

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
NOVEMBER 10, 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 Melanie Collins
Councilmember Jason O'Brien

Absent: Councilmember John Dickerson, excused
Councilmember Dana Marks, excused

The Invocation was given by Deacon Alton Wall and the pledge to the U.S. Flag and to the Texas Flag was led by Mayor Bill Pittman.

Mayor's and City Manager's Report:

Mayor Pittman did not have a report for the meeting.

1. Presentation and approval of minutes: 10/13/2022 regular meeting, 10/17/2022 special meeting, and 10/26/2022 special joint meeting with the Planning and Zoning Commission, and 10/27/2022 regular meeting minutes were approved as presented.
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) Community Services – building permits issued, fees collected, inspections performed
 - 2) Parks and Community Center – park maintenance activities, center rental statistics
 - 3) Municipal Court – cases filed, revenue collected, warrants issued and cleared
 - 4) Police – calls for service statistics, traffic crash analysis, use of force incidents
 - 5) Fire Marshal – burn permit issuance, inspection activities
 - 6) Library – patron and program attendance, circulation material statistics, fines and donations collected, library accreditation
 - 7) Street – drainage projects, street maintenance and improvement activities, equipment maintenance

Citizens' Comments:

Harris-Galveston Subsidence District Director Don Johnson brought an informational handout about subsidence for the Council and explained he could come out for a full presentation with the General Manager and team if the City would like for them to do so.

Business:

A. New Business:

1. Consideration and possible action: Master Equity Lease with Enterprise Fleet Management Trust for leasing fleet vehicles for City operations

Finance Director Rudy Zepeda explained that over a year ago, in July of 2021, Council approved an agreement with Enterprise Fleet Management Trust, however, the program took longer than expected due to the long turnaround of vehicles and supplies, and Enterprise Fleet Management Trust can no longer honor the same agreement. Enterprise Fleet Management Trust now has a new program which is a 3-year lease and the City can

take as many of the vehicles as it needs. Mr. Zepeda explained that the Police Department will be getting an additional 5 vehicles from the ARPA Grant funds which will still be over a year before they are received and that the City could use the extra vehicles for Public Works and Community Services Department vehicles. Mr. Zepeda explained that the City's current vehicles should last until the next budget cycle. Mr. Zepeda said that this would be a budget amendment should Council choose to proceed with the new agreement. Street Superintendent Billy Creppon confirmed the vehicles should get by until next budget and if the vehicles need maintenance that the maintenance personnel from his crew could do the repairs. Mayor Pittman expressed to Council that if it is a budget amendment, the City could save funds and amend the budget when it is necessary.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to cancel the program at this time. The motion passed the roll call vote unanimously.

B. New Business:

1. Consideration and possible action: First and final reading of an Ordinance of the City of Santa Fe, Texas, amending the general fund operating budget for the fiscal year ending September 30, 2022

Finance Director Rudy Zepeda explained to Council that the money for street improvements will officially be moved from the General fund to the ARPA grant funds through this proposed amendment.

Motion by Councilmember Noto, seconded by Councilmember Collins, to approve the budget amendment Ordinance as presented. 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 the City's Personnel Policy through the correction of Section 19.03, Municipal Retirement System, to reflect the City's current matching retirement contribution rate; and providing an effective date

Acting City Manager Alun Thomas explained that an amendment was made 2 years ago to the Personnel Policy to change the City's matching retirement contribution rate to 2 to 1, however, the Personnel Policy had not been updated to reflect the changes. Mr. Thomas explained that staff would like to update the Personnel Policy to reflect the current contribution rate.

Motion by Councilmember Collins, seconded by Councilmember Noto, to approve the City's Personnel Policy amendment Resolution as presented. 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 the City's Personnel Policy, Section 19.05, Uniforms, to rename the section "Dress Code" and to address expectations for attire for non-uniformed employees

Acting City Manager Alun Thomas explained that the City currently does not have a "Dress Code" policy in effect in the current Personnel Policy and by making the amendment it will allow the City to ensure that the employees are dressed to suit the Council's expectations of its employees' appearance.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to approve the Resolution amending the Personnel Policy 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, amending the City's Personnel Policy by adding a Section 22, Sexual and Other Unlawful Harassment

Acting City Manager Alun Thomas explained that the City does not have a "Sexual and Other Harassment" policy in the current Personnel Policy. Mr. Thomas said that, after researching neighboring cities, this harassment policy

strikes a good balance between providing legal protection and using simple language, which together ensure that harassment of any kind will not be tolerated at the City. Mr. Thomas let Council know that the newly amended Personnel Policy would be sent to each employee so every one is fully aware of the changes.

Motion by Councilmember Collins, seconded by Councilmember O'Brien, to approve the Resolution amending the Personnel Policy 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, committing local funds for the Community Development Block Grant Disaster Recovery (CDBG-DR) project with the General Land Office (GLO), State Contract No. 20-065-026-C093

Finance Director Rudy Zepeda explained that when the City had to go out for a rebid for the Community Development Block Grant Disaster Recovery (CDBG-DR) project (state contract number 20-065-026-C093) in March of 2021, the project was bid at \$24,866.25 over the City's budget. Mr. Zepeda explained that the City's grant administrator, Kevin Pell from Grant Works, said that the City needs to make good on the completion of the contract by paying the remaining funds of \$24,866.25, which had been signed and approved previously by then-City employee Stacey Baker. Street Superintendent Billy Creppon informed Council that the project has been completed, and he was also unaware of the overages in funds that the General Land Office (GLO) is charging the City. Mayor Bill Pittman asked for clarification as to why no one at the City knew of the charges when the bid was originally accepted, and Mr. Zepeda explained that the contract had been signed prior to his employment and the overage had never been brought back up or to the current staff's attention. Mayor Bill Pittman expressed his concerns about Grant Works not keeping the City informed about the overages in funds and would like to have Grant Works come in to discuss the situation before the first meeting of December 2022.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to postpone the motion until Council can meet with Grant Works for a discussion. The motion passed the roll call vote unanimously.

6. Consideration and possible action: Recruitment efforts for a new Fire Marshal, and possible changes to the Fire Marshal position

Acting City Manager Alun Thomas explained to Council that the City's current Fire Marshal, Tony Dauphine, has taken a position in the private sector and has agreed to stay the City's Fire Marshal as needed until the City finds a new Fire Marshal. Mr. Thomas explained that there have not been any applicants until this week, when an application was received from Jack Helton. Mr. Helton is currently an Assistant Fire Marshal in Stafford, Texas and is well qualified for the position. Mr. Helton is currently on our City's Board of Adjustment (BOA), which Mr. Helton will have to vacate the position should he be hired as the Fire Marshal. Mr. Thomas explained there would need to be no action taken at this time, but that the Fire Marshal position is appointed by Council and Mr. Helton would need to be scheduled to be interviewed.

Council agreed to let Mr. Thomas schedule an interview with Mr. Helton. No formal action was taken.

7. Consideration and possible action: Selection of a document management solution provider and authorizing the Acting City Manager to enter into a purchase contract with that vendor

Acting City Manager Alun Thomas explained that all of the City's records are currently paper records and staff would like to start maintaining the records digitally. Finance Director Rudy Zepeda informed Council that there have been 3 proposals submitted for such a digital platform. Mr. Zepeda and Mr. Thomas have reviewed and gone through some demonstrations, and although all of the solutions were quite good and varied in cost, staff recommends Laserfiche. The cost for Laserfiche through MCCi would be approximately \$45,000, which is less than previously budgeted, although a local company has reached out to Mr. Zepeda with the promise of a lower quote for Laserfiche.

Mr. Zepeda asked Council to authorize the Acting City Manager to enter into a purchase contract with whichever vendor can provide the most cost-effective quote for Laserfiche. It was the consensus of Council to not provide such an authorization, and instead to review the two quotes at a future meeting. Council was also concerned with budgeting for the recurring costs for Laserfiche, which would be approximately \$20,000 per year.

Motion by Councilmember O'Brien, seconded by Councilmember Noto, to postpone the item until Council can review the quotes. The motion passed the roll call vote unanimously.

8. Discussion: Real property options as it relates to Santa Fe Ten Memorial

Mayor Bill Pittman explained that this discussion would strictly be to set up a workshop with the school district about possibly purchasing the land to the west of and adjacent to Joe Tambrella Park and working with the Santa Fe Ten Memorial organization in considering whether that property would be an appropriate location for the proposed memorial site. Mayor Pittman explained that by attending a workshop with the school district, the City would not be agreeing to anything except to discussing possible purchase of the property. Mayor Pittman let the citizens know they could comment on the discussion however, for legal purposes, there will be no discussion about what will be done with the property.

Rosie Yanez-Stone, 5601 E. Bellaire Street, is a member of the Santa Fe Ten Memorial organization, and said that she feels that the Santa Fe Independent School District (SFISD) is trying to pawn the Santa Fe Ten Memorial organization off on the City because it does not want the proposed memorial to be placed on school property. Mrs. Yanez-Stone assured those present that the Santa Fe Ten Memorial would support the City should it choose to move forward with having the proposed memorial on City-owned property however, Santa Fe Ten Memorial will not help fund its proposed memorial or its maintenance in any way should it be located at the City's park.

Meagan Grove, who lives at 4303 Frost Street, and is also a part of the Santa Fe Ten Memorial organization, said that she would like to ensure that the City and its Council are informed. The organization, she said, has spent four years raising funds for its proposed memorial. She explained that Mrs. Yanez-Stone's statement concerning funding was made specifically because funding the memorial on City, rather than school, property would betray the trust of the organization's many donors, who had each donated money for a memorial that they were told would be located in front of Santa Fe High School. Ms. Grove asked about the process for the City's consideration of acquiring the land from SFISD and determining whether it would permit the memorial to be built on the property. Next, she asked the City for a copy of the letter from SFISD that Council was given in the packet for today's meeting; Mr. Thomas sent Ms. Grove an electronic copy of the letter immediately following the meeting.

Announcements:

Mayor Pittman wished all Veterans a Happy Veterans Day, for tomorrow November 12, 2022. Councilmember Jason O'Brien reminded citizens that the Heritage Festival will be held this Saturday, November 12, 2022 at Runge Park.

Summary of action from this agenda, request for future agenda items, and scheduling future meetings: The next regular Council meeting is currently scheduled for December 8, 2022.

Motion by Councilmember Noto to adjourn. The motion passed and the meeting adjourned at 7:57 p.m.

ATTEST:



Natalie Arnett, Assistant City Secretary


BILL PITTMAN, MAYOR