

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
AUGUST 10, 2023 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 Pro Tem Brandon Noto.

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

Absent: None.

The Invocation was given by Pastor Tim Gregory from Family Worship Center, 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 Bill Pittman congratulated Gina Bouvier for receiving the Mayor's Spirit Award, which she received at the Chamber of Commerce meeting. City Manager Alun Thomas thanked everyone who attended the City's Hurricane Preparedness Expo last month. Mr. Thomas informed everyone that early voting for the Special Election had begun and encouraged citizens to come vote. Whataburger has received site plan approval from Texas Department of Transportation (TxDOT). The City is now waiting for the asbestos report so that the existing building can be demoed and construction can then begin.

1. Presentation and approval of minutes: 7/13/2023 special meeting, 7/13/2023 regular meeting, 7/27/2023 special meeting, and 7/27/2023 regular meeting. The 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, development update
- 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
- 7) Street – drainage projects, street maintenance and improvement activities, equipment maintenance
- 8) City Secretary – Annual cybersecurity training report was given by City Secretary Natalie Arnett. The Texas Government Code Section 2054.5191 requires City employees who use a computer for at least 25% of their job to take the cybersecurity training course and all employees that apply to this requirement have completed the training.

Citizens' Comments:

None.

Business:

A. Old Business:

1. Consideration and possible action: Second and final reading of a resolution of the City Council of the City of Santa Fe, Texas authorizing the Santa Fe Economic Development Corporation to award the City of Santa Fe funding in the amount of \$250,000 for the purchase of Behringer-Tully Field

City Manager Alun Thomas explained to the Council this is the final step in funding the Economic Development Corporation's (EDC) proposed grant to the City reimbursing the City for the cost of purchasing of Behringer-Tully Field from the Santa Fe Independent School District. The EDC board approved finalizing the project in July 2023, and the first reading of the resolution was approved by City Council during its last regular meeting on July 27, 2023. Councilmember Noto said the field is looking good from all the cleanup the Parks Department and Streets Department have completed.

Motion by Councilmember Noto, seconded by Councilmember Dickerson, to approve and adopt the second reading of the resolution authorizing the Santa Fe Economic Development Corporation to award the City of Santa Fe funding in the amount of \$250,000 for the purchase of Behringer-Tully Field. The motion passed the roll call vote unanimously.

2. Consideration and possible action: First reading of an ordinance of the City of Santa Fe, Texas, amending Subsection G, Detention Basins and Facilities, of Section 6.4, Drainage and Storm Sewers, of Chapter 8, Subdivisions, of the City of Santa Fe Code of Ordinances through the addition of additional conditions to the subsection; and providing a repealer clause, a severability clause, and an effective date

Community Services Director Georgia Carmack said that she took into consideration the feedback from the Council during the last meeting by adding some requirements and changing fees, which she noted are far behind other cities' fees.

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

B. New Business:

1. Consideration and possible action: Approval of an engagement letter with Carr, Riggs & Ingram, LLC for financial audit services for Fiscal Year 2022-2023

Finance Director Rudy Zepeda explained this is an annual engagement letter to secure an audit firm for the current Fiscal Year 2022-2023. Carr, Riggs & Ingram, LLC will begin entry audit in late September if Council approves execution of the engagement letter, at this time the City has had no issues with the firm.

Motion by Councilmember O'Brien, seconded by Councilmember Dickerson, to approve an engagement letter with Carr, Riggs & Ingram, LLC for financial audit services for Fiscal Year 2022-2023. The motion passed the roll call vote unanimously.

2. Consideration and possible action: First reading of an ordinance of the City Council of the City of Santa Fe, Texas repealing Section 15, Curfew for Minors, of Chapter 1, General Provisions, of the City of Santa Fe Code of Ordinances; and establishing an effective date

City Manager Alun Thomas explained that earlier in the year, the City had renewed the juvenile curfew ordinance however, it has now been stricken down by the State of Texas effective September 1, 2023, through House Bill 1819, therefore, the ordinance will no longer be allowed under State Law. This ordinance will allow the City to take out the Curfew for Minors to be in compliance with the State Law.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to approve the first reading of the ordinance repealing the city's juvenile curfew as presented. The motion passed the roll call vote unanimously.

3. Consideration and possible action: Approval of repairs on the City's 2020 Gradall XL 3100

Street Superintendent Billy Creppon told Council this Gradall is only two years old, and the engine now needs to be replaced for an estimated cost of \$47,726.58. At this time the repairs will take about four months due to the shipping of the parts that are needed. Mr. Creppon explained this Gradall is one of the two the City owns, and other equipment could be rented in the result of a major storm. Mayor Bill Pittman asked Mr. Creppon if it is standard practice to not purchase an extended warranty for this type of equipment, City Manager Alun Thomas that it is his understanding that the City of Santa Fe has not purchased extended warranties in the past however, the City could do so going forward. Council would like to have warranties for these types of equipment brought to their attention in the future to review the costs to hopefully keep the City from paying a high cost for repairs. Finance Director Rudy Zepeda explained the cost will be a budget amendment however, it is still well within the budget parameters. Mr. Thomas spoke with Mr. Creppon and the Streets Department currently has an open position for a Light Equipment Operator that the department will hold off filling to offset some of the cost for the repairs.

Motion by Councilmember Dickerson, seconded by Councilmember Noto, to authorize the repairs on the City's 2020 Gradall XL 3100. The motion passed the roll call vote unanimously.

4. Consideration and possible action: Approval of an administrative services agreement with the Santa Fe Economic Development Corporation for the fiscal year beginning October 1, 2023, and authorizing the Mayor to execute the agreement on behalf of the City

Finance Director Rudy Zepeda explained to the Council this is annual agreement the City has with the Santa Fe Economic Development Corporation (EDC) to pay for staff used by the EDC but paid out of the City's funds; it is a reimbursement agreement. The agreement has been sent to the City Attorney who wanted to incorporate not just the flat salary amount that the City traditionally had, but to also include the cost for all the benefits. This is reflected in the budget the City Council and EDC have already agreed to.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to approve an administrative services agreement with the Santa Fe Economic Development Corporation for the fiscal year beginning October 1, 2023, and to authorize the Mayor to execute the agreement on behalf of the City. The motion passed the roll call vote unanimously.

5. Consideration and possible action: Authorizing the purchase of a replacement vehicle for the Fire Marshal using existing American Rescue Plan Act funds

Finance Director Rudy Zepeda said the Council had approved using American Rescue Plan Act funds (ARPA) to purchase a new Fire Marshal vehicle during this year. Through all the received quotes the City recommends approving the quote from Don Ringler Chevrolet for a 2023 Chevrolet Silverado PPV in the amount of \$58,478, which includes upfit labor to be the to be the best option for purchase. Mr. Zepeda said the City recommends a conditional approval for the purchase until after Council can vote to add the TIPS cooperative agreement at the next regular meeting to be held on August 24, 2023. This would typically not be the case; however, the City staff received this deal under the TIPS contract not knowing there was not a contract in place. The purchase of this vehicle is covered 100% by ARPA funds. The vehicle should be received within 60 days of purchase.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, authorizing the City to use American Rescue Plan Act funds to purchase an equipped Fire Marshal vehicle from Don Ringler Chevrolet under TIPS contract #230404 as presented. The motion passed the roll call vote unanimously.

6. Consideration and possible action: Approval of the Mae S. Bruce Library's Policies and Procedures

Library Director Becky McClain let Council know that City Manager Alun Thomas and the Library Board President Barbra Winborn, have helped her update the Mae S. Bruce Library's Policies and Procedures. The Policies and Procedures for the City's Library have not been approved by Council since 2010, and to stay in compliance with the

accreditation status these Policies and Procedures need to be approved by both the Santa Fe City Council and Santa Fe Library Advisory Board. The Library Advisory Board approved these Policies and Procedures during its July 10, 2023, meeting.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the updated Mae S. Bruce Library's Policies and Procedures as presented. The motion passed the roll call vote unanimously.

7. Consideration and possible action: Recessing the regularly scheduled meeting of the City Council in order to conduct business as the City of Santa Fe Employee Benefits Trust

Mayor Bill Pittman recessed the regular City Council meeting and opened the City of Santa Fe Employee Benefits Trust meeting at 7:25 p.m.

(City Secretary's note: the City of Santa Fe Employee Benefits Trust is a separate board, therefore, the minutes for that meeting are not a part of the City Council minutes.)

8. Reconvene form the City of Santa Fe Employee Benefits Trust meeting

Mayor Bill Pittman reconvened the regular City Council Meeting at 7:34 p.m.

9. Consideration and possible action: Adoption of a resolution of the City Council of the City of Santa Fe, Texas, accepting the actions of the City of Santa Fe Employee Benefit Trust to accept the offer for employee medical and pharmacy insurance from United Healthcare, the renewal offer for employee dental insurance from Standard Insurance Company, the renewal offer for life insurance from Standard Insurance Company, the renewal offer for vision insurance from Standard Insurance Company; and the renewal offer for long-term disability insurance from Standard Insurance Company; reauthorizing funding for such benefits; providing for the incorporation of preamble; authorizing execution of the offer and of the renewals by the Mayor; and providing an effective date

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the resolution accepting the actions of the Employees Benefits Trust as presented. The motion passed the roll call vote unanimously.

10. Discussion and direction: Need for, and possible options for, the acquisition and use of a mass communications system

Communications Specialist Laurie Tollett said she and City Manager Alun Thomas have been collaborating together on how the City could get the message out to as many citizens as possible when there is an event going on, road maintenance, etcetera in the city. There has not been a big success in doing so through Facebook and the City's website. Ms. Tollett and Mr. Thomas believe that a mass communication system would reach more of the citizens by text, voicemail, email, etcetera. Ms. Tollett, Mr. Thomas, and Finance Director Rudy Zepeda had zoom calls with 4 different vendors and the quotes range from \$5,000 to \$15,000. Three of the vendors allow for unlimited texting and emailing and the other vendor is a pay-as-you-go system, this vendor was the quote that is closer to the \$5,000 range. Councilmember Noto asked if Public, Educational, and Governmental (PEG) funds could be used, Mr. Zepeda said these funds could not be used to purchase the communication system. Mayor Bill Pittman asked if the citizens would be able to choose which type of notifications they would like to receive, Ms. Tollett said yes, there would be an application for everyone interested and they could choose which notification they would like to receive.

Council agreed that there is something that the City needs to come up with to get the word out about things going because the attendance at events is very low. Mr. Zepeda let the Council know that this expense is not currently in the budget however, with this cost it could be squeezed in anywhere from additional revenue or savings from vacant positions. Council would like to see if there is a trial period during which the City can use the system before purchasing the equipment to ensure it will improve communication to the citizens. Council also agreed that staff should move forward and gather more information about the communications system.

11. Discussion and direction: Rental costs for the use of City-owned facilities, including the Thelma Webber Center and the City's parks

Community Services Director Georgia Carmack explained the fees in the Council's packets are the current fees for the Thelma Webber Center, this is currently the only facility that the City has user fees imposed for. The City now owns Joe Tambrella Park, the Therapeutic Garden, and Behringer-Tully Field, and will need to also have rental fees for those users. The second page of fees in the council's packet are the fees that closely mirror Galveston County's facility fees and what those facilities have to offer in comparison to the City's facilities. These prices are breakeven prices for the expenses to the facility from maintenance, staff, and utilities. The fees will not impact the senior citizens at the Thelma Webber Center, as they are exempt. The council has concerns about the fees and if raising the prices would still be a service to the citizens, as they would like to see it continue to be a service to the community. There are also concerns that there are not enough funds being received in case a big expense arises. Ultimately, the council agreed that the fees could be raised slightly with staff monitoring the uses of the facilities to ensure there is not a decrease in the number of times the facilities are being used. As for the outside parks, the council does not want to set fees for the use of the parks unless there is a commercial for-profit type of event. Ms. Carmack said once the fees are established, she will then update the applications for the rentals. The council would like staff to continue its research and once a reasonable increase has been determined, to bring this item back for discussion.

12. Consideration and possible action: First reading of an ordinance of the City Council of the City of Santa Fe, Texas modifying Section 12, City Depository, of Chapter 1, General Provisions, of the City of Santa Fe Code of Ordinances; and establishing an effective date

City Manager Alun Thomas explained that the City's Code of Ordinances requires withdrawal transactions from the City's bank accounts be conducted by at least 2 of the following officials, the Mayor, Mayor Pro Tem, the City Secretary/Treasurer and the Finance Director. In 2022 the City Secretary/Treasurer position was eliminated to a traditional City Secretary position now, therefore; the Code of Ordinances does not allow for the City Secretary to be an authorized official for the purposes of conducting withdrawals. Staff recommends that Council update this section of the ordinance to the current title of City Secretary, to permit that person to have the ability to sign off on checks. This language update would drop the title Treasurer from the City Secretary title.

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

13. Consideration and possible action: Selection and award of a proposal for the provision of internet services to City of Santa Fe City Hall and to the Santa Fe Justice Center

Finance Director Rudy Zepeda explained that currently in the budget for Fiscal Year 2024 is an increase in internet services for Santa Fe City Hall and the Santa Fe Police Department. The Police Department's new equipment and consoles purchased with American Rescue Plan Act (ARPA) funds, require a lot more bandwidth and at the moment, staff in the two buildings are working off of 50 megabits per second, total, which is half of what you can get on a cellphone in the same buildings. Mr. Zepeda said it is imperative that these entities have faster internet. Currently the Police Department and City Hall share a server. The Police Department sends document to the District Attorney's office, and it takes overnight to upload. The bandwidth would increase from 50 megabits per second to 500 megabits per second, go from coax nonbusiness to a fiber business monitored service which is a professional

service for government and business entities. The cost will be about \$12,000 more than the City is currently paying. If approved, it will be conditional on the TIPS contract #220105, pending the approval of the resolution adding TIPS as one of the City's cooperative contracts.

Motion by Councilmember O'Brien, seconded by Councilmember Noto, to authorize the City Manager to execute a 3-year service agreement with PS Lightwave as presented. The motion passed the roll call vote unanimously.

Announcements:

Mayor Bill Pittman let everyone know that early voting will be held each weekday from 8:00 a.m. to 5:00 p.m. starting August 9, 2023, to August 18, 2023, and from 7:00 a.m. to 7:00 p.m. on August 21, 2023, and August 22, 2023. Election day will be from 7:00 a.m. to 7:00 p.m. on August 26, 2023. Mayor Pittman invited everyone to The Final Run at Behringer-Tully Field from 10:00 a.m. to 2:00 p.m. on September 2, 2023. There will be food trucks, games, and activities for children along with free t-shirts for the first 250 people and free food tokens for the first 500 people to enter the gate. Lastly, the Galveston County Community Emergency Response Team, a volunteer group, will be hosting a several day Community Emergency Response Team (CERT) academy at the Santa Fe Justice Center starting on Friday, October 13, 2023.

Bubba Jannett, who lives at 5136 Ave L, Santa Fe, Texas, had some concerns about the parking at the Behringer-Tully Field. Mayor Bill Pittman said there has been some fencing cleared out to make more room for parking.

Community Services Director Georgia Carmack let everyone who was a part of the baseball teams at Behringer-Tully in 1999 know that the City has pieces of the lockers that everyone signed and wrote messages on, and would like for the owners to come by and grab them if they would like to.


Councilmember Noto wished all the teachers a good year.

Motion by Councilmember Noto to adjourn. The motion passed and the meeting adjourned at 8:05 p.m.

ATTEST:



Natalie N. Arnett, City Secretary



BILL PITTMAN, MAYOR