

**CITY OF SANTA FE  
REGULAR COUNCIL MEETING  
JULY 12, 2018      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 Jason Tabor.

Roll Call:            Present:            Mayor Jason Tabor  
                                 Mayor Pro-tem Corey Jannett  
                                 Councilmember Joe Carothers.  
                                 Councilmember Jason O'Brien  
                                 Councilmember Bill Pittman  
                                 Councilmember Bubba Jannett  
                                 City Attorney Ellis J. Ortego  
                                 City Manager Joe Dickson  
                                 City Secretary Janet L. Davis

The invocation was given by and the pledge of allegiance to the U. S. Flag and to the Texas Flag was led by City Manager Joe Dickson.

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

- a. The minutes of 6/14/18 and 6/26/18 were approved as presented.
- b. Presentation of Certificates of Valor to first responders of the May 18, 2018, incident was tabled until the August 9, 2018, meeting when all recipients can attend.
- c. City Manager Joe Dickson presented the proposed 2018/19 general fund operating budget in the amount of \$5,633,373.

Citizens' Comments: None

Planning and Zoning Business: None

City Business (Other):

Old Business:

**1. Consideration and possible action: Second and final reading of an ordinance amending Chapter 6, Health and Sanitation, Code of Ordinances, amending Section 10, Park Regulations, Subsection M, to require removal of pet waste and regulating pet waste in the city; and providing for severability**

City Manager Joe Dickson said this is the final reading of the ordinance requiring removal of pet waste in city park areas and providing regulations for pet waste in the city. Motion by Councilmember Bubba Jannett, seconded by Councilmember O'Brien to pass the second and final reading of an ordinance amending Chapter 6, Health and Sanitation, Code of Ordinances, amending Section 10, Park Regulations, Subsection M, to require removal of pet waste and regulating pet waste in the city; and providing for severability. The motion passed the roll call vote unanimously.

New Business:

**1. Consideration and possible action: Adoption of a resolution reviewing and approving the Code of Conduct for public officials and employees**

City Manager Joe Dickson said this is the annual review of the Code of Conduct to stress our commitment to moral and ethical behavior by Council and staff. Motion by Councilmember Pittman, seconded by Councilmember Corey Jannett to adopt the resolution reviewing and approving the Code of Conduct for public officials and employees. The motion passed the roll call vote unanimously.

**2. Consideration and possible action: Authorizing staff to proceed with website redesign services for development of a mobile-friendly, ADA-compliant professional website**

City Manager Joe Dickson said our 15 year old website is outdated and not mobile-friendly or ADA compliant. He said staff would like authorization to proceed with the development of a more modern website and we spoke with about 6 developers offering very similar services. Mr. Dickson said MuniCode, who also hosts our ordinances on line, provided the best price, and they can begin now and bill next fiscal year when the site is ready. Motion by Councilmember Bubba Jannett, seconded by Councilmember O'Brien to authorize staff to proceed with MuniCode for website redesign services for development of a mobile-friendly, ADA-compliant professional website. The motion passed the roll call vote unanimously.

**3. Consideration and possible action: Adoption of a resolution designating a management service provider for application and project implementation of the 2019-2020 Community Development Block Grant Project as administered by the Texas Department of Agriculture**

Director of Administrative Services Stacey Baker said Council authorized staff to seek proposals for a grant administrator at the June meeting and GrantWorks was the sole proposer. She said staff has a good, familiar working relationship with GrantWorks and recommends designating them as the management service provider for the 2019-2020 CDBG project. Motion by Councilmember Pittman, seconded by Councilmember Carothers to adopt the resolution designating GrantWorks as the management service provider for application and project implementation of the 2019-2020 Community Development Block Grant Project as administered by the Texas Department of Agriculture. The motion passed the roll call vote unanimously.

**4. Consideration and possible action: Adoption of a resolution designating a management service provider for the Texas Hazard Mitigation Assistance program application and project implementation**

Director of Administrative Services Stacey Baker said Council authorized staff to seek proposals for a grant administrator at the June meeting and two proposals were submitted. She said GrantWorks proposal was for managing an unlimited amount of grant funds for 3 percent in fees compared to Providence's proposal for variable fees up to 15 percent. Mrs. Baker said staff has a good, familiar working relationship with GrantWorks and recommends designating them as the management service provider for the Hazard Mitigation grant. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to adopt the resolution designating GrantWorks as the management service provider for the Texas Hazard Mitigation Assistance program application and project implementation. The motion passed the roll call vote unanimously.

**5. Consideration and possible action: Adoption of a resolution selecting an administration service provider to complete the application and project-related administration services for the CDBG Disaster Recovery project funded through the General Land Office Community Development and Revitalization**

Director of Administrative Services Stacey Baker said Council authorized staff to seek proposals for a grant administrator at the June meeting and two proposals were submitted. She said GrantWorks proposal was for managing an unlimited amount of grant funds for 3 percent in fees compared to Impact's proposal for managing up to \$500,00 in grant funds for variable fees up to 10 percent. Mrs. Baker said staff has a good, familiar working relationship with GrantWorks and recommends selecting them as the administrative service provider for the CDBG Disaster Recovery project. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to adopt the resolution selecting GrantWorks as the administration service provider to complete the application and project-related administration services for the CDBG Disaster Recovery project funded through the General Land Office Community Development and Revitalization. The motion passed the roll call vote unanimously.

**6. Consideration and possible action: Appointment of a member to serve on the Parks and Recreation Board to fill the vacancy of an unexpired term through February, 2020**

City Manager Joe Dickson said staff has received an application from Mandy Jordan for the Parks and Recreation Board. He said Ms. Jordan is a local resident who wants to work with us to help maintain our parks and beautify our city and is especially interested in a memorial garden project for the Mae S. Bruce Park. Motion by Councilmember Carothers, seconded by Councilmember Pittman to appoint Mandy Jordan as a member to serve on the Parks and Recreation Board to fill the vacancy of an unexpired term through February, 2020. The motion passed the roll call vote unanimously.

**7. Consideration and possible action: Authorizing staff to seek Request for Qualifications for HOME Program contractors**

City Manager Joe Dickson said we have 12 qualified applicants for the HOME Program and staff would like to seek RFQs from qualified contractors that would be willing to do the work approved for funding and needed by the homeowner. He said the homeowner would choose qualified contractors from this list for these home repair projects. Motion by Councilmember Bubba Jannett, seconded by Councilmember O'Brien to authorize staff to see Request for Qualifications for HOME Program contractors. The motion passed the roll call vote unanimously.

**8. Consideration and possible action: Adoption of a resolution nominating a candidate for the TML Intergovernmental Risk Pool Board of Trustees for a six-year term beginning October 1, 2018**

City Manager Joe Dickson said four positions are open on the TML IRP Board of Trustees and Council can nominate a candidate for this six-year term. He said he does not know of anyone interested in serving and no one has approached us seeking a nomination. Motion by Councilmember Pittman., seconded by Councilmember Corey Jannett to not submit a nomination of a candidate for the TML Intergovernmental Risk Pool Board of Trustees for a six-year term beginning October 1, 2018. The motion passed the roll call vote unanimously.

**9. Consideration and possible action: Adoption of a resolution nominating a candidate for the TML MultiState IEBP Board of Trustees for Region 14 for a three-year term beginning October 1, 2018**

City Manager Joe Dickson said Region 14 of the TML IEBP Board of Trustees is expiring and Council can nominate a candidate for this three-year term. He said he does not know of anyone interested in serving and no one has approached us seeking a nomination. Motion by Councilmember Bubba Jannett, seconded by Councilmember Corey Jannett to not submit a nomination of a candidate for the TML MultiState IEBP Board of Trustees for Region 14 for a three-year term beginning October 1, 2018. The motion passed the roll call vote unanimously.

Announcements: None

Summary of action from this agenda, request for future agenda items, and scheduling future meetings  
Goal setting workshop scheduled for July 31 at 7 pm; Budget workshops scheduled for August 6 and August 21 at 7 pm; The next regular meetings are scheduled for August 9 at 7 pm and August 23 at 7 pm and Council will take a group photo on August 23 for display in the Council Chambers.

Motion by Councilmember Bubba Jannett, seconded by Councilmember O'Brien to adjourn. The motion passed and the meeting adjourned at 7:43 p.m.

ATTEST:

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JASON TABOR, MAYOR

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Janet L. Davis, City Secretary