



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

Members of the public may watch the meeting at:

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

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT

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

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

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

VI. ANNOUNCEMENTS

VII. PRESENTATION

- 1. A PROCLAMATION DECLARING MAY AS NATIONAL HISTORIC PRESERVATION MONTH**
- 2. A PROCLAMATION RECOGNIZING MADISON WOehl AS SCOUTING AMERICA TROOP 473'S FIRST EAGLE SCOUT**

VIII. CITY MANAGERS REPORT

- 1. Planning and Zoning Commission Quarterly Report**
- 2. Public Safety Advisory Committee Quarterly Report**
- 3. Economic Development Corporation Board Quarterly Report**
- 4. FY SB224 Catalytic Converter Grant Award to the Elgin Police Department (Noble)**
- 5. Elgin Media Day (Osborne)**

IX. CONSENT AGENDA

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

- 1. City Council Strategic Planning Session Minutes - March 29, 2025**
- 2. City Council Regular Meeting Minutes - April 15, 2025**
- 3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 3 FY2023-2024 ANNUAL STREET RESURFACING PROGRAM AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**

X. NEW BUSINESS

- 1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT WITH UNION PACIFIC RAILROAD COMPANY FOR THE SAFE ROUTES TO SCHOOL PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
- 2. RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING A REAL ESTATE CONTRACT BETWEEN THE CITY OF THE ELGIN ECONOMIC DEVELOPMENT CORPORATION AND DLJ HOLDINGS LLC, AUTHORIZING THE MAYOR TO APPROVE THE CONTRACT AND AUTHORIZING THE ECONOMIC DEVELOPMENT DIRECTOR TO SIGN ALL CLOSING DOCUMENTS (ROCK/FRYE)**
- 3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT FOR ENGINEERING SERVICES FOR THE TAYLOR LANE DRAINAGE PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
- 4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A NEW PROPOSAL FOR SERVICES AGREEMENT BETWEEN WATKINS GROUP CONSULTANTS, LLC FOR THE CONTINUATION OF FIRE CODE REVIEW, INSPECTION SERVICES AND**

**DEPARTMENT DEVELOPMENT ASSISTANCE AND MAKING CERTAIN FINDINGS
RELATED THERETO. (PERRY)**

- 5. AN ORDINANCE TO UPDATE CERTAIN SECTIONS OF THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO CORRECT ERRORS, INCREASE FEES AS A RESULT OF HALF YEAR TRENDS, AND AS A RESULT OF THE NEW CONTRACT FOR FIRE PROTECTION SERVICES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN. (PERRY)**

XI. EXECUTIVE SESSION

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

- 1. In accordance with Chapter 551 of the Texas Government Code, the Council will convene into executive session, pursuant to Section 551.071 (Consultations with Attorney): Discuss and consider possible action regarding the Interlocal Agreement For Emergency Medical Services between Bastrop County Emergency Services District No. 3 and the City of Elgin**
- 2. 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.**
- 3. Section 551.074, Texas Government Code, to discuss Interim City Manager assignments and duties.**

XII. RECONVENE

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

XIII. ADJOURNMENT

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

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the

agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512)229-3223. Please provide forty-eight hours notice when feasible.

I, Peyton Standifer, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Thursday, May 1, 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 fluid and cursive, with the first name "Peyton" written in a more compact, stylized manner and the last name "Standifer" written in a more legible, cursive script.

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A PROCLAMATION DECLARING MAY AS NATIONAL HISTORIC PRESERVATION MONTH

DEPARTMENT: Community Services

PROPOSED ACTION: Presentation of the proclamation

BACKGROUND:

May is National Historic Preservation Month

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No recommendation is necessary

ATTACHMENTS:

1. Proclamation National Historic Preservation Month 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.

A PROCLAMATION DECLARING MAY AS NATIONAL HISTORIC PRESERVATION MONTH

WHEREAS, Historic preservation serves as an invaluable tool for communities across the nation. Effectively managing growth and promoting sustainable development while revitalizing neighborhoods and fostering local pride. Safeguarding our historic landmarks and embracing our cultural heritage ensures we maintain the unique character of our communities but also enhances livability for both current and future generations, and

WHEREAS, the City of Elgin was established in 1872 on the Houston and Texas Central Railroad as a one square mile area around the H&TC Depot and named for Robert Morris Elgin, the railroad's land commissioner; and

WHEREAS, Elgin celebrated its Sesquicentennial in 2022 with a year-long series of events and projects, including the creation of Time Capsule Plaza at the library, which serves as a lasting tribute to our city's rich history, and

WHEREAS, it is important to celebrate the contributions made by dedicated individuals and groups in helping to preserve the tangible aspects of the heritage that has shaped us as a people including locally the Elgin Main Street Board, Elgin Historical Association, the Elgin MLK Scholarship Committee, the MCB Mary Christian Burleson Foundation, the Juneteenth Festival Organization, Elgin Oral Histories, and the Bastrop County Historical Commission; and

WHEREAS, the 1890, O'Connor Building has been completely renovated, restoring one of the oldest buildings on the block ensuring it is protected for generations to come, and

WHEREAS, downtown Elgin has a historic district with 14 city blocks of commercial buildings constructed from locally produced brick and erected from 1872 to 1947 which is listed on the National Register of Historic Places; and

WHEREAS, Elgin is a Nationally Accredited Main Street Community, where the Main Street Board partners with organizations throughout the community to implement an award-winning downtown revitalization program including the Hogeye Festival, more than \$49.5 million in public & private sector reinvestment, over 100 locally owned businesses and organizations, 50 apartments downtown, active renovation and new construction projects, and more than 40,000 volunteer hours; and

WHEREAS, Harnessing the Power of Place is the theme for 2025 celebrates the ways in which preservation strengthens communities, breathes new life into neighborhoods, supports a healthier planet, and builds a more just and connected society.

NOW, THEREFORE, I, Mayor of the City of Elgin, do proclaim May 2025 as Historic Preservation Awareness Month, and call upon the people of Elgin to join their fellow citizens across the United States in recognizing and participating in this special observance.

Theresa Y. McShan, Mayor
City of Elgin, Texas



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A PROCLAMATION RECOGNIZING MADISON WOEHLE AS SCOUTING AMERICA TROOP 473'S FIRST EAGLE SCOUT

DEPARTMENT: Executive

PROPOSED ACTION: No action is required by Council

BACKGROUND:

Madison Woehl has achieved the ranking of Eagle Scout, which is a first for the all girl troop in Elgin.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No recommendation to be made

ATTACHMENTS:

1. Proclamation for Eagle Scout, Madison Woehl 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.

A PROCLAMATION RECOGNIZING MADISON WOEHL AS SCOUTING AMERICA TROOP 473'S FIRST EAGLE SCOUT

WHEREAS, Elgin's first and only all-female scout troop recognized their first member to achieve the designation of Eagle Scout; and

WHEREAS, Eagle Scout is the highest rank attainable in the Scouts Program with only an estimated four percent of scouts earning the distinction; and

WHEREAS, Scouting America Troop 473 was chartered by the Veterans of Foreign Wars Post 6115 and founded in 2019 by Alicia Woehl based on the Boy Scouts of America's decision to include young women; and

WHEREAS, Formerly known as the Boy Scouts of America, Scouting America now serves more than 176,000 girls nationwide; and

WHEREAS, Madison Woehl earned the organization's highest rank and was recognized at Scouting America Troop 473's inaugural Eagle Board of Review on March 26, 2025; and

NOW, THEREFORE, I, THERESA Y. MCSHAN, Mayor of the City of Elgin, do hereby recognize and salute the contributions, dedication, and achievements of Madison Woehl, Eagle Scout.

IN OFFICAL RECOGNITION WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Elgin, Texas, to be affixed this 15th day of April 2025.

Theresa Y. McShan, Mayor
City of Elgin, Texas



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Planning and Zoning Commission Quarterly Report

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is requested on this item.

BACKGROUND:

This report covers activity during the months of February, March and April 2025.

BUDGET/FINANCIAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS:

1. PZC Quarterly Report Feb 25 - Apr 25

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



Development Services Department

STAFF REPORT

Planning & Zoning Commission (PZC) Quarterly Report

Date: April 29, 2025

SUMMARY OF ACTIVITIES FROM FEBRUARY 2025 – APRIL 2025 MEETINGS

February 2025

- A. New Commission Members Danica Morgan and Taylor Christian were sworn into office.



March 2025

- A. Outgoing Commission Member David Lanford was recognized for eight years of service.



- B. Bastrop County Parcel #133003 (Project #202500020) – A zoning change from I General Industrial District to C-2 General Commercial District for a parcel located in the Elgin Business Park fronting Swenson Blvd. and Dildy Drive. – PZC recommended approval.

April 2025

- A. Parliamentary Procedure presentation by City Secretary Peyton Standifer.
B. Final Plat Trinity Ranch EMS Lot (Project #202500008) – Consisted of one 2.673-acre lot to be used as a public safety services site and is located across from the new elementary school. – PZC approved.

PROPOSED ACTIVITIES FROM MAY 2025 – JULY 2025 MEETINGS

Continue to perform their function as allowed by State law and City Code including items such as subdivision of land, zoning changes, specific use permits and reviewing amendments to the subdivision, zoning and site development ordinances.

RECOMMENDED COUNCIL ACTION

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public Safety Advisory Committee Quarterly Report

DEPARTMENT: Executive

PROPOSED ACTION: No action is necessary.

BACKGROUND:

The Public Safety Advisory Committee did not meet during the months of March and April.

BUDGET/FINANCIAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS:

1. ITEM 7.2 PSAC Quarterly Report 02.04.2025

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.



Public Safety Advisory Committee

QUARTERLY REPORT

DATE: February 4, 2025

January 2025

- There were no items on the meeting agenda that required action. Progress on the new police station was given. Progress on the new traffic cameras was discussed. Discussion was had on the need to paint stripes at the intersection of 1704 and Loop 109.

November 2024

- Members of the Committee toured the new police station

Proposed Activities

None.

Recommended Council Action

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Economic Development Corporation Board Quarterly Report

DEPARTMENT: EDC

PROPOSED ACTION: No action is necessary.

BACKGROUND:

BUDGET/FINANCIAL IMPACT:

No fiscal impact

RECOMMENDATION:

Review of the Quarterly Report

ATTACHMENTS:

1. Quarterly Report Q2 2025

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



Elgin City Council Meeting

Elgin Economic Development Corporation Quarterly Report

May 2025

- Met with The Range to plan the second phase of the video marketing series.
- Attended the ribbon cutting ceremony for Cutbirth Family Dental.
- Participated in Artificial Intelligence training through the University of Texas.
- Resolved a property tax issue incorrectly assessed to the EDC.
- Met with a developer to discuss project relocation within Elgin Business Park III.
- Facilitated a strategic planning retreat for the Elgin EDC Board of Directors.
- Developed a two-year Strategic Plan of Work outlining board priorities, initiatives, and goals.
- Continued negotiations with the developer for the Rhode Tract.
- Collaborated with PASA to provide demographic research support for Elgin ISD.
- Participated in the Promotion & Tourism Committee meeting to generate ideas for increasing visitor engagement and extended stays.
- Attended two Main Street Design Committee meetings.
- Attended three Elgin Chamber of Commerce Board meetings and shared City updates.
- Executed a purchase contract for a one-acre downtown parcel.
- Participated in the Chamber's farewell luncheon for the outgoing President.
- Met with the Austin Business Journal to provide updates on projects in Elgin.
- Attended the Chamber of Commerce grand opening celebration.
- Attended the SHE Mentor Luncheon featuring the City Manager of Bastrop.
- Met with owners of a large land parcel to discuss potential future uses.
- Partnered with the broker to develop a business recruitment case study featuring Carr Lane Manufacturing at the Elgin Business Park.
- Approved two downtown business grants, including support for a new business.

- Met with Elgin High School's Business Management teacher to explore student collaboration opportunities.
- Met with a prospective business seeking to expand operations into Central Texas.
- Contracted with Impact Data Source to provide economic impact reporting on EDC-supported projects.
- Presented an update on upcoming commercial projects to Central Texas realtors.
- Sponsored, assisted with setup, and attended the TML Region 10 meeting.
- Participated in CAPCOG's Regional Economic Development Strategic Planning Roundtable (2025–2030).
- Elgin EDC website being ranked #5 nationally among economic development websites.
- Updated the EDC's grant guidelines and application, which were subsequently approved by the Board of Directors.
- Attended training sessions for budget management and InCode software.
- Supplied the EDC broker with Lead Forensics data on prospective businesses that viewed the "Sites & Buildings" section of the EDC website.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: FY SB224 Catalytic Converter Grant Award to the Elgin Police Department (Noble)

DEPARTMENT: Executive

PROPOSED ACTION: No action is required from Council

BACKGROUND:

City Council previously approved the application and acceptance of the award for the FY25 SB224 Catalytic Converter Grant. The Elgin Police Department was recently awarded \$63,000.00 in funds for the City Security Camera Program. The grant has been accepted by the Elgin Police Department.

BUDGET/FINANCIAL IMPACT:

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

GRANT AWARD AMOUNT	TOTAL CASH MATCH AMOUNT	IN-KIND MATCH AMOUNT (CITY EXPENSES)
\$50,400.00	\$12,600.00	\$0.00

RECOMMENDATION:

No action is necessary for Council

ATTACHMENTS:

1. Elgin FY25 SB224 Grantee Acceptance Notice

{ } 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.



**FY25 SB224 Catalytic Converter Grant
Motor Vehicle Crime Prevention Authority
Statement of Grant Award and Grantee Acceptance Notice**

Grant Number: **224-25-0110200**
Grantee: **City of Elgin**
Program Title: **City Security Camera Program**
Grant Award Amount: **\$50,400**
Total Cash Match Amount: **\$12,600**
In-Kind Match Amount: **\$0**
Reimbursement Percent*: **80.00%**
Grant Term: **January 22, 2025 to January 21, 2026**

Grant Budget Summary: City of Elgin (App ID: 408)

Budget Category	MVCPA Expenditures	Cash Match Expenditures	Total Expenditures	In-Kind Match
Personnel	\$0	\$0	\$0	
Fringe	\$0	\$0	\$0	
Overtime	\$0	\$0	\$0	
Professional and Contract Services	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0
Supplies and Direct Operating Expenses (DOE)	\$50,400	\$12,600	\$63,000	\$0
Total	\$50,400	\$12,600	\$63,000	\$0

*Reimbursement Percent: 80.00%: \$50,400 MVCPA amount / (\$50,400 MVCPA amount + \$12,600 Cash Match)

That whereas, The **City of Elgin** (hereinafter referred to as Grantee), has heretofore submitted a grant application in response to the Request for Application issued on September 16, 2024 to the Motor Vehicle Crime Prevention Authority, State of Texas, entitled **City Security Camera Program** and further identified by grant number **224-25-0110200** and

Whereas, the Motor Vehicle Crime Prevention Authority has approved the grant application as evidenced by this FY25 Statement of Grant Award and certain special requirements from the Motor Vehicle Crime Prevention Authority dated **02/04/2025** and

Whereas, the Grantee desires to accept the FY25 grant award and use all funds for purposes and in compliance with the following requirements that are adopted in their entirety by reference:

- Texas Transportation Code Chapter 1006;
- Texas Administrative Code: Title 43; Part 3; Chapter 57;
- Texas Grant Management Standards (TxGMS) as promulgated by the Texas Comptroller of Public Accounts including TxGMS Standard Assurances by Local Governments and Standards for Financial and Program Management;
- The Request for Applications issued on September 16, 2024;

- The current Motor Vehicle Crime Prevention Authority Grant Administrative Manual and forms and subsequently adopted grantee instruction manuals and forms;
- The Final Adopted Application attached to this Statement of Grant Award; and
- The Approved Grant Budget Summary

Now, therefore, the Grantee accepts the FY25 Statement of Grant Award under the conditions above including the special requirements in the grant application and the Statement of Grant Award as evidenced by this agreement, executed by the official authorized to sign the original grant application, or the official's designated successor, as presiding officer of and on behalf of the governing body of this grantee; and

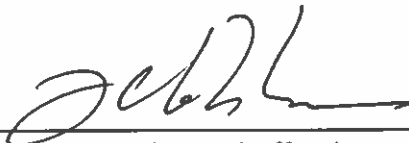
The Motor Vehicle Crime Prevention Authority has awarded the above-referenced grant subject to the availability of state funds. The approved budget is reflected in the above Approved Grant Budget Summary. This grant is subject to and conditioned upon the acceptance of the MVCPA Grant Administrative Guide promulgated for this specific program fund (referenced above) by the Motor Vehicle Crime Prevention Authority. Applicable special conditions are listed below.

Special Conditions and Requirements (MVCPA will only apply special conditions to applicable jurisdictions):

X **Non-Supplanting** - The grantee agrees that funds will be used to supplement, not supplant, funds that would otherwise be available for the activities under this grant. This includes demonstrating that new funded positions will be added to the department and not replacing local funds with state funds.

X **Intelligence Sharing** - The grantee is required to ensure that Law Enforcement personnel funded in whole or in part by this grant actively participate in Law Enforcement intelligence sharing webinars and Motor Vehicle Crime Investigator Virtual Command Centers organized and promoted on behalf of the MVCPA program operation and statewide collaboration.

APPROVED AND ACCEPTED BY:



 Authorized Official

CHRIS NOBLE, CHIEF OF POLICE

 Printed Name and Title

FEBRUARY 10, 2025

 Date Signed



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Elgin Media Day (Osborne)

DEPARTMENT: Community Services

PROPOSED ACTION: No action is necessary for Council

BACKGROUND:

The City of Elgin's Community Services Department will host its first ever Elgin Media Day on Thursday, May 8 from 3 PM to 4 PM at Millie's on Main in downtown Elgin. This event is designed specifically for the members of the local and Austin-area media who cover the City of Elgin and our events throughout the year, giving them the opportunity to meet the team responsible for providing information and presenting events, and also to capture background information, photos, and b-roll. If Council members are available, they are more than welcome to attend.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No recommendation is necessary for Council

ATTACHMENTS:

None

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Strategic Planning Session Minutes - March 29, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Adopt the report as the City Council Meeting Minutes for March 29, 2025.

BACKGROUND:

The City Council held their Strategic Planning Session on March 29, 2025. The attached report is a summary of that Planning Session.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Adoption of the report from SGR as the minutes of the Planning Session.

ATTACHMENTS:

1. City of Elgin Council Strategic Planning Session Report March 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.



**City of Elgin, Texas
Strategic Planning Session
Final Report
March 29, 2025**

The City Council of the City of Elgin, Texas, held a strategic planning session on Saturday, March 29, 2025. The purpose of the strategic planning session was to establish priorities that they want to focus on as they move forward into the future, knowing that the city will be experiencing a lot of population growth in the next few years. The strategic planning session was attended by the Interim City Manager, Isaac Turner as well as the Mayor and each Council Member, except Council Member Dennis. It was facilitated by Dr. Mike Mowery, the President of Leadership Development for SGR. The Council was joined by Department Directors near the end of the planning session so that the Department Directors would have the opportunity to hear from the Council and ask any questions about the strategic priorities or milestones.

Below is a summary of the key discussion items as well as the City Council's strategic priorities and milestones.

H.A.R.D. Questions

The Council was asked to work in small groups to do an exercise called "Hard Questions." After discussing these questions, each group reported on their answers. Below is a summary of what was listed. Sometimes items are listed twice because they were listed by more than one group.

What are we **HOPEFUL** for?

- The Depot District works well.
- Downtown will continue to boom.
- Entertainment for kids and senior adult activities.
- That growth will be a positive thing for Elgin.
- Downtown Progress.
- School District Bonds.
- ACC.
- Parks.
- Cohesiveness.
- Community ownership.
- Communication.
- New City Manager.

What are we **AFRAID** of?

- Culture change.
- Residential will grow but we will not have more jobs, and we will be a bedroom community.
- The Texas Legislature.
- The Texas Legislature.

What do we need to **RETHINK**?

- MUDS.
- EDC—Communication and Plan.
- Communication with the public.
- Funding for future projects.
- EDC Initiatives.

What needs to **DIE**?

- MUDS.
- Thinking about our city as Old Elgin vs New Elgin.
- Old baggage from the past.

Strategic Priorities

The Council discussed their strategic priorities to work on over the next few years. They identified six key priorities to pursue in order to see their vision come to fruition. These are listed in alphabetical order below because the Council did not prioritize one over another.

- **Economic Development**
- **Elgin's Unique Identity**
- **Healthcare Services**
- **Industrial and Commercial Land**
- **Infrastructure**
- **Public Safety**

Strategic Priorities and Milestones

After the Council identified their strategic priorities, they worked in small groups to identify the milestones for each of the strategic priorities. Milestones tell the city that they are moving in the right direction toward the strategic priorities of the Council. The Council also labeled each milestone as either ST or MT for Short-term Priority or Mid-term Priority.

The strategic priorities and milestones are listed below in alphabetical order.

- **Economic Development**
 - (1) Business Retention Program. (MT)
 - (2) Business Recruitment. (ST)
 - (3) Focus on Hunting not Order Taking. (ST)
 - (4) Seek a Variety of Businesses. (MT)
- **Elgin's Unique Identity**
 - (1) Maintain Calendar Events. (MT)
 - (2) Encourage and Maintain Volunteerism. (MT)
 - (3) Rec Center/Library Programs. (ST)
 - (4) Welcoming Atmosphere. (ST)
- **Healthcare Services**
 - (1) Apply pressure to Seton. (ST)

- (2) Talk to other hospitals. (ST)
- (3) Be vocal and visible with Recruitment. (ST)

- **Industrial and Commercial Land**

- (1) Scout Land. (ST)
- (2) Find Land. (ST)
- (3) Buy Land. (ST)
- (4) Add infrastructure needed to attract industries. (MT)
- (5) Collaborate with developers who purchased land. (ST)
- (6) Finish current business park. (ST)

- **Infrastructure**

- (1) Roads
 - a. Continue yearly local road improvements. (ST, MT)
 - b. Create better transportation partnerships. (ST, MT)
 - c. Seek grant funds for sidewalks (ST, MT)
- (2) Pipes
 - a. Assessment of water and sewer infrastructure and make a schedule for improvements. (ST)
 - b. Expand Fiber/Broadband throughout city. (MT)
- (3) Intermodal Assessment. (MT)

- **Public Safety**

- (1) Properly staffed for Fire, PD, EMS. (ST)
- (2) Implement MG/BH training for First Responders. (ST)
- (3) Address and develop an action plan regarding homeless population. (ST)
- (4) Mass Communication Plan for emergencies. (ST)



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - April 15, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the minutes as they are presented.

BACKGROUND:

The City Council for the City of Elgin met for a regularly scheduled meeting on April 15, 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 they are presented.

ATTACHMENTS:

1. City Council Regular Meeting Minutes - April 15, 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
April 15, 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. All Council Members were present.

Present:

Theresa Y. McShan, Mayor
Arthur Gibson III, Ward 1
Joy Casnovsky, Ward 1
Chuck Swain, Ward 2
YaLecia Love, Ward 2
Al Rodriguez, Ward 3
Matthew Callahab, Ward 3
Forest Dennis, Ward 4
Sue Brashar, Mayor Pro Tem Ward 4

Staff:

Isaac Turner, Interim City Manager
Peyton Standifer, City Secretary
Michael Gonzalez, Public Works Director
Stacey Osbourne, Acting Community Services Director
Beau Perry, City Engineer & Development Services Director
Pam Sanders, Human Resources Director
Sonia Browder, Media Specialist
Heather Fowler, Library Services manager
Dodie Navejas, Utility Billing Customer Services Manager
Aaron Crim, Police Commander
Esmeralda Rangel, Assistant City Secretary
Mary Majefski, Police Corporal

INVOCATION

Council Member Love 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 Pledge of Allegiance to the Texas Flag.

PUBLIC COMMENT

Stephanie Lippke, North Main Street, stated that Affion was the recruitment firm initially approved for the Finance Director position, but since then, SGR has taken over despite no such decision being made during a public meeting to her knowledge. She also stated that neither firm had advertised the position. She expressed concerns regarding the availability of funds and questioned whether last year's tax increase was intended to offset projected shortfalls. She also emphasized her ongoing concerns surrounding transparency.

Tiffany St. Pierre, Golden Eagle Way, stated that the audit that was received by the City from Brooks and Watson is concerning. She further stated that the water meters and deck repairs at the former meeting were approved with no questions about finances from the City Council. Ms. St. Pierre called for a forensic audit, transparency, and a halt on spending.

Wes Callias, Willow Sage Lane, stated his appreciation for Mr. Isaac Turner, and his concern that the former City Manager was let go with no communication from Council to the citizens. Mr. Callias also expressed his distaste that there are financial issues and there has been no comment from the City Council.

ANNOUNCEMENTS

Heather Fowler, Library Services Manager, provided the announcements for Council about the Music in the Park, lifeguards for hire at the Elgin Recreation Center, the Elgin Police Department's ribbon cutting for the new station, Dia de los Ninos, and the Space Night.

PRESENTATION

1. A PROCLAMATION RECOGNIZING APRIL AS SEXUAL ASSUALT AWARENESS MONTH IN THE CITY OF ELGIN

Mayor McShan announced that the proclamation for Madison Woehl will be read on May 6th.

Mayor McShan announced the proclamation proclaiming April as Sexual Assault Month, and read the proclamation. It was then presented to GG Thompson and the former City of Bastrop Mayor. GG Thompson, Family Crisis Center, then briefly spoke to Council about Sexual Assault Awareness Month.

STAFF REPORT

1. Finance Department Update (Gradient Solutions and Sanders)

Mr. Isaac Turner, Interim City Manager, provided brief comments about the challenges facing the City of Elgin's Finance Department. Mr. Turner stated that the focus is on responding to the audit and preparing the budget. Mr. Turner thanked Council for their support in hiring SGR on March 18, 2025, at their City Council meeting to conduct the search for a Finance Director. Mr. Turner introduced Pam Sanderss, Cal Webb, and Lorie Lankford to provide their update to the Council.

Cal Webb, Gradient Solutions, presented to Council. He stated that the priorities for Gradient and staff's focus are to focus on the audit that will be occurring in June, responding to the past audit, and preparing the budget. Mr. Webb stated that City staff are working extremely hard, and Gradient Solutions is pleased with the efforts of City staff.

Pam Sanders, Human Resources Director, presented to the Council. Mrs. Sanders stated that areas being worked on internally are recruitment, reclassification, new positions, training on the current system, preparing for the audit, and the upcoming budget processes. Mr. Turner encouraged the Council to ask their questions. Council Member Love asked whether a forensic audit is needed. Mr. Turner stated that forensic audits are intended to

identify criminal behavior, that he has not seen any indication that a forensic audit is necessary, and that a forensic audit might not be the best use of taxpayers' money. Cal Webb addressed the Council to state that, from his perspective, it would be his main focus to acquire the necessary staff to clean up and repair the finances as quickly as possible. Mr. Turner asked Mr. Webb, Mrs. Sanders, and Ms. Lankford if they had seen anything that would warrant a forensic audit. Mr. Webb responded that the opportunity exists, but has not seen anything personally that would warrant a forensic audit. Mrs. Sanders stated that processes have been put in place and the Finance Department is working to extend the processes to limit the opportunity. Mr. Webb emphasized to the Council that it is difficult for staff to eliminate the opportunity when there are only two staff members. Ms. Lankford stated that she had not seen anything that would indicate any criminal actions, but instead more mistakes in the bookkeeping. Mr. Turner stated that if Gradient Solutions or City staff find anything that would indicate criminal action, they are required to notify the City Manager and City Council immediately. Further discussion followed about bookkeeping. Mayor Pro Tem Brashar asked how many finance staff the City is short, and Mr. Turner responded that there is currently one open Clerk position, but he would like to upgrade that position to Senior Accountant, so there are two certified accountants in the Finance Department. Further discussion followed about staffing and retaining staff in the Finance Department.

CITY MANAGERS REPORT

1. Grant Announcement from Elgin Public Library (Fowler)

Heather Fowler, Library Services Manager, announced the award of a grant to the Elgin Public Library for \$20,000.00 to be used to install automated doors at the Library. The intent is to make the Library more accessible for the handicapped citizens in Elgin.

2. Building Code Effectiveness Grading Update (Perry) (ISO)

Beau Perry, Development Services Director, provided an update to Council about the City's rating on Building Code Effectiveness. Mr. Perry informed the Council that the City was previously rated a 6 out of 10, with 1 being the best possible score and 10 being the worst, which was the average for this area. The rating the City just received was a 4 out of 10. Mr. Perry, then, answered questions from the Council.

CONSENT AGENDA

1. City Council Regular Meeting Minutes - April 1, 2025

This item was approved on the consent agenda.

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 13 AND No. 14 FOR THE VETERANS PARK EXPANSION PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

This item was approved on the consent agenda.

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY OF ELGIN TO ENTER INTO A COST PARTICIPATION AGREEMENT FOR UPSIZING WATER AND WASTEWATER LINES IN CREEKS CROSSING DEVELOPMENT AND MAKING CERTAIN FINDINGS RELATED THERTO. (GONZALEZ)

This item was approved on the consent agenda.

4. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 2 AND CHANGE ORDER No. 2 FOR THE FY2023-2024 ANNUAL STREET RESURFACING PROGRAM; AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**

This item was approved on the consent agenda.

5. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE CHANGE ORDER No. 4 FOR THE PISTOL HILL BOOSTER STATION PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**

This item was approved on the consent agenda.

6. **CONSIDER REQUEST TO WAIVE OPEN CONTAINER ORDINANCE FOR THE LUNA MARKET HELD ON FRIDAY, JUNE 6TH, 2025, FROM 5:00PM TO 10:00 PM IN ELGIN MEMORIAL PARK MAIN PAVILION (ALVAREZ)**

This item was approved on the consent agenda.

Mayor Pro Tem Brashar motioned to approve the Consent Agenda as it was presented. Council Member Love seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE THE AMENDED AND RESTATED DEVELOPMENT AND CONSENT AGREEMENT WITH LUND FARM INVESTMENT LLC, A TEXAS LIMITED LIABILITY COMPANY AND LUND FARM MUNICIPAL UTILITY DISTRICT, A CONSERVATION AND RECLAMATION DISTRICT OF THE STATE OF TEXAS CONSENTING TO THE ANNEXATION OF 16.766 ACRES OF LAND INTO LUND FARM MUNICIPAL UTILITY DISTRICT AND MAKING CERTAIN FINDINGS RELATED THERETO. (PERRY)**

Mayor McShan read the title of the item. Mr. Beau Perry, Development Services Director, presented the item to the Council and answered questions from the Council.

Council Member Swain motioned to approve the resolution as it was presented. Mayor Pro Tem Brashar seconded the motion. Council Members Swain, Love, Callahan, Rodriguez, Dennis, Casnovsky, Mayor Pro Tem Brashar, and Mayor McShan voted in favor. Council Member Gibson voted not in favor. The motion carried.

2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING AN AMENDED AND RESTATED WHOLESALE SERVICE AGREEMENT WITH LUND FARM MUNICIPAL UTILITY DISTRICT FOR WHOLESALE WATER SERVICE AND MAKING CERTAIN FINDINGS THERETO. (PERRY)**

Mayor McShan read the title of the item. Mr. Beau Perry, Development Services Director, presented the item to the Council and answered questions from the Council. This item is related to the previous item.

Mayor Pro Tem Brashar motioned to approve the resolution as it was presented. Council Member Love seconded the motion. Council Members Swain, Love, Callahan, Rodriguez, Dennis, Casnovsky, Mayor Pro Tem Brashar, and Mayor McShan voted in favor. Council Member Gibson voted not in favor. The motion carried.

3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING AN AMENDED AND RESTATED WASTEWATER SERVICE AGREEMENT WITH LUND FARM MUNICIPAL**

UTILITY DISTRICT FOR WASTEWATER SERVICE AND MAKING CERTAIN FINDINGS RELATED THERETO. (PERRY)

Mayor McShan read the title of the item. Mr. Beau Perry, Development Services Director, presented the item to the Council and answered questions from the Council. This item is related to the previous two items.

Council Member Casnovsky motioned to approve the resolution. Council Member Swain seconded the motion. Council Members Swain, Love, Callahan, Rodriguez, Dennis, Casnovsky, Mayor Pro Tem Brashar, and Mayor McShan voted in favor. Council Member Gibson voted not in favor. The motion carried.

4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS CONSENTING TO AND ACKNOWLEDGING THE SCHOOL SITE DONATION AGREEMENT BETWEEN LUND FARM INVESTMENT, LLC, A TEXAS LIMITY LIABILITY COMPANY AND ELGIN INDEPENDENT SCHOOL DISTRICT AND MAKING CERTAIN FINDINGS RELATED THERETO. (PERRY)

Mayor McShan read the title of the item. Mr. Beau Perry, Development Services Director, presented the item to the Council and answered questions from the Council. This item is related to the previous three items. Mr. Perry stated that the developer was communicating directly with the school district and conveying the land to the school district.

Council Member Casnovsky motioned to approve the resolution as it was presented. Council Member Rodriguez seconded the motion. All voted in favor.

5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT FOR ENGINEERING SERVICES TO AMEND THE BOUNDARY FOR CITY OF ELGIN WATER CERTIFICATE OF CONVENIENCE AND NECESSITY AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

Mayor McShan read the item title. Michael Gonzalez, Public Works Director, presented the item to the Council. There were no questions from the Council.

Mayor Pro Tem Brashar motioned to approve the resolution as it was presented. Council Member Dennis seconded the motion. All voted in favor. The motion carried.

6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE MAYOR TO EXECUTE AN ACCESS FEE AGREEMENT REGARDING THE CONSTRUCTION OF COUNTY LINE ROAD WITH CGA MF INVESTMENT, LP, A TEXAS LIMITED PARTNERSHIP AND MAKING CERTAIN FINDINGS RELATED THERETO (PERRY)

Mayor McShan read the title of the item. Mr. Beau Perry, Development Services Director, presented the item to the Council and answered questions from the Council. Mr. Perry stated that the Cedar Grove development has agreed to contribute to the County Line Road Phase 3 project.

Council Member Swain motioned to approve the resolution as it was presented. Council Member Love seconded the motion. All voted in favor. The motion carried.

7. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, ACKNOWLEDGMENT AND APPROVAL OF CITY STAFF TO EXECUTE REPAIRS TO WELL 15 AND MAKING CERTAIN FINDINGS RELATED THERETO.(GONZALEZ)

Mayor McShan read the item title. Michael Gonzalez, Public Works Director, presented the item to the Council. There were no questions from the Council.

Mayor Pro Tem Brashar motioned to approve the resolution as it was presented. Council Member Gibson seconded the motion. All voted in favor.

EXECUTIVE SESSION

Mayor McShan read the item titles for the Executive Session. The City Council adjourned the meeting into Executive Session at 8:14 PM.

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

RECONVENE

Mayor McShan reconvened the meeting into open session at 9:06 PM. No action was taken.

ADJOURNMENT

Council Member Casnovsky reminded those present that Early Voting would begin on April 22, 2025, and the polling location for Bastrop County is 704 Bull Run Road, Elgin, Texas. Council Member Love reminded those present that the Relay for Life was taking place on April 26, 2025, at the Elgin Campus of the Austin Community College.

Mayor McShan adjourned the meeting at 9:06 P.M.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 3 FY2023-2024 ANNUAL STREET RESURFACING PROGRAM AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Approve the resolution as it is presented

BACKGROUND:

This is a routine payment to Larry Young Paving for the street surfacing project 2024. The amount is \$16,269 with a retainage of \$46,584. This is for a small amount of concrete work surrounding the utility valve covers. While the project is done in terms of construction, we are requiring the contractor to perform punch list items, then we will release the final retainage.

BUDGET/FINANCIAL IMPACT:

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

CURRENT CONTRACT AMOUNT	AMOUNT THIS ESTIMATE	PREVIOUS PAYMENTS	TOTAL AMOUNT REMAINING
\$485,846.40	\$16,269.53	\$402,992.24	\$46,584.63

RECOMMENDATION:

Approve the resolution

ATTACHMENTS:

1. ResstreetPay Request No.3
2. Recommendation Letter for Payment 3 4.24 - Signed

- { } 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. 2025-05-06-XX

**A RESOLUTION OF THE CITY OF ELGIN,
TEXAS, AUTHORIZING THE INTERIM CITY
MANAGER TO EXECUTE PAY REQUEST No. 3
FY2023-2024 ANNUAL STREET RESURFACING
PROGRAM; AND MAKING CERTAIN FINDINGS
RELATED THERETO.**

WHEREAS, the City of Elgin has primary responsibility for maintaining safe and effective transportation systems throughout the City, which includes the maintenance and upgrade of all city-owned streets and;

WHEREAS, City staff and the City Engineer have submitted a recommendation to award a contract to Larry Young Paving, of College Station, Texas for improvements to city streets prioritized on need, current conditions, and anticipated future use and/or traffic; and,

WHEREAS, the City staff is now recommending the second pay request to be executed and returned to the contractor.

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

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

Section 2. Authorization. The Mayor or Interim City Manager is hereby authorized to execute Pay Request No. 3 with Larry Young Paving, Inc of College Station, Texas to resurface streets in accordance with the *2024 Street Improvements* plan from WGA, a recommendation letter of which is attached hereto and marked Exhibit A; and made part of this Resolution as if copied verbatim herein.

Section 3. Project Change Orders. Through the approval of this Resolution, the Interim City Manager is further authorized to approve project contract change orders in a total amount not to exceed 25% of the approved contract as stated above.

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

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

PASSED AND ADOPTED this 6th day of May, 2025

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary



April 24, 2025

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

**RE: 2024 Street Improvements
Pay Request No. 3**

Dear Mr. Gonzalez:

Enclosed for consideration by the City of Elgin is the Pay Estimate No. 3 for Larry Young Paving, Inc. 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)
\$ 465,846.40	\$ 16,269.53	\$ 402,992.24	\$ 46,584.63

It is recommended that payment be made in the amount of **\$ 16,269.53** at the City's earliest convenience. Please sign and forward a digital copy to Larry Young Paving, Inc at m.ash@larryyoungpaving.com, and WGA at bperry@wga-llp.com. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,

Beau Perry, P.E.
Regional Practice Leader

cc: Mr. Terry Fowler, City of Elgin

Enclosure

MONTHLY ESTIMATE NO.2

P.O. NO.: ORIGINAL CONTRACT: \$398,886.40
 JOB NO.: CURRENT CONTRACT: \$465,846.40
 JOB DESCRIPTION: Huntsville Streets 2023
 CONTRACTOR: Larry Young Paving, Inc.
 COVERING PERIOD: July 1st-July 31st

CHANGE ORDER NO.	DATE APPROVED	TOTAL AMOUNT	AMOUNT COMPLETED
CO#1	3/4/2025	\$50,775.00	\$50,775.00
CO#2	3/26/2025	\$16,185.00	\$16,185.00

RETAINAGE % FOR PROJECT: 10%
 RELEASE RETAINAGE (YES/NO): NO

	PREVIOUS TOTAL	THIS PERIOD	TOTAL TO DATE
Amount of Work Completed (240):	\$18,077.25	\$18,077.25	\$465,846.40
Material On Hand (240):	\$0.00	\$0.00	\$0.00
Purchase Order Amount (240):	\$18,077.25	\$18,077.25	\$465,846.40
tax %8.25			
Amount Retained (240):	\$1,807.73		
Released Retainage (240):		\$0.00	\$0.00
Payments (240): (PO - Retainage + Released Retainage)	\$16,269.53	\$18,077.25	\$465,846.40

AMOUNT DUE THIS PAYMENT: \$16,269.53

NOTE:

Engineer : Beau Perry

Verified By:



Larry Young Paving: Matthew Young

Prepared By:



City Purchasing

Verified By:

Date:

April 21, 2025



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT WITH UNION PACIFIC RAILROAD COMPANY FOR THE SAFE ROUTES TO SCHOOL PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Executive

PROPOSED ACTION: Approve the resolution as it is presented

BACKGROUND:

The City of Elgin has been working with TxDOT on the safe routes to School Project that improves pedestrian access to and from Booker T. Washington Elementary. The project is funded primarily by TxDOT as a grant project. The City must offer the funds for the improvements and then be reimbursed by the grant. The City's portion for the rail improvements includes \$54,419.29.

Email from Allison Land at Grant works.

"This is approved for payment... For the SRTS invoices, I need to have documentation of the invoice, payment of the invoice, and documentation showing the withdrawal of the payment from the City's account in order to submit it for reimbursement to TxDOT."

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the resolution

ATTACHMENTS:

1. RESSRTSUPagreement
2. img04042025_0001

- { } 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. 2025-05-06-XX

**A RESOLUTION OF THE CITY OF ELGIN,
TEXAS, AUTHORIZING THE INTERIM CITY MANAGER
TO EXECUTE AN AGREEMENT WITH THE UNION
PACIFIC RAILROAD COMPANY FOR THE SAFE ROUTES
TO SCHOOL PROJECT AND MAKING CERTAIN
FINDINGS RELATED THERETO.**

WHEREAS, The City of Elgin is underway with a grant funded project to improve walkability between schools and town and;

WHEREAS, staff have for some time now been reviewing the necessary steps to make improvements that include Alamo Street and;

WHEREAS, part of these improvements includes upgrading the rail crossing at Alamo Street and;

WHEREAS, staff now recommend approval of this item as it reached intended goals safe routs to school near Booker T. Washington Elementary School and is funded in part by said grant.”

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

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

Section 2. Authorization. The Interim City Manager or Mayor is hereby authorized to execute an agreement as presented verbatim in the attached documents or agreements.

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

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

PASSED AND ADOPTED this 6th day of May 2025

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary



UNION PACIFIC RAILROAD COMPANY

ELGIN CITY OF
P O BOX 591
ELGIN, TX 78621

DATE ISSUED	3/14/2025
DUE DATE	4/13/2025
BILL NUMBER	90143925
CONTRACT NUMBER	WO77064
CUSTOMER NUMBER	82983
CUST REFERENCE	
BILL PREPARER	NaN
REFERENCE NO	416292B
CLS: 14-GOVERNMENT ENTITIES	

DESCRIPTION

INSTALL XING SURFACE AT EAST ALAMO ST IN ELGIN, TX, MP 935.04, DOT# 416292B,

AMOUNT: \$54,419.29

*For correspondence or if you would like to receive future bills electronically, please email
MARSCUSTOMERS@UP.COM*

UNION PACIFIC RAILROAD TAX ID NUMBER: 94-6001323

Please remit payment using one of these methods:

Please send checks to:

UNION PACIFIC RAILROAD COMPANY
12567 Collections Center Drive
Chicago, IL 60693

Pay Online here:

[https://www.uprr.com/payment/
mEH2HRvFrVCEdxZo9Dtvow](https://www.uprr.com/payment/mEH2HRvFrVCEdxZo9Dtvow)



TO ENSURE PROPER CREDIT TO YOUR ACCOUNT, DETACH AND RETURN THIS PORTION WITH CHECK

DATE ISSUED	3/14/2025
DUE DATE	4/13/2025
BILL NUMBER	90143925
CONTRACT NUMBER	WO77064
CUSTOMER NUMBER	82983
CUST REFERENCE	
BILL PREPARER	NaN
REFERENCE NO	416292B
CLS: 14-GOVERNMENT ENTITIES	





UNION PACIFIC RAILROAD COMPANY

BILL NUMBER	90143925
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RECAP OF CHARGES

SUMMARY OF DESCRIPTION:

JOINT FACILITY OR WORK ORDER 77064

		<u>JOB TOTAL AMOUNT</u>	<u>JOB APPORTIONMENT</u>	<u>JOB AMOUNT DUE</u>
JOB NO. 085	JOB 085 XTIE INSTALL	\$3,859.87	100.00%	\$3,859.87
JOB NO. 160	JOB 160 OTM INSTALL	\$24,553.72	100.00%	\$24,553.72
JOB NO. 161	JOB 161 OTM REMOVAL	\$7,542.88	100.00%	\$7,542.88
JOB NO. 190	JOB 190 WELD INSTALL	\$18,462.82	100.00%	\$18,462.82
BILL COST				\$54,419.29
APPORTIONMENT				100.00%
AMOUNT DUE (TO COVER PAGE)				\$54,419.29



UNION PACIFIC RAILROAD COMPANY

BILL NUMBER	90143925
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WO 77064 JOB NO 085 PERIOD 02-2025

LABOR MOFW AGREEMENT ALL

<u>DATE</u>	<u>GANG</u>	<u>DESCRIPTION</u>	<u>CLASS</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
02/25	9142	XTIES -UNLD	001	24.00	\$38.63	\$927.12
LABOR SUB TOTAL						\$927.12

02/2025		EQUIPMENT ALL OTHER			83.47%	\$773.87
02/2025		FEDERAL HIGHWAY ADMIN			105.03%	\$973.75
02/2025		FEDERAL HIGHWAY LABOR			78.85%	\$731.03
02/2025		FORCE ACCT INS			16.00%	\$148.34
ADDITIVE SUB TOTAL						\$2,626.99

LABOR MOFW AGREEMENT ALL TOTAL \$3,554.11

LABOR PER-DIEM

<u>DATE</u>	<u>GANG</u>	<u>DESCRIPTION</u>	<u>CLASS</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
02/25	9142	PER DIEM ALLOWANCE	038	24.00	\$12.74	\$305.76
LABOR SUB TOTAL						\$305.76

LABOR PER-DIEM TOTAL \$305.76

WO 77064 JOB NO 160 PERIOD 02-2025

LABOR MOFW AGREEMENT ALL

<u>DATE</u>	<u>GANG</u>	<u>DESCRIPTION</u>	<u>CLASS</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
02/25	9142	OTM UNLD/DISTRIBUTE	001	12.00	\$38.63	\$463.56
02/25	9156	OTM RELAY/REPLACE	001	135.00	\$38.65	\$5,217.75
02/25	9156	OTM RELAY/REPLACE	012	1.51	\$58.81	\$88.81
LABOR SUB TOTAL						\$5,770.12

02/2025		EQUIPMENT ALL OTHER			83.47%	\$4,816.32
02/2025		FEDERAL HIGHWAY ADMIN			105.03%	\$6,060.36
02/2025		FEDERAL HIGHWAY LABOR			78.85%	\$4,549.74
02/2025		FORCE ACCT INS			16.00%	\$923.22
ADDITIVE SUB TOTAL						\$16,349.64

LABOR MOFW AGREEMENT ALL TOTAL \$22,119.76

LABOR PER-DIEM

<u>DATE</u>	<u>GANG</u>	<u>DESCRIPTION</u>	<u>CLASS</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
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UNION PACIFIC RAILROAD COMPANY

BILL NUMBER	90143925
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02/25	9142	PER DIEM ALLOWANCE	038	12.00	\$12.74	\$152.88
02/25	9156	PER DIEM ALLOWANCE	038	136.51	\$16.71	\$2,281.08
LABOR SUB TOTAL						\$2,433.96
LABOR PER-DIEM TOTAL						\$2,433.96

WO 77064 JOB NO 161 PERIOD 02-2025

LABOR MOFW AGREEMENT ALL

DATE	GANG	DESCRIPTION	CLASS	HOURS	RATE	AMOUNT
02/25	9156	OTM RELAY/REPLACE	001	45.00	\$38.65	\$1,739.25
02/25	9156	OTM RELAY/REPLACE	012	0.51	\$58.82	\$30.00
LABOR SUB TOTAL						\$1,769.25
02/2025		EQUIPMENT ALL OTHER			83.47%	\$1,476.79
02/2025		FEDERAL HIGHWAY ADMIN			105.03%	\$1,858.24
02/2025		FEDERAL HIGHWAY LABOR			78.85%	\$1,395.05
02/2025		FORCE ACCT INS			16.00%	\$283.08
ADDITIVE SUB TOTAL					\$5,013.16	
LABOR MOFW AGREEMENT ALL TOTAL						\$6,782.41

LABOR PER-DIEM

DATE	GANG	DESCRIPTION	CLASS	HOURS	RATE	AMOUNT
02/25	9156	PER DIEM ALLOWANCE	038	45.51	\$16.71	\$760.47
LABOR SUB TOTAL						\$760.47
LABOR PER-DIEM TOTAL						\$760.47

WO 77064 JOB NO 190 PERIOD 02-2025

LABOR MOFW AGREEMENT ALL

DATE	GANG	DESCRIPTION	CLASS	HOURS	RATE	AMOUNT
02/25	9156	FIELD WELD - INSTALL	001	108.00	\$38.64	\$4,173.00
02/25	9156	FIELD WELD - INSTALL	012	2.00	\$59.65	\$119.30
LABOR SUB TOTAL						\$4,292.30
02/2025		EQUIPMENT ALL OTHER			83.47%	\$3,582.78
02/2025		FEDERAL HIGHWAY ADMIN			105.03%	\$4,508.20
02/2025		FEDERAL HIGHWAY LABOR			78.85%	\$3,384.48
02/2025		FORCE ACCT INS			16.00%	\$686.77
ADDITIVE SUB TOTAL					\$12,162.23	

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UNION PACIFIC RAILROAD COMPANY

BILL NUMBER	90143925
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LABOR MOFW AGREEMENT ALL TOTAL

\$16,454.53

LABOR PER-DIEM

<u>DATE</u>	<u>GANG</u>	<u>DESCRIPTION</u>	<u>CLASS</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
02/25	9156	PER DIEM ALLOWANCE	038	110.00	\$18.26	\$2,008.29
		LABOR SUB TOTAL				\$2,008.29
		LABOR PER-DIEM TOTAL				\$2,008.29

GANG LABOR SUMMARY
CONTRACT WO77064
FOR THE PERIOD 202502-202502

935.04 - 935.04 416292B EAST ALAMO STREE

WORK ORD	JOB NBR	ACTG YRMO	JT FAC CODE	GANG NBR	PAY PER	WORK DATE	TIME CLAS	WORK HOURS	WORK DESCRIPTION	SEGM NBR	BGNG MP	ENDG MP
77064	085	202502	0	9142	1	2/11/2025	001	12.00	10003 UNLOAD, DISTRIBUTE	7590	935.04	935.04
					1	2/12/2025	001	12.00	10003 UNLOAD, DISTRIBUTE	7590	935.04	935.04
							Subtotal:	24.00	202502 Job 085 Gang 9142			
77064	160	202502	0	9142	1	2/13/2025	001	12.00	14003 UNLOAD, DISTRIBUTE	7590	935.04	935.04
							Subtotal:	12.00	202502 Job 160 Gang 9142			
77064	160	202502	99999	9156	1	2/12/2025	001	45.00	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/12/2025	012	0.75	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/13/2025	001	45.00	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/13/2025	012	0.38	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/14/2025	001	45.00	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/14/2025	012	0.38	14005 RELAY,REPLACE	7590	935.04	935.04
							Subtotal:	136.51	202502 Job 160 Gang 9156			
77064	161	202502	99999	9156	1	2/12/2025	012	0.25	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/12/2025	001	15.00	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/13/2025	001	15.00	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/13/2025	012	0.13	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/14/2025	012	0.13	14005 RELAY,REPLACE	7590	935.04	935.04
					1	2/14/2025	001	15.00	14005 RELAY,REPLACE	7590	935.04	935.04
							Subtotal:	45.51	202502 Job 161 Gang 9156			
77064	190	202502	99999	9156	1	2/15/2025	012	1.00	13004 INSTALL	7590	935.04	935.04
					1	2/15/2025	001	48.00	13004 INSTALL	7590	935.04	935.04
					2	2/16/2025	001	60.00	13004 INSTALL	7590	935.04	935.04
					2	2/16/2025	012	1.00	13004 INSTALL	7590	935.04	935.04
							Subtotal:	110.00	202502 Job 190 Gang 9156			
WORK ORDER TOTAL:								328.02				

GANG MEMBER LABOR DETAIL

CONTRACT WO77064
FOR THE PERIOD 202502-202502

935.04 - 935.04 416292B EAST ALAMO STREE

WORK ORD	ACTG YRMO	GANG NBR	CCTR	PAY PER	WORK DATE	TIME CLAS	EMPLOYEE NAME	POS NBR TITLE	PAY HOURS	GANG SPLIT	WORK ORD HOURS
77064	202502	9142	E9311	1	2/11/2025	001	FRENCH THOMAS HUERTA JOSE MARTINEZ III ARTURO QUALLS WILLIAM ROMERO RAYMUNDO	961 - MATERIAL FOREMAN 66 - WELDER 66 - WELDER 472 - T/O 2T+GRAPPLE TRK 71 - TRK SYS FOREMAN	12.00 12.00 12.00 12.00 12.00	2/11/2025 001:	20% 12.00
				1	2/12/2025	001	FRENCH THOMAS HUERTA JOSE MARTINEZ III ARTURO QUALLS WILLIAM ROMERO RAYMUNDO	961 - MATERIAL FOREMAN 66 - WELDER 66 - WELDER 472 - T/O 2T+GRAPPLE TRK 71 - TRK SYS FOREMAN	12.00 12.00 12.00 12.00 12.00	2/12/2025 001:	20% 12.00
				1	2/13/2025	001	FRENCH THOMAS HUERTA JOSE MARTINEZ III ARTURO QUALLS WILLIAM ROMERO RAYMUNDO	961 - MATERIAL FOREMAN 66 - WELDER 66 - WELDER 472 - T/O 2T+GRAPPLE TRK 71 - TRK SYS FOREMAN	12.00 12.00 12.00 12.00 12.00	2/13/2025 001:	20% 12.00
Gang 9142 Subtotal:											36.00
77064	202502	9156	EG111	1	2/12/2025	001	AGUIRRE VICTOR HARPOON JASON PINEDA JR RAFAEL RAMIREZ MICHAEL SANCHEZ JR NOE	66 - WELDER 66 - WELDER 66 - WELDER 66 - WELDER 952 - CONSTRUCTION FOREMA	12.00 12.00 12.00 12.00 12.00	100% 100% 100% 100% 100%	12.00 12.00 12.00 12.00 12.00
				1	2/12/2025	012	SANCHEZ JR NOE	952 - CONSTRUCTION FOREMA	1.00	100%	1.00
				1	2/13/2025	001	AGUIRRE VICTOR HARPOON JASON PINEDA JR RAFAEL RAMIREZ MICHAEL SANCHEZ JR NOE	66 - WELDER 66 - WELDER 66 - WELDER 66 - WELDER 952 - CONSTRUCTION FOREMA	12.00 12.00 12.00 12.00 12.00	100% 100% 100% 100% 100%	12.00 12.00 12.00 12.00 12.00
				1	2/13/2025	012	SANCHEZ JR NOE	952 - CONSTRUCTION FOREMA	0.50	2/13/2025 012:	102% 0.51
				1	2/14/2025	001	AGUIRRE VICTOR HARPOON JASON PINEDA JR RAFAEL RAMIREZ MICHAEL SANCHEZ JR NOE	66 - WELDER 66 - WELDER 66 - WELDER 66 - WELDER 952 - CONSTRUCTION FOREMA	12.00 12.00 12.00 12.00 12.00	100% 100% 100% 100% 100%	12.00 12.00 12.00 12.00 12.00
				1	2/14/2025	012	SANCHEZ JR NOE	952 - CONSTRUCTION FOREMA	0.50	2/14/2025 012:	102% 0.51
				1	2/15/2025	001	HARPOON JASON PINEDA JR RAFAEL RAMIREZ MICHAEL SANCHEZ JR NOE	66 - WELDER 66 - WELDER 66 - WELDER 952 - CONSTRUCTION FOREMA	12.00 12.00 12.00 12.00	100% 100% 100% 100%	12.00 12.00 12.00 12.00
				1	2/15/2025	012	SANCHEZ JR NOE	952 - CONSTRUCTION FOREMA	1.00	100%	1.00
				2	2/16/2025	001	AGUIRRE VICTOR HARPOON JASON PINEDA JR RAFAEL RAMIREZ MICHAEL SANCHEZ JR NOE	66 - WELDER 66 - WELDER 66 - WELDER 66 - WELDER 952 - CONSTRUCTION FOREMA	12.00 12.00 12.00 12.00 12.00	100% 100% 100% 100% 100%	12.00 12.00 12.00 12.00 12.00
				2	2/16/2025	012	SANCHEZ JR NOE	952 - CONSTRUCTION FOREMA	1.00	100%	1.00
Gang 9156 Subtotal:											292.02
WORK ORDER TOTAL:											328.02

PER DIEM RATE CALCULATION

CONTRACT WO77064
FOR THE PERIOD 202502-202502

935.04 - 935.04 416292B EAST ALAMO STREE

WORK ORD	GANG NBR	ACTG YRMO	PAY PER	EMPLOYEE	MEALS	ROOM	TRAVEL	LIVING	*TOTAL PER DIEM	PAY HOURS	PER DIEM RATE
77064	9142	202502	1	FRENCH THOMAS	\$0.00	\$0.00	\$745.62	\$1,222.88	\$1,968.50	111.00	
77064	9142	202502	1	HUERTA JOSE	\$0.00	\$0.00	\$117.39	\$0.00	\$117.39	93.00	
77064	9142	202502	1	MARTINEZ III ARTURO	\$0.00	\$0.00	\$297.99	\$1,222.88	\$1,520.87	93.00	
77064	9142	202502	1	QUALLS WILLIAM	\$0.00	\$0.00	\$258.00	\$1,222.88	\$1,480.88	113.00	
77064	9142	202502	1	ROMERO RAYMUNDO	\$0.00	\$0.00	\$273.48	\$1,222.88	\$1,496.36	107.00	
Gang 9142 Pay Per 1:									\$6,584.00	517.00	\$12.74
77064	9156	202502	1	AGUIRRE VICTOR	\$0.00	\$0.00	\$396.03	\$1,070.02	\$1,466.05	83.75	
77064	9156	202502	1	HARPOON JASON	\$0.00	\$0.00	\$1,046.19	\$1,222.88	\$2,269.07	95.75	
77064	9156	202502	1	PINEDA JR RAFAEL	\$0.00	\$0.00	\$414.09	\$1,222.88	\$1,636.97	95.75	
77064	9156	202502	1	RAMIREZ MICHAEL	\$0.00	\$0.00	\$392.16	\$1,222.88	\$1,615.04	95.75	
77064	9156	202502	1	SANCHEZ JR NOE	\$0.00	\$0.00	\$316.70	\$611.44	\$928.14	102.75	
Gang 9156 Pay Per 1:									\$7,915.27	473.75	\$16.71
77064	9156	202502	2	AGUIRRE VICTOR	\$0.00	\$0.00	\$419.26	\$764.30	\$1,183.56	59.00	
77064	9156	202502	2	HARPOON JASON	\$0.00	\$0.00	\$898.49	\$764.30	\$1,662.79	59.00	
77064	9156	202502	2	PINEDA JR RAFAEL	\$0.00	\$0.00	\$295.41	\$764.30	\$1,059.71	59.00	
77064	9156	202502	2	RAMIREZ MICHAEL	\$0.00	\$0.00	\$290.25	\$764.30	\$1,054.55	59.00	
77064	9156	202502	2	SANCHEZ JR NOE	\$0.00	\$0.00	\$164.48	\$764.30	\$928.78	66.00	
Gang 9156 Pay Per 2:									\$5,889.39	302.00	\$19.50

*Agreement employees receive a daily per diem required by their union agreement to cover meals, lodging, travel, and/or general living expenses. For each gang pay period, a rate is established by totaling all per diem and work hours for all gang members. The rate is multiplied by the number of gang hours reported to the work order during the pay period.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING A REAL ESTATE CONTRACT BETWEEN THE CITY OF THE ELGIN ECONOMIC DEVELOPMENT CORPORATION AND DLJ HOLDINGS LLC, AUTHORIZING THE MAYOR TO APPROVE THE CONTRACT AND AUTHORIZING THE ECONOMIC DEVELOPMENT DIRECTOR TO SIGN ALL CLOSING DOCUMENTS (ROCK/FRYE)

DEPARTMENT: EDC

PROPOSED ACTION: Approve the resolution as it is presented

BACKGROUND:

The Elgin EDC identified this particular piece of property as an essential piece of property to control in the downtown area. It is located across from the new police station in a strategic area for the location of a new development. With the EDC in control of the property they can use it to leverage an agreement with a potential developer. The ultimate decision on the development of the property will be made by the City Council. The EDC feels that this will assist with the City Council's goal of keeping the downtown booming and inviting to visitors. Item was approved by the EDC Board at the February board meeting.

BUDGET/FINANCIAL IMPACT:

Funding for this item was {X} included {} not included in the current-year budget {} N/A \$305,500 purchase price plus closing costs to be determined

RECOMMENDATION:

Approve the resolution

ATTACHMENTS:

1. Resolution for One Acre DT Real Estate Contract
2. 403 Central Avenue 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.

RESOLUTION NO. 2025-05-06-XX

**RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ELGIN,
TEXAS APPROVING A REAL ESTATE CONTRACT BETWEEN THE
CITY OF THE ELGIN ECONOMIC DEVELOPMENT CORPORATION
AND DLJ HOLDINGS LLC, AUTHORIZING THE MAYOR TO APPROVE
THE CONTRACT AND AUTHORIZING THE ECONOMIC
DEVELOPMENT DIRECTOR TO SIGN ALL CLOSING DOCUMENTS**

WHEREAS, the City of Elgin Economic Development Corporation, Texas (the “City”) desires to purchase property from DLJ Holdings LLC, (the “Seller”) for the primary purpose of securing a well-situated lot for future use to be determined. The lot is approximately one acre in size and is located on the edge of Elgin’s downtown. It is a prime piece of property for future development; and

WHEREAS, the City has found and determined that the Real Estate Contract will further the public interest and welfare and the potential economic benefits that will accrue to the City are consistent with the City’s economic development objectives to increase sales and use tax revenues accruing to the City and attract additional jobs, and is necessary to promote or develop new business enterprises, and

WHEREAS, the property is located at 403 S. Central Avenue, Elgin Texas; and

WHEREAS, the property will be purchased for three hundred five thousand five hundred dollars (\$305,500) for Approximately one Acre;

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 above recitals are true and correct.

Section 2. Authorization. That the City hereby approves the Real Estate Contract between the City of Elgin Economic Development Corporation and DLJ Holdings

Section 3. That the Mayor is authorized to approve the Real Estate Contract between the City of Elgin Economic Development Corporation and DLJ Holdings, LLC

Section 4. That the Economic Development Director is authorized to sign all closing documents

Section 5. 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.

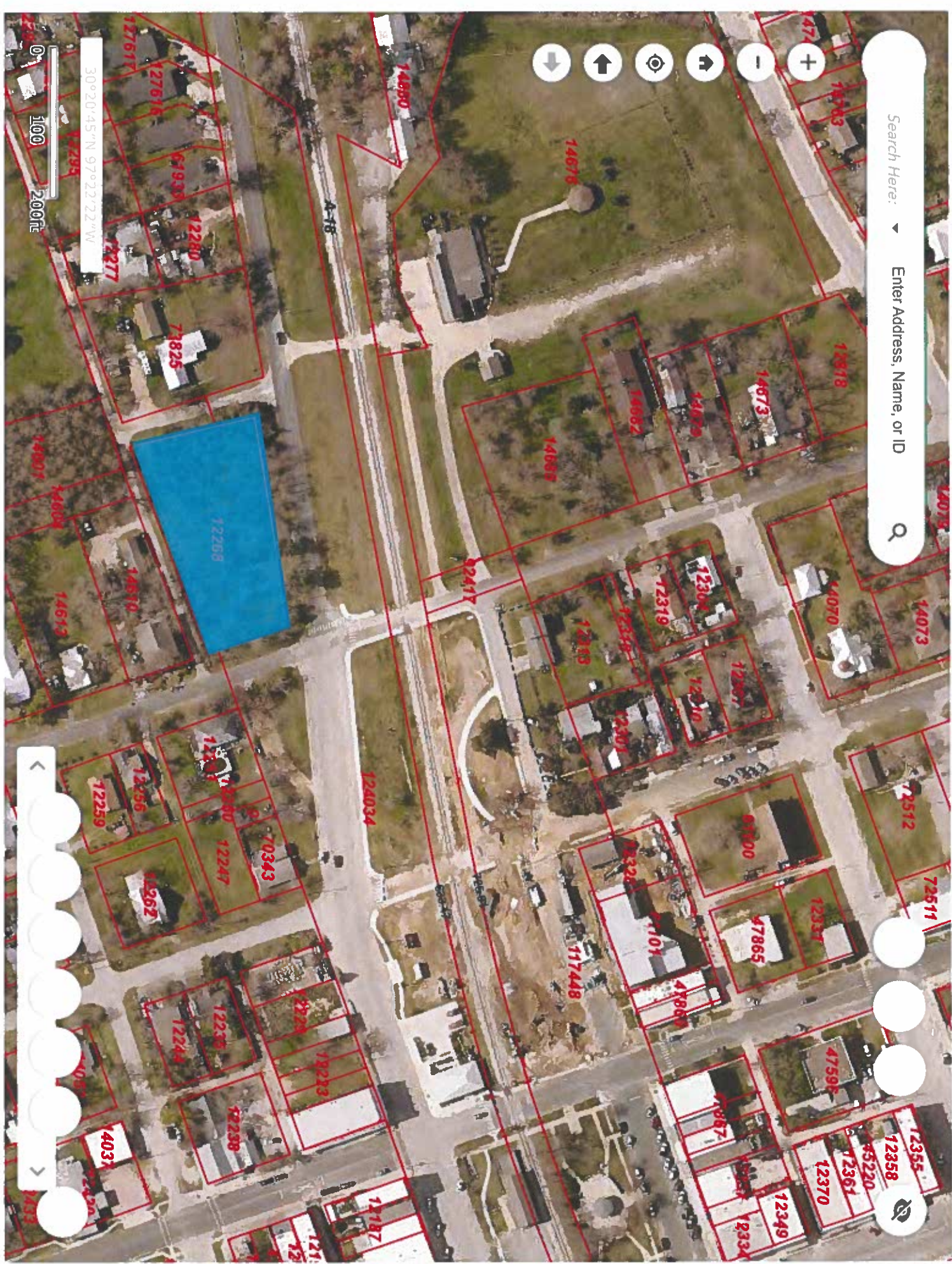
Section 6. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED on this 6th day of May 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 INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT FOR ENGINEERING SERVICES FOR THE TAYLOR LANE DRAINAGE PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review agreement and approve

BACKGROUND:

This item has been brought to the council's attention by local residents some time ago. The Council approved this project as an item for the 5-Year Capital Improvement plan. However, funding to execute the project has been more challenging.

A vote for approval on the Katy Development (apartment building) included a development fee that was unencumbered money to use on any project the council deemed a good use of the funds. Given that this project ranks high on the council's CIP and that is has been an outstanding issue, staff now bring this study to the council for consideration and approval. This study will start the planning process and another project cost will be brought before the council at another time.

Details of the proposal include:

Survey, bidding and planning documents, bidding support and construction support if the council decides to take this project on.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve as presented

ATTACHMENTS:

1. RESTAYLORLNdRAINAGE
2. Elgin - Taylor Lane Drainage Proposal
3. Taylor Lane Area

{ } 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. 2025-05-06-XX

**A RESOLUTION OF THE CITY OF ELGIN,
TEXAS, AUTHORIZING THE INTERIM CITY MANAGER
TO EXECUTE AN AGREEMENT FOR ENGINEERING
SERVICES FOR THE TAYLOR LANE DRAINAGE PROJECT
AND MAKING CERTAIN FINDINGS RELATED THERTO.**

WHEREAS, The City of Elgin and Mrs. Ruby Sims for some time now have had a deep appreciation of hydraulic modeling and storm water management principles and;

WHEREAS, Staff have been reviewing the necessary steps to bring some improvement and relief of storm water runoff to the residents in the drainage basin that is found Taylor Lane and Q.S. Goins Street and;

WHEREAS, Recently the City of Elgin identified a funding opportunity through properly executed development agreements that might be used for this project identified in the Five Year Capital Improvement plan under the Council’s guidance and;

WHEREAS, Staff now recommend approval of these agreements for engineering services to meet those objectives of improving drainage and upgrading facilities to benefit the public at large, with the project now known as the “Taylor Lane Drainage Improvements.”

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

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

Section 2. Authorization. The Interim City Manager or Mayor is hereby authorized to execute an agreement as presented verbatim in the attached documents or agreements.

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

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

PASSED AND ADOPTED this 6th day of May 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



April 7, 2025

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

**RE: Elgin Drainage Project – Taylor Lane Area
Engineering Services Proposal**

Dear Mr. Gonzalez:

Ward, Getz, and Associates, LLC (WGA) has prepared this proposal for professional engineering services for the design of the 2'x3' Culvert and two trapezoidal swales along Taylor Lane, and the 315 LF trapezoidal channel, and culvert update along East 2nd Street and its intersection with Q.S. Goins Lane.

PROJECT DESCRIPTION – STORM SEWER AND DRAINAGE

The proposed project will consist of modifications and updates to the drainage system along Taylor Lane, East 2nd Street and its intersection with Q.S. Goins Lane as proposed by the City of Elgin, Drainage Project Preliminary Engineering Report prepared by TRC Engineers, Inc in August 2016. The project shall include the following components (defined as project limits):

1. Approximately 240 LF trapezoidal swale with a 2.5-foot bottom width along Taylor Lane extending from the proposed 2'x3' culvert towards the end of the road.
2. Approximately 420 LF trapezoidal swale with a 2.5-foot bottom width along Taylor Lane extending from the proposed 2'x3' culvert towards East 2nd Street.
3. Approximately 315 LF trapezoidal channel with a 5 ft bottom width and rip rap corner on East 2nd Street.
4. Installation of a 2'x3' culvert across Taylor Lane.
5. Replacement of existing 2-24" culverts on East 2nd Street with 2-36" culverts.

ENGINEERING SCOPE OF WORK:

WGA will perform the following Engineering Scope of Work:

- A. Topographical Survey



1. Acquire additional field topographical data for the design portion of the project on the City's coordinate system, to include:
 - a. Detailed survey including utility locates (as furnished by the specific utility provider) within the project limits described above.
 - b. Provide subsurface utility engineering (SUE) for utility locates (quality level C and D) unless otherwise noted.
2. Set horizontal and vertical primary control points.
 - a. Primary control points shall be set at a spacing of 500 ft. or greater and inter-visible with each other where possible, away from possible disturbance from construction activity.
 - b. Primary control points shall be used as the primary horizontal and vertical control for the project and as benchmarks for the project.
 - c. Horizontal and vertical data for the primary control shall be based on Static RTK observations using the Leica Smartnet Network or approved equal.
 - d. The horizontal datum shall be based on NAD83 (2011) using the Texas Coordinate System, Central Zone (4203).
 - e. The vertical datum shall be based on NAVD88 using Geoid 12B.
 - f. Secondary control points shall be set as necessary for conventional ground surveying and terrestrial LiDAR scans.
3. Perform necessary research to obtain ownership records for properties affected by the project limits.
 - a. Prepare a project ownership spreadsheet and perform right-of-entry (ROE) coordination for site access from property owners to secure access for locating property corners, topographic design surveying with the survey limits and to set proposed right of way (ROW) corners. The City will send the right-of-entry access forms to the various property owners and acquire signatures.
4. Provide design level topographic survey data with the project survey limits.
 - a. The survey will be performed on the ground utilizing a combination of terrestrial LiDAR with traditional field observation methods to locate found visible features, both horizontally and vertically, including existing on-site structures, drainage features, adjacent and onsite sidewalks, curb lines, pavement, roadway paint striping, driveways, fences and visible above-ground utility appurtenances within the survey limits.
 - b. The survey will obtain topographic field elevations throughout the project site at 50-foot x 50-foot grid intervals for use in developing a digital terrain model.



- c. Markings from franchise utility services and City utilities will be located at time of survey.
 - d. Flowline elevations of existing and proposed culverts will be identified, as well as the materials and sizes of the culverts.
 - e. The survey will field locate found protected trees 8 inches or greater in trunk diameter measured at breast height, in accordance with municipal code. Trees will be tagged in the field and shown on the survey noting trunk diameter, species and canopy size.
 - f. Survey deliverable will be an AutoCAD .dwg file showing topographic points, features and 1 ft contours, accompanied by a point file in .csv format and digital terrain model in .xml format.
- 5. Surveyor will perform necessary research to acquire ROW maps, current adjoining property deeds and subdivision plats for properties affected by the project limits.
 - a. Field boundary reconnaissance will be performed to locate found subject property and adjoining property corner monumentation.
 - b. Results will be compared, and boundary resolutions determined for affected rights-of-way and properties adjoining the project limits.
 - c. Existing easements of record discovered during abstracting will be shown on the survey.
 - d. Deliverable will be PDF copies of property research and an AutoCAD .dwg file showing established ROW lines, adjoining property lines, found easements and record property ownership information.
- 6. Provide survey field notes for:
 - a. One (1) permanent easement and construction easement, to include ownership/existing easement title work.
 - b. Platting services to include:
 - (i) Creation of one (1) Certified Easement and Legal Descriptions for private property owner along the proposed area of work.
 - (ii) Creation of a property master CAD .dwg file along the proposed area of work.
 - (iii) Deliverables to include point file of boundary points in CSV file format, AutoCAD Civil3D .dwg file containing property master and field located boundary corners, and one (1) Certified Easement.
 - c. Title services to include:
 - (i) Title research for various tracts to establish property boundaries, and for the one (1) Certified Easement.



- (ii) PDF files for 30 Year Vesting Title for the one (1) property owner along the proposed area of work.
- (iii) Title research is to be performed before mobilizing the field crews for boundary survey.

B. Permitting

- 1. Submit applications and/or permits for:
 - a. TxDOT – Permit for upgrading of the culvert on East 2nd Street and necessary traffic control.

C. Construction Documents

- 1. Prepare construction documents for the proposed project, consisting of:
 - a. Technical specifications, bidding and contract documents.
 - b. General sheets, including general construction notes.
 - c. Storm Sewer and drainage plan and profile drawing sheets
 - d. Phased traffic control plan to maintain traffic during construction as necessary.
 - e. Erosion control plan.
 - f. City of Elgin Standard Construction Details.
 - g. Miscellaneous Details.
- 2. Submit 60% and 100% construction documents to City for review/approval, and meeting with City Staff to discuss each.
- 3. Acquire information from the franchise utility (gas, telephone, cable, etc.) and determine need for relocation. The City will provide direct correspondence with the franchise utilities. Design of existing utility relocations shall be provided by others.
- 4. Attend public outreach meetings to discuss the proposed project (Maximum of one), if required.
- 5. Provide final set of construction documents for bid.

D. Bidding Support

- 1. Address contractor questions during the bidding process and submit bid addendums as applicable.
- 2. Assist the City in bidding process including preparation of advertisement document, opening and tabulation of bids, and award recommendation letter.



3. Attend City Council meeting for construction award.
4. Prepare construction contract documents.

E. Construction Support

1. Organize and conduct the pre-construction meeting.
2. Provide contractor correspondence, submittal review, request for information review, and pay request review and recommendation letters to the City.
3. Organize and attend final inspection and prepare contractor punch list.
4. Prepare documents for project closeout including certification of construction completion, which will set the construction warranty period.
5. Prepare record drawings based on information provided by the Contractor (3 sets of hard copies and one electronic copy PDF). WGA will not validate as-built conditions.
6. Attend periodic onsite inspections to confirm contractor work, maximum of three (3).

ENVIRONMENTAL SCOPE OF WORK

Threatened & Endangered (T&E) Species Desktop Assessment (Office Work Only)

WGA will document expected compliance with the Endangered Species Act (ESA), a desktop review and assessment of federally and state-listed threatened and endangered species will be completed. The project area will be evaluated for known occurrences and suitable habitat associated with special status species that have been documented by Texas Parks and Wildlife Department (TPWD) (e.g. Texas Natural Diversity Database (TXNDD) datasets) and U.S. Fish and Wildlife Service (USFWS) (e.g. mapped critical habitat datasets). The evaluation shall document existing habitats by aerial photography interpretation and assess the areas for the likely presence of the specific habitat types required for state or federally listed rare, threatened, and endangered species, as well as migratory birds. A USFWS Information for Planning and Consultation (IPaC) review will be requested for the project area.

An on-the-ground survey is not included in this scope of work, and this desktop assessment may result in the identification of necessary on-the-ground surveys or agency consultations prior to project commencement.

Cultural Resources Management (CRM) Desktop Assessment (Office Work Only)

WGA will document expected compliance with the National Historic Preservation Act (NRHP), as required by any federal permit issuance or to document compliance with the Texas Historic Commission (THC) as required by any state permit issuance, a professional archeologist will compile information on available previously recorded cultural resources surveys (e.g. Texas Archeological Sites Atlas datasets), archaeological sites, and historic resources within the proposed project area and to assess the potential for the presence of unidentified cultural resources eligible for inclusion in the NRHP. The cultural resources desktop review document is intended to be used to coordinate future cultural resource compliance with relevant regulatory agencies. This scope of work does not include a pedestrian survey of the project area. This



assessment may identify the need for on-the-ground additional scopes of work, which would be dependent on the proposed development plan and the subsequent concerns that a THC project reviewer or specified federal agency project managers are anticipated to have.

WGA does not expect a need for on-the-ground survey based upon the majority of the project has been disturbed by previous construction activities from the original installation of the roads and housing lots.

ASSUMPTIONS

As the basis for the preparation for this proposal and the associated cost of service, the following assumptions were made which, if found to be incorrect may result in request(s) from WGA for additional compensation:

5. Per discussions with City Staff, the purpose of the Elgin Drainage Project is to modify and upgrade the drainage infrastructure within the Taylor Lane area to bring it up to Elgin City standards.
6. Where necessary, the City will be responsible for arranging property access (and acquiring executed right-of-entries) prior to commencement of the field survey and/or environmental investigations for properties not located within City right-of-way. WGA will not perform any field investigation on properties where access has not been granted.
7. Subsurface Utility Engineering if provided will not relieve the contractor from the duty to comply with applicable utility damage prevention laws and regulations, including, but not limited to, giving notification to utility owners or “One-Call Notification Centers” before excavation.
8. Should the schedule be changed or put on “hold” by the City, all costs incurred by WGA up to notification of change of schedule or “hold” status will be billed to the City. Additional fees that WGA may incur as a result of the change of schedule or “hold” status will be billed to the City once the Project has resumed in addition to the cost of services included in this proposal.
9. The entire project will consist of a single bid/construction project.

EXCLUSIONS

The following items are specifically excluded from the scope of work:

1. Any design services not listed above, including but not limited to design of landscape or irrigation, street reconstruction, sidewalks or accessibility, electrical or lighting.
2. Environmental or cultural services (unless listed above)
3. Post-construction topographical or GIS system updates.
4. Design of improvements or relocations for private sanitary sewer lines, electrical lines, gas lines, telephone lines or other franchise utilities.
5. Construction staking or field staking for other purposes.



6. Attendance at or preparation for condemnation hearings, easements or plat documents, landowner contact or easement negotiations, other than mentioned above.
7. Preparation of permits, applications, etc. (not mentioned above or in the cost table).
8. Costs for permitting or application fees or review fees by regulatory authorities, other than mentioned above or included in the cost table.
9. TDLR registration, fees, inspections, or plan review/approval.
10. US Army Corps of Engineers (USACE) permit preparation or notification, if applicable.
11. Appraisal and acquisition services for required easements.
12. Geotechnical investigation.
13. Platting or Rezoning of any properties.
14. Floodplain Mitigation. According to the Federal Emergency Management Agency (FEMA) the subject site is graphically located outside the 500-year floodplain (Zone "X" Unshaded) as delineated on the FEMA FIRM Map 48021C0100E, dated January 19, 2006.
15. Letter of Map Revision (LOMR), Conditional Letter of Map Revision (CLOMR), or other flood studies.
16. Tree Preservation plans and Tree Mitigation plans.

COMPENSATION FOR SERVICES

WGA will provide the professional engineering services as outlines for a total lump sum fee as follows:

Storm Sewer Drainage Project

Environmental Services (Desktop):	\$2,500.00
Cultural Services (Desktop):	\$3,500.00
Topographical Surveying:	\$13,915.00
Two (2) Easement Documents:	\$2,000.00
Title Research for Two (2) Properties:	\$2,000.00
Engineering Design:	\$40,000.00
Construction Management:	\$12,500.00
Total:	\$76,415.00

The total fee of the entire project is for a lump sum cost of \$76,415.00.

This fee includes labor and material costs associated with the Scope of Work identified above.



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

The payment schedule will be via monthly progress billing.

Changes in scope, including additional scenarios or modification to the scenarios identified above will be evaluated for additional services and/or materials cost through a formal change order process, which results in approval of the additional cost prior to executing the additional work. Fees for services quoted in this Letter of Agreement are valid for a period of time not to exceed 60 days from the date of this letter.

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



TASK ORDER No. 14
Task Order Effective Date: April 7, 2025
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:	Elgin Drainage Project – Taylor Lane Area	
Location of the Project Site:	City of Elgin	
Work and Deliverables:	Per Scope of Services	
Materials to be procured:	NA	
Commencement Date:	April 18, 2025	
Contract Time:	Per Scope of Services	
The Work will be performed for the following price (“Contract Price”):		Per Attached Proposal.
[check all that apply]		
		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

WGA:
Ward, Getz & Associates, LLC

By: _____

Printed name: Issac Turner

Title: Interim City Manager

By:  _____

Printed name: Beau Perry

Title: Regional Practice Leader

Taylor Lane and Q.S. Goins Survey area for Drainage





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A NEW PROPOSAL FOR SERVICES AGREEMENT BETWEEN WATKINS GROUP CONSULTANTS, LLC FOR THE CONTINUATION OF FIRE CODE REVIEW, INSPECTION SERVICES AND DEPARTMENT DEVELOPMENT ASSISTANCE AND MAKING CERTAIN FINDINGS RELATED THERETO. (PERRY)

DEPARTMENT: Development Services

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

BACKGROUND:

Originally, the City signed a services agreement for fire plan review and Fire Inspection services with this company on April 6, 2021. This agreement has been modified to expand services to include on-site project consultation, differentiate between annual and non-annual fire inspections, differentiate between small and large projects, resulting in a fee reduction for plan review of projects under 5,000 square feet and allow for fee increases. Fees have not been raised since the original agreement in 2021.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. WATKINS CONTRACT RESOLUTION
2. Exhibit "A"

{ } 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. 2025-05-06-__

A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING A NEW PROPOSAL FOR SERVICES AGREEMENT BETWEEN WATKINS GROUP CONSULTANTS, LLC FOR THE CONTINUATION OF FIRE CODE REVIEW, INSPECTION SERVICES AND DEPARTMENT DEVELOPMENT ASSISTANCE AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, The City of Elgin (“City”) and Watkins Consultants, LLC (“Third Party”) entered into an agreement on April 6, 2021 for Fire Plan Review and Fire Inspection; and,

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

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

NOW THEREFORE, BE IT RESOLVED BY THE 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 the *Proposal for Services*, a copy of said agreement being attached hereto and marked Exhibit A; and made part of this Resolution as if copied verbatim herein.

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

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

PASSED AND ADOPTED this 6th-day of May 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

Peyton Standifer, City Secretary

WATKINS GROUP CONSULTANTS, LLC

PROPOSAL FOR SERVICES

Watkins Group Consultants, LLC is pleased to submit this proposal for services to support the **City of Elgin** in the areas of Fire Code Review, Inspection Services and Department Development assistance.

This proposal will serve as an Agreement for services between Watkins Group Consultants, LLC (the "Vendor") and the **City of Elgin**(the "Client").

Services Provided

- **Plan review services on new construction, remodel, change of use/occupancy, occupancy load reviews, etc. to ensure Fire Code compliance**
- **Annual Inspection services for commercial addresses within the City to confirm Fire Code compliance**
- **Requested Fire Code Inspections for New Construction and Remodel projects**
- **Fire Code and Project Consultation Services**
- **Department Development Assistance, as needed**
- **Inspection, Documentation and Consultation Services for Red/Yellow Tag alerts, as Requested**
- **Plan Review Guidelines and Procedure Documents for City Staff and Applicant Use**

Agreement

The Client agrees to contract the above mentioned services, for the rates listed in the "**Fees**" Exhibit (Exhibit A). This agreement will remain in place through the duration of 2025 and continue on through the year 2026 or until either party requests to end the Agreement.

Annual Inspections Specific Agreement:

The Vendor agrees to provide the Client with Annual Inspections on all commercial buildings and businesses with addresses within the City Limit. To perform this work, the Vendor agrees to provide the Client with a monthly list of all addresses that are due for inspection within the coming month. Client will provide authorization to the Vendor before inspections are initiated.

During the Annual Inspection process, all authorized addresses will be inspected by the Vendor, after which the Client will be provided a report. Each report will be notated with a score of Pass/Fail. All failing addresses will be identified with a priority level of Low, Medium or High. High priority addresses will be reinspected, with prior authorization from the Client within 30 days of initial inspection. Alert levels of Low and Medium will be reviewed by the Client. Vendor will not reinspect the Medium or Low alert addresses without direct request from the Client.

Fees

Please see Exhibit A for Inspection, Plan Review and Consultation rates

WATKINS GROUP CONSULTANTS, LLC

PROPOSAL FOR SERVICES

Service Level

- a) Vendor shall acknowledge receipt of work order/inspection request no later than twenty-four (24) hours after Client contact is received.
- b) The vendor will communicate with the Client's staff by phone, video, e-mail, or in person as needed or requested.
- c) Vendor will attend remote or in-person meetings with a notice of at least two business days before the meeting time/date or in-person meetings deemed necessary with a notice of at least four business days.

Invoicing

Vendor shall invoice the Client weekly for work assigned and performed during the previous week. Invoices will be submitted to the Client via email, and payment is requested **no later than 30 days** from invoice date. Alternate invoicing timelines can be accommodated if requested by the Client.

Timeline for Execution

Inspections are typically scheduled within 2 business days from the date of assignment, depending on applicants responsiveness and availability. Plan reviews will be completed within 10 business days of assignment.

Project Deliverables

***Inspection requests** should be sent through the MGO portal or via email to Inspections@watkinsconsult.com to be assigned in a timely manner. Inspection reports will be supplied to the Client within 48 hours of the performed inspection.

***Plan Review assignments** should be assigned through the MGO platform and/or directed to hwatkins@watkinsconsult.com. Plan Review reports will be provided to the Client within 10 business days of assignment.

Supplied Material

Client shall supply Vendor with project information, project address, contact information for the applicant, design drawings, and any previous correspondence that pertains to the project assignment as well as any other information necessary to complete the requested service. If applicable, Client shall also provide access to software used by the Client if access is necessary to perform review or Inspection process.

Qualifications

Vendor provides a team of qualified professionals, with well over forty (40) years of combined Fire Review and Inspection experience. Vendor has also completed all requirements to an accredited department through the *Texas Commission On Fire Protection*. Vendor shall provide documentation of all credentials on the demand of the Client. It shall be the responsibility of the Vendor to ensure properly credentialed staff are kept abreast regarding adopted local, state, and federal law.

WATKINS GROUP CONSULTANTS, LLC

PROPOSAL FOR SERVICES

Watkins Group Consultants, LLC is a Texas Commission on Fire Protection regulated department - FIDO #12278

In agreement – DATE: _____

Vendor: Watkins Group Consultants, LLC

By: _____

Print Name: Heather L. Watkins

Contact Postal Address: PO Box 423, Georgetown, TX 78626

Contact Phone Number: 512-851-3169

Contact Email Address: Hwatkins@watkinsconsult.com

Client: CITY OF ELGIN _____

By: _____

Print Name: ISAAC TURNER, INTERIM CITY MANAGER

Date: MAY 6, 2025

Contact Postal Address: P O BOX 591, ELGIN, TX 78621

Contact Phone Number: 512-281-0119

Contact Email Address: permits@elgintexas.gov

Accounts Payable POC: Accounts Payable

Accounts Payable Phone and Email: 512-281-5724:

accountspayable@elgintexas.gov

WATKINS GROUP CONSULTANTS, LLC

EXHIBIT A - PLAN REVIEW & INSPECTION FEES

REVISED 4/29/25

General Consultation Services - Pre-review, pre-development, permitting and/or reporting software coordination support, and any other Code consulting services performed via telephone, remote meeting platform, or email will be billed and invoiced bi-weekly.

Rate: \$65 per hour, 1 hour minimum. Billed in 15 minute increments after the first hour.

Small Project - Plan Review Fee -

Small Project Definition: Buildings, Rooms and Structures under 5,000 SF and without additional Fire Protection Systems, or Shell Buildings of any size with no current build-out.

Includes shell buildings, remodels/ tenant improvements, change of use or occupancy (including occupancy load calculation projects), accessory buildings and structures without definitive square footage. (canopies, towers, exterior spaces, etc)

Initial Review Fee: \$250.00 flat rate

Subsequent Reviews: \$95.00 per hour

Full Building Plan Review -

New Construction and Remodel projects above 5,000 SF, with occupancies and uses including, but not limited to: Daycare, Education, Group I, hazardous material usage or storage, fuel pumps and/or fuel storage, medical facilities (including dental and veterinary), high pile storage, Assembly with and without educational, multi-level assembly, sports venue, multi-family housing, etc.

Initial Review Fee: \$140.00 per hour, 2 hour minimum

Subsequent Reviews: \$95.00 per hour

Site Development Plan and Subdivision Review:

Hourly Initial Review Fee: \$140.00 per hour, 1 Hour Minimum

Subsequent Reviews: \$95.00 per hour

***Review of Fire Suppression / Fire Alarm / Vent Hood Suppression / ERRS/**

Access Control, and other specialty systems:

Hourly Initial & Subsequent Review Fee: \$140.00 per Hour - 1 Hour Minimum

**These systems must be submitted separately, and reviewed independent of the Building Plan Review.*

Note: We request that review projects with multiple buildings on the same site be submitted with individual project numbers per building. (ie: Multi-family housing, business complexes, etc)

Fire & Life Safety Inspection Services:

Annual Fire Inspections	\$125.00 per hour, 1 hour minimum
*Reinspections	\$ 95.00 per hour, 1 hour minimum

**Annual Reinspections will only be performed when authorized and requested by the City of Elgin.*

Non-Annual Fire Inspections	\$175.00 per hour, 1 hour minimum
Reinspections	\$125.00 per hour, 1 hour minimum

Fire & Life Safety Consultation (on-site)	\$125 per hour, 1 hour minimum
---	--------------------------------

****Travel: \$40 travel fee**

-This fee is only assessed when an inspector is called to Elgin for a single inspection in a day. We will always try to stack inspections if they are available, but it isn't always possible.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE TO UPDATE CERTAIN SECTIONS OF THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO CORRECT ERRORS, INCREASE FEES AS A RESULT OF HALF YEAR TRENDS, AND AS A RESULT OF THE NEW CONTRACT FOR FIRE PROTECTION SERVICES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: Discussion, consideration and approval of this Ordinance.

BACKGROUND:

Staff discovered that the Zoning Variance and Special Exception fees for residential applicants, which the Council reduced in September 2023, were not carried forward to the 2024-2025 fee schedule, so we are correcting that error with this ordinance. In addition, with the approval of the resolution authorizing a new service agreement with Watkins Group Consultants, LLC, we must now revise the fee schedule for those services.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. Fee Ordinance for Fee Schedule Changes
2. Exhibit A to Fee Schedule Changes
3. Proposed Fire Fee Changes

{ } 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. 2025-05-06-_____

AN ORDINANCE TO UPDATE CERTAIN SECTIONS OF THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES NECESSARY TO CORRECT ERRORS, AS A RESULT OF HALF YEAR TRENDS AND AS A RESULT OF THE NEW CONTRACT FOR FIRE PROTECTION SERVICES; PROVIDE FOR A SAVINGS CLAUSE; REPEAL CONFLICTING ORDINANCES OR RESOLUTIONS; AND PROVIDE THAT THIS ORDINANCE SHALL BECOME EFFECTIVE AS STATED HEREIN.

WHEREAS, the City Council of Elgin, Texas approved a reduction to the zoning variance and special exceptions fees for residential applicants from \$600.00 each to \$200.00 each on September 19, 2023, and

WHEREAS, the fee reduction was not carried over to the 2024-2025 fee schedule, this ordinance would correct that error, and

WHEREAS, City staff has reviewed expenses between October 2024 and March 2025 for the purpose of budget forecasting; and

WHEREAS, the half year trends observed have prompted changes to certain fees in order to cover the cost associated with those expenses, and

WHEREAS, the City Council of Elgin, Texas has approved Resolution 2025-05-06-_____, that authorized a new proposal for services which increased the cost of a series of services, and

WHEREAS, the City Council has from time-to-time revised fees and charges based on need for additional funding to cover increased costs of services funded by said fees;

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

SECTION 1. All fees and charges listed in Exhibit “A” attached hereto and incorporated herein for all purposes are hereby adopted.

SECTION 2. All fees and charges listed in Exhibit “A” shall be effective and valid beginning May 6, 2025, and will stay in effect until such time the fee schedule is amended by council.

SECTION 3. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

SECTION 4. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

SECTION 5. 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 this 6th day of May, 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

EXHIBIT "A"

PORTIONS OF CITY OF ELGIN COMPREHENSIVE FEE SCHEDULE

Category	
Development Services	
*All fees must be paid prior to permits being issued or item being scheduled for hearing, whichever is applicable.	
Fees common to other activities as referenced below. *	
Professional Recovery Fees (PRF)	115% of cost for consultant review. and inspections
Renoticing Fees For Items Requiring Public Hearing	
Newspaper Notice	125% of newspaper publishing costs
Fee per Notice sign	\$35.00
Fee per letter for 200' notice	\$7.00
Work without City Approval Penalty	
Subdivision Construction	\$1,500
Site Development	\$1,500
W/O Permit	Double Cost of Permit Fee or \$1,000, whichever is least
Zoning and Land Use *	
Annexation Petition	\$0.00
Annexation Development Agreement	\$0.00
Other Development Agreement	\$2,500.00 + PRF
Development Agreement Modification	\$1,250.00 + PRF
Comprehensive Plan Amendment	\$725.00 + PRF
Specific Use Permit	\$600.00 + PRF
Zoning Variance	\$200.00 for Residential Applicants \$600.00 + PRF for Commercial Applicants
Special Exception	\$200.00 for Residential Applicants \$600.00 + PRF for Commercial Applicants
Zoning Change - PDD Rezoning	\$600.00 + PRF for Commercial Applicants
< 5 Acres	\$1,250 + PRF
5 Acres to 10 Acres	\$2,500 + PRF
> 10 Acres	\$5,000 + PRF
Development Services (Cont.)	
Misc. Building Permits, Fees and Fines	
Demolition Permit	\$0.00
House or Structure Moving Fee	\$0.00
Temporary Certificate of Occupancy	\$250.00 + PRF
Permanent Certificate of Occupancy	\$100.00 + PRF
Appeal	\$500.00 + PRF
Occupation of bldg. prior to CO issuance	\$200.00
Wireless Communications Facilities	\$150.00 + PRF
Modification of Postal Address by Owner	\$50.00
Building Permit Extension	one-half (1/2) of building permit fee
Sidewalk-in-lieu Fee	\$4.75 per square foot \$5.00 per square foot
Accessory Building	\$75.00 + PRF
Building Code Variance	\$600.00 + PRF
Fire Protection *	
Fire Plan Review - Fire Suppression/Alarm/Vent Hood	
First and Subsequent Review	\$115.00 per project + \$0.20 / SF \$161.00 per hour, 1 hour minimum
Subsequent Review	\$90.00 flat fee each
Fire Plan Review - Site Dev., Plat, and Subdivision Construction	
First Review	\$90.00 per hour, 1 hour minimum \$161.00 per hour, 1 hour minimum
Subsequent Reviews	\$109.25 per hour
Fire Plan Review - New Construction & Remodel Small Project > 5,000 SF	
Small Project Definition: Buildings, Rooms, and Structures under 5,000 SF and without additional Fire Protection Systems, or Shell Buildings of any size with no current build-out.	
First Review	\$115.00 per project + \$0.20 / SF \$287.50 flat rate
Subsequent Reviews	\$90.00 flat fee \$109.25 per hour
Fire Plan Review - Full Building Plan Review	
New Construction and Remodel projects above 5,000 SF, with occupancies and uses including, but not limited to: Daycare, Education, Group I, hazardous material usage or storage, fuel pumps and/or fuel storage, medical facilities (including dental and veterinary), high pile storage, Assembly with and without educational, multi-level assembly, sports venue, multi-family housing, etc.	

First Review	\$161.00 per hour, 2 hour minimum
Subsequent Reviews	\$109.25 per hour
Fire Plan Review – Shell Building	
First Review	\$75.00 per project + \$0.10 / SF
Subsequent Review	\$90.00 flat fee
Fire Plan Review – Tenant Improvement / Finish Out- Annual Fire Inspections	
First Review First Inspection	\$85.00 per project + \$0.15 / SF \$143.75 per hour, 1 hour minimum, plus travel (if applicable)
Subsequent Review Inspections	\$65.00 flat fee \$109.25 per hour, 1 hour minimum, plus travel (if applicable)
Non-Annual Fire Inspections	
First Inspection	\$115.00 \$201.25 per hour; \$75.00 each additional hour- 1 hour minimum, plus travel (if applicable)
Subsequent Inspection	\$100.00 \$143.75 per hour; \$70.00 each additional hour- 1 hour minimum, plus travel (if applicable)
Fire & Life Safety Consultation (on-site)	\$143.75 per hour, 1 hour minimum, plus travel (if applicable)
Fire Code Variance	\$600.00 +PRF

Proposed Fire Fee Changes

Type	Current	Proposed
First Non-Annual Inspection (1.5 hour)	\$152.50	\$301.88
Subsequent Non-Annual Inspection (1.5 hour)	\$135.00	\$215.63
First Annual Inspection (1.5 hour)	\$152.50	\$215.63
Subsequent Annual Inspection* (1.5 hour)	\$135.00	\$163.88
Plan Review up to 5,000 SF	Starting at \$1,115.00	\$287.50 flat
Subsequent Plan Review (1 hour)	\$90.00	\$109.25
Plan Review over 5,000 SF	Starting at \$1,315.00	Starting at \$322.00
Subsequent Plan Review (1 hour)	\$90.00 flat	\$109.25/hour
Site Plan Review	\$90.00/hour	\$161.00/hour
Suppression System/Fire Alarm System/Venthood System Review	\$70.00/hour	\$161.00/hour

*The subsequent annual inspection will only occur at customer request or if deficiencies noted at first annual inspection warrant follow-up.



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.