



**ELGIN CITY COUNCIL AGENDA  
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS  
404 NORTH MAIN STREET  
December 2, 2025  
6:30 PM**

Members of the public may watch the meeting at:

[https://www.youtube.com/channel/UC3OGBV\\_IoV0Nr3AqM1jJTzA](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 133.6470-ACRE AND A 40.363-ACRE TRACT OF LAND TOTALING 174.01 ACRES, 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 "PDD" PLANNED DEVELOPMENT 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 GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL AT 204 LOESCH DRIVE ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15727, ELGIN MEADOWS, LOT 31, CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**

**VI. PUBLIC COMMENT**

The "PUBLIC COMMENT" item posted on the agenda is reserved for members of the public who would like to address the City Council regarding posted agenda items or non-agenda items.

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

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

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

## **VII. ANNOUNCEMENTS**

- 1. Holiday by the Tracks Lighted Parade Saturday, December 6th in Downtown Elgin**
- 2. Merry Minecraft Christmas Saturday, December 6th at the Elgin Public Library**
- 3. Winter Wonderland and Photos with Santa Saturday, December 13th at the Elgin Parks and Recreation Center**
- 4. Elf on the Shelf Scavenger Hunt Thursday–Sunday, December 11th–14th in Downtown Elgin**

## **VIII. CITY MANAGERS REPORT**

- 1. Notification of Elgin Recreation Center Awarded a National Recreation and Park Associations's Supporting Healthy Aging through Parks and Recreation 5.0 Instructor Training Grant.**
- 2. Board of Adjustments Quarterly Report**
- 3. Building Standards Commission Quarterly Report**
- 4. Parks and Recreation Advisory Board Quarterly Report**
- 5. Special Events Permitting Process (Marzec)**
- 6. Main Street Board Quarterly Report (Alvarez)**
- 7. Discussion on the Potential Use of Parkland Fees for Essential Projects in Fiscal Year '25-'26 and Direction to Staff, if any. (Gonzalez)**

## **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 Work Session Meeting Minutes - November 5, 2025**
- 2. Special Event Application, Alcohol Ordinance Waiver, Sound Ordinance Waiver and Fee Waiver for Street Closure from W. 2nd St. Between N. Ave. C and N. Main Street from 10AM - 8PM on December 13th, 2025, and Public Works Support and Police Department Support on December 13th, 2025 - Key Elevation Luxury Cuts 1 Year Anniversary Celebration: \$1,534.60 (Marzec)**
- 3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, RATIFYING PAYMENT AND AUTHORIZING PAY APPLICATION TO GRANT WORKS FOR MILESTONE 2 OF THE D270 "KENNEDY STREET AND COUNTY LINE ROAD" PROJECTS, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)**
- 4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING UPDATED CITY OF ELGIN PAY SCALES REFLECTING A FOUR PERCENT (4%) COST OF LIVING ADJUSTMENT (COLA), EFFECTIVE JANUARY 1, 2026, FOR BOTH POLICE AND GENERAL MUNICIPAL POSITIONS; PROVIDING FOR INCORPORATION OF THE UPDATED PAY SCALES AS AN ATTACHMENT TO THIS RESOLUTION; AND PROVIDING FOR RELATED MATTERS. (Sanders)**

#### **X. NEW BUSINESS**

- 1. AN ORDINANCE SETTING THE TIME AND PLACE OF THE 2026 REGULAR MONTHLY MEETINGS OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS PROVIDING FINDINGS OF FACT; AND PROVIDING FOR A SAVINGS CLAUSE (Standifer)**
- 2. Discussion and Possible Action Regarding the Reappointment of Roger Adams to the Bastrop County Advisory Board of Health**
- 3. Discussion And Possible Direction To Staff Regarding The Distribution Of Community Non-Profit Support Funding As Included In The FY2025-2026 Annual Operating Budget**
- 4. Discuss and Adopt Updated General Use Policies for the Elgin Public Library (Fowler)**
- 5. Discussion and Possible Action to Select an Agreement with the Elgin Chamber of Commerce for the Funding of the Operation of the Visitor's Center (Eads)**
- 6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY OF ELGIN TO ENTER INTO A COST PARTICIPATION AGREEMENT FOR UPSIZING WATER AND WASTEWATER LINES IN THE NORTHSIDE MEADOWS DEVELOPMENT AND MAKING CERTAIN FINDINGS RELATED THERTO. (GONZALEZ)**
- 7. AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL AT 204 LOESCH DRIVE ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15727, ELGIN MEADOWS, LOT 31, CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)**

**8. Discussion and Possible Action to Authorize the Interim City Manager to Negotiate a Contract for a Comprehensive Compensation and Benefits Study. (Sanders)**

**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. Executive Session pursuant to Texas Government Code Section 551.074 (Personnel Matters): Deliberation regarding the appointment and employment of a City Manager, including discussion of qualifications, compensation, and terms of a proposed employment agreement.**

**XII. RECONVENE**

Discussion and Possible Action: Consideration and possible action to appoint a City Manager and authorize the Mayor to negotiate, finalize, and execute an employment agreement with the selected candidate, subject to review and approval as to form by the City Attorney.

**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 24, 2025, in accordance with Chapter 551 of the Texas Government Code.

A handwritten signature in black ink, appearing to read "Peyton Standifer". The signature is written in a cursive style with a large initial "P" and "S".

Peyton Standifer, City Secretary



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** PUBLIC HEARING ON AN ORDINANCE ANNEXING A 133.6470-ACRE AND A 40.363-ACRE TRACT OF LAND TOTALING 174.01 ACRES, 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 “PDD” PLANNED DEVELOPMENT 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 on this item.

**BACKGROUND:**

The owner of the 174.01 acre territory has submitted a petition for annexation. State law requires one public hearing before adoption of the annexation ordinance.

**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 174.01 acres and granting PDD zoning
2. Southside meadows annex petition
3. Southside Meadows Annexation Vicinity Map

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

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

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

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

**ORDINANCE NO. 2025-12-16-**

**AN ORDINANCE ANNEXING A 133.6470-ACRE AND A 40.363-ACRE TRACT OF LAND TOTALING 174.01 ACRES, 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 “PDD” PLANNED DEVELOPMENT 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 Hariharan Kuppuraj, the owner of 174.01 acres comprised of a 133.6470-acre and 40.363-acre tract of land located in Travis County and known by the Travis County Appraisal District as Parcel No. 237086 and 237087, the property being more fully described in Exhibit “A”, and

**WHEREAS**, the City Council has previously approved an Amended Development and Consent Agreement dated September 12, 2024, between the City of Elgin, Texas and Hariharan Kuppuraj, and

**WHEREAS**, the Amended Development and Consent Agreement details the master planned residential community, and

**WHEREAS**, the City of Elgin and Hariharan Kuppuraj now wish to convert the Development Agreement into a Planned Development District (PDD), and

**WHEREAS**, on December 2, 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 "PDD" Planned Development 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 16th day of December 2025.

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THERESA Y. MCSHAN, Mayor

ATTEST:

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PEYTON STANDIFER, City Secretary

**METES & BOUNDS DESCRIPTION**

**BEING A 174.01 ACRE TRACT OUT OF THE WILLIAM HINES SURVEY NUMBER 53, ABSTRACT NUMBER 345, TRAVIS COUNTY, TEXAS, SAID TRACT BEING A PORTION OF TRACT 1 AND ALL OF TRACT 2, DESCRIBED TO TYLER DAVID GRAHAM AND CASEY ELLEN GRAHAM, AS RECORDED IN DOCUMENT NUMBER 2009037340 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS [O.P.R.T.C.T.], SAID TRACT MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:**

**BEGINNING** at a 1/2-inch iron rod with cap found on the southeast line of said Tract 1, same being the south corner of a called 50.000 acre tract, conveyed to Jose J. Espinoza, recorded in Document Number 2021134415 [O.P.R.T.C.T.], and on the northwest right-of-way line of County Line Road, no record information found, same being the southeast corner of a called 146.020 acre remainder tract, recorded in Document Number 2009037340 [O.P.R.T.C.T.], and for the east corner of the tract described herein, from which a 1/2-inch iron rod found for the east corner of said Tract 1, same being on the southeast line of said 50.000 acre tract, bears N27°10'15", a distance of 143.40 feet;

**THENCE** with the southeast line of said Tract 1 and Tract 2 and the northwest right-of-way of said County Line Road, the following two (2) courses and distances:

- 1) S27°10'15"W, a distance of 1,555.40 feet to a 1/2-inch iron rod found,
- 2) S27°09'40"W, a distance of 799.35 feet to bent 5/8-inch rod found for the south corner of said Tract 2 and the tract described herein, and in the northwest right-of-way line of said County Line Road, same being the most northerly east corner of a called 24.953 acre tract, conveyed to Monte E. McDaniel and Barbara P. McDaniel, recorded in Document Number 2011027873 [O.P.R.T.C.T.];

**THENCE** N62°52'19"W, with the common line of said Tract 2 and said 27.953 acre tract, a distance of 2,193.70 feet to a calculated point on the west corner of said Tract 2 and on the most southerly northeast line of said 24.953 acre tract, same being the south corner of a called 5.00 acre tract, conveyed to Monte E. McDaniel, recorded in Volume 11722, Page 1401 [O.P.R.T.C.T.];

**THENCE** N27°12'40"E, with the common line of said Tract 2 and said 5.00 acre tract, a distance of 802.35 feet to a calculated point for the northwest corner of said Tract 2, same being on the southwest line of said Tract 1, and the northeast corner of said 5.00 acre tract;

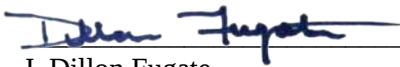
**THENCE** N62°39'25"W, with the common line of said Tract 1 and said 5.00 acre tract, passing at 273.81 feet, a disturbed 1/2-inch iron rod found for the northwest corner of said 5.00 acre tract and the northeast corner of a called 5.000 acre tract, conveyed to Monte E. McDaniel, recorded in Volume 10911, Page 1587 [O.P.R.T.C.T.], and passing at 547.10 feet, a 1/2-inch iron rod found for the northwest corner of said 5.000 acre tract, and on the most northerly northeast line of said 24.953 acre tract, and continuing for a total distance of 1,657.46 feet to a calculated point for the west corner of said Tract 2, and on the most northerly northeast line of said 24.953 acre tract, same being the south corner of Lot 130, Block G, of the Elm Creek Section 5B Subdivision, by map or plat recorded in Document Number 200800049 [O.P.R.T.C.T.];

**(CONTINUED ON NEXT PAGE)**

**THENCE** N31°48'41"E with the common line of said Tract 1 and said Lot 130, a distance of 1,523.48 feet to a 1/2-inch iron rod found on the northwest line of said Lot 1, same being on the southeast line of said Lot 130, and being the west corner of said 50.000 acre tract, and also being the southwest corner of said 146.020 acre remainder tract;

**THENCE** S31°48'41"E with the common line of said Tract 1 and said 146.020 acre remainder, a distance of 3,727.32 feet to the POINT OF BEGINNING of the tract described herein and containing approximately 174.1 acres;

I, J. Dillon Fugate, Registered Professional Land Surveyor, hereby certify that this property description and accompanying plat of even date represent an actual survey performed on the ground.



J. Dillon Fugate  
Registered Professional Land Surveyor  
Texas Registration No. 6360  
Doucet & Associates  
DFugate@DoucetEngineers.com  
TBPELS Firm Registration No. 10105800

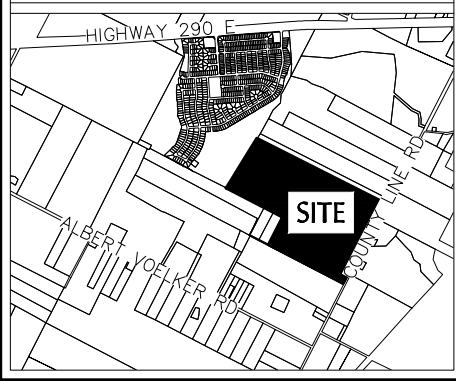
10/31/2022

Date



# VICINITY MAP

NOT TO SCALE



## CONTROL NOTE:

BASIS OF BEARING IS THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203), NORTH AMERICAN DATUM 1983 (NAD83), 2011 ADJUSTMENT (EPOCH 2010). ALL COORDINATE VALUES AND DISTANCES SHOWN ARE SURFACE VALUES AND MAY BE CONVERTED TO GRID BY DIVIDING THE SURFACE ADJUSTMENT FACTOR OF 1.00008 USING CP1 AS POINT OF ORIGIN.

## BASE POINT INFORMATION (GRID)

1  
N=10098139.1147

E=3214883.7572

ELEV.=525.1367

CP=IRSAC 1/2 DOUCET

UNITS: US SURVEY FEET.

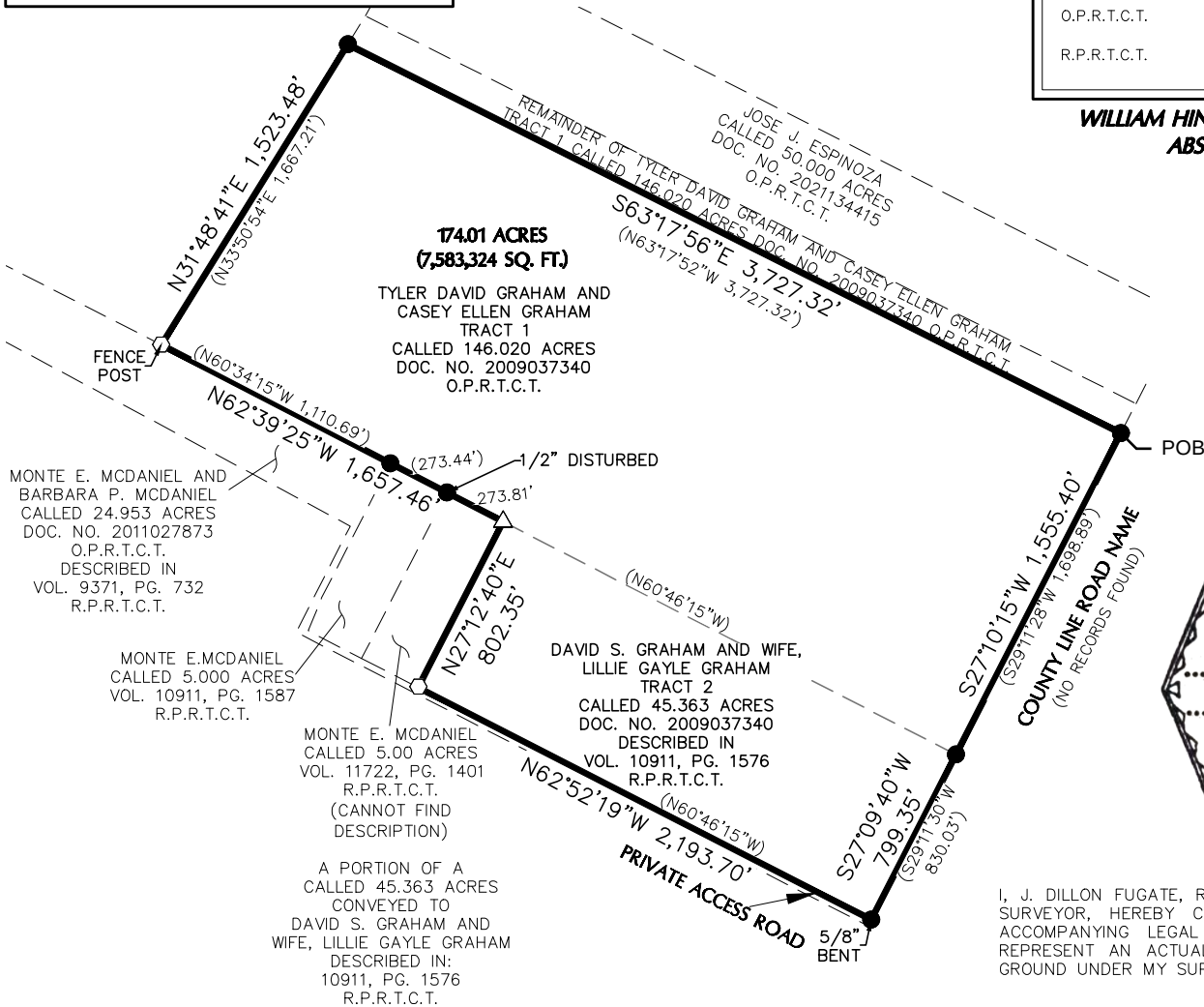
THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. EASEMENTS OR OTHER MATTERS OF RECORD MAY EXIST WHERE NONE ARE SHOWN.

# VICINITY MAP

NOT TO SCALE

|              |                                               |
|--------------|-----------------------------------------------|
| —            | SUBJECT PROPERTY LINE                         |
| - - -        | ADJOINER PROPERTY LINE                        |
| ●            | 1/2" IRON ROD FOUND [UNLESS NOTED]            |
| ○            | 1/2" IRON ROD WITH "DOUCET" CAP SET           |
| ⬡            | FENCE POST FOUND [AS NOTED]                   |
| △            | CALCULATED POINT                              |
| P.O.B.       | POINT OF BEGINNING                            |
| DOC. NO.     | DOCUMENT NUMBER                               |
| VOL.         | VOLUME                                        |
| PG.          | PAGE                                          |
| R.O.W.       | RIGHT-OF-WAY                                  |
| O.P.R.T.C.T. | OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS |
| R.P.R.T.C.T. | REAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS     |

**WILLIAM HINES SURVEY, SECTION 53  
ABSTRACT NO. 345**



I, J. DILLON FUGATE, REGISTERED PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT AND ACCOMPANYING LEGAL DESCRIPTION OF EVEN DATE REPRESENT AN ACTUAL SURVEY PERFORMED ON THE GROUND UNDER MY SUPERVISION.



GRAPHIC SCALE: 1"=800'

*Dillon Fugate* 10/31/2022  
DATE

J. DILLON FUGATE  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NO. 6360  
DOUCET & ASSOCIATES  
DFUGATE@DOUCETENGINEERS.COM

**174.01 ACRE  
(7,583,324 SQUARE FEET)  
EXHIBIT**  
  
**TRAVIS COUNTY, TEXAS**



# DOUCET

**Civil Engineering // Entitlements // Geospatial**  
**7401 B. Highway 71 W, Ste. 160**  
**Austin, TX 78735, Tel: (512)-583-2600**  
**www.doucetengineers.com**  
**TBPE Firm Number: 3937**  
**TBPELS Firm Number: 10105800**

Date: 10/11/2022

Scale: 1"=800'

Drawn by: JRT

Reviewer: DF

Project: 2403-002

Sheet: 3 OF 3

Field Book: 551

Party Chief: LG

Survey Date: 08/10/2022

**EXHIBIT "B"**

133.6470 Acres

**PROVISION OF SERVICES PLAN**

|                                              |                                                                                                                                                                                     |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date:                                        | November 14, 2025                                                                                                                                                                   |
| Annexation Area:                             | 133.6470 Acres of land, situated in the William Hines Survey No. 53, Abstract No. 345, 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                                                                                                                                                           |

40.3630 Acres

### PROVISION OF SERVICES PLAN

|                                              |                                                                                                                                                                                     |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date:                                        | November 14, 2025                                                                                                                                                                   |
| Annexation Area:                             | 40.3630 Acres of land, situated in the William Hines Survey No. 53, Abstract No. 345, 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                                                                                                                                                           |

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

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

The undersigned owner(s) of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby petition your honorable Body to extend the present city limits so as to include as part of the City of Elgin, Texas, the following described territory, to wit:

237086 - Abs 345 Sur 53 Hines W Acr 133.6470 (1 D 1)  
237087 - Abs 345 Sur 53 Hines W Acr 40.363 (1 D 1)

We certify that the above described tract of land is within the extraterritorial jurisdiction or is contiguous and adjacent to the City of Elgin, Texas, and that this petition is signed and duly acknowledged by each and every person having an interest in said land.

Signed: [Signature]

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Connecticut  
THE STATE OF TEXAS

COUNTY OF Hartford

BEFORE ME, the undersigned authority, on this day personally appeared HARITHARAN KUPPURA, and \_\_\_\_\_, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this 13 day of November, 2025.

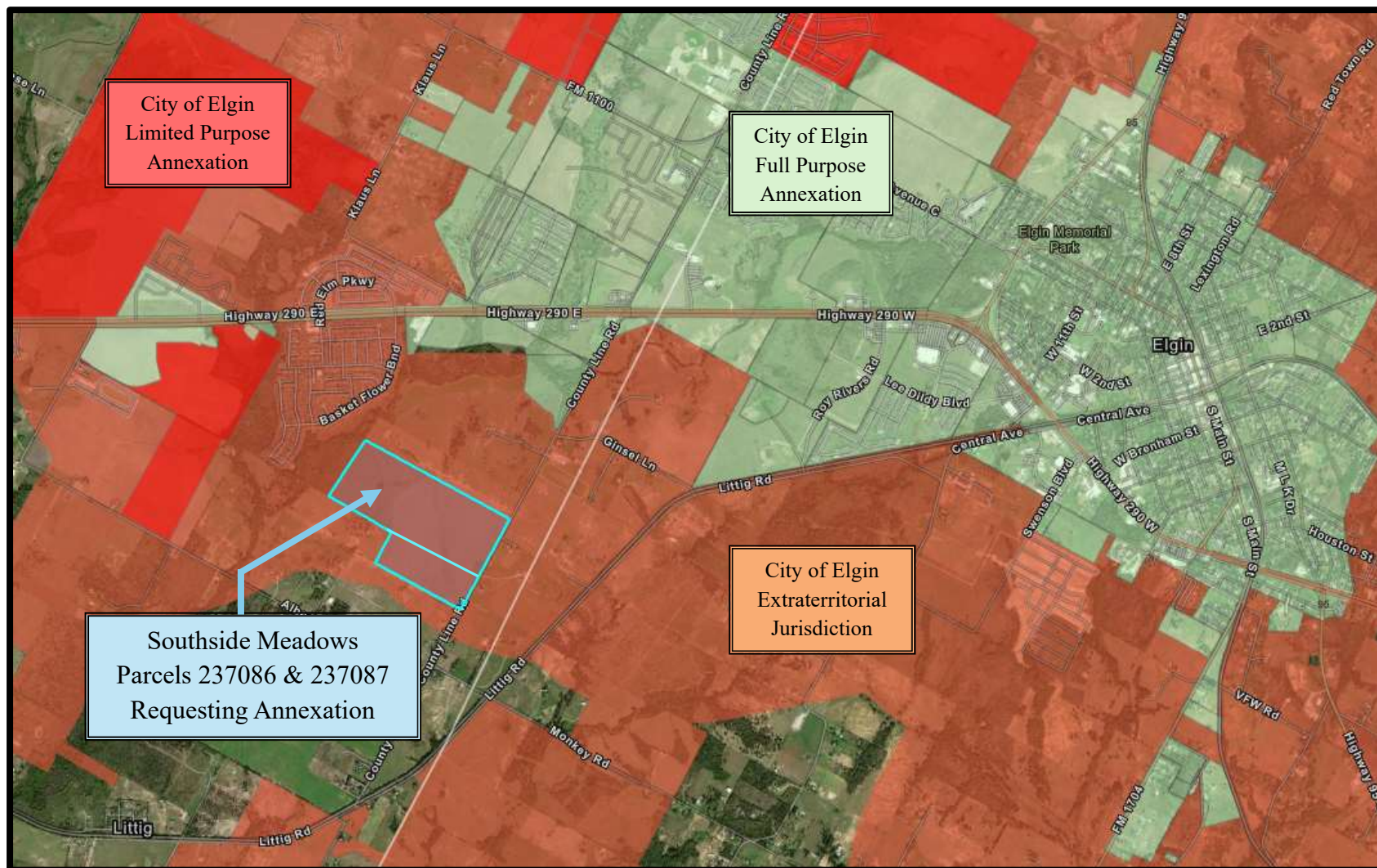
{NOTARY SEAL}

[Signature]

Notary Public in and for  
3/31/2026 County, ~~Texas~~.



### Vicinity Map





## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** PUBLIC HEARING ON AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL AT 204 LOESCH DRIVE ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15727, ELGIN MEADOWS, LOT 31, CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

**DEPARTMENT:** Development Services

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

**BACKGROUND:**

As required by state law, a total of 23 letters were mailed to property owners within 200' of this property announcing the public hearings and a sign was placed in front of the property. As of November 20, 2025, Staff has not received any phone calls or correspondence from any of those property owners. The Planning and Zoning Commission held the first of the two required public hearings on November 18, 2025.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

None.

**ATTACHMENTS:**

1. 204 Losech Ordinance Draft
2. 204 Loesch Dr Application

{ } 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. 2025-12-02-**

**AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL AT 204 LOESCH DRIVE ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15727, ELGIN MEADOWS, LOT 31, CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, 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 for a Specific Use Permit to allow a Short-Term Rental, in the R-1: Single-Family Dwelling district at the property described in Exhibit “A”; and,

**WHEREAS**, the City Council has submitted the application 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 permit on November 18, 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 approval of a Specific Use Permit allowing the Short-Term Rental, for a period of three (3) years and with the following conditions: 1. The Short-term rental operator will be required to provide a local contact for the property who must be available to respond within two hours after being notified of an emergency by a Short-term Rental guest, City employees or other individual during any 24-hour period 2. The Short-term Rental operator shall provide renters with an information packet that includes name and contact information of the local designated contact, restrictions on noise per the City’ noise ordinance, parking restrictions, trash collection schedule, information on relevant burn bans and water restrictions; and,

**WHEREAS**, on the 2nd day of December 2025, after proper notification, the City Council held a public hearing on the requested application; and,

**WHEREAS**, the City Council determines that the Specific Use Permit 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 Zoning District for the Property shall remain R-1: Single-Family Dwelling District, and the Ordinance granting a Specific Use Permit on the property to allow the operation of a Short-Term Rental for a period of \_\_\_\_\_ and with/without the recommended conditions, is hereby adopted.

**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 the 2<sup>nd</sup> day of December 2025.

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

**ATTEST:**

\_\_\_\_\_  
PEYTON STANDIFER, City Secretary

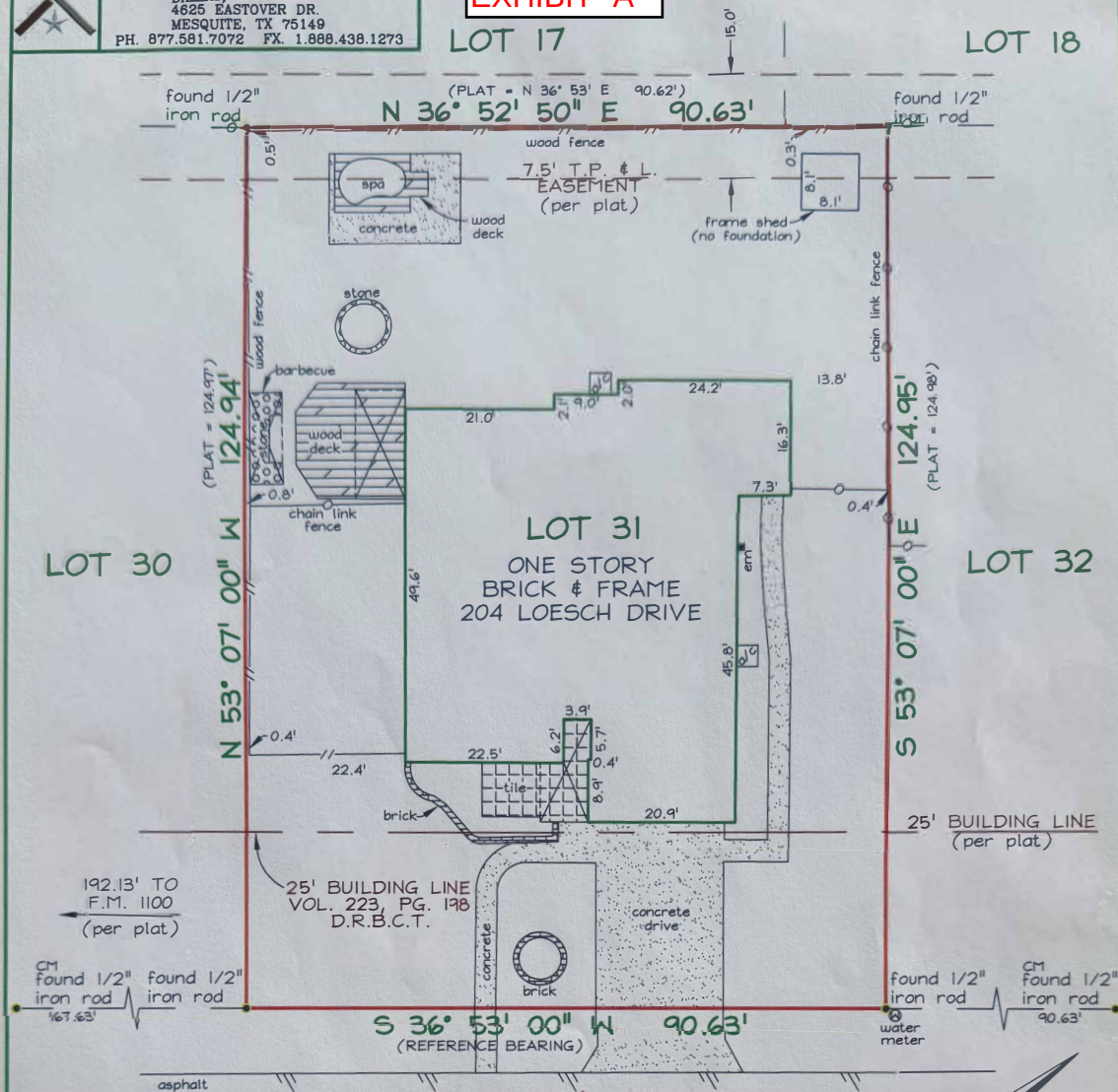


PRECISE LAND SURVEYING, INC.  
DALLAS/FORT WORTH  
4825 EASTOVER DR.  
MESQUITE, TX 75149  
PH. 877.581.7072 FX. 1.888.438.1273

EXHIBIT "A"

LOT 17

LOT 18



NOTES:

CM = CONTROLLING MONUMENT.

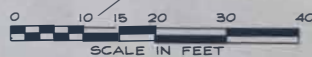
(50' R.O.W.)

THIS PROPERTY IS NOT AFFECTED BY THE FOLLOWING:

(10f)-EASEMENT, VOL. 99, PG. 314, D.R.B.C.T.

BEARINGS ARE BASED ON THE RECORDED PLAT REFERENCED BELOW.

THIS SURVEY IS VALID ONLY WITH ORIGINAL SIGNATURE IN BLACK INK.



THIS IS TO DECLARE that on this date a survey was made on the ground, under my direction and supervision of the property located at 204 LOESCH DRIVE, and Being Lot 31, ELGIN MEADOWS, an addition to the City of Elgin, Bastrop County, Texas, according to the map or plat thereof recorded in Plat Cabinet No. 1, Page 120B, Plat Records, Bastrop County, Texas.

There are no visible conflicts or protrusions, except as shown.

The subject property does not appear to lie within the limits of a 100-year flood hazard zone according to the map published by the Federal Emergency Management Agency, and has a Zone "X" Rating as shown by Map No. 48021C0075 E, dated JANUARY 19, 2006. The statement that the property does or does not lie within a 100-year flood zone is not to be taken as a representation that the property will or will not flood. This survey is not to be used for construction purposes and is for the exclusive use of the hereon named purchaser, mortgage company, and title company only and this survey is made pursuant to that one certain title commitment under the GF number shown hereon, provided by the title company named hereon and that on this date the easements, rights-of-way or other locatable matters of record of which the undersigned has knowledge or has been advised are as shown or noted hereon. This survey is subject to any and all covenants and restrictions of record pertaining to the recorded plat.

DATE:

DATE: 10/21/11

TECH: JN FIELD: PL

FIELD DATE: 10/20/11

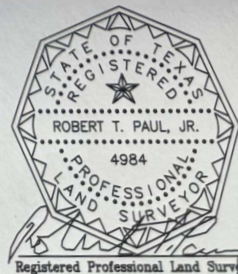
JOB NO: 611-1124

REVISED:

ACCEPTED BY:



GF NO. 1114849-ARB  
MAPSCO NO: 311-H  
INDEPENDENCE TITLE  
COMPANY



## SPECIFIC USE APPLICATION

Date: 10-08-25

### SITE INFORMATION

Project Address: 204 Loesch Dr

Parcel Identification Number (if no address):

### APPLICANT

Name: Victor Grimaldo

Postal Address:

E-Mail Address:

Phone Number:

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

Signature

Victor Grimaldo

10-08-25

Signature

Printed Name

Date

### Project Description:

Requesting approval for a Specific Use Permit (SUP) to operate a short-term rental property known as Checkmate and Chill-Inélocated at 204 Loesch Dr., Elgin Tx 78621.

The property is a single family home with 4 bedrooms and 2 bathrooms, occasionally rented to guests for stays of fewer than 30 days through Airbnb.

No structural modifications are being made to the property. The home will continue to be maintained in excellent condition, with compliance to all city regulations including parking, noise, and occupancy limits.



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



(512) 281-0119



www.elgintexas.gov



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Notification of Elgin Recreation Center Awarded a National Recreation and Park Associations's Supporting Healthy Aging through Parks and Recreation 5.0 Instructor Training Grant.

**DEPARTMENT:** Recreation

**PROPOSED ACTION:** No action required.

**BACKGROUND:**

The National Recreation and Park Association (NRPA), with funding support from the Centers for Disease Control and Prevention (CDC), is partnering with local parks and recreation agencies across the United States to increase access, availability, participation and reach of evidence-based physical activity programs for older adults. The Recreation Center applied for the 5th cohort of the SHAPR Grant to receive up to 2 instructor training for Fit and Strong, along with all participant materials and equipment required to implement the program. Fit and Strong! is an exercise/behavior change program that blends a multiple component exercise program with group problem solving/education using a curriculum designed to facilitate arthritis symptom management, confidence in ability to exercise safely with arthritis, and commitment to lifestyle change.

The Elgin Recreation Center was previously awarded the National Recreation and Parks Association's Supporting Healthy Aging Through Parks and Recreation Instructor Training Grant in 2023 and implemented the 12-Week Habit Changing Program, Active Living Every Day.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

No action required.

**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:** Board of Adjustments Quarterly Report

**DEPARTMENT:** Development Services

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

**BACKGROUND:**

This report covers the period of September to November 2025.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

None.

**ATTACHMENTS:**

1. BOA Quarterly Report Sept 25 - Nov 25

{ } 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.*



# Development Services Department

## STAFF REPORT

### Board of Adjustments (BOA) Quarterly Report

**Date:** November 14, 2025

#### **SUMMARY OF ACTIVITIES FROM SEPTEMBER 2025 – NOVEMBER 2025 MEETINGS**

---

##### September 2025

No activity this month.

##### October 2025

- A. Induction of new member. Christina Cotton was inducted into the Board of Adjustments as Senior Alternate.
- B. Parliamentary procedure presentation by Peyton Standifer
- C. Election of Chair and Vice Chair. Regan Dumbeck was elected as Chair and Darren Mogonye was elected as Vice Chair.

##### November 2025

- A. 122 Jackson Street (Project #202500088) Variance from Section 46-301 and 23-7 allowing the placement of a HUD-code manufactured home on a single lot. – BOA denied.
- B. 313 Q.S. Goins Ln (Project #202500087) Variance from Section 46-303 (2) reducing the side setback on a portion of the eastern lot line from 5' to zero' for the proposed structure. – BOA approved.
- C. 520 W 2<sup>nd</sup> Street (Project #202500079) Variance from Section 46-303 (4) to reduce the minimum lot width from 50' to 48' and a variance from Section 46-303 ( 5 ) to reduce the minimum lot area from 6,000 square feet to 5,232 square feet. – BOA approved.
- D. Direction to Staff regarding changes to membership The Board discussed the possibility of returning to seven regular members and eliminating the alternate members. After reviewing state law, it was decided to keep the five regular members and two alternate members for a while longer.
- E. Direction to Staff regarding changes to future regular meeting days A motion was passed to move the regular meeting day from the second Thursday of the month to the third Thursday of the month.

#### **PROPOSED ACTIVITIES FROM DECEMBER 2025 – FEBRUARY 2026 MEETINGS**

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

#### **RECOMMENDED COUNCIL ACTION**

None.



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Building Standards Commission Quarterly Report

**DEPARTMENT:** Development Services

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

**BACKGROUND:**

This report covers activity between September and November 2025.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

None.

**ATTACHMENTS:**

1. BSC Quarterly Report Sept - Nov 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.*



# Development Services Department

## STAFF REPORT

### Building Standards Commission (BSC) Quarterly Report

**Date:** November 12, 2025

#### **SUMMARY OF ACTIVITIES FROM SEPTEMBER 2025 – NOVEMBER 2025 MEETINGS**

---

##### September 2025

No activity this month.

##### October 2025

- A. Michael Hinds and Jerry Garcia were inducted to the BSC
- B. Presentation on Parliamentary Procedure – by Peyton Standifer
- C. 14000 County Line Road, Elgin High School Athletic Courts (Project #202500076)  
– The EISD requested a variance to allow an increase to the distance to restroom facilities from the new bleachers at the new tennis courts from 500' to 840' – BSC approved.

##### November 2025

No activity this month.

#### **PROPOSED ACTIVITIES FROM DECEMBER 2025 – FEBRUARY 2026 MEETINGS**

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

#### **RECOMMENDED COUNCIL ACTION**

None.



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Parks and Recreation Advisory Board Quarterly Report

**DEPARTMENT:** Recreation

**PROPOSED ACTION:** None.

**BACKGROUND:**

This report covers the past three months of activity for the Parks and Recreation Advisory Board.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

None.

**ATTACHMENTS:**

1. ITEM 8.3 Parks Advisory Board Report to City Council December 2025

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

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

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

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

The Parks Advisory Board includes Deja Cooper, Susie Rowe, Sarah O’Neal, Charles Brown, Crystie Shibley, Melanie Martin, and Lacy Hilliard. Deja, Susie and Sarah are all recently appointed members who joined the board in October 2025.

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

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

**1.) Summary of Board Activities for the Past 3 Month.**

Three new board members appointed to the board in October: Susie Rowe, Sarah O’Neal and Deja Cooper.

Continuing to work with the Friends of Elgin Parks to add additional members to the board to revitalize the group, working towards one of the Parks Board’s 2025 identified goals.

Reviewed the Special Event and Fee Waiver Policies and made the recommendation to City Council to adopt.

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

**2.) Summary of Proposed Activities for the Next 3 Months**

The Parks Advisory Board is reviewing their 2025 Goals and Objectives to determine 2026 goals at January meeting.

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



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Special Events Permitting Process (Marzec)

**DEPARTMENT:** Community Services

**PROPOSED ACTION:** Implement a formal application process for special events and fee waivers.

**BACKGROUND:**

The City of Elgin frequently receives requests from community organizations, nonprofits, and private groups to host events on city property. Many of these requests include the use of city facilities, equipment, and staff resources. The current process for submitting and reviewing these requests lacks uniformity, creating challenges in budgeting, scheduling, and ensuring equitable treatment of applicants. Below is the process that has been developed by City staff to address the challenges:

1. Standardized Application Form with Submission Deadlines
  - Available online and at City Hall.
  - Includes event details, anticipated attendance, location, date/time, equipment/staff needs, and safety/security plans.
  - Applications due a minimum of 90 days prior to the event date.
2. Fee Waiver Requests
  - Must be included as part of the initial application.
  - Applicants must demonstrate they meet the established standards.
  - A rubric will be established for Council or staff to evaluate waiver eligibility.
3. Review and Approval Process
  - Applications reviewed by staff for completeness and operational feasibility.
  - Staff provides a recommendation to City Council for fee waiver requests or events requiring city resources.
  - Routine or low-impact events may be approved under staff authority.
4. Cost Recovery & Equity
  - All event organizers are required to pay the \$25 application fee.
  - Event organizers will be responsible for direct costs unless eligible for and requesting a fee waiver.

**BUDGET/FINANCIAL IMPACT:**

There is no fiscal impact for the adoption of this process.

**RECOMMENDATION:**

That the City Council approve the development and adoption of a formalized application process for special events and fee waiver requests, as outlined above.

**ATTACHMENTS:**

1. 12.02.2025 Memo - Special Event Process and Rubric
2. 2025 COE Special Event Permit
3. Special Event Summary - Customer Facing
4. Process for Non-City Special Event Applications - Staff
5. Special Event Fee Waiver Rubric - City Council

{ } 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.*

**To:** Mayor and Members of the Elgin City Council

**Date:** 12.02.2025

**From:** Elizabeth Marzec, Recreation & Leisure Manager

**Subject:** Proposal for Revised Application Process for Special Events and Fee Waiver Requests

### Purpose

The purpose of this memo is to recommend the adoption of a standardized application process for all special events hosted within the City of Elgin, as well as for fee waiver requests submitted by non-city organizations seeking to host events on city property or requiring city staff support.

### Background

- The City of Elgin frequently receives requests from community organizations, nonprofits, and private groups to host events on city property.
- Many of these requests include the use of city facilities, equipment, and staff resources.
- **The City of Elgin awarded (or is projected to award) \$51,180 in waived fees in 2025.**
- Current process for submitting and reviewing these requests lacks uniformity, creating challenges in budgeting, scheduling, and ensuring equitable treatment of applicants.

Proposal: Implement a formal application process for special events and fee waivers:

#### 1. **Standardized Application Form with Submission Deadlines**

- Available online and at City Hall.
- Includes event details, anticipated attendance, location, date/time, equipment/staff needs, and safety/security plans.
- Applications due a minimum of 90 days prior to the event date.

#### 2. **Fee Waiver Requests**

- Must be included as part of the initial application.
- Applicants must demonstrate they meet the established standards.
- A rubric will be established for Council or staff to evaluate waiver eligibility.

#### 3. **Review and Approval Process**

- Applications reviewed by staff for completeness and operational feasibility.
- Staff provides a recommendation to City Council for fee waiver requests or events requiring city resources.
- Routine or low-impact events may be approved under staff authority.

#### 4. **Cost Recovery & Equity**

- All event organizers are required to pay the \$25 application fee.
- Event organizers will be responsible for direct costs unless eligible for and requesting a fee waiver.

### Benefits

- **Transparency:** Clear and consistent rules for all applicants.
- **Efficiency:** Streamlined process reduces staff time spent on ad hoc negotiations.
- **Fairness:** Equitable treatment of all organizations, regardless of size or influence.
- **Accountability:** Provides Council with clear documentation for decision-making.
- **Resource Management:** Ensures city staff and facilities are used effectively.

### Recommendation:

That the City Council approve the development and adoption of a formalized application process for special events and fee waiver requests, as outlined above.

## City of Elgin Special Event Permit

310 N. Main St. | P.O. Box 591 | Elgin, TX | Phone 512-281-5724 | Fax 512-285-3016

This document is to assist you in preparing the information needed to inform the City of Elgin of your request. Please meet with the City of Elgin at least 90 days in advance of your event.

Annual Events shall have preference in the reservation of a special events venue over other requested reservations for an upcoming year. Event sponsors must submit a letter not later than thirty (30) days after the conclusion of the event to reserve the upcoming year's event dates. Reservations for event dates are subject to cancellation if fees, agreements, permits and other required submissions are not timely received by the City of Elgin.

Please provide a detailed description of the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Park/Facility: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Organization(s): \_\_\_\_\_

Non-Profit ID: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Is this event requesting a fee waiver? YES / NO



## City of Elgin Special Event Permit

310 N. Main St. | P.O. Box 591 | Elgin, TX | Phone 512-281-5724 | Fax 512-285-3016

### What will you need?

- |                                                     |                                                   |
|-----------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Street Closures            | <input type="checkbox"/> Security                 |
| <input type="checkbox"/> Park Rentals               | <input type="checkbox"/> Traffic Control          |
| <input type="checkbox"/> Reserved Parking           | <input type="checkbox"/> Signs                    |
| <input type="checkbox"/> Barricades                 | <input type="checkbox"/> EMS Stand-By             |
| <input type="checkbox"/> Trash & Clean up           | <input type="checkbox"/> Fire Control             |
| <input type="checkbox"/> Port-A-Potties             | <input type="checkbox"/> Inspection               |
| <input type="checkbox"/> Electricity                | <input type="checkbox"/> Assistance of city crews |
| <input type="checkbox"/> Electrical Outlets         | <input type="checkbox"/> Open Container Waiver    |
| <input type="checkbox"/> Water Outlets              | <input type="checkbox"/> Other equipment          |
| <input type="checkbox"/> Sewer Outlets              |                                                   |
| <input type="checkbox"/> Will food be served: _____ |                                                   |
| <input type="checkbox"/> Other Requests: _____      |                                                   |

*Fees for park or facility use, requested supplies and personnel, and other support will apply. Minimum number of materials or personnel required is subject to change as determined by the City of Elgin Police Department and City of Elgin Public Works Department.*

### Acknowledgement of Next Steps:

I, \_\_\_\_\_ (event organizer or point of contact)  
understand that I must submit the following information to the City of Elgin no later than 90  
days in advance of the event date.

- a. Solid Waste Plan/Portable Toilets (Municode Sec. 28-90)
- b. Traffic Plan (Municode Sec. 28-92)
- c. Sound Policy (Municode Sec. 28-94)
- d. Safety and Security Plan (Municode Sec. 28-95)
- e. Detailed Site Plan (Municode Sec. 28-97)
- f. Copy of Premises Liability Insurance Policy naming the City of Elgin.

Failure to submit appropriate special event paperwork will result in cancellation of request.

Event Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## City of Elgin Special Event Permit

310 N. Main St. | P.O. Box 591 | Elgin, TX | Phone 512-281-5724 | Fax 512-285-3016

### REQUEST TO WAIVE FEES

**Brief Description of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this event free? YES / NO

Is this event open to the public? YES / NO

Does it have a political affiliation? YES / NO

Is this event a fundraiser? YES / NO

#### **Park Fee Waiver Requested? YES / NO**

*Any time a park is utilized for an event, including setting up and tear down, the park needs to be rented.*

Name of Park: \_\_\_\_\_

Address of Park: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

*Attach Map of Proposed Park/Event Layout.*

#### **Park Hours Waiver Requested YES / NO**

*Park hours are Dawn - 10PM unless otherwise approved by City Council.*

Name of Park: \_\_\_\_\_

Address of Park: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

#### **Street Closure(s) Requested? YES / NO**

Street Closures Identified by Blocks Between Intersections: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Use with Specific Times: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Attach Map of Proposed Street Closures to Request.*

#### **Open Container Waiver Requested? YES / NO**

Waiver Area Identified by Blocks Between Intersections: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Waiver Request with Specific Times: \_\_\_\_\_

\_\_\_\_\_

#### **Sound Ordinance Waiver Requested? YES / NO**

Waiver Area Identified by Blocks Between Intersections: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Waiver Request with Specific Times: \_\_\_\_\_

\_\_\_\_\_



## City of Elgin Special Event Permit

310 N. Main St. | P.O. Box 591 | Elgin, TX | Phone 512-281-5724 | Fax 512-285-3016

**Police Officer Presence Requested?** YES / NO

Date(s) of Request with Specific Times: \_\_\_\_\_

Description of Role Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

### SPECIAL EVENT FEES

Name of Park/Facility \_\_\_\_\_

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Responsible Party \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Park Rental Fee =** \_\_\_\_\_ **Cash** **Credit/Debit Card** **Check #** \_\_\_\_\_

**Refundable Deposit =** \_\_\_\_\_ **Cash** **Credit/Debit Card** **Check #** \_\_\_\_\_

**Special Event Fee =** \_\_\_\_\_ **Cash** **Credit/Debit Card** **Check #** \_\_\_\_\_

**Fee Total =** \_\_\_\_\_ **Cash** **Credit/Debit Card** **Check #** \_\_\_\_\_

Event Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Special Event Permit is a non-refundable processing fee. The party signing this agreement acknowledges that they have read the rules and guidelines for Special Events found in City Ordinance no. 2024-05-30-28.



## **Special Event & Fee Waiver Summary**

The City of Elgin permitting process has been established to create a streamlined approach to the planning, review, and on-site management of events in the city.

### **Activity Requiring a Special Event Permit**

Special Events are events that...

- Have 50 or more attendees per day at a city facility or park.
- Impact a city street, sidewalk, alley, walkway, or other city public right-of-way.
- Impact access to any businesses or residents.
- Meet any of the following conditions:
  - Are temporary
  - Involve 50 or more attendees per day
  - Are inconsistent with the permanent use to which the property may legally be used, or the occupancy levels permitted on the property, and include one of the following:
    - Temporary structures, including, but not limited to: tents, stages, or fences
    - Sound equipment in an area not fully enclosed by permanent, solid walls, and roof
    - Provision of food or beverages, including alcohol
  - Involve a Fee Waiver request by the organizer.

### **Things to Know Before You Plan**

- Review the current Fee Schedule to see associated costs for rental facilities, parks, police or public works support.
- Park hours are Dawn - 10PM unless approved by City Council. Any time a park is utilized for an event, including setting up and tearing down, the park needs to be rented.
  - Please note: If you will have tents set up, portable toilets delivered, etc. the day before your event date, you will need to rent the space.
- Applications are charged an application processing fee at the time of application submittal, regardless of fee waiver request status.
  - Payment can be made online or at the Elgin Recreation Center, 361 N. HWY 95.
  - If payment is not received at time of application, the application will not be processed.
- Applications must include the following at the time of submission:
  - Solid Waste Plan/Portable Toilets (Municode Sec. 28-90)
  - Traffic Plan (Municode Sec. 28-92)
  - Sound Policy (Municode Sec. 28-94)
  - Safety and Security Plan (Municode Sec. 28-95)
  - Detailed Site Plan (Municode Sec. 28-97)
  - Copy of Premises Liability Insurance Policy in the amount of \$1,000,000 naming the City of Elgin as an additionally insured.
  - Copy of Liquor Liability Insurance Policy in the amount of \$500,000 naming the City of Elgin as an additionally insured if serving alcohol at the event.
- Special Events organizers requesting a Fee Waiver must:
  - Follow the Fee Waiver requirements
  - Submit an application no later than 90 days before the start date of the event.

- Have a representative available to answer questions at the City Council meeting the waiver is being considered on.
- Event organizers must ensure that all vendors:
  - Post required, current, valid permits in a visible location.
  - Are prepared for fire and health inspections at any time during the event.
  - Adhere to all fire and safety requirements (Municode Sec. 8-157.104., Sec. 8-157.105, Sec. 8-157.108., Sec. 8-157.109. and Sec. 8-157.110.)
- If a police presence is determined to be necessary by either the organizer or the City of Elgin, the rate will be charged according to the information found here: <https://www.elgintexas.gov/1205/Hire-an-Off-Duty-Police-Officer>
  - The suggested number of officers needed to adequately staff an event will be provided within 30 days of receipt of the event organizer's request.
  - All costs and/or expenses for EPD personnel/equipment for a non-city event (estimated or actual) will be coordinated through Off Duty Management, Inc.
  - Scheduling requests for EPD officers at any non-city event will be coordinated through Off Duty Management, Inc.
- Submission of a Special Event Application does not guarantee approval of event or reservation of event dates. City of Elgin has final decision on approved events and dates.
- After the event is complete, the City of Elgin will request a post event evaluation to communicate a summary of the success of the event.

### **Fee Waivers Requirements**

- To be eligible for a fee waiver from City Council, the event must meet one of the following conditions:
  - Be a benefit to the whole community with no barriers to participation (No membership requirement, entry fee, etc.); or
  - Be an event that the City of Elgin is co-hosting for the community (ex. Juneteenth Festival); or
  - Does not charge a fee for participation; and
  - The primary intent of the event cannot be to raise funds for the operational costs of the event organizer. Exceptions can be made for events raising funds for charity.
  - Submit a Special Event Application no later than 90 days before the date of the event.
  - Have a representative available to answer questions at the City Council meeting the waiver is being considered on.
- In exchange for a fee waiver, the City of Elgin:
  - Will be listed as a donor, sponsor or co-host on all promotional materials as applicable with the City of Elgin logo visible on marketing materials.
- The organization will still be required to pay a deposit on park and facility rentals. The deposit will be refunded as applicable post-event following existing city procedures.

### **Special Event Fee Waiver Rubric**

The City of Elgin values community events that bring people together, celebrate our heritage, and enhance quality of life. To make sure fee waivers are applied fairly, the City Council and staff use a rubric (scoring tool) when reviewing applications.

Your application will be reviewed in the following areas:

1. Community Benefit
  - Does the event strengthen community pride or connection?
  - Is it free or affordable for residents?
2. Alignment with City Goals
  - Does the event support Elgin's goals such as culture, tourism, economic vitality, or wellness?
  - Will it positively represent Elgin to visitors?
3. Public Impact & Participation
  - How many people are expected to attend?
  - Does the event include diverse age groups and communities?
4. Organizational Status & Capacity
  - Is the applicant a nonprofit, school, or civic group?
  - Can the group demonstrate the ability to safely manage the event?
5. Use of City Resources
  - How much staff time, equipment, or facilities are needed?
  - Will the applicant share costs or provide in-kind support?

Scoring: Each category is scored from 0 (does not meet) to 5 (excellent match).

### **Notification Requirements**

Special events can significantly impact residents and businesses. For any events that require residents or businesses to use alternative access routes, have their normal parking spaces removed, or shift their schedules around the activity, event organizers must:

- Provide event notifications to residents within 200 feet of the event site a minimum of 30 calendar days prior to the first date of the event:
  - Acceptable notification forms are:
    - Letters mailed to residences.
    - Letters dropped off at residence addresses, hand delivered.
    - Emailed to residents.
    - Phone call with verbal communication to resident or voicemail left.
- Submit copy of all notifications to the City of Elgin.
- Notifications must include date(s) and time(s) of the event, a map showing the closure(s) and applicant contact information.

### **Supplemental Information**

The following information must be submitted at the time of application, a minimum of 90 days before event date.

#### Solid Waste Plan/Portable Toilets (Municode Sec. 28-90)

A solid waste plan includes number and type of portable toilets, location, delivery and removal dates, trash collection locations and trash receptacle removal time frame.

#### Traffic Plan (Municode Sec. 28-92)

The traffic and parking plan shows street closures, parking and motorized vehicles on park grounds. Event planners shall provide a plan for reducing the number of vehicles utilized during the event and minimizing the number of vehicle trips made on parkland and minimizing the event's impact on business districts and/or residential neighborhoods. Any plans involving TXDOT roadways must be filed a minimum of 60 days prior to the event with the City and TXDOT.

#### Sound Policy (Municode Sec. 28-94)

City Noise Ordinance (Sec. 16-82 and 28-94) defines noise as any sound of a level and duration that would unreasonably interfere with the enjoyment of life or property in the city of Elgin including the use of any public loudspeaker in a fixed position, moveable position, or mounted on a sound vehicle in a public space or public right-of-way for the purpose of communication or sound reproduction unless a permit has been approved by the city council of the City of Elgin.

Events intending to use amplification devices:

- Will include agreements by sponsors with performers that state the date, time and decibel limits for amplified sound.
- Will make a diligent effort to minimize the impact of amplified sound on surrounding neighborhoods and businesses, i.e., placement of stage and direction of speakers.
- Acknowledge that sound may be measured and monitored by the city police department.

#### Safety and Security Plan (Municode Sec. 28-95)

The city manager and city staff shall determine safety and security needs for each event. At minimum, special events must have at least one staffed first aid station with a minimum of a first aid kit and communication equipment. The city may refuse to make available a special event venue for a proposed event if the city determines that the safety of the participants or park patrons cannot be adequately assured and/or if significant damage to park property may occur.

#### Fencing / Exits (Municode Sec. 28-96)

If fencing is required for an event, a fence plan shall be provided to the city 30 days prior to the event. Such plan shall provide adequate opening for safe ingress and egress in the event of an emergency. The time allowed for installation and removal of fencing will be 24 hours prior to the event and removed 24 hours after the event. Dates for fencing must be included in rental as fencing will impede public access on public lands.

#### Detailed Site Plan (Municode Sec. 28-97)

A site plan, of the venue that includes but is not limited to, the location of fencing, stage/booths, tents, portable toilets, bicycle spaces, first aid stations and any other appurtenances.

#### Copy of Premises Liability Insurance Policy naming the City of Elgin (Municode Sec. 28-133)

A copy of the organization's insurance policy naming the City as an additional insured with a waiver of subrogation and minimum of \$1,000,000 coverage for property damage per occurrence, incident or accident and a minimum of \$15,000 coverage for medical and personal injury per occurrence, incident or accident.

It is recommended that event organizers reach out to their primary insurance company to add an additional event policy. Other alternatives available are found online, including:

- [www.specialeventinsurance.com](http://www.specialeventinsurance.com)
- [www.kandkinsurance.com](http://www.kandkinsurance.com)
- [www.eventsured.com](http://www.eventsured.com)
- [www.progressive.com](http://www.progressive.com)

The City of Elgin does not endorse or promote any particular insurance company or provider. The list of event insurance options supplied is for informational purposes only and was compiled from publicly available resources such as Google search results. Event organizers are encouraged to research independently and select the provider that best meets their needs.

### Examples:

Following are examples of a site map and notes that might accompany a map in a submission.

#### Inclusive Site Map

Following is an example of a Solid Waste Plan, Traffic Plan, Safety and Security Plan, Fencing and Exits and Site Plan included in one graphic that clearly notates where each of the following will be located:

- Portable toilets
- Extra trash cans
- Barricades
- Street closures
- Location and orientation of speakers
- Fencing
- EMS access point
- First Aid Station



#### Notes Accompanying Site Map:

- Solid Waste Plan/Portable Toilets: Four portable toilets will be placed at the corner of Main Street and Depot Street, within the barricades on Depot Street, facing Avenue C. Toilets will be delivered on *(date and time)* by *(Company)*, will be emptied on *(date and time)* and will be collected on *(date and time)*. If further servicing is required, event organizer is responsible for communicating with *(Company)* to arrange servicing and will communicate new dates with the City as soon as reasonably possible.
- Sound Policy: Speakers will be placed at the *(location, ex. Veterans Memorial Park Stage)* and facing *(direction, ex. West towards the Elgin Police Department)*. Sound will be projected between *(hours)* and will not be louder than *(decibels)* as agreed upon by *(event organizer and band/dj/performer)*. No residences are within 200 feet of the event site. Notice to the Police Department of sound projection is scheduled to be delivered on *(date)* via *(letter/email/phone call)*.
- Safety and Security Plan: The First Aid Tent will be located at the corner of Depot Street and N. Ave. C in Veterans Memorial Park and will be staffed by a volunteer between *(hours)*. First Aid Tent will include a basic First Aid Kit including band aids, disinfectant, gloves, cold compresses and a cell phone. EMS access to the event is through the barricades on N. Ave. C at Depot Street. No vendors, tents or tables will be located on N. Ave. C to allow through access to EMS personnel.

## **Process for Non-City Sponsored Special Event Applications**

### **Applicant Process: Application**

- Submit Special Event Application (Minimum of 90 days before event date)  
**community@elgintexas.gov**
- Submit supplemental information (Minimum of 90 days before event date):
  - Solid Waste Plan/Portable Toilets (Municode Sec. 28-90)
  - Traffic Plan (Municode Sec. 28-92)
  - Sound Policy (Municode Sec. 28-94)
  - Safety and Security Plan (Municode Sec. 28-95)
  - Detailed Site Plan (Municode Sec. 28-97)
  - Copy of Premises Liability Insurance Policy in the amount of \$1,000,000 naming the City of Elgin as an additionally insured.
  - Copy of Liquor Liability Insurance Policy in the amount of \$500,000 naming the City of Elgin as an additionally insured if serving alcohol at the event.
- Pay Special Event Application fee at time of submission.
  - Special Event Application Fee can be found in the City of Elgin Fee Schedule.
  - Payment can be made online or at the City of Elgin Recreation Center, 361 N. Hwy 95.
  - If payment is not received at time of application, the application will not be processed.
- Answer questions from City Staff regarding application in a timely manner.
- Be present at City Council Meeting where the event is considered by Council to answer questions if necessary.

### **Applicant Process: Post Approval**

- Pay associated fees as calculated by City Staff, including but not limited to park rentals, street closure fees and support staff fees.
  - Payment can be made online or at the City of Elgin Recreation Center, 361 N. Hwy 95.
- Provide event notifications to residents within 200 feet of the event site a minimum of 30 calendar days prior to the first date of the event:
  - Acceptable notification forms include:
    - Letters mailed to residents.
    - Letters dropped off at resident's addresses, hand delivered.
    - Emails to residents.
    - Voicemails left on resident's phones.
  - Submit copy of all notifications to the City of Elgin.
  - Notifications must include date(s) and time(s) of the event, a map showing the closure(s) and applicant contact information.
- List the City of Elgin as a donor, sponsor or co-host on all promotional materials as applicable.
- Organizations receiving a fee waiver will still be required to pay a deposit on park and facility rentals.
  - Deposit will be refunded as applicable post-event.

- After the event is complete, fill out the City of Elgin post event evaluation to communicate a summary of the success of the event.

### **City Staff Process**

Special Event Applications and Fee Waiver requests will be processed via email through [community@elgintexas.gov](mailto:community@elgintexas.gov).

1. Once a Special Event Application has been received, confirm that payment of the application fee has been received.
  - a. If there is no receipt attached to the application with the payment, send an invoice to the event coordinator listed on the application.
  - b. Applications will not be processed until payment has been received.
2. Set a meeting with relevant departments for review:
  - a. Public Works: [michael.gonzalez@elgintexas.gov](mailto:michael.gonzalez@elgintexas.gov)
  - b. Police Department: [todd.johnson@elgintexas.gov](mailto:todd.johnson@elgintexas.gov) and [chris.noble@elgintexas.gov](mailto:chris.noble@elgintexas.gov)
  - c. Parks & Recreation: [parks@elgintexas.gov](mailto:parks@elgintexas.gov)
  - d. Main Street: [Kristina.alvarez@elgintexas.gov](mailto:Kristina.alvarez@elgintexas.gov)
3. If there are any questions or concerns, reach out to the event organizer to address.
4. Based on application and clarification from event organizer, create an invoice for total cost of the event based on the City of Elgin approved Fee Schedule.
5. Based on the application and supplemental information, create a summary page for City Council to review.
  - a. Include the following information:
    - i. Application Organization/Individual.
    - ii. Event Name.
    - iii. Event Dates/Times.
    - iv. Event Location.
    - v. Map
    - vi. Event Description.
    - vii. Fee Calculation Table.
6. If the applicant is seeking a fee waiver:
  - a. Review application to determine if the event meets the following requirements for fee waiver:
    - i. Is a benefit to the whole community with no barriers to participation; or
    - ii. Is an event that the City of Elgin is co-hosting for the community; or
    - iii. Does not charge a fee for participants; AND
    - iv. The primary intent of the event cannot be to raise funds for the operational costs of the event organizer. Exceptions can be made for events raising funds for charity.
  - b. If the event is eligible for fee waiver, take completed application and all relevant information to the City Manager/City Secretary for review.
  - c. Once the City Manager/City Secretary has reviewed and approved the application, schedule for review by City Council:
    - i. Submit a place holder on the City Council Agenda when you receive the Special Event Application.
    - ii. Using the attached document, follow the steps to complete the agenda item.

- iii. Let the Organization know which upcoming City Council agenda will include their event so a representative can be present to answer questions.
  - d. Once City Council has reviewed the application and either approved or denied the request, email the event organizer with confirmation of the decision and next steps.
- 7. If the applicant is not seeking a fee waiver, or is not eligible for a fee waiver, send them the updated invoice for payment.
  - a. Payment can be made online or at the Elgin Recreation Center, 361 N. Hwy 95.
- 8. Follow up to ensure that event organizers have provided event notifications to residents within 200 feet of the event site.
- 9. Email a high-resolution graphic of the City of Elgin logo to the event organizer to be included in all promotional materials by the event organizer if the City of Elgin is a sponsor.
- 10. Submit event information to Public Information Officer for press release if applicable.
- 11. Submit event information to Communications Team for posting notice online if applicable.

## Special Event Fee Waiver Rubric

The City of Elgin values community events that bring people together, celebrate heritage, and enhance quality of life. To make sure fee waivers are applied fairly, the City Council and staff use a rubric (scoring tool) when reviewing applications.

Applications will be reviewed in the following areas:

1. Community Benefit
  - Does the event strengthen community pride or connection?
  - Is it free for residents?
2. Alignment with City Goals
  - Does the event support Elgin's goals such as culture, tourism, economic vitality, or wellness?
  - Will it positively represent Elgin to visitors?
3. Public Impact & Participation
  - How many people are expected to attend?
  - Does the event include diverse age groups and communities?
4. Organizational Status & Capacity
  - Is the applicant a nonprofit, school, or civic group?
  - Can the group demonstrate the ability to safely manage the event?
5. Use of City Resources
  - How much staff time, equipment, or facilities are needed?
  - Will the applicant share costs or provide in-kind support?

Scoring: Each category is scored from 0 (does not meet) to 5 (excellent match).

- High scores (24–30 points) are most likely to receive a waiver.
- Moderate scores (18–23 points) may be approved at Council discretion.
- Low scores (0–17 points) are unlikely to receive a waiver.

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**City Council Member:** \_\_\_\_\_

**Applying Organization:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Ranking:** Each category is scored from 0 (does not meet) to 5 (excellent match).

|                                             | 0 | 1 | 2 | 3 | 4 | 5 |
|---------------------------------------------|---|---|---|---|---|---|
| <b>Community Benefit</b>                    |   |   |   |   |   |   |
| <b>Alignment with City Goals</b>            |   |   |   |   |   |   |
| <b>Public Impact &amp; Participation</b>    |   |   |   |   |   |   |
| <b>Organizational Status &amp; Capacity</b> |   |   |   |   |   |   |
| <b>Use of Resources</b>                     |   |   |   |   |   |   |



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Main Street Board Quarterly Report (Alvarez)

**DEPARTMENT:** Community Services

**PROPOSED ACTION:** No action is required at this time.

**BACKGROUND:**

The Main Street board includes Krista Marx, Sarah Gudenkauf, Jake Carter, Skie O'Mahoney, Michelle Nicholson, Erin Riley, Amber de la Rosa, Ashley Dahlke, and Mercathea Hughes. Board members are appointed to implement downtown revitalization through the Main Street Four Point approach – Economic Vitality, Design, Promotion, and Organization. As a Texas Main Street City, Elgin receives design assistance and technical guidance through the Texas Historic Commission. The state program is overseen by Main Street America. A summary of Committee Activities for the last quarter is attached.

**BUDGET/FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

None.

**ATTACHMENTS:**

1. MSB Quarterly Update 12-2-2025

{ } 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.*

## **Main Street Board/Committee Report to the City Council**

### **Board Members:**

Krista Marx, Sarah Gudenkauf, Jake Carter, Ashley Dahlke, Skie O'Mahoney, Michelle Nicholson, Erin Riley, Amber de la Rosa, Mercathea Hughes

### **Mission:**

Implement downtown revitalization through the Main Street Four Point approach: Economic Vitality, Design, Promotion, and Organization.

### **State Support:**

As a Texas Main Street City, Elgin benefits from design assistance and guidance from the Texas Historic Commission.

### 1.) Summary of Committee Activities for the Past 3 Months

#### **Organization**

- The Hogeye Festival was a tremendous success, drawing record crowds and exceptional community engagement. While we are still finalizing board member hours, we currently have 344.5 volunteer hours logged for this year's festival.
- The Dia de los Muertos Celebration was well attended, reflecting Elgin's commitment to cultural inclusion and creativity.
- Volunteer Coordinator Donna Ambrogio continues to lead the youth volunteer program with honor students and supports all Main Street events.
- Volunteer hours are continually logged for quarterly state reporting and Main Street America credentialing, demonstrating ongoing community participation and support.

#### **Economic Vitality**

- The Business Retention Committee has been restructured and rebranded as the Economic Vitality Committee to better reflect its expanded goals and focus areas.
- A new committee chair has been appointed to lead this effort, supporting downtown business growth and vitality.
- Veronica Seever has volunteered to take over leadership of the Retail Group from Molly Alexander, ensuring continued collaboration and support for local merchants.

## **Design**

- The *Crosswalk of Unity* project is nearing completion, with final installations of bike racks, a bike repair station, and a bench underway at the newly expanded Veterans Memorial Park.
- The Design Team met with the Texas Commission on the Arts to discuss potential designation opportunities and future collaborations.
- The first frame for the *Art Alley Project* has been received and will be installed by the end of the year, marking the next step in this public art initiative.

## **Promotion**

- Following the success of Hogeye and Dia de los Muertos, preparations are now underway for our Holiday events and planning for what we can change for 2026.
- The Promotion & Tourism Committee will meet next week to establish goals and priorities for 2026.

## 2.) Summary of Proposed Activities for the Next 3 Months

### **Organization**

- Plan and facilitate the annual Main Street Board work session to review accomplishments and set 2026 goals.
- Support volunteer recruitment and recognition for the upcoming holiday events.

### **Economic Vitality**

- Launch new initiatives under the Economic Vitality Committee, including outreach to property owners and business support strategies as podcast or video series.
- Continue active engagement with downtown business owners to identify needs and opportunities for growth.

## **Design**

- Complete the installation and final reporting for the *Crosswalk of Unity* project.
- Install the first *Art Alley* frame and continue planning for future art installations.
- Planning for additional downtown design and placemaking projects.

## **Promotion**

- Execute *Shop Small*, *Holiday by the Tracks* and *Home for the Holidays* events to drive traffic downtown during the shopping season.
- Begin planning for the 2026 Music in the Park Concert series to meet the new January 11<sup>th</sup> deadline for the Downtown 78621 Magazine.



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Discussion on the Potential Use of Parkland Fees for Essential Projects in Fiscal Year '25-'26 and Direction to Staff, if any. (Gonzalez)

**DEPARTMENT:** Public Works

**PROPOSED ACTION:** Discussion and possible direction to staff on collecting more information about issues only; no action is requested to be taken on this item.

**BACKGROUND:**

Funding challenges have been present for certain improvements at both Veterans Memorial and Morris Memorial Parks. It is the staff's opinion that these improvements are above and beyond what can be done in-house, and funded by the general operating fund. Staff suggest a funding mechanism for these two items, should the Council desire or consider it. Staff recognized that more data collection would be needed to make an informed decision. Staff request the Council consider the memo attached, and understand the specific technical questions may need to be addressed at another time.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommend discussion and possible direction to staff.

**ATTACHMENTS:**

1. Memo Regarding Parkland Fees

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

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



## City of Elgin Texas

310 N. Main Street • P.O. Box 591 • Elgin, Texas 78621

Mr. Robert Alexander Eads,

I am writing to you today to express some funding concerns about critical park maintenance elements and suggest a path forward should council so desire.

Elgin's Veterans Memorial Park is oldest and most central park to the Community as well as Morris Memorial Park and Pool is one of the most used facilities within the system, drawing thousands of visitors each summer and where most of some little Elgin residents get their first swimming experience. However, both of these facilities are in need of maintenance above and beyond what the City staff can perform in-house. A detailed list of maintenance needs can be provided, for the purpose of this memo it should be known that Veterans Memorial Park is lacking sufficient Electricity to support festivals and overhead lighting. Morris pool is in need of a new pump house and variable speed motors as well as new deck surfacing and pool drains. Upon request staff can present the preliminary cost estimates for the pool.

These renovations are listed in the 5-year Capital Improvement Plan, also there has been some existing outstanding challenges with including this large amount of funding in the general operations budget in any given year. The City has made a commitment to keeping the tax rate low and focused on essential operations as you may have noted in the last budget cycle.

The purpose of this memorandum is to recommend the use of dedicated park land fees as a potential funding source to fund critical upgrades at Veterans Memorial Park and the Morris Memorial Park Pool. Both facilities serve as vital community anchors, yet each is facing infrastructure needs that, if unaddressed, will impair public safety, limit recreational access, and increase long-term costs.

It should be noted upfront that while these projects are listed in the five-year Capital improvement plant, using these unencumbered park land funds for these projects will significantly reduce the park fund and potentially limit the funding of other Park Related projects listed in the capital plan. Currently there is not a formal priority for the park projects from council, however staff recommend these two projects listed.

As you know, dedicated park land fees are collected from developers to ensure that, as the community grows, public parks and recreational facilities maintain the capacity and quality necessary to serve an expanding population. These funds are restricted for park development, improvements, and related infrastructure — exactly the types of projects now needed at the two facilities identified.

Two outstanding needs identified by the staff include:

1. Design and install electrical upgrades at Veterans Memorial Park.

2. Undertake a comprehensive renovation of the Morris Memorial Park Pool pump house and pool deck surfacing.

These improvements are essential, timely, and fully consistent with the purpose and intent of dedicated park land funds.

Veterans Memorial Park – Electrical System Upgrades and design.

- Existing electrical systems are aging and increasingly unreliable for special events in that park.
- Outdated infrastructure raises safety concerns, particularly for evening events, lighting, and maintenance operations.
- Proactive modernization should reduce the risk of outages, improve efficiency, and support current and future park programming.

Morris Memorial Park Pool – Renovation

- The pool facility requires substantial repairs and modernization to remain safe, code-compliant, and operational that includes a variable speed motor that runs 24/7 365 to keep the pool water clean and swimmable.
- Deferred maintenance is already limiting functionality and may lead to more costly pool deck issues if not addressed within the next swimming year.
- Renovations will extend the usable life of a highly valued community amenity that serves families, youth programs, and seasonal recreation.

This recommendation is for a funding source only:

Staff would like the council to recognize the park land fees in lieu of parkland as a potential funding source. It should be noted that large scale “from the ground up” park projects are likely going to need Certificate of obligation or general election bond funds assigned to them at some later time.

The Finance Department can provide information on the fund balance for the council at discussion of this matter.

Please let me know if you have any questions or if I can offer any additional information.

-Michael Gonzalez  
Public Works Director



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** City Council Work Session Meeting Minutes - November 5, 2025

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Approve the City Council Meeting Minutes

**BACKGROUND:**

The City Council held a Work Session on November 5, 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 Work Session Meeting Minutes - November 5, 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**  
**November 5, 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  
Stacey Osbourne, Acting Community Services Director  
Beau Perry, Development Services Director/City Engineer  
Sonia Browder, Media Specialist  
Elizabeth Marzec, Recreation & Leisure Services Manager  
Todd Johnson, Police Commander  
Aaron Crim, Police Commander  
Esmeralda Rangel, Assistant City Secretary  
Cameron Jonse, Police Sergeant  
Dylan Judd, Police Detective  
Matthew Hicks, Police Lieutenant  
Lori Lankford, Gradient Solutions Consultant  
Marco Solorio, Police Sergeant  
Byran Heinrich, Police Officer  
Chris Botello, Fire Marshal

## **INVOCATION**

Council Member Swain provided the invocation.

## **PUBLIC COMMENT**

Wes Callais, Willow Sage Ln, questioned the City Council about the financial state of the City, stating that the public has been voicing concerns for some time, and he believes that the public has only received excuses in response. He expressed that he did not believe transparency had been demonstrated by the Council, noting that the only members of the City Council he has observed engaging with their constituents are Deputy Mayor Pro Tem Love and Council Member St. Pierre.

## **NEW BUSINESS**

### **1. Discussion over the 2022-2023 and 2023-2024 Audits and Audit Findings**

Robert Eads, Interim City Manager, explained this workshop was to allow the City Council to discuss and ask questions of staff on the Fiscal Year 2023-2024 Audit that was presented by Brooks and Watson at the last City Council meeting. Mayor McShan requested the repeated findings in the previous audits be discussed first. Mr. Eads reviewed the previous findings with the Council, and answered questions from the Council. Mr. Eads invited Lori Lankford, Gradient Solutions Consultant, to address the Council regarding the ten million dollar deficit. Mrs. Lankford explained that Gradient Solutions was engaged to assist the City in preparation for the 2023-2024 audit, and on page 30 of the audit document there is a deficit of ten million dollars in the Capital Projects column. This indicates that there was not enough revenue in that one year to cover that ten million dollars, and transfers were not made to the Capital Projects. A deficit does not mean the money is missing, but that the revenue for that specific year did not cover the expenses for that specific year. Ms. Lankford further explained several of the expenses shown in the audit. Mr. Eads commented on the reasoning behind pooled accounts, and the necessary staff for that. Council Members Casnovsky and Crim expressed their concern with the lack of staff, and Deputy Mayor Pro Tem Love requested an update on the search for a Finance Director. Mr. Eads explained SGR has recommended the search be refreshed before continuing. Deputy Mayor Pro Tem Love questioned the deadlines in the Single Audit document of December 31, 2025. Mr. Eads explained that several of these will roll over to next year as they will not be fulfilled by December 31, 2025. Council Member Gibson explained that TML has a program that will train a certified accountant already on staff to be a finance director, and this might be of interest to the City. Mayor Pro Tem Brashar questioned the current policies and procedures for the current staff. Ms. Lankford explained that the next step for the Finance Department is to write policies and procedures and bring them to Council for adoption. Ms. Lankford is diligently working with each of them to teach them the correct procedures, and Mr. Eads further expounded on this. Council Member Casnovsky requested Ms. Lankford explain the difference between "messy accounting" and "fraudulent accounting." Ms. Lankford explained that "messy accounting" is inconsistent accounting, and "fraudulent accounting" is actively trying to defraud the entity for personal gain. She stated that she has not seen any fraudulent accounting since she has been here, but she has not reviewed all of the City's financial books. Deputy Mayor Pro Tem Love stated that the auditor is also required to report any fraud that they find, and they have not found any. Council Member St. Pierre questioned the laws that may have been violated with the "messy accounting", and stated a forensic audit is necessary. Council Member Crim questioned staff about the process for the investigation with the Texas Rangers. Mayor McShan invited Chief Chris Noble to give an update. Chief Noble stated that the supervisor of the Texas Rangers would be in contact next week to give the City the next

steps, and the City has not been contacted by the Comptroller's Office. Mr. Eads explained his plan for moving forward.

**ADJOURNMENT**

Mayor McShan adjourned the meeting at 7:52 PM.

**ATTEST:**

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**Theresa Y. McShan, Mayor**

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**Peyton Standifer, City Secretary**



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** Special Event Application, Alcohol Ordinance Waiver, Sound Ordinance Waiver and Fee Waiver for Street Closure from W. 2nd St. Between N. Ave. C and N. Main Street from 10AM - 8PM on December 13th, 2025, and Public Works Support and Police Department Support on December 13th, 2025 - Key Elevation Luxury Cuts 1 Year Anniversary Celebration: \$1,534.60 (Marzec)

**DEPARTMENT:** Community Services

**PROPOSED ACTION:** Approve or decline the Special Event Application, Alcohol Ordinance Waiver, Sound Ordinance Waiver and Fee Waiver for Street Closure from W. 2nd St. Between N. Ave. C and N. Main Street from 10AM - 8PM on December 13th, 2025, and Public Works Support and Police Department Support on December 13th, 2025 in the amount of \$1,534.60 for Key Elevation Luxury Cuts 1 Year Anniversary Celebration.

**BACKGROUND:**

Key Elevation Luxury Cuts has requested an alcohol ordinance waiver, sound ordinance waiver, street closure of W. 2nd St. between N. Ave. C and N. Main Street from 10AM - 8PM on December 13th, 2025, Public Works Support and Police Department Support on December 13th, 2025 and fee waiver for all associated costs. The event is not a fundraiser, does not have a political affiliation and is free to participate in.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was not included in the current year budget FY25-26. Key Elevation Luxury Cuts is requesting the fees be waived for the event. The total fee is \$1,534.60.

**RECOMMENDATION:**

Staff does not have a recommendation.

**ATTACHMENTS:**

1. Special Event Application Summary - Key Elevation Luxury Cuts

{ } 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.*



## SPECIAL EVENT APPLICATION SUMMARY

**Applying Organization / Individual:** Keyanna Chambers

**Event Name:** Key Elevation Luxury Cuts 1 Year Anniversary Celebration

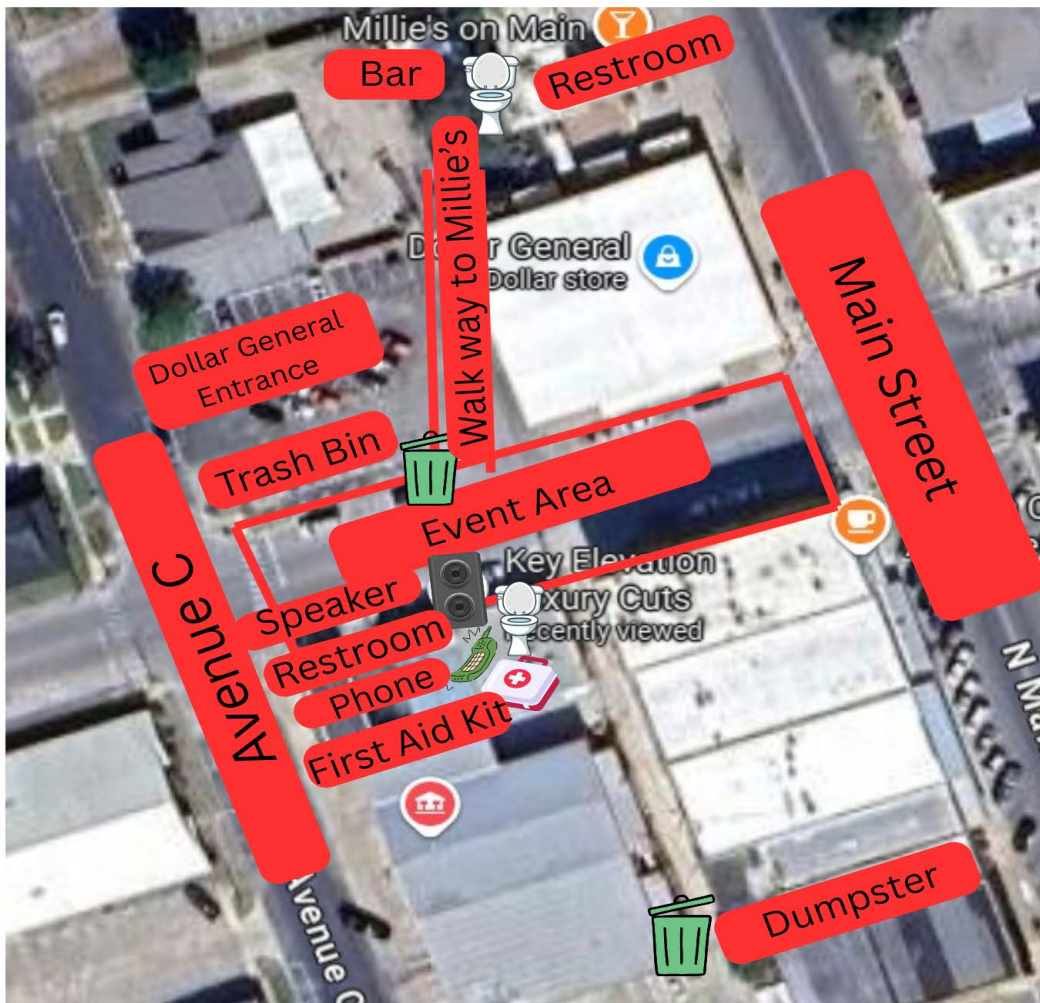
**Event Dates / Times:**

12/13/2025 10AM Public Works blocks street.

12/13/2025 12PM Event Festivities Begin 12pm-7pm

12/13/2025 8PM Public Works removes road barricades

**Event Location:** W. 2<sup>nd</sup> Street between N Ave. C and N Main Street, Elgin, TX 78621



**Event Description:** Keyanna Chambers is the owner of Key Elevation Luxury Cuts located on 111 W 2nd Street and wants to host a free 1-year Anniversary Celebration. By offering free entry, the celebration allows for accessibility and community engagement. The event will serve as an economic driver for local businesses. The Celebration will be held the same Saturday of the City's Elf on the Shelf Scavenger Hunt Event(December 11-14 Thursday-Sunday), so it also promotes cross collaboration and attendance for both events.

### Key Elevation Luxury Cuts 1 Year Anniversary Celebration

Hosted By:Key Elevation Luxury Cuts

| 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 Dept. Support: Saturday, December 13 <sup>th</sup> 2025 | 2                   | 7               | \$86.40                    | \$1,209.60        |
|                                                                |                     |                 |                            | <b>\$1,409.60</b> |

| Description of Fees                          |          | Cost by Unit | Total Cost   |
|----------------------------------------------|----------|--------------|--------------|
| Special Event Application                    |          | \$25         | \$25         |
| Street Closure: Saturday, December 13th 2025 | 2 Blocks | \$50/Block   | \$100        |
|                                              |          |              |              |
|                                              |          |              |              |
|                                              |          |              | <b>\$125</b> |

|                         |                   |                   |
|-------------------------|-------------------|-------------------|
| <b>Total Event Fees</b> | <b>Total Cost</b> | <b>\$1,534.60</b> |
|-------------------------|-------------------|-------------------|

| Requested Waivers            |                                                                             |
|------------------------------|-----------------------------------------------------------------------------|
| Fee Waiver <b>\$1,534.60</b> | Yes- No barriers to participate, not a fundraiser, no political affiliation |
| Open Container Waiver        | Yes - W. 2nd Street between N Ave. C and N Main Street 12pm-7pm             |
| Sound Ordinance Waiver       | Yes- W. 2nd Street between N Ave. C and N Main Street 12pm-7pm              |



## Elgin City Council Meeting Agenda Item Executive Summary

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**ITEM:** A RESOLUTION OF THE CITY OF ELGIN, TEXAS, RATIFYING PAYMENT AND AUTHORIZING PAY APPLICATION TO GRANT WORKS FOR MILESTONE 2 OF THE D270 "KENNEDY STREET AND COUNTY LINE ROAD" PROJECTS, AND MAKING CERTAIN FINDINGS RELATED THERETO. (GONZALEZ)

**DEPARTMENT:** Public Works

**PROPOSED ACTION:** Review and approve the resolution as it is presented.

**BACKGROUND:**

This is a routine payment to grant works for an ongoing project. Staff is bringing this particular payment to council for review based on the amount to be paid. This is a grant-funded project, already approved in early 2023. A description is added below for your convenience.

"TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION (CDBG-MIT) The City of Elgin invites all citizens to review and comment on a proposed amendment to its CDBGMIT Contract No. 22-085-029-D270. This amendment will update the locations and quantities of work to be performed. The following will be updated: - Add additional detention pond, reconstruction and widening of streets to include sidewalks, curb, and gutter - - - Increase linear feet of improvements along County Line Road to 4553 linear feet Reduce linear footage of improvements on Central Avenue to 350 linear feet Increase linear feet of improvements along Kennedy Street to 985 linear feet Add 200 linear feet of improvements on Brenham Street"

**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 Pay Req GW D270.002
2. Elgin\_GW Invoice 002\_11-13-2025

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

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

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

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

**RESOLUTION NO. 2025-12-02-XX**

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,  
RATIFYING PAYMENT AND AUTHORIZING PAY  
APPLICATION TO GRANT WORKS FOR MILESTONE 2 OF  
THE D270 “KENNEDY STREET AND COUNTY LINE  
ROAD” PROJECTS, AND MAKING CERTAIN FINDINGS  
RELATED THERETO.**

**WHEREAS**, the City of Elgin, WGA Engineers and Grant Works are moving forward with the Kennedy Street and County Line Road Phase II projects; and,

**WHEREAS**, City staff have reviewed the quantities and confirmed them with the City Engineer. City staff are now recommending approval of such payments, and the ratification of staff's work to make such payments; and,

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

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

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

**Section 2. Acknowledgment.** The City Council ratifies the Interim City Manager's execution of the payment of the pay application for Milestone 2 of the of the Kennedy Street and County Line Rd projects to Grant Works, in the amount of the pay request identified as an attachment to this resolution and copied verbatim herein.

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

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

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of December 2025.

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor

City of Elgin, Texas

ATTEST:

\_\_\_\_\_  
PEYTON STANDIFER, City Secretary



2201 Northland Drive, Austin, Texas 78756  
Office: (512) 420-0303 | Fax: (512) 420-0302

## INVOICE

|                              |                         |
|------------------------------|-------------------------|
| <b>Invoice No.</b>           | 002                     |
| <b>Invoice Date</b>          | 11-13-2025              |
| <b>Grant Agreement No.</b>   | 22-085-029-D270         |
| <b>Service Period</b>        | 03/15/2022 - 11/12/2025 |
| <b>GrantWorks Department</b> | Community Development   |

City of Elgin

Attention: Debbie Gibson, Project Specialist; Pamela Sanders, Director of Human Resources

310 N. Main St.

Elgin, Texas 78621

Phone: (512) 229-3214; (512) 281-5724 x8

Email: [Deborah.Gibson@elgintexas.gov](mailto:Deborah.Gibson@elgintexas.gov); [Pamela.Sanders@ElginTexas.gov](mailto:Pamela.Sanders@ElginTexas.gov)

| Service Description                                                                                     | Contract Amount     | Completed This Invoice | Percent Completed |
|---------------------------------------------------------------------------------------------------------|---------------------|------------------------|-------------------|
| <b>GLO17-20276-P - Flood &amp; Drainage</b>                                                             |                     |                        |                   |
| Administration Milestone 3 - Environmental Review Record complete - Authority to Use Grant Funds issued | \$173,555.60        | \$173,555.60           | 20%               |
| Environmental Milestone 2E - Environmental Review Record Complete Authority to Use Grant Funds issued   | \$5,250.00          | \$5,250.00             | 100%              |
| <b>Subtotal</b>                                                                                         | <b>\$178,805.60</b> | <b>\$178,805.60</b>    |                   |
| <b>Total</b>                                                                                            | <b>\$178,805.60</b> | <b>\$178,805.60</b>    |                   |

### Invoice Summary

|                                |                     |
|--------------------------------|---------------------|
| Total Contract Amount          | \$875,278.00        |
| Amount Previously Invoiced     | \$262,583.40        |
| <b>Amount Due This Invoice</b> | <b>\$178,805.60</b> |
| Remaining Balance              | \$433,889.00        |

*Thank you for your business!*

Allison Land

Please remit payment by check to GrantWorks, Inc. at the address above.



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING UPDATED CITY OF ELGIN PAY SCALES REFLECTING A FOUR PERCENT (4%) COST OF LIVING ADJUSTMENT (COLA), EFFECTIVE JANUARY 1, 2026, FOR BOTH POLICE AND GENERAL MUNICIPAL POSITIONS; PROVIDING FOR INCORPORATION OF THE UPDATED PAY SCALES AS AN ATTACHMENT TO THIS RESOLUTION; AND PROVIDING FOR RELATED MATTERS. (Sanders)

**DEPARTMENT:** Human Resources

**PROPOSED ACTION:** This action formally adopts the revised pay scales to ensure alignment between the City Council's approved COLA and the official classification plan used for budgeting, payroll, and future personnel actions.

**BACKGROUND:**

Each fiscal year, the City of Elgin reviews its compensation structure to ensure wages remain competitive within the local and regional market and to address cost-of-living pressures impacting recruitment and retention. As part of the FY 2025–2026 budget process, the City Council approved a 4% Cost of Living Adjustment (COLA) for all eligible city employees, effective January 2026.

The Human Resources Department has accordingly updated the City's official pay scales for both City of Elgin Police and General Municipal positions to reflect the approved COLA. These updates maintain internal equity, preserve the city's step progression framework, and ensure continued compliance with the current adopted classification and compensation plan.

**BUDGET/FINANCIAL IMPACT:**

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

The fiscal impact of the 4% COLA adjustment was incorporated into the FY 2025–2026 Adopted Budget under personnel costs. Implementation of the updated pay scales does not require any additional budget amendments at this time.

**RECOMMENDATION:**

Staff recommends approval of the resolution adopting the updated City of Elgin Pay Scales, both City of Elgin Police and General Municipal, effective January 2026.

**ATTACHMENTS:**

1. Resolution City Pay Scales 2026
2. PUBLISHED POLICE PAY SCALE 01-01-2026
3. PUBLISHED PAY SCALE 01-01-2026

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

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

**RESOLUTION NO. 2025-12-02-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS APPROVING UPDATED CITY OF ELGIN PAY SCALES REFLECTING A FOUR PERCENT (4%) COST OF LIVING ADJUSTMENT (COLA), EFFECTIVE JANUARY 1, 2026, FOR BOTH POLICE AND GENERAL MUNICIPAL POSITIONS; PROVIDING FOR INCORPORATION OF THE UPDATED PAY SCALES AS AN ATTACHMENT TO THIS RESOLUTION; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Elgin strives to maintain competitive and equitable compensation practices in order to recruit, retain, and reward a high-quality workforce that provides essential services to the community; and,

**WHEREAS**, the City Council, as part of its ongoing commitment to employee compensation and benefits, has determined that a four percent (4%) Cost of Living Adjustment (COLA) to the City's established pay scales is appropriate and in the best interest of the City and its employees; and,

**WHEREAS**, the updated pay scales have been prepared to apply the four percent (4%) COLA to all City of Elgin Police and General Municipal positions, and such updated pay scales are attached hereto as **Exhibit "A"** (Police Pay Scale) and **Exhibit "B"** (General Municipal Pay Scale) and incorporated herein for all purposes; and,

**WHEREAS**, the City Council finds that adopting these updated pay scales, effective January 1, 2026, will help maintain internal equity and market competitiveness, ensure clarity and consistency in the administration of pay, and support the City's long-term workforce planning efforts.

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

**Section 1.** The foregoing recitals are hereby found to be true and correct and are adopted as findings of the City Council and incorporated herein as if fully set forth.

**Section 2.** The City Council hereby approves the updated City of Elgin pay scales reflecting a four percent (4%) Cost of Living Adjustment (COLA) for all positions, as set forth in **Exhibit "A"** and **Exhibit "B"** attached hereto and incorporated herein by reference.

**Section 3.** The effective date of the updated pay scales shall be **January 1, 2026**, and all eligible employees shall be compensated in accordance with the approved pay scales from and after that date, subject to all applicable City policies, budget appropriations, and administrative procedures.

**Section 4.** The Interim City Manager, or designee, is hereby authorized and directed to take all necessary actions to implement the updated pay scales, including but not limited to making any technical or administrative adjustments needed to ensure accurate placement of positions and employees within the approved ranges, consistent with the intent of this Resolution and the City's adopted budget.

**Section 5.** All prior pay scales, schedules, or compensation tables that are inconsistent with the pay scales attached hereto as **Exhibit “A”** and **Exhibit “B”** are hereby superseded and replaced, effective January 1, 2026.

**Section 6. 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 7.** This resolution shall take effect immediately upon its passage.

**APPROVED AND ADOPTED** this 2<sup>nd</sup> day of December 2025.

ATTEST:

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THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

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PEYTON STANDIFER, City Secretary

Approved 01-01-2026



## Law Enforcement Pay Scale

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

|                         | Sponsorship in<br>Police Academy | L-1 Assignment &<br>PPO<br>(0-6 months) | Step 1<br>(6-12 months) | Step 2    | Step 3    | Step 4    | Step 5        | Step 6    | Step 7    | Step 8     | Step 9     | Step 10    | Step 11    | Step 12    |
|-------------------------|----------------------------------|-----------------------------------------|-------------------------|-----------|-----------|-----------|---------------|-----------|-----------|------------|------------|------------|------------|------------|
| CoE service years       | Temp Employee                    | 0-6 months                              | 6-12 months             | 1.00      | 2.00      | 3.00      | 4.00          | 5.00      | 6.00      | 7.00       | 8.00       | 9.00       | 10.00      | 11+        |
| <b>Cadet/PPO</b>        | \$23.03                          | \$26.34                                 |                         |           |           |           |               |           |           |            |            |            |            |            |
| <i>Sponsored by EPD</i> |                                  | \$57,526.56                             |                         |           |           |           |               |           |           |            |            |            |            |            |
| <b>Officer</b>          |                                  |                                         | 28.77                   | 29.61     | 30.46     | 31.35     | 3,225.00      | 33.19     | 34.14     | 35.13      | 36.16      | 37.21      | 38.29      | 39.41      |
|                         |                                  |                                         | 62,833.68               | 64,668.24 | 66,524.64 | 68,468.40 | 70,434,000.00 | 72,486.96 | 74,561.76 | 76,723.92  | 78,973.44  | 81,266.64  | 83,625.36  | 86,071.44  |
| <b>Corporal</b>         |                                  |                                         |                         |           | 34.01     | 34.99     | 35.99         | 37.04     | 38.12     | 39.22      | 40.35      | 41.53      | 42.73      | 43.97      |
|                         |                                  |                                         |                         |           | 74,277.84 | 76,418.16 | 78,602.16     | 80,895.36 | 83,254.08 | 85,656.48  | 88,124.40  | 90,701.52  | 93,322.32  | 96,030.48  |
| <b>Sergeant</b>         |                                  |                                         |                         |           |           |           | 38.88         | 40.00     | 41.15     | 42.34      | 43.57      | 44.82      | 46.12      | 47.47      |
|                         |                                  |                                         |                         |           |           |           | 84,913.92     | 87,360.00 | 89,871.60 | 92,470.56  | 95,156.88  | 97,886.88  | 100,726.08 | 103,674.48 |
| <b>Lieutenant</b>       |                                  |                                         |                         |           |           |           |               | 41.71     | 42.92     | 44.16      | 45.44      | 46.75      | 48.11      | 49.50      |
|                         |                                  |                                         |                         |           |           |           |               | 91,094.64 | 93,737.28 | 96,445.44  | 99,240.96  | 102,102.00 | 105,072.24 | 108,108.00 |
| <b>Commander</b>        |                                  |                                         |                         |           |           |           |               |           | 44.56     | 45.84      | 47.17      | 48.54      | 49.94      | 51.39      |
|                         |                                  |                                         |                         |           |           |           |               |           | 97,319.04 | 100,114.56 | 103,019.28 | 106,011.36 | 109,068.96 | 112,235.76 |

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

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

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

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

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

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

### \*Internal/External Lateral Transfers

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

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

less than 2 years = step 1

2-3 years prior service = step 2

4-5 years prior service = step 3

5-6 years prior service = step 4

7+ years prior service = step 5

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

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

## EXHIBIT B

## City of Elgin, TX Pay Schedule

Based on Full Time Classification - 40 hours per workweek

| Classification | Pay Grade | FLSA       | Minimum      | Mid          | Maximum       |
|----------------|-----------|------------|--------------|--------------|---------------|
| Clerk I        | 10        | Non-Exempt | \$ 32,448.00 | \$ 40,560.00 | \$ 48,672.00  |
| Clerk II       | 12        | Non-Exempt | \$ 38,937.60 | \$ 48,672.00 | \$ 58,406.40  |
| Laborer I      | 14        | Non-Exempt | \$ 39,252.96 | \$ 49,066.21 | \$ 58,879.45  |
| Laborer II     | 15        | Non-Exempt | \$ 40,495.10 | \$ 50,618.88 | \$ 60,742.66  |
| Clerk III      | 16        | Non-Exempt | \$ 41,295.49 | \$ 51,619.36 | \$ 61,943.23  |
| Admin Asst I   | 17        | Non-Exempt | \$ 42,992.50 | \$ 53,740.63 | \$ 64,488.75  |
| Clerk IV       | 18        | Non-Exempt | \$ 43,388.62 | \$ 54,235.78 | \$ 65,082.93  |
| Field Op I     | 19        | Non-Exempt | \$ 44,093.80 | \$ 55,117.24 | \$ 66,140.69  |
| Clerk V        | 21        | Non-Exempt | \$ 45,474.81 | \$ 56,843.51 | \$ 68,212.21  |
| Laborer III    | 22        | Non-Exempt | \$ 46,908.60 | \$ 58,635.75 | \$ 70,362.90  |
| Admin Asst II  | 23        | Non-Exempt | \$ 47,390.08 | \$ 59,237.60 | \$ 71,085.12  |
| Admin Asst III | 25        | Non-Exempt | \$ 50,402.56 | \$ 63,003.20 | \$ 75,603.84  |
| Admin Asst IV  | 26        | Non-Exempt | \$ 52,383.14 | \$ 65,478.92 | \$ 78,574.70  |
| Field Op II    | 27        | Non-Exempt | \$ 53,462.40 | \$ 66,828.00 | \$ 80,193.59  |
| Field Op III   | 29        | Non-Exempt | \$ 56,244.40 | \$ 70,305.50 | \$ 84,366.59  |
| Manager I      | 31        | Exempt     | \$ 61,351.19 | \$ 76,688.99 | \$ 92,026.79  |
| Field Op IV    | 32        | Non-Exempt | \$ 61,454.08 | \$ 76,817.60 | \$ 92,181.13  |
| Manager II     | 33        | Exempt     | \$ 63,484.10 | \$ 79,355.12 | \$ 95,226.15  |
| Manager III    | 35        | Exempt     | \$ 72,184.87 | \$ 90,231.09 | \$ 108,277.31 |
| Manager IV     | 37        | Exempt     | \$ 77,471.97 | \$ 96,839.96 | \$ 116,207.95 |
| Director I     | 40        | Exempt     | \$88,439.04  | \$110,548.80 | \$132,658.55  |
| Director II    | 43        | Exempt     | \$103,891.04 | \$129,863.80 | \$155,836.56  |
| Director III   | 46        | Exempt     | \$124,369.53 | \$155,461.92 | \$186,554.30  |
| Director IV    | 49        | Exempt     | \$149,248.35 | \$186,560.44 | \$223,872.53  |
| Director V     | 53        | Exempt     | \$184,340.28 | \$230,425.35 | \$276,510.42  |

## City of Elgin, TX Hourly Pay Schedule

| Pay Grade | FLSA       | Min        | Mid        | Max        |
|-----------|------------|------------|------------|------------|
| 10        | Non-Exempt | \$ 15.6000 | \$ 19.5000 | \$ 23.4000 |
| 12        | Non-Exempt | \$ 18.7200 | \$ 23.4000 | \$ 28.0800 |
| 14        | Non-Exempt | \$ 18.8716 | \$ 23.5895 | \$ 28.3074 |
| 15        | Non-Exempt | \$ 19.4688 | \$ 24.3360 | \$ 29.2032 |
| 16        | Non-Exempt | \$ 19.8536 | \$ 24.8170 | \$ 29.7804 |
| 17        | Non-Exempt | \$ 20.6695 | \$ 25.8368 | \$ 31.0042 |
| 18        | Non-Exempt | \$ 20.8599 | \$ 26.0749 | \$ 31.2899 |
| 19        | Non-Exempt | \$ 21.1989 | \$ 26.4987 | \$ 31.7984 |
| 21        | Non-Exempt | \$ 21.8629 | \$ 27.3286 | \$ 32.7943 |
| 22        | Non-Exempt | \$ 22.5522 | \$ 28.1903 | \$ 33.8283 |
| 23        | Non-Exempt | \$ 22.7837 | \$ 28.4796 | \$ 34.1755 |
| 25        | Non-Exempt | \$ 24.2320 | \$ 30.2900 | \$ 36.3480 |
| 26        | Non-Exempt | \$ 25.1842 | \$ 31.4803 | \$ 37.7763 |
| 27        | Non-Exempt | \$ 25.7031 | \$ 32.1288 | \$ 38.5546 |
| 29        | Non-Exempt | \$ 27.0406 | \$ 33.8007 | \$ 40.5609 |
| 31        | Exempt     | \$ 29.4958 | \$ 36.8697 | \$ 44.2436 |
| 32        | Non-Exempt | \$ 29.5452 | \$ 36.9315 | \$ 44.3178 |
| 33        | Exempt     | \$ 30.5212 | \$ 38.1515 | \$ 45.7818 |
| 35        | Exempt     | \$ 34.7043 | \$ 43.3803 | \$ 52.0564 |
| 37        | Exempt     | \$ 37.2461 | \$ 46.5577 | \$ 55.8692 |
| 40        | Exempt     | \$42.5188  | \$53.1485  | \$63.7782  |
| 43        | Exempt     | \$49.9476  | \$62.4345  | \$74.9214  |
| 46        | Exempt     | \$59.7930  | \$74.7413  | \$89.6896  |
| 49        | Exempt     | \$71.7540  | \$89.6925  | \$107.6310 |
| 53        | Exempt     | \$88.6251  | \$110.7814 | \$132.9377 |

This approved pay scale will remain in effect indefinitely until a subsequent payscale is approved by city council.

Approved: January 23, 2024; Revised January 1, 2026 - 4% COLA Authorized by City Council



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** AN ORDINANCE SETTING THE TIME AND PLACE OF THE 2026 REGULAR MONTHLY MEETINGS OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS PROVIDING FINDINGS OF FACT; AND PROVIDING FOR A SAVINGS CLAUSE (Standifer)

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Discuss and approve the ordinance setting the regular meeting dates for the 2026 calendar year

**BACKGROUND:**

The Elgin City Charter includes a provision (Article IV, Section 10) requiring the City Council to hold at least one regular meeting each month and as many additional meetings as needed during the year. It further requires that the Council pass an Ordinance specifying the days and times of such meetings, presumably at the beginning of the year. The Ordinance as presented is intended to fulfill the requirements of this provision of the Charter. It should be noted that the schedule follows the established routine meeting date of “the first Tuesday of the month” – except for October:

The October regular meeting has been set for Tuesday, October 13th as the first Tuesday of the month (10/6) is National Night Out.

**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 setting the meeting dates.

**ATTACHMENTS:**

1. ORD2025-12-02-XX Ordinance Setting the Regular Meetings for 2026
2. Proposed 2026 Meeting Dates

- { } 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. 2025-12-02-XX**

**AN ORDINANCE SETTING THE TIME AND PLACE OF THE 2026  
REGULAR MONTHLY MEETINGS OF THE CITY COUNCIL OF THE  
CITY OF ELGIN, TEXAS PROVIDING FINDINGS OF FACT; AND  
PROVIDING FOR A SAVINGS CLAUSE**

**WHEREAS**, the City of Elgin City Charter stipulates and provides for the powers, duties, and obligations of the Elgin Mayor and City Council; and,

**WHEREAS**, Article IV, Section 10 of the City of Elgin City Charter states that, “The Council shall hold at least one (1) regular meeting each month as many additional meetings as it deems necessary to transact the business of the city and its citizens”; and,

**WHEREAS**, Article IV, Section 10 of the City of Elgin City Charter further provides that, “The Council shall fix, by Ordinance, the days and time of the regular meetings.

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

**Section 1 – Findings** - The forgoing recitals are incorporated into this Ordinance as true and correct findings of fact.

**Section 2 – Regular Meetings** – The dates for all Regular Meetings of the Elgin City Council for calendar year 2026 shall be as follows:

|                           |                            |
|---------------------------|----------------------------|
| Tuesday, January 6, 2026  | Tuesday, July 7, 2026      |
| Tuesday, February 3, 2026 | Tuesday, August 4, 2026    |
| Tuesday, March 3, 2026    | Tuesday, September 1, 2026 |
| Tuesday, April 7, 2026    | Tuesday, October 13, 2026  |
| Tuesday, May 5, 2026      | Tuesday, November 3, 2026  |
| Tuesday, June 2, 2026     | Tuesday, December 1, 2026  |

**Section 3 – Meeting Time** – Each Regular Meeting of the Elgin City Council shall convene at 6:30PM CST at a location that shall be fixed by Council and posted upon the agenda of said meeting.

**Section 4** – 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 and formally acted upon, all as required by the Open Meeting Act.

**Section 5.** This Ordinance shall take effect immediately upon passage.

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of December, 2025.

ATTEST:

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

\_\_\_\_\_  
PEYTON STANDIFER, City Secretary

 City Holiday

 Proposed Required Monthly Meeting Date

# 2026

January

| S  | M                                                                                | T                                                                                 | W  | T                                                                                 | F  | S  |
|----|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----|-----------------------------------------------------------------------------------|----|----|
|    |                                                                                  |                                                                                   |    |  | 2  | 3  |
| 4  | 5                                                                                |  | 7  | 8                                                                                 | 9  | 10 |
| 11 | 12                                                                               | 13                                                                                | 14 | 15                                                                                | 16 | 17 |
| 18 |  | 20                                                                                | 21 | 22                                                                                | 23 | 24 |
| 25 | 26                                                                               | 27                                                                                | 28 | 29                                                                                | 30 | 31 |

February

| S  | M                                                                                 | T                                                                                 | W  | T  | F  | S  |
|----|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----|----|----|----|
|    |                                                                                   |  | 4  | 5  | 6  | 7  |
| 8  | 9                                                                                 | 10                                                                                | 11 | 12 | 13 | 14 |
| 15 |  | 17                                                                                | 18 | 19 | 20 | 21 |
| 22 | 23                                                                                | 24                                                                                | 25 | 26 | 27 | 28 |

March

| S  | M  | T                                                                                  | W  | T  | F  | S  |
|----|----|------------------------------------------------------------------------------------|----|----|----|----|
| 1  | 2  |  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10                                                                                 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17                                                                                 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24                                                                                 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31                                                                                 |    |    |    |    |

April

| S  | M  | T                                                                                   | W  | T  | F  | S  |
|----|----|-------------------------------------------------------------------------------------|----|----|----|----|
|    |    |                                                                                     | 1  | 2  | 3  | 4  |
| 5  | 6  |  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14                                                                                  | 15 | 16 | 17 | 18 |
| 19 | 20 | 21                                                                                  | 22 | 23 | 24 | 25 |
| 26 | 27 | 28                                                                                  | 29 | 30 |    |    |

May

| S  | M                                                                                | T                                                                                 | W  | T  | F  | S  |
|----|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----|----|----|----|
|    |                                                                                  |                                                                                   |    |    | 1  | 2  |
| 3  | 4                                                                                |  | 6  | 7  | 8  | 9  |
| 10 | 11                                                                               | 12                                                                                | 13 | 14 | 15 | 16 |
| 17 | 18                                                                               | 19                                                                                | 20 | 21 | 22 | 23 |
| 24 |  | 26                                                                                | 27 | 28 | 29 | 30 |
| 31 |                                                                                  |                                                                                   |    |    |    |    |

June

| S  | M  | T                                                                                 | W  | T  | F                                                                                 | S  |
|----|----|-----------------------------------------------------------------------------------|----|----|-----------------------------------------------------------------------------------|----|
|    | 1  |  | 3  | 4  | 5                                                                                 | 6  |
| 7  | 8  | 9                                                                                 | 10 | 11 | 12                                                                                | 13 |
| 14 | 15 | 16                                                                                | 17 | 18 |  | 20 |
| 21 | 22 | 23                                                                                | 24 | 25 | 26                                                                                | 27 |
| 28 | 29 | 30                                                                                |    |    |                                                                                   |    |

July

| S  | M  | T                                                                                  | W  | T  | F                                                                                   | S  |
|----|----|------------------------------------------------------------------------------------|----|----|-------------------------------------------------------------------------------------|----|
|    |    |                                                                                    | 1  | 2  |  | 4  |
| 5  | 6  |  | 8  | 9  | 10                                                                                  | 11 |
| 12 | 13 | 14                                                                                 | 15 | 16 | 17                                                                                  | 18 |
| 19 | 20 | 21                                                                                 | 22 | 23 | 24                                                                                  | 25 |
| 26 | 27 | 28                                                                                 | 29 | 30 | 31                                                                                  |    |

August

| S  | M  | T                                                                                   | W  | T  | F  | S  |
|----|----|-------------------------------------------------------------------------------------|----|----|----|----|
|    |    |                                                                                     |    |    |    | 1  |
| 2  | 3  |  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11                                                                                  | 12 | 13 | 14 | 15 |
| 16 | 17 | 18                                                                                  | 19 | 20 | 21 | 22 |
| 23 | 24 | 25                                                                                  | 26 | 27 | 28 | 29 |
| 30 | 31 |                                                                                     |    |    |    |    |

September

| S  | M                                                                                  | T                                                                                  | W  | T  | F  | S  |
|----|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----|----|----|----|
|    |                                                                                    |  | 2  | 3  | 4  | 5  |
| 6  |  | 8                                                                                  | 9  | 10 | 11 | 12 |
| 13 | 14                                                                                 | 15                                                                                 | 16 | 17 | 18 | 19 |
| 20 | 21                                                                                 | 22                                                                                 | 23 | 24 | 25 | 26 |
| 27 | 28                                                                                 | 29                                                                                 | 30 |    |    |    |

October

| S  | M                                                                                   | T                                                                                   | W  | T  | F  | S  |
|----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----|----|----|----|
|    |                                                                                     |                                                                                     |    | 1  | 2  | 3  |
| 4  | 5                                                                                   | 6                                                                                   | 7  | 8  | 9  | 10 |
| 11 |  |  | 14 | 15 | 16 | 17 |
| 18 | 19                                                                                  | 20                                                                                  | 21 | 22 | 23 | 24 |
| 25 | 26                                                                                  | 27                                                                                  | 28 | 29 | 30 | 31 |

November

| S  | M  | T                                                                                   | W  | T                                                                                     | F                                                                                     | S  |
|----|----|-------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----|
| 1  | 2  |  | 4  | 5                                                                                     | 6                                                                                     | 7  |
| 8  | 9  | TML Conference<br>10 11 12 13                                                       |    |                                                                                       |                                                                                       | 14 |
| 15 | 16 | 17                                                                                  | 18 | 19                                                                                    | 20                                                                                    | 21 |
| 22 | 23 | 24                                                                                  | 25 |  |  | 28 |
| 29 | 30 |                                                                                     |    |                                                                                       |                                                                                       |    |

December

| S  | M  | T                                                                                    | W  | T                                                                                     | F                                                                                     | S  |
|----|----|--------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----|
|    |    |  | 2  | 3                                                                                     | 4                                                                                     | 5  |
| 6  | 7  | 8                                                                                    | 9  | 10                                                                                    | 11                                                                                    | 12 |
| 13 | 14 | 15                                                                                   | 16 | 17                                                                                    | 18                                                                                    | 19 |
| 20 | 21 | 22                                                                                   | 23 |  |  | 26 |
| 27 | 28 | 29                                                                                   | 30 | 31                                                                                    |                                                                                       |    |



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Discussion and Possible Action Regarding the Reappointment of Roger Adams to the Bastrop County Advisory Board of Health

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Discuss and approve the reappointment of Mr. Roger Adams to the Bastrop County Advisory Board of Health

**BACKGROUND:**

Mr. Adams was appointed to the Bastrop County Advisory Board of Health by the City Council of the City of Elgin on February 4, 2025. He has expressed an interest in being reappointed to the position as the Elgin Representative.

**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:** Discussion And Possible Direction To Staff Regarding The Distribution Of Community Non-Profit Support Funding As Included In The FY2025-2026 Annual Operating Budget

**DEPARTMENT:** Executive

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

**BACKGROUND:**

The City has annually considered requests and provided funding to various 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. Also, typical of prior years, however, the City has received requests from such organizations that totals more than that amount. To that end, the Council created an ad hoc committee including the Deputy Mayor Pro Tem and Council Members who reviewed and scored the applications; ultimately resulting in a recommendation as to the distribution of the funds budgeted for the current fiscal year. Below are the recommended amounts from the ad hoc committee:

| Organization                         | Recommended Award Amount |
|--------------------------------------|--------------------------|
| Advocacy Outreach                    | \$3,000                  |
| Bastrop County Emergency Food Pantry | \$1,500                  |
| Bastrop County Women's Shelter       | \$1,500                  |
| CASA                                 | \$1,750                  |
| Children Advocacy Center             | \$3,000                  |
| Down Home Ranch                      | \$2,700                  |
| Drive A Senior                       | \$2,000                  |
| Elgin Alley Cats                     | \$2,500                  |
| Elgin Arts Association               | \$2,000                  |
| Elgin Cares Organization             | \$10,500                 |

|                                     |                 |
|-------------------------------------|-----------------|
| Elgin Community Cupboard            | \$10,500        |
| Elgin Historical Association        | \$1,250         |
| Elgin Juneteenth Organization       | \$3,000         |
| Elgin Oral History Project          | \$1,000         |
| Friends of the Elgin Public Library | \$2,000         |
| Operation Turkey                    | \$1,800         |
| Career Tracks                       | -               |
| Catalyst Community Outreach         | -               |
| Tomorrow's Promise Foundation       | -               |
| <b>Total</b>                        | <b>\$50,000</b> |

**BUDGET/FINANCIAL IMPACT:**

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

The City Council included \$50,000.00 in the FY25-26 Annual Operating Budget for the purpose of distributing grants to local community non-profit groups.

**RECOMMENDATION:**

Staff recommends the City Council direct staff regarding the distribution of Community Non-Profit Support Funding.

**ATTACHMENTS:**

1. ITEM 10.8 Non-Profit Committee Final Results

{ } 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 Committe Final Results

---

From YaLecia Love <YaLecia.Love@elgintexas.gov>

Date Thu 11/20/2025 8:33 PM

To Peyton Standifer <peyton.standifer@elgintexas.gov>

Cc Theresa McShan Mayor <Theresa.McShan.Mayor@elgintexas.gov>; Robert Eads <robert.eads@elgintexas.gov>

Advocacy Outreach- \$3000  
Bastrop County Emergency Food Pantry- \$1500  
Bastrop County Women's Shelter- \$1500  
CASA- \$1750  
Children Advocacy Center- \$3000  
Down Home Ranch- \$2700  
Drive A Senior- \$2000  
Elgin Alley Cats- \$2500  
Elgin Arts Association- \$2000  
Elgin Cares Organization- \$10,500  
Elgin Community Cupboard- \$10,500  
Elgin Historical Association- \$1250  
Elgin Juneteenth Organization- \$3000  
Elgin Oral History Project- \$1000  
Friends of the Elgin Public Library- \$2000  
Operation Turkey- \$1800  
  
Career Tracks- \$0  
Catalyst Community Outreach- \$0  
Chamber Foundation of Bastrop County- \$0  
Tomorrow's Promise Foundation- \$0

Total: \$50,000

YaLecia Love  
Deputy Mayor Pro-Tem Ward 2  
City of Elgin, Texas

Sent from my T-Mobile 5G Device  
Get [Outlook for Android](#)



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Discuss and Adopt Updated General Use Policies for the Elgin Public Library (Fowler)

**DEPARTMENT:** Library

**PROPOSED ACTION:** Discuss and adopt the updated general use policies for the Elgin Public Library

**BACKGROUND:**

The Elgin Public Library periodically revises and updates its policies to address community equity, ensure a safe and welcoming environment, and fulfill the requirements for accreditation by the Texas State Library & Archives Commission. These essential guidelines govern the use of library resources and services, an equitable and productive environment for all users. The policies were updated through a collaborative effort involving both staff and the Library Advisory Board.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Staff and Library Advisory Board recommend adoption.

**ATTACHMENTS:**

1. Revised Library Policies

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

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

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

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

# Elgin Public Library

404 North Main Street

Elgin, TX 78621

[elgintxlibrary.org](http://elgintxlibrary.org)

512-281-5678

## Library Policies

These rules are for the comfort and protection of all who use the facilities of this building. They will be courteously but firmly enforced by the library staff. We ask your help in maintaining an environment conducive to study and the enjoyable use of the library.

- ❖ The choice of reading materials borrowed from the Elgin Public Library rests with the person whose signature appears on the borrower's card **and application** and not with the staff or the Elgin Public Library Advisory Board.
- ❖ Smoking, soliciting, or sleeping are not permitted in the building.
- ❖ Physical assault of another person, or the use of abusive, insulting, or threatening language to a person in this building shall be cause for the removal of the offending party or parties by library staff request or police involvement.
- ❖ **Engaging in lewd or explicit behavior, including overly intimate or explicit public displays of affection are prohibited.**
- ❖ ~~Individuals who are drunk and/or disorderly shall be banned from admission.~~ **Individuals who are under the influence of drugs and/or alcohol and/or are disorderly shall be banned from admission.**
- ❖ Improper acts which are subject to prosecution under criminal or civil codes of law are prohibited.
- ❖ ~~Service animals may accompany a patron, but other pets are to remain outside the building.~~ **No pets allowed. Only service animals permitted.**
- ❖ An adult or a responsible older sibling must accompany children under the age of thirteen. **Library staff are not responsible for watching, supervising, or acting in the place of a parent or guardian.**
- ❖ ~~The library staff will not be responsible for children.~~
- ❖ ~~Materials donated to the library become property of the library and can be used or disposed of as the library sees fit.~~ **All donated materials become the property of the library, which reserves the right to manage and dispose of them in accordance with its collection development policies.**
- ❖ ~~Shirts are required of all adults.~~ **Clothing is required to cover upper and lower torso. Shoes are required to enter the library. Clothing should not have offensive images or messages. Clothing should be clean and free from offensive odors or substances that could be transferred to library furnishings or equipment.**
- ❖ The library may prosecute anyone who steals or maliciously destroys library property.
- ❖ Anyone known to have violated any of the above rules may asked to leave the library as a matter of administrative policy.

# Elgin Public Library

404 North Main Street

Elgin, TX 78621

[elgintxlibrary.org](http://elgintxlibrary.org)

512-281-5678

## Library Policies

### Application and Use Policies for Library Patrons

- ❖ Adults, eighteen years or older, ~~fill out~~ **must complete** an application. Proof of address must be shown, and a telephone number must be supplied. ~~Library privileges will not be allowed if information given cannot be verified.~~ **A library card will not be issued if the information provided cannot be verified.** A patron may not have more than one card. **Library cards expire annually and must be renewed in person.**
- ❖ ~~Youths in 5<sup>th</sup> grade and up may obtain a library card with permission by parent or guardian (must be present). Youth patrons are permitted to check out a maximum of 5 items per visit.~~ **Students in 5<sup>th</sup> grade and up may obtain a library card with permission from a parent or guardian (must be present and be a card holder). Youth patrons are permitted to check out a maximum of 5 items.**
- ❖ Patrons who live outside the city limits of Elgin will be charged a \$15.00 annual membership fee.
- ❖ ~~Persons signing applications will be held responsible for all item damages. Charges will be assessed according to extent of damages. Library patrons will be held responsible for materials that they check out for friends and relatives.~~ **By signing an application, individuals agree to assume financial responsibility for all damages to items checked out on their account. Charges will be assessed based on the extent of the damage. Library patrons will be held responsible for materials that they check out for others.**
- ❖ Adult patrons are permitted to check out a maximum of 25 items per visit with a maximum of 10 DVDs.
- ❖ Fines for overdue materials are ten cents per day per item, not including Sundays, Mondays, and holidays.
- ❖ Materials are checked out for a two-week period **and will automatically renew up to 2 times. Please note that items requested by other patrons cannot be renewed automatically and must be returned.** ~~Materials will automatically renew up to 10 times (DVDs are only renewed 5 times). Materials will not automatically renew if there is a request placed on them by another patron.~~
- ❖ Patrons will not be able to check out additional items if their fines and fees exceed \$10.
- ❖ Materials that are lost will be assessed a \$5.00 processing fee plus the cost of the book. No refunds will be given if items are returned.
- ❖ Minors must complete a Computer Use Form signed by parent or guardian in order to use the computer.
- ❖ **Patrons utilizing makerspace equipment must adhere to makerspace policies.**
- ❖ **Patrons utilizing study rooms must adhere to study room policies.**

#### Library Hours:

Tuesday – Friday 9:00 a.m. – 7:00 p.m.

Saturday 9:00 a.m. – 5:00 p.m.

**Closed Sunday & Monday**



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Discussion and Possible Action to Select an Agreement with the Elgin Chamber of Commerce for the Funding of the Operation of the Visitor's Center (Eads)

**DEPARTMENT:** Executive

**PROPOSED ACTION:** Discuss and select one of the agreement options, and make any edits desired by the Council.

**BACKGROUND:**

The current agreement with the Elgin Chamber of Commerce for the operation of the Visitor's Center is set to expire at the end of this calendar year. The Interim City Manager and City Secretary met with representatives from the Chamber of Commerce on November 21st to discuss a new agreement, and the options are attached. One agreement option is for the agreement to remain the same as the current agreement, and the second agreement option is the agreement that has been negotiated between City staff and Chamber representatives.

**BUDGET/FINANCIAL IMPACT:**

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

The agreement for the operation of the Visitor's Center is paid for from HOT Funds.

**RECOMMENDATION:**

Staff recommends the selection of an agreement.

**ATTACHMENTS:**

1. ITEM 10.3 FUNDING AGREEMENT BETWEEN THE CITY OF ELGIN & ELGIN CHAMBER 11-21-2025
2. 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 AND VISITOR’S CENTER FOR EXPENDITURE OF HOTEL OCCUPANCY TAX  
FUNDS FOR THE OPERATION OF THE VISITOR’S CENTER**

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 2,000 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.
  - 7. The contract shall be reviewed annually by January 20<sup>th</sup> by both parties.

**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:
  - 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:

- 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) Chamber P&L Budget Performance for the Period ending December 31, Provided by January 15 and June 30, to City Secretary.
  - d) A copy of the Chambers Form 990 within 30 days of filing to City Secretary.
  - e) A copy of audited financial reports submitted to the City Secretary every two years within 30 days of completion.
  - f) 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
- b. Juneteenth
- c. Western Days

- d. Hogeye Festival
- e. Dia De Los Muertos
- f. Small Business Saturday
- g. Holiday by Tracks
- h. Sip Shop & Stroll monthly every 2<sup>nd</sup> Thursday

**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 in the amount of \$58,000 per fiscal year.

- 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 month.
- b) 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.
- c) 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 quarter's funding.

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

**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.

- a. **Section 9. Term.** This Agreement shall become effective as of January 1, 2026, and shall continue in effect until December 31, 2028. Both parties agree to an annual review of the agreement during this period. The term of this Agreement shall be for twenty-four (24) months beginning on January 1, 2026, unless otherwise terminated by either party in writing.

**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.**

- b. Upon sixty (60) days written notice, the City may terminate this Agreement, with or without cause, and without the consent of the Chamber. Likewise, upon sixty (60) days written notice, the Chamber 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  
                                 P.O. Box 591  
                                 Elgin, TX 78621

CHAMBER:                Elgin Chamber of Commerce & Visitors Center  
                                 Attn: President  
                                 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, Mayor

Date \_\_\_\_\_

THE ELGIN CHAMBER OF COMMERCE AND VISITORS CENTER:

BY: \_\_\_\_\_

Chairman

Date \_\_\_\_\_

BY: \_\_\_\_\_

President

Date \_\_\_\_\_

**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 30<sup>th</sup> to City Secretary .
- f) A copy of audited financial reports submitted to the City Secretary every two years by June 30<sup>th</sup>.
- 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 2<sup>nd</sup> 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 30<sup>th</sup>.
- b. Q2 – ends June 30<sup>th</sup>.
- c. Q3 – ends September 30<sup>th</sup>.
- d. Q4 – ends December 31<sup>st</sup>.

**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<br>Attn: City Secretary<br>PO Box 591<br>Elgin, TX 78621                    |
| CHAMBER: | Elgin Chamber of Commerce<br>Attn: Executive Director<br>P.O. Box 408<br>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

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

**DEPARTMENT:** Public Works

**PROPOSED ACTION:** Review and approve the cost participation agreement for a total of \$88,455.60.

**BACKGROUND:**

In every development, there is a standard of what the developer must provide for utilities to serve their development. Regional planning, as the staff tend to do, provides the opportunity to look at the region and partner with the developer to provide more robust and reliable utility service by increasing the size of either or both wastewater and water lines to serve a development or a region and, ultimately, the city's utility system as a whole. The time to make these improvements is at the time of construction to minimize the impact on the roadway and residents. Staff identified that an 8" water line was standard and desired to increase that water line to 12" to serve the West side of town. Additionally, an 8" wastewater line was standard for such a development and staff desired to increase this line to 12". This reflects the staff's understanding of regional planning and minimal cost and disruption to these residents in the future.

**BUDGET/FINANCIAL IMPACT:**

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

The total cost participation for the City in these improvements is \$88,455.60; \$36,000 for water and \$52,455.60 for wastewater.

**RECOMMENDATION:**

Staff recommends approval of the resolution as it is presented.

**ATTACHMENTS:**

1. RESCostparticipationNorthsidemedows
2. Sewer cost participation
3. Water cost participation

- { 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. 2025-12-02-XX**

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS,  
AUTHORIZING THE CITY OF ELGIN TO ENTER INTO A COST  
PARTICIPATION AGREEMENT FOR UPSIZING WATER AND  
WASTEWATER LINES IN THE NORTHSIDE MEADOWS  
DEVELOPMENT AND MAKING CERTAIN FINDINGS RELATED  
THERTO.**

**WHEREAS,** The City of Elgin is the utilities provider for a certain area of land west of County Line Road known as “Northside Meadows”; and,

**WHEREAS,** Staff has identified cost saving measures and an opportunity for upsizing service to these customers through a cost participation agreement with the developer Hariharan Kuppura; and,

**WHEREAS,** staff now recommend approval of these agreements and this partnership to further bolster the quality and reliability of wastewater service to new and existing customers.

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

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

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

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

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

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of December 2025.

ATTEST:

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

\_\_\_\_\_  
PEYTON STANDIFER, City Secretary

**COST PARTICIPATION AGREEMENT REGARDING THE CONSTRUCTION OF  
A 12" SEWER LINE IN THE NORTHSIDE MEADOWS SUBDIVISION**

THE STATE OF TEXAS

§  
§  
§

KNOW ALL BY THESE PRESENTS:

COUNTY OF TRAVIS

**THIS COST PARTICIPATION AGREEMENT** (this "**Agreement**") is entered into between the **CITY OF ELGIN, TEXAS**, a Texas home-rule city (the "**City**"), and **HARIHARAN KUPPURAJ**, Property Owner, its successors and assigns ("**Developer**"). In this Agreement, the City and Developer are sometimes individually referred to as a "**Party**" and collectively referred to as the "**Parties**".

**RECITALS**

**WHEREAS**, the City and Developer desire to cooperate in the construction of a 12" sewer line to be located as shown on **Exhibit "A"**, attached hereto and incorporated herein (the "**Project**"), which will be mutually beneficial to the Parties; and

**WHEREAS**, the City agrees to reimburse Developer for a portion of the costs to construct the Project as outlined in **Exhibit "B"**, attached hereto and incorporated herein (the "**City Reimbursement Exhibit**")

**WHEREAS**, the Parties wish to memorialize their respective duties and obligations with respect to the Project;

**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:

I.

**TERMS**

**A. Recitals.** The Recitals above are incorporated herein.

**B. Developer Participation.** Developer agrees to pay for all costs related to the construction of the Project (the "**Project Costs**") in accordance with the design plans as approved in writing by the City.

**C. City Participation.** The City agrees to reimburse Developer in an amount equal to \$52,455.60 as shown on Exhibit "B", conditioned upon Developer constructing the Project pursuant to the design plans previously approved by the City.

**D. Reimbursement.** The City will make payment to Developer as required by this Agreement within ten (10) days after the later to occur of: (i) receipt of Developer's written request for payment, (ii) submittal of a pay application from the contractor, and (iii) written confirmation from the City Engineer that installation has been completed in

accordance with the approved plans. The City reserves the right to withhold any reimbursement that is not directly related to the Project.

## II.

### GENERAL PROVISIONS

A. **Severability.** The provisions of this Agreement are severable and, if any provision of this Agreement is held to be 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.

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

C. **Entire Agreement.** Except as otherwise expressly provided herein, this Agreement contains the entire agreement of the Parties regarding the sharing of costs for the Project and supersedes all prior or contemporaneous understandings or representations, whether oral or written, regarding the subject matter hereof.

D. **Amendments.** Any amendment of this Agreement must be in writing and shall be effective if signed by the authorized representatives of both Parties.

E. **Applicable Law; Venue.** This Agreement shall be construed in accordance with Texas law. Venue for any action arising hereunder shall be in Travis County, Texas.

F. **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.

G. **Exhibit.** The following exhibit is attached to this Agreement and incorporated herein by reference:

Exhibit "A" – The Project

Exhibit "B" – City Reimbursement Exhibit

H. **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.

I. **Authority.** Each Party represents and warrants that it has the full right, power and authority to execute this Agreement.

J. **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 Manager  
310 N. Main St.  
Elgin, Texas 78621

DEVELOPER: Hariharan Kuppuraj  
77 Chaponis Way  
South Windsor, Connecticut 06074  
ATTN: Hari Kuppuraj

**K. No Joint Venture.** It is acknowledged and agreed by the Parties that the terms hereof are not intended to and shall not be deemed to create any partnership or joint venture between the parties.

*(signatures on following page)*

CITY OF ELGIN:

ATTEST:

By: Theresa McShan, Mayor

Peyton Standifer, City Secretary

Date: \_\_\_\_\_

By: **Hariharan Kuppuraj,**  
Owner

By: *H. Hariharan*  
Hariharan Kuppuraj, Owner

Date: 11/12/25

STATE OF TEXAS §

COUNTY OF BASTROP §

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned notary public, personally appeared Theresa McShan, Mayor of the City of Elgin, Texas, known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein stated.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Texas

~~STATE OF TEXAS~~ § ~~Connecticut~~  
~~COUNTY OF TRAVIS~~ § ~~Hartford~~ South Windsor

On this 12 day of November, 2025, before me, the undersigned notary public, personally appeared Hariharan Kuppuraj, known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein stated.

(SEAL)

*[Signature]*  
Notary Public, State of ~~Texas~~ Connecticut



EXHIBIT "A"

The Project

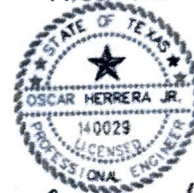
**EXHIBIT "B"**

City Reimbursement Exhibit

**NORTHSIDE MEADOWS  
CITY REIMBURSEMENT EXHIBIT  
CITY OF ELGIN, TEXAS**

| Wastewater Improvements                   |                       |      |            |                |
|-------------------------------------------|-----------------------|------|------------|----------------|
| DESCRIPTION                               | ESTIMATED<br>QUANTITY | UNIT | UNIT PRICE | AMOUNT         |
| 6-INCH ASTM D3034 SDR-26 WASTEWATER PIPE  | -949                  | LF   | \$ 25.00   | \$ (23,730.00) |
| 8-INCH ASTM D3034 SDR-26 WASTEWATER PIPE  | -406                  | LF   | \$ 46.00   | \$ (18,671.40) |
| 12-INCH ASTM D3034 SDR-26 WASTEWATER PIPE | 1,355                 | LF   | \$ 70.00   | \$ 94,857.00   |
| Wastewater Improvements Total Cost:       |                       |      |            | \$ 52,455.60   |

11/06/2025



*[Handwritten Signature]*

**COST PARTICIPATION AGREEMENT REGARDING THE CONSTRUCTION OF  
A 12" WATER LINE IN THE NORTHSIDE MEADOWS SUBDIVISION**

THE STATE OF TEXAS

§

KNOW ALL BY THESE PRESENTS:

§

COUNTY OF TRAVIS

§

**THIS COST PARTICIPATION AGREEMENT** (this "**Agreement**") is entered into between the **CITY OF ELGIN, TEXAS**, a Texas home-rule city (the "**City**"), and **HARIHARAN KUPPURAJ**, Property Owner, its successors and assigns ("**Developer**"). In this Agreement, the City and Developer are sometimes individually referred to as a "**Party**" and collectively referred to as the "**Parties**".

**RECITALS**

**WHEREAS**, the City and Developer desire to cooperate in the construction of a 12" water line to be located as shown on **Exhibit "A"**, attached hereto and incorporated herein (the "**Project**"), which will be mutually beneficial to the Parties; and

**WHEREAS**, the City agrees to reimburse Developer for a portion of the costs to construct the Project as outlined in **Exhibit "B"**; attached hereto and incorporated herein (the "**City Reimbursement Exhibit**")

**WHEREAS**, the Parties wish to memorialize their respective duties and obligations with respect to the Project;

**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:

I.

**TERMS**

**A. Recitals.** The Recitals above are incorporated herein.

**B. Developer Participation.** Developer agrees to pay for all costs related to the construction of the Project (the "**Project Costs**") in accordance with the design plans as approved in writing by the City.

**C. City Participation.** The City agrees to reimburse Developer in an amount equal to \$36,600.00 as shown on Exhibit "B", conditioned upon Developer constructing the Project pursuant to the design plans previously approved by the City.

**D. Reimbursement.** The City will make payment to Developer as required by this Agreement within ten (10) days after the later to occur of: (i) receipt of Developer's written request for payment, (ii) submittal of a pay application from the contractor, and (iii) written confirmation from the City Engineer that installation has been completed in

accordance with the approved plans. The City reserves the right to withhold any reimbursement that is not directly related to the Project.

## II.

### **GENERAL PROVISIONS**

**A. Severability.** The provisions of this Agreement are severable and, if any provision of this Agreement is held to be 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.

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

**C. Entire Agreement.** Except as otherwise expressly provided herein, this Agreement contains the entire agreement of the Parties regarding the sharing of costs for the Project and supersedes all prior or contemporaneous understandings or representations, whether oral or written, regarding the subject matter hereof.

**D. Amendments.** Any amendment of this Agreement must be in writing and shall be effective if signed by the authorized representatives of both Parties.

**E. Applicable Law; Venue.** This Agreement shall be construed in accordance with Texas law. Venue for any action arising hereunder shall be in Travis County, Texas.

**F. 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.

**G. Exhibit.** The following exhibit is attached to this Agreement and incorporated herein by reference:

Exhibit "A" – The Project

Exhibit "B" – City Reimbursement Exhibit

**H. 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.

**I. Authority.** Each Party represents and warrants that it has the full right, power and authority to execute this Agreement.

**J. 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 Manager  
310 N. Main St.  
Elgin, Texas 78621

DEVELOPER: Hariharan Kuppuraj  
77 Chaponis Way  
South Windsor, Connecticut 06074  
ATTN: Hari Kuppuraj

**K. No Joint Venture.** It is acknowledged and agreed by the Parties that the terms hereof are not intended to and shall not be deemed to create any partnership or joint venture between the parties.

*(signatures on following page)*

CITY OF ELGIN:

ATTEST:

By: \_\_\_\_\_  
Theresa McShan, Mayor

\_\_\_\_\_  
Peyton Standifer, City Secretary

Date: \_\_\_\_\_

By: **Hariharan Kuppuraj,**  
**Owner**

By: *H. Hariharan*  
Hariharan Kuppuraj, Owner

Date: 11/12/25

STATE OF TEXAS §

COUNTY OF BASTROP §

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, the undersigned notary public, personally appeared Theresa McShan, Mayor of the City of Elgin, Texas, known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein stated.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Texas

*Connecticut*  
STATE OF ~~TEXAS~~ §  
*Hartford*  
COUNTY OF ~~TRAVIS~~ § *South Windsor*

On this 12 day of November, 2025, before me, the undersigned notary public, personally appeared Hariharan Kuppuraj, known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein stated.

(SEAL)

*[Signature]*  
Notary Public, State of ~~Texas~~ *Connecticut*



**EXHIBIT "A"**

The Project

**EXHIBIT "B"**

City Reimbursement Exhibit

**NORTHSIDE MEADOWS  
CITY REIMBURSEMENT EXHIBIT  
CITY OF ELGIN, TEXAS**

| Water Improvements                      |                       |      |             |                |
|-----------------------------------------|-----------------------|------|-------------|----------------|
| DESCRIPTION                             | ESTIMATED<br>QUANTITY | UNIT | UNIT PRICE  | AMOUNT         |
| 8-INCH C-900, DR-14 POTABLE WATER LINE  | -1,000                | LF   | \$ 52.00    | \$ (52,000.00) |
| 12-INCH C-900, DR-14 POTABLE WATER LINE | 1,000                 | LF   | \$ 81.00    | \$ 81,000.00   |
| 8-INCH GATE VALVE PER EACH, CIP         | -4                    | EA   | \$ 2,825.00 | \$ (11,300.00) |
| 12-INCH GATE VALVE PER EACH, CIP        | 4                     | EA   | \$ 4,725.00 | \$ 18,900.00   |
| Water Improvements Total Cost:          |                       |      |             | \$ 36,600.00   |

11/06/2025



*[Handwritten Signature]*



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL AT 204 LOESCH DRIVE ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15727, ELGIN MEADOWS, LOT 31, CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS. (PERRY)

**DEPARTMENT:** Development Services

**PROPOSED ACTION:** Review, discussion and consideration of an ordinance granting a specific use permit for a short-term rental at 204 Loesch Drive, Elgin, Bastrop County, Texas.

**BACKGROUND:**

The applicant initiated the Specific Use Application process on October 8<sup>th</sup> after receiving notice from the Code Compliance Department that the property was in violation of Ordinance 46-138, which requires a Specific Use Permit to operate a Short-term Rental (STR). This STR operator has remitted Hotel Occupancy Tax for the second (\$216.94) and third quarters (\$485.89) of 2025 and is therefore in compliance with Chapter 38, Article IV. - Hotel Occupancy Tax. The Planning and Zoning Commission held the first of two required public hearings on this item at the November 18th meeting. No members of the public attended the meeting to speak either in favor of or against this matter.

**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 recommended approval of the Specific Use Permit to operate a Short-term Rental (STR) at that location for a period of three (3) years with the following requirements:

1. The STR operator will be required to provide a local contact for the property who must be available to respond within two hours after being notified of an emergency by an STR guest, City employees or other individual during any 24-hour period.
2. The STR operator shall provide renters with an information packet that includes: Name and contact information of the local contact designated for the STR,

restrictions on noise per the City's noise ordinance, parking restrictions, trash collection schedule, information on relevant burn bans and water restrictions.

**ATTACHMENTS:**

1. 204 Losech Ordinance Draft
2. Redacted 204 Loesch Dr Application

- { } 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. 2025-12-02-**

**AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL AT 204 LOESCH DRIVE ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 15727, ELGIN MEADOWS, LOT 31, CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, 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 for a Specific Use Permit to allow a Short-Term Rental, in the R-1: Single-Family Dwelling district at the property described in Exhibit “A”; and,

**WHEREAS**, the City Council has submitted the application 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 permit on November 18, 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 approval of a Specific Use Permit allowing the Short-Term Rental, for a period of three (3) years and with the following conditions: 1. The Short-term rental operator will be required to provide a local contact for the property who must be available to respond within two hours after being notified of an emergency by a Short-term Rental guest, City employees or other individual during any 24-hour period 2. The Short-term Rental operator shall provide renters with an information packet that includes name and contact information of the local designated contact, restrictions on noise per the City’ noise ordinance, parking restrictions, trash collection schedule, information on relevant burn bans and water restrictions; and,

**WHEREAS**, on the 2nd day of December 2025, after proper notification, the City Council held a public hearing on the requested application; and,

**WHEREAS**, the City Council determines that the Specific Use Permit 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 Zoning District for the Property shall remain R-1: Single-Family Dwelling District, and the Ordinance granting a Specific Use Permit on the property to allow the operation of a Short-Term Rental for a period of \_\_\_\_\_ and with/without the recommended conditions, is hereby adopted.

**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 the 2<sup>nd</sup> day of December 2025.

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

**ATTEST:**

\_\_\_\_\_  
PEYTON STANDIFER, City Secretary

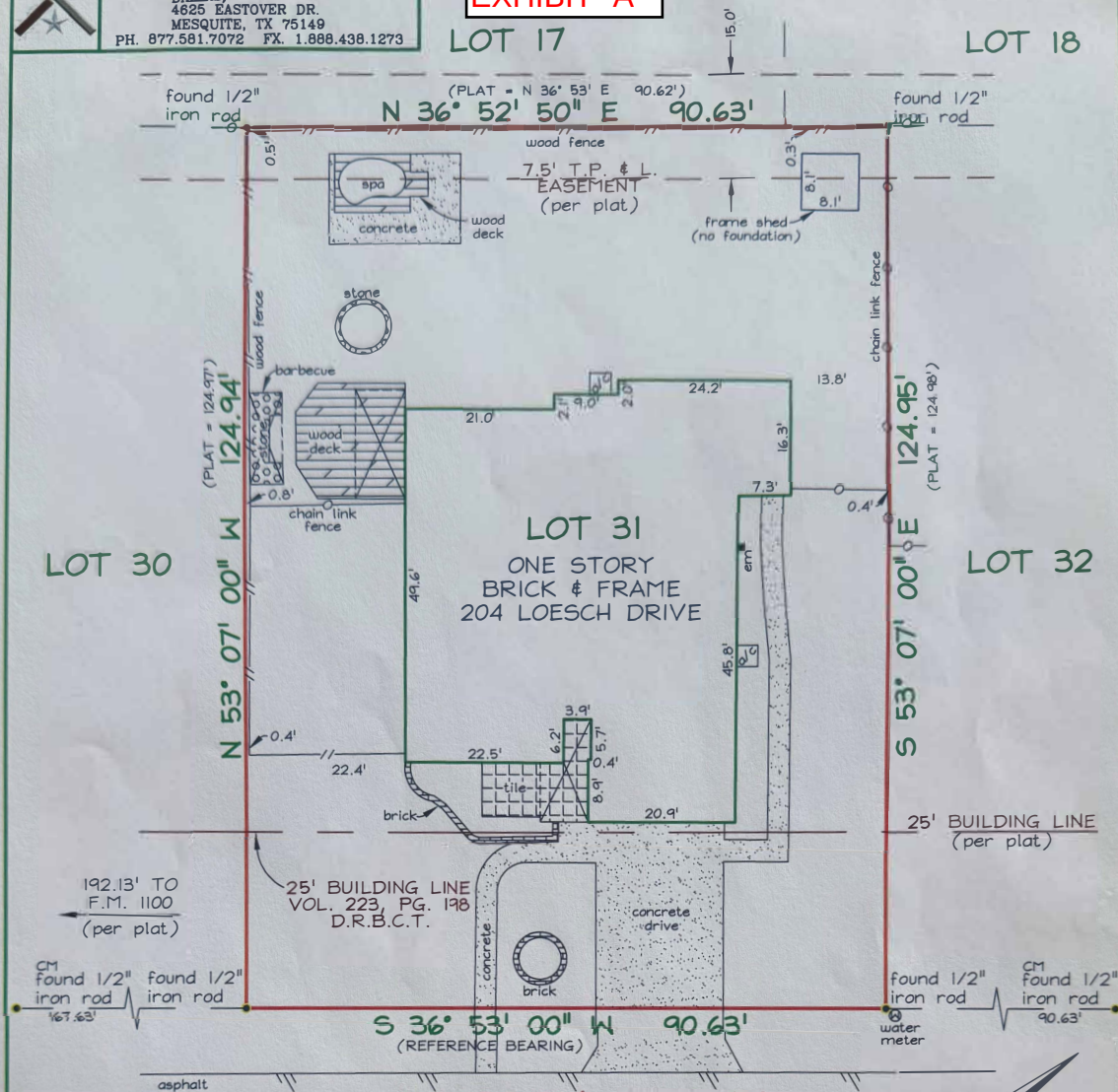


PRECISE LAND SURVEYING, INC.  
DALLAS/FORT WORTH  
4825 EASTOVER DR.  
MESQUITE, TX 75149  
PH. 877.581.7072 FX. 1.888.438.1273

EXHIBIT "A"

LOT 17

LOT 18



NOTES:

CM = CONTROLLING MONUMENT.

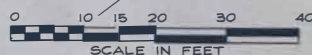
(50' R.O.W.)

THIS PROPERTY IS NOT AFFECTED BY THE FOLLOWING:

(10f)-EASEMENT, VOL. 99, PG. 314, D.R.B.C.T.

BEARINGS ARE BASED ON THE RECORDED PLAT REFERENCED BELOW.

THIS SURVEY IS VALID ONLY WITH ORIGINAL SIGNATURE IN BLACK INK.



THIS IS TO DECLARE that on this date a survey was made on the ground, under my direction and supervision of the property located at 204 LOESCH DRIVE, and Being Lot 31, ELGIN MEADOWS, an addition to the City of Elgin, Bastrop County, Texas, according to the map or plat thereof recorded in Plat Cabinet No. 1, Page 120B, Plat Records, Bastrop County, Texas.

There are no visible conflicts or protrusions, except as shown.

The subject property does not appear to lie within the limits of a 100-year flood hazard zone according to the map published by the Federal Emergency Management Agency, and has a Zone "X" Rating as shown by Map No. 48021C0075 E, dated JANUARY 19, 2006. The statement that the property does or does not lie within a 100-year flood zone is not to be taken as a representation that the property will or will not flood. This survey is not to be used for construction purposes and is for the exclusive use of the hereon named purchaser, mortgage company, and title company only and this survey is made pursuant to that one certain title commitment under the GF number shown hereon, provided by the title company named hereon and that on this date the easements, rights-of-way or other locatable matters of record of which the undersigned has knowledge or has been advised are as shown or noted hereon. This survey is subject to any and all covenants and restrictions of record pertaining to the recorded plat.

DATE:

DATE: 10/21/11

TECH: JN FIELD: PL

FIELD DATE: 10/20/11

JOB NO: 611-1124

REVISED:

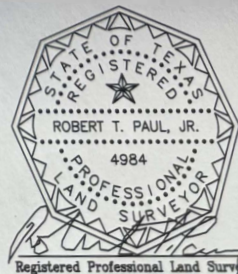
ACCEPTED BY:



GF NO. 1114849-ARB

MAPSCO NO: 311-H

INDEPENDENCE TITLE  
COMPANY



## SPECIFIC USE APPLICATION

Date: 10-08-25

### SITE INFORMATION

Project Address: 204 Loesch Dr

Parcel Identification Number (if no address):

### APPLICANT

Name: Victor Grimaldo

Postal Address:

E-Mail Address:

Phone Number:

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



Victor Grimaldo

10-08-25

Signature

Printed Name

Date

### Project Description:

Requesting approval for a Specific Use Permit (SUP) to operate a short-term rental property known as Checkmate and Chill-Inélocated at 204 Loesch Dr., Elgin Tx 78621.

The property is a single family home with 4 bedrooms and 2 bathrooms, occasionally rented to guests for stays of fewer than 30 days through Airbnb.

No structural modifications are being made to the property. The home will continue to be maintained in excellent condition, with compliance to all city regulations including parking, noise, and occupancy limits.



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



(512) 281-0119

[www.elgintexas.gov](http://www.elgintexas.gov)



## Elgin City Council Meeting Agenda Item Executive Summary

---

**ITEM:** Discussion and Possible Action to Authorize the Interim City Manager to Negotiate a Contract for a Comprehensive Compensation and Benefits Study.  
(Sanders)

**DEPARTMENT:** Human Resources

**PROPOSED ACTION:** The purpose of this agenda item is to obtain City Council approval to authorize the Interim City Manager to negotiate a professional services contract with Logic Compensation Group, to complete a Comprehensive Compensation and Benefits Study for the City of Elgin. The study will ensure that the City's pay structure and benefits program are competitive, equitable, and aligned with current market trends and best practices in municipal compensation management. Once negotiated, the Interim City Manager will bring said contract to the City Council for approval.

### **BACKGROUND:**

The City of Elgin is committed to maintaining a competitive, equitable, and sustainable compensation structure that supports recruitment, retention, and workforce stability. In response to continued organizational growth, changing market conditions, and the need to ensure internal equity and external competitiveness. The City issued a Request for Qualifications (RFQ) for a Comprehensive Compensation and Benefits Study. The purpose of the study is to evaluate current pay structures, classification systems, and benefits offerings and to provide data-driven recommendations aligned with industry standards and the City's strategic priorities.

### **Procurement Process**

On October 10, 2025, the City formally advertised the RFQ in accordance with state procurement requirements. Proposals were received from 14 qualified firms specializing in public sector compensation analysis. A cross-functional evaluation committee consisting of representatives from the Police, Public Works, the Library along with the Interim City Manager and HR Director reviewed and scored each submission using criteria that included:

- Relevant public sector experience
- Methodology and project approach

- Qualifications of assigned personnel
- Comparable project history with municipalities
- Proposed timeline and deliverables

Following individual assessments and a consensus review meeting, the evaluation committee identified Logic Compensation Group as the highest-ranked and best-qualified firm to perform the City's comprehensive compensation and benefits study.

**BUDGET/FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommends that the City Council authorize the Interim City Manager to negotiate a contract with Logic Compensation Group.

**ATTACHMENTS:**

1. City of Elgin TX Proposal 11102025

- { } 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.*



Logic Compensation Group  
Total Rewards Consulting

# RFQ 2026-HR-001: Comprehensive Compensation and Benefits Study

Prepared for the  
City of Elgin TX  
November 10, 2025

Lori Messer, MA, CCP  
Managing Director  
112 E. Palmcroft Drive  
Tempe, AZ 85282  
Phone: (480) 431-4702  
Lori.Messer@LogicCompGroup.com



Logic Compensation Group  
Total Rewards Consulting

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# LETTER OF TRANSMITTAL

November 10, 2025

Pamela Sanders  
Human Resources Director  
City of Elgin  
310 N. Main Street  
Elgin, TX 78621

## **RFQ 2026-HR-001: Comprehensive Compensation and Benefits Study**

Dear Selection Committee:

At Logic Compensation Group (Logic Comp), we recognize that compensation and classification systems are more than just policies and procedures—they are people strategies. When thoughtfully designed and clearly communicated, they help public sector organizations like the Elgin (the City) recruit extraordinary talent, retain top performers, and build an engaged, future-ready workforce. This study will focus on conducting a compensation and benefits survey covering approximately 151 employees in 77 job titles.

What makes us different? We lead with people-first thinking and deep public sector expertise. Our senior team has guided more than 250 government organizations, and we intentionally take on a limited number of projects to ensure focus and responsiveness. With extensive public sector knowledge, we are easy to work with, quick to respond, and fully committed to your success.

### **Why clients choose Logic Comp:**

- ❖ Over 125 years of combined public sector consulting experience
- ❖ Offices and team members across the country
- ❖ Personalized client service—no hand-offs to junior staff
- ❖ Proven success with over 250 public-sector engagements
- ❖ Extensive experience in performing like studies for Texas public sector organizations

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We are excited to propose a tailored, collaborative approach for your study. Our methodologies are grounded in decades of public sector experience, data-driven insights, and practical tools that help ensure equity, transparency, and sustainability.

I will be the primary contact for the proposal discussion and am responsible for negotiating all terms and conditions with the City. Our proposal is valid for a minimum of 90 days.

Should you need additional information regarding this proposal, please contact me directly at (480) 431-4702 or [Lori.Messer@LogicCompGroup.com](mailto:Lori.Messer@LogicCompGroup.com).

Respectfully,

LOGIC COMPENSATION GROUP, LLC

Lori Messer, Managing Director  
112 E. Palmcroft Drive  
Tempe, AZ 85282  
Phone: (480) 431-4702

# LOGIC COMPENSATION GROUP PROFILE

## Logic Comp History and Information

Logic Compensation Group was established in 2019 with a single goal in mind: to deliver thoughtful, tailored, and people-centric compensation and classification consulting to public sector organizations. Our management team has over 30 years of providing classification and compensation services to public sector organizations across the country.

### Logic Compensation Group Details

Primary Contact: Lori Messer, Managing Director  
112 E. Palmcroft Drive  
Tempe, AZ 85282

Phone: (480) 431-4702

Email: [Lori.Messer@LogicCompGroup.com](mailto:Lori.Messer@LogicCompGroup.com)

FEIN Number: 84-2864177

URL: <https://logiccompgroup.com>

Ownership: 100% Woman-Owned Firm

Incorporated: 2018 in the State of Arizona

Office Locations: Texas, Arizona, Iowa, California, and Maryland

Unlike traditional firms driven by volume, Logic Comp operates on a low-overhead, high-engagement model. That means we take on fewer projects, go deeper with each client, and ensure our recommendations are not only strategic—but also practical and sustainable.

We believe that a successful classification and compensation study is both a technical exercise and a people journey. That's why Logic Compensation Group blends best-practice methodologies with stakeholder engagement, transparent communication, and flexibility tailored to our client's unique needs.

## Our Guiding Principles

- **Partner with purpose.** We view this work as a collaboration and a long-term partnership.
- **Align systems to strategy.** Our approach connects classification and compensation design with your mission, vision, and future workforce goals.
- **Balance market data and internal equity.** We blend external benchmarking with job evaluation tools to ensure fairness inside and out.
- **Communicate early and often.** Transparency drives buy-in. We will support clear messaging every step of the way.

Each study is led by either our Managing Director or Principal Consultant—both bring extensive, hands-on experience with public sector clients and maintain direct oversight of every deliverable. Our leadership team doesn't just manage projects; they also roll up their sleeves and handle essential technical work. That includes crafting job descriptions, conducting interviews with staff and leadership, ensuring survey completion, analyzing pay data, and presenting findings to executive stakeholders.

Because of this fully engaged, hands-on model, every consultant—at every level—continuously refines their technical expertise. We stay current by holding active memberships in top professional bodies such as *WorldatWork*, ICMA, and PSHRA. These memberships ensure we are plugged into the latest classification and compensation trends, research, and best practices.

Ours is a very simple and focused management team with either Lori Messer, Managing Director and Annette Hoefer, Principal Consultant, acting either as a Project Manager or Alternate Project Manager. When one assumes the Project Manager role, the other is the Alternate Project Manager responsible for all quality assurance activities and acting as an additional resource for the client.

## Your Study Team

Your study will be led and supported by senior professionals who bring a wealth of firsthand consulting and public sector experience. Our consultants have over 125 years of combined experience in public sector classification and compensation. Each of our management team and technical advisors has over 30 years of similar experience. This team is ready to support our clients with precision, professionalism, and a friendly, can-do spirit. Lori Messer will be the City's Project Manager.

### **LORI MESSER, MA, CCP – Managing Director and Lead Consultant**

**Study Responsibilities:** Lori is the Managing Director of the firm. During the City's study, Lori will be the primary contact, providing direct service in the provision of compensation technical work. Lori will be responsible for overall study management and oversight of all study deliverables. Lori is based in Tempe, Arizona.

**Professional Background:** Lori has over 30 years of experience in compensation, serving as both a consultant and practitioner. Lori has managed classification and compensation studies for hundreds of public sector clients throughout her career. Additionally, Lori's consultative work has involved collaborating with a diverse range of public sector organizations, including states, cities, counties, school districts, colleges and universities, and special districts. Prior to starting the firm, Lori spent seven years working as a Senior Consultant and subsequently as the West Coast Office Principal Consultant for Gallagher Benefit Services' Human Resources and Compensation Consulting public sector practice. Prior to this, Lori held various consultative human resources and compensation positions in high-tech, distribution, healthcare, and local government organizations.

Lori has a bachelor's degree in business administration from Arizona State University and a master's degree in education from the University of Phoenix. She is also a member of *WorldatWork* and has earned her CCP certification. Lori also serves as Chair on the Merit Board and Board Member for the Public Safety Personnel Retirement System (Police & Fire) for the City of Tempe, Arizona.

Within the last 36 months, Lori has served as study manager on some of our largest studies and in Texas, including:

- City of Lake Jackson (Texas)
- City of Missouri City (Texas)

- City of Taylor (Texas)
- City of Belton (Texas)
- City of Alvin (Texas)
- City of Richmond (Texas)
- Clark County (Nevada)
- City of Chandler (Arizona)
- City of Tacoma (Washington)
- City of Seattle City Light (WA)

### **ANNETTE HOEFER, MBA, CCP – Principal Consultant**

**Study Responsibilities:** Annette is a Principal Consultant of the firm. Annette is based in Marion, Iowa. Annette will be alternative Project Manager. Her additional responsibilities include providing quality assurance in compensation technical work.

**Professional Background:** Annette has spent over 25 years performing classification and compensation studies for the public sector as a Senior Consultant with Lee & Burgess Associates, Fox Lawson & Associates and Gallagher Benefit Services' Human Resources and Compensation Consulting public sector practice. Clients include cities, counties, states, and special districts such as utility and transit organizations. She has also occupied human resources positions in the healthcare, energy, and insurance industries as a compensation specialist.

Annette earned her bachelor's and master's degrees in business administration from the University of Iowa and her CCP certification. She has also previously served as a board member for the Rocky Mountain Compensation Association.

Within the last 36 months, Annette has served as study manager on the following studies, including:

- City of Iowa Colony (Texas)
- City of Durham (North Carolina)
- Linn County (Iowa)
- State of Colorado Public Defender's Office (Colorado)
- State of Colorado Department of Law (Colorado)
- Community Transit (Washington)

## **ANDREA GILLMORE, MSC, PMP - Consultant**

**Professional Background:** Andrea has over 15 years of experience serving state, county, and municipal public sector agencies in California and Arizona. Andrea specializes in management and human resources support, with a focus on compensation and study management over the past six years. Andrea has successfully completed multiple classification and compensation studies in the public sector. She understands the nuances and unique requirements that accompany government organizations, bringing a dedication and passion for developing custom solutions to meet stakeholder needs.

Andrea has a bachelor's degree in psychology from the University of Phoenix and a master's degree in counseling from the same institution. She is also a certified Project Management Professional (PMP).

Within the last 36 months, Andrea has performed classification and/or compensation analytical work on the following studies, including:

- City of Iowa Colony (Texas)
- City of Highland Village (Texas)
- Linn County (Iowa)
- Clark County (Nevada)
- Valley Metro Transit Agency (Arizona)
- Scottsdale Unified School District (Arizona)
- Kitsap Transit (Washington)

## **MADELINE THOMAS, BS –Consultant**

**Professional Background:** Madeline attended Arizona State University, earning a bachelor's degree in mathematics with a specialization in statistics. Madeline is currently pursuing her CCP certification from *WorldatWork*. Madeline has been providing services to our clients for over 3 years and is responsible for managing the Statewide Municipal Texas Salary Survey sponsored by Logic Comp.

Within the last 36 months, Madeline has performed compensation analytical work on the following studies, including:

- Statewide Texas Municipal Salary Survey (Texas)
- City of Belton (Texas)
- City of Alvin (Texas)

- City of Tolleson (Arizona)
- Valley Metro Transit Agency (Arizona)
- Town of Frisco (Colorado)
- Des Moines Water Works (Iowa)

### **KAREN WELCH, MBA, PMP – Consultant**

**Professional Background:** Prior to joining the firm, Karen spent over two years working as a classification and compensation consultant for Gallagher Benefit Services' Human Resources and Compensation Consulting. Karen has direct experience supporting public sector and non-profit clients across the country in the performance of classification and compensation studies. With that practical knowledge, combined with over 30 years of business experience, Karen understands the tremendous effort that it takes for organizations to identify, transform, and achieve their goals.

Karen has a bachelor's degree in business from Northern Arizona University and a master's in business administration from the University of Phoenix. Karen is also a certified Project Management Professional (PMP).

Within the last 36 months, Madeline has performed classification and/or compensation analytical work on the following studies, including:

- State of Colorado Public Defender's Office (Colorado)
- State of Colorado Department of Law (Colorado)
- Summit County (Colorado)
- Hood River County (Oregon)

### **BRUCE G. LAWSON, MPA, CCP, IPMA-SCP – Technical Advisor**

**Professional Background:** Bruce has directed and performed classification and compensation studies for more than 35 years, both domestically and internationally. Bruce was a founder and Managing Partner with Fox Lawson & Associates LLC. Prior to forming Fox Lawson, he spent 15 years with the firm of Ernst & Young LLP, where he served as the National Director of their public sector compensation consulting practice. Bruce was a past National Managing Director for Gallagher Benefit Services' Human Resources and Compensation Consulting public sector practice. He also served as City Manager in two California cities (Los Altos Hills and Belvedere), was the County Administrative Officer in Multnomah County (Portland)

Oregon, Assistant City Manager/Personnel Director in Corvallis, Oregon, and Assistant to the City Administrator/Personnel Director in Placentia, CA.

Bruce has a master's degree in public administration from California State University at Fullerton, is a.b.d. in public administration from Golden Gate University in San Francisco and has earned his CCP certification from *WorldatWork*. He is also a member of several professional associations including the College & University Professional Association for Human Resources, ICMA, PSHRA, the Society for Human Resources Management and *WorldatWork*.

### **SANDY SPELLMAN, MBA – Technical Advisor**

**Professional Background:** Sandy has over 30 years of experience in comprehensive consulting with public sector organizations. She has conducted studies for over 15 years and specializes in areas such as classification, communications, human resource strategy and process, performance management, and employee and management focus group meetings. Sandy has worked with several types of organizations, including state, city, county, college, university, and federal government entities. Prior to joining the firm, Sandy was a Senior Consultant at Gallagher Benefit Services' Human Resources and Compensation Consulting public sector practice. Prior to Gallagher, she spent 18 years with Ernst & Young's consulting practices, where she was responsible for client and internal change management, communications, and training strategies. She has also held state executive and legislative positions addressing a wide range of human resources and related issues.

Sandy holds a bachelor's degree in Sociology and Political Science from Arizona State University, as well as a master's degree in Public Administration with an emphasis in Organizational Development from the same institution.

### **Technical Team**

- ❖ **Jacob Linzy** – Lead Solutions Architect (Arlington, TX)
- ❖ **Prabodh Karunakaran** – Senior Technical Architect (Woodstock, MD)

## EXPERIENCE AND REFERENCES

### Logic Comp Accomplishments and Experience

We specialize in working with municipalities, counties, school districts, transit agencies, public safety organizations, and other government entities. Our team has guided compensation and classification studies for public sector organizations ranging from 3 employees to over 10,000—and every time, we've delivered solutions grounded in clarity, collaboration, and care. The following is an abbreviated listing of our clients.

| State | Organization                            | State | Organization                                   |
|-------|-----------------------------------------|-------|------------------------------------------------|
| AZ    | City of Avondale                        | KS    | City of Tonganoxie                             |
| AZ    | City of Cave Creek                      | NC    | City of Durham                                 |
| AZ    | City of Tolleson                        | NV    | Clark County                                   |
| AZ    | Creighton School District               | OR    | Crook County                                   |
| AZ    | Kyrene School District                  | OR    | Hood River County                              |
| AZ    | Town of Queen Creek                     | TX    | Austin Firefighter Relief Retirement System    |
| AZ    | Town of Wickenburg                      | TX    | City of Belton                                 |
| AZ    | City of Chandler                        | TX    | City of Deer Park                              |
| AZ    | City of El Mirage                       | TX    | City of Iowa Colony                            |
| AZ    | City of Surprise                        | TX    | City of Manvel                                 |
| AZ    | Valley Metro                            | TX    | City of Iowa Colony                            |
| CA    | City of La Quinta                       | TX    | City of Missouri City                          |
| CO    | CO Office of Legislative Legal Services | TX    | City of Morgan Point Resort                    |
| CO    | Gunnison County                         | TX    | City of Richmond                               |
| CO    | La Plata County                         | TX    | City of Taylor                                 |
| CO    | Colorado Public Defender's Office       | TX    | Austin Fire Fighters Relief & Retirement Fund  |
| CO    | Department of Law                       | TX    | Dallas Police and Fire Pension System          |
| CO    | Summit County                           | TX    | City of Lake Jackson                           |
| CO    | Town of Breckenridge                    | WA    | City of Seattle, Civil Attorney Division       |
| CO    | Town of Frisco                          | WA    | City of Seattle, Seattle City Light Department |
| CO    | STRIDE Community Health                 | WA    | City of Tacoma                                 |
| IA    | City of Grinnell                        | WA    | Community Transit                              |
| IA    | Linn County                             | WA    | Kitsap Transit                                 |
| IA    | City of West Des Moines                 | WA    | Port of Moses Lake                             |
| KS    | City of Pittsburg                       | WA    | Port of Tacoma                                 |

## Client Experience

Client satisfaction and exceeding expectations are the mission and goal of Logic Comp consultants. Quotes from our clients include:

"You are the most talented comp consultant I have ever worked with."

"We appreciated so very much all of the hard work and help you provided us in developing a great plan for the City."

"Thanks so much for all you do for us, never forgetting to recognize your prompt and thorough analysis 😊!"

"I rate Logic Compensation Group as a 10. Logic Compensation Group has become our vendor of choice for compensation projects. They consistently produce an excellent product that can be relied on for board decision-making and union negotiations."

## REFERENCES

**Client Organization:** City Lake Jackson, TX

**Client Contact:** Jose Sanchez, Human Resources Director

**Client Email:** jsanchez@lakejacksontx.gov

**Client Address:** 25 Oak Drive, Lake Jackson, TX 77566

**Client Phone:** (979) 415-2400

**Years of Service:** 2017 to 2022

**Summary:** In 2022, we were engaged with the City to perform a compensation study encompassing approximately 230 employees across 100 job titles. The study concluded in October 2022. Prior to the 2022 study, Lori Messer managed a similar study for the City in 2017/2018 while with another consulting firm.

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**City Organization: City of Taylor, TX**

**Client Contact:** LaShon Gross, Managing Director of Administration

**Client Email:** lashon.gros@taylortx.gov

**Client Address:** 400 Porter Street, Taylor, TX 76574

**Client Phone:** (512) 309-6165

**Years of Service:** 2021 to 2024

**Summary:** In 2021 Logic Comp was engaged with the City to perform a comprehensive compensation and benefits study covering approximately 170 employees in 78 job classifications across all departments in this full-service City. Logic Comp was hired by the City in 2025 to conduct a market refresh of the City's pay structure, which was fully implemented.

**Client Organization: City of Belton, TX**

**Client Address:** 100 South Davis Street, Belton, TX 76513

**Client Contact:** Megan Odiorne, Director of Human Resources

**Client Phone:** (254) 933-5803

**Client Email:** MOdiorne@BeltonTexas.Gov

**Years of Service:** 2021 to 2025

**Summary:** In 2021 Logic Comp was engaged with the City to perform a comprehensive compensation and benefits study covering approximately 170 employees in 78 job classifications across all departments in this full-service City. Logic Comp was hired by the City in 2025 to conduct a market refresh of the City's pay structure, which was fully implemented.

## PROJECT APPROACH AND PROPOSED TIMELINE

For a comprehensive compensation and benefits study, you need an experienced partner to identify, implement, evaluate, and guide your options. Effective programs help recruit, retain, and reward top employees while managing costs. Our strategy uses proven methods, highly qualified staff, and a responsive approach to deliverables. We adapt our activities as needed, using an agile process with frequent feedback loops to achieve your goals.

### Project Understanding

Logic Comp's understanding of the objectives of the study is as follows:

- ❖ Implementation of internally equitable and externally competitive compensation and benefits programs
- ❖ Identify salaries commensurate with assigned duties and work environment
- ❖ Evaluate internal equity and make recommendations to ensure appropriate alignment and mitigate compression
- ❖ Development of an implementation strategy with a 3-year phased approach that includes low, mid, and high-range options and takes into consideration equity, critical recruitment needs, and market gaps
- ❖ Creative salary & classification solutions, including but not limited to non-salary-based options (e.g., incentives, bonuses, stipends, career ladders)

This study includes four key phases. At the conclusion of each phase, we will provide the City with that phase's deliverables and draft report including the outcomes of that phase.

We know that even well-planned studies can hit snags. That's why we bring a proactive mindset. Here is how we reduce friction before it starts:

- **Clear communication:** Frequent project meetings and milestone check-ins maintain alignment.
- **City engagement:** We build in time for thoughtful review, feedback, and refinement.
- **Contingency planning:** Every core team member has a backup; we also stagger assignments to manage competing deadlines.

- **Proven methods:** We draw on our deep experience—over 250 studies' worth—to anticipate bumps and navigate around them.
- **Change management:** We provide communication materials and advice that support staff understanding and buy-in.

## Quality Assurance Approach

Quality is a non-negotiable at Logic Compensation Group. We embed quality checks throughout each phase, not just at the finish line. Here is what that looks like in practice:

- **Peer review:** At least two consultants review every major deliverable.
- **Team-wide visibility:** Our team collaborates using shared study logs, so each member has context and clarity.
- **Client clarity:** We present interim deliverables in digestible pieces so the City can ask questions and offer input without waiting until the end.
- **Documentation & transparency:** From survey tools to data analysis, we provide explanations and clear audit trails for all methodologies used.
- **Sustainability:** We don't just deliver a final product—we empower City HR teams with the knowledge and tools to manage it going forward.

## The City's Role: Partners in Success

To make this a smooth and successful process, we will ask the City to collaborate with us in a few key ways:

- Provide access to current org charts, pay plans, policies, previous job studies, and job descriptions
- Aid in our understanding of the City
- Schedule and participate in meetings and check-ins
- Review and approve deliverables at key study milestones
- Complete survey and assist with participant contacts
- Share internal feedback with Logic Comp as a single, consolidated response

We will provide templates, timelines, and structure to make this process simple and straightforward. You bring the insights, and we will handle the heavy lifting.

## Work Plan

### Phase 1: Study Kick-Off & Strategy

We begin by listening—understanding the City's objectives, history, structure, and any existing pain points. In the first step of the study, Logic Comp will work closely with the City to clarify goals and ensure the study runs smoothly, stays on schedule, and fits the budget. Our approach focuses on understanding your organization's pay philosophy, past practices, and market strategy. This helps us create a clear plan for aligning your classification and compensation systems with your goals. By understanding where your organization wants to position itself in the job market, we can design fair and competitive pay systems that meet your needs.

To keep you updated, we will hold bi-weekly meetings with your project manager or team. These meetings will help track progress and address any questions or concerns along the way.

#### > Key Activities:

- Initial meeting with City's Project Manager
- Meet with department directors to understand what is working well, any pain points, and areas of opportunity
- Study strategy meeting with City's Project Team to discuss the City's compensation philosophy, results of the department director meetings, and the study roadmap (Logic Comp recommends this meeting be held after meetings with department directors to help guide the strategic discussion)
- Review current job descriptions, organizational charts, prior study documents, and related organizational information
- Schedule bi-weekly video check-ins with the City's Project Manager/Team, as well as a regular cadence of progress reporting in a manner that is acceptable to the City
- Prepare a detailed study schedule
- Prepare compensation and benefits survey specifications that outline the parameters of the custom survey

#### > Key Deliverables:

- Initial meeting with the City's Project Manager (Teams virtual meeting)



- Meetings with department directors (In-person or Teams virtual meetings)
- Meeting with the City's Project Team (In-person meeting or Teams virtual meeting)
- Results of department director meetings presented through a written report and SWOT analysis (Word document)
- Detailed study schedule that includes major tasks, deliverables, responsibility, and target dates (Excel document)
- Custom survey specifications detailing the areas to be covered in the survey, comparator organizations, and analytical methods (Word document)
- Communication plan (Word document)
- Project meeting agendas and minutes (provided throughout the study) (Word document)

#### > **City Assistance:**

- Delivery of current documents required to initiate the study (i.e., job descriptions, pay plans, employee census, organizational charts, policies, and procedures, etc.)
- Attendance at project meetings
- Coordinating meetings with City stakeholders
- Timely feedback on Logic Comp deliverables

## **Phase 2: Internal Equity Review**

Classification involves understanding, verifying, and describing the nature and level of work within the organization. Data is gathered from existing job descriptions and feedback from department leadership. Recommended updates to internal alignment are proposed based on the information collected and an updated classification structure is developed that is aligned with the organization's strategy, identifies career ladders, legally compliant, defensible, flexible to accommodate future organizational changes, and mitigates compression. Logic Comp consultants will discuss these recommendations with the City, adjusting as needed.

This phase assumes that the City's job descriptions are up to date. A comprehensive internal equity review would involve a classification study that would include employee completion of PDQs and employee focus groups and result in an increased cost to the City. Therefore, prior to the study initiation, Logic Comp recommends that the City conduct a review of existing job

descriptions to ensure that they accurately reflect the type and level of work being performed.

**> Key Activities:**

- Develop proposed classification structure that outlines career ladders and is flexible to accommodate for future growth and needs
- Follow up with Human Resources and/or department leadership to obtain clarification on information provided on the existing job descriptions
- Identification of career ladders, current and future

**> Key Deliverables:**

- Project meeting agendas and minutes (Word document)
- Class structure that clearly identifies career ladders by job family/subfamily that is flexibly designed to accommodate organizational change
- Develop a classification maintenance document (Word document)
- Training on City-approved classification system (In-person or Teams virtual meetings)

**> City Assistance:**

- Attendance at project meetings
- Timely feedback on Logic Comp deliverables

### **Phase 3: Compensation and Benefits Survey**

We look outward—examining how the City's total compensation package compares to the City's labor market. Logic Comp will work collaboratively with the City to identify up to 15 comparator organizations.

Logic Comp recommends that between 35 and 50% of the City's job titles be included in the custom survey. Logic Comp will work collaboratively with the City on the preparation and finalization of the benchmark job summaries. Through the survey process, data is gathered and analyzed (including mean, median, percentile breakdowns, and rank), and Logic Comp presents recommendations for updates to the pay structure(s) to the City for consideration and feedback. Updates may include changes to the overall design of the pay structure, a percentage increase to the existing structure, modification to range widths, realignment of

jobs within the pay structure, and/or other applicable items, based on the results of the custom survey.

The custom survey will collect the necessary base pay, pay practices, benefits, and supplemental pay information from the comparator organizations. Base pay data will include actual salaries and salary range information; pay practices will include supplemental pays, bonuses, incentives, pay structure design, and related information; and benefits data will include health insurance, retirement contributions, allowances, tuition assistance, incentives, and related items. Specific details related to what information will be included in the custom survey will be addressed in this phase, as well as in Phase 1.

Logic Comp will distribute and have direct contact with the comparator organizations to solicit and encourage participation, validate questionable or invalid survey responses, and collect job descriptions, as necessary. Once the accuracy of the data received has been validated, a competitive analysis will be performed. The results of the competitive analysis will be provided to the City, along with recommendations for updates to the pay structures. The recommendations will ensure that justifiable pay differentials exist between classifications to mitigate salary compression and encourage career advancement. Logic Comp will provide up to 3 cost implementation strategies, which will include a multi-year-phased approach covering up to 3 years, along with holding discussions related to any transition issues. Finally, recommendations on maintaining the compensation system will be delivered to the City.

**> Key Activities:**

- Identify comparator organizations
- Develop and distribute a custom survey (including base pay, pay practices, benefits, supplemental pays, and related information)
- Assessment of the City's level of competitiveness from a base pay, benefits, and total compensation perspective that will identify where the City leads, lags, or matches the market
- Develop recommendations for updates to the pay structure(s)
- Provide up to 3 cost implementation strategies, including a multi-year phased in approach

- Recommend innovative, non-salary-based solutions that enhance the City as an employer of choice
- Recommend updates to existing policies and procedures that align with Logic Comp's recommendations approved by the City, if necessary

#### > **Key Deliverables:**

- Project meeting agendas and minutes (Word documents)
- Custom survey instrument (Excel document)
- Market data sheets for each benchmark job that assesses the City's level of competitiveness from a base pay and total compensation perspective (Excel and PDF documents)
- Market survey result summaries (Excel and PDF documents)
- Results of the pay practices, benefits, and related information analysis (Excel and PDF documents)
- Recommended updates to the pay structure(s) (Excel document)
- Recommendations for realignment of jobs in the pay structure (Word, Excel, and PDF documents)
- Up to 3 implementation cost models, including a multi-year implementation plan (Excel document)
- Written guidelines and schedules for maintaining the compensation structure (Word document)

#### > **City Assistance:**

- Attendance at project meetings
- Timely feedback on Logic Comp deliverables

### **Phase 4: Reports and Results**

We pull it all together—providing documentation, tools, and training to move forward confidently. A study report is prepared and presented by Logic Comp summarizing the study processes, methodologies, and related findings and recommendations. Logic Comp consultants will provide in-depth explanations and deliverables throughout the process, and the final report will compile the comprehensive results of all study activities.

Following discussions with the City, the comprehensive report will be finalized. The final report will be presented in person to Human Resources and Key Leaders by Logic Comp's Managing Director, Lori Messer, who will be leading the study.

Logic Comp consultants will collaborate with the City to ensure the system can be managed independently after the study's completion. City staff responsible for managing the new system will receive detailed education and participate in the study wrap-up with members of the Logic Comp team. This phase involves:

**> Key Activities:**

- Draft and present a comprehensive report for City review
- Finalize recommendations based on feedback
- Train HR on system maintenance and future adjustments
- Present results to Human Resources, Key Leadership, and City Council

**> Key Deliverables:**

- Final report (prepared in Microsoft Word)
- Presentation slide-decks for Leadership and Council presentations (prepared in Microsoft PowerPoint)
- Education for Human Resources staff maintaining systems (Teams virtual meeting and In-Person training)

**> City Assistance:**

- Attendance at project meetings
- Timely feedback on Logic Comp deliverables
- Scheduling meetings

## Phase 5: Ongoing Support

Our relationship does not end with the delivery of the final report. Logic Comp focuses on long-term, quality client relationships. For 12 months after study completion, we provide complimentary:

### > **Key Activities:**

- Quarterly check-ins to support implementation
- On-call guidance for emerging issues or questions
- If the City needs additional help down the road, like market pricing, new classifications, or policy reviews, we are happy to provide support based on our hourly rates for that as well. But for the core study—we are in it together, start to finish.

### > **Key Deliverables:**

- Touchpoint conversations; follow-up advice; optional extended services

### > **City Assistance (Optional):**

- Attendance at quarterly meetings
- Provision of any information that would be helpful to provide context for the quarterly meeting agendas

# CLASSIFICATION & COMPENSATION STUDY FINAL REPORT

Prepared  
for the City of XX  
Date

SAMPLE REPORT



## SECTION 1: PROJECT OBJECTIVES

The primary objectives of the City's compensation program, based on the City's RFP and discussions with City leadership, is to:

- Attract qualified applicants for employment by the City in all categories of work.
- Retain experienced and qualified employees in all categories of work for the City.
- Provide clearly identified career paths that enable employees to identify prospective opportunities for career advancement.
- Accomplish these objectives within responsible economic parameters.

Specifically, the Logic Compensation Group was asked to:

- Conduct a comprehensive classification study to determine the appropriateness of current classification structure and make recommendations for improvement and clarification, while clearly identifying career paths within each job family, based on the work performed by City employees.
- Conduct a compensation survey of comparable cities in the West Valley and select East Valley cities, similar in nature to the City of Client, using benchmark classifications as approved by the City.
- Review the City's current pay plans and special pay programs in conjunction with the survey data to determine whether the City's base pay rates and special supplemental pays (i.e., bilingual pay, on-call pay, etc.) are competitive with comparable labor markets.
- Based on the survey data, recommend adjustments to salary plans for the General, Police, and Fire employee groups that will strengthen the City's ability to satisfy its compensation objectives.
- Recommend a plan and methodology for the City to maintain its pay plans at fiscally responsible and competitive levels over time.

## SECTION 2: EXECUTIVE SUMMARY

Logic Compensation Group (LCG) was engaged by the City of Client to conduct a classification and compensation study covering approximately 205 employees in 30 job titles. The City of Client must be able to attract, reward, and retain qualified staff to support the City's mission and programs.

To achieve the City's desired programmatic objectives, the classification and compensation systems need to support a career development system for all employees with pay that is commensurate with the market. This section summarizes the four phases of the project.

### **PHASE I - INFORMATION GATHERING, DIAGNOSIS, AND STRATEGY DEVELOPMENT**

Phase I was completed in June 2020 with the completion of a strategy meeting with the City's Project Team, department director meetings to inform them of the study and parameters for analysis, and employee meetings introducing them to the study and the overall objectives.

Two primary goals resulted from the Project Team strategy meetings:

- The classification and compensation system should facilitate internal equity across positions within all departments of the City of Client. The classification structure should also reflect meaningful differences in the level of work within each occupational group.
- The compensation system should reflect both internal equity and external parity within the various labor markets in which the City must compete. The system should also reward employees who perform at acceptable or above standard levels within their respective job class.

### **PHASE II - JOB ANALYSIS AND CLASSIFICATION DEVELOPMENT**

A new classification system was developed, based on detailed position description questionnaires completed by approximately 205, and participation by nearly 100 employees in occupational focus groups. The recommendations were reviewed by City employees, department directors, and the City's Project Team. Following that review process, appropriate updates in the classification structure were made. The new classification system increases the total number of different job classes from approximately 30 to approximately 67 classes.

Upon approval of the classification structure by the City Project Team, each job classification was ranked in comparison to every other classification within the new

classification structure. The job evaluation methodology was based on organizational role, level of responsibility, and supervisory accountability. Prior to this study, the City had employed another method which is based primarily on level of decision making.

### **PHASE III - COMPENSATION PROGRAM DEVELOPMENT**

A comprehensive market salary and pay practices survey was conducted using 62 benchmark job classes. A listing of the benchmark jobs can be found on pages 13 and 14 of this report. The pay results of the market survey and the results of the job evaluation process completed in Phase II provided the basis for developing a new salary structure for all jobs included within the scope of the study. In conducting the market compensation study, the median plus 5% of actual salaries were compared to the City's current range midpoints for non-sworn and sworn management jobs. For nonmanagement sworn jobs, the median plus 5% of range maximums in the market were compared to the City's range maximums. The survey results were then used to develop new model salary structures that were consistent with the principles adopted in Phase I.

In determining the level of competitiveness of the City's salary structures against the market, Logic Compensation Group uses the following guidelines:

|                  |                          |
|------------------|--------------------------|
| +/- 0 to 5%      | Highly Aligned           |
| +/- 5 to 10%     | Aligned and Competitive  |
| +/- 10 to 15%    | Slightly Misaligned      |
| Greater than 15% | Significantly Misaligned |

The survey results showed that the City is lagging the market for all employee groups. Logic Compensation Group developed a new compensation structure that was consistent with the strategy approved by the City's Project Team. The proposed salary structure was developed based on the market data obtained from the salary survey. Each classification was then allocated to the appropriate salary grade based on the results of the job evaluation and the market data results. Following the allocation of classifications into the salary structures the cost to implement the new salary schedule was calculated. The salary survey results are included in Appendix D of this report.

## **PHASE IV - DOCUMENTATION**

The final phase of the project included formalizing the policies and procedures needed to implement and maintain the new classification and compensation systems. This process was completed in February 2021. This report summarizes the entire project.

## **SECTION 3: PROJECT STEPS AND RESULTS**

### **PHASE 1: PROJECT INITIATION**

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#### **OBJECTIVES**

This task focused on managing the study relationship between Logic Compensation Group and the City of Client, developing an understanding of the current classification and compensation systems within the City, and developing a framework that would guide the remainder of the study. This phase helped to solidify a roadmap for completing the study and the parameters surrounding how the study will be conducted.

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#### **PROCESS & METHODOLOGY**

During the project initiation phase of the study, LCG collected and reviewed a variety of documents related to the City's compensation program, including: current job descriptions, pay plans for various employee groups, policies and procedures, an employee census, and organizational charts. Following the review of the City's program materials, LCG met with the City's designated Project Team.

The purpose of the meeting was to review the City's current classification and compensation programs to identify what is working well and where there are areas of opportunity. Additionally, LCG presented a variety of options available to the City on the structure of the classification system, job evaluation methodologies, prospective comparator organizations, and metrics to utilize in determining the City's level of competitiveness in the market.

#### **OUTCOMES & DELIVERABLES**

Following the review of materials and meetings with the City's Project Team to develop the project roadmap, the following activities were completed:

- Meetings with all department directors to review the results of the strategy meeting with the City's project team.

- Meetings with employees to review the purpose of the study and provide a detailed overview of completing the Position Description Questionnaire (PDQ).
- Development of a market specification document that detailed the comparator organizations, data analysis methodologies to be employed, special pay items to query, and benchmark jobs to include in the custom survey. The market specification document was provided to the City under separate cover. x Timeline for completion of the study.

## PHASE 2: CLASSIFICATION STRUCTURE REVIEW/DEVELOPMENT

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### OBJECTIVES

The classification description forms the basis for the salary comparison survey. Careful review of the class descriptions is necessary to properly conduct the survey because each agency often titles a comparable classification differently than another. The City's class descriptions had not been updated for several years and, in some instances, the classifications were overly broad and failed to meet the evolving needs of the City. During Phase 1 of the study, it was determined that the City desired a classification that remained broad where appropriate but provided for more clarity in the definition of career paths.

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### PROCESS & METHODOLOGY

Key to the classification study is a job analysis process. To facilitate job analysis, a Position Description Questionnaire (PDQ) was developed that asked employees to provide information about the work they perform. LCG drafted a PDQ that was designed to collect information regarding organizational role, essential duties, minimum requirements for entry, and a variety of items to ascertain the level of responsibility. Once the PDQ was drafted, it was submitted to the City for review and approval.

During Phase I of the project, employee meetings were conducted to introduce employees to the study and walk them through completing the PDQ. Since not all employees were able to attend these meetings, a video recording of the meetings was provided to the City; this enabled and allowed employees who were unable to attend the meetings to view the presentation at their convenience.

Upon receipt of the completed PDQs, LCG reviewed each PDQ and developed a draft classification structure based on the written information obtained on each job at the City. Once the draft classification structure was developed, LCG facilitated occupational focus groups with a representative group of employees from all levels within each occupational group. Occupational focus groups are meetings that bring together representative

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employees from all levels within a job family in a group setting and discussions are facilitated by LCG to obtain additional information on the types and levels of work performed. The purpose of these meetings was to ensure a clear understanding of the information provided by employees on the PDQs. This step in the process was critical in ensuring employee engagement and continued input into the study process.

Following the occupational focus groups, appropriate adjustments were made to the draft classification structures and subsequent meetings were held with department directors to review the proposed classification structures relevant to their respective areas of responsibility. Following these meetings, additional updates were incorporated into the structure which also included future City staffing projections considerations.

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## **OUTCOMES & DELIVERABLES**

The results of the classification study resulted in 67 classifications in 16 occupational job families.

Following the City's approval of the classification structure, individual employees were allocated into the appropriate classification based on the information contained in their respective PDQ, the occupational focus groups outcomes, and consultations with City leadership.

## **PHASE 3: JOB EVALUATION**

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### **OBJECTIVE**

Upon completion of the classification phase of the study, a formalized job evaluation process was used to determine the relative internal value/relationship of each job class. In reviewing alternative methods, the Project Team selected LCG's job evaluation tool to evaluate all classifications in a manner that is consistent, fair, and free of gender and racial bias. The results of the job evaluation process help to ensure that salaries paid in the future are based on the value of each classification to the organization. This is important since market compensation data is not readily available for all job classes.

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### **PROCESS & METHODOLOGY**

The process that was adopted and used for evaluation of all City of Client job classes is as follows:

- All job classifications were evaluated by Logic Compensation Group.

- Each classification was rated using the adopted job evaluation methodology.
  - Results of the job evaluation were integrated with the market data to ensure alignment internally and externally.
- 

## OUTCOMES & DELIVERABLES

The job evaluation process resulted in the creation of a job hierarchy within the organization that was based on the job's role within the organization, level of responsibility, and leadership accountability. Equally important, the job evaluation process provides a mechanism for slotting classifications into the salary structure when market data is not readily available. A summary of the job evaluation results can be found in **Appendix B**.

## PHASE 4: COMPENSATION STUDY

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### OBJECTIVE

To gain information about the salary levels of comparable positions in organizations with whom the City of Client competes for talent, market data was collected and analyzed. Logic Compensation Group conducted a salary survey covering 62 benchmark classifications.

By coordinating the results of job evaluation with the results of this phase, a new compensation plan was developed.

## PROCESS & METHODOLOGY

### TASK 1: COMPILED AND ANALYZED CITY MARKET DATA

The purpose of the market collection and analysis phase of the compensation study was to collect and analyze market data from the municipalities that the City competes with for qualified personnel.

#### 1.1. IDENTIFIED BENCHMARKS AND GEOGRAPHIC MARKET AREAS

Logic Compensation Group collaborated with the Employee Resources department to select 62 benchmark classifications for which to collect market data. Data compiled for these benchmark classifications were utilized to determine the City's market competitive position of current pay levels. Characteristics utilized to determine benchmark classifications to include in the custom survey included:

- Classifications that are common to other organizations.
- Classifications with many incumbents.
- Classifications for which City has experienced market competitive problems.
- Classifications distributed throughout the hierarchy and functions of the City.

Geographic areas from which to compile market data were identified and correspond to City's recruitment markets for the benchmark classifications. Comparator organizations identified during this process are shown in Table 1 on the following page.

LCG, in consultation with the City's Employee Resources Department, developed a customized survey instrument that was distributed to the municipalities identified in Table 1 above.

Upon receipt of all completed participant surveys, LCG performed the following activities to ensure data integrity and appropriate matching of jobs by comparator organizations:

- x Reviewed all data supplied by comparator organizations. x
- Performed outlier analysis to identify any extreme data.
- x Performed follow-ups with comparator organizations to clarify any questions regarding data submitted.

## 1.2.PREPARED MARKET REPORT

Following the quality checks, an assessment of how the City compared to the market was performed and market data sheets detailing the data compiled from comparator organizations for each benchmark job were provided to the City. The submission of the market data sheets to the City allowed for an internal review of the data and served as an additional step in the validation and quality control checking process. A summary report showing the market data compiled from the comparator organizations for the 62 benchmark classifications was also prepared and delivered to the City. Consistent with the City's pay strategy, the City's range midpoints for general non-sworn and sworn management classifications were compared against the median plus 5% of actual salaries in the market.

While the information above is reflective of the respective employee groups overall, individual job classes varied considerably. A summary of the individual job class market data comparisons is shown in the **Appendix C** of this report.

### 1.3.COMPARISON OF CURRENT CITY PAY TO MARKET PAY

For purposes of this study, market compensation levels are the market median of actual salaries plus 5%. The median figure represents the point where 50% of the rates are above and 50% of the rates are above; the additional 5% is applied to secure a pay lead position in the market.

Regression analysis was utilized to compare current City midpoints to pay in the labor market. Regression analysis produces a "line of best fit" through internal pay and market pay to assist in determining an appropriate salary structure based on the market data and internal alignment.

### TASK 2: DEVELOPED SALARY STRUCTURE

Logic Compensation Group integrated the job evaluation results with the labor market survey data. The result of this integration was the development of the new salary structure.

While the salary range for job classes will change under the new structure, individual compensation levels are based on an employee's current compensation level and where they fit into the new salary range for their respective classification. Certain job classes were found to be over-compensated relative to the labor market. Accordingly, we recommend that the salary ranges for those classes be reduced to align with internal hierarchy and market levels consistent with the City's compensation philosophy. For the City to maintain a compensation system that is both consistent and fair to all employees, it was necessary to re-align the entire salary grade structure. As outlined above, there will be no immediate impact on employees who are currently paid above the proposed salary grade maximums. However, the incumbents in those positions should be "Y-rated" until such time as the salary range exceeds their current level of compensation.

The resulting pay structures are shown in **Table 4** on the following page.

**Table 4: Proposed Pay Structures**

**GENERAL STRUCTURE:**

| Grade | Min           | Mid           | Max           | Range Spread |
|-------|---------------|---------------|---------------|--------------|
| 1     | \$ 25,044.51  | \$ 30,053.42  | \$ 35,062.32  | 40%          |
| 2     | \$ 29,051.64  | \$ 34,861.96  | \$ 40,672.29  | 40%          |
| 3     | \$ 31,085.25  | \$ 37,302.30  | \$ 43,519.35  | 40%          |
| 4     | \$ 33,261.22  | \$ 39,913.46  | \$ 46,565.70  | 40%          |
| 5     | \$ 35,589.50  | \$ 42,707.40  | \$ 49,825.30  | 40%          |
| 6     | \$ 38,080.77  | \$ 45,696.92  | \$ 53,313.08  | 40%          |
| 7     | \$ 40,746.42  | \$ 48,895.71  | \$ 57,044.99  | 40%          |
| 8     | \$ 43,598.67  | \$ 52,318.41  | \$ 61,038.14  | 40%          |
| 9     | \$ 46,650.58  | \$ 55,980.69  | \$ 65,310.81  | 40%          |
| 10    | \$ 49,916.12  | \$ 59,899.34  | \$ 69,882.57  | 40%          |
| 11    | \$ 53,410.25  | \$ 64,092.30  | \$ 74,774.35  | 40%          |
| 12    | \$ 57,148.96  | \$ 68,578.76  | \$ 80,008.55  | 40%          |
| 13    | \$ 61,149.39  | \$ 73,379.27  | \$ 85,609.15  | 40%          |
| 14    | \$ 65,429.85  | \$ 78,515.82  | \$ 91,601.79  | 40%          |
| 15    | \$ 70,009.94  | \$ 84,011.93  | \$ 98,013.91  | 40%          |
| 16    | \$ 77,290.97  | \$ 96,613.72  | \$ 115,936.46 | 50%          |
| 17    | \$ 83,474.25  | \$ 104,342.81 | \$ 125,211.37 | 50%          |
| 18    | \$ 90,152.19  | \$ 112,690.24 | \$ 135,228.28 | 50%          |
| 19    | \$ 97,364.37  | \$ 121,705.46 | \$ 146,046.55 | 50%          |
| 20    | \$ 105,153.51 | \$ 131,441.89 | \$ 157,730.27 | 50%          |
| 21    | \$ 120,926.54 | \$ 151,158.18 | \$ 181,389.81 | 50%          |
| 22    | \$ 126,972.87 | \$ 158,716.09 | \$ 190,459.30 | 50%          |
| 23    | \$ 133,321.51 | \$ 166,651.89 | \$ 199,982.27 | 50%          |
| 24    | \$ 139,987.59 | \$ 174,984.48 | \$ 209,981.38 | 50%          |
| 25    | \$ 146,986.97 | \$ 183,733.71 | \$ 220,480.45 | 50%          |
| 26    | \$ 189,939.20 | \$ 237,424.00 | \$ 284,908.80 | 50%          |

#### SWORN POLICE STRUCTURE:

| Grade | Min         | Mid         | Max          | Range Spread |
|-------|-------------|-------------|--------------|--------------|
| 1P    | \$54,893.00 | \$54,893.00 | \$54,893.00  | N/A          |
| 2P    | \$57,981.00 | \$71,026.73 | \$84,072.45  | 45%          |
| 3P    | \$60,880.05 | \$74,578.06 | \$88,276.07  | 40%          |
| 4P    | \$78,888.00 | \$94,665.60 | \$110,443.20 | 40%          |

#### SWORN FIRE STRUCTURE:

| Grade | Min          | Mid          | Max          | Range Spread |
|-------|--------------|--------------|--------------|--------------|
| 1F    | \$46,677.00  | \$46,677.00  | \$46,677.00  | N/A          |
| 2F    | \$ 51,891.84 | \$ 62,270.21 | \$ 72,648.58 | 40%          |
| 3F    | \$ 63,362.88 | \$ 72,867.31 | \$ 82,371.74 | 30%          |
| 4F    | \$ 75,499.20 | \$ 86,824.08 | \$ 98,148.96 | 30%          |

### TASK 3: DETERMINED IMPLEMENTATION COST

The final task in developing a new compensation structure involved determining how each individual employee's compensation would be impacted. The criteria that were used in determining the implementation cost impact were:

- ❖ No employee would be paid less than the minimum of the new salary range for their job classification.
- ❖ Any employee whose current salary exceeded the maximum of the new salary range for their job classification would not receive any salary increase.

An implementation costing report was delivered to the City under separate cover that included the following key information for each individual employee:

### OUTCOMES & DELIVERABLES

The overall results indicated that the City is in a competitive lag position against the market except for Sworn Management classifications; however, the Sworn Management positions were an exception where salary ranges were also taken into consideration when determining appropriate salary range placement due to the high tenure of incumbents within the market. A summary of the overall results is shown in **Table 9** below.

TABLE 9: SUMMARY OF MARKET COMPETITIVENESS

| Employee Group               | Range Midpoint vs Market<br>Median Actual Salaries + 5% | Range Maximum vs Market<br>Median Range Maximum +<br>5% |
|------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| General                      | -9.1%                                                   |                                                         |
| Sworn Fire: Management       | -16.7% <sup>1</sup>                                     |                                                         |
| Sworn Police: Management     | -23.6% <sup>1</sup>                                     |                                                         |
| Sworn Fire: Non-Management   |                                                         | -4.7%                                                   |
| Sworn Police: Non-Management |                                                         | -6.3%                                                   |

<sup>1</sup>Sworn Fire and Police Management actual salaries are reflective of single incumbent classifications for which the exception of taking into consideration market range data (in addition to actual salaries) was applied as previously explained on page 15.



## PHASE 5: STUDY REPORT

In Phase 5 of the study, Logic Compensation Group prepared a draft report for the City's review. Following the City's feedback on the report, adjustments were incorporated to supplement and provide additional clarifications, and a final report was delivered.

Upon the City's Project Team approval of the report, all files were delivered to the City under separate cover. Additionally, training dates were scheduled with the City's Employee Resources staff regarding the tools utilized in the study and their respective applications.

| Class Structure    | Level | Proposed Title                | Current Position Titles                   |
|--------------------|-------|-------------------------------|-------------------------------------------|
| Code Compliance    | 1     | Code Compliance Worker        | Animal Control<br>Code Compliance Officer |
|                    | 2     | Code Compliance Technician    | Building Inspector                        |
|                    | 3     | Code Compliance Specialist    | Fire Inspector                            |
|                    |       |                               |                                           |
| Court Admin        | 1     | Court Clerk                   | Court Clerk                               |
|                    | 2     | Court Technician              | N/A                                       |
|                    | 3     | Court Supervisor              | Court Supervisor                          |
|                    |       |                               |                                           |
| Employee Resources | 1     | Employee Resources Assistant  | Employee Resources Assistant              |
|                    | 2     | Employee Resources Technician | N/A                                       |
|                    | 3     | Employee Resources Specialist | Employee Resources Specialist             |
|                    | 4     | Employee Resources Analyst    | Employee Resources Analyst                |
|                    | 5     | Employee Resources Supervisor | N/A                                       |

| Class Structure    | Level | Proposed Title                 | Current Position Titles                                              |
|--------------------|-------|--------------------------------|----------------------------------------------------------------------|
| Financial Services | 1     | Fiscal Assistant               | Account Clerk<br>Accounts Payable Clerk                              |
|                    | 2     | Fiscal Technician              | Customer Service Technician<br>Payroll Specialist                    |
|                    | 3     | Fiscal Specialist              | Procurement Officer                                                  |
|                    | 4     | Accountant                     | Accountant                                                           |
|                    | 5     | Senior Accountant              | Senior Accountant                                                    |
|                    |       |                                |                                                                      |
| Human Services     | 1     | Human Services Assistant       | Assistant Cook                                                       |
|                    | 2     | Human Services Technician      | Cook<br>Community Services Driver                                    |
|                    | 3     | Human Services Specialist      | Community Services Coordinator<br>Senior Center Program Assistant    |
|                    | 4     | Human Services Coordinator     | Senior Center Supervisor<br>Social Worker                            |
|                    | 5     | Human Services Program Manager | Revitalization Manager                                               |
|                    |       |                                |                                                                      |
| Library            | 1     | Library Aide                   | Library Aide                                                         |
|                    | 2     | Library Assistant              | Library Assistant<br>Library Program Assistant<br>Library Technician |
|                    | 3     | Library Coordinator            | Library Coordinator                                                  |
|                    |       |                                |                                                                      |

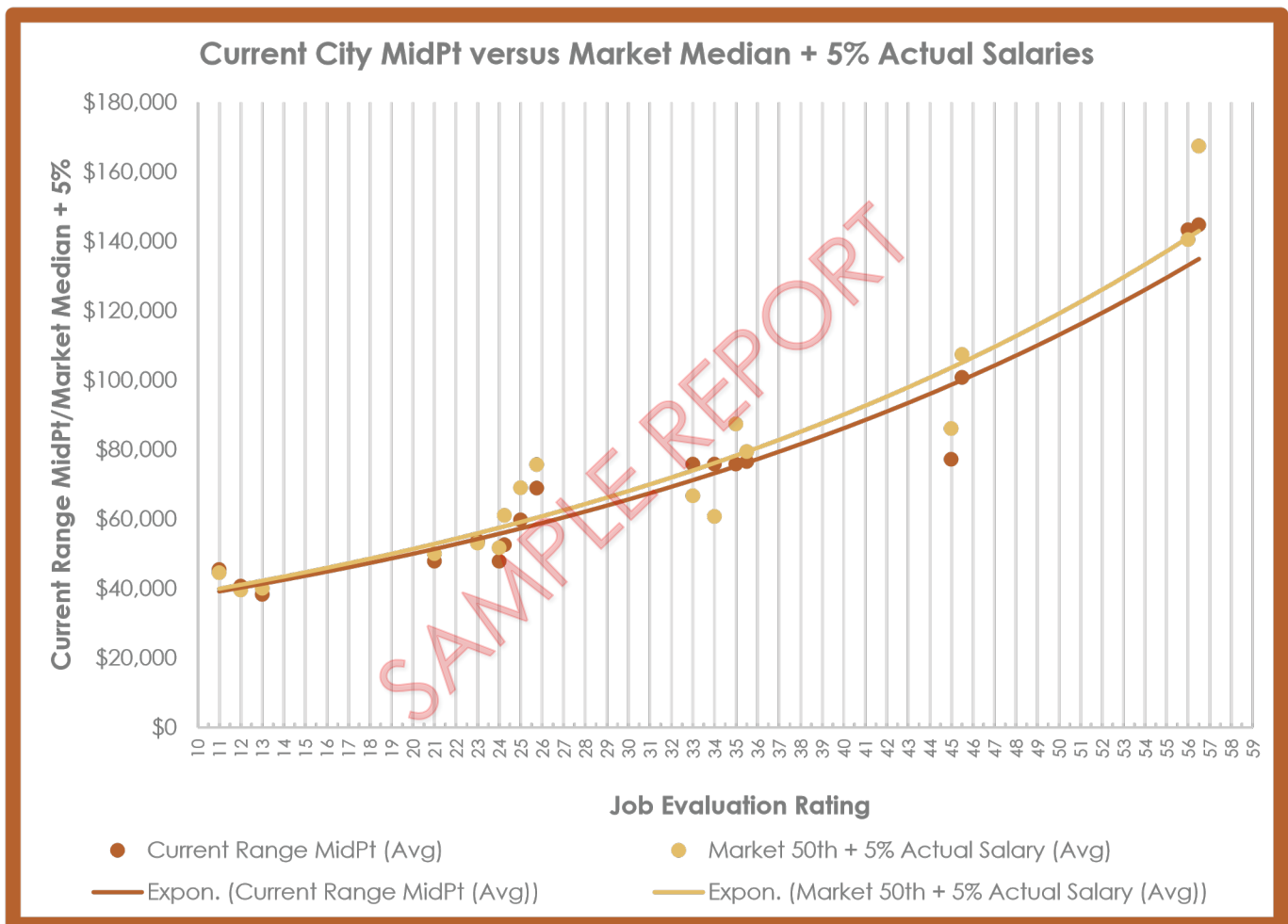
| Sworn Police Management     |                            |                   |                             |                     |                                |               |
|-----------------------------|----------------------------|-------------------|-----------------------------|---------------------|--------------------------------|---------------|
| Benchmark (Client Title)    | Comparator Orgs with Match | Market Incumbents | Market Avg Time in Position | City Range Midpoint | Market 50th + 5% Actual Salary | % Diff        |
| Police Commander            | 9                          | 54                | 3.1                         | \$113,041           | \$151,155                      | -25.2%        |
| Police Chief                | 10                         | 9                 | 5.6                         | \$150,428           | \$193,513                      | -22.3%        |
| <b>AGGREGATE COMPARISON</b> |                            |                   |                             |                     |                                | <b>-23.6%</b> |

| Sworn Fire Non-Management   |                            |                   |                             |                     |                                |              |
|-----------------------------|----------------------------|-------------------|-----------------------------|---------------------|--------------------------------|--------------|
| Benchmark (Client Title)    | Comparator Orgs with Match | Market Incumbents | Market Avg Time in Position | City Range Midpoint | Market 50th + 5% Actual Salary | % Diff       |
| Firefighter Recruit         | 9                          | 78                | 0.3                         | \$43,515            | \$49,011                       | -11.2%       |
| Firefighter                 | 11                         | 1528              | 6.1                         | \$69,551            | \$72,649                       | -4.3%        |
| Fire Engineer               | 11                         | 679               | 6.3                         | \$80,837            | \$82,372                       | -1.9%        |
| Fire Captain                | 11                         | 662               | 7.4                         | \$94,216            | \$98,149                       | -4.0%        |
| <b>AGGREGATE COMPARISON</b> |                            |                   |                             |                     |                                | <b>-4.7%</b> |

| Sworn Police Non-Management |                            |                   |                             |                     |                                |              |
|-----------------------------|----------------------------|-------------------|-----------------------------|---------------------|--------------------------------|--------------|
| Benchmark (Client Title)    | Comparator Orgs with Match | Market Incumbents | Market Avg Time in Position | City Range Midpoint | Market 50th + 5% Actual Salary | % Diff       |
| Police Recruit              | 11                         | 396               | 0.4                         | \$50,540            | \$57,638                       | -12.3%       |
| Police Officer              | 11                         | 4159              | 9.3                         | \$80,601            | \$84,072                       | -4.1%        |
| Police Detective            | 2                          | 588               | N/A                         | \$80,601            | N/A                            | N/A          |
| Police Sergeant             | 11                         | 647               | 8.9                         | \$105,132           | \$110,443                      | -4.8%        |
| <b>AGGREGATE COMPARISON</b> |                            |                   |                             |                     |                                | <b>-6.3%</b> |

## APPENDIX D: CITY MIDPOINTS VS MARKET MEDIAN + 5%

The chart below compares the average of the City's **current** range midpoints against the market median + 5% of actual salaries based on the job evaluation ratings. In looking at the chart, as the internal hierarchy increases within the City, the greater the disparity of pay. The data aligns with the market summary on Appendix D that indicates the City's current range midpoints are 9.1% below the median + 5% of actual salaries in the market.

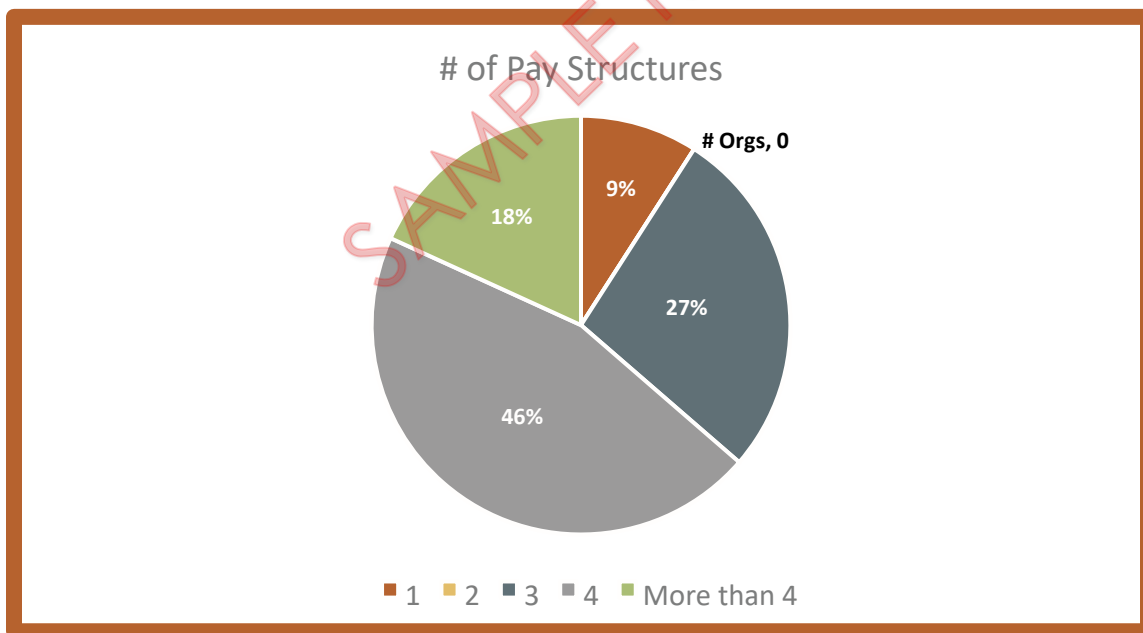


## APPENDIX E: COMPENSATION ADMINISTRATION RESULTS

**Question:** What type of pay schedule design(s) covers each respective group of employees?

|                         | Steps          | Open Range | No Range<br>(Single Rate) | Combination:<br>Open Range &<br>Steps |
|-------------------------|----------------|------------|---------------------------|---------------------------------------|
| Management <sup>1</sup> | 0              | 10         | 1                         | 1                                     |
| Exempt                  | 1              | 9          | 0                         | 1                                     |
| Non-Exempt              | 1              | 9          | 0                         | 1                                     |
| Sworn Fire              | 6 <sup>2</sup> | 2          | 0                         | 3                                     |
| Sworn Police            | 6 <sup>2</sup> | 2          | 0                         | 3                                     |

**Question:** How many unique salary structures does your organization have?



<sup>1</sup> Management has 12 responses because one organization has a combination of open ranges and single rates (no range) for management jobs and is dependent on the job.

<sup>2</sup> Police and fire have a step structure; however, employees can be paid an amount in between the designated.

## Proposed Pay Schedule Adjustment (Upcoming Fiscal Year)

**Survey Question:** What is your organization budgeting for the upcoming fiscal year for pay schedule adjustments for each of the respective employee groups? If unknown, please indicate what your organization is projecting.

|                                 | Avg Increase (# Respondents) | Lowest Increase Amount Reported | Highest Increase Reported | # of Orgs Indicating "Unknown" |
|---------------------------------|------------------------------|---------------------------------|---------------------------|--------------------------------|
| Management, Exempt & Non-Exempt | 1%<br>(4)                    | 0%<br>(2)                       | 3%<br>(1)                 | 7                              |
| Sworn Fire <sup>1</sup>         | 2%<br>(4)                    | 1%<br>(1)                       | 2%<br>(3)                 | 6                              |
| Sworn Police <sup>2</sup>       | 2%<br>(3)                    | 1%<br>(1)                       | 2%<br>(2)                 | 7                              |

<sup>1</sup>One org indicated that Sworn Fire range adjustment is based on MOU with no additional information.

<sup>2</sup>One org indicated that Sworn Police negotiations were currently in progress.

## Proposed Pay Schedule Adjustment (Upcoming Fiscal Year)

**Survey Question:** What is your organization budgeting for the upcoming fiscal year for pay schedule adjustments for each of the respective employee groups? If unknown, please indicate what your organization is projecting.

|                                 | Avg Increase (# Respondents) | Lowest Increase Amount Reported | Highest Increase Reported | # of Orgs Indicating "Unknown" |
|---------------------------------|------------------------------|---------------------------------|---------------------------|--------------------------------|
| Management, Exempt & Non-Exempt | 1%<br>(4)                    | 0%<br>(2)                       | 3%<br>(1)                 | 7                              |
| Sworn Fire <sup>1</sup>         | 2%<br>(4)                    | 1%<br>(1)                       | 2%<br>(3)                 | 6                              |
| Sworn Police <sup>2</sup>       | 2%<br>(3)                    | 1%<br>(1)                       | 2%<br>(2)                 | 7                              |

<sup>1</sup>One org indicated that Sworn Fire range adjustment is based on MOU with no additional information. <sup>2</sup>One org indicated that Sworn Police negotiations were currently in progress.

## ADDED VALUE

### Logic Leveling™

Logic Leveling™ is a proprietary job evaluation system that provides organizations with a clear job architecture. A clear job architecture provides an organization with the following benefits:

- Clarity and consistency: Titles, levels, and scopes are defined, so employees know what roles mean and how they relate.
- Fair and defensible pay: Levels link to market data and internal equity, reducing pay compression and title inflation.
- Stronger hiring: Recruiters have the tools to create strong postings, match candidates faster, and set shared understanding of roles.
- Career growth you can see: Transparent career paths show how to progress, what skills matter, and what it takes to move up.
- Better development and mobility: Skills and competencies by level guide learning plans and make internal moves smoother.
- Cleaner organizational design: Reorganizations, spans/layers work, and workforce planning are easier when roles align to common levels.
- Reliable people analytics: Standardized titles/levels produce trustworthy data for headcount, diversity, equity, and turnover insights.
- Systems alignment: HRIS/job codes, ranges, competencies, and workflows connect neatly—less manual cleanup.
- Stronger culture and trust: Employees see how roles are defined and evaluated, which boosts confidence and engagement

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## CONCLUSION

At Logic Compensation Group, we take pride in our team of seasoned experts specializing in classification and compensation for public sector organizations. Our mission is to provide exceptional client interaction and tailored services that stand out from the consulting crowd. We are excited about the prospect of being your go-to resource for this study and for supporting your organization's needs in the years ahead.

