



It's real.

City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Public & Virtual Meeting Agenda City Council

Tuesday, January 17, 2023

5:30 PM

Council Chambers

The City Council Meeting can be viewed live at:
[http://cityofseguintx.granicus.com/MediaPlayer.php?
publish_id=d0f0d621-1077-439e-8cc3-42e069ada110](http://cityofseguintx.granicus.com/MediaPlayer.php?publish_id=d0f0d621-1077-439e-8cc3-42e069ada110)

1. Call to Order
2. Invocation - Council Member Chris Rangel
3. Pledge of Allegiance/Salute to the Texas Flag
4. Roll Call
5. Action Items - Discussion and Possible Motion to Approve

a. [23-037](#)

Resolution of the City Council of the City of Seguin, Texas, canvassing returns and declaring results of the runoff election held on January 3, 2023 for the purpose of electing a City Council member for District 8; and declaring an effective date - Sam Aguirre, City Attorney

Attachments: [City of Seguin 1.3.23 Canvass Certificate](#)
[City of Seguin Dist 8 Official Results 1.3.2023](#)
[Resolution](#)

b. [23-032](#)

Administer the Oath of Office for Council Member District 8 - Mayor Donna Dodgen

Attachments: [BillKeller.Oath.District8](#)
[BillKeller.Statement.CC.District8](#)

6. Hearing of Residents:

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

7. Presentation**a. [23-047](#)**

Recognition of Andrew Quittner upon his retirement - Mayor Donna Dodgen

Attachments: [Retirement certificate Andrew Quittner](#)

b. [23-035](#)

Presentation of Step Plan, Lateral Program for sworn Fire and Police positions and Market Adjustment for Dispatch position - Kristy Lehnert, Director of Human Resources

Attachments: [2023 Step Pay Plan, Lateral Program and Market Adjustment Memo - Fire and Public Safety Pay Plan Presentation-Final](#)

c. [23-046](#)

Presentation regarding the Texas Department of Transportation Public Meeting on January 26th at the Big Red Barn in Seguin regarding the State Highway 46 Project from IH-35 to IH-10 - Melissa Reynolds, PE, CFM, Director of Engineering & Capital Projects

Attachments: [FINAL_SH46_Social Media Toolkit](#)

[1](#)

[2](#)

8. Consent Agenda**a. [23-011](#)**

City Council Meeting Minutes of January 3, 2023

Attachments: [CC.MeetingMinutes.January3,2023](#)

b. [22-568](#)

Ordinance on second and final reading to consider amending the Code of Ordinances and the Unified Development Code (UDC), Chapter 2, Development Applications/ Development Review Process, and other associated sections of Chapters 1, 4, and 7 of the UDC, and Appendix C, Fee Schedule of the Code of Ordinances

Attachments: [CC Memo DevelopmentProcess Jan2023](#)
 [Planning Commission Report](#)
 [Ordinance UDC DevProcess Final withFees](#)

c. [22-573](#)

Ordinance on second and final reading on amendments to the City of Seguin's Unified Development Code Chapter 4. Subdivisions and Appendix C Fee Schedule to increase flood hazard protections for existing and future residential property owners

Attachments: [2023.01 City Council Memo Subdivision Flood Hazard Prevention Ordinance](#)
 [UNIFIED DEVELOPMENT CODE - CHAPTER 4 \(2023.01 redlines\)](#)
 [2022-12-05 APPENDIX C - FEE SCHEDULE Redlines Floodplain](#)
 [PZ Memo Subdivision Flood Hazard Prevention Recommendation Dec 2022](#)
 [2023.01 UDC Chapter 4 Updates](#)

d. [ZC](#)
 [24-22 CC](#)

Ordinance on second and final reading to consider a zoning change from Public (P) to Commercial (C) for a property located at 3031 N. Austin St., Property ID: 145765, (ZC 24-22)

Attachments: [Staff Memo ZC 24 22](#)
 [Planning Commisison Report and agenda packet](#)
 [ZC 24-22 Ordinance](#)
 [ZC2422 ExhibitA CC](#)

e. [23-003](#)

Resolution of the City Council of Seguin, Texas awarding the bid - Vactor 2100i Sewer Truck from Kinloch Equipment and Supply, Inc. through Lease Purchase Agreement; an declaring an effective date - Paul Wallace, Fleet Manager

Attachments: [Memo - Council - Vac TruckFY2023](#)
 [Seguin Vactor 2100i Mile After Mile Proposal 12.22.22\[81736\]](#)
 [Seguin Vactor 2100i TIPS Proposal 12.22.22\[81734\]](#)
 [Vac Truck Resolution](#)

f. [23-033](#)

Resolution of the City Council of the City of Seguin, Texas authorizing the City Manager to execute an agreement and/or approve a Purchase Order with Caldwell Country Chevrolet through a BuyBoard quote in the amount of \$107,188 to purchase two Silverado 2500 double cab trucks for use by the Parks & Recreation Department; and declaring an effective date - Jack Jones, Director of Parks and Recreation

Attachments: [Memo regarding the BuyBoard purchase of two trucks](#)
[City of Seguin 2500 dble cab purchase for two trucks](#)
[Resolution](#)

g. [23-004](#)

Resolution of the City of Seguin City Council Awarding the Bid - Dump Truck from Freightliner of Austin through Buyboard Cooperative Purchasing Agreement; and declaring an effective date - Paul Wallace, Fleet Manager

Attachments: [Memo - Council - Dump Truck FY2023](#)
[Seguin-Ox Hvy 24 12-21-22](#)
[Dump Truck 2 Resolution](#)

h. [23-034](#)

Resolution approving the purchase of a 2024 GMC 2500 Command Vehicle from Gunn Auto Group in the amount of \$62,503.75 and FarrWest Specialty Vehicles as the upfitter in the amount of \$48,943.58 utilizing the Buyboard Cooperative Purchasing Agreement; and declaring an effective date - Paul Wallace, Fleet Manager and Dale Skinner, Fire/EMS Chief

Attachments: [CommandVehicleMemo.Fire](#)
[AuthorizePurchase.FireCommandVeh](#)
[BuyBoard.FarrWestSpecialtyVehicle](#)
[Gunn Quote](#)

i. [23-050](#)

Resolution of the City Council of the City of Seguin, Texas approving the purchase of maintenance equipment from Professional Turf Products, through the BuyBoard Cooperative Purchasing Agreement, in the amount of \$115,096.55, to be financed over five years by Government Capital Corporation; and declaring an effective date - Bruce Allen, Golf Course Manager

Attachments: [Council Memo - 2023 Toro Equipment Purchase](#)
[Resolution](#)
[Starcke Park MP1750 and GR3150 quote 12-29-2022](#)

- j. [23-021](#) Resolution authorizing purchase of EPR URD underground cable from Anixter Bid #TF-2022-25 in the amount of \$60,000.00 for use by the City of Seguin Electric Utilities department - Adam Ryals, Utility Warehouse Manager and Rick Cortes, Deputy City Manager
Attachments: [Agenda Item Memo URD Cable SA](#)
[Bid Tab.Wire and Cable TF-2022-25](#)
[Resolution Additional Purchase TF-2022-25](#)
- k. [23-038](#) Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, FY23 State Homeland Security Program (SHSP)-LEPTA Projects - Kathy Wood, Grant Administrator
Attachments: [01-17-23 City Council MEMO to Submit FY23 SHSP-LEPTA Application](#)
[01-17-23 City Council RESOLUTION to Submit FY23 SHSP-LEPTA Application](#)
- l. [23-039](#) Resolution of the City Council for the City of Seguin, Texas, authorizing the submission of a grant application in response to the Office of the Governor, Public Safety Office, 2023 Homeland Security Program-Competitive National Priority Area Projects - Kathy Wood, Grant Administrator
Attachments: [01-17-23 City Council MEMO to Submit FY23 SHSP-NPA Application](#)
[01-17-23 City Council RESOLUTION to Submit FY23 SHSP-NPA Application](#)
- m. [23-040](#) Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, FY23 State Homeland Security Program (SHSP)-Regular Projects - Kathy Wood, Grant Administrator
Attachments: [01-17-23 City Council MEMO to Submit FY23 SHSP-R Application](#)
[01-17-23 City Council RESOLUTION to Submit FY23 SHSP-R Application](#)
- n. [23-042](#) Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, Criminal Justice Division funding announcement General Victim Assistance Grant Program, FY2024 - Kathy Wood, Grant Administrator
Attachments: [01-17-23 City Council MEMO to Submit FY24 VOCA Application](#)
[01-17-23 City Council RESOLUTION to submit FY24 VOCA Application](#)

o. [23-044](#)

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Texas Department of Transportation 2023 Transportation Alternatives call for projects - Kathy Wood, Grant Administrator

Attachments: [01-17-23 City Council MEMO to Submit FY23 Transportation Alternatives Appli](#)
[01-17-23 City Council RESOLUTION to submit 2023 Transportation Alt. Applica](#)

p. [23-045](#)

Resolution of the City Council for the City of Seguin, Texas, authorizing submission of a grant application in response to the Office of the Governor, Public Safety Office, Criminal Justice Division funding announcement Criminal Justice Program, FY2024 - Kathy Wood, Grant Administrator

Attachments: [01-17-23 City Council MEMO to Submit FY24 JAG Application](#)
[01-17-23 City Council RESOLUTION to submit FY24 JAG Application](#)

q. [23-041](#)

Resolution to review the City of Seguin Investment Policy in order to conform to Public Funds Investment Act, Texas Government Code Annotated, Chapter 2256 - Susan Caddell, Director of Finance

Attachments: [City of Seguin Investment Policy memo 2023](#)
[Investment Policy Review Resolution 2023](#)
[City of Seguin Investment Policy 2023](#)

r. [23-043](#)

Resolution to review and adopt the list of broker/dealers authorized to engage in investment transactions with the City of Seguin - Susan Caddell, Director of Finance

Attachments: [Approval of Brokers List memo 2023](#)
[City of Seguin Resolution Broker list 2023](#)

s. [23-031](#)

Board and/or Committee Appointments - Mayor Donna Dodgen

- a. Animal Services Advisory Board
- b. Audit Committee
- c. Hotel Occupancy Tax (HOT) Committee
- d. Schertz-Seguin Local Government Corporation (SSLGC)
- e. Utility Committee

Attachments: [Council.Appointments.Jan17](#)

t. [23-012](#)

Check Report: January 2, 2023 through January 13, 2023

Attachments: [Check Report \(16\)](#)

9. Action Items - Discussion and Possible Motion to Approve

- a. [23-002](#) Resolution selecting Ross Golf Design, LLC as the most qualified firm to provide architectural services for the renovation of Starcke Park Golf Course and authorizing the city manager to negotiate the fees and terms of agreement with the firm to provide these services; and declaring an effective date- Bruce Allen, Golf Course Manager and Rick Cortes, Deputy City Manager

Attachments: [Council Memo - Renovation Architect Selection](#)
[Council Presentation - Architect Selection - Final Draft](#)
[Resolution](#)

- b. [23-027](#) Resolution approving an agreement to contribute right of way funds with the State of Texas for the cost of right of way acquisition and relocating or adjusting utilities at a share of ten percent in the estimated amount to the City of \$3,243.81 for improvements on Highway FM 466 at Eastwood Dr. - Melissa Reynolds, PE, CFM - Director of Engineering & Capital Projects

Attachments: [2023.01 City Council Memo TxDOT Cost Participation Hwy 466 and Eastwood](#)
[TxDOT Letter of Request October 2022](#)
[Agreement to Contribute Right of Way Funds \(Fixed Price\) Agreement - TxDOT](#)
[Texas Administrative Code, Title 43, Part 1, Chapter 15, Subchapter E, Rule 15](#)
[TXDOT 466 Contribution Agreement Resolution](#)

- c. [23-048](#) Ordinance on first reading amending the Fiscal Year 2023 Special Revenue Fund Budget of the City of Seguin, Texas; and declaring an effective date - Susan Caddell, Director of Finance

Attachments: [RTF Gear Council Memo](#)
[RTF Gear](#)

10. **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. [13-053](#) Deliberation regarding Economic Development Negotiations in accordance with Section 551.071 and 551.087 - Steve Parker, City Manager
- b. [23-049](#) In accordance with Section 551.071-Consultation with Attorney-to receive legal advice regarding the Petition for Consent to the Creation of a Municipal Utility District filed by Flying Bar D, LLC-Sam Aguirre, City Attorney
- c. [23-051](#) In accordance with Section 551.071-Consultation with Attorney, Section 551.072-Real Property, and Section 551.087-Economic Development-regarding a proposed housing project developed using the City's Public Finance Corporation

- d. [23-020](#) In accordance with Section 551.072 (Real Property) - Deliberation regarding potential Office Space for Main Street and CVB Department and Visitor Center - Steve Parker, City Manager

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 13th day of January 2023 at 4:30 p.m.

**Naomi Manski
City Secretary**

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