

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

**MINUTES**

The meeting was called to order at 6:01 p.m. by Mayor Jason Tabor.

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

Also in attendance were City Manager Glen Adams, City Secretary Janet L. Davis, Library Director Brenda Cheatham, Street Superintendent Billy Creppon, City Marshal Robert Wood, Director of Administrative Services Stacey Baker, Community Services Director Diana Steelquist, and Building Official Marty Haley.

Business:

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

City Manager Glen Adams said the committee has reviewed the third and final round of small business assistance grant applications and recommended funding in the total amount of \$63,725.49 to help the business community recover from the effects of the COVID-19 pandemic and this will exhaust funding under the CARES Act for this purpose. Motion by Councilmember Pittman, seconded by Councilmember Jannett to award funding for the small business financial assistance grant through the State of Texas Coronavirus Relief Fund to Julie's Nail and Spa for \$10,000.00, to Kennedy Demolition Contractors for \$10,000.00, to Gates Machine Shop for \$7,292.80, to Bayou City Plumbing for \$3,655.98, to Hometown Pest and Termite for \$4,812.76, to Santa Fe Floral for \$2,524.37, to Indian Automotive for \$10,000.00, to Jay Hicks Inspection Services for \$2,544.96, to Santa Fe Auto Parts for \$10,000.00, and to Texas State Optical for \$2,894.62, as recommended by the Santa Fe Economic Development Corporation review committee. Applications received from Murphy's on 6, Blues Bar and Grill, Chad and David Burgers #2, Fitness Bros, and Tobacco Mart were denied as funds under the program had been exhausted. The motion passed the roll call vote unanimously.

**Workshop: Discussion of 2020/2021 general fund operating budget**

City Manager Glen Adams explained certain revenue line items, specifically the telephone franchise projected loss of revenue due to the recent legislation permitting a cable company operator to pay either a cable franchise fee or a telephone franchise fee, but not both. He also said the projected revenue from municipal court is significantly down due to the court being closed because of the COVID pandemic. Mr. Adams said he has asked the Santa Fe Economic Development Corporation to review their payment to the city under the administrative services agreement because the workload of the city's staff position assigned to provide those services has increased over the years to about 40 percent. He also said a separate menu has been created to identify additional items for funding either now or in the future when funds become available to sustain the expense. Among those items are funds to have our city attorney present at the first council meeting of the month and an increase in the retirement match for city employees from 1 ½ to 1 to 2 to 1.

Library Director Brenda Cheatham said she has requested additional funding for system checks for the HVAC system and new carpet and paint for renovations to the existing library area. She said the library expansion is moving along and suggested we consider replacing the carpet at the same time the addition is being constructed. Ms. Cheatham also recommended funding an additional staff position to accommodate the additional space, and she announced her plans to retire after the new year.

Street Superintendent Billy Creppon reviewed the proposed street department budget, including his request to make the first payment on the purchase of a tandem-axle trailer with a winch to haul the paver and roller at the same time, replacing the current trailer which is inadequate for moving such a heavy load. He said funding for street improvements remains at a constant \$165,000 in addition to the street maintenance material budget at \$30,000. Mr. Creppon recommended increasing funding for storm sewers to upsize culverts, increasing drainage flow and capacity. He said the water truck will need to be replaced in the near future and the old excavator is intended to be sold either to a neighboring entity or at a public auction. Mr. Creppon strongly suggested we review wages paid to equipment operators to provide more competitive pay for those employees responsible for the daily operation of expensive machinery and equipment.

Community Services Director Diana Steelquist began review of the proposed budget for community services by reminding Council of the immediate need for an additional building inspector along with associated equipment, tools, and a vehicle for the new staff member. She requested additional funding for a generator maintenance agreement for the generator at city hall, new Adobe Pro software, funds to begin sidewalk repairs in the Castle Estates subdivision, and an increase in wearing apparel funding to provide uniform clothing for staff members in the field. She said of top priority is the development of a comprehensive plan to outline future growth potential of the city with initial funding of about \$250,000. Ms. Steelquist said she is requesting a bucket lift truck in the parks department for tree trimming, replacing parking lot lights and flags, and installing holiday banners. She said the street department could also utilize a lift truck for tree trimming in active rights-of-ways and alleys. Ms. Steelquist requested increased funding in overtime for personnel to lock and unlock park facilities and to check facility rentals following use. She recommended assigning supervisory responsibilities to the park grounds keeper job and a pay increase for this reclassification. Ms. Steelquist said she supports sponsoring the Heritage Festival and said we may release Runge Park if Innovative Alternatives chooses to locate the mental health services in a different facility. Ms. Steelquist said she is proposing to replace the a/c unit in the office area of the community center and stated that we need to replace the other two larger units as well. She proposed adding funding for storm windows for the community center, changing the outdoor lampposts to LED, and purchasing four additional tables and replacement flags.

City Secretary Janet Davis reminded Council that \$25,000 has been budgeted for the first payment toward the Tower Road Estates infrastructure when 25 percent of the subdivision has been built.

City Manager Glen Adams reviewed the menu item priority: 1) increased retirement match to 2 to 1; 2) additional building inspector and related equipment and vehicle; 3) development of a comprehensive plan; and 4) a deputy marshal and related equipment and vehicle. Other menu items in no priority are a 4<sup>th</sup> of July/New Year celebration event, Heritage Festival sponsorship/participation, a/c replacement at the community center and in the council chambers, a used bucket lift truck, additional police officer, police officer residential living stipend, new police vehicles, criminal investigation equipment and tools, additional library staff, engineering contract services with a future need for a regular staff position, attorney attendance at council meetings, and funding to support the therapeutic garden, specifically sprinklers and additional sod. Mr. Adams provided the current mission statement and vision along with suggestions for amendments to both for council consideration.

Council scheduled a third budget workshop for July 28, 2020, at 6 p.m. with a follow-up meeting tentatively scheduled for Monday, August 3, 2020.

Motion by Councilmember Pittman, seconded by Councilmember Hoke to adjourn. The motion passed and the meeting adjourned at 8:31 p.m.

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JASON TABOR, MAYOR

ATTEST:

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Janet L. Davis, City Secretary