

MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL OF STAFFORD, TEXAS HELD  
BY TELECONFERENCE, GOTOMEETING AUDIO/VIDEO  
IN SAID CITY ON WEDNESDAY, FEBRUARY 3, 2021

On the 3rd day of February 2021, at 6:30 p.m., the City Council of Stafford, Texas met in regular session by teleconference, GoToMeeting Audio/Video in said City. Mayor Willis called the meeting to order. The following members of the Council were present: Councilmembers Mayor Cecil and Willis; Pro Tem Alice Chen, Ken Mathew, Virginia Rosas, and Don Jones. Absent: None. The following City staff were present: Nicola Browe (Assistant City Secretary); Shanell Garcia (Human Resources Director); Patti Worfe (SEDC Executive Director); Dorrance Roderick (Finance Director); Chris Riggs (Public Works Director); Richard Ramirez (Police Chief); Ryan Young (IT Director); Efrem Burns (Fire Marshal); Nicole Nguyen (Municipal Court Director); Debra Champagne – Sinclair (Municipal Court Presiding Judge) and Art Pertile (Olson & Olson, LLP) and Caleb Villarreal (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. The City Council went into 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; Section 551.074(1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, complaint, dismissal or appeal of termination of the Chief of Police.

REGULAR SESSION BEGAN AT 7:03 P.M.

3. PLEDGE OF ALLEGIANCE

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

(b) No action taken on this item.

5. Council Reports:

Mayor Willis thanked the citizens and staff for their participation in the Annual Town Hall meeting as it is a great way for an open dialogue with the City's elected officials, he provided the appropriate email contact for citizens to contact the city as well.

Mayor Willis announced the Special Election for the purpose of electing a new Councilmember to Council Position #5, that will be held at Stafford City Hall only. The Early Voting dates are as follow: Monday, February 8<sup>th</sup> through Saturday, February 13<sup>th</sup> 8:00am to 5:00pm, Monday February 15<sup>th</sup> and February 16<sup>th</sup> 7:00am to 7:00pm. Election Day is Saturday, February 20<sup>th</sup> with the hours being 7:00am to 7:00pm.

Councilmember Rosas announced that it is her mother “Ygnacia Villarreal” 97<sup>th</sup> birthday and she is blessed that she is still here to celebrate this special day.

Councilmember Rosas also wished to acknowledge and celebrate that February is Black History month.

Councilmember Mathew paid respect to the men and women of Law enforcement who protected the nation’s capital Washington DC., during the recent trouble and prayed for Officer Sicknick whom lost his life doing his job, protecting the nation.

Councilmember Jones read an exert from a Time Magazine article in honor of Black History month, and expressed his desire that when teaching US History in our schools, the educators should include more on Black History.

Mayor Willis and Councilmember Jones asked for a moment silence to recognize Capitol Police Officer Brian Sicknick and FBI Special Agents Daniel Alfin and Laura Schwartzenberger all of whom lost their lives in protecting others.

6. Public comments on items on the agenda.

There were no public comments.

7. (a) Discussion of an ordinance of the City Council of the City of Stafford, Texas, amending Chapter 78 ”Streets, Sidewalks and certain other public places” of the City of Stafford Code of Ordinances; amending Article VIII “Use and Occupancy of Rights of Way” Section 78-204 (h) “Height Limitation” of “Design Regulations” of the Code of Ordinances for the City of Stafford; providing a penalty in the amount not to exceed \$2,000 for each day of violation of any provision hereof; repealing all ordinances or parts of ordinances in conflict herewith; providing for severability; providing an effective date.

City Planner, Tatyana Luttenschlager stated that in compliance with some changes in the last legislative session, the nodes would require separation on both standalone poles and CenterPoint poles, therefore this ordinance is bringing the City’s Ordinances into compliance.

The applicant Jennie Hughes, Senior Site Acquisition Specialist for Nexius stated that she had no further information to provide, as staff had explained it fully.

Councilmember Rosas voiced her displeasure at this change, as she felt that after the money the City had spent to provide a nice aesthetic appearance to man areas within the city, this change will make the poles look out of balance.

No public comments on this item.

(b) Councilmember Guerra made a motion to approve. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, and Jones voted “yes”; Councilmember Rosas voted against. The Mayor announced the result of the vote (5-1) and declared the motion approved.

8. (a) Discussion of adopted ordinance 1186 of the City of Stafford, Texas, providing report on retail use for the said property by Formosa Africa.

City Planner, Tatyana Luttschlager explained to Council that at the last City Council meeting the Ordinance was approved, however the stipulation was that staff and the property owner would come back with a proposal for retail space at the front of the building along Murphy Road, she then went on to show the proposed retail space making suite A & F 15% of the total square footage of the approved building.

*(b) Open Public Hearing at: 7:26pm*

No public comments.

*Close Public Hearing at: 7:27pm*

(c) Mayor Pro Tem Chen made a motion to approve 15% (suite A&F) for retail use on the subject property as submitted by Formosa Africa. Councilmember Mathew duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

8. (a) Discussion of an ordinance of the City of Stafford, Texas, adopting Amendment Number 2 to the original budget of the City of Stafford, Texas, for the 2020-2021 fiscal year; allocating unappropriated funds; providing detailed line item increases or decreased; providing for severability; and containing other provisions relating to the subject.

Mr. Roderick, Finance Director presented to the City Council the proposed budget amendment No.2 and the details thereof:

2 – Court department storage and record retrieval,

2a – Harris County Fire call reimbursement and – Fire Suppression

Support/Equipment Harris County,  
2b – Cypress Creek EMS Fire Dispatch  
2c Westco ground maintenance mowing (line item increase)  
He went on to advise the total impact to the budget, being (\$102,370.64).

City Council held a discussion on the presented budget amendment and another amendment to come at a later date for the expenditure for the insurance deductible \$500.00 for the damaged light pole, after insurance reimbursement, as well as Certificate of Obligations expenditure.

Mayor Pro Tem Chen presented another item that she discovered will need a budget amendment – the salary for Jose Magana, Fire Battalion Chief and Fire Marshal Efrem Burns.

Mr. Roderick responded that he had not brought it to this meeting while HR, are conducting their investigation. Once that situation is resolved and if Mr. Magana and Mr. Burns remain in the positions with duties then he will bring a budget amendment at that time.

No public comment on this item.

(b) Mayor Pro Tem Chen made a motion to approve the ordinance for Amendment Number 2 to the original budget FY2020-2021. Councilmember Guerra duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

Councilmember Rosas made a motion to hear item #14 next on the agenda. Councilmember Mathew duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

14. (a) Mayor Willis introduced the Consent Agenda (Items “i through iv”) 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 refunds or transfer of fees for canceled events at the Stafford Centre as requested by clients or required by the City due to COVID-19, totaling \$3,000.
  - ii. Approval of Police Chief, Richard Ramirez request to approve training and all related expenses for employees in the Police Department for \$640.00
  - iii. Approval of Police Chief, Richard Ramirez request to approve the extension of Light Duty Assignment for employee in the Police Department.
  - iv. Approval of IT Director, Ryan Young to purchase 5 new PCs for the Municipal Court department utilizing the “Municipal Court Technology Fund”.

Councilmember Rosas pulled Item iv. and inquired about the Municipal Court Technology fund and the Municipal Court Security Fund and how money appears to have been moved from those accounts into the budget. She went on to say that, she has some concerns that the money should be accessible for the court to purchase equipment, as it is needed.

Attorney, Art Pertile provided an explanation of the intent of the Municipal Court Technology and Security fund, along with budget practices for these funds.

Council and Dorrance Roderick, Finance Director discussed in more detail the process for budgeting for these funds and access to them when necessary.

Presiding Judge, Debra Champagne-Sinclair joined the discussion about processing of the Municipal Court funds, provided an example of purchasing cameras for the Municipal Court through the Technology Fund, and asked the Finance Director to provide an explanation as to how the funds will be drawn and from which fund.

Municipal Court Director, Nicole Nguyen inquired if there would be enough funds to purchase the necessary licensing for the ticket writers.

There were no public comments on this item.

(b) Councilmember Rosas made a motion to approve the consent agenda items. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

10. (a) Discussion of the Goals for 2021 as presented at the Annual Town Hall Meeting, January 27, 2021.

Councilmember Rosas added her goals (1) Invest in technology as funds are available to provide the public with easy access to city services (2) Support the City marketing strategy to develop a shop local campaign (3) revitalize properties that are vacant and unused (4) adopt a resolution to recognize public work employees as first responders.

Councilmember Guerra added his goals (1) Complete a study of flood areas within the City and develop a comprehensive plan to resolve and overcome flood issues (2) Create a Stafford Chamber of Commerce.

Mayor Pro Tem Chen added her goals (1) Assist the school district in raising funds for the robotics club to participate in national and international competitions (2) Develop and support student summer jobs program with local businesses.

Councilmember Jones added his goals (1) Provide a healthy workplace environment and support system for all staff (2) Continue to balance the annual budget in order to sustain a short and long term economic plan (3) Set expectations for school district to deliver a quality educational opportunity to all students (4) Provide the city's first responders with the facilities and training as needed in order to stay stellar (5) Develop and maintain a plan to maintain the entire city's infrastructure (6) Strive to keep the city's parks and recreation areas up to the highest standard. Councilmember Mathew added his goals (1) Develop strategies to attract young professionals to the City that will benefit the city and the school district (2) focus on redevelopment of the "Island" area for retail business.

Councilmember Rosas requested that two long standing goals be added (1) develop a historical museum (2) Explore building an animal shelter.

There were no public comments on this item.

(b) Councilmember Rosas made a motion to adopt the State of the City Message and Goals with the addition of goals presented today. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted "yes"; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

11.(a) Mayor Willis introduced the Newsletter

Council discussed the proposed Draft Newsletter and requested that pictures of the two Councilmembers, whose terms have expired, be added to page 2 under the General Election item.

There were no public comments on this item.

(b) Councilmember Rosas made a motion to approve the Newsletter. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted "yes"; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

12.(a) Discussion on the placement of plaque(s) in City Hall in honor of Mayor Scarcella.

Councilmember Rosas introduced this item by stating that in reality, it is not a plaque to just commemorate Mayor Scarcella but the three in the history of Stafford, and requested City Council provide her with a consensus of opinion on the pictures and the bios of the three Mayors.

Council held a short discussion on an appropriate place to locate the plaque.

Councilmember Guerra also discussed the 50<sup>th</sup> year Anniversary Plaque on a pedestal for Mayor Scarcella.

City Council provided an overall opinion that the plaque Councilmember Rosas introduced should have individual pictures of each Mayor with their Bio underneath.

There were no public comments on this item.

(b) No action was taken on this item.

13.(a) Discussion on the holding of a workshop to review the City of Stafford's proposed Personnel Policy.

Shanell Garcia, Human Resources Director informed City Council that the Compensation, Personnel Policy & Benefits Committee have met twice and has spent a lot of time editing and adding appropriate and relevant policies.

City Council commended Ms. Garcia and her staff for the dedication to providing a comprehensive Personnel Policy for the City.

*Mayor Cecil Willis exited the meeting at 9:02 pm.*

*Mayor Cecil Willis entered the meeting at 9:05 pm.*

(b) Councilmember Rosas made a motion to hold a Special City Council Workshop on the Personnel Policy February 24, 2021 at 2:00pm. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Jones and Councilmembers Guerra, Mathew, Rosas, and Chen voted "yes"; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

15. (a) Mayor Willis introduced the consideration of statements.

Councilmember Mathew discussed the need to be very careful and thorough with all purchases, insuring that a purchase order is utilized, that accounting staff verify everything matches.

Mayor Pro Tem Chen stated that on page 27 of the statements the invoice from Sudden Service, Inc has a different Purchase Order number in the body of the invoice. She cautioned that this invoice should have been verified and sent back to the vendor for correction, however she will approve payment for it..

Councilmember Rosas requested that if her fellow Councilmembers have questions for staff on any item, that they reach out to the department head prior to the meeting, to allow for a more expedient meeting. Ms. Chen responded that she had

infact done that, however she just noticed this during the meeting.

There were no public comments on this item.

(b) Councilmember Rosas made a motion to approve the statements as presented. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

16.(a) Approval of the following January 6, 2021 City Council Meeting minutes:

Councilmember Rosas and Mayor Pro Tem Chen announced that they had reached out to the City Secretary’s Office, with two corrections to the minutes in the packet.

Councilmember Rosas made a motion to approve the January 6, 2021 City Council Meeting minutes with corrections. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved.

Councilmember Rosas made a motion to approve the January 20, 2021 City Council Meeting minutes with corrections. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved

Councilmember Rosas made a motion to approve the January 27, 2021 City Annual Town Hall Meeting minutes with corrections. Mayor Pro Tem Chen duly seconded the motion. The Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the motion approved

17. (a) Discussion of request by Councilmembers for future agenda items.

Council did not provide any future agenda items.

*The Council reconvened into Executive Session at 9:25 p.m.*

*The Council returned to regular session at 10:40 p.m.*

18. Councilmember Guerra made a motion to adjourn the meeting. Mayor Pro Tem Chen seconded the motion. The Mayor called the roll for a vote. Mayor Willis,



Mayor Pro Tem Chen and Councilmembers Guerra, Mathew, Rosas, and Jones voted “yes”; none against. The Mayor announced the result of the vote (6-0) and declared the meeting adjourned.

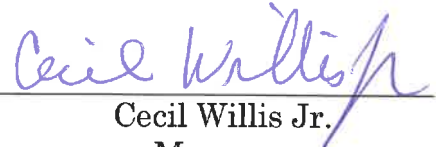
THE MEETING ADJOURNED AT 10:42 P.M.

ATTEST:



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Nicola Browe  
Assistant City Secretary



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Cecil Willis Jr.  
Mayor