

**CITY OF SANTA FE  
REGULAR COUNCIL MEETING  
APRIL 14, 2022 7:00 P.M.  
COUNCIL CHAMBERS  
12002 HWY. 6, SANTA FE, TEXAS**

**MINUTES**

The meeting was called to order at 7:07 p.m. by Mayor Pro Tem Bill Pittman.

Roll Call: Present: Mayor Pro Tem Bill Pittman  
Councilmember Brandon Noto  
Councilmember Melanie Collins  
Councilmember Fidencio Leija (arrived at 7:09 p.m.)

Absent: Councilmember Jason O'Brien, excused

The invocation was given by Pastor John Elliott. Mayor Pro Tem Pittman thanked the Santa Fe Ministerial Alliance for being so good at arranging people to provide the invocations at Santa Fe's meetings. The pledge of allegiance to the U.S. Flag and to the Texas Flag was led by Mayor Pro Tem Pittman.

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

Mayor Pro Tem Pittman did not have a report for the meeting.

1. The minutes of the 3/24/2022 special meeting and the 3/24/2022 regular meeting were approved as presented.
2. Presentation of annual financial statement for the fiscal year ending September 30, 2021

Ana Gutierrez from Carr, Riggs & Ingram, LLC presented the annual financial statement for the fiscal year ending September 30, 2021 to Council. She stated that the City of Santa Fe has received a clean, unmodified opinion on the City's financial position, meaning that the auditors have the highest confidence that the City's records were materially correct and in compliance with generally accepted accounting practices. The City also has a single audit conducted, with no issues found. Ms. Gutierrez praised City staff for being cooperative with the auditors and timely in their responses to questions and requests. Council thanked Acting City Manager Rudy Zepeda for his efforts in achieving these results.

3. 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
- 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 – no report
- 6) Library – patron and program attendance, circulation material statistics, fines and donations collected
- 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
- 9) Finance – city finance activities (including cash flow, financial reports, PID development bond issuance, utility audit services, PEG channel development, capital improvement plan), and SFEDC project updates

**Citizens' Comments:**

There were no comments from citizens.

**Business:**

**Old Business:**

**1. Consideration and possible action: Appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee – Municipal Court Associate Judge**

Mayor Pro Tem Pittman said that the document that Council needed regarding this item has been received, and that no action was needed. Council agreed that no action was needed on this item.

**New Business:**

**1. Consideration and possible action: Approving the additional cost of \$75,520.00 for the Motorola Premier One CAD/RMS contract, for a revised total of \$195,520.00**

Acting City Manager Rudy Zepeda presented the item to Council and said that the Computer-Aided Dispatch (CAD) system's preliminary price of \$120,000 has now risen to \$195,520. Police Chief Walter Braun explained to Council that the City of Santa Fe is a member of a regional consortium that is led by the City of League City and contains over 20 agencies across Fort Bend, Galveston, and Harris Counties. As a member of the consortium, the City pays its portion of the total cost for the system, which includes add-on modules. The system is the premium solution, allows for electronic citations, and should last well into the future. Being a member of the consortium, Chief Braun said, provides the City with a less expensive way to purchase the CAD system than if the City purchased the system on its own.

In response to a question from Council, Mr. Zepeda confirmed that the City could use American Rescue Plan Act (ARPA) funds for the contract and must ensure that League City follows proper procurement procedures.

Motion by Councilmember Leija, seconded by Councilmember Collins, to approve the additional cost of \$75,520.00 for the Motorola Premier One CAD/RMS contract, for a revised total of \$195,520.00, as presented. The motion passed the roll call vote unanimously.

**2. Consideration and possible action: Appointment or reappointment of three members to the Parks and Recreation Board to serve 2-year terms that will expire February 2024**

City Secretary Alun Thomas presented the item to Council and explained that the terms of three members of the Parks and Recreation Board had expired.

Motion by Councilmember Noto, seconded by Councilmember Leija, to reappoint Joanne Woolsey, Jeannie Thielemann, and Bill Pittman to the Parks and Recreation Board to serve 2-year terms that will expire February 2024. The motion passed the roll call vote unanimously.

**3. Consideration and possible action: Appointment or reappointment of a member to the Library Advisory Board to fill an unexpired 2-year term that will expire July 2023**

Library Director Becky McClain explained that Doris Camp had resigned from her position on the Library Advisory Board effective February 25, 2022, and that the Board voted on April 5, 2022 to recommend to Council that Stormy Stanford be appointed to the vacant position.

Motion by Councilmember Leija, seconded by Councilmember Collins, to appoint Stormy Stanford as a member of the Library Advisory Board to fill an unexpired 2-year term that will expire July 2023. The motion passed the roll call vote unanimously.

**4. Consideration and possible action: Appointment or reappointment of an alternate member to the Library Advisory Board to fill an unexpired 2-year term that will expire July 2023**

Library Director Becky McClain said that with Council's action in the last agenda item appointing Stormy Stanford to the Library Advisory Board, an alternate member position is now vacant. The Board recommends that Council appoint Sandra Bradley to the vacant position.

Motion by Councilmember Leija, seconded by Mayor Pro Tem Pittman, to appoint Sandra Bradley as an alternate member of the Library Advisory Board to fill an unexpired 2-year term that will expire July 2023. The motion passed the roll call vote unanimously.

**5. Consideration and possible action: Use of an outside contractor to assist the Community Services Department with plat review process**

Acting City Manager Rudy Zepeda informed Council that with the recent resignation of Community Services Director Stacey Baker, staff needs help with the plat review process. He explained that the vacancy savings resulting from Ms. Baker's departure is more than sufficient to hire a contractor to perform plat review services for the City on a pay-as-you-go basis. The City, he said, would not be required to pay a retainer fee.

Motion by Councilmember Noto, seconded by Councilmember Leija, to authorize the use of an outside contractor to assist the Community Services Department with the plat review process, in an amount not to exceed \$5,000 per month, as presented. The motion passed the roll call vote unanimously.

**6. Consideration and possible action: Appointing Darron Ray as the Assistant Fire Marshal**

Fire Marshal Tony Dauphine told Council that the City carries Mr. Ray's certification at the moment and that Mr. Ray already covers the Fire Marshal's duties when the Fire Marshal is unavailable. Fire Marshal Dauphine said that the City Charter authorizes Council to appoint an Assistant Fire Marshal.

Motion by Mayor Pro Tem Pittman, seconded by Councilmember Noto, to appoint Darron Ray as the City's Assistant Fire Marshal. The motion passed the roll call vote unanimously.

**7. Consideration and possible action: Reclassification of one police officer position to a police corporal position**

Police Chief Walter Braun explained this item to Council, saying that the police department wishes to reclassify one Criminal Investigation Division (CID) officer as a corporal. Currently, there is no frontline supervisor in CID, so approving this reclassification would be the first step in allowing detectives to promote from within. The reclassification, Chief Braun said, would cost approximately \$2,000 per year, but would be fully offset once pending cost saving measures are implemented within the department.

Motion by Councilmember Leija, seconded by Councilmember Collins, to reclassify one police officer position to a police corporal position, as presented. The motion passed the roll call vote unanimously.

**8. Consideration and possible action: Approval of the job descriptions and allowing for the posting of a City Manager and City Engineer**

Acting City Manager Rudy Zepeda presented the item and explained the benefits of posting a City Engineer position instead of a Director of Community Services position. Mr. Zepeda agreed to Council's request to modify the job description to more explicitly state that the position would oversee the permit process and would be a department head.

Motion by Mayor Pro Tem Pittman, seconded by Councilmember Leija, to approve the job descriptions and allow for the posting of the City Manager and City Engineer positions. The motion passed the roll call vote unanimously.

Councilmember Noto asked for more information about the recruitment process for the positions. Mr. Zepeda explained the process, which differs for the two positions given that one would be a Council appointee and one would report to the City Manager, and said that the City can also employ the services of local recruiters using the City's excess sales tax revenue. Councilmember Leija asked that Mr. Zepeda add Bay Area Houston Economic Partnership and local business partners to the distribution list for the advertisements of the positions.

Announcements: The Galveston County Fair and Rodeo begins soon; good luck to the Santa Fe Future Farmers of America and 4H members at the Fair. On Saturday, April 16, the rodeo parade will take place, beginning at 10:00 a.m. On April 20 at 6:00 p.m., the Santa Fe Economic Development Corporation will meet with the Chamber of Commerce to discuss a future Business Retention and Expansion (BRE) program, and potentially establish a committee for the program. On Tuesday, April 19, the Santa Fe Chamber of Commerce and I45Now are hosting a candidate forum for the City's and the drainage district's upcoming May 7 elections.

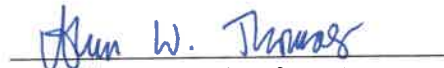
Summary of action from this agenda, request for future agenda items, and scheduling future meetings: The next Council meeting is currently scheduled for April 28. *[City Secretary's note: The April 28, 2022 meeting was later cancelled on April 25, 2022]*

Motion by Councilmember Noto, seconded by Mayor Pro Tem Pittman to adjourn. The motion passed and the meeting adjourned at 7:58 p.m.



BILL PITTMAN, MAYOR PRO TEM

ATTEST:

  
Alun W. Thomas, City Secretary