



CITY OF STAFFORD

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

AGENDA

REGULAR CITY COUNCIL MEETING

Wednesday, March 5, 2025, 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 551.076(a) to deliberate specific occasions for implementation of security personnel or devices.

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. Presentation: Recognition Letter to Alice Hsiao.
7. (a) Presentation from Ron Cox Consulting regarding the City Council Governance Session held on December 11, 2024.
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
8. (a) Discussion regarding scheduling a date for a pre-planning budget meeting for Council Members and Directors (Caldwell).
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
9. (a) Discussion regarding a Resolution to amend the Membership

COUNCILMEMBERS
ALICE CHEN
WILLIAM BOSTIC JR.
TIM WOOD

MAYOR
KEN MATHEW

COUNCILMEMBERS
CHRISTOPHER CALDWELL
VIRGINIA ROSAS
XAVIER HERRERA

- provision of the Drainage, Flood Mitigation, and Subsidence Committee Bylaws (Bostic).
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
10. (a) Discussion regarding a Resolution amending the Membership provision of the Drainage, Flood Mitigation, and Subsidence Committee Bylaws (Rosas).
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
11. (a) Discussion regarding appointments to the Drainage, Flood Mitigation, and Subsidence Committee (Caldwell).
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
12. (a) Discussion regarding the implementation of an application form for volunteer City Boards and Commissions (Rosas).
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
13. (a) Discussion regarding possibly implementing a fee assessment to owners of vacant retail buildings and warehouses (Rosas).
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
14. (a) Discussion regarding Interim Pay request for the Administration Department.
- (b) Public Comments on item (a).
 - (c) Possible Consideration of appropriate action on item (a).
15. 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.

16. (a) Consent Agenda (Items i.-v.). 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 period ending January 31, 2025.

(ii.) Request by Chief of Police Richard Ramirez, for S. Smith and K. Hernandez, to receive a Field Training Officer stipend, in the amount of \$700.00.

(iii.) Training request by Fire Chief Larry Di Camillo, for G. Ybarra, to attend Emergency Vehicle Operator training, in the amount of \$250.00.

(iv.) Request by Chief of Police Richard Ramirez to send five (5) Police Department vehicles to be auctioned.

(v.) Request from the Exchange Club of Fort Bend to place signage and stakes on U.S. 90-A.

(b) Public Comments on item (a).

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

17. (a) Approval of Minutes from the February 5, 2025 Regular City Council Meeting.

(b) Approval of Minutes from the February 11, 2025 Joint Meeting with SMSD.

(c) Approval of Minutes from the February 12, 2025 Revenue Exploration Workshop.

(d) Approval of Minutes from the February 19, 2025 Regular City

Council Meeting.

(e) Public Comments on items (a)-(d).

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

18. Council Member requests for future agenda items.

19. Adjournment.

I CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF THE STAFFORD CITY HALL ON FEBRUARY 28, 2025.



**Roxanne Benitez, TRMC, 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.

From: [Alice Chen](#)
To: [Roxanne Benitez](#)
Cc: [Ken Mathew](#); [Alice Chen](#)
Subject: Please add this item on March 5th City Council meeting
Date: Wednesday, February 12, 2025 2:56:26 PM
Attachments: [goldbrownbar\(brownsmallbottom\)_9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
[facebook_32x32_973128e2-d025-4614-a63e-a0c3ea53f1f5.png](#)
[twitter_32x32_0bc38866-13c9-4513-bb95-16511c69daa9.png](#)
[instagram_32x32_c1f4ba21-ce1f-435c-a946-4751754580f1.png](#)
[linkedin_32x32_a27ecece-5467-437f-836e-54177903bef2.png](#)
[youtube_32x32_0579c1fe-92bc-4c2e-8744-d5ef258c0905.png](#)
[nextdoor-icon-50_a01260e8-be43-48a7-a10f-12e0c0f91e11.png](#)
[smallcityseallogo_f17b78e4-afe4-46da-a032-e21488664be5.png](#)

Roxanne:

I would like to add an agenda item in the City Council meeting on **March 5th, 2025**. The topic will be the **presentation of a recognition letter to Mrs. Alice Hsiao** in appreciation of her generous donation of **18 mattresses** for our fire station staff. This donation directly supports the well-being of our firefighters, and I believe it is important to formally acknowledge her contribution during the meeting. Please include this item on the agenda. Thank you.

Alice Chen

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Alice Chen

Council Member
City Council
AChen@staffordtx.gov
Phone: (281) 261-3900
Fax: (281) 261-3994

www.staffordtx.gov



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HUMAN RESOURCES DEPARTMENT MEMO

TO: MAYOR & CITY COUNCIL
FROM: SHANELL GARCIA, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RON COX CONSULTING- GOVERNANCE AFTER SESSION REPORT
DATE: 3/5/2025 MEETING

Ron Cox Consulting conducted a Governance Session for City Council and has provided a summary report. The report has been shared with all council members and department heads. Key Directives were discussed, and Mr. Cox will be present the takeaways from the session.

Please let me know if you have any questions.

Take care,

Shanell Garcia

Shanell Garcia
Director of Human Resources



City Council
Governance Session
Report

December 11, 2024

Prepared and Facilitated
By
Ron Cox Consulting



REPORT CITY COUNCIL GOVERNANCE SESSION

CITY OF STAFFORD

December 11, 2024

Introduction

On December 11, 2024, the Mayor and City Council members of the City of Stafford met for a discussion of their governance model. The purpose of this meeting was to establish a governance model including discussions of leadership, communication, expectations and identify the key elements of the Council’s vision and mission for Stafford.

The Mayor and Council freely worked together, and their work was exemplary in all respects. Ron Cox facilitated the process.

Governance

The council established their governance model. The staff participated in discussions about their role, together and their leadership responsibilities. The elements of a strong governance model are having and following clear vision and mission, establishing leadership and communications philosophies, and identifying the expectations of each other as staff members, and of identifying and recognizing the expectations has staff.

The key elements of the Governance Philosophy are leadership, communication and understanding and defining expectations. These define how the team will function

together. Visioning and planning are the key elements that define what the strategies and goals are for the City of Stafford to ensure the vision is ultimately attained.

Governance Model

The governance model first begins with leadership. Participants were asked to describe why they serve in the capacity they hold and what attributes they bring to the table. Each member of the staff has their own desires and goals. However, they must work together corporately with the other staff members to accomplish the goals and conduct the business of the city.

Overall, the objective is to work as a TEAM – Together Everyone Accomplishes More. The group was asked to list what would impede them not coming together as a team. They responded as follows.

- Muddying the waters and stating false truths.
- Not working together.
- Working against each other.
- Not holding each other and the departments accountable.
- Have a zero-sum mentality. Do not base decisions on who bring ideas forward but make decisions based of the merit of the idea.
- Not defending the decision once it is made.

In order to get to know each other better and understand their experiences and interests the facilitator asked each to describe both why they ran for the office and what attributes they bring to the table.

Why did you run for office in Stafford?

- To help improve the quality of life for the citizens.
- To see government be more responsive to the needs of the citizens.
- To use their skills to enhance quality.
- Share with others their personal and professional experiences.
- Not for personal interest, but for the interest of the people.
- To implement new or different services that may not be offered, currently.

What attributes do you bring to the group?

- Expertise in avoiding waste and promoting cost effectiveness.
- Management and leadership experience.
- Leadership, finance, personable, emotional intelligence.
- Experience in public safety – courts, police and fire.
- Experience in leadership.
- Ability to listen (and not say anything until appropriate).
- Have empathy and will listen to others.

- Open minded – ability to challenge my own thinking.
- Represent working younger families (not just one segment of the population).
- Management, financial and leadership abilities.
- Experience with public/private partnerships.

Though each came to the table for individual identifiable reasons, they are now at a table of seven. They are no longer individuals but a group. And it is important that group work together as a team.

Toward that end the group agreed they should work on building trust. Predictability and consistency are the key steps toward building trust. A governance model, defining their leadership, communications, expectations, and vision and planning are important to build the predictability and consistency they strive for – thus building trust – thus building up the team. This session focused solely on the Mayor and City Council. It has been suggested that follow up sessions, if they agree, should include staff in the planning aspects.

The following graph are the five keys to a good team. The first building block is trust. Each member committed to building trust with the other members. These five behaviors of a cohesive team were developed by author Patrick Lincioni. It is through this framework the Council began to build the way they will work as a team for Stafford.



Key Elements of Effective Teams



December 11, 2024

Ron Cox Consulting rcox@roncoconsulting.com
281.543.0042

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The facilitator led the group in discussing all these aspects. This report outlines the ways they desire to lead and communicate. It outlines their expectations of each other and staff, and it begins to set the vision for the future of Stafford. The group realized this is only the first step in a longer process that will include establishing better processes and setting out goals and direction for staff to implement.

Note: For purposes of this report, City Council include the Mayor and all Council members.

The City Council and staff of the City of Stafford will lead ...

- By listening first, without confirmation bias – that is without predetermining the outcome or inserting one’s own opinion.
- Striving for balance
- With no particular agenda.
- Making decisions for the benefit of the people.
- Fairly.
- By inspiring and motivating others.
- By being positive.
- With honesty and integrity.
- With respect for each other.
- By being conscientious.
- Being innovative (thinking outside the box).
- With vision.
- By thinking honestly about the issues at hand.
- Being good communicators.
- Knowing when to say when – when to take control or when to delegate to others.
- Not micromanaging.

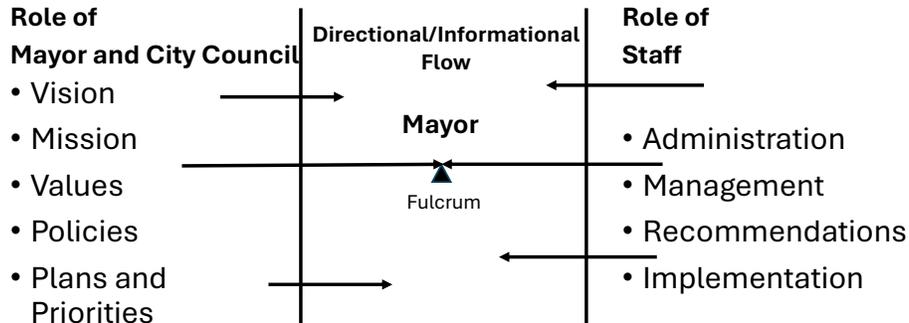
The City Council and staff of the City of Stafford will communicate...

- Have free and honest dialogue.
- Don’t assume the motivation of others as they speak.
- Share your opinion but don’t interpret the opinions of others.
- Be realistic
- Speak kingly – not sharply or disrespectfully.
- Trust and believe in other Council members. Have faith in them.
- Be open-minded in our conversations.
- Speak for the betterment of the community and staff – not just to hear yourself speak.

A well-functioning organization will understand and work within the basic roles of Council and staff. Council is sets the vision and direction, adopts the policies and staff is responsible for the appropriate implementation. In the case of Stafford, the Mayor is the chief executive officer fulfilling the ceremonial role typical of Mayors, as well as the administrative. All staff report to the Mayor administratively. The role of the Council, Mayor and staff in the administrative setting is depicted in this graphic.



Mayor/Council Form of Government



Scott Sellers 2022

December 11, 2024

Ron Cox Consulting rcox@roncoconsulting.com
281.543.0042

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The City Council and staff of the City of Stafford expect the following of each other

...

- Have realistic expectations of the outcomes.
- Determine what we can all live with (agree upon).
- Being to function as a team.
- Have no negative animus around the decisions. Once the decision is made, we move forward.
- Be fair to all departments.
- Move on, once a decision has been made.
- Do not make the discussions personal – keep them on the subject. (Hard on process, soft on people).
- Respect the staff.
- Act like adults.
- Protect and defend one another and staff.

The City Council of the City of Stafford expects the following of the staff ...

- Do your job.
- Be accountable for your work.
- Be honest and bring issues to Council – good and/or bad.
- Always display professionalism.
- Feel free to take on challenges and provide initiative.
- Do not place blame on Mayor or Council. Outline what needs to be done to correct issues.

- Feel secure in your jobs, do not fear retribution or termination when bring issues forward.
- Be goal oriented.

Due to time constraints, the discussion moved on to other subjects. This last area of discussion was not completed.

The staff expects the following of the City Council... (as defined by staff)

- TBD

Vision and Mission

The Council discussed the vision and mission for Stafford. It was agreed these need additional discussion. It is the responsibility of City Council to set the vision and mission for the city government. Vision is the bedrock of any initiative the city undertakes. If later plans and goals are developed and budgets prepared and adopted, they must consistent with the vision set out by the Council. The following graphic displays the importance of vision. It underlies every facet of the organization. All plans, policies, budgets, and subsequent actions should be consistent with the vision cast by the Council.

It was noted that many times, without a vision, and without a strategic plan, the budget document becomes the planning substitute. The budget is prepared with what staff may believe the Council wants but will not know until it is submitted and discussed as the city prepares for the next fiscal year. The budget, in fact, should be the outcome of the vision and planning efforts that are carried on throughout the year. This process should become the norm rather than the exception. The following depicts the importance of vision and planning relative to the appropriation of funds through the budget.



June 6, 2024

rcox@roncoconsulting.com 281.543.0042

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Vision Elements

There is not a stated vision statement for the City of Stafford. With that the facilitator asked the Council members to identify the key elements of their vision for the city. These make up the basis for a future formalized statement. The vision is what Council wants Stafford to be when it grows up.

- A community with a “small town feel” within the larger urban area.
- Residents and visitors alike are comfortable.
- The community has a great quality of life environment.
- A safe community.
- A community with good schools.
- A city with diversified businesses (other than distribution centers) that are participants in the community.
- A city of efficient systems with access to all.
- A destination for people of all ages - a city with established shopping and entertainment area.
- Good transportation access (rapid rail, etc) coming into and going out of Stafford.
- A city with a self-sustaining source of revenue.

Mission Elements.

If the vision is what Stafford will be, the mission is how it will get there. Again, due to time constraints, there was not real discussion of the key mission elements.

- TBD

Core Values

The City Council discussed its core values. It was agreed that many of the items discussed in the governance model are stated here, and all are relevant for continued adherence.

- Conduct business with the community and staff in mind when deliberating.
- Deliberate with integrity – doing the right thing for the right reasons.
- Have a servant attitude – serving the people and the staff.
- Assumes the best intentions/motivations in all discussions, explaining the reasoning for the discussion.
- Display high ethical standards.
- Understand and work effectively through differing opinions.

Key Directives

During the discussions several key directives were discussed to assist the Council in their deliberations. These are as follows.

- **Streamline Council agendas.**
 - Eliminate administrative items from the Council agenda. Mayor has administrative authority to do many of the things that are action items.
 - Hold Worksessions. Worksessions will allow Council opportunity and time to discuss/deliberate on items of importance a more focused yet informal way on specific items in a worksession without being required to make a formal decision. Action items in a worksession will be the exception.
- **Review and adopt updated Rules of Procedure.**
 - Outline as needed Mayor’s administrative authority.
 - Establish rules to better manage the time spent in Council meetings.
- **Hold a Council/staff planning session.**
 - Provide opportunity to review the status of the governance model
 - Work with staff jointly to prepare goals and plans of action.

Conclusion

The Mayor and City Council of the City of Stafford worked through a governance process that allowed them to create a working governance model and identify a path for moving the Council to becoming a more cohesive group. The process brought the Council leadership in better alignment to serve the citizens of Stafford.



Mayor and City Council

Governance Session

December 11, 2024

**Prepared and Facilitated
By
Ron Cox Consulting**

Vision Statement

TBD

Key Vision Elements

- A community with a “small town feel” within the larger urban area.
- Residents and visitors alike are comfortable.
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- A safe community.
- A community with good schools.
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- A city of efficient systems with access to all.
- A destination for people of all ages - a city with established shopping and entertainment area.
- Good transportation access (rapid rail, etc) coming into and going out of Stafford.
- A city with a self-sustaining source of revenue.

**Mission
Statement**

TBD

Mission Elements

TBD

Core Values

The City of Stafford is committed to the following six core values:

- Conduct business with the community and staff in mind when deliberating.
- Deliberate with integrity – doing the right thing for the right reasons.
- Have a servant attitude – serving the people and the staff.
- Assumes the best intentions/motivations in all discussions, explaining the reasoning for the discussion.
- Display high ethical standards.
- Understand and work effectively through differing opinions.

City of Stafford

Leadership Philosophy

The Council and staff of the City of Stafford will lead...

- By listening first, without confirmation bias – that is without predetermining the outcome or inserting one’s own opinion.
- Striving for balance
- With no particular agenda.
- Making decisions for the benefit of the people.
- Fairly.
- By inspiring and motivating others.
- By being positive.
- With honesty and integrity.
- With respect for each other.
- By being conscientious.
- Being innovative (thinking outside the box).
- With vision.
- By thinking honestly about the issues at hand.
- Being good communicators.
- Knowing when to say when – when to take control or when to delegate to others.
- Not micromanaging.

City of Stafford

Communication Philosophy

The Council and staff of the City of Stafford will communicate by...

- Have free and honest dialogue.
- Don't assume the motivation of others as they speak.
- Share your opinion but don't interpret the opinions of others.
- Be realistic
- Speak kingly – not sharply or disrespectfully.
- Trust and believe in other Council members. Have faith in them.
- Be open-minded in our conversations.
- Speak for the betterment of the community and staff – not just to hear yourself speak.

City of Stafford

Council

Expectations

Council expects the following of each other...

- Have realistic expectations of the outcomes.
- Determine what we can all live with (agree upon).
- Being to function as a team.
- Have no negative animus around the decisions. Once the decision is made, we move forward.
- Be fair to all departments.
- Move on, once a decision has been made.
- Do not make the discussions personal – keep them on the subject. (Hard on process, soft on people).
- Respect the staff.
- Act like adults.
- Protect and defend one another and staff.

City of Stafford

Staff

Expectations

Council expects the following of our staff...

- Do your job.
- Be accountable for your work.
- Be honest and bring issues to Council – good and/or bad.
- Always display professionalism.
- Feel free to take on challenges and provide initiative.
- Do not place blame on Mayor or Council. Outline what needs to be done to correct issues.
- Feel secure in your jobs, do not fear retribution or termination when bring issues forward.
- Be goal oriented.

City of Stafford

Key Directives

- **Streamline Council agendas.**
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- **Review and adopt updated Rules of Procedure.**
 - Outline as needed Mayor's administrative authority.
 - Establish rules to better manage the time spent in Council meetings.
- **Hold a Council/staff planning session.**
 - Provide opportunity to review the status of the governance model
 - Work with staff jointly to prepare goals and plans of action.

From: [William K. Bostic](#)
To: [Roxanne Benitez](#)
Subject: Council Agenda Request March
Date: Friday, February 21, 2025 12:29:43 PM

Good morning Roxanne,

I am requesting that we add an agenda item to expand the drainage committee and make additional appointments.

Thank you again for everything!

William

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RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, AMENDING THE MEMBERSHIP PROVISION OF THE DRAINAGE, FLOOD MITIGATION, AND SUBSIDENCE COMMITTEE BYLAWS AND APPOINTING ADDITIONAL COMMITTEE MEMBER(S)

WHEREAS, on November 20, 2024, the City Council of the City of Stafford, Texas approved, by majority vote, the adoption of the Drainage, Flood Mitigation, and Subsidence Committee Bylaws; and

WHEREAS, the City Council of the City of Stafford, Texas believes it to be in the best interest of the City to increase the number of members on the Committee. **NOW THEREFORE**,

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

Section 1. The above recitals are found as fact and incorporated herein for all purposes.

Section 2. The Bylaws of the Drainage, Flood Mitigation, and Subsidence Committee are hereby amended as shown in **Exhibit A** with deletions being ~~struck~~ and additions being **bold and underlined**.

Section 3. The following individual(s) are hereby appointed to the Drainage, Flood Mitigation, and Subsidence Committee with the corresponding term:

Name	Term Expiration
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PASSED, APPROVED, AND RESOLVED this _____ day of _____, 2025.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT A

**BYLAWS OF THE
DRAINAGE, FLOOD MITIGATION, AND SUBSIDENCE COMMITTEE**

Section 1. There is hereby created and established a Drainage, Flood Mitigation, and Subsidence Committee (“Committee”). The purpose of this Committee is to review issues regarding drainage and flooding within the City and provide recommendations to City Council.

Section 2. The Committee shall be composed of ~~seven (7)~~ **twelve (12)** voting members, each of whom shall be, at the time of his or her appointment and at all times while serving as a member of such Committee, a resident of the City and one (1) non-voting member who shall be the Director of Public Works or their designee. ~~Two (2) of the seven (7) members shall be members of City Council.~~ All Committee members shall be appointed by the City Council and shall serve without compensation.

The twelve (12) voting members shall be filled as follows:

Two (2) members of the City Council

Four (8) members shall be selected from the four quadrants of the City in the following manner:

Two (2) from the Northwest Quadrant

Two (2) from the Northeast Quadrant

Two (2) from the Southeast Quadrant

Two (2) from the Southwest Quadrant

Two (2) members shall serve at-large.

Section 3. Initial appointments have been made. Appointments thereafter, unless sooner removed as provided herein, shall be made every for two (2) year terms commencing on June 1, of every odd numbered year and ending May 31 two (2) years thereafter. Members of the Committee serve at the pleasure of City Council and may be removed by City Council at any time, with or without cause.

Section 4. All vacancies for unexpired terms caused by resignation, death, removal, disqualification, or any other reason shall be filled for the remainder of the unexpired term by appointment as provided in Section 2 herein.

Section 5. The Committee shall elect from its membership a chairperson and vice-chairperson and a secretary, each of whom shall hold office for one year or until his or her successor shall have been elected. The Committee may adopt its own rules of procedure for the conduct of its business.

Section 6. The Committee shall hold a regular meeting no less than once each calendar quarter. Special meetings may be held at any time on the call of the Chairperson or on a vote of a majority of the voting members present and considering the matter at any regular or special meeting. For the purpose of conduct of its business, four (4) voting members

of the Committee shall constitute a quorum. The Committee shall keep a record of its proceedings and shall file the same with the City Secretary. All meeting of the Committee shall be open to the public and notice of such meetings shall be posted in accordance with the provisions of the Texas Open meetings Act, Chapter 551 of the Texas Government Code.

Section 7. The Committee shall serve in an advisory capacity to the City Council regarding policy matter pertaining to drainage, flood mitigation, and subsidence within the City. The Committee shall have the following specific purposes and directives:

- (a) Investigate and determine the status of the City's current capacity and tactics employed for drainage, flooding mitigation, and subsidence.
- (b) Identify the impact of future land use and development on the current status as outlined in (a).
- (c) Taking into account the future land use and development, identify the required improvements to the current status as outlined in (a).
- (d) Prepare and present written reports and recommendation to the City Council on changes, modifications and amendments to City policies, ordinances, and other regulations in order to accomplish the improvements identified in (c).
- (e) Prepare and present written reports and recommendations to the City Council on actions, projects, or other methods of achieving the improvements identified in (c).
- (f) Perform other such duties and responsibilities as directed by the City Council.

Section 8. The Committee shall have no right, power, or authority to obligate the City in any manner whatsoever.

Section 9. These Bylaws may be amended from time to time as approved by City Council. Nothing in these Bylaws should be read to prevent the Committee from providing recommendations about these Bylaws to the City Council for consideration.

From: [Virginia Rosas](#)
To: [Roxanne Benitez](#); [Bridgette Begle](#)
Subject: Resolution and ByLaws of the Drainage, Flood Mitigation, and Subsidence Committee
Date: Friday, February 21, 2025 12:52:37 PM
Attachments: [goldbrownbar\(brownsmallbottom\)_9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
[facebook_32x32_973128e2-d025-4614-a63e-a0c3ea53f1f5.png](#)
[twitter_32x32_0bc38866-13c9-4513-bb95-16511c69daa9.png](#)
[instagram_32x32_c1f4ba21-ce1f-435c-a946-4751754580f1.png](#)
[linkedin_32x32_a27ecece-5467-437f-836e-54177903bef2.png](#)
[youtube_32x32_0579c1fe-92bc-4c2e-8744-d5ef258c0905.png](#)
[nextdoor-icon-50_a01260e8-be43-48a7-a10f-12e0c0f91e11.png](#)
[smallcityseallogo_f17b78e4-afe4-46da-a032-e21488664be5.png](#)

Bridgette:

I request that Resolution 87-24 which addresses the Adoption of the Drainage, Flood Mitigation, and Subsidence ByLaws, appointing the first members and appointing a chairperson be revised and amended as follows:

Section 2 of the ByLaws - I propose amending the committee composition as follows:

7 voting members - be residents of the City of Stafford

1 non-voting member be Director of Public Works or their designee

1 -City Council member

4 - one from each of the four city quadrants

2 - at-large

Pending formal community introduction and application opening by the city council, the currently approved committee should be rescinded, and its members added to a list of community members interested in serving.

I will be adding this item to the March 5, 2025 agenda.

Respectfully,
Virginia Rosas

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RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, AMENDING THE MEMBERSHIP PROVISION OF THE DRAINAGE, FLOOD MITIGATION, AND SUBSIDENCE COMMITTEE BYLAWS

WHEREAS, on November 20, 2024, the City Council of the City of Stafford, Texas approved, by majority vote, the adoption of the Drainage, Flood Mitigation, and Subsidence Committee Bylaws; and

WHEREAS, the City Council of the City of Stafford, Texas believes it to be in the best interest of the City to specify certain requirements of members on the Committee. **NOW THEREFORE**,

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

Section 1. The above recitals are found as fact and incorporated herein for all purposes.

Section 2. The Bylaws of the Drainage, Flood Mitigation, and Subsidence Committee are hereby amended as shown in **Exhibit A** with deletions being ~~struck~~ and additions being **bold and underlined**.

PASSED, APPROVED, AND RESOLVED this _____ day of _____, 2025.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT A

**BYLAWS OF THE
DRAINAGE, FLOOD MITIGATION, AND SUBSIDENCE COMMITTEE**

Section 1. There is hereby created and established a Drainage, Flood Mitigation, and Subsidence Committee (“Committee”). The purpose of this Committee is to review issues regarding drainage and flooding within the City and provide recommendations to City Council.

Section 2. The Committee shall be composed of seven (7) voting members, each of whom shall be, at the time of his or her appointment and at all times while serving as a member of such Committee, a resident of the City and one (1) non-voting member who shall be the Director of Public Works or their designee. ~~Two (2) of the seven (7) members shall be members of City Council.~~ All Committee members shall be appointed by the City Council and shall serve without compensation.

The seven (7) voting members shall be filled as follows:

One (1) member of the City Council

Four (4) members shall be selected from the four quadrants of the City in the following manner:

One (1) from the Northwest Quadrant

One (1) from the Northeast Quadrant

One (1) from the Southeast Quadrant

One (1) from the Southwest Quadrant

Two (2) members shall serve at-large.

Section 3. Initial appointments have been made. Appointments thereafter, unless sooner removed as provided herein, shall be made every for two (2) year terms commencing on June 1, of every odd numbered year and ending May 31 two (2) years thereafter. Members of the Committee serve at the pleasure of City Council and may be removed by City Council at any time, with or without cause.

Section 4. All vacancies for unexpired terms caused by resignation, death, removal, disqualification, or any other reason shall be filled for the remainder of the unexpired term by appointment as provided in Section 2 herein.

Section 5. The Committee shall elect from its membership a chairperson and vice-chairperson and a secretary, each of whom shall hold office for one year or until his or her successor shall have been elected. The Committee may adopt its own rules of procedure for the conduct of its business.

Section 6. The Committee shall hold a regular meeting no less than once each calendar quarter. Special meetings may be held at any time on the call of the Chairperson or on a vote of a majority of the voting members present and considering the matter at any regular or special meeting. For the purpose of conduct of its business, four (4) voting members

of the Committee shall constitute a quorum. The Committee shall keep a record of its proceedings and shall file the same with the City Secretary. All meeting of the Committee shall be open to the public and notice of such meetings shall be posted in accordance with the provisions of the Texas Open meetings Act, Chapter 551 of the Texas Government Code.

Section 7. The Committee shall serve in an advisory capacity to the City Council regarding policy matter pertaining to drainage, flood mitigation, and subsidence within the City. The Committee shall have the following specific purposes and directives:

- (a) Investigate and determine the status of the City's current capacity and tactics employed for drainage, flooding mitigation, and subsidence.
- (b) Identify the impact of future land use and development on the current status as outlined in (a).
- (c) Taking into account the future land use and development, identify the required improvements to the current status as outlined in (a).
- (d) Prepare and present written reports and recommendation to the City Council on changes, modifications and amendments to City policies, ordinances, and other regulations in order to accomplish the improvements identified in (c).
- (e) Prepare and present written reports and recommendations to the City Council on actions, projects, or other methods of achieving the improvements identified in (c).
- (f) Perform other such duties and responsibilities as directed by the City Council.

Section 8. The Committee shall have no right, power, or authority to obligate the City in any manner whatsoever.

Section 9. These Bylaws may be amended from time to time as approved by City Council. Nothing in these Bylaws should be read to prevent the Committee from providing recommendations about these Bylaws to the City Council for consideration.

From: [Christopher Caldwell](#)
To: [Roxanne Benitez](#); [Virginia Rosas](#)
Subject: Agenda item
Date: Tuesday, February 25, 2025 3:42:05 PM
Attachments: [goldbrownbar\(brownsmlbottom\) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
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I would like to add as an agenda item for the next meeting, “Rescinding” the approval of the drainage committee and selection of new members.

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Christopher Caldwell

Councilmember
City Council
CCaldwell@staffordtx.gov

www.staffordtx.gov



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From: [Virginia Rosas](#)
To: [Roxanne Benitez](#); [Ken Mathew](#)
Cc: [Bridgette Begle](#)
Subject: Agenda Item: March 5, 2025
Date: Friday, February 21, 2025 3:24:32 PM
Attachments: [goldbrownbar\(brownsmlbottom\) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
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[youtube 32x32 0579c1fe-92bc-4c2e-8744-d5ef258c0905.png](#)
[nextdoor-icon-50 a01260e8-be43-48a7-a10f-12e0c0f91e11.png](#)
[smallcityseallogo f17b78e4-afe4-46da-a032-e21488664be5.png](#)

City Secretary Benitez:

Please add the following item to the March 5, 2025 agenda:

Discussion and action regarding implementation of the City of Stafford's application form for volunteer city boards and commissions.

As a note: city attorney Begle has reviewed the proposed volunteer form and does not have a legal objection to use and future implementation of same.

Respectfully submitted,
Virginia Rosas

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Virginia Rosas

Councilmember
City Council
VRosas@staffordtx.gov

www.staffordtx.gov



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SAMPLE



CITY OF TEXAS CITY

APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES

Thank you for your interest in volunteering your time and talents to the City of Texas City. Please fill out the below application (required) and attach an updated resume' (optional). As an Applicant for a City Board, Commission, or Committee, your application will be available to the public. You will be contacted before any action is taken on your appointment to confirm your continued interest in serving. All appointments are made by the Texas City Commission. Incumbents whose terms expire are automatically considered for reappointment unless they indicate non-interest or have been appointed to two (2) consecutive terms. A member who is absent for more than 40% of called meetings in any twelve consecutive months, for other than medical reasons, may be removed from service. Applicant must be a citizen of the United States and must reside within the city limits of Texas City unless otherwise stated in the position announcement. Applications will be kept on file for two years and will expire at the end of two years; for instance, an application dated in 2024 will expire in 2026.

Please Type of Print Clearly:

Date: _____

Name: _____

Phone: _____
(Home)

Address: _____

Phone: _____
(Work)

City/State/Zip _____

Cell: _____

Email: _____

I have lived in Texas City ___ years.

I am ___ am not ___ a U.S. Citizen

Occupation: _____

Professional and/or Community Activities relative to your desired Board appointment: _____

Additional Pertinent Information/References: _____

SAMPLE

Applications for the following Commission-appointed Boards, Commissions, and Committees will be kept on file in the City Secretary's office (409-643-5916) for two years.

If you are interested in serving on more than one board, please indicate your preference by numbering in order of preference (i.e., 1, 2, 3, etc.)

Decision-Making Boards and Commissions

- Planning & Zoning Commission
- Library Board
- TC Economic Development Board
- TC Cultural Arts Foundation
- TC Public Facilities Development
- TC Harbour Foreign Trade Zone
- TC Historical Preservation Corporation
- TC Industrial Development
- TC Housing Finance Corporation
- Civil Service
- Recreation and Tourism Board
- Board of Adjustments- Building & Structure

Meeting Information

As called in accordance with the Board, Commission, or Advisory Committee's By-laws.

Advisory Committees

- Bayou Golf Course Advisory Board
- Housing Authority
- CDBG Citizen's Advisory Committee
- Keep Texas City Beautiful

I AM INTERESTED IN SERVING ON THE ABOVE-INDICATED BOARDS, COMMISSIONS, AND COMMITTEES.

Signature of Applicant

Please return this application to:

City Secretary
City of Texas City
1801 9th Ave. N.
Texas City, TX 77590

or

reigh@texascitytx.gov



Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member’s home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary’s Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary’s Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary’s Office. Only the City Secretary’s Office is allowed to disclose the information listed above.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return
to the City Secretary’s Office within fourteen days of receipt.

I **DO** elect public access to my: (please indicate items you would like available, if any)

- home address
- home telephone number
- personal email address
- cell or pager numbers not paid for by the City
- emergency contact information
- information that reveals whether I have family members.

I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

Board Member’s Signature

Date

Board Member’s Printed Name

From: [Virginia Rosas](#)
To: [Roxanne Benitez](#)
Subject: Agenda Item: March 5, 2025
Date: Friday, February 21, 2025 1:52:15 PM
Attachments: [goldbrownbar\(brownsmallbottom\)_9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
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[youtube_32x32_0579c1fe-92bc-4c2e-8744-d5ef258c0905.png](#)
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Roxanne,

Please add this item to the March 5, 2025 agenda:

Discuss appropriate actions regarding a possible fee assessment to owners of vacant retail buildings and warehouses.

Respectfully submitted,

Virginia Rosas

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Virginia Rosas

Councilmember

City Council

VRosas@staffordtx.gov

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City of Stafford
Budget Clearance Form

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

Interim Pay for Administrative Services Coordinator due to vacant Assistant City Secretary position

Classification of Expenditure (check the one that applies)

<input type="checkbox"/> Emergency	<input type="checkbox"/> Normal
<input type="checkbox"/> Critical	<input type="checkbox"/> Grant Funds - Paid in Advance
<input checked="" type="checkbox"/> Very Necessary	<input type="checkbox"/> Grant Funds - Reimbursement

Agenda Date:	03/05/2025	Requested By:	R. Benitez
--------------	------------	---------------	------------

Department:	Administration	Department Head Approval:	<i>Royanne Benitez</i>
-------------	----------------	---------------------------	------------------------

Budget	
Budget Line Item	100-503-101.00
Expenditure Required	\$1,500
Current Budget	\$151,955
Additional Funding	N/A
Funding Source	Adopted FY24-25 Budget

Finance Approval:	<i>Akash Shah</i>	Date:	2/26/2025
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Mayor's Comments

Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda	<i>Ken Matow</i>
Date:		Date:	<i>2/27/25</i>
Rejected by Mayor for Inclusion on Agenda		Date:	



CITY OF STAFFORD

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

Memo

To: Mayor Mathew and Council Members
From: Roxanne Benitez, City Secretary
Date: February 26, 2025
Re: Interim Pay Request due to Vacant Position

In accordance with Section 5.15 Temporary Interim Pay in the Personnel Policies and Procedure Manual, I am requesting interim pay for the Administrative Services Coordinator, for a period not to exceed three (3) months, effective March 3, 2025. During this transitional period, the Administrative Services Coordinator will be performing several of the essential Assistant City Secretary duties such as Public Information Act (PIA) requests as well as preparing agendas and minutes for the SEDC and various Committees. The Human Resources and Finance Departments have reviewed this request, and the total cost will not exceed \$1,500.00. Further, it will be paid for using the savings in salary and benefits. If I am unable to fill the position within three months, I will submit an additional request for City Council approval. If you have any questions, please contact me directly.

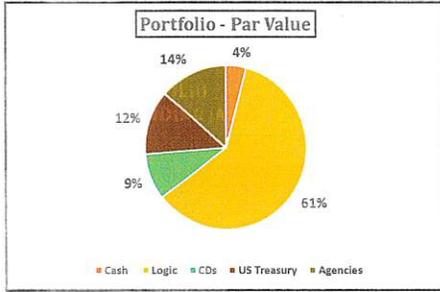
Kind regards,



Roxanne Benitez, TRMC, CPM, CMCC
City Secretary

CONSENT AGENDA

CITY OF STAFFORD
SUMMARY OF PORTFOLIO
FOR THE PERIOD ENDING JANUARY 31, 2025



Portfolio	Weighted Average Maturity	Weighted Average Yield	Par Value	Book Value	Market Value
Cash	1	2.58	1,896,793	1,896,793	1,896,793
Logic	1	4.54	28,877,119	28,877,119	28,877,119
CDs	386	4.76	4,342,000	4,342,000	4,346,327
US Treasury	645	4.13	6,000,000	6,002,214	5,985,460
Agencies	674	4.54	6,500,000	6,500,000	6,501,435
Total	209	4.43	47,615,912	47,618,126	47,607,134

Total Weighted Average Maturity in Days 209
Total Weighted Average Yield to Maturity 4.43
Longest Maturity of Open Investment in Days 731

Benchmark Yield	
3 month T Bill	4.18%
6 month T Bill	4.14%

Investment Activity during the month:

	Book	Market
Beginning Total Portfolio Value	46,732,419	46,718,536
CDs Purchased	-	-
CDs Matured	(966,000)	(966,000)
Agencies Purchased	1,500,000	1,500,000
Agencies Matured/called in	(500,000)	(500,000)
Treasury Purchased	-	-
Net Change in Pool (LOGIC)	1,626,752	1,626,752
Change in Market Value	-	2,891
Net Change in Cash	(774,741)	(774,741)
Amortization - Treasury Bills	(304)	(304)
Accrued Interest Receivable	180,480	-
Ending Total Portfolio Value with Accrued Interest	47,798,606	47,607,134

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

CITY OF STAFFORD
 CD, TREASURY BILL & AGENCY DETAIL
 FOR THE PERIOD ENDING JANUARY 31, 2025

Type	Authorized Broker	Par	Cusip#	Settlement Date	Maturity Date	Days to Mature	Price	Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
FFCB	FHN Financial	500,000	3133EPYW9	10/20/23	10/20/25	731	100.00	5.13	500,000	500,000	503,365	500,000	503,075
FNMA	Hiltop Sec.	-	3135GAL82	01/09/24	01/09/25	366	100.00	5.15	-	500,000	500,065	-	-
FHLB	Multi Bank	500,000	3130B14E4	04/24/24	04/24/26	730	100.00	5.30	500,000	500,000	501,130	500,000	500,695
FFCB	FHN Financial	500,000	3133EREV9	05/15/24	05/15/26	730	100.00	4.88	500,000	500,000	504,155	500,000	504,235
FFCB	FHN Financial	500,000	3133ERPC9	08/12/24	08/12/26	730	100.00	4.52	500,000	500,000	499,675	500,000	499,990
FFCB	FHN Financial	500,000	3133ERWP2	10/04/24	10/01/25	362	100.00	3.88	500,000	500,000	498,645	500,000	498,930
FHLMC	Hiltop Sec.	500,000	3134HAUE1	10/23/24	10/23/26	730	100.00	4.25	500,000	500,000	498,190	500,000	498,515
FHLB	Hiltop Sec.	500,000	3130B3CZ4	10/24/24	10/24/25	365	100.00	4.10	500,000	500,000	498,120	500,000	498,485
FHLB	Hiltop Sec.	500,000	3130B3HX4	11/13/24	11/13/26	730	100.00	4.61	500,000	500,000	498,885	500,000	499,065
FHLB	Hiltop Sec.	500,000	3130B3S53	11/19/24	11/19/26	730	100.00	4.25	500,000	500,000	499,615	500,000	499,880
FHLB	Hiltop Sec.	500,000	3130B3XQ1	12/04/24	12/04/26	730	100.00	4.50	500,000	500,000	499,020	500,000	499,250
FHLMC	Hiltop Sec.	500,000	3134HAW90	01/07/25	01/07/27	730	100.00	4.63	500,000	-	-	500,000	499,605
FHLB	FHN Financial	500,000	3130B4GPO	01/08/25	01/08/27	730	100.00	4.38	500,000	-	-	500,000	499,920
FHLB	Hiltop Sec.	500,000	3130B4LV19	01/15/25	01/15/27	730	100.00	4.63	500,000	-	-	500,000	499,790
Total Agencies		6,500,000				WAM: 674	WAY: 4.54		6,500,000	5,500,000	5,500,865	6,500,000	6,501,435
UST	Hiltop Sec.	2,000,000	91282CK59	10/30/24	05/31/26	578	101.04	4.88	2,022,500	2,020,132	2,016,480	2,018,947	2,015,460
UST	Hiltop Sec.	4,000,000	91282CLH2	10/22/24	08/31/26	678	99.16	3.75	3,980,625	3,982,386	3,968,120	3,983,267	3,970,000
Total Treasury Bills		6,000,000				WAM: 645	WAY: 4.13		6,003,125	6,002,518	5,984,600	6,002,214	5,985,460
CD	Wells Fargo	248,000	949764HP2	11/14/23	05/14/25	547	100	5.40	248,000	248,000	248,858	248,000	248,682
CD	Oregon Community	238,000	68584JAN9	02/09/24	02/10/25	367	100	4.95	238,000	238,000	238,126	238,000	238,037
CD	Northstar	238,000	66256QAKO	02/29/24	02/28/25	365	100	5.00	238,000	238,000	238,128	238,000	238,078
CD	Connexus CU	249,000	20825WDG2	03/22/24	03/21/25	364	100	5.25	249,000	249,000	249,411	249,000	249,296
CD	Bank of California	-	05890QBA1	04/25/24	01/27/25	277	100	5.20	-	240,000	240,100	-	-
CD	1st Nat'L Bank of Omaha	-	332135LL4	04/26/24	01/27/25	276	100	5.20	-	240,000	240,100	-	-
CD	Santander Bank	240,000	80280JXP1	05/17/24	02/18/25	277	100	5.25	240,000	240,000	240,202	240,000	240,086
CD	Dogwood State Bank	240,000	25660BBW2	05/21/24	02/21/25	276	100	5.25	240,000	240,000	240,265	240,000	240,122
CD	First Financial	248,000	32021MGH6	06/11/24	06/11/26	730	100	4.90	248,000	248,000	251,017	248,000	250,565
CD	Valley National Bank	243,000	919853MH1	06/20/24	12/22/25	550	100	5.15	243,000	243,000	242,159	243,000	243,334
CD	Technology Federal CU	237,000	87868YAY9	07/23/24	07/23/25	365	100	5.25	237,000	237,000	238,045	237,000	237,922
CD	Webster Bank	-	94768NNT7	07/24/24	01/24/25	184	100	5.15	-	243,000	243,092	-	-
CD	Independent Bank	-	45385JBY3	07/29/24	01/29/25	184	100	5.20	-	243,000	243,121	-	-
CD	United Heritage CU	239,000	91334AAV5	08/30/24	09/02/25	368	100	4.55	239,000	239,000	239,155	239,000	239,150
CD	BMO Bank	242,000	05610LQHO	11/20/24	08/20/25	273	100	4.30	242,000	242,000	241,729	242,000	241,765
CD	Kemba Financial	239,000	48836LBV3	11/20/24	11/20/25	365	100	4.32	239,000	239,000	237,572	239,000	238,713
CD	Wings Financial	239,000	97412MBB4	11/25/24	11/25/25	365	100	4.40	239,000	239,000	237,743	239,000	238,835
CD	Hyperion Bank	242,000	44914ABV1	11/27/24	11/27/25	365	100	4.30	242,000	242,000	241,752	242,000	241,807
CD	San Francisco Bank	230,000	79772FAJ5	11/27/24	11/27/26	730	100	4.25	230,000	230,000	230,943	230,000	230,208
CD	Norway Savings	244,000	669331CG3	12/02/24	06/02/25	182	100	4.35	244,000	244,000	243,882	244,000	243,917
CD	TCM Bank	242,000	872308GY1	12/02/24	09/02/25	274	100	4.40	242,000	242,000	241,890	242,000	241,894
CD	Old National	244,000	680061LLO	12/02/24	06/03/25	183	100	4.35	244,000	244,000	243,882	244,000	243,917
Total CDs		4,342,000				WAM: 386	WAY: 4.76		4,342,000	5,308,000	5,311,170	4,342,000	4,346,327

**CITY OF STAFFORD INVESTMENT PORTFOLIO
SUMMARY OF INVESTMENTS BY CLASSIFICATION
FOR THE PERIOD ENDING JANUARY 31, 2025**

Investment by Funds	Cash	Logic	Treasury	Agencies	CDs	Total	Interest Income
General Operating	129,376	7,819,367	1,991,634	500,000	1,445,000	11,885,377	194,188
General Non Operating	2,950	2,003,649			240,000	2,246,599	46,878
Employee Benefits	182,609					182,609	1,597
Restricted-Willow Water Hole	727	192,800				193,527	3,144
Restricted-Street Light Part	2,183	25,966				28,149	464
Restricted-Opioid	1,122	25,092				26,214	454
Stafford Centre	698,496					698,496	6,186
Judicial Efficiency	4,534	25,092				29,627	514
Court Security	8,046	107,761				115,808	1,880
Court Technical	2,329	19,734				22,064	395
Local Truancy Prevention	(5,683)	120,225				114,543	2,073
Municipal Jury	338					338	8
Narcotic Seizure-Federal	238	120,054				120,291	2,162
Narcotic Seizure-State	10,560	25,966				36,526	613
Child Safety Fees	203	55,586				55,788	916
Special Revenue - PD	8,931	10,204				19,136	349
Hotel Occupancy	70,506	4,928,917	2,018,947	1,000,000	727,000	8,745,370	127,712
Debt Service	432,561	38,643				471,204	6,245
Capital Project	537	1,766,823		1,000,000		2,767,360	57,356
Local Street Assessments	1,888					1,888	37
SEDC General	39,486	1,615,278	1,991,634	2,000,000	1,200,000	6,846,398	89,068
SEDC Debt Service	176,436	1,378,433				1,554,869	20,711
SEDC Capital Projects	128,419	8,597,526		2,000,000	730,000	11,455,945	167,962
Total Investments by Fund	1,896,793	28,877,119	6,002,214	6,500,000	4,342,000	47,618,126	730,911



City of Stafford
Budget Clearance Form

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

M-PD-1983- Stipend -FTO Pay Sarah Smith & Katherine Hernandez
This is funds already in the budget, being re-allocated.

Classification of Expenditure (check the one that applies)

<input type="checkbox"/>	Emergency	<input checked="" type="checkbox"/>	Normal
<input type="checkbox"/>	Critical	<input type="checkbox"/>	Grant Funds - Paid in Advance
<input type="checkbox"/>	Very Necessary	<input type="checkbox"/>	Grant Funds - Reimbursement

Agenda Date: 03/05/2025

Requested By: Richard S. Ramirez

Department: Police

Department Head Approval:

Budget	
Budget Line Item	100-520-153.00
Expenditure Required	\$700
Current Budget	\$3,700
Additional Funding	N/A
Funding Source	FY 2024-2025 Adopted Budget

Finance Approval:

Date: 02/26/25

Mayor's Comments

Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda	
Date:		Date:	2/27/25
Rejected by Mayor for Inclusion on Agenda		Date:	



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Memo

M-PD-1983

To: Mayor Ken Mathew and Council Members
From: Richard S. Ramirez, Chief of Police
Date: February 19, 2025
Re: Stipend -FTO Pay- Sarah Smith & Katherine Hernandez

Mayor and Council,

Telecommunications Officer Sarah Smith & Katherine Hernandez have completed the Field Training Officers course on February 11th and February 14th, 2025. They are now eligible to train new TCOs and are eligible to be paid the \$50.00 per month stipend for her services.

I am requesting your approval to move forward, with the pay for TCO Smith & TCO Hernandez as the attached requests and trainings show that they have completed all the training required for this.

Thank you for your time and consideration in this matter.

Richard S. Ramirez
Chief of Police

RSR:rbc



STAFFORD POLICE DEPARTMENT

Request for Certification, License or Educational Pay (Sworn Personnel)

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Levels of license and education will be submitted in the following year's budget. A request form must be submitted to the Chief's office no later than June 1st of each year. Certification pay for active FTO and Advanced Accident will be submitted to City Council for approval the following month after achievement is met. Employees are only paid for their highest level of license and educational degrees. Attach a copy of your TCOLE Record for Education and License.

Employee Name: Sarah Smith

Request for License Advancement Pay (Select from menu)

N/A

Request for Educational Pay (Select from menu)

N/A

Request / Removal of Certification Pay (Select from menu)

Request for Certification Pay

Active FTO \$50.00

Sarah Smith

Digitally signed by Sarah Smith
Date: 2025.02.11 08:43:00
-06'00'

Employee Making Request

Gabriel Harrigan

Digitally signed by Gabriel Harrigan
Date: 2025.02.11 08:59:08 -06'00'

Employee Supervisor

Captain J. Williams
Jr.

Digitally signed by Captain J.
Williams Jr.
Date: 2025.02.11 17:48:14 -08'00'

Division Captain

Assistant Chief

Kelly Wright

Chief of Police

Certificate of Completion



OSS Academy[®]

Certifies that

Sarah Smith

has successfully completed an online course of instruction in
Field Training Officer #3702 (TCOLE)

for

Course Credit(s) 24.00 Hour(s)

Tuesday, February 11, 2025

David Salmon

David Lee Salmon II, Training Coordinator
TCOLE Number 513940





STAFFORD POLICE DEPARTMENT

Request for Certification, License or Educational Pay (Sworn Personnel)

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Levels of license and education will be submitted in the following year's budget. A request form must be submitted to the Chief's office no later than June 1st of each year. Certification pay for active FTO and Advanced Accident will be submitted to City Council for approval the following month after achievement is met. Employees are only paid for their highest level of license and educational degrees. Attach a copy of your TCOLE Record for Education and License.

Employee Name: Katherine Hernandez

Request for License Advancement Pay (Select from menu)

N/A

Request for Educational Pay (Select from menu)

N/A

Request / Removal of Certification Pay (Select from menu)

N/A

Active FTO \$50.00

Katherine Hernandez
Digitally signed by Katherine Hernandez
Date: 2025.02.14 18:38:50 -06'00'

Employee Making Request

Gabriel Harrigan
Digitally signed by Gabriel Harrigan
Date: 2025.02.17 06:28:29 -06'00'

Employee Supervisor

Captain J. Williams Jr.
Digitally signed by Captain J. Williams Jr.
Date: 2025.02.17 06:38:47 -06'00'

Division Captain

Assistant Chief

Kelly Wright

Chief of Police

Rand B. King

Certificate of Completion



OSS Academy®

Certifies that

Katherine Hernandez

has successfully completed an online course of instruction in
Field Training Officer #3702 (TCOLE)

for

Course Credit(s) 24.00 Hour(s)

Friday, February 14, 2025

David Salmon

David Lee Salmon II, Training Coordinator
TCOLE Number 513940





City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)
Approval for Greg Ybarra to participate in on line course for Driver/Operator-Aerial certification as required in the departments professional development policy.

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

Agenda Date: March 5, 2025

Requested By: L. Di Camillo

Department: Fire Department

Department Head Approval: [Signature]

Budget

Budget Line Item 100-522-679

Expenditure Required \$250

Current Budget [Crossed out] \$49,323.09

Additional Funding \$0

Funding Source FY25 Approved Budget

Finance Approval:

Date:

Mayor's Comments

Table with 4 columns: Mayor's Approval for Discussion Item, Mayor's Approval for Consent Agenda, Date, and Rejected by Mayor for Inclusion on Agenda. Includes handwritten signatures and dates like 'Ken Markew' and '2/23/25'.

Stafford Fire Department

Training Request

Employee Name: Greg Ybarra Division: Fire

Training Information

Name of School / Seminar: Driver Operator

Location of Class: online

Begin Date: 02/06/2025 End Date: 03/07/2025 Times: _____ a.m. to _____ p.m.

Billing Information

Payable to: Online

Address: _____
Street Address City State

Class Registration completed: Y N Cost of Training: \$ 250.00

Accommodations / Transportation / Per Diem

Hotel: N/A
Name Street Address City State Contact #

Total Cost for Lodging: \$ 0 Reservations Made: Y N

Transportation - City Vehicle: Y N City Gas Card: Y N

Air Travel: Y N If yes: \$ _____ (Reservations will be made by Administration)

Per Diem - # of Days: 0 @ \$ _____ / day = \$ 0 [Click Here for Per Diem Rate](#)

Mileage Reimbursement - # of miles (SFD to destination) _____ @ \$. 0.54 / mile = \$ 0

TOTAL COST OF TRAINING: $\frac{250.00}{\text{Tuition}} + \frac{0}{\text{Hotel}} + \frac{0}{\text{Travel}} + \frac{0}{\text{Per Diem}} + \frac{0}{\text{Mileage}} = \$ \underline{250}$

Is any training during unscheduled work hours: Y N

If yes, please explain (i.e. regular day off, work night shift) _____

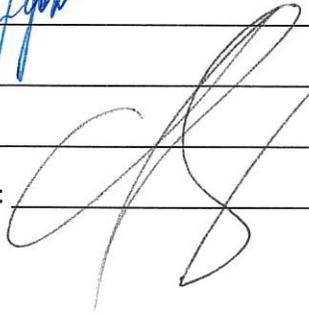
ATTACH ALL SUPPORTING INFORMATION (training brochure, hotel information, etc.)

Employee Signature: _____ Date: _____

Approved by Fire Chief:  _____ Date: 2/24/25

Approved by Asst. Chief: _____ Date: _____

Approved by Supervisor: _____ Date: 02/10/2025

Approved by Training Captain:  _____ Date: _____

INVOICE

Safety and Fire Education
Training LLC
P.O.Box 1166
Crosby, TX 77532

derekelkins@safe-t4u.com
+1 (281) 808-0656
http://www.safe-t4u.com



Bill to
Greg Ybarra

Invoice details

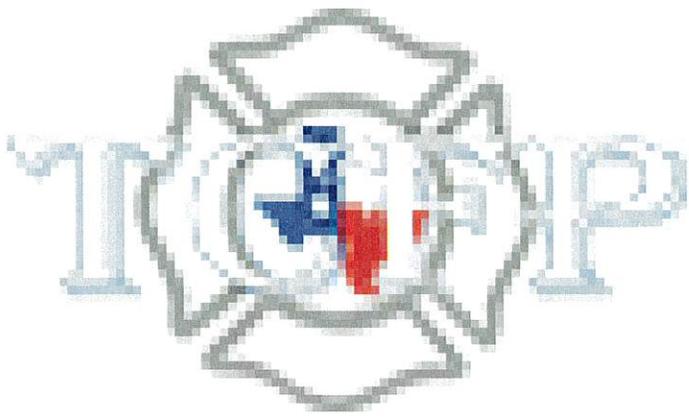
Invoice no.: 12-015033
Terms: Net 15
Invoice date: 02/11/2025
Due date: 02/26/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	02/11/2025	TCFP Driver Operator-Aerial	Enrollment in DO-A 2/11/25 session Ybarra, G. 84917087	1	\$250.00	\$250.00
Total						\$250.00

Ways to pay



[View and pay](#)



\$250.00



1

 Add to cart

CATEGORY: TCFP

Description

Description

The duties of an Emergency Vehicle Operator are extremely dangerous, as well as mentally and physically exhausting, when responding to, returning from, or operating at an emergency scene. In order to render proper service to his/her department, and in keeping with this concept, an Emergency Vehicle Operator must be physically sound and free from any defect which may adversely affect his/her performance of duty. An Emergency Vehicle Operators personal safety and the lives of others will be endangered without appropriate training and driving skills. If these skills and training are not applied at regular intervals, competency decreases, hence the need for continual driver re-certification. Driver re-certification is a vital element in maintaining a valid and professional emergency vehicle driver program.

The Driver/Operator – Aerial Course is a course that covers everything from preventive maintenance to the general operations of the apparatus. Keep in mind that each apparatus is different in nature but they are very similar in nature as well. Keep in mind that you can only learn some much from a

course, it is still your responsibility to learn the apparatus and have an understanding of the operations.



This course is a hybrid course that will take you through the entire IFSTA Driver Operator Manual. You will be tested academically on the IFSTA Driver Operator Manual. You will also be tested on a variety of skills from the different sections of driving in non and emergency situations to pumping the apparatus. This course follows NFPA 1002 and also covers many other NFPA Standards as well. To view the course curriculum and/or the skills that you will be tested over please click on the appropriate links below. Our course curriculum comes directly from the Texas Commission on Fire Protection and the State Fireman's and Fire Marshal's Association.

[Course Curriculum](#)

[Course Skills](#)

[Registration Form for this Course](#)

[Course Flyer](#)

Required Textbooks not included in price



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Memo

M-PD-1984

To: Mayor Mathews and Council
From: Richard S. Ramirez, Chief of Police
Date: February 17, 2025
Re: Fleet Vehicles for Auction

Mayor & Council

It has come to my attention that we have vehicles that are no longer suitable for service. The Stafford Vehicle Maintenance foreman conducted inspections to assess and determine the operational status of each vehicle.

The vehicles identified for disposal are as follows:

- **2010 Ford Fusion (Vin#3FAHPOGAR176066)**
- **2013 Ford Taurus (Vin#1FAHP2D85DG193288)**
- **2013 Ford F (Vin#1FTEX1CMODFB23824)**
- **2015 Ford Explorer (Vin# 1FM5K8ARXFGCC26800)**
- **2016 Ford Explorer (Vin# 1FM5K8AR7GGB44637)**

I am requesting the council's approval to send these vehicles to auction and sell them as surplus. Thank you for considering this matter.

RSR: rbc

Attachments

RICHARD S. RAMIREZ
CHIEF OF POLICE



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

TO: Richard Ramirez 

Chief Of Police

Cc: Kelly Wright

Assistant Chief of Police

From: J. Williams

Support Services Captain

Date: February 17, 2025

Re: Fleet Vehicles

Chief,

After a detailed inspection of the Stafford Police Department fleet, we have identified several vehicles that are no longer fit for service. The vehicles are as follows:

Shop# 2008, Vin#3FAHPOGAR176066 Year: 2010, Make: Ford Model: Fusion

Shop# 2030, Vin#1FAHP2D85DG193288 Year:2013, Make: Ford Model: Taurus

Shop#2007, Vin#1FTEX1CMODFB23824 Year: 2013, Make: Ford Model: F150

Shop# 2006, Vin# 1FM5K8ARXFGCC26800 Year: 2015, Make: Ford Model: Explorer

Shop# 2003, Vin# 1FM5K8AR7GGB44637, Year: 2016, Make: Ford, Model: Explorer

It should be noted that this inspection was conducted by working with the Stafford Vehicle Maintenance Foreman to diagnose each vehicle's worthiness for field use. Based on this analysis, I recommend the above-mentioned vehicles be auctioned.

J. Williams Jr./ Captain- Support Services



CHIEF RICHARD S. RAMIREZ

From: [John Healey](#)
To: [Roxanne Benitez](#)
Subject: Re: Awareness Field Request 2025
Date: Friday, February 21, 2025 1:00:14 PM

Dear Ms. Benitez,

As the Awareness Field 2025 project coordinator for the Exchange Club of Fort Bend, I humbly ask permission of Mayor Ken Mathew and City Council for our club to create an Awareness Field on the esplanade located at the intersection of U.S. 90-A and Present Street.

This Awareness Field would be structured exactly like the fields that have been displayed at the same location for many years, and which commemorates the fact that April is National Child Abuse Prevention Month. The request is that we be allowed to erect the field on March 31st, with takedown to take place between May 2,3,4.

The field would consist of approximately 2,075 18” white painted wooden stakes that are clad with a blue ribbon. Each stake represents a child who had received child abuse related services from Child Advocates of Fort Bend during the year 2024. Additionally, the field consists of two rows of five 2’x3’ signs affixed to u-posts that are on the outer sides of the esplanade, facing east and west, that tell a child abuse prevention story. Also facing east and west at the field would be 4’x8’ banners on t-posts that explain the purpose and meaning of the Awareness Field.

I hope that this request can be placed on a City Council agenda in the near future. I am available at 281-814-2464 to answer any questions that the mayor or council may have, and will make myself available for a City Council meeting whenever requested.

Sincerely,
John Healey
Member Exchange Club of Fort Bend
Sent from my iPad

CITY COUNCIL MINUTES

MINUTES
REGULAR CITY COUNCIL MEETING
CITY OF STAFFORD, TEXAS
WEDNESDAY, FEBRUARY 5, 2025

On the 5th day of February, 2025, 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 Alice Chen, and Council Members William K. Bostic Jr. (arrived at 6:31 p.m.), Tim Wood, Christopher Caldwell, Virginia Rosas, and Xavier Herrera (arrived at 7:36 p.m.). Absent: None. The following City Staff were present: City Secretary Roxanne Benitez, Director of Public Works/Development Services Kyle Jung, Chief of Police Richard Ramirez, Assistant Police Chief Kelly Wright, Police Captain Nathan Cohn, Police Captain Joe Williams, and Olson and Olson Attorney Charles Williams.

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 6:31 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.

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

The City Council came out of executive session at 6:42 p.m.

The City Council meeting resumed at 7:00 p.m.

3. Pledges of Allegiance.

Mayor Pro Tem Chen led the pledge to the United States flag. Council Member Rosas led the pledge to the Texas flag.

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

No action was taken.

5. Public Comments.

Public Comments were received from the following:

- Clay Foster, who lives at 10500 Fountain Lake Drive, spoke about dividing the half-cent in sales tax collected, allocated to the SEDC, into a quarter-cent to SEDC and a quarter-cent to the City, as well as creating a crime control district. He welcomed the newly hired police officers.

- Ray Thomas, who lives at 614 Go Man Go Drive, spoke on the January 29 Annual Town Meeting and the State of the City address. He suggested a public dashboard for citizens.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, and Rosas voted “Aye”. “Nay” – None. Motion carried 6-0.

- Mr. Thomas continued to speak regarding a public dashboard for citizens.
- Clint Mendonca, who lives at 12343 Fern Meadow Drive, spoke regarding agenda item #12, the Parks Committee, and community involvement.
- Liza Mendonca, who lives at 12343 Fern Meadow Drive, spoke regarding agenda item #12 and the Parks Committee.
- Zachary LeVallies, who lives at 2022 Ruffian Lane, spoke regarding the Parks Committee and agenda item #12.

6. Swearing-In Ceremony: New Stafford Police Officers.

Chief of Police Richard Ramirez spoke regarding the extensive training the new officers received. The official oaths of office were administered previously. Chief Ramirez performed a ceremonial oath to the following officers:

- Officer B. Morales
- Officer S. Jones
- Officer J. Canes

7. Proclamation – Jalen Pitre.

The proclamation was read aloud, via pre-recorded video, declaring February 5, 2025 as Jalen Pitre Day.

8. Fifteen (15) minutes of History – City Historian Sadie Williams.

Sadie Williams, City Historian, provided history on the creation of the Stafford Municipal School District (SMSD).

At this time, Council Member Rosas made a motion to take Agenda Item 10 out of order, and Council Member Herrera seconded the motion. Mayor Mathew, and Council Members Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – Mayor Pro Tem Chen and Council Member Bostic. Motion carried 5-2.

At this time, Council Member Wood made a motion to take Agenda Item 12 after Agenda Item 10, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- 10.(a) Discussion regarding a report from Green for Life (GFL) on the following:
- Number of residents/businesses who are actively using the recycle bins, including number of bins distributed and number being collected each week.
 - Explore if collecting electronics, as recycled products, on a semi-annual basis is possible and estimated cost.

GFL representatives Suzanne Haboush and Michael Ruckers provided a report on the requested information. They also answered questions from the Council Members.

Council Member Caldwell exited the meeting at 8:13 p.m.

Council Member Caldwell entered the meeting at 8:15 p.m.

The GFL representatives continued to answer questions from the Council Members.

Council Member Herrera exited the meeting at 8:17 p.m.

(b) Public comments on item (a).

Public Comments were received from the following:

- Ray Thomas, who lives at 614 Go Man Go Drive, spoke about a previous request he made for recycling in 2021. He also spoke in favor of recycling.
- Linda Allen, who lives at 3323 S. Sutton Square, spoke favorably about the recycling program.

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

No action was taken.

- 12.(a) Discussion of a Resolution rescinding the Parks Committee Resolution.

Council Member Rosas advised that she requested that this item be added to the agenda. She spoke on the creation of the Parks Committee and why it was the only committee to have a resolution. Council Member Rosas also spoke on the purpose of the proposed resolution.

Council Members spoke on the proposed resolution and addressed their concerns.

Council Member Rosas answered questions from the other Council Members.

Council Member Caldwell exited the meeting at 8:41 p.m.

Council Member Caldwell entered the meeting at 8:42 p.m.

Olson and Olson Attorney Charles Williams also answered questions from the Council Members.

(b) Public comments on item (a).

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, spoke against the agenda item. He commended Council Member Bostic on replacing the fountains in the City parks.
- Antonia Comardo, who lives at 13006 Frank Lane, advised that she was an original Parks Committee Member and provided some history on the City parks.
- Chief of Police Richard Ramirez provided some history on the Committees.
- Linda Allen, a Parks Committee Member who lives at 3323 S. Sutton Square, thanked Council Member Rosas for providing the background and history of the Parks Committee. She spoke against the agenda item.
- John Rose, who lives at 303 S. Esplanade Lane, advised that he was a founding member of the Parks Committee. He provided some history on the creation of the Parks Committee.

Mayor Pro Tem Chen made a motion to allow Mr. Rose to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- Mr. Rose spoke about the City parks and park equipment.

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

After a brief discussion, no action was taken.

9. Presentation by Chief of Police on 2024 Racial Profiling Report.

Chief of Police Richard Ramirez provided a PowerPoint presentation on the 2024 Racial Profiling Report.

Council Member Herrera exited the meeting at 9:03 p.m.

Chief Ramirez answered questions from the Council Members.

Council Member Herrera entered the meeting at 9:06 p.m.

Chief Ramirez continued to answer questions from the Council Members.

Council Member Rosas exited the meeting at 9:15 p.m.

Council Member Rosas entered the meeting at 9:17 p.m.

Chief Ramirez answered questions from the Council Members.

11.(a) Discussion of Mayor Mathew’s 2025 Message and Goals presented at the Annual Town Meeting.

No discussion was held.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, advised that he saw the Annual Town meeting online and spoke regarding the five-minute time limit given to Council Members at the meeting.
- Ray Thomas, who lives at 614 Go Man Go Drive, spoke regarding the 2024 Racial Profiling report and challenges the City faced recruiting police officers. He suggested implementing a high school police training program.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- Mr. Thomas spoke regarding implementing programs for future needs.

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

Council Members provided their comments on Mayor Mathew’s Message and Goals.

Council Member Wood exited the meeting at 9:32 p.m.

Council Member Wood entered the meeting at 9:34 p.m.

No action was taken.

- 13.(a) Discussion of an Ordinance of the City of Stafford, Texas providing for the holding of a joint general election with the Stafford Municipal School District to be held on May 3, 2025, for the purpose of electing two (2) Councilmembers.

City Secretary Roxanne Benitez spoke on the proposed ordinance.

(b) Public comments on item (a).

None.

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

Council Member Rosas made a motion to approve Ordinance No. 1292, as presented, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- 14.(a) Discussion regarding scheduling a date and time to hold the 2025 Candidates Forum.

City Secretary Roxanne Benitez and Council Members discussed the proposed date, times, and moderators for the 2025 Candidates Forum.

(b) Public comments on item (a).

None.

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

Council Member Caldwell made a motion to hold the 2025 Candidates Forum on Tuesday, April 15, 2025 at 7:00 p.m. at the SMSD Leonard Scarcella Administration building, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

15. Council Reports.

Council Member Rosas

- Advised that the Cops y Cafecito event would be held at Taquitos on February 20, from 6:00 a.m. to 10:00 a.m.
- Advised that the Revenue Exploration Workshop would be held on Wednesday, February 12 at 7:00 p.m.
- Advised that Friday, February 14 was Valentines Day.
- Advised that Monday, February 17 was Presidents’ Day.
- Advised that February was Black History Month.
- Advised that February 9 was Super Bowl Sunday.

Mayor Pro Tem Chen

- Spoke on Black History Month and the purpose.
- Advised that she attended the Olson and Olson annual seminar and spoke on the event.

Council Member Wood

- Recognized Black History Month and the contributions of African Americans.
- Commended the Stafford High School basketball team that was undefeated 31-0.
- Congratulated the SMSD Swim and Tennis teams.
- Advised that February was the month of his wedding anniversary.

Council Member Bostic

- Advised that the appointments for Drainage Committee would be held at the February 19 City Council meeting.

Council Member Herrera exited the meeting at 9:49 p.m.

- Spoke on the recent aviation incidents that occurred in Washington D.C. and Philadelphia.

Mayor Mathew

- Provided a quote from Steve Jobs regarding death.

Council Member Caldwell

- Spoke on the history of Black History Month and contributions of Black individuals.

Council Member Herrera entered the meeting at 9:55 p.m.

- Advised that his wedding anniversary was on February 17.

16.(a) Consent Agenda (Items i.-viii.). 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 period ending December 31, 2024.

(ii.) Approval of training requests by Chief of Police Richard Ramirez for the following:

- Basic Telecommunicators Licensing Course, for A. Baxter, in the amount of \$450.00.

- Asset Forfeiture training, for M. Pait, in the amount of \$00.00.

- Basic Instructor Course, for D. Thompson, in the amount of \$200.00.

(iii.) Training requests by Fire Chief Larry Di Camillo, for R. Bautista, E. Skisak, C. Woods, and R. Roman, to attend the 2025 Lt. Joseph P. DiBernardo Memorial Training Seminar, in the amount of \$1,200.00.

(iv.) Request by Chief of Police Richard Ramirez to allow take home vehicle for Officer Numa.

(v.) Training requests by Fire Chief Larry Di Camillo, for six (6) firefighters, to attend the 2025 Lt. Joseph P. DiBernardo Memorial Training Seminar, in the amount of \$1,800.00.

(vi.) Resolution approving the designation of the official City newspaper.

(vii.) Resolution approving an agreement with Avenu Insights and Analytics for Sales and Use Tax Compliance Review Services.

(viii.) Resolution approving an agreement with Johnson Controls Fire Protection LP for fire system inspection services at the Stafford Centre.

Mayor Pro Tem Chen provided comments on items (iv.) and (vii.).

(b) Public Comments on item (a).

Public Comments were received from the following:

- Ray Thomas, who lives at 614 Go Man Go Drive, suggested that public security be provided to the Chief of Police and his family.

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

Council Member Herrera made a motion to approve all items on the Consent Agenda, with the spelling change, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

17.(a) Approval of Minutes from the January 15, 2025 Regular City Council Meeting.

No discussion was held.

(b) Public Comments on item (a).

None.

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

Council Member Rosas made a motion to approve the minutes, with corrections, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

18. Council Member requests for future agenda items.

Council Member Rosas requested an agenda item to receive an update from the Public Works/Development Services Department on actions taken to address backlog of permits.

Council Member Rosas requested an agenda item regarding what it would take to create a dashboard for citizen input, complaints, responses, needs, and ideas.

Council Member Caldwell requested an agenda item to schedule a pre-planning budget meeting between Council Members and Directors.

Council Member Wood requested an agenda item regarding an update from the Public Works Department on the progress and timeline for the 2025 Street Improvement project.

19. Adjournment.

Without objection, the meeting adjourned at 10:06 p.m.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor

DIVIDER PAGE

MINUTES
SPECIAL CALLED JOINT MEETING – STAFFORD CITY COUNCIL AND
STAFFORD MUNICIPAL SCHOOL DISTRICT BOARD OF TRUSTEES
TUESDAY, FEBRUARY 11, 2025

On the 11th day of February, 2025, at 7:00 p.m., the City Council of Stafford, Texas and Board of Trustees of the Stafford Municipal School District (SMSD) met in the Board Room of the Scarcella Administration Building in said City. The following members of the City Council were present: Mayor Ken Mathew, Mayor Pro Tem Alice Chen, and Council Members William K. Bostic Jr., Tim Wood, Christopher Caldwell, Virginia Rosas, and Xavier Herrera. Absent: None. The following members of the SMSD Board of Trustees were present: President Manuel Hinojosa, Vice-President Ash Hamirani, Secretary Jacqueline Jean-Baptiste (arrived at 7:03 p.m.), Trustee Joyce Wilkins, Trustee Patricia Soza-Montelongo, Trustee Suzette Thompson, and Trustee Adam Sanchez. Absent: None. The following City and SMSD Staff were present: City Secretary Roxanne Benitez and SMSD Executive Assistant/Board Coordinator Sonya M. Austin.

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.

President Hinojosa called the meeting to order for the SMSD Board at 7:02 p.m.

Mayor Mathew called the meeting to order for the City Council at 7:03 p.m.

2. Review updates and address questions from Lockwood, Andrews, & Newnam, Inc. (LAN) and RBC Capital Markets.

SMSD Superintendent Dr. Robert Bostic introduced representatives from Lockwood, Andrews, & Newnam, Inc. (LAN), RBC Capital Markets, and Orrick.

Vice-President Hamirani and President Hinojosa spoke on the needs of SMSD and list of priorities.

Clarence Grier, with RBC Capital Markets, provided a PowerPoint presentation regarding bond election scenarios and current market.

J.P. Grom, with LAN, answered questions from Mayor Pro Tem Chen.

Board Trustee Sanchez exited the meeting at 7:27 p.m.

Board Trustee Sanchez entered the meeting at 7:29 p.m.

Council Member Bostic exited the meeting at 7:30 p.m.

Council Member Bostic entered the meeting at 7:31 p.m.

President Hinojosa also answered questions from Mayor Pro Tem Chen.

Vice-President Hamirani answered questions from Mayor Pro Tem Chen.

5. Public Comments on Agenda Items.

Public Comments were received from the following:

- Mary Kendrick asked questions regarding the proposed election and follow-up election. Dr. Bostic answered her questions.
- Joe Longoria advised that he wanted to hear from the Council Members regarding their concerns.

Board Trustee Soza-Montelongo exited the meeting at 7:44 p.m.

Board Trustee Soza-Montelongo entered the meeting at 7:47 p.m.

- Marcus Deitz, with Orrick, spoke regarding the various propositions. He answered questions from Ms. Kendrick.
- Denisha Ukpe spoke regarding the documents previously presented and the most recent submittal. She asked questions regarding improvements to sports facilities. Mr. Grom answered her questions.
- Ray Thomas commended the SMSD Board Trustees on their efforts. He suggested that the City Council work with the school district to get better agreements. Mr. Thomas also suggested that the Council Members be more present.
- Letty Almendarez spoke on school funding allocated by the state and the proposed election.
- Joe Longoria spoke regarding the school voucher system and renovating SMSD facilities.
- Mary Kendrick suggested that attendance and graduation statistics be provided to voters.

Council Member Wood exited the meeting at 8:06 p.m.

Council Member Wood entered the meeting at 8:07 p.m.

- Council Member Rosas spoke on her history with SMSD, agricultural programs, proposition changes, federal school funding, and giving the opportunity to the voters.
- Council Member Wood commended the community members and SMSD Board Trustees on their efforts.

Council Member Wood exited the meeting at 8:17 p.m.

- Council Member Caldwell spoke regarding student achievement, success, and resources.

Council Member Wood entered the meeting at 8:20 p.m.

Secretary Jean-Baptiste exited the meeting at 8:20 p.m.

- Council Member Caldwell spoke regarding student services and producing future leaders.
- Council Member Bostic commended the long-range planning committee and SMSD Board Trustees. He spoke about SMSD's current debt, district needs, state funding, declining population, and insolvency.
- Mayor Pro Tem Chen commended the SMSD Board Trustees, long-range planning group, and volunteers. She spoke regarding her professional experience.

Council Member Caldwell exited the meeting at 8:27 p.m.

Secretary Jean-Baptiste entered the meeting at 8:28 p.m.

- Mayor Pro Tem Chen spoke regarding giving the opportunity to the voters. She encouraged all to study the details of the bond election.

Council Member Caldwell entered the meeting at 8:30 p.m.

- Council Member Herrera thanked everyone who attended the meeting as well as those who were watching at home. He spoke regarding his family's history with SMSD and previous joint meetings. He commended the SMSD Board Trustees and Staff.
- Council Member Wood spoke regarding the impact on the students, leaking roofs, lack of air conditioning, and uneven flooring in various schools. He also spoke on the benefits of the bond election.
- Mayor Mathew spoke on a strong education being the foundation for children.

3. Consideration and approval of a Resolution Requesting School Building Bond Election.

Vice-President Hamirani motioned to adopt a resolution approving the school building bond election, as presented, and Secretary Jean-Baptiste seconded. President Hinojosa, Vice-President Hamirani, Secretary Jean-Baptiste, and Trustees Thompson, Soza-Montelongo, Sanchez, and Wilkins voted "Aye". "Nay" – none. Motion carried 7-0.

4. Consideration and approval of an Ordinance of the City Council of the City of Stafford, Texas, Calling a School Building Bond Election for the Stafford Municipal School District; Making Provisions for the Conduct and the Giving of Notice of the Election; and Containing Other Provisions Related Thereto.

Council Member Herrera motioned to approve Ordinance No. 1293, as presented, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Chen and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – none. Motion carried 7-0.

6. Adjournment.

Secretary Jean-Baptiste motioned to adjourn the meeting at 8:42 p.m., and Trustee Sanchez seconded the motion. President Hinojosa, Vice-President Hamirani, Secretary Jean-Baptiste, and Trustees Wilkins, Thompson, Soza-Montelongo, and Sanchez voted “Aye”. “Nay” – none. Motion carried 7-0.

Council Member Herrera motioned to adjourn the meeting at 8:42 p.m., and Council Member Wood seconded the motion. Mayor Mathew, Mayor Pro Tem Chen and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – none. Motion carried 7-0.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor

DIVIDER PAGE

MINUTES
REVENUE EXPLORATION WORKSHOP
CITY OF STAFFORD, TEXAS
WEDNESDAY, FEBRUARY 12, 2025

On the 12th day of February, 2025, at 7:00 p.m., the City Council of Stafford, Texas met in the SMSD Leonard Scarcella Administration Building. The following members of the City Council were present: Mayor Ken Mathew, Mayor Pro Tem Alice Chen, and Council Members William K. Bostic Jr., Tim Wood (arrived at 7:09 p.m.), Christopher Caldwell, Virginia Rosas, and Xavier Herrera (arrived at 7:19 p.m.). Absent: None. The following City Staff were present: City Secretary Roxanne Benitez, Director of Human Resources Shanell Garcia, Chief Financial Officer Alka Shah, Director of Public Works/Development Services Kyle Jung, Fire Chief Larry Di Camillo, Chief of Police Richard Ramirez, Assistant Chief of Police Kelly Wright, Director of Information Technology Ryan Young, Police Captain Nathan Cohn, Police Captain Joe Williams, Director of Recreation Susan Ricks, Code Compliance Administrator Scott McElrath, and City Attorney Bridgette Begle.

1. Call to Order.

Mayor Mathew called the meeting to order at 7:00 p.m.

2. Pledges of Allegiance.

Mayor Pro Tem Chen led the pledge to the United States flag. Council Member Rosas led the pledge to the Texas flag.

3. Updates from City Departments regarding current fiscal year expenditures and budgetary needs.

Mayor Mathew made a motion to table the item for a future meeting, and Council Member Bostic seconded the motion. Mayor Mathew, Mayor Pro Tem Chen and Council Members Bostic voted “Aye”. “Nay” – Council Members Rosas and Caldwell. Motion carried 3-2.

At this time, Council Member Rosas made a motion to suspend the rules for the remainder of the meeting, and Council Member Bostic seconded the motion. Mayor Mathew, and Council Members Bostic, Wood, and Rosas voted “Aye”. “Nay” – Mayor Pro Tem Chen and Council Member Caldwell. Motion carried 4-2.

4. Comments and Questions by City Council Members regarding revenue generating exploration.

Council Member Rosas requested feedback from the public and spoke on previous actions from various Council Members regarding generation of revenue.

Council Member Wood spoke regarding previous suggestions from various Council Members regarding revenue generation, shopping local, needs of the City, and imposing a drainage assessment fee.

Council Member Bostic spoke regarding increased sales tax revenue, available grants, and crime control districts.

Mayor Pro Tem Chen spoke regarding the process of revenue generation, local businesses, the effect of the Covid-19 pandemic on businesses, and the Small Business Association (SBA).

Council Member Herrera spoke regarding revenue generating ideas that had been suggested in previous years, special purpose districts, county facilities located in the City, and the City's financial situation.

Council Member Caldwell spoke regarding the costs of City services, operating budget, general fund, short-term grants, long-term financial solutions, City Council's management of budget expenditures and revenues, and sustainability.

5. Questions and Comments from the Public regarding revenue generating exploration ideas.

Questions and Comments were received from the following:

- Manuel Hinojosa, who lives at 12807 Linda Street, advised that he wanted to receive the updates from the City Departments and expressed his disappointment. He suggested using local businesses. Mr. Hinojosa asked questions regarding finances and revenue. He also asked questions regarding if a property tax was imposed.
- Sadie Williams, who lives at 2403 West Bend Drive, spoke on the sales tax revenue that was supposed to be from the GRID, having the City conduct an investigation regarding finances, lack of transparency, and the suffering of the Fire and Police Departments.
- Joe Longoria, who lives at 12811 Linda Street, expressed his disappointment regarding the tabling of Agenda Item 3, shopping local, vacant warehouses and retail spaces, financial districts, maintenance of City services, imposing a property tax, and the lack of funding.
- Angela Bryant, owner of Power Lounge, suggested implementing paid parking at the Civic Center and Stafford Centre, streamlining processes for issuing certificates of occupancy, partnering with the schools to increase social media messaging, and collaborating with business owners to create revenue generating ideas.
- Randy Krahn, SEDC President who lives at 13119 Frances Street, spoke regarding current SEDC projects. He suggested implementing a tax on buildings that are vacant for a certain period of time, hiring an EDC Director to attract businesses to the City, and creating a comprehensive plan. Mr. Krahn spoke on the increase in the sales tax revenue received, and implementing a public safety tax.

- Don Jones, who lives at 12123 Maple Leaf Lane, spoke regarding the City Council being divided. He also spoke regarding his concerns on the City Council not reaching the people and the meeting not being productive. Mr. Jones spoke regarding the Police and Fire Departments mostly serving businesses, the needs of the Police and Fire Departments, and the City not being in the 21st century.
- Patricia Soza-Montelongo, who lives at 1814 Terrance Drive, spoke regarding previous retail establishments that were in the City and the lack of amenities. She suggested that the City be revitalized so that families can continue to raise their children there.
- Cliff Cowperthwait, who lives at 111 Squires Bend, advised that he would have liked to have heard from the Department Heads. He spoke regarding various City Departments having five year plans with no funding, previous and current year's budgets, hiring staff for permitting, the general fund, grants, school taxes, hotel occupancy tax funds, lack of funds, the need for a property tax, frozen employee positions, funding City departments, and messaging to residents.
- Arthur J. Honore, who lives at 162 Kingsway Drive, advised that he was against a property tax and suggested a city-wide storm water utility assessment. He spoke on unfunded deferred maintenance, sales tax revenue, property tax exemptions, utility franchise agreements, public/private partnerships,

Council Member Caldwell exited the meeting at 9:05 p.m.

- Mr. Honore spoke on revenue restructuring, risk management, school vouchers, children at risk, as well as including SMSD in City planning.

Council Member Caldwell entered the meeting at 9:07 p.m.

- Mr. Honore continued to speak on restructuring and recapturing of funds.
- Chief of Police Richard Ramirez spoke regarding his experience with the City, previous Council actions, the Police Department's five-year business plan, increasing costs, lack of revenues and funding, City population, and accommodating the needs of the residents.
- Fire Chief Larry Di Camillo spoke regarding his experience with the City, increased expenditures, costs of Fire apparatuses, and the lack of life saving equipment.
- Director of Public Works/Development Services Kyle Jung spoke regarding the costs of asphalt and concrete street replacements, the lack of a capital improvement plan, and the City's revenue sources.

- Director of Information Technology Ryan Young spoke regarding the work culture, lack of maintenance on equipment and buildings, lack of long-term vision, and crumbling infrastructure.
- Director of Human Resources Shanell Garcia advised that the employees were excellent, the City's biggest asset, and seventy-percent of the budget. She spoke on the lack of stability, succession planning, and career development in the City.
- Chief Financial Officer Alka Shah advised that the City was unique in that the City only planned for one year at a time and did not plan for the future. She suggested that the Council Members think about long range planning. Ms. Shah advised that the City was reactive, not proactive.

6. Adjournment.

Without objection, the meeting was adjourned at 9:42 p.m.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor

DIVIDER PAGE

MINUTES
REGULAR CITY COUNCIL MEETING
CITY OF STAFFORD, TEXAS
WEDNESDAY, FEBRUARY 19, 2025

On the 19th day of February, 2025, 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 Alice Chen, and Council Members William K. Bostic Jr., Tim Wood, Christopher Caldwell (left at 11:06 p.m.), Virginia Rosas, and Xavier Herrera (left at 10:22 p.m.). Absent: None. The following City Staff were present: City Secretary Roxanne Benitez, Director of Public Works/Development Services Kyle Jung, Director of Human Resources Shanell Garcia, Chief Financial Officer Alka Shah, Director of Information Technology Ryan Young, Chief of Police Richard Ramirez, Assistant Police Chief Kelly Wright, Police Captain Nathan Cohn, Police Captain Joe Williams, Police Lieutenant Luciano Lopez, and City Attorney Bridgette Begle.

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 6:31 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.

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

The City Council came out of executive session at 6:57 p.m.

The City Council meeting resumed at 7:00 p.m.

3. Pledges of Allegiance.

Mayor Pro Tem Chen led the pledge to the United States flag. Council Member Rosas led the pledge to the Texas flag.

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

No action was taken.

At this time, Council Member Rosas made a motion to take Agenda Items 11, 17, and 10 after Agenda Item 7, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

5. Public Comments.

Public Comments were received from the following:

- Clay Foster, who lives at 10500 Fountain Lake Drive, spoke regarding the Revenue Generation workshop and expressed his disappointment. He also spoke regarding the Public Works and Police Department employees working in cold weather conditions. Mr. Foster spoke on the needs of the Departments and ideas that were presented at the workshop.

Council Member Wood made a motion to allow Mr. Foster to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- Mr. Foster spoke regarding the confusion caused at the Revenue Generation workshop. He suggested that the public be given the details.
- Ray Thomas, who lives at 614 Go Man Go Drive, spoke on school events, school board meetings, financial needs, saving processes, bidding processes, and finding money.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- Mr. Thomas spoke regarding locating funds for large expenses and purchasing park equipment.

6. Certificate of Recognition – Jose Chaman Sr.

The certificate of recognition was read aloud, in English and Spanish, recognizing Jose Chaman Sr., a long-term City employee.

7. Introduction and Presentation by Blue Stream Fiber.

Council Member Herrera advised that he requested this item be added to the agenda. He introduced representatives from Blue Stream Fiber. Gavin Keirans, President of Blue Stream Fiber, provided a presentation to the City Council.

Council Member Rosas exited the meeting at 7:33 p.m.

Council Member Rosas entered the meeting at 7:34 p.m.

Several representatives from Blue Stream Fiber spoke regarding their organization and services.

Mike Taylor, with Blue Stream Fiber, answered questions from the Council Members.

10. (a) Discussion of an ordinance amending Chapter 102 of the Code of Ordinances, the same being the City’s Comprehensive Zoning Ordinance, to allow for the

addition of a Planned Development District that includes Commercial/Retail and Light Industrial uses, located at 12439 – 12515 Murphy Road.

City Planner Thomas Coon provided a PowerPoint presentation on the proposed planned development district.

Mr. Coon answered questions from the Council Members.

Planning and Zoning Commission Member Cliff Cowperthwait spoke regarding what the Planning and Zoning Commission discussed at their meeting.

Mr. Cowperthwait answered questions from the Council Members.

Cory Driskill, Managing Director for Crow Holdings, spoke regarding the proposed planned development district.

Mr. Driskill answered questions from the Council Members.

Council Member Herrera exited the meeting at 8:23 p.m.

Mr. Driskill continued to answer questions from the Council Members.

Council Member Herrera entered the meeting at 8:25 p.m.

Council Members spoke regarding the proposed planned development district and expressed their concerns.

(b) Public Hearing.

The public hearing opened at 8:36 p.m.

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, spoke in favor of the agenda item. He advised that the developers made adjustments based on the requests of Council Members.
- Clay Foster, who lives at 10500 Fountain Lake Drive, spoke regarding the proposed development. He advised that it would improve the curb appeal of the area. He suggested that the item be approved.
- Ray Thomas, who lives at 614 Go Man Go Drive, asked the City Council how the proposed development fit in with the City's five-year plan. He spoke regarding the proposed development.

The public hearing closed at 8:43 p.m.

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

Council Member Wood made a motion to table the agenda item, and Mayor Pro Tem Chen seconded the motion.

After a brief discussion, Council Member Wood rescinded the motion.

Council Members spoke regarding the proposed planned development district and concerns.

Council Member Rosas exited the meeting at 8:55 p.m.

Council Member Rosas entered the meeting at 8:57 p.m.

After discussion, Council Member Rosas made a motion to approve Ordinance No. 1294, as presented, and Council Member Herrera seconded the motion. Council Members Bostic, Rosas, Caldwell, and Herrera voted “Aye”. “Nay” – Mayor Mathew, Mayor Pro Tem Chen, and Council Member Wood. Motion carried 4-3.

At this time, Council Member Caldwell made a motion to take a five-minute recess, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

The meeting recessed at 9:00 p.m.

The meeting reconvened at 9:08 p.m.

11.(a) Discussion regarding reclassification requests from the Finance, Human Resources, and Public Works Departments.

Director of Human Resources Shanell Garcia spoke regarding the reclassification requests for the Human Resources and Public Works Departments.

Council Member Bostic exited the meeting at 9:09 p.m.

Council Member Herrera entered the meeting at 9:12 p.m.

Ms. Garcia answered questions from the Council Members.

Chief Financial Officer Alka Shah spoke regarding the reclassification request for the Finance Department.

The Council Members commended Ms. Shah and her Staff.

(b) Public comments on item (a).

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, spoke in favor of the agenda item. He also spoke regarding the reclassification of the Economic Development Director and suggested that it be an administrative position due to issues that occurred in the past.
- Clay Foster, who lives at 10500 Fountain Lake Drive, spoke regarding City employees. He also spoke in favor of the agenda item.
- Ray Thomas, who lives at 614 Go Man Go Drive, spoke regarding training employees and a lack of staff. He suggested that the City give the Directors what they needed so that they could run the City in the way it is supposed to be run.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor

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

- Mr. Thomas spoke regarding the effectiveness of employees and giving employees the tools they need.

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

Council Member Herrera made a motion to approve the agenda item, as presented, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

17.(a) Discussion regarding reinstating four (4) frozen positions in the Police Department.

Chief of Police Richard Ramirez spoke regarding the request to reinstate and fund a detective, two (2) police officers, and dispatcher positions.

Chief Ramirez answered questions from the Council Members.

Council Members spoke regarding the agenda item and expressed their concerns.

(b) Public comments on item (a).

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, suggested that the Council Members stick to the agenda items. He spoke regarding the number of dispatchers, which was a twenty-four (24) hour a day job.
- Clay Foster, who lives at 10500 Fountain Lake Drive, spoke regarding monthly Police Department calls and crime statistics. He suggested that the City Council approve the agenda item.
- Ray Thomas, who lives at 614 Go Man Go Drive, spoke in favor of the agenda item. He suggested that the Chief of Police be given what he needed. Mr. Thomas spoke regarding other agencies that were also short-staffed.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Herrera seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- Mr. Thomas spoke regarding the City’s liability regarding the Police Department’s lack of staffing.
- Luciano Lopez, Stafford Police Lieutenant, spoke in favor of the agenda item and suggested that the City Council approve the agenda item.

- Joe Williams, Stafford Police Captain, spoke regarding detective positions and duties. He also spoke regarding dispatcher positions. He suggested that the City Council approve the agenda item.

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

Council Member Herrera made a motion to approve the reinstatement and funding of a detective, two (2) police officers, and dispatcher position, as presented, and Council Member Wood seconded the motion.

After discussion the vote was taken. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

8. (a) Discussion regarding an Award of Bid for the 2025 General Street Repairs Project.

Director of Public Works/Development Services Kyle Jung and Bob Jones, with Jones Engineering, spoke regarding the proposed project and bids received.

Mr. Jones and Mr. Jung answered questions from the Council Members.

Council Member Bostic exited the meeting at 10:28 p.m.

Council Member Bostic entered the meeting at 10:29 p.m.

Mr. Jung continued to answer questions from the Council Members.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Ray Thomas, who lives at 614 Go Man Go Drive, spoke regarding the proposed bid. He also spoke about cost savings.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion carried 7-0.

- Mr. Thomas spoke on effective planning.
- Bob Jones, with Jones Engineering, spoke regarding the proposed project.

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

Mayor Pro Tem Chen made a motion to award the bid for the 2025 General Street Repairs Project to TB Concrete Construction, Inc., as presented, and Council Member Wood seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, and Rosas voted “Aye”. “Nay” – None. Motion carried 6-0.

9. (a) Update from the Public Works Department regarding progress and timeline of the 2025 General Street Repairs Project.

Council Member Wood advised that he requested that this item be added to the agenda.

Bob Jones, with Jones Engineering, provided an update and timeline on the project.

Mr. Jones answered questions from the Council Members.

(b) Public Comments on item (a).

None.

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

No action was taken.

At this time, Council Member Wood made a motion to extend the City Council meeting to 12:00 a.m., and Council Member Bostic seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic and Wood voted “Aye”. “Nay” – Council Members Caldwell and Rosas. Motion carried 4-2.

12.(a) Discussion regarding the purchase of a Solar Winds Network Monitoring System in the amount of \$40,646.05

Council Member Caldwell exited the meeting at 10:49 p.m.

Director of Information Technology Ryan Young spoke regarding the proposed request and advised that it was budgeted.

Council Member Caldwell entered the meeting at 10:51 p.m.

Council Members commended Mr. Young on his efforts.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Ray Thomas, who lives at 614 Go Man Go Drive, spoke regarding the proposed purchase and the possibility of a joint purchase with the school district.

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

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

13.(a) Discussion regarding appointments to the Drainage Committee.

Council Member Bostic advised that he received interest from five (5) individuals. He also advised that he would like two Council Members to serve and suggested Mayor Pro Tem Chen and himself serve on the Committee.

Council Members discussed the proposed appointments and who should serve on the Committee.

(b) Public comments on item (a).

None.

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

Council Member Bostic made a motion to appoint Yolanda Weary, April Thanos, Lawrence Vaccaro, Juan Carlos Delgado, Sandra Holloman, Council Member Bostic, and Mayor Pro Tem Chen to the Drainage Committee, and Mayor Pro Tem Chen seconded the motion.

After discussion, the vote was taken. Mayor Mathew, Mayor Pro Tem Chen, and Council Member Bostic voted “Aye”. “Nay” – Council Members Wood and Rosas. Motion carried 3-2.

14.(a) Update from the Public Works/Development Services Department regarding actions taken on the backlog of permits.

Director of Public Works/Development Services Kyle Jung advised that the backlog of permits had been reduced from 280 to 68. He spoke regarding the remaining pending items.

Mr. Jung answered questions from Council Members.

(b) Public comments on item (a).

None.

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

No action was taken.

15.(a) Discussion regarding creating a dashboard for citizen input, complaints, responses, needs, and ideas.

Director of Multimedia Robert Frith spoke regarding the agenda item that was requested by Council Member Rosas. He also spoke on costs and concerns. Mr. Frith spoke regarding options that could be implemented at no cost to the City. He also spoke on communication tools that were currently being used.

Mr. Frith answered questions from the Council Members.

(b) Public comments on item (a).

Public Comments were received from the following:

- Ray Thomas, who lives at 614 Go Man Go Drive, thanked Council Member Rosas for requesting the agenda item. He provided clarification on what he would like the dashboard to be and provided details.

Council Member Wood made a motion to allow Mr. Thomas to speak for an additional minute, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, and Rosas voted “Aye”. “Nay” – None. Motion carried 5-0.

- Mr. Thomas spoke regarding the dashboard being a tool that could measure performance.
- Fire Marshal Jon Lopez spoke regarding tools, on the City’s website, that citizens could use.

At this time, Council Member Bostic made a motion to extend the City Council meeting to 12:30 a.m., and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic and Wood voted “Aye”. “Nay” – Council Members Rosas. Motion carried 4-1.

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

After discussion, Council Member Wood requested that Director of Multimedia Robert Frith investigate the cost for the Civic Plus Request Tracker.

No action was taken.

16.(a) Discussion regarding scheduling a date for a pre-planning budget meeting for Council Members and Directors.

Council Member Caldwell requested the item and was not present.

(b) Public comments on item (a).

None.

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

Item was tabled to the March 5, 2025 City Council meeting.

18.(a) Discussion regarding information received at the February 12, 2025 Revenue Exploration Workshop and possible solutions to explore.

Council Member Rosas advised that she requested that this agenda item be added.

Council Member Bostic exited the meeting at 11:58 p.m.

Council Member Rosas provided an update on ideas that were presented at the workshop.

Council Member Bostic entered the meeting at 12:01 a.m.

Council Member Rosas continued to speak on ideas that were presented at the workshop.

(b) Public comments on item (a).

None.

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

No action was taken.

19. Council Reports.

Council Member Wood

- Advised on weather conditions.
- Advised that February 28 was his wedding anniversary.
- Commended City Attorney Bridgette Begle on her competing in the Chevron Houston Marathon.
- Acknowledged the Stafford High School Basketball Team being 33-0. He advised that their next game would be on February 21.
- Recognized the Stafford soccer, swim, tennis, track, softball, and baseball teams.

Mayor Pro Tem Chen

- Acknowledged Alice Hsiao, owner of Healing Hope Spiritual Counseling, for donating eighteen (18) mattresses to the Stafford Fire Department.
- Advised that February was Black History Month.
- Wished Mayor Mathew and Council Member Bostic happy birthday.
- Spoke on weather conditions and reminded others of the 4Ps: People, Pets, Pipes, and Plants.

Council Member Rosas

- Spoke on the weather conditions.
- Congratulated Adam Sanchez and Samantha Rodriguez on their nuptials.
- Congratulated SMSD Board Trustees Suzette Thompson, Ash Hamirani, and Patricia Soza-Montelongo on being unopposed.
- Congratulated Linda Burks for being awarded as the 2024 Commissioner by Fort Bend County Historical Commission.
- Advised that Cops y Cafecito would be held on February 20, from 6:00 a.m. to 10:00 a.m. at Taquitos Cafeteria.
- Congratulated Dr. Robert Bostic for being honored as the 2025 TABSE Superintendent of the Year.
- Congratulated Dawn Dubose for being elected as President-Elect on the TABSE Board.
- Advised that the SMSD Super Senior Breakfast would be held on Friday, February 21.
- Advised that Stars of the Sixties would be held on February 26.

Mayor Pro Tem Chen

- Congratulated the SMSD STEM Magnet Schools for being announced as the top two schools in the Houston area.
- She advised that Kelsey Seybold would be providing scholarships for SMSD students.

20.(a) Consent Agenda (Items i.-viii.). 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.) Approval of training requests by Chief of Police Richard Ramirez for the following:

- Ratification of Basic Student Resource Officer (SRO) Course, for T. Numa, in the amount of \$00.00.
 - TCIC-NCIC Full Access Course, for A. Baxter, in the amount of \$00.00.
 - Crime Scene Investigation training, for D. Compean, in the amount of \$160.00.
 - Homicide Investigators of Texas Course, for D. Eddleblute, in the amount of \$1,407.00.
 - Developing Leaders training, for L. Lopez, in the amount of \$795.00.
 - Homicide Investigators of Texas Course, for J. Trevino, in the amount of \$645.00.
 - TCIC Terminal Agency Coordinator training, for S. Smith, in the amount of \$00.00.
- (ii.) Training requests by Fire Chief Larry Di Camillo, for J. Magana, J. Gutierrez, M. Ricks, M. Vanbershot, and L. Di Camillo, to attend the Lone Star Fire Training Fire Officer III & IV training courses, in the amount of \$4,000.00.
- (iii.) Resolution approving an agreement with Fort Bend County for the conduction of the 2025 Joint Election with SMSD.
- (iv.) Request by Director of Recreation Susan Ricks to transfer \$40,000.00 from the Hotel Occupancy Tax (HOT) Fund to the Stafford Centre Operating Fund for Request for Proposal (RFP) consulting services.
- (v.) Resolution approving the service agreement with Philstyn Audio Video for audio and visual services at the Stafford Civic Center.
- (vi.) Resolution approving the services agreement with MyGov, LLC for permitting software and services.
- (vii.) Resolution approving the service agreement with Storm Water Solutions, LLC for storm water services.
- (viii.) Resolution approving an agreement with HLS Enterprises, Inc. for landscaping services at the Stafford Centre.

Council Member Wood pulled (vii.) for discussion.

At this time, Mayor Pro Tem Chen made a motion to extend the City Council meeting to 12:45 a.m., and Council Member Bostic seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic and Wood voted “Aye”. “Nay” – Council Members Rosas. Motion carried 4-1.

City Attorney Bridgette Begle answered questions from Council Member Wood.

(b) Public Comments on item (a).

None.

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

Council Member Rosas made a motion to approve all items on the Consent Agenda, as presented, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, and Rosas voted “Aye”. “Nay” – None. Motion carried 5-0.

- 21.(a) Approval of Minutes from the January 24, 2025 Joint Workshop with SMSD.
- (b) Approval of Minutes from the January 29, 2025 Annual Town Meeting.

(c) Approval of Minutes from the February 6, 2025 Joint Workshop with SMSD.

No discussion was held.

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

None.

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

Mayor Pro Tem Chen made a motion to approve the minutes, as presented, and Council Member Bostic seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, and Rosas voted “Aye”. “Nay” – None. Motion carried 5-0.

22. Council Member requests for future agenda items.

None.

23. Adjournment.

Without objection, the meeting adjourned at 12:30 a.m.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor