



City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Meeting Minutes

City Council

Tuesday, August 3, 2021

5:30 PM

Council Chambers

Public & Virtual

1. Call to Order

The City Council met in a Public and Virtual REGULAR Called Meeting on Tuesday, August 3, 2021 at 5:30 pm in the City Hall Council Chambers, City Hall, 210 East Gonzales in City of Seguin, with Mayor Donna Dodgen presiding.

2. Invocation - Mayor Donna Dodgen

3. Pledge of Allegiance/Salute to the Texas Flag

4. Roll Call

Present: 7 - Council Member Jeremy Roy, Council Member Chris Aviles, Council Member Chris Rangel, Council Member Monica N. Carter, Council Member Sonia Mendez, Council Member Mark Herbold, and Council Member Joe Rea

Presiding: 1 - Mayor Donna Dodgen

Absent: 1 - Council Member Penny Follis

5. Hearing of Residents:

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

Clarence Little
1215 Zunker
Seguin, Tx

Mr. Little thanked the city of Seguin for all the work at the Max Starcke Park Golf Course. Secondly, across from his home there are homes being built and the detention pond does not appear to be adequate, he is asking someone to please check into this.

Gary Vaughan

503 S. Goodrich
Seguin, Tx

Mr. Vaughan said that at Vaughan Creek Park bridge a tree fell down a few months ago and it is proposed to be a 21 month project to remove the tree and make necessary repairs. I ask for help in escalating the project from 21 months to a 6 month project. Mr. Vaughan passed around previous and current pictures for City Council review.

Ruben Sanchez
111 Tomahawk
Seguin, Tx

Mr. Sanchez said that there is drainage problems across from his home after a new home was built. Mr. Sanchez asked that someone look at the situation.

Council Member Mark Herbold said that they played in the Halbert-Moore Best 12 players out of NB & Seguin in a golf tournament this past weekend. Seguin Won!

Council Member Monica Carter wanted to encourage the community to take precautions by wearing your mask when in public and consider taking the COVID-19 shot at one of the clinics being held next week or visit your pharmacy. Of course this is a personal choice, but the hospitals and businesses are seeing an increase in the number of COVID patients.

Mayor Donna Dodgen said that Guadalupe County Judge Kyle Kutscher presented a plaque to City of Seguin for our support and participation during the COVID-19 Vaccination Clinics.

Mayor Dodgen also wanted to remind the citizens that the second Public Meeting on the Stormwater Drainage Fee is Thursday, August 26th at Seguin Coliseum. Please take the survey on-line.

6. Consent Agenda

A motion was made by Council Member Aviles, seconded by Council Member Mendez, that this be approved on the Consent Agenda. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

a. [21-248](#)

City Council Minutes of July 20, 2021

Indexes:

This Minutes of August 3, 2021 was approved

b. [21-222](#)

Ordinance of the City Council of the City of Seguin, Texas on second and final reading amending the Seguin Code of Ordinances Appendix C - Fee Schedules, Chapter 102, Utilities, Article III, Water Rates; and Article

IV Wastewater Rates; providing for a severability clause; providing for publication; declaring an effective date; and authorizing city staff to submit this ordinance as a supplement to the Seguin Code of Ordinances

Indexes:

This Ordinance was adopted

Enactment No: ORD 2021-041

- c. [21-237](#) Ordinance of the City Council of the City of Seguin, Texas on second and final reading of the electric rates; providing for a severability clause; declaring an effective date

Indexes:

This Ordinance was adopted

Enactment No: ORD 2021-042

7. Action Items - Discussion and Possible Motion to Approve

- a. [ZC 16-21 CC](#) Public Hearing and Ordinance on first reading to consider a request for a zoning designation to Rural Residential (R-R) for a property located at River Road and W Kingsbury, Property ID: 50454, (ZC 16-21) - Pamela Centeno, Director of Planning & Codes

Indexes:

The regular meeting was recessed and the public hearing was called to order. There being No Citizen Comments, the regular meeting was reconvened.

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

- b. [ZC 18-21 CC](#) Public Hearing and Ordinance on first reading to consider a zoning change from Single Family Residential 1 (R-1) and Commercial to only Commercial (C) for a property located at 115 East New Braunfels Street, property ID 23211 (ZC 18-21) - Pamela Centeno, Director of Planning & Codes

Indexes:

The regular meeting was recessed and the public hearing was called to order. There being No Citizen Comments, the regular meeting was reconvened.

A motion was made by Council Member Aviles, seconded by Council Member Rangel, that this Zoning Ordinance be approved on first reading. The motion

carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

c. [21-265](#)

Public Hearing and Ordinance on first reading amending the Seguin Code of Ordinances Chapter 74, Parks, amending Article IV, Standards of Care for Youth Recreation Programs; providing for publication of this ordinance; providing a severability clause; providing for an effective date; and authorizing City staff to prepare this ordinance for submission as a supplement to the Code of Ordinances - Jack Jones, Director of Parks and Recreation

Indexes:

The regular meeting was recessed and the public hearing was called to order. There being No Citizen Comments, the regular meeting was reconvened.

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

d. [21-266](#)

Resolution authorizing the City Manager to execute an Agreement between the City of Seguin and the Seguin Independent School District for the operation of the Jammin' After-School Adventures for Me program and staff support for the District's Texas 21st Century Community Learning Center grant award; and declaring an effective date - Jack Jones, Director of Parks and Recreation

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-071

e. [21-255](#)

Proposed street closure request from the Seguin Matador Band Boosters to close a portion of East Cedar Street between Lamar Street and the eastern most driveway entrance of Faith Lutheran Church on

Saturday, September 25, 2021, from 6 a.m. to 11 p.m. for the Annual Seguin Marching Festival - Jack Jones, Director of Parks and Recreation

Indexes:

A motion was made by Council Member Herbold, seconded by Council Member Carter, that this road closure for the Seguin Matador Band Booster be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

f. [21-259](#)

Resolution authorizing the City Manager to execute a Facilities Use Agreement between the Texas Softball Hall of Fame / Seguin, Texas Adult Softball and the City of Seguin; and declaring an effective date - Jack Jones, Director of Parks and Recreation

Indexes:

*Julian Leal
849 Prexy
Seguin, Tx*

Mr. Leal said softball was great in 40, 50, and 60's. We had Mexican-American teams, white teams, all nationality of teams would come out and play. I would like to see this come back to Seguin.

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-072

g. [21-229](#)

Resolution authorizing the City Manager to execute an agreement for wastewater billing services between the City of Seguin and Crystal Clear Special Utility District; and declaring an effective date - Timothy J. Howe, Director - Water / Wastewater Utility

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-073

h. [21-233](#)

Resolution authorizing the City Manager to execute a reimbursement agreement between the City of Seguin and MarkWest Texas PNG, LLC, a natural gas transmission pipeline owner / operator, for sanitary sewer relocation near CH Matthies; and declaring an effective date - Timothy J. Howe, Director - Water / Wastewater Utility

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

Enactment No: RES 2021-074

i. [21-258](#)

Ordinance on first reading amending the Fiscal Year 2021 Utility Fund Budget of the City of Seguin, Texas - Susan Caddell, Director of Finance

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

j. [21-257](#)

Approval of reports for the quarter ended June 30, 2021 for the following organizations that receive Occupancy tax funding - Susan Caddell, Director of Finance

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

Indexes:

A motion was made by Council Member Herbold, seconded by Council Member Mendez, that the quarter report ended June 30, 2021 for the organizations that receive Occupancy Tax Funding be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

k. [21-256](#)

Ordinance on first reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule for relevant portions of Chapters 18, 22, 74, 82 and Appendix A; providing for a severability clause, declaring an effective date; and authorizing city staff to submit this Ordinance as a supplement to the Seguin Code of Ordinances - Andrew Quittner, City Attorney

Indexes:

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

Presiding: 1 - Mayor Dodgen

Aye: 7 - Council Member Roy, Council Member Aviles, Council Member Rangel, Council Member Carter, Council Member Mendez, Council Member Herbold, and Council Member Rea

I. [21-250](#)

Presentation of the proposed budget for FY2021-FY2022 - Steve Parker, City Manager and Susan Caddell, Director of Finance

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

Indexes:

City Manager Steve Parker said on behalf of the City staff, I present the 2021-22 Budgets for the City of Seguin. The annual budgets are presented to provide a comprehensive review of the City's operations and services during the new fiscal year beginning on October 1, 2021.

In presenting the Budget Report, I wish to recognize the Assistant City Manager Rick Cortes, Finance Director Susan Caddell, Assistant Director of Finance Tracy Stalnaker, Human Resources Director Kristy Lehnert, and all of the other City Directors for their contributions to the development of the FY2022 Budgets. Each Director prepared the budgets for their individual departments, and established priorities for their departments. Ms. Caddell and Ms. Stalnaker contributed many hours in the review of all city departments and provided input on ways to balance the operating expenses within the available financial resources.

Each year's budget process offers unique challenges in presenting a balanced budget that maintains the City's current level of services, along with service enhancements, with the least impact possible on our citizens through taxes, fees, and utility rates. The specific budgets are presented in detail for your review. A summary on significant points is presented as introduction.

Review of FY2021 Budgets

Overall, the FY2021 expenditures are estimated to be higher than budget appropriations. The projected General Fund expenditures are \$34,047,407 which is \$620,008 above budgeted expenditures. Property Tax revenue is expected to be higher than anticipated, therefore, the transfers to the General Fund I&S Fund is expected to be \$300,280 above budget. Also included in the overages relating to an increase in revenue is the Transfers to SEDC. Sales Tax is expected to be higher than budget, resulting in an increased transfer to SEDC in the amount of \$88,333. In addition, Refuse Collection Fees and Recycling is expected to be higher than budget due to an increase in the number of users. The fees we pay for those services are also expected to increase by \$81,800. In the Fire Department, there have been several vacancies along with staff being out on military leave or other leave. This has caused that department to exceed their Overtime and Holiday Pay line items by \$305,000.

The projected FY2021 General Fund revenues are projected to be \$35,737,452, which is \$2,310,053 above the budgeted revenues. Property Taxes are expected to come in \$327,000 above budget. Building Permits is expected to finish the year at \$970,000 above budget. Sales Tax revenue is projected to be \$530,000 higher than budgeted. We are anticipating another refund of an estimated \$500,000 from our Indigent Health Care Payment. We have included the refund in the FY22 budget through our Use of Fund Balance.

The General Fund is projected to end FY2021 with a positive estimated cash balance of \$1,690,045.

The projected FY2021 Utility Fund revenues are estimated at \$55,331,277, which is \$1,037,008 more than the budgeted revenues. Electric revenue is expected to finish under budget by \$339,145. Water revenue is expected to finish the year \$981,727 above budget. Sewer revenue is expected to finish the year \$502,697 above budget. The projected FY2021 Utility Fund expenditures are estimated at \$54,007,087, which is \$287,182 below budget. The Utility Fund is projected to complete FY2021 with an estimated positive cash balance of \$1,324,190.

COVID-19 continues to affect some of the other operating funds within the City, including Coliseum, Aquatics Center, Seguin Events Complex, and Sebastopol. Rental revenue in the Coliseum is expected to fall \$40,000 below budget. We did not open the wave pool this year, so no revenue is being recognized, although we do have some minor expenses. Rental revenue at the Seguin Events Complex is expected to fall \$28,000 below budget. As part of the American Recovery Plan Act (ARPA), if a function has lost revenue from the pandemic, the City can recover some of the lost revenue. The City is hoping to receive the ARPA funds in FY21. Included in the funds mentioned earlier is a calculation for the lost revenue. This has proven to be a saving grace for these funds.

FY2022 General Fund Revenues

When compared to FY2021, the projected FY2022 General Fund Revenues show an increase of \$3,996,608, which represents an increase of 12%. Specific increases relating to the FY2021 revenues are presented below:

(1) Property Tax \$1,796,993

Based on increase in values, a \$.005 increase in the tax rate and an increased debt service contribution

(2) Building Permit Fees \$780,000

Based upon the increase in development throughout the City of Seguin

(3) Sales Tax \$530,000

Based upon tax on residential utilities and historical increases

(4) Emergency Medical Services \$325,000

Based upon an increase in the number of calls and an anticipated increase in the TASPP payment

(5) ROW User Fees \$276,863

Based upon increased electric, water and sewer revenues

The increase in property tax revenue as mentioned above is due to several factors. The City's certified net taxable value has increased from \$2,467,333,496 to a taxable value of \$2,676,592,090. This is a \$209,258,594 or 8.5% increase. The average taxable value of a home has increased from \$177,189 in FY21 to \$192,082 in FY22. This year's no new revenue tax rate is \$.5247, which is \$.0165 below the current tax rate of \$.5412. This rate is below our current rate due to the fact in FY21, we had a large increase in new property and new improvements. Last fiscal year, these values were not included in the calculation of the no new revenues rate calculation. This fiscal year, they are included in the calculation. As of the date of certification, there was still \$148,454,777 of taxable property under protest. After five years of maintaining the same tax rate, staff is proposing a slight tax increase of \$.005 or ½ a cent. This increase would bring an additional \$116,819. This increase would fund an additional \$40,000 in streets maintenance and a portion of the salaries and benefits for the much-needed positions of three additional firefighters and three additional police officers. On a \$200,000 home, this tax increase would cost an additional \$10 annually, or \$.83 per month. Due to the fact this rate is above the no new revenue tax rate, there is a requirement for a tax rate public hearing and additional tax rate legal notices.

FY 2022 General Fund Expenditures

The FY2022 expenditures increased \$3,996,608, or 12% when compared to FY2021. Costs for personnel and benefits represent 70.8% of the total General Fund expenditures.

Some of the noted increases in expenditures include:

(1) Salaries and benefits \$2,363,301

This includes a 3% cost of living increase effective in January 2022. It also includes the addition of key positions addressed later in the letter

(2) Transfers to General I&S Fund \$722,813

Due to increased debt payment from the issuance of 2021 Certificates of Obligation

*Bonds and a full
year of payments on the 2020 Certificates of Obligation Bonds*

*(3) Indigent Health Care (This represents an 7.5% increase) \$149,705
This is an estimate. We will receive a final amount in August.*

*(4) Solid Waste Contract and Recycling \$115,000
Due to an increase in the number of customers. Revenue is also increasing.*

*(5) Gasoline \$80,000
Due to the rising cost of fuels*

During the budget process, a concerted effort was made by all departments to minimize any increases in their operational budgets. Exceptions to this were fuel, contractual increases, or significant changes in a department's operations.

FY2022 Utility Fund Revenue

The projected FY2022 revenues show an increase of \$2,708,591 when compared to FY2021, a 5% increase. The projected water revenues are expected to increase by \$1,211,554, which is due to the approved rate adjustments from the updated water rate study and the increase in consumption with the new developments. In addition, our wholesale water contract with NBU will increase by \$415,824. Sewer revenues are projected to increase by \$1,732,347 based upon the approved rate adjustments from the updated sewer rate study for FY22 and an increase in the number of customers and increase in water consumption.

FY 2022 Utility Fund Expenditures

The Utility Fund expenditures are projected to increase by \$2,708,591. Costs for personnel and benefits represent 21% of the Utility Fund expenditures.

Noted increases in expenditures include:

*(1) Transfers to Utility Capital Projects \$1,171,287
Based upon the proposed projects*

*(2) Salaries and benefits \$1,142,095
This includes a 3% cost of living increase effective in January 2022. It also includes the addition of key positions addressed later in the letter*

*(3) ROW User Fees \$276,863
Based upon increased electric, water and sewer revenues*

*(4) Transfers to Utility Fund I&S \$180,034
Due to increased debt payment from the issuance of TWDB Bonds Personnel*

The proposed budget includes a 3% cost of living increase for all employees beginning in January 2022. The annual cost of the proposed cost of living increase is \$300,271 in the General Fund and \$181,828 in the Utility Fund. Our cost-of-living adjustment each year continues to aid the City by maintaining its classification and compensation system and to help us remain competitive when recruiting new personnel to our City. In addition, funding is included for merit increases of 2.5% based on performance

ratings.

Public Safety will also receive an additional 3% market adjustment for all sworn personnel beginning in January 2022. The additional 3% for sworn public safety personnel will be funded by the CARES Act at a total of \$246,906.

We are also requesting an additional \$41,551 in salary and benefit adjustments for the General Fund and \$15,841 for the Utility Fund and \$2,287 in the Golf Fund to increase entry pay rates for key positions to \$15 per hour. The labor market has made it extremely difficult to obtain employees with salaries starting at less than \$15. Many employers in the region have made similar adjustments to pay to stay competitive.

Our required contribution rate to the Texas Municipal Retirement System (TMRS) has decreased ever so slightly from the current budgeted amount of 22.5% of gross payroll to 22.04% of gross payroll.

In order to address the growth demands within our City, and maintain and improve service levels, the following additional personnel are proposed in the FY2021 budget.

In the General Fund, the following are included:

In the Police Department, the Animal Services Division is requesting to move the volunteer coordinator position from Pay Group 7 to Pay Group 8 due to extra responsibilities and tasks this position now performs about and beyond a kennel attendant's position. The cost of this upgrade is \$1,113.

The recent growth of our city has continued to increase the call volume and territory that our current police force is required to cover. In fact, over the past couple of years, the City has added 51 additional street miles to patrol. Due to this growth as well as an increase in mental health calls, we are requesting 3 police officer positions within this year's budget at a cost of \$274,064. In 2020, the city placed 204 persons in mental crisis. From January 2021 to April 2021, the City detained 91 persons in crisis. The growth in the City, especially the new housing developments, will require the Police Department to increase staffing each year. This will be needed to maintain a level of service the citizens of Seguin have come to expect from the Police Department. The population increase due to the new subdivisions will bring a significant increase in motor vehicle traffic volume including traffic collisions. Routine calls for service (public order complaints, criminal complaints, civil issues, etc.) will also increase with the population expansion. Our current staffing is at 1.88 officers per 1,000 inhabitants (estimated at 31,238). Although there is no perfect formula for staffing requirements, FBI national data averages suggest 2.4 officers per 1,000 inhabitants. It would require significant investment to reach this percentage and we believe we can manage the growth with the staffing plan provided. The three officers being requested in this budget would include (1 additional Mental Health Officer and 2 Patrol Officers). Response Times should also be evaluated when considering the additional of new staff. We feel the data below supports this request as well.

Time starts from address entry into CAD system until first unit arrives:

Priority 1 Calls = 3.5 minutes (2019 = 3:29, 2020 = 4:40, 2021 = 5:08)

Priority 2 Calls = 5.5 minutes (2019 = 5:35, 2020 = 6:25, 2021 = 7:19)

Priority 3 Calls = 8 minutes (2019 = 6:14, 2020 = 6:38, 2021 = 7:58)

In the Fire Department, the current staffing levels are insufficient to adequately allow fire personnel to take their allotted time off each year. This creates a substantial amount of accrued leave for each employee or an increase in the use of overtime to

backfill those positions so that the fire personnel can take off. Eventually that employee will be paid out his leave upon retirement or separation from the City but it would be paid out at higher rate due to salary increases over the years. We are recommending the addition of 3 additional fire personnel at a cost of \$244,898 which will be offset by an estimated \$150,000 decrease in the overtime budget. This additional staff will also help us prepare for a future fourth fire station within the City. The fire department is also requesting out of class pay for its personnel. This is an extremely common practice in most other cities as it reimburses employees for officially performing another job duty within the fire department. If a front-line firefighter is having to drive a fire truck that day, his responsibilities have actively been changed to a driver/engineer so he should be compensated for such work. This is a requirement under civil service law. This request is an additional \$26,266.

The City currently has a certification pay policy which helps incentive employees to achieve other certifications which would directly benefit the City. From time to time this list of certification pays is upgraded to address new certifications the City would like their employees to achieve. The City is requesting certification pay adjustments in the Human Resources, Finance, and Information Technology departments at a total cost for the General Fund of \$5,573. The certifications are:

Human Resources- Professional Human Resource Certification \$458

Finance- Certified Professional Public Buyer Certification \$458

Information Tech.- Comp TIA A+, Comp TIA Security+, Comp TIA Network+ \$4,656

In Human Resources, the request is the addition of a Risk Management Administrator. The functions associated with this request are currently performed by Human Resources, Finance and the City Attorney's office and unfortunately has secondary focus because there is not one person who oversees this area. Making sure insurance policies and coverage limits are routinely updated and that workers compensation and liability claims are properly filed and followed up on are also crucial to a city's success. This position would also serve as the City's Safety Coordinator for all departments. Promoting safety for all our workforce should be a priority for our City. If we can decrease our risk throughout the City in different ways, then most of our claims would go down in which the funding of this position would be taken care of. This position will also assist with the identifying gaps and needed improvements to bring the City's infrastructure and facilities into ADA compliance. The General Fund share for this position is \$45,915.

In the Public Works Department, we are proposing the addition of a Fleet Manager position. This position will be responsible for purchasing, acquisitions, lease agreements and asset management of the vehicle replacement program. This position will also be responsible for all accident claim processes for the city fleet and will update Dossier with new and remove out going units. The Fleet Manager will coordinate with all directors to build a vehicle replacement plan short and long range and will manage hazardous waste generation and disposal, maintaining environmental standards in compliance with State and Federal laws and City policy. This position will also establish the vehicle and equipment requirements to ensure the City services are provided at the highest level. Plan and manage resource allocations; assures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational budget and financial data; analyzes future needs; and calculates cost and resource requirements. The General Fund share for this position would be \$45,915.

In Information Technology, we are proposing the addition of a full-time Information

Technology Geographic Information Systems Manager (GIS) at the cost of \$53,775 to the General Fund. Currently the City has a single employee dedicated to Utilities that oversees the backend data for all city GIS needs, this has occasionally resulted in difficulty to achieve non-Utilities related departmental GIS actions. As GIS has been a minimally funded discipline for years, the city's public facing geographical mapping does not accurately represent the full scope of work around the city. Approving a dedicated GIS resource will result in allowing IT to manage the day-to-day GIS support needs of all city departments along with the substantial backend licensing, systems architecture, data management and cybersecurity actions required resulting in impacted city departments more accurately reflecting the visual data and overwhelming positive initiatives taking place citywide. Potentially impacted departments include Fire and Police, Planning, Engineering, Electric, W/WW, Parks, Public Works, and the PIO. This would also free up time for the Senior Planner position who currently makes all maps for other city departments.

In Parks and Recreation, we will receive the 21st Century Grant this budget cycle in the amount of \$74,000 to expand our JAMM program. However, the increase to our pay rates for our JAMM positions, Day Camp positions and Aquatics positions will be covered by our increase in proposed revenues from these programs. The impact of the increase in pay rates is \$20,576.98 to the General Fund, however this increase will be covered by the increase in our revenue from these programs which is proposed at \$40,225. In conclusion, we project that we will profit \$19,648.02 from implementing both changes this budget cycle.

Currently, the Parks and Recreation Department is budgeted for two (2) Superintendents, three (3) Crew Leaders, ten (10) full time Service Workers, two (2) Landscape Technicians, two (2) permanent/part-time Service Workers, and (2) seasonal Park Ranger positions. To improve department morale, reward positive performance, develop higher level professional skills, and succession planning, a reclassification of positions is requested. The request is to reclassify three (3) Service Worker positions into three (3) Service Worker II positions. As proposed, each Crew Leader would have a Service Worker II position under their direct supervision. The new position responsibilities would include input when planning daily projects or tasks, staff leadership opportunities when the Crew Leader is absent, opportunities to learn and practice professional communication, and naturally a Service Worker II would be strongly considered for a vacant Crew Leader position when one becomes available. The cost of this request is \$7,667.

In the City Manager's office, the Senior Administrative Assistant performs direct assistance to the City Secretary's office. Due to an increased need for the storage and retention of records digitally, we are requesting the current position be upgraded to Deputy City Secretary for succession planning purposes and to increase the emphasis and support of records management here at the City. The cost of this request is \$1,382. This position will continue to be responsible for customer relations.

In Planning and Codes, the City is requesting personnel adjustment to free up time for the Senior Planner position who currently oversees code enforcement and health inspection. Within increase demand in planning and the retirement of the long-tenured Chief Sanitarian, we are requesting that the Code Compliance Officer position be upgraded to Code Compliance Supervisor and that an additional health inspector be added to the City's personnel. By combining the Health & Code Compliance divisions within the department, the staff will be prepared to handle the increased caseloads that come with rapid growth. In additions to more homes subject to the City's ordinances, the city is beginning to see the commercial growth. New eateries will be one of the

fastest-growing industries in Seguin, which requires food establishment licenses. These establishments will need to be licensed, inspected, and monitored for compliance with local and State regulations. Septic inspections are the responsibility of the Health Officer as well. Fence permits in Seguin are issued and inspected for compliance with the UDC. This is a compliance permit, not a building permit, and should also be shifted to Code Compliance. Temporary food establishment permits are required for vendors that operate at fundraisers and community events. The number of temporary food establishment permits continues to increase. In a period of three years, they increased from 59 to 159 to 229 respectively. These are typically evening and weekend events. Since the Health Inspector was working almost every weekend for these events, the Code Compliance Officers have already been cross trained to inspect these events as well. The Health Officer currently monitors and inspects 200+ fixed food establishments and 200+ temporary food establishments, but this number is quickly rising. In addition, there are many food establishments that have not obtained the required City licenses. Since the division is understaffed, the priority has been to maintain and inspect those that have been licensed. Our goal with a second Sanitarian is a proactive approach to seeking out business. The cost of these performance improvements will be \$125,939. We are also budget an additional \$14,951 for the retirement of our Chief Sanitarian who will be leaving in 2022.

In the City Secretary's office, the City Secretary currently does not receive a phone allowance. The cost to provide this is \$1,172. This allowance is split between the General Fund and Utility Fund.

In the Utility Fund, the following are proposed:

Over the past several years, the IT Department has seen a dramatic increase in the number of projects and service work orders within their department. An increase in cybersecurity threats and Covid related projects has also put a strain on this department. Due to this workload increase, the city is requesting the addition of an Information Technology Administrator role is responsible for providing citywide technical support alongside higher level troubleshooting resolution for the city's vast technology enterprise. As of May 2021, IT has supported 32 projects this fiscal year. These include three facility builds (Fire Central, SSLGC WTP2, GC WW expansion) and multiple software implementations (EnerGov, Parks/Main St/Golf ERP, JustFOIA). This does not include the tech support provided for vaccination efforts and food drives. IT Administrators have closed 507 higher level help desk support tickets thus far in FY 2021. The IT Administrator position currently supports 68 network switches, 51 wireless access points, 25 microwave radios, a fiber ring with 27 sites, 8 telecom nodes, 14 hardware servers, 77 virtual servers, and 9 systems architecture nodes. Currently the IT Department has one admin to support the city's IT infrastructure alongside the IT Ops Manager and IT Security Manager. This is difficult to navigate when one of these resources is sick, on planned leave, or is asked for assistance with an unplanned task or project. A second IT Administrator is requested to provide oversight and support of the city's technology enterprise. We are proposing this position with a start date after December 2021 so the total cost would be \$64,425.

As mentioned in the General Fund section we are also proposing the addition of a full-time Information Technology Geographic Information Systems Manager (GIS) at the cost of \$53,775 to the Utility Fund. Currently the City has a single employee dedicated to Utilities that oversees the backend data for all city GIS needs, this has occasionally resulted in difficulty to achieve non-Utilities related departmental GIS actions. As GIS has been a minimally funded discipline for years, the city's public facing geographical mapping does not accurately represent the full scope of work

around the city. Approving a dedicated GIS resource will result in allowing IT to manage the day-to-day GIS support needs of all city departments along with the substantial backend licensing, systems architecture, data management and cybersecurity actions required resulting in impacted city departments more accurately reflecting the visual data and overwhelming positive initiatives taking place citywide. Potentially impacted departments include Fire and Police, Planning, Engineering, Electric, W/WW, Parks, Public Works, and the PIO. This would also free up time for the Senior Planner position who currently makes all maps for other city departments.

In Engineering, the department is requesting three positions: a Project Engineer, an Asset Manager Program Manager, and a Project Inspector. The Project Engineer proposed at a cost of \$132,189 is needed due to the increased growth and demand on Engineering services and will provide oversight and project management for capital projects and developed related projects. The four new GLO Projects totaling over \$38 million in improvements will keep this position busy as well.

The Asset Manager Program Manager will work with cross-functional teams to develop detailed deliverables, deliver strategic asset management projects, and change management policy, framework and implementation for utilities including water, wastewater, electric and stormwater. This position is also crucial in developing a system where the City can track utility work performed by outside entities such as Center Point Gas and other telecom companies. The cost of this proposed position is \$123,567.

The last requested position is an additional City Engineering Inspector at a cost of \$69,062. This position will focus on right-of-way inspections and can also assist with the increase of capital improvement, utility, development projects and curb and driveway inspections currently being performed by staff. It may also allow for weekend inspections on a rotating basis, when necessary.

In Human Resources, the request is the addition of a Risk Management Administrator. The functions associated with this request are currently performed by Human Resources, Finance and the City Attorney's office and unfortunately has secondary focus because there is not one person who oversees this area. Making sure insurance policies and coverage limits are routinely updated and that workers compensation and liability claims are properly filed and followed up on are also crucial to a city's success. This position would also serve as the City's Safety Coordinator for all departments. Promoting safety for all our workforce should be a priority for our city. If we can decrease our risk throughout the city in different ways, then most of our claims would go down in which the funding of this position would be taken care of. This position will also assist with the identifying gaps and needed improvements to bring the City's infrastructure and facilities into ADA compliance. The Utility Fund share for this position is \$45,915.

The City currently has a certification pay policy which helps incentive employees to achieve other certifications which would directly benefit the city. From time to time this list of certification pays is upgraded to address new certifications the city would like their employees to achieve. The city is requesting certification pay adjustments in the Human Resources, Finance and Information Technology departments at a total cost for the Utility Fund of \$5,573. The certifications are:

Human Resources- Professional Human Resource Certification \$458

Finance- Certified Professional Public Buyer Certification \$458

Information Tech.- Comp TIA A+, Comp TIA Security+, Comp TIA Network+ \$4,656

The Seguin Electric and Water Utilities have made successful use of addressing staffing needs using interns. The city is requesting the addition of intern hours in the amount of \$44,737 to further increase operational efficiency.

In the Public Works Department, we are proposing the additional of a Fleet Manager position. This position will be responsible for purchasing, acquisitions, lease agreements and asset management of the vehicle replacement program. This position will also be responsible for all accident claim processes for the city fleet and will update Dossier with new and remove out going units. The Fleet Manager will coordinate with all directors to build a vehicle replacement plan short and long range and will manage hazardous waste generation and disposal, maintaining environmental standards in compliance with State and Federal laws and City policy. This position will also establish the vehicle and equipment requirements to ensure the City services are provided at the highest level. Plan and manage resource allocations; assures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational budget and financial data; analyzes future needs; and calculates cost and resource requirements. The Utility Fund share for this position would be \$45,915.

In the Water/Wastewater Department, we have researched what other cities are paying for the Water and Wastewater Treatment Managers. In this research, we have discovered that these two positions are currently underpaid based on their current job responsibilities. To bring these two positions in line to what the current market is offering, the City is requesting compensation adjustments of \$43,636 to make these positions competitive with other peer cities.

The Golf Fund is requesting the addition of a part-time grounds' keeper. Currently the City only has 5 golf course maintenance personnel which makes it very difficult to keep up with the fertility and weed control program. This position would involve raking all 23 bunkers every morning instead of every other morning. This will free up crew members to apply chemicals and fertilize daily as well as work on course improvements. Comparison golf courses such as the Bandit has 11 full-time crew members and Landa Park has 7 full-time crew members. The cost for this personnel adjustment is \$11,062 and will be funded through a \$1 rate increase.

The second request is for a part-time golf shop assistant at a cost of \$9,319 and to add an additional \$6,517 to current staffing hours. This will also be funded through the \$1 rate increase. A one-time adjustment was made last year to amend the budget to address the staffing shortage within the pro shop. The increase in demand has limited the ability for current staff to use accrued leave as well. This would permanently add 1000 working hours to the golf pro shop.

In the Seguin Economic Development Corporation, the city is requesting compensation adjustments to two positions. The Assistant Director of the EDC and the Business Retention Specialist compensation adjustments total \$14,225 and move them in-line with other comparable positions in other cities based on their job responsibilities. The Director is also requesting an upgrade for the Marketing and Admin Assistant to Marketing Specialist/Office Manager. This position has taken on additional job responsibilities since being hired by the city and has performed at a much higher level thus warranting the position upgrade. This upgrade would cost \$7,511.

Emergency Fund

The Emergency Fund is used for emergency situations. It has been utilized in

recent years for flood and wind damage and recovery. We had been using these funds to assist in expenditures related to COVID-19 and in February, we used them to assist us during the winter storm. Our goal has been to maintain at least \$2,000,000 in the fund balance. The projected balance for the Emergency Fund on September 30, 2021 is \$3,415,908. We received \$1,718,145 in CARES funding and spent \$301,348 to date.

Capital Improvement Projects

The proposed General Fund Capital Improvement budget includes the following projects that are proposed to be funded through the issuance of Certificates of Obligation:

*Rudeloff Road – Phase II (Huber East of the Softball Fields to SH123 at FM20)
\$904,471*

This is the second phase of the added capacity project approved through the MPO funding process. These funds are the City's contribution for acquisition of Row and Engineering costs associated with this project.

Walnut Springs Bridge Abutment Repair \$200,000

These funds will be utilized to address recently identified structural issues within the Walnut Springs Bridge Abutment

Street Rehabilitation \$700,000

This will fund rehabilitation of numerous streets throughout the City utilizing the Zipper.

Chip Seal \$293,180

This is the annual funding of our chip seal program that extends the life of numerous streets and improves the driving surface of the roadway.

Heideke Street Sidewalk \$642,000

This is for sidewalk improvements along Heideke Street to provide pedestrian access from Weinert Elementary School to Braden Street.

ADA Transition Plan \$300,000

This plan will identify gaps and needed improvements to bring City infrastructure and facilities into ADA compliance.

Heart Shaped Well Relocation \$60,000

The Heart Shaped Well currently in project limits of Walnut Branch Sanitary Sewer Project and Walnut Springs Trail Project Limits needs to be moved to a location that will be visible to pedestrians/users of future trail (currently under construction).

Mesquite Street Extension \$420,000

This would fund the construction of Mesquite Street from North Austin Street to east of Starcke Street. Please note that street name is subject to change.

Washington Street Drainage \$210,000

This is for drainage improvements in the vicinity of 201 West Washington Street to reduce localized ponding and flooding.

Mill Creek Easement Drainage Study \$40,000

This is for a preliminary engineering report that will include options to alleviate localized ponding along the GVEC easement within Mill Creek Subdivision.

Walnut Springs Dam Environmental \$55,000

This for engineering services for environmental permitting to see what is allowed by various regulatory authorities for repairs to the damaged spillway and bank stabilization, which includes US Army Corps of Engineers (USACE), Texas Historical Commission (THC), and Texas Parks and Wildlife Department (TPWD).

The total amount recommended to be funded from 2022 Certificates of Obligations is \$4,000,000 including contingency funding.

The City has been notified that we are eligible to receive \$7,431,596 in American Rescue Plan Act (ARP) Funds. Staff reviewed the capital requests for FY22 that can be funded through ARP and have included those in the capital budgets. Additional General Fund capital improvement projects within this proposed budget include:

GLO Drainage Projects Match \$378,619

The City was awarded a GLO grant of over \$38 million for much needed drainage projects throughout the city. This will provide the match for those projects

Telecom Infrastructure Upgrade \$117,901

The city's current telecom infrastructure was originally installed in 2011 and has surpassed the industry recommended timeline for a system refresh. The voice mail server will no longer be supported April 2022. The project will also resolve a long-term issue with e-911 routing brought on by the rapid growth of the city. The upgrade will allow for faster bandwidth speeds to city computers. Per the upgrade older telephone sets will be replaced with new phones that can accommodate higher bandwidth speeds to desktop/laptop computers. This capability will negate the need for full data cabling refreshes in older facilities.

Police Building Security Enhancements \$140,000

This project will allow staff to replace the glass/frames in (3) public-facing downstairs doors (three in public lobby). It will also provide bullet resistant panels below the windows down to the floor.

Conference Center Feasibility Study \$70,000

Currently, Seguin is unable to be competitive when it comes to recruiting meetings and conventions. Due to the lack of a self-contained hotel conference center, the size of the coliseum, the location of the coliseum and the age of the coliseum; Seguin CVB is often unable to complete RFPs to host regional and statewide conferences. The feasibility study would review the potential for sales at a new facility, potential end users (both local and out-of-town), potential locations and potential funding mechanisms to cover the costs of the facility.

Downtown Public Restrooms \$300,000

Public restrooms would reduce the use of portable toilets for downtown events and would encourage visitors to downtown to stay longer.

Station Alerting \$90,000

Automated station alerting will allow the fire department to reduce response times and increase dispatching efficiencies; it will allow us to be in our citizens homes faster. Additional funding for this project is being funded from remaining funds from the Radio Infrastructure Project.

Fiber Ring Expansion Seguin South \$100,000

The city has invested heavily in its fiber ring since 2018 adding 8 new sites with 4 more scheduled to be terminated into the ring soon. At the present time, there is a point of failure between the PD data center and Municipal Courts where contingent on an accident, the city would lose 12 facilities relying on the connection. Municipal Courts, the Library, Fire Station 2, the Hall of Fame building, the Wastewater Plant, Public Works, the Water Plant, Animal Services, the Coliseum, Parks and Rec, the old Utilities Building (current Central Fire), and Golf all rely on this single threaded connection. This additional fiber run would establish a secondary path for the twelve facilities referenced, in turn providing disaster recovery and business continuity capabilities in the event of a fiber outage.

Public Wi-Fi Expansion \$500,000

If the city elects to expand the fiber ring it would be possible to provide resilient public Wi-Fi at certain facilities around the city. Contingent on the availability of fiber downtown, specifically running the fiber conducive to Main Street aesthetic requirements, it may be possible to build out public Wi-Fi for the downtown area or public parks.

Replace HVAC in City Facilities \$100,000

This would replace HVAC units at the Parks and Recreation Building, cool only at City Hall, at the Police Department and the Coliseum.

Wavepool Repair and Code Compliance \$150,000

Funds would provide much needed repairs and improvements to the wavepool including but not limited to repainting the pool, improvements to the restrooms, and repairs to meet the new pool code. It would also fund much needed equipment to keep the pool running.

Irrigation Improvements at the Golf Course – Phase 1 \$750,000

Golf course irrigation systems typically have a lifespan of 10 to 30 years. Our system is now 31 years old and has reached the end of its effective lifespan. If we do not replace the system soon, we can expect more leaks, more sprinkler head repairs, more pump failures, and more turf quality issues.

The proposed Utility Fund Capital Improvement projects includes the following projects that are proposed to be funded through the issuance of Revenue Bonds:

Geronimo Creek WWTP Expansion \$182,760,000

These funds are necessary to continue the design work associated with the Geronimo Creek Wastewater Treatment Plant (GCWWTP) expansion including the lift station and force mains that will convey wastewater from the Walnut Branch Wastewater Treatment Plant (WBWWTP) to the GCWWTP, and the demolition of the WBWWTP. In addition, design engineering, these funds will be utilized for bidding administration/construction inspection and finally the construction of this project. This would be a separate issue through Texas Water Development Board bonds as the project has already approved by the Texas Water Development Board.

30" WW Line from Walnut Branch to Library \$1,065,039

These funds will be utilized to upsize the existing collection system to provide necessary capacity for future development.

Water Plant Building Renovations \$1,333,374

This fund will be utilized to perform much needed renovations to the water treatment plant facilities. The scope of work will include several improvements including the roof,

building leveling, administrative area improvements, laboratory improvements, ADA compliance, and painting.

18" WW line from south of Continental to Geronimo Creek (Construction) \$3,075,000
These funds will be utilized to upsize the existing collection system to provide necessary capacity for future development.

Water/Wastewater Replacement \$600,000
These funds will be utilized to replace aging infrastructure along College St. from Austin to King in anticipation of the reconstruction of College St.

24" transmission main Phase 2, I-10 to Hwy 123 E (Engineering) \$545,941
This would provide for engineering of 24" transmission water line from IH-10 to Hwy 123 that will promote greater water distribution within the project area.

24" transmission main Phase 1, Vetter Booster Station to I-10 (Construction)
\$1,697,669
This would provide for construction of 24" transmission water line that will promote greater water distributions within the project area.

73 Ft. Up flow clarifier and SCADA and offices (Engineering) \$637,000
These funds are necessary to commence engineering design on an additional clarifier critical to the operation of the Seguin Water Treatment plant. This additional treatment process equipment allows the treatment plant to continue producing drinking water at maximum capacity during periods of preventive maintenance on existing clarifiers or unforeseen outage of this specific equipment. Further, this equipment positions the City for a phased replacement of the Water Plant on the existing site while continuing full operational capacity.

Replace all Star meters and replace all water Meter Transmission Units \$2,700,000
These funds are necessary to begin replacing obsolete equipment that has reached end of life and no longer supported by the manufacturer. It will also return the City to a reliable auto read system as currently there are upwards of 2000 (~25%) of residential water customers that are manually read each month.

Water/Wastewater Replacement College Street – Austin to King (Construction)
\$2,490,000
This would provide for the installation of new water and wastewater improvements as part of the College Street Reconstruction Project.

Aside from the Geronimo Creek WWTP expansion, the total amount recommended to be funded from 2021 Utility Revenue Bonds is \$14,500,000 including contingency funding.

Additional Utility Fund capital improvement projects within this proposed budget include:

Surface Water / Ground Water Loop (Engineering) \$500,000
This project connects the two distribution systems to provide redundancy to the City's surface water customers.

Generator installation at 5 water storage sites for SCADA control \$350,000

Water and Wastewater Infrastructure Repairs \$550,000

Water Asset Management System \$750,000

This will allow staff to continue the project of strategic assessment of water and wastewater utilities for assessing capital project and future utility planning.

Capital Equipment

General Fund and Utility Fund operations both have vehicles, equipment, and technology that are in need of replacement as part of a regular replacement program. In an effort to continue this program, \$533,608 is proposed for capital equipment in the General Fund and \$1,025,632 in the Utility Fund. Funding for this equipment is from favorable fund balances from current and prior years and estimated year end fund balances, and in several cases lease-purchase arrangements are being utilized.

Conclusion:

The presented proposed FY2022 Budget represents a balanced budget that will enable the City of Seguin to continue to provide quality services to its citizens. In addition to continuing these services to our customers, our citizens will enjoy the many benefits of the many capital improvement projects that are underway and planned for FY2022.

8. Acknowledgment of Bills

- a. [21-249](#) Check Report: July 19, 2021 to July 30, 2021

Indexes:

The bills were acknowledged

9. Executive Session

The regular meeting was recessed and the council went into Executive Session at 7:07 pm. The regular meeting reconvened at 7:18 pm.

- a. [14-440](#) Pursuant to Section 551.071 - Consultation with attorney for advice regarding potential, pending, threatened litigation or settlement - Steve Parker, City Manager

Indexes:

10. Adjournment

There being no further business before the council the meeting adjourned at 7:18 pm.

Donna Dodgen, Mayor

Attest:

Naomi Manski, City Secretary