



**ELGIN CITY COUNCIL AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
June 16, 2026
6:30 PM**

Members of the public may watch the meeting at:

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

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT

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

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

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

VI. ANNOUNCEMENTS

1. Recognition of Accreditation Through Main Street America

VII. PRESENTATION

- 1. Introduction of New Employees (Sanders)**
- 2. Employee Service Milestone Recognition (Sanders)**

VIII. CITY MANAGER'S REPORT

- 1. Library Advisory Board Quarterly Report**
- 2. Parks and Recreation Advisory Board Quarterly Report**
- 3. Discussion and Possible Action Regarding New Council Member Onboarding**

IX. CONSENT AGENDA

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

- 1. City Council Regular Meeting Minutes - April 7, 2026**
- 2. City Council Special Meeting Minutes - May 12, 2026**
- 3. City Council Regular Meeting Minutes - June 2, 2026**
- 4. Appointment of Laura Rubio to the Main Street Board**

X. NEW BUSINESS

- 1. Discussion and Possible Action Regarding a Request by Aviator's Pizza and Brew Company to Grant a Variance from City Code Section 32-267 to Allow for Operations of an Animated Moving Sign on the Property Located at 136 Roy Rivers Road.**
- 2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CREATION OF THE POSITION OF PUBLIC INFORMATION OFFICER (PIO) AS A NEW FULL-TIME EQUIVALENT (FTE) WITHIN THE CITY'S ORGANIZATIONAL STRUCTURE AND PROVIDING FOR RELATED MATTERS; AND ESTABLISHING AN EFFECTIVE DATE. (SANDERS)**
- 3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, REQUESTING FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD; AUTHORIZING THE FILING OF AN APPLICATION FOR ASSISTANCE; AND MAKING CERTAIN FINDINGS IN CONNECTION THERWITH. (MICHAEL GONZALEZ - PUBLIC WORKS DIRECTOR)**
- 4. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR UTILITY LINE RELOCATING AND MAKING CERTAIN FINDINGS RELATED THERETO. (MICHAEL GONZALEZ - PUBLIC WORKS DIRECTOR)**
- 5. Bastrop County Advisory Board of Health Appointment**

6. City Appointment of One Council Member to the Capital Area Council of Governments (CAPCOG) General Assembly as a City of Elgin Representative

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. Consultation with City Attorney regarding pending litigation and matters subject to attorney-client privilege pursuant to Texas Government Code Section 551.071, style: *State of Texas v. City of Elgin, et al. (2621-21)***

XII. RECONVENE

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

XIII. ADJOURNMENT

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

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

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

I, Peyton Standifer, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Wednesday, June 10, 2026, 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

ITEM: Introduction of New Employees (Sanders)

DEPARTMENT: Human Resources

PROPOSED ACTION: No action necessary. This item is for presentation only.

BACKGROUND:

The City continues to invest in its workforce to ensure the effective delivery of services and support of organizational goals. Through approved recruitment efforts conducted in accordance with City personnel policies, new hires are selected based on qualifications, professional experience, and commitment to public service.

HR is pleased to introduce our new employees who have recently joined the City team in a full-time or part-time capacity. We are excited to welcome them and look forward to the contributions they will make in support of the city's priorities and the community we serve.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

No action necessary. This item is for presentation only.

ATTACHMENTS:

None

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- 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: Employee Service Milestone Recognition (Sanders)

DEPARTMENT: Human Resources

PROPOSED ACTION: This item is presented for information and introduction only. No formal action by City Council is required.

BACKGROUND:

The purpose of this agenda item is to recognize multiple City employees who are celebrating service milestones, including 5, 10, 15, 20, and more years of service with the City of Elgin. These milestones reflect sustained commitment to public service and the collective contributions of employees across departments. Throughout their tenure, the recognized employees have demonstrated professionalism, institutional knowledge, and dedication in support of departmental operations and citywide objectives. Their continued service contributes to operational stability, effective service delivery, and the City's ability to meet the needs of the community. This recognition provides an opportunity for the City Council to formally acknowledge the employees' years of service and express appreciation for their ongoing commitment to serving the residents of Elgin, Texas.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

This item is presented for information and introduction only. No formal action by City Council is required.

ATTACHMENTS:

None

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- 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: Library Advisory Board Quarterly Report

DEPARTMENT: Library

PROPOSED ACTION: None.

BACKGROUND:

Library Advisory Board Quarterly Report from March 1, 2026 – May 31, 2026.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends reviewing the attached report.

ATTACHMENTS:

1. June 2026 Quarterly Report

- 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.



LIBRARY ADVISORY BOARD QUARTERLY REPORT

DATE: 06/2026

SUMMARY OF ACTIVITIES FROM MARCH 1, 2026 – MAY 31, 2026

Board Members:

Chair Angelica Huerta, Vice-Chair Nicole Rooch, Secretary Barbara Leeper, Denise Halter, Julissa Kyle, Jessica Johnson and Kerry Fritz.

March 2026

- **Information Security & Privacy:** Continued drafting a comprehensive policy designed to protect patron data and focus on responsible data management.
- **Capital Improvement Plan (CIP):** Began the process of identifying priority facility projects to maintain building integrity and safety, while initiating evaluations of alternative service delivery models, such as mobile units, to extend the library's reach into underserved areas.
- **Fee Schedule Update:** Recommended approving the fee schedule with no changes for the 2026–27 fiscal year. The Board supported maintaining current fees to ensure the library remains a responsible steward of public funds while minimizing barriers to service for underserved populations.

April 2026

- No Meeting

May 2026

- No Meeting

During the three-month spring period of 2026, the library demonstrated significant operational growth, highlighted by a 13% increase in circulation compared to the exact same three-month period last year, resulting in 28,103 total items loaned from an active collection of 29,342. Public engagement and facility utilization also reflected high community value, as the library hosted nearly 300 educational and enrichment programs while welcoming 8,801 total visitors. Furthermore, outreach efforts successfully expanded the library's service footprint by registering 192 new patrons over the course of the quarter.



LIBRARY ADVISORY BOARD QUARTERLY REPORT

PROPOSED ACTIVITIES FROM JUNE 1, 2026 – AUGUST 31, 2026 MEETINGS

Policy & Strategic Development

- **Information Security & Privacy:** Finalize and implement the comprehensive policy to safeguard patron data and ensure ongoing responsible data management.
- **Long-Range Plan Revision:** Conduct community surveys or focus groups to ensure the new 5-year plan (2026–2031) reflects current local needs for lifelong learning and digital literacy.

Financial & Facility Planning

- **Budget Planning:** Discuss the FY2027 Operating Budget, accounting for potential changes in inflation impacts on materials and services.
- **Capital Improvement Plan (CIP):** Continue ongoing assessments of critical facility improvement projects to safeguard building integrity, while continuing to explore alternative service delivery models like mobile units to expand geographic outreach.

Looking ahead to the upcoming quarter, the library will launch its annual Summer Reading Program in early June, running through July with tailored activities and events for all age groups. This strategic initiative directly targets community literacy goals, specifically aiming to promote sustained reading habits and mitigate the seasonal "summer slide" among students.

BUDGET UPDATE

No update.

RECOMMENDED COUNCIL ACTION

No action needed.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Parks and Recreation Advisory Board Quarterly Report

DEPARTMENT: Recreation

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

BACKGROUND:

This quarterly report covers the period of March 1st to May 31st for the Parks and Recreation Advisory Board.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends reviewing the quarterly report.

ATTACHMENTS:

1. PRAB Quarterly Report March, April, May 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.
- 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.



Parks and Recreation Advisory Board Quarterly Report

DATE: 6/9/2026

SUMMARY OF ACTIVITIES FROM 3-1-2026 - 5-31-2026

Board Members:

Lacy Hilliard, Charles Brown, Deja Cooper, Crystie Shibley, Sarah O’Neal, Melanie Martin, Susie Rowe

March 2026

- Activity Report
 - Discussed findings for improvement within Elgin Memorial Park and Shenandoah Park
 - Approved an Eagle Scout Project to take place outside of Recreation Center
- Attendance by Board members at meeting(s)
 - Lacy Hilliard, Deja Cooper, Melanie Martin, Sarah O’Neal, Susie Rowe

April 2026

- Activity Report
 - No Quorum
- Attendance by Board members at meeting(s)
 - Lacy Hilliard, Sarah O’Neal, Melanie Martin

May 2026

- Activity Report
 - No Quorum
- Attendance by Board members at meeting(s)
 - Lacy Hilliard, Sarah O’Neal, Melanie Martin

PROPOSED ACTIVITIES FROM 6-1-2026 - 8-31-2026 MEETINGS

The board will be working on a plan to meet more efficiently and regularly. In addition, they will be analyzing different needs within the department and ranking their priority levels.

RECOMMENDED COUNCIL ACTION

There is currently no recommendation.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Discussion and Possible Action Regarding New Council Member Onboarding

DEPARTMENT: Executive

PROPOSED ACTION: Discussion and possible action regarding a new Council Member onboarding process

BACKGROUND:

From Deputy Mayor Pro Tem St. Pierre

"I am requesting that an agenda item be added to an upcoming meeting to discuss establishing a structured onboarding program for newly elected council members.

When I was elected, no one reached out to explain what to expect before being sworn in. After taking office, I did not receive guidance on how to participate effectively in meetings. I had to learn on my own how to request agenda items, table or pull items, navigate the consent agenda, make motions, and understand the overall meeting process. This was not just my experience — it reflects an institutional gap that affects every new member.

To better support future council members and strengthen our governance, I am proposing that we consider implementing a formal onboarding process that includes:

- Outreach to newly elected members during the week between election and swearing-in, providing contact information for all sitting council members and an overview of what to expect during the swearing-in meeting.*
- A dedicated orientation session before their first full voting meeting, covering essential procedural knowledge such as meeting structure, motions, agenda requests, and other foundational information.*

This year, I personally met with each newly elected member to ensure they had the information I never received. While I was glad to support them, this should not depend on individual initiative. A consistent, institutionalized onboarding process would set new members up for success and improve the effectiveness of our council as a whole.

I respectfully request that this topic be placed on an upcoming agenda for discussion and possible action."

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff has no recommendation.

ATTACHMENTS:

None

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - April 7, 2026

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the minutes

BACKGROUND:

The City Council held a regularly scheduled meeting on April 7, 2026.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. City Council Regular Meeting Minutes - April 7, 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.
- 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.



perfectly situated...

ELGIN CITY COUNCIL MINUTES

April 7, 2026

6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan called roll. Mayor McShan stated that Mayor Pro Tem Brashar and Council Member Rodriguez were absent for work. Council Member St. Pierre motioned to excuse Mayor Pro Tem Brashar and Council Member Rodriguez. Council Member Crim seconded the motion. All voted in favor. The motion carried.

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
Liston Crim, Council Member Ward 4

Absent:

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

Staff:

Robert Eads, City Manager
Kaley Frye, Economic Development Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Pamela Sanders, Human Resources Director
Sonia Browder, Media Specialist
Kristina Alvarez, Main Street Manager
Heather Fowler, Library Services Manager
Todd Johnson, Police Commander
Aaron Crim, Police Commander
Esmeralda Rangel, Assistant City Secretary
Uriel Campos, Administrative Assistant
Riggin Anderson, Recreation Program Manager
Samatha Pisa, Patrol Officer
Joshua Simpson, Streets Maintenance Technician

Ruben Galindo, Streets Maintenance Technician
John Campbell, Groundskeeper
Tyson Courtney, Utility Maintenance Technician
Darrell Artmstead, Patrol Sergeant
Michael De La Rosa, Patrol Lietunant
Dillon Scherr, Patrol Corporal
Starr LaSalde, CID Corporal
Crystal Kelly, Youth Program Coordinator
Joey Miller, Utility Systems Manager
Militiza Moreno, Patrol Officer
Mathew Decker, Police Sergeant
Marlen Jasso, Court Clerk
Blake Cooper, Animal Control Officer
Amanda Eichorst, Administrative Assistant
Grace Perez, Program Coordinator

INVOCATION

Council Member Crim provided the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC HEARING

There was no Public Hearing.

PUBLIC COMMENT

No one in attendance wished to speak.

ANNOUNCEMENTS

- 1. Poetry Open Mic Presented by Friends of Elgin Library April 11th 2pm at the Elgin Public Library**
Kristina Alvarez, Main Street Manager, provided this announcement to the Council.
- 2. Passed by the City Council on February 17th 2026 Partnership with Elgin Music Festival Thursday, April 9 - Saturday, April 11th at Veterans Memorial Park**
Kristina Alvarez, Main Street Manager, provided this announcement to the Council.
- 3. Passed by City Council on March 17th 2026, Partnership with Elgin Wildcat Showcase Thursday, April 9th 5:30pm-7pm**
Kristina Alvarez, Main Street Manager, provided this announcement to the Council.
- 4. Passed by City Council on March 17th 2026, Partnership with EISD Education Foundation Crawfish Festival Saturday, April 11th at Elgin Memorial Park 10AM-6PM.**
Kristina Alvarez, Main Street Manager, provided this announcement to the Council.
- 5. Purposeful Painting April 14th at the Elgin Public Library 2pm-4pm and 6pm-8pm**
Kristina Alvarez, Main Street Manager, provided this announcement to the Council.
- 6. Bastrop County Animal Services Adoption Event at Elgin Public Library Saturday, April 11th 10AM-12PM**
Kristina Alvarez, Main Street Manager, provided this announcement to the Council.

7. Skate Night Returns at Elgin Parks and Recreation Center Back Parking Lot on Tuesdays from 6PM-8PM

Kristina Alvarez, Main Street Manager, provided this announcement to the Council.

PRESENTATION

- 1. Elgin Economic Development Corporation 2025 Annual Report and Project Updates**
Mayor McShan presented the proclamations before this item, and Pamela Sanders, Human Resources Director, presented the new employees, promotions, employee service milestones, and employee awards. Mayor McShan called for a five minute recess to allow families to take photos and leave before the business meeting resumed.

Robert Eads, City Manager, invited Kaley Frye, Economic Development Director, to present to the Council. Ms. Frye presented the Annual Report for the Economic Development Corporation (EDC) that had previously been presented to the EDC Board. Ms. Frye answered questions from the Council.

- 2. Proclamation Recognizing Relay for Life**
Mayor McShan requested that Krista Marx stand and be recognized for the Relay for Life, and read the proclamation. Mayor McShan presented the proclamation to Krista Marx.
- 3. Proclamation Authorizing Recognition of Community Development Week**
Mayor McShan requested that Sylvia Ruiz stand and be recognized and read the proclamation. Mayor McShan presented the proclamation to Sylvia Ruiz in honor of Community Development Week for CAPCOG.
- 4. Proclamation Recognition of National Public Safety Telecommunicators Week**
Mayor McShan requested that Stephanie Lee, Brandy McCulla, Commander Crim, Commander Johnson, and Chief Noble stand and be recognized for National Public Safety Telecommunicators Week, and read the proclamation. Mayor McShan presented the proclamation to the group.
- 5. Proclamation Proclaiming "Sterling Hibbs Celebration Day"**
Mayor McShan requested that Sterling Hibbs and family stand and be recognized, and read the proclamation. Mayor McShan presented the proclamation to the group.

CITY MANAGERS REPORT

- 1. Introduction of New Employees and Internal Promotions**
Robert Eads, City Manager, invited Pamela Sanders to present this item. Pamela Sanders, Human Resources, addressed the Council to introduce the new employees joining the City of Elgin, and internal promotions. Ms. Sanders introduced:
Riggin Anderson, Recreation Program Manager
Samatha Pisa, Patrol Officer
Joshua Simpson, Streets Maintenance Technician
Ruben Galindo, Streets Maintenance Technician
John Campbell, Groundskeeper
Tyson Courtney, Utility Maintenance Technician
Darrell Armstead, Patrol Sergeant
Michael De La Rosa, Patrol Lieutenant (Internal Promotion)
Dillon Scherr, Patrol Corporal (Internal Promotion)

Starr LaSalde, CID Corporal (Internal Promotion)
Crystal Kelly, Youth Program Coordinator (Internal Promotion)

2. Recognition of Employee Service Milestone Years

Pamela Sanders, Human Resources, addressed the Council to introduce the employees celebrating service milestones. Ms. Sanders introduced:
Laura Futujma, Recreation Assistant, 5 years of service
Fernando Aguero, Water Plant Operator, 5 years of service
Clarence Perkins, Grounds Maintenance Foreman, 5 years of service
Gregory Gregg, Wastewater Plant Operator, 25 years of service

3. Recognition of Employee Court Certification - Marlen Jasso

Pamela Sanders, Human Resources, addressed the Council to recognize Marlen Jasso, Court Clerk. Ms. Jasso has successfully completed and been awarded the Certified Court Clerk Level I certification.

4. Recognition of Employee Award — Officer Militza Moreno

Pamela Sanders, Human Resources, addressed the Council to recognize Militza Moreno, Patrol Officer. Officer Moreno was voted Best of the Best Officer of the Year by the Elgin public, and Rookie of the Year by the Elgin Police Department.

Blake Cooper, Animal Control Officer, was recognized as the Best of the Best Animal Control Officer by the Elgin public.

5. EDC Award Recognitions

Pamela Sanders, Human Resources, addressed the Council to recognize Kaley Frye, Economic Development Director. The Economic Development Corporation recently won two awards: the International Economic Development Council's 2025 Gold Award for Multimedia Production and the Texas Economic Development Council's Economic Excellence Recognition Award.

CONSENT AGENDA

There was no consent agenda.

NEW BUSINESS

There were no new business items.

EXECUTIVE SESSION

The City Council did not adjourn into Executive Session.

RECONVENE

The City Council did not adjourn into Executive Session.

ADJOURNMENT

Robert Eads, City Manager, confirmed to the Council that a community meeting regarding County Line Road would be taking place next Tuesday. The location is yet to be decided. The Council, also, sang Happy Birthday to Deputy Mayor Pro Tem Love.

Mayor McShan adjourned the meeting at 7:43 PM.

ATTEST:

Theresa Y. McShan, Mayor

Esmeralda Rangel, Assistant City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Special Meeting Minutes - May 12, 2026

DEPARTMENT: Executive

PROPOSED ACTION: Approval of the minutes

BACKGROUND:

The City Council held a special meeting on May 12, 2026.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. City Council Special Meeting Minutes - May 12, 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.
- This is a routine procedural item and no presentation is planned for the meeting.

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



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ELGIN CITY COUNCIL MINUTES
May 12, 2026
6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan called roll. All members were present.

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

Newly Elected Council Members:

Roland Silva, Council Member, Ward 2
Agatha Mayfield, Council Member, Ward 3
Brenda Piña, Council Member, Ward 4

Staff:

Robert Eads, City Manager
Peyton Standifer, City Secretary
Kaley Frye, Economic Development Director
Kristina Alvarez, Main Street Manager
Heather Fowler, Library Services Manager
Esmeralda Rangel, Assistant City Secretary
Uriel Campos, Administrative Assistant
Riggin Anderson, Parks and Recreation Manager
Joshua Rangel, Police Officer

INVOCATION

Mayor McShan provided the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

No one in attendance wished to speak.

ANNOUNCEMENTS

There were no announcements.

CONSENT AGENDA

1. Economic Development Corporation Board of Directors Member Appointment

Mayor McShan pulled this item from the consent agenda for discussion. Deputy Mayor Pro Tem Love, Council Member Gibson, Council Member St. Pierre, and Council Member Crim expressed their interest in serving on the Economic Development Corporation Board (EDC). Mayor McShan invited each of the volunteers to share for one minute why they wished to serve on the Board. Discussion followed.

Council Member St. Pierre motioned to table this item until May 19, 2026. Council Member Crim seconded the motion. The vote is as follows:

Council Member St. Pierre - Yes

Council Member Rodriguez - No

Council Member Crim - Yes

Mayor Pro Tem Brashar - No

Mayor McShan - No

Council Member Casnovsky - Yes

Council Member Gibson - Yes

Council Member Swain - No

Deputy Mayor Pro Tem Love - No

The motion did not pass with four votes in favor, and five votes not in favor.

Mayor McShan polled the Council to select two of the volunteers. After the polls were taken, Deputy Mayor Pro Tem Love motioned to approve the appointment of Council Member Crim and Council Member Gibson to the Economic Development Corporation. Council Member Swain seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS, AS CANVASSING AUTHORITY, CANVASSING THE ELECTION RETURNS AND DECLARING RESULTS OF THE CITY OF ELGIN GENERAL ELECTION HELD ON MAY 2, 2026; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS NOTICED AND IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

Mayor McShan read the title of the resolution. Mayor McShan read the results of the election.

Council Member St. Pierre motioned to approve the resolution. Council Member Crim seconded the motion. All voted in favor. The motion carried.

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

Mayor McShan presented Council Member Al Rodriguez, Council Member Chuck Swain, and Mayor Pro Tem Brashar with plaques and awards for their service to the City of Elgin. Mayor McShan invited Judge Carter to the front to administer the Statement of Officer and Oath of Office to the elected officials. Judge Carter began with Mayor Theresa McShan who

swore both the Statement of Officer and the Oath of Office. Council Member Silva swore the Statement of Officer and Oath of Office. Council Member Mayfield swore the Statement of Officer and Oath of Office. Council Member Pina swore the Statement of Officer and Oath of Office.

EXECUTIVE SESSION

The Council did not adjourn into Executive Session.

RECONVENE

The Council did not adjourn into Executive Session.

ADJOURNMENT

Mayor McShan adjourned the meeting at 7:09PM.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes - June 2, 2026

DEPARTMENT: Executive

PROPOSED ACTION: Approval of Minutes.

BACKGROUND:

The City Council held a regular meeting on June 2, 2026.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. City Council Regular Meeting Minutes - June 2, 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.

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.



perfectly situated...

ELGIN CITY COUNCIL MINUTES

June 2, 2026

6:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor McShan called roll. Mayor McShan stated that Council Member Crim was absent for work, and Mayor Pro Tem Love was absent for vacation. Council Member Gibson motioned to excuse Council Member Crim and Mayor Pro Tem Love. Deputy Mayor Pro Tem St. Pierre seconded the motion. All voted in favor. The motion carried.

Present:

Theresa Y. McShan, Mayor
Arthur Gibson III, Council Member Ward 1
Jessica Jaimes, Council Member Ward 1
Roland Silva, Council Member Ward 2
Agatha Mayfield, Council Member Ward 3
Tiffany St. Pierre, Deputy Mayor Pro Tem Ward 3
Brenda Piña, Council Member Ward 4

Absent:

YaLecia Love, Mayor Pro Tem Ward 2
Liston Crim, Council Member Ward 4

Staff:

Beau Perry, Development Services Director /City Engineer
Peyton Standifer, City Secretary
Mark Schoreder, City Attorney
Kaley Frye, Economic Development Director
Michael Gonzalez, Public Works Director
Chris Noble, Chief of Police
Pamela Sanders, Human Resources Director
Sonia Browder, Media Specialist
Heather Fowler, Library Services Manager
Terry Fowler, Construction Manager
Dodie Navejas, Utility Billing Customer Services Manager
Todd Johnson, Police Commander
Esmeralda Rangel, Assistant City Secretary
Riggin Anderson, Parks and Recreation Manager
Kinsey Anderson, Human Resources Generalist

Lori Lankford, Gradient Leadership Solutions Consultant
Michael De La Rosa, Police Lieutenant

INVOCATION

Council Member Mayfield provided the invocation.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT

Jessica McCullough, Jordan Lane, requested the approval of the waiver for the Nocturn Market. This event was designed as a night market experience with extended hours until 10 p.m. to allow residents and visitors to enjoy the market after dark. This experience also provides another local option for residents to enjoy an evening out without having to leave town.

Regina McIlvian, West Brenham Street, opposed the partnership between the Depot Museum and the City of Elgin. She encouraged the Council to take an approach that utilized the museum for its potential rather than how it is now. She shared that she was previously the director of development with the Elgin Historical Association until January, when herself and two board members resigned. This was in protest of the opaque operations and inaccessibility for younger members. She believed the museum had not been proactive with its outreach within the community to foster awareness of Elgin's history. Therefore, she did not believe the City's investment of resources was justified. She hopes to see improvements but encouraged the Council to have second thoughts about reinstating this agreement that she believes does not benefit the community.

ANNOUNCEMENTS

- 1. Morris Memorial Pool Opens for the Summer, June 2nd.**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
- 2. Fit & Strong Summer Aerobics begins June 5th and runs every Friday through August 28th at the Elgin Parks and Recreation Center from 10:15 AM - 11:15 AM**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
- 3. Elgin Juneteenth Organization's 27th Year Celebration: Children's Pageant, Midnight Street Dance, and Parade Thursday—Saturday, June 11th-13th at Veteran's Memorial Park**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
- 4. Summer Reading Kick-off: Austin Reptile Show June 2nd at the Elgin Public Library at 10:30am**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
- 5. Sundaes on Saturday, June 6th, at the Elgin Public Library from 1:30 - 3:30pm.**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
- 6. Teen Takeover: Succulent Planters ages 13 - 18 June 12th from 7 - 8:30pm**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
- 7. Elgin Oral History Project June 13th starts at 2pm at the Elgin Public Library**
Heather Fowler, Library Services Manager, provided this announcement to the Council.

8. **Backyard Chickens for Beginners ages 18+ June 20th from 12-1pm at the Elgin Public Library**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
9. **BK Bones Fossils Rock! June 23rd at 10:30am at the Elgin Public Library**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
10. **Chair Yoga with Body+Shine ages 18+ June 27th, starts at 11am at the Elgin Public Library**
Heather Fowler, Library Services Manager, provided this announcement to the Council.
11. **Wear Your Wellness with Pink Love Houston, ages 18+ June 30th from 2-4pm & 6-8pm at the Elgin Public Library**
Heather Fowler, Library Services Manager, provided this announcement to the Council.

PRESENTATION

1. **Introduction of New Lifeguards for the 2026 Summer Pool Season**
Mayor McShan read the title of the item, and invited Pamela Sanders, Human Resources Director, to address the Council. Ms. Sanders invited Riggan Anderson, Program Manager, to introduce the lifeguards for the 2026 summer season. Mr. Anderson introduced the seasonal employees to the Council.
2. **Recognition of Kinsey Anderson for Completion of the TML Leadership Fellow Academy.**
Pamela Sanders, Human Resources Director, introduced Kinsey Anderson, Human Resources Generalist, who recently completed the TML Leadership Fellow Academy.
3. **Recognition of Commander Todd Johnson for Graduating from the Prestigious Bill Blackwood Law Enforcement Management Institute of Texas Leadership Command College Class 104.**
Pamela Sanders, Human Resources Director, invited Chief Chris Noble to explain the Bill Blackwood Lemit Leadership Command College. Chief Noble explained that this college is the premier Executive Development Program of the Law Enforcement Institute Management Institute of Texas. Widely regarded as one of the most comprehensive law enforcement leadership programs in the nation, and is often compared to the FBI National Academy. The program equips law enforcement executives with advanced knowledge, strategic insight, and leadership competencies essential for effective command in today's complex policing environment. It is three one-month-long multi-modal programs that must be completed over a two-year period. The modules take place at Texas A&M University, Texas Women's University and Sam Houston State University, where the candidates live in each city for a month at a time while attending school. The candidate also authors a white paper on a problem that they have identified in the law enforcement community. When successful, after presenting the paper to the board of Sam Houston State University, the paper gets published and remains on file in the university library system. Chief Noble insists that all Command staff for the Elgin Police Department graduate from this program, and is a graduate of the program as well.

CITY MANAGERS REPORT

1. **Board of Adjustments Quarterly Report**
Beau Perry, City Engineer/Development Services Director, stated the Board of Adjustments Quarterly Report is available for their review. There were no questions from the Council.

2. Historic Review Board Quarterly Report

Beau Perry, City Engineer/Development Services Director, stated the Historic Review Board Quarterly Report is available for their review. There were no questions from the Council.

3. Building Standards Commission Quarterly Report

Beau Perry, City Engineer/Development Services Director, stated the Building Standards Commission Quarterly Report is available for their review. There were no questions from the Council.

CONSENT AGENDA

1. City Council Regular Meeting Minutes - March 3, 2026

This item was approved on the consent agenda.

2. Appointment of Molly Alexander to the Historic Review Board to Fill a Vacancy

This item was approved on the consent agenda.

3. Appointment of Faith Poirier to the Library Advisory Board to Fill a Vacancy

This item was approved on the consent agenda.

4. ACC Elgin Campus Noturn Market Saturday, September 12th and then Every 2nd Saturday of the Month Following; Special Event Application: Ordinance Waiver Sec. 8-157.103 Restriction of Hours of Operation, Sec. 8-157.132 Exemption for Itinerate Vendors Permits with Property Owner Invitation. (Kristina Alvarez - Main Street Manager)

This item was approved on the consent agenda.

Deputy Mayor Pro Tem St. Pierre motioned to approve the Consent Agenda. Council Member Piña seconded the motion. All voted in favor. The motion carried.

NEW BUSINESS

1. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE WORK AUTHORIZATION NO. 4 WITH GRADIENT LEADERSHIP SOLUTIONS CORPORATION OF MANSFIELD, TEXAS FOR FINANCE-RELATED SERVICES; AND MAKING CERTAIN FINDINGS RELATED THERETO. (PAMELA SANDERS - HUMAN RESOURCES)

Mayor McShan requested a motion to table New Business Item No. 2 from the Council. The Council tabled New Business Item No. 2 before beginning on Item No.1.

Beau Perry, Development Services Director/City Engineer, invited Pamela Sanders, Human Resources Director, to address the Council as he explained that this is the fourth work authorization for Gradient Leadership Solutions. Mr. Perry reminded the Council that the City entered into a contract with Gradient in January of 2025. While the City is still looking for a Finance Director, Gradient has helped current staff meet requirements from the state related to audits, budget processes, documentation, and more. Staff still feels it is necessary, at this time, to continue with the agreement in order to keep up with the work flow. Ms. Sanders and Lorie Lankford, Gradient Leadership Solutions, answered questions from the Council. Discussion followed.

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

2. A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND FINALIZE AN AGREEMENT BETWEEN THE CITY OF ELGIN, TEXAS, AND THE ELGIN HISTORICAL ASSOCIATION, INC. FOR THE OPERATION AND PARTNERSHIP OF THE ELGIN UNION DEPOT, AND MAKING CERTAIN FINDING RELATED THERETO.

Deputy Mayor Pro Tem St. Pierre motioned to table this item. Council Member Mayfield seconded the motion. All voted in favor. The motion carried.

3. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE POSITION OF BUILDING OFFICIAL WITHIN THE DEVELOPMENT SERVICES DEPARTMENT.

Beau Perry, City Engineer/Development Services Director, informed the Council that the purpose of this agenda item is to authorize a full-time Building Official position. He explained that the position had previously posted on the website in 2023; however, the City received few applications, and even fewer candidates met the qualifications. As a result, the responsibilities were redistributed among existing staff and departments. Mr. Perry stated that staff now consider the position essential, as it would provide a front-facing person for the community and would reduce reliance on third-party services. Council discussion followed.

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

EXECUTIVE SESSION

The City Council did not adjourn into Executive Session.

RECONVENE

The City Council did not adjourn into Executive Session.

ADJOURNMENT

Mayor McShan adjourned the meeting at 7:04 PM.

ATTEST:

Theresa Y. McShan, Mayor

Peyton Standifer, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Appointment of Laura Rubio to the Main Street Board

DEPARTMENT: Executive

PROPOSED ACTION: Appoint Laura Rubio to the Main Street Board.

BACKGROUND:

Currently, the Main Street Board has one vacant seat. Laura Rubio, owner of Carmona Western Wear, has applied to fill the vacancy. Mayor McShan has reviewed her application, and would like to recommend her to fill the vacancy.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Mayor McShan has recommended Laura Rubio to be appointed to the Main Street Board.

ATTACHMENTS:

None

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Discussion and Possible Action Regarding a Request by Aviator's Pizza and Brew Company to Grant a Variance from City Code Section 32-267 to Allow for Operations of an Animated Moving Sign on the Property Located at 136 Roy Rivers Road.

DEPARTMENT: EDC

PROPOSED ACTION: Consider request to grant a variance from City Code Section 32-267 to allow for operations of an animated moving sign on the property located at 136 Roy Rivers Road.

BACKGROUND:

The owners of this 5.00 acre lot have applied for a sign permit to raise a 25' pole sign with a combined face area of 123 square feet, including an Electronic Message Center (EMC). Electronic Messaging Centers are prohibited by the Code of Ordinances, and a variance would need to be granted for the placement of the proposed sign. The applicant is requesting a variance for the EMC to be allowed. This request must be made before the City Council, as the Board of Adjustment is only authorized to grant sign variances to height and area.

Sec. 32-267 (1) of the City of Elgin Code of Ordinances:

Sec. 32-267. - Enumerated.

The following are expressly prohibited unless specifically stated otherwise in this chapter:

(1)Animated and moving signs. Including, but not limited to, pennants, feather signs, flags with commercial messages, banners, streamers, propellers, discs and searchlights.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

None.

ATTACHMENTS:

1. Signage Information

{ } 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.



Aviator

PIZZA & DRAFTHOUSE



JIM BECKETT

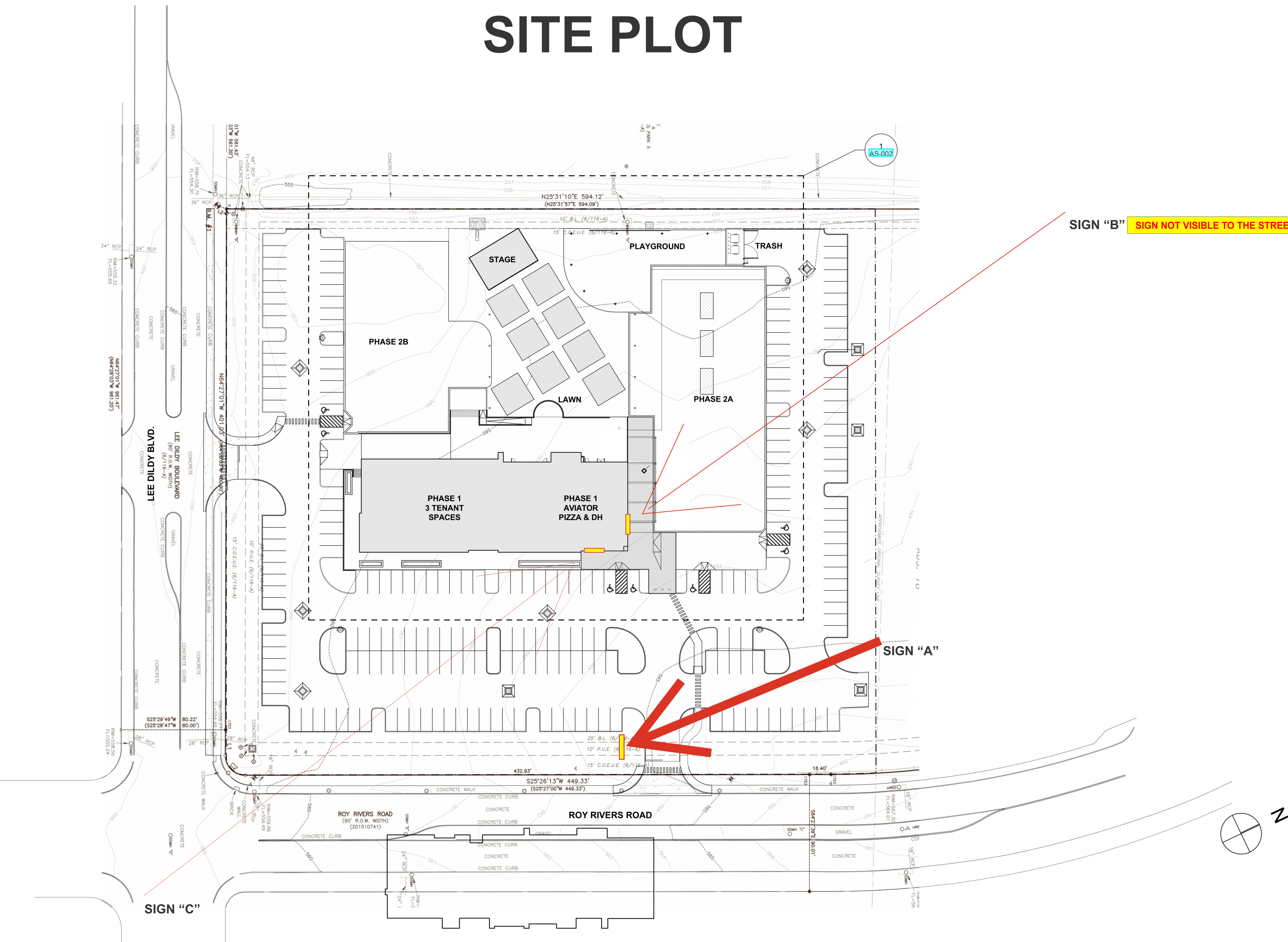
VP OF BUSINESS DEVELOPMENT

P: (512) 947-2244

E: jimb@futuresignco.com

W: www.futuresignco.com

SITE PLOT



1 SITE PLAN
SCALE: 1" = 40'



DATE

REVISION

R03

PROJECT NAME

Aviator Pizza

ADDRESS

Roy Rivers Rd.
Elgin TX 78621

SIGN TYPE

Ground AND Wall Signs

PM

Brenda Velazquez

DESIGNER

Adela A.

JIM BECKETT

VP OF BUSINESS DEVELOPMENT

02 VE REV1 5/09/25
Phone: (512)-947-2244

Email: jimbe@futuresignco.com

Website: www.futuresignco.com

SCALE

N.T.S

Sign "A"

QTY.: (1) Pylon Sign W/ EMCs



QTY: 1 Customer Supplied EMC

NEW D/F EMC DISPLAY W/ D/F ILLUMINATED CABINET

TOP CABINET

- ALUMINUM CABINET
- FACES: .125" ALUMINUM, FINISH: P1
- "BEER GARDEN" TO BE OPEN FACE CHANNEL LETTERS W/ NEON -N2 - MOUNTED FLUSH TO FACE OF CABINET
- LETTERS TO BE PAINTED INSIDE AND OUT P2
- DOUBLE STROKE ACCENT NEON TO BE MOUNTED AROUND PERIMETER OF CABINET FACE - N1
- POWER SUPPLIES INSIDE SIGN

"THE CENTER" TO BE .125" Aluminum Routed Faces

EMC CABINET

- ALUMINUM CABINET
- FACES: .125" ALUMINUM, FINISH: P1
- 2 EMC(S) TO BE SUPPLIED BY CLIENT AND Installed by FSC.

POLE SKIRTS

- .063" ALUMINUM POLE SKIRTS PAINTED P1

SIGN POST

- 10" STEEL POST SET INTO CONCRETE FOOTING
- 6"SLAB BASE 3" ABOVE GRADE AND 3"BELOW

COLORS

PAINT COLORS

- P1: MP BLACK
- P2: MP TO MATCH PMS 114C

"NEON" COLORS

- N1: RED
- N2: YELLOW



DATE

REVISION

R03

PROJECT NAME

Aviator Pizza

ADDRESS

Roy Rivers Rd.
Elgin TX 78621

SIGN TYPE

Ground AND Wall Signs

PM

Brenda Velazquez

DESIGNER

Adela A.

JIM BECKETT

VP OF BUSINESS DEVELOPMENT

Phone: (512)-947-2244

Email: jimbe@futuresignco.com

Website: www.futuresignco.com

SCALE

N.T.S



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CREATION OF THE POSITION OF PUBLIC INFORMATION OFFICER (PIO) AS A NEW FULL-TIME EQUIVALENT (FTE) WITHIN THE CITY'S ORGANIZATIONAL STRUCTURE AND PROVIDING FOR RELATED MATTERS; AND ESTABLISHING AN EFFECTIVE DATE. (SANDERS)

DEPARTMENT: Human Resources

PROPOSED ACTION: Authorize the creation of the position of PIO as presented

BACKGROUND:

City of Elgin recognizes the importance of timely, accurate, and transparent communication with the public, stakeholders, media representatives, and community members. The City of Elgin currently utilizes a communications consultant to perform public information and media relations functions on behalf of the City; and the City has determined that these communications and public information responsibilities are ongoing operational functions that are best performed by City staff, and therefore desires to transition these duties from a contracted consultant arrangement to an in-house Public Information Officer position.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends that the City Council approve the position of Public Information Officer (PIO) as a new Full-time Equivalent (FTE) position within the city's organizational structure.

ATTACHMENTS:

1. Resolution Authorizing FTE.Public Information Officer 2026
2. 112 - PIO Public Information Officer Job Description 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.
- 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. 2026-06-16-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CREATION OF THE POSITION OF PUBLIC INFORMATION OFFICER (PIO) AS A NEW FULL-TIME EQUIVALENT (FTE) WITHIN THE CITY'S ORGANIZATIONAL STRUCTURE AND PROVIDING FOR RELATED MATTERS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Elgin recognizes the importance of timely, accurate, and transparent communication with the public, stakeholders, media representatives, and community members; and,

WHEREAS, the City has identified an increasing need for dedicated public information, community engagement, media relations, and communications support; and,

WHEREAS, the creation of a Public Information Officer position will enhance the City's ability to communicate effectively regarding programs, services, initiatives, emergencies, and other matters of public interest; and,

WHEREAS, the City currently utilizes a communications consultant to perform public information and media relations functions on behalf of the City; and,

WHEREAS, the City Council has determined that these communications and public information responsibilities are ongoing operational functions that are best performed by City staff, and therefore desires to transition these duties from a contracted consultant arrangement to an in-house Public Information Officer position; and,

WHEREAS, sufficient funding has been identified and/or budgeted to support the establishment of this position.

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. Approval. The position of Public Information Officer (PIO) is hereby established as a new Full-time Equivalent (FTE) position within the City's organizational structure; and shall be responsible for coordinating public communications, media relations, community outreach, digital communications, public records communications support, and all other duties assigned by the City Manager, or designee.

Section 3. Authorization. The City Council hereby authorizes the City Manager or designee to take all necessary administrative steps to implement this Resolution, including the hiring and continued employment of the Public Information Officer as presented and such changes shall be reflected in the authorized position listing for the current fiscal year with available funding allocated as necessary from the General Fund in the current and/or subsequent fiscal year budgets as approved by the City Council. The position shall be classified and compensated in accordance with the City’s approved compensation plan, personnel policies, and applicable budget allocations.

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.

APPROVED AND ADOPTED this 16th day of June 2026.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



JOB DESCRIPTION

Job Title:	Public Information Officer
FLSA Status:	Regular, Full-Time, Non-Exempt
Classification:	Manager III
Salary Group:	35
Revised:	June 5, 2026

SUMMARY:

Under direction and guidance of the City Manager, the Public Information Officer will develop and execute the City's communication strategy. This position will provide recommendations regarding messaging and media relations. The PIO serves as the City's official spokesperson.

EDUCATION AND EXPERIENCE:

Bachelor's degree in communications, journalism, public relations, public administration, marketing, or a related field, and five (5) years of experience in communications strategy development, or a closely related field, preferably in content writing for all media platforms.

License and Certifications:

Valid Texas Driver's license with an acceptable driving record.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Develop and implement strategic communications plans aligned with City Council priorities and organizational objectives.
- Advise City leadership on communications strategies, media relations, public engagement, and reputational risk management.
- Develop key messages, talking points, public statements, press releases, website content, newsletters, and other communications materials.
- Serve as the City's primary media contact, responding to inquiries, coordinating interviews, and maintaining relationships with media representatives.
- Manage proactive media outreach efforts to promote City programs, initiatives, projects, and accomplishments.
- Provide communications support during emergencies, critical incidents, and crisis situations, including development of timely public information and media responses.
- Collaborate with staff to maintain and enforce City branding standards and ensure consistent application across all communication channels.
- Collaborate on the development and execution of the City's social media strategy,

- content planning, audience engagement, and performance measurement.
- Research emerging communications trends, technologies, and best practices and recommend enhancements to City communication programs.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, practices, and trends of public relations, strategic communications, and public information management.
- Website content management principles, accessibility standards, and user experience best practices.
- Municipal government operations, public policy processes, and community engagement practices.
- English grammar, spelling, punctuation, editing, and professional writing standards.

Skill in:

- Developing and implementing strategic communications plans and public information campaigns.
- Writing, editing, and producing clear, concise, and effective communications for a variety of audiences and platforms.
- Utilizing communications technologies, content management systems, social media platforms, and analytics tools.

Ability to:

- Develop and communicate complex information in a manner that is understandable and relevant to diverse audiences.
- Exercise sound judgment, discretion, and professionalism when handling sensitive, confidential, or controversial matters.
- Serve as an effective spokesperson and represent the City in public, media, and community settings.
- Build and maintain positive working relationships with media representatives, community stakeholders, elected officials, and staff.
- Anticipate communications challenges and develop proactive solutions.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In a typical work setting, the Public Information Officer:

Interpersonal Relationships

Have a high level of social contact working closely with staff, management, first responders, elected officials, community members, and the general public.

Communicate with people daily by telephone, e-mail, and in person. May be subjected to irate members of the public, who may use profanity.

Hours/Travel

This position is expected to work onsite, a standard 40-hour week, and may be required to work evenings or weekends to meet deadlines or for special projects/assignments.

Physical Demands and Work Conditions

Requires physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job. This position will involve some exposure to hazards or physical risks, which require following basic safety precautions. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Works in indoor and outdoor conditions, in seasonal and weather conditions; drives a vehicle; subject to emergency situations.

Disaster Service Workers Clause

Always in the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read the job description and fully understand the duties and responsibilities related to employment with the City of Elgin. I also acknowledge that with or without reasonable accommodations, I can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job

duties and responsibilities are, or what is expected of me, I will seek clarification from my supervisor and/or human resources immediately to interpret these duties and expectations.

Employee's Printed Name

Employee Signature & Date



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, REQUESTING FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD; AUTHORIZING THE FILING OF AN APPLICATION FOR ASSISTANCE; AND MAKING CERTAIN FINDINGS IN CONNECTION THERWITH. (MICHAEL GONZALEZ - PUBLIC WORKS DIRECTOR)

DEPARTMENT: Public Works

PROPOSED ACTION: Consider authorizing staff to request funds as presented and approve staff to move forward.

BACKGROUND:

Earlier this year, the Elgin City Council authorized the staff to work with Kimley-Horn to prepare a formal application for funding from the Texas Water Development Board. Since that time, staff and Kimley-Horn associates have identified and narrowed the scope of work to a very competitive construction-ready project of expanding filters at the water plant, a project that has started with hazard mitigation funds and rehabilitating a concrete storage tank for additional water storage and resiliency. The item before Council now is to set the maximum amount for asking and to set a primary contact person on the City side.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends the approval of the resolution.

ATTACHMENTS:

1. RES Water Grant

- 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.

RESOLUTION NO. 2026-06-16-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, REQUESTING FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD; AUTHORIZING THE FILING OF AN APPLICATION FOR ASSISTANCE; AND MAKING CERTAIN FINDINGS IN CONNECTION THERWITH.

WHEREAS, the Elgin City Council approved the City Manager to execute an agreement with Kimley-Horn for Grant Writing Services for the 2026 Safe Streets and Roads For All (SS4A) Grant; and,

WHEREAS, the Safe Streets and Roads for All (SS4A) Grant Program established under the Infrastructure Investment and Jobs Act provides funding to support initiatives to prevent roadway deaths and serious injuries; and,

WHEREAS, an authorized representative for the City of Elgin must be named; and,

WHEREAS, the City Council will authorize an application to the Texas Water Development Board to be filed.

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

Section 1. That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed Twelve Million Dollars (\$12,000,000.00) to provide for the cost of the Water Plant Expansion and Storage Tank Rehabilitation Project.

Section 2. That Michael Gonzalez, Public Works Director for the City of Elgin, be and is hereby designated the authorized representative of the City of Elgin for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such an application for financial assistance and rules of the Texas Water Development Board.

Section 3. That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and representing the City of Elgin before any hearing held by the Texas Water Development Board on such an application, to wit:

Financial Advisor: Ruben White, RBC Capital Markets

Engineers: Kevin Beau Perry, PE WGA , Sierra Feller, PE Kimley-Horn

Bond Counsel: Clayton Chandler, McCall, Parkhurst and Horton

PASSED AND APPROVED this 16th day of June 2026.

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR UTILITY LINE RELOCATING AND MAKING CERTAIN FINDINGS RELATED THERETO. (MICHAEL GONZALEZ - PUBLIC WORKS DIRECTOR)

DEPARTMENT: Public Works

PROPOSED ACTION: Consider the resolution and agreement provided by Aqua.

BACKGROUND:

Historically, the area in question has had both water services in the area. Aqua Water has a line that runs south to north through the construction project and onto customers and their service area north on County Line Road. The disruption and widening of the roadway for flood mitigation has resulted in the line being in conflict, and causing Aqua to secure new easements and relocate the line. This agreement provides a plan for relocating and cost participation from the City to swiftly relocate the utility line. Both Aqua and the City engineering team are in agreement with the 630 linear feet of water line to relocate and its associated cost. The cost of construction to ultimately be burdened by the City of Elgin, gives the right of way a clear delineation into the future.

BUDGET/FINANCIAL IMPACT:

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

Funding for this relocation has been built into the total cost of the County Line Road Phase II project and should not have a negative impact on the general fund standing.

RECOMMENDATION:

Staff recommends approval of the resolution and agreement.

ATTACHMENTS:

1. RESOLUTION AQUA RELOACTE 2025-02-18-XX
2. Water_Utility_Relocation_Agreement FINAL

- 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.

RESOLUTION NO. 2025-02-18-XX

A RESOLUTION OF THE CITY OF ELGIN, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR UTILITY LINE RELOCATING AND MAKING CERTAIN FINDINGS RELATED THERETO.

WHEREAS, the City of Elgin Public Works staff is undertaking two flood mitigation projects, one of which contains within the project scope a third-party water line; and,

WHEREAS, the City resolves to complete the construction project on time, requires the utility line owned and operated by Aqua Water Corporation to be moved; and,

WHEREAS, this agreement now provides a plan for a swift removal and relocation onto newly secured easements previously negotiated.

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

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

Section 2. Authorization. The City Manager or Mayor is hereby authorized to execute an agreement with Aqua Water Corporation in the amount of the proposal attached and identified as Exhibit A. "This Utility Relocation and Coordination Agreement" 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. Funding. These services will be funded out of the balance of the general fund, contributions from Developers and are not part of any grants of other state funding mechanisms.

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

PASSED AND ADOPTED this 16th day of June 2026

ATTEST:

THERESA Y. MCSHAN, Mayor
City of Elgin, Texas

PEYTON STANDIFER, City Secretary

WATER UTILITY RELOCATION AGREEMENT

STATE OF TEXAS §
 §
COUNTY OF BASTROP §

This Utility Relocation and Coordination Agreement (the "Agreement") is entered into by and between **Aqua Water Supply Corporation**, a Texas nonprofit water supply corporation (“Aqua”), and the **City of Elgin, Texas**, a Texas home-rule municipality (the “City”). Aqua and the City may be referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the City is undertaking a roadway widening and related public improvement project along County Line Road (the “Project”);

WHEREAS, Aqua owns, operates, and maintains water utility facilities along County Line Road, including an existing eighteen-inch (18”) waterline located on the east side of County Line Road within a private recorded easement, together with additional Aqua facilities located within existing public right-of-way (“ROW”) on the west side of County Line Road;

WHEREAS, Aqua’s private easement on the east side of County Line Road was recorded and in place prior to the City’s acquisition or dedication of additional ROW along County Line Road;

WHEREAS, the general location of Aqua’s existing eighteen-inch (18”) waterline on the east side of County Line Road and the limits of the City’s Project are depicted on Exhibit “A” attached hereto and incorporated herein for illustrative and reference purposes only;

WHEREAS, the City’s Project will encroach upon portions of Aqua’s existing easement and will require limited relocation, easement replacement, and coordination of utility facilities;

WHEREAS, the Parties desire to memorialize their agreement regarding relocation responsibility, easement acquisition, cost allocation, utility coordination, easement priority, and future roadway conflicts related to the Project.

NOW THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the Parties, to be by then kept and performed as hereafter set forth, the AQUA and the CITY agree as follows:

AGREEMENT

1. Term. This Agreement becomes effective when signed by the last Party whose signing makes the Agreement fully executed (the “Effective Date”) and shall remain in full force and effect until completion of the Project and satisfaction of the Parties’ obligations hereunder, unless terminated in accordance with Section 11 of this agreement.

Notwithstanding any termination, completion of the Project, or abandonment of any individual relocation activity, the City's obligations relating to (i) acquisition or replacement of private easements, (ii) funding or reimbursement of relocation, design, permitting, construction, or related costs, and (iii) impacts arising from future roadway widening, reconstruction, or other City initiated public improvements affecting Aqua's facilities located within private easements or otherwise impacted by such City initiated activities to the extent such impacts are not otherwise required to be borne by Aqua under applicable law, shall survive and remain enforceable until fully performed.

2. Parties Intent. The intent of this Agreement is that Aqua performs the technical, engineering, and construction aspects of utility relocation, while the City bears the financial responsibility for impacts caused by the Project. Nothing herein shall be construed to shift financial responsibility to Aqua for the City's Project impacts. Notwithstanding anything to the contrary in this Agreement, the Parties expressly agree as follows:

(a) City Financial Responsibility. The City shall be solely and fully responsible, at its sole cost and expense, for funding and reimbursing reasonable, necessary, and documented costs associated with (i) the acquisition or replacement of any private easement(s) required for the relocation or continued operation of Aqua's facilities necessitated by the Project or any City initiated modification thereto.

(b) Aqua Performance Responsibility. Aqua shall be responsible for (i) negotiating private easement(s) with affected landowners subject to prior written approval of the City as to proposed acquisition strategy, offers, and settlements on behalf of the Project, which shall not be unreasonably withheld, conditioned, or delayed, (ii) preparing or procuring the engineering and design for the relocation of its facilities, and (iii) performing or contracting for the actual relocation, construction, and installation of its facilities, subject to reimbursement by the City as expressly provided herein.

(c) Reimbursement Structure. Any and all costs incurred by Aqua in performing the responsibilities described in subsection (b), including engineering, design, construction, inspection, landowner negotiations and acquisitions, and related professional services, shall be reimbursed by the City only to the extent such costs are (i) included within a mutually agreed scope, budget, or work authorization, provided that any pre-approval by the City shall not be unreasonably withheld, conditioned, or delayed, (ii) reasonable and necessary, and (iii) supported by invoices and documentation consistent with customary and reasonable industry standards. The City shall have the right to audit such costs upon reasonable notice during normal business hours. The City shall promptly review and approve or reasonably dispute submitted costs within thirty (30) days of receipt, and shall timely pay all undisputed amounts. Payment of undisputed amounts shall not be withheld due to disputes over other items.

3. West Side of County Line Road Existing Public Right-of-Way. Aqua acknowledges that certain Aqua facilities located on the west side of County Line Road are presently located within existing public ROW. Any relocation of such west-side facilities required as a result of the Project, or any City initiated change, modification, refinement, or adjustment to the Project scope,

alignment, design, or construction, shall be performed at Aqua's sole cost and expense, consistent with standard utility practices; provided, however, that Aqua shall not be responsible for relocation costs to the extent such relocation is caused by City required placement, City imposed design constraints, or City initiated coordination requirements except to the limited extent expressly required by applicable law governing utilities lawfully located within public right-of-way as of the Effective Date of this Agreement, and not as a result of Project specific design, alignment, or construction requirements.

4. East Side of County Line Road Existing Aqua Private Easement. The Parties acknowledge that approximately six hundred thirty linear feet (630') of Aqua's existing 18-inch waterline on the east side of County Line Road is currently located within a private easement that will be fully encumbered, overtaken, or rendered unusable by the City's proposed ROW dedication. The relative location of Aqua's existing facilities and private easement and the Project limits on the east side of County Line Road are depicted on Exhibit "A" for reference only. With respect to this relocation segment, the City shall be fully responsible, at its sole cost and expense, for funding and reimbursement of (i) acquisition of a new private easement(s) sufficient to accommodate the relocated eighteen-inch (18") waterline and (ii) any and all costs associated with such acquisition, design, permitting, and construction. The City shall promptly reimburse Aqua for all reasonable, and documented costs incurred in connection with Aqua's performance responsibilities described in section 2(b) herein without offset, deduction, or conditioning; provided, however, reimbursement of amounts paid for voluntary purchase or settlement of private easement(s) shall be subject to City pre-approval, which shall not be unreasonably withheld, conditioned, or delayed; provided, however, that such pre-approval shall not apply to costs reasonably necessary to comply with applicable law, including eminent domain requirements.

For the remaining eastern extent of County Line Road within the Project limits, the Parties agree that Aqua's existing eighteen-inch (18") waterline may remain in its current location, provided the City funds and reimburses Aqua for replacement of the private easement width sufficient to replace any portion of Aqua's existing twenty-foot (20') wide easement incorporated into the ROW and Aqua retains a continuous minimum twenty-foot (20') wide private easement along the full length of its existing facilities, subject to reasonable coordination with the City regarding alignment and location to ensure compatibility with the Project.

5. Aqua Easement Priority and Exclusivity. Nothing in this Agreement shall be interpreted to subordinate Aqua's private easement to the City's ROW. The Parties acknowledge that the City's use of its ROW shall be coordinated with and shall not materially impair Aqua's rights within its private easement to the extent of any overlap, and the City agrees not to unreasonably interfere with Aqua lawful use of its easement.

The Parties further acknowledge that Aqua's private easement rights have senior priority to the City's acquisition or dedication of ROW in overlapping areas. Accordingly, Aqua shall retain the rights reasonably necessary for the operation, maintenance, repair, replacement, upgrade, and construction of additional facilities within its private easement, including those portions that overlap with the City's ROW and newly acquired easement areas pursuant to this Agreement.

The City may permit other utilities or improvements within overlapping areas of the ROW; provided, however, that any such use shall be designed and constructed so as not to materially interfere with Aqua's facilities and easement rights, and shall be subject to Aqua's prior written approval, which shall not be unreasonably withheld, conditioned, or delayed.

This provision is intended to preserve Aqua's ability to safely operate, maintain, repair, replace, upgrade, and construct additional facilities for its public water systems.

6. Utility Coordination and ROW Assignments. The City shall obtain Aqua's prior written approval for any current or future utilities proposed within the ROW where such utilities overlap or encroach upon Aqua's private easement. The City will provide Aqua with plans for the proposed utilities for Aqua's review and approval, which shall not be unreasonably withheld.

7. Future Roadway Widening. Notwithstanding this Agreement, should any future roadway widening, reconstruction, or City initiated activity impact to Aqua's facilities within its private easements, the City shall be responsible and obligated for funding and reimbursement for Aqua's acquisition of new private easement(s) and the design and construction necessary to relocate Aqua's impacted facilities. With respect to Aqua's facilities within a City ROW, the Parties shall coordinate in good faith regarding any future impacts, and cost responsibility shall be determined in accordance with applicable law and any then-existing agreements; provided, however, that costs attributable to the Project or any modification, expansion, or reconstruction thereof shall not be recharacterized as costs required to be borne by utilities under generally applicable right-of-way obligations, except to the extent expressly required by applicable law governing utilities lawfully located within the public right-of-way as of the Effective Date of this Agreement.

8. Eminent Domain. If voluntary acquisition of required private easement(s) is unsuccessful following good faith negotiations conducted by Aqua, then Aqua may exercise its power of eminent domain upon prior written notice to the City and reasonable coordination therewith to acquire such necessary private easement(s). In such event, the City shall reimburse Aqua for any and all documented costs incurred in connection therewith, including land agent fees, appraisals, special commissioners' awards, court costs, and reasonable attorneys' fees subject to prior reasonable consultation regarding litigation strategy, settlement, and awards.

9. Funding; Appropriation; Costs.

A. The City's payment and reimbursement obligations under this Agreement are subject to the availability and lawful appropriation of funds by the City Council in accordance with Texas law and the City's Charter. No provision of this Agreement shall be construed as creating a debt within the meaning of Article XI, Sections 5 and 7 of the Texas Constitution.

B. Lack of appropriation shall not relieve the City of responsibility for costs already incurred by Aqua or its contractors in reliance on this Agreement, including costs associated with easement(s) acquisition, design, permitting, or construction authorized by the City prior to any notice of non-appropriation.

- C. The City may not unilaterally modify the Project scope, alignment, or ROW configuration in a manner that increases impacts to Aqua's facilities without assuming full financial responsibility for any additional relocation, redesign, or easement(s) acquisition required as a result, thereof.
- D. The City shall not withhold or delay payment of undisputed amounts as leverage for unrelated disputes. Any disputed costs shall be identified in writing with reasonable specificity, and undisputed amounts shall be paid timely.

10. No Third-Party Beneficiaries. This Agreement is solely for the benefit of the Parties hereto and creates no rights in any third-party.

11. Termination.

- A. This agreement may be terminated in the following manner:
 - i. By mutual written agreement and consent of both parties; or
 - ii. By either party upon the failure of the other party to fulfill the obligations set forth in this Agreement; or
 - iii. Aqua abandons in place the waterline within the Water Line Easement adjacent to the Replacement Easement.
- B. Upon termination, the City shall be responsible for all reasonable and documented costs incurred in reliance on this Agreement, whether or not previously approved, provided such costs are consistent with the scope of the Project prior to the effective date of termination. Notwithstanding the foregoing, costs relating to voluntary acquisition of private easement(s) or settlement shall be subject to City pre-approval as provided in Section 4; provided, however, that costs required to comply with applicable law, including eminent domain requirements, shall not be subject to such pre-approval.

12. Responsibilities of the Parties and Indemnity.

- A. Aqua acknowledges that it is not an agent, servant, employee of the City, nor is it engaged in joint enterprise, and it is responsible for its own acts and deeds and for those of its agents or employees during the performance of the work, if any, under this Agreement. TO THE EXTENT PERMITTED BY LAW, AQUA SHALL BE RESPONSIBLE FOR ITS OWN ACTS OR OMISSIONS AND SHALL INDEMNIFY AND HOLD HARMLESS THE CITY FROM CLAIMS ARISING SOLELY FROM AQUA'S NEGLIGENT OPERATION OR MAINTENANCE OF ITS WATER FACILITIES, EXCLUDING CLAIMS RESULTING FROM THE CITY'S DESIGN CONSTRAINTS, CITY REQUIRED PLACEMENT, OR CITY INITIATED CONFLICTS.
- B. The City acknowledges that it is not an agent, servant, employee of Aqua, nor is it engaged in a joint enterprise, and it is responsible for its own acts and deeds and for

those of its agents or employees during the performance of the work on the Project under this Agreement. TO THE EXTENT PERMITTED BY LAW, THE CITY AGREES TO INDEMNIFY AND HOLD HARMLESS AQUA, ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AND CONTRACTORS, ONLY TO THE EXTENT ARISING FROM THE CITY'S OWN NEGLIGENCE OR WRONGFUL ACTS, INCLUDING IMPACTS TO AQUA'S FACILITIES OR EASEMENTS CAUSED BY THE PROJECT OR FAILURE TO PROPERLY COORDINATE OR PROTECT SUCH FACILITIES, AND ONLY TO THE PROPORTIONATE EXTENT OF SUCH FAULT.

- C. NO WAIVER OF IMMUNITY. Nothing in this Agreement shall be construed as a waiver of any governmental immunity, sovereign immunity, or statutory limitation on liability available to either Party.

- D. Survival. The obligations set forth in this Section shall survive termination or completion of the Project.

13. Sole Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter covered in this Agreement. There is no other collateral oral or written agreement between the Parties that, in any manner, relates to the subject matter of this Agreement, except as provided for in duly approved written amendments to this Agreement, as finally approved by the PARTIES' governing bodies.

14. Successors and Assigns. Aqua and the City each binds itself, its successors, executors, assigns, and administrators to the other party to this Agreement and to the successors, executors, assigns, and administrators of such other party in respect to all covenants of this Agreement.

15. Amendments. This Agreement may only be amended by mutual written consent of the Parties. The scope of work and payment provisions of this Agreement may be amended prior to its expiration.

16. Inspection and Conduct of Work. Aqua or its contractors or representatives shall have the opportunity to supervise and inspect all work performed hereunder and provide such engineering inspection and testing services as may be required to ensure that the Project is accomplished in accordance with the approved plans and specifications. All correspondence and instructions to the contractor performing the work will be the sole responsibility of the Party commencing the work.

All work shall comply with applicable federal, state, and local laws, ordinances, and regulations, and with all applicable City standards, permitting requirements, and traffic control requirements.

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

If to Aqua:
Aqua Water Supply Corporation
415 Old Austin Highway
Bastrop, Texas 78602

If to the City:
City of Elgin, Texas
310 N. Main Street
Elgin, Texas 78621

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided in this Agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

18. Signatory Warranty. Each signatory warrants that the signatory has the necessary authority to execute this agreement on behalf of the entity represented.

19. Access to Information. Aqua agrees to make any information created or exchanged with the City pursuant to this Agreement and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public.

20. Miscellaneous.

- A. No waiver of any default by either Party of any liability or obligation of the other hereunder shall be deemed a waiver of any other default hereunder then existing or thereafter occurring.
- B. The Parties agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or the breach thereof (“disputes”) to non-binding mediation. If unresolved after mediation, disputes shall be resolved in a court of competent jurisdiction in Bastrop County, Texas.

[signatures on following page]

CITY OF ELGIN, TEXAS

AQUA WATER SUPPLY CORPORATION

By: _____

Name: _____

Title: _____

Date: _____, 2026

By: _____

Name: _____

Title: _____

Date: _____, 2026



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Bastrop County Advisory Board of Health Appointment

DEPARTMENT: Executive

PROPOSED ACTION: Select and appoint one candidate to represent the City of Elgin on the Bastrop County Advisory Board of Health.

BACKGROUND:

The City of Elgin is allotted one representative on the Bastrop County Advisory Board of Health. Two candidates have submitted applications to be chosen for the Board. The Council must select one candidate and appoint them as the representative for Elgin. The two candidates are: Valerie Neidig and Dr. Sharita Ambrose.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff has no recommendation.

ATTACHMENTS:

None

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

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



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Appointment of One Council Member to the Capital Area Council of Governments (CAPCOG) General Assembly as a City of Elgin Representative

DEPARTMENT: Executive

PROPOSED ACTION: Select and appoint one Council Member to appoint to the CAPCOG General Assembly

BACKGROUND:

The City of Elgin is allotted two voting members of the CAPCOG General Assembly. One member is currently Mayor McShan, and the second member's seat is vacant. Former City Council Member Chuck Swain needs to be replaced by a current City Council Member. In order to replace former Council Member Swain, the City Council must select and appoint a new representative.

Meetings will take place annually on the second Wednesday of December. The meeting for 2026 is set on December 9, 2026, beginning at 11:00 AM.

BUDGET/FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommends that Council select one Council Member to fill the vacancy left by the recent election.

ATTACHMENTS:

1. GA Appointment Form.12-18-24

- 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.



APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (e.g., Travis County Commissioners Court)

-OR-

_____ City Council (e.g., Austin City Council)

-OR-

_____ Other (Board or other governing body)

City, County, or Organization being represented

Name of Representative

Position

Address

City, Zip Code

Telephone Number

Fax Number

Email address (General Assembly Reps. will be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.)

Check One:

_____ Reappointment

_____ Filling Vacancy

_____ Changing Representative

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly

Representative for the above entity on _____.

Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

Date

Email this form to sseale@capcog.org or fax it to 512-916-6001. For questions about completing this form, call Jennifer Salazar at 512-916-6018.