

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
JULY 9, 2020 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 7:06 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
 Councilmember Corey Jannett

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 6/11/20 and 6/25/20 were approved as presented.
- b. City Manager Glen Adams presented the proposed 2020/21 general fund operating budget in the amount of \$5,891,096.
- c. Mayor Tabor presented Certificates of Recognition to departing employees of the Santa Fe Strong Resiliency Center staff Carol Gaylord, Delia Bahena, and Don White.

Citizens' Comments: None

Planning and Zoning Business: None

City Business (Other):

Old Business: None

New Business:

1. Consideration and possible action: Review small business financial assistance grant applications and award funding through the State of Texas Coronavirus Relief Fund

Mr. Fidencio Leija, Councilmember and President of the Santa Fe Economic Development Corporation, said the committee has reviewed the second round of small business assistance grant applications, and he thanked the committee members for their time given in support of our community. He said the committee qualified eleven applications and recommended funding in the total amount of \$62,250.51 to help the business community recover from the effects of the COVID-19 pandemic. Councilmember Leija said the committee determined the Santa Fe Youth Soccer was not eligible as a non-profit organization. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to award funding for the small business financial assistance grant through the State of Texas Coronavirus Relief Fund to Nails 4 U for \$4,260.61, to Honey Bee Boutique for \$4,080.77, to Santa Fe Donuts for \$5,867.68, to Lonestar Pharmacy for \$10,000.00, to Blazin Tangles for \$3,626.08, to Doreck's Meat Market for \$10,000.00, to Grace Boutique for \$3,187.78, to Wagner Tree Farm for \$8,283.75, to Alternative Solutions Window Tint for \$1,796.44, to Hidden Palms for \$9,209.21, and to Chop Shop for \$1,938.19, as recommended by the Santa Fe Economic Development Corporation review committee. The motion passed the roll call vote unanimously.

2. Consideration and possible action: Authorizing execution of Contract between the City of Santa Fe and Innovative Alternatives, Inc. for delivery of mental health and trauma services

City Manager Glen Adams said the city is wanting to transition the mental health services currently offered at the Santa Fe Strong Resiliency Center to Innovative Alternatives under oversight by the city, specifically the Mayor and City Manager. Ms. Sharon Bayus of Innovative Alternatives was present and answered Councilmember Leija's questions about reporting procedures and frequency by stating that they would submit the required quarterly reports to the governor's office and they would also provide any reports requested by Council. She said there are 197 current clients being seen by Innovative Alternatives counselors. Ms. Bayus assured Council that their agency is familiar with the requirements of the governor's office as they have been a recipient of VOCA grant funds for 28 years. She said as a non-profit organization they plan to earmark any unearned funds throughout the term of our grant period to extend services to our community beyond the grant period until those funds have been completely earned. Ms. Bayus said they can make referrals to other programs as well, and they would also like to initiate Project SAVE which is a intervention program that can be offered through the school. She said they will continue to use the facility at Runge Park for a short time for office space and training sessions, and after three months they plan to review the cost to continue utilization of this facility. Motion by Councilmember Pittman, seconded by Councilmember Hoke to authorize execution of the Contract between the City of Santa Fe and Innovative Alternatives, Inc. for delivery of mental health and trauma services. The motion passed the roll call vote unanimously.

3. Consideration and possible action: Converting existing lease agreement with Skyway Towers for use of the property at 14303 Beriton for the wireless cellular tower facility to a Memorandum of Easement

City Manager Glen Adams said we have control of the lease agreement with Skyway Towers and we receive revenue for use of the city-owned property on Beriton for the wireless cellular tower. He said if we release the agreement and convert it to a memorandum of easement, then we would lose control of the property and long-term funding. Motion by Councilmember Pittman, seconded by Councilmember O'Brien to reject the offer to convert the existing lease agreement with Skyway Towers for use of the property at 14303 Beriton for the wireless cellular tower facility to a Memorandum of Easement. The motion passed the roll call vote unanimously.

4. Consideration and possible action: Authorizing City Manager to execute agreement with SAFEbuilt Texas LLC for plan review and inspection services

Community Services Director Diana Steelquist said she is looking for a solution to get help with inspection services, and this company can do plan review and related turn-key inspections for a set price. She said a basic trade inspection would not be financially advantageous but if they can do plan review and associated inspections, then our building would be available for other types of development activities and inspections. Ms. Steelquist said this is a short-term solution since we have not received any applicants for inspector, but we still need an additional full-time inspector. She said SAFEbuilt is familiar with our software program and can enter information and inspection activities into our system remotely. Ms. Steelquist said the contract term is 12 months, but we only would use them on an as-needed basis. Motion by Councilmember Leija, seconded by Councilmember O'Brien to authorize the City Manager to execute the agreement with SAFEbuilt Texas LLC for plan review and inspection services. Motion by Councilmember Pittman, seconded by Councilmember Hoke to amend the motion to allow execution of the agreement with SAFEbuilt Texas LLC for only turn-key plan review and associated inspection activities. The amended motion passed the roll call vote three to two. Those voting for: Councilmember Pittman, Councilmember Hoke, and Councilmember O'Brien. Those voting against: Councilmember Jannett and Councilmember Leija. The original motion passed the roll call vote four to one: Those voting for: Councilmember Pittman, Councilmember Hoke, Councilmember Leija, and Councilmember O'Brien. Those voting against: Councilmember Jannett.

5. Consideration and possible action: First reading of an ordinance amending Chapter 3, Construction Regulations, Code of Ordinances of the City of Santa Fe, Texas, Section 18, Supplementary Regulations to the building codes, amending the text to include a permit requirement for flatwork and fences over seven feet in height; providing for penalties and severability

Community Services Director Diana Steelquist said our building official knows concrete pours and in the past some of our citizens have gotten less than quality work. She said requiring flatwork permits and inspections would help to ensure quality work. Ms. Steelquist said she discussed this with the Planning and Zoning Commission and they recommended we include a size requirement. She said staff is recommending the ordinance be amended to require permits for flatwork over 200 sq ft. in size. Councilmember Pittman asked what would be our staff procedures and criteria requirements, including pavement standards and additional approach regulation. Mayor Tabor said we already have a very heavy workload so will creating more work prove beneficial for the community as a whole. Councilmember Hoke said we are already overworked in the building development area and we should not add more requirements until we have the staff to help. Motion by Councilmember Pittman, seconded by Councilmember O'Brien to table this item until we have another inspector on board and we have developed criteria for flatwork requirements. The motion passed the roll call vote unanimously.

6. Consideration and possible action: Adoption of a resolution revising the permit fee schedule for flatwork and fence permits as specified by Chapter 3, Building Regulations, Section 18, Supplementary Regulations to the Building Codes, Code of Ordinances of the City of Santa Fe, Texas

This item was skipped because the previous item to require permits for flatwork and fences was tabled.

7. Consideration and possible action: Authorizing replacement of culverts and driveway at 4200 Ave. J, Santa Fe, Texas, at a city expense of \$10,700

City Manager Glen Adams said this 2 ½ year old project has caused flooding for the neighbor. He said the existing culvert acts as a dam, and when he researched the project he discovered that the city had an approved drainage plan on file that was not followed because the drainage plan requiring a double row of culverts was never provided to the street department who installed the culverts. Mr. Adams added that the remainder of the drainage plan was not followed after the single row of culverts was installed and this is causing the neighbors upstream to flood. He said he feels it's now the city's responsibility to correct the problem. City Secretary Janet Davis said the city has upgraded other culverts under concrete driveways around the city, but we have only placed driveable material back over the top, leaving the concrete to the discretion of the homeowner. Council questioned the proposed costs to remedy the situation, but they feel the responsibility for the mistake should be shared between the city and the homeowner. Motion by Councilmember Hoke, seconded by Councilmember O'Brien to table this for further discussion with the homeowner about shared responsibility for the errors made when the original culverts were installed. The motion passed the roll call vote unanimously.

8. Consideration and possible action: Authorizing Mayor to execute letter to the Surface Transportation Board supporting preservation of the regulatory balance created by the Staggers Act allowing freight railroads to innovate, adapt and reinvest in the rail network

Mayor Tabor said cities with a rail have been asked to support preservation of the regulatory balance created by the Staggers Rail Act, and City Manager Glen Adams said the city's legal counsel recommended Council action before the Mayor executes a letter of support for the rail network. Motion by Councilmember Pittman, seconded by Councilmember Leija to authorize the Mayor to execute the letter to the Surface Transportation Board supporting preservation of the regulatory balance created by the Staggers Act allowing freight railroads to innovate, adopt and reinvest in the rail network. The motion passed the roll call vote unanimously.

9. Consideration and possible action: Appointment/reappointment of members to serve on the Library Advisory Board for a two-year term to expire July, 2022

City Manager Glen Adams said we have two positions on the Library Advisory Board expiring and current board members Linda Coyle and Doris Camp have indicated their willingness to continue to serve for another two-year term. Motion by Councilmember Pittman, seconded by Councilmember Hoke to reappoint Linda Coyle and Doris Camp as members to serve on the Library Advisory Board for a two-year term to expire July, 2022. The motion passed the roll call vote unanimously.

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

City Manager Glen Adams said this is the annual review of the city's Code of Conduct for public officials and employees, and staff is not recommending any changes to the policy, other than updating the city contact information for the City Manager and the City Attorney. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to adopt the resolution reviewing and approving the Code of Conduct for public officials and employees. The motion passed the roll call vote unanimously.

11. Consideration and possible action: First and final reading of an ordinance amending the budget for the fiscal year beginning October 1, 2019

Staff said this budget amendment was not ready and will be placed on a future agenda for consideration.

Announcements: City Manager Glen Adams announced the results of the recent T-shirt design contest. Mayor Tabor said the City Manager funded the prize money for the top three winners and he also purchased six shirts, one with each design submitted. Councilmember Leija said he has been asked by his constituents about upgrading the materials on the walking trail at the park. Councilmember Hoke said he has been asked about the process to obtain historical property designations.

Summary of action from this agenda, request for future agenda items, and scheduling future meetings
Councilmember Leija requested an update on the communications plan.

Motion by Councilmember Pittman, seconded by Councilmember O'Brien to adjourn. The motion passed and the meeting adjourned at 8:59 p.m.

JASON TABOR, MAYOR

ATTEST:

Janet L. Davis, City Secretary