

MINUTES OF A BUDGET WORKSHOP  
OF THE CITY COUNCIL OF STAFFORD, TEXAS HELD  
IN SAID CITY ON TUESDAY, AUGUST 23, 2021

On the 23rd day of August 2021, at 2:00 p.m., the City Council of Stafford, Texas met in a budget workshop in said City. Mayor Willis called the meeting to order. The following members of the Council were present: Mayor Pro Tem Ken Mathew and Councilmembers Wen Guerra, Virginia Rosas, Don Jones, Alice Chen and Xavier Herrera. Absent: None. The following City staff were present: Nicola Browe (Acting City Secretary); Shanell Garcia (Human Resources Director); Alka Shah (Finance Director); Larry DiCamillo (Fire Chief); Tatyana Luttschlager (Development Services - Planner); Richard Ramirez (Police Chief); Ryan Young (IT Director) and Otis Brown (Public Works Superintendent).

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 AND PLEDGE OF ALLEGIANCE
2. Budget Workshop on proposed FY2021-2021 Budget of the City of Stafford, with a suspension of the rules, including the following:
  - (a) Layout of Budget by Mayor Cecil Willis Jr. of the FY 2021-2022 Budget of the City of Stafford.

Mayor Willis stated that this budget has been approached in a different manner this time, ahead of schedule and is pleased he was able to provide a balanced budget. He thanked Ms. Alka Shah who has worked hard and making all the necessary changes to bring the finance department into compliance with the General Government practices. He went on to thank all Department Heads who have been compliant, forthcoming, and very efficient in their interaction on the budget.

- (b) Ms. Alka Shah, Finance Director thanked the mayor for his support and that with his vision they approached this budget with the following points in mind:
  - Balanced Budget
  - Maintain Service levels
  - Streamline processes
  - Rebuild the fund balance.

She provided an overview of where they began the budget which was a negative \$3million. She cautioned once again about spending down fund balance and

provided a description of how she intended to implement a fund balance policy and that she wishes to hold a 25% level of funds for the operating budget on reserve, per GFO standards.

*Councilmember Rosas exited the meeting at 2:23 PM.*

*Councilmember Rosas entered the meeting at 2:24 PM.*

**Page 1**

**General Fund Revenues**

*Councilmember Jones Exited the meeting at 2:25 PM.*

*Councilmember Jones entered the meeting at 2:26 PM.*

Ms. Alka Shah stated the ending fund balance is \$2,314,950.

**MST Fund Revenues**

Ms. Alka Shah stated the ending fund balance is \$2,070,511.

**HOT Fund Revenues**

Ms. Alka Shah stated the ending fun balance is \$7,997,800.

**Local Street Assessment**

Ms. Alka Shah stated that this is the street assessments in the Vaccaro Manor subdivision and that a number of residents have paid their portion, however a few remain unpaid.

**Debt Service Fund**

Ms. Alka Shah stated that this transfer comes from MST Fund to pay the Debt.

**Special Revenue Fund**

Ms. Alka Shah stated that this is Municipal Courts funds, and the ending fund balance is \$555,137.

Councilmember Chen sought confirmation that in the summary page 1 the 2% salary increase for full time staff is included in this budget.

Ms. Shah provided confirmation that it is.

Councilmember Rosas sought clarification that the fee schedule will be reviewed.

Ms. Shah provided confirmation that it will be and will be adopted at the same time as the budget.

Mayor Willis stated that the fee schedule is adopted every year.

Council had a brief discussion regarding the SAFER Grant and estimated receipt of funds.

Councilmember Chen asked for clarification of what the following was for:

**Page 5 General Fund – General Government**

10-503-001 \$777,850.

Ms. Alka Shah explained that this was the cost for the health insurance, which was placed into contingency as the budget was being presented for review, before the health benefits would be approved.

**Page 6 – General Government**

10-503-800 is the sales tax liability for the overpayment by the State several years ago. (30years at 0% interest)

**Page 7 – City Promotion/Development**

No questions

**Page 8 – Multimedia and Communications.**

The App Ms. Entricht was working on will be moved over into Capital Outlay.

**Page 9- Information Technology**

Councilmember Rosas discussed with Ryan Young, IT Director that with all of the technology usage with COVID-19 and working from home in the past and a potential that it could happen again, is there adequate resources in the budget for him to achieve it all.

Ryan Young, IT Director responded that he is fine and has the appropriate resources for that type of scenario. He went on to outline the rebuild of the infrastructure and the future for the upgrade on the 365, teams, one drive and sharepoint.

Councilmember Herrera asked what type of strategy is in place for the City's network, if god forbid a hurricane type disaster were to befall Stafford complex, with everything being housed in one location.

Mr. Ryan Young responded that the existing system is in need of an overhaul, the next step on that is a network rearchitected, rebuild and disaster recovery location.

**Page 10 – Development Services.**

Councilmember Chen inquired if:

10-510-260 contractual services is the new cost for Fire Plan Review contract.

Ms. Alka Shah confirmed that it was.

10-510-214 Computer Maintenance – is for 4 licenses for the Building Official, Tatyana and Admin staff.

### **Page 11 – Parks & Grounds**

Council inquired if mosquito control is being taken care of as it is not listed.

Ms. Shah explained it was under Streets & Drainage 10-512-215 Mosquito control.

### **Page 12 & Page 13- Streets & Drainage**

10-512-215 Mosquito Control is budgeted at \$30,000.00

10-512-605 Contract Mowing. City will be revisiting the forced mowing, in code enforcement activity.

### **Page 14 – Vehicle Maintenance**

Council inquired if there was an inventory of tires, if they used the same ones for all vehicles.

Mr. Otis Brown responded that they have limited inventory, no storage, but many vehicles are different tires.

### **Page 15 – Public Works Department**

10-514-260 Contract Maintenance – is for Mr. Richard and Bob Jones of Jones & Jones Engineering, and Mr. Lawrence Vaccaro.

### **Page 16 – Facilities Maintenance**

Mayor Willis stated that since the previous position holder left the city, there is currently four personnel covering that area. The City is looking for the “right” person.

### **Page 17 – Code Enforcement**

10-519-309 Professional Services – This is for the vet for the TNR program.

Mr. Scott McElrath, Code Enforcement Administrator discussed the Forced Mowing and would provide Council with information as they requested.

### **Page 18 & Page 19 – Police Department**

Councilmember Rosas inquired about the licenses per employee cost, with new hires coming on will there be enough funds to cover this item.

Richard Ramirez, Police Chief responded that he was hiring four or at least providing conditional offers to four, and two more are scheduled to be filled next fiscal year.

Councilmember Herrera asked if the city is funding Officers adequately, and enticing officers to stay with this agency.

Chief Ramirez responded that the agency is doing the best to compete, however there are some agencies out there that make it hard to get anywhere close to.

10-503-240 Schools & Seminars. Chief Ramirez stated it was reduced by \$3,000.00 and his department would make it work.

**Page 20 – Fire Department**

Councilmember Rosas inquired with the rise in the pandemic, if there were enough supplies, PPE etc. for Fire personnel.

Larry DiCamillo, Fire Chief stated he had insured there was a large stockpile of PPE, for all his staff, EMS and staff.

10-521-214 – Contract Dispatch Service. Councilmember Chen inquired if this was WestCom.

Chief DiCamillo responded that it was.

10-521-240 Schools is the required training and was deferred from last budget cycle, includes the volunteer personnel as well.

**Page 21- Humane Department**

No questions.

**Page 22 – Fire Marshal**

10-523-260 -Contract maintenance is for items, mobile data, bodycam and bluebeam.

**Page 23 – Emergency Management**

Councilmember Rosas inquired about the status of the EOC.

Chief DiCamillo responded that it is up and running now. Should this location become unusable then the Mula Rd, Fire station has large enough room to accommodate EOC operations. He reminded that currently elected officials would only be able to view from the large conference room, to mitigate the hinderance of operations.

(c) Mayor Willis invited members of the public to address City Council on items presented.

No member of the public addressed City Council.

3. Councilmember Rosas made a motion to adjourn. Councilmember Chen duly seconded the motion. Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmembers Guerra, Rosas, Jones, and Chen voted “yes”; none against. Mayor Willis announced the result of the vote (6-0) and declared the meeting adjourned. Councilmember Herrera was absent from the vote.

THE MEETING ADJOURNED AT 4:30 P.M.

ATTEST:



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Nicola Browe  
Acting City Secretary



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Cecil Willis Jr.  
Mayor