

MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL OF STAFFORD, TEXAS HELD  
IN SAID CITY ON WEDNESDAY, NOVEMBER 3, 2021

On the 3rd day of November 2021, at 7:00 p.m., the City Council of Stafford, Texas met in regular session in the City Council Chambers. Mayor Willis called the meeting to order. The following members of the Council were present: Councilmembers Mayor Cecil Willis; Mayor Pro Tem Ken Mathew, Councilmembers Wen Guerra, Virginia Rosas, Don Jones, Alice Chen, and Xavier Herrera. Absent: None. The following City staff were present: Richard Ramirez (Chief of Police), Alka Shah, (Finance Director), Nicola Browe (Acting City Secretary); and Art Pertile (Olson & Olson, LLP).

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
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.

**COUNCIL RECONVENED AT 7:02 P.M.**

3. PLEDGE OF ALLEGIANCE
4. Council Reports.  
Councilmember, Rosas wanted to congratulate the Stafford Education Foundation on their Golf Tournament and remind the public to visit the Sugar Plum Market located at the Stafford Centre.

Councilmember Chen thanked the sponsors, players, and volunteers involved with the Stafford Education Foundation.

Councilmember, Guerra gave a reminder on November being Native American Month and there being different events throughout the state of Texas representing 8 different ethnic groups.

Councilmember, Herrera wished to echo councilmembers comments on the Stafford Education Foundation and recognize the Stafford High School band who competed this weekend and placed 2<sup>nd</sup> out of 35 schools. He also acknowledged the local area VFW and asked the public to visit the local VFW Post 4010 on November 13 where

donations will be accepted.

Mayor Pro Tem Mathew also acknowledged the golf tournament. He then went on to state that he also offered condolences on behalf of the city council to a family who has recently lost a loved one in a reckless driving incident that occurred in the City of Stafford.

Councilmember, Jones commended the Stafford Education Foundation and all in attendance.

5. Public comments on items on the agenda.  
No members of the public addressed City Council.

6. Presentation of 15 minutes of Stafford History- "SMSD – The beginning".  
Ms. Sadie Williams, of the Stafford Historical Society gave a historical presentation on the development of SMSD.

Councilmembers discussed the development of SMSD and reminisced about the process.

No action taken on this item.

7. Presentation by Ms. Mary Ann Smith/Edward Rector on a Christmas Trail Ride on December 18, 2021.

(a) Ms. Mary Ann Smith and Edward Rector founder and CEO of Houston After School Program now known as Stafford After School Learning Program requested permission for a Christmas Trail Ride within the City. It was explained that this program is geared to give back to the community and an overview of the planned activities was also presented. Michael Wilson, Southwestern Trail Riders of Houston also spoke regarding the times.

Chief Richard Ramirez stated that he has reviewed the safest routes for the intended trail ride and has discussed said routes with Ms. Mary Ann Smith.

City Attorney, Art Pertile commented on the necessities needed for the event.

Councilmembers and City Attorney, Art Pertile discussed the events promotion, attendance numbers, and safety concerns.

Mayor Willis invited members of the public to address city council on this item.  
No members of the public addressed City Council.

(b) Mayor Pro Tem Mathew made a motion to approve the Trail Ride with the organizers coming back to City Council with the map of the trail ride, the details to

include arrival time, ride time, food time, toy giveaway etc.) as well as insurance information. Councilmember Herrera duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmembers Guerra, Rosas, Jones, Chen, and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved,

8. (a) Discussion of an Ordinance of the City of Stafford, Texas amending Chapter 2 – Administration, Article IV,-Municipal Court, Section 2-181. Compensation of the Stafford Code of Ordinances to grant the City Council the authority to set the compensation of the Municipal Judge and each Associate Judge; Providing for an effective date; and providing for severability; and repealing all ordinances and parts of ordinances in conflict herewith.

Attorney Art Pertile provided Council with the background to the need for this ordinance.

Mayor Willis invited members of the public to address City Council on this item. No members of the public address city council.

(b) Councilmember Rosas made a motion to approve the Ordinance as presented. Councilmember Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmembers Guerra, Rosas, Jones, Chen, and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

9. (a) Consent Agenda (Items i-xi). 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 a Resolution of the City Council of the City of Stafford, Texas, authorizing the Mayor to sign a hosting services and maintenance renewal contract with Data Management Inc/Db/Timeclock Plus for a personnel time and attendance management solution software.
  - ii. Approval of a Resolution of the City Council of the City of Stafford, Texas, authorizing the Mayor to sign renewal agreement with Pitney Bowes Inc. for a postage meter lease machine and other mailing equipment Services.
  - iii. Approval of Richard Ramirez, Police Chief request for training and all related expenses for employees in the Police Department.
  - iv. Approval of Scott McElrath, Code Compliance Administrator request for training and all related expenses for employees in the Code Compliance Department in the amount of \$1,938.00
  - v. Approval of Carolyn Entricht, Director of Multimedia Communications request to enter into an agreement with Civic Engage for Website Redesign in the amount of \$24,531.00.

- vi. Approval of Jose Magana, Fire Battalion Chief request for training and all related expenses for employees in the Fire Department in the amount of \$12,686.00.
- vii. Approval of Larry DiCamillo, Fire Chief request for training and all related expenses for an employee in the Fire Marshal Office in the amount of 375.00.
- viii. Approval of Larry DiCamillo, Fire Chief request to donate rescue tools no longer of operational use to Stafford Fire Department.
- ix. Approval of a Resolution accepting the award of a reimbursement grant "DJ-Edward Byrne Memorial Justice Assistance Grant Program" in the amount of \$54,900.00
- x. Approval of a Resolution accepting the award of a reimbursement grant "VA-Victims of Crime Act Formula Grant Program" in the amount of \$72,557.99.
- xi. Approval of Richard Ramirez, Police Chief request for the Mayor to authorize the City to Co-Host the NAACP meeting at the Stafford Civic Center on December 11, 2021.

Mayor Willis stated that item 4 needs to be pulled as it is no longer required.

(b) Councilmember Guerra made a motion to approve the consent agenda 1 through 11 and pull item 4. Councilmember Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmembers Guerra, Rosas, Jones, Chen, and Herrera voted "yes"; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

#### 10. Adjournment.

Councilmember Guerra made a motion to adjourn. Councilmember Mathew duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew, and Councilmembers Guerra, Rosas, Jones, Chen, and Herrera voted "yes"; none against. Mayor Willis announced the result of the vote (7-0) and declared the motion approved.

THE MEETING ADJOURNED AT 9:26 PM.

ATTEST:

*Nicola Browe*

---

Nicola Browe  
Assistant City Secretary

*Cecil Willis Jr.*

---

Cecil Willis Jr.  
Mayor