

MINUTES OF A REGULAR
MEETING
OF THE CITY COUNCIL OF STAFFORD, TEXAS
HELD BY TELECONFERENCE, GOTOMEETING
AUDIO/VIDEO IN SAID CITY ON WEDNESDAY,
SEPTEMBER 15, 2021

On the 15th day of September 2021, at 6:30 p.m., the City Council of Stafford, Texas met in regular session 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 Virginia Rosas, Don Jones and Alice Chen and Xavier Herrera. Absent: None. Participated by GoToMeeting: Councilmember Wen Guerra. The following City staff were present: Nicola L Browe (Acting City Secretary); Alka Shah (Finance Director); Tatyana Luttschlager (City Planner) Larry DiCamillo (Fire Chief); and Art Pertile (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. 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, or dismissal of a public officer or employee including a Senior Development Services Specialist.

REGULAR SESSION RECONVENED AT 7:00 P.M.

3. Pledge of Allegiance.
4. No action was taken for Executive Session.
5. **Council Reports:**
Mayor and Councilmembers each provided the public with notices of events, items of interest, obituaries, and general information.

Mayor Willis began the meeting by talking about Hurricane Nicholas and thanking all the residents of Stafford, who did their part in making the jobs of the First Responders much easier. He thanked them for heeding the warnings, they stayed off the streets, they prepared, and this is a typical trait of

Staffordians.

He went on to thank Staff, Police, Fire and Public Works who were out in the thick of it. It truly was a team effort and introduced Chief Larry DiCamillo to provide a detailed update on the storm.

Chief DiCamillo provided a detailed timeline of preparations, and responsiveness to citizens and other issues during the storm.

He went on to inform the public and council that at all times, the mayor and he and Chief Ramirez were in constant communication with Fort Bend and Harris County Emergency Operations Centers, it was a true partnership of communications.

Chief DiCamillo wrapped up his presentation by stating that the mayor held a debrief and we were able to see where we shined and where slight improvements could be made for another event, baring in mind this was a “minor” event in terms of Hurricane events.

Councilmember Rosas stated that she stopped by the EOC and witnessed a cohesive team, commended the mayor for his leadership, the two Chiefs and Otis for great teamwork.

6. Public Comments on items on the agenda.
No members of the public addressed City Council.

Mayor Willis made a motion to move item #9 up to afford the Fire Chief to make it to his next appointment. Mayor Pro Tem Mathew duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmembers Rosas, Jones, Chen, and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (6-0) and declared the motion approved. Councilmember Guerra was unable to participate in the vote.

9. (a) Discussion of a Resolution of the City Council of Stafford, Texas approving a renewal to the Interlocal Agreement for Fire Fighting, Fire Protection and Fire Investigation Services with the City of Meadows Place, Texas.

Larry DiCamillo, Stafford Fire Chief provided Mayor and Council with information relating to this item, stating the renewal has an increase of rates the city would charge Meadows Place.

Mayor Willis invited members of the public to address city council on this item. No members of the public address city council.

- (b) Councilmember Herrera made a motion to move approve the resolution as

presented. Mayor Pro Tem Mathew duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmembers Rosas, Jones, Chen, and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (6-0) and declared the motion approved. Councilmember Guerra was unable to participate in the vote.

7. Presentation of 15 minutes of Stafford history.

Ms. Sadie Williams of the Stafford Historical Society presented to Council on the “Mission Walker”.

Mayor and Council thanked Ms. Williams for being such a wonderful presenter and that she has such a way of brining you right to the event with her story telling, and the pleasure and knowledge it provides is outstanding.

8. (a) Discussion on an extension request to the Plat for Enclave at Stafford Oaks.

Ms. Tatyana Luttschlager, City Planner provided a detailed presentation on the above project and the need for an extension to the Plat.

Mayor Willis invited members of the public to address city council on this item. No members of the public address city council.

Mayor Pro Tem Mathew exited the meeting.

(b) Councilmember Herrera made a motion to move approve the resolution as presented. Councilmember Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis and Councilmembers Rosas, Jones, Chen, and Herrera voted “yes”; none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Mayor Pro Tem Mathew was absent for the vote and Councilmember Guerra was unable to participate in the vote.

Mayor Pro Tem Mathew entered the meeting.

10. (a) Discussion of a Resolution of the City Council of the City of Stafford, Texas, approving a Fee Schedule for FY2021-2022.

Ms. Alka Shah, Finance Director explained that the fee schedule is the culmination from the Department Heads who are experts in their own area.

Councilmember Chen requested for consistency that on page 10 make it \$ per hour.

Mayor Willis invited members of the public to address City Council on this item.

No members of the public addressed City Council.

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

11. (a) Discussion of a Resolution of the City Council of the City of Stafford, Texas, adopting a Budgeting and Long-Range Financial Planning Policy

Ms. Alka Shah explained to City Council that this policy has been reviewed by the legal team, the Finance Committee, and the city’s auditors.

City Council discussed the benefits of holding a certain amount of funds and workshopped scenarios.

Mayor Willis invited members of the public to address City Council on this item. No members of the public addressed City Council.

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

12. (a) Consideration of Accounts Payable Statement.

Mayor Willis invited members of the public to address City Council on this item.

No members of the public addressed City Council.

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

(b) Presentation of the final amended budget for FY2020-2021.

Ms. Alka Shah presented the final budget for the FY2020-2021 and reminded Council of how she was able to provide the final numbers, and the adjustments

that were made to correct the beginning fund balance for the same FY.

Mayor Willis invited members of the public to address City Council on this item. No members of the public addressed City Council.

Councilmember Herrera made a motion to approve the Final Budget for FY2020-2021 as presented. Mayor Pro Tem Mathew duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones, Chen, and Herrera voted “yes”, none against. Mayor Willis announced the result of the vote (6-0) and declared the motion approved. Councilmembers Guerra was unable to participate in the vote.

13. (a) Discussion on the rules and procedures for City Council meetings.

Councilmember Rosas stated she had placed this item on the agenda, as in the past few months it appeared that it had developed into somewhat of a race to see who could get the motion out first. She felt it should be more considered and others be given a chance of making a motion, especially if they were the ones who had placed the item on the agenda for discussion. She suggested that maybe it would be best to go by seniority.

Mayor Willis and Mayor Pro Tem Mathew both voiced their concern and lack of desire to go that route, but felt a good discussion, and being respectful and considerate of each other, would place the Council on notice.

Attorney, Art Pertile also offered his advice on how to handle motions and reminded council that the thing that counts is not necessarily the motion but if it gains four votes.

Mayor Willis asked council to police themselves going forward.

(b) No motion required.

14. (a) Discussion and update on the Time Clock Plus project.

Ms. Alka Shah and Ryan Young both presented council on an update with regards to the Timeclock Plus implementation.

Ms. Shah also informed council that she had provided strict instructions to the vendor as she needs to know how the program was set up, to be able to complete implementation, she had been receiving some push back from the vendor but is confident the situation will be resolved.

Mayor Pro Tem Mathew said he was dismayed that we have had the product for several years and still not in use.

Mayor Willis cautioned Council that since this program was purchased there had been a gap in time of staff to take this forward.

Councilmember Herrera exited the meeting at 9:06 P.M.

Chief Richard Ramirez provided Council with some insight to the program, how it was intended to be used, how progress was stalled and that Danielle in his department would be an excellent resource for Ms. Shah as she was heavily involved in the design and set up on this project.

15. (b) No motion required.

(a) Consent Agenda (Items i-v). 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 Richard Ramirez, Police Chief request to approve training and all related expenses for employees in the Police Department in the amount of \$1693.59.
- ii. Approval of Richard Ramirez, Police Chief request to approve the removal of the non-operational License Plate Readers from certain locations within the City.
- iii. Approval of Nicole Nguyen, Municipal Court Director request to approve training and all related expenses for employees in the Municipal Court Department in the amount of \$360.00
- iv. Approval of Ryan Young, IT Director request to approve the renewal of the hardware and software maintenance contracts for equipment that makes up the City's data backup system in the amount of \$12,545.00.
- v. Approve 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 \$6800.00.

Councilmember Rosas tagged item ii.

Council and Police Chief Ramirez provided an explanation of what these items were and why they were being removed and that he would come back to Council when a decision had been made on disposal of the items.

Mayor Willis invited members of the public to address City Council on this item. No members of the public addressed City Council.

Councilmember Rosas made a motion to approve the consent agenda as presented. Councilmember Jones duly seconded the motion. Mayor Willis called

the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones, and Chen voted “yes”, none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Councilmember Herrera was absent, and Guerra was unable to participate in the vote.

16. (a) Approval of the Amended City Council Special Meeting minutes of July 14, 2021.

Mayor Willis invited members of the public to address City Council on this item. No members of the public addressed City Council.

Councilmember Chen made a motion to approve the Minutes with corrections as provided to Ms. Browe. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones, and Chen voted “yes”, none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Councilmember Herrera was absent, and Guerra was unable to participate in the vote.

- (b) Approval of the amended City Council Regular meeting minutes of August 4, 2021.

Mayor Willis invited members of the public to address City Council on this item. No members of the public addressed City Council.

Councilmember Chen made a motion to approve the Minutes with corrections as provided to Ms. Browe. Councilmember Rosas duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones, and Chen voted “yes”, none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Councilmember Herrera was absent, and Guerra was unable to participate in the vote.

- (c) Approval of the City Council Budget Workshop meeting minutes of August 23, 2021.

Mayor Willis invited members of the public to address City Council on this item. No members of the public addressed City Council.

Councilmember Rosas made a motion to approve the Minutes as presented. Councilmember Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones, and Chen voted “yes”, none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Councilmember Herrera was absent, and Guerra was unable to participate in the vote.

(d) Approval of the City Council Budget Workshop meeting minutes of August 26, 2021.

Mayor Willis invited members of the public to address City Council on this item
No members of the public addressed City Council.

Councilmember Chen made a motion to approve the Minutes with corrections as provided to Ms. Browe. Councilmember Jones duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones, and Chen voted “yes”, none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Councilmember Herrera was absent, and Guerra was unable to participate in the vote.

(e) Approval of the City Council Regular meeting minutes of September 1, 2021

Mayor Willis invited members of the public to address City Council on this item
No members of the public addressed City Council.

Councilmember Rosas made a motion to approve the Minutes as presented. Mayor Pro Tem Mathew duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones, and Chen voted “yes”, none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Councilmember Herrera was absent, and Guerra was unable to participate in the vote.

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

(b) No requests were made.

18. Councilmember Rosas made a motion to Adjourn. Councilmember Chen duly seconded the motion. Mayor Willis called the roll for a vote. Mayor Willis, Mayor Pro Tem Mathew and Councilmember Rosas, Jones and Chen voted “yes”, none against. Mayor Willis announced the result of the vote (5-0) and declared the motion approved. Councilmember Herrera was absent, and Guerra was unable to participate in the vote

THE MEETING ADJOURNED AT 9:22 P.M.

ATTEST:



Nicola Browe
Acting City Secretary



Cecil Willis Jr.
Mayor