



## COUNCIL COMMITTEE MEETING

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City Hall Council Chambers, 298 W Washington  
Tuesday, September 17, 2024 at 5:30 PM

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### AGENDA

#### CALL TO ORDER

#### DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, chair; LeAnn Durfey, Maddie Smith, Brandon Greenhaw

1. Consider Proposed Ordinance Establishing a Historic Downtown District and Regulations of Exterior Facades of Buildings within the District
2. Consider Revision of Land Use Regulations Pertaining to Occupancy of Structures by Unrelated Persons

#### PUBLIC WORKS COMMITTEE

Alan Nix, chair; Gerald Cook, Dean Parr, David Baskett

3. Consider Approval of Proposal for Pavement Condition Index Update

#### FINANCE COMMITTEE

David Baskett, chair; Gerald Cook, Dean Parr, Brandon Greenhaw

4. Consider Approval of Budget Amendments for Fiscal Year Ending September 30, 2024

#### ADJOURN

*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.*

***In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.***

**ORDINANCE NO. 2024-O-XX**

**AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS ESTABLISHING A ZONING CLASSIFICATION IN THE CODE OF ORDINANCES PROVIDING FOR PROGRAMS FOR HISTORIC PROPERTIES AND DISTRICTS TO BE KNOWN AS SECTION 154.06.8 – HISTORIC OVERLAY DISTRICT (HD) AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, CHAPTER 221 of the TEXAS LOCAL GOVERNMENT CODE, the Municipal Zoning Authority, specifically authorizes zoning functions and procedures for municipalities; and

WHEREAS, CHAPTER 211 of the TEXAS LOCAL GOVERNMENT CODE, Section 211.005, authorizes the governing body of a municipality to divide the municipality into districts, within which the governing body may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land and within which zoning regulation must be uniform for each class or kind of building in a district; however, zoning regulations may vary from district to district; and

WHEREAS, The City desires to provide an Ordinance to oversee programs for historic properties and districts, and provide criteria and procedures for administering the program.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:**

That the Zoning Ordinance of the City of Stephenville is hereby Amended pursuant to CH. 211 TEXAS LOCAL GOVERNMENT CODE AS FOLLOWS:

**SECTION 1. PURPOSE**

The City Council of the City of Stephenville hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of a district or resource of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. It is recognized that said district or resource represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage. This act is intended to:

- (a) protect and enhance the distinctive elements of historic, architectural, and cultural heritage;
- (b) foster civic pride in the accomplishments of the past;
- (c) protect and enhance attractiveness to visitors and the support and stimulus to the economy thereby provided;
- (d) insure the harmonious, orderly, and efficient growth and development of the city;

- (e) promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property;

## **SECTION 2. DEFINITIONS**

*In-kind repair* - the practice of using the same original material type, design, dimension, texture, detailing, and exterior appearance when repairing or replacing a portion of an historic building as commonly used in preservation and restoration work.

*In-kind Repair* - to preserve the current condition or restore to the original condition.

*Replacement in-kind* - replacing equipment or components as the original item.

*Commission* – Historic Preservation Commission

*Historic resource* - includes a site, building, monument, structure or landmark.

## **SECTION 3. HISTORIC PRESERVATION COMMISSION**

There is hereby created a Commission to be known as the Historic District Commission.

The Commission shall consist of five members, citizens of Stephenville, to be appointed by the City Council.

Commission members shall serve for a term of two years, with the exception that the initial term of three members shall be two years, and two members shall be three years.

The Chairman of the Commission shall be elected by and from the members of the Commission.

The Commission shall be empowered to:

- Conduct studies and maintain an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic district
- Recommend the designation of historic resources and districts to the City Council.
- Maintain written minutes which record all actions taken by the Commission and the reasons for taking such actions.
- Recommend conferral of recognition upon the owners of historic resources within the district by means of certificates, plaques, or markers to the City Council.
- Approve or disapprove of applications for certificates of appropriateness.
- Through the approval of the Certificate of Appropriateness, recommend that the Building Official grant permits subject to compliance with all applicable building codes and regulations as adopted by the City and the construction plan as specified in the Certificate of

### Appropriateness

- Prepare and submit annually to the City Council a report summarizing the work completed during the previous year.
- Recommend properties that are granted a certificate of appropriateness for city provided incentives to the City Council.

The Commission shall meet at least monthly, if business is at hand. Special meetings may be called at any time by the Chairman or on the written request of any two Commission members.

A quorum for the transaction of business shall consist of not less than three (3) of the full authorized membership.

Any action by the Commission shall require at least three positive votes.

## **SECTION 4. APPOINTMENT OF HISTORIC PRESERVATION OFFICER**

The City Manager or a designee shall appoint a qualified staff person to serve as the Official Liaison to the Historic Preservation Commission. The Official Liaison shall administer this ordinance and advise the Commission on matters submitted to it.

## **SECTION 5. DESIGNATIONS**

### A. Designations

The Commission may recommend a site, building, structure, landscape or object as a historic resource and a historic area as a historic district together with the public rights of way in and surrounding the resource or area, by establishing a Historic District Overlay that does not conflict with one or more of the City's zoning ordinances; said designation subject to state law.

### B. Criteria for Historic Resources:

1. Possesses significance in history, architecture, or culture of the city, county, state or nation.
2. Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history.
3. Is associated with the lives of persons of significance in Stephenville's past.
4. Embodies distinctive characteristics of a type, period, or method of construction.
5. Represents the work of a master designer, builder, or craftsman.
6. Represents an established and familiar visual feature of the City of Stephenville.
7. Is the location of a significant event.

### C. Designation of Historic Resources:

- (a) These provisions pertaining to the designation of historic resources constitutes a part of the

comprehensive zoning plan of the City of Stephenville.

- (b) Property owners of proposed historic resources shall be notified prior to the Commission hearing on the recommended designation. At the Commission's public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic resource.
- (c) Upon recommendation of the Commission, the proposed historic resource shall be submitted to the City Council. The City Council shall conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission.
- (d) Upon designation as a historic resource, the City Council shall cause the designation to be recorded in the Official Public Records of Real Property of Erath County, the tax records of the City of Stephenville, and the Erath County Appraisal District as well as the official zoning maps of the City of Stephenville.

D. Designation of Historic District:

A Historic Overlay District may be established to preserve a historic area of exemplary architectural, cultural, or historic value.

- (a) These provisions pertaining to the designation of historic districts constitutes a part of the comprehensive zoning plan of the City of Stephenville.
- (b) Property owners within a proposed historic district shall be notified prior to the Commission hearing on the recommended designation. At the Commissioner's public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic district.
- (c) The commission may recommend the designation of a district if it:
  - a. Contains properties and an environmental setting which meet one or more of the criteria for designation of a resource; and,
  - b. Constitutes a distinct section of the city.
- (d) Upon recommendation of the Commission, the proposed historic district shall be submitted to the City Council. The City Council shall conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission.
- (e) Upon designation of a historic district the City Council shall cause the designated boundaries to be recorded in the Official Public Records of real property of Erath County, the tax records of the City of Stephenville and the Erath County Appraisal District as well as the official zoning maps of the City of Stephenville.

**SECTION 6. CERTIFICATE OF APPROPRIATENESS FOR EXTERIOR, STREET FACING FAÇADE MODIFICATIONS**

Any person making modifications to historic resources or the exterior of street facing facades of any building within the Historic Preservation District must obtain a Certificate of Appropriateness before

work may be authorized.

All Certificates of Appropriateness authorized by the Commission shall be provided to the Building Official by the Liaison. The Building Official shall not issue any permit within the historic district relating to renovation, demolition or construction within the district without a Certificate of Appropriateness. All renovations, regardless if deemed in-kind or beyond, shall comply with the provisions set forth within the land use regulations of the Downtown District.

## **SECTION 7. CERTIFICATION OF APPROPRIATENESS APPLICATION PROCEDURE**

- (a) Prior to the commencement of any work requiring a certificate of appropriateness the owner shall file and application for such a certificate with the Commission. The application shall contain:
- (i) Name, address, telephone number and email address of the applicant.
  - (ii) If the applicant is not the owner of the building, written and signed consent of the building owner authorizing the applicant to apply for the Certificate of Appropriateness
  - (iii) A detailed description of proposed work.
  - (iv) Location and photograph of the property and adjacent properties.
  - (v) Elevation drawings of the proposed changes, if available.
  - (vi) Samples of materials to be used and renderings of the building as it will appear upon completion of the modifications.
  - (vii) If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign s location on the property.
  - (viii) Any other information which the Commission may deem necessary in order visualize the proposed work.
- (b) The Commission shall review the application at the next regularly scheduled meeting pursuant to notice requirements. In the event the Commission does not act within thirty (30) days of the receipt of the application the case will be referred to City Council.
- (c) All decisions of the Commission shall be in writing. The Commission’s decision shall state its findings pertaining to the approval, denial, or modification of the application and submitted work plan. A copy shall be provided to the applicant. Additional copies shall be filed as part of the public record on that property and dispersed to appropriate departments, e.g., building inspection.

An applicant for a Certificate of Appropriateness dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the City Council within (30) days after receipt of notification of such action. The City Council shall give notice, follow publication procedures as required, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the City.

## **SECTION 8. CRITERIA FOR APPROVAL OF A CERTIFICATE OF APPROPRIATENESS**

**The Historic Preservation Commission shall render decisions on the approval or denial of a Certificate of Appropriateness subject to the requirements of this ordinance and the Historic Preservation Guidelines (*Exhibit A*) as adopted by the City Council.**

## **SECTION 9. DEMOLITION**

A permit for the demolition of a historic resource or property within a historic district, including secondary buildings and landscape features, shall not be granted by the (Building Official or other City Official) without the review of a completed application for a Certificate of Appropriateness by the Commission, as provided for in Section 6, 7 & 8 of the ordinance.

## **SECTION 10: RIGHT TO APPEAL**

An applicant for a Certificate of Appropriateness dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the City Council within thirty (30) days after receipt of notification of such action.

## **SECTION 11. ENFORCEMENT**

In the event work is not being performed in accordance with the applicant's submittal that led to the approved Certificate of Appropriateness, or upon notification of such fact by the Commission and verification by the Liaison, the Building Official may, at his discretion, issue a stop work order and all work shall immediately cease. No further work shall be undertaken on the project and the stop work order shall remain in effect until the Liaison formally requests the Building Official to release the stop work order and the Building Official decides to release same.

## **SECTION 12. ORDINARY MAINTENANCE**

Nothing in this ordinance shall be construed to prevent the ordinary maintenance and repair of any exterior architectural feature of a resource or property within a historic district which does not involve a change in design, material, or outward appearance.

## **SECTION 13. DEMOLITION BY NEGLECT**

No owner or person with an interest in real property designated as a resource or included within a historic district shall permit the property to fall into a serious state of disrepair so as to result in the deterioration of any exterior architectural feature which would, in the judgment of the Commission, produce a detrimental effect upon the character of the historic district as a whole or the life and character of the property itself. Determinations of such neglect shall be made upon a specially called meeting of the Commission.

Examples of such deterioration include:

- (a) Deterioration of exterior walls or other vertical supports.
- (b) Deterioration of roof or other horizontal members.
- (c) Deterioration of exterior chimneys.
- (d) Deterioration or crumbling of exterior stucco or mortar.
- (e) Ineffective waterproofing of exterior walls, roof, or foundations, including broken windows or doors.
- (f) Deterioration of any feature so as to create a hazardous condition which could lead to the claim that demolition is necessary for the public safety.

**SECTION 14. PENALTIES**

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with the provisions of this ordinance commits an offense Each day that a violation is permitted to exist shall constitute a separate offense.

**SECTION 15.**

That this Ordinance shall be in effect immediately from and after its passage and publication as provided by law.

**PASSED AND APPROVED** this 5<sup>ST</sup> day of November 2024.

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Doug Svien, Mayor

ATTEST:

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Sarah Lockenour, City Secretary

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Reviewed by Jason King,  
City Manager



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Randy Thomas, City Attorney  
Approved as to form and legality

## Exhibit A

### HISTORIC PRESERVATION GUIDELINES

#### GOAL

Our goal is to ensure the preservation of the unique character and historic significance of Stephenville's Historic Downtown and to provide a set of clear and comprehensive guidelines for downtown businesses, owners, and their tenants to refer to when making decisions regarding the maintenance and refurbishment of their properties. Renovations, refurbishments and or maintenance should continue to develop in a cohesive manner so that an overall sense of visual continuity is achieved. The dominant character of this area should be that of a retail, dining, and entertainment oriented, commercial environment with an active street edge that is pedestrian friendly.

#### PROCESS TO OBTAIN A CERTIFICATE OF APPROPRIATENESS (COA) FOR EXTERIOR MODIFICATIONS

\*\*Owner/Tenant requests an application through Development Services at 214-918-1224 or [permits@stephenvilletx.gov](mailto:permits@stephenvilletx.gov) A COA is only needed for **exterior street facing facade** modifications. City permits may be required for interior modifications, please check with Development Services.

\*\*Owner/or applicant with written consent from the owner, completes application and returns it to [permits@stephenvilletx.gov](mailto:permits@stephenvilletx.gov). For some exterior modifications, additional information may be required such as conceptual designs, etc. Minor repairs/replacements to windows and doors that do not detract from the aesthetics of the property will not require a COA.

\*\*The COA application is sent to the Historic Preservation Commission for review and recommendation.

\*\*The HPC then provides their recommendation for approval or denial and issues the Certificate of Appropriateness.

\*\*Once a COA application is approved the applicant must then apply for any additional required permits through Development Services.

Applications for a Certificate of Appropriateness must be turned in at least 7 business days before the Historic Preservation Commission meeting date to be placed on the agenda and formally reviewed during an open session Commission meeting. Applicants/representatives shall attend to offer clarifications if requested. The HPC will make render a decision at the meeting.

Building owners/tenants are also encouraged to explore facade incentive grant opportunities by visiting the SEDA website. There you will find grant information, and copies of the COA application and design guidelines.

#### DESIGN GUIDELINES

The following guidelines refer to the renovation of the **exteriors facing streets** of existing buildings. Although these guidelines apply primarily to contributing buildings, changes made to non- contributing buildings must be reviewed and follow the spirit of these guidelines.

Preservation and restoration materials and methods used should comply with the Preservation Briefs published by the United States Department of the Interior. The Historic Preservation Commission may approve a design for work that does not strictly comply with these guidelines providing that: a) the proposed work is historically accurate and is consistent with the spirit and intent of these guidelines; and/or b) the proposed work will not adversely affect the historic character of the property or district.

### **1. General Purpose of the Downtown Design Guideline Process**

1.1 A property shall be used for its historic purpose or to be placed in a new use requires minimal change to the defining characteristics of the building and its site environment.

1.2 The historic character of the building shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

1.3 Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.

1.4 Most properties change over time; those changes have acquired historic significance in their own right and shall be retained and preserved.

1.5 Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

1.6 Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match that which it replaces in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Renovation/Replacement/Demolition/New Construction will be reviewed in the following categories:

### **STRUCTURAL MODIFICATION**

#### **2. Facades/Storefronts**

2.1 Maintain original elements and style of the storefront: historical features of the cornices, transom windows, display windows, and kick plates. Upper story windows should also be considered.

2.2 Maintain recessed storefront entries where they exist. They provide weather protection, protect passing pedestrians from opening doors, and add attractive detail to the storefront.

2.3 Integrate access to upper story offices or other uses with the historic features of the building.

2.4 Where backs of buildings are used for commercial purposes, preserve the utilitarian character of the architecture and site.

2.5 Historic slope, massing, and configuration of roofs should be preserved and maintained.

2.6 The following roofing materials are appropriate: flat (built-up), metal, single-ply membrane, and composition shingles. The following materials are not appropriate: clay tiles (except on decorative architectural details), slate tiles, terra-cotta tile, wood shingles, synthetic wood shingles, and synthetic clay tile.

2.7 Buildings with historic eaves, coping, cornices, dormer, parapets and roof trim should be retained, and should be repaired with material matching in size, finish, module and color.

2.8 Mechanical equipment, skylights and solar panels on the roof should be set back or screened so that they are not visible to a person standing at ground level on the opposite side of the street.

2.9 Historic doors and windows should remain intact, except when replacement is necessary due to excessive damage or deterioration.

2.10 Doors and windows that have been altered and no longer match the historic appearance should be replaced with economically feasible ones.

2.11 Decorative ironwork and burglar bars over windows are not appropriate to the age and character of the district. Interior mounted burglar bars may be used where appropriate and necessary. If used, interior bars should be "swing away" style so they are not visible in the window during operating hours.

2.12 Glass and glazing should match historic materials as much as practical. Colored films and dark tints or reflective glass are not appropriate.

2.13 New door and window openings in facades should only be made where safety of life is threatened or where evidence exists of historic openings that, over time, have been filled or altered.

2.14 Flat canopies should be retained if present and replaced where needed. Awnings should be a "drop-front" or flat style. A building may, however, have cloth (canvas) awnings in appropriate colors for visual interest. Awnings should not be "bubble" style. Metal awnings may be retained and/or replaced if they have been on a building at least 40 years.

### **3. BRICK/PAINT**

3.1 Historic brick should not be painted. If the brick has already been painted, removal of the paint is highly encouraged. Since historic brick was made using a different process, sandblasting and other highly abrasive methods may be used only if all other gentler processes have been tried to clean the historic brick. Old brick is soft, and its mortar is crumbly. Always begin with the gentlest means possible, working up to detergents and chemicals if necessary.

3.2 Downtown buildings almost exclusively have brick or limestone rock facades and, in some cases, plaster-over-brick/rock facades. The sides of corner buildings also reflect this construction. Any other materials should be used cautiously and should be compatible with the style and character of existing buildings. Brick should be uniform in color with little or no variation. Aluminum siding, wood siding, metal, stucco (other than traditional smooth coat cement plaster stucco), synthetic stucco and vinyl cladding are not appropriate.

3.3 When tuck pointing an historic brick wall, mortar should match the historic lime mortar composition. Old bricks are softer than new bricks and will crack if pointed with a modern cement mortar.

3.4 Paint color should be considered very carefully and mainly used as trim or accents to the buildings. Paint colors that will only be considered for approval will be from the palettes of the Historical Color Collections of Sherwin Williams or Benjamin Moore with the following exclusions: Sherwin Williams (SW 0080 Pink Flamingo, SW 0075 Holiday Turquoise, SW 2838 Polished Mahogany. Benjamin Moore HC-189 Chrome Green, HC-188 Essex Green, HC-187 Black Forest Green, HC-63 Monticello, HC-62 Somerville Red, HC-61 New London Burgundy, HC-12 Concord Ivory, HC-11 Marblehead Gold, HC-10 Stuart Gold.

3.5 Accent colors should be consistent with the age and character of the downtown area and used to embellish façade elements. Color palettes should enhance the attractive details of the building, not disguise them or overpower them. Approved color palettes can be found through Sherwin Williams <https://www.sherwin-williams.com/en-us/color/color-collections/historic-paint-colors> and Benjamin Moore <https://www.benjaminmoore.com/en-us/color-overview/color-palettes/historical-collection>.

3.6 Colors should complement neighboring buildings and reflect the original historic color palette. Bright colors should be used cautiously. Metals should not be shiny or highly reflective.

#### **4. LIGHTING/SIGNAGE**

4.1 Fully recessed down lights, gooseneck style lights or approved historical district style fixtures are encouraged. Lighting is an important element in retail areas. Fixtures should be consistent with the historic character of the area and are subject to approval on a case-by-case basis.

4.2 Repair/Replacement lighting fixture will need to be reviewed on a case-by-case basis. For example, early 20th-century theaters and diners are examples of building styles where exposed lighting and neon were used architecturally, but other commercial structures should avoid the uses of these lighting styles.

4.3 Signage shall be limited to 2-3 signs per business depending on the building, size of building and placement of the signs. One primary sign and up to two secondary signs. Signs which contain statements, words or pictures of an obscene, indecent, or immoral character or which offend public morals or decency are not permitted and will not be approved or allowed. All signs shall also comply with the current City of Stephenville Sign Ordinance as may be adopted or amended.

#### **5. SITE/LANDSCAPING**

5.1 New driveways, sidewalks, steps and walkways should be constructed of brick, brick pavers, concrete, asphalt or other materials deemed appropriate. Exposed aggregate concrete, artificially colored concrete and outdoor carpet are not appropriate.

5.2 Landscaping should enhance the structure and surroundings and not obscure significant views of protected facades. Any new sidewalks must adhere to ADA guidelines.

5.3 Any new mechanical equipment should be erected on the roof or in the rear yard and should not be visible from the public right-of-way.

5.4 Patios and outdoor dining areas are appropriate at the rear of a building and appropriate in front (on existing sidewalks) where ample right-of-way is available and there is an agreement with the City of Stephenville.

5.5 Fences should be limited to the rear of a structure and should not exceed six feet in height. Fences should be constructed of brick, caststone, iron, or a combination of these materials. Plastic vinyl and chain-link are not appropriate. Fences should be 70% open. Solid masonry fences/walls are appropriate only when screening is required by the zoning ordinance (i.e., for dumpsters or mechanical equipment).

### **REPLACEMENT/REPAIR, DEMOLITION, NEW CONSTRUCTION AND ADDITIONS**

The following guidelines refer to exterior repairs or replacement of significant design elements, demolition, new infill construction, additions to existing buildings and accessory buildings in the historic district. New buildings should be visually cohesive with existing buildings. New buildings do not have to replicate an old building but must respect the same patterns of building line, window and door placement and rhythm, mass, height, architectural design, etc.

6.1 Repairs that require a significant element of a building to be removed and/or replaced, shall require a COA. A copy of the engineering report, conceptual designs and/or a photo of the proposed replacement must be included along with the COA application in order to be considered. If an item is to be removed and replaced onto a building, there will be a 90-day deadline on the replacement being installed.

6.2 Demolition in the Historic Preservation District is firmly discouraged. However, were a building to be seriously damaged or destroyed, new construction would be allowed if proof of the structural condition of the building can be provided along with the COA application.

6.3 All new construction in the downtown district must reflect the architectural character of the existing buildings.

6.4 New building exterior facing roadways shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired

6.5 Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures should be undertaken.

### **12. VACANT BUILDINGS**

12.1 Definition: "Vacant building" as used herein means a building that: (A) is unoccupied, unattended, used for storage, and is not actively used as a place of residence or business or (B) is frequently open or unsecured so that unauthorized admittance may be gained without damaging any portion of the property.

12.2 An Owner is every person, entity, or service company, who alone or jointly or severally with others:

- (a) Has the legal or equitable title to any dwelling, dwelling unit, building, land, or structure.
- (b) Has the legal or equitable title care, charge, or control of any dwelling, dwelling unit, building, land, or structure, in any capacity including but not limited to agent, executor, administrator, trustee, or guardian of the estate of the holder of legal title; or
- (c) Is a mortgagee under the terms of a mortgage, where the mortgagor no longer takes responsibility for the property, and where the mortgage in question contains a provision authorizing the mortgagee to act to secure or repair the property; or is a mortgagee in possession of any such property; or is a mortgagee that has instituted foreclosure proceedings against the mortgagor; or
- (d) Is an agent, trustee, or other person appointed by the courts and vested with possession or control of any such property.

12.3 Vacancy Registration: Within 90 days after the time that the building becomes a vacant building, the owner shall register that building with the city remitting to the city the required registration fee set by the City. Vacant buildings that do not register within the allotted time period shall be subject to a hold on utilities and a daily fee as established by the current fee schedule as adopted by the City Council.

The registration form shall include:

- (a) The street address of each vacant building,
- (b) The floor plan,
- (c) The name, address, phone number and email address of each owner,
- (d) The name, address, phone number and email address of a designated local agent who can provide access to the building upon request,
- (e) Proof of \$100,000 in liability insurance for each vacant building
- (f) A plan of action for the structure, including:
  - (1) A narrative that describes the plans that the owner has for the current and future use of the property, and.
  - (2) A narrative of the owner's ongoing maintenance schedule for the building and the property where it is located, and
  - (3) A criminal trespass affidavit is required
  - 4) Buildings must be secured with no entry or openings that allow entry.
- (g) A registration of a vacant building issued pursuant to this section is not transferrable. New owners shall submit a new registration upon transfer of ownership.



# STAFF REPORT

**SUBJECT:** Consider Revision of Land Use Regulations Pertaining to Occupancy of Structures by Unrelated Persons

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen, Director

**RECOMMENDATION:**

Staff is proposing revising land use regulations to increase the number of unrelated persons allowed to occupy residential structures from three persons to four persons. Staff proposes this revision be applied to the following Zoning Districts where residential structures allowing single-family occupancy per dwelling are permitted:

RE	Residential Estate District (43,560 ft <sup>2</sup> )
R-HA	Single-Family Residential District (21,780 ft <sup>2</sup> )
R-1	Single-Family Residential District (7,500 ft <sup>2</sup> )
R-1.5	Single-Family Residential District (6,000 ft <sup>2</sup> )
R-2	One and Two Family Residential District
R-2.5	Integrated Housing District
R-3	Multiple Family Residential District
MH	Manufactured Housing District
B-3	Central Business District
DT	Downtown District
AG	Agricultural District

If the Committee supports this recommendation, the item will need to be assigned to the Planning and Zoning Commission for a Public Hearing and a formal recommendation to the full City Council.

**ALTERNATIVES**

1. Take no action.
2. Provide other direction.



Public Works  
**STAFF REPORT**



**SUBJECT:** 2024 Pavement Condition Index Update  
**MEETING:** Public Works Committee Meeting – 17 SEP 2024  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff supports approval of the professional services agreement with Eugene C. Calvert, P.E. for Pavement Management Services to update the Pavement Condition Index for the city’s street network.

**BACKGROUND:**

The city’s street network includes approximately 87 centerline miles of local roadway, not including state highways, consisting primarily of asphalt surfaces as well as some concrete and brick paving.

A pavement analysis captures data to classify existing pavement conditions and helps to identify solutions for future pavement treatments and maintenance programs. The last pavement analysis was performed in 2018.

**PROPOSAL**

A proposal from the firm of Eugene C. Calvert P.E., former Stephenville City Engineer, is attached to this memorandum. Mr. Calvert proposes to utilize the services of Transmap Corporation, as a sub-contractor, for pavement data collection.

The scope of work includes the use of automated data collection technology whereby each street is photographed with camera-mounted vehicles using a laser crack measurement system, analyzed to determine the extent and severity of multiple types of distresses, and assigned a pavement condition score. Data is then loaded into MicroPAVER, a software developed by the US Army Corps of Engineers, for analysis where a multi-year workplan will be developed. Mr. Calvert proposes to complete the work within 90-days.

**FISCAL IMPACT SUMMARY:**

Project funding for the \$52,940.10 cost is available in the adopted FY23-24 budget. The Finance Department has confirmed ample funds exist to perform the full project scope.

**ATTACHMENTS:**

A copy of the proposal is attached for review.

## City of Stephenville – Scope of Services

Project - Pavement Management Services

September 9, 2024

Firm: Eugene C. Calvert, PE

### Project Description

The following Scope of Service describes the services and project tasks to be performed and completed by Eugene Calvert (ENGINEER) for the City of Stephenville, (OWNER) for PAVEMENT MANAGEMENT SERVICES for the City maintained streets within the City of Stephenville, Texas.

### Scope of Services

Listed below is a specific description of tasks to be performed as part of the project.

### Pavement Analysis

- I. **Task Orders.** The Engineer shall provide services as detailed in the attached Pavement Analysis Task Order. Each Task describes the scope of Work to be performed by the Engineer and/or Subcontractor (Transmap Corporation), including as applicable and without limitation, a description of the items to be delivered (the "Deliverables"), timing requirements, reporting, quality and acceptance criteria, and the applicable Fees. The Task Order is attached to and incorporated into this Agreement.
- II. **Proprietary Information.** Except when otherwise authorized in writing by the Owner, all drawings, specifications, technical data, digital data, and other information furnished to the Engineer either by the Owner or developed by the Engineer or others in connection with the Scope of Services are, and will remain the property of the Owner and may not be copied or otherwise reproduced or used in any way except in connection with the Scope of Services or used in any manner detrimental to the interests of the Owner or Engineer.
- III. **Jurisdiction and Severability.** The laws of Texas shall govern the validity of this Agreement, its interpretation and any claims related to it. If any of the provisions contained in this Agreement are held invalid, illegal, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability, indemnities, and other express representations shall survive termination of the Agreement for any cause.
- IV. **Termination.** All or part of this Agreement may be terminated by the Owner at its convenience. In such an event, the Engineer will be entitled to compensation for Services competently performed up to the date of termination. The Engineer will not be entitled to compensation for services not performed.
- V. **Schedule.** The schedule and/or terms of completion for the performance of the Work under this Agreement shall be 90 days or as mutually agreed from the date of the Notice to Proceed. If the Engineer or Owner estimates that the Work will not be completed by the mutually agreed upon schedule or time of completion and the Engineer does not propose a solution satisfactory to the Owner, the Engineer will accelerate services until such time as the Owner determines that progress conforms to the completion of the Pavement Management Services.

**Compensation**

The Owner shall compensate the Engineer on a lump sum amount of per Task as defined in the Pavement Analysis Task Order. Total compensation shall not exceed \$52,940.10 unless otherwise approved by the Owner. Invoices shall be submitted monthly by the Engineer, in a format acceptable to the Owner, based upon the percentage of SERVICES completed to date. The Engineer shall seek written approval for any SERVICES outside of the stated scope before performing said SERVICES.

Engineer is responsible for all costs of the Subcontractor.

**Owner: City of Stephenville**

**Engineer: Eugene C. Calvert, PE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print name: Doug Svien

Print name: Eugene Calvert, P.E.

Title: Mayor

Title: Owner

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Engineer Firm's Certificate No.: 114916  
State of Texas

Address for Owner's receipt of notices:

Address for Owner's receipt of notices:

City of Stephenville - Attn: Nick Williams, P.E.  
298 W Washington Street  
Stephenville, Texas 76401  
254-918-1223

Eugene C. Calvert  
207 S. Fairway Street  
Henrietta, Texas 76365  
254-595-3173

Eugene Calvert PE

**City of Stephenville, Texas**  
**Project - Pavement Management Services**

**Pavement Analysis Task Order**

Task	Description	Comments	Total
1.1	Field Data Collection	Transmap will utilize their Crack Map 3D technology (LCMS) for pavement collection - 100% coverage - 360-degree image view of all roadways (ROW) with their panoramic Ultra HD solution - Ground based LIDAR. 90 centerline miles.	\$10,439.10
1.2	Advanced Inspections - 100% Analysis of All Through Lanes	Transmap will process all the data collected in the field. Delivery of Crack Map Orthophotography (MrSID of cracks on an image), Crack intelligence data (Rankings of all the cracks, hot spot analysis), Image delivery, Ride Quality failed location	\$5,489.00
1.3	Network Setup and Review	Transmap will use the Agency's centerline file and create the necessary fields, ID's and formatting to produce a pavement centerline	\$327.00
1.4	ASTM D6433 Network Level Formatting	ASTM D6433 distress standards / Average pavement width included. 1,050 street sections.	\$7,392.00
1.5	PMS PCI Load	Formatting distress data and centerline file for mass load to produce official PCI results	\$2,723.00
1.6	GIS Integration	Transmap will link all PCI data to the Agency's centerline file	\$1,090.00
1.7	True Area Calculation	Transmap will update PAVER and the Agency's GIS file to represent the True Area of pavement - True area will be an accurate width of pavement not just an average width from samples - This will assist the Paving Manager with actual widths to establish cost to replace pavement	\$4,578.00
1.8	Pavement Management Practice Definition "Boot Camp"	Transmap will meet with the agency to review maintenance/rehabilitation activities, analysis procedures, and collect any existing information on roadways (ADT data, construct dates, maintenance dates, etc.) This process will setup the reporting task	\$4,235.00
1.9	Reporting	Transmap will put together written/tabular and GIS map data to support traditional preventative maintenance pavement reporting - Budget scenarios with actual dollar amounts per M&R activity - 5-year work plan	\$6,028.00
2.1	Transmap Project Management	Standard project management includes staff allocation, phone calls, overall project coordination and updates	\$5,014.00
2.2	Eugene Calvert PE Project Management	Project management includes phone calls, travel expenses, overall project coordination, updates and project reporting	\$5,625.00

Total \$52,940.10



Eugene C. Calvert, PE  
Texas Firm # 114916

**ORDINANCE NO. 2024-O-XX**

**AN ORDINANCE PROVIDING BUDGET AMENDMENT FOR THE REMAINDER OF THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024.**

**WHEREAS**, it is necessary to amend the 2023-24 fiscal year budget to adjust revenues and expenditures as reflected on the attached pages, and incorporated herein by reference.

The attached budget amendment for the fiscal year beginning October 1, 2023 and ending September 30, 2024, was duly presented to the City Council by the City Manager and a public notice was posted in the Stephenville City Hall.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:**

**SECTION 1.** That the amended appropriations and anticipated revenues for the fiscal year beginning October 1, 2023 and ending September 30, 2024 for the support of the general government of the City of Stephenville, Texas, be amended and fixed for the remainder of the fiscal year ending September 30, 2024, with the revenues and expenditures shown.

**SECTION 2.** That the amended budget is hereby approved in all respects and adopted as the City’s budget for the remainder of the fiscal year ending September 30, 2024.

**PASSED** and **APPROVED** this the 17<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
Doug Svien, Mayor

ATTEST:

\_\_\_\_\_  
Sarah Lockenour, City Secretary

\_\_\_\_\_  
Reviewed by Jason M. King,  
City Manager

\_\_\_\_\_  
Randy Thomas, City Attorney  
Approved as to form and legality



City of Stephenville

Item 4.

# Budget Adjustment Register Adjustment Detail

Packet: GLPKT12418 - Year End Adjustments FY 2023-2024

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000231	COUNCIL ADOPTED	Additional Funds needed for Senior Center	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">01-45010.00000</a>	INTEREST ON INVESTMENTS	Additional Funds needed for Senior Center	-200,000.00	-343,430.00	-543,430.00
October: -28,619.17	January: -28,619.17	April: -28,619.17	July: -28,619.17	August: -28,619.17	September: -28,619.13
November: -28,619.17	February: -28,619.17	May: -28,619.17			
December: -28,619.17	March: -28,619.17	June: -28,619.17			
<a href="#">01-506-55200.00000</a>	BUILDING IMPROVEMENTS	Additional Funds needed for Senior Center	1,557,950.00	343,430.00	1,901,380.00
October: 28,619.17	January: 28,619.17	April: 28,619.17	July: 28,619.17	August: 28,619.17	September: 28,619.13
November: 28,619.17	February: 28,619.17	May: 28,619.17			
December: 28,619.17	March: 28,619.17	June: 28,619.17			

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000232	COUNCIL ADOPTED	Additional funds to cover ECAD Contract	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">01-204-52532.00000</a>	OUTSIDE PROF.-ECAD	Additional funds to cover ECAD Contract	197,490.00	17,697.00	215,187.00
October: 1,474.75	January: 1,474.75	April: 1,474.75	July: 1,474.75	August: 1,474.75	September: 1,474.75
November: 1,474.75	February: 1,474.75	May: 1,474.75			
December: 1,474.75	March: 1,474.75	June: 1,474.75			
<a href="#">01-40010.00000</a>	PROPERTY TAX	Additional funds to cover ECAD Contract	-6,952,995.00	-17,697.00	-6,970,692.00
October: -1,474.75	January: -1,474.75	April: -1,474.75	July: -1,474.75	August: -1,474.75	September: -1,474.75
November: -1,474.75	February: -1,474.75	May: -1,474.75			
December: -1,474.75	March: -1,474.75	June: -1,474.75			

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000233	COUNCIL ADOPTED	Increase for Municipal Court Credit Card Fees	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">01-302-53341.00000</a>	CREDIT CARD FEES	Increase for Municipal Court Credit Card Fees	5,088.00	15,000.00	20,088.00
October: 1,250.00	January: 1,250.00	April: 1,250.00	July: 1,250.00	August: 1,250.00	September: 1,250.00
November: 1,250.00	February: 1,250.00	May: 1,250.00			
December: 1,250.00	March: 1,250.00	June: 1,250.00			
<a href="#">01-45010.00000</a>	INTEREST ON INVESTMENTS	Increase for Municipal Court Credit Card Fees	-200,000.00	-15,000.00	-215,000.00
October: -1,250.00	January: -1,250.00	April: -1,250.00	July: -1,250.00	August: -1,250.00	September: -1,250.00
November: -1,250.00	February: -1,250.00	May: -1,250.00			
December: -1,250.00	March: -1,250.00	June: -1,250.00			

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000234	COUNCIL ADOPTED	Additional funds to cover Prosecutor contract	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">01-301-52531.00000</a>	OUTSIDE PROFESSIONALS	Additional funds to cover Prosecutor contract	22,500.00	-3,000.00	19,500.00
October: -250.00	January: -250.00	April: -250.00	July: -250.00	August: -250.00	September: -250.00
November: -250.00	February: -250.00	May: -250.00			
December: -250.00	March: -250.00	June: -250.00			

**Budget Adjustment Register**

Packet: GLPKT12418 - Year End Adjustments

<u>01-302-51130.00000</u>	PART-TIME WAGES	Additional funds to cover Prosecutor contract	16,800.00	3,000.00	19,800.00
October: 250.00	January: 250.00	April: 250.00	July: 250.00		
November: 250.00	February: 250.00	May: 250.00	August: 250.00		
December: 250.00	March: 250.00	June: 250.00	September: 250.00		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000235	COUNCIL ADOPTED	Funds for consulting project for sports facility	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>01-501-51130.00000</u>	PART-TIME WAGES	Funds for consulting project for sports facility	173,828.00	-15,000.00	158,828.00
October: -1,250.00	January: -1,250.00	April: -1,250.00	July: -1,250.00		
November: -1,250.00	February: -1,250.00	May: -1,250.00	August: -1,250.00		
December: -1,250.00	March: -1,250.00	June: -1,250.00	September: -1,250.00		
<u>01-501-52531.00000</u>	OUTSIDE PROFESSIONALS	Funds for consulting project for sports facility	0.00	15,000.00	15,000.00
October: 1,250.00	January: 1,250.00	April: 1,250.00	July: 1,250.00		
November: 1,250.00	February: 1,250.00	May: 1,250.00	August: 1,250.00		
December: 1,250.00	March: 1,250.00	June: 1,250.00	September: 1,250.00		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000236	COUNCIL ADOPTED	Reallocation of funds for tournament expenditures	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>01-44131.00000</u>	REC. YOUTH PROGRAM ACTIVIT...	Reallocation of funds for tournament expendit...	-88,900.00	-13,558.00	-102,458.00
October: -1,129.83	January: -1,129.83	April: -1,129.83	July: -1,129.83		
November: -1,129.83	February: -1,129.83	May: -1,129.83	August: -1,129.83		
December: -1,129.83	March: -1,129.83	June: -1,129.83	September: -1,129.83		
<u>01-44161.00000</u>	TOURNAMENT REVENUE	Reallocation of funds for tournament expendit...	0.00	-51,780.00	-51,780.00
October: -4,315.00	January: -4,315.00	April: -4,315.00	July: -4,315.00		
November: -4,315.00	February: -4,315.00	May: -4,315.00	August: -4,315.00		
December: -4,315.00	March: -4,315.00	June: -4,315.00	September: -4,315.00		
<u>01-501-51130.00000</u>	PART-TIME WAGES	Reallocation of funds for tournament expendit...	173,828.00	-51,465.00	122,363.00
October: -4,288.75	January: -4,288.75	April: -4,288.75	July: -4,288.75		
November: -4,288.75	February: -4,288.75	May: -4,288.75	August: -4,288.75		
December: -4,288.75	March: -4,288.75	June: -4,288.75	September: -4,288.75		
<u>01-501-52612.00000</u>	CONTRACT SVC.-YOUTH	Reallocation of funds for tournament expendit...	0.00	101,299.00	101,299.00
October: 8,441.58	January: 8,441.58	April: 8,441.58	July: 8,441.58		
November: 8,441.58	February: 8,441.58	May: 8,441.58	August: 8,441.58		
December: 8,441.58	March: 8,441.58	June: 8,441.58	September: 8,441.62		
<u>01-501-52642.00000</u>	TOURNAMENT EXPENDITURES	Reallocation of funds for tournament expendit...	16,000.00	15,504.00	31,504.00
October: 1,292.00	January: 1,292.00	April: 1,292.00	July: 1,292.00		
November: 1,292.00	February: 1,292.00	May: 1,292.00	August: 1,292.00		
December: 1,292.00	March: 1,292.00	June: 1,292.00	September: 1,292.00		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000237	COUNCIL ADOPTED	Correction of Loan Interest and Principal	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>01-501-57550.00000</u>	LOAN/LEASE INTEREST	Correction of Loan Interest and Principal	4,413.00	4,020.00	8,433.00
October: 335.00	January: 335.00	April: 335.00	July: 335.00		
November: 335.00	February: 335.00	May: 335.00	August: 335.00		
December: 335.00	March: 335.00	June: 335.00	September: 335.00		
<u>01-501-57600.00000</u>	LOAN/LEASE PRINCIPAL	Correction of Loan Interest and Principal	82,695.00	-4,020.00	78,675.00
October: -335.00	December: -335.00	February: -335.00	April: -335.00		
November: -335.00	January: -335.00	March: -335.00	May: -335.00		

**Budget Adjustment Register**

June: -335.00                      July: -335.00                      August: -335.00                      September: -335.00

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000238	COUNCIL ADOPTED	Funds for TIFMAS deployments	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">01-43500.00000</a>	GRANTS	Funds for TIFMAS deployments	0.00	-324,157.00	-324,157.00
October: -27,013.08	January: -27,013.08	April: -27,013.08	July: -27,013.08		
November: -27,013.08	February: -27,013.08	May: -27,013.08	August: -27,013.08		
December: -27,013.08	March: -27,013.08	June: -27,013.08	September: -27,013.12		
<a href="#">01-601-51120.00000</a>	OVERTIME	Funds for TIFMAS deployments	343,528.00	309,402.00	652,930.00
October: 25,783.50	January: 25,783.50	April: 25,783.50	July: 25,783.50		
November: 25,783.50	February: 25,783.50	May: 25,783.50	August: 25,783.50		
December: 25,783.50	March: 25,783.50	June: 25,783.50	September: 25,783.50		
<a href="#">01-601-52590.00000</a>	DEPLOYMENT COSTS	Funds for TIFMAS deployments	0.00	14,755.00	14,755.00
October: 1,229.58	January: 1,229.58	April: 1,229.58	July: 1,229.58		
November: 1,229.58	February: 1,229.58	May: 1,229.58	August: 1,229.58		
December: 1,229.58	March: 1,229.58	June: 1,229.58	September: 1,229.62		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000239	COUNCIL ADOPTED	Equipment purchased with grant and donation	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">01-43500.00000</a>	GRANTS	Equipment purchased with grant and donation	0.00	-5,262.00	-5,262.00
October: -438.50	January: -438.50	April: -438.50	July: -438.50		
November: -438.50	February: -438.50	May: -438.50	August: -438.50		
December: -438.50	March: -438.50	June: -438.50	September: -438.50		
<a href="#">01-45423.00000</a>	FIRE DEPT DONATIONS	Equipment purchased with grant and donation	0.00	-8,350.00	-8,350.00
October: -695.83	January: -695.83	April: -695.83	July: -695.83		
November: -695.83	February: -695.83	May: -695.83	August: -695.83		
December: -695.83	March: -695.83	June: -695.83	September: -695.87		
<a href="#">01-601-55140.00000</a>	OTHER EQUIPMENT	Equipment purchased with grant and donation	109,000.00	13,612.00	122,612.00
October: 1,134.33	January: 1,134.33	April: 1,134.33	July: 1,134.33		
November: 1,134.33	February: 1,134.33	May: 1,134.33	August: 1,134.33		
December: 1,134.33	March: 1,134.33	June: 1,134.33	September: 1,134.37		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000240	COUNCIL ADOPTED	Funds for server replacement and radio system	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">01-45010.00000</a>	INTEREST ON INVESTMENTS	Additional funds for radio system	-200,000.00	-88,453.00	-288,453.00
October: -7,371.08	January: -7,371.08	April: -7,371.08	July: -7,371.08		
November: -7,371.08	February: -7,371.08	May: -7,371.08	August: -7,371.08		
December: -7,371.08	March: -7,371.08	June: -7,371.08	September: -7,371.12		
<a href="#">01-701-54130.00000</a>	OFFICE EQUIPMENT MAINTEN...	Funds for server replacement and radio system	331,581.00	-55,164.00	276,417.00
October: -4,597.00	January: -4,597.00	April: -4,597.00	July: -4,597.00		
November: -4,597.00	February: -4,597.00	May: -4,597.00	August: -4,597.00		
December: -4,597.00	March: -4,597.00	June: -4,597.00	September: -4,597.00		
<a href="#">01-701-55140.00000</a>	OTHER EQUIPMENT	Funds for server replacement	139,348.00	55,164.00	194,512.00
October: 4,597.00	January: 4,597.00	April: 4,597.00	July: 4,597.00		
November: 4,597.00	February: 4,597.00	May: 4,597.00	August: 4,597.00		
December: 4,597.00	March: 4,597.00	June: 4,597.00	September: 4,597.00		
<a href="#">01-701-55140.00000</a>	OTHER EQUIPMENT	Additional funds for radio system	139,348.00	88,453.00	227,801.00
October: 7,371.08	November: 7,371.08	December: 7,371.08	January: 7,371.08		



**Budget Adjustment Register**

Packet: GLPKT12418 - Year End Adjustments F

February: 7,371.08	April: 7,371.08	June: 7,371.08	August: 7,371.08
March: 7,371.08	May: 7,371.08	July: 7,371.08	September: 7,371.12

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000241	COUNCIL ADOPTED	Additional funds for 536 Well Field	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">02-000-55277.00000</a>	OVERSIZED PARTICIPATION	Additional funds for 536 Well Field	230,000.00	-14,565.00	215,435.00
October: -1,213.75	January: -1,213.75	April: -1,213.75	July: -1,213.75		
November: -1,213.75	February: -1,213.75	May: -1,213.75	August: -1,213.75		
December: -1,213.75	March: -1,213.75	June: -1,213.75	September: -1,213.75		
<a href="#">02-001-55235.00000</a>	WELLS	Additional funds for 536 Well Field	1,299,885.00	14,565.00	1,314,450.00
October: 1,213.75	January: 1,213.75	April: 1,213.75	July: 1,213.75		
November: 1,213.75	February: 1,213.75	May: 1,213.75	August: 1,213.75		
December: 1,213.75	March: 1,213.75	June: 1,213.75	September: 1,213.75		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000242	COUNCIL ADOPTED	Additional funds to cover machinery maintenance	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">02-000-55277.00000</a>	OVERSIZED PARTICIPATION	Additional funds to cover machinery maintena...	230,000.00	-50,409.00	179,591.00
October: -4,200.75	January: -4,200.75	April: -4,200.75	July: -4,200.75		
November: -4,200.75	February: -4,200.75	May: -4,200.75	August: -4,200.75		
December: -4,200.75	March: -4,200.75	June: -4,200.75	September: -4,200.75		
<a href="#">02-011-54120.00000</a>	MACHINERY MAINTENANCE	Additional funds to cover machinery maintena...	16,300.00	50,409.00	66,709.00
October: 4,200.75	January: 4,200.75	April: 4,200.75	July: 4,200.75		
November: 4,200.75	February: 4,200.75	May: 4,200.75	August: 4,200.75		
December: 4,200.75	March: 4,200.75	June: 4,200.75	September: 4,200.75		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000243	COUNCIL ADOPTED	Additional funds to cover credit card fees	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">02-020-53341.00000</a>	CREDIT CARD CHARGES	Additional funds to cover credit card fees	61,018.00	27,000.00	88,018.00
October: 2,250.00	January: 2,250.00	April: 2,250.00	July: 2,250.00		
November: 2,250.00	February: 2,250.00	May: 2,250.00	August: 2,250.00		
December: 2,250.00	March: 2,250.00	June: 2,250.00	September: 2,250.00		
<a href="#">02-020-53342.00000</a>	WEB CREDIT CARD FEES	Additional funds to cover credit card fees	221,883.00	200,000.00	421,883.00
October: 16,666.67	January: 16,666.67	April: 16,666.67	July: 16,666.67		
November: 16,666.67	February: 16,666.67	May: 16,666.67	August: 16,666.67		
December: 16,666.67	March: 16,666.67	June: 16,666.67	September: 16,666.67		
<a href="#">02-45010.00000</a>	INTEREST ON INVESTMENTS	Additional funds to cover credit card fees	-445,000.00	-227,000.00	-672,000.00
October: -18,916.67	January: -18,916.67	April: -18,916.67	July: -18,916.67		
November: -18,916.67	February: -18,916.67	May: -18,916.67	August: -18,916.67		
December: -18,916.67	March: -18,916.67	June: -18,916.67	September: -18,916.67		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000244	COUNCIL ADOPTED	Funds for debt service fees & water franchise fee	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">02-45010.00000</a>	INTEREST ON INVESTMENTS	Funds for debt service fees & water franchise f...	-445,000.00	-21,028.00	-466,028.00
October: -1,752.33	December: -1,752.33	February: -1,752.33	April: -1,752.33		
November: -1,752.33	January: -1,752.33	March: -1,752.33	May: -1,752.33		

**Budget Adjustment Register**

June:	-1,752.33	July:	-1,752.33	August:	-1,752.33	September:	-1,752.37
<a href="#">02-901-52536.00000</a>	WATER FRANCHISE FEE	Funds for debt service agency fee		776,590.00	20,000.00	796,590.00	
October:	1,666.67	January:	1,666.67	April:	1,666.67	July:	1,666.67
November:	1,666.67	February:	1,666.67	May:	1,666.67	August:	1,666.67
December:	1,666.67	March:	1,666.67	June:	1,666.67	September:	1,666.63
<a href="#">02-901-56100.00000</a>	BANK CHARGES	Funds for debt service agency fee		0.00	1,028.00	1,028.00	
October:	85.67	January:	85.67	April:	85.67	July:	85.67
November:	85.67	February:	85.67	May:	85.67	August:	85.67
December:	85.67	March:	85.67	June:	85.67	September:	85.63

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000245	COUNCIL ADOPTED	Correct debt principal and interest	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After		
<a href="#">03-030-57550.00000</a>	DEBT INTEREST	Correct debt principal and interest	43,659.00	7,491.00	51,150.00		
October:	624.25	January:	624.25	April:	624.25	July:	624.25
November:	624.25	February:	624.25	May:	624.25	August:	624.25
December:	624.25	March:	624.25	June:	624.25	September:	624.25
<a href="#">03-030-57601.00000</a>	DEBT PRINCIPAL	Correct debt principal and interest	152,961.00	-7,491.00	145,470.00		
October:	-624.25	January:	-624.25	April:	-624.25	July:	-624.25
November:	-624.25	February:	-624.25	May:	-624.25	August:	-624.25
December:	-624.25	March:	-624.25	June:	-624.25	September:	-624.25

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000246	COUNCIL ADOPTED	Additional funds for machinery maintenance	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After		
<a href="#">03-030-54120.00000</a>	MACHINERY MAINTENANCE	Additional funds for machinery maintenance	100,000.00	50,000.00	150,000.00		
October:	4,166.67	January:	4,166.67	April:	4,166.67	July:	4,166.67
November:	4,166.67	February:	4,166.67	May:	4,166.67	August:	4,166.67
December:	4,166.67	March:	4,166.67	June:	4,166.67	September:	4,166.63
<a href="#">03-45100.00000</a>	SALE OF CITY EQUIPMENT	Additional funds for machinery maintenance	0.00	-50,000.00	-50,000.00		
October:	-4,166.67	January:	-4,166.67	April:	-4,166.67	July:	-4,166.67
November:	-4,166.67	February:	-4,166.67	May:	-4,166.67	August:	-4,166.67
December:	-4,166.67	March:	-4,166.67	June:	-4,166.67	September:	-4,166.63

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000247	COUNCIL ADOPTED	Additional funds for RAMP Grant	9/17/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After		
<a href="#">04-040-54210.00000</a>	BUILDING MAINTENANCE	Additional funds for RAMP Grant	1,000.00	15,800.00	16,800.00		
October:	1,316.67	January:	1,316.67	April:	1,316.67	July:	1,316.67
November:	1,316.67	February:	1,316.67	May:	1,316.67	August:	1,316.67
December:	1,316.67	March:	1,316.67	June:	1,316.67	September:	1,316.63
<a href="#">04-040-54225.00000</a>	AIRPORT MAINTENANCE	Additional funds for RAMP Grant	23,600.00	54,647.00	78,247.00		
October:	4,553.92	January:	4,553.92	April:	4,553.92	July:	4,553.92
November:	4,553.92	February:	4,553.92	May:	4,553.92	August:	4,553.92
December:	4,553.92	March:	4,553.92	June:	4,553.92	September:	4,553.88
<a href="#">04-43500.00000</a>	GRANT PROCEEDS	Additional funds for RAMP Grant	-10,000.00	-70,447.00	-80,447.00		
October:	-5,870.58	January:	-5,870.58	April:	-5,870.58	July:	-5,870.58
November:	-5,870.58	February:	-5,870.58	May:	-5,870.58	August:	-5,870.58
December:	-5,870.58	March:	-5,870.58	June:	-5,870.58	September:	-5,870.62

**Budget Adjustment Register**

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000248	COUNCIL ADOPTED	Additional funds for development reviews	9/17/2024

**Summary Description:**

<u>Account Number</u>	<u>Account Name</u>	<u>Adjustment Description</u>	<u>Before</u>	<u>Adjustment</u>	<u>After</u>
<a href="#">05-050-52531.00000</a>	OUTSIDE PROFESSIONALS	Additional funds for development reviews	128,258.00	50,000.00	178,258.00
October: 4,166.67	January: 4,166.67	April: 4,166.67	July: 4,166.67		
November: 4,166.67	February: 4,166.67	May: 4,166.67	August: 4,166.67		
December: 4,166.67	March: 4,166.67	June: 4,166.67	September: 4,166.63		
<a href="#">05-45010.00000</a>	INTEREST ON INVESTMENTS	Additional funds for development reviews	-2,250.00	-50,000.00	-52,250.00
October: -4,166.67	January: -4,166.67	April: -4,166.67	July: -4,166.67		
November: -4,166.67	February: -4,166.67	May: -4,166.67	August: -4,166.67		
December: -4,166.67	March: -4,166.67	June: -4,166.67	September: -4,166.63		

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0000249	COUNCIL ADOPTED	Funds for TIF 1C developer agreement reimbursement	9/17/2024

**Summary Description:**

<u>Account Number</u>	<u>Account Name</u>	<u>Adjustment Description</u>	<u>Before</u>	<u>Adjustment</u>	<u>After</u>
<a href="#">20-205-58000.00000</a>	ECONOMIC DEVELOPMENT PR...	Funds for TIF 1C developer agreement reimbur...	0.00	24,525.00	24,525.00
October: 2,043.75	January: 2,043.75	April: 2,043.75	July: 2,043.75		
November: 2,043.75	February: 2,043.75	May: 2,043.75	August: 2,043.75		
December: 2,043.75	March: 2,043.75	June: 2,043.75	September: 2,043.75		
<a href="#">20-45010.00000</a>	INTEREST ON INVESTMENTS	Funds for TIF 1C developer agreement reimbur...	-12,000.00	-24,525.00	-36,525.00
October: -2,043.75	January: -2,043.75	April: -2,043.75	July: -2,043.75		
November: -2,043.75	February: -2,043.75	May: -2,043.75	August: -2,043.75		
December: -2,043.75	March: -2,043.75	June: -2,043.75	September: -2,043.75		

### Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
COUNCIL ADOPTED	COUNCIL ADOPTED	<a href="#">01-204-52532.00000</a>	OUTSIDE PROF.-ECAD	197,490.00	17,697.00	215,187.00
		<a href="#">01-301-52531.00000</a>	OUTSIDE PROFESSIONALS	22,500.00	-3,000.00	19,500.00
		<a href="#">01-302-51130.00000</a>	PART-TIME WAGES	16,800.00	3,000.00	19,800.00
		<a href="#">01-302-53341.00000</a>	CREDIT CARD FEES	5,088.00	15,000.00	20,088.00
		<a href="#">01-40010.00000</a>	PROPERTY TAX	-6,952,995.00	-17,697.00	-6,970,692.00
		<a href="#">01-43500.00000</a>	GRANTS	0.00	-329,419.00	-329,419.00
		<a href="#">01-44131.00000</a>	REC. YOUTH PROGRAM ACTIVITIES	-88,900.00	-13,558.00	-102,458.00
		<a href="#">01-44161.00000</a>	TOURNAMENT REVENUE	0.00	-51,780.00	-51,780.00
		<a href="#">01-45010.00000</a>	INTEREST ON INVESTMENTS	-200,000.00	-446,883.00	-646,883.00
		<a href="#">01-45423.00000</a>	FIRE DEPT DONATIONS	0.00	-8,350.00	-8,350.00
		<a href="#">01-501-51130.00000</a>	PART-TIME WAGES	173,828.00	-66,465.00	107,363.00
		<a href="#">01-501-52531.00000</a>	OUTSIDE PROFESSIONALS	0.00	15,000.00	15,000.00
		<a href="#">01-501-52612.00000</a>	CONTRACT SVC.-YOUTH	0.00	101,299.00	101,299.00
		<a href="#">01-501-52642.00000</a>	TOURNAMENT EXPENDITURES	16,000.00	15,504.00	31,504.00
		<a href="#">01-501-57550.00000</a>	LOAN/LEASE INTEREST	4,413.00	4,020.00	8,433.00
		<a href="#">01-501-57600.00000</a>	LOAN/LEASE PRINCIPAL	82,695.00	-4,020.00	78,675.00
		<a href="#">01-506-55200.00000</a>	BUILDING IMPROVEMENTS	1,557,950.00	343,430.00	1,901,380.00
		<a href="#">01-601-51120.00000</a>	OVERTIME	343,528.00	309,402.00	652,930.00
		<a href="#">01-601-52590.00000</a>	DEPLOYMENT COSTS	0.00	14,755.00	14,755.00
		<a href="#">01-601-55140.00000</a>	OTHER EQUIPMENT	109,000.00	13,612.00	122,612.00
		<a href="#">01-701-54130.00000</a>	OFFICE EQUIPMENT MAINTENANCE	331,581.00	-55,164.00	276,417.00
		<a href="#">01-701-55140.00000</a>	OTHER EQUIPMENT	139,348.00	143,617.00	282,965.00
		<a href="#">02-000-55277.00000</a>	OVERSIZED PARTICIPATION	230,000.00	-64,974.00	165,026.00
		<a href="#">02-001-55235.00000</a>	WELLS	1,299,885.00	14,565.00	1,314,450.00
		<a href="#">02-011-54120.00000</a>	MACHINERY MAINTENANCE	16,300.00	50,409.00	66,709.00
		<a href="#">02-020-53341.00000</a>	CREDIT CARD CHARGES	61,018.00	27,000.00	88,018.00
		<a href="#">02-020-53342.00000</a>	WEB CREDIT CARD FEES	221,883.00	200,000.00	421,883.00
		<a href="#">02-45010.00000</a>	INTEREST ON INVESTMENTS	-445,000.00	-248,028.00	-693,028.00
		<a href="#">02-901-52536.00000</a>	WATER FRANCHISE FEE	776,590.00	20,000.00	796,590.00
		<a href="#">02-901-56100.00000</a>	BANK CHARGES	0.00	1,028.00	1,028.00
		<a href="#">03-030-54120.00000</a>	MACHINERY MAINTENANCE	100,000.00	50,000.00	150,000.00
		<a href="#">03-030-57550.00000</a>	DEBT INTEREST	43,659.00	7,491.00	51,150.00
		<a href="#">03-030-57601.00000</a>	DEBT PRINCIPAL	152,961.00	-7,491.00	145,470.00
		<a href="#">03-45100.00000</a>	SALE OF CITY EQUIPMENT	0.00	-50,000.00	-50,000.00
		<a href="#">04-040-54210.00000</a>	BUILDING MAINTENANCE	1,000.00	15,800.00	16,800.00
		<a href="#">04-040-54225.00000</a>	AIRPORT MAINTENANCE	23,600.00	54,647.00	78,247.00
		<a href="#">04-43500.00000</a>	GRANT PROCEEDS	-10,000.00	-70,447.00	-80,447.00
		<a href="#">05-050-52531.00000</a>	OUTSIDE PROFESSIONALS	128,258.00	50,000.00	178,258.00
		<a href="#">05-45010.00000</a>	INTEREST ON INVESTMENTS	-2,250.00	-50,000.00	-52,250.00
		<a href="#">20-205-58000.00000</a>	ECONOMIC DEVELOPMENT PROG...	0.00	24,525.00	24,525.00
		<a href="#">20-45010.00000</a>	INTEREST ON INVESTMENTS	-12,000.00	-24,525.00	-36,525.00
			<b>COUNCIL ADOPTED Total:</b>	<b>-1,655,770.00</b>	<b>0.00</b>	<b>-1,655,770.00</b>
			<b>Grand Total:</b>	<b>-1,655,770.00</b>	<b>0.00</b>	<b>-1,655,770.00</b>

## Fund Summary

Fund	Before	Adjustment	After
Budget Code:COUNCIL ADOPTED - COUNCIL ADOPTED Fiscal: 2023-2024			
01	-4,241,674.00	0.00	-4,241,674.00
02	2,160,676.00	0.00	2,160,676.00
03	296,620.00	0.00	296,620.00
04	14,600.00	0.00	14,600.00
05	126,008.00	0.00	126,008.00
20	-12,000.00	0.00	-12,000.00
<b>Budget Code COUNCIL ADOPTED Total:</b>	<b>-1,655,770.00</b>	<b>0.00</b>	<b>-1,655,770.00</b>
<b>Grand Total:</b>	<b>-1,655,770.00</b>	<b>0.00</b>	<b>-1,655,770.00</b>