified by this Plan.

5. **PERMITTED USES**

The Property shall be used and developed as single-family homes and mail kiosk, as shown in the **Concept Plan, Exhibit "D"** attached hereto and incorporated herein.

Exhibit "C", Development Standards, depicts the development standards for the Residential parcels within the Property.

6. **UNDERGROUND UTILITY SERVICE**

All on-site utility lines must be underground to connection points provided by the utility service provider. All transformers must be visually screened.

7. **ROADWAY IMPACTS**

7.1 **Developer Participation**

Developer agrees to pay for all costs related to the design and construction of all roadway improvements within the Project, which includes a new north and south collector with Right of Way dedication of seventy feet (70') interior to the Project.

7.2 **Developer Participation Schedule**

As noted above, as consideration for the north and south collector, Developer shall not be required to participate in the Adjacent Roadway Project or required to pay any impact fees for offsite roadway projects.

8. **PARKLAND DEDICATION**

The parkland dedication requirements for the Property shall be met in full by providing the following:

8.1 **Open Space and Related Improvements**

The Project will provide approximately 4.21 acres of public space, as shown on **Exhibit "D", Concept Plan**. The open space lands and associated improvements shall be accessible to the public. The location of the park improvements will be incorporated into the construction plans for each phase of the Property.

Ownership and maintenance of the public open space shall be the responsibility of the private Homeowner's Association ("HOA"). The HOA will have the right to impose restrictions and enforce proper use of the public open space, including the right to add security measures (fences, cameras, or related), if necessary to prevent the misuse, abuse, vandalism, or any other nuisance activities on the open space lands. An access and conservation easement will be entered into with the City or shown on the final plat to retain use of the land as parkland and the parkland will be accessible to the public.

8.2 Parkland Fee in Lieu of Required

A parkland fee of \$800 per lot must be paid in accordance with the fee schedule as the parkland requirements area not met. The total number of lots proposed for this development are 114 total residential lots and 7 tracts.

8.3 Tree Preservation Plan

No significant or heritage trees shall be removed until a tree preservation plan has been approved by the City. A tree preservation plan is to be submitted with the submittal of the preliminary plat. Tree Preservation calculations, as required by Section 48-70, are included in Appendix H.

8.4 Postal Station

Postal delivery standards will be met in accordance with Section 36-60 of the City Subdivision Ordinance.

9. SIGNS

The Project shall incorporate the Development Standards for signage depicted on **Exhibit "F"**.



10. WATER AND WASTEWATER

The City of Elgin will provide sewer service and Aqua Water Supply Corporation will provide water service to the site based on location of existing infrastructure. The Developer will be responsible for extending any existing utilities to the site. The general utility plan is depicted on Exhibit "E".

10.1 Annexation

Upon annexation, wastewater will be provided by the City of Elgin to the Property Line. Public wastewater lines will be constructed in local streets as depicted on Exhibit "E" and extended to the appropriate connection point as approved by the City of Elgin.

10.2 Sewer Service

The existing 12" wastewater line is located at the Project boundary and no additional off-site extensions are required by the City. The City represents that the 12" wastewater line is of sufficient capacity to serve the Project. Any costs associated with increasing the size of the existing infrastructure, as necessary to serve any expansion of the Project Concept Plan described in Exhibit D, shall be paid for by the Developer. The City will cost participate in the event it elects to upsize the required infrastructure.

10.3 Water Service

The existing 12" water line located within the Swenson Boulevard/Tolo Drive right of way is located at the Project boundary and the Developer confirms no additional off-site extensions are required by the City. Aqua Water Supply Corporation represents that the 12" water line is of sufficient capacity to serve the Project.

10.4 CCN Territory

The subject property is within the Certificate of Convenience and Necessity (CCN) of the Aqua Water Supply Corporation. As such, water services will be provided by this utility entity. Public water lines will be constructed in local streets as depicted on Exhibit "E" and extended to the appropriate connection point as approved by Aqua Water.

11. WATER QUALITY, DETENTION, AND IMPERVIOUS COVER

11.1 Water Quality

Water quality will not be required for this project.

11.2 Detention

The Project will follow the City's Code and specifically will be required to provide stormwater runoff controls (detention), erosion control measures, grading, and related infrastructure to prevent increased or adverse effects downstream of the

Project.

12. DESIGN OF INGRESS OR EGRESS FOR DRIVEWAYS

This project will not provide mutual access agreements on parking lots, driveways and adjoining properties as encouraged on Section 36-514.8 of the Code of Ordinances.

13. STREETS, BLOCKS, LOTS, SIDEWALKS, BUILDING LINES, SETBACKS, DRAINAGE AND STORM SEWERS AND OTHER MATTERS

13.1 Development Standards

The Project shall incorporate the Development Standards as depicted in **Exhibit "C"**.

13.2 Buffer Zones

The City required buffer zones per Sec. 36-312(b)(2) are hereby removed where Single Family lots are located per the Concept Plan.

13.3 Sidewalk in Lieu of Fees

The Project shall not be required to construct sidewalks along Swenson Boulevard. The sidewalk requirements along Swenson Boulevard shall be met in full by the Developer, at the Developer's expense, by providing and constructing sidewalk along both sides of the minor collector within the interior of the Project.

13.4 Traffic Impact Analysis

The Developer shall provide a Traffic Impact Analysis ("TIA") providing information on the projected traffic associated with the Development, particularly as it relates to Swenson Boulevard, Upper Elgin River Road, and Central Avenue. The TIA will consider impacts of the entire Development based on the Concept Plan and will identify any potential traffic operational problems or concerns and recommend appropriate actions to address such problems or concerns. The TIA will also consider the potential traffic to be generated by other undeveloped land in the area and shall be consistent with applicable City ordinance requirements and the TxDOT Access Management Manual. In conjunction with any such Developer improvements, the City may, at its sole discretion, cost participate in the construction of any offsite transportation improvements not identified by the TIA as it deems warranted and appropriate. In the event Developer desires to make landscape improvements to the existing section of Swenson Boulevard (plantings, lighting, pedestrian path, wayfinding, etc.), Developer and the City will work together to allow for such improvements. Developer shall be responsible for their proportionate share (based upon the impact of the Development on such traffic patterns as described in the TIA) of the costs associated with the design, engineering, and construction of improvements identified by the TIA at such times as traffic generated by the Development necessitates such improvements as set forth in the TIA.

13.4 Right of Way Dedication

Developer will dedicate zero feet (approximately zero acres) of right of way along the Project's frontage of Swenson Boulevard as shown on Exhibits D and E. The standard right-of-way dedication has been previously provided to Bastrop County. The previously dedicated right-of-way will be annexed into the City of Elgin as part of the Owners petition to annex.

14. PERIMETER IMPROVEMENTS

As noted above, the Developer will dedicate zero feet (approximately zero acres of Right of Way) along the Project's frontage of Swenson Boulevard, as well as dedicate 27,726 square feet (approximately 0.64 acres of land) along the property boundary of the City of Elgin's Wastewater Treatment Plant to the City.

15. CHANGES TO AGREEMENT AND DEVELOPMENT PLAN

15.1 Minor Changes

Minor changes to this Agreement or Plan, which do not substantially alter the proposed street circulation, increase the lot count above the limit set in Exhibit "D" or alter the Residential Development Standards in Exhibit "C", may be approved administratively, if approved in writing, by the City Engineer, the Director of Planning, the Director of Public Works, and the City Attorney.

15.2 Major Changes

All changes not permitted under section 15.1 above, shall be resubmitted following the same procedure required by the original PDD application; provided, however, that nothing herein or otherwise shall require an owner of a portion of the Property (the "Rezoning Owner") to obtain the consent or approval of any other owner of a portion of the Property for a change in zoning (including amending this Agreement) if such change only applies to the land of the Rezoning Owner.

15.3 Deed Restrictions and Creation of a Home Owner's Association

The Developer shall create a Homeowners Association responsible for, among other things, enforcement of deed restrictions required under this Agreement. The Association shall be created and deed restrictions recorded before issuance of building permits for residential building construction on the Property. The associate shall be duly authorized, under applicable laws, to enforce the deed restrictions against all owners and developers of land within the Property. Any deed restrictions, and amendments thereto, regulating development of the Property shall be recorded in the Official Public Records of Bastrop County, Texas. Any deed restrictions regulating development of the Property, and any amendments thereto, shall be subject to this Agreement. Such deed restrictions shall further include a statement that they are expressly subject to this Agreement and that, in the event of a conflict between the deed restrictions and this Agreement, this Agreement shall govern.

[Signatures on following pages]

OWNERS:

EBS REAL ESTATE PARTNERS, LLC
a Texas limited liability company

By: Brenda Cardwell
Brenda Cardwell, Manager

By: [Signature]
Bradley C. Cardwell, Manager

STATE OF TEXAS

§
§
§

COUNTY OF BASTROP

SWORN AND SUBSCRIBED before me on the 30th day of January, 2025, by **Bradley C. Cardwell and Brenda Cardwell**, each in their capacity as a **Manager of EBS Real Estate Partners, LLC**, a Texas limited liability company.



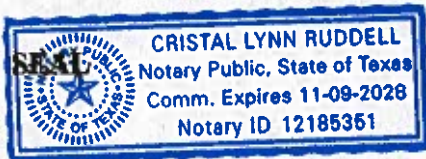
Cristal Ruddell
Notary Public, State of Texas

THE BRENDA CARDWELL SEPARATE PROPERTY TRUST ("Trust 1")

By: Brenda Cardwell
Brenda Cardwell, Trustee

STATE OF TEXAS §
 §
COUNTY OF BASTROP §

SWORN AND SUBSCRIBED before me this the 30th day of January, 2025 by Brenda Cardwell, in her capacity as Trustee of the Brenda Cardwell Separate Property Trust.



Cristal Ruddell
Signature of Notary

THE BRAD CARDWELL SEPARATE PROPERTY TRUST ("Trust 2")

By: Bradley C. Cardwell
Bradley C. Cardwell, Trustee

STATE OF TEXAS §
 §
COUNTY OF BASTROP §

SWORN AND SUBSCRIBED before me this the 30th day of January, 2025 by Bradley C. Cardwell, in his capacity as Trustee of the Brad Cardwell Separate Property Trust.



Cristal Ruddell
Signature of Notary

DEVELOPER:

**JNC Development, Inc.
a Texas corporation**

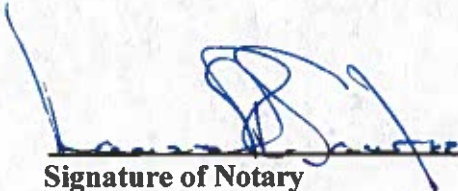
By: 
Carlos D. Bombach, CEO

STATE OF TEXAS §

COUNTY OF ~~BASTROP~~ §
EL PASO

SWORN AND SUBSCRIBED before me this the 24 day of Jan. 2025,
2025 by Carlos D. Bombach, in his capacity as Chief Executive Officer of JNC Development,
Inc, a Texas corporation.

SEAL


Signature of Notary



CITY OF ELGIN

By: _____
Teresa Y. McShan, Mayor

ATTEST:
By: _____
Peyton Standifer, City Secretary

**STATE OF TEXAS
BASTROP COUNTY**

Sworn and subscribed before me this the ____ day of _____, 2025 by

SEAL

Signature of Notary

STATE OF TEXAS
BASTROP COUNTY

Sworn and subscribed before me this the _____ day of _____, 2025 by Teresa
Y. McShan, Mayor, City of Elgin, Texas.

SEAL

Signature of Notary

STATE OF TEXAS
BASTROP COUNTY

Sworn and subscribed before me this the _____ day of _____, 2025 by
Peyton Standifer, City Secretary, City of Elgin, Texas.

SEAL

Signature of Notary

LIST OF EXHIBITS

EXHIBIT "A" – Metes & Bounds Description of the Property owned by EBS

EXHIBIT "B" – Metes & Bounds Description of the Property owned by Trust 1 and Trust 2

EXHIBIT "C" – Development Standards

EXHIBIT "D" – Concept Plan

EXHIBIT "E" – General Utility Plan

EXHIBIT "F" – Master Sign Plan

EXHIBIT "G" – Roadway Cross Sections

EXHIBIT "H" – Tree Preservation Calculations

EXHIBIT "A"
METES AND BOUNDS DESCRIPTIONS OF THE PROPERTY OWNED BY EBS

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Dade and El Paso Texas**LEGAL DESCRIPTION 4.909 ACRES TRACT ONE**

DESCRIPTION OF A 4.909 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING A CALLED 5.00 ACRE OUT OF THAT CERTAIN 45.063 ACRE TRACT OF LAND AS DESCRIBED IN A DEED TO EBS REAL ESTATE PARTNERS LLC OF RECORD IN DOCUMENT NO. 202403726 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 4.909 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner hereof described tract, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of 199.70 feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of the herein described tract;

THENCE S 62°33'01" E, continuing along the south line of said 19.185 acre Alliance Elgin, LLC tract, for a distance of 85.33 feet to a 5/8" iron rod set for the northwest corner of said Cardwell Trust 28.7345 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being the northeast corner of the herein described tract;

THENCE S 30°48'18" W, departing the south line of said Alliance Elgin 19.185 acre tract, for a distance of 609.63 feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract;

THENCE S 31°55'18" W, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of 184.97 feet to a 1/2 inch pipe found at the southwest corner of said Cardwell Trust 28.7345 acre tract, for the southeast corner of the herein described tract;

THENCE N 62°44'53" W, departing the northwest line of said Cardwell Trust 28.7345 acre tract, with the north line of said Trinity Ranch Phase 1, Section 1 subdivision, for a distance of 251.84 feet to a 1/2" iron rod with cap stamped "BGE INC." found on the southeast line of said Swenson Boulevard, being also the southwest corner the hereof described tract and being the northwest corner of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 28°40'21" E, with the southeast line of said Swenson Boulevard for a distance of 792.48 feet to the **POINT OF BEGINNING**, containing 4.909 acres of land, more or less.

Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Suite, TX 78610 - P.O. Box 1098, Suite, TX 78610
Phone: 512-295-8291 - Fax: 512-295-8291

Page 1 of 3

M1_Austin-Project#1003-01UNC DEVELOPMENTS ACRES FN

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

THE STATE OF TEXAS

§
§
§

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HAYS

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

**Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700**

**G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 - State of Texas**



**Zamora, L.L.C., dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 - P.O. Box 1038, Buda, TX 78610
Phone: 512-295-6201 - Fax: 512-295-6091**

Page 2 of 3

M:_Amia-Projects\1083-01\UNC DEVELOPMENT\5 ACRE FN

SKETCH TO ACCOMPANY LEGAL DECEIPTION

LEGEND

- ⊙ 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED)
- ⊕ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED)
- 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET
- △ CALCULATED POINT
- () RECORD INFORMATION DOC.
NO. 202302984
- [] RECORD INFORMATION CAB.
7, PG. 238-A

EBS REAL ESTATE PARTNERS LLC
PORTION OF 48.063 ACRES
DOCUMENT NO. 202403727
O.P.R.B.C.T.

STEWART ROAD
(10' R.O.W.)

102°40'21" 70.48'
(102°40'21" 70.48')

4.909 ACRES
EBS REAL ESTATE PARTNERS LLC
APPROX. 8.00 ACRES OUT OF A
CALLED 48.063 ACRE TRACT
DOCUMENT NO. 202403728
O.P.R.B.C.T.

LOT 3
ELGIN BUSINESS PARK
CABINET 4, PAGE 20-A
P.R.B.C.T.

ALLIANCE ELGIN,
LLC
(19.185 ACRES)
DOCUMENT NO.
202020332
O.P.R.B.C.T.

S.P.O.B.
N=10,089,908.98
E=3,227,889.79
(GRB)

88°59'01" 85.05'

80°40'19" 60.20'
(102°40'21" 70.48')

23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY
TRUST AND THE BRAD CARDWELL SEPARATE
PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

1 OPEN SPACE (0.802 ACRES)
TRINITY RANCH
PHASE 1, SECTION 1
CABINET 7, PAGE 238-A
P.R.B.C.T.



GRAPHIC SCALE
1"=100'

Page 3 of 3

LOCATIONS

ZWA
Zemke, LLC
Professional Land Surveyors
Survey Firm No. 00027920
1011 South Loop West, Suite 7000
Fort Worth, Texas 76102 • Phone (817) 335-0000

PROJECT: 4.909 ACRE TRACT
DATE: 10-11-2024
BY: [Signature]
CHECKED: [Signature]
DATE: 10-11-2024
BY: [Signature]
CHECKED: [Signature]
DATE: 10-11-2024
BY: [Signature]
CHECKED: [Signature]
DATE: 10-11-2024

A 4.909 ACRE TRACT OF LAND CONVEYED TO
EBS REAL ESTATE PARTNERS, LLC, IN A
GENERAL WARRANTY DEED DATED MARCH 8,
2024, RECORDED IN DOCUMENT NO. 202403728
OF THE OFFICIAL PUBLIC RECORDS OF
BASTROP COUNTY, TEXAS

EXHIBIT "B"
**METES & BOUNDS DESCRIPTION OF THE PROPERTY OWNED BY TRUST 1 AND
TRUST 2**

A handwritten mark, possibly a signature or initials, in blue ink, located in the bottom right corner of the page.

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Buda and El Paso Texas**LEGAL DESCRIPTION 23.914 ACRES TRACT TWO**

DESCRIPTION OF A 23.914 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING THE REMAINING PORTION OF THAT CERTAIN 28.7345 ACRE TRACT OF LAND CONVEYED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST OF RECORD IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 23.914 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a 1/2" iron rod with cap stamped "BOB INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner of that certain called 5.00 acre tract conveyed to EBS Real Estate Partners LLC, of record in Document No. 202403726, Official Public Records Bastrop County, Texas, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of 199.70 feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of said EBS Real Estate Partners LLC 5.0 acre tract;

THENCE S 62°53'01" E, for a distance of 85.33 feet to a 5/8" iron rod set for the northeast corner of said EBS Real Estate Partners LLC 5.0 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being also the northwest corner of said Cardwell Trust 28.7345 acre tract and being the POINT OF BEGINNING of the herein described tract;

THENCE S 62°53'01" E, for a distance of 763.90 feet to a 1/2" iron rod found for the southeast corner of said Alliance Elgin, LLC 19.185 acre tract, being also the southwest corner of that certain 13.251 acre tract of land conveyed to Als Development, LLC of record in Document No. 202119625 of Official Public Records Bastrop County, Texas and being on the north line of said Cardwell Trust 28.7345 acre tract;

THENCE S 63°13'47" E, for a distance of 646.07 feet to a 1/2" iron pipe found for angle point on the common line of said Als Development LLC 13.251 acre tract and Cardwell Trust tract;

THENCE S 63°31'29" E, for a distance of 400.04 feet to a 1/2" iron pipe found for the northwesterly corner W. Cleveland Street (40' right-of-way), being also the south line of said Als Development LLC 13.251 acre tract and being the northeast corner of the herein described tract;

THENCE S 26°17'10" W, at 48.08 feet passing a nail found in concrete at a chain link fence post continuing for a total distance of 50.00 feet to a calculated point for an interior corner of that certain 11.476 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas;

Zamora, L.L.C. dba "ZWA" Firm No. 00682760
2425 South Loop 4, Buda, TX 78610 - P.O. Box 4036, Buda, TX 78610
Phone: 512-285-0201 - Fax: 512-285-0091

Page 1 of 3

M:\Austin-Projects\1083-01\UNC DEVELOPMENT\23.914 ACRES FN

THENCE N 63°32'02" W, for a distance of 550.04 feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found for the northwest corner of that certain 4.85 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas and being an "el" corner of the herein described tract;

THENCE S 26°27'51" W, for a distance of 730.24 feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found on the north line of Lot 1, Block B, Trinity Ranch, Phase 1, Section 2 of record in Cabinet 7, Page 236-B, of Plat Records, Bastrop County, Texas and being the most southerly southeast corner of the herein described tract;

THENCE N 63°31'01" W, at 329.56 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northeast corner of Pepper Parkway, at 399.53 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northwest corner of said Pepper Parkway and continuing for a total distance of 1,323.80 feet to a 1/2" iron pipe found for the southwest corner of said Cardwell Trust 28.7345 acre tract, being also the southeast corner of said EBS Real Estate Partners LLC 45.063 acre tract and being on the north line of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 31°55'18" E, departing the north line of said Trinity Ranch Phase 1, Section 1 subdivision, with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of 184.97 feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract, and being on the southeast line of the herein described tract;

THENCE N 30°48'18" E, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, for a distance of 609.63 feet to the POINT OF BEGINNING, containing 23.914 acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

THE STATE OF TEXAS

COUNTY OF HAYS

KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 - State of Texas

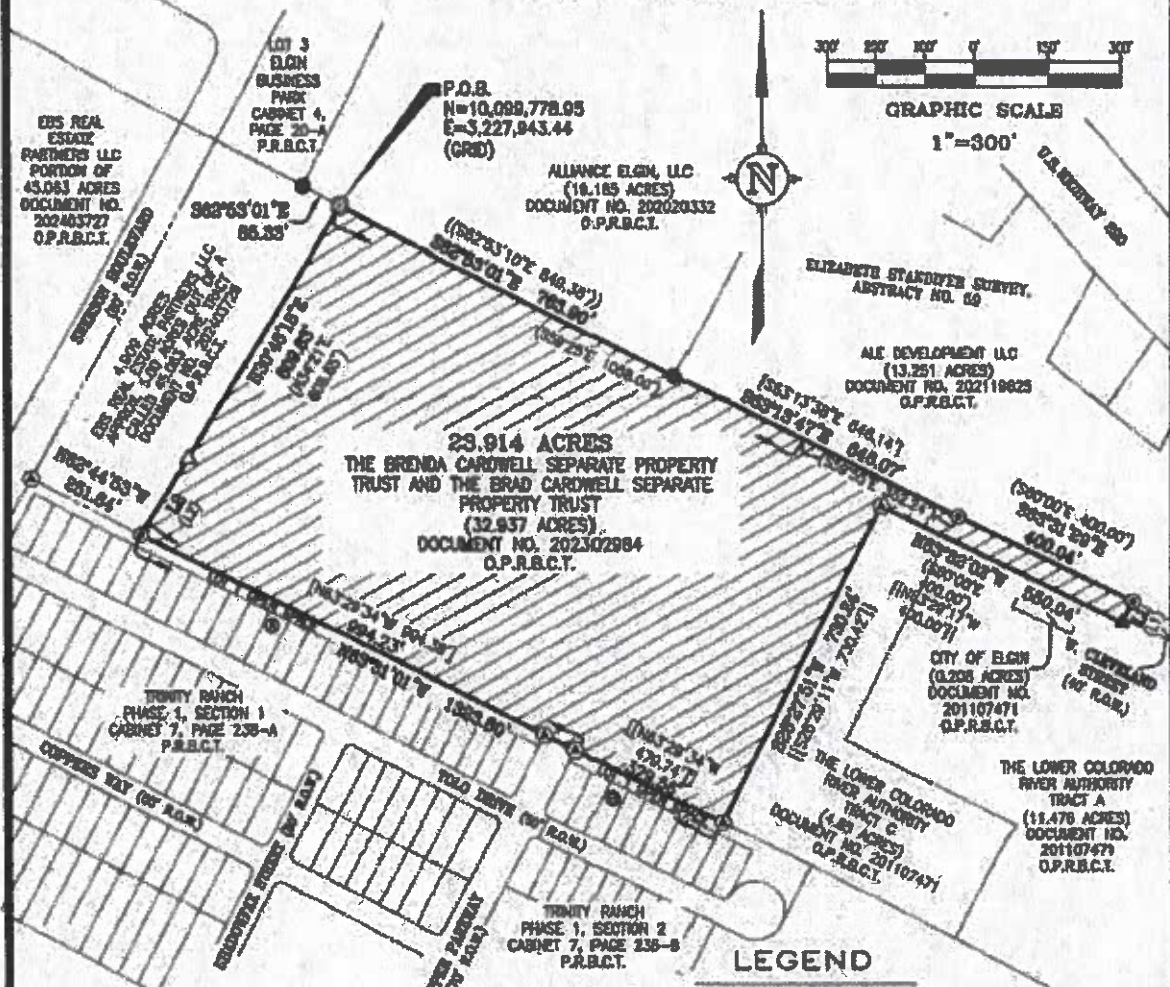


Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1030, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6201

Page 2 of 3

MA_Auth-Projects-1083-01UNC DEVELOPMENT 23.914 ACRE FN

SKETCH TO ACCOMPANY LEGAL DESCRIPTION



LINE TABLE		
LINE	DIRECTION	DISTANCE
L1	S28°17'10"W	50.00'
(L1)	S30°00"W	50.00'
L2	N31°55'18"E	184.97'
(L2)	N35°28"E	184.67'

- ⊙ 1/2" IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND (UNLESS OTHERWISE NOTED)
- ⊕ 1/2" IRON ROD FOUND W/CAP (UNLESS OTHERWISE NOTED)
- ⊙ 1/2" IRON ROD WITH CAP STAMPED "ZWA" SET
- ▲ P.K. NAIL W/CHAPARRAL WASHER FOUND
- △ CALCULATED POINT
- () RECORD INFORMATION DOC. NO. 202302984
- (()) RECORD INFORMATION DOC. NO. 202020332
- | | RECORD INFORMATION DOC. NO. 202119825
- || || RECORD INFORMATION DOC. NO. 201107471
- [] RECORD INFORMATION CAB. 7, PG. 236-A
- [] RECORD INFORMATION CAB. 7, PG. 236-B

LOCATIONS

ZWA
ZWA, L.L.C.
Professional Land Surveyors
1000 South Loop West, Suite 2000
Fort Worth, Texas 76104
Tel: (817) 880-0000 • Fax: (817) 880-0000

PROJECT: 29.914 ACRE TRACT

DATE: 03/01/2023

BY: [Signature]

CHECKED: [Signature]

APPROVED: [Signature]

A 29.914 ACRE TRACT OF LAND CONVEYED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST, IN A GENERAL WARRANTY DEED DATED MARCH 1, 2023, RECORDED IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS

EXHIBIT “C”
DEVELOPMENT STANDARDS

RESIDENTIAL LOT DESIGN STANDARDS

The potential residential product shall be developed in compliance with the Residential Design Standards outlined below, as well as the following:

1. All corner lots will be restricted to one (1) story homes.

The standards in bold deviate from the base zoning standards R-3.

RESIDENTIAL DESIGN STANDARDS

Lot Width Minimum: **50 feet**

Lot Depth Minimum: 120 feet

Minimum Lot Area: 5,200 square feet

Building Height Maximum: 35 feet (2-story)

Corner Lot Building Height Maximum: **24 feet (1-story)**

Setbacks

Front (Minimum): 15 feet

Rear (Minimum): **15 feet**

Garage Setback (Minimum): 20 feet

Side (Minimum): **5 feet**

Corner Side (Minimum): 15 feet

Impervious Surfaces Maximum: 48% Interior Lots

Impervious Surfaces Maximum: 50% Corner Lots

ROADWAY DESIGN STANDARDS

The Cardwell Estates development shall adhere to the following roadway design standards:

1. Internal Local Roads shall refer to **Exhibit "F"**, Roadway Cross Section Detail.
 - a. Internal Local Roads shall have a right-of-way width of 50 feet.
2. Collector Roads through Cardwell Estates shall refer to **Exhibit "F"**, Roadway Cross Section Detail.
 - a. The collector road in Cardwell Estates (Pepper Parkway) shall have a minimum right-of-way of 70 feet.
 - b. A landscape median shall be constructed within the Collector Road.
3. Sidewalks must be separated from the back of curb with a minimum four and one half (4.5) foot landscape strip
 - a. The landscape strip adjacent to local roadways shall have (1) tree per lot, except where utility conflict exists, unless disapproved by the city.
4. All sidewalks must be a minimum of five (5) feet wide.
5. Collector streets shall have a minimum centerline radius of 30 feet (30') as necessary to promote connectivity to Trintiy Ranch and alignment through to State Highway 290. A median will be provided to provide traffic calming / speed control.

6. Local streets shall have no required minimum centerline radius.
7. Local streets shall be designed with curb and gutter consistent with the Typical Cross Section depiction found on **Exhibit F**.
8. The block length requirements per City of Elgin Section 36-202, are modified as shown in the Concept Plan for the subdivision and are approved with this agreement.
9. Sidewalks in front of residential lots will be installed during the installation of residential landscape on said lot.
10. Sidewalks along collector streets shall be constructed during the installation of the associated landscaping. Sidewalks and landscaping shall be installed along roadways prior to certificates of occupancy being provided on adjacent lots.
11. All landscaping within the ROW shall require irrigation owned and maintained by the HOA. Landscaping within the ROW shall not exempt lots from landscape requirements per lot.

GRADING & DRAINAGE STANDARDS

The Cardwell Estates development shall adhere to the following Grading & Drainage standards: The Project will follow the City's Code and specifically will be required to provide stormwater runoff controls (detention), erosion control measures, grading, and related infrastructure to prevent increased or adverse downstream of the Project.

SIGNAGE STANDARDS

The Cardwell Estates development shall adhere to the following Signage standards:

1. The primary entry monument is limited to one (1) location along Swenson Boulevard, identified on the Concept Plan, **Exhibit "D"**
 - a. The entry monument may not exceed six (6) feet in height
2. The primary entry monument may be illuminated in order to increase visibility and/or to enhance the aesthetics of the sign design. Sign lighting shall adhere to following:
 - a. Illumination shall be shielded so there is no glare in the public right-of-way and adjacent properties.
 - b. Illumination may include cabinet, halo lighting, wall wash-up lighting, landscape up-lighting and under cap lighting.
 - c. Illumination may be white or colored.
 - d. Illumination must be steady. Flashing, moving and intermittent lights are prohibited.

EXHIBIT "D"
DEVELOPMENT CONCEPT PLAN



EXHIBIT "E"
GENERAL UTILITY PLAN



CARDWELL ESTATES SUBDIVISION CONCEPT AND UTILITY PLAN

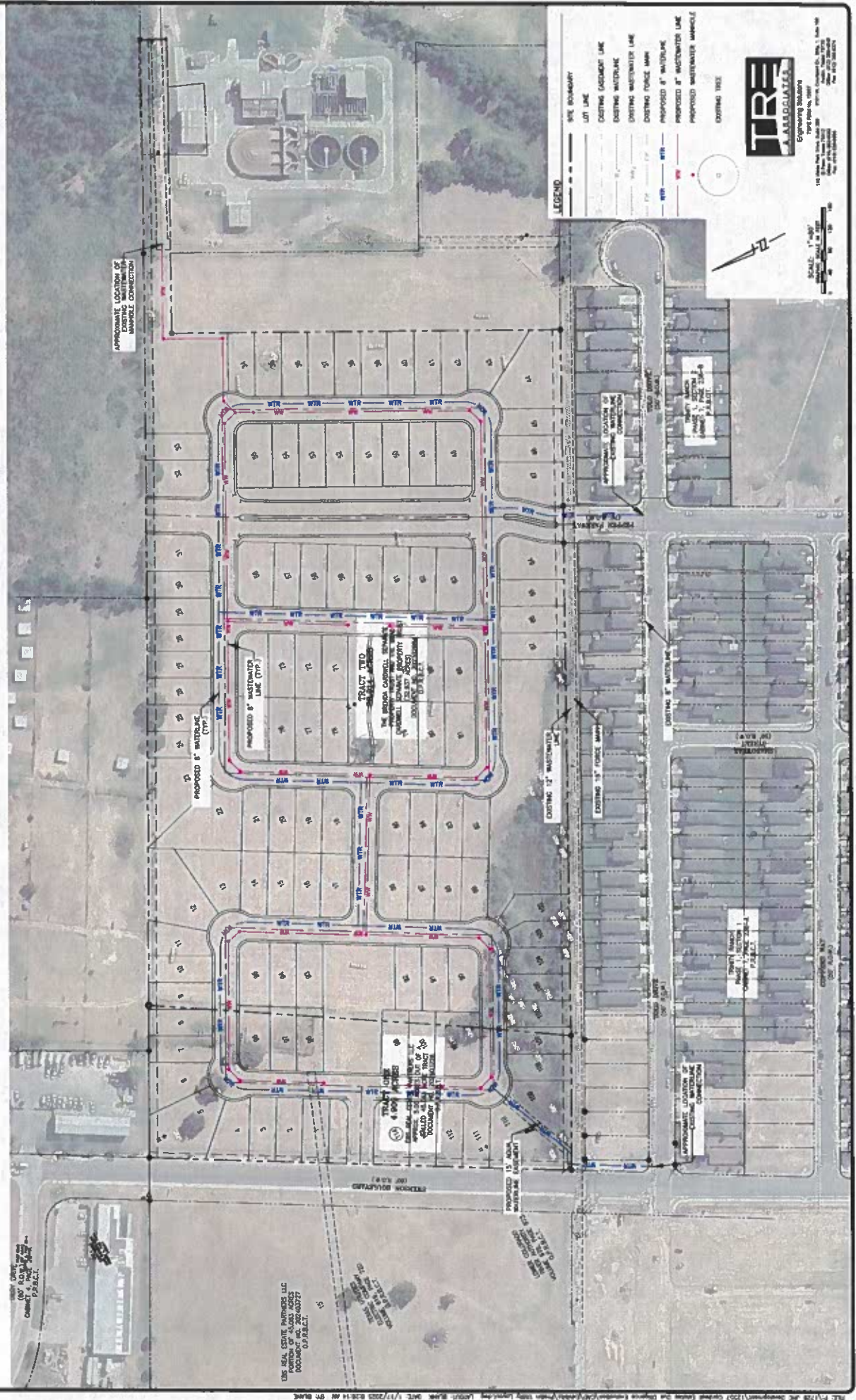


EXHIBIT "F"
MASTER SIGN PLAN

W

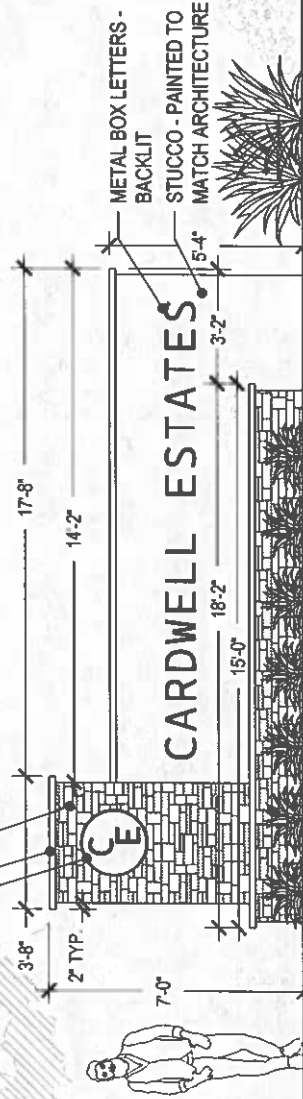


★ SIGN LOCATION

STONE VENEER -
TO MATCH
ARCHITECTURE

CONCRETE
CAP, TYP.

STEEL LOGO
(OPTIONAL)



CARDWELL ESTATES | MASTER SIGN PLAN

12/10/2024



Saratoga
H O M E S

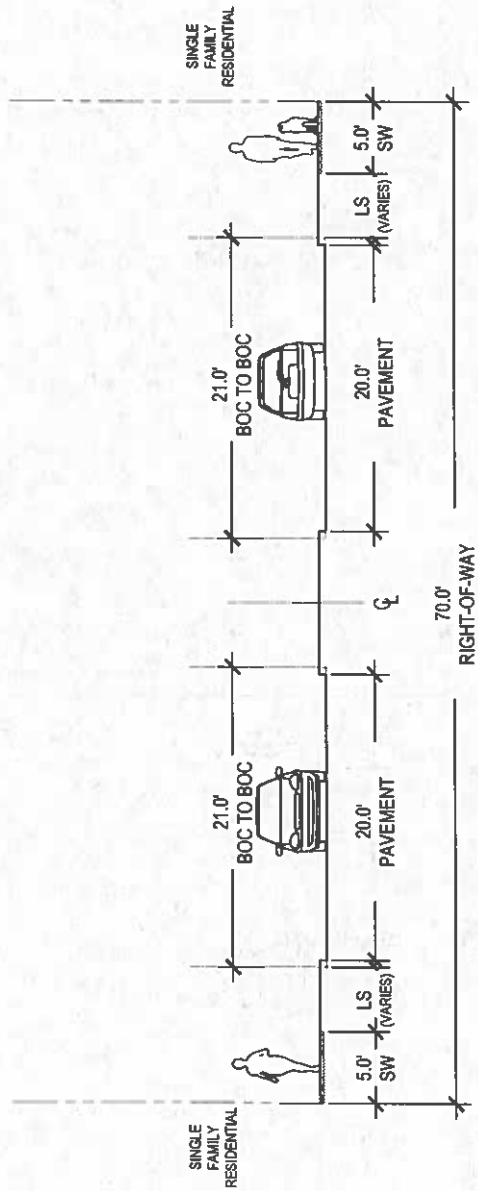
TRE
& ASSOCIATES

NORRIS
DESIGN
PEOPLE • PLACEMAKING

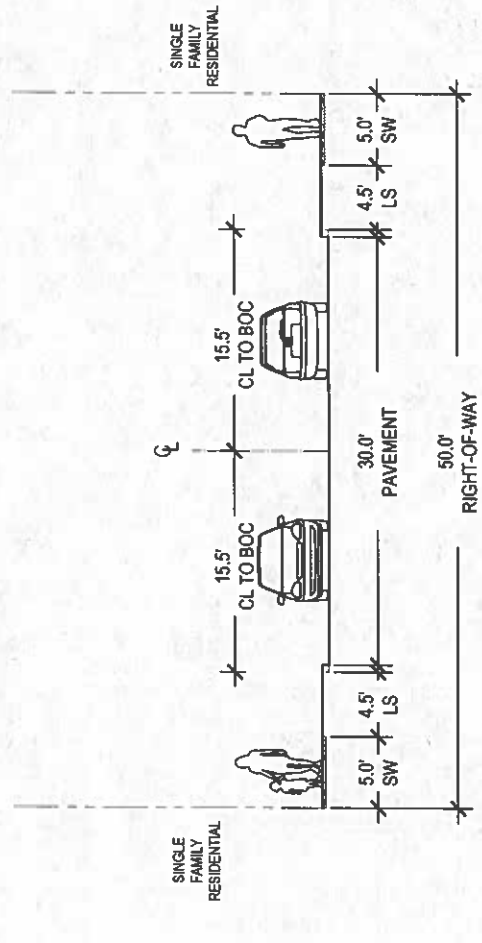
[Handwritten signature]

EXHIBIT "G"
ROADWAY CROSS-SECTIONS





MODIFIED COLLECTOR CROSS SECTION (70' ROW)



LOCAL CROSS SECTION (50' ROW)

Handwritten signature

EXHIBIT "H"
TREE PRESERVATION CALCULTIONS

W



January 20th, 2025

Planning and Development Services Departments
City of Elgin
310 North Main Street
Elgin, Texas 78621

Re: Tree Mitigation Plan

Dear Planning and Development Services Department:

Please see attached Tree Mitigation and Preservation exhibits for detailed information regarding existing trees on the proposed development. These exhibits have been prepared in compliance with Section 36-56 of the Development Ordinance.

The concept plan proposes saving the below Significant Trees:

- #506 - 29" Post Oak
- #532 - 38" Live Oak
- #533 - 26" Post Oak
- #534 - 27" Post Oak
- #535 - 27" Post Oak

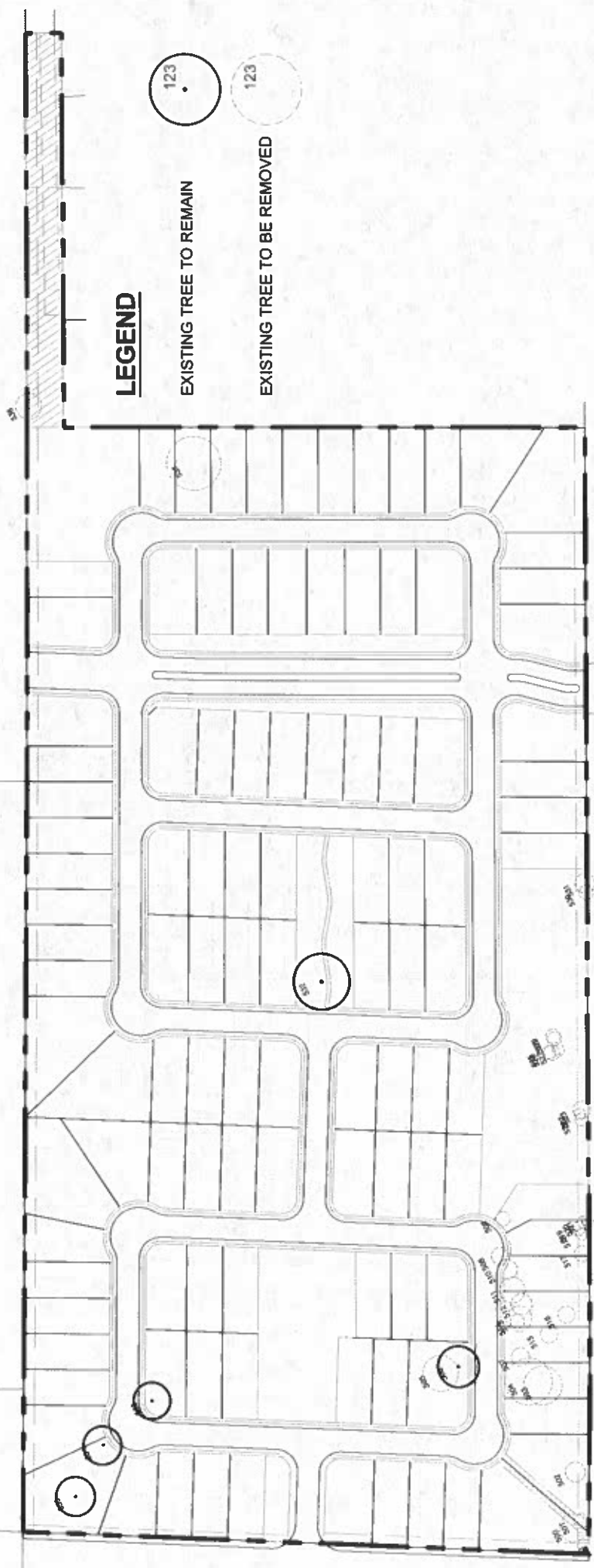
All removed trees shall be mitigated as required in Section 36-56, as shown in the Tree Mitigation Calculations Table on the attached exhibit. Per 36-56.d.3, we are utilizing the 30% credit as >200 inches are proposed to be removed.

Per the above, 197" mitigation inches shall be planted on the proposed landscape plan utilizing minimum 2" caliper trees.

Sincerely,
Norris Design

Matthew Taylor
Principal





LEGEND

EXISTING TREE TO REMAIN

EXISTING TREE TO BE REMOVED

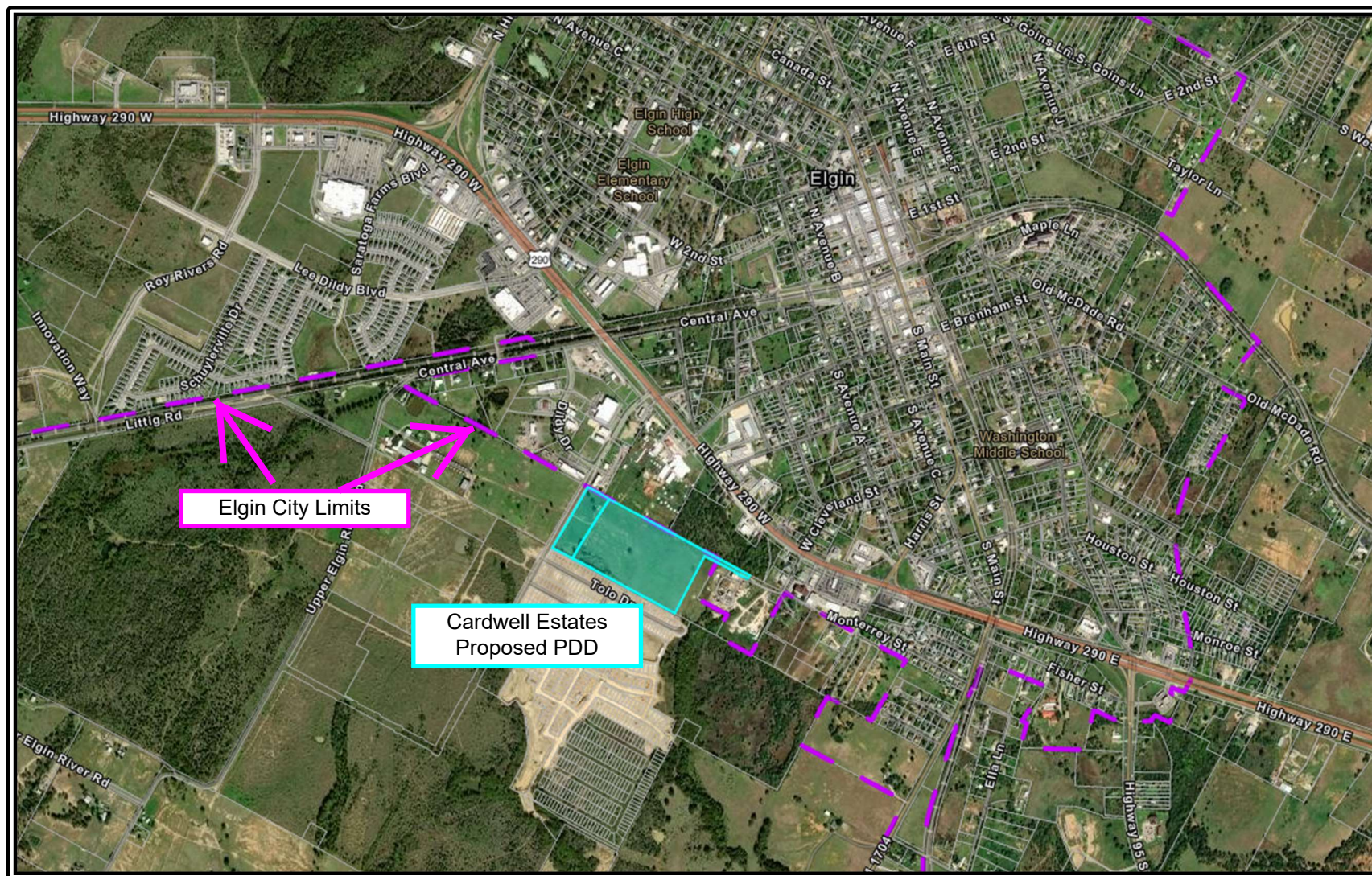
TREE MITIGATION SUMMARY	
TOTAL SIGNIFICANT TREE INCHES REMOVED:	180
TOTAL CALIPER INCHES REQUIRED:	197
TOTAL CALIPER INCHES REPLACED:	198

TREE MITIGATION CALCULATIONS			
	QTY (IN)	RATE %	TOTAL (IN)
TOTAL SIGNIFICANT TREE INCHES SURVEYED:	369		
TOTAL SIGNIFICANT TREE INCHES REMOVED:	180		
TOTAL SIGNIFICANT HERITAGE TREE INCHES REMOVED:	25	3:1	75
TOTAL SIGNIFICANT TREE INCHES REMOVED (15" - 19")	51	2:1	102
TOTAL SIGNIFICANT TREE INCHES REMOVED (10" - 14")	104	1:1	104
TOTAL NON-SIGNIFICANT TREE INCHES REMOVED:	59	N/A	0
TOTAL INVASIVE TREE INCHES REMOVED	168	N/A	0
TOTAL DEAD TREE INCHES REMOVED	38	N/A	0
TREE MITIGATION REMOVAL CREDIT		30%	-84

Plan is conceptual and subject to change.

TREE #	REMOVED / TO REMAIN	SPECIES	ACTUAL SIZE	SIGNIFICANT TREES INCHES SURVEYED	HERITAGE (>20") (3:1)	15"-19" (2:1)	10"-14" (1:1)	DEAD OR VERY POOR (NO MITIGATION)	TOTAL INVASIVE TREE INCHES REMOVED (NO MITIGATION)
500	REMOVED	DEAD	20					20	
501	REMOVED	TALLOW	10						10
502	REMOVED	WILLOW	14						14
503	REMOVED	WILLOW	27						27
504	REMOVED	WILLOW	33						33
505	REMOVED	POST OAK	25	25	25				
506	TO REMAIN	LIVE OAK	29	29					
507	REMOVED	HACKBERRY	13	13			13		
508	REMOVED	HACKBERRY	12	12			12		
509	REMOVED	HACKBERRY	10	10			10		
510	REMOVED	HACKBERRY	14	14			14		
511	REMOVED	HACKBERRY	18	18		18			
512	REMOVED	HACKBERRY	15	15		15			
513	REMOVED	DEAD	18					18	
514	REMOVED	HACKBERRY	10	10			10		
515	REMOVED	WILLOW	12						12
516	REMOVED	CEDAR ELM	12	12			12		
517	REMOVED	HACKBERRY	11	11			11		
518	REMOVED	HACKBERRY	8	8					
519	REMOVED	CEDAR ELM	10	10			10		
520	REMOVED	CEDAR ELM	9	9					
521	REMOVED	CEDAR ELM	8	8					
522	REMOVED	CEDAR ELM	8	8					
523	REMOVED	HACKBERRY	12	12			12		
524	REMOVED	HACKBERRY	9	9					
525	REMOVED	WILLOW	9						9
526	REMOVED	WILLOW	11						11
527	REMOVED	WILLOW	8						8
528	REMOVED	WILLOW	10						10
529	REMOVED	WILLOW	10						10
530	REMOVED	WILLOW	10						10
531	REMOVED	WILLOW	14						14
532	TO REMAIN	LIVE OAK	38	38					
533	TO REMAIN	POST OAK	26	26					
534	TO REMAIN	POST OAK	27	27					
535	TO REMAIN	POST OAK	27	27					
536	REMOVED	CEDAR ELM	18	18		18			
537	REMOVED	DEAD	38					38"	
		TOTAL	613	369.0	25	51	104	38	168
					3:1	2:1	1:1		
		TOTAL MITIGATION INCHES			75	102	104	38	168

Vicinity Map





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Chamber of Commerce Annual Report to Council (Veronica Seever)

DEPARTMENT: Executive

PROPOSED ACTION: No action is necessary.

BACKGROUND:

Veronica Seever, Elgin Chamber of Commerce, will present the 2024 Chamber of Commerce Recap to the City Council.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No action is necessary.

ATTACHMENTS:

1. 2024 Chamber Recap

{ } 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.

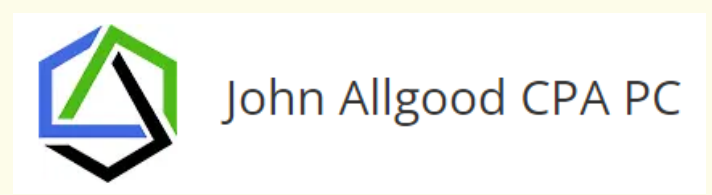
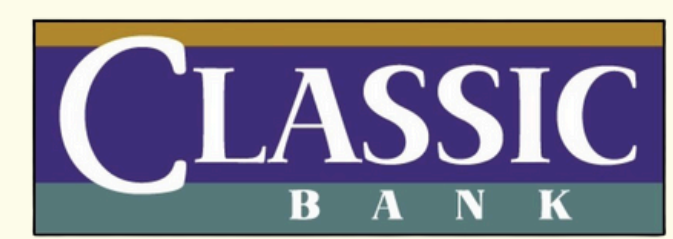


Elgin Chamber of Commerce

2025 Member



Satterfield & Pontikes Construction, Inc



CHAMBER MEMBERS

317 MEMBERS

Courtesy: 8

Individuals: 16

Business Associate or Secondary: 11

Home Base: 26

Non Profit- 61

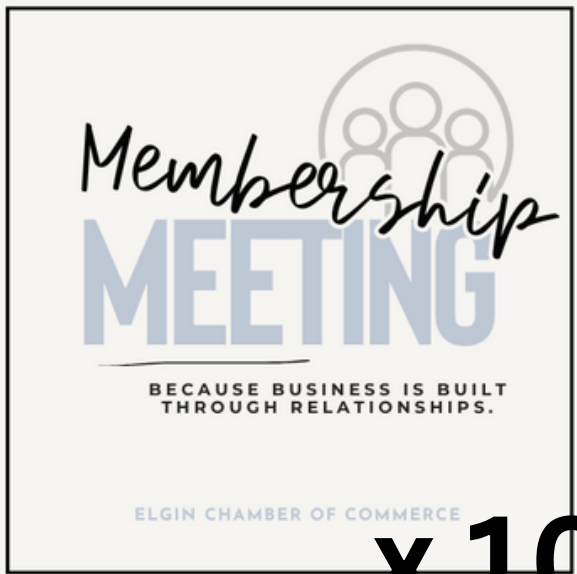
Elgin First- 33

Business: 162

- **Views: 465,000**
- **Reach: 220,000**
- **Visits: 32,000**
- **New Followers: 620**
- **Total Followers: 5,433**

2024 SOCIAL MEDIA ACTIVITY

CHAMBER EVENTS



x 10



x 37



x 2



x 3



x 3



x 8

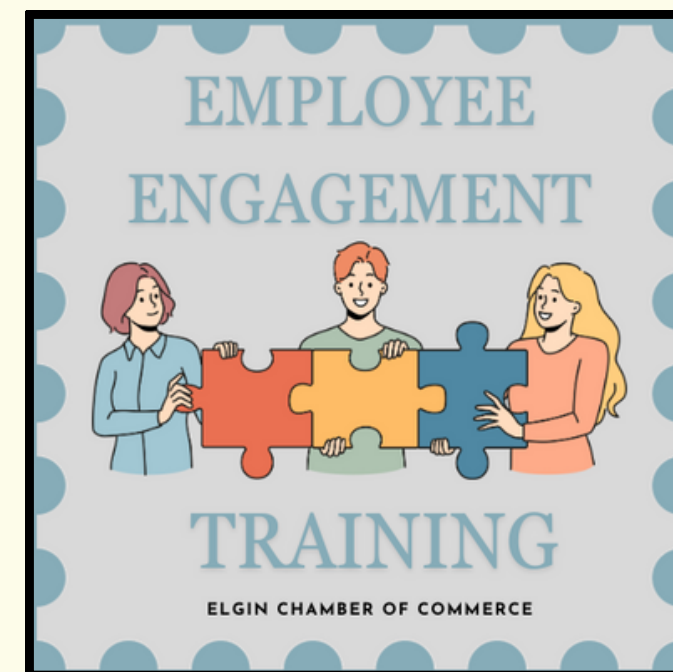
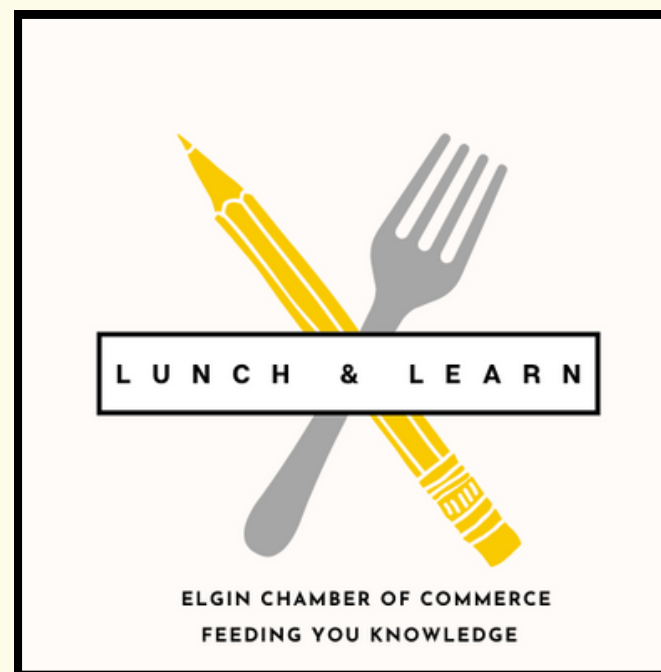
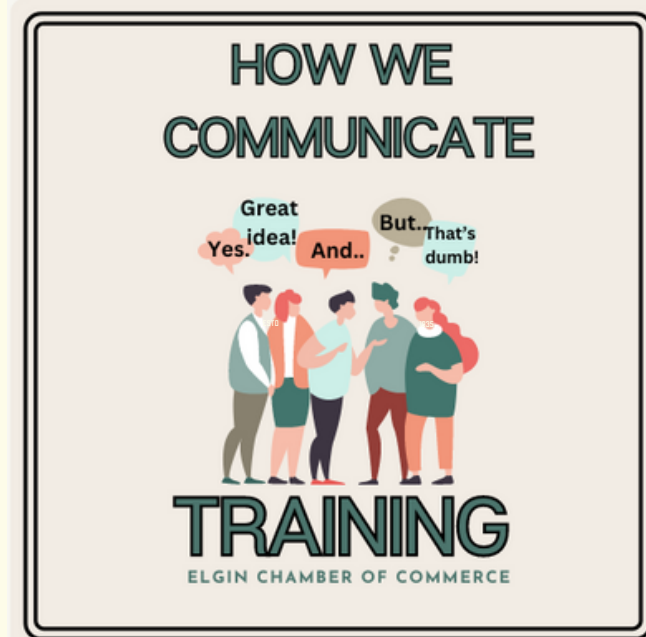


x 3



EDUCATION

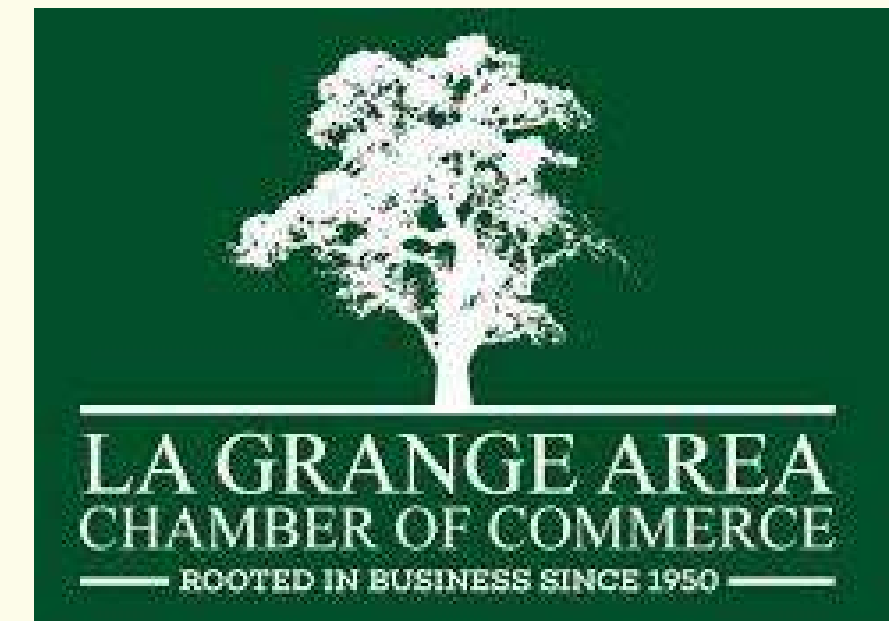
Leadership
BOOTCAMP



EISD PARTNERSHIPS



CHAMBER COLLABORATIONS



OUTSIDE OF ELGIN



In 2025

NOW HIRING



- **New Main Street Location**
- **Visitor Sign In Book**
- **Welcome Bags**
- **SSS Events at Chamber**
- **New Chamber President**
- **Swag Store**
- **Saturday Hours**

CHANGES IN 2025

2025

BOARD OF DIRECTORS

Executive Team:

- Chair, Stacey Gruetzner, Acme Brick
- Past Chair, Candace Lundry, Edward Jones
- Chair Elect, Ericka Greenfield, First National Bank
- Treasurer, Noble Smith, Noble Smith Realty
- Appointed, Jana Rueter, Elgin ISD

Board of Directors:

- Vanessa Lindsley, Austin Title
- Miguel Lara, Miguel Lara Productions
- Lexy Gonzales, Rainey Real Estate
- Jess Bernstein, La La Balloonza
- Daniel Vallejo, Hills & Valley Air Conditioning & Heating
- Keri Westland, Carr Lane Manufacturing
- Steven Cutbirth, Cutbirth Family Dental
- Kaley Frye, Elgin EDC
- Mayor Theresa McShan, City of Elgin





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Discussion of FY 26 Budget Calendar and Guidelines (Turner/Sanders)

DEPARTMENT: Finance

PROPOSED ACTION: No action from Council is necessary.

BACKGROUND:

Staff will be presenting the budget calendar to Council.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No action from Council is necessary.

ATTACHMENTS:

1. FY2026 Budget Calendar

{ } 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.

City of Elgin
Proposed FY 2026 Budget Calendar

Dates	Event	Action
February 18, 2025	Regular City Council Meeting	Present Budget Calendar and Request Council Guidelines
February 26, 2025	Dept Directors	Briefing of departmental staff on budget development process
Week of March 24th	Finance Dept/Dept Directors	Train Departments on Budget Process; distribute forms for department requests
March 2024	Finance Dept	Prepare Budgetary Fund Schedules and Revenue Forecasts
April 2024	Dept Directors	Prepare operational budget requests and CIP requests and submit to Finance Dept and CM
May 1, 2025	Dept Directors	Deadline for departmental staff to submit requests for inclusion in 5YR Capital Plan
May 5 - May 9, 2025	City Manager	Review and consider departmental 5YR CIP requests
May 1-May 9, 2025	Dept Directors	Deadline for departmental staff to submit requests for program and personnel changes
May 12 - May 23, 2025	City Manager and Finance Dept	Review and consider program change requests and straight-line budget projections
June 17, 2025	Regular City Council Meeting	Present, review and discuss 5YR CIP Review
June 24, 2025	Council Work Session	Work Session on Proposed CIP, Budget and Tax Rate/Tentative
July 1, 2025	Regular City Council Meeting	Present, review and discuss Proposed FY 2026 Budget/Tentative
July 8, 2025	Council Work Session	Work Session on Proposed CIP, Budget and Tax Rate/Tentative
July 15, 2025	Regular City Council Meeting	Public Hearing on Proposed 5YR CIP
July 22, 2025	Council Work Session	Work Session on Proposed CIP and Budget Discussion /Tentative
July 25, 2025	Finance Dept	Receive Certified Property Tax Rolls from Bastrop Central Appraisal District
Week of July 25th	Finance Dept	Work with Bastrop County Tax Office on Property Tax Rate
August 5, 2025	Regular City Council Meeting	Resolution adopting FY 2026 - 5YR CIP Set dates for public hearing on Tax Rate
August 6, 2025	City Secretary's Office & Finance Dept	Publish Notices of: General Budget Summary No-new-revenue Property Tax Rate & Voter-approval Calculation 1st Public Hearing on Tax Rate and Budget
August 19, 2025	Regular City Council Meeting	Budget Review and Discussion/Tentative
September 2, 2025	Regular City Council Meeting	1st Hearing on Proposed Tax Rate and Budget 1st Reading of Appropriations Ordinance Adopting Annual Budget and Tax rate
September 16, 2025	Regular City Council Meeting	2nd Hearing and Final Adoption of Appropriations Ordinance and Tax Rate Ordinance Final Adoption of FY 2026 Annual Budget (Deadline established by Charter is at least 3 days before fiscal year end)



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE OPEN CONTAINER FOR MUSIC IN THE PARK EVERY FRIDAY IN APRIL AND MAY IN VETERANS MEMORIAL PARK AND ON DEPOT STREET FROM MAIN STREET TO AVE A FROM 5:30PM to 10:00PM. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve the Open Container Waiver for Music in the Park.

BACKGROUND:

Music in the Park is sponsored by the City of Elgin, Elgin Main Street program, Downtown Elgin Inc. and Friends of Elgin Parks. The event provides free music, games and activities for the kids, food trucks, and live bands from the Elgin area every Friday in April (April 4th, 11th, 18th, and 25th) and May (May 2nd, 9th, 16th, 23rd, and 30th.) Music in the Park is free for the community.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver Request

ATTACHMENTS:

1. Music in the Park 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.

JOIN US FOR

Music In the Park

FRIDAYS IN APRIL & MAY

*Veterans
Memorial Park*

7:00 PM

DEPOT STREET & MAIN , ELGIN, TX 78621

SPONSORED BY
ELGIN MAIN STREET * DOWNTOWN ELGIN INC.
FRIENDS OF ELGIN PARKS * CITY OF ELGIN



VENGAN A LA DIVERSION

DE *Musica* En el Parque

TODOS
LOS **VIERNES**
EN ABRIL Y MAYO

*en Veterans
Memorial Park*

7:00 PM

DEPOT STREET & MAIN , ELGIN, TX 78621

PATROCINADO POR
ELGIN MAIN STREET * DOWNTOWN ELGIN INC.
FRIENDS OF ELGIN PARKS * CITY OF ELGIN * ED RIVERS





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE 200 BLOCK OF DEPOT STREET FOR MUSIC IN THE PARK EVERY FRIDAY IN APRIL AND MAY IN VETERANS MEMORIAL PARK AND ON DEPOT STREET FROM 12:00PM to 10:00PM. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve street closure for Music in the Park.

BACKGROUND:

Music in the Park is sponsored by the City of Elgin, Elgin Main Street program, Downtown Elgin Inc. and Friends of Elgin Parks. The Elgin Main Street Program requests street closures for Music in the Park every Friday in April (April 5th, 12th, 19th, and 26th) and May (May 3rd, 10th, 17th, 24th, and 31st) from 5:30 p.m. to 10:00 p.m. 200 block Depot Street. Music in the Park is free for the community.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Street Closures Request.

ATTACHMENTS:

1. Music in the Park 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.

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SPONSORED BY
ELGIN MAIN STREET * DOWNTOWN ELGIN INC.
FRIENDS OF ELGIN PARKS * CITY OF ELGIN



VENGAN A LA DIVERSION

DE *Musica* En el Parque

TODOS
LOS **VIERNES**
EN ABRIL Y MAYO

*en Veterans
Memorial Park*

7:00 PM

DEPOT STREET & MAIN , ELGIN, TX 78621

PATROCINADO POR
ELGIN MAIN STREET * DOWNTOWN ELGIN INC.
FRIENDS OF ELGIN PARKS * CITY OF ELGIN * ED RIVERS





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR ELGIN MUSIC FESTIVAL THURSDAY, APRIL 10TH FROM 4:00PM TO 10:00PM AND SATURDAY, APRIL 12TH FROM 10:00 AM TO 10:00PM IN VETERANS MEMORIAL PARK AND ON DEPOT STREET. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve Open Container Waiver for Elgin Music Festival

BACKGROUND:

The Elgin Arts Association is partnering with the City of Elgin, Main Street Board, to produce a free music festival for the Elgin Community and highlight our historic downtown. The 2nd Annual Elgin Music Festival is a collaboration of local musicians, artists, venues, businesses, and organizations that put together a weekend of music programming. This is a free annual community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve Waiver Request.

ATTACHMENTS:

1. Elgin Music Festival Request 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.

The Elgin Arts Association is partnering with the City of Elgin, Main Street Board, to produce a free music festival for the Elgin community and highlight our historic downtown. As our community continues to grow, the number of artists and musicians moving to the area is increasing rapidly. We, as a group, need to capitalize on this and build the momentum as we promote Elgin as an arts destination. The dates for this year's festival are April 10-13, 2025. Other sponsors include Downtown Elgin Inc, EISD, Frontier Bank, Lo-Fi Coffee House and more!

The 2nd Annual Elgin Music Festival is a collaboration of local musicians, artists, venues, businesses and organizations that put together a weekend of musical programming. With over 50+ artists and more than 10 venues participating, we expect the festival to bring more people from neighboring towns and cities to visit our downtown district.

We're building on the success of last year's inaugural festival and working hard to make this year's event even more impactful for the Elgin community—and a boost for our vibrant downtown businesses, restaurants, artists and musicians. The feedback from the business community in 2024 was extremely positive and the festival brought new visitors to Elgin – including numerous residents that had not taken the opportunity to discover our historic district.

Schedule

Free live music will be scheduled at both stages (new stage and the gazebo stage) in Veterans Memorial Park Thursday, April 10th through Saturday, April 12th. On Thursday, we will partner with Elgin Texas Farmers Market and Sip, Shop & Stroll and have several bands (hours 5pm – 9pm). On Friday, we are partnering with Music in the Park and will provide an opening act for that evening (hours 6pm – 9:30pm). On Saturday, we will alternate between both stages in Veterans Park and have 8-10 bands throughout the day (hours 11am - 8:30pm).

As we promote local businesses, we will encourage the festival goers to enjoy listening to music, shopping and eating at many of our local businesses throughout the weekend. The music will continue at local venues to close out each night. The businesses include Millie's on Main ETX, Lightnin' Bar, Liberty Tree, Chemn Café, Lo-Fi Coffee House & Studio, Studio 22 Music Academy, Firewild, The Painted Raven, The Clever Tiger, The Owl, ATX Jerky, Carmona's, Elgin Dry Goods, Elgin Evening Lions Club, Elgin Emporium, Newbo and more!

In addition to the other venues, on Sunday, the FUMC is hosting a family picnic with live music from 12:30pm – 3pm. This will be held in the field behind the church.

Open Container Waiver:

We request an open container waiver for Thursday, April 10th (4pm until 10pm) and Saturday April 12th (From 10am until 10pm). Friday will be covered by the waiver for Music in the Park. This will allow festival goers to bring their own beverages/picnics to the shows on the lawn.

Reservation/Fee Waiver Requests:

We respectfully request a waiver of park reservation fees, street closure fees and any other fees required by the City. Elgin Arts Association is a 501(c)(3) non-profit organization, and we are

providing this festival free of charge. Our sponsor funds are paying for the musicians, sound engineers, and marketing. Specific fee waivers include, but are not limited to:

- **Thursday April 10th** - We request to reserve the 200 block of Veterans Park (Farmer's Market has already reserved the 100 block). We also request that the stage be put up for the gazebo (to remain through Sat evening). No street closures are required.
- **Friday April 11th** - We request the use of the 100 block of Veterans Park. No street closures are required. (Music in the Park has already reserved the 200 block).
- **Saturday April 12th** - We request the use of both the 100 and 200 blocks of Veterans Park with street closures of 100-200 blocks of Depot St and of N Avenue C between the alley behind Depot St and Central Ave.
- **Sunday April 13th** - We will not require any reservations at this time.

Additionally, we would be happy to join in on any mutually beneficial contracts such as port-a-potties or a dumpster.

As of today, we have received/been promised a total of \$6000.00 and that number is expected to grow as more sponsors come in. With that being said, **the help of the city to waive park and other fees required for the event would be paramount to the success of EMF.** With the help of the City, we will be able to book more bands at fair market rates, offer more merchandise and ensure that the festival can take place in downtown Elgin.

Please feel free to contact us should you need further information. Members of the committee will be happy to attend any meetings to speak on behalf of the Elgin Music Festival 2025.

We thank you for your time and previous contributions to the arts in Elgin and look forward to your continued support.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE 200 BLOCK OF DEPOT STREET FROM NOON TO 10:00PM FOR ELGIN RELAY FOR LIFE SATURDAY APRIL 26, 2025.
(MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve street closures for the Elgin Relay for Life.

BACKGROUND:

Relay for Life is a fundraiser for the American Cancer Society that has been held in Elgin since 2005, with the exception of 2020 and 2021 due to the COVID19 Pandemic. The organizers request street closures for Elgin Relay for Life from noon to 10:00pm at the 200 Block Depot Street.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of street closures.

ATTACHMENTS:

1. Relay For Life Waiver Request 2025
2. Relay Setup Map

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

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

{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.

Relay For Life of Elgin - marking 20 years of Relay in Elgin - respectfully requests the use of the Veterans Memorial Park expansion on Saturday, April 26, 2025 as the site of the Roaring Twenties Relay - a community event supporting the fighters, honoring the survivors, memorializing those stolen too soon, and thanking the caregivers of all in our community who have heard the words "You have cancer" while raising awareness and funds for the American Cancer Society (ACS). This is a free community-wide event open to all with an anticipated attendance between 200-250.

We request the opportunity to use the park as the site of team "campsites," a walking track, a live band and ceremonies on the stage, and on-site fundraising that may include G's 183 food truck (beginning as early as noon), and a pop-up by Rising Sun vineyards. The event itself is scheduled from 6-10pm with committee set-up beginning at noon, team set-up beginning at 4 and clean-up immediately after closing ceremonies.

The specifics of our ask are the following:

- A waiver of fees for use of the 200 block of Veterans Memorial Park
- Closure of the 200 block of Depot on the day of the event

Please see the map attached for the site plan including location of first aid and access for emergency personnel should they be necessary.

We do not anticipate crowd size indicating that portable toilets will be necessary (and the funds that would have gone to that expense will instead be donated to the American Cancer Society).

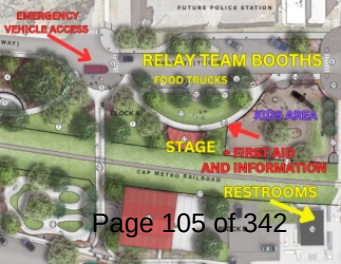
Attached, please also find a certificate of liability insurance.

Most of all, please know our gratitude for 20 years of community and City support of this work.

Best,

Krista Lee Marx, Stephen & Monica Kylberg

Relay For Life leads



FUTURE POLICE STATION

EMERGENCY
VEHICLE ACCESS

RELAY TEAM BOOTHS

FOOD TRUCKS

KIDS AREA

STAGE + FIRST AID
AND INFORMATION

CAP METRO RAILROAD

RESTROOMS

Page 105 of 342



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR ELGIN RELAY FOR LIFE SATURDAY, APRIL 26, 2025. (MILLER)

DEPARTMENT: Community Services

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

BACKGROUND:

Relay for Life is a fundraiser for the American Cancer Society that has been held in Elgin since 2005, with the exception of 2020 and 2021 due to the COVID19 Pandemic. The organizers request to hold the event at the 200 block of Veterans Memorial Park on April 26, 2025 from 6:00 p.m. to 10:00 p.m. Set up and break down for the event will run from 12:00 p.m. to midnight. The event does not violate the noise ordinance. The fees associated with this event are \$375.00.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver.

ATTACHMENTS:

1. Relay For Life Waiver Request 2025
2. Relay Setup Map

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

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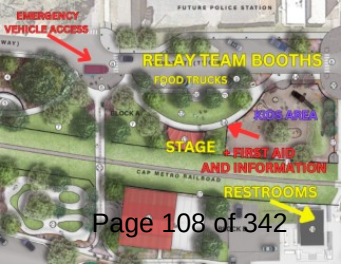
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Most of all, please know our gratitude for 20 years of community and City support of this work.

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Krista Lee Marx, Stephen & Monica Kylberg

Relay For Life leads



**EMERGENCY
VEHICLE ACCESS**

FUTURE POLICE STATION

RELAY TEAM BOOTHS

FOOD TRUCKS

KIDS AREA

**STAGE + FIRST AID
AND INFORMATION**

RESTROOMS

CAP METRO RAILROAD

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Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR THE ELGIN MUSIC FESTIVAL ON JUNE 10-12, 2025. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve fee waiver request for the Elgin Music Festival.

BACKGROUND:

The Elgin Arts Association is partnering with the City of Elgin, Main Street Board, to produce a free music festival for the Elgin community and to highlight our historic downtown. With over 50+ artists and more than 10 venues participating, the Festival is expected to bring more people from neighboring towns and cities to visit our downtown district. The fees for park rental, street closures, and public works are \$2,075.00. The Elgin Arts Association request that fees be waived for this free community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of fee waiver request.

ATTACHMENTS:

1. Elgin Music Festival Request 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.

The Elgin Arts Association is partnering with the City of Elgin, Main Street Board, to produce a free music festival for the Elgin community and highlight our historic downtown. As our community continues to grow, the number of artists and musicians moving to the area is increasing rapidly. We, as a group, need to capitalize on this and build the momentum as we promote Elgin as an arts destination. The dates for this year's festival are April 10-13, 2025. Other sponsors include Downtown Elgin Inc, EISD, Frontier Bank, Lo-Fi Coffee House and more!

The 2nd Annual Elgin Music Festival is a collaboration of local musicians, artists, venues, businesses and organizations that put together a weekend of musical programming. With over 50+ artists and more than 10 venues participating, we expect the festival to bring more people from neighboring towns and cities to visit our downtown district.

We're building on the success of last year's inaugural festival and working hard to make this year's event even more impactful for the Elgin community—and a boost for our vibrant downtown businesses, restaurants, artists and musicians. The feedback from the business community in 2024 was extremely positive and the festival brought new visitors to Elgin – including numerous residents that had not taken the opportunity to discover our historic district.

Schedule

Free live music will be scheduled at both stages (new stage and the gazebo stage) in Veterans Memorial Park Thursday, April 10th through Saturday, April 12th. On Thursday, we will partner with Elgin Texas Farmers Market and Sip, Shop & Stroll and have several bands (hours 5pm – 9pm). On Friday, we are partnering with Music in the Park and will provide an opening act for that evening (hours 6pm – 9:30pm). On Saturday, we will alternate between both stages in Veterans Park and have 8-10 bands throughout the day (hours 11am - 8:30pm).

As we promote local businesses, we will encourage the festival goers to enjoy listening to music, shopping and eating at many of our local businesses throughout the weekend. The music will continue at local venues to close out each night. The businesses include Millie's on Main ETX, Lightnin' Bar, Liberty Tree, Chemn Café, Lo-Fi Coffee House & Studio, Studio 22 Music Academy, Firewild, The Painted Raven, The Clever Tiger, The Owl, ATX Jerky, Carmona's, Elgin Dry Goods, Elgin Evening Lions Club, Elgin Emporium, Newbo and more!

In addition to the other venues, on Sunday, the FUMC is hosting a family picnic with live music from 12:30pm – 3pm. This will be held in the field behind the church.

Open Container Waiver:

We request an open container waiver for Thursday, April 10th (4pm until 10pm) and Saturday April 12th (From 10am until 10pm). Friday will be covered by the waiver for Music in the Park. This will allow festival goers to bring their own beverages/picnics to the shows on the lawn.

Reservation/Fee Waiver Requests:

We respectfully request a waiver of park reservation fees, street closure fees and any other fees required by the City. Elgin Arts Association is a 501(c)(3) non-profit organization, and we are

providing this festival free of charge. Our sponsor funds are paying for the musicians, sound engineers, and marketing. Specific fee waivers include, but are not limited to:

- **Thursday April 10th** - We request to reserve the 200 block of Veterans Park (Farmer's Market has already reserved the 100 block). We also request that the stage be put up for the gazebo (to remain through Sat evening). No street closures are required.
- **Friday April 11th** - We request the use of the 100 block of Veterans Park. No street closures are required. (Music in the Park has already reserved the 200 block).
- **Saturday April 12th** - We request the use of both the 100 and 200 blocks of Veterans Park with street closures of 100-200 blocks of Depot St and of N Avenue C between the alley behind Depot St and Central Ave.
- **Sunday April 13th** - We will not require any reservations at this time.

Additionally, we would be happy to join in on any mutually beneficial contracts such as port-a-potties or a dumpster.

As of today, we have received/been promised a total of \$6000.00 and that number is expected to grow as more sponsors come in. With that being said, **the help of the city to waive park and other fees required for the event would be paramount to the success of EMF.** With the help of the City, we will be able to book more bands at fair market rates, offer more merchandise and ensure that the festival can take place in downtown Elgin.

Please feel free to contact us should you need further information. Members of the committee will be happy to attend any meetings to speak on behalf of the Elgin Music Festival 2025.

We thank you for your time and previous contributions to the arts in Elgin and look forward to your continued support.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE STREETS FOR THE JUNETEENTH FESTIVAL STREET DANCE FRIDAY, JUNE 13 ON DEPOT STREET AND FOR THE JUNETEENTH PARADE ON SATURDAY, JUNE 14, 2025. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve street closures for the Juneteenth Festival & Parade

BACKGROUND:

The Juneteenth Festival Committee requests street closures for the Juneteenth Festival Street Dance on Friday, June 13 from 8:00 p.m. to midnight, 200 Depot Street, and for the Parade on Saturday June 14 from 8:00 a.m. to noon as follows: The Parade route will start from Booker T. Washington Elementary school on M.L.K Blvd, turning left on Brenham and continuing down Brenham to Main Street. At Main Street making a right and travel up North Main to traffic signal at West 2nd, making a left at West 2nd and Main and traveling to the stop sign at West 2nd and North Ave. C. The parade will make a left onto North Ave. C. and travel across the tracks to Brenham where the Parade will disperse.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver Request

ATTACHMENTS:

1. Juneteenth Request Letter 2025
2. Juneteenth Parade Route 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 JUNETEENTH ORGANIZATION

To: Elgin Interim City Manager, Mr. Isaac Turner and City Council
From: Mrs. Bettye Lofton, President - Elgin Juneteenth Organization
Re: Juneteenth Celebration (June 13-14) 2025
Date: February 3, 2025
Cc: Chief Chris Nobles

The Elgin Juneteenth Organization is happy and excited to celebrate this year's Juneteenth festivities. With that being said our celebration starting with the annual street dance will be held on Friday, June 13th from 8:00 pm to 12:00 midnight and the grand parade will be held on Saturday, June 14th in downtown Elgin beginning at 10:00 am with line-up starting from Booker T. Washington Elementary school on M.L.K. Blvd. The Organization is requesting street closures to include the veterans park expansion block and the closure of Depot Street from Ave B to Avenue C and fee waiver assistance in accordance with the Festival and Parade.

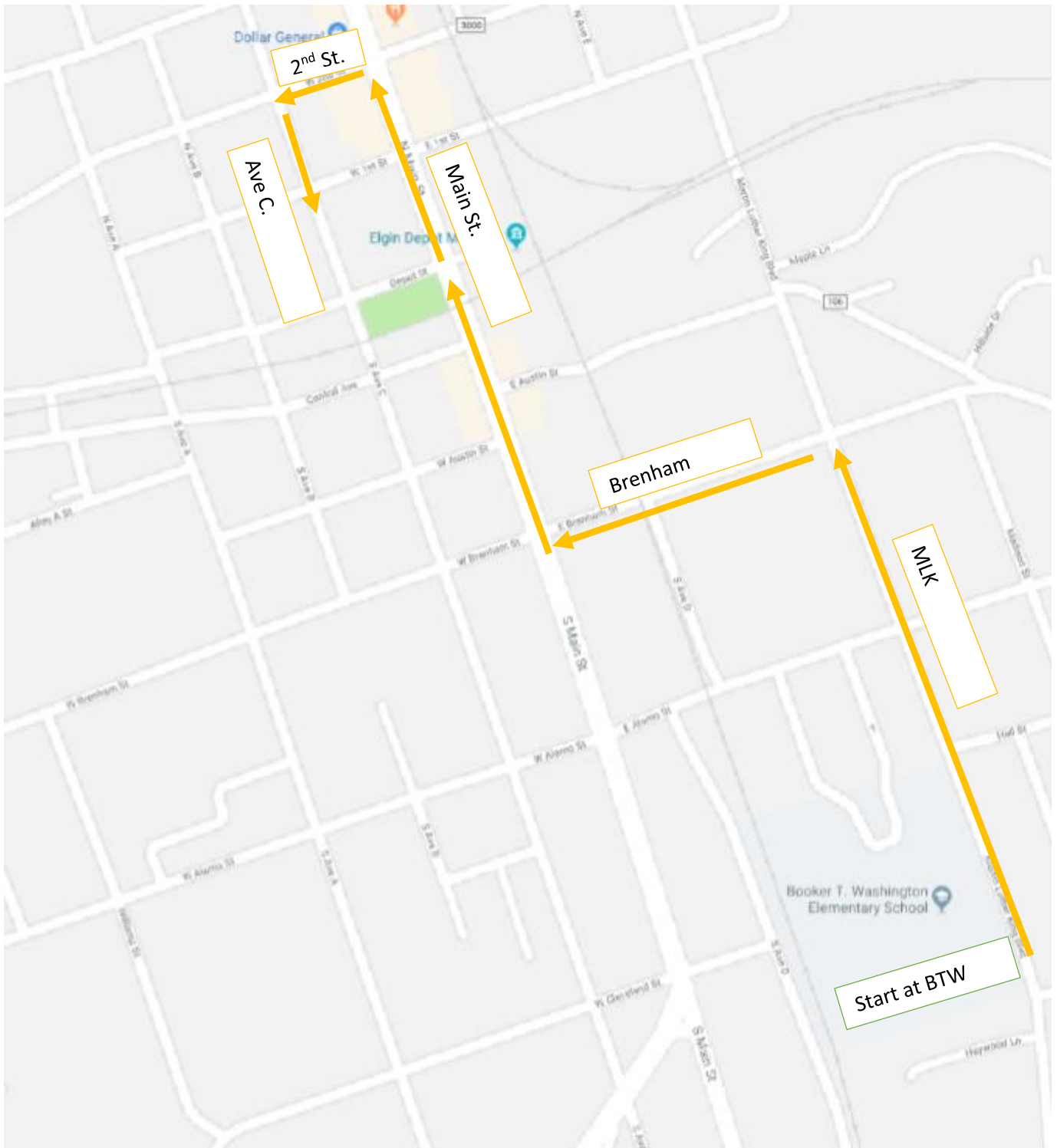
The Parade route will start from Booker T. Washington Elementary school on M.L.K Blvd, turning left on Brenham and continuing down Brenham to Main Street. At Main Street making a right and travel up North Main to traffic signal at West 2nd, making a left at West 2nd and Main and traveling to stop sign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

The Veterans Memorial Park has been secured for all day activities following the Grand Parade. No alcoholic beverages will be sold, but the Organization requests that the open container permit be waived during the event from 6:00 pm until 12 mid-night on Friday June 13th and from 8:00 am until 6:00 pm on Saturday June 14th. No glass containers will be allowed in the area due to the danger of such usage. The Juneteenth Organization is also requesting that all fees be reduced or waived for this event.

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

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

Juneteenth Parade Route



Saturday, June 14, 2025 at 10:00 A.M.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR THE JUNETEENTH FESTIVAL, STREET DANCE, AND PARADE ON JUNE 13-14, 2025. (MILLER)

DEPARTMENT: Community Services

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

BACKGROUND:

The Juneteenth Festival Committee plans the annual Juneteenth Street dance, parade, and festival for Elgin in Veterans Memorial Park and on Depot Street. Elgin has been celebrating Juneteenth for 24 years. All events are free and help to commemorate the emancipation of African American slaves. In 2021, Juneteenth (June 19th) was recognized as a National Holiday. Elgin celebrates on the second week of June and in 2025, that will be June 13th and 14th. The fees for park rental, street closures, police, and public works are \$1,425.00 The Juneteenth Festival Committee requests that fees be waived for this free community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver Request.

ATTACHMENTS:

1. Juneteenth Parade Route 2025
2. Juneteenth Request Letter 2025

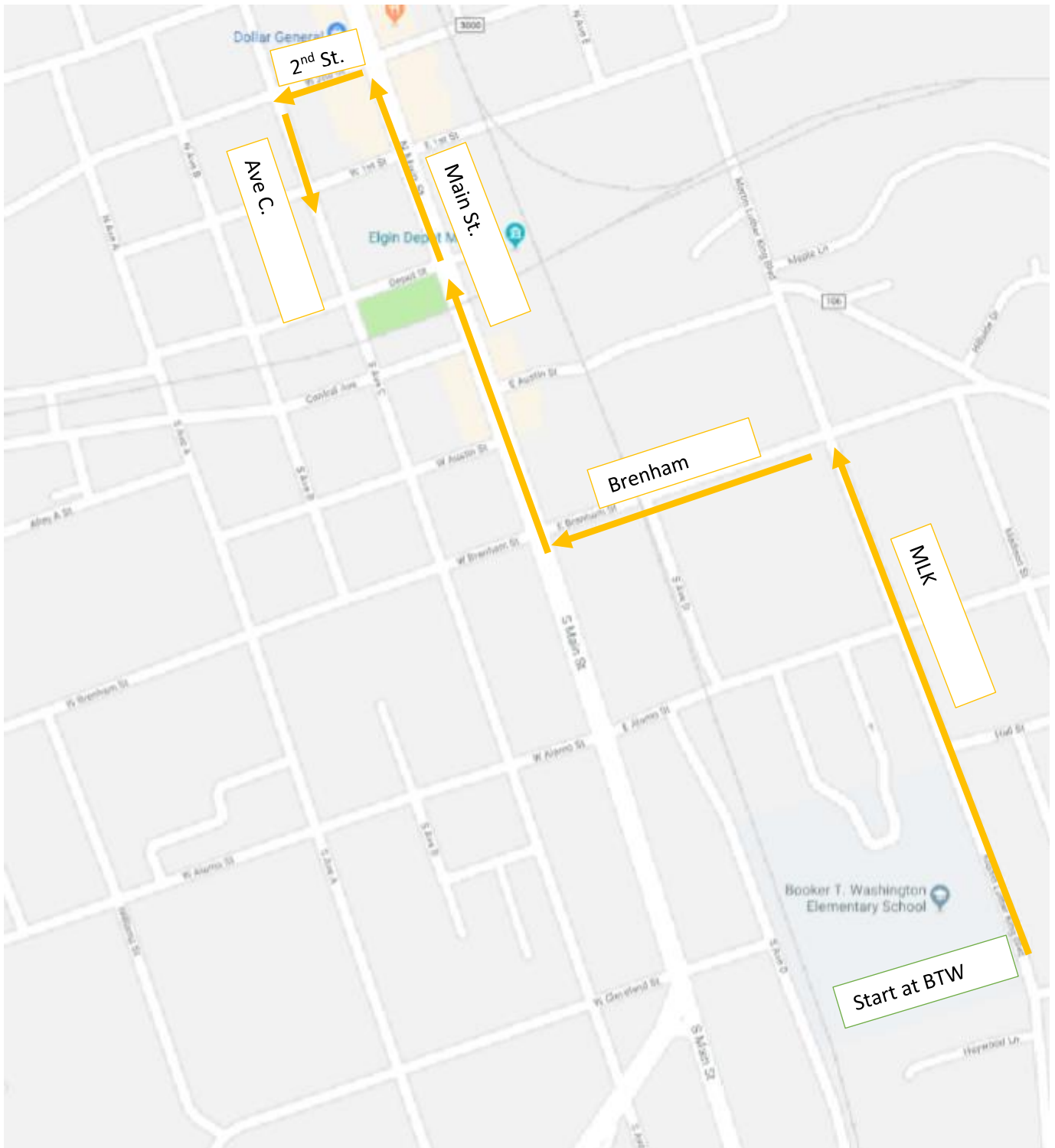
{ } Staff will be making a detailed presentation on this agenda item at the meeting.

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

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Juneteenth Parade Route



Saturday, June 14, 2025 at 10:00 A.M.

ELGIN JUNETEENTH ORGANIZATION

To: Elgin Interim City Manager, Mr. Isaac Turner and City Council
From: Mrs. Bettye Lofton, President - Elgin Juneteenth Organization
Re: Juneteenth Celebration (June 13-14) 2025
Date: February 3, 2025
Cc: Chief Chris Nobles

The Elgin Juneteenth Organization is happy and excited to celebrate this year's Juneteenth festivities. With that being said our celebration starting with the annual street dance will be held on Friday, June 13th from 8:00 pm to 12:00 midnight and the grand parade will be held on Saturday, June 14th in downtown Elgin beginning at 10:00 am with line-up starting from Booker T. Washington Elementary school on M.L.K. Blvd. The Organization is requesting street closures to include the veterans park expansion block and the closure of Depot Street from Ave B to Avenue C and fee waiver assistance in accordance with the Festival and Parade.

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

The Veterans Memorial Park has been secured for all day activities following the Grand Parade. No alcoholic beverages will be sold, but the Organization requests that the open container permit be waived during the event from 6:00 pm until 12 mid-night on Friday June 13th and from 8:00 am until 6:00 pm on Saturday June 14th. No glass containers will be allowed in the area due to the danger of such usage. The Juneteenth Organization is also requesting that all fees be reduced or waived for this event.

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR THE JUNETEENTH STREET DANCE FRIDAY JUNE 13, 2025 FROM 6:00 P.M. TO MIDNIGHT, AND FOR JUNETEENTH FESTIVAL AND PARADE ON JUNE 14, 2025 FROM 8:00 A.M. TO 6:00 P.M. IN THE 100 AND 200 BLOCKS OF DEPOT STREET AND CENTRAL AVENUE, AVENUE C TO BRENHAM STREET, AND VETERANS MEMORIAL PARK. (MILLER)

DEPARTMENT: Community Services

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

BACKGROUND:

The Juneteenth Committee requests Open Container Waiver for Depot Street and Veterans Memorial Park for the Friday night street dance, June 13, from 6:00 P.M. to midnight and the festival on Saturday June 14, from 8:00 a.m. to 6:00 p.m. No glass containers will be allowed.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve request for Open Container Waiver.

ATTACHMENTS:

1. Juneteenth Request Letter 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 JUNETEENTH ORGANIZATION

To: Elgin Interim City Manager, Mr. Isaac Turner and City Council
From: Mrs. Bettye Lofton, President - Elgin Juneteenth Organization
Re: Juneteenth Celebration (June 13-14) 2025
Date: February 3, 2025
Cc: Chief Chris Nobles

The Elgin Juneteenth Organization is happy and excited to celebrate this year's Juneteenth festivities. With that being said our celebration starting with the annual street dance will be held on Friday, June 13th from 8:00 pm to 12:00 midnight and the grand parade will be held on Saturday, June 14th in downtown Elgin beginning at 10:00 am with line-up starting from Booker T. Washington Elementary school on M.L.K. Blvd. The Organization is requesting street closures to include the veterans park expansion block and the closure of Depot Street from Ave B to Avenue C and fee waiver assistance in accordance with the Festival and Parade.

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

The Veterans Memorial Park has been secured for all day activities following the Grand Parade. No alcoholic beverages will be sold, but the Organization requests that the open container permit be waived during the event from 6:00 pm until 12 mid-night on Friday June 13th and from 8:00 am until 6:00 pm on Saturday June 14th. No glass containers will be allowed in the area due to the danger of such usage. The Juneteenth Organization is also requesting that all fees be reduced or waived for this event.

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE STREETS FOR THE WESTERN DAYS PARADE ON SATURDAY, JUNE 28, 2025. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve request to close streets for the Western Days Parade on Saturday, June 28, 2025.

BACKGROUND:

On Saturday June 28, the Western Days Parade lines up on 11th street, from Main Street to 2nd Street, and on 2nd street at Elgin Elementary School. The parade follows the route 11th street, turning south on Main Street, continuing through downtown, and ending at Brenham Street, where floats return via Avenue C and Avenue A. The parade begins at 10:00 am. The chamber requests all associated street closures for the parade.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver Request.

ATTACHMENTS:

1. Western Days 2025 Request
2. Western Days Parade Map

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

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

{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.

The Elgin Chamber of Commerce is excited to host the 56th Annual Elgin Western Days Festival. We appreciate the continued partnership with the City of Elgin to make this event happen.

We would like to request the following assistance from the City.

Park fees waived for:

Elgin Memorial Park- Thursday, June 26th from 5 PM – 10 PM for the Family Foam Hoedown. This will consist of a Foam Party, DJ, Food Trucks, and Arcade.

Elgin Memorial Park- Saturday, June 28th from 5 AM – 6 PM for the Western Days Festival. This will include tournaments, food and arts and craft vendors, live music, and kid activities.

Street Closure:

We ask that the city block and close the street from 11th and Main to Brenham and Main for the parade that starts at 10 AM.

Open Container Waived:

The Elgin Chamber asks that the City of Elgin waive the open container in Elgin Memorial Park on both Thursday, June 26th and Saturday, June 28th in Elgin Memorial Park. Additionally, if the Chamber decides to host the Wild Wild Western Pub Crawl on Friday, June 27th, we ask that the open container be waived from Millie's on Main, down to Lightnin' Bar be waived. This event is still up in the air as the Chamber is working with the Lost Pines Riding Club to try and bring the rodeo back to Western Days weekend. In that case, the Chamber will be hosting the Friday night event at the rodeo itself.

Officer Presence:

The Elgin Chamber asks for additional officer presence throughout these events. We will NOT be hosting the carnival this year, drastically cutting down the need from previous years.

Thank you for this consideration.



On Saturday June 28, the parade lines up on 11th street from Main Street to 2nd Street and on 2nd street at Elgin Elementary School. The parade follows the route 11th street, turning south on Main Street, continuing through downtown, and ending at Brenham Street, where floats return via Avenue C and Avenue A. The parade begins at 10:00 am. The chamber requests to close 11th street from 2nd street to Main Street, Main Street from 11th to Brenham Street.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR THE WESTERN DAYS FESTIVAL & PARADE ON SATURDAY, JUNE 28, 2025. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve the fee waiver request for the Western Days Parade and Festival.

BACKGROUND:

The Elgin Chamber of Commerce organizes the 56th annual Western Days Festival and Parade. Western Days is a free festival and parade for the community to celebrate our history and community and will be June 26-28, 2025. The fees for park rental, parade street closures, public works, and police are \$20,865.00. The Elgin Chamber of Commerce requests that all fees be waived for this free community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver Request.

ATTACHMENTS:

1. Western Days City Request 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.

The Elgin Chamber of Commerce is excited to host the 56th Annual Elgin Western Days Festival. We appreciate the continued partnership with the City of Elgin to make this event happen.

We would like to request the following assistance from the City.

Park fees waived for:

Elgin Memorial Park- Thursday, June 26th from 5 PM – 10 PM for the Family Foam Hoedown. This will consist of a Foam Party, DJ, Food Trucks, and Arcade.

Elgin Memorial Park- Saturday, June 28th from 5 AM – 6 PM for the Western Days Festival. This will include tournaments, food and arts and craft vendors, live music, and kid activities.

Street Closure:

We ask that the city block and close the street from 11th and Main to Brenham and Main for the parade that starts at 10 AM.

Open Container Waived:

The Elgin Chamber asks that the City of Elgin waive the open container in Elgin Memorial Park on both Thursday, June 26th and Saturday, June 28th in Elgin Memorial Park. Additionally, if the Chamber decides to host the Wild Wild Western Pub Crawl on Friday, June 27th, we ask that the open container be waived from Millie's on Main, down to Lightnin' Bar be waived. This event is still up in the air as the Chamber is working with the Lost Pines Riding Club to try and bring the rodeo back to Western Days weekend. In that case, the Chamber will be hosting the Friday night event at the rodeo itself.

Officer Presence:

The Elgin Chamber asks for additional officer presence throughout these events. We will NOT be hosting the carnival this year, drastically cutting down the need from previous years.

Thank you for this consideration.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE OPEN CONTAINER REQUIREMENT FOR WESTERN DAYS THURSDAY, JUNE 26 FROM 5:00PM TO 10:00PM AND SATURDAY, JUNE 28 FROM 9:00AM TO 5:00PM IN ELGIN MEMORIAL PARK. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve the Open Container Waiver request for Western Days Festival & Parade.

BACKGROUND:

The Elgin Chamber of Commerce is hosting Western Days on Thursday, June 26, and Saturday, June 28, 2025, in Elgin Memorial Park and in Veterans Memorial Park and downtown on Friday, June 27th. This is a free annual community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Waiver Request.

ATTACHMENTS:

1. Western Days City Request 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.

The Elgin Chamber of Commerce is excited to host the 56th Annual Elgin Western Days Festival. We appreciate the continued partnership with the City of Elgin to make this event happen.

We would like to request the following assistance from the City.

Park fees waived for:

Elgin Memorial Park- Thursday, June 26th from 5 PM – 10 PM for the Family Foam Hoedown. This will consist of a Foam Party, DJ, Food Trucks, and Arcade.

Elgin Memorial Park- Saturday, June 28th from 5 AM – 6 PM for the Western Days Festival. This will include tournaments, food and arts and craft vendors, live music, and kid activities.

Street Closure:

We ask that the city block and close the street from 11th and Main to Brenham and Main for the parade that starts at 10 AM.

Open Container Waived:

The Elgin Chamber asks that the City of Elgin waive the open container in Elgin Memorial Park on both Thursday, June 26th and Saturday, June 28th in Elgin Memorial Park. Additionally, if the Chamber decides to host the Wild Wild Western Pub Crawl on Friday, June 27th, we ask that the open container be waived from Millie's on Main, down to Lightnin' Bar be waived. This event is still up in the air as the Chamber is working with the Lost Pines Riding Club to try and bring the rodeo back to Western Days weekend. In that case, the Chamber will be hosting the Friday night event at the rodeo itself.

Officer Presence:

The Elgin Chamber asks for additional officer presence throughout these events. We will NOT be hosting the carnival this year, drastically cutting down the need from previous years.

Thank you for this consideration.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE DEPOT STREET FROM MAIN STREET TO AVENUE B FROM 2:00 PM TO 10:00 PM ON SATURDAY NOVEMBER 1, 2025 FOR DIA DE LOS MUERTOS AND TO CLOSE MAIN STREET FROM LEXINGTON TO DEPOT STREET FOR DIA DE LOS MUERTOS PARADE FROM 6:00 PM TO 7:00 PM ON SATURDAY NOVEMBER 1, 2025. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve request for street closures

BACKGROUND:

City of Elgin Community Services Division sponsors Dia De Los Muertos. The walking parade for Dia De Los Muertos will start at the library utilizing the library parking lot for assembly, will proceed south on Main Street to Depot Street, turn on Depot Street, and end at Depot Street and Avenue B in the 200 block of Depot Street. Dia de los Muertos, sponsored by the City of Elgin with Christina Velasquez as chairperson, will be recognized in downtown Elgin on November 1, from 5pm to 9pm with family altars, music, food, activities, entertainment, and a walking parade. It is held throughout downtown at the library, Veterans Park, and Depot Street. Dia de los Muertos (Day of the Dead) has gained rapid popularity in the United States over the last several decades. It originated in Mexico and has roots in both Aztec traditions and Catholic holidays. Death is part of the human experience and the festival celebrates the lives of our ancestors. Because it is believed the dead would be offended by grieving and sadness, the festivals are full of color, music, art, food, fragrance, and laughter. It is a time to celebrate the enduring love of family, those here and those before us. Families clean and decorate the graves of loved ones. Altars (ofrendas) are built inside of homes and businesses.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve street closures request.

ATTACHMENTS:

1. Dia De Los Muertos

{ } 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.

FOOD • CRAFTS • MUSIC • PARADE

Downtown Elgin, Texas

DIA DE LOS
MUERTOS

CELEBRATE THE MEMORIES



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER WAIVING THE OPEN CONTAINER ORDINANCE ON MAIN STREET FROM LEXINGTON ROAD TO BRENHAM STREET; AND ON 2ND STREET, FIRST STREET, DEPOT STREET, CENTRAL AVENUE, AUSTIN STREET, BRENHAM STREET FROM MAIN STREET TO AVENUE B; AND ON AVENUE C FROM BRENHAM STREET TO 2ND STREET ON SATURDAY NOVEMBER 1, 2025 FROM 5:00 PM TO 10:00 PM FOR DIA DE LOS MUERTOS. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve the waiver request for Dia De Los Muertos.

BACKGROUND:

City of Elgin Community Services Division sponsors Dia De Los Muertos, with Christina Velasquez as chairperson, will be recognized in downtown Elgin on November 1, from 5pm to 9pm with family altars, music, food, activities, entertainment, and a walking parade. It is held throughout downtown at the library, Veterans Park, and Depot Street. Dia de los Muertos (Day of the Dead) has gained rapid popularity in the United States over the last several decades. It originated in Mexico and has roots in both Aztec traditions and Catholic holidays. Death is part of the human experience and the festival celebrates the lives of our ancestors. Because it is believed the dead would be offended by grieving and sadness, the festivals are full of color, music, art, food, fragrance, and laughter. It is a time to celebrate the enduring love of family, those here and those before us. Families clean and decorate the graves of loved ones. Altars (ofrendas) are built inside of homes and businesses.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of waiver request.

ATTACHMENTS:

1. Dia De Los Muertos

- { } 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.
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FOOD • CRAFTS • MUSIC • PARADE

Downtown Elgin, Texas

DIA DE LOS
MUERTOS

CELEBRATE THE MEMORIES



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE STREETS FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 8, 2025 (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve the request to close streets for the Veterans Appreciation Parade on Saturday, November 08, 2025 at 10:00am.

BACKGROUND:

The Elgin VFW is organizing a Veterans Appreciation Parade. The lineup will start at 8:00 a.m. and will begin on 11th and West 2nd Street. The parade will start at 11th and Main Street, turn right onto Main Street and march for about .8 miles down Main Street to W Austin Street and turn right where the parade winds and disperses. The parade will begin at 10:00 a.m. The community is invited to participate in the parade, to enjoy watching the parade, and share appreciation for Veterans on Saturday, November 8th, 2025.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of street closures request.

ATTACHMENTS:

1. V.F.W. Request Letter 2025
2. Veterans Parade Map

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

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

{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.

February 7, 2025

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

This year the V.F.W. will be hosting another Veterans Parade through downtown Elgin. The parade is scheduled to be held on Saturday November 8th at 10:00 AM. The V.F.W. requests street closures and fees waived for the parade.

Parade Details:

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

West 2nd Street

West 11th Street

West 10th

West 9th

West 8th

West 7th

Lexington Road

East 2nd Street

East 1st Street

Depot Street

Central Avenue

Austin Street

Disperse at Brenham Street

John Quagliani, Commander

VFW Post 6115

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

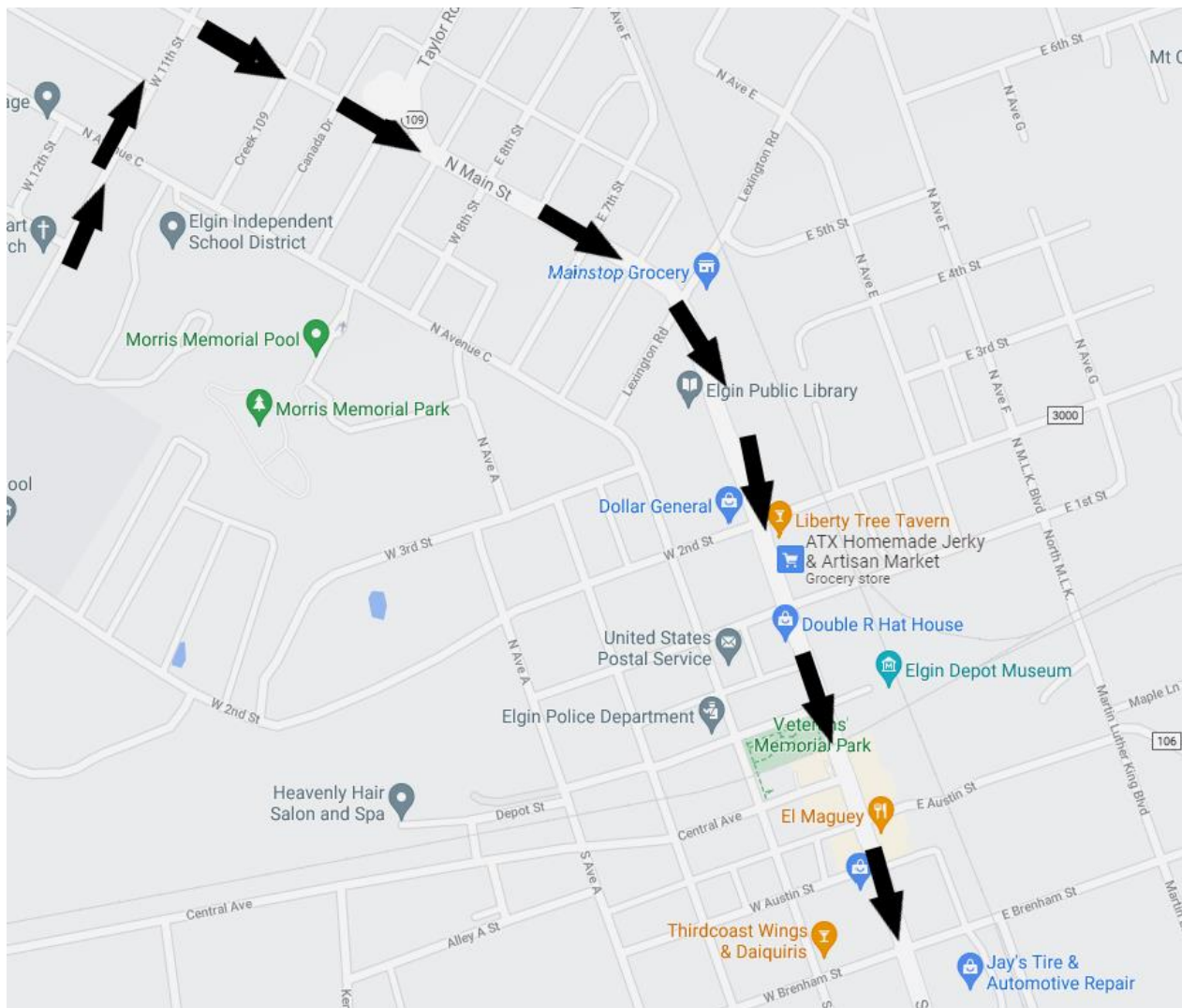
o (512) 285-2300

c (714) 618-7017

www.VFW6115.org



VFW
VETERANS OF FOREIGN WARS.



Veterans Appreciation Parade Route 2024

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO WAIVE FEES FOR THE VETERANS APPRECIATION PARADE ON SATURDAY, NOVEMBER 8, 2025. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve fee waiver request for Veterans Appreciation Parade

BACKGROUND:

The American Legion Post 295 and the Veterans Foreign Wars Post 6115 are organizing the Veterans Appreciation parade for Saturday, November 08, 2025., at 10:00 a.m. The fees for street closures, police, and public works are \$3,825.00. They request that fees be waived for this free community event.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Waiver Request.

ATTACHMENTS:

1. V.F.W. Request Letter 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.

February 7, 2025

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

This year the V.F.W. will be hosting another Veterans Parade through downtown Elgin. The parade is scheduled to be held on Saturday November 8th at 10:00 AM. The V.F.W. requests street closures and fees waived for the parade.

Parade Details:

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

West 2nd Street

West 11th Street

West 10th

West 9th

West 8th

West 7th

Lexington Road

East 2nd Street

East 1st Street

Depot Street

Central Avenue

Austin Street

Disperse at Brenham Street

John Quagliani, Commander

VFW Post 6115

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

o (512) 285-2300

c (714) 618-7017

www.VFW6115.org



VFW
VETERANS OF FOREIGN WARS.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER REQUEST TO CLOSE STREETS FOR THE ELGIN LIGHTED HOLIDAY PARADE SATURDAY, DECEMBER 6, 2025. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve request to close streets for the Lighted Holiday Parade on Saturday, December 6, 2025.

BACKGROUND:

The City of Elgin is working with the North Bastrop County Fire Rescue BTCESD #1 and the Elgin Volunteer Fire Department to organize the Elgin Lighted Holiday Parade for Saturday, December 6, 2025. The line up will begin on Avenue C and 11th Street. The parade will start at 11th and Main Street, turn right onto Main Street, and march for about .8 miles down Main Street to Brenham Street and turn right where the parade ends and disperses.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the request for street closures.

ATTACHMENTS:

1. Lighted Holiday Parade Map 2025

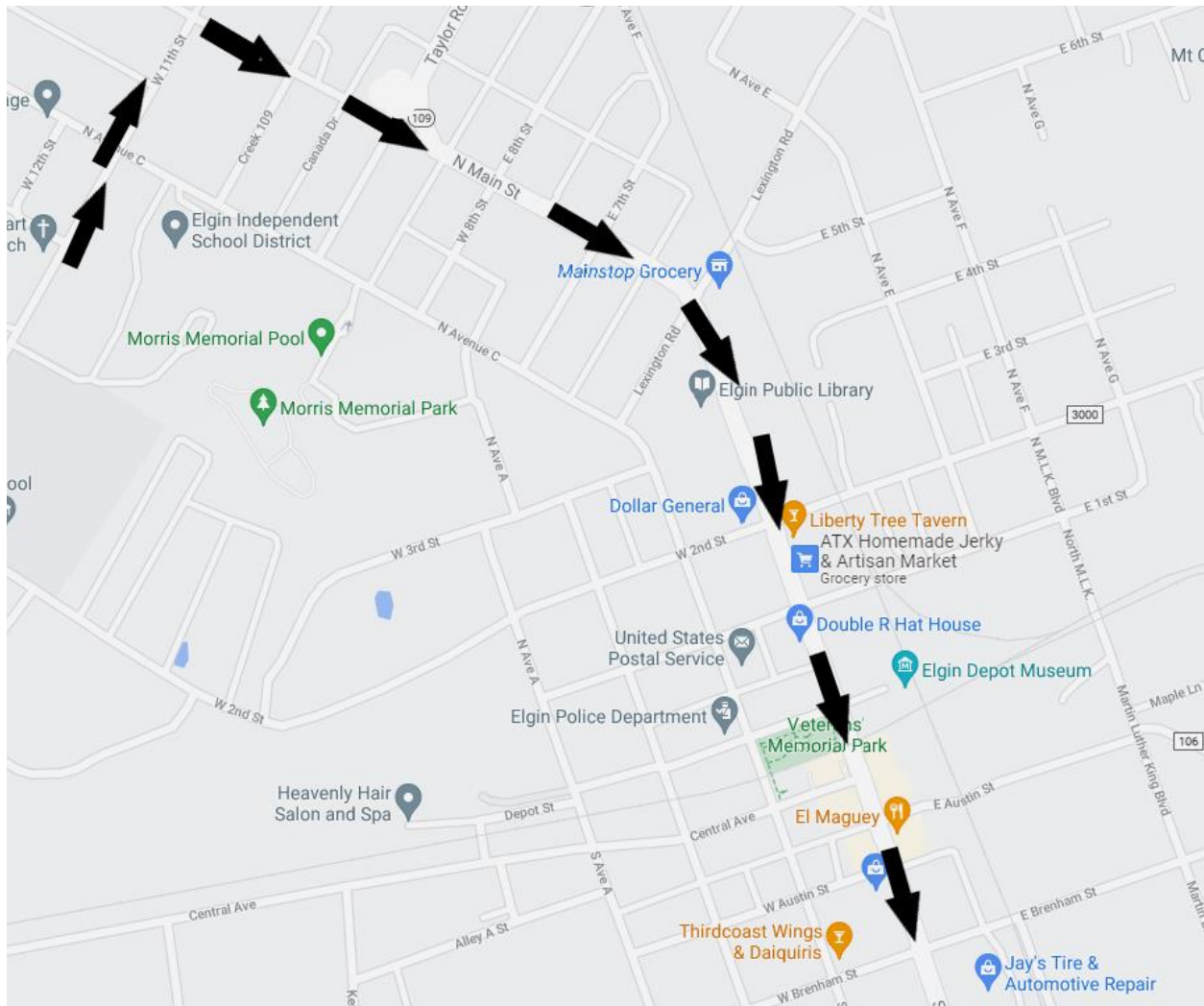
{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{ } 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.

2025 Elgin Lighted Holiday Parade



On Saturday, December 6th, the parade lines up at Ave C and 11th Street. The parade follows the route 11th street, turning south on Main Street, continuing through downtown, and ending at Brenham Street, where floats return via Avenue C and Avenue A. The parade begins at 6:00 pm.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE ADDITIONAL SERVICES REQUEST NO. 01 FOR PROFESSIONAL LANDSCAPE SERVICES WITH STUDIO 1619 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO. (PERRY)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve Request 01

BACKGROUND:

Studio 1619 provided additional professional services during the Veterans Park Expansion project. Additional design work for Blocks B C and D. Value engineering, additional site visits and vendor coordination. Staff recommends approving Request 01 in the amount of \$23,575.00

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve resolution

ATTACHMENTS:

1. Resolution - Veterans Park
2. Veterans Park - Services Request

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

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

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

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

RESOLUTION NO.

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE CITY MANAGER TO EXECUTE
ADDITIONAL SERVICES REQUEST 01 FOR PROFESSIONAL
LANDSCAPE SERVICES WITH STUDIO 1619 FOR VETERANS
MEMORIAL PARK EXPANSION, AND MAKING CERTAIN
FINDINGS RELATED THERETO.**

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

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

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

WHEREAS, the staff worked with Studio 1619 to design the park and;

WHEREAS, staff recommends approving Request 01 with the details specified in the attached documents.

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

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

Section 2. Authorization. The City Manager is hereby authorized to execute Change Order #6 and #7 in the amount of the proposal attached.

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

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

PASSED AND ADOPTED this 18th day of February 2025

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

February 5, 2025

City of Elgin, TX
Beau Perry, PE
310 North Main Street
PO Box 591
Elgin, TX 78621
beau.perry@elgintexas.gov
512.281.0119

Re: Elgin Veterans Memorial Park – Elgin, TX
Additional Services Request 01 for Professional Landscape Architecture Services

Dear Beau:

We first want to say, ‘Thank You’ for the opportunity to collaborate on this project. We are submitting our proposed Additional Services Request and Fee for Professional Landscape Architecture/Planning Services, as we understand it to be. This proposal is based upon recent conversations and correspondence to date, and experience and work completed on the Project.

Scope and Extent of Services:

studio 16:19 services include **schematic design, design phase, bidding and negotiation, and construction phase** regarding the Project per the detailed Project Scope referenced herein.

Fee Arrangement:

Lump sum fee per the Fee Schedule herein for an estimated budget of \$23,575.

Once you have had the opportunity to review the supplemental proposal, please feel free to contact **studio 16:19, LLC** should you have any questions, comments, or require clarification to what is proposed. You may reach me via e-mail at brent@studio1619.com or by phone at **512.534.8680**. If you concur with the Supplemental Agreement, please sign in the place provided below and return a signed copy for formal execution. This Proposal is valid for sixty (60) days.

In witness whereof, the Client and Consultant have executed this Agreement.

Respectfully submitted,

studio 16:19 LLC

Date: 02/05/2024

Accepted by:

City of Elgin, TX

Date:


Brent A. Baker, PLA, ASLA, CLARB
principal partner + founder

authorized representative title

printed name

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects and landscape architects in Texas. For additional information, please contact the Texas Board of Architectural Examiners (TBAE); P.O. Box 12337; Austin, TX 78711-2337; Telephone: (512) 305-9000 / Fax: (512) 305-8900.

PROFESSIONAL SERVICES AGREEMENT – ADDITIONAL SERVICES REQUEST 01

These Additional Services are made effective upon execution of this Agreement, under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT (PSA), effective July 25, 2022 (the Agreement), between **studio 16:19, LLC**, (the “Consultant”) and **the City of Elgin** (the “Client” and “Owner”), for **Elgin Veterans Memorial Park** (the “Project”). This Supplemental is made for the following purpose and is consistent with the terms defined in the Agreement for Additional Services for the addition of the proposed scope of work and compensation to the Basic Scope of Services:

additional services

section a :: scope of services

A.1 Additional Project Scope and Understanding

- “Part 1 – Preliminary Design Phase” (the “PART 1”) commenced in late-summer of 2022.
- The Notice to Proceed (the “NTP”) for “Part 2 – Design Phase and Phase One Implementation” (the “PART 2”) was issued to the Consultant on March 1, 2023.
- The Project Scope for PART 1 was master plan update for BLOCK A, BLOCK B, BLOCK C and BLOCK D with Schematic Design and Budgeting for BLOCK A only.
- The Project scope for PART 2 was limited to the BLOCK A portion of the project ONLY.
- **050 – Preliminary Design Phase – 120 Days (August 2022 to November 2022)**
 - Based on the program requirements during the master plan update and preliminary design phase for various infrastructure items, economy of scale, funding requirements, and Project safety considerations, it became necessary for the Consultant to provide design improvements within BLOCK B, BLOCK C, and BLOCK D to be included within the schematic design package. Even with these added requirements, the preliminary design phase remained on schedule.
 - Design services for scope of work in areas other than Block A were denoted as an Additional Service in the Agreement, and the time expended during this phase for the various scope of work was above and beyond the Basic Services Agreement.
- **070 – Design Phase – 120 Days (March 2023 to June 2023)**
 - Based on the program and Project requirements during the design phase for various infrastructure items, economy of scale, funding requirements, and Project safety considerations, it became necessary for the Consultant to provide design improvements within BLOCK B, BLOCK C, and BLOCK D to be included within the final bid package. Even with these added requirements the design phase remained on schedule.
 - Design services for scope of work in areas other than Block A were denoted as an Additional Service in the Agreement, and the time expended during this phase for the various scope of work was above and beyond the Basic Services Agreement.
- **090 – Bid Phase – 60 Days (July 2023 to August 2023)**
 - During the Design Phase the Consultant developed an opinion of probable construction cost (the “OPCC”) for the proposed design improvements. The Consultant is not a contractor and therefore the OPCC is based on former project information and experience with design and bidding on prior similar projects and scope of work.
 - The Project was issued for Bid in late June 2023 with bids received, reviewed, and accepted for best qualified bid by Council in August of 2023.
 - During the bid phase, all bids received exceeded the project total budget for contractor- and City-provided scope and, therefore, a Value Engineering exercise was required of the Consultant to refine the final General Contractor agreement prior to Council approval.
 - Value Engineering services were denoted as an Additional Service in the Agreement, and the time expended during this phase was above and beyond the Basic Services Agreement. Even through the Value Engineer exercise, the Project remained on schedule.
- **100 – Construction Phase Services – 180 Days (October 2023 to March 2024)**
 - The NTP for the General Contractor (the “GC”) to commence construction was issued on September 25, 2023.
 - The GC’s schedule, based on the agreed terms, was for 180 days of construction with a 30 day close out period for the project to be finalized by the end of April of 2024 which aligned with the timeline of the Consultants scope of work in the Agreement.
 - The Consultant had identified fifteen (15) site meetings/ field visits as part of the Base Services that aligned with the GC’s proposed schedule.
 - During the Construction Phase a variety of items, including supply chain/material delays/ vendor delays, additional required coordination between the GC/vendors/Consultant, various site inconsistencies from the existing surveyed conditions and the proposed plan conditions that triggered various GC change orders and field

- modifications, and additional coordination with adjacent -- but interconnected -- infrastructure/construction projects caused extended time and expenditure of resources by the Consultant for the success of the Project.
- The GC's project timeline based on the various construction phase items identified extended the project schedule approximately an additional 180 days with Project close out occurring in Q4 of 2024.
- Additional site visits were denoted as an Additional Service in the Agreement, and the time expended for the fifteen (15) additional site visits during this phase was above and beyond the Basic Services Agreement.
- This Additional Services Agreement 01 scope of work re proportions the time spent to date on the Project that was expended during the Design, Bid, and Construction Phases to account for the scope of services that were above and beyond Basic Services to align with the current Agreement to deliver a successful Project per the program/ scope limits in "Attachment A".
- The project timeline was extended approximately 180 days to account for the construction phase/ project close-out. Final project completion occurred late Fall of 2024.

A.2 Scope of Services

- Consultant Services to be provided under this Agreement are:
 - In collaboration with the Client and/or other Project Team Members, the Consultant provided the following additional landscape architecture and planning services for the Project:
 - Project Management
 - Schematic Design Phase Services
 - Design Phase Services
 - Bid Phase Services
 - Construction Phase Services
 - In conjunction with the performance of the foregoing Services, The Consultant shall provide the following submittals/deliverables/documents to the Client/Client's Representative:
 - 010 – Project Management** – Additional scope of work for project coordination of design team, additional administrative project time accrued for the expanded project scope, and extended project schedule.
 - 050 – Schematic Design** – Schematic Design Package and renderings for the Preliminary Design work that occurred in Block B, Block C, and Block D per "Attachment A".
 - 070 – Design Phase** – An Issue For Construction plan set that included the Design work occurring in Block B, Block C, and Block D per "Attachment A".
 - 090 – Bid Phase** – A refined schedule of values for the General Contractor's Prime agreement with the City that was generated during the Value Engineering exercise of the bidding process.
 - 100 – Construction Phase** – Fifteen (15) additional on-site visits at four (4) hours each to accommodate agenda, minutes, travel time, and meeting time during the extended construction timeline for the Project.

section b :: consultant compensation

B.1 Compensation*

Compensation for the Consultant Services performed under this Agreement shall be paid according to the following, plus Reimbursable Expenses as defined in the Agreement:

010	Project Management	(lump sum)	\$ 4,376
050	Schematic Design	(lump sum)	\$ 1,945
070	Design Phase	(lump sum)	\$ 8,473
090	Bidding	(lump sum)	\$ 1,843
100	Construction Phase	(lump sum)	\$ 6,938

* The Consultant may alter the compensation distribution between individual phases or tasks to be constant with the services actually rendered, within the contract maximum.

Refer to "Attachment B" for detailed Fee Schedule breakdown of proposed scope and total fee.

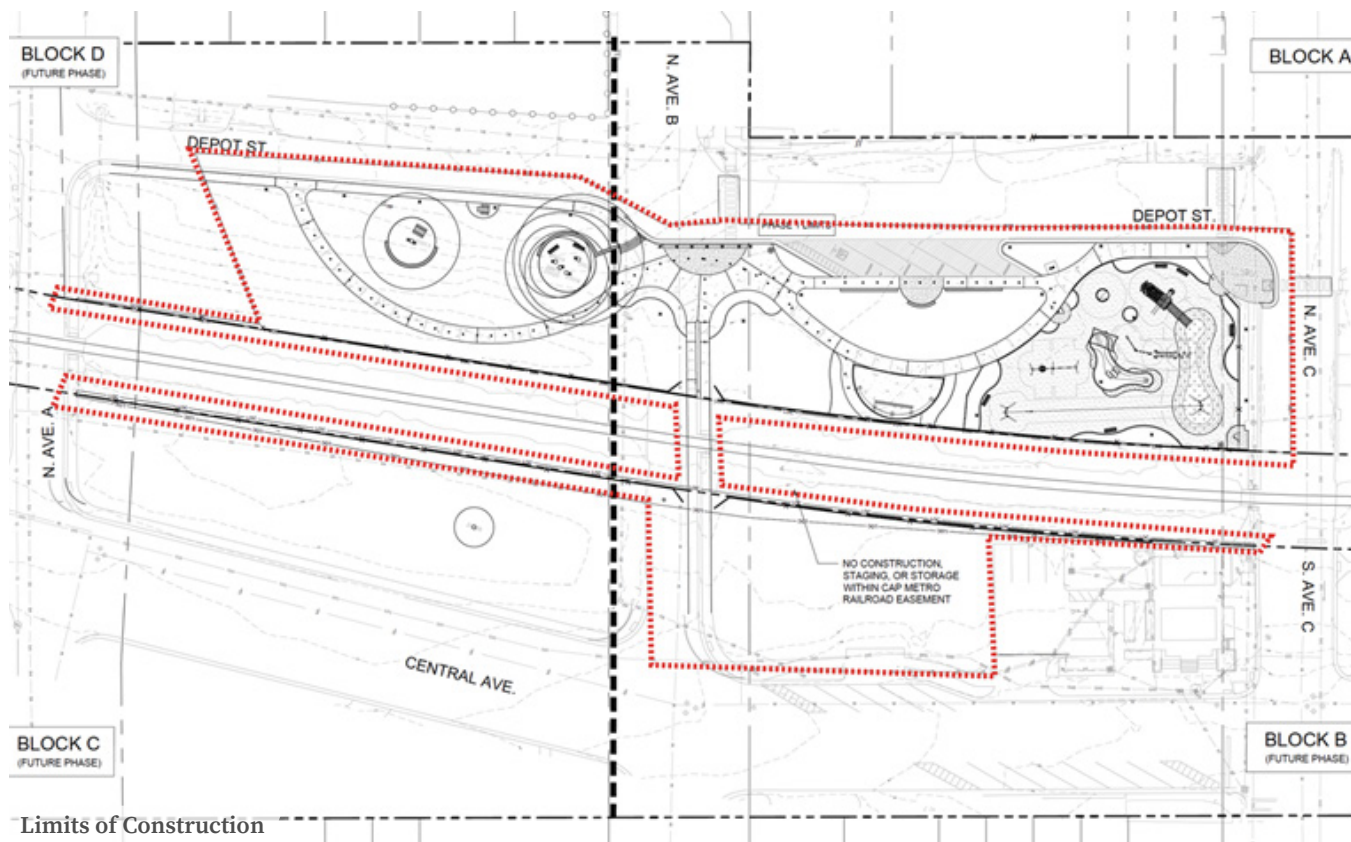
B.2 2025 Standard Hourly Rate Schedule (for additional services beyond Basic Services)

Principal Partner – Planner/Landscape Architect:	\$ 235.00/hr.
Principal – Planner/Landscape Architect:	\$ 185.00/hr.
Associate Principal – Planner/Landscape Architect:	\$ 160.00/hr.
Director – Planner/Landscape Architect:	\$ 135.00/hr.
Senior Associate – Planner/Landscape Architect:	\$ 125.00/hr.
Associate – Planner/Landscape Designer:	\$ 95.00/hr.
Intern – Planner/Landscape Designer:	\$ 75.00/hr.

'ATTACHMENT A'

project site / site plan

Elgin Veteran Memorial Park - Elgin, TX



'ATTACHMENT B'

proposed fee schedule

Elgin Veteran Memorial Park - Elgin, TX

	Phase	Hours Budgeted	Hours Actual	\$ Budgeted	\$ Actual	SA01
Part 1	010_Project Management	36	36	\$ 5,446	\$ 5,446	\$ -
	020_Due Diligence	108	108	\$ 11,420	\$ 11,420	\$ -
	050_Schematic Design	216	259	\$ 23,520	\$ 28,001	\$ 4,376.00
	300_Sub Consultants - Engineering			\$ 18,519	\$ 18,519	\$ -
Subtotal		360	403	\$ 58,905	\$ 63,386	\$ 4,376.00

	Phase	Hours Budgeted	Hours Actual	\$ Budgeted	\$ Actual	SA01
Part 2	010_Project Management	100	117	\$ 10,114	\$ 12,059	\$ 1,945.00
	070_Construction Documents	170	216	\$ 19,050	\$ 27,203	\$ 8,153.00
	080_Agency Review	44	47	\$ 4,700	\$ 5,020	\$ 320.00
	090_Bid/Procurement	56	74	\$ 5,900	\$ 7,743	\$ 1,843.00
	100_Construction	124	184	\$ 14,340	\$ 21,278	\$ 6,938.00
	300_Sub Consultants - Engineering			\$ 43,211	\$ 43,211	\$ -
	400_Reimbursables			\$ 2,780	\$ 1,994	\$ -
Subtotal		494	638	\$ 100,095	\$ 118,508	\$ 19,199.00

Base services Total 854 1041 \$ 159,000 \$ 181,894 \$ 23,575.00



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE PROPOSAL 26 FOR VETERANS MEMORIAL PARK EXPANSION, AND MAKING CERTAIN FINDINGS RELATED THERETO. (MILLER)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve change order

BACKGROUND:

This change order will replace the 300 gallon underground water storage for the water fountain and water feature. The vault was damaged after installation by any number of different contractors working the area. It has been determined that it needs replacement. City staff does not believe this is an enforceable charge on the existing contract. The proposed system will be a mechanical float system in lieu of the electrical system originally installed. The mechanical system and the new vault are recommended by staff.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve change order

ATTACHMENTS:

1. ResVeteransExpCP26
2. GHyattChange Proposal 26

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

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

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

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

RESOLUTION NO.

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE CITY MANAGER TO EXECUTE
CHANGE PROPOSAL 26 FOR VETERANS MEMORIAL PARK
EXPANSION, AND MAKING CERTAIN FINDINGS RELATED
THERETO.**

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

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

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

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

WHEREAS, staff recommends approving Change Proposal 26 with the details specified in the attached documents.

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

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

Section 2. Authorization. The City Manager is hereby authorized to execute Change Order #6 and #7 in the amount of the proposal attached.

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

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

PASSED AND ADOPTED this 18th day of February 2025

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

G. Hyatt Construction, Inc.

2006 Bagdad Road, Suite # 170
Leander, TX 78641

Friday, February 7, 2025

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

RE: Change Proposal 26

Ms. Miller:

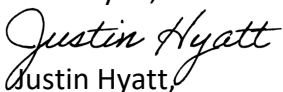
Per the Contract, Article 10, our lump sum cost to remove and install a new tank and pump system for the hand pump water feature is \$28,913.78. The work generally entails; remove, salvage and re-install of the hand pump, remove sufficient concrete pavement for access, install a new tank as described in the attached proposal from Digger Dry Utilities, installation of livestock float to keep the tank filled, backfill with gravel and concrete, haul off, associated electrical & concrete patching. This proposal is based on the City of Elgin running water to the new tank. We have made this assumption as the city installed the original water line and is therefore familiar with its installation/location.

We believe the existing tank failure may have occurred during the installation of the playground elements, shade structure, or poured in place surface. The tank specified for the original installation was not designed to have any heavy equipment or significant loads placed atop it. The work in this proposal will require the playground to be closed for approximately one week.

We request that retainage (which has already been invoiced and approved for payment) be paid prior to the work of this proposal.

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

Thank you,


Justin Hyatt,

G. Hyatt Construction, Inc.

G. HYATT CONSTRUCTION, INC.
PROPOSAL

PROJECT: 1849 Park - Phase 2
PROPOSAL #: 26
DATE: 2/7/2025

DESCRIPTION: Repair/Replace tank for hand pump feature

MATERIALS

SUBTOTALS

1 TOTAL DIRECT COST	\$	-	
2 MARK UP	\$	-	
		\$	-

LABOR

3 ADDITIONAL SUPERV.		x				
4 ADDITIONAL LABOR		MH x	\$ -	\$	-	
5 LABOR BURDEN (15%)				\$	-	
6 MARK UP				\$	-	
					\$	-

EQUIPMENT

7 EQUIPMENT RENTAL	\$	-	
8 MARK UP	\$	-	
		\$	-

SUBCONTRACTORS

8 SUBCONTRACTORS	\$	26,025.00	
9 MARK UP	\$	2,602.50	\$ 28,627.50

SUBTOTAL OF PROPOSAL	\$	28,627.50
BONDS & INSURANCE	\$	286.28
TOTAL OF PROPOSAL	\$	28,913.78

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

TIME EXTENSION REQUEST: 0

Digger Dry Utilities, Inc.
PO box 731
Dripping Springs, TX 78620

To: G Hyatt Construction
From: Mark Key
Re: Elgin Vets Park
February 6, 2025

Scope: Remove and salvage existing hand pump- all care will be taken to remove pump, but the down spout appears to be set in mortar mix- contractor will not be responsible if pump is damaged or inoperable after removal.

Remove concrete around access hole in the tank and pump, cut a hole big enough to place a piece of 18" or 24" SDR water pipe. The pipe would be cut to fit based on length to the bottom of the existing tank. Both ends will have watertight DI caps. Top cap may be a tapped with a threaded 2" hole to allow access of a livestock type float (included) and the hand pump, then sealed with silicon and concrete. Backfill would be pea gravel or a 1" type utility rock. Plywood will be placed to protect the existing rubber matting. Includes haul off of trash and concrete.

Mobilization	\$2,500
Demo and install tank	\$17,525
Haul off/back fill gravel	\$1,400

Total bid \$21,425.00

Exclusions:
Concrete placed by others
Water brought to reservoir by City of Elgin

Thank you, Mark Key



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE PAY APPLICATION No. 3 FOR THE ROY RIVERS UTILITY EXPANSION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review and Approve

BACKGROUND:

This is a routine pay request from Atlas construction installing utilities on the Innovation way just off of Roy rivers in the Elgin Business Park

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review and Approve

ATTACHMENTS:

1. RESOLUTION Pay app 3 NO 2025-02-18-XX
2. Pay App No. 3 - 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 CITY MANAGER TO EXECUTE PAY APPLICATION No. 3 FOR THE ROY RIVERS UTILITY EXPANSION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin is nearing completion of a project known as Roy Rivers Utility Expansion Project and;

WHEREAS, this project is designed and installed to serve Elgin Utility customers with water and wastewater, and;

WHEREAS, staff present these routine payment application as a resolution for the council to authorize the City Manager to execute 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 City Manager or Mayor is hereby authorized to execute Change Order 16 in the amount of the proposal attached and identified as Exhibit A. "Pay Application No. 3".

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 18th day of February 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

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

February 5, 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. 3**

Dear Mr. Gonzalez:

Enclosed for consideration by the City of Elgin is the Pay Estimate No. 3 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)
\$481,187.75	\$201,411.13	\$255,717.24	\$24,059.39

It is recommended that payment be made in the amount of **\$201,411.13** 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



Contractor's Application for Payment No.

3

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE		Application 12/25/24-1/24/25 Period:	Application Date: 1/24/25
To (Owner):	CITY OF ELGIN	From (Contractor): Atlas Construction	Via (Engineer): TRC ENGINEERS
Project:	ROY RIVERS PHASE IV UTILITIES	Contract:	
Owner's Contract No.:		Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO1	\$87,742.54	
CO2	\$337.62	
TOTALS	\$88,080.16	
NET CHANGE BY CHANGE ORDERS		\$88,080.16

- | | | |
|--|----|-----------------------------|
| 1. ORIGINAL CONTRACT PRICE..... | \$ | <u>\$393,107.59</u> |
| 2. Net change by Change Orders..... | \$ | <u>\$88,080.16</u> |
| 3. Current Contract Price (Line 1 ± 2)..... | \$ | <u>\$481,187.75</u> |
| 4. TOTAL COMPLETED AND STORED TO DATE
(Column F total on Progress Estimates)..... | \$ | <u>\$481,187.75</u> |
| 5. RETAINAGE: | | |
| a. 5% X <u>\$481,187.75</u> Work Completed..... | \$ | <u>\$24,059.39</u> |
| b. 5% X <u> </u> Stored Material..... | \$ | <u> </u> |
| c. Total Retainage (Line 5.a + Line 5.b)..... | \$ | <u>\$24,059.39</u> |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... | \$ | <u>\$457,128.37</u> |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... | \$ | <u>\$255,717.24</u> |
| 8. AMOUNT DUE THIS APPLICATION..... | \$ | <u>\$201,411.13</u> |
| 9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G total on Progress Estimates + Line 5.c above)..... | \$ | <u>\$24,059.39</u> |

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: Emilia Sanchez Date: 1/24/25

Payment of: \$ 201,411.13
(Line 8 or other - attach explanation of the other amount)

is recommended by: William A. Stachel 02/5/2025
(Engineer) (Date)

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

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

Approved by: _____
(Inspector) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): ROY RIVERS PHASE IV UTILITIES						Application Number: 3					
Application Period: 12/25/24-1/24/25						Application Date: 1/24/25					
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	1	\$30,527.64		\$30,527.64	100.0%	
2.00	FOR FURNISHING ALL LABOR MATERIAL, EQUIPEMENT AND INSTALLING 6" DR 18 C900 PVC WATER LINE	15	LF	\$96.44	\$1,446.60	15	\$1,446.60		\$1,446.60	100.0%	
3.00	FOR FURNISHING ALL LABOR MATERIAL, EQUIPEMENT AND INSTALLING 12" DR 18 C900 PVC WATER LINE	1662	LF	\$95.02	\$157,923.24	1662	\$157,923.24		\$157,923.24	100.0%	
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	75	\$21,203.25		\$21,203.25	100.0%	
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	3	\$6,540.45		\$6,540.45	100.0%	
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	4	\$19,358.40		\$19,358.40	100.0%	
7.00	FOR FURNISHING AND INSTALLING MATERIALS, LABOR AND EQUIPMENT FOR INSTALLING NEW FIRE HYDRANT ASSEMBLIES	3	EA	\$5,791.25	\$17,373.75	3	\$17,373.75		\$17,373.75	100.0%	
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	1752	\$3,486.48		\$3,486.48	100.0%	
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	1,640	\$15,800.61		\$15,800.61	100.0%	
11.00	FOR FURNISHING AND INSTALLING OSHA REQUIRED TRENCH EXCAVATION PROTECTION FOR ALL PROPOSED WATER LINES	1752	EA	\$1.60	\$2,803.20	1752	\$2,803.20		\$2,803.20	100.0%	
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	402	\$27,838.50		\$27,838.50	100.0%	
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	302	\$25,123.38		\$25,123.38	100.0%	
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	24	\$3,589.44		\$3,589.44	100.0%	
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%	

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): ROY RIVERS PHASE IV UTILITIES						Application Number: 3					
Application Period: 12/25/24-1/24/25						Application Date: 1/24/25					
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	812	\$8,688.40		\$8,688.40	100.0%	
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	-5	-\$747.80		-\$747.80	100.0%	
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	-100	-\$1,070.00		-\$1,070.00	100.0%	
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 MEGA-LUG GLANDS AND CONCRETE COLLAR	2.00	EA	\$4,000.00	\$8,000.00	2	\$8,000.00		\$8,000.00	100.0%	
CO2	10" SEWER PIPE AT 0'-6" DEPTH	292.00	LF	\$69.25	\$20,221.00	292	\$20,221.00		\$20,221.00	100.0%	
CO2	10" SEWER PIPE AT 6'-12" DEPTH	-302.00	LF	\$83.19	-\$25,123.38	-302	-\$25,123.38		-\$25,123.38	100.0%	
CO2	FOR FURNISHING ALL LABOR, MATERIAL, EQUIPMENT INSTALLING 3/4" DR18 C900 PVC WATERLINE	36.00	LF	\$90.00	\$3,240.00	36	\$3,240.00		\$3,240.00	100.0%	
CO2	INSTALLING FIRE HYDRANT (FH PROVIDED BY CITY OF ELGIN)	1.00	EA	\$2,000.00	\$2,000.00	1	\$2,000.00		\$2,000.00	100.0%	
Totals					\$481,187.75		\$481,187.75		\$481,187.75		



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Planning and Zoning Board Member Appointment

DEPARTMENT: Executive

PROPOSED ACTION: Appoint Danica Morgan to the Planning and Zoning Commission replacing Jason Tatum who's term will expire on 09/30/2026. Mr. Tatum resigned his seat on the Planning and Zoning Commission in January due to the fact that he has sold his home and moved out of town.

BACKGROUND:

The Planning and Zoning Commission currently has a vacancy that Danica Morgan would fill. The Mayor has approved the appointment of Danica Morgan.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the appointment of Danica Morgan to the Planning and Zoning Commission replacing Jason Tatum.

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 Regular Meeting Minutes - February 4, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the minutes.

BACKGROUND:

The City Council held a regular meeting on February 4, 2025.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the minutes as presented.

ATTACHMENTS:

1. City Council Meeting Minutes - February 4, 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
February 4, 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. Council Member Gibson was absent. Council Member Love made a motion to excuse his absence. Council Member Casnovsky seconded the motion. All voted in favor. The motion carried.

Present:

Theresa Y. McShan, Mayor
Joy Casnovsky, Council Member Ward 1
YaLecia Love, Council Member Ward 2
Chuck Swain, Council Member Ward 2
Matthew Callahan, Council Member Ward 3
Al Rodriguez, Council Member Ward 3
Forest L. Dennis, Council Member Ward 4
Sue Brashar, Mayor Pro Tem Ward 4

Absent:

Arthur Gibson III, Council Member Ward 1

Staff:

Isaac Turner, Interm City Manager
Peyton Standifer, City Secretary
Beau Perry, Development Services Director/ City Engineer
Mark Schroeder, City Attorney
Sonia Browder, Media Specialist
Michael Gonzalez, Public Works Director
Kristina Alvarez, Main Street Manager
Pam Sanders, HR Director
Owen Rock, EDC Director
Esmeralda Rangel, Assistant City Secretary
Todd Johnson, Police Commander
Melissa Lipiec, Development Services Planning Tech

INVOCATION

Council Member Dennis 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 and the Pledge of Allegiance to the Texas Flag.

PUBLIC HEARING

1. **PUBLIC HEARING ON AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "C-3" HIGHWAY COMMERCIAL DISTRICT TO "I" GENERAL INDUSTRIAL DISTRICT A PORTION OF LAND LOCATED ON A PARCEL KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15336 (CORLIN SUBDIVISION, LOT 3, ACRES 2.4620) AND A PORTION OF LAND LOCATED ON A PARCEL KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 87879 (CORLIN SUBDIVISION, LOT 2, ACRES 2.0000) LOCATED ON THE WEST SIDE OF NORTH HIGHWAY 95 AND NORTH OF MOGONYE LANE, BEING MORE DESCRIBED IN EXHIBIT "A", AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**

Mayor McShan read the public hearing caption.

No one in attendance wished to speak on the item.

2. **PUBLIC HEARING ON AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "I" GENERAL INDUSTRIAL DISTRICT TO "C-2" GENERAL COMMERCIAL DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 84627 (ELGIN BUSINESS PARK, LOT 2, ACRES 0.9960) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**

Mayor McShan read the public hearing caption.

No one in attendance wished to speak on the item.

PUBLIC COMMENT

There were no public comments.

CITY MANAGERS REPORT

1. **Planning and Zoning Commission Quarterly Report**
Mr. Perry stated that the council can review the report at their convenience and reach out directly if they have additional questions.
2. **Public Safety Advisory Committee Quarterly Report**
Mr. Perry stated that the council can review the report at their convenience and reach out directly if they have additional questions.
3. **Economic Development Corporation 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.

4. Parks Advisory 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. Parks Advisory Quarterly Report #2

Mr. Perry stated that the council can review the report at their convenience and reach out directly if they have additional questions.

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

Mr. Perry stated that this was to keep the Council aware that there was a portion of the property that the ISD had donated and that would continue at the cross-section of the roadway that will allow for a layout of a three-lane road in the South direction and two lanes in the North direction along County Line Road. Council Member Dennis had some questions about the cost. Mr. Perry clarified that the cost would be mostly covered by grants and donations from developers.

7. CenterPoint Energy Transportation Service Rate Schedule No. T-93

Mr. Perry stated that this was a previous agenda item and that this served as a notification required by state law from CenterPoint.

CONSENT AGENDA

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

Mr. Perry provided a brief update on the progress of the Elgin Police Department Police Station. The resolution was approved on the consent agenda.

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

Mr. Perry provided a brief update on the progress of the Elgin Police Department Police Station. The resolution was approved on the consent agenda.

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

Mr. Perry provided a brief update on the progress of the Elgin Police Department Police Station. The resolution was approved on the consent agenda.

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.

The resolution was approved on the consent agenda.

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.**
The resolution was approved on the consent agenda.
6. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE PAY APPLICATION No. 36 FOR THE WASTEWATER PLANT EXPASNION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO.**
The resolution was approved on the consent agenda.
7. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREMMENT WITH TRC ENGINEERS FOR ENGINEERING SERVICES RELATED TO THE SAFE ROUTES TO SCHOOL PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO.**
The resolution was approved on the consent agenda.
8. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER 16 FOR THE WASTEWATER PLANT EXPANSION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO.**
The resolution was approved on the consent agenda.
9. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE CHANGE ORDER 5 FOR THE ELGIN POLICE DEPARTMENT STATION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO.**
Mr. Perry provided a brief update on the progress of the Elgin Police Department Police Station. The resolution was approved on the consent agenda.
10. **Planning and Zoning Commission Board Member Appointment**
The appointment was approved on the consent agnenda.
11. **City Council Work Session Meeting Minutes - August 27, 2024**
The meeting minutes were approved on the consent agenda.
12. **City Council Regular Meeting Minutes - September 17, 2024**
The meeting minutes were approved on the consent agenda.
13. **City Council Work Session Meeting Minutes - September 24, 2024**
The meeting minutes were approved on the consent agenda.
14. **City Council Special Meeting Minutes - September 26, 2024**
The meeting minutes were approved on the consent agenda.
15. **City Council Regular Meeting Minutes - January 7, 2025**
The meeting minutes were approved on the consent agenda.

Mayor Pro Tem Brashar made a motion to approve all 15 consent agenda items. Council Member Dennis seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. **AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, CALLING A GENERAL ELECTION ON MAY 3, 2025, FOR THE PURPOSE OF ELECTING CERTAIN CITY OFFICALS:**

DESIGNATING ELECTION PRECINCTS AND POLLING PLACES; PROVIDING FOR EARLY VOTING AND ELECTION DAY VOTING; PROVIDING FOR PERFORMANCE OF REQUIRED ADMINISTRATIVE DUTIES; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; CERTIFYING PROVISION OF REQUIRED ACCESSIBLE VOTING SYSTEMS AT EACH POLLING PLACE; AND PROVIDING FOR OTHER MATTERS RELATING TO SUCH CITY ELECTION

Mayor McShan read the ordinance caption. Council Member Casnovsky inquired about the building changing from the Elgin Rec Center to a Bastrop County building. Mr. Perry stated that the location changed because in the past voting would conflict with the programs occurring in the Rec Center. Bastrop County has decided to relocate the polling location to the county building, which will be remodeled before the May election. The Council also stated that they would like the City to notify citizens about the change in voting locations, such as putting notice on the City website, social meeting profiles, or on the water bill starting around mid-March or two weeks before early voting.

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

2. **AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "C-3" HIGHWAY COMMERCIAL DISTRICT TO "I" GENERAL INDUSTRIAL DISTRICT A PORTION OF LAND LOCATED ON A PARCEL KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15336 (CORLIN SUBDIVISION, LOT 3, ACRES 2.4620) AND A PORTION OF LAND LOCATED ON A PARCEL KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 87879 (CORLIN SUBDIVISION, LOT 2, ACRES 2.0000) LOCATED ON THE WEST SIDE OF NORTH HIGHWAY 95 AND NORTH OF MOGONYE LANE, BEING MORE DESCRIBED IN EXHIBIT "A", AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**

Mr. Perry stated that this ordinance was recommended by the Planning and Zoning Commission. This was a unique situation where there were multiple zoning on one property. The owner is looking to expand and went through the process with the Planning and Zoning Commission and staff to change the zoning from commercial to industrial. Additionally, the owner has indicated their intention to combine all parts of the property into one singular tract of land.

Council Member Casnovsky made a motion to approve the ordinance. Mayor Pro Tem Brashar seconded the motion. All voted in favor. The motion carried.

3. **AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "I" GENERAL INDUSTRIAL DISTRICT TO "C-2" GENERAL COMMERCIAL DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 84627 (ELGIN BUSINESS PARK, LOT 2, ACRES 0.9960) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**

Mr. Perry stated that this was a reversal of zoning for a parcel of land from industrial to commercial. This land is in the Economic Development Corporation Business Park and has

been vacant for around 20 years. The owner would like the land to be zoned commercial, and the Planning and Zoning Commission recommended the reversal. The reversal of the zoning will allow the owner to build a commercial business. Council Member Casnovsky questioned the need to reverse the zoning, and the future impact for businesses at that location.

Mayor Pro Tem Brahar made a motion to approve the ordinance. Mr. Rodriguez seconded the motion. All voted in favor. The motion carried.

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

Mr. Turner stated that the City Council have been provided with the names of four firms in Group A taken from the Texas City Managers website. Council will communicate their preference of search firms or questions with Mr. Turner and the Mayor.

No formal action was taken by the City Council. This item will return to the next City Council meeting.

5. 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 Pro Tem Brahar suggested that the remaining funds of \$2,787.50 be split in half and awarded to Elgin Cares and the Community Cupboard. The City Council Agreed. Council Member Casnovsky suggested that next year there should be categories such as food, art, etc to make the selection process less challenging.

Mayor Pro Tem Brashar made a motion to approve the average listed amounts and award an additional \$1,393.75 to Elgin Cares and Elgin Community Cupboard. Ms. Love seconded the motion. All voted in favor. The motion carried.

6. Charter Review Process Update

Mark Schroeder, City Attorney, presented in place of Mr. Charlie Zech. The presentation highlighted a few discrepancies found within the City Charter that did not align with Texas State Law. Mr. Schroeder stated that there weren't any major errors but recommends the errors be cleaned up during this review process. After the presentation, he stated that the following steps would be to have the legal team draft some charter amendments, review them, have them out for the election season, to finally go to the voters.

No formal action was taken by Council.

7. Council Members To Appoint Representatives for the Charter Review Committee

Mayor Pro Tem Brashar made a motion to approve Noble Smith, Brian Lundgren, Debbie Wahrmund, Dr. Jana Rueter, Tiffany Miller, Anna Rau, Darren Magonye, Roger Adams, and Jessica Jaimes to serve on the City of Elgin Charter Review Committee. Council Member Dennis seconded the motion. All voted in favor. The motion carried.

8. Direction to Staff Regarding the Police Pay Scale 2025

Pam Sanders, Human Resources Director, stated that this was a four percent increase to align the commissioned staff pay scales with the Cost of Living Increase that all staff received. Mayor Pro Tem Brashar stated that the police pay scales were created before COLA was implemented and was used to increase the City's competitiveness in recruiting. Mr. Perry clarified that this would allow commissioned staff to receive the same increase in pay that City employees received, and would not decrease their pay when they progressed

up a step.

Mr. Rodriguez made a motion to approve the police pay scale. Mr. Swain seconded the motion. All voted in favor. The motion carried.

9. Bastrop County Advisory Board of Health Appointment

Mayor McShan stated that there was only one application submitted and the applicant was appointed. Mr. Perry asked Council to formally adopt the appointment of Roger W. Adams.

Council Member Dennis made a motion to appoint Mr. Roger W. Adams. Mayor Pro Tem Brashar seconded the motion. All voted in favor.

EXECUTIVE SESSION

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

The City Council adjourned into executive session at 7:34 p.m.

Council Member Casnovsky made a motion to have the Interim City Manager set up meetings for strategic planning with staff. Council Member Love seconded the motion. All voted in favor. The motion carried.

RECONVENE

The City Council reconvened into open session at 8:13 p.m.

ANNOUNCEMENTS

Kristina Alvarez, Main Street Manager, announced that Cutbirth Dental's grand opening would take place on Thursday, with a neon sign lighting ceremony at 6:00 PM. The Farmers Market will also be held on Thursday, with Sip, Shop, and Stroll. Additionally, the Chamber of Commerce is set to hold their ribbon-cutting ceremony next Thursday at 6 PM at their new building. Ms. Alvarez also mentioned that Music in the Park will be every Friday during April and May. Mayor McShan recognized February as Black History Month and presented a proclamation for National African American Black History Month. Mayor Pro Tem Brashar provided information about Project Celebration. Council Member Love shared that a combined Ward 1 and 2 meeting would be held on February 15th. Lastly, Mr. Perry announced that this would be his final time on the dais as Mr. Turner would be taking over as Interim City Manager.

ADJOURNMENT

Mayor McShan adjourned the meeting at 8:19 p.m.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Economic Development Corporation Board of Directors Member Appointment

DEPARTMENT: EDC

PROPOSED ACTION: Approve the appointment of Council Member Chuck Swain in place of Council Member Dennis

BACKGROUND:

Two council members at a time serve on the Economic Development Corporation Development Board of Directors. Council Member Dennis is one of the current appointees, and would like to be replaced. The Mayor has recommended Chuck Swain to take his place.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the appointment of Council Member Chuck Swain in place of Council Member Dennis

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: Charge to Charter Review Committee (Schroeder)

DEPARTMENT: Executive

PROPOSED ACTION: Council will provide direction to the recently appointed Charter Review Committee.

BACKGROUND:

Council appointed a Charter Review Committee at the February 4, 2025 City Council meeting.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Provide direction to the Charter Review Committee

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: Discussion and possible action for search firms related to City Manager Search (Sanders)

DEPARTMENT: Executive

PROPOSED ACTION: Authorize and provide direction to staff on the next steps in the selection process of an executive search firm for the recruitment of City Manager.

BACKGROUND:

SGR offers full service at \$28,000 with a 12 week timeline and a 12 month guarantee. The recruitment includes campaign, outreach, screening, background, interviews, negotiations and hiring.

Affion also offers full service and provides a discount for multiple positions. Price per position is \$30,000. Does not offer timeline but does offer 12 month guarantee and full service includes postings, sourcing, interviewing, references, background, media checks, and offer negotiation.

Baker Tilly also came in at \$30,000 with a timeline of 17 weeks. The proposal does not list what the cost covers, but does state that the fee does not include advertising, background, references, and candidate travel expenses – notes all of these items are billed at cost.

Note - all 3 firms are available to present to the City Council in a virtual meeting. Date/Time TBD by council.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Provide direction to staff as appropriate on next steps to secure a search firm.

ATTACHMENTS:

1. SGR
2. Affion Proposal
3. Baker-Tilly

{ } 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.

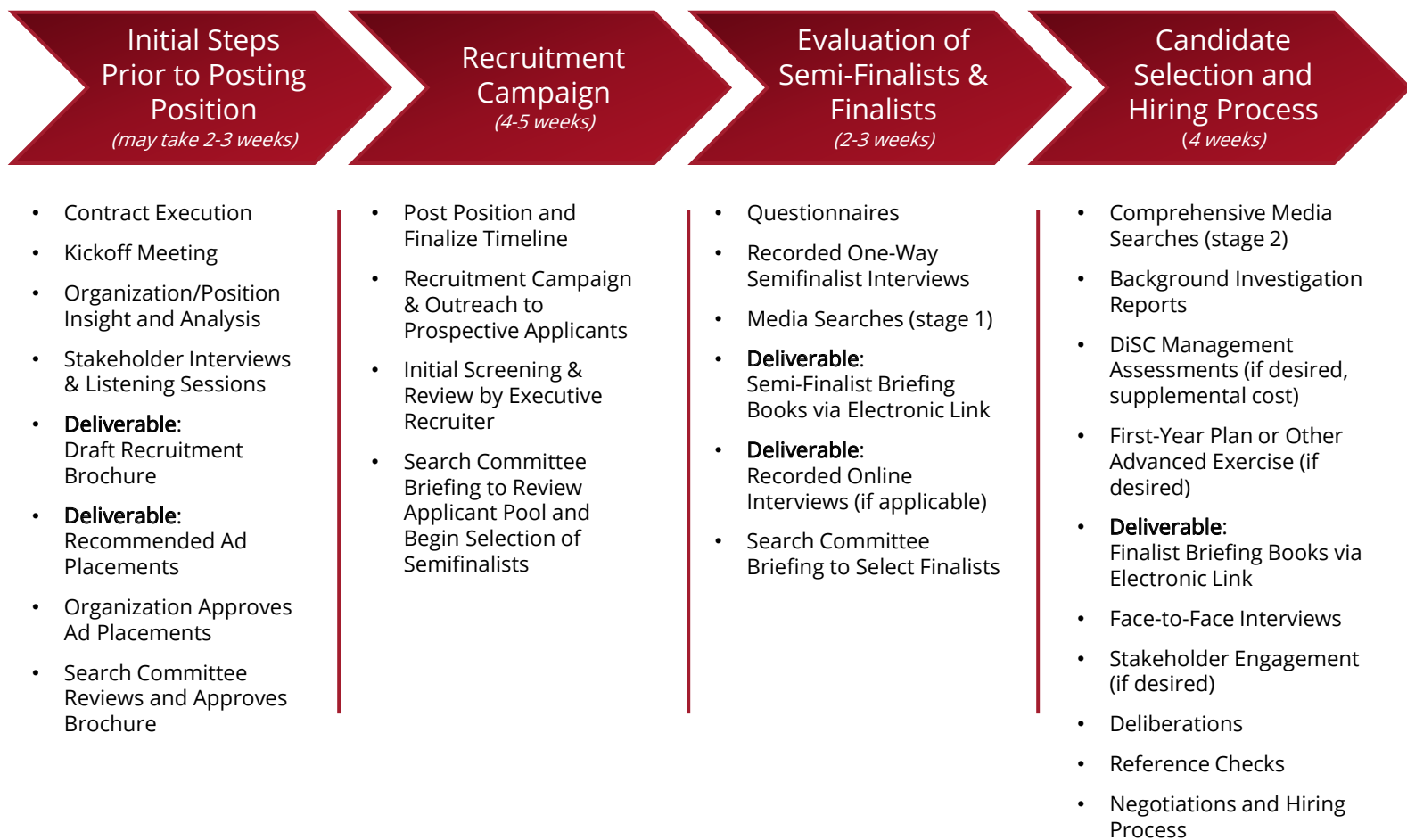
Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

FULL SERVICE RECRUITMENT

Effective January 2025

Our Full-Service Executive Recruitment is a Multi-Step Process in which SGR Partners with Your Organization and Facilitates Your Executive Search from Start to Finish.

FULL-SERVICE RECRUITMENT TYPICALLY TAKES ~12 WEEKS AFTER INITIAL STEPS AND MAY INCLUDE:



FEE ESTIMATE

Full-service recruitment costs typically range from \$26,200 - \$29,400, depending on the position being recruited, ad placements, and other expenses. Detailed proposal available upon request.

CONTACT US

Recruitment@GovernmentResource.com

Main Office: 817-337-8581 | www.GovernmentResource.com

We deliver leaders. Our executive recruiting specialists have national contacts within the public sector and professional organizations – allowing us to find a broad range of talent. We rigorously qualify and investigate each candidate. We won't just pull names out of a database. When we are finished, you will have candidates that meet or exceed your expectations.





Corporate
Address:
PO Box 794
Hershey PA 17033

www.affionpublic.com
888.321.4922 toll free
717.214.4922 local



01/27/2025

Juliet Mattimoe
Human Resources Generalist
310 N Main Street
Elgin, TX 78621

Dear Juliet,

Thank you for considering our proposal to provide executive search services for the Director of Finance position.

Affion Public, specializes in identifying and placing exceptional executive-level leaders within the public sector. Over the years, we have developed a proven track record of success, building strong, trusted partnerships with our clients and delivering top-tier results that align with their unique needs.

Our approach combines a dedication to excellence with a commitment to personalized service. By working closely with our clients, we ensure a tailored and collaborative search process that consistently delivers outstanding results, and have enabled us to conduct multiple successful searches for the majority of our clients.

What sets Affion Public apart is our ability to go beyond the standard pool of candidates. We specialize in identifying both active and passive talent, sourcing a diverse and dynamic group of leaders who are uniquely qualified to meet your organization's goals. Our commitment to promoting diversity and equity ensures that we present candidates who bring a broad range of perspectives and experiences to the table.

On behalf of Affion Public, we would be thrilled to be your firm of choice! Please feel free to contact me directly at 717-576-9847 or via email at reilly@affionpublic.com. I look forward to the opportunity to discuss how we can support you in finding the ideal candidate for this position.

Best regards,

A handwritten signature in black ink, appearing to read "Scott Reilly".

Scott Reilly
CEO, Affion Public

Delivering Leaders.



**City of Elgin, TX
Executive Search Services
Director of Finance
01/27/2025**

Corporate Mailing Address:

**P.O. Box 794
Hershey, PA 17033
888-321-4922
www.affionpublic.com**



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Affion Disclaimer

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Company Profile

Affion Public is deeply rooted in the public sector, providing executive search services for state and local government, education and non-profit organizations since 2000.

Our executive search division specializes in identifying the nation's best and brightest executives and delivering those individuals to our public sector clients. Our partners are typically state, county, city, and government organizations as well as non-profits. Recognized as a leader in public sector executive searches, Affion has attained "preferred" vendor status or an exclusive relationship with a majority of its client partners.

Affion's corporate address is P.O. Box 794, Hershey, PA 17033.

Why Affion?

We are different. Our strengths lie in our people, our passion, and our unwavering commitment to excellence. At Affion Public, we are uniquely positioned to deliver exceptional results in executive recruitment. Our team is comprised of highly talented professionals with diverse skill sets and experience spanning both the public and private sectors. These qualities, combined with our dedication to building trusted client partnerships, set us apart as industry leaders.

Our small-business approach fosters an entrepreneurial spirit that enables us to provide personalized service and customized solutions tailored to each client's unique needs. This commitment ensures that our clients receive a level of care and attention that larger firms often cannot match.

Affion Public has a deep understanding of the complexities of the public sector. We know how to challenge potential candidates, evaluate their capabilities, and identify the critical skills executives need to excel in the public sector. Our expertise lies in identifying and attracting top-tier talent—leaders who are not only highly qualified but also aligned with the organization's mission and culture.

We view every engagement as an opportunity to build lasting partnerships where we can make a real, positive impact. Whether in the short term or long term, Affion Public is committed to being a trusted ally in our clients' success.

Our client-driven approach to executive recruitment has been instrumental in our success. By developing strong partnerships and conducting thorough due diligence, we gain an in-depth understanding of each client's mission, values, and organizational culture. This enables us to successfully recruit top executives across a wide range of disciplines.

With Affion Public, you gain a recruitment partner that combines expertise, dedication, and a personal touch to ensure the best possible outcomes for your organization.



What We Do Differently

Our executive search goal is to specify, identify, qualify and deliver candidates that meet or exceed your expectations. After consulting with client executives and stakeholders, we utilize a systematic search methodology to customize and tailor the ideal candidate and position profile to meet the specified need.

Targeting organizations that are similar to our client, we set out to find individuals that meet and exceed the background, education, experience, and personal characteristics required. This is done in a highly confidential manner and in compliance with applicable legal standards. Once a potential candidate has been identified, they will enter into a rigorous qualifying process to further establish the “fit”. A comprehensive confidential report on each of the selected candidates is prepared to include pertinent information relative to the candidates’ work history and background. A professional appraisal of the candidates’ competencies compared to the specific requirements will be provided as a continuum to the report. In the form of a portfolio presentation, we meet with the stakeholders to make our recommendations. We deliver individuals that are competent, qualified, and capable. We deliver solutions.



Relevant Search Experience

Austin Transit Partnership

- Director of Accounting (2022)
- Chief Financial Officer (2023)

City of Arlington, TX

- City Auditor (2014)

City of Austin, TX

- Chief Financial Officer (2012)
- Purchasing Officer (2014)

City of Burbank, CA

- Director of Finance (2009)

City of Cedar Park, TX

- Director of Finance (2022)

City of Chester, PA

- Director of Finance (2023)

City of Greeley, CO

- Finance Director (2020)
- Deputy Finance Director (2022)
- Payroll Administrator (2022)
- Financial Controller (2023)
- Assistant Finance Director (2023)

City of Irving, TX

- Internal Auditor (2008)

City of McKinney, TX

- Director of Finance (2011)

City of Missouri City, TX

- Director of Finance (2016)

City of San Antonio, TX

- Director for the Office of Management and Budget (2020)

City of Tacoma, WA

- Director of Finance (2007)
- Assistant Director of Finance (2009)

City of Taylor, TX

- Chief Financial Officer (2024)

Town of Mammoth Lakes, CA

- Director of Finance (2024)



Objectives and Approach

1. **Establishing the Timeline** – we will work closely with you to determine your ideal start date for your executive and then work to make sure that we agree on all target dates and activities.
2. **Input from Key Decision Makers** – we will meet with all parties who will be impacted by this executive to seek input, which will also help us understand the company, the people and the working environment. This can include setting up public forums to engage the community in assisting in the process.
3. **Developing the Candidate Profile** – through extensive interviews we will gain a complete understanding of the mission and goals of the company and begin to create the profile of the executive you are seeking.
4. **Candidate Pool and Search Techniques** – we will use our own extensive internal database, our personal and professional connections, competitor intelligence, targeted recruiting, industry specific sourcing and other recruiting tools to begin to identify the perfect candidate.
5. **Screening Process** – we will conduct interviews to qualify each candidate, whether it is an internal candidate or an external one, prior to presentation to you, and will conduct an extensive background check on each potential candidate.
6. **Selecting Candidates for Client Review** – we will present the key decision makers with a portfolio of candidates for consideration and will discuss each candidate's skills and qualifications in detail.
7. **Choosing the Finalists and the Interview** – once the client has reviewed the candidates and has selected the finalists, interviews with the key decision makers or the selection committee will begin.
8. **Hiring** – all candidates will have been pre-qualified on the salary range; benefits and we will assist in all final employment matters.

Developing the Candidate Profile

At Affion, our approach to executive searches is both personal and systematic. Our success hinges on the access and information provided by our client organizations, enabling us to gather comprehensive insights and develop a deep understanding of their needs. Only by intimately knowing the organization and meticulously defining the ideal candidate profile can we ensure the right match for both the organization and the selected individual.

We take pride in the value we bring to the table by collaborating with clients to develop the ideal candidate profile. This involves extensive engagement with key decision-makers, elected officials, and others at the outset. We delve into the position's history, the organization's mission and goals, past successes and failures, staff dynamics, budget considerations, and other crucial aspects that the selected candidate must address. Understanding where the organization aims to go and the requirements for getting there is essential for finding the ideal leader.

Every search is unique, and we invest significant time in understanding the client's style and organizational culture, as well as each candidate under consideration. We establish strong relationships with decision-makers and potential colleagues of the candidates to ensure a compatible match. Spending time with decision-makers helps us grasp their vision of the "ideal" candidate, their management style, and the significance of the position to them and the organization. We embrace the organization's vision to recruit candidates who align with its goals and can lead strategies that support that vision.

We conduct interviews with successful executives at the peer level of the vacant position to understand the qualities of successful leaders within the organization. Additionally, we find it valuable to interview subordinate-level staff, if possible, to assess current resource challenges or strengths that the incoming executive would encounter.

These initial stages are crucial in our view. Our entire search team, including our assigned recruiters, is involved in this information-gathering and relationship-building process from the beginning. This ensures that we all understand exactly what our client is seeking in applicants and can qualify candidates based on the client's organizational culture.

Based on the interviews and data gathered, we prepare a comprehensive candidate recruitment profile for the position, outlining the desired qualifications and characteristics. This profile is then presented for approval by the client's designated representatives. It is from this customized profile that we conduct our systematic search.

Input from Stakeholders

The first steps in any search begin with our onsite stakeholder meetings. The purpose of the stakeholder interviews is to allow Affion an intimate understanding of the organization, the people and the environment. These interviews are how we develop the two key profiles in which the search is built around. The first profile is the position profile. The position profile includes not only the requirements the successful individual will possess but also what they will be doing on a daily, weekly and monthly basis. This profile is critical in analyzing the potential candidate's previous experience. The second profile is the candidate profile in which we spoke previously about. This profile allows Affion to define the type of individuals that will be successful in your organization.

The stakeholder meetings begin with developing the list of individuals that will be working directly with this person. This list should include whomever the individual is responsible for reporting to and anyone who may be directly involved with the hiring and interview process. Affion is committed to spending as much time as necessary on the stakeholder meeting to ensure a successful placement.

The stakeholder meetings are approximately one-hour interview session in which our team will ask probing questions to what will make the candidate successful. These are generally done on an individual basis.

Additional stakeholder meetings including public input will be scheduled at the discretion of the selection team. We have a long history of being very inclusive with our stakeholder process and often meet with community leaders, business leaders, civic and religious leaders as well as neighborhood associations.

Candidate Pool

Affion is a relationship driven, select targeting firm. We use our own internal database to draw upon potential candidates with whom we have built relationships and/or referrals. We use the telephone to reach out to referrals and candidates initially. We use the Internet as well as select research firms to investigate credit, criminal and other background checks and to obtain any written publications authored by, or regarding, the candidates. Beyond this limited use of technology, our efforts are all carried out in person. We post the job on the Internet or advertise in print as required by the client organization. Even our utilization of networks of professional or trade associations, is done in person. This personal approach is how we have been most successful in targeting and attracting the best and most diverse selection of candidates.

Each Affion recruitment effort is customized specifically to the client organization's needs and preferences. One of the additional values achieved from the time we spend in the beginning is getting to know the client organization and its culture and obtaining mutual agreement on a process that works for both of us. While we have a very strict and systematic internal qualifying/screening process, it is only visible to the client in the result it produces. Any processes external to our qualifying/screening process may be modified to accommodate the client's organizational needs.

Affion Process in Screening

While the general steps outlined herein are the basis of the Affion search, flexibility is built into our model to accommodate a particular client's preferences. Our search is customized to best meet the needs of our client and as long as we are not asked to forego steps to ensure quality, modifications or additions can be made.

Sourcing/Recruiting Candidates

Our senior executive recruiters (100% dedicated to this search) will identify candidates who have been successful in like organizations in similar positions. We search from a variety of sources to ensure development of a broad representative pool in terms of affirmative action efforts and experience; including our own network of contacts and files; public or private entities, professional and other associations and organizations related to the position and referrals. We do targeted advertising in publications specific to the position.

Targeted Recruiting

Affion maintains a national database through extensive networks in industry specific business groups, trade and professional organizations. To further ensure a diverse candidate pool, we also source candidates from professional organizations and networks that are ethnic and gender specific. We reach out to a variety of sources to collectively find the best talent available.



As a result of our previous and ongoing recruiting efforts within government and quasi-government organizations, (local, city, county, and state) Affion has, and continues to build, an expansive network of candidates that includes the best and the brightest in the public sector. That network of candidates exemplifies our professional commitment to building valued relationships, knowing the individuals' experience and leadership styles, and understanding their needs and career goals. By operating within these guidelines, our deliverable to our client results in being a known and trusted entity.

Screening/Qualifying Candidates

Our senior executive recruiter conducts preliminary screening interviews of all candidates and the most promising candidates to determine their qualifications, pertinent accomplishments, experience, ability to meet special needs of the position and their interest in being considered. Preliminary screening will be based on a resume rating developed from criteria contained in the customized Candidate Recruitment Profile, information contained in the resumes submitted to Affion, and Affion's knowledge of the people and organizations with whom and in which we work. At this point in the search, our recruiter is also securing preliminary, confidential reference information on the most promising candidates (as available and appropriate) to verify experience and qualifications; i.e., to ensure that it is worthwhile proceeding with them.

After qualifying the best candidates into our process, those individuals are subjected to further rounds of interviews by additional Affion executive staff. The same criteria are used, but the emphasis here, is on organizational and cultural fit, and political acumen. This process assures the quality we demand of the short list of semi-finalists that are selected.

All candidates are met face-to-face when possible. If the face-to-face interviews cannot be arranged, then video conferencing is arranged to ensure that the recruiters and executives within Affion are comfortable with the candidates they are presenting for consideration.

Background Investigation

When all members of the Affion qualifying team have agreed that the candidate fits the desired profile we begin extensive background checks to include criminal, education, and financial investigations. Reference calls are completed. Internet and media searches are conducted. This entire procedure is intended to further eliminate unqualified candidates, and to validate the credentials of the final candidates in process.

Selecting Finalists for Promotion to Client

From our rigorous qualifying process and investigation, Affion typically narrows the field of qualified candidates to the top 6-8. We present all of the client's designated representatives with a comprehensive book of material on each of the selected individuals. These books contain summary profiles, resumes, applications, articles by or regarding the candidate, pertinent work product, and photographs of those candidates whose qualifications, work experience, achievements, and/or other special qualities qualify them for the position. This comprehensive confidential report on each candidate covers not only the candidate's working career and those personal aspects that are relevant to the position, but also our appraisal of how the candidate's competencies compare to your specific needs and environment. Affion and the client's representatives will meet to review the detailed contents of the book.

Internal Candidates

Affion always screens and evaluates those applications and resumes received by the client from in-house or outside applicants to insure, on the client's behalf, that the process is considered fair to all applicants and to determine if any of these individuals are qualified, viable candidates. Often, at the client's preference we keep all in-house applicants in process until the final qualifying phases of the search process, unless it is clearly established that certain individuals are not qualified.

We review, evaluate and acknowledge in writing all applications and resumes received. Additionally, we ask that all solicitations for consideration made directly to the client be forwarded to Affion immediately to avoid duplication of efforts and take work off the client's shoulders.

Client Selection of Candidates for Interview

Affion would work closely with the hiring team for selecting the finalist. Affion will make a portfolio presentation to the key stakeholders which will include; the resume, a brief bio written by the candidate, and an answer to the questions “Why Should I be the Next...” Upon our face-to-face presentation of the finalists, with our recommendations and comprehensive background information, we require that the client select the number and names of the candidates it wishes to interview in person.

Upon the client’s direction, Affion personnel will coordinate with client personnel to arrange interviews with the top candidates selected for consideration. Affion will work with the client to coordinate any travel or accommodation details that may be needed for each outside candidate.

Client Interviews and Final Selection

The finalist interviews would be conducted in conjunction with the wishes of the hiring team. Affion typically suggests that the hiring team utilize panel interviews and also perhaps a candidate presentation. The candidate presentation would be an oral presentation accompanied by a visual presentation. The purpose of this presentation is to allow the selection committee to see how the candidates communicate their thought process and the candidate’s ability to effectively express those thoughts to their audience.

The formal interview would involve the same set questions asked to each candidate by the same panel member. This allows the selection committee to evaluate each candidate on a fair and equal field. These questions are agreed upon in advance with Affion and the selection committee. Affion will be involved throughout the entire interview process to facilitate the interviews.

Hiring

Once it is time for a hiring decision, Affion will provide assistance on final employment matters, such as the negotiation process with successful candidates and notification to unsuccessful candidates.

Any candidate that is presented for consideration will have been pre-qualified on the salary range, benefits and relocation package. Once the finalist has been selected it is our standard practice that the client sends a formal offer letter to Affion on behalf of the successful candidate. Affion will facilitate the signature and closing of the process.



Statement of Diversity

Diversity is deeply ingrained in our core values and heritage at Affion. We recognize and celebrate the richness and value created by the differences among our employees, customers, service offerings, and businesses. It encompasses a wide array of aspects, including people, backgrounds, lifestyles, ideas, and the balance between our work and personal lives. Our commitment to diversity is about maximizing the contributions from all members of our team to deliver greater value to our customers. It is about valuing differences and promoting inclusion, not merely a code word for affirmative action.

At Affion, diversity relies on standards of performance and behavior that foster mutual respect. It is about effectively utilizing our collective talent to create a competitive advantage that leads to success, both for our internal support staff and contract workforce. We are truly dedicated to effectively recruiting and maintaining a diverse workforce.

To ensure equal employment opportunity for all, Affion maintains an Affirmative Action Program and policy that prohibits discrimination based on race, color, religion, sex, national origin, sexual orientation, handicap or disability, or status as a disabled veteran or a veteran of the Vietnam War era. We take affirmative action to ensure that applicants for employment and employees are treated without regard to these characteristics. Our decisions regarding employment status are solely based on an individual's qualifications, and are guided by valid, non-biased job requirements in positions being filled.

Our commitment to diversity extends to all aspects of employment, including recruitment, hiring, promotions, transfers, compensation, benefits, layoffs, terminations, educational tuition assistance, and company-sponsored training and recreational programs. Affion employs responsible reporting and monitoring procedures to ensure strict compliance with the Equal Opportunity Policy and our Affirmative Action program. We are further committed to being an Equal Opportunity Employer in accordance with federal, state, and city laws on fair employment practices. All of our advertising reflects these important standards.

We take pride in our success in ensuring a diverse candidate pool and are thrilled to have placed multiple women and minority candidates in executive-level municipal positions nationwide.



Sustainability Efforts

Our commitment to climate action includes improving the environmental footprint of our operations by going paperless. All the steps involved in creating paper have significant impacts on the environment. Because of this we have made the commitment to go paperless by providing pdfs of our candidate binder presentations, proposals, and additional written communication.

We have also taken steps to reduce our carbon footprint by implementing less travel and utilizing technology for stakeholder meetings, initial interviews, etc. We hope by taking these actions, we are helping to protect the health of our planet today and for generations to come.



Individuals Assigned to Search

Scott Reilly
CEO, Affion Public
reilly@affionpublic.com
717-576-9847

Scott will be the lead on this search and responsible for quality assurance during the length of your project. During the engagement, he will be responsible for ensuring the success of the process.

Scott, previously the Vice President of Arcus Public, has more than 20 years' experience in Sales, Executive Recruiting and Technology. His depth of knowledge and experience placing top executives and technology professionals enables him to lead the talented group of professionals at Affion Public. Throughout his tenure in the public sector, he has been responsible for leading the engagement process and successfully placing more than 100 professionals in key roles. He's worked in the trenches performing the searches, as well as in leadership roles guiding his team and building relationships with clients while at the helm. He truly understands and appreciates the intricacies of the market, and as CEO for Affion Public, he is responsible for the strategic direction and approach of each of the firm's key service areas.

Scott has been a speaker/presenter on various topics nationally working with leading government officials; to help identify opportunities for technology research and share best practices as well as executive search forums. He was named a founding Honorary Alumni to the Harrisburg University of Science and Technology first graduating class. He currently serves as the vice-chairman of the Derry Township Municipal Authority and has been an active member on the Hershey Country Club Board of Governors. Scott was also recognized by the Central Penn Business Journal as one of the region's Top 40 Under 40. He holds a Bachelor of Science degree in Marketing from Rider University.

Scott has been directly involved with all executive level searches through Arcus Public and Affion Public since 2003.

Gina Sprowls
Director of Recruiting
sprowls@affionpublic.com
717-763-1987

Gina will manage the recruitment efforts for your executive search, providing direction and coordination to ensure the ideal candidate profile is met and the best candidate is selected for the job.

She will be responsible for identifying, profiling, and screening candidates, as well as qualifying potential candidates and conducting interviews. Additionally, Gina will assist in coordinating interviews, gathering feedback, and conducting professional reference checks. She may also be involved in presenting the final candidates to stakeholders for consideration.

With over ten years of diverse experience in recruitment, sales, and management, Gina brings a strong background in Human Resources with a focus on executive level recruitment and training. Her experience spans across various industries, including Public Sector, Technology, Finance, Healthcare, Sales, and Education. Gina has successfully managed multiple executive level searches nationwide and is known for building and maintaining excellent relationships with clients and candidates alike. She holds a Bachelor of Science degree in Business Administration from Capella University and an Associate of Arts degree in Human Resources.

Gina has been directly involved in all executive level searches conducted by Arcus Public and Affion Public since January 2008.



Individuals Assigned to Search continued..

Brittany Schwaber, Executive Recruiter

Brittany will focus on the recruiting efforts of your search. As she works through this process, she will adhere to providing a detailed and informative profile of ideal candidates to ensure that the best individual for the position is identified and hired.

Brittany will be responsible for screening candidates that present as qualified contenders for the role. In addition, she will be conducting candidate interviews, coordinating the logistics of interviews, gathering feedback and performing reference checks.

Brittany brings over seven years of experience in recruiting with a dynamic approach to her work. Her career has been diverse in different industries that include biopharmaceuticals, construction, and manufacturing. She has a well-rounded background in the field of Human Resources with an emphasis and passion for talent management strategies, employee retention and engagement initiatives and career development. Brittany is known for her ability and ease in establishing and building relationships with candidates. Her keen eye for detail coupled with her responsiveness makes for a great partnership between clients and candidates. She holds a Bachelor of Science degree in Business Management from Kutztown University and a Professional in Human Resources (PHR) certificate from HRCI.

Cassandra Segedy, Marketing Associate

Cassie will focus on the marketing efforts of your search. As she works through this process, she will provide thorough and concise social media marketing and marketing materials, to help reach a large array of qualified candidates.

Cassie will be responsible for creating the brochure used for social media and job postings, posting the position on all Affion Public social media platforms, creating candidate binder presentation materials, and creating job announcements for the successful candidate.

Cassie brings 7 years of marketing, advertising, and graphic design experience with her. Her career has been diverse in different industries that include manufacturing, life sciences, food service, data logging, grocery distribution, and small business management. Cassie has extensive experience in social media marketing, print advertisement, web design, and graphic design. Cassie is known for her easy-going nature, attention to detail, and responsiveness, allowing her to create the perfect marketing materials specific to your city and job posting. Cassie holds a Bachelor of Arts with a concentration in Graphic Design from the State University of New York at Oswego.

Shanice Caesar, Sourcing Specialist

Shanice will focus on the sourcing efforts for this search. As she works through this process, she will be responsible for finding candidates that match the experience and ideal candidate specs for this role, posting the position on sponsored job sites, and running background checks.

Shanice brings over five years of experience in recruiting with a dynamic approach to her work. Her career has been diverse in different industries that include Information Technology, Finance, Professional Services and Healthcare. She has a well-rounded background in the field of Information Technology with an emphasis and passion for talent management strategies, employee retention and engagement initiatives and career development. Shanice is known for her ability and ease in establishing and building relationships with candidates. Her keen eye for detail coupled with her responsiveness makes for a great partnership between clients and candidates. She holds a Bachelor of Science degree in Business Management from The University of Guyana.



Proposed Project Timeline:

Timeframe	Activity
Upon Selection	Affion to negotiate and finalize contract
Once contract is finalized	- Facilitate a meeting to discuss timelines, recruitment process and plan for completing the Position and Candidate Profiles - Affion to meet with identified stakeholders to begin the due diligence process - Conduct Public Forums if needed - Simultaneous industry research taking place
Within 10 days after the contract is finalized	Affion presents draft of Profile
Upon approval of profile/brochure	- Search Firm conducts recruitment to include: - Referrals, LinkedIn, Sourcing, etc. - Post the job on websites
Ongoing	- Progress Report—check for quality and diversity of applicants. Determine need to target any specific group or area. - Review and qualify all potential candidates
30 days after posting	Deadline to receive resumes
45 days after resume deadline	- Binder Presentation of 6-8 candidates to the Selection Panel - Affion will facilitate a review of the final candidates
2 weeks after binder presentation	- Conduct first round of candidate interviews with the Search Committee and key stakeholders - Finalize decision on the candidate of choice and negotiate employment agreement with the candidate
2 weeks after final interviews	Successful Candidate accepts offer of employment



Cost

Full Executive Search:

Affion executive searches are full-service searches conducted by senior executives within our firm. The fee we have outlined herein is all inclusive of all phases of the search including stakeholder meetings, profile development, job postings, sourcing, recruitment, interviewing, reference checking, background checks, media checks, and candidate offer negotiation.

Fee for the Director of Finance position: \$30,000 (all inclusive)

Additional expenses, which are not included in the overall fee but are expected to be reimbursed by the City of Elgin, include all candidate travel expenses for the purpose of interviews with the City of Elgin. This will vary depending on the location of the finalist selected.

While invoice procedures can be adjusted, our typical billing practice is to spread the fee payment over three equal installments. (One-third to be billed when the contract is signed, one-third to be billed upon presentation of the Final Candidates, and the last one-third to be billed upon the hiring of the desired Candidate.) Adjustments to our payment and billing processes are negotiable in order to best accommodate our clients' needs.

Guarantee:

As with all of our executive searches, we are prepared to offer our standard professional service guarantee. If the hired candidate is asked to leave for reasons of non-performance or leaves of his/her own volition in the first 24 months of employment, we will re-launch a search for a new candidate, under the original position specifications. In such a case, we will do so for no additional professional fee, though charging expenses that may incur to include all Affion travel, hotel, and re-posting of job advertisements. It is our commitment to partner with you from the initial signing of the contract until the candidate accepts and offer and begins employment.



Reference List

City of Cedar Park, TX

Brenda Eivens

City Manager

450 Cypress Creek Road, Building One

Cedar Park, TX 78613

512-804-6871

Brenda.Eivens@cedarparktexas.gov

Affion had the pleasure of working with the City of Cedar Park on their Director of Information Services search (2018), their Police Chief search (2021), their Director of Finance search (2022), their first Assistant City Manager search (2022), their Director of Human Resources (2023), and we just finished working with them on a second Assistant City Manager search (2024). We have worked closely with Brenda on the majority of the searches.

City of San Antonio, TX

Jeff Baldwin

Executive Recruiter

111 Soledad San Antonio, TX 78205

210-207-7939

Jeffrey.Baldwin@sanantonio.gov

Affion had the pleasure of working with the City of San Antonio on their City Manager and Assistant City Manager searches in 2006. More recently, we have worked with them on their Director for the Office of Management in Budget (2020), Director of Transportation (2020), Communications and Public Engagement Director, their Government Affairs Director (2021), the Project Implementation Manager within their new Transportation department (2022), and their Diversity, Equity, and Inclusion Director searches (2022). We recently worked on their Assistant Director of Human Resources (Employee Relations), their Chief Resiliency Officer, and Public Safety Outcomes searches. We just finished working with them on their Fire Chief and Director – Animal Care Services positions (2024). We have worked closely with Jeff on the most recent searches.

City of Taylor, TX

LaShon Gros

Director, Human Resources & Civil Service

400 Porter Street

Taylor, Texas 76574

512-539-6035

lashon.gros@taylortx.gov

Affion had the pleasure of working with the City of Taylor on their City Manager search in 2019, and more recently worked with them on their Assistant City Manager and CFO searches in 2024. We worked closely with LaShon on all three searches.



Client List

Cities:

Borough of State College, PA

- Director of Public Works (2016; 2021)

City of Addison, TX

- City Secretary (2023)

City of Ann Arbor, MI

- Parks and Recreation Services Manager (2008)
- Parks and Recreation Services Deputy Manager (2008)
- City Administrator (2011)
- Fire Chief (2014)
- Police Chief (2015)
- City Administrator (2016)

City of Arlington, TX

- City Auditor (2014)
- Director of Community Development and Planning (2015)

City of Aurora, CO

- City Manager (2018)
- Court Administrator and Detention Director (2021)

City of Asheville, NC

- Urban Planning and Design Director (2014)
- Police Chief (2015)

City of Atlanta, GA

- Chief Information Officer (2003)

City of Austin, TX

- City Manager (2008)
- Fire Chief (2008)
- Chief Information Officer (2008)
- Director of Solid Waste Services (2009)
- Chief Sustainability Officer (2010)
- Director of Code Compliance (2011)
- Chief Financial Officer (2012)
- Austin Water Utility (AWU) Assistant Director, Engineering Services (2013)
- Austin Water Utility (AWU) Assistant Director, Pipeline Operations and Maintenance (2013)
- Assistant City Manager (2013)
- Purchasing Officer (2014)
- Deputy Director, Economic Development (2015)
- Redevelopment Division Manager (2015)
- Assistant Director of Water Res Planning & Analysis (2015)
- Austin Energy – CTO (2016)
- Austin Energy – Chief of Staff (2017)
- Fire Chief (2018)
- Director of Economic Development (2019)

City of Austin, TX continued..

- Director of Development Services (2019)
- Chief Information Security Officer (2020)
- Assistant Director of Economic Development (2020)
- Director of Austin Code (2020)
- Homeless Strategy Officer (2020)
- Assistant Director of Housing and Planning (2021)
- Chief Resiliency Officer (2021)
- Emergency Medical Services Chief (2021)
- Director, Austin Water (2022)
- Director, Transportation and Public Works (2023)

City of Beaumont, TX

- Police Chief (2024)

City of Bellevue, WA

- Director of Planning and Community Development (2010)
- Chief Communications Officer (2012)
- Chief Economic Development Officer (2014)
- Chief Communications Officer (2016)
- Director of Planning and Community Development (2016)

City of Boise, ID

- Planning and Development Services Director (2021)
- Planning and Development Services Director (2024)

City of Boulder, CO

- Director of Public Works for Utilities (2011)
- Deputy Director of Community Planning and Sustainability (2011)
- Comprehensive Planning Manager (2012)
- Human Resources Director (2013)

City of Bozeman, MT

- Human Resources Director (2021)
- Director of Transportation and Engineering (2021)
- Director of Utilities (2021)
- City Engineer (2022)
- Assistant City Manager (2022)
- Director of Utilities (2023)
- Assistant City Manager (2024)
- Community Development Director (2024)

City of Broken Arrow, OK

- Fire Chief (2010)
- Police Chief (2011)
- City Manager (2012)
- Assistant City Manager (2013)
- Director of Engineering/Construction (2014)
- Fire Chief (2014)
- City Manager (2015)

City of Burbank, CA

- Director of Finance (2009)
- Director of Parks and Recreation (2007)

City of Burleson, TX

- Chief Technology Officer (2021)

City of Cedar Park, TX

- Director of Information Services (2018)
- Police Chief (2021)
- Director of Finance (2022)
- Assistant City Manager (2022)
- Director of Human Resources (2023)
- Assistant City Manager (2024)

City of Celina, TX

- City Manager (2023)
- Strategic Services Director (2024)

City of Chandler, AZ

- Chief Information Officer (2007)
- Director of Economic Development (2008)
- Director of Planning and Development (2008)
- Municipal Utilities Director (2015)

City of Chester, PA

- Chief Operating Officer (2022)
- Director of Finance (2023)
- City Administrator (2024)

City of College Station, TX

- Assistant Director of Planning & Development (2008)
- Fire Chief (2016)
- Chief Information Officer (2017)
- Director of Water Services (2018)
- City Manager (2018)
- Director of Planning and Development Services (2018)

City of Columbia, MO

- City Manager (2011)
- CIO (2015)

City of Commerce City, CO

- City Manager (2021)

City of Corpus Christi, TX

- City Manager (2008)
- Assistant City Manager (2025 – present)

City of Dallas, TX

- Deputy Director CIS (2005)
- Public Information Officer (2005)
- Assistant Director Dallas Water Utilities (2005)
- Assistant Director CIS (2005)
- Director and Chief Information Officer (2005)
- Director of Housing (2014)
- Assistant City Manager (2014)
- Director of the Department of Trinity Watershed Management (2015)
- Fire Chief (2016)
- City Manager (2016)
- Assistant Director of Transportation (2022)

City of Denton, TX

- Director of Environmental Services and Sustainability (2021)

City and County of Denver, CO

- Manager of Community Planning and Development (2012)
- Independent Monitor (2021)

City of Dublin, OH

- CIO (2015)
- Planning Director (2015)
- City Manager (2022)

City of Durango, CO

- Director of Public Works (2021)
- Director of Parks and Recreation (2023)
- Community Development Director (2024)

City of East Lansing, MI

- City Manager (2012)

City of El Paso, TX

- City Manager (2014)
- Director of Museums and Cultural Arts (2014)
- Managing Director of Public Works (2015)
- Director of Planning and Inspections (2018)

City of Eugene, OR

- Executive Director of Planning and Development (2010)

City of Farmers Branch, TX

- City Manager (2022)

City of Fort Collins, CO

- Chief Sustainability Officer (2014)
- Light & Power Operations Manager (2015)
- Chief Human Resources Officer (2016)
- Cultural Services Director (2016)
- Transport & Parking Services General Manager (2018)
- Director of Cultural Services (2018)
- Director of Planning, Development and Transportation (2019)

City of Fort Worth, TX

- Assistant City Manager (2022)

City of Frisco, TX

- City Manager (2022)
- Assistant City Manager (2023)
- Fire Chief (2023)
- Chief Information Officer (2023)

City of Galveston, TX

- City Manager (2011)

City of Gardner, KS

- Business and Economic Development Director (2015)
- Utility Director (2015)

City of Georgetown, TX

- Assistant City Manager (2021)
- Assistant Water Utility Director (2024)

City of Greeley, CO

- Director of Human Resources (2020; 2022)
- City Clerk (2020; 2022)
- Finance Director (2020)
- Fire Chief (2021)
- Director of Public Works (2021)
- Human Resources Deputy Director (2021)
- Deputy Finance Director (2021)
- Culture, Parks and Recreation Director (2022)
- Human Resources Deputy Director (2022)
- Director of Communications and Engagement (2022)
- Community Development Director (2022)
- Deputy Director of Water Resources (2022)
- Payroll Manager (2023)
- Cultural Affairs Manager (2023)
- Finance Director (2023)
- Deputy Director of Finance (2023)

City of Hollywood, FL

- City Manager (2011)

City of Huntsville, TX

- City Manager (2008)

City of Irving, TX

- City Manager (2006)
- Assistant City Manager (2008)
- Internal Auditor (2008)
- Director of Human Resources (2007)
- Assistant Director of Human Resources (2007)
- City Attorney (2007)
- Fire Chief (2006)
- City Secretary (2010)
- Capital Improvement Program Director (2019)

City of Kirkwood, MO

- Chief Administrative Officer (2014)
- Police Chief (2017)

City of Kyle, TX

- City Manager (2023)
- City Attorney (2023)
- Director of Water Utilities (2023)
- Director of Transportation and Public Works (2024)

City of Leander, TX

- City Manager (2011)

City of Los Angeles, CA

- CIO-Los Angeles World Airport (2007)
- General Manager, ITA (2002)
- Information Systems Manager (2002)
- General Manager Department of Aging (2003)
- Director, Bureau of Sanitation (2004)
- Los Angeles Zoo: General Manager (2003)
- City Engineer (2003)

City of Lynwood, CA

- Assistant City Manager (2007)
- Director of Human Resources (2007)
- Assistant Director of Public Works (2007)
- Deputy Director of Development (2007)

City of Marshall, TX

- City Manager (2014)

City of McKinney, TX

- City Manager (2008)
- Assistant City Manager (2009)
- Director of Finance (2011)
- Director of Water Utilities and Infrastructure (2013)
- Assistant City Manager (2014)
- Director of Public Works (2016)
- Director of Housing and Community Development (2024)
- Director of Code Services (2024)

City of Mesa, AZ

- Deputy City Manager (2007)
- Director of Human Resources (2007)

City of Missouri, City, TX

- Director of Finance (2016)
- Director of Development Services (2016)
- Director of Economic Development (2022)

City of Morgantown, WV

- City Manager (2010)

City of North Richland Hills, TX

- City Manager (2009)
- General Manager: NRH2O, Water Park (2014)

City of Pflugerville, TX

- Assistant City Manager (2022)
- Communications Director (2023)

City of Phoenix, AZ

- Human Resources Director (2015, 2017)

City of Plano, TX

- City Manager (2010)
- City Attorney (2013)
- Director of Human Resources and Risk Management (2024)

City of Port Arthur, TX

- Assistant City Manager (2016)
- Public Works Director (2016)

City of Raleigh, NC

- Director of Human Resources (2023)

City of Round Rock, TX

- City Manager (2010)
- Director of Human Resources (2012)
- Police Chief (2013)
- Deputy CFO (2021)
- Director of Human Resources (2024)

City of San Angelo, TX

- Director of Planning and Development Services (2023)
- Director of Water Utilities (2024)

City of San Antonio, TX

- City Manager (2006)
- Assistant City Manager (2006)
- Director for the Office of Management and Budget (2020)
- Transportation Director (2020)
- Government Affairs Director (2021)
- Communication and Public Engagement Director (2021)
- Diversity, Equity, and Inclusion Officer (2022)
- Assistant Director of Human Resources (2023)
- Chief Resiliency Officer (2023)
- Public Safety Outcomes (2023)
- Animal Care Services Director (2024)
- Fire Chief (2024)

City of San José, CA

- Deputy Director of Administration (2006)
- Deputy Director of Integrated Waste Management (2006)

City of San Marcos, TX

- City Manager (2008)
- Human Resources Director (2011)
- Chief Building Official (2011)
- Human Resources Director (2025 – present)

City of Savannah, GA

- City Manager (2010)

City of Scottsdale, AZ

- Police Technology Director (2009)

City of Shawnee, OK

- City Manager (2015)

City of Springfield, MO

- City Manager (2008)

City of Sugar Land, TX

- Assistant Director of Public Works – Utilities (2024)
- Animal Care Manager (2025 – present)

City of Tacoma, WA

- Assistant City Manager (2006)
- Director of Finance (2007)
- Director of Information Technology (2008)
- Assistant Director of Finance (2009)

City of Tamarac, FL

- Fire Chief (2009)
- Director of Community Development (2013)
- Assistant City Manager (2017)
- Public Services Director (2022)

City of Taylor, TX

- City Manager (2019)
- Assistant City Manager (2024)
- Chief Financial Officer (2024)

City of Thornton, CO

- City Manager (2017)

City of West Valley City, UT

- City Manager (2023)

City of Wichita Falls, TX

- City Manager (2024 - present)

Incorporated Village of Garden City, NY

- Village Administrator (2014)

Town of Mooresville, NC

- Town Manager (2023)
- Parks and Recreation Director (2024 – present)
- Director of Human Resources (2025 – present)
- Assistant Planning Director (2025 – present)

Town of Sunnyvale, TX

- Director of Planning and Development Services (2023)
- Human Resources Director (2024 – present)

Township of Derry, Hershey, PA

- Township Manager (2018)

Counties:**County of Los Angeles, CA**

- Information Systems Manager (2007)
- CIO-Los Angeles World Airport (2007)

City and County of Denver, CO

- Independent Monitor (2021)

City and County of Philadelphia, PA

- Chief Information Officer (2000)
- CIO-Philadelphia Free Library (2001)
- CIO- Philadelphia Police Department (2006)

Delaware County, PA

- Executive Director (2020)
- Health Department Director (2021)
- Director of Purchasing (2021)
- Diversity, Equity, and Inclusion Officer (2021)
- Prison Warden (2021)
- Director of Planning (2022)

Laramie County, WY

- Public Works Director (2014)

Milwaukee County, WI

- Director of Parks, Recreation & Culture (2013)

Washtenaw County, MI

- Community Development Director (2007)

States:**Commonwealth of Pennsylvania-Office of Administration**

- Chief Information Officer (2008)
- Chief Technology Officer (2008)
- Deputy Chief Information Officer (2008)

State of Texas, Austin, TX

- Director of Benefits - Employee Retirement System of Texas (2006)
- CTO - Employee Retirement System of Texas (2005)
- Chief Information Officer of DIR (2006)

Education:**Harrisburg University, Harrisburg, PA**

- Director of Learning Assessment (2009)
- E-Business Program Director / Faculty (2008)
- Learning Technologies Program Director / Faculty (2008)
- CIS Program Director / Faculty (2007)
- Biotechnology Professor (2008)
- VP for Development (2005)
- Director of Development (2007)
- Controller (2006)
- Network Administrator (2006)

Other:**Austin Economic Development Council**

- President/CEO (2021)

Austin Transit Partnership

- Director of Accounting (2022)
- Chief Communications Officer (2022)
- Chief of Engineering and Construction (2022)
- Director of IT (2023)
- CFO (2023)

Brownsville, TX Public Utilities Board (PUB)

- Water and Wastewater Division Manager (2024 – present)
- Sr. Engineer (2024 – present)

Centre County Recycling and Refuse Authority (CCRRA)

- Executive Director (2025 - present)

Central Texas Regional Mobility Authority (CTRMA)

- Executive Director (2020)

Clarksville-Montgomery County EDC

- President/CEO (2021)

E-470 Public Highway Authority, Aurora, CO

- Executive Director (2015; 2021)

Housing Authority of the City of El Paso, TX

- Chief Operating Officer (2010)

International City/County Management Association (ICMA)

- Chief Information Officer (2021)

Minneapolis Parks and Recreation Board, MN

- Assistant Superintendent of Planning (2011)
- Assistant Superintendent of Recreation (2012)
- Deputy Superintendent (2012)
- Assistant Superintendent of Environmental Stewardship (2012)
- Director of Park Safety and Security (2013)
- Human Resources Manager (2013)

North Texas Municipal Water District (NTMWD)

- Water System Manager (2018; 2022)

Pflugerville Community Development Corporation (CDC)

- Executive Director (2024)

Roanoke Redevelopment and Housing Authority

- Executive Director (2006)

Round Rock Chamber of Commerce, TX

- President/Chief Executive Officer (2014)

San Antonio Water System (SAWS)

- Chief Information Officer (2016)
- Sr. Vice President / Chief Operating Officer (2022)

South Central Solid Waste Authority, Las Cruces, NM

- Director (2024 - present)

Valley Regional Transit, ID

- Executive Director (2022)

Williamson-Burnet County Opportunities, Inc. (WBCO)

- Executive Director (2013)



**Thank you for the opportunity to submit this proposal.
We look forward to assisting you with your
executive search needs!**

February 7, 2025

Ms. Juliet Mattimoe, HR Generalist
310 N Main Street
Elgin, TX 78621

Baker Tilly Advisory Group, LP
17 Cowboys Way, Suite 800
Frisco, TX 75034

T: +1 (972) 748 0300
F: +1 (214) 452 1164

bakertilly.com

Delivered electronically to: juliet.mattimoe@elgintexas.gov

Dear Ms. Mattimoe:

The City of Elgin (the City) is seeking customized executive recruitment solutions. This is the starting point — our vision of how we can assist with recruiting your next City Manager, Finance Director, and Community Services Director.

For thriving, well-managed municipal organizations like Elgin, we know there's not just one finish line. Your Baker Tilly team will support you through every step of the journey — during your executive recruitment project and beyond.

We understand that the successful recruitment of a new City Manager, Finance Director, and Community Services Director is crucial to your operations. Luckily, we are ready to chart a course that guides the City to its choice of experienced and well-qualified candidates that match your needs. We will present the City of Elgin, TX as a unique and vibrant community that values tradition, community, and responsible growth. Known as the "Sausage Capital of Texas" and the "Brick Capital of the Southwest," Elgin offers a small-town charm, a rich history, and a diverse economy. With a population of approximately 9,784 residents, Elgin's historic downtown, lively events, and abundant recreational activities make it an attractive place to live and work.

Our executive recruitment team comprises five recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations, and school districts, and has practical experience in the disciplines and services that comprise the City of Elgin's organization. Our consultants bring an experienced, participatory, and energetic perspective to each engagement. Since 2000, we have conducted more than 1,700 executive searches.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and distinctive touch, drives our internal standard for delivering outstanding services and leading-edge results.

Executive recruitment process



WORKING TOGETHER TO MAKE ELGIN'S RECRUITMENTS A SUCCESS
We deliver successful public sector executive recruitment backed by our guarantee.

No one achieves breakthrough results by following well-worn pathways. Elgin is a one-of-a-kind organization with unique risks, challenges, and opportunities. We build our service plans accordingly. Tailoring our executive recruitment methodologies to your specific needs. Forging new routes to overcome your challenges. Your goals, culture and the distinctive factors that impact the public sector will shape our approach. Along the way, our deep understanding of the public sector and knowledge of the City's unique needs will fulfil our dedication to helping you achieve your goal of selecting a City Manager.

We define success as smooth, effective, and responsive executive recruitment that culminates in the hiring of a highly qualified City Manager, Finance Director and Community Services Director, who matches the profile we developed to this end. We further define success by identifying and presenting an acceptable number of well-qualified applicants for the City Council, City Manager or appointing authorities to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. Therefore, we offer the following guarantee.

- 1. We guarantee your executive recruitment against involuntary separation for 12 months.** This means that if you end the employment relationship for cause, we will repeat the executive search at half of our professional fee plus project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. *This guarantee is subject to further limitations and restrictions of your state laws.*
- 2. We commit to presenting a qualified group of candidates who meet the qualifications in the approved recruitment brochure.** If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second group of qualified applicants to consider at half of our professional fee plus project-related expenses.

We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. A typical timeline is 100-120 days from project kickoff to extending an offer of employment.

The City of Elgin's fee estimate is tailored to meet your specific needs and priorities. Our fee of \$29,750 per recruitment includes professional services from the engagement team leader and project support staff. All project-related expenses, such as advertising, background checks, references, academic verification, and travel for on-site visits, will be billed at cost. Candidate travel expenses for on-site interviews will be handled directly by you, the client.

To demonstrate our commitment to your success, we offer a 10% discount on the second and third searches. This reflects our confidence in delivering exceptional results and our dedication to building a long-term partnership with the City of Elgin. We are committed to exceeding your expectations and providing a strong return on your investment.

The roadmap shared in this letter shows how important the City of Elgin will be to us as a client.

We can't wait to get started.

Sincerely,



Edward G. Williams, Ph.D., Director
+1 (214) 608 6363 | edward.williams@bakertilly.com



Carol Jacobs, Managing Director HR Consulting
(949) 809-5588 | carol.jacobs@bakertilly.com



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Discussion and possible action regarding the Executive Search Firm for Finance Director (Sanders)

DEPARTMENT: Human Resources

PROPOSED ACTION: Discussion and consideration of staff's recommendations for selection of recruitment firm, Affion Public, LLC, for the position of Finance Director.

BACKGROUND:

The City of Elgin has had a vacant Finance Director since April 2024. The talent pool available has thinned out, applicants are scarce, and internal efforts have been exhausted. Affion Public, LLC. has been successful in filling executive level positions, most recently a Finance Director in the City of Taylor.

Affion Public, LLC. offers full service for \$30,000 and offers a 12-month guarantee. Recruitment by Affion Public, LLC. includes postings, sourcing, interviewing, references, background, media checks, and offer negotiation.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Proceed with staff recommendation to initiate an agreement with Affion Public, LLC. for the recruitment of Finance Director.

ATTACHMENTS:

1. City of Elgin, TX - Director of Finance - proposal

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

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

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

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

We deliver leaders. Our executive recruiting specialists have national contacts within the public sector and professional organizations – allowing us to find a broad range of talent. We rigorously qualify and investigate each candidate. We won't just pull names out of a database. When we are finished, you will have candidates that meet or exceed your expectations.





Corporate
Address:
PO Box 794
Hershey PA 17033

www.affionpublic.com
888.321.4922 toll free
717.214.4922 local



01/27/2025

Juliet Mattimoe
Human Resources Generalist
310 N Main Street
Elgin, TX 78621

Dear Juliet,

Thank you for considering our proposal to provide executive search services for the Director of Finance position.

Affion Public, specializes in identifying and placing exceptional executive-level leaders within the public sector. Over the years, we have developed a proven track record of success, building strong, trusted partnerships with our clients and delivering top-tier results that align with their unique needs.

Our approach combines a dedication to excellence with a commitment to personalized service. By working closely with our clients, we ensure a tailored and collaborative search process that consistently delivers outstanding results, and have enabled us to conduct multiple successful searches for the majority of our clients.

What sets Affion Public apart is our ability to go beyond the standard pool of candidates. We specialize in identifying both active and passive talent, sourcing a diverse and dynamic group of leaders who are uniquely qualified to meet your organization's goals. Our commitment to promoting diversity and equity ensures that we present candidates who bring a broad range of perspectives and experiences to the table.

On behalf of Affion Public, we would be thrilled to be your firm of choice! Please feel free to contact me directly at 717-576-9847 or via email at reilly@affionpublic.com. I look forward to the opportunity to discuss how we can support you in finding the ideal candidate for this position.

Best regards,

A handwritten signature in black ink, appearing to read "Scott Reilly".

Scott Reilly
CEO, Affion Public

Delivering Leaders.



**City of Elgin, TX
Executive Search Services
Director of Finance
01/27/2025**

Corporate Mailing Address:

**P.O. Box 794
Hershey, PA 17033
888-321-4922
www.affionpublic.com**



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Affion Disclaimer

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Company Profile

Affion Public is deeply rooted in the public sector, providing executive search services for state and local government, education and non-profit organizations since 2000.

Our executive search division specializes in identifying the nation's best and brightest executives and delivering those individuals to our public sector clients. Our partners are typically state, county, city, and government organizations as well as non-profits. Recognized as a leader in public sector executive searches, Affion has attained "preferred" vendor status or an exclusive relationship with a majority of its client partners.

Affion's corporate address is P.O. Box 794, Hershey, PA 17033.

Why Affion?

We are different. Our strengths lie in our people, our passion, and our unwavering commitment to excellence. At Affion Public, we are uniquely positioned to deliver exceptional results in executive recruitment. Our team is comprised of highly talented professionals with diverse skill sets and experience spanning both the public and private sectors. These qualities, combined with our dedication to building trusted client partnerships, set us apart as industry leaders.

Our small-business approach fosters an entrepreneurial spirit that enables us to provide personalized service and customized solutions tailored to each client's unique needs. This commitment ensures that our clients receive a level of care and attention that larger firms often cannot match.

Affion Public has a deep understanding of the complexities of the public sector. We know how to challenge potential candidates, evaluate their capabilities, and identify the critical skills executives need to excel in the public sector. Our expertise lies in identifying and attracting top-tier talent—leaders who are not only highly qualified but also aligned with the organization's mission and culture.

We view every engagement as an opportunity to build lasting partnerships where we can make a real, positive impact. Whether in the short term or long term, Affion Public is committed to being a trusted ally in our clients' success.

Our client-driven approach to executive recruitment has been instrumental in our success. By developing strong partnerships and conducting thorough due diligence, we gain an in-depth understanding of each client's mission, values, and organizational culture. This enables us to successfully recruit top executives across a wide range of disciplines.

With Affion Public, you gain a recruitment partner that combines expertise, dedication, and a personal touch to ensure the best possible outcomes for your organization.



What We Do Differently

Our executive search goal is to specify, identify, qualify and deliver candidates that meet or exceed your expectations. After consulting with client executives and stakeholders, we utilize a systematic search methodology to customize and tailor the ideal candidate and position profile to meet the specified need.

Targeting organizations that are similar to our client, we set out to find individuals that meet and exceed the background, education, experience, and personal characteristics required. This is done in a highly confidential manner and in compliance with applicable legal standards. Once a potential candidate has been identified, they will enter into a rigorous qualifying process to further establish the “fit”. A comprehensive confidential report on each of the selected candidates is prepared to include pertinent information relative to the candidates’ work history and background. A professional appraisal of the candidates’ competencies compared to the specific requirements will be provided as a continuum to the report. In the form of a portfolio presentation, we meet with the stakeholders to make our recommendations. We deliver individuals that are competent, qualified, and capable. We deliver solutions.



Relevant Search Experience

Austin Transit Partnership

- Director of Accounting (2022)
- Chief Financial Officer (2023)

City of Arlington, TX

- City Auditor (2014)

City of Austin, TX

- Chief Financial Officer (2012)
- Purchasing Officer (2014)

City of Burbank, CA

- Director of Finance (2009)

City of Cedar Park, TX

- Director of Finance (2022)

City of Chester, PA

- Director of Finance (2023)

City of Greeley, CO

- Finance Director (2020)
- Deputy Finance Director (2022)
- Payroll Administrator (2022)
- Financial Controller (2023)
- Assistant Finance Director (2023)

City of Irving, TX

- Internal Auditor (2008)

City of McKinney, TX

- Director of Finance (2011)

City of Missouri City, TX

- Director of Finance (2016)

City of San Antonio, TX

- Director for the Office of Management and Budget (2020)

City of Tacoma, WA

- Director of Finance (2007)
- Assistant Director of Finance (2009)

City of Taylor, TX

- Chief Financial Officer (2024)

Town of Mammoth Lakes, CA

- Director of Finance (2024)



Objectives and Approach

1. **Establishing the Timeline** – we will work closely with you to determine your ideal start date for your executive and then work to make sure that we agree on all target dates and activities.
2. **Input from Key Decision Makers** – we will meet with all parties who will be impacted by this executive to seek input, which will also help us understand the company, the people and the working environment. This can include setting up public forums to engage the community in assisting in the process.
3. **Developing the Candidate Profile** – through extensive interviews we will gain a complete understanding of the mission and goals of the company and begin to create the profile of the executive you are seeking.
4. **Candidate Pool and Search Techniques** – we will use our own extensive internal database, our personal and professional connections, competitor intelligence, targeted recruiting, industry specific sourcing and other recruiting tools to begin to identify the perfect candidate.
5. **Screening Process** – we will conduct interviews to qualify each candidate, whether it is an internal candidate or an external one, prior to presentation to you, and will conduct an extensive background check on each potential candidate.
6. **Selecting Candidates for Client Review** – we will present the key decision makers with a portfolio of candidates for consideration and will discuss each candidate's skills and qualifications in detail.
7. **Choosing the Finalists and the Interview** – once the client has reviewed the candidates and has selected the finalists, interviews with the key decision makers or the selection committee will begin.
8. **Hiring** – all candidates will have been pre-qualified on the salary range; benefits and we will assist in all final employment matters.

Developing the Candidate Profile

At Affion, our approach to executive searches is both personal and systematic. Our success hinges on the access and information provided by our client organizations, enabling us to gather comprehensive insights and develop a deep understanding of their needs. Only by intimately knowing the organization and meticulously defining the ideal candidate profile can we ensure the right match for both the organization and the selected individual.

We take pride in the value we bring to the table by collaborating with clients to develop the ideal candidate profile. This involves extensive engagement with key decision-makers, elected officials, and others at the outset. We delve into the position's history, the organization's mission and goals, past successes and failures, staff dynamics, budget considerations, and other crucial aspects that the selected candidate must address. Understanding where the organization aims to go and the requirements for getting there is essential for finding the ideal leader.

Every search is unique, and we invest significant time in understanding the client's style and organizational culture, as well as each candidate under consideration. We establish strong relationships with decision-makers and potential colleagues of the candidates to ensure a compatible match. Spending time with decision-makers helps us grasp their vision of the "ideal" candidate, their management style, and the significance of the position to them and the organization. We embrace the organization's vision to recruit candidates who align with its goals and can lead strategies that support that vision.

We conduct interviews with successful executives at the peer level of the vacant position to understand the qualities of successful leaders within the organization. Additionally, we find it valuable to interview subordinate-level staff, if possible, to assess current resource challenges or strengths that the incoming executive would encounter.

These initial stages are crucial in our view. Our entire search team, including our assigned recruiters, is involved in this information-gathering and relationship-building process from the beginning. This ensures that we all understand exactly what our client is seeking in applicants and can qualify candidates based on the client's organizational culture.

Based on the interviews and data gathered, we prepare a comprehensive candidate recruitment profile for the position, outlining the desired qualifications and characteristics. This profile is then presented for approval by the client's designated representatives. It is from this customized profile that we conduct our systematic search.

Input from Stakeholders

The first steps in any search begin with our onsite stakeholder meetings. The purpose of the stakeholder interviews is to allow Affion an intimate understanding of the organization, the people and the environment. These interviews are how we develop the two key profiles in which the search is built around. The first profile is the position profile. The position profile includes not only the requirements the successful individual will possess but also what they will be doing on a daily, weekly and monthly basis. This profile is critical in analyzing the potential candidate's previous experience. The second profile is the candidate profile in which we spoke previously about. This profile allows Affion to define the type of individuals that will be successful in your organization.

The stakeholder meetings begin with developing the list of individuals that will be working directly with this person. This list should include whomever the individual is responsible for reporting to and anyone who may be directly involved with the hiring and interview process. Affion is committed to spending as much time as necessary on the stakeholder meeting to ensure a successful placement.

The stakeholder meetings are approximately one-hour interview session in which our team will ask probing questions to what will make the candidate successful. These are generally done on an individual basis.

Additional stakeholder meetings including public input will be scheduled at the discretion of the selection team. We have a long history of being very inclusive with our stakeholder process and often meet with community leaders, business leaders, civic and religious leaders as well as neighborhood associations.

Candidate Pool

Affion is a relationship driven, select targeting firm. We use our own internal database to draw upon potential candidates with whom we have built relationships and/or referrals. We use the telephone to reach out to referrals and candidates initially. We use the Internet as well as select research firms to investigate credit, criminal and other background checks and to obtain any written publications authored by, or regarding, the candidates. Beyond this limited use of technology, our efforts are all carried out in person. We post the job on the Internet or advertise in print as required by the client organization. Even our utilization of networks of professional or trade associations, is done in person. This personal approach is how we have been most successful in targeting and attracting the best and most diverse selection of candidates.

Each Affion recruitment effort is customized specifically to the client organization's needs and preferences. One of the additional values achieved from the time we spend in the beginning is getting to know the client organization and its culture and obtaining mutual agreement on a process that works for both of us. While we have a very strict and systematic internal qualifying/screening process, it is only visible to the client in the result it produces. Any processes external to our qualifying/screening process may be modified to accommodate the client's organizational needs.

Affion Process in Screening

While the general steps outlined herein are the basis of the Affion search, flexibility is built into our model to accommodate a particular client's preferences. Our search is customized to best meet the needs of our client and as long as we are not asked to forego steps to ensure quality, modifications or additions can be made.

Sourcing/Recruiting Candidates

Our senior executive recruiters (100% dedicated to this search) will identify candidates who have been successful in like organizations in similar positions. We search from a variety of sources to ensure development of a broad representative pool in terms of affirmative action efforts and experience; including our own network of contacts and files; public or private entities, professional and other associations and organizations related to the position and referrals. We do targeted advertising in publications specific to the position.

Targeted Recruiting

Affion maintains a national database through extensive networks in industry specific business groups, trade and professional organizations. To further ensure a diverse candidate pool, we also source candidates from professional organizations and networks that are ethnic and gender specific. We reach out to a variety of sources to collectively find the best talent available.



As a result of our previous and ongoing recruiting efforts within government and quasi-government organizations, (local, city, county, and state) Affion has, and continues to build, an expansive network of candidates that includes the best and the brightest in the public sector. That network of candidates exemplifies our professional commitment to building valued relationships, knowing the individuals' experience and leadership styles, and understanding their needs and career goals. By operating within these guidelines, our deliverable to our client results in being a known and trusted entity.

Screening/Qualifying Candidates

Our senior executive recruiter conducts preliminary screening interviews of all candidates and the most promising candidates to determine their qualifications, pertinent accomplishments, experience, ability to meet special needs of the position and their interest in being considered. Preliminary screening will be based on a resume rating developed from criteria contained in the customized Candidate Recruitment Profile, information contained in the resumes submitted to Affion, and Affion's knowledge of the people and organizations with whom and in which we work. At this point in the search, our recruiter is also securing preliminary, confidential reference information on the most promising candidates (as available and appropriate) to verify experience and qualifications; i.e., to ensure that it is worthwhile proceeding with them.

After qualifying the best candidates into our process, those individuals are subjected to further rounds of interviews by additional Affion executive staff. The same criteria are used, but the emphasis here, is on organizational and cultural fit, and political acumen. This process assures the quality we demand of the short list of semi-finalists that are selected.

All candidates are met face-to-face when possible. If the face-to-face interviews cannot be arranged, then video conferencing is arranged to ensure that the recruiters and executives within Affion are comfortable with the candidates they are presenting for consideration.

Background Investigation

When all members of the Affion qualifying team have agreed that the candidate fits the desired profile we begin extensive background checks to include criminal, education, and financial investigations. Reference calls are completed. Internet and media searches are conducted. This entire procedure is intended to further eliminate unqualified candidates, and to validate the credentials of the final candidates in process.

Selecting Finalists for Promotion to Client

From our rigorous qualifying process and investigation, Affion typically narrows the field of qualified candidates to the top 6-8. We present all of the client's designated representatives with a comprehensive book of material on each of the selected individuals. These books contain summary profiles, resumes, applications, articles by or regarding the candidate, pertinent work product, and photographs of those candidates whose qualifications, work experience, achievements, and/or other special qualities qualify them for the position. This comprehensive confidential report on each candidate covers not only the candidate's working career and those personal aspects that are relevant to the position, but also our appraisal of how the candidate's competencies compare to your specific needs and environment. Affion and the client's representatives will meet to review the detailed contents of the book.

Internal Candidates

Affion always screens and evaluates those applications and resumes received by the client from in-house or outside applicants to insure, on the client's behalf, that the process is considered fair to all applicants and to determine if any of these individuals are qualified, viable candidates. Often, at the client's preference we keep all in-house applicants in process until the final qualifying phases of the search process, unless it is clearly established that certain individuals are not qualified.

We review, evaluate and acknowledge in writing all applications and resumes received. Additionally, we ask that all solicitations for consideration made directly to the client be forwarded to Affion immediately to avoid duplication of efforts and take work off the client's shoulders.

Client Selection of Candidates for Interview

Affion would work closely with the hiring team for selecting the finalist. Affion will make a portfolio presentation to the key stakeholders which will include; the resume, a brief bio written by the candidate, and an answer to the questions “Why Should I be the Next...” Upon our face-to-face presentation of the finalists, with our recommendations and comprehensive background information, we require that the client select the number and names of the candidates it wishes to interview in person.

Upon the client’s direction, Affion personnel will coordinate with client personnel to arrange interviews with the top candidates selected for consideration. Affion will work with the client to coordinate any travel or accommodation details that may be needed for each outside candidate.

Client Interviews and Final Selection

The finalist interviews would be conducted in conjunction with the wishes of the hiring team. Affion typically suggests that the hiring team utilize panel interviews and also perhaps a candidate presentation. The candidate presentation would be an oral presentation accompanied by a visual presentation. The purpose of this presentation is to allow the selection committee to see how the candidates communicate their thought process and the candidate’s ability to effectively express those thoughts to their audience.

The formal interview would involve the same set questions asked to each candidate by the same panel member. This allows the selection committee to evaluate each candidate on a fair and equal field. These questions are agreed upon in advance with Affion and the selection committee. Affion will be involved throughout the entire interview process to facilitate the interviews.

Hiring

Once it is time for a hiring decision, Affion will provide assistance on final employment matters, such as the negotiation process with successful candidates and notification to unsuccessful candidates.

Any candidate that is presented for consideration will have been pre-qualified on the salary range, benefits and relocation package. Once the finalist has been selected it is our standard practice that the client sends a formal offer letter to Affion on behalf of the successful candidate. Affion will facilitate the signature and closing of the process.



Statement of Diversity

Diversity is deeply ingrained in our core values and heritage at Affion. We recognize and celebrate the richness and value created by the differences among our employees, customers, service offerings, and businesses. It encompasses a wide array of aspects, including people, backgrounds, lifestyles, ideas, and the balance between our work and personal lives. Our commitment to diversity is about maximizing the contributions from all members of our team to deliver greater value to our customers. It is about valuing differences and promoting inclusion, not merely a code word for affirmative action.

At Affion, diversity relies on standards of performance and behavior that foster mutual respect. It is about effectively utilizing our collective talent to create a competitive advantage that leads to success, both for our internal support staff and contract workforce. We are truly dedicated to effectively recruiting and maintaining a diverse workforce.

To ensure equal employment opportunity for all, Affion maintains an Affirmative Action Program and policy that prohibits discrimination based on race, color, religion, sex, national origin, sexual orientation, handicap or disability, or status as a disabled veteran or a veteran of the Vietnam War era. We take affirmative action to ensure that applicants for employment and employees are treated without regard to these characteristics. Our decisions regarding employment status are solely based on an individual's qualifications, and are guided by valid, non-biased job requirements in positions being filled.

Our commitment to diversity extends to all aspects of employment, including recruitment, hiring, promotions, transfers, compensation, benefits, layoffs, terminations, educational tuition assistance, and company-sponsored training and recreational programs. Affion employs responsible reporting and monitoring procedures to ensure strict compliance with the Equal Opportunity Policy and our Affirmative Action program. We are further committed to being an Equal Opportunity Employer in accordance with federal, state, and city laws on fair employment practices. All of our advertising reflects these important standards.

We take pride in our success in ensuring a diverse candidate pool and are thrilled to have placed multiple women and minority candidates in executive-level municipal positions nationwide.



Sustainability Efforts

Our commitment to climate action includes improving the environmental footprint of our operations by going paperless. All the steps involved in creating paper have significant impacts on the environment. Because of this we have made the commitment to go paperless by providing pdfs of our candidate binder presentations, proposals, and additional written communication.

We have also taken steps to reduce our carbon footprint by implementing less travel and utilizing technology for stakeholder meetings, initial interviews, etc. We hope by taking these actions, we are helping to protect the health of our planet today and for generations to come.



Individuals Assigned to Search

Scott Reilly
CEO, Affion Public
reilly@affionpublic.com
717-576-9847

Scott will be the lead on this search and responsible for quality assurance during the length of your project. During the engagement, he will be responsible for ensuring the success of the process.

Scott, previously the Vice President of Arcus Public, has more than 20 years' experience in Sales, Executive Recruiting and Technology. His depth of knowledge and experience placing top executives and technology professionals enables him to lead the talented group of professionals at Affion Public. Throughout his tenure in the public sector, he has been responsible for leading the engagement process and successfully placing more than 100 professionals in key roles. He's worked in the trenches performing the searches, as well as in leadership roles guiding his team and building relationships with clients while at the helm. He truly understands and appreciates the intricacies of the market, and as CEO for Affion Public, he is responsible for the strategic direction and approach of each of the firm's key service areas.

Scott has been a speaker/presenter on various topics nationally working with leading government officials; to help identify opportunities for technology research and share best practices as well as executive search forums. He was named a founding Honorary Alumni to the Harrisburg University of Science and Technology first graduating class. He currently serves as the vice-chairman of the Derry Township Municipal Authority and has been an active member on the Hershey Country Club Board of Governors. Scott was also recognized by the Central Penn Business Journal as one of the region's Top 40 Under 40. He holds a Bachelor of Science degree in Marketing from Rider University.

Scott has been directly involved with all executive level searches through Arcus Public and Affion Public since 2003.

Gina Sprowls
Director of Recruiting
sprowls@affionpublic.com
717-763-1987

Gina will manage the recruitment efforts for your executive search, providing direction and coordination to ensure the ideal candidate profile is met and the best candidate is selected for the job.

She will be responsible for identifying, profiling, and screening candidates, as well as qualifying potential candidates and conducting interviews. Additionally, Gina will assist in coordinating interviews, gathering feedback, and conducting professional reference checks. She may also be involved in presenting the final candidates to stakeholders for consideration.

With over ten years of diverse experience in recruitment, sales, and management, Gina brings a strong background in Human Resources with a focus on executive level recruitment and training. Her experience spans across various industries, including Public Sector, Technology, Finance, Healthcare, Sales, and Education. Gina has successfully managed multiple executive level searches nationwide and is known for building and maintaining excellent relationships with clients and candidates alike. She holds a Bachelor of Science degree in Business Administration from Capella University and an Associate of Arts degree in Human Resources.

Gina has been directly involved in all executive level searches conducted by Arcus Public and Affion Public since January 2008.



Individuals Assigned to Search continued..

Brittany Schwaber, Executive Recruiter

Brittany will focus on the recruiting efforts of your search. As she works through this process, she will adhere to providing a detailed and informative profile of ideal candidates to ensure that the best individual for the position is identified and hired.

Brittany will be responsible for screening candidates that present as qualified contenders for the role. In addition, she will be conducting candidate interviews, coordinating the logistics of interviews, gathering feedback and performing reference checks.

Brittany brings over seven years of experience in recruiting with a dynamic approach to her work. Her career has been diverse in different industries that include biopharmaceuticals, construction, and manufacturing. She has a well-rounded background in the field of Human Resources with an emphasis and passion for talent management strategies, employee retention and engagement initiatives and career development. Brittany is known for her ability and ease in establishing and building relationships with candidates. Her keen eye for detail coupled with her responsiveness makes for a great partnership between clients and candidates. She holds a Bachelor of Science degree in Business Management from Kutztown University and a Professional in Human Resources (PHR) certificate from HRCI.

Cassandra Segedy, Marketing Associate

Cassie will focus on the marketing efforts of your search. As she works through this process, she will provide thorough and concise social media marketing and marketing materials, to help reach a large array of qualified candidates.

Cassie will be responsible for creating the brochure used for social media and job postings, posting the position on all Affion Public social media platforms, creating candidate binder presentation materials, and creating job announcements for the successful candidate.

Cassie brings 7 years of marketing, advertising, and graphic design experience with her. Her career has been diverse in different industries that include manufacturing, life sciences, food service, data logging, grocery distribution, and small business management. Cassie has extensive experience in social media marketing, print advertisement, web design, and graphic design. Cassie is known for her easy-going nature, attention to detail, and responsiveness, allowing her to create the perfect marketing materials specific to your city and job posting. Cassie holds a Bachelor of Arts with a concentration in Graphic Design from the State University of New York at Oswego.

Shanice Caesar, Sourcing Specialist

Shanice will focus on the sourcing efforts for this search. As she works through this process, she will be responsible for finding candidates that match the experience and ideal candidate specs for this role, posting the position on sponsored job sites, and running background checks.

Shanice brings over five years of experience in recruiting with a dynamic approach to her work. Her career has been diverse in different industries that include Information Technology, Finance, Professional Services and Healthcare. She has a well-rounded background in the field of Information Technology with an emphasis and passion for talent management strategies, employee retention and engagement initiatives and career development. Shanice is known for her ability and ease in establishing and building relationships with candidates. Her keen eye for detail coupled with her responsiveness makes for a great partnership between clients and candidates. She holds a Bachelor of Science degree in Business Management from The University of Guyana.



Proposed Project Timeline:

Timeframe	Activity
Upon Selection	Affion to negotiate and finalize contract
Once contract is finalized	- Facilitate a meeting to discuss timelines, recruitment process and plan for completing the Position and Candidate Profiles - Affion to meet with identified stakeholders to begin the due diligence process - Conduct Public Forums if needed - Simultaneous industry research taking place
Within 10 days after the contract is finalized	Affion presents draft of Profile
Upon approval of profile/brochure	- Search Firm conducts recruitment to include: - Referrals, LinkedIn, Sourcing, etc. - Post the job on websites
Ongoing	- Progress Report—check for quality and diversity of applicants. Determine need to target any specific group or area. - Review and qualify all potential candidates
30 days after posting	Deadline to receive resumes
45 days after resume deadline	- Binder Presentation of 6-8 candidates to the Selection Panel - Affion will facilitate a review of the final candidates
2 weeks after binder presentation	- Conduct first round of candidate interviews with the Search Committee and key stakeholders - Finalize decision on the candidate of choice and negotiate employment agreement with the candidate
2 weeks after final interviews	Successful Candidate accepts offer of employment



Cost

Full Executive Search:

Affion executive searches are full-service searches conducted by senior executives within our firm. The fee we have outlined herein is all inclusive of all phases of the search including stakeholder meetings, profile development, job postings, sourcing, recruitment, interviewing, reference checking, background checks, media checks, and candidate offer negotiation.

Fee for the Director of Finance position: \$30,000 (all inclusive)

Additional expenses, which are not included in the overall fee but are expected to be reimbursed by the City of Elgin, include all candidate travel expenses for the purpose of interviews with the City of Elgin. This will vary depending on the location of the finalist selected.

While invoice procedures can be adjusted, our typical billing practice is to spread the fee payment over three equal installments. (One-third to be billed when the contract is signed, one-third to be billed upon presentation of the Final Candidates, and the last one-third to be billed upon the hiring of the desired Candidate.) Adjustments to our payment and billing processes are negotiable in order to best accommodate our clients' needs.

Guarantee:

As with all of our executive searches, we are prepared to offer our standard professional service guarantee. If the hired candidate is asked to leave for reasons of non-performance or leaves of his/her own volition in the first 24 months of employment, we will re-launch a search for a new candidate, under the original position specifications. In such a case, we will do so for no additional professional fee, though charging expenses that may incur to include all Affion travel, hotel, and re-posting of job advertisements. It is our commitment to partner with you from the initial signing of the contract until the candidate accepts and offer and begins employment.



Reference List

City of Cedar Park, TX

Brenda Eivens

City Manager

450 Cypress Creek Road, Building One

Cedar Park, TX 78613

512-804-6871

Brenda.Eivens@cedarparktexas.gov

Affion had the pleasure of working with the City of Cedar Park on their Director of Information Services search (2018), their Police Chief search (2021), their Director of Finance search (2022), their first Assistant City Manager search (2022), their Director of Human Resources (2023), and we just finished working with them on a second Assistant City Manager search (2024). We have worked closely with Brenda on the majority of the searches.

City of San Antonio, TX

Jeff Baldwin

Executive Recruiter

111 Soledad San Antonio, TX 78205

210-207-7939

Jeffrey.Baldwin@sanantonio.gov

Affion had the pleasure of working with the City of San Antonio on their City Manager and Assistant City Manager searches in 2006. More recently, we have worked with them on their Director for the Office of Management in Budget (2020), Director of Transportation (2020), Communications and Public Engagement Director, their Government Affairs Director (2021), the Project Implementation Manager within their new Transportation department (2022), and their Diversity, Equity, and Inclusion Director searches (2022). We recently worked on their Assistant Director of Human Resources (Employee Relations), their Chief Resiliency Officer, and Public Safety Outcomes searches. We just finished working with them on their Fire Chief and Director – Animal Care Services positions (2024). We have worked closely with Jeff on the most recent searches.

City of Taylor, TX

LaShon Gros

Director, Human Resources & Civil Service

400 Porter Street

Taylor, Texas 76574

512-539-6035

lashon.gros@taylortx.gov

Affion had the pleasure of working with the City of Taylor on their City Manager search in 2019, and more recently worked with them on their Assistant City Manager and CFO searches in 2024. We worked closely with LaShon on all three searches.



Client List

Cities:

Borough of State College, PA

- Director of Public Works (2016; 2021)

City of Addison, TX

- City Secretary (2023)

City of Ann Arbor, MI

- Parks and Recreation Services Manager (2008)
- Parks and Recreation Services Deputy Manager (2008)
- City Administrator (2011)
- Fire Chief (2014)
- Police Chief (2015)
- City Administrator (2016)

City of Arlington, TX

- City Auditor (2014)
- Director of Community Development and Planning (2015)

City of Aurora, CO

- City Manager (2018)
- Court Administrator and Detention Director (2021)

City of Asheville, NC

- Urban Planning and Design Director (2014)
- Police Chief (2015)

City of Atlanta, GA

- Chief Information Officer (2003)

City of Austin, TX

- City Manager (2008)
- Fire Chief (2008)
- Chief Information Officer (2008)
- Director of Solid Waste Services (2009)
- Chief Sustainability Officer (2010)
- Director of Code Compliance (2011)
- Chief Financial Officer (2012)
- Austin Water Utility (AWU) Assistant Director, Engineering Services (2013)
- Austin Water Utility (AWU) Assistant Director, Pipeline Operations and Maintenance (2013)
- Assistant City Manager (2013)
- Purchasing Officer (2014)
- Deputy Director, Economic Development (2015)
- Redevelopment Division Manager (2015)
- Assistant Director of Water Res Planning & Analysis (2015)
- Austin Energy – CTO (2016)
- Austin Energy – Chief of Staff (2017)
- Fire Chief (2018)
- Director of Economic Development (2019)

City of Austin, TX continued..

- Director of Development Services (2019)
- Chief Information Security Officer (2020)
- Assistant Director of Economic Development (2020)
- Director of Austin Code (2020)
- Homeless Strategy Officer (2020)
- Assistant Director of Housing and Planning (2021)
- Chief Resiliency Officer (2021)
- Emergency Medical Services Chief (2021)
- Director, Austin Water (2022)
- Director, Transportation and Public Works (2023)

City of Beaumont, TX

- Police Chief (2024)

City of Bellevue, WA

- Director of Planning and Community Development (2010)
- Chief Communications Officer (2012)
- Chief Economic Development Officer (2014)
- Chief Communications Officer (2016)
- Director of Planning and Community Development (2016)

City of Boise, ID

- Planning and Development Services Director (2021)
- Planning and Development Services Director (2024)

City of Boulder, CO

- Director of Public Works for Utilities (2011)
- Deputy Director of Community Planning and Sustainability (2011)
- Comprehensive Planning Manager (2012)
- Human Resources Director (2013)

City of Bozeman, MT

- Human Resources Director (2021)
- Director of Transportation and Engineering (2021)
- Director of Utilities (2021)
- City Engineer (2022)
- Assistant City Manager (2022)
- Director of Utilities (2023)
- Assistant City Manager (2024)
- Community Development Director (2024)

City of Broken Arrow, OK

- Fire Chief (2010)
- Police Chief (2011)
- City Manager (2012)
- Assistant City Manager (2013)
- Director of Engineering/Construction (2014)
- Fire Chief (2014)
- City Manager (2015)

City of Burbank, CA

- Director of Finance (2009)
- Director of Parks and Recreation (2007)

City of Burleson, TX

- Chief Technology Officer (2021)

City of Cedar Park, TX

- Director of Information Services (2018)
- Police Chief (2021)
- Director of Finance (2022)
- Assistant City Manager (2022)
- Director of Human Resources (2023)
- Assistant City Manager (2024)

City of Celina, TX

- City Manager (2023)
- Strategic Services Director (2024)

City of Chandler, AZ

- Chief Information Officer (2007)
- Director of Economic Development (2008)
- Director of Planning and Development (2008)
- Municipal Utilities Director (2015)

City of Chester, PA

- Chief Operating Officer (2022)
- Director of Finance (2023)
- City Administrator (2024)

City of College Station, TX

- Assistant Director of Planning & Development (2008)
- Fire Chief (2016)
- Chief Information Officer (2017)
- Director of Water Services (2018)
- City Manager (2018)
- Director of Planning and Development Services (2018)

City of Columbia, MO

- City Manager (2011)
- CIO (2015)

City of Commerce City, CO

- City Manager (2021)

City of Corpus Christi, TX

- City Manager (2008)
- Assistant City Manager (2025 – present)

City of Dallas, TX

- Deputy Director CIS (2005)
- Public Information Officer (2005)
- Assistant Director Dallas Water Utilities (2005)
- Assistant Director CIS (2005)
- Director and Chief Information Officer (2005)
- Director of Housing (2014)
- Assistant City Manager (2014)
- Director of the Department of Trinity Watershed Management (2015)
- Fire Chief (2016)
- City Manager (2016)
- Assistant Director of Transportation (2022)

City of Denton, TX

- Director of Environmental Services and Sustainability (2021)

City and County of Denver, CO

- Manager of Community Planning and Development (2012)
- Independent Monitor (2021)

City of Dublin, OH

- CIO (2015)
- Planning Director (2015)
- City Manager (2022)

City of Durango, CO

- Director of Public Works (2021)
- Director of Parks and Recreation (2023)
- Community Development Director (2024)

City of East Lansing, MI

- City Manager (2012)

City of El Paso, TX

- City Manager (2014)
- Director of Museums and Cultural Arts (2014)
- Managing Director of Public Works (2015)
- Director of Planning and Inspections (2018)

City of Eugene, OR

- Executive Director of Planning and Development (2010)

City of Farmers Branch, TX

- City Manager (2022)

City of Fort Collins, CO

- Chief Sustainability Officer (2014)
- Light & Power Operations Manager (2015)
- Chief Human Resources Officer (2016)
- Cultural Services Director (2016)
- Transport & Parking Services General Manager (2018)
- Director of Cultural Services (2018)
- Director of Planning, Development and Transportation (2019)

City of Fort Worth, TX

- Assistant City Manager (2022)

City of Frisco, TX

- City Manager (2022)
- Assistant City Manager (2023)
- Fire Chief (2023)
- Chief Information Officer (2023)

City of Galveston, TX

- City Manager (2011)

City of Gardner, KS

- Business and Economic Development Director (2015)
- Utility Director (2015)

City of Georgetown, TX

- Assistant City Manager (2021)
- Assistant Water Utility Director (2024)

City of Greeley, CO

- Director of Human Resources (2020; 2022)
- City Clerk (2020; 2022)
- Finance Director (2020)
- Fire Chief (2021)
- Director of Public Works (2021)
- Human Resources Deputy Director (2021)
- Deputy Finance Director (2021)
- Culture, Parks and Recreation Director (2022)
- Human Resources Deputy Director (2022)
- Director of Communications and Engagement (2022)
- Community Development Director (2022)
- Deputy Director of Water Resources (2022)
- Payroll Manager (2023)
- Cultural Affairs Manager (2023)
- Finance Director (2023)
- Deputy Director of Finance (2023)

City of Hollywood, FL

- City Manager (2011)

City of Huntsville, TX

- City Manager (2008)

City of Irving, TX

- City Manager (2006)
- Assistant City Manager (2008)
- Internal Auditor (2008)
- Director of Human Resources (2007)
- Assistant Director of Human Resources (2007)
- City Attorney (2007)
- Fire Chief (2006)
- City Secretary (2010)
- Capital Improvement Program Director (2019)

City of Kirkwood, MO

- Chief Administrative Officer (2014)
- Police Chief (2017)

City of Kyle, TX

- City Manager (2023)
- City Attorney (2023)
- Director of Water Utilities (2023)
- Director of Transportation and Public Works (2024)

City of Leander, TX

- City Manager (2011)

City of Los Angeles, CA

- CIO-Los Angeles World Airport (2007)
- General Manager, ITA (2002)
- Information Systems Manager (2002)
- General Manager Department of Aging (2003)
- Director, Bureau of Sanitation (2004)
- Los Angeles Zoo: General Manager (2003)
- City Engineer (2003)

City of Lynwood, CA

- Assistant City Manager (2007)
- Director of Human Resources (2007)
- Assistant Director of Public Works (2007)
- Deputy Director of Development (2007)

City of Marshall, TX

- City Manager (2014)

City of McKinney, TX

- City Manager (2008)
- Assistant City Manager (2009)
- Director of Finance (2011)
- Director of Water Utilities and Infrastructure (2013)
- Assistant City Manager (2014)
- Director of Public Works (2016)
- Director of Housing and Community Development (2024)
- Director of Code Services (2024)

City of Mesa, AZ

- Deputy City Manager (2007)
- Director of Human Resources (2007)

City of Missouri, City, TX

- Director of Finance (2016)
- Director of Development Services (2016)
- Director of Economic Development (2022)

City of Morgantown, WV

- City Manager (2010)

City of North Richland Hills, TX

- City Manager (2009)
- General Manager: NRH2O, Water Park (2014)

City of Pflugerville, TX

- Assistant City Manager (2022)
- Communications Director (2023)

City of Phoenix, AZ

- Human Resources Director (2015, 2017)

City of Plano, TX

- City Manager (2010)
- City Attorney (2013)
- Director of Human Resources and Risk Management (2024)

City of Port Arthur, TX

- Assistant City Manager (2016)
- Public Works Director (2016)

City of Raleigh, NC

- Director of Human Resources (2023)

City of Round Rock, TX

- City Manager (2010)
- Director of Human Resources (2012)
- Police Chief (2013)
- Deputy CFO (2021)
- Director of Human Resources (2024)

City of San Angelo, TX

- Director of Planning and Development Services (2023)
- Director of Water Utilities (2024)

City of San Antonio, TX

- City Manager (2006)
- Assistant City Manager (2006)
- Director for the Office of Management and Budget (2020)
- Transportation Director (2020)
- Government Affairs Director (2021)
- Communication and Public Engagement Director (2021)
- Diversity, Equity, and Inclusion Officer (2022)
- Assistant Director of Human Resources (2023)
- Chief Resiliency Officer (2023)
- Public Safety Outcomes (2023)
- Animal Care Services Director (2024)
- Fire Chief (2024)

City of San José, CA

- Deputy Director of Administration (2006)
- Deputy Director of Integrated Waste Management (2006)

City of San Marcos, TX

- City Manager (2008)
- Human Resources Director (2011)
- Chief Building Official (2011)
- Human Resources Director (2025 – present)

City of Savannah, GA

- City Manager (2010)

City of Scottsdale, AZ

- Police Technology Director (2009)

City of Shawnee, OK

- City Manager (2015)

City of Springfield, MO

- City Manager (2008)

City of Sugar Land, TX

- Assistant Director of Public Works – Utilities (2024)
- Animal Care Manager (2025 – present)

City of Tacoma, WA

- Assistant City Manager (2006)
- Director of Finance (2007)
- Director of Information Technology (2008)
- Assistant Director of Finance (2009)

City of Tamarac, FL

- Fire Chief (2009)
- Director of Community Development (2013)
- Assistant City Manager (2017)
- Public Services Director (2022)

City of Taylor, TX

- City Manager (2019)
- Assistant City Manager (2024)
- Chief Financial Officer (2024)

City of Thornton, CO

- City Manager (2017)

City of West Valley City, UT

- City Manager (2023)

City of Wichita Falls, TX

- City Manager (2024 - present)

Incorporated Village of Garden City, NY

- Village Administrator (2014)

Town of Mooresville, NC

- Town Manager (2023)
- Parks and Recreation Director (2024 – present)
- Director of Human Resources (2025 – present)
- Assistant Planning Director (2025 – present)

Town of Sunnyvale, TX

- Director of Planning and Development Services (2023)
- Human Resources Director (2024 – present)

Township of Derry, Hershey, PA

- Township Manager (2018)

Counties:**County of Los Angeles, CA**

- Information Systems Manager (2007)
- CIO-Los Angeles World Airport (2007)

City and County of Denver, CO

- Independent Monitor (2021)

City and County of Philadelphia, PA

- Chief Information Officer (2000)
- CIO-Philadelphia Free Library (2001)
- CIO- Philadelphia Police Department (2006)

Delaware County, PA

- Executive Director (2020)
- Health Department Director (2021)
- Director of Purchasing (2021)
- Diversity, Equity, and Inclusion Officer (2021)
- Prison Warden (2021)
- Director of Planning (2022)

Laramie County, WY

- Public Works Director (2014)

Milwaukee County, WI

- Director of Parks, Recreation & Culture (2013)

Washtenaw County, MI

- Community Development Director (2007)

States:**Commonwealth of Pennsylvania-Office of Administration**

- Chief Information Officer (2008)
- Chief Technology Officer (2008)
- Deputy Chief Information Officer (2008)

State of Texas, Austin, TX

- Director of Benefits - Employee Retirement System of Texas (2006)
- CTO - Employee Retirement System of Texas (2005)
- Chief Information Officer of DIR (2006)

Education:**Harrisburg University, Harrisburg, PA**

- Director of Learning Assessment (2009)
- E-Business Program Director / Faculty (2008)
- Learning Technologies Program Director / Faculty (2008)
- CIS Program Director / Faculty (2007)
- Biotechnology Professor (2008)
- VP for Development (2005)
- Director of Development (2007)
- Controller (2006)
- Network Administrator (2006)

Other:**Austin Economic Development Council**

- President/CEO (2021)

Austin Transit Partnership

- Director of Accounting (2022)
- Chief Communications Officer (2022)
- Chief of Engineering and Construction (2022)
- Director of IT (2023)
- CFO (2023)

Brownsville, TX Public Utilities Board (PUB)

- Water and Wastewater Division Manager (2024 – present)
- Sr. Engineer (2024 – present)

Centre County Recycling and Refuse Authority (CCRRA)

- Executive Director (2025 - present)

Central Texas Regional Mobility Authority (CTRMA)

- Executive Director (2020)

Clarksville-Montgomery County EDC

- President/CEO (2021)

E-470 Public Highway Authority, Aurora, CO

- Executive Director (2015; 2021)

Housing Authority of the City of El Paso, TX

- Chief Operating Officer (2010)

International City/County Management Association (ICMA)

- Chief Information Officer (2021)

Minneapolis Parks and Recreation Board, MN

- Assistant Superintendent of Planning (2011)
- Assistant Superintendent of Recreation (2012)
- Deputy Superintendent (2012)
- Assistant Superintendent of Environmental Stewardship (2012)
- Director of Park Safety and Security (2013)
- Human Resources Manager (2013)

North Texas Municipal Water District (NTMWD)

- Water System Manager (2018; 2022)

Pflugerville Community Development Corporation (CDC)

- Executive Director (2024)

Roanoke Redevelopment and Housing Authority

- Executive Director (2006)

Round Rock Chamber of Commerce, TX

- President/Chief Executive Officer (2014)

San Antonio Water System (SAWS)

- Chief Information Officer (2016)
- Sr. Vice President / Chief Operating Officer (2022)

South Central Solid Waste Authority, Las Cruces, NM

- Director (2024 - present)

Valley Regional Transit, ID

- Executive Director (2022)

Williamson-Burnet County Opportunities, Inc. (WBCO)

- Executive Director (2013)



**Thank you for the opportunity to submit this proposal.
We look forward to assisting you with your
executive search needs!**



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Discussion and possible action regarding the Executive Search Firm for Community Services Director (Sanders)

DEPARTMENT: Human Resources

PROPOSED ACTION: Discussion and consideration of staff's recommendations for selection of recruitment firm, Affion Public, LLC, for the position of Community Services Director.

BACKGROUND:

Amy Miller, Community Services Director, is leaving the City of Elgin for Main Street America. Search firms have been contacted by staff to find a replacement for the Community Services Director. Affion Public, LLC. has been successful in filling executive level positions. Affion Public, LLC. offers full service for \$30,000 and offers a 12-month guarantee, with a discount for multiple recruitment agreements. Recruitment by Affion Public, LLC. includes postings, sourcing, interviewing, references, background, media checks, and offer negotiation.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Proceed with staff recommendation to initiate an agreement with Affion Public, LLC. for the recruitment of Community Services Director.

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: AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 4.909 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 99528), INCLUDING ADJACENT RIGHT-OF-WAY AND PORTION OF SWENSON BOULEVARD AND BEING FULLY DESCRIBED IN EXHIBIT "A", ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: Consideration and approval of an Ordinance annexing approximately 4.909 acres of land in Bastrop County.

BACKGROUND:

The owners of this approximately 4.909 acre tract of land have requested to be annexed into the corporate limits of the City of Elgin.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Ordinance annexing approximately 4.909 acres of land lying in and being situated out of the Elizabeth Standifer Survey, Abstract No. 59, in Bastrop County, Texas as described: and routine direction to staff, if any.

ATTACHMENTS:

1. Cardwell Estates 4.909 Acre Annexation Ordinance with Exhibit A
2. Cardwell Estates Vicinity Map

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

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

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

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

ORDINANCE NO. 2025-02-18-

AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 4.909 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 99528), INCLUDING ADJACENT RIGHT-OF-WAY AND PORTION OF SWENSON BOULEVARD AND BEING FULLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, the City is a duly constituted Home Rule City pursuant to Chapter 9, Local Government Code, as amended, and,

WHEREAS, pursuant to Section 43.0671, Local Government Code, the owners of a tract of land containing 4.909 acres of land out of the Elizabeth Standifer Survey, Abstract No. 59 (the “Property”) more fully described in Exhibit “A”, have petitioned the City Council in writing to annex the Property, and,

WHEREAS, the property is (1) contiguous to the City; and (2) vacant without residents, or on which less than three (3) qualified voters reside, and,

WHEREAS, the City Council has determined that all requirements of Section 43.0671 Local Government Code have been complied with and hereby consider it appropriate to grant the petition for annexation.

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

I.

That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in its entirety.

II.

That the City Council has heard arguments for and against the annexation and has determined to grant the petition for annexation.

III.

That the Property described in Exhibit “A” attached hereto and incorporated herein for all purposes, be and is hereby annexed and brought within the corporate limits of the City of Elgin, Bastrop and Travis Counties, Texas, and is hereby made an integral part hereof.

IV.

That the owners and future inhabitants of the area herein annexed be entitled to all the rights and privileges of other citizens and property owners of said City and are hereby bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

V.

That the official map and boundaries of the City, heretofore adopted and amended be and is hereby amended so as to include the aforementioned territory as part of the City of Elgin, Texas.

VI.

That the City Manager is hereby directed and authorized to perform or cause to be performed all acts necessary to correct the official map of the City to add territory hereby annexed as required by law.

VII.

That this Ordinance shall become effective after "passage".

VIII.

That the City Secretary is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk of Bastrop County, Texas.

IX.

If any section, subsection, sentence, phrase, or word of this Ordinance be found illegal, invalid, or unconstitutional or any provision of said property is incapable of being annexed by the City, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph, or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph, or provision of any other Ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and to this end the provisions of this Ordinance are declared to be severable.

X.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and

the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

By motion duly made, seconded, and passed with an affirmative vote of all the Council members present, the requirement for reading this Ordinance on separate days was dispensed with.

READ, PASSED, and ADOPTED on first reading this the 18th day of February 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

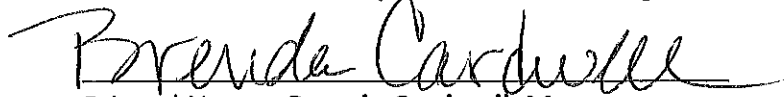
**PETITION FOR VOLUNTARY ANNEXATION
INTO THE CITY OF ELGIN, TEXAS**

Pursuant to the provisions of Section 43.0671 of the Local Government Code and our agreement with the City of Elgin under the provisions of Section 212.172 of the Local Government Code, EBS REAL ESTATE PARTNERS, LLC, a Texas limited liability company, requests voluntary annexation in the City of Elgin, Texas of the following described property attached as Exhibit "A." Moreover, the undersigned owners understand and acknowledge that included with the approval of this request, the City of Elgin, Texas also plans to annex the portion of Swenson Boulevard that fronts the eastern boundary of the property in Exhibit "A." Accordingly, the undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which less than three qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory on Exhibit "A" attached hereto, and incorporated by reference herein for all purposes.

EXECUTED on this 10 day of January, 2025.



Printed Name: **Bradley C. Cardwell**, Manager



Printed Name: **Brenda Cardwell**, Manager

STATE OF TEXAS

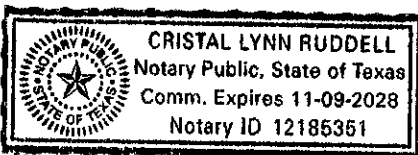
§

§

COUNTY OF BASTROP

§

This instrument was acknowledged before me on the 10 day of January, 2025, by Bradley C. Cardwell and Brenda Cardwell, each in their capacity as a Manager of EBS Real Estate Partners, LLC, a Texas limited liability company.



[Notary Seal]



Notary Public, State of Texas

**ZWA****Zamora, L.L.C.****State-wide Professional Land Surveying
Offices in Buda and El Paso Texas****Exhibit "A"**

(3 pages)

LEGAL DESCRIPTION 4.909 ACRES TRACT ONE

DESCRIPTION OF A 4.909 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING A CALLED 5.00 ACRE OUT OF THAT CERTAIN 45.063 ACRE TRACT OF LAND AS DESCRIBED IN A DEED TO EBS REAL ESTATE PARTNERS LLC OF RECORD IN DOCUMENT NO. 202403726 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 4.909 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner hereof described tract, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of the herein described tract;

THENCE S 62°53'01" E, continuing along the south line of said 19.185 acre Alliance Elgin, LLC tract, for a distance of **85.33** feet to a 5/8" iron rod set for the northwest corner of said Cardwell Trust 28.7345 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being the northeast corner of the herein described tract;

THENCE S 30°48'18" W, departing the south line of said Alliance Elgin 19.185 acre tract, for a distance of **609.63** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract;

THENCE S 31°55'18" W, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a 1/2 inch pipe found at the southwest corner of said Cardwell Trust 28.7345 acre tract, for the southeast corner of the herein described tract;

THENCE N 62°44'53" W, departing the northwest line of said Cardwell Trust 28.7345 acre tract, with the north line of said Trinity Ranch Phase 1, Section 1 subdivision, for a distance of **251.84** feet to a 1/2" iron rod with cap stamped "BGE INC." found on the southeast line of said Swenson Boulevard, being also the southwest corner the hereof described tract and being the northwest corner of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 28°40'21" E, with the southeast line of said Swenson Boulevard for a distance of **792.48** feet to the **POINT OF BEGINNING**, containing **4.909** acres of land, more or less.

Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 1 of 3

M:_Austin-Projects\1083-01\JNC DEVELOPMENT\5 ACRE FN

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

THE STATE OF TEXAS

§

COUNTY OF HAYS

§

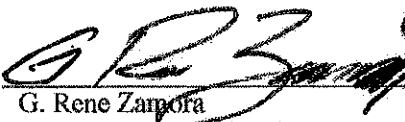
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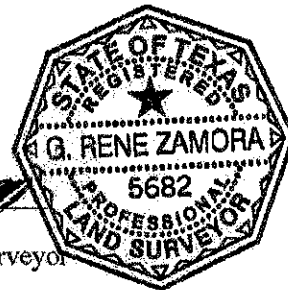
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas



SKETCH TO ACCOMPANY LEGAL DECEIPTION

LEGEND

- 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED)
- ▲ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED)
- 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET
- △ CALCULATED POINT
- () RECORD INFORMATION DOC.
NO. 202302984
- [] RECORD INFORMATION CAB.
7, PG. 238-A

EBS REAL ESTATE PARTNERS LLC
PORTION OF 45.063 ACRES
DOCUMENT NO. 202403727
O.P.R.B.C.T.

STENSON BOULEVARD
(60' R.O.W.)

N28°40'21"E 782.48'
[N28°38'30"E 792.18']

4.909 ACRES
EBS REAL ESTATE PARTNERS LLC
APPROX. 5.00 ACRES OUT OF A
CALLED 45.063 ACRE TRACT
DOCUMENT NO. 202403726
O.P.R.B.C.T.

LOT 3
ELGIN BUSINESS PARK
CABINET 4, PAGE 20-A
P.R.B.C.T.

ALLIANCE ELGIN,
LLC
(19.185 ACRES)
DOCUMENT NO.
202020332
O.P.R.B.C.T.

P.O.B.
N=10,099,908.96
E=3,227,689.79
(GRID)

[S62°51'25"E 199.85']
S62°51'16"E 199.70'

S62°53'01"E 85.33'

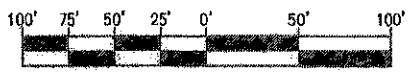
S80°48'18"W 809.83'
[N34°21'E 608.65']

23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY
TRUST AND THE BRAD CARDWELL SEPARATE
PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

TRINITY RANCH
PHASE 1, SECTION 1
CABINET 7, PAGE 238-A
P.R.B.C.T.

[N62°45'43"W 251.89']
N62°44'58"W 251.84'
1 OPEN SPACE (0.802 ACRES)

S31°55'18"W 184.87'
[N35°28'E 184.67']



GRAPHIC SCALE

1"=100'

Page 3 of 3

LOCATIONS



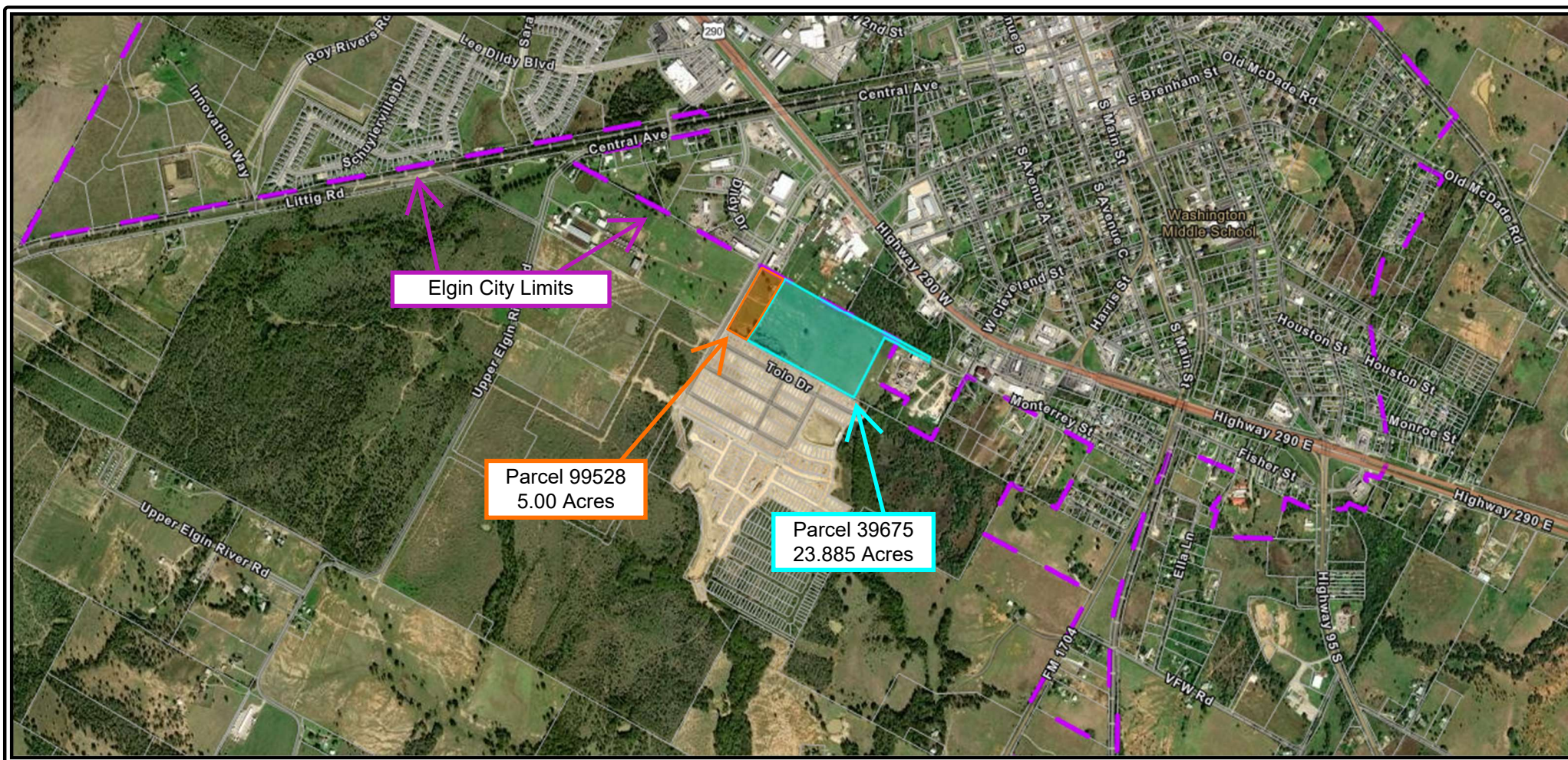
ZWA

Zamora, L.L.C.
Professional Land Surveyors
Texas FPM No. 10082700
1425 South Loop 4 • Suite 78610
Tel: (512) 295-8201 • Fax: (512) 295-8091

PROJECT: 4.909 ACRE TRACT
SURVEY
JOB NUMBER: 1083-01
DATE: DECEMBER 2024
SCALE: 1" = 300'
SURVEYOR: G. RENE ZAMORA
TECHNICIAN: GJS
DRAWING: 1083-01 4.909 ac.dwg
FIELDNOTES:
PARTYCHIEF:
FIELDBOOKS:

A 4.909 ACRE TRACT OF LAND CONVEYED TO
EBS REAL ESTATE PARTNERS, L.L.C., IN A
GENERAL WARRANTY DEED DATED MARCH 8,
2024, RECORDED IN DOCUMENT NO. 202403726
OF THE OFFICIAL PUBLIC RECORDS OF
BASTROP COUNTY, TEXAS

Vicinity Map





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 23.914 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 39675), AND BEING FULLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: Consideration and approval of an Ordinance annexing approximately 23.914 acres of land in Bastrop County.

BACKGROUND:

The owners of this approximately 23.914 acre tract of land have requested to be annexed into the corporate limits of the City of Elgin.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of an Ordinance annexing approximately 23.914 acres of land lying in and being situated out of the Elizabeth Standifer Survey, Abstract No. 59, in Bastrop County, Texas as described; and routine direction to staff, if any.

ATTACHMENTS:

1. Cardwell Estates 23.914 Acre Annexation Ordinance with Exhibit A
2. Cardwell Estates Vicinity Map

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

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

ORDINANCE NO. 2025-02-18-

AN ORDINANCE ANNEXING ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY OF ELGIN, TEXAS, TO WIT: BEING A 23.914 ACRE TRACT OF LAND, MORE OR LESS, LYING IN AND BEING SITUATED OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, IN BASTROP COUNTY, TEXAS (BASTROP CO. APPRAISAL DISTRICT PARCEL NUMBER 39675), AND BEING FULLY DESCRIBED IN EXHIBIT “A”, ATTACHED HERETO; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, the City is a duly constituted Home Rule City pursuant to Chapter 9, Local Government Code, as amended, and,

WHEREAS, pursuant to Section 43.0671, Local Government Code, the owners of a tract of land containing 23.914 acres of land out of the Elizabeth Standifer Survey, Abstract No. 59 (the “Property”) more fully described in Exhibit “A”, have petitioned the City Council in writing to annex the Property, and,

WHEREAS, the property is (1) contiguous to the City; and (2) vacant without residents, or on which less than three (3) qualified voters reside, and,

WHEREAS, the City Council has determined that all requirements of Section 43.0671 Local Government Code have been complied with and hereby consider it appropriate to grant the petition for annexation.

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

I.

That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in its entirety.

II.

That the City Council has heard arguments for and against the annexation and has determined to grant the petition for annexation.

III.

That the Property described in Exhibit “A” attached hereto and incorporated herein for all purposes, be and is hereby annexed and brought within the corporate limits of the City of Elgin, Bastrop and Travis Counties, Texas, and is hereby made an integral part hereof.

IV.

That the owners and future inhabitants of the area herein annexed be entitled to all the rights and privileges of other citizens and property owners of said City and are hereby bound by all acts, ordinances, and all other legal action now in full force and effect and all those which may be hereafter adopted.

V.

That the official map and boundaries of the City, heretofore adopted and amended be and is hereby amended so as to include the aforementioned territory as part of the City of Elgin, Texas.

VI.

That the City Manager is hereby directed and authorized to perform or cause to be performed all acts necessary to correct the official map of the City to add territory hereby annexed as required by law.

VII.

That this Ordinance shall become effective after "passage".

VIII.

That the City Secretary is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk of Bastrop County, Texas.

IX.

If any section, subsection, sentence, phrase, or word of this Ordinance be found illegal, invalid, or unconstitutional or any provision of said property is incapable of being annexed by the City, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph, or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph, or provision of any other Ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and to this end the provisions of this Ordinance are declared to be severable.

X.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and

the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

By motion duly made, seconded, and passed with an affirmative vote of all the Council members present, the requirement for reading this Ordinance on separate days was dispensed with.

READ, PASSED, and ADOPTED on first reading this the 18th day of February 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

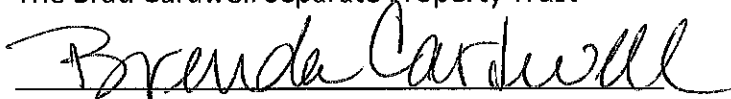
**PETITION FOR VOLUNTARY ANNEXATION
INTO THE CITY OF ELGIN, TEXAS**

Pursuant to the provisions of Section 43.0671 of the Local Government Code and our agreement with the City of Elgin under the provisions of Section 212.172 of the Local Government Code, **Bradley C. Cardwell**, as Trustee of The Brad Cardwell Separate Property Trust and **Brenda Cardwell**, as Trustee of The Brenda Cardwell Separate Property Trust, request voluntary annexation in the City of Elgin, Texas of the following described property attached as Exhibit "A." Moreover, the undersigned owners understand and acknowledge that included with the approval of this request, the City of Elgin, Texas also plans to annex the portion of Swenson Boulevard that fronts the eastern boundary of the property adjacent to Exhibit "A"; said adjacent parcel being identified by Property ID No. 99528. Accordingly, the undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which less than three qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory on Exhibit "A" attached hereto, and incorporated by reference herein for all purposes.

EXECUTED on this _____ day of January, 2025.



Printed Name: **Bradley C. Cardwell**, Trustee of
The Brad Cardwell Separate Property Trust



Printed Name: **Brenda Cardwell**, Trustee of
The Brenda Cardwell Separate Property Trust

STATE OF TEXAS

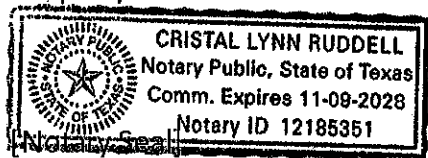
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§

COUNTY OF BASTROP

§

This instrument was acknowledged before me on the 10 day of January, 2025, by Bradley C. Cardwell in his capacity as Trustee of The Brad Cardwell Separate Property Trust and by Brenda Cardwell in her capacity as Trustee of The Brenda Cardwell Separate Property Trust.



Notary Public, State of Texas

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Buda and El Paso Texas**Exhibit "A"**

(3 pages)

LEGAL DESCRIPTION 23.914 ACRES TRACT TWO

DESCRIPTION OF A 23.914 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING THE REMAINING PORTION OF THAT CERTAIN 28.7345 ACRE TRACT OF LAND CONVED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST OF RECORD IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 23.914 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner of that certain called 5.00 acre tract conveyed to EBS Real Estate Partners LLC, of record in Document No. 202403726, Official Public Records Bastrop County, Texas, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of said EBS Real Estate Partners LLC 5.0 acre tract;

THENCE S 62°53'01" E, for a distance of **85.33** feet to a 5/8" iron rod set for the northeast corner of said EBS Real Estate Partners LLC 5.0 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being also the northwest corner of said Cardwell Trust 28.7345 acre tract and being the **POINT OF BEGINNING** of the herein described tract;

THENCE S 62°53'01" E, for a distance of **763.90** feet to a 1/2" iron rod found for the southeast corner of said Alliance Elgin, LLC 19.185 acre tract, being also the southwest corner of that certain 13.251 acre tract of land conveyed to Ale Development, LLC of record in Document No. 202119625 of Official Public Records Bastrop County, Texas and being on the north line of said Cardwell Trust 28.7345 acre tract;

THENCE S 63°13'47" E, for a distance of **646.07** feet to a 1/2" iron pipe found for angle point on the common line of said Ale Development LLC 13.251 acre tract and Cardwell Trust tract;

THENCE S 63°31'29" E, for a distance of **400.04** feet to a 1/2" iron pipe found for the northwesterly corner W. Cleveland Street (40' right-of-way), being also the south line of said Ale Development LLC 13.251 acre tract and being the northeast corner of the herein described tract;

THENCE S 26°17'10" W, at 48.08 feet passing a nail found in concrete at a chain link fence post continuing for a total distance of **50.00** feet to a calculated point for an interior corner of that certain 11.476 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas;

Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 1 of 3

M:\Austin-Projects\1083-01\UNC DEVELOPMENT\23.914 ACRE FN

THENCE N 63°32'02" W, for a distance of **550.04** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found for the northwest corner of that certain 4.85 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas and being an "ell" corner of the herein described tract;

THENCE S 26°27'51" W, for a distance of **730.24** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found on the north line of Lot 1, Block B, Trinity Ranch, Phase 1, Section 2 of record in Cabinet 7, Page 236-B, of Plat Records, Bastrop County, Texas and being the most southerly southeast corner of the herein described tract;

THENCE N 63°31'01" W, at 329.56 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northeast corner of Pepper Parkway, at 399.53 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northwest corner of said Pepper Parkway and continuing for a total distance of **1,323.80** feet to a 1/2" iron pipe found for the southwest corner of said Cardwell Trust 28.7345 acre tract, being also the southeast corner of said EBS Real Estate Partners LLC 45.063 acre tract and being on the north line of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 31°55'18" E, departing the north line of said Trinity Ranch Phase 1, Section 1 subdivision, with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract, and being on the southeast line of the herein described tract;

THENCE N 30°48'18" E, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, for a distance of **609.63** feet to the **POINT OF BEGINNING**, containing **23.914** acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

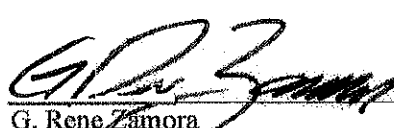
THE STATE OF TEXAS §
 §
COUNTY OF HAYS §

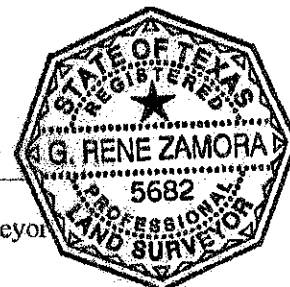
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 — State of Texas

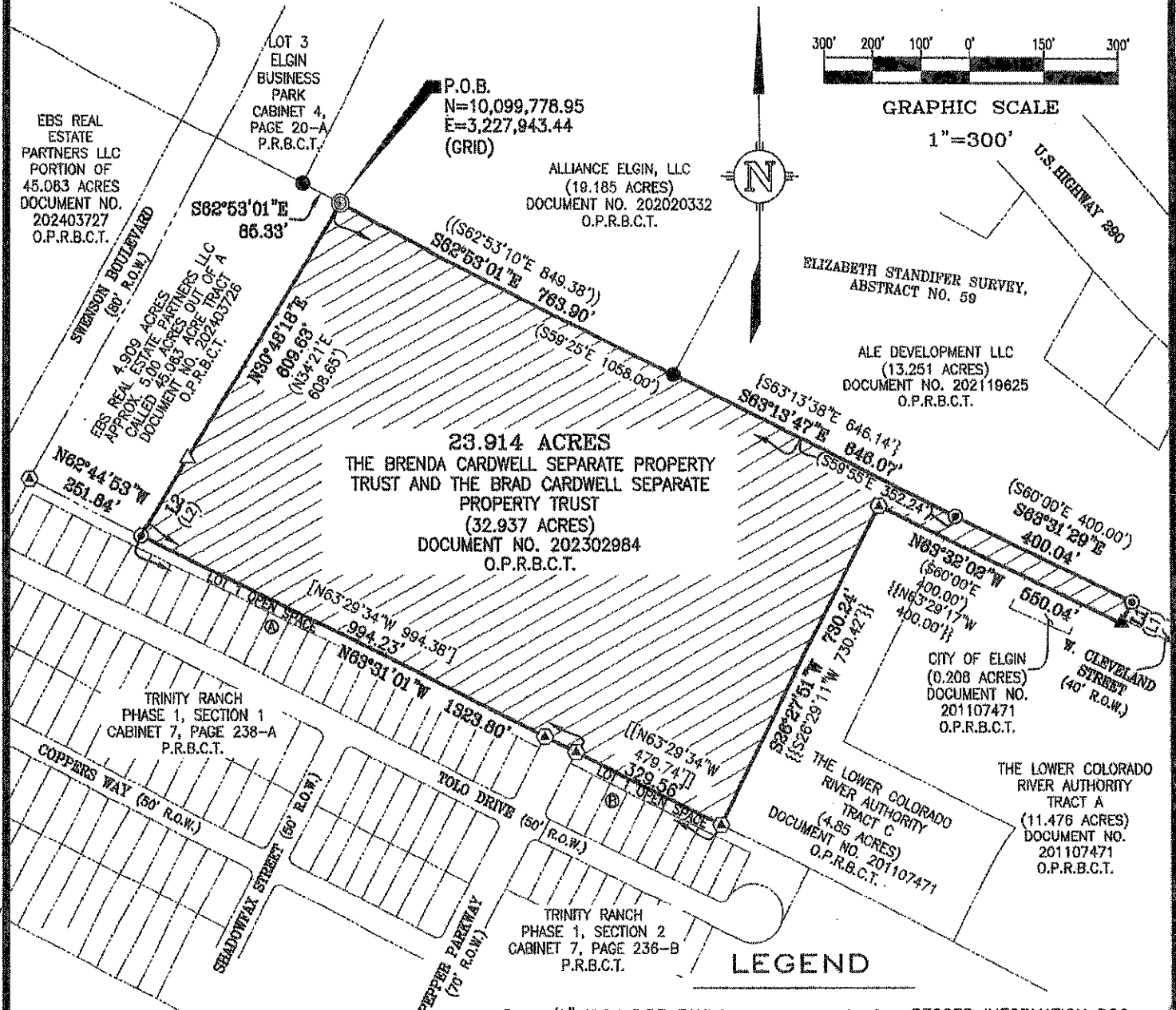


Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6081

Page 2 of 3

M:_Austin-Projects\1083-01\UNC DEVELOPMENT\23.914 ACRE FN

SKETCH TO ACCOMPANY LEGAL DESCRIPTION



LINE TABLE

LINE	DIRECTION	DISTANCE
L1	S26°17'10"W	50.00'
(L1)	S30°00'W	50.00'
L2	N31°55'18"E	184.97'
(L2)	N35°28'E	184.67'

- (●) 1/2" IRON PIPE FOUND (UNLESS OTHERWISE NOTED) () RECORD INFORMATION DOC. NO. 202302984
 (●) 1/2" IRON ROD FOUND (UNLESS OTHERWISE NOTED) (()) RECORD INFORMATION DOC. NO. 202020332
 (▲) 1/2" IRON ROD FOUND W/CAP (UNLESS OTHERWISE NOTED) { } RECORD INFORMATION DOC. NO. 202119625
 (●) 1/2" IRON ROD WITH CAP STAMPED "ZWA" SET {{ }} RECORD INFORMATION DOC. NO. 201107471
 (▲) P.K. NAIL W/CHAPARRAL WASHER FOUND [] RECORD INFORMATION CAB. 7, PG. 238-A
 (△) CALCULATED POINT [[]] RECORD INFORMATION CAB. 7, PG. 236-B

Page 3 of 3

LOCATIONS



ZWA

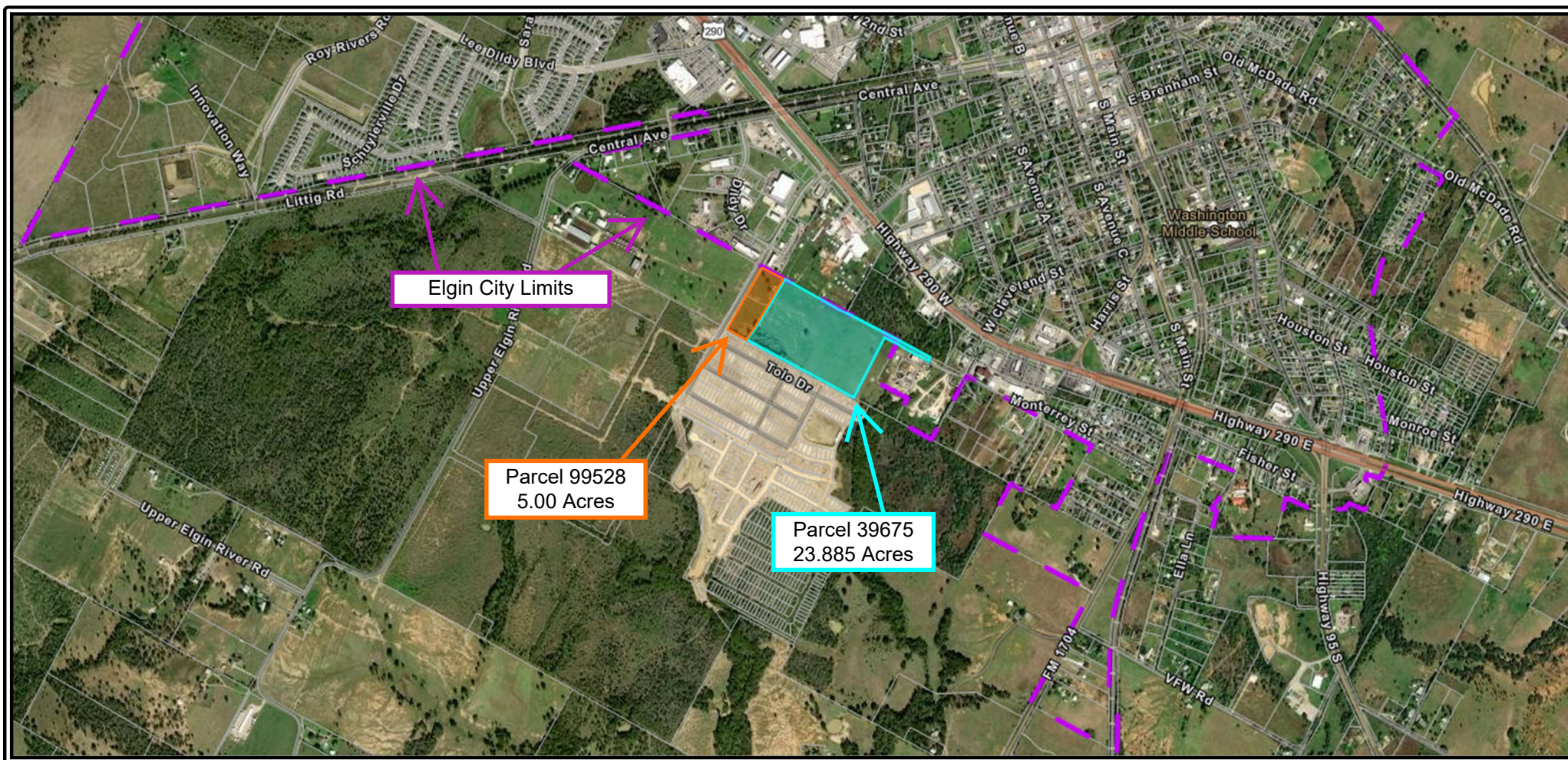
Zamora, L.L.C.
Professional Land Surveyors
Texas FPM No. 10062700
1425 South Loop 4 • Suite, Texas 78610
Tel (512) 295-6201 • Fax (512) 295-6091

PROJECT: 23.914 ACRE TRACT

JOB NUMBER: 1083-01
 DATE: DECEMBER 2024
 SCALE: 1" = 300'
 SURVEYOR: G. REINE ZAMORA
 TECHNICIAN: GJS
 DRAWING: 1083-01 23.914 ac.dwg
 FIELDNOTES:
 PARTYCHIEF:
 FIELDBOOKS:

A 23.914 ACRE TRACT OF LAND CONVEYED TO THE
 BRENDA CARDWELL SEPARATE PROPERTY TRUST
 AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST,
 IN A GENERAL WARRANTY DEED DATED MARCH 1, 2023,
 RECORDED IN DOCUMENT NO. 202302984
 OF THE OFFICIAL PUBLIC RECORDS
 OF BASTROP COUNTY, TEXAS

Vicinity Map





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTIES TO CITY COUNCIL WARD AREA NO. 2; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: Discussion, consideration and action on an Ordinance assigning newly annexed properties to City Council Ward Area No. 2; providing for a severability clause and providing an effective date; providing a savings clause and repealing conflicting ordinances and resolutions.

BACKGROUND:

When a parcel of land is annexed into the city limits, State Law requires assignment of the area to an elected representative. The only Council Ward that can be assigned based on location is Ward No. 2.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of the Ordinance assigning the newly annexed properties to City Council Ward Area No. 2 and routine direction to staff, if any.

ATTACHMENTS:

1. Cardwell Estates 23.9 & 5.0 acre Ward Assignment Ordinance
2. Cardwell Estates Combined Acre Ward Map

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

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

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

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

ORDINANCE NO. 2025-02-18-____

AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTIES TO CITY COUNCIL WARD AREA NO. 2; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, the City of Elgin, Texas is a duly constituted home-rule municipality and, as such, is authorized to unilaterally annex territory subject to the laws of the State of Texas and subject to its Charter, and

WHEREAS, the territory described on Exhibit “A-1” and “A-2” (the “Properties”) attached hereto and made a part hereof by reference for all purposes, were unilaterally annexed by the City of Elgin by Ordinance No. 2025-02-18-____ and 2025-02-18-____ on February 18, 2025, and

WHEREAS, the procedures prescribed by the Charter of the City of Elgin and the applicable laws of the State of Texas have been duly followed with respect to the Properties, and

WHEREAS, the Properties are so situated as to be assigned to City Council Ward Area No. 2; and it is the intention of the City Council to add these parcels to Ward Area No. 2; now therefore,

BE IT ORDNED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS:

I.

That all of the above recitations are found to be true and correct and are incorporated into the body of this Ordinance.

II.

That the Property described in the attached Exhibit “A-1” and “A-2” are hereby assigned to Council Ward Area No. 2.

III.

That this Ordinance shall become effective after its passage.

IV.

If any section, subsection, sentence, phrase, or word of this Ordinance be found to be illegal, invalid or unconstitutional or if any provision of said property is incapable of being annexed by the City, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph or provision of any other ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance without the invalid part, and to this end the provisions of this Ordinance are declared to be severable.

V.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

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

READ, PASSED, AND ADOPTED on first reading this 18th day of February 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

**ZWA****Zamora, L.L.C.****State-wide Professional Land Surveying
Offices in Buda and El Paso Texas****Exhibit "A-1"**
(3 pages)**LEGAL DESCRIPTION 4.909 ACRES TRACT ONE**

DESCRIPTION OF A 4.909 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING A CALLED 5.00 ACRE OUT OF THAT CERTAIN 45.063 ACRE TRACT OF LAND AS DESCRIBED IN A DEED TO EBS REAL ESTATE PARTNERS LLC OF RECORD IN DOCUMENT NO. 202403726 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 4.909 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner hereof described tract, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of the herein described tract;

THENCE S 62°53'01" E, continuing along the south line of said 19.185 acre Alliance Elgin, LLC tract, for a distance of **85.33** feet to a 5/8" iron rod set for the northwest corner of said Cardwell Trust 28.7345 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being the northeast corner of the herein described tract;

THENCE S 30°48'18" W, departing the south line of said Alliance Elgin 19.185 acre tract, for a distance of **609.63** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract;

THENCE S 31°55'18" W, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a 1/2 inch pipe found at the southwest corner of said Cardwell Trust 28.7345 acre tract, for the southeast corner of the herein described tract;

THENCE N 62°44'53" W, departing the northwest line of said Cardwell Trust 28.7345 acre tract, with the north line of said Trinity Ranch Phase 1, Section 1 subdivision, for a distance of **251.84** feet to a 1/2" iron rod with cap stamped "BGE INC." found on the southeast line of said Swenson Boulevard, being also the southwest corner the hereof described tract and being the northwest corner of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 28°40'21" E, with the southeast line of said Swenson Boulevard for a distance of **792.48** feet to the **POINT OF BEGINNING**, containing **4.909** acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

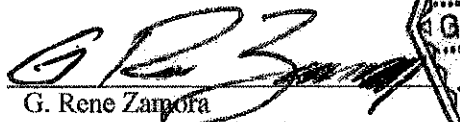
THE STATE OF TEXAS §
 §
COUNTY OF HAYS §

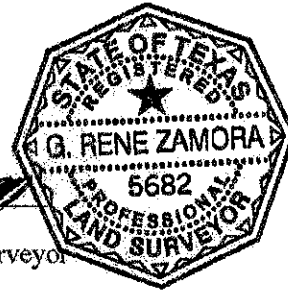
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas



SKETCH TO ACCOMPANY LEGAL DECEIPTION

LEGEND

- 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED)
- ▲ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED)
- 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET
- △ CALCULATED POINT
- () RECORD INFORMATION DOC.
NO. 202302984
- [] RECORD INFORMATION CAB.
7, PG. 238-A

EBS REAL ESTATE PARTNERS LLC
PORTION OF 45.063 ACRES
DOCUMENT NO. 202403727
O.P.R.B.C.T.

STENSON BOULEVARD
(60' R.O.W.)

N28°40'21"E 782.48'
[N28°38'30"E 792.18']

4.909 ACRES
EBS REAL ESTATE PARTNERS LLC
APPROX. 5.00 ACRES OUT OF A
CALLED 45.063 ACRE TRACT
DOCUMENT NO. 202403726
O.P.R.B.C.T.

LOT 3
ELGIN BUSINESS PARK
CABINET 4, PAGE 20-A
P.R.B.C.T.

ALLIANCE ELGIN,
LLC
(19.185 ACRES)
DOCUMENT NO.
202020332
O.P.R.B.C.T.

[S62°51'25"E 199.85']
S62°51'16"E 199.70'
P.O.B.
N=10,099,908.96
E=3,227,689.79
(GRID)

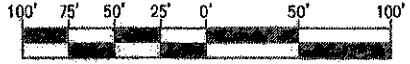
S62°53'01"E 85.33'

S80°48'18"W 809.83'
[N34°21'E 608.65']

23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY
TRUST AND THE BRAD CARDWELL SEPARATE
PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

[N62°45'43"W 251.89']
N62°44'58"W 251.84'
1 OPEN SPACE (0.802 ACRES)
TRINITY RANCH
PHASE 1, SECTION 1
CABINET 7, PAGE 238-A
P.R.B.C.T.

S31°55'18"W 184.87'
[N35°28'E 184.67']



GRAPHIC SCALE

1"=100'

Page 3 of 3

LOCATIONS



ZWA

Zamora, L.L.C.
Professional Land Surveyors
Texas FPM No. 10082700
1425 South Loop 4 • Suite 78610
Tel: (512) 295-8201 • Fax (512) 295-8091

PROJECT: 4.909 ACRE TRACT

JOB NUMBER: 1083-01
DATE: DECEMBER 2024
SCALE: 1" = 300'
SURVEYOR: G. RENE ZAMORA
TECHNICIAN: GJS
DRAWING: 1083-01 4.909 ac.dwg
FIELDNOTES:
PARTYCHIEF:
FIELDBOOKS:

A 4.909 ACRE TRACT OF LAND CONVEYED TO
EBS REAL ESTATE PARTNERS, L.L.C. IN A
GENERAL WARRANTY DEED DATED MARCH 8,
2024, RECORDED IN DOCUMENT NO. 202403726
OF THE OFFICIAL PUBLIC RECORDS OF
BASTROP COUNTY, TEXAS

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Buda and El Paso Texas

Exhibit "A-2"

(3 pages)

LEGAL DESCRIPTION 23.914 ACRES TRACT TWO

DESCRIPTION OF A 23.914 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING THE REMAINING PORTION OF THAT CERTAIN 28.7345 ACRE TRACT OF LAND CONVED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST OF RECORD IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 23.914 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase I, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner of that certain called 5.00 acre tract conveyed to EBS Real Estate Partners LLC, of record in Document No. 202403726, Official Public Records Bastrop County, Texas, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of said EBS Real Estate Partners LLC 5.0 acre tract;

THENCE S 62°53'01" E, for a distance of **85.33** feet to a 5/8" iron rod set for the northeast corner of said EBS Real Estate Partners LLC 5.0 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being also the northwest corner of said Cardwell Trust 28.7345 acre tract and being the **POINT OF BEGINNING** of the herein described tract;

THENCE S 62°53'01" E, for a distance of **763.90** feet to a 1/2" iron rod found for the southeast corner of said Alliance Elgin, LLC 19.185 acre tract, being also the southwest corner of that certain 13.251 acre tract of land conveyed to Ale Development, LLC of record in Document No. 202119625 of Official Public Records Bastrop County, Texas and being on the north line of said Cardwell Trust 28.7345 acre tract;

THENCE S 63°13'47" E, for a distance of **646.07** feet to a 1/2" iron pipe found for angle point on the common line of said Ale Development LLC 13.251 acre tract and Cardwell Trust tract;

THENCE S 63°31'29" E, for a distance of **400.04** feet to a 1/2" iron pipe found for the northwesterly corner W. Cleveland Street (40' right-of-way), being also the south line of said Ale Development LLC 13.251 acre tract and being the northeast corner of the herein described tract;

THENCE S 26°17'10" W, at 48.08 feet passing a nail found in concrete at a chain link fence post continuing for a total distance of **50.00** feet to a calculated point for an interior corner of that certain 11.476 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas;

THENCE N 63°32'02" W, for a distance of **550.04** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found for the northwest corner of that certain 4.85 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas and being an "ell" corner of the herein described tract;

THENCE S 26°27'51" W, for a distance of **730.24** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found on the north line of Lot 1, Block B, Trinity Ranch, Phase 1, Section 2 of record in Cabinet 7, Page 236-B, of Plat Records, Bastrop County, Texas and being the most southerly southeast corner of the herein described tract;

THENCE N 63°31'01" W, at 329.56 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northeast corner of Pepper Parkway, at 399.53 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northwest corner of said Pepper Parkway and continuing for a total distance of **1,323.80** feet to a 1/2" iron pipe found for the southwest corner of said Cardwell Trust 28.7345 acre tract, being also the southeast corner of said EBS Real Estate Partners LLC 45.063 acre tract and being on the north line of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 31°55'18" E, departing the north line of said Trinity Ranch Phase 1, Section 1 subdivision, with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract, and being on the southeast line of the herein described tract;

THENCE N 30°48'18" E, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, for a distance of **609.63** feet to the **POINT OF BEGINNING**, containing **23.914** acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

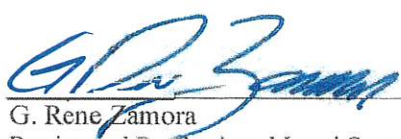
THE STATE OF TEXAS §
 §
COUNTY OF HAYS §

KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas

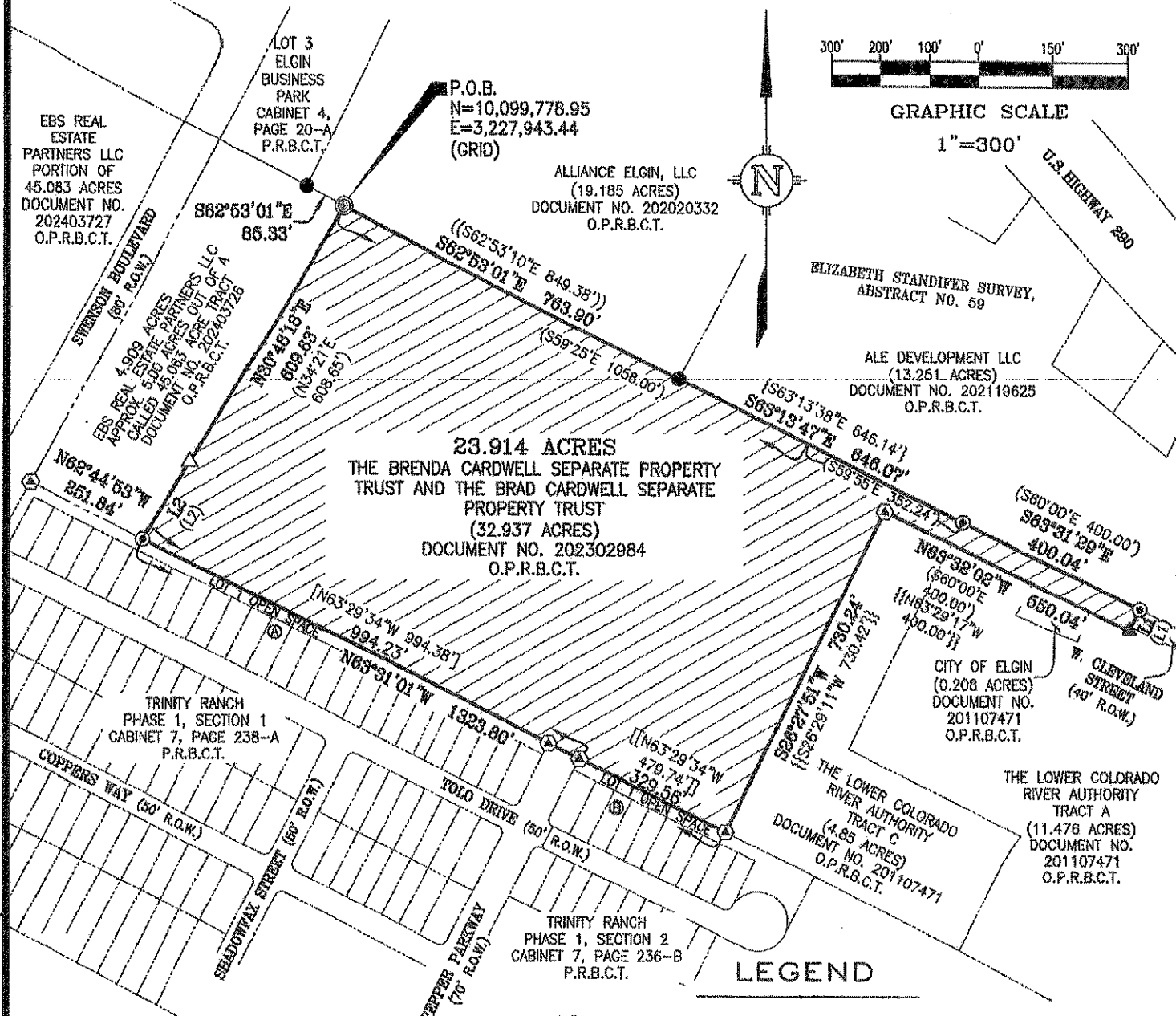


Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 2 of 3

M:_Austin-Projects\1083-01\JNC DEVELOPMENT\23.914 ACRE FN

SKETCH TO ACCOMPANY LEGAL DESCRIPTION



LINE TABLE		
LINE	DIRECTION	DISTANCE
L1	S26°17'10"W	50.00'
(L1)	S30°00'W	50.00'
L2	N31°55'18"E	184.97'
(L2)	N35°28'E	184.67'

- | | | |
|--|-------|--|
| ● 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED) | () | RECORD INFORMATION DOC.
NO. 202302984 |
| ● 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED) | (()) | RECORD INFORMATION DOC.
NO. 202020332 |
| ▲ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED) | { } | RECORD INFORMATION DOC.
NO. 202119625 |
| ● 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET | {{ }} | RECORD INFORMATION DOC.
NO. 201107471 |
| ▲ P.K. NAIL W/CHAPARRAL
WASHER FOUND | [] | RECORD INFORMATION CAB.
7, PG. 238-A |
| △ CALCULATED POINT | [[]] | RECORD INFORMATION CAB.
7, PG. 236-B |

Page 3 of 3



Zamora, L.L.C.
Professional Land Surveyors
Texas PLS No. 10082700
1425 South Loop 4 • Burd, Texas 75810
Tel (512) 295-6201 • Fax (512) 295-8091

PROJECT: 23.914 ACRE TRACT
SURVEY
JOB NUMBER: 1083-01
DATE: DECEMBER 2024
SCALE: 1"= 300'
SURVEYOR: G. RENE ZAMORA
TECHNICIAN: GJS
DRAWING: 1083-01 23.914 ac.dwg
FIELDNOTES:
PARTYCHIEF:
FIELDBOOK:

A 23.914 ACRE TRACT OF LAND CONVEYED TO THE
BRENDA CARDWELL SEPARATE PROPERTY TRUST
AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST,
IN A GENERAL WARRANTY DEED DATED MARCH 1, 2023,
RECORDED IN DOCUMENT NO. 202302984
OF THE OFFICIAL PUBLIC RECORDS
OF BASTROP COUNTY, TEXAS

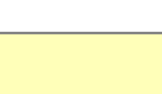
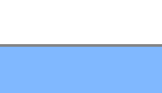
WARD MAP

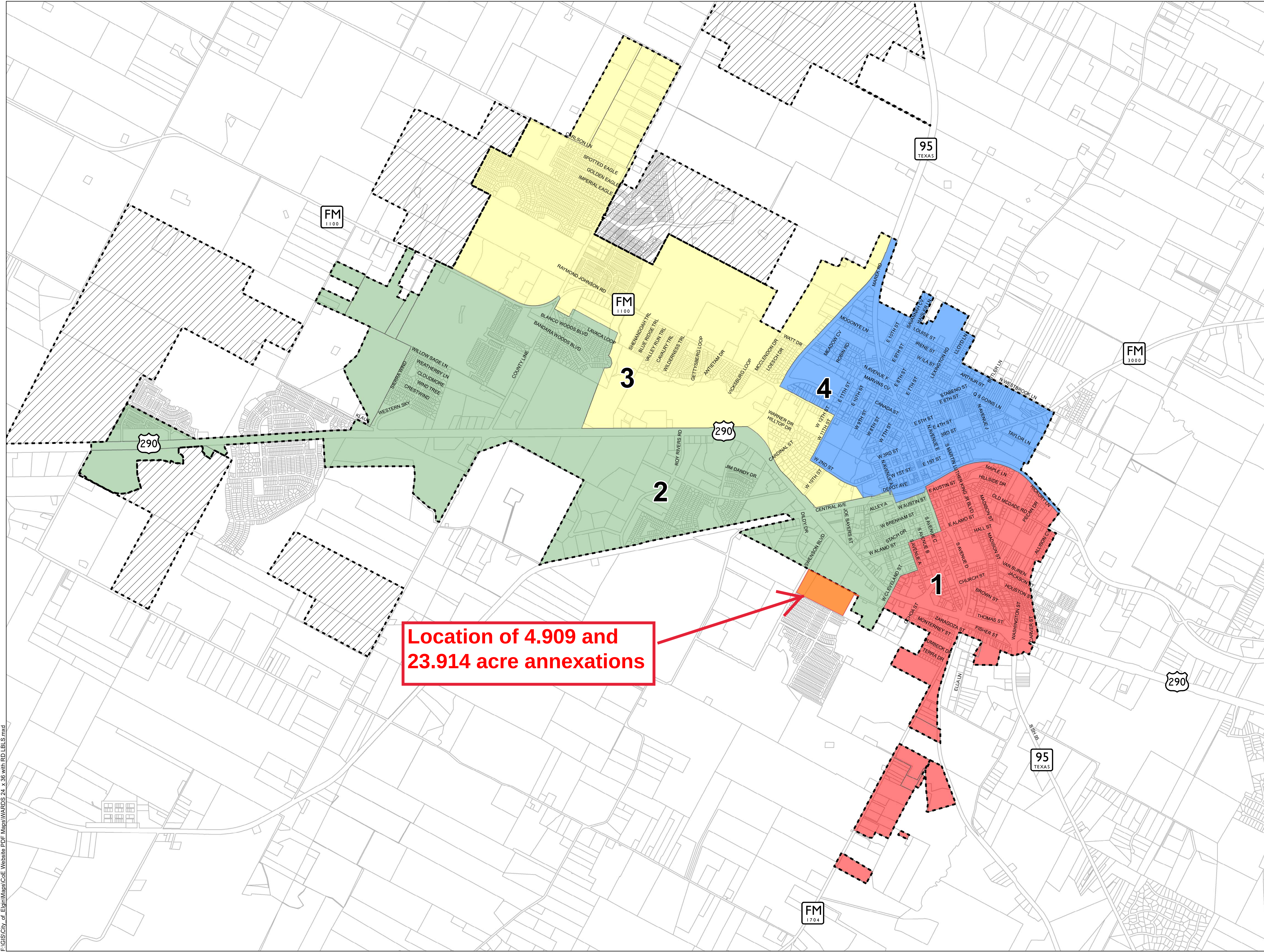
ELGIN, TEXAS

LEGEND

-  PARCELS
-  FULL PURPOSE CITY LIMITS
-  LIMITED PURPOSE CITY LIMITS

WARDS

-  1
-  2
-  3
-  4



Location of 4.909 and 23.914 acre annexations

N



0 1,250 2,500 3,750
FEET

1 INCH = 1,250 FEET
December 24, 2024



This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. No responsibility is assumed by the City of Elgin or TRC for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided. The map is reflective of information as of the date of printing.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AMENDING THE OFFICIAL MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE TO "PDD", PLANNED DEVELOPMENT DISTRICT THE PROPERTIES KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL NUMBERS 39675 AND 99528, TOTALING 28.823 ACRES, MORE OR LESS, OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT 59, IN BASTROP COUNTY, TEXAS, SAID TRACTS BEING MORE DESCRIBED IN EXHIBITS "A" AND "B"; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: Discussion, consideration and action on an Ordinance amending the official map of the City of Elgin, Texas adopted in Chapter 46, Section 46-3, revised code of Ordinances, City of Elgin, Texas, 2013 and making this amendment a part of said official zoning map, to wit: to rezone approximately 28.823 acres of newly annexed land to "PDD" Planned Development District.

BACKGROUND:

The owners of a 4.909 and 23.914 acre tract of land have petitioned to be annexed into the Elgin City limits and have requested to be zoned "PDD" Planned Development District. The development will consist of approximately 114 single-family homes, play equipment & multi-use fields, mail kiosk, passive park, pollinator garden, bioretention basins, and 5,667.30 linear feet of streets to serve the development.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

The Planning and Zoning Commission held a workshop on January 27, 2025, where they reviewed, discussed, and provided input on the proposed Planned Development District. The Commission was generally in favor of the proposed zoning change to "PDD" Planned Development District for Cardwell Estates.

ATTACHMENTS:

1. Cardwell Estates PDD Ordinance
2. Cardwell Estates PDD
3. Cardwell Estates Vicinity Map

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

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

ORDINANCE NO. 2025-02-18-_____

AN ORDINANCE AMENDING THE OFFICIAL MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID OFFICIAL ZONING MAP, TO WIT: TO REZONE TO “PDD”, PLANNED DEVELOPMENT DISTRICT THE PROPERTIES KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL NUMBERS 39675 AND 99528, TOTALING 28.823 ACRES, MORE OR LESS, OUT OF THE ELIZABETH STANDIFER SURVEY, ABSTRACT 59, IN BASTROP COUNTY, TEXAS, SAID TRACTS BEING MORE DESCRIBED IN EXHIBITS “A” AND “B”; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, city staff has reviewed and negotiated a Conceptual Plan for 28.823 acres of land within the city limits and known as Cardwell Estates Planned Development District (PDD) in Elgin, Bastrop County, Texas, being more fully described in Exhibit “A” and “B” of the PDD (the “Property”); and

WHEREAS, the Planning and Zoning Commission held a workshop concerning the requested change on January 27, 2025; and

WHEREAS, the Planning and Zoning Commission has offered their input on the proposed change to the Official Zoning Map; and

WHEREAS, on the 18th day of February, 2025, after proper notification, the City Council held a public hearing on the requested zoning, and

WHEREAS, the City Council determines that the zoning provided for herein promotes the health, safety, morals and protects and preserves the general welfare of the community, and

WHEREAS, each and every requirement set forth in Chapter 211, Sub-Chapter A, Texas Local Government Code, and Chapter 46, Revised Code of Ordinances, City of Elgin, Texas, 2013, concerning public notices, hearings, and other procedural matters has been fully complied with.

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

I.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit “A” and “B” is classified as PDD Planned Development District.

II.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

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

READ, PASSED, AND ADOPTED on first reading this 18th day of February 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

ESMERALDA RANGEL, Deputy City Secretary

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Buda and El Paso Texas

Exhibit "A"

(3 pages)

LEGAL DESCRIPTION 23.914 ACRES TRACT TWO

DESCRIPTION OF A 23.914 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING THE REMAINING PORTION OF THAT CERTAIN 28.7345 ACRE TRACT OF LAND CONVED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST OF RECORD IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 23.914 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner of that certain called 5.00 acre tract conveyed to EBS Real Estate Partners LLC, of record in Document No. 202403726, Official Public Records Bastrop County, Texas, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of said EBS Real Estate Partners LLC 5.0 acre tract;

THENCE S 62°53'01" E, for a distance of **85.33** feet to a 5/8" iron rod set for the northeast corner of said EBS Real Estate Partners LLC 5.0 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being also the northwest corner of said Cardwell Trust 28.7345 acre tract and being the **POINT OF BEGINNING** of the herein described tract;

THENCE S 62°53'01" E, for a distance of **763.90** feet to a 1/2" iron rod found for the southeast corner of said Alliance Elgin, LLC 19.185 acre tract, being also the southwest corner of that certain 13.251 acre tract of land conveyed to Ale Development, LLC of record in Document No. 202119625 of Official Public Records Bastrop County, Texas and being on the north line of said Cardwell Trust 28.7345 acre tract;

THENCE S 63°13'47" E, for a distance of **646.07** feet to a 1/2" iron pipe found for angle point on the common line of said Ale Development LLC 13.251 acre tract and Cardwell Trust tract;

THENCE S 63°31'29" E, for a distance of **400.04** feet to a 1/2" iron pipe found for the northwesterly corner W. Cleveland Street (40' right-of-way), being also the south line of said Ale Development LLC 13.251 acre tract and being the northeast corner of the herein described tract;

THENCE S 26°17'10" W, at 48.08 feet passing a nail found in concrete at a chain link fence post continuing for a total distance of **50.00** feet to a calculated point for an interior corner of that certain 11.476 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas;

THENCE N 63°32'02" W, for a distance of **550.04** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found for the northwest corner of that certain 4.85 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas and being an "ell" corner of the herein described tract;

THENCE S 26°27'51" W, for a distance of **730.24** feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found on the north line of Lot 1, Block B, Trinity Ranch, Phase 1, Section 2 of record in Cabinet 7, Page 236-B, of Plat Records, Bastrop County, Texas and being the most southerly southeast corner of the herein described tract;

THENCE N 63°31'01" W, at 329.56 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northeast corner of Pepper Parkway, at 399.53 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northwest corner of said Pepper Parkway and continuing for a total distance of **1,323.80** feet to a 1/2" iron pipe found for the southwest corner of said Cardwell Trust 28.7345 acre tract, being also the southeast corner of said EBS Real Estate Partners LLC 45.063 acre tract and being on the north line of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 31°55'18" E, departing the north line of said Trinity Ranch Phase 1, Section 1 subdivision, with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract, and being on the southeast line of the herein described tract;

THENCE N 30°48'18" E, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, for a distance of **609.63** feet to the **POINT OF BEGINNING**, containing **23.914** acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

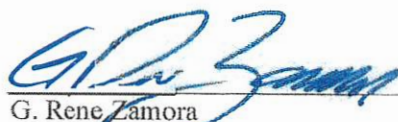
THE STATE OF TEXAS §
 §
COUNTY OF HAYS §

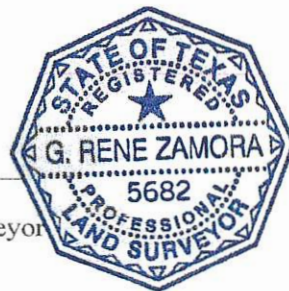
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas

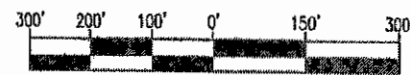
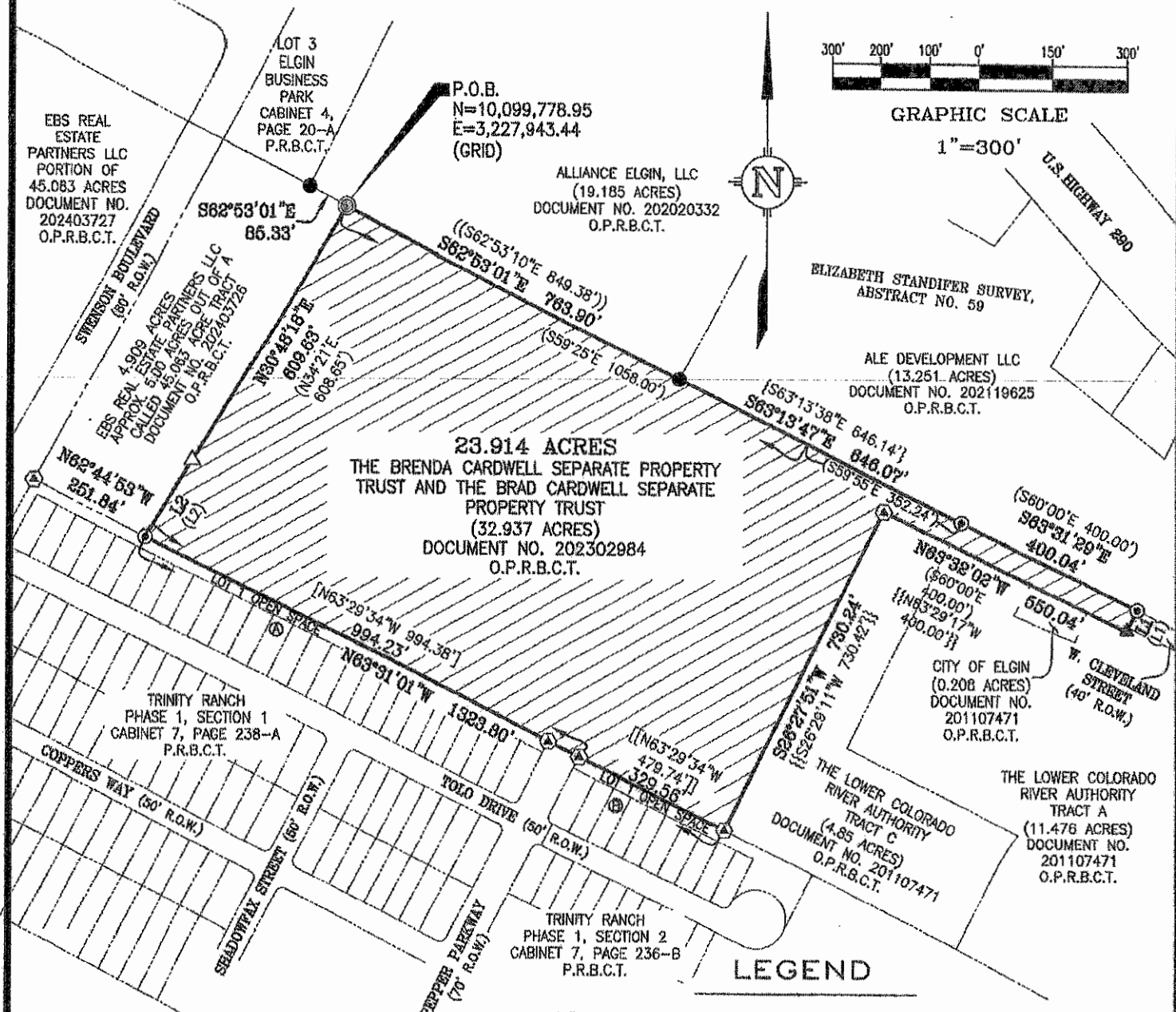


Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 2 of 3

M:_Austin-Projects\1083-01UNC DEVELOPMENT\23.914 ACRE FN

SKETCH TO ACCOMPANY LEGAL DECRIPTION



23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

LEGEND

- 1/2" IRON PIPE FOUND (UNLESS OTHERWISE NOTED) () RECORD INFORMATION DOC. NO. 202302984
- 1/2" IRON ROD FOUND (UNLESS OTHERWISE NOTED) (()) RECORD INFORMATION DOC. NO. 202020332
- ⊕ 1/2" IRON ROD FOUND W/CAP (UNLESS OTHERWISE NOTED) { } RECORD INFORMATION DOC. NO. 202119625
- ⊙ 1/2" IRON ROD WITH CAP STAMPED "ZWA" SET {{ }} RECORD INFORMATION DOC. NO. 201107471
- ▲ P.K. NAIL W/CHAPARRAL WASHER FOUND [] RECORD INFORMATION CAB. 7, PG. 238-A
- △ CALCULATED POINT [[]] RECORD INFORMATION CAB. 7, PG. 236-B

LINE TABLE		
LINE	DIRECTION	DISTANCE
L1	S26°17'10"W	50.00'
(L1)	S30°00'W	50.00'
L2	N31°55'18"E	184.97'
(L2)	N35°28'E	184.67'

LOCATIONS

ZWA
Zamora, L.L.C.
Professional Land Surveyors
TOWNSHIP 14N, RANGE 10E, SECTION 27
1425 South Loop 4 • Burleson, Texas 76010
Tel: (817) 295-6201 • Fax: (817) 295-6091

PROJECT:	23.914 ACRE TRACT
JOB NUMBER:	1063-01
DATE:	DECEMBER 2024
SCALE:	1" = 300'
SURVEYOR:	G. RENE ZAMORA
TECHNICIAN:	G. J. S.
DRAWING:	1063-01 23.914 ac.dwg
FIELD NOTES:	
PARTY CHECK:	
FIELD BOOKS:	

A 23.914 ACRE TRACT OF LAND CONVEYED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST, IN A GENERAL WARRANTY DEED DATED MARCH 1, 2023, RECORDED IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS

**ZWA****Zamora, L.L.C.****State-wide Professional Land Surveying
Offices in Buda and El Paso Texas****Exhibit "B"**

(3 pages)

LEGAL DESCRIPTION 4.909 ACRES TRACT ONE

DESCRIPTION OF A 4.909 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING A CALLED 5.00 ACRE OUT OF THAT CERTAIN 45.063 ACRE TRACT OF LAND AS DESCRIBED IN A DEED TO EBS REAL ESTATE PARTNERS LLC OF RECORD IN DOCUMENT NO. 202403726 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 4.909 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner hereof described tract, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of **199.70** feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of the herein described tract;

THENCE S 62°53'01" E, continuing along the south line of said 19.185 acre Alliance Elgin, LLC tract, for a distance of **85.33** feet to a 5/8" iron rod set for the northwest corner of said Cardwell Trust 28.7345 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being the northeast corner of the herein described tract;

THENCE S 30°48'18" W, departing the south line of said Alliance Elgin 19.185 acre tract, for a distance of **609.63** feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract;

THENCE S 31°55'18" W, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of **184.97** feet to a 1/2 inch pipe found at the southwest corner of said Cardwell Trust 28.7345 acre tract, for the southeast corner of the herein described tract;

THENCE N 62°44'53" W, departing the northwest line of said Cardwell Trust 28.7345 acre tract, with the north line of said Trinity Ranch Phase 1, Section 1 subdivision, for a distance of **251.84** feet to a 1/2" iron rod with cap stamped "BGE INC." found on the southeast line of said Swenson Boulevard, being also the southwest corner the hereof described tract and being the northwest corner of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 28°40'21" E, with the southeast line of said Swenson Boulevard for a distance of **792.48** feet to the **POINT OF BEGINNING**, containing **4.909** acres of land, more or less.

Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1036, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6091

Page 1 of 3

M:_Austin-Projects\1083-01\JNC DEVELOPMENTS ACRE FN

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

THE STATE OF TEXAS

§

COUNTY OF HAYS

§

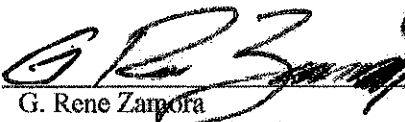
§

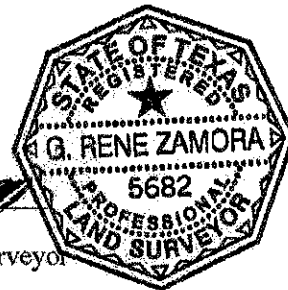
KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 – State of Texas



SKETCH TO ACCOMPANY LEGAL DECEIPTION

LEGEND

- 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED)
- ▲ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED)
- 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET
- △ CALCULATED POINT
- () RECORD INFORMATION DOC.
NO. 202302984
- [] RECORD INFORMATION CAB.
7, PG. 238-A

EBS REAL ESTATE PARTNERS LLC
PORTION OF 45.063 ACRES
DOCUMENT NO. 202403727
O.P.R.B.C.T.

STENSON BOULEVARD
(60' R.O.W.)

N28°40'21"E 782.48'
[N28°38'30"E 792.18']

4.909 ACRES
EBS REAL ESTATE PARTNERS LLC
APPROX. 5.00 ACRES OUT OF A
CALLED 45.063 ACRE TRACT
DOCUMENT NO. 202403726
O.P.R.B.C.T.

LOT 3
ELGIN BUSINESS PARK
CABINET 4, PAGE 20-A
P.R.B.C.T.

ALLIANCE ELGIN,
LLC
(19.185 ACRES)
DOCUMENT NO.
202020332
O.P.R.B.C.T.

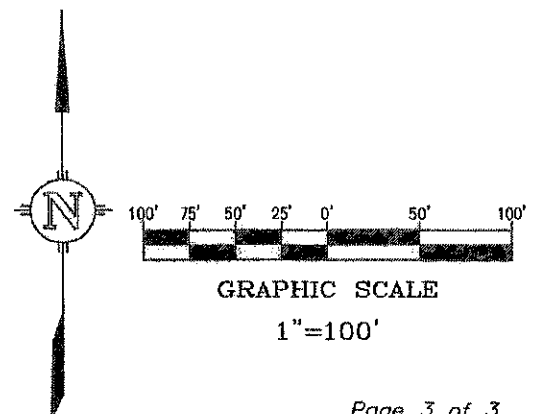
[S62°51'25"E 199.85']
S62°51'16"E 199.70'
P.O.B.
N=10,099,908.96
E=3,227,689.79
(GRID)

S62°53'01"E
85.33'

S80°48'18"W 809.83'
[N34°21'E 608.65']

23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY
TRUST AND THE BRAD CARDWELL SEPARATE
PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

[N62°45'43"W 251.89']
N62°44'58"W 251.84'
1 OPEN SPACE (0.802 ACRES)
TRINITY RANCH
PHASE 1, SECTION 1
CABINET 7, PAGE 238-A
P.R.B.C.T.



Page 3 of 3

LOCATIONS



ZWA

Zamora, L.L.C.
Professional Land Surveyors
Texas FPM No. 10082700
1425 South Loop 4 • Suite 700
Tel: (512) 295-8201 • Fax: (512) 295-8001

PROJECT: 4.909 ACRE TRACT
JOB NUMBER: 1083-01
DATE: DECEMBER 2024
SCALE: 1" = 300'
SURVEYOR: G. RENE ZAMORA
TECHNICIAN: GJS
DRAWING: 1083-01 4.909 ac.dwg
FIELDNOTES:
PARTYCHIEF:
FIELDBOOKS:

A 4.909 ACRE TRACT OF LAND CONVEYED TO
EBS REAL ESTATE PARTNERS, L.L.C. IN A
GENERAL WARRANTY DEED DATED MARCH 8,
2024, RECORDED IN DOCUMENT NO. 202403726
OF THE OFFICIAL PUBLIC RECORDS OF
BASTROP COUNTY, TEXAS

AGREEMENT AND DEVELOPMENT PLAN

CARDWELL ESTATES

PLANNED DEVELOPMENT DISTRICT ("PDD")

THE STATE OF TEXAS §
§
COUNTY OF BASTROP §

THIS AGREEMENT AND DEVELOPMENT PLAN (this "Agreement") is made and entered by and between the CITY OF ELGIN, TEXAS, a Texas municipal corporation, (hereinafter referred to as the "City"), and EBS REAL ESTATE PARTNERS, LLC, a Texas limited liability company (hereinafter "EBS"), THE BRENDA CARDWELL SEPARATE PROPERTY TRUST (hereinafter "Trust 1"), THE BRAD CARDWELL SEPARATE PROPERTY TRUST (hereinafter "Trust 2"), and JNC DEVELOPMENT, INC. a Texas corporation, its successors and assigns, (hereafter referred to as the "Developer"). EBS, Trust 1, and Trust 2 are collectively referred to herein as the "Owner"; provided, however, upon sale, transfer or conveyance of portions of the hereinafter described property, the duties and obligations of the Owner, as it relates to the respective property, shall be assumed by the new owner, and the Owner shall have no further liability relating to the respective Property (defined herein).

RECITALS

WHEREAS, the Owner is the owner of certain real property consisting of a combined 28.8 acres, as more particularly described in **Exhibit "A" and Exhibit "B"**, (herein after referred to as the "Property") attached hereto and made a part hereof;

WHEREAS, EBS owns the parcel of real property more particularly described in **Exhibit "A"**;

WHEREAS, Trust 1 and Trust 2 each own an undivided fifty percent (50%) interest in the parcel of real property more particularly described in **Exhibit "B"**;

WHEREAS, the Owner has submitted a request to the City to zone the Property as a Planned Development District (the "PDD"), and those portions of the Property currently lie within the extraterritorial jurisdiction of the City of Elgin, Texas;

WHEREAS, pursuant to Chapter 46, Article IV, Division 10, Code of Ordinances, City of Elgin, Texas, the Developer has submitted a Development Plan setting forth the development conditions and requirements within the PDD, which Development Plan is contained in Section II of this Agreement; and

WHEREAS, the City has held public hearings required by law to solicit input from all interested citizens and affected parties; and

WHEREAS, on January 27, 2025, the City's Planning and Zoning Commission provided input of the Developer's application for a PDD; and

WHEREAS, the City Council has reviewed the proposed Development Plan and determined that it promotes the health, safety, and general welfare of the citizens of Elgin and that it complies with the intent of the Planned Development District Ordinance of the City;

NOW THEREFORE BY THIS AGREEMENT WITNESSETH that, in consideration of the covenants and conditions set forth herein, the City and the Owner agree as follows:

I.

GENERAL PROVISIONS

1. CONFORMITY WITH DEVELOPMENT PLAN

All uses and development within the Property shall conform to the Development Plan included in Section II herein the "Plan."

2. ANNEXATION

Concurrent with the application for the Planned Development District, the property owners have also authorized annexation of the subject properties, and adjacent right of way, into the jurisdiction of the City. Consideration of approval of this Planned Development District will immediately follow an act of the City Council for annexation of the subject property into the City of Elgin, Texas.

3. CHANGES AND MODIFICATIONS

No changes or modifications will be made to this Development Plan unless all provisions pertaining to changes or modifications as stated herein are followed.

4. ZONING VIOLATION

The Owner, its successors and assigns understand that any person, firm, corporation or other entity violating any conditions or terms of the Development Plan shall be subject to any and all penalties for the violation of any zoning ordinance provisions as stated in the Code of Ordinances, City of Elgin, Texas, as amended. This Plan will be filed in the Official Records of Bastrop County, Texas, thereby placing future purchasers of the property on notice of all of the terms and conditions of this Plan.

5. MISCELLANEOUS PROVISIONS

5.1 Assignment.

Neither party may assign its rights and obligations under this Agreement without having first obtained the prior written consent of the other which consent shall not be unreasonably withheld. This section shall not prevent the Owner from selling the Property or portions of the Property, together with all development rights and obligations contained in this Development Plan, and no consent shall be required in connection with any other sale provided the purchaser assumes Owner's obligations in writing as to such portions of the Property.

5.2 Necessary Documents and Actions.

Each party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary or convenient to effectuate the purposes and intent of this Agreement.

5.3 Severability.

In case one or more provisions contained herein are deemed invalid, illegal or unenforceable in any respect such invalidity, illegality or unenforceability shall not affect any other provisions hereof and in such event, this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

5.4 Entire Agreement.

This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous oral or written understandings or representations of the parties respecting the subject matter hereof.

5.5 Applicable Law.

This Agreement shall be construed under and in accordance with the laws of the State of Texas.

5.6 Venue.

All obligations of the parties created hereunder are performable in Bastrop County, Texas and venue for any action arising hereunder shall be in Bastrop County.

5.7 No Third Party Beneficiaries.

Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto (and their respective successors and assigns), any rights, benefits or remedies under or by reason of this Agreement.

5.8 Duplicate Originals.

This Agreement may be executed in duplicate original, each of equal dignity.

5.9 Notices.

Until changed by written notice thereof any notice required under this Agreement may be given to the respective parties, by certified mail, postage prepaid or by hand delivery to the address of the other party shown below:

OWNER

Brenda and Bradley Cardwell
The Brenda Cardwell Separate Property Trust
The Brad Cardwell Separate Property Trust
P.O. Box 68
Elgin, Texas 78621

CITY OF ELGIN, TEXAS

City of Elgin Texas
P.O. Box 591
Elgin, Texas 78621
Attn: City Manager



DEVELOPER

**James F. Bombach
Chief Operating Officer
JNC Development, Inc.
12300 Montwood Drive
El Paso, Texas 79928
Attn: Carlos D. Bombach, CEO**



5.10 Effective Date.

This Agreement shall be effective from and after the date of due execution hereof by all parties.

5.11 Appeal of Administrative Decisions.

Administrative decisions provided for in this Agreement may be appealed to the City Council in writing within 30 days following receipt by the Owner of the written confirmation of the decision.

5.12 Binding Effect.

This Agreement and the Development Plan binds and benefits the Owner and its successors and assigns.

5.13 Sunset Provision

In the event that this Planned Development Plan is not recorded within five (5) years from the date the Planned Development Plan is approved by the City Council, then the Planned Development Plan shall be automatically voided, and the zoning shall revert to R-2 (the zoning ordinances in effect at the time of approval of this PDD).

II

DEVELOPMENT PLAN

1. DEFINITIONS

Words and terms used herein shall have their usual force and meaning, or as defined in the Code of Ordinances, as amended, City of Elgin, Texas, hereinafter referred to as "the Code."

2. PROPERTY

This Development Plan (hereinafter referred to as "Plan") covers approximately +/- 28.8 acres of land, all of which is located within the extraterritorial jurisdiction of Elgin, Texas, and more particularly described by metes and bounds in **Exhibit "A" and Exhibit "B"**, attached hereto.

3. PURPOSE

The purpose of this Plan is to insure a PDD that 1) is equal to or superior to development that would occur under the standard ordinance requirements, 2) does not have an undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utilities or any other matters affecting the public health, safety and welfare, 3) is adequately provisioned by essential public facilities and services, and 4) will be developed and maintained so as not to dominate, by scale or massing of structures, the immediate neighboring properties or interfere with their development or use in accordance with any existing zoning district.

4. APPLICABILITY OF CITY ORDINANCES

4.1 Zoning and Subdivision Ordinances

The Property shall be regulated for purposes of zoning and subdivision by this Plan. All aspects not specifically covered by this Plan shall be regulated by applicable sections of the Code. This PDD serves to augment and/or modify the standards for development for R-2, Single Family, zoning districts development outlined in the Code to implement the vision for property and ensure a quality development not otherwise achieved solely by the underlying base zoning district. Refer to **Exhibit "C"**, Development Standards for additional design standards set forth in the PDD document. If there is a conflict between this Agreement and Plan and the Code, this Agreement and Plan shall supersede the specific conflicting provisions of the Code. If there is a conflict between this Agreement and Exhibit "C", this Agreement shall supersede the specific conflicting provisions of the Exhibit "D".

4.2 Other Ordinances

All other Ordinances within the Code shall apply to the Property, except as clearly modified by this Plan.

5. **PERMITTED USES**

The Property shall be used and developed as single-family homes and mail kiosk, as shown in the **Concept Plan, Exhibit "D"** attached hereto and incorporated herein.

Exhibit "C", Development Standards, depicts the development standards for the Residential parcels within the Property.

6. **UNDERGROUND UTILITY SERVICE**

All on-site utility lines must be underground to connection points provided by the utility service provider. All transformers must be visually screened.

7. **ROADWAY IMPACTS**

7.1 **Developer Participation**

Developer agrees to pay for all costs related to the design and construction of all roadway improvements within the Project, which includes a new north and south collector with Right of Way dedication of seventy feet (70') interior to the Project.

7.2 **Developer Participation Schedule**

As noted above, as consideration for the north and south collector, Developer shall not be required to participate in the Adjacent Roadway Project or required to pay any impact fees for offsite roadway projects.

8. **PARKLAND DEDICATION**

The parkland dedication requirements for the Property shall be met in full by providing the following:

8.1 **Open Space and Related Improvements**

The Project will provide approximately 4.21 acres of public space, as shown on **Exhibit "D", Concept Plan**. The open space lands and associated improvements shall be accessible to the public. The location of the park improvements will be incorporated into the construction plans for each phase of the Property.

Ownership and maintenance of the public open space shall be the responsibility of the private Homeowner's Association ("HOA"). The HOA will have the right to impose restrictions and enforce proper use of the public open space, including the right to add security measures (fences, cameras, or related), if necessary to prevent the misuse, abuse, vandalism, or any other nuisance activities on the open space lands. An access and conservation easement will be entered into with the City or shown on the final plat to retain use of the land as parkland and the parkland will be accessible to the public.

8.2 Parkland Fee in Lieu of Required

A parkland fee of \$800 per lot must be paid in accordance with the fee schedule as the parkland requirements area not met. The total number of lots proposed for this development are 114 total residential lots and 7 tracts.

8.3 Tree Preservation Plan

No significant or heritage trees shall be removed until a tree preservation plan has been approved by the City. A tree preservation plan is to be submitted with the submittal of the preliminary plat. Tree Preservation calculations, as required by Section 48-70, are included in Appendix H.

8.4 Postal Station

Postal delivery standards will be met in accordance with Section 36-60 of the City Subdivision Ordinance.

9. SIGNS

The Project shall incorporate the Development Standards for signage depicted on **Exhibit "F"**.



10. WATER AND WASTEWATER

The City of Elgin will provide sewer service and Aqua Water Supply Corporation will provide water service to the site based on location of existing infrastructure. The Developer will be responsible for extending any existing utilities to the site. The general utility plan is depicted on Exhibit "E".

10.1 Annexation

Upon annexation, wastewater will be provided by the City of Elgin to the Property Line. Public wastewater lines will be constructed in local streets as depicted on Exhibit "E" and extended to the appropriate connection point as approved by the City of Elgin.

10.2 Sewer Service

The existing 12" wastewater line is located at the Project boundary and no additional off-site extensions are required by the City. The City represents that the 12" wastewater line is of sufficient capacity to serve the Project. Any costs associated with increasing the size of the existing infrastructure, as necessary to serve any expansion of the Project Concept Plan described in Exhibit D, shall be paid for by the Developer. The City will cost participate in the event it elects to upsize the required infrastructure.

10.3 Water Service

The existing 12" water line located within the Swenson Boulevard/Tolo Drive right of way is located at the Project boundary and the Developer confirms no additional off-site extensions are required by the City. Aqua Water Supply Corporation represents that the 12" water line is of sufficient capacity to serve the Project.

10.4 CCN Territory

The subject property is within the Certificate of Convenience and Necessity (CCN) of the Aqua Water Supply Corporation. As such, water services will be provided by this utility entity. Public water lines will be constructed in local streets as depicted on Exhibit "E" and extended to the appropriate connection point as approved by Aqua Water.

11. WATER QUALITY, DETENTION, AND IMPERVIOUS COVER

11.1 Water Quality

Water quality will not be required for this project.

11.2 Detention

The Project will follow the City's Code and specifically will be required to provide stormwater runoff controls (detention), erosion control measures, grading, and related infrastructure to prevent increased or adverse effects downstream of the

Project.

12. DESIGN OF INGRESS OR EGRESS FOR DRIVEWAYS

This project will not provide mutual access agreements on parking lots, driveways and adjoining properties as encouraged on Section 36-514.8 of the Code of Ordinances.

13. STREETS, BLOCKS, LOTS, SIDEWALKS, BUILDING LINES, SETBACKS, DRAINAGE AND STORM SEWERS AND OTHER MATTERS

13.1 Development Standards

The Project shall incorporate the Development Standards as depicted in **Exhibit "C"**.

13.2 Buffer Zones

The City required buffer zones per Sec. 36-312(b)(2) are hereby removed where Single Family lots are located per the Concept Plan.

13.3 Sidewalk in Lieu of Fees

The Project shall not be required to construct sidewalks along Swenson Boulevard. The sidewalk requirements along Swenson Boulevard shall be met in full by the Developer, at the Developer's expense, by providing and constructing sidewalk along both sides of the minor collector within the interior of the Project.

13.4 Traffic Impact Analysis

The Developer shall provide a Traffic Impact Analysis ("TIA") providing information on the projected traffic associated with the Development, particularly as it relates to Swenson Boulevard, Upper Elgin River Road, and Central Avenue. The TIA will consider impacts of the entire Development based on the Concept Plan and will identify any potential traffic operational problems or concerns and recommend appropriate actions to address such problems or concerns. The TIA will also consider the potential traffic to be generated by other undeveloped land in the area and shall be consistent with applicable City ordinance requirements and the TxDOT Access Management Manual. In conjunction with any such Developer improvements, the City may, at its sole discretion, cost participate in the construction of any offsite transportation improvements not identified by the TIA as it deems warranted and appropriate. In the event Developer desires to make landscape improvements to the existing section of Swenson Boulevard (plantings, lighting, pedestrian path, wayfinding, etc.), Developer and the City will work together to allow for such improvements. Developer shall be responsible for their proportionate share (based upon the impact of the Development on such traffic patterns as described in the TIA) of the costs associated with the design, engineering, and construction of improvements identified by the TIA at such times as traffic generated by the Development necessitates such improvements as set forth in the TIA.

13.4 Right of Way Dedication

Developer will dedicate zero feet (approximately zero acres) of right of way along the Project's frontage of Swenson Boulevard as shown on Exhibits D and E. The standard right-of-way dedication has been previously provided to Bastrop County. The previously dedicated right-of-way will be annexed into the City of Elgin as part of the Owners petition to annex.

14. PERIMETER IMPROVEMENTS

As noted above, the Developer will dedicate zero feet (approximately zero acres of Right of Way) along the Project's frontage of Swenson Boulevard, as well as dedicate 27,726 square feet (approximately 0.64 acres of land) along the property boundary of the City of Elgin's Wastewater Treatment Plant to the City.

15. CHANGES TO AGREEMENT AND DEVELOPMENT PLAN

15.1 Minor Changes

Minor changes to this Agreement or Plan, which do not substantially alter the proposed street circulation, increase the lot count above the limit set in Exhibit "D" or alter the Residential Development Standards in Exhibit "C", may be approved administratively, if approved in writing, by the City Engineer, the Director of Planning, the Director of Public Works, and the City Attorney.

15.2 Major Changes

All changes not permitted under section 15.1 above, shall be resubmitted following the same procedure required by the original PDD application; provided, however, that nothing herein or otherwise shall require an owner of a portion of the Property (the "Rezoning Owner") to obtain the consent or approval of any other owner of a portion of the Property for a change in zoning (including amending this Agreement) if such change only applies to the land of the Rezoning Owner.

15.3 Deed Restrictions and Creation of a Home Owner's Association

The Developer shall create a Homeowners Association responsible for, among other things, enforcement of deed restrictions required under this Agreement. The Association shall be created and deed restrictions recorded before issuance of building permits for residential building construction on the Property. The associate shall be duly authorized, under applicable laws, to enforce the deed restrictions against all owners and developers of land within the Property. Any deed restrictions, and amendments thereto, regulating development of the Property shall be recorded in the Official Public Records of Bastrop County, Texas. Any deed restrictions regulating development of the Property, and any amendments thereto, shall be subject to this Agreement. Such deed restrictions shall further include a statement that they are expressly subject to this Agreement and that, in the event of a conflict between the deed restrictions and this Agreement, this Agreement shall govern.

[Signatures on following pages]

OWNERS:

EBS REAL ESTATE PARTNERS, LLC
a Texas limited liability company

By: Brenda Cardwell
Brenda Cardwell, Manager

By: [Signature]
Bradley C. Cardwell, Manager

STATE OF TEXAS

§
§
§

COUNTY OF BASTROP

SWORN AND SUBSCRIBED before me on the 30th day of January, 2025, by **Bradley C. Cardwell and Brenda Cardwell**, each in their capacity as a **Manager of EBS Real Estate Partners, LLC**, a Texas limited liability company.



Cristal Ruddell
Notary Public, State of Texas

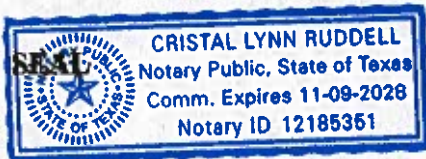
M

THE BRENDA CARDWELL SEPARATE PROPERTY TRUST ("Trust 1")

By: Brenda Cardwell
Brenda Cardwell, Trustee

STATE OF TEXAS §
 §
COUNTY OF BASTROP §

SWORN AND SUBSCRIBED before me this the 30th day of January, 2025 by Brenda Cardwell, in her capacity as Trustee of the Brenda Cardwell Separate Property Trust.



Cristal Ruddell
Signature of Notary

THE BRAD CARDWELL SEPARATE PROPERTY TRUST ("Trust 2")

By: Bradley C. Cardwell
Bradley C. Cardwell, Trustee

STATE OF TEXAS §
 §
COUNTY OF BASTROP §

SWORN AND SUBSCRIBED before me this the 30th day of January, 2025 by Bradley C. Cardwell, in his capacity as Trustee of the Brad Cardwell Separate Property Trust.



Cristal Ruddell
Signature of Notary

DEVELOPER:

**JNC Development, Inc.
a Texas corporation**

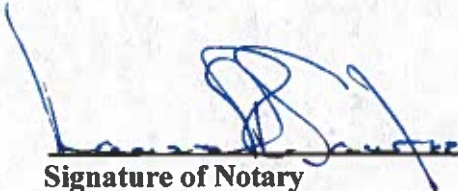
By: 
Carlos D. Bombach, CEO

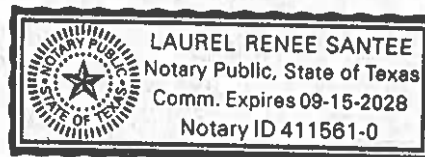
STATE OF TEXAS §

COUNTY OF ~~BASTROP~~ §
EL PASO §

SWORN AND SUBSCRIBED before me this the 24 day of Jan. 2025,
2025 by Carlos D. Bombach, in his capacity as Chief Executive Officer of JNC Development,
Inc, a Texas corporation.

SEAL


Signature of Notary



CITY OF ELGIN

By: _____
Teresa Y. McShan, Mayor

ATTEST:
By: _____
Peyton Standifer, City Secretary

**STATE OF TEXAS
BASTROP COUNTY**

Sworn and subscribed before me this the ____ day of _____, 2025 by

SEAL

Signature of Notary

STATE OF TEXAS
BASTROP COUNTY

Sworn and subscribed before me this the _____ day of _____, 2025 by Teresa
Y. McShan, Mayor, City of Elgin, Texas.

SEAL

Signature of Notary

STATE OF TEXAS
BASTROP COUNTY

Sworn and subscribed before me this the _____ day of _____, 2025 by
Peyton Standifer, City Secretary, City of Elgin, Texas.

SEAL

Signature of Notary

LIST OF EXHIBITS

EXHIBIT "A" – Metes & Bounds Description of the Property owned by EBS

EXHIBIT "B" – Metes & Bounds Description of the Property owned by Trust 1 and Trust 2

EXHIBIT "C" – Development Standards

EXHIBIT "D" – Concept Plan

EXHIBIT "E" – General Utility Plan

EXHIBIT "F" – Master Sign Plan

EXHIBIT "G" – Roadway Cross Sections

EXHIBIT "H" – Tree Preservation Calculations

EXHIBIT "A"
METES AND BOUNDS DESCRIPTIONS OF THE PROPERTY OWNED BY EBS

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Dade and El Paso Texas**LEGAL DESCRIPTION 4.909 ACRES TRACT ONE**

DESCRIPTION OF A 4.909 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING A CALLED 5.00 ACRE OUT OF THAT CERTAIN 45.063 ACRE TRACT OF LAND AS DESCRIBED IN A DEED TO EBS REAL ESTATE PARTNERS LLC OF RECORD IN DOCUMENT NO. 202403726 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 4.909 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod with cap stamped "BGE INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner hereof described tract, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of 199.70 feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of the herein described tract;

THENCE S 62°33'01" E, continuing along the south line of said 19.185 acre Alliance Elgin, LLC tract, for a distance of 85.33 feet to a 5/8" iron rod set for the northwest corner of said Cardwell Trust 28.7345 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being the northeast corner of the herein described tract;

THENCE S 30°48'18" W, departing the south line of said Alliance Elgin 19.185 acre tract, for a distance of 609.63 feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract;

THENCE S 31°55'18" W, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of 184.97 feet to a 1/2 inch pipe found at the southwest corner of said Cardwell Trust 28.7345 acre tract, for the southeast corner of the herein described tract;

THENCE N 62°44'53" W, departing the northwest line of said Cardwell Trust 28.7345 acre tract, with the north line of said Trinity Ranch Phase 1, Section 1 subdivision, for a distance of 251.84 feet to a 1/2" iron rod with cap stamped "BGE INC." found on the southeast line of said Swenson Boulevard, being also the southwest corner the hereof described tract and being the northwest corner of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 28°40'21" E, with the southeast line of said Swenson Boulevard for a distance of 792.48 feet to the **POINT OF BEGINNING**, containing 4.909 acres of land, more or less.

Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Suite, TX 78010 - P.O. Box 1098, Suite, TX 78010
Phone: 512-295-8291 - Fax: 512-295-8291

Page 1 of 3

M1_Austin-Projects\1003-01\UNC DEVELOPMENTS\ACRES FN

BEARING BASIS
THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

THE STATE OF TEXAS
COUNTY OF HAYS

§
§
§

KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 - State of Texas



Zamora, L.L.C., dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 - P.O. Box 1038, Buda, TX 78610
Phone: 512-295-6201 - Fax: 512-295-6091

Page 2 of 3

M:\Amia-Projects\1083-01\UNC DEVELOPMENT\5 ACRE FN

SKETCH TO ACCOMPANY LEGAL DECEIPTION

LEGEND

- ⊙ 1/2" IRON PIPE FOUND
(UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND
(UNLESS OTHERWISE NOTED)
- ⊕ 1/2" IRON ROD FOUND
W/CAP (UNLESS OTHERWISE
NOTED)
- 1/2" IRON ROD WITH CAP
STAMPED "ZWA" SET
- △ CALCULATED POINT
- () RECORD INFORMATION DOC.
NO. 202302984
- [] RECORD INFORMATION CAB.
7, PG. 238-A

EBS REAL ESTATE PARTNERS LLC
PORTION OF 48.063 ACRES
DOCUMENT NO. 202403727
O.P.R.B.C.T.

STEVENS ROAD
(60' R.O.W.)

4.909 ACRES
EBS REAL ESTATE PARTNERS LLC
APPROX. 8.00 ACRES OUT OF A
CALLED 48.063 ACRE TRACT
DOCUMENT NO. 202403728
O.P.R.B.C.T.

LOT 3
ELGIN BUSINESS PARK
CABINET 4, PAGE 20-A
P.R.B.C.T.

ALLIANCE ELGIN,
LLC
(19.185 ACRES)
DOCUMENT NO.
202020332
O.P.R.B.C.T.

S.P.O.B.
N=10,089,908.98
E=3,227,889.79
(GRB)

320'01"07" 88.05'
(1/4 SECTION 16, 60.63')

23.914 ACRES
THE BRENDA CARDWELL SEPARATE PROPERTY
TRUST AND THE BRAD CARDWELL SEPARATE
PROPERTY TRUST
(32.937 ACRES)
DOCUMENT NO. 202302984
O.P.R.B.C.T.

1 OPEN SPACE (0.802 ACRES)
TRINITY RANCH
PHASE 1, SECTION 1
CABINET 7, PAGE 238-A
P.R.B.C.T.



Page 3 of 3

LOCATIONS

ZWA
Zachry, L.L.C.
Professional Land Surveyors
Survey Firm No. 00017920
1011 South Loop West, Suite 7000
Fort Worth, Texas 76104
Tel: (817) 555-4000 • Fax: (817) 555-4000

PROJECT: 4.909 ACRE TRACT
DATE: 03-01-2024
BY: [Signature]
CHECKED: [Signature]
DATE: 03-01-2024
SCALE: 1"=100' (AS SHOWN)
PROJECT: 4.909 ACRE TRACT

A 4.909 ACRE TRACT OF LAND CONVEYED TO
EBS REAL ESTATE PARTNERS, LLC, IN A
GENERAL WARRANTY DEED DATED MARCH 8,
2024, RECORDED IN DOCUMENT NO. 202403728
OF THE OFFICIAL PUBLIC RECORDS OF
BASTROP COUNTY, TEXAS

EXHIBIT "B"
**METES & BOUNDS DESCRIPTION OF THE PROPERTY OWNED BY TRUST 1 AND
TRUST 2**

A handwritten mark, possibly a signature or initials, in blue ink, located in the bottom right corner of the page.

**ZWA****Zamora, L.L.C.**State-wide Professional Land Surveying
Offices in Buda and El Paso Texas**LEGAL DESCRIPTION 23.914 ACRES TRACT TWO**

DESCRIPTION OF A 23.914 ACRE TRACT OF LAND, SITUATED IN THE ELIZABETH STANDIFER SURVEY, ABSTRACT NO. 59, BASTROP COUNTY, TEXAS AND BEING THE REMAINING PORTION OF THAT CERTAIN 28.7345 ACRE TRACT OF LAND CONVEYED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST OF RECORD IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS; SAID 23.914 ACRE TRACT OF LAND, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at a 1/2" iron rod with cap stamped "BOB INC." found on the easterly line of Swenson Boulevard an 80 foot wide right-of-way as dedicated by plat of Trinity Ranch, Phase 1, Section 1 recorded in Cabinet 7, Page 238-A plat records, Bastrop County, Texas, being also the northwesterly corner of that certain called 5.00 acre tract conveyed to EBS Real Estate Partners LLC, of record in Document No. 202403726, Official Public Records Bastrop County, Texas, and being the southwest corner of Lot 3, Elgin Business Park recorded in Cabinet 4, Page 20-A of Plat Records, Bastrop County, Texas;

THENCE S 62°51'16" E for a distance of 199.70 feet to a 1/2" iron rod found for the southeast corner of said Lot 3, Elgin Business Park, being also the southwest corner of that certain 19.185 acre tract of land conveyed to Alliance Elgin, LLC of record in Document No. 202020332 of Plat Records, Bastrop County, Texas and being on the north line of said EBS Real Estate Partners LLC 5.0 acre tract;

THENCE S 62°53'01" E, for a distance of 85.33 feet to a 5/8" iron rod set for the northeast corner of said EBS Real Estate Partners LLC 5.0 acre tract, being also the south line of said Alliance Elgin 19.185 acre tract and being also the northwest corner of said Cardwell Trust 28.7345 acre tract and being the POINT OF BEGINNING of the herein described tract;

THENCE S 62°53'01" E, for a distance of 763.90 feet to a 1/2" iron rod found for the southeast corner of said Alliance Elgin, LLC 19.185 acre tract, being also the southwest corner of that certain 13.251 acre tract of land conveyed to Als Development, LLC of record in Document No. 202119625 of Official Public Records Bastrop County, Texas and being on the north line of said Cardwell Trust 28.7345 acre tract;

THENCE S 63°13'47" E, for a distance of 646.07 feet to a 1/2" iron pipe found for angle point on the common line of said Als Development LLC 13.251 acre tract and Cardwell Trust tract;

THENCE S 63°31'29" E, for a distance of 400.04 feet to a 1/2" iron pipe found for the northwesterly corner W. Cleveland Street (40' right-of-way), being also the south line of said Als Development LLC 13.251 acre tract and being the northeast corner of the herein described tract;

THENCE S 26°17'10" W, at 48.08 feet passing a nail found in concrete at a chain link fence post continuing for a total distance of 50.00 feet to a calculated point for an interior corner of that certain 11.476 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas;

Zamora, L.L.C. dba "ZWA" Firm No. 00682760
2425 South Loop 4, Buda, TX 78810 - P.O. Box 4036, Buda, TX 78810
Phone: 512-285-0201 - Fax: 512-285-0091

Page 1 of 3

M:\Austin-Projects\11083-01\UNC DEVELOPMENT\23.914 ACRES FN

THENCE N 63°32'02" W, for a distance of 550.04 feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found for the northwest corner of that certain 4.85 acre tract of land conveyed to The Lower Colorado River Authority of record in Document No. 201107471 of Official Public Records Bastrop County, Texas and being an "el" corner of the herein described tract;

THENCE S 26°27'51" W, for a distance of 730.24 feet to a 5/8" iron rod with aluminum cap stamped "LCRA" found on the north line of Lot 1, Block B, Trinity Ranch, Phase 1, Section 2 of record in Cabinet 7, Page 236-B, of Plat Records, Bastrop County, Texas and being the most southerly southeast corner of the herein described tract;

THENCE N 63°31'01" W, at 329.56 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northeast corner of Pepper Parkway, at 399.53 feet passing a 1/2" iron rod with cap stamped "BGE INC." found for the northwest corner of said Pepper Parkway and continuing for a total distance of 1,323.80 feet to a 1/2" iron pipe found for the southwest corner of said Cardwell Trust 28.7345 acre tract, being also the southeast corner of said EBS Real Estate Partners LLC 45.063 acre tract and being on the north line of said Trinity Ranch Phase 1, Section 1 subdivision;

THENCE N 31°55'18" E, departing the north line of said Trinity Ranch Phase 1, Section 1 subdivision, with the northwest line of said Cardwell Trust 28.7345 acre tract, a distance of 184.97 feet to a calculated point for an angle point on the northwest line of said Cardwell Trust 28.7345 acre tract, and being on the southeast line of the herein described tract;

THENCE N 30°48'18" E, continuing with the northwest line of said Cardwell Trust 28.7345 acre tract, for a distance of 609.63 feet to the POINT OF BEGINNING, containing 23.914 acres of land, more or less.

BEARING BASIS

THE BEARINGS SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATE SYSTEMS (CENTRAL ZONE 4203), NAD83 (93). COORDINATES SHOWN HEREON ARE GRID COORDINATES

THE STATE OF TEXAS

COUNTY OF HAYS

KNOW ALL MEN BY THESE PRESENTS:

That I, G. Rene Zamora, a Registered Professional Land Surveyor, do hereby state that the above description is true and correct to the best of my knowledge and belief and that the property described herein was determined by a survey made on the ground under my direction and supervision.

WITNESS MY HAND AND SEAL at Buda, Hays County, Texas this the 22nd day of November, 2024, A.D.

Zamora, L.L.C.
1425 South Loop 4
Buda, Texas 78610
512-295-6201
Tx. Firm No. 10062700


G. Rene Zamora
Registered Professional Land Surveyor
No. 5682 - State of Texas

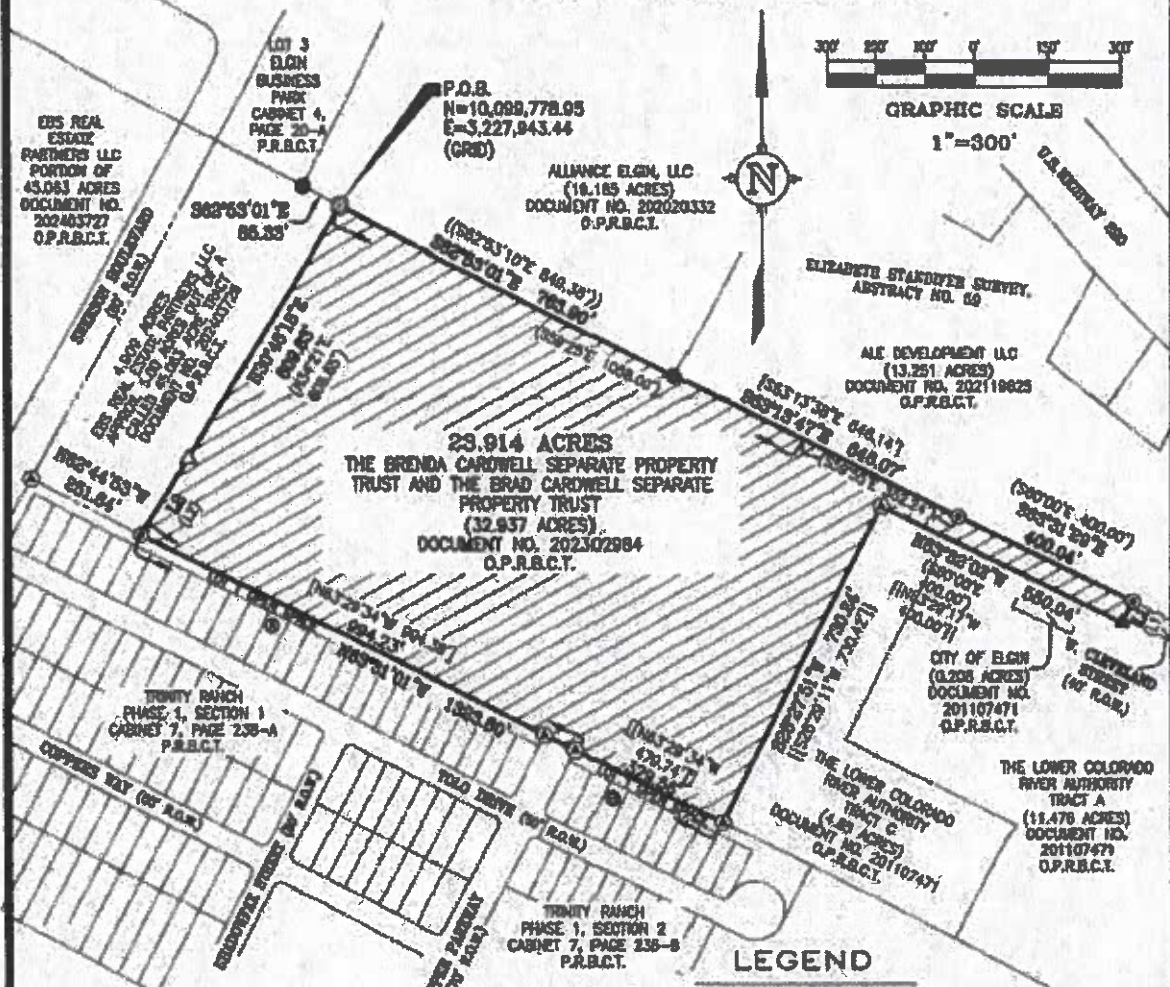


Zamora, L.L.C. dba "ZWA" Firm No. 10062700
1425 South Loop 4, Buda, TX 78610 ~ P.O. Box 1030, Buda, TX 78610
Phone: 512-295-6201 ~ Fax: 512-295-6201

Page 2 of 3

MA_Auth-Projects1083-01UNC DEVELOPMENT 23.914 ACRE FN

SKETCH TO ACCOMPANY LEGAL DESCRIPTION



LINE TABLE		
LINE	DIRECTION	DISTANCE
L1	S28°17'10"W	50.00'
(L1)	S30°00'W	50.00'
L2	N31°55'18"E	184.97'
(L2)	N35°28'E	184.67'

- ⊙ 1/2" IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD FOUND (UNLESS OTHERWISE NOTED)
- ⊕ 1/2" IRON ROD FOUND W/CAP (UNLESS OTHERWISE NOTED)
- ⊙ 1/2" IRON ROD WITH CAP STAMPED "ZWA" SET
- ▲ P.K. NAIL W/CHAPARRAL WASHER FOUND
- △ CALCULATED POINT
- () RECORD INFORMATION DOC. NO. 202302984
- (()) RECORD INFORMATION DOC. NO. 202020332
- | | RECORD INFORMATION DOC. NO. 202119825
- || || RECORD INFORMATION DOC. NO. 201107471
- [] RECORD INFORMATION CAB. 7, PG. 236-A
- [] RECORD INFORMATION CAB. 7, PG. 236-B

LOCATIONS

ZWA
Zachry & Associates, L.L.C.
Professional Land Surveyors
1000 South Loop West, Suite 2000
Houston, Texas 77006
Tel: (713) 860-0000 • Fax: (713) 860-0000

PROJECT: 29.914 ACRE TRACT

DATE: 03/01/2023

BY: [Signature]

CHECKED: [Signature]

APPROVED: [Signature]

A 29.914 ACRE TRACT OF LAND CONVEYED TO THE BRENDA CARDWELL SEPARATE PROPERTY TRUST AND THE BRAD CARDWELL SEPARATE PROPERTY TRUST, IN A GENERAL WARRANTY DEED DATED MARCH 1, 2023, RECORDED IN DOCUMENT NO. 202302984 OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS

EXHIBIT "C"
DEVELOPMENT STANDARDS

RESIDENTIAL LOT DESIGN STANDARDS

The potential residential product shall be developed in compliance with the Residential Design Standards outlined below, as well as the following:

1. All corner lots will be restricted to one (1) story homes.

The standards in bold deviate from the base zoning standards R-3.

RESIDENTIAL DESIGN STANDARDS

Lot Width Minimum: **50 feet**

Lot Depth Minimum: 120 feet

Minimum Lot Area: 5,200 square feet

Building Height Maximum: 35 feet (2-story)

Corner Lot Building Height Maximum: **24 feet (1-story)**

Setbacks

Front (Minimum): 15 feet

Rear (Minimum): **15 feet**

Garage Setback (Minimum): 20 feet

Side (Minimum): **5 feet**

Corner Side (Minimum): 15 feet

Impervious Surfaces Maximum: 48% Interior Lots

Impervious Surfaces Maximum: 50% Corner Lots

ROADWAY DESIGN STANDARDS

The Cardwell Estates development shall adhere to the following roadway design standards:

1. Internal Local Roads shall refer to **Exhibit "F"**, Roadway Cross Section Detail.
 - a. Internal Local Roads shall have a right-of-way width of 50 feet.
2. Collector Roads through Cardwell Estates shall refer to **Exhibit "F"**, Roadway Cross Section Detail.
 - a. The collector road in Cardwell Estates (Pepper Parkway) shall have a minimum right-of-way of 70 feet.
 - b. A landscape median shall be constructed within the Collector Road.
3. Sidewalks must be separated from the back of curb with a minimum four and one half (4.5) foot landscape strip
 - a. The landscape strip adjacent to local roadways shall have (1) tree per lot, except where utility conflict exists, unless disapproved by the city.
4. All sidewalks must be a minimum of five (5) feet wide.
5. Collector streets shall have a minimum centerline radius of 30 feet (30') as necessary to promote connectivity to Trintiy Ranch and alignment through to State Highway 290. A median will be provided to provide traffic calming / speed control.



6. Local streets shall have no required minimum centerline radius.
7. Local streets shall be designed with curb and gutter consistent with the Typical Cross Section depiction found on **Exhibit F**.
8. The block length requirements per City of Elgin Section 36-202, are modified as shown in the Concept Plan for the subdivision and are approved with this agreement.
9. Sidewalks in front of residential lots will be installed during the installation of residential landscape on said lot.
10. Sidewalks along collector streets shall be constructed during the installation of the associated landscaping. Sidewalks and landscaping shall be installed along roadways prior to certificates of occupancy being provided on adjacent lots.
11. All landscaping within the ROW shall require irrigation owned and maintained by the HOA. Landscaping within the ROW shall not exempt lots from landscape requirements per lot.

GRADING & DRAINAGE STANDARDS

The Cardwell Estates development shall adhere to the following Grading & Drainage standards: The Project will follow the City's Code and specifically will be required to provide stormwater runoff controls (detention), erosion control measures, grading, and related infrastructure to prevent increased or adverse downstream of the Project.

SIGNAGE STANDARDS

The Cardwell Estates development shall adhere to the following Signage standards:

1. The primary entry monument is limited to one (1) location along Swenson Boulevard, identified on the Concept Plan, **Exhibit "D"**
 - a. The entry monument may not exceed six (6) feet in height
2. The primary entry monument may be illuminated in order to increase visibility and/or to enhance the aesthetics of the sign design. Sign lighting shall adhere to following:
 - a. Illumination shall be shielded so there is no glare in the public right-of-way and adjacent properties.
 - b. Illumination may include cabinet, halo lighting, wall wash-up lighting, landscape up-lighting and under cap lighting.
 - c. Illumination may be white or colored.
 - d. Illumination must be steady. Flashing, moving and intermittent lights are prohibited.

EXHIBIT "D"
DEVELOPMENT CONCEPT PLAN





Site Summary

Average	26.67 Acres
Lot Size (Typ.)	50' x 120'
Unit Count	114
Density	3.96 du/acre
Block No.	7

General Notes

Item	Notes
1. LOTS	Single-Family Residential
2. Right-of-Way	Street, Underside, Sidewalk
3. Tract A	Entry Monument, Landscaping
4. Tract B	Play-Equipment, Multi-Use Field, Landscaping
5. Tract C	Passive Park, Landscaping
6. Tract D	Multi-Use Field, Boreomation Basin
7. Tract E	Landscaping
8. Tract F	Pollinator Garden, Boreomation
9. Tract G	Basin, Landscaping
TOTAL	22.62

Amount of Right-of-Way

Lot Width (Min.)	50'
Lot Width (Max.)	120'
Lot Area (Min.)	5,500 SF
Building Height (Max.)	15' (2-Story)
Corner Lot Building Height (Max.)	24' (3-Story)
Setbacks	
Front (Min.)	15'
Rear (Min.)	15'
Garage (Min.)	20'
Side (Min.)	5'
Corner (Min.)	15'
Impervious Surfaces (Max.)	48% Interior Lots 50% Corner Lots

Street Schedule

Street Name	Street Class	Design Speed	ROW Width	Street Width	Curb Type	Street Length (L/P)
Cardwell Street	Vertical	25	50'	30'	Vertical	415.00
Cardwell Street	Local	25	50'	30'	Vertical	502.65
Cardwell Street	Local	25	50'	30'	Vertical	987.79
Terri Drive	Vertical	25	50'	30'	Vertical	871.58
Santa Drive	Vertical	25	50'	30'	Vertical	500.29
Santa Drive	Local	25	50'	30'	Vertical	487.58
Shadow Street	Vertical	25	50'	30'	Vertical	494.37
Trinity Street	Vertical	25	50'	30'	Vertical	784.72
Trinity Parkway	Vertical	35	70'	50'	Vertical	491.82
Tourmaline Street	Vertical	25	50'	30'	Vertical	940.20
TOTAL						

PROPERTY OWNER:
CBS Real Estate Partners, LLC
1001 East Madison Street
Phoenix, Arizona 85034
www.cbsrealestate.com

PROPERTY OWNER:
CBS Real Estate Partners, LLC
1001 East Madison Street
Phoenix, Arizona 85034
www.cbsrealestate.com

PROPERTY OWNER:
CBS Real Estate Partners, LLC
1001 East Madison Street
Phoenix, Arizona 85034
www.cbsrealestate.com

CIVIL ENGINEER:
TBE & Associates, LLC
Bridley Lane
1000 W. Camelback Road, Suite 100
Phoenix, Arizona 85019
www.tbe-engineers.com

DEVELOPER:
JAC Development, LLC
Jack Bornbach
1000 W. Camelback Road, Suite 100
Phoenix, Arizona 85019
www.jac-development.com

EXHIBIT "E"
GENERAL UTILITY PLAN



CARDWELL ESTATES SUBDIVISION CONCEPT AND UTILITY PLAN

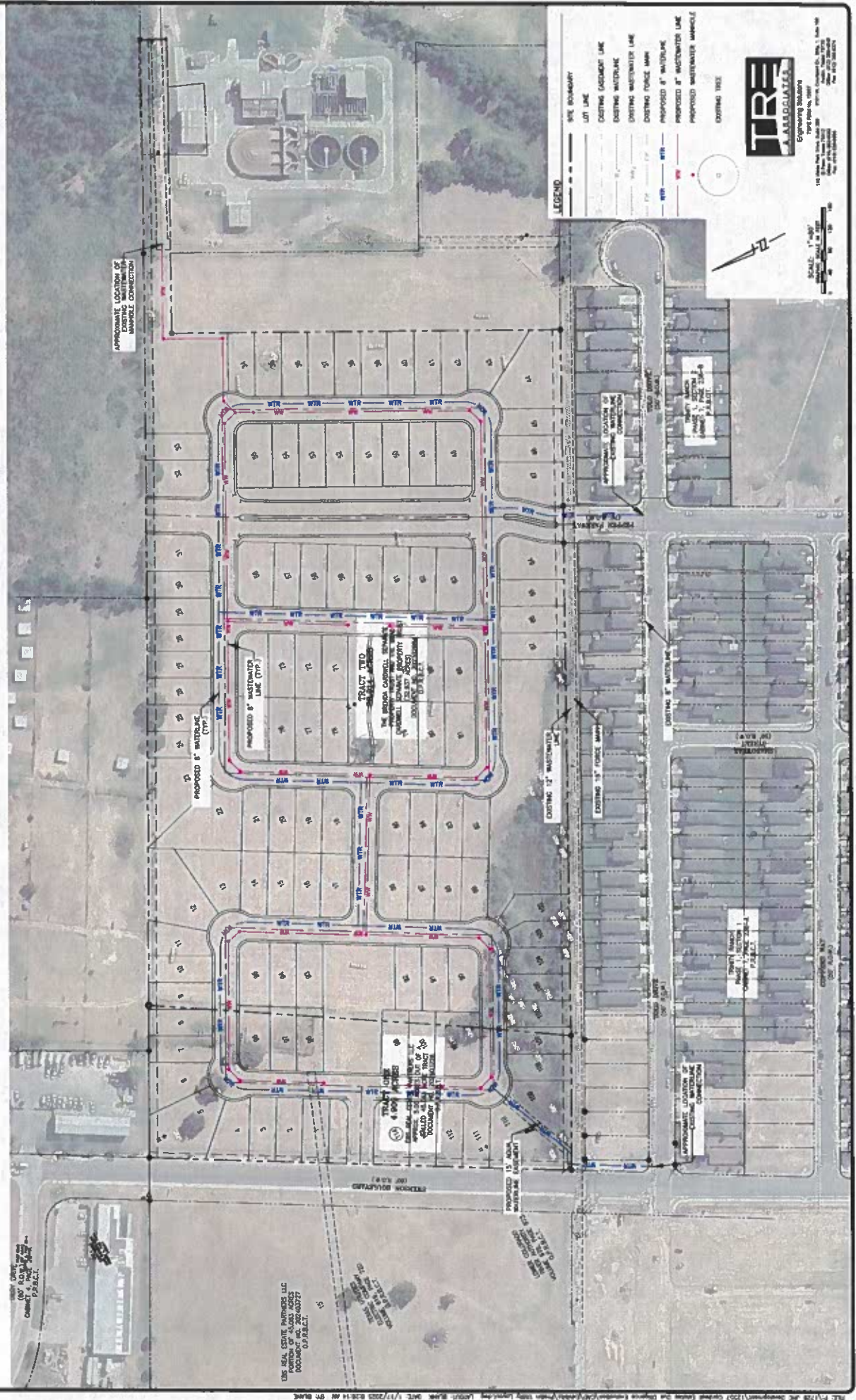


EXHIBIT "F"
MASTER SIGN PLAN

W

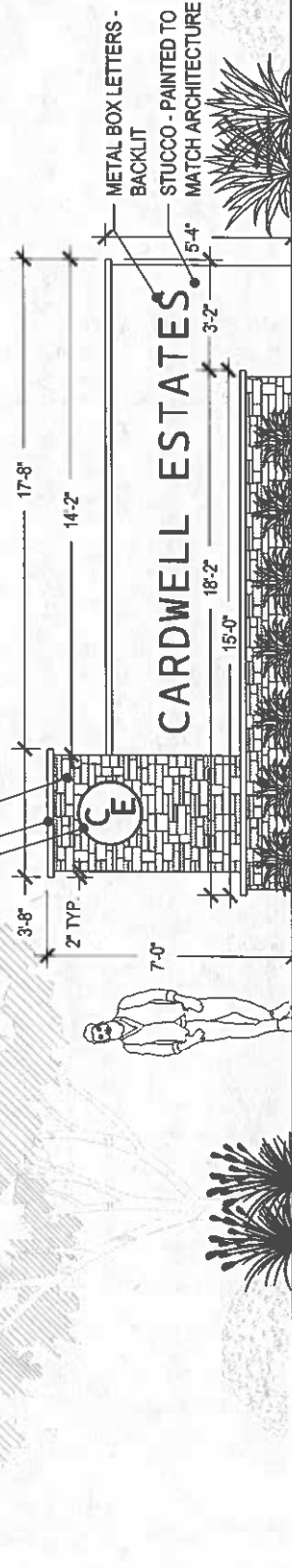


★ SIGN LOCATION

STONE VENEER -
TO MATCH
ARCHITECTURE

CONCRETE
CAP, TYP.

STEEL LOGO
(OPTIONAL)



CARDWELL ESTATES | MASTER SIGN PLAN

12/10/2024



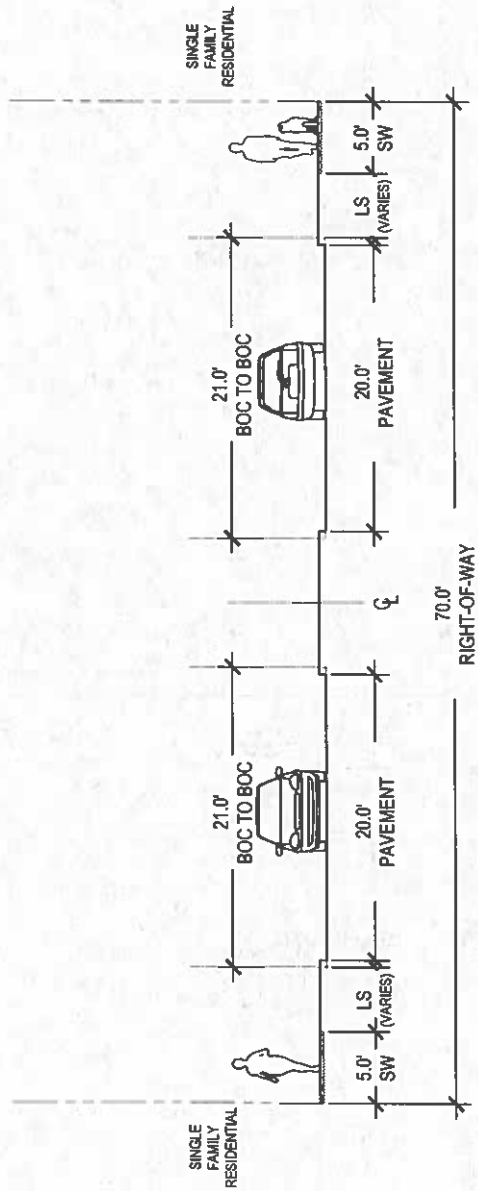
Saratoga
H O M E S

TRE
& ASSOCIATES

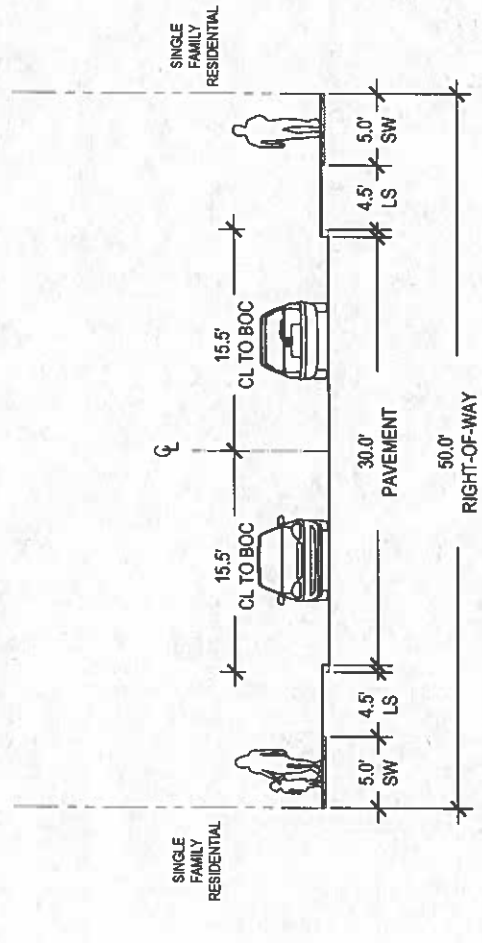
NORRIS
DESIGN
PEOPLE • PLACEMAKING

EXHIBIT "G"
ROADWAY CROSS-SECTIONS





MODIFIED COLLECTOR CROSS SECTION (70' ROW)



LOCAL CROSS SECTION (50' ROW)

Handwritten signature

EXHIBIT "H"
TREE PRESERVATION CALCULTIONS



January 20th, 2025

Planning and Development Services Departments
City of Elgin
310 North Main Street
Elgin, Texas 78621

Re: Tree Mitigation Plan

Dear Planning and Development Services Department:

Please see attached Tree Mitigation and Preservation exhibits for detailed information regarding existing trees on the proposed development. These exhibits have been prepared in compliance with Section 36-56 of the Development Ordinance.

The concept plan proposes saving the below Significant Trees:

- #506 - 29" Post Oak
- #532 - 38" Live Oak
- #533 - 26" Post Oak
- #534 - 27" Post Oak
- #535 - 27" Post Oak

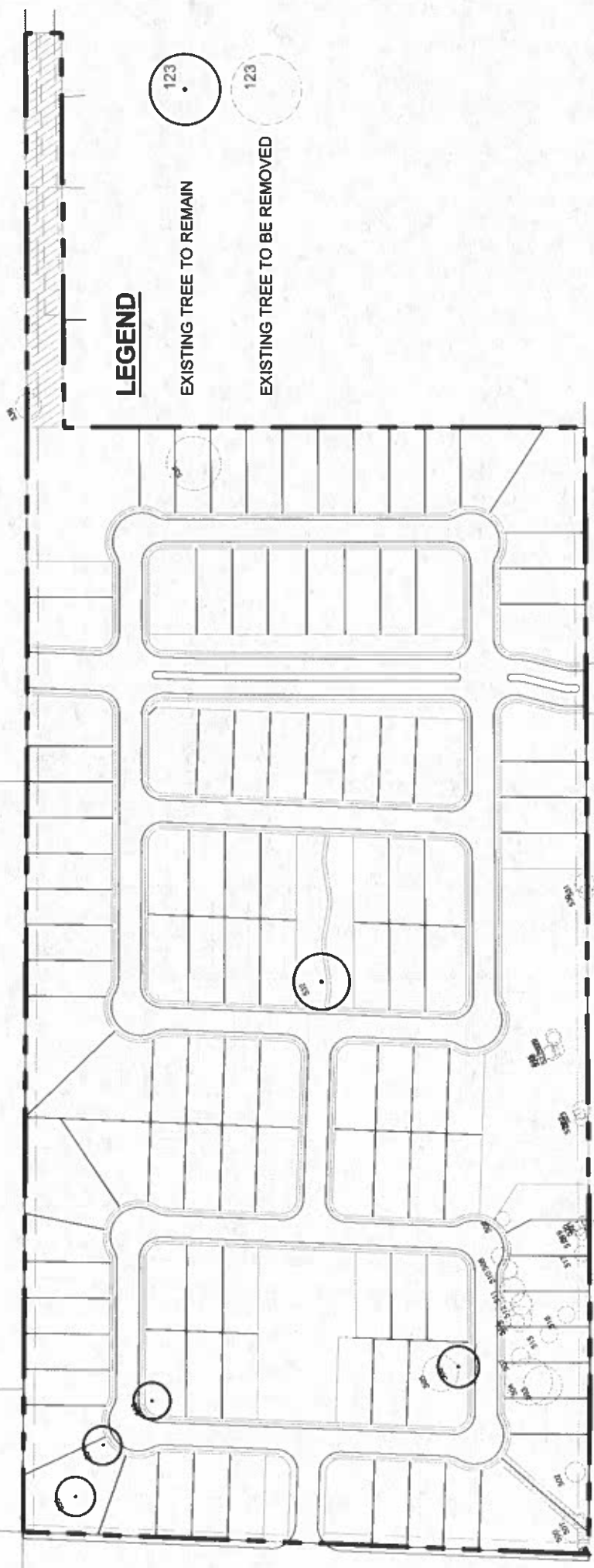
All removed trees shall be mitigated as required in Section 36-56, as shown in the Tree Mitigation Calculations Table on the attached exhibit. Per 36-56.d.3, we are utilizing the 30% credit as >200 inches are proposed to be removed.

Per the above, 197" mitigation inches shall be planted on the proposed landscape plan utilizing minimum 2" caliper trees.

Sincerely,
Norris Design

Matthew Taylor
Principal





LEGEND

EXISTING TREE TO REMAIN

EXISTING TREE TO BE REMOVED

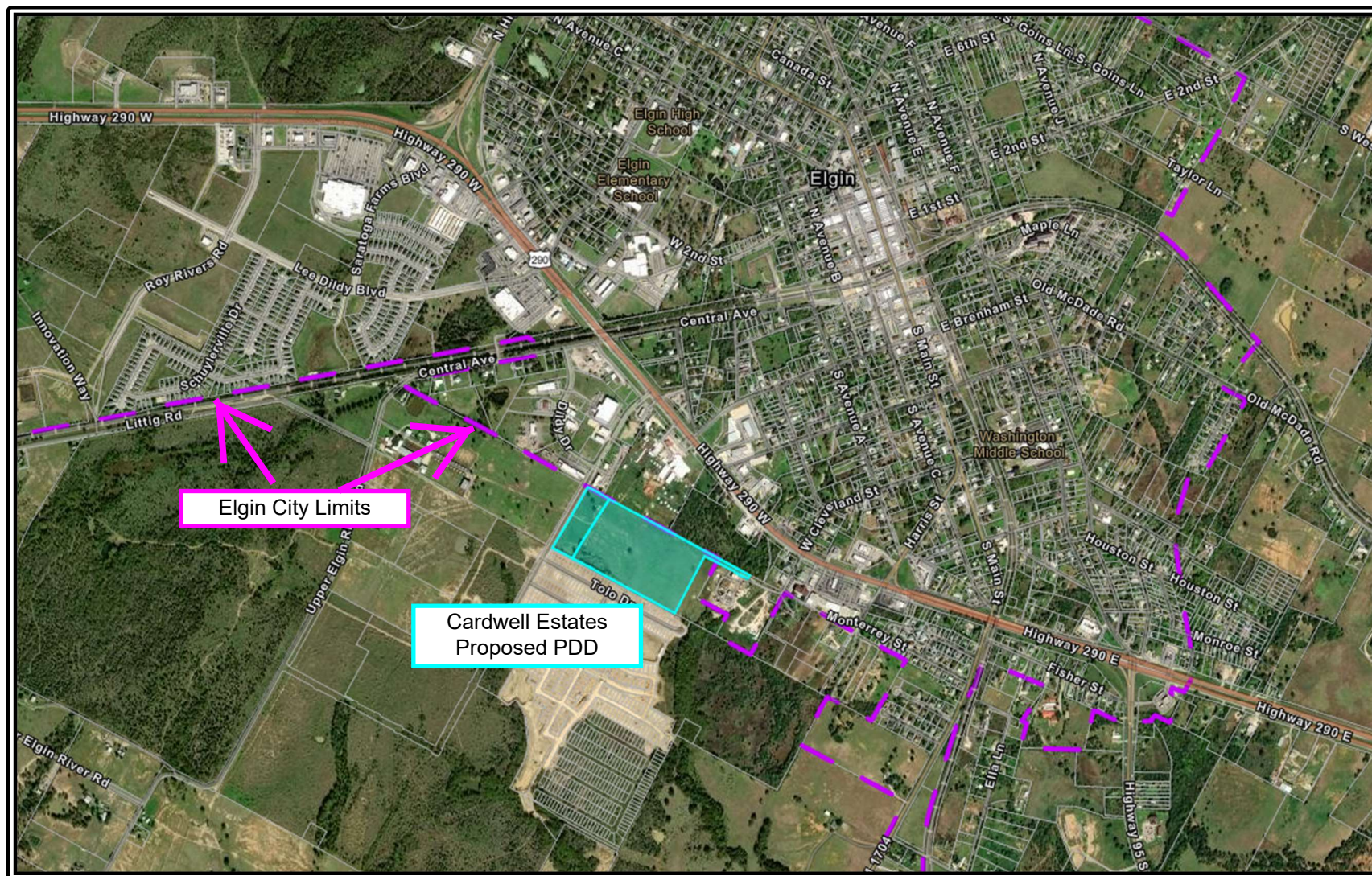
TREE MITIGATION SUMMARY	
TOTAL SIGNIFICANT TREE INCHES REMOVED:	180
TOTAL CALIPER INCHES REQUIRED:	197
TOTAL CALIPER INCHES REPLACED:	198

TREE MITIGATION CALCULATIONS			
	QTY (IN)	RATE %	TOTAL (IN)
TOTAL SIGNIFICANT TREE INCHES SURVEYED:	369		
TOTAL SIGNIFICANT TREE INCHES REMOVED:	180		
TOTAL SIGNIFICANT HERITAGE TREE INCHES REMOVED:	25	3:1	75
TOTAL SIGNIFICANT TREE INCHES REMOVED (15" - 19")	51	2:1	102
TOTAL SIGNIFICANT TREE INCHES REMOVED (10" - 14")	104	1:1	104
TOTAL NON-SIGNIFICANT TREE INCHES REMOVED:	59	N/A	0
TOTAL INVASIVE TREE INCHES REMOVED	168	N/A	0
TOTAL DEAD TREE INCHES REMOVED	38	N/A	0
TREE MITIGATION REMOVAL CREDIT		30%	-84

Plan is conceptual and subject to change.

TREE #	REMOVED / TO REMAIN	SPECIES	ACTUAL SIZE	SIGNIFICANT TREES INCHES SURVEYED	HERITAGE (>20") (3:1)	15"-19" (2:1)	10"-14" (1:1)	DEAD OR VERY POOR (NO MITIGATION)	TOTAL INVASIVE TREE INCHES REMOVED (NO MITIGATION)
500	REMOVED	DEAD	20					20	
501	REMOVED	TALLOW	10						10
502	REMOVED	WILLOW	14						14
503	REMOVED	WILLOW	27						27
504	REMOVED	WILLOW	33						33
505	REMOVED	POST OAK	25	25	25				
506	TO REMAIN	LIVE OAK	29	29					
507	REMOVED	HACKBERRY	13	13			13		
508	REMOVED	HACKBERRY	12	12			12		
509	REMOVED	HACKBERRY	10	10			10		
510	REMOVED	HACKBERRY	14	14			14		
511	REMOVED	HACKBERRY	18	18		18			
512	REMOVED	HACKBERRY	15	15		15			
513	REMOVED	DEAD	18					18	
514	REMOVED	HACKBERRY	10	10			10		
515	REMOVED	WILLOW	12						12
516	REMOVED	CEDAR ELM	12	12			12		
517	REMOVED	HACKBERRY	11	11			11		
518	REMOVED	HACKBERRY	8	8					
519	REMOVED	CEDAR ELM	10	10			10		
520	REMOVED	CEDAR ELM	9	9					
521	REMOVED	CEDAR ELM	8	8					
522	REMOVED	CEDAR ELM	8	8					
523	REMOVED	HACKBERRY	12	12			12		
524	REMOVED	HACKBERRY	9	9					
525	REMOVED	WILLOW	9						9
526	REMOVED	WILLOW	11						11
527	REMOVED	WILLOW	8						8
528	REMOVED	WILLOW	10						10
529	REMOVED	WILLOW	10						10
530	REMOVED	WILLOW	10						10
531	REMOVED	WILLOW	14						14
532	TO REMAIN	LIVE OAK	38	38					
533	TO REMAIN	POST OAK	26	26					
534	TO REMAIN	POST OAK	27	27					
535	TO REMAIN	POST OAK	27	27					
536	REMOVED	CEDAR ELM	18	18		18			
537	REMOVED	DEAD	38					38"	
		TOTAL	613	369.0	25	51	104	38	168
					3:1	2:1	1:1		
		TOTAL MITIGATION INCHES			75	102	104	38	168

Vicinity Map





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, CONSENTING TO THE CREATION OF A DISTRICT TO BE KNOWN AS RIVERS MARKET PLACE MUNICIPAL MANAGEMENT DISTRICT (ROCK)

DEPARTMENT: EDC

PROPOSED ACTION: Approve the Resolution

BACKGROUND:

The Developer of the 60 acres known as Rivers Market Place is asking the City Council to consent to the creation of a Municipal Management District so the Developer can issue bonds for the 60 acre retail project. The City's consent is required for the Developer to get the Municipal Management District approved by the State of Texas. The bond issue will not affect the City's bond rating and the City will not be liable for any of the bond payments if the Developer defaults. The Elgin Economic Development Corporation will continue to negotiate with the developer to put together an Economic Development Agreement to be presented to Council at a later date.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the Resolution

ATTACHMENTS:

1. Item 10.9 - AV ELGIN 46 City of Elgin Consent to Creation of District 4914-8324-1729 3 (1)

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

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

RESOLUTION NO. 2025-02-18-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF ELGIN, TEXAS, CONSENTING TO THE CREATION
OF A DISTRICT TO BE KNOWN AS RIVERS MARKET
PLACE MUNICIPAL MANAGEMENT DISTRICT**

WHEREAS, the landowner within the proposed Rivers Market Place Municipal Management District (the “District”) intends to either (i) cause the introduction of legislation for the creation of the District by special act of the Texas Legislature, (ii) petition the Texas Commission on Environmental Quality (the “TCEQ”) for the creation of the District, or (iii) initiate creation of the District by other statutory procedure to finance and provide public improvements and services to benefit both the property within the District and the City of Elgin, Texas (the “City”); and

WHEREAS, the City wishes to evidence its conditional support and consent for the creation of the District within the City’s corporate limits, subject to the terms of a Development Agreement to be negotiated between the EDC and the landowners within the District (the “Development Agreement”) and the terms of this Resolution.

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

Section 1. Findings. That the City Council of the City (the “City Council”) hereby (i) supports the introduction and passage of legislation (the “District Legislation”) by the Texas Legislature creating the "Rivers Market Place Municipal Management District"; (ii) grants its conditional support and consent for the creation of a municipal management district by the Texas Legislature, the TCEQ, or by virtue of other statutory procedure, such District operating pursuant to Article XVI, Section 59 and Article III, Section 52, Texas Constitution, Chapter 375, Texas Local Government Code, as amended (the “Act”), and/or the District Legislation within the City’s corporate limits; (iii) consents to the inclusion of the lands within the District (the “Subject Property”) as described more fully in the field notes attached as Exhibit “A”; and (iv) authorizes the City Manager of the City to execute any documents necessary to effectuate this Resolution.

Section 2. That the City Council further states that it has not relinquished any rights, duties or powers relating to the inclusion of the District within its corporate limits, and specifically its zoning authority.

Section 3. That the City Council further states that this Resolution is provided subject to and in reliance upon the terms of a Development Agreement, which may be entered into between the Elgin EDC and the landowners within the District. The District shall execute a joinder and become a party to the Development Agreement. The City does not consent to the organization of the District, election, or issuance of bonds from any revenue available to the District until the Development Agreement is executed, if at all, and until the City has provided a separate Consent Resolution contemporaneously with the execution of such Development Agreement by the EDC.

Section 4. That the City Council further states that this Resolution is provided subject to and in reliance upon the terms of the Agreement and Development Plan – Planned Development District (“PDD”) between the City and the landowners within the District. The District shall execute a joinder and become a party to the PDD.

Section 5. That this Resolution take effect immediately from and after its passage.

PASSED AND ADOPTED this 18th day of February 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR ENGINEERING SERVICES FOR PERMITTING AND REVIEW OF THE WASTEWATER PLANT II PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review and consider proposal as presented

BACKGROUND:

The City of Elgin is moving forward with the necessary steps to implement a second wastewater treatment plant. This proposal for engineering and permitting is the first step in that process.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review and approve the proposal as presented

ATTACHMENTS:

1. RESOLUTION WWTP permitproposal 2025-02-18-XX
2. Scope of work from WGA

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

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

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

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

RESOLUTION NO. 2025-02-18-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR ENGINEERING SERVICES FOR PERMITTING AND REVIEW OF THE WASTEWATER PLANT II PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin has certain interest and service requirements set forth in the certificates of convenience and necessity of a wastewater service area set forth by the public utility commission and;

WHEREAS, in the interest of providing service to this area and maintaining an enterprise fund for the City of Elgin staff and the city engineer present this proposal to council and;

WHEREAS, the proposal for engineering services and permitting review and essential and necessary for the design of the wastewater plant and;

WHEREAS, this proposal is presented now to the council for consideration and approval,

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

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

Section 2. Authorization. The City Manager or Mayor is hereby authorized to execute a proposal for engineering services in the amount of the proposal attached and identified as Exhibit A. "Proposal for engineering services TPDES permit"

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 18th day of February 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



January 20, 2025

Mr. Michael Gonzalez, Public Works Director
Department of Public Works
310 North Main Street
Elgin, Texas 78621

**RE: Proposal for Civil Engineering Services
TPDES Permit and Basis of Design Review - New Wastewater Treatment Plant
City of Elgin Wastewater Treatment Plant 2
City of Elgin, Texas**

Dear Mr. Gonzalez:

Ward, Getz and Associates, LLC (WGA) is pleased to submit this proposal to City of Elgin (Client) to provide Civil Engineering Services for the above referenced project. The following proposal is a summary of our team's project understanding, your objectives, scope of work, and fee summary for your consideration.

Project Understanding

WGA understands the client wishes to obtain a Texas Pollutant Discharge Elimination System ("TPDES") permit for a new wastewater treatment plant ("WWTP") to serve the City of Elgin. The new WWTP is proposed in two phases. The first phase will treat a daily average flow of 3.0 million gallons per day ("MGD") and a peak flow of 12.0 MGD. Phase 2 will expand the plant's capacity to a daily average flow of 6.0 MGD and a peak flow of 24.0 MGD. An exhibit defining the project limits has been attached as **Exhibit A**.

Projects and Scope of Services

In order to deliver the scope, there will be multiple elements associated with the required services. Those project elements and proposed services are summarized below and further defined in **Exhibit B**, and the proposed fee is included in **Exhibit C**.

- **TPDES Permit**
- **Basis of Design Review and Technical Memorandum**

Clarifications & Assumptions

1. WGA's minimum Survey standards are a current Cat. 1A, Cond. II Boundary Survey prepared with a current title report, and a Cat. 6, Cond. II Topographic and Utility Survey. If the Client elects to use a lower standard of boundary survey, or topographic and utility survey, WGA is not liable for any conflicts/discrepancies within the plans. Any changes as a result of these discrepancies will be billed to the Client as an additional service.

Anticipated Schedule

- Permit Application Preparation – 60 to 90 days
- Basis of Design Review and Technical Memorandum – 30 days
- TCEQ Review and Approval – 10-18 Months**

2201 Donley Dr., Suite 150 | Austin, Texas 78758 | 713.789.1900 | wga-llp.com | TBPE #F-9756

**WGA is not responsible for TCEQ review time throughout the process. Delays beyond 18 months could relate to TCEQ Staffing shortages, EPA Interim objections, and increased public participation. WGA will make best efforts to contact and push TCEQ for timely completion of permitting reviews, but ultimately has no control of the permit issuance timeframe.

Items to be provided by the Client

- Certified Boundary Survey for site as prepared by registered licensed surveyor
- Official deed for the entire Wastewater Treatment Plant property demonstrating Client's ownership.
- Completed and signed originals of the Core Data Form.
- Signed and notarized original of the required signature pages.
- Signed and notarized originals of the Lab Testing Acknowledgement.
- Check for payment of newspaper advertisements.
- Check for payment of TCEQ permit fee.

Exclusions

- This proposal does not include geotechnical reports, construction materials testing, environmental permitting, traffic study or amendments, landscaping or coordination therein, easement acquisition, irrigation, site lighting, or NOI/SWPPP submittals.
- This proposal assumes that the project is not within the floodplain and does not include floodplain mitigation, Letter of Map Revision (LOMR), it also does not include a Stormwater Quality Management plan or wetland permitting.
- This proposal does not include representation during public meeting(s), contested care hearings, or additional work that may be required if the permit is contested by the public.
- WGA will attempt to make initial contact with any affected landowners. If required, the Client will be responsible thereafter for drafting, notarizing, surveying, and filing any legal documentation necessary.

Closure

- This agreement is subject to the terms and conditions per the Master Service Agreement signed by both parties dated February 6, 2024.
- Signing the Task Order shall be authorization by the Client to proceed with the work
- If additional services are required and authorized by Client, they will be provided a change order to the services described in this proposal.
- This proposal shall be valid for ninety days and may be extended with our approval.

Thank you for the opportunity to work with you on this project. If you find our terms acceptable, fill out your project and billing details below, sign this proposal, and return an executed copy to our office. If there are any questions, please feel free to contact me at (512) 569-1709. Thank you for the opportunity and we look forward to working with you on this project.

Enclosures

- Exhibit A – Defined Project Limits
- Exhibit B – Description of Engineering Services Terms
- Exhibit C – Task Order No. 09

EXHIBIT B
DESCRIPTION OF ENGINEERING SERVICES TERMS

1) General Requirements

- a) Attend kick off meeting with the City of Elgin to set major milestone dates, establish design standards, and confirm goals and deliverables for the project.
- b) Obtain and Review Available Data, including but not limited to:
 - i) Maps and Data Sources for review of the Design
 - ii) Soil Surveys
 - iii) USGS 7.5-minute Quadrangle Maps
 - iv) Historical Data for the receiving water body
 - v) Verification of discharge route
 - vi) Wind rose
- c) Conduct Field Review of Project – Conduct field review with representatives of the City of Elgin to ensure avoidance or minimization of environmental, permitting, and engineering issues and determine presence of any additional constraints.
- d) Arrange for and participate in informal meetings with the City of Elgin throughout the design phase to review progress and exchange ideas and information
- e) Maintain a log of issues on the design and the party responsible for resolution.
- f) Meet with the WWTTP design engineer to discuss design-related issues (three meetings are assumed).

2) TCEQ Discharge Permit Application Preparation:

- a) Prepare TPDES wastewater discharge permit application for submission to TCEQ. It is assumed that the City of Elgin will provide the required administrative information. Design and other technical information will be prepared by WGA. Analytical data is not included since this will be a new permit application.
- b) Prior to submitting the permit application to TCEQ, submit the application to the City of Elgin's legal counsel for review. Modify as required.
- c) Attend a pre-application meeting with TCEQ prior to submittal of the application.
- d) WGA will coordinate with TCEQ personnel in evaluating the application. Additional services related to response to public comments or requests for a contested case hearing are not included in the scope at this time.

3) Environmental Permitting

- a) Prior to submitting the environmental permit applications to the regulatory agencies, submit the applications to the City of Elgin's legal counsel for review. Modify as requested.

4) U.S. Army Corps of Engineers (USACE) Permit

- a) Perform an on-site determination of the likely presence of jurisdictional waters of the U.S. National Wetlands Inventory maps and county soil maps will also be reviewed. A memo will be prepared documenting the results of the determination. This will present WGA's opinion as to whether there are jurisdictional waters including adjacent wetlands for the project that could be impacted by the proposed plant, outfall pipe or other infrastructure improvements.

5) Threatened and Endangered Species

- a) Perform a Threatened and Endangered (T&E) species habitat assessment of the sites. The T&E habitat assessment does not include services for a species-specific T&E survey of the Project Area.

6) Preliminary Engineering

- a) WGA will review the previously prepared Preliminary Engineering Report (PER) prepared by TRC and perform the following tasks:
 - i) Confirm with the Client the findings of the PER;
 - ii) Update the PER based upon confirmation with the Client;
 - iii) Incorporate comments from TCEQ regarding any changes that may need to be made to the PER;
 - iv) Check sizing calculations for accuracy and completeness;
 - v) Confirm equipment sizing and equipment selection for final design;
 - vi) Confirm proposed treatment technologies with Client and TCEQ;
 - vii) Prepare a Technical Memorandum documenting the basis of design for the final design phase of the project

7) Topographical Surveying

- a) Provide the services of a State of Texas registered professional land surveyor (RPLS).
- b) Request for utility locates along the project route from all applicable utility companies.
- c) Acquire topographical survey data for the project cope, including lift station site, WWTP site entrance road with influent collection main and potable water main, WWTP site, effluent discharge pipe route and river bed topography for the TCEQ permit application.
- d) Locate all applicable rights-of-way, property lines, and easements.
- e) Provide all information on the City of Elgin supplied coordinate system and datum.

8) Project Assumptions

The basis for preparation of the Scope of Services and related engineering costs includes the following assumptions, which if determined to be incorrect, may result in request(s) for additional compensation from WGA:

- a) The proposed TCEQ discharge permit application will consist of two (2) phases for the WWTP flows, consisting of 3.0 MGD and 6.0 MGD.
- b) No additional right of way will be required for the construction of the proposed infrastructure.
- c) The proposed building foundations will be placed at grade elevation (not elevated).
- d) The majority of the process structures will be buried, generally with less than four feet of the wall exposed, with the exception of those structures located within the 500-year floodplain, for which the top of walls will extend on foot above the floodplain.
- e) A maximum of four (4) easement documents will be required for the project.
- f) The City of Elgin will be responsible for acquiring access onto private property for WGA field personnel.
- g) Odor control is not anticipated as part of the design.

9) Project Exclusions

The following items are **specifically excluded** from the services provided by WGA:

- a) Phase I of Phase II Environmental Assessments
- b) Engineering design or related services associated with the proposed Wastewater Treatment Plant.
- c) Services related to a contested TCEQ discharge permit application.
- d) Detailed title search or title policy
- e) Attendance at or preparation for condemnation hearings
- f) Landowner contact or easement negotiations
- g) Archaeological surveys (if applicable)
- h) Endangered species mitigation plans (if applicable)

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- i) Utility CCN applications
- j) Wetland delineation (if applicable)
- k) USCOE individual permits (if applicable)
- l) Platting or metes/bounds for any properties

Input from the client is critical during this process. WGA is not responsible for TCEQ review time throughout the process. The Client will be responsible for supplying data as needed including surveys, testing data and other documentation as needed for the permit application.

EXHIBIT C
Task Order No. 09

Task Order Effective Date: Month dd, 202y
pursuant to MASTER PROFESSIONAL SERVICES AGREEMENT
dated February 6, 2024 between Client and WGA ("Agreement")

Pursuant and subject to the above-referenced Agreement, WGA will perform the Work described below.

Name of the Project:	TPDES Permit and Basis of Design Review - New Wastewater Treatment Plant	
Location of the Project Site:	City of Elgin	
Work and Deliverables:	Consulting related to Civil Engineering Services	
Materials to be procured:	NA	
Commencement Date:	February 5, 2025	
Contract Time:	Per Scope of Services	
The Work will be performed for the following price ("Contract Price"): [check all that apply]	☐	Lump Sum The budget amount for the Work is \$149,650.00
	☐	Other (describe):
Client's Representative	Michael Gonzalez	
WGA's Representative:	Beau Perry	
Invoicing Instructions:	Per MSA and defined Scope of Services	
Acceptance Criteria:	NA	
Any other clarifications, information, or requirements applicable to such Work:	Per Scope of Services	

IN WITNESS WHEREOF, each Party has caused this Task Order to be executed by its duly authorized representative as of the Task Order Effective Date, and by so executing has agreed to be bound by this Task Order.

Client:
City of Elgin

By: _____

Printed Name: Issac Turner

Title: Interim City Manager

WGA:
Ward, Getz & Associates, LLC

By:  _____

Printed name: Beau Perry

Title: Regional Practice Leader



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH AQUA WATER SUPPLY CO. TO AMEND THE MASTER AGREEMENT FOR SERVICE AREA AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review the amendments to the master agreement and approve

BACKGROUND:

Aqua Water supply has been working with the City to transfer these service areas to the City of Elgin, It has been approved by the Aqua Board of Directors and is now presented for the council's consideration and approval.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Review and approve

ATTACHMENTS:

1. RESOLUTION CNN TRASNFER 2025-02-18-XX
2. Exhibit B-12 (Rhode Tract) - Revised - LG
3. Aqua Decert Agt 02.04.2025

{ } 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.

RESOLUTION NO. 2025-02-18-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH AQUA WATER SUPPLY CO. TO AMEND THE MASTER AGREEMENT FOR SERVICE AREA AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin has a certain interest in providing water service to an area of the business park off of Innovation way in Elgin and north on County line Road servicing an area called the “Lund Farms” development and;

WHEREAS, City of Elgin engineering staff have reviewed the service area and determined The Elgin water system has the capacity to serve this area and;

WHEREAS, City staff have worked with Aqua Water Supply Co to transfer the service area under a preexisting master agreement and;

WHEREAS, this proposal is presented now to the council for consideration and approval,

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

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

Section 2. Authorization. The City Manager or Mayor is hereby authorized to execute a proposal for engineering services in the amount of the proposal attached and identified as Exhibit A. “Amendment to master agreement Rhodes Tract and Agreement Related to decertification”

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 18th day of February 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary

EXHIBIT “B-12”

Amendment to Master Agreement for Rhode Tract Multifamily/Commercial Development Subject to Transfer to Elgin from the Aqua Water CCN

Title of Development: RHODE TRACT

Concept Plan ☐

Preliminary Plat ☒

Replat ☐

Short Form Plat ☐

Date of Approved Concept Plan or Plat: Preliminary Plat approved August 27, 2024

Name and Contact (Developer): Shravan Parsi

AMENDMENT TO AGREEMENT FOR TRANSFER OF CERTAIN WATER CCN SERVICE AREA FROM AQUA WSC TO THE CITY OF ELGIN

A Master Agreement (“Master Agreement”) for establishing basic terms and conditions under which AQUA WATER SUPPLY CORPORATION may consent to transfer specific portions of its retail water CCN to the City of Elgin was made and entered into by and between Aqua Water Supply Corporation (hereinafter called “Aqua”) and the City of Elgin, Texas (hereinafter called “Elgin”), on 18th day of January, 2022 (the “Effective Date”).

WITNESSETH:

WHEREAS, a Master Agreement dated January 18, 2022 established the terms and conditions under which Aqua agreed to transfer specific portions of its retail water Certificate of Convenience and Necessity (“CCN”) No. 10294 (“Aqua Water CCN”) to Elgin; and

WHEREAS, the developer of the planned development of the Rhode Tract, which is currently located within the Aqua Water CCN, has submitted a Concept Plan consisting of 59.987 acres to the City of Elgin and the Concept Plan has been approved by the Planning and Zoning Commission for the City of Elgin; and

WHEREAS, the Rhode Tract development meets the requirements of the conditions stipulated in the Master Agreement to be considered for transfer from the Aqua Water CCN to Elgin; and

WHEREAS, the land under consideration, and subject to conveyance is shown in ATTACHMENT A-12, and which is located within the Aqua Water CCN and the Elgin Wastewater CCN; and

WHEREAS, Chapter 13 of the Texas Water Code and the rules of the Public Utility Commission of Texas ("PUC") allow for the transfer or assignment of CCN service areas from a water supply corporation to a municipally owned utility; and

WHEREAS, Elgin has determined that it has sufficient water supplies available to provide water services to specific portion of the Aqua Water CCN proposed to be served by Elgin and agrees that such availability will be a condition precedent before any CCN may be transferred from the Aqua Water CCN to Elgin; and

WHEREAS, the transfer of the specific portion of the Aqua Water CCN to Elgin will further the public purpose of rationalizing the distribution of water services in the region taking into account existing and future needs for additional infrastructure to serve all of Elgin and its urbanizing areas.

NOW THEREFORE, in consideration of the foregoing and the mutual agreements hereinafter set forth, and for other good and valuable consideration, the receipt and adequacy of

which is hereby acknowledged, Aqua agrees to transfer specific portions of the Aqua Water CCN to Elgin on the terms and conditions and for the consideration set forth herein.

SECTION 1.0

SPECIFIC PORTION OF THE AQUA WATER CCN TO BE RELEASED TO ELGIN

Section 1.01 – Definition of Specific Portion of the Aqua Water CCN to be conveyed to Elgin

Attachment A-12 to this Agreement shows a map of the Rhode Tract development that is covered by this Amendment to the Master Agreement. The map shows the location of the development in relation to the City limits of Elgin, the current Water CCN of Elgin, the parcels included in the development as well as the number of acres that comprise the development.

Section 1.02 – Calculation of compensation

As stipulated in the Master Agreement and agreed to by both parties, calculation of the compensation to be paid to Aqua by Elgin for transfer of the specific portion of the Aqua Water CCN is as follows:

$$\text{Number of acres under development} \times \$4,485.00 = \text{Total Compensation}$$

For the subject development, the actual calculation is as follows:

$$59.987 \text{ acres} \times \$4,485.00 = \$269,041.70$$

Section 1.03 – Additional Amounts Owed to Aqua

Aqua WSC has an existing 12" water line along the frontage of the property. The parties agree that the existing Aqua WSC water line, and the associated easement are to remain in place. The developer will be required to submit site plans to Aqua WSC for review to determine if any protection measures are needed to protect the existing line (for example, encasing the water line under a future driveway crossing). The cost of any such protection measures will be the responsibility of the City of Elgin to negotiate with the developer.

Section 1.04 – Payment

Payment of the amounts calculated in Section 1.02 and 1.03 shall be paid in accordance with terms and conditions of the Master Agreement as specified in Section 3.4.

Section 1.05 -- Litigation

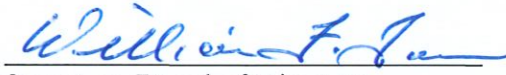
The terms and conditions of this Amendment shall be construed under and in accordance with the laws of the State of Texas. All obligations of the parties created under these terms and conditions

shall be performable in Bastrop County, Texas. All payments required to be made to Aqua under this Amendment shall be made at Aqua's offices in Bastrop County, Texas. Bastrop County, Texas shall be the exclusive place of venue for any disputes arising under this Agreement.

IN WITNESS WHEREOF, the parties have executed this Amendment as indicated below.

AQUA
By: 
President,

Date: 2/4/2025

ATTEST:
By: 
Secretary, Board of Directors

Date: 2-4-25

ELGIN
By: _____

Date: _____

ATTEST:
By: _____
Secretary

Date: _____

ATTACHMENT A-1

Map Showing the area of Aqua Water CCN subject to the transfer for Rhode Tract



AGREEMENT RELATING TO DECERTIFICATION

(Lund Farm Municipal Utility District)

This Agreement Relating to Decertification (the "Agreement"), dated to be effective as of the last day of execution by the Parties below (the "Effective Date"), is made and entered into by and between **Lund Farm Municipal Utility District**, a conservation and reclamation district of the State of Texas (the "District"), and **Aqua Water Supply Corporation**, a nonprofit water supply corporation operating under Chapter 67 of the Texas Water Code and Chapter 22 of the Texas Business Organizations Code ("Aqua"). In this Agreement, the District and Aqua are individually referred to as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, Aqua is the holder of water CCN No. No. 10294 ("Aqua Water CCN") authorizing Aqua to provide retail water service to certain areas in Bastrop, Travis, Lee, Caldwell, Fayette, and Williamson Counties;

WHEREAS, the District is a municipal utility district created by order of the Texas Commission on Environmental Quality ("TCEQ") to provide retail water, wastewater, drainage and other facilities and services to a master-planned mixed use development located in Travis and Bastrop Counties, Texas;

WHEREAS, the District is located within the Aqua Water CCN;

WHEREAS, the District has entered into a wholesale water service and other agreements with the City of Elgin (the "City") pursuant to which the City has agreed to furnish wholesale water and wastewater services to the District and pursuant to which the District will provide retail water and wastewater services to future customers within the District;

WHEREAS, the District seeks to register as a public water system with the TCEQ in order to provide retail water service to future customers within the District, and TCEQ requires that the lands within the District be removed from the Aqua CCN as a condition of such registration;

WHEREAS, Aqua is a party to a "Master Agreement" with the City dated January 18, 2022, as amended (the "Master Agreement") setting forth the terms and conditions pursuant to which Aqua has agreed to the release lands from the Aqua CCN. Among other conditions, the Master Agreement requires the payment of \$4,485 per acre for lands released from the Aqua CCN (the "Decertification Fee"), to be paid by the City within thirty (30) days of the collection by the City of impact fees assessed on the lands removed from the Aqua CCN;

WHEREAS, the District has requested that Aqua approve the decertification of all lands in the District so that the District may decertify such lands and register as a public water system with the TCEQ; and

WHEREAS, this Agreement sets forth the terms and conditions pursuant to which Aqua consents to the release of all lands in the District from the Aqua CCN.

NOW THEREFORE, in consideration of the premises, the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and Aqua agree as follows:

I. CONSENT TO DECERTIFICATION

Section 1.1 Consent to Decertification. Subject to the terms and conditions of this Agreement, Aqua hereby consents to the decertification of all lands within the District (including any lands that may be annexed into the District after the effective date hereof). Aqua agrees that the decertification may be completed in one or more applications to the Public Utility Commission, or its successor agency. Aqua specifically agrees that the lands may be released from the Aqua CCN by petition of the owner of the real property, or otherwise in accordance with the

provisions of Texas law. Aqua shall cooperate with the District or any owner of real property in connection with such decertification, and shall not protest any such application, but shall be under no obligation to incur any costs or expenses in connection therewith.

II. COMPENSATION

Section 2.1 Compensation. By agreement with the City, Lund Farm Investment LLC, the developer of lands within the District (the "Developer"), is responsible for payment of the Decertification Fee to the City for the lands within each final plat at the time of final platting each subdivision within the District. Specifically, Developer shall provide payment to the City of the Decertification Fee for the lands in each final plat prior to recordation of each final subdivision plat. Aqua agrees to the payment of the Decertification Fee as each subdivision is platted within the District notwithstanding that all lands in the District may be decertificated from the Aqua CCN in advance of such payment. The Developer shall provide payment of the Decertification Fee to the City as each subdivision is final platted, and the City shall subsequently provide payment of the Decertification Fee to Aqua in accordance with the Master Agreement.

III. SERVICE MATTERS

Section 3.1 District Service. The District hereby agrees that it shall not provide retail water service to any lands within the District until Aqua has received the Decertification Fee for such lands.

IV. MISCELLANEOUS

Section 4.1 Notices. All notices and correspondence shall be in writing and shall be deemed to have been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile or e-mail of a PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the following addresses (or at such other address for a Party as shall be specified in a notice given in accordance with this Section:

If to District:

Lund Farm Municipal Utility District
c/o McLean & Howard, LLP
4301 Bull Creek Road, Suite 150
Austin, Texas 78731

If to Aqua:

Aqua Water Supply Corporation
415 Old Austin Hwy.
Bastrop, TX 78602

Notice shall be effective only upon receipt by the party being served, except notice shall be deemed delivered and received seventy-two (72) hours after posting by the United States Post Office, by the method described above. Confirmation of receipt of any facsimile sent must be received in order to presume that the transmission was received.

Section 4.2 Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Texas (exclusive of conflicts of law principles).

Section 4.3 **Entire Agreement and Amendments.** This Agreement represents the entire Agreement between the District and Aqua with respect to the subject matter of this Agreement. This Agreement supersedes or replaces any prior agreement or understanding with respect to the subject matter set forth herein between the District and Aqua. This Agreement may not be amended except in a writing signed by both Parties.

Section 4.4 **Assignments.** Neither Party may assign or delegate this Agreement or any rights or obligations hereunder without the prior written consent of the other Party. Any attempted assignment or delegation in violation of the immediately preceding sentence will be void.

Section 4.5 **Severability.** If any of the provisions of this Agreement are determined to be invalid or unenforceable, such invalidity or unenforceability will not invalidate or render unenforceable the remainder of this Agreement, but rather the entire Agreement will be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligations of the parties will be construed and enforced accordingly.

Section 4.6 **Term.** This Agreement shall remain in full force and effect until the Public Utility Commission has issued a final nonappealable order approving decertification of all lands in the District, and Aqua has received the Decertification Fee for all such lands within the District.

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

LUND FARM MUNICIPAL UTILITY DISTRICT, a Texas
conservation and reclamation district

By: _____

Name: _____

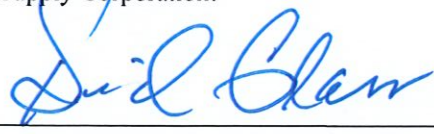
Title: _____

Date: _____

ATTEST:

Secretary

AQUA WATER SUPPLY CORPORATION, a Texas Nonprofit
Water Supply Corporation:

By: 

Name: David Glass

Title: President

Date: 2/4/2025



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: 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.

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.



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.