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City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Meeting Minutes

City Council

Tuesday, October 29, 2019

5:30 PM

Council Chambers

Special Called

1. Call to Order

The City Council met in a SPECIAL Called Meeting on October 29, 2019 at 5:30 pm in the City Hall Council Chambers, City Hall, 210 East Gonzales in City of Seguin, with Mayor Don Keil presiding.

2. Roll Call

Present: 8 - Council Member Mark Herbold, Council Member Fonda Mathis, Council Member Ernest Leal, Council Member Jeannette Crabb, Council Member Chris Rangel, Council Member Jeremy Roy, Council Member Penny Wallace, and Council Member Chris Aviles

Presiding: 1 - Mayor Don Keil

3. Action Items - Discussion and Possible Motion to Approve

a. [19-367](#)

Adjourn regular meeting of the Seguin City Council and Call to Order meeting of the City of Seguin Employee Benefit Trust - Mayor Don Keil

The regular meeting was recessed and the City of Seguin Employee Benefit Trust was called to order.

b. [19-368](#)

Approval of the minutes of the November 6, 2018 meeting of the Seguin Employee Benefit Trust - Kristy Lehnert, Director of Human Resources

A motion was made by Council Member Crabb, seconded by Council Member Herbold, that this Action Item be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

c. [19-369](#)

Resolution to award bid and authorize the Chairman of the Employee Benefit Trust to execute a contract for Employee Group Health, Dental and Life/AD&D benefits - Kristy Lehnert, Director of Human Resources

Bob Treacy with Sunday & Associates explained the results of the RFP for insurance provisions since the current provider wanted a 29% increase in rates. Staff is recommending no plan change to the group medical and pharmacy plan effective January 1, 2020; therefore it is recommended that the City of Seguin consider Blue Cross Blue Shield of Texas as their insurance provider.

A motion was made by Council Member Herbold, seconded by Council Member Crabb, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2019-128

d. [19-370](#)

Adjourn meeting of the City of Seguin Employee Benefit Trust and reconvene the regular meeting of the Seguin City Council - Mayor Don Keil

The City of Seguin Employee Benefit Trust was adjourned and the regular meeting was reconvened.

e. [19-371](#)

Resolution authorizing funding of the City of Seguin Employee Benefit Trust for plan year 2020 - Kristy Lehnert, Director of Human Resources

A motion was made by Council Member Mathis, seconded by Council Member Rangel, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2019-129

f. [19-366](#)

Presentation of final report on classification and compensation study and approval of a Resolution adopting the City of Seguin personnel classification and pay plan - Kristy Lehnert, Director of Human Resources

Kathryn Ray of Ray Associates, Inc. presented their findings after conducting a total compensation study, specifically custom salary and benefits surveys to solicit information for comparable jobs from 22 total employers (other Texas cities, public and quasi-public electric utilities, and public and quasi-public water and wastewater utilities). Ten Texas cities received a salary survey that included all 49 jobs being surveyed. This engagement was conducted collaboratively with the City's Human Resources staff performing some of the work under the guidance of Ray Associates, Inc.

An adequate number of survey responses were received providing actual salary data and salary range date. The survey data reveals that the City's salary structure fall

below the ranges applicable to the median of the market. This new pay structure will include all four revised pay schedules (General, Government, Utilities, Police and Fire) to bring the City's salary into line with the median of market, 3% COLA for all employees, and a merit program that will result in either no increase or a 2.5% merit increase based upon the employee's annual evaluation. The transition to the new pay schedules should be effective the first full pay period in January 2020.

A motion was made by Council Member Crabb, seconded by Council Member Mathis, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2019-130

g. [19-373](#)

Ordinance on first reading amending the Fiscal Year 2020 General Fund Budget of the City of Seguin, Texas; and declaring an effective date - Susan Caddell, Director of Finance

A motion was made by Council Member Aviles, seconded by Council Member Herbold, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: ORD 2019-068

h. [19-374](#)

Ordinance on first reading amending the Fiscal Year 2020 Utility Fund Budget of the City of Seguin, Texas; and declaring an effective date - Susan Caddell, Director of Finance

A motion was made by Council Member Crabb, seconded by Council Member Leal, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: ORD 2019-069

i. [19-375](#)

Ordinance on first reading amending the Fiscal Year 2020 Special Revenue Fund Budget of the City of Seguin, Texas; and declaring an effective date - Susan Caddell, Director of Finance

A motion was made by Council Member Mathis, seconded by Council Member Rangel, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: ORD 2019-070

j. [19-383](#)

Resolution appointing Steve Parker as City Manager beginning January 6, 2020; approving an employment agreement for the position; and declaring an effective date - Don Keil, Mayor

A motion was made by Council Member Mathis, seconded by Council Member Herbold, that this Resolution be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Herbold, Council Member Mathis, Council Member Leal, Council Member Crabb, Council Member Rangel, Council Member Roy, Council Member Wallace, and Council Member Aviles

Enactment No: RES 2019-131

4. **Executive Session**

The regular meeting was recessed and the council went into Executive Session at 6:34 pm. The regular meeting reconvened at 6:54 pm.

a. [13-048](#)

Consultation with City Attorney in accordance with Section 551.071 and Section 551.072 regarding Deliberation on Real Property, Easements and Right-of-Way access for several projects - Doug Faseler, City Manager

b. [14-440](#)

Pursuant to Section 551.071 - Consultation with attorney for advice regarding potential, pending, threatened litigation or settlement - Doug Faseler, City Manager

5. **Adjournment**

There being no further business before the council the meeting adjourned at 6:54 pm.

Don Keil, Mayor

Attest:

Naomi Manski, City Secretary