

**CITY OF SANTA FE  
REGULAR COUNCIL MEETING  
MARCH 9, 2023 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 Bill Pittman.

Roll Call: Present: Mayor Bill Pittman  
Mayor Pro Tem Brandon Noto  
Councilmember John Dickerson  
Councilmember Dana Marks  
Councilmember Melanie Collins  
Councilmember Jason O'Brien

Absent: None

The Invocation was given by Pastor Brad Drake and the pledge to the U.S. Flag and to the Texas Flag was led by Mayor Bill Pittman.

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

1. Presentation of the Texas Municipal Directors Association's 2022 Achievement of Excellence in Libraries Award to Mae S. Bruce Library, given by Mayor Bill Pittman.

2. Presentation by Mayor Pittman of the Mayor's Spirit Award. Mayor Bill Pittman presented the Mayor Spirit Award to a non-profit group, Community Support Alliance, the group helps children get ready for school by giving them the supplies they need. Mayor Pittman thanked the group for all that they do for the Community.

Acting City Manager Alun Thomas gave a brief update on what has been going on the last couple of weeks. Mr. Thomas let Council know that the first building permits have been issued for the building of homes in Mulberry Farms subdivision and that staff is working with the developer to start phase 2 of the project. Mr. Thomas said that the City Secretary's office had sent out invoices to places that sell alcohol in the city, since 1979, the City has required a local for such however the compliance has been low. There has been a good response to the invoices and the staff has been collecting on behalf of the invoices. Mr. Thomas said that staff is preparing for hurricane season by attending classes hosted by Texas Division of Emergency Management to be prepared in case anything should happen. He said there is one Comprehensive Plan meeting left, March 30, 2023, and encouraged everyone to attend. Mr. Thomas concluded his report by thanking Parks Supervisor Robert Parker for his prompt response to getting the equipment needed for the Galveston County Mayor and Council Association's meeting, and he also thanked Accounting Specialist Roberto Cisneros for manning the audiovisual system for the meeting.

3. Presentation and approval of minutes: 2/9/2023 regular meeting, 2/23/2023 regular meeting, were approved as presented.

- 1) Finance – city finance activities (including cash flow, financial reports), and SFEDC project updates
- 2) Community Services – building permits issued, fees collected, inspections performed, development update
- 3) Parks and Community Center – park maintenance activities, center rental statistics
- 4) Municipal Court – cases filed, revenue collected, warrants issued and cleared
- 5) Police – calls for service statistics, traffic crash analysis, use of force incidents
- 6) Fire Marshal – burn permit issuance, inspection activities
- 7) Library – patron and program attendance, circulation material statistics, fines and donations collected, library accreditation
- 8) Street – drainage projects, street maintenance and improvement activities, equipment maintenance

**Citizens' Comments:**

None.

Business:

**A. Old Business:**

**1. Consideration and possible action: Second and final reading of an ordinance of the City of Santa Fe, Texas, amending Section 16, Regulation of Sex Offender Residency, of Chapter 1, General Provisions, of the City of Santa Fe Code of Ordinances; and providing a repealer clause, a severability clause, and an effective date**  
**Public Hearing: Proposed readoption of a juvenile curfew ordinance**

Acting City Manager Alun Thomas explained this is the second reading of the ordinance which had passed its first reading during the last regular meeting on February 23, 2023, there have been no changes; however the ordinance must have a second reading per the City's Charter. Councilmember Dickerson asked if there was an update on whether the ordinance applies to home daycares, Mr. Thomas explained that staff is working with the City attorney to make sure it gets the correct information and can update the map accordingly.

Motion by Councilmember O'Brien, seconded by Councilmember Collins, to approve the second and final reading of the Ordinance as presented. The motion passed the roll call vote unanimously.

**B. New Business**

**1. Consideration and possible action: Award by City Council of City of Santa Fe Request for Qualifications (RFQ) number COSFTX2023-14 for City Engineering Services**

Acting City Manager Alun Thomas explained to Council that the City needs to retain a contracted City Engineer since the resignation of the former City Engineer, Matthew Johnson. The City received 3 submissions from Daniel Scott Engineering, LLC, MS2R Engineering, LLC, and IDS Engineering Group. Mr. Thomas said 4 members of staff scored the submissions: Acting Community Service Director Ray Burgess, Assistant City Secretary Natalie Arnett, Finance Director Rudy Zepeda and Mr. Thomas himself. The highest scoring submitter was IDS Engineering Group therefore, staff recommends that Council awards the Request for Qualifications to this company.

Motion by Councilmember O'Brien, seconded by Councilmember Noto, to approve the Request for Qualifications (RFQ) number COSFTX2023-14 for City Engineering Services to IDS Engineering Group. The motion passed the roll call vote unanimously.

**2. Consideration and possible action: First and final reading of an ordinance of the City of Santa Fe, Texas, amending the budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023**

Finance Director Rudy Zepeda explained this is the first budget amendment and it is a net zero budget amendment. There are several items from different departments that the adjustment will be made towards and the adjustments will not change the overall expenditures. Mr. Zepeda explained that there were savings with the American Rescue Plan Act (ARPA) funds from a couple of items that were cheaper than expected, and also not purchasing other items, which leaves about \$100,000 left in ARPA funds.

Motion by Councilmember Noto, seconded by Councilmember Dickerson, to approve the budget amendment ordinance as presented. The motion passed the roll call vote unanimously.

**3. Consideration and possible action: Approving Santa Fe Economic Development's intent to provide the City of Santa Fe's Community Services Department's request for funding of \$100,000 for the removal of substandard structures within the city, and establishing a 60-day public comment period on the proposed expenditure**

Finance Director/Economic Development Corporation Director Rudy Zepeda explained that the Economic Development Corporation (EDC) has heard Building Official Ray Burgess' concerns about having some substandard structures removed however, the cost is high. Therefore, the EDC unanimously voted to award \$100,000 towards the removals and to establish a 60 day comment period and a public hearing for the proposed expenditure. Mr. Burgess explained to Council that during the time he is out doing code enforcement that he has noticed approximately 6 to 10 properties whose owners are unable to be contacted, owners are deceased or the owners have not shown up to court. Mr. Burgess said the City is working with the City attorney to ensure that staff is following the right procedures for the removal of the structures. Mr. Burgess discussed with Council about the on-going list of code enforcement issues he works with daily and the process and explained that once the City has gone through each process and there is still no communication or efforts that the City would then forcibly demolish the structure, then put a lien on the property so that one day the EDC would be reimbursed. Once the City has prepared the paperwork, the City would then file the paperwork with the County and the lien on the property would be in place. These properties will not necessarily be commercial properties.

Motion by Councilmember Dickerson, seconded by Councilmember Collins, to approve the preliminary funding and establish a 60-day public comment period as presented. The motion passed the roll call vote unanimously.

**4. Consideration and possible action: Approving the replacement of the air conditioning unit at Mae S. Bruce Library**

Finance Director Rudy Zepeda was informed by the Library Director Becky McClain that the air conditioning unit at the library was failing. Mr. Zepeda told Council that the City received 3 quotes from local companies that were each under \$50,000, from the following companies:

Affordable Air & Heat - \$37,500.00 - Warranty 5-year Comp, 1-year P&L

Freedom Air Conditioning & Heating - \$35,000.00 - Warranty 5-year Comp, 1-year P&L

E.J. & Son's Air Conditioning - \$30,950.00 - Warranty 5-year Comp, 1-year P&L

Mr. Zepeda told Council the original amount budgeted for this item was \$68,000 and that staff recommends E.J. & Son's Air Conditioning, which is the lowest quote, at \$30,950.

Motion by Councilmember Noto, seconded by Councilmember Marks, to accept the quote from E.J. & Son's Air Conditioning to replace the AC system at Mae S. Bruce library as presented. The motion passed the roll call vote unanimously.

**5. Consideration and possible action: Request for Chapter 380 economic incentives from NC4 Management LLC for its development of a Senior Living Community located on the southwest corner of the intersection of FM 1764 and Avenue F, legally described as ABST 149 E MITCHELL SUR PT OF OUTLOTS 129 & 130 (129-4) ALTA LOMA OUTLOTS**

Mayor Bill Pittman explained to Council that this Item and Item 6 are similar requests from the same developer and asked that they would be considered together. Council agreed that the request be discussed in executive session as allowed by Chapter 551.087, Texas Government Code.

**6. Discussion and direction: Request for Chapter 380 economic incentives from CBQuick LLC for its development of an apartment complex located at 4315 FM 646 North, Santa Fe, Texas**

This Item was discussed under Item 5.

**7. Executive Session, closed to the public, pursuant to Chapter 551.087, Texas Government Code, to deliberate the offer of a financial or other incentive to a business prospect (NC4 Management LLC and CBQuick LLC)**

Mayor Bill Pittman recessed the regular meeting at 7:35 p.m.

Mayor Bill Pittman reconvened the regular meeting at 7:57 p.m.

Mayor Bill Pittman reopened Item 5 and Item 6 so that action could be taken.

**5. Consideration and possible action: Request for Chapter 380 economic incentives from NC4 Management LLC for its development of a Senior Living Community located on the southwest corner of the intersection of FM 1764 and Avenue F, legally described as ABST 149 E MITCHELL SUR PT OF OUTLOTS 129 & 130 (129-4) ALTA LOMA OUTLOTS**

Motion by Councilmember Noto, seconded by Councilmember Collins, to deny the requests for Chapter 380 economic incentives from NC4 Management LLC for its development of a Senior Living Community located on the southwest corner of the intersection of FM 1764 and Avenue F, but to allow the company to seek economic incentives from Santa Fe Economic Development Corporation for extending water and sewer lines to the development. The motion passed the roll call vote unanimously.

**6. Discussion and direction: Request for Chapter 380 economic incentives from CBQuick LLC for its development of an apartment complex located at 4315 FM 646 North, Santa Fe, Texas**

Motion by Councilmember Noto, seconded by Councilmember Collins, to deny the requests for Chapter 380 economic incentives from CBQuick LLC for its development of an apartment complex located at 4313 FM 646 North, but to allow the company to seek economic incentives from Santa Fe Economic Development Corporation for extending water and sewer lines to the development. The motion passed the roll call vote unanimously.

At this time Mayor Pittman moved on to Item 8.

**8. Consideration and possible action: Recruitment efforts for a new Fire Marshal, and possible changes to the Fire Marshal position**

Acting City Manager Alun Thomas explained to Council that the City is having a hard time finding a part-time Fire Marshal and expressed that a full-time Fire Marshal position would attract more candidates. Council discussed the position and agreed it would be in the City's best interest to have a full-time Fire Marshal. City of Galveston Deputy Fire Marshal Anthony Tyler addressed questions from Council about the roll and responsibilities of a Fire Marshal, whether or not a Fire Marshal could conduct routine traffic stops, and if there would be enough work in Santa Fe for a full-time Fire Marshal. It was the consensus of Council to proceed with the changing the Fire Marshal position to full-time and posting it as such.

**Announcements:**


Councilmember John Dickerson encouraged everyone to get online and submit their comments on the ladder truck. Councilmember Brandon Noto wished the best of luck to the children showing at the Livestock Show and Rodeo.

Summary of action from this agenda, request for future agenda items, and scheduling future meetings: The next regular Council meeting is currently scheduled for March 23, 2023.

Motion by Councilmember O'Brien to adjourn. The motion passed and the meeting adjourned at 8:19 p.m.

  
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BILL PITTMAN, MAYOR

ATTEST:

  
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Alun W. Thomas, City Secretary