



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477
(281) 261-3900 • WWW.STAFFORDTX.GOV

AGENDA

REGULAR CITY COUNCIL MEETING

Wednesday, June 3, 2026, at 6:30 p.m.

City Hall, Council Chambers

2610 South Main St, Stafford, TX 77477

1. Call to Order.
2. Executive session as authorized by Chapter 551, Texas Government Code, Section 551.071(1)(A), pending or contemplated litigation; Section 551.071(2), authorized under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas; and Section 551.074 (1), to deliberate the duties of a public officer or employee, to wit: Director of Human Resources, Chief of Police, Fire Chief, Chief Financial Officer, City Secretary, Director of Recreation, Director of Multimedia Communications, Director of Information Technology, and Director of Public Works/Development Services.

REGULAR SESSION BEGINS AT 7:00 P.M.

3. Pledges of Allegiance.
4. Consideration of appropriate action on items discussed in Executive Session.
5. Public Comments.
6. (a) Consent Agenda (Items i.-ii.). Any item tagged will be discussed and considered at the conclusion of this item or at the next regular City Council Meeting; any item approved will include payment of expenses.
 - (i.) Investment Report for the period ending April 30, 2026.
 - (ii.) Resolution approving the two-year extension with Philstyn Audio Video (PAV) for audio-video services at the Civic Center.
- (b) Public Comments on item (a).
- (c) Possible Consideration of appropriate action on items (i.-ii.).

COUNCILMEMBERS
TIM WOOD
ALICE CHEN
WILLIAM BOSTIC JR

MAYOR
KEN MATHEW

COUNCILMEMBERS
XAVIER HERRERA
VIRGINIA ROSAS
WEN GUERRA

7. (a) Discussion regarding honoree for the Fourth of July Celebration.
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
8. (a) Discussion regarding the purchasing policy relating to contract signature authority, based on dollar amounts.
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
9. (a) Discussion of a Resolution approving a proposal, from Stanley Spurling & Hamilton, Inc, for engineering services at the Stafford Civic Center.
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
10. (a) Discussion of a Resolution approving creation of a project for the Stafford Economic Development Corporation (SEDC) for refurbishment and maintenance of City monuments.
(b) Public Hearing.
(c) Possible Consideration of appropriate action on item (a).
11. (a) Discussion of a Resolution approving an Interlocal Agreement with the Stafford Municipal School District (SMSD) for law enforcement services.
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
12. (a) Discussion regarding extending Public Comments. (Bostic)
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
13. (a) Approval of Minutes from the May 6, 2026 Regular City Council Meeting.
(b) Approval of Minutes from the May 11, 2026 Special Called City Council Meeting.
(c) Public Comments on items (a)-(b).
(d) Possible Consideration of appropriate action on items (a)-(b).

14. Council Reports: The Mayor and Council may make announcements of community interest on the following items:
- (1) expressions of thanks, congratulations, or condolence.
 - (2) information regarding holiday schedules.
 - (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision.
 - (4) a reminder about an upcoming event organized or sponsored by the governing body.
 - (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
 - (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.
15. Council Member requests for future agenda items.
16. Adjournment.

I CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF THE STAFFORD CITY HALL ON MAY 28, 2026.

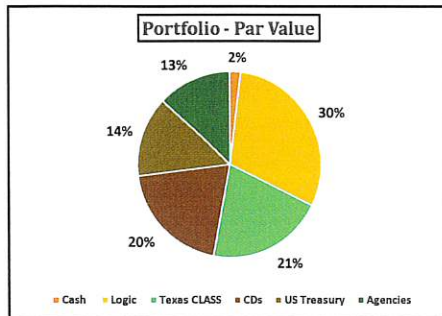


Roxanne Benitez, TRMC, MMC, CPM, CMCC
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the City Secretary's Office at (281) 261-3900 for further information.

CONSENT AGENDA

**CITY OF STAFFORD
SUMMARY OF PORTFOLIO
FOR THE PERIOD ENDING APRIL, 2026**



Portfolio	Weighted Average Maturity	Weighted Average Yield	Par Value	Book Value	Market Value
Cash	1	2.58	940,220	940,220	940,220
Logic	1	3.78	15,189,621	15,189,621	15,189,621
Texas CLASS	1	3.77	10,413,836	10,413,836	10,413,836
CDs	546	3.92	9,986,000	9,986,000	9,960,953
US Treasury	657	4.07	7,000,000	6,996,326	6,998,800
Agencies	700	3.94	6,500,000	6,500,000	6,482,380
Total	292	3.85	50,029,677	50,026,003	49,985,810

Total Weighted Average Maturity in Days 292
Total Weighted Average Yield to Maturity 3.85
Longest Maturity of Open Investment in Days 733

Benchmark Yield	
3 month T Bill	3.66%
6 month T Bill	3.69%

Investment Activity during the month:

	Book	Market
Beginning Total Portfolio Value	50,101,573	50,080,692
CDs Purchased	1,485,000	1,485,000
CDs Matured	(240,000)	(240,000)
Agencies Purchased	500,000	500,000
Agencies Matured/called in	-	-
Treasury Purchased	998,664	998,664
Net Change in Pool (LOGIC)	(2,743,743)	(2,743,743)
Net Change in Pool (Texas CLASS)	32,255	32,255
Change in Market Value		(19,312)
Net Change in Cash	(107,443)	(107,443)
Amortization - Treasury Bills	(304)	(304)
Accrued Interest Receivable	219,284	
Ending Total Portfolio Value with Accrued Interest	50,245,288	49,985,810

This monthly report is in full compliance with PFIA and the City of Stafford's Investment Policy and Strategy

Prepared By:

Alka Shah

Alka Shah, Chief Financial Officer

Ken Mathew

Ken Mathew, Mayor

5/26/26

CITY OF STAFFORD
CD, TREASURY BILL & AGENCY DETAIL
FOR THE PERIOD ENDING APRIL, 2026

Type	Authorized Broker	Par	Cusip#	Settlement Date	Maturity Date	Days to Maturity	Price	Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
FFCB	FNH Financial	500,000	3133EREV9	05/15/24	05/15/26	730	100.00	4.88	500,000	500,000	500,635	500,000	500,215
FHLB	Hiltop Sec.	500,000	3130B3S53	11/19/24	11/19/26	730	100.00	4.25	500,000	500,000	501,280	500,000	501,055
FHLB	FNH Financial	500,000	3130B4GP0	01/08/25	01/08/27	730	100.00	4.38	500,000	500,000	499,145	500,000	499,110
FHLB	Hiltop Sec.	500,000	3130B6LA2	06/09/25	06/09/27	730	100.00	4.18	500,000	500,000	499,985	500,000	499,840
FFCB	Hiltop Sec.	500,000	3133ET3S4	12/09/25	12/09/27	730	100.00	3.73	500,000	500,000	498,285	500,000	498,245
FFCB	Hiltop Sec.	500,000	3133EWVCY4	02/11/26	02/11/28	730	100.00	3.57	500,000	500,000	497,715	500,000	496,895
FHLB	FNH Financial	500,000	3130B9KF6	02/25/26	02/11/28	716	100.00	3.75	500,000	500,000	497,145	500,000	497,220
FHLB	Multi Bank	500,000	3130B9PL8	02/25/26	02/25/28	730	100.00	3.75	500,000	500,000	498,005	500,000	498,065
FNMA	Multi Bank	500,000	3136GCNQ4	02/25/26	02/25/28	730	100.00	3.65	500,000	500,000	497,405	500,000	497,490
FAMCA	Multi Bank	500,000	31428JBY2	02/26/26	08/26/27	546	100.00	3.63	500,000	500,000	498,085	500,000	498,165
FHLB	FNH Financial	500,000	3130B9TN0	03/09/26	09/01/27	541	100.00	3.80	500,000	500,000	499,550	500,000	499,635
FHLB	FNH Financial	500,000	3130B9RJ1	03/09/26	03/09/28	731	100.00	3.80	500,000	500,000	497,815	500,000	498,070
FFCB	Multi Bank	500,000	3133EWMMA5	04/21/26	04/21/28	731	100.00	3.81	500,000	-	-	500,000	498,375
Total Agencies		6,500,000		WAM: 700	WAY: 3.94				6,500,000	6,000,000	5,985,050	6,500,000	6,482,380

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UST	Hiltop Sec.	2,000,000	91282CKS9	10/30/24	05/31/26	578	101.04	4.88	2,022,500	2,002,368	2,003,300	2,001,184	2,001,460
UST	Hiltop Sec.	4,000,000	91282CLH2	10/22/24	08/31/26	678	99.16	3.75	3,980,625	3,995,597	3,999,800	3,996,477	3,999,920
UST	Multi Bank	1,000,000	91282CQL80	04/30/26	04/30/28	731	99.87	3.75	998,664	-	-	998,664	997,420
Total Treasury Bills		7,000,000		WAM: 657	WAY: 4.07				7,001,789	5,997,965	6,003,100	6,996,326	6,998,800
CD	FIRST FINANCIAL	248,000	32021MGH6	06/11/24	06/11/26	730	100	4.90	248,000	248,000	248,562	248,000	248,365
CD	SAN FRANCISCO	230,000	79772FAJ5	11/27/24	11/27/26	730	100	4.25	230,000	230,000	230,409	230,000	230,452
CD	AMERICAN EXPRESS	244,000	02589AGH9	02/12/25	02/12/27	730	100	4.20	244,000	244,000	242,945	244,000	244,375
CD	GOLDMAN SACHS	244,000	38150VR43	03/11/25	03/11/27	730	100	4.30	244,000	244,000	241,582	244,000	243,201
CD	UBS	231,000	90355GVH6	04/23/25	04/23/27	730	100	3.95	231,000	231,000	231,471	231,000	227,856
CD	BMW BANK OF NORTH AMERICA	231,000	05612LEN8	04/25/25	04/26/27	731	100	3.95	231,000	231,000	231,412	231,000	227,863
CD	SOUTHPOINT	249,000	84464PCD7	04/29/25	04/29/27	730	100	4.00	249,000	249,000	249,624	249,000	245,679
CD	MY COMMUNITY	-	62848NAE5	04/30/25	04/30/26	365	100	4.00	-	240,000	240,058	-	0
CD	WESTERN ALLIANCE	245,000	95763PXF3	04/30/25	10/30/26	548	100	4.00	245,000	245,000	245,114	245,000	245,171
CD	UNITED FIDELITY	245,000	910286JH7	05/23/25	08/24/26	458	100	4.20	245,000	245,000	245,305	245,000	245,282
CD	STEARNS BANK NA	245,000	8578942J7	05/23/25	07/23/26	426	100	4.10	245,000	245,000	245,138	245,000	245,158
CD	BANK OF NEW YORK	235,000	06405VJK6	06/17/25	06/17/26	365	100	4.30	235,000	235,000	235,181	235,000	235,150
CD	MAPLEMARK	235,000	565402BA1	06/17/25	06/17/26	365	100	4.30	235,000	235,000	235,181	235,000	235,150
CD	BANK OF CHINA/NEW YORK	235,000	06428F6M4	06/18/25	06/08/26	355	100	4.30	235,000	235,000	235,161	235,000	235,122

CITY OF STAFFORD
CD, TREASURY BILL & AGENCY DETAIL
FOR THE PERIOD ENDING APRIL, 2026

Type	Authorized Broker	Par	Cusip#	Settlement Date	Maturity Date	Days to Maturity	Price	Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
CD	ENTERPRISE	235,000	29366SMH4	06/18/25	06/18/26	365	100	4.30	235,000	235,000	235,184	235,000	235,153
CD	FIRST COMMUNITY	235,000	31987FCX4	06/20/25	06/18/26	363	100	4.30	235,000	235,000	235,251	235,000	235,197
CD	ASSOCIATED BANK	245,000	045491YQ4	11/26/25	05/26/26	181	100	3.80	245,000	245,000	245,016	245,000	245,011
CD	EVER BANK	245,000	29978MGT9	11/28/25	06/02/26	186	100	3.80	245,000	245,000	244,975	245,000	245,014
CD	PARKE BANK	245,000	700886GN8	11/28/25	05/29/26	182	100	3.80	245,000	245,000	245,017	245,000	245,012
CD	MORGAN STANLEY	245,000	61778ELE9	12/24/25	12/27/27	733	100	3.70	245,000	245,000	244,512	245,000	244,100
CD	MORGAN STANLEY PRIVATE BANK	245,000	61776NL27	12/24/25	12/27/27	733	100	3.70	245,000	245,000	244,607	245,000	244,090
CD	SAFRA NATIONAL	241,000	78658RSH5	01/07/26	01/06/27	364	100	3.55	241,000	241,000	240,083	241,000	240,252
CD	GRAND BANK	249,000	38522ACG9	01/08/26	07/08/27	546	100	3.55	249,000	249,000	248,054	249,000	247,851
CD	WESTERN ALLIANCE	245,000	95763PA43	01/15/26	07/15/26	181	100	3.60	245,000	245,000	244,772	245,000	244,887
CD	CUSTOMERS BANK	245,000	23204HRC4	01/15/26	01/18/28	733	100	3.60	245,000	245,000	244,202	245,000	243,596
CD	FIRST HORIZON	243,000	337158CY3	01/15/26	10/15/26	273	100	3.60	243,000	243,000	242,490	243,000	242,643
CD	BANK OF AMERICA	245,000	06051XZ54	01/21/26	01/21/28	730	100	3.65	245,000	245,000	243,949	245,000	243,650
CD	CITY NATIONAL	245,000	178180HD0	01/23/26	01/24/28	731	100	3.65	245,000	245,000	244,414	245,000	243,789
CD	BANK OF OLD MONROE	249,000	064236CX8	01/23/26	01/21/28	728	100	3.80	249,000	249,000	248,770	249,000	247,637
CD	TEXAS EXCHANGE	249,000	88241TYE5	01/23/26	07/26/27	549	100	3.60	249,000	249,000	248,079	249,000	248,050
CD	FIRST BANK OF RICHMOND	245,000	319267NY2	02/18/26	02/18/28	730	100	3.80	245,000	245,000	243,920	245,000	243,549
CD	FIRST WESTERN TRUST	249,000	337504RQ6	02/27/26	11/27/26	273	100	3.70	249,000	249,000	248,540	249,000	248,697
CD	PINNACLE BANK	245,000	72345SMC2	03/04/26	03/06/28	733	100	3.85	245,000	245,000	244,059	245,000	243,674
CD	GREENFIELD	249,000	394837AB4	03/05/26	03/06/28	732	100	3.80	249,000	249,000	248,170	249,000	247,442
CD	INTRACOASTAL	245,000	46117YAS7	03/13/26	03/13/28	731	100	3.75	245,000	245,000	243,969	245,000	243,392
CD	CITI BANK	245,000	17290GM87	03/17/26	03/17/28	731	100	3.75	245,000	245,000	244,758	245,000	244,444
CD	BANK OF UTAH	245,000	065427ED4	04/22/26	10/22/27	548	100	3.90	245,000	-	-	245,000	245,000
CD	FIRST BANK OF THE LAKE	249,000	31925YEG3	04/29/26	07/29/27	456	100	3.90	249,000	-	-	249,000	249,000
CD	WELLS FARGO	249,000	94976AVT8	04/20/26	10/20/27	548	100	3.95	249,000	-	-	249,000	249,000
CD	LIVE OAK	248,000	538037CD2	04/24/26	11/23/27	578	100	3.95	248,000	-	-	248,000	248,000
CD	COMMUNITY UNITY BANK	249,000	20415VAR9	04/30/26	11/01/27	550	100	3.90	249,000	-	-	249,000	249,000
CD	RAYMOND JAMES	245,000	75472RBG5	04/30/26	10/29/27	547	100	3.90	245,000	-	-	245,000	245,000
Total CDs		9,986,000			WAM:	546	WAY:	3.92	9,986,000	8,741,000	8,729,934	9,986,000	9,960,953

CITY OF STAFFORD INVESTMENT PORTFOLIO
SUMMARY OF INVESTMENTS BY CLASSIFICATION
FOR THE PERIOD ENDING APRIL, 2026

Investment by Funds	Cash	Logic	Texas CLASS	Treasury	Agencies	CDs	Total	Interest Income
General Operating	6,940	8,757,746		1,998,239		2,201,000	12,963,924	321,945
General Non Operating	503	471,693					472,196	6,852
Employee Benefits	180,878						180,878	2,802
Restricted-Willow Water Hole	814	203,363					204,177	4,748
Restricted-Street Light Part	2,442	27,389					29,831	694
Restricted-Opioid	5,117	46,290					51,407	1,195
Judicial Efficiency	10,217	26,467					36,685	820
Court Security	18,921	115,932					134,852	3,467
Local Truancy Prevention	18,254	139,294					157,547	3,438
Municipal Jury	775						775	13
Narcotic Seizure-Federal	15	96,650					96,665	3,612
Narcotic Seizure-State	8	33,142					33,150	805
Child Safety Fees	165,380	20,225					185,604	2,218
Special Revenue - PD	86	20,421					20,507	477
Hotel Occupancy	282,164	797,084	4,165,534	2,001,184	500,000	2,426,000	10,171,966	205,876
Debt Service	3,554	482,095					485,649	7,796
Capital Project	69,898	1,426,363					1,496,261	60,512
Local Street Assessments	2,112						2,112	49
SEDC General	6,420	908,251	1,847,952	2,996,903	4,000,000	3,159,000	12,918,526	261,852
SEDC Debt Service	164,128	1,572,704	250,000				1,986,832	28,693
SEDC Capital Projects	1,596	44,514	4,150,349		2,000,000	2,200,000	8,396,459	201,165
Total Investments by Fund	940,220	15,189,621	10,413,836	6,996,326	6,500,000	9,986,000	50,026,003	1,119,030



City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)

Approval of the renewal for Philstyn Audio Video for the maintenance sound and lights for the Civic Center previously approved on Res. #12-25 at Feb 19, 2025 Council meeting

Classification of Expenditure (check the one that applies)

☐

Emergency

☐

Normal

☐

Critical

☐

Grant Funds - Paid in Advance

☒

Very Necessary

☐

Grant Funds - Reimbursement

Agenda Date:

5/20/26

Requested By:

Susan Ricks

Department:

Civic Center

Department Head

Approval:

Susan Ricks

Budget

Budget Line Item

100-530-710.00

Expenditure Required

\$6000.00 to finish this budget year

Current Budget Remaining

\$7,000

Additional Funding Needed

\$0

Funding Source

100-530-710.00

Finance Approval:

Auke Shah

Date:

5/18/2026

Mayor's Comments

CFO's Comment:

The department received two quotes, and the bid from Philstyn Audio Video is the lower of the two.

Mayor's Approval for
Discussion Item

Mayor's Approval
for Consent Agenda

Ken Math

Date:

Date:

5/27/26

Rejected by Mayor for
Inclusion on Agenda

Date:

TO: Mayor and Council
FROM: Susan Ricks
DATE: May 4, 2026
RE: Recommendation Automatically Renewal
for Lighting and Sound Contract

City Council approved the contract with Philstyn Audio Video (Resolution #12-15) on February 19, 2025. This contract has an automatically renewed for a two-years clause. Legal council has advised that automatic extension language requires City Council approval. Philstyn has updated their contract and taken out the automatic extension language, I am requesting approval of the two addition years and termination date of May 2028.

I would like to make the recommendation to renew Philstyn Audio Video for the sound and lighting maintenance contract for the Civic Center. Philstyn Audio Video is the lowest qualified bidder. Below are the 2 bids. This would be taken out of line 100-530-710.00 in the Civic Center budget.

1. Philstyn Audio Video

Monthly Service	\$920.00
Emergency Service – Weekday	\$135.00 Per hour
Emergency Service – Weekday Nights	\$260.00 Per hour
Emergency Service – Weekends & Holiday	\$300.00 Per hour

2. Production Lab

Monthly Service	\$1175.00
Emergency Service – Weekday	\$150.00 Per hour
Emergency Service – Weekends Nights	\$350.00 Per hour
Emergency Service – Weekends & Holiday	\$350.00 Per hour

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, APPROVING AN EXTENSION AGREEMENT WITH PHILSTYN AUDIO VIDEO (PAV) FOR THE MAINTENANCE, REPAIR, AND TRAINING OF AUDIO-VISUAL DEVICES LOCATED AT THE STAFFORD CIVIC CENTER, FOR A PERIOD OF TWO (2) YEARS, AND AUTHORIZING THE DIRECTOR OF RECREATION TO EXECUTE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. That the City Council hereby authorizes the Director of Recreation to execute an extension agreement with Philstyn Audio Video (PAV) for the maintenance, repair, and training of audio-visual devices, located at the Stafford Civic Center, for a period of two (2) years, in accordance with the terms and conditions of the agreement attached hereto as Exhibit "A" and incorporated herein for all purposes.

PASSED, APPROVED, and RESOLVED this the 3rd day of June, 2026.

Ken Mathew
Mayor

ATTEST:

Roxanne Benitez
City Secretary

EXHIBIT “A”

PHILSTYN SERVICE AGREEMENT AUDIO-VISUAL MAINTENANCE, REPAIR, TRAINING

Philstyn proposes to provide the following maintenance services for the City of Stafford Civic Center 1415 Constitution Ave., Stafford, TX 77477 commencing on May 15, 2026 for a term of two years unless cancelled by one or both parties..

1. Perform monthly Civic Center Sound, Video and Lighting Systems check.
 - a. Power up and test Auditorium sound system.
 - i. Test microphones, audio sources and loudspeakers.
 - ii. Adjust and calibrate wireless mics and equalizer as needed.
 - iii. Repair damaged audio, lighting connectors and/or cables
 - iv. Test and align video projector. Replace with user lamps as needed
 - b. Power up and test Light Dimmer system.
 - i. Test for correct operation of lamps in instruments.
 - ii. Test and align stage lighting instruments to preshow.
 - iii. Reprogram dimmer board as needed.
 - iv. Replace defective theatrical lamps on stage, FOH instruments with Stafford in-house lamp inventory.
 - c. Replace defective lamp sockets, power connectors, etc. on stage instruments. Excludes replacement parts.
 - d. Perform quarterly cleaning of cooling fans and operator keyboards.
 - e. Report any issues, damaged or inoperative equipment to Civic Center manager. Equipment repairs performed separately.

Fee for this service is \$920.00 per month.

2. Perform as needed Emergency Service Calls to ascertain and resolve issues pertaining to the Auditorium Sound and Lighting Systems.

Fee for this service is \$135 per hour plus parts during normal 8am to 5pm business hours, \$260 per hour plus parts from 5pm to 11pm Monday through Friday, and \$300 per hour plus parts from 11pm to 7am M-F, Weekends and Holidays.

3. Repair of inoperative or damaged in-house equipment performed on site or picked up for repair and returned will be billed separately.
4. Training for new personnel or refresher class on the setup and operation of the audio, video and lighting systems performed during maintenance service.
5. Billing shall be on a monthly basis for maintenance services. Parts used or repairs not covered under maintenance to be invoiced as they accrue.

6. Insurance

- a. Provision of Insurance. Philstyn shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below.
- b. Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized to transact business of insurance in the State of Texas.
- c. Coverage Requirements.
 - i. Workers' Compensation Insurance. Philstyn shall maintain Workers' compensation Insurance, statutory limits, and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000) each accident for bodily injury by accident and each employee for bodily injury by disease in accordance with the laws of the State of Texas.

Philstyn shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, and employees.
 - ii. General Liability Insurance. Philstyn shall maintain commercial general liability insurance, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate. The policy shall cover liability arising from premises operations, products-completed operations, personal injury, and liability assumed under an insured contract.
 - iii. Automobile Liability Insurance. Philstyn shall maintain automobile insurance covering bodily injury and property damage for all activities of the Philstyn arising out of or in connection with Work to be performed under this agreement , including coverage for any owned, hired, non-owned or rented vehicles , in an amount not less than one million dollars (\$1,000,000) combined single limit each accident.

Philstyn Bruce Tappe

Stafford Civic Center Susan Ricks

Date

Date

TO: Mayor and Council

FROM: Susan Ricks

DATE: May 15, 2026

RE: July 3rd Celebration Recommendations

2026 JULY 3rd HONOREE

The committee would like to recommend past and current Stafford Mayors to be the City of Stafford July 3rd, 2026 Celebration's Honoree, for all their service and dedication to the City of Stafford and their community.



City of Stafford
Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)
Request to fund engineering proposal for Civic Center structural review and evaluation

Classification of Expenditure (check the one that applies)	
☐ Emergency	☐ Normal
☐ Critical	☐ Grant Funds - Paid in Advance
☐ Very Necessary	☐ Grant Funds - Reimbursement

Agenda Date: June 3, 2026	Requested By: Christopher Riggs
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Department: Public Works	Department Head Approval: Christopher Riggs
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Budget		
Budget Line Item	500-515-566	
Expenditure Required	\$	133,000.00
Current Budget	\$100,000	
Additional Funding	\$33,000	
Funding Source	Fund Balance	

Finance Approval: <i>Aruka Shah</i>	Date: 5/26/2026
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Mayor's Comments

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Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda	<i>Ken Mathew</i>
Date:		Date:	<i>5/27/26</i>
Rejected by Mayor for Inclusion on Agenda		Date:	



Public Works and Development Services

Memo

Date: May 20, 2026

To: Mayor Mathew and City Councilmembers

From: Christopher Riggs
Director of Public Works and Development Services

Re: Civic Center Structural Review and Evaluation
Engineering Proposal

Please find attached the proposal from Ken Stanley with Stanley Spurling & Hamilton Consulting Engineering Services. The proposal is to perform the next phase of the Civic Center evaluation. The proposal is for \$133,000.00 plus reimbursable expenses. There are remaining funds in the 500-515-566 Building Rehab Project in the amount of \$100,000. Additional funding will be necessary.

If you have any questions or need further information, please contact myself at criggs@staffordtx.gov or (281)261-3946.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS APPROVING A PROPOSAL, FROM STANLEY SPURLING & HAMILTON, INC., FOR ENGINEERING SERVICES AT THE STAFFORD CIVIC CENTER, AND AUTHORIZING THE MAYOR TO EXECUTE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

The City Council authorizes the Mayor to execute a proposal between the City of Stafford and Stanley Spurling & Hamilton, Inc., for engineering services at the Stafford Civic Center, as described in the proposal set forth as "Exhibit A", attached hereto, and incorporated herein for all purposes.

PASSED, APPROVED, AND RESOLVED this 3rd day of June, 2026.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT A



May 18, 2026

Mr. Bob Jones. PE
City Engineer
City of Stafford
2610 South Main Street
Stafford, Texas 77477

Re: Stafford Civic Center
Detailed Structural Review and Evaluation

Dear Mr. Jones,

We appreciate the opportunity to offer this proposal to provide engineering services on the above referenced project. Our services will include the following:

1. Geotechnical Investigation – to determine the soil characteristics and engineering properties under and around the building, identify the depth of constant soil moisture below the influence of the trees, and provide assistance in the development of repair requirements.
2. Engineering–
 - a. Prepare a contour map of slab settlement areas and develop a repair strategy for stabilization of the overall building.
 - b. Develop engineering drawings and details for various repairs needed. These details will be for new footings/piers as appropriate, façade attachment details, and may include injection of the slab to level and/or arrest the slab settlement.
 - c. Structural repairs or alterations where necessary.
 - d. Identify and provide details for exterior site work such as adjustments to the sidewalks and/or grading near the building
3. Architectural/Interior –
 - a. Identify ingress/egress issues and compliance with ADA requirements along with repair recommendations where appropriate.
 - b. Provide repair/replacement criteria and details for the interior along with the exterior façade repairs, walkways and ramps.
4. Landscape Architecture –
 - a. to review the existing irrigation system to address the water needs of the trees to avoid continued encroachment on the building systems and maintain a stable moisture condition.

5. Mechanical, Electrical and Plumbing – it is not known at this time if repairs or adjustments are needed to any of these systems. This item is included only to televise the existing plumbing lines to determine if there are any broken or leaking pipes. It is our understanding that the City may perform this service in which case this item would be deleted from our work.
6. Portions of this work may require selective demolition along with ladders or manlifts for access. Our scope of work does not include procurement of these items or repairs afterward. We will coordinate with the City as needed to accomplish the tasks with minimal disruption to the facility.
7. Based on our repair recommendations and details we will prepare cost opinions for the repairs.
8. Provide written documentation in the form of plan details based on our findings and design recommendations along with a narrative of the project overall scope, estimated time frame for repairs and costs. This will not include the full City documents necessary for public bidding but are expected to be sufficient for pricing the work.

We will provide these services on an hourly basis and suggest a budget of \$133,000.00 which is derived as follows:

Geotechnical Investigation and Engineering	\$ 32,000.00
Structural and Site Engineering	\$ 71,000.00
Architectural	\$ 15,000.00
Landscape Architectural	\$ 5,000.00
MEP – Televise Plumbing Lines Allowance	<u>\$ 10,000.00</u>
Total Budget	\$133,000.00

Reimbursable expenses such as fees, printing, plotting, delivery services, travel, etc. will be billed at cost, plus 10%, in addition to the hourly fees.

We will invoice monthly, and all invoices are due net thirty days.

Any changes, budgetary or other reasons, to the drawings made by the owner after the drawings have been completed, will be billed hourly or at a predetermined fee as additional scope of work.

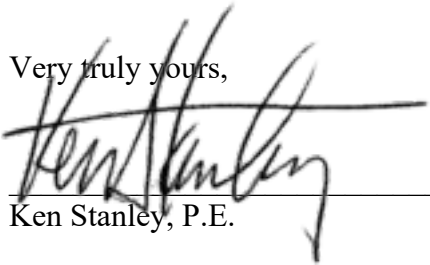
If the project is canceled or placed on hold, we will invoice for all work efforts and expenses incurred up to the cancellation notice plus the time for final close out.

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of Engineer and Engineer's officers, directors, members, partners, agents, employees, and Consultants to Owner and anyone claiming by, through, or under

Owner for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied, of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants (hereafter "Owner's Claims"), shall not exceed the total amount of \$50,000.00 or the total compensation received by Engineer under this agreement whichever is greater.

If this proposal meets your approval, please sign and return one copy. If you have any questions, please call.

Very truly yours,



Ken Stanley, P.E.

Accepted: _____

Date: _____

DIVIDER PAGE



Public Works and Development Services

Memo

Date: May 20, 2026

To: Mayor Mathew and City Councilmembers

From: Christopher Riggs

Director of Public Works and Development Services

Re: Building Official Memorandum- Civic Center Complaint

Please find attached a memorandum from Irby Rico, Building Official, to Mayor Mathew in reference to a complaint Mr. Rico received about the Civic Center. In response, Mr. Rico performed an inspection of the facility. Mayor Mathew asked that his memo be shared with City Council.

If you have any questions or need further information, please contact myself at criggs@staffordtx.gov or (281)261-3946.

MEMORANDUM

TO: Mayor Ken Mathew
FROM: Irby Rico 
Building Official
RE: Stafford Civic Center Foundation Problem

On May 24, 2026, I received a text message, along with photographs, from a concerned citizen of the City of Stafford regarding the condition of the foundation at the Stafford Civic Center. As the City of Stafford Building Official, the citizen wanted to ensure that I was aware of the ongoing structural concerns affecting the building.

The foundation issues at the Stafford Civic Center are not new and have been evaluated and repaired by multiple foundation engineers over the past fifteen years. Despite these previous evaluations and repair efforts, concerns regarding the building's functionality and safety remain.

As Building Official, one of my primary concerns is the building's means of egress. While the facility appears to have an adequate number of exit doors, several of the doors do not fully open as originally designed. This condition restricts the required path of egress and could significantly impede occupants' ability to safely evacuate the building in the event of an emergency. Exit doors that cannot be fully opened may be considered obstructed or effectively locked, creating a potential life-safety hazard.

I have also been made aware that City Council is currently reviewing an additional foundation engineering report concerning the condition of the facility. In light of the ongoing structural concerns and the impact on the building's egress system, I would recommend limiting the use and occupancy of the building until the facility can be restored to full operational functionality as originally intended and designed.

In closing, I respectfully request that I be kept informed regarding City Council's decisions and any future actions related to the repair, occupancy, and continued use of the Stafford Civic Center.

Thank you.

Cc: Chris Riggs
Susan Ricks



SEDC

STAFFORD ECONOMIC DEVELOPMENT CORPORATION

2610 South Main Street, Stafford, TX, 77477 Phone: 281-261-3900

Memo

To: Mayor Mathew and Council Members

From: Roxanne Benitez, City Secretary

Date: May 21, 2026

Re: Refurbishing City Monuments Project

In accordance with state laws, all Stafford Economic Development Corporation (SEDC) projects must be approved once by the SEDC and approved twice by the City Council.

At the Stafford Economic Development Corporation (SEDC) meeting, held on April 28, 2026, the Directors approved Resolution No 26-02 for the refurbishment of City monuments project.

The first City Council public hearing and proposed resolution was held and approved at the May 20, 2026 Regular City Council meeting.

This is the second required public hearing and resolution needing approval in order for the project to be finalized.

If you have any questions, please feel free to contact President Randy Krahn or myself.

Thank you for your consideration in this matter.

Sincerely,

RESOLUTION NO. 24-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD
APPROVING AS A PROJECT OF THE STAFFORD ECONOMIC
DEVELOPMENT CORPORATION, A PROJECT FOR THE
CONSTRUCTION, REPAIR, REFURBISHMENT, MAINTENANCE, AND
IMPROVEMENT OF CITY MONUMENTS WITHIN THE CITY OF
STAFFORD

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City Council hereby approves as a project of the Stafford Economic Corporation the “Refurbishing City Monuments Project” as described in the Stafford Economic Development Corporation resolution attached hereto as Exhibit 1 and incorporated herein for all purposes.

PASSED AND APPROVED on first reading this the 20th day of May, 2026.

PASSED, APPROVED, AND RESOLVED on second reading this the 3rd day of June, 2026.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT 1
STAFFORD ECONOMIC DEVELOPMENT CORPORATION
RESOLUTION NO. 26-02

**STAFFORD ECONOMIC DEVELOPMENT CORPORATION
RESOLUTION NO. 26-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
STAFFORD ECONOMIC DEVELOPMENT CORPORATION
APPROVING AS A PROJECT OF CORPORATION, A PROJECT
FOR THE CONSTRUCTION, REPAIR, REFURBISHMENT,
MAINTENANCE, AND IMPROVEMENT OF CITY MONUMENTS
WITHIN THE CITY OF STAFFORD.**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
STAFFORD ECONOMIC DEVELOPMENT CORPORATION:**

Section 1. The Board of Directors of the Stafford Economic Development Corporation (the "Corporation") hereby creates the "Refurbishing City Monuments" Project.

Section 2. The Corporation does hereby approve as a project of the Corporation certain expenditures for land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements that are found by the board of directors to promote new or expanded business development within the City of Stafford in accordance with Section 505.158 of the Texas Local Government Code.

Section 3. The Project consists of the construction, repair, refurbishment, maintenance, and improvement of four city monuments located along Highway 59 and the city monument located along Highway 90 within the City of Stafford.

Section 4. The Project will include annual maintenance and operating costs.

Section 5. The estimated amount of expenditures for the Project is Four-Hundred Thousand Dollars and No Cents (\$400,000.00), along with Ten Thousand Dollars and No Cents (\$10,000.00) annual maintenance costs, along with annual operating costs.

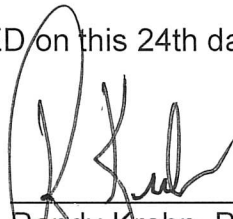
Section 6. A public hearing before the Corporation is hereby called regarding the proposed Project. Said public hearing shall be held at 6:30 p.m., on

April 28, 2026, in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas.

Section 7. Two public hearings before the Stafford City Council are hereby called regarding the proposed "Refurbishing City Monuments" Project. Said public hearings shall be held in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas at 6:30 o'clock p.m., on **May 20, 2026**, and at 6:30 o'clock p.m., on **June 3, 2026**.

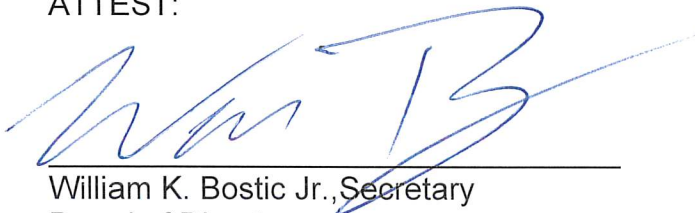
Section 8. The Administrative Assistant of the Corporation is hereby authorized and directed to cause notice of such public hearings to be published in a newspaper of general circulation within the City of Stafford, Texas, in the form attached hereto as Exhibit "A."

PASSED, APPROVED, AND RESOLVED on this 24th day of March, 2026.



Randy Krahn, President
Board of Directors

ATTEST:



William K. Bostic Jr., Secretary
Board of Directors

EXHIBIT A

STAFFORD ECONOMIC DEVELOPMENT CORPORATION and CITY OF STAFFORD CITY COUNCIL NOTICE OF PROJECT AND NOTICE OF PUBLIC HEARINGS

The Stafford Economic Development Corporation hereby gives notice, pursuant to Section 505.160 of the Texas Local Government Code, that the Corporation has adopted, as a Project of the Corporation, the “Refurbishing City Monuments” Project consisting of the construction, repair, refurbishment, maintenance, and improvement of four city monuments located along Highway 59 and the city monument located along Highway 90 within the City of Stafford. The estimated amount of expenditures for the Project is Four-Hundred Thousand Dollars and No Cents (\$400,000.00), along with Ten Thousand Dollars and No Cents (\$10,000.00) annual maintenance costs, along with annual operating costs.

The Stafford Economic Development Corporation hereby gives notice that it will conduct a public hearing to solicit citizen input on the proposed Project. Said public hearing before the Stafford Economic Development Corporation is hereby called regarding the proposed Project. Said public hearing will be held at **6:30 p.m., on April 28, 2026**, in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas.

The City Council of the City of Stafford, Texas will conduct public hearings to solicit citizen input on the proposed Project. Said public hearings shall be held in the Council Chambers, Stafford City Hall, 2610 South Main, Stafford, Texas at 6:30 o’clock p.m., on **May 20, 2026**, and at 6:30 o’clock p.m., on **June 3, 2026**.

Interested citizens are invited to attend and will be given an opportunity to be heard. For further information, please contact Assistant City Secretary Renote Cross at (281) 261-3904.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, APPROVING AN INTERLOCAL AGREEMENT WITH THE STAFFORD MUNICIPAL SCHOOL DISTRICT FOR LAW ENFORCEMENT SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City Council hereby authorizes the Mayor to execute an Interlocal Agreement with the Stafford Municipal School District for school resource officer (SRO) law enforcement services in accordance with the terms and conditions set forth in the agreement attached hereto as "Exhibit A" and incorporated herein for all purposes.

PASSED, APPROVED, and RESOLVED this the 3rd day of June, 2026.

Ken Mathew
Mayor

ATTEST:

Roxanne Benitez
City Secretary

EXHIBIT A

**INTERLOCAL AGREEMENT BETWEEN
STAFFORD MUNICIPAL SCHOOL DISTRICT
&
CITY OF STAFFORD, TEXAS**

THIS AGREEMENT is made and entered into by and between the Stafford Municipal School District, hereinafter referred to as "SMSD" and the City of Stafford, Texas, hereinafter referred to as "Stafford" and in this regard, the parties hereto mutually agree and state as follows:

WITNESSETH

WHEREAS, House Bill 3, effective September 1, 2023, added Texas Education Code Section 37.0814, which requires SMSD to determine the appropriate number of armed security officers for each District campus and, absent a good cause exception, ensure that at least one armed commissioned peace officer is present during regular school hours at each campus;

WHEREAS, in compliance with Section 37.0814 of the Texas Education Code SMSD hereby determines that the appropriate number of armed security officers for each District campus is one (1) officer per campus, for a total of five (5) officers;

WHEREAS, SMSD has determined to enter into an agreement with Stafford for law enforcement services, including the provision of five (5) armed security officers (collectively, "Services") and specifically authorizes the subject peace officers to carry weapons in performing such Services within SMSD's jurisdiction, which it determines to include, without limitations, all SMSD schools and properties under the control of SMSD; and

WHEREAS, pursuant to Chapter 791 of the Texas Government Code, Stafford is authorized to entered into an Interlocal agreement with SMSD for such Services; and

WHEREAS, pursuant to an Interlocal agreement Stafford and SMSD may jointly exercise the power to provide governmental services for the public health, safety and welfare; and

WHEREAS, all obligations of the parties will be funded from their respective current revenues; and

NOW, THEREFORE, for and in consideration of these premises, SMSD and Stafford do hereby stipulate and agree as follows:

I. TERM

SMSD and Stafford mutually agree that the terms and provisions of this agreement are effective with the start of the 2025-26 school year and shall continue in full force and effect until terminated by either party with a ninety (90) day written notice exercising

their right to cancel this agreement as hereinafter provided. This agreement after all parties shall execute the same, shall continue in full force and effect unless either party hereof shall give notice of not less than ninety (90) days prior to the expiration thereof that said parties wish to terminate said agreement Notice shall be deemed sufficient if hand delivered or posted in the United States Mail Postage Prepaid, Certified or Registered Mail not less than ninety (90) days prior to the date of intended termination. In the event of termination as herein provided, all payments and monies otherwise due and payable to Stafford by SMSD under the terms of the agreement shall continue to remain due and payable until the effective date of termination.

II. SMSD

SMSD agrees to pay Stafford from current revenues available, an amount of money equal to two City of Stafford police officers' salaries and benefits for law enforcement services provided by the City of Stafford Police Department (the amount of those salaries is equal to the median salary and benefits of the five officers provided for a given school year), due and payable upon invoice from Stafford for actual cost incurred with the first payment due in October 2025, and subsequent payments by the 15th day of each month of the Agreement. The parties agree that SMSD's payment for two (2) police officers as outlined in this agreement is a proportionate cost allocation that allows the City of Stafford Police Department to recover direct costs but does not allow the entity to profit. City Of Stafford officers shall be fully qualified as peace officers in the State of Texas (licensed by the Texas Commission of Law Enforcement (TCOLE) and commissioned by the City of Stafford police department), employees of Stafford and shall be primarily directed by the Chief of Police and/or his designee to patrol and provide services to campuses and properties under the control of the school district. Any overtime incurred by SRO officers for the performance of law enforcement duties related to SMSD shall be approved, in advance when circumstances permit, by SMSD prior to being incurred. Any request for approval of overtime shall be submitted a reasonable time in advance of being incurred, when feasible, to the SMSD Superintendent or designee; SMSD will pay the actual cost of SMSD-approved overtime incurred by SRO officers for the performance of law enforcement duties related to SMSD. The parties agree at such times as are convenient and necessary to adjust and/or re-calculate the monies as herein provided when circumstances and conditions exist making such adjustments necessary and desirable to accomplish the objectives of this agreement.

In accordance with Texas Education Code Section 37.081(d), the SMSD Board of

Trustees hereby determines the following law enforcement duties to be performed by the officers assigned to SMSD schools and facilities:

1. Maintain high visibility at campuses.
2. Assist in security efforts at their designated school.
3. Coordinate communication between the designated school and the City of Stafford Police Department.
4. Assist with traffic control when necessary.
5. Address incidents that require law enforcement intervention on campus, investigations of an accident, or the removal of a student and inform the campus principal of such intervention.
6. Provide positive police-student relations.

II. STAFFORD

Stafford agrees to provide five (5) City of Stafford police officers, including the equipment, personnel and services required for School Resource Officer (SRO) law enforcement services. Stafford's Chief of Police shall assign one (1) police officer to each of the following SMSD campuses: (1) Stafford High School, (2) Stafford Middle School, (3) Stafford STEM Magnet School, (4) Stafford Elementary School, and (5) Stafford Early Childhood Center. Stafford shall pay for all officers who provide Services at SMSD, with the exception of two (2) police officers' salaries and benefits agreed to be paid by SMSD. In accordance with Texas Education Code Section 37.0814, each officer must be present during the campus's regular school hours, on those days and during those hours that the school is in session.

Prior to taking any leave time, the school principal shall be made aware of the officer's absence. In the event an officer who is assigned to an SMSD campus under this agreement is temporarily absent, Stafford agrees to assign a replacement officer to be present during the campus's regular school hours. In the event the SMSD Board of Trustees does not adopt a resolution setting forth a good-cause exception under HB 3 that allows sharing of officers between or among campuses, SMSD shall reimburse Stafford for the cost of additional officers who cover an SRO's campus in the SRO's absence upon approval a reasonable time in advance of being incurred, when feasible, by the SMSD Superintendent or designee. Stafford and SMSD may agree for officers to be present at other SMSD locations and times, as mutually agreed upon by the parties.

If SMSD is dissatisfied with the performance of an officer, SMSD will notify the Stafford Chief of Police, who will attempt to resolve the issue to the satisfaction of both the

school district and the police department. If the Chief of Police cannot resolve the issue to the satisfaction of both SMSD and Stafford, he/she will assign another replacement officer.

Stafford agrees to provide each assigned officer transportation specified by the Chief of Police of Stafford and mutually agreed upon by the Superintendent of SMSD; at a minimum, Stafford shall provide three police vehicles to officers assigned to SMSD. SMSD and Stafford will further identify additional equipment related to the safety and support of Stafford MSD students. Equipment may include cellular telephones, radio units, tactical gear and other equipment as deemed necessary by both parties. Officers shall be in police uniform at all times while performing Services under this agreement.

Stafford shall ensure that training required for SROs and the Chief as a supervisor of the SROs shall be timely completed. SMSD agrees to reimburse Stafford for training required for SROs and the Chief as a supervisor of the SROs. Specifically, SMSD agrees to reimburse Stafford for all training required for SROs which would not otherwise be required if the officers were not serving as SROs in addition to their duties as Stafford Police Officers. Stafford agrees to make best efforts to minimize SMSD's training costs by seeking required SRO training within training already provided by Stafford's training budget. In no event shall SMSD be responsible for reimbursing Stafford for SRO training in an amount that exceeds six thousand dollars and zero cents (\$6,000.00) for the 2025-26 school year without a duly-authorized amendment to this agreement; after the 2025-26 school year, Stafford and SMSD agree that SMSD shall pay all costs of the SRO-required training that would not otherwise be required if the officers were not serving as SROs.

Nothing in this agreement shall be interpreted or construed as creating or establishing the relationship of employer or employee between SMSD and Stafford or any employee or agent thereof. SMSD understands and agrees notwithstanding other provisions herein that the police officers to be hired under the requirements of this agreement shall at times be deemed officers of the police force of the City of Stafford and shall be responsible to and under the command of the Chief of Police of the City of Stafford and/or his designee.

III. CURRENT REVENUES

This Interlocal agreement is a commitment of SMSD and Stafford current revenue only, and dependent upon future annual appropriations by the governing bodies. Stafford and SMSD enter into this agreement only to the extent that funds are made available. Either party may terminate this agreement anytime upon written notice to the

other party upon non-appropriation of funds by its governing body. Should the governing body of either SMSD or Stafford fail to appropriate funds necessary to fulfill the terms of this Agreement, Stafford and/or SMSD shall give immediate notice to the other party and the Agreement shall expire upon close of the currently funded fiscal year or when current revenues are no longer available to fund this Agreement, whichever comes last.

IV. AMENDMENTS

This agreement may be amended only by written Instrument duly approved and executed by all parties in accordance with the formalities of the agreement.

V. BINDING ON SUCCESSORS

This agreement shall bind and benefit the respective parties and their legal successors, but shall not otherwise be assignable, in whole or in part, by any party without first obtaining the written consent of all other parties.

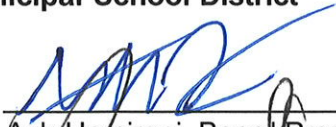
VI. LEGALITY

This agreement shall be subject to all present and future valid laws, orders, rules and regulations of the State of Texas and any other regulatory body thereof having jurisdiction and shall be construed under the laws of the State of Texas.

IN WITNESS WHEREOF, this agreement has been executed on behalf of the parties as follows, to-wit:

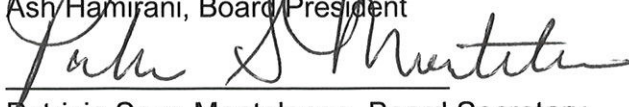
Stafford Municipal School District

By:



Ash Hamirani, Board President

Attest:



Patricia Soza-Montelongo, Board Secretary

City of Stafford

By:

Mayor Ken Mathew

Attest:

City Secretary Roxanne Benitez

From: [William K. Bostic](#)
To: [Roxanne Benitez](#)
Subject: Agenda Item Request - Public Comment Extension
Date: Thursday, May 21, 2026 6:56:21 PM

Greetings Roxanne,

I would like to place this item on the next council agenda:

“Discussion and consideration on expanding public comment.”

Thank you,

William

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CITY COUNCIL MINUTES

MINUTES
REGULAR CITY COUNCIL MEETING
CITY OF STAFFORD, TEXAS
WEDNESDAY, MAY 6, 2026

On the 6th day of May, 2026, at 6:30 p.m., the City Council of Stafford, Texas met in regular session in the Council Chambers. Mayor Mathew called the meeting to order. The following members of the City Council were present: Mayor Ken Mathew, Mayor Pro Tem William K. Bostic Jr., and Council Members Alice Chen, Tim Wood (arrived at 6:32 p.m.), Virginia Rosas, and Wen Guerra. Absent: Council Member Xavier Herrera. The following City Staff were present: Fire Chief Jose Magana, Director of Public Works/Development Services Chris Riggs, Chief of Police Richard Ramirez, Assistant Chief of Police Kelly Wright, Assistant Fire Chief Mark Vanberschot, Police Captain Nathan Cohn, Police Captain Anthony Garcia, Police Captain Joe Williams, Chief Financial Officer Alka Shah, City Secretary Roxanne Benitez, Director of Recreation Susan Ricks, and City Attorney Jeffrey Lubritz.

NOTE: Items appearing in these minutes are in the order they were discussed, not necessarily in the order they appeared on the agenda.

1. Call to Order.

Mayor Mathew called the meeting to order at 6:30 p.m.

2. Executive session as authorized by Chapter 551, Texas Government Code, Section 551.071(1)(A), pending or contemplated litigation; Section 551.071(2), authorized under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, and Section 551.074 (1), and Section 551.074 (1), to deliberate the duties of a public officer or employee, to wit: Assistant City Secretary.

The City Council went into executive session at 6:31 p.m.

The City Council came out of executive session at 7:00 p.m.

The City Council meeting resumed at 7:02 p.m.

3. Pledges of Allegiance.

Council Member Rosas led the pledges to the United States and Texas flags.

4. Consideration of appropriate action on items discussed in Executive Session.

Council Member Wood made a motion to approve the appointment of Deja Patterson as the Assistant City Secretary, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Wood, Rosas, and Guerra voted “Aye”. “Nay” – None. Motion carried 6-0.

Council Member Wood made a subsequent motion to authorize emergency event pay for exempt employees for the FIFA event, and Council Member Rosas

seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Wood, Rosas, and Guerra voted “Aye”. “Nay” – None. Motion carried 6-0.

5. Public comments.

Comments were received from the following:

- Sadie Williams, the City Historian, advised that she would provide a brief presentation at the Fourth of July celebration regarding the fiftieth anniversary of the creation of the Stafford Municipal School District.

6. (a) Consent Agenda (Items i.-i.). Any item tagged will be discussed and considered at the conclusion of this item or at the next regular City Council Meeting; any item approved will include payment of expenses.

(i.) Investment Report for the period ending March 31, 2026.

No discussion was held.

(b) Public Comments on item (a).

None.

(c) Possible Consideration of appropriate action on items (i.-i.).

Council Member Wood made a motion to approve the Consent Agenda, as presented, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Wood, Rosas, and Guerra voted “Aye”. “Nay” – None. Motion carried 6-0.

7. Proclamation – Asian American and Pacific Islander Month.

The proclamation was read aloud, via pre-recorded video, proclaiming May 1-30, 2026 as Asian American and Pacific Islander Heritage Month.

8. Introduction and Welcome – New Stafford Municipal School District (SMSD) Superintendent Dr. Adam Stephens. (Rosas)

Mayor Mathew welcomed Dr. Adam Stephens, the newly appointed SMSD Superintendent.

SMSD President Ash Hamirani introduced Dr. Stephens and spoke regarding the recruitment and selection process.

SMSD Board Trustees Manuel Hinojosa and Suzette Thompson also spoke regarding the recruitment process as well as Dr. Stephens’ background.

The Council Members welcomed Dr. Stephens.

9. (a) Discussion regarding filling a vacancy on the Planning and Zoning Commission.

City Secretary Roxanne Benitez advised that three (3) applications were received, and Mayor Mathew met with each of the applicants.

Mayor Mathew advised that his recommendation was Shameer Baloch.

Council Members provided their comments.

Mr. Baloch spoke regarding his background.

(b) Public Comments on item (a).

None.

(c) Possible Consideration of appropriate action on item (a).

Mayor Pro Tem Bostic made a motion to appoint Shameer Baloch to the Planning and Zoning Commission, and Council Member Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Wood, Rosas, and Guerra voted "Aye". "Nay" – None. Motion carried 6-0.

10.(a) Discussion regarding request from the Director of Public Works/Development Services to purchase a bucket truck.

Director of Public Works/Development Services Chris Riggs spoke regarding the purchasing request. He answered questions from the Council Members.

(b) Public Comments on item (a).

Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, recommended that the agenda item be approved. He suggested that vehicle maintenance be included in the budget.

(c) Possible Consideration of appropriate action on item (a).

Council Member Wood made a motion to approve the purchasing request, as presented, and Council Member Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Wood, Rosas, and Guerra voted "Aye". "Nay" – None. Motion carried 6-0.

11.Update from City Attorney regarding revisions to the mobile food truck ordinances. (Rosas)

City Attorney Jeffrey Lubritz provided an update on recent legislative changes on mobile food trucks as well as possible updates to the City ordinances, that will be presented by the deadline of July 1, 2026. Mr. Lubritz answered questions from the Council Members.

12.(a) Discussion and Direction regarding the Hire Stafford First Policy.

13.(a) Discussion and Direction regarding amendments to the Purchasing Policy.

City Attorney Jeffrey Lubritz spoke regarding the proposed updates to the purchasing policy. He answered questions from the Council Members.

Chief Financial Officer Alka Shah also answered questions from the Council Members.

Council Members and City Staff discussed the proposed policy.

12.(b) Public Comments on item (a).

13.(b) Public Comments on item (a).

None.

12.(c) Possible Consideration of appropriate action on item (a).

13.(c) Possible Consideration of appropriate action on item (a).

No action was taken.

14.(a) Discussion regarding request from the Chief of Police to purchase equipment for the Police Communications Center upgrade.

Chief of Police Richard Ramirez spoke regarding the purchasing request.

Council Member Rosas exited the meeting at 7:57 p.m.

Council Member Rosas entered the meeting at 7:58 p.m.

Chief Ramirez answered questions from the Council Members.

Police Captain Nathan Cohn also answered questions from the Council Members.

Chief Financial Officer Alka Shah answered questions from the Council Members.

(b) Public Comments on item (a).

Comments were received from the following:

- Manuel Hinojosa, who lives at 12807 Linda Street, commended the City Directors for their efforts. He recommended applying for a grant after the purchase had been made.
- Cliff Cowperthwait, who lives at 111 Squires Bend, recommended the addition of a purchasing agent or purchasing manager. He also spoke regarding purchase orders and bids. Mr. Cowperthwait spoke regarding procurement and buying in bulk.

(c) Possible Consideration of appropriate action on item (a).

Council Member Rosas made a motion to approve the purchasing request, as presented, and Council Member Wood seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Herrera, Wood, Rosas and Guerra voted "Aye". "Nay" – None. Motion carried 6-0.

15.(a) Discussion regarding Interlocal Agreements with the Stafford Municipal School District (SMSD). (Rosas)

Council Member Rosas advised that she requested the agenda item. She spoke regarding the various interlocal agreements with SMSD.

(b) Public Comments on item (a).

Comments were received from the following:

- Manuel Hinojosa, who lives at 12807 Linda Street, spoke regarding various interlocal agreements that SMSD and the City.

(c) Possible Consideration of appropriate action on item (a).

No action was taken.

16.(a) Approval of Minutes from the April 1, 2026 Regular City Council Meeting.

(b) Approval of Minutes from the April 15, 2026 Regular City Council Meeting.

No discussion was held.

(c) Public Comments on items (a)-(b).

None.

(d) Possible Consideration of appropriate action on items (a)-(b).

Council Member Chen made a motion to approve the minutes, as presented, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Wood, Rosas, and Guerra voted “Aye”. “Nay” – None. Motion carried 6-0.

17.Council Reports.

Council Member Guerra

- Wished all mothers a Happy Mother’s Day.

Mayor Pro Tem Bostic

- Wished his mother and all mothers a Happy Mother’s Day.

Council Member Chen

- Wished Happy Mother’s Day to all mothers.
- Wished her daughter, Jackie, a Happy Birthday.
- Advised that the AAPI Celebration event would be held on Friday, May 8 and provided details.

Council Member Rosas

- Advised that May 7 was the National Day of Prayer.
- Congratulated Council Members Wood and Herrera on their re-election.
- Congratulated SMSD Board Trustees Jean-Baptiste and Bennett.
- Thanked former SMSD Board Trustee Adam Sanchez for his service.
- Wished her grandson, Tristan, a Happy Birthday.
- Wished all mothers a Happy Mother’s Day.
- Advised that the City as well as SMSD would hold special called meetings to canvas their elections on May 11.

- Congratulated Linda Burks and Linda Walker on their re-election to the Fort Bend Water Control Improvement District #2 Board.
- Congratulated Linda Burks was recognized by the HBCU alumni association and Grambling State University for her excellent volunteer service.
- Advised that a game day event would be held at the SMSD Community Center on May 29.
- Advised that the Stafford Fire Department pinning ceremony was held on April 30.
- Advised that long time resident, Rose Scanlin, passed recently and requested a moment of silence.

At this time, a moment of silence was held for Rose Scanlin.

Mayor Mathew

- Wished all mothers a Happy Mother's Day.

Council Member Wood

- Wished all mothers a Happy Mother's Day. He spoke on his relationship with his mother and wife.
- Thanked all citizens who came out and voted.
- Congratulated the Stafford Kick Start Kids on winning 33 first place finishes, 22 second place finishes, 14 third place finishes, and 2 overall grand champions.
- Congratulated the Stafford Demo Team on a second-place finish at the Demo Team competition.
- Spoke regarding the SMSD sports banquet held honoring basketball, tennis, softball, baseball, track, powerlifting, golf, and swimming student athletes.
- Spoke regarding May being graduation season.
- Advised that it was Teacher Appreciation Week and recognized the teachers in the community.
- Advised that Nurse Appreciation Week was coming soon.
- Wished his sister, Mary, a Happy belated Birthday.
- Wished his brother, Nathan, a Happy Birthday.
- Wished his father a Happy Birthday.

Council Member Chen

- Advised that she invited the Stafford Kick Start Kids to the AAPI Celebration event on May 8.

Mayor Mathew

- Congratulated Council Members Wood and Herrera on their re-election.

18. Council Member requests for future agenda items.

Council Member Guerra requested an agenda item regarding itemized spending on the 2026 Winter Storm.

Council Member Guerra requested an agenda item regarding Fire Department employee funding allocated for fire inspections.

Council Member Guerra requested an agenda item regarding the parking of commercial equipment and trucks in residential districts.

Council Member Guerra requested an agenda item regarding the amount of time commercial vehicles are allowed to be parked in the street.

Council Member Guerra requested an agenda item regarding the purchasing policy in reference to purchase orders.

Council Member Guerra requested an agenda item regarding livestock in the neighborhoods.

Council Member Guerra requested an agenda item regarding a possible ordinance in reference to apartment complex and mobile home park inspections.

Council Member Rosas requested an agenda item regarding the request from the Stafford Municipal School District for a fee waiver for an event on June 30, 2026.

Council Member Wood requested an agenda item regarding the Fourth of July festival.

Council Member Wood requested an update item on the wayfinding project.

19. Adjournment.

Without objection, the meeting adjourned at 8:36 p.m.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor

DIVIDER PAGE

MINUTES
SPECIAL CALLED CITY COUNCIL MEETING
CITY OF STAFFORD, TEXAS
TUESDAY, MAY 11, 2026

On the 11th day of May, 2026, at 6:30 p.m., the City Council of Stafford, Texas met in the Council Chambers. The following members of the City Council were present: Mayor Ken Mathew, Mayor Pro Tem William K. Bostic Jr., and Council Members Alice Chen, Tim Wood, Xavier Herrera, Virginia Rosas, and Wen Guerra. Absent: None. The following City Staff were present: City Secretary Roxanne Benitez and Director of Recreation Susan Ricks.

1. Call to Order.

Mayor Mathew called the meeting to order at 6:30 p.m.

2. Pledges of Allegiance.

Council Member Chen led the pledge to the United States flag. Council Member Herrera led the pledge to the Texas flag.

3. Public Comments.

None.

4. (a) Discussion of an Ordinance of the City of Stafford, Texas, canvassing the returns and declaring the results of the General Election held on May 2, 2026, for City Council Positions 5 and 6.

No discussion was held.

(b) Public Comments on item (a).

None.

(c) Possible Consideration of appropriate action on item (a).

Council Member Wood made a motion to approve Ordinance No. 1311, as presented, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Herrera, Wood, Rosas, and Guerra voted "Aye". "Nay" – None. Motion carried 7-0.

5. (a) Administer Oaths of Office to newly re-elected City Council Members Position #5 – Xavier Herrera and Position #6 – Tim Wood.

All official oaths were administered prior to the commencement of the meeting.

Judge Roderick Garner administered the ceremonial oath to Council Member Xavier Herrera.

Brisa Wood administered the ceremonial oath to Council Member Tim Wood.

(b) Comments from the newly re-elected Council Members as well as other Council Members.

Council Member Herrera thanked everyone in the audience as well as those who supported him. He also thanked the voters, his family, and friends.

Council Member Wood thanked his family as well as those who voted. He also thanked everyone for supporting him.

Council Member Rosas congratulated Council Members Herrera and Wood. She thanked the families for their support.

Council Member Chen advised that they need to work together as a team. She congratulated Council Members Herrera and Wood.

Council Member Guerra advised that he respected the voters decision.

Mayor Pro Tem Bostic congratulated Council Members Herrera and Wood. He advised that he looked forward to working with everyone.

Mayor Mathew congratulated Council Members Herrera and Wood. He advised that they would work together to make the City better.

(c) Public Comments on items (a)-(b).

Public Comments were received from the following:

- Don Jones, former Council Member, spoke regarding the duties of being a Council Member and working together.
- Clint Mendonca, who lives at 12343 Fern Meadow, congratulated Council Members Herrera and Wood. He spoke regarding division among the City Council and suggested that they be more cohesive. Mr. Mendonca spoke regarding proposed charter review amendments.
- Liza Mendonca, who lives at 12343 Fern Meadow, congratulated Council Members Herrera and Wood. She suggested that the Council Members forgive each other and wished them the best.
- Tony Diaz, who lives in Houston, Texas, spoke on his experience with the City of Stafford. He also spoke on his relationship with Council Member Herrera.
- Monica Riley, Council Member with the City of Missouri City, congratulated Council Members Herrera and Wood. She encouraged the Council Members to work together and keep their personal feelings out of what they do on the dais. Ms. Riley advised that she appreciated what the Council Members do.

6. (a) Discussion of selection of Mayor Pro Tem.

(b) Designation of the Order of Succession in which other Council Members shall have the power to perform the duties of the Mayor and Mayor Pro Tem in the event that the Mayor and Mayor Pro Tem are unable to act.

No discussion was held.

(c) Public Comments on items (a)-(b).

None.

(d) Possible Consideration of appropriate action on items (a)-(b).

Mayor Pro Tem Bostic made a motion to nominate Council Member Tim Wood to serve as Mayor Pro Tem, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Bostic, and Council Members Chen, Herrera, Wood, Rosas, and Guerra voted “Aye”. “Nay” – None. Motion carried 7-0.

At this time, Council Member Rosas made a motion to designate the order of succession as follows:

- Mayor Mathew
- Mayor Pro Tem Wood
- Council Member Chen
- Council Member Bostic
- Council Member Herrera
- Council Member Rosas
- Council Member Guerra

and Mayor Pro Tem Wood seconded the motion. Mayor Mathew, Mayor Pro Tem Wood, and Council Members Chen, Bostic, Herrera, Rosas, and Guerra voted “Aye”. “Nay” – None. Motion carried 7-0.

7. Adjournment.

Without objection, the meeting was adjourned at 6:58 p.m.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor