

MINUTES OF A BUDGET WORKSHOP
OF THE CITY COUNCIL OF STAFFORD, TEXAS HELD
IN SAID CITY ON TUESDAY, AUGUST 31, 2021

On the 31st 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, Virginia Rosas, Don Jones, Alice Chen, and Xavier Herrera. Absent: Wen Guerra. 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:

Ms. Alka Sha provided a summary page of all the items that have been questioned and caught along the way.

Summary Page 2

Debt Service Fund - \$601,050 has been corrected to \$601,020.

Page 2 – General Fund

10-4900 – Operating transfer in MST – has been corrected to \$4,350,000.

Page 5 - General Government.

10-503-133 – Employee Appreciation is now \$0 as has been moved to Human Resources.

Page 15- Public Works

10-514-260– Contract Maintenance is now \$5,000.

Page 16 – Facilities Maintenance

10-515-255– Janitorial Services is now \$80,000.

Page 18 – Police Department

10-520-213– Contract Maintenance is now \$210,500, where a reduction from Fire Marshal Office was reallocated to the Police Department.

Page 20 – Fire Department

10-521-106– Volunteer expense contract – should be \$75,000 with a move of \$20,000 to schools.

Page 22 -Fire Marshal

Ms. Alka Shah explained that the coding should be changed from 10-523-123 Retirement Contribution to 10-523-120 Payroll Taxes.

Page 51- Hotel Occupancy Tax

10-516-610 has now been changed to read July 4 Celebration.

Ms. Shanell Garcia presented her recommendations to Council on the current compensation plan, and changes that will need to be implemented in various areas, to bring certain positions in line with the current market and to create better retention in the Police and Fire Departments.

Ms. Garcia provided a detailed analysis of the impact to employees' salaries to Council if a 2% raise was not provided in the next fiscal year, and a discussion was had regarding a raise should include all employees, part time as well.

(d) Councilmember Herrera made a motion to approve the 2% salary increase for all existing employees both full time and part time. 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 absent.

(a) Review of proposed SEDC Budget FY2021-2022.

Ms. Alka Shah presented the proposed budget for the SEDC, and noted that she and Mayor Willis had met with Lawrence Vaccaro to go over various SEDC Projects and made some changes based on that meeting.

She then went through each of the following:

Fund 60; Fund 61; Fund 62; Fund 63; and Fund 67. She went on to discuss the Administrative Services Agreement and made note that it will remain the same this next fiscal year.

Councilmember Herrera inquired about grants being provided to facilities such as the Stafford Centre, which had to close due to the Pandemic.

Ms. Shah explained that the city has received a Federal Shuttered Venue Grant already, and that Ms. Ashley Merchant is currently looking into additional grants.

Ms. Nicola Browe, recording secretary of the SEDC, noted that there were maintenance costs missing from two projects, which are written into the resolutions when the SEDC adopts the project.

Ms. Shah asked Ms. Browe to submit to her a list of projects that have the cost annually that need to be budgeted for. She concluded her presentation by stating that the SEDC budget will be adopted on September 22, 2021, as part of the City's Budget Adoption.

(c) Mayor Willis invited members of the public to address City Council.
No member of the public addressed City Council.

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 Rosas, Jones, Chen, and Herrera voted "yes"; none against. Mayor Willis announced the result of the vote (6-0) and declared the meeting adjourned. Councilmember Guerra was absent.

THE MEETING ADJOURNED AT 4:32 P.M.

ATTEST:



Nicola Browe
Acting City Secretary



Cecil Willis Jr.
Mayor