

**CITY OF SANTA FE
SPECIAL COUNCIL MEETING
OCTOBER 14, 2021 5:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 5:05 p.m. by Mayor Jason Tabor.

Roll Call: Present: Mayor Jason Tabor
Mayor Pro-tem Bill Pittman
Councilmember Melanie Collins
Councilmember Fidencio Leija, arrived at 6:20 p.m.
Councilmember Jason O'Brien

Also in attendance: City Manager Glen Adams, City Secretary Janet L. Davis, Finance Director Rudy Zepeda, Community Services Director Stacey Baker, Building Official Marty Haley, Building Inspectors Shelby Araujo and Darron Ray, Street Superintendent Billy Creppon, Police Captain Robert Shores, and Council candidate Brandon Noto.

The invocation was given by and the pledge of allegiance to the U. S. Flag and to the Texas Flag was led by Mayor Pro-tem Pittman.

Workshop:

d. Artist Market sponsorship at Therapeutic Garden

City Manager Glen Adams said several artist market days have been held at the Therapeutic Garden and the sponsor would like to continue the monthly events. However, there are no public restrooms so City Hall has been opened temporarily to provide public facilities for the event. Mr. Adams said he would like Council approval to continue since there is a minimal cost to the city. Ms. Evelyn Hayes, the sponsor of the event, said they are trying to build small businesses and serve our community with the artist pocket market. She said it's been successful thus far, with about 35 vendors expected for the November date, and they are hoping to add a farmer's market vendor with freshly grown produce. The consensus of Council is this event is providing a convenience for the community and the cost for opening city hall for public restrooms and staff time for setup and cleanup is minimal. Councilmember Pittman recommended the parks board look into the costs of sponsoring this activity. Community Services Director Stacey Baker said we have \$2,000 budgeted in the park department for activities and programs at the Therapeutic Garden. The consensus of Council was to continue the artist market with parks board sponsorship.

a. Financing options for budgeted acquisition of vehicles and equipment

City Manager Glen Adams said we have an opportunity to rearrange our financing structure for vehicles, equipment, and projects that have been discussed for acquisition through lease purchasing financing in the maintenance and operations general fund budget, the American Rescue Plan Act allocation, and certificates of obligation in the debt service fund. Finance Director Rudy Zepeda provided a summary of expenditures currently proposed and a

restructured plan to shift project funding particularly from the general fund to the debt service fund. He said we have a healthy fund balance in debt service that can only be used for debt, so we could utilize a portion of that for new debt that we originally budgeted as lease purchase payments in the general fund. Mr. Zepeda said he has Mr. Andrew Friedman from SAMCO Capital Markets on the phone to elaborate on the city's options. Mr. Friedman reviewed the tax rate impact analysis for the current debt and projected new projects using the property value growth rate assumptions and tax collection rates for current and future years. Mr. Adams said this proposed financing restructure would free up funds budgeted in the general fund by shifting the purchase of new capital to the debt service through issuance of certificates of obligation. Mr. Friedman said tax notes are capped at a 7-year amortization so that's not really appropriate for keeping our tax rate as is with a 20-year amortization, as tax notes would have the effect of increasing the debt service rate, but certificates of obligation could accomplish what we need. Mr. Zepeda said we would like to bring to Council this new structured financing plan for budgeted projects at the November council meeting for action and approval.

b. Discussion of permit fees

1. Reinspection fee increase

Community Services Director Stacey Baker and Building Official Marty Haley said staff is recommending that reinspection fees be increased from \$35 to \$75 or \$100 so that contractors will not use city staff as a construction manager for their project. Staff suggested the fee be escalated for subsequent re-inspections for the same inspection, but Councilmember Pittman said he would support an increase in the reinspection fee but he would not support a tiered reinspection fee structure.

CO fees

Staff said all certificates of occupancy fees are currently \$25 but are recommending an increase for commercial to \$100 or \$200, leaving residential Cos at \$25. Mayor Tabor said he favors a tiered CO fee for commercial based upon the size in square feet of the business.

2. Plan review fees

Staff is recommending that a non-refundable plan review fee be charged upfront when plans are submitted, but then use that amount as a credit toward the full permit fee when it is issued. Staff also recommended establishing a change order fee in the event that the plans are reviewed and approved but the permit wants to substantially change the drawings after that approval.

3. Inspection cost for storm and concrete pour in subdivisions

Staff recommended a fee of \$1 per linear foot be charged for inspections for stormwater, utility underground, and street concrete pours in subdivisions. The consensus of Council was not in favor of charging an inspection fee for this type of inspection that is usually already performed by a third party project manager for the development.

4. Burn permit fees and exemptions post storm

Staff said burn permits are necessary to educate the community about rules and procedures for burning in the city limits and so we know who is the responsible party if there is an incident. Council discussed waiving burn permit fees for 60-day permits for 30 days post storm for declared emergencies.

c. Discussion of code enforcement

1. Shipping containers

Staff asked Council for direction regarding enforcement of the ordinance prohibiting shipping containers placed upon private property within the city. Councilmember Collins said we should not mess with them as they are used by residents for secure storage of large, personal property. Staff recommended perhaps an amendment to the ordinance to allow them if they are concealed like behind a fence or another structure on the property. Councilmember Leija said we need community input before we decide an enforcement direction.

2. Citations and fines for violations

Staff said our city attorney has advised the court that all code enforcement officers should be sworn into office in order to write citations for violations in the city. Council suspended any discussion on this issue for further direction from the city attorney following review of the city codes, the proper handling of minor and major violations, and a discussion with the city prosecutor.

3. Generators

Staff said the current fee for generators is \$75.75 for the electrical and \$42.50 for the gas, and they are proposing to increase the fee to a flat \$200 to cover the electrical, gas, plan review, emergency sticker, and inspections required for placement of generators on private property in the city. Council consensus was to support the establishment of a flat fee but not to support enforcing building setback requirements except for simple placement issues that affect the generator location in relation to windows, eaves, etc.

4. Lots and improvements

Council delayed any discussion on this issue due to lack of time to discuss it properly since there is a regular council meeting scheduled for 7 p.m. directly following this workshop.

Motion by Councilmember Pittman, seconded by Councilmember Leija to adjourn. The motion passed and the meeting adjourned at 7:00 p.m.

JASON TABOR, MAYOR

ATTEST:

Janet L. Davis, City Secretary