



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, February 06, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, February 06, 2024, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Regular City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT:

Mayor Doug Svien
Council Member LeAnn Durfey
Council Member Lonnie Reisman
Council Member Bob Newby
Council Member Maddie Smith
Council Member David Baskett
Council Member Brandon Greenhaw
Council Member Mark McClinton
Council Member Justin Haschke

COUNCIL ABSENT:

Jason M. King, City Manager
Randy Thomas, City Attorney
Sarah Lockenour, City Secretary

OTHERS ATTENDING:

CALL TO ORDER

Mayor Svien called the Regular City Council Meeting to order at 5:30 PM.

PLEDGES OF ALLEGIANCE

Council Member Maddie Smith led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Mayci Hamilton with Stephenville Junior High School Fellowship of Christian Athletes

PRESENTATIONS AND RECOGNITIONS

Stephenville ISD FFA National Champion Recognition

The Mayor recognized Stephenville FFA members that competed at Nationals, along with the contest they participated in and their results.

Sterling Richmond: Agriscience Fair, Environmental Systems Division 5, National Runner-Up

Aidyn McKhan: Agriscience Fair: Food Systems Division 3, National 4th Place

Ally Foster & Jaedyn McKeegan: Agriscience Fair Food Systems Division 4, National Champion

Shayla Mader: Agriscience Fair Food Systems Division 5, National Champion

Kaylee Fair & Charleigh Feuerbacher: Agriscience Fair Plant Systems Division 6, National 2nd Runner-Up

Jake Goodwin & Turner Montgomery: Agriscience Fair Power Systems Division 4, National 2nd Runner-Up

Kenley Pack: Agriscience Fair Social Systems, National Runner-Up

Charleigh Feuerbacher: Proficiency Award, Agricultural Research - Plant Systems, National Champion

The following also competed, but they graduated last spring and are currently away at college!

Kirsten Cline: Agriscience Fair Social Systems, National 2nd Runner-Up

KK Osinga: Proficiency Award, Dairy Production, National Runner-Up

Peyton Vanden Berge: Proficiency Award, Agriculture Mechanics Design & Fabrication, National Champion

Mari Horwath: Proficiency Award, Swine Production, National Runner-Up

Presentation of Donation from Keep Stephenville Beautiful

Keep Stephenville Beautiful members Stephany Elliott, Metta Collier, and Jill Burk presented a check for \$3,500 towards the All-Inclusive Playground at the Stephenville City Park.

Proclamation Recognizing the Texas Treasure Award Received by Swindle's Jewelry

The Mayor read the following proclamation:

WHEREAS; The Texas Treasure Award pays tribute to our state's well-established businesses and their exceptional historical contributions to communities across Texas; and

WHEREAS, Swindle's Jewelry was founded by Grady "Big Red" and Gracie "Gus" Swindle in Dublin, Texas and has been a family owned and operated jewelry store since 1942; and

WHEREAS, During WWII, Grady and Gracie founded a watchmaking school in the back of their store in Dublin to provide disabled veterans returning home from war an opportunity to learn the trade; and

WHEREAS, In the 1950s Swindle's Jewelry was mentioned in *Ripley's Believe It or Not* for their unusual name; and

WHEREAS, In the early 1980s Swindle's Jewelry became famous for originating the coin class rings designed by Pinkie Swindle for Tarleton State University; and

WHEREAS, For over 80 years, our community has trusted this business with the most important days of their lives; and

WHEREAS, three generations of the Swindle family have served their customers; and

WHEREAS, Brit Van Zandt the great-grandson of the original owners, is now cultivating lasting business relationships with the great-grandchildren of many of the original Swindle's Jewelry customers;

NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, do hereby issue this Proclamation of Recognition to Swindle's Jewelry in recognition of THE TEXAS TREASURE AWARD.

Pinky Swindle and Brit Van Zandt accepted the proclamation on behalf of Swindle's Jewelry joined by Terry Colley representing the Texas Historical Commission.

Administer Oath of Office to Newest Stephenville Police Officer

City Secretary Sarah Lockenour administered the Oath of Office to the newest Stephenville Police Officer Daniel Glen.

Stephenville Police Department Presentation of Life Saving Award

Stephenville Police Chief Dan Harris presented a Life Saving Award to Paula Mays for an incident on January 20, 2024.

CITIZENS GENERAL DISCUSSION

No one addressed the Council at this time.

REGULAR AGENDA

1. Order of Election for May 4, 2024 Election

MOTION by Mark McClinton, second by LeAnn Durfey, to approve the Order of Election for the May 4, 2024, General Election. MOTION CARRIED unanimously.

2. 2023 Stephenville Police Department Racial Profiling Report

Dan Harris, Chief of Police, presented the council with the 2023 Stephenville Police Department Racial Profiling Report, as compiled by Dr. Alex Del Carmen, PhD, Del Carmen Consulting. Dr. Del Carmen's audit found that the Stephenville Police Department is in compliance and adheres to the Texas Racial Profiling Law and its requirements.

As referenced earlier, the most recent Texas Racial Profiling Law requires that police departments perform data audits in order to validate the data being reported. Consistent with this requirement, the Stephenville Police Department has engaged del Carmen Consulting, LLC in order to perform these audits in a manner consistent with normative statistical practices. As shown in Table 6, the audit performed reveals that the data is valid and reliable. Further, as required by law, this report also includes an analysis on the searches performed. This analysis includes information on whether contraband was found as a result of the search while controlling for race/ethnicity. The search analysis demonstrates that the police department is engaging in search practices consistent with national trends in law enforcement. While considering the findings produced as a result of this analysis, it is recommended that the Stephenville Police Department should continue to collect and evaluate additional information on motor vehicle contact data (i.e., reason for probable cause searches, contraband detected), which may prove to be useful when determining the nature of the contacts police officers are making with all individuals. As part of this effort, the Stephenville Police Department should continue to: 1) Perform an independent analysis on contact and search data in the upcoming year. 2) Commission data audits in 2024 in order to assess data integrity; that is, to ensure that the data collected is consistent with the data being reported. The comprehensive data analysis performed serves as evidence that the Stephenville Police Department has complied with the Texas Racial Profiling Law and all of its requirements. Further, the report demonstrates that the police department has incorporated a comprehensive racial profiling policy, currently offers information to the public on how to file a compliment or complaint, commissions quarterly data audits in order to ensure validity and reliability, collects and commissions the analysis of Tier 2 data, and ensures that the practice of racial profiling will not be tolerated.

3. Consider Approval of Resolution of Support Regarding Texas Department of Transportation's Prioritization of US HWY 377 Projects

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Resolution No. 2024-R-02 supporting TxDOT's prioritization of US HWY 377 projects. MOTION CARRIED unanimously.

4. Consider Approval of the Rifle-Resistant Body Armor Grant Application

Police Chief Dan Harris presented this item.

The Office of the Governor Public Safety Office Rifle-Resistant Body Armor Grant Program is a 100% reimbursement with no matching requirement. This application is for 43 sets of Rifle-Resistant Body Armor. The expenditure amount of \$40,026.98 is not budgeted but will be reimbursed by the grant program.

MOTION by Lon Reisman, second by LeAnn Durfey, to approve the Rifle-Resistant Body Armor Grant Application as presented. MOTION CARRIED unanimously.

5. Consider Approval of the Ballistic Helmet Grant Application

Police Chief Dan Harris presented this item.

The Office of the Governor Public Safety Office State Homeland Security Ballistic Helmet Grant Program is a 100% reimbursement with no matching requirement. This application is for 43 sets of Ballistic Helmets. The expenditure amount of \$19,092.00 is not budgeted but will be reimbursed by the grant program.

MOTION by LeAnn Durfey, second by Lon Reisman, to approve the Ballistic Helmet Grant Application as presented. MOTION CARRIED unanimously.

6. Consider Approval of Wayfinding Sign Design and Contract for the Fabrication Phase

MOTION by LeAnn Durfey, second by David Baskett, to approve the Wayfinding Sign Design and Contract for the Fabrication Phase. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

7. Consider Approval of Waiver for all Development Fees Related to Retirement Living for Seniors

Development Services Director Steve Killen presented this item to Council.

This project was one of four projects that qualified in 2022 for the Texas Department of Housing and Community Affairs (TDHCA) Competitive 9% Housing Tax Credits. On February 15, 2022, the City of Stephenville resolved support of the proposed development for Retirement Living for Senior and its application to TDHCA. Mr. Glockzin has indicated he will pay the Building Permit Fees of \$36,036. The remaining fees, based on current understanding of the project, are estimated as follows: Retirement Living for Seniors fee analysis as of January 22, 2024

Plan Review: \$10,701.00

Parkland Dedication: \$19,920.00

Engineering Review: \$ 5,718.94

Engineering Inspection: \$ 3,052.50 (Waived if Project Engineer is on-site)

Fire Review Fees: \$ 3,636.00 (Estimated)

Water and Sewer Taps \$ 5,000.00 (Estimated/Pass Through)

Estimated Amount: \$48,028.44.

Any fee reduction will have a direct correlation on the projected revenue collections for the General Fund/Development Services Department.

MOTION by David Baskett, second by Mark McClinton, to deny the waiver for all Development Fees related to Retirement Living for Seniors. MOTION CARRIED unanimously.

8. CASE NO.: RZ2024-001

Applicant Wayne Hayes is Requesting a Rezone for Property Located at 580 Race, being Parcel R32720, Acres 0.103, S5400 PARK PLACE ADDITION, BLOCK 2, LOT 8A of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Single Family Residential (R-1)

Development Services Director Steve Killen presented this item to Council.

The applicant is requesting a rezone to Single Family Residential (R-1) which will allow him to repurpose the existing dwelling into a residential home. The property has current zoning of B-2, Retail and Commercial. The Future Land Use for this property is designated as R-1, Single Family Residential.

The Planning and Zoning Commission convened on January 17, 2024, and by unanimous vote, recommended the City Council approve the rezone request.

8. PUBLIC HEARING Case No.: RZ2024-001

The Mayor opened a Public Hearing for Case No. RZ2024-001 at 6:06 PM.

Wayne Hayes, 7436 N US HWY 281, the property owner spoke in favor of the rezone.

No one spoke in opposition of the rezone.

The Public Hearing closed at 6:07 PM.

9. Consider Approval of Ordinance Rezoning a Property Located at 580 Race, being Parcel R32720, Acres 0.103, S5400 PARK PLACE ADDITION, BLOCK 2, LOT 8A of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Single Family Residential (R-1)

MOTION by Mark McClinton, second by David Baskett, to approve Ordinance No. 2024-O-08 rezoning a property located at 580 Race from Retail and Commercial (B-2) to Single Family Residential (R-1) as presented. MOTION CARRIED unanimously.

11. CASE NO.: RZ2024-002

Applicant Wayne Hayes is Requesting a Rezone for Property Located at 590 Race, being Parcel R32719, S5400 PARK PLACE ADDITION, BLOCK 2, LOT 7A of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Single Family Residential (R-1)

Development Services Director Steve Killen presented this item to Council.

The applicant is requesting a rezone to Single Family Residential (R-1) which will allow him to repurpose the existing dwelling into a residential home. The property has current zoning of B-2, Retail and Commercial. The Future Land Use for this property is designated as R-1, Single Family Residential.

The Planning and Zoning Commission convened on January 17, 2024, and by unanimous vote, recommended the City Council approve the rezone request.

12. PUBLIC HEARING Case No.: RZ2024-002

The Mayor opened a Public Hearing for Case No. RZ2024-002 at 6:08 PM.

No one spoke in favor or in opposition of the rezone.

The Public Hearing closed at 6:08 PM.

13. Consider Approval of Ordinance Rezoning a Property Located at 590 Race, being Parcel R32719, S5400 PARK PLACE ADDITION, BLOCK 2, LOT 7A of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Single Family Residential (R-1)

MOTION by Mark McClinton, second by David Baskett, to approve Ordinance No. 2024-O-09 rezoning a property located at 590 Race from Retail and Commercial (B-2) to Single Family Residential (R-1) as presented. MOTION CARRIED unanimously.

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

14. Tourism & Visitors Bureau Committee Report from January 16, 2024

Tourism and Visitors Bureau Committee Chair LeAnn Durfey gave the Tourism & Visitors Bureau Committee Report from January 16, 2024.

Agenda Item #1: HOT Funds Application – Joe Beaver’s Jr. Superstar Roping

Staff presented the HOT Funds application for Joe Beaver’s Jr. Superstar’s Roping to the committee. Established in 2010, this roping event will take place on March 29-31, 2024, at the 377 Arena. The amount of HOT Funds requested is \$10,000. However, the amount discussed to fund the event is \$5,000. This amount is available in the ‘Undesignated Grant Funds’ line item in the Tourism budget.

Last year, the City of Stephenville funded Joe Beaver’s Jr. Superstars Roping in the amount of \$5,000 which took place April 7-9, 2023. In the post-event report, the LaQuinta (host hotel) was sold out, along with Hampton Inn, Best Western, and Motel 6.

According to the HOT Funds application, this event will host 450+ contestants from all over the country, estimating the attendance at 1,000. The impact of this event will be measured by the number of entries, hotel rooms booked, and Tourism data analytics gathered from Datafy.

Councilwoman Durfey made the motion to forward the HOT Funds application to full council with a positive recommendation.

15. Consider Approval of HOT Funds Application - Joe Beaver's Superstar Roping

MOTION by LeAnn Durfey, second by Brandon Greenhaw, to approve HOT Funds Application for Joe Beaver’s Superstar Roping in the amount of \$5000.00. MOTION CARRIED unanimously.

PARKS AND LEISURE SERVICES COMMITTEE

Lonn Reisman, Chair

16. Parks and Leisure Services Committee Report from January 16, 2024

Parks and Leisure Services Committee Chair Lonn Reisman gave the Parks and Leisure Services Committee report from January 16, 2024.

Agenda Item #2: Consider Sports Feasibility Study with Synergy Sports Charlotte, LLC

Synergy will collaborate with, and provide services to, the City of Stephenville in the following areas:
Creation of a sports-focused Feasibility Study

- Assess the current sports ecosystem in the local, sub-regional, and regional market
- Identify sports opportunities in the local, sub-regional, and regional markets that are currently underserved and/ or absent in the region
- Assess the local, sub-regional, and regional demographics, socioeconomics, competitors, etc.
- Assess the various sites and project opportunities within the City to determine the level of sport participation, opportunities for amateur and collegiate meets, tournaments, and rentals, events, community programs, etc.
- Provide recommendations on facility components, surfacing, equipment, etc.
- Creation of 5-year financial projections for operations for each component as well as collectively, to include
Income Statement, Statement of Cash Flows, Balance Sheet, and supporting details (number and costs for programs, meets, events, etc.)
- Creation of an Economic Impact Analysis to show jobs created or supported, dollars coming into the area, additional hotel stays, restaurant visits, etc.
- Creation of a User Impact Summary to show the number of additional visitors to the area, participants, etc.
- Develop conceptual architecture for any “to be developed” facilities (indoor and/ or outdoor)
- Indoor facility floor plan and site plan (if applicable)
- Exterior Rendering of new outdoor components (flat/ diamond fields, etc., if applicable)
- Development of a digital presentation deck (as needed)
- Development of a preliminary cost estimate for construction, surfacing, equipment, etc., and provide an optional phasing plan
- Provide a summary of financing and funding options
- Initial site visit to include meetings with key stakeholders, County Commission, community members, other municipal entities, etc.
- Site visit to present final findings to City Council
- Virtual presentations with Boards of Directors, philanthropic organizations, banks, City Council, School Board, County Commission, EDC, local community, etc. as needed

Staff is recommending entering into an agreement with Synergy Sports to engage in a feasibility study in the amount of \$15,000 to assess new and expanded sports facility opportunities for the City of Stephenville.

The Parks and Leisure Services Committee by a vote of 4:0 recommended approval of the Synergy Sports Feasibility study to be brought before full council.

17. Consider Approval of Sports Feasibility Study with Synergy Sports Charlotte, LLC

MOTION by Lonn Reisman, second by LeAnn Durfey, to approve the Sports Feasibility Study with Synergy Sports Charlotte, LLC as presented in the Parks and Leisure Services Committee Report. MOTION CARRIED unanimously.

PUBLIC WORKS COMMITTEE

Mark McClinton, Chair

18. Public Works Committee Report from January 16, 2024

Public Works Committee Chair Mark McClinton and Public Works Director Nick Williams gave the Public Works Committee Report from January 16, 2024.

Agenda Item #3: Review Proposal with LJA Engineering for Development Review Services

A professional services proposal with LJA Engineering was presented for general professional engineering services to be performed on a task order basis that would be primarily used for development reviews across multiple engineering disciplines for plat and development plan reviews, but would also allow for assistance with other services like code updates, planning, design, etc. with prior staff authorization. It was noted that initial review times would remain consistent with 10-14 calendar day turnaround times.

Following discussion, a motion was made by Mr. Baskett, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve the agreement as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve the professional services agreement with LJA Engineering, Inc. as presented.

Agenda Item #4: Review Proposal with Raftelis for Stormwater Rate Analysis Services

A professional services proposal with Raftelis Financial Consultants, Inc. was presented to develop long and short-term financial plans for the stormwater utility. It was noted the current stormwater rate structure and calculation methodologies would also be reviewed and recommendations would be presented as well as a specific 5-year rate structure to meet prioritized funding goals. Raftelis would also review and provide recommendations to the existing code of ordinances. It was noted the proposal is under the amount allocated in the approved FY23-24 budget.

Following discussion, a motion was made by Mr. Haschke, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve the agreement as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve the professional services proposal with Raftelis Financial Consultants, Inc. as presented.

Agenda Item #5: Review FY23-24 Rates for Upper Leon River Municipal Water District

The proposed rates for the Upper Leon River Municipal Water District were presented. It was noted the annual Raw Water charge is the dollar-for-dollar pass thru cost from the Brazos River Authority (BRA) for Stephenville's allocation of 1862 acre-feet (AF) of raw water as a part of a District contract with the BRA and that the \$174,097.00 charge was approved in the adopted FY23-24 budget.

Following discussion, a motion was made by Mr. Haschke, seconded by Mr. Baskett, to forward a positive recommendation to the full council to approve the rates as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve the rates with the Upper Leon River Municipal Water District as presented.

Agenda Item #6: Review Long Street Reconstruction Project Change Orders

The proposed Change Order No. 5 was presented for the Long Street Reconstruction Project. It was noted that, if approved, the cost of the change order would be split between the Public Works and Parks Departments with the Public Works construction rerouting the sidewalk in front of the Rec Hall and the Parks portion being the reconstruction of the steps in front of the Rec Hall to provide ADA compliant access to the building. It was noted the project is trending under budget and the Parks portion of the cost would be reallocated from a bathroom renovation project that was on hold.

Following discussion, a motion was made by Mr. Baskett, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve the change order as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve Change Order No. 5 as presented.

Agenda Item #7: Review Harbin Drive Reconstruction Project Change Orders

The previous, existing change orders for the Harbin Drive Reconstruction Project were reviewed. The proposed Change Order No. 7 was presented noting the traffic signal controller at the intersection of Washington and Harbin. It was noted that while the traffic signal controller was shown on the plans, there was no mechanism in the bid specifications to account for the cost of the controller as it was simply overlooked and unaccounted for by the design engineering firm. It was further noted funds previously allocated for annual street maintenance will cover the cost of the proposed change order with approximately \$104,552 to address additional unknowns encountered in the project.

Following discussion, a motion was made by Mr. Haschke, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve the change order as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve Change Order No. 7 as presented.

Agenda Item 8: Discuss Construction Contractor Protocol

The committee and council members discussed experiences where private contractors had utilized private property without permission from the property owners. The committee and staff discussed options to require contractors to acknowledge permission requirements when obtaining permits to perform work in the public right-of-way.

No committee recommendation was provided, however, modifications to the existing Right-of-Way Permit application have been assembled for contractors to acknowledge a list of "Do's and Do Not's" when performing work in the public right-of-way.

19. Consider Approval of a Professional Services Agreement with LJA Engineering, Inc.

MOTION by Mark McClinton, second by LeAnn Durfey, to approve the Professional Services Agreement with LJA Engineering, Inc. as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

20. Consider Approval of a Professional Services Proposal with Raftelis Financial Consultants, Inc.

MOTION by Mark McClinton, second by Maddie Smith, to approve the Professional Service Agreement with Raftelis Financial Consultants, Inc. as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

21. Consider Approval of the Annual Rate with the Upper Leon River Municipal Water District

MOTION by Mark McClinton, seconded by David Baskett, to approve the annual rate with the Upper Leon River Municipal Water District as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

22. Consider Approval of Change Order No. 5 for the Long Street Reconstruction Project

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Change Order No. 5 for the Long Street Reconstruction Project as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

23. Consider Approval of Change Order No. 7 for the Harbin Drive Reconstruction Project

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Change Order No. 7 for the Harbin Drive Reconstruction Project as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

DEVELOPMENT SERVICES COMMITTEE

David Baskett, Chair

24. Development Services Committee Report from January 16, 2024

Development Services Committee Chair David Baskett gave the Development Services Committee Report from January 16, 2024.

Agenda Item #9: Consider Mixed Use Zoning Strategies and Areas

Councilmember Baskett opened the meeting and invited staff to provide an overview of the topic. Steve Killen, Development Services Director, shared information regarding strategies used by the City of College Station, specifically in the area known as the Northgate District. The Committee provided input on the information provided and expressed interest in the City pursuing similar tactics. No action was taken.

PERSONNEL COMMITTEE

Brandon Greenhaw, Chair

25. Personnel Committee Report from January 16, 2024

Personnel Committee Chair Brandon Greenhaw gave the Personnel Committee Report from January 16, 2024.

Agenda Item #10: Discuss Update of Salary Survey

The committee met on January 16, 2024, to discuss the update of the salary survey. Personnel Committee Chair Brandon Greenhaw will work with City Manager Jason King to build a Salary Survey Committee. The Salary Survey Committee will review the comparison cities and work to build the survey with a completed survey for Council to review at budget time for next fiscal year. No action taken at this time.

Agenda Item #11: Consider Stephenville Fire Department and Stephenville Police Department Incentive Programs

The committee met on January 16, 2024, to discuss incentive programs for the Stephenville Fire Department and Stephenville Police Department. Chief Dan Harris presented a goal incentive program for the Police Department and Chief Robert Isbell presented for the Fire Department. These programs are goals for Council to consider in future budget discussions.

City Manager Jason King presented a modified incentive program for the remainder of this budget cycle to be worked out with both departments if approved by Council.

MOTION by Justin Haschke, second by Mark McClinton, to recommend to full Council the addition of \$100,000.00 to the budget for this fiscal year to be allocated evenly to the Stephenville Fire Department and Stephenville Police Department through the incentive programs. MOTION CARRIED unanimously.

26. Consider Approval of Stephenville Fire Department and Stephenville Police Department Incentive Programs

MOTION by Brandon Greenhaw, second by Mark McClinton, to approve the Stephenville Fire Department and Stephenville Police Department Incentive Programs in the amount of \$100,000 as presented. MOTION CARRIED unanimously.

Mayor Svien recessed the Regular City Council Meeting at 6:32 PM and convened the Executive Session at 6:47 PM.

EXECUTIVE SESSION

In compliance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with

38. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Reload

Section 551.074 Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **Erath County Joint Dispatch Center Communications Manager Position**

PUBLIC HEALTH AND SAFETY COMMITTEE

Bob Newby, Chair

27. Public Health and Safety Committee Report for February 2, 2024

28. Consider Approval of Erath County Joint Dispatch Center Communications Manager Position

Mayor Svien adjourned the Executive Session at 6:55 PM and reconvened the Regular City Council Meeting at 6:56 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

MOTION by Bob Newby, second by Mark McClinton, to create the position and salary for Erath County Joint Dispatch Center Communications Manager Position as discussed in Executive Session. MOTION CARRIED unanimously.

FINANCIAL REPORTS

Monica Harris, Director of Finance

29. Monthly Budget Report for the Period Ending December 31, 2023

Director of Finance Monica Harris presented the monthly budget report as follows:

In reviewing the financial statements ending December 31, 2023, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received \$2.8 million in property taxes in the month of December, resulting in a \$313K increase over the funds collected last fiscal year to date. The amount collected is 48% of the \$7.3 million budget, which is \$72K less than anticipated.

Sales and Use Tax: We received \$742K in sales tax in December, resulting in \$49K or 2% more than the funds collected last fiscal year to date. The amount collected is 27% of the \$9.4 million budget, which is \$235K higher than anticipated.

Revenue (by fund): Of the \$11.7 million revenue received to date, 60% was received in the General Fund, 30% was received in the Water/Wastewater Fund and 3% was received in the Landfill Fund.

Revenue (budget vs. actual): We received 30% of the total budgeted revenues through December, which is \$1.5 million more than anticipated due to taxes, building permits, charges for services, investment income, and debt proceeds.

Revenue (prior year comparison): We received \$233K less revenue through December than last fiscal year to date due to debt proceeds.

Expenditures (by fund): Of the \$8.6 million spent to date, 57% was expended in the General Fund, 37% was expended in the Water/Wastewater Fund, and 4% was expended in the Landfill Fund.

Expenditures (budget vs. actual): We have expended 12% of the total budgeted expenditures through December, which is \$7.5 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent \$2 million less in expenditures through December than last fiscal year to date due to contractual expenditures and capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 29% of budgeted revenue through December, which is \$8K more than last fiscal year to date and \$36K more than anticipated due to taxes and interest income.

SEDA Expenditure Comparison: SEDA has spent an overall 9% of budgeted expenditures through December, which is \$48K more than last fiscal year to date due to personnel and grant disbursements and \$259K less than anticipated due to contractual, capital outlay and grant disbursements.

30. Quarterly Investment Report for the Period Ending December 31, 2023

Director of Finance Monica Harris presented the Quarterly Investment Report as follows:

The City of Stephenville's total market value of cash and investments on December 31, 2023, was \$56,340,019. This is allocated 4% in demand accounts, 1% in cash/money market accounts, 3% in Certificates of Deposits, 53% in TexStar investment pool, and 39% in TexPool investment pool.

We earned \$733,161K in interest for the quarter. The average yield to maturity for all account types for the quarter was 5.13%. The average yield to maturity for investment accounts for the quarter was 5.38%. The average yield to maturity for a 3-month treasury bill for the quarter was 5.28%. The weighted average maturity in days of the portfolio was 6.26 days.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

SEDA Executive Director Jeff Sandford gave a brief recap on this day in history and current events. Mr. Sandford gave updates on several SEDA projects including Clean Control, Project Feather, and Project J54.

CONSENT AGENDA

- 31. Consider Approval of Minutes - Regular City Council Meeting, January 2, 2024**
- 32. Consider Approval of Minutes - City Council Work Session, January 16, 2024**
- 33. Consider Approval of Minutes - Special City Council Meeting, January 16, 2024**
- 34. Consider Approval of an Assessment Resolution for Steering Committee of Cities Served by Oncor**
- 35. Consider Approval of an Assessment Resolution for Steering Committee of Cities Served by Atmos Energy**
- 36. Consider Approval of 377 Pump Station Generator Purchase**
- 37. Consider Approval of Auction Items**

MOTION by Mark McClinton, second by Bob Newby, to approve Consent Agenda items as listed.
MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

City Manager Jason King announced the City will be closed February 19, 2024 in observation of President's Day.

COMMENTS BY COUNCIL MEMBERS

LeAnn Durfey – Congratulations to Swindle's Jewelry

- Be sure to check out the high school's new baseball field. It is beautiful!
- Thank you for checking on me after recent procedure.

Lonn Reisman – Congratulations to the Stephenville 8th grade boys basketball team who went 16:0.

Bob Newby – Congratulations to Swindle's Jewelry!

Maddie Smith – Congratulations to Mitch Hughes on his retirement from the Stephenville Fire Department with 36 years of service!

- Thanks to Daron and the Parks team for a great basketball season and we are looking forward to baseball.

David Baskett – Huge thank you to everyone who reached out and helped during loss of his dad, Billy Baskett.

Mark McClinton – We are listening!

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

38. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Reload

MOTION by David Baskett, second by Mark McClinton, to approve the incentive package for Project Reload as discussed in Executive Session. MOTION CARRIED unanimously.

ADJOURN

With no further discussion, Mayor Svien adjourned the Regular City Council meeting at 7:23 PM.

Note: The Stephenville City Council may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.



Doug Svien, Mayor

ATTEST:


Sarah Lockengur, City Secretary

