



City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Meeting Minutes - Final

City Council

Tuesday, August 22, 2023

5:30 PM

Council Chambers

Special and Budget Workshop

1. Call to Order

The City Council met in a SPECIAL Called and BUDGET WORKSHOP Meeting on Tuesday, August 22, 2023 at 5:30 pm in the City Hall Council Chambers, City Hall, 210 East Gonzales in City of Seguin, with Mayor Donna Dodgen presiding.

2. Invocation - Council Member Jason Biesenbach

3. Pledge of Allegiance/Salute to the Texas Flag

4. Roll Call

Excused: 2 - Council Member Joe Rea, and Council Member Paul Gaytan

Present: 6 - Council Member Sonia Mendez, Council Member Jim Lievens, Council Member Chris Rangel, Council Member Monica N. Carter, Council Member Jason Biesenbach, and Council Member Bill Keller

Presiding: 1 - Mayor Donna Dodgen

5. Hearing of Residents:

Invitation to hear citizens and council members in advance of regular business on items other than what is on the agenda, which shall be limited to five (5) minutes. Discussion of any item not on the agenda shall be limited to 1) Statements of specific factual information given in response to any inquiry; 2) A recitation of existing policy in response to an inquiry; 3) A proposal to place the subject on the agenda for a future meeting; 4) For the record, please state your name and address before speaking.

City Council Member Sonia Mendez acknowledges all who played a part in the Benefit given for her stating "Thank you for all the loving support."

City Manager Steve Parker acknowledges and congratulates IT Department for winning another award, the CIL One Hundred Winner of 2023, Recognizing Innovation and Business Values.

City Council Member Jason Biesenbach reminds everyone to continue voting every day for Starcke Park for the Perks for Park contest.

6. Action Items - Discussion and Possible Motion to Approve

a. [23-361](#)

Approval of reports for the quarter ended June 30, 2023 for the following organizations that receive Occupancy Tax funding - Susan Caddell, Director of Finance

- a. Seguin Conservation Society
- b. Mid-Texas Symphony
- c. Teatro de Artes de Juan Seguin
- d. Seguin-Guadalupe County Hispanic Chamber of Commerce
- e. Seguin Heritage Museum
- f. Guadalupe County Fair Association
- g. Seguin LULAC Council #682
- h. Seguin Art League
- i. The Fields of Huber Ranch, LLC

Indexes:

Attachments: [Quarterly Reports for Quarter Ended 063023](#)

Finance Director, Susan Caddell spoke on the reports for the quarter ending Jun 30, 2023, recommending funding for all the organizations. Mrs. Caddell states that Hispanic Chamber has not yet had their event, it will be held in September. Mrs. Caddell is requesting in advance to approve up to \$2,400 dollars for them once all information is remitted.

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

Excused: 2 - Council Member Rea, and Council Member Gaytan

Presiding: 1 - Mayor Dodgen

Aye: 6 - Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Carter, Council Member Biesenbach, and Council Member Keller

b. [23-347](#)

Resolution authorizing the City of Seguin to purchase the Wells Fargo Bank Building located at 101 East Nolte Street, Seguin, Texas; authorizing the City Manager to execute all documents necessary; and declaring an effective date - Steve Parker, City Manager

Indexes:

Attachments: [Wells Fargo 081523](#)
 [Resolution approving purchase of the Wells Fargo Property](#)

City Manager, Steve Parker addressed City Council stating that "during the City's Downtown Master Planning it was evident that one of the economic development strategies is to make sure the city takes care of large key parcels that would come up for development so that the city would have some control of what it may turn out to be.

The vision for this property is to create a business that would keep people downtown.

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

Excused: 2 - Council Member Rea, and Council Member Gaytan

Presiding: 1 - Mayor Dodgen

Aye: 6 - Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-135

c. [23-348](#)

Resolution of the City Council of Seguin, Texas authorizing City Manager Steve Parker to negotiate and enter into a Professional Services Agreement with Douglas Architects of New Braunfels, Texas; and declaring an effective date - Steve Parker, City Manager

Indexes:

Attachments: [Wells Fargo 081523](#)

[Resolution with Douglas Architects for evaluation of Wells Fargo Building](#)

[23_07-31 CoS Phase 1 Proposal Issued](#)

[23_7-17 CoSeguin Overview](#)

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

Excused: 2 - Council Member Rea, and Council Member Gaytan

Presiding: 1 - Mayor Dodgen

Aye: 6 - Council Member Mendez, Council Member Lievens, Council Member Rangel, Council Member Carter, Council Member Biesenbach, and Council Member Keller

Enactment No: RES 2023-136

7. Adjournment from Regular Session and Open the Budget Workshop

The Special Called Meeting was recessed at 5:48 p.m. and the Budget Workshop was called to order.

a. [23-362](#)

City Council FY2024 Budget Workshop

- a. General Fund
- b. Debt Service
- c. Special Revenue Fund
- d. Utility Fund

Indexes:

Attachments: [Fy2024 Proposed Budget](#)
 [Budget workshop 082223 final](#)

Budget Workshop FY2024 presented by City Manager, Steve Parker and Director of Finance, Susan Caddell.

City Manager, Steve Parker begins by saying thank you to all for meeting on an additional night this month, and states they are very excited to present this Budget. Mr. Parker goes on to say that as a fast-growing city with a lot of old infrastructure there are a lot of challenges, but with this growth come some advantages. Overall, we are addressing compensation and staying competitive.

GENERAL FUND- INCREASES IN REVENUE -- Property Tax Revenue - \$3,190,000. Based upon increases in values, increase in debt service contribution and increase above NNR Rate - Recommending a decrease in tax rate by \$0.2 - Sales Tax - \$1,500,000. Based upon commercial growth -Anticipating \$12.5 in sales tax revenue. - Interest Revenues - \$768,980 - Due to higher interest rates - Emergency Medical Services - \$400,000. Based upon increased runs and the hiring of a new billing service - ROW User Fees - \$350,916. Based upon electric, water and sewer revenues. Increases in Expenditures -Salaries and benefits - \$3,616,946 Includes a 2% COLA effective January 2024 - Includes implementation of compensation study - Includes the addition of key positions Transfers to General I & S Fd. - \$1,332,512 Due to the increased debt payment from the issuance of the 2022A Certificates of Obligation Bonds - Transfers to Economic Dev - \$250,000 Due to the increase in sales tax Transfers to Building/Infrastructure Fund-\$207,780 - To continue to transfer funds to provide for future purchases or construction of city building or to cover budget shortages on future projects - Indigent Health Care - \$134,699 - Represents an 5.5% increase

Director of Finance, Susan Caddell states these are firm figures. - ADDRESSING COMP PLAN-

The City Manager, Steve Parker, would like the City Council to know we are addressing some of the things in our comprehensive plan.

*- UDC Rewrite- Doing In-house * Improve existing parks and diversify the parks experience * Be an effective partner to river/lake safety and improvements * Assess fire station needs with future growth areas * Establish the Transportation and Mobility Plan * Expand Safe Pedestrian Infrastructure *Improve Existing Sidewalks * Kick State Redevelopment (Consider acquisition or optioning of underperforming properties to support redevelopment using a public private partnership model)*

ADDRESSING DOWNTOWN PLAN

** Formation of a TIRZ District * Continued funding of facade grants * Continued funding of business improvement grants * Redevelopment Strategy for large parcels * Downtown Restrooms*

Mayor, Donna Dodgen states there is a personnel request for Programming for improving and diversifying parks. Stating this is very important to her.

*PERSONNEL-- * Market adjustment and cost of living) \$948,237.90 * Animal Services Program Coordinator (mid-year)- \$36,921.19 * Capital Projects - 2 interns, General fund portion - \$12,285.19*

**City Attorney - Legal Administrative Assistant (January 1)- General fund portion \$30,186.90 * Fire/EMS - 6 new Firefighter/Paramedics (mid-year) - \$266,436.47 * Parks & Recreation - A new position of Recreation/Athletic Program Assistant (mid-year) \$31,862.34 * Upgrade of a part-time Service Worker to full-time (mid-year) - \$18,526.66 * Additional Certifications - \$5,983*

*- Police Department * Additional Police Officer (mid-year) - \$48,448.38 * Additional Police Sergeant (mid-year) \$70,836.53 * Additional Police Records Clerk (mid-year) -*

\$28,072.12 * Additional Police Records Clerk (mid-year) - \$20,285.85 * City Manager * Part-time Multimedia Specialist (mid-year) General fund portion- \$9,948.79

City Manager, Steve Parker states that in the coming year he will be going out to every HOA on the North Side of I-10 to connect and visit with the residents in those neighborhoods. Telling them the story of Seguin and making sure they feel connected to our city.

Mayor Donna Dodgen wanted to clarify and state that it was never the intent that the Mainstreet /CVB Downtown Office restrooms would be the permanent Public Central Park restrooms. They of course will be able to be utilized until the Central Park restrooms are put in place.

PERSONNEL (continued)

Information Technology * GIS Technician (mid-year) General Fund portion - \$ 18,010.24 * GIS Intern, General Fund portion- \$ 3,771.77 * Upgrade IT Service Desk Supervision to IT Service Manager, General Fund portion - \$ 2,185.97 * Upgrade one IT Administrator to IT Senior Administrator, General Fund portion - \$2,526.67 Library- * Adult Service Librarian (midyear) - \$40,472.97 * Upgrade part-time Library Clerk to part-time Library Assistant - \$2,967.54 * Main Street - 3 interns, General Fund portion - \$ 10,507.07 9 other portion is paid out of CVB Fund) * Planning/Codes upgrade on Permit Technician to Senior Permit Technician (mid-year) - \$3,634.07 Mayor Donna Dodgen states that we need to pull all our Historic areas together, we need to have our Historical areas open to be seen by the public. It was a conversation with the Historic Preservation Officer.

The City Manager, Steve Parker states we need to have a growth pattern for our employees to that they can move forward in the positions with the City; making sure they stay when they have been already fully trained.

PROPERTY TAX RATE

*Property Tax Revenue increase - \$3,616,946 * Increase in taxable values of \$415,884,324 or 12.1%
-FY23 - \$3,447,165,007 -FY24 - \$3,863,049,241 *\$443,111,530 of these values are from frozen taxes * Average home in FY23 was \$215,809 * Average home in FY24 is \$243,135 *Tax Rate proposed - \$ 5125 * Decrease from FY23 rate of \$.5225 * Increase above No New Revenue Rate \$.4681 * voter approver rate - \$.5158 * Property Tax Revenue increase - On an average home value of \$243,135, the decrease would equate to \$24.31 per year - \$.01 increase in tax rate represents \$354,830 *Based upon 100% collection rate on I&S rate and 97% collection rate on M&O rate

Different Options for additional \$.01

- * Transfer to Building/Infrastructure Fund
- *School Resource Office (SRO)
- *Streets/Sidewalks Maintenance
- * Downtown Master Plan Projects
- *Boys & Girls Club
- *Provide Funding for purchase and/renovations to current building

City Manager, Steve Parker recommended the city hold on to the \$354,000 that will be generated by the \$.01.
and have more discussions on where to best utilize the funds.

School Resource Office Issue

>New House bill 3 requires security at every campus.

- >13 Campuses but would like 2 for daily total of 14 officers.
- >Currently contract off-duty City and Guadalupe Co. officers.
- >Trouble staffing 14 off-duty positions.
- >Consider possible partnership to fund officers.
- > Navarro contracts with Guadalupe County officers

Salary and Benefits for an officer would be \$95,678.

>5 officers

*80/20 Split

*School \$518,712

*City \$ 129,678

Mayor Donna Dodgen stated she feels in all honesty it is not the City's responsibility to cover cost, but it is part of our responsibility because "they are our citizens, our children, they are our future."

City Manager, Steve Parker and Director of Public Works, John Donnelly discussed possible repaving a section of Link Rd. in October 2023.

Director of Finance, Susan Caddell presented Additional public hearings/meeting and notices required.

*Public hearing on tax rate - September 5, 2023, at 5:30, City Council Chambers

*First reading on tax rate - September 5, 2023, at 5:30, City Council Chambers

*Second reading on tax rate - September 19, 2023, at 5:30, City Council Chambers

Ms. Caddell Thanked Council members Carter, Rangel, and Biesenbach for being in the committee this year.

OCCUPANCY TAX

The Occupancy Tax Committee recommends a 5 percent increase for all Civic Organizations with one exception, The Seguin Heritage Museum were given an additional \$25,000.

City Manager, Steve Parker explains why the additional funds were allocated to the Seguin Heritage Museum. Mr. Parker states that the organization struggles with their financing, stating the budget is about \$33,000 a year. The city has encouraged them to look for grants and to look for ways to do more fundraising. The City had the funds from the Hotel Occupancy taxes funding and recommended that it should be used for some staffing. It is important to make sure it stays open.

Mayor Donna Dodge states that the City of Seguin is known for our history.

UTILITY FUND

INCREASES IN REVENUE

*Electric Revenue - \$2,916,900

*Water Revenue - \$ 1,060,620 - Based upon approved rate adjustments from the updated water rate study, increase in the number of customers and increase in consumption

*Sewer Revenue - \$883,400 - Based upon approved rate adjustments from the updated sewer rate study, increase in the number of customer and increase in consumption

*Interest Revenue -748,325

INCREASES IN EXPENDITURES

-Salaries and benefits - \$1,864,468- Includes a 2% COLA effective January 2023 -

Includes implementation of compensation study - Includes the addition of key

positions *Wholesale Power Costs - \$700,000 *Transfers to Utility I&S Fund -

\$647,264 * Issuance of 2022A Certificates of Obligation - Water Purchased -\$451,594

* Increase in rates paid to SSLGC and increase in consumption * ROW User Fees - \$350,916 - Based upon electric, water and sewer revenues

PERSONNEL

**Capital Projects/engineering - Utilities Engineer - \$200,856 *Guide in the development and implementation of projects that encompass water, wastewater and or electric *2 Intern positions - UF \$8,412 * Funded 50/50 General Fund/Utility Fund - Assist in collection of data from field surveys and help develop inventory for Phase I of ADA Transition*

Changes to Utility Fund after Presentation

**Reduce Contractor in Electric Department \$(200,00)*

**Add Service Worker-Tree Trimming (Electric) \$64,952*

**Add funding for Business Improvement Grant \$ 150,000*

**Add MTU Change Out Project \$500,000*

Increase in Use of Retained Earning \$514,952

PROPOSED 2024 UTILITY REVENUE BONDS

Director of Finance, Susan Caddell states the City will be issuing \$ 76,000,000 for water, wastewater, and electricity this next year.

City Manager, Steve Parker stated that the Impact fees will be coming back on September 5, 2023, for increase water/wastewater impact fees for City Council to consider.

8. Adjournment

There being no further business before the council the meeting adjourned at 7:51 pm.

Donna Dodgen, Mayor**Attest:**

**Kimberly Allison
Deputy City Secretary**