

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
JANUARY 11, 2024 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 Jason O'Brien
Councilmember Ronald "Bubba" Jannett
Councilmember John Dickerson
Councilmember Dana Marks

Absent: None.

The Invocation was given by Pastor Greg Lackey from Santa Fe Christian Church, 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:

Santa Fe Chamber of Commerce presented Community Serves Director Georgia Carmack with the "Employee of the Month" award.

City Manager Alun Thomas let Council know that staff evaluations are in progress. Mr. Thomas said that staff is preparing for the upcoming cold weather and keeping up with updates and encouraged everyone to prepare for the low temperatures. Staff met with the Texas Department of Transportation (TxDOT) to discuss some drainage issues and to see how the issues could be rectified. There was a traffic analysis carried out on 2nd street to track the number of vehicles that are traveling down that road daily which resulted in approximately 5,000 vehicles daily. This city street is not able to handle this type of traffic so TxDOT is working to see what type of help, if any, they could assist with. Mr. Thomas thanked the District Director for State Representative Dr. Greg Bonnen, Cyndy Butcher, and County Engineer Michael Shannon for attending the meeting and being advocates for what needs to be done in the city of Santa Fe. Mr. Thomas announced that the City of Santa Fe has received two awards from the Government Finance Officers Association, and thanked the Council for their participation and the Finance Department for all their hard work in achieving the awards.

1. Presentation and approval of minutes: 12/14/2023 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; library accreditation
- 7) Street – drainage projects, street maintenance and improvement activities, equipment maintenance
- 8) Resiliency Center – counseling statistics, including new and continuing clients, for individual and family sessions

Citizens' Comments:
None.

Business:

A. Old Business:

1. Consideration and possible action: Regarding a request from Mulberry Farms, LLC for the acceptance of the infrastructure associated with the Construction Plans for Water, Sanitary Sewer, and Drainage Facilities and Paving & Appurtenances to serve Mulberry Farms Section 2

Building Official Ray Burgess said that he received letters of acceptance from the City Engineer, Galveston County Drainage District No. 1, and Galveston County Water Control and Improvement District No. 8. All items that were on the list to be completed by the contractor have been done. Mr. Burgess said that he and Streets Superintendent Billy Creppon have inspected the property, and everything has met the City's standards. There was recently some heavy rain that caused some minor issues but has since been cleaned up. Mr. Burgess thanked the developer's engineering firm for its cooperation and making sure everything on the punch list was completed. Mr. Burgess and Mr. Creppon presented Council with pictures, and both agreed that the infrastructure is ready for acceptance.

Motion by Councilmember Noto, seconded by Councilmember Marks, to approve the acceptance of the infrastructure associated with the Construction Plans for Water, Sanitary Sewer, and Drainage Facilities and Paving & Appurtenances to serve Mulberry Farms Section 2. The motion passed the roll call vote unanimously.

B. New Business:

1. Public Hearing: on zoning case ZC231101- Request to change the zoning classification at 17721 E Highway 6, Santa Fe, Texas, legally described as ABST 603 PAGE 1 LOTS THRU 6 BLK 159 NEW ALGOA, ABST 603 I & G N RR SUR SEC 21 ABND ROW ADJ TO BLKS 158 & 159 (158-0-1) NEW ALGOA, ABST 603 PAGE 1 PT OF LOTS 9 12 BLK 158 NEW ALGOA, ABST 603 PAGE 1 LOTS 27 & 28 SUMRALL SUB, from Transportation (TR) to Highway Commercial (HC)

Mayor Bill Pitman explained to Council that the requestor has pulled this request, therefore, no discussion or action is needed.

2. Consideration and possible action: First reading of an ordinance on zoning case ZC231101- Request to change the Zoning classification at 17721 E Highway 6, Santa Fe, Texas, legally described as ABST 603 PAGE 1 LOTS THRU 6 BLK 159 NEW ALGOA, ABST 603 I & G N RR SUR SEC 21 ABND ROW ADJ TO BLKS 158 & 159 (158-0-1) NEW ALGOA, ABST 603 PAGE 1 PT OF LOTS 9 12 BLK 158 NEW ALGOA, ABST 603 PAGE 1 LOTS 27 & 28 SUMRALL SUB, from Transportation (TR) to Highway Commercial (HC)

Per previous item, no discussion or action was needed on this item.

Councilmember Jannett asked if this is a property that had a special request a few years ago and Community services Director Georgia Carmack explained that in 2017 the property owner had been granted the conditional use for two caretaker residences, which allows for the owner to continue with what they are wanting to achieve without having to rezone the property. There was no repealer clause when this ordinance was approved. However, the property owner has been presented with a list of what is allowed on the property and the processes in order to be legal to do so.

Council would like to have a zoning workshop in the future to better understand what is allowed in specific zones.

3. Consideration and possible action: Appointment of one alternate member to the Library Advisory Board to serve an unexpired term ending July 2024

City Secretary Natalie Arnett explained that there is a vacancy on the Library Advisory Board for one alternate member for an unexpired term to end July 2024, and that there were two applications received. She recommended that, should Council deem one applicant a good fit for the Board, that Council appoint someone to serve the remainder of that unexpired term.

Motion by Councilmember Dickerson, seconded by Councilmember Jannett, to appoint Debbie Tabor as the alternate member to the Library Advisory Board to fill the unexpired term ending July 2024. The motion passed the roll call vote unanimously.

4. Consideration and possible action: Extension of a contract with ImageNet Consulting for the City's document management solutions, for a one (1) year term, in an amount not to exceed \$14,986.50, and authorizing the Mayor to enter into the agreement on behalf of the City

City Secretary Natalie Arnett explained that the City currently has a contract with ImageNet Consulting for its document management solution, Laserfiche. If the Council approves the contract, it will be for a one-year term for 2024, not to exceed \$14,986.50, which is a fully-budgeted item. Ms. Arnett and City Manager Alun Thomas expressed how well the system is working for staff and making the City's records accessible and easier to manage.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve extension of a contract with ImageNet Consulting for the City's document management solution 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, amending the City's Purchasing Policy

Finance Director Rudy Zepeda explained that, annually, Council and staff review the City's Purchasing Policies and Procedures (also known as the City's Financial Policies and Procedures) to discuss any changes. He noted that some of the proposed changes were recommended by the City's Auditors. There are seven modifications staff would like to adjust through the proposed resolution:

1. Expanding the concept of financial assets to include information and digital security;
2. Authorized investment pools by name;
3. Increasing the Purchase Order requirement from \$100 to \$300;
4. Adjust the life expectancy of several assets;
5. Increasing the combined total of all credit card purchases from \$10,000 to \$15,000;
6. Adding an Accounting Software Password Policy; and
7. Adding a Technology Security Policy.

Following a brief discussion, there was a motion by Councilmember O'Brien, seconded by Councilmember Noto, to approve the resolution amending the City's Purchasing Policy (the City's Financial Policies and Procedures) as presented. The motion passed the roll call vote unanimously.

6. Consideration and possible action: Authorizing the repair of Unit 2730, a 2022 Chevrolet Tahoe, in an amount not to exceed \$6,611.49, authorizing the Chief of Police to execute any related agreement on behalf of the City

Santa Fe Police Captain Robert Shores explained that three bids were received for the repair of Unit 2730, a 2022 Chevrolet Tahoe, which was damaged in a collision. Captain Shores said that the fault of the accident was on the Police Officer. The officer was disciplined in accordance to City policy.

Finance Director Rudy Zepeda addressed some concerns from the Council about whether the funds would be reimbursed by the insurance company, he explained that in this incident, since the City is at fault, that the insurance company would not reimburse the City. However, the funds are already reserved from money the City has received from insurance that will be applied as revenue and that will offset the expenses. Therefore, there would not be a need for a budget amendment.

Motion by Councilmember Noto, seconded by Councilmember Jannett, to approve the repair of Unit 2730 by Joe's Body Shop in Santa Fe, in the amount of \$3,261.05. The motion passed the roll call vote unanimously.

7. Consideration and possible action: Authorizing the repair of Unit 2821, a 2022 Chevrolet Tahoe, in an amount not to exceed \$14,201.57, authorizing the Chief of Police to execute any related agreement on behalf of the City

Santa Fe Police Captain Robert Shores explained that three bids were received for the repair of Unit 2821, a 2022 Chevrolet Tahoe, for damage sustained during a collision. Captain Shores explained the accident and said that in this case, the fault was not the Police Officer's. Finance Director Rudy Zepeda explained the cost would be reimbursed by the individual at fault's insurance company.

Council expressed concerns about the cost of the quotes and if the lowest quote was accurate considering the substantial damage to the frame of the vehicle. Council asked Captain Shores if this item could be held off in order to get clarification from the companies, Captain Shores explained that the unit has been out of use for a few weeks and would like to get the vehicle running again. Captain Shores explained that the issue with getting bids on this particular vehicle is that it is not mobile so the company would have to come to the Police Department to inspect the unit and not many companies are willing to do so. He also said that in order to take the unit to be inspected that it would need to be towed which would then cost towing fees. After much discussion, Council decided it would be best to choose from the current bids considering the cost would be reimbursed even if the amount were to fluctuate. Council felt that it was more prudent to select a higher-priced quote from a known and respected body shop rather than take a risk by selecting the lowest bidder and possibly be blindsided by unexpected additional costs or subpar workmanship in the repair.

Motion by Councilmember Jannett, seconded by Councilmember Marks, to approve the repair of Unit 2821 by Joe's Body Shop in Santa Fe, in the amount of \$14,201.57. The motion passed the roll call vote unanimously.

8. Consideration and possible action: Authorizing execution of a Contract for Election Services between the County Clerk, County Election Officer for Galveston County, and the City of Santa Fe for services and equipment for the May 4, 2024 general city election

City Secretary Natalie Arnett explained that historically the City has contracted with Galveston County for elections, as Galveston County has the equipment and resources to run a fair and efficient election. This contract will be for services and equipment for the City's May 4, 2024, general city election.

Motion by Councilmember Noto, seconded by Councilmember O'Brien, to approve the contract between the City of Santa Fe and Galveston County for the general city election as presented. The motion passed the roll call vote unanimously.

9. Consideration and possible action: Authorizing execution of a Contract for Election Services between the County Clerk, County Election Officer for Galveston County, and the City of Santa Fe for services and equipment for the May 4, 2024 City Charter election

City Secretary Natalie Arnett explained that historically the City has contracted with Galveston County for elections, as Galveston County has the equipment and resources to run a fair and efficient election. This contract will be for services and equipment for the proposed May 4, 2024, City Charter election. Councilmember Jannett asked if this

contract and associated election would be at an additional cost to the City, to which City Manager Alun Thomas explained that it would be an additional cost that consists of a percentage from the total elections in Galveston County as the City will be running two elections, not just one.

Councilmember Noto asked for clarification on who the Charter Board would consist of, City Manager Alun Thomas explained that the Council would be the ones to make the changes with the approval of the City Attorney, and that previous direction from Council was to forego appoint a Charter Review Commission. The election will need to be called on or before February 16, 2024, so the proposed amendments would need to be agreed upon by that time.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the contract between the City of Santa Fe and Galveston County for the City Charter election as presented. The motion passed the roll call vote unanimously.

10. Consideration and possible action: Approval of an Interlocal Agreement between the City of Santa Fe Texas, and the County of Galveston Texas, for the milling of the entire width of 4 ½ Street between Shouse Rd and Avenue S, a distance of approximately 1,938 feet, in amount not to exceed \$10,106.40, and authorizing the Mayor to execute the agreement on behalf of the City

Streets Superintendent Billy Creppon explained this cost is part of the City's adopted budget. The road cannot be overlaid therefore, it will need to be milled down, the base repaired and then overlaid. The City will get the millings from this road, which saves the City money in the future as it can be used for other streets.

Motion by Councilmember O'Brien, seconded by Councilmember Dickerson, to approve an Interlocal Agreement between the City of Santa Fe Texas, and the County of Galveston Texas, for the milling of the entire width of 4 ½ Street between Shouse Rd and Avenue S as presented. The motion passed the roll call vote unanimously.

11. Discussion and direction: Proposed Fiscal Year 2024-2025 Budget preparation and development calendar

City Manager Alun Thomas explained that the proposed calendar mostly mirrors the calendar from last Fiscal Year with a few minor improvements. The proposed workshops start February 22, 2024, with a total of 8 workshops. However, this is the Council's calendar and if it would like to make changes to let the staff know so that the calendar can reflect its needs. Councilmember O'Brien mentioned that with the election coming up in May there might need to be some workshops added so that new members are able to understand what is going on and the process. Currently, Council agreed that the calendar looks acceptable and that no changes need to be made at this time.

12. Executive Session, closed to the public, pursuant to Chapter 551.074, Texas Government Code, regarding the appointment and employment of public officers or employees – annual employee evaluations of the City Manager and the City Secretary

Mayor Bill Pittman closed the regular meeting at 8:04 p.m.

Mayor Bill Pittman reopened the regular meeting at 9:54 p.m.

13. Consideration and possible action: Matters discussed in Executive Session regarding the City Manager and City Secretary

There was no action taken on this item.

Announcements:

Terri O'Connell thanked DW Floral for the flowers that it donated to the Santa Fe Chamber of Commerce for its "Employee of the Month" awards. The Santa Fe Chamber of Commerce is having its Gala January 26, 2024, at the Santa Fe Fire and Rescue Station. The next Sunrise event will be at Dear Donut Man on January 26, 2024. The next After Hours Mixer will be January 31, 2024, at Pook's restaurant. The Chamber's "Santa Fe Leadership" training program is still accepting applications. Captain Robert Shores invited everyone to the Santa Fe Police Department's Annual Awards Banquet, January 18, 2024, at Dayspring Church on FM 646. The Santa Fe Police Officer's Association is having its cookoff at Runge Park on February 2-4, 2024. City Secretary Natalie Arnett reminded everyone that the Candidate Orientation for the City's upcoming May election will be held on January 16, 2024, from 6:00 – 8:00 p.m. at City Hall.

Motion by Councilmember Jannett to adjourn. The motion passed and the meeting adjourned at 9:56 p.m.

ATTEST:



Natalie N. Arnett, City Secretary


BILL PITTMAN, MAYOR