

MINUTES OF A BUDGET WORKSHOP
OF THE CITY COUNCIL OF STAFFORD, TEXAS HELD
IN SAID CITY ON TUESDAY, AUGUST 26, 2021

On the 26th 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 & 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 meeting would be to carry on where we left off and go through pages 24 through to 74.

Councilmember Rosas exited the meeting at 2:03 p.m.
Councilmember Rosas entered the meeting at 2:04 p.m.

Councilmember Jones exited the meeting at 2:09 p.m.

- (b) Ms. Alka Shah, Finance Director thanked the Mayor for his support once again.

Page 24 -Civic Center

Ms. Alka Shah explained that currently deposits held for events are placed in a line item, that is an incorrect method and as of next fiscal year she wants to list it as a liability as it not a "revenue"

Council held a discussion over rent and deposit, and how they feel it should be accounted for in the Charter of accounts.

Utilities for the Civic Center are paid for by the HOT Funds.

Page 25 – Recreation Department.

No questions, a brief discussion about use of HOT funds took place.

Page 26 – Pool

No questions.

Page 27 – Municipal Court Department.

Ms. Shah stated that 10-540-107 Judges Compensation and 10-540-108 Prosecutors Compensation should be moved into Salaries 10-540-101.

A brief discussion was held on the compensation range for the Judge.

Page 28 – Stafford Centre

No questions.

Page 29 – Human Resources Department.

A discussion on 10-542-530 Cobra Expense, with Ms. Garcia explaining that this is the cost of the administration fees only.

Page 30 – Non Department Expenditures

Ms. Shah explained the \$297,512 was a one time transfer to Capital Outlay.

Page 31, 32 & 33- MST Fund

No questions

Page 34 – MST – Multi Media & Communications.

No questions.

Page 35 – MST – Information Technology.

No questions.

Page 36 – MST -Permits

No questions.

Page 37 – MST – Streets & Drainage

No questions.

Page 38 – MST – Vehicle Maintenance.

Council discussed the \$12,000 in capital outlay, as it is for vehicle washing.

Page 39 – MST- General Operations.

Ms. Shah explained that there is a long term debt to the State which is at 0% interest within this category.

10-515-903 Operating Transfer to General Fund. This amount is \$4,350,000.

Page 40 – MST – Code Enforcement.

15-519-801 this is for the Code team's Ticket Writers.

Page 41 – MST – Police Department.

15-520-801 this is for the Archive Storage, per legal requirements.

Page 42- MST – Fire Department.

No questions.

Page 43- MST – Humane Department.

15-522-802 this is for the AC and Heat required for the TNR program shed.

Page 44 – MST – Fire Marshal.

No questions.

Page 45 – MST – Emergency Management.

No questions.

Page 46 – MST -Civic Center

No questions.

Page 47 – MST – Municipal Pool.

No questions.

Page 48 – MST – Municipal Court.

No questions.

Page 49 – MST – Human Resources.

No questions.

Page 50 – Page 51 – Hotel Occupancy Tax

10-516-610 this was listed as New Years Eve but it is to be changed to July 4th.

10-516-801 this is actually off by \$1500 when compared to the summary sheet. Will be corrected on the summary sheet.

Page 52 – HOT – Stafford Centre.

It was noted that the revenue over expenditures is drawing down the fund balance.

Page 53, 54 & 55 – Restricted Funds

No questions.

Page 56 – Capital Projects.

A brief discussion took place on the list of capital projects and where most if not all are coming to a conclusion at this point in time.

Page 57 – Interest Investments.

No questions.

Page 58 – Local Street Assessments

Lawrence Vaccaro provided a historical perspective to how these assessments were created in the first instance and what those funds would be used for.

Page 59 – Debt Service

Ms. Shah explained how the funds were transferred in from MST.

Page 60- Debt Service

Ms. Shah stated that this needs to be adjusted for the Bond Administration Fees \$1500.

Page 61 – Judicial Efficiency

Ms. Shah stated that for this coming FY \$7500.00 has been budgeted.

Page 62 – Judicial Efficiency Fees

Ms. Nicole Nguyen explained that those funds would be used for training.

Page 63 – Narcotic Seizure

No questions.

Page 64 – Narcotic Asset Seizures

No questions.

Page 65 & 66 – Court Security.

Ms. Nguyen stated that this is for the Bailiff, Security Cameras as well as general security.

Page 67 & 68 - Court Technical.

Ms. Nguyen explained that they will need to upgrade their ticket writers as they are old and printers as well as maintenance costs.

Page 69 & 70 – Child Safety Fees.

Councilmember Rosas inquired with the Court Director, Ms. Nguyen if she has all of the equipment needed to go as paperless as possible.

Ms. Nguyen responded that she has, its in progress as they are not totally paperless yet.

Page 71 & 72 – Special Revenue Funds

Questions were inquired about for previous years budgets and Police Canine Maiden.

Page 73 - Local Truancy Prevention.

State established this .

Page 74 – Municipal Jury Fund.

Ms. Nguyen stated that she can provide a breakdown of these funds.

(c) Councilmember Rosas requested that as we move forward with the budget workshops if Council can receive updated organization charts for each department.

Mayor Willis instructed the City Secretary to gather the organization charts for Council.

Mayor Willis announced the next Budget Workshop would be Tuesday, August 31, 2021 at 2 P.M. and that Ms. Shanell Garcia and Ms. Alka Shah would be providing a detailed presentation on specific items.

(d) Mayor Willis invited members of the public to address City Council.

AJ Honore – 162 Kingsway, Stafford

Mr. Honore felt compelled to state that this was a pleasant experience for him, as it seems Council and staff are not under as much pressure. He then spoke regarding the Home Rule Charter. He further added congratulations to the new Finance Director, Ms. Shah and said as far as he knows this is the first time that there has been a qualified Finance Director in that position.

Mr. Honore stated that he would like to see conversations and discussions on ideas for new revenue sources, look at areas that are underfunded such as Police, Fire and Fire Marshal, Recreation and Parks, which is a huge concern as he would like the City to focus on economic justice for its residents.

Mr. Honore explained that he had laid out in the past plans on how to make sure warehouses in Stafford pay their share so the burden is not left at the residents feet. He went on to layout his suggestions for MST Funds, Capital Projects, and Capital Assets and gave his opinion on how the HOT funds should be used.


He then went on to discuss his suggestions for the sales tax that is not being collected, and wanted to make sure that the City gets creative to insure the repairs to sidewalks and streets and the drainage issues are taken care of. He felt the use of the Revenue Refinancing Tax Bonds were misleading as they should not be used to take care of the items he just listed.

Mayor Willis reminded the public that all steps were monitored and vetted by Bond Counsel, Legal Counsel, Auditors, Financial Consultants as well as staff, there was nothing illegal.

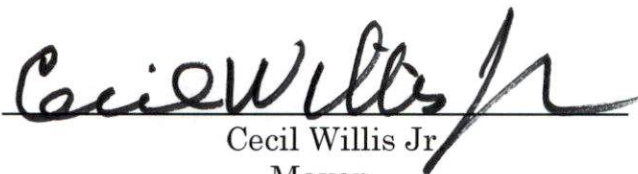
3. Councilmember Herrera made a motion to adjourn. Councilmember Chen duly seconded the motion. Mayor called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmembers Guerra, Rosas, Jones, Chen and Herrera voted "yes"; none against. Mayor Willis announced the result of the vote (7-0)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

THE MEETING ADJOURNED AT 4:30 P.M.

ATTEST:



Nicola Browe
Acting City Secretary



Cecil Willis Jr
Mayor