

**CITY OF SANTA FE  
REGULAR COUNCIL MEETING  
SEPTEMBER 22, 2022 7:00 P.M.  
COUNCIL CHAMBERS  
12002 HWY. 6, SANTA FE, TEXAS**

**MINUTES**

The meeting was called to order at 7:00 p.m. by Mayor Bill Pittman.

Roll Call: Present: Mayor Bill Pittman  
Mayor Pro Tem Brandon Noto  
Councilmember John Dickerson  
Councilmember Jason O'Brien  
Councilmember Dana Marks  
Councilmember Melanie Collins

Absent: None

The Invocation was given by Pastor John Elliott and the pledge to the U.S. Flag and to the Texas Flag was led by Councilmember Collins.

**Mayor's and City Manager's Report:**

Mayor Pittman did not have a report for the meeting.

1. Proclamation honoring Judge Nelson's public service
2. Presentation of departmental reports by staff, specifically a recap of the activities performed during the previous month and a report of upcoming activities, events, and projects on the horizon
  - 1) Finance – city finance activities (including cash flow, financial reports, PID development bond issuance, utility audit services, PEG channel development, capital improvement plan), SFEDC project updates, and FY2022 2<sup>nd</sup> Quarter Investment Report
  - 2) Resiliency Center – counseling statistics, including new and continuing clients, for individual and family sessions
  - 3) Community Services – commercial development update

**Citizens' Comments:**

Les McColgin who lives at 6205 Delany Road in Hitchcock, Texas, encouraged citizens to come to "Narcan Training" on October 2, 2022 from 6:00 P.M. to 7:30 P.M at Gulf Coast Foursquare Church. Mr. McColgin described the increase in the amount of deaths from Fentanyl and encouraged citizens to become more involved to bring awareness. He mentioned that all attendees would receive a free dose of Narcan to carry with them in case of an emergency.

Julian Zaro who lives at 5602 Ave M, expressed his concerns about vehicles travelling at high speeds on and near his street. He has been in contact with the Police Department about his concerns and thanked the officers for coming out to monitor the area, however, the speed is still an issue and he would like to have speed bumps placed on his street.

Business:

**A. Old Business:**

- 1. Consideration and possible action: Authorizing the Mayor to execute a Collective Bargaining Agreement between the City of Santa Fe, Texas, and the Santa Fe Police Officers' Association for the period October 1, 2022, through September 30, 2023**

Acting City Manager/City Secretary Alun Thomas presented the proposed 2022-2023 Collective Bargaining Agreement. Mr. Thomas also explained the differences between this fiscal year's agreement and the proposed agreement. Police Sergeant Lino Garcia and Police Captain Robert Shores addressed questions from Council and the eligibility requirements for employment.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to approve the Collective Bargaining Agreement as presented after the removal from page 13, second paragraph, under section "Eligibility for Beginning Position" of the statement, "shall not certify an applicant to take the entrance exam unless the applicant is currently enrolled in the police academy". The motion passed the roll call vote unanimously.

**2. Adoption of a Resolution of the City of Santa Fe, Texas, amending Section 11, Observed Holidays, of the City's personnel policy to add Martin Luther King Jr. Day, Juneteenth, Presidents' Day, and Veterans Day as holidays observed by the City of Santa Fe; and providing an effective date**

Acting City Manager/City Secretary Alun Thomas informed Council this particular item had been postponed from the previous regular meeting on September 8, 2022.

Motion by Councilmember Noto, seconded by Councilmember Dickerson, to postpone the item indefinitely. The motion passed the roll call vote unanimously.

**3. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, amending Section 11.01, Eligibility, of the City's personnel policy to establish that non-exempt first responders employed by the City who are not covered by a Collective Bargaining Agreement and who are required to work on an observed City holiday shall be compensated at a rate equal to twice their usual pay; and providing an effective date**

Acting City Manager/City Secretary Alun Thomas explained that employees who are covered by the Collective Bargaining Agreement are compensated twice their usual pay for their dedication to work on holidays and explained that other first responders, such as dispatchers and the Fire Marshal, also work on holidays and should therefore be compensated at twice their usual rate of pay for their time worked on these holidays.

Motion by Councilmember O'Brien, seconded by Councilmember Marks to approve the Resolution as presented.

Motion by Councilmember Dickerson, seconded by Councilmember Noto, to amend the motion on the floor to require that the hours worked on a holiday by non-exempt first responders employed by the City who are not covered by a Collective Bargaining Agreement be approved by the City Manager before they are compensated at the higher rate. The motion to amend the motion on the floor passed the roll call vote unanimously.

The amended motion passed the roll call vote unanimously.

**4. Consideration and possible action: City of Santa Fe's budget for Fiscal Year 2022-2023, discussion regarding the budget process, and discussion of items contained or to be contained in the budget**

Acting City Manager/City Secretary Alun Thomas explained to Council that this item had been previously postponed and that Council did not need to take any action on it because there is a budget approval item on the agenda under "New Business". However, he said, it would be a good time for the public to have an additional opportunity to speak on the matter. No one from the public chose to speak.

## **B. New Business:**

### **1. Consideration and possible action: Appointment or reappointment of three members to the Santa Fe Economic Development Corporation to serve a two-year term to expire in August 2024**

Economic Development Corporation Director Rudy Zepeda informed council that the Board of the Economic Development Corporation would like Council to postpone appointing any of the candidates until they can meet one-on-one with each candidate. Mayor Bill Pittman informed Mr. Zepeda that Council appoints the members for each board without input from each board's other members, and that Council would not postpone making the appointments.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to appoint Matt Crable, Tamar Loftin and Gregg Vicknair as the new Economic Development Corporation board members. The motion passed the roll call vote unanimously.

### **2. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, amending Section 11, Observed Holidays, of the City's personnel policy to establish that the City of Santa Fe shall observe the same holidays as the County of Galveston; and providing an effective date**

Acting City Manager/City Secretary Alun Thomas explained to the Council that by observing County of Galveston's holidays, staff would lose Christmas Eve and New Year's Day but gain two other days. Mr. Thomas also explained that by observing County of Galveston's holidays, the City would need to check each year for any holidays that were added or removed from the County's list.

Motion by Councilmember O'Brien, seconded by Councilmember Collins to not amend the holiday schedule. The motion passed the roll call vote unanimously.

### **3. Consideration and possible action: Transferring unused Library Special Funds designed for the library expansion project back to the Library Special Fund account**

Library Director Becky McClain explained to Council that during this fiscal year, money was transferred from the Library Special Fund to the General Fund for the library expansion project. \$15,000 of the funds were not needed, so she would like to transfer the remaining \$15,000 back into the Library Special Fund account so as to ensure that the money is kept for future library expenses.

Motion by Councilmember Noto, seconded by Councilmember Marks, to approve the item as presented. The motion passed the roll call vote unanimously.

### **4. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, authorizing submission of grant application number 4607501 for the Santa Fe Police Department bullet-resistant shield program to the Office of the Governor, and designating the City Manager as the grantee's authorized official**

Acting City Manager/City Secretary Alun Thomas explained that the City needs the approval of Council in order to submit the application for the bullet-resistant shield program grant. Mr. Thomas recommended that Council approve the Resolution to authorize submission of the grant application.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to approve the item as presented. The motion passed the roll call vote unanimously.

**5. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, adopting the attached policies (Citizen Participation Plan and Grievance Procedures; Section 3 Policy; Excessive Force Policy; Section 504 Policy and Grievance Procedures; Limited English Proficiency Plan; Fair Housing Policy; and Code of Conduct Policy) in connection with the City of Santa Fe, Texas' participation in federally funded projects associated with the American Rescue Plan Act – Coronavirus Local Fiscal Recovery Fund (ARPA – CLFRF) and adherence to the regulations described therein**

Acting City Manager/City Secretary Alun Thomas explained to Council that, in order for the City to receive American Rescue Plan Act (ARPA) funds, Council needs to adopt this and the subsequent three Resolutions.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the Resolution as presented. The motion passed the roll call vote unanimously.

**6. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, authorizing the approval of the Santa Fe Recovery Plan associated with the implementation of the City's American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Funds (CLFRF) allocation**

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the Resolution as presented. The motion passed the roll call vote unanimously.

**7. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, authorizing the classification of the Santa Fe American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Fund (CLFRF) allocation as revenue loss under the U.S. Department of the Treasury's final rule's standard allowance for the provision of government services**

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the Resolution as presented. The motion passed the roll call vote unanimously.

**8. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, authorizing the acceptance of American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Funds (CLFRF); and authorizing the Mayor and the City Manager to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's implementation of the American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Funds (CLFRF) funds**

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the Resolution as presented. The motion passed the roll call vote unanimously.

**9. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, reviewing and approving the City's salary plan and salary schedule**

Finance Director Rudy Zepeda explained that City staff are currently on a pay scale that has not been revised in over 10 years and that it would be beneficial to update the pay scale in order to remove all the salaries that are so low that they are no longer used and to allow room for growth. Mr. Zepeda explained that, if approved, all City employees will move to the new grade on October 1, 2022.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to approve the Resolution as presented. The motion passed the roll call vote unanimously.

**10. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, amending the City's Personnel Policy through the addition of section 5.02, Educational Pay, and Section 5.03, Bilingual Pay; and providing an effective date**

Acting City Manager/City Secretary Alun Thomas explained to Council this would affect the personnel policy by providing for the same educational and bilingual pay that the City has agreed to pay the employees covered by the 2022-2023 Collective Bargaining Agreement. Mr. Thomas assured Council that a test would be administered to all bilingual employees in order to receive the bilingual pay and in order to receive educational pay the degree would have to be relevant to each employee's job description.

Motion by Councilmember O'Brien, seconded by Councilmember Noto, to approve the Resolution as presented but with the amendment that the awarding of bilingual pay shall be at the City Manager's discretion. The motion passed the roll call vote unanimously.

**11. Consideration and possible action: Adoption of a Resolution of the City of Santa Fe, Texas, appointing and designating Galveston County Health District (GCHD) through its manager or such designee of GCHD to act as the Animal Control Officer and as the Local Rabies Control Authority for the City of Santa Fe effective October 1, 2022 and providing for other requirements related to such appointments**

This item was presented by Acting City Manager/City Secretary Alun Thomas, who explained that the designations were necessary due to Galveston County Health District becoming the City's animal control provider on October 1, 2022.

Motion by Councilmember O'Brien, seconded by Councilmember Noto, to approve the Resolution as presented. The motion passed the roll call vote unanimously.

**12. Public Hearing: Proposed 2022-2023 general fund operating budget**

Mayor Bill Pittman opened discussion up to the public at 8:22 P.M.

There were no members of the public that wished to speak.

Mayor Bill Pittman closed the public hearing at 8:23 P.M.

**13. Consideration and possible action: First and final reading of an ordinance of the City of Santa Fe, Texas, adopting the City of Santa Fe's budget for the fiscal year beginning October 1, 2022**

Presented by Finance Director Rudy Zepeda. Mr. Zepeda informed Council that the City of Santa Fe will start its Fiscal Year 2023-2024 budget discussions beginning in January of 2023 to ensure there is more time for discussion of that year's budget than we had for this one's. Mayor Bill Pittman and Council thanked Mr. Zepeda and said that he did a great job with the budget. They encouraged him to enter for the Government Finance Officer Association (GFOA) Distinguished Budget award. Mayor and Council then thanked the staff for their efforts to conserve funds for the year and all of their hard work.

Motion by Councilmember O'Brien, seconded by Councilmember Noto, to approve the Ordinance on first and final reading as presented. The motion passed the roll call vote unanimously.

**14. Public Hearing: Proposed ad valorem tax rate**

Mayor Bill Pittman opened discussion up to the public at 8:33 P.M.

There were no members of the public that wished to speak.

Mayor Bill Pittman closed the public hearing at 8:34 P.M.

**15. Consideration and possible action: First and final reading of an ordinance of the City of Santa Fe, Texas, establishing an ad valorem tax rate; date when ad valorem taxes become delinquent; rate as of assessment; providing for certain exemptions; penalty and interest for delinquent taxes and savings clause**  
Presented by Finance Director Rudy Zepeda. Frank Trochesset, who lives at 3605 Ave F, expressed his appreciation to the Council for their efforts to not raise citizen's taxes. However, he said he would prefer to spend a few extra dollars on taxes each year so that the City does not have to use its fund balance to balance the budget.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to approve the Ordinance on first and final reading as presented. The motion passed the roll call vote unanimously.

Announcements:

Mayor Pittman invited citizens to come out to the Pocket Market Saturday, September 24, 2022. Councilmember Noto wished the students of Santa Fe FFA (Future Farmers of America) good luck as they will be going to the Livestock Fair and Rodeo in Dallas, Texas next week.

Motion by Councilmember Noto to adjourn. The motion passed and the meeting adjourned at 8:40 P.M.

ATTEST:

  
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Natalie Arnett, Assistant City Secretary

  
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BILL PITTMAN, MAYOR