



It's real.

City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Public & Virtual Meeting Agenda

City Council

Tuesday, February 18, 2025

5:30 PM

Council Chambers

This meeting can be viewed live at:

https://cityofsequintx.granicus.com/MediaPlayer.php?publish_id=a9e029a1-2e07-4fd2-a5b8-a9a0c2c397ed

1. **Call to Order**
2. **Invocation - Evangelist Yvonda Quarles, Sweet Home Baptist Church**
3. **Pledge of Allegiance/Salute to the Texas Flag**
4. **Roll Call**
5. **Hearing of Residents:**

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

6. **Presentation**
 - a. [25-105](#) Presentation of the JustServe Hero Award. - Selina Medina, JustServe
 - b. [25-106](#) Presentation and possible direction to staff regarding the space and fence requirements for maintaining livestock within the City of Seguin. - Steve Parker, City Manager
Attachments: [Fence and Space Requirements for Livestock](#)
[Section 14.164 Space and fence requirements](#)
7. **Consent Agenda**
 - a. [25-099](#) Minutes of the February 4, 2025 City Council Regular Meeting.

Attachments: [CC Minutes 02042025](#)

- b. [25-115](#) Check Report February 1, 2025 through February 14, 2025.

Attachments: [Check Report 02012025 - 02142025](#)

- c. [25-093](#) Resolution of the City Council of the City of Seguin, Texas, approving the submission of an application to the Alamo Area Metropolitan Planning Organization Surface Transportation Improvement Program FY 2027-2030 Transportation Improvement Program to fund improvements to Martindale Road; committing matching funds for the project grant; authorizing the City Manager to execute all documents associated with the submission; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering & Capital Projects

Attachments: [Memo Martindale Road Extension STGB Grant Application](#)
[Resolution Martindale Extension MPO TIP](#)
[E Martindale Road Exhibit](#)

- d. [25-094](#) Resolution of the City Council of the City of Seguin, Texas, approving the submission of an application to the Alamo Area Metropolitan Planning Organization Surface Transportation Improvement Program FY 2027-2030 Transportation Improvement Program to fund improvements to Stempel Street; committing matching funds for the project grant; authorizing the City Manager to execute all documents associated with the submission; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering & Capital Projects

Attachments: [Memo Stempel Street STGB Grant Application](#)
[Resolution Stempel Street MPO TIP](#)
[Stempel Street Exhibit](#)

- e. [25-095](#) Resolution of the City Council of the City of Seguin, Texas, approving the submission of an application to the Alamo Area Metropolitan Planning Organization Surface Transportation Improvement Program FY 2027-2030 Transportation Improvement Program to fund improvements to US 90 and SH 46; committing matching funds for the project grant; authorizing the City Manager to execute all documents associated with the submission; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering & Capital Projects

Attachments: [Memo US 90 and SH 46 TA Grant Application](#)
[Resolution US 90 and SH 46 Trail MPO TIP](#)
[US 90, SH 46 Exhibit](#)

- f. **25-104** Resolution authorizing the auction of excess vehicles and equipment; and providing an effective date. - John Donnelly, Public Works Director

Attachments: Auction Memo.02182025
Auction Resolution.02182025

- g. [25-043](#) Ordinance on second reading amending the Seguin Unified Development Code, Chapter 5, Section 5.4; providing for an effective date; providing for publication of this ordinance; and authorizing City Staff to submit this ordinance as a supplement to the Code of Ordinances. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects
Attachments: [2025-02-04 Section 5.4 Memo](#)
[Section 5.4 Redlines](#)
[RAATG Table 1. Street Design Standards](#)
[2025-01 PZ Commission Report](#)
[2025-02-04 UDC Section 5.4 Ordinance Draft](#)
- h. [25-044](#) Ordinance on second reading amending the City of Seguin's Code of Ordinances Appendix C - Fee Schedule, Appendix A - Unified Development Code to amend the sidewalk fee-in-lieu when waiver is granted. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects
Attachments: [2025-02-04 Sidewalk Fee Memo](#)
[2025-02-04 Sidewalk Fee Ordinance Draft](#)
- i. [ZC](#)
[26-24 CC](#) Ordinance on second reading to consider a zoning change from Multi-family High Density (MF-3) to Commercial (C) for a property located at the 2600-2700 block of State Highway 46 North, Property ID: 172978, (ZC 26-24). - Pamela Centeno, Director of Planning & Codes
Attachments: [Staff Memo ZC 26 24](#)
[Planning Commissioner Report and packet ZC 26 24](#)
[ZC 26-24 Ordinance](#)
[ZC2624 ExhibitA CC](#)
- j. [ZC](#)
[27-24 CC](#) Ordinance on second reading to consider a zoning change from Single Family Residential (R-1) to Commercial (C) for property located at 208 Preston Dr., Property ID: 21433, (ZC 27-24). - Pamela Centeno, Director of Planning & Codes.
Attachments: [Staff Memo ZC 27 24](#)
[ZC 27-24 Ordinance](#)
[Planning Commission Report and packet](#)
[ExhibitA CC](#)
- k. [ZC](#)
[28-24 CC](#) Ordinance on second reading to consider a zoning change from Single Family Residential (R-1) to Commercial (C) for the property located on Preston Dr., Property ID: 59022, (ZC 28-24). - Pamela Centeno, Director of Planning & Codes

Attachments: [Staff Memo ZC 28 24](#)
[ZC 28-24 Ordinance](#)
[Planning Commission Report and Packet](#)
[ExhibitA_CC](#)

- I. [ZC 29-24 CC](#) Ordinance on second reading to consider a zoning change from Commercial (C) and Agricultural-Ranch (A-R) to Public (P) for six properties located at the 2600 through 3000 block of N Guadalupe Street, Property IDs: 51463,51460, 51459, 51255, 51253, and 51251, (ZC 29-24). - Pamela Centeno, Director of Planning & Codes.

Attachments: [Staff Memo ZC 29 24](#)
[Planning Commission Report and packet](#)
[ZC 29-24 Ordinance](#)
[ZC2924 ExhibitA_CC](#)

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

- a. [25-103](#) Resolution authorizing the purchase of three hundred (300) electric meters for use by the City's Electric and Utility Services Department; and declaring an effective date. - Freddy King, Manager of Electric Utilities

Attachments: [Council Memo 2-18-2025](#)
[Resolution 2-18-2025](#)
[BID TAB Electric #042](#)
[Techline #042 Restock Quote](#)

- b. [25-102](#) Resolution approving a change order for relocating a 12-inch water main outside TxDOT right-of-way related to the 24-inch Water Transmission Main Project; and declaring an effective date. - Terri Lynn Ruckstuhl, Senior Utilities Engineer.

Attachments: [Council Memo 2-18-2025](#)
[Resolution 2-18-2025](#)
[Change Order No. 4 \(2\)](#)

- c. [25-096](#) Resolution approving a bond resolution previously adopted by the Board of Directors of the Schertz/Seguin Local Government Corporation authorizing the issuance of obligations designated as "Schertz/Seguin Local Government Corporation Contract Revenue Improvement Bonds, New Series 2025"; acknowledging that these bonds will be sold pursuant to the provisions of a purchase contract; ratifying, reconfirming, and readopting the provisions of a regional water supply contract executed between the City of Schertz, Texas, the City of Seguin, Texas, and the Schertz/Seguin Local Government Corporation; authorizing the Mayor, the City Manager, and the City Secretary of the City of Seguin, Texas to execute on behalf of the City of Seguin, Texas all documents in connection with this transaction; and other matters in connection therewith. - Andrew McBride, SSLGC

General Manager

Attachments: [SSLGC Bond Resolution](#)

- d. [25-101](#) 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.
- Attachments:** [Memo for Standards of Care for 2025-2026](#)
[2025-2026 JAAM PARENT HANDBOOK](#)
[Ordinance No. 2024-089 \(1\)\(JAAM\)\(Final\)](#)
- e. [25-110](#) Resolution declaring a necessity for the acquisition of a permanent utility easement and temporary construction easement on a parcel of land in the A. Mansolo Survey, Abstract No. 29, Guadalupe County, Texas, being a portion of a called 153.55-acre tract of land described in deed to Walton Texas, LP recorded in Document No. 202199043119 of the Official Public Records of Guadalupe County, Texas for the purpose of the installation, construction, operation, maintenance, repair, upgrade and removal of multiple water, wastewater and reuse water transmission lines and related above and below group appurtenances on the River Oaks Wastewater Project and authorizing the institution of condemnation proceedings to acquire said property interest to the extent negotiations are unsuccessful. Council may opt to hold portion(s) of this item in Closed Session, pursuant to Sections 551.071 and 551.072 of the Texas Government Code. Any actions will be taken in Open Session.
- f. [25-111](#) Resolution declaring a necessity for the acquisition of a permanent utility easement and temporary construction easement on a parcel of land in the H. Branch Survey, A-6, Guadalupe County, Texas, being on a called 5.730-acre tract of land conveyed to William T. Funderburg and Patricia A. Funderburg recorded in Document No. 2015001341 of the Official Public Records of Guadalupe County, Texas for the purpose of the installation, construction, operation, maintenance, repair, upgrade and removal of multiple water, wastewater and reuse water transmission lines and related above and below group appurtenances on the SH123 12" Waterline Relocation Project and authorizing the institution of condemnation proceedings to acquire said property interest to the extent negotiations are unsuccessful. Council may opt to hold portion(s) of this item in Closed Session, pursuant to Sections 551.071 and 551.072 of the Texas Government Code. Any actions will be taken in Open Session.
- g. [25-112](#) Resolution declaring a necessity for the acquisition of a permanent utility easement and temporary construction easement on a parcel of land in the J.D. Clements Survey, Abstract No. 11, Guadalupe County, Texas, being

on a called 5.964-acre tract of land conveyed to Lauren Elizabeth Hollingsworth, Trustee of the Robert Besson Trust dated November 29, 2023 recorded in Document No. 202499001182 of the Official Public Records of Guadalupe County, Texas for the purpose of the installation, construction, operation, maintenance, repair, upgrade and removal of multiple water, wastewater and reuse water transmission lines and related above and below ground appurtenances on the SEDC 121 Project and authorizing the institution of condemnation proceedings to acquire said property interest to the extent negotiations are unsuccessful. Council may opt to hold portion(s) of this item in Closed Session, pursuant to Sections 551.071 and 551.072 of the Texas Government Code. Any actions will be taken in Open Session.

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. [25-107](#) Section 551.074 - Personnel Matter; Annual Evaluation of the City Manager and amending the Employment Agreement.
- b. [25-108](#) Section 551.071 - Consultation with Attorney; to receive attorney advice and consultation regarding the rights, duties, and obligations of the SEDC in regard to the Economic Development Performance Agreement with Yukon Venture Partners, LLC.
- c. [25-114](#) Section 551.087 - Deliberation Regarding Economic Development Negotiations; (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; (2) to deliberate the offer of a financial or other incentive to a business prospect.
- Downtown Projects

10. **Reconvene into Open Session and Take Action on Closed Session Items if necessary**

- a. [25-113](#) Resolution of the City Council the City of Seguin, Texas amending the Employment Agreement for the City Manager and authorizing the Mayor to execute such agreement. - Donna Dodgen, Mayor
- b. [25-109](#) Possible discussion and action regarding the Economic Development Performance Agreement between the SEDC and Yukon Venture Partners, LLC. - Josh Schneker, Economic Development Director

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 14th day of February at 11:00 a.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.

MEMORANDUM

To: Mayor and City Council Members

From: Steve Parker
City Manager

Subject: Space and Fence Requirements for Livestock

Date: February 18, 2025

Mr. Brad Babel, who currently lives at 205 Country Lane, currently houses two horses at his residential property here in Seguin. The City of Seguin code of ordinances currently requires that in order to maintain a horse, within the city limits, a minimum space of 8,000 square feet is required per horse. Mr. Babel would require a minimum of 16,000 feet to house two horses at his current residence. He currently has them housed in approximately 13,000 square feet.

Mr. Babel reached out to Councilmember Biesenbach regarding this issue to see if the Council would consider amending the current code of ordinances. Councilmember Biesenbach requested an agenda item be placed on the agenda so that Mr. Babel could support his case.

It should be noted that this issue came to light after Animal Services contacted Mr. Babel about the ordinance violation. This was done after complaints were received from a neighbor or neighbors. Animal Services have offered suggestions as to how Mr. Babel could meet the 16,000 square feet space requirements, but Mr. Babel would like the ordinance amended.

This agenda will be to decide if the City Council would like to consider moving forward with amending the ordinance.

Sec. 14-164. Space and fence requirements.

No person shall maintain livestock or fowl within the city, unless the following are met:

- (1) *Horses*. There shall be a minimum space of 8,000 square feet for each horse kept within the city limits. The shed used for protection against the elements may be located on this plot. An additional space of 8,000 square feet must be provided for each additional horse kept on the premises. Such lot must be enclosed with a wooden slat or net wire fence. Barbed wire will not be approved. No part of the enclosure for such animal shall be within 100 feet of any residence.
- (2) *Cattle*. There shall be a minimum space of 8,000 square feet for each cow kept within the city limits. The shed used for protection against the elements and that used for milking purposes may be located on this lot. An additional space of 8,000 square feet must be provided for each additional cow kept on the premises. Such lot must be enclosed with a wooden slat or net wire fence. Barbed wire will not be approved. No part of the enclosure for such animals shall be located within 100 feet of any residence.
- (3) *Sheep and goats*. There shall be a minimum space of 8,000 square feet for each sheep or goat kept within the city limits. An additional space of 8,000 square feet must be provided for each additional sheep or goat kept on the premises. No part of the enclosure for such animals shall be within 100 feet of any residence.
- (4) *Hogs*. No person shall be allowed to keep or maintain hogs, Vietnamese pot-bellied pigs or swine within the limits of this city, except as provided by section 14-162.
- (5) *Fowl*. No person shall keep, harbor, possess or allow to remain on any one premises under his control within the corporate limits of the city:
 - a. All persons keeping fowl must obtain an annual permit from the animal services department.
 - b. Rooster shall not be allowed to be kept within the city limits.
 - c. More than eight chickens where the enclosure can be located no less than ten feet from all property lines and no less than 20 feet from any other separate residential structure on the same property; or
 - d. Up to 26 chickens where the enclosure and run can be located at least 75 feet from any business or dwelling other than the owners; or
 - e. Up to 50 chickens in a rear yard with at least 8,000 square feet and the enclosure is at least 100 feet from the nearest residential structure other than that of the owner.
 - f. Chickens shall be kept in an enclosure that provides at least five square feet per chicken; and
 - g. Enclosure must be constructed so that the chickens are secure, and no rodents and other pests are able to enter the enclosure. Chickens must be kept in the enclosure from 10:00 p.m. to 6:00 a.m.
 - h. Either fenced back yard or an enclosed run must be provided. In order to reasonably keep the chickens in place the fence or run shall be constructed to be six feet high.
- (6) *Rabbits*. No person shall keep, harbor, possess or allow to remain upon his premises or upon premises under his control in the corporate limits of the city more than six grown rabbits or more than 18 fryer rabbits. All rabbit hutches must be kept in a sanitary manner at all times and constructed to allow ease in cleaning. Hutches shall be located not less than 100 feet from any residence, other than that of the owner.
- (7) *Pigeons*. No person or persons shall keep, harbor, possess or allow to remain upon his premise or premises under his control in the corporate limits of the city, more than 75 mature pigeons.

There shall be at least one square foot of floor space in any loft for each mature pigeon kept herein.

The construction and location of the loft shall not conflict with any building code of the City of Seguin and be located not less than 100 feet from any residence other than that of the owner.

(Code 1964, § 5-21; Ord. No. 93-45, 12-21-93; Ord. No. 95-12, 5-2-95; Ord. No. 2020-045, § 3, 7-21-20)

Cross reference(s)—Zoning, app. B.



City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Meeting Minutes

City Council

Tuesday, February 4, 2025

5:30 PM

Council Chambers

Public & Virtual

1. Call to Order

Mayor Dodgen called the meeting to order at 5:30 P.M.

2. Invocation - Rev. Canon Stanislaw Fiuk, St. James Catholic Church

3. Pledge of Allegiance/Salute to the Texas Flag

4. Roll Call

Present: 8 - Councilmember Joe Rea, Councilmember David Eveld, Councilmember Jim Lievens, Councilmember John Carlsson, Councilmember Paul Gaytan, Councilmember Monica N. Carter, Councilmember Bill Keller, and Councilmember Jason Biesenbach

Presiding: 1 - Mayor Donna Dodgen

5. Hearing of Residents:

Invitation to hear citizens and council members in advance of regular business on items other than what is on the agenda, which shall be limited to five (5) minutes. 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.

Joshua Benevides, 2340 Huber Rd, stated that a piece of his property was taken without his permission, first to be a drainage ditch, but it ended up being a road. The road was only supposed to be utilized by the fire department in case of an emergency, but it is being utilized by the general public. He opined that people who live in Hiddenbrooke are cutting the lock on the gate so that they can use the road to get to and from home. He said that people use the road to run and walk on and he and his wife have found people trespassing into his shed. Additionally, he has seen 18-wheelers driving on the road. He has already had to replace his septic tank and propane tank because an 18-wheeler damaged it when it tried to turn around on his property. He also said that he was told that the retaining pond on the side of his house would be well maintained but it has not been maintained at all. He said he is bringing this issue to council hoping that it will get resolved. He said the Fire Department put a

lock on the gate today, but that people drive around the gate. He suggested that existing homeowners be notified when new development is being considered near them. He said he has lived there for thirty years but this has become a real hassle and hopes that City Council can help.

Mr. Parker commented that the City has started looking into the issues.

Julian Leal, 849 Prexi Dr., gave the history of settlement in Seguin. He declared that the United States has become a powerful nation and recalled being chastised for his race in Seguin many years ago. He also complained that he has to drive to Gonzales to get his drivers license renewed. He opined that America has always been great and is continuing to get better. He said he doesn't like his citizenship to be challenged but he doesn't want to be deported so he will show his military id when needed.

Kyle Kramm, Director of Main Street/CVB, announced that Downtown Coordinator Christy Hopper has retired after 25 years with his department and 35 years with the City of Seguin. He introduced the new Downtown Coordinator, Charissa McLain. Ms. McLain comes from the film industry and he felt that her skills in organizing film productions would be useful in her role as Downtown Coordinator.

Fire Chief Dale Skinner informed that the Fire Department currently hires Firefighters/EMTs, whereas before they only hired paramedics. Through Senate Bill 2, Seguin was awarded grants to send EMTs to paramedic school. Five students graduated last year and five more are about to graduate this year. Additionally, the just enrolled another six students into paramedic school. He announced that the field training program for new hirers, called new hire orientation, been revamped and is now a four-week long program. He said they have incorporated mental health training into the orientation. He also commented that the Fire Marshall ordered a lock for that gate that Mr. Benevides spoke of and the department is taking some additional security measures to stop the lock from being cut off the gate again.

Councilmember Carlsson requested that residents "Keep it Real" clean and professional and suggested that we do things to make the city look better than it does currently. He suggested that we pick up trash, be respectful of others property, and respect first responders. He commented that he is new to the community but is very proud of the sense of community in Seguin. He commended the Police Department for the apprehension of the road rage incident suspect. He informed that residents could see an interactive map of registered sex offenders in Seguin by visiting www.sor.dps.texas.gov. He said he wanted to give a message to drug users of the community and asked them to take accountability for their drugs, be sure they are secure and to protect the children. Lastly, he informed that the Bureau of Land Management will hold a two-day wild horse and burro adoption event in Seguin on February 21-22, 2025 at the Seguin Coliseum.

Mayor Dodgen announced that the Sebastpol House re-opens on Thursday, February 6th after undergoing repairs and invited everyone to stop by and visit from 9 a.m. to 4 p.m. Thursdays through Sundays. Also, Mayor informed that the Seguin Police and Fire departments are accepting applications for the Citizen Academies and encouraged everyone to attend the Regional Job fair happening this Thursday, February 6th from 6 a.m. to 10 a.m. at the Seguin Coliseum. Additionally, she invited everyone to attend the Matador Legends Ballpark ribbon-cutting to be held at 6:30 p.m. on Tuesday, February 18th at 1315 E. Cedar Street and reminded everyone that the unveiling of the second installment in the exhibit, "Roots of Resilience: The African American Experience in Seguin through Art and Legacy," created by renowned National

Endowment for the Arts artist Howard Crunk, from 5:30 to 7 pm on Thursday, February 13, 2025 at the Texas Lutheran University Kraushaar Gallery, 517 Prexy Drive in Seguin.

6. Presentation

- a. Recognition of Clarence Smith, Director of Electric Utilities, upon his retirement. - Donna Dodgen, Mayor

Indexes:

Mayor Dodgen recognized Clarence Smith, former Director of Electric Utilities, upon his retirement after 13 years and 1 month of service. She wished him the best in health and happiness in his retirement.

City Manager Steve Parker added that Clarence has been a great part of this team, saying that he was impressed with the programs that Mr. Smith has implemented. Many cities outsource the stuff that Seguin does in-house. Mr. Parker stated that the tree trimming program has resulted in minimal outages during storms and Seguin employees are able to go out to help other cities with their outages. Mr. Parker reiterated that he really appreciates everything that Clarence has done for the community and Team Seguin.

Mayor Dodgen said that Clarence was vital in re-instituting the staff participating in the lineman rodeo and teams from Seguin do really well.

Public Works Director John Donnelly presented Clarence Smith with a personalized sign of the Electric Utilities logo and thanked him for being a great team member.

- b. Proclamation declaring the month of February 1-28, 2025 as Career & Technical Education Month in Seguin, Texas. - Donna Dodgen, Mayor

Indexes:

Mayor Dodgen read the proclamation declaring February 2025 as Career and Technical Education Month in Seguin, Texas and urged all citizens to become familiar with the services and programs offered in Seguin. She informed that 85% of students in Seguin are enrolled in at least 1 CTE class.

- c. Annual Seguin Police Department 2024 Racial Profiling/Citizen Contact Report. - Jason Brady, Police Chief

Indexes:

Police Chief Jason Brady explained that every law enforcement agency that conducts traffic stops must collect racial profiling data and report it to the State as well as present it to their governing body. Chief Brady gave the Annual Seguin Police Department 2024 Racial Profiling/Citizen Contact Report, highlighting that there were 8,514 traffic stops in 2024 and that the Department received no complaints of racial profiling or biased-based policing in 2024. He also informed that there will be people visiting the department next week to review the Department's policies to ensure they are in compliance with State Law.

Councilmember Carlsson commended Chief Brady for his department not receiving any racial profiling complaints. Carlsson asked the percentage of traffic stops that involved

residents vs non-residents and Chief Brady answered they could find that out but it would involve looking at different data sets.

Mayor Dodgen thanked Officer McCann and Chief for compiling the data.

7. Consent Agenda

A motion was made by Councilmember Jason Biesenbach, seconded by Councilmember John Carlsson, the following Consent Agenda items be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

- a. Minutes of the January 21, 2025 City Council Regular Meeting.

Indexes:

This Minutes was approved.

- b. Check Report January 18, 2025 through January 31, 2025.

Indexes:

This Action Item was approved.

- c. Boards and/or Commission Appointment - Mayor Donna Dodgen
a. Guadalupe Regional Medical Center Board

Indexes:

This Action Item was approved.

- d. Approval of reports for the quarter ended December 31, 2024 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:

This Action Item was approved.

- e. 2025 Downtown Street Closures and Sales of Alcohol Requests. - Kyle Kramm, Main Street & CVB Director/HPO.

Indexes:

This Discussion Item was approved.

- f. Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Little League and the City of Seguin for use of the Little League Complex and "Smokey" Joe Williams Field; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- g. Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the All Youth Sports Organization and the City of Seguin for use of the Seguin Softball 4-Plex and Manuel C. Castilla Park; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- h. Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Youth Soccer Club and the City of Seguin for the use of Park West and the Seguin Softball 4-Plex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- i. Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Youth Sports League and the City of Seguin for the use of Manuel C. Castilla Park; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- j. Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement between the Seguin Volleyball Association and the City of Seguin for use of the volleyball courts at the Seguin Events Complex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- k. Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement with Seguin Texas Adult Softball and the City of Seguin for use of the Seguin Softball 4-Plex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- l. Resolution authorizing the City Manager to execute a Facilities Use Agreement between the City of Seguin, Texas and the Navarro Independent School District for use of the east side of Max Starcke Park and the Starcke Park Golf Course; and declaring an effective date. - Jack Jones, Director of Parks and Recreation.

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- m. Resolution authorizing the City Manager to execute a two-year Facilities Use Agreement with Texas Lutheran University for use of the Starcke Park Golf Course and the Seguin-Saegert Pickleball Complex; and declaring an effective date. - Jack Jones, Director of Parks and Recreation..

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-030

- n. Resolution authorizing the submission of a Juvenile Justice and Truancy Prevention grant application in conjunction with Seguin Youth Services to fund a truancy reduction, intervention, and prevention program. - Kate McCloud, Grants Administrator

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-031

- o.** Resolution authorizing the submission of an Urban Area Security Initiative- Regular grant application seeking funding for the Police Department to purchase a speed radar trailer with message board and license plate recognition camera. - Kate McCloud, Grants Administrator

Indexes:

This Resolution was approved

Enactment No: RES 2025R-032

- p.** Resolution authorizing the submission of an Urban Area Security Initiative- LETPA grant application seeking funding for the Police Department to purchase a Tactical Armored Van. - Kate McCloud, Grants Administrator

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-033

- q.** Resolution authorizing the submission of a Department of Homeland Security, Federal Emergency Management Agency, Hazard Mitigation Grant Program grant application to fund structural drainage improvement to Walnut Branch Channel. - Kate McCloud, Grants Administrator

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-034

- r.** Resolution authorizing the City Manager to execute an additional service proposal to the Professional Services Agreement in the amount of \$30,000 with Half & Associates, Inc. for Professional Services relating to the City's Municipal Separate Storm Sewer System (MS4) Permitting; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects

Indexes:

This Resolution was approved.

Enactment No: RES 2025R-035

8. Action Items - Discussion and Possible Motion to Approve

- a.** Resolution authorizing the renovation of the restrooms and the

construction of a new range ball shed at Starcke Park Golf Course; and declaring an effective date. - Bruce Allen, Golf Manager

Indexes:

Golf Manager Bruce Allen reminded that when City Council approved the renovation plan for Starcke Park Golf Course, part of that plan included the renovation of the two golf course restrooms. TSG Architects developed a renovation plan and submitted requests for bids in accordance with City policy. Three bids were received, with Sullivan Contracting being the lowest bid at \$332,852. City Staff recommends executing the agreement with Sullivan Contracting Services of Seguin, Texas in the amount not to exceed \$332,852.

Mayor Dodgen asking if the range ball shed renovation is included and Mr. Allen confirmed that it was included.

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: RES 2025R-036

b.

Resolution authorizing staff to issue a Request for Proposals to all qualified respondents to RFQ # AF-2025-18 - Kyle Kramm, Main Street & CVB Director/HPO

Indexes:

Director of Main Street/CVB Kyle Kramm reminded that the Nolte Project consisted of the redevelopment of the Wells Fargo building that the City purchased in January 2024. He said that using the findings from the community meetings, the City created a general land use plan, which gave guiding parameters for the redevelopment. After the completion of the general land use plan, the search for development teams that will help the City redevelop the site began. The City received statements of qualifications from three firms, two of which were found to be qualified firms that have done similar projects. This resolution authorizes Staff to issue the Request for Proposal to GroundFloor and The Kim Group. The firms responses to the RFP will incorporate detailed plans, pro forma, public private partnership details, and more. The RFP will be issued to the qualified development groups in February and they will have several months to complete their responses.

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: RES 2025R-037

- c. Resolution authorizing the City Manager to execute an Additional Service Proposal to the Professional Services Agreement in the amount of \$71,520 with Pape-Dawson Engineers for property descriptions for utility easements and illumination design for the Cordova Road Project CSJ#0915-46-052; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering & Capital Projects

Indexes:

Director of Engineering and Capital Projects Melissa Reynolds reminded that the City current has a Professional Services Agreement with Pape-Dawson Engineers, Inc. for engineering and design services of the Cordova Road Project. This additional service agreement would be for Pape-Dawson to provide property descriptions for utility easements, as required by the City of Seguin's Franchise Agreement with Guadalupe Valley Electric Cooperative (GVEC). Additionally, illumination design services are proposed for intersection lighting, as current residents on Cordova Rd were not in favor of continuous lighting. As identified in the City's Comprehensive Safety Action Plan, illumination at intersections reduces crashes and provides safety benefits.

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: RES 2025R-038

- d. Resolution authorizing the City Manager to execute Change Order No. 16 in the amount of \$88,438.84 for additional costs due to utility upgrades to D&D Contractors, Inc. for the Milam Street Reconstruction Project; and declaring an effective date. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects

Indexes:

Director of Engineering and Capital Projects Melissa Reynolds stated that in working on the Milam Street Reconstruction project they found a water main that they thought met current standards but uncovered that it is actually cast iron. This change order, with D&D Contractors in the amount of \$88,438.84, would allow the City to take the opportunity to bring it up to current standard by replacing the 2" waterline with a 6" water main at Michna Street and Weinert Street, reconnecting an existing 8" water main to a new 8" water main on Weinert Street, and replacing a 6" cast iron water line with a 8" PVC pipe.

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

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Enactment No: RES 2025R-039

- e. Ordinance on first reading amending the Seguin Unified Development Code, Chapter 5, Section 5.4; providing for an effective date; providing for publication of this ordinance; and authorizing City Staff to submit this ordinance as a supplement to the Code of Ordinances. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects

Indexes:

Director of Engineering and Capital Projects Melissa Reynolds explained that the City of Seguin has adopted three different documents which pertain to the requirement to install sidewalks and trails; The Parks, Recreation, Open Space and Trails Master Plan, the Unified Development Code, and the Road Adequacy & Access Technical Guidance. The Parks, Recreation, Open Space and Trails Master Plan identified recommended actions to amend the Unified Development Code. Specifically, consider requiring trail development for commercial developments, as these can be used to connect neighborhoods to the business areas in addition to parks throughout the City. Additional recommendations include amending the UDC to add regulation for incorporating trails as part of the site development process and removing the option for a waiver as the option available to developers who choose not to install the sidewalk is a fee in lieu, not a waiver.

Mrs. Reynolds also explained that to be compliant with the American Disabilities Act, passing spaces are required every 200 feet. The inability to track passing space construction has led to non-compliant sidewalks within the City's right-of-way. She declared that City Staff recommends the minor revisions proposed to the Unified Development Code - Section 5.4 in order to promote efficient installation of sidewalks and trails and to create consistency with the Unified Development Code.

A motion was made that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

- f. Public Hearing and possible action on amendments to the City of Seguin's Code of Ordinances Appendix C - Fee Schedule, Appendix A - Unified Development Code to amend the sidewalk fee-in-lieu when waiver is granted. - Melissa Reynolds, PE, MPA, CFM - Director of Engineering | Capital Projects

Indexes:

Director of Engineering and Capital Projects Melissa Reynolds stated that the fee-in-lieu for sidewalks in the fee schedule has not be changed since 2014. Using recent sidewalk projects that were funded by the fee-in-lieu, the cost to install sidewalk ranged from \$62 to \$107 per square yard. To get the fee-in-lieu closer to the actual

cost to construct the sidewalk the following fee increases were recommended:

- (1) 4-foot sidewalk fee-in-lieu from \$20.00 to \$35.00 per linear foot
- (2) 5-foot sidewalk fee-in-lieu from \$25.00 to \$45.00 per linear foot
- (3) 6-foot sidewalk fee-in-lieu from \$30.00 to \$55.00 per linear foot
- (4) 10-foot sidewalk fee-in-lieu \$95.00 to per linear foot
- (5) 12-foot sidewalk fee-in-lieu \$115.00 per linear foot

Mayor Dodgen opened the Public Hearing at 6:38 P.M.

There being no public comment, Mayor Dodgen closed the Public Hearing at 6:38 P.M.

A motion was made by Councilmember Lievens, seconded by Councilmember Keller, that this Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

- g.** Public Hearing and Ordinance on first reading to consider a zoning change from Multi-family High Density (MF-3) to Commercial (C) for a property located at the 2600-2700 block of State Highway 46 North, Property ID: 172978, (ZC 26-24). - Pamela Centeno, Director of Planning & Codes

Indexes:

Director of Planning and Codes Pamela Centeno briefed that the City received a zoning change request for property located at the southwest corner of North State Highway 46 and Pecan Parkway, being the 2600-2700 block of North State Hwy 46. The property is undeveloped and is approximately 16.207 acres. Two small portions of the property are already zoned Commercial, but the majority of the tract is zoned MF-3. She stated that the entire tract was zoned Commercial prior to a zoning change in 2022 for a proposed apartment development. The tract has not been developed so the current property owner is requesting a zoning change from Multi-Family High Density (MF-3) to Commercial (C) for future commercial development. Mrs. Centeno informed that the Planning and Zoning Commission recommended approval at their last meeting.

Mayor Dodgen opened the Public Hearing at 6:42 P.M.

There being no public comment, Mayor Dodgen closed the Public Hearing at 6:42 P.M.

A motion was made that this Zoning Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

- h. Public Hearing and Ordinance on first reading to consider a zoning change from Single Family Residential (R-1) to Commercial (C) for property located at 208 Preston Dr., Property ID: 21433, (ZC 27-24). - Pamela Centeno, Director of Planning & Codes.

Indexes:

Director of Planning and Codes Pamela Centeno stated that the City received a zoning change request for property located at 208 Preston. The property, which is approximately 0.32 acres, is undeveloped. The property owner of this property and the adjacent parcel to the east, also along Preston Drive, has requested to rezone both properties to Commercial. There is a separate zoning change request for the 0.12-acre tract to the east (ZC 28-24). She informed that the original zoning dates back to the 1950's. Some opposition letters were received from the residential properties along Preston Drive, declaring their opposition to commercial development but there was no opposition at the Public Hearing held by Planning and Zoning. Some responses, opposition from letters residential along Preston drive to commercial development. The Planning and Zoning Commission voted to recommend approval of the zoning change.

Mayor Dodgen opened the Public Hearing at 6:44 P.M.

There being no public comment, Mayor Dodgen closed the Public Hearing at 6:44 P.M.

Councilmember Carlsson asked if the developer intends to put more storage units on the property and Mrs. Centeno said that is the intent but once rezoned any use allowed in Commercial zoning would be allowed.

Councilmember Lievens asked if it is the owners intent is to replat all the properties together as one property and Mrs. Centeno confirmed that was the intent at this time.

A motion was made by Councilmember Keller, seconded by Councilmember Biesenbach, that this Zoning Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

- i. Public Hearing and Ordinance on first reading to consider a zoning change from Single Family Residential (R-1) to Commercial (C) for the property located on Preston Dr., Property ID: 59022, (ZC 28-24). - Pamela Centeno, Director of Planning & Codes

Indexes:

Councilmember Lievens excused himself from the meeting at 6:46 P.M.

Planning and Zoning Director Pamela Centeno stated that this is the property that was adjacent to 208 Preston and that the property owner is seeking to rezone this property to Commercial as well.

Mayor Dodgen opened the Public Hearing at 6:46 P.M.

There being no public comment, Mayor Dodgen closed the Public Hearing at 6:46 P.M.

A motion was made by Councilmember Rea, seconded by Councilmember Eveld, that this Zoning Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 7 - Councilmember Rea, Councilmember Eveld, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

Abstain: 1 - Councilmember Lievens

- j. Public Hearing and Ordinance on first reading to consider a zoning change from Commercial (C) and Agricultural-Ranch (A-R) to Public (P) for six properties located at the 2600 through 3000 block of N Guadalupe Street, Property IDs: 51463, 51460, 51459, 51255, 51253, and 51251, (ZC 29-24). - Pamela Centeno, Director of Planning & Codes.

Indexes:

Councilmember Lievens returned to the meeting at 6:47 P.M.

Director of Planning and Codes Pamela Centeno described a zoning change request for property located at the northwest corner of IH-10 and N. Guadalupe Street, being the 2600-2000 block of North Guadalupe Street. She stated that the property is owned by Guadalupe County and the County has requested to rezone the property to Public as it is the future development site for county-owned and operated government facilities.

requested to rezone entire area for public for government facilities. The Planning and Zoning Commission recommended approval of the zone change.

Mayor Dodgen opened the Public Hearing at 6:48 P.M.

There being no public comment, Mayor Dodgen closed the Public Hearing at 6:48 P.M.

A motion was made by Councilmember Biesenbach, seconded by Councilmember Gaytan, that this Zoning Ordinance be approved on first reading. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

9. Closed Session

Mayor Dodgen recessed the Open Session and convened into Closed Session at 6:49 P.M.

- a. 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:

Section 551.071(2) and 551.072 - Consultation with Attorney and Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person for Real Property located along or near FM 467, Deerslayer Drive, New Braunfels Street and or State Highway 123 associated with the Geronimo Creek Force Main project, Cowey & Elm Creek project, North Guadalupe GLO project in Guadalupe County, Texas. Possible action(s) may follow in Open Session.

Indexes:

10. Reconvene into Open Session and Take Action on Closed Session Items if necessary

Mayor Dodgen recessed the Closed Session and reconvened into Open Session at 7:07 P.M.

- a.** Authorize the City Manager to execute a Purchase Agreement between the City of Seguin and Jim Schubert, Melina S. Schubert, and Mike Mercer, related to the acquisition of approximately 1.01-acres of permanent utility easement, and 0.59-acres as a temporary construction easement, for the Geronimo Creek Wastewater Treatment Plant Force Main. - Mark Kennedy, City Attorney

Indexes:

A motion was made by Councilmember Eveld, seconded by Councilmember Biesenbach, that this Action Item be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

- b.** Authorize the City Manager to execute a Purchase Agreement between the City of Seguin and Tyson Farms of Texas, Inc., formally known as Holly Farms of Texas, Inc., related to the acquisition of approximately 0.360-acres of permanent easement and right of way, for the North Guadalupe GLO Project. - Mark Kennedy, City Attorney

Indexes:

A motion was made by Councilmember Carlsson, seconded by Councilmember Keller, that this Action Item be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Dodgen

Aye: 8 - Councilmember Rea, Councilmember Eveld, Councilmember Lievens, Councilmember Carlsson, Councilmember Gaytan, Councilmember Carter, Councilmember Keller, and Councilmember Biesenbach

11. Adjournment

Mayor Dodgen adjourned the meeting at 7:09 P.M.

Donna Dodgen, Mayor

ATTEST:

Kristin Mueller, City Secretary



It's real.

Check Report

By Check Number

Date Range: 02/01/2025 - 02/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 1F-COS Pooled Cash						
00-5069	4IMPRINT INC	02/10/2025	EFT	0.00	4,503.18	21274
00-4474	AMAZON CAPITAL SERVICES, INC.	02/10/2025	EFT	0.00	76.94	21275
00-2767	AMERICAN LUBE SUPPLY	02/10/2025	EFT	0.00	469.80	21276
00-4793	AMPWAY ELECTRIC, LLC	02/10/2025	EFT	0.00	2,851.37	21277
00-6	ANGEL PEST CONTROL, INC.	02/10/2025	EFT	0.00	749.99	21278
00-5295	ANIXTER INC	02/10/2025	EFT	0.00	37,894.24	21279
00-5413	ARBER INC. FIRE & SECURITY	02/10/2025	EFT	0.00	495.00	21281
00-2183	ASPHALT PATCH ENTERPRISES, INC.	02/10/2025	EFT	0.00	1,676.64	21282
00-4827	ASSOCIATED CONSTRUCTION PARTNERS LTD	02/10/2025	EFT	0.00	644,580.86	21283
00-3753	BEALOR JR., BRUCE	02/10/2025	EFT	0.00	5,600.36	21284
00-2077	BIBLIOTHECA LLC	02/10/2025	EFT	0.00	21,829.96	21285
00-3916	BLUE HORIZON MEDIA LLC	02/10/2025	EFT	0.00	3,000.00	21286
00-2932	BOMAN, GERALD W.	02/10/2025	EFT	0.00	6,200.00	21287
00-892	BOUND TREE MEDICAL, LLC	02/10/2025	EFT	0.00	1,693.40	21288
00-4579	BRANCH AND HOME SUPPLY, LLC	02/10/2025	EFT	0.00	24,498.00	21289
00-5580	BRENNTAG SOUTHWEST INC	02/10/2025	EFT	0.00	13,000.00	21290
00-4516	BRINKLEY SARGENT WINGTON ARCHITECTS, INC	02/10/2025	EFT	0.00	6,000.00	21291
00-906	CARTER'S TIRE CENTER	02/10/2025	EFT	0.00	500.94	21292
00-27	CARTER'S TIRE CENTER INC	02/10/2025	EFT	0.00	362.54	21293
00-4558	CASCADE FIRE EQUIPMENT COMPANY	02/10/2025	EFT	0.00	485.00	21294
00-1053	CDW GOVERNMENT LLC	02/10/2025	EFT	0.00	30,875.37	21295
00-3505	CINDY'S ALTERATIONS	02/10/2025	EFT	0.00	12.00	21296
00-4160	COMAL SUPPLY	02/10/2025	EFT	0.00	163.75	21297
00-4494	CORE & MAIN	02/10/2025	EFT	0.00	12,520.00	21298
00-4060	D & D CONTRACTORS INC	02/10/2025	EFT	0.00	174,894.34	21299
00-3445	D H PACE CO INC	02/10/2025	EFT	0.00	6,555.88	21300
00-4325	DATAMARS, INC	02/10/2025	EFT	0.00	1,340.82	21301
00-311	DEALERS ELECTRICAL SUPPLY CO	02/10/2025	EFT	0.00	325.00	21302
00-4694	DISPLAY PRODUCTS, INC.	02/10/2025	EFT	0.00	377.88	21303
00-3463	Dr. Tania Glenn & Associates PA	02/10/2025	EFT	0.00	900.00	21304
00-3993	EASYVISTA INC	02/10/2025	EFT	0.00	2,175.15	21305
00-3497	EDUCATION SERVICE CENTER, REGION 20	02/10/2025	EFT	0.00	170.00	21306
00-3687	ELLIOTT ELECTRIC SUPPLY INC	02/10/2025	EFT	0.00	43.00	21307
00-57	EWALD KUBOTA, INC	02/10/2025	EFT	0.00	70.36	21308
00-5454	FARRWEST ENVIRONMENTAL SUPPLY INC	02/10/2025	EFT	0.00	10,076.76	21309
00-3975	FERGUSON US HOLDINGS, INC	02/10/2025	EFT	0.00	897.27	21310
00-2377	FLYING T ENTERPRISES LLC	02/10/2025	EFT	0.00	203.00	21311
00-3623	FOREST, CHRISTOPHER LEE	02/10/2025	EFT	0.00	6,019.01	21312
00-3029	FREEIT DATA SOLUTIONS INC	02/10/2025	EFT	0.00	4,082.00	21313
00-351	FREESE & NICHOLS, INC.	02/10/2025	EFT	0.00	97,079.00	21314
00-476	G A POWERS CO LLC	02/10/2025	EFT	0.00	5,383.35	21315
00-3591	GENSERVE LLC	02/10/2025	EFT	0.00	1,885.00	21316
00-6213	GLENEWINKEL PHOTOGRAPHY	02/10/2025	EFT	0.00	120.00	21317
00-4774	GRIFFITH FORD SEGUIN, LLC	02/10/2025	EFT	0.00	608.07	21318
00-4278 Rx	GUADALUPE COUNTY HOSPITAL BOARD	02/10/2025	EFT	0.00	2,962.82	21319
00-5598	GUADALUPE FAMILY HEALTH PA	02/10/2025	EFT	0.00	90.00	21320
00-6128	GUADALUPE PRINTING & SOLUTIONS LLC	02/10/2025	EFT	0.00	420.00	21321
00-4409	GUERRA UNDERGROUND, LLC	02/10/2025	EFT	0.00	976,140.62	21322
00-375	HACH COMPANY	02/10/2025	EFT	0.00	1,681.55	21323
00-2957	HANDY MANDY CUSTOM EMBROIDERY	02/10/2025	EFT	0.00	420.00	21324
00-11182	HD SUPPLY INC	02/10/2025	EFT	0.00	432.46	21325
00-3636	HDR ENGINEERING INC	02/10/2025	EFT	0.00	24,517.84	21326
00-4447	HILBERT, JAMIE	02/10/2025	EFT	0.00	675.00	21327
00-3640	IMPACT PROMOTIONAL SERVICES LLC	02/10/2025	EFT	0.00	894.85	21328

Check Report

Date Range: 02/01/2025 - 02/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00-2256	INFOSEND INC	02/10/2025	EFT	0.00	8,718.17	21329
00-1389	INGRAM LIBRARY SERVICES, INC	02/10/2025	EFT	0.00	565.01	21330
00-4662	JANOTA VENTURES, INC	02/10/2025	EFT	0.00	549.00	21331
00-4572	JEC CONCRETE & LANDSCAPE, LLC	02/10/2025	EFT	0.00	6,278.00	21332
00-3807	K FRIESE & ASSOCIATES INC	02/10/2025	EFT	0.00	23,987.63	21333
00-788	KBS ELECTRICAL DISTRIBUTORS, INC.	02/10/2025	EFT	0.00	4,502.20	21334
00-2845	KEN'S EQUIPMENT REPAIR	02/10/2025	EFT	0.00	65.99	21335
00-6156	KIMLEY-HORN AND ASSOCIATES INC	02/10/2025	EFT	0.00	1,980.00	21336
00-3194	KRIEWALDT, MICHAEL	02/10/2025	EFT	0.00	3,500.00	21337
00-2713	LENOVO INC	02/10/2025	EFT	0.00	12,158.90	21338
00-5664	LOU'S GLOVES INC.	02/10/2025	EFT	0.00	1,256.00	21339
00-3927	LOWERY PROPERTY ADVISORS LLC	02/10/2025	EFT	0.00	9,000.00	21340
00-2681	M & S ENGINEERING LLC	02/10/2025	EFT	0.00	6,875.00	21341
00-4035	MESSER, FORT & MCDONALD PLLC	02/10/2025	EFT	0.00	3,439.67	21342
00-2309	MIDWEST VETERINARY SUPPLY INC	02/10/2025	EFT	0.00	655.98	21343
00-4385	OCLC, INC	02/10/2025	EFT	0.00	47.95	21344
00-3794	ODP BUSINESS SOLUTIONS, LLC	02/10/2025	EFT	0.00	1,092.87	21345
00-5636	ONLINE INFORMATION SERVICES INC	02/10/2025	EFT	0.00	1,903.40	21346
00-81	O'REILLY AUTO PARTS	02/10/2025	EFT	0.00	3,343.00	21347
00-1692	PARK PLACE RECREATION DESIGNS, INC.	02/10/2025	EFT	0.00	21,864.00	21349
00-8349	PERRY HOMES	02/10/2025	EFT	0.00	12,703.48	21350
00-5610	PHYSICAL THERAPY & REHAB CONCEPTS PC	02/10/2025	EFT	0.00	600.00	21351
00-6131	PROQUEST LP	02/10/2025	EFT	0.00	3,050.86	21352
00-5879	QRO MEX CONSTRUCTION CO INC	02/10/2025	EFT	0.00	177,781.42	21353
00-98	R D OFFUTT CO	02/10/2025	EFT	0.00	234.53	21354
00-4270	RESTROOM FACILITIES LTD	02/10/2025	EFT	0.00	2,698.00	21355
00-4449	ROADSAFE TRAFFIC SYSTEMS, INC.	02/10/2025	EFT	0.00	1,231.00	21356
00-3987	ROSS, BRIAN	02/10/2025	EFT	0.00	15,000.00	21357
00-5929	SAN ANTONIO BELTING & PULLEY CO., INC.	02/10/2025	EFT	0.00	429.55	21358
00-4817	SANDOVAL, RENE L.	02/10/2025	EFT	0.00	6,046.14	21359
00-143	SEGUIN AUTO PARTS, INC.	02/10/2025	EFT	0.00	65.98	21360
00-2500	ServiceWear Apparel Inc	02/10/2025	EFT	0.00	1,514.74	21361
00-545	SHANAFELT, RALPH J.	02/10/2025	EFT	0.00	1,784.00	21362
00-5438	SIDDONS MARTIN EMERGENCY GROUP LLC	02/10/2025	EFT	0.00	1,867.25	21363
00-4630	SIEVERT, KELSIE	02/10/2025	EFT	0.00	125.00	21364
00-3726	SOUTHERN TIRE MART LLC	02/10/2025	EFT	0.00	1,667.32	21365
00-2935	SOUTHWELL BRONZE, LLC	02/10/2025	EFT	0.00	2,934.00	21366
00-4364	STUART C IRBY CO.	02/10/2025	EFT	0.00	9,053.16	21367
00-5823	SWANK MOTION PICTURES INC	02/10/2025	EFT	0.00	2,365.00	21368
00-5493	T7 Enterprises	02/10/2025	EFT	0.00	611.00	21369
00-4138	TBA SAN ANTONIO LLC	02/10/2025	EFT	0.00	15,190.22	21370
00-594	TECHLINE, INC	02/10/2025	EFT	0.00	5,052.97	21371
00-3923	TEK ID INC	02/10/2025	EFT	0.00	1,075.69	21372
00-3319	TELLUS EQUIPMENT SOLUTIONS LLC	02/10/2025	EFT	0.00	145.96	21373
00-5121	TEXAS EXCAVATION SAFETY SYSTEM	02/10/2025	EFT	0.00	50.00	21374
00-4517	T-MOBILE USA INC.	02/10/2025	EFT	0.00	2,478.54	21375
00-4215	TRC ENGINEERS, INC.	02/10/2025	EFT	0.00	150,706.09	21376
00-3311	Tri-County Gravesite Maintenance	02/10/2025	EFT	0.00	5,550.00	21377
00-5182	TYLER TECHNOLOGIES	02/10/2025	EFT	0.00	250.00	21378

Check Report

Date Range: 02/01/2025 - 02/14/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00-4431	USALCO, LLC	02/10/2025	EFT	0.00	5,349.36	21379

Bank Code 1F Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	276	104	0.00	2,680,874.40
	276	104	0.00	2,680,874.40

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	276	104	0.00	2,680,874.40
	276	104	0.00	2,680,874.40

Fund Summary

Fund	Name	Period	Amount
900	COS POOLED CASH	2/2025	2,680,874.40
			2,680,874.40

CITY OF SEGUIN



It's real.

To: City Council

From: Melissa Reynolds, Director of Engineering & Capital Projects

Date: February 18, 2025

Subject: Resolution of the City Council of the City of Seguin, Texas, approving the submission of an application to the Alamo Area Metropolitan Planning Organization Surface Transportation Improvement Program FY 2027-2030 Transportation Improvement Program to fund improvements to Martindale Road; committing matching funds for the project grant; authorizing the City Manager to execute all documents associated with the submission; and declaring an effective date.

Historical Background

Federal law establishes federally funded programs for transportation improvements to implement its public purpose and, further, federal law (23 USC §134 and 49 USC §5303) requires that Metropolitan Planning Organizations (MPOs) develop transportation plans and programs for urbanized areas of Texas. As such, the City of Seguin is a member of the Alamo Area Metropolitan Planning Organization (AAMPO).

For more information about AAMPO, visit <https://www.alamoareampo.org/>. Surface Transportation Block Grants (STBG) are typically intended to preserve or improve conditions and performance on any public road.

Action Requested

This project, if selected, will include construction of approximately 4,200 linear feet of roadway improvements, including concrete sidewalks and drainage improvements from FM 20 south to Twin Oak Road. Additional potential improvements include a traffic signal at the intersection of FM 20 with East Martindale Road and Ploetz Road, intersection lighting, and shared-use paths. The proposed project will conform to Texas Accessibility/ADA requirements. Based on the estimated **construction costs** the cost-sharing between the parties is approximately:

Federal Participation (through AAMPO)	80%	\$7,200,000
Local Participation (City of Seguin)	20%	\$1,800,000

The local government would also be responsible for all project development costs.

Procurement Methodology & Funding Source

There are no fiscal impacts to submitting this preliminary application. Future funding

for this potential project will be secured through roadway impact fees and/or future bonds.

Staff Recommendation

Staff recommends approval of this resolution to submit a grant application.

ATTACHMENTS

1. Resolution Martindale Extension MPO TIP
2. E Martindale Road Exhibit

STATE OF TEXAS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN TEXAS, APPROVING THE SUBMISSION OF AN APPLICATION TO THE ALAMO AREA METROPOLITAN PLANNING ORGANIZATION SURFACE TRANSPORTATION IMPROVEMENT PROGRAM FY 2027-2030 TRANSPORTATION IMPROVEMENT PROGRAM TO FUND IMPROVEMENTS TO EAST MARTINDALE ROAD; COMMITTING MATCHING FUNDS FOR THE PROJECT GRANT; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS ASSOCIATED WITH THE SUBMISSION; AND DECLARING AN EFFECTIVE DATE

WHEREAS, the City of Seguin is a member of the Alamo Area Metropolitan Planning Organization (the "AAMPO"); and

WHEREAS, AAMPO has issued a call for the Surface Transportation Improvement Program (the "TIP") for projects funded during FY 2027-2030; and

WHEREAS, City staff have identified a project that meets minimum qualifications to be submitted for consideration by the AAMPO for TIP funding. The project calls for the improvement of East Martindale Road Twin Oak Road to FM 20; and

WHEREAS, the City will be responsible for all engineering, right-of-way and easement acquisition, environmental investigations, and construction costs above the Federal participation amount; and

WHEREAS, the City's share of the local contribution for construction is estimated to be \$1,800,000 for the minimum 20% local match for construction costs, the City is financially committed and will be responsible for payment overruns above the Grant funding; and

WHEREAS, the City of Seguin has authorized the City Manager to apply for, accept, reject, alter, or terminate a grant on behalf of the City.

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

Section 1. The City Council of the City of Seguin authorizes the City Manager, Steve Parker, to submit the project for nomination to the Alamo Area Metropolitan Planning Organization for the Transportation Improvement Program.

Section 2. The City Council directs and designates the City Manager as the City's Chief Executive Office and Authorized Representative to act in all matters in connection with the City's Participation in the TIP, TASA & STBG Programs.

Section 3. The City Council approves and authorizes the City's local match of 100% of the development costs of the Project; the City will be responsible for payment overruns above Grant funding, and a 20% local match for construction costs estimated to be \$1,800,000.

Section 4. This Resolution shall be in full force and effect immediately from and after its passage.

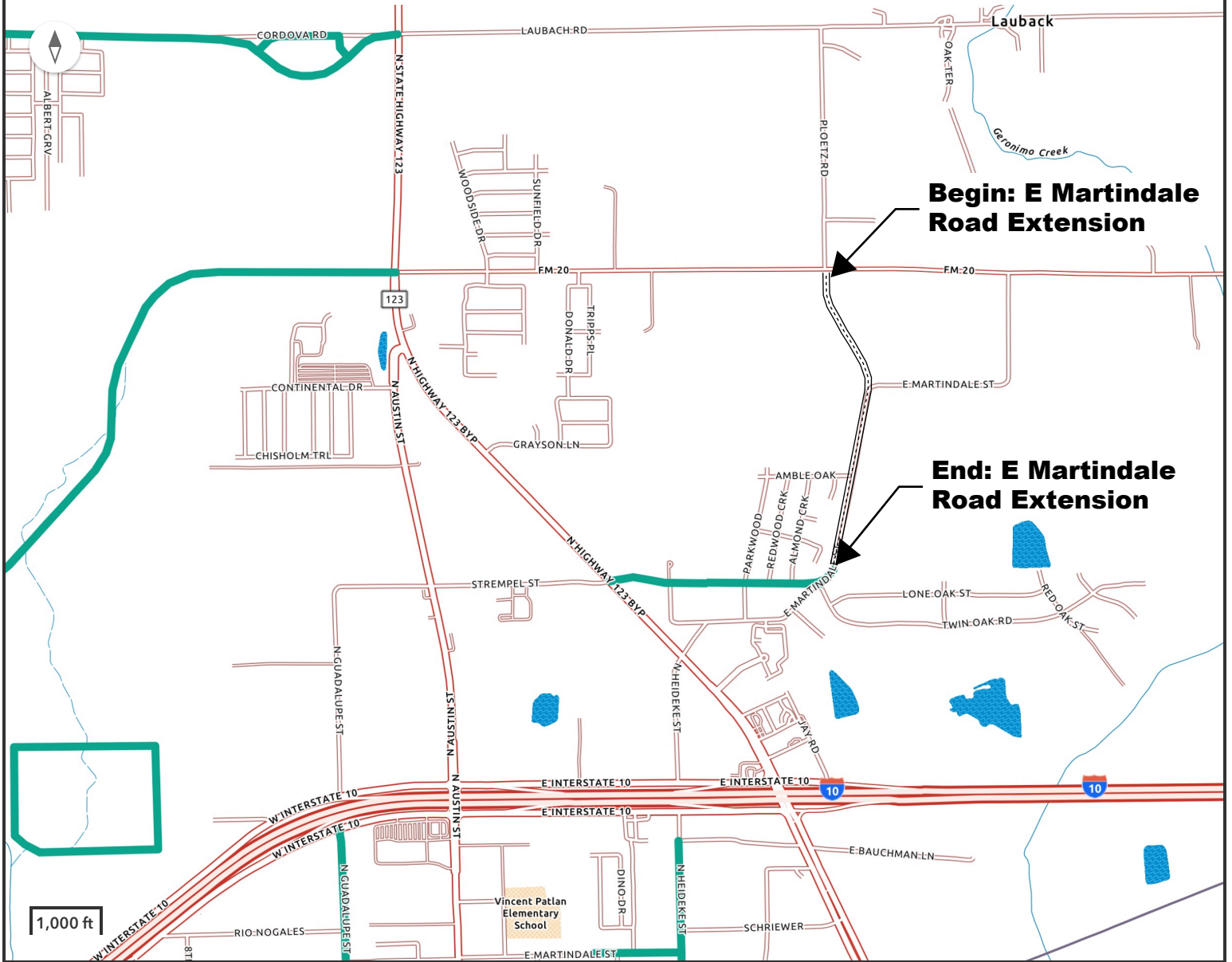
Approved and Adopted this 18th Day of February, 2025.

Donna Dodgen, Mayor

Attest:

Kristin Mueller, City Secretary

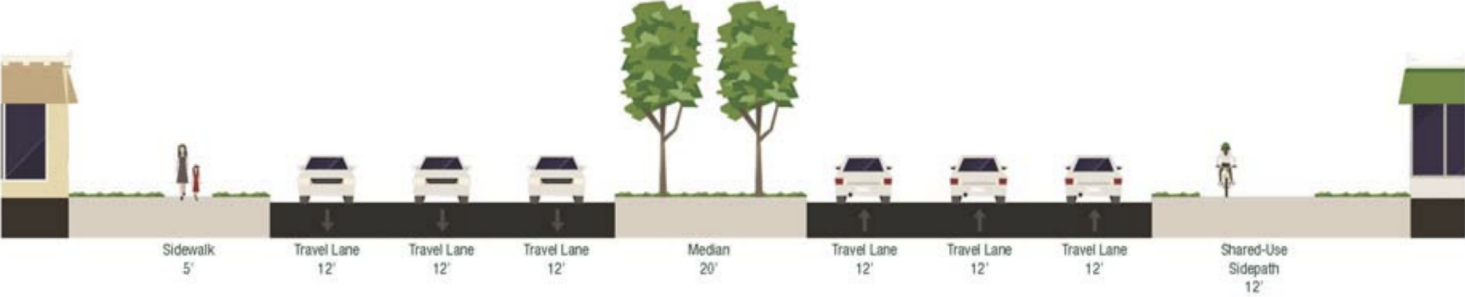
E Martindale Street



Begin: E Martindale Road Extension

End: E Martindale Road Extension

Major Arterial (120')



CITY OF SEGUIN



It's real.

To: City Council

From: Melissa Reynolds, Director of Engineering & Capital Projects

Date: February 18, 2025

Subject: Resolution of the City Council of the City of Seguin, Texas, approving the submission of an application to the Alamo Area Metropolitan Planning Organization Surface Transportation Improvement Program FY 2027-2030 Transportation Improvement Program to fund improvements to Strempel Street; committing matching funds for the project grant; authorizing the City Manager to execute all documents associated with the submission; and declaring an effective date.

Historical Background

Federal law establishes federally funded programs for transportation improvements to implement its public purpose and, further, federal law (23 USC §134 and 49 USC §5303) requires that Metropolitan Planning Organizations (MPOs) develop transportation plans and programs for urbanized areas of Texas. As such, the City of Seguin is a member of the Alamo Area Metropolitan Planning Organization (AAMPO).

For more information about AAMPO, visit <https://www.alamoareampo.org/>. Surface Transportation Block Grants (STBG) are typically intended to preserve or improve conditions and performance on any public road.

Action Requested

This project, if selected, will include construction of approximately 4,100 linear feet of roadway improvements, including concrete sidewalks and drainage improvements from SH 123 westerly to planned roadways within the Walnut Springs development. Additional potential improvements include intersection lighting and shared-use paths. The proposed project will conform to Texas Accessibility/ADA requirements. Based on the estimated **construction costs** the cost-sharing between the parties is approximately:

Federal Participation (through AAMPO)	80%	\$7,200,000
Local Participation (City of Seguin)	20%	\$1,800,000

The local government would also be responsible for all project development costs.

Procurement Methodology & Funding Source

There are no fiscal impacts to submitting this preliminary application. Future funding for this potential project will be secured through roadway impact fees and/or future bonds.

Staff Recommendation

Staff recommends approval of this resolution to submit a grant application.

ATTACHMENTS

1. Resolution Stempel Street MPO TIP
2. Stempel Street Exhibit

STATE OF TEXAS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN TEXAS, APPROVING THE SUBMISSION OF AN APPLICATION TO THE ALAMO AREA METROPOLITAN PLANNING ORGANIZATION SURFACE TRANSPORTATION IMPROVEMENT PROGRAM FY 2027-2030 TRANSPORTATION IMPROVEMENT PROGRAM TO FUND IMPROVEMENTS TO STREMPPEL STREET; COMMITTING MATCHING FUNDS FOR THE PROJECT GRANT; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS ASSOCIATED WITH THE SUBMISSION; AND DECLARING AN EFFECTIVE DATE

WHEREAS, the City of Seguin is a member of the Alamo Area Metropolitan Planning Organization (the "AAMPO"); and

WHEREAS, AAMPO has issued a call for the Surface Transportation Improvement Program (the "TIP") for projects funded during FY 2027-2030; and

WHEREAS, City staff have identified a project that meets minimum qualifications to be submitted for consideration by the AAMPO for TIP funding. The project calls for the improvement of Strempele Street east of SH 123; and

WHEREAS, the City will be responsible for all engineering, right-of-way and easement acquisition, environmental investigations, and construction costs above the Federal participation amount; and

WHEREAS, the City's share of the local contribution for construction is estimated to be \$1,800,000 for the minimum 20% local match for construction costs, the City is financially committed and will be responsible for payment overruns above the Grant funding; and

WHEREAS, the City of Seguin has authorized the City Manager to apply for, accept, reject, alter, or terminate a grant on behalf of the City.

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

Section 1. The City Council of the City of Seguin authorizes the City Manager, Steve Parker, to submit the project for nomination to the Alamo Area Metropolitan Planning Organization for the Transportation Improvement Program.

Section 2. The City Council directs and designates the City Manager as the City's Chief Executive Office and Authorized Representative to act in all matters in connection with the City's Participation in the TIP, TASA & STBG Programs.

Section 3. The City Council approves and authorizes the City's local match of 100% of the development costs of the Project; the City will be responsible for payment overruns above Grant funding, and a 20% local match for construction costs estimated to be \$1,800,000.

Section 4. This Resolution shall be in full force and effect immediately from and after its passage.

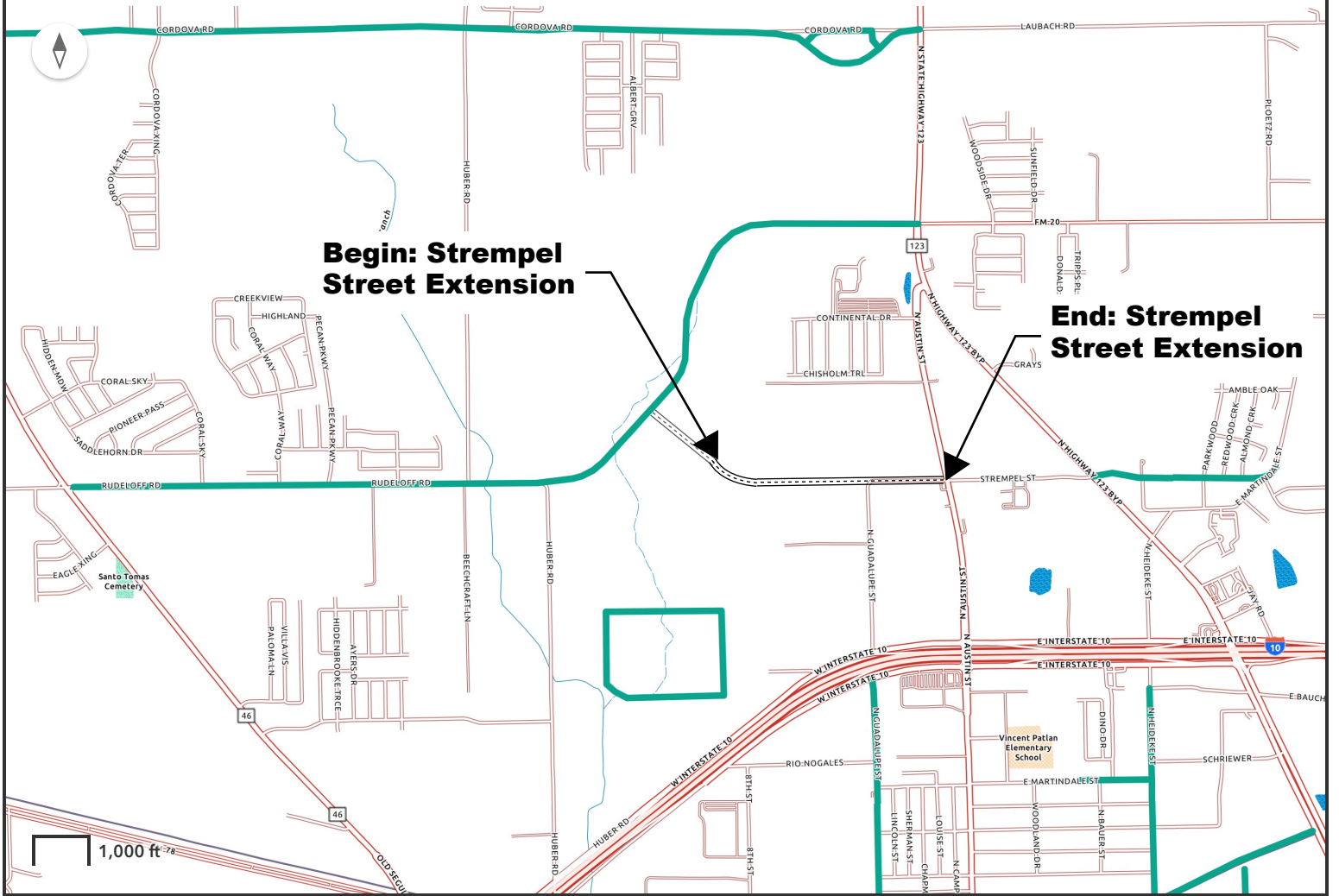
Approved and Adopted this 18th Day of February, 2025.

Donna Dodgen, Mayor

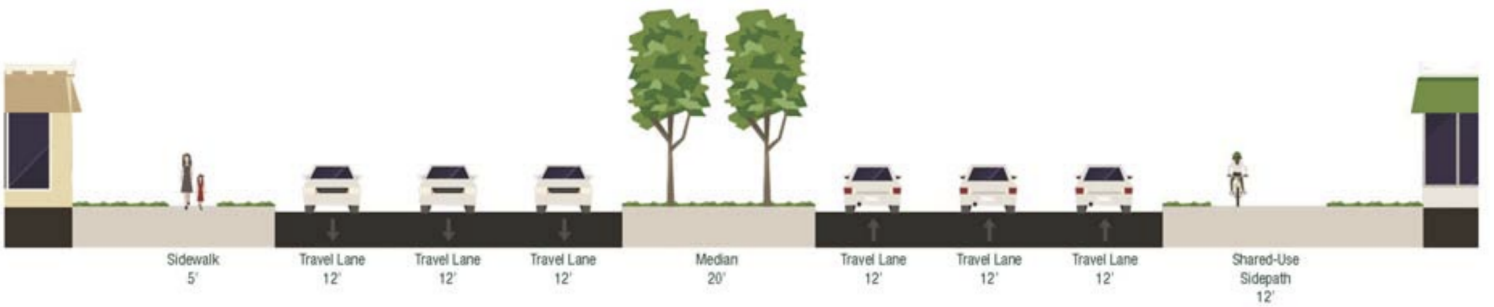
Attest:

Kristin Mueller, City Secretary

SEGUIN Strempel Street



Major Arterial (120')



CITY OF SEGUIN



It's real.

To: City Council

From: Melissa Reynolds, Director of Engineering & Capital Projects

Date: February 18, 2025

Subject: Resolution of the City Council of the City of Seguin, Texas, approving the submission of an application to the Alamo Area Metropolitan Planning Organization Surface Transportation Improvement Program FY 2027-2030 Transportation Improvement Program to fund improvements to US 90 and SH 46; committing matching funds for the project grant; authorizing the City Manager to execute all documents associated with the submission; and declaring an effective date.

Historical Background

Federal law establishes federally funded programs for transportation improvements to implement its public purpose and, further, federal law (23 USC §134 and 49 USC §5303) requires that Metropolitan Planning Organizations (MPOs) to develop transportation plans and programs for urbanized areas of Texas. As such, the City of Seguin is a member of the Alamo Area Metropolitan Planning Organization (AAMPO).

For more information about AAMPO, visit <https://www.alamoareampo.org/>.

Transportation Alternatives Grants (TA) are typically designed to facilitate vulnerable road user safety.

Action Requested

This project, if selected, will include construction of approximately 2.5 miles of concrete sidewalks and concrete shared-use paths as shown on the attached exhibit. The proposed project will conform to Texas Accessibility/ADA requirements. Based on the estimated **construction costs** the cost-sharing between the parties is approximately:

Federal Participation (through AAMPO)	80%	\$2,500,000
Local Participation (City of Seguin)	20%	\$500,000

The local government would also be responsible for all project development costs.

Procurement Methodology & Funding Source

There are no fiscal impacts to submitting this preliminary application. Future funding for the local participation match for this potential project will be secured through roadway impact fees and/or future bonds.

Staff Recommendation

Staff recommends approval of this resolution to submit a grant application.

ATTACHMENTS

- 1. Resolution US 90 and SH 46 Trail MPO TIP
- 2. US 90, SH 46 Exhibit

STATE OF TEXAS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN TEXAS, APPROVING THE SUBMISSION OF AN APPLICATION TO THE ALAMO AREA METROPOLITAN PLANNING ORGANIZATION SURFACE TRANSPORTATION IMPROVEMENT PROGRAM FY 2027-2030 TRANSPORTATION IMPROVEMENT PROGRAM TO FUND IMPROVEMENTS TO US 90 AND SH 46; COMMITTING MATCHING FUNDS FOR THE PROJECT GRANT; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS ASSOCIATED WITH THE SUBMISSION; AND DECLARING AN EFFECTIVE DATE

WHEREAS, the City of Seguin is a member of the Alamo Area Metropolitan Planning Organization (the "AAMPO"); and

WHEREAS, AAMPO has issued a call for the Surface Transportation Improvement Program (the "TIP") for projects funded during FY 2027-2030; and

WHEREAS, City staff have identified a project that meets minimum qualifications to be submitted for consideration by the AAMPO for TIP funding. The project calls for the improvement of transportation alternatives for US 90 and SH 46; and

WHEREAS, the City will be responsible for all engineering, right-of-way and easement acquisition, environmental investigations, and construction costs above the Federal participation amount; and

WHEREAS, the City's share of the local contribution for construction is estimated to be \$500,000 for the minimum 20% local match for construction costs, the City is financially committed and will be responsible for payment overruns above the Grant funding; and

WHEREAS, the City of Seguin has authorized the City Manager to apply for, accept, reject, alter, or terminate a grant on behalf of the City.

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

Section 1. The City Council of the City of Seguin authorizes the City Manager, Steve Parker, to submit the project for nomination to the Alamo Area Metropolitan Planning Organization for the Transportation Improvement Program.

Section 2. The City Council directs and designates the City Manager as the City's Chief Executive Office and Authorized Representative to act in all matters in connection with the City's Participation in the TIP, TASA & STBG Programs.

Section 3. The City Council approves and authorizes the City's local match of 100% of the development costs of the Project; the City will be responsible for payment overruns above Grant funding, and a 20% local match for construction costs estimated to be \$500,000.

Section 4. This Resolution shall be in full force and effect immediately from and after its passage.

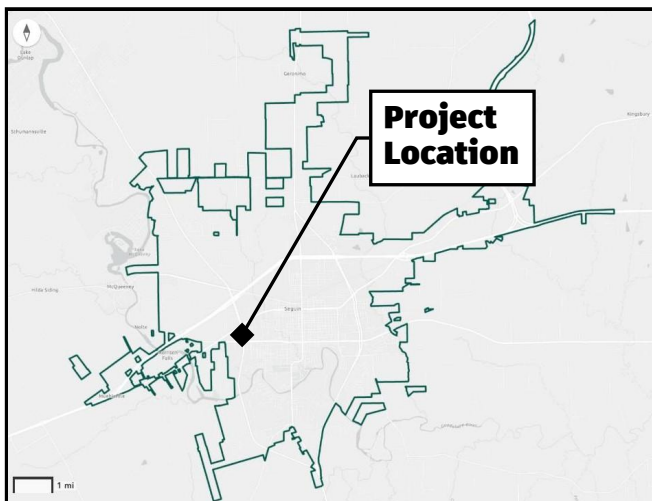
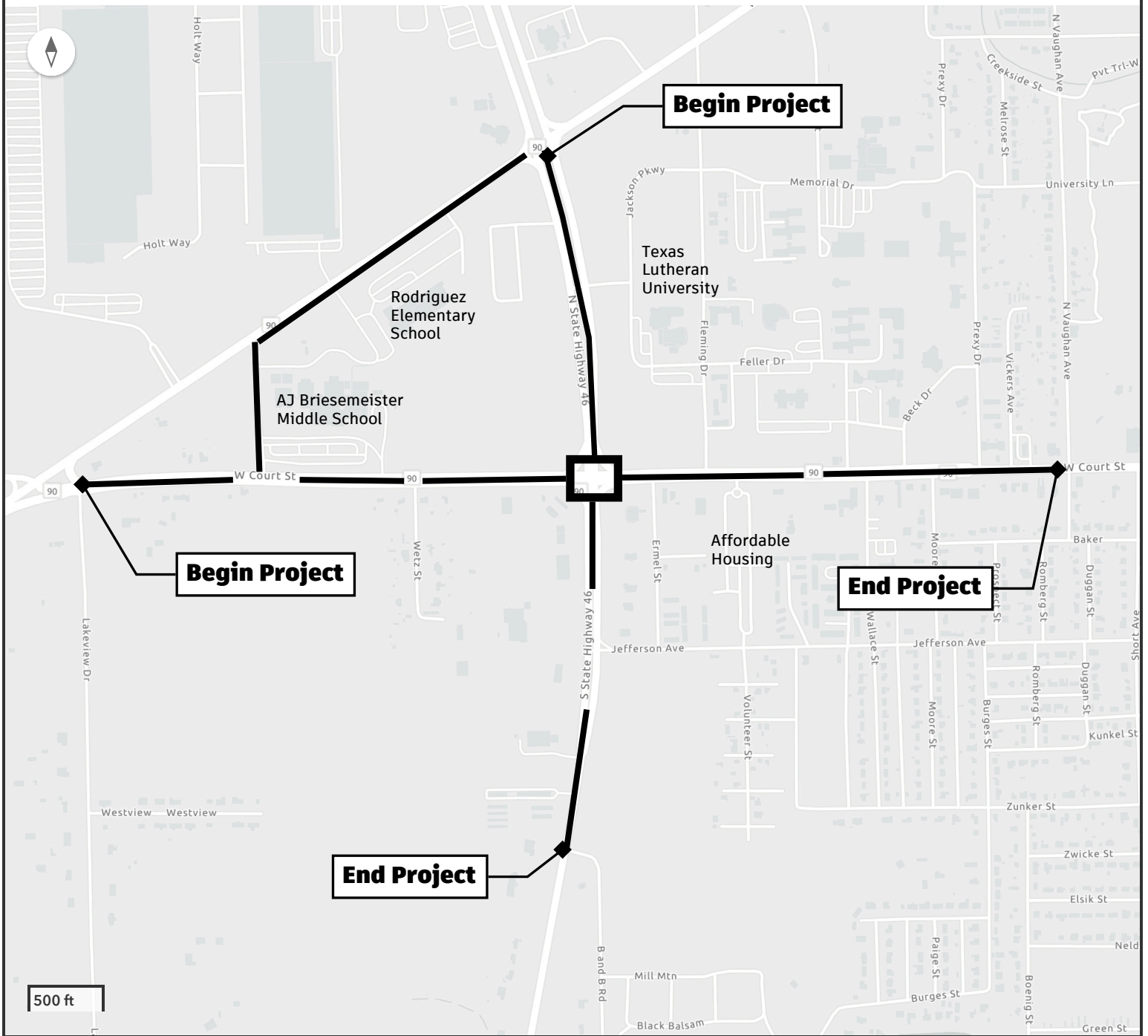
Approved and Adopted this 18th Day of February, 2025.

Donna Dodgen, Mayor

Attest:

Kristin Mueller, City Secretary

US 90, SH 46 Safety Improvements





MEMORANDUM

TO: Mayor and City Council Members
Steve Parker, City Manger

FROM: Steven Purchase, Fleet Manager

DATE: February 18, 2025

RE: DISPOSAL OF SURPLUS PROPERTY

According to the Disposal of Assets Policy, previously approved by City Council on September 16, 2014, sale or disposal of surplus property requires prior approval by the City Manager. Any items whose original cost of \$5,000 or more which have become obsolete, dysfunctional or are otherwise too costly to repair may be disposed of following City Council approval. Staff recommends disposal of the following pieces of equipment:

UNIT	DESCRIPTION	DEPARTMENT	PURCHASE PRICE	DISPOSAL
403	2009 Ford F150	I.T.	\$12,485.00	GovDeals
153	2008 Ford Escape	I.T.	\$16,732.00	GovDeals
321	2011 Ford Explorer	Fire	\$23,303.45	GovDeals
943	2014 Chevrolet Tahoe	I.T.	\$28,238.00	GovDeals
1526	1998 Kubota Tractor	PW - ROW	\$14,912.00	GovDeals
2420	2015 Ford F750 Chip	PW - Brush	\$66,364.39	GovDeals
2419	2014 Vermeer Chipper	PW - Brush	\$57,930.00	GovDeals
4116	2004 Freightliner Auger	Water/WW	\$117,730.30	GovDeals
4119	2014 Vermeer Chipper	Electric Utilities	\$187,575.00	GovDeals

All purchasing policies and procedures regarding the disposal of City equipment, materials and supplies will be strictly adhered to. Work closely with the Purchasing Manager to ensure that all procurements are in accordance with the City of Seguin Charter, State Statutes and applicable Federal government requirements.

Following Council approval, all items will be placed on the public online auction site, GovDeals.com and sold to the highest bidder.

STATE OF TEXAS

A RESOLUTION OF THE CITY COUNCIL OF SEGUIN, AUTHORIZING THE AUCTION OF EXCESS VEHICLES AND EQUIPMENT OWNED BY THE CITY OF SEGUIN; AND DECLARING AN EFFECTIVE DATE

WHEREAS, the Disposal of Assets Policy, adopted by City Council on or about September 16, 2014, recommends disposal and/or sale of equipment and vehicles that have become obsolete, dysfunctional, and too costly to repair; and

WHEREAS, City staff has identified nine (9) units of vehicles and equipment that qualify for auction or disposal; and

WHEREAS, City staff recommends offering the nine (9) units identified in the attached Memo regarding Disposal of Surplus Property, dated February 18, 2025.

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

Part 1. Staff is hereby authorized to offer the nine (9) units of equipment and vehicles identified in the attached Memo regarding Disposal of Surplus Property, dated February 18, 2025, utilizing best practices to do so.

Part 2. This Resolution is effective from and after the date of its passing.

PASSED AND APPROVED this 18th day of February 2025.

DONNA DODGEN, MAYOR

ATTEST:

Kristin Mueller
City Secretary

CITY OF SEGUIN



It's real.

To: City of Seguin Mayor and City Council
Steve Parker, City Manager

From: Melissa Reynolds, Director of Engineering & Capital
Projects

Through: Rick Cortes, Deputy City Manager

Date: February 4, 2025

Subject: AN ORDINANCE OF THE SEGUIN CITY
COUNCIL AMENDING THE SEGUIN UNIFIED
DEVELOPMENT CODE, CHAPTER 5, SECTION
5.4; PROVIDING FOR AN EFFECTIVE DATE;
PROVIDING FOR PUBLICATION OF THIS
ORDINANCE; AND AUTHORIZING CITY STAFF
TO SUBMIT THIS ORDINANCE AS A
SUPPLEMENT TO THE CODE OF
ORDINANCES

Historical Background

The City of Seguin has adopted three different documents which pertain to the requirement to install sidewalks and trails.

1. The Parks, Recreation, Open Space and Trails Master Plan (adopted 3-17-20)
2. Section 5.4 of the Unified Development Code (adopted 8-7-18)
3. The Road Adequacy & Access Technical Guidance (effective 3-15-22)

The Parks, Recreation, Open Space and Trails Master Plan identified recommended actions to amend the Unified Development Code. Specifically, consider requiring trail development for commercial developments, as these can be used to connect neighborhoods to the business areas in addition to parks throughout the City. Additional recommendations include amending the UDC to add regulation for incorporating trails as part of the site development process.

TAS Section 403.5.3 states “an accessible route with a clear width less than 60 inches (5 feet) shall provide passing spaces at intervals of 200 feet maximum.” A passing space is identified as a space 60 inches (5 feet) minimum by 60 inches (5 feet) minim. At the current sidewalk minimum width of 4 feet, passing spaces are required every 200 feet. The inability to track passing space construction has led to non-compliant sidewalks within the City’s right-of-way.

At the January Planning and Zoning Commission meeting, a public hearing was held with no public comments. Additionally, the Planning and Zoning Commission recommended these revisions of the UDC with a vote of 7 to 0.

Procurement Methodology & Funding Source

There are no fiscal impacts associated with this ordinance.

Action Requested

The proposed UDC amendments include trail construction for properties that are subject to subdivision platting or site plan requirements.

Requiring construction of 5-foot minimum width sidewalks alleviate the accessibility concerns associated with passing spaces. Further, street classifications (noted in the Road Adequacy & Access Technical Guidance) shall dictate minimum sidewalk widths.

Overall, the amendments requested improve pedestrian safety. Implementation of these amendments aim to reduce factors that contribute to pedestrian and bicycle related crashes.

Staff Recommendation

Staff recommends revisions proposed to the Unified Development Code - Section 5.4 in order to promote efficient installation of sidewalks and trails and to create consistency with the Unified Development Code.

ATTACHMENTS

- 1. Section 5.4 Proposed Revisions
- 2. Road Adequacy & Access Technical Guidance- Table 1. Street Design Standards
- 3. Planning and Zoning Commission Report
- 4. 2025-02-04 UDC Section 5.4 Ordinance

Section 5.4 Sidewalks and Trails-

5.4.1 Intent.

The intent of the following sidewalk requirements is to implement the goals of the Comprehensive Master Plan and create an accessible sidewalk network which improves pedestrian safety and creates complete streets with opportunities for pedestrians, cyclists, and automobiles.

5.4.2 Applicability.

This section applies to properties located within the Seguin City Limits and to all properties within the Extraterritorial Jurisdiction (ETJ) of Seguin that are subject to the subdivision platting or site plan requirements of the City of Seguin.

5.4.3 General Requirements

A. Location

1. Sidewalks must be constructed along all public streets including new streets constructed within a development and existing streets abutting or bordering a development.
2. Sidewalks shall be located along all sides of lots where there is frontage on a public street, regardless of where access is taken.
3. Sidewalks shall be located within the right-of-way, with the exact location determined by the public entity that maintains the abutting street. Sidewalks may be placed in an access easement on private property only when existing right-of-way is limited.
4. Sidewalks may meander to avoid trees, utility poles and utility boxes, and other obstacles; and for aesthetics.
45. Where trails are identified on a City adopted master plan the developer shall construct improvements as per the Seguin Comprehensive Master Plan and/or Parks, Recreation, Open Space and Trails Master Plan.

B. Timing of Construction

1. New Construction- Construction of sidewalks and trails must take place at the time of development and all required sidewalks and trails must be built before a certificate of occupancy is issued for a new residential and nonresidential development.
2. Existing Sites/Structures- Modification of an existing site and/or structure, other than a single-family residential site, must be brought into conformance with these requirements to the maximum extent practicable if the extent of the proposed modifications is 50% or more of the site's assessed value over a 5 year time period. For the purposes of the code the assessed value of a structure shall be the value cited by the Guadalupe County Appraisal District.
3. Perimeter Sidewalks and Trails – At the time of platting, prior to the recording of a subdivision plat, the developer must construct sidewalks and trails along new and existing streets on lots where no building permit will be issued. This includes but is not limited to streets adjacent to amenity centers, open space, detention ponds, land dedicated for public and/or private parks, and on the rear lot lines of double-frontage lots.

C. Connectivity

Sidewalks must connect to existing adjacent sidewalks or be designed and placed to allow connection to future adjacent sidewalks. Required sidewalks serving non-residential lots must connect to parking in the lot and to primary building entrances (connections may include street crosswalks, crush granite pathways, other methods may be approved by the City Engineer and Planning Director).

D. Minimum Size and Design

~~Sidewalks in residential developments shall be a minimum of four feet in width and ADA compliant. The width of the sidewalk required varies depending on the street classification. Sidewalks in nonresidential and multi-family developments, sidewalks abutting the street curb or pavement and sidewalks located along new and existing arterials, collector streets, and state rights-of-way shall be a minimum of five feet in width and ADA compliant. Trails shall be twelve feet in width and ADA compliant.~~ Please see technical manual for construction specifications.

5.4.4 Specific Requirements.

A. Development within the City Limits.

1. Single or Two-Family Development- New Street Construction. The developer shall be responsible for construction of a sidewalk in conformance with the general requirements outlined above.
2. Single or Two-Family Development- No New Street Construction.
 - The developer of a single family or two-family lot whose lot is within 300' feet of an existing sidewalk (on the same side of the street, measured property line to property line) shall be responsible for construction of a sidewalk in conformance with the general requirements outlined above.
 - The developer of a single family or two-family lot created prior to July 5, 2011 that is more than 300' feet from an existing sidewalk (on the same side of the street) shall have the option of either constructing the sidewalk in conformance with the general requirements outlined above or paying a fee-in-lieu of construction (see below for specifics on fee-in-lieu).
3. All Other Development. The developer shall be responsible for construction of a sidewalk in conformance with the general requirements outlined above.

B. Development within the ETJ

1. Sidewalks are required in subdivisions involving five or more lots.
2. Subdivisions with four or fewer lots fronting on an existing street and not requiring the creation of a new street shall not be required to install sidewalks.
3. When sidewalks are required, a plat note shall be placed on the final plat indicating that sidewalks are required, upon which streets they are required, and who is responsible for installation.

5.4.5 Fee-in-Lieu/ Alternative Sidewalk Plan

A. In situations where sidewalk or trail installation is impractical, as described below, a property owner may request a cash fee-in-lieu of sidewalk or trail installation or an alternative sidewalk plan with the approval of the Planning Director and the City Engineer.

1. Fee-in-lieu - A cash fee for the installation of off-site sidewalks or trail may be paid in lieu of all or part of the sidewalks or trails when the option is outlined above or when the Planning Director and City Engineer have approved the request.
2. Alternative Sidewalk or Trail Plan- An alternative sidewalk or trail plan may be requested when the developer would like to use alternative materials, construct the sidewalk or trail in an alternative location or seek to vary (as opposed to waive) one of the above requirements. All elements of an alternative sidewalk or trail plan must meet ADA requirements.

B. All fees-in-lieu of installation or alternative sidewalk or trail plan requests shall be approved prior to the issuance of a building permit or construction permit. In evaluating the request, the Planning Director and City Engineer shall consider the following.

1. Proximity to the nearest existing sidewalk;
2. Topographic or drainage issues;
3. Proximity to pedestrian generators, such as schools, libraries, shopping centers,

4. parks and other government buildings;
4. The master plan guidance for an existing rural area;
 5. For a single-family home being constructed on a lot larger than one acre on an existing public street, the fee-in-lieu of construction shall be based on a maximum of 100' of frontage;
 6. Whether any public sidewalk improvements are planned or contemplated in the area; and
 7. Any other information deemed appropriate in the professional judgment of the Planning Director and City Engineer.

The actual amount of the fee-in-lieu of installation shall be adopted annually by the City Council as part of the adopted fee schedule.

5.4.6 Waivers from Required Sidewalk Construction

~~Waivers from sidewalk construction should be the last resort and shall be done so after reviewing the site for alternatives. The Planning and Zoning Commission shall review each request for a sidewalk waiver along a street in the context that the public safety and welfare make it desirable to encourage pedestrian movement by providing safe walkways and sidewalks away from automobile traffic. Requests shall not be based solely on financial gain from not having to construct a sidewalk. A waiver may only be requested and approved if the request is based on a unique topographical or other physical condition unique to this particular site and which the stated reason for seeking a variance is not based exclusively on financial gain.~~

Excerpts from the Road Adequacy & Access Technical Guidance

Road adequacy standards must be met to ensure an adequate roadway network to support the increased demands on a system created by new development.

Street Requirements

Cross-Sections

Roadway cross sections shall be consistent with the approved Master Thoroughfare Plan and include the following elements:

Table 1. Street Design Standards

Street Classification	Parkway	Major Arterial	Arterial – Rural	Arterial – Urban	Major Collector	Downtown Approach	Collector	Local/ Residential
Typical ADT	-	-	-	-	-	-	<3,000	<1,000
Right-of-way (min)	180'	120'	120'	90'	80'	70'	60'	50'
Curb & Gutter	2'	2'	2'	2'	2'	2'	2'	2'
Pavement Width (min)	76'	72'	70'	58'	58'	38'	36'	30'
Median (min)	20'	20'	-	16'	-	-	-	-
Shoulder (min)	3'	-	-	-	-	-	-	-
<u>5' Sidewalk Required (min)***</u>	<u>12'/12'Yes**</u>	<u>12'/5'Yes</u>	<u>5'/5'Yes</u>	<u>5'/5'Yes</u>	<u>5'/5'Yes</u>	<u>5'/5'Yes</u>	<u>10'/5'Yes</u>	<u>4'/4'Yes</u>
Minimum Grade	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Maximum Grade	5%	5%	5%	5%	5-8%*	5-8%*	5-8%*	5-10%*
Centerline Radius (min)	1,200'	1,200'	770'	770'	770'	340'	340'	200'
Design Speed	45 mph	45 mph	40 mph	40 mph	40 mph	30 mph	30 mph	25 mph

*5% maximum grade preferred

**Parkways require 12' width trails on both sides of the roadway.

***Trail locations are identified in the adopted Thoroughfare Plan. The 12' trail shall replace the 5' sidewalk.



Planning and Zoning Commission Report Amendments to Section 5.4 of the Unified Development Code

An Amendment to the Unified Development Code was considered during a public hearing at the Planning and Zoning Commission Meeting on December 10, 2024 and January 14, 2025.

Jennifer Shortess presented the amendments to the Unified Development Code. The revisions requested included A) trail requirements for site plan development and subdivision development, B) the minimum width of sidewalks to be increased from 4 feet to 5 feet, and C) removal of waivers for sidewalk construction. Ms. Shortess identified the three documents which require sidewalk and trail construction: the Unified Development Code, Road Adequacy & Access Technical Guidance, and the Parks, Recreation, Open Space and Trails Master Plan.

At the December Planning and Zoning Commission Meeting, there was discussion about the potential amendments to Section 5.4 of the UDC. One concern raised was against greenspace between curbs and the edge of sidewalks, which might become a hindrance to maintenance by property owners. The proposed amendments have been revised to exclude a wider sidewalk where sidewalks are proposed immediately adjacent to curbs. Other concerns presented included the City’s current requirements for sidewalks through the development process.

At the January Planning and Zoning Commission meeting, there was emphasis on State and federal regulations which identify passing spaces every 200 feet for 4’ width sidewalks. Communities have varying degrees of disabilities which utilize sidewalks and trails. Accessibility standards were implemented in 1961. Additionally, Ms. Shortess noted that the fine for each infraction to the Texas Accessibility Standards is \$5,000 per day. Therefore, there is additional risk associated with requiring a minimum 4-foot width sidewalk. The City’s Transition Plan was noted as guiding accessibility standards and complaint processes.

Questions from the commission ranged from general sidewalk requirements to verifying that fees are applied per address and cannot be paid twice. It was noted that TxDOT’s minimum sidewalk width is 6 feet. Mr. Felty asked if other cities have similar sidewalk width standards. Information was presented similar to the table below.

Jurisdiction	Residential sidewalk width	Commercial-Industrial sidewalk width
New Braunfels	4'	6'
Schertz	5'	5'
San Marcos	5'	12'
Cibolo	5'	6'
San Antonio	4', if 2' of greenspace is provided; 5' without a greenspace	Varies

The regular meeting was then recessed, and a public hearing was held. There being no responses from the public the regular meeting reconvened.

The Commission had no further discussion.

After consideration of the information given regarding the Amendments to the Unified Development Code, a motion was made, and passed. The amendments presented passed 7-0-0.

MOTION PASSED 7-0-0



Francis Serna
Planning Assistant



ATTEST: Jennifer Shortess
Assistant Director of Capital Projects and Engineering

STATE OF TEXAS

AN ORDINANCE OF THE SEGUIN CITY COUNCIL AMENDING THE SEGUIN UNIFIED DEVELOPMENT CODE, CHAPTER 5, SECTION 5.4; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR PUBLICATION OF THIS ORDINANCE; AND AUTHORIZING CITY STAFF TO SUBMIT THIS ORDINANCE AS A SUPPLEMENT TO THE CODE OF ORDINANCES

WHEREAS, the City Council has adopted a Parks, Recreation, Open Space and Trails Master Plan; and

WHEREAS, ordinance updates are necessary to promote efficient installation of sidewalks and trails and to create consistency with the Unified Development Code; and

WHEREAS, the City adopted the vision statement for the Comprehensive Safety Action Plan which states Seguin strives for a safer community and is dedicated to developing an equitable transportation network that prioritizes safety, preserves all lives, and maintains the existing community character; and

WHEREAS, the City acknowledges that connectivity of sidewalks and trails are advantageous to all road users to promote safety; and

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

Part 1. The Seguin Unified Development Code Chapter 5, Section 5.4 is amended as follows (underlining indicates added text, ~~strikethrough~~ indicates deleted text):

See Attached Document.

PASSED AND APPROVED on first reading on February 4, 2025.

PASSED AND APPROVED on second reading on February 18, 2025.

ATTEST:

Donna Dodgen, Mayor

Kristin Mueller, City Secretary

CITY OF SEGUIN



It's real.

To: City of Seguin Mayor and City Council
Steve Parker, City Manager

From: Melissa Reynolds, Director of Engineering & Capital Projects

Through: Rick Cortes, Deputy City Manager

Date: February 4, 2025

Subject: Public hearing and possible action on amendments to the City of Seguin’s Code of Ordinances Appendix C – Fee Schedule, Appendix A – Unified Development Code to amend the sidewalk fee-in-lieu when waiver is granted.

Historical Background

The fees identified in Appendix A (f) *Sidewalks – Fee-in-lieu* have remained unchanged since adopted on 10-21-2014.

Action Requested

As the City endeavors to reduce sidewalk gaps and increased connectivity, sidewalk construction costs have increased. Capital Improvement Projects frequently include sidewalk construction. Of the projects costs reviewed for projects in design and projects constructed within the last fiscal year, the cost to install sidewalk ranged from \$62 to \$107 per square yard.

Background Information				
Concrete (4")				
\$ 63.00	per SY	Public Sidewalk Repairs - Construction Price		
\$ 107.00	per SY	Joe Carrillo Blvd POPC		
\$ 97.24	per SY	District 5 Sidewalks POPC		
\$ 75.00	per SY	Martindale Extension OPC		
\$ 62.00	per SY	Cordova OPC		
\$ 100.00	per SY	N. Guadalupe GLO OPC		
\$ 102.00	per SY	Mays Creek GLO OPC		
\$ 86.61	per SY	Average cost of concrete		
4 foot width	0.44	SY per LF	\$ 38.49	per LF
5 foot width	0.56	SY per LF	\$ 48.11	per LF
6 foot width	0.67	SY per LF	\$ 57.74	per LF
10 foot width	1.11	SY per LF	\$ 96.23	per LF
12 foot width	1.33	SY per LF	\$ 115.47	per LF

Procurement Methodology & Funding Source

There are no fiscal impacts associated with this ordinance

Staff Recommendation

Staff recommends revisions proposed to the Unified Development Code Appendix C – Fee Schedule, Appendix A – Unified Development Code as follows:

(f) Sidewalks – Fee-in-lieu when waiver granted:		
(1)	4-foot sidewalk	\$20.00 <u>\$35.00</u> per linear foot
(2)	5-foot sidewalk	\$25.00 <u>\$45.00</u> per linear foot
(3)	6-foot sidewalk	\$30.00 <u>\$55.00</u> per linear foot
(4)	<u>10-foot sidewalk</u>	<u>\$95.00 per linear foot</u>
(5)	<u>12-foot sidewalk</u>	<u>\$115.00 per linear foot</u>

ATTACHMENTS

1. None

STATE OF TEXAS

AN ORDINANCE OF THE SEGUIN CITY COUNCIL AMENDING THE SEGUIN CODE OF ORDINANCES, AMENDING APPENDIX C – FEE SCHEDULE, APPENDIX A – UNIFIED DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY CLAUSE; DECLARING AN EFFECTIVE DATE; PROVIDING FOR PUBLICATION OF THIS ORDINANCE; AND AUTHORIZING CITY STAFF TO SUBMIT THIS ORDINANCE AS A SUPPLEMENT TO THE CODE OF ORDINANCES

WHEREAS, in preparation for the budget the City reviews its rates associated with Sidewalks – fee-in-lieu when waiver is granted; and

WHEREAS, Staff has reviewed and made recommendations regarding modifications to the fee schedule, based on analysis of construction costs and public use; and

WHEREAS, the rates proposed by this Ordinance will sustain the estimate cost to install sidewalks; and

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

Part 1. Appendix C – Fee Schedule, Appendix A – Unified Development Code is amended as follows (underlining indicates added text, strikethrough indicates deleted text):

(f) Sidewalks – Fee-in-lieu when waiver granted:		
(1)	4-foot sidewalk	\$20.00 <u>\$35.00</u> per linear foot
(2)	5-foot sidewalk	\$25.00 <u>\$45.00</u> per linear foot
(3)	6-foot sidewalk	\$30.00 <u>\$55.00</u> per linear foot
(4)	<u>10-foot sidewalk</u>	<u>\$95.00</u> per linear foot
(5)	<u>12-foot sidewalk</u>	<u>\$115.00</u> per linear foot

PASSED AND APPROVED on first reading on February 4, 2025.

PASSED AND APPROVED on second reading on February 18, 2025.

ATTEST:

Donna Dodgen, Mayor

Kristin Mueller, City Secretary

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 26-24 (North SH 46), Zoning Change from MF-3 to C**
Date: January 27, 2025

Historical Background

The City of Seguin received a zoning change request for property located at the southwest corner of North State Highway 46 and Pecan Parkway, being the 2600-2700 block of North State Hwy 46. The property is undeveloped and is approximately 16.207 acres. Two small portions of the property are already zoned Commercial, but the majority of the tract is zoned MF-3. The entire tract was zoned Commercial prior to a zoning change in 2022 for a proposed apartment development. The tract has not been developed. The property owner is requesting a zoning change back to Commercial for future commercial development. Staff evaluated the zoning request based on the criteria adopted in the Unified Development Code (UDC) as follows:

- The property is located within the Commercial Corridor district of the Future Land Use Plan, which supports commercial land uses.
- The surrounding properties that also front SH 46 are zoned commercial. The adjacent property to the west of the tract is zoned for single-family residential development.
- The property has frontage on State Highway 46, a TxDOT ROW.

Action Requested

Staff is requesting action on the property owner’s request to rezone the subject property to Commercial.

Recommendation

Staff presented the zoning change request to the Planning and Zoning Commission on January 14, 2025. Following a public hearing the Commission voted to recommend approval of the zoning change request.

Attachments

- ZC 26-24 Staff Report
- Map Exhibits of the Subject Property
- Final Report of the Planning & Zoning Commission
- Draft Ordinance



PLANNING & CODES

Planning and Zoning Commission Report

ZC 26-24

A request for Zoning Change 26-24 from Multi-Family 3 (MF-3) to Commercial (C) for a property located at the 2600 to 2700 block of SH 46 N, Property ID 172978 was considered during a public hearing at the Planning & Zoning Commission meeting on January 14, 2025. The applicant was requesting the zone change for a food establishment if granted.

Kyle Warren presented the staff report. He stated the 16.2-acre property had been zoned multi-family 3 since 2022 when the property was rezoned from Commercial zoning. He stated that the applicant wanted to go forward with a zone change to allow for the use of commercial retail to do a strip center.

The property is surrounded by single family residential, and commercial zoning types. Land uses included vacant commercial land to the north and south, an empty single family zoned tract to the west, and commercial retail to the east.

The property is in the Commercial Corridor FLUP, which is supportive of Commercial zoning, and is seen as the highest and best use for this FLUP.

Mr. Warren stated that the request is consistent with the FLUP and follows a logical and orderly pattern with surrounding properties being a mix of mostly commercial zoning and uses. The property will have two access points on SH 46, with 1300 feet of frontage.

The regular meeting recessed, and a public hearing was held. The applicant Kurtney Knight came forward to speak on the case. He stated that He had been involved in the last zone change from Commercial to Multi-Family 3 for the property but had run into water supply issues from a third-party company. Now he is requesting to go back to commercial zoning. After Mr. Knight was through speaking no other input from the public was made. The regular meeting was reconvened for action.

After consideration of the staff report and all information given regarding Zoning Change (ZC 26-24), Vice Chair Eddie Davila moved that the Planning and Zoning Commission recommended approval of the zoning change from Multi-family 3 Residential (MF-3) to Commercial (C) the 2600 to 2700 block of SH 46 N. Commissioner Bobby Jones, III seconded the motion. The following vote was recorded:

RECOMMENDATION TO APPROVE THE ZONING CHANGE TO COMMERCIAL (C)

MOTION PASSED

7-0-0

A handwritten signature in cursive script that reads "Francis Serna".

Francis Serna, Planning Assistant

A handwritten signature in cursive script that reads "Kyle Warren".

ATTEST: Kyle Warren, Planner



PLANNING & CODES

ZC 26-24 Staff Report
2600-2700 Blk of SH 46 N
MF-3 to C

Applicant:

Kurtney Knight
1215 FM 2504
Poteet, TX 78065

Property Owner:

Samuel Kobrinsky

Property Address/Location:

2600-2700 Blk of SH 46 N
Seguin, TX 78155

Legal Description:

ABS: 11 SUR: J D CLEMENTS
16.207 ACS. AKA FUTURE
SUB: GREENSPOINT
Property ID: 172978

Lot Size/Project Area:

16.207 Acres

Future Land Use Plan:

Commercial Corridor

Notifications:

Mailed: 01/02/2025
Newspaper: 12/29/2024

Comments Received:

None

Staff Review:

Kyle Warren
Planner

Attachments:

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

REQUEST:

A Zoning Change request from Multifamily 3 (MF-3) to Commercial (C).

ZONING AND LAND USE:

	Zoning	Land Use
Subject Property	MF-3	Undeveloped
N of Property	C	Undeveloped
S of Property	C/AR	Undeveloped
E of Property	C	Various commercial uses
W of Property	R-1	Undeveloped

SUMMARY OF STAFF ANALYSIS:

The property, located at the 2600-2700 block of N State Highway 46, is currently zoned Multifamily-3. The applicant is proposing to rezone the lot to Commercial (C) to develop a commercial strip center.

CRITERIA FOR ZONING CHANGE:

Consistency with the future land use plan –The FLUP of Commercial Corridor is highly supportive of Commercial zoning.

Compatible with existing and permitted uses of surrounding property- There are commercially zoned properties north, east, and south of this location.

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

Proposed zoning follows a logical and orderly pattern – Commercial zoning is logical at this location. It is bordered by commercial properties on three sides and fronts the SH 46 corridor.

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

PLANNING DEPARTMENT ANALYSIS

SITE DESCRIPTION

This site was annexed in 1999 and zoned Commercial in a 2000 zone change (Ord. 00-13). In 2022 the property was rezoned to MF-3, high density multifamily (Ord. 2022-22). The property is still in abstract and is an undeveloped 16.2-acre tract, with 1,270 feet of frontage on State Highway 46.

CODE REQUIREMENTS:

According to the UDC Section 3.4.3 Land Use Matrix, High Density Multifamily zoning does not permit any types of commercial use. For commercial development to be permitted at this location, a commercial zoning type must exist first.

COMPATIBILITY WITH SURROUNDING LAND USE & ZONING:

The property is bordered by commercially zoned properties on three sides and single family residential to the west. Uses in the commercially zoned properties include a propane sales store, a monument/headstone manufacturer, and a property that sells sheds.

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

No health, safety and general welfare issues have been identified.

COMPREHENSIVE PLAN (The Future Land Use Plan):

Seguin's Comprehensive Plan states- The Commercial Corridor is centered along highways and major thoroughfares and should accommodate medium- to largescale commercial development. The property will be oriented to this type of development with a zone change to Commercial zoning.

TRAFFIC (STREET FRONTAGE & ACCESS):

The lot has a frontage and access on State Highway 46, a Tx DOT highway.



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.



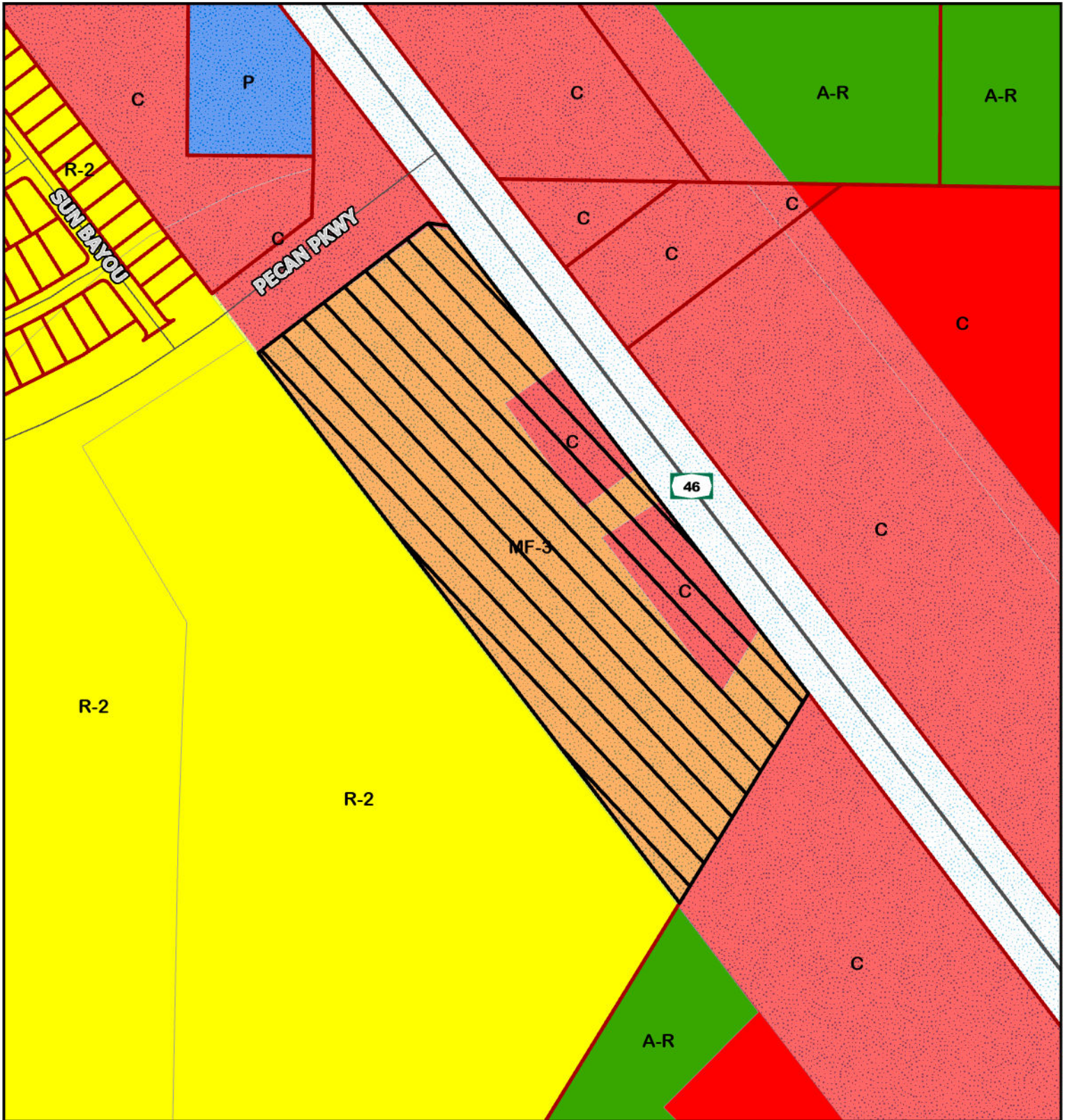
 Site Location

1 inch = 292 feet

Printed: 12/16/2024

ZONING MAP

ZC 26-24 2600-2700 Blk of SH 46 N



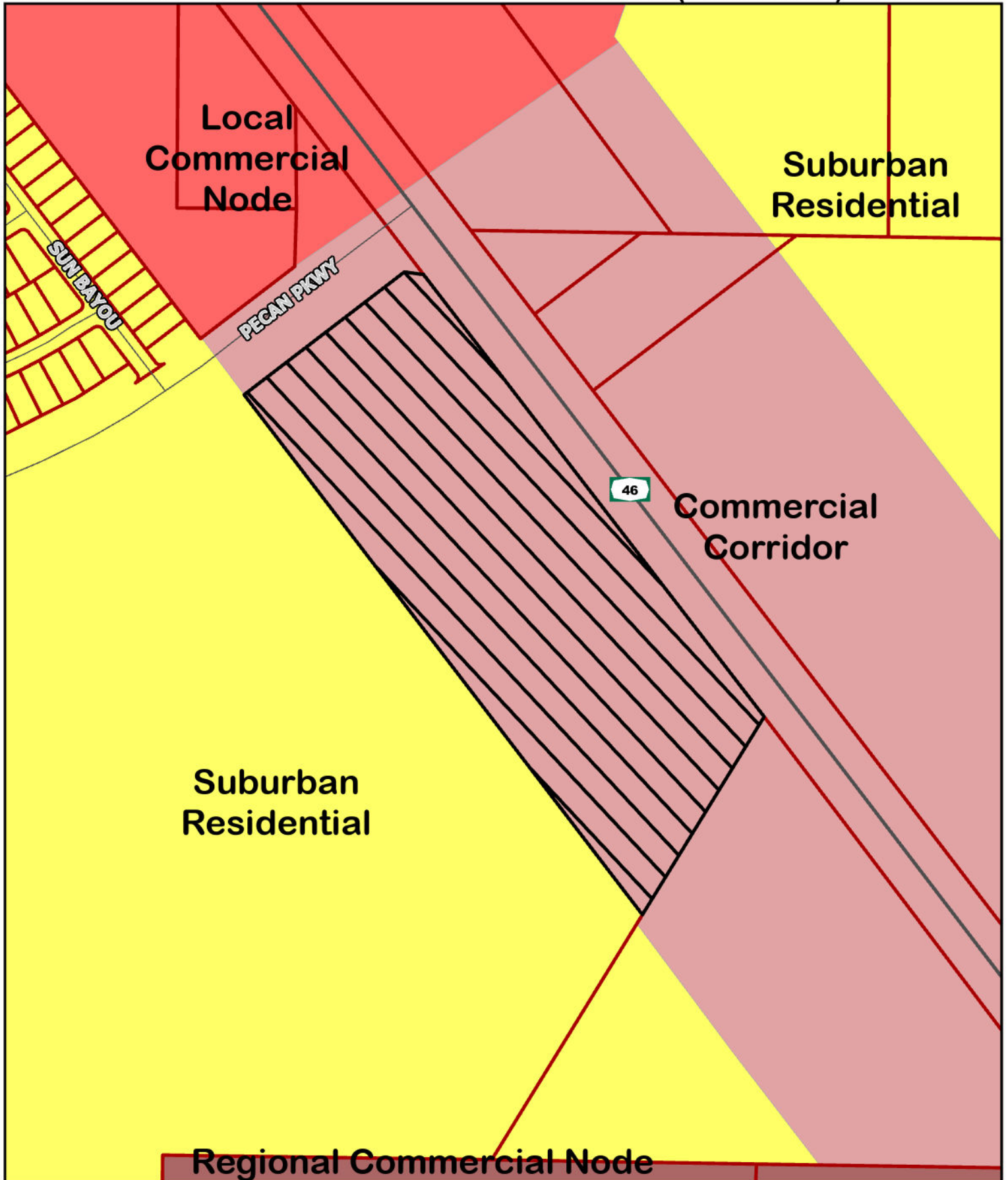
Agricultural - Ranch	Light Industrial	Manufactured Home Park	Single Family Residential 1	Zero Lot Lines
Commercial	Manufactured-Residential	Neighborhood Commercial	Single Family Residential 2	Corridor Overlay Districts
Duplex 1	MultiFamily 1	None	Rural Residential	Downtown Historical District
Duplex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

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 = 292 feet

Printed: 1/6/2025



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 = 292 feet

Printed: 1/6/2025

In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY

**ZC 26-24
2600-2700 Block of SH 46 N.
Property ID 172978**

Name: Angel Pest Control INC

Mailing Address: 2486 Hwy 46 N

Phone No.: _____

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor

Opposed

Reasons and/or comments _____

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 MULTI-FAMILY
HIGH DENSITY (MF-3) AT THE 2600-2700 BLOCK OF SH 46 N, PROPERTY ID
172978 MORE FULLY DESCRIBED IN EXHIBIT A ATTACHED,**

(ZC 26-24)

WHEREAS, the property located at the 2600-2700 block of SH 46 N., more fully described in Exhibit A attached hereto and incorporated herein for all purposes (hereinafter "Property") is currently zoned Multi-Family High Density (MF-3) and

WHEREAS, the City of Seguin has determined that the designation of said property from Multi-Family High Density (MF-3) 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 Multi-Family High Density (MF-3) to Commercial (C) and
2. The Planning and Zoning Director of the City of Seguin is hereby directed to reflect the herein described changes on the zoning map of the City.

PASSED AND APPROVED on the first reading this 4th day of February 2025.

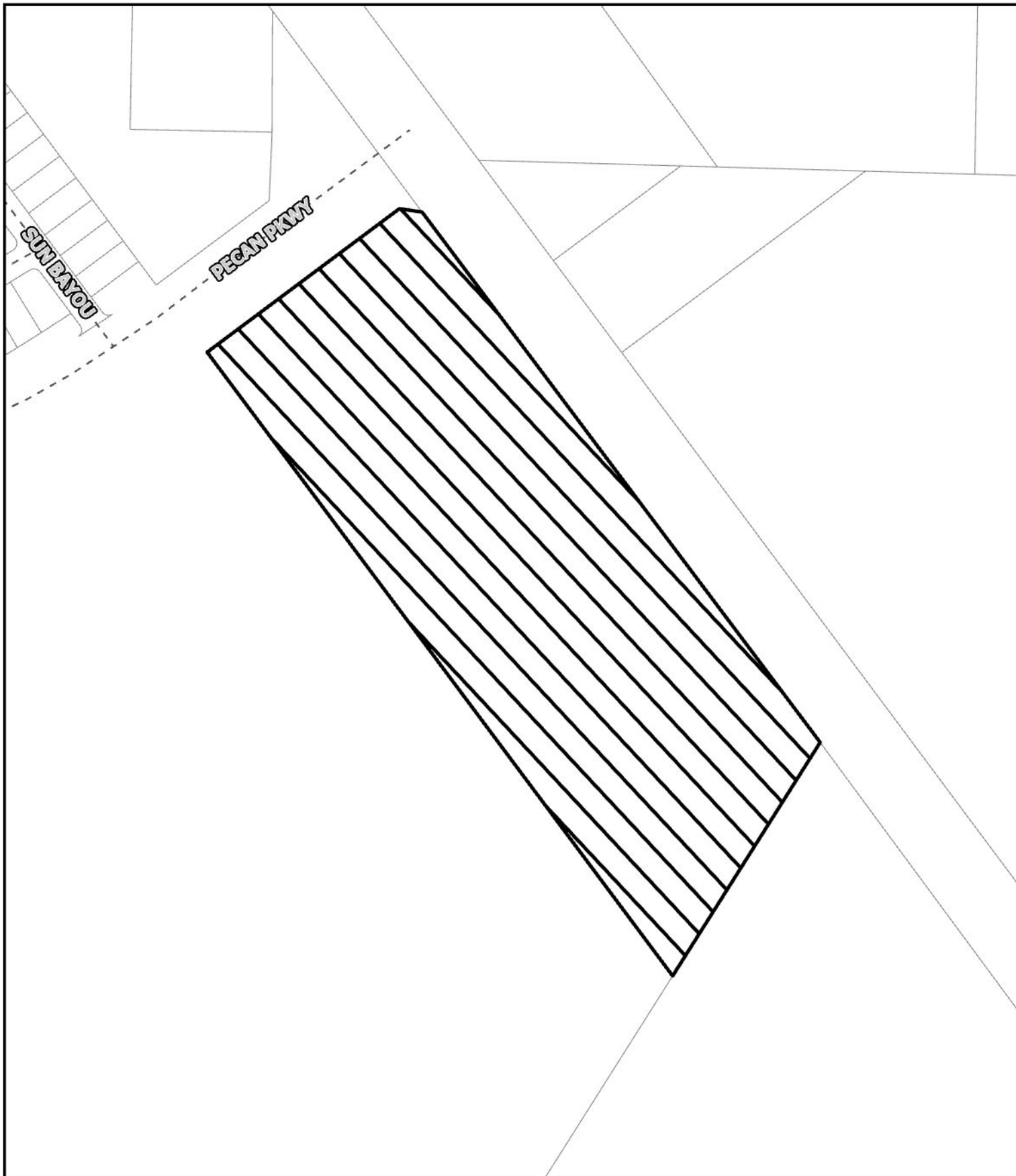
PASSED AND APPROVED on the second reading this 18th day of February 2025.

Donna Dodgen, Mayor

ATTEST:

Kristin Mueller, City Secretary

EXHIBIT A

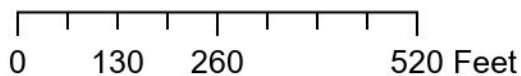


ZC 29-24 2600-3000 Bk of N GUADALUPE ST

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



Printed : 1/6/2025 **69**

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 27-24 (208 Preston Drive), Zoning Change from R-1 to Commercial**
Date: January 27, 2025

Historical Background

The City of Seguin received a zoning change request for property located at 208 Preston. The property, which is approximately 0.32 acres, is undeveloped. The property owner of this property and the adjacent parcel to the east, also along Preston Drive, has requested to rezone both properties to Commercial. There is a separate zoning change request for the 0.12-acre tract to the east (ZC 28-24). Staff evaluated the zoning request based on the criteria adopted in the Unified Development Code (UDC) as follows:

- The property is located within the Local Commercial district of the Future Land Use Plan, which supports neighborhood-scale commercial businesses that support nearby residential communities.
- There are commercially zoned properties west and south of this location. There is a self-storage facility, a church, and an assisted living facility directly to the south, as well as light industrial properties. There is a residential neighborhood to the north and to the east.
- The property has frontage along Preston Drive.

Action Requested

Staff is requesting action on the property owner’s request to rezone the subject property to Commercial.

Recommendation

Staff presented the zoning change request to the Planning and Zoning Commission on January 14, 2025. Following a public hearing the Commission voted to recommend approval of the zoning change request.

Attachments

- ZC 27-24 Staff Report
- Map Exhibits of the Subject Property
- Final Report of the Planning & Zoning Commission
- Draft Ordinance

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 (R-1) AT THE 208 PRESTON, PROPERTY ID 21433 MORE FULLY
DESCRIBED IN EXHIBITA ATTACHED,**

(ZC 27-24)

WHEREAS, the property located at 208 Preston Dr., 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 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 Single Family Residential (R-1) to Commercial (C) and
2. The Planning and Zoning Director of the City of Seguin is hereby directed to reflect the herein described changes on the zoning map of the City.

PASSED AND APPROVED on the first reading this 4th day of February 2025.

PASSED AND APPROVED on the second reading this 18th day of February 2025.

Donna Dodgen, Mayor

ATTEST:

Kristin Mueller, City Secretary



PLANNING & CODES

Planning and Zoning Commission Report

ZC 27-24 & ZC 28-24

A request for Zoning Change 27-24 & Zoning Change 28-24 from Single Family Residential (R-1) to Commercial (C) for properties 208 Preston Dr. and Property ID # 59022, was considered during a public hearing at the Public Planning & Zoning Commission meeting on January 14, 2025.

Melissa Zwicke presented the staff report. She stated the properties are currently Single Family Residential. The applicant is proposing to rezone the lots to Commercial (C). The applicant is the owner of the self-storage facility, Attic Storage, at 214 Preston Dr. directly to the South. With the approval of the zone change, the applicant would like to extend their neighborhood storage services to these properties.

Ms. Zwicke noted that the future land use plan puts much of the area in local commercial zoning. Local Commercial zoning is supportive of neighborhood scale commercial businesses that support nearby residential communities.

There are no adverse impacts, public health, or safety concerns identified for the property. The request does meet the criteria for a zoning change.

Ms. Zwicke stated that according to the UDC Section 3.4.3 Land Use Matrix, Single Family Residential Zoning significantly limits anything other than new and existing single-family dwellings. In order to extend the self-storage business to these lots, Commercial zoning would need to be in place. With that being said, neither of these lots meets the minimum requirements for commercial zoning. Commercially zoned lots must have a lot depth of 100 feet and lot frontage of 50 feet for an internal lot. 208 Preston Dr. does not meet the frontage requirement of 50 feet and PID # 59022 does not meet the depth requirement. The applicant does plan on re-plating the lots. With the replat, those minimum requirements would be met.

Staff received 3 letters of opposition to the request and 2 letters of support. Property owners are concerned that Preston Dr. is too narrow for commercial traffic, and they are not in favor of commercial businesses in this area and feel it may depreciate the value of their homes. The two responses in favor did not add any comments to their reply.

The Commission spoke about previous concerns for the zone change request for 214 Preston Dr. concerning increased commercial traffic and that the previous owner said there would be no changes made to the property.

The regular meeting recessed, and a public hearing was held. The property owner, Gilbert Costello, informed the commission that no structural changes have been made to 214 Preston Dr. He plans to replat 208 Preston Dr. and PID # 59022 into one lot and construct new storage units.

There being no additional responses from the public, the regular meeting reconvened for action.

After consideration of the staff report and all information given regarding Zoning Change (ZC 27-24), Vice Chairman Davila moved that the Planning and Zoning Commission recommend approval of the zoning change from Single Family Residential (R-1) to Commercial (C) for the property located at 208 Preston Dr. Commissioner Hernandez seconded the motion. The following vote was recorded:

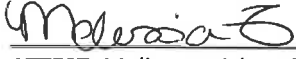
RECOMMENDATION TO APPROVE THE ZONING CHANGE TO COMMERCIAL (c)

MOTION PASSED

7-0-0

Page 1 of 2


Francis Serna, Planning Assistant


ATTEST: Melissa Zwicke, Planner

After consideration of the staff report and all information given regarding Zoning Change (ZC 28-24), Vice Chairman Davila moved that the Planning and Zoning Commission recommend approval of the zoning change from Single Family Residential (R-1) to Commercial (C) for the property located at Preston Dr., PID # 59022. Commissioner Hernandez seconded the motion. The following vote was recorded:

RECOMMENDATION TO APPROVE THE ZONING CHANGE TO COMMERCIAL (C)

**MOTION PASSED
7-0-0**


Francis Serna, Planning Assistant


ATTEST: Melissa Zwicke, Planner



PLANNING & CODES

Applicant:

Gilbert Costello
214 Preston Dr.
Seguin, TX 78155

Property Owner:

GC3 REALTY DEVELOPMENT
LLC

Property Address/Location:

208 Preston Dr. & PID #
59022 (Preston Dr.)

Legal Description:

Lot: 8 BLK:3 ADDN:
EASTRIDGE
Property ID: 21433

ABS: 35 SUR: JOHN SOWELL
0.1200 AC.

Lot Size/Project Area:

.32 Ac.
.12 AC.

Future Land Use Plan:

Local Commercial

Notifications:

Mailed: 01/02/2025
Newspaper: 12/29/2024

Comments Received:

Two replies in favor

Staff Review:

Melissa Zwicke
Planner

Attachments:

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

REQUEST:

A Zoning Change request from Single Family Residential (R-1) to Commercial (C).

ZONING AND LAND USE:

	Zoning	Land Use
Subject Property	R-1	Undeveloped
N of Property	R-1	Undeveloped
S of Property	C	Self-Storage
E of Property	ZL	Residential
W of Property	C	Undeveloped

SUMMARY OF STAFF ANALYSIS:

208 Preston Dr. and PID # 59022 (Preston Dr.), are currently zoned Single Family Residential. The applicant is proposing to rezone the lots to Commercial (C). The applicant is the owner of the self-storage facility, Attic Storage, at 214 Preston Dr. directly to the South. With the approval of the zone change, the applicant would like to extend their neighborhood storage services to these properties.

CRITERIA FOR ZONING CHANGE:

Consistency with the future land use plan –Consistent. The future land use plan puts most of the west side of Preston Dr. in local commercial zoning and is supportive of neighborhood scale commercial businesses that support nearby residential communities.

Compatible with existing and permitted uses of surrounding property – There are commercially zoned properties west, northeast and South of this location. There is a self-storage facility, a church, and Seguin Assisted living directly to the south, as well as light industrial properties.

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

Proposed zoning follows a logical and orderly pattern – Commercial zoning is logical at this location. The property to the west has been commercially zoned since Seguin’s initial zoning in 1989 and the properties to the south are being used for commercial business, worship, multifamily and light industrial.

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

PLANNING DEPARTMENT ANALYSIS

SITE DESCRIPTION

The zone change request is for two properties. 208 Preston Dr. and the lot directly in front of 208 Preston Dr., PID # 59022. 208 Preston Dr. is lot 8 in the Eastridge subdivision. Eastridge subdivision was platted in 1959. 208 Preston Dr. is .32 acres and has been zoned Single Family Residential since 1989. PID # 59022, is an abstract parcel that was not included in the platting of Eastridge Subdivision. The parcel is .12 acres and has been zoned Single Family Residential since 1989. Through deed history research it was determined this parcel has been in existence since at least 1984. It was once part of a larger tract that was bought around 1970. Between 1970 and 1984 these tracts were split up into smaller tracts and sold.

CODE REQUIREMENTS:

According to the UDC Section 3.4.3 Land Use Matrix, Single Family Residential zoning significantly limits anything other than new and existing single-family dwellings. In order to extend the self-storage business to these lots, Commercial zoning would need to be in place.

COMPATIBILITY WITH SURROUNDING LAND USE & ZONING:

The Surrounding uses are both commercial and residential. Several properties to the north are zoned single family residential. The properties to the west are zoned commercial but are currently not in use. To the east, there is a mix of zero lot line and single-family residential zoning. To the south is a self-storage facility, a church, Seguin Assisted Living, and more properties zoned light industrial and commercial.

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

No health, safety and general welfare issues have been identified.

COMPREHENSIVE PLAN (The Future Land Use Plan):

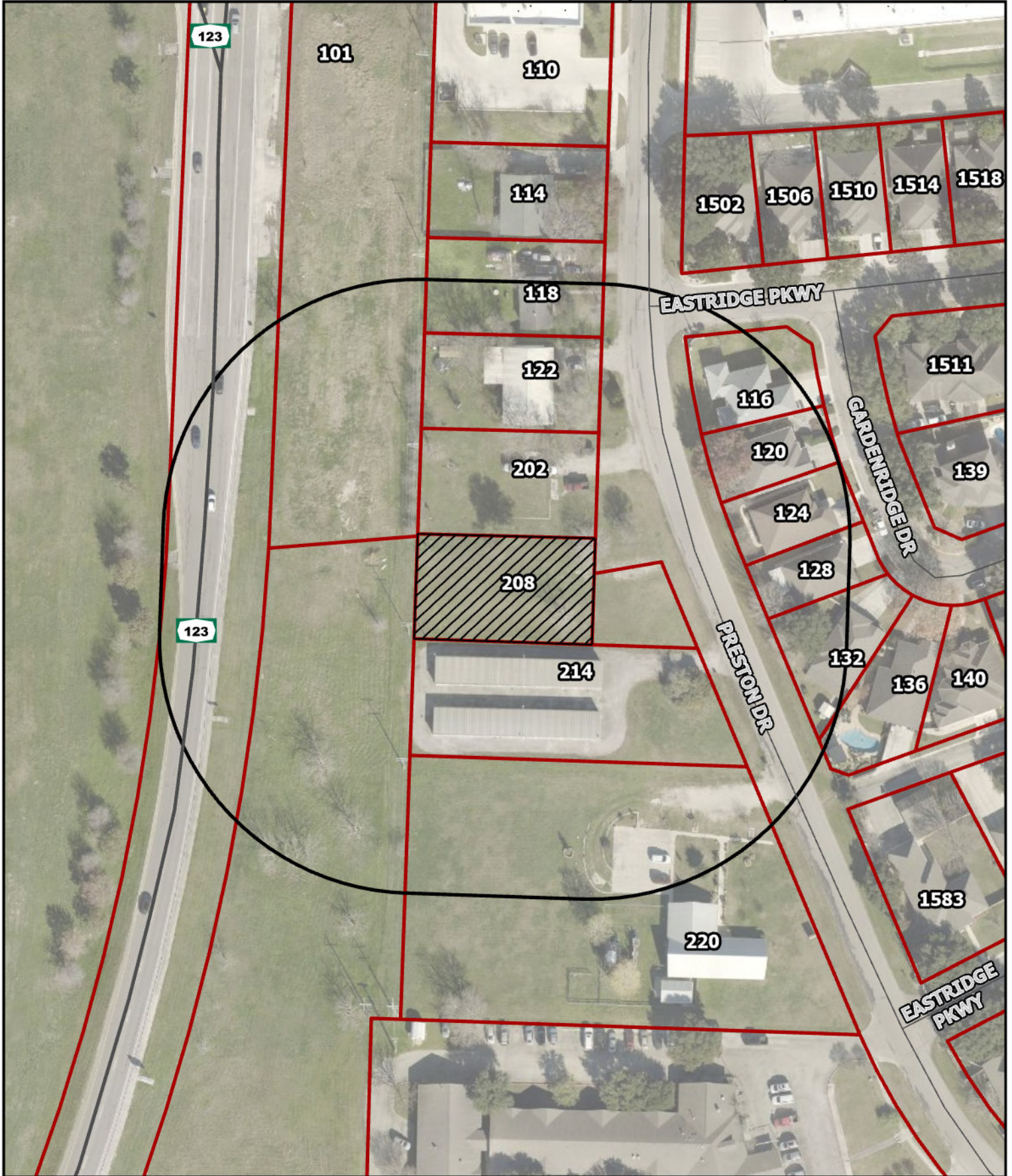
The property is in the Local Commercial District of the Future Land Use Plan, which does recommend commercial zoning.

TRAFFIC (STREET FRONTAGE & ACCESS):

Both lots have frontage on Preston Dr.

LOCATION MAP

ZC 27-24 (PID# 21433) 208 Preston Dr.



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.



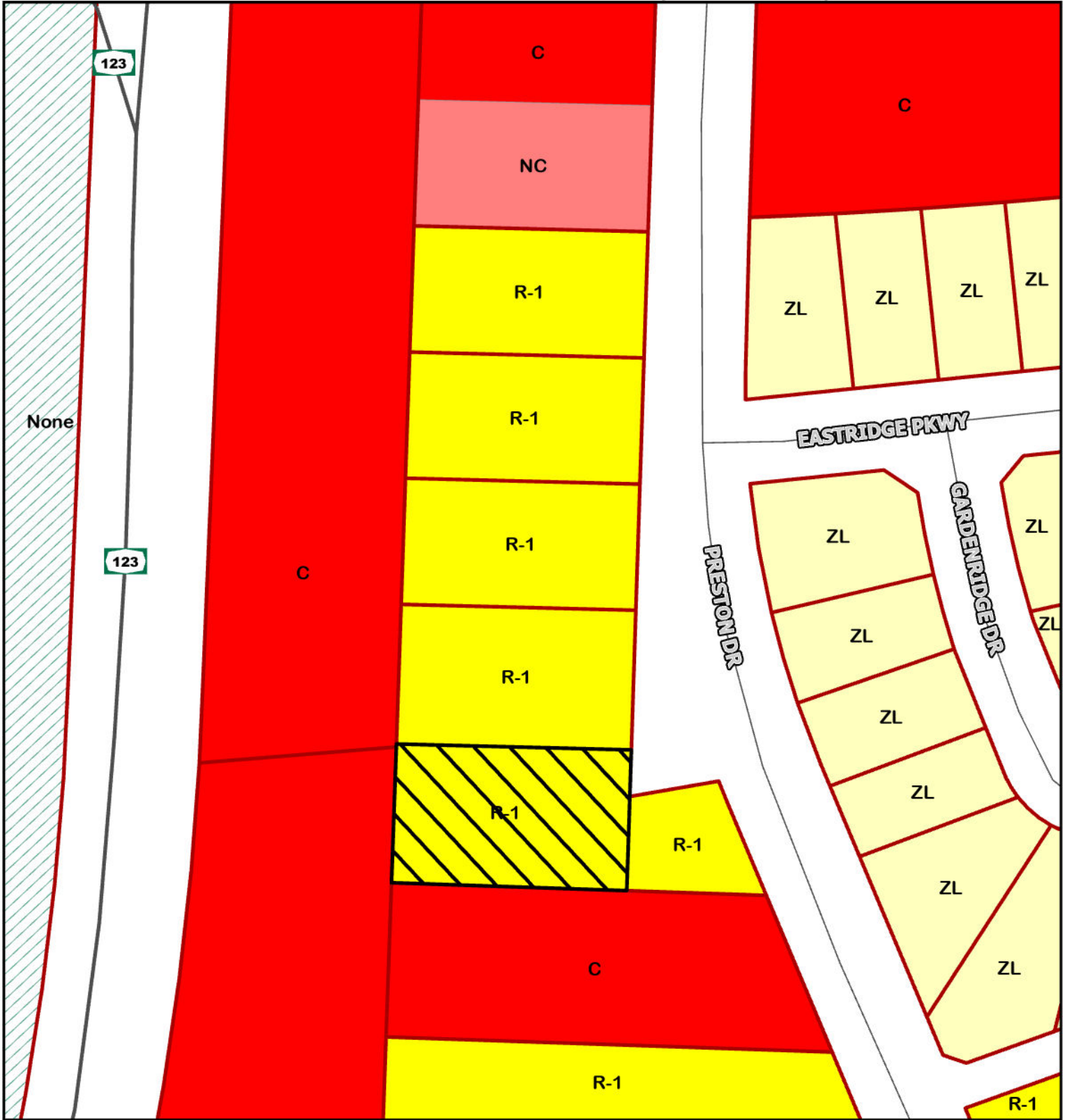
 Site Location

1 inch = 100 feet

Printed: 12/10/2024

ZONING MAP

ZC 27-24 (PID# 21433) 208 Preston Dr.



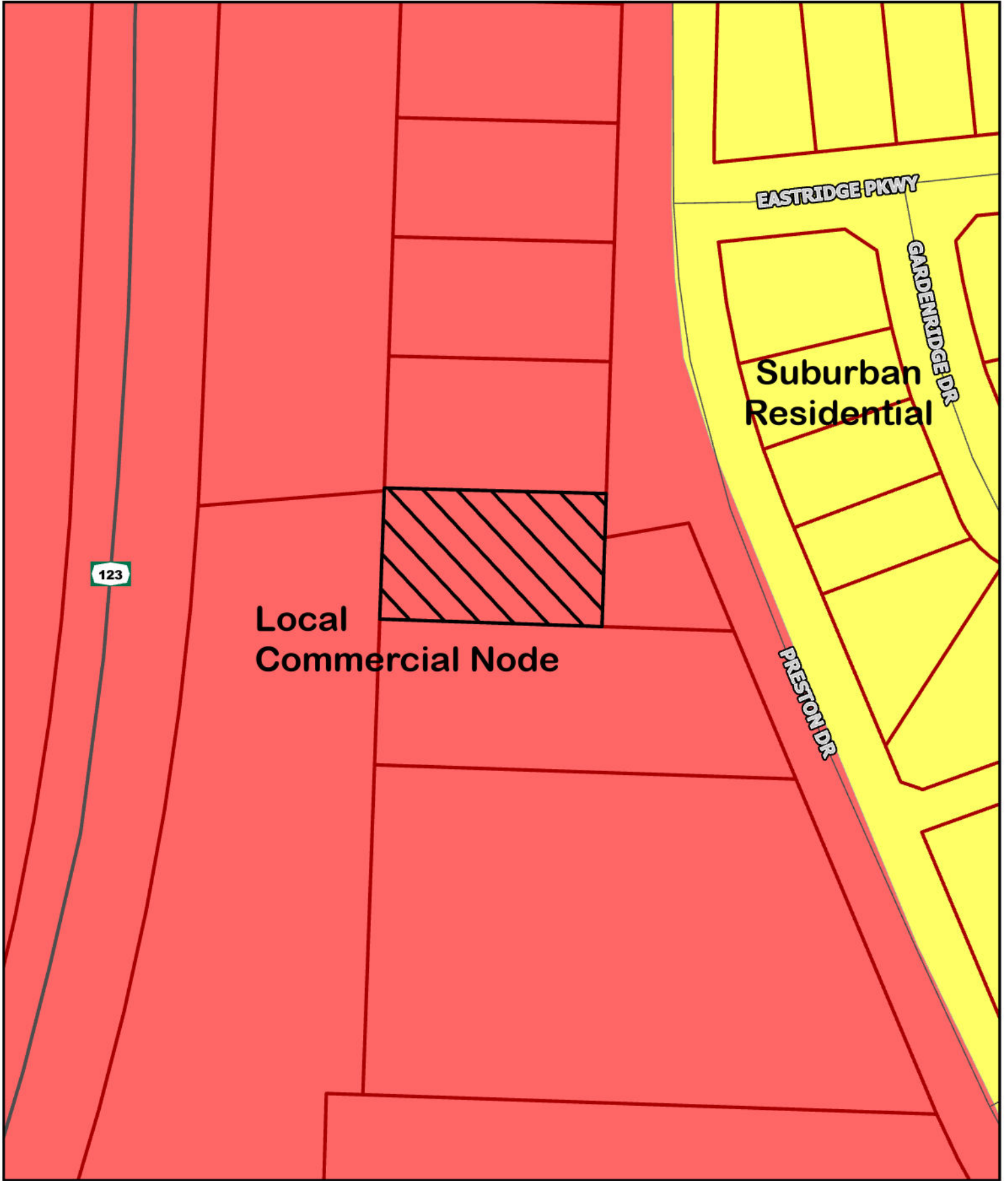
Agricultural - Ranch	Light Industrial	Manufactured Home Park	Single Family Residential 1	Zero Lot Lines
Commercial	Manufactured-Residential	Neighborhood Commercial	Single Family Residential 2	Corridor Overlay Districts
Duplex 1	MultiFamily 1	None	Rural Residential	Downtown Historical District
Duplex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

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 = 80 feet

Printed: 12/10/2024



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 = 80 feet

Printed: 12/10/2024

In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY

**ZC 27-24
208 Preston Dr.
Property ID 21433**

Name: Bess Ammerman, J.

Mailing Address: _____

Phone No.: _____

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor

Opposed

Reasons and/or comments _____


In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY



ZC 28-24
208 Preston Dr.
Property ID 59022

Name:  Ms. Barbara Driscoll

Mailing Address: _____

Phone No.: _____

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor

Opposed

Reasons and/or comments Preston Road is very narrow, not supportive of any more retail. We citizens of East Ridge know do not need any more nail salons, pizza parlors, doctors offices etc.

*Respectfully,
Barbara Driscoll*

In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY

**ZC 28-24
208 Preston Dr.
Property ID 59022**



Name: Francis Barney

Mailing Address: _____

Phone No.: _____

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor _____

Opposed

Reasons and/or comments We don't need commercial in a residential, the truck company uses this street & it says no trucks. It is like suicide to pull out of Eastridge across from assisted living, not much better on the other side. We need a mirror where you can see what is coming. It is definitely a blind curve. We don't need any more commercial traffic. It will also depreciate the value of our homes.

In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY

ZC 28-24
208 Preston Dr.
Property ID 59022



Name: Phyllis Smith

Mailing Address:

Phone No.: ()

Physical Address of property (if different from the mailing):

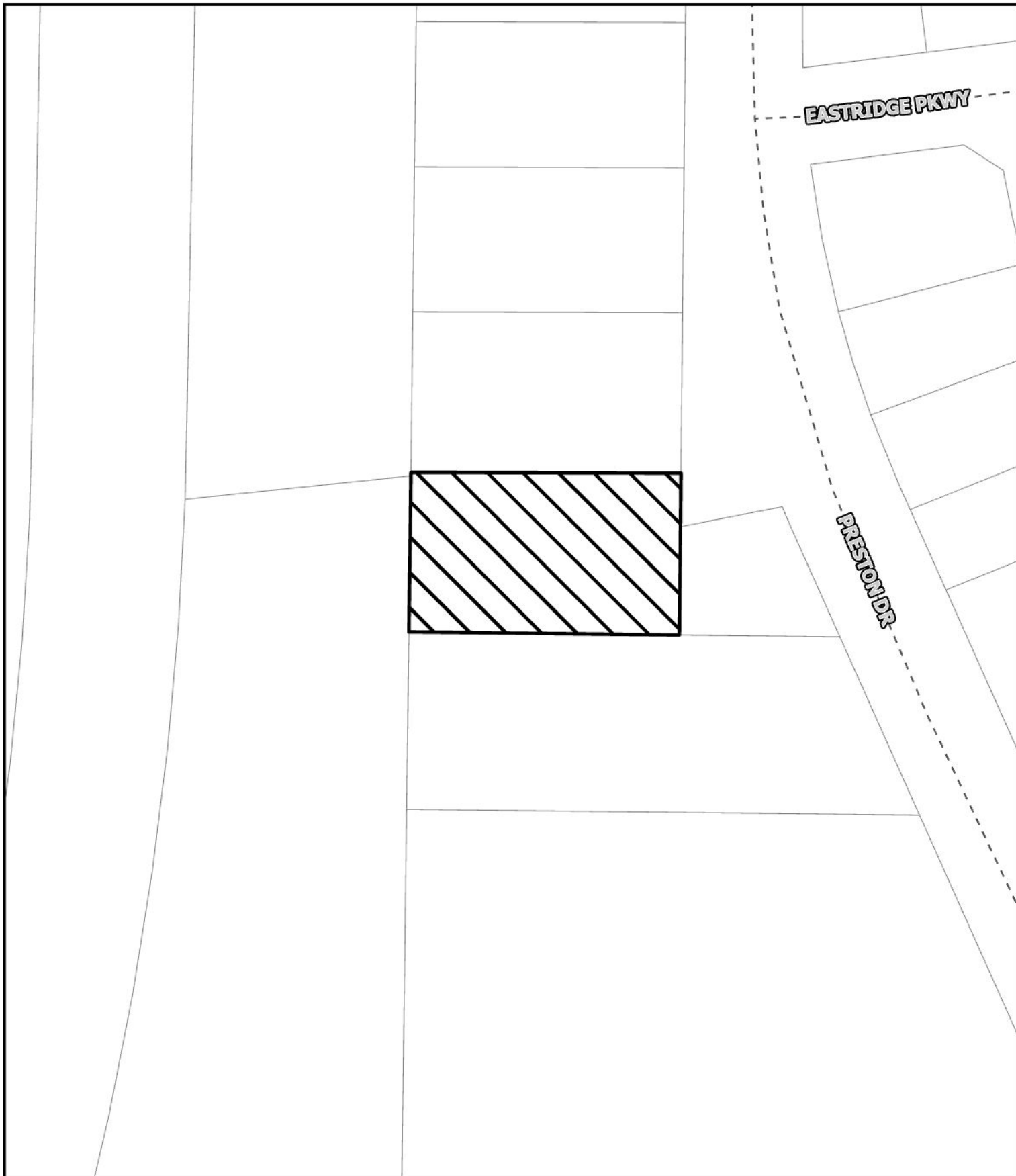
If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor

Opposed

Reasons and/or comments There are three neighborhoods that drive out on Preston Dr. to go anywhere, Esteridge Parkway, Willow Creek Lane, and Eastwood Dr. Young and older people. I ask you to choose to keep them safe from commercial vehicles. And keep in mind trucks are not allowed on Preston Dr.

EXHIBIT A

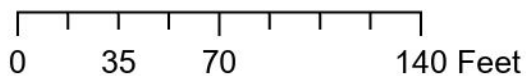


ZC 27-24 (PID# 21433) 208 Preston Dr.

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



Printed : 12/10/20 **84**

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 28-24 (Preston Drive- Prop ID 59022), Zoning Change from R-1 to Commercial**
Date: January 27, 2025

Historical Background

The City of Seguin received a zoning change request a vacant property located on Preston Drive. The property, which is approximately 0.12 acres, is undeveloped. The property owner of this property and the adjacent parcel to the west, also along Preston Drive, has requested to rezone both properties to Commercial. There is a separate zoning change request for the 0.32-acre tract to the west (ZC 27-24). Staff evaluated the zoning request based on the criteria adopted in the Unified Development Code (UDC) as follows:

- The property is located within the Local Commercial district of the Future Land Use Plan, which supports neighborhood-scale commercial businesses that support nearby residential communities.
- There are commercially zoned properties west and south of this location. There is a self-storage facility, a church, and an assisted living facility directly to the south, as well as light industrial properties. There is a residential neighborhood to the north and to the east.
- The property has frontage along Preston Drive.

Action Requested

Staff is requesting action on the property owner’s request to rezone the subject property to Commercial.

Recommendation

Staff presented the zoning change request to the Planning and Zoning Commission on January 14, 2025. Following a public hearing the Commission voted to recommend approval of the zoning change request.

Attachments

- ZC 28-24 Staff Report
- Map Exhibits of the Subject Property
- Final Report of the Planning & Zoning Commission
- Draft Ordinance

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 (R-1) LOCATED AT THE PRESTON DR., PROPERTY ID 59022 MORE
FULLY DESCRIBED IN EXHIBITA ATTACHED,**

(ZC 28-24)

WHEREAS, the property located at Preston Dr., 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 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 Single Family Residential (R-1) to Commercial (C) and
2. The Planning and Zoning Director of the City of Seguin is hereby directed to reflect the herein described changes on the zoning map of the City.

PASSED AND APPROVED on the first reading this 4th day of February 2025.

PASSED AND APPROVED on the second reading this 18th day of February 2025.

Donna Dodgen, Mayor

ATTEST:

Kristin Mueller, City Secretary



PLANNING & CODES

Planning and Zoning Commission Report

ZC 27-24 & ZC 28-24

A request for Zoning Change 27-24 & Zoning Change 28-24 from Single Family Residential (R-1) to Commercial (C) for properties 208 Preston Dr. and Property ID # 59022, was considered during a public hearing at the Public Planning & Zoning Commission meeting on January 14, 2025.

Melissa Zwicke presented the staff report. She stated the properties are currently Single Family Residential. The applicant is proposing to rezone the lots to Commercial (C). The applicant is the owner of the self-storage facility, Attic Storage, at 214 Preston Dr. directly to the South. With the approval of the zone change, the applicant would like to extend their neighborhood storage services to these properties.

Ms. Zwicke noted that the future land use plan puts much of the area in local commercial zoning. Local Commercial zoning is supportive of neighborhood scale commercial businesses that support nearby residential communities.

There are no adverse impacts, public health, or safety concerns identified for the property. The request does meet the criteria for a zoning change.

Ms. Zwicke stated that according to the UDC Section 3.4.3 Land Use Matrix, Single Family Residential Zoning significantly limits anything other than new and existing single-family dwellings. In order to extend the self-storage business to these lots, Commercial zoning would need to be in place. With that being said, neither of these lots meets the minimum requirements for commercial zoning. Commercially zoned lots must have a lot depth of 100 feet and lot frontage of 50 feet for an internal lot. 208 Preston Dr. does not meet the frontage requirement of 50 feet and PID # 59022 does not meet the depth requirement. The applicant does plan on re-plating the lots. With the replat, those minimum requirements would be met.

Staff received 3 letters of opposition to the request and 2 letters of support. Property owners are concerned that Preston Dr. is too narrow for commercial traffic, and they are not in favor of commercial businesses in this area and feel it may depreciate the value of their homes. The two responses in favor did not add any comments to their reply.

The Commission spoke about previous concerns for the zone change request for 214 Preston Dr. concerning increased commercial traffic and that the previous owner said there would be no changes made to the property.

The regular meeting recessed, and a public hearing was held. The property owner, Gilbert Costello, informed the commission that no structural changes have been made to 214 Preston Dr. He plans to replat 208 Preston Dr. and PID # 59022 into one lot and construct new storage units.

There being no additional responses from the public, the regular meeting reconvened for action.

After consideration of the staff report and all information given regarding Zoning Change (ZC 27-24), Vice Chairman Davila moved that the Planning and Zoning Commission recommend approval of the zoning change from Single Family Residential (R-1) to Commercial (C) for the property located at 208 Preston Dr. Commissioner Hernandez seconded the motion. The following vote was recorded:

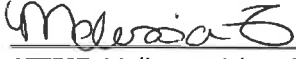
RECOMMENDATION TO APPROVE THE ZONING CHANGE TO COMMERCIAL (c)

MOTION PASSED

7-0-0

Page 1 of 2


Francis Serna, Planning Assistant


ATTEST: Melissa Zwicke, Planner

After consideration of the staff report and all information given regarding Zoning Change (ZC 28-24), Vice Chairman Davila moved that the Planning and Zoning Commission recommend approval of the zoning change from Single Family Residential (R-1) to Commercial (C) for the property located at Preston Dr., PID # 59022. Commissioner Hernandez seconded the motion. The following vote was recorded:

RECOMMENDATION TO APPROVE THE ZONING CHANGE TO COMMERCIAL (C)

**MOTION PASSED
7-0-0**


Francis Serna, Planning Assistant


ATTEST: Melissa Zwicke, Planner



PLANNING & CODES

Applicant:

Gilbert Costello
214 Preston Dr.
Seguin, TX 78155

Property Owner:

GC3 REALTY DEVELOPMENT
LLC

Property Address/Location:

208 Preston Dr. & PID #
59022 (Preston Dr.)

Legal Description:

Lot: 8 BLK:3 ADDN:
EASTRIDGE
Property ID: 21433

ABS: 35 SUR: JOHN SOWELL
0.1200 AC.

Lot Size/Project Area:

.32 Ac.
.12 AC.

Future Land Use Plan:

Local Commercial

Notifications:

Mailed: 01/02/2025
Newspaper: 12/29/2024

Comments Received:

Two replies in favor

Staff Review:

Melissa Zwicke
Planner

Attachments:

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

REQUEST:

A Zoning Change request from Single Family Residential (R-1) to Commercial (C).

ZONING AND LAND USE:

	Zoning	Land Use
Subject Property	R-1	Undeveloped
N of Property	R-1	Undeveloped
S of Property	C	Self-Storage
E of Property	ZL	Residential
W of Property	C	Undeveloped

SUMMARY OF STAFF ANALYSIS:

208 Preston Dr. and PID # 59022 (Preston Dr.), are currently zoned Single Family Residential. The applicant is proposing to rezone the lots to Commercial (C). The applicant is the owner of the self-storage facility, Attic Storage, at 214 Preston Dr. directly to the South. With the approval of the zone change, the applicant would like to extend their neighborhood storage services to these properties.

CRITERIA FOR ZONING CHANGE:

Consistency with the future land use plan –Consistent. The future land use plan puts most of the west side of Preston Dr. in local commercial zoning and is supportive of neighborhood scale commercial businesses that support nearby residential communities.

Compatible with existing and permitted uses of surrounding property – There are commercially zoned properties west, northeast and South of this location. There is a self-storage facility, a church, and Seguin Assisted living directly to the south, as well as light industrial properties.

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

Proposed zoning follows a logical and orderly pattern – Commercial zoning is logical at this location. The property to the west has been commercially zoned since Seguin’s initial zoning in 1989 and the properties to the south are being used for commercial business, worship, multifamily and light industrial.

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

PLANNING DEPARTMENT ANALYSIS

SITE DESCRIPTION

The zone change request is for two properties. 208 Preston Dr. and the lot directly in front of 208 Preston Dr., PID # 59022. 208 Preston Dr. is lot 8 in the Eastridge subdivision. Eastridge subdivision was platted in 1959. 208 Preston Dr. is .32 acres and has been zoned Single Family Residential since 1989. PID # 59022, is an abstract parcel that was not included in the platting of Eastridge Subdivision. The parcel is .12 acres and has been zoned Single Family Residential since 1989. Through deed history research it was determined this parcel has been in existence since at least 1984. It was once part of a larger tract that was bought around 1970. Between 1970 and 1984 these tracts were split up into smaller tracts and sold.

CODE REQUIREMENTS:

According to the UDC Section 3.4.3 Land Use Matrix, Single Family Residential zoning significantly limits anything other than new and existing single-family dwellings. In order to extend the self-storage business to these lots, Commercial zoning would need to be in place.

COMPATIBILITY WITH SURROUNDING LAND USE & ZONING:

The Surrounding uses are both commercial and residential. Several properties to the north are zoned single family residential. The properties to the west are zoned commercial but are currently not in use. To the east, there is a mix of zero lot line and single-family residential zoning. To the south is a self-storage facility, a church, Seguin Assisted Living, and more properties zoned light industrial and commercial.

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

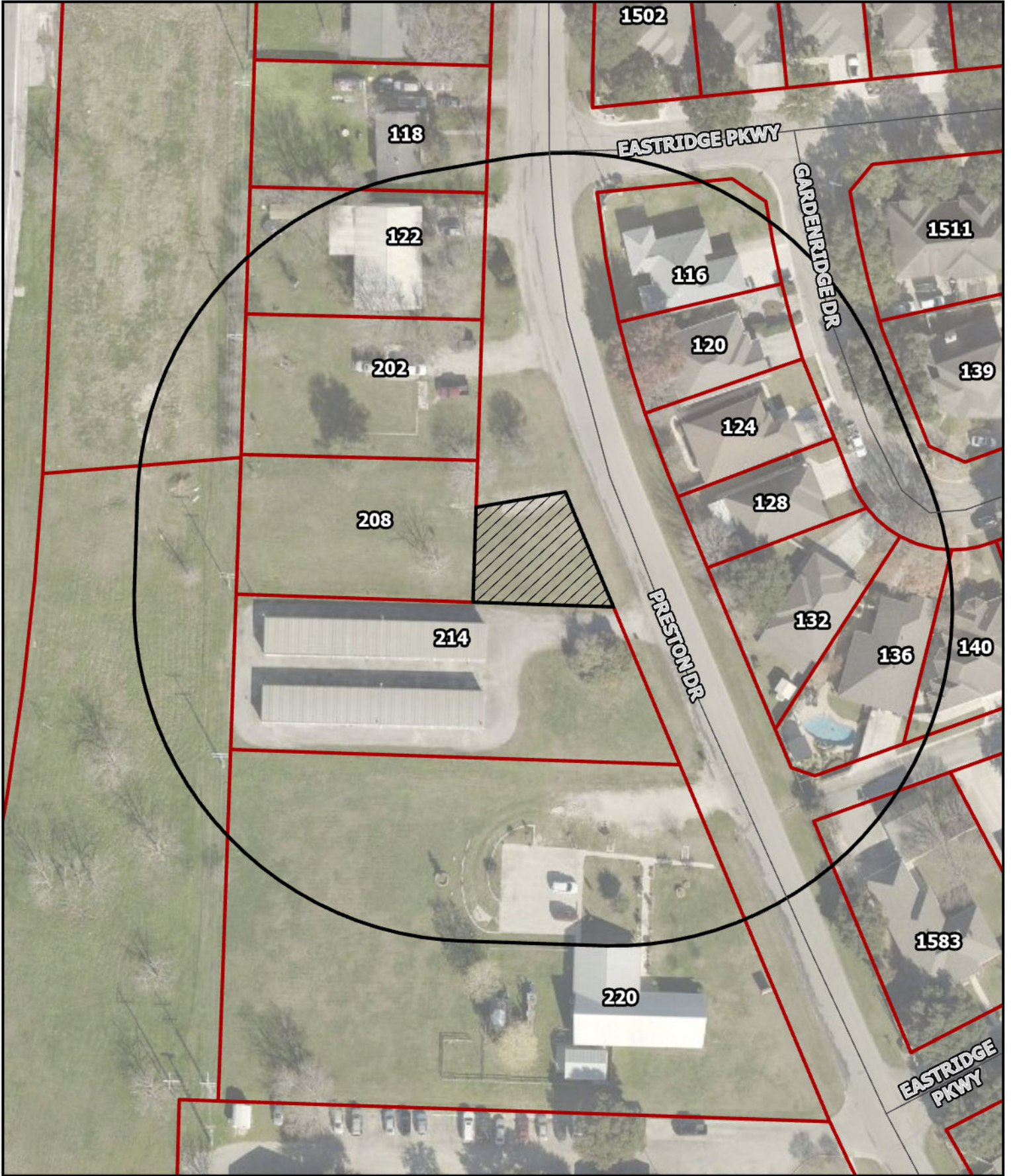
No health, safety and general welfare issues have been identified.

COMPREHENSIVE PLAN (The Future Land Use Plan):

The property is in the Local Commercial District of the Future Land Use Plan, which does recommend commercial zoning.

TRAFFIC (STREET FRONTAGE & ACCESS):

Both lots have frontage on Preston Dr.



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.



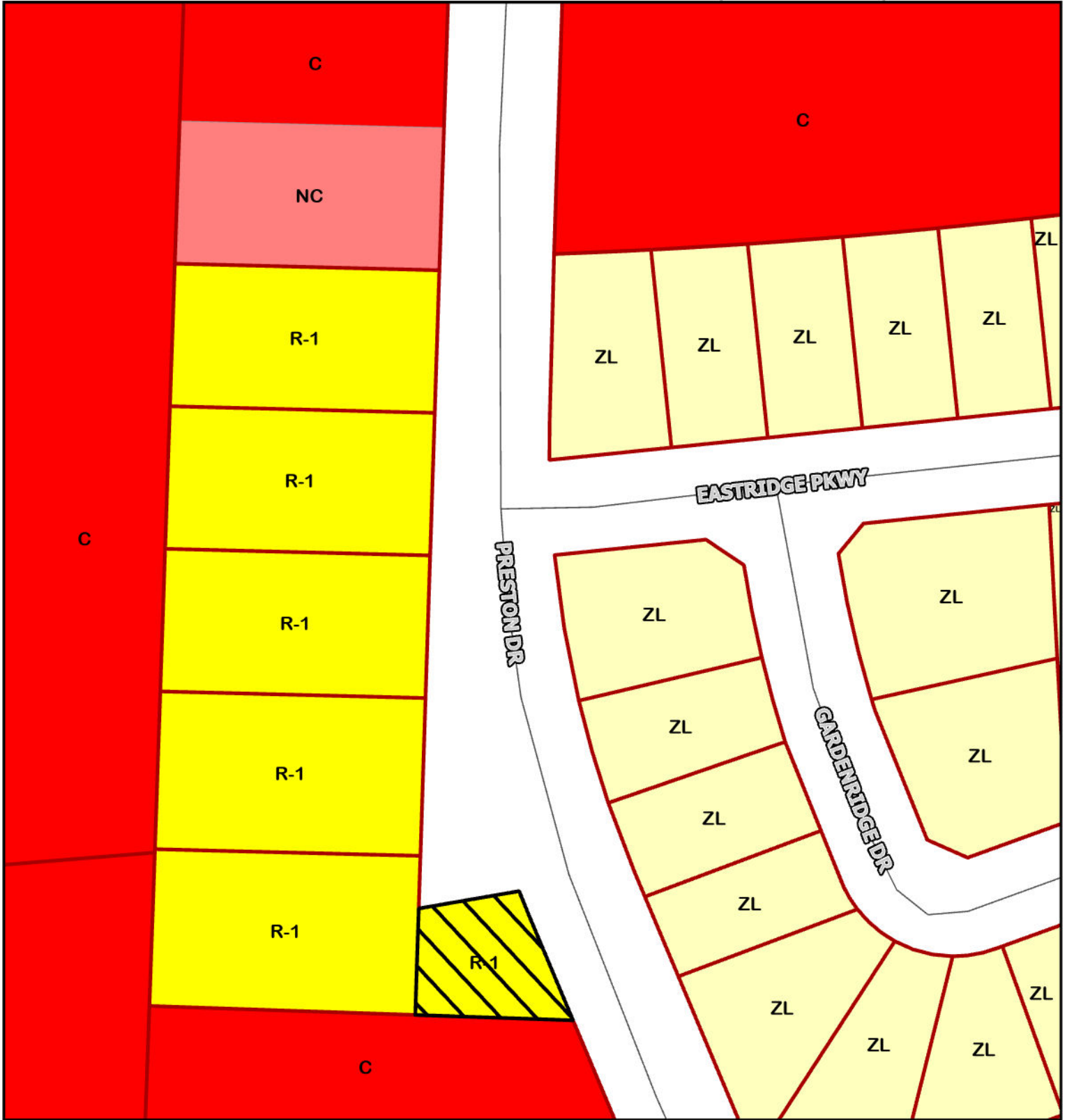
 Site Location

1 inch = 75 feet

Printed: 12/11/2024

ZONING MAP

ZC 28-24 (PID# 59022) Preston Dr.



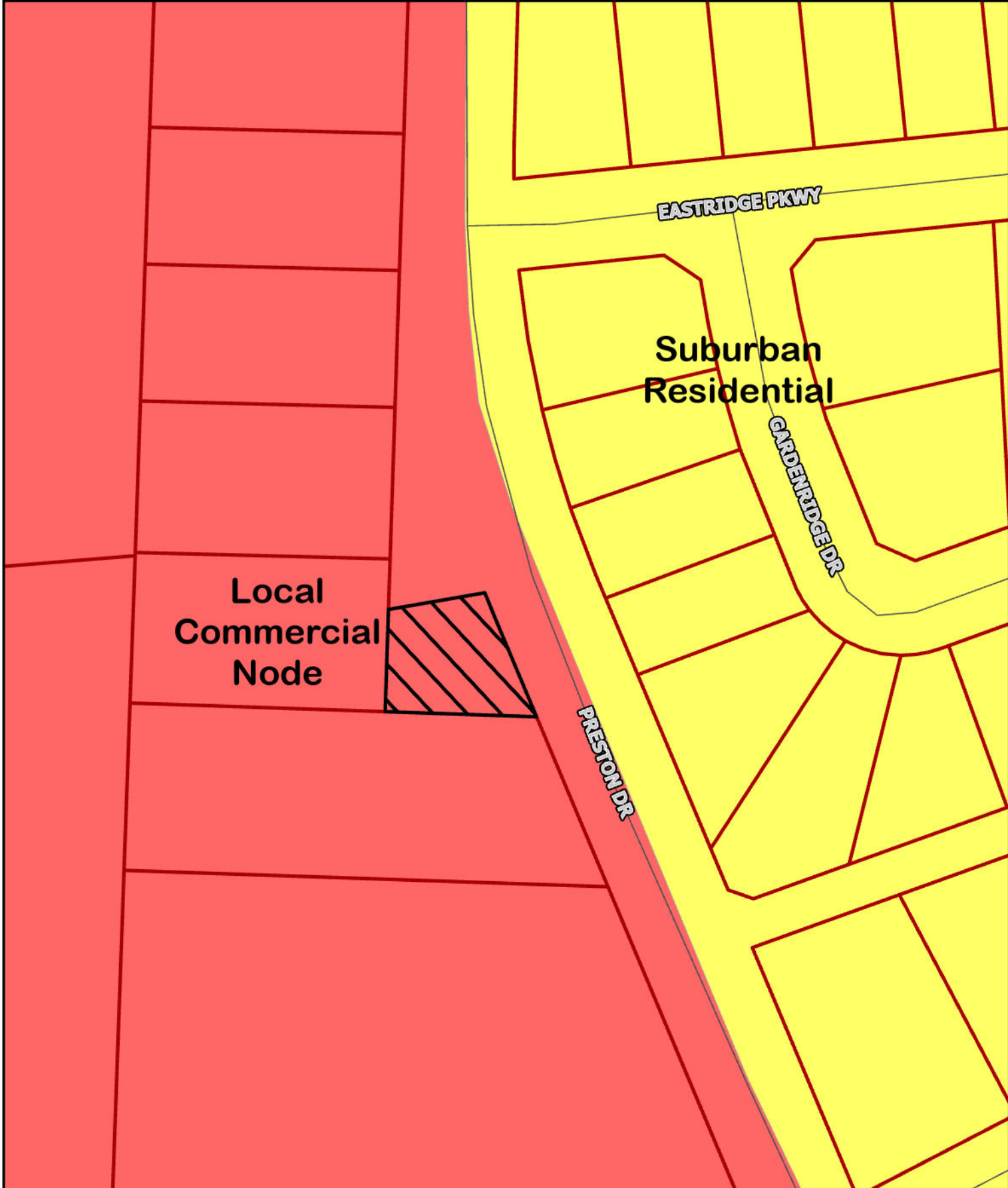
Agricultural - Ranch	Light Industrial	Manufactured Home Park	Single Family Residential 1	Zero Lot Lines
Commercial	Manufactured-Residential	Neighborhood Commercial	Single Family Residential 2	Corridor Overlay Districts
Duplex 1	MultiFamily 1	None	Rural Residential	Downtown Historical District
Duplex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

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 = 70 feet

Printed: 12/11/2024



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 = 70 feet

Printed: 12/11/2024

In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY

**ZC 28-24
208 Preston Dr.
Property ID 59022**

Name: Bill Ammann

Mailing Address: _____

Phone No.: _____

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor

Opposed

Reasons and/or comments _____


In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY



ZC 28-24
208 Preston Dr.
Property ID 59022

Name: _____  Ms. Barbara Driscoll _____

Mailing Address: _____

Phone No.: _____

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor

Opposed

Reasons and/or comments Preston Road is very
narrow, not supportive of any
more retail. We citizens of East
Ridge know do not need any more
tail salons, pizza parlors, doctors
offices etc.

Respectfully,
Barbara Driscoll

In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY

**ZC 28-24
208 Preston Dr.
Property ID 59022**



Name: Francis Barney

Mailing Address: _____

Phone No.: _____

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor _____

Opposed

Reasons and/or comments We don't need commercial in a residential. The truck company uses this street & it says no trucks. It is like suicide to pull out of Eastridge across from assisted living, not much better on the other side. We need a mirror where you can see what is coming. It is definitely a blind curve. We don't need any more commercial traffic. It will also depreciate the value of our homes.

In order to be on record, this form may be filled out and mailed to the Planning and Zoning Department, City of Seguin, P. O. Box 591, Seguin, Texas 78156.

Please be advised that under the Open Records Act, Public Information is Available to All Members of the Public. Section 552.023 of the Government Code provides that a governmental body may not deny access to information to the person, or the person's representative, to whom the information relates. Public information includes correspondence, comments relevant to public issues and other information received from the public regardless of the medium in which it is received, collected or retained.

REPLY

ZC 28-24
208 Preston Dr.
Property ID 59022



Name: Phyllis Smith

Mailing Address:

Phone No.: ()

Physical Address of property (if different from the mailing):

If "In Favor" or "Opposed" please explain why in space allotted below:

In Favor

Opposed

Reasons and/or comments There are three neighborhoods that drive out on Preston Dr. to go anywhere, Esteridge Parkway, Willow Creek Lane, and Eastwood Dr. Young and older people. I ask you to choose to keep them safe from commercial vehicles. And keep in mind trucks are not allowed on Preston Dr.

EXHIBIT A

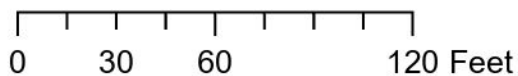


ZC 28-24 (PID# 59022) Preston Dr.

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



Printed : 12/11/20 **99**

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 29-24 (North Guadalupe St.), Zoning Change from A-R & C to Public**
Date: January 27, 2025

Historical Background

The City of Seguin received a zoning change request for property located at the northwest corner of IH-10 and N. Guadalupe Street, being the 2600-3000 block of North Guadalupe Street. The property, which is comprised of six parcels, is approximately 161.35 acres. The property is owned by Guadalupe County. Future development of the site will be for county-owned and operated governmental facilities. The properties have not been rezoned since the purchase by Guadalupe County. The County has requested to rezone the 161.35 acres to Public. Staff evaluated the zoning request based on the criteria adopted in the Unified Development Code (UDC) as follows:

- The property is located within the Suburban Residential and Commercial Corridor districts of the Future Land Use Plan. The Comprehensive Plan supports the development of necessary governmental facilities that are essential to address the needs of a growing community.
- This is an area of agricultural use, proposed single-family residential development, commercial frontage along IH-10, and other governmental/county facilities.
- The parcels have road frontage on North Guadalupe Street and the IH-10 access road, with the access being from Guadalupe Street.

Action Requested

Staff is requesting action on the property owner’s request to rezone the subject property to Public.

Recommendation

Staff presented the zoning change request to the Planning and Zoning Commission on January 14, 2025. Following a public hearing the Commission voted to recommend approval of the zoning change request.

Attachments

- ZC 29-24 Staff Report
- Map Exhibits of the Subject Property
- Final Report of the Planning & Zoning Commission
- Draft Ordinance



PLANNING & CODES

Planning and Zoning Commission Report

ZC 29-24

A request for Zoning Change 29-24 from Agricultural Ranch (AR) and Commercial (C) to Public (P) for six properties located at the 2600 to 3000 block of N Guadalupe St, was considered during a public hearing at the Planning & Zoning Commission meeting on January 14, 2025. The applicant was requesting the zone change for an emergency service center if granted.

Kyle Warren presented the staff report. He stated the 161 acres combined was zoned Commercial and Agriculture Ranch. He stated that the applicant wanted to go forward with a zone change to allow for an emergency service center.

The property is surrounded by Single-Family Residential, Planned Use Development, Commercial, AG-Ranch, Light Industrial and Public zoning types. Land uses included vacant commercial land to the north and west, a sign company and vacant land to the south, and County offices (detention center and development center) to the east.

The property is in both the Commercial Corridor and Suburban Residential FLUPs. Public is not supported by any FLUP, Mr. Warren explained, however that is due to public zoning's allowance for various uses (schools, police stations, etc.) that are needed within any community.

Mr. Warren stated that the request follows a logical and orderly pattern, with the properties in question acting as a buffer with surrounding properties being a mix of mostly commercial zoning and residential zoning. The properties will have two access points on both North Guadalupe Street and IH 10 access road.

Chair Partick Felty asked why the county was requesting this zone change for 6 properties when the emergency service center was only going on one of them. Mr. Warren responded that the county was consolidating the properties into one zoning type as they were all adjacent.

The regular meeting recessed, and a public hearing was held. There was no input from the public. The regular meeting was reconvened for action.

After consideration of the staff report and all information given regarding Zoning Change (ZC 29-24), Commissioner Kelly Schievelbein moved that the Planning and Zoning Commission recommended approval of the zoning change from Agricultural Ranch (AR) and Commercial (C) to Public (P) for six properties located at the 2600 to 3000 block of N Guadalupe St. Commissioner Bobby Jones, III seconded the motion. The following vote was recorded:

RECOMMENDATION TO APPROVE THE ZONING CHANGE TO PUBLIC (P)

MOTION PASSED

7-0-0

A handwritten signature in black ink that reads "Francis Serna".

Francis Serna, Planning Assistant

A handwritten signature in black ink that reads "Kyle Warren".

ATTEST: Kyle Warren, Planner



PLANNING & CODES

Applicant:

Guadalupe County
101 E Court St.
Seguin, TX 78155

Property Owner:

Guadalupe County

Property Address/Location:

2600-3000 Blk of N
Guadalupe St
Property ID's 51463, 51251,
51255, 51253, 51459, and
51460.

Legal Description:

See all descriptions in detail
listed in report.

Lot Size/Project Area:

161.35 Acres

Future Land Use Plan:

Suburban
Residential/Commercial
Corridor

Notifications:

Mailed: 01/02/2025
Newspaper: 12/29/2024

Comments Received:

None

Staff Review:

Kyle Warren
Planner

Attachments:

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

REQUEST:

A Zoning Change request from Agricultural Ranch (AR) and Commercial (C) to Public (P).

ZONING AND LAND USE:

	Zoning	Land Use
Subject Property	Ag Ranch (AR)/Commercial (C)	Vacant/Ag Use
N of Property	Ag Ranch (AR)/Single Family Residential (R-1)	Ag Use
S of Property	Light Industrial (LI)/ Commercial (C)	Commercial roofing operation/Vacant Industrial lot
E of Property	Planned Unit Development (PUD)	Walnut Springs development
W of Property	Ag Ranch (AR) Public (P)	Guadalupe County development center/detention center/ ag use

Legal Descriptions:

ABS: 6 SUR: H BRANCH 0.958 AC- Prop. ID 51460, ABS: 6 SUR: H BRANCH 126.2160AC- Prop ID 51459, ABS: 6 SUR: H BRANCH 6.9070AC- Prop ID 51463, ABS: 6 SUR: H BRANCH 5.000 AC.- Prop ID 51253, ABS: 6 SUR: H BRANCH 21.175 AC.- Prop ID 51251, ABS: 6 SUR: H BRANCH 1.09 ACS.- Prop ID 51255

SUMMARY OF STAFF ANALYSIS:

Of the six properties currently in question for a zoning change three of them are Commercial zoning (property ID's 51463, 51251, and 51255) and three are Ag Ranch (property ID's 51253, 51459, and 51460). The request is that the properties all be changed to Public zoning for future county use, as the county owns them all. Guadalupe County is proposing to construct an emergency operations center.

For the proposed zone change CRITERIA FOR ZONING CHANGE:

Consistency with the future land use plan –Consistent. With the current growth rate, the City of Seguin and Guadalupe County are experiencing, developing needed infrastructure for county properties is crucial. Being open to public zoning that supports needs like an emergency operations center is essential for continued growth.

Compatible with existing and permitted uses of surrounding property – Compatible. This is an area of agricultural use, proposed single family residential, and commercial uses. Public zoning would act as a transitional zoning type from higher intensity commercial and industrial uses along the I-10 corridor and the proposed Walnut Springs development as well as Ag Ranch land to the north.

Adverse impact on surrounding properties or natural environment – None identified

Proposed zoning follows a logical and orderly pattern – County operation centers/offices are not permitted in Agriculture-Ranch zoning districts. As stated previously, public zoning in this area would act as a transitional zoning type and follows a logical and orderly pattern.

Other factors that impact public health, safety, or welfare – potential increase of traffic flow on Guadalupe and Stempel Streets as the county develops the properties.

PLANNING DEPARTMENT ANALYSIS

SITE DESCRIPTION

This request is for 161.55 acres. There are two abandoned buildings, notably on the 51459 property. The three AG properties were zoned Agriculture-Ranch at annexation in 2006 and have remained Agricultural Ranch since. The Three commercial properties all became commercial in 1998, in one zone change, Ord. 98-18.

CODE REQUIREMENTS:

The applicant (Guadalupe County) is proposing to construct an emergency service on one of the five properties. This use is not permissible in Agriculture-Ranch zoning per section 3.2.1 of Seguin's UDC. The rest of the properties also being owned by the county are being zoned Public for potential future development.

COMPATIBILITY WITH SURROUNDING LAND USE & ZONING:

Compatible. This is an area of agricultural use, proposed single family residential, and commercial uses. Public zoning would act as a transitional zoning type from higher intensity commercial and industrial uses along the I-10 corridor and the proposed Walnut Springs development as well as Ag Ranch land to the north.

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

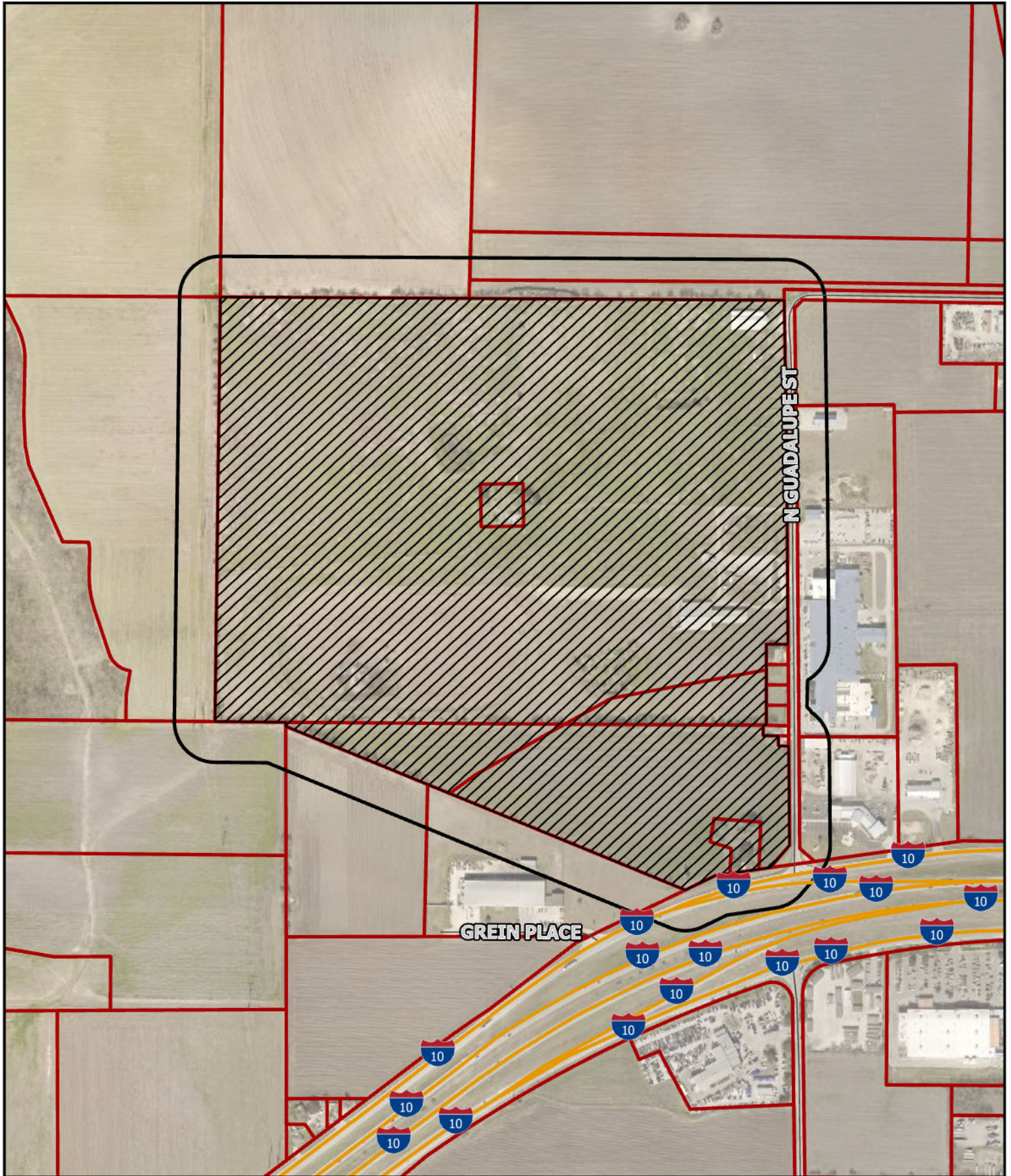
No health, safety and general welfare issues have been identified.

COMPREHENSIVE PLAN (The Future Land Use Plan):

The properties fall into two FLUP categories- Suburban residential and Commercial Corridor. Although Public zoning is not specifically supported or negated by any of the 15 FLUP categories, the overall spirit of the Future Land Use Plan (being a guiding document for future growth) is being met with this zone change. A new emergency service center will help not only the city of Seguin but surrounding communities in Guadalupe County to continue to grow, meeting the demands of this expected growth.

TRAFFIC (STREET FRONTAGE & ACCESS):

The parcels have road frontage and access on both North Guadalupe Streets and Interstate westbound 10 feeder road.



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.



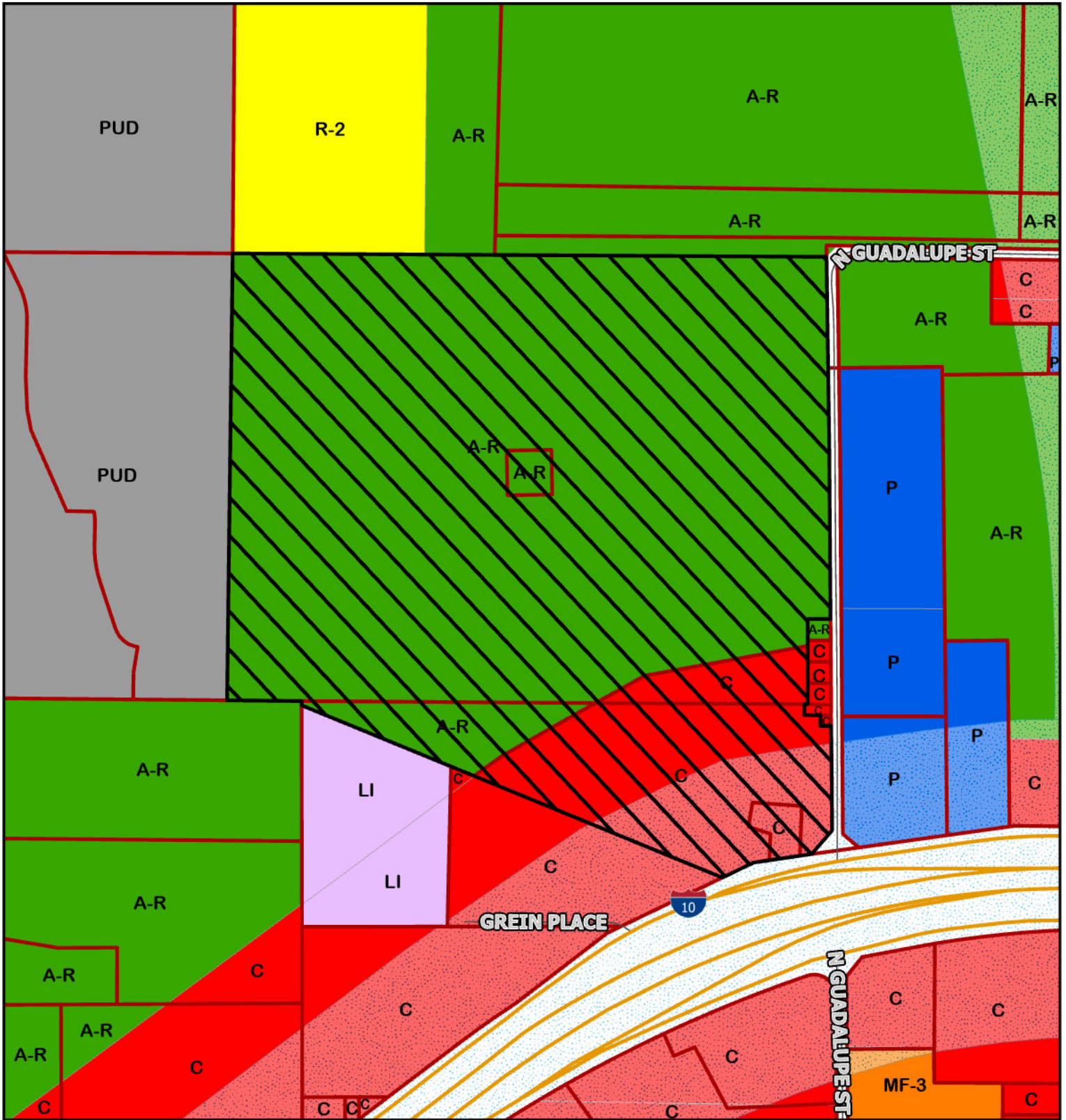
 Site Location

1 inch = 625 feet

Printed: 12/16/2024

ZONING MAP

ZC 29-24 2600-3000 BIK of N GUADALUPE ST



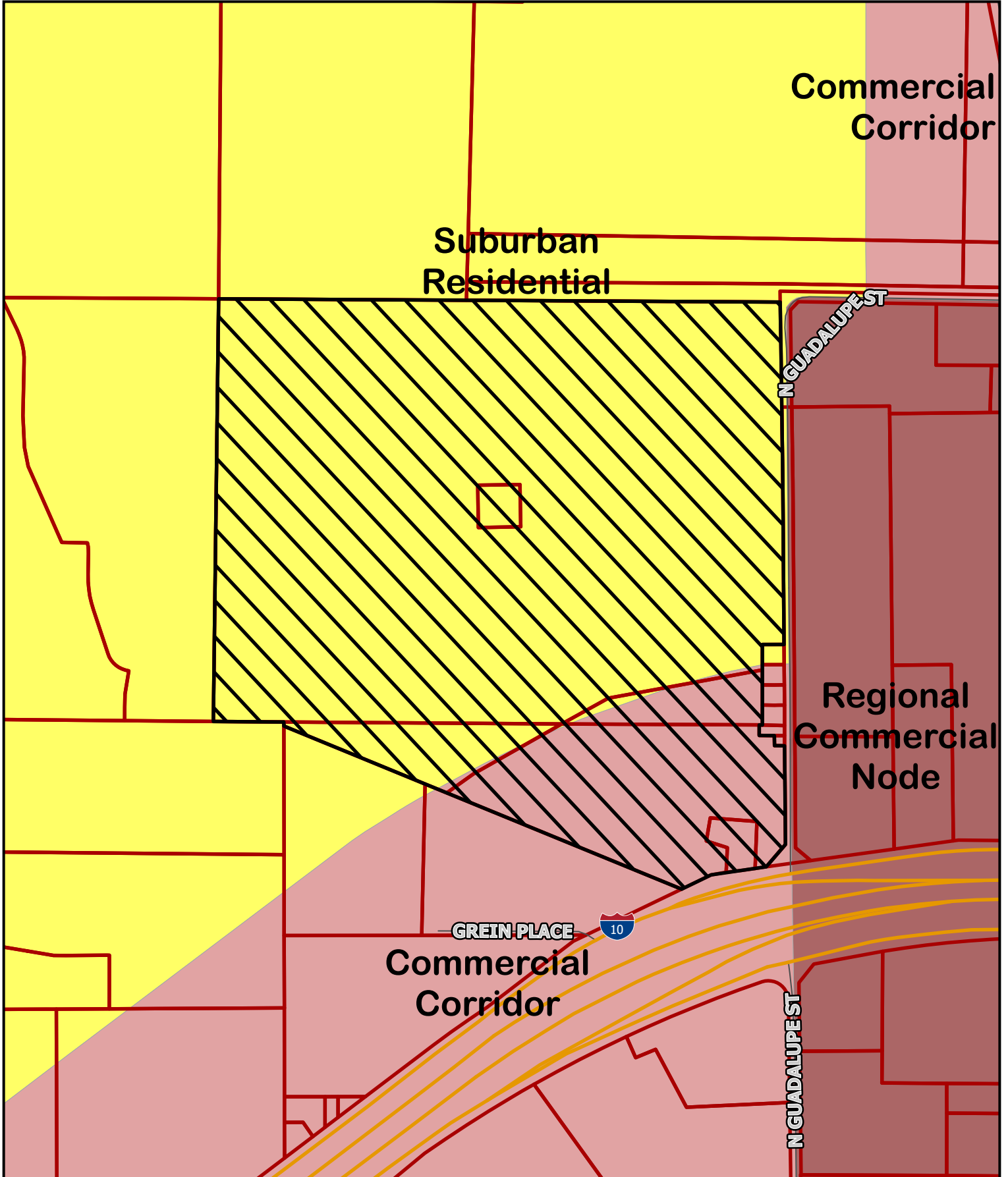
Agricultural - Ranch	Light Industrial	Manufactured Home Park	Single Family Residential 1	Zero Lot Lines
Commercial	Manufactured-Residential	Neighborhood Commercial	Single Family Residential 2	Corridor Overlay Districts
Duplex 1	MultiFamily 1	None	Rural Residential	Downtown Historical District
Duplex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

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 = 625 feet

Printed: 1/6/2025



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 = 625 feet

Printed: 1/6/2025

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 COMMERCIAL (C)
AND AGRICULTURAL RANCH (A-R) LOCATED AT THE 2600-3000 BLOCK OF N.
GUADALUPE ST., PROPERTY ID 51463, 51460, 51459, 51255, 51253 AND 51251 MORE
FULLY DESCRIBED IN EXHIBIT A ATTACHED,**

(ZC 29-24)

WHEREAS, the property located at the 2600-3000 block of N. Guadalupe St., more fully described in Exhibit A attached hereto and incorporated herein for all purposes (hereinafter "Property") is currently zoned Commercial (C) and Agricultural Ranch (A-R) and

WHEREAS, the City of Seguin has determined that the designation of said property from Commercial (C) and Agricultural Ranch (A-R) to Public (P) 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 Public (P) 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 Commercial (C) and Agricultural Ranch (A-R) to Public (P) and
2. The Planning and Zoning Director of the City of Seguin is hereby directed to reflect the herein described changes on the zoning map of the City.

PASSED AND APPROVED on the first reading this 4th day of February 2025.

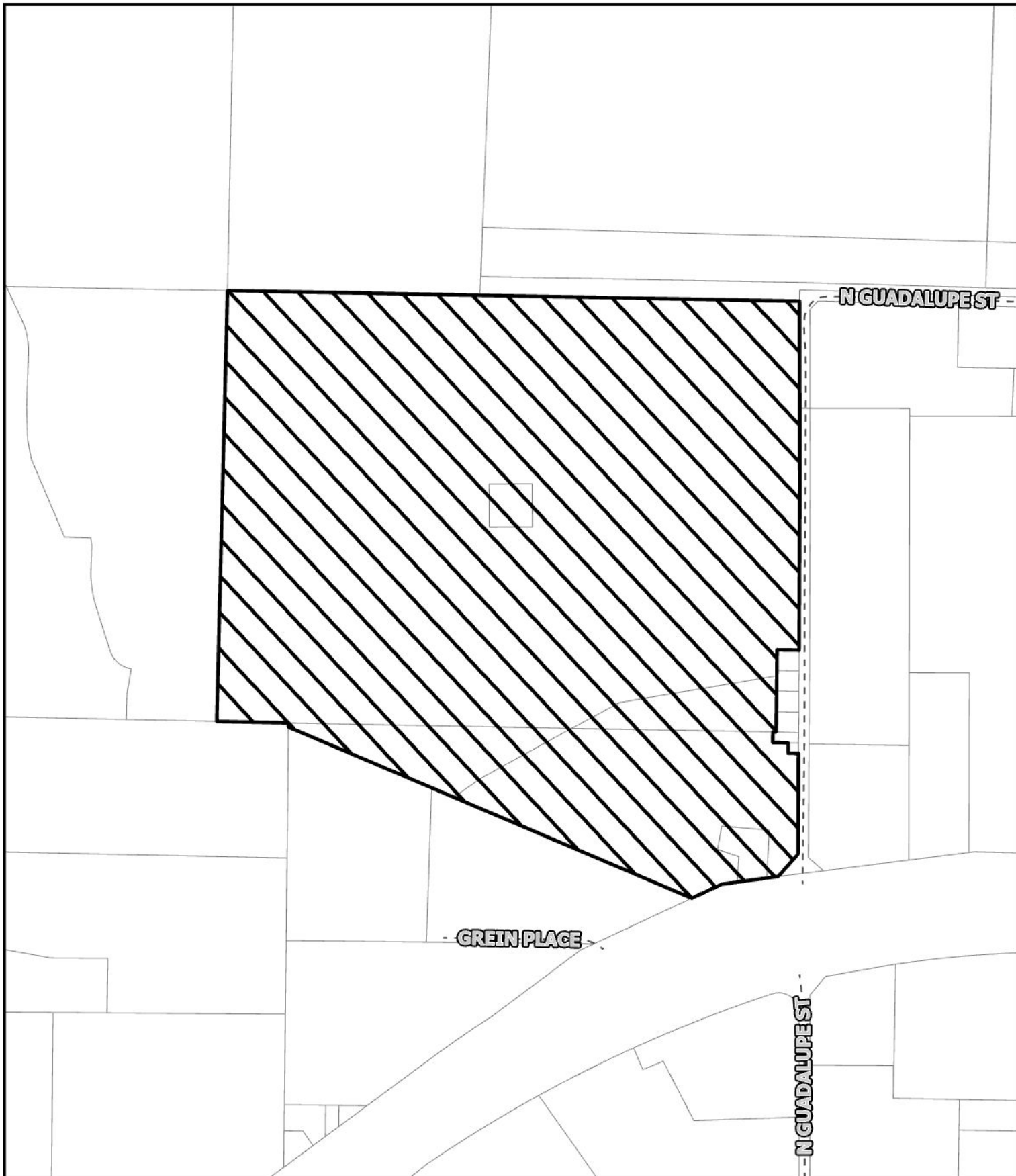
PASSED AND APPROVED on the second reading this 18th day of February 2025.

ATTEST:

Donna Dodgen, Mayor

Kristin Mueller, City Secretary

EXHIBIT A

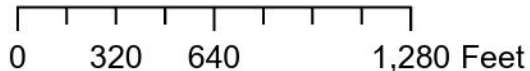


ZC 29-24 2600-3000 of N GUADALUPE ST

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



Printed : 1/6/2021 109

It's real.

Memorandum

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

From: Freddy King, Manager of Electric Utilities

Through: Timothy J. Howe, Director of Utilities and Rick Cortes, Deputy City Manager

Subject: Resolution authorizing the purchase of three hundred (300) electric meters

Date: February 18, 2025

Historical Background

In 2008, the City of Seguin implemented an Automated Metering Reading (AMR) /Advanced Metering Infrastructure that allowed the City to move away from a handheld meter reading system to an automated system that collected data at various locations and sent the data to our Utility Billing division for processing and invoicing. The City selected Aclara Technologies for both electric and water meter reading collection and distribution. Aclara Technologies designated Techline, Inc. as the City of Seguin’s account holder for Aclara Products used in the City’s AMR system. The Aclara module used in the City’s electric meters is a component part of the City’s AMR system and cannot be substituted with other manufacturers’ AMR components.

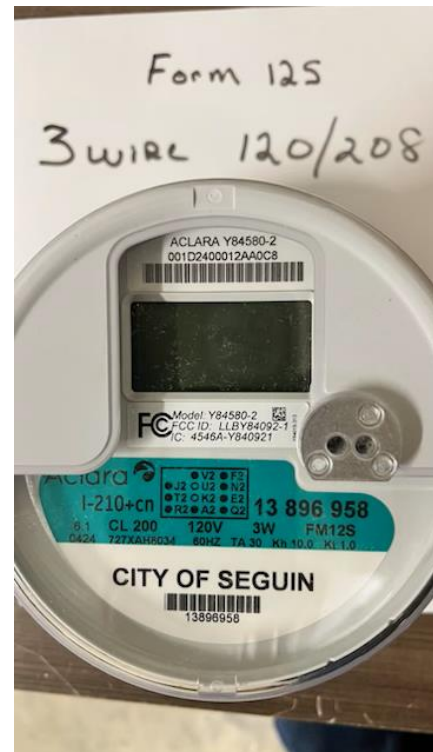
Action Requested

Consider a resolution authorizing the purchase of three hundred (300) electric meters consisting of one hundred (100) 12S meters and two hundred (200) 2S meters with disconnect.

Procurement Methodology & Funding Source

Techline Inc., as Aclara’s designated distributor for Seguin Aclara products provided the City’s Utilities Department with a proposal in the amount of \$26,934.00 for the 12S meters and \$36,498.00 for the 2S meters with disconnect for a total cost of \$63,432.00.

Funding for this purchase will come from the Utility Fund Electric Inventory account.





It's real.

Staff Recommendation

Staff recommends approving the purchase in the amount of \$26,934.00 for one hundred 12S meters and \$36,498.00 for two hundred 2S meters with disconnect for a total cost of \$63,432.00.

ATTACHMENTS

1. Resolution
2. Bid Tab
3. Techline Inc. Quote

STATE OF TEXAS

A RESOLUTION OF THE CITY COUNCIL OF SEGUIN, TEXAS, AUTHORIZING THE PURCHASE OF THREE HUNDRED ELECTRIC METERS FOR ELECTRIC UTILITIES AND DECLARING AN EFFECTIVE DATE.

WHEREAS, staff is recommending the purchase of three hundred electric meters for use by the City's Electric and Utility Services Department for new development projects and inventory supply; and

WHEREAS, to purchase these meters from Techline Inc., who is the designated distributor of Aclara electric meters as a component of the Seguin automatic meter reading system; and

WHEREAS, City staff recommends the purchase of three hundred electric meters from Techline Inc. in the total amount of \$63,432.00.

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

Part 1. The City Council of Seguin, Texas hereby approves the purchase of three hundred electric meters from Techline Inc. for a total of \$63,432.00.

Part 2. This Resolution is effective from and after the date of its passing.

PASSED AND APPROVED this 18th day of February 2025.

DONNA DODGEN, MAYOR

ATTEST:

Kristin Mueller
City Secretary

6-Feb		BID TAB Electric #042	Anixter			KBS			Techline		
Commodity #	QTY	Item Description	Cost	Total	Lead	Cost	Total	Lead	Cost	Total	Lead
285-059-10037	100	Form 12S Meter	No Bid			No Bid			\$ 269.34	\$ 26,934.00	20-22 wks
285-059-10015	200	Foem 2S Meter w/Disconnect	No Bid			No Bid			\$ 182.49	\$ 36,498.00	20-22 wks
										\$ 63,432.00	

CITY OF SEGUIN UTILITIES
 3027 N. Austin St., Seguin, TX 78155 Phone: (830) 401-2774

REQUEST FOR PRICE QUOTE

Quote - #042, Due By 1:00 PM 2/6/2025

ATTN: Kim Holland/ Coby Randolph
Company: Techline, Inc.

From: Adam Ryals
Date: 2/4/2025

Electric Utilities Restock Quote #042

Item	Commodity #	Qty.	Item Description	Item Cost	Total Cost	Mfg. & Part#	Lead Time
1	285-059-10037	100	Form 12S Meter	\$269.34	\$26,934.00	ACLARA# 727XAH8021	20-22 WEEKS
2	285-059-10015	200	Form 2S Meter w/Disconnect	\$182.49	\$36,498.00	ACLARA# 727XCH8060	20-22 WEEKS
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Freight included in Item Cost? YES NO If NO, indicate Freight Charges:							
Total Cost:					\$63,432.00		

Memorandum

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

From: Terri Lynn Ruckstuhl, Senior Utilities Engineer

Through: Timothy J. Howe, Director of Utilities and Rick Cortes, Deputy City Manager

Subject: Resolution authorizing the City Manager to approve a change order with Guerra Underground, LLC, in the amount of \$1,550,000.00 for the 24-inch Water Transmission Main Project; and declaring an effective date.

Date: February 18, 2025

Historical Background

On August 6, 2024, Council approved an engineering services proposal for the design and construction phase services of the relocation of the existing 12-inch water main on the 24-inch Transmission Main Project. These required additional services are to relocate the existing 12-inch water main out of the TxDOT right-of-way (ROW) along SH-123 Bypass and to replace the existing 8-inch water main crossings along SH-123 Bypass with 12-inch water main crossings. The intent is to relocate the 12-inch water main outside of TxDOT ROW and within the existing easement of the 24-inch transmission main that is currently under construction.

Action Requested

Consider a resolution authorizing a change order to relocate approximately 3,200 LF of 12-inch water main and other appurtenances.

Procurement Methodology & Funding Source

Guerra Underground, LLC provided the City’s Utilities Department with a proposal in the amount of \$1,411,588.70 for the relocation of the 12-inch water main.

Funding for this project has been secured through certificates of obligation.





It's real.

Staff Recommendation

It is recommended the change order be approved for \$1,411,588.70, plus \$138,411.30 in contingencies, for a total not to exceed \$1,550,000.00. TRC Engineers reviewed the proposal and found that Guerra Underground provided consistent pricing in the current market.

ATTACHMENTS

1. Resolution – Change Order 24-inch Water Transmission Main Project
2. TRC Letter with Guerra Underground, LLC Proposal

STATE OF TEXAS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEGUIN, TEXAS APPROVING A CHANGE ORDER IN THE AMOUNT OF \$1,550,000.00 TO GUERRA UNDERGROUND, LLC FOR RELOCATING A 12-INCH WATER MAIN OUTSIDE TXDOT RIGHT-OF-WAY AND RELATED TO THE 24-INCH WATER TRANSMISSION MAIN PROJECT; AND DECLARING AN EFFECTIVE DATE

WHEREAS, the City Council previously approved an engineering services proposal to design the relocation of the existing 12-inch water main on the 24-inch Transmission Main Project; and

WHEREAS, the existing 12-inch water main is required to be outside TxDOT right-or-way along SH-123 Bypass and the City requested to replace the existing 8-inch water main crossings along State Highway 123 Bypass with 12-inch water main crossings; and

WHEREAS, the above referenced change order is approximately 3,200 LF of 12-inch water main now ready to be constructed; and

WHEREAS, a proposal was obtained from Guerra Underground, LLC for the construction for the relocation of the 12-inch water main; and

WHEREAS, City staff recommends approving the change order in the amount of \$1,411,588.70 submitted by Guerra Underground, LLC plus \$138,411.30 in contingency for a not to exceed the amount of \$1,550,000.00; and

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

Part 1. The City Council of Seguin, Texas hereby approves the change order in the amount of \$1,411,588.70 submitted by Guerra Underground, LLC plus \$138,411.30 in contingency for a not to exceed the amount of \$1,550,000.00.

Part 2. The City Manager is authorized to execute the change order with Guerra Underground, LLC, for the relocation of the existing 12-inch water main outside of TxDOT right-of-way and related to the 24-inch Water Transmission Main Project to include various appurtenances.

Part 3. This Resolution is effective from and after the date of its passing.

PASSED AND APPROVED this 18th day of February 2025.

DONNA DODGEN, MAYOR

ATTEST:

Kristin Mueller
City Secretary



809 E. Court Street
Suite 106
Seguin, Texas 78155

t 512.201.1206
T.B.P.E. #F-8632

January 23, 2025

Mr. Tim Howe
Ms. Terri Lynn Ruckstuhl, P.E.
City of Seguin
P.O. Box 591
Seguin, Texas 78156-0591

**RE: 24" Water Transmission Main
Bid No. AF-2024-26
Change Order No. 4
PO# 24702-Construction**

Dear Mr. Howe and Ms. Ruckstuhl:

Attached for execution by the City is one (1) original Change Order No. 4 for the above-referenced project. Change Order No. 4 is due to the requirement from TxDOT to relocate the existing 12" water line along S.H. 123 to an easement outside their right-of-way between N. Heideke Street and the S.H. 123 Elevated Storage Tank.

Upon execution, please scan and email one (1) copy to this office and one (1) copy to Guerra Underground, LLC. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Philip Mullan".

Philip Mullan, P.E.
Area Director – Infrastructure

CHANGE ORDER NO. 4

24" Water Transmission Main

OWNER: City of Seguin

CONTRACTOR: Guerra Underground, LLC.

PO# 24702-Construction

ORIGINAL CONTRACT AMOUNT:	\$8,705,477.05
TOTAL CHANGE ORDER AMOUNT TO DATE:	\$0.00
CURRENT CONTRACT AMOUNT:	\$8,705,477.05

Bid Item No.	Item Description	Original Contract Quantity	Units	Original Unit Price	Original Current Amount	Contract Qty. (+) Increase (-) Decrease	Unit Price (+) Increase (-) Decrease	Additional Amount (+) Increase (-) Decrease
CP. 20	Performance & Payment Bonds	0	LS	\$0.00	\$0.00	1	\$25,680.00	\$25,680.00
CP. 21	Mobilization/demobilization	0	LS	\$0.00	\$0.00	1	\$15,400.00	\$15,400.00
CP. 22	Barricades, signs, traffic handling, and TCP	0	MO	\$0.00	\$0.00	2	\$3,980.00	\$7,960.00
CP. 23	Topsoil removal and replacement	0	LS	\$0.00	\$0.00	1	\$6,625.00	\$6,625.00
CP. 24	Hydro-mulching	0	SY	\$0.00	\$0.00	10,888	\$1.40	\$15,243.20
CP. 25	Remove 12" Waterline Pipe	0	LF	\$0.00	\$0.00	3,600	\$42.00	\$151,200.00
CP. 26	Alpine Meadow Dr. Removal and Replacement of HMAC	0	SY	\$0.00	\$0.00	18	\$377.00	\$6,786.00
CP. 27	Grout Fill of 6" & 8" Waterline	0	LF	\$0.00	\$0.00	280	\$39.00	\$10,920.00
CP. 28	12" PVC Water Main	0	LF	\$0.00	\$0.00	2,714	\$116.00	\$314,824.00
CP. 29	8" PVC Water Main	0	LF	\$0.00	\$0.00	33	\$106.00	\$3,498.00
CP. 30	6" PVC Water Main	0	LF	\$0.00	\$0.00	16	\$77.00	\$1,232.00
CP. 31	8"x8" Wet Connection via Cut In Tee	0	EA	\$0.00	\$0.00	1	\$7,609.00	\$7,609.00
CP. 32	12"x6" Wet Connection via Cut In Tee	0	EA	\$0.00	\$0.00	1	\$8,572.00	\$8,572.00
CP. 33	12"x8" Wet Connection via Cut In Tee	0	EA	\$0.00	\$0.00	1	\$8,893.00	\$8,893.00
CP. 34	12"x12" Wet Connection via Cut In Tee	0	EA	\$0.00	\$0.00	1	\$9,535.00	\$9,535.00
CP. 35	12" Tee (Heideke & SH 123) Outside Pavement	0	EA	\$0.00	\$0.00	1	\$17,110.00	\$17,110.00
CP. 36	24"x12" Cross Tee Connection	0	EA	\$0.00	\$0.00	1	\$28,280.00	\$28,280.00
CP. 37	24" Steel Casing w/ 12" Certa-lok PVC at Strempel Road	0	LF	\$0.00	\$0.00	79	\$1,084.00	\$85,636.00
CP. 38	24" Steel Casing w/ 12" Certa-lok PVC at Alpine Meadow Drive	0	LF	\$0.00	\$0.00	97	\$1,084.00	\$105,148.00
CP. 39	24" Steel Casing w/ 12" Certa-lok PVC at Southern Part of SH 123	0	LF	\$0.00	\$0.00	211	\$1,084.00	\$228,724.00
CP. 40	24" Steel Casing w/ 12" Certa-lok PVC at Northern Part of SH 123	0	LF	\$0.00	\$0.00	191	\$1,084.00	\$207,044.00
CP. 41	12" Seat Gate Valves	0	EA	\$0.00	\$0.00	7	\$4,556.00	\$31,892.00
CP. 42	8" Seat Gate Valve	0	EA	\$0.00	\$0.00	2	\$2,383.00	\$4,766.00
CP. 43	6" Seat Gate Valve	0	EA	\$0.00	\$0.00	2	\$1,717.00	\$3,434.00
CP. 44	DI Main Line Fittings	0	TON	\$0.00	\$0.00	2.35	\$18,882.00	\$44,372.70
CP. 45	Fire hydrant assembly and valves	0	EA	\$0.00	\$0.00	6	\$8,301.00	\$49,806.00
CP. 46	Detection Wire	0	LF	\$0.00	\$0.00	2,714	\$0.17	\$461.38
CP. 47	Detection Tape	0	LF	\$0.00	\$0.00	2,714	\$0.23	\$624.22

CP. 48	OSHA Trenching	0	LF	\$0.00	\$0.00	2,714	\$3.80	\$10,313.20
TOTAL								\$1,411,588.70
Change Order No. 4 is due to the requirement from TxDOT to relocate the existing 12" water line along S.H. 123 to an easement outside their right-of-way between N. Heideke Street and the S.H. 123 Elevated Storage Tank.								

THE NET INCREASE IN THE CONTRACT AMOUNTS TO \$1,411,588.70 WHICH MAKES THE NEW ADJUSTED CONTRACT TOTAL \$10,117,065.75. THIS WILL BECOME A SUPPLEMENT TO THE CONTRACT AND ALL PROVISIONS WILL APPLY HERETO.

 Thomas Knowles, Project Manager
 Guerra Underground, LLC

 Date

 Philip Mullan PE, Area Director - Infrastructure
 TRC Engineers, Inc.

 Date

 Tim Howe, Director of Utilities
 City of Seguin

 Date

 Rick Cortes, Deputy City Manager
 City of Seguin

 Date

Guerra Underground, LLC

9810 FM 969

Austin, Tx 78724

512-454-4450ph/512-454-0077fax

Project: Addition of Water Line B, C and D to City of Seguin 24" Water Transmission Main Bid No. AF-2024-26

Owner: City of Seguin

Date: 1/17/2025- Revision 2

ITEM NO.	QTY	UNIT	DESCRIPTION		
1	1	LS	Additional Increase Performance and Payment Bonds for Changeorder, as described in these specifications, for the sum of:	\$25,680.00	\$25,680.00
2	1	LS	For furnishing the Mobilization to the site at project commencement and De-mobilization from the site, for the sum of :	\$15,400.00	\$15,400.00
3	3,600	LF	Removal of existing 12" Water Main as detailed and directed at locations shown on the Plans, complete in place, for the sum of:	\$42.00	\$151,200.00
4	578	LF	For furnishing and installing 24" OD x .500" Wall Steel Casing by Bore incl. 12" DR 18 Certa-Lok PVC Carrier Pipe at Stremple St., for the sum of:	\$1,084.00	\$626,552.00
5	1	LS	For protecting, removing, and disposing of vegetation of the site, grubbing, stripping, and replacing topsoil , complete in place, for the sum of:	\$6,625.00	\$6,625.00
6	10,888	SY	For furnishing and installing seeding (hydro-mulching) Bermuda grass, for erosion control, as detailed and directed, at locations shown on the Plans, complete in place, for the sum of:	\$1.40	\$15,243.20
7	16	LF	For furnishing and installing 6" DR 18 C-900 PVC Water Main Incl. Excavation, Bedding, Backfill, Offsite Disposal of Excess Spoils, complete in place, for the sum of:	\$77.00	\$1,232.00
8	33	LF	For furnishing and installing 8" DR 18 C-900 Water Main incl. excavation, bedding, backfill, offsite disposal of excess spoil. (Stubout for new Subdivision at Alpine Meadow Dr.)	\$106.00	\$3,498.00

9	2,714	LF	For furnishing and installing 12" DR 18 C-900 PVC water main , including excavation, bedding, backfill, offsite disposal of excess spoil material in accordance with TCEQ requirements, & density testing, complete in place, for the sum of:	\$116.00	\$314,824.00
10	1	EA	For furnishing and installing 8" x 8" Wet Connection via Cut In Tee , for the sum of:	\$7,609.00	\$7,609.00
11	1	EA	For furnishing and installing 12" x 6" Wet Connection via Cut In Tee , for the sum of:	\$8,572.00	\$8,572.00
12	1	EA	For furnishing and installing 12" x 8" Wet Connection via Cut In Tee , for the sum of:	\$8,893.00	\$8,893.00
13	1	EA	For furnishing and installing 12" x 12" Wet Connection via Cut In Tee , for the sum of:	\$9,535.00	\$9,535.00
14	7	EA	For furnishing and installing 12" AWWA C515 Resilient Seat Gate Valve ,for the sum of:	\$4,556.00	\$31,892.00
15	2	EA	For furnishing and installing 8" AWWA C515 Resilient Seat Gate Valve ,for the sum of:	\$2,383.00	\$4,766.00
16	2	EA	For furnishing and installing 6" AWWA C515 Resilient Seat Gate Valve ,for the sum of:	\$1,717.00	\$3,434.00
17	1	EA	12in Tapping Sleeve & Gate Valve (Heideke & SH 123) Outside Pavement	\$17,110.00	\$17,110.00
18	2.35	TON	For furnishing and installing D.I. Main Line Fittings for Proposed Water Lines Incl. Megalugs, complete in place, for the sum of:	\$18,882.00	\$44,372.70
19	2,714	LF	For furnishing all labor, materials, and equipment for the inductive water tracer detection wire for the water mains, complete in place, for the sum of:	\$0.17	\$461.38
20	2,714	LF	For furnishing all labor, materials, and equipment for the inductive water tracer detection tape for the water mains, complete in place, for the sum of:	\$0.23	\$624.22
21	6	EA	For furnishing and installing Fire Hydrant Assembly , to include valve and 6" D.I. Lead , as described in these specifications, for the sum of: (incl. 2 FH for for proposed Convenience Store	\$8,301.00	\$49,806.00
22	1	EA	24 x 12 Cross Tee Connections (Cut and Plug Existing 24" Sta 36+49)	\$28,280.00	\$28,280.00
23	2	MO	For installing barricades, signs and traffic handling and furnishing a traffic control plan , as detailed and directed, at the location shown on the Plans, complete in place, for the sum of:	\$3,980.00	\$7,960.00

24	2,714	LF	For furnishing and installing OSHA required trench excavation protection on all waterlines , complete in place, for the sum of	\$3.80	\$10,313.20
25	280	LF	Grout and Abandon Existing 6" & 8" Waterlines under SH 123	\$39.00	\$10,920.00
26	18	SY	Alpiine Meadow Dr. Removal and Replacement of HMAc	\$377.00	\$6,786.00
TOTAL BID PROPOSAL WATERLINE B					\$1,411,588.70

RESOLUTION NO. 2025R-

APPROVING A RESOLUTION BY THE SEGUIN CITY COUNCIL APPROVING A BOND RESOLUTION PREVIOUSLY ADOPTED BY THE BOARD OF DIRECTORS OF THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION AUTHORIZING THE ISSUANCE OF OBLIGATIONS DESIGNATED AS “SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION CONTRACT REVENUE IMPROVEMENT BONDS, NEW SERIES 2025”; ACKNOWLEDGING THAT THESE BONDS WILL BE SOLD PURSUANT TO THE PROVISIONS OF A PURCHASE CONTRACT; RATIFYING, RECONFIRMING, AND READOPTING THE PROVISIONS OF A REGIONAL WATER SUPPLY CONTRACT EXECUTED BETWEEN THE CITY OF SCHERTZ, TEXAS, THE CITY OF SEGUIN, TEXAS, AND THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION; AUTHORIZING THE MAYOR, THE CITY MANAGER, AND THE CITY SECRETARY OF THE CITY OF SEGUIN, TEXAS TO EXECUTE ON BEHALF OF THE CITY OF SEGUIN, TEXAS ALL DOCUMENTS IN CONNECTION WITH THIS TRANSACTION; AND OTHER MATTERS IN CONNECTION THEREWITH

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

Section 1. The City Council of the City of Seguin, Texas (the “City”) has reviewed and hereby approves (i) the Bond Resolution as to form and content, including the factual findings contained therein and all documents referenced therein, adopted by the Board of Directors of the Schertz/Seguin Local Government Corporation (the “Corporation”) relating to the issuance of obligations designated as “Schertz/Seguin Local Government Corporation Contract Revenue Improvement Bonds, New Series 2025” (the “Bonds”), (ii) the Bonds that will be sold to Robert W. Baird & Co. Incorporated, as the authorized representative of a group of underwriters (the “Underwriters”), (iii) the Regional Water Supply Contract, including the factual findings contained therein, previously approved and executed among the City of Schertz, Texas, the City of Seguin, Texas (collectively, the “Cities”), and the Schertz/Seguin Local Government Corporation (the “Contract”) which provides certain security for the payment of these obligations, (iv) the bond purchase contract (the “Purchase Contract”) authorizing the sale of the Bonds to the Underwriters, (v) the Sale and Offering Documents (as defined in the Contract), including, but not limited to, the City’s annual continuing disclosure requirements in accordance with the Rule (as defined in the Contract), and (vi) the City’s obligations under the Contract and acknowledges that the payment of principal of and interest on such Bonds is payable, in whole or in part, from the Annual Payments to be made by the Cities to the Corporation under and pursuant to the Contract. The Mayor, the City Manager, and the City Secretary of the City (each, an “Authorized Official”) are hereby authorized to execute on behalf of the City, the Purchase Contract, and any and all documents in connection with this transaction. This resolution may be relied upon by the appropriate representatives of the parties to this transaction and the Texas Attorney General in his review and approval of this transaction.

Section 2. The City Council recognizes that Section 53 of the Bond Resolution contains covenants of the City relating to the Bonds. Since certain financial information, financial status,

operating data, and annual audits of the City’s utility system will be entirely within the control and disposition of the City, and the Preliminary Official Statement and the Final Official Statement prepared in connection with the issuance of the Bonds (together, the “Official Statement”), describe a continuing disclosure undertaking agreement (the “Undertaking”) of the City, the City Council specifically adopts the covenants hereinafter described, which comprise the Undertaking, and shall comply therewith for so long as all or any portion of the Annual Payments made by the City under the Contract act as security for or a source of repayment of the Bonds.

A. Definitions.

As used in this Section, the following terms have the meanings ascribed to such terms below:

EMMA means the MSRB’s Electronic Municipal Market Access system, accessible by the general public, without charge, on the internet through the uniform resource locator (URL) <http://www.emma.msrb.org>.

Financial Obligation means a (a) debt obligation; (b) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) guarantee of a debt obligation or any such derivative instrument; provided that “financial obligation” shall not include municipal securities (as defined in the Securities Exchange Act of 1934, as amended) as to which a final official statement (as defined in the Rule) has been provided to the MSRB consistent with the Rule.

MSRB means the Municipal Securities Rulemaking Board.

Rule means SEC Rule 15c2-12, as amended from time to time.

SEC means the United States Securities and Exchange Commission.

Undertaking means the City’s continuing disclosure undertaking, described in Paragraphs B through F below, hereunder accepted and entered into by the City for the purpose of compliance with the Rule.

B. Annual Reports.

The City shall file annually with the MSRB, (1) within six months after the end of each fiscal year of the City ending in or after 2024, financial information and operating data with respect to the City of the general type included in the final Official Statement authorized by Section 35 of the Bond Resolution, being the information described in Exhibit E thereto, and (2) if not provided as part of such financial information and operating data, audited financial statements of the City, when and if available. Any financial statements so to be provided shall be (i) prepared in accordance with the accounting principles described in Exhibit E thereto, or such other accounting principles as the City may be required to employ from time to time pursuant to state law or regulation, and (ii) audited, if the City commissions an audit of such financial statements and the audit is completed within the period during which they must be provided. If the audit of such financial statements is not complete within such period, then the City shall file unaudited financial statements within such period and audited financial statements for the applicable fiscal year to the MSRB, when and if the audit report on such financial statements becomes available. Under current Texas law, including, but not limited to, Chapter 103, as amended, Texas Local Government Code, the City must have its

records and accounts audited annually and shall have an annual financial statement prepared based on the audit. The annual financial statement, including the auditor's opinion on the statement, shall be filed in the office of the City Secretary within one hundred eighty (180) days after the last day of the City's fiscal year. Additionally, upon the filing of this financial statement and the annual audit, these documents are subject to the Texas Open Records Act, as amended, Texas Government Code, Chapter 552.

If the City changes its fiscal year, it will file notice of such change (and of the date of the new fiscal year end) with the MSRB prior to the next date by which the City otherwise would be required to provide financial information and operating data pursuant to this Section.

C. Notice of Certain Events.

The City shall file notice of any of the following events with respect to the Bonds to the MSRB in a timely manner and not more than 10 business days after occurrence of the event:

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (7) Modifications to rights of holders of the Bonds, if material;
- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the Bonds, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership, or similar event of the City, which shall occur as described below;
- (13) The consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of its assets, other than in the ordinary course of business, the entry into of a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

(14) Appointment of a successor or additional paying agent/registrar or the change of name of a paying agent/registrar, if material;

(15) Incurrence of a Financial Obligation of the City, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the City, any of which affect security holders, if material; and

(16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the City, any of which reflect financial difficulties.

For these purposes, (a) any event described in the immediately preceding paragraph (12) is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent, or similar officer for the City in a proceeding under the United States Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the City, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement, or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the City and (b) the City intends the words used in the immediately preceding paragraphs (15) and (16) and the definition of Financial Obligation in this Section have the same meanings as when they are used in the Rule, as evidenced by SEC Release No. 34-83885, dated August 20, 2018.

The City shall file notice with the MSRB, in a timely manner, of any failure by the City to provide financial information or operating data in accordance with this Section by the time required by this Section.

D. Limitations, Disclaimers, and Amendments.

The City shall be obligated to observe and perform the covenants specified in this Section for so long as, but only for so long as, the City remains an “obligated person” with respect to the Bonds within the meaning of the Rule, except that the City in any event will give notice of any deposit that causes the Bonds to be no longer Outstanding.

The provisions of this Section are for the sole benefit of the holders and beneficial owners of the Bonds, and nothing in this Section, express or implied, shall give any benefit or any legal or equitable right, remedy, or claim hereunder to any other person. The City undertakes to provide only the financial information, operating data, financial statements, and notices which it has expressly agreed to provide pursuant to this Section and does not hereby undertake to provide any other information that may be relevant or material to a complete presentation of the City’s financial results, condition, or prospects or hereby undertake to update any information provided in accordance with this Section or otherwise, except as expressly provided herein. The City does not make any representation or warranty concerning such information or its usefulness to a decision to invest in or sell Bonds at any future date.

UNDER NO CIRCUMSTANCES SHALL THE CITY BE LIABLE TO THE HOLDER OR BENEFICIAL OWNER OF ANY BOND OR ANY OTHER PERSON, IN CONTRACT OR TORT, FOR DAMAGES RESULTING IN WHOLE OR IN PART FROM ANY BREACH BY

THE CITY, WHETHER NEGLIGENT OR WITH OR WITHOUT FAULT ON ITS PART, OF ANY COVENANT SPECIFIED IN THIS SECTION, BUT EVERY RIGHT AND REMEDY OF ANY SUCH PERSON, IN CONTRACT OR TORT, FOR OR ON ACCOUNT OF ANY SUCH BREACH SHALL BE LIMITED TO AN ACTION FOR *MANDAMUS* OR SPECIFIC PERFORMANCE.

No default by the City in observing or performing its obligations under this Section shall constitute a breach of or default under the Bond Resolution for purposes of any other provision of the Bond Resolution.

Nothing in this Section is intended or shall act to disclaim, waive, or otherwise limit the duties of the City under federal and state securities laws.

The provisions of this Section may be amended by the City from time to time to adapt to changed circumstances that arise from a change in legal requirements, a change in law, or a change in the identity, nature, status, or type of operations of the City, but only if (1) the provisions of this Section, as so amended, would have permitted an underwriter to purchase or sell Bonds in the primary offering of the Bonds in compliance with the Rule, taking into account any amendments or interpretations of the Rule to the date of such amendment, as well as such changed circumstances, and (2) either (a) the holders of a majority in aggregate principal amount (or any greater amount required by any other provision of the Bond Resolution that authorizes such an amendment) of the Outstanding Bonds consent to such amendment or (b) a person that is unaffiliated with the City (such as nationally recognized bond counsel) determines that such amendment will not materially impair the interests of the holders and beneficial owners of the Bonds. The City may also repeal or amend the provisions of this Section if the SEC amends or repeals the applicable provisions of the Rule or any court of final jurisdiction enters judgment that such provisions of the Rule are invalid, and the City also may amend the provisions of this Section in its discretion in any other manner or circumstance, but in either case only if and to the extent that the provisions of this sentence would not have prevented an underwriter from lawfully purchasing or selling Bonds in the primary offering of the Bonds, giving effect to (a) such provisions as so amended and (b) any amendments or interpretations of the Rule. If the City so amends the provisions of this Section, the City shall include with any amended financial information or operating data next provided in accordance with this Section an explanation, in narrative form, of the reasons for the amendment and of the impact of any change in the type of financial information or operating data so provided.

E. Information Format – Incorporation by Reference.

The City information required under this Section shall be filed with the MSRB through EMMA in such format and accompanied by such identifying information as may be specified from time to time thereby. Under the current rules of the MSRB, continuing disclosure documents submitted to EMMA must be in word-searchable portable document format (PDF) files that permit the document to be saved, viewed, printed, and retransmitted by electronic means and the series of obligations to which such continuing disclosure documents relate must be identified by CUSIP number or numbers.

Financial information and operating data to be provided pursuant to this Section may be set forth in full in one or more documents or may be included by specific reference to any document (including an official statement or other offering document) available to the public through EMMA or filed with the SEC.

F. General Policies and Procedures Concerning Compliance with the Rule.

Because the issuance of the Bonds is subject to the provisions of the Rule and because the potential “underwriters” in a negotiated sale of the Bonds or the initial purchasers in a competitive sale of the Bonds may be subject to MSRB rules and regulations with respect to such sale (including certain due diligence and suitability requirements, among others), the City hereby adopts the General Policies and Procedures Concerning Compliance with the Rule (the *Policies and Procedures*), attached hereto as Exhibit A, with which the City shall follow to assure compliance with the Undertaking. The City has developed these Policies and Procedures for the purpose of meeting its requirements of the Undertaking and, in connection therewith, has sought the guidance from its internal staff charged with administering the City’s financial affairs, its municipal or financial advisors, its legal counsel (including its Bond Counsel), and its independent accountants (to the extent determined to be necessary or advisable). The Policies and Procedures can be amended at the sole discretion of the City and any such amendment will not be deemed to be an amendment to the Undertaking. Each Authorized Official is hereby authorized to amend the Policies and Procedures as a result of a change in law, a future issuance of indebtedness subject to the Rule, or another purpose determined by the Authorized Official to be necessary or desirable for or with respect to future compliance with the Undertaking.

Section 3. Authorized Officials of the City will review and approve the Official Statement. Information appearing in the Official Statement concerning the City (including, particularly, the description of the Undertaking and Appendices D and E thereto), as of its date, were and are true and correct in all material respects. Insofar as the City and its affairs, including its financial affairs, are concerned, such Official Statement did not and does not contain an untrue statement of a material fact or omit to state a material fact required to be stated therein or necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. Insofar as the descriptions and statements, including financial data, of or pertaining to entities, other than the City, and their activities contained in such Official Statement are concerned, such statements and data have been obtained from sources which the City believes to be reliable, and the City has no reason to believe that they are untrue in any material respect.

Section 4. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 5. All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 6. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 8. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 9. This Resolution shall be in force and effect from and after the date of its adoption, and it is so resolved.

[The remainder of this page intentionally left blank.]

APPROVED THIS THE 18th day of February, 2025.

ATTEST:

City Secretary

Mayor

(SEAL)

EXHIBIT A

General Policies and Procedures Concerning Compliance with Federal Securities Laws

I. Capitalized terms used in this Exhibit have the meanings ascribed thereto in Section 2 of the Resolution. “Bonds” refers to the Bonds that are the subject of the Resolution to which this Exhibit is attached.

II. As a capital markets participant, the City is aware of its continuing disclosure requirements and obligations existing under the Rule prior to February 27, 2019, the effective date of the most recent amendment to the Rule (the “Effective Date”), and has implemented and maintained internal policies, processes, and procedures to ensure compliance therewith. Adherence to these internal policies, processes, and procedures has enabled underwriters in non-exempt negotiated sales and initial purchasers in non-exempt competitive sales to comply with their obligations arising under various MSRB rules and regulations concerning due diligence and findings of suitability, among other matters, regarding the City’s compliance with the Rule.

III. The City is aware that the Rule was amended as of the Effective Date (the *Rule Amendment*) and has accommodated this amendment by adding subparagraphs (15) and (16) to Section 53C of the Resolution, which provisions are a part of the Undertaking.

IV. The City is aware that “participating underwriters” (as such term is defined in the Rule) of the Bonds must make inquiry and reasonably believe that the City is likely to comply with the Undertaking and that the standards for determining compliance have increased over time as a result of, among others, the United States Securities and Exchange Commission’s Municipalities Continuing Disclosure Cooperation Initiative and regulatory commentary relating to the effectiveness of the Rule Amendment.

V. The City now establishes the following general policies and procedures (the “Policies and Procedures”) for satisfying its obligations pursuant to the Undertaking, which policies and procedures have been developed based on the City’s informal policies, procedures, and processes utilized prior to the Effective Date for compliance with the City’s obligations under the Rule, the advice from and discussions with the City’s internal senior staff (including staff charged with administering the City’s financial affairs), its municipal or financial advisors, its legal counsel (including Bond Counsel), and its independent accountants, to the extent determined to be necessary or advisable (collectively, the “Compliance Team”):

1. the City Manager (the “Compliance Officer”) shall be responsible for satisfying the City’s obligations pursuant to the Undertaking through adherence to these Policies and Procedures;
2. the Compliance Officer shall establish reminder or “tickler” systems to identify and timely report to the MSRB, in the format thereby prescribed from time to time, the City’s information of the type described in Section 53B of the Resolution;
3. the Compliance Officer shall promptly determine the occurrence of any of the events described in Section 53C of the Resolution;

4. the Compliance Officer shall work with external consultants of the City, as and to the extent necessary, to timely prepare and file with the MSRB the annual information of the City and notice of the occurrence of any of the events referenced in Clauses 2 and 3 above, respectively, the foregoing being required to satisfy the terms of the Undertaking;
5. the Compliance Officer shall establish a system for identifying and monitoring any Financial Obligations, whether now existing or hereafter entered into by the City, and (upon identification) determining if such Financial Obligation has the potential to materially impact the security or source of repayment of the Bonds;
6. upon identification of any Financial Obligation meeting the materiality standard identified in Clause 5 above, the Compliance Officer shall establish a process for identifying and monitoring any City agreement to covenants, events of default, remedies, priority rights, or other similar terms under such Financial Obligation;
7. the Compliance Officer shall establish a process for identifying the occurrence of any default, event of acceleration, termination event, modification of terms, or other similar events under the terms of any Financial Obligation, the occurrence of any of which reflect financial difficulties of the City; and

VI. the Compliance Officer shall annually review these Policies and Procedures with the remainder of the Compliance Team, make any modifications on an internal document retained by the Compliance Officer and available to any “participating underwriter” (as defined in the Rule), if requested, and on the basis of this annual review (to the extent determined to be necessary or desirable), seek additional training for herself or himself, as well as other members of the City’s internal staff identified by the Compliance Officer to assist with the City’s satisfaction of the terms and provisions of the Undertaking.

CITY OF SEGUIN



It's real.

To: City of Seguin Mayor and City Council
Steve Parker, City Manager

From: Jack Jones, Director of Parks and Recreation

Through: Rick Cortes, Deputy City Manager
Mark Kennedy, City Attorney

Date: February 18, 2025

Subject: 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.

Historical Background

The State of Texas Department of Family and Protective Services administers state regulations and general licensing procedures for all child-care facilities. Municipalities can choose to be exempted from the licensing requirements and applicable state regulations if certain conditions are met, provided the municipality annually adopts ordinance standards of care after a public hearing. Additionally, the following criteria must be met to receive the exemption:

- Standards of care are provided to the parents of each program participant.
- Ordinance includes at a minimum: staffing ratios; staff qualifications; facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.
- Parents are informed that the program is not operated or advertised as a licensed daycare.

Action Requested

As part of the State's requirement for the exemption, the City of Seguin will hold an annual public hearing regarding the Standards of Care for Youth Recreation Programs and the City Council will formally adopt them as part of an Ordinance. The Program Handbook is considered our Standards of Care and given to all parents in the youth recreation programs, including being posted online.

Differences contained in the 2025-2026 Program Handbook from 2024-2025 include:

- An updated cancellation policy for the Just for Kids Summer Day Camp program which introduces a \$10 fee for cancellations.
 - "You can withdraw your child from weekly sessions of the Just for Kids Summer Day Camp program to accommodate your schedule. A \$10 cancellation fee will be charged for each canceled session (week) of camp. Written withdrawal from day camp session(s) must be received in our office or by email by Friday at 5:00 pm, at minimum 10 days prior to the start of the session week. Proration is not available."

- Addition of the Swim Ability Waiver as required by Cati's Act, or House Bill 59 (HB 59), which requires organizations that allow children to participate in organized water activities to confirm with the child's parent or legal guardian if the child can swim or is at risk of injury.
- An updated volunteer and visitor policy that requires background checks and signed waivers for participation.
 - “Volunteers and visitors, including family members who would like to attend field trips with their child, are required to undergo a background check and formally consent to participate by signing a waiver. To request a volunteer application, please contact the Parks and Recreation Department. Completed forms must be received, at minimum, 2 weeks before the scheduled visit to allow time for the screening process. Parents and family members without an approved volunteer application will not be able to participate with their child’s group on field trips.”

Procurement Methodology & Funding Source

N/A

Staff Recommendation

At their meeting on February 3, 2025, the Parks and Recreation Advisory Board unanimously recommended approval for City Council consideration the Standards of Care for Youth Recreation Programs (Exhibit A 2025-2026 Program Handbook). City staff recommends approval 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.

ATTACHMENTS

- Exhibit A 2025-2026 Program Handbook



Program Handbook

JAAM After-School Program & 'Just for Kids' Summer Day Camp 2025-2026

The Jammin' After-School Adventures for Me (JAAM) program, 'Just for Kids' Summer Day Camp Program, and Camp Spring Break are sponsored by the City of Seguin Parks and Recreation Department.

This handbook will provide you with information about the program's policies and procedures. Although this handbook is comprehensive, there may be some situations that arise that are not addressed in this document and will be treated on a case-by-case basis with input from Parks and Recreation leadership. Please take time to review this information prior to the start of the program. If you have any questions or concerns at any time, please contact our program staff. The contact numbers provided below for JAAM and 'Just for Kids' function only when the program is in operation.

Parks & Recreation Department			
Office		830.401.2480	
JAAM Administration		830.401.2483	
JAAM After School Program Elementary Schools			
Ball ECC	(830)491-1677	Vogel	(830)491-4957
Koennecke	(830)491-4303	Weinert	(830)491-9391
Patlan	(830)491-4414		
Just For Kids Summer Camp			
Summer Program		(830)491-4957	

*NOTE: The City of Seguin Parks and Recreation After-School and Day Camp Programs are exempt from childcare licensing by the Texas Department of Protective and Regulatory Services: Texas Human Resource Code §42.041 (b) (14) PRS Rules, 40 TAC §725.115 (3) and 26 TAC §745.119 (3).

Program Information

Our goal is to support our community by providing an engaging, interactive, and safe program for children after-school or when schools are on break. The activities we offer encourage children to expend positive energy by promoting self-discipline, personal growth, and healthy self-esteem. Our program strives to maintain a ratio of twelve children to one (1) staff member. All employees must successfully complete a background check, drug screen, department training, and become first aid/CPR certified.

Registration and Fees

Program Eligibility

JAAM enrollment is open to children attending targeted elementary schools. Summer Day Camp is open to all children who have completed Kindergarten through 5th grade; not to exceed 11 years in age. Spring Break Camp is open to all children of elementary age, Kindergarten through 5th grade. Day camp programs are currently unavailable for pre-kindergarten students of Ball Early Childhood Center due to age requirements.

Participants are expected to actively, and cooperatively, participate in group activities. Our target ratio is one (1) staff member to 12 children, therefore if your child requires special assistance or a smaller ratio, your child will not be eligible for this program.

Registration

Registration is completed online. As we have a limited number of openings, registration will be confirmed on a first-come, first-served basis. A registration fee of \$25.00 is due at the time of registration. This fee is not refundable unless an exception is made, by the Director of Parks and Recreation or designee. It is important that registration information is accurate and current as we may need to reach out to guardians in case of an emergency. It is the responsibility of a guardian to notify the Parks and Recreation Department of any changes. Registration information includes address, phone numbers, email addresses, names of individuals authorized to pick up your child(ren), medical restrictions, etc. The Parks and Recreation Department may request verification of age and/or legal rights to a child through a birth certificate and/or custodial documents. If you wish to withdraw your student and re-enroll on a later date, you will be required to pay any registration fees despite paying the registration fee before withdrawal.

Locations and Hours of Operation

Currently, JAAM is offered at all SISD elementary campuses from school day dismissal until 6:00 p.m.¹ Generally, on early release days additional childcare hours are provided from the time of dismissal at no extra charge. The minimum enrollment per program is 10 participating children. Guardians will be notified if the minimum is not reached.

Day camp(s) are held at a predetermined location. Most often we host these camps at a SISD school campus. Day camp sessions are scheduled according to the local school district's calendars and operate Monday through Friday from 7:30am–5:30pm. Please check the website www.seguintexas.gov/parksandrecreation for updated session dates and locations.

Program Closures

Programs do not operate on the following scheduled holidays: Labor Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Thanksgiving, Christmas/Winter, Juneteenth, Independence Day, and all other teacher in-service/staff development days. Know that programs may close, or be closed, due to unforeseen events and/or natural disasters. If a program closes, guardians will be notified.

Payments

JAAM after-school program weekly rates are \$40 per week, per child. Fees are due on a weekly basis, regardless of attendance, and must be paid no later than Monday morning at 8:00 am. Enrollment in the JAAM after-school program is continuous and refunds and/or payment transfers will not be made despite absences (i.e. illness, dismissal/suspension from a program, scheduling changes, etc.). A week consists of 1-5 days that the JAAM program is in operation, Monday – Friday, following the Seguin Independent School District current school year calendar. Although most weeks in the school district calendar consist of five (5) days, there are some weeks that consist of two (2), three (3), or four (4) days. **Rates will not be prorated for weeks with less than five (5) days.**

Day camp weekly rates are \$110 per child. All fees are due on a weekly basis, seven (7) days prior to each session start, by Monday morning at 8:00 am.

¹ Ball Early Childhood Center program ends at 5:15 p.m.

Payment options include:

- Autopay- recurring weekly payments using a credit/debit card stored on your account. Credit/debit card transactions are processed on payment due dates.
- In-person payments-Parks and Recreation Department (600 River Drive West). Business hours are Monday-Friday 8:00am-5:00pm. After-hour payment drop is located outside the Parks and Recreation Department, to the right of the entrance doors.

Upon registration, a preferred payment option must be selected. Updates to payment method must be made one (1) business day prior to transaction due date. **2% transaction fee is assessed for all credit/debit card payments. This fee is non-refundable.**

Program fees may be suspended due to local, state or federally declared disaster related to health and/or safety issues, such as a pandemic, unforeseen events, and/or natural disasters. The Parks and Recreation Department will work with SISD administrative staff to determine any closures or cancellations on a case-by-case basis. Refunds for program closures due to weather may be given at the discretion of the Director of Parks and Recreation or designee. During a pandemic, required quarantine periods and closures may occur at any time. Requests to suspend or cancel program fees due to pandemic-related absences will require a note from a medical provider including the names of participant(s) and dates of absences. Parks and Recreation Department leadership will review requests and make decisions based upon the request and supporting documentation. It is the responsibility of the guardian to notify the Parks and Recreation Department of these absences.

Delinquent Accounts

Participants with an outstanding account balance will not be able to attend the program until all fees have been paid in full. **A late fee of \$10 per child** will be charged for any payments made after 8:00 a.m. on payment due dates. A \$30.00 fee will be charged when payments are returned unpaid and result in non-sufficient funds (NSF) designation. If three (3) NSF payments are received within a 12-month period, all City-related accounts will be placed on a cash-only basis.

Withdrawal From Program(s)

Any refund requests, withdrawal from a program(s), updates to payment method, and/or any other changes regarding your account must be submitted in writing or by email to the Parks and Recreation Department at parks@seguintexas.gov. Please be aware that program site staff do not have access to payment information. **Any payment or attendance information shared by families with program site staff does not affect any changes to enrollment and/or fee-paying expectations.** Account changes and inquiries can only be made by the primary or secondary guardian on the child's account. Changes can be made through the online registration portal or at the Parks and Recreation Office. Account changes may require photo identification or identity verification over the phone using the child's code word or multi-factor authentication.

Requests to withdraw students from the after-school program must be submitted in writing by Friday at 5:00 pm, for the upcoming week of care. If you wish to re-enroll your student on a later date, you will be required to pay the registration fee of \$25 despite having paid this fee for the original registration.

You can withdraw your child from weekly sessions of the Just for Kids Summer Day Camp program to accommodate your schedule. A \$10 cancellation fee will be charged for each canceled session (week) of camp. Written withdrawal from day camp session(s) must be received in our office or by email by Friday at 5:00pm, at minimum 10 days prior to the start of the session week. Prorating is not available.

If withdrawal deadline is not met for any session(s) or cancellation fees are not paid, weekly rate(s) will still incur and all fees are payable in full, despite a child not attending the program (i.e. illness, dismissal/suspension from a program, scheduling changes, etc.). Any refunds requested after the withdrawal deadline are limited to exceptional circumstances and will be reviewed for approval on a case-by-case basis by the Director of Parks and Recreation or designee. All authorized refunds will be processed within 30 days of withdrawal date. A child may be withdrawn from a program at the discretion of the Parks and Recreation Department should there be reasonable suspicion that a child will not return. Reasons for implied cancellation may include extended absences, changes to school district enrollment status, inability to contact the guardians, and delinquent accounts. Any program fees, including late fees, will still be incurred until the withdrawal has been finalized. All past due balances must be paid in full before registering to participate in a Seguin Parks and Recreation program or activity.

TAXPAYER IDENTIFICATION NUMBER:74-600-2279

DAILY PROGRAM INFORMATION

Sign-In and Sign-Out Procedures

Only registered participants will be authorized to take part in program activities. No visitors (youth or adults) will be permitted to enter the facility.

Children must check-in at the designated meeting area immediately upon arrival to the program. It is vital that staff are informed of any upcoming absences, including absences due to on-campus extracurricular activities. If an absence is not communicated and the students don't sign into the program, a staff member will contact the school office and/or telephone a guardian to verify the child's location. Day camp absences are not verified.

To ensure the safety of the participants in the program, children will only be released to a legal guardian or those designated by the guardian at enrollment. **Photo identification will be required until individuals are recognized by sight.** The primary or secondary guardian listed on the child's account may add additional authorized individuals to the pick-up list by providing written notification to the Parks and Recreation Office.

A person with a legal right to the child may pick them up at any time. Parents/guardians will be denied access to a child only if the Parks and Recreation Department has been provided with legal documentation that prohibits non-custodial parent contact with a child. Disputes among guardians and/or responsible parties relating to who can pick up a child from the program may result in the termination of the child from the program until an agreement has been reached and documentation has been provided to the Parks and Recreation Department.

Late Pick-Up Policy

Late pick-up fees are calculated at \$10.00 per every 15 minutes. If the program staff is unable to contact a guardian or emergency contact persons within one (1) hour of the program closing the child will be turned over to the custody of the local authorities. Repeated tardiness at dismissal time (more than two (2) occurrences per month) may result in termination from the program.

Prohibited Participant Items

For the safety and protection of all participants, participants cannot bring personal items. If personal items are brought, staff will take the items and leave them at the front table. Staff will not be held responsible for broken, lost, or stolen items. These items include but are not limited to money, electronic games, phones, music devices, headphones, jewelry, shoes, clothing, sports balls, toys, or any other personal belongings.

Weather and Suggested Attire

Children should wear casual clothing and dress appropriately for the weather. Tennis shoes are highly recommended. Children will need to bring swimsuits, towels, and an extra set of clothing on water activity days. Any unclaimed lost and found items will be donated.

For hot weather (84 degrees or above) staff will implement the following: provide water to drink; cool down periods indoors or in shaded areas as frequently as possible; monitor playground equipment for excessive heat; and restrict activities to low and moderate intensity. Children should come to day camp with sunscreen already applied. Staff will assist in re-application of spray-on sunscreen according to the daily schedule and hours spent outdoors. Sunscreen is provided. In case of lightning, participants will be brought to an indoor facility immediately. Any field trips and/or scheduled activities may be cancelled due to inclement weather.

Restroom Policy

Participants of the JAAM and Day Camp programs must be fully potty trained and capable of performing bathroom functions independently including manipulating clothing without assistance. If a child has a restroom accident, the guardian will be notified immediately to bring a change of clothes and clean their child or pick their child up.

Summer Day Camp Field Trips, Guest Speakers, and Transportation

A weekly schedule of activities including guest speakers and field trips will be provided on the first day of each camp session. Campers are required to wear their camp t-shirts on field trip days to be easily identified. T-shirts will be distributed at camp. Campers will be transported by SISD school buses. Staff are not responsible for any money sent on field trips. Volunteers and visitors, including family members who would like to attend field trips with their child, are required to undergo a background check and formally consent to participate by signing a waiver. To request a volunteer application, please contact the Parks and Recreation Department. Completed forms must be received, at minimum, two (2) weeks before the scheduled visit to allow time for the screening process. Parents and family members without an approved volunteer application will not be able to participate with their child's group on field trips. All volunteers would need to provide their own transportation.

During Wave Pool visits, all campers under 48" in height MUST WEAR a life jacket at all times, regardless of swim ability. Only campers (48" or taller) with written permission from a Guardian will be permitted to swim without a lifejacket at the Wave Pool. Additionally, a Guardian must affirm in writing whether the child can swim or is at risk of injury or death when swimming. Campers without written permission from a guardian will not be permitted to participate in activities associated with the Seguin Wave Pool. Lifejackets are provided or can be sent from home.

Medication and Illness

Should a child become ill during program hours they will be separated from the rest of the group and made comfortable. Guardians will be notified and must make arrangements to have their child picked up within one (1) hour of being notified. If the guardian cannot be reached, emergency contacts will be called and asked to pick-up the child. All monies are non-refundable and non-transferable even if a child is unable to attend the program due to illness.

Children will not be permitted to come to the program if:

1. They are feeling so poorly that they cannot participate in the daily group activities.
2. They require an excessive amount of 'one-on-one' time from staff.
3. They pose a significant health risk to other children and staff.

This includes, but is not limited to, children with the following symptoms of or confirmed illness:

Fever	Sore Throat	Active Rash	Diarrhea
Discharging Eyes	Nausea	Stomach Pain	Cold
Persistent Cough	Vomiting	Chicken Pox	Lice
Conjunctivitis	Measles	Mumps	Viral Infection

We may conduct head lice checks of children if we feel it is in the best interest of their health and the other program participant's health. Infestation (eggs and live lice) can spread quickly among children and prompt action helps minimize the number of children infected.

Parks and Recreation programs generally follow the Center for Disease Control (CDC) prevention guidance to prevent the spread of illnesses. Campers and staff displaying symptoms of illness, including a fever of equal to or greater than 100.0 degrees Fahrenheit will not be allowed to attend the program. During a pandemic, required quarantine periods and closures may occur at any time.

Program personnel will not administer any medications. If necessary, for a child to administer their own medication it must be kept in the original pharmaceutical container, including the camper's name, medication name, dosage amount and times of administration. A Medical Authorization Form will need to be completed by a guardian and medication will be stored with the school nurse (JAAM) or the Program Coordinator (Camp). Access to the school nurse's office is not available during JAAM after-school hours. If your child requires a medication dosage after school hours, please contact the Parks and Recreation Administrative Office before enrollment. Picking up medication is the responsibility of the guardian. Staff are not available after-hours if medication is left after children are picked up. Emergency rescue inhalers and EPI-Pens can be kept in the child's possession per doctor and school nurse's request.

Child Injuries and Accidents

If an injury is minor and can be taken care of by staff personnel certified in first aid, appropriate treatment will be administered. The primary guardian will be notified of any injuries that occur during programming through SMS message which will include a photo image of any visible injuries such as cuts; swelling, skin discoloration; burns; sprains and strains and an injury report will be provided at the time of pickup and must be signed by a guardian or other authorized individuals. Copies of incident reports are available to guardians upon request.

If a staff member believes an injury may require medical treatment, (but is not a life-threatening emergency) the guardian will be notified immediately. In the case it is determined that an injury requires immediate (emergency) medical treatment, emergency 911 services will be called and then the guardian will be notified.

Discipline Policy

Participants are expected to follow instructions given by the program staff, treat other participants kindly and ensure activity supplies and equipment remain in original condition. Disciplinary and expectation policies are established to ensure that each child has an enjoyable time at the program. Staff use positive guidance and discipline techniques that teach the healthy development of self-discipline and self-control. Staff employ techniques that include reminding, redirecting a child's behavior, calling attention to appropriate behavior, and acting as a role model to influence and reinforcing positive behavior. Repeated and / or continuous behavior management challenges are documented and will be considered when determining progressive consequences. Consequences for continued or repeated behavior challenges may include but are not limited to: time-out; written reprimand; guardian notification for immediate pick-up; suspension and/or dismissal from the program.

Destruction of Property

If a child destroys/breaks any City of Seguin or facility's property, the child's guardian will be financially responsible for the cost of repairs.

Program Dismissal Policy

A child may be released from the program at any time under the discretion of the Parks and Recreation Department. A child will not be considered for re-admittance to any City of Seguin Parks and Recreation programs for a minimum of **one (1) full year** from the dismissal date. Below are **examples of behaviors warranting immediate suspension or dismissal from the program:**

- Behavior that endangers the physical well-being of other participants or staff members.
- Theft or deliberately damaging or defacing property or equipment.
- Possession of a weapon or ammunition.
- Running away from the program area or program staff.
- Possession of illegal substances and/or paraphernalia.
- Gesturing or touching another participant in a sexual manner.
 - Any observation or report of sexual contact will require immediate law enforcement intervention.
- Multiple written reprimands and/or the child is unwilling to follow the program policies.
- Guardian's repeated failure to respond and assist staff with emerging disciplinary concerns.
- Inappropriate behavior by the guardian towards staff or other participants.

Snacks Provided

Afternoon snacks are provided and include a healthy snack and drink. Please send a refillable water bottle with your child each day. Notify us of any allergies or restricted foods at the time of enrollment. Children can bring additional snacks to the program in their backpacks or lunchboxes. Additional treats, snacks, and edible crafts are offered during special activities and celebrations. Sharing is not allowed.

Day camp participants must bring a lunch daily. Please remember to send all spoons, napkins, beverages, etc. needed for meals. We are unable to refrigerate or re-heat any meals.

Snacks that are provided by Seguin Independent School District (SISD) are funded through United States Department of Agriculture (USDA) programs. The City of Seguin Parks and Recreation Department, SISD and USDA are equal opportunity providers.



**PARKS &
RECREATION**

JAAM After-School Program 'Just for Kids' Summer Day Camp Permission and Waiver Form 2025-2026

I, _____ give permission
LEGAL GUARDIAN
for _____ to participate
PARTICIPANT'S NAME

in the City of Seguin, Parks and Recreation Department programs as selected at registration. **I understand and agree:**

At all times while my child is participating in or attending a City of Seguin Parks and Recreation Program ("Program"), I authorize emergency medical treatment for my child, including authorization to the City of Seguin, EMS and any other medical provider (1) to provide or arrange for emergency medical treatment to my child; and/or (2) to transport my child, via EMS vehicle or otherwise, to a hospital or other medical facility. I understand that every reasonable effort will be made to contact me or other family member of the child as soon as possible in case of an accident, injury or other medical emergency. In consideration for participation in the Program, I, on behalf of my child, myself and any other guardian of my child, assume all risks and hazards to my child incidental to participation in the Program, and waive and release all rights and claims for damages my child, I or any other guardian of my child may have against City of Seguin, the Seguin Independent School District, and their employees, officers and volunteers. I, on behalf of myself and any other guardian of my child, agree to indemnify and hold harmless the City of Seguin, the Seguin Independent School District, and their employees, officers and volunteers from any and all claims and damages, including punitive damages, related to any injury, illness or other medical condition my child may receive or incur while participating in the Program or to medical treatment of my child authorized above.

All of my child's immunizations and tuberculosis test results are current and on file at the school nurse's office.

I acknowledge that I have received a copy of the JAAM Handbook. I understand that this policy supersedes all other policies I may have received during my participation in the program, and I understand that it outlines my obligations as a guardian and my child as a participant in the program. I will familiarize myself with the information herein, which describes the policies of the program.

Coronavirus is an extremely contagious virus that spreads easily through person-to-person contact. Coronavirus can lead to severe illness, personal injury, permanent disability, and death. Participating in City of Seguin programs or accessing City of Seguin facilities could increase the risk of contracting Coronavirus. The City of Seguin in no way warrants that Coronavirus infection will not occur through participation in City of Seguin programs of accessing City of Seguin facilities.

As RELEASOR, I acknowledge this waiver and indemnification voluntarily and with full knowledge of its meaning and significance. It is a criminal offense in Texas to provide false information on a government document.

CUSTODIAL GUARDIAN

PRINT

SIGN

DATE



**PARKS &
RECREATION**

Just for Kids' Summer Day Camp Swim Ability Waiver Form

The Just for Kids Summer Day Camp will visit the Seguin Wave Pool every Wednesday and Friday. A Guardian must affirm in writing whether the child can swim or is at risk of injury or death when swimming. Campers without written permission from a guardian will not be permitted to participate in activities associated with the Seguin Wave Pool.

Only campers (48" or taller) with written permission from a Guardian will be permitted to swim without a lifejacket at the Wavepool.

Please select your child's swim ability:

_____ A) Weak, beginner, or non-swimmer and will need to wear a fitted and fastened
(Initial) Coast Guard-approved personal flotation device while at the Seguin Wave Pool. All campers under 48" in height MUST WEAR a life jacket at all times regardless of swim ability.

_____ B) A confident swimmer in 3-4-foot depth of water and with my permission does
(Initial) not need to wear a lifejacket while visiting the Seguin Wave Pool (must be at least 48" in height). Please be aware that the maximum water depth of the Seguin Wave Pool is 6-7 feet and may exceed depth markers due to the waves. Campers are instructed and monitored to not cross the 3-4 foot depth marker.

Type III United States Coast Guard-approved personal flotation devices are provided by the summer camp program. If you would like to send a lifejacket from home, it must be Type I, II, or III United States Coast Guard approved.

CUSTODIAL GUARDIAN

PRINT

SIGN

DATE

CITY OF SEGUIN

AN ORDINANCE OF THE SEGUIN CITY COUNCIL AMENDING THE SEGUIN CODE OF ORDINANCES CHAPTER 74, PARKS, TO UPDATE ARTICLE IV, STANDARDS OF CARE FOR YOUTH RECREATION PROGRAMS; PROVIDING FOR PUBLICATION OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF CONFLICTING PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Parks and Recreation Department (“Department”) operates a recreation program for elementary age children as a service to residents of the City of Seguin (“City”), and surrounding communities; and

WHEREAS, the State of Texas has adopted licensing requirements and regulations under Chapter 42 of the Texas Human Resources Code for facilities providing care to children, with which all facilities must comply, unless an exemption under Section 42.041(b) applies; and

WHEREAS, Section 42.041(b)(14) of the Texas Human Resources Code provides an exemption from the requirements of Chapter 42 to a municipality operating a recreation program for elementary age children (5-13 years); and

WHEREAS, on November 5, 2014, the City received an exemption from the requirements of Chapter 42 of the Texas Human Resources Code from the Texas Department of Family and Protective Services (“TDFPS”) regarding the Jammin’ After-School Adventures for Me, Camp Spring Break and Summer Day Camp programs and

WHEREAS, on April 17, 2015, the City received an exemption from the requirements of Chapter 42 of the Texas Human Resources Code from the TDFPS regarding the Just for Kids Summer Day Camp program; and

WHEREAS, the TDFPS will not monitor the City’s Department’s youth recreation programs because the exempt status has been granted, and the TDFPS will not be responsible for investigating complaints regarding the City’s Department’s youth recreation programs, so that any complaints shall be made to the City’s Department; and

WHEREAS, the City’s standards of care for the City’s Department’s youth recreation programs must be adopted annually by the City Council, after public hearing, in order to maintain the exemption under Section 42.041(b)(14) of the Texas Human Resources Code; and

WHEREAS, the City’s standards of care, as amended, for the City’s Department’s youth recreation programs were unanimously approved by the Parks and Recreation Advisory Board, after a public hearing on February 3, 2025, with a recommendation that City Council adopt the same which are set forth in Exhibit “A”.

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

SECTION 1. All of the above premises are found to be true and correct and are adopted into this ordinance as if fully set forth therein.

SECTION 2. The Seguin Code of Ordinances, Chapter 74, Parks and Recreation, is hereby updated with a revised Exhibit "A" which is attached to this ordinance.

SECTION 3. If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this ordinance will continue in force if they can be given effect without the invalid portion.

SECTION 4. All ordinances and resolutions or parts of ordinances or resolutions in conflict with this ordinance are repealed.

SECTION 5. This ordinance shall be effective upon publication in accordance with the City's Charter and passage on second reading.

PASSED AND APPROVED on _____ 2025.

PASSED AND APPROVED on _____ 2025.

Donna Dodgen, Mayor

ATTEST:

Kristin Mueller, City Secretary

EXHIBIT A
[Attach Handbook/Standards of Care]