



City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Public & Virtual Meeting Agenda City Council

Tuesday, February 17, 2026

5:30 PM

Council Chambers

This meeting can be viewed live at:

https://cityofsequintx.granicus.com/MediaPlayer.php?publish_id=d7ade6aa-3dc1-427e-8969-e93e766a5d66

1. **Call to Order**
2. **Invocation - Bro. Scott Mitchell, Unlock the Bible Now Inc.**
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. [26-042](#) Recognition of Ricardo Cortes, Deputy City Manager, upon his retirement. - Donna Dodgen, Mayor
 - b. [26-052](#) Presentation of Seguin Police Department's annual summary of operations, crime statistics, and community initiatives for the calendar year 2025. - Jason Brady, Police Chief
Attachments: [2025 Annual Review](#)
 - c. [26-053](#) Presentation of Seguin Electric Department's mutual aid and training mission to Light Up Navajo VII. - Timothy Howe, Director of Utilities
7. **Consent Agenda**
 - a. [26-058](#) Minutes of the February 3, 2026 City Council Meeting.

- b. [26-059](#) Check Report January 29, 2026 through February 10, 2026.
Attachments: [Check Report 01292026 - 02102026](#)
- c. [26-040](#) Resolution adopting Civil Rights Policies for the Texas Department of Agriculture - Community Development Block Grant . - Kate McCloud, Grants Administrator
Attachments: [A1014 TDA Civil Rights Resolution Seguin](#)
[Agenda Item Memo - TDA Civil Rights](#)
[Citizens Participation Plan 6.16.20](#)
[Excessive Force Policy 6.16.2020](#)
[Fair Housing Policy 6.16.2020](#)
[Section 504 Policy 6.16.2020](#)
[Code of Conduct 6.16.2020](#)
[A1025 VAWA Certification EXAMPLE](#)
[Section 3 Policy 6.16.2020](#)
[A1024 Section 3 Presentation](#)
- d. [ZC](#)
[01-26 CC](#) Ordinance on second reading to consider a Zoning Change from Single-Family Residential (R-1) to Neighborhood Commercial (NC) for the property located at the 15700 Blk of FM 725, Property IDs: 58174 & 58287, (ZC 01-26). - Pamela Centeno, Director of Planning and Codes
Attachments: [Staff Memo ZC 01 26](#)
[Planning Commission Report and agenda packet](#)
[ZC 01-26 Ordinance](#)
[ZC0126 ExhibitA CC](#)
- e. [ZC](#)
[02-26 CC](#) Ordinance on second reading to consider a Zoning Change - from Agricultural Ranch (A-R) to Commercial (C) for the property located near the northeast corner of SH 46 and Rudeloff Rd., Property ID: 121704, (ZC 02-26). - Pamela Centeno, Director of Planning and Codes
Attachments: [Staff Memo ZC 02 26](#)
[Planning Commissioner Report and agenda packet](#)
[ZC 02-26 Ordinance](#)
[ZC0226 ExhibitA CC](#)
8. **Action Items - Discussion and Possible Motion to Approve**
- a. [26-054](#) Resolution of the City Council of the City of Seguin, Texas to execute a right-of-way consent agreement with ExxonMobil for underground infrastructure in the Cordova Road Project; authorizing the City Manager to enter into a consent agreement with ExxonMobil; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering & Capital Projects

Attachments: [2026-02-17 Memo Exxon Consent Agreement](#)
[2026-02-17 Resolution Exxon Consent Agreement](#)
[1C3932 Consent Agreement City of Seguin and](#)

- b. [26-055](#) Authorize the purchase of a 2026 Chevrolet Silverado 1500 Crew Cab 4-wheel drive from Sames Auto Group in the amount of \$53,632.28 and declare an effective date - Steven Purchase, Fleet Manager

Attachments: [agenda item 2026 chev silverado 4x4 2-17-26](#)

- c. [26-056](#) Authorize the purchase of one 2026 Chevrolet Silverado 2500 4WD Crew Cab Utility Bed Truck from Sames Auto Group in the amount of \$76,510.20 and declare an effective date - Steven Purchase, Fleet Manager

Attachments: [cover sheet quote 2026 chev silverado crew cab 2-17-26](#)

9. **Closed Session**

In accordance with Texas Government Code, Subchapter D, Section 551, the City Council may convene in a closed session to discuss any of the following items, any final action or vote taken will be in public:

- a. [26-034](#) Section 551.071(2) (Consultation with Legal Counsel) and 551.072 (Deliberation regarding the Purchase and/or Value of Real Property) of the Texas Local Government Code regarding City owned property located on or near South Travis Street in Guadalupe County, Texas. Possible action may follow in Open Session.
- b. [26-041](#) Section 551.071(2) and 551.086 (Consultation with Attorney and Deliberation regarding Competitive Matters of a Public Power Utility) the Seguin City Council will convene into Closed Session regarding certain City utilities and/or arrangements with the wholesale providers for certain City utilities. Possible action may follow in Open Session. - Rick Cortes, Deputy City Manager

10. **Reconvene into Open Session and Take Action on Closed Session Items 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 10th day of February 2026 at 4:40 p.m.

Kristin Mueller
City Secretary

All items on the agenda are eligible for possible discussion and action. The City Council reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

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.

Seguin Police Department

2025 Annual Review



February 5, 2026

Jason P. Brady, Chief of Police

SEGUIN
TEXAS

It's real.

Table of Contents

- Chief's Message
- NIBRS Crime Report
- Statistics by Division
- Commitment to Excellence
- Closing



To the Mayor, City Council, City Manager, and the residents of Seguin,

I am pleased to present the 2025 Annual Report for the Seguin Police Department. This document highlights our ongoing evolution as we balance the demands of a rapidly growing city with our steadfast commitment to professional excellence.

Over the past year, we have significantly modernized our operations to enhance safety and maximize our resources. By integrating advanced technology and optimizing our workforce, we continue to build a department that is as innovative as it is community focused.

Key advancements this year include:

- **Strategic Facility Improvements:** We completed several critical infrastructure projects, including a comprehensive overhaul of our Property and Evidence Room. Furthermore, we expanded our restroom and locker room facilities specifically to accommodate our growing number of female staff and officers.
- **A More Diverse Force:** Through our targeted recruiting efforts and Police Academy sponsorship programs, we have achieved a record milestone: female officers now represent 16% of our sworn force, significantly exceeding the national average of approximately 12%.
- **Technological Force Multipliers:** The department has expanded its crime-fighting capabilities through the use of Automated License Plate Readers (ALPR) and Drone technology. These tools provide real-time situational awareness and critical data that help our officers solve crimes more efficiently and respond to emergencies with greater precision.
- **Operational Efficiency:** To ensure our first responders remain available for high-priority calls in the field, we successfully introduced a civilian report taker position. This role manages lobby and phone reports, allowing our sworn officers to focus their time and energy on active patrol and community safety.
- **Enforcement Success:** Department initiatives led to arrests of numerous street level drug dealers significantly disrupting drug operations in Seguin and the greater Guadalupe County area.
- **Recognized Excellence:** Once again, our department has been re-accredited by the Texas Police Chiefs Association (TPCA) Best Practices Program, placing us among the top 10% of agencies in the state.

I am proud of the 102 dedicated professionals who make up this department. Through the support of our city leadership and the trust of our citizens, we are successfully preparing Seguin for a safe and prosperous future.

Sincerely,
Jason Brady
Chief of Police

Command Staff



Jason Brady
Chief of Police



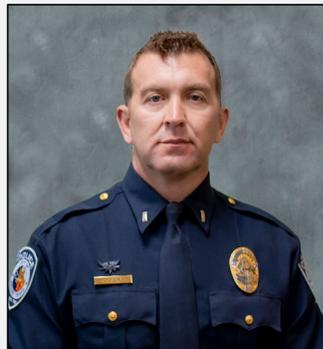
Jaime Suarez
Asst. Chief of Police



Mike McCann
Admin. Lieutenant



Lance Wright
CID Lieutenant



Cobey Crow
Special Ops. Lieutenant

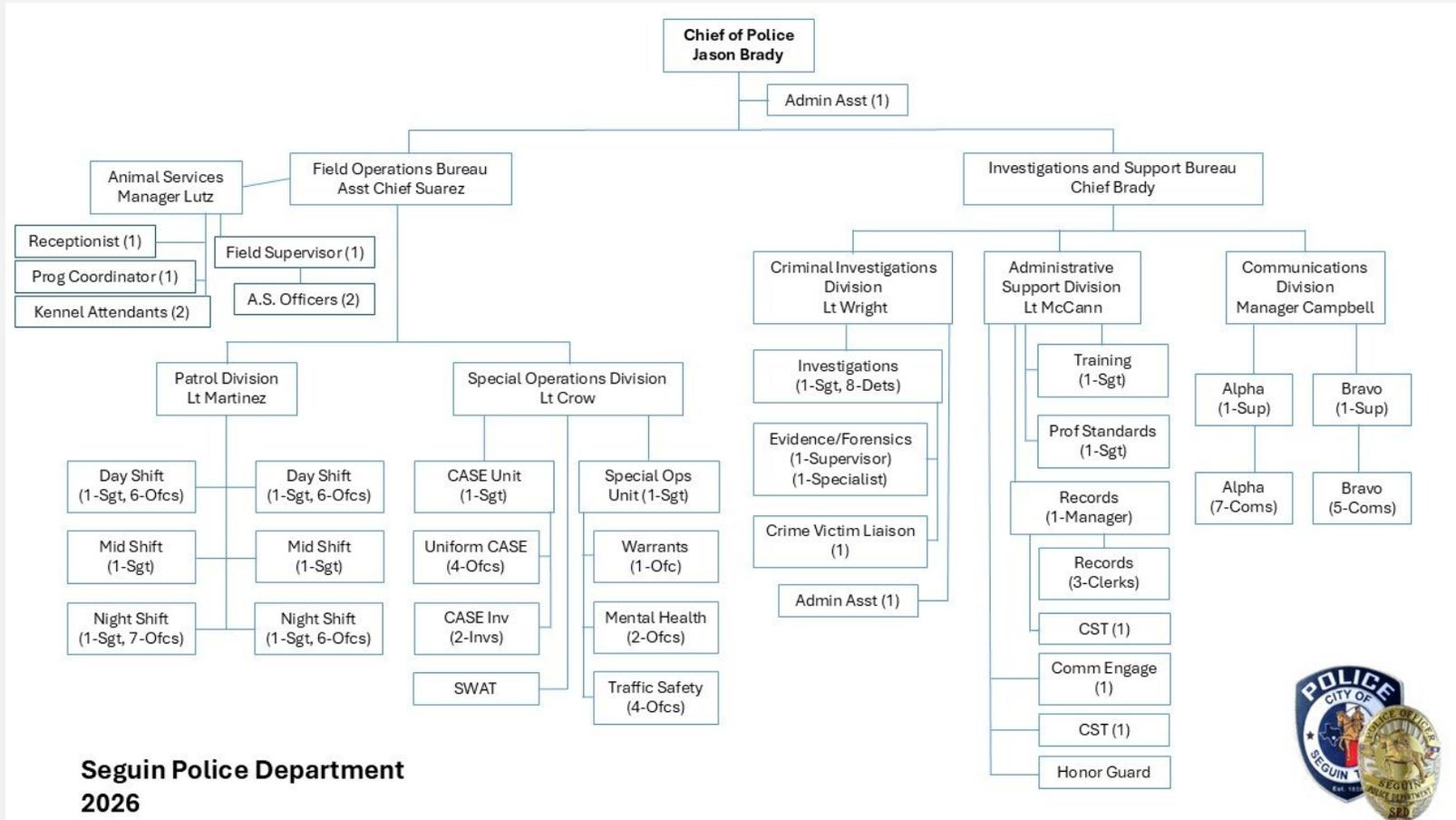


Marcos Martinez
Patrol Lieutenant



Lauren Campbell
Communications Manager

Organizational Chart



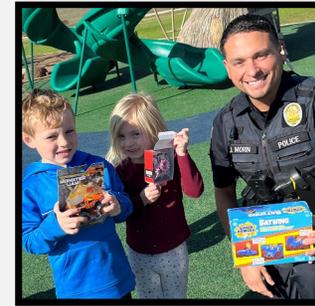
Texas Best Practices Accreditation Program

In February 2025, the Seguin Police Department received the coveted distinction of being reaccredited for a third time by the Texas Police Chiefs Association, a significant achievement that reflects the department's continued commitment to professionalism, accountability, and excellence in policing. Out of approximately 2,785 active law enforcement agencies in Texas, only 218 agencies have earned accreditation by successfully meeting more than 173 rigorous best-practice standards covering areas such as operations, training, administration, and community relations. Achieving reaccreditation at this level places the Seguin Police Department among an elite group of agencies statewide and underscores its sustained dedication to serving the community with integrity, transparency, and what has clearly become the new Gold Standard for Texas Law Enforcement.





Building Bridges: A Year of Community Enrichment



It's real.

5,000+ Total Community Interactions

780 Hours of Service Dedicated to Outreach

24 Neighborhoods Strengthened

Investing in Our Youth

- Blue Santa & Badges, Bikes, and Tykes
 - Provided toys for 530 children and gave away 100 bicycles, ensuring every child feels supported by their community.
- Father – Daughter Dance
 - Hosted 400 guests for an evening of family bonding and fun.
- Career Days & School Engagement
 - Sparked inspiration for over 1,500 students across the district.

Inclusion & Tradition

- Special Olympics
 - Proudly partnered with and supported 80+ incredible athletes.
- Trunk or Treat
 - Created a safe, festive environment for over 800 children.
- K9 Demonstrations
 - Engaged 500 attendees with a behind-the-scenes look at our four-legged officers.

Community Safety & Education

- National Night Out
 - Visited 24 neighborhoods, connecting personally with 960 residents.
- Safety Training (CRASE & Human Trafficking)
 - Empowered nearly 300 citizens with life-saving knowledge and awareness.
- Citizens Police Academy
 - Provided an “inside look” at law enforcement for our local leaders and residents.

Community Engagement

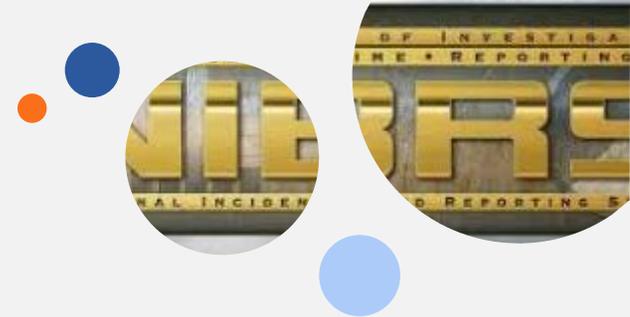




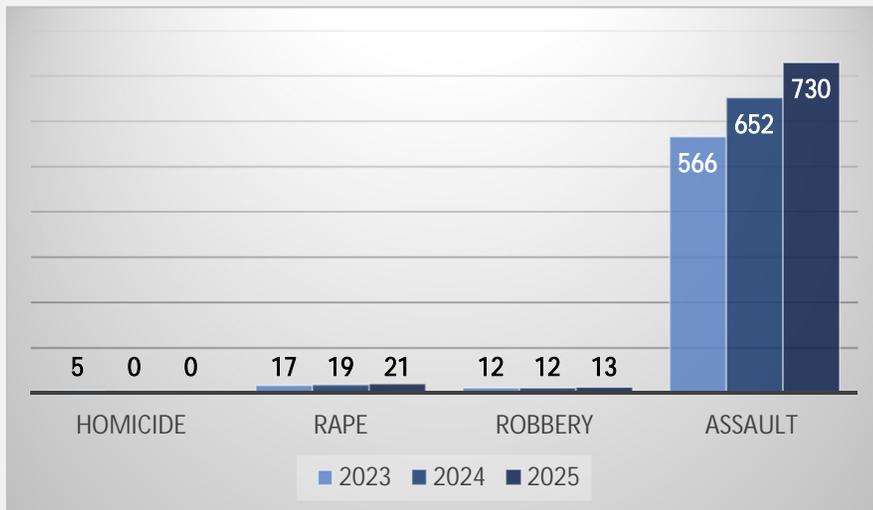
National Incident-Based Reporting System Statistics

Let's dive in

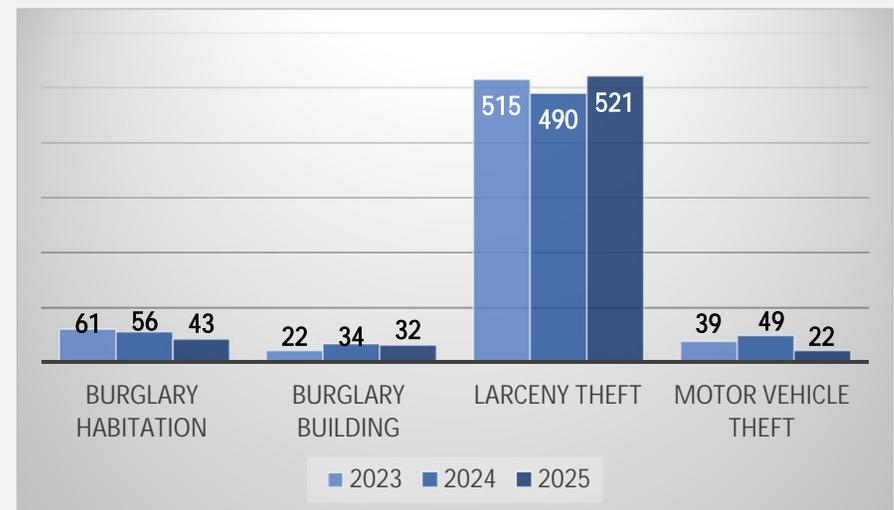
NIBRS is a modern reporting system that provides a much more detailed and accurate picture of community safety by recording every single crime that occurs during an incident, rather than just the most serious one. By capturing specifics like the time of day, the relationship between victims and offenders, and the types of weapons or drugs involved, it gives law enforcement the "story" behind the numbers. This data-driven approach allows the department to deploy resources more effectively and provides citizens with a transparent, comprehensive look at the actual safety of their neighborhoods.



Crimes Against Persons by Number



Property Crimes by Number



Statistics by Division

- Patrol
- Training
- Criminal Investigations
- Property & Evidence
 - C.A.S.E
- Special Operations
- Telecommunications
 - Records
- Animal Services

Eyes in the Sky: Launching our UAS Program



This year, we officially launched our Unmanned Aircraft Systems (UAS) Program, adding a critical layer of safety and efficiency to our operations. By utilizing drone technology, we can gain a "bird's-eye view" of complex situations, keeping both our residents and our officers out of harm's way.

How It Works

Our drones are piloted by FAA-certified officers and are deployed for specific, high-stakes missions. These include:

- **Search and Rescue:** Using thermal imaging to find missing children or seniors in wooded areas or at night.
- **Tactical Support:** Providing real-time oversight during dangerous standoffs to ensure a peaceful resolution.
- **Scene Documentation:** Quickly and accurately mapping serious traffic accidents or crime scenes to reopen roads faster.

Benefits to Our Community

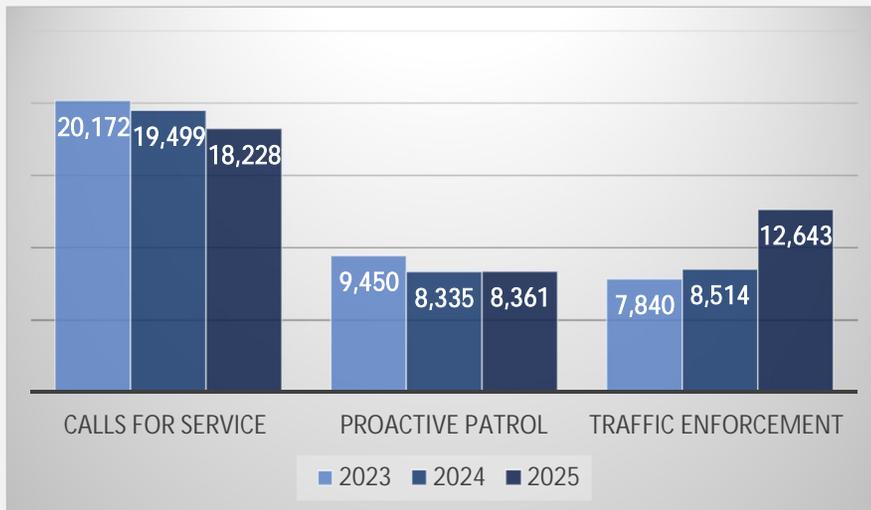
- **Life-Saving Speed:** Drones can be airborne in seconds, reaching areas that are difficult for patrol cars or officers on foot to access.
- **Enhanced De-escalation:** Better information leads to better decisions. Having a clear view of a situation helps our team resolve incidents with the least amount of force possible.
- **Disaster Response:** In the wake of storms or floods, drones allow us to assess damage and identify residents in need of immediate help without risking ground crews.

Patrol Division

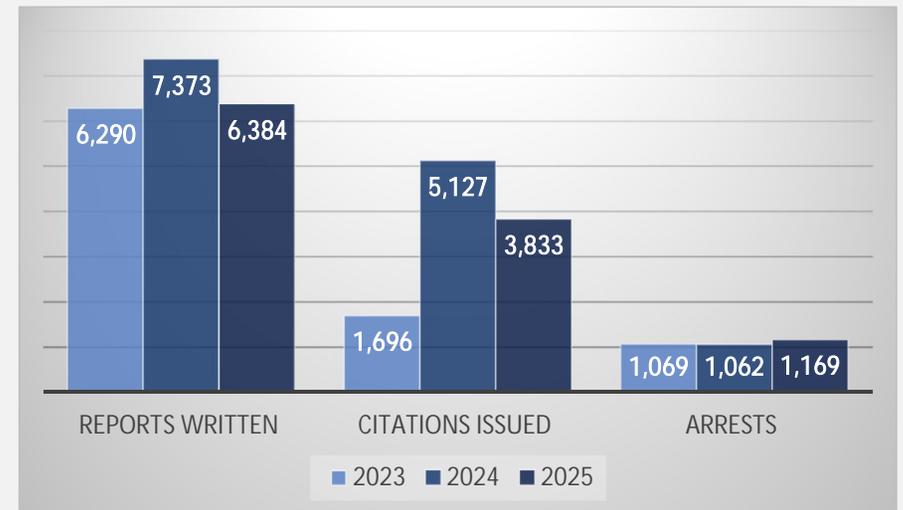
Community Policing



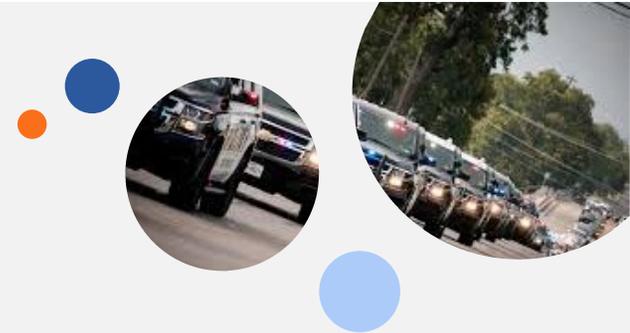
Calls for Service



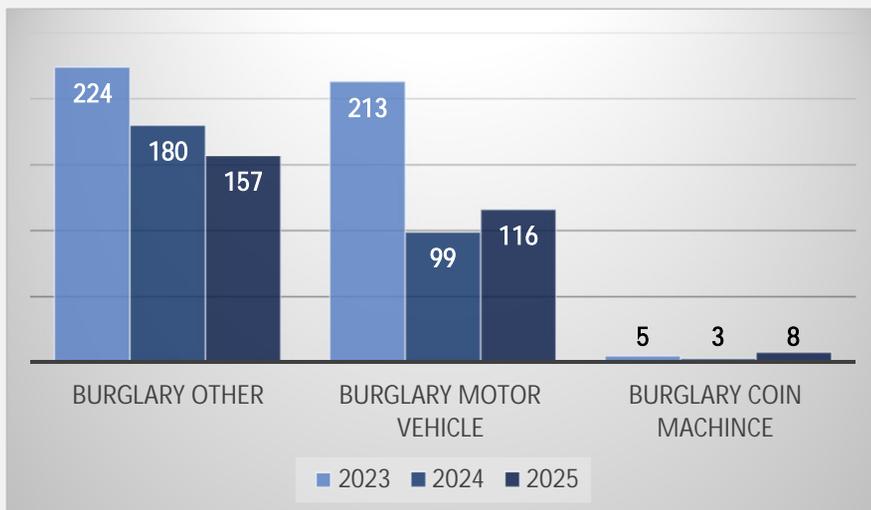
Proactive Safety Interventions



Property Crime Overview



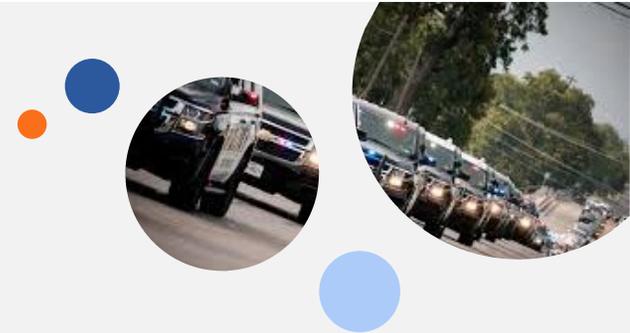
Burglaries



Thefts



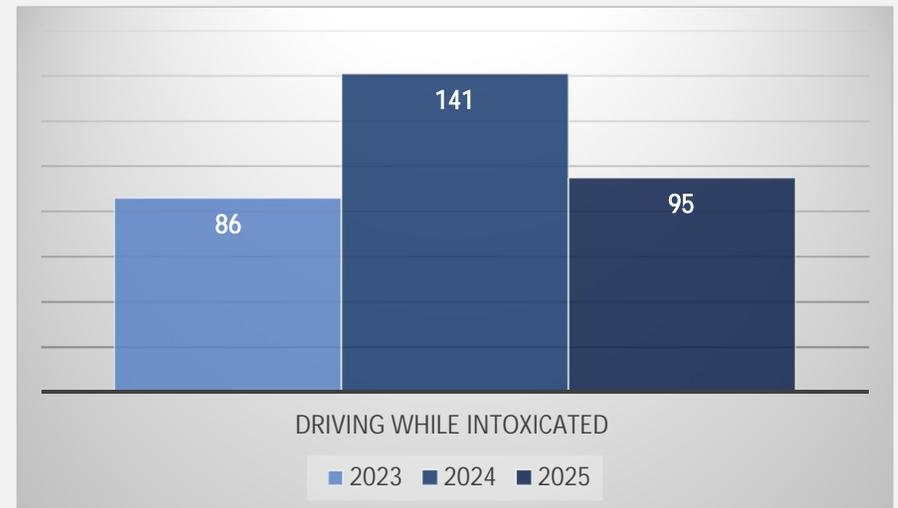
Traffic Safety Activity



Collisions



Driving While Intoxicated



Responding with Precision



Top tier training is provided to officers at every level of the department. Over the past year, training has included de-escalation and communication, crisis intervention, and legislative and legal updates to ensure each call for service receives the appropriate response. Additionally, Assistant Chief Suarez attended the 293rd Session of the FBI National Academy, further strengthening leadership development and best practice implementation across the organization.

Automated License Plate Recognition System

Our commitment to a safer community took a major leap forward this year with the implementation of the Automated License Plate Recognition system. This advanced technology serves as a 24/7 force multiplier for our officers, helping us solve crimes faster and more efficiently.



How It Works

The ALPR cameras are not facial recognition tools; instead, they capture objective data, license plates and vehicle characteristics (like color, make, and model), as they pass by. If a vehicle associated with a crime or a missing person (such as an Amber or Silver Alert) passes a camera, our team receives a real-time alert to respond immediately.

Benefits to Our Citizens

Proactive Crime Prevention: By identifying stolen vehicles or known suspects entering our neighborhoods, we can often stop crime before it happens.

Faster Investigations: What used to take days of manual door-to-door canvassing for video now takes minutes, allowing us to identify leads with precision.

Privacy First: The system is designed for public safety, not traffic enforcement. It does not track individual drivers and data is automatically deleted on a rolling basis.

ALPR Technology Leads to Swift Arrest in “Jugging” Case

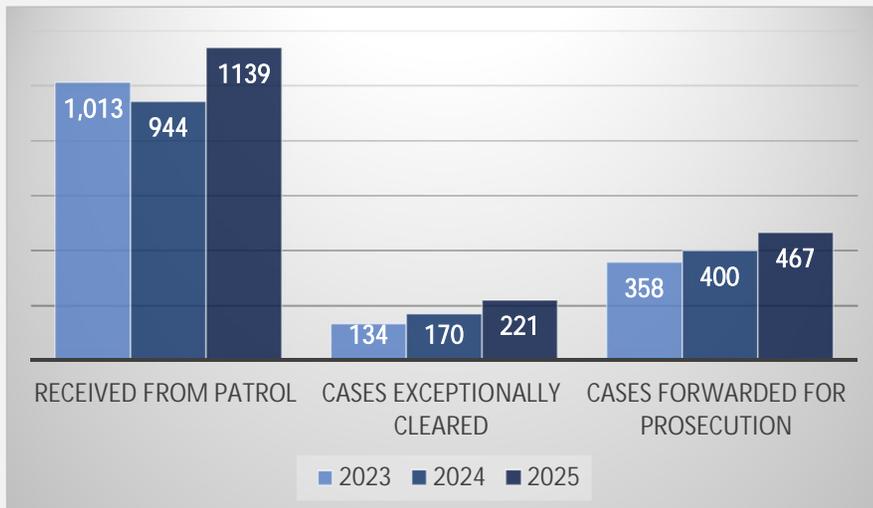


On October 7, 2025, a visitor at the U.S. Post Office fell victim to a "jugging" theft, a crime where a person is followed from a bank and their valuables are stolen from their vehicle. Leveraging our **Automated License Plate Recognition (ALPR) system**, investigators quickly identified a suspicious rental vehicle linked to the incident. Within just two hours, the Seguin Police Department coordinated with regional partners to intercept the vehicle and apprehend two suspects. This successful operation resulted in the full recovery of the victim's stolen property and highlights how our commitment to advanced technology ensures that criminal activity in Seguin is met with a rapid, coordinated, and effective response.

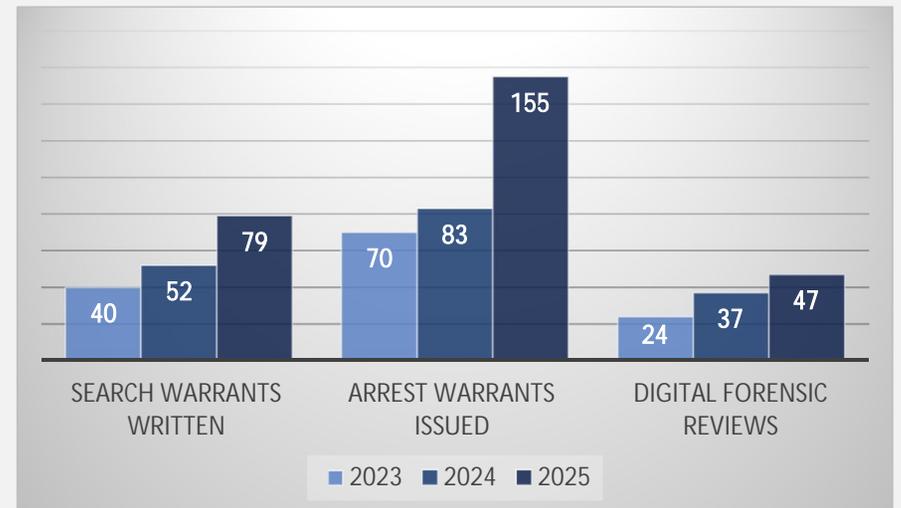
Investigative Actions Summary



Case Breakdown



Warrants and Digital Forensic Reviews



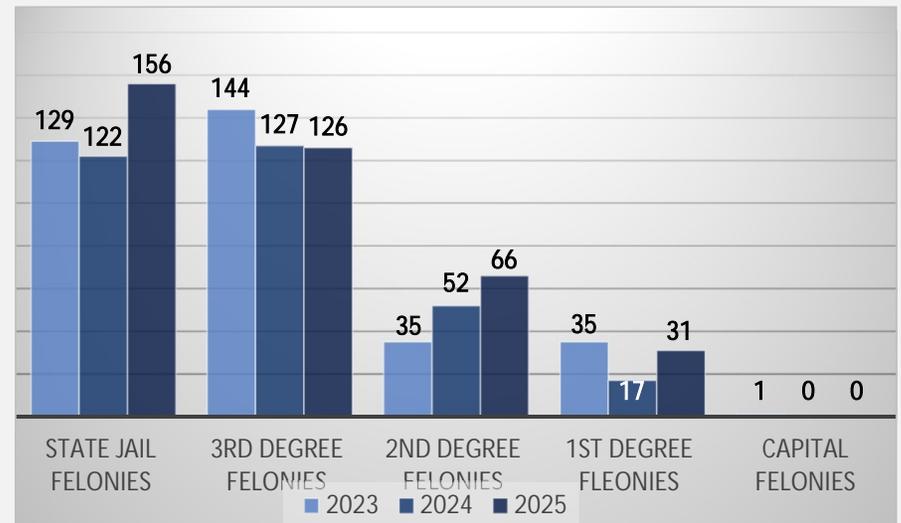
Offense Severity Breakdown



Misdemeanor Charges Filed



Felony Charges Filed



Modernizing Our Evidence Management



Our Property and Evidence Room is the backbone of the justice process, ensuring that every piece of evidence, from recovered stolen property to forensic clues, is tracked and preserved with total integrity. This year, we overhauled our systems to increase efficiency and maximize space.

Efficiency by the Numbers

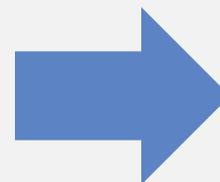
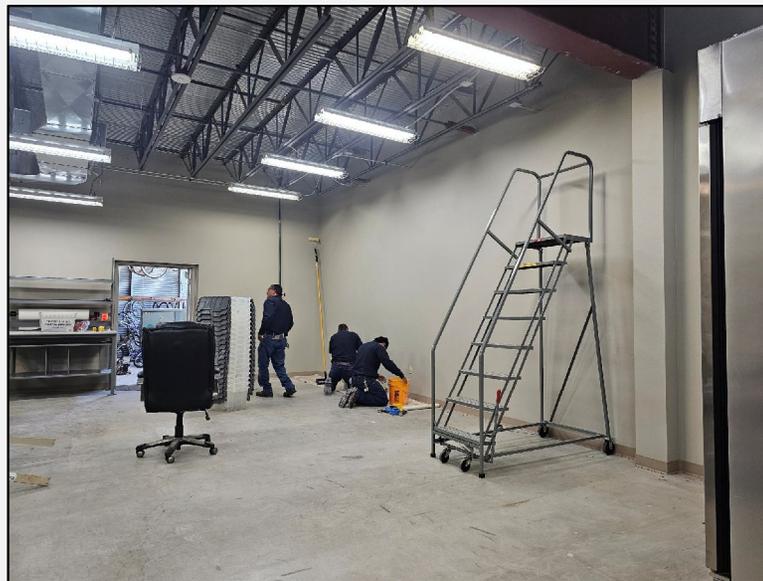
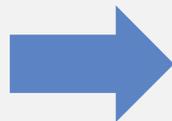
- Inventory Managed: Over 20,120 items securely maintained.
- Clearance & Cleanup: Issued 43 destruction orders, resulting in the safe disposal of 1,246 pieces of property that are no longer needed for court.
- Space Gained: A strategic remodel increased our storage capacity by 60%

Benefits to the Community

- Long-Term Savings: By maximizing our existing footprint and increasing our “clean-out” rate, we have secured enough storage space to last for many years to come. This eliminates the need for expensive new construction or off-site storage rentals.
- Streamlined Justice: A highly organized evidence room means officers and prosecutors can locate items faster, reducing administrative delays and ensuring more efficient court proceedings.
- Integrity & Accountability: the community is supporting a state-of-the-art facility that protects the rights of victims and the accused by ensuring evidence is never lost or compromised.



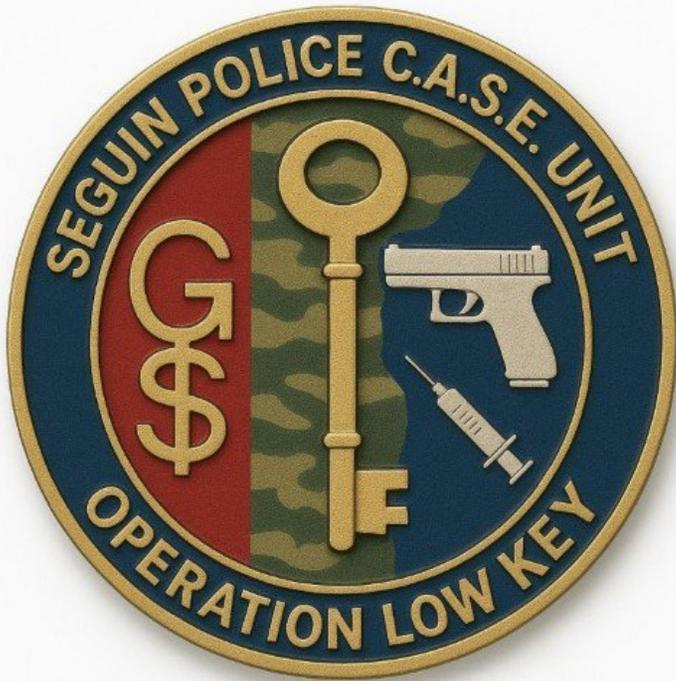
Before



After



Criminal Apprehension Street Enforcement Unit



Led by the C.A.S.E. Unit, this multi-month investigation (July–November 2025) targeted the distribution of methamphetamine, cocaine, and THC products to dismantle low-level trafficking networks across Seguin and Guadalupe County.

The Results

21 Felony Arrests: High-value targets apprehended, including the seizure of bulk methamphetamine and distribution equipment.

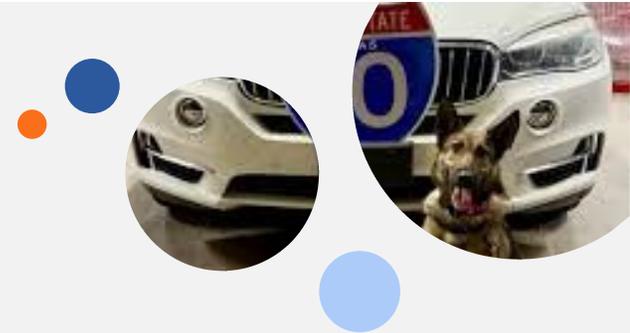
31 Felony Offenses: Crimes documented and referred to the Guadalupe County Attorney's Office for prosecution.

Regional Reach: Operations spanned Seguin, New Braunfels, and greater Guadalupe County.

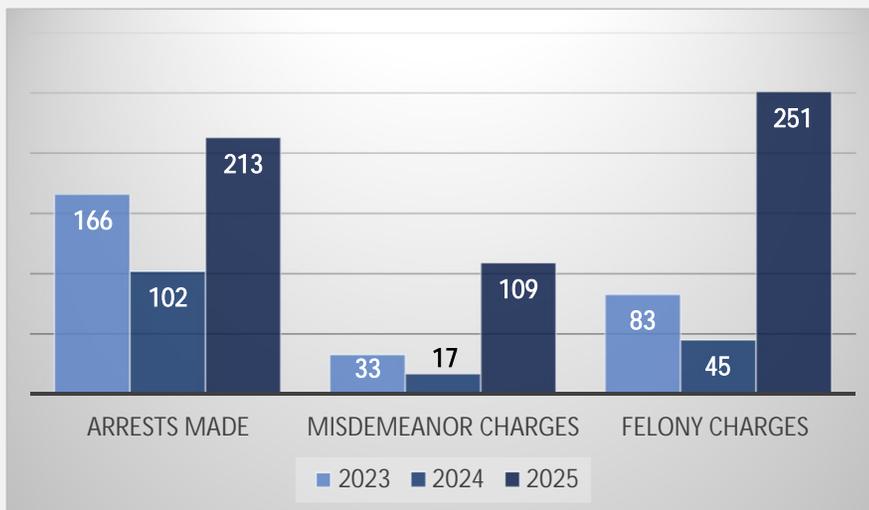
A Collaborative Victory

Success was made possible through seamless partnership with the Guadalupe County Sheriff's Office, New Braunfels PD, and the Texas Army National Guard. By removing these traffickers from our streets, we continue to disrupt the cycle of organized crime and substance abuse in our neighborhoods.

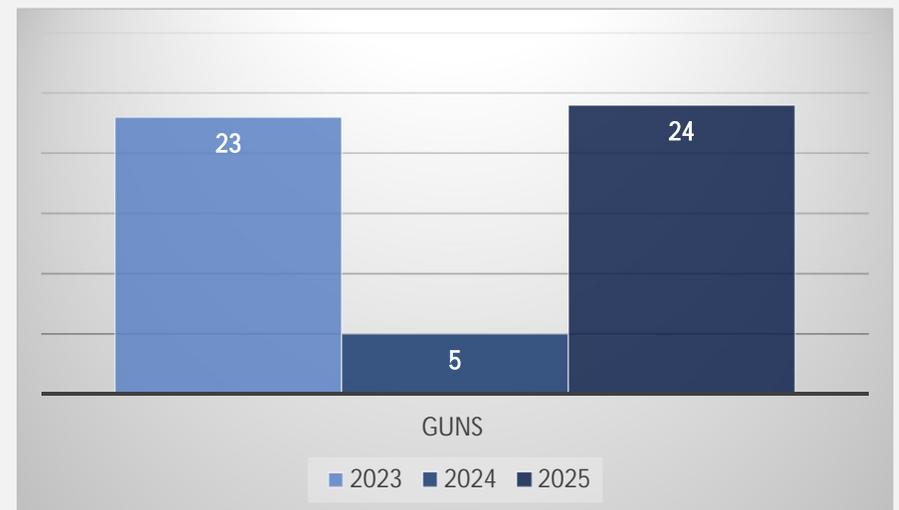
Annual Enforcement Outcomes



Offense Based Arrests



Weapons Seizures



C.A.S.E Unit

Combatting Organized Crime

Organized criminal activity and street gangs represent a significant threat to community safety. To effectively disrupt these networks, our department utilizes TXGANG, the state's primary gang intelligence repository maintained by the Texas Department of Public Safety (DPS).

What is TXGANG?

TXGANG is a secure, statewide database that allows law enforcement agencies to share criminal intelligence. By entering verified gang members into this system, we ensure that if a local offender is stopped in another city or county, officers there are immediately alerted to their criminal affiliations and potential danger.

Our 2025 Breakthrough

We have dramatically increased our focus on identifying and documenting gang members to meet the strict evidentiary standards required by Texas law.

- **2024 Results:** 3 members identified and entered.
- **2025 Progress:** 45 members identified and entered—a **1,400% increase** in actionable intelligence.

Our Goal: To reach **100 documented members**, creating a comprehensive map of organized crime in our area to better protect our neighborhoods.

Why This Matters

Tracking gang activity isn't just about data; it's about prevention. By populating the state repository, we:

- **Disrupt Recruitment:** Identification makes it harder for gangs to operate in the shadows.
- **Enhance Officer Safety:** Real-time alerts provide critical context during high-risk traffic stops.
- **Strengthen Prosecutions:** State-level documentation helps prosecutors pursue enhanced penalties for crimes committed as part of a criminal organization.



Our partnership with Metro SWAT ensures that when the most dangerous calls occur, Seguin has the **best-trained, best-equipped, and most effective** response team in the region, at the best value for our taxpayers.

Metro SWAT’s capabilities include armed barricaded operations, high risk warrant service and apprehension operations, terrorism response operations, active assailant (active shooter) operations, public order support, and hostage rescue operations.

Maximized Safety with Minimized Cost

- By sharing resources, Seguin avoids the burden of funding a full time SWAT team alone.
- Citizen’s receive Tier 2 Level tactical expertise, the gold standard in safety, at a fraction of the cost.

Robust and Rapid Response with Proven Results

- Seguin contributes 35% of the specialized professionals to the team to ensure a coordinated response is available to our city 24/7.
- Because of our 2025 training initiatives with SAPD and New Braunfels, Seguin citizens are protected by a seamless “safety net” of regional tactical support.
- Since joining the team in 2023, 17 high-risk operations have resulted in a 100% apprehension rate.

Advanced Training and Knowledge Transfer

- Seguin officers on the team undergo 192+ hours of elite training annually in tactical medicine, active-shooter response, and de-escalation.
- These advanced skills are brought back to our local patrol shifts, elevating the professional standard for the entire Police Department.

Streamlining Crisis Intervention: How the Pulsara App is Modernizing Our Mental Health Response



The Challenge: The "Communication Gap"

Before Pulsara, a Mental Health Peace Officer (MHPO) had to juggle multiple phone calls to hospitals, dispatchers, and mobile crisis teams. This manual process created delays during critical moments when every second mattered.

The Solution: One Connection, Total Synergy

By utilizing the Pulsara App, our officers now have a "single point of truth."

- **Real-Time Data:** Officer enters information once.
- **Instant Distribution:** Data hits MCOT (Mobile Crisis Outreach), hospitals, and MED COM simultaneously.
- **Faster Outcomes:** Accelerates the Emergency Apprehension and Detention (EAD) process for quicker assessment and placement.

"What used to take five phone calls now takes one digital entry. We are replacing paperwork with patient care."

The Future: Community-Wide Coverage

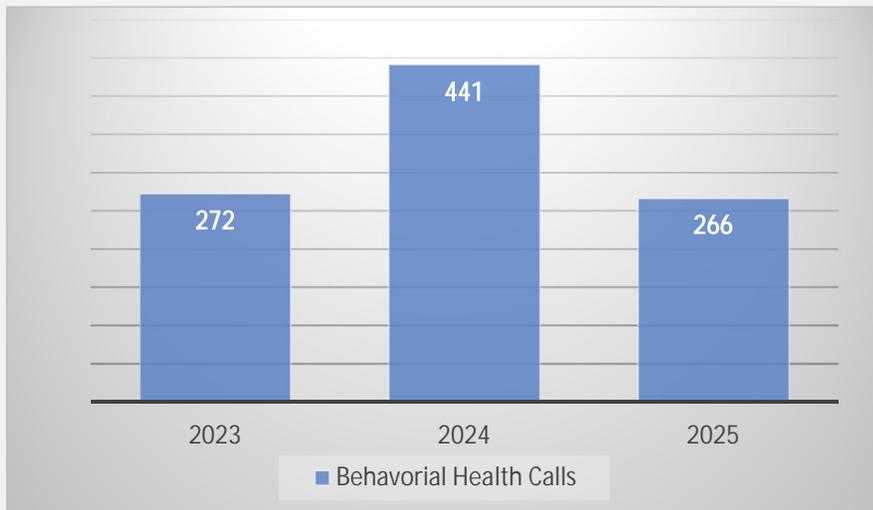
Currently: Successfully deployed with our specialized MHPO Officers.

Coming February 2026: Expanding Pulsara access to all Patrol Officers, ensuring every citizen in crisis benefits from this life-saving efficiency.

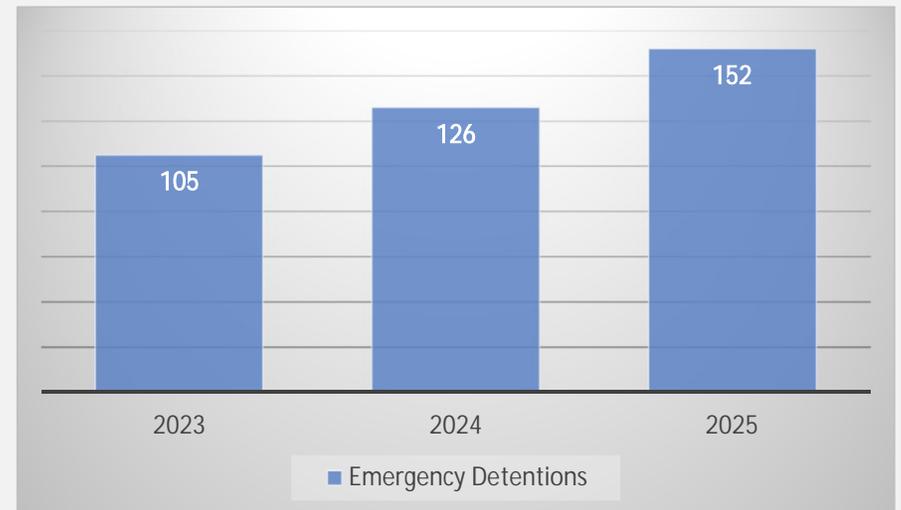
Bridging the Gap Between Crisis and Recovery



Individuals in Crisis Request for Assistance



Crisis Interventions



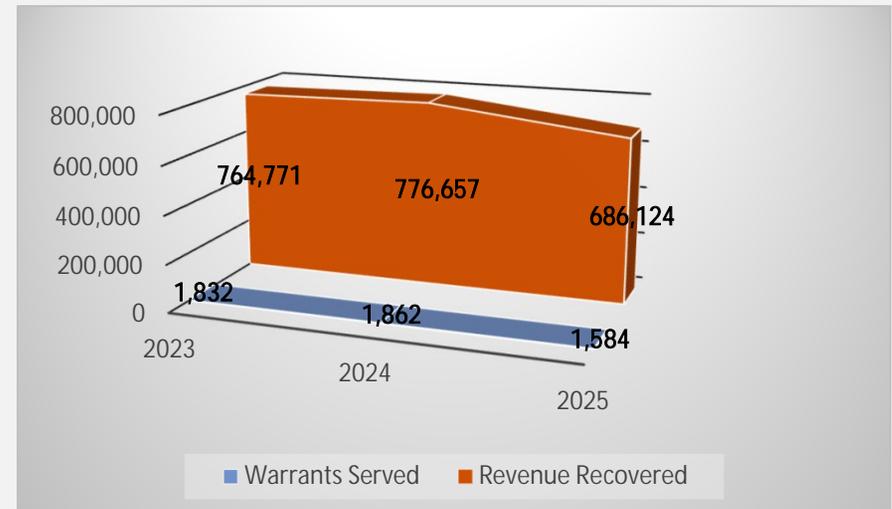
Special Operations Division

Enhancing Specialized Enforcement and Safety Resource Recovery



By assigning a dedicated Warrant Officer, the Seguin Police Department has streamlined the process of resolving outstanding cases. This role ensures that legal mandates are followed through, closing the loop on municipal violations and maintaining the integrity of our court system.

- **Self-Sustaining Success:** The resources that are recovered through this dedicated position significantly exceeds the cost of the role, providing a clear financial benefit to the city by reinvesting directly back into the technology and training that keeps Seguin's streets secure.
- **Patrol Support:** By having a specialized officer handle warrants, our Patrol Division stays on the streets, focused on emergency calls and neighborhood safety.
- **Fairness & Compliance:** This program ensures that those who have been cited follow through with their legal responsibilities, maintaining a fair environment for all citizens.



The TxDOT STEP Program Powered by Data-Driven Safety

The Mission: Safer Streets through Science

The Seguin Police Department partnered with TxDOT for the **Selective Traffic Enforcement Program (STEP)**. This isn't random patrolling; it is a federally funded, data-backed initiative designed to reduce crashes by focusing on high-risk areas.

The Strategy: Intelligence-Led Enforcement

We don't guess where to go—we follow the data.

Precision Zones: Using the Texas Crash Reporting Information System (CRIS), we identified specific "Enforcement Zones" where accidents are most frequent.

High Visibility: Our presence in these zones reminds drivers to slow down and stay focused, creating a "halo effect" of safety.

The Goal: To ensure every family in Seguin makes it home safely by reducing the behaviors that lead to preventable tragedies.

- 225 Traffic Stops
- 234 Warnings Issued (Prioritizing Education & Awareness)
- 55 Citations (Addressing High-Risk Violations)
- 5 Arrests (Removing Immediate Threats from the Road)





When a citizen calls 9-1-1, they aren't just reaching a phone line; they are reaching our **Public Safety Answering Point (PSAP)**. Our dispatchers are the calm voices in the dark, the tactical coordinators who ensure that the right help, whether it's Police, Fire, or EMS, reaches the right place at the right time.

The First First Responders: Inside the 9-1-1 PSAP

The invisible Thread Connecting Our Community to Crisis Care

Our PSAP team manages a complex digital ecosystem to keep Seguin safe:

Instant Triage: Using advanced protocols to provide life-saving instructions (like CPR or bleeding control) before the siren even arrives.

Tactical Coordination: Simultaneously tracking patrol units, fire trucks, and ambulances on a live digital map.

The Communication Hub: Utilizing tools like MED COM and Pulsara to alert hospitals in real-time, ensuring a "warm handoff" for patients in critical condition.

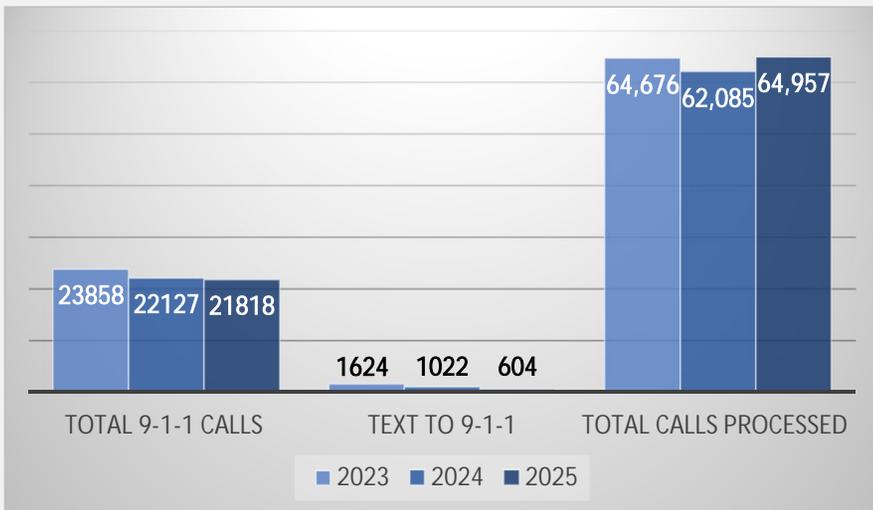
Why the PSAP Matters to You

The 10% Factor: Our PSAP efficiency accounts for **10% of our ISO Class 2 rating**, which helps lower your insurance premiums.

24/7/365 Vigilance: While the city sleeps, our dispatchers are monitoring every street, ensuring that help is never more than a heartbeat away.

9-1-1 PSAP Call Statistics

100% of 9-1-1 Calls Are Answered in Under 40 Seconds



ISO Rating Correlation



- Ratings 1-3
Excellent Protection
- Ratings 4-7
Average Protection
- Ratings 8-10
Poor/No Protection

By maintaining our ISO Class 2 status through 2025, we aren't just ensuring a fast response; we are supporting the economic health of every household and business in our community.

RECORDS DIVISION

The Records Division serves as the administrative backbone of the Seguin Police Department, ensuring the accuracy, integrity, and lawful release of police records. This team reviews and maintains incident and arrest reports, processes payments and background checks, manages open records requests, and coordinates the timely submission of cases to prosecutors, all while supporting officers, the courts, and the public with professionalism and efficiency.

- Reports Reviewed: 4,223
- Emails Handled: 10,511
- Faxes Processed: 131
- Payments Processed: 594
- Background Checks: 170
- Open Records Requests: 271
- Cases Sent to Prosecutors: 4,178



Quietly behind the scenes, the Records Division keeps the department moving, accountable, and responsive to the community.

Beyond the Shelter: A Year of Lifesaving Results

89.67% Live Release Rate!

Exceeding national benchmarks for municipal excellence

Positive Intake Trends: Impounds decreased to 897 (from 958), driven by proactive community education and field returns.

- 200+ Calls per month yielding 95 bite investigations and 103 citations.

A New Lease on Life:

- 296 Animals found forever homes through adoption.
- 84 High-needs animals moved to specialized rescue partners.

Proactive Population Control:

- 480 Spay/neuter surgeries completed.
- 216 Community cats served through specialized programs.

Prioritizing Health: Total euthanasia decreased by 9%, with cases strictly limited to medical or behavioral necessity.

926 Volunteer Hours
Logged in 2025!



2,099 Shelter Visitors
in 2025!



Public Safety & Engagement



3,300+ Hours of Community Support
Driven by volunteers, residents, and dedicated service.



- Our new mobile adoption unit has transformed how we connect with Seguin. By taking our animals into the neighborhood, we have increased visibility and lowered barriers to adoption.
- **Where You Saw Us:**
- **Major Events:** Earth Day, Bark-tober, and the North Pole Stroll.
- **Education:** Summer Day Camps, Civilian Police Academy, and City University.

Annual Employee Awards



Clayton Deagen
Officer of the Year



Clint Halbardier
Supervisor of the Year



Robert Rushing
Rookie of the Year



Lainey Beaudoin
Top DWI Enforcement



Stacy Passante
Professional Staff Member
of the Year



Jen Jordan
Animal Services
Paw & Claws Award

A Commitment to Seguin's Future

As we look toward the future, the Seguin Police Department remains steadfast in its mission to provide professional, community-oriented service during this time of historic growth for our city. The successes of 2025 highlighted here demonstrate that we are not just growing in size, but in capability and character.

We recognize that our progress is made possible through the investment of our citizens. By taking advantage of grant opportunities, extending the useful life span of existing facilities and utilizing a force multiplier approach, we seek ways to minimize costs. We remain dedicated to being good stewards of taxpayer dollars, ensuring that every expenditure is a strategic investment in public safety.

Our commitment to you remains simple: we will continue to embrace the technology and training necessary to keep Seguin safe, while never losing sight of the personal relationships that define our community. We are proud to serve as your guardians, and we thank the Mayor, City Council, City Manager, and every resident for the continued trust and support that makes our work possible.

Together, we are ensuring that as Seguin grows, it remains a safe and vibrant place to call home.

Respectfully,
Jason Brady
Chief of Police

Follow us on Facebook at [SPD TX](#) for real-time updates.



CITY OF SEGUIN

It's real.

Check Report

By Check Number

Date Range: 01/29/2026 - 02/10/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 1F-COS Pooled Cash						
00-9409	RAMIREZ, DAMIAN	02/05/2026	EFT	0.00	44.00	23600
00-9437	RODRIGUEZ, ROMEO	02/05/2026	EFT	0.00	44.00	23601
00-153	THE SEGUIN GAZETTE-ENTERPRISE	01/29/2026	Regular	0.00	180.00	160098
00-2132	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	01/30/2026	Bank Draft	0.00	111,420.50	DFT0006431
00-2321	SEGUIN TITLE COMPANY	01/30/2026	Bank Draft	0.00	453,607.87	DFT0006433

Bank Code 1F Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	180.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	565,028.37
EFT's	2	2	0.00	88.00
	5	5	0.00	565,296.37

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	180.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	565,028.37
EFT's	2	2	0.00	88.00
	5	5	0.00	565,296.37

Fund Summary

Fund	Name	Period	Amount
900	COS POOLED CASH	1/2026	565,208.37
900	COS POOLED CASH	2/2026	88.00
			565,296.37

CITY OF SEGUIN**RESOLUTION NO. _____****STATE OF TEXAS****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN, TEXAS
REAFFIRMING CIVIL RIGHTS POLICIES**

Whereas, the City of Seguin Texas, (hereinafter referred to as “City of Seguin”) has been awarded TxCDBG funding through a TxCDBG Texas Community Development Block Grant from the Texas Department of Agriculture (hereinafter referred to as “TDA”);

Whereas, the City of Seguin in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Seguin in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of Seguin in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 75, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the Section 3 Service Area;

Whereas, the City of Seguin in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of Seguin in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

Whereas, the City of Seguin in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of Seguin in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing;

Whereas, the City of Seguin in accordance with the Violence Against Women Act (VAWA) Reauthorization Act of 2022, to ensure that no local nuisance or crime-free ordinances must not result in penalties or eviction for victims of domestic violence and/or violent crimes.

Whereas, the City of Seguin agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE SEGUIN CITY COUNCIL OF THE CITY OF SEGUIN TEXAS, that:

The CITY of SEGUIN Reaffirms the following policies:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Excessive Force Policy (Form A1003);
3. Fair Housing Policy (Form A1015).
4. Section 504 Policy and Grievance Procedures (Form A1004); and
5. Code of Conduct Policy (Form A1002).

The City affirms its commitment to:

6. ensuring the right to seek law enforcement and/or emergency assistance as documented in the Violence Against Women Act Certification (Form A1025).

The City affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

7. Section 3 economic opportunity;
8. Limited English Proficiency; and
9. Activity to Affirmatively Further Fair Housing choice.

PASSED AND APPROVED THIS 17TH DAY OF FEBRUARY, 2026.

**DONNA DODGEN
MAYOR**

ATTEST:

Kristen Mueller, City Secretary

CITY OF SEGUIN



To: City Council
From: Kate McCloud, Grants Administrator
Date: February 2, 2026
Subject: Resolution Regarding Civil Rights Policies for the Texas Department of Agriculture (TDA) Texas Community Development Block Grant

It's real.

Historical Background

The City was recently awarded \$750,000 by the Texas Department of Agriculture (TDA) for the Texas Community Development Block Grant drainage project at the intersection of San Antoino Ave. and N. Vaughan Ave.

As part of the grant requirements the City must have civil rights policies and procedures in accordance with relevant Federal laws. These laws include:

- Housing and Community Development Act
- Age Discrimination Act
- Section 504 of the Rehabilitation Act
- Fair Housing Act
- Executive Order 13166
- Violence Against Women Act

The required polices were approved by City Council in June of 2020 for a previous TDA grant project. TDA requires that council reaffirm their commitment to these existing policies in order to meet the grant requirements. A separate form for the Violence Against Women Act Certification will be signed as part of the special conditions in the grant agreement itself later this spring.

Action Requested

City Council must approve the resolution to reaffirm the City's commitment to the following policies:

Citizens Participation Plan and Grievance Procedures (Form A1013)

Excessing Force Policy (Form A1003)

Fair Housing Policy (Form A1015).

Section 504 Policy and Grievance Procedures (Form A1004); and

Code of Conduct Policy (Form A1002).

Violence Against Women Act Certification (Form A1025).

Section 3 economic opportunity including:

Limited English Proficiency; and

Activity to Affirmatively Further Fair Housing choice.

Procurement Methodology & Funding Source

N/A

Staff Recommendation

Staff recommends approval of the resolution to fulfill the grant requirements.

ATTACHMENTS

1. Resolution adopting civil rights policies for this grant contract
2. Citizens Participation Plan and Grievance Procedures (Form A1013)
3. Excessing Force Policy (Form A1003)
4. Fair Housing Policy (Form A1015).
5. Section 504 Policy and Grievance Procedures (Form A1004); and
6. Code of Conduct Policy (Form A1002).
7. Violence Against Women Act Certification (Form A1025) example form – NOT for signature
8. Section 3 Policy
9. Informational handout about Section 3

CITY OF SEGUIN
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Seguin from Steve Parker, City Manager, at City Hall, 205 N River Street, Seguin, Texas 78155 (Mailing Address), (830) 379-3212, (Phone) during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to City of Seguin from Steve Parker, City Manager, at City Hall, 205 N River Street, Seguin, Texas 78155 (Mailing Address), (830) 379-3212, (Phone)
2. A copy of the complaint or grievance shall be transmitted by the City Manager to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City Manager shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.



Don Keil
Mayor
City of Seguin

ATTEST:



Naomi Manski
City Secretary

Date: June 16, 2020

LA CIUDAD DE SEGUIN
PLAN DE PARTICIPACIÓN CIUDADANA
PROGRAMA DE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de Steve Parker, Manager de la ciudad, at City Hall City of Seguin from Steve Parker, City Manager, at City Hall, 205 N River Street, Seguin, Texas 78155 (Dirección postal), (830) 379-3212, (teléfono) en horario de oficina.

A continuación se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la Steve Parker, Manager de la ciudad, at City Hall, 205 N River Street, Seguin, Texas 78155 (Dirección postal) o puede llamar a (830) 379-3212 (Teléfono).
2. Una copia de la queja o reclamación se transmitirá por Steve Parker, Manager de la ciudad, at City Hall, 205 N River Street, Seguin, Texas 78155 a la entidad que es encargada de la queja o reclamación y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El Secretario de la ciudad deberá cumplir una investigación de la queja o reclamación, si es posible, y dara una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia sera notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se debera completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.
6. Se proporcionara copias de los procedimientos de queja y las respuestas a las quejas, tanto en Inglés y Español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

Cuando lo solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por la Ciudad, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés seran una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan ingles.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y la Ciudad debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audencia será publica.
4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

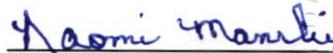
1. Como mínimo, la Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s) , acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado . Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.
3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que la Ciudad recibe fondos del programa TxCDBG:

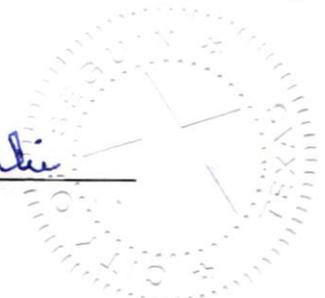
1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto TxCDBG, la Ciudad celebrará una audiencia pública y revisara el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en Inglés y Español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. La Ciudad conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno



Don Keil, Alcalde de Seguin



Fecha

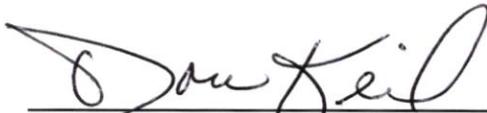


Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the City of Seguin hereby adopts and will enforce the following policy with respect to the use of excessive force:

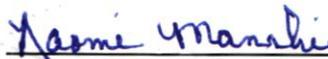
1. It is the policy of the City of Seguin to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Seguin to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. The City of Seguin passes this resolution adopting this policy.

As officers and representatives of the City of Seguin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.



Don Keil
Mayor
City of Seguin

ATTEST:



Naomi Manski
City Secretary

Date: June 16, 2020

Fair Housing Policy

In accordance with Fair Housing Act, the *City of Seguin* hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

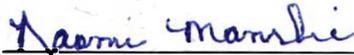
1. *The City of Seguin agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).*
2. *The City of Seguin agrees to plan at least one activity during the contract term to affirmatively further fair housing.*
3. *The City of Seguin passes this resolution adopting this policy.*

As officers and representatives of City of Seguin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.



Don Keil
Mayor
City of Seguin

ATTEST:



Naomi Manski
City Secretary

Date: June 16, 2020

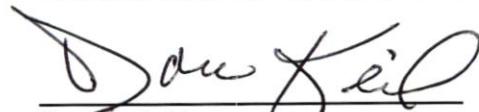
Section 504 Policy Against Discrimination based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), the City of Seguin hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. The City of Seguin does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of Seguin recruitment materials or publications shall include a statement of this policy in (1.) above.
4. The City of Seguin shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, the City of Seguin shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the City of Seguin to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to:
Main Street & CVB Director
Seguin Visitor Center
116 N Camp Street
Seguin, TX 78155 830-379-3212,
who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

- d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the **Main Street & CVB Director**. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by the **Main Street & CVB Director**, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the City of Seguin relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Seguin within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Seguin complies with Section 504 and HUD regulations.

PASSED AND APPROVED THE 16th DAY OF JUNE 2020 BY THE CITY COUNCIL.



Don Keil, Mayor
City of Seguin

Attest:



Naomi Manski, City Secretary
City of Seguin

CONFLICT OF INTEREST POLICY

CODE OF CONDUCT

As a Grant Recipient of a TxCDBG contract, the City of Seguin shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Seguin shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Seguin shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

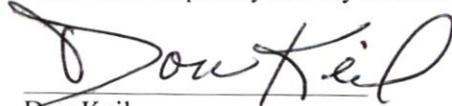
For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the city's attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Passed and adopted by the City Council of the City of Seguin, Texas, on the 16th day of June, 2020.



Don Keil
Mayor, City of Seguin

Attest:


Naomi Manski
City Secretary

Violence Against Women Act (VAWA) Certification

Grant Recipient: _____

As Civil Rights Officer, I certify that the Grant Recipient is in compliance with the Violence Against Women Reauthorization Act of 2022.

The Grant Recipient has reviewed its ordinances, local regulations, and policies (collectively referred to as "policies") adopted by the local government and currently in effect, with the following results:

- No policies were identified that contain any financial or regulatory penalty imposed on property owners or residents as a result of any use of emergency services.
- Or
- The following policies were identified that may contain financial or regulatory penalties imposed on property owners or residents as a result of any use of emergency services.

Policy	Purpose of policy	Financial or regulatory penalty (or potential penalty)

The Grant Recipient commits to re-evaluating and addressing any policies identified above as follows:

The Grant Recipient understands that any policies identified above must be re-evaluated and addressed within the grant agreement period.

- A summary of efforts to evaluate alternative policies that do not impede the Right to Report Crime and Emergencies from One's Home and a timeline for action on one or more alternatives must be submitted prior to the release of grant funds for construction.
- The timeline for implementation of alternative policies is subject to TDA review and approval; grant funds will be placed on hold if the Grant Recipient fails to comply with the requirements of this VAWA certification.

Name of Civil Rights Officer

Date policy review completed

Signature of Civil Rights Officer

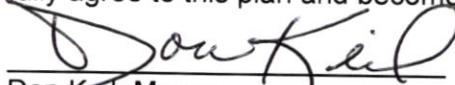
Date of Certification

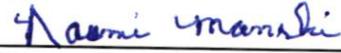
Section 3 Policy

In accordance with 12 U.S.C. 1701u the City of Seguin agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of Seguin, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.


Don Keil, Mayor


Naomi Manski, City Secretary

June 16, 2020
Date

A1024 Section 3 Presentation to City of Seguin

February 03, 2026





The City recently received the following grant award:

- Grant Contract No. CDV25-0428
- Award Amount: \$750,000
- Project: Reconstruction 393LF of Streets install 506 LF of Ribbon Curb, 287 LF of Valley Gutter, 486 LF of 36” and 18” Drainage Pipe, 8 area inlets, headwall, manholes and all other associated Appertanances.



The grant is funded through the Community Development Block Grant, via:

- U.S. Department of Housing and Urban Development (HUD)

and

- Texas Department of Agriculture (TDA)



Section 3 Concepts

- As a condition of funding, the City must comply with Section 3 of the Housing and Urban Development Act of 1968.
- To the greatest extent feasible, Grant Recipients must direct economic opportunities generated by CDBG funds to low- and very low-income persons.



Section 3 Concepts

In part, this means ensuring that:

- Section 3 Businesses have the information to submit a bid or proposal for the project; and
- Section 3 Workers have information about any available job opportunities related to the project.

For precise definitions, see TxCDBG Policy Issuance 20-01



Section 3 Business

A company may qualify as a **Section 3 Business** if:

- it is owned by low-income persons;
- it is owned by Section 8-Assisted housing residents; or
- 75% of all labor hours for the business in a 3-month period are performed by Section 3 Workers

Register at:

- HUD's Section 3 website:
<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>



Section 3 Business

This project is expected to include the following contracting opportunities:

- Grant Administration services (previously selected)
- Engineering Services (previously selected)
- Construction Company – to be awarded



Section 3 Worker

You may qualify as a **Section 3 Worker** if:

- Your annual income is below the county threshold for your family size:
- You are a current or recent Youthbuild participant

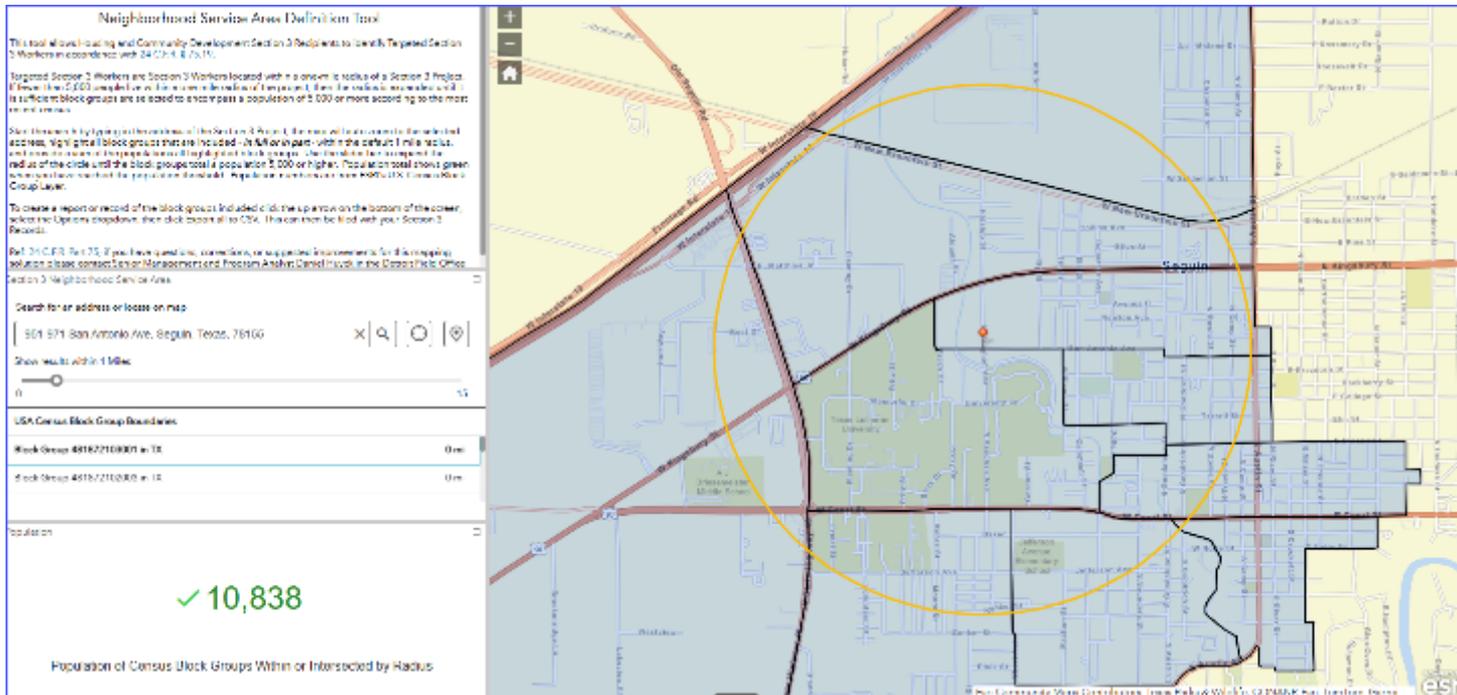
Register your information and search for opportunities at:

- WorkInTexas.gov
- CIVCAST
- Minority Women-owned Business Enterprise (MWBE)



Targeted Section 3 Worker

Section 3 Workers that reside near the project location may also qualify as Targeted Section 3 Workers. For this project, that service area is defined by this map:





Recordkeeping

Langford will track all hours worked on the project based on the three categories of workers.

This will require collection of certain income information.





For More Information

TxCDBG Policy Issuance 20-01

[REVISED Policy Issuance 20-01 Section 3 v1.pdf](#)
texasagriculture.gov

24 CFR Part 75

[Electronic Code of Federal Regulations \(eCFR\)](#)

Angela Sifuentes, Langford: (512) 452-0432
angela@LCMSinc.com

MEMORANDUM

To: City of Seguin Mayor, Council Members, and City Manager
From: Pamela Centeno, Director of Planning & Codes
Through: Rick Cortes, Deputy City Manager
Subject: **ZC 01-26 (15700 Blk of FM 725)**
Zoning Change from R-1 to NC
Date: January 26, 2026

Background

The City of Seguin received a zoning change request for a 16-acre portion of a 162.423-acre vacant tract located on FM 725 across the Arroyo Ranch residential subdivision. City Council previously approved a development agreement for a proposed development on the 162.423 acres of land, with proposed residential lots larger than the typical minimum lot sizes in other R-1 zoned subdivisions. Per the approved development agreement, the lot sizes for the residential lots in the proposed development will be no less than 10,000 sq ft, which is twice the size of the minimum lot size requirement of 5,000 sq ft in the R-1 and R-2 single family residential zoning district. The applicant is requesting a zoning change for the 16 acres of land fronting FM 725. Staff evaluated the zoning change request based on the criteria adopted in the Unified Development Code (UDC) as follows:

- The property is located within the Suburban Residential district on the Future Land Use Plan, which supports neighborhood commercial land uses if compatible in scale with adjacent homes.
- The existing land uses near the site are primarily single-family residential, but there are commercial-zoned properties and commercial uses on other properties in the area fronting FM 725. There is also an elementary school near this site. Neighborhood commercial zoning allows low-impact commercial uses that are intended to serve the residential developments within the area.
- The property has frontage along FM 725, a TxDOT ROW. Access points at this location will require approval from TxDOT.

Action Requested

Staff is requesting action on the applicant's request to rezone the 16-acre portion of land to Neighborhood Commercial (NC).

Recommendation

Staff presented the zoning change request to the Planning and Zoning Commission on January 13, 2026. Following a public hearing the Commission voted 9-0-0 to recommend approval of the zoning change request to Neighborhood Commercial.

Attachments

- Final Report of the Planning & Zoning Commission
- ZC 01-26 Staff Report
- Map Exhibits of the Subject Property
- Draft Ordinance



Planning and Zoning Commission Report ZC 01-26

A request for zoning change (ZC 01-26) from Single-Family Residential (R-1) to Neighborhood Commercial (NC) for the properties located at the 15700 Block of FM 725, Property IDs: 58287 and 58174 was considered during the January 13, 2025, Planning & Zoning Commission meeting.

Armando Guerrero, Planning Manager, presented the staff report and informed the Commission that the requested 16-acre portion is located along the frontage of FM 725 and is part of two tracts of land totaling 162.423 acres. The tracts are currently zoned Single-Family Residential (R-1) and have contained that zoning designation since their time of annexation in 2018 and have remain undeveloped.

Mr. Guerrero pointed out the existing commercial use within the area and explained that Neighborhood Commercial (NC) zoning allows low-impact commercial use that is intended to serve the neighboring residence and residential developments within the area but could also be utilized for residential use as well.

Mr. Guerrero went on to note that retail uses would entail small scale, limited impact commercial, retail, and personal service. Residential use would follow the residential development standards, both uses and development types will be required to meet the city's development requirements which include but are not limited to landscaping, platting, parking requirements, traffic impact analysis, drainage mitigation, etc. Mr. Guerrero pointed out the requested 16 acres is within the Suburban Residential district of the City's Future Land Use Plan, which encourages neighborhood commercial use if compatible with adjacent homes.

Mr. Guerrero concluded by noting that any proposed access points from FM 725 will require review and approval by TxDOT.

The regular meeting recessed, and a public hearing was held. Lonnie Eaves addressed the Commission and noted he is the applicant and representative for the owner for the request. Commissioner Jones inquired about the proposed uses at the location. Mr. Eaves noted offices, medical offices, and maybe retail. Tonya Gantt, 15881 FM 725 addressed the Commission. Ms. Gantt noted her concerns about traffic within the area and is concerned about the drainage, wildlife, and taxes that may be impacted by development.

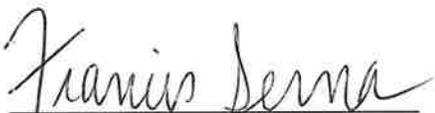
The regular meeting was reconvened for action. Commissioner Silvius touched on the traffic concern within the area and noted that development may trigger traffic calming measured within the area. Jennifer Shortess, Assistant Director of Capital Projects & Engineering, addressed the Commission and noted the reduced speed limit for that area was based on a past speed study and noted other developments may trigger signalization at the intersection of Pronghorn Trail. Ms. Shortess noted that she is not aware of any future TxDOT improvements for FM 725. Commissioner Windle inquired if residential and commercial have the same impact on traffic, Ms. Shortess noted that the different uses are evaluated differently. The Commission inquired if Neighborhood Commercial (NC) zoning would allow a residence on the second floor and commercial use on the first floor. Pamela Centeno, Director of Planning & Codes addressed the Commission and confirmed that Neighborhood Commercial allows for second floor residential use with commercial on the first and informed the Commission that the property in question has a development agreement with the city for a proposed residential development. Ms. Centeno noted the lot sized being proposed for the residential development will be larger and vary in size and pointed out the minimum lot size being proposed is 10,000 square feet and noted the city's minimum lot size for an R-1 lot is 5,000 square feet.

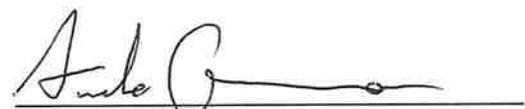
After consideration of the staff report and all information given regarding the requested zoning change (ZC 01-26), Vice Chair Davila made a motion to recommend approval of the zoning change request to Neighborhood Commercial (NC) for the subject properties. Commissioner Silvius seconded the motion. The Planning & Zoning Commission voted in favor of the recommendation. The following vote was recorded:

RECOMMENDATION TO APPROVE THE ZONING CHANGE TO NEIGHBORHOOD COMMERCIAL (NC)

MOTION PASSED

9-0-0


Francis Serna, Planning Assistant


ATTEST: Armando Guerrero, Planning Manager



PLANNING & CODES

**ZC 01-26 Staff Report
15700 Blk of FM 725
R-1 to NC**

Applicant:

Lonnie D. Eaves, P.E.
Vifil & Associates
P.O. Box 163314
Austin, TX 78716

Property Owner:

MDG-RIO V Limited
340 E. FM 150 Bldg. 3, St.300
Kyle, TX 78640

Property Address/Location:

15700 Block of FM 725
Seguin, TX 78155

Legal Description:

ABS: 29 SUR: A MANSOLA 118.069 AC.
AKA RIO VERDE SUB

ABS: 29 SUR: A MANSOLA 44.354 AC.
AKA RIO VERDE SUB

Property ID: 58174 & 58287

Lot Size/Project Area:

16 acres

Future Land Use Plan:

Suburban Residential

Notifications:

Mailed: Dec 31, 2025
Newspaper: Dec 28, 2025

Comments Received:

None at time of publication

Staff Review:

Armando Guerrero
Planning Manager

Attachments:

- Location Map
- Existing Zoning Map
- Future Land Use Plan Map
- Proposed Zoning Map

REQUEST:

A zoning change request from Single-Family Residential (R-1) to Neighborhood Commercial (NC).

ZONING AND LAND USE:

	Zoning	Land Use
Subject Property	R-1	Undeveloped land
N of Property	R-1	Undeveloped land
S of Property	R-1/R-2	Single family residential use
E of Property	P	Vogel Elementary
W of Property	OCL	Outside city limits

SUMMARY OF STAFF ANALYSIS:

The applicant is requesting a zoning change from Single-Family Residential (R-1) to Neighborhood Commercial (NC). The requested 16-acre portion is located along the frontage of FM 725 and is part of two tracts of land totaling 162.423 acres located within the 15700 Blk of FM 725. The site is currently vacant and undeveloped; the applicant is requesting a zoning change to Neighborhood Commercial (NC) to allow for potential retail uses that are allowed within the Neighborhood Commercial (NC) zoning district but reserve the option to develop the area for residential use.

CRITERIA FOR ZONING CHANGE:

Consistency with the future land use plan – Neighborhood Commercial zoning is appropriate in the Suburban Residential district if compatible with adjacent homes.

Compatible with existing and permitted uses of surrounding property – Yes, small scale commercial use can be seen to the east and west of site.

Adverse impact on surrounding properties or natural environment – Potential increase in traffic.

Proposed zoning follows a logical and orderly pattern – Neighborhood Commercial zoning allows for residential use, while also allowing various types of small scale, limited impact commercial, retail, personal services, and office use.

Other factors that impact public health, safety, or welfare – None specifically identified.

PLANNING DEPARTMENT ANALYSIS

SITE DESCRIPTION

The 16 acres requested is part of two tracts of land totaling 162.423 acres. The requested 16 acres of Neighborhood Commercial (NC) zoning will span the entire frontage of FM 725 as depicted on the applicant's proposed zoning map. These two tracts are currently zoned Single-Family Residential (R-1) and have contained that zoning designation since their time of annexation in 2018 and have remain undeveloped.

CODE REQUIREMENTS:

Uses allowed within the Neighborhood Commercial (NC) zoning per Section 3.4.3 Land Use Matrix of the city's Unified Development Code (UDC) would be permitted by right and can vary from residential to retail uses. Retail uses would entail small scale, limited impact commercial, retail, and personal service uses near their primary customers. Residential use/development would follow the typical residential development standards, uses and development will be required to meet the city's development requirements which include but are not limited to landscaping, platting, parking requirements, drainage mitigation, etc.

COMPATIBILITY WITH SURROUNDING LAND USE & ZONING:

Commercial (C) zoning and use can be seen to the east (Gas Station) and west (Dollar General), there is residential use and zoning to the north and south. The proposed Neighborhood Commercial (NC) zoning allows low-impact commercial use that is intended to serve the neighboring residence and residential developments within the area.

HEALTH, SAFETY, AND GENERAL WELFARE: (Protection & preservation of historical, cultural, and environmental areas.)

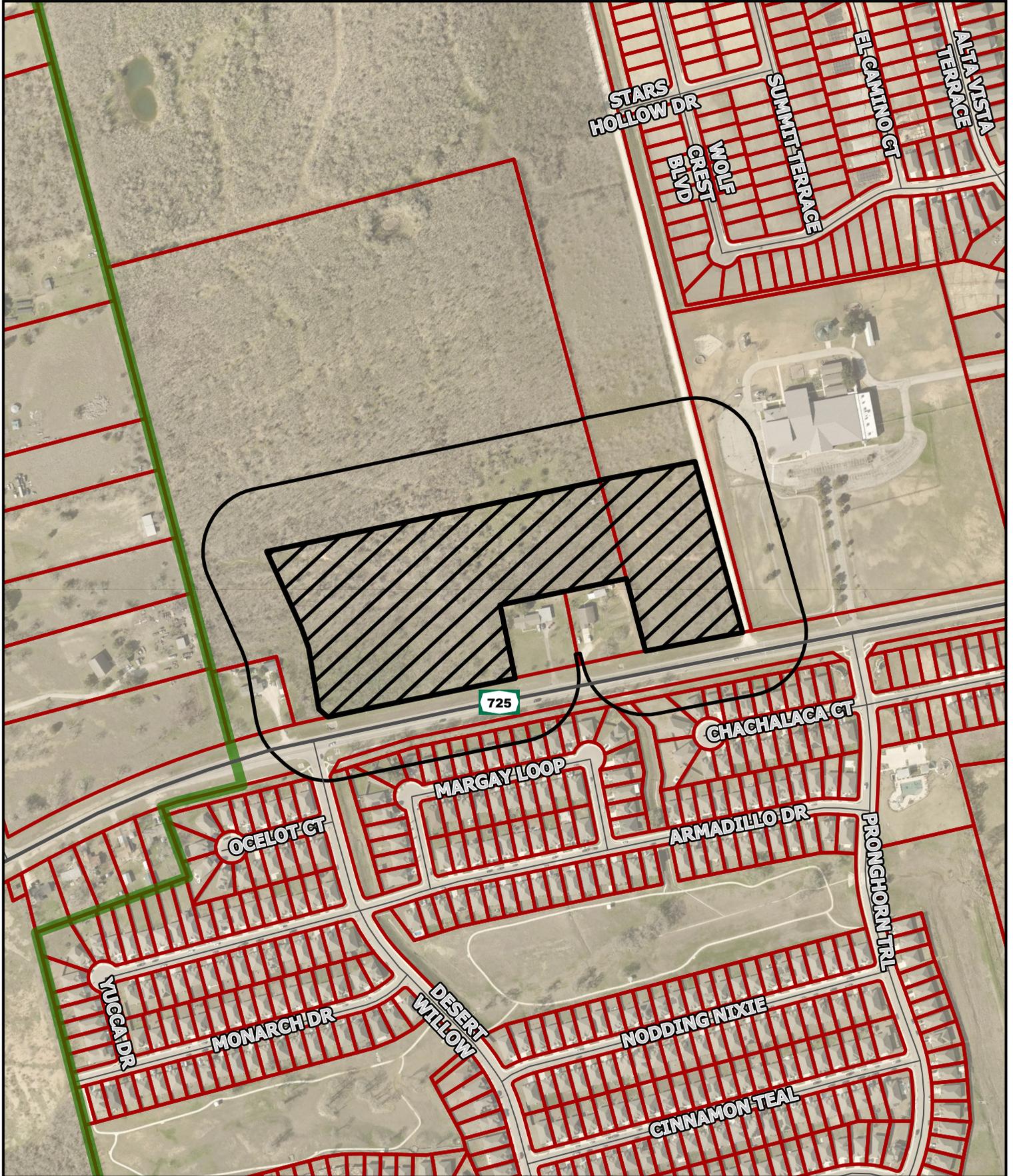
No health, safety or environmental issues have been identified for these properties.

COMPREHENSIVE PLAN (The Future Land Use Plan):

The requested 16 acres is within the Suburban Residential district of the City's Future Land Use Plan which encourages neighborhood commercial use if compatible with adjacent homes.

TRAFFIC (STREET FRONTAGE & ACCESS):

These properties contain frontage along FM 725, a TxDOT right-of-way. Access points at this location will require review and approval from TxDOT.



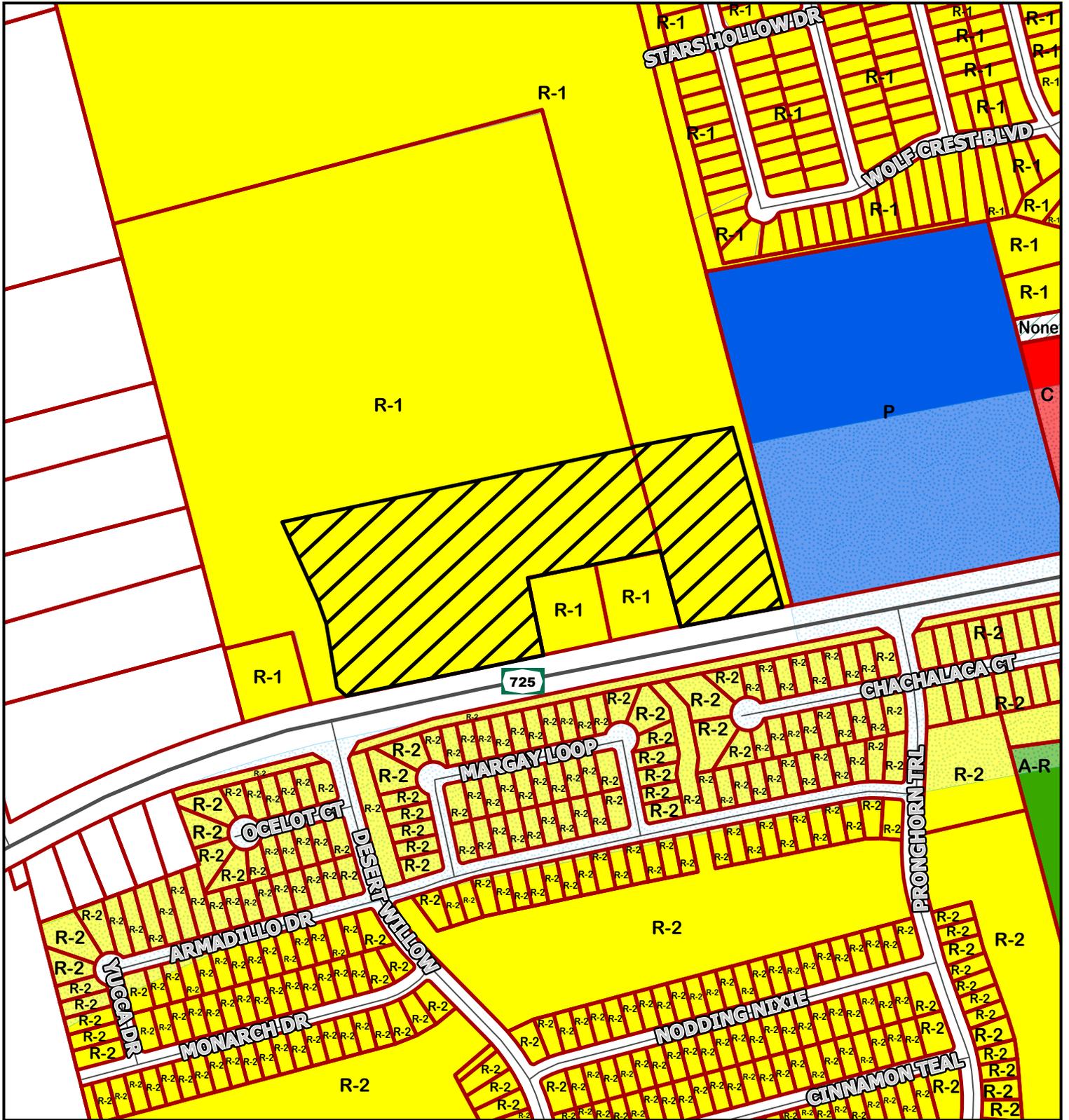
This map is for information purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The City of Seguin assumes no liability for errors on this map or use of this information.



-  200' Buffer
-  Parcel
-  Site Location

1 inch = 400 feet

Printed: 12/31/2025



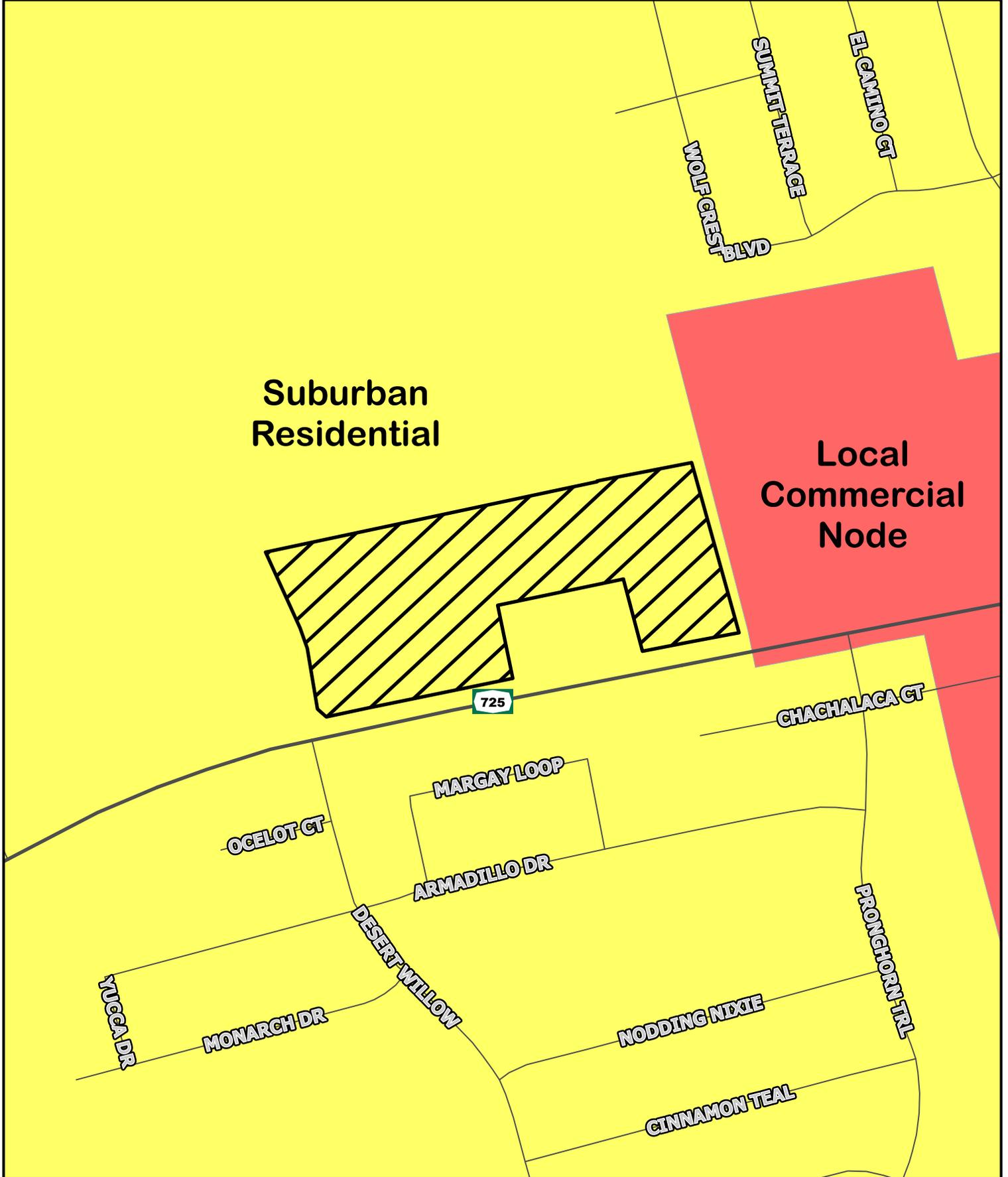
- | | | | | |
|----------------------|--------------------------|--------------------------|-----------------------------|----------------------------|
| Agricultural - Ranch | Light Industrial | Manufactured Home Park | Single Family Residential 1 | Zero Lot Lines |
| Commercial | Manufactured-Residential | Neighborhood Commercial | Single Family Residential 2 | Corridor Overlay Districts |
| Duplex 1 | MultiFamily 1 | None | Rural Residential | ROW |
| Duplex 2 | MultiFamily 2 | Public | Suburban Residential | |
| Industrial | MultiFamily 3 | Planned Unit Development | | |

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Site Location
 Parcel

1 inch = 400 feet

Printed: 12/31/2025



This map is for information purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The City of Seguin assumes no liability for errors on this map or use of this information.



Site Location



Parcel

1 inch = 400 feet

Printed: 12/31/2025

CITY OF SEGUIN

ORDINANCE NO. _____

COUNTY OF GUADALUPE

**AN ORDINANCE AMENDING THE ZONING ORDINANCE
NUMBER 884 OF THE CITY OF SEGUIN, TEXAS,
TO REASSIGN ZONING FOR PROPERTY CURRENTLY ZONED SINGLE FAMILY
RESIDENTIAL FOR PROPERTY LOCATED AT THE 15700 BLK OF FM 725,
PROPERTY ID 58174 AND 58287 MORE FULLY DESCRIBED IN EXHIBIT A
ATTACHED,**

(ZC 01-26)

WHEREAS, the property located at the 15700 Block of FM 725, more fully described in Exhibit A attached hereto and incorporated herein for all purposes (hereinafter "Property") is currently zoned Single Family Residential (R-1) and

WHEREAS, the City of Seguin has determined that the designation of said property from Single Family Residential (R-1) to Neighborhood Commercial (NC) meets the criteria for zoning map amendments in 2.4.4 of the City's Unified Development Code; and

WHEREAS, the Planning and Zoning Commission of the City of Seguin has previously considered the request following notification to surrounding property owners and a public hearing as required by law; and

WHEREAS, the Planning and Zoning Commission has recommended that the application for change of designation to Neighborhood Commercial (NC) be approved; and

WHEREAS, the City Council has received the report of the Planning and Zoning Commission and conducted a public hearing thereon as required by law; and

WHEREAS, the City Council has considered the report of the Planning and Zoning Commission and the evidence and testimony of the property owners and surrounding property owners;

THEREFORE, BE IT ORDAINED by the City Council of the City of Seguin, Texas, as follows:

1. Ordinance Number 884 is hereby amended by changing the zoning designation for said property from Single Family Residential (R-1) to Neighborhood Commercial (NC) and
2. The Planning and Zoning Director of the City of Seguin are hereby directed to reflect the herein described changes on the zoning map of the City.

PASSED AND APPROVED on the first reading this 3rd day of February 2026.

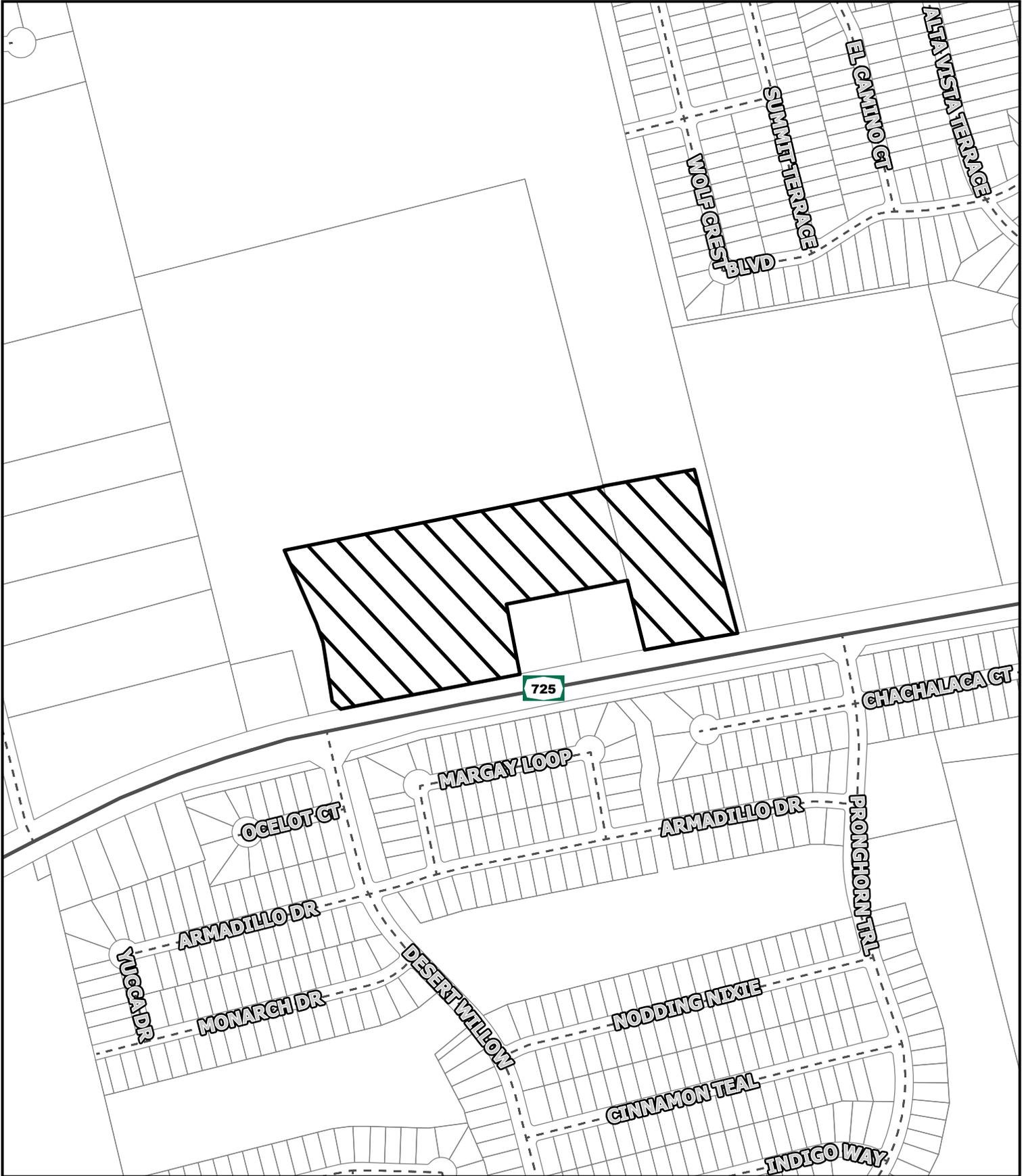
PASSED AND APPROVED on the second reading this 17th day of February 2026.

Donna Dodgen, Mayor

ATTEST:

Kristin Mueller, City Secretary

EXHIBIT A

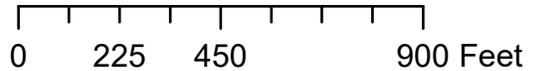


ZC 01-26 15700 Blk of FM 725

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Site



Printed : 12/31/20 **80**

MEMORANDUM

To: City of Seguin Mayor, Council Members, and City Manager
From: Pamela Centeno, Director of Planning & Codes
Through: Rick Cortes, Deputy City Manager
Subject: **ZC 02-26 (NE Corner of SH 46 and Rudeloff Rd)**
Zoning Change from A-R to C
Date: January 26, 2026

Background

The City of Seguin received a zoning change request for a 0.18-acre portion of a 15.996-acre vacant tract located at the northeast corner of SH 46 and Rudeloff Rd. The applicant is proposing to develop the land at the corner of SH 46 and Rudeloff Rd for a commercial use. The majority of the proposed development is located on the adjacent property to the west, which is already zoned Commercial. Due to the proposed future expansion of SH 46, the applicant needs to purchase 0.18 acres of the vacant land to the east. The applicant is only requesting a zoning change for the 0.18 acres of the 15.996-acre tract. Staff evaluated the zoning change request based on the criteria adopted in the Unified Development Code (UDC) as follows:

- The property is located within the Local Commercial district on the Future Land Use Plan, which supports regional commercial land uses if compatible with the scale of nearby residences.
- The frontage along this section of SH 46 in Seguin is zoned Commercial. A gas station is located on the southwest corner of SH 46 and Rudeloff Rd. This area is adjacent to the Mill Creek Crossing residential subdivision, but abuts the detention pond, which serves as a buffer between the proposed commercial use and the homes within the residential subdivision.
- The small 0.18-acre portion of land, if approved for commercial zoning, will be combined with the corner property and will be platted for commercial development. The corner property has frontage along SH 46 and Rudeloff Rd. There is an existing traffic signal at the SH 46-Rudeloff Rd intersection.

Action Requested

Staff is requesting action on the applicant's request to rezone the 0.18-acre portion of land to Commercial (C).

Recommendation

Staff presented the zoning change request to the Planning and Zoning Commission on January 13, 2026. Following a public hearing the Commission voted 9-0-0 to recommend approval of the zoning change request to Commercial.

Attachments

- Final Report of the Planning & Zoning Commission
- ZC 02-26 Staff Report
- Map Exhibits of the Subject Property
- Draft Ordinance



Planning and Zoning Commission Report ZC 02-26

A request for zoning designation ZC 02-26 for the property near the northeast corner of SH 46 and Rudeloff Rd to Commercial (C) was considered at the January 13, 2026, Planning & Zoning Commission meeting. The subject properties, identified by property identification number 121704, is located within the City of Seguin's city limits.

Kyle Warren, Planner, presented the staff report. He explained that the subject property consists of approximately 0.18 acres and is currently zoned Agricultural Ranch (AR). The requested Commercial (C) zoning designation is wanted by the applicant for a proposed gas station. The property would then be platted into the existing commercial lot to the west.

Mr. Warren further explained that the property falls into the Future Land Use Plan category: Local Commercial, which is only somewhat supportive of Commercial zoning, in that any considered use should be appropriate with the scale of nearby residences and neighborhood commercial uses.

Mr. Warren then stated that the surrounding zoning types were Commercial to the west along SH 46 with a nearby Valero gas station, and south across Rudeloff Rd., Single-Family residential to the north in the form of Mill Creek Crossing subdivision, and Agricultural Ranch to the east, in the remaining 15.8 acres of the vacant tract the request was coming from.

Mr. Warren went on to note that access will be from State Hwy 46 and Rudeloff Rd.

Commission Chair Felty inquired about the paved ingress to the south, asking why the eastern portion of the entrance, zoned Agriculture Ranch as well, was not included in the zone change.

Mr. Warren noted that flatwork, in the form of a paved entry, does not constitute a zone change, and could be done in Agriculture Ranch zoning.

Commission Chair Felty then asked why the portion being zoned to commercial wasn't only considered flatwork for the proposed parking of the gas station.

Mr. Warren then explained that platting a portion of Agriculture ranch of .18 acres would be illegal, as the minimum for lot size in Agricultural Ranch zoning is 10 acres.

Commissioner Jones, III then asked if the portion abutting the zoning change zoned Single-Family Residential would need screening from future commercial development.

Mr. Warren noted (with the aid of Planning Manager Armando Guerrero) that there would only be screening required if a residence was located on the residential property.

The regular meeting recessed, and a public hearing was held. Kiew Kam, the applicant for the request, addressed the commission. He stated that the proposed zoning request, if approved, would lead to the construction of a Seven Eleven gas station. He told the commission he had renderings to show if needed and could answer any questions about the project.

The commission did not ask any further questions of Mr. Kam.

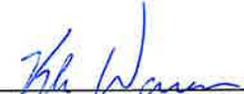
The regular meeting was reconvened for action. After consideration of the staff report and all information given regarding the requested zoning designation (ZC 02-26), Commissioner Jones, III made a motion to recommend approval of the requested Commercial (C) zoning designation for the subject property. Commissioner Schievelbein seconded the motion. The Planning & Zoning Commission voted in favor of the recommendation. The following vote was recorded:

RECOMMENDATION TO APPROVE THE ZONING CHANGE TO COMMERCIAL (C)

MOTION PASSED

9-0-0


Francis Serna, Planning Assistant


ATTEST: Kyle Warren, Planner



PLANNING & CODES

**ZC 02-26 Staff Report
SH 46 and Rudeloff Rd
Zoning Change from A-R to C**

Applicant:

Kiew Kam
1782 W McDermott Dr
Allen, TX 75013

Property Owner:

Gregg Claire & Gregg
Margaret
30906 Acacia Pass
Bulverde, TX 78163

Property Address/Location:

SH 46 and Rudeloff Rd
PID # 121704

Legal Description:

ABS: 20 SUR: A M
ESNAURIZAR 15.996 AC.

Lot Size/Project Area:

0.18 AC. Out of 15.996 acre tract

Future Land Use Plan:

Local Commercial

Notifications:

Mailed: 12/31/2025
Newspaper:

Comments Received:

None at publication

Staff Review:

Kyle Warren
Planner

Attachments:

- Location Map
- Existing Zoning Map
- Future Land Use Plan Map
- Exhibit A

REQUEST:

A Zoning Change request from Agricultural-Ranch (A-R) to Commercial (C).

ZONING AND LAND USE:

	Zoning	Land Use
Subject Property	A-R	Undeveloped land
N of Property	R-1	Drainage (used by Mill Creek Crossing)
S of Property	C	Undeveloped land
E of Property	AR	Undeveloped land
W of Property	C	Undeveloped land

SUMMARY OF STAFF ANALYSIS:

The property is proposed to be developed into a new gas station. The western edge of the property in question is approximately 0.18 acres and currently zoned Agricultural Ranch. Most of the proposed development is on the adjacent western property (PID 121709) and is already zoned Commercial.

CRITERIA FOR ZONING CHANGE:

Consistency with the future land use plan – Somewhat consistent. The use of Commercial zoning (called regional commercial by the FLUP) is appropriate if compatible with the scale of nearby residences and neighborhood commercial uses.

Compatible with existing and permitted uses of surrounding property – There is adjacent commercial zoning, nearby commercial land use in the gas station located at 2998 SH 46 N (Valero).

Adverse impact on surrounding properties or natural environment – None identified.

Proposed zoning follows a logical and orderly pattern – If combined with the existing commercial zoning along the SH 46 frontage, there is a logical pattern for development along a major transportation corridor.

Other factors that impact public health, safety, or welfare – An increase in traffic near the intersection of SH 46 and Rudeloff Rd.

PLANNING DEPARTMENT ANALYSIS

SITE DESCRIPTION

The 0.18-acre section is part of the larger 15.996-acre property along the 1500-1600 BLK of Rudeloff Rd. The portion proposed for rezoning to Commercial is adjacent to the existing commercial zoning on the property to the west. If the zone change is approved the property will be platted into the existing commercial parcel to the west.

CODE REQUIREMENTS:

In order to develop the tract for commercial use, the property must be zoned Commercial. The current zoning of Ag-Ranch restricts retail and services development.

COMPATIBILITY WITH SURROUNDING LAND USE & ZONING:

Commercial zoning exists to the immediate west of the property and to the south across Rudeloff Rd. Nearby across the intersection of SH 46 and Rudeloff Rd. there is an existing gas station use, similar to the proposed development.

HEALTH, SAFETY, AND GENERAL WELFARE: (Protection & preservation of historical, cultural, and environmental areas.)

None identified.

COMPREHENSIVE PLAN (The Future Land Use Plan):

This 0.18 section falls in the Local Commercial FLUP which states: "The Local Commercial District is intended for various neighborhood-scale commercial businesses that support nearby residential communities. Commercial uses should be appropriate in scale and centered on local thoroughfare intersections to offer day-today services for surrounding residents, such as restaurants, retail, and personal services."

TRAFFIC (STREET FRONTAGE & ACCESS):

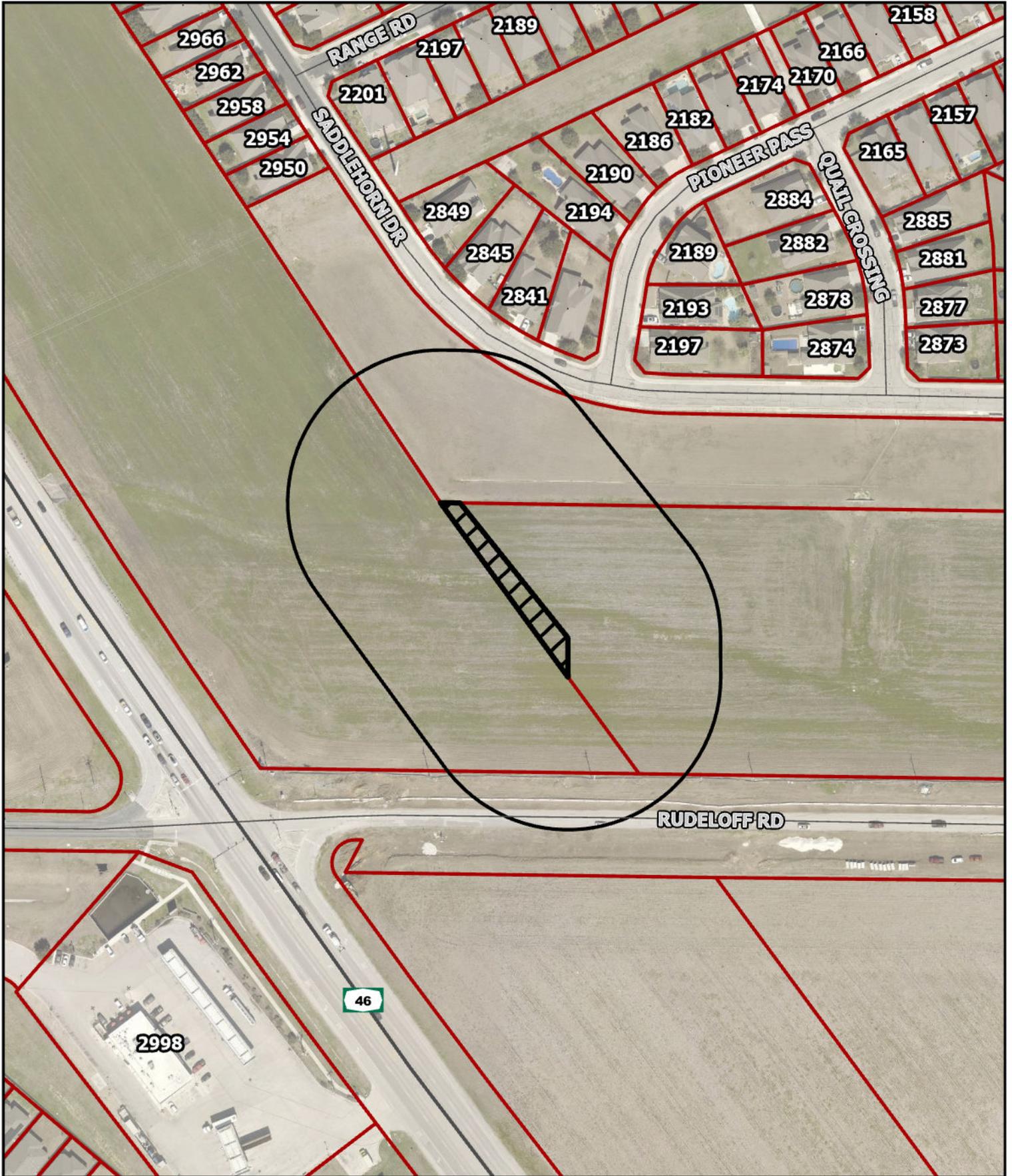
The development's proposed access will be from Rudeloff Rd. where the property has a street frontage.

OTHER CONSIDERATIONS:

As always, development of vacant land will be required to follow all development standards, to include, but not limited to platting, drainage, landscaping, public improvements (utility extension), etc. Additionally, screening will be required at time of development along the adjacent Single-Family zoned properties.

LOCATION MAP

ZC 02-26 near NE corner of Rudeloff Rd and SH 46



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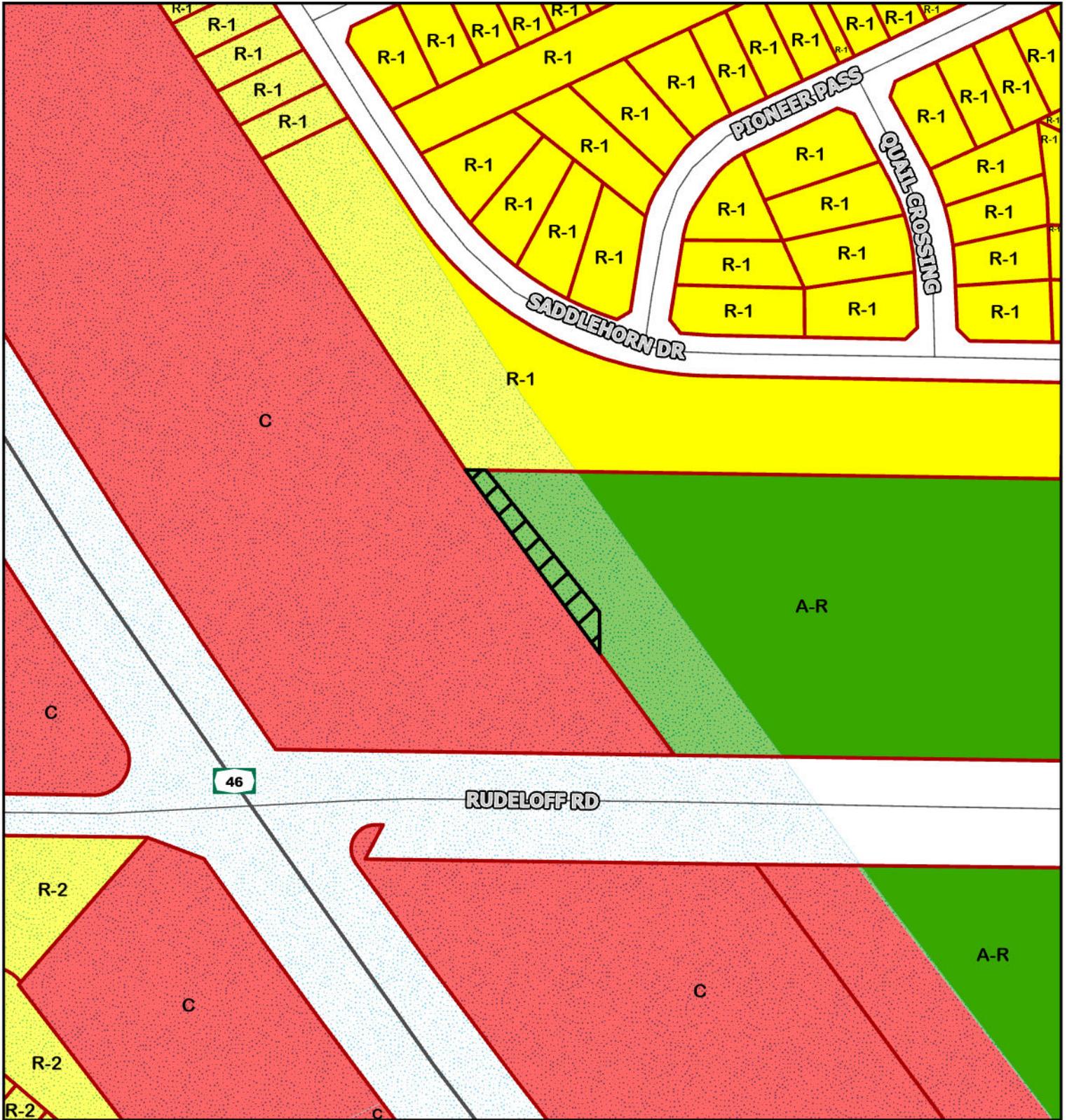
- 200' Buffer
- Parcel
- Site Location

1 inch = 167 feet

Printed: 12/11/2025

ZONING MAP

ZC 02-26 near NE corner of SH 46 & Rudeloff Rd



Agricultural - Ranch	Light Industrial	Manufactured Home Park	Single Family Residential 1	Zero Lot Lines
Commercial	Manufactured-Residential	Neighborhood Commercial	Single Family Residential 2	Corridor Overlay Districts
Duplex 1	MultiFamily 1	None	Rural Residential	
Duplex 2	MultiFamily 2	Public	ROW	
Industrial	MultiFamily 3	Planned Unit Development	Suburban Residential	

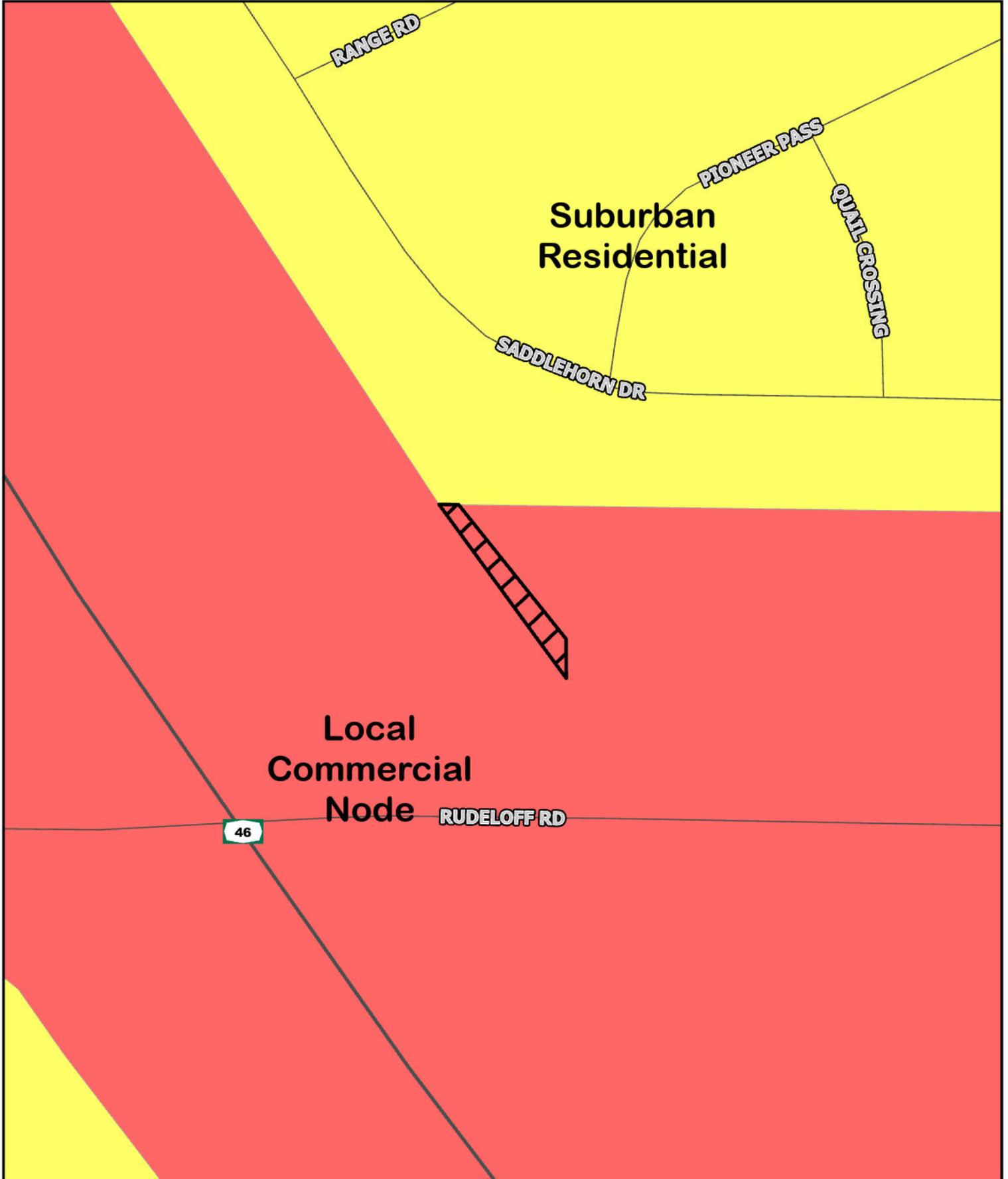
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Site Location
 Parcel

1 inch = 167 feet

Printed: 1/2/2026

FUTURE LAND USE MAP ZC 02-26 near NE corner of SH 46 & Rudeloff Rd



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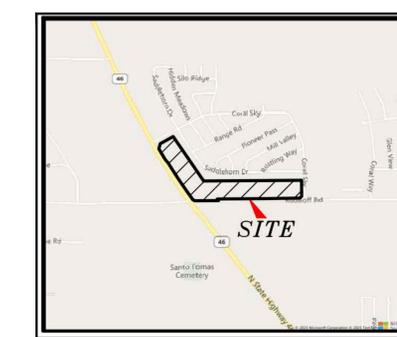
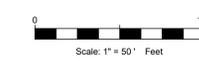
Site Location



Parcel

1 inch = 167 feet

Printed: 1/2/2026



VICINITY MAP
N.T.S.



EXISTING ZONING = COMMERCIAL

EXISTING ZONING = AG
PROPOSED ZONING - COMMERCIAL

+/- 0.18 ACRES AREA TO BE REZONED TO COMMERCIAL

APPROXIMATE HWY 46 EXPANSION ROW LINE

PROPOSED AIR/VAC

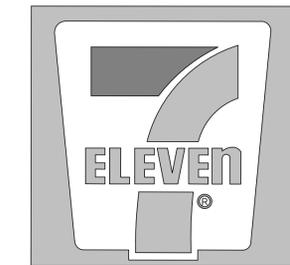
PROPOSED ABOVE GROUND DETENTION POND FOR ILLUSTRATIVE PURPOSE ONLY

SITE DATA SUMMARY TABLE

SITE ACREAGE:	±1.68 ACRES
PROPOSED USE:	7-11
EXISTING ZONING:	AG
PROPOSED ZONING:	COMMERCIAL
BUILDING AREA:	4,816 S.F.
REGULAR PARKING PROVIDED:	34 SPACES



NO.	DATE	DESCRIPTION	BY
1	12-03-25	1st CITY SUBMITTAL	KK
2	.	.	.
3	.	.	.
4	.	.	.
5	.	.	.
6	.	.	.
7	.	.	.
8	.	.	.
9	.	.	.
10	.	.	.



SITE PLAN
7-11
SH46 AND RUDELOFF ROAD
CITY OF SEGUIN
TEXAS
ANTONIO MARIA ESNOURIZAR SURVEY

T: 469.331.8566 | F: 469.213.7145 | E: info@triangle-engr.com
W: triangle-engr.com | O: 1782 W. McDermott Drive, Allen, TX 75013

Planning	Civil Engineering	Construction Management			
P.E.	DES.	DATE	SCALE	PROJECT NO.	SHEET NO.
XX	XX	XX-XX-XX	SEE SCALE BAR	109-25	C-3.0

TX. P.E. FIRM #11525

CITY OF SEGUIN

ORDINANCE NO. _____

COUNTY OF GUADALUPE

**AN ORDINANCE AMENDING THE ZONING ORDINANCE
NUMBER 884 OF THE CITY OF SEGUIN, TEXAS,
TO REASSIGN ZONING FOR PROPERTY CURRENTLY ZONED AGRICULTURAL
RANCH FOR PROPERTY LOCATED NEAR THE NORTHEAST CORNER OF SH 46
AND RUDELOFF RD., PROPERTY ID 121704 MORE FULLY DESCRIBED IN
EXHIBIT A ATTACHED,**

(ZC 02-26)

WHEREAS, the property located at near the Northeast corner of SH 46 and Rudeloff Rd., more fully described in Exhibit A attached hereto and incorporated herein for all purposes (hereinafter "Property") is currently zoned Agricultural Ranch (A-R) and

WHEREAS, the City of Seguin has determined that the designation of said property from Agricultural Ranch (A-R) to Commercial (C) meets the criteria for zoning map amendments in 2.4.4 of the City's Unified Development Code; and

WHEREAS, the Planning and Zoning Commission of the City of Seguin has previously considered the request following notification to surrounding property owners and a public hearing as required by law; and

WHEREAS, the Planning and Zoning Commission has recommended that the application for change of designation to Commercial (C) be approved; and

WHEREAS, the City Council has received the report of the Planning and Zoning Commission and conducted a public hearing thereon as required by law; and

WHEREAS, the City Council has considered the report of the Planning and Zoning Commission and the evidence and testimony of the property owners and surrounding property owners;

THEREFORE, BE IT ORDAINED by the City Council of the City of Seguin, Texas, as follows:

1. Ordinance Number 884 is hereby amended by changing the zoning designation for said property from Agricultural Ranch (A-R) to Commercial (C) and
2. The Planning and Zoning Director of the City of Seguin are hereby directed to reflect the herein described changes on the zoning map of the City.

PASSED AND APPROVED on the first reading this 3rd day of February 2026.

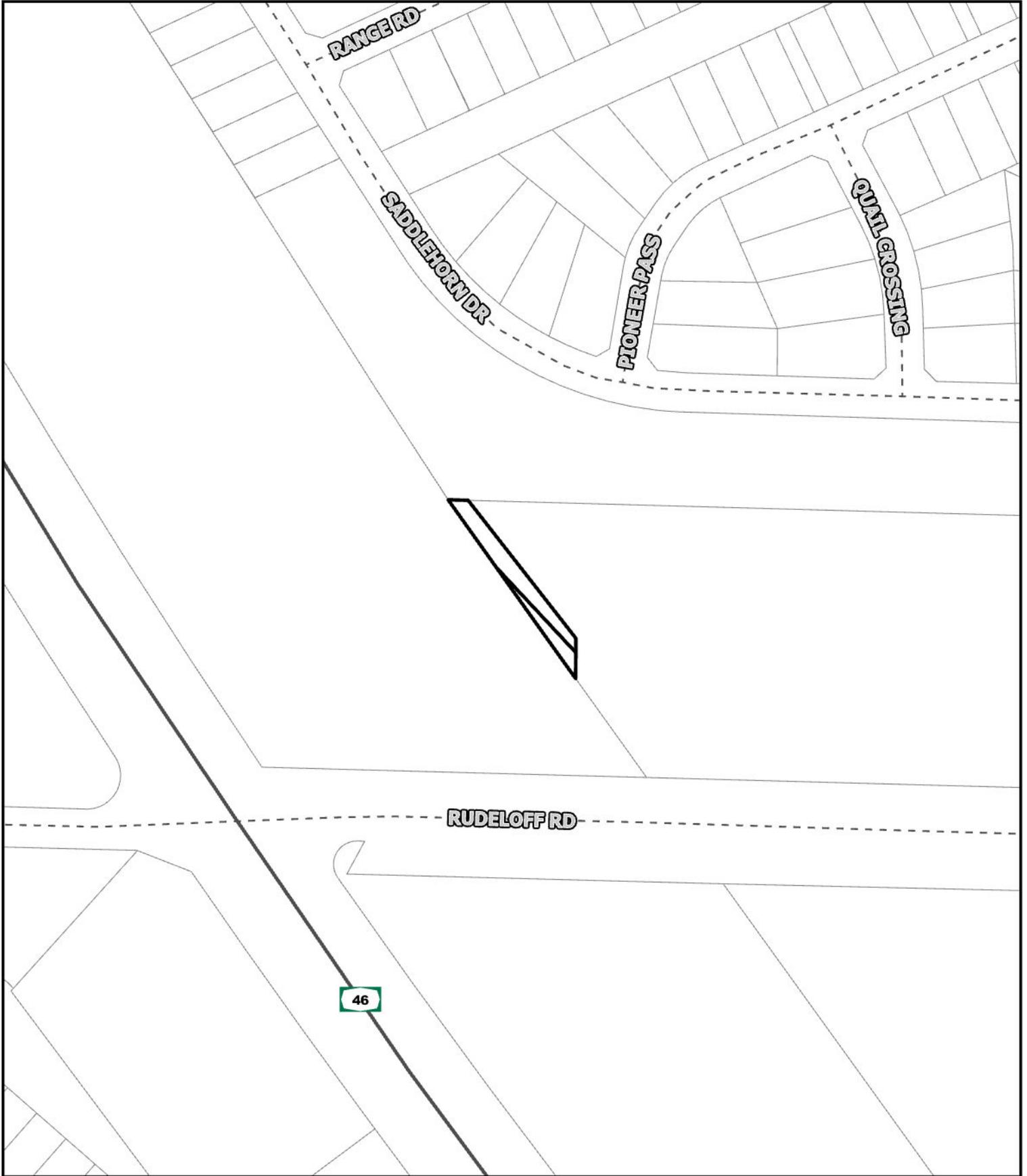
PASSED AND APPROVED on the second reading this 17th day of February 2026.

Donna Dodgen, Mayor

ATTEST:

Kristin Mueller, City Secretary

EXHIBIT A

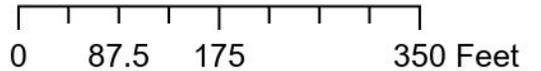


ZC 02-26 near NE corner of SH 46 & Rudeloff Rd

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Site



Printed : 1/2/2026 92



It's real.

Memorandum

To: Mayor and City Council Members
Steve Parker, City Manager

From: Melissa Reynolds, P.E., MPA, CFM, City Engineer

Through: Rick Cortes, Deputy City Manager

Subject: Resolution of the City Council of the City of Seguin, Texas to execute the ExxonMobil Right-of-Way Consent Agreement associated with utility relocation for Cordova Road.

Date: February 17, 2026

Historical Background

In August 2021, the City of Seguin was awarded funding through the Alamo Area Metropolitan Planning Organization (AAMPO) for the STBG-Road Widening Off System, Cordova Road Project. The project will widen Cordova Road from State Highway 46 to State Highway 123 to four (4) lanes and include a median and shared use paths on both sides. Guadalupe County is a partner in this project and will contribute to the local match required for this funding source.

In August 2022, City Council awarded a professional services contract for engineering with Pape-Dawson Engineers, Inc. for engineering and design services of the Cordova Road Project CSJ #0915-46-052. The project is currently at 90% design and waiting to complete the ROW acquisition. Utility relocation is the next task to be completed before project is let for construction. ExxonMobil is one Utility company that requires their infrastructure to be relocated or adjusted.

A reimbursement agreement with a cost estimate will be provided at a later date.



Figure 1: Exxon Pipeline Relocation Exhibit

Action Requested

It is recommended that the ExxonMobil Right-of-Way Consent Agreement be executed.

Procurement Methodology & Funding Source

There are no funding impacts to this agreement.

Staff Recommendation

Staff recommends authorization of the City Manager to execute the ExxonMobil Right-of-Way Consent Agreement.

ATTACHMENTS

- 1. 2026.02.17 Resolution ExxonMobil Consent Agreement
- 2. ExxonMobil Consent Agreement

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN, TEXAS TO AUTHORIZE A RIGHT-OF-WAY CONSENT AGREEMENT WITH EXXONMOBIL FOR UNDERGROUND INFRASTRUCTURE IN THE CORDOVA ROAD PROJECT; AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSENT AGREEMENT WITH EXXONMOBIL; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Seguin was awarded funding through the Alamo Area Metropolitan Planning Organization (AAMPO) for the STBG-Road Widening Off System, Cordova Road Project. The project will widen Cordova Road from State Highway 46 to State Highway 123 to four (4) lanes and include a median and shared use paths on both sides; and

WHEREAS, the Guadalupe County is a partner in this project and will contribute to the local match required for this funding source; and

WHEREAS, the Right-of-Way Consent Agreement is for the underground infrastructure located in the Cordova Road Project; and

WHEREAS, the City requires ExxonMobil to design and relocate or adjust the underground infrastructure currently located within Cordova Road right-of-way; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Seguin, Texas:

SECTION 1. The City Council hereby authorizes the right-of-way consent agreement with ExxonMobil for the relocation or adjustment of underground infrastructure in the Cordova Road Project.

SECTION 2. The City Manager, Steve Parker, is authorized to execute the consent agreement with ExxonMobil for the Cordova Road Project.

SECTION 3. This resolution is effective on the date of its passing.

PASSED AND APPROVED THIS 17th DAY OF FEBRUARY 2026.

Donna Dodgen
Mayor

ATTEST:

Kristin Mueller
City Secretary

ExxonMobil Pipeline Company LLC

22777 Springwoods Village Parkway
E2.2B.334
Spring, Texas 77389
(346) 502-1912 Telephone

Jason Jones

Manager, Right-of-Way & Claims



2/2/2026

Right-of-Way Consent Agreement (“Consent Agreement”)

RE: Expanding road lanes on Cordova Road

Kevin Larney on behalf of the City of Seguin
6105 Tennyson Pkwy Suite 210
Plano, TX 75024

Gentlemen:

1C#3932

Request ID: RIT22026661

ExxonMobil Pipeline Company LLC (“EMPCo”) has reviewed the proposed plans to expand Cordova Road in Seguin, Texas, from a two-lane roadway to a four-lane roadway over EMPCo’s pipeline (29.628364, -97.995086). As a condition of EMPCo’s approval, a separate reimbursable agreement—providing for 100% reimbursement of all costs incurred by EMPCo—will be required. This agreement will cover all necessary work, including but not limited to the extension of the existing pipeline casing and the relocation or adjustment of vent pipes situated on both the north and south sides of Cordova Road. As you are aware, EMPCo owns and/or operates petroleum, petroleum products and chemicals pipelines that must be protected from external damage and maintained in accordance with EMPCo, State and Federal standards to protect the safety of the public and the environment. In order to do this, EMPCo has developed certain terms and conditions that must be agreed to by anyone intending to construct facilities on or within our rights of way. EMPCo consents to the improvements below provided City of Seguin agrees to the following terms and conditions:

1. City of Seguin and its contractors agree to conduct all activities and operations on, in, over, under, through or near EMPCo’s easement in a manner that will not unreasonably interfere with EMPCo’s operation or maintenance of its pipelines in the easement or pose a hazard to the pipelines. City of Seguin recognizes its use of the easement area will always be subject to the prior rights of EMPCo to utilize any and all portions of its easement, in any manner consistent with the terms of the Easement. Any change or deviation in the proposed design, layout or construction of the Improvements, which affects EMPCo’s easement, excluding changes required by EMPCo, shall first be reviewed and consented to by EMPCo before any work or activity shall take place on, in, over, under or through the easement. Failure to do so voids this consent. Should EMPCo acquire updated data to its facilities and/or condition of the easement from the time consent is granted, but prior to construction of improvements that poses a hazard should the improvements be installed, EMPCo reserves the right to void consent to the improvements, requiring City of Seguin to pay for any mitigation costs should the design of the improvement(s) not be able to be adjusted. No facilities, fittings, appurtenances, fixtures or improvements, except for those described in the introductory paragraph of the Consent Agreement as Improvements, may be placed on, in, under, over, or through the easement, without express written consent from EMPCo.
2. City of Seguin or its contractors will contact **EMPCo’s Antonio Alaniz at (281) 428-6789** a minimum of 72 hours prior to performing any activity within the easement, provided however that in the event of emergency operations, such notice may be given as soon as reasonably possible.
3. Excavating or digging within the easement is prohibited without prior consent and an EMPCo inspector on site, except in the event of an emergency, per paragraph 2 of this Agreement.

4. In the event EMPCo shall excavate its pipelines for any reason consistent with the terms of the Easement, or should additional pipelines be installed within the easement, City of Seguin and its successors and assigns will, at its sole expense be responsible for repairing any damage to the Improvements resulting therefrom. Further, EMPCo shall be liable for any business interruption, business loss, loss of revenue, or loss of income, that may result due to the operation, maintenance, repair, replacement, installation, removal, or any pipeline related work within EMPCo's pipeline easement.
5. To the extent permitted by law, City of Seguin, AND ITS SUCCESSORS AND ASSIGNS, SHALL INDEMNIFY, DEFEND, RELEASE AND HOLD EMPCO (INCLUDING ITS AFFILIATES, CONTRACTORS, SUBCONTRACTORS, DIRECTORS, OFFICERS, EMPLOYEES, SUCCESSORS, AND ASSIGNS) HARMLESS FROM AND AGAINST ALL CLAIMS, LOSSES, DEMANDS, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, TYPE, AND CHARACTER ARISING OUT OF OR ASSOCIATED WITH THE CONSTRUCTION, EXISTENCE, MAINTENANCE, REPAIR AND REMOVAL OF THE IMPROVEMENTS, WHICH ARE ASSERTED BY ANY PERSON OR ENTITY INCLUDING, WITHOUT LIMITATION, EMPCO'S AND City of Seguin's EMPLOYEES FOR PERSONAL INJURY, DEATH, OR LOSS OF OR DAMAGE TO PROPERTY.
6. City of Seguin and its successors and assigns, shall be liable for damages to EMPCo's pipelines or properties resulting from or occurring out of the City of Seguin's construction, operation, maintenance, repair, and existence of the Improvements.
7. Because the Improvement(s) to be placed in EMPCo's easement by City of Seguin will obstruct EMPCo's access to its pipelines and impede its use of the easement, City of Seguin agrees to reimburse EMPCo for the reasonable costs of EMPCo's maintenance/construction expenses incurred as a result of the Improvement(s) being placed in the easement. EMPCo agrees to review maintenance/construction plans with City of Seguin and to subsequently provide invoices documenting the additional expenses incurred.
8. City of Seguin shall be responsible for repairing any damage to pipeline coating resulting from its operations, and such repairs shall be completed prior to commencement of backfill.
9. City of Seguin agrees that the terms, conditions and obligations of this Consent Agreement shall be made known to all successors, assigns or transferees of any interest in the property covered by this agreement. All successors, assigns or transferees of any interest in the subject property shall be bound by the terms, conditions and obligations contained herein.
10. City of Seguin agrees to those pertinent terms and conditions outlined in the attached form, titled "ExxonMobil Pipeline Company LLC Right-of-Way Restrictions", attached hereto. If the ExxonMobil Pipeline Company LLC Right-of-Way Restrictions conflict with any of the provisions in this Consent Agreement, the Consent Agreement provisions will apply.

City of Seguin agrees that EMPCo's consent is adequate consideration for City of Seguin's obligations hereunder. EMPCo's consent shall not be deemed to be an approval of the manner in which City of Seguin performs the work described herein. Please indicate City of Seguin's acceptance of the foregoing terms and conditions by signing this letter in the space provided below and returning one original to me at the above letterhead address.

Very truly yours,

Jason Jones
Manager, Right-of-Way & Claims

AGREED TO AND ACCEPTED THIS _____.

City of Seguin

By: _____

Title: _____

In Process

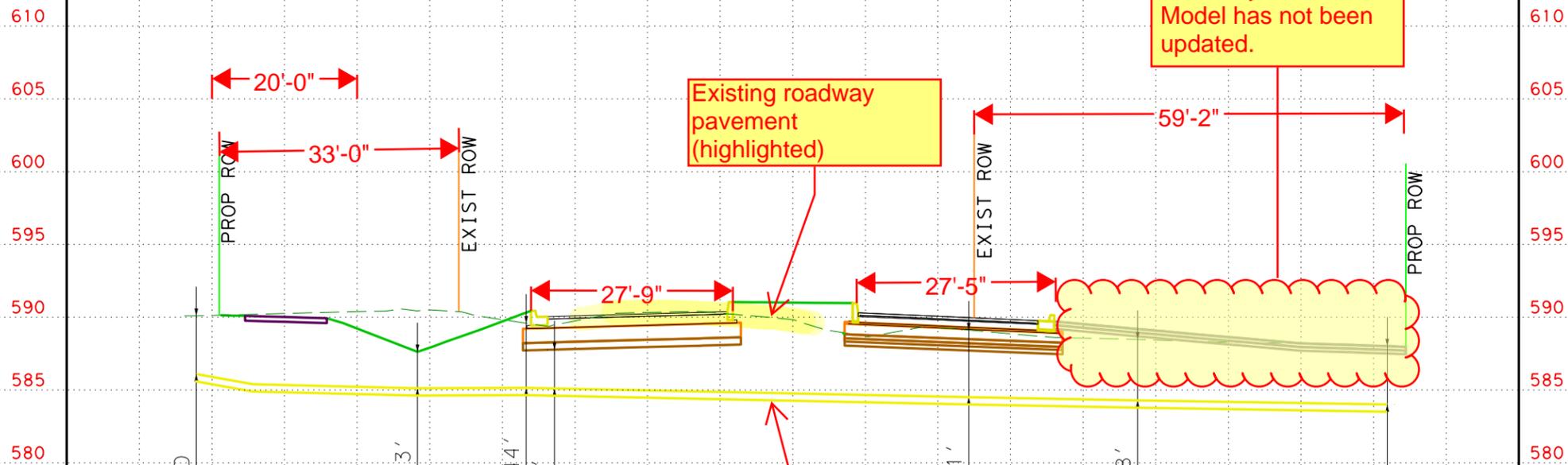
UTILITY NOTES

- UTILITIES ARE PROFILED BASED ON THE FOLLOWING ASSUMPTIONS/DATA:
1. WATER: 30" DEPTH AS PROVIDED BY SHWSC
 2. GAS: ASSUMED 36" MINIMUM INSTALLATION DEPTH
 3. SS: INVERT ELEVATIONS
 4. FIBER: ELECTRONIC DEPTHS OR 24" ASSUMED DEPTHS

-100 -90 -80 -70 -60 -50 -40 -30 -20 -10 0 10 20 30 40 50 60 70 80 90 100

Plotted on: 11/17/2025

In Process



STA 203+28.0402 R1
 CORDOVA RD
 6" EXXON GAS
 CONFLICT 153

SCALE: H: 1" = 20'
 V: 1" = 10'



2000 NW Loop 410 | San Antonio, TX 78213 | 210.375.9000
 Texas Engineering Firm #470 | Texas Surveying Firm #10028800



It's real.



Texas Department of Transportation
 ©2024

CROSS SECTIONS
 EXXON GAS XS

DGN:	FED. NO.:	STATE:	FEDERAL AID PROJECT NO.:			HIGHWAY NO.:
CHK:	DIV. NO.:	TEXAS				CORDOVA
DWG:	DIST.:	COUNTY:	CONT. NO.:	SECT. NO.:	JOB NO.:	SHEET NO.:
CHK:	SAT	GUADALUPE	0915	46	052	118

Design Filename: ...WorkingPD\Utility XS.dgn

RIGHT-OF-WAY RESTRICTIONS & REQUIREMENTS

EMPCo operates its pipelines in accordance with the regulations of the U.S. Department of Transportation and other state and local agencies. In accordance with regulatory requirements and internal Company guidelines, EMPCo has developed certain restrictions and requirements to protect public safety, property, and the environment. In order to provide a safe environment for persons working on or near pipelines operated by ExxonMobil Pipeline, these restrictions and requirements will apply to all work in and around EMPCo Right of Ways (ROW). Deviations from these restrictions may require EMPCo's express written consent.

Third parties ("Constructors"), prior to commencing work on or near an EMPCo ROW, must submit detailed plans (plan and profile) for proposed construction, to allow EMPCo to determine to what extent the ROW will be impacted by the proposed construction or development activity. See submission addresses and requirements in the Notifications section below.

These restrictions apply only to ROWs associated with EMPCo operated pipelines. Exxon Mobil Corporation and/or its other affiliates may have different restrictions and requirements and should be contacted directly for more information if their facilities will be impacted.

GENERAL RESTRICTIONS & REQUIREMENTS

1. In accordance with law, Constructors must contact the appropriate ONE CALL system(s) prior to work and comply with all applicable laws and regulations.
2. No work may commence in or around EMPCo's right of way until an EMPCo representative has authorized it to begin. Notice of desired work start date should be given to EMPCo a minimum of 72 hours in advance.
3. A Third Party Excavation Safe Work Checklist must be signed each day prior to beginning work on EMPCo's right of way.
4. If it is determined that a project impacts EMPCo's facilities, a non-refundable advance fee may be required to conduct preliminary engineering design work. Any work performed by EMPCo to remedy such impacts will be entirely at the Constructor's expense, and will also require execution of EMPCo's standard Reimbursement Agreement. Any necessary inspection, protection, lowering, adjustment, casing, re-coating, and/or relocation of the pipelines will not be scheduled until: (A) all prerequisite data is compiled; (B) the appropriate agreements are executed; and (C) sufficient funds are received. It is EMPCo's customary practice to inspect and recondition the pipeline(s) at proposed driveway, roadway or railroad crossings, the costs for which will be borne by the developer or owner.
5. EMPCo's right of way may not be used as temporary workspace (which includes its use for the staging, storage or laydown of equipment, materials or spoil) without prior written approval from EMPCo.
6. Encroachments are not permitted, including, but not limited to, signs, monuments, buildings, parking lots, structures, patios, decks, slabs, trees, shrubs, manholes, swimming pools, wells, leach beds, septic systems, cesspools, impoundments or large debris (such as cars, boats, trailers, tanks, scrap metal or boulders) within the pipeline right of way. The intention of this restriction is to maintain an unobstructed right of way.
7. Any change in the surface grade or elevation over or along the pipeline(s) and right-of-way must be approved in advance in writing.
8. Blasting activities (e.g. seismic surveys, explosive blasting) within 500 feet and any piling activity within 25ft of an EMPCo pipeline will require further review by EMPCo Damage Prevention and / or EMPCo field engineers.

9. The Constructor or owner shall assume full liability for any damages including environmental, to EMPCo facilities or properties as a result of construction / excavation activities or operation of third parties' improvement(s) . If an environmental hazard is determined to be a safety risk, EMPCo has the right at its sole discretion to stop all activity until further investigation deems the activity to be safe to proceed. EMPCo pipelines are cathodically protected could have an effect on utility lines that are made of electrically conductive material.

DRIVEWAY/ROAD/RAILROAD PERMANENT CROSSING APPROVAL REQUIREMENTS

10. A driveway, roadway, or railroad may be allowed to cross the right-of-way at perpendicular orientation (at a 90 degree angle), but will require a written agreement executed by the facility or land owner and EMPCo prior to construction. Crossings oriented at less than 90 degrees may require additional review by EMPCo, at EMPCo's discretion, which could delay issuance of agreement.

TEMPORARY CONSTRUCTION ROAD CROSSINGS

11. Any crossings of EMPCo's pipelines with vehicles or heavy equipment must be pre-approved by EMPCo and may require ramping, matting, or air bridging at Constructor's expense. An EMPCo inspector must be present when temporary materials are installed and removed on EMPCo's right of way. Use of air bridging, per EMPCo standards, is generally preferred and may expedite approval of the temporary crossing.

EXCAVATION/CONSTRUCTION RESTRICTIONS & REQUIREMENTS

12. No holes are to be bored or excavated within the boundaries of the right of way without EMPCo's prior approval.
13. All heavy equipment must have a spotter with it at all times while working within 10 feet of EMPCo's pipeline or on EMPCo's right of way.
14. The excavator must install a bar across the teeth of the bucket to be used during excavation.
15. Excavation to initially expose the pipeline shall be parallel with the pipeline.
16. Mechanical excavation will cease once the earth has been removed to within (24") twenty-four inches of EMPCo pipeline, appurtenances, and at all valve/stopples sites ("fixtures") and may not resume until the fixture has been exposed.
17. Shovels or other soft digging techniques will be used to manually clean the area above and below the line. After the line has been initially located, the line must be kept visible to the equipment operator during the excavation process.
18. No excavations shall be made on land adjacent to the pipeline that will in anyway impair or withdraw the lateral support and/or cause any subsidence or damage to the pipeline.
19. Driving of sheet piling or any other vibration inducing activities in the vicinity of an EMPCo Right of Way must be reviewed in advance and approved by EMPCo.
20. All backfill on EMPCo's right of way shall be approved by EMPCo's on-site inspector.
21. If EMPCo's line is exposed during the excavation, the excavation will be made safe for entry and left open until EMPCo installs test leads or performs any other visual inspection that may be required.
22. Constructor and owner shall abide by all State & Federal Laws, Rules and Regulations and shall operate equipment that is in good working condition and in a manner that is conducive to a safe working environment while working in or around EMPCo's facilities. An ExxonMobil representative has the authority to suspend all excavation/construction activities in and around EMPCo facilities or property if the equipment operator in EMPCo's determination appears to be unqualified or equipment maintenance is not in accordance with applicable regulations. EMPCo shall also have the right to have a representative onsite at all times during any construction and/or clean up conducted by the third party on any EMPCo easements, corridors, or owned property, (collectively "properties") and to establish certain safety rules for the protection of persons and property within properties and on adjacent lands, which shall be binding on third party and its contractors.

PIPELINE & UTILITY CROSSINGS

23. All pipelines, utility lines and other underground facilities constructed across EMPCo facilities must: cross the pipeline easement at an angle as close to 90 degrees as possible but not less than 45 degrees; be installed under the pipelines with a minimum vertical separation of 24 inches between structures; and be installed in a manner acceptable to EMPCo's on-site representative. If the Constructor elects to install pipelines/utilities across EMPCo's easement by any method of boring, then the Constructor, if requested by EMPCo's representative, shall verify the vertical separation between EMPCo's facilities and the Constructor's pipelines/utilities. (See Bore Crossings, below)
24. An approved crossing ABOVE an EMPCo pipeline will need to clear EMPCo's pipeline by a minimum of 24 inches and may require a crossing agreement to be signed by the owner of that crossing. PVC/HDPE irrigation, communication lines (e.g. cable, telephone, fiber optic), waterlines 4 inches in diameter or less, may cross above EMPCo's pipeline(s) so long as excavation is performed by hand or another method of soft digging across the entire width of easement, in the presence of an onsite EMPCo technician, and plans are reviewed by EMPCo's Right-of-Way & Claims Agent.
25. When approved by EMPCo, all electrical and communication cables crossing above an EMPCo pipeline should be placed in a casing across the width of EMPCo's right of way and covered with red concrete at least 6" to 8" thick with a minimum width of 6 inches on each side and above the conduit. All fiber optic, and communications crossings above an EMPCo pipeline should be placed in a casing across the width of EMPCo's right of way. Casings must, at a minimum, be made of Schedule 80 PVC.
26. Permanent aboveground markers identifying the crossing pipeline or utility shall be installed and maintained at the limits of EMPCo's right of way and/or at the crossing.
27. If it is impractical to install and maintain aboveground markers due to the crossing location, plastic marker tape shall be installed below cultivation level and over EMPCo's pipeline, extending the width of the right of way.

BORE CROSSINGS

28. Wire guided bores with 10' or greater clearance will not require peepholes. All other bores will require installation of peepholes on the incoming sides of EMPCo's pipeline, at the point of intersection as to view the drill stem clearance prior to crossing.

HYDRO-VAC EXCAVATION

29. In EMPCo's discretion, EMPCo may require Hydro-Excavation (Hydro-Vac) to reduce the risk of damage to a pipeline.
30. Grounding of the vacuum truck and wand is required and should be tested; downwind venting of the vacuum truck is required.
31. The water wand tip is to be an oscillation type (circular pattern) to prevent a concentrated water stream; stream nozzles are not allowed. The vacuum wand tip must have a neoprene or equivalent tip to prevent damage to the pipeline coating and surrounding structures.
32. If the excavation site is suspected to contain hydrocarbon-impacted soil, a plan must be developed for testing and disposal of soil/water slurry (e.g., lined roll-off bin.) at Constructor's expense, and in advance of the project.

FENCE POST/UTILITY POLES

33. Fences may be allowed to cross EMPCo's easement, but will not be permitted along and within EMPCo's easement. Fence posts may not be placed within 4 feet horizontally of the pipeline(s). Fences may not be installed in manner that would obstruct EMPCo's line of sight or access to EMPCo's facilities. If requested by EMPCo, installation of gates across the ROW will be required, at Constructor's expense. EMPCo will have the right to install locks at all gates/gaps crossing the easement. Flag poles, utility poles, and guy wires may not be placed within EMPCo's right of way or within 8 feet horizontally of an EMPCo pipeline(s).

34. Overhead electrical or telephone lines shall be installed so that a minimum of 20 feet vertical clearance is maintained between the lowest point of the overhead crossing and the natural ground level above EMPCo’s pipeline.

OFFSHORE/OPEN WATER CROSSINGS

35. EMPCo should be notified, in advance, of any planned crossings of EMPCo pipelines located offshore or in open water. Upon notification of a proposed offshore or open water crossing, an EMPCo representative will inform Constructor of any crossing requirements.

NOTIFICATIONS

All improvements, construction, or encroachment notifications and/or requests for information pertaining to assets operated by ExxonMobil Pipeline Company must be directed to the web portal below.

<https://encroachment.mfg.exxonmobil.cloud> found in exxonmobilpipeline.com > Community Tab > Encroachments

- A brief description of the project or work to be performed
- Appropriate vicinity map page(s),GPS coordinates and KMZ (ifavailable)
- Plan and Profile drawings for proposed construction (including EMPCo pipeline(s) clearly labeled and identified, pipeline diameter(s) and depth(s), crossing angle, cut mark/fill elevation, etc)
- Estimated timing of the project or special timing requirements (including start date and duration)
- A contact name, company name, mailing address, email address and telephone number of the Constructor, Constructor’s sub-contractors, and facility owner as applicable.
- List and description of construction equipment that will cross EMPCo pipeline(s); including applicable surface pressures (lb./psi, max. gross weight, etc.)

Once received, your request will be logged, reviewed and responded to as soon as possible (minimum 45 days). Requests to perform large scale development/construction/excavation may require substantially more time. Inclusion of the above information will help to expedite your request.

Submission Address by Area

State	Company	Area	Address
MT	ExxonMobil Pipeline Company LLC	All	ROW & Claims: ENCROACHMENTS 22777 Springwoods Village Parkway E2.2B Spring, TX 77389 EMPCo.Encroachments@exxonmobil.com
AR, IL, MA, MO, RI, TN, IN, MI, MN, OK, CA, TX	Mobil Pipe Line Company ExxonMobil Pipeline Company LLC	All All	ROW & Claims: ENCROACHMENTS 22777 Springwoods Village Parkway E2.2B Spring, TX 77389 EMPCo.Encroachments@exxonmobil.com
LA	ExxonMobil Pipeline Company LLC	All	ROW & Claims: ENCROACHMENTS 18440 Highland Rd Baton Rouge, LA 70809 EMPCo.Encroachments@exxonmobil.com

FORM, ROWC, XINGRSTRCT August 2025

Certificate Of Completion

Envelope Id: 117D6712-7F7C-4855-9FE3-6231C2BCFCF4	Status: Sent
Subject: 1C#3932 Consent Agreement City of Seguin and ExxonMobil Pipeline	
Source Envelope:	
Document Pages: 14	Signatures: 0
Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator: Ivan Tapia
Envelopeld Stamping: Disabled	Address Redacted
Time Zone: (UTC-06:00) Central Time (US & Canada)	ivan.tapia@exxonmobil.com
	IP Address: 136.228.238.119

Record Tracking

Status: Original 2/2/2026 10:29:51 AM	Holder: Ivan Tapia ivan.tapia@exxonmobil.com	Location: DocuSign
Security Appliance Status: Connected	Pool: Main SecApp 1	

Signer Events

Signature	Timestamp
Pablo Martinez pmartinez@seguintexas.gov Security Level: Email, Account Authentication (None)	Sent: 2/2/2026 10:45:15 AM Resent: 2/4/2026 4:25:25 PM Viewed: 2/5/2026 12:22:54 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/5/2026 12:22:54 PM
 ID: ac361cab-95a1-4e3e-94b7-5d8987c2410e
 Company Name: Exxon Mobil Corporation

Jason Jones
jason.jones2@exxonmobil.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Accepted: 1/8/2024 10:46:55 AM
 ID: 083385a0-2675-4687-8c32-5b4454a3eb48
 Company Name: Exxon Mobil Corporation

In Process

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/2/2026 10:45:15 AM
Envelope Updated	Security Checked	2/4/2026 4:25:24 PM
Envelope Updated	Security Checked	2/4/2026 4:25:24 PM
Envelope Updated	Security Checked	2/4/2026 4:25:24 PM
Payment Events	Status	Timestamps

In Process

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE ExxonMobil Global Services Company and ExxonMobil Affiliates (“ExxonMobil”) [1] may use the DocuSign service to collect signatures, endorsements, and approvals for corporate purposes. DocuSign may be used by ExxonMobil to conduct corporate business endorsements and approvals or to gather electronic signatures from 3rd parties for business purposes in accordance with local law and contracting guidelines. Please read the information below and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button.

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference.
- I am authorized to do the specific type of work (approve, endorse, etc.) in the country where I am physically located when using DocuSign

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How to contact Exxon Mobil Corporation: For email address changes or if you have questions about a document you receive please contact the sending ExxonMobil Business organization.

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It's real.

To: City Council
From: Steven Purchase Fleet Manager
Date: February 17, 2026
Subject: Resolution Authorizing Purchase of one 2026 Chevrolet Silverado 1500 4WD Crew Cab

Historical Background

The Electric Utilities Department currently operates a 2011 Ford F-150 crew cab pickup truck with 98,157 miles. The department's five-year Equipment Replacement Plan recommends replacing this unit due to increasing maintenance costs and asset depreciation. The proposed replacement is a Chevrolet Silverado 1500 crew cab, four-wheel-drive truck equipped with a toolbox, headache rack, and emergency lighting. This replacement will support the Electric Utilities Department by improving response times while enhancing safety and operational efficiency in meeting job demands.

Action Requested

Seeking approval by the city's council for the purchase of 2026 Chevrolet Silverado 1500 crew cab four wheel drive 2026 Budget year from Sames Auto Group in the amount of \$53,632.28. This is on TIPS contract price, and the contract number is 240901

Procurement Methodology & Funding Source

Funding for this project has been secured in FY-26 budget from the General Fund – General Fund Utility and is part of the 2026 Electric Utilities Capital Project plan

Staff Recommendation

Staff have reviewed the proposal with management and find the proposal has met all the required specifications and within the estimated budget. Staff recommend the purchase approval of the 2026 Chevrolet Silverado 1500 from Sames Auto Group in the amount of \$53,632.28. from the FY26 Gene General Fund Utility. Staff recommend the agreement be executed with project numbers .EU264X4TRUCK

ATTACHMENT

1. Sames Auto group TIPS quote

Quote #: SAG-3144

Date: 1/28/2026

Expires: 2/27/2026

Quote From:

Sames Laredo Chevrolet
3701 E Saunders St
Laredo, TX 78041
Jake Schobinger | jakes@sames.net
Phone: 210.381.8674

Quote For:

City of Seguin
205 N River Street
Seguin, Texas 78155

Vehicle Information

Year	Make/Model	Contract #	Color	Qty	Price	Total
2026	Chevrolet 4WD Crew Cab Short Box WT CK10543	TIPS 240901	Summit White	1	\$47,515.05	\$47,515.05

Vehicles Subtotal: \$47,515.05

Standard Options: 2026 Chevrolet 4WD Crew Cab Short Box WT CK10543

- Work Truck Preferred Equipment Group
- Key equipment, two additional key fobs
- Glass, deep-tinted
- Seats, front 40/20/40 split-bench
- GVWR, 7100 lbs. (3221 kg)
- Emissions, Federal requirements
- Jet Black, Vinyl seat trim
- Audio system, Chevrolet Infotainment 3 system
- Cooling, external engine oil cooler
- Cooling, auxiliary external transmission oil cooler
- Alternator, 170 amps
- Engine, 5.3L EcoTec3 V8
- Transmission, 10-speed automatic, electronically controlled
- Tires, 255/70R17 all-season, blackwall
- Tire, spare 255/70R17 all-season, blackwall
- Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel
- License plate kit, front

Options/Upgrades

Description	Qty	Price	Total
	0	\$0.00	\$0.00

Options Subtotal: \$0.00

Upfitter Information

Upfitter	Quote #	Contract #	Qty	Price	Total
Knapheide	QU-62- 1046685-1	-	1	\$5,617.23	\$5,617.23

Upfitters Subtotal: \$5,617.23

Transport: \$500.00/vehicle x 190 miles =

\$500.00

PRICING SUMMARY

Vehicles: \$47,515.05
Options: \$0.00
Upfitters: \$5,617.23

Transport: \$500.00
Trade-In: (\$0.00)

GRAND TOTAL: \$53,632.28

TERMS AND CONDITIONS

Balance on the vehicle is due within thirty (30) days of delivery to the upfitter or customer. A \$500 per month floor plan interest charge will be applied to any unpaid balance beyond Net 30 terms.

All prices provided in this quote are based on current market conditions and are subject to change. Pricing may be impacted by changes in OEM production availability, allocation limits, material shortages, tariffs, trade regulations, or other factors beyond the dealership's control.

Vehicle availability, production timing, and delivery schedules are subject to OEM manufacturing constraints and supply-chain conditions. The dealership shall not be held liable for delays, cancellations, or non-production resulting from OEM constraints or manufacturer decisions. In the event an OEM is unable to produce or deliver a vehicle as quoted, the dealership reserves the right to modify, delay, substitute, or cancel the order without penalty.

Any resulting price or availability changes will be communicated prior to final purchase or delivery.

*EU264X4TRUCK38
038-9000-707100*



Seller: Knapheide Truck Equipment Center Austin
 16201 S IH 35
 BUDA, TX 78610-9799
 1 (512) 312-2100
 www.knapheide.com

QUOTE: QU-62-
 1046685-1
 Quote Expiration:
 02/28/2026

Contact(s): Patrick Masters (Outside Sales)
 pmasters29@knapheide.com
 2813818699

Ashlee Fuentes (Inside Sales)
 afuentes@knapheide.com
 7379996024

Ashlee Fuentes
 afuentes@knapheide.com

Customer: City Of Seguin

ID: 214654
Address: 816 FRED BYRD DR

Phone: 8304012404
Contact: Steven Purchase

Terms: Due Upon Receipt
Bid Spec:

SEGUIN, TX 78155-6917

Email: spurchase@seguintexas.gov

Description: Headache Rack, Running Boards Cab Length, Tint, Toolbox Single lid White, Spray liner, Strobes

Quote Information:

Customer Request Date:
Quote Completed Date: 01/29/2026
Date: 01/29/2026 10:16 AM CST
of Units: 1

Delivery Information:

Total Price Includes F.O.B.:
Ship Via: Delivered
Ship To: City Of Seguin
 816 FRED BYRD DR
 SEGUIN, TX 78155-6917

Vehicle Information:

Make: Chevrolet
Chassis Type: Pickup
Rear Axle Type: SRW
Fuel Type: Gas
GVWR: 7100

Model: 1500
Cab Type: Crew
Drivetrain: 4x4
Transmission Type: Auto

Year: 2026
Cab to Axle: 42
Engine Size: 6.2
Wheelbase: 157

Seq.	Description	Item	Quantity	Total
1	Headache Rack	PACKAGE	1.00	
2	Running Board Cab Length	PACKAGE	1.00	
3	Toolbox Cross box Single Lid White	PACKAGE	1.00	
4	(4) Corner Strobes Amber/Blue	PACKAGE	1.00	
5	Tint	PACKAGE	1.00	
6	Spray in Bed Liner	PACKAGE	1.00	
Total does not include any applicable taxes or transportation charges unless specifically noted herein:			Subtotal:	\$5,617.23
			Total:	\$5,617.23

Customer PO

Total Price

Additional Notes: Install on a 2026 Chevrolet 1500 SRW Gas 4x4 Crew Cab
 Install Headache Rack
 Install Running Boards Cab Length
 Install Toolbox Single Lid White
 Install (4) Corner Strobes Amber/Blue
 Tint
 Spray in bed liner
 QC and weight slip
 Delivery to customer when complete

Credit Card Policy: We accept MasterCard, American Express, Visa, and Discover cards for payment.

Cancellation Policy: All cancellation requests must be made in writing. Upon any request for cancellation, any costs incurred by Knapheide during the fulfillment of Orders placed pursuant to this Quote shall be paid at 100%. Payments for cancellation are due in full at time of cancellation and/or upon cancellation of installation. Quoted prices are only guaranteed for orders placed as of the date specified on the Quote unless otherwise stated herein.

Payment Policy: Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order. Payment terms for customers with an established credit account will be Net 30 from date of invoice. Seller has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

Pricing Policy: All prices reflect the latest price in U.S. Dollars. Any order placed pursuant to this Quote shall be subject to these Terms and Conditions contained herein. These Conditions shall serve to exclude all other terms or conditions of purchase or other conflicting terms or conditions which may be issued, provided or referred to by Customer, all of which are hereby disclaimed or rejected, except insofar as any terms are expressly accepted in writing with an Authorized Knapheide Representative's written signature. Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any deviation therefrom may result in price change. In addition, additional costs may be incurred in the process of fulfilling orders placed pursuant to this Quote and Knapheide reserves the right to adjust costs accordingly, including but not limited to, reprogramming fees, etc. Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order. Seller must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies.

Return Policy: All sales are final. Purchased parts or products are non-returnable.

By signing and accepting this quotation, Customer agrees to accept Knapheide Truck Equipment Center Austin terms and conditions as stated above.

_____	_____	_____	_____
Customer Signature	Print Name	Title	Date
_____	_____	_____	
Dealer Code	Dealership	Location	
_____	If the chassis is customer supplied, Knapheide may require a chassis spec sheet		
VIN			

To: City Council
From: Steven Purchase Fleet Manager
Date: February 17, 2026
Subject: Resolution Authorizing Purchase of one 2026
Chevrolet Silverado 2500 4WD Crew Cab Utility
Bed Truck

Historical Background

The Electric Utilities Department currently operates a 208 Ford E-250 Cargo Van with 90,667 miles. The department's five-year Equipment Replacement Plan recommends replacing this unit due to increasing maintenance costs and asset depreciation, and type of vehicle no longer serving asset duties. The proposed replacement is a Chevrolet Silverado 2500 crew cab, four-wheel-drive truck equipped with a utility bed and emergency lighting. This replacement will support the Electric Utilities Department by improving response times while enhancing safety and operational efficiency in meeting job demands.

Action Requested

Seeking approval by the city's council for the purchase of 2026 Chevrolet Silverado 2500 crew cab four-wheel drive utility bed truck 2026 Budget year from Sames Auto Group in the amount of \$76,510.20. This is on TIPS contract price, and the contract number is 240901

Procurement Methodology & Funding Source

Funding for this project has been secured in FY-26 budget from the General Fund Utility and is part of the 2026 Electric Utilities Capital Project plan

Staff Recommendation

Staff have reviewed the proposal with management and find the proposal has met all the required specifications and within the estimated budget. Staff recommend the purchase approval of the 2026 Chevrolet Silverado 2500 from Sames Auto Group in the amount of \$76,510.22. from the FY26 Gene General Fund Utility. Staff recommend the agreement be executed with project numbers EU26CREWCABTRUCK

ATTACHMENT

1. Sames Auto group TIPS quote

Quote #: SAG-3187

Date: 2/1/2026

Expires: 3/3/2026

Quote From:

Sames Laredo Chevrolet
3701 E Saunders St
Laredo, TX 78041
Jake Schobinger | jakes@sames.net
Phone: 210.381.8674

Quote For:

City of Seguin
205 N River Street
Seguin, Texas 78155

Vehicle Information

Year	Make/Model	Contract #	Color	Qty	Price	Total
2026	Chevrolet 2500 4WD Crew Cab Long Box, WT CK20943	TIPS 240901	Summit White	1	\$53,257.05	\$53,257.05

Vehicles Subtotal: \$53,257.05

Standard Options: 2026 Chevrolet 2500 4WD Crew Cab Long Box, WT CK20943

- Jet Black, Vinyl seat trim
- Summit White exterior color
- Rear bumper delete
- Seats, front 40/20/40 split-bench
- Winter Grille Cover
- Lowered GVWR, 10,000 lbs. (4536 kg)
- Emissions, Federal requirements
- Rear axle, 3.42 ratio
- Chevrolet Infotainment 3 system
- Engine block heater
- Exhaust brake
- Alternator, 220 amps
- Wheels, 17" (43.2 cm) machined aluminum
- Tires, LT265/70R17E all-terrain, blackwall
- Back-up alarm calibration
- License plate kit, front
- Battery, heavy-duty dual 730 cold-cranking amps/70 Amp-hr

Options/Upgrades

Description	Qty	Price	Total
- Duramax 6.6L Turbo-Diesel V8 engine	1	\$9,750.00	\$9,750.00
- 10-Speed automatic transmission			
- Rear Camera Kit			

Options Subtotal: \$9,750.00

Upfitter Information

Upfitter	Quote #	Contract #	Qty	Price	Total
Knapheide	QU-62- 1046712-1	-	1	\$13,003.17	\$13,003.17

Upfitters Subtotal: \$13,003.17

Transport: \$500.00/vehicle × 190 miles = **\$500.00**

PRICING SUMMARY

Vehicles: \$53,257.05	Transport: \$500.00	GRAND TOTAL: \$76,510.22
Options: \$9,750.00	Trade-In: (\$0.00)	
Upfitters: \$13,003.17		

TERMS AND CONDITIONS

Balance on the vehicle is due within thirty (30) days of delivery to the upfitter or customer. A \$500 per month floor plan interest charge will be applied to any unpaid balance beyond Net 30 terms.

All prices provided in this quote are based on current market conditions and are subject to change. Pricing may be impacted by changes in OEM production availability, allocation limits, material shortages, tariffs, trade regulations, or other factors beyond the dealership's control.

Vehicle availability, production timing, and delivery schedules are subject to OEM manufacturing constraints and supply-chain conditions. The dealership shall not be held liable for delays, cancellations, or non-production resulting from OEM constraints or manufacturer decisions. In the event an OEM is unable to produce or deliver a vehicle as quoted, the dealership reserves the right to modify, delay, substitute, or cancel the order without penalty.

Any resulting price or availability changes will be communicated prior to final purchase or delivery.



Seller: Knapheide Truck Equipment Center Austin
 16201 S IH 35
 BUDA, TX 78610-9799
 1 (512) 312-2100
 www.knapheide.com

QUOTE: QU-62-
 1046712-1
 Quote Expiration:
 02/28/2026

Contact(s): Patrick Masters (Outside Sales)
 pmasters29@knapheide.com
 2813818699

Ashlee Fuentes (Inside Sales)
 afuentes@knapheide.com
 7379996024

Ashlee Fuentes
 afuentes@knapheide.com

Customer: City Of Seguin

ID: 214654
Address: 816 FRED BYRD DR

Phone: 8304012404
Contact: Steven Purchase

Terms: Due Upon Receipt
Bid Spec:

SEGUIN, TX 78155-6917

Email: spurchase@seguintexas.gov

Description: 696 Service Body, Master locks, Hitch, 7-way trailer plug, 2000-Watt Inverter, Tint, Amber/Blue Strobes

Quote Information:

Customer Request Date:
Quote Completed Date: 01/29/2026
Date: 01/29/2026 10:16 AM CST
of Units: 1

Delivery Information:

Total Price Includes F.O.B.:
Ship Via: Delivered
Ship To: City Of Seguin
 816 FRED BYRD DR
 SEGUIN, TX 78155-6917

Vehicle Information:

Make: Chevrolet
Chassis Type: Pickup
Rear Axle Type: SRW
Fuel Type: Diesel
GVWR: 11350

Model: 2500HD
Cab Type: Crew
Drivetrain: 4x4
Transmission Type: Auto

Year: 2026
Cab to Axle: 56
Engine Size: 6.6
Wheelbase: 172

Seq.	Description	Item	Quantity	Total
1	696 Service Body, 7-way trailer plug, Master locks, Hitch	PACKAGE	1.00	
2	2000-Watt Inverter ****Need location *****	PACKAGE	1.00	
3	Tint	PACKAGE	1.00	
4	(4) Corner Strobes Amber/Blue	PACKAGE	1.00	
Total does not include any applicable taxes or transportation charges unless specifically noted herein:			Subtotal:	\$13,003.17
			Total:	\$13,003.17

The following option(s) may be added:

	Description	Item	Yes / No	Total
OPT 1	Remove pick up bed, Retain OEM back up camera if provided with truck,	PACKAGE	Yes / No	130.00

Customer PO _____

Total Price _____

Additional Notes: Install on a 2026 Chevrolet 2500HD 4x4 Crew cab Diesel SRW 56ca
 Install 696 Service body
 Install Master locks
 Install Hitch
 Install 7-way trailer plug
 Install 2000-Watt Inverter ***Need location***
 Install (4) Corner Strobes Amber/Blue
 Install OEM back up camera if provided with truck
 Tint
 QC and weight slip

Credit Card Policy: We accept MasterCard, American Express, Visa, and Discover cards for payment.

Cancellation Policy: All cancellation requests must be made in writing. Upon any request for cancellation, any costs incurred by Knapheide during the fulfillment of Orders placed pursuant to this Quote shall be paid at 100%. Payments for cancellation are due in full at time of cancellation and/or upon cancellation of installation. Quoted prices are only guaranteed for orders placed as of the date specified on the Quote unless otherwise stated herein.

Payment Policy: Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order. Payment terms for customers with an established credit account will be Net 30 from date of invoice. Seller has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

Pricing Policy: All prices reflect the latest price in U.S. Dollars. Any order placed pursuant to this Quote shall be subject to these Terms and Conditions contained herein. These Conditions shall serve to exclude all other terms or conditions of purchase or other conflicting terms or conditions which may be issued, provided or referred to by Customer, all of which are hereby disclaimed or rejected, except insofar as any terms are expressly accepted in writing with an Authorized Knapheide Representative's written signature. Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any deviation therefrom may result in price change. In addition, additional costs may be incurred in the process of fulfilling orders placed pursuant to this Quote and Knapheide reserves the right to adjust costs accordingly, including but not limited to, reprogramming fees, etc. Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order. Seller must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies.

Return Policy: All sales are final. Purchased parts or products are non-returnable.

By signing and accepting this quotation, Customer agrees to accept Knapheide Truck Equipment Center Austin terms and conditions as stated above.

_____	_____	_____	_____
Customer Signature	Print Name	Title	Date
_____	_____	_____	
Dealer Code	Dealership	Location	
_____	If the chassis is customer supplied, Knapheide may require a chassis spec sheet		
VIN			

ExxonMobil Pipeline Company LLC

22777 Springwoods Village Parkway
E2.2B.334
Spring, Texas 77389
(346) 502-1912 Telephone

Jason Jones

Manager, Right-of-Way & Claims



2/2/2026

Right-of-Way Consent Agreement (“Consent Agreement”)

RE: Expanding road lanes on Cordova Road

Kevin Larney on behalf of the City of Seguin
6105 Tennyson Pkwy Suite 210
Plano, TX 75024

Gentlemen:

1C#3932

Request ID: RIT22026661

ExxonMobil Pipeline Company LLC (“EMPCo”) has reviewed the proposed plans to expand Cordova Road in Seguin, Texas, from a two-lane roadway to a four-lane roadway over EMPCo’s pipeline (29.628364, -97.995086). As a condition of EMPCo’s approval, a separate reimbursable agreement—providing for 100% reimbursement of all costs incurred by EMPCo—will be required. This agreement will cover all necessary work, including but not limited to the extension of the existing pipeline casing and the relocation or adjustment of vent pipes situated on both the north and south sides of Cordova Road. As you are aware, EMPCo owns and/or operates petroleum, petroleum products and chemicals pipelines that must be protected from external damage and maintained in accordance with EMPCo, State and Federal standards to protect the safety of the public and the environment. In order to do this, EMPCo has developed certain terms and conditions that must be agreed to by anyone intending to construct facilities on or within our rights of way. EMPCo consents to the improvements below provided City of Seguin agrees to the following terms and conditions:

1. City of Seguin and its contractors agree to conduct all activities and operations on, in, over, under, through or near EMPCo’s easement in a manner that will not unreasonably interfere with EMPCo’s operation or maintenance of its pipelines in the easement or pose a hazard to the pipelines. City of Seguin recognizes its use of the easement area will always be subject to the prior rights of EMPCo to utilize any and all portions of its easement, in any manner consistent with the terms of the Easement. Any change or deviation in the proposed design, layout or construction of the Improvements, which affects EMPCo’s easement, excluding changes required by EMPCo, shall first be reviewed and consented to by EMPCo before any work or activity shall take place on, in, over, under or through the easement. Failure to do so voids this consent. Should EMPCo acquire updated data to its facilities and/or condition of the easement from the time consent is granted, but prior to construction of improvements that poses a hazard should the improvements be installed, EMPCo reserves the right to void consent to the improvements, requiring City of Seguin to pay for any mitigation costs should the design of the improvement(s) not be able to be adjusted. No facilities, fittings, appurtenances, fixtures or improvements, except for those described in the introductory paragraph of the Consent Agreement as Improvements, may be placed on, in, under, over, or through the easement, without express written consent from EMPCo.
2. City of Seguin or its contractors will contact **EMPCo’s Antonio Alaniz at (281) 428-6789** a minimum of 72 hours prior to performing any activity within the easement, provided however that in the event of emergency operations, such notice may be given as soon as reasonably possible.
3. Excavating or digging within the easement is prohibited without prior consent and an EMPCo inspector on site, except in the event of an emergency, per paragraph 2 of this Agreement.

4. In the event EMPCo shall excavate its pipelines for any reason consistent with the terms of the Easement, or should additional pipelines be installed within the easement, City of Seguin and its successors and assigns will, at its sole expense be responsible for repairing any damage to the Improvements resulting therefrom. Further, EMPCo shall be liable for any business interruption, business loss, loss of revenue, or loss of income, that may result due to the operation, maintenance, repair, replacement, installation, removal, or any pipeline related work within EMPCo's pipeline easement.
5. To the extent permitted by law, City of Seguin, AND ITS SUCCESSORS AND ASSIGNS, SHALL INDEMNIFY, DEFEND, RELEASE AND HOLD EMPCO (INCLUDING ITS AFFILIATES, CONTRACTORS, SUBCONTRACTORS, DIRECTORS, OFFICERS, EMPLOYEES, SUCCESSORS, AND ASSIGNS) HARMLESS FROM AND AGAINST ALL CLAIMS, LOSSES, DEMANDS, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, TYPE, AND CHARACTER ARISING OUT OF OR ASSOCIATED WITH THE CONSTRUCTION, EXISTENCE, MAINTENANCE, REPAIR AND REMOVAL OF THE IMPROVEMENTS, WHICH ARE ASSERTED BY ANY PERSON OR ENTITY INCLUDING, WITHOUT LIMITATION, EMPCO'S AND City of Seguin's EMPLOYEES FOR PERSONAL INJURY, DEATH, OR LOSS OF OR DAMAGE TO PROPERTY.
6. City of Seguin and its successors and assigns, shall be liable for damages to EMPCo's pipelines or properties resulting from or occurring out of the City of Seguin's construction, operation, maintenance, repair, and existence of the Improvements.
7. Because the Improvement(s) to be placed in EMPCo's easement by City of Seguin will obstruct EMPCo's access to its pipelines and impede its use of the easement, City of Seguin agrees to reimburse EMPCo for the reasonable costs of EMPCo's maintenance/construction expenses incurred as a result of the Improvement(s) being placed in the easement. EMPCo agrees to review maintenance/construction plans with City of Seguin and to subsequently provide invoices documenting the additional expenses incurred.
8. City of Seguin shall be responsible for repairing any damage to pipeline coating resulting from its operations, and such repairs shall be completed prior to commencement of backfill.
9. City of Seguin agrees that the terms, conditions and obligations of this Consent Agreement shall be made known to all successors, assigns or transferees of any interest in the property covered by this agreement. All successors, assigns or transferees of any interest in the subject property shall be bound by the terms, conditions and obligations contained herein.
10. City of Seguin agrees to those pertinent terms and conditions outlined in the attached form, titled "ExxonMobil Pipeline Company LLC Right-of-Way Restrictions", attached hereto. If the ExxonMobil Pipeline Company LLC Right-of-Way Restrictions conflict with any of the provisions in this Consent Agreement, the Consent Agreement provisions will apply.

City of Seguin agrees that EMPCo's consent is adequate consideration for City of Seguin's obligations hereunder. EMPCo's consent shall not be deemed to be an approval of the manner in which City of Seguin performs the work described herein. Please indicate City of Seguin's acceptance of the foregoing terms and conditions by signing this letter in the space provided below and returning one original to me at the above letterhead address.

Very truly yours,

Jason Jones
Manager, Right-of-Way & Claims

AGREED TO AND ACCEPTED THIS _____.

City of Seguin

By: _____

Title: _____

In Process

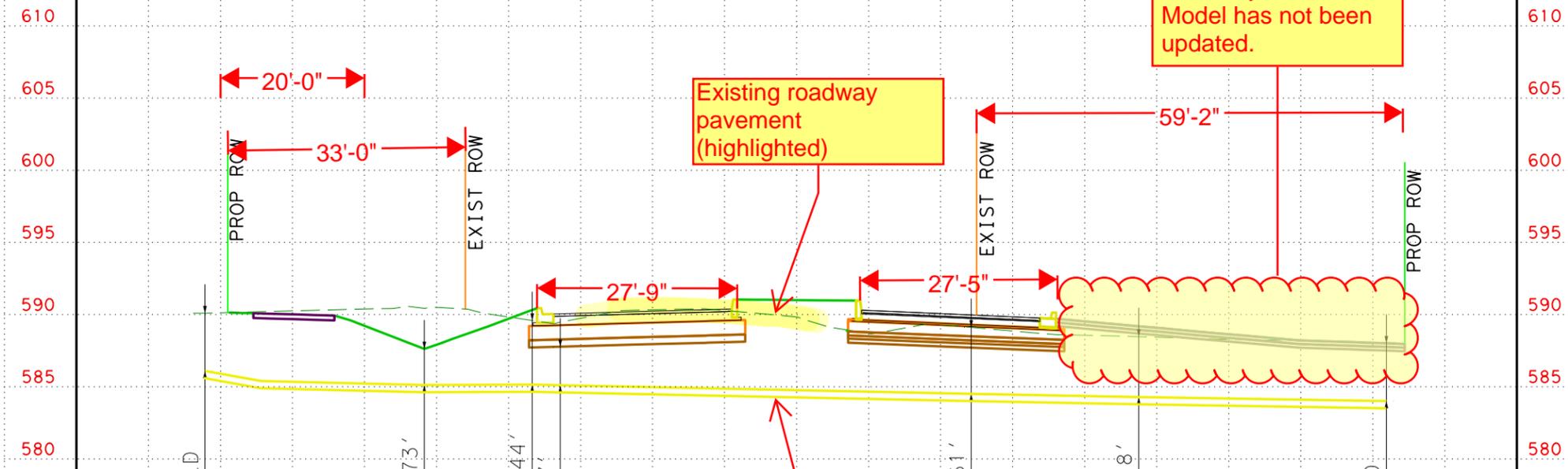
UTILITY NOTES

- UTILITIES ARE PROFILED BASED ON THE FOLLOWING ASSUMPTIONS/DATA:
1. WATER: 30" DEPTH AS PROVIDED BY SHWSC
 2. GAS: ASSUMED 36" MINIMUM INSTALLATION DEPTH
 3. SS: INVERT ELEVATIONS
 4. FIBER: ELECTRONIC DEPTHS OR 24" ASSUMED DEPTHS

-100 -90 -80 -70 -60 -50 -40 -30 -20 -10 0 10 20 30 40 50 60 70 80 90 100

Plotted on: 11/17/2025

In Process



Exxon to confirm existing casing limits

STA 203+28.0402 R1
 CORDOVA RD
 6" EXXON GAS
 CONFLICT 153

SCALE: H: 1" = 20'
 V: 1" = 10'



2000 NW Loop 410 | San Antonio, TX 78213 | 210.375.9000
 Texas Engineering Firm #470 | Texas Surveying Firm #10028800



It's real.



Texas Department of Transportation
 ©2024

CROSS SECTIONS
 EXXON GAS XS

DGN:	FED. NO.:	STATE:	FEDERAL AID PROJECT NO.:			HIGHWAY NO.:
CHK:	DIV. NO.:	TEXAS				CORDOVA
DWG:	DIST.:	COUNTY:	CONT. NO.:	SECT. NO.:	JOB NO.:	SHEET NO.:
CHK:	SAT	GUADALUPE	0915	46	052	118

Design Filename: ...WorkingPD\Utility XS.dgn

-100 -90 -80 -70 -60 -50 -40 -30 -20 -10 0 10 20 30 40 50 60 70 80 90 100

RIGHT-OF-WAY RESTRICTIONS & REQUIREMENTS

EMPCo operates its pipelines in accordance with the regulations of the U.S. Department of Transportation and other state and local agencies. In accordance with regulatory requirements and internal Company guidelines, EMPCo has developed certain restrictions and requirements to protect public safety, property, and the environment. In order to provide a safe environment for persons working on or near pipelines operated by ExxonMobil Pipeline, these restrictions and requirements will apply to all work in and around EMPCo Right of Ways (ROW). Deviations from these restrictions may require EMPCo's express written consent.

Third parties ("Constructors"), prior to commencing work on or near an EMPCo ROW, must submit detailed plans (plan and profile) for proposed construction, to allow EMPCo to determine to what extent the ROW will be impacted by the proposed construction or development activity. See submission addresses and requirements in the Notifications section below.

These restrictions apply only to ROWs associated with EMPCo operated pipelines. Exxon Mobil Corporation and/or its other affiliates may have different restrictions and requirements and should be contacted directly for more information if their facilities will be impacted.

GENERAL RESTRICTIONS & REQUIREMENTS

1. In accordance with law, Constructors must contact the appropriate ONE CALL system(s) prior to work and comply with all applicable laws and regulations.
2. No work may commence in or around EMPCo's right of way until an EMPCo representative has authorized it to begin. Notice of desired work start date should be given to EMPCo a minimum of 72 hours in advance.
3. A Third Party Excavation Safe Work Checklist must be signed each day prior to beginning work on EMPCo's right of way.
4. If it is determined that a project impacts EMPCo's facilities, a non-refundable advance fee may be required to conduct preliminary engineering design work. Any work performed by EMPCo to remedy such impacts will be entirely at the Constructor's expense, and will also require execution of EMPCo's standard Reimbursement Agreement. Any necessary inspection, protection, lowering, adjustment, casing, re-coating, and/or relocation of the pipelines will not be scheduled until: (A) all prerequisite data is compiled; (B) the appropriate agreements are executed; and (C) sufficient funds are received. It is EMPCo's customary practice to inspect and recondition the pipeline(s) at proposed driveway, roadway or railroad crossings, the costs for which will be borne by the developer or owner.
5. EMPCo's right of way may not be used as temporary workspace (which includes its use for the staging, storage or laydown of equipment, materials or spoil) without prior written approval from EMPCo.
6. Encroachments are not permitted, including, but not limited to, signs, monuments, buildings, parking lots, structures, patios, decks, slabs, trees, shrubs, manholes, swimming pools, wells, leach beds, septic systems, cesspools, impoundments or large debris (such as cars, boats, trailers, tanks, scrap metal or boulders) within the pipeline right of way. The intention of this restriction is to maintain an unobstructed right of way.
7. Any change in the surface grade or elevation over or along the pipeline(s) and right-of-way must be approved in advance in writing.
8. Blasting activities (e.g. seismic surveys, explosive blasting) within 500 feet and any piling activity within 25ft of an EMPCo pipeline will require further review by EMPCo Damage Prevention and / or EMPCo field engineers.

9. The Constructor or owner shall assume full liability for any damages including environmental, to EMPCo facilities or properties as a result of construction / excavation activities or operation of third parties' improvement(s) . If an environmental hazard is determined to be a safety risk, EMPCo has the right at its sole discretion to stop all activity until further investigation deems the activity to be safe to proceed. EMPCo pipelines are cathodically protected could have an effect on utility lines that are made of electrically conductive material.

DRIVEWAY/ROAD/RAILROAD PERMANENT CROSSING APPROVAL REQUIREMENTS

10. A driveway, roadway, or railroad may be allowed to cross the right-of-way at perpendicular orientation (at a 90 degree angle), but will require a written agreement executed by the facility or land owner and EMPCo prior to construction. Crossings oriented at less than 90 degrees may require additional review by EMPCo, at EMPCo's discretion, which could delay issuance of agreement.

TEMPORARY CONSTRUCTION ROAD CROSSINGS

11. Any crossings of EMPCo's pipelines with vehicles or heavy equipment must be pre-approved by EMPCo and may require ramping, matting, or air bridging at Constructor's expense. An EMPCo inspector must be present when temporary materials are installed and removed on EMPCo's right of way. Use of air bridging, per EMPCo standards, is generally preferred and may expedite approval of the temporary crossing.

EXCAVATION/CONSTRUCTION RESTRICTIONS & REQUIREMENTS

12. No holes are to be bored or excavated within the boundaries of the right of way without EMPCo's prior approval.
13. All heavy equipment must have a spotter with it at all times while working within 10 feet of EMPCo's pipeline or on EMPCo's right of way.
14. The excavator must install a bar across the teeth of the bucket to be used during excavation.
15. Excavation to initially expose the pipeline shall be parallel with the pipeline.
16. Mechanical excavation will cease once the earth has been removed to within (24") twenty-four inches of EMPCo pipeline, appurtenances, and at all valve/stopples sites ("fixtures") and may not resume until the fixture has been exposed.
17. Shovels or other soft digging techniques will be used to manually clean the area above and below the line. After the line has been initially located, the line must be kept visible to the equipment operator during the excavation process.
18. No excavations shall be made on land adjacent to the pipeline that will in anyway impair or withdraw the lateral support and/or cause any subsidence or damage to the pipeline.
19. Driving of sheet piling or any other vibration inducing activities in the vicinity of an EMPCo Right of Way must be reviewed in advance and approved by EMPCo.
20. All backfill on EMPCo's right of way shall be approved by EMPCo's on-site inspector.
21. If EMPCo's line is exposed during the excavation, the excavation will be made safe for entry and left open until EMPCo installs test leads or performs any other visual inspection that may be required.
22. Constructor and owner shall abide by all State & Federal Laws, Rules and Regulations and shall operate equipment that is in good working condition and in a manner that is conducive to a safe working environment while working in or around EMPCo's facilities. An ExxonMobil representative has the authority to suspend all excavation/construction activities in and around EMPCo facilities or property if the equipment operator in EMPCo's determination appears to be unqualified or equipment maintenance is not in accordance with applicable regulations. EMPCo shall also have the right to have a representative onsite at all times during any construction and/or clean up conducted by the third party on any EMPCo easements, corridors, or owned property, (collectively "properties") and to establish certain safety rules for the protection of persons and property within properties and on adjacent lands, which shall be binding on third party and its contractors.

PIPELINE & UTILITY CROSSINGS

23. All pipelines, utility lines and other underground facilities constructed across EMPCo facilities must: cross the pipeline easement at an angle as close to 90 degrees as possible but not less than 45 degrees; be installed under the pipelines with a minimum vertical separation of 24 inches between structures; and be installed in a manner acceptable to EMPCo's on-site representative. If the Constructor elects to install pipelines/utilities across EMPCo's easement by any method of boring, then the Constructor, if requested by EMPCo's representative, shall verify the vertical separation between EMPCo's facilities and the Constructor's pipelines/utilities. (See Bore Crossings, below)
24. An approved crossing ABOVE an EMPCo pipeline will need to clear EMPCo's pipeline by a minimum of 24 inches and may require a crossing agreement to be signed by the owner of that crossing. PVC/HDPE irrigation, communication lines (e.g. cable, telephone, fiber optic), waterlines 4 inches in diameter or less, may cross above EMPCo's pipeline(s) so long as excavation is performed by hand or another method of soft digging across the entire width of easement, in the presence of an onsite EMPCo technician, and plans are reviewed by EMPCo's Right-of-Way & Claims Agent.
25. When approved by EMPCo, all electrical and communication cables crossing above an EMPCo pipeline should be placed in a casing across the width of EMPCo's right of way and covered with red concrete at least 6" to 8" thick with a minimum width of 6 inches on each side and above the conduit. All fiber optic, and communications crossings above an EMPCo pipeline should be placed in a casing across the width of EMPCo's right of way. Casings must, at a minimum, be made of Schedule 80 PVC.
26. Permanent aboveground markers identifying the crossing pipeline or utility shall be installed and maintained at the limits of EMPCo's right of way and/or at the crossing.
27. If it is impractical to install and maintain aboveground markers due to the crossing location, plastic marker tape shall be installed below cultivation level and over EMPCo's pipeline, extending the width of the right of way.

BORE CROSSINGS

28. Wire guided bores with 10' or greater clearance will not require peepholes. All other bores will require installation of peepholes on the incoming sides of EMPCo's pipeline, at the point of intersection as to view the drill stem clearance prior to crossing.

HYDRO-VAC EXCAVATION

29. In EMPCo's discretion, EMPCo may require Hydro-Excavation (Hydro-Vac) to reduce the risk of damage to a pipeline.
30. Grounding of the vacuum truck and wand is required and should be tested; downwind venting of the vacuum truck is required.
31. The water wand tip is to be an oscillation type (circular pattern) to prevent a concentrated water stream; stream nozzles are not allowed. The vacuum wand tip must have a neoprene or equivalent tip to prevent damage to the pipeline coating and surrounding structures.
32. If the excavation site is suspected to contain hydrocarbon-impacted soil, a plan must be developed for testing and disposal of soil/water slurry (e.g., lined roll-off bin.) at Constructor's expense, and in advance of the project.

FENCE POST/UTILITY POLES

33. Fences may be allowed to cross EMPCo's easement, but will not be permitted along and within EMPCo's easement. Fence posts may not be placed within 4 feet horizontally of the pipeline(s). Fences may not be installed in manner that would obstruct EMPCo's line of sight or access to EMPCo's facilities. If requested by EMPCo, installation of gates across the ROW will be required, at Constructor's expense. EMPCo will have the right to install locks at all gates/gaps crossing the easement. Flag poles, utility poles, and guy wires may not be placed within EMPCo's right of way or within 8 feet horizontally of an EMPCo pipeline(s).

34. Overhead electrical or telephone lines shall be installed so that a minimum of 20 feet vertical clearance is maintained between the lowest point of the overhead crossing and the natural ground level above EMPCo’s pipeline.

OFFSHORE/OPEN WATER CROSSINGS

35. EMPCo should be notified, in advance, of any planned crossings of EMPCo pipelines located offshore or in open water. Upon notification of a proposed offshore or open water crossing, an EMPCo representative will inform Constructor of any crossing requirements.

NOTIFICATIONS

All improvements, construction, or encroachment notifications and/or requests for information pertaining to assets operated by ExxonMobil Pipeline Company must be directed to the web portal below.

<https://encroachment.mfg.exxonmobil.cloud> found in exxonmobilpipeline.com > Community Tab > Encroachments

- A brief description of the project or work to be performed
- Appropriate vicinity map page(s),GPS coordinates and KMZ (ifavailable)
- Plan and Profile drawings for proposed construction (including EMPCo pipeline(s) clearly labeled and identified, pipeline diameter(s) and depth(s), crossing angle, cut mark/fill elevation, etc)
- Estimated timing of the project or special timing requirements (including start date and duration)
- A contact name, company name, mailing address, email address and telephone number of the Constructor, Constructor’s sub-contractors, and facility owner as applicable.
- List and description of construction equipment that will cross EMPCo pipeline(s); including applicable surface pressures (lb./psi, max. gross weight, etc.)

Once received, your request will be logged, reviewed and responded to as soon as possible (minimum 45 days). Requests to perform large scale development/construction/excavation may require substantially more time. Inclusion of the above information will help to expedite your request.

Submission Address by Area

State	Company	Area	Address
MT	ExxonMobil Pipeline Company LLC	All	ROW & Claims: ENCROACHMENTS 22777 Springwoods Village Parkway E2.2B Spring, TX 77389 EMPCo.Encroachments@exxonmobil.com
AR, IL, MA, MO, RI, TN, IN, MI, MN, OK, CA, TX	Mobil Pipe Line Company ExxonMobil Pipeline Company LLC	All All	ROW & Claims: ENCROACHMENTS 22777 Springwoods Village Parkway E2.2B Spring, TX 77389 EMPCo.Encroachments@exxonmobil.com
LA	ExxonMobil Pipeline Company LLC	All	ROW & Claims: ENCROACHMENTS 18440 Highland Rd Baton Rouge, LA 70809 EMPCo.Encroachments@exxonmobil.com

FORM, ROWC, XINGRSTRCT August 2025

Certificate Of Completion

Envelope Id: 117D6712-7F7C-4855-9FE3-6231C2BCFCF4	Status: Sent
Subject: 1C#3932 Consent Agreement City of Seguin and ExxonMobil Pipeline	
Source Envelope:	
Document Pages: 14	Signatures: 0
Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator: Ivan Tapia
Envelopeld Stamping: Disabled	Address Redacted
Time Zone: (UTC-06:00) Central Time (US & Canada)	ivan.tapia@exxonmobil.com
	IP Address: 136.228.238.119

Record Tracking

Status: Original 2/2/2026 10:29:51 AM	Holder: Ivan Tapia ivan.tapia@exxonmobil.com	Location: DocuSign
Security Appliance Status: Connected	Pool: Main SecApp 1	

Signer Events

Signature	Timestamp
Pablo Martinez pmartinez@seguintexas.gov Security Level: Email, Account Authentication (None)	Sent: 2/2/2026 10:45:15 AM Resent: 2/4/2026 4:25:25 PM Viewed: 2/5/2026 12:22:54 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/5/2026 12:22:54 PM
 ID: ac361cab-95a1-4e3e-94b7-5d8987c2410e
 Company Name: Exxon Mobil Corporation

Jason Jones
jason.jones2@exxonmobil.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Accepted: 1/8/2024 10:46:55 AM
 ID: 083385a0-2675-4687-8c32-5b4454a3eb48
 Company Name: Exxon Mobil Corporation

In Process

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/2/2026 10:45:15 AM
Envelope Updated	Security Checked	2/4/2026 4:25:24 PM
Envelope Updated	Security Checked	2/4/2026 4:25:24 PM
Envelope Updated	Security Checked	2/4/2026 4:25:24 PM
Payment Events	Status	Timestamps

In Process

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE ExxonMobil Global Services Company and ExxonMobil Affiliates (“ExxonMobil”) [1] may use the DocuSign service to collect signatures, endorsements, and approvals for corporate purposes. DocuSign may be used by ExxonMobil to conduct corporate business endorsements and approvals or to gather electronic signatures from 3rd parties for business purposes in accordance with local law and contracting guidelines. Please read the information below and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button.

Acknowledging your access and consent to receive materials electronically By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference.
- I am authorized to do the specific type of work (approve, endorse, etc.) in the country where I am physically located when using DocuSign

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