



It's real.

City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Public & Virtual Meeting Agenda

City Council

Tuesday, September 3, 2024

5:30 PM

Council Chambers

This City Council meeting can be watched live at:
https://cityofseguintx.granicus.com/MediaPlayer.php?publish_id=a8034fc9-0e24-40ff-b022-8a2a63145820

1. **Call to Order**
2. **Invocation - Pastor Paul Mason, Living Waters Church**
3. **Pledge of Allegiance/Salute to the Texas Flag**
4. **Roll Call**
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. Due to the Open Meetings Act discussions on matters not on the agenda are not allowed, therefore discussion 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.
6. **Presentation**
 - a. [24-415](#) Presentation and update on TxDOT Projects in and around Seguin, Texas.
- Will Locket, P.E., TxDOT Area Engineer through Melissa Reynolds, PE, Director of Engineering & Capital Projects
7. **Consent Agenda**
 - a. [24-422](#) Minutes of the August 15, 2024 City Council Budget Workshop and Special Meeting.
Attachments: [CC.Meeting Minutes. 08-15-2024](#)
 - b. [24-425](#) Check Report August 17, 2024 to August 30, 2024

Attachments: [Check Report 08172024 - 08302024](#)

- c. [24-412](#) Board and/or Committee Appointment - Mayor Donna Dodgen
a. Building and Standards Commission
Attachments: [Board and Commission Application - Jackie Biesenbach Redacted](#)
- d. [24-417](#) Downtown street closure request for an upcoming event in downtown Seguin - Kyle Kramm, Main Street & CVB Director/HPO
Attachments: [Street Closure Memo DBA, September 19, 2025](#)
- e. [24-421](#) Resolution of the City Council of Seguin, Texas, approving the purchase of a transfer switch for a not-to-exceed amount of \$162,800.00; and declaring an effective date. - Adam Ryals, Utilities Warehouse Manager
Attachments: [Council Memo 9-3-2024](#)
[Resolution 9-3-24](#)
[Anixter -Transfer Switch Quote \(1\)](#)
- f. [24-442](#) Resolution approving the purchase of 12 handheld radios from Motorola for the amount of \$123,436.38 utilizing the Texas Direct purchasing cooperative. - Garrick Herbert, Assistant Fire Chief
Attachments: [Council Memo Radios 2024](#)
[QUOTE-2570419 APX8000XE \(1\)](#)
[Resolution.12.Radios](#)
- g. [24-351](#) Ordinance on second reading amending the Seguin Code of Ordinances Appendix C - Fee Schedules, Chapter 102, Utilities, Article III, Water Rates; and Article IV Wastewater Rates; providing for a severability clause; providing for publication; declaring an effective date; and authorizing city staff to submit this ordinance as a supplement to the Seguin Code of Ordinances. - Dan Jackson, Willdan Financial Services, and Timothy Howe, Director - Water / Wastewater Utilities
Attachments: [Council Memo 8-6-2024](#)
[Ordinance 8-6-2024](#)
[2024 08 06 Seguin Willdan Council Presentation](#)
- h. [24-392](#) Ordinance on second reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 74-Parks and Recreation; providing for a severability clause; declaring an effective date; preparing this ordinance for publication; and authorizing City staff to submit this ordinance as a supplement to the Seguin Code of Ordinances. - Jack Jones, Director of Parks and Recreation
Attachments: [Memo for the proposed Parks fees 2024-2025](#)
[APPENDIX C FEE SCHEDULE - Changes for FY25](#)
[Ordinance.App.C.Park.Fees](#)
- i. [24-409](#) Ordinance on second reading amending the Seguin Code of Ordinances

Appendix C - Fee Schedule, Chapter 102, Utilities, Article II, Electric Rates for FY 2024-2025, providing for an effective date. - Ramsey Cripe, Schneider Engineering and Clarence Smith, Director of Electric Utilities through Rick Cortes, Deputy City Manager

Attachments: [2024 Electric Rate Memo](#)
[Ordinance Amending Appendix C to set 2025 electric rates](#)
[2024-08-20_SEG_Council Presentation COS_v1.3](#)

8. **Action Items - Discussion and Possible Motion to Approve**

- a. [24-430](#) Resolution authorizing the renewal of the Management Services Agreement between the Schertz/Seguin Local Government Corporation, the City of Seguin and the City of Schertz. - Andrew McBride, SSLGC General Manager
- Attachments:** [MEMO FOR MSA FY2024-2026](#)
[Resolution # SSLGC R24-29 - MSA between SSLGC, Schertz and Seguin](#)
[Resolution approving 2024-26 Joint Management Services Agreement](#)
- b. [24-429](#) Resolution ratifying the Schertz/Seguin Local Government Corporation Fiscal Year 2024-2025 Water Rates. - Andrew McBride, SSLGC General Manager
- Attachments:** [MEMO FOR WATER RATES FY2024-2025](#)
[Resolution # SSLGC R24-27 - Water Rates FY25](#)
[WATER RATES WORD DOC 2024-2025](#)
[Resolution Approving Water Rates \(24.25\)](#)
- c. [24-431](#) Resolution approving the Temporary Water Supply Contract with Spring Hill Water Supply Corporation. - Andrew McBride, SSLGC General Manager
- Attachments:** [MEMO FOR WATER SUPPLY CONTRACT Springs Hill 2024](#)
[Resolution Approving Temp Water Agreement \(Springs Hill\)](#)
[TEMPORARY WATER SUPPLY CONTRACT 2024 Springs Hill PARTIALLY S](#)
- d. [24-416](#) Resolution awarding the bid for the construction of new water distribution mains along SH46 north of Mill Creek Crossing to Lily Springs Development and 16-inch and 24-inch water transmission mains along Cedar Street from King Street to Vetter Booster Pump Station to QRO Mex Construction Company, Inc.; and declaring an effective date - Terri Lynn Ruckstuhl, P.E., Utility Engineer
- Attachments:** [Council Memo 9-3-2024](#)
[Resolution 9-3-2024](#)
[Bid Tab](#)
[Letter of Recommendation](#)

- e. [24-440](#) Resolution of the City Council of the City of Seguin, Texas authorizing the City Manager to enter into an Agreement with Keeley Construction regarding a TIPS quote in the amount of \$55,000 for repairing, asphaltting, re-stripping, sealing, and placing new curb stops at targeted parking areas located in Max Starke Park East; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.
Attachments: [Memo regarding project to be done by Keeley Constrcution](#)
[Resolution \(Starcke.Park.East.Improvements\)](#)
[Keeley Construction Proposal](#)
- f. [24-324](#) Resolution of the City Council of the City of Seguin, Texas adopting a Safe Streets and Roads For All Comprehensive Safety Action Plan Vision Statement and target for achieving zero traffic fatalities; and declaring an effective date. - Melissa Reynolds, P.E., MPA, CFM - Director of Capital Projects & Engineering
Attachments: [2024-09-03 Memo SS4A](#)
[2024-09-03 Resolution SS4A](#)
[DRAFT_Seguin CSAP Report](#)
- g. [24-418](#) Resolution authorizing the City Manager to enter into a Professional Services Agreement in the amount of \$380,000 with Halff & Associates, Inc. for professional services for the development of a Drainage Master Plan; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM, Director of Engineering & Capital Projects
Attachments: [2024.09.03 Memo Drainage Master Plan](#)
[2024.09.03 Resolution Drainage Master Plan](#)
- h. [24-411](#) Resolution authorizing the City Manager to enter into a Professional Services Agreement in the amount of \$188,315 with Cobb, Fendley & Associates, Inc. for professional services for the Heideke Sidewalks Project; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM, Director of Engineering & Capital Projects
Attachments: [2024.09.03 Memo Heideke Sidewalk Project](#)
[2024.09.03 Resolution Heideke Sidewalk Design](#)
- i. [24-438](#) Public Hearing on FY2025 Budgets - Susan Caddell, Director of Finance
a. General Fund
b. Debt Service Fund
c. Special Revenue Fund
d. Debt Service Fund
Attachments: [Public hearing on budget memo to CC](#)
- j. [24-437](#) Public Hearing on a proposal to levy a tax rate of \$0.5125 per \$100 valuation for the City of Seguin for the tax year 2024; providing for the effective date - Susan Caddell, Director of Finance
- k. [24-428](#) Ordinance on first reading levying a tax rate of \$0.5125 per \$100 valuation

for the City of Seguin for the tax year 2024; providing for the effective date of this ordinance; and providing for the publication of this ordinance. -

Susan Caddell, Director of Finance

Attachments: [City Council Tax Ordinance memo 2025](#)

[Tax Ordinance-2025](#)

- i.** [24-420](#) Ordinance on first reading adopting the 2024-25 Fiscal Year General Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2024 and ending the last day of September 2023; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for the effective date of this ordinance; and providing for the publication of this ordinance - Susan Caddell, Director of Finance
- Attachments:** [General Fund 2025](#)
- m.** [24-427](#) Ordinance on first reading adopting the 2024-25 Fiscal Year Debt Service Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2024 and ending the last day of September 2025; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for the effective date of this ordinance; and providing for the publication of this ordinance - Susan Caddell, Director of Finance
- Attachments:** [Debt Service Fund 2025](#)
- n.** [24-424](#) Ordinance on first reading adopting the 2024-25 Fiscal Year Utility Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2024 and ending the last day of September 2025; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for the effective date of this ordinance; and providing for the publication of this ordinance - Susan Caddell, Director of Finance
- Attachments:** [Utility Fund 2025](#)
- o.** [24-426](#) Ordinance on first reading adopting the 2024-25 Fiscal Year Special Revenue Fund Budget and making appropriation in accordance with said budget for the period beginning the first day of October 2024 and ending the last day of September 2025; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; providing for the effective date of this ordinance; and providing for the publication of this ordinance - Susan Caddell, Director of Finance
- Attachments:** [Special Revenue 2025](#)
- p.** [24-439](#) Ordinance on first reading establishing an after hours rental fee for the visitor center - Kyle Kramm, Main Street & CVB Director/HPO

Attachments: [Council Memo - After Hours Fee](#)
[Ordinance - Amending Chapter 74 of Fee Chapter](#)

- q. [GLUP](#)
[04-24 CC](#) Public Hearing and Resolution to consider a General Land Use Plan (GLUP) for a property located at 101 E. Nolte St., Property ID: 27916 (GLUP 04-24) - Pamela Centeno, Director of Planning and Codes.

Attachments: [Staff Memo GLUP 04_24](#)
[Planning Commission Report and agenda packet](#)
[8.15.2024 GLUP Document Final](#)
[Resolution GLUP 101 E Nolte](#)
[ZC1124 ExhibitA CC](#)

- r. [ZC](#)
[07-24 CC](#) Public Hearing and Ordinance on first reading to consider a Zoning Change from Single Family Residential (R-1) to Neighborhood Commercial (NC) for a property located at 410 E Gonzales Street, Parcel ID 28170 (ZC 07-24)- Pamela Centeno, Director of Planning & Codes.

Attachments: [Staff Memo ZC 07_24](#)
[ZC 07-24 Planning Commissioner Report and staff report](#)
[ZC 07-24 Ordinance](#)
[ZC 07-24 ExhibitA CC Map](#)

- s. [ZC](#)
[09-24 CC](#) Public Hearing and Ordinance on first reading to consider a Zoning Change from Agricultural Ranch (A-R) to Public (P) for 20+/- acres out of 60.5 acres for property located on E. Martindale Road, Property ID: 52577 & 52623, (ZC 09-24) - Pamela Centeno, Director of Planning & Codes.

Attachments: [Staff Memo ZC 09_24](#)
[ZC 09-24 Planning Commission Report and staff report](#)
[ZC 09-24 Ordinance](#)
[ZC 09_24 ExhibitA CC](#)

- t. [ZC](#)
[10-24 CC](#) Public Hearing and Ordinance on first reading to consider a Zoning Change from Public (P) to Single Family Residential (R-1) for property located at 407 Ellis Street, Property ID: 45621, (ZC 10-24) - Pamela Centeno, Director of Planning & Codes.

Attachments: [Staff Memo ZC 10_24](#)
[ZC 10-24 Planning Commission Report and staff report](#)
[ZC 10-24 Ordinance](#)
[ZC 10_24 ExhibitA CC](#)

- u. [ZC](#)
[11-24 CC](#) Public Hearing and Ordinance on first reading to consider a Zoning Change from Commercial (C) to Planned Unit Development (PUD) for a property located at 101 E. Nolte St. Property ID: 27916 (ZC 11-24) - Pamela Centeno, Director of Planning & Codes.

Attachments: [Staff Memo ZC 11 24](#)
[Planning Commission Report and agenda packet](#)
[ZC 11-24 Ordinance](#)
[ZC1124 ExhibitA CC](#)

- v. [24-446](#) Discussion regarding revenue sharing policies for tax exempt work force housing projects, including but not limited to the proposed Lily Springs project. The City Council may choose to adjourn the meeting of City Council and enter into a meeting of the Seguin Public Finance Corporation. Before reconvening into the Regular Meeting of City Council, the City Council may also choose to enter a Closed Session under this item, pursuant to 551.071 and 551.087 of the Texas Government Code (Consultation with Legal Counsel and Deliberation Regarding Economic Development Negotiations). Possible action may occur in open session. - Steve Parker, City Manager
9. **Closed Session**
- a. [24-444](#) Pursuant to TGC Section 551.071(2) and 551.072 (Consultation with Attorney and Deliberation regarding the Purchase and/or Value of Real Property) the Seguin City Council will convene into Closed Session regarding the purchase and/or value of real property along or near Huber Road in Guadalupe County, Texas. Possible action may follow in Open Session.
10. **Reconvene into Open Session and Take Action on Items as a Result of Closed Session, if Necessary**
11. **Adjournment**

CERTIFICATE

I certify that the above notice of meeting was posted in the outside display case at the front of the Municipal Building, 210 E. Gonzales Street of the City of Seguin, Texas on the 30th day of August 2024 at 5:30 p.m.

Kristin Mueller
City Secretary

The City of Seguin is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the City Secretary at (830) 401-2468 at least 48 hours in advance. This meeting site is accessible to disabled persons.