

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
APRIL 23, 2020 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 7:01 p.m. by Mayor Jason Tabor.

Roll Call: Present: Mayor Jason Tabor
Mayor Pro-tem Bill Pittman
Councilmember Fidencio Leija
Councilmember IV Hoke
Councilmember Jason O'Brien
Absent: Councilmember Corey Jannett, excused

In accordance with the Orders of the Office of the Governor issued March 16, 2020, and March 19, 2020, and in compliance with the recommendations of the CDC and other governmental agencies, to limit meetings to less than ten persons to limit the spread of the COVID-19 virus, the City Council conducted the Meeting by Zoom telephone and video conference and by video on the City of Santa Fe City Hall Facebook Live.

The invocation was given by Mayor Pro-tem Bill Pittman. The pledge of allegiance to the U. S. Flag and to the Texas Flag was led by Mayor Pro-tem Bill Pittman.

Mayor's and City Manager's Report:

- a. The minutes of 3/17/20 were approved as presented.
- b. Ms. Patsy Valenzuela of Carr, Riggs, & Ingram presented the basic components of the September 30, 2019 annual financial statement with assets in the amount of 7.6M and an unassigned fund balance in the amount of \$2,126,321. She said there were no material weaknesses noted and addressed improvement points related to IT security.
- c. City Secretary Janet Davis presented the December 31, 2019, quarterly investment report with invested funds in the amount of \$2,709,054.
- d. Departmental reports were presented by Street Superintendent Billy Creppon, Police Chief Philip Meadows, and Community Services Director Diana Steelquist.

Citizens' Comments: Mr. Joshua Truksa of I45 NOW announced that he was logged in and would be reporting on tonight's meeting.

Planning and Zoning Business:

Old Business:

1. Consideration and possible action: Second and final reading of an ordinance of the City of Santa Fe, Texas, amending the text of Ordinance No. 02-03, commonly known as the City of Santa Fe Unified Development Code, or the Santa Fe Zoning Ordinance, 2002 Edition, amending Article 8, Performance Standards, by amending Section 8.10.04, Design and Construction of Storm Water Detention Structures, by adopting Galveston County Drainage District #1 Design Criteria Manual; providing for severability

Community Services Director Diana Steelquist said this is the final reading of the ordinance to adopt the same design requirements for storm water detention structures as Galveston County Drainage District #1 and similar to other communities within Galveston County and adjacent counties. The new criterion includes updates to rainfall and frequency data as outlined in the National Weather Service Atlas 14 report. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to pass the second and final reading of an ordinance of the City of Santa Fe, Texas, amending the text of Ordinance No. 02-03, commonly known as the City of Santa Fe Unified Development Code, or the Santa Fe Zoning Ordinance, 2002 Edition, amending Article 8, Performance Standards, by amending Section 8.10.04, Design and Construction of Storm Water Detention Structures, by adopting Galveston County Drainage District #1 Design Criteria Manual; providing for severability. The motion passed the roll call vote unanimously.

2. Consideration and possible action: Second and final reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 8, Subdivision Regulations, Code of Ordinances, Section 6, Requirements for Improvements, Reservations, and Design; by amending certain requirements for the development of a subdivision; providing for penalties and severability

Community Services Director Diana Steelquist said this is the final reading of the ordinance to update our subdivision regulations in preparation for additional growth and development anticipated in the near future by asking developers to provide additional information such as a traffic impact analysis and important safety requirements. Based upon discussion during the first reading of the ordinance, language has been added to provide provisions for when a traffic impact analysis would be required and the cost sharing allocation for any needed infrastructure improvements based upon that analysis. Motion by Councilmember Hoke, seconded by Councilmember Pittman to pass the second and final reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 8, Subdivision Regulations, Code of Ordinances, Section 6, Requirements for improvements, Reservations, and Design; by amending certain requirements for the development of a subdivision; providing for penalties and severability. The motion passed the roll call vote unanimously.

New Business: None

City Business (Other):

Old Business:

1. Consideration and possible action: Second and final reading of an ordinance of the City of Santa Fe, Texas, ordering postponement of the May 2, 2020, Special Election to the November 3, 2020, uniform election date

City Manager Glen Adams said this is the final reading of the ordinance to postpone the special election to November. He said we are hopeful that the Governor will allow a July election date, but since that has not happened as of yet, we need to move forward with postponing the May election to cease the posting and notice requirements for the May election date. Councilmember Leija requested this item be tabled in hopes of holding a July election, and Councilmember Hoke asked if there would be anticipated cost difference between the different dates. City Secretary Janet Davis responded to the cost stating that it would likely be about the same, depending upon the number of entities sharing the cost for joint election services. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to pass the second and final reading of an ordinance of the City of Santa Fe, Texas, ordering postponement of the May 2, 2020, Special Election to the November 3, 2020, uniform election date. The motion passed the roll call vote unanimously.

New Business:

1. Consideration and possible action: Approval of funding of additional part-time building inspector position for the fiscal year 2019-2020

Community Services Director Diana Steelquist said the community services department proposed adding a full time building inspector position back in January, 2020, but Council was reluctant to do so at that time with a pending change in the City Manager leadership position. She reviewed the increased workload for plan review and physical inspection activities that the department has seen and stated that extra attention is given to projects that are deficient. Ms. Steelquist said she is requesting a parttime, temporary additional inspector position, for 35 hours or less per week with no additional benefits, be added for the remainder of this fiscal year. She said alternatively we could continue to pay \$25 per inspection to a part-time inspector, but she said we have had difficulty finding an inspector that doesn't have a full-time job elsewhere and typically perform inspections in the evening which is often inconvenient for the builder and city staff. City Manager Glen Adams said the additional workload being experienced by the building official could sustain another inspector, and before the COVID-19 pandemic, he was ready to support the additional position. He said he does not know at this time if we can economically afford another full time inspector as our funding capital may not support that based upon the COVID-19 impact on the economy. Mr. Adams said his recommendation is to augment building inspection activities with a part-time, temporary position through September, 2020, and reassess the affordability during the upcoming budget discussions for next fiscal year. Motion by Councilmember Pittman, seconded by Councilmember Hoke to approve funding of an additional part-time building inspector position for the fiscal year 2019-2020. The motion passed the roll call vote unanimously.

2. Consideration and possible action: Authorizing Mayor to execute the auction contract with ANB Auctions for auction and disposal services for surplus property

City Manager Glen Adams said we are always looking for efficiency and this local auctioneer has proposed a sliding fee scale where we have an opportunity to increase our revenue from the sale of items no longer in use by the city. Mr. Brandon Noto with ANB Auctions provided his auctioneering background and said the online auction platform he utilizes is one of the largest. Motion by Councilmember O'Brien, seconded by Councilmember Leija to authorize the Mayor to execute the auction contract with ANB Auctions for auction and disposal services for surplus property. The motion passed the roll call vote unanimously.

3. Consideration and possible action: Authorizing sale of surplus property at auction conducted by ANB Auctions

City Manager Glen Adams reviewed the list of surplus items ready to be sold, including vehicles and other equipment no longer in use, to clean up our street department yard and receive funds to be used for other necessary expenses for city operations. Motion by Councilmember Pittman, seconded by Councilmember O'Brien to authorize the sale of surplus property at an auction conducted by ANB Auctions. The motion passed the roll call vote unanimously.

4. Consideration and possible action: Adoption of Order Consenting to Continue Declaration of Local State of Disaster for the City of Santa Fe, Texas

City Manager Glen Adams said the current emergency declaration due to expire April 26, 2020, needs to be continued for another thirty days to continue activation of the city's emergency management plan and the recovery and rehabilitation aspects of the interjurisdictional emergency management plans which authorizes the furnishing of aid and assistance during the COVID 19 pandemic event. He said the county has issued a draft of guidelines to be used to re-open business under COVID 19 restrictions.

Motion by Councilmember Pittman, seconded by Councilmember O'Brien to adopt the Order Consenting to Continue Declaration of Local State of Disaster for the City of Santa Fe, Texas. The motion passed the roll call vote unanimously.

Announcements:

Summary of action from this agenda, request for future agenda items, and scheduling future meetings

Motion by Councilmember O'Brien, seconded by Councilmember Leija to adjourn. The motion passed and the meeting adjourned at 8:20 p.m.

JASON TABOR, MAYOR

ATTEST:

Janet L. Davis, City Secretary