

MINUTES  
REGULAR CITY COUNCIL MEETING  
CITY OF STAFFORD, TEXAS  
WEDNESDAY, AUGUST 17, 2022

On the 17<sup>th</sup> day of August 2022, at 7:00 p.m., the City Council of Stafford, Texas met in regular session in the Council Chambers. Mayor Willis called the meeting to order. The following members of City Council were present: Mayor Cecil Willis Jr., Mayor Pro Tem Don Jones, and Council Members William Bostic Jr. (arrived at 6:31 p.m.), Alice Chen, Wen Guerra, Xavier Herrera, and Ken Mathew. Absent: None. The following City staff were present: City Secretary Roxanne Benitez, Chief of Police Richard Ramirez, Director of Human Resources Shanell Garcia, Director of Public Works / Economic Development Services Jose Pastrana, Senior Development Services Specialist Laura Morales, Project Manager Lawrence Vaccaro, Director of Recreation Susan Ricks, and City Attorney Art Pertile (arrived at 6:31 p.m.).

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 Willis called the meeting to order at 6:30 P.M.

2. Executive session as authorized by Chapter 551, Texas Government Code, Section 551.071(1)(A), pending or contemplated litigation; Section 551.071(2), authorized under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas. Professional Conduct of the State Bar of Texas, Section 551.074 (1), to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer employee.

City Council reconvened at 7:00 p.m.

3. Pledges of Allegiance.

Council Member Mathew led the pledge to the United States flag. Mayor Willis led the pledge to the Texas flag.

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

City Council did not go into Executive Session.

5. (a) Presentation by Mayor Willis of Budget Message for Fiscal Year 2022-2023.

Mayor Willis presented and read his budget message in its entirety.

The following public comments were made:

- Cliff Cowperthwait, who lives at 111 Squires Bend, asked when the proposed budget would be posted online. Mayor Willis advised that it would be posted on the following day. Mr. Cowperthwait also asked if the compensation study had been completed. Mayor Willis advised that it had not been completed.
- Virginia Rosas, who lives at 619 Elm View Court, congratulated the Mayor and Council Members for providing the budget in a timely manner, and added that they should be proud.

(b) Consideration of appropriate action on item (a).

No action was taken.

6. Public Comments on items on the agenda.

- o Manuel Hinojosa, the SMSD President who lives at 12807 Linda Street, advised that the Stafford Municipal School District (SMSD) received an overall 'B' rating from the Texas Education Agency (TEA). He also advised that the rating increased from a 'D' to a 'C' in 2019.

7. (a) Discussion of an amendment to an ordinance The Planning and Zoning Commission and City Council will consider adoption of an ordinance amending Ordinance # 1036, Article 1, Section 102-196, Off-Street Parking and Loading of the "MU-2 – STREETLEVEL" Zoning District to allow for adequate parking for general retail outlets.

Director of Public Works / Economic Development Services Jose Pastrana advised that the current ordinance stated one parking space for every 200 feet. He also advised that the amendment would be one parking space for every 300 feet and would attract businesses. Mr. Pastrana advised that Staff recommended adoption of this ordinance.

Council Member Guerra advised that the complex struggled with parking issues and recommended a better centralized parking system.

(b) Public Hearing on Ordinance Amendment.

The public hearing opened at 7:32 p.m.

The following public comments were made:

- Tim Woods, who lives at 2022 Secretariat, asked if the amendment was for future development or to improve parking areas for current businesses. He suggested that the businesses be required to install a parking garage. Mr. Woods advised that reducing parking spaces could cause parking congestion in the future.
- Project Manager Lawrence Vaccaro advised that the parking count was higher in other areas of the City. He also advised that, if approved, the

parking ratio would be the same as other parts of the City. Mayor Pro Tem Jones asked how the parking at the GRID was in comparison to the Fountains. Mr. Vaccaro advised that, if approved, it would be identical to the Fountains.

- Cliff Cowperthwait, who lives at 111 Squires Bend, advised that he was opposed to the amendment and suggested that the parking remain as is.

The public hearing closed at 7:39 p.m.

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

After a brief discussion, Council Member Chen made a motion to adopt Ordinance No. 1228, amending Ordinance No. 1036, Article 1, Section 102-196, Off-Street Parking and Loading of the MU-2-STREETLEVEL Zoning District allowing for adequate parking for general retail outlets, and Council Member Herrera seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Chen, Herrera, and Mathew voted "Aye". "Nay" – Council Members Bostic and Guerra. Motion carried 5-2.

8. (a) Discussion of an amendment to an ordinance amending various sections of Ordinance # 1037, Article VI "Utility and Detention" of Exhibit A of the "MU-2 – STREETLEVEL" Zoning District. Article VI is being amended to allow for an additional overhead poles to be installed along Trinity Drive just north of the drainage channel on the south side of the development to provide additional power to serve the Grid.

Director of Public Works / Economic Development Services Jose Pastrana advised that the current ordinance limited the number of power poles and added that the maximum number of poles had been installed. He also advised that there was no additional risk to adding more poles. Mr. Pastrana advised that CenterPoint Energy requested to install additional power poles.

Council Member Herrera asked how many poles were requested. Project Manager Lawrence Vaccaro advised that the installation of three additional poles was requested. Council Member Herrera also asked about safety. City Attorney Art Pertile advised that it was not a safety issue, it was simply an aesthetic issue.

(b) Public Hearing on Ordinance Amendment.

The public hearing opened at 7:51 p.m.

The following public comments were made:

- Tim Woods, who lives at 2022 Secretariat, asked if sufficient electricity could be provided without installing above ground poles. City Attorney Pertile advised that it was not possible as power could not get to the destination without the poles.

- Virginia Rosas, who lives at 619 Elm View Court, asked if the additional poles would affect the power supply to the Grid and overburden it. Maria Ramirez, with CenterPoint Energy, advised that this would be the final circuit tie to assist with redundancy and providing electricity to the Grid.

The public hearing closed at 7:55 p.m.

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

Council Member Guerra made a motion to adopt Ordinance No. 1229, amending various sections of Ordinance # 1037, Article VI "Utility and Detention" of Exhibit A of the "MU-2 – STREETLEVEL" Zoning District to allow for additional overhead poles to be installed along Trinity Drive just north of the drainage channel on the south side of the development to provide additional power to serve the Grid, and Council Member Chen seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.

9. (a) Presentation and Discussion of Final Amended City Budget for Fiscal Year 2021-2022.

Director of Finance Alka Shah advised that this was a regular process recommended by auditors.

(b) Presentation and Discussion of Final Amended Budget for the Stafford Economic Development Corporation (SEDC) for Fiscal Year 2021-2022.

Director of Finance Alka Shah advised that the same process would need to be done for SEDC and added that it was presented at the last SEDC meeting.

(c) Consideration of appropriate action on item (a)-(b).

Council Member Chen made a motion to approve the final amended City of Stafford and SEDC budgets for Fiscal Year 2021-2022, and Council Member Herrera seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.

10. (a) Discussion of Resolution approving an Interlocal Agreement with the Stafford Municipal School District for Law Enforcement Services and allowing the Mayor to execute.

Chief of Police Richard Ramirez advised that changes were made to include an additional officer and sergeant. He also advised that the City would be reimbursed by SMSD.

(b) Consideration of appropriate action on item (a).

Council Member Herrera made a motion to approve Resolution No. 38-22 approving an Interlocal Agreement with the Stafford Municipal School District

for Law Enforcement Services and allowing the Mayor to execute, and Council Member Guerra seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.

- 11.(a) Discussion of Resolution approving a Five-Year Agreement with the Function4 for Copy and Print Services and allowing the Mayor to execute.

Mayor Willis advised that Staff requested to consolidate and streamline the process into one contract, which would save money.

- (b) Consideration of appropriate action on item (a).

Council Member Chen made a motion to approve Resolution No. 39-22 approving a Five-Year Agreement with the Function4 for Copy and Print Services and allowing the Mayor to execute, and Council Member Mathew seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.

*Council Member Herrera exited the meeting at 8:05 p.m.*

- 12.(a) Discussion of Resolution approving Health Insurance Providers for the City of Stafford for Fiscal Year 2022-2023.

Director of Human Resources Shanell Garcia provided a summary of the bid process regarding insurance providers. She also provided previous insurance costs for 2020, 2021, and 2022.

*Council Member Herrera entered the meeting at 8:09 p.m.*

Ms. Garcia advised that five large claims of \$50,000 or more were processed in Fiscal Year 2021-2022.

Barry Chapman and Rhonda McConnell, with Higginbotham, provided a presentation on bids received for health insurance providers. Ms. McConnell advised that she previously met with the Compensation, Personnel, Policy, and Benefits Committee to discuss the bid proposals and advised that the Committee's recommendation was Blue Cross Blue Shield for the medical and dental providers.

Council, Staff, and Higginbotham representatives discussed various health providers, medical coverages, claims, insurance premiums, and employee co-pays. They also discussed the possibility of merging with SMSD in order to receive a better rate on health insurance.

The following public comments were made:

Tim Woods, who lives at 2022 Secretariat, advised that he is a SMSD employee and asked what could be done to have SMSD merge with the City as it would be

very beneficial for employees. He also advised that insurance benefits for SMSD teachers were horrible.

(b) Consideration of appropriate action on item (a).

Council Member Herrera made a motion to approve Resolution No. 40-22 approving the Health Insurance Providers, as presented, for the City of Stafford for Fiscal Year 2022-2023, and Council Member Guerra seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.

13.(a) Discussion of Processes regarding City Appointments to Committees, Commissions, and Boards.

(b) Consideration of appropriate action on item (a).

Mayor Pro Tem Jones advised that a thorough discussion was held at the previous Council meeting. He also advised that the qualifications for a Planning and Zoning Commission member were discussed, but Council did not decide to revise the incorrect statements. Mayor Pro Tem Jones suggested that the ordinance be changed. Mayor Willis advised that it would be easy to amend.

Mayor Pro Tem Jones made a motion to delete the requirement for property ownership to serve on the Planning & Zoning Commission, and Council Member Herrera seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.

Mayor Pro Tem Jones recommended that there be four residents and three Council Members on the SEDC board and added that currently there were five residents and two Council Members on the board. He advised that the change would benefit the City and improve efficiency. Council Member Guerra advised that he shared the same concerns and recommended that the SEDC board be comprised of strictly residents. He also recommended term limits for members of the SEDC and Planning and Zoning Commission.

The following public comments were made:

- Cliff Cowperthwait, who lives at 111 Squires Bend, advised that he agreed with the SEDC board being comprised of four residents and three Council Members as the board provides input on the budget. City Attorney Pertile advised that the SEDC board functioned differently and added that the board could have four Council Members serving as all SEDC expenditures must be approved by City Council.
- Virginia Rosas, who lives at 619 Elm View Court, advised that she agreed with Council Member Guerra that the SEDC board should be comprised of strictly residents with experience in all aspects of business such as hotel and retail. She also advised that there should be term limits and added

that she was not in favor of four residents and three Council Members serving on the SEDC board.

Mayor Willis advised that, originally, the SEDC board was comprised of four residents and three Council Members and suggested that qualified businesspeople serve on the board. He also advised that he did not wish to serve on the board as he believed economic development minded people should serve.

Mayor Pro Tem Jones made a motion to appoint Council Members Ken Mathew, Alice Chen, and William Bostic to serve on the SEDC board. The motion was not seconded, therefore, the motion failed.

#### 14. Council Reports.

##### Mayor Willis

- Advised that the following day was City Secretary Roxanne Benitez' birthday.
- Advised that Fire Chief Larry DiCamillo reported there would be a weather threat on the following day, August 18, from 1:00 p.m. to 9:00 p.m.

##### Council Member Guerra

- Advised that SMSD had gone through the rating process through TEA; the elementary school went up from a D to a C.
- Advised that Jerry Broadhurst, a long-time resident who lived on Kingsway, passed away.
- Advised that a subdivision for veterans was being built in Fulshear with more than one-hundred mortgage-free homes.

##### Council Member Chen

- Thanked Sadie Williams and the Stafford Historical Society for the event held on August 13 and advised that William Stafford's great, great, great, great grandson attended the event.
- Advised that the Fort Bend County Museum Crawl and History Fair would be held on Saturday, September 10 from 10:00 a.m. to 2:30 p.m. She also advised that free bus tours would be provided.

##### Council Member Bostic

- Advised that Adrian Awasom, SMSD Class of 2001, was inducted into the College Hall of Fame.
- Advised that former SMSD Coach Calvin Phillips passed away.

##### Council Member Mathew

- Recognized India's 75<sup>th</sup> year of freedom from the British. Advised that it was the Happy Independence Diamond Jubilee.

Mayor Pro Tem Jones

- Advised that he was asked to speak to SMSD 8<sup>th</sup> and 9<sup>th</sup> graders about civic leadership and represent the Stafford City Council.

Council Member Herrera

- Advised that it was still hurricane season and added that the Houston-Galveston Area Council had several tools such as evacuation maps and severe weather kits.
- Advised that the Transportation Policy Council would meet on Friday, August 26, from 9:30 a.m. to 11:00 a.m. and some meetings would be held virtually.
- Advised that TxDOT had a new smart connect app to assist in keeping the community more informed to make appropriate decisions.

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

(i.) Approval of request by Director of Information Technology Ryan Young for technical consulting services in the amount of \$7,500.00.

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

- Managing Traffic Enforcement Training for J. Williams, in the amount of \$345.00.
- Texas Sergeant Academy Training for J. McKinnies, in the amount of \$550.00.
- Texas Sergeant Academy Training for R. Rulong, in the amount of \$550.00.
- Public Information Act Seminar for R. Cross, in the amount of \$75.00.
- Field Training Officer #3702 Training for Police Department Personnel, in the amount of \$00.00.
- TCIC-TLETS Mobil Access Training for G. Deleon, in the amount of \$00.00.
- GHC 9-1-1 Spanish for Telecommunicator for S. Deards, in the amount of \$60.00.
- Communications Training Officer – TCOLE 3702 Course for S. Galindo-Pittman, in the amount of \$110.00.
- Basic Telecommunicators Licensing Course – TCOLE 1080 for D. Hayden, in the amount of \$375.00.

(iii.) Approval of request by Director of Finance Alka Shah to recruit for Staff Accountant position in the current fiscal year.

(b) Consideration of appropriate action on items (i.-iii.).

Council Member Chen made a motion to approve all items on the Consent Agenda as presented, and Council Member Guerra seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.



16. (a) Discussion of requests by Councilmembers for future agenda items.  
(b) Consideration of appropriate action on item (a).

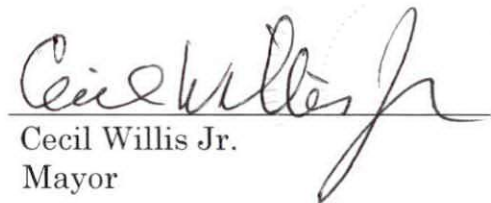
Mayor Pro Tem Jones advised that City Council voted unanimously to have a Juneteenth celebration and made a motion to hold a discussion at the next meeting regarding the planning of the 2023 Juneteenth Celebration, and Council Member Mathew seconded the motion. Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – Mayor Willis. Motion carried 6-1.

17. Adjournment.

Council Member Herrera made a motion to adjourn the meeting at 9:33 p.m., and Council Member Chen seconded the motion. Mayor Willis, Mayor Pro Tem Jones, and Council Members Bostic, Chen, Guerra, Herrera, and Mathew voted "Aye". "Nay" – none. Motion carried 7-0.

ATTEST:

  
Roxanne Benitez  
City Secretary

  
Cecil Willis Jr.  
Mayor