

MINUTES  
REGULAR CITY COUNCIL MEETING  
CITY OF STAFFORD, TEXAS  
WEDNESDAY, JANUARY 15, 2025

On the 15<sup>th</sup> day of January, 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, Virginia Rosas, and Xavier Herrera. Absent: None. The following City Staff were present: City Secretary Roxanne Benitez, Chief of Police Richard Ramirez, Director of Recreation Susan Ricks, Police Captain Nathan Cohn, Director of Public Works/Development Services Kyle Jung, Code Compliance Administrator Scott McElrath, City Planner Thomas Coon, Senior Development Services Specialist Laura Morales, Police Captain Joe Williams, Fire Chief Larry Di Camillo, Assistant Chief of Police Kelly Wright, Fire Marshal Jon Lopez, and City Attorney Bridgette Begle (left at 8:26 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 Mathew called the meeting to order at 6:30 p.m.

2. Pledges of Allegiance.

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

At this time, Council Member Herrera made a motion to take Agenda Item 8 after Agenda Item 5, 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.

3. Public Comments.

Public Comments were received from the following:

- Clay Foster, who lives at 10500 Fountain Lake Drive, wished everyone a Happy New Year. He spoke on City finances, law enforcement, and a lack of safety equipment.

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 on confronting uncomfortable truths and City Council having the best intentions for the City.

4. (a) Discussion regarding a proposed replat of a tract or parcel containing 1.065 acres or 46,394 square feet of land being situated in the Jane Dees Survey, Abstract no. 404, Harris County, Texas being all Restricted Reserve "A", Block 1, Hamor Subdivision.

City Planner Thomas Coon provided a PowerPoint presentation on the proposed replat.

Mr. Coon answered questions from the Council Members.

(b) Public Hearing.

The public hearing opened at 6:38 p.m.

No public comments.

The public hearing closed at 6:38 p.m.

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

Council Member Herrera made a motion to approve, 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.

5. (a) Discussion regarding a proposed replat Unrestricted Reserve "B-2-A" of Replat of Failla Division, a Subdivision in Fort Bend County, Texas according to the map or plat thereof recorded in Slide 2322/A of the Plat Records of Fort Bend County Texas.

City Planner Thomas Coon provided a PowerPoint presentation on the proposed replat.

Mr. Coon answered questions from the Council Members.

The owner, Chen Wang, spoke on the proposed replat.

(b) Public Hearing.

The public hearing opened at 6:44 p.m.

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend and a Planning and Zoning Commission Member, spoke in favor of the proposed replat.

The public hearing closed at 6:44 p.m.

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

Mayor Pro Tem Chen made a motion to approve, 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.

8. (a) Discussion regarding special purpose districts, including, but not limited to emergency service districts, security districts, and tax increment reinvestment zones.

Council Member Herrera advised that he requested this item be added to the agenda. He spoke regarding various special purpose districts.

Council Members and City Staff discussed various special purpose districts as well as their concerns. City Attorney Bridgette Begle answered questions from Council Members. Council Member Herrera also answered questions from the other Council Members.

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

Public Comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, commended Council Member Herrera on looking for revenue resources. He provided information on various special purpose districts.
- Clay Foster, who lives at 10500 Fountain Lake Drive, spoke about crime control prevention districts in other Texas cities. He also spoke about other special purpose districts.
- John Hoesing, who lives at 327 N. Esplanade Lane, spoke about special purpose districts as well as other cities that implemented special purpose districts.

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

Council Member Herrera made a motion to charge the City Attorney with providing a quote, to City Council, on researching the feasibility of special purpose districts, and Council Member Bostic 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. (a) Discussion regarding a Resolution approving an agreement with Venue Solutions Group, LLC for consulting services.

Director of Recreation Susan Ricks advised that she received two bids. She spoke regarding the proposed agreement.

Ms. Ricks answered questions from the Council Members.

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

None.

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

Council Member Caldwell motioned to approve Resolution No. 01-25, 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.

7. (a) Discussion regarding transferring \$58,000 from the Fund Balance for new permitting software.

Director of Public Works/Development Kyle Jung spoke on the current permitting software, previous permitting software, and the proposed permitting software.

*Council Member Herrera exited the meeting at 7:53 p.m.*

Senior Development Services Specialist Laura Morales spoke on the need for a new permitting software.

Ms. Morales and Mr. Jung answered questions from the Council Members.

Code Compliance Administrator Scott McElrath provided some history on the previous and current permitting software systems.

*Council Member Herrera entered the meeting at 8:06 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:

- Cliff Cowperthwait, who lives at 111 Squires Bend, asked questions regarding the new permitting software. He spoke regarding the previous permitting software. Mr. Cowperthwait offered his assistance regarding the transfer of information from the old system to the new one.

Council Member Herrera made a motion to allow Mr. Cowperthwait to speak for an additional minute, 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.

- Mr. Cowperthwait spoke on the newly proposed software. He spoke in favor of the agenda item.
- Lana Hoelsing, who lives at 327 N. Esplanade Lane, spoke about a previous bad experience she had with the permitting department.
- Clay Foster, who lives at 10500 Fountain Lake Drive, spoke in favor of the agenda item and advised that it should be a priority.
- John Hoelsing, who lives at 327 N. Esplanade Lane, spoke on software systems and his previous experience with various software systems.

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

Council Member Caldwell made a motion to approve, as presented, and Council Member Herrera seconded the motion. Mayor Mathew, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – Mayor Pro Tem Chen. Motion carried 6-1.

9. (a) Discussion regarding addressing homelessness and vagrancy in the City.

*Council Members Caldwell and Herrera exited the meeting at 8:26 p.m.*

Council Member Bostic advised that he requested this item be added to the agenda. He spoke on various organizations that assist homeless people in the City. Council Member Bostic commended Chief of Police Richard Ramirez for his assistance with a homeless person over the holidays.

Chief Ramirez spoke on a previous experience with a homeless person.

*Council Members Caldwell and Herrera entered the meeting at 8:30 p.m.*

*Council Member Rosas exited the meeting at 8:31 p.m.*

*Council Member Rosas entered the meeting at 8:32 p.m.*

Chief Ramirez spoke on other homeless people located in the City.

Officer Rainey, the Homeless Liaison Officer, spoke on various resources provided to homeless people and those in need.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Clay Foster, who lives at 10500 Fountain Lake Drive, commended Officer Rainey. He spoke on homelessness in the City and surrounding area.

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

No action was taken.

10. (a) Discussion regarding the underpasses on W. Airport Blvd. and Staffordshire Road.

Council Member Bostic advised that he requested this item be added to the agenda. He spoke about traffic patterns. Council Member Bostic advised that he and Director of Public Works/Development Services Kyle Jung were working with the Texas Department of Transportation.

Council Member Bostic answered questions from the other Council Members.

(b) Public Comments on item (a).

None.

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

No action was taken.

11. (a) Discussion regarding amending the Parks Committee resolution in reference to the appointment of the Committee Chair and meeting absences.

Council Member Wood advised that he requested this item be added to the agenda. He also advised that it was stemmed from previous Council meetings.

*Council Member Bostic exited the meeting at 8:51 p.m.*

Council Members and City Staff discussed what changes should be made as well as previous City Council actions regarding the Parks Committee.

(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 and proposed changes.

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

No action was taken.

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

City Secretary Roxanne Benitez provided the available dates and times to hold the 2025 Candidates Forum.

Ms. Benitez answered questions from the Council Members.

After discussion, City Council directed Ms. Benitez to contact the Fort Bend Chamber of Commerce to inquire if they were available the week of April 14, 2025.

(b) Public Comments on item (a).

Public Comments were received from the following:

- Clay Foster, who lives at 10500 Fountain Lake Drive, advised that he planned on attending the candidate's forum.

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

No action was taken.

13. Council Reports.

Council Member Bostic

- Commended Houston Texans player, Jalen Pitre, on being nominated for the Walter Payton Man of the Year. He also commended Craig Robertson for his 2014 nomination for the Walter Payton Man of the Year.
- Advised that for the second time in history, the City would be observing Martin Luther King Jr. day on January 20.
- Advised of the 4 Ps: People, Pipes, Plants and Pets.
- Encouraged all to check on their neighbors.

Mayor Pro Tem Chen

- Spoke of Lunar New Year on January 29 and added that it was the Year of the Snake.
- Advised that there would be terrible weather the following week. She encouraged others to check on their neighbors and advised of the 4 Ps: People, Pipes, Plants, and Pets.

#### Council Member Rosas

- Advised that the State of the City would be on Wednesday, January 29 at 7:00 p.m. at the SMSD Leonard Scarcella Administration Building.
- Advised that the Revenue Exploration Workshop would be on Wednesday, February 12 at 7:00 p.m. at the SMSD Leonard Scarcella Administration Building.
- Advised that retired City employee, Jose Chaman Sr., had recently passed away. She offered her condolences to the family. She requested a letter of recognition be issued by the Mayor and Council Members to the family.
- Advised that Santa's Convoy was held on December 21 and spoke on the event.
- Encouraged others to please check on their neighbors, pets, plants, and pipes.

#### Council Member Wood

- Offered his condolences to the Chaman family.
- Encouraged others to be weather aware.
- Commended the Stafford High School Basketball team on being undefeated 26-0. He recognized the coaching staff and players.
- Recognized the Stafford Soccer team, Stafford Middle School Basketball boys and girls' teams, Stafford Tennis teams, Stafford baseball teams, and Stafford softball teams.
- Recognized the Stafford students competing in University Interscholastic League (UIL) competitions.
- Wished everyone a Happy Martin Luther King Jr. day.

#### Council Member Rosas

- Advised that City Historian Sadie Williams provided a presentation for SMSD's 50<sup>th</sup> anniversary.

#### Mayor Mathew

- Spoke on Martin Luther King Jr.

#### Council Member Herrera

- Offered his condolences to the Chaman family. Spoke on Jose Chaman Sr.'s dedication to the City.

#### Mayor Mathew

- Offered his condolences to the Chaman family.

#### Council Member Wood

- Wished a Happy Birthday to Council Members Herrera and Caldwell.

At this time, a moment of silence was held for Jose Chaman Sr.

14.(a) Consent Agenda (Items i.-xix.). 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 November 30, 2024.

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

- Ratification of Crisis Intervention Course, attended by J. Sandoval, in the amount of \$200.00.
- FEMA G-300 Intermediate Incident Command System for Expanding Incidents training, for Police Department personnel, in the amount of \$00.00.
- FEMA G-400 Advanced Incident Command System for Complex Incidents training, for Police Department personnel, in the amount of \$00.00.
- IDCSC Conference – Beyond the Crib – Innovations in Sudden Unexplained Infant Death Prevention and Research, for Police Department personnel, in the amount of \$00.00.
- FEMA ICS 300 Intermediate training, for E. Alvarado III, in the amount of \$00.00.
- Field Training Officer #3702 Course, for K. Hernandez, in the amount of \$70.00.
- TPCA 2025 Conference, for J. Williams, in the amount of \$1,495.55.
- FEMA G-400 Advanced Incident Command System for Complex Incidents training, for J. McDougle, in the amount of \$00.00.
- 2025 TTPOA SWAT Conference, for J. McKinnies, in the amount of \$1,475.00.
- Instructor Certification Gracie Survival Tactics training, for G. Reising, in the amount of \$1,500.00.
- TPCA 2025 Conference, for R. Ramirez, in the amount of \$1,495.55.
- Field Training Officer #3702 Course, for S. Smith, in the amount of \$70.00.
- TPCA 2025 Conference, for K. Wright, in the amount of \$1,495.55.

(iii.) Resolution selecting New City Screen Printing, Inc. as an authorized vendor for City uniforms.

(iv.) Training request by Court Director Nicole Nguyen, for D. Patterson, to attend a TMCEC Regional Clerks seminar, in the amount of \$598.62.

(v.) Training request by Court Director Nicole Nguyen, for E. Benson, to attend a virtual TMCEC Regional Clerks seminar, in the amount of \$150.00.

(vi.) Training requests by Court Director Nicole Nguyen, for D. Sinclair and M. Hurtado, to attend a virtual TMCEC Regional Judges seminar, in the amount of \$300.00.

(vii.) Training requests by Fire Chief Larry Di Camillo, for J. Magana and himself, to attend the Fair Labor Standards Act for Fire Departments course, in the amount of \$3,616.00.

(viii.) Request by Fire Chief Larry Di Camillo for ratification of Instructor I certification course, completed by R. Roman, in the amount of \$250.00.

(ix.) Training requests by Fire Chief Larry Di Camillo, for J. Magana and M. Ricks, to attend the 2025 Red River Valley Wildfire Academy, in the amount of \$2,411.66.

(x.) Training request by Chief Financial Officer Alka Shah, for J. Skaria, to attend the Fair Labor Standards Act for Fire Departments course, in the amount of \$1,940.00.



(xi.) Training request by Fire Chief Larry Di Camillo, for J. Lopez, to attend the Fair Labor Standards Act for Fire Departments course, in the amount of \$1,808.00.

(xii.) Training request by Fire Chief Larry Di Camillo, for J. Maldonado, to attend the Fire Executive Management training, in the amount of \$1,140.00.

(xiii.) Ratification of appropriation of ARPA funds to the Police Department for equipment, in the amount of \$26, 514.00.

(xiv.) Resolution approving the agreement with Food Safety Group, Inc. for health plan review services.

(xv.) Resolution approving the agreement with Curt Services, LLC for fire plan review services.

(xvi.) Resolution approving the agreement with Westco Grounds Maintenance, LLC for landscaping services.

(xvii.) Resolution approving the agreement with SafeBuilt, LLC for building inspection services.

(xviii.) Request by Director of Information Technology Ryan Young, to purchase network switching equipment and support services, in the amount of \$244,572.39.

(xix.) Resolution approving the acceptance of a Grant for Police patrol vehicles.

No discussion was held.

(b) Public Comments on item (a).

None.

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

Council Member Herrera made a motion to approve all items on the Consent Agenda, 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.

15.(a) Approval of Minutes from the November 20, 2024 Regular City Council Meeting.

(b) Approval of Minutes from the December 4, 2024 Regular City Council Meeting.

(c) Approval of Minutes from the December 10, 2024 Special Joint Meeting with the Stafford Municipal School District.

(d) Approval of Minutes from the December 18, 2024 Special Joint Meeting with the Stafford Economic Development Corporation.

No discussion was made.

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

None.

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

Council Member Herrera made a motion to approve the minutes, 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.

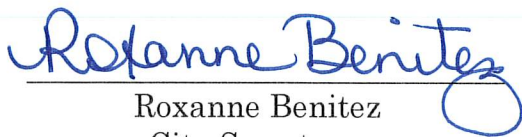
16. Council Member requests for future agenda items.


Council Member Rosas requested an agenda item to eliminate the Parks Committee resolution.

17. Adjournment.

Without objection, the meeting adjourned at 9:39 p.m.

ATTEST:

  
\_\_\_\_\_  
Roxanne Benitez  
City Secretary

  
\_\_\_\_\_  
Ken Mathew  
Mayor