



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477
(281) 261-3900 • WWW.STAFFORDTX.GOV

AGENDA

REGULAR CITY COUNCIL MEETING

Wednesday, July 17, 2024, at 6:30 p.m.

City Hall, Council Chambers

2610 South Main St, Stafford, TX 77477

1. Call to Order.
2. Pledges of Allegiance.
3. Public Comments.
4. Presentation of Proclamation – Charles Court Day.
5. Presentation by Missouri City Mayor Pro Tem Lynn Clouser, as to the vision, creation, implementation and evolution of the Missouri City Small Business Advisory Committee.
6. (a) Discussion regarding entering into a contingent fee contract with Perdue, Brandon, Fielder, Collins and Mott, LLP pursuant to Section 6.30, of the Tax Code, said contract being for the collection of delinquent government receivables owed to the City of Stafford, and notice of said contract is posted with the agenda in accordance with Section 2254 of the Government Code.
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
7. (a) Discussion of a resolution authorizing the execution of a contract with Perdue Brandon Fielder Collins & Mott, LLP for the collection of delinquent property taxes.
(b) Public Comments on item (a).
(c) Possible Consideration of appropriate action on item (a).
8. (a) Discussion of an ordinance providing for an additional penalty to defray costs of collecting delinquent property taxes pursuant to Texas Tax Code Sections 33.07, 33.08 and 33.11.
(b) Public Comments on item (a).

COUNCILMEMBERS
ALICE CHEN
WILLIAM BOSTIC JR.
TIM WOOD

MAYOR
KEN MATHEW

COUNCILMEMBERS
CHRISTOPHER CALDWELL
VIRGINIA ROSAS
XAVIER HERRERA

- (c)Possible Consideration of appropriate action on item (a).
9. Update from Fire Chief Di Camillo and Police Chief Ramirez on status and actions taken by their respective departments during Hurricane Beryl.
10. (a) Discussion and presentation on the proposed Public Safety Property Tax Proposal including the proposed rate, timeline, justification, and impact.
(b) Public Comments on item (a).
(c)Possible Consideration of appropriate action on item (a).
11. (a) Discussion regarding proposed date for a Council Workshop for review of policy and procedures.
(b) Public comments on item (a).
(c)Possible consideration of appropriate action on item (a).
12. (a) Discussion regarding a request from a Council Member (who is not part of a committee) to receive a hard copy of all information discussed during Committee meetings.
(b) Public Comments on item (a).
(c)Possible Consideration of appropriate action on item (a).
13. (a) Discussion regarding a request that all Department Heads provide a Council report detailing the amount of time each spends with Council Members (both with and without the Mayor's approval), including time spent on agenda items.
(b) Public Comments on item (a).
(c)Possible Consideration of appropriate action on item (a).
14. (a) Discussion of a Resolution approving a grant agreement with Social Good Fund and Local Policy Lab for the City Voter Participation Project.
(b) Public Comments on item (a).
(c)Possible Consideration of appropriate action on item (a).
15. Council Reports: The Mayor and Council may make announcements of community interest on the following items:
-

- (1) expressions of thanks, congratulations, or condolence.
- (2) information regarding holiday schedules.
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision.
- (4) a reminder about an upcoming event organized or sponsored by the governing body.
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

16. (a) Consent Agenda (Items i.-vii.). 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.) Investment Report for period ending May 31, 2024.

(ii.) Resolution appointing the Chief Financial Officer as the Designated Officer Employee to certify proposed ad valorem tax rates.

(iii.) Request by Chief of Police Richard Ramirez to assign a take home vehicle to Detective Sharp.

(iv.) Training request by Fire Chief Larry DiCamillo, for J. Magana, to attend Swift Water Rescue Technician training, in the amount of \$295.00.

(v.) Training request by Chief of Police Richard Ramirez, for J. Trevino, to attend Communications Center Manager training, in the amount of \$60.00.

(vi.) Training request by Director of Human Resources Shanell Garcia, for R. Hurt, to attend HR Basics virtual training, in the amount of \$149.00.

(vii.) Resolution approving the contract with Omnigo Software, LLC,

for Police Department software systems.

(b) Public Comments on item (a).

(c) Possible Consideration of appropriate action on items (i.-vii.).

17. (a) Approval of Minutes from the June 18, 2024 Special Called City Council Meeting.

(b) Approval of Minutes from the June 18, 2024 Joint Workshop with the Stafford Municipal School District Board Trustees.

(c) Public Comments on items (a)-(b).

(d) Possible Consideration of appropriate action on items (a)-(b).

18. Council Member requests for future agenda items.

19. Adjournment.

I CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA WAS POSTED ON THE BULLETIN BOARD OF THE STAFFORD CITY HALL ON JULY 12, 2024.



Roxanne Benitez, TRMC, CPM, CMCC
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the City Secretary's Office at (281) 261-3900 for further information.

NOTICE PURSUANT TO GOVERNMENT CODE SEC. 2254.1036

WHEREAS, the City of Stafford ("City"), will consider entering into a contingent fee contract with the law firm of Perdue, Brandon, Fielder, Collins & Mott, L.L.P. ("Firm") and hereby posts this notice pursuant to Sec. 2254.106 of the Government Code.

WHEREAS, this notice shall be posted before or at the time of giving the written notice required by Government Code Sec. 551.041 for a meeting described by Sec. 2254.1036(2) of the Government Code and shall announce the following:

- A. The City is pursuing a contract with the Firm for the collection of delinquent ad valorem taxes owed to the City and through this contract the City seeks to increase recovery of its delinquent debts in as expeditious a manner as possible. GOVT. CODE § 2254.1036(1)(A).
- B. The City believes the Firm has the competency, qualifications, and experience necessary to fulfill this contract. GOVT. CODE § 2254.1036(1)(B). The Firm has collected delinquent government receivables for over 50 years, including the collection of delinquent property taxes. The Firm currently has 15 primary offices and multiple satellite offices. It employs more than 400 individuals, including 59 attorneys. It uses a multi-office, fully integrated team approach allowing the City access to all its offices and resources. Its collection team consists of long-term Firm employees, including attorneys, call center associates, paralegals, law clerks, legal secretaries, collection support personnel and information technology experts. The Firm utilizes proprietary collection software that can be tailored to meet any special need the City may have. This proprietary software also automates many aspects of the collection process, such as: account/taxpayer research, mailings and phone calls, return mail and address updates, payment notification and processing and work-flow.
- C. The nature of any relationship between the City and the Firm is as follows. GOVT. CODE § 2254.1036(1)(C). The Firm previously represented the City from 1992 to 1997 in the collection of delinquent property taxes.
- D. The City is unable to perform collect its delinquent property taxes. GOVT. CODE § 2254.1036(1)(D). The City currently does not have adequate support staff, computer software/programming, or experience to internally conduct these collection services and acquiring these will result in substantial expense to the City.
- E. These collection services cannot be provided for an hourly fee. GOVT. CODE § 2254.1036(1)(E). The Tax Code allows the assessment of a percentage-based fee to recover the costs of collecting delinquent property taxes. This percentage-based fee is assessed only against the debtor and not the City or taxpayers of the City. The collection of delinquent property taxes is a high-volume practice, requiring a significant amount of research, mailing, and handling of outbound/inbound calls. An hourly fee for such work will likely exceed the amount of delinquent property taxes due. Moreover, the City will bear the cost of these hourly fees and not the debtor, because the Tax Code does not expressly authorize the City to pay for collection services based on an hourly fee.

F. The City believes this contingent fee contract is in its best interest. GOVT. CODE § 2254.1036(1)(F). Under the contingent fee contract, the Firm will be paid the amount of the percentage-based collection fee, regardless of the number of hours the Firm spends researching, contacting and mailing to collect the delinquent debt. Additionally, the percentage-based collection penalty is a pass-through expense to the debtor and not an expense to the City or taxpayers in the City.

Executed this the 12th day of July, 2024.



Roxanne Benitez, City Secretary

City of Stafford

Fort Bend County, Texas

From: [Virginia Rosas](#)
To: [Roxanne Benitez](#)
Subject: Agenda Item-July 17, 2024 Meeting
Date: Thursday, May 23, 2024 11:23:18 AM
Attachments: [goldbrownbar\(brownsmallbottom\) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
[facebook 32x32 973128e2-d025-4614-a63e-a0c3ea53f1f5.png](#)
[twitter 32x32 0bc38866-13c9-4513-bb95-16511c69daa9.png](#)
[instagram 32x32 c1f4ba21-ce1f-435c-a946-4751754580f1.png](#)
[linkedin 32x32 a27ecece-5467-437f-836e-54177903bef2.png](#)
[youtube 32x32 0579c1fe-92bc-4c2e-8744-d5ef258c0905.png](#)
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Roxanne:

I am requesting an agenda item regarding Missouri City's Small Business Advisory Committee be placed on the July 17, 2024 city council meeting.

Missouri City Mayor ProTem Lynn Clouser will be presenting. Respecting her calendar and schedule, I request that this item be placed immediately after returning from executive session (if there is one).

Agenda item:

Presentation by Missouri City Mayor ProTem, Lynn Clouser, as to the vision, creation, implementation and evolution of the Missouri City Small Business Advisory Committee.

Respectfully submitted,
Virginia Rosas

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Virginia Rosas

Councilmember
City Council
VRosas@staffordtx.gov

www.staffordtx.gov



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SMALL BUSINESS ADVISORY ADVISORY COMMITTEE OF MISSOURI CITY

Authority: Pursuant to Section 3.05 of the City Charter of the City of Missouri City, the mayor of the city shall appoint special committees as instructed by the council. The City Council of the City of Missouri City instructed the mayor to establish the Small Business Advisory Committee of Missouri City on March 1, 2021.

Objectives: Pursuant to said authority and in accordance with City of Missouri City Strategic Goals 1 (create a great place to live) and 3 (grow business investments in Missouri City), Councilmember at Large, Position No. 2, Lynn Clouser, proposed the establishment of the volunteer Small Business Advisory Committee of Missouri City to review and suggest certain proposals and provide input relating to small businesses in Missouri City. The committee will be staffed by the City Manager or his designee and the City's Economic Development Department. The point of contact for the Small Business Advisory Committee shall be the City Manager's Office.

Qualifications: The volunteer Small Business Advisory Committee of Missouri City will be appointed by the City Council and will consist of 15 voting members, including three (3) small business owners who own businesses located in each of Missouri City's four (4) council districts and three (3) residents residing from anywhere in Missouri City. The term "small business" shall mean a for-profit business enterprise that is domiciled in Missouri City that meets the United States Small Business Administration size standards, as set forth in Title 13, Part 121, of the United States Code of Federal Regulations. Franchise owners will be considered small business owners. Once constituted, the Small Business Advisory Committee will elect its own chair, vice-chair, and secretary.

To serve as a member of the committee, a person must meet the following minimum requirements:

- (1) be over 18 years of age;**
- (2) may not be related, in any degree, to a member of the City Council of Missouri City or to a member of a Missouri City tax increment reinvestment zone board; and**
- (3) may not have held a public office within the preceding one year (i.e. calendar year 2020).**

Appointment Process: To apply to serve on the committee, an individual must submit an application and a resume to Missouri City at <http://www.missouricitytx.gov/forms.aspx?fid=112&admin=1&userid=181> by **March 15, 2021**. The City Council may waive an applicant's failure to submit a resume. By submitting an application, each applicant attests to the applicant's eligibility. An application will not be considered and an appointed individual may be removed from the committee if the individual is later found to be ineligible. Additionally, providing false or misleading information in an application to serve on the committee will serve as grounds for removal after appointment. Membership on this committee is subject to confirmation and approval

by the City Council. The City may announce appointments to the Small Business Advisory Committee as early as April 5, 2021.

Term and Meetings: Each appointee will serve an approximately two (2)-year term, beginning on the date of appointment, and ending on the earlier of April 5, 2023, or the date on which the Small Business Advisory Committee is discontinued by the City Council. Meetings of the Small Business Advisory Committee may be scheduled on a quarterly basis and shall follow the requirements of the Texas Open Meetings Act.

Rules of Procedure: The Small Business Advisory Committee may adopt rules of procedure to conduct its meetings. Each member shall disclose to the Small Business Advisory Committee whether the member has benefitted or may benefit from a matter before the Small Business Advisory Committee before any action is taken on the matter. A member making such a disclosure is required to abstain from the action.



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477

281-261-3900 • FAX: 281-261-3994

WWW.STAFFORDTX.GOV

Memo

To: Mayor and City Council
From: Alka Shah, Chief Financial Officer
Date: June 17, 2024
Re: Approval of contract with Perdue Brandon

One pending item in the initiative to reinstate property tax is to submit a ratified contract for the delinquent tax collection service to the Fort Bend County Tax office. After meeting with the legal counsel, a decision was made to restore the contract with Perdue Brandon as the City's registered Tax Delinquent legal firm.

Tax bills will be mailed out in November after the election, contingent on voter approval for the property tax initiative.

The taxes will become delinquent by February 1, 2025. Penalties and interest will start to accrue each month until paid under section 33.01 of the Texas Property Tax Code. On April 1, 2025, unpaid personal property taxes will also incur a collection penalty of 20% under section 33.11 of the same Tax Code. On July 1, 2025, the 20% collection penalty will be added on top of the penalty at 12% and interest of 6%. Interest will continue to accrue at 1% per month until paid.

The collection fee will only be paid to the Tax Delinquent legal firm if they recover unpaid taxes from the taxpayer. There are no additional fees for services owed to the firm.

I am requesting your consideration and approval of the Resolution for the Delinquent Tax collection Service contract with Perdue Brandon.

RESOLUTION NO. _____

**AN RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS
AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE
COLLECTION OF DELINQUENT PROPERTY TAXES WITH PERDUE
BRANDON FIELDER COLLINS & MOTT, LLP.**

WHEREAS, pursuant to changes to Government Code section 2254.1036, on approval of a contingent fee contract, the governing body of a political subdivision shall state certain findings in writing; and

WHEREAS, there is a substantial need for the legal services provided by Perdue Brandon Fielder Collins & Mott, LLP pursuant to the contract; and

WHEREAS, these legal services cannot be adequately performed by the attorneys and supporting personnel of the City at a reasonable cost; and

WHEREAS, these legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of delinquent tax penalties provided by Texas Tax Code Sections 6.30, 33.07, 33.08, 33.11, and 33.48 and because the City does not have the funds to pay the estimated amounts required under a contract only for the payment of hourly fees; and

WHEREAS, Perdue Brandon Fielder Collins & Mott, LLP is well qualified and competent to perform the legal services required to comply with the terms of the contract.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, THAT

Section 1. all the recitals contained in the preamble of this resolution are found to be true and are adopted as findings of fact by this governing body and as part of its official record.

Section 2. the City Mayor or his designee is hereby authorized to execute a three year contract with Perdue Brandon Fielder Collins & Mott, LLP for the collection of delinquent property taxes. Compensation to the firm will be on a contingent fee basis as provided in the Texas Tax Code Sections 6.30, 33.07, 33.08, 33.11, and 33.48, which provides for an additional penalty on delinquent taxes to compensate collection attorneys.

Section 3. the City has complied with the notice requirements of Texas Government Code 2254.1036 (a)(1) by posting said notice at the end of the agenda posted for the July 17, 2024 City Council Meeting, and said notice is incorporated herein and made a part hereof for all purposes.

Section 4. This Resolution shall take effect upon approval by City Council.

PASSED, APPROVED, AND ADOPTED this the 17th day of July, 2024.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

I.

- A. Taxes that become delinquent during the term of this contract that are not delinquent for any prior year become subject to the terms of this contract on the 1st day of July, of the year in which they become delinquent; and
- B. Taxes that become delinquent during the term of this contract on property that is delinquent for prior years shall become subject to its term on the first day of delinquency when such property is under litigation or comes under litigation or is referred to the firm for collection by the Taxing Authority's Tax Collector.
- C. Taxing Authority reserves the right to make the final decision as to whether or not to enforce by suit any delinquent tax account turned over to the Firm for collection.
- D. All delinquent personal property taxes shall become subject to this contract and are to be turned over to the FIRM for collection 60 days after the delinquency date for said taxes. A 20% penalty shall be assessed to defray the cost of collecting those taxes as provided by §33.11, Texas Property Tax Code. All collection penalties or attorney fees collected on those taxes are the property of the firm and shall be paid in the same manner as all other collection penalties or attorney fees under this contract.

The Firm is to call to the attention of the collector or other officials any errors, double assessments or other discrepancies coming under their observation during the progress of the work and is to intervene on behalf of the Taxing Authority in all suits for taxes hereafter filed by any taxing unit on property located within its taxing jurisdiction.

III.

The Firm agrees to make progress reports to the Taxing Authority on request and to advise the Taxing Authority of all cases where investigation reveals taxpayers to be financially unable to pay their delinquent taxes.

IV.

The Firm agrees to represent the Taxing Authority in any matter involving ad valorem tax matters and/or provide advice in any matter involving truth in taxation, abatement or economic development. The Firm agrees to provide information, support and advice to the Taxing Authority about proposed legislation which affects the Taxing Authority. These services are at no additional cost.

V.

Taxing Authority agrees to furnish to the Firm all data and information as to the name, and address of the taxpayer, the legal description of the property, years and amount of taxes due. Taxing Authority further agrees to update said information by furnishing a list of paid accounts and adjustments to the tax roll as necessary. Section 33.48(a) (4) of the Texas Property Tax Code provides: "In addition to other costs authorized by law, a taxing unit is entitled to recover...reasonable expenses that are incurred by the taxing unit in determining the name, identity and location of necessary parties and in procuring necessary legal descriptions of the property on which a delinquent tax is due..." The Firm agrees to advance on behalf of Taxing Authority such costs and expenses. In consideration of the advancement of such costs and expenses by the Firm, Taxing Authority assigns its right to recover the same to the extent approved by the Court and/or customarily and usually approved by the Court. The Firm expressly waives any claim against Taxing Authority for uncollected costs or expenses.

VI.

Taxing Authority agrees to pay the Firm as compensation for services rendered hereunder, the percentage as set forth below, of the total amount of all delinquent taxes, penalty and interest which are subject to this contract and which are actually collected and paid to the Taxing Authority's Collector of Taxes, when an equal amount of Section 33.07, 33.08 or 33.11 penalties is recovered from the taxpayer. Other taxes, including current taxes, which are turned over to the Firm by the Taxing Authority's Tax Assessor-Collector because of the necessity of filing claims in Bankruptcy, with other Federal authorities, or for other reasons, shall become subject to the terms of this contract at the time they are turned over to the Firm and the Firm shall be entitled to the appropriate percentage, as set forth below, of any amounts of delinquent taxes, penalties, and interest actually received by the Taxing Authority, and also the appropriate percentage, as set forth below, of current taxes actually received by the Taxing Authority when such percentage is actually recovered from the taxpayer, if collected prior to July 1st of any tax year.

Compensation Amounts

20% of tax year 2024 and subsequent year collections.

VII.

Taxing Authority agrees to furnish to the Firm all data and information as to the name, and address of the taxpayer, the legal description of the property, years and amount of taxes due. Taxing Authority further agrees to update said information by furnishing a list of paid accounts and adjustments to the tax roll as necessary.

VIII.

This Contract shall commence on **July 1, 2024** and continue in force and effect until **June 30, 2027**, at which time this contract shall continue on a month to month basis, except that either party to this agreement may terminate this agreement by giving the other party thirty (30) days written notice of their desire and intention to terminate this agreement; and further provided that the Firm shall have an additional six (6) months to reduce to payment or judgment all tax litigation and bankruptcy claims filed prior to the date this agreement becomes terminated.

This Contract will automatically terminate unless City Council orders a Special Election on the tax rate for tax year 2024 for November 5, 2024, and the proposition or measure on the tax rate passes.

IX.

Every provision of this Agreement is intended to be severable. If any term or provision hereof is hereafter deemed by a Court to be illegal, invalid, void or unenforceable, for any reason or to any extent whatsoever, such illegality, invalidity, or unenforceability shall not affect the validity of the remainder of this Agreement, it being intended that such remaining provisions shall be construed in a manner most closely approximating the intention of the Parties with respect to the illegal, invalid, void or unenforceable provision or part thereof.

Pursuant to Chapters 2252, 2271, and 2274 of the Texas Government Code, the Firm verifies that it does not and will not for the term of this contract boycott Israel or energy companies; that it does not have a policy which discriminates against a firearm entity or firearm trade association nor will it create such a policy for the term of this contract; and that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.

The State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. If you have a complaint against or dispute with this firm involving professional misconduct, the State Bar's Office of Chief Disciplinary Counsel will provide you with information about how to file a complaint.

In consideration of the terms and compensation here stated, the Firm hereby accepts said employment and undertakes the performance of this Contract as above written.

This Contract is executed on behalf of the Taxing Authority by the presiding officer of the governing body who is authorized to execute this instrument by Order heretofore passed and duly recorded in its minutes.

WITNESS the signatures of all parties hereto in duplicate originals this the _____ day of _____, 2024, Fort Bend County, Texas.

PERDUE, BRANDON, FIELDER, COLLINS & MOTT, L.L.P.

Attorneys At Law

1235 North Loop West, Suite 600

Houston, Texas 77008

(713) 862-1860 or 1 (800) 833-5886 / (713) 862-1429 Fax

By:_____

CITY OF STAFFORD

By:_____

Attest:_____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS PROVIDING FOR AN ADDITIONAL PENALTY TO DEFRAY COSTS OF COLLECTING DELINQUENT PROPERTY TAXES PURSUANT TO TEXAS TAX CODE SECTIONS 33.07, 33.08 AND 33.11.

WHEREAS, the City Council of the City of Stafford (the “City”) desires to impose an additional penalty to defray costs incurred in the collection of delinquent taxes and or assessments pursuant to Sections 33.07, 33.08, and 33.11 of the Texas Property Tax Code, as amended; and

WHEREAS, the City has contracted with a delinquent tax attorney to enforce the collection of delinquent taxes and or assessments pursuant to Section 6.30 of the Texas Property Tax Code, as amended;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, THAT

Section 1. the City adopts the additional twenty percent (20 %) penalty to defray the costs of collection of delinquent taxes or assessments by the City as authorized by Texas Property Tax Code, Sections 33.07, 33.08, and 33.11, as amended, for the 2024 tax year and each succeeding year hereafter. This penalty shall be in addition to any penalty and interest owed the City for the delinquent taxes and or assessments pursuant to Section 33.01 of the Texas Property Tax Code, as amended.

Section 2. the City’s tax assessor and collector shall deliver a notice of delinquency and of the penalty imposed in accordance with this Ordinance to the property owner in accordance with the requirements of Sections 33.07, 33.08, and 33.11 of the Texas Property Tax Code, as amended.

Section 3. this Ordinance constitutes official action of the governing body of the City to impose an additional penalty for tax collection and or assessment costs as provided in Sections 33.07, 33.08, and 33.11 of the Texas Property Tax Code, as amended.

PASSED, APPROVED, AND ADOPTED this the 17th day of July, 2024.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

From: [Alice Chen](#)
To: [Roxanne Benitez](#)
Cc: [Ken Mathew](#); [Larry Di Camillo](#); [Richard Ramirez](#); [Alice Chen](#)
Subject: Agenda item request for next city council meeting on July 17, 2024
Date: Wednesday, July 10, 2024 10:02:24 AM
Attachments: [goldbrownbar\(brownsmallbottom\). 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
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Good morning Roxanne:

I would like to add the following agenda item to the city council meeting on July 17, 2024.

“ Request for an update from Fire Chief DiCamillo and Police Chief Ramirez on the status and actions have been taken by their respective departments during Hurricane Beryl”

Respectfully submitted

Alice Chen
Mayor Pro Tem
City of Stafford
Achen@staffordtx.gov
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Alice Chen

Council Member
City Council
AChen@staffordtx.gov
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From: [Timothy Wood](#)
To: [Roxanne Benitez](#); [Timothy Wood](#); [Ken Mathew](#); [Alka Shah](#)
Subject: Agenda Item Request
Date: Wednesday, July 3, 2024 10:56:37 AM
Attachments: [goldbrownbar\(brownsmlbottom\) 9cad4eb9-d07e-4e6f-957c-9eaacf1b032c.png](#)
[facebook 32x32 973128e2-d025-4614-a63e-a0c3ea53f1f5.png](#)
[twitter 32x32 0bc38866-13c9-4513-bb95-16511c69daa9.png](#)
[instagram 32x32 c1f4ba21-ce1f-435c-a946-4751754580f1.png](#)
[linkedin 32x32 a27ecece-5467-437f-836e-54177903bef2.png](#)
[youtube 32x32 0579c1fe-92bc-4c2e-8744-d5ef258c0905.png](#)
[nextdoor-icon-50 a01260e8-be43-48a7-a10f-12e0c0f91e11.png](#)
[smallcityseallogo f17b78e4-afe4-46da-a032-e21488664be5.png](#)

Good morning Roxanne,

If it isn't already on there, I would like to request the following agenda item for the July 17th meeting:

1. Discussion and presentation on the proposed Public Safety Property Tax Proposal including the proposed rate, timeline, justification, and impact.
2. Public Comments on Item A.
3. Possible action on Item A.

Thanks,

Tim Wood

Get [Outlook for iOS](#)

Timothy Wood

Councilmember
City Council
TWood@staffordtx.gov
www.staffordtx.gov



City of Stafford • • Stafford • TX • 77477 • United States

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Council Member Rosas

Please accept this text as a formal request to add the following items to the agenda:

1. Discuss and take appropriate action regarding a request from a Council Member (who is not part of a committee) to receive a hard copy of all information discussed during committee meetings.
2. Discuss and take appropriate action regarding a request that all department heads provide a Council report detailing the amount of time each spends meeting with Council Members (both with and without the Mayor's approval), including time spent on agenda items.

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CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477
281-261-3900 • WWW.STAFFORDTX.GOV

Memo

To: Mayor Mathew and Council Members

From: Roxanne Benitez, City Secretary

Date: July 12, 2024

Re: Resolution – City Voter Participation Project

In anticipation of a November 2024 tax rate election, last month, Council Members Herrera and Rosas informed the City of a possible grant that could be used to increase voter engagement and turnout.

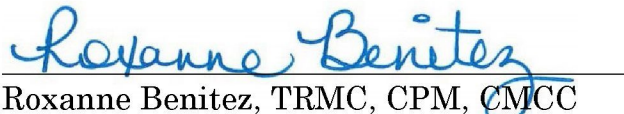
Grants Manager Ashley Merchant researched the grant and confirmed with Social Good Fund and Local Policy Lab that the City of Stafford was eligible to receive this grant. On June 21, 2024, the City submitted a letter of interest to the Local Policy Lab (see attached).

On June 24, 2024, Ms. Merchant and I met with representatives from the Social Good Fund and Local Policy Lab virtually. They informed us that, of the 25 metropolitan areas with the lowest voter turnout, this area is #24. We discussed what the grant funds could be used for, such as flyers, texting or email notifications, and signage.

Legal counsel has reviewed the agreement and made some slight revisions which were approved by the Local Policy Lab.

If you have any questions or need further information, please contact me or Grants Manager Ashley Merchant.

Kind regards,


Roxanne Benitez, TRMC, CPM, CMCC
City Secretary



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477
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COUNCILMEMBERS
ALICE CHEN
WILLIAM K. BOSTIC, JR.
TIM WOOD
CHRISTOPHER CALDWELL
VIRGINIA ROSAS
XAVIER HERRERA

KEN MATHEW
MAYOR

June 21, 2024

Laura Wood
Vice-President of Democracy
LPL Greater Houston Area Cohort
(sent electronically)

Re: Letter of Interest – Local Policy Lab (LPL) – Greater Houston Area Cohort

Dear Ms. Wood:

As you are aware, voting and voter engagement is very important to the election process. From May 2022 to May 2024, the City of Stafford voter turnout ranged from seven (7) to eighteen (18) percent. We would like those numbers to increase and any assistance with implementing strategies on voter engagement would be greatly appreciated. With that, please allow this letter to serve as a letter of interest in the LPL Greater Houston Cohort.

We look forward to hearing from you. If you have any questions, please contact either Grant Manager Ashley Merchant at amerchant@staffordtx.gov or City Secretary Roxanne Benitez at rbenitez@staffordtx.gov.

Kindest regards,

Ken Mathew, Mayor
City of Stafford

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD
APPROVING A GRANT AGREEMENT BETWEEN THE CITY OF
STAFFORD, SOCIAL GOOD FUND, AND LOCAL POLICY LAB FOR
SERVICES TO INCREASE VOTER PARTICIPATION AND TURNOUT
AND AUTHORIZING THE MAYOR TO EXECUTE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City Council hereby approves the Mayor to execute a grant agreement,
between the City of Stafford, Social Good Fund, and Local Policy Lab, for services to
increase voter participation and turnout, as described and set forth as "Exhibit A",
attached hereto, and incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this the 17th day of July, 2024.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT A



GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of July 17, 2024 between Social Good Fund, a California nonprofit public benefit corporation (“Grantor”), on behalf of its fiscally sponsored project, Local Policy Lab, and the city of Stafford, Texas, a home rule municipal corporation of the State of Texas (“Grantee”), with respect to the following:

A. Grantor’s mission is to work to create and establish positive influences for individuals, communities, and the environment. Grantor’s goal is to sponsor and develop projects that will help positively impact and develop local communities into healthier and happier places to live, work, and be.

B. Grantor has obtained recognition of its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code (the “Code”) from the Internal Revenue Service, and is not classified as a private foundation under Section 509(a) of the Code.

C. Grantor, on behalf of the Local Policy Lab, has obtained a grant from the Houston Endowment, Inc. (the “Houston Endowment” or the “Endowment”), a philanthropic funder whose priorities include increasing informed civic engagement. The purpose of the Endowment’s grant to Grantor on behalf of the Local Policy Lab, includes increasing voter participation and turnout in the November 2024 election.

D. Grantee, as a home rule corporation in the State of Texas, is tax-exempt under the Internal Revenue Code. Grantee’s address is City Hall, 2610 S Main Street Stafford, TX 77477, and telephone number is (281) 261-3900. Grantee’s contact person for this grant is Ashley Merchant. Grantee’s EIN is [REDACTED].

E. Grantee wishes to initiate a project (for the purpose of this agreement, referred to as the “City Voter Participation Project”) to engage and educate its residents in order to increase voter participation and turnout in the elections scheduled to be held November 5, 2024.

F. In furtherance of its charitable and educational purposes, Grantor now wishes to make a grant to Grantee, in the amount and on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the mutual rights and obligations

set forth herein, the parties to this Agreement hereby agree as follows:

1. Items described in Grantee's Proposal and/or Summary of Intended Uses of the grant funds, as shown in Exhibit A to this Grant Agreement (the "Grant Purposes"), shall be *directly in furtherance of the City Voter Participation Project*. As a matter of information, permissible uses of funds include the following as related to the Project:
 - (a) Labor/Materials
 - (i) purchase informational and other materials;
 - (ii) defray or reimburse direct expenses paid to city staff; or
 - (iii) pay consultant fees.
 - (b) Innovations in Engagement Approaches, i.e., an approach that is not typical of those employed in the Houston region, or a novel combination of typical approaches to education and engagement of city residents. An "innovation grant" may be issued for this type of approach.
2. Unless otherwise terminated as provided in this Agreement, the grant period will end on November 5, 2024 ("Grant Period End Date"). Grantee shall use the Grant solely for the Grant Purposes, and Grantee shall repay to Grantor any portion of the Grant that is not used for the Grant Purposes. No part of the grant funds may be used for Grantee's general support or general purposes. Permitted expenditures that are not (a) incurred by the Grant Period End Date, and (b) fully expended within sixty (60) days thereafter, shall also be repaid. Any significant changes in the purposes for which grant funds are spent must be approved in writing by Grantor before implementation.
3. The total amount of the grant is Thirty Thousand Dollars (\$30,000), subject to the last sentence of this paragraph 3 (the "Grant"). Within 30 days after the execution and delivery of this Agreement by Grantee to Grantor, subject to Grantee's prior fulfillment of the Summary of Intended Uses and Project Budget requirements and Local Policy Lab's approvals, specified in Exhibit A, Grantor shall pay the Grant amount to Grantee. Grantee understands and agrees that Grantor's ability and obligation to pay any amount of the Grant to Grantee under this Agreement depends upon Grantor's receipt of sufficient funds from contributors in support of the Grant Purposes, and Grantee agrees not to take any action to require Grantor to pay to Grantee any amount under this Agreement to the extent that such funds on deposit with Grantor are insufficient on the date the amount is due to be paid to Grantee.
4. Grantee shall report to Grantor or Grantor's agent in writing, following the timetable and requirements set forth in Exhibit A, on the activities conducted by Grantee with the proceeds of the Grant and all expenditures made from Grant funds, and on Grantee's compliance with the terms of this Agreement.

5. With regard to any subgrantees convenient or necessary to carry out the purposes of the Grant, Grantee shall retain full discretion and control over their selection, acting completely independently of Grantor. There is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular subgrantee.

6. The Grant shall not be used in any attempt to influence legislation within the meaning of Internal Revenue Code Section 4911(d) as interpreted by applicable Treasury Regulations and rulings of the Internal Revenue Service. Grantee shall not use any portion of the Grant to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with Section 501(c)(3) of the Code.

7. Grantee is solely responsible for the activity supported by the grant funds, the content of any product of the project, and the manner in which any such product may be disseminated. Grantee shall not transfer or assign this Agreement without the prior written consent of Grantor. This Agreement does not create any relationship of agency, partnership, or joint venture between the parties, and no party shall make any such representation to anyone.

8. Grantee shall notify Grantor immediately of (a) any use of the Grant inconsistent with furthering the Grant Purposes; or (b) any other material change with respect to the matters covered by Grantee's representations, warranties, and assurances to Grantor contained herein.

9. Neither this Agreement nor any other statement, oral or written, nor the making of any contribution or grant to Grantee, shall be interpreted to create any pledge or any commitment by Grantor or by any related person or entity to make any other grant or contribution to Grantee or any other entity for this or any other project. The Grant contemplated by this Agreement shall be a separate and independent transaction from any other transaction between Grantor and Grantee or any other entity.

10. Grantor may terminate this Agreement and/or withhold future payments under this Agreement at any time if it determines, in the exercise of its reasonable discretion, that (a) Grantee has failed to comply with the provisions of this Agreement; or (b) circumstances relevant to Grantee, including, but not limited to, those respecting its organization or financial condition, are such that Grantor has reason to conclude that Grantee may not be able to satisfactorily complete the objectives contemplated by this Agreement. Such termination shall be effective upon receipt by Grantee of written notice from Grantor. In the event of termination of this Agreement, Grantor may demand the immediate return of all or any unexpended portion of the Grant. Grantee shall promptly

comply therewith. Grantee's obligation to comply with the reporting and return of funds provisions of this Agreement shall survive the termination of this Agreement.

11. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Texas.

12. This Agreement is subject to such additional terms and conditions as may be stated in Exhibit A attached to this Agreement.

13. This Agreement supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement may not be amended or modified except in a writing signed by both parties hereto.

IN WITNESS WHEREOF, the parties have executed or caused to be executed this Grant Agreement on the dates set forth opposite their signatures below.

SOCIAL GOOD FUND

DATED: July ____, 2024

Signed: _____
Name: _____
Title: _____

LOCAL POLICY LAB PROJECT

DATED: July ____, 2024

Signed: _____
Name: _____
Title: _____

CITY OF STAFFORD

DATED: _____, 2024

Signed: _____
Name: _____

Title: _____

EXHIBIT A

PROJECT PROPOSAL/SUMMARY OF INTENDED USES OF GRANT FUNDS

Grantee's summary of intended uses is attached or shall be submitted to Local Policy Lab for approval within 14 days after the date of this agreement)

PROJECT BUDGET

Grantee's budget covering its intended uses is attached or shall be submitted to Local Policy Lab for approval within 14 days after the date of this agreement)

REPORTING REQUIREMENT

Within 90 days after the November 5, 2024 election, Grantee shall submit a brief report by email to Grantor and the Local Policy Lab containing (1) a summary of the actions taken to further the purpose of the grant, (2) a financial accounting of the expenditure of grant funds, and (3) copies of any written materials obtained with grant funds.

RECORD KEEPING REQUIREMENT

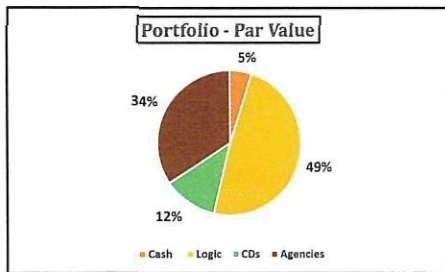
Grantee's recordkeeping and inspection requirements are as follows: Grantee shall maintain a ledger to show the grant funds separately. All expenditures made in furtherance of the purposes of the grant shall be charged off against the grant and shall appear on that ledger. Grantee shall keep records to substantiate such expenditures. Grantee shall make the ledger and related books and records available to Grantor at reasonable times for review and audit. Grantor may also monitor the Grant or verify any information contained in the Grantee's reports by interviewing the Grantee's personnel. Grantee shall keep copies of all such ledgers, books and records at a location known to and accessible to Grantor for at least four years after completion of the use of the grant funds. The requirements of this paragraph shall survive any termination of this Agreement.

ADDITIONAL TERMS AND CONDITIONS

1. All grant funds must be kept segregated continuously in a separate fund dedicated to the Grant Purposes, and no part of the grant funds may be used for Grantee's general support or general purposes.

CONSENT AGENDA

CITY OF STAFFORD
SUMMARY OF PORTFOLIO
FOR THE PERIOD ENDING MAY 31, 2024



Portfolio	Weighted Average Maturity	Weighted Average Yield	Par Value	Book Value	Market Value
Cash	1	2.78	2,165,608	2,165,608	2,165,608
Logic	1	5.42	21,362,925	21,362,925	21,362,925
CDs	365	5.32	5,283,000	5,283,000	5,276,771
Agencies	669	5.06	15,000,000	15,000,000	14,968,885
Total	274	5.16	43,811,533	43,811,533	43,774,189

Total Weighted Average Maturity in Days 274
Total Weighted Average Yield to Maturity 5.16
Longest Maturity of Open Investment in Days 731

Benchmark Yield	
3 month T Bill	5.20%
6 month T Bill	5.04%

Investment Activity during the month:

	Book	Market
Beginning Total Portfolio Value	43,004,254	42,961,866
CDs Purchased	480,000	480,000
CDs Matured	(480,000)	(480,000)
Agencies Purchased	1,000,000	1,000,000
Agencies Matured/called in	(500,000)	(500,000)
Net Change in Pool (LOGIC)	(325,056)	(325,056)
Change in Market Value		5,044
Net Change in Cash	632,335	632,335
Accrued Interest Receivable	207,860	
Ending Total Portfolio Value with Accrued Interest	44,019,393	43,774,189

This monthly report is in full compliance with PFIA and the City of Stafford's Investment Policy and Strategy

Prepared By:

Alka Shah

Alka Shah, Chief Financial Officer

Ken Mathew

Ken Mathew, Mayor

CITY OF STAFFORD
 CD & AGENCY DETAIL
 FOR THE PERIOD ENDING MAY 31, 2024

Type	Authorized Broker	Par	Cusip#	Settlement Date	Maturity Date	Days to Maturity	Price	Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
FHLMC	Hiltop Sec.	-	3134GXSY1	05/24/22	05/24/24	731	100.00	3.00	-	500,000	499,245	-	
FHLMC	Hiltop Sec.	500,000	3134GXG73	08/12/22	08/12/24	731	100.00	4.10	500,000	500,000	497,795	500,000	498,485
FHLB	Multi Bank	500,000	3130ASY29	08/30/22	08/28/24	729	100.00	3.75	500,000	500,000	497,050	500,000	497,715
FHLB	Multi Bank	500,000	3130ATCN5	09/27/22	09/27/24	731	100.00	4.00	500,000	500,000	496,770	500,000	497,215
FHLB	Multi Bank	500,000	3130ATFL6	09/30/22	09/30/24	731	100.00	4.60	500,000	500,000	497,790	500,000	498,145
FHLB	Multi Bank	500,000	3130AT7L5	09/30/22	09/30/24	731	100.00	4.15	500,000	500,000	496,990	500,000	497,460
FHLB	Multi Bank	500,000	3130ATHG5	10/25/22	10/25/24	731	100.00	5.00	500,000	500,000	498,895	500,000	498,880
FHLMC	Multi Bank	500,000	3134GX6V1	11/25/22	11/25/24	731	100.00	5.15	500,000	500,000	499,215	500,000	499,130
FNMA	FHN Financial	500,000	3135GACZ2	11/25/22	11/25/24	731	100.00	5.40	500,000	500,000	499,900	500,000	500,020
FHLMC	Multi Bank	500,000	3134GYCA8	01/10/23	01/10/25	731	100.00	5.20	500,000	500,000	498,850	500,000	499,020
FHLB	Hiltop Sec.	500,000	3130AUFW9	01/27/23	01/27/25	731	100.00	5.35	500,000	500,000	499,815	500,000	499,580
FHLMC	FHN Financial	500,000	3134GYJ783	02/24/23	02/24/25	731	100.00	5.25	500,000	500,000	498,845	500,000	498,815
FHLMC	FHN Financial	500,000	3134GYKP6	03/14/23	03/14/25	731	100.00	5.50	500,000	500,000	499,845	500,000	499,995
FHLMC	Hiltop Sec.	500,000	3134GYQPO	05/01/23	05/01/25	731	100.00	5.38	500,000	500,000	498,750	500,000	498,825
FHLB	Hiltop Sec.	500,000	3130AW4G2	05/22/23	11/22/24	550	100.00	5.35	500,000	500,000	499,905	500,000	499,740
FFCB	FHN Financial	500,000	3133EPYW9	10/20/23	10/20/25	731	100.00	5.13	500,000	500,000	499,565	500,000	500,510
FNMA	Hiltop Sec.	500,000	3135GAL82	01/09/24	01/09/25	366	100.00	5.15	500,000	500,000	498,680	500,000	498,855
FHLB	Hiltop Sec.	500,000	3130AYNJ1	01/25/24	01/23/26	729	100.00	5.00	500,000	500,000	497,400	500,000	498,110
FHLB	Hiltop Sec.	500,000	3130AYTA4	02/06/24	02/06/26	731	100.00	5.00	500,000	500,000	497,405	500,000	498,165
FHLB	Hiltop Sec.	500,000	3130AYTH9	02/06/24	02/06/26	731	100.00	5.30	500,000	500,000	499,950	500,000	499,910
FHLB	Hiltop Sec.	500,000	3130AYZA7	02/16/24	02/14/25	364	100.00	5.21	500,000	500,000	499,245	500,000	498,610
FHLB	Hiltop Sec.	500,000	3130B05Z8	02/23/24	02/21/25	364	100.00	5.10	500,000	500,000	498,725	500,000	498,735
FHLB	FHN Financial	500,000	3130B06T1	02/26/24	02/26/26	731	100.00	5.20	500,000	500,000	498,740	500,000	499,245
FHLMC	Multi Bank	500,000	3134H1UW1	02/26/24	02/26/26	731	100.00	5.50	500,000	500,000	499,810	500,000	499,945
FHLMC	FHN Financial	500,000	3134H1XMO	03/19/24	03/13/26	724	100.00	5.20	500,000	500,000	497,680	500,000	498,235
FHLB	Hiltop Sec.	500,000	3130BOM71	03/25/24	09/18/25	542	100.00	5.30	500,000	500,000	499,290	500,000	499,840
FHLB	Multi Bank	500,000	3130BOMQ9	03/27/24	03/27/26	730	100.00	5.40	500,000	500,000	498,635	500,000	498,420
FHLB	Hiltop Sec.	500,000	3130BOZE2	04/22/24	10/22/25	548	100.00	5.50	500,000	500,000	499,595	500,000	499,730
FHLB	Multi Bank	500,000	3130B14E4	04/24/24	04/24/26	730	100.00	5.30	500,000	500,000	498,445	500,000	498,315
FFCB	FHN Financial	500,000	3133EREV9	05/15/24	05/15/26	730	100.00	4.88	500,000	-	-	500,000	499,410
FHLB	Hiltop Sec.	500,000	3130B1CT2	05/28/24	11/28/25	549	100.00	5.50	500,000	-	-	500,000	499,825
Total Agencies		15,000,000			WAM:	669	WAY:	5.06	15,000,000	14,500,000	14,462,925	15,000,000	14,968,885

CITY OF STAFFORD
CD & AGENCY DETAIL
FOR THE PERIOD ENDING MAY 31, 2024

Type	Authorized Broker	Par	Cusip#	Settlement Date	Maturity Date	Days to Maturity	Price	Yield	Purchase Price	Beginning Book Value	Beginning Market Value	Ending Book Value	Ending Market Value
CD	JP Morgan Chase	-	46656MAH4	04/18/23	05/17/24	395	100	5.05	-	243,000	242,949	-	
CD	First Technology	-	33715LFG0	05/26/23	05/24/24	364	100	5.25	-	237,000	236,980	-	
CD	First Source	236,000	33651FAJ8	06/15/23	06/17/24	368	100	5.45	236,000	236,000	236,024	236,000	236,007
CD	Zions Bank	237,000	98970LG80	06/14/23	06/13/24	365	100	5.40	237,000	237,000	236,934	237,000	236,977
CD	Ria Federal CU	248,000	749622BK1	10/04/23	10/03/24	365	100	5.70	248,000	248,000	248,254	248,000	248,204
CD	Affinity Federal CU	236,000	00832KBN8	10/11/23	10/10/24	365	100	5.80	236,000	236,000	236,357	236,000	236,289
CD	Blue Peak CU	236,000	09644EAQ5	11/03/23	11/01/24	364	100	5.75	236,000	236,000	236,310	236,000	236,289
CD	Alliant CU	236,000	01882MAF9	11/08/23	11/07/24	365	100	5.80	236,000	236,000	236,381	236,000	236,351
CD	Wells Fargo	248,000	949764HP2	11/14/23	05/14/25	547	100	5.40	248,000	248,000	248,669	248,000	246,927
CD	Charles Schwab	237,000	15987UCE6	11/09/23	11/07/24	364	100	5.45	237,000	237,000	236,775	237,000	236,816
CD	Discover Bank	237,000	254676BW8	11/15/23	11/14/24	365	100	5.45	237,000	237,000	236,774	237,000	236,814
CD	Bank of America	246,000	06051VSB8	11/15/23	11/17/25	733	100	5.55	246,000	246,000	246,075	246,000	246,176
CD	Western Alliance	240,000	95763PRR4	01/26/24	07/26/24	182	100	5.00	240,000	240,000	239,719	240,000	239,824
CD	Flagstar	240,000	33847GCC3	01/26/24	09/26/24	244	100	5.10	240,000	240,000	239,579	240,000	239,639
CD	City National	240,000	17801DHT6	01/31/24	07/31/24	182	100	5.00	240,000	240,000	239,680	240,000	239,790
CD	Oregon Community	238,000	68584JAN9	02/09/24	02/10/25	367	100	4.95	238,000	238,000	236,892	238,000	237,103
CD	Associated Bank	241,000	045491RL3	02/09/24	11/12/24	277	100	4.90	241,000	241,000	240,171	241,000	240,307
CD	Northstar	238,000	66256QAK0	02/29/24	02/28/25	365	100	5.00	238,000	238,000	236,854	238,000	237,024
CD	PREFERRED BANK	240,000	740367TN7	03/22/24	12/20/24	273	100	5.20	240,000	240,000	239,486	240,000	239,560
CD	CONNEXUS CU	249,000	20825WDG2	03/22/24	03/21/25	364	100	5.25	249,000	249,000	247,985	249,000	248,503
CD	BANK OF CALIFORNIA	240,000	05890QBA1	04/25/24	01/27/25	277	100	5.20	240,000	240,000	239,419	240,000	239,511
CD	1ST NAT'L BK OF OMAHA	240,000	332135LL4	04/26/24	04/24/26	728	100	5.30	240,000	240,000	239,420	240,000	239,512
CD	SANTANDER BANK	240,000	80280JXP1	05/17/24	02/18/25	277	100	5.25	240,000	-	-	240,000	239,571
CD	DOGWOOD STATE BANK	240,000	25660BBW2	05/21/24	02/21/25	276	100	5.25	240,000	-	-	240,000	239,578
Total CDs		5,283,000				WAM: 365	WAY: 5.32		5,283,000	5,283,000	5,277,687	5,283,000	5,276,771

**CITY OF STAFFORD INVESTMENT PORTFOLIO
FOR THE PERIOD ENDING MAY 31, 2024**

Investment by Funds	Cash	Logic	Agencies	CDs	Total	Interest Income
General Operating	150,029	3,013,606	6,000,000	2,169,000	11,332,635	343,651
General Non Operating	1,196	500,917	1,000,000	480,000	1,982,113	95,539
Employee Benefits	176,691				176,691	3,239
Restricted-Willow Water Hole	689	186,483			187,172	5,056
Restricted-Street Light Part	2,067	25,116			27,183	819
Restricted-Opioid	24,881				24,881	1,291
Stafford Centre	703,080				703,080	16,030
Judicial Efficiency	25,997				25,997	1,319
Court Security	1,141	104,230			105,371	3,419
Court Technical	1,236	19,088			20,324	961
Local Truancy Prevention	3,374	116,286			119,660	3,885
Municipal Jury	1,165				1,165	71
Narcotic Seizure-Federal	14	131,371			131,386	3,343
Narcotic Seizure-State	8,906	25,116			34,022	1,148
Child Safety Fees	269	54,250			54,519	1,123
Special Revenue - PD	17,858				17,858	927
Hotel Occupancy	113,012	5,172,984	2,000,000	480,000	7,765,996	231,956
Debt Service	20,303	200,925			221,227	5,418
Capital Project	453	331,293	2,000,000	476,000	2,807,746	67,600
Local Street Assessments	1,788				1,788	93
SEDC General	886,167	7,984,895	4,000,000	1,678,000	14,549,062	423,513
SEDC Debt Service	3,269	1,434,652			1,437,921	37,652
SEDC Capital Projects	22,023	2,061,714			2,083,737	74,130
Total Investments by Fund	2,165,608	21,362,925	15,000,000	5,283,000	43,811,533	1,322,185



CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477

281-261-3900 • FAX: 281-261-3994

WWW.STAFFORDTX.GOV

Memo

To: Mayor and City Council
From: Alka Shah, Chief Financial Officer
Date: July 10, 2024
Re: Designated Officer Employee

The Texas “Truth In Taxation” regulations specify that a governing body must designate a person or a position as the ‘**Designated Officer Employee**’. This person/position will certify the proposed property tax rate. Since the Finance department will oversee this function, I request that the City Council designate Chief Financial Officer for this role.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD,
TEXAS, APPOINTING A DESIGNATED OFFICER EMPLOYEE FOR THE
CITY OF STAFFORD.**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City of Stafford, in compliance with Truth in Taxation regulations,
hereby appoints the Chief Financial Officer as the "Designated Officer Employee".

PASSED, APPROVED, and RESOLVED this the 17th day of July, 2024.

Ken Mathew
Mayor

ATTEST:

Roxanne Benitez
City Secretary



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Memo

M-PD-1933

To: Mayor Ken Mathew and Council
From: Richard S. Ramirez, Chief of Police
Date: June 28, 2024
Re: Assigned City Car- Detective Sharp

Mayor and Council.,

Detective Sharp has completed all required training as a new detective and has been released from the training program. Detective Sharp is now on call for scene call out when needed.

I am requesting specific permission for Detective Sharp to drive his assigned City Car to his residence. This specific permission is required because Detective Sharp lives outside of the 25-mile range as dictated by policy.

Detective Sharp lives 30.5 miles away from the City of Stafford, as in the other two prior approvals that the council has granted, I am requesting your approval on Detective Sharp also.

Should you have any questions please feel free to contact me.

A handwritten signature in blue ink, appearing to read "Richard S. Ramirez".

RSR:rbc



City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)
Swiftwater Rescue Technician School for J. Magana.

Classification of Expenditure (check the one that applies)	
<input type="checkbox"/> Emergency	<input checked="" type="checkbox"/> Normal
<input type="checkbox"/> Critical	<input type="checkbox"/> Grant Funds - Paid in Advance
<input type="checkbox"/> Very Necessary	<input type="checkbox"/> Grant Funds - Reimbursement

Agenda Date: July 17, 2024	Requested By: L. Di Camillo
Department: Fire Department	Department Head Approval:

Budget	
Budget Line Item	100-522-679
Expenditure Required	\$295
Current Budget	\$9,681
Additional Funding	\$0
Funding Source	FY24 budget

Finance Approval:	Date: 7/10/24
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Mayor's Comments

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Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda	
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Date:		Date:	7/11/24
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Rejected by Mayor for Inclusion on Agenda		Date:	
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Stafford Fire Department

Training Request

Employee Name: Jose Magana Division: Fire

Training Information

Name of School / Seminar: Swiftwater Rescue Technician School

Location of Class: 4801 Marine Creek Parkway Fort Worth, Texas 76179 817-515-7440

Begin Date: 07/29/2024 End Date: 08/02/2024 Times: 8 a.m. to 5 p.m.

Billing Information

Payable to: Another Department is sponsoring

Address: N/A

Class Registration completed: Y ☒ N ☐ Cost of Training: \$ 0

Accommodations / Transportation / Per Diem

Hotel: Same Department is sponsoring

Total Cost for Lodging: \$ 0 Reservations Made: Y ☒ N ☐

Transportation - City Vehicle: Y ☐ N ☐ City Gas Card: Y ☒ N ☐

Air Travel: Y ☐ N ☒ If yes: \$ _____ (Reservations will be made by Administration)

Per Diem - # of Days: 5 @ \$ 59 / day = \$ 295 Click Here for Per Diem Rate

Mileage Reimbursement - # of miles (SFD to destination) _____ @ \$. 0.54 / mile = \$ 0

TOTAL COST OF TRAINING: 0 + 0 + 295 + 0 = \$ 295

Is any training during unscheduled work hours: Y ☐ N ☐

If yes, please explain (i.e. regular day off, work night shift) _____

ATTACH ALL SUPPORTING INFORMATION (training brochure, hotel information, etc.)

Employee Signature: _____ Date: _____

Approved by Fire Chief: _____ Date: 7/4/24

Approved by Asst. Chief: _____ Date: 6-27-24

Approved by Supervisor: _____ Date: _____

Approved by Training Captain: _____ Date: _____

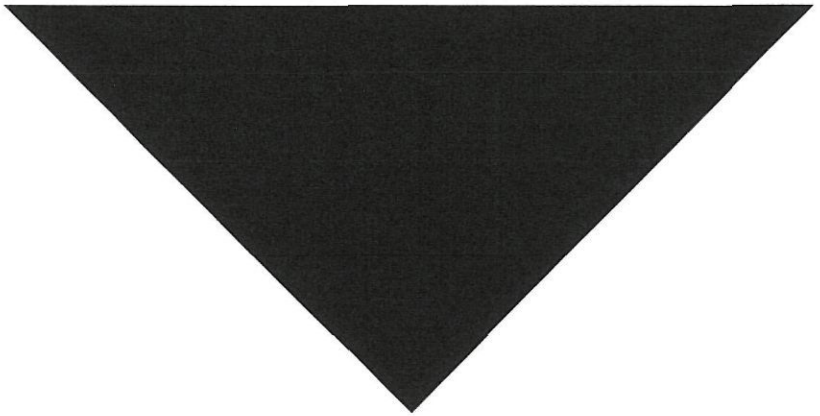
FY 2024 Per Diem Rates for ZIP Code 76179

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$64	\$14	\$16	\$29	\$5	\$48.00

Swift Water Rescue

Swift Water Rescue Technician



This course includes classroom sessions that identify different types of swift water incidents and their hazards, rescuer safety, size-up, site safety, shore based procedures, wading rescues, and boat based rescues.

You'll learn defensive swim techniques, throw bags, tension diagonals, shore based rescue systems, boat based rescue systems and boat powered rescues.

Course Details

- **Total hours:** 40
- **Cost:** \$480 per student
- **Prerequisites:**
 - Be at least 18 years of age
 - Have a background in public safety
 - Be in good physical condition
 - Be able to swim
 - Have taken a **Rope Rescue Operations** course within the last 2 years
 - or**
 - Provide a letter from your chief stating you have sufficient experience in this area

- If you did not take the **Rope Rescue Operations** class at TCC, you must provide documentation showing the place and date of your **Rope Rescue Operations** completion

- **Requirements:**

- Towel
- Wet suit (optional)
- Gloves
- Water shoes
- Whistle
- U.S. Coast Guard (USCG) Type III or V Personal Flotation Device (PFD)

- **2024 times:**

- **Days 1, 2, 3 & 5:** 8 a.m.–5 p.m.
- **Day 4:** 3–11 p.m.



City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)
TM-PD-1222_Mayor and Council_SPD Training_Trevino_07-10-24 Jennifer Trevino - Communication Training

Classification of Expenditure (check the one that applies)	
<input type="checkbox"/> Emergency	<input checked="" type="checkbox"/> Normal
<input type="checkbox"/> Critical	<input type="checkbox"/> Grant Funds - Paid in Advance
<input type="checkbox"/> Very Necessary	<input type="checkbox"/> Grant Funds - Reimbursement

Agenda Date:	07/17/2024	Requested By:	Richard S. Ramirez
Department:	Police	Department Head Approval:	

Budget	
Budget Line Item	100-520-679
Expenditure Required	\$60
Current Budget	\$14,164
Additional Funding	N/A
Funding Source	FY23-24 Adopted Budget

Finance Approval:		Date:	7/10/2024
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Mayor's Comments

Mayor's Approval for Discussion Item		Mayor's Approval for Consent Agenda	
Date:		Date:	7/11/24



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Memo

TM-PD-1222

To: Mayor Mathew and Council
From: Richard S. Ramirez, Chief of Police
Date: July 10, 2024
Re: Training Request(s)

Please approve the following training request(s) and all related expenses for the following police personnel:

Name	Date of Training	Description of Training	Tuition	Lodging / Per Diem	TOTAL
Trevino, Jennifer	07/31/2024-08/01/2024	Communications Center Manage, 1 st Ed	\$ 60.00	N/A	\$60.00
TOTAL					\$60

TOTAL COST: \$60.00

NOTE: These trainings were pre-approved in the 2023-2024 Budget

RSR/rbc

Attachment(s)

RICHARD S. RAMIREZ
CHIEF OF POLICE

Stafford Police Department

Training Request

Employee Name: Jennifer Trevino Division: Support Services

Training Information

Name of School / Seminar: Communications Center Manager, 1st Ed.

Location of Class: GHC 911 - 10220 Fairbanks North Houston Rd. Houston, TX 77064

Begin Date: July 30, 2024 End Date: August 1, 2024 Times: 8:30 a.m. to 5:30 p.m.

Billing Information

Payable to: GHC 911

Address: 10220 Fairbanks North Houston Rd. Houston, TX 77064

Class Registration completed: Y ☐ N ☒ Cost of Training: \$ 60.00

Accommodations / Transportation / Per Diem

Hotel: N/A

Total Cost for Lodging: \$ 0 Reservations Made: Y ☐ N ☐
Transportation - City Vehicle: Y ☐ N ☐ City Gas Card: Y ☐ N ☐
Air Travel: Y ☐ N ☐ If yes: \$ _____ (Reservations will be made by Administration)
Per Diem - # of Days: _____ @ \$ _____ / day = \$ 0 [Click Here for Per Diem Rate](#)

Mileage Reimbursement - # of miles (SPD to destination) _____ @ \$ 0.655 / mile = \$ 0
TOTAL COST OF TRAINING: 60.00 + 0 + 0 + 0 + 0 = \$ 60
I Tuition Hotel Travel Per Diem Mileage

ATTACH ALL SUPPORT INFORMATION (training brochure, hotel information, etc.

Employee Signature: Jennifer Treviño Digitally signed by Jennifer Treviño
Date: 2024.06.14 09:21:21 -05'00'

Approved: Y ☒ N ☐ Reason for Denial: _____
Supervisor Signature: Lt. Luciano Lopez Digitally signed by Lt. Luciano Lopez
Date: 2024.06.18 08:34:12 -05'00'

Approved: Y ☒ N ☐ Reason for Denial: _____
Division Commander Signature: Captain J. Williams Jr. Digitally signed by Captain J. Williams Jr.
Date: 2024.06.18 09:18:24 -05'00'

UPON COMPLETION BY THE DIVISION COMMANDER, FORWARD THE REQUEST AND ALL ATTACHMENTS BY EMAIL TO ADMIN.

Approved: Y ☐ N ☐ Reason for Denial: _____
Asst. Chief Signature: Kelly Wright

Approved: Y ☐ N ☐ Reason for Denial: _____
Chief Signature: [Signature]

COMMUNICATIONS CENTER MANAGER, 1ST ED. – (JULY 30- AUGUST 1, 2024 08:30 AM – 05:30 PM)

\$60.00 – PURCHASE THIS COURSE

The APCO Institute's Communications Center Manager, 1st Ed. course provides training designed specifically focused on the knowledge, skills, and abilities needed for candidates to successfully move into the role of Communication Center Manager or Director. Students should have access to their agency's policies and procedures as a resource to use in class. Students should have working knowledge of the below standards: APCO ANS 3.103.2-2015 – Minimum Training Standards for Public Safety Telecommunicators APCO ANS 3.104.2-2017 – Core Competencies and Minimum Training Standards for Public Safety Communications Training Coordinator APCO ANS 3.102.2-2017 – Core Competencies and Minimum Training Standards for Public Safety Communications Supervisor

Lesson

Communications Center Manager, 1st Ed.

Length: 0 minutes Available Seats: 5

Topics Include:

- The Comm Center Manager and the Agency
- The Comm Center Manager on the Job
- The Workplace Context
- The Key Professional Knowledge and Skills
- Managing People and Talent within the Workplace
- Managing ECC Operations and Administration
- Managing Initiatives and Projects
- Managing ECC Performance and Quality Control
- Liability Issues and Risk Management

Classroom instruction is supplemented by practical exercises that help students apply the lessons to their own agency policies and procedures. Students not only learn management concepts but they also learn about positioning their agency in the public arena, building support with key stakeholders, both internal and external, and understanding how performance accountability applies to them individually as well as collectively for the agencies they lead.

Dates:

July 30, 2024 08:30 AM - 05:30 PM CDT
July 31, 2024 08:30 AM - 05:30 PM CDT
August 1, 2024 08:30 AM - 05:30 PM CDT

Location:

GHC 9-1-1 Tom Bass Building map
10220 Fairbanks North Houston Rd.
Houston, TX 77064
Room Location:
Multipurpose Room

Available Seats: 5 of 20

TCOLE Credit Hours: 0





City of Stafford
Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)
Training Request for Renee Hurt - HR Basics for HR Professionals-Virtual Training

Classification of Expenditure (check the one that applies)

☐
☐
☐

Emergency
Critical
Very Necessary

☒
☐
☐

Normal
Grant Funds - Paid in Advance
Grant Funds - Reimbursement

Agenda Date:

7/16/2024

Requested By:

Shanell Garcia

Department:

Human Resources

Department Head

Approval:

Shanell Garcia

Budget

Budget Line Item

100-542-679

Expenditure Required

\$149

Current Budget

\$2,000

Additional Funding

N/A

Funding Source

FY23-24 Adopted Budget

Finance Approval:

Aruka Shah

Date:

07/10/24

Mayor's Comments

Mayor's Approval for
Discussion Item

Mayor's Approval
for Consent
Agenda

Ken Markew

Date:

Date:

7/11/24



HUMAN RESOURCES DEPARTMENT MEMO

TO: MAYOR & CITY COUNCIL
FROM: SHANELL GARCIA, DIRECTOR OF HUMAN RESOURCES
SUBJECT: HR BASICS TRAINING - RENEE HURT
DATE: JULY 10, 2024

I am requesting approval for Renee Hurt to attend virtual training: Basics for HR Professionals. This training is extremely useful even for HR staff that have experience because they provide information that is most current and up to date.

NAME	DATE	SEMINAR DESCRIPTION	TRAINING
Renee Hurt	7/26/24	HR Training	\$149

If you need any additional information or explanation, please contact me at (281) 261-3929 or sgarcia@staffordtx.gov. Thank you for your consideration.

Shanell Garcia

Director of Human Resources

SKILL PATH

HR Basics for New HR Professionals

Jul 26, 2024 • 9:00 AM Central - 12:00 PM Central

Overview

If you're just starting out in Human Resources, you want to stay on top of what's happening in the industry. And to that, you need a good grasp of HR fundamental principles and strategies. *HR Basics for New HR Professionals* is the perfect way for you to get up to speed in a hurry.

This LIVE, virtual workshop provides a comprehensive summary of the most important skills and knowledge new HR professionals need to ensure early success on the job. You'll learn how to improve the communication skills that are crucial to your position, get acquainted with federal employment laws and review recruiting, hiring, onboarding and disciplinary considerations.

WORKSHOP AGENDA

Program time: 3 hours

Session 1: Key Communication Skills HR Professionals Need

- Discuss why clear and concise communication is critical to all HR professionals
- Describe the key components of a clear, legally sound employee handbook
- State best practices for communicating to new hires during onboarding
- Explain how you can help employees fully understand their benefits

Session 2: Critical Laws That Impact HR

- Discuss the purpose of common federal employment laws
- Understand how key regulatory issues impact your workplace
- List common, often costly HR oversights and how to best avoid them
- Explain how exempt, nonexempt and contract workers differ from each other
- Describe records management considerations for HR

Session 3: The Ins and Outs of Recruiting, Hiring and Firing

- Summarize what can and can't be asked when interviewing potential employees
- State the steps for conducting formal counseling and disciplinary meetings
- List ways to reduce your organization's legal liabilities when terminating employees
- Explain HR's role in managing employee performance



City of Stafford

Budget Clearance Form

Description of Requested Item - (Please attach all supporting documentation)

M-PD-1934_Mayor and Council_Omnigo 3 year Contract Renewal_06-28-24

Classification of Expenditure (check the one that applies)

☐

Emergency

☐

Critical

☐

Very Necessary

☒

Normal

☐

Grant Funds - Paid in Advance

☐

Grant Funds - Reimbursement

Agenda Date:

07/17/2024

Requested By:

Richard S. Ramirez

Department:

Police

Department Head

Approval:

Richard S. Ramirez

Budget

Budget Line Item

100-520-376

Expenditure Required

\$92,245

Current Budget

Additional Funding

Funding Source

2024-2025

Finance Approval:

Date:

CFO's Comments

CFO does not have authority to approve future fiscal year's item.

Mayor's Approval for
Discussion Item

Mayor's Approval
for Consent
Agenda

Ken Matlew

Date:

Date:

7/11/24



STAFFORD POLICE DEPARTMENT

2702 South Main Street
Stafford, Texas 77477-5599
PHONE: (281) 261-3950
FAX: (281) 499-9744

Memo

M-PD-1934

To: Mayor Ken Mathew and Council
From: Richard S. Ramirez, Chief of Police
Date: June 28, 2024
Re: Omnigo Contract Renewal

Mayor and Council.,

This is the last year under our current contract with Omnigo, this is the Police Department's CAD and Records Management system. If we go to a year-to-year status, next year is expected to cost \$113,000.00 for this software.

Omnigo has provided the Police Department with two other options. The first option is a three-year contract, and the second option is a 5-year contract.

I am requesting the council to approve the three-year contract that will reduce the cost to the City for next year down to \$92,245.47, year two would be \$96,857.54 and the third year would be \$101,701.02.

Like many of our other vendors, Omnigo has been a vendor for the Stafford Police department for many years and we have established a great working relationship with them.

Should you have any questions please feel free to contact me.

A handwritten signature in blue ink, appearing to read "Richard S. Ramirez".

RSR:rbc

Attachement: Omnigo 3 Year Contract

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS APPROVING THE CONTRACT WITH OMNIGO SOFTWARE, LLC., FOR POLICE DEPARTMENT SOFTWARE SYSTEMS, AND AUTHORIZING THE MAYOR TO EXECUTE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. The City Council hereby approves the Mayor to execute an agreement between the City of Stafford and Omnigo Software, LLC. for Police Department software systems, as described and set forth as "Exhibit A", attached hereto, and incorporated herein for all purposes.

PASSED, APPROVED, AND RESOLVED this the 17th day of July, 2024.

Ken Mathew, Mayor

ATTEST:

Roxanne Benitez, City Secretary

EXHIBIT A



Omnigo Software, LLC
6860 Dallas Parkway, Suite 200
Plano, TX 75024 US
www.Omnigo.com
Phone: (800) 814-4843

Prepared By:
Preparer Email:
Quote Number:
Created Date:
Offer Valid Through:
Subscription Term (Months):
Subscription Start Date:

Shannon Dandridge
shannon.dandridge@omnigo.com
Q-43044-1
6/13/2024 1:09 PM
7/13/2024
36
1/1/2025 - 12/31/2027

Bill To
STAFFORD POLICE DEPARTMENT (TX)
Victoria Sonnier
vsonnier@staffordtx.gov
2610 South Main Street
Stafford, Texas 77477
United States

Ship To
STAFFORD POLICE DEPARTMENT (TX)
Victoria Sonnier
vsonnier@staffordtx.gov
2702 South Main Street
Stafford, Texas 77477
United States

Subscriptions	Qty	Unit Price	Total Sale Price
ITI - Base Framework	3.00	\$0.00	\$0.00
Year 1	1.0	\$0.00	\$0.00
Year 2	1.0	\$0.00	\$0.00
Year 3	1.0	\$0.00	\$0.00
ITI - Web RMS	135.00	\$4,063.23	\$182,845.35
Year 1	45.0	\$1,288.89	\$58,000.05
Year 2	45.0	\$1,353.33	\$60,899.85
Year 3	45.0	\$1,421.01	\$63,945.45
ITI - Web RMS	66.00	\$0.00	\$0.00
Year 1	22.0	\$0.00	\$0.00
Year 2	22.0	\$0.00	\$0.00
Year 3	22.0	\$0.00	\$0.00
ITI - Computer Aided Dispatch Workstations	18.00	\$10,293.54	\$61,761.24
Year 1	6.0	\$3,265.20	\$19,591.20
Year 2	6.0	\$3,428.46	\$20,570.76
Year 3	6.0	\$3,599.88	\$21,599.28
ITI - Computer Aided Dispatch Workstations	3.00	\$0.00	\$0.00
Year 1	1.0	\$0.00	\$0.00
Year 2	1.0	\$0.00	\$0.00
Year 3	1.0	\$0.00	\$0.00
ITI - CAD E911	3.00	\$3,245.34	\$3,245.34
Year 1	1.00	\$1,029.45	\$1,029.45
Year 2	1.00	\$1,080.92	\$1,080.92
Year 3	1.00	\$1,134.97	\$1,134.97
ITI - Map - AVL	3.00	\$0.00	\$0.00
Year 1	1.00	\$0.00	\$0.00
Year 2	1.00	\$0.00	\$0.00

Subscriptions	Qty	Unit Price	Total Sale Price
Year 3	1.00	\$0.00	\$0.00
ITI - Map - Google Maps	3.00	\$0.00	\$0.00
Year 1	1.00	\$0.00	\$0.00
Year 2	1.00	\$0.00	\$0.00
Year 3	1.00	\$0.00	\$0.00
ITI - JMS RMS Public Engines Crime Analysis	3.00	\$1,921.64	\$1,921.64
Year 1	1.00	\$609.56	\$609.56
Year 2	1.00	\$640.04	\$640.04
Year 3	1.00	\$672.04	\$672.04
ITI - Advanced Authentication	3.00	\$7,376.85	\$7,376.85
Year 1	1.0	\$2,340.00	\$2,340.00
Year 2	1.0	\$2,457.00	\$2,457.00
Year 3	1.0	\$2,579.85	\$2,579.85
ITI RMS - TDEX	3.00	\$2,291.68	\$2,291.68
Year 1	1.0	\$726.94	\$726.94
Year 2	1.0	\$763.29	\$763.29
Year 3	1.0	\$801.45	\$801.45
ITI NCIC - Texas	3.00	\$9,750.30	\$9,750.30
Year 1	1.00	\$3,092.88	\$3,092.88
Year 2	1.00	\$3,247.52	\$3,247.52
Year 3	1.00	\$3,409.90	\$3,409.90
ITI NIBRS - Texas	3.00	\$5,968.44	\$5,968.44
Year 1	1.0	\$1,893.24	\$1,893.24
Year 2	1.0	\$1,987.90	\$1,987.90
Year 3	1.0	\$2,087.30	\$2,087.30
ITI - Warrant Export to SETCIC	3.00	\$4,554.89	\$4,554.89
Year 1	1.0	\$1,444.85	\$1,444.85
Year 2	1.0	\$1,517.09	\$1,517.09
Year 3	1.0	\$1,592.95	\$1,592.95
ITI - Asset / Fleet Management	3.00	\$2,932.21	\$2,932.21
Year 1	1.00	\$930.12	\$930.12
Year 2	1.00	\$976.63	\$976.63
Year 3	1.00	\$1,025.46	\$1,025.46
ITI - Duty Roster	3.00	\$2,932.21	\$2,932.21
Year 1	1.00	\$930.12	\$930.12
Year 2	1.00	\$976.63	\$976.63
Year 3	1.00	\$1,025.46	\$1,025.46
ITI - License and Registration	3.00	\$2,932.21	\$2,932.21
Year 1	1.00	\$930.12	\$930.12
Year 2	1.00	\$976.63	\$976.63
Year 3	1.00	\$1,025.46	\$1,025.46
ITI - Policy Manual	3.00	\$2,291.67	\$2,291.67

Subscriptions	Qty	Unit Price	Total Sale Price
Year 1	1.00	\$726.94	\$726.94
Year 2	1.00	\$763.28	\$763.28
Year 3	1.00	\$801.45	\$801.45
Omnigo Eversure: Continuous Training, Consulting, and Support	3.00	\$0.00	\$0.00
Year 1	1.0	\$0.00	\$0.00
Year 2	1.0	\$0.00	\$0.00
Year 3	1.0	\$0.00	\$0.00
TOTAL:			\$290,804.03

Subscription Name	Description
ITI - Base Framework	ITI core framework. Includes communications module and query module
ITI - Web RMS	Web based RMS system compatible with Windows, Android, and iOS
ITI - Computer Aided Dispatch Workstations	CAD + Dispatch Monitor
ITI - CAD E911	CAD E911
ITI - Map - AVL	Map - AVL
ITI - Map - Google Maps	Map - Google Maps
ITI - JMS RMS Public Engines Crime Analysis	JMS RMS Public Engines Crime Analysis
ITI - Advanced Authentication	Dual Authentication via phone login or physical token
ITI RMS - TDEX	Texas Data Exchange Interface
ITI NCIC - Texas	ITI NCIC - Texas
ITI NIBRS - Texas	Incident-based reporting - Texas
ITI - Warrant Export to SETCIC	ITI RMS - Warrant Export to SETCIC
ITI - Asset / Fleet Management	Asset / Fleet Management
ITI - Duty Roster	Duty Roster
ITI - License and Registration	License and Registration
ITI - Policy Manual	Policy Manual
Omnigo Eversure: Continuous Training, Consulting, and Support	Continuous Training, Consulting, and Support

First Invoice Total	\$92,245.47
Second Year	\$96,857.54
Third Year	\$101,701.02
Grand Total	\$290,804.03

Prices shown above do not include any taxes that may apply. Any applicable taxes will be invoiced. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authorities governing the "Ship To" location provided by the Customer on this Sales Order Form. Payment terms are 30 days from invoice date. Payments accepted via check, ACH or wire transfer. Amounts in USD. Pricing quoted herein is subject to an annual increase for each year of the contracted term.

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Signature:	_____	Signature Date:	_____
Name (Print):	_____	Title:	_____
Is a PO required for purchase?	_____	PO Number, if issued:	_____

CITY COUNCIL MINUTES

MINUTES
SPECIAL CALLED CITY COUNCIL MEETING
CITY OF STAFFORD, TEXAS
TUESDAY, JUNE 18, 2024

On the 18th day of June, 2024, at 4:00 p.m., the City Council of Stafford, Texas met in the Council Chambers. The following members of the City Council were present: Mayor Ken Mathew, Mayor Pro Tem Alice Chen, and Council Members William K. Bostic Jr., Tim Wood, Christopher Caldwell, Virginia Rosas, and Xavier Herrera. Absent: None. The following City Staff were present: City Secretary Roxanne Benitez, Chief Financial Officer Alka Shah, Chief of Police Richard Ramirez, Director of Human Resources Shanell Garcia, Fire Chief Larry Di Camillo, Senior Development Services Specialist Laura Morales, Code Compliance Administrator Scott McElrath, GIS Administrator Wesley Bennett, and City Planner Thomas Coon.

1. Call to Order.

Mayor Mathew called the meeting to order at 4:00 p.m.

2. Pledges of Allegiance.

Council Member Rosas led the pledge to the United States flag. Council Member Herrera led the pledge to the Texas flag.

3. Public Comments.

None.

4. Executive session as authorized by Section 551.074 of the Texas Government Code to deliberate the appointment and employment of a public officer or employee (Director of Public Works / Development Services).

The City Council went into executive session at 4:01 p.m.

The City Council came out of executive session at 4:47 p.m.

The meeting reconvened at 4:52 p.m.

5. (a) Discussion regarding the appointment of a Public Works Director.

Council Member Rosas commended the committee on their selection. Mayor Pro Tem Chen commended the committee and Director of Human Resources Shanell Garcia.

(b) Public Comments on item (a).

None.

(c) Possible Consideration of appropriate action on item (a).

Council Member Wood made a motion to appoint Kyle Jung as the Director of Public Works/Development Services, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion passed 7-0.

6. (a) Discussion on all matters essential to guaranteeing the Public Safety Tax Initiative is ready for the November 2024 ballot election after receiving reports from the City Attorney, Chief Financial Officer, and any pertinent City consultant regarding the Public Safety Tax Initiative.

Council Member Rosas advised that she requested that this item be added to the agenda to receive an update. She advised that the City Attorney sent them some communication. Council Member Rosas provided some background on how the City Council got to this point.

Chief Financial Officer Shah advised that she sent a memo last week regarding the deadlines. She spoke about what preparations had been taken for next fiscal year’s budget. Ms. Shah also spoke on what actions still need to be taken.

Ms. Shah answered questions from the Council Members.

The Council Members spoke of their concerns regarding public safety.

Leslie Cook, with RBC Capital, spoke on the process and answered questions from the Council Members.

- (b) Public Comments on item (a).

Public comments were received from the following:

- Liza Mendonca, who lives at 12343 Fern Meadow, spoke on decisions made in the past by previous Council Members and those consequences, such as having several bars and warehouses in the City. Mrs. Mendonca also spoke about several rental houses as well as the GRID. She suggested that everyone look at the whole picture.
- Cliff Cowperthwait, who lives at 111 Squires Bend, spoke on budget plan a and plan b, the public safety tax, and advised that there would be a shift of funds. He suggested that there be a property tax instead of a public safety tax. Mr. Cowperthwait advised that, if approved, signage and the website would need to be changed as they currently indicate no property taxes. He also suggested that they do not borrow from the fund balance.
- Greg Holsapple, who lives at 13111 Naples Lane, advised that he agreed with everyone and added that he was generally against any tax increases. He spoke about Council Members who campaigned on no property taxes. Mr. Holsapple suggested that the Council provide a range for the tax rate

so that the people will know. He advised that people are worried about high taxes and expressed his own concerns. Mr. Holsapple spoke on possible exemptions.

- Lana Hoelsing, who lives at 327 N. Esplanade Lane, spoke regarding businesses located in the GRID. She advised that several of the buildings were in close proximity to each other and added that there was no planning. Mrs. Hoelsing advised that she was not in favor of citizens paying property taxes.
- Randy Krahn, who lives at 13119 Francis, advised that the conversation should have started in the 1980s. He spoke on his involvement in the City as a volunteer firefighter. Mr. Krahn advised that the City had never been progressive in funding the City departments or City as a whole. He spoke about previous budget processes. Mr. Krahn advised that he did not want to pay more taxes, as a business owner, but understood the need. He suggested getting the information out with rates. Mr. Krahn also suggested that the public safety tax be only used for that.
- Brisa Wood, who lives at 2022 Secretariat Drive, advised that, based on the recommendations of the financial consultants, she was in favor of property taxes.
- Ken Floyd, who lives at 311 Fair Oak Court, spoke on the huge buildings using the City's resources, wearing out City vehicles, and causing the need for more employees. He advised that the commercial businesses were the issue and added that they needed to pay for worn out City equipment. Mr. Floyd advised that the City Council needed to consider families, senior citizens, and the cost of living. He also advised that he believed there may be something better than a property tax, such as a police and fire fee.

(c) Possible Consideration of appropriate action on item (a).

Council Member Bostic made a motion to make public the confidential attorney client privilege document that was sent to the City Council on June 14, 2024, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Member Bostic voted "Aye". "Nay" – Council Members Wood, Caldwell, Rosas, and Herrera. Motion failed 3-4.

7. (a) Discussion regarding the deadline by which the Mayor must submit a budget for a possible Public Safety Tax Initiative and the timeline for City Council to pass and approve such a budget.

Council Member Wood advised that he requested that this item be added to the agenda. He also advised that he believed his questions were answered. Council Member Wood provided the deadline for the Mayor to present budget A and

budget B, the date the Mayor would present his budget message, as well as the date the City Council would vote on the budget.

(b) Public Comments on item (a).

Public comments were received from the following:

- Cliff Cowperthwait, who lives at 111 Squires Bend, thanked Council Member Wood for providing the timeline. He asked questions regarding the Plan B budget.

(c) Possible Consideration of appropriate action on item (a).

Council Member Wood made a motion to compel the Mayor to provide Budget A and Budget B by the deadline of July 19, 2024, and Council Member Rosas seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Member Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – None. Motion passed 7-0.

8. (a) Discussion regarding City Council appointments to the Finance Committee and the role of the Finance Committee.

Council Member Tim Wood advised that he requested that this item be added to the agenda. He spoke on the purpose of the Finance Committee and advised that he wanted to revisit the issue.

Mayor Pro Tem Chen spoke on the purpose of the Finance Committee and previous actions.

Council Member Herrera exited the meeting at 6:10 p.m.

The Council Members discussed who should serve on the Committee.

Council Member Herrera entered the meeting at 6:17 p.m.

(b) Public Comments on item (a).

Public comments were received from the following:

- Lana Hoelsing, who lives at 327 N. Esplanade Lane, spoke regarding previous appointments voted on by the City Council. She suggested that the Finance Committee remain as is.
- Cliff Cowperthwait, who lives at 111 Squires Bend, agreed with Council Member Rosas in that the Committee Members are at-will positions. He suggested that, if a Council Member wished to make a change, to bring forward the names of the people to be removed and added.
- Greg Holsapple, who lives at 13111 Naples Lane, advised that Council Member Wood may want to replace Committee Members based on the tax. He recommended that the Committee be left as is.

(c) Possible Consideration of appropriate action on item (a).

Council Member Bostic made a motion that the Finance Committee remain as is, and Mayor Pro Tem Chen seconded the motion. Mayor Mathew, Mayor Pro Tem Chen, and Council Member Bostic voted “Aye”. “Nay” –Council Member Wood, Caldwell, Rosas, and Herrera. Motion failed 3-4.

Council Member Wood made a subsequent motion to appoint Council Member Caldwell, Council Member Wood, and Mayor Mathew to the Finance Committee, and Council Member Rosas seconded the motion. Council Member Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – Mayor Mathew, Mayor Pro Tem Chen, and Council Member Bostic. Motion passed 4-3.

9. Adjournment.

Without objection, the meeting was adjourned at 6:21 p.m.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor

MINUTES
SPECIAL JOINT WORKSHOP – STAFFORD CITY COUNCIL AND
STAFFORD MUNICIPAL SCHOOL DISTRICT BOARD OF TRUSTEES
TUESDAY, JUNE 18, 2024

On the 18th day of June, 2024, at 7:00 p.m., the City Council of Stafford, Texas and Board of Trustees of the Stafford Municipal School District (SMSD) met in the Board Room of the Scarcella Administration Building in said City. In addition to the Council and Trustees listed below, the following City Staff were present: City Secretary Roxanne Benitez and Assistant City Secretary Shandra Phillips.

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.

President Hinojosa called the meeting to order for the SMSD Board at 7:00 p.m.

Mayor Mathew called the meeting to order for the City Council at 7:00 p.m.

2. Announcement by the Board President and Mayor whether a quorum is present, that the meeting has been duly called and notice of the meeting has been posted for the time and manner required by law.

President Hinojosa announced that there was a quorum of SMSD Board of Trustees present. The following were in attendance:

- President Manuel Hinojosa
- Vice-President Ash Hamirani
- Secretary Jacqueline Jean-Baptiste
- Trustee Joyce Wilkins
- Trustee Suzette Thompson
- Trustee Patricia Soza-Montelongo
- Trustee Adam Sanchez (arrived at 7:03 p.m.)

Mayor Mathew announced that there was a quorum of the City Council present. The following were in attendance:

- Mayor Ken Mathew
- Mayor Pro Tem Alice Chen
- Council Member William K. Bostic
- Council Member Tim Wood
- Council Member Christopher Caldwell (arrived at 7:03 p.m.)
- Council Member Virginia Rosas
- Council Member Xavier Herrera (arrived at 7:02 p.m.)

3. Invocation and Pledge.

Mayor Mathew led the pledge to the United States flag. President Hinojosa gave the invocation.

4. Presentation by the Chief Financial Officer regarding the 2024-2025 SMSD budget and tax rates.

SMSD Superintendent Dr. Robert Bostic introduced Financial Consultant Dr. Jesus Amezcua as well as the newly appointed Chief Financial Officer Dovran Ovezov.

Josh Haney, Vice-President of Finance at Moak Casey, provided a PowerPoint presentation on school finance, recent legislation, property tax growth, and tax rates.

Secretary Jean-Baptiste exited the meeting at 7:31 p.m.

Mr. Haney answered questions from the Board Trustees and Council Members.

Secretary Jean-Baptiste entered the meeting at 7:42 p.m.

President Hinojosa exited the meeting at 7:49 p.m.

Mayor Pro Tem Chen exited the meeting at 7:49 p.m.

Financial Consultant Dr. Jesus Amezcua provided a PowerPoint presentation regarding the outcome of SMSD's voter approved tax rate election.

Mayor Mathew exited the meeting at 7:50 p.m.

President Hinojosa entered the meeting at 7:51 p.m.

Mayor Pro Tem Chen entered the meeting at 7:51 p.m.

Mayor Mathew entered the meeting at 7:58 p.m.

Council Member Caldwell exited the meeting at 8:01 p.m.

Council Member Caldwell entered the meeting at 8:05 p.m.

Dr. Amezcua spoke regarding proposed tax rates for 2024-2025, expenditure projections, tax anticipation maintenance notes, as well as the possibility of a bond election for defeasance of maintenance notes.

Dr. Amezcua, Dr. Bostic, and President Hinojosa answered questions from the Council Members.

Dr. Bostic and Dr. Dubose answered questions from the Board Trustees.

Council Member Caldwell commended Dr. Bostic and the SMSD Board Trustees on the decisions made over the years to increase the number of programs attracting more students.

Council Member Wood suggested that low-cost mechanisms be implemented to increase student attendance.

Dr. Amezcua answered questions from the Board Trustees.

Dr. Bostic answered questions from the Council Members.

5. Public Comments on Agenda Items.

None.

6. Adjournment.

Secretary Jean-Baptiste motioned to adjourn the meeting at 8:43 p.m., and Trustee Sanchez seconded the motion. President Hinojosa, Vice-President Hamirani, Secretary Jean-Baptiste, and Trustees Wilkins, Thompson, Soza-Montelongo, and Sanchez voted “Aye”. “Nay” – none. Motion carried 7-0.

Mayor Pro Tem Chen motioned to adjourn the meeting at 8:44 p.m., and Council Member Bostic seconded the motion. Mayor Mathew, Mayor Pro Tem Chen and Council Members Bostic, Wood, Caldwell, Rosas, and Herrera voted “Aye”. “Nay” – none. Motion carried 7-0.

ATTEST:

Roxanne Benitez
City Secretary

Ken Mathew
Mayor