



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, July 05, 2022 at 5:30 PM

AGENDA

CALL TO ORDER

PLEDGES OF ALLEGIANCE

INVOCATION

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

- [1.](#) Consider Possible Action on Senior Citizens Center Building
- [2.](#) Consider Proposal from David Pettit Economic Development
- [3.](#) Consider participation with ICMA Video

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

[4.](#) Public Hearing

Case No.: RZ2022-010 & RP2022-004

Applicant Scott Allen, representing Stephenville Rentals LLC, is requesting a rezone with simultaneous replatting of property located at 660 Donna Ave, Parcel R32539, being Block 1, Lot 4 of the Millican & Ott Addition to the City of Stephenville, Erath County, Texas, from Single Family Residential District-6,000 (R-1.5) to Integrated Housing District (R-2.5).

- [5.](#) Consider Approval of Ordinance Rezoning Property Located at 660 Donna Ave, Parcel R32539, Being Block 1, Lot 4 of the Millican & Ott Addition to the City of Stephenville, Erath County, Texas, from Single Family Residential District- 6,000 (R-1.5) to Integrated Housing District (R-2.5), along with Simultaneous Replatting of Said Property

[6.](#) Public Hearing

Case No.: PD2022-003

Applicant Scott Allen, representing Stephenville Rentals LLC, is requesting a rezone of property located at 157 W. Washington, Parcel R29179, being Block 5, Lot C of City Addition to the City of Stephenville, Erath County, Texas, from (DT) Downtown to (PD) Planned Development.

- [7.](#) Consider Approval of Ordinance Rezoning Property Located at 157 W. Washington, Parcel R29179, being Block 5, Lot C of City Addition to the City of Stephenville, Erath County, Texas, from (DT) Downtown to (PD) Planned Development

[8.](#) Public Hearing

Case No.: PD2022-004

Applicant Scott Allen, representing Stephenville Rentals LLC, is requesting a rezone of property located at 171 W. Washington, Parcel R29178, being Block 5, Lot B of City Addition to the City of Stephenville, Erath County, Texas, from (DT) Downtown to (PD) Planned Development.

- [9.](#) Consider Approval of Rezoning Property Located at 171 W. Washington, Parcel R29178, being Block 5, Lot B of City Addition to the City of Stephenville, Erath County, Texas, from (DT) Downtown to (PD) Planned Development

[10.](#) Public Hearing

Case No.: RZ2022-011

Applicant Ronald Gale is requesting a rezone of property located at 935 College Farm Road, Parcel R40797, being Block 87, Lots 2 and 2A (PT OF 2) of the City Addition to the City of Stephenville, Erath County, Texas, from Neighborhood Business District (B-1) to One and Two Family Residential (R-2).

- [11.](#) Consider Approval of Rezoning Property Located at 935 College Farm Road, Parcel R40797, Being Block 87, Lots 2 and 2A (PT OF 2) of the City Addition to the City of Stephenville, Erath County, Texas, from Neighborhood Business District (B-1) to One and Two Family Residential (R-2)

[12.](#) Public Hearing

Case No.: RZ2022-013

Applicant Marc Pace, representing Stephenville Rentals LLC, is requesting a rezone of property located at 200 Clark Lane, Parcel R29908, being Block 85, Lot 1 & 2A (PTS OF) of the City Addition to the City of Stephenville, Erath County, Texas, from Multifamily Residential District (R-3) to Integrated Housing District (R-2.5).

- [13.](#) Consider Approval of Ordinance Rezoning Property Located at 200 Clark Lane, Parcel R29908, Being Block 85, Lot 1 & 2A (PTS OF) of the City Addition to the City of Stephenville, Erath County, Texas, from Multifamily Residential District (R-3) to Integrated Housing District (R-2.5)

[14.](#) Public Hearing

Case No.: SV2022-006

Applicant John Drennan is requesting a minor Subdivision Waiver from Section 155.6.04 – Curb and Gutter Requirements, to be constructed at 1303 W. South Loop, Parcel R33800, being Block 35, Lot 39 of the South Side Addition to the City of Stephenville, Erath County, Texas.

15. Consider Approval of minor Subdivision Waiver from Section 155.6.04 – Curb and Gutter Requirements, To Be Constructed at 1303 W. South Loop, Parcel R33800, Being Block 35, Lot 39 of the South Side Addition to the City of Stephenville, Erath County, Texas

PUBLIC WORKS COMMITTEE

Mark McClinton, Chair

- [16.](#) Consider Approval of a Professional Services Agreement with Provenance Engineering for the 377 Elevated Storage Tank Rehabilitation Project

DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

- [17.](#) Brick Street Projects Discussion

PERSONNEL COMMITTEE

Ricky Thurman, Chair

18. Consider Approval of Reclassifying the City Planner Position to Planning Coordinator Position

- [19.](#) Consider Approval of Fire Department Reorganization

PUBLIC HEALTH AND SAFETY COMMITTEE

Bob Newby, Chair

- [20.](#) Consider Approval of Re-write of Axon Enterprises Contract for Body Worn Cameras, Fleet Cameras, Interview Room Cameras and Evidence.com Subscriptions

FINANCIAL REPORTS

Monica Harris, Director of Finance

- [21.](#) Monthly Budget Report for the period Ending May 31, 2022

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

CONSENT AGENDA

- [22.](#) Approval of Minutes - June 7, 2022 Regular City Council Meeting
- [23.](#) Approval of Minutes - June 21, 2022 Special City Council Meeting
- [24.](#) Approval of Minutes - June 28, 2022 City Council Work Session
- [25.](#) Approval of Minutes - June 28, 2022 Special City Council Meeting
- [26.](#) Approval of Minutes - June 30, 2022 Special City Council Meeting
- [27.](#) Texas State Interoperable Channel Plan (TSICP)

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

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.



STAFF REPORT

SUBJECT: Senior Citizens Center Building
DEPARTMENT: Council
STAFF CONTACT: Terri Johnson, Interim City Secretary

Mayor Svien asked that this item be added to the agenda for discussion and possible action.



STAFF REPORT

SUBJECT: Proposal from David Pettit Economic Development

DEPARTMENT: Administration

STAFF CONTACT: Jason M. King

RECOMMENDATION:

Staff recommends approval of attached agreement with David Pettit Economic Development.

BACKGROUND:

On June 28, 2022 Council heard a presentation and held discussions regarding the creation of additional TIRZ Districts and the expansion of TIRZ #1. Attached is a proposal that details expansion and creation costs of TIRZ Districts.

FISCAL IMPACT SUMMARY:

The creation or expansion of TIRZ districts is listed at \$37,500 per district with a potential for three proposed for a total of \$112,500. Reimbursable expenses not to exceed \$1,500 monthly are also proposed.

ALTERNATIVES

1. Approve agreement with David Pettit Economic Development
2. Do not approve agreement with David Pettit Economic Development.



June 30, 2022

Jason King
Interim City Manager
City of Stephenville, Texas
298 W Washington St
Stephenville, TX 76401

RE: Professional Services Proposal

Dear Mr. King,

David Pettit Economic Development, LLC (“DPED”) is pleased to provide this proposal for economic development professional services relating to the creation of two new Tax Increment Reinvestment Zones (“TIRZ”) and amend the existing Tax Increment Reinvestment Zone Number One (TIRZ #1) in the City of Stephenville, Texas (“City”).

The Project

It is our understanding that the City of Stephenville, Texas is interested in creating two new TIRZs and amend the existing TIRZ #1 for the purpose of facilitating development.

The Assignment

Our work under this proposal would be to provide professional economic development services. DPED’s primary role will be to provide professional economic development services relating to creating or amending a TIRZ.

Additionally, DPED will provide ongoing professional services related to economic development within the City of Stephenville on an hourly basis, to include but not be limited to, educational workshops for City Council and community stakeholders, and assistance with the implementation of the TIRZs.

The Team

We propose working in a team organized as follows:

- You will be our point of contact and will provide overall direction to our team. You may also include other members of City staff with which we will meet regularly to review our progress and to get input and direction on our work.
- At this time we do not anticipate the need for any additional consultants to accomplish the work described in this proposal.

Statutory Requirements

Chapter 311 of the Texas Tax Code outlines the various procedures for creating and amending a TIRZ. The designation TIRZ ordinance is approved by the governing body of the municipality and establishes four key elements, including:

- Boundary;
- Term;
- TIRZ Board; and
- Preliminary project and financing plan.

Before adopting an ordinance designating the reinvestment zone, the governing body of the municipality must hold a public hearing on the creation of the zone and publish notice of the hearing not later than the seventh day before the public hearing. A final project and financing plan is subsequently approved by the TIRZ Board and

then by the governing body of the municipality. An amendment to an existing TIRZ would follow these same procedures.

Scope of Services

Based on our conversations and our experience on previous projects, we propose the following scope of services for the TIRZ. Our proposed scope of services is divided into separate tasks, each providing a description of the work to be performed and the key products resulting from the task.

Task 1

District Review

Our first step would be to collect and analyze available information in the proposed TIRZ. This includes available development data; existing planning documents such as the comprehensive plan, land use plan, thoroughfare plan; physical information such as existing zoning and land use, existing and planned infrastructure, and topography; and property data such as ownership and tax values.

Task 2

Data Collection and Analysis

Based upon parcel data provided by the City, DPED would provide a geographic information system (GIS) database of existing values for land and improvements, ownership data, and current land use information. The database and maps will provide the baseline data for the analysis. Key products of this task would include a TIRZ database and accompanying maps in digital and hard copy formats.

Task 3

Taxable Value Analysis

A multi-year historic taxable value review of similar developments would be conducted to establish conservative assumptions of future taxable value for each parcel in the proposed zone. We would also develop projections for future land uses, and timing of proposed developments. This task will be the basis for developing a spreadsheet model of potential TIRZ increments, given a reasonable range of development assumptions and taxable values. Key products of this task would include a spreadsheet model on a parcel by parcel basis with projections based upon the historical taxable value review, development projections and reasonable timing expectations.

Task 4

Develop TIRZ Cash Flow Model

Based on the anticipated land uses and projections, DPED would develop a draft financing cash flow model (and supporting spreadsheets) for a 15, 20, and 30-year time period. This model will allow the City, consultants and others to underwrite the proposed developments and test various scenarios for the eventual financing plan. Key products of this task would include excel spreadsheets of TIRZ Cash Flow Models with macros established for growth and development assumptions.

Task 5

Prepare TIRZ Project and Financing Plan

DPED would then develop the Finance Plan, Project Plans, and Detailed Description of TIRZ, and other exhibits required for local government review and approval per the state legislative requirements. This work includes the written, graphic, and PowerPoint materials and exhibits, as well as support of the process. Backup materials such as spreadsheets and databases will also be products that support the plans. Key products would include a preliminary TIRZ Project and Financing Plan comprised of a legal description of the zone, proposed TIRZ projects, estimated project costs, term of the zone and a tax increment analysis.

Task 6

TIRZ Documentation Support

DPED will provide assistance with drafting necessary documents for creating the TIRZ including: 1) public hearing notices; 2) resolutions; and 3) ordinances. This can be a time consuming process for City staff, however DPED's extensive experience in drafting these documents should help streamline the

preparation of materials necessary for City Council consideration. This task would also include assistance in creating and appointing the appropriate TIRZ board per the TIRZ creation ordinance.

Fee for Services

Our fee for services relating to the scope of services would be a lump sum fee of \$37,500 per creation or amendment of each TIRZ. Each TIRZ assignment would be initiated by DPED through separate written authorization by City. Individual written TIRZ authorization shall be provided via email to dpettit@dpedllc.com.

TIRZ Number One Amendment:

- \$37,500

TIRZ #2 Creation

- \$37,500

TIRZ #3 Creation

- \$37,500

Fees would be charged monthly, subject to on-going progress on the work effort. Reimbursable expenses not to exceed \$1,500 would be charged to include out-of-pocket expenses incurred in the interest of the project at actual costs.

Changes of Scope and Additional Services

Minor additions to our scope will be treated as Additional Services. Work on Additional Services will not begin until authorized in writing by the Client.

Additional Services and Rates for Hourly Services

Additional Services shall be billed on an hourly not to exceed basis unless a fixed fee or other method of compensation is mutually agreed upon. Our current hourly rates are:

<u>Classification</u>	<u>Hourly Billing Rate</u>
David Pettit	\$325.00
Project Manager	\$250.00
Project Specialist	\$120.00
Planning Intern	\$100.00
Administrative	\$80.00

These rates apply for the current calendar year and are subject to revision on January 1, when they may be revised to reflect changes in staff salaries over the preceding year.

Term of Agreement

It is anticipated that the services covered in the proposal will be completed within twelve (12) months of the date services begin. This Agreement will terminate upon the earlier of completion of services or twelve (12) months from the date of this Agreement. Additionally, Client may terminate this Agreement for any reason upon thirty (30) days written notice to DPED and DPED will cease any and all work upon receipt of such notice, unless otherwise directed in the notice. In the event of a termination as described above, Client shall be responsible for the payment of the fees and expenses incurred by DPED pursuant to this agreement through the date of such termination.

Reimbursables

We propose to be reimbursed for out-of-pocket expenses incurred in the interest of the project at DPED actual cost. Reimbursable expenses include: our direct consultants and their expenses (to be reimbursed, all consultants and their bids must be approved in writing, in advance by the client); reproduction; long distance communication; document printing and delivery; document graphics and binding; delivery, postage and handling; travel time; special materials; photography; etc. (Reasonable backup will be available upon request.)

Invoices and Payments

Payment for services rendered is due within thirty (30) days of Client's next monthly billing cycle following receipt of invoice. In the event any invoices remain unpaid 45 days after the invoice date, we suspend work until we have been paid in full all amounts due for services and expenses. Amounts unpaid for more than 30 days after the due date may accrue interest at 10% per annum. In the event we are forced to commence a collection proceeding, you agree to pay reasonable attorney's fees and court costs, in addition to our fees billed under this proposal.

Suspension and Termination

If the project is suspended or abandoned, DPED will be compensated for all services billed prior to receipt of written notice by the Client. Services that are not billed or completed between billing periods and receipt of written notice will be reimbursed at DPED's standard hourly rates.

If the scope or schedule of the project should change beyond that to be reasonably expected due to the program changes, schedule or other reason, at their option, DPED may re-negotiate the aforementioned fees and scope of work. Any renegotiation of scope or fee will be in writing and subject to the signing of both parties.

Certifications

Guarantees and Warranties: We will not be required to execute any document that would result in our certifying, guaranteeing or warranting the existence of conditions whose existence we cannot ascertain.

Authorization to Proceed

Thank you again for this opportunity to work with you. Your signature below and the return of one copy to us for our file will confirm your approval and authorize us to proceed.

Insurance

DPED will provide proof of professional liability insurance (including errors and omissions) with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and excess/umbrella liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate to client. Additionally, DPED shall carry the following insurance coverages:

(a) Worker's compensation insurance at the statutory limits and employer's liability insurance, with minimum limits of \$1,000,000.00/\$1,000,000.00/\$1,000,000.00; and

(b) Comprehensive general liability insurance, with minimum limits of \$2,000,000.00 each occurrence and \$4,000,000.00 in aggregate; and

(c) Comprehensive automobile liability insurance, with minimum limits of \$1,000,000.00 combined single limit each occurrence; and

DPED has previously provided, or concurrently with the execution of this agreement is providing, to Client a certificate of insurance issued to Client evidencing the foregoing insurance coverages and evidencing that Client and Client's lender, if any, are additional insured parties with respect to the insurance policies referred to in the foregoing subparagraphs (b) and (c).

Notices

Any notice required or permitted to be given to either party shall be deemed to be received by such party (a) three (3) days after deposit in the United States Registered or Certified Mail, Return Receipt Requested, or (b) one (1) business day after deposit with a nationally recognized overnight delivery service for next day delivery, or (c) upon personal delivery to the party to whom addressed provided that a receipt of such delivery is obtained, or (d) on the next business day after transmission by telecopy provided that a confirmation copy is concurrently deposited

in United States Certified or Registered Mail, Return Receipt Requested, in any case addressed to the parties at the following addresses:

If to Client:

City of Stephenville, Texas
298 W Washington St
Stephenville, TX 76401
Attention: Jason King, Interim City Manager
Email: jking@stephenvilletx.gov;nick@ceterpointcp.com

If to DPED:

David Pettit Economic Development, LLC.
306 West Seventh Street, Suite 602
Ft. Worth, TX 76102
Attention: David Pettit
Email: dpettit@dpedllc.com

or to the parties at such other addresses or telecopy numbers as they may designate by notice to the other party as herein provided.

SUMMARY

I hope this accurately outlines the professional services you anticipated. If you have any questions or concerns please do not hesitate to contact me at 817.439.9421.

Thank you for considering David Pettit Economic Development, LLC.

Sincerely,

David Pettit
Managing Member

If this agreement meets with your approval, please sign and return one executed copy to our office as notice to proceed.

AGREED TO AND ACCEPTED BY:

City of Stephenville, Texas

By: _____

Date: _____



STAFF REPORT

SUBJECT: ICMA Video

DEPARTMENT: Administration

STAFF CONTACT: Jason M. King

RECOMMENDATION:

Staff recommends the attached agreement with ICMA and WebsEdge.

BACKGROUND:

We were contacted in the last few days by representatives of WebsEdge on behalf of the International City Management Association. Stephenville is being presented the opportunity of being profiled for economic development, tourism and growth in the community in a video that will be profiled at the upcoming ICMA conference in September of this year. As part of the process Stephenville will own the produced videos as well as all unedited footage that can be edited by us into multiple other videos for economic development and tourism purposes.

FISCAL IMPACT SUMMARY:

\$24,300.00

ALTERNATIVES

1. Approve agreement with ICMA and WebsEdge
2. Do not approve agreement with ICMA and WebsEdge.

Confirmation Order Form



Client Name:	City of Stephenville, TX ("Client")
Event:	ICMA Annual Conference 2022 Columbus, OH. September 17-21, 2022 ("Event")

ICMA TV will:

- Produce a film of five (5) minutes in length which will include interviews with Client spokespeople and case study material;
- Produce a series of news programs at the Event and include the Client's film in one or more of these programs;
- Broadcast this film to attendees of the Event on television screens;
- Stream and host the Client's film online during and for 12 months after the Event;
- Include the film in an email to attendees in advance of the conference;
- Distribute the Client's film across ICMA TV social media platforms;
- Provide the Client with a link to their full film and a one (1) minute cut down version for their own social media and marketing purposes.

Agreement guarantees:

- Pre-production consultation on the Client's topic and schedule;
- One (1) day of filming;
- Final approval of films before broadcast;
- Inclusion in any social media activities carried out by ICMA TV for the Event;
- Use of any rushes / B-Roll (including unused footage) for Client's own purposes;
- Delivery of all assets including footage from the shoot, a high-quality master digital file, plus a file in a format suitable to your marketing needs.

The cost of this agreement is \$24,300 USD

The cost is to be paid on receipt by the Client of an invoice in respect of the sum due ("Agreement Fee").

Client Details

Address 1		Tel	
Address 2		Email	
Address 3		Accounts Dept. Name	
Zip Code		Accounts Dept. Email	
Country		Accounts Tel	

Signed by WebsEdge

Signed by Client

Date	06/30/2022	Date	
Name	Stephen Horn - CEO	Name	
Signed		Signed	

Return of this order form constitutes a binding order rendering you liable for the Agreement Fee specified above.
It also signifies your acceptance of our Terms & Conditions detailed below.

PLEASE COMPLETE, SIGN & RETURN THIS FORM VIA EMAIL

WebsEdge is a trading name of WebsEdge Limited: 1st Floor, West Wing, The Hop Exchange, 24 Southwark Street, London, SE1 1TY, UK.
Registered in England: No. 3520183.





Client's Terms and Conditions

1. The Sponsorship Package is detailed in the Confirmation Order Form.
2. The Client will have the copyright and all other rights, including intellectual property rights for all of the footage filmed by WebsEdge on their behalf. The Client will grant a royalty free license to WebsEdge Limited in Conference TV and in this promotion, to broadcast recordings and interviews shot on the Client's behalf as laid out in this agreement.
3. The Client warrants and undertakes to procure that all persons whom the Client wishes to be interviewed have agreed to the reproduction in Conference TV of all interviews, speeches and pronouncements made by them in connection with the Conference.
4. In the event that the conference is rescheduled to take place at a different venue, date or time as agreed between the parties the terms of this Agreement shall continue in force and apply to the new venue, date or time as if the rescheduled conference was the Conference.
5. If the Conference or the broadcast is cancelled the Client shall be entitled to a reimbursement of the Agreement Fee less any production or other costs incurred by WebsEdge Limited.
6. In some circumstances, distribution of Conference TV will change based on limitations set by the conference organizers. In such situations, WebsEdge Limited is not liable.

Rejection or Cancellation

If written notice of cancellation is received by WebsEdge Limited within seven days of the signed confirmation order form being received, WebsEdge Limited will, to the extent that it has been paid, refund and to the extent that it has not been paid, remit, the entire liability for the Agreement Fee.

If written notice of cancellation is received between seven and twenty-one days of the signed Confirmation Order Form being received WebsEdge Limited, WebsEdge Limited will remit or refund as appropriate 50% of the Agreement Fee.

Receipt of any purported notice of cancellation outside the timescales given above will be of no consequence. The Client will be responsible for the full Agreement Fee as if purported cancellation had not taken place, excluding such committed third party expenses as WebsEdge Limited is able to avoid liability for within its existing contractual commitments to suppliers.

Payment Terms and Conditions

The cost of the sponsorship is detailed in the Confirmation Order Form. The full amount of that fee is due within 30 days of receipt by the Client of an invoice.

The Confirmation Order Form must be signed and returned to WebsEdge Limited and this will confirm that you have read and agree to abide by the payment terms and conditions detailed above.



STAFF REPORT

SUBJECT: Case No.: RZ2022-010 & RP2022-004

Applicant Scott Allen, representing Stephenville Rentals LLC, is requesting a rezone with simultaneous replatting of property located at 660 Donna Ave, Parcel R32539, being Block 1, Lot 4 of the Millican & Ott Addition to the City of Stephenville, Erath County, Texas, from Single Family Residential District– 6,000 (R-1.5) to Integrated Housing District (R-2.5).

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

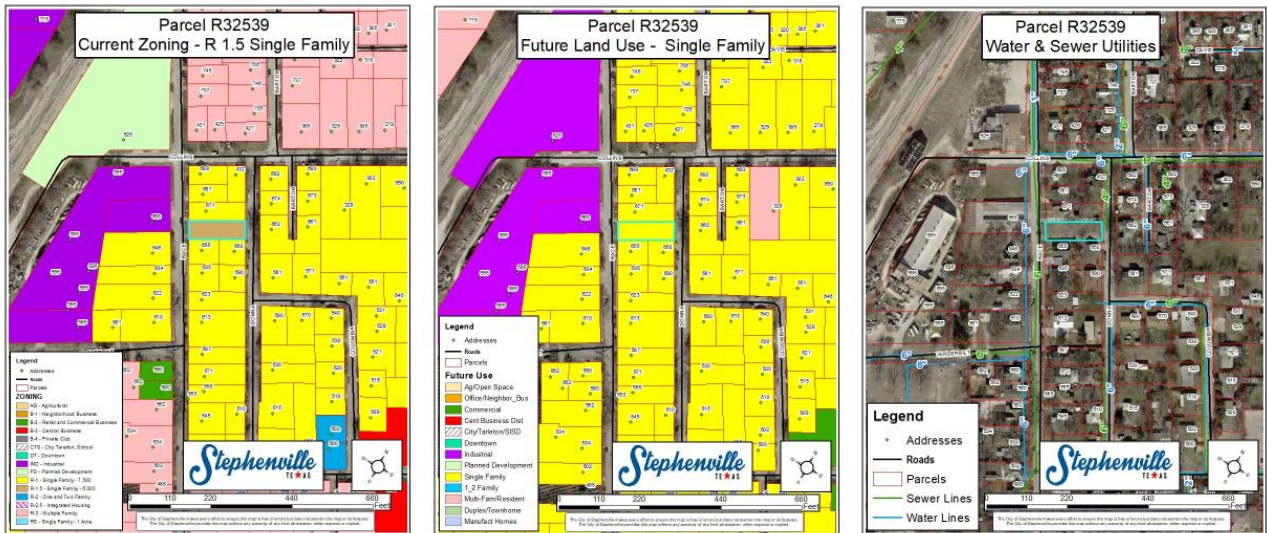
RECOMMENDATION:

Mr. Allen is requesting a rezone to R-2.5 to construct two duplex style homes on the existing lot. If the rezone is approved, the parcel will be replatted dividing the parcel into two lots, one having frontage on Donna and the other having frontage on Race. Both lots will meet the minimum dimensions of 50’x60’ and will be similar to other properties in the area in regards to lot size. The intended use conforms to the future land use plan.

The Planning and Zoning Commission convened June 15, 2022, and by a unanimous vote, recommended the City Council approve the rezone request.

BACKGROUND:

PROPERTY PROFILE:



Sec. 155.4.03. General subdivision and platting procedures.

- A. *Plats Required for Land Subdivision.* A Preliminary Plat or Minor Plat shall be approved prior to any land division that is subject to these regulations and prior to commencement of any new development.

B. *Replats and Amending Plats.*

1. *Replat.* A Replat, in accordance with State law, and the provisions of Section 4.08 shall be required any time a platted, recorded lot is further divided or expanded, thereby changing the boundary and dimensions of the property.
2. *Amending Plat.* In the case of minor revisions to recorded Plats or lots, an Amending Plat may also be utilized if in accordance with Section 4.09.

C. *Zoning.*

1. *Conformance with Existing Zoning.* All Applications shall be in conformance with the existing zoning on property inside the City Limits.
2. *Request to Rezone First.* If an Applicant seeks to amend the zoning for the property, the request to rezone the land shall be submitted and approved prior to acceptance of an Application for filing of a plat, unless as otherwise provided below.
 - a. The Applicant may request approval from the City Administrator to submit an application simultaneous with the zoning change request, in which case the Application for the zoning amendment shall be acted upon first, provided that the Application is accompanied by a properly executed Waiver of Right to 30-Day Action (due to the more lengthy time frame necessary to advertise and process zoning Applications).
 - b. In the event that the requested zoning amendment is denied, the Plat Application shall also be rejected or denied.
3. *Zoning Ordinance Site Plan Approval.* Where Site Plan approval is required by the Zoning Ordinance prior to development, no Application for a Final Plat approval shall be accepted for filing until a Site Plan has been approved for the land subject to the proposed Plat.

Sec. 154.05.8 Integrated housing district (R-2.5).

5.8.A Description. This integrated residential housing district provides for medium-density city neighborhood development. The primary land use allows for single-family dwellings, two-to-four family dwelling units, patio homes, condominiums and townhomes. Generally, this district is for developments resulting in individually platted homes or dwelling units and generally, owner occupied. Recreational, religious and educational uses are also permitted so as to contribute to the natural elements of a convenient, balanced and attractive neighborhood. Development within this district is intended to be protected from the encroachment of land activities that do not contribute to the aesthetic and functional well being of the intended district environment. The Integrated Housing District will be applicable to for all Residential Districts, B-1 Neighborhood Business District (B-1), Central Business District (B-3), and Downtown District (DT).

5.8.B Permitted Uses.

1. Single-family detached dwelling, limited to occupancy by a family having no more than three individuals who are unrelated by blood, legal adoption, marriage or conservatorship. The owner and any agent of the owner shall be legally responsible for directly or indirectly allowing, permitting, causing, or failing to prohibit residential use of a dwelling in this district by more than three unrelated individuals;
2. Two-to-four family dwellings, with each family limited as in division (1) above;
3. Townhouse dwellings, with each family limited as in division (1) above;
4. Condominium dwellings, with each family limited as in division (1) above;

5.8.C Conditional Uses.

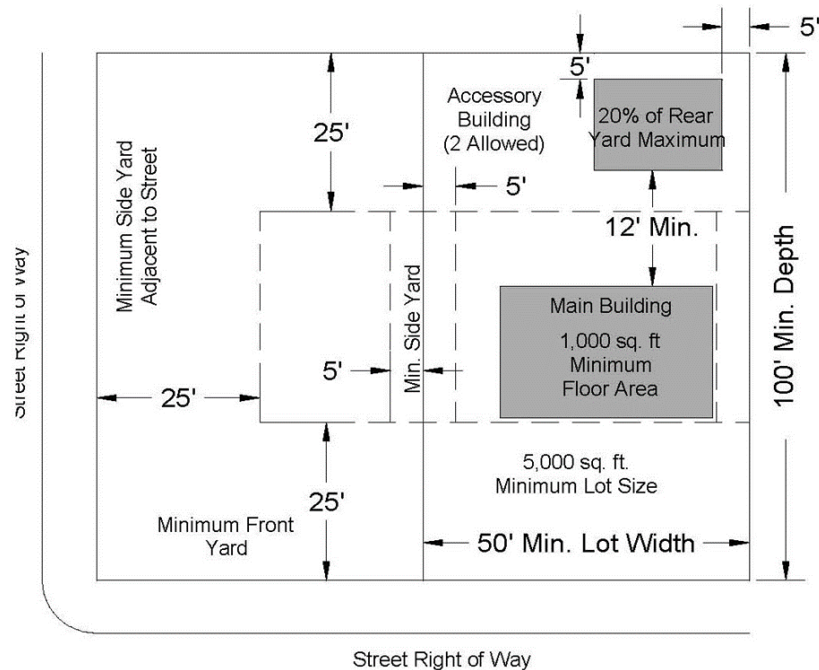
1. Home occupation;
2. Common facilities as the principal use of one or more platted lots in a subdivision;
3. Adult and/or children's day care centers;
4. Foster group home; and

5. Residence hall.

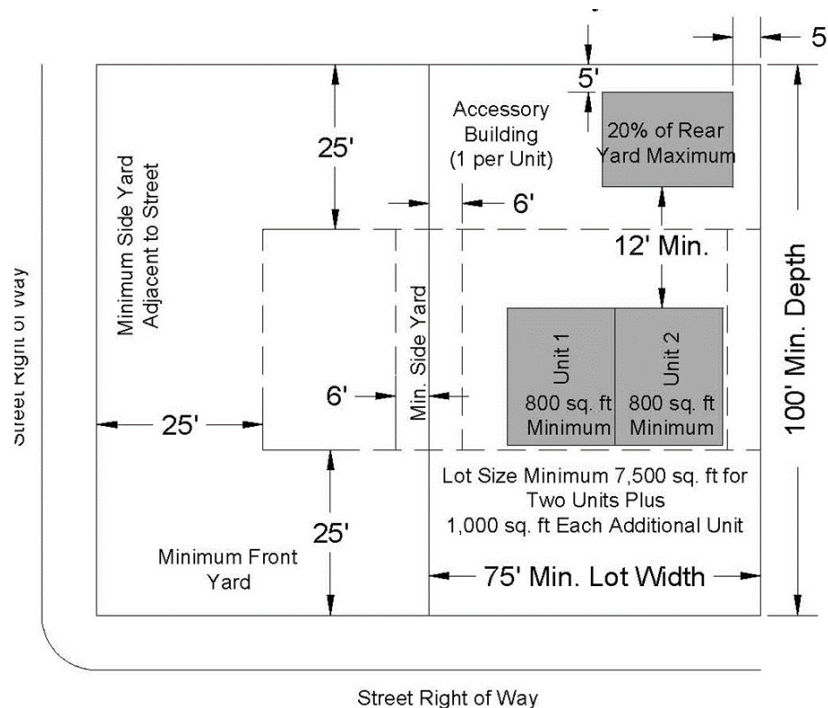
5.8.D Height, Area, Yard and Lot Coverage Requirements.

A. Single family dwelling.

1. Minimum lot area: 3,000 ft².
2. Minimum lot width and lot frontage: 50 feet.
3. Minimum lot depth: 60 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting side street.
7. Building size:
 - a. Maximum coverage as a percentage of lot area: 40%.
 - b. Single family dwelling: 1,000 ft².
8. Accessory buildings:
 - a. Maximum accessory buildings coverage of rear yard: 20%.
 - b. Maximum number of accessory buildings: one.
 - c. Minimum depth of side setback: five feet.
 - d. Minimum depth of rear setback: five feet.
 - e. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

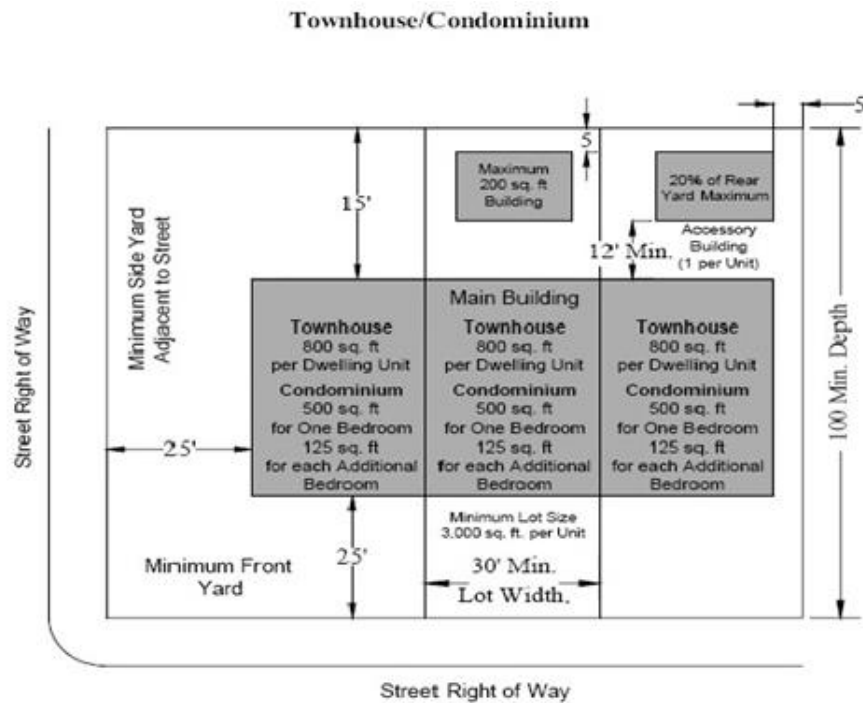


- B. Two-to-four family.
1. Minimum lot area: 7,500 ft² for two dwelling units, plus 1,000 ft² for each additional dwelling unit.
 2. Minimum lot width and lot frontage: 75 feet.
 3. Minimum lot depth: 100 feet.
 4. Minimum depth of front setback: 15 feet.
 5. Minimum depth of rear setback: 15 feet.
 6. Minimum width of side setback:
 - a. Internal lot: six feet.
 - b. Corner lot: 15 feet from intersecting side street.
 7. Building size:
 - a. Maximum coverage as a percentage of lot area: 40%.
 - b. Minimum area of each dwelling unit: 800 ft².
 8. Accessory buildings:
 - a. Maximum accessory building coverage of rear yard: 20%.
 - b. Maximum area of each accessory building: 200 ft².
 - c. Maximum number of accessory buildings: one per unit.
 - d. Minimum depth of side setback: five feet.
 - e. Minimum depth of rear setback: five feet.
 - f. Minimum depth from the edge of the main building: 12 feet.
 9. Maximum height of structures: 35 feet.
 10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



- C. Townhouse/Condominium.
1. Minimum lot area: 3,000 ft² per unit.

2. Minimum average lot width and lot frontage: 30 feet.
3. Minimum lot depth: 100 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting side street.
7. Building size:
 - a. Maximum building coverage as a percentage of lot area: 40%
 - b. Minimum area of each Townhouse dwelling unit: 800 ft².
 - c. Minimum area of each Condominium of each dwelling unit: 500 ft² for one bedroom or less, plus 125 ft² of floor area for each additional bedroom.
8. Accessory buildings:
 - a. Maximum accessory building coverage of rear yard: 20%.
 - b. Maximum area of each accessory building: 200 ft².
 - c. Maximum number of accessory buildings: one per unit.
 - d. Minimum depth of side setback: five feet.
 - e. Minimum depth of rear setback: five feet.
 - f. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.
11. Maximum density of Townhome or Condominium Housing within the R-2.5 District shall not exceed 14 units per acres with each unit platted separately.
12. Deviations from the required standards within the R-2.5 district will be subject to site plan review by the Planning and Zoning Commission and subsequent approval by City Council. Site plans should include renderings with elevations, a finish schedule and incorporate architectural designs that complement the existing structures of the area of integration.



5.8.E Parking Regulations. Lots in this District shall provide a minimum of two vehicle parking spaces per dwelling unit, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in Section 154.11 *Parking spaces for vehicles* of this ordinance.

(Ord. No. 2021-O-28 , § 1, passed 9-7-2021)

FACTORS TO CONSIDER:

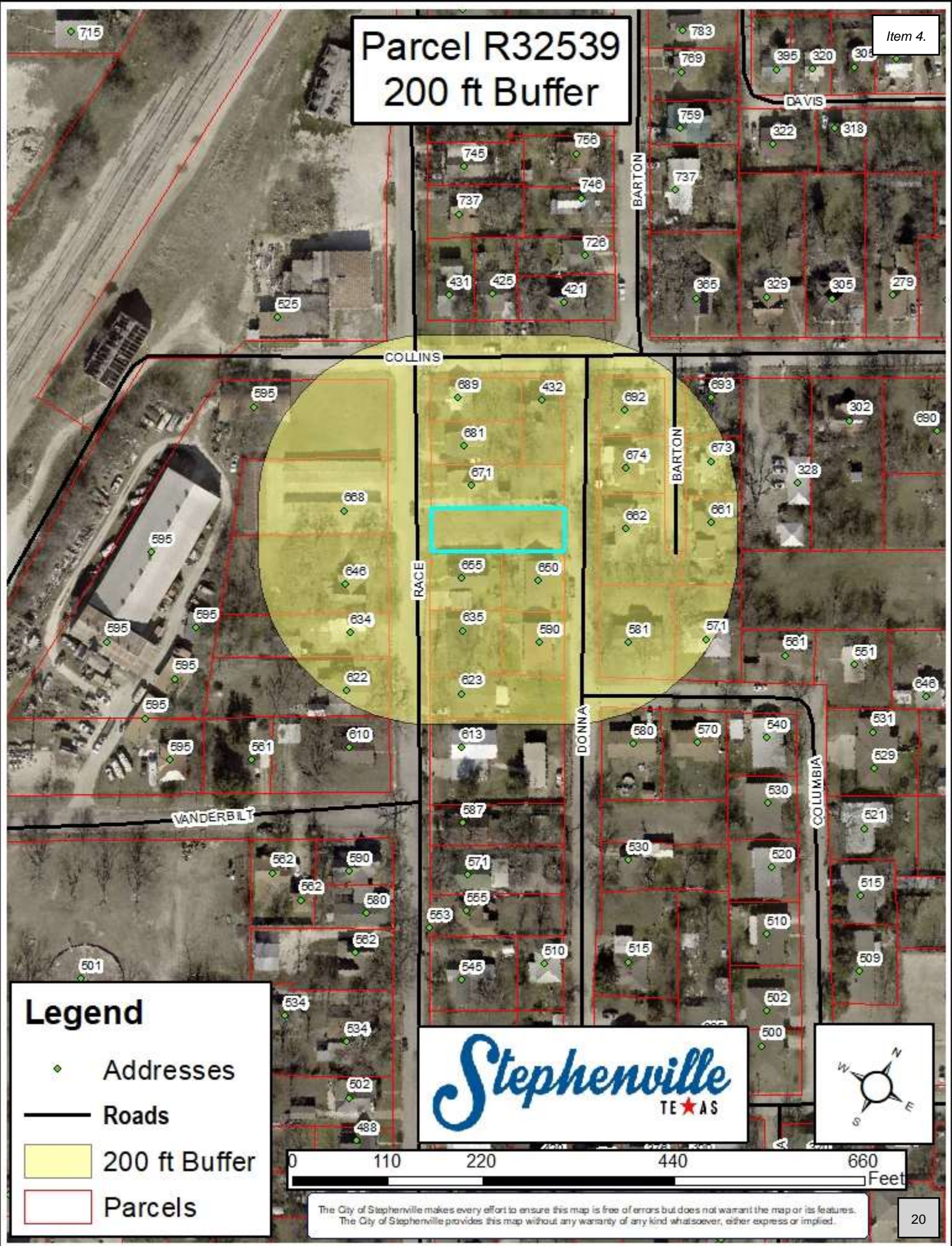
- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use
- Infrastructure Impacts
- Size and Location of Parcel – is land large enough and in property location for proposed use?
- Reasonable Use of Property – does proposed change provide reasonable use of property?
- Zoning has great discretion – deny if applicant has not proven it is in the best interest of City to approve

ALTERNATIVES:

- 1) Uphold the recommendation of the Planning and Zoning Commission and approve the request for rezoning with simultaneous replatting.
- 2) Overrule the recommendation of the Planning and Zoning Commission and deny the request for rezoning.

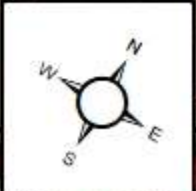
Parcel R32539 200 ft Buffer

Item 4.



Legend

- ◆ Addresses
- Roads
- 200 ft Buffer
- Parcels

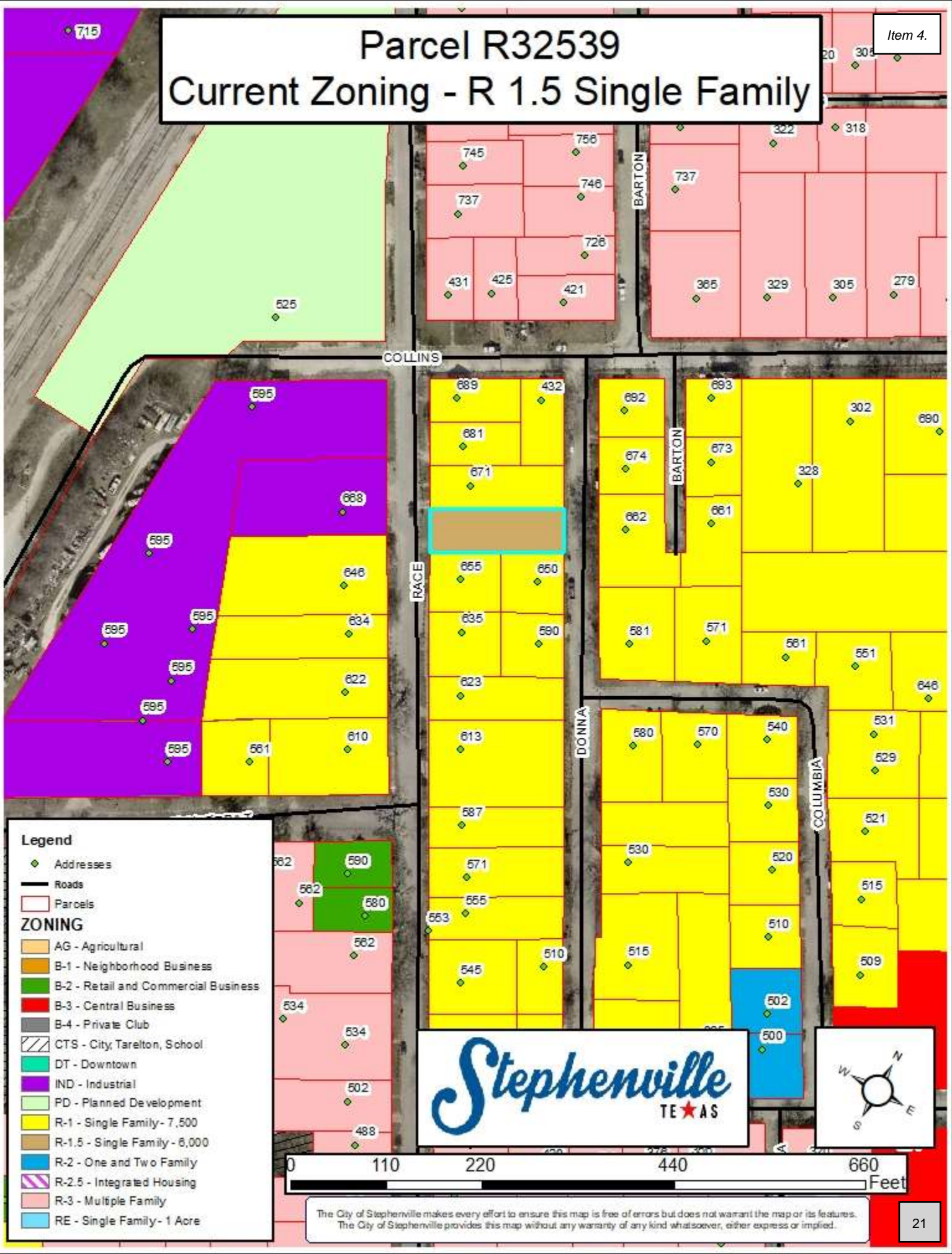


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Parcel R32539

Current Zoning - R 1.5 Single Family

Item 4.



Legend

- ◆ Addresses
 - Roads
 - ▭ Parcels
- ZONING**
- AG - Agricultural
 - B-1 - Neighborhood Business
 - B-2 - Retail and Commercial Business
 - B-3 - Central Business
 - B-4 - Private Club
 - CTS - City, Tareyton, School
 - DT - Downtown
 - IND - Industrial
 - PD - Planned Development
 - R-1 - Single Family - 7,500
 - R-1.5 - Single Family - 6,000
 - R-2 - One and Two Family
 - R-2.5 - Integrated Housing
 - R-3 - Multiple Family
 - RE - Single Family - 1 Acre

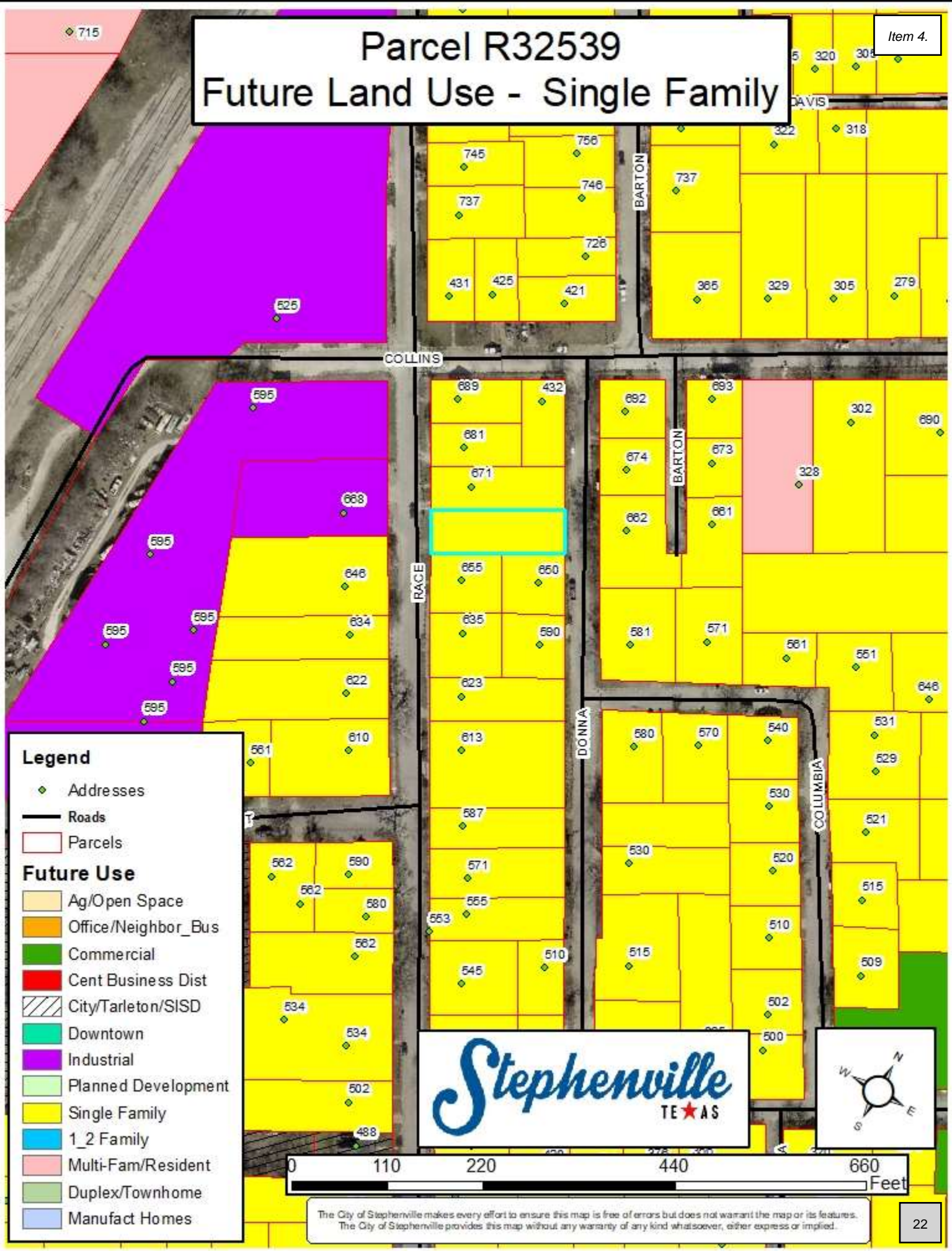
Stephenville
TEXAS



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Parcel R32539 Future Land Use - Single Family

Item 4.



Legend

- ◆ Addresses
 - Roads
 - Parcels
- ### Future Use
- Ag/Open Space
 - Office/Neighbor_Bus
 - Commercial
 - Cent Business Dist
 - City/Tarleton/SISD
 - Downtown
 - Industrial
 - Planned Development
 - Single Family
 - 1_2 Family
 - Multi-Fam/Resident
 - Duplex/Townhome
 - Manufact Homes

Stephenville
TEXAS



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Parcel R32539 Water & Sewer Utilities

Item 4.



Legend

- ◆ Addresses
- Roads
- Parcels
- Sewer Lines
- Water Lines

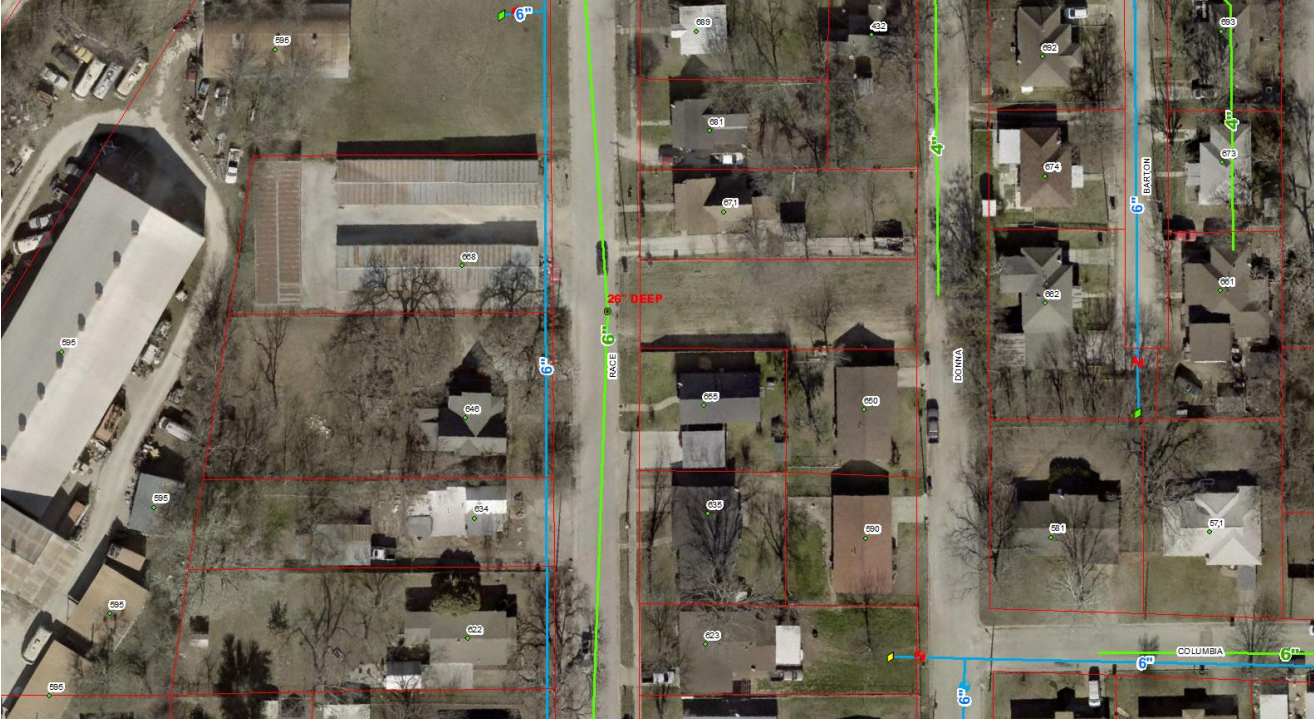


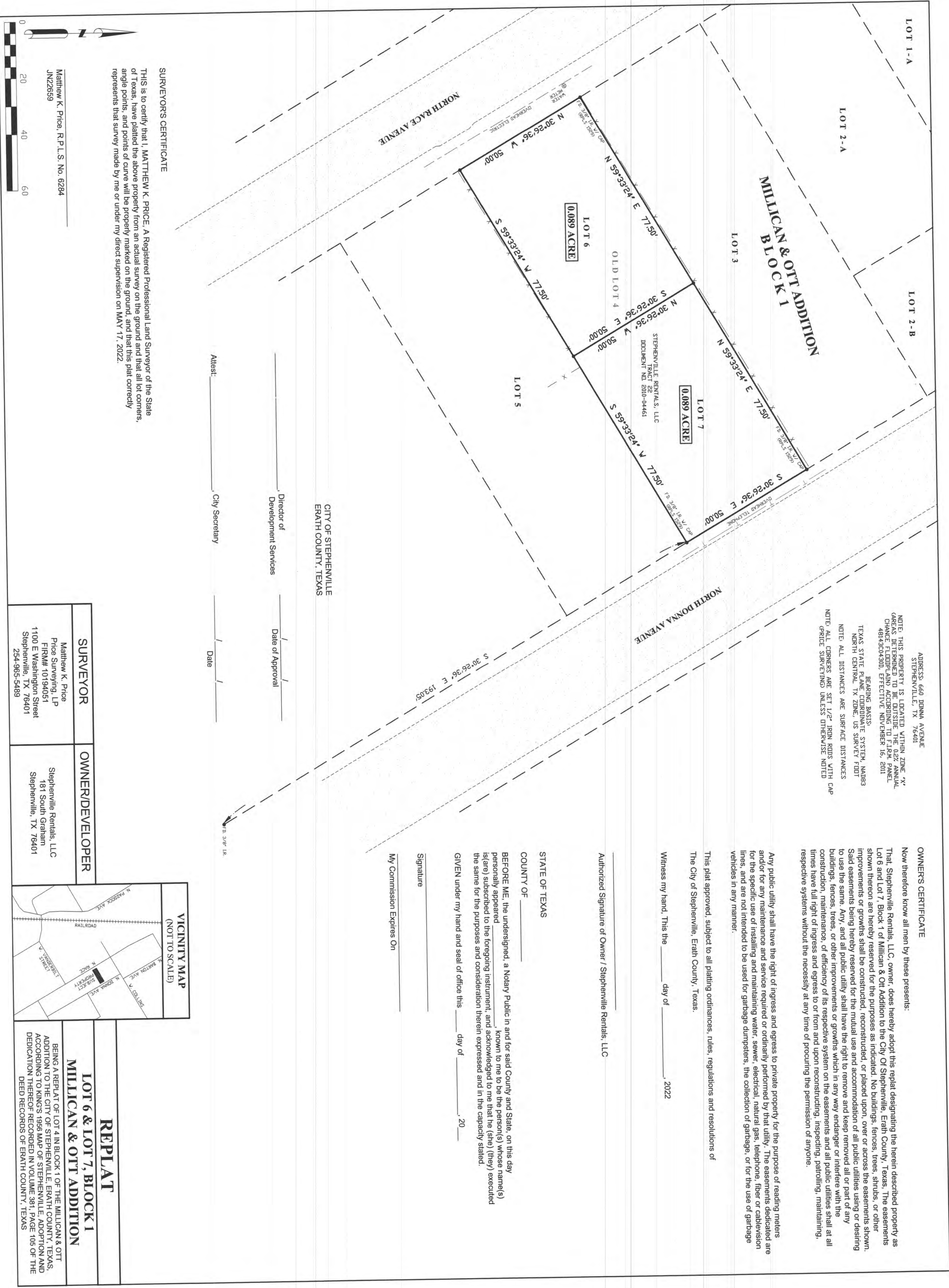
The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

Parcel R32539 Address List

Item 4.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000034651	673 BARTON	ALBRECHT DAVID L & ELIZABETH	184 COPPER RIDGE DR	LA VERNIA	TX	78121
R000032552	662 BARTON	ARNOLD FAMILY REVOCABLE LIVING TRUST	1744 MAMBRINO HWY	GRANBURY	TX	76048
R000032544	623 RACE	BEDWELL MONTY C	3377 FM914	STEPHENVILLE	TX	76401
R000032554	571 COLUMBIA	BICKLEY PROPERTIES-ERATH LLC	701 BROWNLEE CIRCLE	AUSTIN	TX	78703
R000033237	525 W COLLINS	COWTOWN PROPERTIES LLC	3745 BELLAIRE DR SOUTH	FORT WORTH	TX	76109
R000033242	634 RACE	FANNING ROBIN	897 CR456	STEPHENVILLE	TX	76401-7153
R000032556	580 COLUMBIA	HANSEN SEAN	580 N COLUMBIA	STEPHENVILLE	TX	76401
R000033240	668 RACE	HARRIS DALE & DEBBY	102 WILLOW LANE	STEPHENVILLE	TX	76401
R000033243	622 N RACE	HATCH BRENNEN & STEVE D HATCH	622 N RACE	STEPHENVILLE	TX	76401
R000032534	689 RACE	J & S FAMILY HOLDINGS LLC	PO BOX 1201	STEPHENVILLE	TX	76401
R000032553	581 COLUMBIA	KALSBECK CORIANN	PO BOX 449	DUBLIN	TX	76446
R000032711	610 RACE	LACSON GABRIEL	610 RACE	STEPHENVILLE	TX	76401
R000033239	595 W VANDERBILT	LEE MARCHELLE	695 PRAIRIE WIND BLVD	STEPHENVILLE	TX	76401
R000032541	655 RACE	MASCORRO DIANA	1090 RACE	STEPHENVILLE	TX	76401
R000034649	674 N BARTON	NELSON BESSIE	674 N BARTON	STEPHENVILLE	TX	76401
R000034650	693 N BARTON	NEWSOME SETH & ASHLEY NICOLE CAMBANIS	693 N BARTON	STEPHENVILLE	TX	76401
R000033241	646 N RACE	ROMILLY JORDAN & LAUREN ROMILLY	646 N RACE ST	STEPHENVILLE	TX	76401
R000032542	635 N RACE	SCOTT GERALD W	635 N RACE ST	STEPHENVILLE	TX	76401
R000034648	692 BARTON	SEETON PROPERTIES LLC	PO BOX 1941	MANSFIELD	TX	76063
R000032536	432 COLLINS	SOUTHERN CHARM MANAGEMENT LLC	2211 SUMMIT DR	BURLESON	TX	76028
R000032535	681 N RACE	STARRX PROPERTIES LLC	1755 BIG VALLEY CIR	LIPAN	TX	76462
R000032543	590 DONNA	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000032539	660 DONNA AVE	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000032540	650 DONNA	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000032538	671 N RACE	TEVIS ROBERT AND APRIL TEVIS	2715 CR 299	DUBLIN	TX	76446
R000034652	661 BARTON	TORRES JOSE & FLOR E	661 N BARTON	STEPHENVILLE	TX	76401
R000032545	613 RACE	VAUGHN EDMUND LEE	613 N RACE ST	STEPHENVILLE	TX	76401





ORDINANCE NO. 2022-O-XX

AN ORDINANCE REZONING THE LAND DESCRIBED FROM THE ZONING SINGLE FAMILY RESIDENTIAL DISTRICT-6,000 (R-1.5) TO INTEGRATED HOUSING DISTRICT (R-2.5)

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

All that lot, tract or parcel of land legally described as follows:

Being Block 1, Lot 4 of the Millican & Ott Addition to the City of Stephenville, Erath County, Texas, located at 660 Donna Avenue, and identified as Parcel No. R32539 in the Erath County Appraisal District Records

is hereby rezoned and the zoning classification changed from the classification of Single Family Residential District-6,000 (R-1.5) to Integrated Housing District (R-2.5), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of July, 2022.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary

Reviewed by Jason M. King,
Interim City Manager

Randy Thomas, City Attorney
Approved as to form and legality



STAFF REPORT

SUBJECT: Case No.: PD2022-003

Applicant Scott Allen, representing Stephenville Rentals LLC, is requesting a rezone of property located at 157 W. Washington, Parcel R29179, being Block 5, Lot C of City Addition to the City of Stephenville, Erath County, Texas, from (DT) Downtown to (PD) Planned Development.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

A conceptual plan for the proposed Planned Development District was presented at the May 18, 2022 meeting. The applicant is now requesting approval of the rezone and development plan.

The Planning and Zoning Commission convened June 15, 2022, and by a unanimous vote, recommended the City Council approve the rezone request.

BACKGROUND:

PROPERTY PROFILE:



STAFF NOTES:

1. The PD is requested for the DT zoning district due to a mixed use plan that will allow retail/office space on the first floor and duplex style units on the second floor.
2. The DT zoning district allows for both retail/office and residential uses, but, does not specify mixed use as a permitted use.
3. The request has generated expressed concerns in regards to parking. The DT zoning district requires two parking spaces per unit for residential use. Commercial uses in the DT zoning district are exempt from parking requirements.

4. Dumpster enclosure requirements should be considered in regards to the PD request.
5. Landscape requirements should be considered in regards to the PD request.

Sec. 154.06.7. Downtown district (DT).

6.7.A Description. The Downtown District is intended to encourage the redevelopment of the original township, which includes the historic courthouse, offices, retail business and residences. The varying land uses included in the Downtown District are compatible with existing uses to preserve the integrity of the area Downtown District and deter urban deterioration. This district also facilitates the maintenance of the area and provides for the vibrant interaction between retail, service, residential, government and public use.

6.7.B Permitted Uses.

- (1) Banks or other financial institutions;
- (2) Bed and breakfast/boarding house;
- (3) Bicycle sales and rental;
- (4) Book and card/gift stores;
- (5) Church, temple or mosque;
- (6) Civic or community center;
- (7) Clinic;
- (8) Commercial parking garage/lot;
- (9) Condominium (four or less units);
- (10) Convenience/grocery store (without pumps);
- (11) Day spa;
- (12) Florist;
- (13) Fraternal organization, lodge or civic club;
- (14) Health club, weight and aerobic center;
- (15) Home occupation;
- (16) Hotels and motels;
- (17) Library;
- (18) Micro brewery/winery (retail sales)—without drive-in service;
- (19) Municipal facilities/state facilities/federal facilities;
- (20) Museums and galleries;
- (21) Office—professional and general administration;
- (22) Personal service shop (beauty/barber shop);
- (23) Restaurant or cafeteria—without drive-in service;
- (24) Restaurant with alcoholic beverage service;
- (25) Retail shops;
- (26) Sale of alcohol as licensed by the Texas Alcoholic Beverage Commission;
- (27) Single family dwelling;
- (28) Studio for photographer, musician, artist;
- (29) Tattoo parlor;
- (30) Theater-indoor;
- (31) Townhouse (four or less units);

- (32) Travel agencies; and
- (33) Two-four family dwelling.

6.7.C Conditional Uses (Special Use Permit required).

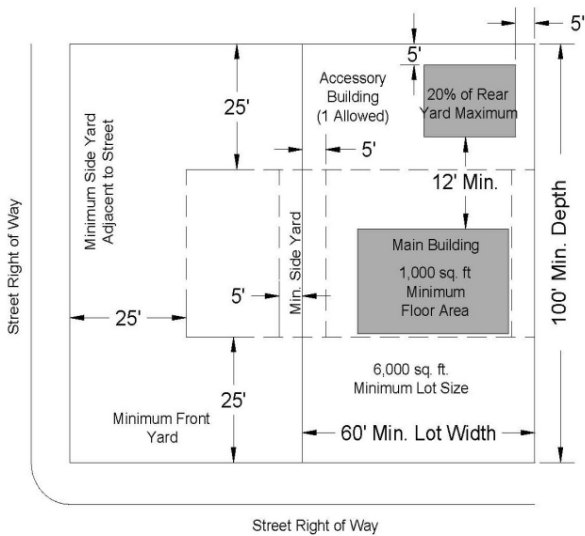
- (1) Restaurant (drive-in type);
- (2) Micro brewery/winery (distribution);
- (3) Tobacco shop;
- (4) Reserved.

6.7.D Height, Area, Yard and Lot Coverage Requirements.

(A) *Single family dwelling.*

- (1) Maximum density: one dwelling unit per lot.
- (2) Minimum lot area: 6,000 ft².
- (3) Minimum lot width and lot frontage: 60 feet.
- (4) Minimum lot depth: 100 feet.
- (5) Minimum depth of front setback: 25 feet.
- (6) Minimum depth of rear setback: 25 feet.
- (7) Minimum width of side setback:
 - (a) Internal lot: five feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (8) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.
 - (b) Minimum area of main building: 1,000 ft².
- (9) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum number of accessory buildings: one.
 - (c) Minimum depth of side setback: five feet.
 - (d) Minimum depth of rear setback: five feet.
 - (e) Minimum depth from the edge of the main building: 12 feet.
- (10) Maximum height of structures: 35 feet.
- (11) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

6.7.D Height, Area, Yard and Lot Coverage Requirements Single-Family Dwelling



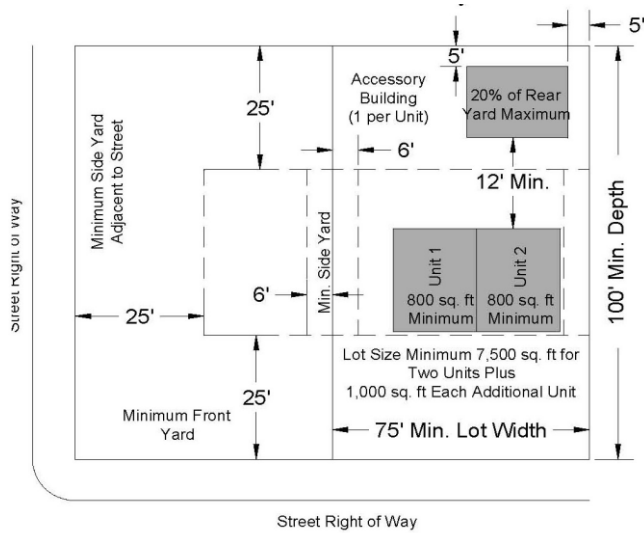
6.7.E Parking Regulations. A Single-Family, DT District lot shall provide a minimum of two vehicle parking spaces, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in Section 11 the Parking Regulations.

(B) *Two-four family dwelling.*

- (1) Maximum density: four family unit per lot.
- (2) Minimum lot area: 7,500 ft² for two dwelling units, plus 1,000 ft² for each additional dwelling unit.
- (3) Minimum lot width and lot frontage: 75 feet.
- (4) Minimum lot depth: 100 feet.
- (5) Minimum depth of front setback: 25 feet.
- (6) Minimum depth of rear setback: 25 feet.
- (7) Minimum width of side setback:
 - (a) Internal lot: six feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (8) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.
 - (b) Minimum area of each dwelling unit: 800 ft².
- (9) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum area of each accessory building: 200 ft².
 - (c) Maximum number of accessory buildings: one per unit.
 - (d) Minimum depth of side setback: five feet.
 - (e) Minimum depth of rear setback: five feet.
 - (f) Minimum depth from the edge of the main building: 12 feet.
- (10) Maximum height of structures: 35 feet.
- (11) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples, and mosques may not exceed 75 feet, if the building is

set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

6.7.D Height, Area, Yard and Lot Coverage Requirements Two-Four Family Dwellings



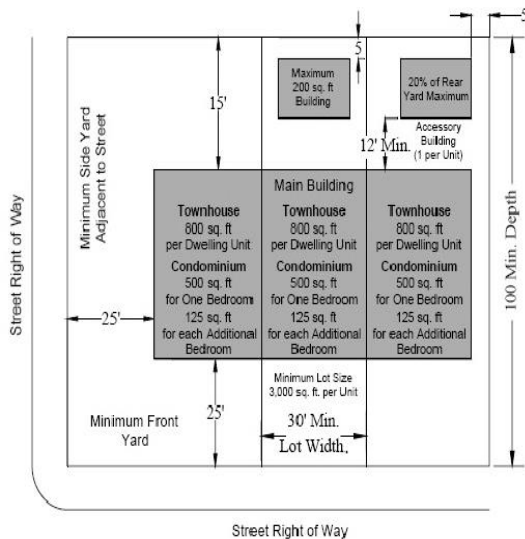
A Two-Four-Family, DT District lot shall provide a minimum of two vehicle parking spaces per dwelling unit and meet all the pertinent requirements contained in Section 11 the Parking Regulations.

(C) *Townhouse/Condominium.*

- (1) Maximum density: four family unit per lot
- (2) Minimum lot area: 3,000 ft² per unit.
- (3) Minimum average lot width and lot frontage: 30 feet.
- (4) Minimum lot depth: 100 feet.
- (5) Minimum depth of front setback: 25 feet.
- (6) Minimum width of rear setback: 15 feet.
- (7) Minimum width of side setback:
 - (a) Internal lot: five feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (8) Building size:
 - (a) Maximum main building coverage as a percentage of lot area: 40%
 - (b) Minimum area of each townhouse dwelling unit: 800 ft².
 - (c) Minimum area of each condominium of each dwelling unit: 500 ft² for one bedroom or less, plus 125 ft² of floor area for each additional bedroom.
- (9) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum area of each accessory building: 200 ft².
 - (c) Maximum number of accessory buildings: one per unit.
 - (d) Minimum depth of side setback: five feet.
 - (e) Minimum depth of rear setback: five feet.
 - (f) Minimum depth from the edge of the main building: 12 feet.

- (10) Maximum height of structures: 35 feet.
- (11) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

6.7.D Height, Area, Yard and Lot Coverage Requirements Townhouse/Condominium

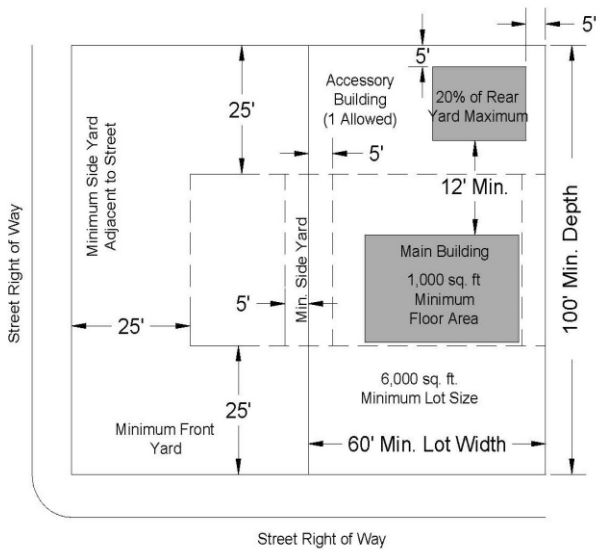


A Townhouse/Condominium, DT District lot shall provide a minimum of two vehicle parking spaces per dwelling unit and meet all the pertinent requirements contained in Section 11 the Parking Regulations.

(D) *All other uses.*

- (1) Maximum density: There is no maximum density requirement.
- (2) Minimum lot area: There is no minimum area requirement.
- (3) Minimum lot width: There is no minimum width requirement.
- (4) Minimum lot depth: There is no minimum depth requirement.
- (5) Minimum depth of front setback: There is no front setback requirement.
- (6) Minimum depth of rear setback: There is no minimum rear setback requirement unless the lot abuts upon a Residential District, then a minimum ten feet is required.
- (7) Minimum width of side setback:
 - (a) Internal lot: There is no minimum side setback requirement unless the lot abuts upon a Residential District, then a minimum five feet is required.
 - (b) Corner lot: There is no setback requirement.
- (8) Building size: there are no minimum size regulations.
- (9) Maximum height of structures: No building shall exceed 75 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

Height, Area, Yard and Lot Coverage Requirements

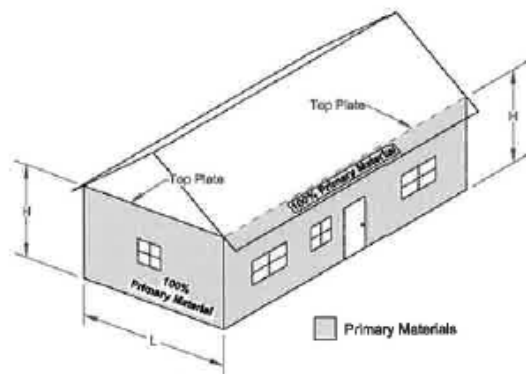


Note: No rear or side yard except when the lot abuts upon a Residential District, then the minimum setback for rear yard is ten feet and side yard is five feet.

6.7.F Type of Construction.

- (1) The exterior facade of all structures visible from a public street shall be of an architectural exterior finish similar to the surrounding structures within the District, exclusive of door and window openings.
- (2) Exterior siding and trim coloring shall be compatible to the surrounding structures in the District.
- (3) Exterior metal facades are prohibited in the DT "Downtown District."
- (4) The exterior walls of all new dwellings to the top plate, shall be constructed exclusively of primary materials, excluding doors, windows, and porches. See Section 10.E(1): Exterior Building Material Standard—Primary Materials.
- (5) Existing dwellings expanding the total square footage of the building 50% or less, or modifying the exterior walls, may use the same exterior construction material as the existing primary building. If the material is not available, similar material may be used if approved by the Community Development Director.
- (6) Existing dwellings expanding the total square footage of the building more than 50%, or proposing to use a material inconsistent with the primary structure for any expansion, must meet the 80% minimum primary materials, Section 10.E: Exterior Building Material Standard, for the total exterior walls of the structure.

Exterior Building Material Standards

**NEW CONSTRUCTION**

Total Exterior Wall shall equal,
100% of Primary Materials.
(Windows & Doors are excluded)

EXISTING STRUCTURES

1. Expanding or modifying the footage of the building 50% or less, may use the same exterior material as the existing primary building. If not available, approval is needed from the Community Development Director.
2. Expanding or modifying the footage of the building 50% or more, must use 100% Primary Materials of the exterior wall.
3. Windows and Doors are excluded.

6.7.G Miscellaneous Provisions. Wherever a commercial use adjoins a Residential District and is not separated by a street, a six-foot or taller solid sight-barring fence or landscape barrier will be constructed and maintained along the boundary or property line as permanent screening. All outside lighting features will be placed and reflected so as to not create annoyances, nuisances or hazards.

6.7.H Parking Regulations. See Section 11 Parking Regulations.

6.7.I Sign Regulation. See Section 12 for Sign Regulations.

6.7.J Exceptions to Use, Height and Area Regulations. See Section 10.

6.7.K Garbage Regulations.

- (1) Downtown District will provide a serviceable area specifically for refuse collection designed for refuse canisters. Each designated canister area will be nine feet wide and eight feet deep (72 square feet), with a cement slab base. If the location of the cement slab is adjacent to a Residential District, the slab must be at least five feet from the property line. The refuse area will be enclosed on three sides by a privacy fence. Approach areas will meet the requirements of Subsection 6.7.L.
- (2) Containers, polycarts, receptacles and any other unacceptable waste or recyclables, shall be removed from the curb or other designated collection point by the customer no later than 7:00 a.m. on the day following their scheduled collection day. Each designated area shall be four feet wide and four feet deep (16 square feet), impervious slab. The refuse area will be completely screened by a privacy fence or landscaping.

6.7.L Loading and Unloading Regulations.

- (1) All loading, unloading and maneuvering of vehicles connected with the activity on the premises, must be paved with a sealed surface pavement and maintained in such a manner that no dust will be produced.
- (2) All loading, unloading and maneuvering of vehicles connected with the activity on city streets, must be loaded and unloaded between the hours of 12:00 a.m. (midnight) to 11:00 a.m. The activity must not impede public traffic on city streets.

6.7.M Sidewalk. Property with new construction and/or residential use changing to a commercial use, shall construct a sidewalk along the city right(s)-of-way in accordance with Subdivision Ordinance design standards.

(Ord. 2011-05, passed 4-5-2011; Am. Ord. 2011-26, passed 12-6-2011; Am. Ord. 2014-03, passed 2-4-2014; Am. Ord. 2014-05, passed 3-4-2014; Am. Ord. No. 2018-O-25 , § 1, 8-7-2018; Ord. No. 2021-O-17 , §§ 1, 6, passed 6-1-2021; Ord. No. 2021-O-32 , § 1, passed 8-3-2021)

Sec. 154.08. Planned development district (PD).

8.A Description.

- (1) Planned development districts are designed for greater flexibility and discretion in the application of residential and non-residential zoning and for increased compatibility and the more effective mitigation of potentially adverse impacts on adjacent land than in possible under standard district regulations. It is recognized that it is desirable for certain areas of the city to be developed in accordance with development plans prepared and approved as a part of the ordinance authorizing the zoning necessary for the proposed development.
- (2) Improvements in a "PD" District are subject to conformance with a development plan approved by the City Council on Planning and Zoning Commission recommendation and after public hearing thereon. No development plan may increase gross density in excess of that allowed by the base district.

8.B Permitted Uses. In a PD Development District, no land shall be used and no building shall be installed, erected for/or converted to any use other than a hereinafter provided.

NON-RESIDENTIAL PLANNED DEVELOPMENTS. Considered appropriate where the following conditions prevail:

- (1) The project utilized innovative land development concepts and is consistent with the Comprehensive Land Use plan and the goals and objectives of the city;
- (2) Non-residential uses are situated such that an appreciable amount of land is available for open space or joint use as parking space and is integrated throughout the planned development;
- (3) The site exhibits environmentally natural features which should be considered for preservation and/or enhancement;
- (4) Aesthetic amenities may be provided in the planned development design which are not economically feasible to provide in conventional non-residential projects; and
- (5) The project provides a compatible transition between adjacent existing single-family residential projects and provides a compatible transition for the extension of future single-family projects into adjacent undeveloped areas.

RESIDENTIAL PLANNED DEVELOPMENT. Considered appropriate where the following conditions prevail:

- (1) The project utilized innovative land development concepts and is consistent with the Comprehensive Land Use plan and the goals and objectives of the city;
- (2) Dwelling units are situated such that an appreciable amount of land for open space is available and is integrated throughout the planned development;
- (3) The project utilizes an innovative approach in lot configuration and mixture of single-family housing types;
- (4) Higher densities than conventional single-family projects of the same acreage is achievable with appropriate buffering between existing conventional single-family developments and increased open space;
- (5) The site exhibits environmentally natural features which should be considered for preservation and/or enhancement;

- (6) Aesthetic amenities may be provided in the planned development design which are not economically feasible to provide in conventional single-family projects; and
- (7) The project provides a compatible transition between adjacent existing conventional single-family residential projects and provides a compatible transition for the extension of future conventional single-family projects into adjacent undeveloped areas.

8.C Prohibited Uses.

- (1) Any building erected or land used for other than the use shown on the Planned Development Site Plan, as approved by the City Council.
- (2) Any use of property that does not meet the required minimum lot size; front, side and rear yard dimensions; and/or lot width, or exceeds the maximum height, building coverage or density per gross acreage as shown in the development's recorded Planned Development Site Plan, as approved by City Council.
- (3) Any use deemed by the City Council as being detrimental to the health, safety or general welfare of the citizens of Stephenville.

8.D Ownership. An application for approval of a Planned Development Plan under the Planned Development District regulations may be filed by a person having legal ownership of the property to be included in the Development Plan. In order to ensure unified planning and development of the property, the applicant shall provide evidence, in form satisfactory to the City Attorney, prior to final approval of the Development Plan, that the property is held in single ownership or is under single control. Land shall be deemed to be held in single ownership or under single control if it is in joint tenancy, tenancy in common, a partnership, a trust or a joint venture. The Development Plan shall be filed in the name(s) of the record owner(s) of the property, which shall be included in the application. CITY ATTORNEY ACCEPTED PROOF OF OWNERSHIP.

8.E Development Schedule.

- (1) An application for a Planned Development District shall be accompanied by a development schedule indicating the approximate date on which construction is expected to begin and the rate of anticipated development to completion. The development schedule, adopted and approved by the City Council, shall become part of the Planned Development Ordinance and shall be adhered to by the owner, developer and their assigns or successors in interest. INCLUDED WITH SUBMITTAL.
- (2) Annually, upon the anniversary date, or more frequently if required, the developer shall provide a written report to the Planning and Zoning Commission concerning the actual development accomplished as compared with the development schedule.
- (3) The Planning and Zoning Commission may, if in its opinion the owner or owners of the property are failing or have failed to meet the approved development schedule, initiate proceedings to amend the Official Zoning map or the Planned Development District by removing all or part of the Planned Development District from the Official Zoning Map and placing the area involved in another appropriate zoning district. After the recommendation of the Planning and Zoning commission and for good cause shown by the owner and developer, the City Council may extend the development schedule as may be indicated by the facts and conditions of the case.

8.F Plat Requirements. No application for a building permit for the construction of a building or structure shall be approved unless a plat, meeting all requirements of the City of Stephenville has been approved by the City Council and recorded in the official records of Erath County.

8.G Concept Plan. The applicant for any PD Planned Development shall submit a concept plan to the Planning and Zoning Commission for review prior to submitting a Development Plan. The concept plan shall contain appropriate information to describe the general land use configuration, proposed densities or lot sizes, proposed amenities and proposed regulation.

8.H Development Plan Approval Required. No building permit or certificate of occupancy shall be issued and no use of land, buildings or structures shall be made in the "PD" District until the same has been approved as part of a development plan in compliance with the procedures, terms and conditions of this section of the ordinance.

8.I Approval Procedures.

- (1) An application for development plan approval shall be filed with the Director of Community Development accompanied by a development plan.
- (2) The procedures for hearing a request for a zoning change to "PD" shall be the same as for a requested change to any other district as set forth Section 20 of the Zoning Ordinance.
- (3) Any substantive revision to a development plan between the public hearing before the Planning and Zoning Commission and the public hearing before the City Council shall necessitate the development plan being referred back to the Planning and Zoning Commission for review and evaluation unless the revision constitutes a minor change as provided below, or the change was condition of the approval.
- (4) Any revisions to the development plan after the public hearing before the City Council shall be submitted to the Director of Community Development for distribution, review and written evaluation by city staff prior to submission to and approved by the City Council.
- (5) Minor changes to an approved development plan, which will not cause any of the following circumstances to occur, may be authorized by the Director of Community Development or his or her designee:
 - (a) A change in the character of the development;
 - (b) An increase in the gross floor areas in structures;
 - (c) An increase in the intensity of use;
 - (d) A reduction in the originally approved separations between buildings;
 - (e) Any adverse changes in traffic circulation, safety, drainage and utilities;
 - (f) Any adverse changes in such external effects on adjacent property as noise, heat, light, glare, vibration, height scale or proximity;
 - (g) A reduction in the originally approved setbacks from property lines;
 - (h) An increase in ground coverage by structures;
 - (i) A reduction in the ratio of off-street parking and loading space; and
 - (j) A change in the size, height, lighting or orientation of originally approved signs.
- (6) The decision of the Director of Community Development or his or her designee as to whether minor changes are being requested may be appealed to the Planning and Zoning Commission. Any change deemed not to be minor change, as indicated above, shall be processed as a new application in accordance with the provisions of this section and Section 20.1 of the Zoning Ordinance.

8.J Development Plan Requirements. The development plan submitted in support of a request for development plan approval shall contain sufficient information delineating the characteristics of the site, changes in those characteristics as may be proposed by the development, how the development will relate to public services and facilities and what protection features are included to insure that the development will be compatible with existing and allowable development on adjacent property. The development plan shall show at least the following items of information:

- (1) The location of all existing and planned non-single-family structures on the subject property;
- (2) Landscaping lighting and/or fencing and/or screening of common areas;

- (3) General locations of existing tree clusters, providing average size and number and indication of species;
- (4) Location and detail of perimeter fencing if applicable;
- (5) General description/location of ingress and egress with description of special pavement treatment if proposed;
- (6) Off-street parking and loading facilities, and calculations showing how the quantities were obtained for all non single-family purposes;
- (7) Height of all non-single-family structures;
- (8) Proposed uses;
- (9) Location and description of subdivision signage and landscaping at entrance areas;
- (10) Street names on proposed streets;
- (11) Proposed minimum area regulations including, set-backs, lot-sizes, widths, depths, side-yards, square footage or residential structures;
- (12) Indication of all development phasing and platting limits; and
- (13) Such additional terms and conditions, including design standards, as the Planning and Zoning Commission and the City Council deem necessary.

8.K Conditions for Development Plan Approval.

- (1) A development plan shall be approved only if all of the following conditions have been found during the review and process:
 - (a) That the uses will be compatible with and not injurious to the use and enjoyment of other property, nor significantly diminish or impair property values with the immediate vicinity;
 - (b) That the establishment of the use or uses will not impede the normal and orderly development and improvements of surrounding vacant property;
 - (c) That adequate utilities, access roads, drainage and other necessary supporting facilities have been or will be provided;
 - (d) That the design, location and arrangement of all driveways and parking spaces provides for the safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments;
 - (e) That adequate nuisance prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration;
 - (f) That directional lighting will be provided so as not to disturb or adversely affect neighboring properties.
- (2) In approving a development plan, the City Council may impose additional conditions necessary to protect the public interest and welfare of the community.

8.L Additional Conditions. Every Planned Development District approved under the provisions of this Ordinance shall be considered as an amendment to the Ordinance as applicable to the property involved. In an approved Planned Development District, the City Council may impose conditions relative to the standard of development, and such conditions shall be complied with before a certificate of occupancy is issued for the use of the land or any structure which is part of the Planned Development District; and such condition shall not be construed as conditions precedent to the approval of the zoning amendment, but shall be constructed as conditions precedent to the granting of a certificate of occupancy.

8.M Revocation.

- (1) Approval of a development plan may be revoked or modified, after notice and hearing, for either of the following reasons:
 - (a) Approval was obtained or extended by fraud or deception; or
 - (b) That one or more of the conditions imposed by the City Council on the development plan has not been met or has been violated.
- (2) Development controls:
 - (a) The City Council may impose more restrictive requirements than those proposed in the development plan in order to minimize incompatibilities;
 - (b) A "PD" District shall have a minimum lot area of not less than one acre under unified control;
 - (c) The parking requirements of the Zoning Ordinance shall apply to all uses in the "PD" District unless otherwise specified on the development plan; and
 - (d) "PD" provisions may vary setbacks with approval.

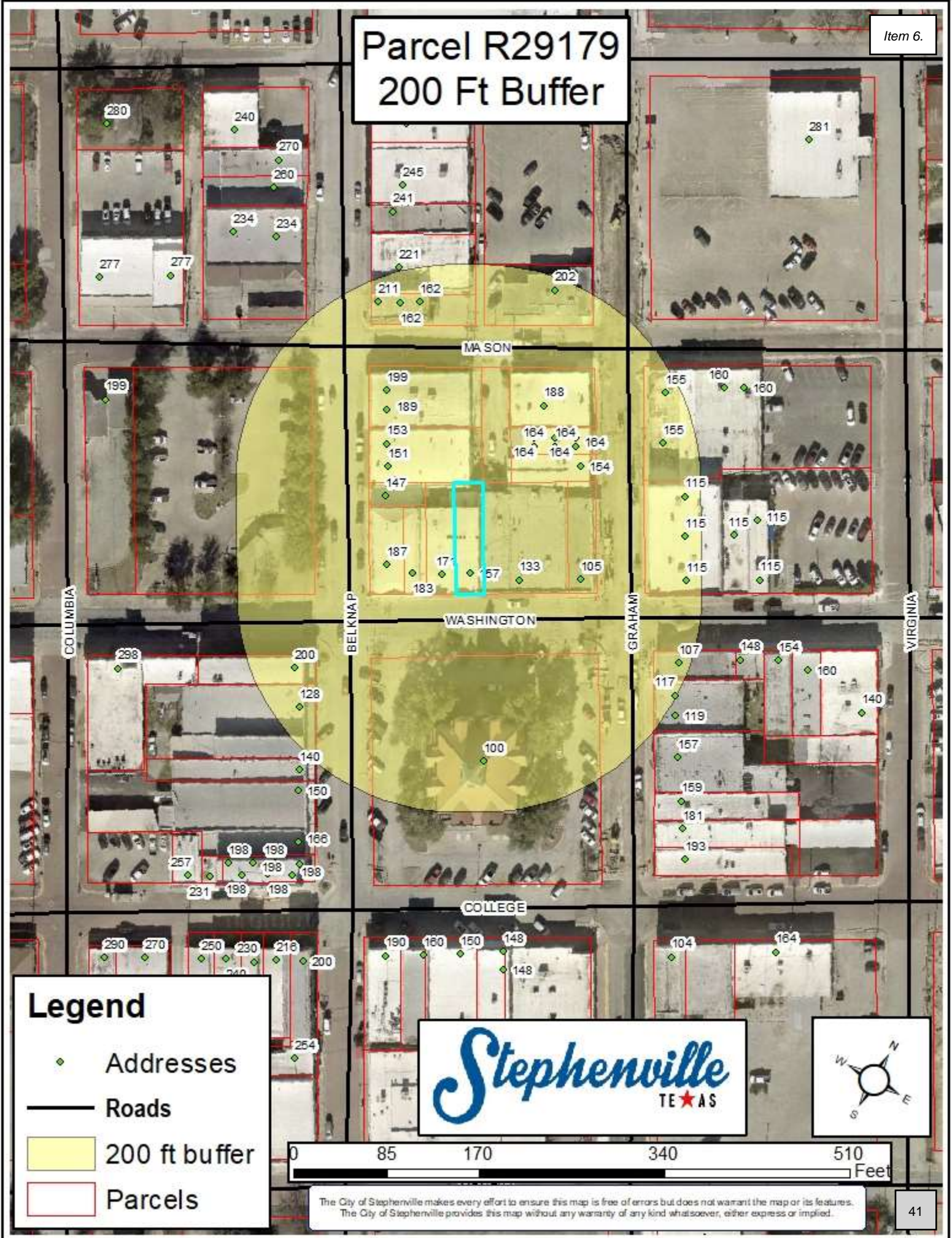
FACTORS TO CONSIDER:

- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use
- Infrastructure Impacts
- Size and Location of Parcel – is land large enough and in property location for proposed use?
- Reasonable Use of Property – does proposed change provide reasonable use of property?
- Zoning has great discretion – deny if applicant has not proven it is in the best interest of City to approve

ALTERNATIVES:

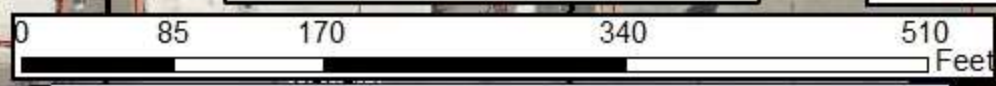
- 1) Uphold the recommendation of the Planning and Zoning Commission and approve the rezone request to planned development.
- 2) Overrule the recommendation of the Planning and Zoning Commission and deny the rezone request to planned development.

Parcel R29179 200 Ft Buffer



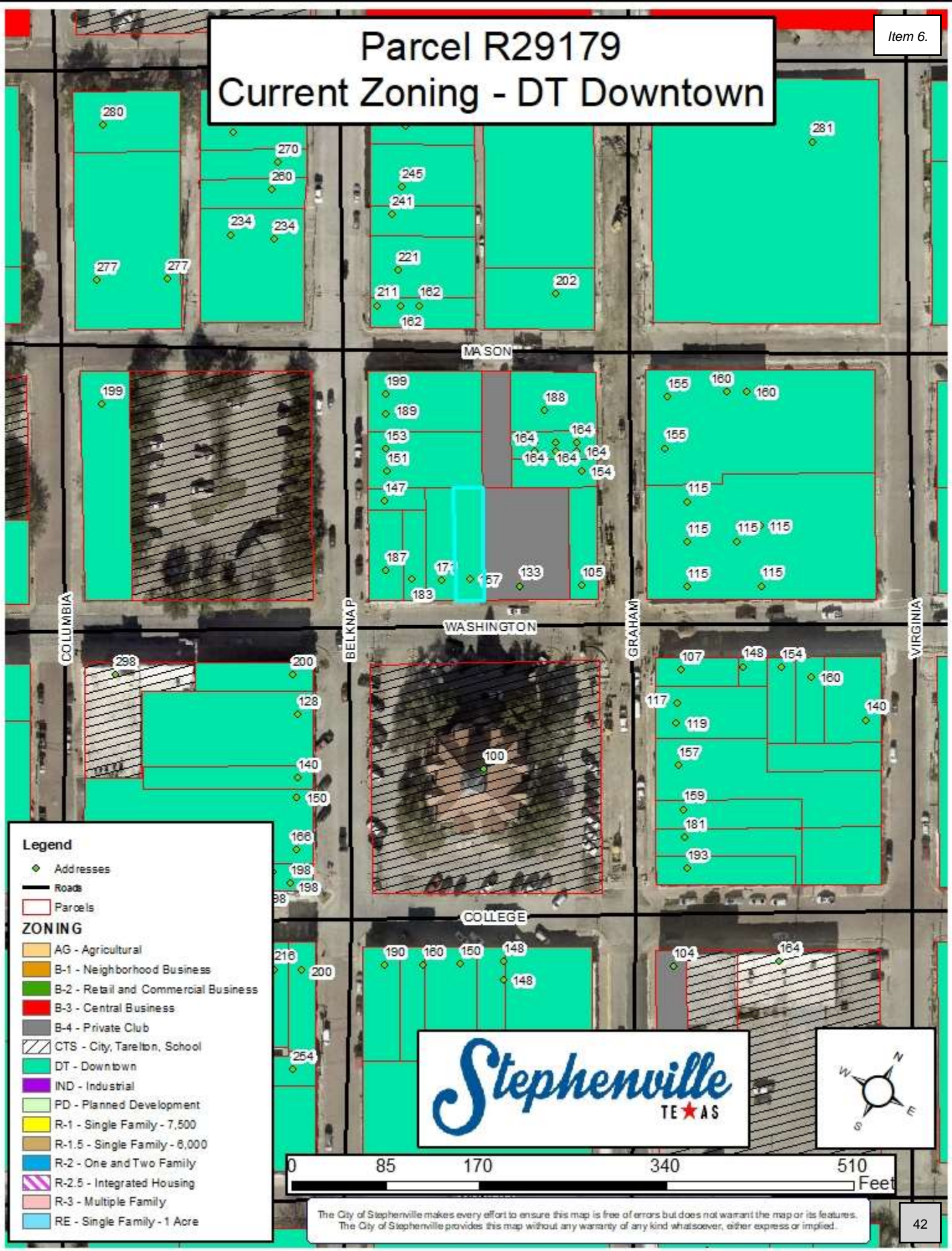
Legend

- ◆ Addresses
- Roads
- 200 ft buffer
- Parcels



The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

Parcel R29179 Current Zoning - DT Downtown



Legend

- ◆ Addresses
- Roads
- ▭ Parcels

ZONING

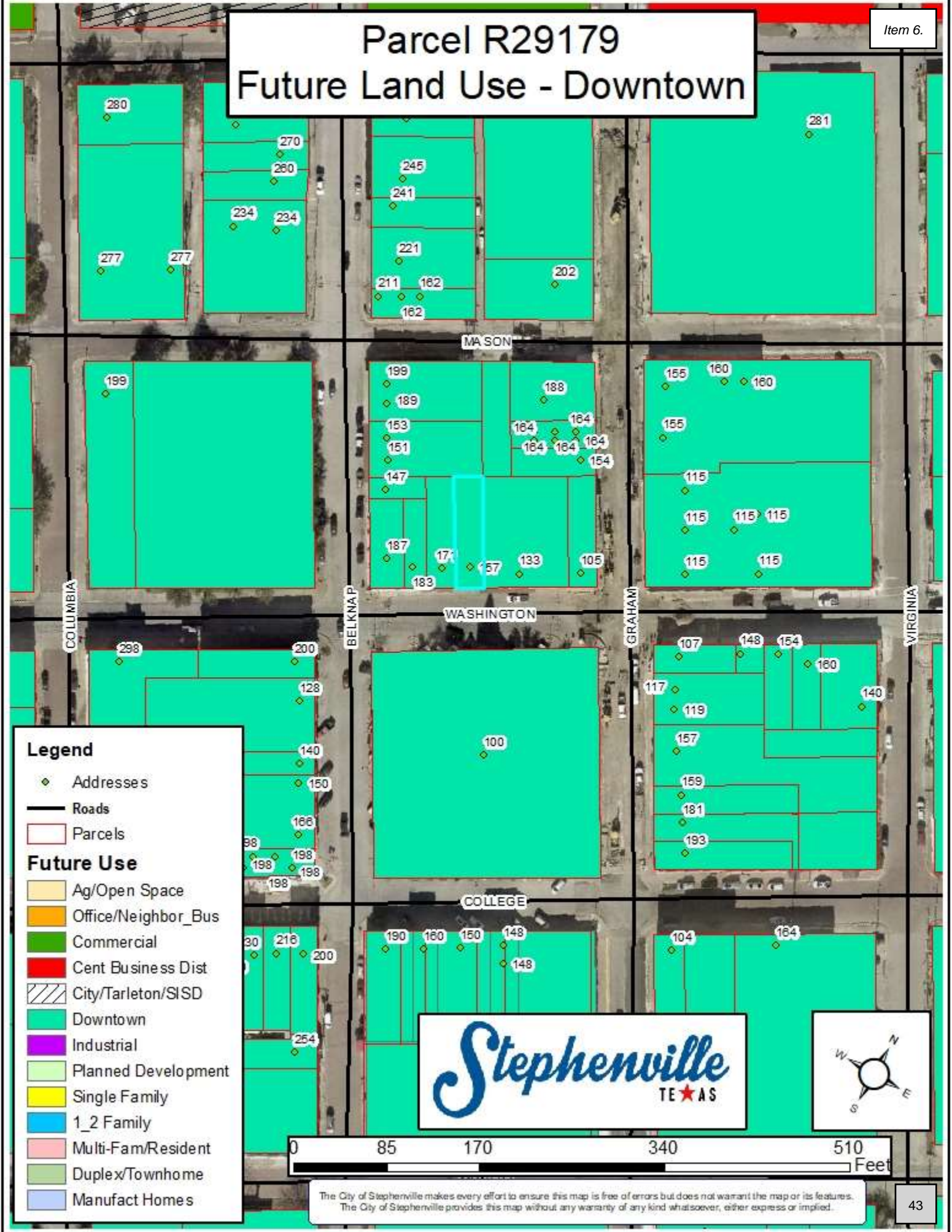
- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tarelnb, School
- DT - Downtown
- IND - Industrial
- PD - Planned Development
- R-1 - Single Family - 7,500
- R-1.5 - Single Family - 6,000
- R-2 - One and Two Family
- R-2.5 - Integrated Housing
- R-3 - Multiple Family
- RE - Single Family - 1 Acre



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Parcel R29179 Future Land Use - Downtown

Item 6.



Legend

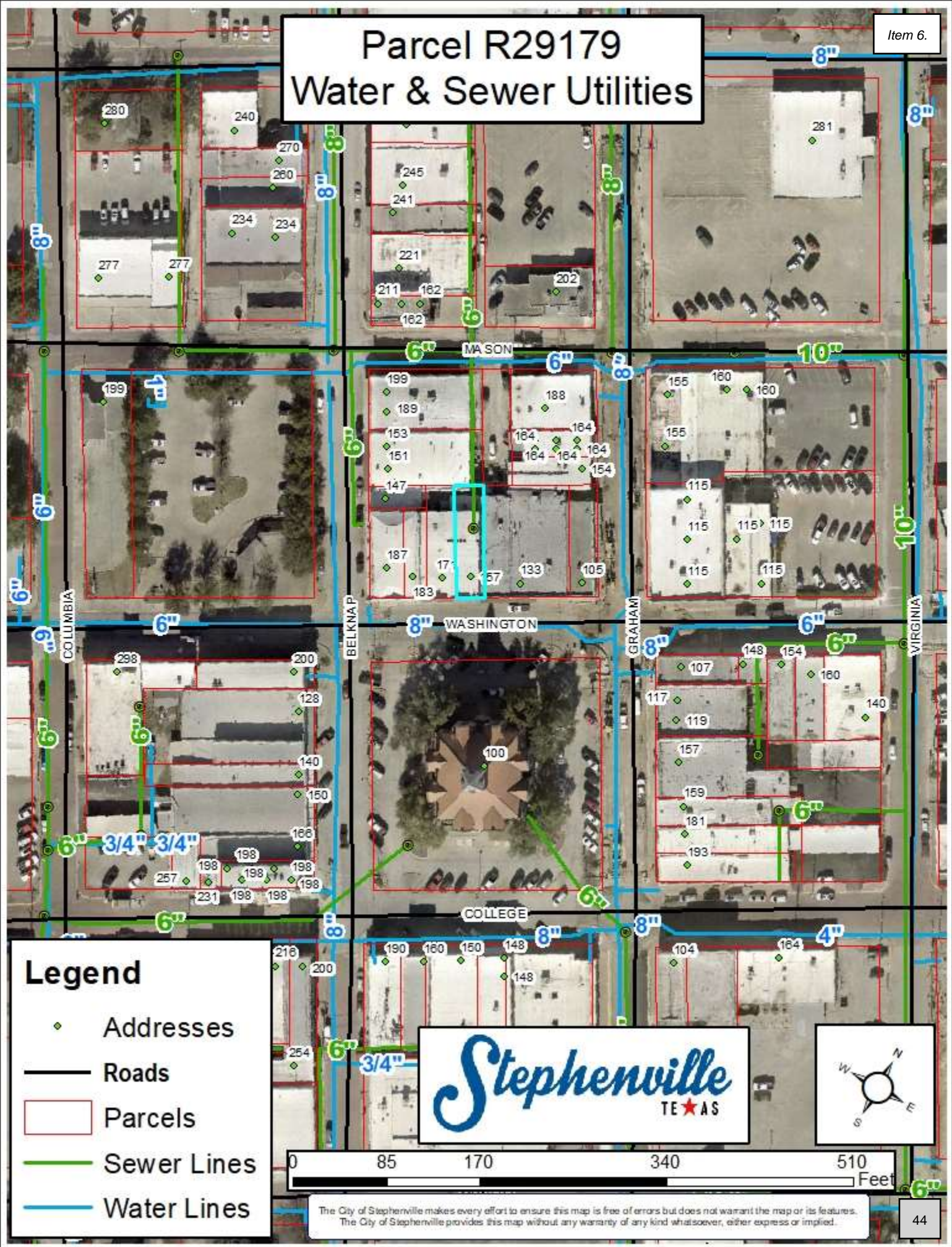
- ◆ Addresses
- Roads
- Parcels
- Ag/Open Space
- Office/Neighbor_Bus
- Commercial
- Cent Business Dist
- City/Tarleton/SISD
- Downtown
- Industrial
- Planned Development
- Single Family
- 1_2 Family
- Multi-Fam/Resident
- Duplex/Townhome
- Manufact Homes



The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

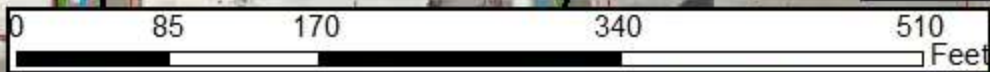
Parcel R29179 Water & Sewer Utilities

Item 6.



Legend

- ◆ Addresses
- Roads
- Parcels
- Sewer Lines
- Water Lines



The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

Parcel R29179 Address List

Item 6.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000029175	115 N GRAHAM	BMF PROPERTIES LLC	115 N GRAHAM ST #202	STEPHENVILLE	TX	76401
R000029189	153 N BELKNAP	BURDICK RENEE W	702 PRAIRIE WIND	STEPHENVILLE	TX	76401
R000029183	105 W WASHINGTON	BUTCHER ALLAN K JR	PO BOX 690394	SAN ANTONIO	TX	78269-0394
R000029181	133 W WASHINGTON	CAFE TRIFLES INC	133 W WASHINGTON	STEPHENVILLE	TX	76401
R000029187	0 MASON	CAFE TRIFLES INC	133 W WASHINGTON	STEPHENVILLE	TX	76401
R000029191	200 MASON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000029202	200 W WASHINGTON	CJW PARTNERS LLC	PO BOX 909	STEPHENVILLE	TX	76401
R000029168	119 S GRAHAM	COATS JIM & PATSY	1187 AZALEA LN	STEPHENVILLE	TX	76401-0000
R000029201	128 S BELKNAP	COATS JIM & PATSY	1187 AZALEA LN	STEPHENVILLE	TX	76401-0000
R000029190	147 N BELKNAP	DOUBLE W INVESTMENTS LLC	6440 N. CENTRAL EXPRESSWAY	DALLAS	TX	75206
R000029150	100 W WASHINGTON	ERATH COUNTY	100 W WASHINGTON	STEPHENVILLE	TX	76401-0000
R000029199	150 S BELKNAP	EVATT INVESTMENTS	1425 PECAN HILL RD	STEPHENVILLE	TX	76401-9656
R000029257	0 N GRAHAM	GRAHAM ST CHURCH OF CHRIST CORP	PO BOX 6	STEPHENVILLE	TX	76401-0000
R000029252	211 N BELKNAP	J BAR F RENTALS LLC	137 SANDRA PALMER	STEPHENVILLE	TX	76401
R000029188	199 N BELKNAP	K PENDRAY PROPERTIES LLC	2345 CR177	STEPHENVILLE	TX	76401
R000029262	202 N GRAHAM	KEUNG LEUNG YIP	1607 AUSTIN AVE	BROWNWOOD	TX	76801
R000029169	107 S GRAHAM	SHAHAN DEDRA	107 S GRAHAM	STEPHENVILLE	TX	76401
R000029177	187 W WASHINGTON	STEPHENVILLE CHAMBER OF COMMERCE IN	PO BOX 306	STEPHENVILLE	TX	76401-0000
R000043723	183 W WASHINGTON	STEPHENVILLE CHAMBER OF COMMERCE INC	187 WEST WASHINGTON	STEPHENVILLE	TX	76401
R000029176	155 N GRAHAM	STEPHENVILLE PROPERTIES LLC	155 N GRAHAM	STEPHENVILLE	TX	76401
R000029178	171 W WASHINGTON	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000029179	157 W WASHINGTON	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000029184	154 N GRAHAM	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000029185	164 N GRAHAM	STEPHENVILLE RENTALS LLC & GEN-GRACE EQUITY LP	181 SOUTH GRAHAM	STEPHENVILLE	TX	76401
R000029186	188 N GRAHAM	TEXOR LLC	3338 CR253	STEPHENVILLE	TX	76401
R000029253	221 N BELKNAP	WOOLEY GEORGE ALLEN & KATHRYN WARD	221 BELKNAP	STEPHENVILLE	TX	76401

STEPHENVILLE RENTALS, LLC.
Site Development Projections
For 154 W. Washington and 171 W. Washington,
Stephenville, Texas 76401

1. January 1, 2023

- Projected date of approval of plans and specifications for both 154 and 171 W. Washington projects from Texas Historical Commission and the National Park Service

Note: 154 W. Washington application has previously been approved but fire marshal requirement for sprinkler system to be added requires resubmission

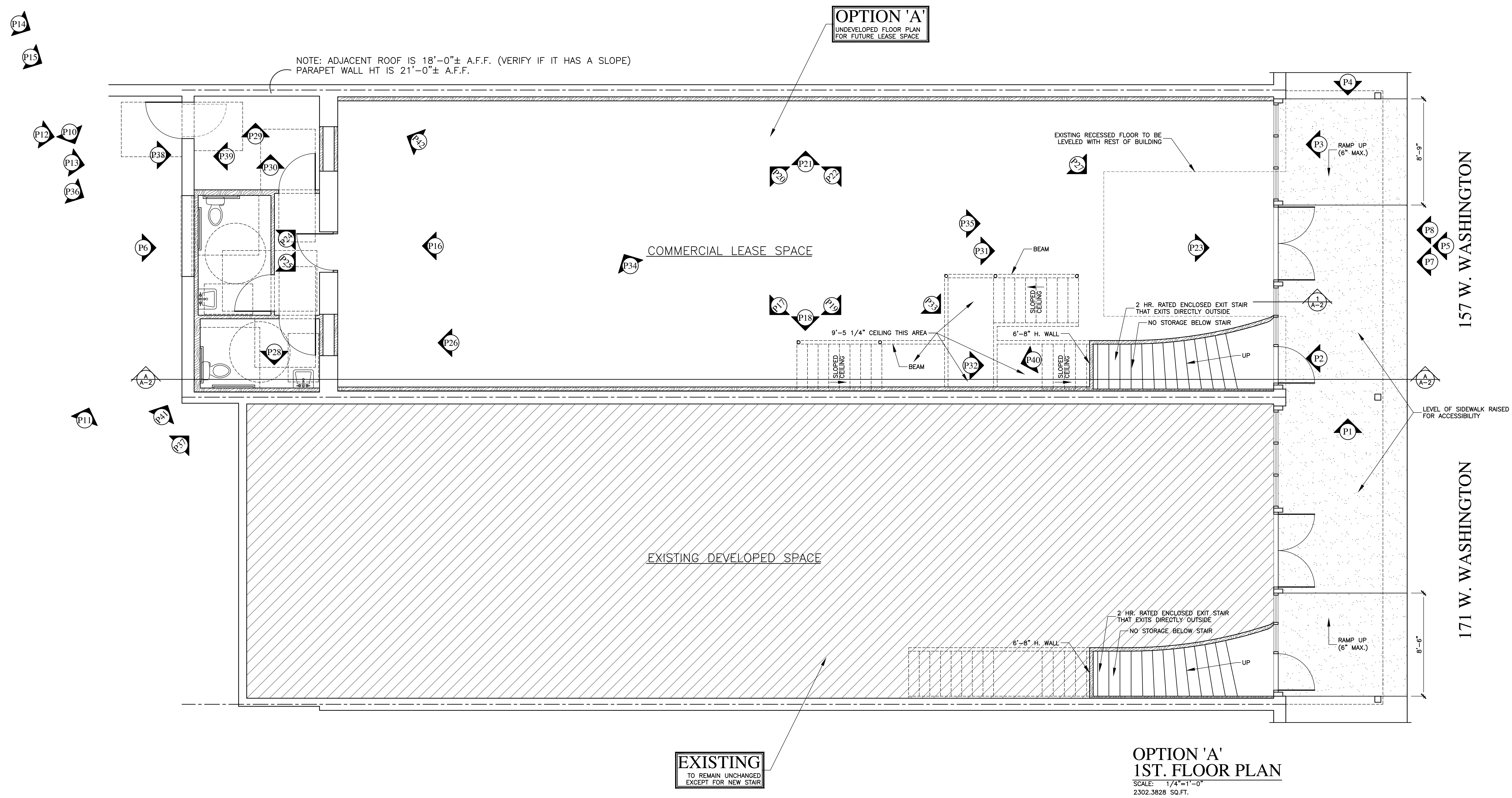
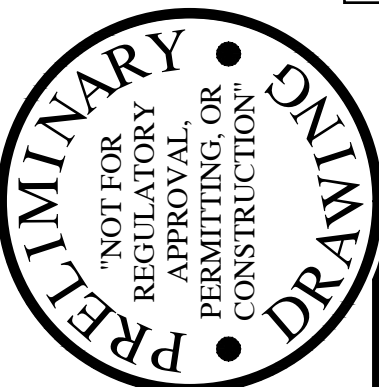
Note: 171 W. Washington is a new application that will have to be processed by both regulatory agencies and it should be submitted within three weeks after today's meeting and approval of zoning

2. March 1, 2023

- Projected date for commencement of construction of approved plans on both buildings

3. September 1, 2023

- Projected date to complete construction and secure approval from Texas Historical Commission and the National Park Service



OPTION 'A'
UNDEVELOPED FLOOR PLAN
FOR FUTURE LEASE SPACE

EXISTING
TO REMAIN UNCHANGED
EXCEPT FOR NEW STAIR

OPTION 'A'
1ST. FLOOR PLAN
SCALE: 1/4"=1'-0"
2302.3828 SQ.FT.

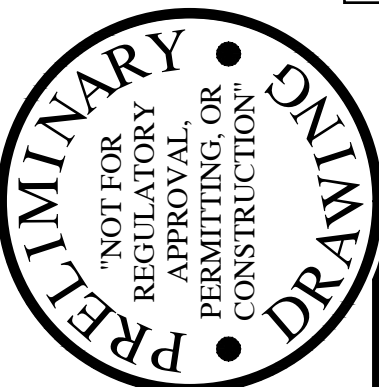
ARCHITECT
JOHN G. BEVERLY
STEPHENVILLE, TEXAS 76401
P.O. BOX 1990
(254) 968-4211 O. (254) 396-9999 M.
john@jgbrch.com

CLIENT
JAKE WILSON & THEO BAUER BUILDINGS
157 & 171 WEST WASHINGTON STREET, STEPHENVILLE, TEXAS

DRAWINGS THIS SHEET:
1ST. FLOOR PLAN-VACANT LEASE SPACE

START DATE: 4/30/18
JOB NUMBER: 18C08
SHEET NO: A-1
OF: ..



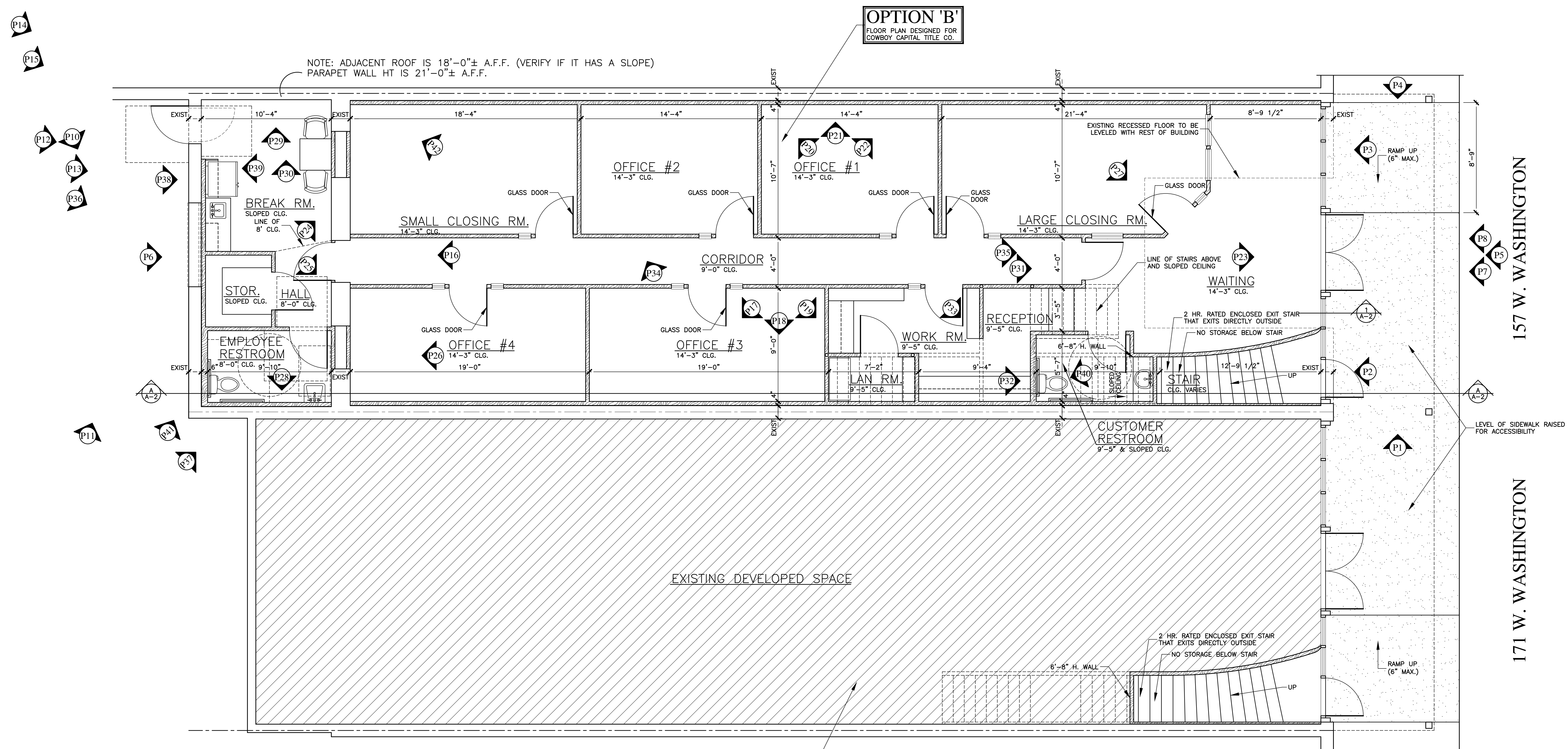


DUPLEX OVER COMMERCIAL DEVELOPMENT OF THE JAKE WILSON & THEO BAUER BUILDINGS
STEPHENVILLE, TEXAS 76401
john@jgbeverly.com

ARCHITECT JOHN G. BEVERLY
P.O. BOX 1990 STEPHENVILLE, TEXAS 76401
(254) 968-4211 O. (254) 396-9999 M.

DRAWINGS THIS SHEET: 1ST. FLOOR PLAN-COWBOY COUNTRY TITLE

START DATE: 4/30/18
JOB NUMBER: 18C08
SHEET NO: A-2
OF: .



OPTION 'B'
FLOOR PLAN DESIGNED FOR
COWBOY CAPITAL TITLE CO.

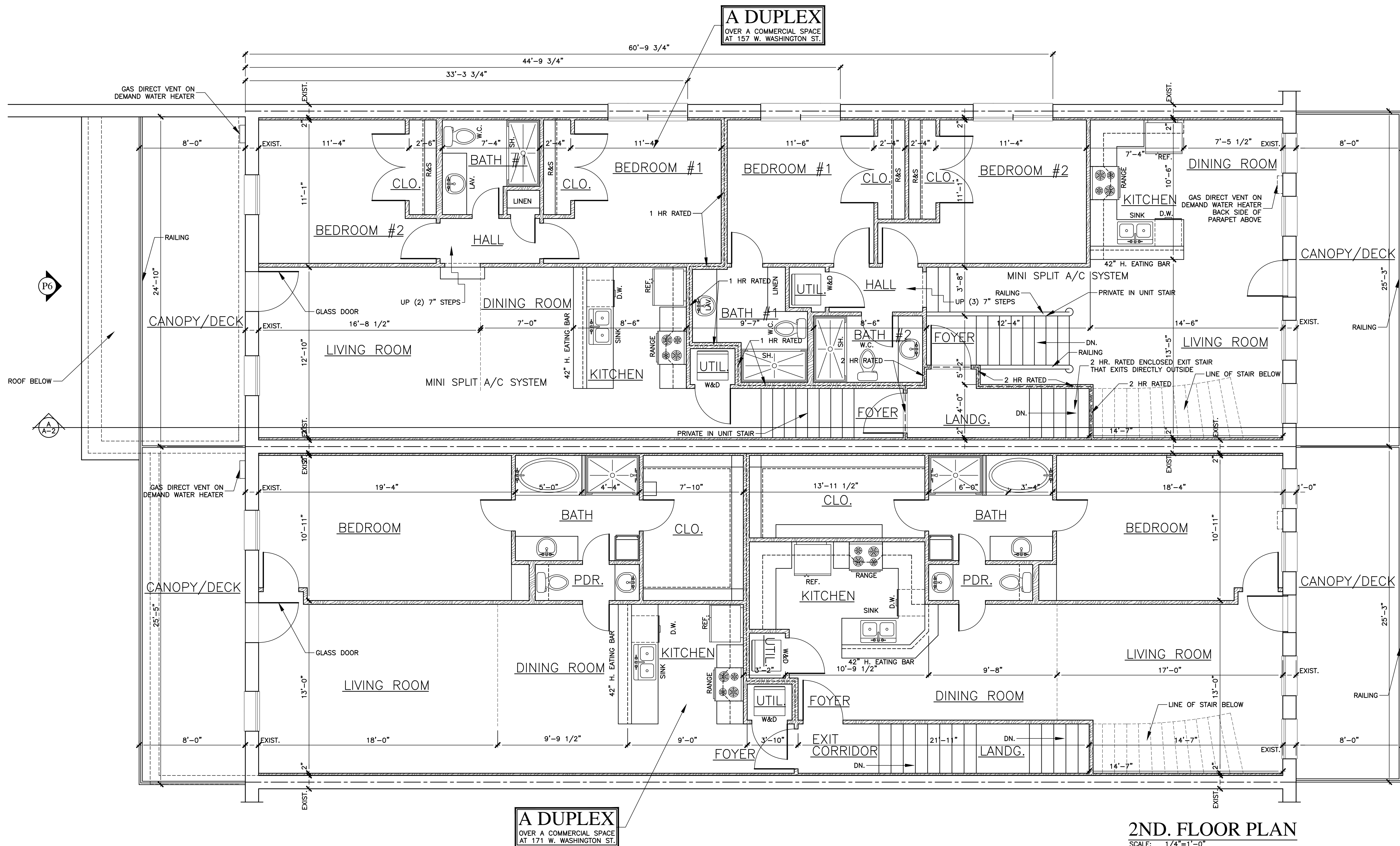
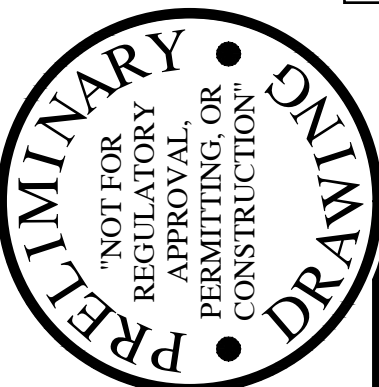
NOTE: ADJACENT ROOF IS 18'-0"± A.F.F. (VERIFY IF IT HAS A SLOPE)
PARAPET WALL HT IS 21'-0"± A.F.F.

EXISTING
TO REMAIN UNCHANGED
EXCEPT FOR NEW STAIR

OPTION 'B'
1ST. FLOOR PLAN
SCALE: 1/4"=1'-0"
2302.3828 SQ.FT.

157 W. WASHINGTON

171 W. WASHINGTON



2ND. FLOOR PLAN
 SCALE: 1/4"=1'-0"
 1997.9063 SQ.FT.

A DUPLEX
 OVER A COMMERCIAL SPACE
 AT 171 W. WASHINGTON ST.

A DUPLEX
 OVER A COMMERCIAL SPACE
 AT 157 W. WASHINGTON ST.

P14
 P15
 P12
 P10
 P13
 P36

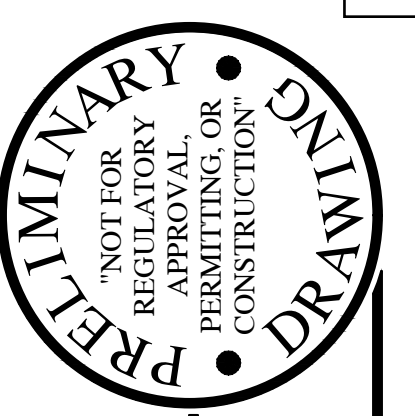
157 W. WASHINGTON

171 W. WASHINGTON

ARCHITECT
 JOHN G. BEVERLY
 P.O. BOX 1990
 STEPHENVILLE, TEXAS 76401
 (254) 968-4211 O. (254) 396-9999 M.
 john@jgarch.com

DRAWINGS THIS SHEET:
 2ND. FLOOR PLAN
 START DATE: 4/30/18
 JOB NUMBER: 18C08
 SHEET NO: A-3
 OF: .



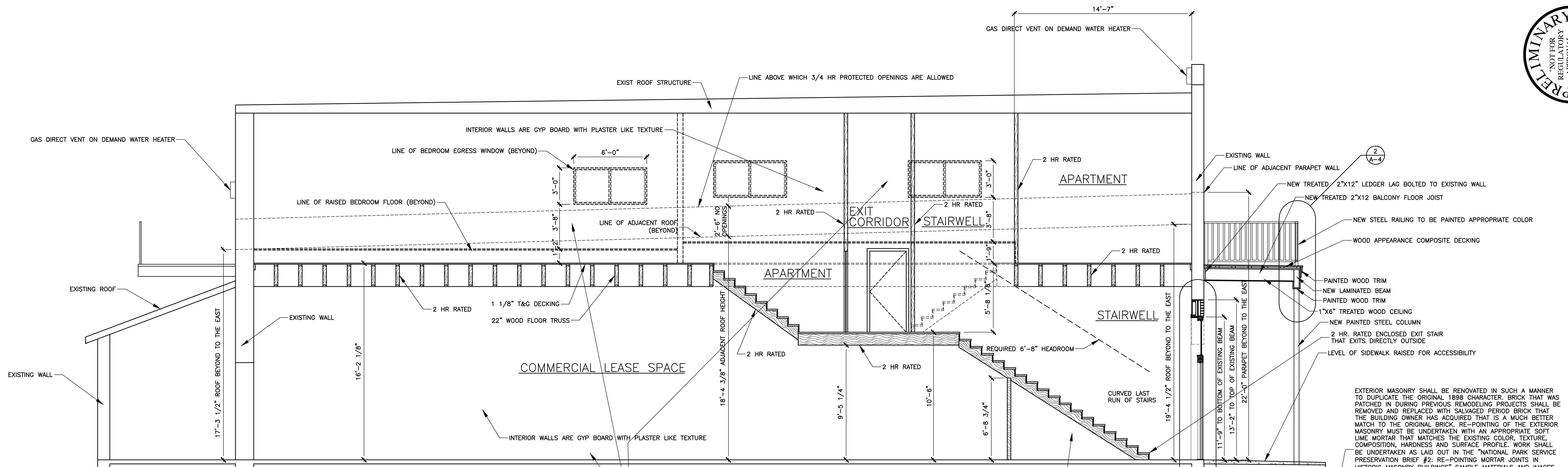


DUPLEX OVER COMMERCIAL DEVELOPMENT OF THE JAKE WILSON & THEO BAUER BUILDINGS 157 & 171 WEST WASHINGTON STREET, STEPHENVILLE, TEXAS

ARCHITECT JOHN G. BEVERLY P.O. BOX 1990 STEPHENVILLE, TEXAS 76401 (254) 968-4211 O. (254) 396-9999 M. jgbr@jgbrchc.com

DRAWINGS THIS SHEET: BUILDING SECTION FRONT ELEVATION

START DATE: 4/30/18 JOB NUMBER: 18C08 SHEET NO: A-4 OF: 18

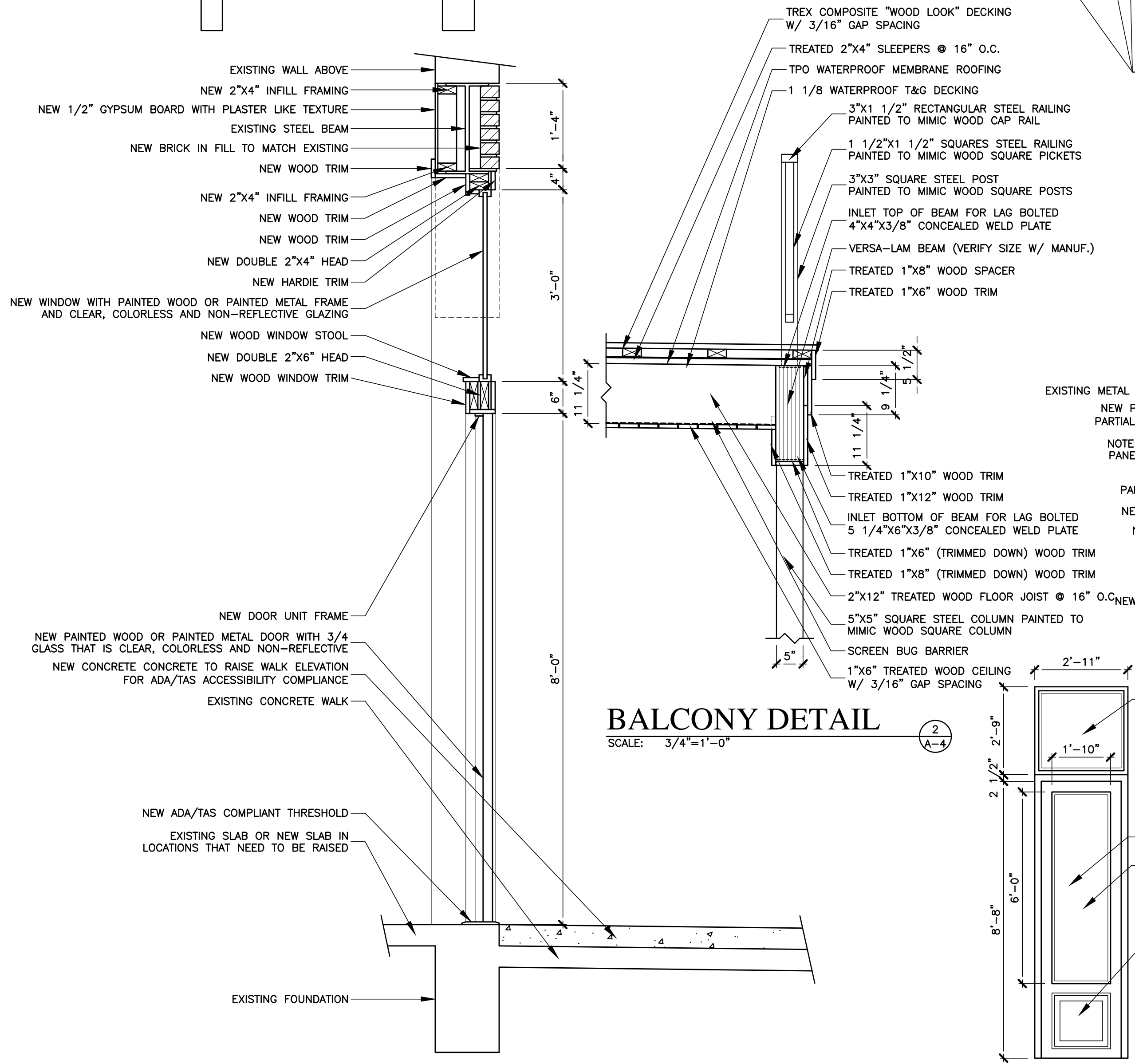


INTERIOR FINISHES SHALL BE, AS THE BUILDING HISTORICALLY HAD IN THE PAST. ALL SURFACES INCLUDING WALLS, CEILINGS, AND FLOORS SHALL HAVE SMOOTH FINISHES THAT CONCEAL THE STRUCTURAL, MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS. INTERIOR WOOD TRIM INCLUDING WINDOW AND DOOR CASINGS, BASEBOARDS, CROWN MOLDING, AS WELL AS INTERIOR DOORS SHALL BE SIMPLE AND COMPATIBLE WITH THE HISTORIC BUILDING FLOORING IN THE MAIN SPACES ON THE FIRST FLOOR SHALL BE WOOD OR TILE. WOOD LOOK VINYL IS NOT ACCEPTABLE. SELECTIONS OF THE ABOVE ITEMS MUST BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION. TENANT FINISH-OUT INCLUDING INTERIOR FINISH WORK AND SIGNAGE IS ALSO SUBJECT TO REVIEW AND APPROVAL WHEN A TENANT HAS BEEN SECURED. IF NO TENANT HAS BEEN SECURED, THE PROJECT MAY BE CERTIFIED IF THE SPACE HAS BEEN BROUGHT TO A BASIC "WHITE BOX" CONDITION (FINISH SURFACES, CONCEALED SYSTEMS).

EXTERIOR MASONRY SHALL BE RENOVATED IN SUCH A MANNER TO DUPLICATE THE ORIGINAL 1898 CHARACTER. BRICK THAT WAS PATCHED IN DURING PREVIOUS REMODELING PROJECTS SHALL BE REMOVED AND REPLACED WITH SALVAGED PERIOD BRICK THAT THE BUILDING OWNER HAS ACQUIRED THAT IS A MUCH BETTER MATCH TO THE ORIGINAL BRICK. RE-POINTING OF THE EXTERIOR MASONRY MUST BE UNDERTAKEN WITH AN APPROPRIATE SOFT LIME MORTAR THAT MATCHES THE EXISTING COLOR, TEXTURE, COMPOSITION, HARDNESS AND SURFACE PROFILE. WORK SHALL BE UNDERTAKEN AS LAID OUT IN THE "NATIONAL PARK SERVICE PRESERVATION BRIEF #2: RE-POINTING MORTAR JOINTS IN HISTORIC MASONRY BUILDINGS" SAMPLE MATERIALS AND IMAGES OF PROPOSED WORK SHALL BE PRESENTED TO THE STATE HISTORIC PRESERVATION OFFICE FOR REVIEW BEFORE EXTENSIVE MASONRY RENOVATION IS DONE. GOOD QUALITY, CLOSE UP COLOR PHOTOS, BOTH BEFORE AND AFTER RE-POINTING AND BRICK REPLACEMENT SHALL BE TAKEN AND SUBMITTED WITH THE PART 3: REQUEST FOR CERTIFICATION OF COMPLETED WORK.

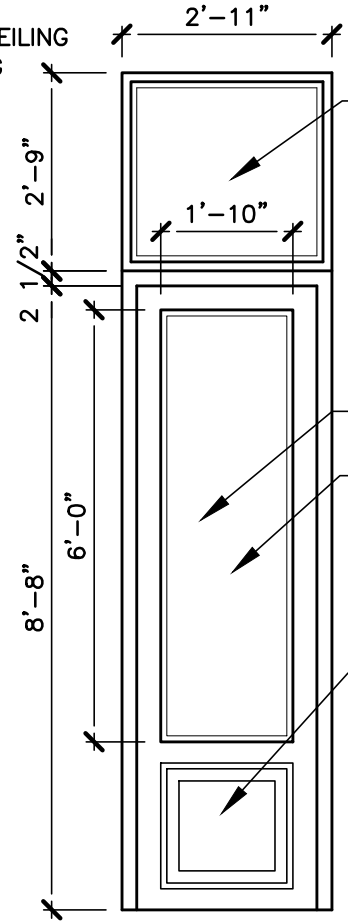
BUILDING SECTION

SCALE: 1/4"=1'-0"



BALCONY DETAIL

SCALE: 3/4"=1'-0"

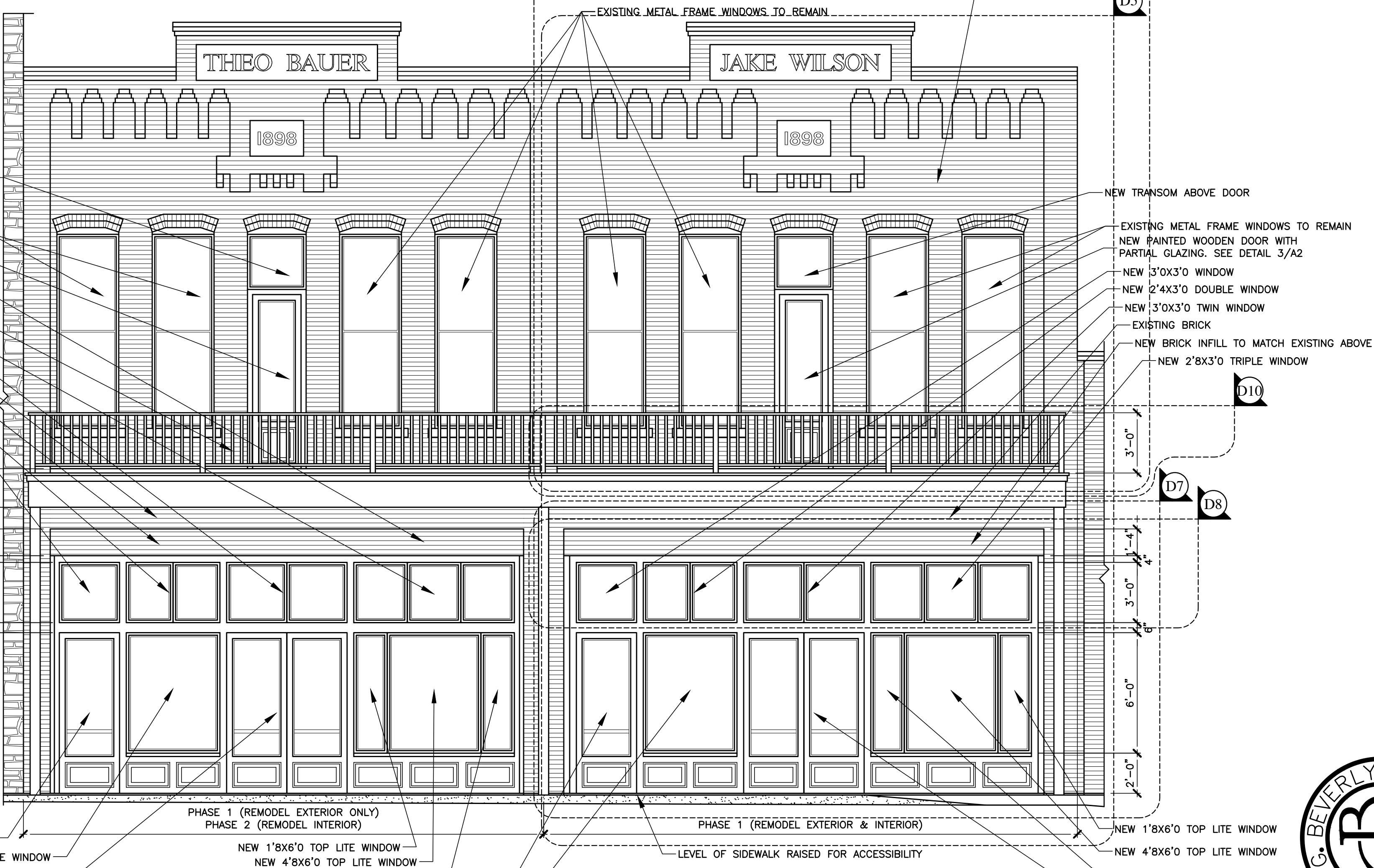


DOOR DETAIL

SCALE: 1/4"=1'-0"

FRONT ELEVATION

SCALE: 1/4"=1'-0"

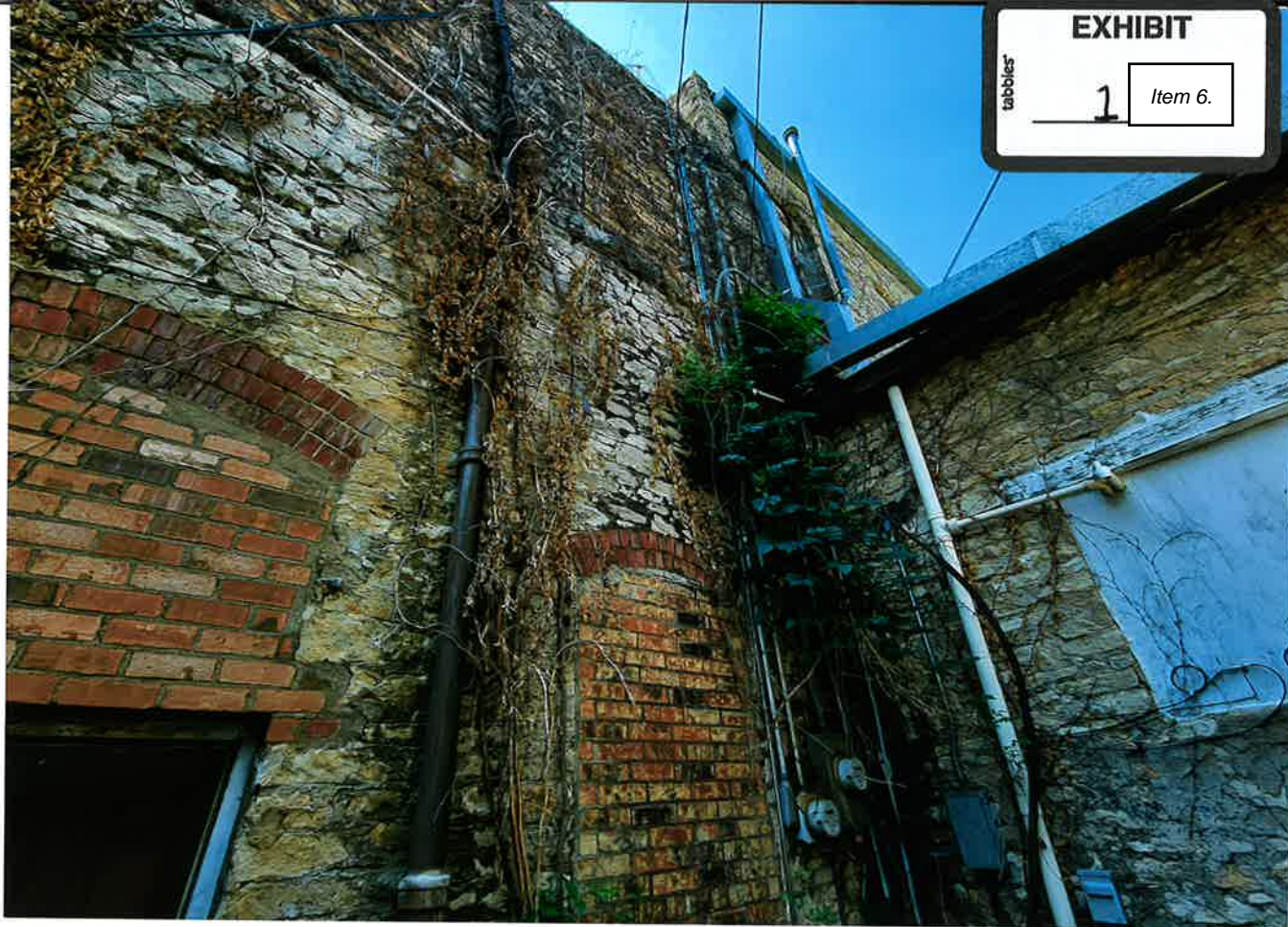


FRONT ELEVATION

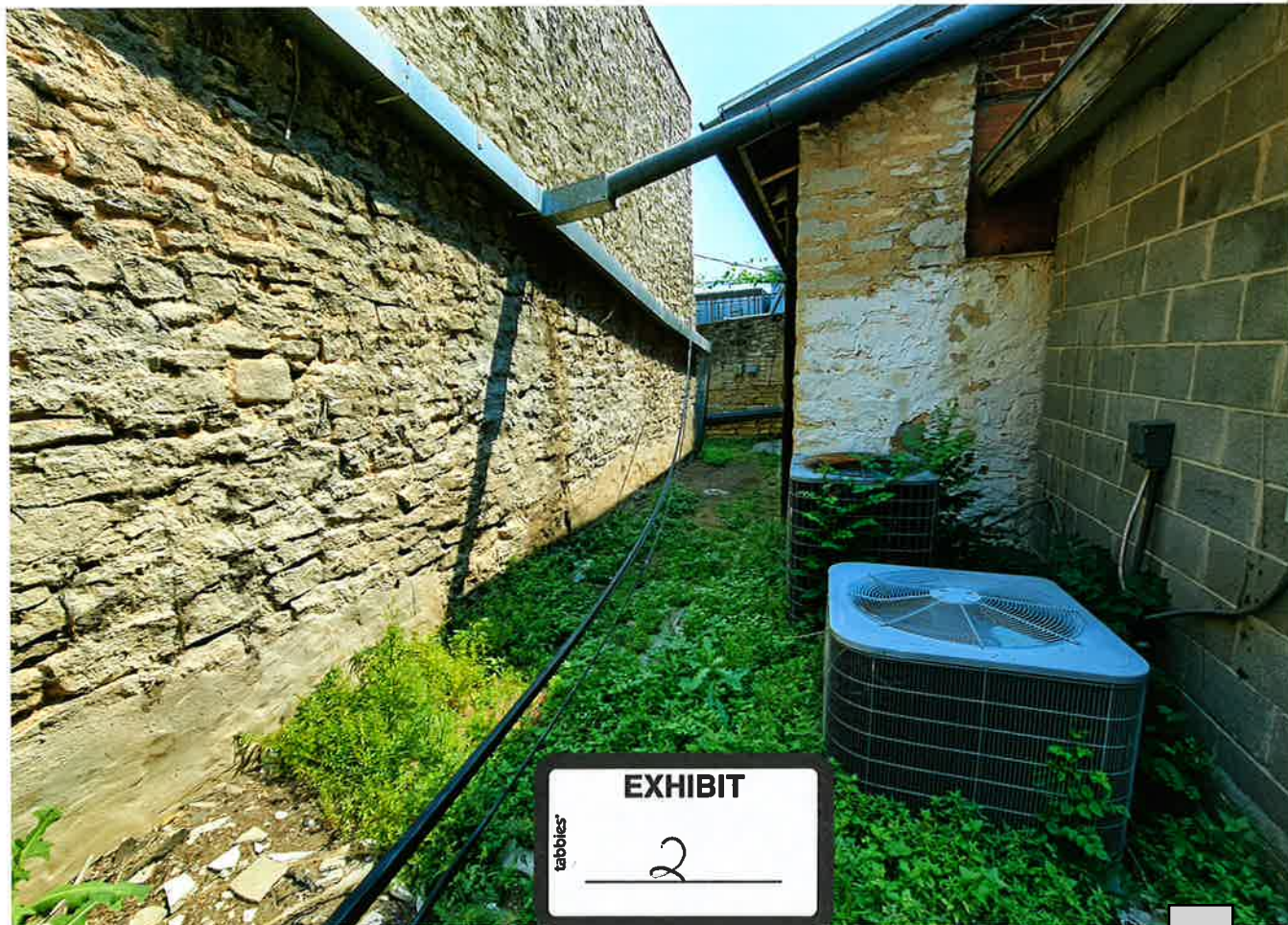
SCALE: 1/4"=1'-0"

**Schedule of Photographs of Theo Bauer Building
Stephenville, Texas**

Photograph Exhibit No.	Description
1	Back wall of building
2	Back wall and area of land behind building
3	Back wall of building
4	Back door of building and added equipment room
5	Interior room of first floor (existing beauty salon)
6	Interior room of first floor (existing beauty salon)
7	Steel vault storage room
8	Interior room of first floor (existing beauty salon)
9	Interior room of midlevel floor (existing beauty salon)
10	Interior room of midlevel floor (existing beauty salon)
11	Bathroom on first floor
12	Bathroom on first floor
13	Hall area first floor
14	Back interior room of first floor (existing beauty salon)
15	Interior room of midlevel floor (existing beauty salon)
16	Interior room of midlevel floor (existing beauty salon)
17	Interior room of midlevel floor (existing beauty salon)
18	Interior room of first floor (existing beauty salon)
19	Hallway door to second floor
20	Common area first floor and stairway to midlevel floor
21	Back door and back wall of building
22	Interior stairway to midlevel floor
23	Stairway from midlevel floor to second floor
24	Interior room second floor
25	View of Courthouse square from second floor
26	Air conditioning unit second floor
27	Front room second floor showing portion of old stairway remaining
28	Front room second floor
29	Front room second floor
30	Front room second floor from interior partition wall
31	Interior room second floor
32	Stairwell to midlevel floor from second level floor
33	Stairwell to midlevel floor from first floor

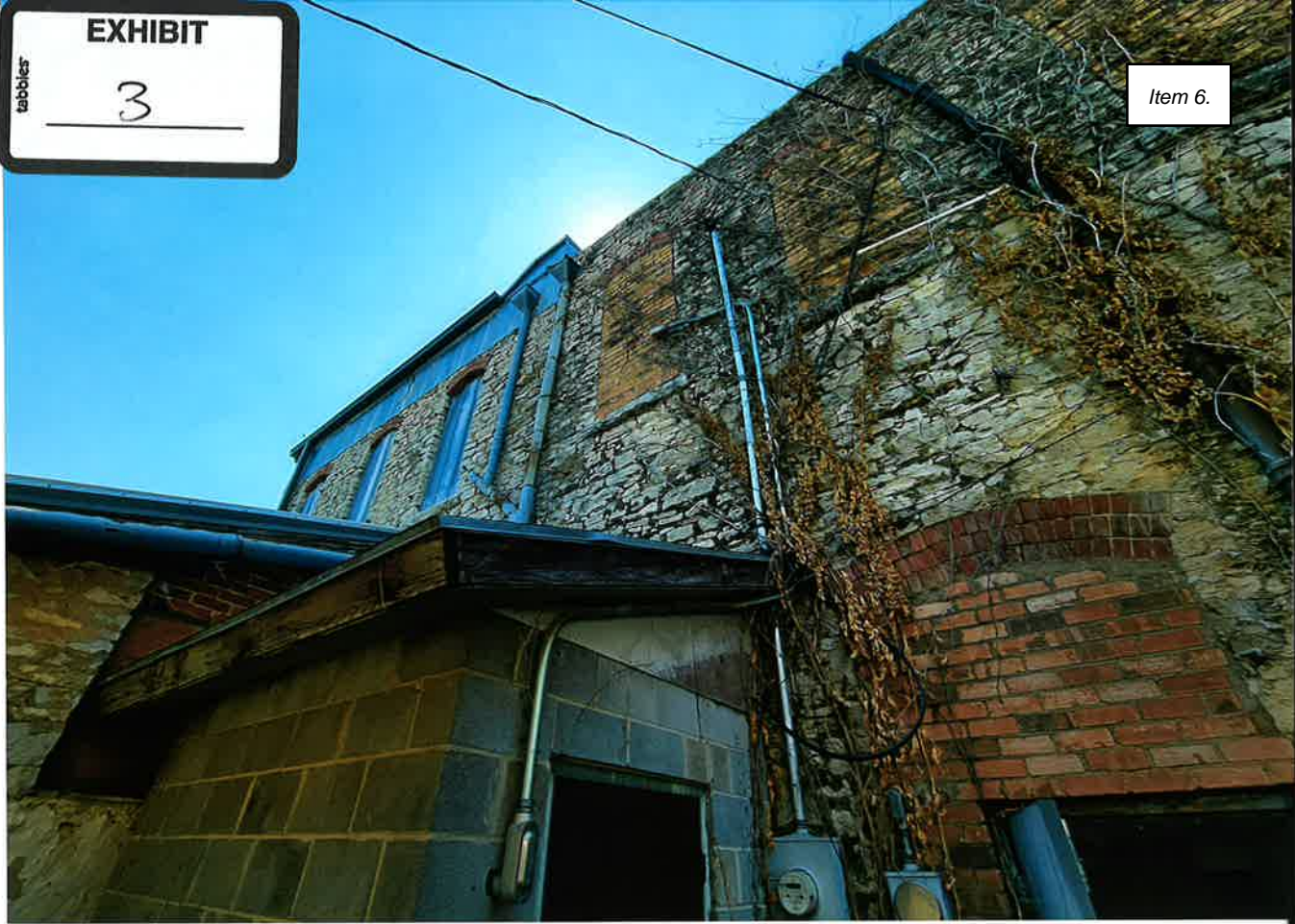


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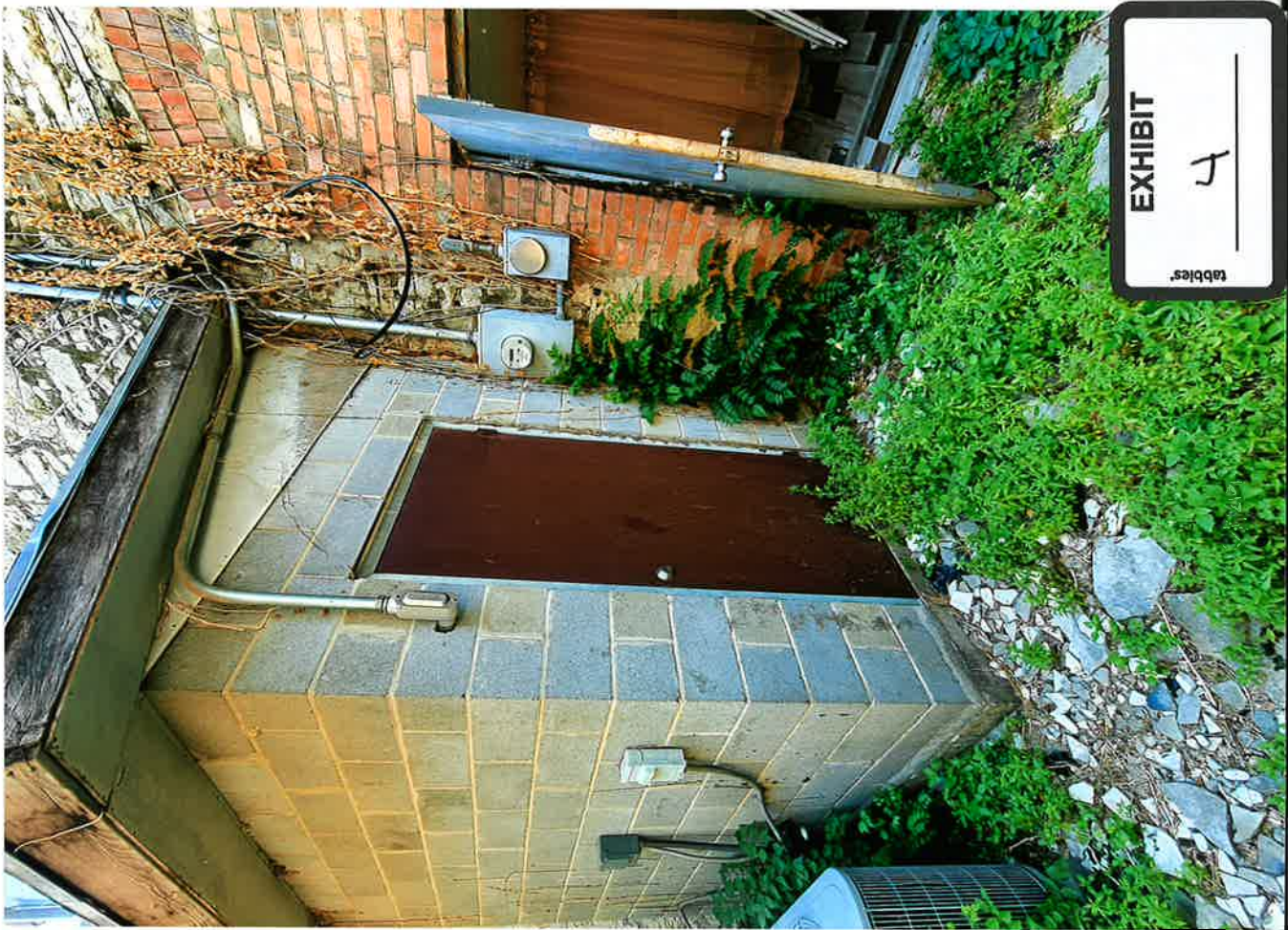
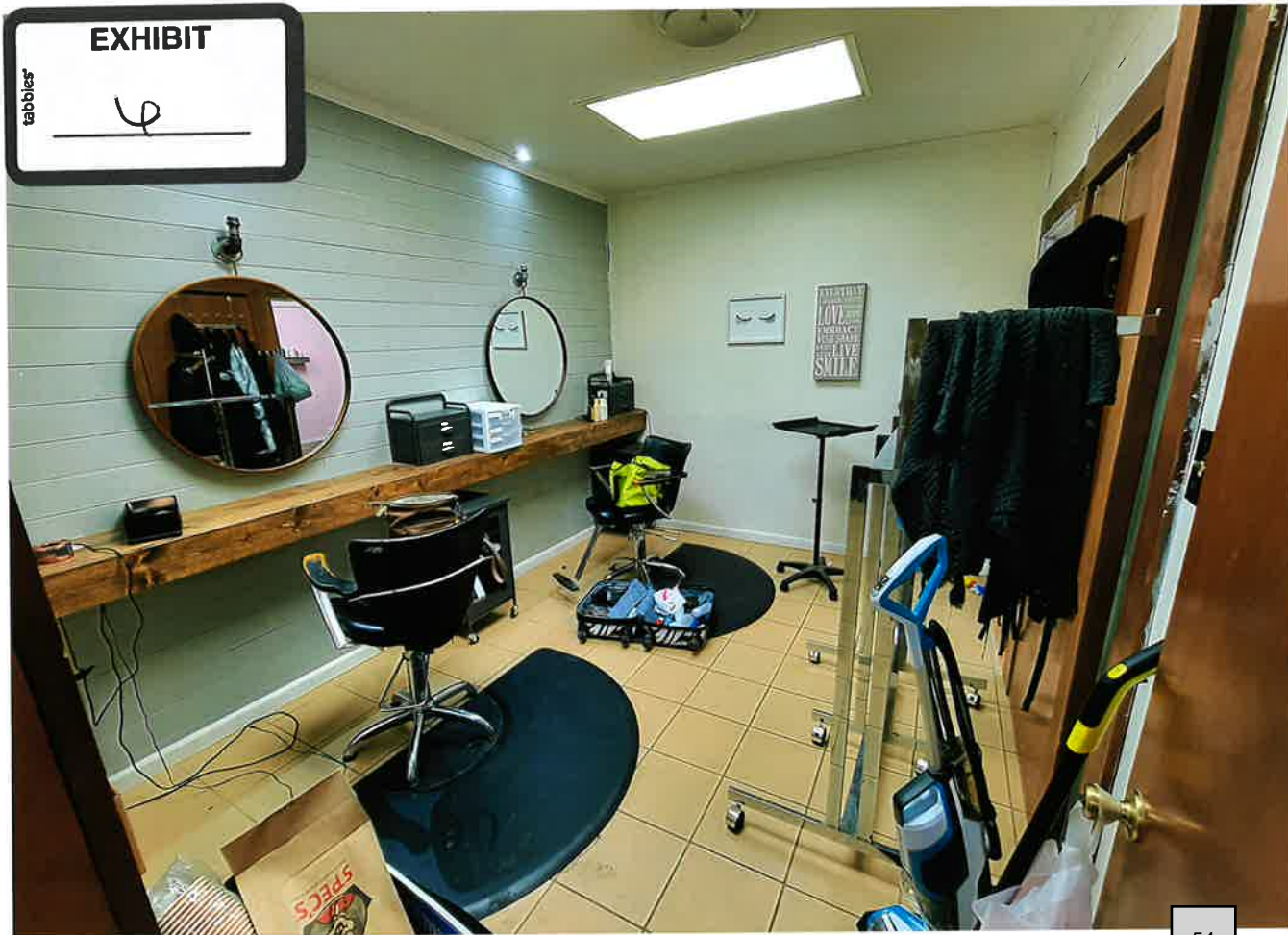


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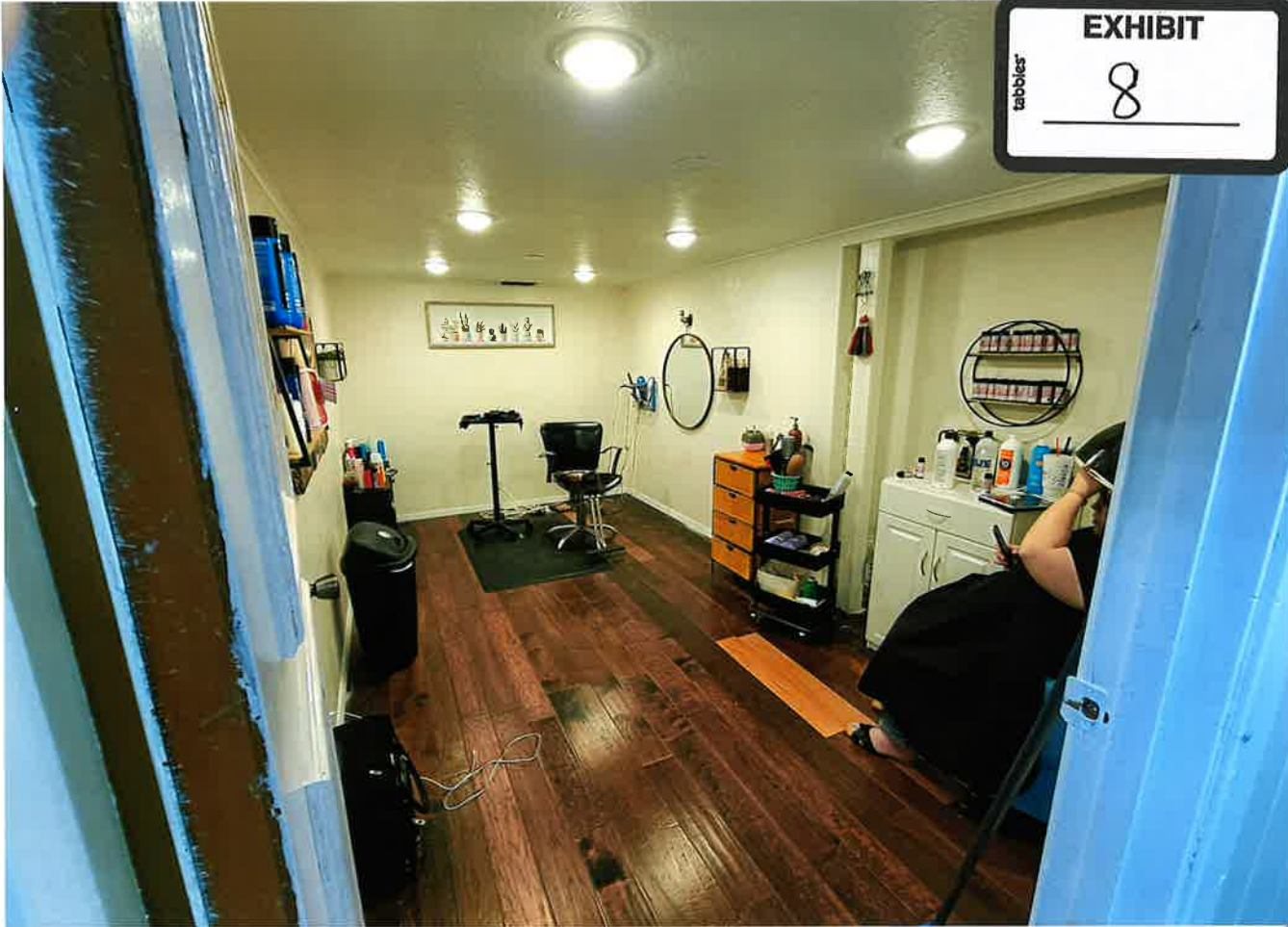


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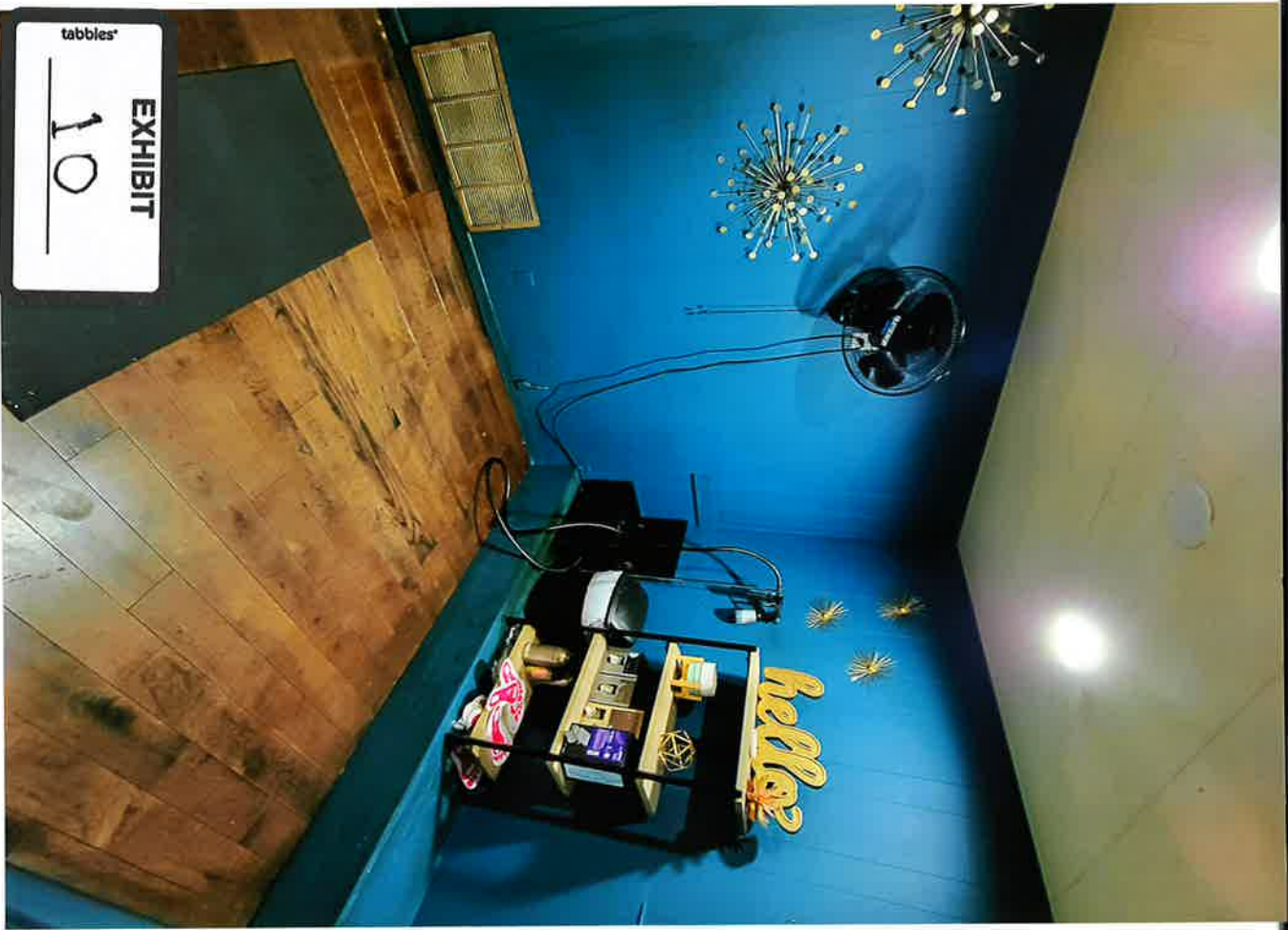
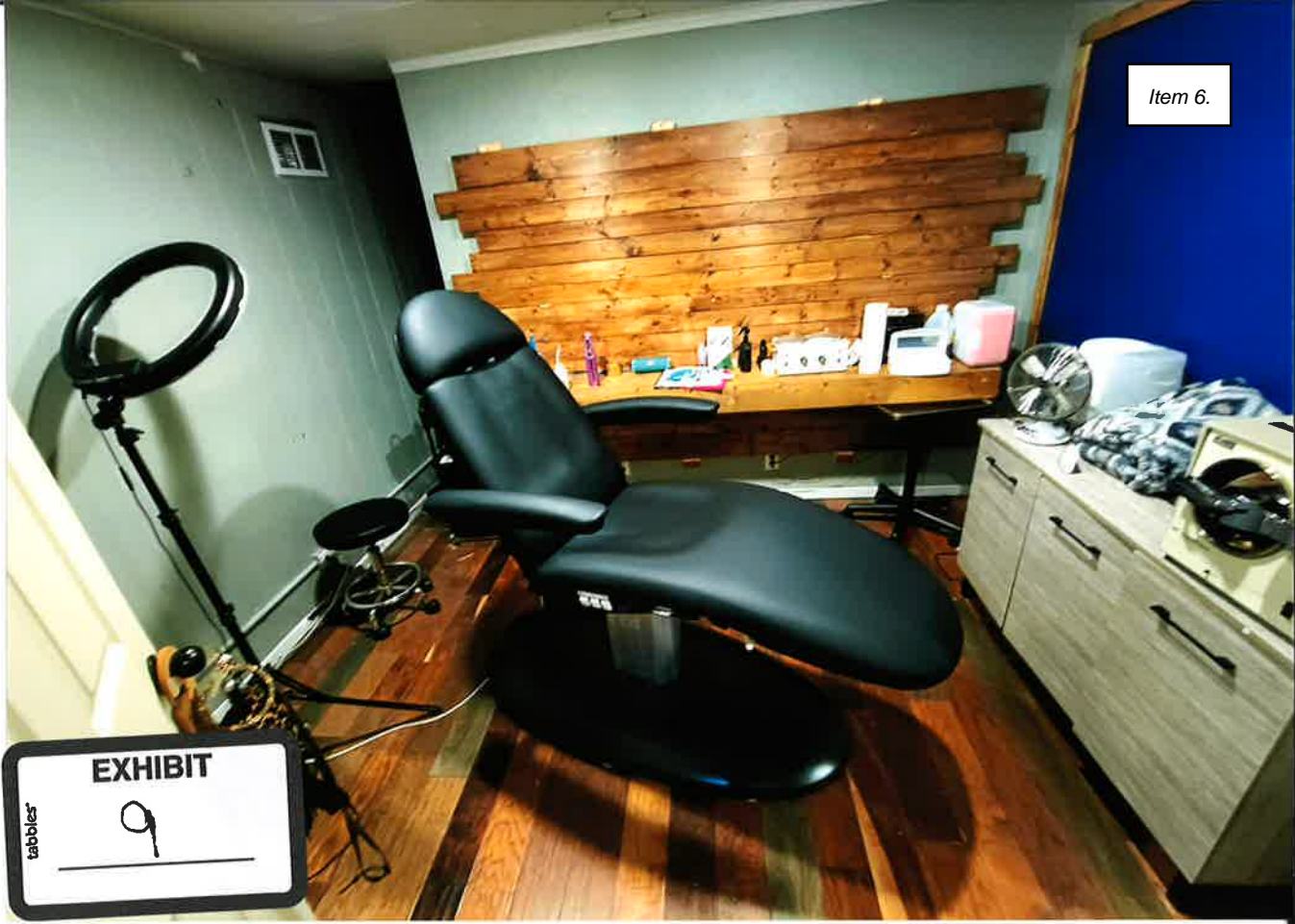
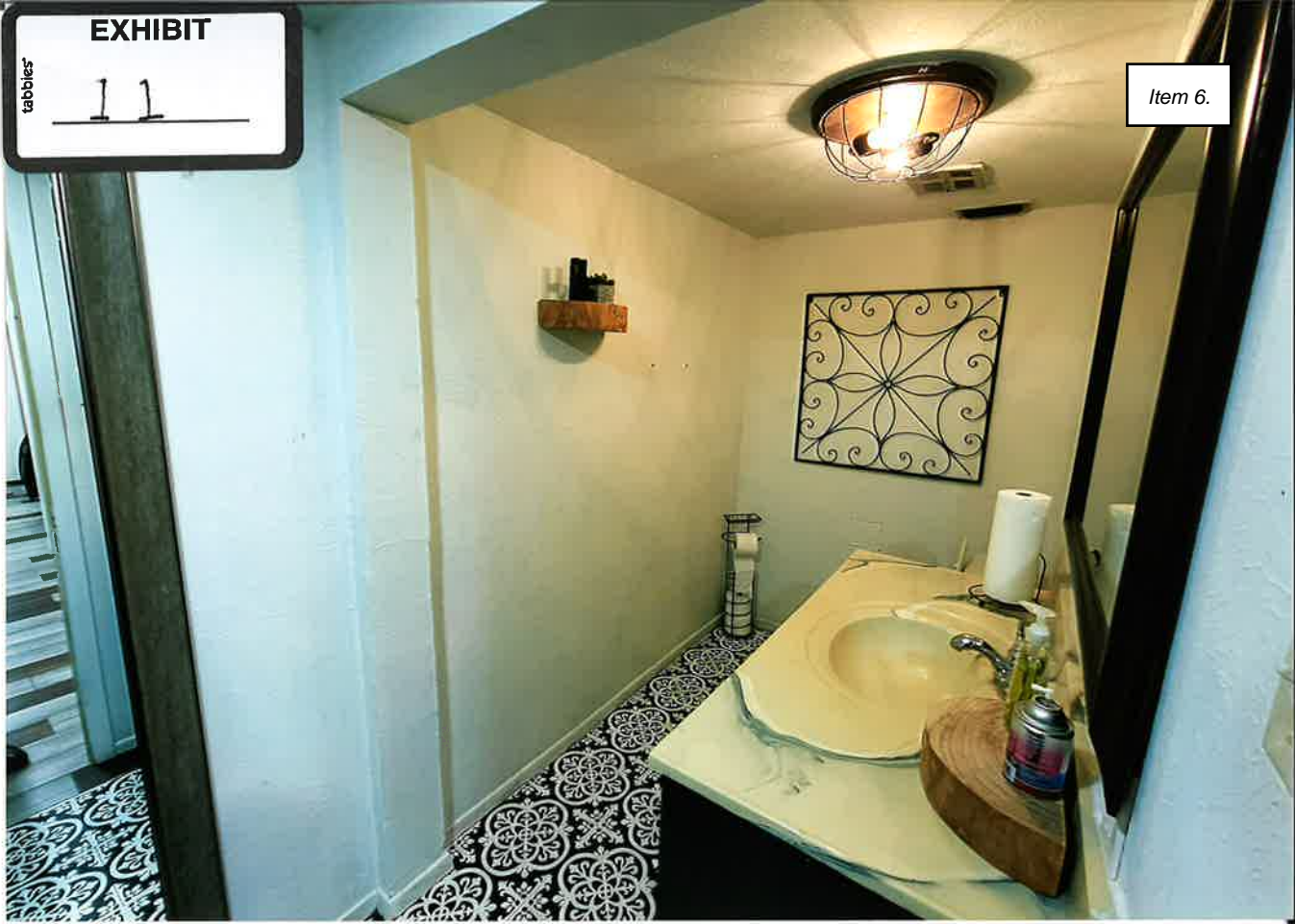


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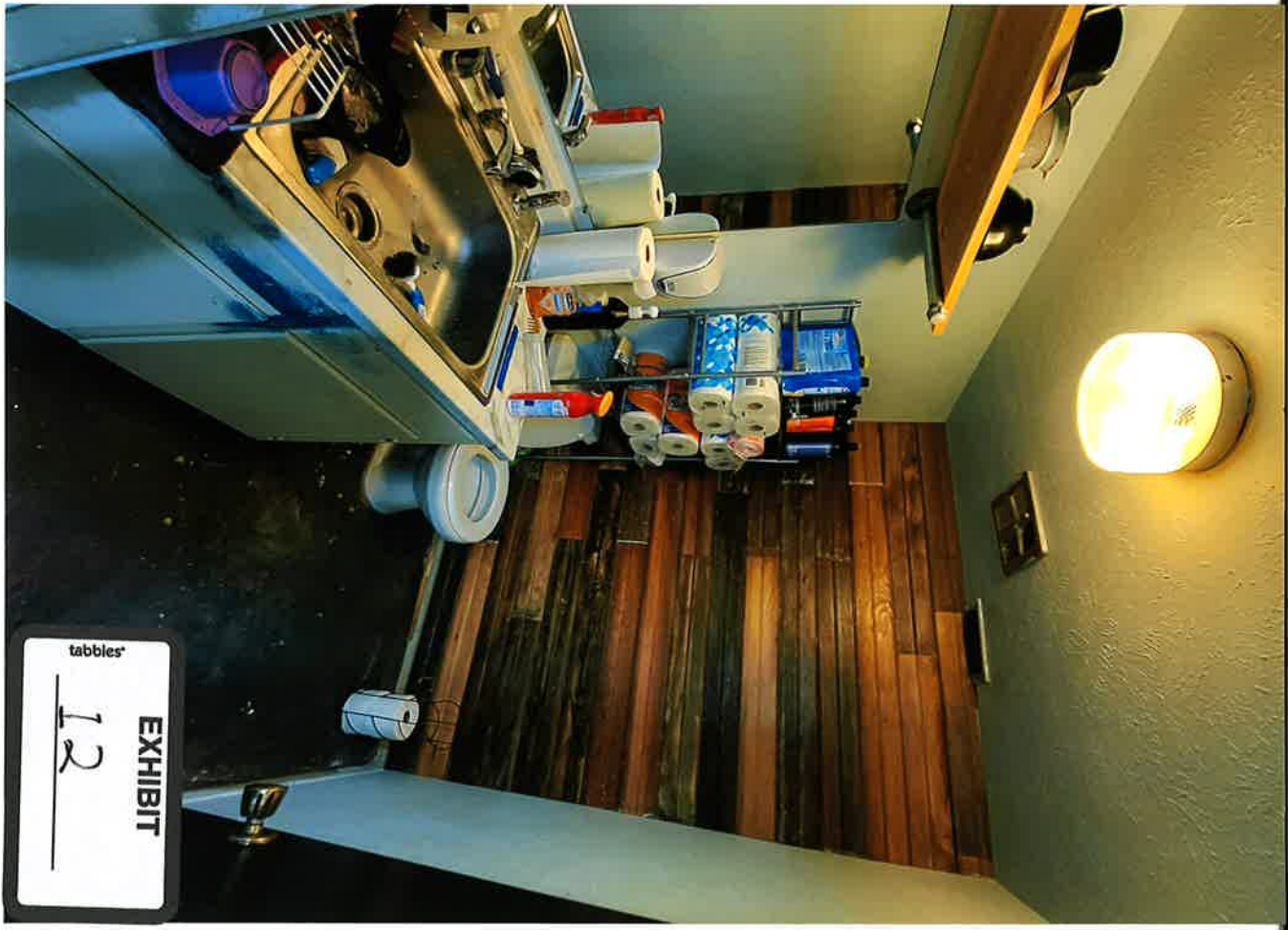
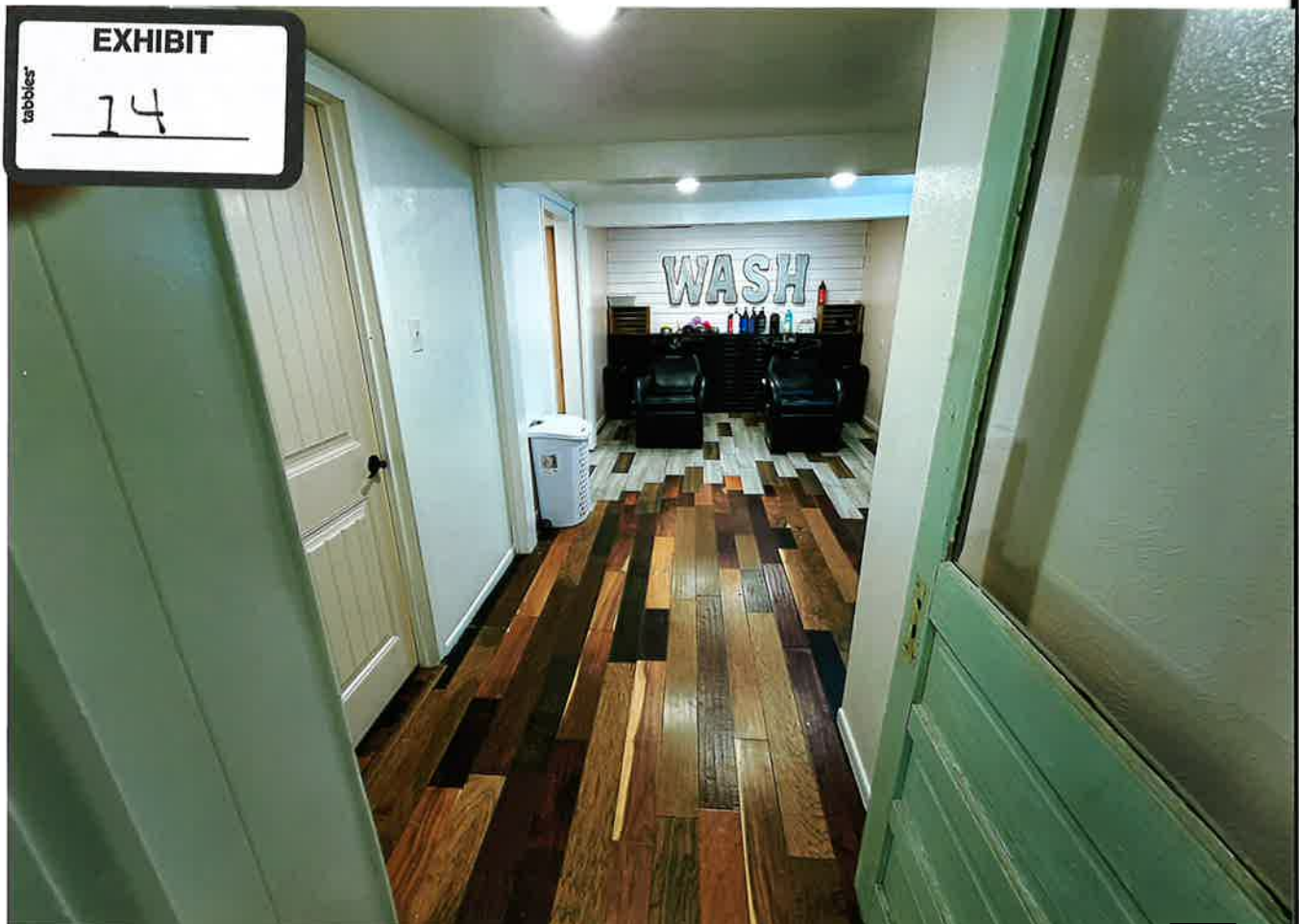
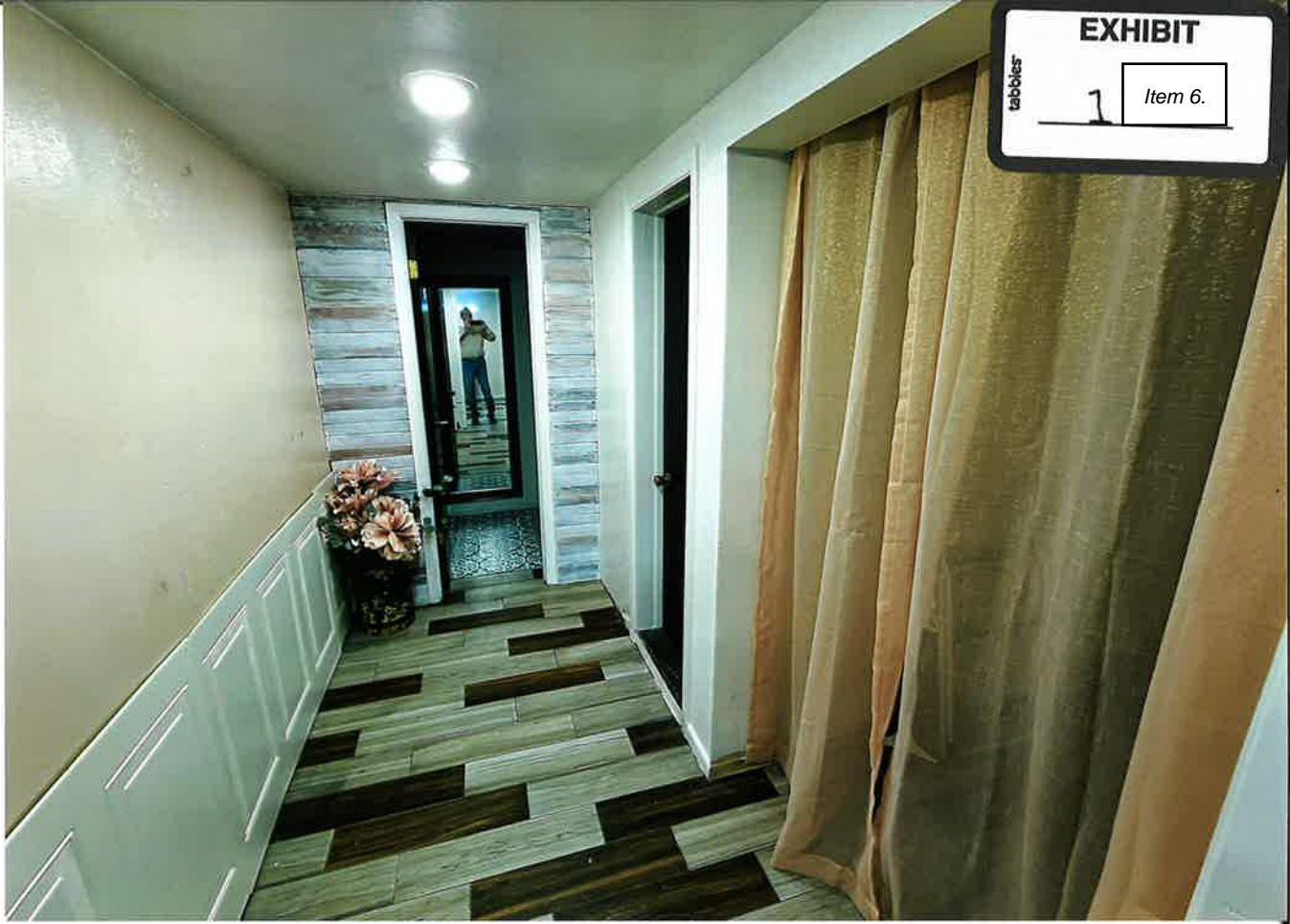
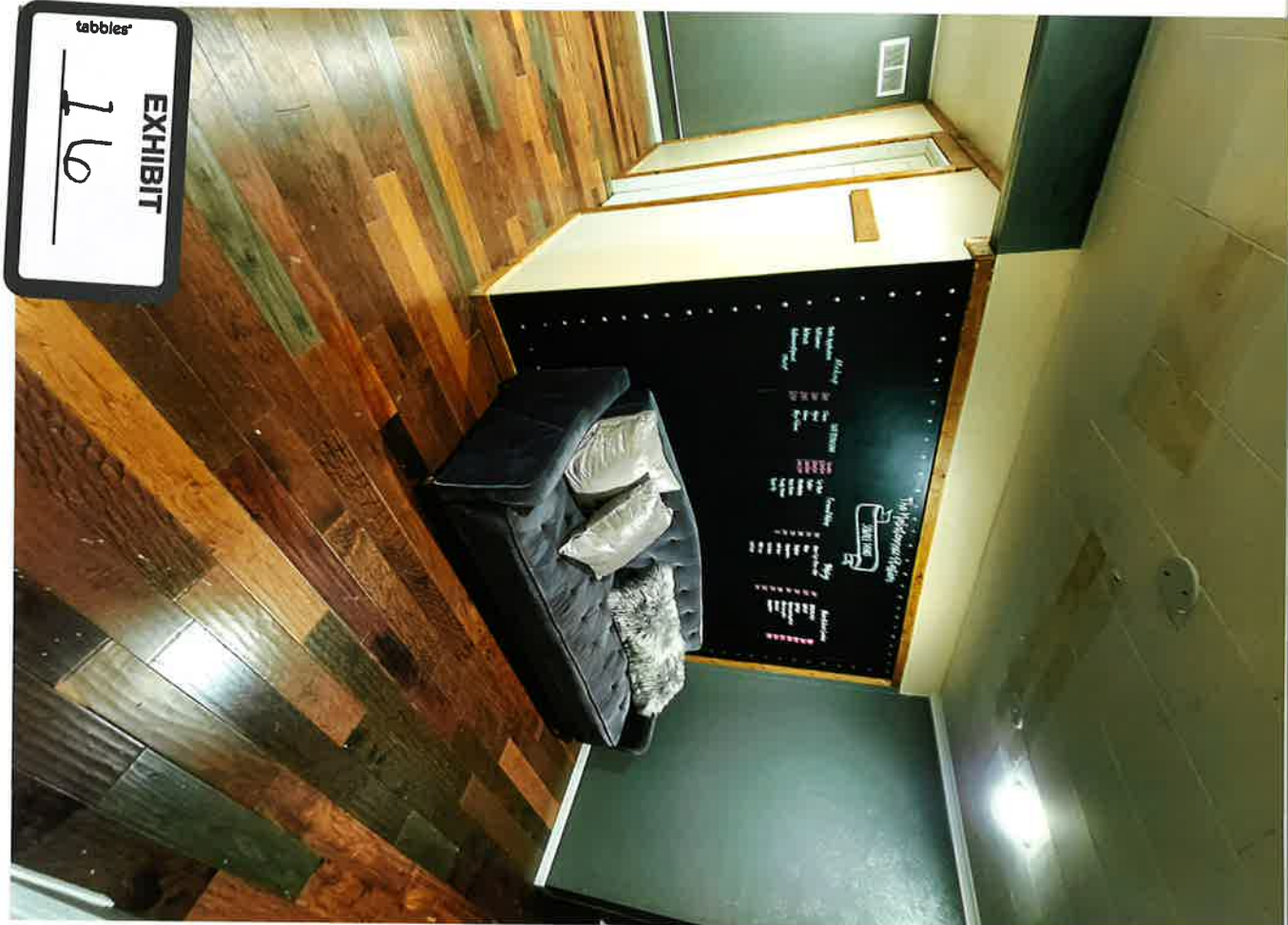


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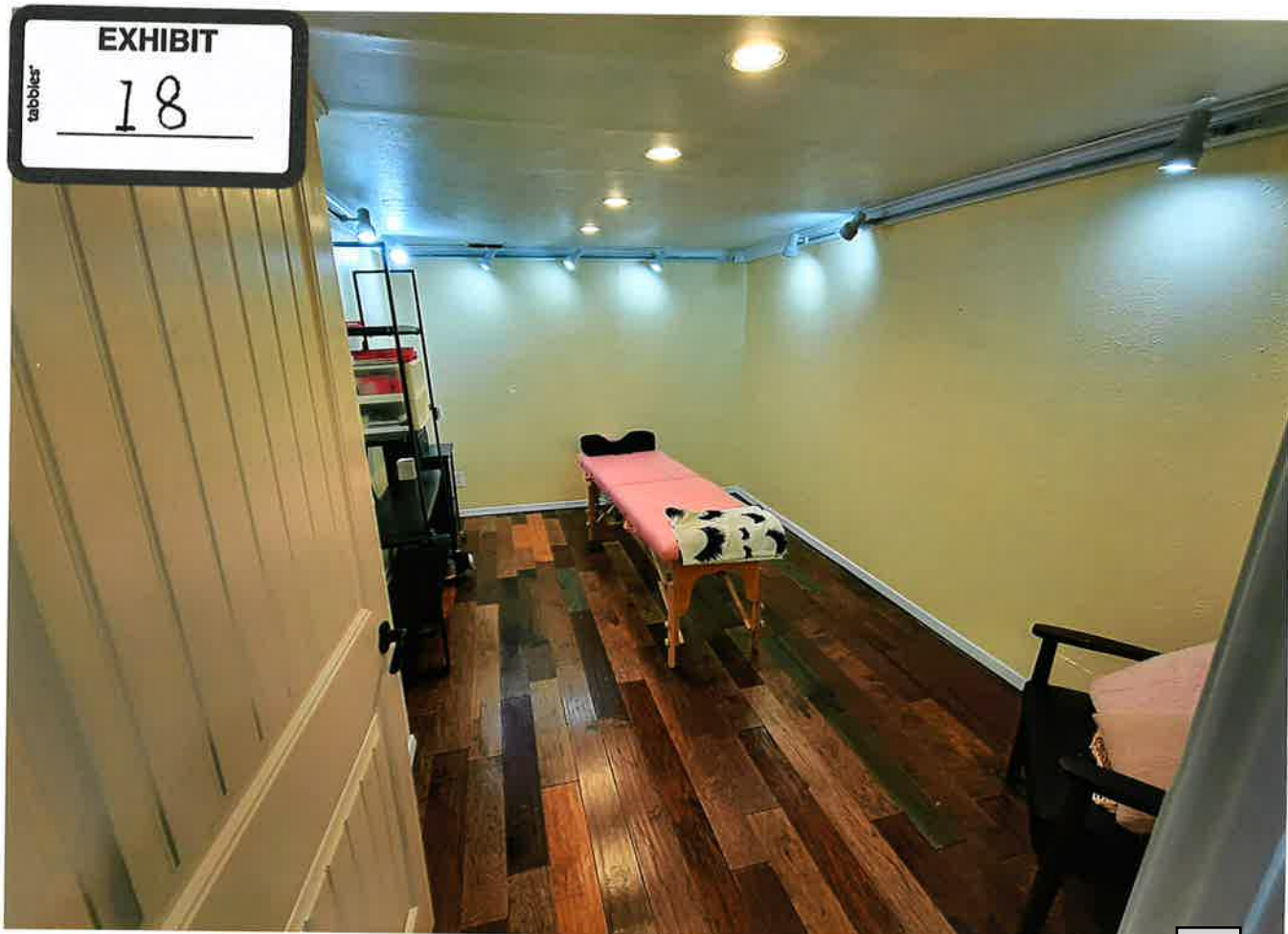
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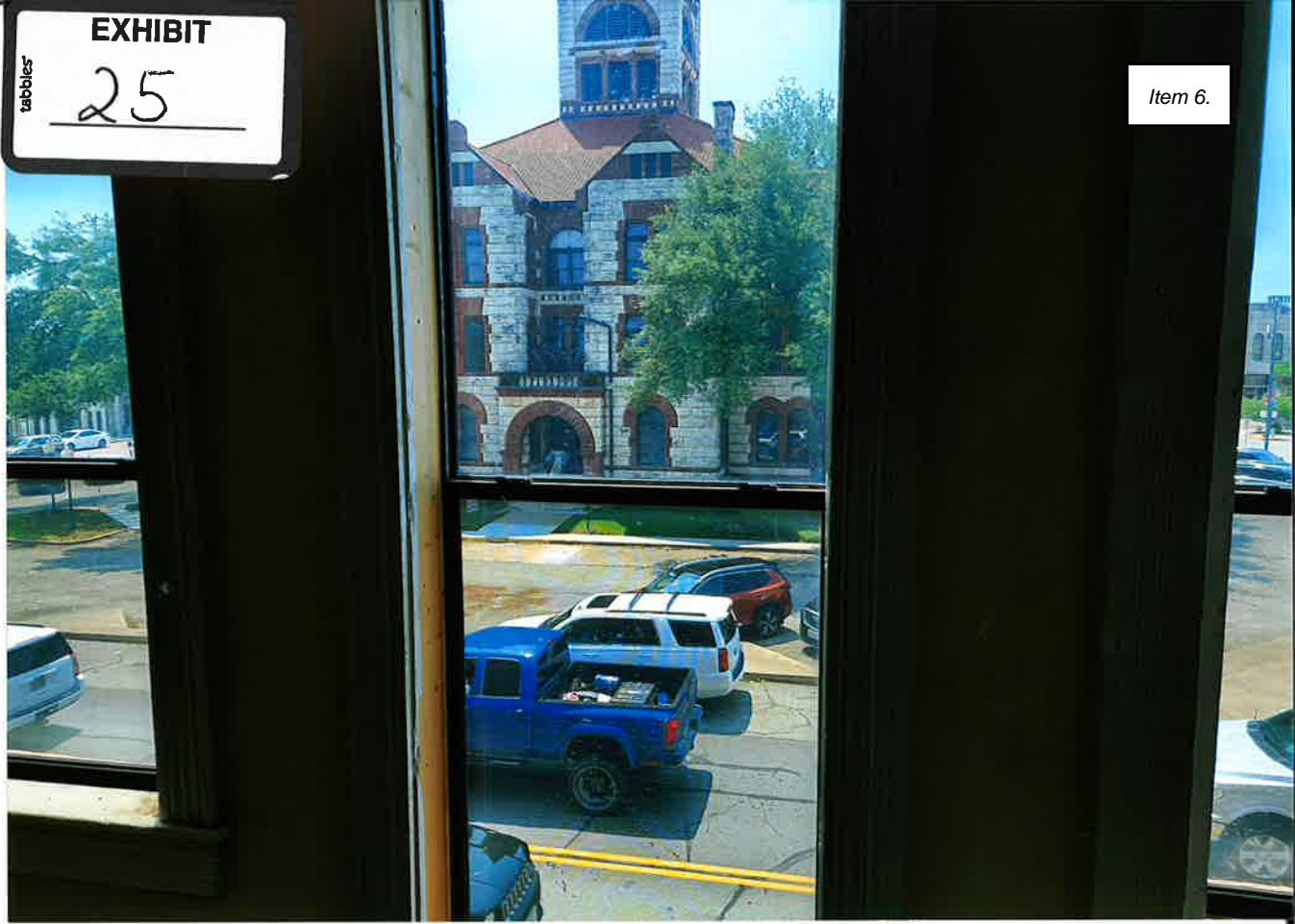


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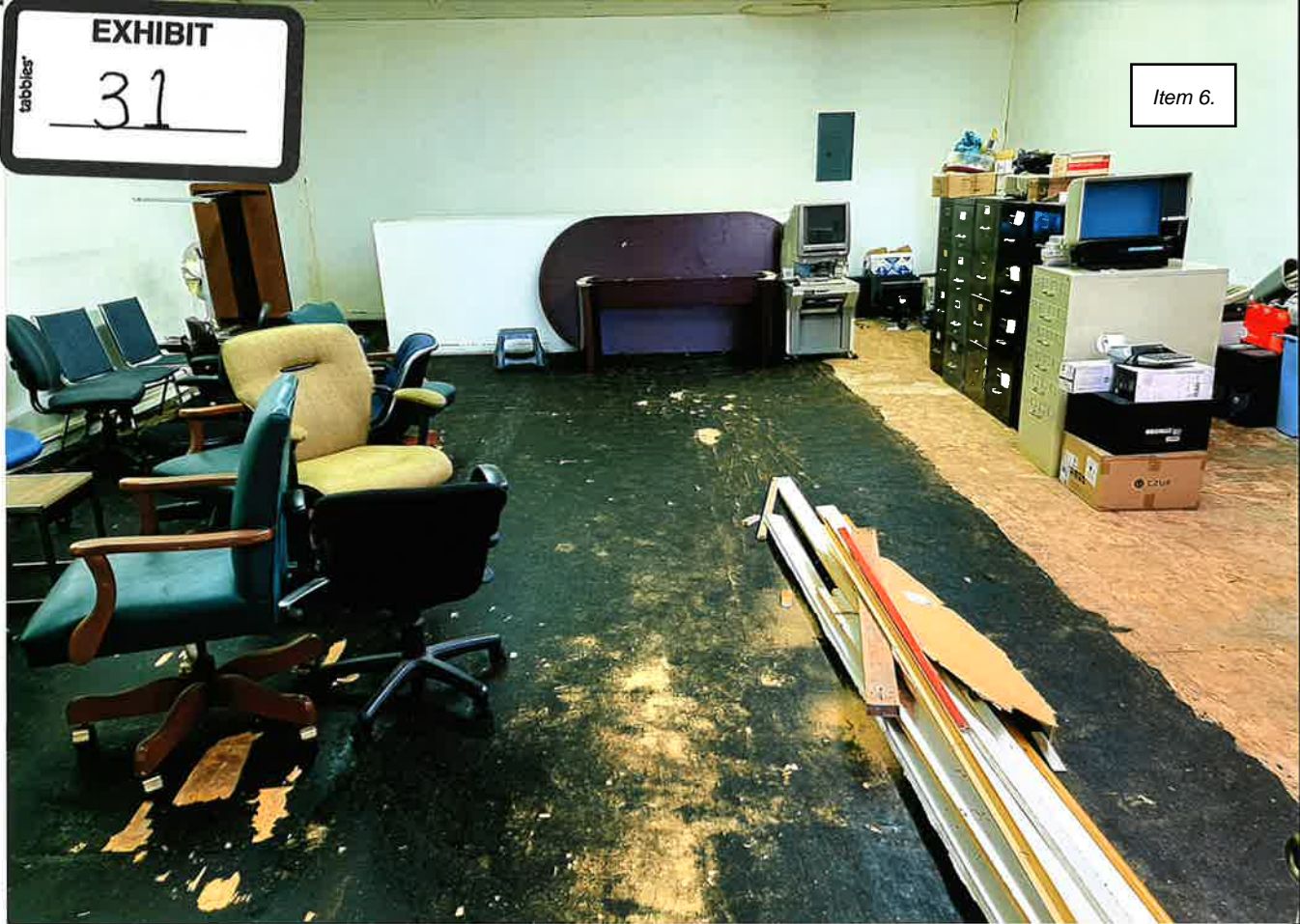


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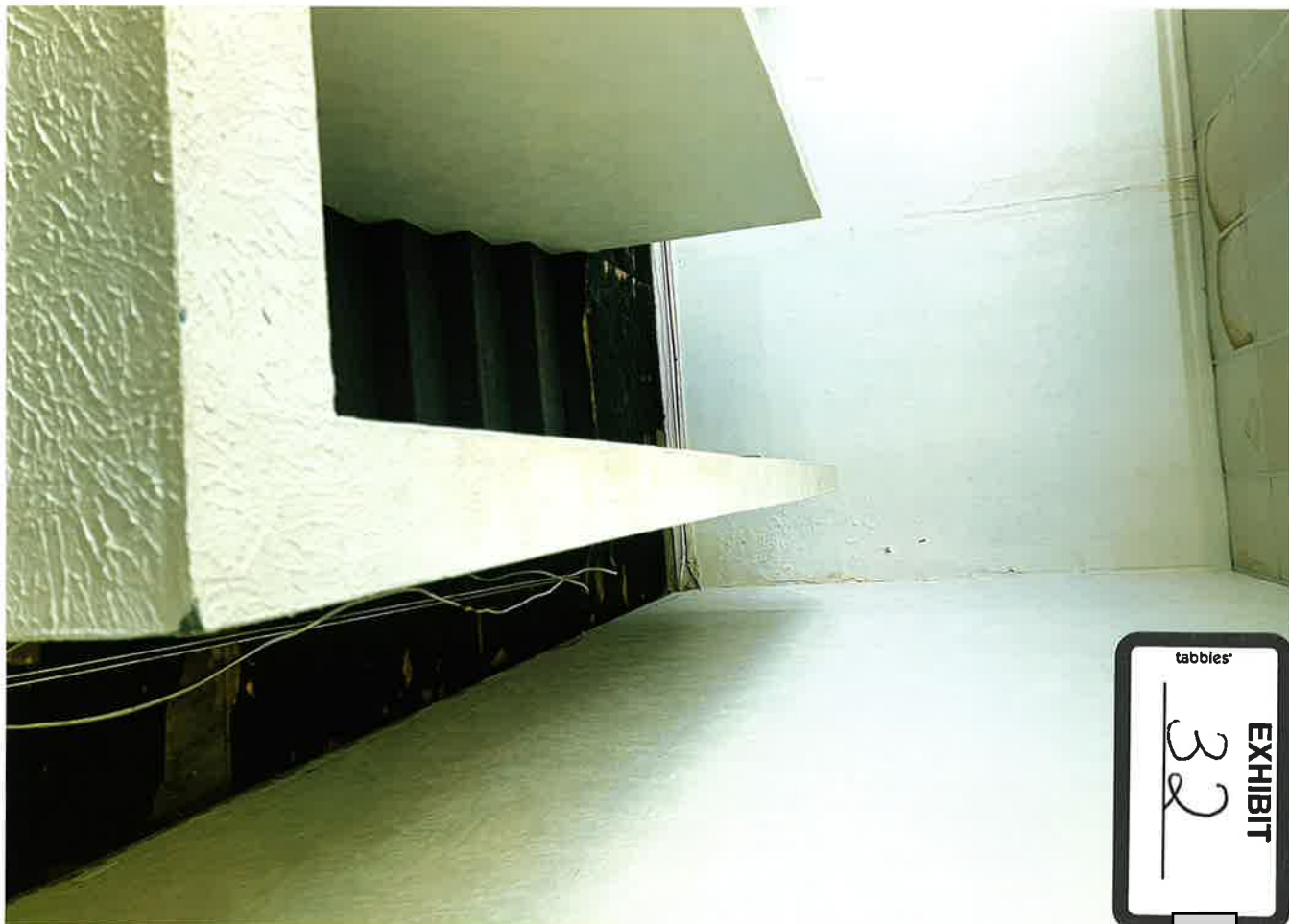
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ORDINANCE NO. 2022-O-XX

AN ORDINANCE REZONING THE LAND DESCRIBED FROM THE ZONING DOWNTOWN DISTRICT (DT) TO PLANNED DEVELOPMENT DISTRICT (PD)

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

All that lot, tract or parcel of land legally described as follows:

Being Block 5, Lot C of the City Addition to the City of Stephenville, Erath County, Texas, located at 157 W. Washington, and identified as Parcel No. R29179 in the Erath County Appraisal District Records

is hereby rezoned and the zoning classification changed from the classification Downtown District (DT) to Planned Development District (PD), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of July, 2022.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary

Reviewed by Jason M. King,
Interim City Manager

Randy Thomas, City Attorney
Approved as to form and legality



STAFF REPORT

SUBJECT: Case No.: PD2022-004

Applicant Scott Allen, representing Stephenville Rentals LLC, is requesting a rezone of property located at 171 W. Washington, Parcel R29178, being Block 5, Lot B of City Addition to the City of Stephenville, Erath County, Texas, from (DT) Downtown to (PD) Planned Development.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

A conceptual plan for the proposed Planned Development District was presented at the May 18, 2022 meeting. The applicant is now requesting approval of the rezone and development plan.

The Planning and Zoning Commission convened June 15, 2022, and by a unanimous vote, recommended the City Council approve the rezone request.

BACKGROUND:

PROPERTY PROFILE:



STAFF NOTES:

1. The PD is requested for the DT zoning district due to a mixed use plan that will allow retail/office space on the first floor and duplex style units on the second floor.
2. The DT zoning district allows for both retail/office and residential uses, but, does not specify mixed use as a permitted use.
3. The request has generated expressed concerns in regards to parking. The DT zoning district requires two parking spaces per unit for residential use. Commercial uses in the DT zoning district are exempt from parking requirements.
4. Dumpster enclosure requirements should be considered in regards to the PD request.

5. Landscape requirements should be considered in regards to the PD request.

Sec. 154.06.7. Downtown district (DT).

6.7.A Description. The Downtown District is intended to encourage the redevelopment of the original township, which includes the historic courthouse, offices, retail business and residences. The varying land uses included in the Downtown District are compatible with existing uses to preserve the integrity of the area Downtown District and deter urban deterioration. This district also facilitates the maintenance of the area and provides for the vibrant interaction between retail, service, residential, government and public use.

6.7.B Permitted Uses.

- (1) Banks or other financial institutions;
- (2) Bed and breakfast/boarding house;
- (3) Bicycle sales and rental;
- (4) Book and card/gift stores;
- (5) Church, temple or mosque;
- (6) Civic or community center;
- (7) Clinic;
- (8) Commercial parking garage/lot;
- (9) Condominium (four or less units);
- (10) Convenience/grocery store (without pumps);
- (11) Day spa;
- (12) Florist;
- (13) Fraternal organization, lodge or civic club;
- (14) Health club, weight and aerobic center;
- (15) Home occupation;
- (16) Hotels and motels;
- (17) Library;
- (18) Micro brewery/winery (retail sales)—without drive-in service;
- (19) Municipal facilities/state facilities/federal facilities;
- (20) Museums and galleries;
- (21) Office—professional and general administration;
- (22) Personal service shop (beauty/barber shop);
- (23) Restaurant or cafeteria—without drive-in service;
- (24) Restaurant with alcoholic beverage service;
- (25) Retail shops;
- (26) Sale of alcohol as licensed by the Texas Alcoholic Beverage Commission;
- (27) Single family dwelling;
- (28) Studio for photographer, musician, artist;
- (29) Tattoo parlor;
- (30) Theater-indoor;
- (31) Townhouse (four or less units);
- (32) Travel agencies; and

(33) Two-four family dwelling.

6.7.C Conditional Uses (Special Use Permit required).

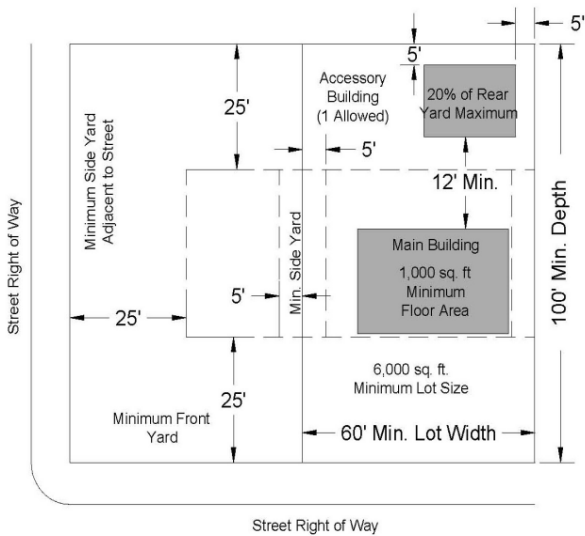
- (1) Restaurant (drive-in type);
- (2) Micro brewery/winery (distribution);
- (3) Tobacco shop;
- (4) Reserved.

6.7.D Height, Area, Yard and Lot Coverage Requirements.

(A) *Single family dwelling.*

- (1) Maximum density: one dwelling unit per lot.
- (2) Minimum lot area: 6,000 ft².
- (3) Minimum lot width and lot frontage: 60 feet.
- (4) Minimum lot depth: 100 feet.
- (5) Minimum depth of front setback: 25 feet.
- (6) Minimum depth of rear setback: 25 feet.
- (7) Minimum width of side setback:
 - (a) Internal lot: five feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (8) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.
 - (b) Minimum area of main building: 1,000 ft².
- (9) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum number of accessory buildings: one.
 - (c) Minimum depth of side setback: five feet.
 - (d) Minimum depth of rear setback: five feet.
 - (e) Minimum depth from the edge of the main building: 12 feet.
- (10) Maximum height of structures: 35 feet.
- (11) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

6.7.D Height, Area, Yard and Lot Coverage Requirements Single-Family Dwelling



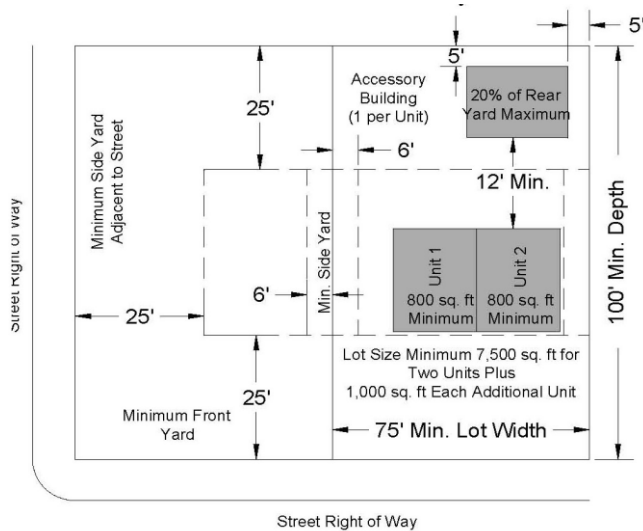
6.7.E Parking Regulations. A Single-Family, DT District lot shall provide a minimum of two vehicle parking spaces, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in Section 11 the Parking Regulations.

(B) *Two-four family dwelling.*

- (1) Maximum density: four family unit per lot.
- (2) Minimum lot area: 7,500 ft² for two dwelling units, plus 1,000 ft² for each additional dwelling unit.
- (3) Minimum lot width and lot frontage: 75 feet.
- (4) Minimum lot depth: 100 feet.
- (5) Minimum depth of front setback: 25 feet.
- (6) Minimum depth of rear setback: 25 feet.
- (7) Minimum width of side setback:
 - (a) Internal lot: six feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (8) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.
 - (b) Minimum area of each dwelling unit: 800 ft².
- (9) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum area of each accessory building: 200 ft².
 - (c) Maximum number of accessory buildings: one per unit.
 - (d) Minimum depth of side setback: five feet.
 - (e) Minimum depth of rear setback: five feet.
 - (f) Minimum depth from the edge of the main building: 12 feet.
- (10) Maximum height of structures: 35 feet.
- (11) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples, and mosques may not exceed 75 feet, if the building is

set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

6.7.D Height, Area, Yard and Lot Coverage Requirements Two-Four Family Dwellings



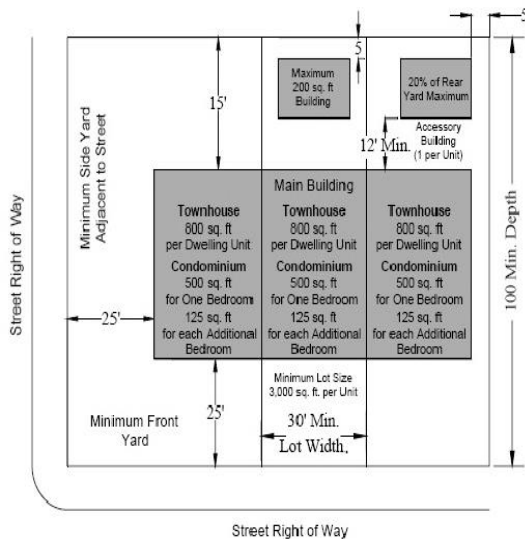
A Two-Four-Family, DT District lot shall provide a minimum of two vehicle parking spaces per dwelling unit and meet all the pertinent requirements contained in Section 11 the Parking Regulations.

(C) *Townhouse/Condominium.*

- (1) Maximum density: four family unit per lot
- (2) Minimum lot area: 3,000 ft² per unit.
- (3) Minimum average lot width and lot frontage: 30 feet.
- (4) Minimum lot depth: 100 feet.
- (5) Minimum depth of front setback: 25 feet.
- (6) Minimum width of rear setback: 15 feet.
- (7) Minimum width of side setback:
 - (a) Internal lot: five feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (8) Building size:
 - (a) Maximum main building coverage as a percentage of lot area: 40%
 - (b) Minimum area of each townhouse dwelling unit: 800 ft².
 - (c) Minimum area of each condominium of each dwelling unit: 500 ft² for one bedroom or less, plus 125 ft² of floor area for each additional bedroom.
- (9) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum area of each accessory building: 200 ft².
 - (c) Maximum number of accessory buildings: one per unit.
 - (d) Minimum depth of side setback: five feet.
 - (e) Minimum depth of rear setback: five feet.
 - (f) Minimum depth from the edge of the main building: 12 feet.

- (10) Maximum height of structures: 35 feet.
- (11) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

6.7.D Height, Area, Yard and Lot Coverage Requirements Townhouse/Condominium

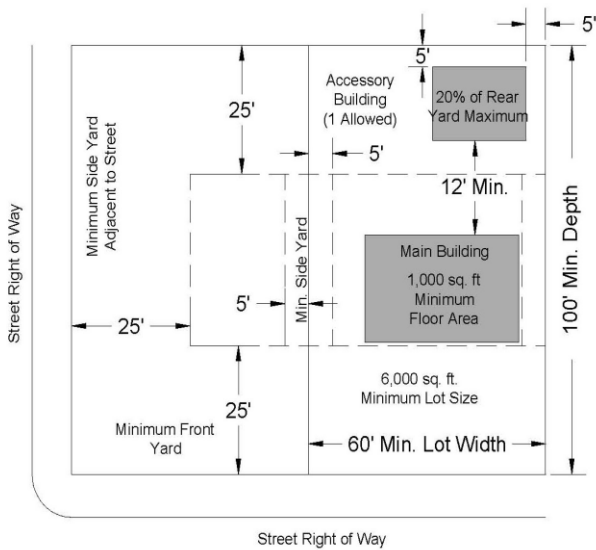


A Townhouse/Condominium, DT District lot shall provide a minimum of two vehicle parking spaces per dwelling unit and meet all the pertinent requirements contained in Section 11 the Parking Regulations.

(D) *All other uses.*

- (1) Maximum density: There is no maximum density requirement.
- (2) Minimum lot area: There is no minimum area requirement.
- (3) Minimum lot width: There is no minimum width requirement.
- (4) Minimum lot depth: There is no minimum depth requirement.
- (5) Minimum depth of front setback: There is no front setback requirement.
- (6) Minimum depth of rear setback: There is no minimum rear setback requirement unless the lot abuts upon a Residential District, then a minimum ten feet is required.
- (7) Minimum width of side setback:
 - (a) Internal lot: There is no minimum side setback requirement unless the lot abuts upon a Residential District, then a minimum five feet is required.
 - (b) Corner lot: There is no setback requirement.
- (8) Building size: there are no minimum size regulations.
- (9) Maximum height of structures: No building shall exceed 75 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

Height, Area, Yard and Lot Coverage Requirements

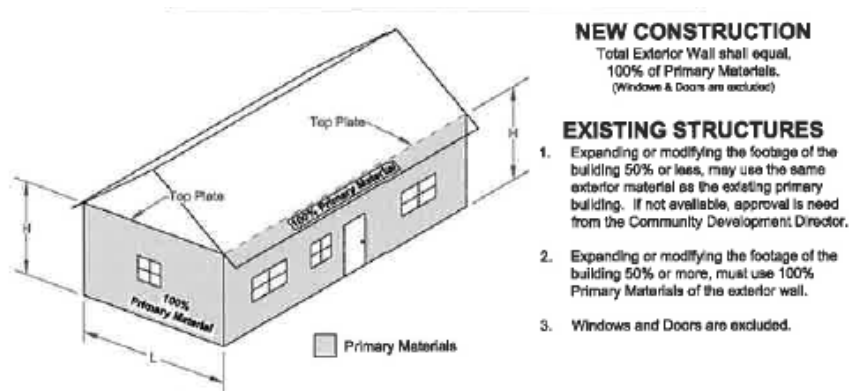


Note: No rear or side yard except when the lot abuts upon a Residential District, then the minimum setback for rear yard is ten feet and side yard is five feet.

6.7.F Type of Construction.

- (1) The exterior facade of all structures visible from a public street shall be of an architectural exterior finish similar to the surrounding structures within the District, exclusive of door and window openings.
- (2) Exterior siding and trim coloring shall be compatible to the surrounding structures in the District.
- (3) Exterior metal facades are prohibited in the DT "Downtown District."
- (4) The exterior walls of all new dwellings to the top plate, shall be constructed exclusively of primary materials, excluding doors, windows, and porches. See Section 10.E(1): Exterior Building Material Standard—Primary Materials.
- (5) Existing dwellings expanding the total square footage of the building 50% or less, or modifying the exterior walls, may use the same exterior construction material as the existing primary building. If the material is not available, similar material may be used if approved by the Community Development Director.
- (6) Existing dwellings expanding the total square footage of the building more than 50%, or proposing to use a material inconsistent with the primary structure for any expansion, must meet the 80% minimum primary materials, Section 10.E: Exterior Building Material Standard, for the total exterior walls of the structure.

Exterior Building Material Standards



6.7.G Miscellaneous Provisions. Wherever a commercial use adjoins a Residential District and is not separated by a street, a six-foot or taller solid sight-barring fence or landscape barrier will be constructed and maintained along the boundary or property line as permanent screening. All outside lighting features will be placed and reflected so as to not create annoyances, nuisances or hazards.

6.7.H Parking Regulations. See Section 11 Parking Regulations.

6.7.I Sign Regulation. See Section 12 for Sign Regulations.

6.7.J Exceptions to Use, Height and Area Regulations. See Section 10.

6.7.K Garbage Regulations.

- (1) Downtown District will provide a serviceable area specifically for refuse collection designed for refuse canisters. Each designated canister area will be nine feet wide and eight feet deep (72 square feet), with a cement slab base. If the location of the cement slab is adjacent to a Residential District, the slab must be at least five feet from the property line. The refuse area will be enclosed on three sides by a privacy fence. Approach areas will meet the requirements of Subsection 6.7.L.
- (2) Containers, polycarts, receptacles and any other unacceptable waste or recyclables, shall be removed from the curb or other designated collection point by the customer no later than 7:00 a.m. on the day following their scheduled collection day. Each designated area shall be four feet wide and four feet deep (16 square feet), impervious slab. The refuse area will be completely screened by a privacy fence or landscaping.

6.7.L Loading and Unloading Regulations.

- (1) All loading, unloading and maneuvering of vehicles connected with the activity on the premises, must be paved with a sealed surface pavement and maintained in such a manner that no dust will be produced.
- (2) All loading, unloading and maneuvering of vehicles connected with the activity on city streets, must be loaded and unloaded between the hours of 12:00 a.m. (midnight) to 11:00 a.m. The activity must not impede public traffic on city streets.

6.7.M Sidewalk. Property with new construction and/or residential use changing to a commercial use, shall construct a sidewalk along the city right(s)-of-way in accordance with Subdivision Ordinance design standards.

(Ord. 2011-05, passed 4-5-2011; Am. Ord. 2011-26, passed 12-6-2011; Am. Ord. 2014-03, passed 2-4-2014; Am. Ord. 2014-05, passed 3-4-2014; Am. Ord. No. 2018-O-25 , § 1, 8-7-2018; Ord. No. 2021-O-17 , §§ 1, 6, passed 6-1-2021; Ord. No. 2021-O-32 , § 1, passed 8-3-2021)

Sec. 154.08. Planned development district (PD).

8.A Description.

- (1) Planned development districts are designed for greater flexibility and discretion in the application of residential and non-residential zoning and for increased compatibility and the more effective mitigation of potentially adverse impacts on adjacent land than is possible under standard district regulations. It is recognized that it is desirable for certain areas of the city to be developed in accordance with development plans prepared and approved as a part of the ordinance authorizing the zoning necessary for the proposed development.
- (2) Improvements in a "PD" District are subject to conformance with a development plan approved by the City Council on Planning and Zoning Commission recommendation and after public hearing thereon. No development plan may increase gross density in excess of that allowed by the base district.

8.B Permitted Uses. In a PD Development District, no land shall be used and no building shall be installed, erected for/or converted to any use other than a hereinafter provided.

NON-RESIDENTIAL PLANNED DEVELOPMENTS. Considered appropriate where the following conditions prevail:

- (1) The project utilized innovative land development concepts and is consistent with the Comprehensive Land Use plan and the goals and objectives of the city;
- (2) Non-residential uses are situated such that an appreciable amount of land is available for open space or joint use as parking space and is integrated throughout the planned development;
- (3) The site exhibits environmentally natural features which should be considered for preservation and/or enhancement;
- (4) Aesthetic amenities may be provided in the planned development design which are not economically feasible to provide in conventional non-residential projects; and
- (5) The project provides a compatible transition between adjacent existing single-family residential projects and provides a compatible transition for the extension of future single-family projects into adjacent undeveloped areas.

RESIDENTIAL PLANNED DEVELOPMENT. Considered appropriate where the following conditions prevail:

- (1) The project utilized innovative land development concepts and is consistent with the Comprehensive Land Use plan and the goals and objectives of the city;
- (2) Dwelling units are situated such that an appreciable amount of land for open space is available and is integrated throughout the planned development;
- (3) The project utilizes an innovative approach in lot configuration and mixture of single-family housing types;
- (4) Higher densities than conventional single-family projects of the same acreage is achievable with appropriate buffering between existing conventional single-family developments and increased open space;
- (5) The site exhibits environmentally natural features which should be considered for preservation and/or enhancement;

- (6) Aesthetic amenities may be provided in the planned development design which are not economically feasible to provide in conventional single-family projects; and
- (7) The project provides a compatible transition between adjacent existing conventional single-family residential projects and provides a compatible transition for the extension of future conventional single-family projects into adjacent undeveloped areas.

8.C Prohibited Uses.

- (1) Any building erected or land used for other than the use shown on the Planned Development Site Plan, as approved by the City Council.
- (2) Any use of property that does not meet the required minimum lot size; front, side and rear yard dimensions; and/or lot width, or exceeds the maximum height, building coverage or density per gross acreage as shown in the development's recorded Planned Development Site Plan, as approved by City Council.
- (3) Any use deemed by the City Council as being detrimental to the health, safety or general welfare of the citizens of Stephenville.

8.D Ownership. An application for approval of a Planned Development Plan under the Planned Development District regulations may be filed by a person having legal ownership of the property to be included in the Development Plan. In order to ensure unified planning and development of the property, the applicant shall provide evidence, in form satisfactory to the City Attorney, prior to final approval of the Development Plan, that the property is held in single ownership or is under single control. Land shall be deemed to be held in single ownership or under single control if it is in joint tenancy, tenancy in common, a partnership, a trust or a joint venture. The Development Plan shall be filed in the name(s) of the record owner(s) of the property, which shall be included in the application. CITY ATTORNEY ACCEPTED PROOF OF OWNERSHIP.

8.E Development Schedule.

- (1) An application for a Planned Development District shall be accompanied by a development schedule indicating the approximate date on which construction is expected to begin and the rate of anticipated development to completion. The development schedule, adopted and approved by the City Council, shall become part of the Planned Development Ordinance and shall be adhered to by the owner, developer and their assigns or successors in interest. INCLUDED WITH SUBMITTAL.
- (2) Annually, upon the anniversary date, or more frequently if required, the developer shall provide a written report to the Planning and Zoning Commission concerning the actual development accomplished as compared with the development schedule.
- (3) The Planning and Zoning Commission may, if in its opinion the owner or owners of the property are failing or have failed to meet the approved development schedule, initiate proceedings to amend the Official Zoning map or the Planned Development District by removing all or part of the Planned Development District from the Official Zoning Map and placing the area involved in another appropriate zoning district. After the recommendation of the Planning and Zoning commission and for good cause shown by the owner and developer, the City Council may extend the development schedule as may be indicated by the facts and conditions of the case.

8.F Plat Requirements. No application for a building permit for the construction of a building or structure shall be approved unless a plat, meeting all requirements of the City of Stephenville has been approved by the City Council and recorded in the official records of Erath County.

8.G Concept Plan. The applicant for any PD Planned Development shall submit a concept plan to the Planning and Zoning Commission for review prior to submitting a Development Plan. The concept plan shall contain appropriate information to describe the general land use configuration, proposed densities or lot sizes, proposed amenities and proposed regulation.

8.H Development Plan Approval Required. No building permit or certificate of occupancy shall be issued and no use of land, buildings or structures shall be made in the "PD" District until the same has been approved as part of a development plan in compliance with the procedures, terms and conditions of this section of the ordinance.

8.I Approval Procedures.

- (1) An application for development plan approval shall be filed with the Director of Community Development accompanied by a development plan.
- (2) The procedures for hearing a request for a zoning change to "PD" shall be the same as for a requested change to any other district as set forth Section 20 of the Zoning Ordinance.
- (3) Any substantive revision to a development plan between the public hearing before the Planning and Zoning Commission and the public hearing before the City Council shall necessitate the development plan being referred back to the Planning and Zoning Commission for review and evaluation unless the revision constitutes a minor change as provided below, or the change was condition of the approval.
- (4) Any revisions to the development plan after the public hearing before the City Council shall be submitted to the Director of Community Development for distribution, review and written evaluation by city staff prior to submission to and approved by the City Council.
- (5) Minor changes to an approved development plan, which will not cause any of the following circumstances to occur, may be authorized by the Director of Community Development or his or her designee:
 - (a) A change in the character of the development;
 - (b) An increase in the gross floor areas in structures;
 - (c) An increase in the intensity of use;
 - (d) A reduction in the originally approved separations between buildings;
 - (e) Any adverse changes in traffic circulation, safety, drainage and utilities;
 - (f) Any adverse changes in such external effects on adjacent property as noise, heat, light, glare, vibration, height scale or proximity;
 - (g) A reduction in the originally approved setbacks from property lines;
 - (h) An increase in ground coverage by structures;
 - (i) A reduction in the ratio of off-street parking and loading space; and
 - (j) A change in the size, height, lighting or orientation of originally approved signs.
- (6) The decision of the Director of Community Development or his or her designee as to whether minor changes are being requested may be appealed to the Planning and Zoning Commission. Any change deemed not to be minor change, as indicated above, shall be processed as a new application in accordance with the provisions of this section and Section 20.1 of the Zoning Ordinance.

8.J Development Plan Requirements. The development plan submitted in support of a request for development plan approval shall contain sufficient information delineating the characteristics of the site, changes in those characteristics as may be proposed by the development, how the development will relate to public services and facilities and what protection features are included to insure that the development will be compatible with existing and allowable development on adjacent property. The development plan shall show at least the following items of information:

- (1) The location of all existing and planned non-single-family structures on the subject property;
- (2) Landscaping lighting and/or fencing and/or screening of common areas;

- (3) General locations of existing tree clusters, providing average size and number and indication of species;
- (4) Location and detail of perimeter fencing if applicable;
- (5) General description/location of ingress and egress with description of special pavement treatment if proposed;
- (6) Off-street parking and loading facilities, and calculations showing how the quantities were obtained for all non single-family purposes;
- (7) Height of all non-single-family structures;
- (8) Proposed uses;
- (9) Location and description of subdivision signage and landscaping at entrance areas;
- (10) Street names on proposed streets;
- (11) Proposed minimum area regulations including, set-backs, lot-sizes, widths, depths, side-yards, square footage or residential structures;
- (12) Indication of all development phasing and platting limits; and
- (13) Such additional terms and conditions, including design standards, as the Planning and Zoning Commission and the City Council deem necessary.

8.K Conditions for Development Plan Approval.

- (1) A development plan shall be approved only if all of the following conditions have been found during the review and process:
 - (a) That the uses will be compatible with and not injurious to the use and enjoyment of other property, nor significantly diminish or impair property values with the immediate vicinity;
 - (b) That the establishment of the use or uses will not impede the normal and orderly development and improvements of surrounding vacant property;
 - (c) That adequate utilities, access roads, drainage and other necessary supporting facilities have been or will be provided;
 - (d) That the design, location and arrangement of all driveways and parking spaces provides for the safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments;
 - (e) That adequate nuisance prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration;
 - (f) That directional lighting will be provided so as not to disturb or adversely affect neighboring properties.
- (2) In approving a development plan, the City Council may impose additional conditions necessary to protect the public interest and welfare of the community.

8.L Additional Conditions. Every Planned Development District approved under the provisions of this Ordinance shall be considered as an amendment to the Ordinance as applicable to the property involved. In an approved Planned Development District, the City Council may impose conditions relative to the standard of development, and such conditions shall be complied with before a certificate of occupancy is issued for the use of the land or any structure which is part of the Planned Development District; and such condition shall not be construed as conditions precedent to the approval of the zoning amendment, but shall be constructed as conditions precedent to the granting of a certificate of occupancy.

8.M Revocation.

- (1) Approval of a development plan may be revoked or modified, after notice and hearing, for either of the following reasons:
 - (a) Approval was obtained or extended by fraud or deception; or
 - (b) That one or more of the conditions imposed by the City Council on the development plan has not been met or has been violated.
- (2) Development controls:
 - (a) The City Council may impose more restrictive requirements than those proposed in the development plan in order to minimize incompatibilities;
 - (b) A "PD" District shall have a minimum lot area of not less than one acre under unified control;
 - (c) The parking requirements of the Zoning Ordinance shall apply to all uses in the "PD" District unless otherwise specified on the development plan; and
 - (d) "PD" provisions may vary setbacks with approval.

FACTORS TO CONSIDER:

- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use
- Infrastructure Impacts
- Size and Location of Parcel – is land large enough and in property location for proposed use?
- Reasonable Use of Property – does proposed change provide reasonable use of property?
- Zoning has great discretion – deny if applicant has not proven it is in the best interest of City to approve

ALTERNATIVES:

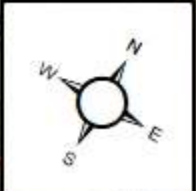
- 1) Uphold the recommendation of the Planning and Zoning Commission and approve the rezone request to planned development.
- 2) Overrule the recommendation of the Planning and Zoning Commission and deny the rezone request to planned development.

Parcel R29178 200 Ft Buffer



Legend

- ◆ Addresses
- Roads
- 200 ft buffer
- Parcels

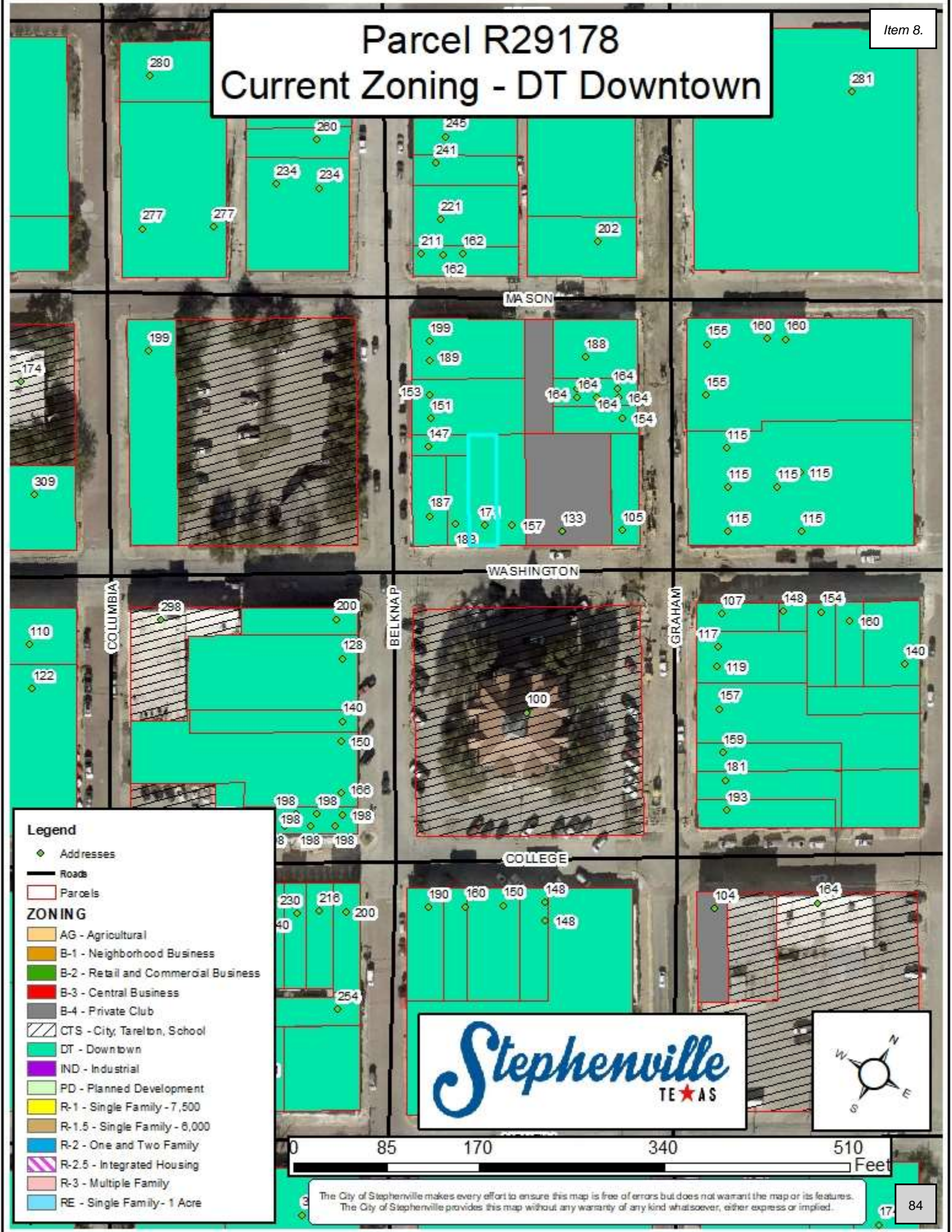


The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

Parcel R29178

Current Zoning - DT Downtown

Item 8.



Legend

- ◆ Addresses
- Roads
- ▭ Parcels

ZONING

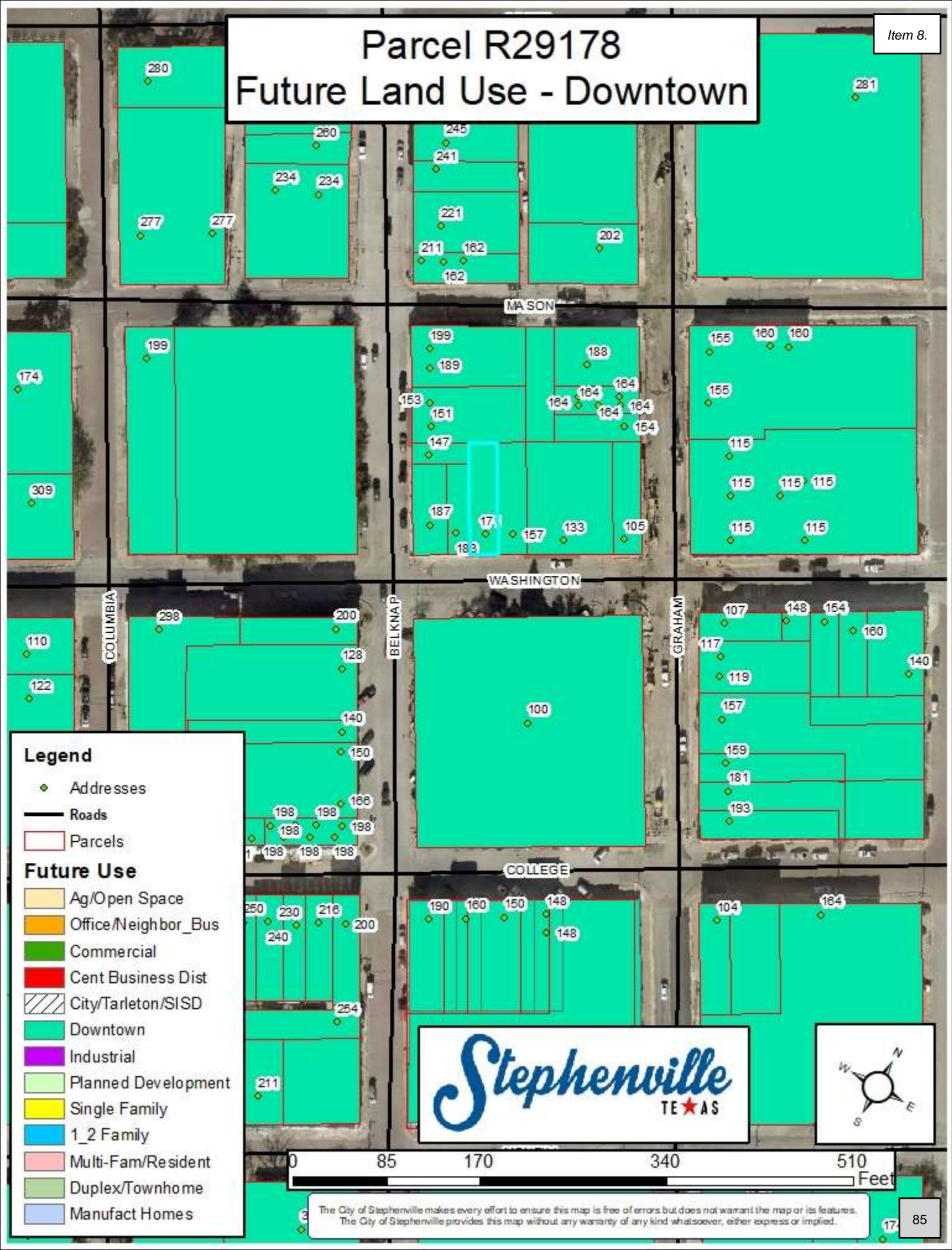
- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- ▨ CTS - City, Tarrant, School
- DT - Downtown
- IND - Industrial
- PD - Planned Development
- R-1 - Single Family - 7,500
- R-1.5 - Single Family - 6,000
- R-2 - One and Two Family
- R-2.5 - Integrated Housing
- R-3 - Multiple Family
- RE - Single Family - 1 Acre



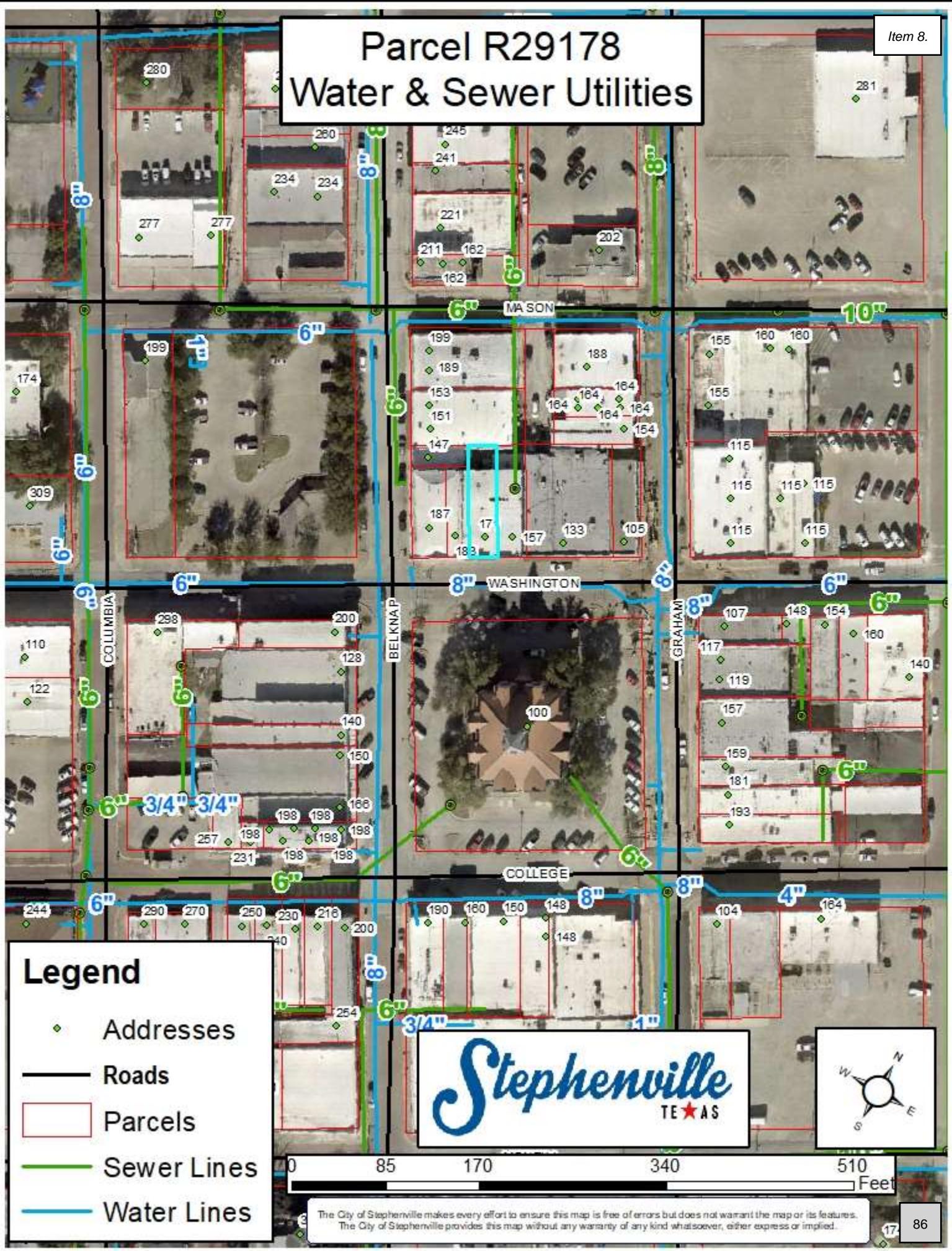
The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

Parcel R29178 Future Land Use - Downtown

Item 8.

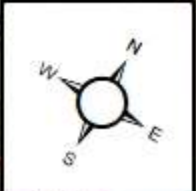


Parcel R29178 Water & Sewer Utilities



Legend

- ◆ Addresses
- Roads
- Parcels
- Sewer Lines
- Water Lines



The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

Parcel R29178 Address List

Item 8.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000029175	115 N GRAHAM	BMF PROPERTIES LLC	115 N GRAHAM ST #202	STEPHENVILLE	TX	76401
R000029189	153 N BELKNAP	BURDICK RENEE W	702 PRAIRIE WIND	STEPHENVILLE	TX	76401
R000029183	105 W WASHINGTON	BUTCHER ALLAN K JR	PO BOX 690394	SAN ANTONIO	TX	78269-0394
R000029181	133 W WASHINGTON	CAFE TRIFLES INC	133 W WASHINGTON	STEPHENVILLE	TX	76401
R000029187	0 MASON	CAFE TRIFLES INC	133 W WASHINGTON	STEPHENVILLE	TX	76401
R000029191	200 MASON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000029202	200 W WASHINGTON	CJW PARTNERS LLC	PO BOX 909	STEPHENVILLE	TX	76401
R000029168	119 S GRAHAM	COATS JIM & PATSY	1187 AZALEA LN	STEPHENVILLE	TX	76401-0000
R000029201	128 S BELKNAP	COATS JIM & PATSY	1187 AZALEA LN	STEPHENVILLE	TX	76401-0000
R000029190	147 N BELKNAP	DOUBLE W INVESTMENTS LLC	6440 N. CENTRAL EXPRESSWAY	DALLAS	TX	75206
R000029150	100 W WASHINGTON	ERATH COUNTY	100 W WASHINGTON	STEPHENVILLE	TX	76401-0000
R000029199	150 S BELKNAP	EVATT INVESTMENTS	1425 PECAN HILL RD	STEPHENVILLE	TX	76401-9656
R000029252	211 N BELKNAP	J BAR F RENTALS LLC	137 SANDRA PALMER	STEPHENVILLE	TX	76401
R000029188	199 N BELKNAP	K PENDRAY PROPERTIES LLC	2345 CR177	STEPHENVILLE	TX	76401
R000029262	202 N GRAHAM	KEUNG LEUNG YIP	1607 AUSTIN AVE	BROWNWOOD	TX	76801
R000029263	234 N BELKNAP	KIRBO & STEWART LLC	PO BOX 2249	BROWNWOOD	TX	76804
R000029169	107 S GRAHAM	SHAHAN DEDRA	107 S GRAHAM	STEPHENVILLE	TX	76401
R000029177	187 W WASHINGTON	STEPHENVILLE CHAMBER OF COMMERCE IN	PO BOX 306	STEPHENVILLE	TX	76401-0000
R000043723	183 W WASHINGTON	STEPHENVILLE CHAMBER OF COMMERCE INC	187 WEST WASHINGTON	STEPHENVILLE	TX	76401
R000029176	155 N GRAHAM	STEPHENVILLE PROPERTIES LLC	155 N GRAHAM	STEPHENVILLE	TX	76401
R000029178	171 W WASHINGTON	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000029179	157 W WASHINGTON	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000029184	154 N GRAHAM	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000029185	164 N GRAHAM	STEPHENVILLE RENTALS LLC & GEN-GRACE EQUITY LP	181 SOUTH GRAHAM	STEPHENVILLE	TX	76401
R000029186	188 N GRAHAM	TEXOR LLC	3338 CR253	STEPHENVILLE	TX	76401
R000029198	166 S BELKNAP	THEMIS INVESTMENT PROPERTIES LLC AND	166 S BELKNAP	STEPHENVILLE	TX	76401
R000029253	221 N BELKNAP	WOOLEY GEORGE ALLEN & KATHRYN WARD	221 BELKNAP	STEPHENVILLE	TX	76401

STEPHENVILLE RENTALS, LLC.
Site Development Projections
For 154 W. Washington and 171 W. Washington,
Stephenville, Texas 76401

1. January 1, 2023

- Projected date of approval of plans and specifications for both 154 and 171 W. Washington projects from Texas Historical Commission and the National Park Service

Note: 154 W. Washington application has previously been approved but fire marshal requirement for sprinkler system to be added requires resubmission

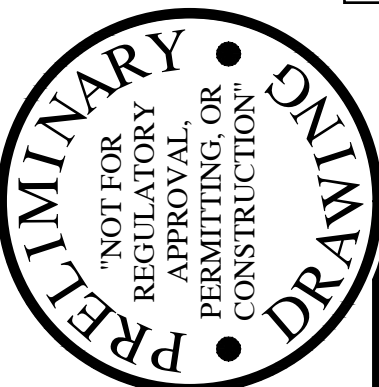
Note: 171 W. Washington is a new application that will have to be processed by both regulatory agencies and it should be submitted within three weeks after today's meeting and approval of zoning

2. March 1, 2023

- Projected date for commencement of construction of approved plans on both buildings

3. September 1, 2023

- Projected date to complete construction and secure approval from Texas Historical Commission and the National Park Service



DUPLEX OVER COMMERCIAL DEVELOPMENT OF THE JAKE WILSON & THEO BAUER BUILDINGS
STEPHENVILLE, TEXAS 76401
john@jgbev.com

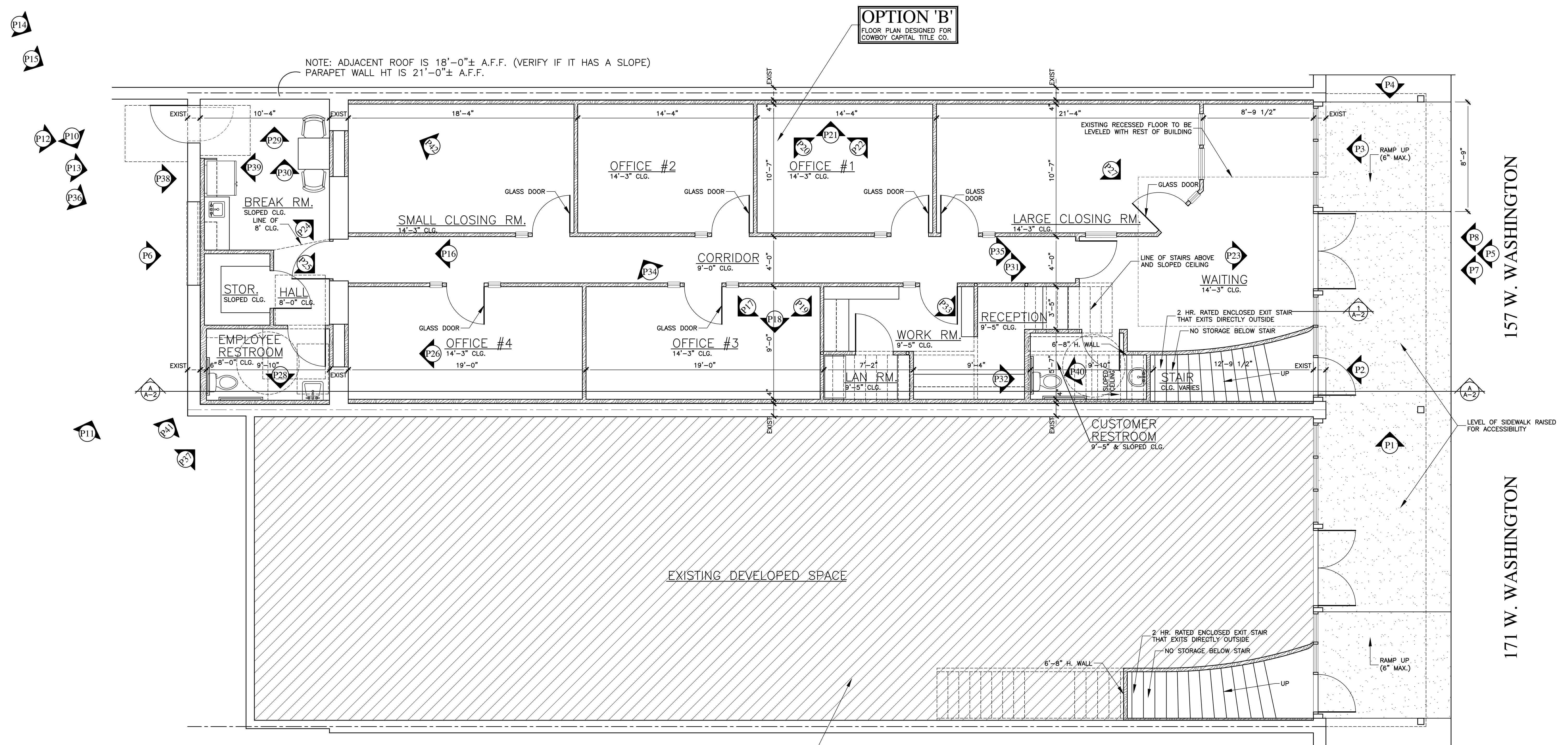
ARCHITECT JOHN G. BEVERLY
P.O. BOX 1990 STEPHENVILLE, TEXAS 76401
(254) 968-4211 O. (254) 396-9999 M.

DRAWINGS THIS SHEET: 1ST FLOOR PLAN-COWBOY COUNTRY TITLE

START DATE: 4/30/18
REVISED: 5/16/22

JOB NUMBER: 18C08
DRAWN BY: J.G.B.

SHEET NO: A-2
OF: .



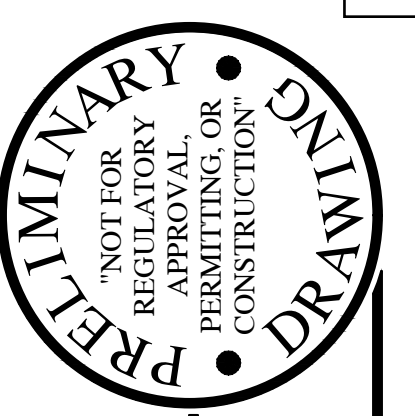
OPTION 'B'
FLOOR PLAN DESIGNED FOR
COWBOY CAPITAL TITLE CO.

EXISTING
TO REMAIN UNCHANGED
EXCEPT FOR NEW STAIR

OPTION 'B'
1ST. FLOOR PLAN
SCALE: 1/4"=1'-0"
2302.3828 SQ.FT.

157 W. WASHINGTON

171 W. WASHINGTON

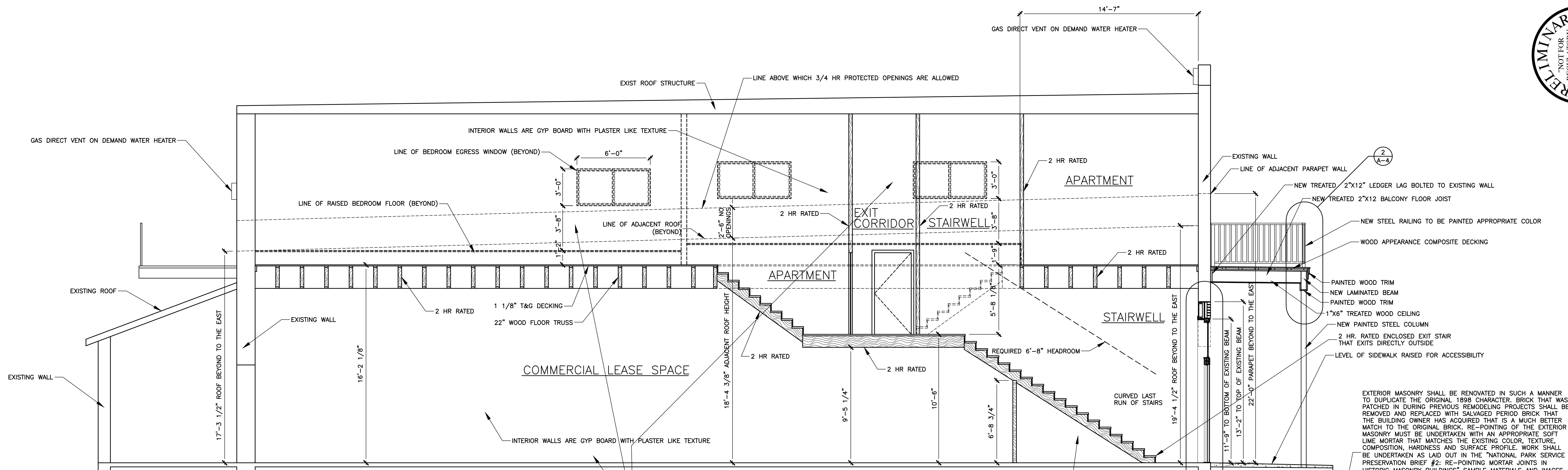


DUPLEX OVER COMMERCIAL DEVELOPMENT OF THE JAKE WILSON & THEO BAUER BUILDINGS 157 & 171 WEST WASHINGTON STREET, STEPHENVILLE, TEXAS

ARCHITECT JOHN G. BEVERLY P.O. BOX 1990 STEPHENVILLE, TEXAS 76401 (254) 968-4211 O. (254) 396-9999 M. jgbev@jgbevchc.com

DRAWINGS THIS SHEET: BUILDING SECTION FRONT ELEVATION

START DATE: 4/30/18 JOB NUMBER: 18C08 SHEET NO: A-4 OF: 18

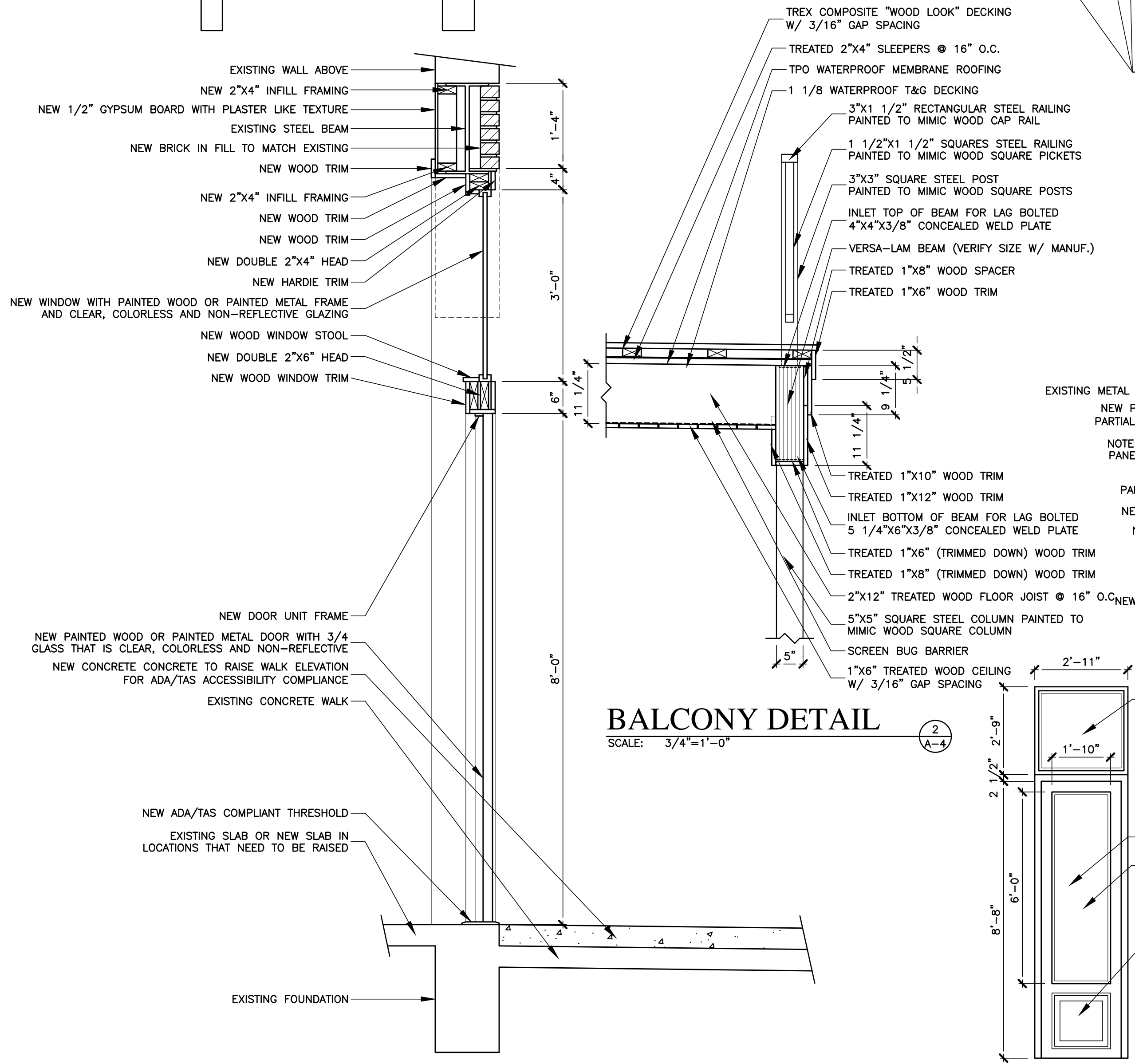


BUILDING SECTION

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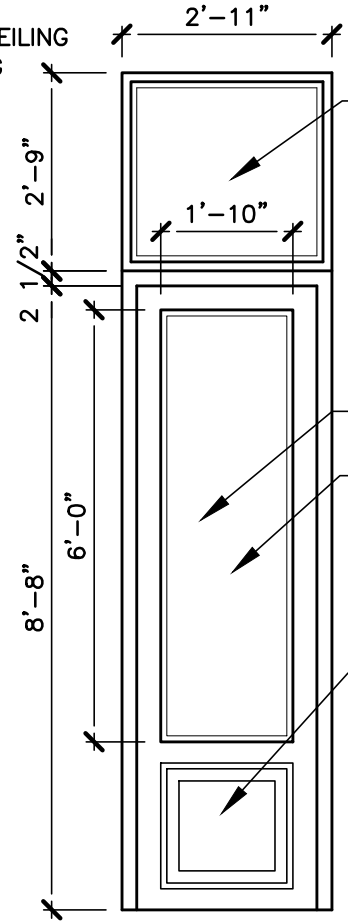
INTERIOR FINISHES SHALL BE, AS THE BUILDING HISTORICALLY HAD IN THE PAST. ALL SURFACES INCLUDING WALLS, CEILINGS, AND FLOORS SHALL HAVE SMOOTH FINISHES THAT CONCEAL THE STRUCTURAL, MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS. INTERIOR WOOD TRIM INCLUDING WINDOW AND DOOR CASINGS, BASEBOARDS, CROWN MOLDING, AS WELL AS INTERIOR DOORS SHALL BE SIMPLE AND COMPATIBLE WITH THE HISTORIC BUILDING FLOORING IN THE MAIN SPACES ON THE FIRST FLOOR SHALL BE WOOD OR TILE. WOOD LOOK VINYL IS NOT ACCEPTABLE. SELECTIONS OF THE ABOVE ITEMS MUST BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION. TENANT FINISH-OUT INCLUDING INTERIOR FINISH WORK AND SIGNAGE IS ALSO SUBJECT TO REVIEW AND APPROVAL WHEN A TENANT HAS BEEN SECURED. IF NO TENANT HAS BEEN SECURED, THE PROJECT MAY BE CERTIFIED IF THE SPACE HAS BEEN BROUGHT TO A BASIC "WHITE BOX" CONDITION (FINISH SURFACES, CONCEALED SYSTEMS).

EXTERIOR MASONRY SHALL BE RENOVATED IN SUCH A MANNER TO DUPLICATE THE ORIGINAL 1898 CHARACTER. BRICK THAT WAS PATCHED IN DURING PREVIOUS REMODELING PROJECTS SHALL BE REMOVED AND REPLACED WITH SALVAGED PERIOD BRICK THAT THE BUILDING OWNER HAS ACQUIRED THAT IS A MUCH BETTER MATCH TO THE ORIGINAL BRICK. RE-POINTING OF THE EXTERIOR MASONRY MUST BE UNDERTAKEN WITH AN APPROPRIATE SOFT LIME MORTAR THAT MATCHES THE EXISTING COLOR, TEXTURE, COMPOSITION, HARDNESS AND SURFACE PROFILE. WORK SHALL BE UNDERTAKEN AS LAID OUT IN THE "NATIONAL PARK SERVICE PRESERVATION BRIEF #2: RE-POINTING MORTAR JOINTS IN HISTORIC MASONRY BUILDINGS" SAMPLE MATERIALS AND IMAGES OF PROPOSED WORK SHALL BE PRESENTED TO THE STATE HISTORIC PRESERVATION OFFICE FOR REVIEW BEFORE EXTENSIVE MASONRY RENOVATION IS DONE. GOOD QUALITY, CLOSE UP COLOR PHOTOS, BOTH BEFORE AND AFTER RE-POINTING AND BRICK REPLACEMENT SHALL BE TAKEN AND SUBMITTED WITH THE PART 3: REQUEST FOR CERTIFICATION OF COMPLETED WORK.



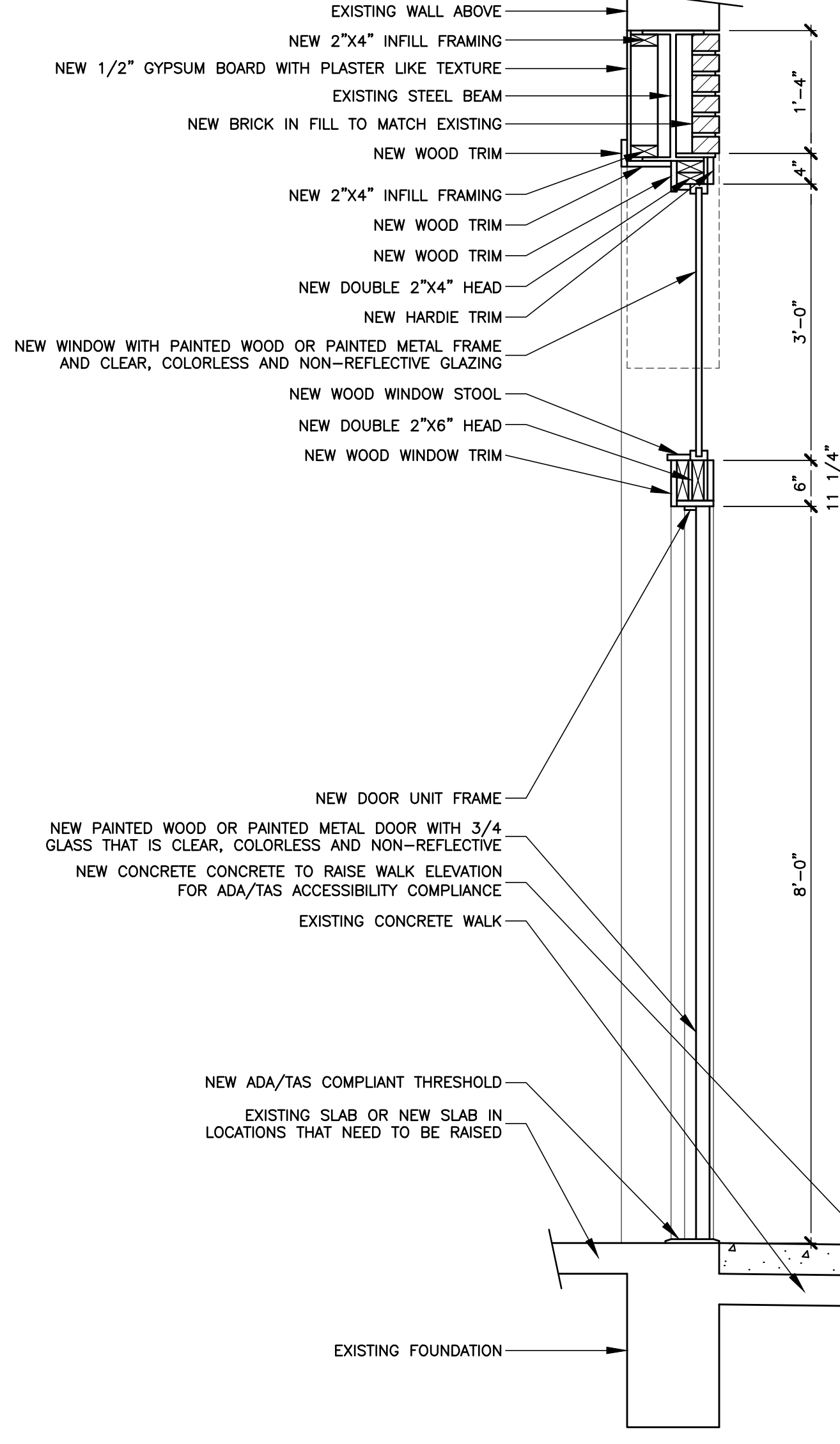
BALCONY DETAIL

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DOOR DETAIL

SCALE: 1/4"=1'-0"



FRONT ELEVATION

SCALE: 1/4"=1'-0"

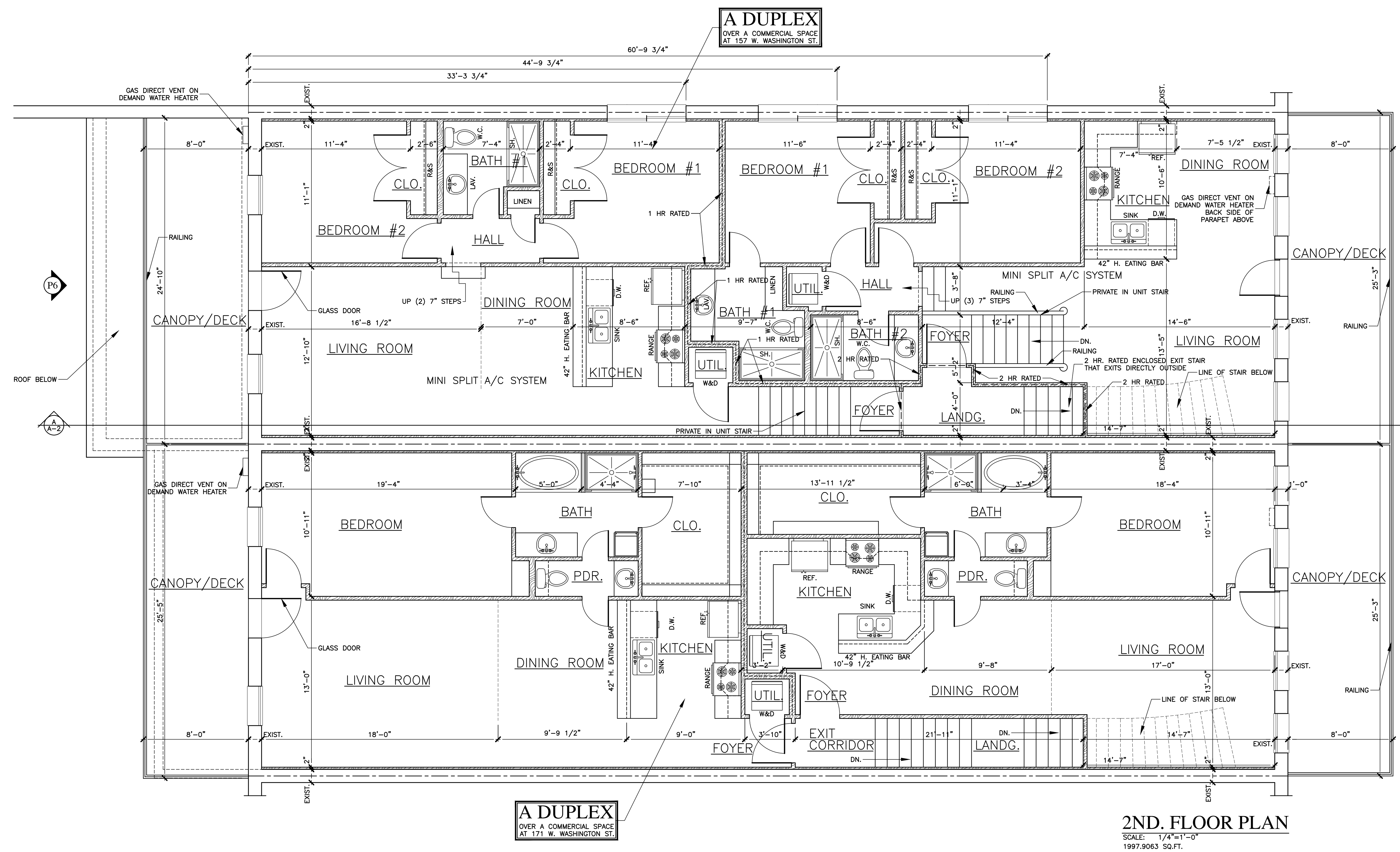


FRONT ELEVATION

SCALE: 1/4"=1'-0"

PHASE 1 (REMODEL EXTERIOR ONLY) PHASE 2 (REMODEL INTERIOR)

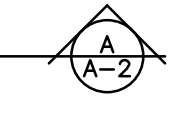
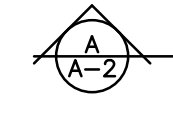
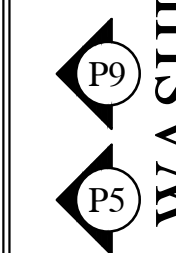
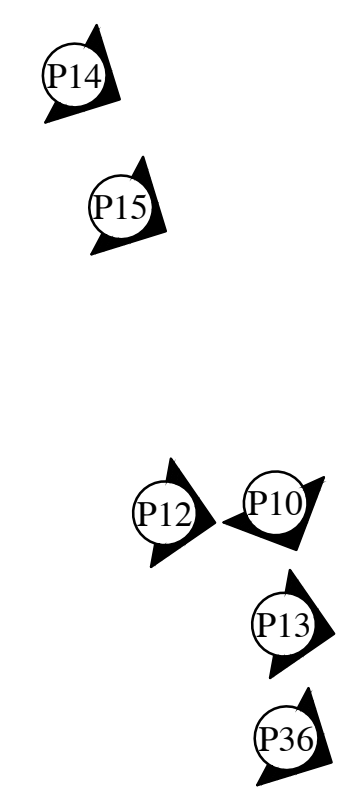
PHASE 1 (REMODEL EXTERIOR & INTERIOR)



2ND. FLOOR PLAN
SCALE: 1/4"=1'-0"
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157 W. WASHINGTON

171 W. WASHINGTON



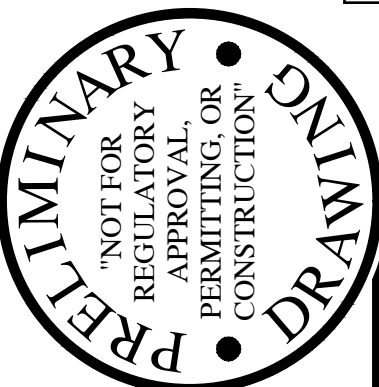
ARCHITECT
DUPLEX OVER COMMERCIAL DEVELOPMENT OF THE
JAKE WILSON & THEO BAUER BUILDINGS
STEPHENVILLE, TEXAS 76401
john@jgarch.com

JOHN G. BEVERLY
P.O. BOX 1990
STEPHENVILLE, TEXAS 76401
(254) 968-4211 O. (254) 396-9999 M.

DRAWINGS THIS SHEET:
2ND. FLOOR PLAN

START DATE: 4/30/18
JOB NUMBER: 18C08
SHEET NO: A-3
REVISED: 5/16/22
DRAWN BY: J.G.B.
OF . . .

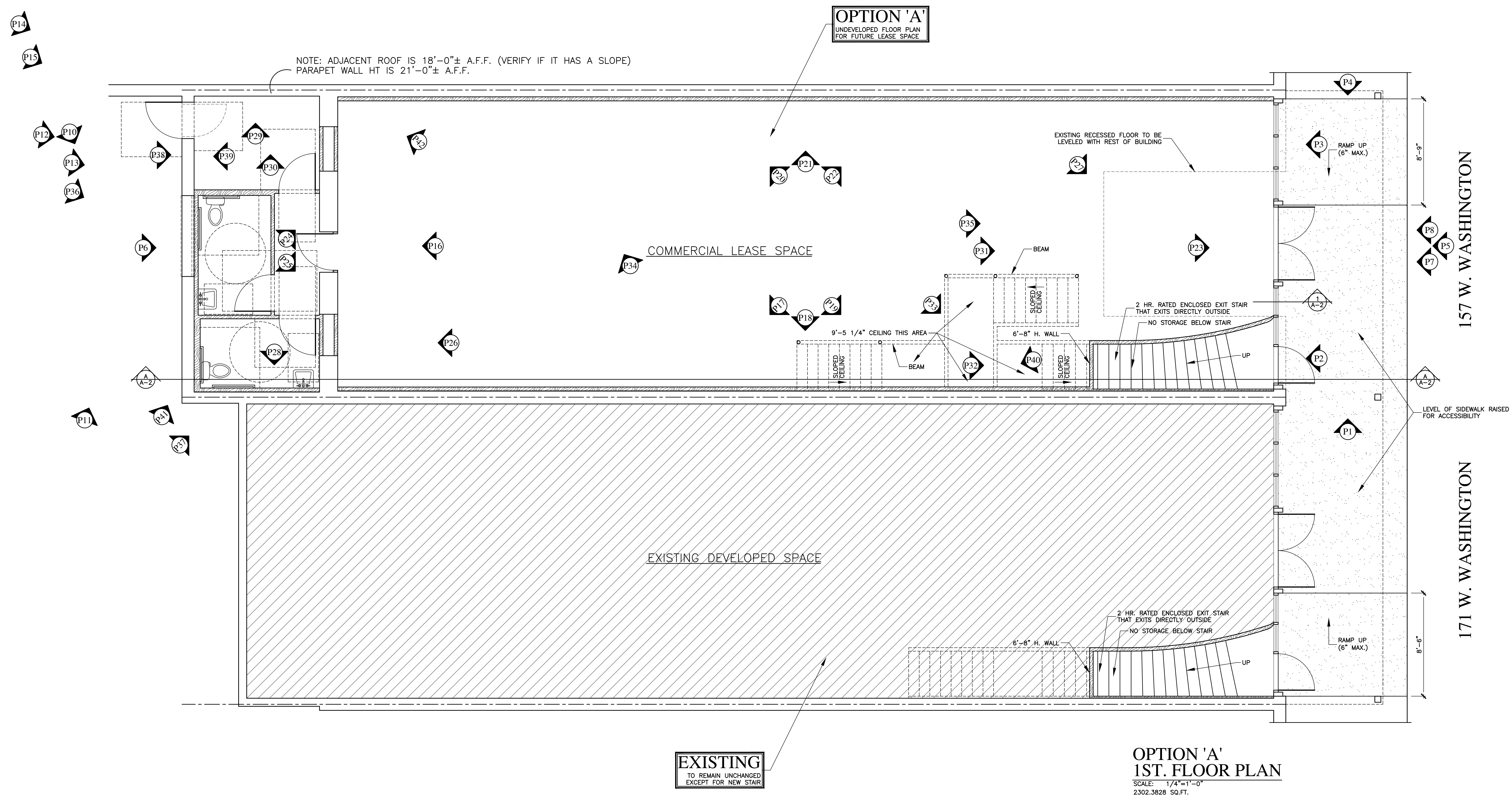




ARCHITECT JOHN G. BEVERLY ARCHITECTS, P.C. STEPHENVILLE, TEXAS 76401
P.O. BOX 1990 STEPHENVILLE, TEXAS 76401
(254) 968-4211 O. (254) 396-9999 M. john@jgarch.com

DRAWINGS THIS SHEET: 1ST. FLOOR PLAN-VACANT LEASE SPACE

SHEET NO. A-1 OF 1
JOB NUMBER: 18C08
START DATE: 4/30/18
REVISED BY: J.G.B.
REVISED: 5/16/22



**Schedule of Photographs of Theo Bauer Building
Stephenville, Texas**

Photograph Exhibit No.	Description
1	Back wall of building
2	Back wall and area of land behind building
3	Back wall of building
4	Back door of building and added equipment room
5	Interior room of first floor (existing beauty salon)
6	Interior room of first floor (existing beauty salon)
7	Steel vault storage room
8	Interior room of first floor (existing beauty salon)
9	Interior room of midlevel floor (existing beauty salon)
10	Interior room of midlevel floor (existing beauty salon)
11	Bathroom on first floor
12	Bathroom on first floor
13	Hall area first floor
14	Back interior room of first floor (existing beauty salon)
15	Interior room of midlevel floor (existing beauty salon)
16	Interior room of midlevel floor (existing beauty salon)
17	Interior room of midlevel floor (existing beauty salon)
18	Interior room of first floor (existing beauty salon)
19	Hallway door to second floor
20	Common area first floor and stairway to midlevel floor
21	Back door and back wall of building
22	Interior stairway to midlevel floor
23	Stairway from midlevel floor to second floor
24	Interior room second floor
25	View of Courthouse square from second floor
26	Air conditioning unit second floor
27	Front room second floor showing portion of old stairway remaining
28	Front room second floor
29	Front room second floor
30	Front room second floor from interior partition wall
31	Interior room second floor
32	Stairwell to midlevel floor from second level floor
33	Stairwell to midlevel floor from first floor



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EXHIBIT
1 Item 8.

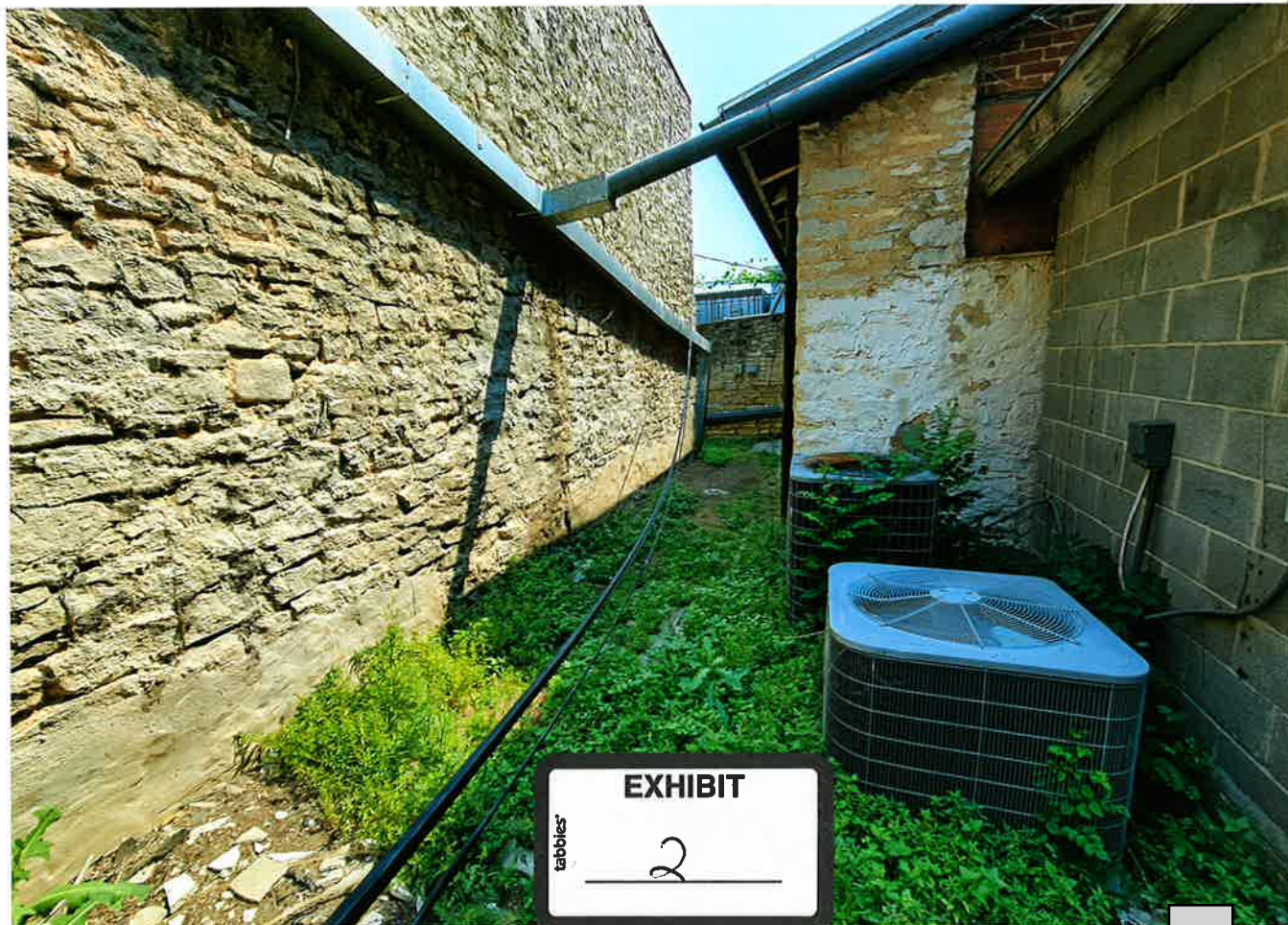
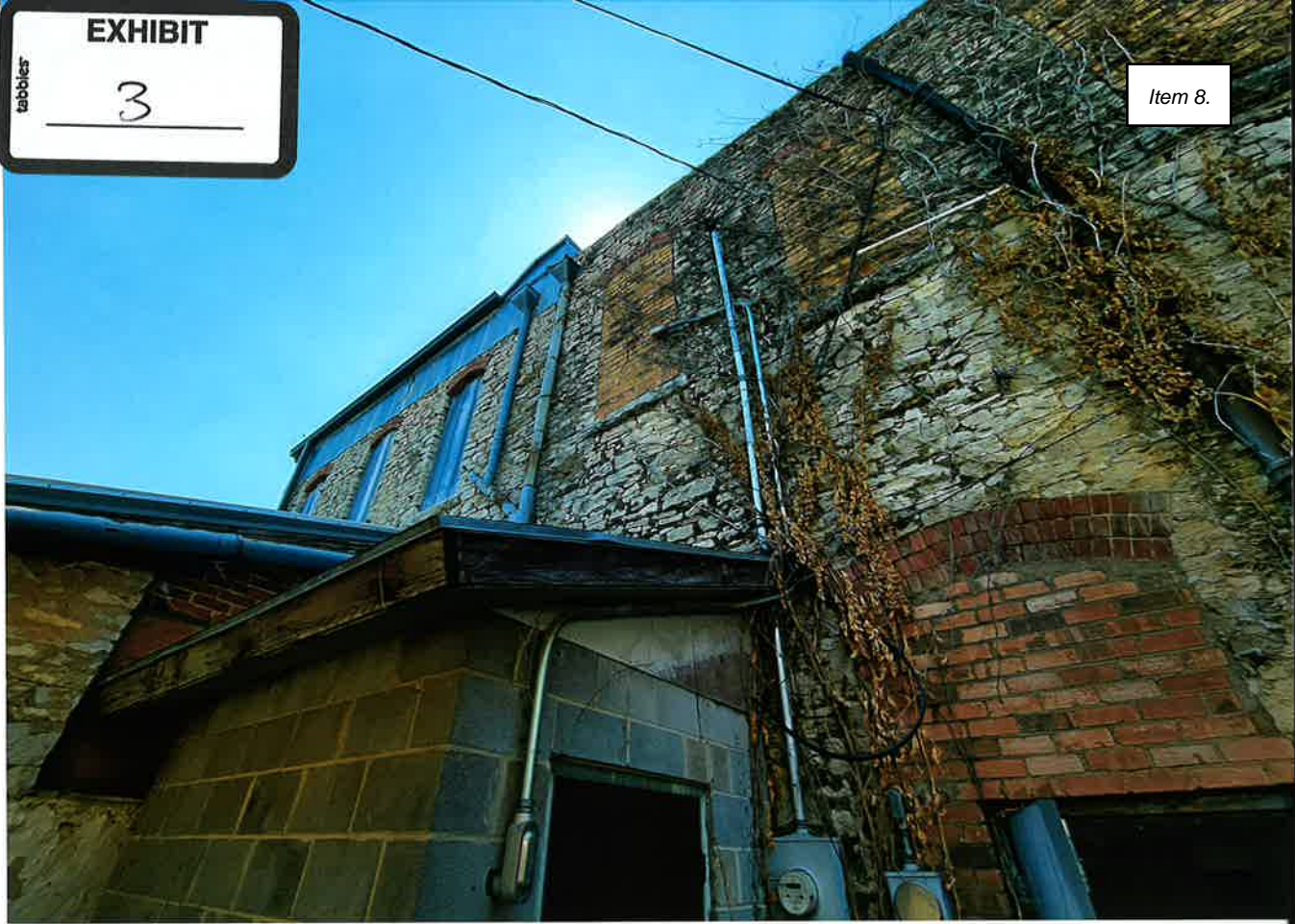


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EXHIBIT
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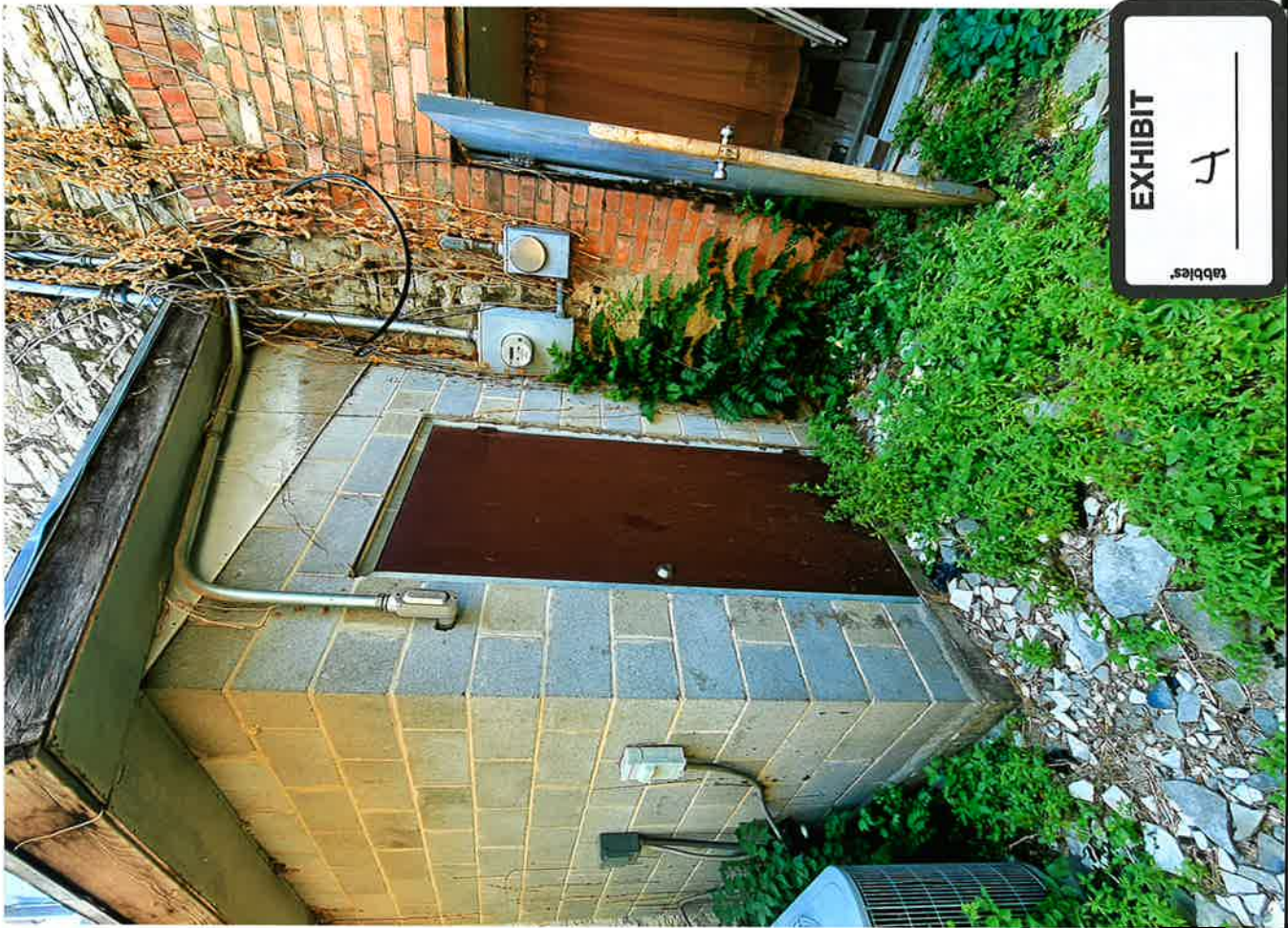
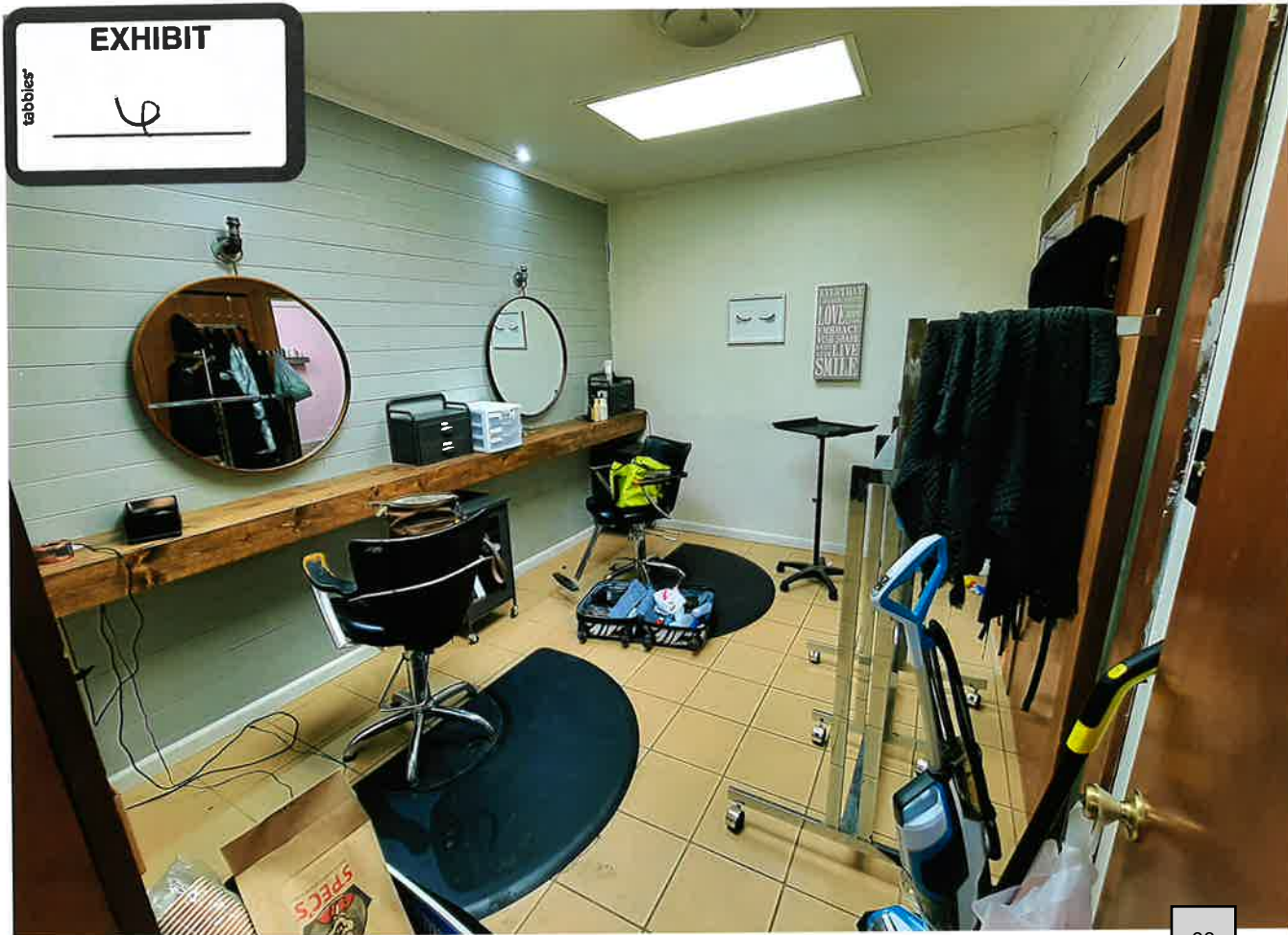


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EXHIBIT

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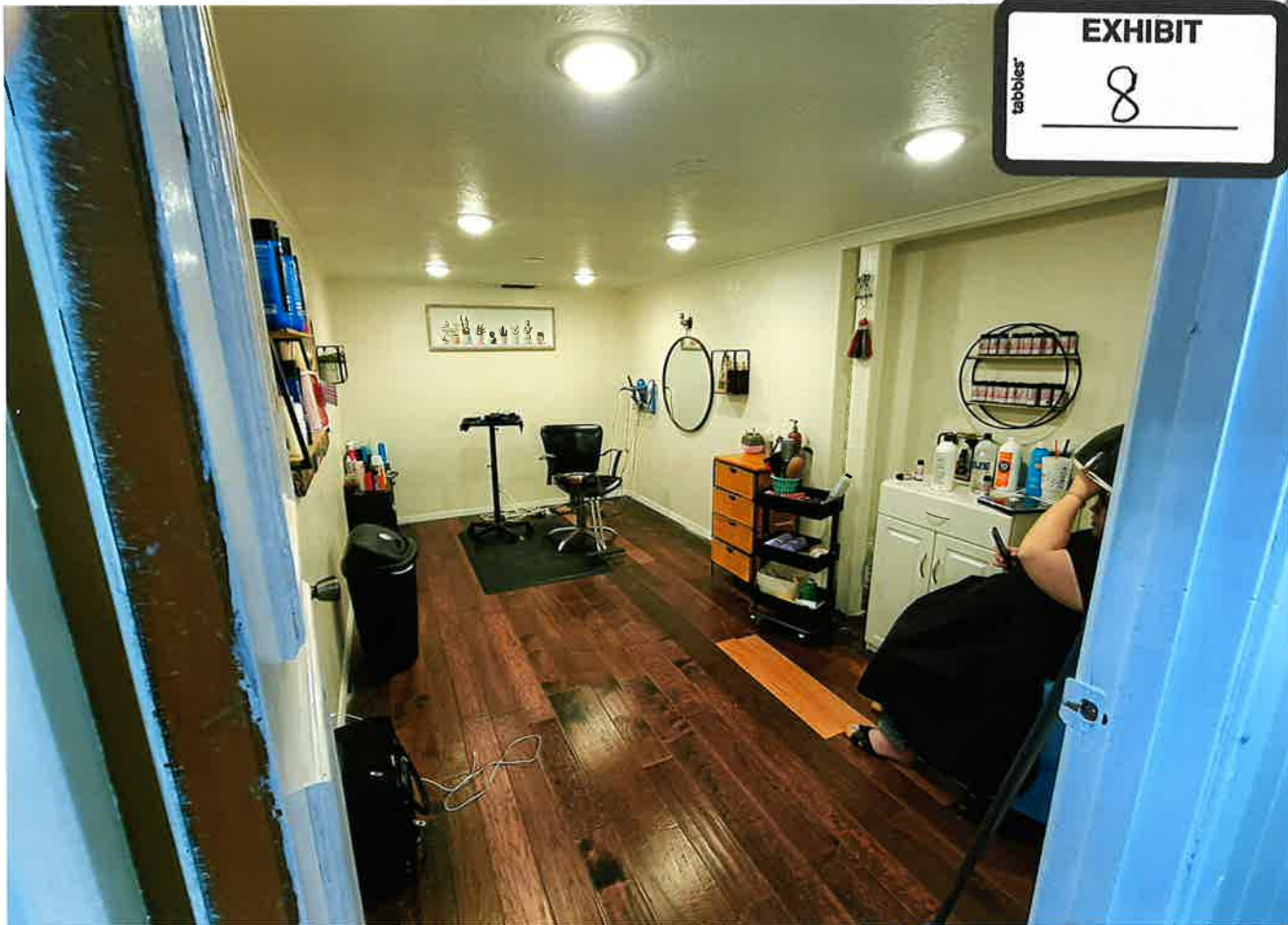
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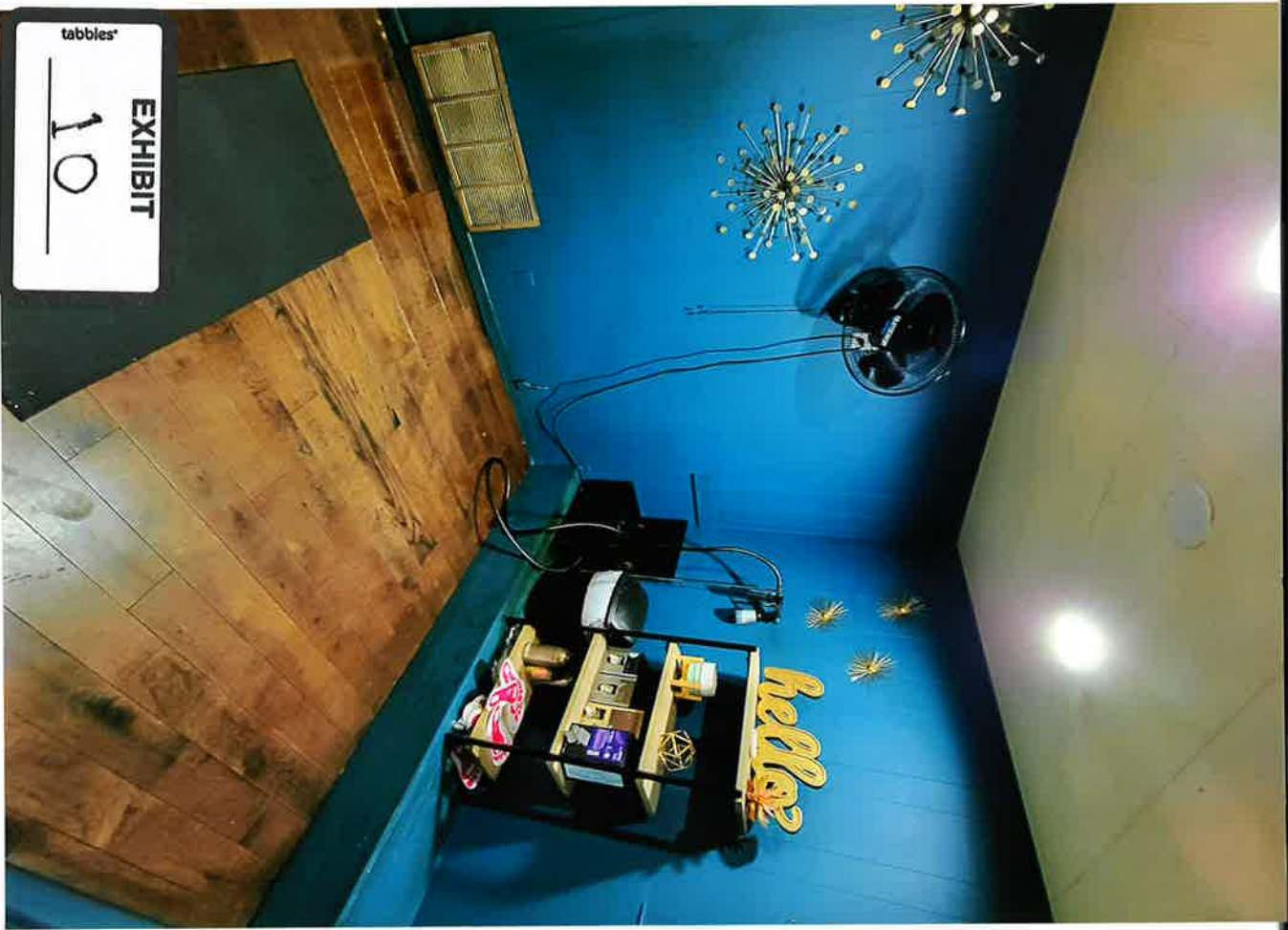
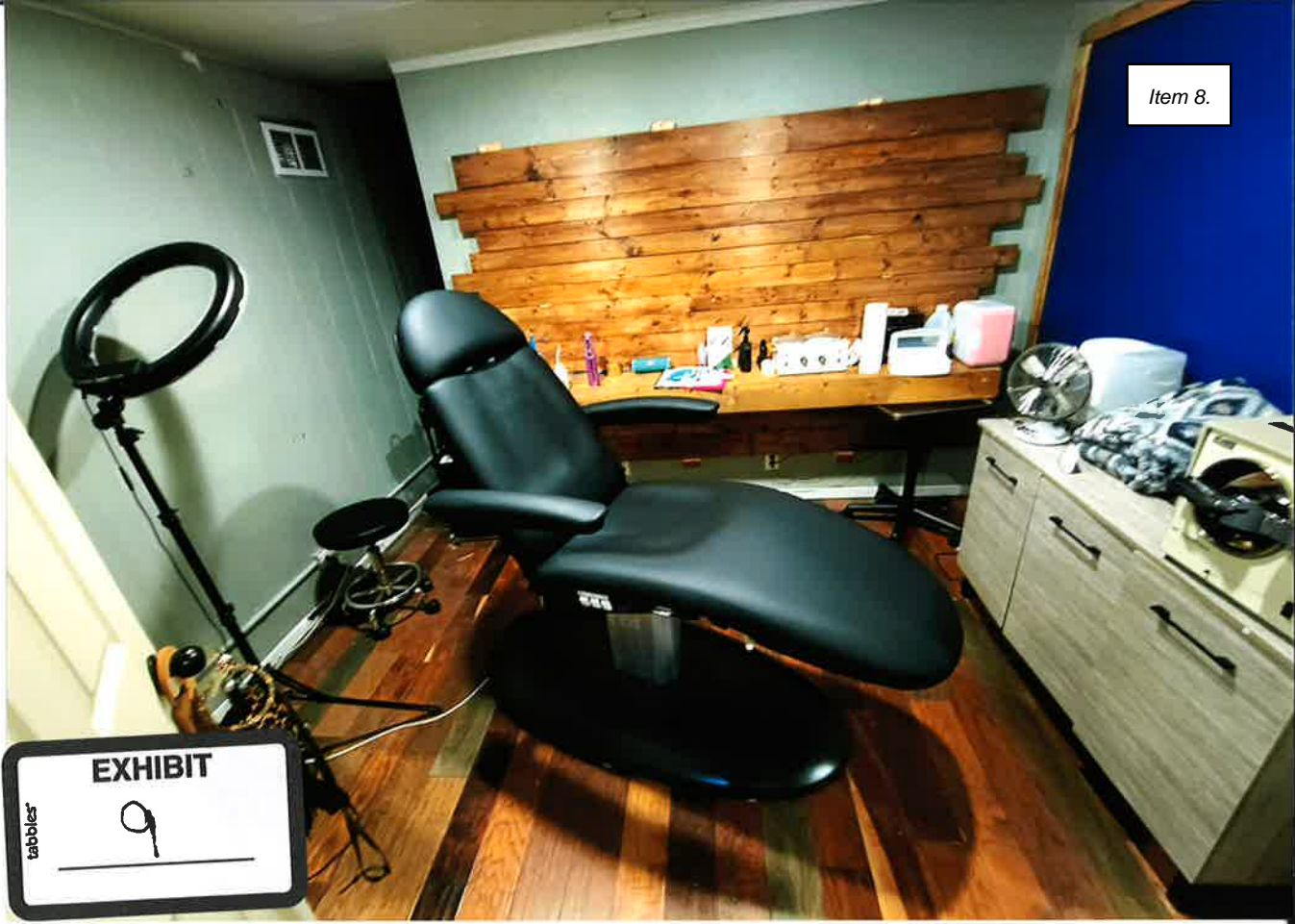
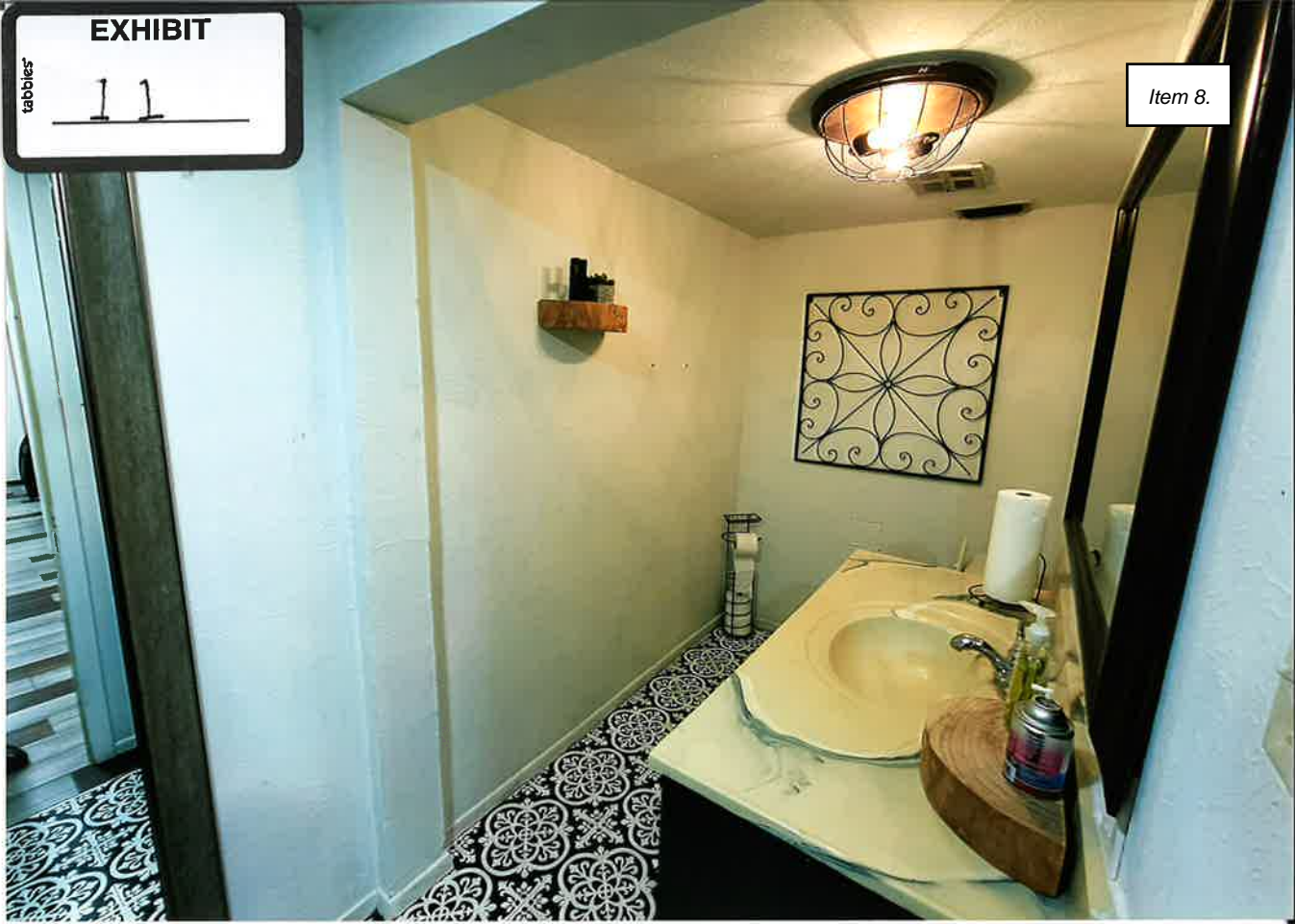


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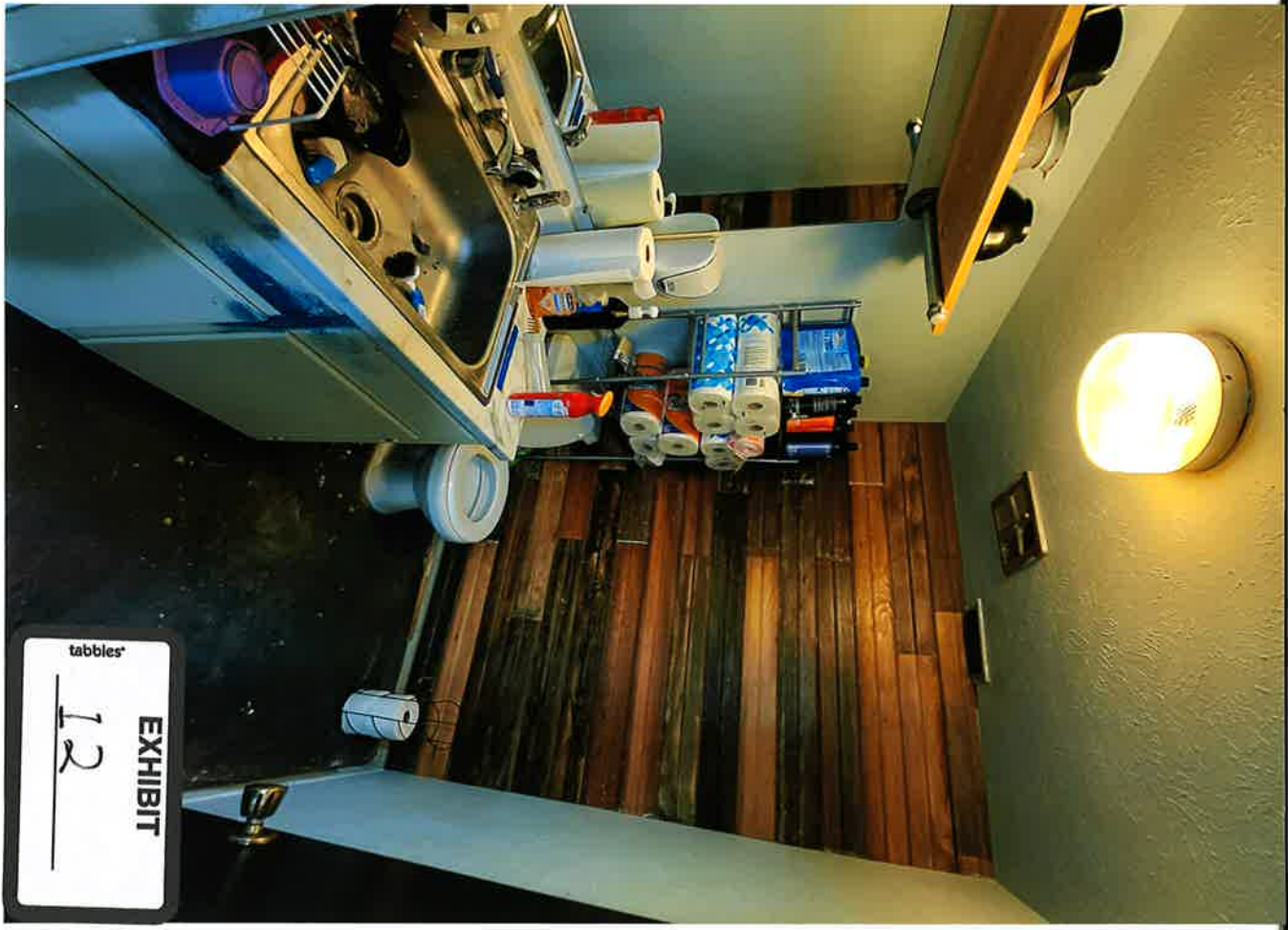
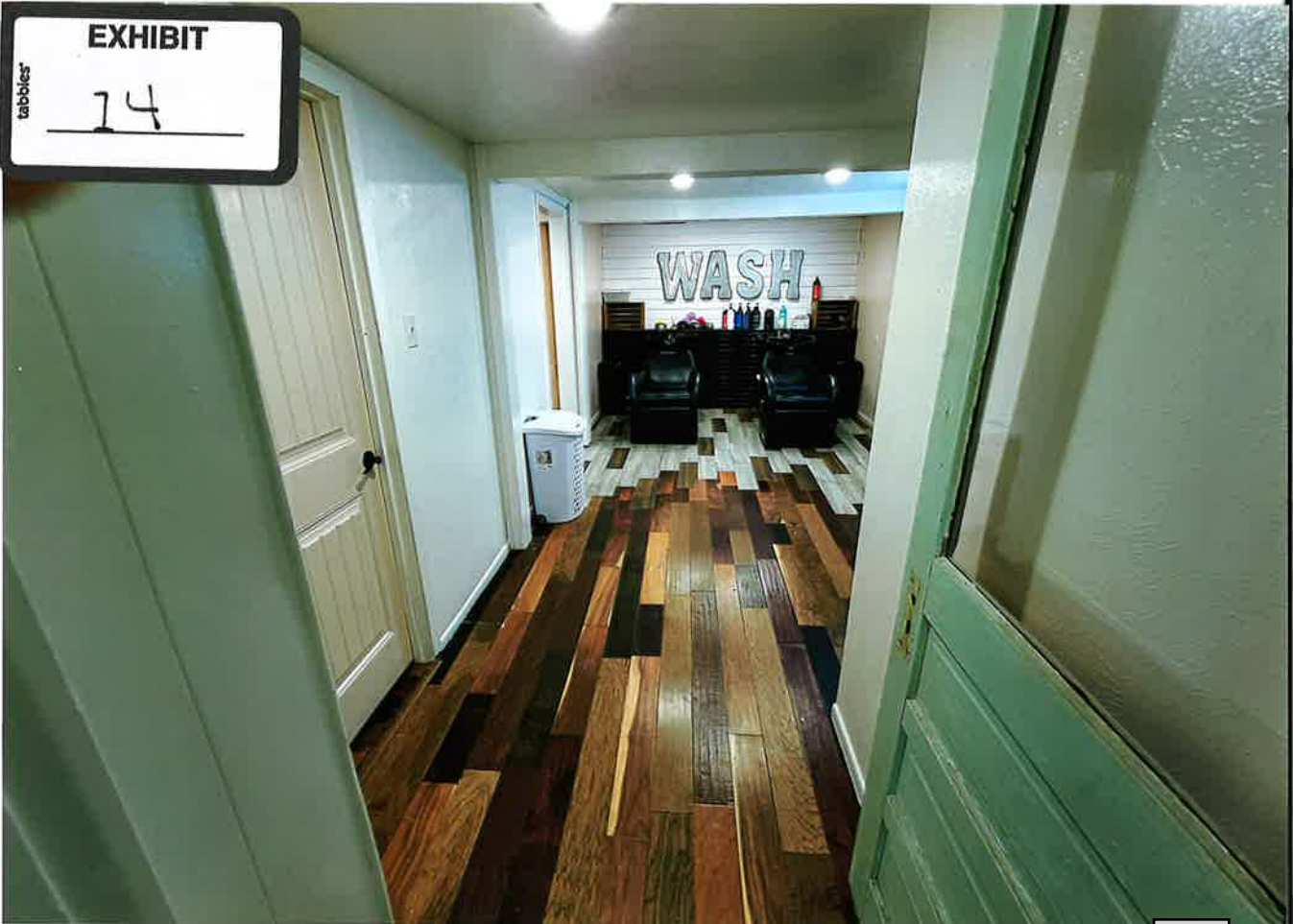
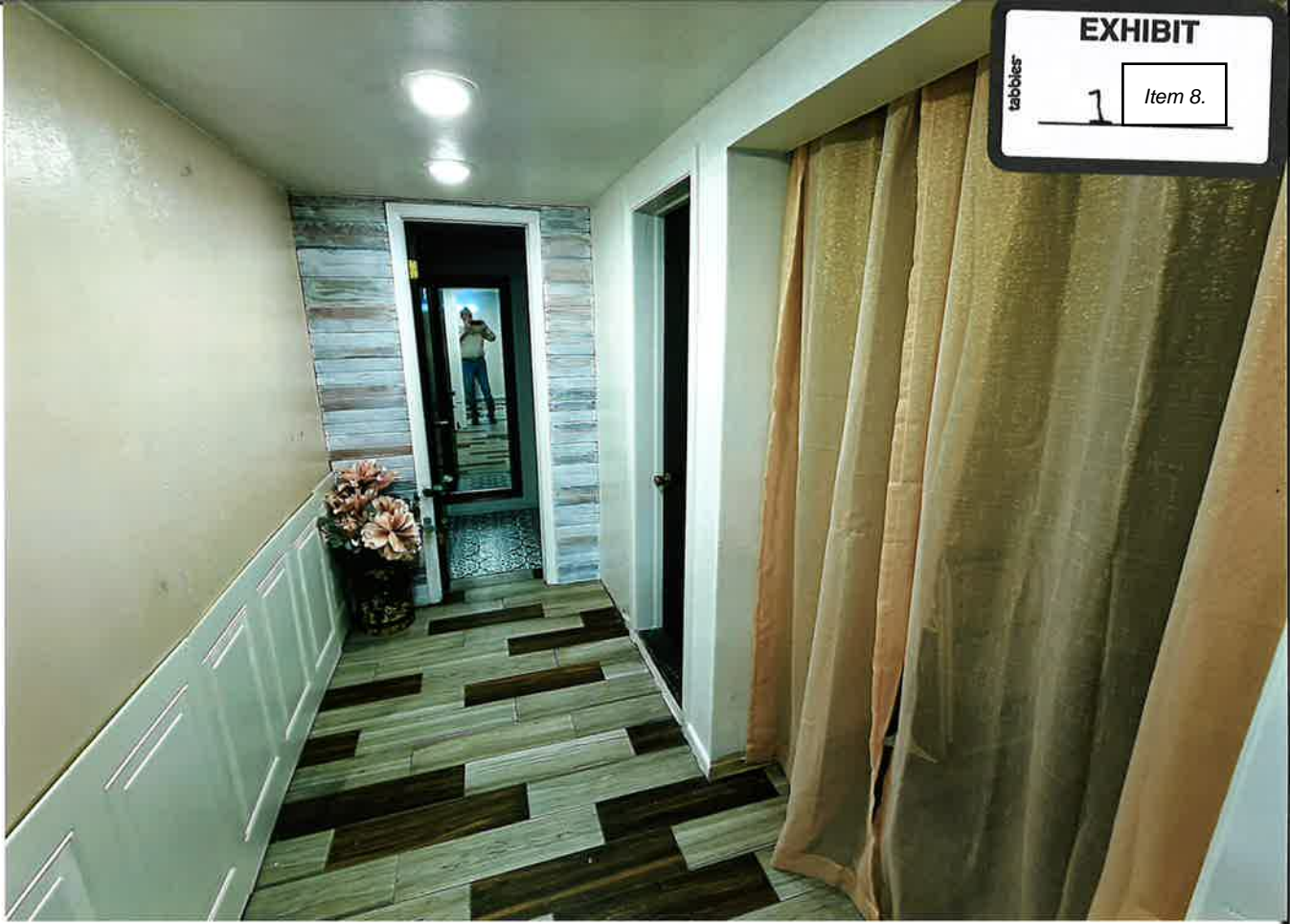
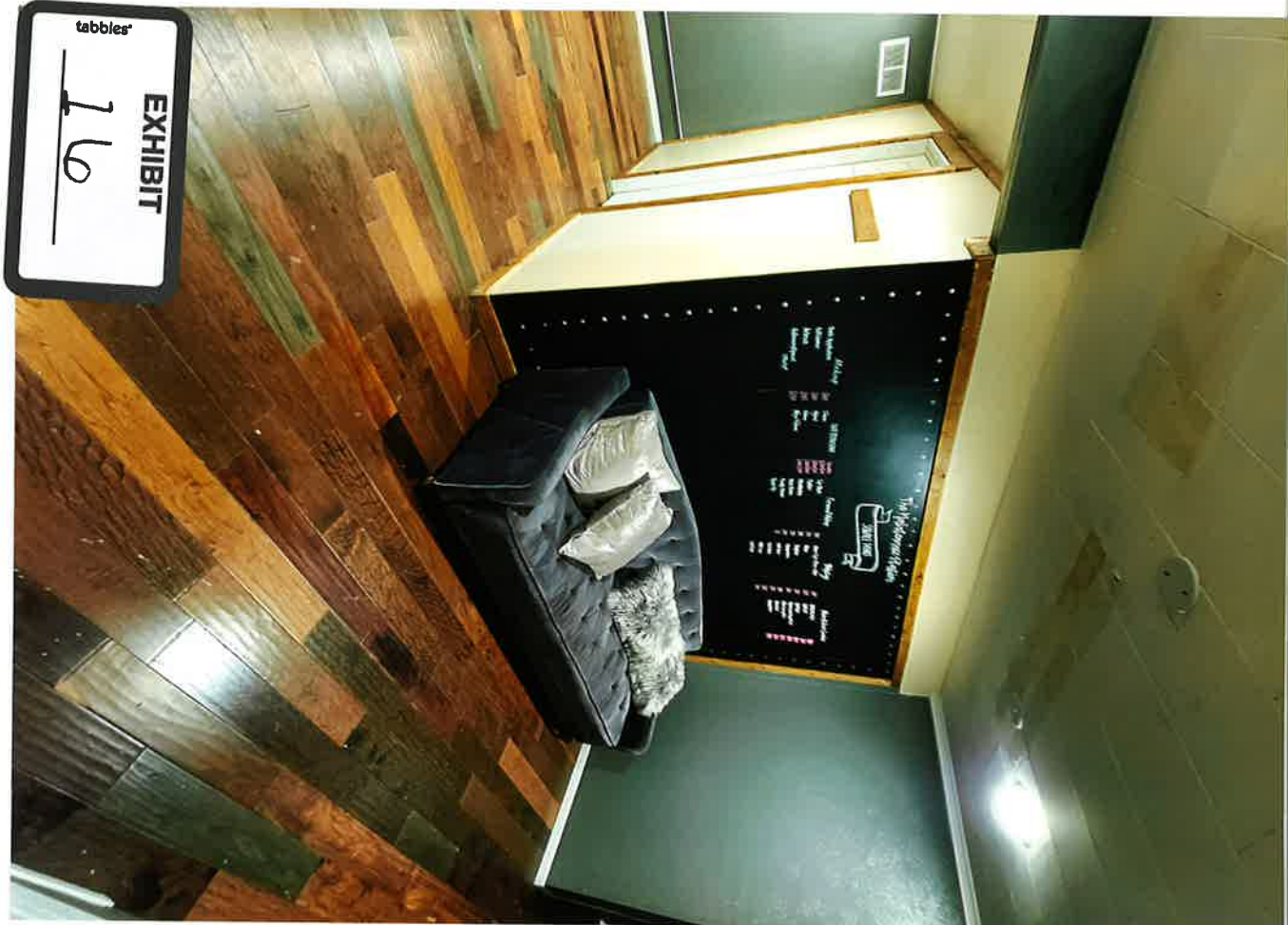


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EXHIBIT

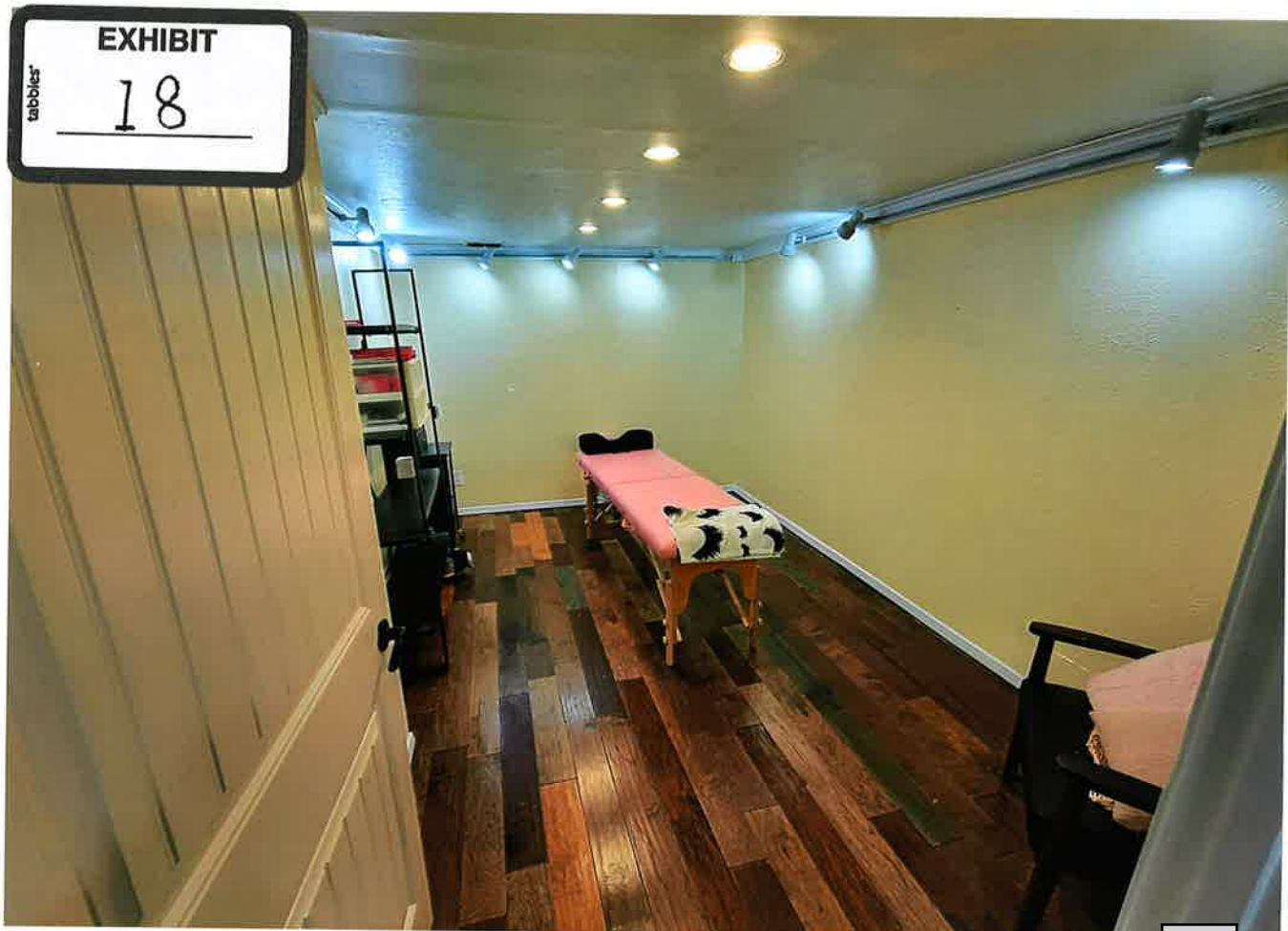


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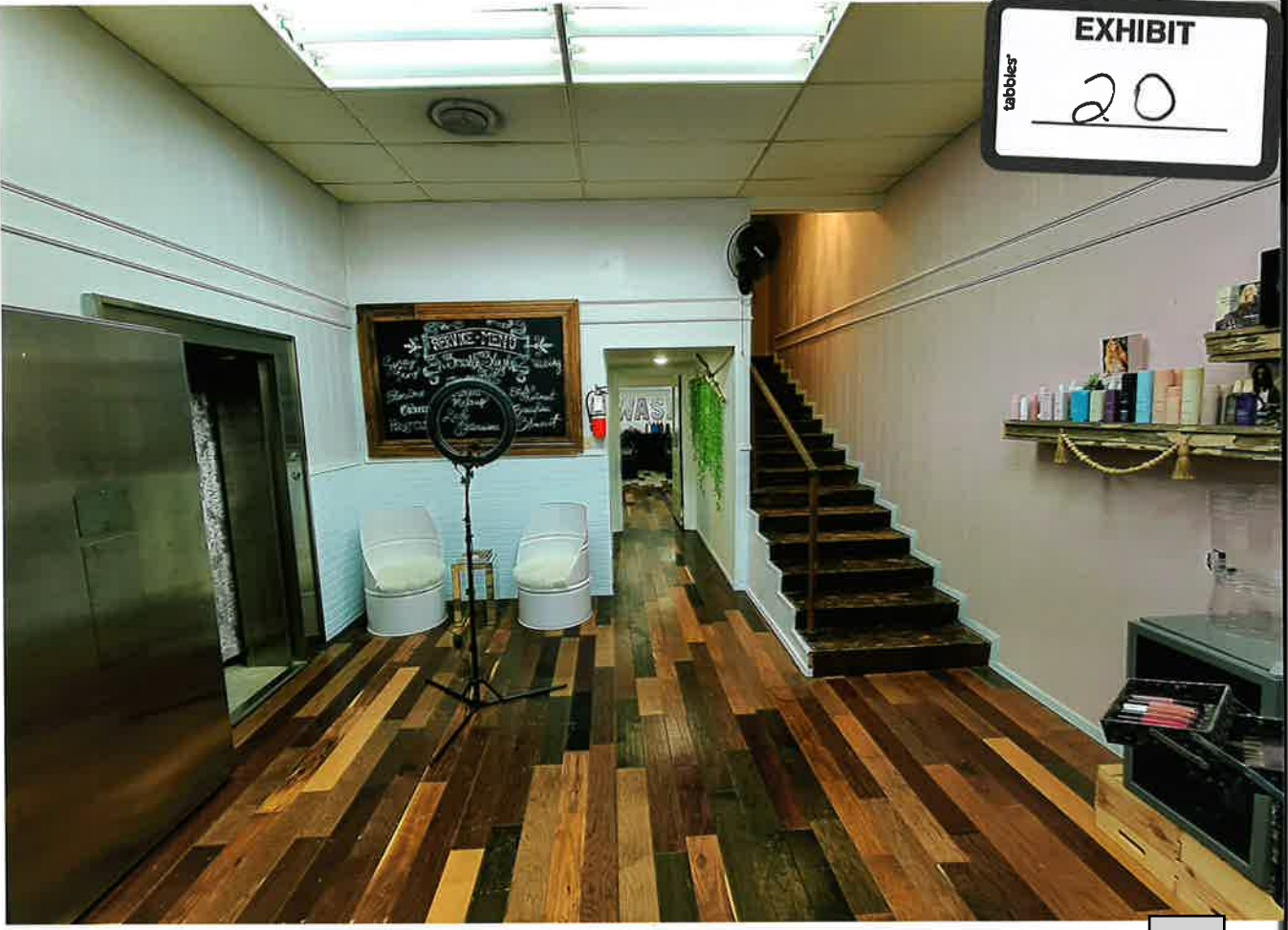


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18



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19
EXHIBIT

Item 8.



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20
EXHIBIT



Item 8.

EXHIBIT
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21



EXHIBIT
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22

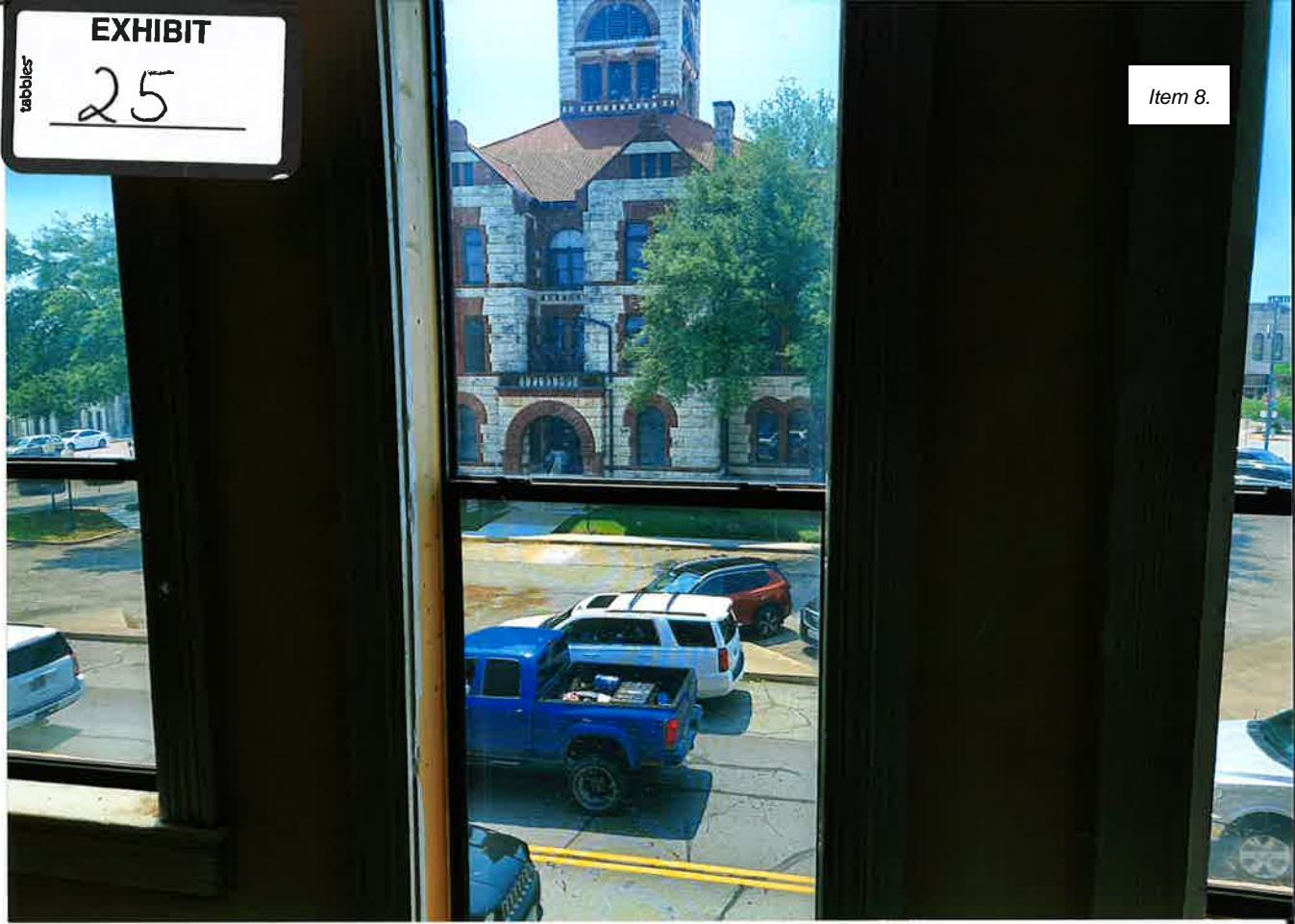


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Item 8.
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EXHIBIT



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Item 8.



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Item 8.
EXHIBIT
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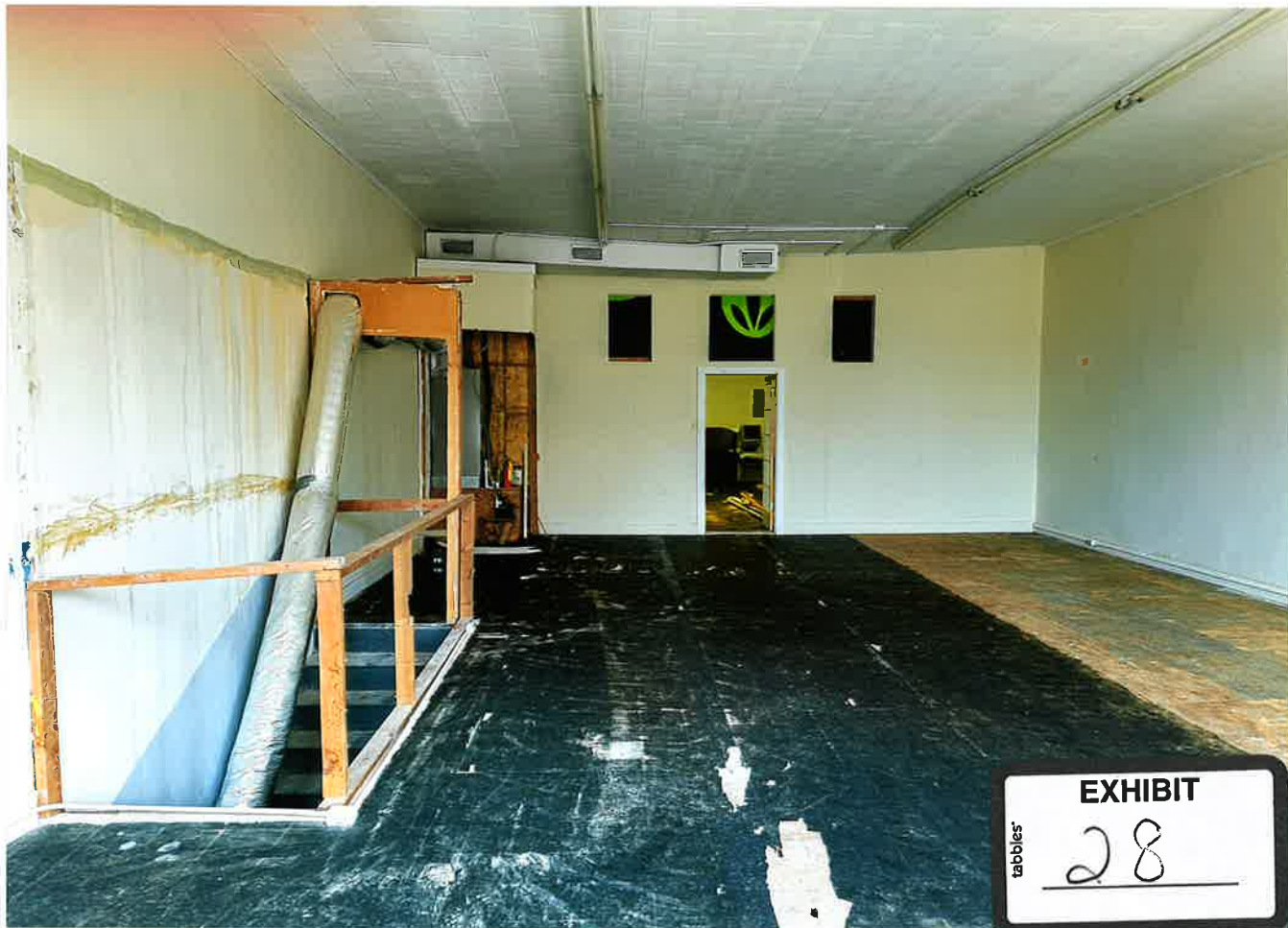
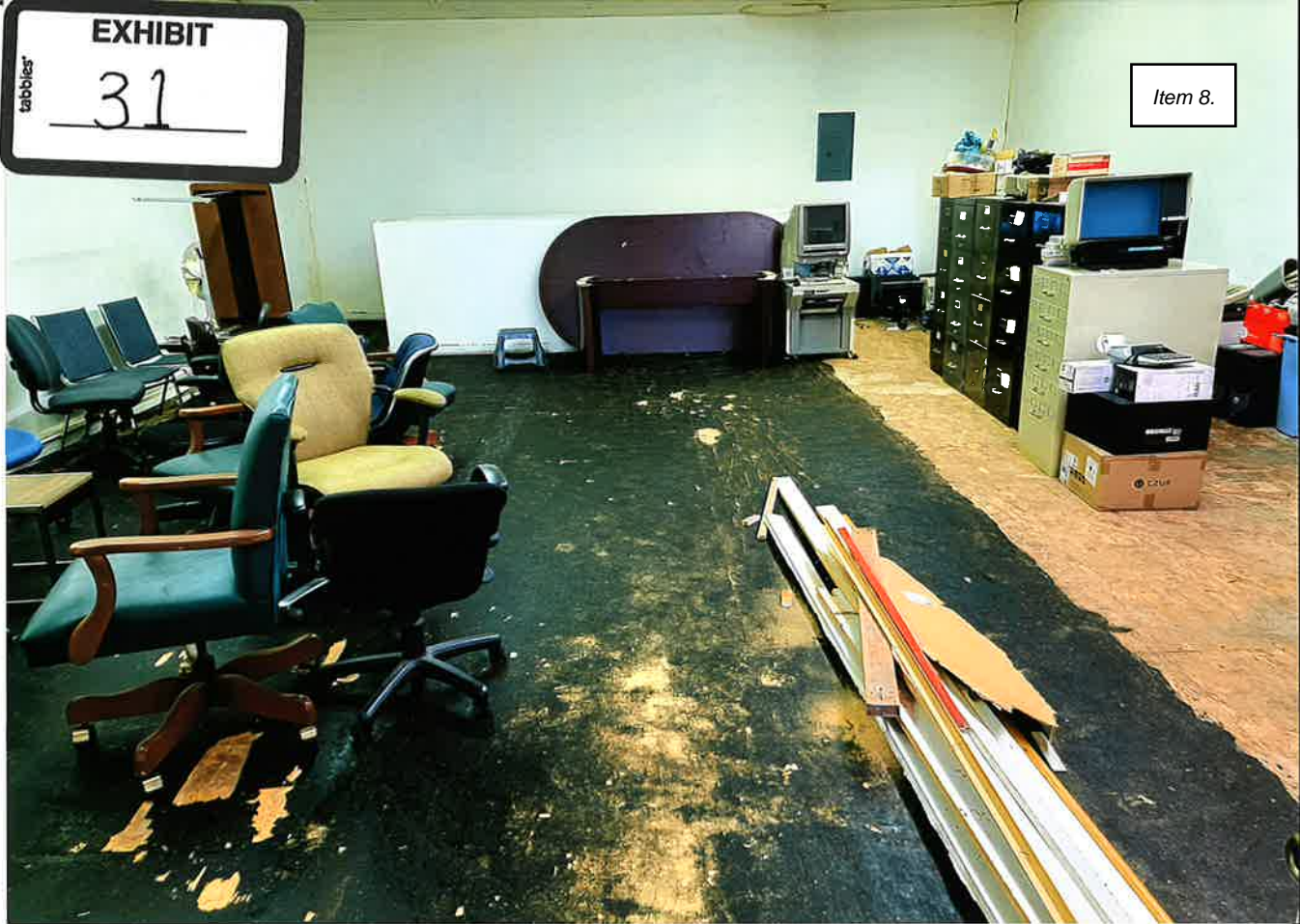


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Item 8.



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EXHIBIT
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ORDINANCE NO. 2022-O-XX

AN ORDINANCE REZONING THE LAND DESCRIBED FROM THE ZONING DOWNTOWN DISTRICT (DT) TO PLANNED DEVELOPMENT DISTRICT (PD)

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

All that lot, tract or parcel of land legally described as follows:

Being Block 5, Lot B of the City Addition to the City of Stephenville, Erath County, Texas, located at 171 W. Washington, and identified as Parcel No. R29178 in the Erath County Appraisal District Records

is hereby rezoned and the zoning classification changed from the classification Downtown District (DT) to Planned Development District (PD), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of July, 2022.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary

Reviewed by Jason M. King,
Interim City Manager

Randy Thomas, City Attorney
Approved as to form and legality



STAFF REPORT

SUBJECT: Case No.: RZ2022-011

Applicant Ronald Gale is requesting a rezone of property located at 935 College Farm Road, Parcel R40797, being Block 87, Lots 2 and 2A (PT OF 2)4 of the City Addition to the City of Stephenville, Erath County, Texas, from Neighborhood Business District (B-1) to One and Two Family Residential (R-2).

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

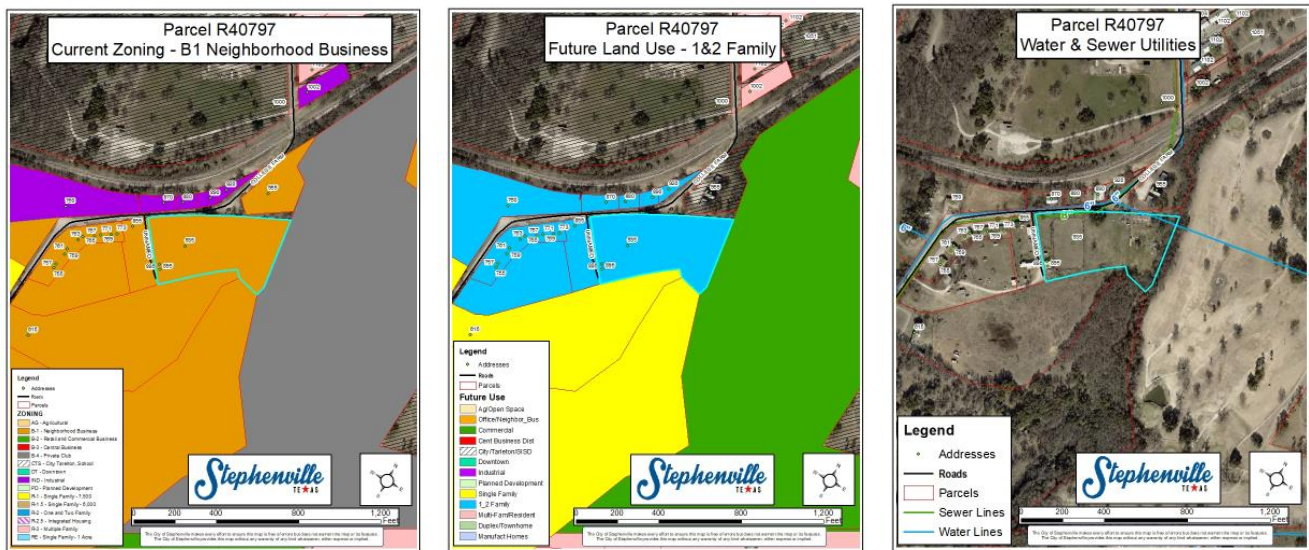
RECOMMENDATION:

The Comprehensive Plan for future land use designates this property to be one and two family residential. The applicant intends to build an additional, duplex-style home for family use on the property.

The Planning and Zoning Commission convened June 15, 2022, and by a unanimous vote, recommended the City Council approve the rezone request.

BACKGROUND:

PROPERTY PROFILE:



DESCRIPTION OF REQUESTED ZONING:

Sec. 154.05.5. One- and two-family residential district (R-2).

5.5.A Description. This residential district provides for a neighborhood development of medium density. The primary land use allows for single-family dwellings, along with two family dwelling units. Recreational, religious and educational uses normally appropriate to such a residential neighborhood are also permitted to contribute to the natural elements of a convenient, balanced and attractive neighborhood. Development within this district is intended to be

separate from and protected from the encroachment of land activities that do not contribute to the esthetic and functional well being of the intended district environment.

5.5.B Permitted Uses.

- (1) Single-family detached dwelling, limited to occupancy by a family having no more than three individuals who are unrelated by blood, legal adoption, marriage or conservatorship. The owner and any agent of the owner shall be legally responsible for directly or indirectly allowing, permitting, causing or failing to prohibit residential use of a dwelling in this district by more than three unrelated individuals;
- (2) Two-family dwelling units, with each family limited as in division (1) above;
- (3) Accessory buildings;
- (4) Churches, temples, mosques and related facilities;
- (5) Community home;
- (6) Park or playground; and
- (7) SISD school—public.

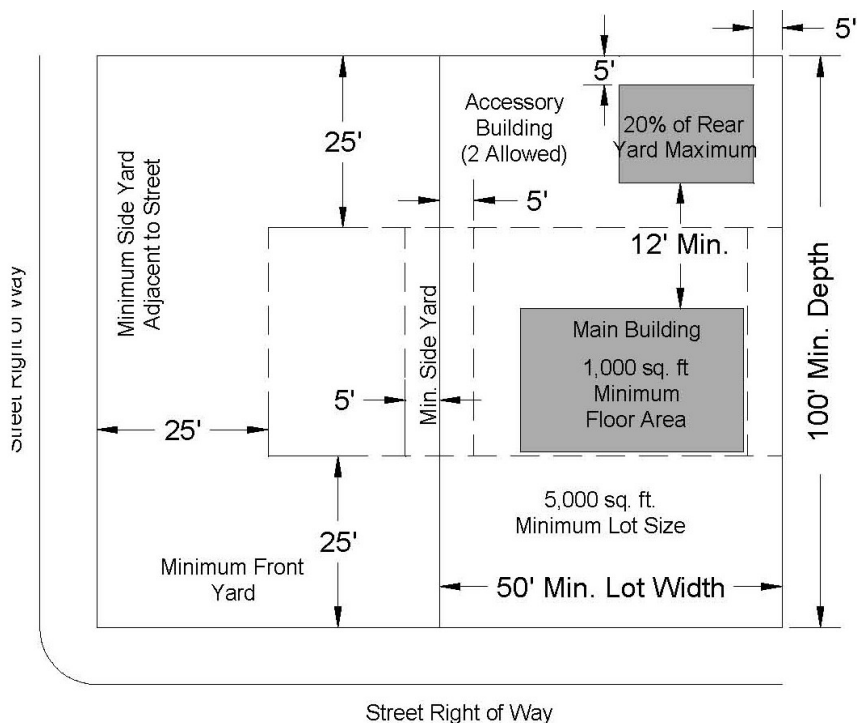
5.5.C Conditional Uses.

- (1) Home occupation;
- (2) Common facilities as the principal use of one or more platted lots in a subdivision;
- (3) Child care—registered family home and group day care home; and
- (4) Foster group home.

5.5.D Height, Area, Yard and Lot Coverage Requirements.

- (A) *Single family.*
 - (1) Minimum lot area: 5,000 ft².
 - (2) Minimum lot width and lot frontage: 50 feet.
 - (3) Minimum lot depth: 100 feet.
 - (4) Minimum depth of front setback: 25 feet.
 - (5) Minimum depth of rear setback: 25 feet.
 - (6) Minimum width of side setback:
 - (a) Internal lot: five feet.
 - (b) Corner lot: 25 feet from intersecting side street.
 - (7) Building size:
 - (a) Maximum main building coverage as a percentage of lot area: 40%.
 - (b) Minimum area of main building: 1,000 ft².
 - (8) Accessory buildings:
 - (a) Maximum accessory buildings coverage of rear yard: 20%.
 - (b) Maximum number of accessory buildings: one.
 - (c) Minimum depth of side setback: five feet.
 - (d) Minimum depth of rear setback: five feet.
 - (e) Minimum depth from the edge of the main building: 12 feet.
 - (9) Maximum height of structures: 35 feet.
 - (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples, and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

Height, Area, Yard and Lot Coverage Requirements
Single-Family Dwelling



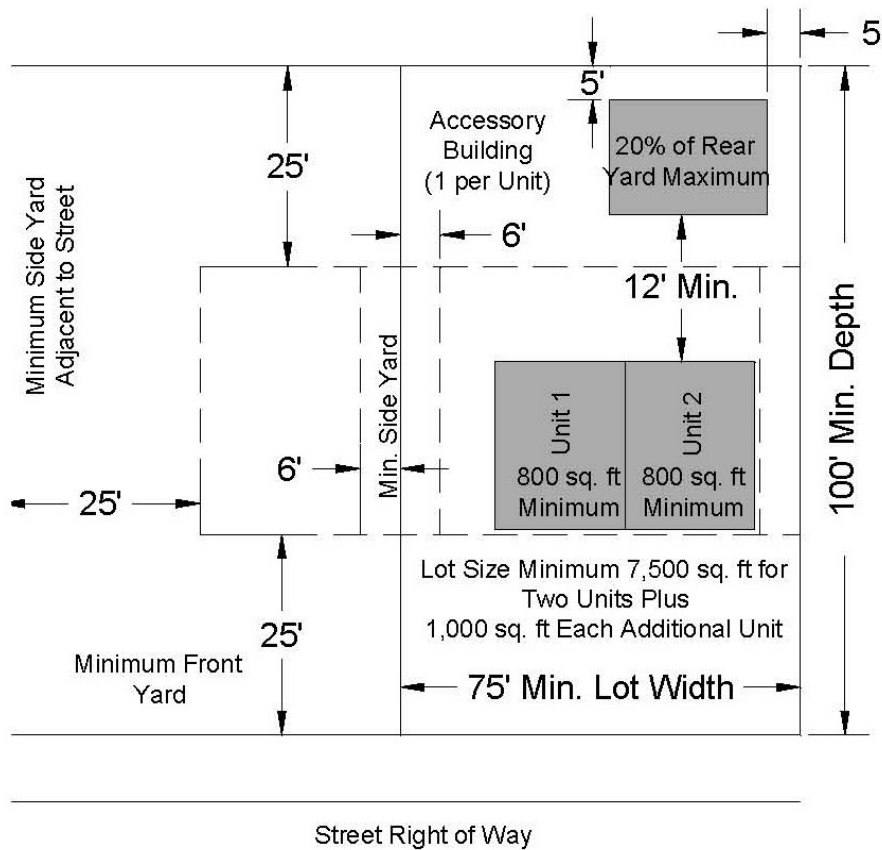
5.5.E Parking Regulations. A Single-Family, R-2 District lot shall provide a minimum of two vehicle parking spaces, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in this ordinance, Section 11, Parking Regulations of this ordinance.

(B) *Two-family.*

- (1) Minimum lot area: minimum of 7,500 ft² for two-family dwelling unit.
- (2) Minimum lot width and lot frontage: 75 feet.
- (3) Minimum lot depth: 100 feet.
- (4) Minimum depth of front setback: 25 feet.
- (5) Minimum depth of rear setback: 25 feet.
- (6) Minimum width of side setback:
 - (a) Internal lot: six feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (7) Building size:
 - (a) Maximum main building coverage as a percentage of lot area: 40%.
 - (b) Minimum area of each dwelling unit: 800 (two-family unit = 1,600 ft²; two units of 800 ft² each).
- (8) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum area of each accessory building: 200 ft².
 - (c) Maximum number of accessory buildings: one per unit.
 - (d) Minimum depth of side setback: five feet.
 - (e) Minimum depth of rear setback: five feet.

- (f) Minimum depth from the edge of the main building: 12 feet.
- (9) Maximum height of structures: 35 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

Height, Area, Yard and Lot Coverage Requirements
Two-Family Dwelling

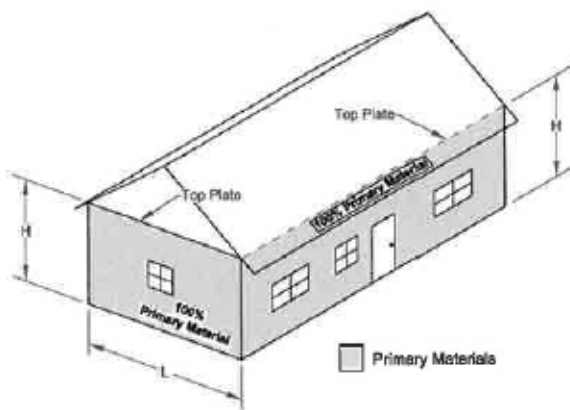


A Two-Family, R-2 District lot shall provide a minimum of two vehicle parking spaces, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in this ordinance, Section 11, Parking Regulations of this ordinance.

5.5.F Type of Construction.

- (1) The exterior walls of all new dwellings to the top plate, shall be constructed exclusively of primary materials, excluding doors, windows, and porches. See Section 10.E(1): Exterior Building Material Standard—Primary Materials.
- (2) Existing dwellings expanding the total square footage of the building 50% or less, or modifying the exterior walls, may use the same exterior construction material as the existing primary building. If the material is not available, similar material may be used if approved by the Community Development Director.
- (3) Existing dwellings expanding the total square footage of the building by more than 50%, or proposing to use a material consistent with the primary structure for any expansion must use primary materials, Section 10.E(1): Exterior Building Material Standard—Primary Materials, for the expansion area.

5.4.F Exterior Building Material Standards

**NEW CONSTRUCTION**

Total Exterior Wall shall equal,
100% of Primary Materials.
(Windows & Doors are excluded)

EXISTING STRUCTURES

1. Expanding or modifying the footage of the building 50% or less, may use the same exterior material as the existing primary building. If not available, approval is need from the Community Development Director.
2. Expanding or modifying the footage of the building 50% or more, must use 100% Primary Materials of the exterior wall.
3. Windows and Doors are excluded.

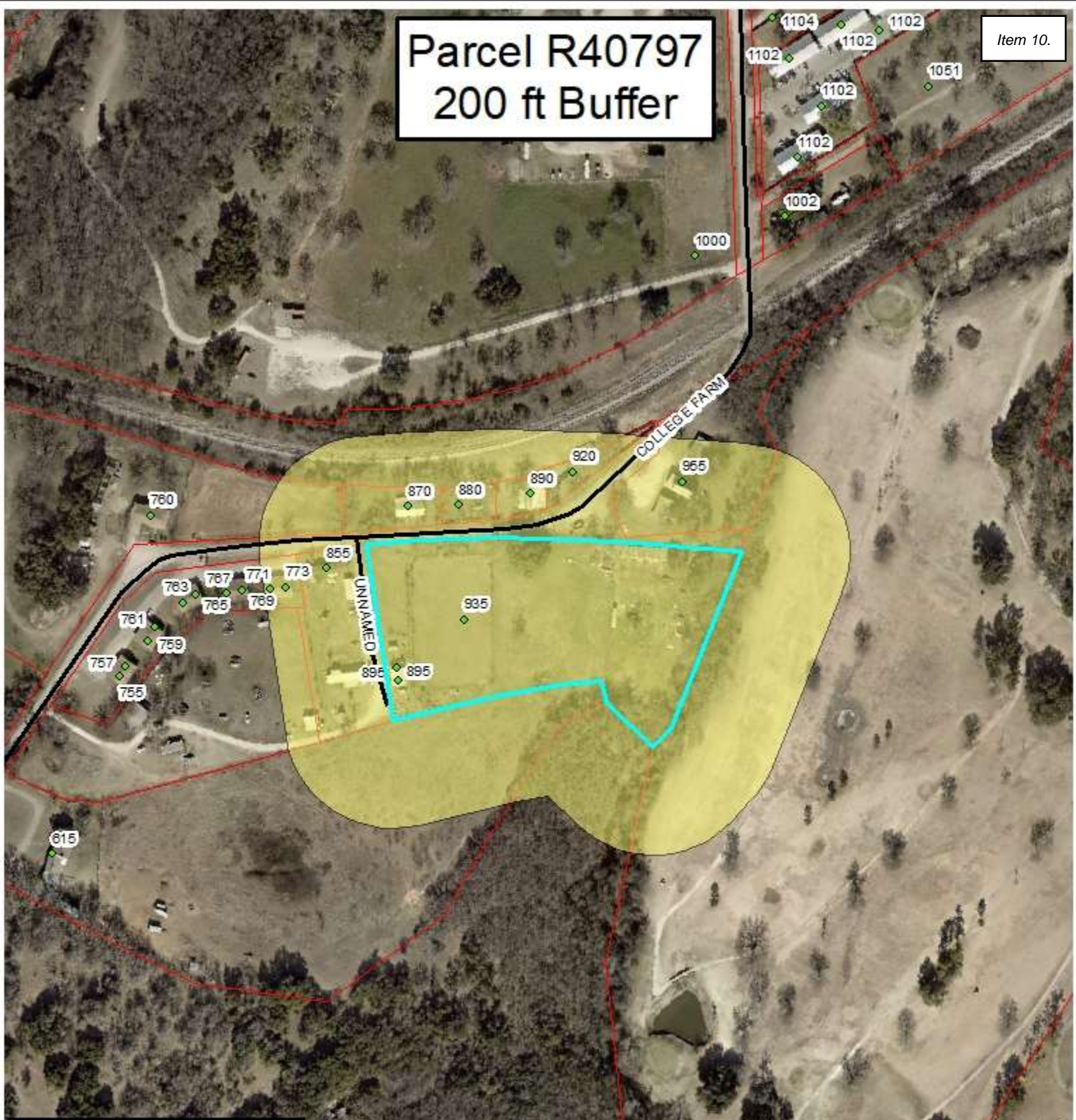
(Ord. 2011-26, passed 12-6-2011)

ALTERNATIVES:

- 1) Uphold the recommendation of the Planning and Zoning Commission and approve the request for rezoning.
- 2) Overrule the recommend of the Planning and Zoning Commission and deny the request for rezoning.

Parcel R40797 200 ft Buffer

Item 10.



Legend

- ◆ Addresses
- Roads
- 200 ft Buffer
- Parcels

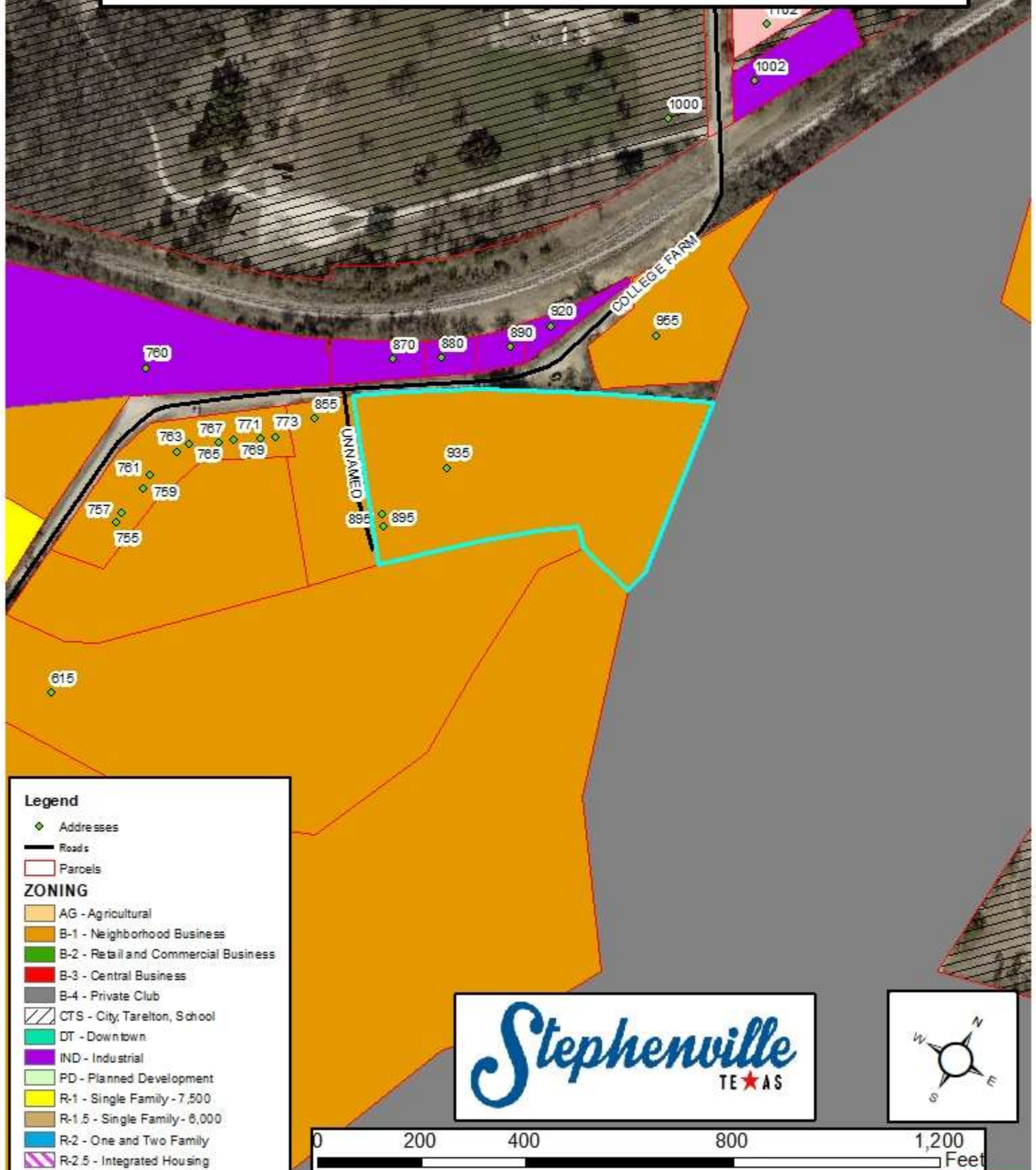


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Parcel R40797

Current Zoning - B1 Neighborhood Business

Item 10.



Legend

- ◆ Addresses
 - Roads
 - ▭ Parcels
- ZONING**
- AG - Agricultural
 - B-1 - Neighborhood Business
 - B-2 - Retail and Commercial Business
 - B-3 - Central Business
 - B-4 - Private Club
 - CTS - City, Tareyton, School
 - DT - Downtown
 - IND - Industrial
 - PD - Planned Development
 - R-1 - Single Family - 7,500
 - R-1.5 - Single Family - 6,000
 - R-2 - One and Two Family
 - R-2.5 - Integrated Housing
 - R-3 - Multiple Family
 - RE - Single Family - 1 Acre

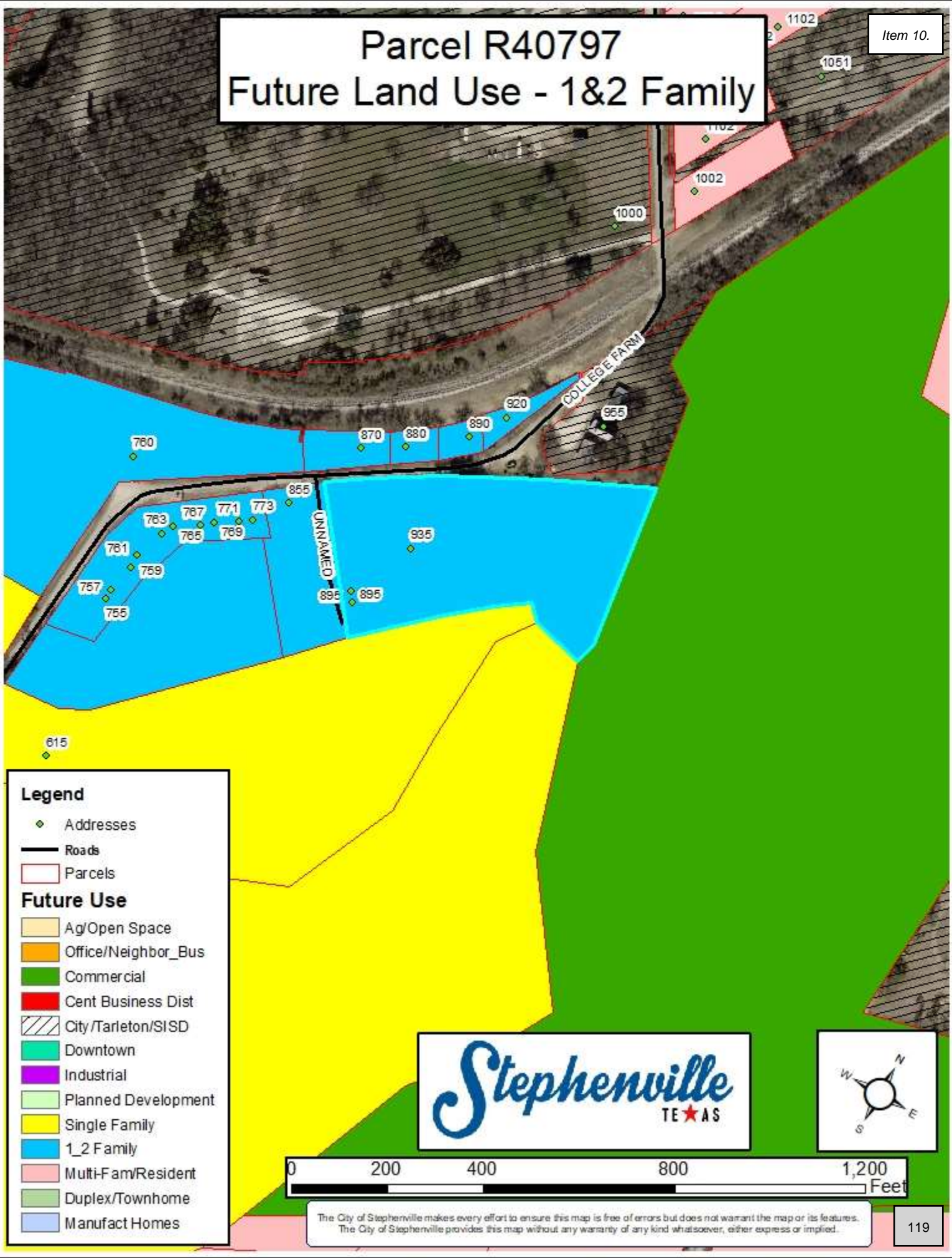


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Parcel R40797

Future Land Use - 1&2 Family

Item 10.



Legend

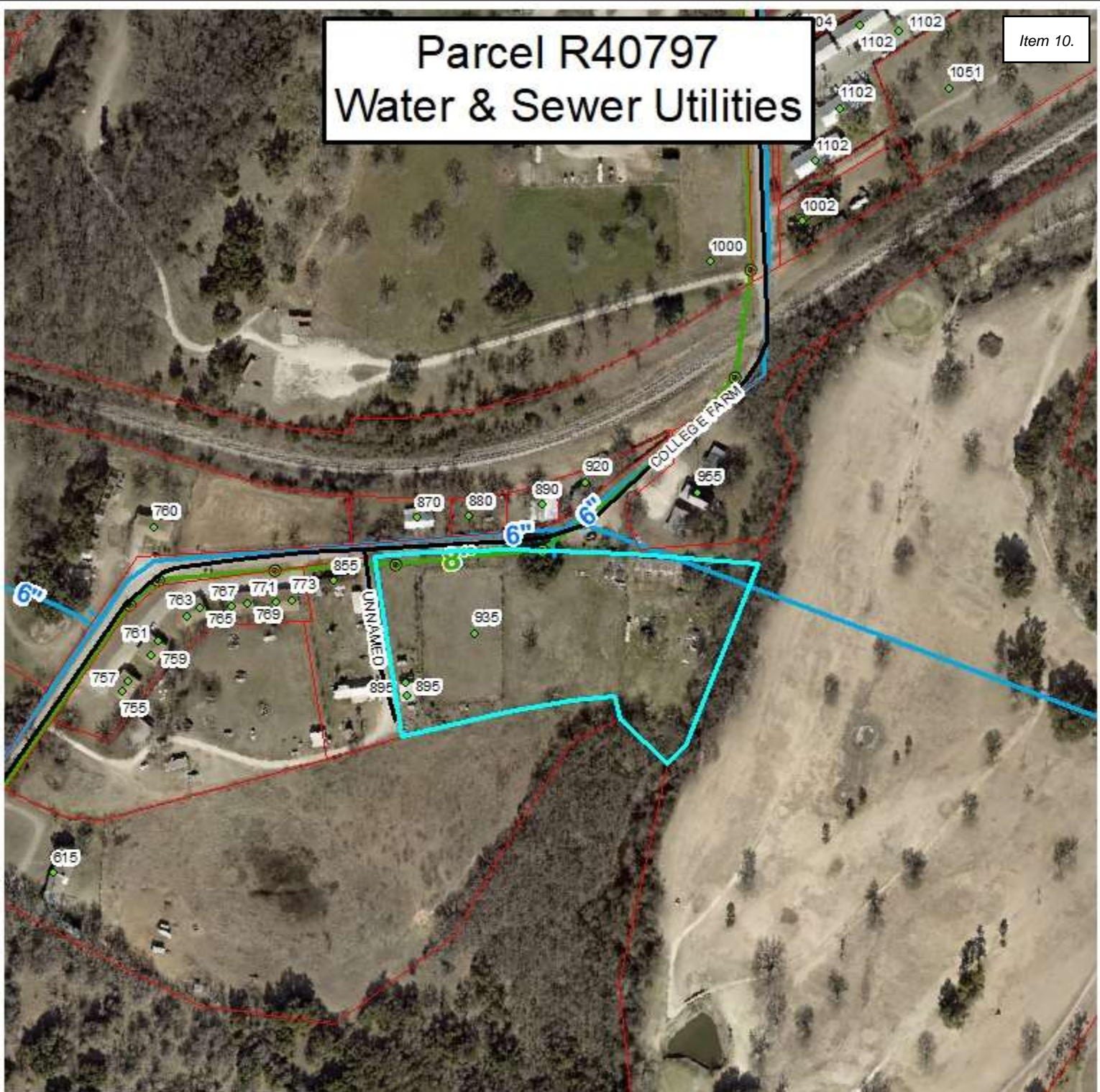
- ◆ Addresses
 - Roads
 - ▭ Parcels
- ### Future Use
- ▭ Ag/Open Space
 - ▭ Office/Neighbor_Bus
 - ▭ Commercial
 - ▭ Cent Business Dist
 - ▭ City/Tarleton/SISD
 - ▭ Downtown
 - ▭ Industrial
 - ▭ Planned Development
 - ▭ Single Family
 - ▭ 1_2 Family
 - ▭ Multi-Fam/Resident
 - ▭ Duplex/Townhome
 - ▭ Manufact Homes



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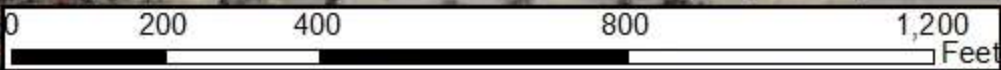
Parcel R40797 Water & Sewer Utilities

Item 10.



Legend

- ◆ Addresses
- Roads
- ▭ Parcels
- Sewer Lines
- Water Lines

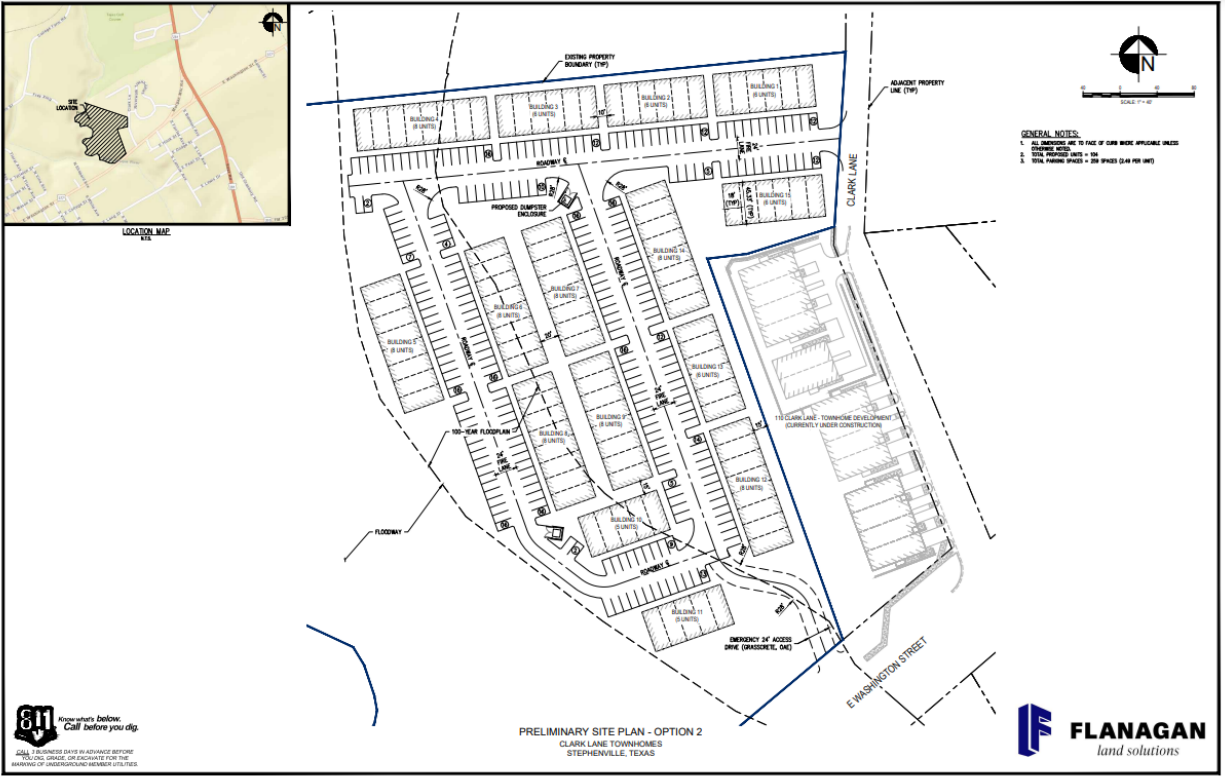


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Parcel R40797 Address List

Item 10.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000029922	755 COLLEGE FARM RD	BACHUS JAMES O FAMILY TRUST	PO BOX 552	STEPHENVILLE	TX	76401
R000014966	0 N PADDOCK & VANDERBILT	FORT WORTH & WESTERN RAILROAD	6300 RIDGLEA PLACE STE 1200	FORT WORTH	TX	76116-5738
R000040797	935 COLLEGE FARM RD	GALE RONALD	895 COLLEGE FARM RD APT 11	STEPHENVILLE	TX	76401
R000029920	605 COLLEGE FARM RD	KOCH JUDITH FREY	PO BOX 386	STEPHENVILLE	TX	76401
R000029924	615 COLLEGE FARM RD	LIEB RICHARD J & REBECCA R LIEB	615 COLLEGE FARM RD	STEPHENVILLE	TX	76401
R000072743	855 COLLEGE FARM RD	OXFORD WILLIAM H	159 S GRAHAM	STEPHENVILLE	TX	76401
R000029923	0 COLLEGE FARM RD	OXFORD WILLIAM H	PO BOX 1298	STEPHENVILLE	TX	76401
R000029950	760 COLLEGE FARM RD	REED DEBORAH	760 COLLEGE FARM RD	STEPHENVILLE	TX	76401
R000029948	880 COLLEGE FARM RD	RUST WADE	524 PR1709	GORDON	TX	76453
R000029947	890 COLLEGE FARM RD	RUST WADE	524 PR1709	GORDON	TX	76453
R000029946	920 COLLEGE FARM RD	RUST WADE	524 PR1709	GORDON	TX	76453
R000029943	0 COLLEGE FARM RD	ST JOHN BAPTIST CHURCH	350 E CROW ST	STEPHENVILLE	TX	76401-4412
R000029945	870 COLLEGE FARM RD	STEWART DENNY J	870 COLLEGE FARM RD	STEPHENVILLE	TX	76401
R000029917	1089 TEJAS LN	THIEMANN STEVEN DALE	PO BOX 326	STEPHENVILLE	TX	76401-0000



ORDINANCE NO. 2022-O-XX

AN ORDINANCE REZONING THE LAND DESCRIBED FROM THE ZONING NEIGHBORHOOD BUSINESS DISTRICT (B-1) TO ONE AND TWO FAMILY RESIDENTIAL DISTRICT (R-2)

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

All that lot, tract or parcel of land legally described as follows:

Being Block 87, Lots 2 and 2A (PT OF 2) of the City Addition to the City of Stephenville, Erath County, Texas, located at 935 College Farm Road, and identified as Parcel No. R40797 in the Erath County Appraisal District Records

is hereby rezoned and the zoning classification changed from the classification Neighborhood Business District (B-1) to One and Two Family Residential District (R-2), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of July, 2022.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary

Reviewed by Jason M. King,
Interim City Manager

Randy Thomas, City Attorney
Approved as to form and legality



STAFF REPORT

SUBJECT: Case No.: RZ2022-013

Applicant Marc Pace, representing Stephenville Rentals LLC, is requesting a rezone of property located at 200 Clark Lane, Parcel R29908, being Block 85, Lot 1 & 2A (PTS OF) of the City Addition to the City of Stephenville, Erath County, Texas, from Multifamily Residential District (R-3) to Integrated Housing District (R-2.5).

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

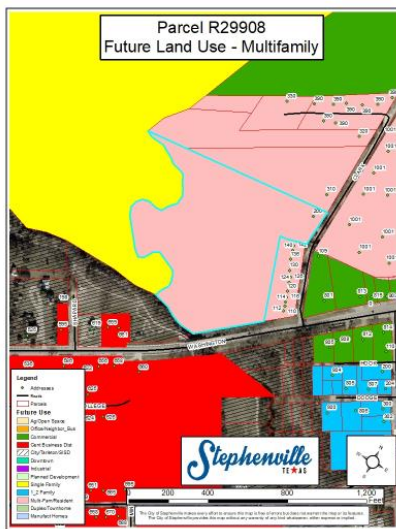
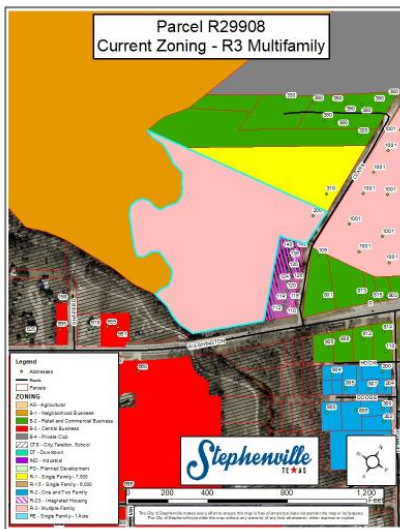
RECOMMENDATION:

The future land use for this parcel is multifamily. The applicant is requesting R-2.5 zoning to construct townhomes that will be individually platted. The project will be at a lower density than that of multifamily. Staff recommends approval of the rezone and the site plan as submitted. A final plat will be presented for approval once public improvements are installed and accepted.

The Planning and Zoning Commission convened June 15, 2022, and by a unanimous vote, recommended the City Council approve the rezone request.

BACKGROUND:

PROPERTY PROFILE:



Sec. 155.4.03. General subdivision and platting procedures.

- A. *Plats Required for Land Subdivision.* A Preliminary Plat or Minor Plat shall be approved prior to any land division that is subject to these regulations and prior to commencement of any new development.
- B. *Replats and Amending Plats.*
1. *Replat.* A Replat, in accordance with State law, and the provisions of Section 4.08 shall be required any time a platted, recorded lot is further divided or expanded, thereby changing the boundary and dimensions of the property.
 2. *Amending Plat.* In the case of minor revisions to recorded Plats or lots, an Amending Plat may also be utilized if in accordance with Section 4.09.
- C. *Zoning.*
1. *Conformance with Existing Zoning.* All Applications shall be in conformance with the existing zoning on property inside the City Limits.
 2. *Request to Rezone First.* If an Applicant seeks to amend the zoning for the property, the request to rezone the land shall be submitted and approved prior to acceptance of an Application for filing of a plat, unless as otherwise provided below.
 - a. The Applicant may request approval from the City Administrator to submit an application simultaneous with the zoning change request, in which case the Application for the zoning amendment shall be acted upon first, provided that the Application is accompanied by a properly executed Waiver of Right to 30-Day Action (due to the more lengthy time frame necessary to advertise and process zoning Applications).
 - b. In the event that the requested zoning amendment is denied, the Plat Application shall also be rejected or denied.
 3. *Zoning Ordinance Site Plan Approval.* Where Site Plan approval is required by the Zoning Ordinance prior to development, no Application for a Final Plat approval shall be accepted for filing until a Site Plan has been approved for the land subject to the proposed Plat.

Sec. 154.05.8 Integrated housing district (R-2.5).

5.8.A Description. This integrated residential housing district provides for medium-density city neighborhood development. The primary land use allows for single-family dwellings, two-to-four family dwelling units, patio homes, condominiums and townhomes. Generally, this district is for developments resulting in individually platted homes or dwelling units and generally, owner occupied. Recreational, religious and educational uses are also permitted so as to contribute to the natural elements of a convenient, balanced and attractive neighborhood. Development within this district is intended to be protected from the encroachment of land activities that do not contribute to the aesthetic and functional well being of the intended district environment. The Integrated Housing District will be applicable to for all Residential Districts, B-1 Neighborhood Business District (B-1), Central Business District (B-3), and Downtown District (DT).

5.8.B Permitted Uses.

1. Single-family detached dwelling, limited to occupancy by a family having no more than three individuals who are unrelated by blood, legal adoption, marriage or conservatorship. The owner and any agent of the owner shall be legally responsible for directly or indirectly allowing, permitting, causing, or failing to prohibit residential use of a dwelling in this district by more than three unrelated individuals;
2. Two-to-four family dwellings, with each family limited as in division (1) above;
3. Townhouse dwellings, with each family limited as in division (1) above;
4. Condominium dwellings, with each family limited as in division (1) above;

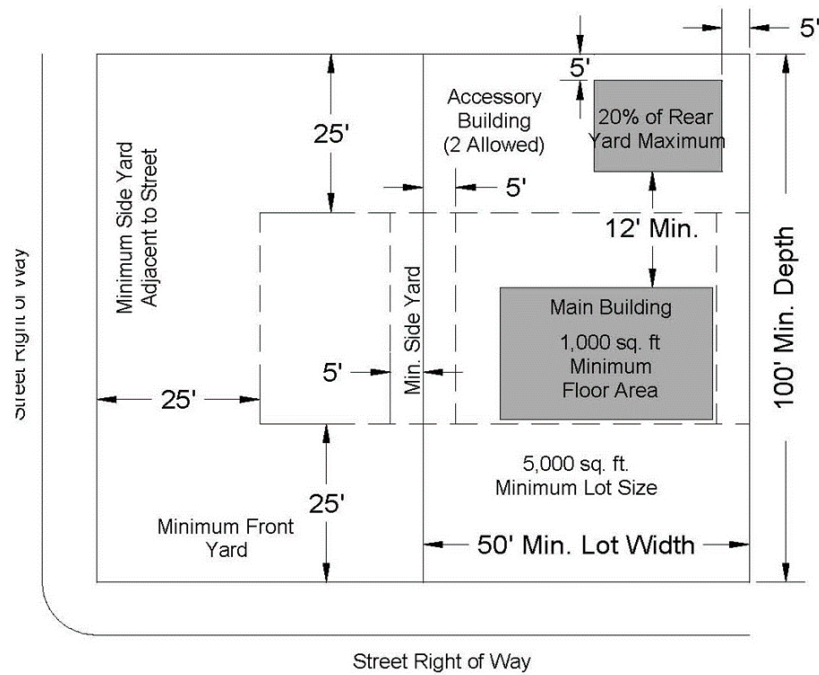
5.8.C Conditional Uses.

1. Home occupation;

2. Common facilities as the principal use of one or more platted lots in a subdivision;
3. Adult and/or children's day care centers;
4. Foster group home; and
5. Residence hall.

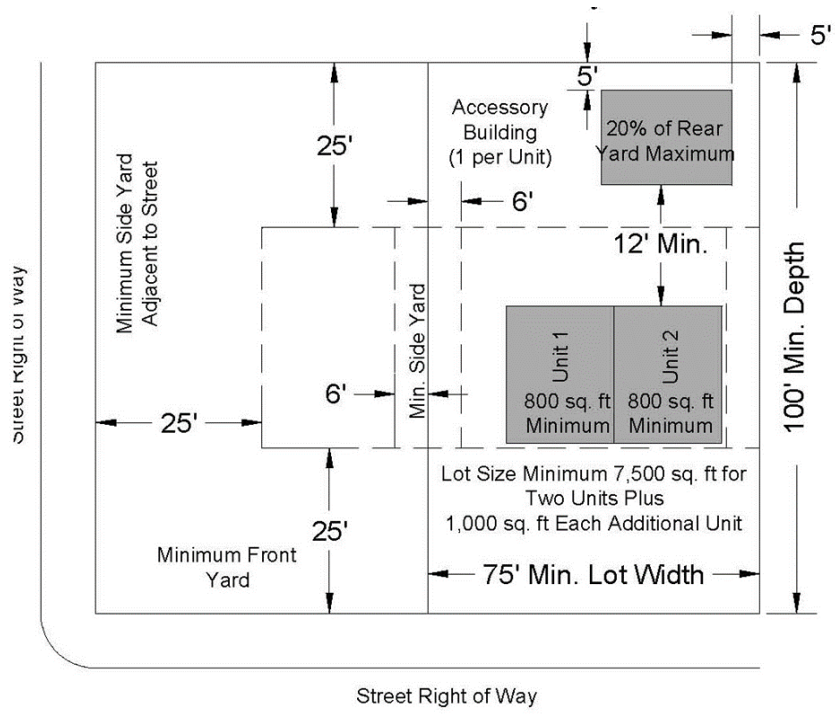
5.8.D Height, Area, Yard and Lot Coverage Requirements.

- A. Single family dwelling.
 1. Minimum lot area: 3,000 ft².
 2. Minimum lot width and lot frontage: 50 feet.
 3. Minimum lot depth: 60 feet.
 4. Minimum depth of front setback: 15 feet.
 5. Minimum depth of rear setback: 15 feet.
 6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting side street.
 7. Building size:
 - a. Maximum coverage as a percentage of lot area: 40%.
 - b. Single family dwelling: 1,000 ft².
 8. Accessory buildings:
 - a. Maximum accessory buildings coverage of rear yard: 20%.
 - b. Maximum number of accessory buildings: one.
 - c. Minimum depth of side setback: five feet.
 - d. Minimum depth of rear setback: five feet.
 - e. Minimum depth from the edge of the main building: 12 feet.
 9. Maximum height of structures: 35 feet.
 10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



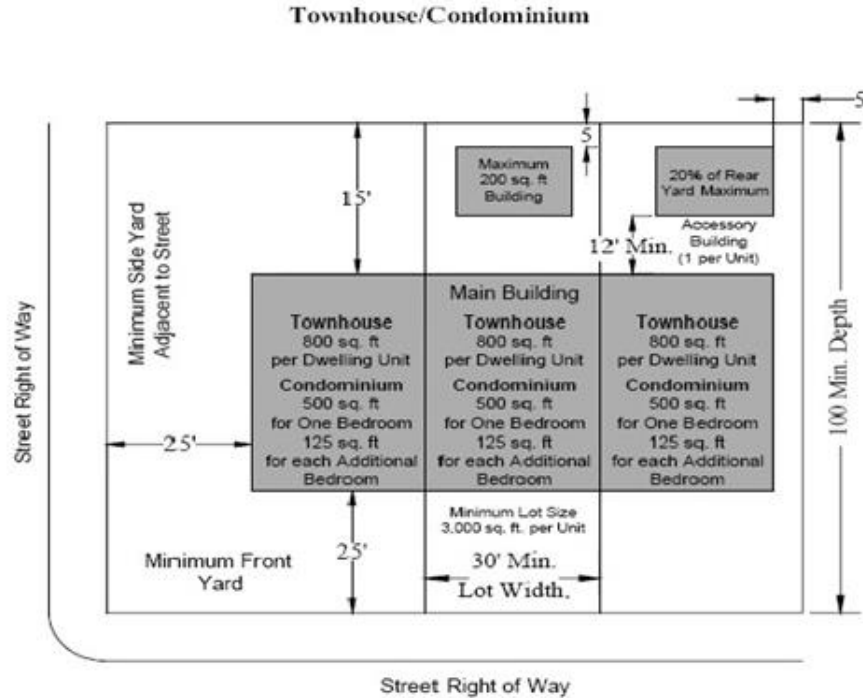
B. Two-to-four family.

1. Minimum lot area: 7,500 ft² for two dwelling units, plus 1,000 ft² for each additional dwelling unit.
2. Minimum lot width and lot frontage: 75 feet.
3. Minimum lot depth: 100 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
 - a. Internal lot: six feet.
 - b. Corner lot: 15 feet from intersecting side street.
7. Building size:
 - a. Maximum coverage as a percentage of lot area: 40%.
 - b. Minimum area of each dwelling unit: 800 ft².
8. Accessory buildings:
 - a. Maximum accessory building coverage of rear yard: 20%.
 - b. Maximum area of each accessory building: 200 ft².
 - c. Maximum number of accessory buildings: one per unit.
 - d. Minimum depth of side setback: five feet.
 - e. Minimum depth of rear setback: five feet.
 - f. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



- C. Townhouse/Condominium.
1. Minimum lot area: 3,000 ft² per unit.
 2. Minimum average lot width and lot frontage: 30 feet.
 3. Minimum lot depth: 100 feet.
 4. Minimum depth of front setback: 15 feet.
 5. Minimum depth of rear setback: 15 feet.
 6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting side street.
 7. Building size:
 - a. Maximum building coverage as a percentage of lot area: 40%
 - b. Minimum area of each Townhouse dwelling unit: 800 ft².
 - c. Minimum area of each Condominium of each dwelling unit: 500 ft² for one bedroom or less, plus 125 ft² of floor area for each additional bedroom.
 8. Accessory buildings:
 - a. Maximum accessory building coverage of rear yard: 20%.
 - b. Maximum area of each accessory building: 200 ft².
 - c. Maximum number of accessory buildings: one per unit.
 - d. Minimum depth of side setback: five feet.
 - e. Minimum depth of rear setback: five feet.
 - f. Minimum depth from the edge of the main building: 12 feet.
 9. Maximum height of structures: 35 feet.
 10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

11. Maximum density of Townhome or Condominium Housing within the R-2.5 District shall not exceed 14 units per acres with each unit plated separately.
12. Deviations from the required standards within the R-2.5 district will be subject to site plan review by the Planning and Zoning Commission and subsequent approval by City Council. Site plans should include renderings with elevations, a finish schedule and incorporate architectural designs that complement the existing structures of the area of integration.



5.8.E Parking Regulations. Lots in this District shall provide a minimum of two vehicle parking spaces per dwelling unit, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in Section 154.11 *Parking spaces for vehicles* of this ordinance.

(Ord. No. 2021-O-28 , § 1, passed 9-7-2021)

FACTORS TO CONSIDER:

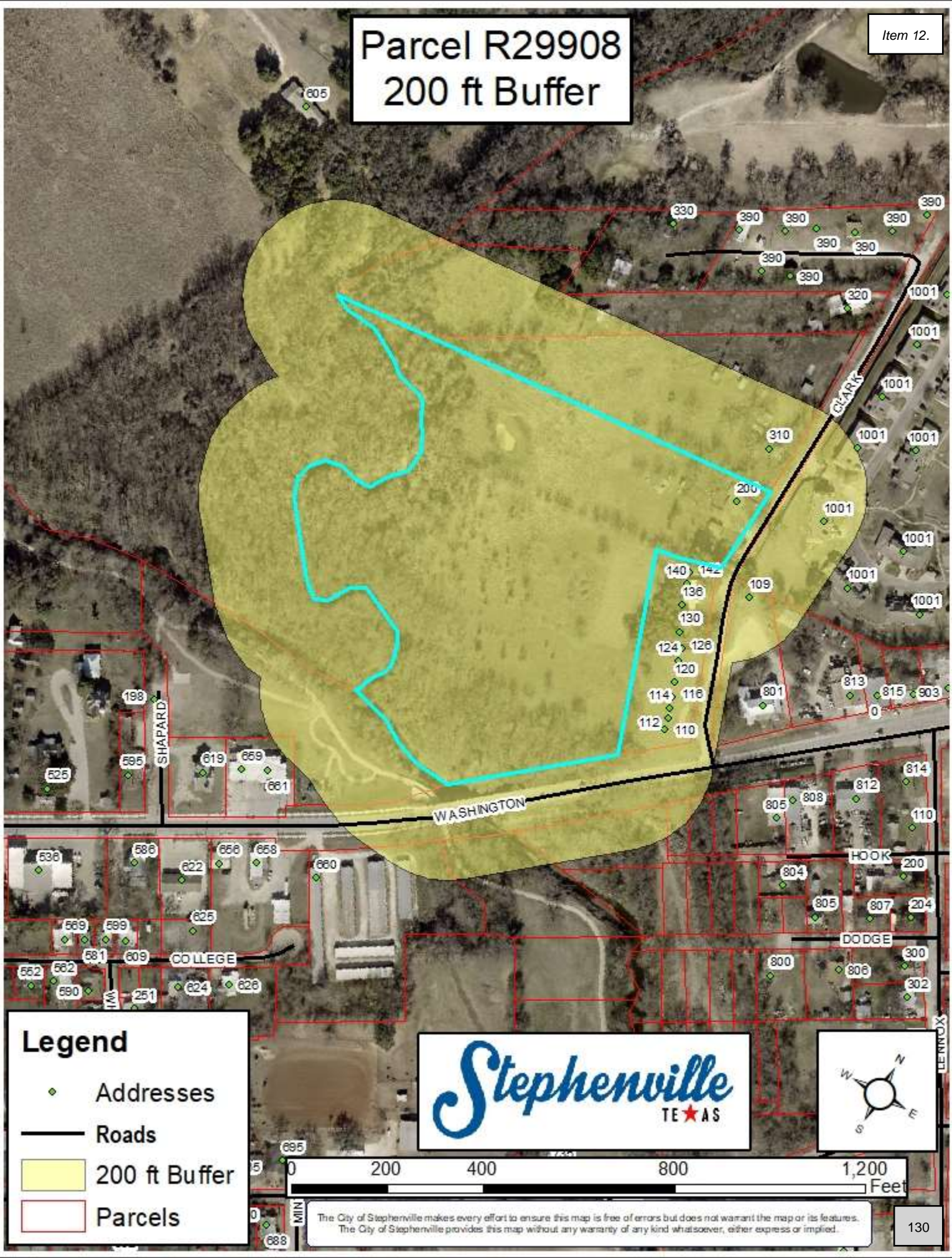
- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use
- Infrastructure Impacts
- Size and Location of Parcel – is land large enough and in property location for proposed use?
- Reasonable Use of Property – does proposed change provide reasonable use of property?
- Zoning has great discretion – deny if applicant has not proven it is in the best interest of City to approve

ALTERNATIVES:

- 1) Uphold the recommendation of the Planning and Zoning Commission and approve the rezone request.
- 2) Overrule the recommendation of the Planning and Zoning Commission and deny the rezone request.

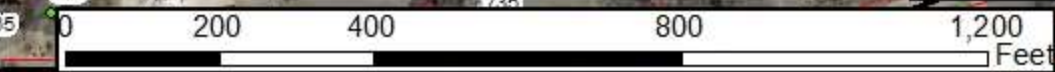
Parcel R29908 200 ft Buffer

Item 12.



Legend

- ◆ Addresses
- Roads
- 200 ft Buffer
- Parcels



The City of Stephenville makes every effort to ensure this map is free of errors but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either express or implied.

Parcel R29908

Current Zoning - R3 Multifamily

Item 12.



Legend

- ◆ Addresses
- Roads
- ▭ Parcels

ZONING

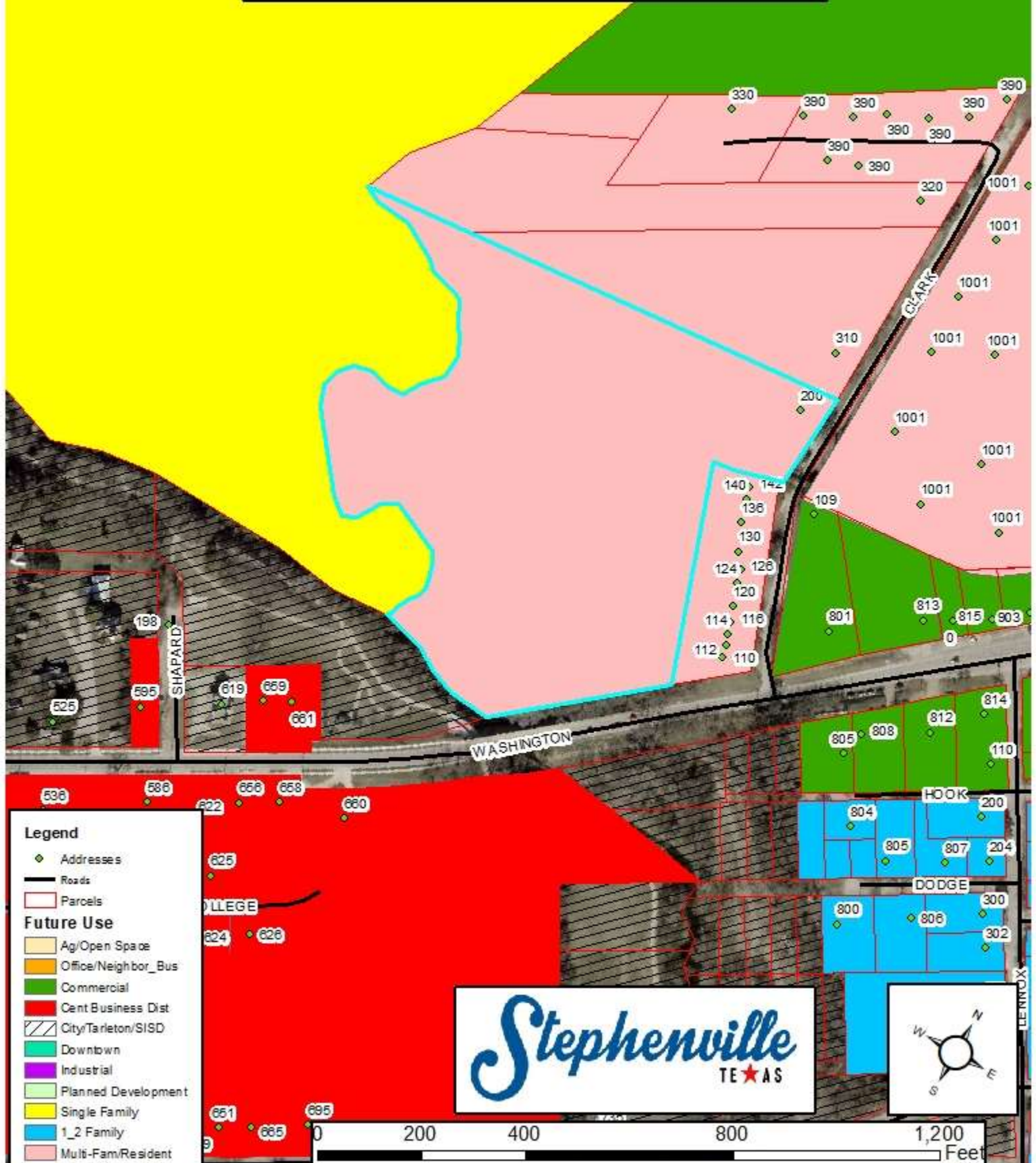
- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tareyton, School
- DT - Downtown
- IND - Industrial
- PD - Planned Development
- R-1 - Single Family - 7,500
- R-1.5 - Single Family - 8,000
- R-2 - One and Two Family
- R-2.5 - Integrated Housing
- R-3 - Multiple Family
- RE - Single Family - 1 Acre



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Parcel R29908 Future Land Use - Multifamily

Item 12.



Legend

- ◆ Addresses
- Roads
- ▭ Parcels

Future Use

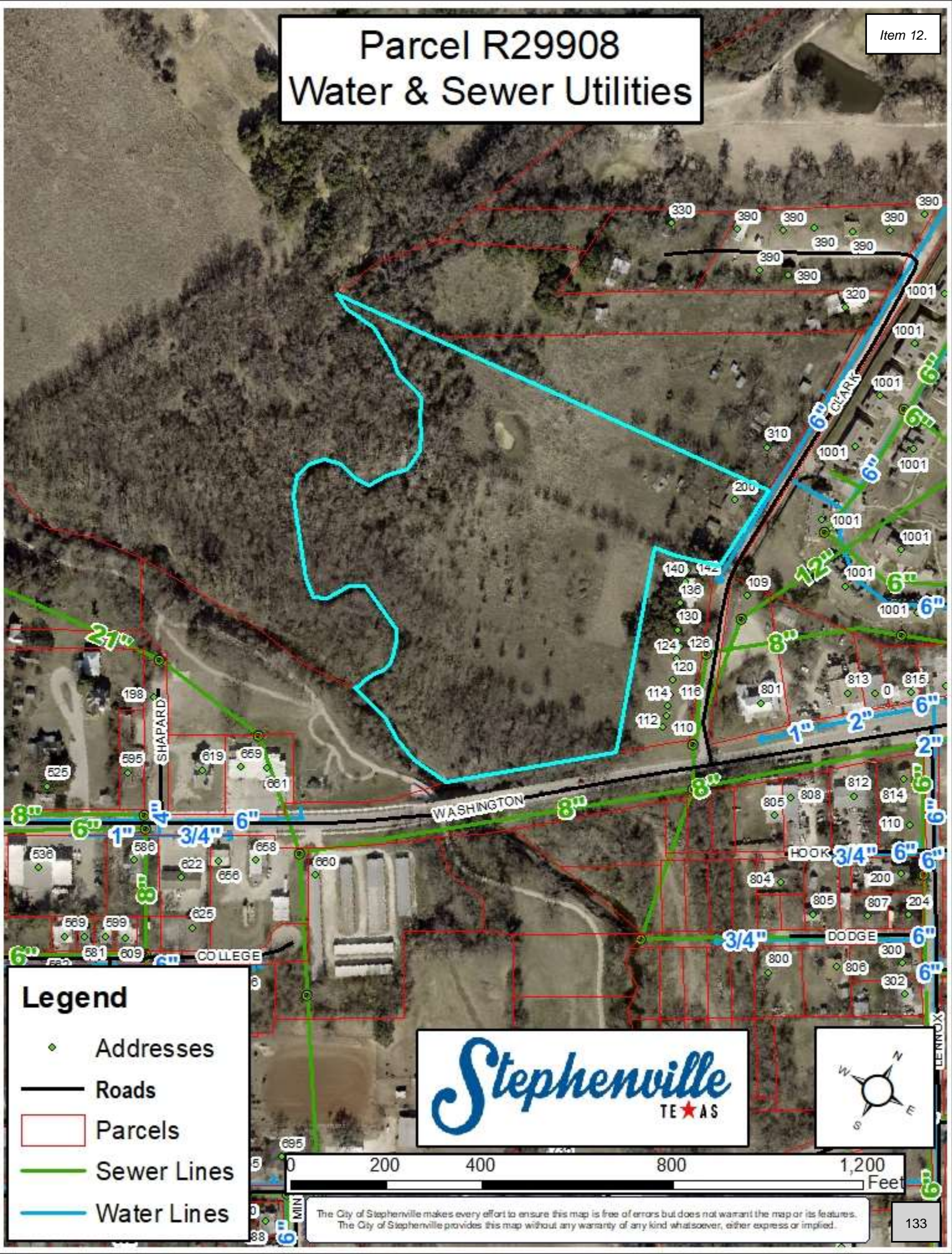
- Ag/Open Space
- Office/Neighbor_Bus
- Commercial
- Cent Business Dist
- City/Tarleton/SISD
- Downtown
- Industrial
- Planned Development
- Single Family
- 1,2 Family
- Multi-Fam/Resident
- Duplex/Townhome
- Manufact Homes



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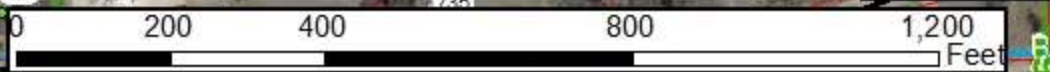
Parcel R29908 Water & Sewer Utilities

Item 12.



Legend

- ◆ Addresses
- Roads
- ▭ Parcels
- Sewer Lines
- Water Lines



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Parcel R29908 Address List

Item 12.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000029896	801 E WASHINGTON	AMERICAN LEGION POST#240	PO BOX 184	STEPHENVILLE	TX	76401-0000
R000029903	1001 E WASHINGTON	AUGUSTA HILLS L P	15 LAKE DRIVE	ROUND ROCK	TX	78665
R000029908	200 CLARK LN	BERRICHE RIDHA & NEZIHA	8617 JONQUIL DR	WACO	TX	76708
R000063366	110 CLARK LN	BOSQUE CLARK LLC	159 S GRAHAM	STEPHENVILLE	TX	76401
R000029910	310 CLARK LN	CHANDLER WILLIAM HOWARD & HEIDI N OLSEN	PO BOX 1923	STEPHENVILLE	TX	76401
R000028702	0 E WASHINGTON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000028701	0 E WASHINGTON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000029895	0 E WASHINGTON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000070026	0 E WASHINGTON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000051112	0 E WASHINGTON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000033329	661 E WASHINGTON	DERRICK GREGORY W & MARCIA G	PO BOX 891	STEPHENVILLE	TX	76401
R000070120	660 E WASHINGTON	HICO PARTNERS LP	PO BOX 70	HICO	TX	76457
R000029920	605 COLLEGE FARM RD	KOCH JUDITH FREY	PO BOX 386	STEPHENVILLE	TX	76401
R000029914	320 CLARK LN	PHELPS SHIRLEY	320 CLARK LANE	STEPHENVILLE	TX	76401-0000
R000029898	813 E WASHINGTON	ROBITAILLE CHARLES & MARILYN	300 E SOUTH LOOP	STEPHENVILLE	TX	76401-0000
R000029912	0 CLARK LN	WEIR BILLY RAY JR	PO BOX 1351	STEPHENVILLE	TX	76401
R000029913	330 CLARK LN	WEIR BILLY RAY JR	PO BOX 1351	STEPHENVILLE	TX	76401



FRONT ELEVATION



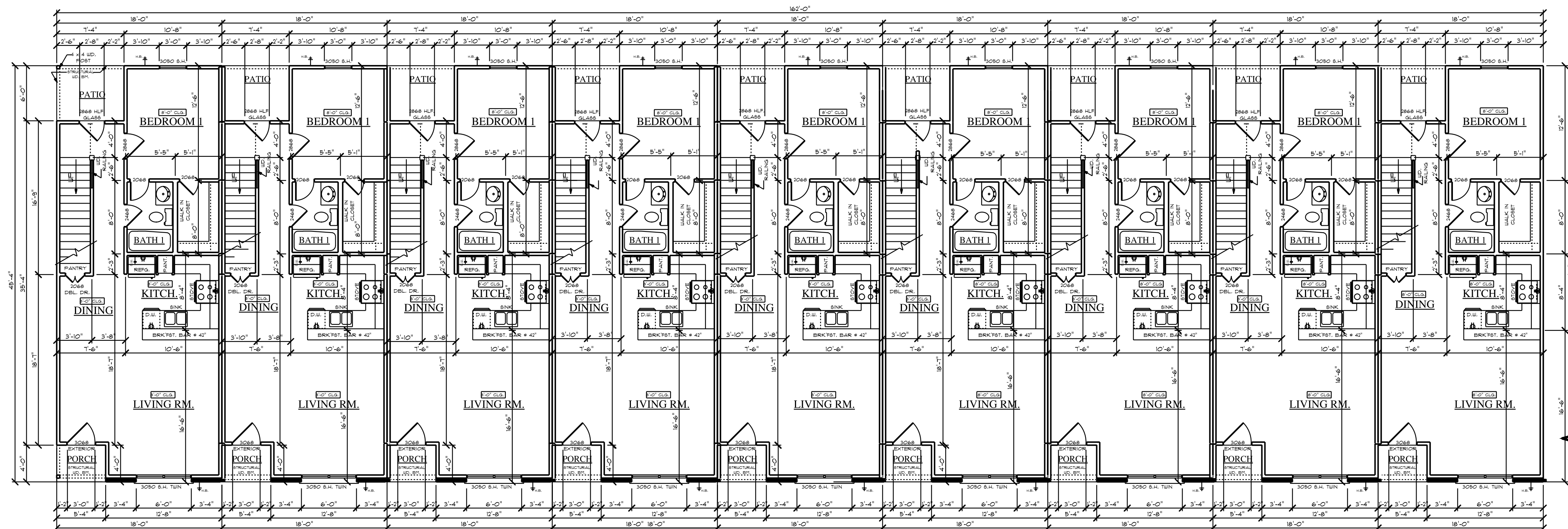
REAR ELEVATION


 3337 WEST 7TH STREET, SUITE 7
 FORT WORTH, TEXAS 76107
 (817) 336-8888
 www.planstyles.com

PLAN STYLES
 KERRY DICK, AIBD

3225 S. LILLIAN AVE.
MARC PACE
 CUSTOM HOMES, LLC

KD-9-140721
 SHEET
5



LOWER FLOOR PLAN

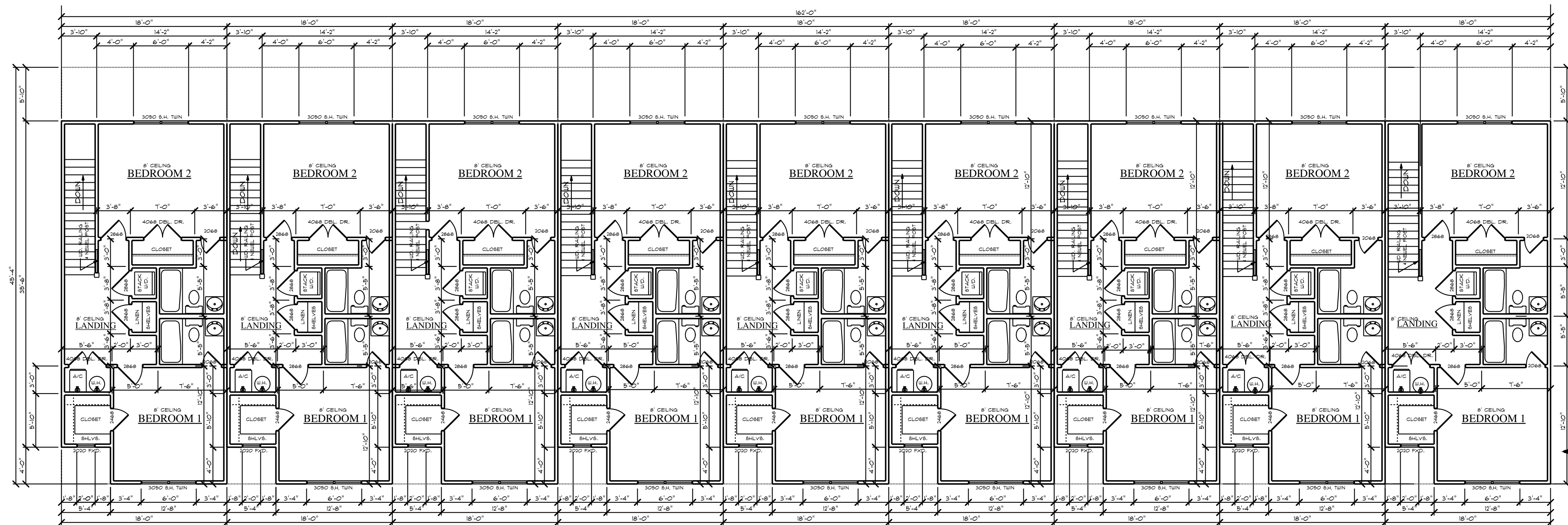
LOWER LIVING 750 SQ. FT.
 UPPER LIVING 600 SQ. FT.
 TOTAL LIVING 1350 SQ. FT.
 PATIO 40 SQ. FT.
 PORCH 20 SQ. FT.
 (PER EACH UNIT)

337 WEST 7TH STREET, SUITE 7
 FORT WORTH, TEXAS 76102
 (817) 335-8855
 www.kendaltdesigns.com

PLAN STYLES
 KERRY DICK, AIBD

422 S. LILLIAN AVE.
 MARC PACE
 CUSTOM HOMES, LLC

KD-9-140721
 SHEET
 1



UPPER FLOOR PLAN
SCALE: 1/4" = 1'-0"

	PLAN STYLES <small>© 2011</small>	
	KERRY DICK AIBD	
	<small>337 WEST 7TH STREET, SUITE 7 FORT WORTH, TEXAS 76107 (817) 335-8802 WWW.AIOB.COM</small>	

<small>423 S. LILLIAN AVE. MARC PACE CUSTOM HOMES, LLC</small>	<small>KD-9-1-140721</small>
2	<small>SHEET</small>

ORDINANCE NO. 2022-O-XX

AN ORDINANCE REZONING THE LAND DESCRIBED FROM THE ZONING MULTIFAMILY RESIDENTIAL DISTRICT (R-3) TO INTEGRATED HOUSING DISTRICT (R-2.5)

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

All that lot, tract or parcel of land legally described as follows:

Being Block 85, Lot 1 & 2A (PTS OF) of the City Addition to the City of Stephenville, Erath County, Texas, located at 200 Clark Lane, and identified as Parcel No. R29908 in the Erath County Appraisal District Records

is hereby rezoned and the zoning classification changed from the classification of Multifamily Residential District (R-3) to Integrated Housing District (R-2.5), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of July, 2022.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary

Reviewed by Jason M. King,
Interim City Manager

Randy Thomas, City Attorney
Approved as to form and legality



STAFF REPORT

SUBJECT:

Case No.: SV2022-006

Applicant John Drennan is requesting a minor Subdivision Waiver from Section 155.6.04 – Curb and Gutter Requirements, to be constructed at 1303 W. South Loop, Parcel R33800, being Block 35, Lot 39 of the South Side Addition to the City of Stephenville, Erath County, Texas.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

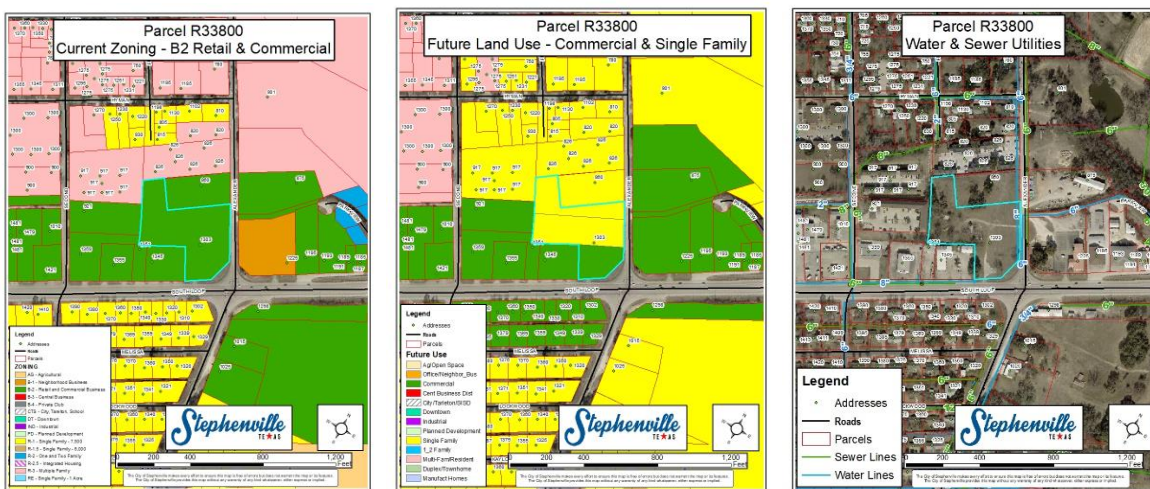
RECOMMENDATION:

The Planning and Zoning Commission convened June 15, 2022, and by a unanimous vote, recommended the City Council approve the curb and gutter waiver request.

BACKGROUND:

The applicant is requesting a waiver to curb and gutter requirements for the South Loop frontage of the property which is TXDOT controlled Right-of-Way. Curb and gutter exist on the Alexander road frontage which is city controlled Right-of-Way.

PROPERTY PROFILE:



SUBDIVISION ORDINANCE/CURBS

M. Curb and Gutter Options.

1. A six (6) inch standard curb shall be constructed on both sides of all streets except as allowed in 2 and 3 below.
2. On residential local streets and any subdivision where all lots are one (1) acre or large, a "lay down" or "roll down" curb shall be permitted if designed in accordance with Engineering Standards Manual.

- 3. On subdivision where all lots are one acre or larger, a "ribbon curb" shall be permitted if designed in Engineering Standards Manual.

SUBDIVISION ORDINANCE/WAIVER REQUESTS

Sec. 155.7.01. - Petition for subdivision waiver.

- A. *Purpose.* The purpose of a petition for a Subdivision Waiver to a particular standard or requirement with these Subdivision Regulations, as such are applicable to Plats or Construction Plans, is to determine whether such particular standard or requirement should be applied to an Application.
- B. *Definitions.* Subdivision Waivers shall be classified as a Minor Subdivision Waiver or Major Subdivision Waiver.
- C. *Decision-Maker.*
 - 1. *Minor Subdivision Waiver.*
 - a. *Decision-Maker Authority.*
 - i. The City Administrator shall act upon a Minor Subdivision Waiver listed in Table 8.
 - b. *Appeal of a Minor Subdivision Waiver Decision.*
 - i. *Appeal Review and Recommendation.* An appeal of the Minor Subdivision Waiver decision may be considered by the Commission.
 - ii. *Appeal Decision.* If further appeal is made, the City Council shall then act on such an appeal. (See 7.01.J Minor Subdivision Waiver Appeal)

Table 8: Minor Subdivision Waiver		
Section	Standard	City Administrator
3.01.B	Waiver of Application Information	Approve
6.06.N	Dead-End Alleys	Approve
6.10.D	Right Angles for Side Lot Lines	Approve
6.05.D	Traffic Impact Analysis	Approve
6.13.A.5	Water Lines Extended to Subdivision Borders	Approve
6.14.A.5	Wastewater Lines Extended to Subdivision Borders	Approve

- 2. *Major Subdivision Waiver.*
 - a. *Decision Maker Authority.* After review and recommendation from the Commission, the City Council shall decide a Major Subdivision Waiver.
- D. *Subdivision Waiver Applicability.*
 - 1. *Waiver of Standard or Requirement.*
 - a. An Applicant may request a Subdivision Waiver of a particular standard or requirement applicable to a Preliminary Plat, to Construction Plans, or where no Preliminary Plat Application has been submitted for approval, to a Final Plat or a Replat.
 - b. A Subdivision Waiver petition shall be specific in nature, and shall only involve relief consideration for one particular standard or requirement.

- c. An Applicant may, if desired, submit more than one Subdivision Waiver petition if there are several standards or requirements at issue.
- d. For processing a Subdivision Waiver in relationship with a Plat Application, an Applicant shall submit a Waiver of Right to 30-Day Action in accordance with 3.03.D Waiver of Right to 30-Day Action.

2. *Waiver Petition Acceptance.*

- a. A petition for a Subdivision Waiver shall not be accepted in lieu of:
 - i. A Subdivision Proportionality Appeal (7.02); or
 - ii. A Subdivision Vested Rights Petition (7.03).
- b. If there is a question as to whether a Subdivision Proportionality Appeal or Subdivision Vested Rights Petition is required instead of a Subdivision Waiver petition, such determination shall be made by the City Administrator.

E. *Subdivision Waiver Submission Procedures.*

1. *Written Waiver Request with Application.*

- a. A request for a Subdivision Waiver shall be submitted in writing by the Applicant with the filing of a Preliminary Plat, Construction Plans, Final Plat or Replat, as applicable.
- b. No Subdivision Waiver may be considered or granted unless the Applicant has made such written request.

2. *Grounds for Waiver.*

- a. The Applicant's request shall state the grounds for the Subdivision Waiver request and all of the facts relied upon by the Applicant.
- b. Failure to do so, will result in denial of the Application unless the Applicant submits a Waiver of Right to 30-Day Action in accordance with 3.03.D Waiver of Right to 30-Day Action.

F. *Subdivision Waiver Criteria.*

- 1. *Undue Hardship Present.* A Subdivision Waiver to regulations within this Subdivision Ordinance may be approved only when, in the Decision-Maker's opinion, undue hardship will result from strict compliance to the regulations.
- 2. *Consideration Factors.* The Decision-Maker shall take into account the following factors:
 - a. The nature of the proposed land use involved and existing uses of the land in the vicinity;
 - b. The number of persons who will reside or work in the proposed development; and
 - c. The effect such Subdivision Waiver might have upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity.
- 3. *Findings.* No Subdivision Waiver shall be granted unless the Decision-Maker finds:
 - a. That there are special circumstances or conditions affecting the land involved or other constraints such that the strict application of the provisions of this Subdivision Ordinance would deprive the Applicant of the reasonable use of his or her land; and
 - b. That the Subdivision Waiver is necessary for the preservation and enjoyment of a substantial property right of the Applicant, and that the granting of the Subdivision Waiver will not be detrimental to the public health, safety or welfare or injurious to other property in the area; and
 - c. That the granting of the Subdivision Waiver will not have the effect of preventing the orderly subdivision of other lands in the area in accordance with the provisions of this Subdivision Ordinance.
- 4. *Intent of Subdivision Regulations.*
 - a. A Subdivision Waiver may be granted only when in harmony with the general purpose and intent of the Subdivision Ordinance so that the public health, safety and welfare may be secured and substantial justice done.
 - b. Financial hardship to the Applicant shall not be deemed to constitute undue hardship.

5. *Minimum Degree of Variation.* No Subdivision Waiver shall be granted unless it represents the minimum degree of variation of requirements necessary to meet the needs of the Applicant.
6. *Violations and Conflicts.* The Decision-Maker shall not authorize a Subdivision Waiver that would constitute a violation of, or conflict with, any other valid ordinance, code, regulation, master plan or Comprehensive Plan of the City.
7. *Falsification of Information.*
 - a. Any falsification of information by the Applicant shall be cause for the Subdivision Waiver request to be denied.
 - b. If the Subdivision Waiver request is approved based upon false information, whether intentional or not, discovery of such false information shall nullify prior approval of the Subdivision Waiver, and shall be grounds for reconsideration of the Subdivision Waiver request.

G. *Burden of Proof.* The Applicant bears the burden of proof to demonstrate that the requirement for which a Subdivision Waiver is requested, if uniformly applied, imposes an undue hardship or disproportionate burden on the Applicant. The Applicant shall submit the burden of proof with the original submittal.

H. *Subdivision Waiver Decision.*

1. The Decision-Maker shall consider the Subdivision Waiver petition and, based upon the criteria set forth in 7.01.F Subdivision Waiver Criteria, shall take one of the following actions:
 - a. Deny the petition, and impose the standard or requirement as it is stated in this Subdivision Ordinance; or
 - b. Grant the petition, and waive in whole or in part the standard or requirement as it is stated in this Subdivision Ordinance.
2. Decision Process for a Minor Subdivision Waiver. The Decision-Maker shall deny or grant a request for a Minor Subdivision Waiver concurrently with the decision of a Preliminary Plat, Construction Plans, Final Plat or Replat, as applicable.
3. Decision Process for a Major Subdivision Waiver.
 - a. Recommendation of the Planning and Zoning Commission.
 - i. The Commission shall consider the Major Subdivision Waiver request at a public meeting no later than thirty (30) calendar days after the date on which the notice of Major Subdivision Waiver is submitted to the City Administrator.
 - ii. The Commission shall recommend to the City Council to approve or deny a request for a Major Subdivision Waiver by majority vote.
 - b. Decision by City Council.
 - i. After the recommendation from the Commission has been made, the City Council shall consider the Major Subdivision Waiver request at a public meeting no later than thirty (30) calendar days after the date on which the Commission's recommendation was made.
 - ii. The City Council may or shall approve or deny a request for a Major Subdivision Waiver by a vote of all members.
 - iii. The decision of the City Council is final.

I. *Notification of Decision on Petition—14 Days.* The Applicant shall be notified of the decision on the Subdivision Waiver by the applicable Decision-Maker (e.g., the City Administrator, Commission or City Council, as applicable), within fourteen (14) calendar days following the decision.

J. *Minor Subdivision Waiver Appeal.*

1. *Initiation of an Appeal.*
 - a. The Applicant may appeal a Minor Subdivision Waiver decision of the City Administrator, as allowed within the Subdivision Ordinance.
 - b. The written request to appeal shall be submitted to the City Administrator within thirty (30) calendar days following the denial decision.
2. *Recommendation of the Planning and Zoning Commission.*

- a. The Commission shall consider the appeal at a public meeting no later than thirty (30) calendar days after the date on which the notice of appeal is submitted to the City Administrator.
- b. At this meeting, new information may be presented and considered, if available, that might alter the previous decision to deny the Minor Subdivision Waiver.
- c. The Commission shall recommend to the City Council to affirm, modify or reverse the previous decision by simple majority vote.

3. *Appeal to City Council.*

- a. The Applicant may appeal the Commission's decision by submitting a written notice of appeal to the City Administrator within thirty (30) calendar days following the Commission's decision.
- b. After the recommendation from the Commission has been made, the City Council shall consider the appeal at a public meeting no later than thirty (30) calendar days after the date on which the Commission's recommendation was made.
- c. The City Council may affirm, modify or reverse the decision by simple majority vote.
- d. The decision of the City Council is final.

K. *Effect of Approval.*

1. *Submission and Processing.* Following the granting of a Subdivision Waiver, the Applicant may submit or continue the processing of a Plat or Construction Plans, as applicable.
2. *Expirations.* The Subdivision Waiver granted shall remain in effect for the period the Plat or Construction Plans are in effect, and shall expire upon expiration of either or both of those Applications.
3. *Extensions.* Extension of those Applications shall also result in extension of the Subdivision Waiver.

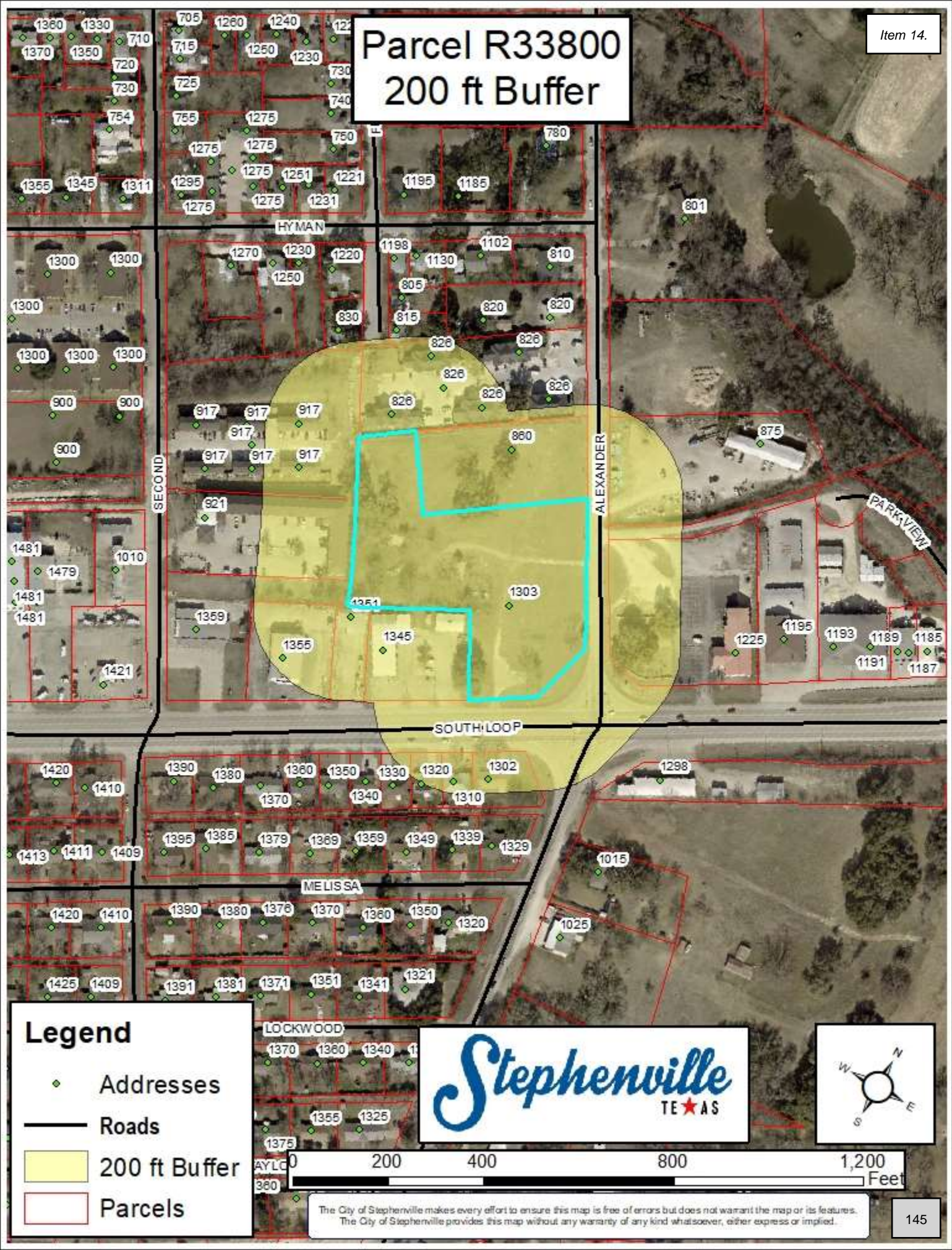
4 FACTORS TO CONSIDER:

- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use
- Infrastructure Impacts
- Size and Location of Parcel - is land large enough and in proper location for proposed use?
- Reasonable Use of Property - does proposed change provide reasonable use of property?
- Zoning has great discretion - deny if applicant has not proven it is in the best interest of City to rezone

ALTERNATIVES

- 1) Uphold the recommendation of the Planning and Zoning Commission and approve the waiver request.
- 2) Overrule the recommendation of the Planning and Zoning Commission and deny the waiver request.

Parcel R33800 200 ft Buffer



Legend

- ◆ Addresses
- Roads
- 200 ft Buffer
- Parcels



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Parcel R33800 Current Zoning - B2 Retail & Commercial

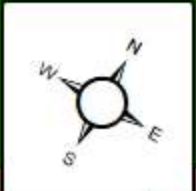


Legend

- Addresses
- Roads
- Parcels

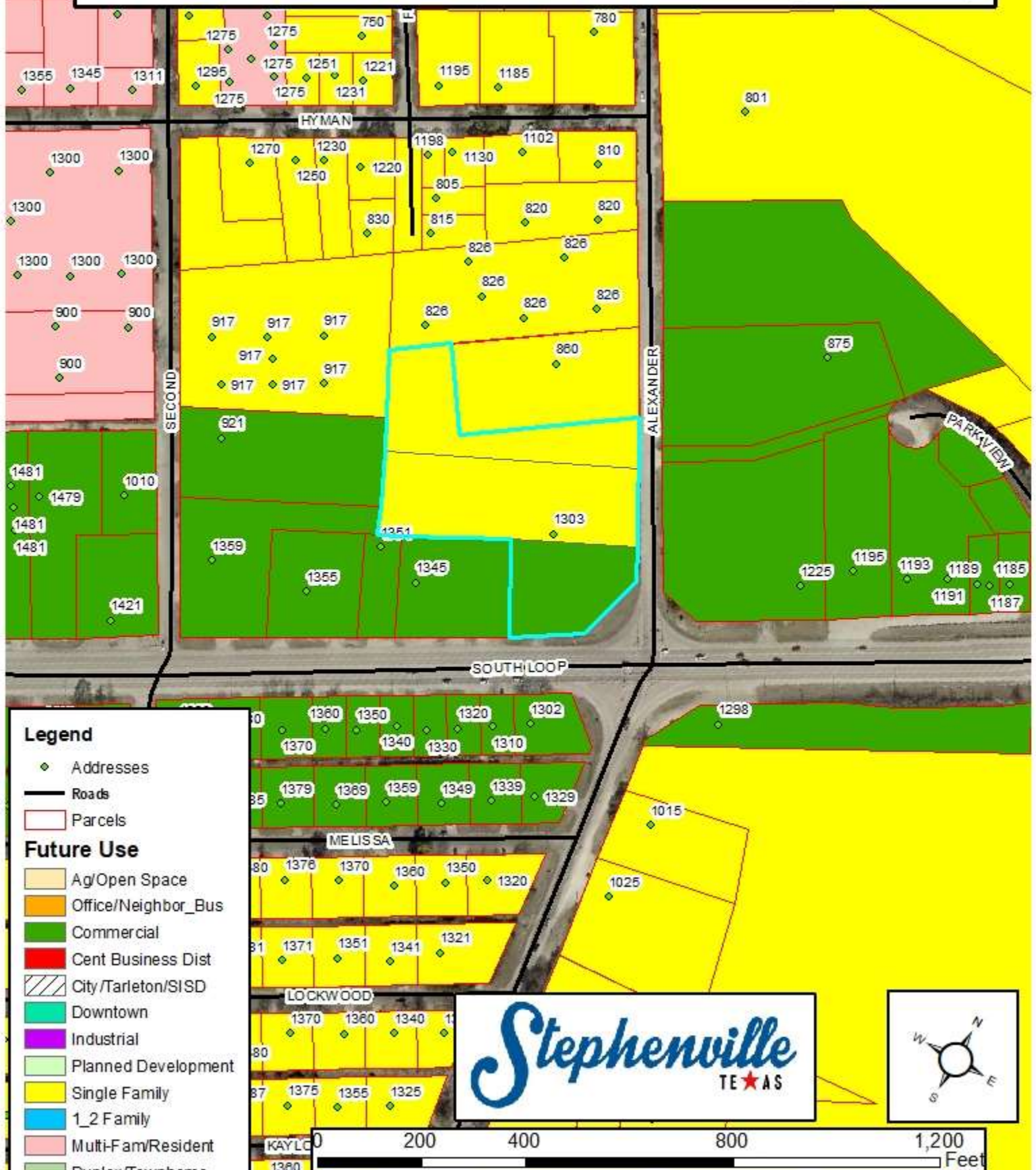
ZONING

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- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tarellton, School
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- IND - Industrial
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Parcel R33800 Future Land Use - Commercial & Single Family



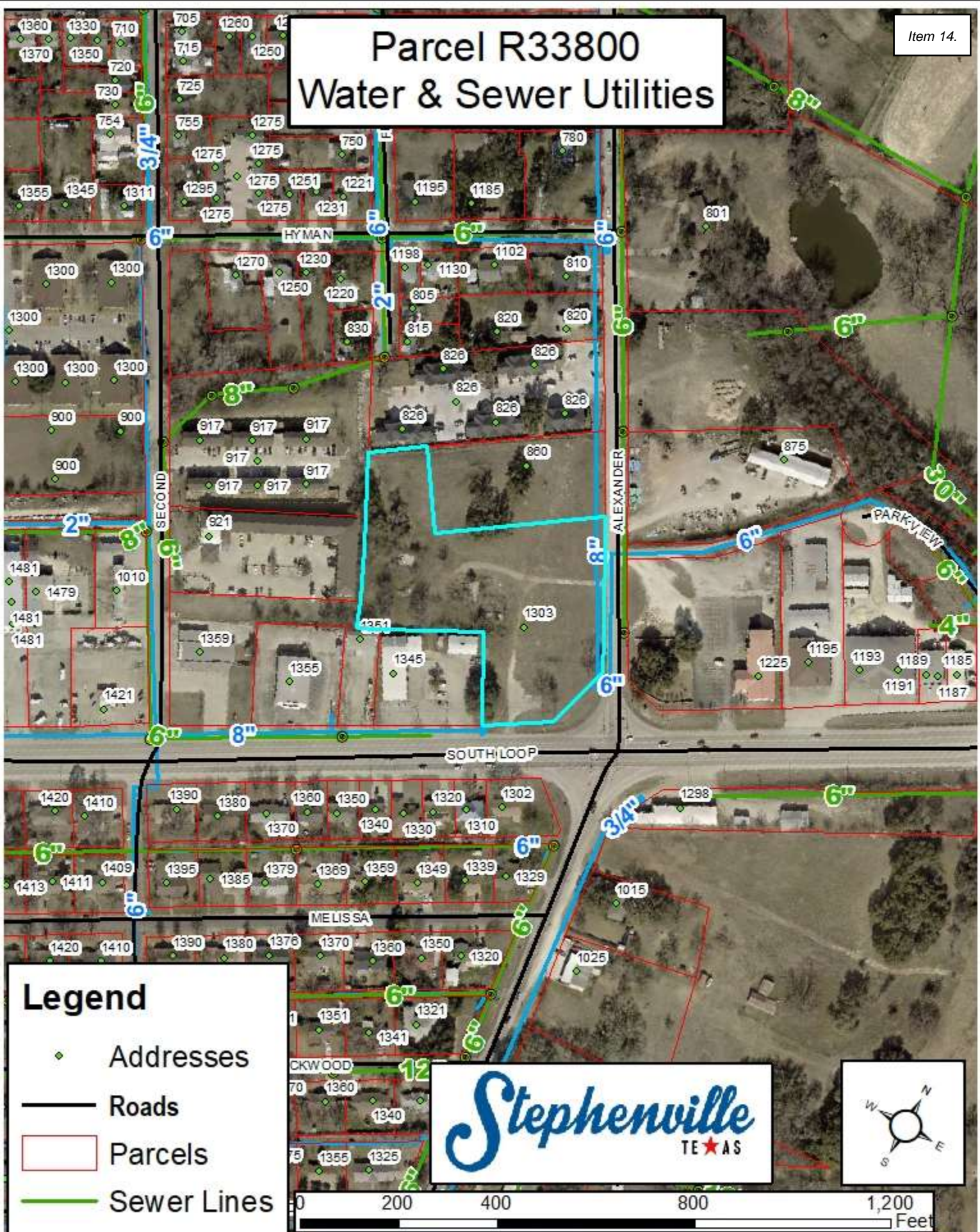
Legend

- ◆ Addresses
 - Roads
 - ▭ Parcels
- ### Future Use
- Ag/Open Space
 - Office/Neighbor_Bus
 - Commercial
 - Cent Business Dist
 - City/Tarleton/SISD
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 - Planned Development
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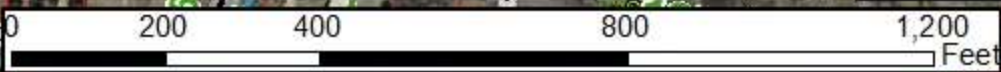
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Parcel R33800 Water & Sewer Utilities



Legend

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- Roads
- Parcels
- Sewer Lines
- Water Lines



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Parcel R33800 Address List

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000066306	921 S SECOND AVE	921 HOSPITALITY INC	921 S SECOND	STEPHENVILLE	TX	76401
R000074118	0 ALEXANDER RD	AJC INVESTMENT CORP	PO BOX 65	STEPHENVILLE	TX	76401
R000074977	826 ALEXANDER RD	BB TRANSITIONS LLC	PO BOX 1827	STEPHENVILLE	TX	76401
R000042351	0 S FIRST	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000069124	0 ALEXANDER RD	ERATH COUNTY APPRAISAL DISTRICT	1195 W SOUTH LOOP	STEPHENVILLE	TX	76401-0000
R000065807	875 ALEXANDER RD	JOHNSON WAYNE BRADLEY	PO BOX 551	HICO	TX	76457
R000055658	830 FIRST	LOPEZ EFRAIN	830 1ST ST	STEPHENVILLE	TX	76401
R000032421	1310 SOUTH LOOP	MEADOR CARL G & DONNA L	1310 SOUTH LOOP	STEPHENVILLE	TX	76401-0000
R000029755	1225 W SOUTH LOOP	MOMS WHO KNOW INC	1225 W SOUTH LOOP	STEPHENVILLE	TX	76401
R000033795	1230 HYMAN	MORVANT CLIFTON J & VIRGINIA ET AL	584 LYDIA	STEPHENVILLE	TX	76401
R000063404	1359 W SOUTH LOOP	OUTPOST INVESTMENTS LLC	693 CR501	STEPHENVILLE	TX	76401
R000055657	815 FIRST	PEREZ JUAN ROBERTO & ALMA DEYANIRA SARATE	15206 PARRISH LANE	AUSTIN	TX	78725
R000032420	1320 SOUTH LOOP	POWER NOLAN LEE	1320 W SOUTH LOOP	STEPHENVILLE	TX	76401
R000033801	1351 W SOUTH LOOP	QUIRL ALMA	PO BOX 854	STEPHENVILLE	TX	76401
R000033802	1355 W SOUTH LOOP	TANNER JIMMY & JILL COOPER TANNER	6182 FM2303	STEPHENVILLE	TX	76401
R000033800	1303 W SOUTH LOOP	TROY INVESTMENT CO NO 20 LP	785 W HIDDEN CREEK PKWY STE 2200	BURLESON	TX	76028
R000033805	860 ALEXANDER RD	TROY INVESTMENT CO NO 20 LP	785 W HIDDEN CREEK PKWY STE 2200	BURLESON	TX	76028
R000045878	1345 W SOUTH LOOP	TRUSS TRAVIS	1345 W SOUTH LOOP	STEPHENVILLE	TX	76401-0000
R000032419	1330 SOUTH LOOP	TRUSS TYLER & RACHEL	290 TIMBERBROOK DR	STEPHENVILLE	TX	76401
R000033806	917 S SECOND AVE	V84 HOLDINGS LLC	PO BOX 1827	STEPHENVILLE	TX	76401
R000032422	1302 SOUTH LOOP	WAGNER DONNA R	1505 GLENWOOD DR	STEPHENVILLE	TX	76401

Public Works Committee
COMMITTEE REPORT



MEETING: Public Works Committee Meeting – 21 Jun 2022
Present: P1 LeAnn Durfey; P5 Ricky Thurman; P6 David Baskett
Absent: P8 Mark McClinton, Chair
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

Agenda Item 1: Professional Services Agreement – 377 Elevated Storage Tank Rehabilitation

Discussion: The proposed professional services agreement from Provenance Engineering was presented to provide plans and specifications as well as field oversight for the 377 Elevated Storage Tank Rehabilitation Project.

The tank was originally constructed in 1985. An evaluation in 2021 showed the necessity for rehabilitation. It was noted the cost for design was included in the FY21-22 budget. Staff requested the full contract amount in order to secure and lock in the pricing for services. It was further clarified that proceeding beyond the design phase would only be permitted with written authorization and only if the funds were allocated in the FY22-23 budget. If funds are not approved in the FY22-23 budget the project would pause at the design phase.

Committee Action: Following discussion, a motion was made by Mr. Thurman, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve the professional services agreement with Provenance Engineering as presented.

Recommendation: The committee voted unanimously to forward a positive recommendation to the full council to accept the professional services agreement with Provenance Engineering as presented.



377 Elevated Storage Tank Rehabilitation – Contract Proposal



PROVENANCE
ENGINEERING
Rooted to Be *Uniquely Different*



May 25, 2022

Mr. Nick Williams, PE
City of Stephenville
298 W. Washington St.
Stephenville, TX 76401

Subject: 377 Elevated Storage Tank Rehabilitation – Contract Proposal

Dear Mr. Williams:

I am pleased to present our proposal for the 377 Elevated Storage Tank Rehabilitation. I have prepared this proposal for your review and consideration based upon our discussions. Please find the attached items for your review and comment.

- Contract Agreement
- Exhibit A – Engineering Services Scope of Service
- Exhibit B – Opinion of Probable Construction Cost

I am excited about and honored with the opportunity to continue to work with you and your staff. Should you have questions or concerns regarding the proposal please feel free to contact me at (817) 694-6324.

Sincerely,

Kent Riker, PE
President

Enclosure
Contract Proposal



THIS IS AN AGREEMENT effective as of June 7, 2022 (“Effective Date”) between City of Stephenville (“Owner”) and Provenance Engineering, LLC. (“Engineer”).

Owner’s Project, of which Engineer’s services under this Agreement are a part, is generally identified as follows: 377 Elevated Storage Tank Rehabilitation (“Project”).

Engineer’s services under this Agreement are generally identified as follows: Design, Bid and Construction Phase Services for the 377 elevated storage tank rehabilitation (“Services”).

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above (“Additional Services”).
- B. Engineer shall complete its Services within the following specific time period: 10 months presuming there are no delays between each task.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer’s Services is impaired, or Engineer’s Services are delayed or suspended, then the time for completion of Engineer’s Services, and the rates and amounts of Engineer’s compensation, shall be adjusted equitably.

2.01 Payment Procedures

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer’s invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition, Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and agrees to pay the undisputed portion.

2.02 Basis of Payment—Lump Sum

- A. Owner shall pay Engineer for Services as follows:



1. A Lump Sum amount of \$98,400.00 unless prior OWNER approval in writing. Additional Services may be performed only with prior OWNER approval in writing.
 - a. Payments to be made by Owner based on work progression.
 2. In addition to the Lump Sum amount, reimbursement for the following expenses: NONE
- B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

3.01 Termination

- A. The obligation to continue performance under this Agreement may be terminated:
1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I. The Owner anticipates lead-based paint may be present and therefore shall not be consider a Constituent of Concern.
 - c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
 - d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.
- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective



date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over



competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.

- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 - 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$40,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of



Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.

- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- M. Liquidated Damages - Failure to meet the time lines for completion of work identified in (the project schedule - or other appropriate language) will result in liquidated damages of \$50.00 per consecutive calendar day until the work identified in "Exhibit A" - Scope of Services is submitted. Liquidated damages are only applicable to items under the control of ENGINEER and will not be enforced due to circumstances out of the control of ENGINEER.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Definitions

- B. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- C. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule,



regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

Attachments: “Exhibit A”, Engineer’s Scope of Services
 “Exhibit B”, Opinion of Cost



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: City of Stephenville

Engineer Provenance Engineering, LLC.

By: _____

By: _____

Print name: Doug Svien

Print name: Kent Riker, PE

Title: Honorable Mayor

Title: President

Date Signed: _____

Date Signed: _____

Engineer License or Firm's Certificate No.: 20783

State of: Texas

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

City of Stephenville
298 W Washington Street
Stephenville, Texas 76401
254.918.1223

Provenance Engineering, LLC.
401 Russell Lane
Weatherford, Texas 76087
817.775.7172

IN DUPLICATE



Project Description

The following Scope of Service describes the services and project tasks to be performed and completed by the ENGINEER in association with the 377 Elevated Storage Tank Rehabilitation Project. The OWNER desires the comprehensive rehabilitation of the interior and exterior of the 377 0.75MG Elevated Storage Tank (EST). A comprehensive assessment report of the condition of the tank, including tank rehabilitation recommendations and budget cost has been provided by ENGINEER. The services necessary to rehabilitate the tank structure and coating system are listed herewith in. Listed below is a specific description of tasks to be performed as part of each of the four tasks of the project

Basic Services:

TASK 1.0 Project Management \$5,200.00

The ENGINEER will perform project management related duties. Project management duties include coordinating project tasks, coordinating progress with the OWNER and obtaining existing information for use during the project. The following are the subtask.

- Deliverables: Project Status Reports

- 1.1 **Project Management and Administration** – The ENGINEER will manage the day-to-day progress of the project. The ENGINEER will track the budget and schedule regularly and meet with the OWNER's project manager as necessary to update the schedule, progress of services, and potential changes to the scope of services. ENGINEER will provide a project status report to the OWNER with the monthly invoice.
- 1.2 **Quality Assurance / Quality Control (QA/QC)** – The ENGINEER will follow their internal QA/QC processes throughout the project. These processes include internal checking of calculations, review of documents, and checking of submittals. Deliverables will be submitted to an ENGINEER's QAQC Review by a senior level engineer.
- 1.3 **Kick-off Meeting** – Conduct a project kick-off meeting with OWNER to review the project scope of services and schedule, define lines of communication and protocols, review deliverables, and develop success factors for completing the project. The ENGINEER will identify a list of data needs for completing the project.

TASK 2.0 Detailed Design \$19,800.00

This phase will encompass the design and preparation of the detailed plans and specifications based on the work authorized by the OWNER. ENGINEER will prioritize the necessity for different repair options and compare the anticipated life for alternative coatings options. ENGINEER will also provide budget estimates for construction, so the final bidding documents meets the maintenance and financial goals of the OWNER. Key aspects of Task 2.0 are listed below.

- Deliverables: 100% Submittal
- Meetings: Kick-off meeting and site tour
100% Review meeting

- 2.1 **Data Collection and Site Visits** – This task includes collecting and review data from the OWNER required for the analysis, which will include, at a minimum, existing equipment information. The ENGINEER will review historic drawings of existing tank provided by the OWNER.



- 2.2 Specifications** – The ENGINEER will deliver an electronic specification set for the project, completed to a 90% level, to the OWNER for review and comment. The ENGINEER will include OWNER's standard General Conditions specification sections and modify Supplementary Conditions as necessary to fit this project. Documents include General and Special Conditions, Bid Proposal Forms, Instructions to Bidders, and all other sections generally considered to be necessary for solicitation of bids. The specifications will be prepared in accordance with local, state, and federal laws, and all specific requirements of the OWNER.

TASK 3.0 Bid Phase Services **\$13,600.00**

*Phase 3 will commence only upon written authorization from the Owner. Phase 3 services are estimated at \$13,600 in June 2022 dollars and are acceptable at least until December of 2022. ENGINEER will assist the OWNER in obtaining competitive and qualified bids. ENGINEER will recommend a number of qualified bidders to whom the Notice to Bidders should be sent. The OWNER will be responsible for fulfilling all legal advertising requirements. Key aspects of Task 3.0 are listed below.

- Deliverables: Bidding Documents
 Bid Form

- 3.1 Contract Documents Bid Set** – The ENGINEER will seal and sign the completed documents. The ENGINEER will reproduce and deliver to the OWNER to distribute contract documents to prospective bidders and vendors and maintain a log of distribution. The ENGINEER will provide five (5) sets of half-size drawings and specifications for OWNER’s use. The ENGINEER will produce advertisement and deliver to the OWNER for advertisement.
- 3.2 Clarifications to Prospective Bidders** – The ENGINEER will provide clarifications and answer questions from prospective bidders directly or made through the OWNER during the bidding tasks. Clarification(s), if necessary, will be distributed to perspective bidders via addenda. Clarifications and answers to questions will be published by the OWNER.
- 3.3 Bid Recommendation** – The ENGINEER will attend bid opening, review bids and assist with recommendations for contract awards.
- 3.4 Conform to Bid** – The ENGINEER will compile the Conform to Bid documents and provide five (5) sets of full-size drawings and specifications to both the OWNER and Contractor.

TASK 4.0 Construction Phase Services **\$59,800.00**

*Phase 4 will commence only upon written authorization from the Owner. Phase 4 services are estimated at \$59,800 in June 2022 dollars and are acceptable at least until December of 2022. The Construction services will include those tasks necessary to represent the OWNER during the project construction. Key aspects of Task 4.0 are listed below.

- Deliverables: Construction meeting minutes
 Contractor Payment Application recommendations
 Shop drawing responses
 Request for Information responses
 Change Order recommendations, if required
 Field Order(s), if required
 As-Built Drawings
 Daily Field Reports
 Progress & QA/QC Photos



- Meetings: Construction Kickoff Meeting
Monthly construction progress meetings
Substantial completion inspection
- 4.1 Construction Meetings** – Construction Kick-off Meeting – Conduct a construction kick-off meeting with the Contractor and OWNER to review the key construction processes outlined in Contract Documents, establish lines of communication and protocols, identify critical path of schedule, provide four (4) Conform to Bid Documents to Contractor, and issuing Notice to Proceed with executed Contracts to Contractor.
- Construction Meetings** – The ENGINEER will attend monthly construction progress meeting with OWNER and Contractor. An estimate of three (3) construction meetings are included, with one person from the ENGINEER’s project team attending.
- Site Visits** – The ENGINEER will make periodic visits, estimate of three (3), to the project site to observe the progress and quality of the various aspects of the Contractor’s work.
- Substantial Completion Inspection** – The ENGINEER will participate in substantial completion inspection and provided list of noted items not in compliance with Construction Documents.
- 4.2 Submittals**
- Submittal Management** –The ENGINEER will log-in, track, and distribute submittals internally and provide review comments to Contractor and OWNER.
- Construction Execution Plan** – The ENGINEER will review the Contractor’s execution plan and provide comments. The plan will be measured against the Contractors actual progress results.
- Shop Drawing** – The ENGINEER will perform technical and functional review of all shop drawings and other submittals and provide responses.
- Field Testing Reports** – The ENGINEER will review Field Test reports and flag any potential tests that do not conform to the Contract Document requirements.
- Contractor Payment Requests** – The ENGINEER will review of all Contractor Payment Request for accuracy and provide recommendations.
- 4.3 Request for Information (RFI)** – The ENGINEER will review and respond to all RFIs, as necessary, submitted by the Contractor. The ENGINEER will coordinate with the OWNER on RFIs that requires information from the OWNER. Draft responses will be submitted to the OWNER for review and comment prior to submitting to the Contractor.
- 4.4 Contract Modifications Requests**
- Field Order (FO) Management** – The ENGINEER will provide direction to the Contractor, as necessary, for modifications to the Bid Documents through FO to complete the Scope of Service identified herein. FO are used to address unforeseen issues. FO will be submitted to the OWNER for review and comment before submitting to the Contractor.
- Change Order (CO) Management** – The ENGINEER will review and provide recommendation to the OWNER on all Change Order requests received by the Contractor. The ENGINEER will work with the OWNER to properly facilitate CO requests when appropriate.
- 4.5 As-Built Documentation** – ENGINEER will develop As-built drawings from the construction notes provided by the Contractor and OWNER. The OWNER will provide ENGINEER with all field changes and notes to be incorporated into the As-built documents.
- 4.6 Resident Project Representation (Proposed HOT Inspection Services)** – The ENGINEER’s Representatives are experienced in tank repair, painting, and erection. They are not only



familiar with proper coating application techniques, but also with the underlying reasons for tank painting standards. In addition, our staff of ENGINEERS and support personnel are available for supplemental technical support for any special problems that might occur.

Daily Progress Reports: ENGINEER's Representative technician will furnish OWNER and the contractor a written report for each day's observations. The reports will address, at a minimum, the following items:

- Weather Conditions (Temp, Wind, Humidity, Dew Point)
- Description of work performed
- QA/QC Compliance Issues
- Test Results
- Number of workers and equipment on the job each day
- Notation of any anticipated schedule changes
- Progress and QA/QC Photos
- Other information as requested by the OWNER

NACE Level 3 Certification: ENGINEER's Inspection Consultant has a NACE Level 3 Certification. NACE Level 3 certification offers OWNERS the added assurance that the proper procedures are in place to perform inspection services with a high degree of quality.

Additional Services:

Additional Services can be performed as requested in writing by the OWNER. A detailed scope, schedule and fee will be created upon request by the OWNER as these services are NOT included in the Scope of Work, Schedule, or Fee of this contract.

Services Not Included

Any other services, including but not limited to the following, are not included in this Scope of SERVICES:

- No environmental test services

Information Needed from the OWNER

OWNER shall provide at a minimum to ENGINEER, the following items/information/assistance:

1. Furnish any existing data, reports, addresses, maps, plans, or construction drawings, etc. that may pertain to the project as requested.
2. Provide access to the tank sites by issuing keys, combinations and approval to enter facilities on as needed basis while under contract to inspect the facility.



Time Period for Performance

Time periods for performance of the SERVICES are as follows:

10 months – TASK 1.0
2 months – TASK 2.0
2 months – TASK 3.0
6 months – TASK 4.0
TOTAL 10 months

Method of Payment

The Owner shall compensate Engineer on a lump sum basis in accordance with Fee Summary shown above for the provided Basic Services describes herein and the approved Supplemental Services described herein. 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 not exceed the stated fee amount without written approval from the Owner. The Engineer shall seek written approval for any SERVICES outside of the stated scope before performing said SERVICES.



EXHIBIT B
CITY OF STEPHENVILLE
377 Elevated Storage Tank Rehabilitation
Opinion Of Probable Construction Cost



PROVENANCE
ENGINEERING

ITEM	DESCRIPTION	UNIT	UNIT COST	QUANTITY	ITEM COST
1	Exterior	LS	\$135,000	1	\$135,000
2	Interior	LS	\$190,000	1	\$190,000
3	Containment and Protection	LS	\$5,000	1	\$5,000
4	Dehumidification and dust collection	LS	\$30,000	1	\$30,000
5	Misc. repairs	LS	\$25,000	1	\$25,000
6	Logo Allowance	LS	\$15,000	1	\$15,000
7	Electrical I&C	LS	\$16,000	1	\$16,000
SUB TOTAL					\$416,000
CONTINGENCY					20%
TOTAL					\$500,000

This Opinion of Probable Construction Cost was prepared by Kent W. Riker, P.E. # 103730, firm No. 20783, and shall not be used for construction, permitting or other construction purposes.

COMMITTEE REPORT

MEETING: Development Services Committee Meeting – 28 Jun 2022
Present: P7 Gerald Cook, Chair; P2 Justin Haschke; P6 David Baskett; P8 Mark McClinton
Absent: None
DEPARTMENT: Public Works / Development Services
STAFF CONTACT: Nick Williams

Agenda Item 7: Brick Street Projects

Discussion: Brick Street Projects were discussed for implementation in the current FY21-22 and next year's FY22-23 budget. A handout was provided identifying the existing brick streets located within the adopted Brick Street District containing estimated costs for full reconstruction of individual brick streets, including costs for utility replacements, curbs/gutters, as well as ADA sidewalks and ramps. Estimates were also shown for simple repairs to some brick pavement sections. It was noted that some repairs

The committee discussed possible brick street reconstruction projects in the downtown area. The committee also discussed possibly encumbering funds from the current FY21-22 for construction of one or more brick pavement reconstruction projects in FY22-23.

Committee Action: Following discussion, a motion was made by Mr. McClinton, seconded by Mr. Baskett, to forward a positive recommendation to the full council to direct staff to proceed with the design of brick pavement reconstruction projects on College and Belknap adjacent to the courthouse.

Recommendation: The committee voted unanimously to forward a positive recommendation to the full council to provide the design for brick pavement reconstruction projects on College and Belknap adjacent to the courthouse.

ATTACHMENTS:

[Thurber Brick Street Project Inventory](#)

Thurber Brick Street Project Inventory



Inventory #	Street	From	To	Length ft.	Est. Const. Cost	Est. Design Cost	Est. Reconstruction Cost	Est. Repair Cost
1	College	Belknap	Washington	207	\$391,912	\$47,029	\$438,941	N/A
2	Belknap	College	Washington	265	\$511,797	\$61,411	\$573,207	N/A
3	Washington	Belknap	Graham	260	\$466,315	\$55,958	\$522,273	N/A
4	College	Barton	Belknap	485	\$806,198	\$96,983	\$903,179	N/A
5	Long	Graham	Devine	992	\$1,607,595	\$192,910	\$1,800,485	\$15,147
6	Long	Graham	Devine	1,010	\$1,492,798	\$179,135	\$1,671,922	N/A
7	McKell	Columbia	Belknap	216	\$322,526	\$39,809	\$362,335	N/A
8	Washington	Barton	Belknap	488	\$669,868	\$80,382	\$750,250	N/A
9	Washington	Graham	Virginia	225	\$226,124	\$28,335	\$254,459	N/A
10	Mason	Barton	Graham	744	\$1,130,313	\$138,038	\$1,268,351	N/A
11	Mason	Graham	Virginia	764	\$365,909	\$43,961	\$409,870	\$48,614
12	Green	Paddock	Graham	1,536	\$2,060,738	\$247,289	\$2,308,026	\$28,675
13	Green	Clille	Graham	3,505	\$5,368,818	\$644,258	\$6,013,076	\$74,875
14	Vanderbilt	Clille	Everett	1,140	\$1,696,347	\$203,562	\$1,899,908	N/A
15	Clinton	Tarleton	Vanderbilt	615	\$1,010,105	\$121,219	\$1,131,324	N/A
16	Clinton	Vanderbilt	Frey	1,360	\$2,003,258	\$240,391	\$2,243,648	\$28,212
17	Everett	Tarleton	Vanderbilt	630	\$939,801	\$112,776	\$1,052,577	N/A
18	Paddock	Washington	Tarleton	750	\$1,153,336	\$138,400	\$1,291,737	\$2,907
19	Leath	Washington	Green	492	\$562,366	\$68,044	\$630,410	N/A
20	Leath	Green	Tarleton	275	\$284,505	\$34,188	\$318,693	N/A
21	Barton	Long	Green	1,205	\$1,817,896	\$218,148	\$2,036,044	\$120,402
22	Barton	Green	Tarleton	226	\$252,522	\$30,303	\$282,825	N/A
23	Columbia	Long	College	485	\$904,301	\$96,528	\$1,000,829	N/A
24	Columbia	College	Washington	220	\$362,706	\$43,529	\$406,235	N/A
25	Columbia	Washington	Mason	220	\$331,010	\$39,721	\$370,731	N/A
26	Belknap	Long	College	470	\$727,068	\$87,248	\$814,317	\$5,719
27	Belknap	Washington	Mason	220	\$327,991	\$39,359	\$367,350	N/A
28	Belknap	Mason	Green	230	\$330,900	\$42,468	\$373,368	N/A
29	Belknap	Green	Tarleton	230	\$330,900	\$42,468	\$373,368	N/A
30	Belknap	Tarleton	Sloan	300	\$414,766	\$50,972	\$465,738	\$27,668
31	Virginia	College	Mason	500	\$800,600	\$96,080	\$896,680	N/A

Legend

- Roads
- Projects 1-14
- Projects 15-31
- Long St. Proj.

Stephenville
TE A S
PUBLIC WORKS

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COMMITTEE REPORT

REPORT TYPE: Personnel Committee Report

MEETING: June 28, 2022

Present: Ricky Thurman, Justin Haschke, Gerald Cook, Mark McClinton

Absent:

DEPARTMENT: Fire

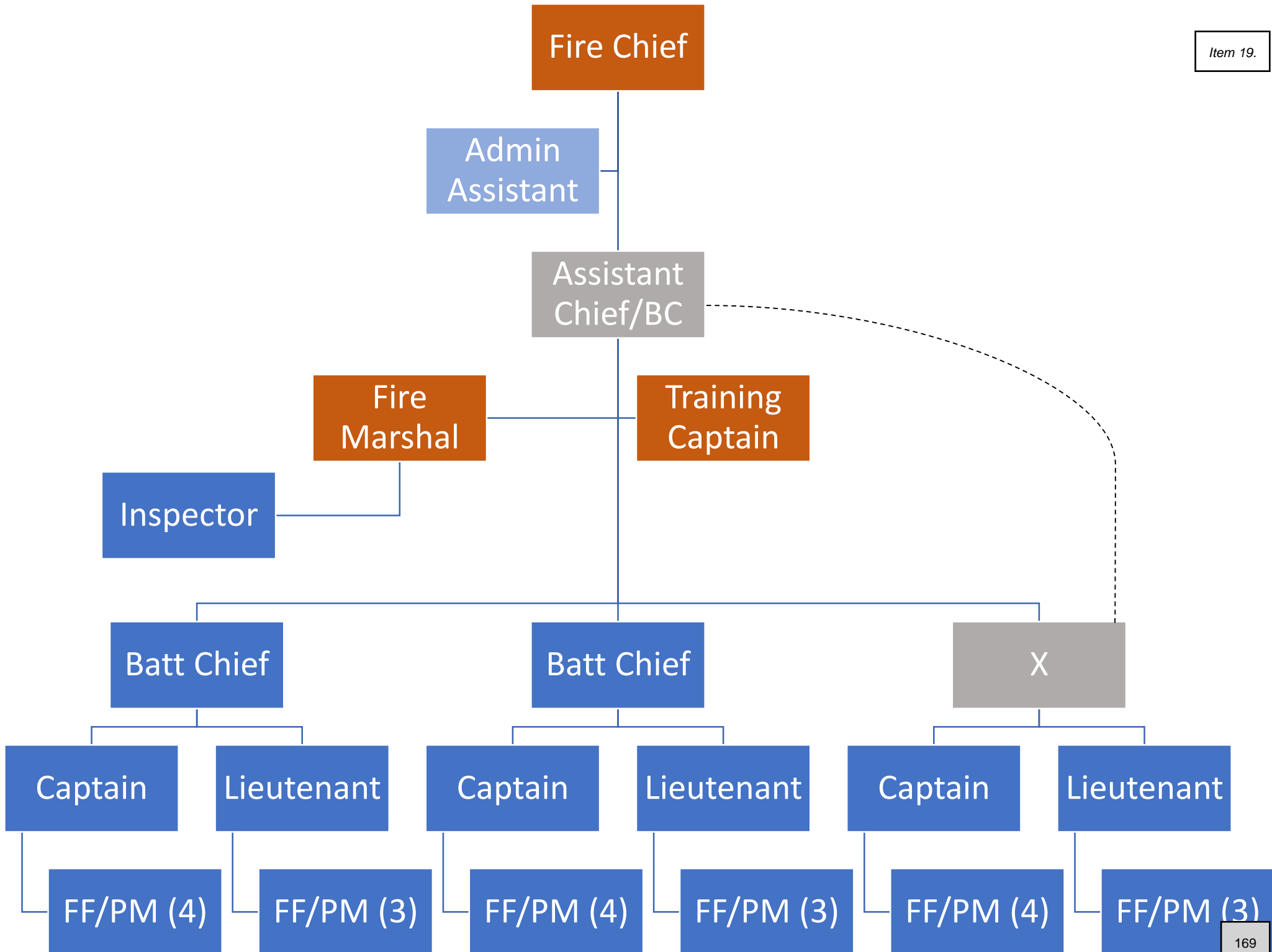
STAFF CONTACT: Robert Isbell

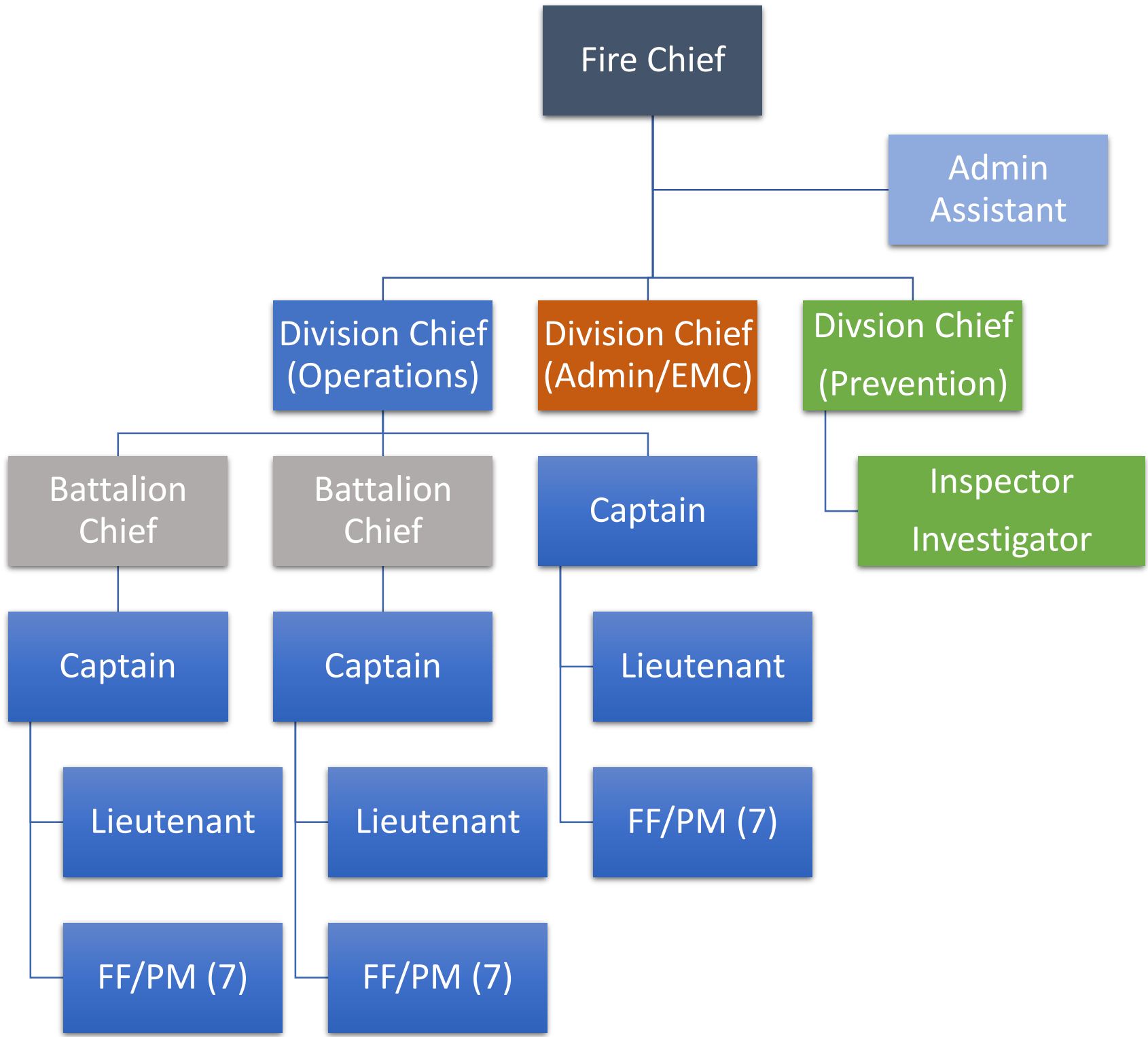
Fire Department Reorganization

Chief Robert Isbell recommended a plan of reorganizing the administrative ranks in the department. The plan would reclassify the assistant chief, training captain, and fire marshal to division chiefs. This action would allow a more focused and consistent management of the functional areas of “administration, operations, and prevention”. Chief Isbell also recommends the elimination, through attrition, of the battalion chief rank on the shifts. This action would allow the current captains to manage the day-to-day operations with the oversight of the operations division chief.

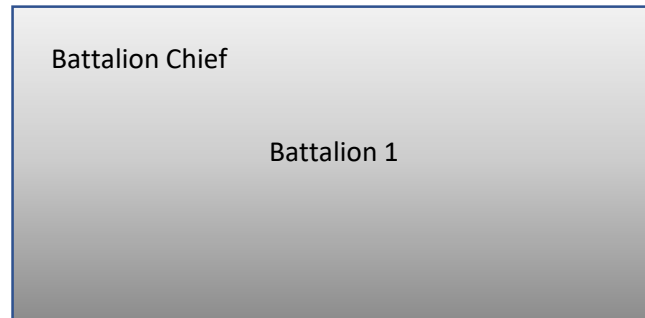
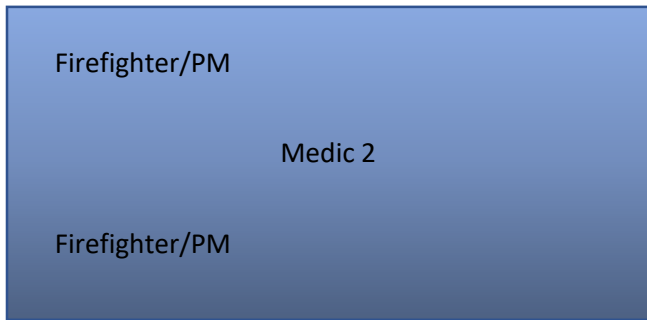
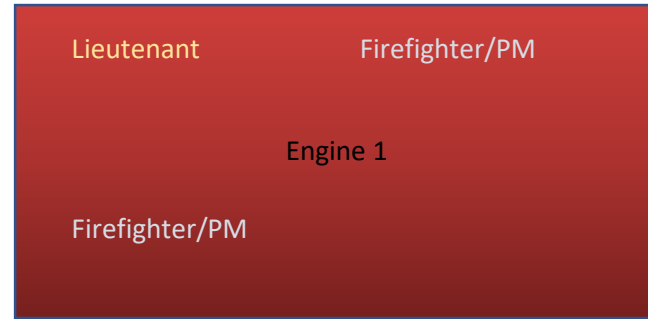
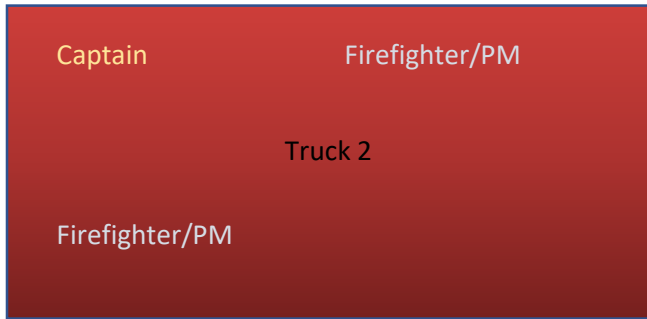
The elimination of the assistant chief rank and reclassifications would result in a salary savings today. The elimination of the battalion chiefs would result in a salary savings in the future as those positions attrition out.

The committee voted unanimously to forward the recommendation to Council.





Daily Staffing



6-2022

A **B** **C**

	Battalion Chief	Battalion Chief
Captain	Captain	Captain
Lieutenant	Lieutenant	Lieutenant Light Duty/OTJ Inj.
Firefighter	Firefighter	Firefighter
Firefighter	Firefighter	Firefighter
Firefighter	Firefighter	Firefighter
Firefighter	Firefighter	Firefighter
Firefighter	Firefighter	Firefighter
Firefighter	Firefighter	Firefighter
Firefighter *	Firefighter Light Duty/OTJ Inj.	Firefighter

DIVISION CHIEF/ ADMINISTRATION

The Division Chief of Administration serves as a staff officer to the Fire Chief. The Division Chief of Administration assists in the formulation and administration of the policies, rules, regulations, and procedures governing personnel and operations of the fire department. The Division Chief of Administration performs the duties of the Fire Chief and is responsible for all activities of the Department when designated. The Division Chief of Administration responds to alarms and special calls and may assume command or assist the Incident Commander as appropriate.

The Division Chief of Administration is responsible for keeping accurate reports and records as may be required by the various officers and governmental agencies. The Administration Division Chief is also responsible for the administration of the emergency management plan. This person shall perform all tasks assigned.

SUMMARY OF CLASSIFICATION

Supervises the daily routine of assigned personnel. Assists in the policy formulation and general administration of the fire department. Manages the overall operations of the Administration Division.

BUDGETARY RESPONSIBILITIES

Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

ESSENTIAL JOB DUTIES

- Schedules, monitors and evaluates the work of subordinates.
- Assists in planning departmental operations regarding personnel, equipment, training, and emergency medical services activities.
- Makes recommendations to the Fire Chief regarding department policy.
- Makes recommendations to the Fire Chief in disciplinary matters.
- Responds to, and if necessary assumes command of, major emergency incidents.
- Maintains records of work performed and submits reports or invoices to the appropriate personnel and/or federal, state or local agencies. Performs all tasks assigned.
- Assures budget development and compliance.
- Insures annual employee evaluations are completed.
- Manages the hiring and promotional process for the department.
- Assumes other duties as may be required by the Fire Chief.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Ability to sit, stand, and transport self from building to building or place to place. Ability to attend functions and meetings in buildings and at other sites. Must be able to perform strenuous physical tasks at emergency scenes if necessary. An employee may be exposed to seasonal temperatures, possible electrical hazards, communicable diseases, and hazardous fumes and chemicals while engaged in the performance of duties.

REQUIRED CONTACTS

Ability to effectively communicate with employees, city officials, and the public in an effective manner, both orally and in writing. Must have strong writing skills and be able to provide information to persons or

agencies regarding fire department functions and responsibilities. Will be required to speak publicly regarding the fire department.

REQUIRED QUALIFICATIONS

Knowledge, abilities, and skills

Ability to read and review such items as professional journals and publications and legislative data. Must be knowledgeable in tactical and strategic aspects of emergency operations and in IMS functions. Must perform analysis of departmental activities. Ability to write reports, memos, policy manuals, letters, and other documents as required. Skill in the operation of various basic office equipment.

Minimum Education, Experience, and Certification

- Have served 10 consecutive years, with the Stephenville Fire Department, immediately prior to the date of the position opening
- Possess a TCFP Master Fire certification
- Possess a TCFP Fire Officer II certification
- Hazardous Materials Technician level training
- Successfully complete NIMS ICS 400 at first available opportunity after promotion
- Possess Associate's Degree, or higher, in any related field
- Possess a valid Texas Driver's license

Preference may be given to those applicants that hold and maintain the following degrees and/ or certifications:

- Bachelor's Degree in any related field of study (willing to obtain upon appointment)
- TDSHS EMT-Paramedic license or certification

The Fire Chief reserves the right to adjust these criteria based on the needs of the position that is appointed.

DIVISION CHIEF/ OPERATIONS

The Division Chief/Operations serves as a staff officer to the Fire Chief. This person assists in the formulation and administration of the policies, rules, regulations, procedures, and budgets governing personnel and operations of the fire department; and is responsible for the execution of the strategic and operational plan as set forth by the Fire Chief. The Division Chief/Operations has ultimate supervision and responsibility for all personnel assigned to the three shifts in the Operations Division through the shift Battalion Chiefs and may assume, or support command of any incident, especially large incidents. This person is responsible for the dissemination of information from administration through regularly held Operation's meetings.

The Division Chief/Operations supervises all fire stations, equipment, and personnel assigned to the Operations Division, (fire, ems, rescue, haz-mat, and training). The Division Chief/Operations performs the duties of the Fire Chief and is responsible for all activities of the Department when designated. This person shall perform all tasks assigned.

SUMMARY OF CLASSIFICATION

Supervises the daily routine of assigned personnel. Assists in the policy formulation and general administration of the fire department. Manages the overall operations of the Operations Division.

BUDGETARY RESPONSIBILITIES

Assists in the development of the budget and makes recommendations for purchases, capital items, or additional employees during the annual budget process. Monitors expenditures during the year.

ESSENTIAL JOB DUTIES

- Schedules, monitors, and evaluates the work of subordinates.
- Assists in planning departmental operations regarding personnel, equipment, and firefighting activities.
- Makes recommendations to the Fire Chief regarding department policy.
- Makes recommendations to the Fire Chief in disciplinary matters.
- Manages emergency operations of suppression activities.
- Insures compliance with all department TCFP and DSHS certifications
- Responds to, and if necessary assumes command of, major emergency incidents.
- Maintains records of work performed and submits reports or invoices to the appropriate personnel and/or federal, state or local agencies. Performs all tasks assigned.
- Assumes other duties as may be required by the Fire Chief.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Ability to sit, stand and transport self from building to building or place to place. Ability to attend functions and meetings in buildings and at other sites. Must be able to perform strenuous physical tasks at emergency scenes if necessary. An employee may be exposed to seasonal temperatures, possible electrical hazards, communicable diseases and hazardous fumes and chemicals while engaged in the performance of duties.

REQUIRED CONTACTS

Ability to effectively communicate with employees, city officials and the public in an effective manner, both orally and in writing. Must have strong writing skills and be able to provide information to persons or

agencies regarding fire department functions and responsibilities. Will be required to speak publicly regarding the fire department.

REQUIRED QUALIFICATIONS

Knowledge, abilities, and skills

Ability to read and review such items as professional journals and publications and legislative data. Must be knowledgeable in tactical and strategic aspects of emergency operations and in IMS functions. Must perform analysis of departmental activities. Ability to write reports, memos, policy manuals, letters, and other documents as required. Skill in the operation of various basic office equipment.

Minimum Education, Experience, and Certification

- Have served 10 consecutive years, with the Stephenville Fire Department by the date of the promotional exam
- Possess TDSHS Paramedic license or certification
- Possess a TCFP Master Fire certification
- Possess a TCFP Fire Officer II certification
- Successfully complete NIMS ICS 400 at first available opportunity after promotion
- Possess Associate's Degree, or higher, in any related field
- Possess a valid Texas Driver's license

Preference may be given to those applicants that hold and maintain the following degrees and/ or certifications:

- Bachelor's Degree in any related field of study (willing to obtain upon appointment)
- TDSHS EMT-Paramedic license or certification

The Fire Chief reserves the right to adjust these criteria based on the needs of the position that is appointed.

DIVISION CHIEF / PREVENTION

The duties related to the Division Chief/ Prevention includes serving as a staff officer to the Fire Chief. This requires assisting in the formulating and administration of the policies, rules, regulations, and procedures governing personnel and operations of the department. Duties may include responding to special calls and assuming command when appropriate. This title includes the knowledge and management of the Division's dedicated budget. The Division Chief/ Prevention position also performs the duties of the Fire Chief and is responsible for all activities of the department when designated.

The Division Chief/ Prevention oversees the fire marshals' activities and operations through the Fire Marshal. This person manages oversight of prevention activities in the Community. This person shall perform all tasks assigned.

SUMMARY OF CLASSIFICATION

Supervises the daily routine of assigned personnel. Assists in the policy formulation and general administration of the fire department. Manages the overall operations of the prevention division.

BUDGETARY RESPONSIBILITIES

Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

ESSENTIAL JOB DUTIES

- Schedules, monitors, and evaluates the work of subordinates.
- Assists in planning departmental operations regarding personnel, equipment, fire inspection, prevention, and investigation activities.
- Makes recommendations to the Fire Chief regarding department policy.
- Makes recommendations to the Fire Chief in disciplinary matters.
- Responds to, and if necessary assumes command of, major emergency incidents.
- Maintains records of work performed and submits reports or invoices to the appropriate personnel and/or federal, state or local agencies. Performs all tasks assigned.
- Responds to fires, explosions, and destructive devices within the City of Stephenville.
- Obtains consent to search, administrative warrants, search warrants, and arrest warrants.
- Examines and documents scenes involving fire, explosions, and destructive devices.
- Conducts interviews of witnesses/suspects and obtains sworn statements/affidavits.
- Preserves, collects, and submits evidence to forensic laboratories for analysis.
- Enforces local, state, and federal laws, including those related to arson and explosives.
- Coordinates public education and outreach related to fire, arson and explosives.
- Assumes other duties as may be required by the Fire Chief.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Ability to sit, stand and transport self from building to building or place to place. Ability to attend functions and meetings in buildings and at other sites. Must be able to perform strenuous physical tasks at emergency scenes if necessary. An employee may be exposed to seasonal temperatures, possible electrical hazards, communicable diseases and hazardous fumes and chemicals while engaged in the performance of duties.

REQUIRED CONTACTS

Ability to effectively communicate with employees, city officials and the public in an effective manner, both orally and in writing. Must have strong writing skills and be able to provide information to persons or agencies regarding fire department functions and responsibilities. Will be required to speak publicly regarding the fire department.

REQUIRED QUALIFICATIONS

Knowledge, ability, and skills

Ability to read and review such items as professional journals and publications and legislative data. Must be knowledgeable in tactical and strategic aspects of emergency operations and in IMS functions. Must perform analysis of departmental activities. Ability to write reports, memos, policy manuals, letters, and other documents as required. Skill in the operation of various basic office equipment.

Minimum Education, Experience and Certification

- Have served 10 consecutive years, with the Stephenville Fire Department, immediately prior to the date of the position opening
- Possess a TCFP Master Fire certification
- Possess a TCFP Intermediate Inspector certification
- Possess a TCFP Intermediate Investigator certification
- Successfully complete NIMS ICS 400 at first available opportunity after promotion
- Possess Associate's Degree, or higher, in any related field
- Possess a valid Texas Driver's license

Preference may be given to those applicants that hold and maintain the following degrees and/ or certifications:

- Bachelor's Degree in any related field of study (willing to obtain upon appointment)
- TDSHS EMT-Paramedic license or certification
- TCOLE Basic Peace Officer Certification

The Fire Chief reserves the right to adjust these criteria based on the needs of the position that is appointed.



COMMITTEE REPORT

REPORT TYPE: Public Health and Safety Committee Report

MEETING: June 21, 2022

Present: Bob Newby, Chair, LeAnn Durfey, Daron Trussell, Ricky Thurman

Absent: None

DEPARTMENT: Police

STAFF CONTACT: Dan M. Harris, Jr.

Agenda Item 1: Axon Enterprises Contract Re-Write

Discussion: Stephenville Police Department (SPD) Chief Dan M. Harris, Jr. presented a proposal to re-write the current SPD Axon contract to include unlimited data storage with additional infrastructure refresh and additions. Currently the SPD contract provides a set amount of storage of 9TB. In the last two years, SPD has greatly exceeded this amount, currently at 19TB. The contract re-write is for 5 years with unlimited storage. In addition, the contract includes a refresh of all current body worn cameras and docks with new equipment, increasing the number of body worn cameras from 26 to 46, installation of new fleet cameras and additional licenses. The current year contract amount is the budgeted amount of \$58,755.45 with an increase to \$76,258.58 for years two through five.

Committee Action: Following discussion: a motion was made by Mr. Ricky Thurman, seconded by Mrs. LeAnn Durfey to recommend to the full council the approval of the Axon Contract Re-Write as presented.

Recommendation: The committee voted unanimously to recommend approval of the Axon Enterprises Contract Re-Write for Body Worn Cameras, Fleet Cameras, Interview Room Cameras, Evidence.com Subscriptions, and unlimited data storage.



STAFF REPORT

SUBJECT: Monthly Budget Report for the period Ending May 31, 2022

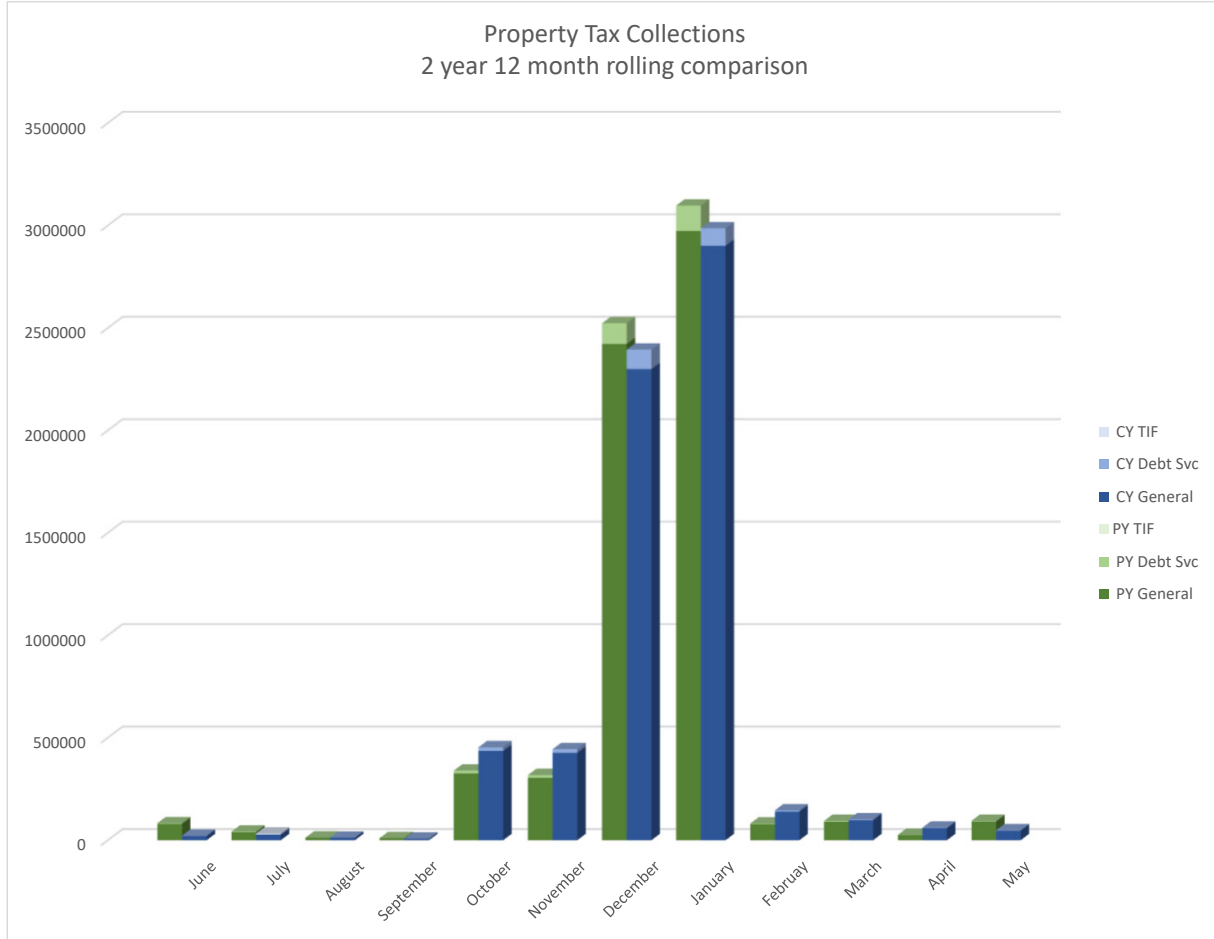
DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

BACKGROUND:

In reviewing the financial statements ending May 31, 2022, the financial indicators are overall as or better than anticipated.

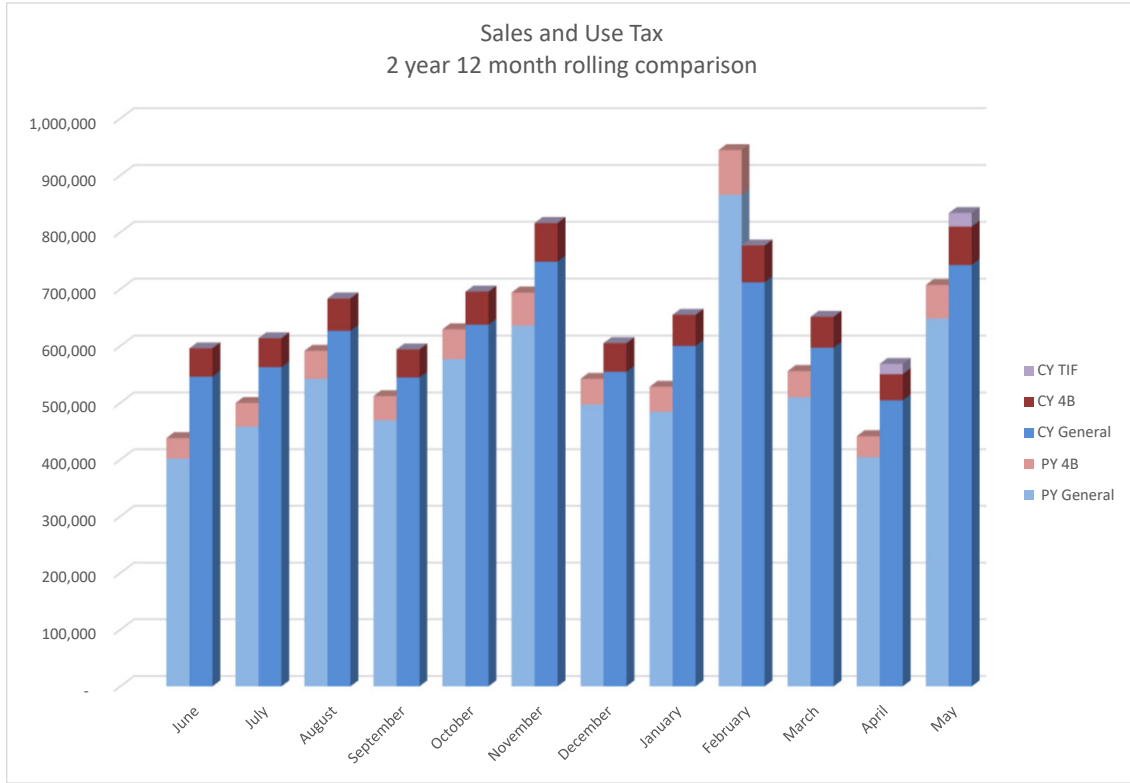
- **Property Tax**
We received \$49K in property taxes in the month of May, resulting in \$61K or .93% increase over funds collected last fiscal year to date. The amount collected is 97.77% of budget, which is \$919 more than anticipated.
- **Sales Tax**
We received \$834K in sales tax in May, resulting in \$559K or 11.09% more than the funds collected last fiscal year to date. The amount collected is 76.44% of the \$7.3 million budgeted, which is 10.54% or \$772K higher than anticipated.
- **Revenue (Budgetary comparison)**
The target budget for operating revenue is \$21.3 million. We received \$24.1 million in operating revenue fiscal year to date, resulting in \$2.8 million over the target budget due to sales taxes, franchise tax, hotel occupancy tax, sports venue tax, service charges, insurance proceeds, sale of assets, and donations.
- **Expenditures (Budgetary comparison)**
The target budget for operating expenditures is \$14.9 million. We expended \$14.4 million in operating expenditures fiscal year to date, resulting in \$495K under the target budget; 63% of the \$472K variance in the general fund is salary savings.
- **Revenue (Prior year comparison)**
Operating revenue received last year was \$21.3 million as compared to the current year's \$24.1 million, resulting in a \$2.8 million increase due to property tax, sales taxes, mixed drinks tax, franchise taxes, hotel occupancy taxes, sports venue taxes, service charges, building and food service permits, insurance proceeds, sale of assets, and donations.
- **Expenditures (Prior year comparison)**
Operating expenditures last year were \$13.5 million as compared to the current year's \$14.4 million, resulting in a \$859K increase due to personnel, outside professional services, utilities, fuel, and maintenance.



Month	General Fund	Debt Svc	Total	Month	General Fund	Debt Svc	TIF	Total
Jun-20	79,259	3,379	82,637	Jun-21	20,314	1,266	-	21,580
Jul-20	39,473	2,238	41,712	Jul-21	27,201	1,304	3,789	32,294
Aug-20	11,762	824	12,585	Aug-21	11,946	476	-	12,422
Sep-20	9,736	485	10,222	Sep-21	7,059	300	-	7,359
Oct-20	325,732	13,700	339,432	Oct-21	435,350	17,955	-	453,305
Nov-20	304,970	12,804	317,774	Nov-21	426,306	17,588	-	443,894
Dec-20	2,421,750	100,945	2,522,695	Dec-21	2,299,000	94,802	-	2,393,802
Jan-21	2,973,159	123,936	3,097,096	Jan-22	2,900,794	84,898	-	2,985,692
Feb-21	78,158	3,268	81,427	Feb-22	139,716	5,791	-	145,507
Mar-21	90,202	3,822	94,024	Mar-22	97,776	4,018	-	101,794
Apr-21	24,696	1,064	25,760	Apr-22	58,687	2,408	-	61,095
May-21	90,794	3,893	94,687	May-22	46,783	1,926	-	48,709
12 month total		<u>6,720,050</u>		12 month total		<u>6,707,452</u>		
Oct 2020 - May 2021		<u>6,572,894</u>		Oct 2021 - May 2022		<u>6,633,798</u>		
FY 2020-2021 Total		6,646,548		FY 2021-2022 Budget		6,784,860		

Collection to date as percentage of fiscal year total 98.89%

Collection to date as percentage of fiscal year budget 97.77%



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
Jun-20	401,495	36,500	-	437,994	Jun-21	546,259	49,660	-	595,919	36.06%
Jul-20	458,003	41,637	-	499,639	Jul-21	562,550	51,141	-	613,691	22.83%
Aug-20	542,275	49,298	-	591,573	Aug-21	626,605	56,964	-	683,569	15.55%
Sep-20	469,140	42,649	-	511,790	Sep-21	544,489	49,499	-	593,988	16.06%
Oct-20	576,942	52,449	-	629,391	Oct-21	637,613	57,965	-	695,578	10.52%
Nov-20	636,149	57,832	-	693,981	Nov-21	748,251	68,023	-	816,274	17.62%
Dec-20	497,048	45,186	-	542,234	Dec-20	554,591	50,417	-	605,009	11.58%
Jan-21	484,228	44,021	-	528,249	Jan-22	600,295	54,572	-	654,868	23.97%
Feb-21	865,761	78,706	-	944,466	Feb-22	712,030	64,730	-	776,760	-17.76%
Mar-21	509,621	46,329	-	555,950	Mar-22	597,069	54,279	-	651,348	17.16%
Apr-21	404,427	36,766	-	441,193	Apr-22	504,572	45,870	18,078	568,520	28.86%
May-21	648,372	58,943	-	707,314	May-22	742,497	67,500	23,696	833,692	17.87%
12 month total				<u>7,083,774</u>	12 month total				<u>8,089,216</u>	14.19%
Oct 2020 - May 2021				<u>5,042,778</u>	Oct 2021- May 2022				<u>5,602,049</u>	11.09%
FY 2020-2021 Total				7,529,945	FY 2021-2022 Budget				7,328,610	
Collection to date as percentage of fiscal year total				66.97%	Collection to date as percentage of fiscal year budget				76.44%	



**Budget vs. YTD Actual
May 31, 2022**

Date Prepared: June 30, 2022

Source of Funds	Approved Budget 2021-2022	Target Budget	05/31/22 Current YTD Actual	Dollar Variance Favorable (Unfavorable)	Percent Variance Favorable (Unfavorable)	Notes
Property Taxes	\$ 6,812,364	\$ 6,634,258	\$ 6,655,592	\$ 21,334	0.32%	
Sales Taxes	7,328,610	4,834,375	5,602,049	767,673	15.88%	
Other Taxes	2,427,418	1,773,517	1,962,227	188,711	10.64%	Franchise, Hotel Occupancy, Sports Venue taxes
Licenses and permits	378,385	304,369	392,285	87,916	28.88%	Building permits, Food Svc permits
Fines and forfeitures	78,825	54,798	156,038	101,241	184.75%	Increased citations and collections
Service charges	12,154,965	7,671,433	9,048,684	1,377,250	17.95%	Water, Sewer, Storm, and Landfill fees, Hangar Rentals
Interest on investments	15,001	12,984	66,707	53,722	413.75%	Cash flow and rate dependent
Other Income	1,490,418	27,703	260,398	232,695	839.97%	Sale of assets, Insurance proceeds, Donations
Total Operating Revenue	<u>30,685,986</u>	<u>21,313,437</u>	<u>24,143,979</u>	<u>2,830,542</u>	<u>13.281%</u>	
Intergovernmental grants	1,590,242	955,895	1,137,220	181,325	18.97%	Project Driven grants
Debt Proceeds	0	0	28,773,564	28,773,564	0.00%	Loan Proceeds
Total Revenue	<u>32,276,228</u>	<u>22,269,332</u>	<u>54,054,763</u>	<u>31,785,431</u>	<u>142.73%</u>	
Transfers-In	\$ 2,912,040	\$ 2,585,517	\$ 2,172,534	\$ (412,983)	(15.97%)	
Transfers-Out	(2,912,040)	(2,585,517)	(2,172,534)	412,983	(15.97%)	
Expenditures						
General Fund	\$ 15,291,409	\$ 10,275,023	\$ 9,802,361	\$ 472,662	4.60%	Salary savings is 63% of the variance
Utility Fund	4,916,175	3,327,188	3,407,409	(80,221)	(2.41%)	Maintenance
Landfill Fund	582,019	395,493	335,493	59,999	15.17%	Salary savings is 73% of the variance
Airport Fund	78,935	54,557	51,518	3,040	5.57%	
Storm Water Drainage Fund	129,270	86,180	257,828	(171,648)	(199.17%)	Flood Protection Planning Study
Special Revenue Funds	462,222	312,499	208,888	103,611	33.16%	Contractual
Stephenville Economic Dev Authority	608,500	406,649	298,279	108,371	26.65%	Personnel, Grant Disbursements, Contractual
Total Operating Expenditures	<u>22,068,530</u>	<u>14,857,589</u>	<u>14,361,776</u>	<u>495,814</u>	<u>3.34%</u>	
Capital	29,297,012	19,531,340	4,679,763	14,851,578	76.04%	
Debt Service	2,955,514	2,362,466	6,147,253	(3,784,787)	(160.20%)	New Loan down payments, 2013 Bond Refund
Total Expenditures	<u>54,321,056</u>	<u>36,751,396</u>	<u>25,188,791</u>	<u>11,562,605</u>	<u>31.46%</u>	



**Prior YTD Actual vs Current YTD Actual
May 31, 2022**

Date Prepared: June 30, 2022

Source of Funds	Prior YTD Actual	Current YTD Actual	Dollar Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)	Notes
Property Taxes	\$ 6,579,056	\$ 6,655,592	\$ 76,536	1.16%	Increased assessment.
Sales Taxes	5,042,778	5,602,049	559,271	11.09%	
Other Taxes	1,610,135	1,962,227	352,093	21.87%	Mixed Drinks Tax, Franchise taxes, Hotel Occupancy tax, Sports Venue tax
Licenses and permits	301,499	392,285	90,786	30.11%	Building permits, Food service permits
Fines and forfeitures	89,269	156,038	66,769	74.80%	Increased citations and continued issuance of warrants
Service charges	7,410,485	9,048,684	1,638,199	22.11%	Ambulance fees, Recreation fees, Water charges, Sewer charges, Landfill fees, Hanger Rentals, & Storm Water charges,
Interest on investments	17,680	66,707	49,027	277.30%	Cash flow and rate dependent
Other Income	226,511	260,398	33,886	14.96%	Sale of assets, Insurance proceeds, Donations
Total Operating Revenue	<u>21,277,413</u>	<u>24,143,979</u>	<u>2,866,566</u>	<u>13.47%</u>	
Intergovernmental grants	1,387,646	1,137,220	(250,426)	(18.05%)	Grants differ from year to year.
Debt Proceeds	0	28,773,564	28,773,564	100.00%	Debt proceeds differ from year to year.
Total Revenue	<u>22,665,058</u>	<u>54,054,763</u>	<u>31,389,704</u>	<u>138.49%</u>	
Transfers-In	\$ 1,846,159	\$ 2,172,534	\$ 326,375	100.00%	Timing of transfers
Transfers-Out	\$ (1,846,159)	\$ (2,172,534)	\$ (326,375)	100.00%	Timing of transfers
Expenditures					
General Fund	\$ 9,677,770	\$ 9,802,361	\$ (124,591)	(1.29%)	Personnel - additional positions Maintenance
Utility Fund	2,818,216	3,407,409	(589,194)	(20.91%)	Personnel - additional positions, Outside Professionals, Fuel, Maint.
Landfill Fund	286,559	335,493	(48,934)	(17.08%)	Outside Professionals - Expansion permit, Fuel
Airport Fund	43,107	51,518	(8,410)	(19.51%)	Utilities and AWOS maintenance
Storm Water Drainage Fund	20,823	257,828	(237,005)	(1138.16%)	Flood Protection Planning Study
Special Revenue Funds	331,754	208,888	122,866	37.04%	PY-Outside Professionals, Advertising, Grant Disbursements
Stephenville Economic Dev Authority	324,330	298,279	26,051	8.03%	Marketing, Outside Professionals
Total Operating Expenditures	<u>13,502,560</u>	<u>14,361,776</u>	<u>(859,216)</u>	<u>(6.36%)</u>	
Capital	5,785,333	4,679,763	1,105,570	19.11%	Capital purchases differ from year to year
Debt Service	2,431,546	6,147,253	(3,715,707)	(152.81%)	Debt Service differs from year to year
Total Expenditures	<u>21,719,439</u>	<u>25,188,791</u>	<u>(3,469,352)</u>	<u>(15.97%)</u>	



Budget Variance Report

As Of: 05/31/2022

Item 21.

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	901,450.23	752,967.29	148,482.94	13,101,399.75	12,274,642.19	826,757.56	87	15,087,472.00	(1,986,072.25)	13
LICENSES AND PERMITS	34,700.21	38,572.98	(3,872.77)	387,624.40	278,369.34	109,255.06	114	339,385.00	48,239.40	-14
FINES AND FORFEITURES	22,956.04	4,719.03	18,237.01	118,868.46	49,591.01	69,277.45	165	71,875.00	46,993.46	-65
INTERGOVERNMENTAL	466.66	43,764.08	(43,297.42)	80,015.97	400,112.64	(320,096.67)	11	748,169.00	(668,153.03)	89
CHARGES FOR SERVICES	81,439.27	129,065.72	(47,626.45)	682,175.65	740,447.51	(58,271.86)	54	1,257,333.00	(575,157.35)	46
OTHER REVENUE	17,996.52	720.78	17,275.74	3,364,210.87	10,776.35	3,353,434.52	7,572	44,427.00	3,319,783.87	-7,472
TRANSFER	0.00	0.00	0.00	832,071.00	957,579.00	(125,508.00)	87	957,579.00	(125,508.00)	13
TOTAL REVENUE	1,059,008.93	969,809.88	89,199.05	18,566,366.10	14,711,518.04	3,854,848.06	100	18,506,240.00	60,126.10	0
EXPENSE SUMMARY										
CITY COUNCIL	10,765.69	8,773.45	(1,992.24)	46,115.98	72,915.60	26,799.62	43	108,010.00	(61,894.02)	57
CITY MANAGER	18,465.78	35,820.14	17,354.36	466,509.03	290,725.12	(175,783.91)	107	434,006.00	32,503.03	-7
CITY SECRETARY	20,679.62	13,164.94	(7,514.68)	128,854.27	106,943.52	(21,910.75)	81	159,604.00	(30,749.73)	19
EMERGENCY MANAGEMENT	69.06	416.66	347.60	13,988.86	16,333.28	2,344.42	78	18,000.00	(4,011.14)	22
MUNICIPAL BUILDING	5,155.06	7,148.04	1,992.98	54,697.97	69,629.32	14,931.35	56	98,222.00	(43,524.03)	44
MUNICIPAL SERVICES CTR	6,088.56	8,186.06	2,097.50	60,519.99	68,888.48	8,368.49	60	101,633.00	(41,113.01)	40
HUMAN RESOURCES	10,762.69	19,806.29	9,043.60	120,637.67	176,172.32	55,534.65	47	255,398.00	(134,760.33)	53
DOWNTOWN	11,117.03	4,863.29	(6,253.74)	75,037.38	38,988.32	(36,049.06)	128	58,442.00	16,595.38	-28
FINANCE	39,817.21	51,635.53	11,818.32	332,313.29	419,552.24	87,238.95	53	626,095.00	(293,781.71)	47
INFORMATION TECHNOLOGY	30,675.46	39,027.55	8,352.09	310,919.29	314,154.40	3,235.11	66	470,265.00	(159,345.71)	34
TAX	106.40	583.33	476.93	130,738.00	130,100.64	(637.36)	75	174,491.00	(43,753.00)	25
LEGAL COUNSEL	13,440.34	9,351.98	(4,088.36)	87,659.62	74,952.84	(12,706.78)	78	112,361.00	(24,701.38)	22
MUNICIPAL COURT	10,798.23	9,767.79	(1,030.44)	84,496.50	79,322.32	(5,174.18)	71	118,394.00	(33,897.50)	29
STREET MAINTENANCE	52,837.13	81,043.31	28,206.18	460,623.94	673,152.48	212,528.54	46	997,327.00	(536,703.06)	54
PARKS & LEISURE ADM	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	

Budget Variance Report
Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
PARKS & RECREATION	212,095.67	218,095.37	5,999.70	1,209,160.73	1,636,030.96	426,870.23	50	2,428,810.00	(1,219,649.27)	50
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	20,290.38	22,216.49	1,926.11	167,354.11	179,789.92	12,435.81	62	268,657.00	(101,302.89)	38
SENIOR CENTER	109,333.46	14,187.19	(95,146.27)	181,833.63	117,440.52	(64,393.11)	104	174,190.00	7,643.63	-4
AQUATIC CENTER	20,200.49	15,965.97	(4,234.52)	71,073.50	102,322.24	31,248.74	30	239,146.00	(168,072.50)	70
FIRE DEPARTMENT	365,284.62	284,212.19	(81,072.43)	2,965,449.16	2,511,114.52	(454,334.64)	81	3,647,965.00	(682,515.84)	19
POLICE DEPARTMENT	375,420.41	473,706.33	98,285.92	3,898,128.75	3,997,020.64	98,891.89	66	5,919,968.00	(2,021,839.25)	34
DEVELOPMENT SERVICES	29,748.32	50,431.08	20,682.76	310,736.41	409,530.64	98,794.23	51	611,256.00	(300,519.59)	49
GIS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TRANSFERS	0.00	0.00	0.00	1,321,768.00	1,321,768.00	0.00	90	1,476,466.00	(154,698.00)	10
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	1,363,151.61	1,368,402.98	5,251.37	12,498,616.08	12,806,848.32	308,232.24	68	18,498,706.00	6,000,089.92	32
REVENUE OVER/(UNDER) EXPENDITURE	(304,142.68)	(398,593.10)	94,450.42	6,067,750.02	1,904,669.72	4,163,080.30		7,534.00	(5,939,963.82)	

Budget Variance Report

Fund: 02 - WATER AND WASTEWATER FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	182.00	750.00	(568.00)	182.00	6,000.00	(5,818.00)	2	9,000.00	(8,818.00)	98
INTERGOVERNMENTAL	0.00	0.00	0.00	5,202.37	0.00	5,202.37		0.00	5,202.37	
CHARGES FOR SERVICES	946,801.15	720,211.79	226,589.36	6,813,354.96	5,658,786.35	1,154,568.61	77	8,877,223.00	(2,063,868.04)	23
OTHER REVENUE	23,757.59	1,699.08	22,058.51	20,467,432.45	26,771.29	20,440,661.16	10,718	33,709.00	20,433,723.45	10,618
TRANSFER	0.00	0.00	0.00	0.00	50,219.00	(50,219.00)	0	50,219.00	(50,219.00)	100
TOTAL REVENUE	970,740.74	722,660.87	248,079.87	27,286,171.78	5,741,776.64	21,544,395.14	304	8,970,151.00	18,316,020.78	-204
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	151,791.24	50,664.29	(101,126.95)	634,019.49	415,928.32	(218,091.17)	102	618,586.00	15,433.49	-2
WATER PRODUCTION	107,675.74	110,052.93	2,377.19	999,354.35	1,041,098.44	41,744.09	68	1,480,448.00	(481,093.65)	32
WATER DISTRIBUTION	34,788.60	75,645.41	40,856.81	824,593.95	612,793.28	(211,800.67)	90	915,376.00	(90,782.05)	10
CUSTOMER SERVICE	22,932.51	23,912.04	979.53	202,961.09	195,868.32	(7,092.77)	70	291,517.00	(88,555.91)	30
WASTEWATER COLLECTION	49,651.68	1,152,689.34	1,103,037.66	319,138.00	9,231,760.72	8,912,622.72	2	13,842,519.00	(13,523,381.00)	98
WASTEWATER TREATMENT	95,111.48	105,019.32	9,907.84	685,498.08	846,848.56	161,350.48	54	1,266,926.00	(581,427.92)	46
BILLING & COLLECTION	25,237.54	28,938.09	3,700.55	254,393.50	231,917.72	(22,475.78)	73	347,671.00	(93,277.50)	27
NON-DEPARTMENTAL	59,003.29	43,450.87	(15,552.42)	2,976,593.92	2,474,022.82	(502,571.10)	100	2,973,928.00	2,665.92	0
TOTAL EXPENSE	546,192.08	1,590,372.29	1,044,180.21	6,896,552.38	15,050,238.18	8,153,685.80	32	21,736,971.00	14,840,418.62	68
REVENUE OVER/(UNDER) EXPENDITURE	424,548.66	(867,711.42)	1,292,260.08	20,389,619.40	(9,308,461.54)	29,698,080.94		(12,766,820.00)	3,475,602.16	

Budget Variance Report

Fund: 03 - SANITARY LANDFILL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
CHARGES FOR SERVICES	124,104.09	82,517.75	41,586.34	794,921.74	586,617.64	208,304.10	83	960,000.00	(165,078.26)	17
OTHER REVENUE	796.87	208.93	587.94	1,959.79	2,118.25	(158.46)	65	3,019.00	(1,059.21)	35
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	124,900.96	82,726.68	42,174.28	796,881.53	588,735.89	208,145.64	83	963,019.00	(166,137.47)	17
<u>EXPENSE SUMMARY</u>										
LANDFILL	31,481.17	66,631.34	35,150.17	567,721.72	637,031.72	69,310.00	63	903,558.00	(335,836.28)	37
TOTAL EXPENSE	31,481.17	66,631.34	35,150.17	567,721.72	637,031.72	69,310.00	63	903,558.00	335,836.28	37
REVENUE OVER/(UNDER) EXPENDITURE	93,419.79	16,095.34	77,324.45	229,159.81	(48,295.83)	277,455.64		59,461.00	(501,973.75)	

Budget Variance Report
Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	10,000.00	(10,000.00)	100
CHARGES FOR SERVICES	9,278.58	9,240.58	38.00	93,263.62	74,951.22	18,312.40	83	112,280.00	(19,016.38)	17
OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,423,040.00	(1,423,040.00)	100
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	9,278.58	9,240.58	38.00	93,263.62	74,951.22	18,312.40	6	1,545,320.00	(1,452,056.38)	94
EXPENSE SUMMARY										
AIRPORT	2,841.04	136,292.02	133,450.98	51,517.52	1,096,139.16	1,044,621.64	3	1,641,308.00	(1,589,790.48)	97
TOTAL EXPENSE	2,841.04	136,292.02	133,450.98	51,517.52	1,096,139.16	1,044,621.64	3	1,641,308.00	1,589,790.48	97
REVENUE OVER/(UNDER) EXPENDITURE	6,437.54	(127,051.44)	133,488.98	41,746.10	(1,021,187.94)	1,062,934.04		(95,988.00)	(3,041,846.86)	

Budget Variance Report

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
LICENSES AND PERMITS	1,822.29	2,083.33	(261.04)	1,822.29	16,666.64	(14,844.35)	7	25,000.00	(23,177.71)	93
INTERGOVERNMENTAL	0.00	69,072.75	(69,072.75)	1,016,222.95	552,582.00	463,640.95	123	828,873.00	187,349.95	-23
CHARGES FOR SERVICES	86,990.15	72,466.16	14,523.99	642,122.58	579,729.28	62,393.30	74	869,594.00	(227,471.42)	26
OTHER REVENUE	191.79	12.66	179.13	3,211,223.57	101.28	3,211,122.29	12,647	152.00	3,211,071.57	12,547
TOTAL REVENUE	89,004.23	143,634.90	(54,630.67)	4,871,391.39	1,149,079.20	3,722,312.19	283	1,723,619.00	3,147,772.39	-183
<u>EXPENSE SUMMARY</u>										
STORM WATER DRAINAGE	13,757.24	114,240.15	100,482.91	3,998,182.19	1,574,615.20	(2,423,566.99)	189	2,115,412.00	1,882,770.19	-89
TOTAL EXPENSE	13,757.24	114,240.15	100,482.91	3,998,182.19	1,574,615.20	(2,423,566.99)	189	2,115,412.00	(1,882,770.19)	-89
REVENUE OVER/(UNDER) EXPENDITURE	75,246.99	29,394.75	45,852.24	873,209.20	(425,536.00)	1,298,745.20		(391,793.00)	5,030,542.58	

Budget Variance Report

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	64,227.10	53,752.01	10,475.09	382,797.37	292,130.47	90,666.90	66	584,261.00	(201,463.63)	34
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	15,745.00	9,738.10	6,006.90	22,845.00	24,944.85	(2,099.85)	33	69,600.00	(46,755.00)	67
OTHER REVENUE	384.50	3.33	381.17	760.90	148.13	612.77	420	181.00	579.90	-320
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	80,356.60	63,493.44	16,863.16	406,403.27	317,223.45	89,179.82	62	654,042.00	(247,638.73)	38
<u>EXPENSE SUMMARY</u>										
TOURISM	35,759.59	82,732.59	46,973.00	222,370.55	303,338.94	80,968.39	50	448,482.00	(226,111.45)	50
TOTAL EXPENSE	35,759.59	82,732.59	46,973.00	222,370.55	303,338.94	80,968.39	50	448,482.00	226,111.45	50
REVENUE OVER/(UNDER) EXPENDITURE	44,597.01	(19,239.15)	63,836.16	184,032.72	13,884.51	170,148.21		205,560.00	(473,750.18)	

Budget Variance Report

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	1,925.70	4,863.39	(2,937.69)	230,540.49	263,500.47	(32,959.98)	85	271,045.00	(40,504.51)	15
OTHER REVENUE	39.37	0.39	38.98	102.45	19.35	83.10	488	21.00	81.45	-388
TRANSFER	0.00	0.00	0.00	0.00	171,825.00	(171,825.00)	0	343,650.00	(343,650.00)	100
TOTAL REVENUE	1,965.07	4,863.78	(2,898.71)	230,642.94	435,344.82	(204,701.88)	38	614,716.00	(384,073.06)	62
<u>EXPENSE SUMMARY</u>										
DEBT SERVICE	0.00	24.99	24.99	408,350.00	408,154.46	(195.54)	67	613,400.00	(205,050.00)	33
TOTAL EXPENSE	0.00	24.99	24.99	408,350.00	408,154.46	(195.54)	67	613,400.00	205,050.00	33
REVENUE OVER/(UNDER) EXPENDITURE	1,965.07	4,838.79	(2,873.72)	(177,707.06)	27,190.36	(204,897.42)		1,316.00	(589,123.06)	

Budget Variance Report

Fund: 10 - CAPITAL PROJECTS FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	1,645.00	416.66	1,228.34	2,656.56	3,333.28	(676.72)	53	5,000.00	(2,343.44)	47
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	0.00	744.58	(744.58)	0.00	5,956.64	(5,956.64)	0	8,935.00	(8,935.00)	100
OTHER REVENUE	4,621.69	5.84	4,615.85	2,052,862.21	345.66	2,052,516.55	3,689	392.00	2,052,470.21	3,589
TRANSFER	0.00	0.00	0.00	1,234,069.00	1,234,069.00	0.00	100	1,234,069.00	0.00	0
TOTAL REVENUE	6,266.69	1,167.08	5,099.61	3,289,587.77	1,243,704.58	2,045,883.19	264	1,248,396.00	2,041,191.77	-164
EXPENSE SUMMARY										
STREET MAINTENANCE	563,165.23	859,114.07	295,948.84	2,376,988.43	6,872,912.56	4,495,924.13	23	10,309,369.00	(7,932,380.57)	77
PARKS & RECREATION	0.00	0.00	0.00	42,780.66	0.00	(42,780.66)		0.00	42,780.66	
FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	563,165.23	859,114.07	295,948.84	2,419,769.09	6,872,912.56	4,453,143.47	23	10,309,369.00	7,889,599.91	77
REVENUE OVER/(UNDER) EXPENDITURE	(556,898.54)	(857,946.99)	301,048.45	869,818.68	(5,629,207.98)	6,499,026.66		(9,060,973.00)	(5,848,408.14)	

Budget Variance Report

Fund: 11 - CHILD SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
FINES AND FORFEITURES	341.59	112.06	229.53	2,124.92	2,139.11	(14.19)	85	2,500.00	(375.08)	15
OTHER REVENUE	3.54	0.00	3.54	7.20	2.91	4.29	240	3.00	4.20	-140
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	345.13	112.06	233.07	2,132.12	2,142.02	(9.90)	85	2,503.00	(370.88)	15
<u>EXPENSE SUMMARY</u>										
CHILD SAFETY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
REVENUE OVER/(UNDER) EXPENDITURE	345.13	112.06	233.07	2,132.12	2,142.02	(9.90)		2,503.00	(370.88)	

Budget Variance Report

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	754.37	250.01	504.36	5,587.29	3,067.64	2,519.65	126	4,450.00	1,137.29	-26
OTHER REVENUE	7.90	0.00	7.90	15.28	5.68	9.60	218	7.00	8.28	-118
TOTAL REVENUE	762.27	250.01	512.26	5,602.57	3,073.32	2,529.25	126	4,457.00	1,145.57	-26
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
REVENUE OVER/(UNDER) EXPENDITURE	762.27	250.01	512.26	5,602.57	3,073.32	2,529.25		4,457.00	1,145.57	

Budget Variance Report

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	29,457.61	0.00	29,457.61	29,457.61	0.00	29,457.61		0.00	29,457.61	
INTERGOVERNMENTAL	0.00	0.00	0.00	2,778.50	3,200.00	(421.50)	87	3,200.00	(421.50)	13
OTHER REVENUE	42.34	0.37	41.97	82.19	18.41	63.78	391	21.00	61.19	-291
TOTAL REVENUE	29,499.95	0.37	29,499.58	32,318.30	3,218.41	29,099.89	1,003	3,221.00	29,097.30	-903
EXPENSE SUMMARY										
PUBLIC SAFETY	0.00	1,144.99	1,144.99	0.00	9,159.92	9,159.92	0	13,740.00	(13,740.00)	100
TOTAL EXPENSE	0.00	1,144.99	1,144.99	0.00	9,159.92	9,159.92	0	13,740.00	13,740.00	100
REVENUE OVER/(UNDER) EXPENDITURE	29,499.95	(1,144.62)	30,644.57	32,318.30	(5,941.51)	38,259.81		(10,519.00)	15,357.30	

Budget Variance Report

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	23,695.63	1,250.00	22,445.63	41,773.53	4,375.00	37,398.53	244	17,127.00	24,646.53	-144
OTHER REVENUE	58.31	0.00	58.31	104.17	0.00	104.17		0.00	104.17	
TRANSFER	0.00	0.00	0.00	106,394.00	171,825.00	(65,431.00)	33	326,523.00	(220,129.00)	67
TOTAL REVENUE	23,753.94	1,250.00	22,503.94	148,271.70	176,200.00	(27,928.30)	43	343,650.00	(195,378.30)	57
<u>EXPENSE SUMMARY</u>										
TAX INCREMENT FINANCING	0.00	0.00	0.00	0.00	171,825.00	171,825.00	0	343,650.00	(343,650.00)	100
TOTAL EXPENSE	0.00	0.00	0.00	0.00	171,825.00	171,825.00	0	343,650.00	343,650.00	100
REVENUE OVER/(UNDER) EXPENDITURE	23,753.94	1,250.00	22,503.94	148,271.70	4,375.00	143,896.70		0.00	(539,028.30)	

Budget Variance Report

Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	67,499.72	57,157.33	10,342.39	463,356.27	407,501.55	55,854.72	76	608,487.00	(145,130.73)	24
INTERGOVERNMENTAL	0.00	0.00	0.00	33,000.00	0.00	33,000.00		0.00	33,000.00	
OTHER REVENUE	635.23	8.40	626.83	1,783.49	379.71	1,403.78	399	447.00	1,336.49	-299
TOTAL REVENUE	68,134.95	57,165.73	10,969.22	498,139.76	407,881.26	90,258.50	82	608,934.00	(110,794.24)	18
<u>EXPENSE SUMMARY</u>										
SEDA	19,216.33	50,462.40	31,246.07	298,245.55	406,649.20	108,403.65	49	608,500.00	(310,254.45)	51
TOTAL EXPENSE	19,216.33	50,462.40	31,246.07	298,245.55	406,649.20	108,403.65	49	608,500.00	310,254.45	51
REVENUE OVER/(UNDER) EXPENDITURE	48,918.62	6,703.33	42,215.29	199,894.21	1,232.06	198,662.15		434.00	(421,048.69)	



Prior-Year Comparative Income Statement

Item 21.

Group Summary

For the Period Ending 05/31/2022

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	815,412.62	901,450.23	86,037.61	10.55%	12,274,088.40	13,101,399.75	827,311.35	6.74%
41 - LICENSES AND PERMITS	46,345.59	34,700.21	-11,645.38	-25.13%	297,196.86	387,624.40	90,427.54	30.43%
42 - FINES AND FORFEITURES	8,035.33	22,956.04	14,920.71	185.69%	75,840.34	118,868.46	43,028.12	56.74%
43 - INTERGOVERNMENTAL	51,113.54	466.66	-50,646.88	-99.09%	930,395.35	80,015.97	-850,379.38	-91.40%
44 - CHARGES FOR SERVICES	95,847.27	81,439.27	-14,408.00	-15.03%	611,033.50	682,175.65	71,142.15	11.64%
45 - OTHER REVENUE	1,848.55	17,996.52	16,147.97	873.55%	194,585.47	3,364,210.87	3,169,625.40	1,628.91%
49 - TRANSFER	0.00	0.00	0.00	0.00%	683,841.00	832,071.00	148,230.00	21.68%
Revenue Total:	1,018,602.90	1,059,008.93	40,406.03	3.97%	15,066,980.92	18,566,366.10	3,499,385.18	23.23%
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	2,045.35	1,725.72	319.63	15.63%	15,849.71	14,045.93	1,803.78	11.38%
52 - CONTRACTUAL	19,075.76	8,976.78	10,098.98	52.94%	158,064.47	31,578.32	126,486.15	80.02%
53 - GENERAL SERVICES	250.94	63.19	187.75	74.82%	2,824.57	491.73	2,332.84	82.59%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	10,113.00	0.00	10,113.00	100.00%
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	74,748.11	0.00	74,748.11	100.00%
Department 101 - CITY COUNCIL Total:	21,372.05	10,765.69	10,606.36	49.63%	261,599.86	46,115.98	215,483.88	82.37%
Department: 102 - CITY MANAGER								
51 - PERSONNEL	32,389.65	17,732.95	14,656.70	45.25%	269,302.62	445,135.44	-175,832.82	-65.29%
52 - CONTRACTUAL	1,481.28	791.44	689.84	46.57%	9,320.25	20,007.03	-10,686.78	-114.66%
53 - GENERAL SERVICES	81.89	-58.61	140.50	171.57%	5,045.04	1,366.56	3,678.48	72.91%
Department 102 - CITY MANAGER Total:	33,952.82	18,465.78	15,487.04	45.61%	283,667.91	466,509.03	-182,841.12	-64.46%
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	7,102.21	16,950.26	-9,848.05	-138.66%	57,863.15	70,642.50	-12,779.35	-22.09%
52 - CONTRACTUAL	714.94	3,090.62	-2,375.68	-332.29%	12,695.38	13,024.00	-328.62	-2.59%
53 - GENERAL SERVICES	-2.28	638.74	-641.02	-28,114.91%	325.28	1,105.27	-779.99	-239.79%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	28,397.33	39,547.39	-11,150.06	-39.26%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	20,500.00	4,535.11	15,964.89	77.88%
Department 103 - CITY SECRETARY Total:	7,814.87	20,679.62	-12,864.75	-164.62%	119,781.14	128,854.27	-9,073.13	-7.57%
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	121.15	69.06	52.09	43.00%	13,806.50	13,988.86	-182.36	-1.32%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	1,545.00	0.00	1,545.00	100.00%
Department 104 - EMERGENCY MANAGEMENT Total:	121.15	69.06	52.09	43.00%	15,351.50	13,988.86	1,362.64	8.88%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	1,101.64	1,738.66	-637.02	-57.82%	8,578.98	14,082.26	-5,503.28	-64.15%
52 - CONTRACTUAL	2,517.06	2,112.72	404.34	16.06%	23,007.23	16,490.93	6,516.30	28.32%
53 - GENERAL SERVICES	1,436.03	968.18	467.85	32.58%	10,486.29	7,995.54	2,490.75	23.75%
54 - MACHINE & EQUIPMENT MAI	384.74	335.50	49.24	12.80%	18,049.69	16,129.24	1,920.45	10.64%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	869.12	0.00	869.12	100.00%
Department 105 - MUNICIPAL BUILDING Total:	5,439.47	5,155.06	284.41	5.23%	60,991.31	54,697.97	6,293.34	10.32%
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	3,432.76	4,683.98	-1,251.22	-36.45%	17,836.47	36,962.32	-19,125.85	-107.23%
52 - CONTRACTUAL	998.92	1,490.48	-491.56	-49.21%	19,523.00	20,078.07	-555.07	-2.84%
53 - GENERAL SERVICES	11,461.05	-310.14	11,771.19	102.71%	29,542.52	1,938.55	27,603.97	93.44%
54 - MACHINE & EQUIPMENT MAI	315.00	224.24	90.76	28.81%	1,992.32	1,541.05	451.27	22.65%
Department 106 - MUNICIPAL SERVICES CTR Total:	16,207.73	6,088.56	10,119.17	62.43%	68,894.31	60,519.99	8,374.32	12.16%
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	7,716.91	6,309.76	1,407.15	18.23%	59,508.95	59,759.52	-250.57	-0.42%
52 - CONTRACTUAL	6,707.91	4,452.93	2,254.98	33.62%	51,958.26	60,585.11	-8,626.85	-16.60%
53 - GENERAL SERVICES	114.49	0.00	114.49	100.00%	1,627.19	293.04	1,334.15	81.99%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	14,999.00	0.00	14,999.00	100.00%
Department 107 - HUMAN RESOURCES Total:	14,539.31	10,762.69	3,776.62	25.98%	128,093.40	120,637.67	7,455.73	5.82%
Department: 108 - DOWNTOWN								
51 - PERSONNEL	3,515.90	5,999.68	-2,483.78	-70.64%	13,960.46	25,302.78	-11,342.32	-81.25%
52 - CONTRACTUAL	40.70	4,160.49	-4,119.79	-10,122.33%	942.44	18,798.73	-17,856.29	-1,894.69%
53 - GENERAL SERVICES	0.00	956.86	-956.86	0.00%	2,161.47	5,808.68	-3,647.21	-168.74%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	25,127.19	-25,127.19	0.00%
Department 108 - DOWNTOWN Total:	3,556.60	11,117.03	-7,560.43	-212.57%	17,064.37	75,037.38	-57,973.01	-339.73%
Department: 201 - FINANCE								
51 - PERSONNEL	27,568.17	29,180.14	-1,611.97	-5.85%	226,670.07	232,695.17	-6,025.10	-2.66%
52 - CONTRACTUAL	9,940.61	7,537.11	2,403.50	24.18%	66,378.30	72,567.89	-6,189.59	-9.32%
53 - GENERAL SERVICES	196.95	0.00	196.95	100.00%	1,665.65	477.23	1,188.42	71.35%
54 - MACHINE & EQUIPMENT MAI	2,000.00	2,999.96	-999.96	-50.00%	20,875.82	25,605.75	-4,729.93	-22.66%
56 - BANK CHARGES	120.00	100.00	20.00	16.67%	1,763.21	967.25	795.96	45.14%
Department 201 - FINANCE Total:	39,825.73	39,817.21	8.52	0.02%	317,353.05	332,313.29	-14,960.24	-4.71%
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	14,803.06	20,886.32	-6,083.26	-41.09%	133,787.74	162,093.38	-28,305.64	-21.16%
52 - CONTRACTUAL	10.15	1.30	8.85	87.19%	612.91	3,152.41	-2,539.50	-414.33%
53 - GENERAL SERVICES	574.02	794.58	-220.56	-38.42%	1,709.87	19,223.97	-17,514.10	-1,024.29%
54 - MACHINE & EQUIPMENT MAI	670.00	8,993.26	-8,323.26	-1,242.28%	40,384.05	106,994.93	-66,610.88	-164.94%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	19,454.60	-19,454.60	0.00%
Department 203 - INFORMATION TECHNOLOGY Total:	16,057.23	30,675.46	-14,618.23	-91.04%	176,494.57	310,919.29	-134,424.72	-76.16%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department: 204 - TAX								
52 - CONTRACTUAL	39,781.52	106.40	39,675.12	99.73%	166,405.28	130,738.00	35,667.28	21.43%
Department 204 - TAX Total:	39,781.52	106.40	39,675.12	99.73%	166,405.28	130,738.00	35,667.28	21.43%
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	10,340.58	11,020.34	-679.76	-6.57%	61,446.75	66,060.01	-4,613.26	-7.51%
52 - CONTRACTUAL	817.50	2,420.00	-1,602.50	-196.02%	1,333.04	21,599.61	-20,266.57	-1,520.33%
Department 301 - LEGAL COUNSEL Total:	11,158.08	13,440.34	-2,282.26	-20.45%	62,779.79	87,659.62	-24,879.83	-39.63%
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	4,350.91	5,258.30	-907.39	-20.86%	34,433.65	45,996.36	-11,562.71	-33.58%
52 - CONTRACTUAL	3,622.12	4,947.17	-1,325.05	-36.58%	30,796.50	29,673.54	1,122.96	3.65%
53 - GENERAL SERVICES	273.51	592.76	-319.25	-116.72%	2,669.30	4,294.72	-1,625.42	-60.89%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	4,387.50	4,531.88	-144.38	-3.29%
Department 302 - MUNICIPAL COURT Total:	8,246.54	10,798.23	-2,551.69	-30.94%	72,286.95	84,496.50	-12,209.55	-16.89%
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	28,980.22	28,715.42	264.80	0.91%	266,686.93	250,458.93	16,228.00	6.09%
52 - CONTRACTUAL	423.91	17,667.51	-17,243.60	-4,067.75%	153,122.90	141,680.10	11,442.80	7.47%
53 - GENERAL SERVICES	1,321.57	5,980.39	-4,658.82	-352.52%	13,349.21	22,794.05	-9,444.84	-70.75%
54 - MACHINE & EQUIPMENT MAI	3,755.55	473.81	3,281.74	87.38%	46,787.70	45,690.86	1,096.84	2.34%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	43,847.00	0.00	43,847.00	100.00%
Department 402 - STREET MAINTENANCE Total:	34,481.25	52,837.13	-18,355.88	-53.23%	523,793.74	460,623.94	63,169.80	12.06%
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	70,783.13	79,554.61	-8,771.48	-12.39%	533,048.03	563,221.70	-30,173.67	-5.66%
52 - CONTRACTUAL	48,961.36	49,283.10	-321.74	-0.66%	335,189.96	239,864.43	95,325.53	28.44%
53 - GENERAL SERVICES	10,273.06	6,946.24	3,326.82	32.38%	80,101.31	82,190.80	-2,089.49	-2.61%
54 - MACHINE & EQUIPMENT MAI	3,695.87	14,407.26	-10,711.39	-289.82%	49,404.95	76,522.67	-27,117.72	-54.89%
55 - CAPITAL OUTLAY	92,973.40	9,865.06	83,108.34	89.39%	612,212.51	195,320.65	416,891.86	68.10%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	1.08	-1.08	0.00%
57 - DEBT SERVICE	0.00	52,039.40	-52,039.40	0.00%	0.00	52,039.40	-52,039.40	0.00%
Department 501 - PARKS & RECREATION Total:	226,686.82	212,095.67	14,591.15	6.44%	1,609,956.76	1,209,160.73	400,796.03	24.89%
Department: 504 - LIBRARY								
51 - PERSONNEL	9,090.33	15,538.78	-6,448.45	-70.94%	119,016.44	123,738.24	-4,721.80	-3.97%
52 - CONTRACTUAL	940.25	1,186.48	-246.23	-26.19%	9,407.48	11,935.19	-2,527.71	-26.87%
53 - GENERAL SERVICES	1,742.66	1,654.23	88.43	5.07%	8,305.81	10,026.82	-1,721.01	-20.72%
54 - MACHINE & EQUIPMENT MAI	62.66	-142.25	204.91	327.02%	6,192.31	8,617.05	-2,424.74	-39.16%
55 - CAPITAL OUTLAY	0.00	2,053.14	-2,053.14	0.00%	0.00	13,036.81	-13,036.81	0.00%
Department 504 - LIBRARY Total:	11,835.90	20,290.38	-8,454.48	-71.43%	142,922.04	167,354.11	-24,432.07	-17.09%
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	5,017.19	6,161.43	-1,144.24	-22.81%	43,092.16	47,331.27	-4,239.11	-9.84%
52 - CONTRACTUAL	1,150.76	2,112.15	-961.39	-83.54%	9,604.18	24,823.42	-15,219.24	-158.46%
53 - GENERAL SERVICES	906.44	1,036.40	-129.96	-14.34%	7,823.40	7,910.77	-87.37	-1.12%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021	2021-2022	May Variance		2020-2021	2021-2022	YTD Variance	
	May Activity	May Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
54 - MACHINE & EQUIPMENT MAI	389.52	23.48	366.04	93.97%	6,889.42	1,768.17	5,121.25	74.33%
55 - CAPITAL OUTLAY	0.00	100,000.00	-100,000.00	0.00%	0.00	100,000.00	-100,000.00	0.00%
Department 506 - SENIOR CENTER Total:	7,463.91	109,333.46	-101,869.55	-1,364.83%	67,409.16	181,833.63	-114,424.47	-169.75%
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	5,351.49	0.00	5,351.49	100.00%	7,566.44	2,521.91	5,044.53	66.67%
52 - CONTRACTUAL	1,875.83	1,200.52	675.31	36.00%	19,048.18	19,887.52	-839.34	-4.41%
53 - GENERAL SERVICES	8,169.57	1,252.49	6,917.08	84.67%	12,059.33	6,401.65	5,657.68	46.92%
54 - MACHINE & EQUIPMENT MAI	13,675.13	17,747.48	-4,072.35	-29.78%	16,800.45	42,262.42	-25,461.97	-151.56%
Department 507 - AQUATIC CENTER Total:	29,072.02	20,200.49	8,871.53	30.52%	55,474.40	71,073.50	-15,599.10	-28.12%
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	231,956.69	253,005.85	-21,049.16	-9.07%	1,955,266.00	2,172,422.61	-217,156.61	-11.11%
52 - CONTRACTUAL	6,574.66	92,579.37	-86,004.71	-1,308.12%	79,523.03	189,003.43	-109,480.40	-137.67%
53 - GENERAL SERVICES	18,487.83	10,048.45	8,439.38	45.65%	210,150.73	104,892.61	105,258.12	50.09%
54 - MACHINE & EQUIPMENT MAI	3,364.37	9,248.59	-5,884.22	-174.90%	68,148.27	66,097.90	2,050.37	3.01%
55 - CAPITAL OUTLAY	0.00	402.36	-402.36	0.00%	20,462.11	295,095.67	-274,633.56	-1,342.16%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.42	1.03	-0.61	-145.24%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	232,124.01	137,935.91	94,188.10	40.58%
Department 601 - FIRE DEPARTMENT Total:	260,383.55	365,284.62	-104,901.07	-40.29%	2,565,674.57	2,965,449.16	-399,774.59	-15.58%
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	321,806.39	341,476.65	-19,670.26	-6.11%	2,793,851.73	2,858,955.40	-65,103.67	-2.33%
52 - CONTRACTUAL	18,740.10	15,570.10	3,170.00	16.92%	525,667.75	245,073.07	280,594.68	53.38%
53 - GENERAL SERVICES	11,058.05	13,660.40	-2,602.35	-23.53%	129,056.04	124,001.20	5,054.84	3.92%
54 - MACHINE & EQUIPMENT MAI	2,318.90	1,193.26	1,125.64	48.54%	115,694.71	138,157.51	-22,462.80	-19.42%
55 - CAPITAL OUTLAY	28,670.08	3,520.00	25,150.08	87.72%	226,933.57	391,672.15	-164,738.58	-72.59%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.07	0.00	0.07	100.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	87,349.15	140,269.42	-52,920.27	-60.58%
Department 701 - POLICE DEPARTMENT Total:	382,593.52	375,420.41	7,173.11	1.87%	3,878,553.02	3,898,128.75	-19,575.73	-0.50%
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	29,653.21	26,445.91	3,207.30	10.82%	247,023.60	245,621.44	1,402.16	0.57%
52 - CONTRACTUAL	14,432.78	430.32	14,002.46	97.02%	58,320.09	45,897.21	12,422.88	21.30%
53 - GENERAL SERVICES	703.36	2,845.09	-2,141.73	-304.50%	4,357.63	9,480.08	-5,122.45	-117.55%
54 - MACHINE & EQUIPMENT MAI	274.85	27.00	247.85	90.18%	10,609.58	9,737.68	871.90	8.22%
58 - GRANT DISBURSEMENTS	2,209.48	0.00	2,209.48	100.00%	7,209.48	0.00	7,209.48	100.00%
Department 801 - DEVELOPMENT SERVICES Total:	47,273.68	29,748.32	17,525.36	37.07%	327,520.38	310,736.41	16,783.97	5.12%
Department: 900 - TRANSFERS								
59 - TRANSFER	0.00	0.00	0.00	0.00%	1,127,565.00	1,321,768.00	-194,203.00	-17.22%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021		2021-2022		May Variance		YTD Variance	
	May Activity	May Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Department 900 - TRANSFERS Total:	0.00	0.00	0.00	0.00%	1,127,565.00	1,321,768.00	-194,203.00	-17.22%
Expense Total:	1,217,863.75	1,363,151.61	-145,287.86	-11.93%	12,049,632.51	12,498,616.08	-448,983.57	-3.73%
Total Revenues	1,018,602.90	1,059,008.93	40,406.03	3.97%	15,066,980.92	18,566,366.10	3,499,385.18	23.23%
Fund 01 Surplus (Deficit):	-199,260.85	-304,142.68	-104,881.83	-52.64%	3,017,348.41	6,067,750.02	3,050,401.61	101.10%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 02 - WATER AND WASTEWATER FUND								
Revenue								
41 - LICENSES AND PERMITS	9.01	182.00	172.99	1,919.98%	345.73	182.00	-163.73	-47.36%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	0.00	5,202.37	5,202.37	0.00%
44 - CHARGES FOR SERVICES	737,751.09	946,801.15	209,050.06	28.34%	5,648,323.72	6,813,354.96	1,165,031.24	20.63%
45 - OTHER REVENUE	3,633.92	23,757.59	20,123.67	553.77%	21,625.66	20,467,432.45	20,445,806.79	94,544.20%
49 - TRANSFER	0.00	0.00	0.00	0.00%	34,753.00	0.00	-34,753.00	-100.00%
Revenue Total:	741,394.02	970,740.74	229,346.72	30.93%	5,705,048.11	27,286,171.78	21,581,123.67	378.28%
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	20,608.09	51,688.52	-31,080.43	-150.82%	161,477.38	290,210.46	-128,733.08	-79.72%
52 - CONTRACTUAL	12,395.30	1,050.49	11,344.81	91.53%	47,355.33	29,165.30	18,190.03	38.41%
53 - GENERAL SERVICES	63.44	272.78	-209.34	-329.98%	4,012.61	1,413.53	2,599.08	64.77%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	110.00	0.00	110.00	100.00%
55 - CAPITAL OUTLAY	0.00	98,779.45	-98,779.45	0.00%	0.00	313,230.20	-313,230.20	0.00%
Department 000 - UTILITIES ADMINISTRATION Total:	33,066.83	151,791.24	-118,724.41	-359.04%	212,955.32	634,019.49	-421,064.17	-197.72%
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	19,388.92	22,198.82	-2,809.90	-14.49%	153,481.76	156,917.35	-3,435.59	-2.24%
52 - CONTRACTUAL	27,603.57	14,454.46	13,149.11	47.64%	417,550.21	429,528.89	-11,978.68	-2.87%
53 - GENERAL SERVICES	723.80	778.59	-54.79	-7.57%	4,553.94	6,855.10	-2,301.16	-50.53%
54 - MACHINE & EQUIPMENT MAI	32,171.71	943.87	31,227.84	97.07%	170,115.75	94,534.01	75,581.74	44.43%
55 - CAPITAL OUTLAY	0.00	69,300.00	-69,300.00	0.00%	131,300.00	311,519.00	-180,219.00	-137.26%
Department 001 - WATER PRODUCTION Total:	79,888.00	107,675.74	-27,787.74	-34.78%	877,001.66	999,354.35	-122,352.69	-13.95%
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	15,492.20	5,280.04	10,212.16	65.92%	133,027.11	83,096.91	49,930.20	37.53%
52 - CONTRACTUAL	16,201.74	9,923.77	6,277.97	38.75%	93,658.61	145,771.02	-52,112.41	-55.64%
53 - GENERAL SERVICES	757.76	2,642.26	-1,884.50	-248.69%	17,836.79	32,511.21	-14,674.42	-82.27%
54 - MACHINE & EQUIPMENT MAI	10,208.90	16,942.53	-6,733.63	-65.96%	67,347.70	251,388.70	-184,041.00	-273.27%
55 - CAPITAL OUTLAY	91,890.00	0.00	91,890.00	100.00%	368,624.98	311,826.11	56,798.87	15.41%
Department 002 - WATER DISTRIBUTION Total:	134,550.60	34,788.60	99,762.00	74.14%	680,495.19	824,593.95	-144,098.76	-21.18%
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	13,794.32	13,952.86	-158.54	-1.15%	117,158.19	117,622.60	-464.41	-0.40%
52 - CONTRACTUAL	127.88	258.93	-131.05	-102.48%	3,997.03	25,353.23	-21,356.20	-534.30%
53 - GENERAL SERVICES	367.55	624.78	-257.23	-69.99%	4,202.29	6,986.13	-2,783.84	-66.25%
54 - MACHINE & EQUIPMENT MAI	10,223.75	8,095.94	2,127.81	20.81%	45,533.88	52,999.13	-7,465.25	-16.39%
Department 003 - CUSTOMER SERVICE Total:	24,513.50	22,932.51	1,580.99	6.45%	170,891.39	202,961.09	-32,069.70	-18.77%
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	15,458.55	26,591.79	-11,133.24	-72.02%	127,503.41	172,670.47	-45,167.06	-35.42%
52 - CONTRACTUAL	5,049.03	110.00	4,939.03	97.82%	44,658.89	46,347.46	-1,688.57	-3.78%
53 - GENERAL SERVICES	896.97	1,673.90	-776.93	-86.62%	9,215.52	12,138.08	-2,922.56	-31.71%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021	2021-2022	May Variance		2020-2021	2021-2022	YTD Variance	
	May Activity	May Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
54 - MACHINE & EQUIPMENT MAI	4,060.70	5,523.49	-1,462.79	-36.02%	21,450.48	42,584.49	-21,134.01	-98.52%
55 - CAPITAL OUTLAY	13,040.00	15,752.50	-2,712.50	-20.80%	186,092.44	45,397.50	140,694.94	75.60%
Department 011 - WASTEWATER COLLECTION Total:	38,505.25	49,651.68	-11,146.43	-28.95%	388,920.74	319,138.00	69,782.74	17.94%
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	68,687.63	78,978.98	-10,291.35	-14.98%	642,033.42	656,802.89	-14,769.47	-2.30%
54 - MACHINE & EQUIPMENT MAI	0.00	16,132.50	-16,132.50	0.00%	19,278.00	28,695.19	-9,417.19	-48.85%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Department 012 - WASTEWATER TREATMENT Total:	68,687.63	95,111.48	-26,423.85	-38.47%	661,311.42	685,498.08	-24,186.66	-3.66%
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	8,027.58	7,432.32	595.26	7.42%	67,747.11	56,943.58	10,803.53	15.95%
52 - CONTRACTUAL	7,188.62	5,364.51	1,824.11	25.37%	57,629.36	56,865.93	763.43	1.32%
53 - GENERAL SERVICES	8,210.63	12,175.71	-3,965.08	-48.29%	73,684.02	112,905.95	-39,221.93	-53.23%
54 - MACHINE & EQUIPMENT MAI	265.00	265.00	0.00	0.00%	23,528.49	27,678.04	-4,149.55	-17.64%
Department 020 - BILLING & COLLECTION Total:	23,691.83	25,237.54	-1,545.71	-6.52%	222,588.98	254,393.50	-31,804.52	-14.29%
Department: 901 - NON-DEPARTMENTAL								
56 - BANK CHARGES	0.00	3.99	-3.99	0.00%	2.40	427,940.54	-427,938.14	-830,755.83%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	1,300,883.00	1,310,023.25	-9,140.25	-0.70%
59 - TRANSFER	35,908.56	58,999.30	-23,090.74	-64.30%	780,889.13	1,238,630.13	-457,741.00	-58.62%
Department 901 - NON-DEPARTMENTAL Total:	35,908.56	59,003.29	-23,094.73	-64.32%	2,081,774.53	2,976,593.92	-894,819.39	-42.98%
Expense Total:	438,812.20	546,192.08	-107,379.88	-24.47%	5,295,939.23	6,896,552.38	-1,600,613.15	-30.22%
Total Revenues	741,394.02	970,740.74	229,346.72	30.93%	5,705,048.11	27,286,171.78	21,581,123.67	378.28%
Fund 02 Surplus (Deficit):	302,581.82	424,548.66	121,966.84	40.31%	409,108.88	20,389,619.40	19,980,510.52	4,883.91%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 03 - SANITARY LANDFILL FUND								
Revenue								
44 - CHARGES FOR SERVICES	88,049.40	124,104.09	36,054.69	40.95%	625,942.05	794,921.74	168,979.69	27.00%
45 - OTHER REVENUE	9.68	796.87	787.19	8,132.13%	887.32	1,959.79	1,072.47	120.87%
Revenue Total:	88,059.08	124,900.96	36,841.88	41.84%	626,829.37	796,881.53	170,052.16	27.13%
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	16,292.62	17,405.76	-1,113.14	-6.83%	146,706.42	151,458.78	-4,752.36	-3.24%
52 - CONTRACTUAL	920.35	643.86	276.49	30.04%	27,580.28	58,955.91	-31,375.63	-113.76%
53 - GENERAL SERVICES	5,094.25	12,226.86	-7,132.61	-140.01%	36,356.01	61,534.12	-25,178.11	-69.25%
54 - MACHINE & EQUIPMENT MAI	4,946.63	1,204.69	3,741.94	75.65%	75,916.72	63,533.87	12,382.85	16.31%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	150,689.31	-150,689.31	0.00%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	10.73	-10.73	0.00%
59 - TRANSFER	0.00	0.00	0.00	0.00%	28,763.00	81,539.00	-52,776.00	-183.49%
Department 030 - LANDFILL Total:	27,253.85	31,481.17	-4,227.32	-15.51%	315,322.43	567,721.72	-252,399.29	-80.04%
Expense Total:	27,253.85	31,481.17	-4,227.32	-15.51%	315,322.43	567,721.72	-252,399.29	-80.04%
Total Revenues	88,059.08	124,900.96	36,841.88	41.84%	626,829.37	796,881.53	170,052.16	27.13%
Fund 03 Surplus (Deficit):	60,805.23	93,419.79	32,614.56	53.64%	311,506.94	229,159.81	-82,347.13	-26.44%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 04 - AIRPORT FUND								
Revenue								
44 - CHARGES FOR SERVICES	9,281.36	9,278.58	-2.78	-0.03%	75,018.37	93,263.62	18,245.25	24.32%
49 - TRANSFER	0.00	0.00	0.00	0.00%	160,000.00	0.00	-160,000.00	-100.00%
Revenue Total:	9,281.36	9,278.58	-2.78	-0.03%	235,018.37	93,263.62	-141,754.75	-60.32%
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	531.38	476.58	54.80	10.31%	4,031.10	2,698.68	1,332.42	33.05%
52 - CONTRACTUAL	1,933.58	1,635.46	298.12	15.42%	30,078.69	35,643.75	-5,565.06	-18.50%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	71.00	34.80	36.20	50.99%
54 - MACHINE & EQUIPMENT MAI	199.07	729.00	-529.93	-266.20%	8,926.68	13,140.29	-4,213.61	-47.20%
Department 040 - AIRPORT Total:	2,664.03	2,841.04	-177.01	-6.64%	43,107.47	51,517.52	-8,410.05	-19.51%
Expense Total:	2,664.03	2,841.04	-177.01	-6.64%	43,107.47	51,517.52	-8,410.05	-19.51%
Total Revenues	9,281.36	9,278.58	-2.78	-0.03%	235,018.37	93,263.62	-141,754.75	-60.32%
Fund 04 Surplus (Deficit):	6,617.33	6,437.54	-179.79	-2.72%	191,910.90	41,746.10	-150,164.80	-78.25%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021	2021-2022	May Variance	Variance %	2020-2021	2021-2022	YTD Variance	Variance %
	May Activity	May Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 05 - STORM WATER DRAINAGE FUND								
Revenue								
41 - LICENSES AND PERMITS	90.17	1,822.29	1,732.12	1,920.95%	1,450.18	1,822.29	372.11	25.66%
43 - INTERGOVERNMENTAL	372,443.65	0.00	-372,443.65	-100.00%	420,043.65	1,016,222.95	596,179.30	141.93%
44 - CHARGES FOR SERVICES	54,586.29	86,990.15	32,403.86	59.36%	434,567.21	642,122.58	207,555.37	47.76%
45 - OTHER REVENUE	3.44	191.79	188.35	5,475.29%	378.31	3,211,223.57	3,210,845.26	848,733.91%
Revenue Total:	427,123.55	89,004.23	-338,119.32	-79.16%	856,439.35	4,871,391.39	4,014,952.04	468.80%
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	4.29	13,757.24	-13,752.95	-320,581.59%	20,375.95	257,180.61	-236,804.66	-1,162.18%
55 - CAPITAL OUTLAY	169,002.94	0.00	169,002.94	100.00%	957,774.07	112,420.00	845,354.07	88.26%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	447.50	87,506.69	-87,059.19	-19,454.57%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	409,990.00	3,541,074.89	-3,131,084.89	-763.70%
59 - TRANSFER	0.00	0.00	0.00	0.00%	199,008.00	0.00	199,008.00	100.00%
Department 050 - STORM WATER DRAINAGE Total:	169,007.23	13,757.24	155,249.99	91.86%	1,587,595.52	3,998,182.19	-2,410,586.67	-151.84%
Expense Total:	169,007.23	13,757.24	155,249.99	91.86%	1,587,595.52	3,998,182.19	-2,410,586.67	-151.84%
Total Revenues	427,123.55	89,004.23	-338,119.32	-79.16%	856,439.35	4,871,391.39	4,014,952.04	468.80%
Fund 05 Surplus (Deficit):	258,116.32	75,246.99	-182,869.33	-70.85%	-731,156.17	873,209.20	1,604,365.37	219.43%

Prior-Year Comparative Income Statement

For the Period Ending 05

Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 07 - HOTEL OCCUPANCY TAX FUND								
Revenue								
40 - TAXES	83,560.22	64,227.10	-19,333.12	-23.14%	272,505.34	382,797.37	110,292.03	40.47%
44 - CHARGES FOR SERVICES	7,600.00	15,745.00	8,145.00	107.17%	15,600.00	22,845.00	7,245.00	46.44%
45 - OTHER REVENUE	2.81	384.50	381.69	13,583.27%	124.90	760.90	636.00	509.21%
Revenue Total:	91,163.03	80,356.60	-10,806.43	-11.85%	288,230.24	406,403.27	118,173.03	41.00%
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	6,294.72	5,212.56	1,082.16	17.19%	51,733.42	46,808.26	4,925.16	9.52%
52 - CONTRACTUAL	14,789.57	6,005.50	8,784.07	59.39%	156,637.38	68,582.19	88,055.19	56.22%
53 - GENERAL SERVICES	736.46	29.60	706.86	95.98%	2,246.62	283.46	1,963.16	87.38%
55 - CAPITAL OUTLAY	0.00	1,800.00	-1,800.00	0.00%	0.00	13,482.97	-13,482.97	0.00%
58 - GRANT DISBURSEMENTS	71,652.78	22,711.93	48,940.85	68.30%	121,136.45	93,213.67	27,922.78	23.05%
Department 070 - TOURISM Total:	93,473.53	35,759.59	57,713.94	61.74%	331,753.87	222,370.55	109,383.32	32.97%
Expense Total:	93,473.53	35,759.59	57,713.94	61.74%	331,753.87	222,370.55	109,383.32	32.97%
Total Revenues	91,163.03	80,356.60	-10,806.43	-11.85%	288,230.24	406,403.27	118,173.03	41.00%
Fund 07 Surplus (Deficit):	-2,310.50	44,597.01	46,907.51	2,030.19%	-43,523.63	184,032.72	227,556.35	522.83%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 08 - DEBT SERVICE FUND								
Revenue								
40 - TAXES	4,371.62	1,925.70	-2,445.92	-55.95%	265,143.14	230,540.49	-34,602.65	-13.05%
45 - OTHER REVENUE	1.62	39.37	37.75	2,330.25%	79.88	102.45	22.57	28.25%
Revenue Total:	4,373.24	1,965.07	-2,408.17	-55.07%	265,223.02	230,642.94	-34,580.08	-13.04%
Expense								
Department: 080 - DEBT SERVICE								
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	300.00	300.00	0.00	0.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	400,900.00	408,050.00	-7,150.00	-1.78%
Department 080 - DEBT SERVICE Total:	0.00	0.00	0.00	0.00%	401,200.00	408,350.00	-7,150.00	-1.78%
Expense Total:	0.00	0.00	0.00	0.00%	401,200.00	408,350.00	-7,150.00	-1.78%
Total Revenues	4,373.24	1,965.07	-2,408.17	-55.07%	265,223.02	230,642.94	-34,580.08	-13.04%
Fund 08 Surplus (Deficit):	4,373.24	1,965.07	-2,408.17	-55.07%	-135,976.98	-177,707.06	-41,730.08	-30.69%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 10 - CAPITAL PROJECTS FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	1,645.00	1,645.00	0.00%	2,506.25	2,656.56	150.31	6.00%
45 - OTHER REVENUE	96.10	4,621.69	4,525.59	4,709.25%	26,045.12	2,052,862.21	2,026,817.09	7,781.95%
49 - TRANSFER	0.00	0.00	0.00	0.00%	967,565.00	1,234,069.00	266,504.00	27.54%
Revenue Total:	96.10	6,266.69	6,170.59	6,421.01%	996,116.37	3,289,587.77	2,293,471.40	230.24%
Expense								
Department: 402 - STREET MAINTENANCE								
55 - CAPITAL OUTLAY	291,288.89	563,165.23	-271,876.34	-93.34%	3,216,717.32	2,376,988.43	839,728.89	26.11%
Department 402 - STREET MAINTENANCE Total:	291,288.89	563,165.23	-271,876.34	-93.34%	3,216,717.32	2,376,988.43	839,728.89	26.11%
Department: 501 - PARKS & RECREATION								
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	42,780.66	-42,780.66	0.00%
Department 501 - PARKS & RECREATION Total:	0.00	0.00	0.00	0.00%	0.00	42,780.66	-42,780.66	0.00%
Expense Total:	291,288.89	563,165.23	-271,876.34	-93.34%	3,216,717.32	2,419,769.09	796,948.23	24.78%
Total Revenues	96.10	6,266.69	6,170.59	6,421.01%	996,116.37	3,289,587.77	2,293,471.40	230.24%
Fund 10 Surplus (Deficit):	-291,192.79	-556,898.54	-265,705.75	-91.25%	-2,220,600.95	869,818.68	3,090,419.63	139.17%

Prior-Year Comparative Income Statement

For the Period Ending 05

Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 11 - CHILD SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	85.04	341.59	256.55	301.68%	1,623.31	2,124.92	501.61	30.90%
45 - OTHER REVENUE	0.00	3.54	3.54	0.00%	1.39	7.20	5.81	417.99%
Revenue Total:	85.04	345.13	260.09	305.84%	1,624.70	2,132.12	507.42	31.23%
Total Revenues	85.04	345.13	260.09	305.84%	1,624.70	2,132.12	507.42	31.23%
Fund 11 Total:	85.04	345.13	260.09	305.84%	1,624.70	2,132.12	507.42	31.23%

Prior-Year Comparative Income Statement

For the Period Ending 05

Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 12 - COURT TECHNOLOGY FUND								
Revenue								
42 - FINES AND FORFEITURES	239.63	754.37	514.74	214.81%	2,942.09	5,587.29	2,645.20	89.91%
45 - OTHER REVENUE	0.00	7.90	7.90	0.00%	2.62	15.28	12.66	483.21%
Revenue Total:	239.63	762.27	522.64	218.10%	2,944.71	5,602.57	2,657.86	90.26%
Total Revenues	239.63	762.27	522.64	218.10%	2,944.71	5,602.57	2,657.86	90.26%
Fund 12 Total:	239.63	762.27	522.64	218.10%	2,944.71	5,602.57	2,657.86	90.26%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 13 - PUBLIC SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	0.00	29,457.61	29,457.61	0.00%	8,863.06	29,457.61	20,594.55	232.36%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	3,206.87	2,778.50	-428.37	-13.36%
45 - OTHER REVENUE	0.62	42.34	41.72	6,729.03%	30.67	82.19	51.52	167.98%
Revenue Total:	0.62	29,499.95	29,499.33	757,956.45%	12,100.60	32,318.30	20,217.70	167.08%
Total Revenues	0.62	29,499.95	29,499.33	757,956.45%	12,100.60	32,318.30	20,217.70	167.08%
Fund 13 Total:	0.62	29,499.95	29,499.33	757,956.45%	12,100.60	32,318.30	20,217.70	167.08%

Prior-Year Comparative Income Statement

For the Period Ending 05 Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 20 - TAX INCREMENT FINANCING FUND								
Revenue								
40 - TAXES	0.00	23,695.63	23,695.63	0.00%	0.00	41,773.53	41,773.53	0.00%
45 - OTHER REVENUE	0.00	58.31	58.31	0.00%	0.00	104.17	104.17	0.00%
49 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	106,394.00	106,394.00	0.00%
Revenue Total:	0.00	23,753.94	23,753.94	0.00%	0.00	148,271.70	148,271.70	0.00%
Total Revenues	0.00	23,753.94	23,753.94	0.00%	0.00	148,271.70	148,271.70	0.00%
Fund 20 Total:	0.00	23,753.94	23,753.94	0.00%	0.00	148,271.70	148,271.70	0.00%

Prior-Year Comparative Income Statement

For the Period Ending 05

Item 21.

Categor...	2020-2021 May Activity	2021-2022 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 79 - SEDA								
Revenue								
40 - TAXES	58,942.87	67,499.72	8,556.85	14.52%	420,231.50	463,356.27	43,124.77	10.26%
43 - INTERGOVERNMENTAL	34,000.00	0.00	-34,000.00	-100.00%	34,000.00	33,000.00	-1,000.00	-2.94%
45 - OTHER REVENUE	8.74	635.23	626.49	7,168.08%	394.89	1,783.49	1,388.60	351.64%
Revenue Total:	92,951.61	68,134.95	-24,816.66	-26.70%	454,626.39	498,139.76	43,513.37	9.57%
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	17,833.01	18,678.16	-845.15	-4.74%	146,709.74	164,507.30	-17,797.56	-12.13%
52 - CONTRACTUAL	15,199.16	538.17	14,660.99	96.46%	126,552.51	82,345.76	44,206.75	34.93%
53 - GENERAL SERVICES	367.82	0.00	367.82	100.00%	2,474.83	1,861.77	613.06	24.77%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	649.00	1,707.33	-1,058.33	-163.07%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	-33.00	33.00	0.00%
56 - BANK CHARGES	18.66	0.00	18.66	100.00%	18.66	66.94	-48.28	-258.74%
58 - GRANT DISBURSEMENTS	34,000.00	0.00	34,000.00	100.00%	47,924.79	47,789.45	135.34	0.28%
Department 790 - SEDA Total:	67,418.65	19,216.33	48,202.32	71.50%	324,329.53	298,245.55	26,083.98	8.04%
Expense Total:	67,418.65	19,216.33	48,202.32	71.50%	324,329.53	298,245.55	26,083.98	8.04%
Total Revenues	92,951.61	68,134.95	-24,816.66	-26.70%	454,626.39	498,139.76	43,513.37	9.57%
Fund 79 Surplus (Deficit):	25,532.96	48,918.62	23,385.66	91.59%	130,296.86	199,894.21	69,597.35	53.41%
Total Surplus (Deficit):	165,588.05	-111,546.25	-277,134.30	-167.36%	945,584.27	28,865,847.77	27,920,263.50	2,952.70%

Fund Summary

Fund	2020-2021		2021-2022		May Variance		2020-2021		2021-2022		YTD Variance	
	May Activity	May Activity	May Activity	May Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	-199,260.85	-304,142.68	-104,881.83	-52.64%	3,017,348.41	6,067,750.02	3,050,401.61	101.10%				
02 - WATER AND WASTEWATE...	302,581.82	424,548.66	121,966.84	40.31%	409,108.88	20,389,619.40	19,980,510.52	4,883.91%				
03 - SANITARY LANDFILL FUND	60,805.23	93,419.79	32,614.56	53.64%	311,506.94	229,159.81	-82,347.13	-26.44%				
04 - AIRPORT FUND	6,617.33	6,437.54	-179.79	-2.72%	191,910.90	41,746.10	-150,164.80	-78.25%				
05 - STORM WATER DRAINAGE...	258,116.32	75,246.99	-182,869.33	-70.85%	-731,156.17	873,209.20	1,604,365.37	219.43%				
07 - HOTEL OCCUPANCY TAX F...	-2,310.50	44,597.01	46,907.51	2,030.19%	-43,523.63	184,032.72	227,556.35	522.83%				
08 - DEBT SERVICE FUND	4,373.24	1,965.07	-2,408.17	-55.07%	-135,976.98	-177,707.06	-41,730.08	-30.69%				
10 - CAPITAL PROJECTS FUND	-291,192.79	-556,898.54	-265,705.75	-91.25%	-2,220,600.95	869,818.68	3,090,419.63	139.17%				
11 - CHILD SAFETY FUND	85.04	345.13	260.09	305.84%	1,624.70	2,132.12	507.42	31.23%				
12 - COURT TECHNOLOGY FU...	239.63	762.27	522.64	218.10%	2,944.71	5,602.57	2,657.86	90.26%				
13 - PUBLIC SAFETY FUND	0.62	29,499.95	29,499.33	757,956.45%	12,100.60	32,318.30	20,217.70	167.08%				
20 - TAX INCREMENT FINANCI...	0.00	23,753.94	23,753.94	0.00%	0.00	148,271.70	148,271.70	0.00%				
79 - SEDA	25,532.96	48,918.62	23,385.66	91.59%	130,296.86	199,894.21	69,597.35	53.41%				
Total Surplus (Deficit):	165,588.05	-111,546.25	-277,134.30	-167.36%	945,584.27	28,865,847.77	27,920,263.50	2,952.70%				



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, June 7, 2022, at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, June 7, 2022 at 5:30 PM, in the Council Chambers at City Hall, 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 Daron Trussell
Council Member Robert "Bob" Newby
Council Member Ricky Thurman (*arrived at 5:33 PM*)
Council Member David Baskett
Council Member Gerald Cook
Council Member Mark McClinton

COUNCIL ABSENT:

Council Member Justin Haschke

OTHERS ATTENDING:

Jason M. King, Interim City Manager
Randy Thomas, City Attorney
Terri Johnson, Interim City Secretary

CALL TO ORDER

Mayor Svien called the meeting to order at 5:30 p.m.

PLEDGES OF ALLEGIANCE

Council Member David Baskett led the Pledges of Allegiance to the United States and Texas flags.

INVOCATION

Pastor Greg Dyk with the Christian Reformed Church voiced the invocation.

RECOGNITIONS AND PROCLAMATIONS

1. Recognition of the 2022 Entrepreneurs of Erath Competition Winners

Bill Leaverton, Regional Director, Tarleton State University Small Business Development Center

No one was present for this recognition.

CITIZENS GENERAL DISCUSSION

No one came forward to address the council.

REGULAR AGENDA

2. Citizens Budget Requests

Mr. Bob Self, representing all City retirees asked the Council to consider reinstating the cost-of-living-adjustments for all City of Stephenville retirees.

Persons who submitted written budget requests regarding the Animal Control Shelter included:

Debbie Lincoln, Carrie Shawver, Donald Hetticher and Suzanne Hetticher.

3. Election of Mayor Pro-Tem

MOTION by Mark McClinton, second by David Baskett, to appoint Ricky Thurman as Mayor Pro-Tem. MOTION CARRIED by unanimous vote.

4. Consider Approval of Appointments to Council Committees

MOTION by Gerald Cook, second by Mark McClinton, to approve the Mayor's appointments to Council Committees. MOTION CARRIED by unanimous vote.

Finance Committee: Justin Haschke, chair; Ricky Thurman, David Baskett, Mark McClinton

Parks and Leisure Services Committee: Daron Trussell, chair; Justin Haschke, Bob Newby, Gerald Cook

Personnel Committee: Ricky Thurman, chair; Justin Haschke, Gerald Cook, Mark McClinton

Development Services Committee: Gerald Cook, chair; Justin Haschke, David Baskett, Mark McClinton

Public Health and Safety Committee: Bob Newby, chair; LeAnn Durfey, Daron Trussell, Ricky Thurman

Nominations Committee: David Baskett, chair; LeAnn Durfey, Daron Trussell, Bob Newby

Public Works Committee: Mark McClinton, chair; LeAnn Durfey, Ricky Thurman, David Baskett

Tourism and Visitors Bureau Committee: LeAnn Durfey, chair; Daron Trussell, Bob Newby, Gerald Cook

5. Consider Approval of a Resolution Suspending the June 17, 2022, Effective Date of Oncor Electric Delivery Company's Requested Rate Change

MOTION by Ricky Thurman, second by Bob Newby to approve Resolution No. 2022-R-14 suspending the June 17, 2022, Effective Date of Oncor Electric Delivery Company's Requested Rate Change. MOTION CARRIED by unanimous vote.

6. Consider Approval of ETJ Interlocal Agreement with Erath County

MOTION by Ricky Thurman, second by LeAnn Durfey to approve the ETJ Interlocal Agreement with Erath County. MOTION CARRIED by unanimous vote.

7. Consider Approval of Memorandum of Understanding with ABM Building Solutions

MOTION by Mark McClinton, second by LeAnn Durfey to approve the Memorandum of Understanding with ABM Building Solutions. MOTION CARRIED by unanimous vote.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

8. PUBLIC HEARING

Case No.: RZ2022-006

Applicant Tom Brooks, representing Covenant Legacy LLP, is requesting a rezone of property located at W FM8, Parcel R22552, of Menefee Jarrett to the City of Stephenville, Erath County, Texas, from (R-1) Single Family Residential to (B-2) Retail and Commercial District. The rezone is for 2.119 acres of the 29.751 acres.

Steve Killen, Director of Development Services, briefed the council on the request. On May 18, 2022, the Planning and Zoning Commission voted unanimously 6-0 to recommend denial of the rezone to Council.

Mayor Svien opened the public hearing at 5:47 PM.

The following individuals were present and spoke in opposition to the requested rezoning of this property:

James Bucher, 101 Blue Jay

Dave and Brenda Guise, 713 Spring Meadow

James Stephenson, 135 Blue Jay

Caleb Allen, 117 Blue Jay and property owner of 123 and 140 Blue Jay

Mark Kaiser, 111 Blue Jay

Mr. Kaiser spoke on behalf of a group submitting a petition opposing this rezoning. The group was comprised of more than 20% of the property owners within 200 feet of this property.

Others who submitted written opposition regarding this proposed rezoning included:

Aaron and Nikole Grimmer, 103 Blue Jay

Russ McDaniel, 143 Blue Jay

Mayor Svien closed the public hearing at 6:10 PM.

9. Consider Approval of an Ordinance Rezoning 2.119 Acres of 29.751 Acres Located at W FM8, Parcel R22552, of Menefee Jarrett to the City of Stephenville, Erath County, Texas, from (R-1) Single Family Residential to (B-2) Retail and Commercial District

MOTION by Ricky Thurman, second by David Baskett, to deny the requested rezoning as recommended by the Planning and Zoning Commission. MOTION CARRIED by unanimous vote.

10. Case No.: CP2022-001

Applicant Collin Parsons is requesting a Conditional Use permit for a home occupation to be operated at 1317 Inglewood Drive, Parcel R311643, being Lot 2 & 3 of Block 1 of the Dale Avenue North Addition to the City of Stephenville, Erath County, Texas.

Steve Killen, Director of Development Services, briefed the council on the request. The applicant is requesting the Conditional Use Permit to allow a home occupation for firearm sales. On May 18, 2022, the Planning and Zoning Commission voted unanimously 6-0 to recommend approval of the Conditional Use Permit to Council. The applicant's permit from the Bureau of Alcohol, Tobacco and Firearms (ATF) is pending the City Council's approval of the Conditional Use Permit.

Mayor Svien opened the public hearing at 6:15 PM.

Mr. Collin Parsons, 1317 Inglewood reviewed his request with Council.

Mayor Svien closed the public hearing at 6:17 PM.

11. Consider Approval of a Conditional Use Permit for a Home Occupation to be operated at 1317 Inglewood Drive, Parcel R31164, being Lot 2 & 3 of Block 1 of the Dale Avenue North Addition to the City of Stephenville, Erath County, Texas

MOTION by David Baskett, second by Gerald Cook to approve the Conditional Use Permit for a home occupation to be operated at 1317 Inglewood Drive. MOTION CARRIED by unanimous vote.

12. Case No.: RZ2022-011

Applicant Ryan Studdard, authorized representative of Preshcer Custom Homes, is requesting a rezone of property located at 715 Miller, Parcel R32524, being Block 2, Lot 2 & 3 (S PT of 3) of the Miller Addition to the City of Stephenville, Erath County, Texas, from (B-1) Neighborhood Business to (R-1) Single Family Residential.

Steve Killen, Director of Development Services, briefed the council on the request. He reported that the Comprehensive Plan for future land use designates this property to be single family. On May 18, 2022, the Planning and Zoning Commission voted unanimously 6-0 to recommend approval of the requested rezoning to the City Council.

The Mayor opened the public hearing at 6:19 PM.

There were no public comments.

Mayor Svien closed the public hearing at 6:19 PM.

13. Consider Approval of an Ordinance Rezoning Property Located at 715 Miller, Parcel R32524, being Block 2, Lot 2 & 3 (S PT of 3) of the Miller Addition to the City of Stephenville, Erath County, Texas, from (B-1) Neighborhood Business to (R-1) Single Family Residential

MOTION by Daron Trussell, second by LeAnn Durfey to approve Ordinance No. 2022-O-15 rezoning property located at 715 Miller, Parcel R32524, being Block 2, Lot 2 & 3 (S PT 3) of the Miller Addition to the City of Stephenville, Erath County, Texas, from (B-1) Neighborhood Business to (R-1) Single Family Residential. MOTION CARRIED by unanimous vote.

14. Case No.: PD2022-001

Consideration of the Development Plan and Rezoning of Property Located at 1300 Pecan Hill Drive, Parcel R50244, 1.190 Acres S5465 Glasgow Addition, Lot 1, of the City of Stephenville, Erath County, Texas from Single Family Residential District (R-1) to Planned Development District (PD).

Steve Killen, Director of Development Services, briefed the council on the request. On May 18, 2022, the Planning and Zoning Commission voted unanimously 6-0 to recommend approval to the City Council.

Mayor Svien opened the public hearing at 6:21 PM.

The developer of this property was present via Zoom but did not speak on behalf of the request.

The Mayor closed the public hearing at 6:21 PM.

15. Consider Approval of an Ordinance for the Development Plan and Rezoning of Property Located at 1300 Pecan Hill Drive, Parcel R50244, 1.190 Acres S5465 Glasgow Addition, Lot 1, of the City of Stephenville, Erath County, Texas from Single Family Residential District (R-1) to Planned Development District (PD).

MOTION by Daron Trussell, second by Bob Newby to approve Ordinance No. 2022-O-16 for the Development Plan and Rezoning of property located at 1300 Pecan Hill Drive, Parcel R50244, 1.190 Acres S5465 Glasgow Addition, Lot 1, of the City of Stephenville, Erath County, Texas from Single Family Residential District (R-1) to Planned Development District (PD). MOTION CARRIED by unanimous vote.

FINANCIAL REPORTS**Monica Harris, Director of Finance****16. Budget Report for the Period Ending April 30, 2022**

Monica Harris, Director of Finance, gave the following report:

In reviewing the financial statements ending April 30, 2022, the financial indicators are overall as or better than anticipated.

Property Tax - We received \$43K in property taxes in the month of April, resulting in \$89K or 1.38% increase over funds collected last fiscal year to date. The amount collected is 96.8% of budget, which is .84% or \$57K more than anticipated.

Sales Tax - We received \$569K in sales tax in April, resulting in \$433K or 9.98% more than the funds collected last fiscal year to date. The amount collected is 65.06% of the \$7.3 million budgeted, which is 7.19% or \$527K higher than anticipated.

Revenue (Budgetary comparison) - The target budget for operating revenue is \$19.4 million. We received \$21.7 million in operating revenue fiscal year to date, resulting in \$2.3 million over the target budget due to sales taxes, franchise tax, hotel occupancy tax, sports venue tax, service charges, insurance proceeds, sale of assets, and donations.

Expenditures (Budgetary comparison) - The target budget for operating expenditures is \$13 million. We expended \$12.7 million in operating expenditures fiscal year to date, resulting in \$378K under the target budget; 49% of the \$463K variance in the general fund is salary savings.

Revenue (Prior year comparison) Operating revenue received last year was \$19.3 million as compared to the current year's \$21.7 million, resulting in a \$2.4 million increase due to property tax, sales taxes, franchise taxes, hotel occupancy taxes, sports venue taxes, service charges, building permits, insurance proceeds, sale of assets, and donations.

Expenditures (Prior year comparison) - Operating expenditures last year were \$11.9 million as compared to the current year's \$12.7 million, resulting in a \$793K increase due to personnel, outside professional services, utilities, fuel and maintenance.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT**Jeff Sandford, Executive Director**

Mr. Sandford gave a brief report.

CONSENT AGENDA

- 17. Approval of Minutes May 3, 2022 Regular City Council Meeting**
- 18. Approval of Minutes – May 10, 2022 Special City Council Meeting**
- 19. Approval of Minutes – May 17, 2022 Special City Council Meeting**
- 20. Approval of Amendment No. 13 with Freese & Nichols, Inc. for Development Plan Reviews**
- 21. Approval of Fuel Purchase Contract for June 2022 through September 2023 with Texas Association of School Boards Energy Cooperative**

MOTION by Mark McClinton, second by Gerald Cook, to approve the consent agenda as presented.
MOTION CARRIED by unanimous vote.

COMMENTS BY CITY MANAGER

Tuesday, June 21 – Council Committee Meetings

Tuesday, June 28 – City Council Work Session

Thursday, June 16 – Concert in the Park – Tejas Brothers

Monday, July 4 – Independence Day Celebration

COMMENTS BY COUNCIL MEMBERS

LeAnn Durfey expressed appreciation for everyone’s help with the Moo-La Fest.

Daron Trussell agreed that this year’s Moo-La Fest was outstanding.

Bob Newby stated that he was still learning in his new Council position.

David Baskett praised the Moo-La Fest and expressed his appreciation to the citizens who showed up and voiced their opinions at tonight’s meeting.

Mark McClinton stated that he would be happy to find new jokes for SEDA Executive Director Sandford.

Doug Svien informed everyone that the Main Street Advisory Board had been moved to the Tourism and Visitors Bureau Committee. He also stated that the Thoroughfare Plan would be undertaken by the Development Services Committee.

The Mayor recessed the Open Meeting at 6:42 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

22. Section 551.087 Deliberation Regarding Economic Development Negotiations – Project Crown

23. Section 551.072 Deliberation Regarding Real Property – to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in John Dupuy Survey.

24 Section 551.074 Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Parks and Leisure Director

Mayor Svien called the meeting into executive session at 6:46 PM.

The meeting was called back to regular session at 7:17 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

23. Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in South Side Addition

MOTION by Mark McClinton, second by Gerald Cook, to approve the execution of a contract for real property with Oncor pending satisfactory terms and environmental testing studies as discussed in Executive Session. MOTION CARRIED by unanimous vote.

ADJOURN

The meeting was adjourned at 7:19 PM.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary



SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, June 21, 2022

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, May 17, 2022 at 5:41 PM, in the City Hall Council Chambers, for the purpose of a Special 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 Justin Haschke
Council Member Darron Trussell
Council Member Robert "Bob" Newby
Council Member Ricky Thurman
Council Member David Baskett

COUNCIL ABSENT:

Council Member Gerald Cook
Council Member Mark McClinton

OTHERS ATTENDING:

Jason M. King, Interim City Manager
Randy Thomas, City Attorney
Terri Johnson, Interim City Secretary

CALL TO ORDER

Mayor Svien called the meeting to order at 5:41 PM and immediately recessed the open meeting to go into Executive Session.

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

9. Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in South Side Addition

Mayor Svien called the meeting into executive session at 5:43 PM.

Mayor Svien called the meeting back into regular session at 5:55 PM

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

9. Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in South Side Addition

MOTION by Justin Haschke, second by LeAnn Durfey to approve the real estate transaction discussed in Executive Session. MOTION CARRIED by a unanimous vote.

ADJOURN

The meeting was adjourned at 5:55 PM.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary

DRAFT



CITY COUNCIL WORK SESSION

City Hall @ City Limits, 1907 E Washington, Stephenville, TX
 Tuesday, June 28, 2022 at 10:00 AM

MINUTES

The City Council of the City of Stephenville, Texas, convened on June 28, 2022 at 10:09 AM, off-site at the City Hall at City Limits, 1907 E Washington, Stephenville, Texas, for the purpose of a City Council Work Session, 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 Justin Haschke (arrived at 10:13 AM)
 Council Member Robert "Bob" Newby
 Mayor Pro Tem Ricky Thurman
 Council Member David Baskett
 Council Member Gerald Cook
 Council Member Mark McClinton

COUNCIL ABSENT:

Council Member Darron Trussell

OTHERS ATTENDING:

Jason King, Interim City Manager
 Terri Johnson, Interim City Secretary

CALL TO ORDER

Mayor Svien called the meeting to order at 10:09 AM.

REGULAR AGENDA

1. Discuss Budget

Interim City Manager Jason King led the Council in a review of current projects and issues for each City Department.

Mayor Svien recessed the work session at 11:56 AM for a lunch break. Council Member Mark McClinton was not present during this break.

The work session was reconvened at 12:35 PM. Council Member McClinton had returned to the session.

Jason King told the Council that he would like to receive their list of priorities to be included in the FY22-23 proposed budget as soon as possible.

This item concluded with discussion of the City's total amount of issued debt and amount of annual debt service, along with estimated tax revenues, both ad valorem and sales taxes, for the upcoming fiscal year's budget.

2. Discuss Economic Development/TIRZ

Mr. David Pettit and Natalie Moore were present to give an overview of the City of Stephenville's TIRZ. They answered questions from the Mayor and City Council Members and future additions to the TIRZ were discussed at length.

The Mayor recessed the work session for a short break at 2:57 PM.

The work session reconvened at 3:05 PM.

3. Discuss the Establishment of Review Board and a Historic Downtown District

This item was briefly discussed.

ADJOURN

The work session was adjourned at 3:07 PM.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary



SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, June 28, 2022 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, June 28, 2022 at 5:30 PM, in the City Hall Council Chambers, for the purpose of a Special 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 Justin Haschke
Council Member Darron Trussell
Council Member Robert "Bob" Newby
Mayor Pro Tem Ricky Thurman
Council Member Gerald Cook
Council Member David Baskett
Council Member Mark McClinton

COUNCIL ABSENT: None

OTHERS ATTENDING: Jason M. King, Interim City Manager
Randy Thomas, City Attorney
Terri Johnson, Interim City Secretary

CALL TO ORDER

Mayor Svien called the meeting to order at 5:30 PM.

PLANNING AND ZONING COMMISSION

1. PUBLIC HEARING

Case No.: PD2022-005

Applicant Tom Brooks, representing Covenant Legacy LLC, is requesting a rezone of property located at W FM8, Parcel R22552, of Menefee Jarrett to the City of Stephenville, Erath County, Texas, from (R-1) Single Family Residential to (PD) Planned Development. The rezone is for 7.664 acres of the 29.751 acres.

Steve Killen, Director of Development Services, presented this item to the City Council. He stated that the current and future land designation of this property is Single Family residential. A petition in opposition to the requested rezoning has been submitted to the City with greater than 20% of signatures in the designated area. The requested Planned Development designation will result in a lower density of dwellings than what the future land use would allow as single family. Mr. Killen reported that the City's Planning and Zoning Commission heard the request at their meeting on June 15, 2022, and by a

vote of 4/2 recommended the City Council to approve the rezone request to Planned Development. He stated that the developer has not voiced or requested any variances or concessions on subdivision requirements other than the request to rezone.

Director Killen and Developer Immanuel Glocksins answered questions from the City Council. The Developer stated that the plan was to construct 24 one-bedroom units and 24 two-bedroom units for a total of 48 units. Occupants would be required to pay electricity costs and rent in the range of \$550-675 per month. Water, sewer, and trash costs would be included in the rental payments.

Mayor Svien opened the Public Hearing at 5:48 PM.

Persons speaking in opposition to the requested rezoning included:

Pam Boyles	106 Blue Jay Street
Neta Faye Howard	109 Blue Jay Street
Jim Bucher	101 Blue Jay Street
Aaron Grimmer	103 Blue Jay Street

The Mayor closed the Public Hearing at 6:17 PM.

2. Consider Approval of an Ordinance Rezoning the Property Located at W FM8, Parcel R22552, of Menefee Jarrett to the City of Stephenville, Erath County, Texas, from (R-1) Single Family Residential to (PD) Planned Development. The rezone is for 7.664 acres of the 29.751 acres

City Attorney Randy Thomas reminded the City Council that because a petition had been submitted in opposition of the requested rezoning, there would need to be at least seven Council Members voting in favor of the requested rezoning.

MOTION by Justin Haschke, second by Gerald Cook, to approve Ordinance No. 2022-O-17 rezoning 7.664 acres of the 29.751 acres located at W FM, Parcel R22552, of Menefee Jarrett to the City of Stephenville, Erath County, Texas, from (R-1) Single Family Residential to (PD) Planned Development. MOTION CARRIED by the following 7/1 vote. AYES: Durfey, Haschke, Trussell, Newby, Thurman, Cook, Baskett; NOES: McClinton.

REGULAR AGENDA

3. PUBLIC HEARING

The City Council of the City of Stephenville is Considering the Voluntary Annexation of a Property in Response to a Petition Requesting Annexation by Area Landowners for a Tract of Land, being 47.554 Acres out of A804 of the Williams Survey, said Property Being Parcel No. R26347, Located at 0 N US 281 in Erath County, Texas.

Interim City Manager Jason King briefed the City Council on the landowners' petitions for the voluntary annexation of this property.

The Mayor opened the Public Hearing at 6:27 PM.

There was no one present to speak on this item and the Mayor closed the Public Hearing at 6:28 PM.

4. Consider Approval of an Ordinance Annexing 47.554 Acres out of A804 of the Williams Survey, Erath County, Texas, said Property Being Parcel No. R26347 Located at 0 N US 281

MOTION by Ricky Thurman, second by Gerald Cook to approve Ordinance No. 2022-O-18 annexing 47.554 acres out of A804 of the Williams Survey, Erath County, Texas, said property being Parcel No. R26347 located at 0 N US 281. MOTION CARRIED with a unanimous vote.

The Mayor recessed the open session of the Special City Council Meeting at 6:28 PM to enter into Executive Session.

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

5. **Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **South Side Addition**

Mayor Svien called the meeting into Executive Session at 6:32 PM.

The Executive Session was adjourned at 6:37 PM.

The Mayor reconvened the Special City Council Meeting at 6:38 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

5. **Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **South Side Addition**

MOTION by Mark McClinton, second by Robert "Bob" Newby, to enter a sales contract for real property discussed in Executive Session for the appraised amount plus associated fees and costs. MOTION CARRIED by a unanimous vote.

ADJOURN

The meeting was adjourned at 6:39 PM.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary



SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Thursday, June 30, 2022, 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Thursday, June 30, 2022 at 5:30 PM, in the City Hall Council Chambers, for the purpose of a Special 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 Justin Haschke (arrived @ 5:50 PM and left @ 6:55 PM)
Council Member Robert "Bob" Newby
Mayor Pro Tem Ricky Thurman
Council Member Gerald Cook
Council Member David Baskett
Council Member Mark McClinton

COUNCIL ABSENT: Council Member LeAnn Durfey
Council Member Daron Trussell

OTHERS ATTENDING: Terri Johnson, Interim City Secretary
Sheryl Truss, Human Resources Manager

CALL TO ORDER

Mayor Svien called the meeting to order at 5:30 PM and announced that the City Council would convene immediately in Executive Session.

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

- 5 Section 551.074 Personnel Matters to deliberate the appointment, employment, evaluations, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: City Manager**

Mayor Svien called the meeting into executive session at 5:35 PM.

The Executive Session was adjourned at 7:40 PM.

Mayor Svien called the meeting back into regular session at 7:40 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

No action taken.

ADJOURN

The meeting was adjourned at 7:41 PM.

Doug Svien, Mayor

ATTEST:

Terri Johnson, Interim City Secretary



STAFF REPORT

SUBJECT: Texas State Interoperable Channel Plan (TSICP)

DEPARTMENT: Police

STAFF CONTACT: James Gresham

RECOMMENDATION:

Enter into an MOU with the Texas Department of Public Safety for the Texas State Interoperable Channel Plan

BACKGROUND:

As part of the public safety radio project the Police and Fire Departments are in the process of obtaining new licenses from the FCC for 700 & 800 MHz bands. As part of that licensing process the FCC has asked that we sign the Texas State Interoperable Channel Plan for the design and implementation of the new system. The TSICP is the state standard for radio system channel design and implementation. By following the plan this ensures that our radio system will be interoperable with other radio systems and users will be able to effectively communicate with each other across systems.

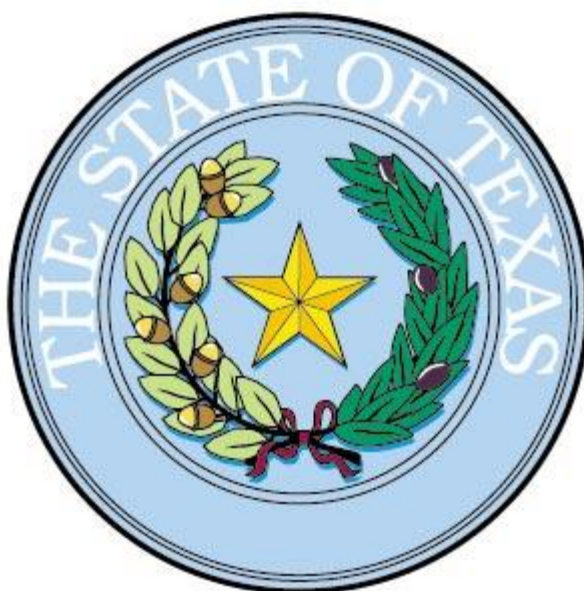
The public safety radio project has been designed from the beginning to be compliant with the TSICP and signing the agreement is a formality to show our commitment to it.

FISCAL IMPACT SUMMARY:

None

ALTERNATIVES

Do not sign



Texas Statewide Interoperability Channel Plan

For FCC Designated Public Safety Interoperability Channels 150 MHz – 800 MHz Bands

Developed By

**Texas Interoperable Communications Coalition (TxICC) and
The Texas Department of Public Safety (TxDPS)
Statewide Interoperability Coordinator**

Revised September 29, 2020 (Change #23)

RECORD OF CHANGES

Texas Statewide Interoperability Channel Plan

CHANGE #	DATE OF CHANGE	CHANGE	DATE ENTERED
Issued	04-1-2005	Initial Issue	04-1-2005
1	4-6-2005	Deleted "narrowband" from phrase "narrowband 800", pg. 14.	4-6-2005
2	4-6-2005	Frequencies transposed in Figure 5, pgs. 15 & 30.	4-6-2005
3	4-6-2005	Deleted word "refarming" from "refarming order", pgs. 15 & 30.	4-6-2005
4	9-7-2006	Corrected error in 700 MHz channel frequencies, pgs. 13-14, & 29.	9-7-2005
5	6-10-2007	General edit; simplify provision for encryption; add new/changed channel labels, clarify 1/1/2013 deadlines	6-10-2007
6	9-25-2007	Name of plan changed to add the word "Statewide". General edit; Modified background note and text to require P25 NLT 1/1/2013; added tactical repeaters; dropped 700 MHz channels 1 MHz; changed 800 MHz NPSPAC channels by 15 MHz	10-20-2007
7	01-22-2008	Corrected order of frequencies used in 8TAC95D and 8TAC96D. Extended transition date for P25 CAI digital until 1-1-2015. Changed VTAC17 and VTAC19 availability date to 7/1/2008.	01-22-2008
8	06-09-2008	Removed Texas Government Code Chapter 411.0105 (Public Safety Radio Communications Council)	06-09-2008
9	06-24-2008	Changed marine channel date due to FCC delay	06-24-2008
10	11-05-2008	Removed Marine channels from plan due to FCC rule amendments	11-05-2008
11	04-20-2009	Updated narrowbanding requirements for 1/1/2013	04-20-2009
12	08-31-11	Updated MOU language	08-31-11
13	03-06-12	Updated Modulation requirements, removed Digital P25 Requirements, Added Fed VHF Repeater, Changed Channel Coordination to IC, Updated SWIC	03-06-2012

14	03-22-12	<ul style="list-style-type: none"> • Changed Texas Law 1 to TXCALL1D and Texas Law 2 to TXCALL2D • Added 'Office of the Texas SWIC' or 'TxICC' to SIEC references • Removed references to P25 compliance by 2015 • Added reference to compelling reason exception for P25 • Clarified wideband and narrowband for modulation and encryption • Added footnote about how to access additional VHF Repeater Channels in an emergency • Updated tables to ensure headings were consistent throughout • Created separator line for Repeater Base Configuration in Tables 2 and 5 • Separated Table 3 into two tables, changing the Tactical Repeater Configuration to Table 4 • Created a new Table 6 for Use within Border Area for Rebanding Border communications • Changed Emission Designator to 20K0F3E for 800 NPSPAC Interoperability Channels • Updated MOU language to clarify VFD signatures 	03-22-12
15	1-25-13	<ul style="list-style-type: none"> • Fixed Portable channel table on page 19/20 to properly show mobile and repeater channels 	1-25-13
16	5-13-14	<ul style="list-style-type: none"> • Added Mobile Satellite Talkgroup, section 8 • Updated MOU to include MSAT • Added Statewide Radio ID Plan, section 9 • Added Acronym List, section 10 • Removed wideband and narrowband references • Updated table numbers to align with section numbers • Added VTAC17&17D 	5-13-14
17	5-27-15	<ul style="list-style-type: none"> • Added recommended short list of VHF and 700 channels for programming • Added 7CALL70 and 7CALL70D channels • Added text that 700 MHz interoperability channels must always use P25 CAI digital conventional Modulation 	5-27-15

		<ul style="list-style-type: none"> Removed emission designators 11K2G2E and 11K3F3E Updated Station Class field in 700 MHz and 800 MHz channel tables from FX1T/MO to FB2T/MO and FX1T to FBT for direct channels Indicated which 700 MHz channels should not be used within 70 miles of the US / Mexico border 	
18	12-07-17	<ul style="list-style-type: none"> Updated Statewide Coordinated P25 Radio Unit Identification (ID) Plan guidance Added new 700 MHz Air-to-Ground Channels Added new UHF and VHF Federal Interoperability Channels Added reminder: Fixed base repeaters as secondary use – all frequencies Updated MOU to reflect new Air-to-Ground and Federal Interop Channels Changed section headings to match with NIFOG color shading Updated VHF and 800 MHz CTCSS tones in compliance with the NIFOG 	12-07-17
19	1-29-18	<ul style="list-style-type: none"> Updated Federal Agency table 4.4 with correct RX frequency Updated FM emission for new Federal Agency channels from 11K25F3E to 11K2F3E (*note the emission is published in the NIFOG is incorrect) Updated Federal Agency tables 4.5 and 5.3 to list CTCSS tones 	1-29-18
20	10-30-18	<ul style="list-style-type: none"> Updates made to Statewide Coordinated P25 Radio Unit IDs – Current Range Allocations Added placeholder for 150 & 450 MHz Federal Agency licenses – TBD Updated 700 MHz Air-to-Ground license, which falls under the existing 700 MHz license 	10-30-18
21	1-11-19	<ul style="list-style-type: none"> Updated Federal Agency license Updated Texas Government Code Chapter reference from “411.0105 (Public Safety Radio Communications Council)” to “421.096 (Interoperability of Radio Systems)” 	1-11-19
22	8-5-19	<ul style="list-style-type: none"> Updates made to reflect DPS Communications reorganization to Infrastructure Operations Division 	

		<ul style="list-style-type: none"> • Updated pg. 10 and ¶2.1,#6 to “on-scene communications” • Identified UAS Pilot to UAS Pilot Coordination channels in VHF, UHF and 700 MHz • Corrected TX tone programming information for Federal LE16 channel • Clarified that 8TAC95D, 8TAC96D and 8TAC97D are not protected channels and can/will receive interference from licensed trunked radio systems • Updated information on the MSAT G-SMART talkgroup 	
22.1	6/10/20	<ul style="list-style-type: none"> • Removed MSAT access request from MOU, and MSAT Section 8 • Corrected pg 35 to reflect correct UAS Coordination channel as 7AG68D • Corrected ETCOG and DETCOG to 4M Radio ID Range 	
23	9/29/20	<ul style="list-style-type: none"> • Added note that the only Mode allowed on 700MHz channels is P25 FDMA Ph 1 • Clarified TX and RX NAC codes for 700Mz Tables 6.1, 6.2 and 6.3 • Added note that no encryption is allowed on the 700 MHz calling channels • Updated Radio ID Plan map 	

Texas Statewide Interoperability Channel Plan

For FCC Designated Public Safety Interoperability Channels 150 MHz – 800 MHz

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MEMORANDUM OF UNDERSTANDING
Texas Statewide Interoperability Channel Plan (TSICP)
V22 (Original issue, April, 2005)

Texas Department of Public Safety
and the identified *Federal Agency, State Agency, Local Jurisdiction, or Emergency Service Organization*

Purpose

This Memorandum of Understanding (MOU) establishes permissions and guidelines for use of interoperability or mutual aid radio channels by:

- Local government jurisdictions and their associated emergency response agencies;
- State agencies in Texas and their associated emergency response organizations;
- Federal agency local units in Texas and their associated emergency response organizations,
- Local agency units in Texas and their associated emergency response organizations to use designated Federal interoperability channels, and;
- Private sector emergency response organizations licensed or otherwise entitled to operate in the Public Safety Pool as defined in Federal Communication Commission (FCC) Rules, Part 90 (47CFR, subpart B, paragraphs 90.15-90.20).

It imposes certain protocols, procedures, and obligations upon jurisdictions hereby authorized to use state-licensed radio channels held by the Texas Department of Public Safety (TxDPS).

This agreement supersedes any other previous versions of the MOU.

Authority

Execution of this agreement by state and local entities is authorized by Texas Government Code, Chapter 791 (local governments), Chapter 771 (state agencies), and Texas Government Code Chapter 421.096 (Interoperability of Radio Systems). This MOU satisfies FCC Part 90 rules for extending license privileges to others by agreement.

Federal agencies are permitted access to interoperability channels as authorized by the National Communications & Information Administration (NTIA) Manual, 47 CFR, Parts 2.102(c), 2.103; and 7.12. Federal agencies may execute this MOU and shall adhere to the attached guidelines.

Applicability

This MOU authorizes the use of certain radio frequencies by emergency response organizations as defined by the U.S. Department of Homeland Security's Emergency Communications Division and the Texas Department of Public Safety. Generally, this includes organizations in the following governmental disciplines:

Emergency Management
Law Enforcement
Fire Service
Emergency Medical Services
Public Works / Transportation

Public Safety Communications
Public Health
Health Care
Hazardous Materials
Governmental Administration

This MOU authorizes use of state-licensed frequencies for the purpose of coordination between emergency response agencies and resources. Such coordination may occur during interagency operations, en route travel, or on-incident communications in accordance with an Incident Communications Plan.

Background

The Texas 77th Legislature, in an effort to provide for effective emergency radio communications by state agencies, called for an Interagency Radio Work Group (IRWG) to develop a state agency communications network. That group developed a preliminary plan that was accepted by the state IRWG and the Sheriffs' Association of Texas on March 27, 2001.

Subsequently, the IRWG determined that the state agency communications network should be expanded to include all public safety agencies in the state. This was accomplished by IRWG's development of the IRCIP of January, 2003.

In response to an FCC requirement for establishment of state / regional advisory committees, the Texas Interoperable Communications Coalition (TxICC) and the Texas Statewide Interoperable Communications Plan Executive Committee (SEC) were formally established as advisory committees to TxDPS.

The Texas Statewide Interoperability Channel Plan (TSICP), developed by the TxICC and included in this MOU, provides essential guidance for interoperable radio communications using VHF, UHF, 700 MHz, 800 MHz, and mobile satellite radio equipment for interagency coordination, en route travel, or on-incident communications.

Understandings

TxDPS will:

- Manage and maintain proper licenses for the use of the interoperability frequencies identified herein;
- Manage and maintain an accurate database of federal and state agencies and local government jurisdictions that have accepted and signed this MOU, and;
- Issue updates and revisions to the TSICP contained herein, upon request by the TxICC and the Texas Statewide Interoperability Coordinator.

Jurisdiction will:

- Participate in regional communications planning (generally arranged by a regional Council of Governments) that provides for regional radio communications interoperability.
- Manage use of the interoperability frequencies by its employees, ensuring compliance with the TSICP and federal / state / local laws, ordinances, and rules.

- Use the interoperability frequencies authorized hereby for their intended purpose of coordination between emergency response agencies and resources. Such coordination may occur during interagency operations, en route travel, or at the scene of an incident.
- Use the interoperability frequencies for en route and on-scene communications in accordance with local and regional policies and procedures.
- Use the interoperability frequencies for on-incident communications in accordance with the Incident Communications Plan established by the on-scene Incident Commander or COML.
- Prioritize use of the interoperability frequencies:
 1. Emergency or urgent operation involving imminent danger to life or property
 2. Disaster or extreme emergency operation requiring extensive interoperability and inter-agency communications
 3. Special event, generally of a pre-planned nature
 4. Joint training exercises
 5. Inter-agency and en route communications in accordance with local and regional policies and procedures
 6. On-Scene tactical communications
- Implement radio communications procedures consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) including:
 - Use “plain language” without 10-codes or agency-specific codes/jargon;
 - Use the calling protocol: "Agency-Unit #, **this is** Agency-Unit #", rather than "Unit # **to** Unit #".

Examples: "**Bryan EMS 1605, this is Tyler Fire 2102**" or "**Incident Command, this is DPS 505**"

- Ensure that mobile, portable, and temporary base radios intended for use by agency leadership (officers) are configured with the appropriate in-band interoperability frequencies as found in the TSICP. This means that, as a minimum, the interoperable frequencies would be added to the day-to-day frequencies used by that entity.
- Ensure that interoperability calling channels are monitored at the Incident Command Post on major incidents requiring significant aid from agencies beyond routine local interoperability. Calling channels should be monitored by appropriate dispatch centers when possible and practical within the affected regions. Monitoring shall include one or more of the following:

CALLING CHANNEL NAME	USE
VCALL10	Analog VHF Calling Channel
UCALL40	Analog UHF Calling Channel
7CALL50	Digital P25 700 MHz Calling Channel
8CALL90	Analog National Calling Channel

Incident Command Post monitoring may be implemented using cross-band repeaters, communications operator console patching, or VHF/UHF/700/800 MHz fixed or mobile gateway.

It is suggested that the band-relevant interoperable call channel listed above be included in the 'home zone' used for day-to-day operations. This will enable radio users to easily turn to the interoperable channel on their mobile or portable radio when needed.

The parties mutually agree:

- Jurisdiction and TxDPS agree that their mutual interests will be furthered by continued coordination between the jurisdiction and the Office of the Texas Statewide Interoperability Coordinator (SWIC).
- Jurisdiction and TxDPS agree that this Memorandum of Understanding may be cancelled at any time, by written notice to the other party, or by subsequent agreements.
- Only one MOU per Jurisdiction or Governing Body is required to cover the departments and/or sub-agencies of each jurisdiction, as long as each department or sub-agency is listed on an accompanying attachment.

The attached *TSICP v22 (Original Issue April, 2005)* is incorporated into this MOU in its entirety. The TSICP may be revised by TSICP Strategic Advisory Group (SAG) and TxDPS as needed, and revisions will be provided to jurisdictions by TxDPS.

Should Jurisdiction elect to withdraw from this MOU because of TSICP revisions, notice shall be given by mail to:

Texas Department of Public Safety
Technical Solutions and Services
5805 N. Lamar Boulevard
Austin, TX 78752

Agreement

This Memorandum of Understanding was agreed to _____ day of _____, _____.
Fillable form is available: <https://www.dps.texas.gov/IOD/interop/docs/TSICPv22.1MOU-fillable.pdf>
Please **complete this page only, sign, save, and then email** as attached file to txswic@dps.texas.gov.

WHO SHOULD EXECUTE THIS AGREEMENT: Each jurisdiction must individually sign this agreement.

- An authorized representative of a City may sign for all public safety agencies in that city.
- A County may sign for volunteer fire departments (VFD) if the VFD is recognized in the county emergency management plan; however,
- A County CANNOT sign for all cities or other public safety agencies in the county that are not a part of county government since they are separate legal entities.
- A Council of Governments (COG) CANNOT sign for all jurisdictions within the COG.

Compliance with this TSICP and the SCIP are required to receive grant funds for communications equipment. **Agencies and programmers should verify the latest version of these documents are being referenced; they can be found at** <https://www.dps.texas.gov/IOD/interop/swicDocuments.htm>

FOR JURISDICTION

Jurisdiction Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Jurisdiction Address: _____

County: _____

Phone: _____ e-mail: _____

Indicate the NUMBER of mobile, portable, temporary base, and/or mobile relay radios to be operated under TxDPS licenses. For Federal Entity Interop and 700 Air-to-Ground channels, please mark the appropriate box with a checkmark or "X" if these channels are programmed or if programming is planned for the future.

	Mobile	Portable	Temporary Base-Mobile Relay	Federal Entity Interop Channels	700 Air-to-Ground Channels
150 MHz					N/A
450 MHz					N/A
700 MHz				N/A	
800 MHz NPSPAC				N/A	N/A

(This information is required by TxDPS as a condition of its licenses from the FCC.)

TEXAS DEPARTMENT OF PUBLIC SAFETY AUTHORIZED SIGNATURE

Signature: _____

Todd M. Early, Assistant Chief, Infrastructure Operations Division
Texas DPS, 5805 N. Lamar Boulevard, Austin, TX 78752
Phone: (512) 424-2121 Fax: (512) 424-2899 Todd.Early@dps.texas.gov

Background Note to Users of the Texas Statewide Interoperability Channel Plan

Nationwide, public safety communications is in a period of great change driven by FCC regulatory changes, new technology, and federal grant funding requirements.

Specifically:

- The Texas Interoperable Communications Coalition (TxICC) anticipates that all federal grants will soon require that communications equipment grant funds be spent only for P25-compliant digital-capable equipment and advises all jurisdictions to purchase P25-compliant equipment.
- Hurricane Katrina re-emphasized the need for common mutual aid/interoperability channels in public safety radios. Also highlighted was the need for all public safety radio users to have common labels for these channels. In response to the U.S. Congress and to U.S. Department of Homeland Security, a national ANSI standard has been established for use in all jurisdictions within the United States.
http://www.npstc.org/download.jsp?tableId=37&column=217&id=17&file=11042-2017_CommonChannelNamingDocument.pdf . These names are reflected in this document.
- This Channel Plan is consistent with current regulatory requirements, technical standards, and grant guidelines as they are understood at the time of issue.

Texas Statewide Interoperability Channel Plan

For FCC Designated Public Safety Interoperability Channels 150 MHz–800 MHz

1. INTRODUCTION

This Channel Plan describes conditions and guidelines for use of state-licensed interoperability or mutual-aid radio channels by:

- Local government jurisdictions and their associated emergency response agencies;
- Federal agency offices in Texas and their associated emergency response organizations, and;
- Private emergency response organizations licensed or eligible to operate in the Public Safety Pool as defined in the Federal Communication Commission (FCC) Rules, Part 90, (47CFR, subpart B paragraphs 90.15-90.20). For further information on FCC public safety radio pool eligibility for statewide use of interoperability channels within Texas, see 47 CFR § 90.20(a) Public Safety Pool.

License privileges are extended to organizations that have executed an acceptable Memorandum of Understanding (MOU) with the Texas Department of Public Safety (TxDPS). These licenses provide for:

- Operation of VHF, UHF, 700 MHz band, and 800 MHz band radio equipment on interoperability or mutual aid channels within the boundaries of Texas;
- Operation of mobile, portable, temporary base, temporary repeater and temporary control station radios only. Fixed-base stations, such as dispatch points, PSAP's, etc., must be separately licensed by the jurisdiction, agency, or private emergency response organization, and
- Permanently-installed standby repeaters must be licensed separately.

By executing an acceptable MOU associated with this Texas Statewide Interoperability Channel Plan (TSICP), public safety entities may operate under existing FCC licenses issued to TxDPS:

<u>Channel Band</u>	<u>FCC License</u>
150 & 450 MHz	WQBC290
150 & 450 MHz Federal Agency	WRCD309
700MHz Narrowband	WPTZ776
700 MHz Air-to-Ground	WPTZ776
800 MHz NPSPAC	WPGV572
800 MHz Mutual Aid	WQDW771

By signing this MOU, entities agree to only use the interoperability channels for the purposes outlined herein, and are **NOT to be used for routine day-to-day dispatch operations.**

2. GENERAL CONDITIONS FOR USE OF TEXAS DEPARTMENT OF PUBLIC SAFETY LICENSED INTEROPERABILITY CHANNELS

By executing the MOU associated with this TSICP, signatories agree to abide by the following general conditions:

2.1. Operational

- Interoperability calling channels and tactical channels should be programmed into all mobile, portable, and temporary base radios operated by signatory agencies and organizations. At a minimum, the channels should be programmed into all radios that can reasonably be expected to be operated by an agency or organization leadership (officers, incident commanders, etc.).
- Use of the interoperability channels shall be limited to their designated purpose of coordination between emergency response agencies, dispatchers, and resources in the field. Such coordination may occur during en route travel, during exercises, or on-incident.
- The interoperability channels are not to be used for routine dispatch operations, but may be used by dispatchers for communications with personnel in the field, in accordance with local and regional policies and procedures. The interoperability tactical channels may be used for day-to-day emergency operations in the absence of higher priority events.
- Use of the interoperability channels shall be prioritized as follows:
 1. Emergency or urgent operation involving imminent danger to life or property;
 2. Disaster or extreme emergency operation requiring extensive interoperability and inter-agency communications;
 3. Special event, generally of a pre-planned nature;
 4. Joint training exercises;
 5. Inter-agency and en route communications in accordance with local and regional policies and procedures; and
 6. On-scene tactical communications.
- Use of the interoperability channels for on-incident communications shall be in accordance with an Incident Communications Plan established by the on-scene incident commander. The controlling agency for an incident shall, through its Incident Commander, assign and/or reassign interoperability channels for each operational period as required to support incident operations.
- UAS Pilot to Pilot Coordination channels have been identified and assigned in the VHF, UHF and 700 MHz public safety bands. These channels are options to be used for UAS Pilot to UAS Pilot and Aircraft pilot coordination as directed by Incident Command, or COML.

- Radio communications procedures on the interoperability channels must be consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) and shall be implemented, specifically including:
 - Use “plain or commonly understood language” without 10-codes or agency-specific codes/jargon, and
 - Use the calling order "Agency-Unit #, this is Agency-Unit #" calling order, rather than "Unit # to Unit #".

Example: "Bryan 1605 this is Tyler 2102" or "Incident Command this is DPS 505"

- Interoperability channels may be used only for voice traffic with the exception of specifically-identified data-only channels (see Tables 5.1 and 5.2). Paging, alert tones, and SCADA operations are not permitted on interoperability calling or tactical channels. Mobile data operations may be conducted on 700 MHz channels labeled for data in the tables. User-initiated telephone interconnect, e.g., phone patch, is not permitted on the interoperability channels.
- All mobile and portable radio equipment should employ a time-out timer set to limit transmission duration to a period of no greater than 120 seconds (2 minutes).
- To alleviate confusion, the standard channel names listed in this plan shall be used in all equipment to refer to individual channels. Previously used mutual-aid channel designations (Intercity, VTAC1, etc.), are no longer valid, and shall be removed from equipment in the field.
- Radios not capable of displaying alphanumeric channel labels should be placarded to indicate the channel names and their corresponding positions on the radio's channel selector switch.

2.2. Co-Channel and Adjacent Channel Interference

The statewide interoperability channels, Continuous Tone Coded Squelch System (CTCSS) tones, and Network Access Codes (NAC) are designated statewide under this plan and thus co-channel interference by/with other simultaneous incidents is possible. If effective radiated power (ERP) is limited to the minimum level required to maintain reliable communications at each incident, and given adequate geographic separation, coordinated co-channel operations at separate incidents and venues may be conducted successfully.

If interference to the interoperability channels from licensed users who are signatory to this plan occurs during an incident, those licensed users should consider their communications to be secondary to emergency interoperability traffic on the interoperability channels.

Co-channel and adjacent channel interference issues during an incident or event must be resolved by the on-scene designated COM-L. TxDPS should immediately be notified of interference to the interoperability channels in order to assist in resolution of the problem.

2.3. Calling Channels

Initial radio contact during travel to or arrival at an emergency incident may be established on an appropriate interoperability calling channel.

- **Calling channels designated as VCALL10, UCALL40, 7CALL50, and 8CALL90 are intended to provide for local and itinerant-user communications with local public safety dispatchers. TXCALL1D is designated as a mobile-to-mobile Calling Channel. TXCALL2D is designated as a Calling Channel for state and federal aircraft to/from a base stations as well as options for UAS Pilot to UAS Pilot coordination as directed by Incident Command or COML. It also will serve as a backup to VCALL10 for other applications.**
- Additionally, the calling channels may be used by responding emergency resources seeking to make contact with the Incident Command Post or staging area(s) at a large-scale incident.
- If a region (or an adjacent region) has jurisdictions that use VHF equipment, the channel VCALL10 should be monitored by appropriate dispatch centers when possible and practical within the affected regions.
- If a region (or an adjacent region) has jurisdictions that use UHF equipment, the channel UCALL40 should be monitored by appropriate dispatch centers when possible and practical within the affected regions.
- If a region (or an adjacent region) has jurisdictions that use 700 MHz band equipment, the channel 7CALL50 should be monitored by appropriate dispatch centers when possible and practical within the affected regions.
- If a region (or an adjacent region) has jurisdictions that use 800 MHz equipment, the channel 8CALL90 should be monitored by appropriate dispatch centers when possible and practical within the affected regions.

2.4. CTCSS Coded Squelch for VHF, UHF, and 800 MHz

CTCSS shall be used on the interoperability calling and tactical channels to mask interference, in accordance with the figures and dates listed in this plan.

The CTCSS tone of 156.7 Hz shall be used for all analog operation on VHF **simplex**, all UHF, and 800 MHz interoperability channels (including fixed, temporary, mobile, and portable analog transmitters). For VHF **repeater** CTCSS and channel programming, see Table 4.4.

- CTCSS tone programming for VHF, UHF, and 800 MHz must be in compliance with the NIFOG version 1.6.1 and any subsequent revisions..
- It is recommended that if the capability exists, a monitor button should be programmed to allow channel monitoring in open carrier squelch, per FCC Rules, Part 90.

Only the CTCSS tones identified in this channel plan are allowed on the interoperability channels within the state. These tones and codes shall not be changed nor others added by an individual agency, communications vendor, or maintenance service provider.

2.5. Modulation and Encryption

This plan identifies allowable modulation and encryption on calling and tactical channels:

- VHF/UHF Analog Modulation at 2.5 kHz is mandatory on all calling and tactical channels to facilitate interoperability with legacy radio equipment in the field.
- 800 MHz Calling Channels: Analog Modulation at 4 kHz is mandatory on all calling and tactical channels to facilitate interoperability with legacy radio equipment in the field.
- 700 MHz interoperability channels must always use P25 CAI digital conventional Modulation.
- The TIA 102 standard is the Project 25 standard. The following list includes most but is not all encompassing of proprietary formats that do not meet the TIA 102 P25 standard: ASTRO 3600, DMR, EDACS, IDAS, MOTOTRBO, NEXEDGE, OPENSKY, and TETRA.
- For occasional pre-planned events where communications security is an issue, encrypted P25 Phase 1 CAI modes are authorized on tactical channels. Specific encryption algorithms and encryption keys shall be as defined by the event COML.

2.6. Temporary Base and Repeater/Mobile Relay Stations

Temporary base stations and repeater/mobile relay stations are permitted by the MOU associated with this channel plan, with the following conditions or restrictions:

- Temporary base stations and temporary repeater/mobile relays antennas may not exceed 13.3 meters (40 feet) above terrain or structure.
- Temporary base stations and temporary repeater/mobile relays that are deployed under this plan may not exceed FCC licensed limitations:

	<u>Transmitter Power</u>	<u>Effective Radiated Power (ERP)</u>
○ VHF	50	100
○ UHF	100	200
○ 700 MHz P25	35	35
○ 800 MHz Temp Base	35	35
○ 800 MHz Repeater	75	75

- Temporary base stations and repeater/mobile relay stations must incorporate automatic station identification, using the appropriate call sign(s) per FCC Rules, Part 90.
- Temporary base and repeater/mobile relay stations shall have a time-out timer limiting transmit duration to no greater than 120 seconds (2 minutes).
- Temporary base and repeater/mobile relay stations, when operating in the repeater mode, shall be configured to immediately drop transmit carrier upon cessation of input signal (no “hang time”).

Reasonable squelch hang time for weak received signals or signals that have achieved a critical bit error rate (BER) is permitted.

- Temporary base stations, repeaters or mobile relays must utilize manual switching or dedicated RF control links, wire line, microwave, fiber, or satellite circuits as a means of primary control. Interoperability channels shall not be enabled, disabled, or muted by any over-the-air signaling device (selective or dual-tone multi-frequency signaling, etc.) as a primary means of control.
- **Temporary base and repeater/mobile relay stations shall not be left in permanent operation and must be disabled upon conclusion of an incident or exercise. Permanently installed Standby Repeaters, if identified in regional interoperability plans, must be separately licensed. Contact Texas DPS RF/Technical Services at 512-424-7134 for assistance.**
- End-of-transmission “courtesy tones” or “beeps” are not allowed on any interoperability channel.

2.7. Conditions for Use of VHF and UHF Federal Entity Interoperability Channels

2.7.1. Requirements per the MOU between the State of Texas and the FCC

Consistent with Section 4.3.16 of the NTIA Manual, the Parties agree that they shall abide but the following conditions for the use of the Federal Interoperability Channels listed in tables 4.4 and 4.5 for VHF, and tables 5.2 and 5.3 for UHF of this TSICP:

1. These channels are available for use among Federal agencies and between Federal agencies and non-Federal entities with which Federal agencies have a requirement to operate.
2. These channels are available to non-Federal entities to enable joint Federal / non-Federal operations for law enforcement and incident response, subject to the condition that harmful interference will not be caused to Federal stations.
3. These channels are restricted to interoperability communications and are not authorized for routine or administrative uses as defined by the NTIA Manual.
4. Extended operations and congestion may lead to frequency conflicts. Coordination with NTIA (through sponsoring Federal agency) is required to resolve these conflicts.
5. Only narrowband emissions are to be used on the Federal Entity Interoperability Channels
6. This MOU does not authorize the provisioning or use of the frequencies listed in tables 4.4, 4.5, 5.2, and 5.3 in any permanent infrastructure.
7. Default operation should be carrier squelch receive, CTCSS 167.9 transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed on how and when to enable/disable.

Federal Agency Interoperability channels may NOT be used for State-to-State, State-to-Local, or Local-to-Local interoperability. A Federal entity must be involved when these channels are used, except during training and exercises as coordinated through the Texas SWIC

2.7.2. Suggestions per the National Interoperability Field Operations Guide (NIFOG)

1. The “VHF Incident Response (IR) Federal Interoperability Channel Plan”, the “UHF Incident Response (IR) Federal Interoperability Channel Plan”, the “VHF Law Enforcement (LE) Federal Interoperability Channel Plan”, and the “UHF Law Enforcement (LE) Federal Interoperability Channel Plan” show frequencies available for use by all Federal agencies to satisfy law enforcement and public safety incident response interoperability requirements. These frequencies will be referred to hereinafter as “Federal Interoperability Channels”.
2. **The Federal Interoperability Channels are available for use among Federal agencies and between Federal agencies and non-federal entities with which Federal agencies have a requirement to operate.**
3. The channels are available to non-federal entities to enable joint Federal/non-federal operations for law enforcement and incident response, subject to the condition that harmful interference will not be caused to Federal stations. These channels are restricted to interoperability communications and are not authorized for routine or administrative uses.
4. Extended operations and congestion may lead to frequency conflicts. Coordination with NTIA is required to resolve these conflicts.
5. Only narrowband emissions are to be used on the Federal Interoperability Channels.
6. Equipment used (transmitters and receivers) must meet the standards established in Section 5.3.5.2 of the NTIA Manual:
 - a. T I A/E I A 603-B for narrowband analog;
 - b. T I A TSB 102.CAAB-A for narrowband digital
7. A complete listing of conditions for use by Federal users can be found in Section 4.3.16 of the NTIA Manual.
8. Use of these frequencies within 75 miles of the Canadian border and 5 miles of the Mexican border require special coordination and in some cases will not be available for use.

Law Enforcement Plans

1. Frequencies 167.0875 MHz (Channel Name: LE A) and 414.0375 MHz (Channel Name: LE B) are designated as National Calling Channels for initial contact and will be identified in the radio as indicated in the Law Enforcement Federal Interoperability Channel Plans.
2. Initial contact communications will be established using narrowband analog FM emission (11K2F3E).
3. The interoperability channels will be identified in mobile and portable radios as indicated in the Law Enforcement Federal Interoperability Channel Plans with Continuous Tone-Controlled Squelch Systems (CTCSS) frequency 167.9 Hz and/or Network Access Code (NAC) \$68F (1679₁₀).

Incident Response Plans

1. Frequencies 169.5375 MHz (Channel Name: NC 1) (paired with 164.7125 MHz) and 410.2375 MHz (Channel Name: NC 2) (paired with 419.2375 MHz) are designated as the calling channels for initial contact and will be identified in the radio as indicated in the Incident Response Federal Interoperability Channel Plans.
2. Initial contact will be established using narrowband analog FM emission (11K2F3E).
3. To ensure access by stations from outside the normal area of operation, Continuous Tone-Controlled Squelch Systems (CTCSS) will not be used on the calling channels.
4. The interoperability channels will be identified in mobile and portable radios as indicated in the “VHF Incident Response (IR) Federal Interoperability Channel Plan” and the “UHF Incident Response (IR) Federal Interoperability Channel Plan”.

3. TRUNKED RADIO SYSTEMS

3.1. Statewide Coordinated P25 Radio Unit ID Range Management Plan

WHAT:

The Statewide Coordinated P25 Radio Unit ID¹ Range Management Plan is an effort to coordinate the distribution of unique identifiers for P25 subscriber radios across the state of Texas. P25 IDs are assigned to create service for a subscriber on a P25 network. P25 subscribers come in a variety of forms, including portable handheld radios, mobile radios, consolettes, and console operator positions.

The Project 25 Standard defines just over 16 million unit IDs which can be used by any one system. For proper operation, subscriber devices **MUST** be using a **UNIQUE** identifier, which functions exactly like a telephone number. The Statewide Coordination Plan pre-allocates the IDs in blocks by COG, which can then be further subdivided as desired.

The Statewide Coordinated P25 Radio Unit ID Plan **ONLY** applies to the coordination of ID Ranges, and does not address, and is not intended to, coordinate, allocate, or otherwise control the activation or allocation of individual Radio IDs.

WHY:

The purpose of this initiative is to reduce duplication of IDs across the state so that each P25 subscriber and mobile ID has a unique identifier, and such that each user can use the assigned P25 Unit ID no matter where they are operating in the state.

The Agencies that have implemented this approach have experienced a number of benefits:

- **Allows Distributed Governance and Local Control Over ID Ranges** – The primary goal of this approach is to achieve both the benefits of centralized coordination, while allowing local and regional controls over range management.
- **Improved Disaster Response Times** – This method greatly simplifies the mechanisms for enabling First Responders to operate on different systems throughout the State, saving precious time during disaster response.
- **One ID per Radio** – System owners only need to track one Radio Unit ID per radio, which makes tracking and managing radios, users, and radio programming profiles (“codeplugs”) much easier.
- **Reduces Duplicate Radio Unit IDs** – Time and troubleshooting efforts are greatly reduced for radio system support teams.
- **Simplifies Management & Allocation** – Helps eliminate errors in assigning IDs because they are organized into the Radio Unit ID fleetmap² structure.
- **Easier to Connect Systems** – For systems that are already coordinated, this approach removes one of the significant obstacles to integrating systems, which is the need to coordinate and reprogram Radio Unit IDs in order to remove duplications.
- **Improves Recovery of Lost or Stolen radios, Reduces Security Risk** – Allows a lost, or stolen device to be disabled or inhibited across multiple networks increasing the likelihood of recovery and without worry of “disabling” an authorized local, radio subscriber unit.
- **Enables quick identification of a Home jurisdiction by ID Range** – Entities are able to determine the subscriber’s jurisdiction by viewing the leading numbers of the P25 Unit ID because they are allocated by COG/Tribe/Jurisdiction.

¹ The term “ID” is an abbreviation for “Identifier” in P25, a term rarely used and so just “ID” is used here.

² In this instance, fleetmap refers to P25 Radio Unit ID fleetmaps.

HOW:

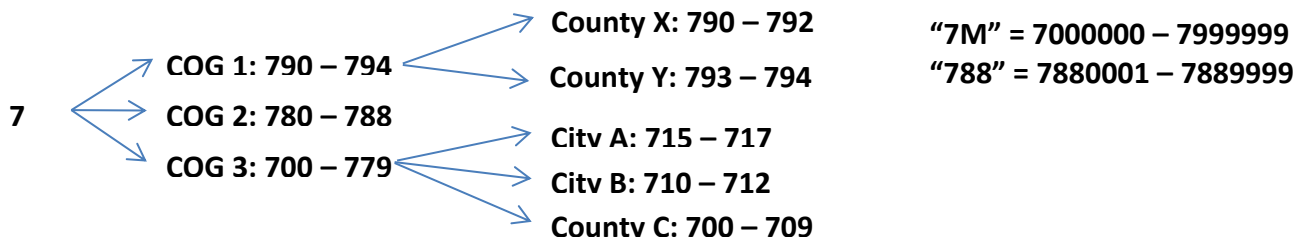
Some COGs have begun allocating ID ranges from within their allocated range at the ‘million level,’ further dividing their range by creating ranges for counties and cities, as desired.

COGs that share an allocated ‘million level’ range with other COGs must first coordinate to determine which COG will have which block of ID ranges within the ‘million level’ range.

Once the COG-level ID range is known, each COG can determine how they prefer to address ID range ownership and range management. To implement the Plan, points of contact at the COG and, in many cases, county level must be identified to manage the allocation of ID ranges.

Some regions may have one point of contact to own the range at the COG level and manage all IDs that are assigned to agencies across the COG. In other areas, there may be multiple range owners within the geography range of the COG – at the county, city, and agency levels.

The graphic below is **only an example** to illustrate the concept of ID allocation beginning at the ‘million level’ range down to the agency level. This illustration uses a shorthand nomenclature; examples are shown at right.



While the concept of dividing and allocating an ID range seems relatively simple, there needs to be strict attention to detail and specific tracking of ID range assignments to ensure successful ID range allocations. There are numerous real world scenarios where ID range assignments were not carefully managed and extensive problems arose, from both a financial perspective and the level of effort to repair the problems.

- To prevent this from happening in other areas, tools are available to assist entities in allocating and managing ID ranges and to determine the appropriate point of contact to obtain a range of IDs. Contact the Office of the SWIC. TXSWIC@dps.texas.gov

WHEN:

The State has not established a deadline for migration to coordinated ID range management. For existing radios using uncoordinated IDs, the change requires radio reprogramming. Because it is understood that radios across the state may not be able to be reprogrammed immediately, it is strongly encouraged that entities reprogram radios with new IDs as their radios are programmed for other or additional reasons.

As radios are reprogrammed, it is EXTREMELY important that the entity reprogramming the radios obtain the latest version of the TSICP and verify if any necessary channel programming updates must be made to be in compliance with the TSICP. **Grant funding is evaluated based upon verification of radio programming compliance with the TSICP, including compliance with the Statewide Coordinated P25 Radio Unit ID Range Management Plan.**

The table below shows the allocation of Statewide Coordinated P25 Radio Unit IDs at the millions level or “M” ranges. The M range indicates the leading one or two digits and are allocated as below, as of the publication date of this document. A brief description of each range and an explanation of the acronyms is provided following the table.

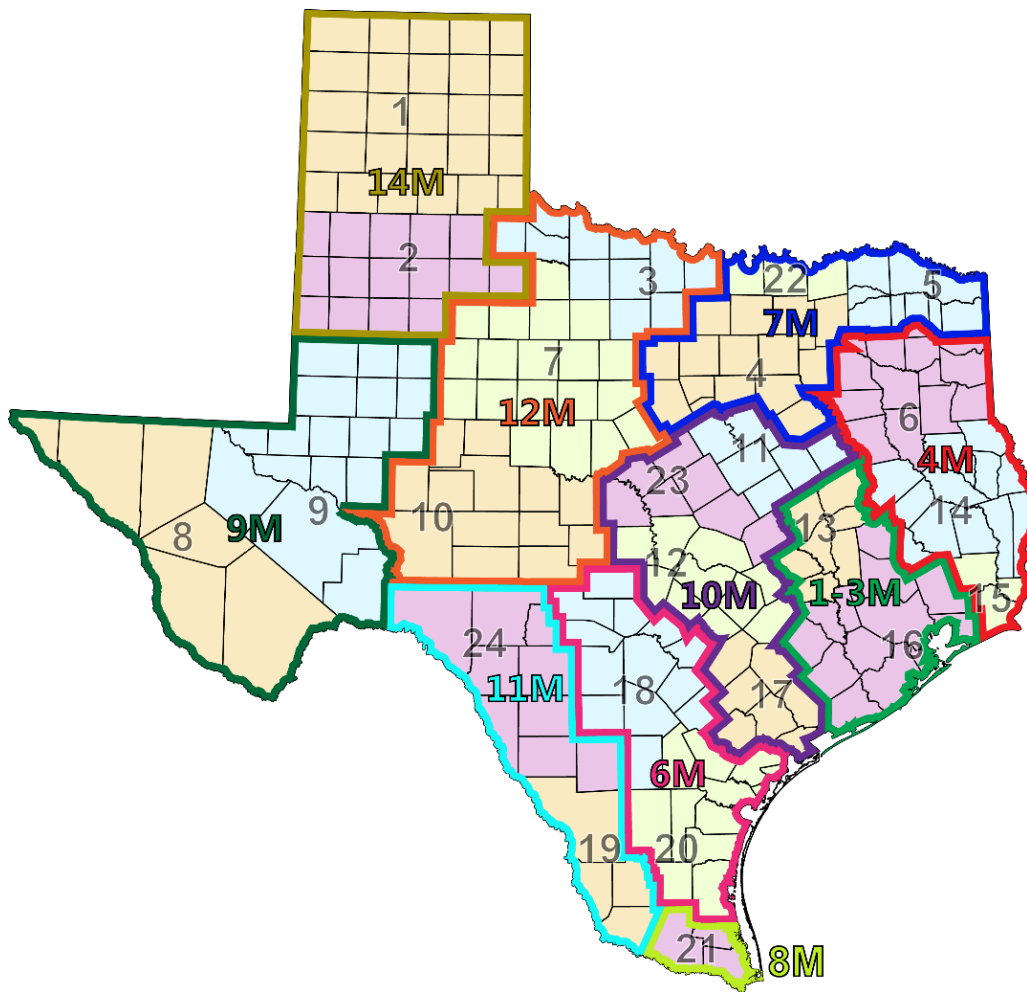
Table 3.1: Statewide Coordinated P25 Radio Unit IDs – Current Range Allocations

Range Abbreviation	P25 UNIT ID RANGE		Geographical Allocation by COG
	Low	High	
<i>Legacy (0M)</i>	<i>0000001</i>	<i>0999999</i>	<i>uncoordinated</i>
1M	1000000	1999999	HGAC
2M	2000000	2999999	HGAC, BVCOG, ETCOG
3M	3000000	3999999	HGAC
4M	4000000	4999999	HGAC, DETCOG, ETCOG SETRPC
5M	5000000	5999999	State, Tribal & Federal Agencies
6M	6000000	6999999	AACOG, CBCOG
7M	7000000	7999999	ATCOG, NCTCOG, TEXOMA
8M	8000000	8999999	LRGVDC, LCRA
9M	9000000	9999999	PBRPC, RGCOG
10M	10000000	10999999	GCRPC, CAPCOG, CTCOG, HOTCOG
11M	11000000	11999999	STDC, MRGDC
12M	12000000	12999999	CVCOG, WCTCOG, NORTEX
13M	13000000	13999999	Reserved for system level temporary usage (ISSI)
14M	14000000	14999999	PRPC, SPAG
15M	15000000	15999999	Unallocated
16M	16000000	16077700	Unallocated

Range Allocation Descriptions

- **Legacy “0M”** – This is the range used by systems prior to or instead of the unique range allocation approach. These IDs are only 7 digits in length and lead with a “0” or null characters. This range is uncoordinated.
- **1M Range** – These IDs are coordinated and used by the Harris County TxWARN system and are allocated to cities and counties in the Harris-Galveston Area Council (HGAC) COG. The range is fully allocated and in active use on TxWARN.
- **2M Range** – The 2M IDs are coordinated by TxWARN and are used by the Brazos Valley Council of Governments (BVCOG), the Brazos Valley Wireless Access Communications System (BVWACS), the East Texas Medical Center (ETMC) and the Metropolitan Transit Authority (MTA).
- **3M Range** – The 3M IDs are coordinated by City of Houston and allocated to cities and counties in the Harris-Galveston Area Council (HGAC) COG. The range is fully allocated and in active use by City of Houston.
- **4M Range** – The 4M IDs are coordinated by City of Houston and are allocated to HGAC agencies, South East Texas Regional Planning Commission (SETRPC) East Texas COG (ETCOG) and Deep East Texas COG (DETCOG).
- **5M Range** – Texas DPS manages this range which is allocated to all Texas State Agencies, Tribal Agencies, and Federal Agencies.
- **6M Range** – The 6M Range is allocated to the Alamo Area Council of Governments (AACOG), supporting the greater San Antonio region, and Coastal Bend COG, (CBCOG), supporting a vulnerable part of the Gulf Coast. Part of this allocation geographically overlaps with LCRA range 8M.
- **7M Range** – The 7M Range is allocated to the North Central region surrounding the Dallas/Fort Worth area, North Central Texas COG (NCTCOG), the Ark-Tex COG (ATCOG) and the Texoma Council of Governments (TEXOMA). Primary ID range and coordination is provided by the CONNCT consortium and the Fort Worth Regional Radio System (FWRRS).
- **8M Range** – The 8M range is allocated to the LCRA P25 system and the Lower Rio Grande Valley Development Council (LRGVDC). The LCRA portion of this allocation geographically overlaps with other geographic ranges across the state.
- **9M Range** – The Rio Grande Council of Governments (RGCG) and Permian Basin Regional Planning Commission (PBRPC) have split this range into equal parts.
- **10M Range** – The 10M range begins the 8-digit IDs. The range has been allocated to the Central Texas COG (CTCOG), Heart of Texas COG (HOTCOG), Capital Area COG (CAPCOG), the Greater Austin Travis Regional Radio System (GATRRS), and the Golden Crescent Regional Planning Commission (GCRPC). Two counties, Karnes and Wilson from AACOG have also been allocated to this range.
- **11M Range** – The 11M range is allocated to the South Texas Development Council (STDC) and the Middle Rio Grande Development Council (MRGDC) with county by county allocations.
- **12M Range** – Concho Valley COG (CVCOG), Nortex Regional Planning Commission (NORTEX) and West Central Texas COG (WCTCOG)
- **13M Range** – For temporary system use, including ISSI roaming.
- **14M Range** – The 14M range is allocated to the northern parts of the state, accommodating the Panhandle Regional Planning Commission (PRPC) and the South Plains Association of Governments (SPAG).

Note: The 15M and 16M ranges remain unallocated.



Coordinated P25 ID Allocations by COG

Notes & Assumptions

The following notes and assumptions are provided to explain the source and status of the Current Range table presented below.

- **Process Applies to ID Range Allocations** – This process has been developed to coordinate the assignment of the ID Ranges, rather than the activation of IDs into a device for operation on P25 Network(s).
 - Many system owners provide and support both functions
 - Only system owners can authorize operation/Unit ID activations
- **Subject to Change** – The range allocations will be updated and further defined by various stakeholder entities. Please contact the Texas SWIC Office for most current view.
- **Levels of Implementation Varies** – Some ranges are fully implemented and support thousands of operating radios, some ranges have not been implemented beyond this allocation document.
- **Please Submit Corrections & Suggestions** – Should you have a need for a range allocation or you have an update to this suggested approach, please contact the Texas SWIC Office.

4. VHF 150 MHz Channels – SPECIFIC GUIDELINES

The VHF channels described in Table 4.2 are licensed for simplex or half-duplex operation as indicated. These may be used in accordance with regional interoperability plans. Table 4.1 includes the recommended “short list” of VHF interoperable channels.

All channels may be used in conjunction with a temporary patch or temporary gateway connection, provided that they do not cause interference. **None of the interoperability channels may be used for routine dispatch operations.**

Note the following:

- Table 4.1 outlines the recommended short list of VHF channels that all Texas public safety agencies should program into their VHF capable radios. For radios with limited channel capacity, these channels may be the only ones programmed. For larger-capacity radios, it is recommended that these channels be programmed into the **first VHF** zone in the radio.
 - With larger channel capacity radios, where possible, it is also recommended that other VHF zones are populated in numerical order, regardless of discipline association. (e.g. VFIRE24, VFIRE25, VFIRE26, VMED28, VMED29, VLAW31, VLAW32, etc.)
 - Users should also be aware that even though some channels have a discipline associated with the name (LAW, FIRE, MED, etc.), ALL disciplines can still use those channels when specified by the COML or incident commander.
- The VHF interoperability channels VCALL10 through TXCALL2D are identified for interoperability use within Texas. The channel VCALL10 is designated by this plan as a multi-discipline, multi-agency public safety interoperability calling channel for all public safety agencies and other signatories to the MOU associated with this channel plan.
- The tactical channels, except where designed for use with state and federal aircraft ONLY, are identified by this plan as multi-discipline, multi-agency public safety interoperability tactical channels for all public safety agencies and other signatories to the MOU associated with this channel plan. The tactical channels may be used for day-to-day agency operations, secondary to users at higher priority incidents requiring interoperability. Additionally, these channels can only be used in the manner intended with this plan. Using them for local repeater inputs or outputs is not allowable.
- At large incidents, all of the tactical channels including those that are identified by discipline (Law, Fire, and Med) may be assigned by the on-incident commander as needed without regard to discipline.
- **VFIRE26 is designated for tactical Ground-to-Air/Air-to-Ground communications with State and Federal aircraft ONLY.**
- **VMED28, in addition to being a medical tactical and mutual aid channel, is also designated for Ground-to-Air communications with EMS helicopters and other aircraft that may be assigned to an incident or event.**
- TXCALL1D will be used as a calling channel for mobile-to-mobile applications. This will provide a common channel for an interagency/inter-discipline mobile to call another mobile, especially

while in travel status. It is recommended for all VHF mobile radios to have this calling channel programmed into them and have the ability to be monitored while in scan mode.

- TXCALL2D is designated as a Calling Channel for state and federal aircraft to/from a base station as well as options for UAS Pilot to UAS Pilot coordination, as directed by Incident Command or COML.
- Mobile Command Posts (MCPs) should monitor VCALL10 at all times when in Operation. They should have equipment to transmit and receive all VHF interoperable simplex and repeater channels.
- National standards for interoperability channel names have been adopted so that all public safety equipment has a common naming convention. In accordance with APCO/NPSTC 1.104.2-2017, these labels are listed in the Tables below and all participating agencies must use these labels.
- Federal agency channels identified in tables 4.4 and 4.5 should only be used per the guidelines listed in pages 17 – 19 of this document.

Table 4.1: Recommended Short List of VHF Interoperability Channels for Texas Public Safety Agencies

- To enable efficient and effective use of interoperability channels when multiple disciplines and jurisdictions respond to an incident, it is recommended that this short list of channels be the first channels programmed into VHF radios.
- For agencies with radios that are limited to 16 channels, these may be the only channels programmed.
- For radios with larger channel capacity, it is recommended that these 16 channels be programmed into the first VHF zone, and the channels on the following tables to be programmed in remaining available zones.

Ch #	Label (Channel Name / Trunked Radio System Talkgroup)	RX Freq	RX Tone/NAC	TX Freq	TX Tone/NAC	Mode (A, D, M)	Use
1	VCALL10	155.7525	156.7	155.7525	156.7	A	Calling Channel
2	VTAC11	151.1375	156.7	151.1375	156.7	A	Generic Public Safety Tactical
3	VTAC12	154.4525	156.7	154.4525	156.7	A	Generic Public Safety Tactical
4	VTAC13	158.7375	156.7	158.7375	156.7	A	Generic Public Safety Tactical
5	VTAC14	159.4725	156.7	159.4725	156.7	A	Generic Public Safety Tactical
6	VFIRE21	154.2800	156.7	154.2800	156.7	A	Fire Tactical
7	VFIRE22	154.2650	156.7	154.2650	156.7	A	Fire Tactical
8	VFIRE23	154.2950	156.7	154.2950	156.7	A	Fire Tactical
9	VFIRE26	154.3025	156.7	154.3025	156.7	A	Fire Tactical and Air-to-Ground with State & Federal Aircraft ONLY
10	VMED28	155.3400	156.7	155.3400	156.7	A	Medical Tactical & Air-to-Ground with Medical Aircraft
11	VMED29	155.3475	156.7	155.3475	156.7	A	Medical Tactical
12	VLAW31	155.4750	156.7	155.4750	156.7	A	Law Enforcement Tactical
13	VLAW32	155.4825	156.7	155.4825	156.7	A	Law Enforcement Tactical
14	TXCALL1D	154.950	156.7	154.950	156.7	A	Generic Mobile Calling Channel
15	TXCALL2D	155.370	156.7	155.370	156.7	A	Flight-following and Air-to-Ground with State/Federal Aircraft ONLY
16	VTAC36	151.1375	156.7	159.4725	136.5	A	Generic Public Safety Repeater (Preferred 1 VHF)

**Table 4.2: Complete list of VHF 150 MHz Simplex Interoperability Channels (12.5 kHz)
Emission Designator 11K2F3E**

Mobile and Portable Configuration*					
Label	Receive	Transmit	Station Class	CTCSS RX /TX	Use
VCALL10	155.7525	155.7525	FBT / MO	156.7 / 156.7	Calling Channel
VTAC11	151.1375	151.1375	FBT / MO	156.7 / 156.7	Tactical Channel
VTAC12	154.4525	154.4525	FBT / MO	156.7 / 156.7	Tactical Channel
VTAC13	158.7375	158.7375	FBT / MO	156.7 / 156.7	Tactical Channel
VTAC14	159.4725	159.4725	FBT / MO	156.7 / 156.7	Tactical Channel
VTAC17 ³	161.8500	157.2500	FBT / MO	156.7 / 156.7	Tactical Channel
VTAC17D ⁴	161.8500	161.8500	FBT / MO	156.7 / 156.7	Tactical Channel
VFIRE21	154.2800	154.2800	FBT / MO	156.7 / 156.7	Tactical Channel
VFIRE22	154.2650	154.2650	FBT / MO	156.7 / 156.7	Tactical Channel
VFIRE23	154.2950	154.2950	FBT / MO	156.7 / 156.7	Tactical Channel
VFIRE24	154.2725	154.2725	FBT / MO	156.7 / 156.7	Tactical Channel
VFIRE25	154.2875	154.2875	FBT / MO	156.7 / 156.7	Tactical Channel
VFIRE26	154.3025	154.3025	FBT / MO	156.7 / 156.7	Tactical Channel (for Air-to-Ground with state/federal Aircraft ONLY)
VMED28	155.3400	155.3400	FBT / MO	156.7 / 156.7	Tactical Channel (and for Air-to-Ground use)
VMED29	155.3475	155.3475	FBT / MO	156.7 / 156.7	Tactical Channel
VLAW31	155.4750	155.4750	FBT / MO	156.7 / 156.7	Tactical Channel
VLAW32	155.4825	155.4825	FBT / MO	156.7 / 156.7	Tactical Channel
TXCALL1D	154.9500	154.9500	FBT / MO	156.7 / 156.7	Mobile-to-Mobile Calling Channel
TXCALL2D	155.3700	155.3700	FBT / MO	156.7 / 156.7	Primary: Flight following between State and Federal aircraft. Secondary: Air-to-Ground for State/Federal Aircraft, and UAS Pilot to UAS Pilot coordination

³ **Allowable use for VTAC17 and VTAC17D:** Base stations: 50 watts max, antenna HAAT 400 feet max. Mobile stations: 20 watts max, antenna HAAT 15 feet max. These channels are for tactical use and may not be operated on board aircraft in flight. These channels use narrowband FM and are available only in certain inland areas at least 100 miles from a major waterway. These channels use the same frequencies as VHF Marine channel 25, which uses wideband FM. Use only in authorized counties listed below. In these authorized areas, interoperability communications have priority over grandfathered public coast and public safety licensees.

⁴ **VTAC17 and VTAC17D may ONLY be used in the following counties:** Andrews Armstrong Bailey Borden Brewster Briscoe Callahan Carson Castro Childress Cochran Coke Collingsworth Concho Cottle Crane Crockett Crosby Culberson Dallam Dawson Deaf Dickens Donley Ector Edwards El Paso Fisher Floyd Gaines Garza Glasscock Gray Hale Hall Hansford Hartley Haskell Hockley Howard Hudspeth Hutchinson Irion Jeff Davis Jones Kent Kimble King Kinney Knox Lamb Lipscomb Loving Lubbock Lynn Martin McCulloch Menard Midland Mitchell Moore Motley Nolan Ochiltree Oldham Parmer Pecos Potter Presidio Randall Reagan Reeves Roberts Runnels Schleicher Scurry Sherman Sterling Stonewall Sutton Swisher Taylor Terrell Terry Tom Green Upton Val Verde Ward Wheeler Winkler Yoakum **(extracted from the National Interoperability Field Operations Guide <https://www.dhs.gov/publication/fog-documents>)**

**Table 4.3: VHF 150 MHz Repeater Pair Interoperability Channel Configuration
(12.5 kHz)⁽⁵⁾⁽⁶⁾**

Emission Designator 11K2F3E

When assigning repeater channels, be aware that the VTAC33-38 repeater pairs are made up of various combinations of the simplex channels VTAC11, VTAC12, VTAC13 and VTAC14. Attention must be given to avoid assigning overlapping repeater channels and those simplex channels on the same incident or nearby incident.

CTCSS tone programming for VHF frequencies must be in compliance with the NIFOG version 1.6.1 and any subsequent revisions by January 2020.

Label	Receive	Transmit	Station Class	CTCSS RX /TX	Use
NOTE: The sub-audible tones of the following are different from simplex programming!					
Mobile and Portable Configuration					
VTAC33	159.4725	151.1375	FBT / MO	156.7 / 136.5	Tactical Repeater Secondary 1
VTAC34	158.7375	154.4525	FBT / MO	156.7 / 136.5	Tactical Repeater Secondary 2
VTAC35	159.4725	158.7375	FBT / MO	156.7/ 136.5	Tactical Repeater Secondary 3
VTAC36 ⁷	151.1375	159.4725	FBT / MO	156.7 / 136.5	Tactical Repeater Preferred 1
VTAC37	154.4525	158.7375	FBT / MO	156.7 / 136.5	Tactical Repeater Preferred 2
VTAC38	158.7375	159.4725	FBT / MO	156.7 / 136.5	Tactical Repeater Preferred 3
Repeater / Base Configuration					
VTAC33	151.1375	159.4725	FB2T	136.5 / 156.7	Tactical Repeater Secondary 1
VTAC34	154.4525	158.7375	FB2T	136.5 / 156.7	Tactical Repeater Secondary 2
VTAC35	158.7375	159.4725	FB2T	136.5 / 156.7	Tactical Repeater Secondary 3
VTAC36 ⁸	159.4725	151.1375	FB2T	136.5 / 156.7	Tactical Repeater Preferred 1
VTAC37	158.7375	154.4525	FB2T	136.5 / 156.7	Tactical Repeater Preferred 2
VTAC38	159.4725	158.7375	FB2T	136.5 / 156.7	Tactical Repeater Preferred 3

⁵ VTAC33-38 recommended for deployable tactical repeater use only (FCC Station Class FB2T). VTAC36-38 are preferred; VTAC33-35 should be used only when necessary due to interference.

⁷ In an emergency, additional Department of Defense VHF Repeater Channels (below 150.8 MHz) can be made available through coordination with the Communications Coordination Group (CCG). Please contact the CCG through your local Disaster District Committee. Alternate contact information is: ccg@dps.texas.gov and 512-424-2755.

⁸ VTAC36 repeater pair is the preferred repeater configuration for usage in Texas.

**Table 4.4: Federal Agency VHF Incident Response Interoperability Channels
Emission Designator 11F3E**

Ch #	Label	RX Freq	RX Tone/NAC *	TX Freq	TX Tone/NAC	Mode (A, D, M)	Use
1	NC 1	169.5375	CSQ	164.7125	167.9	A	Incident Calling
2	IR 1	170.0125	CSQ	165.2500	167.9	A	Incident Command
3	IR 2	170.4125	CSQ	165.9625	167.9	A	Medical Evacuation Control
4	IR 3	170.6875	CSQ	166.5750	167.9	A	Logistics Control
5	IR 4	173.0375	CSQ	167.3250	167.9	A	Interagency Convoy
6	IR 5	169.5375	CSQ	169.5375	167.9	A	Incident Calling – Direct for NC 1
7	IR 6	170.0125	CSQ	170.0125	167.9	A	Incident Command – Direct for IR 1
8	IR 7	170.4125	CSQ	170.4125	167.9	A	Medical Evacuation Control – Direct for IR 2
9	IR 8	170.6875	CSQ	170.6875	167.9	A	Logistics Control – Direct for IR 3
10	IR 9	173.0375	CSQ	173.0375	167.9	A	Interagency Convoy – Direct for IR 4

Default operation should be carrier squelch receive, CTCSS 167.9 transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.

Table 4.5: Federal Agency VHF Law Enforcement Interoperability Channels

Ch #	Label	RX Freq	RX Tone/NAC *	TX Freq	TX Tone/NAC	Mode (A, D, M)	Use
1	LE A	167.0875	CSQ	167.0875	167.9 Tx, CSQ Rx	A	Calling
2	LE 1	167.0875	CSQ	162.0875	167.9 Tx, CSQ Rx	A	Tactical
3	LE 2	167.2500	\$68F (1679 ₁₀)	162.2625	\$68F (1679 ₁₀)	D	Tactical
4	LE 3	167.7500	\$68F (1679 ₁₀)	162.8375	\$68F (1679 ₁₀)	D	Tactical
5	LE 4	168.1125	\$68F (1679 ₁₀)	163.2875	\$68F (1679 ₁₀)	D	Tactical
6	LE 5	168.4625	\$68F (1679 ₁₀)	163.4250	\$68F (1679 ₁₀)	D	Tactical
7	LE 6	167.2500	\$68F (1679 ₁₀)	167.2500	\$68F (1679 ₁₀)	D	Tactical – Direct for LE2
8	LE 7	167.7500	\$68F (1679 ₁₀)	167.7500	\$68F (1679 ₁₀)	D	Tactical – Direct for LE3
9	LE 8	168.1125	\$68F (1679 ₁₀)	168.1125	\$68F (1679 ₁₀)	D	Tactical – Direct for LE4
10	LE 9	168.4625	\$68F (1679 ₁₀)	168.4625	\$68F (1679 ₁₀)	D	Tactical – Direct for LE5

CTCSS on receive only if user selectable; else CSQ. **See “Conditions for Use of Federal Entity Interoperability Channels” on pages 18 – 19 of this document.**

All channels in these tables are NARROWBAND only.

5. UHF 450 MHz Channels – SPECIFIC GUIDELINES

The eight UHF channels described in Table 5.1 may be used in accordance with regional interoperability plans. However, users should recognize that in-coming resources from out-of-region may not yet be equipped with these channels.

All channels may be used in conjunction with a temporary patch or temporary gateway connection provided they do not cause interference. None of the interoperability channels may be used for routine dispatch operations. For UHF interoperability, the four repeater channels (with direct) described in Table 5.1 below will be used.

Note the following:

- The UHF interoperability channels UCALL40 through UTAC43 are identified for interoperability use within Texas. The channel UCALL40 is designated by this plan as a multi-discipline, multi-agency public safety interoperability calling channel for all public safety agencies and other signatories to the MOU associated with this channel plan.
- The tactical channels UTAC41 through UTAC43 are identified by this plan as multi-discipline, multi-agency public safety interoperability tactical channels for all public safety agencies and other signatories to the MOU associated with this channel plan. The tactical channels may be used as day-to-day emergency operations channels, secondary to users at higher priority incidents requiring interoperability. Additionally, these channels can only be used in the manner intended with this plan. Using them for local repeater inputs or outputs is not allowable.
- At large incidents, all tactical channels may be assigned by the on-incident commander as needed without regard to discipline.
- The channels UCALL40 and UCALL40D are designated as multi-discipline, multi-agency public safety interoperability calling channels for all public safety agencies and other signatories to the MOU associated with this channel plan.
- The UCALL40 channels are designated for interoperable UHF communications between mobile/portable radios and base stations, temporary base stations and incident commander.
- UTAC43D is designated as an option for UAS Pilot to UAS Pilot Coordination, as directed by Incident Command or COML.
- The tactical repeater channels UTAC41 – UTAC43 and talk-around channels UTAC41D-UTAC43D should be assigned by the incident commander.
- National standards for interoperability channel names have been adopted so that all public safety equipment has a common naming convention. In accordance with APCO/NPSTC 1.104.2-2017, these labels are listed in Table 5.1 and all participating agencies must use these labels.
- Federal agency channels identified in tables 5.2 and 5.3 should only be used per the guidelines listed in pages 18 – 19 of this document.

Table 5.1: UHF 450 MHz Interoperability Channels (12.5 kHz)**Emission Designator 11K2F3E**

CTCSS tone programming for UHF channels must be in compliance with the NIFOG version 1.6.1 and any subsequent revisions by **January 2020**.

Label	Receive	Transmit	Station Class	CTCSS RX/TX	Use
Mobile and Portable Configuration					
UCALL40	453.2125	458.2125	FB2T / MO	156.7 / 156.7	Calling Channel (Repeater)
UCALL40D	453.2125	453.2125	FBT / MO	156.7 / 156.7	Calling Channel (Direct)
UTAC41	453.4625	458.4625	FB2T / MO	156.7 / 156.7	Tactical Repeater Channel
UTAC41D	453.4625	453.4625	FBT / MO	156.7 / 156.7	Tactical Repeater (Direct)
UTAC42	453.7125	458.7125	FB2T / MO	156.7 / 156.7	Tactical Repeater Channel
UTAC42D	453.7125	453.7125	FBT / MO	156.7 / 156.7	Tactical Repeater (Direct)
UTAC43	453.8625	458.8625	FB2T / MO	156.7 / 156.7	Tactical Repeater Channel
UTAC43D	453.8625	453.8625	FBT / MO	156.7 / 156.7	UAS Pilot to UAS Pilot Coordination
Repeater / Base Configuration					
UCALL40	458.2125	453.2125	FB2T	156.7 / 156.7	Mobile Command Post Calling Channel Base
UTAC41	458.4625	453.4625	FB2T	156.7 / 156.7	Incident Temporary Repeater Channels
UTAC42	458.7125	453.7125	FB2T	156.7 / 156.7	Incident Temporary Repeater Channels
UTAC43	458.8625	453.8625	FB2T	156.7 / 156.7	Incident Temporary Repeater Channels

**Table 5.2: Federal Agency UHF Incident Response Interoperability Channels
Emission Designator 11F3E**

Ch #	Label	RX Freq	RX Tone/NAC	TX Freq	TX Tone/NAC	Mode (A, D, M)	Use
1	NC 2	410.2375	CSQ	419.2375	167.9	A	Incident Calling
2	IR 10	410.4375	CSQ	419.4375	167.9	A	Ad hoc assignment
3	IR 11	410.6375	CSQ	419.6375	167.9	A	Ad hoc assignment
4	IR 12	410.8375	CSQ	419.8375	167.9	A	SAR Incident Command
5	IR 13	413.1875	CSQ	413.1875	167.9	A	Ad hoc assignment
6	IR 14	413.2125	CSQ	413.2125	167.9	A	Interagency Convoy
7	IR 15	410.2375	CSQ	410.2375	167.9	A	Incident Calling – Direct for NC 2 Calling
8	IR 16	410.4375	CSQ	410.4375	167.9	A	Ad hoc assignment – Direct for IR 10
9	IR 17	410.6375	CSQ	410.6375	167.9	A	Ad hoc assignment – Direct for IR 11
10	IR 18	410.8375	CSQ	410.8375	167.9	A	SAR Incident Command - Direct for IR 12

Default operation should be carrier squelch receive, CTCSS 167.9 transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.

Table 5.3: Federal Agency UHF Law Enforcement Interoperability Channels

Ch #	Label	RX Freq	RX Tone/NAC*	TX Freq	TX Tone/NAC	Mode (A, D, M)	Use
1	LE B	414.0375	CSQ	414.0375	167.9	A	Calling
2	LE 10	409.9875	CSQ	418.9875	167.9	A	Tactical
3	LE 11	410.1875	\$68F (1679 ₁₀)	419.1875	\$68F (1679 ₁₀)	D	Tactical
4	LE 12	410.6125	\$68F (1679 ₁₀)	419.6125	\$68F (1679 ₁₀)	D	Tactical
5	LE 13	414.0625	\$68F (1679 ₁₀)	414.0625	\$68F (1679 ₁₀)	D	Tactical
6	LE 14	414.3125	\$68F (1679 ₁₀)	414.3125	\$68F (1679 ₁₀)	D	Tactical
7	LE 15	414.3375	\$68F (1679 ₁₀)	414.3375	\$68F (1679 ₁₀)	D	Tactical
8	LE 16	409.9875	\$68F (1679 ₁₀)	409.9875	167.9	D	Tactical - Direct for LE 10 Analog
9	LE 17	410.1875	\$68F (1679 ₁₀)	410.1875	\$68F (1679 ₁₀)	D	Tactical - Direct for LE 11
10	LE 18	410.6125	\$68F (1679 ₁₀)	410.6125	\$68F (1679 ₁₀)	D	Tactical - Direct for LE 12

CTCSS on receive only if user selectable; else CSQ. **See “Conditions for Use of Federal Entity Interoperability Channels” on pages 18 – 19 of this document.** All channels in these tables are NARROWBAND only.

6. 700 MHz Channels – SPECIFIC GUIDELINES

For 700 MHz interoperability, the 32 repeater channels, with their associated 32 direct channels, are described in Table 6.1 below. Table 6.1 includes the corresponding Tactical Repeater Configuration. Table 6.1 includes the recommended “short list” of 700 MHz channels.

Note the following:

- 700 MHz interoperability channels are identified by the FCC for interoperability use within Texas. All fixed 700 MHz interoperable channel locations must be reviewed by the Office of the Texas SWIC prior to implantation. Some of these interoperable channels may already be licensed by multiple agencies for interoperability use throughout the state.
- All 700 MHz interoperability channels are to be used as multi-discipline, multi-agency public safety interoperability calling channels for all public safety agencies and other signatories to the MOU associated with this channel plan. These channels are designated for interoperable 700 MHz communications between mobile/portable radios and base stations, temporary base stations, and on-incident incident commander.
- Table 6.1 outlines the recommended short list of 700 MHz channels that all Texas public safety agencies should program in their 700 MHz capable radios. For radios with limited channel capacity, these channels may be the only ones programmed. For larger-capacity radios, it is recommended that these channels be programmed into the **first** 700MHz zone in the radio.
 - Where possible, it is also recommended that additional 700MHz zones are populated in numerical order, with Direct channels following their associated repeater channel, regardless of discipline association. (E.g. 7LAW62D,7FIRE63, 7FIRE63D, 7FIRE64, 7FIRE64D, 7MED65, 7MED65D)
 - Numerical order programming should continue through additional zones as local agencies are able and interested in programming all 700 MHz channels in their radios.
 - Users should also be aware that even though some channels have a discipline associated with the name (LAW, FIRE, MED, etc.), ALL disciplines can still use that channel when specified by the COML or incident commander.
- The tactical direct channels, repeater channels, and Air to Ground channels identified in Tables 6.2, 6.3 and 6.4 should be assigned on-incident by the Incident Commander or COML.
 - 7AG68D is to be used for UAS Pilot to UAS Pilot Coordination
 - 7AG88D is to be used for Air to Landing Zone Coordination
- Mode: Only P25 FDMA Phase 1 Common Air Interface may be used on 700 MHz channels
- TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) applies to all 700 MHz channels
- No Encryption allowed on Calling Channels
- 700 MHz channels with a “+” indicated in the “Use” column should not be used within 70 miles of the US / Mexico border.
- National standards for interoperability channel names have been adopted so that all public safety equipment has a common naming convention. In accordance with APCO/NPSTC 1.104.2-2017, these labels are listed in the Tables below and all participating agencies must use these labels.

Table 6.1: Recommended SHORT List 700 MHz Interoperability Channels for Texas Public Safety Agencies

To enable efficient use of channels when multiple disciplines and jurisdictions respond to an incident, it is recommended that this short list of channels be the first channels programmed into 700 MHz radios. For agencies with radios that are limited to 16 channels, these may be the only channels programmed. For radios with larger channel capacity, it is recommended that these 16 channels be programmed into the first 700 MHz zone, and the channels on the following tables to be programmed in remaining available zones.

Label	Receive	Transmit	Station Class	Use
7CALL50	769.24375	799.24375	FB2T	Temporary Calling Channel Repeater
7CALL50D	769.24375	769.24375	FBT / MO	Calling Channel (Direct)
7TAC51	769.14375	799.14375	FB2T	Temporary Tactical Repeater
7TAC51D	769.14375	769.14375	FBT / MO	Tactical Channel (Direct)
7TAC52	769.64375	799.64375	FB2T	Temporary Tactical Repeater
7TAC52D	769.64375	769.64375	FBT / MO	Tactical Channel (Direct)
7TAC53	770.14375	800.14375	FB2T	Temporary Tactical Repeater
7TAC53D	770.14375	770.14375	FBT / MO	Tactical Channel (Direct)
7TAC54	770.64375	800.64375	FB2T	Temporary Tactical Repeater
7TAC54D	770.64375	770.64375	FBT / MO	Tactical Channel (Direct)
7TAC55	769.74375	799.74375	FB2T	Temporary Tactical Repeater
7TAC55D	769.74375	769.74375	FBT / MO	Tactical Channel (Direct)
7TAC56	770.24375	800.24375	FB2T	Temporary Tactical Repeater
7TAC56D	770.24375	770.24375	FBT / MO	Tactical Channel (Direct)
7GTAC57	770.99375	800.99375	FB2T	Temporary Tactical Repeater
7GTAC57D	770.99375	770.99375	FBT / MO	Tactical Channel (Direct)

Mode: Only P25 FDMA Phase 1 Common Air Interface
TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) No Encryption on Calling Channels

NOTE: Channels with a "+" indicated in the "Use" column should not be used within 70 miles of the US / Mexico Border.

Table 6.2: 700 MHz Interoperability Channels (12.5 kHz)**Emission Designator 8K10F1E**

Label	Receive	Transmit	Station Class	Use
7CALL50	769.24375	799.24375	FB2T / MO	Calling Channel
7CALL50D	769.24375	769.24375	FBT / MO	Calling Channel (Direct)
7TAC51	769.14375	799.14375	FB2T / MO	Tactical Repeater Channel
7TAC51D	769.14375	769.14375	FBT / MO	Tactical Channel (Direct)
7TAC52	769.64375	799.64375	FB2T / MO	Tactical Repeater Channel
7TAC52D	769.64375	769.64375	FBT / MO	Tactical Channel (Direct)
7TAC53	770.14375	800.14375	FB2T / MO	Tactical Repeater Channel
7TAC53D	770.14375	770.14375	FBT / MO	Tactical Channel (Direct)
7TAC54	770.64375	800.64375	FB2T / MO	Tactical Repeater Channel
7TAC54D	770.64375	770.64375	FBT / MO	Tactical Channel (Direct)
7TAC55	769.74375	799.74375	FB2T / MO	Tactical Repeater Channel
7TAC55D	769.74375	769.74375	FBT / MO	Tactical Channel (Direct)
7TAC56	770.24375	800.24375	FB2T / MO	Tactical Repeater Channel
7TAC56D	770.24375	770.24375	FBT / MO	Tactical Channel (Direct)
7GTAC57	770.99375	800.99375	FB2T / MO	Tactical Repeater Channel
7GTAC57D	770.99375	770.99375	FBT / MO	Tactical Channel (Direct)
7MOB59	770.89375	800.89375	FB2T / MO	Tactical Repeater Channel
7MOB59D	770.89375	770.89375	FBT / MO	Tactical Channel (Direct)
7LAW61	770.39375	800.39375	FB2T / MO	Tactical Repeater Channel
7LAW61D	770.39375	770.39375	FBT / MO	Tactical Channel (Direct)

Mode: Only P25 FDMA Phase 1 Common Air Interface
TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) No Encryption on Calling Channels

NOTE: Channels with a "+" indicated in the "Use" column should not be used within 70 miles of the US / Mexico Border.

**Table 6.2 (cont.)
700 MHz Interoperability Channels (12.5 kHz)**

Emission Designator 8K10F1E

Label	Receive	Transmit	Station Class	Use
7LAW62	770.49375	800.49375	FB2T / MO	Tactical Repeater Channel
7LAW62D	770.49375	770.49375	FBT / MO	Tactical Channel (Direct)
7FIRE63	769.89375	799.89375	FB2T / MO	Tactical Repeater Channel
7FIRE63D	769.89375	769.89375	FBT / MO	Tactical Channel (Direct)
7FIRE64	769.99375	799.99375	FB2T / MO	Tactical Repeater Channel
7FIRE64D	769.99375	769.99375	FBT / MO	Tactical Channel (Direct)
7MED65	769.39375	799.39375	FB2T / MO	Tactical Repeater Channel
7MED65D	769.39375	769.39375	FBT / MO	Tactical Channel (Direct)
7MED66	769.49375	799.49375	FB2T / MO	Tactical Repeater Channel
7MED66D	769.49375	769.49375	FBT / MO	Tactical Channel (Direct)
7DATA69	770.74375	800.74375	FB2T / MO	Tactical Data Repeater Channel
7DATA69D	770.74375	770.74375	FBT / MO	Tactical Data Channel (Direct)
7CALL70	773.25625	803.25625	FX1T / MO	Tactical Data Repeater Channel
7CALL70D	773.25625	773.25625	FBT / MO	Tactical Data Channel (Direct)
7TAC71	773.10625	803.10625	FB2T / MO	Tactical Repeater Channel+
7TAC71D	773.10625	773.10625	FBT / MO	Tactical Channel (Direct)
7TAC72	773.60625	803.60625	FB2T / MO	Tactical Repeater Channel+
7TAC72D	773.60625	773.60625	FBT / MO	Tactical Channel (Direct)
7TAC73	774.10625	804.10625	FB2T / MO	Tactical Repeater Channel+
7TAC73D	774.10625	774.10625	FBT / MO	Tactical Channel (Direct)

Mode: Only P25 FDMA Phase 1 Common Air Interface

TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) No Encryption on Calling Channels

NOTE: Channels with a "+" indicated in the "Use" column should not be used within 70 miles of the US / Mexico Border.

**Table 6.2 (cont.)
700 MHz Interoperability Channels (12.5 kHz)**

Emission Designator 8K10F1E

Label	Receive	Transmit	Station Class	Use
7TAC74	774.60625	804.60625	FB2T / MO	Tactical Repeater Channel
7TAC74D	774.60625	774.60625	FBT / MO	Tactical Channel (Direct)
7TAC75	773.75625	803.75625	FB2T / MO	Tactical Repeater Channel+
7TAC75D	773.75625	773.75625	FBT / MO	Tactical Channel (Direct)
7TAC76	774.25625	804.25625	FB2T / MO	Tactical Repeater Channel+
7TAC76D	774.25625	774.25625	FBT / MO	Tactical Channel (Direct)
7GTAC77	774.85625	804.85625	FB2T / MO	Tactical Repeater Channel
7GTAC77D	774.85625	774.85625	FBT / MO	Tactical Channel (Direct)
7MOB79	774.50625	804.50625	FB2T / MO	Tactical Repeater Channel
7MOB79D	774.50625	774.50625	FBT / MO	Tactical Channel (Direct)
7LAW81	774.00625	804.00625	FB2T / MO	Tactical Repeater Channel+
7LAW81D	774.00625	774.00625	FBT / MO	Tactical Channel (Direct)
7LAW82	774.35625	804.35625	FB2T / MO	Tactical Repeater Channel+
7LAW82D	774.35625	774.35625	FBT / MO	Tactical Channel (Direct)
7FIRE83	773.50625	803.50625	FB2T / MO	Tactical Repeater Channel+
7FIRE83D	773.50625	773.50625	FBT / MO	Tactical Channel (Direct)
7FIRE84	773.85625	803.85625	FB2T / MO	Tactical Repeater Channel+
7FIRE84D	773.85625	773.85625	FBT / MO	Tactical Channel (Direct)

Mode: Only P25 FDMA Phase 1 Common Air Interface
TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) No Encryption on Calling Channels

NOTE: Channels with a "+" indicated in the "Use" column should not be used within 70 miles of the US / Mexico Border.

**Table 6.2 (cont.)
700 MHz Interoperability Channels (12.5 kHz)**

Emission Designator 8K10F1E

Label	Receive	Transmit	Station Class	Use
7MED86	773.00625	803.00625	FB2T / MO	Tactical Repeater Channel+
7MED86D	773.00625	773.00625	FBT / MO	Tactical Channel (Direct)
7MED87	773.35625	803.35625	FB2T / MO	Tactical Repeater Channel+
7MED87D	773.35625	773.35625	FBT / MO	Tactical Channel (Direct)
7DATA89	774.75625	804.75625	FB2T / MO	Tactical Data Repeater Channel
7DATA89D	774.75625	774.75625	FBT / MO	Tactical Data Channel (Direct)

Mode: Only P25 FDMA Phase 1 Common Air Interface
TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) No Encryption on Calling Channels

NOTE: Channels with a "+" indicated in the "Use" column should not be used within 70 miles of the US / Mexico Border.

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Table 6.3: 700 MHz Interoperability Tactical Repeater Channels (12.5 kHz)**Emission Designator 8K10F1E**

Label	Transmit	Receive	Station Class	Use
7CALL50	769.24375	799.24375	FB2T	Temporary Calling Channel Repeater
7TAC51	769.14375	799.14375	FB2T	Temporary Tactical Repeater
7TAC52	769.64375	799.64375	FB2T	Temporary Tactical Repeater
7TAC53	770.14375	800.14375	FB2T	Temporary Tactical Repeater
7TAC54	770.64375	800.64375	FB2T	Temporary Tactical Repeater
7TAC55	769.74375	799.74375	FB2T	Temporary Tactical Repeater
7TAC56	770.24375	800.24375	FB2T	Temporary Tactical Repeater
7GTAC57	770.99375	800.99375	FB2T	Temporary Tactical Repeater
7MOB59	770.89375	800.89375	FB2T	Temporary Tactical Repeater
7LAW61	770.39375	800.39375	FB2T	Temporary Tactical Repeater
7LAW62	770.49375	800.49375	FB2T	Temporary Tactical Repeater
7FIRE63	769.89375	799.89375	FB2T	Temporary Tactical Repeater
7FIRE64	769.99375	799.99375	FB2T	Temporary Tactical Repeater
7MED65	769.39375	799.39375	FB2T	Temporary Tactical Repeater
7MED66	769.49375	799.49375	FB2T	Temporary Tactical Repeater
7DATA69	770.74375	800.74375	FB2T	Temporary Tactical Data Repeater
7CALL70	773.25625	803.25625	FB2T	Temporary Calling Channel
7TAC71	773.10625	803.10625	FB2T	Temporary Tactical Repeater+
7TAC72	773.60625	803.60625	FB2T	Temporary Tactical Repeater+
7TAC73	774.10625	804.10625	FB2T	Temporary Tactical Repeater+
7TAC74	774.60625	804.60625	FB2T	Temporary Tactical Repeater

Mode: Only P25 FDMA Phase 1 Common Air Interface

TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) No Encryption on Calling Channels

NOTE: Channels with a "+" indicated in the "Use" column should not be used within 70 miles of the US / Mexico Border.

**Table 6.3 (cont.)
700 MHz Interoperability Channels (12.5 kHz)**

Emission Designator 8K10F1E

Label	Transmit	Receive	Station Class	Use
7TAC75	773.75625	803.75625	FB2T	Temporary Tactical Repeater+
7TAC76	774.25625	804.25625	FB2T	Temporary Tactical Repeater+
7GTAC77	774.85625	804.85625	FB2T	Temporary Tactical Repeater
7MOB79	774.50625	804.50625	FB2T	Temporary Tactical Repeater
7LAW81	774.00625	804.00625	FB2T	Temporary Tactical Repeater+
7LAW82	774.35625	804.35625	FB2T	Temporary Tactical Repeater+
7FIRE83	773.50625	803.50625	FB2T	Temporary Tactical Repeater+
7FIRE84	773.85625	803.85625	FB2T	Temporary Tactical Repeater+
7MED86	773.00625	803.00625	FB2T	Temporary Tactical Repeater+
7MED87	773.35625	803.35625	FB2T	Temporary Tactical Repeater+
7DATA89	774.75625	804.75625	FB2T	Temporary Tactical Data Repeater

Mode: Only P25 FDMA Phase 1 Common Air Interface
TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀) No Encryption on Calling Channels

NOTE: Channels with a "+" indicated in the "Use" column should not be used within 70 miles of the US / Mexico Border.

NEW! Table 6.4: 700 MHz Interoperability Channels (12.5 kHz)**Air-to-Ground**

Label	Mobile RX (MHz)	Mobile TX (MHz)	Use
7AG58	769.13125	799.13125	Air-Ground
7AG58D	769.13125	769.13125	Air-Ground
7AG60	769.63125	799.63125	Air-Ground
7AG60D	769.63125	769.63125	Air-Ground
7AG67	770.13125	800.13125	Air-Ground
7AG67D	770.13125	770.13125	Air-Ground
7AG68	770.63125	800.63125	Air-Ground
7AG68D	770.63125	770.63125	UAS Pilot to UAS Pilot Coordination
7AG78	773.11875	803.11875	Air-Ground
7AG78D	773.11875	773.11875	Air-Ground
7AG80	773.61875	803.61875	Air-Ground
7AG80D	773.61875	773.61875	Air-Ground
7AG85	774.11875	804.11875	Air-Ground
7AG85D	774.11875	774.11875	Air-Ground
7AG88	774.61875	804.61875	Air-Ground
7AG88D	774.61875	774.61875	Air-Ground Landing Zone

* 7AG88D is recommended for **Landing Zone** use.

TX NAC: \$293 (659₁₀). RX NAC \$F7E (3966₁₀). These channels are reserved for air-ground communications to be used by low-altitude aircraft and ground based stations: See FCC rule 90.531(7). (i) Airborne use of these channels is limited to aircraft flying at or below **457 meters (1500 feet) above ground level**. (ii) **Aircraft are limited to 2 watts effective radiated power (ERP)** when transmitting while airborne on these channels. (iii) Aircraft may transmit on either the mobile or base transmit side of the channel pair. (iv) States are responsible for the administration of these channels. *These are NOT nationwide interoperability channels.*

7. 800 MHz Channels – SPECIFIC GUIDELINES

For 800 MHz interoperability, the repeater channels (with direct) described in Table 7.1 below will be used. Table 7.2 includes descriptions for use within the Border Area (rebanding).

Note the following:

800 MHz interoperability channels are identified by the FCC for interoperability use within Texas. Some of these interoperable channels may already be licensed by multiple agencies for use throughout the state.

- The channel 8CALL90 is designated as a multi-discipline, multi-agency public safety interoperability calling channel for all public safety agencies and other signatories to the MOU associated with this channel plan.
- The tactical repeater channels 8TAC91 - 8TAC94 and talk-around channels 8TAC91D - 8TAC94D should be assigned on-incident by the incident commander.
 - 8TAC94D is to be used for UAS Pilot to UAS Pilot Coordination
 - To minimize interference, 8TAC repeaters should remain in an 'off' configuration unless in use for an incident, and should not be used for day-to-day operations
- 8TAC95D, 8TAC96D and 8TAC97D are to be used for multi-agency events, and not for day-to-day operations, and cannot interfere with licensed radio systems, and can expect interference from licensed radio systems
- National standards for interoperability channel names have been adopted so that all public safety equipment has a common naming convention. In accordance with APCO/NPSTC 1.104.2-2017, these labels are listed in Tables 7.1 and 7.2 and all participating agencies must use these labels.

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**Table 7.1: 800 NPSPAC Interoperability Channels (20 kHz)
Emission Designator 16K0F3E**

CTCSS tone programming for 800 MHz channels must be in compliance with the NIFOG version 1.6.1 and any subsequent revisions by **January 2020**.

Label	Receive	Transmit	Station Class	CTCSS RX/TX	Use
8CALL90	851.0125	806.0125	FB2T / MO	156.7 / 156.7	Calling Channel (Repeater)
8CALL90D	851.0125	851.0125	FBT / MO	156.7 / 156.7	Calling Channel (Direct)
8TAC91	851.5125	806.5125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC91D	851.5125	851.5125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
8TAC92	852.0125	807.0125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC92D	852.0125	852.0125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
8TAC93	852.5125	807.5125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC93D	852.5125	852.5125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
8TAC94	853.0125	808.0125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC94D	853.0125	853.0125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
8TAC95D	851.5500	851.5500	MO	156.7 / 156.7	Incident Control Channel (Direct)*
8TAC96D	853.0500	853.0500	MO	156.7 / 156.7	Incident Control Channel (Direct)*
8TAC97D	853.3500	853.3500	MO	156.7 / 156.7	Incident Control Channel (Direct)*
Repeater / Base Configuration					
8CALL90	806.0125	851.0125	FB2T	156.7	Mobile Command Post Calling Channel Base
8TAC91	806.5125	851.5125	FB2T	156.7	Incident Temporary Repeater Channels
8TAC92	807.0125	852.0125	FB2T	156.7	
8TAC93	807.5125	852.5125	FB2T	156.7	
8TAC94	808.0125	853.0125	FB2T	156.7	

*These low-power mobile/portable channels are only authorized for use during multi-agency response. Direct users can not interfere with licensed radio systems, and can expect interference from licensed radio systems, and may not be used in a repeater configuration nor patched with other channels through a gateway or patching device. ERP is limited to 20 watts and only mobile and portable operation is allowed. Base stations are not permitted.

**Table 7.2: 800 NPSPAC Interoperability Channels (20 kHz)
For Use within Border Area for Rebanding**

Emission Designator 16K0F3E

CTCSS tone programming for 800 MHz channels must be in compliance with the NIFOG version 1.6.1 and any subsequent revisions by **January 2020**.

Label TX / NIFOG*	Receive	Transmit	Station Class	CTCSS RX/TX	Use
8CALL / ICALL	866.0125	821.0125	FB2T / MO	156.7 / 156.7	Calling Channel (Repeater)
8CALLD / ICALLD	866.0125	866.0125	FBT / MO	156.7 / 156.7	Calling Channel (Direct)
8TAC1 / ITAC1	866.5125	821.5125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC1D / ITAC1D	866.5125	866.5125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
8TAC2 / ITAC2	867.0125	822.0125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC2D / ITAC2D	867.0125	867.0125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
8TAC3 / ITAC3	867.5125	822.5125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC3D / ITAC3D	867.5125	867.5125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
8TAC4 / ITAC4	868.0125	823.0125	FB2T / MO	156.7 / 156.7	Incident Temporary Repeater Channel
8TAC4D / ITAC4D	868.0125	868.0125	FBT / MO	156.7 / 156.7	Tactical Channel (Direct)
Repeater / Base Configuration					
8CALL / ICALL	821.0125	866.0125	FB2T	156.7	Mobile Command Post Calling Channel Base
8TAC1 / ITAC1	821.5125	866.5125	FB2T	156.7	Incident Temporary Repeater Channels
8TAC2 / ITAC2	822.0125	867.0125	FB2T	156.7	
8TAC3 / ITAC3	822.5125	867.5125	FB2T	156.7	
8TAC4 / ITAC4	823.0125	868.0125	FB2T	156.7	

*TX naming convention preferred for Texas border region programming.

8. Mobile Satellite (MSAT) Talkgroups

Obtaining Access to MSAT Talkgroups:

The Texas Division of Emergency Management (TDEM) is processing MSAT Talkgroup requests directly. To obtain access, please contact TDEM at MSAT@tdem.texas.gov

Note: Authorization letters need to be obtained before scheduling on-air programming for the radios.

9. INTEROPERABILITY CROSS-BAND SYSTEMS – SPECIFIC GUIDELINES

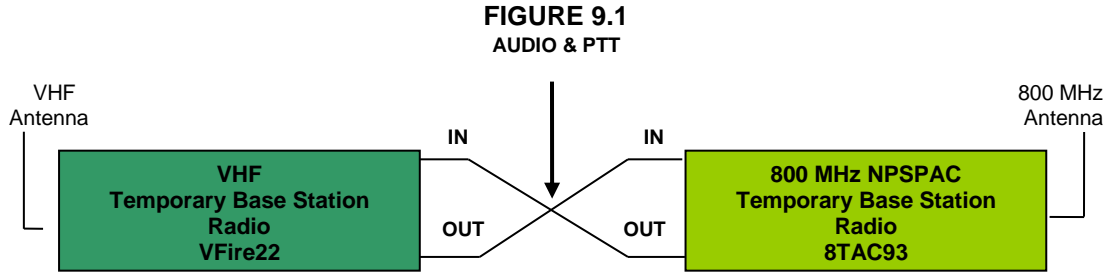
Cross-band interconnection between radio equipment operating under state-licensed channels is authorized with three conditions:

- Cross-band operation is authorized as required to interconnect channels identified in this channel plan and to interconnect other channels that may be required at the direction of the incident commander.
- Cross-band operation should conform to planning requirements, as established in a RICP, typically produced by a regional COG.
- Patching to/between interoperability tactical channels and local radio systems is permitted during incidents or events involving interagency personnel, if so directed by the incident commander. This is only allowed through concurrence from the system manager / dispatch center.
- 800 MHz NPSPAC (conventional) channels may be cross-banded with other interoperability channels. **Caution should be used when performing in-field cross-band connections with VHF/700/800 MHz trunked channels due to potential push-to-talk (PTT) delay.**
- Supervised gateways, console-initiated patching or cross-band repeating of tactical channels to tactical channels in other bands is permitted under positive control of a trained dispatcher or on-incident Communications Unit Leader (COML). A dispatcher or COML who establishes such a calling channel patch must be capable of disabling the patch in the event of unexpected or unacceptable interference on any of the patched calling channels.

Cross-band interconnections can be implemented in several ways:

9.1 Simple Cross-band Repeater

This approach interconnects two radios “back-to-back” such that received signals on either receiver are re-transmitted by the other transmitter.



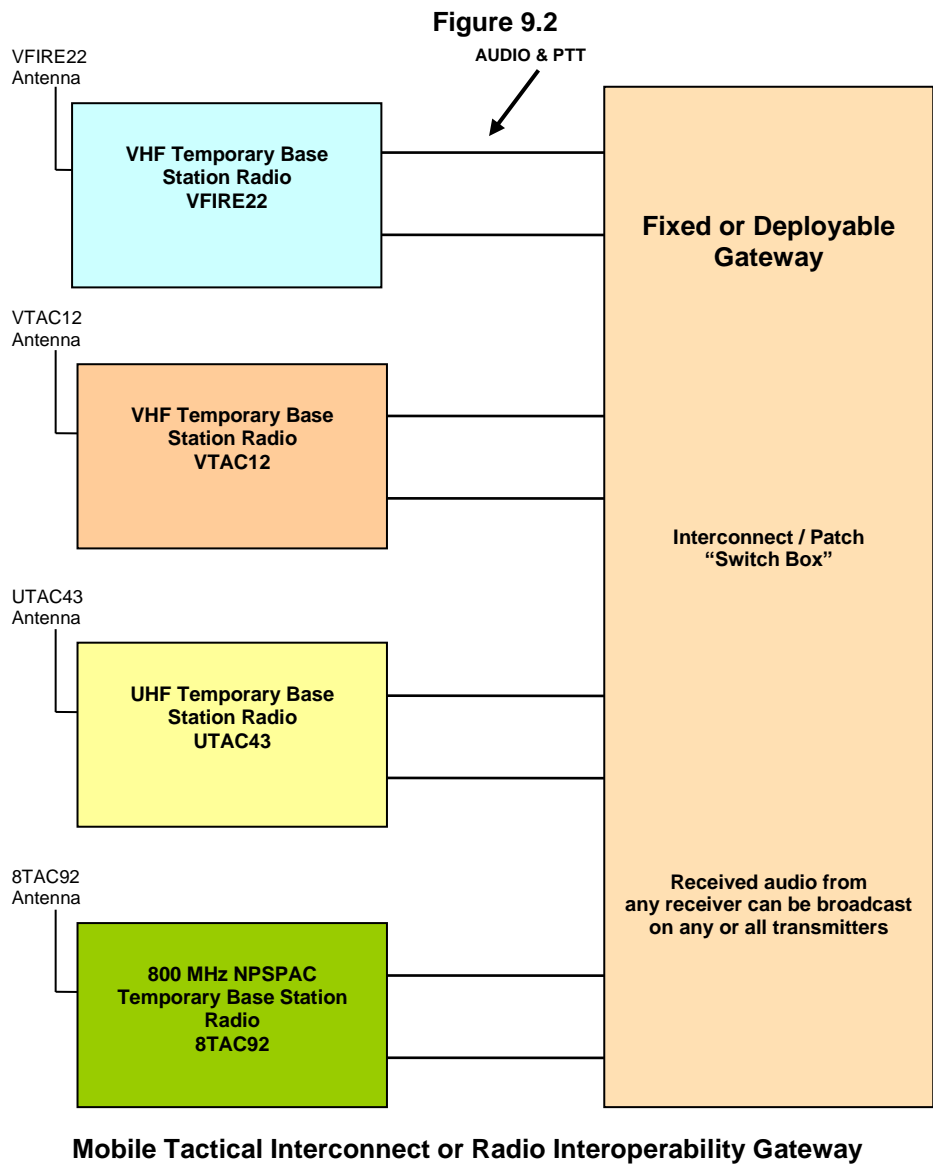
Simple Cross-Band Repeater

Operationally, the two channels selected will seem to be one channel, as long as all radio users are within the coverage “footprint” of the cross-band repeater and antennas. Some PTT delay should be expected. In this example, two tactical channels are interconnected to enable tactical communications between resources equipped with differing equipment.

9.2 Mobile Tactical Interconnect or Radio Interoperability Gateway

This approach interconnects several radios “back-to-back” so that received signals on any receiver are re-transmitted by all selected transmitters.

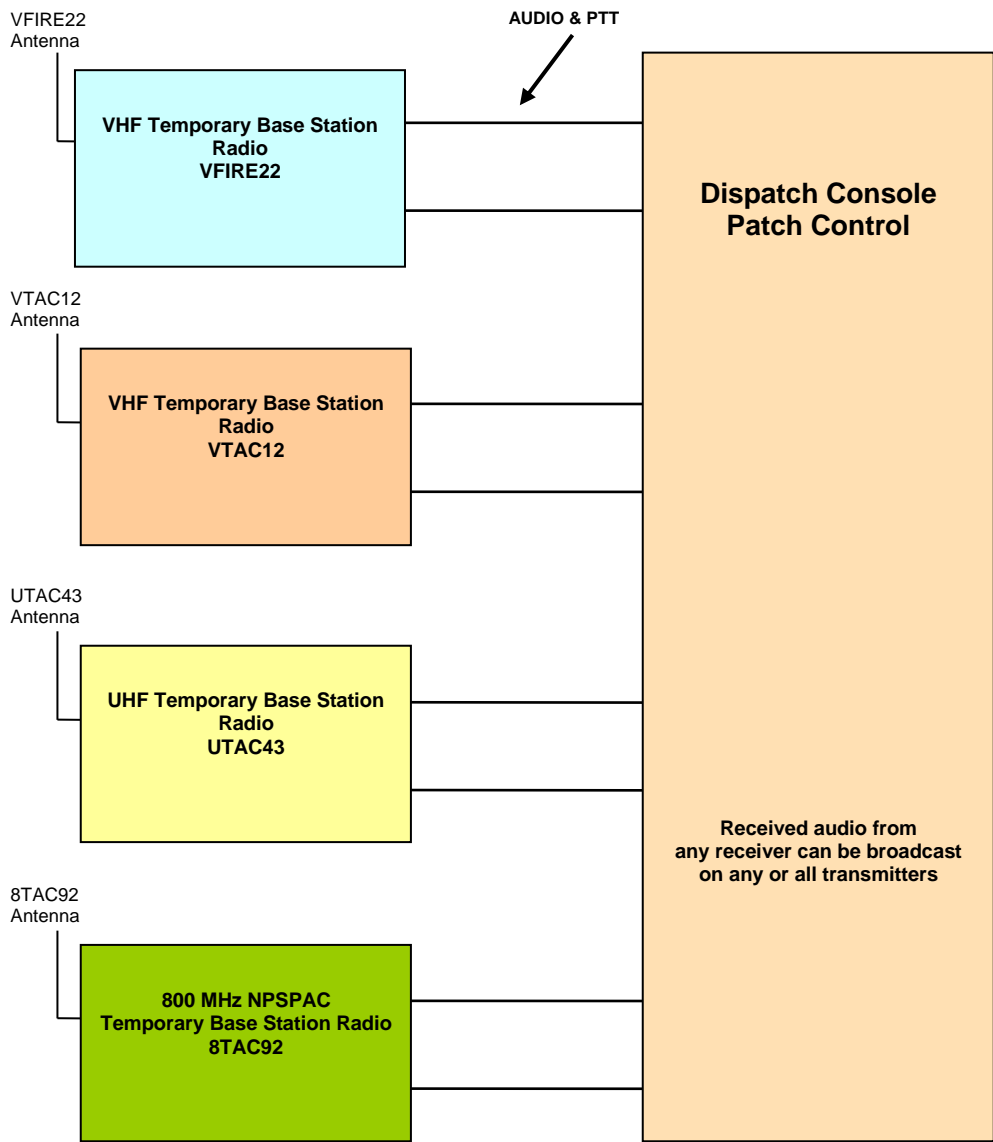
Operationally, all channels selected will seem to be one channel, as long as all radio users are within the coverage “footprint” of the antennas being used. Some PTT delay should be expected. In this example, several tactical channels are interconnected to enable tactical communications between resources equipped with differing equipment.



9.3 Dispatch Console Patching

Console patching utilizes dispatch point base radios and the patching capability of a common console system to accomplish the same interconnections described above. However, in the case of console patching, all radio users must be within the coverage “footprint” of the base station antenna at the dispatch point. Some PTT delay should be expected. Operationally, all channels patched by the dispatcher will seem to be one channel.

Figure 9.3



Console Patch

Note that console patching at fixed-site base stations is not authorized under state licenses for interoperability channels. Such installations must be licensed separately.

10. LIST OF ACRONYMS

Abbreviation	Description
AACOG	Alamo Area Council of Governments
ATCOG	Ark-Tex Council of Governments
BER	Bit Error Rate
BVCOG	Brazos Valley Development Council
BVWACS	Brazos Valley Wireless Access Communications System
CA	California
CAI	Common Air Interface
CAPCOG	Capital Area Council of Governments
CBCOG	Coastal Bend Council of Governments
CCG	Communications Coordination Group
CFR	Code of Federal Regulations
COG	Council of Government
COML	Communications Leader
CTCOG	Central Council of Governments
CTCSS	Continuous Tone Coded Squelch System
CVCOG	Concho Valley Council of Governments
DETCOG	Deep East Texas Council of Governments
DFW	Dallas / Ft. Worth
DN	Directory Number
DPS	Department of Public Safety
EMS	Emergency Medical Service
ERP	Effective Radiated Power
ETCOG	East Texas Council of Governments
ETMC	East Texas Medical Center
FCC	Federal Communications Commission
GCRPC	Golden Crescent Regional Planning Commission
H-GAC	Houston-Galveston Area Council
HOTCOG	Heart of Texas Council of Governments
Hz	Hertz
ICS	Incident Command System
IRCIIP	Immediate Radio Communications Interoperability Plan
IRWG	Interagency Radio Work Group
KHz	Kilohertz
KY	Kentucky
LA	Louisiana
LCRA	Lower Colorado River Authority
LE	Law Enforcement
LRGVDC	Lower Rio Grande Valley Development Council
MCPs	Mobile Command Posts
MHz	Megahertz
MD	Maryland
MOU	Memorandum of Understanding
MRGDC	Middle Rio Grande Development Council
MSAT	Mobile Satellite
MTA	Metropolitan Transit Authority

NAC	Network Access Codes
NCTCOG	North Central Texas Council of Governments
NIMS	National Incident Management System
NPSPAC	National Public Safety Planning Advisory Committee
NORTEX	Nortex Regional Planning Commission
NTIA	National Telecommunications and Information Administration
OPS	Operations
PBRPC	Permian Basin Regional Planning Commission
PRPC	Panhandle Regional Planning Commission
PSAP	Public Safety Answering Point
PTT	Push-To-Talk
RGCOG	Rio Grande Council of Governments
SCADA	Supervisory Control and Data Acquisition
SCIP	Statewide Communications Interoperability Plan
SETRPC	South East Texas Regional Planning Commission
SMART	Satellite Mutual Aid Radio Talkgroup
SPAG	South Plains Association of Governments
STDC	South Texas Development Council
STRAC	Southwest Texas Regional Advisory Council (Emergency Healthcare)
SWIC	Statewide Interoperability Coordinator
TCOG	Texoma Council of Governments
TFS	Texas A&M Forest Service
TFS EOC	Texas A&M Forest Service Emergency Operations Center
TDEM	Texas Division of Emergency Management
TEEX	Texas Engineering Extension Service (Training Academy)
TTF	Texas Task Force
TG	Talkgroup
TSIEC	Texas Statewide Interoperability Executive Committee
TxDPS	Texas Department of Public Safety
TxICC	Texas Interoperable Communications Coalition
UHF	Ultra High Frequency
VFD	Volunteer Fire Department
VHF	Very High Frequency
WCTCOG	West Central Texas Council of Governments