



It's real.

City of Seguin

210 E. Gonzales Street
Seguin TX, 78155

Meeting Minutes

City Council

Tuesday, August 2, 2016

5:30 PM

Council Chambers

1. **Call to Order**
2. **Invocation - Mayor Pro-Tem Jeannette Crabb**
3. **Pledge of Allegiance/Salute to the Texas Flag**
4. **Roll Call**

Present: 8 - Council Member Ernest Leal, Council Member Jeannette Crabb, Council Member Tomas V. Castellon, Council Member Fonda Mathis, Council Member Carlos Medrano, Council Member Phil Seidenberger, Council Member Donna Dodgen, and Council Member Mark Herbold

Presiding: 1 - Mayor Don Keil

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

Citizen Comments

Name: Johnny Guerrero

Address: 915 Burges

City: Seguin, Texas

He stated that there were 41 teams at the Fields of Huber this weekend and that everything ran smoothly.

6. **Presentation**

- a. **16-204**

Certificate of Appreciation honoring Eff Dade upon his retirement - Mayor Don Keil

Mayor Don Keil presented Eff Dade with a certificate of appreciation honoring him upon his retirement.

b. [16-216](#)

Certificate of Appreciation honoring Gregorio Rodriguez upon his retirement - Mayor Don Keil

Mayor Don Keil announced that Gregorio Rodriguez was also retiring but was not in attendance. (A certificate of appreciation upon his retirement was also provided.)

7. Consent Agenda

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

a. [16-211](#)

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The minutes were approved.

8. Action Items - Discussion and Possible Motion to Approve**a. [ZC 21-16](#)**

Public Hearing and Ordinance on first reading to consider a Zoning Change from Public to Commercial for the property located at 1231 E. Kingsbury St., Abstract 35, John Sowell Survey, approx. 1.9 out of 17.8240 acres, Property ID 59172 (ZC 21-16) - Pamela Centeno, Director of Planning and Codes

The regular meeting was recessed and the public hearing was called to order.

No public comment at this time.

The public hearing was adjourned and the regular meeting was reconvened.

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

b. [ZC 22-16](#)

Public Hearing and Ordinance on first reading to consider Zoning Change requests from Commercial, Manufactured Home Park, Industrial and Light Industrial to Public for the properties located at 1217 Geronimo, 1731 Vetter, 110 Elm St., 1711 N. Austin, 650 Park Dr. West, and 2798 State Hwy 46 N., approx. 16.66 acres (ZC 22-16) - Pamela Centeno, Director of Planning and

Codes

The regular meeting was recessed and the public hearing was called to order.

No public comment at this time.

The public hearing was adjourned and the regular meeting was reconvened.

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

c. [16-215](#)

Resolution of the City Council of Seguin, Texas approving the name Seguin Public Library as the name for the new library facility - Jacki Gross, Library Director

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

Enactment No: RES 2016-080

d. [16-218](#)

Downtown Street Closure request to barricade the 100 and 200 Block of South Crockett Street, 200 and 300 Block East Donegan on Saturday, October 29, 2016, between the hours of 12:00 noon and 12:00 midnight for the Second Annual Halloween Event sponsored by the owners of the Magnolia Hotel during Pecan Fest - Kyle Kramm, Main Street and CVB Director

A motion was made by Council Member Dodgen, seconded by Council Member Medrano, that this Action Item be approved. The motion carried by the following vote:

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

e. [16-214](#)

Resolution of the City Council of the City of Seguin, Texas approving the selection of Sherwood Surveying for the performance of surveying

services related to the Downtown Sidewalks Project; directing staff to negotiate a Professional Services Contract; and declaring an effective date - Kyle Kramm, Main Street and CVB Director

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

Enactment No: RES 2016-081

f. [16-225](#)

Resolution authorizing the sale of surplus property in accordance with the City's Disposal of Assets Policy - Twila Wood, Purchasing Manager

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

Enactment No: RES 2016-082

g. [16-201](#)

Resolution of the City Council of the City of Seguin, Texas awarding the bid for Pavement Maintenance Project-1 to Lone Star Paving in the amount of \$371,768.78 for the implementation of the street maintenance improvements; authorizing the City Manager to execute a service contract; and providing an effective date - Jose (Joe) R. Ramos, Jr., P.E., City Engineer

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

Enactment No: RES 2016-083

h. [16-213](#)

Resolution approving the Management Services Agreement with Schertz-Seguin Local Government Corporation; authorizing the City Manager to execute the documents; and declaring an effective date - Alan Cockerell, General Manager

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

Enactment No: RES 2016-084

i. [16-128](#)

Ordinance on first reading amending the Seguin Code of Ordinances, Chapter 2, Administration, Article IV, Officers and Employees, Division 2, City Secretary, to align the code provision related to the City Secretary with the City Charter; providing for an effective date; providing a severability clause; and authorizing city staff to prepare this ordinance for submission as a supplement to the code of ordinances - Doug Faseler, City Manager

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

Presiding: 1 - Mayor Keil

Aye: 8 - Council Member Leal, Council Member Crabb, Council Member Castellon, Council Member Mathis, Council Member Medrano, Council Member Seidenberger, Council Member Dodgen, and Council Member Herbold

9. **Acknowledgment of Bills**

a. [16-224](#)

Check Report - July 18, 2016 through July 27, 2016

This Acknowledgement of Bills was approved.

10. **Workshop**

a. [16-212](#)

Presentation of the FY2017 Budget - Doug Faseler, City Manager and Susan Caddell, Director of Finance

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

Doug Faseler, City Manager reviewed increases in revenue in the General Fund. (Property Tax revenue, sales tax, EMS services)

He then reviewed the Increases in expenditures (Transfers to General I&S funds, Salaries & Benefits, Indigent Health Care, Utilities, Operating supplies and

Professional services (Animal Services), Professional Services(Planning), Solid Waste Contract, Computer Maintenance (IT), Utilities and Computer Maintenance (library)

He reviewed a listing of proposed additional positions:

**Police Department (Narcotics Officer & upgrade of PT to Fulltime)*

**Fire/EMS (Firefighter/Paramedic)*

**Planning (Code Enforcement Officer)*

**Animal Services for new facility (receptionist and Kennel Attendant)*

**Human Resources (Double fill Payroll/Benefits Coordinator for 4 months)*

**Public Works (Senior Heavy Equipment Operator, Equipment Operator & 2 Part time interns to update street inventory)*

**Facilities (1/2 Position Maintenance Technician)*

**Parks (Convert 2 seasonal Part-time Service Workers into 2 regular Part-time Service Workers and continue the Park Ranger Program)*

**Information Technology (1/2 system administrator)*

He reviewed the list of the proposed certificates of Obligation and the locations of each project. He also reviewed the listing of the General fund Capital Equipment, General Fund Capital Improvement Projects Multi-year program, Street/Highway Drainage Projects were also identified.

Susan Caddell, Finance Director provided to the council the proposed tax rate information.

TAX RATE INFORMATION

Effective Rate is \$.5412

Current Tax Rate is \$.5256

She is recommending the effective tax rate of \$.5412 a \$.0156 increase

She also provided council with details relating to the debt service tax rate buydown. She also provided the council with some charts referencing tax rate comparisons over the years.

She also thanked the members of the committee that headed up the Occupancy Tax Civic Organization Funding which included council members. She referred them to the chart with the requests and the funded amounts for 2017.

Doug Faseler, City Manager reviewed increases in revenue in the Utility Fund. (water, sewer, electric) He also reviewed the increases in expenditures. (salaries & benefits, indirect cost allocation, water purchased, transfers to rate stabilization fund, wholesale power costs, transfers to utility I&S fund and ROW User Fees.

He reviewed a listing of proposed additional positions:

**Utility Services (Administrative Technician)*

**Wastewater Maintenance (Lift Station Technician)*

**Wastewater Treatment Plants (Maintenance Operator)*

**Facilities (Service Worker for Buildings & 1/2 Position of Maintenance Technician)*

**Information Technologies (1/2 position of System Administrator)*

He reviewed the list of the proposed Utility Revenue Bonds. He also reviewed the listing of the Utility fund Capital Equipment and Utility Fund Multi-year program Capital Improvements Plan.

b. [16-226](#)

Starcke Golf Course Operations Update - Rick Cortes, Assistant City Manager

Assistant City Manager, Rick Cortes provided the council with an update of the planned transition in Golf Management and Operations at Starcke Golf Course. He is recommending a change in the current method of operating the Golf Course; which will involve converting the Golf Superintendent position to a Golf Course Manager position, who will be responsible for overseeing all day to day golf activities and operations. The Golf Course manager will work closely with the Golf Professional to insure that all PGA standards and protocols are continued to be maintained. Pro shop staff would include the Golf Pro, Assistant Golf Pro, and four part-time Golf Assistants that would assist in the day to day operations of the shop. The transition would create seven part-time positions to provide golf course maintenance, cleaning, daily transport and range ball retrieval.

A significant change to current Golf Course operations will be the City taking control of all food, beverages and merchandise sales for Starcke Golf Course. Also it will be an opportunity to modernize certain functions within the pro shop such as a new point of sales software and equipment, which will make golf course operations more efficient and user friendly. Staff is also in the process of studying the feasibility of implementing an online tee time reservation system that will work hand in hand with the proposed point of sale software.

11. Adjournment

There being no further business before the council the meeting adjourned at 6:51 pm.

Don Keil, Mayor

Thalia Patlan Stautzenberger, City Secretary