



**ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
November 17, 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 ANNEXING A 38.570-ACRE TRACT OF LAND, THE HEREINAFTER DESCRIBED, TERRITORY TO THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT; AND GRANTING PERMANENT ZONING OF "I" GENERAL INDUSTRIAL DISTRICT; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.**
- 2. PUBLIC HEARING ON AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN CHAPTER 46, SECTION 46-3, REVISED CODE OF ORDINANCES CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT A PART OF SAID ZONING MAP TO WIT: TO REZONE LAND FROM "I" GENERAL INDUSTRIAL DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 8701906 AND PARCEL 8701923 (ELGIN CITY, BLOCK 21, (ALLEYWAYS THRU LOTS 4-9)) ON THE SOUTHEAST CORNER OF E 1ST ST AND MLK BLVD. BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO**

AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

- 3. PUBLIC HEARING ON AN ORDINANCE AMENDING CHAPTER 46 ZONING, DIVISION 4. - SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT, SEC. 46-303. - AREA REGULATIONS, (2) SIDE YARD; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS 2013; AND PROVIDING A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR REGULATIONS.**

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. Tabletop Turkeys Wednesday, November 19th at Elgin Recreation Center**
- 2. Plant and Sip Terrarium Workshop Thursday, November 20th at Elgin Public Library**
- 3. Family Movie Night Friday, November 21st at Elgin Public Library**
- 4. Grounding and Gratitude Saturday, November 22nd at Elgin Public Library**
- 5. Shop Small Saturday, November 22nd at Downtown Elgin**
- 6. Prime Timer Field Trip Friends-Giving Monday, November 24th at Headlong Farm**
- 7. Sensory Space Reveal Saturday, December 6th at Elgin Public Library**

VIII. CITY MANAGERS REPORT

- 1. Planning and Zoning Commission Quarterly Report**
- 2. Economic Development Corporation Board Quarterly Report**

3. **Discussion and Appointment of the Committee for the Distribution of the Community Non-Profit Support Funding as included in the FY2025-2026 Annual Operating Budget (Standifer)**
4. **Status Update Regarding The Minor Change To Usage of The Circle Brewing Facility Under A Planned Development District Agreement With The City of Elgin.**
5. **Discussion and Possible Action on the Authorization of the Interim City Manager to Negotiate with the Elgin Chamber of Commerce for Their Contract Renewal**
6. **Notification of Pamela Sanders, Human Resources Director, Completion of the Texas Municipal Human Resources Certification Program**
7. **Recognition of Employee Milestones**

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 Regular Meeting Minutes - October 21, 2025**
2. **Appointment of Jessica Bega to the Board of Adjustments**
3. **Special Event Application and Fee Waiver for Veterans Park Rental 100 Block and Police Department Support from 10AM - 4PM on December 6th, 2025 - Chamber of Commerce Christmas Bazaar: \$1,543.40 (Marzec)**
4. **Special Event Application, Sound Ordinance Waiver and Fee Waiver for Closure of Alley at 20 N. Main Street through Ave C from 3PM - 10PM on December 5th, 2025 - Holiday Luna Market: \$1,014 (Marzec)**
5. **Special Event Application, Alcohol Ordinance Waiver, Sound Ordinance Waiver and Fee Waiver for Street Closure of W. 1st Street Between Ave. B and C from March 13th, 2026 to March 15th, 2026, and Public Works Support on March 13th, 2026 and March 15th, 2026, and Police Department Support on March 14th, 2026 - St. Patrick's Day Festival by Things Celtic: \$1,757.40 (Marzec)**
6. **Fee Waiver for Veterans Park 100 Block Rental from November 30th, 2025 to December 28th, 2025 - St. Peters Lutheran Church Nativity: \$14,500 (Marzec)**

X. NEW BUSINESS

1. **AN ORDINANCE AUTHORIZING (1) AN INCREASE TO THE EMPLOYEE CONTRIBUTION RATE TO THE TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS); (2) ADOPTION OF NON-RETROACTIVE REPEATING COST-OF-LIVING ADJUSTMENTS (COLAS) FOR RETIREES AND BENEFICIARIES; AND (3) AUTHORIZATION OF ANNUALLY ACCRUING UPDATED SERVICE CREDITS (USCS) AND TRANSFER UPDATED SERVICE CREDITS. (Sanders)**
2. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE RECLASSIFICATION OF ONE (1) PART-TIME ADMINISTRATIVE**

ASSISTANT POSITION TO ONE (1) FULL-TIME ADMINISTRATIVE ASSISTANT POSITION WITHIN THE EXECUTIVE DIVISION, THAT INCLUDES THE OFFICES OF THE CITY MANAGER AND CITY SECRETARY; PROVIDING FOR RELATED MATTERS; AND ESTABLISHING AN EFFECTIVE DATE. (Sanders)

- 3. AN ORDINANCE ANNEXING A 38.570-ACRE TRACT OF LAND, THE HEREINAFTER DESCRIBED, TERRITORY TO THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT; AND GRANTING PERMANENT ZONING OF "I" GENERAL INDUSTRIAL DISTRICT; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.**
- 4. AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTIES TO CITY COUNCIL WARD AREA NO. 2; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS. (Perry)**
- 5. AN ORDINANCE AMENDING CHAPTER 46, ZONING, DIVISION 4. – SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT, SEC. 46-303. – AREA REGULATIONS (2) SIDE YARD; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS. (LIPIEC)**
- 6. 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 "I" GENERAL INDUSTRIAL DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 8701906 AND PARCEL 8701923 (ELGIN CITY, BLOCK 21, (ALLEYWAYS THRU LOTS 4-9)) ON THE SOUTHEAST CORNER OF E 1ST ST AND MLK BLVD. BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (LIPIEC)**
- 7. 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 SPECIAL ELECTION HELD ON NOVEMBER 4, 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. (Standifer)**
- 8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, ORDERING THE AMENDMENTS TO THE CITY CHARTER ADOPTED BY THE VOTERS BE ADOPTED (Standifer)**

9. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, CASTING ITS VOTES FOR THE BASTROP COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS. (Standifer)**
10. **A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING CITY STAFF TO ADVERTISE AND SEND REQUEST FOR QUALIFICATIONS FOR A UTILITY RATE STUDY AND MAKING CERTAIN FINDINGS RELATED THERETO (GONZALEZ)**

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 551.072, Texas Government Code (Real Property): Deliberation regarding the purchase, exchange, lease, sale, or value of real property, and/or potential real estate acquisitions, dispositions, or incentives.**
2. **Section 551.074, Texas Government Code (Personnel Matters): Deliberation regarding the Interim City Manager's performance, progress, assignments, and duties during the initial thirty (30) days of employment.**
3. **Section 551.071, Texas Government Code (Consultation with Attorney): Consultation with the City Attorney regarding legal issues and agreements related to Triada and Lund Farms, including but not limited to contract terms, obligations, and potential revisions**
4. **Section 551.071, Texas Government Code (Consultation with Attorney): Consultation with City Attorney regarding the prior City Manager's severance agreement and related legal considerations.**

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 Monday, November 10, 2025, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in dark ink, appearing to read "Peyton Standifer". The signature is stylized with a large initial "P" and "S".

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: PUBLIC HEARING ON AN ORDINANCE ANNEXING A 38.570-ACRE TRACT OF LAND, THE HEREINAFTER DESCRIBED, TERRITORY TO THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT; AND GRANTING PERMANENT ZONING OF “I” GENERAL INDUSTRIAL DISTRICT; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action is requested or required for this item.

BACKGROUND:

State law requires a public hearing prior to the adoption of all annexation and zoning ordinances. The Planning and Zoning Commission held the first public hearing regarding the requested zoning on October 27, 2025. This is the second required public hearing on the zoning request.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. Ordinance Annexing 38.570 aces and granting zoning
2. WWTP Annexation Vicinity Map

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

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

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

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

ORDINANCE NO. 2025-11-17-

AN ORDINANCE ANNEXING A 38.570-ACRE TRACT OF LAND, THE HEREINAFTER DESCRIBED, TERRITORY TO THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT; AND GRANTING PERMANENT ZONING OF “I” GENERAL INDUSTRIAL DISTRICT; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, §43-0671 of the Texas Local Government Code and Article II of the Charter of the City of Elgin, Texas, an incorporated city, authorizes the annexation of territory on request of property owners, subject to the laws of this state, and

WHEREAS, a petition for voluntary annexation and permanent zoning has been received from the owners of a 38.570-acre tract of land located in Travis County and known by the Travis County Appraisal District as Parcel No. 227351, the property being more fully described in Exhibit “A”, and

WHEREAS, the City Council has submitted the requested annexation and permanent zoning request to the Planning and Zoning Commission for its input, and

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested annexation and permanent zoning on October 27, 2025, and

WHEREAS, the Planning and Zoning Commission has provided their input on the proposed annexation and permanent zoning, and

WHEREAS, on November 17, 2025, after proper notification, the City Council held a public hearing on the proposed annexation and permanent zoning, and

WHEREAS, the City Council determined that the annexation and permanent zoning provided for herein promote the health, safety, morals and protects and preserves the general welfare of the community, and

WHEREAS, the procedures prescribed by the Texas Local Government Code and/or Charter of the City of Elgin, Texas, and the laws of this state have been duly followed,

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

I.

That all of the above recitations are found to be true and correct and are incorporated into the body of this Ordinance.

II.

The property described in Exhibit "A" is hereby annexed to the City of Elgin, Travis County, Texas, and that the boundary limits of the City of Elgin are hereby extended to include the above described territory within the city limits of the City of Elgin, and the same shall hereafter be included within the territorial limits of said city, and the inhabitants thereof shall hereafter be entitled to all the rights and privileges of other citizens of the City of Elgin and they shall be bound by the acts, ordinances, resolutions, and regulations of said city.

III.

A service plan or agreement for the area is hereby adopted and attached as Exhibit "B".

IV.

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 classified as "I" General Industrial District.

V.

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

VI.

That this Ordinance shall become effective after its passage.

VII.

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.

VIII.

The City Secretary is hereby directed to file with the County Clerk of Travis, Texas, a certified copy of this ordinance.

READ, PASSED, AND ADOPTED this 17th day of November 2025.

THERESA Y. MCSHAN, Mayor

ATTEST:

PEYTON STANDIFER, City Secretary

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR OF THE GOVERNING BODY OF ELGIN, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby [if applicable: waive the requirement to be offered a development agreement pursuant to Section 43.035, and] petition your honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory attached as Exhibit "A".

We certify that the described tract of land in Exhibit "A" is located in the extraterritorial jurisdiction of the City of Elgin, Texas and is owned by the City of Elgin, Texas, is not more than one-half mile in width [only limited by Local Government Code Section 43.028], and that this petition is signed and duly acknowledged by each and every person having an interest in said land.

Signed: _____

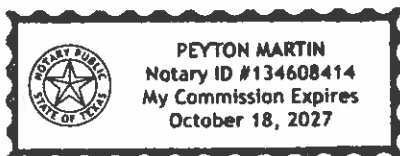
Robert Eads, Interim City Manager

THE STATE OF TEXAS

COUNTY OF BASTROP

BEFORE ME, the undersigned authority, on this day personally appeared Robert Eads, Interim City Manager of the City of Elgin, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 8th day of October, 2025.



[Signature]
Notary Public in and for
Williamson County, Texas.



WINDROSE
LAND SURVEYING | PLATTING

Exhibit "A"

**DESCRIPTION OF
38.570 ACRES OR 1,680,111 SQ. FT.**

A TRACT OR PARCEL CONTAINING 38.570 ACRES OR 1,680,111 SQUARE FEET OF LAND, SITUATED IN THE ALEXANDER AMOS SURVEY, ABSTRACT NO. 1, TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 38.570 ACRE TRACT OF LAND DESCRIBED IN DEED TO FILIMON SAUCEDO, AS RECORDED IN DOCUMENT (DOC.) NUMBER (NO.) 2014194317 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), WITH SAID 38.570 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203):

BEGINNING AT A 5/8 INCH CAPPED IRON ROD STAMPED "WINDROSE" SET ON THE NORTHWEST RIGHT-OF-WAY (R.O.W.) LINE OF THE T.&O. RAILROAD (CITY OF AUSTIN) (100' WIDE), BEING THE MOST SOUTHERLY CORNER OF A CALLED 324.310 ACRE TRACT, DESCRIBED AS TRACT 5 TO THE ESTATE OF HENRY J. SCHOVAJSA, AS RECORDED IN DOC. NO. 2000078050, O.P.R.T.C.T., AND BEING THE MOST EASTERLY CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, FROM WHICH A FOUND 1/2 INCH IRON ROD BEARS SOUTH 17 DEG. 21 MIN. 08 SEC. EAST, A DISTANCE OF 0.81 FEET;

THENCE, WITH THE COMMON LINE OF SAID 38.570 ACRE TRACT AND THE NORTHWEST R.O.W. LINE OF SAID T.&O. RAILROAD THE FOLLOWING THREE (3) COURSES AND DISTANCES;

1. SOUTH 59 DEG. 59 MIN. 13 SEC. WEST, A DISTANCE OF 389.60 FEET TO A 1/2 IRON ROD FOUND FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE BEGINNING OF A CURVE TO THE RIGHT;
2. WITH SAID CURVE TO THE RIGHT, HAVING A RADIUS OF 2,819.62 FEET, AN ARC LENGTH OF 1,488.83 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 75° 05' 01" WEST – 1,471.59 FEET TO A 5/8 INCH IRON ROD FOUND FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;
3. NORTH 89 DEG. 47 MIN. 12 SEC. WEST, A DISTANCE OF 510.10 FEET TO A 1/2 IRON ROD FOUND FOR THE SOUTHWEST CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE SOUTHEAST CORNER OF LOT 5 OF THE INDIGO RIVER RANCH SUBDIVISION, SECTION ONE, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOC. NO. 201600282, O.P.R.T.C.T.;

THENCE, NORTH 27 DEG. 29 MIN. 46 SEC. EAST, WITH THE COMMON LINE OF SAID CALLED 38.570 ACRE TRACT, SAID LOT 5, AND THE REMAINDER OF A CALLED 38.57625 ACRE TRACT DESCRIBED TO DOLORES SCOTT, AS RECORDED IN DOC. NO. 2008176812, O.P.R.T.C.T., A DISTANCE OF 1,557.17 FEET TO A 1/2 INCH IRON ROD (BENT) FOUND FOR THE MOST NORTHERLY CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE NORTHEAST CORNER OF THE REMAINDER OF SAID 38.57625 ACRE TRACT, AND BEING ON THE SOUTHWEST LINE OF THE AFORESAID 324.310 ACRE TRACT;

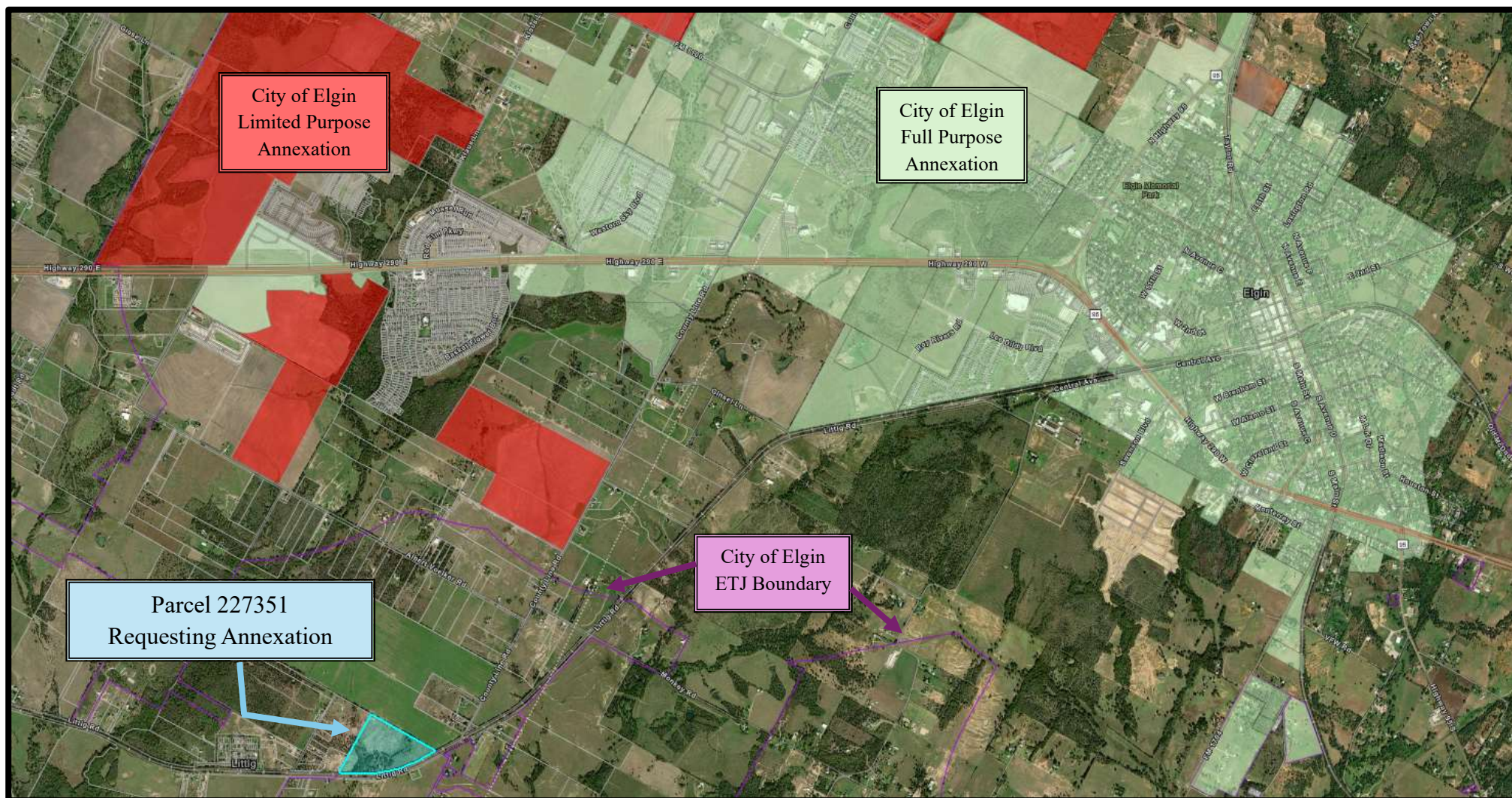
THENCE, WITH THE COMMON LINE OF SAID 38.570 ACRE TRACT AND OF SAID 324.310 ACRE TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES;

1. SOUTH 62 DEG. 23 MIN. 07 SEC. EAST, A DISTANCE OF 791.83 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 62 DEG. 28 MIN. 15 SEC. EAST, A DISTANCE OF 957.30 FEET TO THE TO THE **PLACE OF BEGINNING** AND CONTAINING 38.570 ACRES OR 1,680,111 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 60410-38.570ac, PREPARED BY WINDROSE LAND SERVICES.

08/21/2025

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Vicinity Map





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 LAND FROM "I" GENERAL INDUSTRIAL DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 8701906 AND PARCEL 8701923 (ELGIN CITY, BLOCK 21, (ALLEYWAYS THRU LOTS 4-9)) ON THE SOUTHEAST CORNER OF E 1ST ST AND MLK BLVD. 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 on this item.

BACKGROUND:

The Planning and Zoning Commission held the first of two public hearings on this item on September 22, 2025. This is the second of the two required public hearings.

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. 8701906 Proposed Ordinance
2. 202500075 Vicinity Map
3. Elgin, TX - Summary Letter_Redacted

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

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

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

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

ORDINANCE NO. 2025-11-17-XX

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 "I" GENERAL INDUSTRIAL DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 8701906 AND PARCEL 8701923 (ELGIN CITY, BLOCK 21, (ALLEYWAYS THRU LOTS 4-9)) ON THE SOUTHEAST CORNER OF E 1ST ST AND MLK BLVD. 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 "I" General Industrial 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 September 22, 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 17th day of November 2025, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTIES, 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 "I" General Industrial 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.

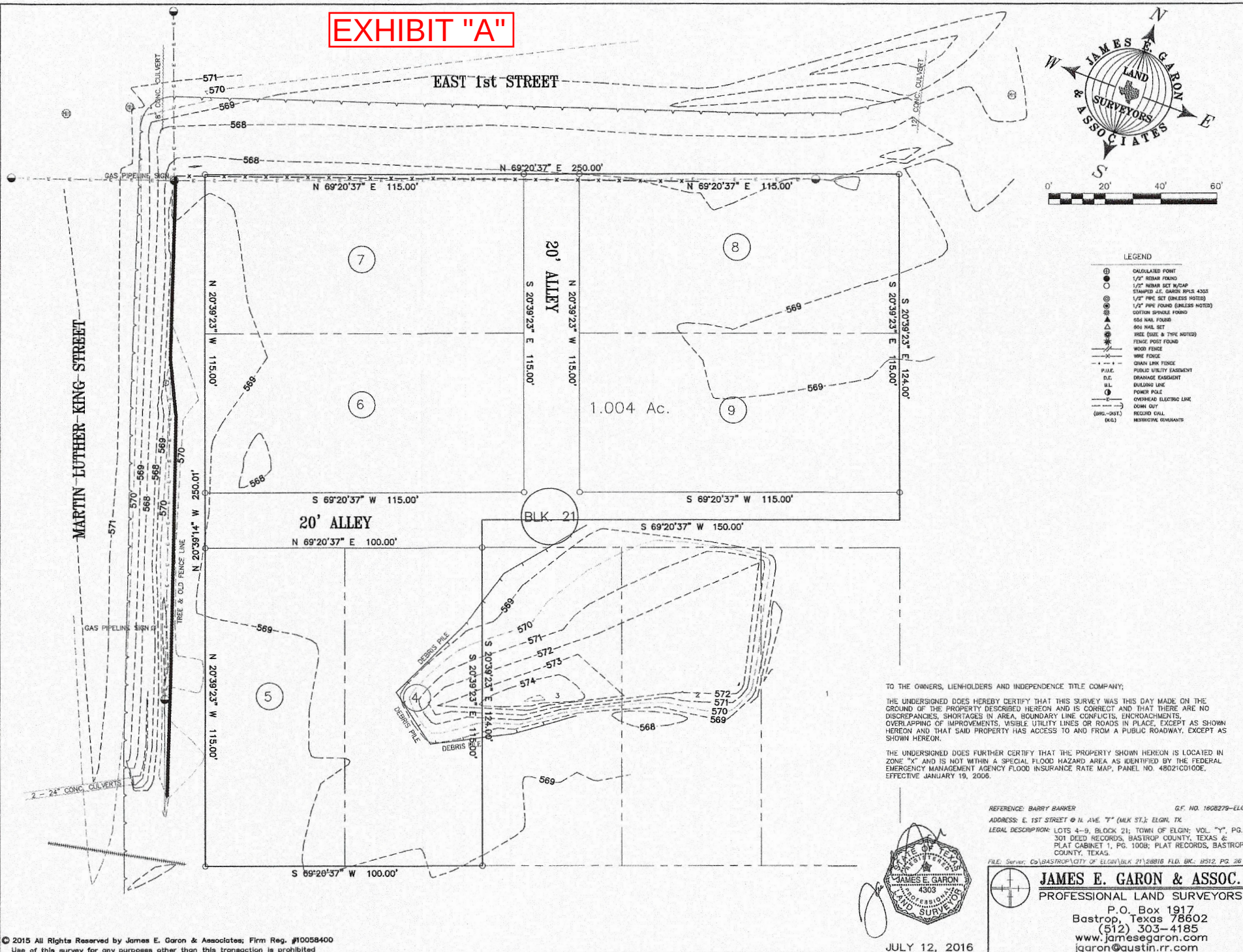
READ, PASSED, and ADOPTED on first reading this the 17th day of November 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

EXHIBIT "A"



Vicinity Map



August 26, 2025

Planning and Development Services
City of Elgin, Tx, Bastrop County
802 N. Ave. C
Elgin, TX 78621

RE: Summary Letter / Deeds: 201613069, 202105526
Re-zoning properties from **INDUSTRIAL** to **R-2 Duplex Dwelling**

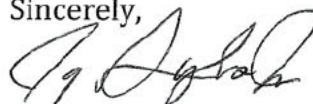
Dear Case Reviewer:

The property owner off these lots is requesting a zoning change to subdivide the existing legal lots for a new development for duplexes. See enclosed survey map for location of site (LOTS 4,5,6,7,8,9, BLOCK 21, TOWN OF ELGIN, BASTOP COUNTY, TEXAS AND ELGIN CITY, including ALLEYWAYS SITUATED through Lots 4-9, Block 21, Town of Elgin) for a total of 1.04ac.

The site is located in a residence area and can meet City of Elgin requirements for the proposed development in that area.
Should you have any questions or concerns, I can be reached at [REDACTED] or by email: [REDACTED]

Thank you,

Sincerely,



Ignacio (Nash) Gonzales, Jr.
Manager

LENWORTH Consulting LLC



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: PUBLIC HEARING ON AN ORDINANCE AMENDING CHAPTER 46 ZONING, DIVISION 4. - SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT, SEC. 46-303. - AREA REGULATIONS, (2) SIDE YARD; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS 2013; AND PROVIDING A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR REGULATIONS.

DEPARTMENT: Development Services

PROPOSED ACTION: None.

BACKGROUND:

State law requires a public hearing before a zoning code ordinance amendment can be adopted.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. Chapter 46 amending ordinance

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

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

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

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

ORDINANCE NO. 2025-11-17-XX

AN ORDINANCE AMENDING CHAPTER 46, ZONING, DIVISION 4. – SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT, SEC. 46-303. – AREA REGULATIONS (2) SIDE YARD; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, the City Council of Elgin, Texas (“City Council”) desires to update certain regulations regarding the Zoning Code; and

WHEREAS, City Staff has posted proper notice and conducted a public hearing in accordance with state law; and

WHEREAS, the City Staff has determined that the proposed amendments shown in Exhibit “A” better the R-3 Single-Family, Duplex, and Zero Lot Line Two Family Dwelling District Code; and

WHEREAS, City Council finds that the proposed amendments are in the best interests of the City and its residents.

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

I.

That Chapter 46 Zoning of the Revised Code of Ordinances, City of Elgin, Texas 2013, is hereby amended to read as shown in Exhibit “A”.

II.

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

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

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

READ, PASSED, AND ADOPTED this 17th day of November 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

EXHIBIT "A"

Amendments to Chapter 46 of the Elgin Code of Ordinances are shown in **red**. Only the text in ~~red strikethrough~~ or red underline shall change.

DIVISION 4. – R-3 SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT

Sec. 46-303. – Area regulations.

(2) *Side yard.*

- a. For all dwellings located on interior lots there shall be a side yard on each side of the main building of not less than five ~~seven and one-half~~ feet for dwellings of one story, and of not less than seven and one-half ~~ten~~ feet for dwellings or more than one story except as hereinafter provided in this subsection.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Planning and Zoning Commission Quarterly Report

DEPARTMENT: Development Services

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

BACKGROUND:

This report covers the period of August 2025 through October 2025.

BUDGET/FINANCIAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS:

1. PZC Quarterly Report Aug 25 - Oct 25

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



Development Services Department

STAFF REPORT

Planning & Zoning Commission (PZC) Quarterly Report

Date: October 28, 2025

SUMMARY OF ACTIVITIES FROM AUGUST 2025 – OCTOBER 2025 MEETINGS

August 2025

- A. Specific Use Permit (SUP) for a Short-term Rental at Parcel No. 13622, aka 907 N. Ave C (Project #202500069) – A SUP request to allow the operation of a short-term rental in the R-2 zoning district-PZC recommended approval for 2 years with no more than 10 overnight guests.
- B. Workshop to review and recommend standardized plat notes.
- C. Workshop to review Chapter 20 – Floods for possible amendment.

September 2025

- A. Northeast corner of East 1st Street and S. Martin Luther King Jr. Blvd. (Project #202500075) – Requested a zoning change from “I” General Industrial District to “R-2” Single Family and Duplex Dwelling District – PZC Recommended Approval.
- B. Chapter 20 – Floods Ordinance Amendments – Reviewed staff generated corrections/changes to the chapter. – PZC Recommended Approved.
- C. Workshop regarding short-term rentals – PZC reviewed other city’s ordinances and opted to receive feedback on the thirteen notices that were mailed to STR owners before proceeding with recommendations to Council.

October 2025

- A. Induction of new member Jennifer L. Wissman.
- B. Election of Tony Prete as Chair and Scott Mackay as Vice-Chair.
- C. Annexation of 38.5700 acres with Zoning request of “I” General Industrial District (Project #202500084) – The property in question at 18706 Littig Rd. is owned by the City of Elgin and will be the location of Wastewater Treatment Plant No. 2. – PZC recommended approval of annexation and zoning of I-General Industrial District.
- D. Update on Short-Term Rentals – PZC directed staff to continue efforts to contact STR operators and encourage self-correction to bring their properties into compliance. In addition, they requested that staff explore the creation of an ordinance regulating STRs and provide another update at the November meeting.
- E. Workshop to review Harvest Ridge 3rd Amendment to Development Agreement. – Item withdrawn.
- F. Workshop to review, discuss and provide input on Silo Ranch PDD. – Item withdrawn.

PROPOSED ACTIVITIES FROM NOVEMBER 2025 – JANUARY 2025 MEETINGS

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

RECOMMENDED COUNCIL ACTION

None.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Economic Development Corporation Board Quarterly Report

DEPARTMENT: EDC

PROPOSED ACTION: None.

BACKGROUND:

This quarterly report covers the Economic Development Corporation's activities for the most recent months.

BUDGET/FINANCIAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS:

1. Q4 2025 EDC Quarterly report

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.



EDC Quarterly report – Q4 2025

- Met with Yerico Manufacturing to receive a project update.
- Participated in Chamber Board meetings and luncheons to support local business engagement.
- Met with financial institution to discuss possible funding options for a local business.
- Met with local downtown business to discuss grant opportunities.
- Met with Golden Shovel for a quarterly update.
- Met with LoFi about a Business Enhancement Grant for business expansion.
- Attended Elgin ISD CTE Luncheon to discuss partnership opportunities.
- Attended a regional workforce transportation meeting.
- Met with Bastrop County to collaborate on upcoming project needs.
- Met with Liberty Hill EDC to strengthen regional relationships.
- Attended Opportunity Austin's Regional Partners quarterly meeting.
- Attended the BEST Breakfast to support regional collaboration.
- Met with leadership consultant.
- Attended the Interim City Manager Meet & Greet to meet potential candidates.
- Attended the Interim City Manager Candidates Breakfast.
- Attended the Elgin Public Library's Creation Station Grand Opening, celebrating expanded services for the Elgin community.
- Met with developer to discuss project incentives for newly acquired property.
- Met with an industrial park developer about future opportunities in the Community.
- Met with an international prospect about property in the business park & potential incentives.
- Hosted Smithville Workforce Development Center to discuss possible collaboration for continued education opportunities in Elgin.
- Attended the Trinity Ranch Elementary Grand Opening.
- Met with industrial power land development consultant to discuss ideal development opportunities in ETJ.
- Presented to the Texas Downtown Regional Roundtable hosted by Elgin Main Street
- Gave a tour of the community to the Elgin ISD CTE Director and provided a growth report.
- Met with a retail developer to assist with marketing property.

- Sponsored and attended the 2025 Bastrop County Growth Summit hosted by Austin Business Journal.
- Collaborated with Korea Texas Forum about potential marketing services to recruit international companies looking to relocate in the region.
- Attended the Bastrop County Regional EDC Meeting.
- Hosted KOTRA (Korean Trade Delegation) business owners for a presentation and tour of the Elgin Business Park.
- Met with potential healthcare developer for land opportunity in the Elgin Business Park.
- Met with a new downtown property owner to discuss renovation and property usage.
- Met with the City Attorney to discuss ongoing projects and continued contract negotiations.
- Explored a regional marketing opportunity with Bastrop County EDC.
- Continued discussion with CTRMA about potential toll road project in Elgin.
- Met with American Ventures to continue negotiations for an economic development agreement.
- Met with City of Elgin's Media Specialist & The Range about marketing videos launching Q1.
- Awarded \$19,739 in Q4 for City-Wide Business Enhancement Grants to support expansion at two local businesses.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Discussion and Appointment of the Committee for the Distribution of the Community Non-Profit Support Funding as included in the FY2025-2026 Annual Operating Budget (Standifer)

DEPARTMENT: Executive

PROPOSED ACTION: Appointment of the committee to determine the distribution of funding for the community non-profit groups and/or organizations

BACKGROUND:

The City has annually considered requests and provided funding to various non-profit groups and organizations serving the Elgin Community. Based on the City's commitment to this effort in prior years, the City Council approved an overall funding set-aside of **\$50,000** for this purpose in the FY25-26 Annual Budget. The City, however, receives requests from such organizations that exceed that amount. The City Council has typically appointed a committee of four to five Council Members to review applications and requests for funding. On the FY2024-2025 Committee was Council Member Gibson, Mayor McShan, Council Member Rodriguez, and former Council Member Callahan.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Appointment of a committee to review the non-profit funding requests at the Council's discretion

ATTACHMENTS:

1. At A Glance- Non-Profits 25-26

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

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

	Non-Profit Organizations	How much is requested?	Have they received money in the past year?	If yes, how much?
1	Advocacy Outreach	\$10,000.00	Yes	\$4,300.00
2	Bastrop County Emergency Food Pantry	\$2,000.00	No	N/A
3	Bastrop County Women's Shelter	\$2,000.00	Yes	\$1,812.50
4	Career Tracks	\$12,000.00	No	N/A
5	Court Appointed Special Advocates (CASA)	\$3,500.00	Yes	\$1,700.00
6	Catalyst Community Outreach	\$65,000.00	No	N/A
7	Chamber Foundation of Bastrop County	\$10,000.00	No	N/A
8	Children's Advocacy Center	\$10,000.00	Yes	\$3,333.33
9	Down Home Ranch	\$23,000.00	Yes	\$2,300.00
10	Drive a Senior	\$12,000.00	Yes	\$2,625.00
11	Elgin Alley Cats	\$8,000.00	Yes	\$3,000.00
12	Elgin Arts Association	\$5,500.00	Yes	\$2,275.00
13	Elgin Cares Organization	\$20,000.00	Yes	\$11,250.00
14	Elgin Community Cupboard	\$15,000.00	Yes	\$11,800.00
15	Elgin Historical Association	\$16,120.00	Yes	\$1,500.00
16	Elgin Juneteenth Organization	\$5,000.00	Yes	\$2,625.00
17	Elgin Oral History Project	\$1,534.00	Yes	\$1,075.00
18	Friends of the Elgin Public Library	\$5,500.00	No	N/A
19	Operation Turkey	\$5,000.00	No	N/A
20	Tomorrow's Promise Foundation	\$5,000.00	No	N/A
	Total Requested Funds	\$236,154.00		



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Status Update Regarding The Minor Change To Usage of The Circle Brewing Facility Under A Planned Development District Agreement With The City of Elgin.

DEPARTMENT: Development Services

PROPOSED ACTION: This item has been placed on the agenda for general discussion and a status update from staff relating to minor changes to the Circle Brewing Planned Development District.

BACKGROUND:

Council approved one of the first Planned Development Districts (PDD) with Circle Brewery in May 2019 (Ordinance No. 2019-05-04-10). The PDD document specified permitted uses to be a brewery and taproom, events space, future outdoor event space, and live music venue. Circle Brewing Company went out of business in early fall of 2023 and ownership of the property has since been transferred to the Elgin Independent School District. The EISD submitted a minor change to the PDD in January of this year stating their intent to use the second floor as office space (which was also the case with the brewery) and the first floor as an assembly area for periodic training events as depicted in the attached diagrams. On October 2, 2025, the EISD submitted a request to further amend the PDD to allow for an interior remodel of the first floor into a CTE Culinary Program with a teaching kitchen, classroom and event space. While the EISD's intended use constitutes a minor change which does not substantially and adversely change the plan, the School District is requesting specific approval for the change.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends Council receive the status update regarding the minor changes to the Circle Brewing Planned Development District.

ATTACHMENTS:

1. ORD2019-05-14-10 Rezoning Circle Brewery
2. Homestead PDD Revision Request
3. EISD Proposed CTE Culinary Program layout

{ } 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. 2019-05-14-10

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ELGIN, TEXAS ADOPTED IN SECTION 46-3, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013 AND MAKING THIS AMENDMENT PART OF THE SAID OFFICIAL ZONING MAP, TO WIT: TO ORIGINALLY ZONE 22.065 ACRES OF LAND KNOWN AS THE CIRCLE BREWERY IN ELGIN, BASTROP COUNTY, TEXAS, AS THE CIRCLE BREWERY PLANNED DEVELOPMENT DISTRICT (PDD); AND PROVIDING FINDINGS OF FACT; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

WHEREAS, city staff has reviewed and negotiated a Conceptual Plan for 22.065 acres of land located within the city limits and known as the Circle Brewery Project in Elgin, Bastrop County, Texas, being more fully described in Exhibit "A" of the PDD (the "Property"); and,

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the original zoning of the Property on the 29th day of April, 2019, 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 Property in Exhibit "A" be originally zoned as the Circle Brewery Planned Development District; and,

WHEREAS, on the 7th day of May, 2019, after proper notification, the City Council held a public hearing on the proposed original zoning; and,

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

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

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

I.

Section 1 - Findings.

The forgoing recitals are incorporated into this Ordinance as true and correct findings of fact.

Section 2 - Purpose.

To promote the health, safety, morals, and protects and preserve the general welfare of the community.

II.

That the City Council has hereby determined that the Planned Development District (PDD) meets the following goals and objectives:

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

III.

That the Official Zoning Map adopted in Section 46-3, Revised Code of Ordinances, City of Elgin, Texas, 2013, is hereby amended so that the zoning classification of the Property described in Exhibit "A", attached hereto and incorporated herein shall be, and is hereafter designated as the Circle Brewery Planned Development District and that the Mayor is hereby authorized to enter into the Development Plan for the PDD attached hereto as Exhibit "B", which shall govern the development and use of the Property.

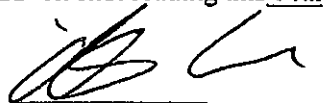
IV.

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

b) The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

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 was discussed, considered and formally acted upon, all as required by the Open Meeting Act, Chapter 551, Texas Government Code, as amended.

READ, PASSED, and ADOPTED on first reading this 14th day of May, 2019.



CHRIS CANNON, Mayor
City of Elgin, Texas

ATTEST:


AMELIA SANCHEZ, City Secretary

**AGREEMENT AND DEVELOPMENT PLAN
CIRCLE BREWING COMPANY
PLANNED DEVELOPMENT DISTRICT (PDD)**

**THE STATE OF TEXAS §
COUNTY OF BASTROP §**

THIS AGREEMENT AND DEVELOPMENT PLAN (this "Agreement") is made and entered by and between the CITY OF ELGIN, TEXAS, a Texas municipal corporation, (hereinafter referred to as the "City"), and CIRCLE BREWING COMPANY LLC , its successors and assigns, (hereafter referred to as the "Owner"); provided, however, upon sale, transfer or conveyance of portions of the hereinafter described property, the duties and obligations of the Owner, as it relates to the respective property, shall be assumed by the new owner, and the Owner shall have no further liability relating to their respective property.

WHEREAS, the Owner is the owner of certain real property consisting of 22 acres, as more particularly described in **Exhibit "A-E"**, (herein after referred to as the "Property") attached hereto and made a part hereof.

WHEREAS, the Owner has submitted a request to the City to zone the Property as a Planned Development District (the "PDD"), and those portions of the Property currently lie within City Limits.

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

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

WHEREAS, on 4-29-2019, the City's Planning and Zoning Commission recommended approval of the Owner's application for a PDD; and

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

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

I.

GENERAL PROVISIONS

1. CONFORMITY WITH DEVELOPMENT PLAN

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

2. CHANGES AND MODIFICATIONS

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

I.

3. **ZONING VIOLATION**

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

4. **MISCELLANEOUS PROVISIONS**

4.1 **Assignment.**

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

4.2 **Necessary Documents and Actions.**

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

4.3 **Severability.**

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

4.4 **Entire Agreement.**

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

4.5 **Applicable Law.**

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

4.6 **Venue.**

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

4.7 **No Third Party Beneficiaries.**

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

4.8 **Duplicate Originals.**

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

4.9 Notices.

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

OWNER

Circle Brewing Co. LLC
Benjamin Sabel
2340 W Braker Ln., Suite B
Austin, TX 78758

CITY OF ELGIN, TEXAS

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

4.10 Effective Date.

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

4.11 Appeal of Administrative Decisions.

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

4.12 Binding Effect.

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

4.13 Sunset Provision

In the event that construction has not commenced on Phase 1 of this Planned Development Plan within two (2) years from the date the Planned Development Plan is approved by the City Council, then the Planned Development Plan shall be automatically voided and the zoning shall revert to Residential R-1 (the zoning in effect at the time of approval of this PDD) unless otherwise agreed to by City Council.

II.

DEVELOPMENT PLAN ("Plan")

1. DEFINITIONS

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

2. PROPERTY

This Development Plan (hereinafter referred to as "Plan") covers approximately 22 acres of land, all of which is located within the city limits of Elgin, Texas, and more particularly described by metes and bounds in **Exhibit "A"**, attached hereto.

3. PURPOSE

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

4. APPLICABILITY OF CITY ORDINANCES

4.1 Zoning and Subdivision Ordinances

The Property shall be regulated for purposes of zoning and subdivision by this Plan. All aspects not specifically covered by this Plan shall be regulated by applicable sections of the Code. If there is a conflict between this Agreement and Plan and the Code, this Agreement and Plan shall supersede the specific conflicting provisions of the Code.

4.1.1 Zoning Basis - The Development will base general zoning requirements on I-General Industrial District as basis for zoning compliance, but not limited to permitted use.

4.1.2 Setbacks and Area Regulations - The Development will extend setbacks from 25' to 50' in lieu of screening requirements.

4.1.3 Height Regulations – The Development will reduce 90' height maximum to a 50' maximum in lieu of screening requirements.

4.1.4 Commercial and Industrial Uses in or adjacent to residential districts – Due to extended 50' setbacks, wall requirement shall not apply to the Development.

4.1.5 Off-Street Automobile and Vehicle Parking and Loading – The Development to extend setbacks to 50' in lieu of screening requirements. "Naturalized" parking to minimize impact on neighboring properties and existing landscaping. Crushed granite or other pervious parking lot cover to be allowed. Driveways to remain paved. Per **Exhibit "B-C"**, both phase one and phase two parking calculations per IBC and City code equate to 115 required spots (calculations based on sqft of all proposed buildings: Taproom = 1 parking space / 60 sqft, Brewhouse = 1 parking space / 400 sqft, Future Storage = 1 parking space / 400 sqft). Parking coverage size provides for 2 times the area required to park 115 cars, allowing for no additional adjustment needed to parking requirements for future expansion, specifically "future outdoor event space".

4.1.6 Vegetation – No minimum required street yard landscaping due to naturalized area and 50' setbacks. Naturalized parking and 50' setbacks to satisfy landscaping requirements in lieu of all buffering, screening, and/or perimeter landscaping. Agricultural clearing approved solely in areas designated as "farmland" and "livestock" in **Exhibit "C"**. The Development to abide by City code that stipulates tree mitigation for all trees 18" diameter and above but shall not apply for trees below 18". **Exhibit "D"** outlines proposed minimal tree removal, in effort to preserve "naturalized" landscaping and abide by spirit of Vegetation code compliance.

4.2 Other Ordinances

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

5. PERMITTED USES

The Property shall be used and developed as shown in **Exhibits "B-C"** attached hereto and incorporated herein. **Exhibit "B-C"** depicts the Development Plan for the property. All uses specified in **Exhibit "B-C"** shall be permitted including:

5.1 Commercial: All uses that would be permitted in the Downtown Overlay, except for Residential use, shall be permitted. Commercial uses will include but are not limited to a brewery and taproom, events space, future outdoor event space, and live music venue.

5.2 Agricultural: All uses provided for in R-1 shall be permitted, particularly the growing of food, raising of livestock, and associated activities.

6. **UNDERGROUND UTILITY SERVICE**

All utility lines must be underground to connection points provided by the utility service provider. All transformers must be visually screened where feasible.

7. **SIGNS**

7.1 Signage will abide by City of Elgin requirements, with the exception of the signage plan outlined in **Exhibit "F"**. Variances to code include Freestanding sign face to allow for signage face not to exceed thirty-six (36) sqft as well as minimal upward illumination.

8. **WATER AND WASTEWATER**

8.1 Potable water and wastewater will be provided by City of Elgin. The Development reserves the right to add a well, for solely agricultural use and per city and state codes and standards.

8.2 Water and wastewater Impact Fees will not be waived.

8.3 Fire Protection: Per water flow test on 4/4/2019, system is capable of producing over the required 1500 GPM at 20 PSI to the site. Flow test is attached in **Exhibit "E"**, which is to be acknowledged by the City as accurate and proof of compliance per IBC or equal.

8.4 Water usage and wastewater out are not equal, due to variance caused by brewing process. Wastewater output estimated at 55% of water usage, and as such, usage, fees, and billing should be based upon this discrepancy.

9. **WATER QUALITY, DETENTION, AND IMPERVIOUS COVER**

The Development will not provide water quality controls.

10. **DESIGN OF INGRESS OR EGRESS FOR DRIVEWAYS**

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

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

11.1 **Trail**: A proposed trail network may be built within the Right of Way and within Setbacks, to be approved by the City. Trail will be in lieu of sidewalk, to be crushed granite or similar material. Trail to be maintained by the Development.

11.2 **Transportation**: Traffic Impact Analysis completed by former proposed development, Elgin Agrarian. The Development is estimated at 60-75% of the traffic produced by the previous project. In lieu of a new traffic study, the Development to adhere to prior development TIA recommendation to place signage improvements on an honorary basis. Specifically, signage to change stop at 9th St. & Louise St as well as place stop condition at curve in Lexington Rd. curve, adjacent to East edge of property line.

12. **CHANGES TO AGREEMENT AND DEVELOPMENT PLAN**

12.1 **Minor Changes**

Minor changes to this Agreement or Plan, which do not substantially and adversely

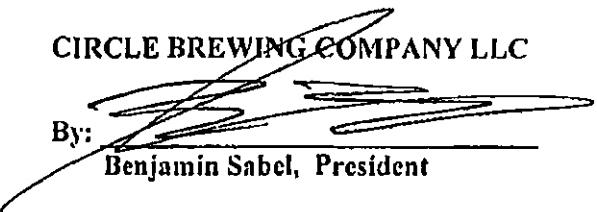
change this Plan, may be approved administratively, if approved in writing, by the City Engineer, the Director of Planning, the Director of Public Works, and the City Attorney.

12.2 Major Changes

All changes not permitted under section 14.1 above, shall be resubmitted following the same procedure required by the original PDD application; provided, however, that nothing herein or otherwise shall require an owner of a portion of the Property (the "Rezoning Owner") to obtain the consent or approval of any other owner of a portion of the Property for a change in zoning (including amending this Agreement) as it applies to the land of the Rezoning Owner.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the dates indicated below.

CIRCLE BREWING COMPANY LLC

By: 

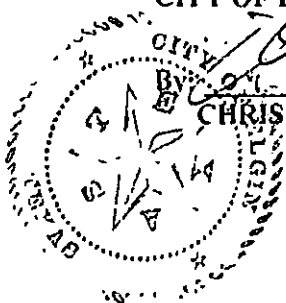
Benjamin Sabel, President



CITY OF ELGIN

By: 

CHRIS CANNON, Mayor



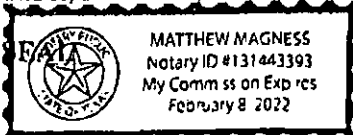
ATTEST:

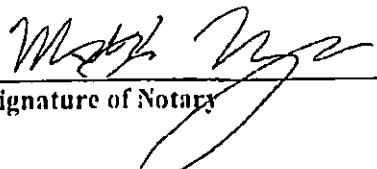
By: 

AMELIA SANCHEZ, CITY SECRETARY

**STATE OF TEXAS
BASTROP COUNTY**

Sworn and subscribed before me this the 2 day of April, 2020 by Benjamin Sabel, President, Circle Brewing Co. LLC.

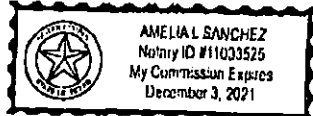


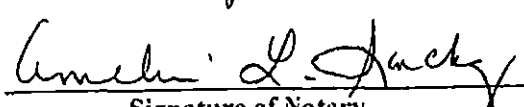

Signature of Notary

**STATE OF TEXAS
BASTROP COUNTY**

Sworn and subscribed before me this the 28th day of April, 2020 by Chris Cannon, Mayor, City of Elgin, Texas.

SEAL




Signature of Notary

6.

EXHIBIT "A"

22.061 ACRES
ELGIN AGRARIAN COMMUNITY
ZONING TRACT

FN. NO. 16-417(MJJ)
NOVEMBER 10, 2016
JOB NO. 222010450

DESCRIPTION

OF 22.061 ACRES OF LAND SITUATED IN THE CITY OF ELGIN, BASTROP COUNTY, TEXAS, BEING LOT 2 MARY CHRISTIAN BURLESON HOMESTEAD SUBDIVISION, A SUBDIVISION OF RECORD IN CABINET 5, PAGE 96A OF THE PLAT RECORDS OF BASTROP COUNTY, TEXAS; SAID 22.061 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING, at a 1/2 inch iron rod with cap found at the intersection of the northerly right-of-way line of Louise Street (60' R.O.W.) with the westerly right-of-way line of Lexington Road (R.O.W. varies), being the southeasterly corner of said Lot 2, for the southeasterly corner hereof;

THENCE, N62°35'41"W, leaving the westerly right-of-way line of Lexington Road, along the northerly right-of-way line of Louise Street, being a portion of the southerly line of said Lot 2 and hereof, a distance of 284.11 feet to a 1/2 inch iron rod with cap found at the southeasterly corner of Lot 1 of said Mary Christian Burleson Homestead Subdivision, being an angle point in the southerly line of said Lot 2;

THENCE, leaving the northerly right-of-way line of Louise Street, along the easterly, northerly and westerly lines of said Lot 1, being a portion of the southerly line of said Lot 2, for a portion of the southerly line hereof, the following three (3) courses and distances:

- 1) N27°24'57"E, a distance 260.66 feet to a 1/2 inch iron rod with cap found at the northeasterly corner of said Lot 1;
- 2) N62°35'40"W, a distance of 167.32 feet to a 1/2 inch iron rod with cap found at the northwesterly corner of said Lot 1;
- 3) S27°19'48"W, a distance of 260.66 feet to a 1/2 inch iron rod with cap found in the northerly right-of-way line of Louise Street, being the southwesterly corner of said Lot 1 and an angle point in the southerly line of the southerly line of said Lot 2, for an angle point hereof;

THENCE, N62°35'41"W, along the northerly right-of-way line of Louise Street, being a portion of the southerly line of said Lot 2 and hereof, a distance of 362.46 feet to a 1/2 inch iron rod found at the southeasterly corner of that certain 1.895 acre tract of land conveyed to Franco Ramos Posaadas and Emma Ramos by deed of record in Volume 2238, Page 241 of the Deed Records of Bastrop County, Texas, being the southwesterly corner of said Lot 2, for the southwesterly corner hereof;

THENCE, N25°41'59"E, leaving the northerly right-of-way line of Louise Street, along the easterly line of said 1.895 acre tract and the easterly line of that certain 6.117 acre tract of land conveyed to James Charles Haisler and wife, Dolores Caballero Haisler by deed of record in Volume 927, Page 548 of said Deed Records, being the westerly line of said Lot 2 and hereof, a distance of 1190.35 feet to an iron pipe found in the southerly line of that certain 2.00 acre tract of land conveyed to James Charles Haisler by deed of record in Volume 499, Page 500 of said Deed Records, being the northeasterly corner of said 6.117 acre tract of land and the northwesterly corner of said Lot 2, for the northwesterly corner hereof;

THENCE, S63°09'32"E, along a portion of the southerly line of said 2.00 acre tract, being a portion of the northerly line of said Lot 2, for a portion of the northerly line hereof, a distance of 55.79 feet to a 1/2 inch iron rod with cap found at the southwesterly corner of that certain 5.326 acre tract of land conveyed to David G. Parsons and Donna M. Parsons by deed of record in Volume 873, Page 145 of said Deed Records, being the southeasterly corner of said 2.00 acre tract, for an angle point hereof;

THENCE, along the southerly line of said 5.326 acre tract of land, being a portion of the northerly and easterly lines of said Lot 2, for a portion of the northerly and easterly lines hereof, the following two (2) courses and distances:

- 1) S62°11'08"E, a distance of 823.82 feet to a 1/2 inch iron rod found at the northeasterly corner of said Lot 2, for the northeasterly corner hereof;
- 2) S27°07'51"W, a distance of 470.03 feet to a 1/2 inch iron rod found in the northerly right-of-way line of Lexington Road, being the southernmost southwesterly corner of said 5.326 acre tract and an angle point in the easterly line of said Lot 2;

THENCE, along a portion of the northerly and westerly right-of-way line of Lexington Road, being a portion of the westerly line of said Lot 2, for a portion of the westerly line hereof, the following two (2) courses and distances:

- 1) N63°49'30"W, a distance of 26.28 feet to a 1/2 inch iron rod with cap found;

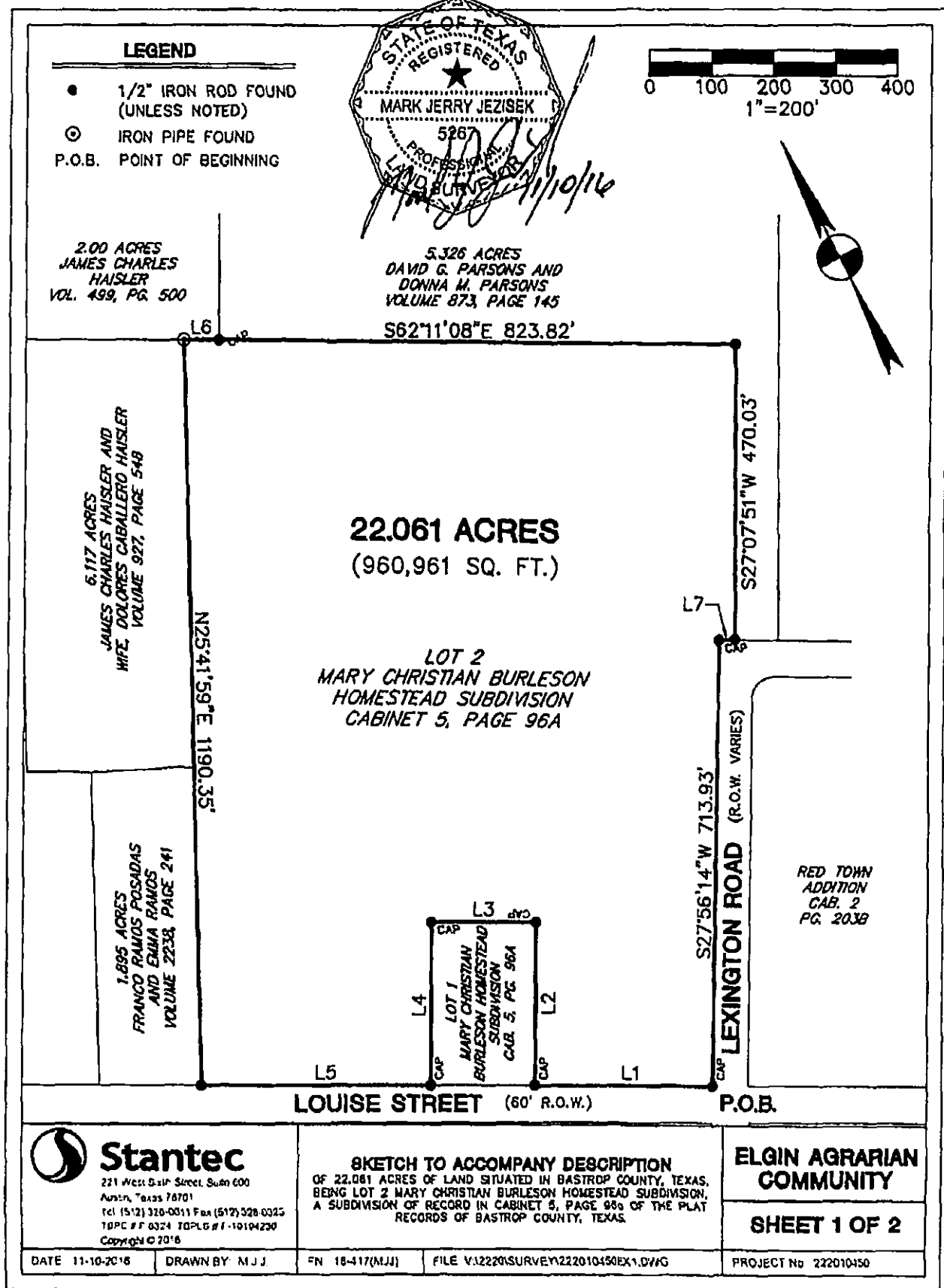
FN 16-417(MJJ)
NOVEMBER 10, 2016
PAGE 3 OF 3

- 2) S27°56'14"W, a distance of 713.93 feet to the **POINT OF BEGINNING**, containing an area of 22.061 acres (960,961 sq. ft.) of land, more or less, within these metes and bounds.

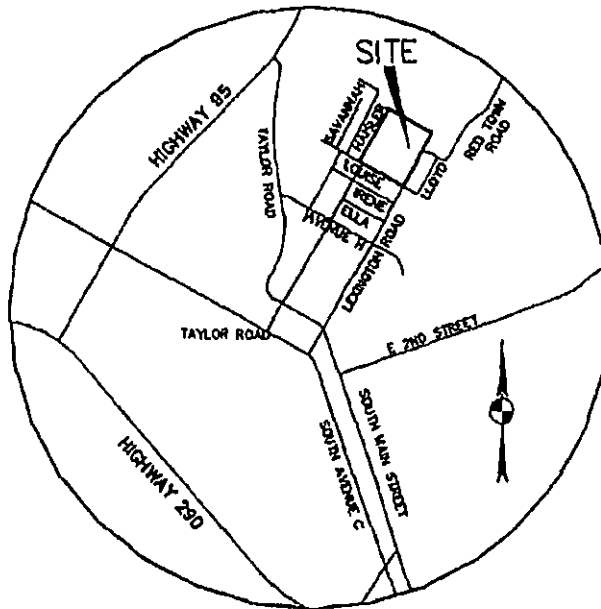
STANTEC CONSULTING
SERVICES INC.
221 WEST SIXTH STREET
SUITE 600
AUSTIN, TEXAS 78701

Mark J. Jezisek 11/10/16
MARK J. JEZISEK / DATE
R.P.L.S. NO. 5627
STATE OF TEXAS
TBPLS # F-10194230
mark.jezisek@stantec.com



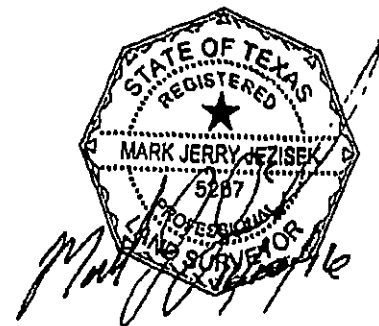


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VICINITY MAP
N.T.S.

LINE TABLE		
NO.	BEARING	DISTANCE
L1	N62°35'41"W	284.11'
L2	N27°24'57"E	260.66'
L3	N62°35'40"W	167.32'
L4	S27°19'48"W	260.66'
L5	N62°35'41"W	362.46'
L6	S63°09'32"E	55.79'
L7	N63°49'30"W	26.28'



BEARING BASIS NOTE:

THE BASIS OF BEARING OF THE SURVEY SHOWN HEREON IS TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NAD 83(96), UTILIZING WESTERN DATA SYSTEMS CONTINUALLY OPERATING REFERENCE STATION (CORS) NETWORK.



Stantec

271 West Sixth Street Suite 600
Austin, Texas 78701
Tel (512) 328-0011 Fax (512) 328-0325
TDD (512) 328-0324 TDD (512) 328-0325
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SKETCH TO ACCOMPANY DESCRIPTION
OF 22.081 ACRES OF LAND SITUATED IN BASTROP COUNTY, TEXAS,
BEING LOT 2 MARY CHRISTIAN BURLESON HOMESTEAD SUBDIVISION,
A SUBDIVISION OF RECORD IN CABINET 5, PAGE 98 OF THE PLAT
RECORDS OF BASTROP COUNTY, TEXAS.

**ELGIN AGRARIAN
COMMUNITY**

SHEET 2 OF 2

DATE 11-10-2016

DRAWN BY M.J.J.

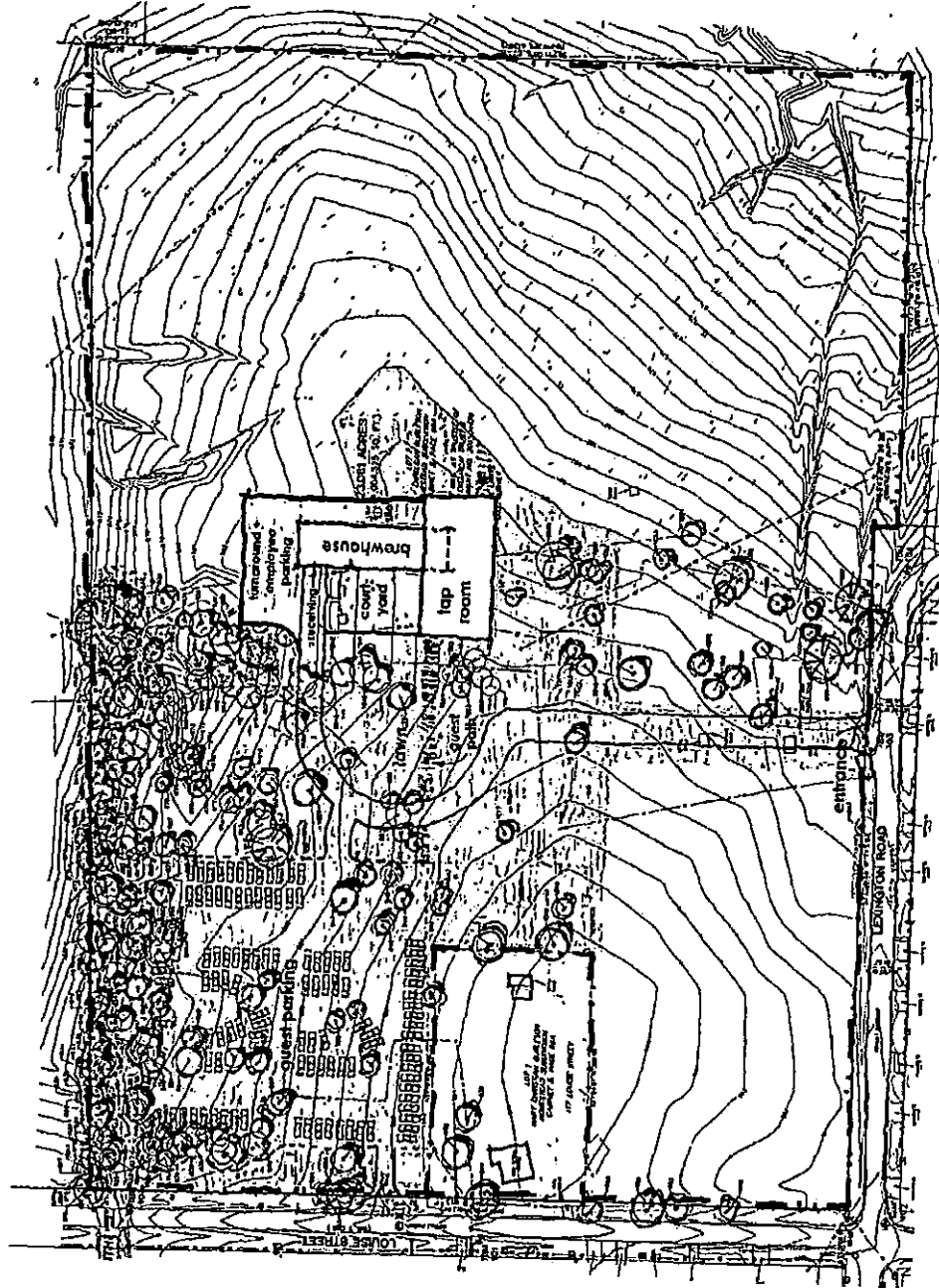
FN 18-417(MJJ)

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PROJECT No. 222010450

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EXHIBIT B:
proposed phase I site plan

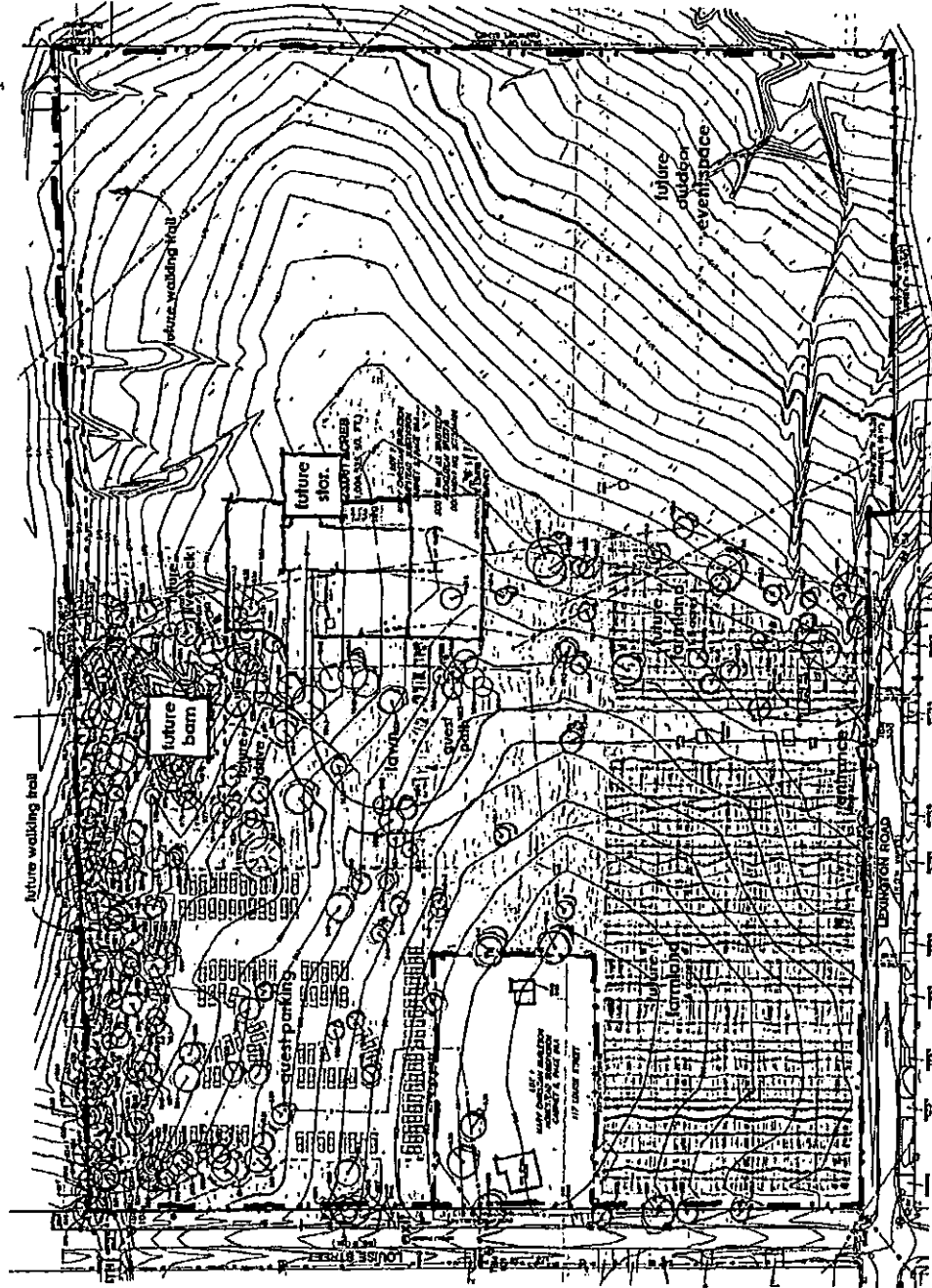



CIRCLE
 BREWING CO.


DICK CLARK + ASSOCIATES
 ARCHITECTURE • INTERIORS
 512.478.4080 • WWW.DICKCLARK.COM
 400 WEST 4TH STREET • AUSTIN, TX 78701



EXHIBIT C:
proposed phase II site plan



 **CIRCLE**
• BREWING CO. •



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PO BOX 416 SIOUX FALLS SD 57101



FILED AND RECORDED
OFFICIAL PUBLIC RECORDS



IRENEB

Rose Pietsch

ROSE PIETSCH, County Clerk

Bastrop Texas

June 24, 2020 03 38 25 PM

FEE \$86.00

ORD

202010023



October 2, 2025

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

Dear Mr. Perry,

For a proposed construction project, Elgin ISD respectfully requests an amendment to the Planned Development District (PDD) agreement that governs the property located at 816 Lexington Road, formerly known as Circle Brewery. Our project consists primarily of interior renovations within the existing building. There is no substantial site work planned as part of this current scope.

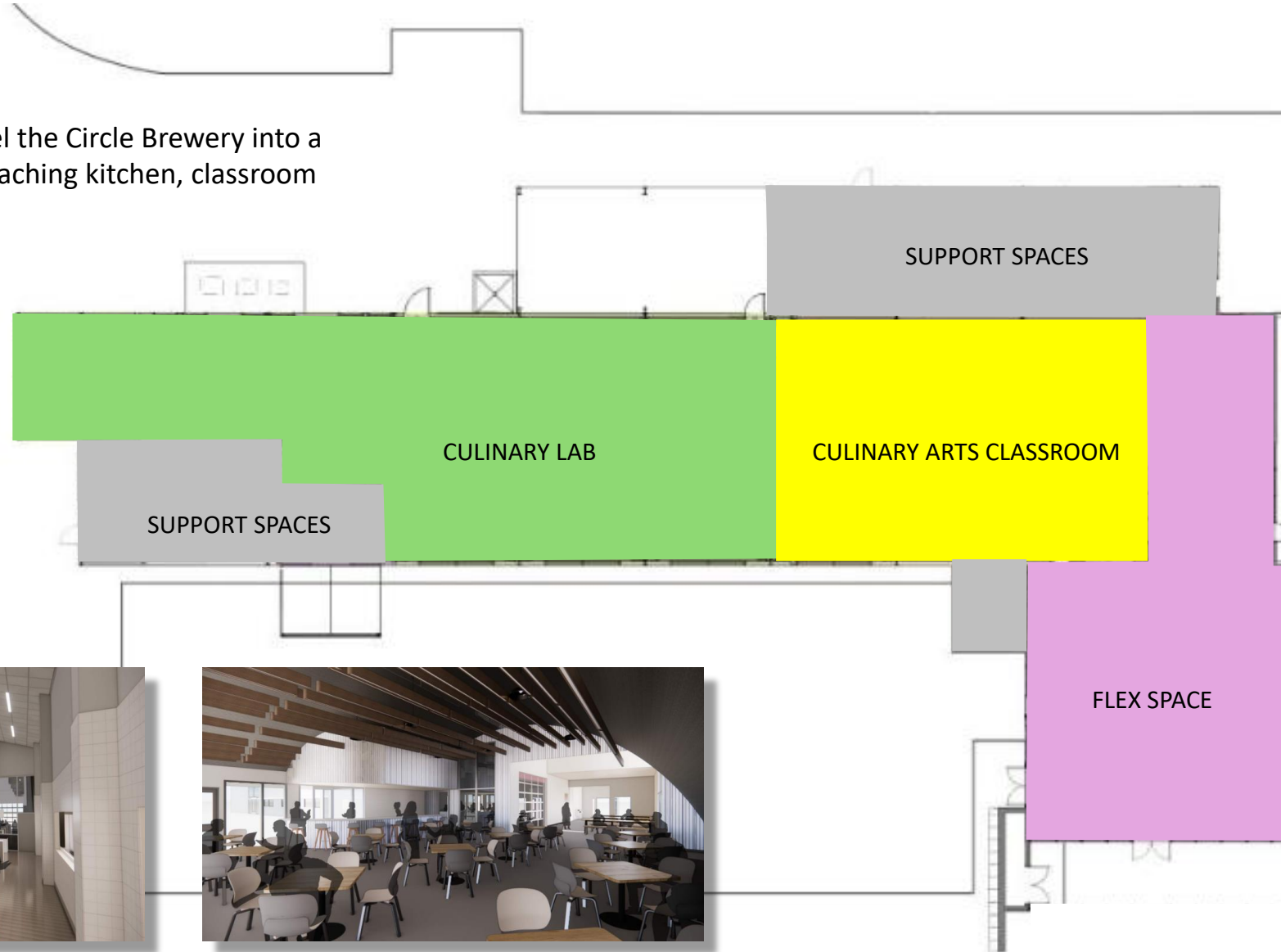
Because the PDD requirements were originally crafted with larger-scale site development in mind, many of the conditions do not apply to the limited work we are pursuing. We are seeking an amendment that would recognize the narrow scope of this project and relieve the property of obligations tied to site development, while still maintaining compliance with applicable building codes and safety standards.

We appreciate the City's consideration of this request and are committed to completing the work in a manner consistent with community standards and the spirit of the Planned Development District.

Sincerely,

Rainey Lann
Executive Director of Bond Projects

Elgin ISD has a vision to remodel the Circle Brewery into a **CTE Culinary Program** with a teaching kitchen, classroom and event space.





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Discussion and Possible Action on the Authorization of the Interim City Manager to Negotiate with the Elgin Chamber of Commerce for Their Contract Renewal

DEPARTMENT: Executive

PROPOSED ACTION: Authorize the Interim City Manager to negotiate with the Elgin Chamber of Commerce

BACKGROUND:

The Elgin Chamber of Commerce's contract with the City of Elgin, Texas expires on December 31, 2025. On January 7, 2025, the Council approved the current funding agreement between the City of Elgin and the Elgin Chamber of Commerce. The Interim City Manager and City Secretary met with the Chamber of Commerce officials on October 16, 2025, to hear their desire to renew their contractual agreement for Hotel Motel Funding(HOT).

BUDGET/FINANCIAL IMPACT:

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

The funding for the Elgin Chamber of Commerce for the fiscal year of 2024-2025 was \$58,000. They are currently paid quarterly.

RECOMMENDATION:

Staff recommends discussion and the possible authorization of the Interim City Manager.

ATTACHMENTS:

1. ITEM 8.5 Funding Agreement between the Chamber and City of Elgin 1.7.2025

- { } 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.

**FUNDING AGREEMENT BETWEEN THE CITY OF ELGIN AND THE ELGIN CHAMBER OF
COMMERCE FOR EXPENDITURE OF HOTEL OCCUPANCY TAX FUNDS**

THE STATE OF TEXAS

KNOW ALL BY THESE PRESENTS:

COUNTY OF BASTROP

THIS PENDING AGREEMENT (the “AGREEMENT”) is entered into between the CITY OF ELGIN, TEXAS, a Texas home-rule city (“CITY”), and the ELGIN CHAMBER OF COMMERCE, a Texas non-profit corporation (“Chamber”). In this agreement, the City and Chamber are sometimes individually referred to as a “Party” and collectively referred to as the “Parties”.

RECITALS

WHEREAS, the Elgin Chamber of Commerce has requested Hotel Occupancy Tax funding to serve as the official Elgin Visitor Center to positively promote the City to out-of-town visitors; and

WHEREAS, the City of Elgin has considered the request and considers the Elgin Visitor Center provided by the Elgin Chamber of Commerce directly enhances and promotes tourism in the City; and

WHEREAS, the goal of this agreement is to assist visitors to the City of Elgin, thus directly enhancing and promoting tourism as outlined in Chapter 351 of the State of Texas Tax Code; and

NOW THEREFORE, in consideration of the foregoing premises and the mutual promises and agreements of the Parties contained in this Agreement, the Parties agree as follows:

GENERAL PROVISIONS

Section 1. Purpose. The purpose of this Agreement is for the Elgin Chamber of Commerce to utilize City of Elgin Hotel Occupancy Taxes to promote the City of Elgin tourism by providing a quality Elgin Visitor Center for out-of-town visitors in order to increase the number of overnight visitors to Elgin. City Hotel Occupancy Tax funds shall only be used for those activities associated with the Visitor Center as covered under this Agreement.

Section 2. Chamber Obligations. The Chamber shall use all of the awarded funds provided by the City in accordance with Chapter 351 of the Texas Tax Code and the Chamber's funding application solely for the use of operating and maintenance of the Elgin Visitor Center and providing assistance to out-of-town visitors. At a minimum, the Elgin Visitor Center must:

- a) display marketing materials from local hotels, motels, and restaurants; and
 - 1. display information related to local special events and sporting events; which would support hotels, motels, and accommodations in the City.
 - 2. Produce at least one print marketing material targeted towards outside visitors and distribute at least 4,000 items by February 1 annually to locations outside Elgin including but not limited to the TXDOT travel Centers.
 - 3. advertise community events listed in Section 4 to outside visitors Via sponsored social media posts, flyers, newspaper ads. Provide documentation of this advertising in the respective quarterly reports.
 - 4. Add community events listed in Section 4 to online calendars such as the Statesman, Do512, Community Impact, Elgin Courier, Austin Chronicle, Texas Highways. Provide documentation of these listings in the respective quarterly reports.
 - 5. Chamber of Commerce will have a staff member attend joint Main Street & Chamber promotion and tourism committee meetings.
 - 6. Two representatives of the city's choosing are voting members on the Greater Elgin Chamber of Commerce Board of Directors.

Section 3. Chamber Reporting Requirements. The Chamber shall deliver the following to the City Secretary:

- a) On a MONTHLY basis, within fifteen (15) days after the end of the month a Visitor Center Report that includes the following information to City Secretary:
 - i. The number of assisted walk-in-visitors during normal visiting hours segregated into four categories (1) out-of-state or international visitors, (2) Elgin visitors, (3) Bastrop County visitors, and (4) other visitors from Texas; and
 - ii. The number of phone calls where out-of-town visitors were provided assistance; and
 - iii. The name of out-of-town groups and number of visitor packets distributed; and
 - iv. Actual hours of operation of the Visitor Center

- b) On a QUARTERLY basis, within fifteen (15) days of the end of each quarter a General Activity Report that includes the following information to City Secretary:
 - i. Promotional activities, specifically including any activities intended to generate visitors to Elgin; and
 - ii. Tourism related meetings and promotional events attended; and
 - iii. Groups or organizations that utilized Chamber facilities or equipment; and
 - iv. Marketing efforts, including but not limited to any publications or media coverage generated by Chamber; and
 - v. A synopsis of Chamber social media activity; and
 - vi. The number of volunteers utilized to support the Chamber and its programs, delineated by their associated activity.
- c) On an ANNUAL basis, within fifteen (15) days after the end of the year, an Annual Report summarizing all information required under this section.
- d) Chamber P&L Budget Performance for the Period ending December 31, Provided by January 15 and June 30, to City Secretary .
- e) A copy of the Chambers Form 990 no later than June 30th to City Secretary .
- f) A copy of audited financial reports submitted to the City Secretary every two years by June 30th.
- g) Present an annual report to City Council on the first Tuesday of February, coordinated with the City Secretary.

Section 3 A.

- a) The Chamber of commerce must comply with state and federal regulations for receiving hot funds.
- b) The Chamber of commerce must have one member of the chamber staff attend a HOT Funds workshop or training provided through the Texas Comptroller's office every two years and provide documentation to the City Secretary of successful completion of that training by January 15 of odd numbered years.

Section 4. Visitor Center Operating Hours. The Chamber shall maintain operating hours whereby the Visitor Center is open for business a minimum of thirty-eight (38) hours each normal (non-holiday) work week. Unless otherwise agreed to by the City Manager, the average or normal operating hours of the Visitor Center shall be Monday through Friday 9:00 AM to 4:00 PM and Saturday 9:00 AM to noon (12:00PM).

Section 4 A Hours in addition to regular visitor center hours

The Chamber will have an information booth or the Visitor's Center will be open to the public outside normal business hours during the following events:

- a. Elgin Music Festival / Explore Elgin Art & Culture 10am to 2pm
- b. Juneteenth 10am to 2pm
- c. Western Days 10am to 4pm
- d. Hogeye Festival 10am to 2pm
- e. Dia De Los Muertos 5pm to 8pm
- f. Small Business Saturday 9am to noon
- g. Holiday by Tracks 10am to 4pm
- h. Sip Shop & Stroll monthly every 2nd Tuesday 5pm to 8pm

Section 5. Limitations on Funding. Subject to the Chamber's satisfactory performance and compliance with the terms of this Agreement, the City agrees to provide annual funding: \$58,000 fiscal year 2024-2025.

- a) The Chamber of Commerce will hold these funds in a separate bank account and will provide monthly bank statements to the City Secretary. Statements to be provided within 15 days of the end of the quarters listed in Section 6 to City Secretary. It is the expressed goal of this Agreement and the Parties hereto that at no time shall funding provided to the Chamber by the City under this Agreement represent the majority of overall annual operational funding of the Elgin Chamber of Commerce.
- b) The Funding Agreement may be extended for one (1) year with written acceptance of both parties thirty (30) days prior to end of said Agreement term.

Section 6. Authorization of Payment. Subject to the Chambers satisfactory performance and compliance with the terms of this Agreement, the City agrees to provide funding to the Chamber in equal quarterly payments from City Hotel Occupancy Tax funds as authorized by the City Council in the City Annual Operating Budget. Quarterly payments will be made after services have been provided and within thirty (30) days of receiving the required reports and an invoice. Failure to submit the quarterly report within 30 days of the end of the quarter will result in the forfeiture of that quarters funding.

- a. Q1 – ends March 30th.
- b. Q2 – ends June 30th.
- c. Q3 – ends September 30th.
- d. Q4 – ends December 31st.

Section 7. Non-Appropriation of Funds. All obligations of the City under this agreement are subject to the availability of annual legislative appropriations by the City Council and the Chamber acknowledges that the ability of the City to Perform under this Agreement is contingent upon the continued availability of funds. The amount of City obligation hereunder shall not at any time exceed the amount certified for the purpose stated in such advance authorization. The City has no obligation to

make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are within the exclusive discretion of the Elgin City Council.

Section 8. Rights. The City of Elgin has the right, at any time, to inspect the books or records of the Chamber that may relate to the performance of this Agreement. The City, at its sole expense, has the right to conduct an audit of the Chamber.

Section 9. Term. This Agreement shall become effective as of January 1, 2025, and shall continue in effect until December 31, 2025.

Section 10. Recapture Provision. In the event the Chamber does not comply with the terms of this Agreement, is otherwise in default, or fails to appropriately spend the funds in accordance with State law, or falsifies any documents required under this Agreement, the Chamber, in pursuant to the provisions herein shall refund to the City an amount equal to the sum of all funding actually paid by the City to the Chamber immediately preceding the date of such termination.

Section 11. Indemnification. The Chamber agrees to defend, indemnify, and hold harmless the City of Elgin, the Mayor, and City Council, its officers, agents and employees, against any and all claims, lawsuits, judgments, cause of action, costs and expenses for personal injury (including death), property damage, or other harm for which recovery of damages which is sought, suffered by any person or persons, that may arise out of or be occasioned by the Chamber's breach of any of the terms or provisions of this Agreement, or by any negligent act or omission of the Chamber, its officers, agents, servants, employees, contractors, or subcontractors, in the performance of this Agreement; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence of the City, its officers, agents, employees or separate contractors, and in the event of joint and concurrent negligence of both the Chamber and the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Both parties expressly agree that this Agreement does not assign any responsibility for civil liability to the City that may arise by virtue of this Agreement.

Section 12. Termination. TERM/TERMINATION

1. The term of this Agreement shall be for twelve months beginning on the date this Agreement is signed, unless otherwise terminated by either party in writing.

2. Upon sixty (60) days written notice, the City may terminate this Agreement, with or without cause, and without the consent of the Licensee. Likewise, upon sixty (60) days written notice, the Licensee may terminate this Agreement, with or without cause, and without the consent of the City.

Section 13. Appeal Process. If the Chamber wishes to make any appeals on decisions of the City relating to this Agreement, the Chamber must present their appeal in writing within ten (10) business days of funding denial to the City Manager.

MISCELLANEOUS

Section 14. Approval. This Agreement has been duly and properly approved by each party's governing body and constitutes a binding obligation on each party herein. Each Party represents and warrants that it has the full right, power, and authority to execute this Agreement.

Section 15. Severability. The provision of this Agreement is held to invalid for any reason by a court or agency of competent jurisdiction, the remainder of this Agreement shall not be affected and this Agreement shall be construed as if the invalid portion had never been contained herein.

Section 16. Cooperation. The Parties agree to cooperate at all times in good faith to effectuate the purposes and intent of this Agreement.

Section 17. Entire Agreement. Except as otherwise expressly provided herein, this Agreement contains the entire agreement of the Parties and supersedes all prior or contemporaneous understandings or representations regarding the subject matter hereof.

Section 18. Amendments. Any amendment of this Agreement must be in writing and shall be effective if signed by the authorized representatives of both parties.

Section 19. Applicable Law; Venue. This Agreement shall be construed in accordance with Texas law. Venue for action arising hereunder shall be in Bastrop County, Texas.

Section 20. Assignment. Except as otherwise provided in this Agreement, the Chamber may not assign this Agreement or subcontract the performance of services without first obtaining the written consent of the City.

Section 21. Non-Waiver. A party's failure or delay to exercise right or remedy does not constitute a waiver of the right or remedy. An exercise of a right or remedy

under this Agreement does not preclude the exercise of another right or remedy. Rights and remedies under this Agreement are cumulative and are not exclusive of other rights or remedies provided by law.

Section 22. Force Majeure. The Parties shall not be deemed in violation of this Agreement if prevented from performing any of their obligations hereunder by reasons for which they are not responsible or circumstances beyond their control. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

Section 23. Notices. Notices provided hereunder shall be sufficient if forwarded to the other party by hand-delivery or via U.S. Postal Service, postage prepaid, to the address of the other party shown below:

CITY:	City of Elgin Attn: City Secretary PO Box 591 Elgin, TX 78621
CHAMBER:	Elgin Chamber of Commerce Attn: Executive Director P.O. Box 408 Elgin, TX. 78621

Section 24. Counterparts. This Agreement may be executed simultaneously in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute the same instrument.

CITY OF ELGIN:

BY: Theresa Y. McShan

Theresa Y. McShan, Mayor

Date 1-7-2025

THE ELGIN CHAMBER OF COMMERCE:

BY: Stacy Shuff

Chairman

Date 12-18-24

BY: Veronica Seener

Executive Director

Date 12-18-24



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Notification of Pamela Sanders, Human Resources Director, Completion of the Texas Municipal Human Resources Certification Program

DEPARTMENT: Executive

PROPOSED ACTION: No action is necessary.

BACKGROUND:

The Texas Municipal Human Resources Association (TMHRA) proudly announces the successful completion of its inaugural **Texas Municipal Human Resources Certification Program** by a distinguished group of HR professionals serving in municipal government across the state. Pamela Sanders from the City of Elgin is among the first of thirty HR Professionals in the State to obtain this distinguished Certification.

This groundbreaking certification program, developed by TMHRA and hosted by the North Central Texas Council of Governments, is the first of its kind tailored specifically to the unique needs and challenges of human resource professionals in the public sector. The program affirms that each graduate has demonstrated comprehensive competency in all critical areas of municipal human resources management.

Participants engaged in a rigorous curriculum that blended theoretical knowledge with practical application, covering key topics such as:

- Benefits
- Public Sector Employment Law
- Worker's Compensation
- Fair Labor Standards Act/ Compensation Strategies
- Employee Relations
- Performance Management/ Conflict Resolution
- Strategic Project Management
- Organizational Development/ Employee Engagement

By completing this program, certified professionals have not only validated their expertise but also demonstrated a strong commitment to excellence, ethical leadership, and continuous improvement in public service. These individuals are now uniquely positioned to lead their organizations with confidence, integrity, and a deep understanding of the complexities of municipal HR.

This is a notification of achievement to the Council to celebrate a staff member.

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Recognition of Employee Milestones

DEPARTMENT: Executive

PROPOSED ACTION: No action is necessary.

BACKGROUND:

This is in recognition of the employees that celebrated certain milestones this year. These are all of the anniversaries in 2025, and the City would like to recognize the contributions these employees have made to improve the quality of life for our citizens.

First Name	Last Name	Department	Title	Years of Service
Grace	Perez	Recreation	Program Coordinator	5 years
Todd	Johnson	Public Safety	Police Commander	5 years
Karol	Jarmon	Public Works	Executive Assistant	10 years
Charles	Alewine	Public Works	Groundskeeper	10 years
Orlando	Rodriguez	Code Enforcement	Code Enforcement Supervisor	10 years
Yadira	Duque	Municipal Court	Court Administrator	10 years
Dodie	Navejas	Utility Billing	Utility Billing Manager	15 years
Jorge	Villarreal	Public Works	Plant Operator	20 years
Terry	Fowler	Public Works	Construction Manager	20 years
John	Calhoun	Public Works	Utility Maintenance Foreman	25 years

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - October 21, 2025

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the minutes

BACKGROUND:

The City Council held a regular meeting on October 21, 2025.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. City Council Regular Meeting Minutes - October 21, 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 COUNCIL MINUTES
October 21, 2025
6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan called roll.

Present:

Theresa Y. McShan, Mayor
Arthur Gibson III, Council Member, Ward 1
Joy Casnovsky, Council Member, Ward 1
Chuck Swain, Council Member, Ward 2
YaLecia Love, Deputy Mayor Pro Tem, Ward 2
Tiffany St. Pierre, Council Member, Ward 3
Al Rodriguez, Council Member, Ward 3
Liston Crim, Council Member, Ward 4
Sue Brashar, Mayor Pro Tem, Ward 4

Staff:

Robert Eads, Interim City Manager
Peyton Standifer, City Secretary
Mark Schroeder, City Attorney
Kaley Frye, Interim Economic Development Director
Michael Gonzales, Public Works Director
Chris Noble, Chief of Police
Beau Perry, Development Services Director/City Engineer
Pamela Sanders, Human Resources Director
Sonia Browder, Media Specialist
Elizabeth Marzec, Recreation & Leisure Services Manager
Todd Johnson, Police Commander
Esmeralda Rangel, Assistant City Secretary
Terry Fowler, Public Works
Michael De La Rosa, Police Sergeant
Melissa Lipiec, Planning Technician

INVOCATION

Mayor Pro Tem Brashar provided the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC HEARING

- 1. PUBLIC HEARING ON AN ORDINANCE AMENDING CHAPTER 20 FLOODS, SEC. 20-19, SEC. 20-21 THROUGH SEC. 20-29, SEC. 20-49 THROUGH SEC. 20-53, SEC. 20-80 THROUGH SEC. 20-82; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.**

Mayor McShan read the caption of the Public Hearing. No one in attendance wished to speak. Mayor McShan closed the Public Hearing.

PUBLIC COMMENT

Keith Simpson, Emergency Services District No. 3 Commissioner, provided an update on the ESD No. 3. He stated that on October 15th the Bastrop County Emergency Services District #3 Board of Commissioners voted to transition to an ESD-operated EMS. The target to complete this transition is October of 2026. In the interim period, Acadian ambulance will continue providing services.

Daniel Phillhower, Windy Ridge Road, owner of the Elgin Courier and other newspaper outlets, addressed the Council regarding Proposition L of the proposed Elgin City Charter amendments. He expressed concern that the proposed language was vague and open to interpretation. He emphasized the importance of maintaining a verifiable, permanent, and unalterable record, noting that Texas law requires municipalities to publish notices in a newspaper. He highlighted the value of passive discovery in print publications compared to the lower likelihood of residents seeking out notices on a website.

ANNOUNCEMENTS

- 1. Bastrop County Cares and City of Elgin CARTS Bus Passes Program (Marzec)**
Elizabeth Marzec, Recreation & Leisure Services Manager, introduced Maddy from Bastrop County Cares, Health Access Coordinator, to discuss a new program now available at the Recreation Center and Library. The program offers free CARTS passes to assist residents in accessing medical and social services.
- 2. Prime Timer Craft - Decorative Ghost Votives Monday, October 20th at the Elgin Recreation Center**
Elizabeth Marzec, Recreation Program Manager, provided the Council with information on this announcement.
- 3. Lanterns of Remembrance Wednesday, October 22nd at the Elgin Recreation Center**
Elizabeth Marzec, Recreation Program Manager, provided the Council with information on this announcement.
- 4. Trees 101: Planting for Success Sunday, October 26th at the Elgin Recreation Center**
Elizabeth Marzec, Recreation Program Manager, provided the Council with information on this announcement.
- 5. 38th Annual Hogeye Festival Saturday, October 25th in Downtown Elgin**
Elizabeth Marzec, Recreation Program Manager, provided the Council with information on this announcement.

PRESENTATION

1. **A PROCLAMATION HONORING RONALD D. CREPPON'S YEARS OF SERVICE AS A MEMBER OF THE PLANNING AND ZONING COMMISSION**
Mayor McShan read the proclamation, and presented to Ronald Creppon.
2. **A PROCLAMATION HONORING S.H. MCSHAN'S YEARS OF SERVICE AS A MEMBER OF THE BOARD OF ADJUSTMENTS**
Mayor Pro Tem Brashar read the proclamation, and presented to S.H. McShan.
3. **Presentation of the Annual Audit Report for the period ending September 30, 2024, by BrooksWatson &Co. PLLC.**
Mayor McShan invited Mike Brooks from Brooks and Watson to address the Council and provide the presentation of the annual audit report. Mr. Brooks began by explaining the audit process and reported that the City received an unmodified opinion. He reviewed several financial highlights, including revenues and expenses excluding utility funds, as well as changes in fund balance for governmental funds, noting a reduction in the General Fund and Capital Projects Fund. He noted that two letters accompanied the audit: one was the required auditor's disclosure letter; the second contained findings and recommendations for the City's consideration. Mr. Brooks answered questions from the Council. Mayor McShan stated that since they had just received the audit there would be a workshop to review the documents presented. Discussion followed.

CITY MANAGERS REPORT

1. **Discussion about Audit Findings**
Robert Eads, Interim City Manager, presented a slide that listed out the history of audit findings from the past, present, and anticipated. Mr. Eads invited Pamela Sanders, Human Resources Director/Interim Finance Director, to provide clarification to the Council. Mr. Eads and Mrs. Sanders answered questions from the Council. Discussion followed.
2. **Discussion over the Approved 2025 Tax Rate**
Robert Eads, Interim City Manager, provided clarification regarding recent discussions about Senate Bill 1851 (SB 1851) and its implications for municipal operations. He noted that the Texas Municipal League (TML) issued an opinion interpreting the legislation as taking effect beginning in the 2026 tax year, which would affect the Fiscal Year 2026-2027, showing that the City's current adopted tax rate does not violate this. Mr. Eads answered questions from the Council and discussion followed.
3. **Update on the Cost Incurred by Fee Waivers for Special Events in the City of Elgin (Marzec/Gonzalez)**

Elizabeth Marzec, Recreation & Leisure Services Manager, noted that the Council's packet includes two memos prepared in response to a question raised at the September 16th City Council meeting regarding the amount of money the City spends on fee waivers. The memos detail all waivers granted. Public Works support, Police Department services, park rentals, street closures, and other City services were all taken into account for each of these waivers to give the Council an accurate estimate.
4. **Historic Review Board Quarterly Report**
Robert Eads, Interim City Manager, invited the Council to view the report in their packet and requested any questions. Council Member Casnovsky requested an update on the

Crosswalks of Unity Project from Beau Perry. Beau Perry, Development Services Director/City Engineer, reported that the local TxDOT office was reviewing the matter. He explained that TxDOT outlined three options: first, remove the crosswalks within 30 days; second, submit a removal plan, if additional time beyond 30 days is necessary; or provide stamped and sealed plans demonstrating compliance with FHWA and the Texas Municipal Traffic Control Devices' standards. Mr. Perry stated that the City is seeking an exemption to retain the crosswalks and that staff will prepare documentation to support the crosswalk's safety and traffic compliance. Submissions must be made within the 30-day period if an exemption is requested. Mr. Perry answered questions from the Council.

5. Notification of the Appointment of Kaley Frye as the Economic Development Director by the Economic Development Corporation

Robert Eads, Interim City Manager, notified the City Council that on October 8th, the EDC Board met and appointed Kaley Frye, previously Interim Director, as the Director of the EDC.

CONSENT AGENDA

1. City Council Special Meeting Minutes - September 9, 2025

This item was approved on the consent agenda.

2. City Council Regular Meeting Minutes - September 16, 2025

This item was approved on the consent agenda.

3. City Council Work Session Minutes - September 23, 2025

This item was approved on the consent agenda.

4. Possible Action to Approve the Waiver of the Noise Ordinance for the Hogeye Street Dance on Friday, October 24th, Through Midnight. (Gonzalez)

This item was approved on the consent agenda.

5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, RATIFYING PAYMENT AND AUTHORIZATION OF THE REPAIR OF PUMP FOUR AT THE WATER TREATMENT PLANT AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

This item was approved on the consent agenda.

6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING A ROUTINE PAYMENT TO WGA ENGINEERS FOR DESIGN OF THE WASTEWATER TREATMENT PLANT 2; AND MAKING CERTAIN FINDINGS RELATED THERETO (GONZALEZ)

This item was approved on the consent agenda.

Council Member Crim made a motion to approve the consent agenda. Deputy Mayor Pro Tem seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. AN ORDINANCE AMENDING CHAPTER 20 FLOODS, SEC. 20-19 THROUGH SEC. 20-29, SEC. 20-49 THROUGH SEC. 20-53, SEC. 20-80 THROUGH SEC. 20-82; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS. (LIPIEC)

Mayor McShan noted that this item was the same as the public hearing and invited Beau Perry, Development Services Director/City Engineer, to provide additional details. Mr. Perry

recapped that the Planning & Zoning Commission had held workshops to discuss sections of the Code for the City. Currently, if you are building a structure, the base of the structure is required to be at or above the 100-year floodplain. The proposed change would require the base of structures to be at least one foot above or higher than the 100-year floodplain, ensuring that buildings are elevated higher than the 100-year floodplain. This proposed change would apply to new buildings only, as it is not retroactive.

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

EXECUTIVE SESSION

The City Council did not adjourn into executive session.

RECONVENE

ADJOURNMENT

Mayor McShan adjourned the meeting at 8:05 PM.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Appointment of Jessica Bega to the Board of Adjustments

DEPARTMENT: Executive

PROPOSED ACTION: Appoint Jessica Bega to the Board of Adjustments

BACKGROUND:

The Board of Adjustments currently has a vacancy that Jessica Bega has applied to fill. The term would expire on 09/30/2027. The Mayor has approved the appointment of Jessica Bega.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Mayor McShan has approved and recommended the appointment.

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: Special Event Application and Fee Waiver for Veterans Park Rental 100 Block and Police Department Support from 10AM - 4PM on December 6th, 2025 - Chamber of Commerce Christmas Bazaar: \$1,543.40 (Marzec)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve or decline the waiver of the fees in the amount of \$1,543.40 for the Chamber of Commerce

BACKGROUND:

The Chamber of Commerce has requested a waiver for the rental of Veterans Park, deposit for the rental of Veterans Park, one police officer, and the special event application fee. The Christmas Bazaar is free to participate in, is not a fundraiser, and does not have a political affiliation.

BUDGET/FINANCIAL IMPACT:

Funding for this item was not included in the current-year budget FY25-26. The Chamber is requesting the fees be waived for the event. The total fee is \$1,543.40.

RECOMMENDATION:

Staff does not have a recommendation.

ATTACHMENTS:

1. Special Event Application Summary - Chamber of Commerce Christmas Bazaar

- { 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.

SPECIAL EVENT APPLICATION SUMMARY

Applying Organization / Individual: Elgin, TX Chamber of Commerce

Event Name: Christmas Bazaar

Event Dates / Times:

12/6/2025 All Day

Event Location: Veterans Memorial Park, 109 Depot St., Elgin, TX 78621



Event Description: Elgin Chamber of Commerce for our annual Hot Cocoa Stroll. Purchase your 2025 mug in Veteran's Park at our table for \$20. Follow our map through our historic downtown to get a taste from our cocoa stops. Be sure to shop our Christmas Bazaar highlighting over 30 vendors. Listen to holiday music by local choirs. Get your picture with Santa and be sure to visit our amazing downtown businesses. Don't forget to vote for your favorite cocoas and enjoy a wonderful day of all things Christmas right in the heart of Elgin, TX. 10am - 4pm.

Christmas Bazaar Fee Calculation

Hosted By: Elgin Chamber of Commerce

Description of City Staff Support	Number of Employees	Number of Hours	Cost Per Hour Per Employee	Total Daily Cost
Police Department Support: Sat., December 6 th , 2025	1	6	\$86.40	\$518.40
				\$518.40

Description of Fees		Cost by Unit	Total Cost
Special Event Application		\$25	\$25.00
Park Rental: Saturday, December 6 th , 2025	Veterans	\$500/Day	\$500.00
Park Deposit: Saturday, December 6 th , 2025	Veterans	\$500/Deposit	\$500.00
			\$1,025.00

Total Event Fees	Total Cost	\$1,543.40
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Requested Waivers	
Fee Waiver - \$1,543.40	Yes - Free to participate in, not a fundraiser, does not have a political affiliation



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Special Event Application, Sound Ordinance Waiver and Fee Waiver for Closure of Alley at 20 N. Main Street through Ave C from 3PM - 10PM on December 5th, 2025 - Holiday Luna Market: \$1,014 (Marzec)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve or decline the waiver of the fees in the amount of \$1,014.00 for the Luna Market

BACKGROUND:

The Luna Market is requesting the waiver of the sound ordinance, street closures for two blocks, the special event application fee, one public works employee, and two police officers. This event is free to participate in, is not a fundraiser, and has no political affiliation.

BUDGET/FINANCIAL IMPACT:

Funding for this item was not included in the current-year budget for FY25-26. The Luna Market has requested the waiver of all associated fees. The total fee is \$1,014.00.

RECOMMENDATION:

Staff does not have a recommendation.

ATTACHMENTS:

1. Special Event Application Summary - Holiday Luna Market

- { 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.

SPECIAL EVENT APPLICATION SUMMARY

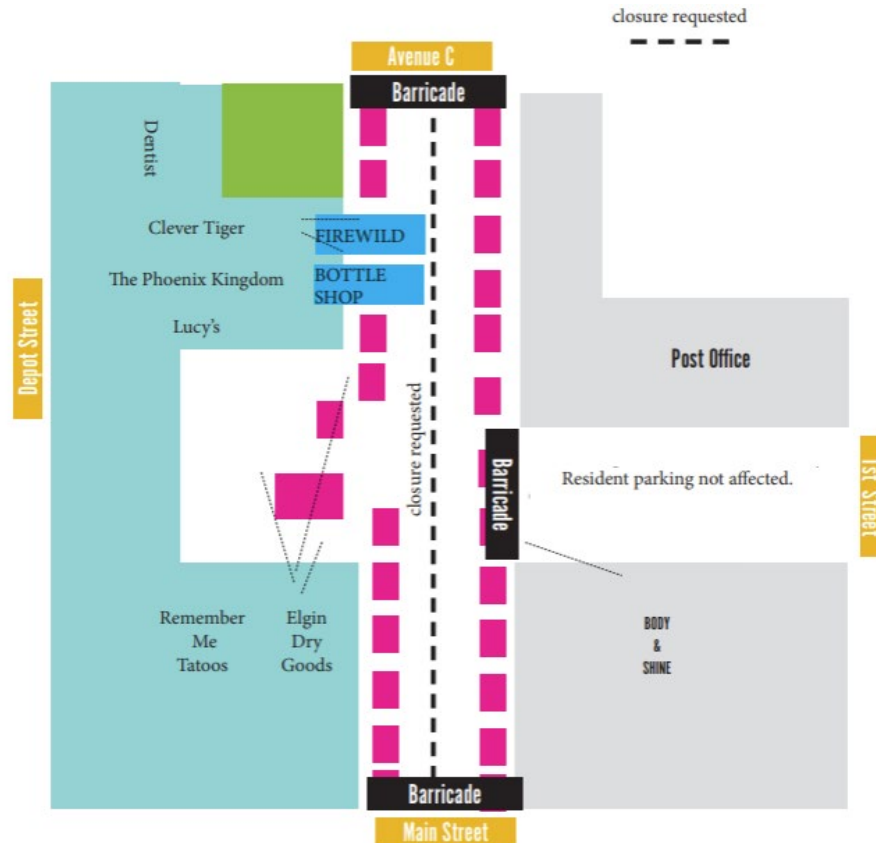
Applying Organization / Individual: Luna Market

Event Name: Holiday Luna Market

Event Dates / Times:

12/5/2025 3PM – 6PM Vendor Load In, 6PM – 9PM Event, 9PM – 10PM Tear Down

Event Location: Alley at 20 N. Main Street through Avenue C



Event Description: Luna Market is a seasonal night market showcasing local women artists, food, and entertainment with a little bit of theater and whimsy.

Holiday Luna Market Fee Calculation

Hosted By: Luna Market

Description of City Staff Support	Number of Employees	Number of Hours	Cost Per Hour Per Employee	Total Daily Cost
Public Works Support: Friday, December 5 th , 2025	1	1	\$25.00	\$25.00
Police Department Support: Friday, December 5 th , 2025	2	5	\$86.40	\$864.00
				\$889.00

Description of Fees		Cost by Unit	Total Cost
Special Event Application		\$25	\$25
Street Closure: Friday, December 5 th , 2025	2 Blocks	\$50/Block	\$100
			\$125

Total Event Fees	Total Cost	\$1,014.00
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Requested Waivers	
Fee Waiver - \$1,014.00	Yes - Free to participate in, not a fundraiser, no political affiliation
Sound Ordinance Waiver	Yes - Alley at 20 N. Main St. thru Ave. C from 3PM-10PM 12/5/25



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Special Event Application, Alcohol Ordinance Waiver, Sound Ordinance Waiver and Fee Waiver for Street Closure of W. 1st Street Between Ave. B and C from March 13th, 2026 to March 15th, 2026, and Public Works Support on March 13th, 2026 and March 15th, 2026, and Police Department Support on March 14th, 2026 - St. Patrick's Day Festival by Things Celtic: \$1,757.40 (Marzec)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve or decline the waiver of the fees in the amount of \$1,757.40 for Things Celtic

BACKGROUND:

Things Celtic has requested a waiver of fees for the special event application fee, street closures for two days, four public works employees, two police officers, the open container ordinance, and the sound ordinance. This event is free to participate in, is not a fundraiser, and does not have a political affiliation.

BUDGET/FINANCIAL IMPACT:

Funding for this item was not included in the current-year budget of FY25-26. The total fee is \$1,757.40.

RECOMMENDATION:

Staff does not have a recommendation.

ATTACHMENTS:

1. Special Event Application Summary - St Patricks Day

- { } 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.

SPECIAL EVENT APPLICATION SUMMARY

Applying Organization / Individual: Things Celtic LLC

Event Name: Clover and Thistle St. Patrick's Day Fest

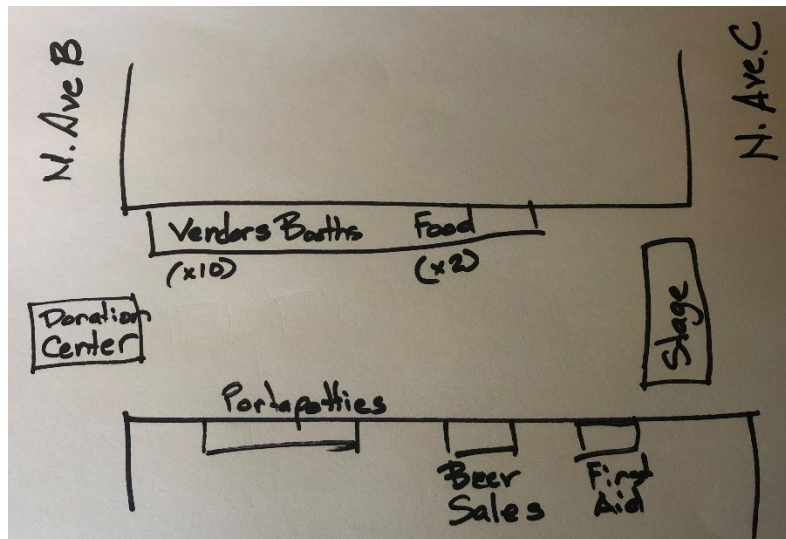
Event Dates / Times:

3/13/2026 Public Works blocks street. Delivery of stage, portable toilets, trashcans

3/14/2026 8AM – 10AM Vendor Load In, 2PM – 10PM Event Festivities

3/15/2026 Until stage, portable toilets, trashcans picked up.

Event Location: W. 1st Street between Ave. B and C, Elgin, TX 78621



Event Description: The Clover and Thistle St. Patrick's Day Festival is a free, community-driven festival designed to celebrate music, arts, food and culture. By offering free entry, the festival maximizes accessibility and community engagement, while generating revenue through sponsorships, vendor fees, grants, and partnerships. The event will serve as both an economic driver for local businesses and cultural hub for attendees. Hope to receive donations for the local food bank and animal shelters. The festival will be held the Saturday before St. Patrick's (March 17th) to ensure the highest attendance.

St. Patrick's Day Festival Fee Calculation

Hosted By: Things Celtic LLC

Description of City Staff Support	Number of Employees	Number of Hours	Cost Per Hour Per Employee	Total Daily Cost
Public Works Support: Street Closure Only	4	2	\$25.00	\$200.00
Police Department Support: Saturday, March 14 th , 2026	2	8	\$86.40	\$1,382.40
				\$1,582.40

Description of Fees		Cost by Unit	Total Cost
Special Event Application		\$25	\$25
Street Closure: Friday, March 13 th , 2026	1 Block	\$50/Block	\$50
Street Closure: Saturday, March 14 th , 2026	1 Block	\$50/Block	\$50
Street Closure: Saturday, March 14 th , 2026	1 Block	\$50/Block	\$50
			\$175

Total Event Fees	Total Cost	\$1,757.40
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Requested Waivers	
Fee Waiver - \$1,757.40	Yes - Free to participate in, fundraiser, does not have a political affiliation
Open Container Waiver	Yes - W. 1 st Street from Ave B and Ave C from 10AM-11PM 3/14/26
Sound Ordinance Waiver	Yes - W. 1 st Street from Ave B and Ave C from 10AM-11PM 3/14/26



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Fee Waiver for Veterans Park 100 Block Rental from November 30th, 2025 to December 28th, 2025 - St. Peters Lutheran Church Nativity: \$14,500 (Marzec)

DEPARTMENT: Community Services

PROPOSED ACTION: Approve or decline the waiver of the fees in the amount of \$14,500.00 for St. Peter's Lutheran Church

BACKGROUND:

This is a request for the waiver of fees for St. Peter's Lutheran Church's annual nativity and live nativity in Veteran's Park. This event is free to participate in, is not a fundraiser, and does not have a political affiliation.

BUDGET/FINANCIAL IMPACT:

Funding for this item was \$14,500 not included in the current-year budget FY25-26

RECOMMENDATION:

Staff does not have a recommendation.

ATTACHMENTS:

1. Letter to City Council Request for Fee Break Christmas 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.

February 19, 2025

Mayor McShan and Council
PO Box 591
Elgin, Texas 78621

Dear Mayor and Council,

The people at Saint Peter's Lutheran Church are excited about the upcoming Advent and Christmas Season.

Since 1986, we have set up a Nativity scene in Veterans Park, usually on some date immediately following Thanksgiving. In the past, we have left that scene standing until just after Christmas day. We would like to do it again. St Peter's will ensure that the Nativity scene's sightly upkeep.

Furthermore, St Peter's would like to present a live Nativity scene immediately following the Elgin Lighted Holiday Parade on December 6.

Dates Requested:

30 November 2025 - Nativity Setup

6 December 2025 - Live Nativity Presentation

28 December 2025 - Nativity Removal

Since 1986, St Peter's has presented the Nativity scene at no cost to the public and hope that any associated city fees could be waved. We consider it a service to our community as many people visit to take family Christmas photos there and it promotes Elgin's famous "comfy smalltown milieu." We request that park rental fees be waived for utilizing Veterans Memorial Park December 1 to December 29. The Nativity scene will be placed in the west end of the 100 block of Veterans Memorial Park.

We look forward to working with the city council on this matter and our leadership will be available for any questions, should they arise.

Blessings to you all,

Pastor Sam Brannon



Evangelical Lutheran Church in America

God's work. Our hands.

Samuel Brannon, Pastor----Stephen Kylberg, President



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AUTHORIZING (1) AN INCREASE TO THE EMPLOYEE CONTRIBUTION RATE TO THE TEXAS MUNICIPAL RETIREMENT SYSTEM (TMRS); (2) ADOPTION OF NON-RETROACTIVE REPEATING COST-OF-LIVING ADJUSTMENTS (COLAS) FOR RETIREES AND BENEFICIARIES; AND (3) AUTHORIZATION OF ANNUALLY ACCRUING UPDATED SERVICE CREDITS (USCS) AND TRANSFER UPDATED SERVICE CREDITS. (Sanders)

DEPARTMENT: Human Resources

PROPOSED ACTION: Review and approve the ordinance increasing the TMRS contributions from staff

BACKGROUND:

The purpose of this ordinance is to maintain the City of Elgin's competitive retirement benefit offerings through the Texas Municipal Retirement System (TMRS) while ensuring compliance with recent statutory updates. The proposed ordinance accomplishes three primary objectives:

1. Increases the Employee Contribution Rate to 8% of employee compensation effective January 1, 2026, pursuant to House Bill 3161 (89th Legislature, R.S., 2025) and TMRS Act §855.401, which now allows cities to designate employee contribution rates of 5%, 6%, 7%, or 8%.
2. Authorizes Non-Retroactive Repeating COLAs (Cost of Living Adjustments) for retirees and their beneficiaries under TMRS Act §853.404(f) and (f-1), as enacted by House Bill 2464 (88th Legislature, R.S., 2023). This adjustment allows annual benefit increases based on 70% of the Consumer Price Index (CPI) change, beginning the January following Council approval.
3. Reauthorizes Annually Accruing Updated Service Credits (USCs) and Transfer Updated Service Credits under TMRS Act §853.404 and §854.203(h), ensuring that eligible employees receive continued credit for prior and current service in the TMRS system.

The City of Elgin participates in TMRS to provide retirement security for eligible employees. TMRS periodically issues legislative and actuarial updates that allow cities to adjust contribution and benefit levels. The adoption of HB 3161 and HB

2464 enables municipalities to enhance benefits for both active and retired employees.

By increasing the employee contribution rate and adopting the updated COLA and service credit provisions, the City ensures continued financial stability of its TMRS plan while providing sustainable, inflation-responsive benefits to current and future retirees.

BUDGET/FINANCIAL IMPACT:

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

The proposed changes have been reviewed in coordination with TMRS actuarial guidance. Increasing the employee contribution rate to **8%** will modestly increase employee payroll deductions while maintaining the City's existing employer match ratio. The cost to implement this increase will be funded through salary savings throughout the fiscal year.

The adoption of the non-retroactive repeating COLA and Updated Service Credits will have an incremental actuarial cost to the City's TMRS account, which has been incorporated into long-term personnel cost forecasts for FY 2026 and beyond.

RECOMMENDATION:

Staff recommends approval of the ordinance increasing the TMRS employee contribution rate, adopting non-retroactive repeating COLAs, and reauthorizing annually accruing Updated Service Credits and Transfer Updated Service Credits, effective **January 1, 2026**.

These changes align Elgin's retirement program with best practices among peer cities, demonstrate a continued investment in the City's workforce, and ensure compliance with recent TMRS legislative updates.

ATTACHMENTS:

1. Ordinance on TMRS Contribution Increase 2026
2. Elgin Transmittal - 8% EECR_USC-T_NR-COLA_R
3. Elgin - 2026 Plan Change Study - 8% NR COLA

{ } 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 _____

AN ORDINANCE REGARDING THE CITY OF ELGIN'S TEXAS MUNICIPAL RETIREMENT SYSTEM BENEFITS AUTHORIZING: (1) AN INCREASE TO THE EMPLOYEE CONTRIBUTION RATE; (2) NON-RETROACTIVE REPEATING COLAS, FOR RETIREES AND THEIR BENEFICIARIES PURSUANT TO TMRS ACT §853.404(f) and (f-1), AND (3) ANNUALLY ACCRUING UPDATED SERVICE CREDITS AND TRANSFER UPDATED SERVICE CREDITS.

WHEREAS, the Elgin City Charter Article 5, Section 6 requires the City of Elgin to provide a Municipal Court which shall have such jurisdictions, powers and duties as are prescribed by the laws of the State of Texas; and,

WHEREAS, the City of Elgin, Texas (the "City"), elected to participate in the Texas Municipal Retirement System (the "System" or "TMRS") pursuant to Subtitle G of Title 8, Texas Government Code, as amended (which subtitle is referred to as the "TMRS Act"); and

WHEREAS each person who is or becomes an employee of the City on or after the effective date of the City's participation in the System in a position that normally requires services of 1,000 hours or more per year ("Employee") shall be a member of the System ("Member") as a condition of their employment; and

WHEREAS, House Bill 3161, 89th Texas Legislature, R.S., 2025, amended TMRS Act §855.401(a) to read that each municipality participating in the System shall designate the rate of Member contributions for Employees and shall elect a rate of five, six, seven, or – effective September 1, 2025 – eight percent of the Employees' compensation; and

WHEREAS, House Bill 2464, 88th Texas Legislature, R.S., 2023 ("HB 2464"), added Subsections 853.404(f) and (f-1) to the TMRS Act and authorized cities participating in the System to provide certain retirees and their beneficiaries with an annually accruing ("repeating") annuity increase (also known as a cost of living adjustment, or "COLA") based on the change in the Consumer Price Index for All Urban Consumers for the one-year period that ends 12 months before the January 1 effective date of the applicable COLA (a "non-retroactive repeating COLA"); and

WHEREAS TMRS Act §853.404(f) and (f-1) allow participating cities to elect to provide non-retroactive repeating COLAs under certain circumstances, as further described by this Ordinance, by adopting an ordinance to be effective January 1 of 2024, 2025 or 2026, in accordance with TMRS Act §854.203 and §853.404; and

WHEREAS, TMRS Act §853.404(f-1) provides the non-retroactive repeating COLA option applies only to a participating city that, as of January 1, 2023, either (1) has not passed an annually repeating COLA ordinance under TMRS Act §853.404(c) or had previously passed a repeating COLA ordinance and then, before January 1, 2023, passed an ordinance rescinding such repeating COLA, or (2) does provide an annually repeating COLA under §853.404(c) and elects to provide a non-retroactive repeating COLA under §853.404(f) for purposes of maintaining or increasing the percentage amount of the COLA; and

WHEREAS, the City Council acknowledges that the City meets the above-described criteria under §853.404(f-1) and is eligible to elect a non-retroactive repeating COLA under §853.404(f) and that such election must occur before January 1, 2026, and after that date future benefit changes approved by the City may require reversion to a retroactive repeating COLA; and

WHEREAS, the City Council finds that it is in the public interest to: (1) increase the employee contribution rate contributed to TMRS, (2) adopt annually accruing non-retroactive COLAs for retirees and their beneficiaries under TMRS Act §853.404(f) and (f-1); and (3) in accordance with TMRS Act §853.404 and §854.203(h), reauthorize annually accruing Updated Service Credits and transfer Updated Service Credits; now:

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

Section 1. Increased Employee Contribution Rate.

- (a) The rate of Employee contributions to be made by the City to the System shall be **8%** of the compensation of City Employees who are Members of the System, in accordance with TMRS Act §855.401. The City shall submit a monthly payroll report and deposit the amounts deducted from Employees' compensation to the System in accordance with TMRS Act §855.402.
- (b) The increased Employee contribution rate under this Section shall be effective on the first day of the month of January 2026.

Section 2. Adoption of Non-Retroactive Repeating COLAs.

- (a) On the terms and conditions set out in TMRS Act §854.203 and §853.404, the City authorizes and provides for payment of the increases described by this Section to the annuities paid to retired City employees and beneficiaries of deceased City retirees (such increases also called COLAs). An annuity increased under this Section replaces any annuity or increased annuity previously granted to the same person.
- (b) The amount of the annuity increase under this Section is computed in accordance with TMRS Act §853.404(f) as the sum of the prior service and current service annuities, as increased in subsequent years under TMRS Act §854.203 or TMRS Act §853.404(c), of the person on whose service the annuities are based on the effective date of the annuity increase, multiplied by **70%** of the percentage change in the Consumer Price Index for All Urban Consumers during the 12-month period ending in December of the year that is 13 months before the effective date of the increase under this Section.
- (c) An increase in an annuity that was reduced because of an option selection is reducible in the same proportion and in the same manner that the original annuity was reduced.
- (d) If a computation under this Section does not result in an increase in the amount of an annuity, the amount of the annuity will not be changed under this Section.
- (e) In accordance with TMRS Act §853.404(f-1)(2), an increase under this Section only applies with respect to an annuity payable to a TMRS member, or their beneficiary(ies),

which annuity is based on the service of a TMRS member who retired, or who is deemed to have retired under TMRS Act §854.003, not later than the last day of December of the year that is 13 months before the effective date of the increase under this Section.

- (f) The amount of an increase under this Section is an obligation of this City and of its account in the benefit accumulation fund of the System.
- (g) The initial increase in annuities authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the Board of Trustees of the System (“Board”). Pursuant to TMRS Act §853.404, an increase in retirement annuities shall be made on January 1 of each subsequent year, provided that, as to such subsequent year, the actuary for the System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).

Section 3. Authorization of Annually Accruing Updated Service Credits and Transfer Updated Service Credits.

- (a) As authorized by TMRS Act §854.203(h) and §853.404, and on the terms and conditions set out in TMRS Act §§853.401 through 853.404, the City authorizes each Member of the System who on the first day of January of the calendar year immediately preceding the January 1 on which the Updated Service Credits will take effect (i) has current service credit or prior service credit in the System by reason of service to the City, (ii) has at least 36 months of credited service with the System, and (iii) is a TMRS-contributing Employee of the City, to receive “Updated Service Credit,” as that term is defined and calculated in accordance with TMRS Act §853.402.
- (b) The City authorizes and provides that each Employee who (i) is eligible for Updated Service Credits under Subsection (a) above, and (ii) who has unforfeited prior service credit and/or current service credit with another System-participating municipality or municipalities by reason of previous employment, shall be credited with Updated Service Credits pursuant to, calculated in accordance with, and subject to adjustment as set forth in TMRS Act §853.601 (also known as “Transfer USC”), both as to the initial grant and all future grants under this Ordinance.
- (c) The Updated Service Credit authorized and provided under this Ordinance shall be **100%** of the “base Updated Service Credit” of the TMRS Member calculated as provided in TMRS Act §853.402.
- (d) Each Updated Service Credit authorized and provided by this Ordinance shall replace any Updated Service Credit, prior service credit, special prior service credit, or antecedent service credit previously authorized for part of the same service.
- (e) The initial Updated Service Credit authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the System’s Board. Pursuant to TMRS Act §853.404, the authorization and grant of Updated Service Credits in this Section shall be effective on January 1 of each subsequent year, using the same percentage of the “base Updated Service Credit” stated in Subsection (c) in computing Updated Service Credits for each future year, provided that, as to such subsequent year, the actuary for the

System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Local Government Code.

**APPROVED AND ADOPTED BY THE CITY COUNCIL
OF THE CITY OF ELGIN ON _____, 2025**

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary



October 7, 2025

Pamela Sanders
HR Director
City of Elgin
P.O. Box 591
Elgin, TX 78621-0591

Dear Ms. Sanders:

We are pleased to enclose a model ordinance for your city to adopt:

**8% Employee Contribution Rate
&
100% Updated Service Credit with Transfers
70% Non-retroactive Cost of Living Adjustment Increase to Annuitants
Both Annually Repeating**

All Effective January 1, 2026

When the ordinance becomes effective, the city must begin deducting the new contribution rate from each employee's gross monthly compensation.

By statute, when a city changes its employee contribution rate and the city currently offers Updated Service Credits (USC) on an annually repeating basis, the city must readopt this annually repeating provision. This readoption is necessary because there is a new USC cost associated with the new provision. Therefore, the enclosed ordinance includes the city's readoption of this benefit.

As reflected in the Plan Change Study you previously received, the city's contribution rate will be **15.19%** beginning January 1, 2026.

Please make sure the ordinance is adopted and signed before the effective date. When the ordinance is adopted, please send a copy to City Services at cityservices@tmrs.com.

If you have any questions about the model ordinance or anything else, please call me at 512-225-3742.

Sincerely,

A handwritten signature in blue ink, appearing to read "Colin Davidson", is written over a light blue circular background.

Colin Davidson
Director of City and Member Services

2026 Rates • Elgin

June 26, 2025

Plan Provisions	Current	Option 1	Option 2
Employee Contribution Rate	7%	8%	8%
City Matching Ratio	2 to 1	2 to 1	2 to 1
Updated Service Credit (USC)	100% (Repeating)	100% (Repeating)	100% (Repeating)
Transfer USC *	Yes	Yes	Yes
COLA	70% (Repeating)	70% (Repeating)	70% (Repeating)
Retroactive COLA	Yes	Yes	No
Retirement Eligibility	20 years	20 years	20 years
Vesting	5 years	5 years	5 years
Supplemental Death Benefit	Actives + Retirees	Actives + Retirees	Actives + Retirees
Contribution Rates	2026	2026	2026
Normal Cost Rate	10.17%	11.78%	11.61%
Prior Service Rate	<u>2.34%</u>	<u>3.50%</u>	<u>3.29%</u>
Retirement Rate	12.51%	15.28%	14.90%
Supplemental Death Rate	<u>0.29%</u>	<u>0.29%</u>	<u>0.29%</u>
Total Contribution Rate	12.80%	15.57%	15.19%
Unfunded Actuarial Liability	\$2,269,980	\$3,463,434	\$3,247,910
Funded Ratio	89.6%	85.0%	85.8%
Benefit Increase Amortization Period	20 years	20 years	20 years

* As of the December 31, 2024 valuation date, there were 13 employees with service in other TMRS cities eligible for transfer USC.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE RECLASSIFICATION OF ONE (1) PART-TIME ADMINISTRATIVE ASSISTANT POSITION TO ONE (1) FULL-TIME ADMINISTRATIVE ASSISTANT POSITION WITHIN THE EXECUTIVE DIVISION, THAT INCLUDES THE OFFICES OF THE CITY MANAGER AND CITY SECRETARY; PROVIDING FOR RELATED MATTERS; AND ESTABLISHING AN EFFECTIVE DATE. (Sanders)

DEPARTMENT: Human Resources

PROPOSED ACTION: Review and approve the resolution to reclassify the administrative assistant position.

BACKGROUND:

This item seeks City Council authorization to reclassify the current **Part-Time Administrative Assistant** position to a **Full-Time Administrative Assistant** role within the City Manager's Office. The change is necessary to address increased workload, improve operational efficiency, and ensure consistent administrative support to meet departmental and citywide service demands. This position will continue to serve as the Assistant City Secretary.

Transitioning this position to full-time will:

- Provide consistent administrative coverage during normal business hours.
- Reduce delays in document processing and records management.
- Improve continuity in customer service, staff communication, and project tracking.
- Support the department's capacity to meet compliance, reporting, and public transparency standards.
- Decrease turnover and training costs by providing full-time benefits and employment stability.

Over the past 12 months, departmental operations have expanded in scope and volume, resulting in a sustained increase in administrative responsibilities and public transparency standards. The current part-time position is no longer sufficient to maintain timely workflow, compliance documentation, and customer service expectations. The position currently averages 30+ hours weekly, often exceeding the scheduled part-time limit due to project deadlines, reporting requirements, and interdepartmental coordination needs. The job description and scope of responsibilities remains the same.

BUDGET/FINANCIAL IMPACT:

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

The annual cost increase for salary and benefits will be absorbed within the current fiscal year budget through vacancy savings.

RECOMMENDATION:

It is recommended that the City Council approve the reclassification of the **Part-Time Administrative Assistant** position to **Full-Time**, effective immediately.

ATTACHMENTS:

1. Resolution PTE Conversion admin assist to full time 2025

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

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

RESOLUTION NO. 11-17-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE RECLASSIFICATION OF ONE (1) PART-TIME ADMINISTRATIVE ASSISTANT POSITION TO ONE (1) FULL-TIME ADMINISTRATIVE ASSISTANT POSITION WITHIN THE EXECUTIVE DIVISION, THAT INCLUDES THE OFFICES OF THE CITY MANAGER AND CITY SECRETARY; PROVIDING FOR RELATED MATTERS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Elgin strives to maintain efficient and responsive operations to meet the needs of its citizens and support departmental service delivery; and,

WHEREAS, the Executive Division, including the Offices of the City Manager and City Secretary have experienced significant and sustained increase in workload, project coordination, and administrative support requirements; and,

WHEREAS, the existing Part-Time Administrative Assistant position is no longer sufficient to provide the consistent administrative, clerical, and customer service functions required to support daily operations; and,

WHEREAS, reclassifying the Part-Time Administrative Assistant to a Full-Time position will improve operational continuity, increase productivity, reduce turnover, and ensure compliance with internal and external reporting requirements; and,

WHEREAS, the Human Resources Department has reviewed the position and recommends reclassification based on operational need, workload analysis, and long-term service efficiency; and,

WHEREAS, the additional cost associated with the full-time position, including salary and benefits, can be absorbed within the current fiscal year budget through existing appropriations or vacancy savings.

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

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

Section 2. Authorization. The City Council hereby authorizes the City Manager and Human Resources Department to take all necessary administrative steps to implement the reclassification of the existing Part-Time Administrative Assistant position to a Full-Time Administrative Assistant position within the Executive Division, effective immediately.

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 by the City Council of the City of Elgin on this 17th day of November 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE ANNEXING A 38.570-ACRE TRACT OF LAND, THE HEREINAFTER DESCRIBED, TERRITORY TO THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT; AND GRANTING PERMANENT ZONING OF "I" GENERAL INDUSTRIAL DISTRICT; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

DEPARTMENT: Development Services

PROPOSED ACTION: Review, discussion and consideration of an ordinance annexing a 38.570-acre tract of land into the corporate limits of the City of Elgin, Bastrop and Travis County, Texas, assigning permanent zoning of "I" General Industrial District.

BACKGROUND:

The City of Elgin purchased this 38.570-acre tract of land for the purpose of constructing a new wastewater treatment facility that would serve the westernmost developments of the City. The property was brought into the City of Elgin ETJ on July 1, 2025, via Ordinance No. 2025-07-01-12. State law allows municipalities to annex territory located in the city's ETJ and at the request of the landowners. In addition, §43.014 allows municipalities to annex territory they own regardless of whether it is located inside the city's ETJ. At this time, Staff is requesting full annexation of the territory and requesting permanent zoning of "I" General Industrial District to mirror the zoning of the existing wastewater treatment facility located in Ward 2. The Planning and Zoning Commission held a public hearing regarding the zoning request on October 27, 2025, and recommended both annexation and zoning of "I" General Industrial District.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff and the Planning and Zoning Commission recommend approval of the ordinance as it is presented.

ATTACHMENTS:

1. Ordinance Annexing 38.570 acres and granting zoning
2. WWTP No. 2 Provision of Services Plan
3. WWTP Annexation Vicinity Map

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

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

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

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

ORDINANCE NO. 2025-11-17-

AN ORDINANCE ANNEXING A 38.570-ACRE TRACT OF LAND, THE HEREINAFTER DESCRIBED, TERRITORY TO THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT; AND GRANTING PERMANENT ZONING OF "I" GENERAL INDUSTRIAL DISTRICT; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, §43-0671 of the Texas Local Government Code and Article II of the Charter of the City of Elgin, Texas, an incorporated city, authorizes the annexation of territory on request of property owners, subject to the laws of this state, and

WHEREAS, a petition for voluntary annexation and permanent zoning has been received from the owners of a 38.570-acre tract of land located in Travis County and known by the Travis County Appraisal District as Parcel No. 227351, the property being more fully described in Exhibit "A", and

WHEREAS, the City Council has submitted the requested annexation and permanent zoning request to the Planning and Zoning Commission for its input, and

WHEREAS, the Planning and Zoning Commission held a public hearing concerning the requested annexation and permanent zoning on October 27, 2025, and

WHEREAS, the Planning and Zoning Commission has provided their input on the proposed annexation and permanent zoning, and

WHEREAS, on November 17, 2025, after proper notification, the City Council held a public hearing on the proposed annexation and permanent zoning, and

WHEREAS, the City Council determined that the annexation and permanent zoning provided for herein promote the health, safety, morals and protects and preserves the general welfare of the community, and

WHEREAS, the procedures prescribed by the Texas Local Government Code and/or Charter of the City of Elgin, Texas, and the laws of this state have been duly followed,

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

I.

That all of the above recitations are found to be true and correct and are incorporated into the body of this Ordinance.

II.

The property described in Exhibit "A" is hereby annexed to the City of Elgin, Travis County, Texas, and that the boundary limits of the City of Elgin are hereby extended to include the above described territory within the city limits of the City of Elgin, and the same shall hereafter be included within the territorial limits of said city, and the inhabitants thereof shall hereafter be entitled to all the rights and privileges of other citizens of the City of Elgin and they shall be bound by the acts, ordinances, resolutions, and regulations of said city.

III.

A service plan or agreement for the area is hereby adopted and attached as Exhibit "B".

IV.

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 classified as "I" General Industrial District.

V.

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

VI.

That this Ordinance shall become effective after its passage.

VII.

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.

VIII.

The City Secretary is hereby directed to file with the County Clerk of Travis, Texas, a certified copy of this ordinance.

READ, PASSED, AND ADOPTED this 17th day of November 2025.

THERESA Y. MCSHAN, Mayor

ATTEST:

PEYTON STANDIFER, City Secretary

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR OF THE GOVERNING BODY OF ELGIN, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby [if applicable: waive the requirement to be offered a development agreement pursuant to Section 43.035, and] petition your honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory attached as Exhibit "A".

We certify that the described tract of land in Exhibit "A" is located in the extraterritorial jurisdiction of the City of Elgin, Texas and is owned by the City of Elgin, Texas, is not more than one-half mile in width [only limited by Local Government Code Section 43.028], and that this petition is signed and duly acknowledged by each and every person having an interest in said land.

Signed: _____

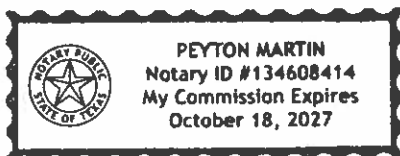
Robert Eads, Interim City Manager

THE STATE OF TEXAS

COUNTY OF BASTROP

BEFORE ME, the undersigned authority, on this day personally appeared Robert Eads, Interim City Manager of the City of Elgin, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 8th day of October, 2025.



[Signature]
Notary Public in and for
Williamson County, Texas.



WINDROSE
LAND SURVEYING | PLATTING

Exhibit "A"

**DESCRIPTION OF
38.570 ACRES OR 1,680,111 SQ. FT.**

A TRACT OR PARCEL CONTAINING 38.570 ACRES OR 1,680,111 SQUARE FEET OF LAND, SITUATED IN THE ALEXANDER AMOS SURVEY, ABSTRACT NO. 1, TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 38.570 ACRE TRACT OF LAND DESCRIBED IN DEED TO FILIMON SAUCEDO, AS RECORDED IN DOCUMENT (DOC.) NUMBER (NO.) 2014194317 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), WITH SAID 38.570 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203):

BEGINNING AT A 5/8 INCH CAPPED IRON ROD STAMPED "WINDROSE" SET ON THE NORTHWEST RIGHT-OF-WAY (R.O.W.) LINE OF THE T.&O. RAILROAD (CITY OF AUSTIN) (100' WIDE), BEING THE MOST SOUTHERLY CORNER OF A CALLED 324.310 ACRE TRACT, DESCRIBED AS TRACT 5 TO THE ESTATE OF HENRY J. SCHOVAJSA, AS RECORDED IN DOC. NO. 2000078050, O.P.R.T.C.T., AND BEING THE MOST EASTERLY CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, FROM WHICH A FOUND 1/2 INCH IRON ROD BEARS SOUTH 17 DEG. 21 MIN. 08 SEC. EAST, A DISTANCE OF 0.81 FEET;

THENCE, WITH THE COMMON LINE OF SAID 38.570 ACRE TRACT AND THE NORTHWEST R.O.W. LINE OF SAID T.&O. RAILROAD THE FOLLOWING THREE (3) COURSES AND DISTANCES;

1. SOUTH 59 DEG. 59 MIN. 13 SEC. WEST, A DISTANCE OF 389.60 FEET TO A 1/2 IRON ROD FOUND FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE BEGINNING OF A CURVE TO THE RIGHT;
2. WITH SAID CURVE TO THE RIGHT, HAVING A RADIUS OF 2,819.62 FEET, AN ARC LENGTH OF 1,488.83 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 75° 05' 01" WEST – 1,471.59 FEET TO A 5/8 INCH IRON ROD FOUND FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;
3. NORTH 89 DEG. 47 MIN. 12 SEC. WEST, A DISTANCE OF 510.10 FEET TO A 1/2 IRON ROD FOUND FOR THE SOUTHWEST CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE SOUTHEAST CORNER OF LOT 5 OF THE INDIGO RIVER RANCH SUBDIVISION, SECTION ONE, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOC. NO. 201600282, O.P.R.T.C.T.;

THENCE, NORTH 27 DEG. 29 MIN. 46 SEC. EAST, WITH THE COMMON LINE OF SAID CALLED 38.570 ACRE TRACT, SAID LOT 5, AND THE REMAINDER OF A CALLED 38.57625 ACRE TRACT DESCRIBED TO DOLORES SCOTT, AS RECORDED IN DOC. NO. 2008176812, O.P.R.T.C.T., A DISTANCE OF 1,557.17 FEET TO A 1/2 INCH IRON ROD (BENT) FOUND FOR THE MOST NORTHERLY CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE NORTHEAST CORNER OF THE REMAINDER OF SAID 38.57625 ACRE TRACT, AND BEING ON THE SOUTHWEST LINE OF THE AFORESAID 324.310 ACRE TRACT;

THENCE, WITH THE COMMON LINE OF SAID 38.570 ACRE TRACT AND OF SAID 324.310 ACRE TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES;

1. SOUTH 62 DEG. 23 MIN. 07 SEC. EAST, A DISTANCE OF 791.83 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 62 DEG. 28 MIN. 15 SEC. EAST, A DISTANCE OF 957.30 FEET TO THE TO THE **PLACE OF BEGINNING** AND CONTAINING 38.570 ACRES OR 1,680,111 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 60410-38.570ac, PREPARED BY WINDROSE LAND SERVICES.

\$47.00

202509130

08/21/2025

DESCRIPTION
38.570 ACRES OR 1,680,111 SQ. FT.

A TRACT OR PARCEL CONTAINING 38.570 ACRES OR 1,680,111 SQUARE FEET OF LAND, SITUATED IN THE ALEXANDER AMOS SURVEY, ABSTRACT NO. 1, TRAVIS COUNTY, TEXAS, BEING ALL OF A CALLED 38.570 ACRE TRACT OF LAND DESCRIBED IN DEED TO CITY OF ELGIN, AS RECORDED IN DOCUMENT (DOC.) NUMBER (NO.) 2025063346 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS (O.P.R.T.C.T.), WITH SAID 38.570 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203):

BEGINNING AT A 5/8 INCH CAPPED IRON ROD STAMPED "WINDROSE" SET ON THE NORTHWEST RIGHT-OF-WAY (R.O.W.) LINE OF THE T.&O. RAILROAD (CITY OF AUSTIN) (100' WIDE), BEING THE MOST SOUTHERLY CORNER OF A CALLED 324.310 ACRE TRACT, DESCRIBED AS TRACT 5 TO THE ESTATE OF HENRY J. SCHOVAJSA, AS RECORDED IN DOC. NO. 2000078050, O.P.R.T.C.T., AND BEING THE MOST EASTERLY CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, FROM WHICH A FOUND 1/2 INCH IRON ROD BEARS SOUTH 17 DEG. 21 MIN. 08 SEC. EAST, A DISTANCE OF 0.81 FEET;

THENCE, WITH THE COMMON LINE OF SAID 38.570 ACRE TRACT AND THE NORTHWEST R.O.W. LINE OF SAID T.&O. RAILROAD THE FOLLOWING THREE (3) COURSES AND DISTANCES;

1. SOUTH 59 DEG. 59 MIN. 13 SEC. WEST, A DISTANCE OF 389.60 FEET TO A 1/2 IRON ROD FOUND FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE BEGINNING OF A CURVE TO THE RIGHT;

2. WITH SAID CURVE TO THE RIGHT, HAVING A RADIUS OF 2,819.62 FEET, AN ARC LENGTH OF 1,488.83 FEET AND A CHORD BEARING AND DISTANCE OF SOUTH 75° 05' 01" WEST - 1,471.59 FEET TO A 5/8 INCH IRON ROD FOUND FOR AN ANGLE POINT OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

3. NORTH 89 DEG. 47 MIN. 12 SEC. WEST, A DISTANCE OF 510.10 FEET TO A 1/2 IRON ROD FOUND FOR THE SOUTHWEST CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE SOUTHEAST CORNER OF LOT 5, BLOCK A OF THE INDIGO RIVER RANCH SUBDIVISION, SECTION ONE, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOC. NO. 201600282, O.P.R.T.C.T.;

THENCE, NORTH 27 DEG. 29 MIN. 46 SEC. EAST, WITH THE COMMON LINE OF SAID CALLED 38.570 ACRE TRACT, SAID LOT 5, AND THE REMAINDER OF A CALLED 38.57625 ACRE TRACT DESCRIBED TO DOLORES SCOTT, AS RECORDED IN DOC. NO. 2008176812, O.P.R.T.C.T., A DISTANCE OF 1,557.17 FEET TO A 1/2 INCH IRON ROD (BENT) FOUND FOR THE MOST NORTHERLY CORNER OF SAID 38.570 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT, BEING THE NORTHEAST CORNER OF THE REMAINDER OF SAID 38.57625 ACRE TRACT, AND BEING ON THE SOUTHWEST LINE OF THE AFORESAID 324.310 ACRE TRACT;

THENCE, WITH THE COMMON LINE OF SAID 38.570 ACRE TRACT AND OF SAID 324.310 ACRE TRACT THE FOLLOWING TWO (2) COURSES AND DISTANCES;

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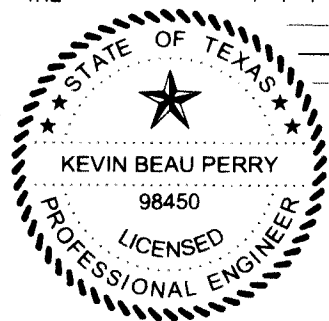
SOUTH 62 DEG. 28 MIN. 15 SEC. EAST, A DISTANCE OF 957.30 FEET TO THE TO THE PLACE OF BEGINNING AND CONTAINING 38.570 ACRES OR 1,680,111 SQUARE FEET OF LAND.

GENERAL NOTES

- ALL BEARINGS AND COORDINATES SHOWN HEREON ARE BASED UPON THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203), NORTH AMERICAN DATUM 1983 (NAD83). GRID. DISTANCES SHOWN HEREON ARE BASED ON SURFACE MEASUREMENTS. TO CONVERT DISTANCES TO GRID, APPLY A COMBINED SCALE FACTOR OF 0.999933160.
- MONUMENTS WERE FOUND OR SET AT EACH CORNER OF THE SURVEY BOUNDARY OF THE SUBDIVISION. MONUMENTS AND LOT MARKERS WILL BE SET WITH 5/8" IRON RODS WITH PLASTIC CAP STAMPED "WINDROSE" IMMEDIATELY AFTER RECORDATION OF THIS PLAT.
- SURVEYOR DID NOT ABSTRACT SUBJECT PROPERTY. THIS SURVEY WAS PREPARED WITH INFORMATION CONTAINED IN TITLE SEARCH REPORT ORDER NO. HA327557 OF HOLLERBACH AND ASSOCIATES, INC., ORDER DATE OF 03/27/2025, CERTIFICATION DATE OF 03/06/2025, AND IS SUBJECT TO THE LIMITATIONS OF THAT REPORT.
- NO PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) #48453C0505H AND 48453C0510H, TRAVIS COUNTY, TEXAS DATED SEPTEMBER 26, 2008, COMMUNITY #481026.
- THIS SUBDIVISION IS LOCATED WITHIN THE EXTRA-TERRITORIAL JURISDICTION LIMITS OF THE CITY OF ELGIN.

I, K. BEAU PERRY, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT COMPLY WITH THE SUBDIVISION ORDINANCES AND THE STORMWATER DRAINAGE POLICY ADOPTED BY THE CITY OF ELGIN, TEXAS.

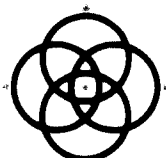
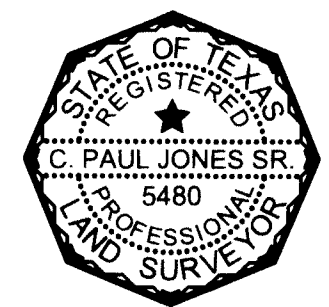
Kevin Beau Perry
8-18-25
DATE
KEVIN BEAU PERRY, P.E.
TEXAS REGISTRATION NO. 98450
WGA CONSULTING ENGINEERS
2201 DONLEY DRIVE, SUITE 150
AUSTIN, TEXAS 78758



THAT I, C. PAUL JONES, SR., DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE ON-THE-GROUND SURVEY OF THE LAND AND THAT THE CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF THE CITY OF ELGIN, TEXAS.

C. PAUL JONES, SR., R.P.L.S.
TEXAS REGISTRATION NO. 5480
WINDROSE LAND SURVEYING & PLATTING
9360 CORPORATE DRIVE, SUITE 102
SELMA, TEXAS 78154

8/11/25
DATE



WINDROSE
LAND SURVEYING & PLATTING

9360 CORPORATE DR., SUITE 102 | SELMA, TX 78154 | 210.634.1565
FIRM REGISTRATION NO. 10108800 | WINDROSESERVICES.COM

SHORT FORM PLAT

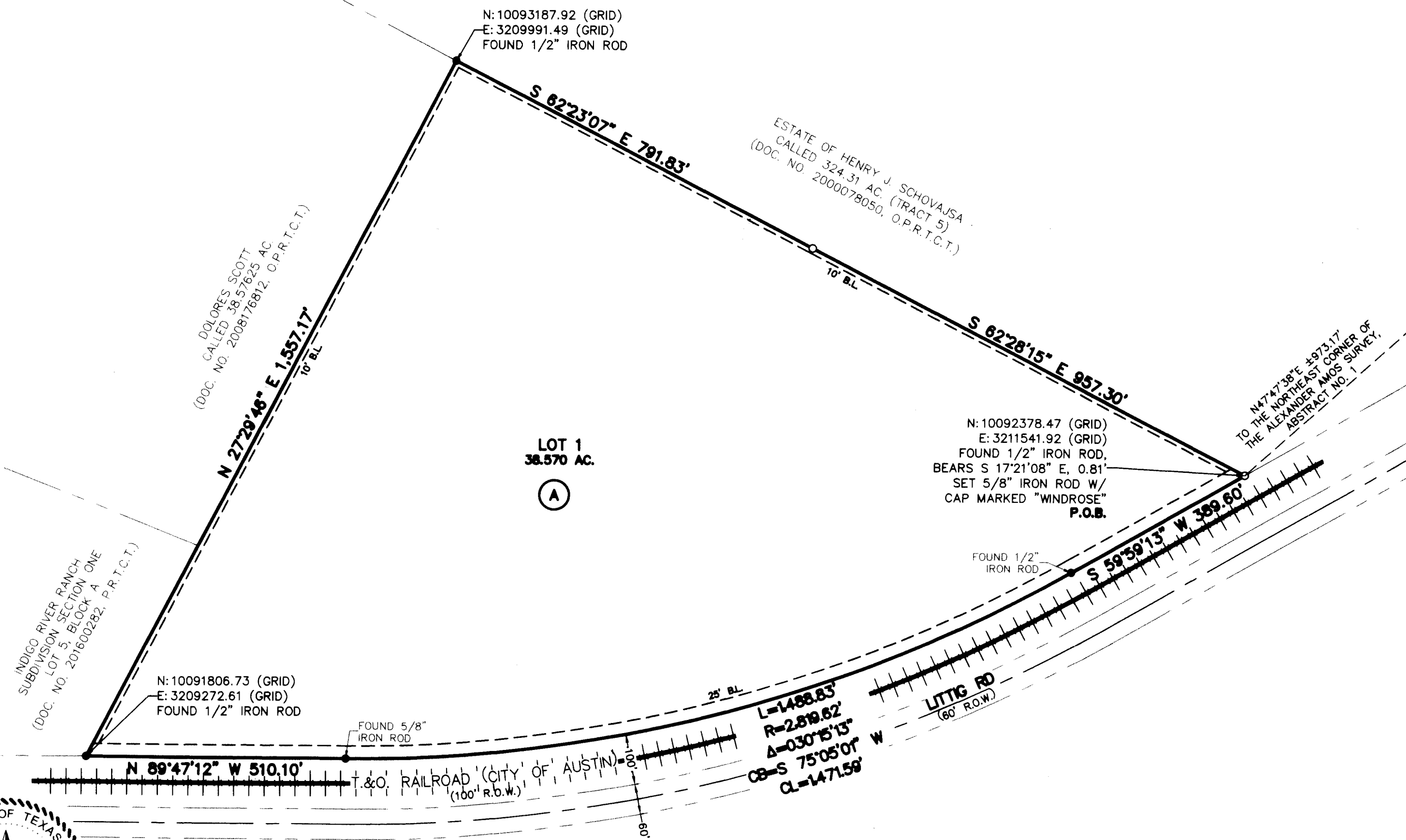
WASTEWATER TREATMENT PLANT NO. 2

ACREAGE: 38.570 ACRES
SURVEY: ALEXANDER AMOS SURVEY,
ABSTRACT NO. 1, TRAVIS COUNTY, TEXAS
NUMBER OF LOTS & PROPOSED USE:
1 COMMERCIAL LOT
DATE SUBMITTED: 07-21-2025

OWNER/DEVELOPER:
CITY OF ELGIN
ADDRESS: 310 N. MAIN STREET
ELGIN, TEXAS 78621

SURVEYOR:
WINDROSE LAND SURVEYING & PLATTING
(210) 634-1565

ENGINEER:
WGA CONSULTING ENGINEERS, INC.
(713) 234-8093



STATE OF TEXAS
COUNTY OF TRAVIS

WE, THE CITY OF ELGIN, THE UNDERSIGNED OWNER(S) OF 38.57625 ACRES OF LAND OUT OF THE ALEXANDER AMOS SURVEY, ABSTRACT NO. 1 OF TRAVIS COUNTY, TEXAS, CONVEYED TO ME (US) BY DEED RECORDED IN DOCUMENT NO. 2014194317, OF THE TRAVIS COUNTY DEED RECORDS, AND SHOWN ON THIS PLAT AND DESIGNATED HEREIN AS A SUBDIVISION OF THE CITY OF ELGIN, TRAVIS COUNTY, OR ITS EXTRA-TERRITORIAL JURISDICTION, HERE BY SUBDIVIDE(S) SAID 38.57625 ACRES OF LAND TO BE KNOWN AS THE WASTEWATER TREATMENT PLANT NO. 2 AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARS, WATERCOURSES, DRAINS, PUBLIC EASEMENTS, AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

WITNESS MY HAND THIS 20 DAY OF AUGUST, 2025

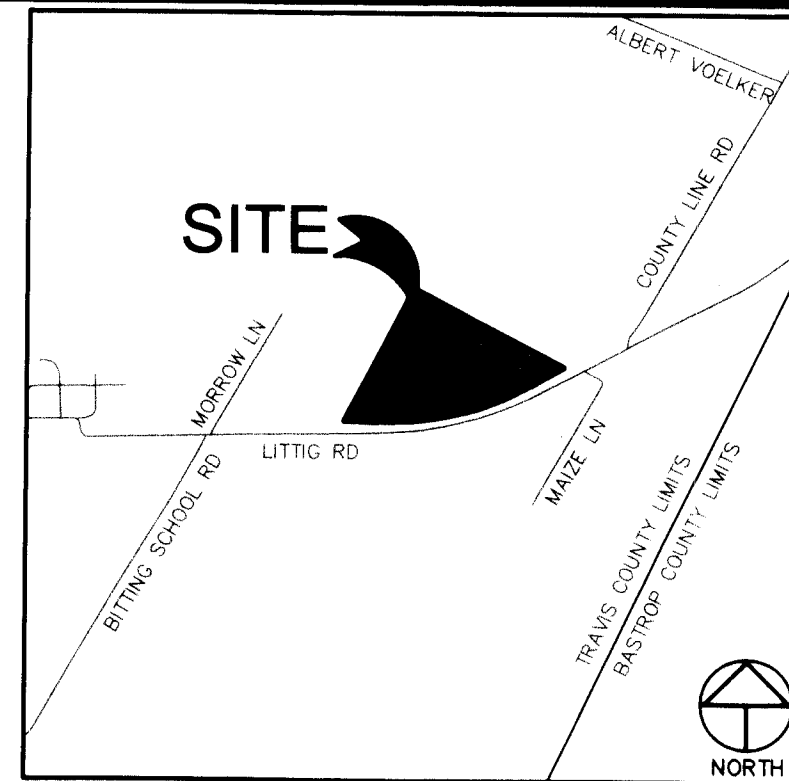
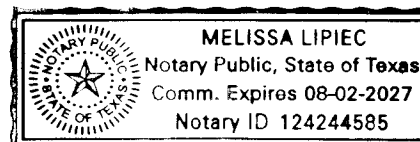
Theresa Y. McShan
THE CITY OF ELGIN
BY: THE HONORABLE THERESA Y. MCSHAN, MAYOR
310 N. MAIN STREET
ELGIN, TEXAS 78621

STATE OF TEXAS
COUNTY OF TRAVIS

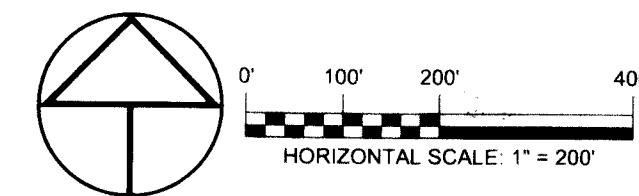
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED THERESA Y. MCSHAN, KNOWN TO ME TO THE PERSON WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 20 DAY OF AUGUST, 2025.

Melissa Lipiec
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



TRAVIS COUNTY, TEXAS
VICINITY MAP
SCALE: 1" = 2000'



LEGEND

- = FND 5/8" IRON PIN (UNLESS OTHERWISE NOTED)
- = SET 5/8" IRON PIN W/ PLASTIC CAP STAMPED "WINDROSE"
- AC. = ACRES
- B.L. = BUILDING LINE
- DOC. NO. = DOCUMENT NUMBER
- R.O.W. = RIGHT-OF-WAY
- P.R.T.C.T. = PLAT RECORDS OF TRAVIS COUNTY, TEXAS
- O.P.R.T.C.T. = OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS
- Ⓐ = BLOCK NUMBER
- +—+—+— = RAILROAD TRACKS

THIS SHORT FORM PLAT WAS APPROVED BY THE CITY OF ELGIN ON THIS 18 DAY OF AUGUST, 2025.

Kevin Beau Perry
DEVELOPMENT SERVICES DIRECTOR
KEVIN BEAU PERRY

STATE OF TEXAS
COUNTY OF TRAVIS

I, DYANA LIMON-MERCADO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF AUGUST 21, 2025, A.D., AT 9:20 O'CLOCK A.M., PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE 21 DAY OF AUGUST, 2025 A.D.

DYANA LIMON-MERCADO, COUNTY CLERK,
TRAVIS COUNTY, TEXAS

DEPUTY *J N*

SHEET 1 OF 1

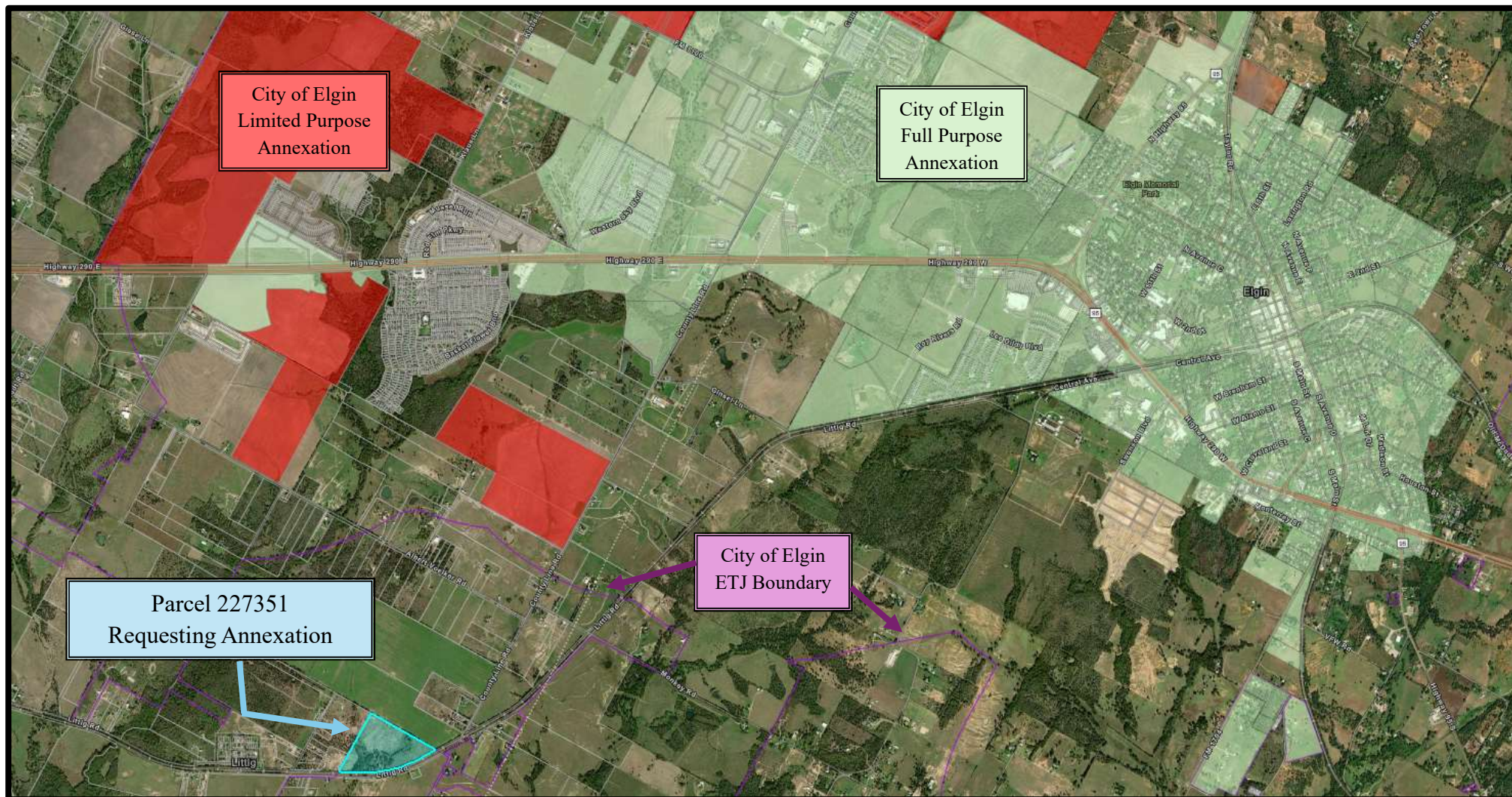
Exhibit "B"

38.570 Acres or 1,680,111 square feet

PROVISION OF SERVICES PLAN

Date:	October 9, 2025
Annexation Area:	38.570 Acres or 1,680,111 square feet of land, situated in the Alexander Amos Survey, Abstract No. 1, Travis County, Texas
Provision of Service:	The City of Elgin, Texas will provide the annexation area with Municipal Services in compliance with the Texas Local Government Code and in accordance with the following schedule:
1. Water Service	Aqua Water Supply Corporation serves this area with water services. All new installations will be made in accordance with Aqua WSC requirements.
2. Sewer Service	City of Elgin will provide through the existing County Line Lift Station.
3. Fire Protection	Bastrop/Travis Counties ESD 1 North Bastrop County Fire Rescue serves this area.
4. Police Protection	Provided immediately upon annexation. No additional staff or equipment will be required at this time.
5. Maintenance of Existing Public Facilities	There are none.
6. Solid Waste	Solid Waste Collection will be provided as the area develops through a private contractor retained by the City of Elgin.
7. Capital Improvements Required	None by the City of Elgin

Vicinity Map





Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTIES TO CITY COUNCIL WARD AREA NO. 2; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS. (Perry)

DEPARTMENT: Development Services

PROPOSED ACTION: Discussion, consideration and action on an Ordinance assigning newly annexed property to City Council Ward Area No. 2

BACKGROUND:

When territory is annexed into the City limits, State Law requires assignment of the area to an elected representative. The only Council Ward that can be assigned based on location is Ward No. 2.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval of the ordinance.

ATTACHMENTS:

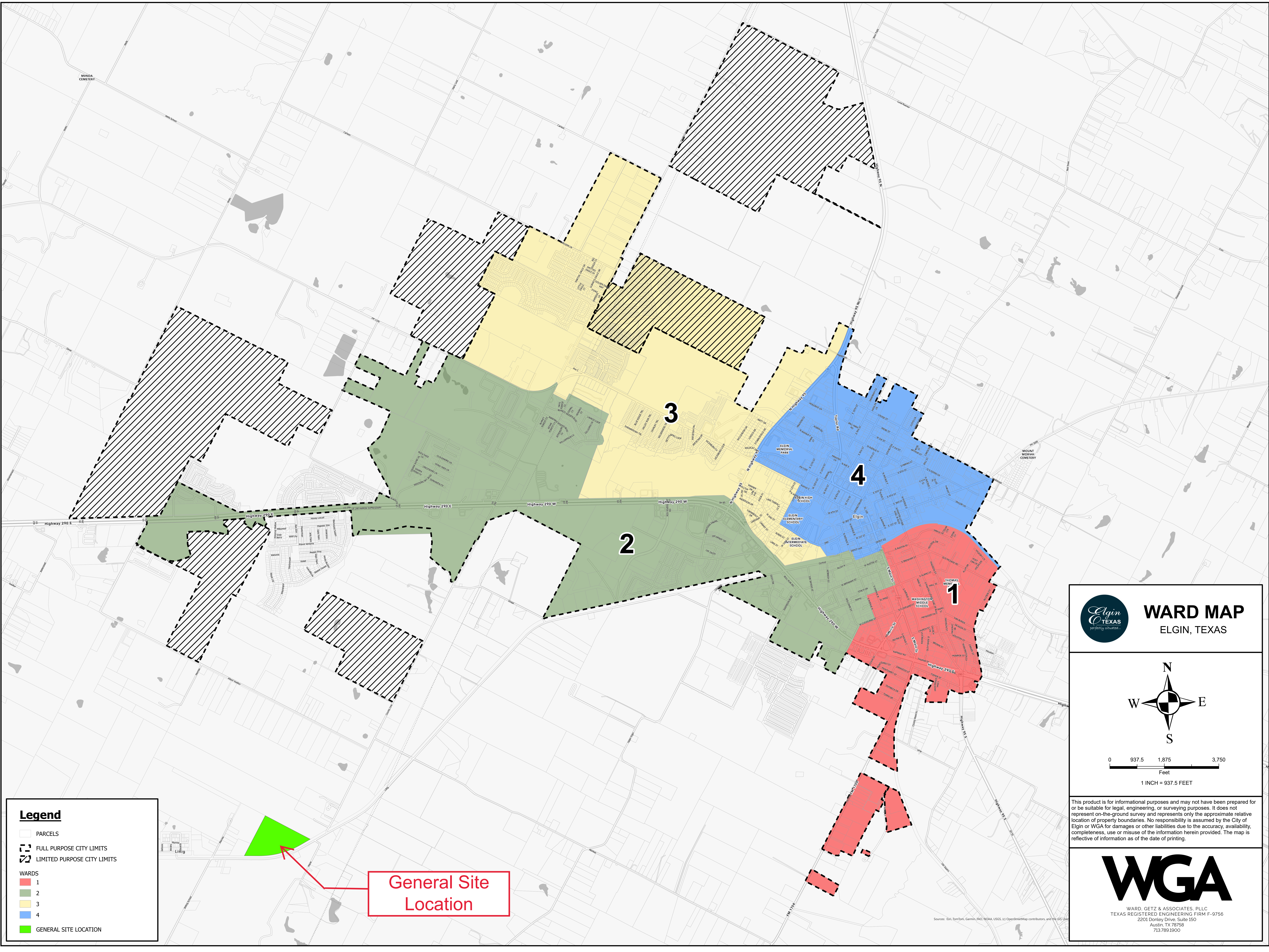
1. 10.13.2025_OrdinanceWardMap (003)
2. ITEM 10.4 WWTP No. 2 WARD ASSIGNMENT ORDINANCE

{ } 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.

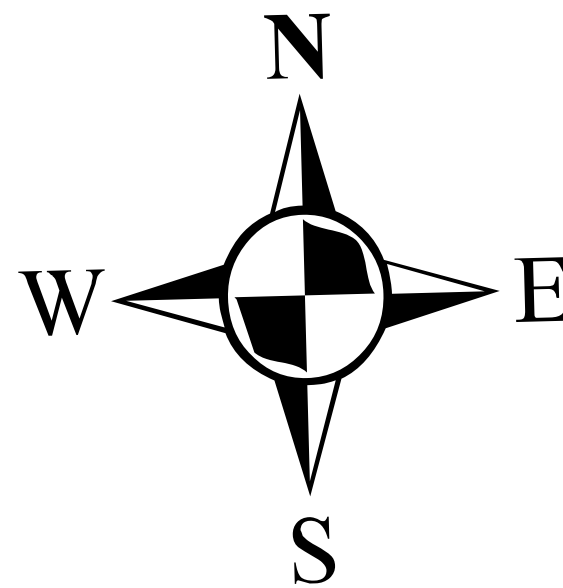


Legend

- PARCELS
- FULL PURPOSE CITY LIMITS
- LIMITED PURPOSE CITY LIMITS
- WARDS
 - 1
 - 2
 - 3
 - 4
- GENERAL SITE LOCATION



WARD MAP
ELGIN, TEXAS



0 937.5 1,875 3,750
Feet
1 INCH = 937.5 FEET

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent on-the-ground survey and represents only the approximate relative location of property boundaries. No responsibility is assumed by the City of Elgin or WGA for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided. The map is reflective of information as of the date of printing.



WARD, GETZ & ASSOCIATES, PLLC
TEXAS REGISTERED ENGINEERING FIRM F-9756
2201 Donley Drive, Suite 150
Austin, TX 78758
713.789.1900

Source: Esri, TomTom, Garmin, FAO, NOAA, USGS, iC, OpenStreetMap contributors, and the GIS User Community

General Site
Location

ORDINANCE NO. 2025-11-17-XX

AN ORDINANCE ASSIGNING NEWLY ANNEXED PROPERTIES TO CITY COUNCIL WARD AREA NO. 2; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, the City of Elgin, Texas is a duly constituted home-rule municipality and, as such, is authorized to unilaterally annex territory subject to the laws of the State of Texas and subject to its Charter; and,

WHEREAS, the territory described on Exhibit “A” (the “Property”) attached hereto and made a part hereof by reference for all purposes, were unilaterally annexed by the City of Elgin by Ordinance No. 2025-11-17- [REDACTED] on November 17, 2025; and,

WHEREAS, the procedures prescribed by the Charter of the City of Elgin and the applicable laws of the State of Texas have been duly followed with respect to the Property; and,

WHEREAS, the Property is so situated as to be assigned to City Council Ward Area No. 2; and it is the intention of the City Council to add this parcel to Ward Area No. 2;

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

I.

That all of the above recitations are found to be true and correct and are incorporated into the body of this Ordinance.

II.

That the Property described in the attached Exhibit “A” is hereby assigned to Council Ward Area No. 2.

III.

That this Ordinance shall become effective after its passage.

IV.

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

V.

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

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

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

READ, PASSED, AND ADOPTED on first reading this 17th day of November 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AMENDING CHAPTER 46, ZONING, DIVISION 4. – SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT, SEC. 46-303. – AREA REGULATIONS (2) SIDE YARD; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS. (LIPIEC)

DEPARTMENT: Development Services

PROPOSED ACTION: Review, discussion and consideration of the proposed ordinance amendment.

BACKGROUND:

City staff recognized that the side yard requirements in the R-3 Single-Family, Duplex, and Zero Lot Line Two Family Dwelling District were erroneously changed when Ordinance No. 2023-05-16-15 regarding Accessory Dwelling Units was adopted. The code previously required a five-foot side yard (setback) for single-story dwellings and seven and one-half feet for dwellings more than one story. The R-3 zoning district allows for a minimum lot width of 50 feet and a larger side yard requirement will severely restrict the property owner's ability to develop the lot. This amendment reduces the restriction on property owners. Another minor correction is that the "R-3" was omitted from the district title. This amendment corrects that omission.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends the approval of the proposed amendments.

ATTACHMENTS:

1. Chapter 46 amending ordinance

- { } 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. 2025-11-17-XX

AN ORDINANCE AMENDING CHAPTER 46, ZONING, DIVISION 4. – SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT, SEC. 46-303. – AREA REGULATIONS (2) SIDE YARD; REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS, 2013; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

WHEREAS, the City Council of Elgin, Texas (“City Council”) desires to update certain regulations regarding the Zoning Code; and

WHEREAS, City Staff has posted proper notice and conducted a public hearing in accordance with state law; and

WHEREAS, the City Staff has determined that the proposed amendments shown in Exhibit “A” better the R-3 Single-Family, Duplex, and Zero Lot Line Two Family Dwelling District Code; and

WHEREAS, City Council finds that the proposed amendments are in the best interests of the City and its residents.

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

I.

That Chapter 46 Zoning of the Revised Code of Ordinances, City of Elgin, Texas 2013, is hereby amended to read as shown in Exhibit “A”.

II.

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

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

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

READ, PASSED, AND ADOPTED this 17th day of November 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

EXHIBIT "A"

Amendments to Chapter 46 of the Elgin Code of Ordinances are shown in **red**. Only the text in ~~red strikethrough~~ or red underline shall change.

DIVISION 4. – R-3 SINGLE-FAMILY, DUPLEX, AND ZERO LOT LINE TWO FAMILY DWELLING DISTRICT

Sec. 46-303. – Area regulations.

(2) *Side yard.*

- a. For all dwellings located on interior lots there shall be a side yard on each side of the main building of not less than five ~~seven and one-half~~ feet for dwellings of one story, and of not less than seven and one-half ~~ten~~ feet for dwellings or more than one story except as hereinafter provided in this subsection.



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 LAND FROM "I" GENERAL INDUSTRIAL DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 8701906 AND PARCEL 8701923 (ELGIN CITY, BLOCK 21, (ALLEYWAYS THRU LOTS 4-9)) ON THE SOUTHEAST CORNER OF E 1ST ST AND MLK BLVD. BEING DESCRIBED IN EXHIBIT "A", ATTACHED HERETO AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (LIPIEC)

DEPARTMENT: Development Services

PROPOSED ACTION: Consideration and action on an ordinance amending the official zoning map of the City of Elgin, Texas to rezone land from "I" General Industrial District to "R-2" Single-Family and Duplex Dwelling District.

BACKGROUND:

Mr. Rangel has owned the property since 2021 and now wishes to develop it. His plan is to build duplexes on each lot. The base zoning of the lots is "I" General Industrial District, which excludes duplexes as a permitted use. Therefore, he has requested the zoning change to "R-2", which allows duplexes. Should the zoning change be granted, Mr. Rangel will then re-plat the lots to meet the "R-2" area requirements. The minimum lot width in the "R-2" zoning district is sixty (60) feet and the minimum lot area is 7,500 square feet. As required by state law, the Planning and Zoning Commission held the first public hearing on this zoning change request on September 22, 2025 and the second public hearing was held earlier this evening. It is now time to take action on the ordinance.

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 met on this item on September 22, 2025, and has recommended approval of the zoning change from "I" General Industrial District to "R-2" Single-Family and Duplex Dwelling District.

ATTACHMENTS:

1. 202500075 Vicinity Map

2. Parcel No. 8701906 Proposed Ordinance
3. ITEM 11.1 Elgin, TX - Summary Letter_Redacted

- { } 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.

Vicinity Map



ORDINANCE NO. 2025-11-17-XX

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 "I" GENERAL INDUSTRIAL DISTRICT TO "R-2" SINGLE-FAMILY AND DUPLEX DWELLING DISTRICT LOCATED ON PARCELS OF LAND KNOWN BY THE BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 8701906 AND PARCEL 8701923 (ELGIN CITY, BLOCK 21, (ALLEYWAYS THRU LOTS 4-9)) ON THE SOUTHEAST CORNER OF E 1ST ST AND MLK BLVD. 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 "I" General Industrial 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 September 22, 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 17th day of November 2025, after proper notification, the City Council held a public hearing on the requested zoning, and

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

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

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ELGIN, BASTROP AND TRAVIS COUNTIES, 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 "I" General Industrial 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.

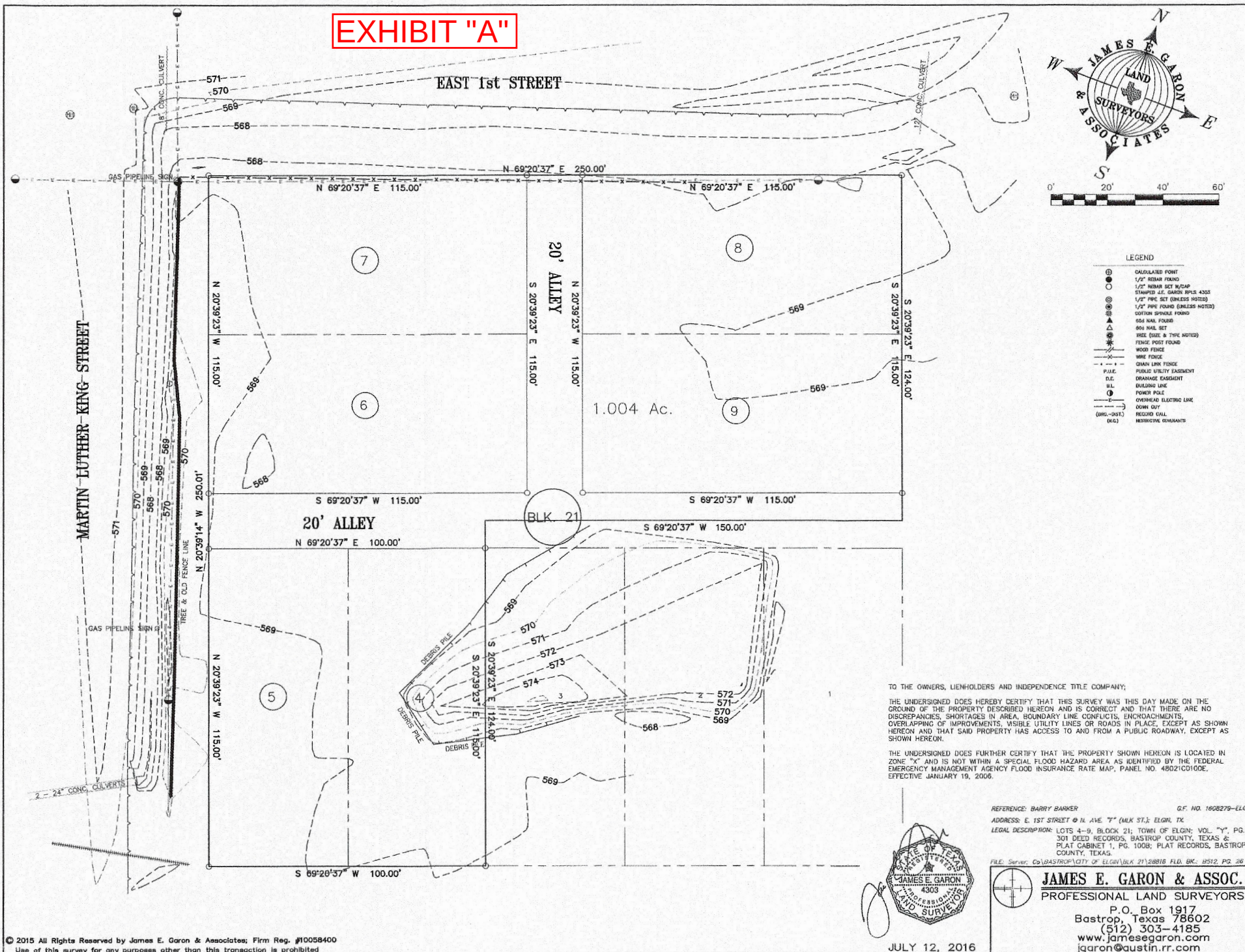
READ, PASSED, and ADOPTED on first reading this the 17th day of November 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

EXHIBIT "A"



August 26, 2025

Planning and Development Services
City of Elgin, Tx, Bastrop County
802 N. Ave. C
Elgin, TX 78621

RE: Summary Letter / Deeds: 201613069, 202105526
Re-zoning properties from **INDUSTRIAL** to **R-2 Duplex Dwelling**

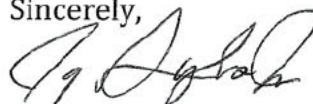
Dear Case Reviewer:

The property owner off these lots is requesting a zoning change to subdivide the existing legal lots for a new development for duplexes. See enclosed survey map for location of site (LOTS 4,5,6,7,8,9, BLOCK 21, TOWN OF ELGIN, BASTOP COUNTY, TEXAS AND ELGIN CITY, including ALLEYWAYS SITUATED through Lots 4-9, Block 21, Town of Elgin) for a total of 1.04ac.

The site is located in a residence area and can meet City of Elgin requirements for the proposed development in that area.
Should you have any questions or concerns, I can be reached at [REDACTED] or by email: [REDACTED]

Thank you,

Sincerely,



Ignacio (Nash) Gonzales, Jr.
Manager

LENWORTH Consulting LLC



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: 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 SPECIAL ELECTION HELD ON NOVEMBER 4, 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. (Standifer)

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the Resolution canvassing the votes from the Nov. 4th election

BACKGROUND:

A Special Election was held on November 4, 2025, for the purpose of amending the Elgin City Charter. Voters were asked to vote for or against fourteen different propositions. Both Bastrop and Travis Counties have returned the results of the election, and certain amendments to the Elgin City Charter have been approved by the voters. Thirteen of the fourteen proposed amendments were approved by the voters in the City of Elgin. The votes for these amendments will be canvassed with this resolution, and the amendments to the Elgin City Charter will be adopted with a separate resolution.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. RESOLUTION CANVASSING CHARTER AMENDMENTS

- { } 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. 2025-11-17-XX

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 SPECIAL ELECTION HELD ON NOVEMBER 4, 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.

WHEREAS, a Special Election was held on the 4th day of November 2025 for the purpose of voting on amendments to the Elgin City Charter; and

WHEREAS, the returns of that election have been considered; and

WHEREAS, all matters pertaining to the election, including the ordering, giving notice, holding, and making returns of the election complied with the election laws of the State of Texas; and

WHEREAS, Section 67.002(a)(2) of the Texas Election Code states that the City Council shall serve as the canvassing authority for City elections, and Section 67.004(a) of the Texas Election Code provides that the two (2) Councilmembers constitute a quorum for purposes of canvassing an election; and

WHEREAS, it appears from said return, duly and legally made that there were cast at said election had [REDACTED] valid and legal votes; and

WHEREAS, the amendments to the Elgin City Charter in said election received the following votes:

<u>PROPOSITION A</u>	<u>VOTES CAST</u>	<u>PERCENTAGE</u>
FOR	Votes: [REDACTED]	[REDACTED] %
AGAINST	Votes: [REDACTED]	[REDACTED] %
<u>PROPOSITION B</u>	<u>VOTES CAST</u>	<u>PERCENTAGE</u>
FOR	Votes: [REDACTED]	[REDACTED] %
AGAINST	Votes: [REDACTED]	[REDACTED] %
<u>PROPOSITION C</u>	<u>VOTES CAST</u>	<u>PERCENTAGE</u>
FOR	Votes: [REDACTED]	[REDACTED] %
AGAINST	Votes: [REDACTED]	[REDACTED] %
<u>PROPOSITION D</u>	<u>VOTES CAST</u>	<u>PERCENTAGE</u>
FOR	Votes: [REDACTED]	[REDACTED] %
AGAINST	Votes: [REDACTED]	[REDACTED] %

PROPOSITION E

FOR

VOTES CASTVotes: **PERCENTAGE** %

AGAINST

Votes:  %**PROPOSITION F****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION G****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION H****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION I****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION J****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION K****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION L****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION M****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %**PROPOSITION N****VOTES CAST****PERCENTAGE**

FOR

Votes:  %

AGAINST

Votes:  %

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

Section 1. The City Council, as canvassing authority, officially finds and determines that the election was duly ordered, that notice of said election was given, that the election was duly held, that the City has complied with the Texas Election Code, and that returns of the result of the election have been duly made and delivered, all-in accordance with law.

Section 2. The official Canvass of the returns for the November 4, 2025, Special Election are hereby approved and certified as attached.

Section 3. That Proposition A is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 4. That Proposition B is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 5. That Proposition C is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 6. That Proposition D is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 7. That Proposition E is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 8. That Proposition F is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 9. That Proposition G is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 10. That Proposition H is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 11. That Proposition I is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 12. That Proposition J is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 13. That Proposition K is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 14. That Proposition L is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 15. That Proposition M is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 16. That Proposition N is hereby declared **adopted/not adopted** by the voters of the City of Elgin.

Section 17. That a copy of all propositions and associated changes is attached to this resolution and labeled “Exhibit A”.

Section 18. That is hereby officially found and determined that a quorum was present pursuant to Section 67.004(a), Texas Election Code, at the meeting at which this resolution was passed, and for which due notice was given pursuant to Section 551.001, et seq., of the Texas Government Code.

READ, RESOLVED and APPROVED this 17th day of November 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, ORDERING THE AMENDMENTS TO THE CITY CHARTER ADOPTED BY THE VOTERS BE ADOPTED (Standifer)

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the resolution recognizing the amendments to the City of Elgin Charter

BACKGROUND:

A Special Election for the purpose of amending the Elgin City Charter was held on November 4, 2025. Voters were asked to vote for or against fourteen different propositions. Both Bastrop and Travis Counties have returned the results of the election, and certain amendments to the Elgin City Charter have been approved by the voters.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval of the resolution as it is presented.

ATTACHMENTS:

1. Resolution Ordering Charter Amendments Adopted (4906-7116-1972.1)
2. ITEM 10.8 Elgin 2025 Measures and Propositions Charter Amendment Election (4908-8446-6742.11)

{ } 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. 2025-11-17-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN,
TEXAS, ORDERING THE AMENDMENTS TO THE CITY CHARTER
ADOPTED BY THE VOTERS BE ADOPTED.**

WHEREAS, on November 4, 2025, the City of Elgin held an election on the adoption of amendments to the City's Home Rule Charter; and

WHEREAS, on November 17, 2025, the City Council canvassed the votes of said election; and

WHEREAS, Texas Local Government Code Section 9.05 (b) provides that an amendment to a charter does not take effect until the governing body of the municipality enters an order in the records of the municipality declaring that the amendment is adopted; and

WHEREAS, pursuant to notice of a public meeting held in compliance with the Texas Open Meetings Act, the City Council of the City of Elgin, Texas, convened into a regular meeting of the City Council on this the 17th day of November 2025 for the purpose of entering an order into the records of the City and declaring that the amendments to the City Charter are adopted.

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

Section One: Findings. The foregoing 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 Two: Proceedings. That an election was duly called and held on November 4, 2025, and final votes were canvassed on November 17, 2025, on the question of the adoption of amendments to the City of Elgin Home Rule Charter, where it was determined that all legal votes were properly counted.

Section Three: Immediate Adoption of Amendments. It is hereby ordered that the amendments passed and approved by the voters as **stated in Measures** **through**, attached herein as **Exhibit A**, are hereby adopted and that the corresponding measure language is hereby incorporated into the City of Elgin's Charter.

Section Four: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

PASSED AND APPROVED on the 17th day of November 2025.

[SIGNATURE PAGE FOLLOWS]

THERESA MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

1 **Proposition A**

2 An amendment to the City Elgin Charter revising and deleting any provisions which are
3 repetitive of state law, repetitive of other sections of the Charter or otherwise unnecessary to
4 be in the Charter.

5 FOR _____ AGAINST _____

6
7 **Measure A**

8 **Article II**

9 The city may exercise all powers of local self-government not inconsistent with the
10 Constitution or the laws of this state or by special limitations in this charter, and has all powers
11 and authority possible for a city to have under the Constitution and laws of this state, as fully
12 and completely as though all such powers and authority were specifically enumerated in this
13 Charter. The city may exercise all powers of local self-government not inconsistent with the
14 Constitution or the laws of this state or by special limitations in this charter, and has all powers
15 and authority possible for a city to have under the Constitution and laws of this state, as fully
16 and completely as though all such powers and authority were specifically enumerated in this
17 Charter. The City shall have all the powers granted to cities by the Constitution and laws of
18 the State of Texas together with all of the implied powers necessary to carry into execution
19 such granted powers. The city may use a corporate seal; may sue and be sued; may contract
20 and be contracted with; may cooperate with the government of the State of Texas or any
21 agency or any political subdivision thereof; or with the federal government or any agency
22 thereof, to accomplish any lawful purpose for the advancement of the interest, welfare, health,
23 morals, comfort, safety and convenience of the city and its inhabitants; may acquire property
24 within or without its corporate limits for any municipal purpose in fee simple, or in any lesser
25 interest or estate, by purchase, gift, devise, lease or condemnation, and, subject to the
26 provisions of this Charter, may sell, lease, mortgage, hold, manage, improve, and control such
27 property as may now or hereafter be owned by it; may exercise the power of eminent domain
28 when necessary or desirable to carry out any of its powers; may pass ordinances and enact
29 such regulations as may be expedient for the maintenance of good government, order and peace
30 of the city and the welfare, health, morals, comfort, safety, and convenience of its inhabitants.
31 The powers hereby conferred upon the city shall include, but are not restricted to, the powers
32 conferred expressly and permissively by Chapter 147, page 307, of the Acts of the 33rd
33 Legislature, Regular Session enacted in 1913 pursuant to the Home Rule Amendment of the
34 Constitution of Texas, known as the Enabling Act and including Articles, 1175, 1176, 1177,
35 1178, and 1180 of Vernon's Annotated Civil Statutes of Texas, as now or hereafter amended,
36 all of which are hereby adopted. In addition to the powers enumerated herein, and subject
37 only to the limitations imposed by the State Constitution, the state laws, and this Charter, the
38 city shall have without the necessity of express enumeration in this Charter, each and every
39 power which, by virtue of Article XI, Section 5 of the Constitution of Texas, the people of
40 the city are empowered by election to grant to or confer upon the city by expressly and
41 specifically granting and enumerating the same herein. The city council may by ordinance
42 annex territory lying adjacent to the city with or without the consent of the inhabitants in such
43 territory of the owners thereof, not inconsistent with the procedural rules prescribed by law
44 applicable to the citizens operating under charter adopted or amended under Article XI,

~~Section 5 of the Constitution of the State of Texas . All such powers, whether expressed or implied, shall be exercised and enforced in the same manner prescribed by this Charter; or when not prescribed herein, in such manner as shall be provided by ordinance or the council.~~

~~The City has the power to spend taxpayer money to construct and maintain streets, roads, highways, bike trails, sidewalks and mass transit facilities, except that .No taxpayer money may be spent on or contractually pledged to any passenger train project unless a public bus line shall have first demonstrated a need for train service by having 500 intercity boardings in Elgin per weekday, averaged over three months, connecting to the City of Austin.~~

Article VIII

~~Sec. 9. Franchise Records.~~

~~Within six (6) months after this Charter takes effect, every public service company and every owner of a public service company franchise shall file with the city certified copies of all franchises owned or claimed, or under which such public service company is operated. The city shall compile and maintain a public record of public service company franchises.~~

Article X

Sec. 7. Personal Financial Interests.

The Mayor, council members, candidates for mayor or city council, and other officials and employees of the city shall not have a substantial interest, either directly or indirectly, in any contract, job, work or service to the city, including the sale or lease of any real or personal property by or to the city

"Substantial interest" is defined as 1) owning 10 percent or more of the voting stock or shares of a business entity or owning either 10 percent or more or \$5,000.00 or more of the fair market value of a business entity, or 2) if the funds received by person from the city exceed 10 percent of the person's gross income for the previous year, or 3) if a person has an equitable or legal ownership on real or personal property of \$2,500.00 or more. A person is considered to have a substantial interest if a person is related to the mayor, council member, candidate for mayor or city council, or an officer or employee of the city in the first degree by consanguinity of affinity,~~as determined under Article 5996h V.A.T.S.~~

If a mayor, councilmember or candidate for mayor or city council knowingly violates this section, he or she shall immediately forfeit his or her office

Proposition B

Amendments to the City Elgin Charter for compliance with state law.

FOR _____ AGAINST _____

Measure B

Article III

1 **Sec. 3. Official Ballots.**

2 A. *Names on Ballot.* ~~The full names of all candidates nominated for office, except~~
3 ~~those who have withdrawn, died or become ineligible, shall be printed on the official ballots~~
4 ~~without party designation or symbol. If two (2) or more candidates have the same surname or~~
5 ~~surnames so similar as to be likely to cause confusion, their residence addresses shall be~~
6 ~~printed with their names on the ballot.~~ A candidate's name shall be printed on the ballot with
7 the given name or initials first, followed by a nickname, if any, followed by the surname, in
8 accordance with this section.

9 (a) A person may use any surname acquired by law or marriage.

10 (b) In combination with the surname, a candidate may use one or more of the following:

11 (1) a given name;

12 (2) a contraction or familiar form of a given name by which the candidate is known;

13 or

14 (3) an initial of a given name.

15 (c) A nickname of one unhyphenated word of not more than 10 letters by which the
16 candidate has been commonly known for at least three years preceding the election may be
17 used in combination with a candidate's name. A nickname that constitutes a slogan or
18 otherwise indicates a political, economic, social, or religious view or affiliation may not be
19 used. A nickname may not be used unless the candidate executes and files with the
20 application for a place on the ballot an affidavit indicating that the nickname complies with
21 this subsection.

22 (d) A suffix such as "Sr.," "Jr.," or "2nd" may be used in combination with a candidate's
23 name.

24 (e) A married woman or widow may use in combination with her surname, if the same
25 as her husband's surname, the given name or initials of her husband with the prefix "Mrs."

26
27 **Sec. 4. Canvassing and Election Results: Mayor and Ward Positions for Wards**
28 **Numbers 1, 2, 3 and 4.**

29 The following provisions set forth in this section shall apply with regard to elections to fill
30 the offices of Mayor, Councilmen from Ward No. 1, Councilmen from Ward No. 2,
31 Councilmen from Ward No. 3 and Councilmen from Ward No. 4.

32 A. Conducting and Canvassing Elections. The election judges and other necessary
33 election officials for conducting all the elections shall conduct the elections, determine, record
34 and report the results as provided by the Texas Election Laws. ~~Within five (5) days or as soon~~
35 ~~as practical after an election, the council shall meet, open the returns, canvass and officially~~
36 ~~declare the result of the election as to candidates and questions, and the Mayor shall issue~~
37 ~~certificates of election to candidates elected as hereinbefore provided.~~ City Council shall
38 convene to conduct the canvass at the time set by the Mayor, which shall be not later than the
39 11th day after election day and not earlier than the later of:

40 (1) the third day after election day;

(2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or

(3) the date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

B. Majority Vote. A majority vote for an elective office is that number of votes which is greater than one-half (½) of the total number of valid ballots cast for the office concerned. Any candidate for elective office who receives a majority vote shall be declared elected. If none of the candidates for an elective position receives a majority vote, none of such candidates shall be elected.

C. Notification and Taking Office. It shall be the duty of the city secretary to notify all persons elected. A candidate who is elected in the regular city election or special election shall take office and enter upon his duties after qualifying by taking and subscribing to his oath of office at the next regular council meeting after closing of the polls.

D. Run-Off Election. In the event no candidate for these elective offices receives a majority of the votes cast for that position in a regular or special election, a run-off election shall be held between the candidates receiving the greatest number of votes. Such run-off election shall be held the date designated by the Secretary of State. within thirty (30) days following the preceding regular or special election.

Article VII

Sec. 2. Budget.

The budget shall be finally adopted not later than three (3) calendar days prior to the end of the fiscal year by the favorable votes of at least a majority of all members of the council. ~~Should the council take no final action on or prior to such day on a proposed budget which has been timely and duly submitted by the city manager, the budget, as submitted, shall be deemed to have been adopted by the council.~~ In the event the city manager fails to timely submit a proposed budget as provided herein, the council may cause the same to be prepared by someone else and may consider and adopt the same.

Article IX

Sec. 12. Submission to Voters of Initiative or Referred Petitions.

If the council shall fail to pass an ordinance proposed by initiative petition in the exact form proposed, or it fails to repeal a referred ordinance, the initiated or referred ordinance shall be submitted to the voters on the first authorized uniform election date authorized by law not less than thirty (30) days no more than ninety (90) days from the date the council takes its final vote thereon, or upon the next official election date, as authorized by state law, should an official election date not fall within the designated time specified.

Proposition C

1 Amendments to the City of Elgin Charter to provide for greater clarity as to intent and to
2 simplify the language for ease of understanding as to eligibility for file for office.

3 FOR _____ AGAINST _____

4
5 **Measure C**

6 **Article III**

7 **Sec. 2. Filing for Office.**

8 A. Eligibility to File. Candidates for an elective city office shall meet the following
9 qualifications.

- 10 1. Shall be a qualified voter of the city.
- 11 2. Candidates for mayor shall reside for at least twelve (12) months immediately
12 preceding the election within the corporate limits of the city, including territory
13 annexed prior to the filing deadline.

14 Candidates for ~~council~~ Wards shall reside for at least twelve (12) months
15 immediately preceding the election and within the Ward from which they are
16 seeking election ~~corporate limits of the city, including territory annexed prior to the~~
17 ~~filing deadline.~~

- 18 3. An incumbent councilmember may not file for mayor until after tendering a
19 resignation to the City Secretary prior to filing his/her application for Mayor.
- 20 4. No candidate's name may appear on the ballot for more than one (1) position per
21 election.

22
23 **Proposition D**

24 An amendment to the City of Elgin Charter to eliminate the requirement that a public bus line
25 shall have first demonstrated a need for train service by having 500 intercity boardings in Elgin
26 per weekday, averaged over three months, connecting to the City of Austin before taxpayer money
27 may be spent on or contractually pledged to any passenger train project.

28 FOR _____ AGAINST _____

29
30 **Measure D**

31 **Article II**

32 The City shall have all the powers granted to cities by the Constitution and laws of the State
33 of Texas together with all of the implied powers necessary to carry into execution such granted
34 powers. The city may use a corporate seal; may sue and be sued; may contract and be contracted
35 with; may cooperate with the government of the State of Texas or any agency or any political
36 subdivision thereof; or with the federal government or any agency thereof, to accomplish any
37 lawful purpose for the advancement of the interest, welfare, health, morals, comfort, safety and

convenience of the city and its inhabitants; may acquire property within or without its corporate limits for any municipal purpose in fee simple, or in any lesser interest or estate, by purchase, gift, devise, lease or condemnation, and, subject to the provisions of this Charter, may sell, lease, mortgage, hold, manage, improve, and control such property as may now or hereafter be owned by it; may exercise the power of eminent domain when necessary or desirable to carry out any of its powers; may pass ordinances and enact such regulations as may be expedient for the maintenance of good government, order and peace of the city and the welfare, health, morals, comfort, safety, and convenience of its inhabitants. The powers hereby conferred upon the city shall include, but are not restricted to, the powers conferred expressly and permissively by Chapter 147, page 307, of the Acts of the 33rd Legislature, Regular Session enacted in 1913 pursuant to the Home Rule Amendment of the Constitution of Texas, known as the Enabling Act and including Articles, 1175, 1176, 1177, 1178, and 1180 of Vernon's Annotated Civil Statutes of Texas, as now or hereafter amended, all of which are hereby adopted. In addition to the powers enumerated herein, and subject only to the limitations imposed by the State Constitution, the state laws, and this Charter, the city shall have without the necessity of express enumeration in this Charter, each and every power which, by virtue of Article XI, Section 5 of the Constitution of Texas, the people of the city are empowered by election to grant to or confer upon the city by expressly and specifically granting and enumerating the same herein. The city council may by ordinance annex territory lying adjacent to the city with or without the consent of the inhabitants in such territory of the owners thereof, not inconsistent with the procedural rules prescribed by law applicable to the citizens operating under charter adopted or amended under Article XI, Section 5 of the Constitution of the State of Texas . All such powers, whether expressed or implied, shall be exercised and enforced in the same manner prescribed by this Charter; or when not prescribed herein, in such manner as shall be provided by ordinance or the council.

The City has the power to spend taxpayer money to construct and maintain streets, roads, highways, bike trails, sidewalks and mass transit facilities, ~~except that no taxpayer money may be spent on or contractually pledged to any passenger train project unless a public bus line shall have first demonstrated a need for train service by having 500 intercity boardings in Elgin per weekday, averaged over three months, connecting to the City of Austin.~~

Proposition E

An amendment to the City of Elgin Charter changing the City Council and Mayor's terms of office from two years to three years.

FOR _____ AGAINST _____

Measure E

Article IV

Sec. 3. Terms of Office.

A. The mayor and eight (8) councilmen shall be elected by a majority vote for ~~two (2)~~ three (3) year terms and until their successors are elected, qualified and take office in the manner hereinafter provided. ~~The mayor and one (1) councilman from each ward shall be elected for a two (2) year term at the regular city election to be held on the 1st Saturday in April of 1986 and at two~~

(2) year intervals thereafter. One (1) councilman from each of the four (4) wards shall be elected at the regular city election to be held on the 1st Saturday in April of 1987 and at two (2) year intervals thereafter.

Sec. 8. Vacancies, Forfeiture, Filling of Vacancies.

C. Filling of Vacancies. In the event of a vacancy in the City Council, if there are 365 days or more remaining on the term of the vacated Mayoral or City Council position, the City Council shall call a special election to fill such vacancy. If there are less than 365 days remaining in the term of the vacated Mayoral or City Council position, the City Council may, by majority vote of the remaining Councilmembers, at its discretion, appoint a new Mayor or Councilmember to fill such vacancy or call a special election to fill such vacancy. For purposes of transitioning to three (3) year terms, elections for terms ending in 2026 shall be for a three (3) year term and elections for terms ending in 2027 shall be for a three (3) year term. All future terms shall be for three (3) years.

~~When any vacancy occurs on the council for any reason, a special election shall be ordered as soon as practicable and shall be held in accordance with the Texas Election Code; and further providing that, if such vacancy occurs within 90 days of the Next Regular Election, the Council shall not appoint a replacement but if such vacancy occurs at a time greater than 90 days of the next Regular Election, the Council shall appoint a replacement.~~

	Term Expires
Mayor Marvin Carter	April 1986
Councilman Beth L. Hall	April 1986
Councilman Jesse P. Mendez	April 1986
Councilman Eric Carlson	April 1986
Councilman Verdie P. Murphy	April 1986
Councilman Gladys Y. Ward	April 1987
Councilman Gordon Swenson	April 1987
Councilman Rudy Hernandez	April 1987
Councilman Jan Schroeder	April 1987

Proposition F

An amendment to the City of Elgin Charter requiring council members to reside within the ward from which they are elected during their term of office.

FOR _____ AGAINST _____

Measure F

1 **Article IV**

2 **Sec. 4. Qualifications.**

3 In addition to any other qualifications prescribed by law, the mayor and each council member
4 shall meet the conditions of Article III of this Charter while in office, and shall reside within the
5 city, and within the ward from which they were elected, while in office.

6
7 **Proposition G**

8 An amendment to the City of Elgin Charter changing the number of meeting absences without
9 an excuse which results in a forfeiture of office from three (3) consecutive regular meetings to two
10 (2) consecutive regular meetings.

11 FOR _____ AGAINST _____

12
13 **Measure G**

14 **Article IV**

15 **Sec. 8. Vacancies, Forfeiture, Filling of Vacancies.**

16 B. *Forfeiture of Office.* A councilman or the mayor shall forfeit his office if he:

- 17 1. Lacks at any time during his term of office any qualification for the office
18 prescribed by this Charter or by law;
- 19 2. Is convicted of a crime involving moral turpitude; or
- 20 3. Fails to attend two (2) ~~three (3)~~ consecutive regular council meetings without being
21 excused by the council.

22
23 **Proposition H**

24 An amendment to the City of Elgin Charter requiring the mayor and council members to
25 recuse themselves from voting on any item where they have a conflict of interest under state law.

26 FOR _____ AGAINST _____

27
28 **Measure H**

29 **Article IV**

30 **Sec. 11. Rules of Procedure and Quorum Requirements.**

31 All members of the council present, including the mayor, shall vote upon every resolution or
32 ordinance, except where there is a conflict of interest under state law, the reason for which shall
33 be stated concisely.

34
35 **Proposition I**

1 An amendment to the City of Elgin Charter requiring the city manager to be evaluated
2 annually.

3 FOR _____ AGAINST _____

4
5 **Measure I**

6 **Article V**

7 **Sec. 1. City Manager.**

8 D. Annual Review. The council shall annually review the performance of the city
9 manager.

10
11 **Proposition J**

12 An amendment to the City of Elgin Charter subjecting city council members elected by
13 Ward to recall by only those citizens within their Ward.

14 FOR _____ AGAINST _____

15
16 **Measure J**

17 **Article IX**

18 **Sec. 16. Recall Procedure.**

19 ~~The qualified and registered voters shall have the power to recall any elected or~~
20 ~~appointed member of the council, and may exercise such power by filing with the city~~
21 ~~secretary a petition which shall be signed and verified by the same number of signers with~~
22 ~~the same qualifications and in the same manner required in this Charter for an initiative~~
23 ~~petition. If the petition is certified by the city secretary to be sufficient, the council shall order~~
24 ~~and hold an election to determine whether such officer shall be recalled.~~

25 Before the question of recall of such officer shall be submitted to the qualified voters of the
26 City, a petition demanding such questions to be so submitted shall first be filed with the person
27 performing the duties of City Secretary. As to the Mayor and Council Members elected at
28 large, said petition shall be signed by qualified voters of the city equal in number to at least
29 twenty-five (25) percent of the number of votes cast in the last regular city-wide municipal
30 election of the City, but in no event less than two hundred (200) such petitioners. As to the
31 Council Members elected by Ward, said petition shall be signed by qualified voters in such
32 District equal in number to at least twenty-five (25) percent of the number of votes cast in the
33 last regular district council municipal election in such Ward, excluding any special elections
34 or run-off elections. Each signer of such recall petition shall personally sign his name thereto
35 in ink or indelible pencil, and shall write after his signature his printed name, his place of
36 residence, giving name of street and number, his county of residence, his voter registration
37 number, and shall also write thereon the day, the month and year his signature was affixed. A

1 separate petition shall be circulated with respect to each elected City official whose removal
2 is sought.

3
4 **Proposition K**

5 An amendment to the City of Elgin Charter requiring the City Secretary to issue
6 appropriate blanks to a recall, initiative or referendum petitioners' committee within three
7 business days after the affidavit of the petitioners' committee is filed.

8 FOR _____ AGAINST _____
9

10 **Measure K**

11 **Article IX**

12 **Sec. 5. Commencement of Proceedings: Petitioners' Committee and Affidavit.**

13 Any five (5) qualified and registered voters may commence initiative or referendum
14 proceedings by filing with the city secretary an affidavit stating they will constitute the
15 petitioners' committee and shall become circulators of the petition, and will be responsible for
16 filing it in proper form, stating their names and addresses, and specifying the addresses to
17 which all notices to the committee are to be sent, and setting out in full the proposed initiative
18 ordinances or citing the ordinance sought to be reconsidered.

19 ~~Immediately~~ Within three business days after the affidavit of the petitioners' committee is
20 filed, the city secretary shall issue the appropriate blanks to the petitioners' committee.

21
22 **Proposition L**

23 An amendment to the City of Elgin Charter requiring initiative ordinances adopted or
24 approved by the electors to be published on the City's website instead of the official
25 newspaper of the city.

26 FOR _____ AGAINST _____
27

28 **Measure L**

29 **Sec. 15. Publication of Ordinances.**

30 Initiative ordinances adopted or approved by the electors shall be published on the City's
31 website for a period of five business days ~~in the official newspaper of the city~~ within thirty
32 (30) days after certification of the election.

33
34 **Proposition M**

35 An amendment to the City of Elgin Charter to provide for gender neutrality.

36 FOR _____ AGAINST _____

Measure M

Except where otherwise amended by other approved amendments:

ARTICLE III.

Sec. 2. Filing for Office.

A. Eligibility to File. Candidates for an elective city office shall meet the following qualifications.

1. Shall be a qualified voter of the city.

2. Candidates for mayor shall reside for at least twelve (12) months immediately preceding the election within the corporate limits of the city, including territory annexed prior to the filing deadline.

Candidates for council shall reside for at least twelve (12) months immediately preceding the election within the corporate limits of the city, including territory annexed prior to the filing deadline.

3. An incumbent councilmember may not file for mayor until after tendering a resignation to the City Secretary prior to filing ~~his/her~~ an application for Mayor.

4. No candidate's name may appear on the ballot for more than one (1) position per election.

Sec. 4. Canvassing and Election Results: Mayor and Ward Positions for Wards Numbers 1, 2, 3 and 4.

The following provisions set forth in this section shall apply with regard to elections to fill the offices of Mayor, Councilmen from Ward No. 1, Councilmen from Ward No. 2, Councilmen from Ward No. 3 and Councilmen from Ward No. 4.

A. *Conducting and Canvassing Elections.* The election judges and other necessary election officials for conducting all the elections shall conduct the elections, determine, record and report the results as provided by the Texas Election Laws. Within five (5) days or as soon as practical after an election, the council shall meet, open the returns, canvass and officially declare the result of the election as to candidates and questions, and the Mayor shall issue certificates of election to candidates elected as hereinbefore provided.

B. *Majority Vote.* A majority vote for an elective office is that number of votes which is greater than one-half ($\frac{1}{2}$) of the total number of valid ballots cast for the office concerned. Any candidate for elective office who receives a majority vote shall be declared elected. If none of the candidates for an elective position receives a majority vote, none of such candidates shall be elected.

C. *Notification and Taking Office.* It shall be the duty of the city secretary to notify all persons elected. A candidate who is elected in the regular city election or special election shall take office and enter upon ~~his~~ their duties after qualifying by taking and subscribing to his oath of office at the next regular council meeting after closing of the polls.

D. *Run-Off Election*. In the event no candidate for these elective offices receives a majority of the votes cast for that position in a regular or special election, a run-off election shall be held between the candidates receiving the greatest number of votes. Such run-off election shall be held within thirty (30) days following the preceding regular or special election.

ARTICLE IV.

Sec. 7. Mayor and Mayor Pro-Tem.

The mayor shall be the official head of the city government. He shall be the chairman and shall preside at all meetings of the council. The mayor may vote on every proposition before the council but shall have no power of veto. He shall, when directed by the council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds. He shall appoint committees and commission members with the advice and consent of the council members. He and shall perform such other duties consistent with this Charter as may be imposed upon him by the council.

The mayor pro tem shall be a council member elected by the council at the first regular council meeting following each regular city election. The mayor pro tem shall act as mayor during the absence or disability of the mayor and shall have power to perform every act the mayor could perform if present.

Sec. 8. Vacancies, Forfeiture, Filling of Vacancies.

A. *Vacancies*. The office of a councilman or office of the mayor shall become vacant upon ~~his~~ their death, resignation, removal from office in any manner authorized by law, or forfeiture of ~~his~~ office.

B. *Forfeiture of Office*. A councilman or the mayor shall forfeit ~~his~~ their office if ~~he~~:

1. Lacks at any time during ~~his~~ the term of office any qualification for the office prescribed by this Charter or by law;
2. Is convicted of a crime involving moral turpitude; or
3. Fails to attend three (3) consecutive regular council meetings without being excused by the council.

C. *Filling of Vacancies*. When any vacancy occurs on the council for any reason, a special election shall be ordered as soon as practicable and shall be held in accordance with the Texas Election Code; and further providing that, if such vacancy occurs within 90 days of the Next Regular Election, the Council shall not appoint a replacement but if such vacancy occurs at a time greater than 90 days of the next Regular Election, the Council shall appoint a replacement.

Sec. 9. Prohibitions.

A. *Holding Other Office*. Except where authorized by law, no mayor or councilman shall hold any other office or city employment during ~~his~~ their term as mayor or councilman, and no former mayor or councilman shall hold any compensated appointive city office or

employment or contractual agreement until one year after the expiration of ~~his~~ their term as mayor or councilman.

B. Appointments and Removals. Neither the council nor any of its members shall in any manner dictate the appointment or removal of any city administrative officers or employees who the city manager or any ~~of his~~ subordinates are empowered to appoint, but the council may express its views and fully and freely discuss with the city manager anything pertaining to appointment and removal of such officers and employees.

C. Interference with Administration. The council or its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager, and neither the council nor its members shall give orders to any such officer or employee, either publicly or privately.

Sec. 14. Authentication and Recording, Codification.

A. Authentication and Recording. The city secretary shall authenticate by ~~his~~ their signature and record in full in a properly indexed book kept for the purpose, all ordinances and resolutions adopted by the council. All ordinances shall be categorically filed in the order in which adopted. This record shall be open for public inspection.

B. Codification. The Elgin City Code shall be reviewed and revised at least every five (5) years. The council shall repeal and revise any ordinances as may be obsolete or in conflict with this Charter.

ARTICLE V.

Sec. 1. City Manager.

A. Appointment and Removal. The council shall appoint an officer of the city who shall have the title of "city manager," who shall have the powers and perform the duties as provided in this Charter. No mayor or council member shall receive such appointment during the term for which ~~he~~ they shall have been elected or within one (1) year after the expiration of his term.

B. Qualifications. The city manager shall be chosen by the council solely on the basis of ~~his~~ executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practice in respect to the duties of ~~his~~ the office. During the as hereinafter during his tenure of office, the City Manager ~~he~~ shall reside within the Elgin Independent School District's boundaries.

C. Term. The city manager shall not be appointed for a definite term but may be removed at the discretion of the council, by vote of the majority of the entire council. The action of the council in suspending or removing the city manager shall be final, it being the intention of this Charter to rest all authority and fix all responsibility for such suspension or removal in the city council. During the extended absence or disability of the city manager, the council shall designate some properly qualified person to perform the duties of the office.

Sec. 2. Powers and Duties of the City Manager.

A. Appointment and Removal of Employees. ~~He~~ The City Manager shall appoint and remove any officer or employee of the city except those officers and employees whose appointment or election is otherwise provided for by law of this Charter.

1 B. *Preparation of Budget.* The City Manager shall prepare the budget annually, submit it to
2 the council and be responsible for its administration after its adoption.

3 C. *Information for the Council.* He shall keep the council informed of the financial condition
4 of the city and make recommendations on current and future needs of the city as may seem
5 desirable.

6 1. Prepare and submit a quarterly report to the council on the finances and administrative
7 activities of each department.

8 2. Prepare and submit to the council at the end of the fiscal year a complete report on the
9 finances and administrative activities of the city for preceding fiscal year.

10 D. *Delegation to Contract.* The council may, by ordinance, confer upon the City Manager
11 general authority to contract for budgeted expenditures involving an amount approved by the
12 Council.

13 E. *Other Responsibilities.* ~~He~~ The City Manager shall perform such other duties as may be
14 prescribed by the Charter or required of ~~him~~ by the council which are not inconsistent with
15 the provision of the Charter.

16 **Sec. 4. City Attorney.**

17 The council shall appoint an attorney, or attorneys, licensed to practice law in the State of
18 Texas, to serve as legal advisor to the city and to all officers and departments of the city. ~~He~~
19 The city attorney shall represent the city or be responsible for the representation of the city in
20 all cases; ~~He~~ shall either draft, approve, or file ~~his~~ written legal objections to every ordinance
21 adopted by the council and ~~he~~ shall pass upon all documents, contracts, and legal instruments
22 in which the city may have an interest.

23 **Sec. 5. City Secretary.**

24 The city manager, with the consent of council, shall appoint the city secretary and such
25 assistant city secretaries as may be necessary and advisable. The duties of the city secretary,
26 or an assistant city secretary, shall include, but not be limited to, the following:

27 1. ~~He shall give~~ Give notice of council meetings.

28 2. Record the minutes of all official meetings of the council; provided, however, only the
29 captions of duly enacted ordinances and resolutions shall be recorded in the minutes;

30 3. Be the custodian of all official records of the council;

31 4. Recommend to the council rules and regulations to be adopted by ordinances to protect the
32 safety and security of the municipal records;

33 5. Hold and maintain the city seal and affix to all instruments requiring such seal; and

34 6. ~~He shall perform~~ perform such other duties as the city manager shall assign and those elsewhere
35 provided for in this Charter. ARTICLE VII. FINANCIAL ADMINISTRATION

36 **Sec. 2. Budget.**

37 The department heads of the city shall prepare annual departmental budget requests for the
38 ensuing fiscal year as directed by the city manager and submit said requests ~~to him for his~~ to

1 the city manager for review. It shall be the duty of the city manager to submit a balanced
2 annual budget not later than forty-five (45) days prior to the end of the current fiscal year to
3 the council for review, consideration, and revision, if desired. The council shall call a public
4 hearing on the budget in accordance with the state laws.

5 When recommended by the city manager and in the discretion of the city council the budget
6 may contain a reasonable sum set aside as an unallocated reserve fund, to meet unexpected
7 and unforeseen contingencies in current operating costs of any budget project.

8 The budget shall be finally adopted not later than three (3) calendar days prior to the end of
9 the fiscal year by the favorable votes of at least a majority of all members of the council.
10 Should the council take no final action on or prior to such day on a proposed budget which
11 has been timely and duly submitted by the city manager, the budget, as submitted, shall be
12 deemed to have been adopted by the council. In the event the city manager fails to timely
13 submit a proposed budget as provided herein, the council may cause the same to be prepared
14 by someone else and may consider and adopt the same.

16 **ARTICLE IX.**

17 **Sec. 6. Petitions.**

18 *A. Number of Signatures.* Initiative and Referendum petitions must be signed by qualified and
19 registered voters of the city equal in number to at least twenty-five (25) percent of the number
20 of votes cast in the last regular municipal election of the city, or two hundred (200), whichever
21 is greater.

22 *B. Form and Content.* All papers of a petition shall be uniform in size and style and shall be
23 assembled as one instrument for filing. Each signature shall be dated, and shall be executed
24 in ink or indelible pencil and shall be followed by ~~his~~ their place of residence by street and
25 number or other description sufficient to identify the place. Petitions shall contain or have
26 attached thereto throughout their circulation and [sic] the full text of the ordinance proposed
27 or sought to be reconsidered.

28 **Sec. 7. Affidavit or Circulator.**

29 When filed, each paper of a petition shall have attached to it an affidavit executed by the
30 circulator thereof stating that the circulator personally circulated the paper, that the signatures
31 were affixed in ~~his~~ their presence, that ~~he~~ they believes them to be the genuine signatures of
32 the persons whose names they purport to be, and that each signer had an opportunity before
33 signing to read the full text of the ordinance proposed or sought to be reconsidered.

34 **Sec. 17. Results of Recall Election.**

35 If the majority of the legal votes cast at a recall election be for the recall of the officer named
36 on the ballot, the council shall immediately declare ~~his~~ the office vacant and such vacancy
37 shall be filled in accordance with the provisions of this Charter.

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Proposition N

An amendment to the City of Elgin Charter to provide for term limits of four consecutive terms of mayor or council member and eight consecutive combined terms of mayor and council member.

FOR _____ AGAINST _____

Measure N

Sec. 3. – Terms of Office; Term Limits

F. Term Limits

- (1) No person who shall have served four (4) consecutive terms as a councilmember, either in the same ward or any combination of wards, shall be eligible for election to the office of councilmember thereafter.
- (2) No person who shall have served four (4) consecutive terms as mayor shall be eligible for election to the office of mayor thereafter.
- (3) No person who shall have served eight (8) consecutive combined terms as mayor and councilmember shall be eligible for election to the office of mayor or councilmember thereafter.
- (4) No person who holds the office of councilmember or mayor when this section becomes effective shall be barred from subsequent election to the office of councilmember or mayor by virtue of any period of office holding prior to the expiration of the term of office then in effect when this section shall become effective



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, CASTING ITS VOTES FOR THE BASTROP COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS. (Standifer)

DEPARTMENT: Executive

PROPOSED ACTION: Review and consider a resolution formally casting votes for the Board of Directors of the Bastrop Central Appraisal District

BACKGROUND:

As a member and taxing unit within Bastrop Central Appraisal District (BCAD), the City retains a designated number of votes utilized to select members of the BCAD's governing body, the Board of Directors. The BCAD provides property appraisal services to the City for purposes related to assessing ad valorem taxes on City property owners. The City of Elgin is allocated 136 votes out of the 5,000 total, and the City is able to cast their votes for their candidates of choice. At the September 16th meeting of the City Council, a resolution nominating Justin Bezner and David Redd was approved by the Council. These two candidates were the only two candidates to receive nominations for the Board, but they are not automatically appointed to the two open positions. Each candidate must receive at least one of the allocated votes to be appointed. Each voting unit must cast its vote by written resolution and submit it to the Chief Appraiser before December 15, 2025.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends the Council cast their votes via resolution for the two individuals to serve on the Bastrop County Central Appraisal District Board of Directors.

ATTACHMENTS:

1. RES for BCAD BOD Votes 2025

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

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

RESOLUTION NO. 2025-11-17-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, CASTING ITS VOTES FOR THE BASTROP COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Elgin participates in the Bastrop Central Appraisal District; and,

WHEREAS, under the Texas Property Tax Code, Section 6.03, appointment of the Bastrop Central Appraisal District's Board of Directors is the responsibility of the governing bodies of the taxing entities of Bastrop County; and,

WHEREAS, the City of Elgin is allocated 136 votes out of a total of 5,000 to cast for the candidates of its choice; and,

WHEREAS, the City of Elgin met in open session to consider the casting of the votes to which they are entitled.

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

Section 1. The City of Elgin does hereby **RESOLVE** to cast their votes for the following individuals as a Member of the Bastrop Central Appraisal District Board of Directors.

<u>Candidates</u>	<u>Votes Cast</u>
Bezner, Justin	_____
Redd, David	_____

Section 2. 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 3. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 17th day of November 2025.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING CITY STAFF TO ADVERTISE AND SEND REQUEST FOR QUALIFICATIONS FOR A UTILITY RATE STUDY AND MAKING CERTAIN FINDINGS RELATED THERETO (GONZALEZ)

DEPARTMENT: Public Works

PROPOSED ACTION: Review and approve the Resolution as presented

BACKGROUND:

The City of Elgin, including both Council and staff, are now in a position to look at a rate study to ensure that the cost of business and providing utility services is accurately matching what customers are billed. This resolution to advertise and send requests for qualifications(RFQs) for a rate study is the first step in many to provide staff and the Council with the data necessary to have those conversations and ultimately set a rate for all customers, including residential, commercial and industrial. Once firms submit their qualifications, staff will summarize those entries and bring a recommendation to the Council to ultimately hire a firm to complete the study. That action item will be brought to the Council at a different time. This resolution is **only** to advertise and send requests for qualifications.

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 as it is presented.

ATTACHMENTS:

1. RESOLUTION Utility Rate Study
2. City of Elgin RFQ Utility Rate Study

- { } 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. 2025-11-XX

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,
AUTHORIZING CITY STAFF TO ADVERTISE AND SEND
REQUEST FOR QUALIFICATIONS FOR A UTILITY RATE
STUDY AND MAKING CERTAIN FINDINGS RELATED
THERE TO.**

WHEREAS, the City of Elgin Municipal Utility Service has certain obligations to provide both water and wastewater service within a specified area known by Certificates of Convenience and Necessity; and,

WHEREAS, operating a healthy utility fund balance is prudent and essential to providing dependable service to customers; and,

WHEREAS, a comprehensive rate study is now needed to provide the Council and customers with an accurate view of the cost of business regarding utility rates, billing and infrastructure needs; and,

WHEREAS, City staff have developed the scope of work for a rate study and consider it to be a comprehensive list of deliverables needed to complete the Study, furthermore staff have reviewed the scope and now recommend it for advertisement.

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. Upon passage the Interim City Manager and City staff are hereby authorized to advertise and Request Qualifications for a “Comprehensive Water and Wastewater Rate Study” with the project scope given in the attachment to this resolution and copied herein verbatim.

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 17th day of November 2025.

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

ATTEST:

PEYTON STANDIFER, City Secretary

City of Elgin, Texas

Request for Qualifications (RFQ) Comprehensive Water and Wastewater Rate Study



RFQ No. 2026-PW-002

Issued By:

City of Elgin, Texas

310 N. Main Street

Elgin, Texas 78621

www.elgintexas.gov

Contact:

Michael Gonzalez, Public Works Director

Email: Michael.Gonzalez@Elgintexas.gov

Phone: 512.281.5724 ext. 1313

REQUEST FOR QUALIFICATIONS (RFQ) PUBLICATION LANGUAGE

The City of Elgin, Texas, is seeking Statements of Qualifications (SOQs) from qualified consulting firms to conduct a comprehensive Water and Wastewater Rate Study. This study will evaluate the City's existing rate structure, assess long-term financial sustainability, and develop equitable rate alternatives to support operational, maintenance, and capital improvement needs.

DRAFT

I. INTRODUCTION

The City of Elgin, Texas, is soliciting Statements of Qualifications (SOQs) from qualified professional consulting firms to conduct a comprehensive Water and Wastewater Rate Study. The purpose of the study is to evaluate the adequacy of existing water and wastewater rates, ensure long-term financial sustainability, maintain equity among customer classes, and support the City's capital improvement and operational funding needs.

II. SCOPE OF SERVICES

The selected consultant will be expected to:

1. Evaluate Current Rate Structure
 - Review current water and wastewater rate schedules, fees, and billing classifications.
 - Assess adequacy of existing rates to cover operating, maintenance, and capital costs.
2. Financial and Operational Analysis
 - Analyze historical and projected revenues, expenses, and customer usage trends.
 - Evaluate system fund balances, reserves, and debt service coverage.
3. Cost of Service and Rate Design
 - Determine the cost of providing water and wastewater services by customer class.
 - Develop equitable rate alternatives that ensure full cost recovery and system sustainability.
 - Provide tiered and uniform rate structure options for Council consideration.
4. Capital Improvement and Funding Plan
 - Incorporate existing and proposed Capital Improvement Plan (CIP) projects.
 - Assess rate impacts of planned system expansion, replacement, and rehabilitation.
5. Presentation and Public Engagement
 - Present findings and recommendations to City staff, City Council, and the public.

- Prepare written reports, rate models, and presentation materials suitable for adoption.

III. DELIVERABLES

- Draft and final Water and Wastewater Rate Study Report.
- Rate model (Excel format) capable of future updates by staff.
- Executive summary and visual rate comparison charts.
- Presentation(s) to City Council during public meetings, workshops and final adoption.

IV. ANTICIPATED TIMELINES

Milestone	Date
RFQ Issued	11.19.25
Submissions Due	1.23.26
Anticipated Award (On or around)	3.24.26
Project Start (Not later than)	4.1.26
Anticipated Final Report Due to Management	6.2.26
Anticipated Final Presentation to City Council	6.23.26

V. QUALIFICATIONS

Responding firms should demonstrate:

- Experience conducting utility rate studies for Texas municipalities.
 - Familiarity with Texas Water Development Board (TWDB) and Texas Commission on Environmental Quality (TCEQ) requirements.
 - Strong analytical, financial modeling, and presentation capabilities.
 - References from comparable Texas cities.
-

VI. SUBMISSION REQUIREMENTS

Interested firms must submit **one (1) electronic copy (PDF)** and **three (3) bound copies** of their SOQ by the deadline stated above to:

City of Elgin – City Secretary’s Office

310 N. Main Street

Elgin, Texas 78621

Email: citysecretary@elgintexas.gov

Each submission must include:

1. Cover letter and firm profile
 2. Project understanding and approach
 3. Team qualifications and resumes
 4. Relevant project experience
 5. Proposed timeline and availability
 6. References
-

VII. SELECTION PROCESS

The City will evaluate submittals based on:

- Firm and staff qualifications
- Experience with similar municipal rate studies
- Understanding of project goals and local context
- Quality of past performance and references

The City may conduct interviews with top-ranked firms before making a final selection. Upon selection, the City will negotiate a professional services agreement based on the defined scope and deliverables.

VIII. GENERAL INFORMATION

- The City reserves the right to reject any or all submittals.
- This solicitation does not commit the City to award a contract or pay any costs incurred in preparing a response.
- All documents submitted shall become public records in accordance with the Texas Public Information Act.