



**ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
June 3, 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 HEARING

- 1. PUBLIC HEARING ON AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "R-1" SINGLE FAMILY DWELLING DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE TRAVIS COUNTY APPRAISAL DISTRICT AS PARCEL 248221 (ABS 345 SUR 53 HINES W ACR 10.0) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**

VI. PUBLIC COMMENT

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

Speaker comments are limited to three (3) minutes. No formal action can be taken by the City

Council on items not posted on the agenda. Items requiring a PUBLIC HEARING will allow a member of the public an opportunity to speak during the Public Hearing and does not require a "PUBLIC COMMENT FORM".

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

VII. ANNOUNCEMENTS

- 1. Summer Reading Program in June and July at the Elgin Public Library**
- 2. Dino Pottery Part 1 on June 11th From 5PM-7PM at the Elgin Recreation Center**
- 3. Sip, Shop, and Stroll is Every 2nd Thursday of the Month in Downtown Elgin**
- 4. Elgin's Juneteenth Street Dance Friday, June 13th From 8PM-12AM and Juneteenth Parade Saturday, June 14th From 10AM-4PM**
- 5. Touch Grass Tuesday at the Elgin Public Library on June 17th From 5PM-7PM**

VIII. CITY MANAGERS REPORT

- 1. Board of Adjustments Quarterly Report**
- 2. Historic Review Board Quarterly Report**
- 3. Building Standards Commission Quarterly Report**
- 4. Parks and Recreation Advisory Board Quarterly Report**

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 Special Meeting Minutes - May 13, 2025**
- 2. City Council Regular Meeting Minutes - May 20, 2025**
- 3. Consider Request To Close Streets For The Hogeye Festival Street Dance Friday, October 24 From 4 PM To Midnight On Depot Street From Main Street To Avenue A For The Free Street Dance, And On Saturday, October 25, From 8 AM To 7 PM, The Festival Grounds Loop 109 Main Street From The 400 Block Of North Main Street To The 200 Block Of South Main Street, Austin Street, 1st Street, 2nd Street, From The Union Pacific Railroad Tracks To Avenue A, Central Avenue, And Depot Street From Main Street To Avenue A (Alvarez)**
- 4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR TEMPORARY CLOSURE OF**

STATE RIGHT OF WAY AS IS NECESSARY FOR THE 38TH ANNUAL HOGEYE FESTIVAL (ALVAREZ).

5. **Request to Waive the Restrictions Imposed by Chapter 8, Article II, Section 8.22 of the City of Elgin Code of Ordinances as it Pertains to the Possession of an Open Container on October 24, 25 and 26 for the 37th Annual Hogeeye Festival (Alvarez)**
6. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE WORK AUTHORIZATION NO. 2 WITH GRADIENT LEADERSHIP SOLUTIONS CORPORATION OF MANSFIELD, TEXAS FOR FINANCE-RELATED SERVICES, AND MAKING CERTAIN FINDINGS RELATED THERETO. (Sanders)**
7. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST FROM FGMA No. 28 and No. 29 FOR THE ELGIN POLICE DEPARTMENT PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
8. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 15 FOR THE PISTOL HILL BOOSTER STATION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**

X. NEW BUSINESS

1. **AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "R-1" SINGLE FAMILY DWELLING DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE TRAVIS COUNTY APPRAISAL DISTRICT AS PARCEL 248221 (ABS 345 SUR 53 HINES W ACR 10.0) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**
2. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, RESCINDING RESOLUTION No. 2021-07-06-30 AND AUTHORIZING CITY STAFF TO REQUEST QUALIFICATIONS FROM ENGINEERING SERVICES FOR HMGP DR-4485-0084 WATER TREATMENT PLANT GENERATOR PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
3. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR ADMINISTRATIVE AND PLAN DEVELOPMENT SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION RESILIENT COMMUNITIES PROGRAM ADMINISTERED BY THE TEXAS GENERAL LAND OFFICE. (FRYE/PERRY)**
4. **Election of the Mayor Pro Tem by City Council**

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. Section 551.074, Texas Government Code, to discuss Interim City Manager assignments and duties.**
- 2. In accordance with Chapter 551 of the Texas Government Code, the Council will convene into executive session, pursuant to Section 551.074 (Personnel Matters): Discuss executive recruitment for the City Manager**

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 29, 2025, in accordance with Chapter 551 of the Texas Government Code.



Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: PUBLIC HEARING ON AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "R-1" SINGLE FAMILY DWELLING DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE TRAVIS COUNTY APPRAISAL DISTRICT AS PARCEL 248221 (ABS 345 SUR 53 HINES W ACR 10.0) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is requested or required at this time. This item is to allow for public comment on the proposed zoning change.

BACKGROUND:

The Planning and Zoning Commission held the first public hearing of this item on May 19, 2025. This ten-acre parcel in Travis County was voluntarily annexed into the Elgin City limits on November 15, 2022. Per [Sec. 46-7](#) of our Zoning Ordinance, all newly annexed property is classified as R-1 until permanently zoned. The property owner has requested a zoning change from R-1 to R-2 which has smaller minimum lot size requirements (9,000 square feet vs 7,500 square feet) and allows for duplexes. The Planning and Zoning Commission held the first of two required public hearings on this item on May 19, 2025. This is the second required public hearing.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. Parcel No. 248221 Proposed Ordinance
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.

ORDINANCE NO. 2025-06-03-

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "R-1" SINGLE FAMILY DWELLING DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE TRAVIS COUNTY APPRAISAL DISTRICT AS PARCEL 248221 (ABS 345 SUR 53 HINES W ACR 10.0) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, an application has been made to the City Council of Elgin, Texas to amend the Official Zoning Map to rezone the property described in Exhibit "A" attached hereto and incorporated herein, from R-1 Single Family Dwelling District to R-2 Single-Family and Duplex Dwelling District; and

WHEREAS, the City Council has submitted the requested change in the Official Zoning Map to the Planning and Zoning Commission for its recommendation and report; and

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested change on May 19, 2025, following lawful publication of the notice of said public hearing; and

WHEREAS, after considering the public testimony received at such hearing, the Planning and Zoning Commission has recommended that the Official Zoning Map be amended so that the zoning classification of the property described in Exhibit "A" is R-2 Single-Family and Duplex Dwelling District; and

WHEREAS, on the 6th day of June 2025, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

I.

The facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim. The City Council hereby finds that this Ordinance implements the vision, goals and policies of the City of Elgin's Comprehensive Plan and further finds that

enactment of this Ordinance is not inconsistent with or in conflict with any other policies or provisions of the Comprehensive Plan and the City's Code of Ordinances.

II.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit "A" is rezoned from R-1 Single Family Dwelling District to R-2 Single-Family and Duplex Dwelling District.

III.

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

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

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

READ, PASSED, and ADOPTED on first reading this the 3rd day of June 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary



METES & BOUNDS DESCRIPTION

BEING A 10.00 ACRE TRACT LOCATED IN THE WILLIAM HINES SURVEY, ABSTRACT NUMBER 53, TRAVIS COUNTY, TEXAS, AND BEING ALL OF A CALLED 10.00 ACRE TRACT, DESCRIBED TO MARIO ALCANTARA CANO IN DOCUMENT NUMBER 2016118831 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 10.00 ACRE TRACT BEING FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT AN IRON ROD WITH CAP, FOUND FOR THE NORTH CORNER OF THE HEREIN DESCRIBED TRACT, BEING IN THE APPARENT EAST RIGHT OF WAY LINE OF KLAUS LANE, NO NEED OF RECORD FOUND, AND HAVING THE FOLLOWING GRID COORDINATES (N: 10109055.24 GRID, E: 3213305.74 GRID TEXAS COORDINATE SYSTEM, CENTRAL ZONE [4203], NAD83);

THENCE, WITH THE NORTHEAST, SOUTHEAST, SOUTHWEST AND NORTHWEST LINE OF SAID 10.00 ACRE TRACT, THE FOLLOWING COURSES AND DISTANCES:

1. **S 65°38'17" E, 944.11 FEET** TO A 3/8 INCH IRON ROD, FOUND FOR THE EAST CORNER OF THE HEREIN DESCRIBED TRACT,
2. **S 26°59'18" W, 461.83 FEET** TO A 5/8 INCH IRON ROD, FOUND FOR THE SOUTH CORNER OF THE HEREIN DESCRIBED TRACT,
3. **N 65°37'51" W, 943.57 FEET** TO AN IRON ROD WITH CAP, FOUND FOR THE WEST CORNER OF THE HEREIN DESCRIBED TRACT, BEING IN SAID APPARENT EAST RIGHT OF WAY LINE OF KLAUS LANE,
4. **N 26°55'20" E, 461.69 FEET** WITH THE APPARENT EAST RIGHT OF WAY LINE OF KLAUS LANE AND THE NORTHWEST LINE OF SAID 10.00 ACRES AND THE TRACT DESCRIBED HEREIN, BACK TO THE **POINT OF BEGINNING** OF THE HEREIN DESCRIBED TRACT OF LAND, CONTAINING 10.00 ACRES, MORE OR LESS.

Basis of bearing is the Texas Coordinate System, Central Zone [4203], NAD83. All distances (U.S. Survey Feet) are grid.

This document was prepared under 22 tac §663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.


Garrett Cavauiolo - **RPLS# 6714**
Garrett@MCSurveyTX.com
TBPELS FIRM# 10194678
PRJ# 0222-TRJ4SA

3/20/2025



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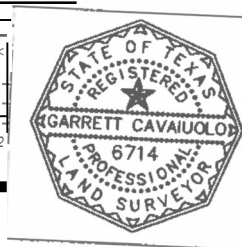
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CITY OF MANOR
TRAVIS COUNTY, TEXAS

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City: MANOR
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Rev. -
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737-212-11JJ
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GARRETT CAVAIUOLO
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6714

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PAGE 2 OF 2



EXHIBIT "A"

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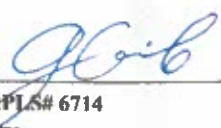
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THENCE, WITH THE NORTHEAST, SOUTHEAST, SOUTHWEST AND NORTHWEST LINE OF SAID 10.00 ACRE TRACT, THE FOLLOWING COURSES AND DISTANCES:

1. S 65°38'17" E, 944.11 FEET TO A 3/8 INCH IRON ROD, FOUND FOR THE EAST CORNER OF THE HEREIN DESCRIBED TRACT,
2. S 26°59'18" W, 461.83 FEET TO A 5/8 INCH IRON ROD, FOUND FOR THE SOUTH CORNER OF THE HEREIN DESCRIBED TRACT,
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4. N 26°55'20" E, 461.69 FEET WITH THE APPARENT EAST RIGHT OF WAY LINE OF KLAUS LANE AND THE NORTHWEST LINE OF SAID 10.00 ACRES AND THE TRACT DESCRIBED HEREIN, BACK TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF LAND, CONTAINING 10.00 ACRES, MORE OR LESS.

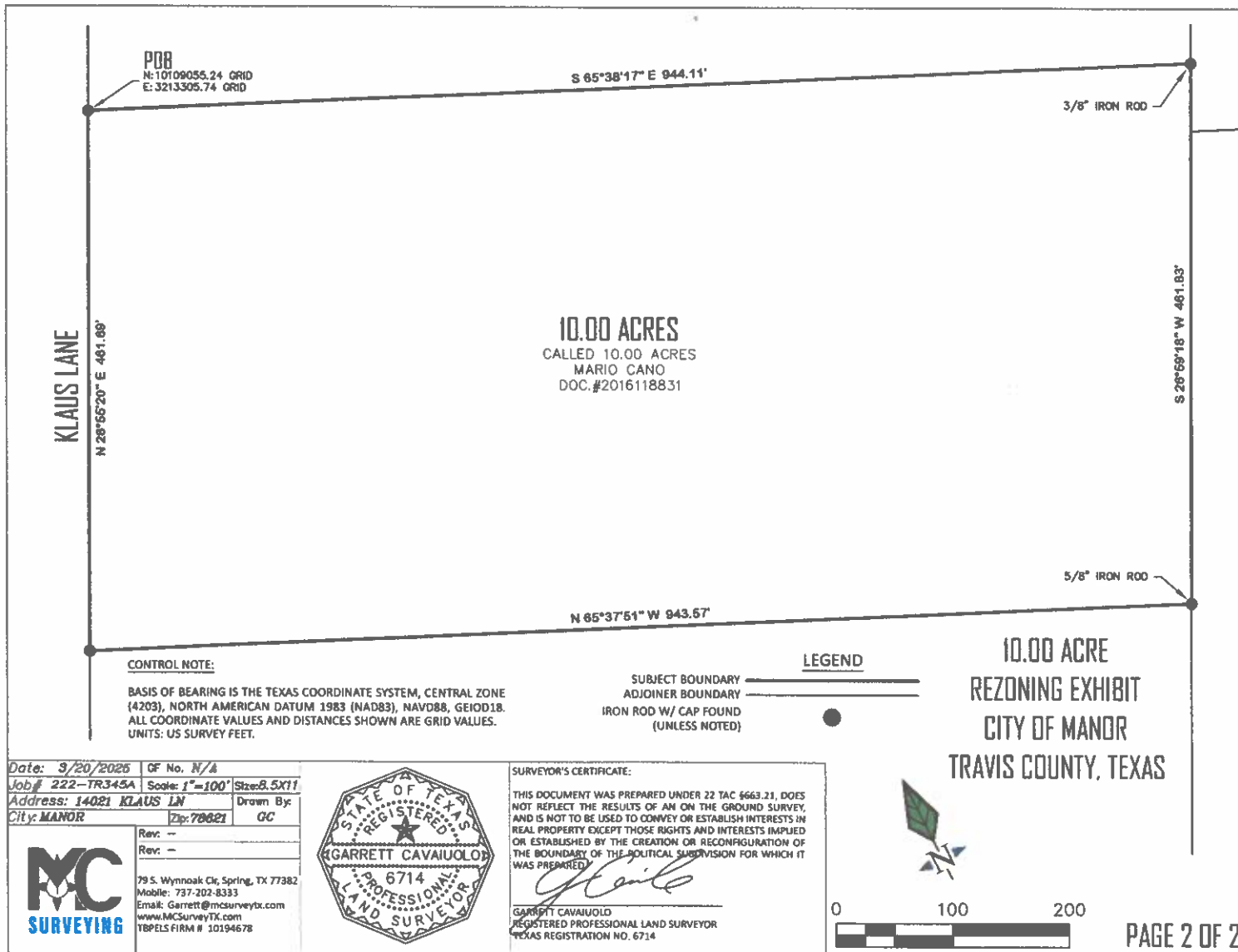
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Garrett Cavauiolo - RPLS# 6714
Garrett@MCSurveyTX.com
TBPELS FIRM# 10194678
PRJ# 0222-TR345A

3/20/2025







Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Board of Adjustments Quarterly Report

DEPARTMENT: Development Services

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

BACKGROUND:

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

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. BOA Quarterly Report Mar 25 - May 25

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

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

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

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



Development Services Department

STAFF REPORT

Board of Adjustments (BOA) Quarterly Report

Date: May 27, 2025

SUMMARY OF ACTIVITIES FROM MARCH 2025 – MAY 2025 MEETINGS

March 2025

- A. 207 E 2nd Street (Project #202500013) Zoning Variance from Section 46-635 (a) (12) reducing the amount of off-street parking and loading required to zero. – BOA approved.

April 2025

No activity this month.

May 2025

No activity this month.

PROPOSED ACTIVITIES FROM JUNE 2025 – AUGUST 2025 MEETINGS

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

RECOMMENDED COUNCIL ACTION

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Historic Review Board Quarterly Report

DEPARTMENT: Community Services

PROPOSED ACTION: No Action is Necessary

BACKGROUND:

Update provided by Historic Review Board

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No Action is Necessary

ATTACHMENTS:

1. HRB Council Quarterly Report 2025-2

{ } 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.

May 27, 2025

To: City Council
From: Kristina Alvarez, Historic Preservation Officer
Re: Historic Review Board Quarterly Report

HRB reviews an alteration visible from the public right of way in the historic district. Board members: Jake Carter, Becky Davis, Caleb Dawson, Joan Godfrey, Sheldon Johnson, Regina McIlvian, Bennett Smith, Jessica Jaimes and Nicolas Lealos.

HRB meets monthly, typically on the 4th Wednesday of the month at 7:30am in the City Council chamber. The area within the red dotted line in the attached map shows the historic district. The board reviewed and approved the following applications in the first quarter of 2025.

Applications Reviewed Internally

None

Applications for Review

None

Map Legend

Downtown Elgin Zoning overlay - yellow and blue
Historic District - red dotted Line

Training

Board training is scheduled for June 25, 2025.





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Building Standards 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 March, April and May 2025.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. BSC Quarterly Report March - May 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.



Development Services Department

STAFF REPORT

Building Standards Commission (BSC) Quarterly Report

Date: May 27, 2025

SUMMARY OF ACTIVITIES FROM MARCH 2025 – MAY 2025 MEETINGS

March 2025

No activity this month.

April 2025

No activity this month.

May 2025

No activity this month.

PROPOSED ACTIVITIES FROM JUNE 2025 – AUGUST 2025 MEETINGS

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

RECOMMENDED COUNCIL ACTION

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Parks and Recreation Advisory Board Quarterly Report

DEPARTMENT: Recreation

PROPOSED ACTION: Review the quarterly report provided.

BACKGROUND:

The Parks and Recreation Advisory Board has provided their quarterly report for the City Council.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None

ATTACHMENTS:

1. Parks Advisory Board Report to City Council June 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.

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

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

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

1.) Summary of Board Activities for the Past 4 Month.

Recruiting new Parks Advisory Board members. Parks Board Members are making a concerted effort to seek out qualified applicants and follow up with them to encourage them to apply, in conjunction with advertisements in 78621 and on City social media.

Set 2025 Goals:

1. Update Park related ordinance in Municode.
2. Promote Parks & Recreation / Create Awareness of Parks in Elgin.
3. Pursue Grant Funding and Assess Relationship with Friends of Elgin Parks for financial support.
4. Update Parks, Recreation and Open Space Master Plan.

Approved Girl Scout project proposal to create a mindfulness garden at the Elgin Recreation Center.

Reviewed and created recommendations for Municode Updates as related to parks, facilities and green spaces.

Focused on the Parks, Recreation and Open Space Master Plan update as this document is 5 years old and many projects have been completed. The Parks Advisory Board is in the process of meeting at each of Elgin's Park to review use and amenities to identify updated needs.

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

The Parks Advisory Board needs two new members.

Scheduled meeting with Boy Scout to review project proposal to create bug houses in Elgin Recreation Center pollinator gardens.

The Board will continue to work on the Parks, Recreation and Open Space Master Plan and create a plan for collecting public input in Fall 2025 to assess any necessary changes to the plan. This is dependent on having the two vacancies filled.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Special Meeting Minutes - May 13, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Approve the minutes as they are presented.

BACKGROUND:

The City Council held a special meeting to CANVASS the May 3, 2025 election results.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the minutes as they are presented.

ATTACHMENTS:

1. City Council Special Meeting Minutes - May 13, 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
May 13, 2025
6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan called roll.

Present:

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

Absent:

Joy Casnovsky, Council Member Ward 1

Newly Elected Council Present:

Tiffany St. Pierre, Council Member Ward 3
Liston Crim, Council Member Ward 4

Staff:

Isaac Turner, Interim City Manager
Peyton Standifer, City Secretary
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Pamela Sanders, Human Resources Director
Sonia Browder, Media Specialist
Esmeralda Rangel, Assistant City Secretary
Kaley Frye, Assistant Economic Development Director

INVOCATION

Mayor McShan provided the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

No one in attendance wished to provide a public comment.

ANNOUNCEMENTS

Mayor McShan stated there were no announcements.

CONSENT AGENDA

1. Economic Development Corporation Board of Directors Member Appointment

Mayor McShan read the title of the item, stated that Council Member Dennis would be replaced as he retires as a Council Member, and Council Member Swain had previously volunteered. Council Member Dennis motioned to approve the appointment of Council Member Swain to the Economic Development Corporation Board. Council Member Rodriguez seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AS CANVASSING AUTHORITY, CANVASSING THE ELECTION RETURNS AND DECLARING RESULTS OF THE CITY OF ELGIN GENERAL ELECTION HELD ON MAY 3, 2025; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS NOTICED AND IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

Mayor McShan read the title of the item, and invited the City Secretary, Peyton Standifer, to speak. Mrs. Standifer read the results of the election for Ward 3 as 72 votes in favor of Tiffany St. Pierre and 55 votes for Matthew Callahan. Tiffany St. Pierre won the race with 56% majority vote. Mrs. Standifer read the results of the election for Ward 4 as 101 in favor of Liston Crim and Write-In Candidate Stephanie Lippke received 38 votes, with 1 vote unassigned to any candidate. Liston Crim won the race with 72% majority vote. Mayor Pro Tem Brashar motioned to approve the resolution as it was presented. Council Member Love seconded the motion. All voted in favor. The motion carried.

Mayor McShan presented Council Members Dennis and Callahan with plaques to commemorate their service to the City of Elgin. Sonia Browder, Media Specialist, took photographs. Council Member Dennis gave a brief speech about his time-serving on the City Council. Council Member Callahan gave a brief speech about his time-serving on the City Council. Both former Council members departed the dais.

2. Administer Oath of Office to Newly Elected City Council Members

Mayor McShan read the title of the item. Peyton Standifer, City Secretary, administered the Oath of Office and Statement of Officer beginning with Ward 1. Arthur Gibson III recited the Oath of Office and Statement of Officer as the elected City Council Member for Ward 1. YaLecia Love recited the Oath of Office and Statement of Officer as the elected City Council Member for Ward 2. Tiffany St. Pierre recited the Oath of Office and Statement of Officer as the elected City Council Member for Ward 3. Council Member St. Pierre took her place on the dais as a representative of Ward 3. Liston Crim recited the Oath of Office and Statement of Officer as the elected City Council Member for Ward 4. Council Member Crim took his place on the dais as a representative of Ward 4.

EXECUTIVE SESSION

The City Council did not adjourn into Executive Session.

RECONVENE

ADJOURNMENT

Mayor McShan the meeting at 6:53PM.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - May 20, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Approval fo the minutes

BACKGROUND:

The City Council held a regularly scheduled meeting on May 20, 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 - May 20, 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
May 20, 2025
6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan called role. Council Member Love motioned to excuse the absent Council members. Council Member Gibson seconded the motion. All voted in favor. The motion carried.

Present:

Theresa Y. McShan, Mayor
Arthur Gibson 111, Council Member Ward 1
Joy Casnovsky, Council Member Ward 1
Chuck Swain, Council Member Ward 2
Yalecia Love, Council Member Ward 2
Tiffany St. Pierre, Council Member Ward 3
Liston Crim, Council Member Ward 4

Absent:

Sue Brashar, Mayor Pro Tern, Ward 4
Al Rodriguez, Council Member Ward 3

Staff:

Isaac Turner, Interim City Manager
Peyton Standifer, City Secretary
Mark Schroeder, City Attorney
Owen Rock, Economic Development Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Beau Perry, City Engineer & Development Services Director
Sonia Browder, Media Specialist
Kristina Alvarez, Main Street Manager
Heather Fowler, Library Services Manager
Esmeralda Rangel, Assistant City Secretary
Terry Fowler, Construction Manager
Starr LaSalde, Police Officer

INVOCATION

Council Member Casnovsky provided the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Wes Callias, Willow Sage Lane, addressed Council to express his concern with the lack of medical services available to citizens of Elgin, express his concern with the finances of the City, congratulate the new Council members, and express his hope that the veteran Council members will mentor the new Council members.

ANNOUNCEMENTS

1. MUSIC IN THE PARK EVERY FRIDAY NIGHT THROUGH MAY 30TH

Elizabeth Marzec, Recreation Program Manager, provided Council with the information for this announcement.

2. ELGIN FARMERS MARKET EVERY THURSDAY FROM 4PM-6PM

Elizabeth Marzec, Recreation Program Manager, provided Council with the information for this announcement.

3. ELGIN LIBRARY ADOPTION EVENT ON SATURDAY MAY 24TH FROM 10AM-1PM

Elizabeth Marzec, Recreation Program Manager, provided Council with the information for this announcement. An adoption event for puppies, dogs, kittens and cats will be held at the Elgin Public Library.

4. THE PARKS ADVISORY BOARD IS NOW ACCEPTING APPLICATIONS

Elizabeth Marzec, Recreation Program Manager, provided Council with the information for this announcement.

Mayor McShan asked when the pool will be opening. It will be open on Saturday the 24th for the summer.

PRESENTATION

1. Summer Reading Program (Fowler)

Heather Fowler, Library Services Manager, provided Council with the information for the Summer Reading Program taking place at the Elgin Public Library. The program is designed to prevent the "summer slide", the learning loss that occurs during long school breaks, and make reading fun.

2. PROCLAMATION RECOGNIZING JUNE AS PRIDE MONTH FOR 2025

Mayor McShan read the proclamation and presented to Dax Havrilak. Mr. Havrilak briefly thanked Council, announced the kick-off of Pride Month at the Lightening Bar, and congratulated the recipients of their scholarships.

3. Dino-mite Summer (Marzec)

Elizabeth Marzec, Recreation Program Manager, provided Council an overview of the Dino-mite Summer Program the Elgin Parks and Recreation team will be putting on this summer. The City of Elgin is the recipient of Dinosaur George's Traveling Museum Grant, which will bring the Dinosaur George museum to the City of Elgin's Rec Center.

4. Main Street Grant Award (Alvarez)

Kristina Alvarez, Main Street Manager, announced the award of the General Motors on

Main Street grant. The grant will be used to create the Crosswalk of Unity between the two sections of Veteran's Memorial Park. The goals of this project are to enhance pedestrian safety, and connect two previously segregated portions of town.

CITY MANAGERS REPORT

1. TEXAS GENERAL LAND OFFICE MONITORING REVIEW UPDATE - PISTOL HILL PROJECT (Sanders)

Isaac Turner, Interim City Manager, provided an explanation for the Council from the Monitoring Review. There was one finding and two concerns. The finding focused on making sure department directors were properly reviewing the items they are requesting reimbursement for to ensure they are included in the grant. The first concern focused on requesting reimbursements in a timely manner. The second concern focused on the thirty-day requirement for payment of vendors. Mr. Turner explained that due to this finding, there may be times in the future that items will be brought to Council for ratification of payment instead of approval for payment. Staff must meet the thirty-day deadline for payment of vendors.

2. Main Street Board Quarterly Report

Mr. Turner explained to the Council that the Main Street Board Quarterly Report is available for their review. There were no questions from the Council.

CONSENT AGENDA

1. City Council Regular Meeting Minutes - May 6, 2025

This item was approved on the consent agenda.

2. Juneteenth Fee Waiver Request (Marzec)

This item was approved on the consent agenda.

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE PAY REQUEST No. 4 FY2023-2024 ANNUAL STREET RESURFACING PROGRAM; AND MAKING CERTAIN FINDINGS RELATED THERETO. (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. 16 FOR THE ELGIN POLICE DEPARTMENT PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

This item was approved on the consent agenda.

Mayor McShan read the title of each item on the consent agenda. There were no questions from Council. Council Member Love motioned to approve the items on the consent agenda. Council Member Gibson seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING AN APPLICATION TO THE TEXAS DEPARTMENT OF MOTOR VEHICLES CRIME PREVENTION AUTHORITY FOR GRANT FUNDS TO BE UTILIZED BY THE ELGIN POLICE DEPARTMENT AND TO AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE SAID AGREEMENT. (NOBLE)

Mayor McShan read the title of the item, and invited Chief Noble to address the Council. Chief Noble explained that this resolution is a request to apply for a grant from the Texas Department of Motor Vehicles Crime Prevention Authority. The City has recently received approximately \$55,000 from this same authority on the last grant application. This is an application for the second offering of the same grant. The funds, if awarded, will be used to acquire high-resolution thermal imaging cameras. Chief Noble explained that these are essentially night vision cameras to allow officers to see at night to target crimes against vehicles. There will be a 20% match to the grant. Council Members Crim, Love, and St. Pierre asked questions.

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

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT TO TRANSFER CERTAIN WATER CCN SERVICE FROM AQUA WSC TO THE CITY OF ELGIN, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

Mayor McShan read the title of the item. Michael Gonzalez, Public Works Director, explained to the Council that this was an amendment to a previous agreement allowing the developer to include 16 extra acres into their development. This amendment will make a clean map.

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

EXECUTIVE SESSION

Mayor McShan read the two item titles for the Executive Session, and adjourned the meeting into closed session at 6:54PM.

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

RECONVENE

Mayor McShan reconvened the meeting at 8:02PM. Mayor McShan stated they would be acting on Executive Session item number 1 "*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*". Council Member Casnovsky motioned to authorize the City Manager to negotiate and execute an Interlocal Agreement for Emergency Medical Services between Bastrop County ESD number 3 and the City of Elgin with the enhanced services for Travis County to be negotiated and included in this agreement for a future agreement and to include in the agreement the City's desire for services to be provided to the Elgin ETJ located in Travis County. Council Member Love seconded the motion. All voted in favor. The motion carried.

Mayor McShan invited Peyton Standifer, City Secretary, to instruct the Council on how to reconsider their previous motion for New Business Item No. 2. Council Member Gibson motioned to reconsider

New Business Item No. 2. Council Member Love seconded the motion. All voted in favor. The motion carried. Council Member Gibson motioned to amend the resolution to allow the Interim City Manager to execute the agreement and approve the resolution with this amendment. Council Member Love seconded the motion. All voted in favor. The motion carried.

ADJOURNMENT

The Mayor invited the public and Council members to her annual prayer breakfast on Saturday the 24th.

Mayor McShan adjourned the meeting at 8:05PM.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Consider Request To Close Streets For The Hogeye Festival Street Dance Friday, October 24 From 4 PM To Midnight On Depot Street From Main Street To Avenue A For The Free Street Dance, And On Saturday, October 25, From 8 AM To 7 PM, The Festival Grounds Loop 109 Main Street From The 400 Block Of North Main Street To The 200 Block Of South Main Street, Austin Street, 1St Street, 2Nd Street, From The Union Pacific Railroad Tracks To Avenue A, Central Avenue, And Depot Street From Main Street To Avenue A (Alvarez)

DEPARTMENT: Community Services

PROPOSED ACTION: Consider request for street closures

BACKGROUND:

The Hogeye Festival directly contributes to the development, promotion, and revitalization of the downtown business district. The award-winning Elgin Main Street program and the Hogeye Festival committee have organized: The Hogeye Stroll on Thursday night to include the Hogalicious Dessert Contest and the Pearls Before Swine Art Show. The Free Friday Night Street Dance which will feature Kenny Ortiz and No Chance Band. Finally, the event on Saturday includes all the festival activities – handmade arts and crafts, live music and entertainment, BBQ Pork cook-off, car show, carnival, Cow Patty Bingo, children’s activities, and more. The event includes great volunteer support working in concert with City staff to produce a weekend of entertainment and celebration in downtown Elgin that is free for the whole community. These events drive traffic to local businesses, and align with one of the Strategic Goals of the Council to maintain Elgin's Unique Identity.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve the request for street closures.

ATTACHMENTS:

1. Signed Hogeye Letter PD
2. TCP Hog Eye 2025
3. Signed Letter from MSB

{ } 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 Police Department

Office of the Chief of Police

202 Depot Street, Elgin, Texas 78621

May 12, 2025

Texas Dept. of Transportation
Austin District
125 E. 11th Street
Austin, TX 78701

Re: Temporary Road Closure - Hogeye Festival, Elgin, TX October 25, 2025

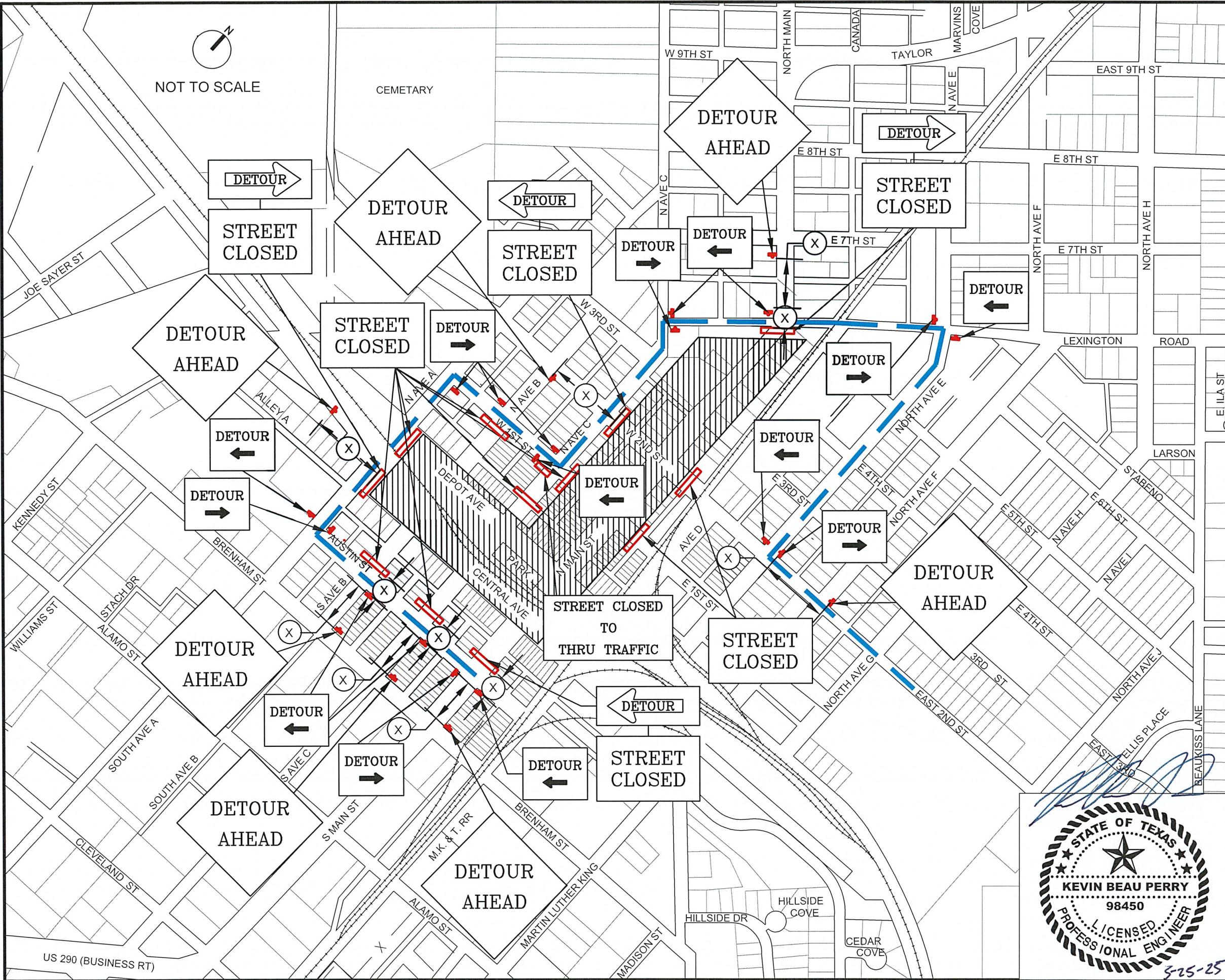
The Elgin Police Department will be participating in the 38th Annual Elgin Hogeye Festival to include the following: Managing traffic and public safety in-and-around the proposed Loop 109 road closure from 4 am - 8 pm on October 25, 2025, as well as managing and directing any necessary detours.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Noble", with a long horizontal flourish extending to the right.

Chris Noble, Chief of Police
Elgin Police Department
(512) 285-6811

Cc: Kristina Alvarez
Main Street Manager
City of Elgin



LEGEND

- TYPE III BARRICADE
- PROPOSED SIGN
- DISTANCE (SEE CHART BELOW)
- DETOUR ROUTE
- FESTIVAL AREA

POSTED SPEED	MINIMUM DIST.
30 or less	80
35	120
40	160
45	240

NOTES:

1. ALL SIGNS AND BARRICADES SHALL MEET THE REQUIREMENTS OF THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
2. STREET CLOSURES MAY ALSO BE PERFORMED BY UNIFORMED POLICE OFFICER AND/OR FLAGMAN, INSTEAD OF BARRICADES.
3. BUSINESSES LOCATED AT THE INTERSECTION OF LEXINGTON ROAD MAIN STREET SHALL BARRICADE THE DRIVEWAYS THAT ACCESS MAIN STREET.
4. AVENUE C SHALL REMAIN OPEN UNTIL 8 A.M. PRIOR TO BARRICADES BEING PLACED AS SHOWN.
5. SIGN SHALL BE PLACED OUTSIDE THE OFFICE POST OFFICE FOR 10 MINUTE PARKING - TOWING ENFORCED.

**CITY OF ELGIN, TEXAS
PROPOSED TRAFFIC
CONTROL PLAN FOR
HOGYE FESTIVAL
OCTOBER 2025**



WGA

TEXAS REGISTERED ENGINEERING FIRM F-9756

2500 Tanglewild, Suite 120
Houston, Texas 77063
713.789.1900

2201 Donley Drive, Suite 150
Austin, Texas 78758
713.789.1900



May 12, 2025

Theresa McShan, Mayor
City of Elgin
PO Box 591
Elgin, Texas 78621

Dear Mayor McShan:

The 38th Annual Hogeye Festival is scheduled for Saturday, October 25th, 2025, on Main Street in Historic Downtown Elgin. The work of the festival committee, volunteers, business sponsors, and community groups make this a unique and very successful event with over 100 volunteers on the day of the festival. We thank the City of Elgin for all the support provided by city departments to make the Hogeye Festival possible.

Hogeye is a community celebration to raise funds for Elgin Main Street Program grant programs, and your support of the Hogeye Festival directly contributes to the development, promotion, and revitalization of the downtown business district and our town.

The Elgin Main Street Board and the Hogeye Festival Committee request:

- Request to waive the open container ordinance for the 38th Annual Hogeye Festival sponsored by the Elgin Main Street Board and the City of Elgin on Saturday, October 25th from 10 am to 7 pm in the festival area: Loop 109 (Main Street) from Austin Street to Lexington, Central Avenue, Depot Street, 1st Street, 2nd Street, and 3rd Street from the Union Pacific railroad tracks to Avenue A. On Friday October 24th for the Street Dance and Gordon Swenson Memorial BBQ Park Cook off from 5 pm to 11:59 pm on Main Street and Avenue C utilizing City Hall and the Library parking lots. On Thursday, October 23rd from 5 pm to 10 pm for the Hogeye Stroll with the Hogalicious Dessert Contest and the Pearls Before Swine Art Show downtown from Lexington Road to Brenham on Main and Avenue C.
- Request to approve street closures for the 38th Annual Hogeye Festival on Saturday, October 25, 2025, from 4 am to 8 pm as illustrated in the attached traffic control plan.

Thank you for working with us to make this event possible. We appreciate the City's support relating to logistics, planning, and implementation of the festival.

Sincerely,

Krista Marx
President

Elgin Main Street Board | PO Box 591 | Elgin, Texas 78621



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR TEMPORARY CLOSURE OF STATE RIGHT OF WAY AS IS NECESSARY FOR THE 38TH ANNUAL HOGEYE FESTIVAL (ALVAREZ).

DEPARTMENT: Community Services

PROPOSED ACTION: Approve resolution

BACKGROUND:

The City Council's approval is required for the Interim City Manager to execute an agreement with the Texas Department of Transportation to close the right of way, as is necessary for the Hogeye Festival scheduled to take place in October. The agreement is for the closure of Loop 109, otherwise known as Main Street.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approve resolution

ATTACHMENTS:

1. RESOLUTION Hogeye 2025
2. 2025 Hogeye Map
3. 2025 tea30 TXDOT

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

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

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

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

RESOLUTION 2025-06-03-XX

**RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING
THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH
THE TEXAS DEPARTMENT OF TRANSPORTATION FOR THE
TEMPORARY CLOSURE OF A STATE RIGHT OF WAY.**

WHEREAS, The City of Elgin will hold the 38th Annual Hogeye Festival on Saturday, October 25, 2025, with events beginning on Friday, October 24, 2025; and

WHEREAS, The Hogeye Festival is a free community street festival held in the historic Downtown District of the City of Elgin and includes Loop 109 from Lexington to Austin Street; and

WHEREAS, The Hogeye Festival contributes to the development, promotion, and revitalization of the Downtown Business District in the City of Elgin; and

WHEREAS, The City Council's approval is required for the execution of the agreement with the Texas Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTIES, 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 is hereby authorized to execute an agreement with Texas Department of Transportation.

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 3rd day of June 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER. City Secretary

Best Little Pig Gig in Texas

Vendor Parking
at Water Tower
900 W. 2nd St.
Elgin, TX 78621

Vendor Packet has details on
vendor shuttle service

Free Festival Shuttle

at Parks & Recreation
361 N. Hwy 95
Elgin, TX 78621

Additional ice can be
purchased at the
VFW booth located
at 2nd & Main Street.

38th Annual

ELGIN, TX

**HOG EYE
FESTIVAL**

2025 Festival Map

hogeyefestival.com



Vendors: If you miss your booth during check-in, you will need to loop around back to vendor check-in. Stay on the west side of the tracks, take a left onto Lexington, left onto Ave. C, right onto W. 3rd Street, left onto Ave A, and finally left onto Brenham Street.



STATE OF TEXAS §

COUNTY OF TRAVIS §

**AGREEMENT FOR THE TEMPORARY CLOSURE
OF STATE RIGHT-OF-WAY**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State," and the City of Elgin, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the "City."

W I T N E S S E T H

WHEREAS, the State owns and operates a system of highways for public use and benefit, including Loop 109, in Bastrop, County; and

WHEREAS, the City has requested the temporary closure of Loop 109 for the purpose of the 38th Annual Hogeeye Festival as described in the attached "Exhibit A," hereinafter identified as the "Event;" and

WHEREAS, the Event will be located within the City's incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right-of-way will be performed within the State's requirements; and

WHEREAS, on the 3 day of June, 2025, the Elgin City Council passed Resolution / Ordinance No. _____, attached hereto and identified as "Exhibit B," establishing that the Event serves a public purpose and authorizing the City to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The description of the Event, including the proposed schedule of start and stop times,

approximate number of people attending the Event, and equipment involved shall be attached hereto and identified as "Exhibit C."

Article 3. OPERATIONS OF THE EVENT

- A.** The City shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.
- B.** The City shall submit to the State for review and approval the construction plans, if construction or modifications to the State's right-of-way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State.
- C.** The City will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.
- D.** The City will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right-of-way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The City will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the City shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.
- E.** The City hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the City's traffic control plan.
- F.** The City will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right-of-way and restore or repair the State's right-of-way, including roadway and drainage structures, signs, and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural environment, including landscape features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the City will remain the property of the City. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use.

Article 5. TERMINATION

- A.** This agreement may be terminated by any of the following conditions:
 - (1) By mutual written agreement and consent of both parties.
 - (2) By the State upon determination that use of the State's right-of-way is not feasible or is not in the best interest of the State and the traveling public.
 - (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
 - (4) By satisfactory completion of all services and obligations as set forth herein.
- B.** The termination of this agreement shall extinguish all rights, duties, obligations and liabilities of the State and City under this agreement. If the potential termination of this agreement is due to the failure of the City to fulfill its contractual obligations as set forth herein, the State will notify the City that possible breach of contract has occurred. The City must remedy the breach as outlined by the State within ten (10) days from receipt of the

State's notification. In the event the City does not remedy the breach to the satisfaction of the State, the City shall be liable to the State for the costs of remedying the breach and any additional costs incurred by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State's right-of-way, the City and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the City and/or its contractors are encroaching upon the State right-of-way.

B. In the event the City is a self-insured entity, the City shall provide the State proof of its self-insurance. The City agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the City and the State.

Article 10. COMPLIANCE WITH LAWS

The City shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right-of-way.

Article 11. LEGAL CONSTRUCTION

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

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

City: City of Elgin Attn: Kristina Alvarez PO Box 591 310 North Main Street Elgin Texas 78621	State: Texas Department of Transportation _____ _____ _____
---	--

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

THE CITY OF ELGIN

Executed on behalf of the City by:

By _____ Date _____
City Official

Typed or Printed Name and Title Isaac D. Turner
Interim City Manager

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____ Date _____
District Engineer

Exhibit A

Hogeye Festival Fact Sheet

What is the Hogeye Festival?

The annual Hogeye Festival of Elgin, Texas is a street festival held on the 4th Saturday of October. Hogeye celebrates community, family, famous Elgin Hot Guts Sausage, and all things swine! Join us as we sing along to "STOP in the Name of Pork!" while the Harleys roll in with The Sowpremes. Play Cow Patty Bingo and win fabulous prizes based on where a cow does her or his business (splatter matters in this game!). Sample the winners at the BBQ Pork contest, dance all day to live music. Enjoy handmade arts and crafts. Enjoy kids activities. Stroll through the Road Hog Car Show. Test your aim at the ACME Brick throwing contest before you take a rest on a hay bale. The Hogeye Festival is a family community event. Hogeye provides great exposure for your high-quality image to families, retirees, tweens, and twenty somethings! This is a free festival which is produced by the Elgin Main Street Board, organized by local hogunteers (volunteers) and underwritten by generous business sponsors. Join us for "the Best Little Pig Gig" in Elgin Texas!

Who is the Elgin Main Street Board?

Elgin is a Texas Main Street City focused on implementing a downtown revitalization program with its roots in economic development in the context of historic preservation. Elgin, Texas, population just under 14,000, is located in Bastrop and Travis counties. It is an economically and ethnically diverse community that includes an overall area of 60,000 in population. The Elgin Main Street Board is responsible for a downtown beautification program providing planters, benches, trash cans, and streetlight pole banners. The Board has a business assistance program which includes marketing assistance, paint assistance, networking opportunities, training, and advertising. It implements a variety of promotional events throughout the year both independently and in partnership with local organizations, supports community arts initiatives, and organizes over 100 volunteers and thousands of volunteer hours. The Elgin Main Street Board is appointed by the City Council, all members serve as volunteers and this grass roots program is driven by community volunteer vision.

How does the Hogeye Festival support the Elgin Main Street Board?

Through the years, monies raised at the Hogeye Festival have provided funds to support Downtown property and business owners. The Board has led the improvements to the sidewalks and ramps throughout the District. Live planters have been installed at the corners. Benches and trash receptacles are provided in common areas. LED lights have been installed on top of buildings to light up downtown, and way finding signs direct the public from Hwy. 290 and Hwy 95 to downtown. In partnership with the Elgin Chamber of Commerce and the Elgin Economic Development Corporation, the Main Street Program sponsors the award-winning Downtown 78621 magazine. The Board provides marketing, paint, and dumpster assistance programs. Training opportunities for business owners are supported and made available through the Main Street Board. Promotional events are hosted throughout the year including Sip Shop and Stroll on 2nd Thursdays, First Saturday Sidewalk Sales, Local Lore, Music in the Park, Small Business Saturday, Holiday by the Tracks and Hot Cocoa Stroll, Elgin Art Studio Tour, Holiday events, Safe Trick or Treat, National Preservation month activities, and The Art of Giving.

Follow us on Facebook, Twitter, or join us at www.hogeyefestival.com.

Exhibit B

RESOLUTION

Exhibit C

38th Annual Hogeye Festival Map

Saturday, October 25th from 10 am to 6 pm with approximately 20,000 attendees

Best Little Pig Gig in Texas

Vendor Parking
at Water Tower
900 W. 2nd St.
Elgin, TX 78621

Vendor Packet has details on
vendor shuttle service

**Free Festival
Shuttle**

at Parks & Recreation
361 N. Hwy 95
Elgin, TX 78621

**38th Annual
EXHIBIT C**

ELGIN, TX
**HOGEEYE
FESTIVAL**

2025 Festival Map

hogeyefestival.com

Additional ice can be
purchased at the
VFW booth located
at 2nd & Main Street.



Vendors: If you miss your booth during check-in, you will need to loop around back to vendor check-in. Stay on the west side of the tracks, take a left onto Lexington, left onto Ave. C, right onto W. 3rd Street, left onto Ave A, and finally left onto Brenham Street.



Exhibit D

Traffic Control Map

2025 Traffic control map

 TYPE III BARRICADE
 PROPOSED SIGN
 DISTANCE
 (SEE CHART BELOW)

 DETOUR ROUTE
 FESTIVAL AREA

POSTED SPEED	MINIMUM DIST.
30 or less	80
35	120
40	160
45	240

1. ALL SIGNS AND BARRICADES SHALL MEET THE REQUIREMENTS OF THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
2. STREET CLOSURES MAY ALSO BE PERFORMED BY UNIFORMED POLICE OFFICER AND/OR FLAGMAN, INSTEAD OF BARRICADES.
3. BUSINESSES LOCATED AT THE INTERSECTION OF LEXINGTON ROAD MAIN STREET SHALL BARRICADE THE DRIVEWAYS THAT ACCESS MAIN STREET.
4. AVENUE C SHALL REMAIN OPEN UNTIL 8 A.M. PRIOR TO BARRICADES BEING PLACED AS SHOWN.
5. SIGN SHALL BE PLACED OUTSIDE THE OFFICE POST OFFICE FOR 10 MINUTE PARKING - TOWING ENFORCED.

WGA

2500 Tanglewild, Suite 120
Houston, Texas 77063
713.789.1900



May 12, 2025

Theresa McShan, Mayor
City of Elgin
PO Box 591
Elgin, Texas 78621

Dear Mayor McShan:

The 38th Annual Hogeye Festival is scheduled for Saturday, October 25th, 2025, on Main Street in Historic Downtown Elgin. The work of the festival committee, volunteers, business sponsors, and community groups make this a unique and very successful event with over 100 volunteers on the day of the festival. We thank the City of Elgin for all the support provided by city departments to make the Hogeye Festival possible.

Hogeye is a community celebration to raise funds for Elgin Main Street Program grant programs, and your support of the Hogeye Festival directly contributes to the development, promotion, and revitalization of the downtown business district and our town.

The Elgin Main Street Board and the Hogeye Festival Committee request:

- Request to waive the open container ordinance for the 38th Annual Hogeye Festival sponsored by the Elgin Main Street Board and the City of Elgin on Saturday, October 25th from 10 am to 7 pm in the festival area: Loop 109 (Main Street) from Austin Street to Lexington, Central Avenue, Depot Street, 1st Street, 2nd Street, and 3rd Street from the Union Pacific railroad tracks to Avenue A. On Friday October 24th for the Street Dance and Gordon Swenson Memorial BBQ Park Cook off from 5 pm to 11:59 pm on Main Street and Avenue C utilizing City Hall and the Library parking lots. On Thursday, October 23rd from 5 pm to 10 pm for the Hogeye Stroll with the Hogalicious Dessert Contest and the Pearls Before Swine Art Show downtown from Lexington Road to Brenham on Main and Avenue C.
- Request to approve street closures for the 38th Annual Hogeye Festival on Saturday, October 25, 2025, from 4 am to 8 pm as illustrated in the attached traffic control plan.

Thank you for working with us to make this event possible. We appreciate the City's support relating to logistics, planning, and implementation of the festival.

Sincerely,

A handwritten signature in blue ink that reads 'Krista Marx'. The signature is fluid and cursive, with the first name 'Krista' and last name 'Marx' clearly visible.

Krista Marx
President



Elgin Police Department

Office of the Chief of Police

202 Depot Street, Elgin, Texas 78621

May 12, 2025

Texas Dept. of Transportation
Austin District
125 E. 11th Street
Austin, TX 78701

Re: Temporary Road Closure - Hogeye Festival, Elgin, TX October 25, 2025

The Elgin Police Department will be participating in the 38th Annual Elgin Hogeye Festival to include the following: Managing traffic and public safety in-and-around the proposed Loop 109 road closure from 4 am - 8 pm on October 25, 2025, as well as managing and directing any necessary detours.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Noble", with a long horizontal flourish extending to the right.

Chris Noble, Chief of Police
Elgin Police Department
(512) 285-6811

Cc: Kristina Alvarez
Main Street Manager
City of Elgin



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Request to Waive the Restrictions Imposed by Chapter 8, Article II, Section 8.22 of the City of Elgin Code of Ordinances as it Pertains to the Possession of an Open Container on October 24, 25 and 26 for the 37th Annual Hogeye Festival (Alvarez)

DEPARTMENT: Community Services

PROPOSED ACTION: Consider waiver of open container ordinance for Annual Hogeye Festival Thursday, October 23 for the Hogeye Stroll from 5pm to 9pm 400 block of Main Street to Brenham Street, 2nd Street, First Street, Depot Street, Central Avenue and Austin Street from Avenue A to Main Street, on Friday, October 24 from 4pm to midnight on Depot Street from Main Street to Avenue A for the Free Street Dance, and in the 300-400 block of North Main Street including City Hall and Library parking lots for the Gordon Swenson Memorial BBQ Pork Cook-off and on Saturday, October 25 from 8am to 7pm on the festival grounds Loop 109 Main Street from the 400 block of North Main Street to the 200 block of South Main Street, Austin Street, 1st Street, 2nd Street, from the Union Pacific Railroad tracks to Avenue A and on Central Avenue, Depot Street from Main Street to Avenue A

BACKGROUND:

The Main Street Board is requesting the Council waive restrictions imposed by Chapter 8, Article II, Section 8.22 as it pertains to the possession of an open container containing an alcoholic beverage as is defined in the City of Elgin Code of Ordinances for the 38th Annual Hogeye Festival in October 2025. The Hogeye Festival directly contributes to the development, promotion, and revitalization of the downtown business district. The award-winning Elgin Main Street program and the Hogeye Festival committee have organized: The Hogeye Stroll on Thursday night to include the Hogalicious Dessert Contest and the Pearls Before Swine Art Show. The Free Friday Night Street Dance which will feature Kenny Ortiz and No Chance Band. Finally, the event on Saturday includes all the festival activities – handmade arts and crafts, live music and entertainment, BBQ Pork cook-off, car show, Cow Patty Bingo, children’s activities, and more. The event includes great volunteer support working in concert with City staff to produce a weekend of entertainment and celebration in downtown Elgin that is free for the whole community. These events drive traffic to local businesses, and align with one of the Strategic Goals of the Council to maintain Elgin's Unique Identity.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends the approval of the waiver

ATTACHMENTS:

1. Signed Letter from MSB

{ } 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.



May 12, 2025

Theresa McShan, Mayor
City of Elgin
PO Box 591
Elgin, Texas 78621

Dear Mayor McShan:

The 38th Annual Hogeye Festival is scheduled for Saturday, October 25th, 2025, on Main Street in Historic Downtown Elgin. The work of the festival committee, volunteers, business sponsors, and community groups make this a unique and very successful event with over 100 volunteers on the day of the festival. We thank the City of Elgin for all the support provided by city departments to make the Hogeye Festival possible.

Hogeye is a community celebration to raise funds for Elgin Main Street Program grant programs, and your support of the Hogeye Festival directly contributes to the development, promotion, and revitalization of the downtown business district and our town.

The Elgin Main Street Board and the Hogeye Festival Committee request:

- Request to waive the open container ordinance for the 38th Annual Hogeye Festival sponsored by the Elgin Main Street Board and the City of Elgin on Saturday, October 25th from 10 am to 7 pm in the festival area: Loop 109 (Main Street) from Austin Street to Lexington, Central Avenue, Depot Street, 1st Street, 2nd Street, and 3rd Street from the Union Pacific railroad tracks to Avenue A. On Friday October 24th for the Street Dance and Gordon Swenson Memorial BBQ Park Cook off from 5 pm to 11:59 pm on Main Street and Avenue C utilizing City Hall and the Library parking lots. On Thursday, October 23rd from 5 pm to 10 pm for the Hogeye Stroll with the Hogalicious Dessert Contest and the Pearls Before Swine Art Show downtown from Lexington Road to Brenham on Main and Avenue C.
- Request to approve street closures for the 38th Annual Hogeye Festival on Saturday, October 25, 2025, from 4 am to 8 pm as illustrated in the attached traffic control plan.

Thank you for working with us to make this event possible. We appreciate the City's support relating to logistics, planning, and implementation of the festival.

Sincerely,

Krista Marx
President

Elgin Main Street Board | PO Box 591 | Elgin, Texas 78621



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE WORK AUTHORIZATION NO. 2 WITH GRADIENT LEADERSHIP SOLUTIONS CORPORATION OF MANSFIELD, TEXAS FOR FINANCE-RELATED SERVICES, AND MAKING CERTAIN FINDINGS RELATED THERETO. (Sanders)

DEPARTMENT: Finance

PROPOSED ACTION: For City Council to approve Work Authorization #2 with Gradient Leadership Solutions, LLC to continue current level of services, and authorization for the City Manager to execute all associated documents.

BACKGROUND:

The City of Elgin has contracted with Gradient Leadership Solutions to act in an advisement capacity in a similar manner as a Chief Financial Officer or Director of Finance during a focused period of time to assist the Client's leadership in meeting certain finance related objectives.

Work Authorization #2 is issued under the existing Master Services Agreement with Gradient Leadership Solutions, LLC at the contracted hourly rate to continue assisting in the internal management of all city financial operations, and includes the following key goals:

- Provide focused finance-related advice and support for the Client's management team.
- Work with the finance team to advise and support the execution of policies, procedures, and processes while allowing the Client's management teams to make all decisions.
- Where applicable, communicate any process or internal control improvements to the team as identified.

The continued use of Gradient Leadership Solutions' services is imperative to the restoration of the Finance Department, the continued stability, accuracy, and efficiency of the City's financial operations during a critical period of transition and strategic development.

Gradient will invoice the Client on a monthly basis, based on hours worked using the following rate structure:

1. 20 hours or less in a calendar month - \$295 per hour
2. 21-40 hours per calendar month - \$275 per hour
3. 40-74 hours a per calendar month - \$255 per hour
4. 75+ hours per calendar month - \$235 per hour

This work authorization will expire on December 31, 2025.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Approval of Work Authorization #2 with Gradient Leadership Solutions, LLC to continue current level of services to be paid on an hourly basis, and authorization for the Interim City Manager to execute all associated documents.

ATTACHMENTS:

1. Resolution - ResAuth Gradient
2. 20250512 (Elgin) WA 2 - Fractional Executive Advisement Services

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

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

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

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

RESOLUTION NO. 2025-06-03-XX

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE
WORK AUTHORIZATION NO. 2 WITH GRADIENT
LEADERSHIP SOLUTIONS CORPORATION OF MANSFIELD,
TEXAS FOR FINANCE-RELATED SERVICES; AND MAKING
CERTAIN FINDINGS RELATED THERETO**

WHEREAS, the Elgin Interim City Manager is obligated under the City Charter to effectively manage all city financial operations; and,

WHEREAS, the Interim City Manager has negotiated the terms of a second work authorization with Gradient Solutions Corporation of Mansfield, Texas to continue their assistance in the internal management of all city financial operations; and,

WHEREAS, the Interim City Manager is now recommending approval of a second Work Authorization with Gradient Solutions Corporation to continue providing accounting and other support to city staff on a variety of Finance-related issues; and,

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

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

Section 2. Authorization. The Interim City Manager is hereby authorized to execute an agreement with Gradient Solutions Corporation of Mansfield, Texas for professional accounting and finance services in the not-to-exceed amount of \$120,000.00 as described in the "*Work Authorization No. 2*", a copy of which 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 3rd day of June, 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary

Work Authorization No. 2

Fractional Executive Advisement Services

This Work Authorization is effective June 1, 2025 (the “Work Authorization Effective Date”), issued under and subject to the terms and conditions of the Master Professional Services Agreement identified by Agreement Number 20241218-1047 by and between Gradient Leadership Solutions, LLC (Company or Gradient) and the City of Elgin, TX (Client).

Section A – Scope of Services

Description of Services

Gradient is engaged by the Client to act in an advisement capacity in a similar manner as a Chief Financial Officer or Director of Finance during a focused period of time to assist the Client’s leadership in meeting certain finance-related objectives.

Key Goals

The following key goals are a part of this Work Authorization:

- Provide focused finance-related advice and support for the Client’s management team.
- Work with the finance team to advise and support the execution of policies, procedures, and processes while allowing the Client’s management teams to make all decisions.
- Where applicable, communicate any process or internal control improvements to the team as identified.

Key Tasks

Gradient’s team will be available to assist the Client in a variety of ways. The following items are examples of the support available during this Work Authorization. The list is not intended to be complete.

- Participate in calls, meetings, or discussions with management on a variety of topics whether in-person or remote.
- Support Client-led teams in process assessment or process improvement initiatives.
- Provide feedback on policies, procedures, or other documents.
- Perform limited, targeted internal control assessments.
- Send surveys or questionnaires on behalf of management relating to processes or internal controls.
- Assist the Finance Director or Finance staff in requests relating to the annual audit preparation, specifically readiness and workplans focused on year-end.
- Assist the Finance Director or Finance staff in evaluation of accounting or financial processes or the coaching of staff within those processes including making any process recommendations to the Finance team and/or City Management.
- Create or review documents provided by the Finance Director or other staff.
- Check-in on a regular basis with Finance staff including a weekly onsite visit.
- Assist the Finance staff in training and/or meetings covering major accounting topics and their role in the “big picture” of municipal finance.
- Other similar requests from management and agreed upon by Gradient.

Work Authorization No. 2

Fractional Executive Advisement Services

Staffing

Resources proposed for this project will include Lorie Lankford, Calvin E. Webb III, and other Gradient resources on an as needed basis.

Schedule

Gradient will be available immediately upon execution of this Work Authorization.

Frequency

This Work Authorization anticipates approximately 2-3 days per week of activity (remote or onsite) from Gradient's team in some capacity. Gradient's participation may vary some on a weekly basis.

Changes in Expectations

Any changes in expectations or significant frequency differences during this Work Authorization or items requested beyond the scope of this document will be subject to a Work Authorization Change Order, which would be drafted and agreed upon by both parties as required.

Expiration

This Work Authorization will expire when the billing cap amount of \$120,000.00 has been reached, unless terminated for convenience by either party with 30 days written notice using E-Mail or USPS.

Section B – Deliverables

No specific deliverables are contemplated within this work authorization. Based on the Client's specific requests, Gradient could agree to provide certain deliverables during this Work Authorization.

Section C – Compensation and Billing

Compensation Method

- Gradient will invoice the Client on a monthly basis, based on hours worked, using the following rate structure.
 - 20 hours or less in a calendar month - \$295 per hour
 - 21-40 hours per calendar month - \$275 per hour
 - 40-74 hours a per calendar month - \$255 per hour
 - 75+ hours per calendar month - \$235 per hour
- Gradient will work with the Client's team to determine a reasonable on-site schedule.
- Gradient will be available to support the Client between the dates noted in the schedule above for approximately 20 hours per week (on-site or remote) or estimated 80 hours per month. The total requested hours per week will be agreed upon by the Client and Gradient.

Billing Method

Gradient will invoice the Client at the beginning of each month services are provided and at the conclusion of the project (if applicable). Expenses incurred during the month will be invoiced during

Work Authorization No. 2

Fractional Executive Advisement Services

the following month or at the conclusion of the project (if applicable). At termination, a final invoice will be provided to the Client for time and expenses incurred through the termination date.

Expenses

Gradient will not bill the Client for out-of-pocket expenses such as lodging, tolls, per diem, and mileage.

Section D – Client Responsibilities

General

- The Client's management team will provide direction on the tasks or scope for Gradient's hours.
- The Client will provide a copy of relevant documents requested by Gradient.
- The Client employees will complete applicable questionnaires or surveys requested by Gradient.
- The Client will participate in meetings, discussions, calls, or web meetings applicable to projects requested by the Client under this Work Authorization.
- The Client will provide office, conference room, or other space along with an Internet connection for Gradient when meeting at the Client's facilities.
- The Client will make all management and implementation decisions stemming from any work performed by Gradient.
- The Client will review any information submitted by Email and remove any personally identifiable information (PII) before sending. The use of a shared portal is advisable.

Management & Oversight

- The Client is responsible for the proper execution, management, oversight, and decision making of all financial operations, including those overseen or advised upon by Gradient. The Client agrees to provide the necessary resources, personnel, and support to effectively carry out the strategies and recommendations proposed by Gradient.
- Gradient may recommend actions, policies, or strategies as part of its Fractional Director of Finance services. The Client is solely responsible for the decision to implement, modify, or reject any recommendations provided by Gradient. Gradient is not liable for the outcomes of decisions made by the Client, even if such decisions were based on Gradient's advice or recommendations. Gradient does not have the authority to unilaterally implement or execute any financial decision or strategy on behalf of the Client.

Communication

- The Client shall accurately describe the Gradient's role as a Fractional Director of Finance or any other capacity in which the Gradient is engaged under this Agreement. The Client shall not imply that the Gradient holds a full-time or permanent position within the Client or has authority beyond that explicitly granted in this Work Authorization.

Work Authorization No. 2

Fractional Executive Advisement Services

Section E – Other Matters

- Gradient does not contemplate connecting to the Client's internal information technology systems using our devices as part of this Work Authorization other than guest access to the internet while Gradient staff are working on-site at a Client facility.
- If access to an internal financial system is required, the Client will provide appropriate devices, under their control, for use in the internal IT environment as well as any security training (if required).
- Gradient will not directly access any banking or treasury related accounts nor act as a signer on any accounts.
- Gradient will not be able to sign any documents, electronic or physical, on behalf of the Client or enter into any contracts on behalf of the Client.
- Gradient will not make any personnel decisions on behalf of the Client.
- These Services will not entail Gradient's assessment of the employees' capabilities in performing their identified tasks or supervision of any employees.
- No subcontractors except for those provided by Gradient Solutions Corporation will be utilized by Gradient without written approval of the Client.
- Tasks to be performed may be conducted onsite and remotely.
- It is understood and agreed that Gradient's relationship and use of Azure or any similar server hosting company, Diligent, InterWorks Inc. or Brindle Solutions in Gradient's delivery of the services is not a subcontractor relationship and is a relationship between Gradient and Vendors.
- For the purposes of Section 9.2 of the MPSA, sum of fees paid and fees due by Client will be limited to the average of the last three months of professional fees.
- The Client makes all procurement decisions relating to this Work Authorization. Gradient has no part or recommendation in the process.
- The Services do not constitute work, examinations, or any other similar steps in accordance with Generally Accepted Auditing Standards, the Institute of Internal Audit Standards, Government Accountability Office Standards, or any other authoritative body. Gradient's engagement does not constitute an audit, compilation, review, attestation service, investigation, or fraud examination.

Continued on following page

Work Authorization No. 2
Fractional Executive Advisement Services

- Gradient will not make any management decisions including setting policy or strategic direction; accepting responsibility for or directing Client employees; authorizing, executing, consummating, or otherwise exercising authority on behalf of the Client; preparing source documents for the Client; deciding which recommendations from Gradient or a third-party to implement or prioritize; reporting to a governing body on behalf of management; accepting project management responsibility for the Client; accepting responsibility for designing, implementing, or maintaining internal controls; or other similar activities.
- Gradient is not a public accounting firm.

	City of Elgin, TX	Gradient Leadership Solutions, LLC
By:		
Name:		
Title:		
Email:		



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 FROM FGMA No. 28 and No. 29 FOR THE ELGIN POLICE DEPARTMENT PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Approval of the resolution

BACKGROUND:

This is a routine payment for construction administration services from the design firm FGM (architects). From the billing report, the items billed this is for ADA plan review and various meetings with City staff over the course of construction.

The bill amount this term is.

\$2,121.50 for invoice number 28 and

\$1,033.54 for Invoice number 29.

BUDGET/FINANCIAL IMPACT:

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

Pay Request 28

CURRENT BILLINGS

\$2,121.50

PRIOR BILLINGS

\$507,383.44

TOTAL BILLINGS

\$509,504.94

Pay Request 29

CURRENT BILLINGS

\$1,033.54

PRIOR BILLINGS

\$509,504.94

TOTAL BILLINGS

\$510,538.48

*NOTE: These pay requests are for the same project.

RECOMMENDATION:

Approve the resolution as it is presented

ATTACHMENTS:

1. RESOLUTION Pay Request EPD 28.29
2. Invoice #28 - Elgin New Police Station
3. Invoice #29 - Elgin New Police Station

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

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

RESOLUTION NO. 2025-06-03-XX

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE
PAY REQUEST FROM FGMA No. 28 and No. 29 FOR THE ELGIN
POLICE DEPARTMENT PROJECT, AND MAKING CERTAIN
FINDINGS RELATED THERETO.**

WHEREAS, the City of Elgin is finalizing close out items on the Elgin Police Department Project at 204 Depot Street and;

WHEREAS, City staff are now recommending the Elgin City Council to approve this payment application as a routine matter of business and ratify the City's staff's payment in a timely manner of such request.

WHEREAS, The Interim City Manager is authorized to execute such payments as described in the original agreement with FGM Architects;

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 is hereby authorized to execute Pay Request #28 and #29 in the amount of the proposal identified as an attachment to this resolution.

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 3rd day of June 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary



Elgin TX, City of
P.O. Box 591
Elgin, TX 78621

October 11, 2024
Invoice No: 22-3415.01 - 28

Project 22-3415.01 Elgin TX New Police Station

Professional Services from August 24, 2024 to September 27, 2024

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Initial Conceptual Design	35,430.00	100.00	35,430.00	35,430.00	0.00
Programming/Schematic Design	40,522.00	100.00	40,522.00	40,522.00	0.00
Design Development	101,270.00	100.00	101,270.00	101,270.00	0.00
Construction Documents	202,540.00	100.00	202,540.00	202,540.00	0.00
Bidding	25,318.00	100.00	25,318.00	25,318.00	0.00
Construction Administration	101,270.00	100.00	101,270.00	99,244.60	2,025.40
Total Fee	506,350.00		506,350.00	504,324.60	2,025.40
Total Fee					2,025.40

Reimbursable Expenses

Reproduction				96.10	
Total Reimbursables				96.10	96.10
TOTAL CURRENT INVOICE					<u>\$2,121.50</u>

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Basic Services	2,025.40	504,324.60	506,350.00		
Consultant	0.00	654.50	654.50		
Expense	96.10	2,404.34	2,500.44		
Totals	2,121.50	507,383.44	509,504.94	507,383.44	2,121.50

Please remit to:

FGM Architects Inc.
1211 West 22nd Street, Suite 700
Oak Brook IL 60523-2109

630.574.8300

Billing Backup

Friday, October 11, 2024

FGM Architects Inc.

Invoice 28 Dated 10/11/2024

1:37:12 PM

Project

22-3415.01

Elgin TX New Police Station

Reimbursable Expenses

Reproduction				
AP 93308	10/2/2024	ARC Document Solutions / Reproduction / Invoice: 31TXI9164957, 9/25/2024	96.10	
Total Reimbursables			96.10	96.10
			Total this Project	\$96.10
			Total this Report	\$96.10

Please remit to:

FGM Architects Inc.
1211 West 22nd Street, Suite 700
Oak Brook IL 60523-2109

630.574.8300



Elgin TX, City of
P.O. Box 591
Elgin, TX 78621

May 13, 2025
Invoice No: 22-3415.01 - 29

Project 22-3415.01 Elgin TX New Police Station
Professional Services from March 29, 2025 to April 25, 2025
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Initial Conceptual Design	35,430.00	100.00	35,430.00	35,430.00	0.00
Programming/Schematic Design	40,522.00	100.00	40,522.00	40,522.00	0.00
Design Development	101,270.00	100.00	101,270.00	101,270.00	0.00
Construction Documents	202,540.00	100.00	202,540.00	202,540.00	0.00
Bidding	25,318.00	100.00	25,318.00	25,318.00	0.00
Construction Administration	101,270.00	100.00	101,270.00	101,270.00	0.00
Total Fee	506,350.00		506,350.00	506,350.00	0.00
Total Fee					0.00

Consultants

Miscellaneous Consultants	654.50	
Total Consultants	654.50	654.50

Reimbursable Expenses

Mileage, tolls and misc.	303.41	
Travel	75.63	
Total Reimbursables	379.04	379.04

TOTAL CURRENT INVOICE \$1,033.54

Outstanding Invoices

Number	Date	Balance
28	10/11/2024	2,121.50
Total		2,121.50

Total Now Due **\$3,155.04**

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Basic Services	0.00	506,350.00	506,350.00		
Consultant	654.50	654.50	1,309.00		

Please remit to:
FGM Architects Inc.
P.O. Box 8963
Carol Stream IL 60197-8963
630.574.8300

Project	22-3415.01	Elgin TX New Police Station			Invoice	29
Expense		379.04	2,500.44	2,879.48		
Totals		1,033.54	509,504.94	510,538.48	507,383.44	3,155.04

Please remit to:
FGM Architects Inc.
P.O. Box 8963
Carol Stream IL 60197-8963
630.574.8300

Billing Backup

Tuesday, May 13, 2025

FGM Architects Inc.

Invoice 29 Dated 5/13/2025

11:00:09 AM

Project	22-3415.01	Elgin TX New Police Station
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Consultants

Miscellaneous Consultants

AP	95627	3/4/2025	ABLE 2 ACCESS, INC / TAS On-Site Inspection / Invoice: TABS2023012598-B, 2/3/2025	654.50	
Total Consultants				654.50	654.50

Reimbursable Expenses

Mileage, tolls and misc.

EX	0021626	8/14/2024	Rodberry, Weston / Elgin OAC / 32.17 miles @ 0.67	23.71	
EX	0021626	8/19/2024	Rodberry, Weston / Elgin Punch List (False Start) / 20.11 miles @ 0.67	14.82	
EX	0021626	8/26/2024	Rodberry, Weston / Elgin Punch List 1/2 / 32.36 miles @ 0.67	23.85	
EX	0021626	8/27/2024	Rodberry, Weston / Elgin Punch List 2/2 / 31.58 miles @ 0.67	23.28	
EX	0021626	8/28/2024	Rodberry, Weston / Elgin OAC / 29.85 miles @ 0.67	22.00	
EX	0021626	9/9/2024	Rodberry, Weston / Elgin Site Visit / 39.37 miles @ 0.67	29.02	
EX	0021626	9/11/2024	Rodberry, Weston / OAC Meeting / 30.37 miles @ 0.67	22.39	
EX	0021626	9/16/2024	Rodberry, Weston / CoE City Council Tour / 50.63 miles @ 0.67	37.31	
EX	0022079	2/18/2025	Rodberry, Weston / Site Visit - Door Hardware Issue / Review a door hardware issue brought up by owner / 15.00 miles @ 0.70	11.55	
EX	0022079	2/20/2025	Rodberry, Weston / TAS review assistance and Door Hardware / TAS Reinspection and door hardware follow up / 48.00 miles @ 0.70	36.96	
EX	0022308	4/23/2025	Galloway, Jr., Bob / Elgin PD Ribbon Cutting / 76.00 miles @ 0.70	58.52	
Travel					
EX	0022308	4/23/2025	Galloway, Jr., Bob / Lunch Bob G, Jaime P,Rich D. at SSBBQ	75.63	
Total Reimbursables				379.04	379.04

Total this Project	\$1,033.54
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Total this Report	\$1,033.54
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Please remit to:

FGM Architects Inc.
P.O. Box 8963
Carol Stream IL 60197-8963
630.574.8300



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. 15 FOR THE PISTOL HILL BOOSTER STATION PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Approve

BACKGROUND:

This is one of the final payment items for the Pistol Hill booster Station Project. The reservoir tank is in use by the City. There are some administrative punch list items to complete. Items billed this term include pavement drive up to the tank, piping material to make connections and additional excavation to remove old concrete slabs on the project site.

The amount billed to the City on this request is: \$69,465.38

The contract amount for this project is \$4,850,720.70

The remaining amount on this project is \$244,107.34

The City of Elgin only had a 5% match on this project.

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 REMAINING
\$4,846,720.70	\$69,465.38	\$4,543,147.99	\$244,107.34

RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

1. RESOLUTION Pay Req 15 PH
2. #15 Pay App Qty's - Elgin Pistol Hill-

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

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

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

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

RESOLUTION NO.

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE
PAY REQUEST No. 15 FOR THE PISTOL HILL BOOSTER
STATION PROJECT, AND MAKING CERTAIN FINDINGS
RELATED THERETO.**

WHEREAS, the City of Elgin is finalizing close out items on the Pistol Hill Booster Station project and;

WHEREAS, City staff have reviewed the quantities and confirmed them with the City Engineer, and are now recommending approval of such payments and ratify the staffs work to make such payments and;

WHEREAS, The Interim City Manager is authorized to execute such payment in accordance with the terms listed in the original agreement and as part of this attached pay request;

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

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

Section 2. Authorization. The Interim City Manager or Mayor is hereby authorized to execute Pay Request #15 in the amount of the pay request identified as an attachment to this resolution.

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 3rd day of June 2025.

THERESA Y. MCSHAN, Mayor

City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary



505 East Huntland Drive
Suite 250
Austin, Texas 78752

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

May 19, 2025

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

**RE: Pistol Hill Booster Station Improvements
GLO Contract No. 22-082-009-D207
Pay Request No. 15**

Dear Mr. Gonzalez:

Enclosed for consideration by the City of Elgin is the Pay Estimate No. 15 for IECONI 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)
\$4,856,720.70	\$69,465.38	\$4,543,147.99	\$244,107.34

It is recommended that payment be made in the amount of **\$69,465.38** at the City's earliest convenience. Please sign and forward a digital copy to IECONI inc. at raghu.iyer@ieconi.com, Grantworks at allison.land@grantworks.net, and TRC at wwachel@trccompanies.com. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,

William Wachel, P.E.
Regional Vice President

cc: Ms. Karol Jarmon, City of Elgin

Enclosure



Payment Application No:	15	Application Period:	From: 10/01/2024	To: 10/30/2024	Application Date:	5/13/2025
Owner:	City of Elgin	Engineering Firm:	TRC	Engineer:	William Wachel	
Project:	Pistol Hill Booster Station	Contractor's Project No:	2023-003	Engineer's Project No:	22-082-009-D207	
				Owner's Project No:		

Change Order Summary

Description	Qty	Rate	Amount
CO1.1	LS		4,487.47
CO1.2	LS		3,103.00
CO1.3	LS		4,085.00
CO2.1	LS		57,981.76
CO2.2	LS		(90.00)
CO4.1	LS		\$73,121.45
			-
Total Change Orders		\$	142,688.68

Current Retainage Percentage	5.00%
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Isaac Turner
Interim City manager
512-281-5724

isaac.turner@elgintexas.gov

Michael Gonzalez
City of Elgin
Public Works Director
(512) 285-6645
mgonzalez@ci.elgin.tx.us

Contract Payment Summary

1	Original Contract	\$	1,967,138.12
2	Supplemental Items	\$	2,746,893.90
3	Change Orders	\$	142,688.68
4	Total Contract (Sum 1-3)	\$	4,856,720.70
5	Original Contract Completed		\$1,967,138.12
6	Supplemental Items Completed	\$	2,746,893.90
7	Change Orders Completed	\$	142,688.68
8	Material on Hand		-
9	Total Completed to Date (Sum 5-8)		\$4,856,720.70
10	Retainage - Original Contract	\$	98,356.91
	Retainage - Supplemental Items	\$	137,344.70
12	Retainage - Change Orders	\$	7,134.43
13	Retainage - Materials	\$	1,271.30
14	Total Retainage (Sum 10-13)	\$	244,107.34
15	Amount Eligible to Date (Line 9 - Line 14)		\$4,612,613.37
16	Less: Previous Payments	\$	4,543,147.99
17	Amount Due on this Payment Application		\$69,465.38
18	Balance to Finish, Plus Retainage	\$	244,107.34

PAYMENT ABOVE		
Raghu Iyer		5/13/2025
REQUESTED BY:	CONTRACTOR SIGNATURE:	DATE:
PAYMENT ABOVE		5/19/2025
SIGNATURE	ENGINEER: William Wachel	DATE:
PAYMENT ABOVE		
APPROVED BY:	OWNER:	DATE:



Payment Application No: 15			Application Period:	From: 10/1/2024	To: 10/30/2024	Application Date 5/13/2025		5%			
ITEM	QTY	UNIT		UNIT RATE	AMOUNT	COMPL. PREV.	COMPL. TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	Balance to Finish	RETAINAGE
Base Bid											
P.1	1	LS	For furnishing the required Performance and Payment Bonds for the project, as described in these specifications	\$ 50,000.00	\$50,000.00	1.0000	1.0000	\$0.00	\$50,000.00	\$0.00	\$2,500.00
P.2	1	LS	For furnishing the mobilization to the site at project commencement and demobilization from the site at project end, as described in these specifications	\$ 243,703.00	\$243,703.00	1.0000	1.0000	\$0.00	\$243,703.00	\$0.00	\$12,185.15
P.3	1	LS	For furnishing all labor, materials, equipment, and superintendence for the completion and installation of all site work, including gravel access road, chain link fence, masonry fence, entrance gate, drainage ditch, and site grading, as specified and shown on the plans.	\$ 207,118.14	\$207,118.14	1.0000	1.0000	\$0.00	\$207,118.14	\$0.00	\$10,355.91
P.4	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of all site piping, including valves, gauges, pipe supports, manholes, and fittings, as specified and shown on the plans	\$ 668,065.15	\$668,065.15	1.0000	1.0000	\$0.00	\$668,065.15	\$0.00	\$33,403.26
P.5	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of a flow meter vault, including access hatch, flow meter, and sump pump, as specified, and shown on the plans	\$ 70,315.08	\$70,315.08	1.0000	1.0000	\$0.00	\$70,315.08	\$0.00	\$3,515.75
P.8	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of two (2) vertical turbine pumps, as specified and shown on the plans	\$ 224,672.96	\$224,672.96	1.0000	1.0000	\$0.00	\$224,672.96	\$0.00	\$11,233.65



Payment Application No: 15			Application Period:	From: 10/1/2024	To: 10/30/2024	Application Date 5/13/2025		5%			
ITEM	QTY	UNIT		UNIT RATE	AMOUNT	COMPL. PREV.	COMPL. TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	Balance to Finish	RETAINAGE
P.9	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of all pump and tank electrical equipment and instrumentation, as specified, and shown on the plans	\$ 31,361.94		1.0000	1.0000				
					\$31,361.94			\$0.00	\$31,361.94	\$0.00	\$1,568.10
P.11	1	LS	For furnishing all superintendence of the SCADA integration for the new equipment to be performed by CP USA Control Panels USA Inc., contact representative Jonathan Vasquez 512-863-3224, as specified, and shown on the plans	\$ 51,608.10		1.0000	1.0000				
					\$51,608.10			\$0.00	\$51,608.10	\$0.00	\$2,580.41
P.12	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of one (1) new 480 V/ 800 A Motor Control center (MCC), including concrete pad, as specified, and shown on the plans	\$ 226,273.89		1.0000	1.0000				
					\$226,273.89			\$0.00	\$226,273.89	\$0.00	\$11,313.69
P.13	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of all equipment to modify the existing Motor Control center (MCC-I), 600 A, 480 V, as specified and shown on the plans	\$ 33,373.82		1.0000	1.0000				
					\$33,373.82			\$0.00	\$33,373.82	\$0.00	\$1,668.69
P.14	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of one (1) new 480 V/ 800A Automatic Transfer Switch (ATS), including concrete pad, as specified, and shown on the plans	\$ 12,605.79		1.0000	1.0000				
					\$12,605.79			\$0.00	\$12,605.79	\$0.00	\$630.29
P.15	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of one (1) new 208/120 V, 100 A, Mini Power Center (MPC-I), including concrete pad, as specified, and shown on the plans	\$ 26,472.15		1.0000	1.0000				
					\$26,472.15			\$0.00	\$26,472.15	\$0.00	\$1,323.61



Payment Application No: 15			Application Period:	From: 10/1/2024	To: 10/30/2024	Application Date 5/13/2025		5%			
ITEM	QTY	UNIT		UNIT RATE	AMOUNT	COMPL. PREV.	COMPL. TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	Balance to Finish	RETAINAGE
P.16	1	LS	For furnishing all labor, materials, equipment, and superintendence to complete the entire project for those work items not described in other bid items, including wiring and conduit, duct banks, trenching, backfill, as described in these plans	\$ 45,933.37		1.0000	1.0000				
					\$45,933.37			\$0.00	\$45,933.37	\$0.00	\$2,296.67
P.17	1	LS	For furnishing all labor, materials, equipment, and superintendence for maintaining trench and/or excavation safety according to OSHA Standards, as specified and shown on the plans	\$ 37,817.36		1.0000	1.0000				
					\$37,817.36			\$0.00	\$37,817.36	\$0.00	\$1,890.87
P.18	1	LS	For furnishing all labor, materials, equipment, and superintendence for installing Loaming and Hydroseeding, including watering and acquiring sufficient growth coverage, complete in place	\$ 12,605.79		1.0000	1.0000				
					\$12,605.79			\$0.00	\$12,605.79	\$0.00	\$630.29
P.19	1	LS	For preparation and maintenance of Storm Water Pollution Prevention Plan (SWP3) including all reports and records, all pollution control devices and measures necessary to maintain and complete the SWP3 plan that are not a separate bid item (including installation, maintenance and removal of such items as required), costs for the Contractor's Notice of Intent application fee costs for the annual Water Quality fee, Costs for personnel to inspect the SWP3's protective measures, costs for all pollution control measures that may be required outside the right-of-way or easement area such as construction staging areas, preparation and submittal of Notice of Termination, submittal of Notice of Change letter (if required), and all other requirements found in the TPDES General Permit No. TXR 150000	\$ 25,211.58	\$25,211.58	1.0000	1.0000	\$0.00	\$25,211.58	\$0.00	
											\$1,260.58
					\$ 1,967,138.12			\$0.00	\$1,967,138.12	\$0.00	\$98,356.91



Payment Application No: 15			Application Period:	From: 10/1/2024	To: 10/30/2024	Application Date 5/13/2025		5%			
ITEM	QTY	UNIT		UNIT RATE	AMOUNT	COMPL. PREV.	COMPL. TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	Balance to Finish	RETAINAGE
Alternate Bid Items											
P.A.1	1	LS	For the removal and replacement of the discharge valves and piping on existing vertical turbine pumps number 2, 3 and 4, including extension of the existing concrete pads, and addition of new pipe supports, as detailed in the specifications and drawings, complete in place	\$ 168,514.06	\$168,514.06	1.0000	1.0000	\$0.00	\$168,514.06	\$0.00	\$8,425.70
P.A.3	1	LS	For replacement of the clamp on flow meter on the 16" discharge line, as detailed in the specifications and drawings, complete in place	\$ 36,621.58	\$36,621.58	1.0000	1.0000	\$0.00	\$36,621.58	\$0.00	\$1,831.08
P.A.4	1	LS	For furnishing and installing the 1,000,000-gallon ground storage tank, including tank foundation, painting, site work, and disinfection, in lieu of the 750,000-gallon storage tank in the Base Bid, as detailed in the specifications and drawings, complete in place	\$ 2,198,903.67	\$2,198,903.67	1.0000	1.0000	\$0.00	\$2,198,903.67	\$0.00	\$109,945.18
P.A.6	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of one (1) new 450 kW emergency standby generator, including concrete foundation, in lieu of the 200-kW generator in the Base Bid, as detailed in the specifications and drawings, complete in place	\$ 304,316.44	\$304,316.44	1.0000	1.0000	\$0.00	\$304,316.44	\$0.00	\$15,215.82



Payment Application No: 15			Application Period:	From: 10/1/2024	To: 10/30/2024	Application Date 5/13/2025		5%			
ITEM	QTY	UNIT		UNIT RATE	AMOUNT	COMPL. PREV.	COMPL. TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	Balance to Finish	RETAINAGE
P.A.7	1	LS	For furnishing all labor, materials, equipment, and superintendence for the installation of an asphalt access drive in lieu of the gravel access drive in the Base Bid, as detailed in the specifications and drawings, complete in place	\$ 38,538.15		1.0000	1.0000	\$0.00	\$38,538.15	\$0.00	\$1,926.91
					\$38,538.15						
					\$2,746,893.90			\$0.00	\$2,746,893.90	\$0.00	\$137,344.70
Change Orders											
CO1.1	1	LS	Excavation of large concrete sections located and excavation for the 1.0 MG tank	\$ 4,487.47	\$4,487.47	1.000	1.000	\$0.00	\$4,487.47	\$0.00	\$224.37
CO1.2	1	LS	Excavation and demolition of a manhole located during excavation for the 1.0 MG tank	\$ 3,103.00	\$3,103.00	1.000	1.000	\$0.00	\$3,103.00	\$0.00	\$155.15
CO1.3	1	LS	Excavation and removal of a valve and the adjoining pipe located in the area of 1.0 MG tank during general excavation	\$ 4,085.00	\$4,085.00	1.000	1.000	\$0.00	\$4,085.00	\$0.00	\$204.25
CO2.1	1	LS	The relocation of the 12" water system feed pipe by installation of a new 12" PVC pipe, 90 degree elbows, and iron fittings, trenching and backfill, testing and disinfection, and all other requirements for installation of new potable water distribution piping.	\$ 57,981.76	\$57,981.76	1.000	1.000	\$0.00	\$57,981.76	\$0.00	\$2,899.09
CO2.2	1	LS	Correction of amount on CO2.1	\$ (90.00)	(\$90.00)	1.000	1.000	\$0.00	(\$90.00)	\$0.00	(\$4.50)
CO4.1	1	LS	Tap and Sleeve and labor for exploration to locate existing stuff and fill in valves	\$ 73,121.45	\$73,121.45	0.000	1.000	\$73,121.45	\$73,121.45	\$0.00	\$3,656.07
					\$142,688.68			\$73,121.45	\$142,688.68	\$0.00	\$7,134.43
Totals					\$4,856,720.70			\$73,121.45	\$ 4,856,720.70	\$ -	\$242,836.04

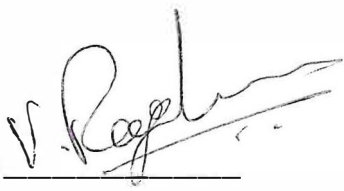
Project:	<u>City of Elgin</u>	Total Contract:	<u>\$ 4,856,720.70</u>
Job Number:	<u>22-082-009-D207</u>	Payment Amount:	<u>\$ 69,465.38</u>
Owner:	<u>City of Elgin</u>	Application From:	<u>10/1/2024</u>
Payment Application #:	<u>15</u>	Application To:	<u>10/30/2024</u>
Progress or Final:	<u>Progress</u>		

Improvements have been constructed and completed in full compliance with the above referenced contract and the agreed plans and specifications by the Contractor.

All bills have been paid or will be paid from contract funds by the contractor and there are no outstanding claims for labor or materials furnished upon said job.

This affidavit is being made by the contractor realizing that it is in reliance upon the truthfulness of the statements contained herein that a request for full settlement of the balance due on said Contract is being made. The contractor releases all liens, claims, and rights to assert a lien on said premises and agrees to indemnify and hold the Project Owner safe and harmless from and against all losses, damages, costs, and expenses of any character whatsoever, specifically including court costs, bonding fees, and attorney fees arising out of or in any relation to claims for unpaid labor or materials used in associated with the constructions improvements on the above-described project.

Contractor:

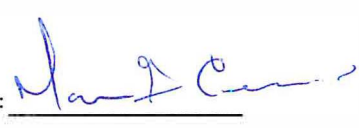
Signature: 

Date: 5/13/2025

Printed Name: Raghu Iyer

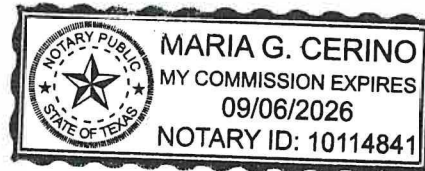
Title: CEO

Notary:

Signature: 

Date: 5/13/2025

Stamp:



Project:	<u>City of Elgin</u>	Total Contract:	<u>\$ 4,856,720.70</u>
Job Number:	<u>22-082-009-D207</u>	Payment Amount:	<u>\$ 69,465.38</u>
Owner:	<u>City of Elgin</u>	Application From:	<u>10/1/2024</u>
Payment Application #:	<u>15</u>	Application To:	<u>10/30/2024</u>

On receipt by the Contractor of this document, of a check from the Project Owner (maker of check) in the sum of the amount payable to Contractor (payee or payees of check) and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien right, any right arising from a payment bond that complies with a state or federal statute, any common law payment bond right, any claim for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for persons in the signer's position that the signer has on the property of the Project Owner located at the address identified above for the project listed above.

This release covers a progress payment to the signer for all labor, services, equipment, or materials furnished to the property or to the Contractor (person with whom signer contracted) as indicated in the attached statement(s) or progress payment request(s), except for unpaid retention, deductions, pending modifications and changes, or other items furnished.

Before any recipient of this document relies on this document, the recipient should verify evidence of payment to the signer.

The signer warrants that the signer has already paid or will use the funds received from this final payment to promptly pay in full all of the signer's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or services provided for or to the above referenced project up to the date of this waiver and release.

Contractor:

Signature: _____

Date: 5/13/2025

Printed Name: Raghu Iyer

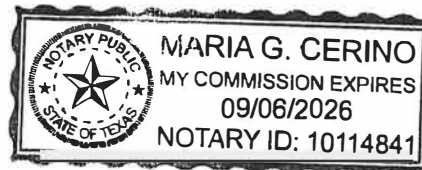
Title: CEO

Notary:

Signature: _____

Date: 5/13/2025

Stamp:





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "R-1" SINGLE FAMILY DWELLING DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE TRAVIS COUNTY APPRAISAL DISTRICT AS PARCEL 248221 (ABS 345 SUR 53 HINES W ACR 10.0) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

DEPARTMENT: Development Services

PROPOSED ACTION: Discussion and consideration of an ordinance amending the official zoning map of the City of Elgin, Texas adopted in Chapter 46, Section 46.3, revised code of ordinances City of Elgin, Texas, 2023 to rezone 10 acres of land in Travis County (TCAD Parcel No. 248221) from R-1 Single Family Dwelling District to R-2 Single-Family and Duplex Dwelling District.

BACKGROUND:

The Planning and Zoning Commission held the first public hearing of this item on May 19, 2025. This ten-acre parcel in Travis County was voluntarily annexed into the Elgin City limits on November 15, 2022. Per [Sec. 46-7](#) of our Zoning Ordinance, all newly annexed property is classified as R-1 until permanently zoned. The property owner has requested a zoning change from R-1 to R-2 which has smaller minimum lot size requirements (9,000 square feet vs 7,500 square feet) and allows for duplexes. The applicant has submitted a concept plan showing the proposed layout and size of the lots. This property is located adjacent to the Northside Meadows development and will include the extension of a collector street (70' ROW) which will connect County Line Road to Klaus Lane and run through the Briarwood, Northside Meadows and Cano Subdivisions. There will be no residential driveway access allowed to this collector street for the Cano Subdivision. The Planning and Zoning Commission held the first of two required public hearings on this item on May 19, 2025.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

The Planning and Zoning commission made a recommendation to approve the zoning change from R-1 to R-2 at the May 19, 2025 meeting.

ATTACHMENTS:

1. Parcel No. 248221 Proposed Zoning Ordinance
2. Cano R-2 Rezoning Application
3. Cano R-2 Rezoning Concept Plan
4. 202500038 Zoning Map
5. 202500038 200' 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.

ORDINANCE NO. 2025-06-03-

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE FROM "R-1" SINGLE FAMILY DWELLING DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON A PARCEL OF LAND KNOWN BY THE TRAVIS COUNTY APPRAISAL DISTRICT AS PARCEL 248221 (ABS 345 SUR 53 HINES W ACR 10.0) BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

WHEREAS, an application has been made to the City Council of Elgin, Texas to amend the Official Zoning Map to rezone the property described in Exhibit "A" attached hereto and incorporated herein, from R-1 Single Family Dwelling District to R-2 Single-Family and Duplex Dwelling District; and

WHEREAS, the City Council has submitted the requested change in the Official Zoning Map to the Planning and Zoning Commission for its recommendation and report; and

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested change on May 19, 2025, following lawful publication of the notice of said public hearing; and

WHEREAS, after considering the public testimony received at such hearing, the Planning and Zoning Commission has recommended that the Official Zoning Map be amended so that the zoning classification of the property described in Exhibit "A" is R-2 Single-Family and Duplex Dwelling District; and

WHEREAS, on the 6th day of June 2025, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

I.

The facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim. The City Council hereby finds that this Ordinance implements the vision, goals and policies of the City of Elgin's Comprehensive Plan and further finds that

enactment of this Ordinance is not inconsistent with or in conflict with any other policies or provisions of the Comprehensive Plan and the City's Code of Ordinances.

II.

The Official Zoning Map adopted in Chapter 46, Section 46-3, City of Elgin, Texas is hereby amended so that the zoning classification of the property described in Exhibit "A" is rezoned from R-1 Single Family Dwelling District to R-2 Single-Family and Duplex Dwelling District.

III.

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

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

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

READ, PASSED, and ADOPTED on first reading this the 3rd day of June 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary



METES & BOUNDS DESCRIPTION

BEING A 10.00 ACRE TRACT LOCATED IN THE WILLIAM HINES SURVEY, ABSTRACT NUMBER 53, TRAVIS COUNTY, TEXAS, AND BEING ALL OF A CALLED 10.00 ACRE TRACT, DESCRIBED TO MARIO ALCANTARA CANO IN DOCUMENT NUMBER 2016118831 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 10.00 ACRE TRACT BEING FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT AN IRON ROD WITH CAP, FOUND FOR THE NORTH CORNER OF THE HEREIN DESCRIBED TRACT, BEING IN THE APPARENT EAST RIGHT OF WAY LINE OF KLAUS LANE, NO NEED OF RECORD FOUND, AND HAVING THE FOLLOWING GRID COORDINATES (N: 10109055.24 GRID, E: 3213305.74 GRID TEXAS COORDINATE SYSTEM, CENTRAL ZONE [4203], NAD83);

THENCE, WITH THE NORTHEAST, SOUTHEAST, SOUTHWEST AND NORTHWEST LINE OF SAID 10.00 ACRE TRACT, THE FOLLOWING COURSES AND DISTANCES:

1. **S 65°38'17" E, 944.11 FEET** TO A 3/8 INCH IRON ROD, FOUND FOR THE EAST CORNER OF THE HEREIN DESCRIBED TRACT,
2. **S 26°59'18" W, 461.83 FEET** TO A 5/8 INCH IRON ROD, FOUND FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT,
3. **N 65°37'51" W, 943.57 FEET** TO AN IRON ROD WITH CAP, FOUND FOR THE WEST CORNER OF THE HEREIN DESCRIBED TRACT, BEING IN SAID APPARENT EAST RIGHT OF WAY LINE OF KLAUS LANE,
4. **N 26°55'20" E, 461.69 FEET** WITH THE APPARENT EAST RIGHT OF WAY LINE OF KLAUS LANE AND THE NORTHWEST LINE OF SAID 10.00 ACRES AND THE TRACT DESCRIBED HEREIN, BACK TO THE **POINT OF BEGINNING** OF THE HEREIN DESCRIBED TRACT OF LAND, CONTAINING 10.00 ACRES, MORE OR LESS.

Basis of bearing is the Texas Coordinate System, Central Zone [4203], NAD83. All distances (U.S. Survey Feet) are grid.

This document was prepared under 22 tac §663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.


Garrett Cavauiolo - **RPLS# 6714**
Garrett@MCSurveyTX.com
TBPELS FIRM# 10194678
PRJ# 0222-TRJ4SA

3/20/2025



PDB
N:10109056.2i G'110
(E:J21J305.74 GRID

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3/r1- RCXI/

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m.00 ACRES

CALLED 10.00
ACRES
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N 65°3T51" W IM3.5T

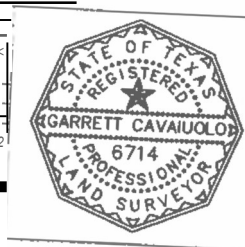
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(4203), NORTH AMERICAN DATUM 19U (NAD83J, NA(11)88, GEIODIB.
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UNITS: US SURVEY FEET.

SUBJECT BOUNDARY
ADJOINER BOUNDARY
IRON ROD W/ CAP FOUND
(UNLESS NOTED)

ID.0D ACRE
REZONING EXHIBIT
CITY OF MANOR
TRAVIS COUNTY, TEXAS

Date: 3/20/2025
Job# 222-TR345A
Address: 14021 Rd
City: MANOR
PC
Scale 1" = 100'
LN J Drcnm BJ<
Rev. -
95. WV., no. ko., Sp. t. (71382
737-212-11JJ
Email: G.n'tt@MCSurvey.com
WESD@V111.com
TYPEIDIM1 ID194671



SURVETOO+samACan,

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GARRETT CAVAIUOLO
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6714

0 100 200

PAGE 2 OF 2

NON-PDD REZONING APPLICATION

Date: March 21, 2025

SITE INFORMATION

Project Address: 14201 Klaus Lane, Elgin, Texas

Parcel Identification Number (if no address): 248221

APPLICANT

Name: Mario Cano

Postal Address: 1305 Terrace View Drive
Cedar Park, Texas 78613

E-Mail Address: mario@heavyroadway.com; Phone Number: (512) 567-8710

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

Mario Cano

Mario Cano

04/15/2025

Signature

Printed Name

Date

Project Description:

A 10-acre tract that would be rezoned to allow for residential development to from R-1 to R-2

Zoning District.



802 N. Ave. C
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintexas.gov

KLAUS LANE
(30' ROW)

GUERRERO CHERRY H TRUSTEE OF
THE GUERRERO FAMILY TRUST
10.00 AC.
DRY CROPLAND
VOL. 13203 PG. 1755
(2002220520)

BETHKE JAMES G
& FRIEDLINDE A
11.987 AC.
NATIVE AND
IMPROVED PASTURE
VOL. 8472 PG. 1974
(0647201974)

SCALE: 1"=40'
0' 20' 40' 80' 120'

LEGEND

--- PROPERTY LINE
--- LOT LINE
--- EASEMENT & SETBACKS
--- EXISTING CONTOUR



SMITH DIANN T
52.00 AC.
IMPROVED PASTURE
VOL. 7581 PG. 628
(0758100628)

IGLESIA DE LA GRACIA
DE AUSTIN
10.00 AC.
IMPROVED PASTURE
VOL. 13081 PG. 1409
(2016089279)

LOT EXHIBIT

MARIO CANO

10.00 ACRE KLAUS LANE ELGIN, TEXAS

THIS DOCUMENT IS RELEASED
FOR THE PURPOSE OF
PRELIMINARY REVIEW UNDER
THE AUTHORITY OF
JAVIER BARRAJAS, P.E.
TEXAS LICENSE No. 89888.
THIS DOCUMENT IS NOT TO
BE USED FOR BIDDING OR
CONSTRUCTION PURPOSES.

DATE: 1/9/2025

PROJECT

SHEET No.

TOTAL SHEETS: N/A

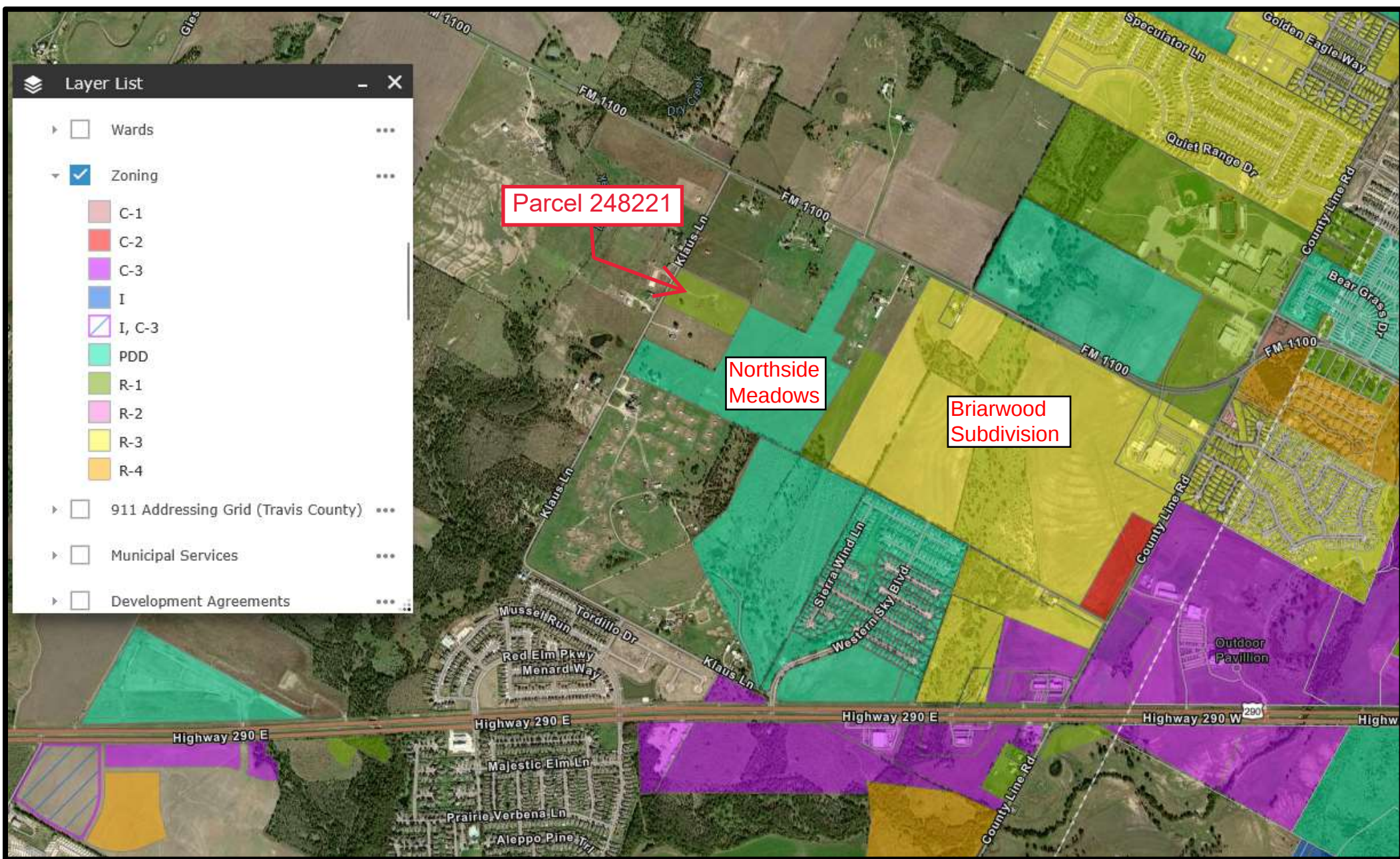
NOTE:

BOUNDARY INFORMATION SHOWN HEREON
RECREATED FROM SURVEY PLAN OF A 10.00
ACRE TRACT, IN THE WILLIAM HINES SURVEY
NO. 53 TRAVIS COUNTY, TEXAS ON
06-21-2018 BY RICHARD FINK REGISTERED
PROFESSIONAL LAND SURVEYOR, 1231 PEACH
CREEK ROAD WAELDER, TX. 78959

TRINE
ENGINEERING

CIVIL
SURVEYING
CONSTRUCTION

TBPE FIRM REGISTRATION No. F-22228





May 5, 2025

NOTICE OF A REZONING REQUEST

You are being notified because your property is located within two hundred (200) feet of this request. The attached map shows the lot making the request (red shaded) and your lot within the notice area (blue lines). This notice is to inform you of public hearings to be held by Planning & Zoning Commission and the City Council as denoted below:

Project #202500038: An ordinance amending the official zoning map of the City of Elgin, Texas adopted in Chapter 46, Section 46-3, Revised Code of Ordinances City of Elgin, Texas, 2013 and making this amendment a part of said zoning map to wit: To rezone land from "R-1" Single Family Dwelling District to "R-2" Single-Family and Duplex Dwelling District located at 14021 Klaus Lane on a parcel of land known by the Travis County Appraisal District as Parcel 248221 (ABS 345 SUR 53 HINES W ACR 10.0) on the east side of Klaus Ln and south of FM 1100; and providing for a savings clause and repealing conflicting ordinances and resolutions.

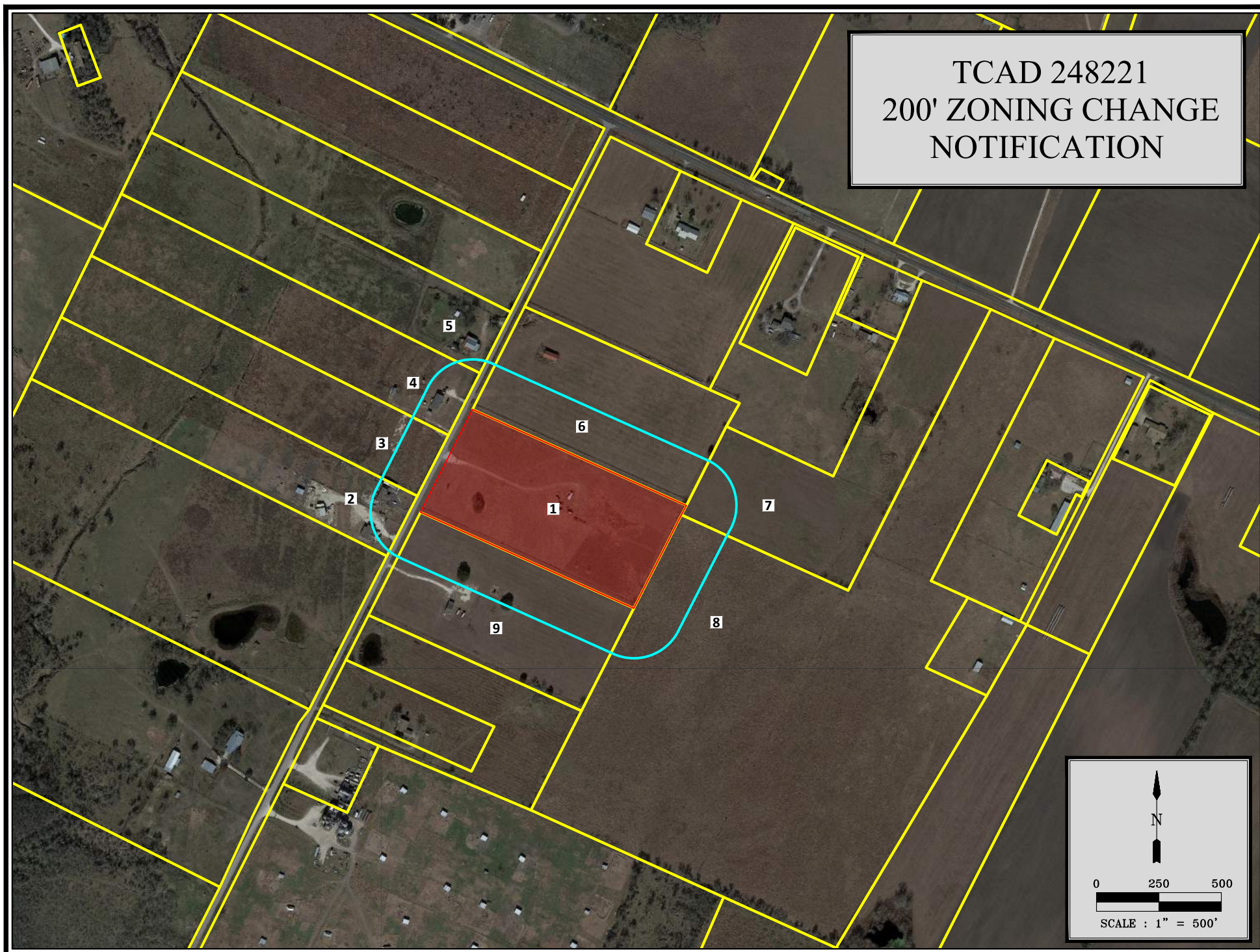
Notice is given of public hearings to be held by the Planning & Zoning Commission on May 19, 2025 beginning at 6:30 P.M. Central Standard Time (CST) for a recommendation & City Council on June 3, 2025 beginning at 6:30 P.M. CST for a consideration. These meetings will be held at Elgin Public Library Annex (Civic Center) at 404 N. Main St. Elgin, TX, 78621, U.S.A. The public is welcome to attend and may give a public comment on this item. Any person may be represented by another person, neighbor, or attorney.

Any interested person may also express written comments by emailing the Development Services Department at planninganddevelopment@elgintexas.gov or by postal mail at the following:

City of Elgin
Development Services Department
P.O. Box 591
Elgin, TX 78621 U.S.A.

Requests for any additional information may be directed to planninganddevelopment@elgintexas.gov or to (512) 281-0119 or may be requested from the Development Services Department, City Hall, 310 N. Main St., Elgin, TX 78621 U.S.A. from 8:30 A.M – 4:00 P.M. Central Standard Time, Monday – Friday.

TCAD 248221
200' ZONING CHANGE
NOTIFICATION





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, RESCINDING RESOLUTION No. 2021-07-06-30 AND AUTHORIZING CITY STAFF TO REQUEST QUALIFICATIONS FROM ENGINEERING SERVICES FOR HMGP DR-4485-0084 WATER TREATMENT PLANT GENERATOR PROJECT, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review and Approve

BACKGROUND:

In July of 2021 the City of Elgin authorized TRC to design the electrical improvements associated with TDEM mitigation grant HMGP DR-4485-0084, Water Treatment Plant Generator. Since this time, the grant has progressed in processing and the City staff have determined that TRC engineers in the select division of Electrical design cannot meet the staff's needs as it relates to timely production. The staff are now recommending proposals from other designers and this resolution will release our commitment to TRC and notify our grantors that we are in the process of selecting other designers.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval of the resolution

ATTACHMENTS:

1. RESOLUTION Rescind TRC
2. Hiring Resolution_TRC_Elgin 2021 HMA

{ } 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. 2025-06-03-XX

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,
RESCINDING RESOLUTION No. 2021-07-06-30 AND
AUTHORIZING CITY STAFF TO REQUEST QUALIFICATIONS
FROM ENGINEERING SERVICES FOR HMGP DR-4485-0084
WATER TREATMENT PLANT GENERATOR PROJECT, AND
MAKING CERTAIN FINDINGS RELATED THERETO.**

WHEREAS, in July 2021 The Elgin Council adopted resolution No. 2021-07-06-30, authorizing TRC to design the project for a water plant generator.

WHEREAS, Since the adoption of this resolution the City staff have determined that TRC could no longer fulfill the design needs of the City as it relates to this project and;

WHEREAS, The City of Elgin, now rescinds resolution No. 2021-07-06-30, authorizing the award of an engineering service provider contract for the Texas Hazard Mitigation Assistance project funded through TDEM authorization of Request for Qualifications (RFQ) made by the City Council on July 6, 2021. Authorize to Advertise Request for Qualifications (RFQ) for architectural/engineering services for Program HMGP DR-4485-0084, Water Treatment Plant Generator.

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 any required documents relevant to this resolution.

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 3rd day of June 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary

RESOLUTION NO.2021-07-06-30

**A RESOLUTION OF CITY OF ELGIN TEXAS, AUTHORIZING
THE AWARD OF AN ENGINEERING SERVICE PROVIDER
CONTRACT FOR THE TEXAS HAZARD MITIGATION
ASSISTANCE PROJECT FUNDED THROUGH THE TEXAS
DIVISION OF EMERGENCY MANAGEMENT (TDEM).**

WHEREAS, Texas Division of Emergency Management Hazard Mitigation Grant contract requires qualified Engineering/ Architectural/Surveying Firm to prepare all preliminary and final design plans and specifications, and to conduct all necessary interim and final inspection for application implementation and completion of Texas Division of Emergency Management Hazard Mitigation Grant;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering services has been completed in accordance with Texas HMA requirements;

WHEREAS, a total of 2 (two) proposals were received by the due date and each reviewed to determine the most qualified and responsive providers for engineering services;

NOW, THEREFORE, BE IT RESOLVED:

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. Award: That TRC Engineers be awarded a contract to provide assistance with the Texas Hazard Mitigation Grant application and project-related **engineering services**.

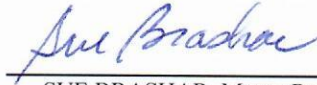
Section 3. Contract Negotiations: That any and all contracts or commitments made with the above- named services provider is dependent upon successful negotiation of a contract with the service provider;

Section 4. Authorization: That the City Council of the City of Elgin authorizes the Mayor and/or City Manager to execute the contract with TRC Engineers for this Project.

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 55 I. Texas Government Code, as amended.

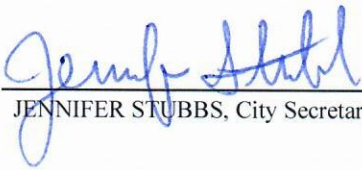
Section 6. Effective Date. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 6th day of July 2021.



SUE BRASHAR, Mayor Pro Tem
City of Elgin, Texas

ATTEST:



JENNIFER STUBBS, City Secretary





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR ADMINISTRATIVE AND PLAN DEVELOPMENT SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION RESILIENT COMMUNITIES PROGRAM ADMINISTERED BY THE TEXAS GENERAL LAND OFFICE. (FRYE/PERRY)

DEPARTMENT: EDC

PROPOSED ACTION: Approval of the resolution authorizing the City of Elgin to issue a Request for Proposals for administrative and plan development services for the community development block grant mitigation resilient communities program.

BACKGROUND:

The City of Elgin seeks to pursue funding through the General Land Office's Regional Planning Grant Program to develop or update a Comprehensive Plan and Zoning Ordinance. The request for the proposal is to offer professional support in grant writing, project management, and planning document development to help create forward-looking, hazard-resilient plans. The City's most recent Comprehensive Plan was completed in 2016, and an update is needed to reflect current conditions, growth projections, and community priorities.

The grant provides up to **\$300,000**, covering comprehensive planning studies such as:

- Population and housing studies
- Land use and infrastructure planning
- Capital improvement planning
- Zoning ordinance development

BUDGET/FINANCIAL IMPACT:

Funding for this item was {} included {} not included in the current-year budget {} N/A
The City of Elgin is requesting \$300,000 in grant funding from the Texas General Land Office. No local match is required, and there is no financial contribution requested from the City.

RECOMMENDATION:

Staff recommends approval of the resolution authorizing the request for proposal

ATTACHMENTS:

1. Resolution _ City Council RFP Grant for Comp Plan
2. GW Copenhensive Plan Grant

{ } 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. 2025-06-03-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR ADMINISTRATIVE AND PLAN DEVELOPMENT SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION RESILIENT COMMUNITIES PROGRAM ADMINISTERED BY THE TEXAS GENERAL LAND OFFICE.

WHEREAS, the City of Elgin, Texas recognizes the need for comprehensive planning and mitigation to enhance the City’s resiliency against natural hazards and to promote sustainable development; and

WHEREAS, the Texas General Land Office, through the Community Development Block Grant – Mitigation Resilient Communities Program provides funding to support the development of Comprehensive Plans and Zoning Ordinances, including housing, infrastructure, land use, and population studies; and

WHEREAS, the City of Elgin intends to pursue grant funding of up to \$300,000 under GLO’s RCP program to support a forward-looking Comprehensive Plan that meets required performance criteria, integrates local hazard mitigation goals, and incorporates technical elements such as infrastructure planning and capital improvement projections; and

WHEREAS, it is necessary to engage a qualified firm through a competitive procurement process to provide administrative and plan development services in accordance with applicable state and federal requirements;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, THAT:

Section 1. Findings. The City Council hereby authorizes the issuance of a Request for Proposals (RFP) for administrative and plan development services in connection with the Community Development Block Grant – Mitigation Resilient Communities Program (RCP), as administered by the Texas General Land Office.

Section 2. Authorization. The Mayor and/or Interim City Manager are hereby authorized to take all necessary actions, including reviewing and scoring responses, selecting a service provider, and executing related documents required to initiate and complete the procurement process in compliance with General Land Office requirements.

Section 3. Open Meetings. The City Council 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 in accordance with the Open Meetings Act, Chapter 551, Texas Government Code.

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

PASSED AND ADOPTED this 3rd day of June 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary

At the heart of everything we do is our mission to deliver sustainable, cost-effective solutions to support resilient communities.

Our core focus on grant writing and administration services, coupled with our subject matter experts, makes the GrantWorks Team your ideal partner. We have a proven record of delivering results ahead of time and under budget to expedite the successful design and delivery of your critical projects.



**TECHNICAL
ADVISORY
SUPPORT**



**COMPREHENSIVE
GRANT
MANAGEMENT
SERVICES**



**ACCELERATED
PROJECT
TIMELINES**

Comprehensive Planning

GrantWorks is prepared to assist cities with application preparation, development of the planning process and associated planning documents, and grant contract compliance for the RCP.

The Comprehensive Plan must meet the following Performance Requirements:

- The plan must be forward-looking and integrated with a Hazard Mitigation Plan, if one exists.
- It must identify local hazard risks and explain how it mitigates against those risks.

The plan must include:

- **Population Study**
- **Housing Study**
- **Land Use Study/Plan**
- **Zoning Ordinance**
- **Infrastructure Study**
- **Capital Improvement Plan**

GLO RCP Additional Details

- Program participants receive professionally researched and produced planning reports uniquely tailored to local conditions and needs.
- The grant limit is \$300,000 and activities include the development of a Comprehensive Plan and Zoning Ordinance. Funds available until fully expended.
- Each study is accompanied by full color mapping in both paper and digital formats.
- Adoption of approved Comprehensive Plan and Zoning Ordinance will be complete within 24 months of grant award.

Providing an advisor and partner to help simplify the complexities of federal grant management—helping communities develop sustainable solutions for long-term positive impacts.



400+
Nationwide employees



43+ Years
of industry experience



\$8B
Grant funded projects secured & managed



1,150+
Infrastructure grants secured & administered



600+
Government customers served



Resilient Communities Program: GENERAL LAND OFFICE

GrantWorks delivers highly specialized grant administration and management services to help public and private sector clients achieve wide-ranging infrastructure resilience and modernization goals. Today, with a national network of local experts, we continue our mission to develop meaningful partnerships to:

- Solve complex infrastructure challenges
- Improve public service
- Foster community development
- Build stronger, smarter, and more resilient communities

The General Land Office's Resilient Communities Program (RCP) is now available to cities and counties affected by the 2015 and 2016 Floods and Hurricane Harvey. **There is no match for the program, but it requires plan and ordinance adoption.** GrantWorks is unrivaled in Texas as a grant administration and planning firm and would be honored to develop a plan for you that consolidates community needs into an effective tool to help foster a sustainable and thriving community.

Planning Key Leaders



Carlos Beceiro
VP of Planning
carlosb@grantworks.net



Danielle Rojas
Director of Planning
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Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Election of the Mayor Pro Tem by City Council

DEPARTMENT: Executive

PROPOSED ACTION: City Council members shall elect a Mayor Pro Tem as prescribed by the Charter

BACKGROUND:

The City of Elgin Home Rule Charter requires that the City Council elect a Mayor Pro Tem after each election. Out of the 8 City Council members, the Council must select one member to serve as the Mayor Pro Tem. The City Charter stipulates that the "Mayor Pro Tem shall act as Mayor during the absence or disability of the Mayor, and shall have the power to perform every act the Mayor could perform if present".

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None

ATTACHMENTS:

None

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

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



Elgin City Council Meeting Agenda Item Executive Summary

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

DEPARTMENT: Executive

PROPOSED ACTION:

BACKGROUND:

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

ATTACHMENTS:

None

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

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