



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, November 05, 2024 at 5:30 PM

AGENDA

CALL TO ORDER

PLEDGES OF ALLEGIANCE

INVOCATION

PRESENTATIONS AND RECOGNITIONS

Presentation of CrossTimbers Imaging by Dr. Evans

[Proclamation](#) Recognizing Municipal Court Week

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

- [1.](#) Consider Acceptance of Annual Comprehensive Financial Report for the Period Ending September 30, 2023
- [2.](#) Consider Approval of Agreement with Cybersecurity and Infrastructure Security Agency for Network Vulnerability Scanning Services
- [3.](#) Consider Approval of Purchase Agreement for Six (6) Flock Safety Stationary License Plate Readers (LPR) to Include Installation and Maintenance with a Two (2) Year Contract
- [4.](#) Consider Approval of Axon Purchase Agreement for the Taser 10 Model Upgrade
- [5.](#) Consider Resolution Authorizing Application for Funding in the FY25-26 Texas Community Development Block Grant Program
- [6.](#) Consider Approval of Landfill Dozer Repair
- [7.](#) Consider Approval of Speed Zone Ordinance

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

- [8.](#) Applicant Craig and Lisa Welch are Requesting a Rezone of Property Located at 432 Collins, Parcel R32536, Being S5100 MILLICAN & OTT ADDITION; BLOCK 1, LOT 1B & 2B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

9. PUBLIC HEARING

Case No.: RZ2024-014

- [10.](#) Consider Approval of Ordinance Rezoning Property Located at 432 Collins, Parcel R32536, Being S5100 MILLICAN & OTT ADDITION; BLOCK 1, LOT 1B & 2B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

[11.](#) Applicant Solid Ace Holdings, LLC, is Requesting a Rezone of Property Located at 981 Clinton, Parcel R30048, being S4400 KIGHT SECOND ADDITION, BLOCK 2, LOT 10A & CITY ADDN, BLOCKK 99, LOT 1B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

12. PUBLIC HEARING

Case No.: RZ2024-015

[13.](#) Consider Approval of Ordinance Rezoning Property Located at 981 Clinton, Parcel R30048, being S4400 KIGHT SECOND ADDITION, BLOCK 2, LOT 10A & CITY ADDN, BLOCKK 99, LOT 1B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

[14.](#) Discussion of Revising Certain Zoning Districts Relating to the Limitation of Occupancy by Unrelated Persons

15. PUBLIC HEARING

Revision of Certain Zoning Districts Relating to the Limitation of Occupancy by Unrelated Persons

[16.](#) Consider Approval of Ordinance Revising Certain Zoning Districts Relating to the Limitation of Occupancy by Unrelated Persons

[17.](#) Discussion of Establishment of Zoning Classification Known as Historic Overlay District (HD)

18. PUBLIC HEARING

Establishment of Zoning Classification Known as Historic Overlay District (HD)

[19.](#) Consider Approval of Ordinance Establishing a Zoning Classification Known as Historic Overlay District (HD)

[20.](#) Applicant Patrick K. Windley Representing The Stable Development, LLC., is Requesting a Rezone of Property Located at 0 Wolfe Nursery Road, Parcel 77613, 9705 20 ACRE DEVELOPMENT ON WASHINGTON; LOT 1 to the City of Stephenville, Erath County, Texas from Industrial (IND) to Retail and Commercial Business (B-2)

21. PUBLIC HEARING

Case No.: RZ2024-016

[22.](#) Consider Approval of Ordinance Rezoning Property Located at 0 Wolfe Nursery Road, Parcel 77613, 9705 20 ACRE DEVELOPMENT ON WASHINGTON; LOT 1 to the City of Stephenville, Erath County, Texas from Industrial (IND) to Retail and Commercial Business (B-2)

NOMINATIONS COMMITTEE

Maddie Smith, Chair

[23.](#) Nominations Committee Report from October 15, 2024

[24.](#) Consider Approval of Updates to Council Rules and Procedures

PUBLIC HEALTH AND SAFETY COMMITTEE

Dean Parr, Chair

[25.](#) Public Health and Safety Committee Report from October 15, 2024

26. Consider Approval of Covered Applications and Prohibited Technology Policy

PUBLIC WORKS COMMITTEE

Alan Nix, Chair

[27.](#) Public Works Committee Report for October 15, 2024

[28.](#) Consider Approval of Budgeted FY24-25 Payment to the Upper Leon River Municipal Water District

- [29.](#) Consider Award of Grant Administration Services for the FY25-26 Texas Community Development Block Grant Program
- [30.](#) Consider Annual Rate Adjustment for Waste Connections
- [31.](#) Consider Award of Professional Services Agreement for Design of Lillian 1 MG Ground Storage Tank

FINANCIAL REPORTS

Monica Harris, Director of Finance

- [32.](#) Monthly Budget Report for the Period Ending September 30, 2024
- [33.](#) Quarterly Investment Report for the Period Ending September 30, 2024

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

CONSENT AGENDA

- [34.](#) Consider Approval of Regular City Council Meeting Minutes - October 1, 2024
- [35.](#) Consider Approval of City Council Special Meeting Minutes - October 15, 2024
- [36.](#) Consider Approval of City Council Work Session Minutes - October 15, 2024
- [37.](#) Consider Approval of CareFlite Ambulance Permit Application for 2024
- [38.](#) Consider Approval of Easement for Oncor at Stephenville City Park
- [39.](#) Consider Approval of an Audit Contract with Boucher Morgan & Young, PC for FY 2023-2024
- [40.](#) Consider Approval of Online Auction Items

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

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

- 41. Section 551.074. Personnel Matters** - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:
 - 1. City Secretary
 - 2. Director of Administrative Services
 - 3. Director of Development Services
 - 4. Director of Finance
 - 5. Director of Parks and Leisure Services
 - 6. Director of Public Works
 - 7. Fire Chief
 - 8. Police Chief
- 42. Section 551.071 Consultation with Attorney** - to Consult Over a Pending or Contemplated Litigation

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

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.



RECOGNIZING MUNICIPAL COURT WEEK

A PROCLAMATION RECOGNIZING THE IMPORTANCE OF MUNICIPAL COURTS, THE RULE OF LAW, AND THE FAIR AND IMPARTIAL ADMINISTRATION OF JUSTICE

WHEREAS, municipal courts play a significant role in preserving public safety and promoting quality of life in Texas;

WHEREAS, more people come in contact with municipal courts than all other Texas courts combined and public impression of the Texas judicial system is largely dependent upon the public's experience in municipal court;

WHEREAS, the City of Stephenville has hosted the City of Stephenville Municipal Court since 2019;

WHEREAS, state law authorizes a municipality to either appoint or elect a municipal judge for a term of office, the City of Stephenville Municipal Court is a state court and its judges are members of the state judiciary;

WHEREAS, the procedures for the City of Stephenville Municipal Court operations are set forth in the Texas Code of Criminal Procedure and other laws of the State of Texas;

WHEREAS, the City of Stephenville is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary will interpret and apply the laws that govern us and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, The City of Stephenville Municipal Judges are not policy makers for the City of Stephenville but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees;

WHEREAS, the City Council recognizes that the Constitution and laws of the State of Texas contain procedural safeguards in criminal cases for all defendants, including indigent defendants, and supports the City of Stephenville Municipal Court in complying with such legal requirements.

NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, do hereby proclaim the first week of November, as

MUNICIPAL COURTS WEEK

in the City of Stephenville and I encourage residents to recognize the fair and impartial justice offered to our citizens by the Municipal Court of Stephenville, Texas.

IN WITNESS WHEREOF, I have hereby set my hand and caused to be affixed the seal of the City of Stephenville, Texas, this 5th day of November 2024.

Doug Svien, Mayor of Stephenville

ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Fiscal Year Ended September 30, 2023



CITY OF STEPHENVILLE, TEXAS

Table of Contents Year Ended September 30, 2023

	<u>Page</u>
INTRODUCTORY SECTION	
Letter of Transmittal.....	i
GFOA Certificate of Achievement for Excellence in Financial Reporting.....	vi
Organizational Chart.....	vii
List of Elected and Appointed Officials.....	viii
FINANCIAL SECTION	
Independent Auditor’s Report.....	1
Management’s Discussion and Analysis.....	5
<u>Basic Financial Statements</u>	
Government-wide Financial Statements:	
Statement of Net Position.....	19
Statement of Activities.....	20
Fund Financial Statements:	
Balance Sheet - Governmental Funds.....	22
Reconciliation of the Governmental Funds	
Balance Sheet to the Statement of Net Position.....	23
Statement of Revenues, Expenditures, and Changes in	
Fund Balances - Governmental Funds.....	24
Reconciliation of the Statement of Revenues, Expenditures, and Changes in	
Fund Balances of Governmental Funds to the Statement of Activities.....	25
Statement of Net Position- Proprietary Fund.....	26
Statement of Revenues, Expenses, and Changes in	
Fund Net Position - Proprietary Fund.....	27
Statement of Cash Flows - Proprietary Fund.....	28
Notes to the Financial Statements	30
<u>Required Supplementary Information</u>	
Budgetary Comparison Schedules:	
General Fund.....	66
Schedule of Changes in Net Pension Liability and Related Ratios.....	67
Schedule of Contributions.....	69
Notes to Required Supplementary Information.....	71
Schedule of Changes in OPEB Liability and Related Ratios.....	72
<u>Supplementary Information</u>	
Nonmajor Combining Schedules	
Combining Balance Sheet - Nonmajor Governmental Funds.....	74
Combining Statement of Revenues, Expenditures, and Changes in	
Fund Balances - Nonmajor Governmental Funds.....	76
Combining Statement of Net Position - Nonmajor Proprietary Funds.....	78
Combining Statement of Revenues, Expenses, and Changes in	
Net Position - Nonmajor Proprietary Funds.....	79
Combining Statement of Cash Flows - Nonmajor Proprietary Funds.....	80

CITY OF STEPHENVILLE, TEXAS

Table of Contents (Continued)
Year Ended September 30, 2023

Page

Supplementary Information (Continued)

Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Hotel/Motel Tax Fund... 82
Child Safety Fund... 83
Public Safety... 84
Municipal Court Technology... 85
TIF Fund... 86
Debt Service Fund... 87

STATISTICAL SECTION

Net Position by Component... 89
Changes in Net Position... 91
Fund Balances of Governmental Funds... 95
Changes in Fund Balances of Governmental Funds... 97
Assessed Value and Estimated Actual Value of Taxable Property... 99
Direct and Overlapping Property Tax Rates... 101
Principal Property Taxpayers... 102
Property Tax Levies and Collections... 103
Taxable Sales by Category... 105
Direct and Overlapping Sales Tax Rates... 107
Ratios of Outstanding Debt by Type... 108
Ratio of General Bonded Debt Outstanding... 110
Direct and Overlapping Governmental Activities Debt... 111
Revenue Bond Coverage - Municipal Utility... 112
Legal Debt Margin Information... 113
Demographic and Economic Statistics... 115
Principal Employers... 116
Full-Time City Government Employees by Function/Program... 117
Operating Indicators by Function/Program... 118
Capital Asset Statistics by Function/Program... 120

OVERALL COMPLIANCE AND INTERNAL CONTROLS SECTION

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards... 123
Summary Schedule of Prior Audit Findings... 125
Schedule of Findings and Questioned Costs... 126
Corrective Action Plan... 130

FEDERAL AND STATE AWARDS SECTION

Independent Auditor's Report on Compliance for Each Major Federal and State Program and on the Internal Control Over Compliance Required by the Uniform Guidance and the Texas Grant Management Standards... 133
Schedule of Expenditures of Federal Awards... 136
Schedule of Expenditures of State Awards... 137
Notes to the Schedules of Expenditures of Federal and State Awards... 138

INTRODUCTORY SECTION



298 W Washington St, Stephenville, TX 76401

October 31, 2024

TO: The Honorable Mayor, Members of the City Council, and the Citizens of Stephenville (the “City”)

The Finance Department and City Manager's Office are pleased to submit the Annual Comprehensive Financial Report for the City of Stephenville, Texas for the fiscal year ended September 30, 2023.

This report provides the city council, city staff, our citizens, our bondholders, and other interested parties with detailed information concerning the financial condition and activities of the city government. Responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the city.

To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is organized in a manner designed to fairly present the financial position and results of operations of the City as measured by the financial activity of its various funds. We also believe that all disclosures necessary to enable the reader to gain the maximum understanding of the City's financial affairs have been included.

Boucher, Morgan & Young, PC has issued an unmodified (“clean”) opinion on the City’s financial statements for the year ended September 30, 2023. The independent auditors’ report is located at the front of the financial section of this report.

Management’s discussion and analysis (MD&A) immediately follows the independent auditors’ report and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

CITY PROFILE



Location

The City is a political subdivision and municipal corporation of the State of Texas, duly organized and existing under the laws of the state and the City’s home rule charter. The City was incorporated in 1889 and chartered a home-rule city under Texas law in 1961.

The city is located on the intersection of U.S. Highways 67, 281, and 377. The city occupies approximately 11.79 square miles and serves a population of about 21,078. The City is empowered by state statute to levy a tax on both real and business personal property located within its boundaries.

The city operates under the council-manager form of government. Policy-making and legislative authority are vested in a governing council consisting of the mayor and eight (8) council members. The city council is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring the city manager. The city manager is responsible for carrying out the policies and ordinances of the city council, for overseeing the day-to-day operations of the City, and appointing heads of various departments. The mayor and city council members each serve two-year terms, limited to two terms, and are elected at large.

The basic financial statements of the City include all governmental activities, organizations, and functions for which the City is financially accountable as defined by the Government Accounting Standards Board (GASB). The City of Stephenville is financially accountable for a legally separate economic development



298 W Washington St, Stephenville, TX 76401

corporation, which is reported separately within the City of Stephenville’s financial statements. Additional information on the legally separate entity can be found in the notes to the financial statements (see note 1. B).

Services Provided

The city provides a full range of services, including public safety (police, fire, emergency medical, and municipal court), maintenance of streets and infrastructure, sanitation services, maintenance of the treated water distribution system and both sanitary and storm sewer collection and transmission systems, recreational activities and cultural events, landfill operations, airport facility maintenance, as well as general administrative services.

Accounting System and Budgetary Control

The City’s accounting records for general governmental operations are maintained on a modified accrual basis, with the revenues being recorded when available and measurable, and expenditures being recorded when the services or goods are received, and the liabilities incurred. Accounting records for the City’s utilities are maintained on an accrual basis.

In developing and maintaining the City’s accounting system, consideration is given to the adequacy of the internal control structure. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding: (1) the safeguarding of assets against loss from unauthorized use or disposition; and (2) the reliability of financial records for preparing financial statements and maintaining accountability of assets. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of costs and benefits requires estimates and judgments by management.

All internal control evaluations occur within the above framework. We believe that the City’s internal controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

The annual budget serves as the foundation of the City’s financial planning and control. The city council annually formally adopts the budget and legally appropriates available monies for activities of the General Fund, Special Revenue Funds, Capital Project Funds, and the Debt Service Fund. Budgets are adopted for the proprietary funds annually only as a management tool.

No later than August 16th of each year, the city manager submits to the city council a proposed budget, which provides a complete plan for the fiscal year commencing October 1. The budget includes proposed expenditures and means of financing them. The proposed budget is made available for public inspection, and a public hearing is held to allow for citizen comment. After the public hearing, council may make changes to any item in the budget, except those fixed by law. No later than September 23, the budget is legally enacted by ordinance, which sets the limit on expenditures during the fiscal year. Additional expenditures may be authorized in the case of public necessity to meet unusual and unforeseen conditions, which could not have reasonably been foreseen at the time the budget was adopted.



298 W Washington St, Stephenville, TX 76401

The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is at the departmental level; however, expenditures are monitored monthly at the department level to ensure financial accountability by department directors. Management control of budgets is further maintained at the line-item level within the department. The city also maintains an encumbrance accounting system to further accomplish budgetary control. Appropriations not spent or legally encumbered lapse at year-end. Encumbrances are generally re-appropriated as a part of the following year's budget. As demonstrated by the statements and schedules included in the financial section of this report, the City continues to meet its responsibility for sound financial management.

ECONOMIC CONDITION

Local Economy

The City serves as the center of commerce and recreation to over 43,000 Erath County residents and has a commercial trade area of over 85,000. The city is the county seat and the principal commercial, medical, retail, educational and industrial center of Erath County. The city currently enjoys a stable and diversified economic environment, bolstered by the strength of both the Cross Timbers area and the State of Texas. Our economy is based on agriculture, manufacturing, and Tarleton State University. Agriculture has long been Erath County's leading industry with livestock, especially beef, dairy, and other livestock production. Erath County accounts for almost 8% of the state's total milk production. The city is fortunate to have several manufacturing industries in town. Local manufacturing includes coated abrasives, oilfield related products, cheese products, fiber gratings and fasteners, metal processing of electrical products, trailer customization, and forged pipe unions. Tarleton State University, a member of the Texas A & M System, provides further economic stability as the largest employer. The Stephenville student body includes representatives from 224 Texas counties, 46 states, and 38 foreign countries. Tarleton's Stephenville Campus 2023 fall enrollment was more than 10,200 students with total enrollment across all Tarleton Campuses, including online, exceeding 14,000 students.

Stephenville ranks high in the state for the quality of work environment. As of September 2023, with unemployment at 3.9% statewide, Stephenville's unemployment was 3.5%. The city has adequate—yet below-average—wealth and income due to the high volume of college students in the work force. According to the U. S. Census Bureau's 2022 American Community Survey published in 2023, Stephenville's median household income is \$48,088 compared to \$63,985 for Dallas and \$73,035 for Texas. In addition, according to the survey, the workforce is educated with 32.8% of the population having a bachelor's degree or higher, compared to 36.5% for Dallas and 32.3% for Texas.

The growing property values, sales tax receipts and building activity reflect the area's positive economic climate. The City continues to have new residential, commercial, and educational building construction, adding over eighteen million dollars in new taxable value for the 2023 property tax rolls. A 78-unit student housing project was completed in early 2023, and a new manufacturing company opened in the summer of 2023. A new medical clinic opened, and Erath County completed its new county annex building in September 2023. Several apartment complexes and townhomes are currently under construction totaling



298 W Washington St, Stephenville, TX 76401

almost 150 units, many of which are student housing with multiple beds. A single-family subdivision with 84 units is currently in construction as well. A boutique hotel and fine dining restaurant is nearing completion. Tarleton State University, an NCAA Division 1 school, continues to experience steady growth in student enrollment. Tarleton is currently building a convocation center and is nearing completion on a multi-level parking garage. The city completed over \$4 million of street improvements in fiscal year 2022-2023 and has appropriated over \$2.7 million in routine street improvements for fiscal year 2023-2024; \$1.3 million was from funds unspent in fiscal year 2022-2023. A major ranch and home goods retailer opened in 2023. A complex of up to five fast casual restaurants is in development with two restaurants currently open. The Stephenville Economic Development Authority (SEDA) continues to receive many new economic development inquiries from companies interested in locating their business in Stephenville and has several projects in the works.

Long-Term Financial Planning

The City's ability to respond to on-going economic challenges requires careful long-range planning, which is addressed during the budget process. The City has responded to the economy by fiscal conservatism and implementing operating budget efficiencies that have resulted in maintaining healthy fund balances in its general fund and water/wastewater funds. A portion of the General Fund's fund balance is being utilized in the 2023-2024 budget year to build a new senior center, which is nearing completion. A portion of the Water/Wastewater fund balance is being utilized to assist in the funding in water and sewer infrastructure projects.

Users of this document are encouraged to read the City's Fiscal Year 2023-2024 Budget. The document details the City's long-term goals and financial policies, describes program accomplishments and initiatives, and outlines the City's capital improvement program. Also available for reference is the City of Stephenville's Comprehensive Plan, which maps out the City's future strategies.

In addition, the City continues to recognize the long-term financial implications of its pension and retiree health benefits. Each year TMRS options are reviewed, and decisions are made accordingly. The city does not provide for retiree health care, as the city provides a sustainable benefit to our employees without shifting costs to future taxpayers.

Relevant Financial Policies

The City Council has adopted a series of financial standards and policies for operating and debt management. The management of the City has made every effort to comply with these standards and policies and believe we are currently in compliance.

The City Council Finance Committee meets on an as-needed basis to discuss financial and budgetary information, financial policies, fund balance reserve requirements and tax rate setting information. None of the City's financial policies had a significant impact on the current period's financial statements, as the City was able to maintain reserve levels within the stated policies for the governmental funds. Constant review of revenue and expenditure trends and reserve levels is maintained with specific responsibility assigned to the Finance Director and City Manager. The City's Finance Department publishes a monthly financial report which provides internal and external users with a general awareness of the City's financial position and economic activity.



298 W Washington St, Stephenville, TX 76401

Major Initiatives

The city currently has several projects underway. The Clark Field Municipal Airport is working on a runway extension project. This is a \$10 million dollar project with a 90/10 match coming from TXDOT Aviation. The environmental study has been completed; surveys and appraisals of surrounding properties have been performed, and the land needed has been purchased. The complete reconstruction of a major thoroughfare designated as a minor arterial is under construction at an estimated cost of over \$11 million with completion anticipated by the end of 2024. A major sewer project is underway with completion anticipated in early 2025. This project is a three-phase project to alleviate sanitary sewer overflow issues and expand servicing areas, affecting 80% of the City. The City issued certificates of obligations in April 2022, to fund two million in ball field improvements and twenty million in water and sewer system improvements, including a new well field with transmission line and replacing utility mains under a main thoroughfare to be completed by the end of 2024. The city is committed to public safety, installing a new public safety communications system costing almost \$2 million dollars. Furthermore, the city has partnered with Erath County and has initially committed a million dollars for a Combined Dispatch Center.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Stephenville for its annual comprehensive financial report for the fiscal year ended September 30, 2022.

This award was the 35th consecutive year that the City of Stephenville has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only.

The preparation of this report could not be accomplished without the efficient and dedicated services of the entire city staff. We would like to express our appreciation to all staff members who assisted and contributed to its preparation. We would also like to thank the Mayor and City Council Members for their interest and support in planning and conducting the financial operations of the City in a responsible and progressive manner.

Respectfully Submitted,

Jason M. King
City Manager

Monica D. Harris
Director of Finance



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Stephenville
Texas**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2022

Christopher P. Morrill

Executive Director/CEO





City Council

as of September 30, 2023

Mayor	Doug Svien
Place 1	LeAnn Durfey
Place 2	Justin Haschke
Place 3	Lonn Reisman
Place 4	Bob Newby
Place 5	Maddie Smith
Place 6	David Basket
Place 7	Gerald Cook
Place 8	Mark McClinton

Staff

as of September 30, 2023

City Manager	Jason M. King
Director of Administrative Services	Darrell Brown
Director of Finance & Administration	Monica D. Harris
Director of Utilities	Nick Williams
Police Chief	Dan M. Harris, Jr.
Fire Chief	Robert Isbell
Director of Development Services	Steve Killen
Director of Parks & Leisure Services	Daron Trussell
City Secretary	Sarah Lockenour

FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and members
of the City Council
City of Stephenville, Texas

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Stephenville, Texas (the City) as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of September 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Changes in Accounting Principles

As discussed in Note 1 to the financial statements, during the year ended September 30, 2023, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* and Statement No. 96, *Subscription-Based Information Technology Arrangements*. Our opinions are not modified with respect to these matters.

Prior Period Adjustments

As discussed in Note 14 to the financial statements, certain errors resulting in understatement of amounts previously reported for receivables and revenue as of and for the year ended September 30, 2022, were discovered by management of the City during the year ended September 30, 2023. Accordingly, adjustments have been made to net position as of September 30, 2022, to correct these errors. Our opinions are not modified with respect to these matters.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, Texas Municipal Retirement System pension schedules, and Texas Municipal Retirement System OPEB schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining and budget statements and schedule of expenditures of federal awards, as required by Title 2 U.S. **Code of Federal Regulations** Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the schedule of expenditures of state awards as required by the Texas Grant Management Standards, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and budget statements, and the schedules of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2024, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of the report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Granbury, Texas
October 31, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

As management of the City of Stephenville, Texas (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended September 30, 2023. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages i-v of this report.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of the City of Stephenville exceeded its liabilities and deferred inflows (net position) at September 30, 2023, by \$120,838,539. Of this amount, \$23,487,900 (unrestricted net position) may be used to meet the government's ongoing obligations.
- The City's total net position increased by \$14,586,761. Net position in the government funds increased \$7,065,455, and net position in the business-type activities increased \$7,521,306. The majority of the City's net position is invested in capital assets and restricted for specific purposes.
- The City's governmental funds reported combined ending fund balances of \$24,232,639 at September 30, 2023, a decrease of \$876,406 over the prior year; this includes an increase of \$1,085,132 in the general fund, a decrease of \$2,393,270 in the capital projects fund, and an increase of \$431,732 in the nonmajor governmental funds.
- At the end of the fiscal year, unassigned fund balance for the general fund was \$13,756,961 or 66% of total general fund expenditures.
- The City's proprietary funds reported combined ending net position of \$69,982,818 at September 30, 2023, an increase of \$7,521,306 over the prior year; this includes an increase of \$7,108,480 in the water/wastewater fund, an increase of \$739,534 in the storm water drainage funds, and a decrease of \$326,708 in the nonmajor proprietary funds.
- The City's outstanding bonds and certificates of obligation payable decreased by \$2,465,000 from the prior year. The total bonds and certificates of obligation payable at the close of the fiscal year were \$53,505,000.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis provided here are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also includes supplementary information intended to furnish additional details to support the basic financial statements themselves.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all the City's assets and liabilities. The difference between the two is reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. Other non-financial factors, such as the City's property tax base and the condition of the City's infrastructure, need to be considered in order to assess the overall health of the City.

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, culture and recreation, community development, public safety, and streets. The business-type activities of the City include water and wastewater, stormwater drainage, airport, and sanitary landfill operations.

The government-wide financial statements can be found on pages 19-21 of this report.

FUND FINANCIAL STATEMENTS

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources available* at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statements of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains eight individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and the capital projects fund, which are the two major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in a separate section of the report.

The City adopts an annual appropriated budget for its general, debt service, capital projects, and special revenue funds. A budgetary comparison statement has been provided for each fund to demonstrate compliance with their respective budget.

The basic governmental fund financial statements can be found on pages 22-25 of this report.

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

Proprietary Funds

The City maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses an enterprise fund to account for its water and wastewater services, storm water drainage operations, sanitary landfill operations, and airport operations. All activities associated with providing such services are accounted for in these funds, including administration, operation, maintenance, debt service, capital improvements, production and distribution, billing and collection. The City's intent is that the costs of providing the services to the general public on a continuing basis is financed through user charges in a manner similar to a private enterprise.

Proprietary financial statements provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water and wastewater fund and the storm water drainage fund since they are considered major funds of the City. Data from the airport and sanitary landfill funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor proprietary funds is provided in a separate section of the report.

The basic proprietary fund financial statements can be found on pages 26-29 of this report.

Component Unit

The City maintains the accounting and financial statements for two component units. The Stephenville Economic Development Authority is a discretely presented component unit displayed on the government-wide financial statements.

The Tax Increment Financing fund ("TIF") is a special purpose fund that collects property taxes within its boundaries for the purpose of infrastructure development. The fund's board consists of the City Council and two members of the Stephenville Economic Development Authority Board. It is reported as a blended component unit, as it functions similar to a department of the City.

NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and funds financial statements.

The notes to the financial statements can be found on pages 30-64 of this report.

OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's progress in funding its obligation to provide pension benefits to its employees and budgetary comparison for the general fund.

Other supplementary information such as combining fund financial statements for nonmajor governmental and nonmajor proprietary funds are provided, as well as budgetary comparison schedules for the nonmajor governmental funds.

GOVERNMENT WIDE FINANCIAL ANALYSIS

As noted previously, net position may serve over time as a useful indicator of the City's financial position. For the City of Stephenville, Texas, assets and deferred outflows exceeded liabilities and deferred inflows by \$120,838,539 as of September 30, 2023, in the primary government.

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

The largest portion of the City's net position, \$89,830,894, reflects its investment in capital assets (e.g., land, city hall, recreation facilities, police and fire stations, machinery and equipment, streets, water and wastewater system, airport hangars, storm water drainage system, the sanitary landfill, as well as public works facilities) less any debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position, \$7,519,745, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position, \$23,487,900, may be used to meet the government's ongoing obligations to citizens and creditors.

As of September 30, 2023, the City is able to report positive balances in all three categories of net position, both for government as a whole, as well as for its separate governmental and business-type activities.

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

Statement of Net Position:

The following table reflects the condensed Statement of Net Position:

	2023			2022		
	Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 26,067,129	\$ 37,643,709	\$ 63,710,838	\$ 29,037,244	\$ 49,565,266	\$ 78,602,510
Capital assets, net	44,160,849	83,603,264	127,764,113	36,268,757	63,281,859	99,550,616
Net pension asset	-	-	-	5,748,514	874,876	6,623,390
Total Assets	<u>70,227,978</u>	<u>121,246,973</u>	<u>191,474,951</u>	<u>71,054,515</u>	<u>113,722,001</u>	<u>184,776,516</u>
Deferred Outflows	5,683,570	822,582	6,506,152	678,398	106,653	785,051
Other Liabilities	1,388,504	7,975,533	9,364,037	2,888,597	7,620,393	10,508,990
Long-term Liabilities	21,070,724	42,052,396	63,123,120	21,938,947	43,183,960	65,122,907
Total Liabilities	<u>22,459,228</u>	<u>50,027,929</u>	<u>72,487,157</u>	<u>24,827,544</u>	<u>50,804,353</u>	<u>75,631,897</u>
Deferred Inflows	2,596,599	2,058,808	4,655,407	3,115,103	562,789	3,677,892
Net Position:						
Net investment in						
capital assets	27,436,169	62,394,725	89,830,894	21,976,458	50,478,546	72,455,004
Restricted	5,185,539	2,334,206	7,519,745	6,751,872	1,543,514	8,295,386
Unrestricted	18,234,013	5,253,887	23,487,900	15,061,936	10,439,452	25,501,388
Total Net Position	<u>\$ 50,855,721</u>	<u>\$ 69,982,818</u>	<u>\$ 120,838,539</u>	<u>\$ 43,790,266</u>	<u>\$ 62,461,512</u>	<u>\$ 106,251,778</u>

Note: Fiscal year 2022 was restated for prior period adjustments related to error corrections and the implementation of GASB 96.

Current and other assets of governmental activities were \$26,067,129 and \$29,037,244 as of September 30, 2023 and September 30, 2022, respectively. The decrease of \$2,970,115 was primarily attributable to lesser cash on hand at year end due to spending bond proceeds. Current and other assets of business-type activities were \$37,643,709 and \$49,565,266 as of September 30, 2023 and September 30, 2022, respectively. The decrease of \$11,921,557 was primarily attributable to lesser cash on hand at year end due to spending bond proceeds. Overall capital assets increased by \$28,213,497 due to ongoing investment in City infrastructure and other capital assets. The net pension asset of \$6,623,390 for the year ended September 30, 2022, was reduced to a net pension liability of \$278,260. Deferred outflows and deferred inflows increased \$5,721,101 and \$977,515, respectively, also primarily related to pensions. The long-term liabilities were \$63,123,120 and \$65,122,907 as of September 30, 2023, and September 30, 2022, respectively. The decrease of \$1,999,787 was primarily attributable to debt service payments. Other liabilities were \$9,364,037 and \$10,508,990 as of September 30, 2023, and September 30, 2022, respectively. The decrease of \$1,144,953 was attributable to a reduction in unearned revenue but an increase in accounts payable.

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

Statement of Activities:

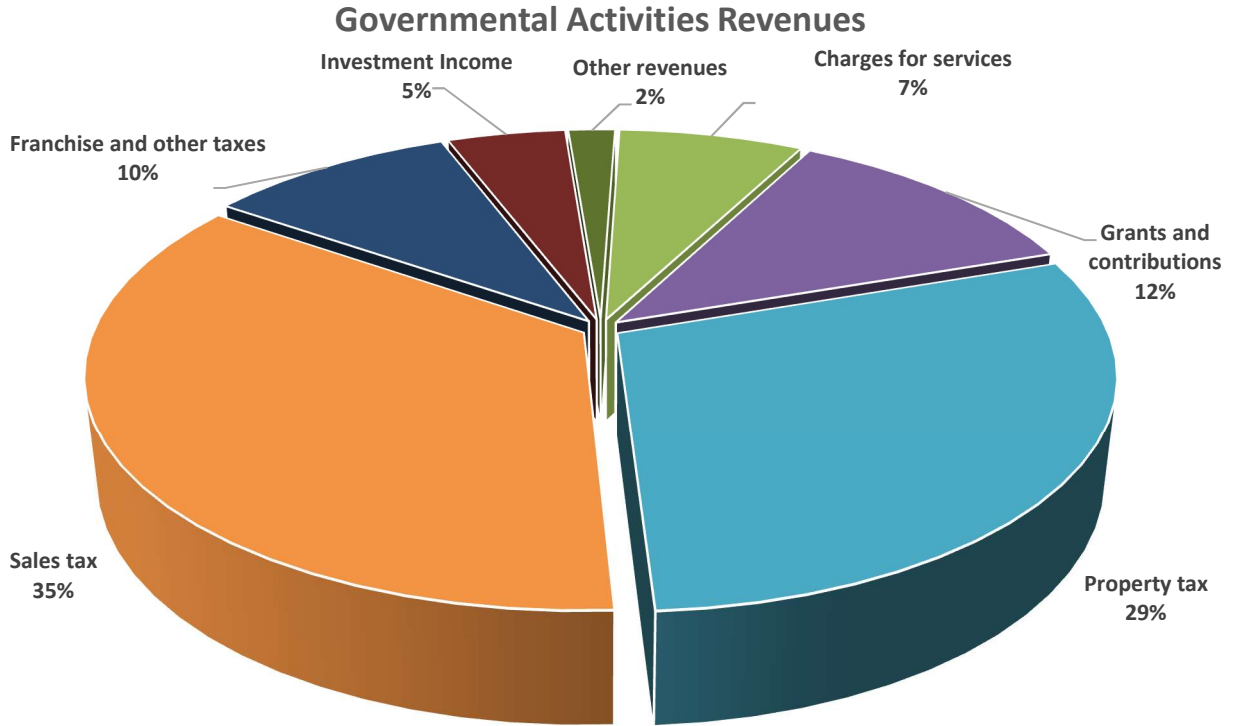
The following table provides a summary of the City's changes in net position:

	2023			2022		
	Governmental Activities	Business- type Activities	Total	Governmental Activities	Business- type Activities	Total
Revenues						
Program revenues:						
Fines, fees, and charges for services	\$ 1,757,780	\$ 13,720,109	\$ 15,477,889	\$ 2,000,928	\$ 13,073,192	\$ 15,074,120
Grants and contributions	2,967,270	4,085,783	7,053,053	1,783,783	1,502,229	3,286,012
General revenues:						
Property tax	7,205,423	-	7,205,423	6,709,590	-	6,709,590
Sales tax	8,725,344	-	8,725,344	8,081,130	-	8,081,130
Franchise and other taxes	2,360,281	-	2,360,281	1,997,043	-	1,997,043
Investment income	1,124,243	1,847,275	2,971,518	187,589	284,266	471,855
Other revenues	443,936	70,871	514,807	321,715	55,329	377,044
Total Revenues	<u>24,584,277</u>	<u>19,724,038</u>	<u>44,308,315</u>	<u>21,081,778</u>	<u>14,915,016</u>	<u>35,996,794</u>
Expenses						
General government	3,227,931	-	3,227,931	2,930,375	-	2,930,375
Culture and recreation	2,877,342	-	2,877,342	2,756,348	-	2,756,348
Community development	759,141	-	759,141	427,452	-	427,452
Public safety	10,774,535	-	10,774,535	8,964,516	-	8,964,516
Streets	1,525,640	-	1,525,640	1,496,839	-	1,496,839
Interest and fiscal charges	542,150	-	542,150	521,390	-	521,390
Water and wastewater	-	7,277,797	7,277,797	-	6,698,399	6,698,399
Airport	-	223,073	223,073	-	198,800	198,800
Storm water drainage	-	617,924	617,924	-	858,992	858,992
Sanitary landfill	-	1,896,021	1,896,021	-	957,065	957,065
Total Expenses	<u>19,706,739</u>	<u>10,014,815</u>	<u>29,721,554</u>	<u>17,096,920</u>	<u>8,713,256</u>	<u>25,810,176</u>
Change in Net Position Before Transfers	4,877,538	9,709,223	14,586,761	3,984,858	6,201,760	10,186,618
Transfers	<u>2,187,917</u>	<u>(2,187,917)</u>	<u>-</u>	<u>1,723,170</u>	<u>(1,723,170)</u>	<u>-</u>
Change in Net Position	7,065,455	7,521,306	14,586,761	5,708,028	4,478,590	10,186,618
Beginning Net Position	<u>43,790,266</u>	<u>62,461,512</u>	<u>106,251,778</u>	<u>38,082,238</u>	<u>57,982,922</u>	<u>96,065,160</u>
Ending Net Position	<u>\$ 50,855,721</u>	<u>\$ 69,982,818</u>	<u>\$ 120,838,539</u>	<u>\$ 43,790,266</u>	<u>\$ 62,461,512</u>	<u>\$ 106,251,778</u>

Note: Fiscal year 2022 was restated for prior period adjustments related to error corrections and the implementation of GASB 96.

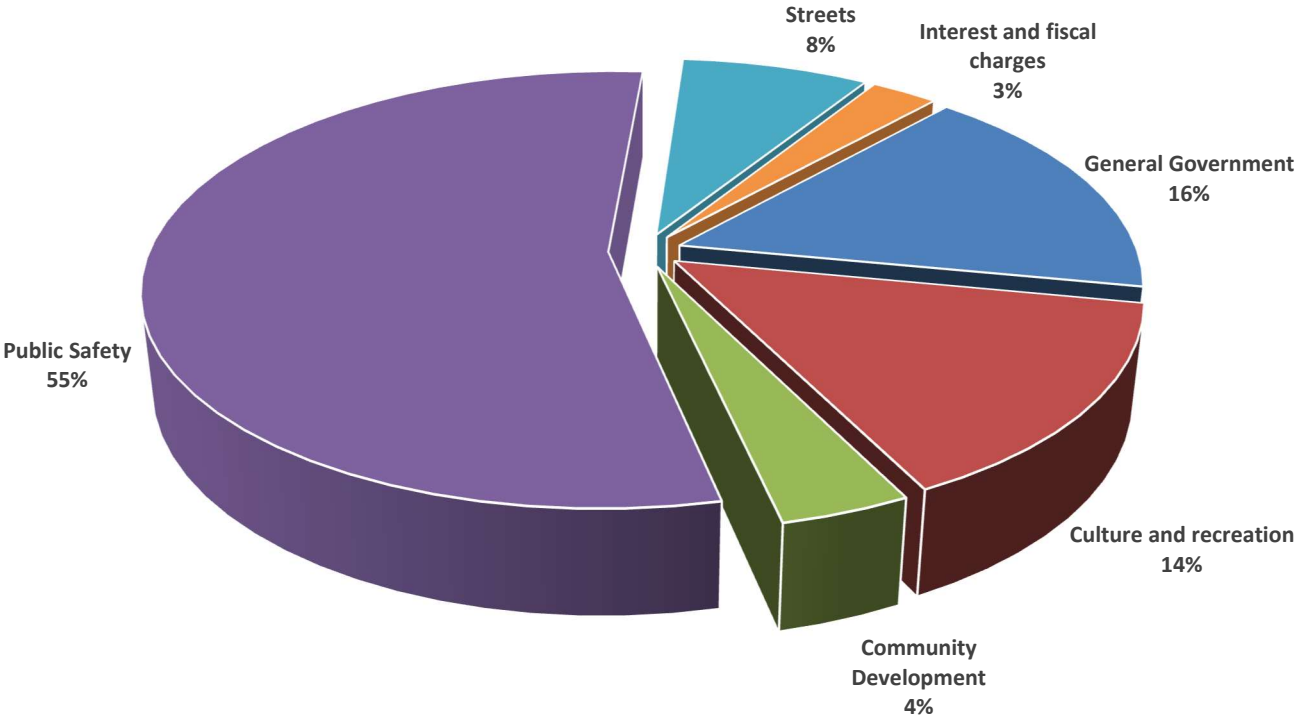
CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

Graphic presentations of selected data from the summary tables are displayed below to assist in the analysis of the City's activities.



For the year ended September 30, 2023, revenues from governmental activities total \$24,584,277. Property tax and sales tax are the City's largest general revenue sources. Overall revenue increased \$3,502,499 or 17% from the prior year. Property tax increased \$495,833 or 7% due to increased taxable values, new property added to the taxable values, and a 3.5% tax increase. Sales tax and franchise and other tax revenues increased by \$664,214 or 8% and \$363,238 or 18%, respectively, primarily due to economic growth fueled by local purchases and tourism. Charges for services decreased by \$243,148 or 12% primarily due to lower emergency services revenue. Grants and contributions increased \$1,183,487 or 66% primarily as a result of nonrecurring capital grants. Investment income increased by \$936,654 primarily as a result of the realization of higher interest rates in the current year. All other revenues remained relatively stable when compared to the previous year.

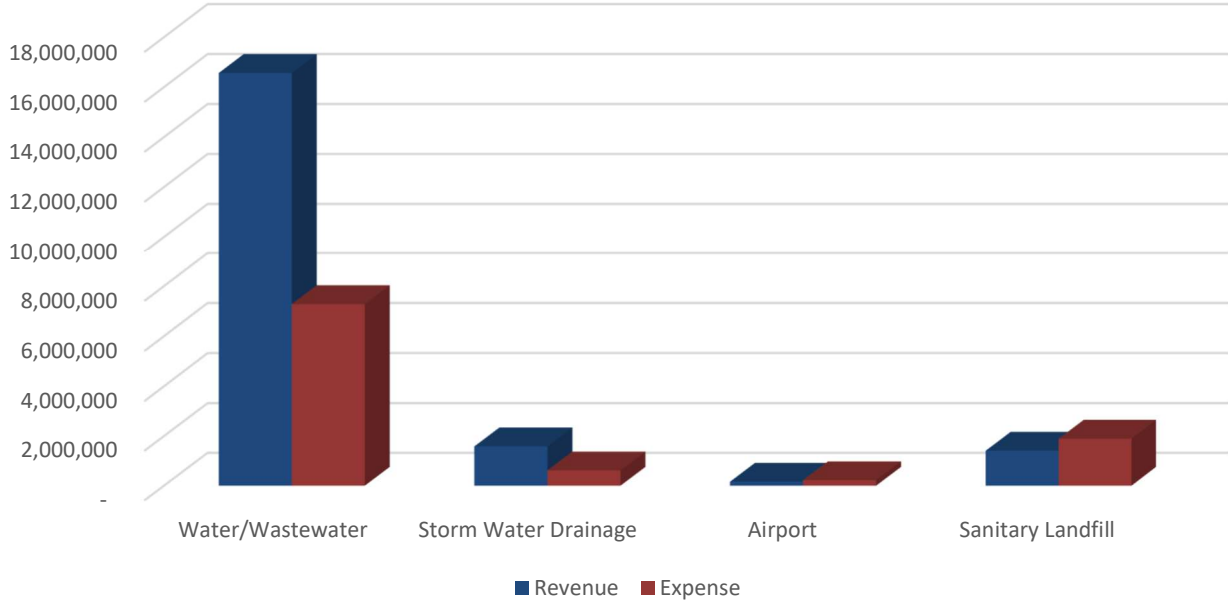
Governmental Activities Expenses



For the year ended September 30, 2023, expenses for governmental activities totaled \$19,706,739. This represents an increase of \$2,609,819 or 15% from the prior year. The City's largest functional expense is public safety totaling \$10,774,535, an increase of \$1,810,019 or 20% due to salaries and benefits. General government increased by \$297,556 or 10% primarily due to salaries and benefits. Community development increased \$331,689 or 78% primarily due to contractual services. All other expenses remained relatively stable when compared to the previous year.

Business-type activities are shown comparing operating costs to revenues generated by related services.

Business-type Activities - Revenues and Expenses



For the year ended September 30, 2023, charges for services by business-type activities total \$13,720,109. This is an increase of \$646,917, or 5% from the previous year. This is primarily a result of rate increases for water and wastewater services.

Total expenses increased \$1,301,559 or 15% to a total of \$10,014,815. Water and wastewater department expenses increased by \$579,398 or 9% primarily due to greater personnel costs and contractual services in the current year. Storm water drainage expenses decreased by \$241,068 or 28% primarily due to lower professional fees relating to a flood protection study in the current year and bond issuance costs in the prior year. Sanitary landfill expenses increased by \$938,956 or 98% primarily due to increased depreciation in the current year. Airport expenses increased \$24,273 or 12% primarily due to greater personnel costs and maintenance in the current year.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As noted earlier, fund accounting is used to demonstrate and ensure compliance with finance-related legal requirements.

Governmental Funds - The focus of the City's governmental funds is to provide information about near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the City's financing requirements. Unassigned fund balance may serve as a useful measure of the City's net resources available for spending at the end of the year.

At September 30, 2023, the City's governmental funds reported combined fund balances of \$24,232,639, a decrease of \$876,406 in comparison with the prior year. Approximately 57% of this amount, \$13,756,961, constitutes *unassigned fund balance*, which is available for spending at the government's discretion. Nonspendable fund balance totaled \$113,778 for inventories/prepays and committed fund balance totaled \$2,442,741. The remainder of the fund balance is restricted for specific purposes totaling \$7,919,159.

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

As of the end of the year, the general fund reflected a total fund balance of \$16,285,759. General fund balance increased by \$1,085,132. This increase is a result of greater than anticipated revenues and less than anticipated expenditures over the course of the year, which is detailed in the General Fund budgetary highlights section.

As a measure of the general fund's liquidity, it may be useful to compare total unassigned fund balance to total fund expenditures. The unassigned (the amount available for spending) fund balance of the general fund of \$13,756,961 is 66% of total general fund operating expenditures.

As of the end of the year, the capital projects reflected a total fund balance of \$6,095,148, a decrease of \$2,393,270 compared to the prior year. The change was primarily due to the spending of bond proceeds.

Proprietary Funds - The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Net position in the City's largest proprietary fund, the water and wastewater fund, totaled \$52,736,853. Net investment in capital assets was \$48,983,712, an increase of \$12,276,655. Unrestricted net position at the close of the fiscal year amounted to \$1,842,612, and restricted net position was \$1,910,529. Overall net position increased \$7,521,306 from the previous year.

GENERAL FUND BUDGETARY HIGHLIGHTS

Supplemental budget amendments were approved during the fiscal year increasing total budgeted expenditures by \$3,101,311 and increasing total revenues by \$673,548, resulting in a decrease in the final budgeted fund balance of \$2,427,763. Total budgeted revenues of \$18,540,132 were less than actual revenues of \$20,361,102 primarily due to increased sales and franchise tax receipts, increased emergency services receipts due to an increase in ambulance services, increased fines and forfeitures due to an increase in traffic violations, increased contributions and donations due to higher donations and grant revenue, and increased investment income due to higher interest rates. This resulted in a total positive revenue variance of \$1,820,970. Total budgeted expenditures of \$23,985,805 were greater than actual expenditures of \$20,749,971 due to personnel vacancies, lower operating and maintenance costs, and unspent capital outlay that will be carried over to fiscal year 2024. This resulted in a total positive expenditure variance of \$3,235,834. Total budgeted other financing sources/uses of \$1,135,816 were less than the actual amount of \$1,474,001, resulting in a total positive variance of \$338,185, primarily due to the SBITA financing (the effect of GASB Statement No. 96) and sales of assets.

CAPITAL ASSETS

As of the end of the year, the City's governmental activities funds had invested \$44,160,849 in a variety of capital assets and infrastructure, net of accumulated depreciation/amortization. The City's business-type activities funds had invested \$83,603,264 in a variety of capital assets and infrastructure, net of accumulated depreciation. This investment in capital assets includes land, buildings, vehicles, equipment, improvements, infrastructure, and right to use assets. Major capital asset events during the current year include the following:

- Purchased a building to expand City Hall for \$794,670
- Purchased downtown decorative street lighting for \$78,185
- Purchased two mowers, a gator, and a bunker rake for Parks & Cemetery totaling \$64,705
- Replaced basketball goals at Recreation Hall for \$23,514
- Built phase one of inclusion playground for \$176,896
- Repainted Birdsong Amphitheater, including Mural totaling \$27,122
- Replaced cardiac monitors totaling \$101,851
- Upgraded SCBA system for \$377,854

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

- Purchased thirteen police vehicles totaling \$626,913
- Purchased two police patrol motorcycles totaling \$29,020
- Purchased one vehicle for building inspections for \$40,568
- Improvement to Long Street utilities totaling \$4,021,201
- Improvement to 536 well field totaling \$4,4046,614
- Improvement to Airport Pump Station totaling \$2,518,312
- Improvement to storage tanks totaling \$458,455
- Continuation of East Side Sewer Interceptor project for \$7,571,664
- Purchase of compactor for Landfill for \$1,189,831
- Street resurfacing totaling \$368,865
- Continuation of improvements to Harbin Drive totaling \$3,987,265
- Purchase and installation of ballfield lighting totaling \$988,984

More detailed information about the City's capital assets is presented in note 4 of the financial statements.

LONG-TERM DEBT

The City's outstanding bonds and certificates of obligation (excluding premiums and discounts) payable decreased by \$2,465,000 from the prior year. The total bonds and certificates of obligation payable at the close of the fiscal year were \$53,505,000. Outstanding notes payable increased \$525,317 due to the issuance of notes for capital assets. Leases payable decreased \$62,940, and SBITA payables increased \$106,074. The City made \$3,631,178 in principal payments on outstanding bonds, certificates of obligation, and notes payable.

More detailed information about the City's long-term liabilities is presented in note 5 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The local economy is experiencing continued but more stable growth as evidenced by sales tax revenue, property tax valuations, and construction permits issued. Sales tax collections for fiscal year 2022-2023 were \$674,328 more than fiscal year 2021-2022. In addition, sales tax estimated for fiscal year 2023-2024 are expected to surpass fiscal year 2022-2023. Taxable assessed property values for 2022 exceeded 2021 by 21% with over \$38 million attributed to new taxable value. The 2023 taxable assessed values exceeded 2022 by 5%, with over \$18 million attributed to new taxable value. This allowed the 2022 total property tax rate of \$0.3958 per \$100 of taxable value to decrease to \$0.3872 per \$100 of taxable value for 2023 and still raise \$296,000 more in property tax revenue, \$72,000 of which was from new property added to the tax roll. Furthermore, the City issued 223 building permits in the 2022-2023 fiscal year with a value exceeding \$38 million. It is anticipated that over half of which will be added to the assessed taxable value for 2023. Water rates increased by 1% and sewer rates were increased by 12% to continue to fund planned debt service and infrastructure improvements.

The City of Stephenville is committed to maintaining and improving the services provided to its citizens, budgeting over \$36 million in capital improvements for fiscal year 2023-2024 funded with debt proceeds, grant proceeds, and cash reserves. The City budgeted seven new full-time positions and one part-time position to meet and enhance services for the citizens. The General Fund budget for fiscal year 2023- 2024 is a balanced budget with the \$1.7 million negative variance funded through cash reserves and funds budgeted but unspent in the 2022-2023 fiscal year. The same is true for the Water and Sewer Fund, the Airport Fund, the Storm Water Drainage Fund, the Hotel Occupancy Tax Fund, the Capital Project Fund, the Non-Major Special Revenue Funds, and the Discrete Component Unit. All other funds have a positive variance.

CITY OF STEPHENVILLE, TEXAS
Management's Discussion and Analysis
September 30, 2023

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the City's finances. If you have questions about this report or need any additional information, contact Monica D. Harris, Director of Finance, 298 West Washington, Stephenville, Texas 76401-4257 or call (254) 918-1218.

BASIC FINANCIAL STATEMENTS

CITY OF STEPHENVILLE, TEXAS

Statement of Net Position

September 30, 2023

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Total	Stephenville EDA
ASSETS:				
Cash and equivalents	\$ 13,580,014	\$ 8,792,825	\$ 22,372,839	\$ 1,191,590
Investments	1,566,919	-	1,566,919	-
Receivables, net	3,682,351	2,083,574	5,765,925	144,706
Due from component unit	208,475	-	208,475	-
Prepaid items	98,660	148,858	247,518	-
Inventory	15,118	257,578	272,696	-
Other assets	181,399	-	181,399	-
Restricted cash and equivalents	6,734,193	26,360,874	33,095,067	-
Capital assets not being depreciated/amortized	16,804,716	27,060,362	43,865,078	-
Capital assets, net of accumulated depreciation/amortization	27,356,133	56,542,902	83,899,035	33,241
Total Assets	<u>70,227,978</u>	<u>121,246,973</u>	<u>191,474,951</u>	<u>1,369,537</u>
DEFERRED OUTFLOWS:				
Deferred charge on refunding	10,626	2,831	13,457	-
Related to TMRS pension	5,659,199	817,765	6,476,964	171,531
Related to TMRS OPEB	13,745	1,986	15,731	417
Total Deferred Outflows	<u>5,683,570</u>	<u>822,582</u>	<u>6,506,152</u>	<u>171,948</u>
Total Assets and Deferred Outflows	<u>\$ 75,911,548</u>	<u>\$ 122,069,555</u>	<u>\$ 197,981,103</u>	<u>\$ 1,541,485</u>
LIABILITIES:				
Accounts payable	\$ 2,056,875	\$ 4,447,827	\$ 6,504,702	\$ 10,286
Customer deposits	-	475,111	475,111	-
Internal balances	(1,435,504)	1,435,504	-	-
Due to primary government	-	-	-	208,475
Accrued interest	90,760	177,918	268,678	-
Unearned revenue	-	1,341,435	1,341,435	-
Noncurrent liabilities-				
Due within one year	2,081,310	2,599,721	4,681,031	13,898
Due in more than one year	18,989,414	39,452,675	58,442,089	1,544
Net pension liability	243,127	35,133	278,260	7,369
OPEB liability	433,246	62,605	495,851	13,132
Total Liabilities	<u>22,459,228</u>	<u>50,027,929</u>	<u>72,487,157</u>	<u>254,704</u>
DEFERRED INFLOWS:				
Deferred gain on refunding	-	80,247	80,247	-
Related to PPP	-	1,603,346	1,603,346	-
Related to TMRS pension	2,481,257	358,548	2,839,805	75,207
Related to TMRS OPEB	115,342	16,667	132,009	3,496
Total Deferred Inflows	<u>2,596,599</u>	<u>2,058,808</u>	<u>4,655,407</u>	<u>78,703</u>
NET POSITION:				
Net investment in capital assets	27,436,169	62,394,725	89,830,894	33,241
Restricted for:				
Capital projects	3,333,807	-	3,333,807	-
Tourism	1,393,442	-	1,393,442	-
Municipal court	32,127	-	32,127	-
Public safety	57,408	-	57,408	-
Community reinvestment	169,704	-	169,704	-
Debt service	199,051	2,303,065	2,502,116	-
Flood protection plan	-	31,141	31,141	-
Economic development	-	-	-	1,174,837
Unrestricted	18,234,013	5,253,887	23,487,900	-
Total Net Position	<u>\$ 50,855,721</u>	<u>\$ 69,982,818</u>	<u>\$ 120,838,539</u>	<u>\$ 1,208,078</u>

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS

Statement of Activities
For the Year Ended September 30, 2023

Functions/Programs	Expenses	Program Revenues		
		Fines, Fees, and Charges for Services	Capital Grants and Contributions	Operating Grants and Contributions
PRIMARY GOVERNMENT:				
Governmental Activities:				
General government	\$ 3,227,931	\$ 3,300	\$ -	\$ 59,050
Culture and recreation	2,877,342	450,294	35,538	52,333
Community development	759,141	542,893	-	-
Public safety	10,774,535	738,923	140,780	665,131
Streets	1,525,640	22,370	2,014,438	-
Interest and fiscal charges	542,150	-	-	-
Total Governmental Activities	<u>19,706,739</u>	<u>1,757,780</u>	<u>2,190,756</u>	<u>776,514</u>
Business-type Activities:				
Water and wastewater	7,277,797	11,267,611	3,526,629	-
Storm water drainage	617,924	999,800	527,526	-
Airport	223,073	129,295	31,628	-
Sanitary landfill	1,896,021	1,323,403	-	-
Total Business-type Activities	<u>10,014,815</u>	<u>13,720,109</u>	<u>4,085,783</u>	<u>-</u>
Total Primary Government	<u>\$ 29,721,554</u>	<u>\$ 15,477,889</u>	<u>\$ 6,276,539</u>	<u>\$ 776,514</u>
Component Unit				
Stephenville Economic Development Authority	\$ 892,369	\$ -	\$ -	\$ -
	<u>\$ 892,369</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

General Revenues:

Taxes:

Property

Sales

Franchise and other

Hotel occupancy

Investment income

Other revenues

Gain on disposal of capital assets

Transfers

Total general revenues and transfers

Change in net position

Net Position - Beginning, as previously reported

Prior period adjustments

Net Position - Ending

The accompanying notes are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position			
Primary Government			Component Unit
Governmental Activities	Business-type Activities	Total	Stephenville EDA
\$ (3,165,581)	\$ -	\$ (3,165,581)	\$ -
(2,339,177)	-	(2,339,177)	-
(216,248)	-	(216,248)	-
(9,229,701)	-	(9,229,701)	-
511,168	-	511,168	-
(542,150)	-	(542,150)	-
<u>(14,981,689)</u>	<u>-</u>	<u>(14,981,689)</u>	<u>-</u>
-	7,516,443	7,516,443	-
-	909,402	909,402	-
-	(62,150)	(62,150)	-
-	<u>(572,618)</u>	<u>(572,618)</u>	-
-	<u>7,791,077</u>	<u>7,791,077</u>	-
<u>(14,981,689)</u>	<u>7,791,077</u>	<u>(7,190,612)</u>	-
			<u>\$ (892,369)</u>
			<u>(892,369)</u>
7,205,423	-	7,205,423	-
8,725,344	-	8,725,344	744,255
1,449,693	-	1,449,693	-
910,588	-	910,588	-
1,124,243	1,847,275	2,971,518	51,026
352,148	70,871	423,019	-
91,788	-	91,788	-
2,187,917	<u>(2,187,917)</u>	-	-
<u>22,047,144</u>	<u>(269,771)</u>	<u>21,777,373</u>	<u>795,281</u>
<u>7,065,455</u>	<u>7,521,306</u>	<u>14,586,761</u>	<u>(97,088)</u>
42,613,685	66,274,560	108,888,245	1,305,166
1,176,581	<u>(3,813,048)</u>	<u>(2,636,467)</u>	-
<u>\$ 50,855,721</u>	<u>\$ 69,982,818</u>	<u>\$ 120,838,539</u>	<u>\$ 1,208,078</u>

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS

Balance Sheet - Governmental Funds
September 30, 2023

	General Fund	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS:				
Assets:				
Cash and equivalents	\$ 9,625,938	\$ 2,343,073	\$ 1,611,003	\$ 13,580,014
Investments	1,566,919	-	-	1,566,919
Receivables, net	2,480,682	1,013,329	188,340	3,682,351
Due from other funds	2,291,525	-	-	2,291,525
Due from component unit	208,475	-	-	208,475
Prepaid items	70,939	27,721	-	98,660
Inventory	15,118	-	-	15,118
Other	181,399	-	-	181,399
Restricted cash and equivalents	942,505	4,787,467	1,004,221	6,734,193
Total Assets	<u>\$ 17,383,500</u>	<u>\$ 8,171,590</u>	<u>\$ 2,803,564</u>	<u>\$ 28,358,654</u>
LIABILITIES:				
Liabilities:				
Accounts payable	\$ 898,631	\$ 1,063,113	\$ 95,131	\$ 2,056,875
Due to other funds	-	-	856,021	856,021
Total Liabilities	<u>898,631</u>	<u>1,063,113</u>	<u>951,152</u>	<u>2,912,896</u>
DEFERRED INFLOWS:				
Unavailable revenue - fines and fees	141,310	-	-	141,310
Unavailable revenue - EMS	27,726	-	-	27,726
Unavailable revenue - property taxes	30,074	-	680	30,754
Unavailable revenue - capital grants	-	1,013,329	-	1,013,329
Total Deferred Inflows	<u>199,110</u>	<u>1,013,329</u>	<u>680</u>	<u>1,213,119</u>
FUND BALANCES:				
Nonspendable:				
Prepaid items	70,939	27,721	-	98,660
Inventory	15,118	-	-	15,118
Committed for:				
Debt service	792,741	-	-	792,741
Airport improvement	500,000	-	-	500,000
Grant match	150,000	-	-	150,000
Combined dispatch	1,000,000	-	-	1,000,000
Restricted for:				
Capital projects	-	6,067,427	-	6,067,427
Tourism	-	-	1,393,442	1,393,442
Municipal court	-	-	32,127	32,127
Public safety	-	-	57,408	57,408
Community reinvestment	-	-	169,704	169,704
Debt service	-	-	199,051	199,051
Unassigned	13,756,961	-	-	13,756,961
Total Fund Balances	<u>16,285,759</u>	<u>6,095,148</u>	<u>1,851,732</u>	<u>24,232,639</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>\$ 17,383,500</u>	<u>\$ 8,171,590</u>	<u>\$ 2,803,564</u>	<u>\$ 28,358,654</u>

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Position September 30, 2023

Total fund balances - governmental funds balance sheet	\$24,232,639
Amounts reported for governmental activities in the statement of net position are different because:	
Capital, lease, and SBITA assets used in governmental activities are not current financial resources and therefore are not reported in the governmental funds balance sheet.	44,160,849
Revenues earned but not available within sixty days of the year end are not recognized as revenue on the fund financial statements.	1,213,119
The statement of net position includes the City's proportionate share of the TMRS net pension liability as well as certain pension related transactions accounted for as Deferred Inflows and Outflows of resources.	
Net pension liability	(243,127)
Deferred outflows of resources	5,659,199
Deferred inflows of resources	(2,481,257)
	2,934,815
The statement of net position includes the City's proportionate share of the TMRS OPEB liability as well as certain OPEB related transactions accounted for as Deferred Inflows and Outflows of resources.	
OPEB liability	(433,246)
Deferred outflows of resources	13,745
Deferred inflows of resources	(115,342)
	(534,843)
Compensated absences are not due and payable in the current period and therefore are not reported in the fund financial statements.	(571,374)
Noncurrent liabilities and related balances are not due and payable in the current period and therefore are not reported in the fund financial statements.	
Accrued interest	(90,760)
Certificates of obligation	(15,225,000)
Notes payable	(3,504,194)
Discount on certificates of obligation	1,125
Premium on certificates of obligation	(998,061)
Leases payable	(195,999)
SBITAs payable	(577,221)
	(20,590,110)
Deferred outflows from refunding of debt represents a decrease in net position that applies to future periods and, therefore, will not be recognized as an inflow of resources until then. The amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.	
	10,626
Net position of governmental activities	\$50,855,721

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS
Statement of Revenues, Expenditures, and Changes
in Fund Balances - Governmental Funds
For the Year Ended September 30, 2023

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUE				
Taxes:				
Property	\$ 6,838,634	\$ -	\$ 355,422	\$ 7,194,056
Sales	8,123,976	-	601,368	8,725,344
Franchise	1,449,693	-	-	1,449,693
Hotel occupancy	-	-	910,588	910,588
Licenses and permits	532,790	5,359	-	538,149
Charges for services	477,900	-	-	477,900
Emergency services	876,278	-	-	876,278
Fines and forfeitures	264,406	-	18,848	283,254
Intergovernmental	261,249	-	3,369	264,618
Contributions and donations	688,214	1,142,787	-	1,831,001
Investment income	701,946	337,556	84,741	1,124,243
Other revenues	146,016	144,900	61,232	352,148
Total revenues	<u>20,361,102</u>	<u>1,630,602</u>	<u>2,035,568</u>	<u>24,027,272</u>
EXPENDITURES				
Current:				
General government	2,607,630	-	414,134	3,021,764
Culture and recreation	2,403,204	-	-	2,403,204
Community development	746,842	-	-	746,842
Public safety	9,890,139	-	17,685	9,907,824
Streets	746,383	500	-	746,883
Debt service:				
Principal retirement	751,357	-	735,000	1,486,357
Interest and fiscal charges	137,030	-	493,111	630,141
Capital outlay	3,467,386	5,408,269	77,823	8,953,478
Total Expenditures	<u>20,749,971</u>	<u>5,408,769</u>	<u>1,737,753</u>	<u>27,896,493</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(388,869)</u>	<u>(3,778,167)</u>	<u>297,815</u>	<u>(3,869,221)</u>
Other Financing Sources (Uses):				
Debt issuance	501,664	-	-	501,664
SBITA financing	195,996	-	-	195,996
Proceeds from sale of assets	107,238	-	-	107,238
Transfers in	2,440,425	1,384,897	957,767	4,783,089
Transfers out	(1,771,322)	-	(823,850)	(2,595,172)
Total Other Financing Sources (Uses)	<u>1,474,001</u>	<u>1,384,897</u>	<u>133,917</u>	<u>2,992,815</u>
Net Change in Fund Balances	<u>1,085,132</u>	<u>(2,393,270)</u>	<u>431,732</u>	<u>(876,406)</u>
Fund Balances - Beginning	<u>15,200,627</u>	<u>8,488,418</u>	<u>1,420,000</u>	<u>25,109,045</u>
Fund Balances - Ending	<u>\$ 16,285,759</u>	<u>\$ 6,095,148</u>	<u>\$ 1,851,732</u>	<u>\$ 24,232,639</u>

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS

**Reconciliation of the Statement of Revenues, Expenditures,
and Change in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended September 30, 2023**

Net change in fund balances - total governmental funds \$ (876,406)

Amounts reported for governmental activities in the Statement of Activities are different because:

Depreciation and amortization expense on capital assets is reported in the statement of activities and does not require the use of current financial resources. Therefore, depreciation expense is not reported as expenditures in the governmental funds. (2,084,321)

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those capital and right-to-use assets is allocated over their estimated useful lives, and reported as depreciation or amortization expense. 8,953,478

Governmental funds recognize the proceeds from the disposal of capital assets as an other financing source. However, in the statement of activities, a gain on sale of capital assets is reported. Thus, the change in net position differs from the change in fund balance by the net book value of the capital assets disposed. (15,450)

Governmental funds do not recognize assets contributed by developers or donated to the City. However, in the statement of activities the fair market value of those assets are recognized as revenue, then allocated over their estimated useful lives as depreciation expense. 1,038,385

Certain revenues in the government-wide statement of activities that do not provide current financial resources are not reported as revenue in the governmental funds. (573,168)

Net pension liabilities as well as the related deferred inflows and outflows of resources generated from those assets are not payable from current resources and therefore, are not reported in the governmental funds. These balances increased (decreased) by this amount. (259,890)

OPEB liabilities as well as the related deferred inflows and outflows of resources generated from those assets are not payable from current resources and therefore, are not reported in the governmental funds. These balances increased (decreased) by this amount. (13,433)

Current year changes in compensated absences do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. 19,572

Current year changes in accrued interest do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. 29,154

The issuance of bonds payable and related balances and other long-term liabilities provide current financial resources to governmental funds, while the repayment of the liabilities uses the current financial resources. Neither transaction, however, has any effect on net position. 847,534

Change in net position of governmental activities \$ 7,065,455

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS

Statement of Net Position
Proprietary Funds
September 30, 2023

	Business-Type Activities			Total
	Water and Wastewater	Storm Water Drainage	Nonmajor Funds	
ASSETS:				
Current Assets:				
Cash and equivalents	\$ 5,527,519	\$ 764,070	\$ 2,501,236	\$ 8,792,825
Receivables, net	1,892,039	109,771	81,764	2,083,574
Due from other funds	-	-	292,676	292,676
Prepaid items	28,990	-	119,868	148,858
Inventory	257,578	-	-	257,578
Restricted cash and equivalents	25,731,067	462,696	167,111	26,360,874
Total Current Assets	33,437,193	1,336,537	3,162,655	37,936,385
Noncurrent Assets:				
Capital Assets:				
Capital assets not being depreciated	22,979,986	193,970	3,886,406	27,060,362
Capital assets, net of accumulated depreciation	41,866,696	9,687,684	4,988,522	56,542,902
Total Noncurrent Assets	64,846,682	9,881,654	8,874,928	83,603,264
Total Assets	98,283,875	11,218,191	12,037,583	121,539,649
DEFERRED OUTFLOWS:				
Deferred charge on refunding	2,831	-	-	2,831
Related to TMRS pension	665,514	-	152,251	817,765
Related to TMRS OPEB	1,616	-	370	1,986
Total Deferred Outflows	669,961	-	152,621	822,582
Total Assets and Deferred Outflows	\$ 98,953,836	\$ 11,218,191	\$ 12,190,204	\$ 122,362,231
LIABILITIES:				
Current Liabilities:				
Accounts payable	\$ 4,324,910	\$ 43,141	\$ 79,776	\$ 4,447,827
Customer deposits	470,311	-	4,800	475,111
Due to other funds	1,728,180	-	-	1,728,180
Accrued interest	114,766	20,410	42,742	177,918
Unearned revenue	1,294,736	39,019	7,680	1,341,435
Current portion of long-term liabilities	2,119,424	325,000	155,297	2,599,721
Total Current Liabilities	10,052,327	427,570	290,295	10,770,192
Noncurrent Liabilities:				
Net pension liability	28,592	-	6,541	35,133
OPEB liability	50,949	-	11,656	62,605
Long-term liabilities	34,176,412	3,928,256	1,348,007	39,452,675
Total Noncurrent Liabilities	34,255,953	3,928,256	1,366,204	39,550,413
Total Liabilities	44,308,280	4,355,826	1,656,499	50,320,605
DEFERRED INFLOWS:				
Deferred gain on refunding	-	80,247	-	80,247
Related to PPP	1,603,346	-	-	1,603,346
Related to TMRS pension	291,793	-	66,755	358,548
Related to TMRS OPEB	13,564	-	3,103	16,667
Total Deferred Inflows	1,908,703	80,247	69,858	2,058,808
NET POSITION:				
Net investment in capital assets	48,983,712	5,548,151	7,862,862	62,394,725
Restricted for:				
Debt service	1,910,529	392,536	-	2,303,065
Flood protection plan	-	31,141	-	31,141
Unrestricted	1,842,612	810,290	2,600,985	5,253,887
Total net position	\$ 52,736,853	\$ 6,782,118	\$ 10,463,847	\$ 69,982,818

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS
Statement of Revenues, Expenses, and Changes
in Fund Net Position - Proprietary Fund
For the Year Ended September 30, 2023

	Business-Type Activities			Total
	Water and Wastewater	Storm Water Drainage	Nonmajor Funds	
OPERATING REVENUES:				
Water revenue	\$ 6,344,065	\$ -	\$ -	\$ 6,344,065
Sewer revenue	4,923,546	-	-	4,923,546
Airport services	-	-	129,295	129,295
Storm water drainage	-	999,800	-	999,800
Sanitation landfill	-	-	1,323,403	1,323,403
Other income	51,481	19,390	-	70,871
Total Operating Revenues	<u>11,319,092</u>	<u>1,019,190</u>	<u>1,452,698</u>	<u>13,790,980</u>
OPERATING EXPENSES:				
Personnel services	-	-	301,268	301,268
Contractual services	-	-	160,042	160,042
Materials and supplies	-	-	346,420	346,420
Utilities administration and customer service	1,140,823	-	-	1,140,823
Water production and distribution	1,706,883	-	-	1,706,883
Wastewater collection and treatment	1,646,002	-	-	1,646,002
Billing and collection	503,104	-	-	503,104
Stormwater	-	165,264	-	165,264
Airport operations	-	-	88,071	88,071
Depreciation	1,415,690	328,494	1,180,551	2,924,735
Total Operating Expenses	<u>6,412,502</u>	<u>493,758</u>	<u>2,076,352</u>	<u>8,982,612</u>
Operating Income (loss)	<u>4,906,590</u>	<u>525,432</u>	<u>(623,654)</u>	<u>4,808,368</u>
NON-OPERATING REVENUES (EXPENSES)				
Investment income	1,720,875	39,233	87,167	1,847,275
Interest expense	<u>(865,295)</u>	<u>(124,166)</u>	<u>(42,742)</u>	<u>(1,032,203)</u>
Total Non-operating Revenues (Expenses)	<u>855,580</u>	<u>(84,933)</u>	<u>44,425</u>	<u>815,072</u>
CAPITAL CONTRIBUTIONS AND TRANSFERS				
Capital grants and contributions	3,526,629	527,526	31,628	4,085,783
Transfers in	82,662	-	297,325	379,987
Transfers out	<u>(2,262,981)</u>	<u>(228,491)</u>	<u>(76,432)</u>	<u>(2,567,904)</u>
Total Capital Contributions and Transfers	<u>1,346,310</u>	<u>299,035</u>	<u>252,521</u>	<u>1,897,866</u>
Change in Net Position	7,108,480	739,534	(326,708)	7,521,306
Net Position - Beginning, as previously reported	49,441,421	6,042,584	10,790,555	66,274,560
Prior Period Adjustment	<u>(3,813,048)</u>	-	-	<u>(3,813,048)</u>
Net Position - Beginning, as restated	45,628,373	6,042,584	10,790,555	62,461,512
Net Position - Ending	<u>\$ 52,736,853</u>	<u>\$ 6,782,118</u>	<u>\$ 10,463,847</u>	<u>\$ 69,982,818</u>

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS

Statement of Cash Flows

Proprietary Funds

For the Year Ended September 30, 2023

	Business-Type Activities			Total
	Water and Wastewater	Storm Water Drainage	Nonmajor Funds	
Cash Flows from Operating Activities:				
Cash received from customers	\$ 10,960,994	\$ 1,345,294	\$ 1,439,214	\$ 13,745,502
Cash paid to suppliers	(3,416,308)	(174,353)	(782,918)	(4,373,579)
Cash paid to employees	(1,560,242)	-	(307,848)	(1,868,090)
Net Cash Provided By Operating Activities	5,984,444	1,170,941	348,448	7,503,833
Cash Flows from Non-capital Financing Activities:				
Transfers to other funds	(2,262,981)	(228,491)	(76,432)	(2,567,904)
Transfers from other funds	82,662	-	297,325	379,987
Net Cash Provided By (Used in) Non-capital Financing Activities	(2,180,319)	(228,491)	220,893	(2,187,917)
Cash Flows from Capital and Related Financing Activities:				
Proceeds from capital grants	258,774	-	30,988	289,762
Principal repayment on debt	(1,786,065)	(315,000)	(196,618)	(2,297,683)
Interest, amortization and fees paid on debt issuance	(1,168,977)	(169,173)	-	(1,338,150)
Purchase of capital assets	(15,670,912)	(43,918)	(91,237)	(15,806,067)
Net Cash Used in Capital & Related Financing Activities	(18,367,180)	(528,091)	(256,867)	(19,152,138)
Cash Flows from Investing Activities:				
Interest on investments	1,720,875	39,233	87,167	1,847,275
Net Cash Provided By Investing Activities	1,720,875	39,233	87,167	1,847,275
Net Increase (Decrease) in Cash and Cash Equivalents	(12,842,180)	453,592	399,641	(11,988,947)
Cash and Cash Equivalents at Beginning of Year	44,100,766	773,174	2,268,706	47,142,646
Cash and Cash Equivalents at End of Year	\$ 31,258,586	\$ 1,226,766	\$ 2,668,347	\$ 35,153,699
Reconciliation of Cash and Cash Equivalents Per Statement of Cash Flows to the Statement of Net Position				
Cash and equivalents	\$ 5,527,519	\$ 764,070	\$ 2,501,236	\$ 8,792,825
Restricted cash	25,731,067	462,696	167,111	26,360,874
	\$ 31,258,586	\$ 1,226,766	\$ 2,668,347	\$ 35,153,699

The accompanying notes are an integral part of this statement.

CITY OF STEPHENVILLE, TEXAS

Statement of Cash Flows (continued)

Proprietary Fund

For the Year Ended September 30, 2023

	Business-Type Activities			Total
	Water and Wastewater	Storm Water Drainage	Nonmajor Funds	
Reconciliation of Operating Income to Net Cash Provided By Operating Activities:				
Operating Income (Loss)	\$ 4,906,590	\$ 525,432	\$ (623,654)	\$ 4,808,368
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities				
Depreciation and amortization	1,415,690	328,494	1,180,551	2,924,735
Change in estimated landfill closure and postclosure cost - noncash	-	-	89,569	89,569
Change in Assets and Liabilities:				
(Increase) Decrease in:				
Receivables	(308,910)	326,104	(13,884)	3,310
Prepaid items	(22,018)	-	1,019	(20,999)
Inventory	(13,666)	-	-	(13,666)
Due from other funds	-	-	(292,676)	(292,676)
Deferred outflows related to TMRS pension	(593,749)	-	(140,440)	(734,189)
Deferred outflows related to TMRS OPEB	13,741	-	2,157	15,898
Increase (Decrease) in:				
Accounts payable	(1,741,067)	(9,089)	13,703	(1,736,453)
Customer deposits	(45,430)	-	400	(45,030)
Due to other funds	1,728,180	-	-	1,728,180
Compensated absences	1,706	-	494	2,200
Net pension liability	779,837	-	130,172	910,009
OPEB liability	(30,961)	-	(1,824)	(32,785)
Deferred inflows related to PPP	(3,758)	-	-	(3,758)
Deferred inflows related to TMRS pension	(113,717)	-	20	(113,697)
Deferred inflows related to TMRS OPEB	11,976	-	2,841	14,817
Total Adjustments	1,077,854	645,509	972,102	2,695,465
Net Cash Provided By Operating Activities	\$ 5,984,444	\$ 1,170,941	\$ 348,448	\$ 7,503,833
Supplemental Schedule of Noncash Financing, Capital and Investing Activities				
Capital asset acquisitions financed	\$ -	\$ -	\$ 1,189,829	\$ 1,189,829
Accounts payable for capital asset acquisitions	3,472,511	-	18,855	3,491,366
Capital assets acquired under PPP arrangement	1,571,069	-	-	1,571,069
Developer contributions of capital assets	749,543	438,266	-	1,187,809

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Stephenville, Texas (the City) have been prepared in accordance with generally accepted accounting principles (GAAP) applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the City are described below.

A. The Reporting Entity

The City was incorporated in 1889 and became a home rule City in 1961. The City operates under a Council-Manager form of government. The City provides the following services as authorized by its charter: general government, public safety (police, fire, and EMS), highway and streets, culture and recreation, community development (planning and zoning, licensing, permitting, and inspection), water and wastewater system, storm water drainage, airport, and sanitary landfill.

The City is an independent political subdivision of the State of Texas governed by an elected council and a mayor and is considered a primary government. As required by GAAP, these financial statements include the primary government and organizations for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's government body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organization's resources; (b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or (c) is obligated in some manner for the debt of the organization.

Some organizations are included as component units because of the fiscal dependency on the primary government. An organization is fiscally dependent on the primary government if it is unable to adopt its budget, levy taxes, set rates or charges, or issue bonded debt without approval by the primary government.

Discretely Presented Component Unit

Stephenville Economic Development Authority – The Stephenville Economic Development Authority (the SEDA) is a corporation governed by a board of seven members, all of whom are appointed by the City Council and can be removed from office by the City Council at its will. The SEDA has potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the City. The SEDA was incorporated in the state of Texas in 2015. The nature and significance of the relationship between the primary government and the SEDA is such that exclusion would cause the City's financial statements to be misleading and incomplete. Separate financial statements for the SEDA as of and for the fiscal year ended September 30, 2023, have not been prepared.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. The Reporting Entity (continued)

Blended Component Unit

Tax Increment Financing Fund – The Tax Increment Financing Fund (the TIF Fund) was created to encourage and accelerate planned development within the City limits. The TIF Fund accounts for all tax and expenditure activity associated with its primary purpose. The tax increment is derived from an allocation of (1) sales taxes, based on the difference in sales tax received during the year in which the reinvestment zone is established (base year) and each year the reinvestment zone is in existence, and (2) property taxes, based on the difference in appraised value between the year in which the reinvestment zone is established (base year) and each year the reinvestment zone is in existence. The TIF Fund is governed by a board of eight City Council members, the City Mayor, and two members appointed by the SEDA. The TIF Fund board is substantially the same as City Council, and the TIF Fund functions similar to a department of the City. As such, the TIF Fund is reported as a blended component unit/special revenue fund. Separate financial statements for the TIF Fund as of and for the fiscal year ended September 30, 2023, have not been prepared.

B. Basis of Presentation

Government-wide Statements:

The government-wide financial statements consist of the statement of net position and the statement of activities. These statements report information on all of the non-fiduciary activities of the primary government and its component units. These statements distinguish between the governmental and business-type activities of the City. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for the business-type activities of the City and for each function of the City's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The City does not allocate indirect expenses in the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule, when applicable, are payments in lieu of taxes where the amounts are reasonably equivalent in value to the interfund services provided and other charges between the City's water and sewer functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements:

The fund financial statements provide information about the City's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All other funds are aggregated and reported as nonmajor funds.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation (continued)

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer, storm water drainage, airport, and sanitary landfill funds are charges to customers for sales and services. The water and sewer fund also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The City reports the following major Governmental funds:

The **General Fund** is the City's primary operating fund and is used to account for all financial resources not properly includable in other funds. The principal sources of revenues include local property taxes, sales and franchise taxes, licenses and permits, emergency services, and charges for services. Expenditures include general government, public safety, streets, culture and recreation, and community development.

The **Capital Projects Fund** is used to account for resources to be used for the acquisition or construction of general major capital facilities. Financing is provided primarily from bond proceeds and transfers from the General Fund.

The City reports the following major Enterprise funds:

The **Water and Wastewater Fund** accounts for the operation of the water distribution system and the wastewater treatment plants, wastewater pumping stations, and collection systems.

The **Storm Water Drainage Fund** accounts for the activities necessary for the provisions of storm water drainage services.

Additionally, the City reports the following funds and fund types:

Special revenue funds account for resources restricted to, or designated for, specific purposes (not including expendable trusts or major capital projects). These funds consist of the hotel/motel tax, child safety, public safety, municipal court technology, and TIF funds.

The City's **Debt Service Fund** accounts for the accumulation of resources to service the City's governmental long-term debt.

The **Airport Fund** accounts for municipal airport services and to support air transportation and charter services. This fund is presented as a nonmajor proprietary fund.

The **Sanitary Landfill Fund** is used to account for solid waste collection and disposal services provided to residents of the City. This fund is presented as a nonmajor proprietary fund.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation (continued)

During the course of operations, the City has activity between funds for various purposes. Any residual balances outstanding at year end are reported as due from/to other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Balances between the funds included in governmental activities are eliminated so that only the net amount is included as internal balances in the governmental activities column. Similarly, balances between the funds in business-type activities (i.e. the enterprise funds) are eliminated so that only the net amount is included as internal balances in the business-type activities column.

Further, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in the fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column. Similarly, balances between the funds included in business-type activities are eliminated so that only the net amount is included as transfers in the business-type activities column.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The City did not have any fiduciary funds during the year ended September 30, 2023.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectable within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Property taxes, interest revenue, charges for services, franchise taxes and sales tax revenues are susceptible to accrual. Fines and permits revenues are not susceptible to accrual because generally they are not measurable until received in cash. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Budgetary Control

Annual budgets are adopted on a basis consistent with GAAP for the general fund, special revenue funds, and debt service fund. The budget, as formally adopted by the City Council prior to the beginning of the year, establishes the maximum authorization of operating funds to be expended by any fund. Any subsequent amendment thereto must be approved by the Council. The legal level of budget control (i.e., the level at which expenditures may not legally exceed appropriations) is the department level. No funds can be transferred or added which affect the total fund expenditures without City Council approval. Appropriations in all budgeted funds lapse at the end of the fiscal year, unless legally encumbered.

E. Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance

1. Cash and Cash Equivalents

For purposes of the statement of cash flows, highly liquid investments are considered to be cash equivalents if they have an original maturity of three months or less when purchased.

2. Investments

In accordance with GASB Statement No. 31, *Accounting and Reporting for Certain Investments and External Investment Pools*, the City reports all investments, except for certain investment pools, at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair values for investments are determined by closing market values and other observable inputs at year end as reported by the investment custodian. Investment pools are carried at either amortized cost or net asset value, as determined by each pool's individual valuation method and whether there is a readily determinable fair value of the pool as of the City's fiscal year end.

3. Receivables

Receivables are shown net of any allowance for uncollectible amounts.

4. Inventory and Prepaid Items

Inventories consist of fuel, materials, and supplies. The cost is recorded as expenditures at the time inventory items are consumed. Inventories are valued at the lower of average cost or market.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance (continued)

5. Capital Assets

Capital assets, which include land, buildings and improvements, machinery and equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in proprietary fund financial statements. Capital assets are defined by the City as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets that are purchased or constructed are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated acquisition value at the date of the donation. Improvements to capital assets that materially add to the function or capacity of the asset are capitalized. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Depreciation has been provided over the estimated useful lives of the assets using the straight-line method. The estimated useful lives are as follows:

Buildings and improvements	10 – 40 years
Machinery and equipment	5 – 40 years
Infrastructure	20 – 40 years

6. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation pay benefits up to specified limits. Employees are not paid for unused sick leave benefits upon termination. Vacation pay is accrued when incurred in the government-wide financial statements and the proprietary fund type statement of net position. Compensated absences are reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. The General Fund typically liquidates the governmental activities liability for compensated absences.

7. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance (continued)

8. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. Pension liabilities within governmental activities will be liquidated with resources of the General Fund.

9. Other Post-employment Benefits (OPEB)

For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense, information has been determined based on the City's actuary report. For this purpose, OPEB expense recognized each fiscal year is equal to the employer's yearly contributions for retirees. Information regarding the City's OPEB liability is obtained from TMRS through a report prepared for the City by TMRS consulting actuary, Gabriel Roeder Smith & Company, in compliance with GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. OPEB liabilities within governmental activities will be liquidated with resources of the General Fund.

10. Leases

GASB defines a lease as a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction.

The City is the lessee in certain lease arrangements recorded in the accompanying financial statements. The City recognizes a lease liability and an intangible right-to-use lease asset at the beginning of a lease. In general, the lease liability and the right-to-use lease assets are measured based on the present value of the expected payments during the term of the lease. Remeasurement of a lease liability and right-to-use lease asset occurs when there is a change in the lease term and/or other changes that are likely to have a significant impact on the lease liability.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance (continued)

The key estimates and judgments related to leases include how the City determines the discount rate it uses to discount the expected lease payments to present value, lease term, and lease payments. When available, the City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate. The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and any purchase option price that the City is reasonably certain to exercise. In determining the lease term, management considers all facts and circumstances that create an economic incentive to exercise an extension option, or not exercise a termination option. Extension options or periods after termination options are only included in the lease term if the lease is reasonably certain to be extended. Leases with periodic percentage rent increases or flat rate increases that are specified in the lease terms are included in the measurement of the lease liability.

The City calculates the amortization of the discount on the lease liability and reports that amount as outflows of resources or interest expense for the period. Payments are allocated first to accrued interest liability and then to the lease liability.

The City amortizes the right-to-use lease asset on a straight-line basis over the shorter of the lease term or the useful life of the underlying asset. However, if a lease contains a purchase option that the City has determined is reasonably certain of being exercised, the lease asset is amortized over the useful life of the underlying asset. If the underlying asset is nondepreciable, such as land, the lease asset is not amortized. The City reports the amortization of the lease asset as an outflow of resources, amortization expense, which is combined with depreciation expense related to other capital assets for financial reporting purposes. The City recognizes payments for short-term leases and variable payments as outflows of resources or expense in the period in which the City incurs the obligation for those payments.

The present value of the leases is aggregated on a fund basis. Lease right-to-use assets and liabilities are reflected in the government-wide statements and the proprietary fund statements. Governmental funds report amounts incurred under lease arrangements as a lessee as current expenditures in the fund level statements.

11. Subscription-Based Information Technology Arrangements (SBITAs)

Effective October 1, 2022, the City implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITAs). The objective of this Statement is to better meet the needs of financial statement users by improving accounting and financial reporting for SBITAs by governments. This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription assets – an intangible asset – and a corresponding liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in GASB Statement No. 87, *Leases*, as amended.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance (continued)

The City is a subscriber of certain SBITAs. A SBITA is a contract that conveys control of the right to use a vendor's software, alone or in combination with hardware. The accounting treatment is very similar for leases (where the City is lessee) and SBITAs. In each case, the City recognizes both a liability and an intangible right-to-use asset in the government-wide and proprietary fund financial statements. The right-to-use asset of a SBITA is reported with depreciable capital assets and the liabilities for SBITAs are reported with the long-term liabilities when the SBITA contract term is greater than 12 months. In general, SBITAs with a contract term of 12 months or less are recognized as outflows of resources or expense.

At the commencement of a SBITA contract, the City initially measures the SBITA liability at the present value of payments expected to be made during the subscription term. The SBITA liability is reduced by the principal portion of the subscription payments made. The SBITA asset is initially measured as the initial amount of the SBITA liability, adjusted for subscription payments made at or before the subscription commencement date, plus certain initial direct costs. The SBITA asset is amortized on a straight-line basis over the shorter of the subscription term or useful life.

The City uses the interest charged by the vendor as the discount rate, when available. If the interest rate charged by the vendor is not available, the City generally uses its estimated incremental borrowing rate. The subscription term includes the noncancellable period of the SBITA. In determining the subscription term, management considers all facts and circumstances that create an economic incentive to exercise an extension option or not exercise a termination option. Extension options or periods after termination options are only included in the subscription term if it is reasonably certain that the SBITA will be extended or not terminated.

Liabilities arising from a SBITA are initially measured on a present value basis. SBITA liabilities include the net present value of the following contract payments, less any SBITA vendor incentives received from the SBITA vendor at the commencement of the subscription term: (a) fixed payments; (b) variable payments that depend on an index or a rate (such as the Consumer Price Index or a marked interest rate), measured using the index or rate as of the commencement of the subscription term; (c) variable payments that are fixed in-substance; (d) payments for penalties for terminating the SBITA, if the subscription term reflects the government exercising an option to terminate the SBITA or a fiscal funding or cancellation clause; and (e) any other payments to the SBITA vendor associated with the SBITA contract that are reasonably certain of being required based on an assessment of all relevant factors.

Assets arising from a SBITA are initially measured using the sum of the following, less any SBITA vendor incentives received from the SBITA vendor at the commencement of the subscription term: (a) the amount of the initial measurement of the subscription liability; (b) payments associated with the SBITA contract made to the SBITA vendor at the commencement of the subscription term, if applicable; and (c) capitalizable initial implementation costs. The City monitors changes in circumstances that may require a remeasurement of its SBITAs and will remeasure the SBITA asset and liability balances if certain changes occur that are expected to significantly affect those balances.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance (continued)

The present value of the SBITAs is aggregated on a fund basis. SBITA right-to-use assets and liabilities are reflected in the government-wide statements and the proprietary fund statements. Governmental funds report amounts incurred under SBITAs as current expenditures in the fund level statements. The City had no SBITAs within business-type activities during the year ended September 30, 2023.

12. Public-Private Partnerships

Effective October 1, 2022, the City implemented GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* (GASB 94). The objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). This Statement requires that PPPs that meet the definition of a lease apply the guidance in GASB Statement No. 87, *Leases*, as amended, if existing assets of the transferor that are not required to be improved by the operator as part of the PPP arrangement are the only underlying PPP assets and the PPP does not meet the definition of a service concession arrangement (SCA). This Statement also provides accounting and financial reporting requirements for all other PPPs; those that either (1) meet the definition of an SCA or (2) are not within the scope of Statement No. 87, as amended (as clarified by GASB 94). The Statement also provides guidance for the recognition of availability payment arrangements. Implementation of GASB 94 had no effect on beginning net position/fund balance at October 1, 2022.

13. Long-Term Obligations

Long-term debt and other long-term obligations for general governmental purposes are reported as liabilities in the government-wide statement of net position. Long-term debt for governmental funds is not reported as liabilities in the fund financial statements until due. The debt proceeds are reported as other financing sources, net of the applicable premium or discount and payments of principal and interest reported as expenditures. In the governmental fund types, issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures.

Long-term debt and other long-term obligations financed by proprietary funds are reported as liabilities in the appropriate funds and the business-type activities in the government-wide statement of net position. For proprietary fund types, bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Issuance costs are expensed when incurred.

14. Net Position and Fund Balance

In the financial statements, assets and deferred outflows of resources in excess of liabilities and deferred inflows of resources are presented in one of two ways depending on the measurement focus of the fund.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance (continued)

On the statement of net position for government-wide reporting and the proprietary funds, net position is segregated into three categories as follows:

- *Net investment in capital assets* consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets, and adding back unspent proceeds.
- *Restricted net position* is the portion of the City's net position which is subject to external legal restrictions on how it may be used, and therefore is not available for general spending at the discretion of the City.
- *Unrestricted net position* represents amounts not included in other categories.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, and then unrestricted resources as needed.

On governmental fund balance sheets, assets and deferred outflows in excess of liabilities and deferred inflow are reported as fund balances and are segregated into separate classifications indicating the extent to which the City is bound to honor constraints on specific purposes for which those funds can be spent as follows:

- *Non-spendable*: This classification includes amounts that cannot be spent because they are either not in the spendable form or are legally or contractually required to be maintained intact.
- *Restricted*: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- *Committed*: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by board resolution of the City Council, the City's highest level of decision making authority. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed.
- *Assigned*: This classification includes amounts that are constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. The City Council has, by resolution, authorized the finance director to assign fund balance. The City Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, additional action does not need to be taken to remove the assignment.
- *Unassigned*: This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts.

The City has adopted a policy to maintain a minimum reserve of unassigned fund balance in the General Fund at an amount equal to or greater than 25% of budgeted expenditures of that fund.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Outflows/Inflows, and Net Position or Fund Balance (continued)

In circumstances where expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be extended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly unassigned fund balance.

G. New Accounting Pronouncements

The GASB has issued the following statements which will be effective in future years:

GASB Statement No. 99, *Omnibus 2022*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. Certain provisions of this Statement related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 were effective upon issuance. Other requirements related to leases, public-private and public-public partnerships, and SBITAs were effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Implementation of these provisions did not have a significant impact on the City's financial statements. The Statement contains additional requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53, which are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter. The City is currently evaluating the potential impact that implementation of these provisions will have on its financial statements.

GASB Statement No. 100, *Accounting Changes and Error Corrections – an Amendment of GASB Statement No. 62*. The objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. The Statement also addresses corrections of errors in previously issued financial statements. The requirements of this Statement are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter. The City is currently evaluating the potential impact that implementation of these provisions will have on its financial statements.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. New Accounting Pronouncements (continued)

GASB Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. The City is currently evaluating the potential impact that implementation of these provisions will have on its financial statements.

NOTE 2. DEPOSITS AND INVESTMENTS

As of September 30, 2023, the City had the following investments:

Investment Type	Value	Weighted Average Maturity (Years)
Governmental activities:		
Certificates of deposit	\$ 1,467,974	0.33
U.S. Treasury securities	98,945	0.21
Total	\$ 1,566,919	
Portfolio weighted average maturity		0.32

A. Authorized Investments

The City's investment policy limits investments to: obligations of the United States, state of Texas, or their agencies and instrumentalities with a stated maturity not exceeding five years; obligations of states, agencies, counties, cities, and other political subdivisions of any state with any investment quality rating of not less than A or its equivalent; interest-bearing banking deposits of any bank doing business in Texas that are guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successor, the National Credit Union Share Insurance Fund or its successor, or are collateralized by the United States or one of its instrumentalities; certificates of deposits that are fully insured or collateralized from a bank doing business in the state of Texas, with a stated maturity not exceeding two years; certificates of deposit with a maturity not to exceed five years that are brokered by an entity selected from the list of approved brokers/dealers having a main office or branch in the state of Texas and participating in the FDIC insurance programs; repurchase agreement and reverse repurchase agreements with a stated maturity not exceeding 90 days; commercial paper with a stated maturity not to exceed one year and rated A-1, P-1, or equivalent by two nationally recognized rating agencies or one nationally recognized credit rating agency if the commercial paper is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state; no-load money market mutual funds that are SEC registered and regulated striving to maintain a \$1 net asset value; no-load mutual funds that are SEC registered, having an average weighted maturity of less than two years, subject to limitations as defined in the policy; Texas local government investment pools which have previously been authorized by the governing body and for which a \$1 net asset value is maintained; and other investment types of asset classes as approved by the governing authority.

NOTE 2. DEPOSITS AND INVESTMENTS (CONTINUED)

B. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. In accordance with its investment policy, the City manages its exposure to interest rate risk is by limiting the portion of the portfolio that may be invested beyond 12 months to 20%; limiting the weighted average maturity of the total portfolio to one year; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations; and investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools.

C. Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations to the holder of the investment. In order to manage credit risk, the City's investment policy includes certain credit rating provisions as outlined above. As of September 30, 2023, the entire balance of the City's investments in certificates of deposit was FDIC insured.

D. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transactions, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. State statutes require that all deposits in financial institutions be insured or fully collateralized by U.S. government obligations or its agencies and instrumentalities or direct obligations of Texas or its agencies and instrumentalities in an amount not less than the deposit of public funds. As of September 30, 2023, the bank balances of the City's deposits totaled \$1,310,974; of that amount, \$389,639 was covered by federal depository insurance and \$921,335 was covered by collateral held in the pledging bank's trust department in the City's name. The City's investment policy requires all trades of marketable securities to be executed by delivery versus payment to ensure that securities are deposited in an eligible custody account prior to the release of funds.

NOTE 2. DEPOSITS AND INVESTMENTS (CONTINUED)

E. Concentration Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government’s investment in a single issuer. The City’s Investment policy requires that the portfolio be structured to diversify investments to reduce the risk of loss by over-concentration of assets in a specific maturity, a specific issuer, or a specific type of security. No more than 50% of the City’s total investment portfolio may be invested in the securities of a single issuer, except for the securities of the U.S. Treasury. Further diversification standards provided by the policy include the following:

	Maximum Percentage of Portfolio
U.S. Treasury securities	100%
Securities with the U.S. government's guarantee	100%
U.S. government agencies and instrumentalities	80%
Fully insured or collateralized certificates of deposit	40%
Fully insured brokered certificate of deposit securities	40%
State and municipal debt	40%
Commercial paper	20%
Repurchase agreement	100%
Local government investment pools	
Liquidity pools	100%
Maximum percent ownership of pool	20%
Money market funds	30%

F. Investment in State Investment Pools

The City is a voluntary participant in the TexPool external investment pool. TexPool was established as a trust company with the Treasurer of the State of Texas as trustee, segregated from all other trustees, investments, and activities of the trust company. The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both participants in TexPool and other persons who do not have a business relationship with TexPool. The advisory board members review the investment policy and management fee structure. Investments in TexPool are measured at amortized cost. As of September 30, 2023, TexPool had a Standard & Poor’s rating of AAAM and a weighted average maturity of 28 days.

The City is also a voluntary participant in the TexStar external investment pool. TexStar is managed by a five-member board consisting of three representatives of participants, one member employed by J.P. Morgan Investment Management Inc., and one member employed by Hilltop Securities Inc., Hilltop Securities Asset Management, LLC or an affiliate. Investments in TexStar are measured at net asset value. As of September 30, 2023, TexStar had a Standard & Poor’s rating of AAAM and a weighted average maturity of 30 days.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 2. DEPOSITS AND INVESTMENTS (CONTINUED)

G. Investments Measured at Fair Value

The City measures and reports investments at fair value using the valuation input hierarchy established by GAAP, as follows:

- Level 1: Quoted prices in active markets for identical assets or liabilities;
- Level 2: These are quoted market prices for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other than quoted prices that are not observable;
- Level 3: Unobservable inputs for an asset or liability.

As of September 30, 2023, the City had recurring fair value measurements as detailed below.

	Level 1	Level 2	Level 3	Total
Certificates of deposit	\$ -	\$ 1,467,974	\$ -	\$ 1,467,974
U.S. Treasury securities	98,945	-	-	98,945
	\$ 98,945	\$ 1,467,974	\$ -	\$ 1,566,919

NOTE 3. RECEIVABLES

The following comprise receivable balances of the City at year end:

	Governmental Activities			Total
	General	Capital Projects	Nonmajor	
Property taxes	\$ 74,897	\$ -	\$ 4,169	\$ 79,066
Sales and mixed beverage tax	1,599,547	-	81,910	1,681,457
Franchise tax	21,545	-	-	21,545
Hotel/motel taxes	-	-	104,216	104,216
Court	716,561	-	-	716,561
Ambulance billing	1,585,360	-	-	1,585,360
Due from other governments	-	1,013,329	-	1,013,329
Other	326,113	-	580	326,693
Allowance	(1,843,341)	-	(2,535)	(1,845,876)
	\$ 2,480,682	\$ 1,013,329	\$ 188,340	\$ 3,682,351

	Business-Type Activities			Total
	Water and Wastewater	Storm Water Drainage	Nonmajor	
Accounts	\$ 2,199,082	\$ 124,165	\$ 81,274	\$ 2,404,521
Other	36,738	-	490	37,228
Allowance	(343,781)	(14,394)	-	(358,175)
	\$ 1,892,039	\$ 109,771	\$ 81,764	\$ 2,083,574

As of September 30, 2023, the SEDA, a discretely presented component unit, had receivables of \$144,706, all of which related to sales tax; no allowance determined to be necessary.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 4. CAPITAL ASSETS

Capital assets activity within governmental activities for the year ended September 30, 2023, was as follows:

	Beginning Balance	Additions/ Completions	Retirements/ Adjustments	Ending Balance
Capital assets, not being depreciated/amortized:				
Land	\$ 6,160,810	\$ 53,736	\$ (450)	\$ 6,214,096
Construction in progress	5,975,294	5,564,307	(948,981)	10,590,620
Total assets not being depreciated/amortized:	12,136,104	5,618,043	(949,431)	16,804,716
Capital assets, being depreciated/amortized:				
Buildings and improvements	7,542,411	814,975	-	8,357,386
Machinery and equipment	11,993,344	1,210,510	577,111	13,780,965
Infrastructure	30,197,509	2,152,339	221,870	32,571,718
Right-to-use assets - premises	323,784	-	-	323,784
Right-to-use assets - equipment	54,473	-	-	54,473
Right-to-use assets - SBITAs	538,359	195,996	-	734,355
Total capital assets being depreciated/amortized	50,649,880	4,373,820	798,981	55,822,681
Accumulated depreciation/amortization:				
Buildings and improvements	2,835,824	215,839	-	3,051,663
Machinery and equipment	7,797,467	681,707	-	8,479,174
Infrastructure	15,702,448	1,022,161	(135,000)	16,589,609
Right-to-use assets - premises	119,632	54,785	-	174,417
Right-to-use assets - equipment	4,539	10,895	-	15,434
Right-to-use assets - SBITAs	57,317	98,934	-	156,251
Total accumulated depreciation/amortization	26,517,227	2,084,321	(135,000)	28,466,548
Total capital assets being depreciated/amortized, net	24,132,653	2,289,499	933,981	27,356,133
Governmental activities capital assets, net	\$ 36,268,757	\$ 7,907,542	\$ (15,450)	\$ 44,160,849

Depreciation and amortization were charged to governmental functions as follows:

General government	\$ 165,288
Public safety	703,626
Streets	778,636
Culture and recreation	434,163
Community development	2,608
Total depreciation and amortization expense - governmental activities	\$ 2,084,321

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

Item 1.

NOTE 4. CAPITAL ASSETS (CONTINUED)

Capital assets activity within business-type activities for the year ended September 30, 2023, was as follows:

	Beginning Balance	Additions/ Completions	Retirements/ Adjustments	Ending Balance
Capital assets, not being depreciated:				
Land	\$ 4,847,227	\$ 182,950	\$ -	\$ 5,030,177
Construction in process	6,961,682	18,237,330	(3,168,827)	22,030,185
Total assets not being depreciated	11,808,909	18,420,280	(3,168,827)	27,060,362
Capital assets, being depreciated:				
Buildings and improvements	22,065,470	711,897	-	22,777,367
Machinery and equipment	5,695,958	2,424,498	-	8,120,456
Infrastructure	68,484,555	1,689,465	3,168,827	73,342,847
Total capital assets being depreciated	96,245,983	4,825,860	3,168,827	104,240,670
Accumulated depreciation:				
Buildings and improvements	7,303,727	805,849	-	8,109,576
Machinery and equipment	3,976,219	823,363	-	4,799,582
Infrastructure	33,493,087	1,295,523	-	34,788,610
Total accumulated depreciation	44,773,033	2,924,735	-	47,697,768
Total capital assets being depreciated, net	51,472,950	1,901,125	3,168,827	56,542,902
Business-type activities capital assets, net	\$ 63,281,859	\$ 20,321,405	\$ -	\$ 83,603,264

Depreciation was charged to business-type activities as follows:

Water	\$ 581,580
Sewer	434,225
Wastewater treatment plant	250,444
Storm water drainage	328,495
Airport	118,702
Sanitary landfill	1,211,289
Total depreciation expense - business-type activities	\$ 2,924,735

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 4. CAPITAL ASSETS (CONTINUED)

Capital assets activity for the City's discretely presented component unit for the year ended September 30, 2023, was as follows:

	<u>Beginning Balance</u>	<u>Additions/ Completions</u>	<u>Retirements/ Adjustments</u>	<u>Ending Balance</u>
Capital assets, being depreciated:				
Machinery and equipment	\$ 60,438	\$ -	\$ -	\$ 60,438
Total capital assets being depreciated	<u>60,438</u>	<u>-</u>	<u>-</u>	<u>60,438</u>
Accumulated depreciation:				
Machinery and equipment	16,318	10,879	-	27,197
Total accumulated depreciation	<u>16,318</u>	<u>10,879</u>	<u>-</u>	<u>27,197</u>
Total capital assets being depreciated, net	<u>44,120</u>	<u>(10,879)</u>	<u>-</u>	<u>33,241</u>
Component unit capital assets, net	<u>\$ 44,120</u>	<u>\$ (10,879)</u>	<u>\$ -</u>	<u>\$ 33,241</u>

NOTE 5. LONG-TERM LIABILITIES

The following is a summary of changes in the City's long-term liabilities for the year ended September 30, 2023:

<u>Description</u>	<u>Beginning balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>	<u>Due within one year</u>
Governmental-type activities					
Certificates of obligation	\$ 15,960,000	\$ -	\$ (735,000)	\$ 15,225,000	\$ 790,000
Notes payable	3,601,025	501,664	(598,495)	3,504,194	599,024
Less deferred amounts:					
Discounts	(1,258)	-	133	(1,125)	-
Premiums	1,058,148	-	(60,087)	998,061	-
Leases payable	258,939	-	(62,940)	195,999	65,932
SBITAs payable	471,147	195,996	(89,922)	577,221	112,118
Compensated absences	<u>590,946</u>	<u>470,933</u>	<u>(490,505)</u>	<u>571,374</u>	<u>514,236</u>
Governmental-type activities long-term liabilities	<u>\$ 21,938,947</u>	<u>\$ 1,168,593</u>	<u>\$ (2,036,816)</u>	<u>\$ 21,070,724</u>	<u>\$ 2,081,310</u>
Business-type activities					
Certificates of obligation	\$ 37,185,000	\$ -	\$ (1,675,000)	\$ 35,510,000	\$ 1,935,000
General obligation bonds	2,825,000	-	(55,000)	2,770,000	55,000
Notes payable	751,680	1,189,831	(567,683)	1,373,828	526,086
Less deferred amounts:					
Discounts	(2,161)	-	204	(1,957)	-
Premiums	1,924,109	-	(115,685)	1,808,424	-
Estimated landfill closure and postclosure costs	409,604	89,569	-	499,173	-
Compensated absences	<u>90,728</u>	<u>83,978</u>	<u>(81,778)</u>	<u>92,928</u>	<u>83,635</u>
Business-type activities long-term liabilities	<u>\$ 43,183,960</u>	<u>\$ 1,363,378</u>	<u>\$ (2,494,942)</u>	<u>\$ 42,052,396</u>	<u>\$ 2,599,721</u>
Component Unit Activities					
Compensated absences	<u>\$ 10,719</u>	<u>\$ 4,723</u>	<u>\$ -</u>	<u>\$ 15,442</u>	<u>\$ 13,898</u>
Component unit activities long-term liabilities	<u>\$ 10,719</u>	<u>\$ 4,723</u>	<u>\$ -</u>	<u>\$ 15,442</u>	<u>\$ 13,898</u>

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 5. LONG-TERM LIABILITIES (CONTINUED)

As of September 30, 2023, the City's long-term debt consisted of the following:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Certificates of Obligation			
\$4,000,000 Certificates of Obligation, Series 2011, due in annual installments through 2031, interest at 1.75-4.25%	\$ 2,010,000	\$ -	\$ 2,010,000
\$11,860,000 Certificates of Obligation, Series 2020, due in annual installments through 2040, interest at 2-4%	11,370,000	-	11,370,000
\$20,470,000 Certificates of Obligation, Series 2022, due in annual installments through 2042, interest at 3-5%	1,845,000	18,445,000	20,290,000
\$4,300,000 Certificates of Obligation, Series 2006A, due in annual installments through 2027, interest at 3.92%	-	1,150,000	1,150,000
\$1,000,000 Certificates of Obligation, Series 2013, due in annual installments through 2024, interest at 2.49%	-	190,000	190,000
\$2,040,000 Certificates of Obligation, Series 2016, due in annual installments through 2027, interest at 1.84%	-	1,875,000	1,875,000
\$17,030,000 Certificates of Obligation, Series 2018, due in annual installments through 2039, interest at 0.18-1.34%	-	13,850,000	13,850,000
	<u>\$ 15,225,000</u>	<u>\$ 35,510,000</u>	<u>\$ 50,735,000</u>
Notes Payable			
\$2,998,450 note payable, due in semi-annual installments through 2024, interest at 2.558%, secured by equipment	\$ -	\$ 380,617	\$ 380,617
\$1,189,831 note payable, due in annual installments through 2023, interest at 5.15%, secured by property tax revenue	-	993,211	993,211
\$1,200,000 note payable, due in annual installments through 2028, interest at 3.24%, secured by equipment	627,400	-	627,400
\$267,000 note payable, due in annual installments through 2031, interest at 3.192%, secured by property tax revenue	217,581	-	217,581
\$1,990,403 note payable, due in annual installments through 2031, interest at 2.684%, secured by property tax revenue	1,610,505	-	1,610,505
\$484,507 note payable, due in annual installments through 2031, interest at 2.998%, secured by property tax revenue	383,699	-	383,699
\$327,834 note payable, due in annual installments through 2027, interest at 4.962%, secured by property tax revenue	262,104	-	262,104
\$173,830 note payable, due in annual installments through 2026, interest at 5.70%, secured by property tax revenue	130,043	-	130,043
Various notes payable with an aggregate original amount of \$543,948, due in annual installments through 2026, interest at 2.941-4.619%, secured by equipment and property tax revenue	272,862	-	272,862
	<u>\$ 3,504,194</u>	<u>\$ 1,373,828</u>	<u>\$ 4,878,022</u>
General Obligation Bonds			
\$2,825,000 General Obligation Refunding, Series 2022, due in annual installments through 2033, interest at 3-5%	\$ -	\$ 2,770,000	\$ 2,770,000
	<u>\$ 18,729,194</u>	<u>\$ 39,653,828</u>	<u>\$ 58,383,022</u>

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 5. LONG-TERM LIABILITIES (CONTINUED)

Debt service requirements for long-term debt outstanding as of September 30, 2023 are as follows:

<u>Certificates of Obligation</u>	<u>Governmental-Type Activities</u>		<u>Business-Type Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 790,000	\$ 442,650	\$ 1,935,000	\$ 940,715
2025	820,000	413,300	2,365,000	896,849
2026	855,000	382,075	2,430,000	840,623
2027	895,000	348,750	2,490,000	774,539
2028	930,000	314,000	1,600,000	717,548
2029-2033	4,595,000	1,078,625	8,765,000	2,830,518
2034-2038	4,235,000	573,975	9,920,000	1,673,727
2039-2042	2,105,000	90,025	6,005,000	421,132
Total	<u>\$ 15,225,000</u>	<u>\$ 3,643,400</u>	<u>\$ 35,510,000</u>	<u>\$ 9,095,651</u>

<u>Notes Payable</u>	<u>Governmental-Type Activities</u>		<u>Business-Type Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 599,024	\$ 110,817	\$ 526,086	\$ 58,468
2025	661,566	94,021	152,961	43,659
2026	559,537	70,656	160,838	35,781
2027	407,788	48,090	169,122	27,498
2028	419,755	36,122	177,831	18,788
2029-2031	856,524	48,039	186,990	9,630
Total	<u>\$ 3,504,194</u>	<u>\$ 407,745</u>	<u>\$ 1,373,828</u>	<u>\$ 193,824</u>

<u>General Obligation Bonds</u>	<u>Business-Type Activities</u>		<u>SBITAs</u>	<u>Governmental-Type Activities</u>	
	<u>Principal</u>	<u>Interest</u>		<u>Principal</u>	<u>Interest</u>
2024	\$ 55,000	\$ 117,375	2024	\$ 112,118	\$ 19,361
2025	60,000	115,650	2025	120,223	17,301
2026	60,000	113,850	2026	80,738	12,751
2027	65,000	111,650	2027	77,182	9,693
2028	380,000	102,750	2028	81,471	6,546
2029-2033	2,150,000	258,925	2029-2031	105,489	6,476
Total	<u>\$ 2,770,000</u>	<u>\$ 820,200</u>	Total	<u>\$ 577,221</u>	<u>\$ 72,128</u>

<u>Leases</u>	<u>Governmental-Type Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2024	\$ 65,932	\$ 4,962
2025	62,134	2,965
2026	44,112	1,431
2027	23,821	216
Total	<u>\$ 195,999</u>	<u>\$ 9,574</u>

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 6. PROPERTY TAXES

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property in conformity with Subtitle E, Texas Property Tax Code. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. On January 1 of each year a tax lien attaches to property to secure the payment of all taxes, penalties, and interest ultimately imposed. Property tax revenues are considered available when they become due or past due and receivable within the current period and when they are expected to be collected during a 60 day period after the close of the fiscal year. Property taxes that are deemed uncollectible are presented as a reserve against property tax receivables and revenue.

The appraisal of property within the City is the responsibility of Erath County Tax Appraisal District. The value of real property within the Appraisal District must be reviewed at least every three years. The City, at its own expense, may challenge appraised values established by the Appraisal District through various appeals and, if necessary, legal action. The City establishes tax rates on property within its jurisdiction. If the adopted tax rate, excluding tax rates for bonds and other contractual obligations, adjusted for new improvements and revaluation, exceeds the rate of the previous year by more than 3.5% (voter-approval tax rate), an automatic property tax election is required. However, cities with a population under 30,000 have the option to calculate a de minimis tax rate that would generate \$500,000 in more property tax revenue than that of the previous year. If the approved tax rate is above the voter-approval rate but less than the de minimis tax rate, qualified votes of the City may petition for an election to determine whether to limit the tax rate to no more than 3.5% above the rate of the previous year.

NOTE 7. INTERFUND ACTIVITY

Amounts due to and due from other funds as of September 30, 2023 were as follows:

	Due from These Funds		
Due to These Funds	Water and Wastewater	TIF	Total
General Fund	\$ 1,435,504	\$ 856,021	\$ 2,291,525
Airport	292,676	-	292,676
	\$ 1,728,180	\$ 856,021	\$ 2,584,201

Amounts due to the General Fund and Airport Fund from the Water and Wastewater Fund related to negative cash positions in pooled cash equity and various amounts used to cover operational and capital expenditures. The amount due to the General Fund from the TIF Fund related to debt service payments.

Additionally, as of September 30, 2023, the General Fund had \$208,475 due from the SEDA, which related to outstanding payables at that date.

All of the amounts due from other funds and the component unit are expected to be collected within one year.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 7. INTERFUND ACTIVITY (CONTINUED)

Interfund transfers during the year ended September 30, 2023 were as follows:

Transfers Into These Funds	Transfers Out of These Funds					Total
	General Fund	Water and Wastewater	TIF	Storm Water Drainage	Sanitary Landfill	
General Fund	\$ -	\$ 2,218,164	\$ -	\$ 145,829	\$ 76,432	\$ 2,440,425
Capital Projects	1,384,897	-	-	-	-	1,384,897
Debt Service	-	-	823,850	-	-	823,850
TIF	89,100	44,817	-	-	-	133,917
Water and Wastewater	-	-	-	82,662	-	82,662
Airport	297,325	-	-	-	-	297,325
	\$ 1,771,322	\$ 2,262,981	\$ 823,850	\$ 228,491	\$ 76,432	\$ 5,163,076

Transfers from the General Fund to Capital Projects are to provide for annual street improvements. Water and Wastewater, Storm Water Drainage, and Sanitary Landfill transfers to the General Fund were to support the cost of administrative services, such as management, accounting, legal, and IT provided by the General Fund. Storm Water Drainage transfers to Water and Wastewater were to support the cost of billing and collections provided by Water and Wastewater staff. General and Water and Wastewater transfers to the TIF were to subsidize debt service payments, which will be repaid once the TIF revenue exceeds the annual debt service requirements. The TIF Fund transfers to Debt Service were for the debt service payments. General Fund transfers to the Airport were to subsidize salary and benefits as well as grant matching funds.

NOTE 8. PENSION PLAN

A. Plan Description

The City of Stephenville participates as one of 934 plans in the defined benefit cash-balance plan administered by the Texas Municipal Retirement System (TMRS). TMRS is a statewide public retirement plan created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the TMRS Act) as an agent multiple-employer retirement system for employees of Texas participating cities. The TMRS Act places the general administration and management of TMRS with a six-member, Governor-appointed Board of Trustees; however, TMRS is not fiscally dependent on the State of Texas. TMRS issues a publicly available Annual Comprehensive Financial Report (Annual Report) that can be obtained at tmrs.com.

All eligible employees of the City are required to participate in TMRS.

B. Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS.

At retirement, the member's benefit is calculated based on the sum of the member's contributions, with interest, and the city-financed monetary credits with interest. The retiring member may select one of seven monthly benefit payment options. Members may also choose to receive a portion of their benefit as a lump sum distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75% of the total member contributions and interest.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 8. PENSION PLAN (CONTINUED)

B. Benefits Provided (continued)

Plan provisions for the City were as follows:

Employee deposit rate	6.0%
Matching ratio (City to employee)	2 to 1
Years required for vesting	5
Updated service credit	100% repeating transfers
Annuity increase (to retirees)	0% of CPI
Service retirement eligibility (expressed as age/years of service)	60/5, 0/20

At the December 31, 2022 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	124
Inactive employees entitled to but not yet receiving benefits	154
Active employees	173
	451

C. Contributions

Member contribution rates in TMRS are either 5%, 6%, or 7% of the member’s total compensation, and the City matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the City. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The city’s contribution rate is based on the liabilities created from benefit plan options selected by the city and any changes in benefits or actual experience over time.

Employees for the City of Stephenville were required to contribute 6% of the annual gross earnings during the fiscal year. The contribution rates for the City of Stephenville were 7.53% and 7.51% in calendar years 2023 and 2022, respectively. The City’s contributions to TMRS for the year ended September 30, 2023 were \$834,385, and were in excess of the required contributions.

D. Net Pension Liability

The City’s Net Pension Liability (NPL) was measured as of December 31, 2022, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The Total Pension Liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5% per year
Overall payroll growth	2.75% per year, adjusted down for population declines, if any
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

NOTE 8. PENSION PLAN (CONTINUED)

D. Net Pension Liability (continued)

Salary increases were based on a service related table. Mortality rates for active members are based on the PUB(10) mortality tables with the Public Safety table used for males and the General Employee table used for females. Mortality rates for healthy retirees and beneficiaries are based on the Gender-distinct 2019 Municipal Retirees of Texas mortality tables. The rates for actives, healthy retirees and beneficiaries are projected on a fully generational basis by Scale UMP to account for future mortality improvements. For disabled annuitants, the same mortality tables for healthy retirees is used with a 4-year set-forward for males and a 3-year set-forward for females. In addition, a 3.5% and 3.0% minimum mortality rate is applied for males and females respectively, to reflect the impairment for younger members who may become disabled. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2014 to December 31, 2018. The assumptions were adopted in 2019 and first used in the December 31, 2019, actuarial valuation. The post-retirement mortality assumption for Annuity Purchase Rates (APRs) is based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, GRS focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive). The target allocation and best estimates of real rates of return for each major asset class in fiscal year 2022 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return (Arithmetic)
Global Equity	35.0%	7.7%
Core Fixed Income	6.0%	4.9%
Non-Core Fixed Income	20.0%	8.7%
Other Public and Private Markets	12.0%	8.1%
Real Estate	12.0%	5.8%
Hedge Funds	5.0%	6.9%
Private Equity	10.0%	11.8%
Total	100.0%	

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 8. PENSION PLAN (CONTINUED)

D. Net Pension Liability (continued)

Discount Rate

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that member and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive Members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

Changes in the Net Pension Liability

	Increase (Decrease)				
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Total Net Pension Liability (Asset) (a) - (b)	Primary Government	Component Unit
Balance at 12/31/2021	\$ 44,646,419	\$ 51,402,223	\$ (6,755,804)	\$ (6,623,390)	\$ (132,414)
Changes for the year:					
Service cost	1,441,696	-	1,441,696	1,413,076	28,620
Interest	2,967,599	-	2,967,599	2,908,688	58,911
Changes in current period benefits	-	-	-	-	-
Difference between expected and actual experience	325,507	-	325,507	319,045	6,462
Changes in assumptions	-	-	-	-	-
Contributions - employer	-	794,897	(794,897)	(779,117)	(15,780)
Contributions - employee	-	639,333	(639,333)	(626,641)	(12,692)
Net investment income	-	(3,747,136)	3,747,136	3,672,750	74,386
Benefit payment, including refunds of employee contributions	(2,805,671)	(2,805,671)	-	-	-
Administrative expense	-	(32,469)	32,469	31,824	645
Other changes	-	38,744	(38,744)	(37,975)	(769)
Net changes	\$ 1,929,131	\$ (5,112,302)	\$ 7,041,433	\$ 6,901,650	\$ 139,783
Balance at 12/31/2022	\$ 46,575,550	\$ 46,289,921	\$ 285,629	\$ 278,260	\$ 7,369

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Beginning			
Primary government	\$ 43,771,349	\$ 50,394,739	\$ (6,623,390)
Component unit	875,070	1,007,484	(132,414)
Balance at 12/31/21	\$ 44,646,419	\$ 51,402,223	\$ (6,755,804)

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Ending			
Primary government	\$ 45,373,901	\$ 45,095,641	\$ 278,260
Component unit	1,201,649	1,194,280	7,369
Balance at 12/31/22	\$ 46,575,550	\$ 46,289,921	\$ 285,629

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 8. PENSION PLAN (CONTINUED)

D. Net Pension Liability (continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the Net Pension Liability of the City, calculated using the discount rate of 6.75%, as well as what the City's Net Pension Liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage point higher (7.75%) than the current rate:

	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Primary government	\$ 6,113,404	\$ 278,260	\$ (4,548,399)
Component unit	161,898	7,369	(120,453)
Total	\$ 6,275,302	\$ 285,629	\$ (4,668,852)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's Fiduciary Net Position is available in the Schedule of Changes in Net Fiduciary Net Position, by Participating City. That report may be obtained at tmrs.com.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended September 30, 2023, the City recognized pension expense of \$1,110,390. Of this amount, \$1,081,742 related to the primary government and \$28,648 related to the discretely presented component unit.

At September 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Primary Government		Component Unit	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 239,384	\$ (313,970)	\$ 6,340	\$ (8,315)
Changes in actuarial assumptions	4,114	-	109	-
Difference between projected and actual investment earnings	5,624,474	(2,525,835)	148,954	(66,892)
Contributions subsequent to the measurement date	608,992	-	16,128	-
Total	\$ 6,476,964	\$ (2,839,805)	\$ 171,531	\$ (75,207)

NOTE 8. PENSION PLAN (CONTINUED)

D. Net Pension Liability (continued)

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date of \$625,120 (\$608,992 related to the primary government and \$16,128 related to the component unit) will be recognized as a reduction of the Net Pension Liability for the year ending September 30, 2024. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending December 31:	Primary Government	Component Unit	Total
2023	\$ 8,477	\$ 225	\$ 8,702
2024	718,664	19,033	737,697
2025	888,697	23,536	912,233
2026	1,412,329	37,402	1,449,731
2027	-	-	-
Thereafter	-	-	-

NOTE 9. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

A. Plan Description

The City participates in a single employer, defined benefit group-term life insurance plan known as the Supplemental Death Benefits Fund (SDBF) administered by the Texas Municipal Retirement System (TMRS). The SDBF covers both active and retiree benefits with no segregation of assets, and therefore doesn't meet the definition of a trust under GASB No. 75 (i.e., no assets are accumulated for OPEB) and as such the SDBF is considered to be an unfunded OPEB plan.

The City elected, by ordinance, to provide group-term life insurance coverage to both current and retirement employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The City contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year; the intent is not to pre-fund retiree term life insurance during the employees' entire careers.

B. Benefits

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings for the 12-month period preceding the month of death). The death benefit for retirees is considered an other postemployment benefit (OPEB) and is a fixed amount of \$7,500.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 9. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

C. Employees Covered by Benefit Terms

At the December 31, 2022 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	91
Inactive employees entitled to but not yet receiving benefits	34
Active employees	173
	298
	298

D. OPEB Liability

The City's OPEB liability of \$508,983, of which \$495,851 related to the primary government and \$13,132 related to the component unit, was measured as of December 31, 2022 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The OPEB liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5% per year
Overall payroll growth	3.5% to 11.5% including inflation
Discount rate	4.05%
Retirees' share of benefit-related costs	\$0
Administrative expenses	All administrative expenses are paid through the Pension Trust and accounted for under the reporting requirements of GASB Statement No. 68

Salary increases were based on a service related table. Mortality rates for pre-retirement were based on the PUB(10) mortality tables with the Public Safety table used for males and the General Employee table used for females. Mortality rates for healthy retirees and beneficiaries are based on the Gender-distinct 2019 Municipal Retirees of Texas mortality tables and based on the size of the City, rates are multiplied by an additional factor of 98%. The rates for actives, healthy retirees and beneficiaries are projected on a fully generational basis by Scale UMP to account for future mortality improvements. For disabled annuitants, the same mortality tables for healthy retirees is used with a 4-year set-forward for males and a 3-year set-forward for females. In addition, a 3.5% and 3.0% minimum mortality rate is applied for males and females respectively, to reflect the impairment for younger members who may become disabled. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

Discount Rate

The discount rate used to measure the OPEB liability was 4.05%. The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of the valuation date.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 9. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

D. OPEB Liability (continued)

Changes in the OPEB Liability

	Primary Government	Component Unit	Total Liability
Balance at 12/31/2021	\$ 722,161	\$ 14,437	\$ 736,598
Changes for the year:			
Service cost	36,021	208	36,229
Interest	13,651	79	13,730
Changes in current period benefits	-	-	-
Difference between expected and actual experience	(1,508)	(9)	(1,517)
Changes in assumptions or other inputs	(257,523)	(1,485)	(259,008)
Benefit payments	(16,951)	(98)	(17,049)
Net changes	\$ (226,310)	\$ (1,305)	(227,615)
Balance at 12/31/2022	\$ 495,851	\$ 13,132	\$ 508,983

Sensitivity of the OPEB Liability to Changes in the Discount Rate

The following presents the OPEB liability of the City calculated using the discount rate of 4.05% as well as what the City's OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.05%) or 1-percentage-point higher (5.05%) than the current rate:

	1% Decrease (3.05%)	Current Discount Rate (4.05%)	1% Increase (5.05%)
Primary government	\$ 591,416	\$ 495,851	\$ 422,128
Component unit	15,663	13,132	11,180
Total	\$ 607,079	\$ 508,983	\$ 433,308

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended September 30, 2023, the City recognized OPEB expense of \$35,854. Of this amount, \$34,929 related to the primary government and \$925 related to the discretely presented component unit.

At September 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Primary Government		Component Unit	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ -	\$ (11,631)	\$ -	\$ (308)
Changes in actuarial assumptions	-	(120,378)	-	(3,188)
Difference between projected and actual investment earnings	-	-	-	-
Contributions subsequent to the measurement date	15,731	-	417	-
Total	\$ 15,731	\$ (132,009)	\$ 417	\$ (3,496)

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 9. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

D. OPEB Liability (continued)

Deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date of \$16,148 (\$15,731 related to the primary government and \$417 related to the component unit) will be recognized as a reduction of the Net OPEB Liability for the year ending September 30, 2024. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in pension expense as follows:

Year ending December 31:	Primary Government	Component Unit	Total
2023	\$ (15,175)	\$ (402)	\$ (15,577)
2024	(17,220)	(456)	(17,676)
2025	(21,057)	(558)	(21,615)
2026	(35,855)	(950)	(36,805)
2027	(41,030)	(1,087)	(42,117)
Thereafter	(1,672)	(43)	(1,715)

NOTE 10. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City insures its buildings and contents, law enforcement liability, public officials' liability, general liability, auto liability, and its workers compensation risk by participating in the Texas Municipal League Intergovernmental Risk Pool (TMLIRP), which is a self-insurance policy mechanism for political subdivisions in Texas. Premiums are adjusted annually using experience modifiers based on individual members' loss experience. The City is responsible only to the extent of premiums paid and contributions made to the TMLIRP. There have been no significant changes in insurance coverage as compared to last year and settlements have not exceeded coverage in each of the past three fiscal years.

NOTE 11. COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from granting agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amounts of expenditures which may be disallowed by the grantor cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends, including frequency and amount of payouts, and other economic and social factors.

The City is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, it is the opinion of the City's management that the resolution of these matters will not have a material adverse effect on the financial condition of the City.

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 11. COMMITMENTS AND CONTINGENCIES (CONTINUED)

As of September 30, 2023, the City had outstanding construction and other commitments as follows:

General Fund	\$	216,393
Capital Projects Fund		3,698,980
Waste and Wastewater Fund		18,624,592
Storm Water Drainage Fund		42,444
Airport Fund		52,606
		\$ 22,635,015

The City has constructed a Type IV sanitary landfill, which began operations on December 1, 1995. This facility is permitted to accept only brush and/or construction demolition wastes and rubbish free of household wastes.

State and federal laws and regulations require the City to place a final cover on the landfill site when it stops accepting waste to perform certain maintenance and monitoring functions at the site for a period of five years after closure. Although closure and post closure care costs will be paid only near or after the date that the landfill stops accepting waste, the City will report a portion of these closure and post closure costs as an operating expense in each period based on landfill capacity used to date. Total estimated closure and 5-year post closure costs are approximately \$530,081. The landfill site has an estimated net capacity of 1,216,156 cubic yards and is expected to be closed within the next two years; approximately 94% of the landfill was used at year end, resulting in an accrued liability of \$499,173. Actual costs may be higher due to inflation, changes in technology, or changes in regulations.

State and federal regulations require landfill owners to provide, on an annual basis, assurance that they will have sufficient financial resources to satisfy closure and post-closure care expenditures as these become payable. The City submits an annual report demonstrating financial assurance in accordance with Texas Administrative Code Section 330, Chapter 37 in order to satisfy this requirement.

NOTE 12. TAX ABATEMENTS

The City negotiates property tax abatement agreements on an individual basis. The City has tax abatement agreements with one entity as of September 30, 2023:

	Percentage of Taxes Abated During the Fiscal Year	Amount of Taxes Abated During the Fiscal Year - Property Taxes	Amount of Taxes Abated During the Fiscal Year - Sales Taxes
Construction of a well service pump facility by F.M.C. Technologies, Inc. for commercial or industrial purposes.	25%	\$ 17,316	\$ -
Purchase of capital machine tools and modification of existing structure by F.M.C. Technologies, Inc. This agreement between F.M.C. Technologies Inc. and Erath County.	22%	17,316	-
		\$ 34,632	\$ -

CITY OF STEPHENVILLE, TEXAS
Notes to Financial Statements

NOTE 12. TAX ABATEMENTS (CONTINUED)

Each agreement was negotiated under Article III, Section 52-a, Texas Constitution, and Chapter 312, Texas Tax Code, stating that the City may establish and provide for the administration of a program for making loans and grants of public money to promote state or local economic development and to stimulate business and commercial activity in the municipality. The agreement is in accordance with Section 501.103, Texas Local Government Code. Taxes were abated through the reduction of taxes owed.

NOTE 13. PUBLIC-PRIVATE PARTNERSHIP

Effective March 27, 2023, the City entered into a public-private partnership (PPP) arrangement with the Cowboy Capital Pro Rodeo Association (CCPRA). Under this arrangement, the City is leasing a parcel of land to CCPRA for an initial term of thirty-five years. Upon mutual agreement of both parties, the term may be renewed for a single five-year renewal term. The agreement requires CCPRA to construct a rodeo arena and complimentary improvements on the leased property, the cost of which would be borne by CCPRA. This construction was completed in August 2023. The arena and all improvements constructed on the leased property are the property of the City. The CCPRA is responsible for operating and maintaining the arena and improvements for the term of the arrangement. CCPRA is required to obtain the City's approval of all events and performances to be held on the leased premises. The arrangement permits CCPRA, subject to consent of the City, to use its interest in the leasehold improvements as collateral for a loan or other financial obligation.

The City has recorded a receivable for the total lease payments due from CCPRA of \$61,920 over the term of the agreement. The receivable was discounted using a rate of 3.104%. As of September 30, 2023, the City reported the following amounts related to this arrangement:

Receivables	\$	34,487
Land	\$	175,000
Buildings and improvements		207,112
Machinery and equipment		1,188,957
Less: Accumulated depreciation		<u>(29,007)</u>
Net capital assets		1,542,062
Deferred inflows of resources	\$	1,603,346

The City has recognized lease income of \$3,758 related to this arrangement during the year ended September 30, 2023.

NOTE 14. ACCOUNTING CHANGES

A. Change in Accounting Principles

As the result of implementing GASB Statement No. 96, the City has restated the beginning net position in the government-wide statement of net position. The net effect of the recognition of right-to-use assets of \$481,042 and subscription liabilities of \$471,147 as of October 1, 2022, was to increase net position at that date by \$9,895.

B. Correction of Errors

The City received a total of \$5,275,113 in funds under the American Rescue Plan Act (ARPA), all of which was recognized as grant revenue. As of September 30, 2022, the unspent portion of these funds totaled \$3,813,048. Because ARPA is an expenditure-driven grant, revenue should be recognized as qualifying expenditures are incurred and all other eligibility requirements have been met. As such, the unspent proceeds at September 30, 2022, should have been reported as unearned revenue at that date. Accordingly, the City has decreased net position at September 30, 2022, by \$3,813,048.

The City entered into a memorandum of understanding (MOU) with another governmental entity under which the other entity would reimburse the City for certain improvements to be performed by the City on property adjacent to the other entity's facilities. Expenditures for improvements under the MOU totaled \$1,171,539 during the year ended September 30, 2022. The City received reimbursements from the other entity totaling this amount in March 2023 and February 2024. Accordingly, governmental activities within the government-wide financial statements as of and for the year ended September 30, 2022, should have reflected a receivable and revenue in this amount. As a result, net position for governmental activities as of September 30, 2022, has been increased by \$1,171,539 in the accompanying government-wide financial statements. Additionally, the capital projects fund should have reflected a receivable and a deferred inflow of resources related to unavailable revenue in this amount in the balance sheet for governmental funds as of September 30, 2022; this misstatement had no effect on fund balance as of September 30, 2022.

The provisions of GASB Statement No. 87 were not appropriately applied to certain lease arrangements under which the City was lessor during the year ended September 30, 2022. Accordingly, the City has decreased net position at September 30, 2022, by \$4,853.

C. Change in Estimate

For the year ended September 30, 2023, the City changed the useful life estimates for certain capital assets in the Sanitary Landfill Fund based on a reassessment of the remaining life of the City's Type IV sanitary landfill. The effect of this change in estimate was an increase in depreciation expense of \$819,329.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF STEPHENVILLE, TEXAS

General Fund

Budgetary Comparison Schedule

For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget
				Positive
				(Negative)
REVENUE				
Taxes:				
Property	\$ 6,978,446	\$ 6,978,446	\$ 6,838,634	\$ (139,812)
Sales	7,743,985	7,743,985	8,123,976	379,991
Franchise	1,227,200	1,227,200	1,449,693	222,493
Licenses and permits	588,565	588,565	532,790	(55,775)
Charges for services	495,558	495,558	477,900	(17,658)
Emergency services	676,000	676,000	876,278	200,278
Fines and forfeitures	133,325	141,940	264,406	122,466
Intergovernmental	233,000	233,000	261,249	28,249
Contributions and donations	41,920	205,188	688,214	483,026
Investment income	215,000	215,000	701,946	486,946
Other revenue	35,250	35,250	146,016	110,766
Total revenues	<u>18,368,249</u>	<u>18,540,132</u>	<u>20,361,102</u>	<u>1,820,970</u>
EXPENDITURES				
Current:				
General government	3,391,891	3,331,891	2,607,630	724,261
Culture and recreation	2,724,389	2,724,389	2,403,204	321,185
Community development	1,129,126	1,029,126	746,842	282,284
Public safety	10,039,512	10,280,631	9,890,139	390,492
Streets	968,683	968,683	746,383	222,300
Debt service:				
Principal retirement	488,961	598,396	751,357	(152,961)
Interest and fiscal charges	104,916	117,757	137,030	(19,273)
Capital outlay	2,037,016	4,934,932	3,467,386	1,467,546
Total Expenditures	<u>20,884,494</u>	<u>23,985,805</u>	<u>20,749,971</u>	<u>3,235,834</u>
Excess (Deficiency) of Revenues				
Over (Under) Expenditures	<u>(2,516,245)</u>	<u>(5,445,673)</u>	<u>(388,869)</u>	<u>5,056,804</u>
Other Financing Sources (Uses):				
Debt issuance	-	501,665	501,664	(1)
SBITA financing	-	-	195,996	195,996
Proceeds from sale of assets	-	-	107,238	107,238
Transfers in	2,405,473	2,405,473	2,440,425	34,952
Transfers out	(1,771,322)	(1,771,322)	(1,771,322)	-
Total Other Financing Sources (Uses)	<u>634,151</u>	<u>1,135,816</u>	<u>1,474,001</u>	<u>338,185</u>
Net Change in Fund Balances	<u>(1,882,094)</u>	<u>(4,309,857)</u>	<u>1,085,132</u>	<u>5,394,989</u>
Fund Balances - Beginning	<u>15,200,627</u>	<u>15,200,627</u>	<u>15,200,627</u>	<u>-</u>
Fund Balances - Ending	<u>\$ 13,318,533</u>	<u>\$ 10,890,770</u>	<u>\$ 16,285,759</u>	<u>\$ 5,394,989</u>

CITY OF STEPHENVILLE, TEXAS

**Schedule of Changes in Net Pension Liability
And Related Ratios**

Last 10 Measurement Years (will ultimately be displayed)

Total Pension Liability	<u>2014</u>	<u>2015</u>	<u>2016</u>
Service cost	\$ 992,735	\$ 1,076,600	\$ 1,240,408
Interest (on the Total Pension Liability)	2,494,034	2,637,868	2,673,757
Changes of benefit terms	-	-	-
Difference between expected and actual experience	(36,585)	(270,060)	341,014
Change of assumptions	-	86,443	-
Benefit payments, including refunds of employee contributions	<u>(1,370,731)</u>	<u>(1,503,966)</u>	<u>(1,866,778)</u>
Net Change in Total Pension Liability	2,079,453	2,026,885	2,388,401
Total Pension Liability - Beginning	<u>35,818,058</u>	<u>37,897,511</u>	<u>39,924,396</u>
Total Pension Liability - Ending (a)	<u>\$ 37,897,511</u>	<u>\$ 39,924,396</u>	<u>\$ 42,312,797</u>
 Plan Fiduciary Net Position			
Contributions - employer	\$ 1,060,235	\$ 1,056,595	\$ 1,152,678
Contributions - employee	436,423	439,450	487,390
Net investment income	1,840,969	50,357	2,307,288
Benefit payments, including refunds of employee contributions	(1,370,731)	(1,503,966)	(1,866,778)
Administrative expense	(19,219)	(30,670)	(26,054)
Other	<u>(1,580)</u>	<u>(1,514)</u>	<u>(1,403)</u>
Net Change in Plan Fiduciary Net Position	1,946,097	10,252	2,053,121
Plan Fiduciary Net Position - Beginning	<u>32,178,872</u>	<u>34,124,969</u>	<u>34,135,221</u>
Plan Fiduciary Net Position - Ending (b)	<u>\$ 34,124,969</u>	<u>\$ 34,135,221</u>	<u>\$ 36,188,342</u>
 Net Pension Liability - Ending (a) - (b)	 \$ 3,772,542	 \$ 5,789,175	 \$ 6,124,455
 Plan Fiduciary Net Position as a Percentage of Total Pension Liability	 90.05%	 85.50%	 85.53%
 Covered Payroll	 \$ 6,901,589	 \$ 7,215,815	 \$ 8,123,168
 Net Pension Liability as a Percentage of Covered Payroll	 54.66%	 80.23%	 75.39%

2017	2018	2019	2020	2021	2022
\$ 1,250,973	\$ 1,168,137	\$ 1,185,079	\$ 1,239,233	\$ 1,275,150	\$ 1,441,696
2,424,723	2,540,193	2,679,331	2,803,005	2,895,233	2,967,599
(6,087,924)	-	-	-	-	-
(149,716)	97,553	(105,017)	(264,202)	(433,666)	325,507
-	-	38,003	-	-	-
<u>(1,857,064)</u>	<u>(1,690,739)</u>	<u>(1,815,354)</u>	<u>(2,169,177)</u>	<u>(2,690,132)</u>	<u>(2,805,671)</u>
(4,419,008)	2,115,144	1,982,042	1,608,859	1,046,585	1,929,131
<u>42,312,797</u>	<u>37,893,789</u>	<u>40,008,933</u>	<u>41,990,975</u>	<u>43,599,834</u>	<u>44,646,419</u>
<u>\$ 37,893,789</u>	<u>\$ 40,008,933</u>	<u>\$ 41,990,975</u>	<u>\$ 43,599,834</u>	<u>\$ 44,646,419</u>	<u>\$ 46,575,550</u>
\$ 1,163,749	\$ 591,042	\$ 571,828	\$ 609,114	\$ 665,418	\$ 794,897
488,628	523,047	537,993	547,929	566,314	639,333
5,016,931	(1,227,648)	6,052,577	3,372,435	6,095,203	(3,747,136)
(1,857,064)	(1,690,739)	(1,815,354)	(2,169,177)	(2,690,132)	(2,805,671)
(25,993)	(23,720)	(34,194)	(21,835)	(28,225)	(32,469)
<u>(1,321)</u>	<u>(1,238)</u>	<u>(1,028)</u>	<u>(852)</u>	<u>193</u>	<u>38,744</u>
4,784,930	(1,829,256)	5,311,822	2,337,614	4,608,771	(5,112,302)
<u>36,188,342</u>	<u>40,973,272</u>	<u>39,144,016</u>	<u>44,455,838</u>	<u>46,793,452</u>	<u>51,402,223</u>
<u>\$ 40,973,272</u>	<u>\$ 39,144,016</u>	<u>\$ 44,455,838</u>	<u>\$ 46,793,452</u>	<u>\$ 51,402,223</u>	<u>\$ 46,289,921</u>
\$ (3,079,483)	\$ 864,917	\$ (2,464,863)	\$ (3,193,618)	\$ (6,755,804)	\$ 285,629
108.13%	97.84%	105.87%	107.32%	115.13%	99.39%
\$ 8,133,762	\$ 8,717,442	\$ 8,843,876	\$ 9,132,155	\$ 9,438,565	\$ 10,655,552
-37.86%	9.92%	-27.87%	-34.97%	-71.58%	2.68%

CITY OF STEPHENVILLE, TEXAS
Schedule of Contributions
Last 10 Fiscal Years (will ultimately be displayed)

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Actuarially determined contribution	\$ 1,050,537	\$ 1,105,140	\$ 1,147,185
Contributions in relation to the actuarially determined contribution	\$ 1,050,537	\$ 1,105,140	\$ 1,147,185
Contribution deficiency (excess)	\$ -	\$ -	\$ -
Covered payroll	\$ 7,179,688	\$ 7,752,867	\$ 8,042,962
Contributions as a percentage of covered payroll	14.63%	14.25%	14.26%

Note: Only nine years of data is presented in accordance with GASB 68, Paragraph 138. "The information for all periods for the 10-year schedules that are required to be presented as required supplementary information may not be available initially. In these cases, during the transition period, that information should be presented for as many years as are available. The schedules should not include information that is not measured in accordance with the requirements of this Statement."

2018	2019	2020	2021	2022	2023
\$ 746,654	\$ 565,648	\$ 601,275	\$ 642,735	\$ 743,582	\$ 726,692
\$ 746,654	\$ 565,648	\$ 601,275	\$ 642,735	\$ 793,175	\$ 834,385
\$ -	\$ -	\$ -	\$ -	\$ (49,593)	\$ (107,693)
\$ 8,525,408	\$ 8,732,879	\$ 9,133,053	\$ 9,254,121	\$ 10,799,000	\$ 11,087,687
8.76%	6.48%	6.58%	6.95%	7.34%	7.53%

CITY OF STEPHENVILLE, TEXAS
Schedule of Changes in OPEB Liability
And Related Ratios
Last 10 Measurement Years (will ultimately be displayed)

OPEB Liability	2017	2018	2019	2020	2021	2022
Service cost	\$ 16,268	\$ 20,050	\$ 16,803	\$ 22,830	\$ 28,316	\$ 36,229
Interest (on OPEB Liability)	15,405	15,629	17,124	16,197	13,899	13,730
Changes of benefit terms	-	-	-	-	-	-
Difference between expected and actual experience	-	(8,185)	3,706	(16,587)	(1,976)	(1,517)
Change of assumptions	35,257	(32,062)	91,264	90,141	22,650	(259,008)
Benefit payments, including refunds of employee contributions	<u>(4,068)</u>	<u>(4,359)</u>	<u>(4,422)</u>	<u>(4,566)</u>	<u>(14,158)</u>	<u>(17,049)</u>
Net Change in OPEB Liability	62,862	(8,927)	124,475	108,015	48,731	(227,615)
Total OPEB Liability - Beginning	<u>401,442</u>	<u>464,304</u>	<u>455,377</u>	<u>579,852</u>	<u>687,867</u>	<u>736,598</u>
Total OPEB Liability - Ending (a)	<u>\$ 464,304</u>	<u>\$ 455,377</u>	<u>\$ 579,852</u>	<u>\$ 687,867</u>	<u>\$ 736,598</u>	<u>\$ 508,983</u>
Covered Payroll	\$ 8,133,762	\$ 8,717,442	\$ 8,843,876	\$ 9,132,155	\$ 9,438,565	\$ 10,655,552
OPEB Liability as a Percentage of Covered Payroll	5.71%	5.22%	6.56%	7.53%	7.80%	4.78%

Notes:

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB No. 75 to pay related benefits.

Only six years of data is presented in accordance with GASB 75, Paragraph 245. "The information for all periods for the 10-year schedules that are required to be presented as required supplementary information may not be available initially. In these cases, during the transition period, that information should be presented for as many years as are available. The schedules should not include information that is not measured in accordance with the requirements of this Statement."

SUPPLEMENTARY INFORMATION

CITY OF STEPHENVILLE, TEXAS
Combining Balance Sheet
Nonmajor Governmental Funds
September 30, 2023

	Special Revenue Funds				
	Hotel/Motel Tax Fund	Child Safety Fund	Public Safety Fund	Municipal Court Technology Fund	TIF Fund
ASSETS:					
Assets:					
Cash and equivalents	\$ 1,314,350	\$ 10,376	\$ 56,633	\$ 32,127	\$ -
Receivables, net	104,216	-	-	-	81,910
Restricted cash and equivalents	60,406	-	-	-	943,815
Total Assets	<u>\$ 1,478,972</u>	<u>\$ 10,376</u>	<u>\$ 56,633</u>	<u>\$ 32,127</u>	<u>\$ 1,025,725</u>
LIABILITIES:					
Liabilities:					
Accounts payable	\$ 85,530	\$ -	\$ 9,601	\$ -	\$ -
Due to other funds	-	-	-	-	856,021
Total Liabilities	<u>85,530</u>	<u>-</u>	<u>9,601</u>	<u>-</u>	<u>856,021</u>
DEFERRED INFLOWS:					
Unavailable revenue - property taxes					
Total Deferred Inflows	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES:					
Restricted for:					
Tourism	1,393,442	-	-	-	-
Municipal court	-	-	-	32,127	-
Public safety	-	10,376	47,032	-	-
Community reinvestment	-	-	-	-	169,704
Debt service	-	-	-	-	-
Total Fund Balances	<u>1,393,442</u>	<u>10,376</u>	<u>47,032</u>	<u>32,127</u>	<u>169,704</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>\$ 1,478,972</u>	<u>\$ 10,376</u>	<u>\$ 56,633</u>	<u>\$ 32,127</u>	<u>\$ 1,025,725</u>

<u>Total Special Revenue Funds</u>	<u>Debt Service Fund</u>	<u>Total Other Governmental Funds</u>
\$ 1,413,486	\$ 197,517	\$ 1,611,003
186,126	2,214	188,340
1,004,221	-	1,004,221
<u>\$ 2,603,833</u>	<u>\$ 199,731</u>	<u>\$ 2,803,564</u>
\$ 95,131	\$ -	\$ 95,131
856,021	-	856,021
<u>951,152</u>	<u>-</u>	<u>951,152</u>
-	680	680
<u>-</u>	<u>680</u>	<u>680</u>
1,393,442	-	1,393,442
32,127	-	32,127
57,408	-	57,408
169,704	-	169,704
-	199,051	199,051
<u>1,652,681</u>	<u>199,051</u>	<u>1,851,732</u>
<u>\$ 2,603,833</u>	<u>\$ 199,731</u>	<u>\$ 2,803,564</u>

CITY OF STEPHENVILLE, TEXAS
Combining Statement of Revenues, Expenditures, and Changes
in Fund Balances - Nonmajor Governmental Funds
For the Year Ended September 30, 2023

	Special Revenue Funds				
	Hotel/Motel Tax Fund	Child Safety Fund	Public Safety Fund	Municipal Court Technology Fund	TIF Fund
REVENUE					
Taxes:					
Property	\$ -	\$ -	\$ -	\$ -	\$ 90,511
Sales	-	-	-	-	601,368
Hotel occupancy	910,588	-	-	-	-
Fines and forfeitures	-	2,305	4,188	12,355	-
Intergovernmental	-	-	3,369	-	-
Investment income	50,953	404	3,703	1,106	25,923
Other revenue	61,232	-	-	-	-
Total revenues	<u>1,022,773</u>	<u>2,709</u>	<u>11,260</u>	<u>13,461</u>	<u>717,802</u>
EXPENDITURES					
Current:					
General government	413,834	-	-	-	-
Public safety	-	-	17,685	-	-
Debt service:					
Principal retirement	40,000	-	-	-	-
Interest and fiscal charges	95,903	-	-	-	-
Capital outlay	48,803	-	29,020	-	-
Total Expenditures	<u>598,540</u>	<u>-</u>	<u>46,705</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>424,233</u>	<u>2,709</u>	<u>(35,445)</u>	<u>13,461</u>	<u>717,802</u>
Other Financing Sources (Uses):					
Transfers in	-	-	-	-	133,917
Transfers out	-	-	-	-	(823,850)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(689,933)</u>
Net Change in Fund Balances	<u>424,233</u>	<u>2,709</u>	<u>(35,445)</u>	<u>13,461</u>	<u>27,869</u>
Fund Balances - Beginning	<u>969,209</u>	<u>7,667</u>	<u>82,477</u>	<u>18,666</u>	<u>141,835</u>
Fund Balances - Ending	<u>\$1,393,442</u>	<u>\$ 10,376</u>	<u>\$ 47,032</u>	<u>\$ 32,127</u>	<u>\$ 169,704</u>

<u>Total Special Revenue Funds</u>	<u>Debt Service Fund</u>	<u>Total Other Governmental Funds</u>
\$ 90,511	\$ 264,911	\$ 355,422
601,368	-	601,368
910,588	-	910,588
18,848	-	18,848
3,369	-	3,369
82,089	2,652	84,741
61,232	-	61,232
<u>1,768,005</u>	<u>267,563</u>	<u>2,035,568</u>
413,834	300	414,134
17,685	-	17,685
40,000	695,000	735,000
95,903	397,208	493,111
77,823	-	77,823
<u>645,245</u>	<u>1,092,508</u>	<u>1,737,753</u>
<u>1,122,760</u>	<u>(824,945)</u>	<u>297,815</u>
133,917	823,850	957,767
<u>(823,850)</u>	<u>-</u>	<u>(823,850)</u>
<u>(689,933)</u>	<u>823,850</u>	<u>133,917</u>
432,827	(1,095)	431,732
1,219,854	200,146	1,420,000
<u>\$ 1,652,681</u>	<u>\$ 199,051</u>	<u>\$ 1,851,732</u>

CITY OF STEPHENVILLE, TEXAS

Combining Balance Sheet
Nonmajor Proprietary Funds
September 30, 2023

	Business-Type Activities Nonmajor Proprietary Funds		Total
	Airport	Sanitary Landfill	
ASSETS:			
Current Assets:			
Cash and equivalents	\$ 396,277	\$ 2,104,959	\$ 2,501,236
Receivables, net	3,410	78,354	81,764
Due from other funds	292,676	-	292,676
Prepaid items	119,868	-	119,868
Restricted cash and equivalents	-	167,111	167,111
Total Current Assets	<u>812,231</u>	<u>2,350,424</u>	<u>3,162,655</u>
Noncurrent Assets:			
Capital assets not being depreciated	3,846,406	40,000	3,886,406
Capital assets, net of accumulated depreciation	<u>3,276,775</u>	<u>1,711,747</u>	<u>4,988,522</u>
Total Noncurrent Assets	<u>7,123,181</u>	<u>1,751,747</u>	<u>8,874,928</u>
Total Assets	<u>7,935,412</u>	<u>4,102,171</u>	<u>12,037,583</u>
DEFERRED OUTFLOWS:			
Related to TMRS pension	11,968	140,283	152,251
Related to TMRS OPEB	29	341	370
Total Deferred Outflows	<u>11,997</u>	<u>140,624</u>	<u>152,621</u>
Total Assets and Deferred Outflows	<u>\$ 7,947,409</u>	<u>\$ 4,242,795</u>	<u>\$ 12,190,204</u>
LIABILITIES:			
Current Liabilities:			
Accounts payable	\$ 30,970	\$ 48,806	\$ 79,776
Customer deposits	-	4,800	4,800
Accrued interest	-	42,742	42,742
Unearned revenue	7,680	-	7,680
Current portion of long-term liabilities	218	155,079	155,297
Total Current Liabilities	<u>38,868</u>	<u>251,427</u>	<u>290,295</u>
Noncurrent Liabilities:			
Net pension liability	514	6,027	6,541
OPEB liability	916	10,740	11,656
Long-term liabilities	24	1,347,983	1,348,007
Total Noncurrent Liabilities	<u>1,454</u>	<u>1,364,750</u>	<u>1,366,204</u>
Total Liabilities	<u>40,322</u>	<u>1,616,177</u>	<u>1,656,499</u>
DEFERRED INFLOWS:			
Related to TMRS pension	5,248	61,507	66,755
Related to TMRS OPEB	244	2,859	3,103
Total Deferred Inflows	<u>5,492</u>	<u>64,366</u>	<u>69,858</u>
NET POSITION:			
Net investment in capital assets	7,104,326	758,536	7,862,862
Unrestricted	<u>797,269</u>	<u>1,803,716</u>	<u>2,600,985</u>
Total Net Position	<u>7,901,595</u>	<u>2,562,252</u>	<u>10,463,847</u>
Total Liabilities, Deferred Inflows, and Net Position	<u>\$ 7,947,409</u>	<u>\$ 4,242,795</u>	<u>\$ 12,190,204</u>

CITY OF STEPHENVILLE, TEXAS
Combining Statement of Revenues, Expenses, and Changes
in Net Position - Nonmajor Proprietary Funds
For the Year Ended September 30, 2023

	Business-Type Activities		Total
	Nonmajor Proprietary Funds		
	Airport	Sanitary Landfill	
OPERATING REVENUES:			
Airport services	\$ 129,295	\$ -	\$ 129,295
Sanitation landfill	-	1,323,403	1,323,403
Total revenues	<u>129,295</u>	<u>1,323,403</u>	<u>1,452,698</u>
OPERATING EXPENSES:			
Personnel services	16,300	284,968	301,268
Contractual services	-	160,042	160,042
Materials and supplies	-	346,420	346,420
Airport operations	88,071	-	88,071
Depreciation	118,702	1,061,849	1,180,551
Total Operating Expenses	<u>223,073</u>	<u>1,853,279</u>	<u>2,076,352</u>
Operating Loss	<u>(93,778)</u>	<u>(529,876)</u>	<u>(623,654)</u>
NON-OPERATING REVENUES (EXPENSES)			
Investment income	-	87,167	87,167
Interest expense	-	(42,742)	(42,742)
Total Non-operating Revenues (Expenses)	<u>-</u>	<u>44,425</u>	<u>44,425</u>
CAPITAL CONTRIBUTIONS AND TRANSFERS			
Capital grants and contributions	31,628	-	31,628
Transfers in	297,325	-	297,325
Transfers out	-	(76,432)	(76,432)
Total Capital Contributions and Transfers	<u>328,953</u>	<u>(76,432)</u>	<u>252,521</u>
Change in Net Position	<u>235,175</u>	<u>(561,883)</u>	<u>(326,708)</u>
Net Position - Beginning	<u>7,666,420</u>	<u>3,124,135</u>	<u>10,790,555</u>
Net Position - Ending	<u>\$ 7,901,595</u>	<u>\$ 2,562,252</u>	<u>\$ 10,463,847</u>

CITY OF STEPHENVILLE, TEXAS

Statement of Cash Flows
 Nonmajor Proprietary Funds
 For the Year Ended September 30, 2023

	Business-Type Activities Nonmajor Proprietary Funds		Total
	Airport	Sanitary Landfill	
Cash Flows from Operating Activities:			
Cash received from customers	\$ 129,348	\$ 1,309,866	\$ 1,439,214
Cash paid to suppliers	(380,564)	(402,354)	(782,918)
Cash paid to employees	(19,877)	(287,971)	(307,848)
Net Cash Provided By (Used in) Operating Activities	<u>(271,093)</u>	<u>619,541</u>	<u>348,448</u>
Cash Flows from Non-capital Financing Activities:			
Transfers to other funds	-	(76,432)	(76,432)
Transfers from other funds	297,325	-	297,325
Net Cash Provided By (Used in) Non-capital Financing Activities	<u>297,325</u>	<u>(76,432)</u>	<u>220,893</u>
Cash Flows from Capital and Related Financing Activities:			
Proceeds from capital grants	30,988	-	30,988
Principal repayment on debt	-	(196,618)	(196,618)
Purchase of capital assets	(68,633)	(22,604)	(91,237)
Net Cash Used in Capital & Related Financing Activities	<u>(37,645)</u>	<u>(219,222)</u>	<u>(256,867)</u>
Cash Flows from Investing Activities:			
Interest on investments	-	87,167	87,167
Net Cash Provided By Investing Activities	<u>-</u>	<u>87,167</u>	<u>87,167</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(11,413)	411,054	399,641
Cash and Cash Equivalents at Beginning of Year	407,690	1,861,016	2,268,706
Cash and Cash Equivalents at End of Year	<u>\$ 396,277</u>	<u>\$ 2,272,070</u>	<u>\$ 2,668,347</u>
Reconciliation of Cash and Cash Equivalents Per Statement of Cash Flows to the Statement of Net Position			
Cash and equivalents	\$ 396,277	\$ 2,104,959	\$ 2,501,236
Restricted cash	-	167,111	167,111
	<u>\$ 396,277</u>	<u>\$ 2,272,070</u>	<u>\$ 2,668,347</u>

CITY OF STEPHENVILLE, TEXAS
Statement of Cash Flows (continued)
Nonmajor Proprietary Funds
For the Year Ended September 30, 2023

	Business-Type Activities		Total
	Nonmajor Proprietary Funds		
	Airport	Sanitary Landfill	
Reconciliation of Operating Income to Net Cash			
Provided By Operating Activities:			
Operating Loss	\$ (93,778)	\$ (529,876)	\$ (623,654)
Adjustments to Reconcile Operating Loss to Net Cash Provided by (Used in) Operating Activities			
Depreciation and amortization	118,702	1,061,849	1,180,551
Change in estimated landfill closure and postclosure cost - noncash	-	89,569	89,569
Change in Assets and Liabilities:			
(Increase) Decrease in:			
Receivables	53	(13,937)	(13,884)
Prepaid items	1,019	-	1,019
Due from other funds	(292,676)	-	(292,676)
Deferred outflows related to TMRS pension	(11,709)	(128,731)	(140,440)
Deferred outflows related to TMRS OPEB	26	2,131	2,157
Increase (Decrease) in:			
Accounts payable	(836)	14,539	13,703
Customer deposits	-	400	400
Compensated absences	242	252	494
Net pension liability	3,216	126,956	130,172
OPEB liability	621	(2,445)	(1,824)
Deferred inflows related to TMRS pension	3,789	(3,769)	20
Deferred inflows related to TMRS OPEB	238	2,603	2,841
Total Adjustments	<u>(177,315)</u>	<u>1,149,417</u>	<u>972,102</u>
Net Cash Provided By (Used in) Operating Activities	<u>\$ (271,093)</u>	<u>\$ 619,541</u>	<u>\$ 348,448</u>
Supplemental Schedule of Noncash Financing,			
Capital and Investing Activities			
Capital asset acquisitions financed	\$ -	\$ 1,189,829	\$ 1,189,829
Accounts payable for capital asset acquisitions	18,855	-	18,855

CITY OF STEPHENVILLE, TEXAS
Hotel/Motel Fund
Budgetary Comparison Schedule
For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUE				
Taxes:				
Hotel occupancy	\$ 694,278	\$ 694,278	\$ 910,588	\$ 216,310
Investment income	4,500	4,500	50,953	46,453
Other revenue	24,750	24,750	61,232	36,482
Total revenues	<u>723,528</u>	<u>723,528</u>	<u>1,022,773</u>	<u>299,245</u>
EXPENDITURES				
Current:				
General government	650,804	650,804	413,834	236,970
Debt service:				
Principal retirement	40,000	40,000	40,000	-
Interest and fiscal charges	95,903	95,903	95,903	-
Capital outlay	-	-	48,803	(48,803)
Total Expenditures	<u>786,707</u>	<u>786,707</u>	<u>598,540</u>	<u>188,167</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(63,179)</u>	<u>(63,179)</u>	<u>424,233</u>	<u>487,412</u>
Net Change in Fund Balances	<u>(63,179)</u>	<u>(63,179)</u>	<u>424,233</u>	<u>487,412</u>
Fund Balances - Beginning	<u>969,209</u>	<u>969,209</u>	<u>969,209</u>	<u>-</u>
Fund Balances - Ending	<u>\$ 906,030</u>	<u>\$ 906,030</u>	<u>\$ 1,393,442</u>	<u>\$ 487,412</u>

CITY OF STEPHENVILLE, TEXAS
Child Safety Fund
Budgetary Comparison Schedule
For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUE				
Fines and forfeitures	\$ 2,500	\$ 2,500	\$ 2,305	\$ (195)
Investment income	75	75	404	329
Total revenues	<u>2,575</u>	<u>2,575</u>	<u>2,709</u>	<u>134</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>2,575</u>	<u>2,575</u>	<u>2,709</u>	<u>134</u>
Net Change in Fund Balances	<u>2,575</u>	<u>2,575</u>	<u>2,709</u>	<u>134</u>
Fund Balances - Beginning	<u>7,667</u>	<u>7,667</u>	<u>7,667</u>	<u>-</u>
Fund Balances - Ending	<u>\$ 10,242</u>	<u>\$ 10,242</u>	<u>\$ 10,376</u>	<u>\$ 134</u>

CITY OF STEPHENVILLE, TEXAS
Public Safety Fund
Budgetary Comparison Schedule
For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUE				
Fines and forfeitures	\$ -	\$ -	\$ 4,188	\$ 4,188
Intergovernmental	2,800	2,800	3,369	569
Investment income	750	750	3,703	2,953
Total revenues	<u>3,550</u>	<u>3,550</u>	<u>11,260</u>	<u>7,710</u>
EXPENDITURES				
Current:				
Public safety	20,787	32,047	17,685	14,362
Capital outlay	-	29,020	29,020	-
Total Expenditures	<u>20,787</u>	<u>61,067</u>	<u>46,705</u>	<u>14,362</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(17,237)</u>	<u>(57,517)</u>	<u>(35,445)</u>	<u>22,072</u>
Net Change in Fund Balances	<u>(17,237)</u>	<u>(57,517)</u>	<u>(35,445)</u>	<u>22,072</u>
Fund Balances - Beginning	82,477	82,477	82,477	-
Fund Balances - Ending	<u>\$ 65,240</u>	<u>\$ 24,960</u>	<u>\$ 47,032</u>	<u>\$ 22,072</u>

CITY OF STEPHENVILLE, TEXAS
Municipal Court Technology Fund
Budgetary Comparison Schedule
For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUE				
Fines and forfeitures	\$ 6,761	\$ 6,761	\$ 12,355	\$ 5,594
Investment income	150	150	1,106	956
Total revenues	<u>6,911</u>	<u>6,911</u>	<u>13,461</u>	<u>6,550</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>6,911</u>	<u>6,911</u>	<u>13,461</u>	<u>6,550</u>
Net Change in Fund Balances	<u>6,911</u>	<u>6,911</u>	<u>13,461</u>	<u>6,550</u>
Fund Balances - Beginning	18,666	18,666	18,666	-
Fund Balances - Ending	<u>\$ 25,577</u>	<u>\$ 25,577</u>	<u>\$ 32,127</u>	<u>\$ 6,550</u>

CITY OF STEPHENVILLE, TEXAS
TIF Fund
Budgetary Comparison Schedule
For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUE				
Taxes:				
Property	\$ 89,933	\$ 89,933	\$ 90,511	\$ 578
Sales	600,000	600,000	601,368	1,368
Investment income	150	150	25,923	25,773
Total revenues	<u>690,083</u>	<u>690,083</u>	<u>717,802</u>	<u>27,719</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>690,083</u>	<u>690,083</u>	<u>717,802</u>	<u>27,719</u>
Other Financing Sources (Uses):				
Transfers in	133,917	133,917	133,917	-
Transfers out	(823,850)	(823,850)	(823,850)	-
Total Other Financing Sources (Uses)	<u>(689,933)</u>	<u>(689,933)</u>	<u>(689,933)</u>	<u>-</u>
Net Change in Fund Balances	<u>150</u>	<u>150</u>	<u>27,869</u>	<u>27,719</u>
Fund Balances - Beginning	<u>141,835</u>	<u>141,835</u>	<u>141,835</u>	<u>-</u>
Fund Balances - Ending	<u>\$ 141,985</u>	<u>\$ 141,985</u>	<u>\$ 169,704</u>	<u>\$ 27,719</u>

CITY OF STEPHENVILLE, TEXAS
Debt Service Fund
Budgetary Comparison Schedule
For the Year Ended September 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUE				
Taxes:				
Property	\$ 270,443	\$ 270,443	\$ 264,911	\$ (5,532)
Investment income	500	500	2,652	2,152
Total revenues	<u>270,943</u>	<u>270,943</u>	<u>267,563</u>	<u>(3,380)</u>
EXPENDITURES				
Current:				
General government	700	700	300	(400)
Debt service:				
Principal retirement	695,000	695,000	695,000	-
Interest and fiscal charges	<u>397,225</u>	<u>397,225</u>	<u>397,208</u>	<u>(17)</u>
Total Expenditures	<u>1,092,925</u>	<u>1,092,925</u>	<u>1,092,508</u>	<u>(417)</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(821,982)</u>	<u>(821,982)</u>	<u>(824,945)</u>	<u>(3,797)</u>
Other Financing Sources (Uses):				
Transfers in	<u>823,850</u>	<u>823,850</u>	<u>823,850</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>823,850</u>	<u>823,850</u>	<u>823,850</u>	<u>-</u>
Net Change in Fund Balances	<u>1,868</u>	<u>1,868</u>	<u>(1,095)</u>	<u>(3,797)</u>
Fund Balances - Beginning	<u>200,146</u>	<u>200,146</u>	<u>200,146</u>	<u>-</u>
Fund Balances - Ending	<u>\$ 202,014</u>	<u>\$ 202,014</u>	<u>\$ 199,051</u>	<u>\$ (3,797)</u>

STATISTICAL SECTION

CITY OF STEPHENVILLE, TEXAS
Net Position by Component
Last Ten Fiscal Years (Unaudited)
(accrual basis of accounting)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Governmental activities:				
Net investment in capital assets	\$ 18,024,389	\$ 18,038,284	\$ 19,789,241	\$ 19,963,873
Restricted	523,019	427,493	593,600	581,054
Unrestricted	<u>9,150,340</u>	<u>8,142,434</u>	<u>5,976,217</u>	<u>5,115,547</u>
Total governmental activities net assets	<u>\$ 27,697,748</u>	<u>\$ 26,608,211</u>	<u>\$ 26,359,058</u>	<u>\$ 25,660,474</u>
Business-type activities:				
Net investment in capital assets	\$ 32,099,918	\$ 33,151,854	\$ 34,339,443	\$ 36,926,841
Restricted	1,023,271	1,019,719	1,054,111	1,456,900
Unrestricted	<u>4,112,342</u>	<u>4,382,362</u>	<u>4,795,330</u>	<u>4,810,634</u>
Total business-type activities net assets	<u>\$ 37,235,531</u>	<u>\$ 38,553,935</u>	<u>\$ 40,188,884</u>	<u>\$ 43,194,375</u>
Primary government:				
Net investment in capital assets	\$ 50,124,307	\$ 51,190,138	\$ 54,128,684	\$ 56,890,714
Restricted	1,546,290	1,447,212	1,647,711	2,037,954
Unrestricted	<u>13,262,682</u>	<u>12,524,796</u>	<u>10,771,547</u>	<u>9,926,181</u>
Total primary government net assets	<u>\$ 64,933,279</u>	<u>\$ 65,162,146</u>	<u>\$ 66,547,942</u>	<u>\$ 68,854,849</u>

Note:

Fiscal year ended 2021 restated for the error correction related to ARPA funds.

Fiscal year ended 2022 restated for the error correction related to ARPA funds, the error correction related reimbursement for capital project, and the effects of GASB 96.

Source: City Audited Financials

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
\$ 20,176,273	\$ 20,416,468	\$ 21,847,814	\$ 23,272,989	\$ 21,971,416	\$ 27,436,169
2,621,264	2,008,149	1,976,474	3,266,474	6,751,872	5,185,539
<u>7,993,562</u>	<u>9,080,813</u>	<u>11,139,622</u>	<u>11,542,775</u>	<u>15,066,978</u>	<u>18,234,013</u>
<u>\$ 30,791,099</u>	<u>\$ 31,505,430</u>	<u>\$ 34,963,910</u>	<u>\$ 38,082,238</u>	<u>\$ 43,790,266</u>	<u>\$ 50,855,721</u>
\$ 38,174,605	\$ 43,079,879	\$ 45,293,731	\$ 49,052,873	\$ 50,478,546	\$ 62,394,725
2,477,403	1,045,392	1,089,229	956,437	1,543,514	2,334,206
<u>5,312,381</u>	<u>5,031,805</u>	<u>5,554,561</u>	<u>7,973,611</u>	<u>10,439,452</u>	<u>5,253,887</u>
<u>\$ 45,964,389</u>	<u>\$ 49,157,076</u>	<u>\$ 51,937,521</u>	<u>\$ 57,982,921</u>	<u>\$ 62,461,512</u>	<u>\$ 69,982,818</u>
\$ 58,350,878	\$ 63,496,347	\$ 67,141,545	\$ 72,325,862	\$ 72,449,962	\$ 89,830,894
5,098,667	3,053,541	3,065,703	4,222,911	8,295,386	7,519,745
<u>13,305,943</u>	<u>14,112,618</u>	<u>16,694,183</u>	<u>19,516,386</u>	<u>25,506,430</u>	<u>23,487,900</u>
<u>\$ 76,755,488</u>	<u>\$ 80,662,506</u>	<u>\$ 86,901,431</u>	<u>\$ 96,065,159</u>	<u>\$ 106,251,778</u>	<u>\$ 120,838,539</u>

CITY OF STEPHENVILLE, TEXAS
Changes in Net Position
Last Ten Fiscal Years (Unaudited)
(accrual basis of accounting)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
EXPENSES				
Governmental activities:				
General government	\$ 2,353,191	\$ 1,922,897	\$ 2,004,366	\$ 1,999,694
Culture and recreation	2,037,539	1,705,654	2,254,963	2,457,781
Community development	444,401	471,855	980,992	1,031,830
Public Safety	6,948,549	7,879,067	7,929,307	8,617,164
Streets	1,274,173	1,462,172	1,604,054	1,566,786
Interest and fiscal charges	108,289	77,063	68,008	100,245
Total governmental activities expenses	<u>13,166,142</u>	<u>13,518,708</u>	<u>14,841,690</u>	<u>15,773,500</u>
Business-type activities:				
Water & Wastewater	5,237,160	5,326,721	5,690,857	5,688,473
Storm water drainage	528,208	558,501	505,829	546,509
Airport	305,179	395,474	442,822	465,063
Sanitary landfill	193,368	207,538	224,233	256,121
Total business-type activities expenses	<u>6,263,915</u>	<u>6,488,234</u>	<u>6,863,741</u>	<u>6,956,166</u>
Total primary government expenses	<u>\$ 19,430,057</u>	<u>\$ 20,006,942</u>	<u>\$ 21,705,431</u>	<u>\$ 22,729,666</u>
PROGRAM REVENUES				
Governmental activities:				
Charges for services:				
General Government	\$ 205,782	\$ 22,648	\$ 8,274	\$ 5,704
Culture and recreation	288,540	321,565	377,192	347,603
Community development	265,863	217,805	320,353	215,731
Public Safety	1,073,838	989,630	817,156	721,112
Streets	28,170	42,749	15,567	15,352
Capital grants and contributions	188,262	3,654	3,596	49,905
Operating grants and contributions	63,038	147,200	160,504	514,199
Total governmental activities program revenues	<u>2,113,493</u>	<u>1,745,251</u>	<u>1,702,642</u>	<u>1,869,606</u>
Business-type activities:				
Charges for services:				
Water and Wastewater	\$ 6,708,108	\$ 6,485,177	\$ 7,014,095	\$ 7,264,479
Storm water drainage	618,993	611,827	632,583	629,673
Airport	104,440	107,544	111,088	107,484
Sanitary landfill	457,086	955,391	856,649	665,681
Capital grants and contributions	109,614	175,651	48,054	1,672,182
Operating grants and contributions	-	-	17,857	7,086
Total business-type activities program revenues	<u>7,998,241</u>	<u>8,335,590</u>	<u>8,680,326</u>	<u>10,346,585</u>
Total primary government program revenues	<u>\$ 10,111,734</u>	<u>\$ 10,080,841</u>	<u>\$ 10,382,968</u>	<u>\$ 12,216,191</u>
NET (EXPENSE) REVENUES				
Governmental activities	\$ (11,052,649)	\$ (11,773,457)	\$ (13,139,048)	\$ (13,903,894)
Business-type activities	1,734,326	1,847,356	1,816,585	3,390,419
Total primary government net expense	<u>\$ (9,318,323)</u>	<u>\$ (9,926,101)</u>	<u>\$ (11,322,463)</u>	<u>\$ (10,513,475)</u>

Note:

Fiscal year ended 2021 restated for the error correction related to ARPA funds.

Fiscal year ended 2022 restated for the error correction related to ARPA funds, the error correction related reimbursement for capital project, and the effects of GASB 96.

Source: City Audited Financials

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
\$	2,271,044	\$ 2,555,641	\$ 2,512,975	\$ 2,831,782	\$ 2,930,375	\$ 3,227,931
	2,467,345	2,402,357	2,254,992	2,511,374	2,756,348	2,877,342
	486,602	588,612	493,019	488,792	427,452	759,141
	8,561,797	8,885,222	9,637,871	8,953,779	8,964,516	10,774,535
	1,507,920	1,644,724	1,501,306	1,495,367	1,496,839	1,525,640
	107,588	124,539	530,646	402,914	521,390	542,150
	<u>15,402,296</u>	<u>16,201,095</u>	<u>16,930,809</u>	<u>16,684,008</u>	<u>17,096,920</u>	<u>19,706,739</u>
	5,032,780	5,508,559	5,234,741	5,323,323	6,698,399	7,277,797
	415,779	593,199	550,783	471,717	858,992	617,924
	542,252	178,613	178,661	205,951	198,800	223,073
	194,000	579,206	599,166	643,520	957,065	1,896,021
	<u>6,184,811</u>	<u>6,859,577</u>	<u>6,563,351</u>	<u>6,644,511</u>	<u>8,713,256</u>	<u>10,014,815</u>
\$	<u>21,587,107</u>	<u>23,060,672</u>	<u>23,494,160</u>	<u>23,328,519</u>	<u>25,810,176</u>	<u>29,721,554</u>
\$	11,141	\$ 12,722	\$ 3,600	\$ 3,926	\$ 3,600	\$ 3,300
	289,065	313,847	245,570	324,975	411,487	450,294
	245,391	474,426	321,774	373,582	505,088	542,893
	664,449	1,056,364	875,103	1,110,456	1,058,541	738,923
	20,836	30,442	614	67,969	22,212	22,370
	170,239	49,672	1,478,520	53,801	1,278,523	2,190,756
	219,853	238,763	935,242	1,444,156	505,260	776,514
	<u>1,620,974</u>	<u>2,176,236</u>	<u>3,860,423</u>	<u>3,378,865</u>	<u>3,784,711</u>	<u>4,725,050</u>
\$	7,596,037	\$ 7,762,515	\$ 8,152,610	\$ 8,991,212	\$ 10,686,333	\$ 11,267,611
	657,356	646,904	638,126	757,477	981,550	999,800
	108,097	111,927	110,919	113,231	131,120	129,295
	628,731	863,829	1,113,634	1,024,361	1,274,189	1,323,403
	175,274	316,254	287,600	2,292,279	1,502,229	4,085,783
	-	-	-	-	-	-
	<u>9,165,495</u>	<u>9,701,429</u>	<u>10,302,889</u>	<u>13,178,560</u>	<u>14,575,421</u>	<u>17,805,892</u>
\$	<u>10,786,469</u>	<u>11,877,665</u>	<u>14,163,312</u>	<u>16,557,425</u>	<u>18,360,132</u>	<u>22,530,942</u>
\$	(13,781,322)	\$ (14,024,859)	\$ (13,070,386)	\$ (13,305,143)	\$ (13,312,209)	\$ (14,981,689)
	2,980,684	2,841,852	3,739,538	6,534,049	5,862,165	7,791,077
\$	<u>(10,800,638)</u>	<u>(11,183,007)</u>	<u>(9,330,848)</u>	<u>(6,771,094)</u>	<u>(7,450,044)</u>	<u>(7,190,612)</u>

CITY OF STEPHENVILLE, TEXAS
Changes In Net Position (Continued)
Last Ten Fiscal Years (Unaudited)
(accrual basis of accounting)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
NET (EXPENSE) REVENUES				
Governmental activities	\$ (11,052,649)	\$ (11,773,457)	\$ (13,139,048)	\$ (13,903,894)
Business-type activities	1,734,326	1,847,356	1,816,585	3,390,419
Total primary government net expense	<u>(9,318,323)</u>	<u>(9,926,101)</u>	<u>(11,322,463)</u>	<u>(10,513,475)</u>
GENERAL REVENUES AND OTHER CHANGES IN NET ASSETS				
Governmental activities:				
Taxes				
Property -general purposes	4,321,370	4,386,134	4,715,959	4,806,351
Property -debt services	595,444	576,847	484,490	481,603
Sales	5,485,705	5,718,579	5,285,142	5,264,443
Franchise	1,166,503	1,525,602	1,501,457	1,381,186
Other taxes	450,456	502,017	480,036	515,043
Investment earnings	6,157	5,990	52,123	68,163
Insurance Proceeds	-	63,740	58,576	18,537
Other revenue	100,731	164,842	37,080	135,230
Gain/ (loss) on disposal of capital assets	110,122	-	16,162	30,274
Special item - change in employee benefits	-	-	-	-
Transfers	255,044	208,824	258,870	504,479
Total governmental activities	<u>12,491,532</u>	<u>13,152,575</u>	<u>12,889,895</u>	<u>13,205,309</u>
Business-type activities:				
Investment earnings	4,032	4,891	23,477	49,082
Other revenue	-	33,292	45,127	72,069
Gain/ (loss) on disposal of capital assets	-	17,106	8,630	(1,600)
Transfers	(255,044)	(208,824)	(258,870)	(504,479)
Total business-type activities	<u>(251,012)</u>	<u>(153,535)</u>	<u>(181,636)</u>	<u>(384,928)</u>
Total primary government	<u>12,240,520</u>	<u>12,999,040</u>	<u>12,708,259</u>	<u>12,820,381</u>
CHANGE IN NET ASSETS				
Governmental activities	1,438,883	1,379,118	(249,153)	(698,585)
Business-type activities	1,483,314	1,693,821	1,634,949	3,005,491
Total primary government	<u>\$ 2,922,197</u>	<u>\$ 3,072,939</u>	<u>\$ 1,385,796</u>	<u>\$ 2,306,906</u>

Note:

Fiscal year ended 2021 restated for the error correction related to ARPA funds.

Fiscal year ended 2022 restated for the error correction related to ARPA funds, the error correction related reimbursement for capital project, and the effects of GASB 96.

Source: City Audited Financials

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
\$ (13,781,322)	\$ (14,024,859)	\$ (13,070,386)	\$ (13,305,143)	\$ (13,312,209)	\$ (14,981,689)
<u>2,980,684</u>	<u>2,841,852</u>	<u>3,739,538</u>	<u>6,534,049</u>	<u>5,862,165</u>	<u>7,791,077</u>
<u>(10,800,638)</u>	<u>(11,183,007)</u>	<u>(9,330,848)</u>	<u>(6,771,094)</u>	<u>(7,450,044)</u>	<u>(7,190,612)</u>
5,286,326	5,577,304	6,067,879	6,446,356	6,441,458	6,940,512
492,536	465,640	256,240	265,579	268,132	264,911
5,644,834	5,943,343	5,940,857	7,075,224	8,081,130	8,725,344
1,199,890	1,317,544	1,276,928	1,204,400	1,274,715	1,449,693
474,199	510,185	398,706	590,006	722,328	910,588
139,025	264,034	115,763	11,277	187,589	1,124,243
-	-	-	-	-	-
153,598	260,645	1,030,088	251,087	286,455	352,148
-	-	-	18,109	35,260	91,788
5,110,168	-	-	-	-	-
<u>750,852</u>	<u>400,495</u>	<u>1,442,405</u>	<u>561,433</u>	<u>1,723,170</u>	<u>2,187,917</u>
<u>19,251,428</u>	<u>14,739,190</u>	<u>16,528,866</u>	<u>16,423,471</u>	<u>19,020,237</u>	<u>22,047,144</u>
118,108	501,577	195,341	8,039	284,266	1,847,275
106,639	249,753	287,971	64,745	55,329	70,871
-	-	-	-	-	-
<u>(750,852)</u>	<u>(400,495)</u>	<u>(1,442,405)</u>	<u>(561,433)</u>	<u>(1,723,170)</u>	<u>(2,187,917)</u>
<u>(526,105)</u>	<u>350,836</u>	<u>(959,093)</u>	<u>(488,649)</u>	<u>(1,383,575)</u>	<u>(269,771)</u>
<u>18,725,323</u>	<u>15,090,026</u>	<u>15,569,773</u>	<u>15,934,822</u>	<u>17,636,662</u>	<u>21,777,373</u>
5,470,106	714,331	3,458,480	3,118,328	5,708,028	7,065,455
2,454,579	3,192,688	2,780,445	6,045,400	4,478,590	7,521,306
<u>\$ 7,924,685</u>	<u>\$ 3,907,018</u>	<u>\$ 6,238,925</u>	<u>\$ 9,163,728</u>	<u>\$ 10,186,618</u>	<u>\$ 14,586,761</u>

CITY OF STEPHENVILLE, TEXAS
Fund Balances of Governmental Funds
Last Ten Fiscal Years (Unaudited)
(modified accrual basis of accounting)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
General fund				
Nonspendable	\$ 10,995	\$ 7,016	\$ 20,955	\$ 8,760
Assigned/committed	3,000,000	3,000,000	1,150,000	950,609
Unassigned	5,868,872	6,786,574	7,154,643	7,132,272
Total general fund	<u>\$ 8,879,867</u>	<u>\$ 9,793,590</u>	<u>\$ 8,325,598</u>	<u>\$ 8,091,641</u>
All other governmental funds				
Nonspendable	\$ -	\$ -	\$ -	\$ -
Unassigned, reported in:				
Special revenue funds	-	-	-	-
Restricted	824,262	702,559	434,914	365,349
Assigned/committed	416,371	416,727	417,929	415,743
Total all other governmental fund	<u>\$ 1,240,633</u>	<u>\$ 1,119,286</u>	<u>\$ 852,843</u>	<u>\$ 781,092</u>

Source: City Audited Financials

2018	2019	2020	2021	2022	2023
\$ 11,609	\$ 5,563	\$ 3,962	\$ 6,760	\$ 19,543	\$ 86,057
950,609	579,402	534,754	764,287	1,086,068	2,442,741
7,288,833	8,755,397	9,576,401	11,282,011	14,095,016	13,756,961
<u>\$ 8,251,051</u>	<u>\$ 9,340,362</u>	<u>\$ 10,115,117</u>	<u>\$ 12,053,058</u>	<u>\$ 15,200,627</u>	<u>\$ 16,285,759</u>
\$ -	\$ -	\$ -	\$ 27,721	\$ 27,721	\$ 27,721
-	-	-	(10,032)	-	-
488,158	512,308	634,666	10,493,471	9,880,697	7,919,159
442,063	544,571	13,654,954	-	-	-
<u>\$ 930,221</u>	<u>\$ 1,056,879</u>	<u>\$ 14,289,620</u>	<u>\$ 10,511,160</u>	<u>\$ 9,908,418</u>	<u>\$ 7,946,880</u>

CITY OF STEPHENVILLE, TEXAS
Changes In Fund Balances of Governmental Funds
Last Ten Fiscal Years (Unaudited)
(modified accrual basis of accounting)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
REVENUES					
Taxes	\$ 12,014,282	\$ 12,733,241	\$12,455,045	\$ 12,460,952	\$ 13,089,387
Licenses, fees and permits	294,084	258,384	186,925	143,903	246,891
Charges for services	1,131,850	1,111,193	1,022,624	958,249	978,973
Fines and penalties	261,126	227,979	316,343	210,015	147,598
Intergovernmental	127,751	200,634	218,054	613,744	344,358
Contributions and donations	-	-	-	-	-
Investment earnings	6,157	5,990	52,123	68,163	139,025
Miscellaneous	103,838	167,941	40,054	135,230	150,649
Total revenues	<u>13,939,088</u>	<u>14,705,362</u>	<u>14,291,168</u>	<u>14,590,256</u>	<u>15,096,881</u>
EXPENDITURES					
General government	2,289,098	1,922,184	1,904,340	1,870,697	2,145,014
Culture and recreation	1,795,809	1,853,439	1,936,112	2,104,892	2,163,873
Community development	419,054	456,196	968,197	1,003,655	485,280
Public Safety	6,725,152	7,668,000	7,428,899	7,820,377	8,066,721
Streets	780,006	968,092	997,520	818,913	768,153
Debt service					
Principal	465,000	505,000	415,000	469,243	560,879
Interest	120,261	77,845	66,375	85,322	107,099
Bond Issuance Costs	11,027	-	-	-	-
Advance Refunding Escrow	1,323,441	-	-	-	-
Capital outlay	985,179	859,897	3,053,778	1,532,290	1,480,185
Total expenditures	<u>14,914,027</u>	<u>14,310,653</u>	<u>16,770,221</u>	<u>15,705,389</u>	<u>15,777,204</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES					
	<u>\$ (974,939)</u>	<u>\$ 394,709</u>	<u>\$ (2,479,053)</u>	<u>\$ (1,115,133)</u>	<u>\$ (680,323)</u>
OTHER FINANCEING SOURCES (USES)					
Debt issued	1,336,841	-	-	-	215,371
Premium on Bonds	-	-	-	-	-
Discount on Bonds	-	113,938	349,833	168,051	-
SBITA financing	-	-	-	-	-
Proceeds from sales of assets	219,822	11,165	77,340	118,358	22,639
Proceeds from insurance	-	63,740	58,576	18,537	-
Transfers in	1,196,840	208,824	633,870	729,968	1,666,068
Transfers out	(941,796)	-	(375,000)	(225,489)	(915,216)
Total other financing sources (uses)	<u>1,811,707</u>	<u>397,667</u>	<u>744,619</u>	<u>809,425</u>	<u>988,862</u>
NET CHANGE IN FUND BALANCES					
	<u>\$ 836,768</u>	<u>\$ 792,376</u>	<u>\$ (1,734,434)</u>	<u>\$ (305,708)</u>	<u>\$ 308,539</u>
DEBT SERVICE AS A PERCENTAGE OF NONCAPITAL EXPENDITURES					
	<u>4.2%</u>	<u>4.3%</u>	<u>3.5%</u>	<u>3.9%</u>	<u>4.7%</u>

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
\$ 13,824,745	\$ 13,956,935	\$ 15,538,510	\$ 16,836,864	\$ 18,279,681
434,132	321,774	373,582	472,689	538,149
1,219,100	955,616	1,223,443	1,253,895	1,354,178
97,480	82,567	119,653	190,327	283,254
367,463	1,012,110	245,224	233,558	264,618
-	-	1,249,640	372,386	1,831,001
264,034	115,763	11,277	187,589	1,124,243
269,704	1,066,400	251,087	321,481	352,148
<u>16,476,658</u>	<u>17,511,165</u>	<u>19,012,416</u>	<u>19,868,789</u>	<u>24,027,272</u>
2,407,281	2,409,994	2,815,335	3,040,581	3,021,767
2,081,327	1,939,211	2,236,700	2,525,341	2,403,204
558,878	482,507	508,857	476,848	746,842
7,926,014	8,966,480	8,837,094	9,266,757	9,907,824
852,360	773,640	764,084	747,057	746,883
746,898	483,490	497,316	772,649	1,486,354
104,230	258,261	459,181	488,637	630,141
-	262,595	-	41,814	-
-	-	-	-	-
2,338,141	2,181,502	5,512,163	6,868,498	8,953,478
<u>17,015,129</u>	<u>17,757,680</u>	<u>21,630,730</u>	<u>24,228,182</u>	<u>27,896,493</u>
<u>\$ (538,471)</u>	<u>\$ (246,515)</u>	<u>\$ (2,618,314)</u>	<u>\$ (4,359,393)</u>	<u>\$ (3,869,221)</u>
1,333,310	11,860,000	197,001	4,973,857	501,664
-	1,021,005	-	157,834	-
-	-	-	-	-
-	-	-	-	195,996
20,635	21,498	19,451	49,269	107,238
-	-	-	-	-
2,036,185	2,513,977	2,773,666	3,543,286	4,783,089
<u>(1,635,690)</u>	<u>(1,071,572)</u>	<u>(2,212,233)</u>	<u>(1,820,116)</u>	<u>(2,595,172)</u>
<u>1,754,440</u>	<u>14,344,908</u>	<u>777,885</u>	<u>6,904,130</u>	<u>2,992,815</u>
<u>\$ 1,215,969</u>	<u>\$ 14,098,393</u>	<u>\$ (1,840,429)</u>	<u>\$ 2,544,737</u>	<u>\$ (876,406)</u>
<u>5.8%</u>	<u>4.8%</u>	<u>5.9%</u>	<u>7.3%</u>	<u>11.2%</u>

CITY OF STEPHENVILLE, TEXAS
Assessed Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

Tax Year	Fiscal Year	Residential Property	Commercial Property	Industrial Property
2013	2013-2014	567,670,640	562,727,447	297,556,973
2014	2014-2015	601,105,080	750,961,010	245,239,590
2015	2015-2016	636,597,500	768,186,520	268,319,490
2016	2016-2017	657,717,227	785,853,463	259,118,010
2017	2017-2018	753,358,500	824,711,040	245,604,310
2018	2018-2019	776,693,310	841,695,300	304,695,430
2019	2019-2020	826,226,780	883,238,110	346,709,950
2020	2020-2021	887,954,420	952,950,260	293,836,870
2021	2021-2022	958,911,760	981,246,130	301,952,860
2022	2022-2023	1,238,798,090	1,052,746,880	287,219,140

Source: Erath County Appraisal District.

<u>Less: Tax-exempt Property</u>	<u>Total Taxable Assessed Value</u>	<u>Total Direct Tax Rate</u>	<u>Estimated Actual Taxable Value</u>	<u>Taxable Assessed Value as a Percentage of Actual Taxable Value</u>
441,606,152	986,348,908	0.4950	986,348,908	100%
590,694,529	1,006,611,151	0.4900	1,006,611,151	100%
609,847,714	1,063,255,796	0.4900	1,063,255,796	100%
627,870,983	1,074,817,717	0.4900	1,074,817,717	100%
617,069,492	1,206,604,358	0.4800	1,206,604,358	100%
651,711,851	1,271,372,189	0.4750	1,271,372,189	100%
675,346,485	1,380,828,355	0.4700	1,380,828,355	100%
679,895,887	1,454,845,663	0.4550	1,454,845,663	100%
707,326,188	1,534,784,562	0.4420	1,534,784,562	100%
726,231,949	1,852,532,161	0.3958	1,852,532,161	100%

CITY OF STEPHENVILLE, TEXAS
Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years

Tax Year	Fiscal Year	CITY DIRECT RATES			OVERLAPPING RATES			Total Direct and Overlapping Rates
		Basic Rate	General Obligation Debt Service	Total Direct Rate	Stephenville School District	Middle Trinity Water District	Erath County	
2013	2013-2014	0.4357	0.0593	0.4950	1.2170	0.0125	0.4700	2.1945
2014	2014-2015	0.4330	0.0570	0.4900	1.2349	0.0120	0.4700	2.2069
2015	2015-2016	0.4450	0.0450	0.4900	1.2349	0.0115	0.4700	2.2064
2016	2016-2017	0.4454	0.0446	0.4900	1.2349	0.0112	0.4700	2.2061
2017	2017-2018	0.4391	0.0409	0.4800	1.2349	0.0103	0.4700	2.1952
2018	2018-2019	0.4384	0.0366	0.4750	1.3429	0.0097	0.4458	2.2734
2019	2019-2020	0.4512	0.0188	0.4700	1.2729	0.0094	0.4560	2.2083
2020	2020-2021	0.4368	0.0182	0.4550	1.2221	0.0092	0.4444	2.1307
2021	2021-2022	0.4245	0.0175	0.4420	1.1922	0.0085	0.4355	2.0782
2022	2022-2023	0.3812	0.0146	0.3958	1.1474	0.0073	0.4119	1.9624

Source: Erath County Tax Office

Notes: The City's basic property tax rate may be increased only by a majority vote of the City's residents. Rates for debt service are set based on each year's requirements.

Overlapping rates are those of local and county governments that apply to property owners within the City of Stephenville, Texas.

CITY OF STEPHENVILLE, TEXAS
Principal Property Taxpayers
Current Year and Nine Years Ago

Taxpayer	TAX YEAR 2022			TAX YEAR 2013		
	Taxable Assessed Value	Percentage of Total City Taxable Assessed Value		Taxable Assessed Value	Percentage of Total City Taxable Assessed Value	
FMC Company	\$ 126,670,443	1	6.84%	\$ 80,664,969	1	8.18%
Creekside Townhomes	33,291,230	2	1.80%			- %
Windmass Villiage III Portfolio Owner LLC	30,748,160	3	1.66%			- %
Mustang Ranch	27,131,560	4	1.46%			- %
Oncor Electric Delivery	22,557,660	5	1.22%	7,912,100	8	0.80%
Stephenville Campus Crest	18,686,670	6	1.01%	11,401,270	3	1.16%
Tarleton Development Partners LLC	18,485,240	7	1.00%			- %
FMC Technologies	17,518,720	8	0.95%			- %
STX Washington Partners	16,202,620	9	0.87%			- %
Saint Gobain Abrasives	13,464,778	10	0.73%	8,743,448	4	0.89%
Wal-Mart Stores, Inc. #1			- %	8,576,680	6	0.87%
Tejas Tubular Inc.			- %	24,789,556	2	2.51%
Bosque River Associates			- %	8,221,950	7	0.83%
Stephenville Student Housing LP			- %	8,738,130	5	0.89%
Stephenville Real Estate Investments Inc			- %	6,776,160	9	0.69%
Wilmington Trust (Wal-Mart #2)			- %	6,507,310	10	0.66%
Subtotal	\$ 324,757,081		17.53%	\$ 172,331,573		17.48%
Remaining Roll	<u>1,527,775,080</u>		<u>82.47%</u>	<u>814,017,335</u>		<u>82.52%</u>
Total	\$ <u>1,852,532,161</u>		<u>100.00%</u>	\$ <u>986,348,908</u>		<u>100.00%</u>

Source: Erath County Appraisal District State Property Tax Board Report.

CITY OF STEPHENVILLE, TEXAS
Property Tax Levies ad Collections
Last Ten Fiscal Years

Tax Year	Fiscal Year	Taxes Levied for the Fiscal Year	Subsequent Adjustments To Levy	Final Adjusted Levy	Collected With the Fiscal Year of the Levy	
					Amount	Percentage of Levy
2013	2013-2014	4,868,772	(1,805)	4,866,967	4,822,564	99.05%
2014	2014-2015	4,927,485	(14,476)	4,913,009	4,887,492	99.19%
2015	2015-2016	5,195,573	(9,861)	5,185,712	5,141,402	98.96%
2016	2016-2017	5,351,990	(99,594)	5,252,396	5,204,383	97.24%
2017	2017-2018	5,774,003	(74,086)	5,699,917	5,710,836	98.91%
2018	2018-2019	6,039,033	(28,140)	6,010,893	5,994,513	99.26%
2019	2019-2020	6,489,897	(134,457)	6,355,440	6,234,838	96.07%
2020	2020-2021	6,619,550	(34,878)	6,584,672	6,507,012	98.30%
2021	2021-2022	6,783,557	(154,033)	6,629,524	6,609,695	97.44%
2022	2022-2023	7,384,954	(222,079)	7,162,875	7,120,615	96.42%

Sources: Erath County Appraisal District and Erath County Tax Assessor-Collector.

Collections in Subsequent Years	Total Collections to Date		Outstanding as of 9/30/23
	Amount	Percentage of Levy	
44,096	4,866,660	99.96%	307
21,500	4,908,992	99.62%	4,017
38,038	5,179,440	99.69%	6,272
46,323	5,250,706	98.11%	1,690
(13,959)	5,696,877	98.66%	3,040
13,643	6,008,156	99.49%	2,737
117,118	6,351,956	97.87%	3,484
74,214	6,581,226	99.42%	3,446
9,918	6,619,613	97.58%	9,911
-	7,120,615	96.42%	42,260

CITY OF STEPHENVILLE, TEXAS

Taxable Sales By Category

Last Ten Calendar Years

Calendar Year

(Unaudited)

Category	2013	2014	2015	2016
Services	\$ 49,560,842	\$ 46,989,186	\$ 41,651,657	\$ 40,241,475
Misc Retail	52,221,686	54,975,621	54,751,164	54,321,288
Eat/Drink Places	55,015,006	60,296,991	57,700,419	68,762,227
Hospitality and Leisure	60,118,426	64,408,646	66,313,220	53,981,331
HomeFurnishings	7,209,200	7,246,403	6,660,673	6,162,365
Apparel Stores	8,799,575	10,578,892	10,324,254	10,257,542
Automotive Stores	113,933,329	123,712,193	115,703,501	107,067,897
Food Stores	57,179,417	59,377,144	63,577,869	59,091,905
General Merchandise	120,780,721	123,134,874	126,719,228	121,170,557
Building/Garden Supplies	28,455,504	31,727,307	37,693,956	35,695,603
Wholesale Trade	47,091,948	45,902,673	48,009,817	46,967,803
Manufacturing	27,220,571	51,074,808	44,597,329	36,916,496
Construction	23,399,150	29,565,160	39,838,703	36,567,165
Other	31,521,635	29,361,821	42,437,131	32,920,411
Agriculture	346,309	157,377	131,950	87,089
Total	\$ <u>682,853,319</u>	\$ <u>738,509,096</u>	\$ <u>756,110,871</u>	\$ <u>710,211,154</u>
Direct Sales Tax Rate	1.50%	1.50%	1.50%	1.50%

Source: Office of the Comptroller of the State of Texas

	2017	2018	2019	2020	2021	2022
\$	63,727,628	\$ 59,351,380	\$ 60,613,525	\$ 58,476,390	\$ 58,144,576	\$ 70,969,613
	50,773,645	52,220,824	53,686,867	59,406,069	62,663,258	60,305,583
	70,136,317	75,769,971	72,885,265	76,893,794	92,511,577	99,641,115
	72,606,172	78,151,316	83,181,730	79,884,966	96,932,092	102,700,033
	7,046,159	7,604,974	8,387,888	7,889,581	17,798,350	8,656,016
	9,645,246	11,823,407	12,760,079	12,426,438	16,965,921	30,039,899
	144,126,333	116,799,945	113,763,645	112,589,518	146,308,834	166,326,710
	59,400,532	66,271,975	72,885,265	79,158,303	90,185,420	110,654,953
	123,107,302	117,640,631	118,089,721	119,417,436	131,331,637	151,179,392
	36,386,966	36,761,366	34,781,537	32,534,255	60,382,960	74,413,888
	51,525,032	57,421,775	62,100,066	65,174,511	77,228,448	84,848,120
	41,376,240	45,379,899	54,485,728	32,324,686	32,806,051	185,024,621
	32,516,125	42,457,584	32,014,392	24,908,250	29,004,497	41,528,544
	37,214,389	37,851,430	31,426,794	43,677,784	215,254,337	36,715,225
	-	-	-	-	-	-
\$	<u>799,588,086</u>	\$ <u>805,506,477</u>	\$ <u>811,062,502</u>	\$ <u>804,761,981</u>	\$ <u>1,127,517,958</u>	\$ <u>1,223,003,712</u>
	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%

CITY OF STEPHENVILLE, TEXAS
Direct and Overlapping Sales Tax Rates
Last Ten Fiscal Years

Fiscal Year Ending 9/30	General Municipal Sales Tax	Sales Tax for Property Tax Relief	Sales Tax for Economic/ Industrial Dev Sec 4B
2014	1.00%	0.50%	-
2015	1.00%	0.50%	-
2016	1.000%	0.375%	0.125%
2017	1.000%	0.375%	0.125%
2018	1.000%	0.375%	0.125%
2019	1.000%	0.375%	0.125%
2020	1.000%	0.375%	0.125%
2021	1.000%	0.375%	0.125%
2022	1.000%	0.375%	0.125%
2023	1.000%	0.375%	0.125%

Source: Texas Comptroller

CITY OF STEPHENVILLE, TEXAS
Ratios of Outstanding Debt By Type
Last Ten Fiscal Years

Governmental Activities				
Fiscal Year	General Obligation Bonds	Certificates of Participation	Unamortized Premiums (Discounts)	Leases/ SBITAS/ Notes Payable
2014	1,500,000	3,340,000	18,734	
2015	1,155,000	3,180,000	17,721	113,938
2016	905,000	3,015,000	16,709	436,510
2017	610,000	2,920,000	14,683	525,318
2018	310,000	2,855,000	13,671	544,810
2019	-	2,785,000	12,659	1,511,222
2020	-	14,465,000	1,007,127	1,207,732
2021	-	14,275,000	955,065	1,091,117
2022	-	15,960,000	1,056,890	3,601,025
2023	-	15,225,000	996,936	4,277,414

Notes: See Demographic and Economics Statistics for personal income and population data. These ratios are calculated using personal income and population for the prior calendar year.

Business-type Activities						
Enterprise Revenue Bonds	Certificates of Participation	Unamortized Premiums (Discounts)	Leases/ SBITAS/ Notes Payable	Total Primary Government	Percentage of Personal Income	Per Capita
9,385,000	6,851,841	220,290	-	21,315,865	3.15%	1,098
8,895,000	5,350,850	210,978	3,161,834	22,085,321	3.27%	1,129
8,390,000	3,774,827	198,922	2,833,134	19,570,101	2.57%	904
6,720,000	5,568,827	186,866	3,131,370	19,677,064	2.39%	896
5,040,000	22,340,000	174,811	2,028,635	33,306,927	3.78%	1,495
3,325,000	22,100,000	162,757	1,730,829	31,627,467	3.34%	1,396
3,250,000	20,860,000	150,700	1,415,018	42,355,577	4.43%	2,027
3,175,000	19,610,000	138,645	1,080,409	40,325,236	4.01%	1,935
2,825,000	37,185,000	1,921,948	751,680	63,301,543	5.93%	2,996
2,770,000	35,510,000	1,806,467	1,373,828	61,959,645	N/A	2,940

CITY OF STEPHENVILLE, TEXAS
Ratios of General Bonded Debt Outstanding
Last Ten Fiscal Years

Fiscal Year	General Bonded Debt Outstanding			Percentage of Actual Taxable Value of Property	Per Capita
	General Obligation Bonds	Certificates of Obligations	Total		
2014	1,518,734	10,191,841	11,710,575	1.19%	603
2015	1,172,721	8,530,850	9,703,571	0.96%	496
2016	921,709	6,789,827	7,711,536	0.73%	356
2017	624,683	8,488,827	9,113,510	0.85%	415
2018	323,671	25,195,000	25,518,671	2.11%	1145
2019	12,659	24,885,000	24,897,659	1.96%	1099
2020	11,645	36,320,482	36,332,127	2.63%	1739
2021	10,633	34,829,432	34,840,065	2.39%	1672
2022	9,620	56,097,691	56,107,311	3.66%	2656
2023	8,607	53,514,846	53,523,453	2.89%	2539

Notes:

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

See Assessed Value and Estimated Actual Value of Taxable Property for property value data.

Population data can be found in Demographic and Economics Statistics.

CITY OF STEPHENVILLE, TEXAS
Direct and Overlapping Governmental Activities Debt
as of September 30, 2023

<u>Government Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Direct and Overlapping Debt</u>
Debt repaid with property taxes:			
Overlapping			
Stephenville Independent School District	\$ 112,714,063	79.60%	\$ 89,720,394
Erath County	\$ 925,000	44.60%	<u>412,550</u>
Subtotal, overlapping debt			90,132,944
Direct			
City of Stephenville	\$ 20,499,350	100.00%	<u>20,499,350</u>
Total Direct and Overlapping Debt			<u>\$ 110,632,294</u>

Sources:

Assessed value data used to estimate applicable percentages provided by the Erath County Appraisal District and Assessment Debt outstanding data provided by each governmental unit.

Notes:

Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Stephenville. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident--and therefore responsible for repaying the debt--of each overlapping government.

CITY OF STEPHENVILLE, TEXAS
Municiple Utility
Revenue Bond Coverage
Last Ten Fiscal Years

Fiscal Year	Water and Wastewater Revenue Bonds						Coverage
	Utility Service Charges	Less: Operating Expenses	Net Available Revenue	Debt Service			
				Principal	Interest		
2014	6,700,902	3,491,792	3,209,110	1,866,000	608,919	1.30	
2015	6,485,177	3,631,614	2,853,563	1,986,000	459,292	1.17	
2016	7,014,095	4,115,398	2,898,697	2,076,000	351,427	1.19	
2017	7,264,479	4,095,335	3,169,144	1,911,000	319,806	1.42	
2018	7,694,695	3,022,451	4,672,244	1,938,827	331,249	2.06	
2019	7,962,268	3,917,609	4,044,659	1,955,000	424,112	1.70	
2020	8,322,481	3,741,298	4,581,183	1,315,000	411,005	2.65	
2021	9,044,632	3,753,322	5,291,310	1,325,000	375,420	3.11	
2022	10,724,825	4,383,743	6,341,082	4,455,000 *	634,099	1.25	
2023	11,319,092	4,996,812	6,322,280	1,730,000 *	1,321,324	2.07	

Notes: Operating expenses do not include interest, depreciation, or amortization expenses.
Utility Surplus Revenue is also pledged for other Enterprise bonds.

* General Obligation Refund Bonds Series 2013 were refunded with General Obligation Refund Bonds Series 2022

CITY OF STEPHENVILLE, TEXAS
Legal Debt Margin Information
Last Ten Fiscal Years (Unaudited)
(amounts expressed in thousands)

Tax Year Fiscal year	2022	2021	2020	2019	2018	2017
	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Debt limit	\$ 202,537	\$ 169,296	\$ 160,740	\$ 157,749	\$ 145,165	\$ 135,754
Total net debt applicable to limit	53,326	55,909	15,029	15,257	2,591	2,981
Legal debt margin	<u>\$ 149,211</u>	<u>\$ 113,387</u>	<u>\$ 145,711</u>	<u>\$ 142,492</u>	<u>\$ 142,574</u>	<u>\$ 132,773</u>
Total net debt applicable to limit as a percentage of debt limit	26.33%	33.02%	9.35%	9.67%	1.78%	2.20%

Legal Debt Margin Calculation for Fiscal Year 2023

Assessed value	\$ 1,852,532
Add back: exempt real property	172,834
Total assessed value	<u>2,025,366</u>
Debt limit (10% of total assessed value)	202,537
Debt applicable to limit:	
General obligation bonds	53,523
Less: Amount set aside for repayment of general obligation debt	<u>(198)</u>
Total net debt applicable to limit	<u>53,326</u>
Legal debt margin	<u>\$ 149,211</u>

Note: There is no direct debt limitation in the City Charter or under state law. The City operates under a Home Rule Charter (Article XI, Section 5, Texas Constitution), that limits the maximum tax rate, for all city purposes, to \$2.50 per \$100 assessed valuation. Administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 maximum tax rate for general obligation debt service.

Source: City of Stephenville, TX and Erath County Appraisal District

<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-2015</u>	<u>2013-2014</u>
\$ 124,250	\$ 122,554	\$ 116,345	\$ 116,885
<u>3,389</u>	<u>3,793</u>	<u>4,213</u>	<u>4,718</u>
<u>\$ 120,861</u>	<u>\$ 118,762</u>	<u>\$ 112,132</u>	<u>\$ 112,167</u>
2.73%	3.09%	3.62%	4.04%

CITY OF STEPHENVILLE, TEXAS
Demographic and Economics Statistics
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Population</u>	<u>Personal Income</u>	<u>Per Capita Personal Income</u>	<u>School Enrollment</u>	<u>College Enrollment</u>	<u>Unemployment Rate</u>
2014	19,410	677,564,280	34,908	3,656	11,681	4.7%
2015	19,560	674,956,920	34,507	3,702	12,396	3.8%
2016	21,640	762,745,080	35,247	3,614	12,333	4.7%
2017	21,950	822,247,000	37,460	3,671	13,052	3.9%
2018	22,280	882,154,320	39,594	3,711	13,019	3.2%
2019	22,660	945,692,440	41,734	3,842	13,226	3.1%
2020	20,897	955,536,222	45,726	3,659	14,022	5.8%
2021	20,840	1,006,467,800	48,295	3,622	13,995	4.1%
2022	21,127	1,068,329,009	50,567	3,695	14,092	3.3%
2023	21,078	N/A	N/A	3,730	14,513	3.5%

Sources: Population estimate provided by the North Central Texas Council of Governments. Personal income data provided by the U.S. Census Bureau of Economic Analysis. Unemployment rate data provided by the Texas Workforce Commission. School enrollment data provided by the Stephenville Independent School District and Tarleton State University.

Note: Per capita personal income was computed using Census Bureau midyear population estimates. Estimates for 2014-2019 reflect county population estimates available as of March 2020. Estimates for 2020 and 2022 are based on the 2020 decennial counts. Personal income is not available for 2023.

CITY OF STEPHENVILLE, TEXAS
Principal Employers
Current Year and Nine Years Ago

<u>Employer</u>	<u>2023</u>			<u>2014</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>
Tarleton State University	1,420	1	6.96%	1,236	1	6.92%
FMC Company	735	2	3.60%	769	2	4.30%
Stephenville Independent School District	485	3	2.38%	218	9	1.22%
Saint Gobain Abrasives	470	4	2.30%	477	3	2.67%
Scheiber Foods	435	5	2.13%	375	5	2.10%
Wal-Mart Stores, Inc.	300	6	1.47%	451	4	2.52%
Western Dairy Transport	210	7	1.03%			- %
Pecan Valley Centers	210	8	1.03%			- %
Erath County	240	9	1.18%			- %
Texas Health Harris Methodist Stephenville	200	10	0.98%	263	6	1.47%
Tejas Tubular (Caporal Forging)			- %	263	7	1.47%
HEB			- %	180	10	1.01%
Fibergrate Composite Structures			- %	260	8	1.46%
Subtotal	<u>4,705</u>		<u>23.07%</u>	<u>4,492</u>		<u>25.14%</u>
Remaining Employers (County)	<u>15,688</u>		<u>76.93%</u>	<u>13,376</u>		<u>74.86%</u>
Total	<u><u>20,393</u></u>		<u><u>100.00%</u></u>	<u><u>17,868</u></u>		<u><u>100.00%</u></u>

Source: Tarleton State University, Stephenville Independent School District, Erath County, and Stephenville Chamber of Commerce. Total employee data is provided by the Texas Workforce Commission.

Notes:

Total employee information is based on entire Erath County. Principal employers are only those that operate from within the corporate city limits of Stephenville.

CITY OF STEPHENVILLE, TEXAS
Full-Time Equivalent City Government Employees
By Function/Program
Last Ten Fiscal Years

<u>Function/Program</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General government										
Management services	4	4	5	5	5	8	9	8	9	9
Finance	7	7	7	7	7	9	9	8	9	10
Planning	2	2	2	3	3	3	3	4	4	4
Building	2	2	2	2	2	2	2	2	2	3
Other	2	2	2	2	3	2	2	3	3	3
Police										
Officers	39	39	39	39	39	39	39	39	40	40
Civilians	16	16	15	17	17	19	19	19	19	19
Fire										
Firefighters and officers	31	31	31	31	31	31	31	34	34	35
Civilians			1	1	1	1	1	1	1	1
Parks and recreation	13	13	12	14	14	14	14	14	16	17
Library	3	3	3	3	4	4	4	4	4	4
Streets	7	7	7	7	7	7	7	7	7	7
Water	13	13	16	15	15	15	15	15	16	20
Wastewater	5	5	5	6	6	6	6	6	6	6
Landfill	2	3	3	3	3	3	3	4	5	5
Airport	-	-	-	-	-	-	-	-	-	1
Total	<u>146</u>	<u>147</u>	<u>150</u>	<u>155</u>	<u>157</u>	<u>163</u>	<u>164</u>	<u>168</u>	<u>175</u>	<u>184</u>

Source: Current Year Approved Budget

Notes: A full time employee is scheduled to work 2080 hours per year (including vacation and sick leave).

CITY OF STEPHENVILLE, TEXAS
Operating Indicators by Function/Program
Last Ten Fiscal Years

Function/Program	2014	2015	2016	2017
General government				
Building permits issued	90	93	146	127
Building permits value	\$ 19,061,275	\$ 10,829,426	\$ 41,143,042	\$ 22,331,535
Police				
Calls for service	9,836	14,631	12,378	12,044
Physical arrests	846	806	643	696
Parking violations (1)	258	467	858	830
Traffic violations	7,338	5,665	3,816	3,470
Fire				
Ambulance responses	1,592	1,733	1,897	1,767
Fires responses	251	294	303	313
Inspections	456	444	400	393
Refuse collection				
Refuse collected (tons)	21,729	22,494	21,676	19,229
Other public works				
Street resurfacing (miles)	-	-	17.90	8.77
Library				
Volumes in collection	35,171	36,759	37,416	38,685
Total volumes borrowed	6	12	37	199
Water				
Active connections	6,000	6,442	6,495	6,625
Water main breaks	59	57	39	30
Average daily consumption (gallons)	1,983,000	1,945,000	1,997,000	1,932,000
Peak daily consumption (gallons)	3,176,000	3,505,000	3,872,000	2,985,000
Wastewater				
Average daily sewage treatment (gallons)	1,433,000	1,444,000	1,720,000	1,380,000
WW Peak (gallons)	2,737,000	7,106,000	9,350,000	6,597,000
Airport				
Landings	3,384	3,233	3,008	2,862
Take-offs	3,383	3,239	3,010	2,862
Municipal Court				
New Cases (2)				
Disposed Cases				

(1) 2011 through 2017 represents the calls for parking violations, which could be significantly higher than actual citations issued. Due to new software, 2018 represents the actual citations issued for parking violations.

(2) The City of Stephenville contracted with Erath County Justice of the Peace precinct 1, 3, 4 for Municipal Court services until 9/30/19. The new cases for 2020 include cases transferred from the Justice of the Peace.

Source: Various City departments

2018	2019	2020	2021	2022	2023
197	205	220	241	291	223
\$ 24,569,365	\$ 71,952,765	\$ 21,765,542	\$ 36,545,036	\$ 63,214,568	\$ 38,369,566
13,785	15,369	15,135	14,775	25,050	22,765
742	687	487	455	364	783
177	130	407	75	150	149
3,767	3,207	2,571	2,221	945	2,550
1,842	1,876	1,787	1,869	1,769	1,927
385	479	421	605	968	1,163
392	293	455	376	574	540
19,689	21,092	20,873	16,768	21,053	23,381
10.62	10.38	-	15.40	5.23	5.34
40,041	40,167	39,636	38,219	34,589	36,169
138	111	113	862	3,395	4,008
6,813	6,435	6,519	6,630	6,808	6,799
23	45	38	45	37	26
2,117,000	1,893,000	2,000,000	2,101,000	2,131,000	2,218,000
3,703,000	3,352,000	3,493,000	3,742,000	3,600,000	3,881,000
1,310,000	1,667,000	1,368,000	1,320,000	1,306,000	1,770,000
6,800,000	7,220,000	3,560,000	1,910,000	5,730,000	3,840,000
2,765	2,879	2,825	2,859	2,664	7,483
2,765	2,878	2,826	2,859	2,665	7,483
		1,226	963	1,829	2,636
		741	654	1,225	2,151

CITY OF STEPHENVILLE, TEXAS
Capital Asset Statistics by Function/Program
Last Ten Fiscal Years

Function/Program	2014	2015	2016	2017
Police				
Stations	1	1	1	1
Patrol units	10	10	10	11
Fire				
Stations	2	2	2	2
Other public works				
Streets (miles)	92	92	93	93
Highways (miles)	23	23	23	23
Streetlights	1,139	1,145	1,149	1,156
Parks and recreation				
Acreage	130	130	142	142
Playgrounds	4	4	4	4
Baseball/softball diamonds	11	11	11	11
Soccer/football fields	1	1	1	1
Skate park	1	1	1	1
Outdoor Aquatic Center	1	1	1	1
Community centers	2	2	2	2
Water				
Water mains (miles)	126	126	126	128
Fire hydrants	798	798	801	816
Storage capacity (gallons)	5,750,000	5,750,000	5,750,000	5,750,000
Wastewater				
Sanitary sewers (miles)	116	116	116	116
Storm sewers (miles)	3.2	3.2	3.2	3.2
Treatment capacity (gallons)	9,000,000	9,000,000	9,000,000	9,000,000

Source: Various City departments

Note: No capital asset indicators are available for the general government or library function.

2018	2019	2020	2021	2022	2023
1	1	1	1	1	1
11	11	12	12	12	14
2	2	2	2	2	2
93	91	91	91	92	92
23	23	23	23	22	22
1,164	1,168	1,160	1,160	1,173	1,175
142	142	147	160	160	160
4	6	6	6	6	6
11	11	11	11	11	10
1	1	0	0	0	0
1	1	1	1	1	1
1	1	1	1	1	1
2	2	2	2	2	2
131	131	135	135	136	136
816	863	863	922	926	1103
5,750,000	5,750,000	5,750,000	5,750,000	5,500,000	5,500,000
117	117	117	118	118	118
3.2	3.2	3.2	4.9	5.6	7.1
9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000

**OVERALL COMPLIANCE AND INTERNAL
CONTROLS SECTION**



**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROLS OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and members
of the City Council
City of Stephenville, Texas

We have audited, in accordance with the auditing standards generally accepting in the United States of America and the standards applicable to the financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Stephenville, Texas (the City), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements, and have issued our report thereon dated October 31, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2023-001, 2023-002, and 2023-003 to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2023-004 and 2023-005 to be significant deficiencies

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The City's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the findings in our audit and described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Boucher, Morgan and Young, a P.C.
Granbury, Texas
October 31, 2024

CITY OF STEPHENVILLE, TEXAS
Summary Schedule of Prior Audit Findings
September 30, 2023

Item 1.

Finding/Recommendation

There were no prior year findings.

CITY OF STEPHENVILLE, TEXAS
Schedule of Findings and Questioned Costs
September 30, 2023

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? Yes No

Significant deficiencies identified that are not considered to be material weaknesses? Yes None Reported

Noncompliance material to the financial statements noted? Yes No

Federal and State Awards

Type of auditor’s report issued: Unmodified

Internal control over major programs:

Material weakness(es) identified? Yes No

Significant deficiencies identified that are not considered to be material weaknesses? Yes None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Version of compliance supplement used: May 2023

Any audit findings disclosed that are required to be reported in accordance with Title 2 U.S Code of Federal Regulations (CFR) Part 200? Yes No

Any audit findings disclosed that are required to be reported in accordance with section 510 of the Texas Grant Management Standards? Yes No

Identification of Major Programs:

Federal Awards

U.S. Department of Treasury:
 ALN 21.027 Coronavirus State and Local Fiscal Recovery Funds

State Awards

Clean Water State Revolving Fund

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes No

CITY OF STEPHENVILLE, TEXAS
Schedule of Findings and Questioned Costs
September 30, 2023

Section II – Financial Statement Findings

2023-001: Revenue Recognition

Type of Finding: Material Weakness

Criteria: Revenue related to expenditure-driven grants and other reimbursable expenditures should be recognized as qualifying expenditures are incurred and all other eligibility requirements, as applicable, have been met.

Condition: Revenues under a grant received by the City and a memorandum of understanding (MOU) with another governmental entity for the year ended September 30, 2022, were not recognized in accordance with the applicable criteria.

Cause: The City did not sufficiently consider the appropriate revenue recognition requirements relevant to these arrangements during its fiscal year ended September 30, 2022.

Effect: Capital grants and contributions revenue was overstated by \$3,813,048 and contributions and donations revenue was understated by \$1,171,539 for the year ended September 30, 2022.

Recommendation: The City should ensure that its system of internal controls provides for a thorough review of the revenue recognition criteria applicable to each revenue source that is significant to the financial statements.

Views of responsible officials and planned corrective actions: See corrective action plan.

2023-002: Implementation of New Accounting Standards

Type of Finding: Material Weakness

Criteria: The Governmental Accounting Standards Board (GASB) periodically releases new accounting standards, some of which may have a significant impact on the City's financial statements. The implementation of these new standards, which vary in complexity, requires an assessment of their applicability to the entity's specific facts and circumstances; implementation of some standards may require changes to the entity's accounting systems and reporting. As the significance of the standard to the entity's financial statements and the complexity of the standard increase, so does the risk of material misstatement of the entity's financial statements in the period of implementation.

Condition: We noted certain new GASB accounting standards that were effective during the current and prior years that were not properly implemented by the City.

Cause: While we noted that the City's accounting personnel were aware of the recently effective standards and appear to possess the skills, knowledge, and experience to oversee proper implementation of the new standards, recent turnover within the department combined with an accounting software conversion likely contributed to constraints on the amount of time that personnel could reasonably devote to the development and execution of an implementation plan.

Effect: The City's current and prior financial statements required audit adjustments to properly reflect implementation of certain recently effective accounting standards.

CITY OF STEPHENVILLE, TEXAS
Schedule of Findings and Questioned Costs
September 30, 2023

Recommendation: Upon issuance of a GASB pronouncement, the City should obtain an understanding of the new guidance sufficient to determine the extent to which the accounting standard will have an impact on the City's financial statements. Accounting personnel should then develop an implementation plan, considering such factors as the potential need for: the gathering of additional information needed; the involvement of other departments that are involved in operations or activities relevant to the new pronouncement; revisions to procedures and/or system reports; changes to internal control processes; and software and other programming alterations. Once the scope of the implementation plan has been determined, the City should assess whether internal resources will be sufficient to successfully execute the implementation plan. To the extent necessary, the City should secure external resources to assist with implementation of the new standard.

Views of responsible officials and planned corrective actions: See corrective action plan.

2023-003: Debt Discounts and Premiums
Type of Finding: Material Weakness

Criteria: GASB Codification Section 130, *Interest Costs – Imputation*, paragraph .113 states that amortization of a discount or premium on debt should be calculated using the effective interest method.

Condition: The City utilizes the straight-line method to amortize discounts and premiums associated with its debt issuances.

Cause: City accounting personnel were not sufficiently familiar with specific requirements for the proper amortization of premiums and discounts in accordance with generally accepted accounting principles (GAAP) applicable to state and local governments.

Effect: The City's amortization methodology is not compliant with GASB requirements and, as a result, the City's long-term liabilities and interest expense are misstated. While such misstatements have been determined to be immaterial to the financial statements taken as a whole during the current period, the effect of such misstatements may be material to the financial statements in future periods.

Recommendation: The City should review the accounting treatment for items that could potentially have a material impact on the financial statements and ensure that its methodologies are consistent with those prescribed in applicable GASB standards.

Views of responsible officials and planned corrective actions: See corrective action plan.

2023-004: Landfill Closure and Postclosure Liability
Type of Finding: Significant Deficiency

Criteria: Governments are required to recognize landfill closure and postclosure care costs over the expected life of the landfill. Factors relevant to the calculation of the liability include the estimated total current cost of closure and postclosure care, the cumulative capacity used as a percentage of total estimated capacity, and the application of inflation factors.

Condition: In our review of the City's calculation of its liability for estimated landfill closure and postclosure care costs, we noted certain errors related to the application of inflation factors. Further, in the course of reviewing related documentation, we became aware that the City's initial calculation of the liability did not contemplate the most recent information available regarding estimated total cost of closure and postclosure care.

Cause: Review of the City's liability calculation was not sufficiently thorough to detect errors related to the application of inflation factors. Additionally, insufficient collaboration and communication between accounting personnel and the public works department resulted in the use of outdated information in the City's initial calculation of the liability.

CITY OF STEPHENVILLE, TEXAS
Schedule of Findings and Questioned Costs
September 30, 2023

Item 1.

Effect: While the City's liability for estimated landfill closure and postclosure care costs was not materially misstated at the financial reporting date as a result of these conditions, such conditions could result in material misstatements in future periods.

Recommendation: The City should ensure that its review process of the calculation of its liability for estimated landfill closure and postclosure care costs is sufficiently thorough to detect any errors that could result in a material misstatement in current or future periods. Additionally, the City's accounting and public works personnel should establish ongoing communication of information relevant to the City's liability for estimated landfill closure and postclosure care costs that is sufficient to provide a sound basis for calculation of the liability.

Views of responsible officials and planned corrective actions: See corrective action plan.

Section III – Federal and State Award Findings and Questioned Costs

None noted.

CITY OF STEPHENVILLE, TEXAS
Corrective Action Plan
September 30, 2023

Audit Findings

2023-001: Revenue Recognition

Revenues from the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) were recognized when received instead of when the expenditures of the funds occurred. CSLFRF reporting for non-entitled units (NEUs) of local governments allowed the NEUs to take a standard allowance of up to \$10 million dollars for lost revenue, which would allow a simpler reporting of expenditures. The city chose to utilize the funds on qualified infrastructure projects. The city reported using the standard allowance for CSLFRF reporting. However, for the financial statements, only the revenue related to qualified expenditures should have been recognized. Capital grants and contributions revenue was overstated by \$3,813,048.

Revenue from a memorandum of understanding (MOU) with another governmental entity for a street and storm water drainage project were again recognized when received instead of when the expenditures of the funds occurred. Contributions and donations revenue was understated by \$1,171,539. The initial invoice for 97% of the work was invoiced August 29, 2022, but the revenue was not received until March 2023. The remainder was not invoiced until January 12, 2024. Lack of detailed communication between Public Works and Finance was the root cause for this error.

The auditee concurs with this finding.

The Director of Finance will review the grant and other agreement documents thoroughly at year end to ensure that revenue has been recognized appropriately and will request outside assistance when necessary. In addition, Finance and other department heads have been meeting regularly over the last year to discuss capital projects, including expenditures and reimbursement of funds.

This audit finding will be resolved by the issuance of the annual comprehensive report for the fiscal year ending September 30, 2024.

2023-002: Implementation of New Accounting Standards

GASB 87, Leases was not properly implemented in the prior year, resulting in a decrease in net position of \$4,854 in the prior year. GASB 96, Subscription-Based Information Technology Arrangements and GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements were not properly implemented in the current year, resulting in an audit delay.

The auditee concurs with this finding.

The Director of Finance is responsible for implementing new accounting standards. As time constraints did not allow for a thorough review or implementation of the standards, in the future, the Director of Finance will review new accounting standards and request outside assistance, when required.

This audit finding will be resolved by the issuance of the annual comprehensive report for the fiscal year ending September 30, 2024.

CITY OF STEPHENVILLE, TEXAS
Corrective Action Plan
September 30, 2023

2023-003: Debt Discounts and Premiums

Amortization of discounts and premiums on debt was calculated using the straight-line method instead of the effective interest method. Although not material, long-term liabilities and interest expense are misstated.

The auditee concurs with this finding.

The Director of Finance is responsible for the calculation of debt discounts and premiums and will review the proper treatment of debt discounts and premiums. This review will be included at the time of future debt issuances. In addition, amortization of premiums and discounts will be recalculated for the fiscal year ending September 30, 2024.

This audit finding will be resolved by the issuance of the annual comprehensive report for the fiscal year ending September 30, 2024.

2023-004: Landfill Closure and Postclosure Liability

The closure and postclosure liability is calculated using the most recent engineer's estimate, applying inflation factors, and the percentage of capacity used to capacity available. An incorrect inflation factor was applied in 2010. In addition, as a permit amendment is currently in process, a more recent engineer's estimate of closure and postclosure costs was available, but not utilized. Although the difference in the calculation was not material, it could be in the future.

The auditee concurs with this finding.

The Director of Public Works/Utilities is responsible for obtaining updated engineer's estimates for closure and postclosure costs. The Finance Director is responsible for calculating the closure and postclosure liability. Therefore, finance staff and public works staff will meet annually to review data related to the Landfill closure and postclosure liability. In addition, finance staff will review prior year inflation factors to ensure correct application.

This audit finding will be resolved by the issuance of the annual comprehensive report for the fiscal year ending September 30, 2024.

FEDERAL AND STATE AWARDS SECTION



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AND STATE PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND THE
TEXAS GRANT MANAGEMENT STANDARDS**

To the Honorable Mayor and members
of the City Council
City of Stephenville, Texas

Report on Compliance for Each Major Federal and State Program

Opinions on Each Major Federal and State Program

We have audited the City of Stephenville, Texas' (the City) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the Texas Grant Management Standards that could have a direct and material effect on each of the City's major federal and state programs for the year ended September 30, 2023. The City's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Stephenville, Texas, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended September 30, 2023.

Basis for Opinions on Each Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Texas Grant Management Standards (TxGMS). Our responsibilities under those standards, the Uniform Guidance and the TxGMS are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinions on compliance for each major federal and state program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal and state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance and TxGMS will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance and TxGMS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and TxGMS, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and TxGMS. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Boucher, Morgan & Young".

Boucher, Morgan and Young, a P.C.
October 31, 2024

CITY OF STEPHENVILLE, TEXAS

Schedule of Expenditures of Federal Awards
For the Year Ended September 30, 2023

Federal Grantor/Pass-through Agency/Program Name	Program/Grant/Project Number	Federal Assistance Listing Number	Expenditures
U.S. DEPARTMENT OF JUSTICE			
Direct Award			
2023 Asset Forfeiture Sharing Agreement	TX0720200	16.922	\$ 44,940
	Total U.S. Department of Justice		<u>44,940</u>
U.S. DEPARTMENT OF TRANSPORTATION			
Pass-through Texas Department of Transportation			
Airport Improvement Program	1202STVLE	20.106	24,100
Airport Improvement Program	1702STVLE	20.106	7,528
	Total U.S. Department of Transportation		<u>31,628</u>
U.S. DEPARTMENT OF TREASURY			
Pass-through Texas Division of Emergency Management (COVID-19) Coronavirus State and Local Fiscal Recovery Funds	LLS5B2KX32P7 S#395	21.027	2,518,312
	Total U.S. Department of Treasury		<u>2,518,312</u>
U.S. DEPARTMENT OF HOMELAND SECURITY			
Pass-through Texas Division of Emergency Management			
Texas Severe Winter Storms	FEMA-DR-4586-TX 630 550775	97.036	27,202
Texas COVID 19 Pandemic	FEMA-DR-4485-TX 628 670143	97.036	11,914
Texas COVID 19 Pandemic-Vacc Center	FEMA-DR-4485-TX 783 239443	97.036	262,972
Direct Award			
Fiscal Year (FY) 2021 Assistance To Firefighters Grants	EMW-2021-FG-11565	97.044	20,972
	Total U.S. Department of Homeland Security		<u>323,060</u>
	TOTAL PROGRAMS		<u>\$ 2,917,940</u>

CITY OF STEPHENVILLE, TEXAS

Schedule of Expenditures of State Awards For the Year Ended September 30, 2023

<u>State Grantor/Pass-through Agency/Program Name</u>	<u>Program/Grant/Project Number</u>	<u>Expenditures</u>
TEXAS WATER DEVELOPMENT BOARD		
<i>Clean Water State Revolving Fund Loan Program</i>	L1000715 73744	\$ 7,453,283
<i>Flood Infrastructure Fund Project Grant</i>	G1001289	<u>89,259</u>
Total Texas Water Development Board		<u>7,542,542</u>
	TOTAL PROGRAMS	<u>\$ 7,542,542</u>

CITY OF STEPHENVILLE, TEXAS
Notes to the Schedules of Expenditures of Federal and State Awards
September 30, 2023

Note 1: Basis of Presentation

The accompanying schedules of expenditures of federal and state awards (“the Schedules”) include the federal and state awards of the City. The information in the Schedules is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Texas Grant Management Standards (TxGMS). Because the Schedules present only a selected portion of the operations of the City, they are not intended to and do not represent the financial position or changes in the net position of the City.

Note 2: Summary of Significant Accounting Policies

Expenditures on the Schedules are reported on the accrual basis of accounting. These expenditures are recognized following the cost principles contained in the Uniform Guidance and TxGMS, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts are shown on the Schedules, if any, represent adjustments or credit made in the normal course of business to amounts reported as expenditures in prior years.

The City of has elected not to use the 10-percent de minimus indirect cost rate allowed under the Uniform Guidance of TxGMS.

Note 3: Loan Programs

The City issued bonds that were purchased by the Texas Water Development Board with Clean Water State Revolving Funds. The amount of state awards reported in the Schedule of Expenditures of State Awards are the amount of bond funds spent during the period.



CYBER ASSESSMENT FACT SHEET

Vulnerability Scanning

OVERVIEW

CISA’s Vulnerability Scanning (VS) is persistent “internet scanning-as-a-service” and part of CISA’s service offerings. VS service continuously assesses the health of your internet-accessible assets by checking for known vulnerabilities, weak configurations—or configuration errors—and suboptimal security practices. VS service also recommends ways to enhance security through modern web and email standards.

VS service includes:

- **Target Discovery** identifies all active internet-accessible assets (networks, systems, and hosts) to be scanned
- **Vulnerability Scanning** initiates non-intrusive checks to identify potential vulnerabilities and configuration weaknesses

OBJECTIVES

- Maintain enterprise awareness of your internet-accessible systems.
- Provide insight into how systems and infrastructure appear to potential attackers.
- Drive proactive mitigation of vulnerabilities and reduce risk

PHASES

Pre-Planning	Planning	Execution	Post-Execution
Stakeholder: <ul style="list-style-type: none"> • Requests service. • Provides target list (scope) • Signs and returns documents 	CISA: <ul style="list-style-type: none"> • Confirms scanning schedule • Sends pre-scan notification to stakeholder 	CISA: <ul style="list-style-type: none"> • Performs initial scan of submitted scope • Rescans scope based on detected vulnerability severity: <ul style="list-style-type: none"> ⇒ 12 hours for “critical” ⇒ 24 hours for “high” ⇒ 4 days for “medium” ⇒ 6 days for “low” ⇒ 7 days for “no vulnerabilities” 	CISA: <ul style="list-style-type: none"> • Delivers weekly report to stakeholder • Provides vulnerability mitigation recommendations to stakeholder • Provides detailed findings in consumable format to stakeholder

HOW TO GET STARTED

Contact vulnerability@cisa.dhs.gov to get started. Please keep in mind:

- CISA’s assessments are available to both public and private organizations at no cost.
- Service availability is limited; service delivery timelines are available upon request. CISA prioritizes service delivery queues on a continuous basis to ensure no stakeholder/sector receives a disproportionate allocation of resources and the data collected is a diverse representation of the nation.



STAFF REPORT

SUBJECT: CISA Network Vulnerability scanning services

DEPARTMENT: IT

STAFF CONTACT: James Wiley

RECOMMENDATION:

Enter into an agreement with the CISA (Cybersecurity and Infrastructure Security Agency) to allow them to do a Cyber Hygiene scan of the City's networks.

BACKGROUND:

CISA is a federal agency that is responsible for Cybersecurity for the United States. This Cyber Hygiene checkup will help us keep the City's Cyber infrastructure safe. See attached document from CISA for more information

FISCAL IMPACT SUMMARY:

None – there is no cost for this service.

ALTERNATIVES

Don't enter into the agreement.

Flock Safety + TX - Stephenville PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Blaine Parsons
blaine.parsons@flocksafety.com
940-613-1674



EXHIBIT A
ORDER FORM

Customer: TX - Stephenville PD
 Legal Entity Name: TX - Stephenville PD
 Accounts Payable Email: jwalker@stephenvilletx.gov
 Address: 356 N Belknap St Stephenville, Texas 76401

Initial Term: 24 Months
 Renewal Term: 24 Months
 Payment Terms: Net 30
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.
 Retention Period: 30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$18,000.00
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	6	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - MASH Tested Pole Implementation Fee - Non-Coastal Region	\$1,250.00	6	\$7,500.00

Subtotal Year 1:	\$25,500.00
Annual Recurring Subtotal:	\$18,000.00
Estimated Tax:	\$0.00
Contract Total:	\$43,500.00

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$25,500.00
Annual Recurring after Year 1	\$18,000.00
Contract Total	\$43,500.00

*Tax not included

Product and Services Description

Item 3.

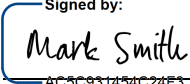
Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - MASH Tested Pole Implementation Fee - Non-Coastal Region	MASH tested pole that meets DOT crashworthiness requirements. Includes materials, installation, and maintenance.

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: TX - Stephenville PD

By:  _____
Signed by:
AC5C931454C24F3...

By: _____

Name: Mark Smith

Name: _____

Title: General Counsel

Title: _____

Date: 10/9/2024

Date: _____

PO Number: _____

flock safety

Sole Source Letter for Flock Safety® ALPR Cameras and Solution

Flock Safety® is the sole manufacturer, developer, and distributor of the Flock Safety® ALPR Camera. Flock Safety® is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety® ALPR Camera.

The Flock Safety® ALPR camera and devices are the only Law Enforcement Grade ALPR System to offer the following combination of proprietary features:

1. Vehicle Fingerprint Technology®:
 - Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
 - Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
 - Ability to ‘Save Search’ based on description of vehicles using our patented Vehicle Fingerprint Technology without the need for a license plate, and set up alerts based on vehicle description
 - Only LPR provider with “Visual Search” which can transform digital images from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo
 - Flock Safety Falcon Flex™: an infrastructure-free, location-flexible license plate reader camera that is easy to self install. Flock Safety Falcon Flex™ ties seamlessly into the Flock Safety® ecosystem with a small and lightweight camera with the ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

2. Integrated Cloud-Software & Hardware Platform:
 - Ability to capture two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
 - Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
 - Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 60W or less
 - Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection

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- Utilizes motion capture to start and stop recording without the need for a reflective plate
 - Motion detection allows for unique cases such as bicycle capture, ATV, motorcycle, etc.
 - On device machine processing to limit LTE bandwidth consumption
 - Cloud storage of footage
 - Covert industrial design for minimizing visual pollution
3. Transparency & Ethical Product Design:
- One-of-a-kind “Transparency Portal” public-facing dashboard that details the policies in place by the purchaser, as well as automatically updated metrics from the Flock Safety® system
 - Built-in integration with NCMEC to receive AMBER Alerts to find missing children
 - Privacy controls to enable certain vehicles to “opt-out” of being captured
4. Integrated Audio & Gunshot Detection:
- Natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., gunshots)
5. Live Video Integration:
- Ability to apply computer vision to third-party cameras using Flock Safety Wing® LPR, transforming them to evidence capture devices using the same Vehicle Fingerprint technology offered on the Flock Safety Falcon® ALPR cameras
 - Flock Safety Wing® Livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
 - Manage various government intelligence including ALPR, livestream cameras, CAD, automatic vehicle location (AVL) on Flock Safety Wing® Suite
 - Ability to access live and recorded video using Flock Safety Condor™, a subscription video solution which allows officers to remotely view instant replay of downloadable live on-scene video with PTZ controls and 25X optical zoom without the need for additional camera network set-up, installation, or up-keep.
6. Partnerships:
- Flock Safety® is the only LPR provider to officially partner with AXON to be natively and directly integrated into Evidence.com

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- Flock Safety® is the only LPR provider to be fully integrated into a dynamic network of AXON's Fleet 3 mobile ALPR cameras for patrol cars and Flock Safety Falcon® cameras
- Access to additional cameras purchased by our HOA and private business partners, means an ever-increasing amount of cameras and data at no additional cost

7. Warranty & Service:

- Lifetime maintenance and support included in subscription price
- Flock Safety® is the only fully integrated ALPR one-stop solution from production of the camera to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

Thank you,



Garrett Langley CEO, Flock Safety®



STAFF REPORT

SUBJECT: Approve the Purchase Agreement for Six (6) Flock Safety Stationary License Plate Readers (LPR) to Include Installation and Maintenance with a Two (2) Year Contract.

DEPARTMENT: Police

STAFF CONTACT: Dan M. Harris, Jr.

RECOMMENDATION:

Approve the Purchase Agreement for Six (6) Flock Safety LPR's to include installation and maintenance.

BACKGROUND:

This equipment and contract is part of the 2024-2025 budget and will aid Stephenville Police Department employees in solving crimes committed within the city. The purchase includes LPR's, installation, and maintenance.

FISCAL IMPACT SUMMARY:

The amount of \$25,500 is the initial cost that includes installation with an annual reoccurring fee of \$18,000 with a contract period of two (2) years.

ALTERNATIVES



STAFF REPORT

SUBJECT: Approve Axon Purchase Agreement for the Taser 10 Model Upgrade

DEPARTMENT: Police

STAFF CONTACT: Dan M. Harris, Jr.

RECOMMENDATION:

This report recommends the replacement of the Taser X2 with the Taser 10 model, at an annual cost of \$39,871.76 over the next five years, totaling \$199,358.80. This upgrade will enhance officer safety and operational effectiveness.

BACKGROUND:

The Taser X2 has served our department well; however, advancements in technology necessitate an upgrade to the Taser 10. The Taser X2 is no longer supported and is several generations behind the current technology offered by Axon. The Taser 10 offers improved functionality, reliability, and safety features, making it essential for modern law enforcement practices.

Benefits of making the switch to the Taser 10 include:

- **Increased Safety:** The Taser 10's advanced technology provides officers with a more effective tool to manage confrontations safely.
- **Operational Efficiency:** Faster deployment and enhanced accuracy reduce the likelihood of escalation in tense situations.
- **Training and Support:** Taser 10 comes with comprehensive training and ongoing support, ensuring effective use.

FISCAL IMPACT SUMMARY:

The amount of \$39,871.76 is the annual budgeted amount for this purchase.

ALTERNATIVES

The alternatives to this purchase would be the continued use of the current Taser X2 which are no longer supported and will continue to become obsolete and reduce the overall deployment capabilities of the department.



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-548216-45455

Item 4.

Issued: 06/12/2024

Quote Expiration: 10/15/2024

Estimated Contract Start Date: 11/01/2024

Account Number: 141848

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Stephenville Police Dept.- TX 356 N Belknap St Stephenville, TX 76401-3414 USA	Stephenville Police Dept.- TX 356 N Belknap St Stephenville TX 76401-3414 USA Email: 75-6000677

SALES REPRESENTATIVE	PRIMARY CONTACT
Adam Smith Phone: 602-751-1798 Email: asmith@axon.com Fax: (480) 463-2201	Robert Moore Phone: (254) 918-1285 Email: rmoore@stephenvilletx.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$199,358.80
ESTIMATED TOTAL W/ TAX	\$199,358.80

Discount Summary

Average Savings Per Year	\$10,071.36
TOTAL SAVINGS	\$50,356.80

Payment Summary

Date	Subtotal	Tax	Total
Oct 2024	\$39,871.76	\$0.00	\$39,871.76
Oct 2025	\$39,871.76	\$0.00	\$39,871.76
Oct 2026	\$39,871.76	\$0.00	\$39,871.76
Oct 2027	\$39,871.76	\$0.00	\$39,871.76
Oct 2028	\$39,871.76	\$0.00	\$39,871.76
Total	\$199,358.80	\$0.00	\$199,358.80

Quote Unbundled Price:
 Quote List Price:
 Quote Subtotal:

\$249, Item 4.
 \$212,099.20
 \$199,358.80

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00010	BUNDLE - TASER 10 CERTIFICATION	43	60	\$95.82	\$81.24	\$76.36	\$197,008.80	\$0.00	\$197,008.80
A la Carte Services									
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,500.00	\$2,350.00	\$2,350.00	\$0.00	\$2,350.00
Total							\$199,358.80	\$0.00	\$199,358.80

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	43	2	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	1	2	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	43	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100396	AXON TASER 10 - MAGAZINE - INERT RED	30	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	860	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	260	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100401	AXON TASER 10 - CARTRIDGE - INERT	300	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	43	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	43	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	8	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	10/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	130	1	10/01/2025
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	350	1	10/01/2025
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	130	1	10/01/2026
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	340	1	10/01/2026
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	130	1	10/01/2027
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	350	1	10/01/2027
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	130	1	10/01/2028
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	340	1	10/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	101180	AXON TASER - DATA SCIENCE PROGRAM	43	11/01/2024	10/31/2029
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	43	11/01/2024	10/31/2029
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	11/01/2024	10/31/2029

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	43
BUNDLE - TASER 10 CERTIFICATION	101193	AXON TASER - ON DEMAND CERTIFICATION	1

Services

Bundle	Item	Description	QTY
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	43	10/01/2025	10/31/2029
BUNDLE - TASER 10 CERTIFICATION	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	1	10/01/2025	10/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	43	10/01/2025	10/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	1	10/01/2025	10/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	10/01/2025	10/31/2029
BUNDLE - TASER 10 CERTIFICATION	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	10/01/2025	10/31/2029

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	356 N Belknap St	Stephenville	TX	76401-3414	USA
2	356 N Belknap St	Stephenville	TX	76401-3414	USA

Payment Details

Oct 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$470.00	\$0.00	\$470.00
Year 1	C00010	BUNDLE - TASER 10 CERTIFICATION	43	\$39,401.76	\$0.00	\$39,401.76
Total				\$39,871.76	\$0.00	\$39,871.76

Oct 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$470.00	\$0.00	\$470.00
Year 2	C00010	BUNDLE - TASER 10 CERTIFICATION	43	\$39,401.76	\$0.00	\$39,401.76
Total				\$39,871.76	\$0.00	\$39,871.76

Oct 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$470.00	\$0.00	\$470.00
Year 3	C00010	BUNDLE - TASER 10 CERTIFICATION	43	\$39,401.76	\$0.00	\$39,401.76
Total				\$39,871.76	\$0.00	\$39,871.76

Oct 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$470.00	\$0.00	\$470.00
Year 4	C00010	BUNDLE - TASER 10 CERTIFICATION	43	\$39,401.76	\$0.00	\$39,401.76
Total				\$39,871.76	\$0.00	\$39,871.76

Oct 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$470.00	\$0.00	\$470.00
Year 5	C00010	BUNDLE - TASER 10 CERTIFICATION	43	\$39,401.76	\$0.00	\$39,401.76
Total				\$39,871.76	\$0.00	\$39,871.76

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

6/12/2024



RESOLUTION NO. 2024-R-_____

A RESOLUTION OF THE CITY COUNCIL OF STEPHENVILLE, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND.

WHEREAS, the City Council of the City of Stephenville desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Stephenville to apply for funding under the Texas Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF STEPHENVILLE, TEXAS,

1. That a Texas Community Development Block Grant Program application for the Community Development Fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Community Development Fund.
2. That the City of Stephenville commits to dedicating no less than 51% of grant funds for activities identified by the state planning region as First Priority.
3. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
4. That the City of Stephenville is committing to provide \$112,500.00 in matching funds toward the application’s activities, with the specific usage and funding source to be determined prior to any award of grant funding.

Passed and approved this _____ day of _____ 2024.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

Public Works
STAFF REPORT



SUBJECT: Notification of Landfill Dozer Repair
MEETING: Regular Business Meeting – 05 NOV 2024
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

REPORT:

On October 21, 2024, a 2015 CAT dozer, one of two D6 landfill dozers became inoperable. When the first D6 dozer became inoperable, the second D6 dozer was already offsite for routine track and undercarriage repairs.

Holt CAT of Cleburne, TX quickly responded to calls for service and diagnosed the issue as a cracked engine head. A single replacement engine was located and was secured by Holt CAT for the emergency replacement. The replacement engine is scheduled to arrive by Monday, November 4, 2024 and the work will be performed in the field, at the landfill, over an estimated two week timeframe and should be complete by November 15, 2024.

The replacement engine warranty is for 3 years or 5,000 hours.

FISCAL IMPACT SUMMARY:

The approved FY24-25 budget allocated \$100,000 for Landfill Machinery Maintenance. The Holt CAT quote for engine replacement is \$63,822.16.

As of 10/31/2024, the Landfill Machinery Maintenance account showed an available balance of \$69,898.63 leaving a balance of \$6,076.47. The landfill carries a positive reserve fund balance should the Landfill Machinery Maintenance account go over budget with additional unforeseen repairs.

**ORDINANCE NO. 2024-O-____
SPEED ZONE ORDINANCE**

AN ORDINANCE ALTERING THE PRIMA FACIE SPEED LIMITS ESTABLISHED FOR VEHICLES UNDER THE PROVISIONS OF THE TRANSPORTATION CODE, CHAPTER 545, SECTION 545.356, UPON THE BASIS OF AN ENGINEERING AND TRAFFIC INVESTIGATION UPON CERTAIN STREETS AND HIGHWAYS, OR PARTS THEREOF, WITHIN THE CORPORATE LIMITS OF THE CITY OF YOUR CITY NAME HERE AS SET OUT IN THE ORDINANCE: AND PROVIDING A PENALTY OF A FINE NOT TO EXCEED \$500.00 FOR VIOLATION OF THIS ORDINANCE.

WHEREAS, the Texas Transportation Code, Chapter 545 Paragraph 545.356, provides that whenever the governing body of the City shall determine upon the basis of an engineering and traffic investigation that any prima facie speed therein set forth is greater or less than is reasonable or safe under the conditions found to exist at any intersection or other place or upon any part of a street or highway, with the City taking into consideration the width and condition of the pavement and other circumstances on such portion of said street or highway, as well as the usual traffic thereon, said governing body may determine and declare a reasonable and safe prima facie speed limit thereat or thereon by the passage of an ordinance, which shall be effective when appropriate signs giving notice thereof are erected at such intersection or other place or part of the street or highway;

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

SECTION 1.

Upon the basis of an engineering and traffic investigation heretofore made as authorized by the provisions of the Texas Transportation Code, Chapter 545, Paragraph 545.356, the following prima facie speed limits hereafter indicated for vehicles are hereby determined and declared to be reasonable and safe; and such speed limits are hereby fixed at the rate of speed indicated for vehicles traveling upon the named streets and highways, or parts thereof, described as follows:

Control-Section: 250-03 Highway: US 281

City: Stephenville County: Erath

Control-Section: MP 20.323 to MP 21.026 zoned at 50 MPH

SECTION 2.

This ordinance shall be effective upon passage.

PASSED AND APPROVED this 5th day of November 2024.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King, City Manager

Randy Thomas, City Attorney
Approved as to form and legality

MP 20.323

MP 21.026

.703 MILES
50 MPH

REMOVE



INSTALL



SUNBURST

INSTALL



STEPHENVILLE CITY LIMIT

CR 177

52
59
125



REMOVE



INSTALL



STEPHENVILLE CITY LIMIT

FM0008

MP20.5

49
57
125



GOLF CLUB RD

MP21.0

50 MPH
60 MPH
.703 MILES



STAFF REPORT

SUBJECT: Case No.: RZ2024-014

Applicant Craig and Lisa Welch are requesting a rezone of property located at 432 Collins, Parcel R32536, being S5100 MILLICAN & OTT ADDITION; BLOCK 1, LOT 1B & 2B to the City of Stephenville, Erath County, Texas from R-1 single family to R-2.5 integrated housing.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

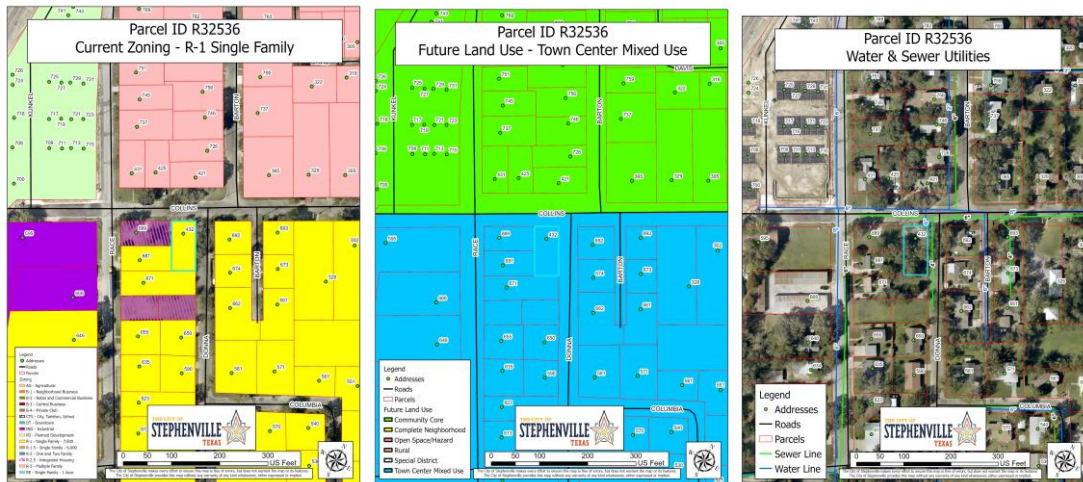
RECOMMENDATION:

The Planning and Zoning Commission convened on October 16, 2024, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request. The Commission also granted a conditional approval of a replat for this property. If the rezone is not approved, the conditional approval will not be achievable.

BACKGROUND:

The applicant is requesting a rezone to R-2.5 for the construction of either townhomes or two-to-four family units contingent upon site plan configurations. One person spoke in opposition at the P&Z Public Hearing.

PROPERTY PROFILE:



FUTURE LAND USE

Town Center Mixed-Use

The Town Center Mixed-Use land use encourages a mix of uses including residential, purpose-built student housing, offices, retail, and recreational at higher densities. These areas are hubs for commerce, entertainment, education, and culture, with numerous offices, shops, restaurants, theaters, and art galleries.



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 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;

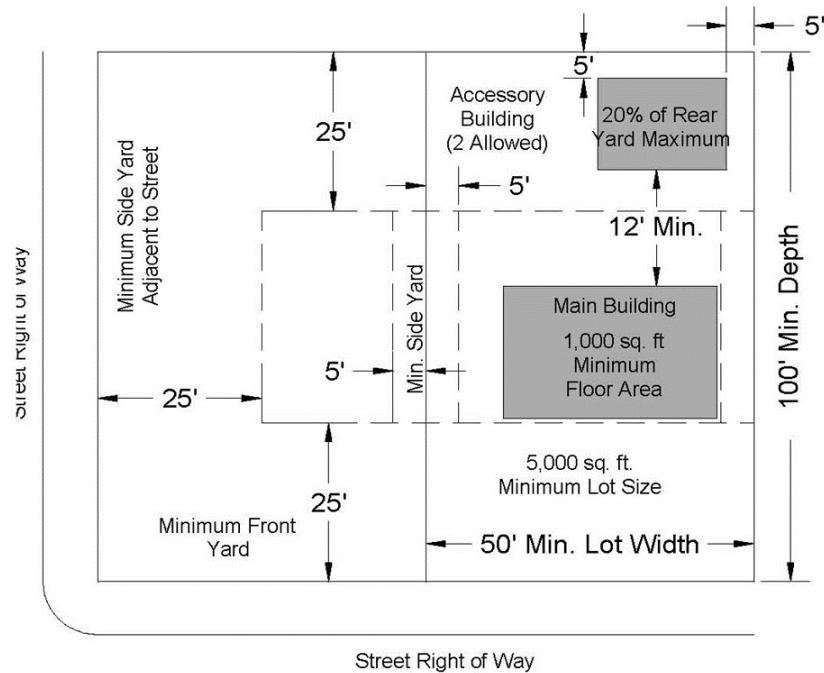
5.8.C Conditional Uses.

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.

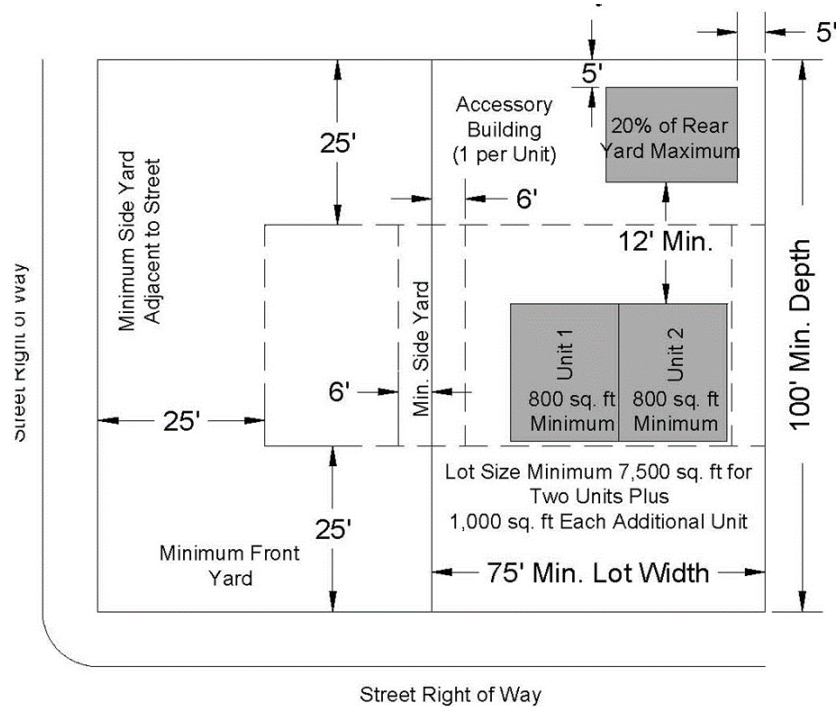
- d. Minimum depth of rear setback: five feet.
 - e. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
 10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and 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)

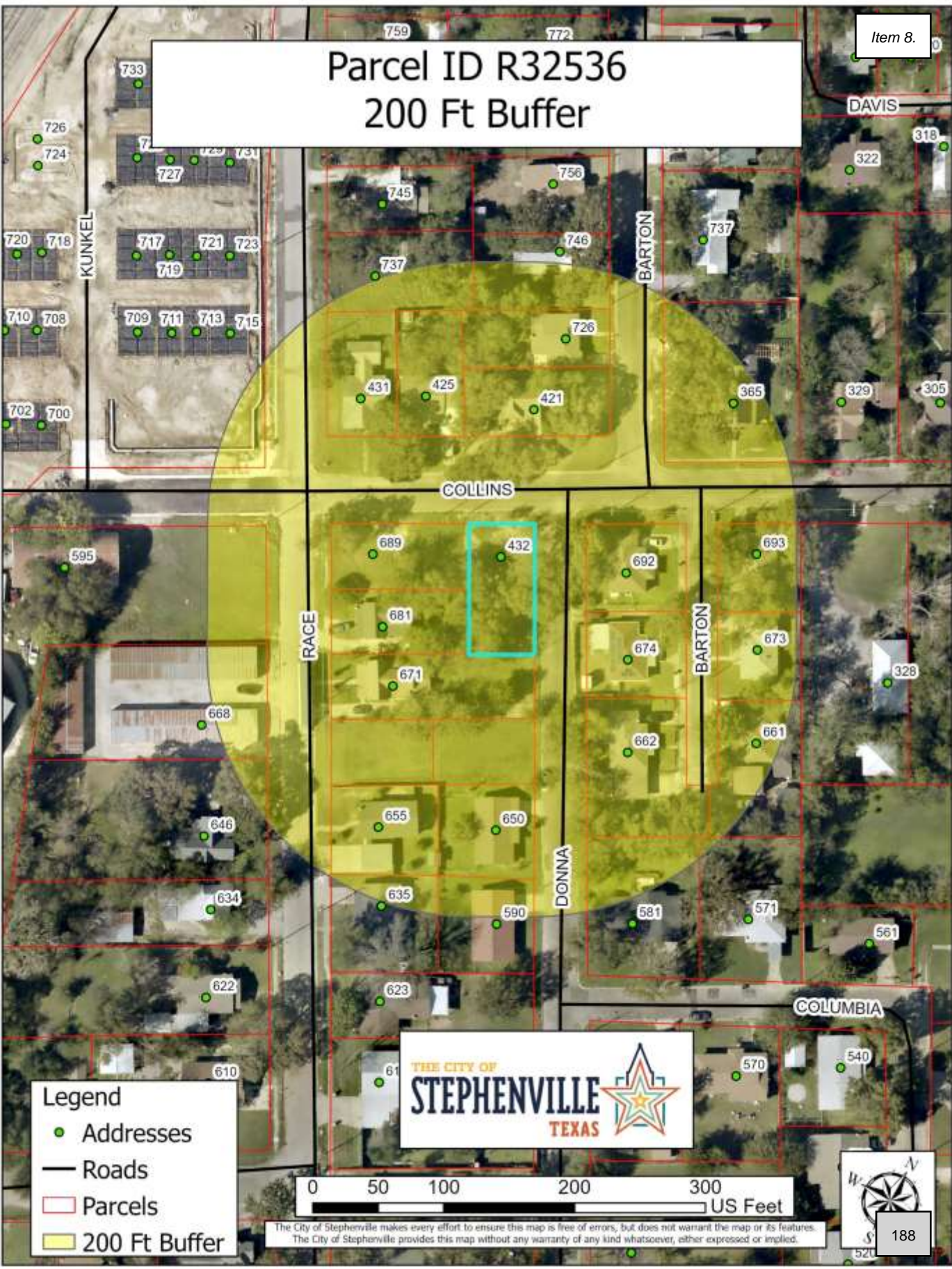
FACTORS TO CONSIDER:

- 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) Accept the recommendation of the Planning and Zoning Commission and approve rezoning request.
- 2) Deny the rezoning request.

Parcel ID R32536 200 Ft Buffer



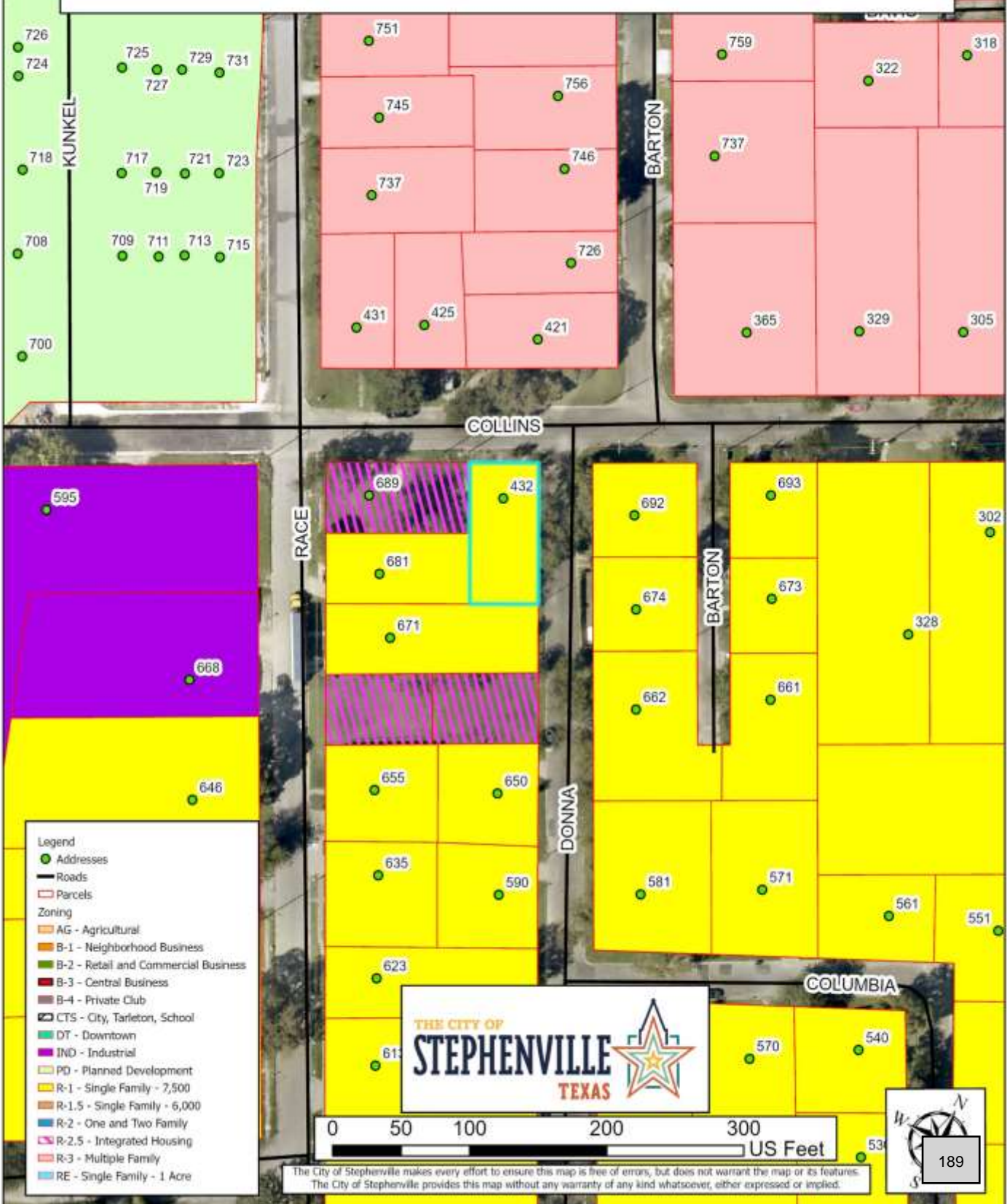
Legend

- Addresses
- Roads
- ▭ Parcels
- ▭ 200 Ft Buffer



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 expressed or implied.

Parcel ID R32536 Current Zoning - R-1 Single Family

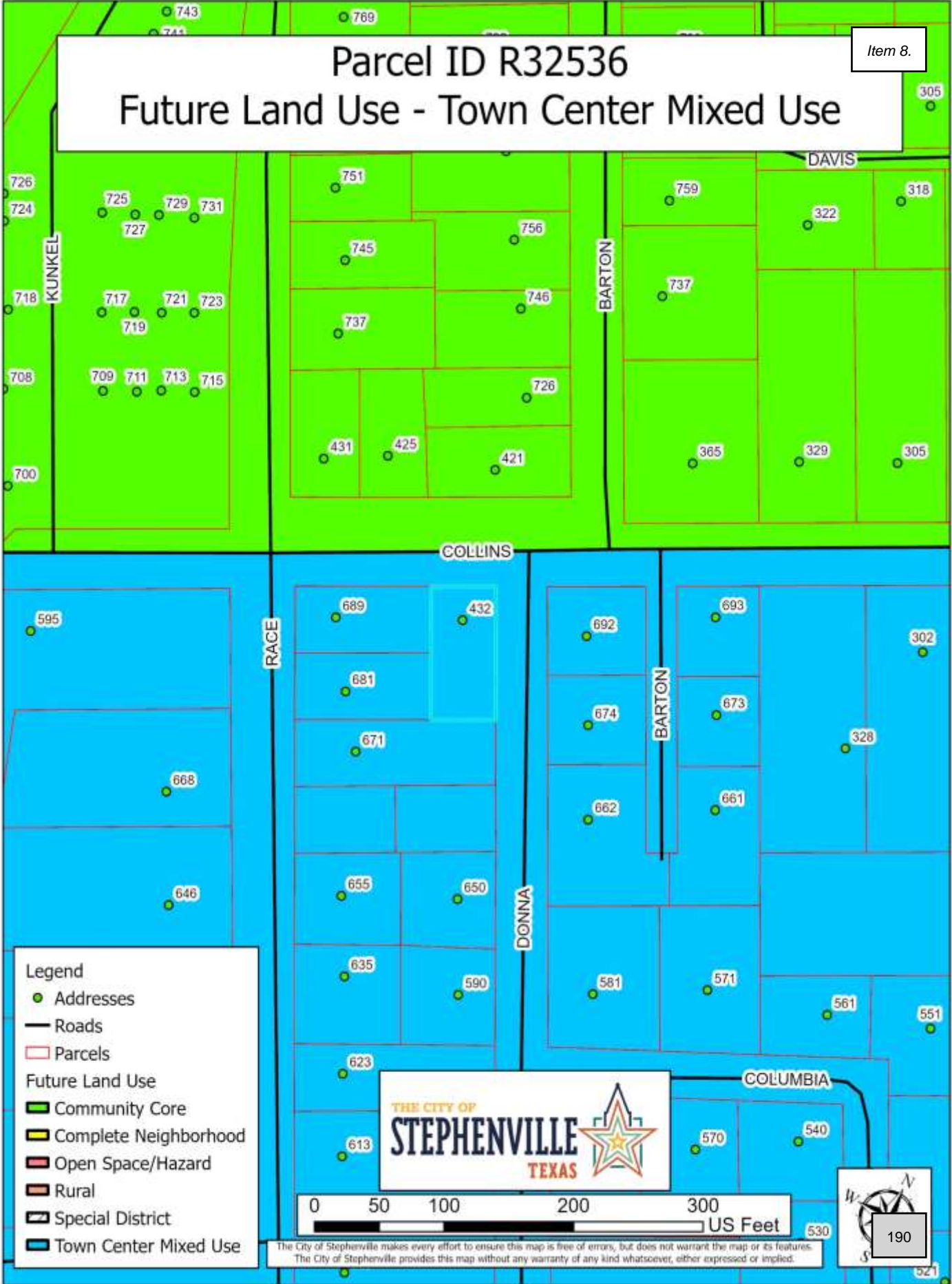


- Legend**
- Addresses
 - Roads
 - ▭ Parcels
 - Zoning**
 - AG - Agricultural
 - B-1 - Neighborhood Business
 - B-2 - Retail and Commercial Business
 - B-3 - Central Business
 - B-4 - Private Club
 - CTS - City, Tarleton, School
 - DT - Downtown
 - IND - Industrial
 - PD - Planned Development
 - R-1 - 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 ID R32536 Future Land Use - Town Center Mixed Use

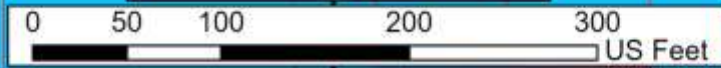


Legend

- Addresses
- Roads
- Parcels

Future Land Use

- Community Core
- Complete Neighborhood
- Open Space/Hazard
- Rural
- Special District
- Town Center Mixed Use



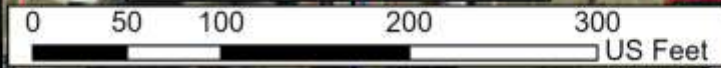
The City of Stephenville makes every effort to ensure this map is free of errors, but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either expressed or implied.

Parcel ID R32536 Water & Sewer Utilities



Legend

- Addresses
- Roads
- Parcels
- Sewer Line
- Water Line



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Parcel R32536

200 Ft Buffer Addresses

Item 8.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000033232	746 BARTON	AGUILAR ISIDRO ARMANDO & EVERADO	746 N BARTON ST	STEPHENVILLE	TX	76401
R000032554	571 COLUMBIA	BICKLEY PROPERTIES-ERATH LLC	701 BROWNLEE CIRCLE	AUSTIN	TX	78703
R000033226	421 W COLLINS	COLTON CARVER & JORDAN A	421 W COLLINS	STEPHENVILLE	TX	76401
R000032552	662 BARTON	DUNLAP TERRY & NANCY DUNLAP	801 HAWKINS CHAPEL RD	LOVING	TX	76460
R000033219	737 BARTON	GREGSTON DEBRA	737 N BARTON	STEPHENVILLE	TX	76401
R000033240	668 RACE	HARRIS DALE & DEBBY	102 WILLOW LANE	STEPHENVILLE	TX	76401
R000033237	700 KUNKEL LN	IRONFUND, LLC	PO BOX 12324	FORT WORTH	TX	76110
R000032553	581 COLUMBIA	KALSBECK CORIANN	PO BOX 449	DUBLIN	TX	76446
R000033229	431 COLLINS	KEELER GORDON WAYNE	2111 4TH ST	BROWNWOOD	TX	76801-4847
R000033239	595 W VANDERBILT	LEE MARCHELLE	695 PRAIRIE WIND BLVD	STEPHENVILLE	TX	76401
R000033218	365 W COLLINS	MOOSE WALTER JEROME & SHAYLA RENAE	365 W COLLINS ST	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
R000032541	655 RACE	RAFFIN WENDY MARIE	655 N RACE	STEPHENVILLE	TX	76401
R000033233	737 RACE	ROETZEL'S RESTORATIONS LLC	1800 NUTT GROVE CT	GRANBURY	TX	76049
R000032542	635 N RACE	SCOTT GERALD W	635 N RACE ST	STEPHENVILLE	TX	76401
R000034648	692 BARTON	SEETON PROPERTIES, LLC - 692 N BARTON ST SERIES	1204 BROOK ARBOR DR	MANSFIELD	TX	76063
R000032535	681 N RACE	STARRX PROPERTIES LLC	1755 BIG VALLEY CIR	LIPAN	TX	76462
R000033225	726 BARTON	STE MARIE JASON & SARAH	846 SUN DOWN	STEPHENVILLE	TX	76401-4643
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
R000077632	0 RACE AVE	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000033241	646 N RACE	STUART BRANDI M & JAMES L STUART, JR	646 N RACE	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
R000033228	425 W COLLINS	TUGGLE TYLER	425 W COLLINS STREET	STEPHENVILLE	TX	76401
R000032536	432 COLLINS	WELCH CRAIG & LISA WELCH	2215 CEDAR AVE	LEWISTON	ID	83501
R000032534	689 RACE	WELCH KELLIE AND CRAIG WELCH & LISA WELCH	4472 N US108	STEPHENVILLE	TX	76401
R000034651	673 BARTON	WILBER SCOTT A & WANDA J	500 BEETHAM RD	MINERAL WELLS	TX	76067

ORDINANCE NO. 2024-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED SINGLE FAMILY RESIDENTIAL (R-1) TO INTEGRATED HOUSING (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:

432 Collins, Parcel R32536, Being S5100 MILLICAN & OTT ADDITION; BLOCK 1, LOT 1B & 2B to the City of Stephenville, Erath County, Texas

is hereby rezoned and the zoning classification changed from the classification of Single Family Residential (R-1) to Integrated Housing (R-2.5) in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of November 2024.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

STAFF REPORT



SUBJECT: Case No.: RZ2024-015

Applicant Solid Ace Holdings, LLC, is requesting a rezone of property located at 981 Clinton, Parcel R30048, being S4400 KIGHT SECOND ADDITION, BLOCK 2, LOT 10A & CITY ADDN, BLOCKK 99, LOT 1B to the City of Stephenville, Erath County, Texas from R-1 single family to R-2.5 integrated housing.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

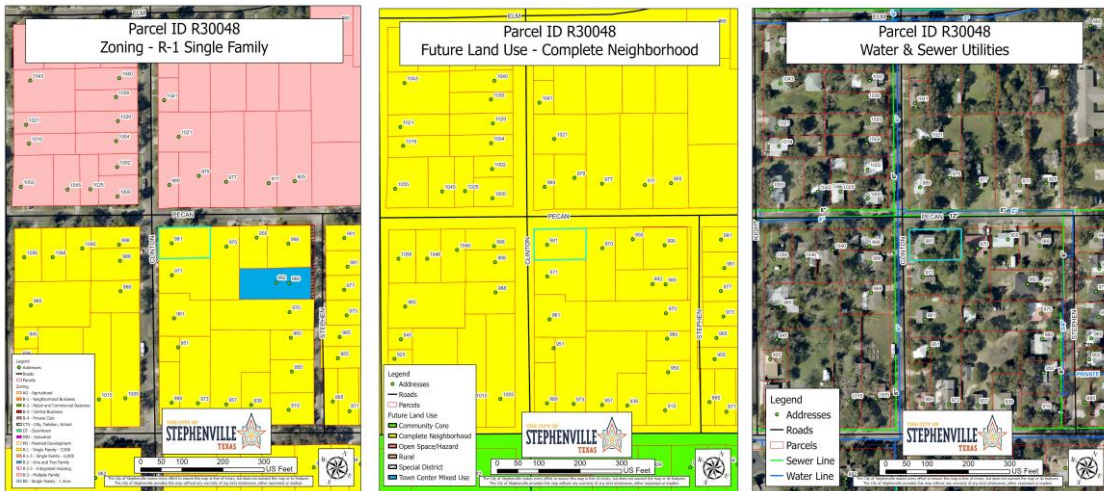
RECOMMENDATION:

The Planning and Zoning Commission convened on October 16, 2024, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

BACKGROUND:

The applicant is requesting a rezone. The intended project has not been determined.

PROPERTY PROFILE:



Complete Neighborhood

The Complete Neighborhood land use accommodates a mix of uses at a moderate density. A mix of housing types is encouraged to accommodate a range of residents. Local retail and service businesses are located on active corridors and parks and green spaces are integrated within the district.



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 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;

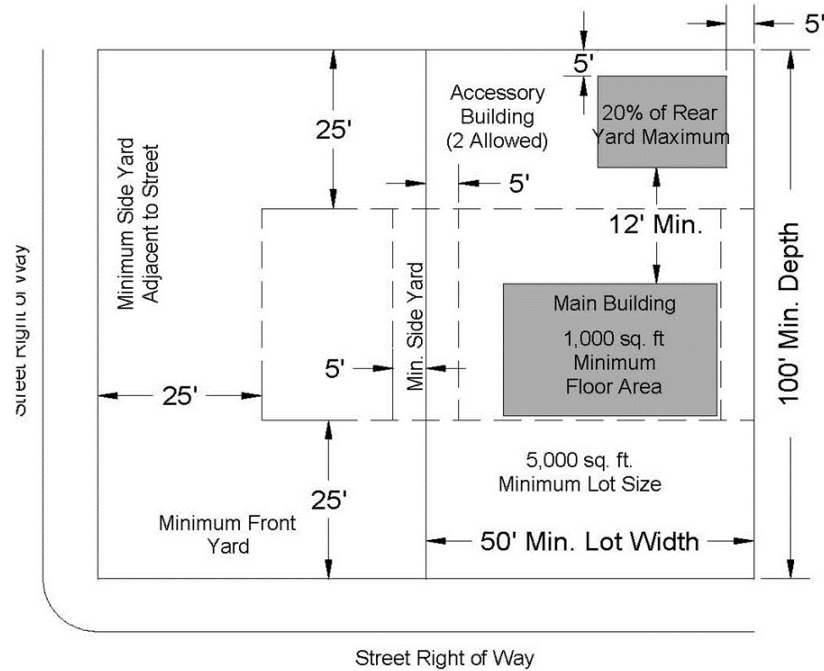
5.8.C Conditional Uses.

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.

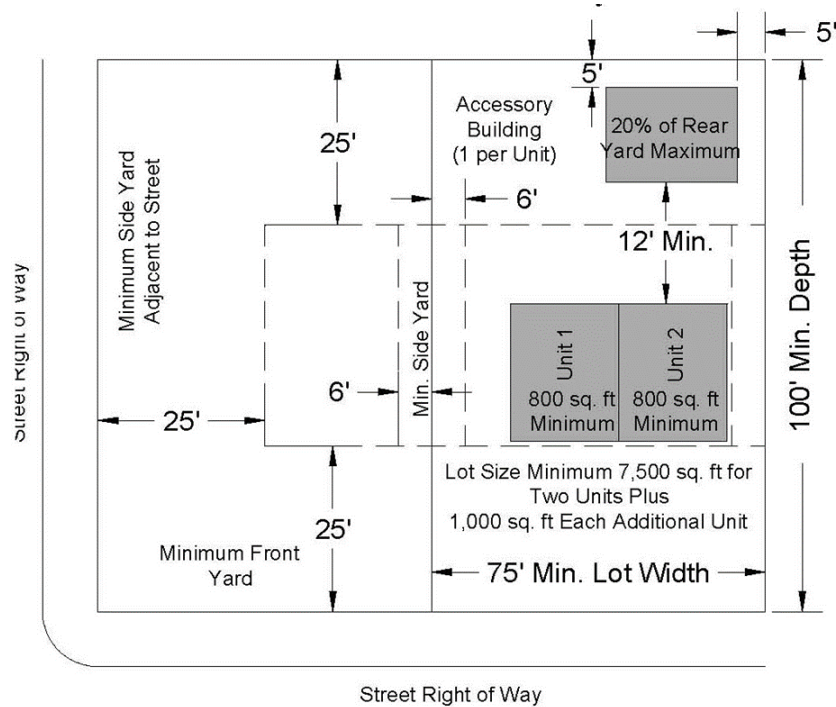
- A. Single family dwelling.
 1. Minimum lot area: 3,000 ft².
 2. Minimum lot width and lot frontage: 50 feet.
 3. Minimum lot depth: 60 feet.
 4. Minimum depth of front setback: 15 feet.
 5. Minimum depth of rear setback: 15 feet.
 6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - 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) Accept the recommendation of the Planning and Zoning Commission and approve rezoning request.
- 2) Deny the rezoning request.

Parcel ID R30048 200 Ft Buffer



Legend

- Addresses
- Roads
- ▭ Parcels
- 200 Ft Buffer

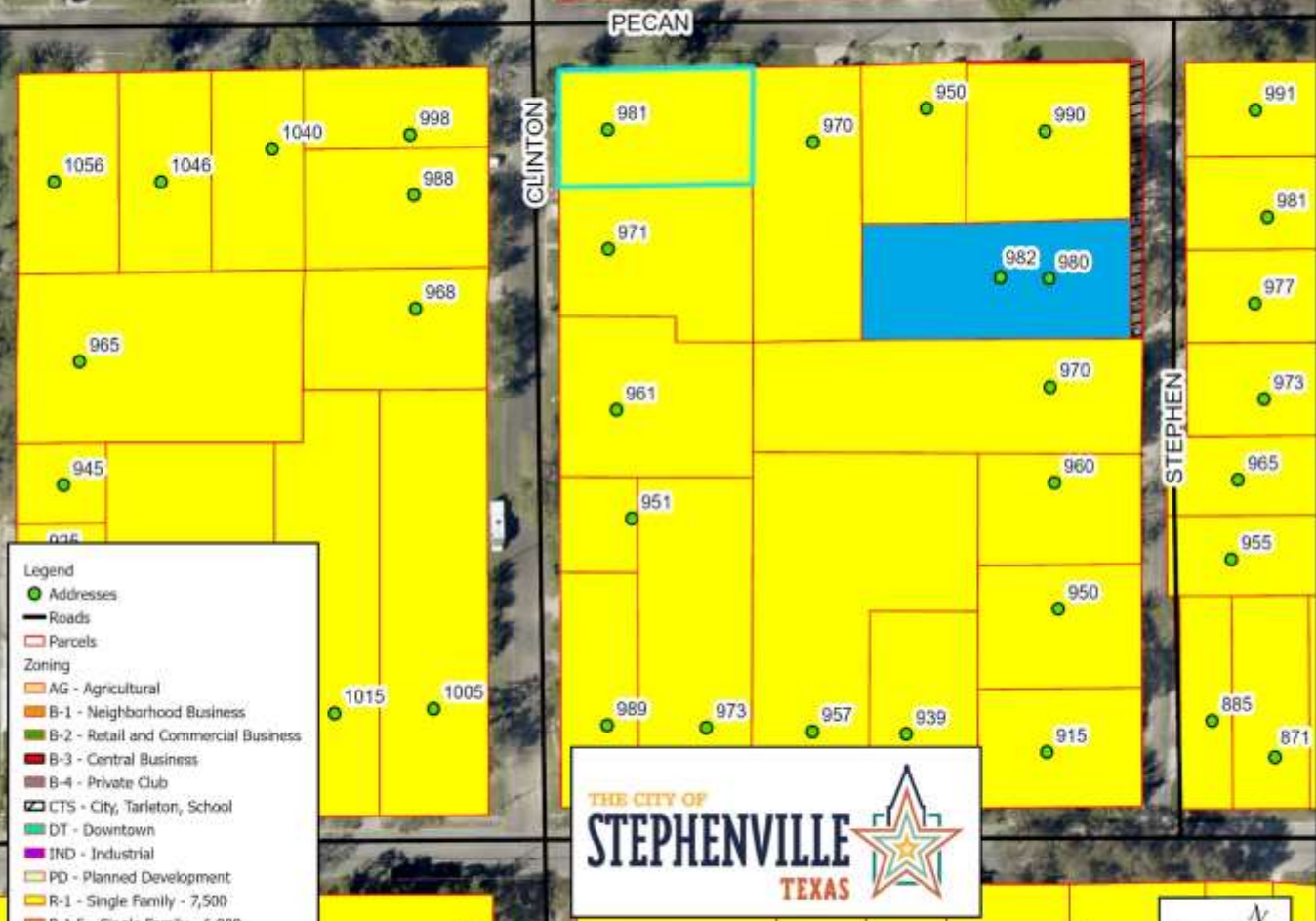


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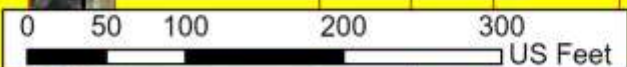
ELM

Item 11.

Parcel ID R30048 Zoning - R-1 Single Family



- 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, Trolley, 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



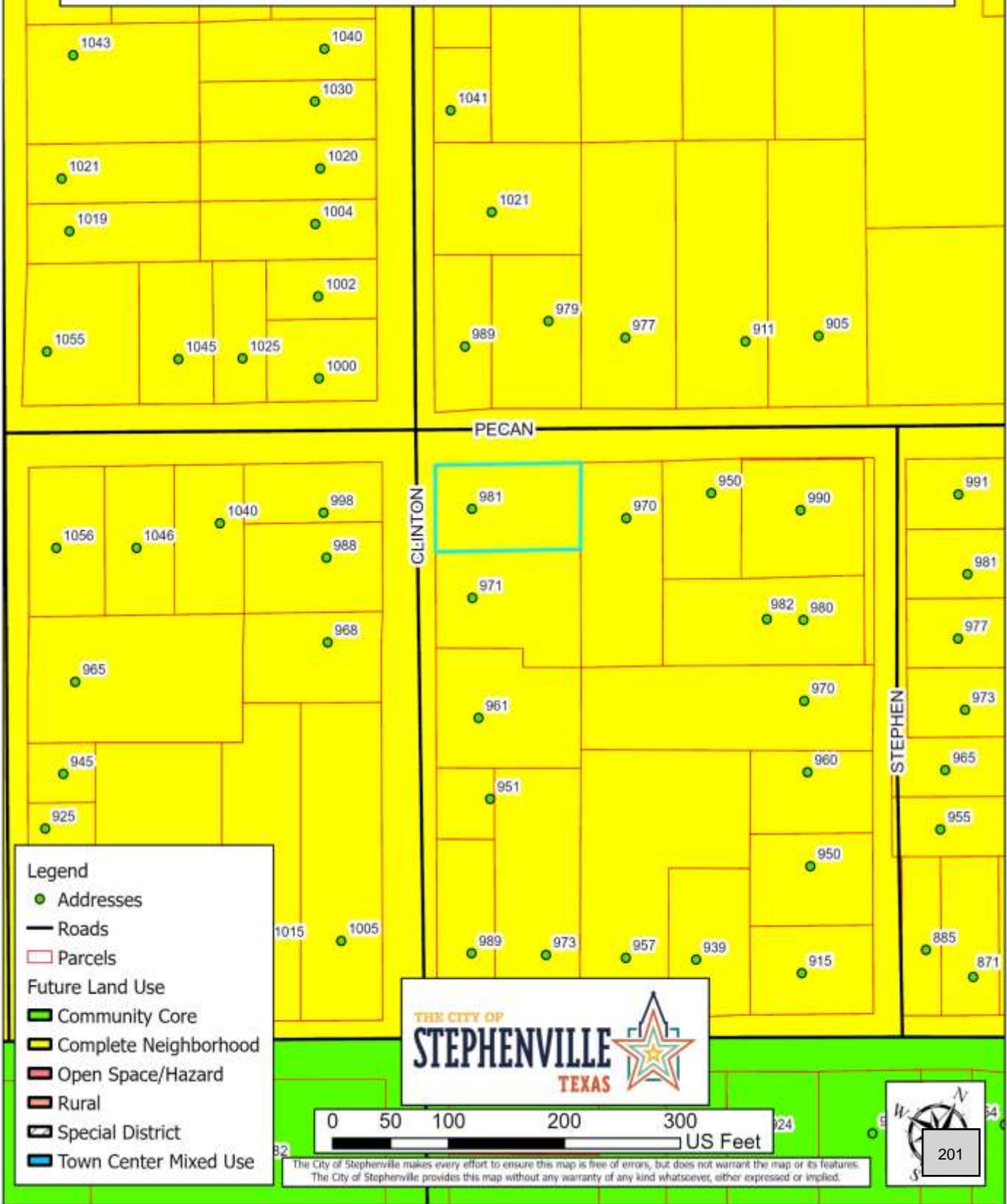
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ELM

Item 11.

Parcel ID R30048

Future Land Use - Complete Neighborhood



- Legend**
- Addresses
 - Roads
 - Parcels
- Future Land Use**
- Community Core
 - Complete Neighborhood
 - Open Space/Hazard
 - Rural
 - Special District
 - Town Center Mixed Use

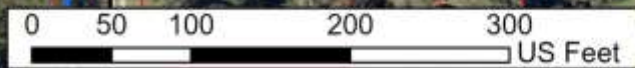


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Parcel ID R30048 Water & Sewer Utilities



- Legend**
- Addresses
 - Roads
 - ▭ Parcels
 - Sewer Line
 - Water Line



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Parcel ID R30048

200 Ft Buffer

Addresses

Item 11.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000032238	1000 N CLINTON	AIKMAN JENNIFER & JOEL	1000 CLINTON	STEPHENVILLE	TX	76401
R000032222	961 CLINTON	BAREFOOT EQUITY PARTNERS, LLC	189 RETA ST	STEPHENVILLE	TX	76401
R000030048	981 CLINTON	BLUE DOME MANAGEMENT, LLC	3225 MCLEOD DR, SUITE 100	LAS VEGAS	NV	89121
R000030045	970 W PECAN	BORJON ERICK & CINDY	970 W PECAN ST	STEPHENVILLE	TX	76401
R000032212	965 KIGHT	BRYANT JOHN CLANCY	965 KIGHT	STEPHENVILLE	TX	76401
R000032235	1004 CLINTON	BYRD FAMILY INVESTMENTS LLC	115 BRIDLE PATH DR	STEPHENVILLE	TX	76401
R000077403	0 STEPHEN & PECAN ST	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000030053	911 PECAN	COATS JIM & PATSY	1187 AZALEA LN	STEPHENVILLE	TX	76401-0000
R000030046	990 STEPHEN	DILLON BRANDY LEIGH & MATTHEW BLAKE DILLON	7743 FM879	PALMER	TX	75152
R000032217	968 N CLINTON	FAIR LONDON AND WILLIAM FAIR	968 N CLINTON	STEPHENVILLE	TX	76401
R000032237	1025 PECAN	FETTEROLF JACOB	309 CROWN ROAD	WILLOW PARK	TX	76087
R000030047	950 W PECAN	FRAGA MARIANA LOZANO	950 W PECAN	STEPHENVILLE	TX	76401
R000032241	1021 N CLINTON	GIDDINGS DENNISE	1112 PRAIRIE WIND	STEPHENVILLE	TX	76401
R000032216	988 CLINTON	KAISER MARK	111 BLUE JAY	STEPHENVILLE	TX	76401-0000
R000030055	979 W PECAN	KAREEK LLC	625 DE LA CRUZ	WEATHERFORD	TX	76085
R000077402	980 STEPHEN	KOLB JOHN H & JILL ELIZABETH KOLB	12071 RACHEL LEA LANE	FORT WORTH	TX	76179
R000030054	977 PECAN	MERRILL ENOCH ALLEN & CLARA ELLEN	977 W PECAN ST	STEPHENVILLE	TX	76401
R000032221	951 CLINTON	MILLER HOLLY	575 CHARLOTTE	STEPHENVILLE	TX	76401
R000032230	1045 PECAN	MILLOTTE JOSEPH R	3913 CR801	CLEBURNE	TX	76031
R000032242	989 PECAN	MULBARGER TODD	153 VALLEY OAK PLACE	WOODBIDGE	CA	95258
R000032201	970 STEPHEN	PEREZ EMILIO	970 STEPHENS	STEPHENVILLE	TX	76401
R000032200	973 FREY	RENFIELD LLC	115 N GRAHAM, SUITE A	STEPHENVILLE	TX	76401
R000030052	905 PECAN	ROGERS MARTHA	905 PECAN STREET	STEPHENVILLE	TX	76401
R000032220	971 CLINTON	SANCHEZ LEILANI	971 N CLINTON ST	STEPHENVILLE	TX	76401
R000032218	1005 FREY	SCHMID JOHN & VALERIE J SCHMID	1005 W FREY	STEPHENVILLE	TX	76401
R000032219	1015 W FREY	SCHMID JOHN D & VALERIE J	746 N NEBLETT	STEPHENVILLE	TX	76401
R000032236	1002 CLINTON	TEVEBAUGH JOYCE ELAINE	PO BOX 1876	STEPHENVILLE	TX	76401-0000
R000032207	998 CLINTON	TRUSS LINDA WEIR	423 PR1603	STEPHENVILLE	TX	76401-9623
R000032202	957 FREY	WADDLE JAMES G & SUE	957 W FREY	STEPHENVILLE	TX	76401
R000032209	1040 PECAN	WAGERS PAMELA	1040 W PECAN ST	STEPHENVILLE	TX	76401

ORDINANCE NO. 2024-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED SINGLE FAMILY RESIDENTIAL (R-1) TO INTEGRATED HOUSING (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:

981 Clinton, Parcel R30048, being S4400 KIGHT SECOND ADDITION, BLOCK 2, LOT 10A & CITY ADDN, BLOCKK 99, LOT 1B to the City of Stephenville, Erath County, Texas

is hereby rezoned and the zoning classification changed from the classification of Single Family Residential (R-1) to Integrated Housing (R-2.5) in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of November 2024.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

STAFF REPORT

SUBJECT: Consider Revisions to Certain Zoning Districts Relating to the Limitation of Occupancy by Unrelated Persons

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

On September 17, 2024, the Development Services Committee voted to assign the proposed revisions to the Planning and Zoning Commission for a Public Hearing and subsequent recommendation to City Council.

The Planning and Zoning Commission convened on October 16, 2024, and by unanimous vote, recommended the City Council adopt the proposed revisions.

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

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

ALTERNATIVES

1. Accept the recommendation of the Planning and Zoning Commission and adopt the proposed revisions.
2. Reject the proposed revisions.

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTIONS 154.05.1, 154.05.2, 154.05.3, 154.05.4, 154.05.5, 154.05.6, 154.05.7, 154.05.8, 154.06.3, 154.06.7, and 154.07 OF THE CODE OF ORDINANCES TO REVISE PERMITTED USES AND SECTION 154.03 OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF FAMILY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council desires to revise language to increase the number of unrelated persons allowed to occupy residential structures from three persons to four persons.

WHEREAS, the changes were reviewed and unanimously recommended by the Planning and Zoning Commission on October 16, 2024.

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

SECTION 1.

The following Section of the Code of Ordinances are hereby revised as follows:

<p>Sec. 154.05.1 – Residential Estate District (RE)</p>	<p>5.1.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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 four unrelated individuals;</p>
<p>Sec. 154.05.2 – Single-Family Residential District (R-HA)</p>	<p>5.2.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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 four unrelated individuals</p>
<p>Sec. 154.05.3 – Single-Family Residential District (R-1)</p>	<p>5.3.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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 four unrelated individuals;</p>
<p>Sec. 154.05.4 – Single-Family Residential District (R-1.5)</p>	<p>5.4.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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 dwelling in this district by more than three four unrelated individuals;</p>

<p>Sec. 154.05.5 – One- and Two-Family Residential District (R-2)</p>	<p>5.5.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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 dwelling in this district by more than three four unrelated individuals;</p> <p>(2) Two-family dwelling units, with each family limited as in division (1) above;</p>
<p>Sec. 154.05.6 – Multiple Family Residential District (R-3)</p>	<p>5.6.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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 dwelling in this district by more than three four unrelated individuals;</p> <p>(2) Two-to-four family dwellings, with each family limited as in division (1) above;</p> <p>(3) Multiple family dwellings, with each family limited as in division (1) above; Student living complexes will be subject to a variance request for units designed to occupy more than three-four unrelated students per unit;</p>
<p>Sec. 154.07.7 – Manufactured Housing District (MH)</p>	<p>5.7.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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-four unrelated individuals;</p>
<p>Sec. 154.08.8 – Integrated Housing District (R-2.5)</p>	<p>5.8.B Permitted Uses</p>	<p>(1) Single-family detached dwelling, limited to occupancy by a family having no more than three four 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 dwelling in this district by more than three four unrelated individuals;</p> <p>2. Two-to-four family dwellings, with each family limited as in division (1) above;</p> <p>3. Townhouse dwellings, with each family limited as in division (1) above;</p> <p>4. Condominium dwellings, with each family limited as in division (1) above;</p>

Sec. 154.06.3 – Central Business District (B-3)	6.3.B Permitted Uses	(12) Condominium; (amended definition of family) (28) Multi-family dwelling (five more units); (amended definition of family) (43) Single family dwelling (amended definition) (48) Townhouse; and (amended definition of family) (49) Two-four family dwelling. (amended definition of family)
Sec. 154.06.7 – Downtown District (DT)	6.7.B Permitted Uses	(9) Condominium (four or less units); (amended definition of family) (27) Single family dwelling (amended definition) (31) Townhouse (four or less units); (amended definition of family) (33) Two-four family dwelling (amended definition of family)
Sec. 154.07 – Agricultural District (AG)	7.B Permitted Uses	(3) Single-Family Estates. Semi-Urban estate-type residential properties with large lots or small acreage and are serviced by either or both septic tanks and/or domestic wells; (amended definition of family)
Sec. 154.03 – Definitions		Family. A single individual or two or more persons related by blood or marriage, including adopted children, or a group of no more than three four individuals who are unrelated by blood, legal adoption, marriage or conservatorship.

SECTION 2.

This ordinance shall be effective upon passage.

PASSED AND APPROVED this 5th day of November 2024.

Doug Svien, Mayor

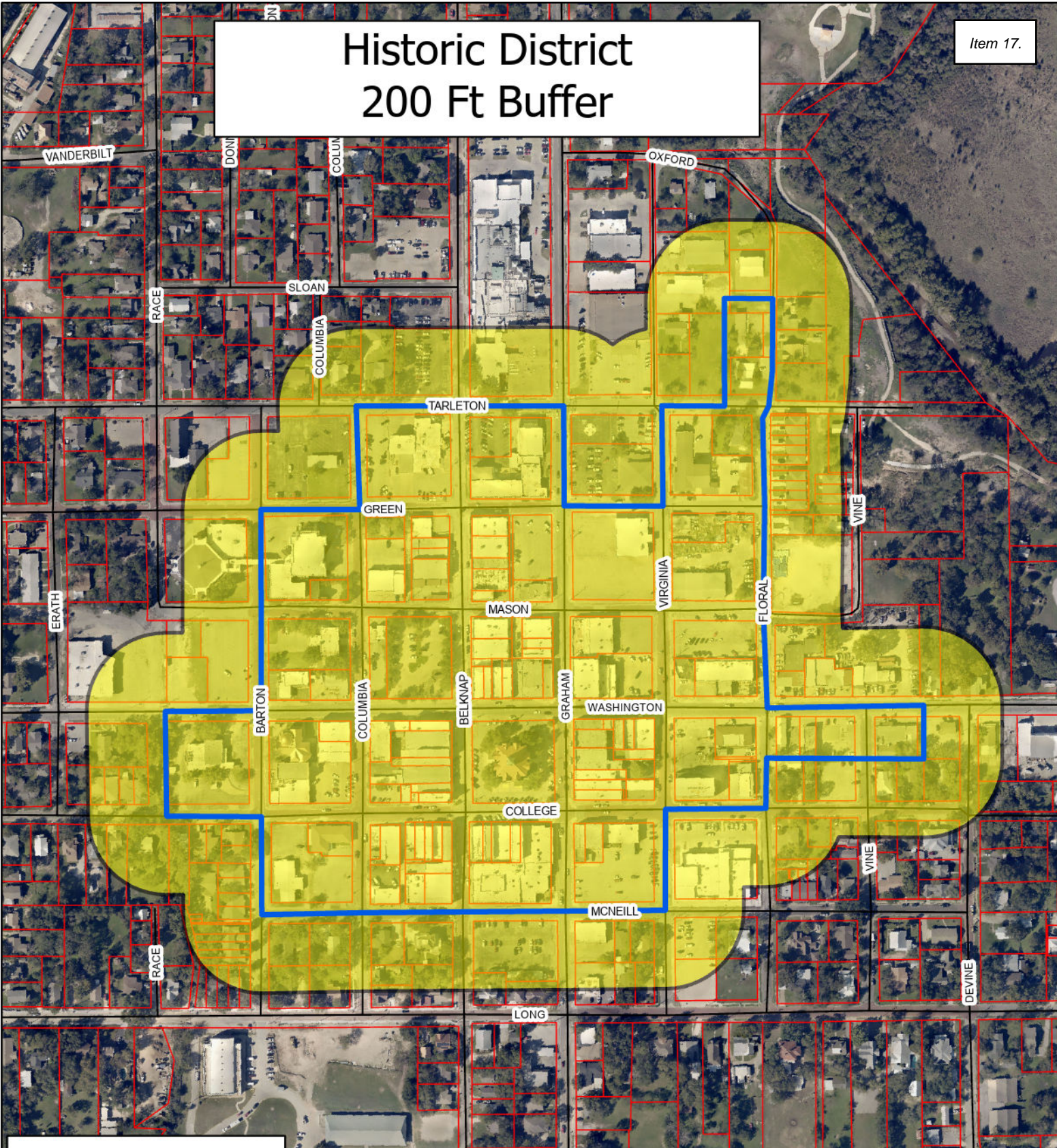
ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King, City Manager

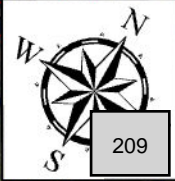
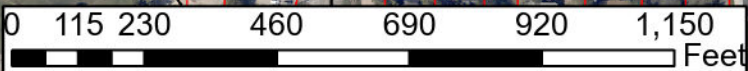
Randy Thomas, City Attorney
Approved as to form and legality

Historic District 200 Ft Buffer



Legend

- Roads
- Parcels
- Historic District
- Historic District Buffer



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STAFF REPORT

SUBJECT: Consider Proposed Historic District Ordinance

On September 17, 2024, the Development Services Committee voted to assign the proposed ordinance to the Planning and Zoning Commission for a Public Hearing and subsequent recommendation to City Council.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

Community members have approached staff with an interest in establishing an ordinance that would require the issuance of a certificate of appropriateness before any work is performed for exterior facades of buildings within the district. Staff have been working closely with these community members to draft an ordinance that meets these desires. Historic District ordinances are common across the Nation and widely vary in the degree of regulation. Local Government Code Chapter 211 provides the authority for the adoption of such ordinances.

The proposed ordinance highlights include:

1. Authorized by Ch 211 of LGC
2. Purpose is to protect historic, architectural and cultural heritage
3. Creates a Historic Commission of five members with duties such as:
 - a. Recommend to Council the district and resources
 - b. Administer the program
 - c. Approve or deny Certificates of Appropriateness – requiring at least 3 votes of the Commission
 - d. Deem a building as Demolition by Neglect
4. Any person making modifications (including demolitions) to historic buildings/resources or the exterior of street facing facades of any building within the Historic Preservation District must APPLY and obtain a Certificate of Appropriateness before work may be authorized.
5. The Commission must act within 30 days, or it is referred to Council.
6. The Commission’s decision can also be appealed to Council.
7. Work being performed without a COA or not in compliance with the approved COA is subject to a Stop Work Order by the City.
8. Ordinary Maintenance and Repair is not prohibited.
9. It is an offence to violate the provisions of the ordinance – if so adopted.
10. The proposed guidelines do establish a vacant building registration requirement.

The Planning and Zoning Commission convened on October 16, 2024, and by a vote of 6:1, recommended the City Council reject the proposed ordinance.

ALTERNATIVES

1. Accept the recommendation of the Planning and Zoning Commission and reject the proposed ordinance.
2. Adopt the proposed ordinance.

ORDINANCE NO. 2024-O-XX

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

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

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

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

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

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

SECTION 1. PURPOSE

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

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

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

SECTION 2. DEFINITIONS

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

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

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

Commission – Historic Preservation Commission

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

SECTION 3. HISTORIC PRESERVATION COMMISSION

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

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

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

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

The Commission shall be empowered to:

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

Appropriateness

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

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

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

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

SECTION 4. APPOINTMENT OF HISTORIC PRESERVATION OFFICER

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

SECTION 5. DESIGNATIONS

A. Designations

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

B. Criteria for Historic Resources:

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

C. Designation of Historic Resources:

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

comprehensive zoning plan of the City of Stephenville.

- (b) Property owners of proposed historic resources shall be notified prior to the Commission hearing on the recommended designation. At the Commission's public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic resource.
- (c) Upon recommendation of the Commission, , the proposed historic resource shall be submitted to the City Council The City Council shall give notice and conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission. Such hearing shall be in the same manner and according to the same procedures as specifically provided in the general zoning ordinance of the City of Stephenville.
- (d) The City Council shall give notice, follow the publication procedure, hold hearing, and make its determination in the same manner as provided in the general zoning ordinance of the City of Stephenville.
- (e) Upon designation as a historic resource, the City Council shall cause the designation to be recorded in the Official Public Records of Real Property of Erath County, the tax records of the City of Stephenville, and the Erath County Appraisal District as well as the official zoning maps of the City of Stephenville. All zoning maps should indicate the designated resource with an appropriate mark.

D. Designation of Historic District:

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

- (a) These provisions pertaining to the designation of historic districts constitutes a part of the comprehensive zoning plan of the City of Stephenville.
- (b) Property owners within a proposed historic district shall be notified prior to the Commission hearing on the recommended designation. At the Commissioner's public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic district.
- (c) The commission may recommend the designation of a district if it:
 - a. Contains properties and an environmental setting which meet one or more of the criteria for designation of a resource; and,
 - b. Constitutes a distinct section of the city.
- (d) Upon recommendation of the Commission, the proposed historic district shall be submitted to the City Council the City Council shall give notice and conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission. Such hearing shall be in the same manner and according to the same procedures as specifically provided in the general zoning ordinance of the City of Stephenville. The City Council shall give notice, follow the publication procedure, hold hearings, and make it determination in the same manner as provided in the general zoning

ordinance of the City of Stephenville.

- (e) Upon designation of a historic district the City Council shall cause the designated boundaries to be recorded in the Official Public Records of real property of Erath County, the tax records of the City of Stephenville and the Erath County Appraisal District as well as the official zoning maps of the City of Stephenville. All zoning maps should indicate the designated historic district by an appropriate mark.

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

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

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

SECTION 7. CERTIFICATION OF APPROPRIATENESS APPLICATION PROCEDURE

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

- (c) All decisions of the Commission shall be in writing. The Commission's decision shall state its findings pertaining to the approval, denial, or modification of the application and submitted work plan. A copy shall be provided to the applicant. Additional copies shall be filed as part of the public record on that property and dispersed to appropriate departments, e.g., building inspection.

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

SECTION 8. CRITERIA FOR APPROVAL OF A CERTIFICATE OF APPROPRIATENESS

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

SECTION 9. DEMOLITION

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

SECTION 10: RIGHT TO APPEAL

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

SECTION 11. ENFORCEMENT

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

SECTION 12. ORDINARY MAINTENANCE

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

SECTION 13. DEMOLITION BY NEGLECT

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

Examples of such deterioration include:

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

SECTION 14. PENALTIES

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

SECTION 15.

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

PASSED AND APPROVED this 5th day of November 2024.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

STAFF REPORT



SUBJECT: Case No.: RZ2024-016

Applicant Patrick K. Windley representing The Stable Development, LLC., is requesting a rezone of Property Located at 0 Wolfe Nursery Road, Parcel 77613, 9705 20 ACRE DEVELOPMENT ON WASHINGTON; LOT 1 to the City of Stephenville, Erath County, Texas from IND Industrial to B-2 Retail and Commercial Business.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

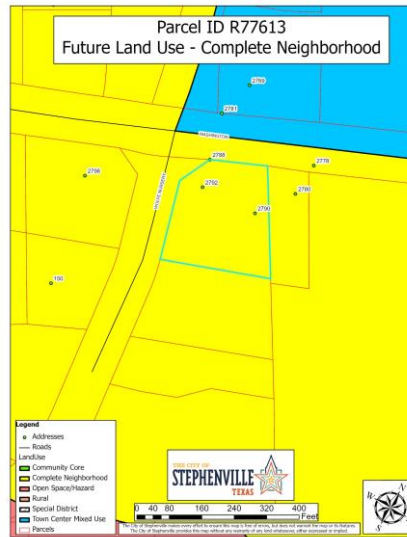
RECOMMENDATION:

The Planning and Zoning Commission convened in a Specially Called meeting on October 30, 2024, and by a unanimous vote of 7-0 recommended the City Council approve the rezone request.

BACKGROUND:

Industrial zoning does not allow retail as a permitted use. The intended project will be a stand-alone retail building.

PROPERTY PROFILE:





Sec. 154.06.2. Retail and commercial business district (B-2).

6.2.A Description. The Retail and Commercial Business District provides areas for the grouping of retail shops and stores offering goods and services for the residents in general. These shopping areas will generally be more densely concentrated and more traffic intensive than allowed in the Neighborhood Business Districts.

6.2.B Permitted Uses.

- (1) Animal grooming;
- (2) Antique shop/art gallery—sales in building;
- (3) Assisted living center;
- (4) Athletic field;
- (5) Automobile service station and car care center;
- (6) Auto parking lot or building (commercial);
- (7) Auto parts sales;
- (8) Auto repair/mechanic garage;
- (9) Auto sales;
- (10) Automobile rental;
- (11) Bail bond service;
- (12) Bakery—Retail;
- (13) Banks or other financial institutions;
- (14) Bicycle sales and rental;
- (15) Boat sales;
- (16) Bottling works (wholesale);
- (17) Building material sales;
- (18) Cabinet and upholstery shop;
- (19) Car wash;
- (20) Care facility for narcotic, alcoholic or psychiatric patients;
- (21) Cemetery/mausoleum;
- (22) Church, temple or mosque;
- (23) Civic/community center;
- (24) Cleaning and pressing—small shop, pickup and delivery;
- (25) Clinic;

- (26) College or university;
- (27) Commercial amusement (indoor);
- (28) Commercial amusement (outdoor);
- (29) Convalescent, nursing or long term care facility;
- (30) Convenience/grocery store (without pumps) convenience store (with pumps);
- (31) Construction equipment rental and sales;
- (32) Construction yard (temporary);
- (33) Contractor shop and storage yard;
- (34) Department store;
- (35) Discount warehouse store;
- (36) Drapery, needlework or weaving shop;
- (37) Farmers Market;
- (38) Feed, seed and fertilizer store—no bulk storage;
- (39) Field office (temporary);
- (40) Florist;
- (41) Fraternal organization, lodge or civic club;
- (42) Furniture or appliance store;
- (43) Golf course or country club, driving range;
- (44) Greenhouse or nursery for retail plant sales with outside storage;
- (45) Handcraft shop;
- (46) Health club, weight and aerobic center;
- (47) Home improvement center;
- (48) Hospital—general acute care (human);
- (49) Hotels and motels;
- (50) Household appliance service and repair;
- (51) Kennel;
- (52) Kiosk;
- (53) Laboratory (medical);
- (54) Landscaping service;
- (55) Laundry and cleaning (self service);
- (56) Lawn equipment and small engine sales and services;
- (57) Micro brewery;
- (58) Mini storage/warehouses;
- (59) Monument retail sales (outside storage);
- (60) Mortuary or funeral home;
- (61) Moving company;
- (62) Neighborhood grocery store (no fuel service);
- (63) Office—professional and general administration;
- (64) Park, playground, public community recreation center;

- (65) Pawn shop;
- (66) Personal service shop (beauty, barber and the like);
- (67) Pet shop—small animals within building;
- (68) Plumbing shop;
- (69) Portable building sales;
- (70) Printing;
- (71) Produce stand;
- (72) Psychic/Tarot card reader;
- (73) Recreational vehicle sales;
- (74) Recycling kiosk;
- (75) Research lab (non-hazardous);
- (76) Restaurant (drive-in type);
- (77) Restaurant or cafeteria—without drive-in service;
- (78) Restaurant with alcoholic beverage service;
- (79) Retail shops and stores other than listed;
- (80) Roofing and siding supply;
- (81) Sale of alcohol as licensed by the Texas Alcoholic Beverage Commission;
- (82) Schools—public, private and parochial;
- (83) Shopping center;
- (84) Storage or repair of furniture and appliances (display inside of building);
- (85) Studio (photographer, musician, artist);
- (86) Studio for radio and television;
- (87) Tattoo parlor/body piercing studio;
- (88) Taxidermy;
- (89) Theater—indoor;
- (90) Tobacco shop;
- (91) Tool and equipment rental shop;
- (92) Trailer rental and sales;
- (93) Veterinary clinic or hospital; and
- (94) Veterinary services.

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

- (1) Day care center—12 or more children;
- (2) Flea market;
- (3) Frozen foods locker;
- (4) Scientific and research laboratories;
- (5) Theater (drive-in); and
- (6) Trade and commercial schools.

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

- (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: 20 feet.
- (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: 20 feet.
- (8) Building size: There are no minimum size regulations.
- (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.



Note: No rear or side yard except when the lot abuts upon a Residential District, then the minimum setback for rear yard is 10 feet and side yard is five feet.

6.2.EParking Regulations. All uses permitted in the B-2 District: See Section 11 Parking Regulations.

6.2.FSign Regulation. See Section 12 for Sign Regulations.

6.2.GExceptions to Use, Height and Area Regulations. See Section 10.

6.2.HGarbage Regulations. Retail and Commercial District businesses 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 6.2.I.

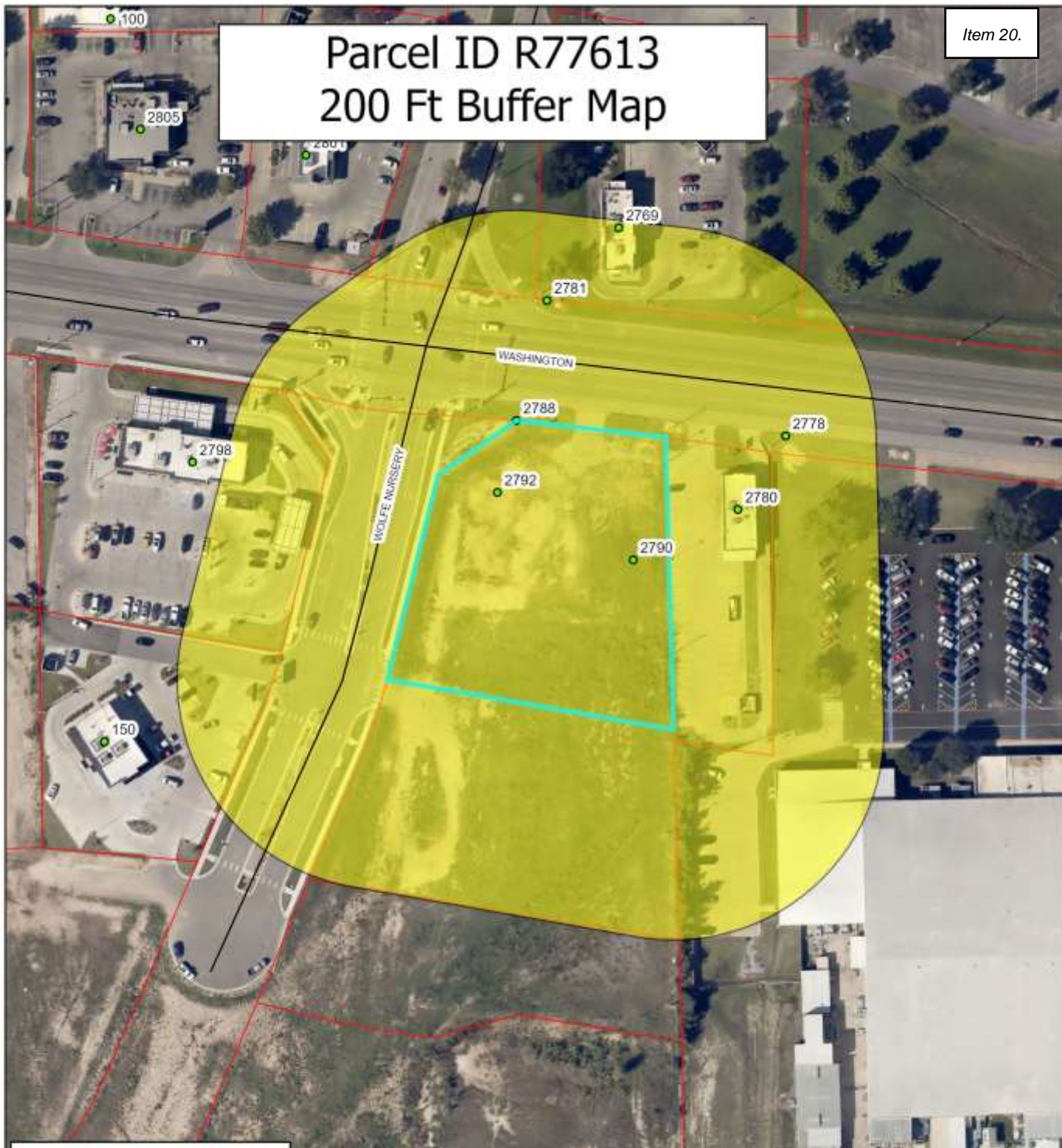
6.2. Loading and Unloading Regulations. All loading, unloading and maneuvering of vehicles connected with the activity must be on the premises and will not be permitted in any street. Loading and unloading areas must be paved with a sealed surface pavement and maintained in such a manner that no dust will be produced.

(Am. Ord. 2008-07, passed 5-6-2008; Am. Ord. 2009-23, passed 12-1-2009; Am. Ord. No. 2018-O-25 , § 1, 8-7-2018; Ord. No. 2021-O-17 , §§ 1, 3, passed 6-1-2021; Ord. No. 2021-O-32 , § 1, passed 8-3-2021)

ALTERNATIVES:

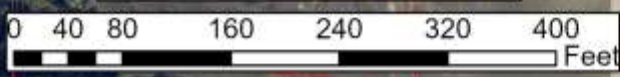
- 1) Accept the recommendation of the Planning and Zoning Commission and the rezoning request.
- 2) the rezoning request.

Parcel ID R77613 200 Ft Buffer Map



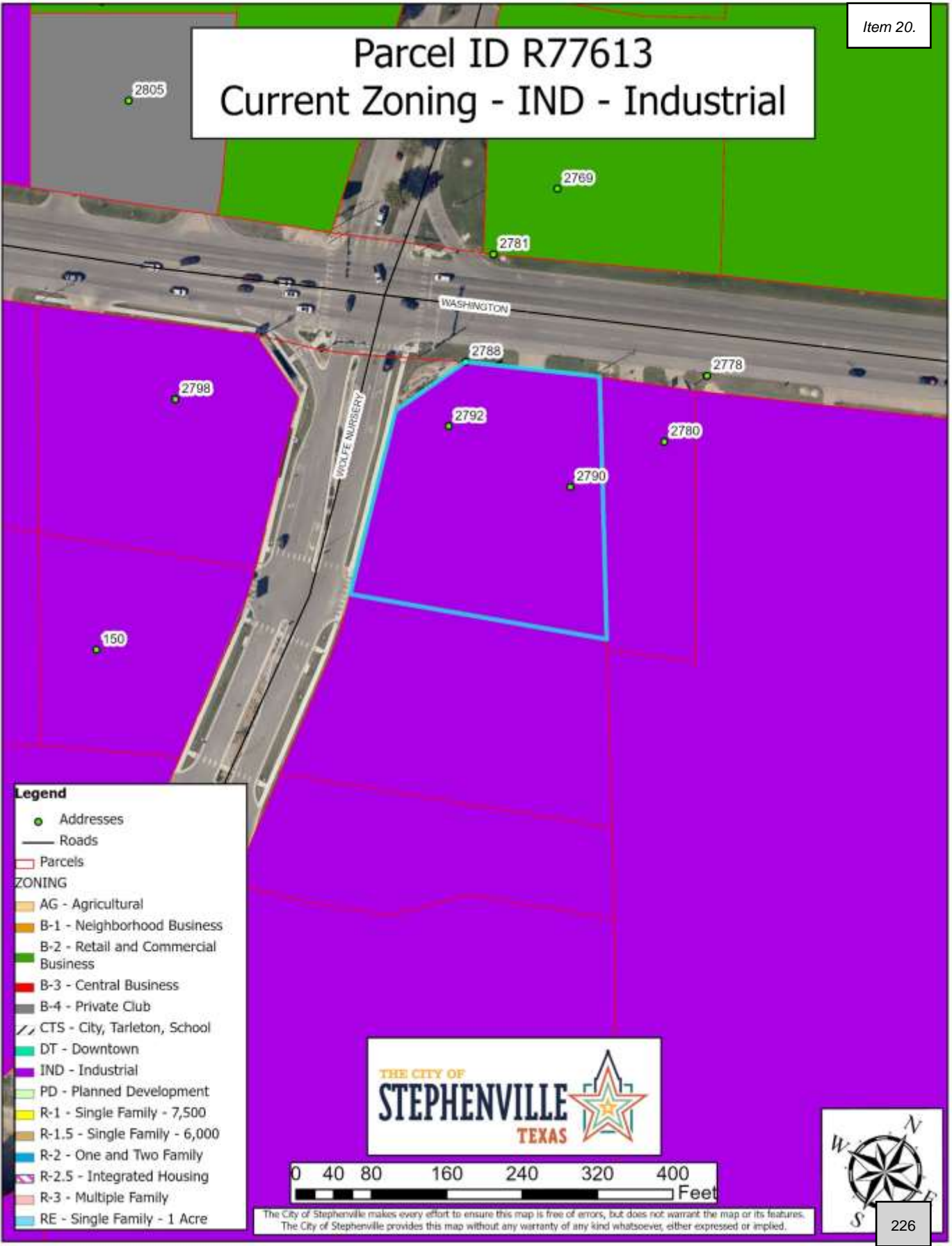
Legend

- Addresses
- Roads
- ▭ Parcels
- ▭ 200 ft. Buffer



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 expressed or implied.

Parcel ID R77613 Current Zoning - IND - Industrial

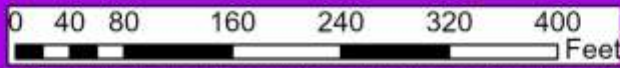


Legend

- Addresses
- Roads
- Parcels

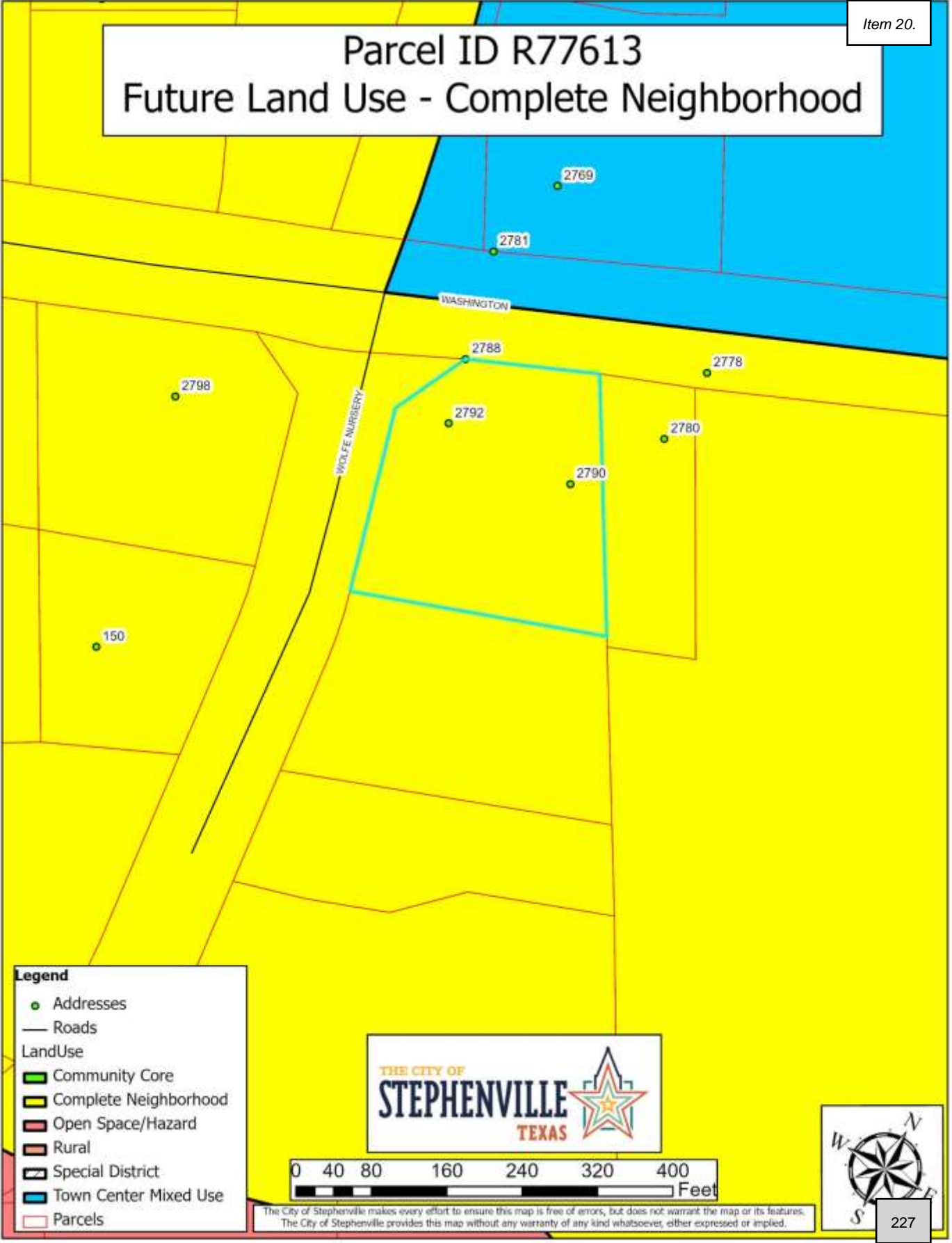
ZONING

- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tarleton, 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



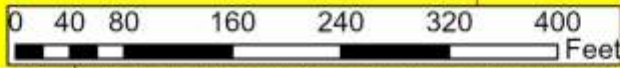
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Parcel ID R77613 Future Land Use - Complete Neighborhood



Legend

- Addresses
- Roads
- LandUse
- Community Core
- Complete Neighborhood
- Open Space/Hazard
- Rural
- Special District
- Town Center Mixed Use
- Parcels



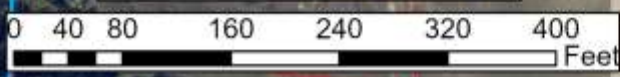
The City of Stephenville makes every effort to ensure this map is free of errors, but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either expressed or implied.

Parcel ID R77613 Water & Sewer Utilities



Legend

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



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Parcel ID R77613
 200 Ft Buffer
 Addresses

Item 20.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000060084	0 WOLFE NURSERY RD	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000022338	0 WOLFE NURSERY RD	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000077618	2798 W WASHINGTON	PACIFIC COMMODITIES, LLC	PO BOX 777790	HENDERSON	NV	89077
R000060646	2769 W WASHINGTON	PLAZA REALCO, LLC	101 E CHEROKEE ST	JACKSONVILLE	TX	75766
R000067107	2801 W WASHINGTON	RIENSTRA BILL & SIDNEY LLC	106 ANGELA CT	STEPHENVILLE	TX	76401
R000030554	2770 W WASHINGTON	SAINT GOBAIN ABRASIVES INC	750 SWEDESFORD RD	VALLEY FORGE	PA	19482
R000077617	150 S WOLFE NURSERY RD	SAXTON PROPERTIES HOLDINGS, LLC	2288 MONITOR STREET	DALLAS	TX	75207
R000077613	0 WOLFE NURSERY RD	THE STABLE DEVELOPMENT LLC	200 CONCORD PLAZA DR SUITE 240	SAN ANTONIO	TX	78216
R000077614	0 WOLFE NURSERY RD	THE STABLE DEVELOPMENT LLC	200 CONCORD PLAZA DR SUITE 240	SAN ANTONIO	TX	78216
R000077615	0 WOLFE NURSERY RD	THE STABLE DEVELOPMENT LLC	200 CONCORD PLAZA DR SUITE 240	SAN ANTONIO	TX	78216
R000022355	2780 W WASHINGTON	UFO 143 LLC	430 N CENTER ST	LONGVIEW	TX	75601
R000060088	2765 W WASHINGTON	WAL-MART REAL EST BUS TRUST STORE #610	PO BOX 8050-MS0555	BENTONVILLE	AR	72716-0555

ORDINANCE NO. 2024-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED INDUSTRIAL (IND) TO RETAIL AND COMMERCIAL BUSINESS (B-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:

0 Wolfe Nursery Road, Parcel 77613, 9705 20 ACRE DEVELOPMENT ON WASHINGTON; LOT 1 to the City of Stephenville, Erath County, Texas

is hereby rezoned and the zoning classification changed from the classification of Industrial (IND) to Retail and Commercial Business (B-2) in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of November 2024.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality



COMMITTEE REPORT

REPORT TYPE: Nominations Committee Report

MEETING: October 15, 2024

Present: Maddie Smith, LeAnn Durfey, Lonn Reisman, Alan Nix

Absent:

DEPARTMENT: Administration

STAFF CONTACT: Sarah Lockenour, City Secretary

CONSIDER APPROVAL OF COUNCIL RULES OF PROCEDURE UPDATES

Committee Chair Maddie Smith presented updates to the Council Rules of Procedure as follows:

Section 3.7.C.2.a Committee Meetings and Reports of the Council Rules of Procedures currently reads:

The Mayor shall serve as a non-voting member of all committees. The Mayor shall not serve as the chairman of any committee.

Staff recommends revising to state:

- a. *The Mayor shall not serve as the chairman of any committee. The Mayor shall serve as a member of all committees and shall vote only when less than four members are present. There shall only be a maximum of four votes on any committee.*

Action Taken

MOTION by Alan Nix, second by LeAnn Durfey, to recommend to the full council updating the Council Rules of Procedure as follows:

- a. *The Mayor shall serve as a non-voting member of all committees. The Mayor may serve as a voting member of any committee if there is less than a quorum present for the committee meeting. The Mayor shall not serve as the chairman of any committee.*

End of Report

**CITY OF STEPHENVILLE CITY COUNCIL
RULES OF PROCEDURE**

PROLOGUE

These rules and procedures represent an effort to clarify unwritten policies, to expedite matters needing council attention, and to streamline agendas. They are intended to supplement the existing Code of Ordinances and City Charter by addressing areas either left unclear or not addressed at all. Unlike the Charter and Code of Ordinances, these rules and procedures can be modified to fit the personality of the Mayor and Councilmembers. No conflict with the Charter or the Code of Ordinances should exist.

It is the purpose of this document to present guidelines for the maintenance of decorum and presentation of a favorable impression to the public and press in attendance at the meetings of the City Council.

SECTION 1. AUTHORITY

1.1 Charter. The City Council of the City of Stephenville shall establish its own rules of procedure for meetings as provided by City Charter. The following set of rules shall be in effect upon their adoption by the Council, and until such time as they are amended, or new rules adopted in the manner provided by these rules.

SECTION 2. GENERAL RULES

- 2.1 Meetings to be Public. All official meetings of the Council shall be open to the public (except where State or local law allows Executive Sessions for certain limited topics). The journal of proceedings shall be open to public inspection.
- 2.2 Quorum. The presence of at least five (5) members of the Council shall constitute a quorum and be necessary for the transaction of business.
- 2.3 Compelling Attendance. The Council may adjourn from day to day to compel the attendance of absent members. The names of Councilmembers arriving late shall be noted upon the minute pages of the City Council.
- 2.4 Journal of Proceedings. An account of all proceedings of the Council shall be kept by the City Secretary and shall be entered in a book constituting the official record of the Council.
- 2.5 Right of Floor. Any member desiring to speak shall be recognized by the Chair and shall confine his or her remarks to one subject under consideration or to be considered.
- 2.6 City Manager. The City Manager shall attend all meetings of the Council unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council but shall have no vote.
- 2.7 City Attorney. The City Attorney or his/her official designee shall attend all meetings of the Council unless excused and shall, upon request, give an opinion, either written or oral, on questions of the law. The City Attorney shall act as the Council's parliamentarian.
- 2.8 City Secretary. The City Secretary or his/her designee shall attend all meetings of the Council unless excused and shall keep the official minutes and perform such other duties as may be

requested by the Council.

- 2.9 Officers and Employees. Department Heads of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings. Department Heads are encouraged to attend all meetings of the City Council as information, or their expertise may be required.
- 2.10 Rules of Order. "Roberts Rules of Order Revised" shall govern the proceedings of the Council in all cases unless they are in conflict with these rules.
- 2.11 City Stationery. City Stationery will be used for official business only and will be kept at City Hall. All Mayor and City Council correspondence will be handled through the City Secretary's office and kept on file in that office.
- 2.12 Compensation. The City Council shall be compensated at the rate of \$200.00 per month. The Mayor shall be compensated at the rate of \$400.00 per month.

SECTION 3. TYPES OF MEETINGS

- 3.1 Regular Business Meeting: The Council shall meet in City Hall for Regular Business, Adjourned, and Special Meetings. The Regular Business Meetings are to commence at 5:30 p.m. on the first Tuesday of each month, unless otherwise specified in accordance with state law.
- 3.2 Special Meetings. Special meetings may be called by the Mayor or by a majority of the members of the Council. Any individual member may call a special meeting upon securing concurrence of four other members, whom he must personally contact and upon confirmation, each of the four concurring members must personally contact the City Secretary. Councilmembers may only state the reason for the called meeting when contacting other Councilmembers. No further discussion may take place regarding the subject(s) of the meeting.

The call for a special meeting shall specify the day, the hour, and the location of the special meeting and shall list the subject or subjects to be considered. No special meeting shall be held until at least seventy-two hours (72) after the call is issued. No item will be placed on the agenda unless submitted to the City Manager at least twenty-four (24) hours prior to the posting of the called meeting agenda.

- 3.3 Recessed Meetings. Any meeting of the Council may be recessed to a later date and time, provided that no recess shall be for a longer period than until the next Regular Meeting.
- 3.4 Emergency Meetings. The City Council may hold meetings dealing with emergency conditions as provided by state law.
- 3.5 Work Sessions. The Council may meet informally in Work Sessions (open to the public), at the call of the Mayor or of a majority of the Council, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal. On-site inspections of project sites and facilities by individual Councilmembers are strongly encouraged. Department Heads will schedule times to accompany any councilmember who wishes to tour city facilities.

- 3.6 Executive Sessions. Executive Sessions or closed meetings may be held in accordance with the provisions of the Texas Open Meetings Act, Texas Government Code Chapter 551. Topics that may be discussed would include but are not limited to: (1) Consultation with Attorney, (2) Deliberations Regarding Real Property, (3) Deliberation Regarding Prospective Gift, (4) Personnel Matters, (5) Deliberation Regarding Security Devices, (6) Meeting Concerning a Municipally Owned Utility, (6) Deliberation Regarding Economic Development Negotiation. The City Council may convene into executive session on any matter related to agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.
- 3.7 Committee Meetings and Reports.
- A. The Committees shall meet in City Hall for their Committee Meetings. The Committee Meetings are to commence at 5:30 p.m. on the third Tuesday of each month, unless otherwise specified in accordance with state law.
 - B. Standing Committees shall be appointed annually following the City's General Election in May.
 - C. The Mayor shall submit suggestions for committee assignment and chairmanship designation to the City Council not later than the second regular council meeting following the City General Election in May. In formulating recommendations, the Mayor shall be guided by the following considerations:
 - 1. At the first regular council meeting following each council election, the Mayor shall request that each council member submit their prioritized request for committee assignments. These requests shall be submitted to the Mayor within 14 days of being requested.
 - 2. The Mayor shall consider each council member's request for committee assignments in arriving at a recommendation. In the event a council member fails to submit a committee assignment request, the Mayor shall attempt to make fair and equitable assignment recommendations for that council member. In arriving at recommendations, the Mayor shall consider the following factors in the priority listed:
 - a. *The Mayor shall serve as a non-voting member of all committees. The Mayor may serve as a voting member of any committee if there is less than a quorum present for the committee meeting. The Mayor shall not serve as the chairman of any committee.*
 - b. Council members may serve as chairman of only one committee unless the number of standing council committees is expanded to more than eight.
 - c. Incumbent council members shall retain their current chairmanship assignments unless they request and receive assignment as chairman of another committee.
 - d. Open chairmanship recommendations shall be based on council member's seniority of total council service and prioritized written assignment requests, in that order.
 - e. Council members who are not selected as chairmen shall receive their first four prioritized committee assignment requests.

- f. The Mayor shall make committee assignment recommendations to achieve a fair and equitable distribution based on council member's prioritized written requests.
 - g. The assignments shall be approved by a majority vote of the City Council.
 - h. Special Committees may be appointed by the City Council as needs arise and the membership of such special committees shall remain intact until the committee's assignment is completed.
- D. It is the duty of the committee chairman to call meetings and see that the committee's assignment is completed. Each committee that has met since the last Regular Business Meeting shall be required to give a status report to the City Council at each monthly meeting. All final committee recommendations shall be filed in written form with the City Secretary and included with the Council's agenda packet.
- 3.8 Attendance of Media at Council Meetings. All official meetings of the City Council and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings. Exceptions to this rule will apply to meetings or parts of meetings which are held in accordance with Vernon's Texas Civil Statutes regarding executive sessions.

SECTION 4. CHAIRMAN AND DUTIES

- 4.1 Chairman. The Mayor, if present, shall preside as Chairman at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the Council shall elect a Chairman.
- 4.2 Call to Order. The meetings of the Council shall be called to order by the Mayor, or in his/her absence, by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Secretary for the election of a temporary Chairman.
- 4.3 Preservation of Order. The Chairman shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.
- 4.4 Points of Order. The Chairman shall determine all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chairman be sustained?"
- 4.5 Questions to be Stated. The Chairman shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member, in the manner provided in Section 6.7 of these rules. Before taking a final vote, the Chairman shall ask for discussion on the motion.

SECTION 5. ORDER OF BUSINESS AND AGENDA

- 5.1 Order of Business. The general rule as to the order of business in regular meetings shall be as follows:

AGENDA OF THE CITY COUNCIL

- I. Call to Order
- II. Pledges of Allegiance
- III. Invocation
- IV. Proclamations, Recognitions, and Presentations
- V. Citizens' General Discussion
- VI. Regular Agenda Items (these are items not discussed in committee)
- VII. Planning and Zoning Commission
- VIII. Reports from Boards and Commissions
- IX. Council Committee Reports
- X. Consent Agenda
 - i. Approval of Minutes
 - j. Bid Considerations
 - k. Resolutions
- XI. Comments by City Manager
- XII. Comments by Council Members and Items for Future Discussion
- XIII. Executive Session
- XIV. Action Taken on Items Discussed in Executive Session, if necessary
- XV. Adjourn

The Mayor may, at his/her discretion, limit the amount of time allowed for the agenda item, "Citizens' General Discussion".

- 5.2 Agenda. The order of business of each council meeting shall be as contained in the agenda prepared by the City Secretary. The Agenda shall be delivered to members of the Council at least seventy-two (72) hours preceding the meeting to which it pertains. The order of the agenda may be adjusted by the Mayor as situations warrant. The Mayor shall announce at the opening of the meeting any items which have been removed.

The order of business of the City Council shall include a Consent Agenda. The Consent Agenda is used as a tool to help shorten council meetings. It contains routine items which are not controversial in nature and do not need further discussion. The Consent Agenda can be handled with one motion from the City Council, "I move that the Consent Agenda be approved as presented." If an item needs to be removed from the Consent Agenda and discussed separately, a typical motion to affect this might be, "I move that we approve the Consent Agenda Items "A" through "D" with the exception of Item "C".

- 5.3 Comments by Council Members and Items for Future Discussion. The Agenda shall provide a time when the Mayor or any Councilmember may bring before the Council any business that he/she feels should be deliberated upon by the Council. These matters need not be specifically listed on the agenda, however, discussion and formal action on such matters shall be deferred until a subsequent council meeting.
- 5.4 Placing Items on the Agenda. Any member of the City Council or general public may place items on the agenda by submitting such items to the City Secretary, City Manager, Mayor or applicable Committee Chairman, in writing, by 5:00 p.m. seven (7) days preceding the Regular Business Council

Meeting or applicable committee meeting.

- 5.5 Reading of Minutes. Unless a reading of the minutes of a council meeting is requested by a member of the Council, such minutes may be approved without reading, if the City Secretary previously furnished each member with a copy.

SECTION 6. ORDINANCES, RESOLUTIONS, AND MOTIONS

- 6.1 Form. Ordinances and resolutions shall be presented to the Council only in printed or typewritten form.
- 6.2 Funding. All ordinances authorizing an expenditure of money shall include the exact source of the funds to be expended.
- 6.3 City Attorney to Approve. All ordinances and resolutions shall be "Approved as to Form and Legality" by the City Attorney. Such approval shall be so indicated by signature on the last page of the ordinance or resolution. Ordinances or Resolutions shall not be presented to the Council without first being approved by the City Attorney.
- 6.4 City Manager to Review. All ordinances and resolutions shall be "Reviewed By" the City Manager. Such review shall be so indicated by signature on the last page of the ordinance or resolution.
- 6.5 Distribution of Ordinances. Copies of all proposed ordinances shall be distributed to all members of the Council at least twenty-four (24) hours before the council meeting as part of the agenda packet in which the ordinance is to be introduced. If the ordinance carries an emergency clause, copies of the ordinance must be distributed at least twelve (12) hours prior to the meeting of the Council at which said ordinance is to be considered.
- 6.6 Recording of Votes. The ayes and noes shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the Council.
- 6.7 Majority Vote Required. Where a quorum of the City Council is present, a proposition is carried by a majority of the votes cast, although some of the members present refuse to vote. Where a member of the City Council is present, but has not voted on a matter, his or her silence shall be construed as concurring with the majority, at least where such concurrence is needed for adoption of the matter before the deliberative body. Abstaining votes shall therefore be construed as concurring with the majority favoring adoption of the matter. Councilmembers filing Conflict of Interest affidavits with the City Secretary shall be considered as not casting any vote on the issue at hand.

Exceptions to the majority vote rule shall apply where required by Charter, ordinance, or state law.

- 6.8 Voting. Two voting methods will be used by the City Council – voice votes and roll call votes. Voice votes are votes cast by the City Council in unison, either aye or nay, when requested by the Mayor. Roll call votes are votes which are cast individually. Voice votes will be used on all issues unless the Mayor or a councilmember requests a roll call vote. When roll call votes are used, the Mayor will be the last councilmember to vote.

When any vote is called, each Councilmember shall respond "yes (aye)", "no (nay)", "abstain", or

"pass". Any Councilmember who responds "pass" shall be given an opportunity at the end of the roll call to change his or her vote to "yes (aye)", "no (nay)", or "abstain". Any "pass" response not so changed shall be recorded as an abstention.

In the event of a tie in votes on any motion, the motion shall be considered lost.

- 6.9 Numbering Ordinances and Resolutions. Upon passage, a number shall be assigned to each ordinance or resolution by the City Secretary.
- 6.10 Ordinance Passage Procedure. When passed by the City Council, an ordinance shall be signed by the Mayor or Mayor Pro Tem and be attested by the City Secretary; and it shall be immediately filed and thereafter preserved in the office of the City Secretary. Ordinances shall be adopted in accordance with City Charter Article III, §19.

Any ordinance imposing a penalty, fine, or forfeiture for a violation of its provisions shall become effective not less than ten (10) days from the date of its passage. The City Secretary shall give notice of the passage of every ordinance imposing a penalty, fine, or forfeiture for a violation of the provisions thereof, by causing the caption or title, including the penalty, of any such ordinance to be published in a newspaper of general circulation in Stephenville at least within ten (10) days after the passage of said ordinance.

- 6.11 Requests for Ordinances or Legal Opinions. Any member of the City Council may request the City Manager to have prepared proposed ordinances with such ordinances to be placed on the agenda of the next scheduled Council meeting, provided the ordinance can be drafted and distributed to members of the Council in accordance with time schedules set forth in Section 6.5 of these rules. Any member of the City Council may request written legal opinions, relating to City business, from the City Manager. Upon receiving requests for a proposed ordinance or a written legal opinion, the City Manager shall forthwith request same from the City Attorney; and upon return receipt thereof, the City Administrator shall forthwith cause to have distributed the subject ordinance or written legal opinion to all members of the Council so that all members of the Council may be fully informed of the status of City affairs. Any member of the Council may, for purposes of inquiry, request verbal opinion or advice on City legal matters directly from the Attorney.

SECTION 7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

- 7.1 Citizen Committees, Boards and Commissions. The Council may create committees, boards, and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the City Charter or City Code.
- 7.2 Membership and Selections. Membership and selection of members shall be as provided by the Council if not specified by the City Charter or City Code. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the City Administrator, except as otherwise specified by the City Charter or City Code.
- 7.3 Removal of Members of Boards and Commissions. The Council may remove any member of any board or commission which it has created or as created by the City Charter or by a vote of at least a majority of the Council.

SECTION 8. CITIZENS' RIGHTS

- 8.1. Addressing the Council During a Regular Business Meeting. Persons addressing the Council shall complete a Registration Form prior to the Call to Order and present it to the City Secretary. Questions from citizens will be directed to the Mayor, and the Mayor will inform the citizen that the question will be directed to the appropriate person, staff, or Councilmember.
- 8.2. Time Limit. Each person addressing the Council shall step up to the microphone, shall give his/her name and address in an audible tone of voice for the record. Individual citizen presentations shall be limited to three (3) minutes, and group presentations shall be limited to ten (10) minutes. At least three members of the group or organization shall be in attendance and their names shall be listed on the Registration Card. The Mayor, at his/her discretion, may reasonably extend these limits.
- 8.3. Manner of Addressing the Council. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the presiding officer.
- 8.4. Personal and Slanderous Remarks. The Mayor may, at his or her discretion, have removed any person making personal, impertinent or slanderous remarks while addressing the Council and may bar such persons from further audience before the Council.
- 8.5. Reading of Protests. Interested persons, or their authorized representatives, may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has control when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.
- 8.6. Mayor May Appoint Committee or Refer Citizen's Complaints. The Mayor may appoint a committee of three members of the City Council to hear citizens' complaints, or may refer citizens' complaints to an Executive Session of the City Council, whenever the subject would be appropriate.
- 8.7. Written Communications. Interested parties, or their authorized representatives, may address the council by written communication in regard to any matter concerning the city's business or over which the council has control at any time by mailing or emailing such communication to the City Secretary, or mailing or emailing such communication to individual Councilmembers. All members of the Council shall have an email address issued by the City.

SECTION 9. SUSPENSION AND AMENDMENT OF THESE RULES

- 9.1. Suspension of These Rules. Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.
- 9.2. Amendment of These Rules. These rules may be amended, or new rules adopted, by a majority vote of all members of the council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior council meeting.

Resolution No. 1986-3. Revised February 7, 1990; April 3, 1990; October 3, 1995; April 1, 1997; November 3, 1998; March 7, 2000; June 17, 2003; September 9, 2008; March 1, 2016, May 3, 2022.



COMMITTEE REPORT

REPORT TYPE: Public Health and Safety Committee Report

MEETING: October 15, 2024

Present: Dean Parr, Chair, LeAnn Durfey, Lonni Reisman, David Baskett

Absent: None

DEPARTMENT: Police

STAFF CONTACT: Dan M. Harris, Jr.

Agenda Item: Consider Approval of Covered Applications and Prohibited Technology Policy

Discussion: Stephenville Police Department (SPD) Chief Dan M. Harris, Jr. presented the request to approve the City of Stephenville Covered Applications and Prohibited Technology Policy to be in compliance with SB 1893.

The Texas Legislature has passed SB 1893 requiring political subdivisions to adopt a policy: (1) prohibiting the installation of TikTok or another covered application on any device owned or leased by the government entity; and (2) requiring the removal of covered applications from those devices. The recommended policy was created using the template provided by the state.

Committee Action: Following presentation and discussion: a motion was made by Mr. Dean Parr and seconded by Mrs. LeAnn Durfey to bring to the full council a positive recommendation for approval of this policy.

Recommendation: The committee voted unanimously to approve and submit the Covered Applications and Prohibited Technology Policy to the full council.



I. SCOPE AND DEFINITIONS

Pursuant to Senate Bill 1893, governmental entities, as defined below, must establish a covered applications policy:

- A department, commission, board, office, or other agency that is in the executive or legislative branch of state government and that was created by the constitution or a statute, including an institution of higher education as defined by Education Code Section 61.003.
- The supreme court, the court of criminal appeals, a court of appeals, a district court, or the Texas Judicial Council or another agency in the judicial branch of state government.
- A political subdivision of this state, including a municipality, county, or special purpose district.

This policy applies to all City of Stephenville full- and part-time employees, contractors, paid or unpaid interns, and other users of government networks. All City of Stephenville employees are responsible for complying with this policy.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

II. COVERED APPLICATIONS ON GOVERNMENT-OWNED OR LEASED DEVICES

Except where approved exceptions apply, the use or installation of covered applications is prohibited on all government-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City of Stephenville will identify, track, and manage all government-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a) Prohibit the installation of a covered application.
- b) Prohibit the use of a covered application.
- c) Remove a covered application from a government-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).

- d) Remove an application from a government-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City of Stephenville will manage all government-owned or leased mobile devices by implementing the security measures listed below:

- a) Restrict access to “app stores” or unauthorized software repositories to prevent the installation of unauthorized applications.
- b) Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
- c) Maintain the ability to remotely uninstall unauthorized software from mobile devices.
- d) Other Governmental Entity-implemented security measures.

III. ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the government’s sensitive information and critical infrastructure, DPS and DIR will regularly monitor and evaluate additional social media applications or services that pose a risk to this state.

DIR will annually submit to the Governor a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy.

If the Governor identifies an item on the DIR-posted list described by this section, then The City of Stephenville will remove and prohibit the covered application.

The City of Stephenville may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

IV. BRING YOUR OWN DEVICE POLICY

If the City of Stephenville has a “Bring Your Own Device” (BYOD) program, then the City may consider prohibiting the installation or operation of covered applications on employee-owned devices that are used to conduct government business.

V. COVERED APPLICATION EXCEPTIONS

The City of Stephenville may permit exceptions authorizing the installation and use of a covered application on government-owned or -leased devices consistent with the authority provided by Government Code Chapter 620.

Government Code Section 620.004 only allows [Governmental Entity] to install and use a covered application on an applicable device to the extent necessary for:

- 1. Providing law enforcement; or
- 2. Developing or implementing information security measures.

If the City of Stephenville authorizes an exception allowing for the installation and use of a covered application, the City of Stephenville must use measures to mitigate the risks posed to the

state during the application’s use including maintain the ability to remotely wipe non-compliant or compromised mobile devices. Maintain the ability to remotely uninstall unauthorized software from mobile devices.

The City of Stephenville must document whichever measures it took to mitigate the risks posed to the state during the use of the covered application.

The city of Stephenville will make an exception for law enforcement issued phones on an as needed basis to conduct investigations into alleged crimes involving these prohibited applications.

VI. POLICY COMPLIANCE

The City of Stephenville will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership.

An employee found to have violated this policy may be subject to disciplinary action, including termination of employment.

VII. POLICY REVIEW

This policy will be reviewed annually and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR’s website, or to suit the needs of the City of Stephenville.

Public Works Committee
COMMITTEE REPORT



MEETING: Public Works Committee Meeting – 15 OCT 2024
Present: P8 Alan Nix, Chair; P2 Gerald Cook, P4 Dean Parr; P6 David Baskett
Absent: None
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

Agenda Item 3: Review Proposed FY24-25 Rates for Upper Leon River Municipal Water District

Discussion: The annual, recurring expenditure for the Upper Leon River Municipal Water District was presented. It was noted the exact amount was allocated in the approved FY24-25 budget. It was also noted the \$185,269.00 raw water fee is a dollar-for-dollar direct pass-through cost from the Brazos River Authority (BRA) for the Upper Leon River Municipal Water District.

Committee Action: Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Parr, to forward a positive recommendation to the full council to approve the budgeted expenditure as presented.

Recommendation: The committee voted unanimously to forward a positive recommendation to the full council to approve the budgeted expenditure as presented.

Agenda Item 4: Review Recommendation for FY25-26 CDBG Admin Services

Discussion: An overview of the Texas Community Development Block Grant (TXCDBG) program was presented notating the FY25-26 program has a maximum possible award amount of \$750,000. It was noted the program does not require a matching amount, but that a 15% match (\$112,500.00) would provide the most scoring points on the application. It was also noted an approved project would provide for water, sewer, drainage, and/or paving improvements within the Department of Housing and Urban Development’s (HUD) designated Low-to-Moderate Income (LMI) areas.

Additionally, it was noted that no fee is required to be paid to the grant administrator unless a grant is awarded, and only if the grant is subsequently accepted by the city. Further, Public Management, Inc.’s maximum fee of \$60,000, would be paid from the awarded grant funds.

Committee Action: Following discussion, a motion was made by Mr. Cook, seconded by Mr. Baskett, to forward a positive recommendation to the full council to award the grant administration services contract for the FY25-26 Texas Community Development Block Grant (TxCDBG) program as presented.

Recommendation: The committee voted unanimously to forward a positive recommendation to the full council to award the grant administration services contract for the FY25-26 TxCDBG program to Public Management, Inc. as presented

Agenda Item 5: Review Proposed Waste Connections Annual Rate Adjustment

Discussion: A proposal from Waste Connections was presented requesting a 17.50 percent increase in rates. It was noted that twice per week collection would be maintained and the rates, if approved, for the residential accounts would increase by \$2.44 per month. It was also noted that disposal rates for Waste Connections at the Stephenville Landfill would increase to match the proposed roll off rates and are anticipated to generate over \$25,000 annually. Further, the roll-off disposal rates for the Stephenville Wastewater Treatment Plant would not be subject to change until October 2025.

Negotiation meetings have been held with Waste Connections and it should be noted the original requested rate increase was 21.50 percent and was negotiated down to 17.50 percent.

Committee Action: Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the annual rate adjustment as presented.

Recommendation: The committee voted unanimously to recommend the annual rate adjustment as presented at a maximum of 17.50 percent.

Agenda Item 6: Review Budgeted Design Services Proposal for Lillian 1MG Ground Storage Tank

- Discussion:** A proposal from Provenance Engineering was presented for the budgeted design of a one-million-gallon ground storage tank at the Lillian Pump Station. The Lillian Pump Station was originally designed to include a second ground storage tank. This proposal would prepare the detailed technical specifications as well as provide for construction phase services, if/when a construction contract is awarded by council. It was noted the FY24-25 budget allocated \$275,000 and the proposal was for \$274,000 with a design timeline of nine (9) months.
- Committee Action:** Following discussion, a motion was made by Mr. Cook, seconded by Mr. Baskett, to recommend award of the professional service agreement to Provenance Engineering for \$274,000 for design of the planned one-million-gallon ground storage tank at the Lillian Pump Station as presented.
- Recommendation:** The committee voted unanimously to forward a positive recommendation to the full council to award the professional service agreement to Provenance Engineering as presented.

STAFF REPORT



SUBJECT: FY24-25 Upper Leon River Municipal Water District (ULRMWD) – Raw Water Charges
MEETING: Public Works Committee Meeting - 15 OCT 2024
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends authorization for the FY24-25 annual routine payments to the Upper Leon River Municipal Water District (ULRMWD) for raw water charges in the amount of \$185,269.00 per the agreement established in 1999.

BACKGROUND:

The city entered into a Supplemental Water Service Agreement with the ULRMWD on July 26, 1999. The term of the agreement is fifty years ending on August 30, 2049. The annual Raw Water charge is the dollar-for-dollar pass thru cost from the Brazos River Authority (BRA) for Stephenville’s allocation of 1862 acre-feet (AF) of raw water as a part of a District contract with the BRA.

The annual notice (copy attached) from the ULRMWD, dated September 11, 2024, confirms the FY24-25 BRA System Rate was amended to \$99.50 per AF.

FISCAL IMPACT SUMMARY:

The raw water charge for the period September 1, 2024 through August 31, 2025 is \$185,269.00. The approved FY24-25 budget allocated funds in the exact amount specifically for this routine, annual cost.

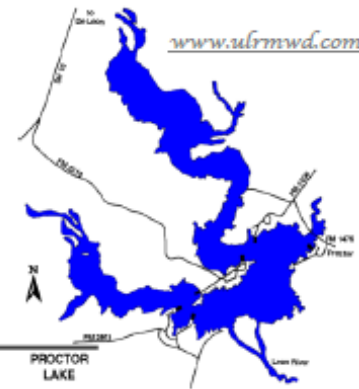
ATTACHMENTS:

Attached is a copy of the ULRMWD FY24-25 notice.

Upper Leon River Municipal Water District

2250 Highway 2861

Comanche, Texas 76442



Item 28.

September 11, 2024

NICK WILLIAMS

City of Stephenville
298 West Washington
Stephenville, Texas 76401

RE: ULRMWD Water Charges
City Volumetric Rate
Minimum Fee
Raw Water Charge

Nick,

The Upper Leon River MWD Board adopted a rate for the member (constituent) cities of \$5.3390 per thousand gallons at their July 22nd, 2024, Board Meeting. When 2.5% is applied to the \$5.3390 it yields an adjusted **Volumetric Rate** to the City of Stephenville of **\$5.473 per thousand**; net change from the previous year will be \$0.2557 per thousand (up 4.9%).

The new volumetric rate would be effective for water metered for the period September 26th thru October 30th, 2024.

The **Minimum Fee** currently remains \$141,972 and the pay terms remain the same, i.e., paid monthly **\$11,831**, or it can be paid annually.

Raw Water charge is the dollar-for-dollar pass thru from Brazos River Authority (BRA) for 1862 A.F. of raw water that is a part of a District contract with BRA. As most are aware, the 1862 A.F. of water represents the drought-of-record, 31.4% reduction of the original 2714 A.F. of water contracted by the District from BRA for the benefit of the City. On July 29, 2024, the BRA Board of Directors set their System Rate at \$99.50 per Acre-Foot. This per AF rate, applied to the contract that was billed by BRA and already paid by the District, forms the City's Raw Water charge. The City's **Raw Water Charge for the period September 1st, 2024 through August 31st, 2025 is \$185,269**. This amount is due upon receipt; invoice accompanies.

Please contact us at your opportunity to discuss this or any other matters. The Office phone is 254-879-2258.

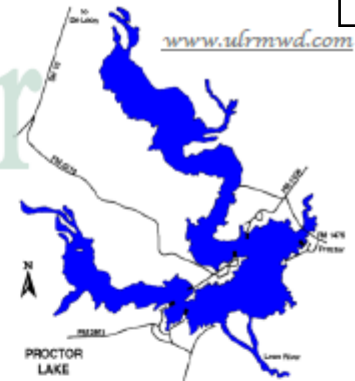
Thank you,

gary d. lacey

Upper Leon River Municipal Water District

2250 Highway 2861

Comanche, Texas 76442



September 11, 2024

NICK WILLIAMS

City of Stephenville
298 West Washington
Stephenville, Texas 76401

RE: ULRMWD Raw Water Contract Invoice

Nick,

Raw water charge as shown below. This is for the period 09/01/23-08/31/24. Due upon receipt

A.F.	BRA/\$A.F.	Total
1862	\$99.50*	\$185,269.00

(*BRA System Rate; Board adopted 07/29/2024)

Thank you,

gary d. lacy

This contract ("Contract") is made and entered effective _____, 2024 by and between **PUBLIC MANAGEMENT, INC.**, a Texas corporation, of Houston, Harris County, Texas ("Consultant") and the **CITY OF STEPHENVILLE**, ("Client") for the purpose of retaining Consultant to render **Application Preparation and Administration Services** to the Client for Texas Community Development Block Grant Program (TxCDBG) – Community Development Fund (CD Fund), administered by the Texas Department of Agriculture (TDA).

Client and Consultant agree that Consultant will provide services to Client on the terms and conditions outlined in this Contract.

I.

Consultant will provide Client with administrative services as follows:

PRE- FUNDING SERVICES:

Application Preparation: The Team will prepare the application as directed by the Client to apply for available funding sources adherent to the state and federal agencies guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application, including, but not limited to:

- Review of proposed project for program compliance and will work with Client staff to provide an overview;
- Advise on important deadlines and procedures;
- Schedule project meetings with client staff to evaluate proposed project and timeframes.
- Prepare project description in conjunction with staff and project engineer;
- Evaluate project objective and develop timelines/milestones;
- Prepare project maps in ArcGIS and PDF format;
- Prepare necessary preliminary Environmental Compliance documentation;
- Conduct public hearings (as applicable) for application submission and attend Client meeting to address application development;
- Package complete application with all pertinent supplemental documentation for client to review prior to submission;
- Identify and document beneficiaries;
- Advise client on funding availability, anticipated scoring, selection and award process.

POST FUNDING SERVICES

GENERAL ADMINISTRATION SERVICES

Administrative Duties: The Team will coordinate, as necessary, between Client and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontract and/or administrative agency to effectuate the services requested.

- Oversee the project and achieve all of the project goals within the constraints given by the funding agency;
- Develop and implement project phases to plan, budget, oversee, and document all aspects of the specific project;
- Coordinate all activities related to the project's successful completion with all other professionals and organizations associated with this project.

Recordkeeping: The Team will assist the Client with maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e. program management records).

- Complete filing system will be developed and maintained at Client's office;
- Both physical and electronic form of records will be developed and accessible;
- Records will be updated as necessary to ensure compliance with funding source and administrative agency;
- Records will be retained for the appropriate period of time as dictated by the funding agency, with electronic records available for perpetuity.

Financial Management: The Team will assist the Client in keeping the general journal, general ledger, cash receipts journal and all other necessary financial documents, as well as monitor the Client's financial system.

- Utilize and assist with the agency's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.;
- Request fund expenditure in-line with project milestones;
- Develop a detailed Contract Ledger;
- Establish a filing system that accurately and completely reflects the financial expenditures of the program and project(s).
- Keep track of disbursement of funds and ensure that the vendors are paid within the required timeframe set out by the funding agency.

Construction Management: The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. We will oversee specialized contractors and other personnel and allocate necessary resources.

- Assist the Client in submitting/setting up project applications in the Agency's system of record;
- Coordinate the development, completion, and execution of contract documents to ensure supporting documentation is in order;
- Conduct regular on-site visitations and assessments;
- Development and maintenance of construction management status log;
- Recommendation and development of scope realignments as prescribed by the project's complexities.

CONTRACT ADMINISTRATION SERVICES

Administrative Duties: The Team will work with the Client's staff to provide the necessary administrative and planning services to see the project to completion. The Team will meet with officials on a regular basis to review progress on the objectives of the project and then take actions to see that those objectives are met.

- Act as the Client's liaison to the funding agency in all matters concerning the project;
- Coordinate communication via email, conference call, facsimile, and direct meetings to ensure the project is on schedule and all parties are properly informed;
- Prepare and submit any necessary reports required by the funding agency during the course of the project (i.e. Monthly/Quarterly Progress Reports, Project Monitoring Reports, Project Completion Reports, etc.);

- Provide Client staff specific instructions on the necessary administrative procedures that will assure a successful project;
- Establish and maintain record keeping systems;
- Assist with resolving monitoring and audit findings.

Real Property Acquisition (as applicable): The Team will assist the Client in the preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property (real property in the context of acquisition refers to permanent interest in real property as well as certain less-than-full-fee interests in real property).

- Adherence to the Uniform Act (URA) which guides the acquisition of real property that may be necessary to the needs of the project;
- ***If it is determined that property needs to be acquired, Public Management, Inc. will perform the following services according to the URA for an additional fee.***
- Development and maintenance of appropriate file materials to ensure compliance with federal, state, and program requirements;
- Administrative coordination of parcels, values, correspondence;
- Coordinate property appraisals and determine just compensation;
- Ensure easement/right of way boundaries are in line with proposed project and survey;
- Completion and/or file closure of acquired property.

Environmental Services: The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable.

- Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- Prepare and maintain a written environmental review record;
- Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- Conduct site-visits as necessary to ensure environmental compliance;
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- Assist in compliance with flood plain and wetlands management review guidelines;
- ***Not included in this service are archeological, engineering, or other special service costs mandated by environmental review record compliance agencies.***

Civil Rights Requirements: The Team will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. Ensure that the contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

- Set up Civil Rights & Citizen Participation File;
- Designate a Civil Rights Officer (CRO);
- Adopt policies and grievance procedures regarding Citizen Participation;
- Adopt Policies and Pass Resolution/Proclamation/Ordinances regarding Civil Rights;
- Publish Citizen Participation and Civil Rights Notices;
- Place necessary documentation in Bid Packets for Contractors;
- Include required clauses in Construction Contracts between Grant Recipient and Contractor;
- Take action to Affirmatively Further Fair Housing;
- The Team will be diligent and consistent in implementing the project's civil rights responsibilities and will undertake further action and reporting requirements.

Procurement/Bidding/Contracting: Procurement is the process through which an entity obtains goods and services from vendors. The Team will assist the Client in following appropriate procurement procedures to obtain professional and construction services necessary to complete the project.

- Provide assistance to ensure compliance with Local Government Code Chapter 252 as applicable to goods and services;
- Provide assistance to ensure compliance with 2 CFR 200.320 (Methods of Procurement to be Followed).

Labor Standards Monitoring: The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The Team will structure the program so that all procurement procedures and contracts will meet equal opportunity requirements. The Team will also ensure that the contractors make affirmative efforts to employ minority persons and minority subcontractors. Ensure compliance with laws regarding Labor Standards, which include:

- Davis-Bacon Act (40 USC Chapter 31, Subchapter IV);
- Contract Work Hours & Safety Standards Act (CWHSSA);
- Copeland (Anti-Kickback) Act (18 USC 874; 40 USC 3145);
- Fair Labor Standards Act.

Force Account (as applicable): The Team will assist the Client in preparing force account documentation for the project, if necessary, and will consolidate this information for suitable presentation to funding agency. ***Public Management, Inc. may consider an additional fee for these services depending upon the scope of Force Account activities.***

- Develop and maintain documentation of all associated costs;
- Using appropriate recordkeeping forms required by funding agency;
- Submit documentation upon completion of necessary milestones.

Contract Close-out Assistance: The Team will prepare any necessary reports required by the funding agency to close out the project. The Team will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

- Ensure projects outcomes are in line with contract documents and funding agency's goals and objectives;
- Ensure project beneficiaries are appropriately documented and reported;
- Develop, complete, and submit project completion report(s) and any other necessary administrative completion documents.

It is specifically agreed and understood that Consultant will not provide either personally or by contract any professional or technical services requiring a license by the State of Texas in any phase or aspect of the foregoing. Rather, Consultant will advise Client of the need of such services in furtherance of the planned objectives of Client's Program.

Client acknowledges that Consultant is providing Administrative Services only to Client and that Consultant is not responsible for any procurement activities for or on behalf of the Client. That is, Client, not Consultant, will advertise for and procure the services of any third party required to fulfill Program requirements. By way of example only, Client, not Consultant, must timely and properly post any advertisements necessary to fulfill Program requirements and Client, not Consultant, will enter into any required contracts with third parties necessary to fulfill Program requirements.

Client Initials _____

Consultant Initials _____

II.

Consultant hereby agrees that in the implementation of this Contract, Consultant will comply with the terms and conditions of **Attachment III**, which document is attached hereto and incorporated herein for all purposes, as if set out herein verbatim.

III.

Client is awarding this contract in accordance with the State of Texas Government Code 2254, Professional and Consulting Services.

IV.

It is agreed by the parties hereto that Consultant will, in the discharge of services herein, be considered as an Independent Contractor as that term is used and understood under the laws of the State of Texas and further for the purposes of governing Consultant's fees under the Procurement Standards of Title 2 CFR Part 200.

V.

For work associated to the **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed **ZERO DOLLARS (\$0.00)** for **Application Preparation Services**.

For work associated to **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee of 8% of the grant request amount not to exceed **Sixty Thousand Dollars and Zero Cents (\$60,000.00)** for **Administrative Services**.

The proposed fee is based on the submission and award of an application that requests the maximum grant funds allowable (\$750,000.00). Final administration fee will be the lesser of 8% of the request amount or \$60,000.

VI.

It is agreed that upon determination of total funding request amount Consultant and Client will execute the **Work Authorization (Attachment I)** that will detail final contract amount and cost for services. It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the agency indicate that personal services were compensated at greater than reasonable rates.

Services that fall outside the regular scope and/or are not part of the proposed scope will be billed according to the hourly rate and fee schedule defined in **Corporate Hourly Rate and Fee Schedule (Attachment II)**. *Prior to Consultant performing any services which are not part of the proposed scope, Consultant shall submit to Client, per paragraph of this contract, a projected hourly schedule and projected total fee for approval.*

VII.

Payment of the fees associated with (“**Part V. and VI.**”) - Payment Schedule of this Agreement – shall be contingent upon funding award. In the event that grant funds are not awarded to the Client this agreement shall be terminated by the Client.

VIII.

For purposes of this Contract, the Mayor or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for Consultant. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

IX.

This Contract shall extend and be in full force until the Program has been fully closed out by the agency. Notwithstanding the foregoing, this Contract may be terminated by Consultant, with or without cause, on forty-five (45) days’ written notice to Client.

X.

Termination for Cause by Client: If Consultant fails to fulfill in a timely and proper manner its obligations under this Contract, or if Consultant violates any of the covenants, conditions, contracts, or stipulations of this Contract, Client shall have the right to terminate this Contract by giving written notice to Consultant of such termination and specifying the effective date thereof, which shall be at least five (5) days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Consultant pursuant to this Contract shall, at the option of Client, be turned over to Client and become the property of Client. In the event of termination for cause, Consultant shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Termination for Convenience by Client: Client may at any time and for any reason terminate Consultant's services and work at Client's convenience upon providing written notice to the Consultant specifying the extent of termination and the effective date. Upon receipt of such notice, Consultant shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement. Upon such termination, Consultant shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Consultant as are permitted by the prime contract and approved by Client; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Consultant prior to the date of the termination of this Agreement. Consultant shall not be entitled to any claim or claim of lien against Client for any additional compensation or damages in the event of such termination and payment.

Resolution of Program Non-Compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this Contract, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or Program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within thirty (30) days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within thirty (30) days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Contract and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. If the matter is not resolved through such mediation within sixty (60) days of the initiation of that procedure, either party may proceed to file suit.

XI.

Client, the agency, the U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Consultant which are directly pertinent to this Program, for the purpose of making audit, examination, excerpts, and transcriptions, and to close out the Client's contract. Consultant agrees hereby to maintain all records made in connection with the Program for a period of three (3) years after Client makes final payment and all other pending matters are closed. All subcontracts of Consultant shall contain a provision that Client, the agency, and the Texas State Auditor's Office, or any successor agency or representative, shall have access to all books, documents, papers and records relating to subcontractor's contract with Consultant for the administration, construction, engineering or implementation of the Program between the agency and Client.

XII.

If, by reason of force majeure, either party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Contract, then if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term "force majeure" as employed herein shall mean acts of God, acts of public enemy, orders of any governmental entity of the United States or of the State of Texas, or any civil or military authority, and any other cause not reasonably within the control of the party claiming such inability.

XIII.

This document embodies the entire Contract between Consultant and Client. Client may, from time to time, request changes in the services Consultant will perform under this Contract. Such changes, including any increase or decrease in the amount of Consultant's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Contract.

XIV.

If a portion of this Contract is illegal or is declared illegal, the validity of the remainder and balance of the Contract will not be affected thereby.

XV.

Any provision of this Contract which imposes upon Consultant or Client an obligation after termination or expiration of this Contract will survive termination or expiration of this Contract and be binding on Consultant or Client.

XVI.

No waiver of any provision of this Contract will be deemed, or will constitute, a waiver of any other provision, whether or not similar, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

XVII.

This Contract will be governed by and construed in accordance with the laws of the State of Texas.

XVIII.

Any dispute between Consultant and Client related to this contract which is not resolved through informal discussion will be submitted to a mutually agreeable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

XIX.

The party who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney fees and all costs of such proceeding.

XX.

Consultant and Client, each after consultation with an attorney of its own selection (which counsel was not directly or indirectly identified, suggested, or selected by the other party), both voluntarily waive a trial by jury of any issue arising in an action or proceeding between the parties or their successors, under or connected with this contract or its provisions. Consultant and Client acknowledge to each other that Consultant and Client are not in significantly disparate bargaining positions.



PATRICK K. WILTSHIRE
President/CEO

Client

Chief Elected Official

ATTEST:

**Attachment I
Work Authorization**

For work associated to City of Stephenville Contract No. XXXXX-XXXX and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

Sixty Thousand Dollars and 0/100 (\$60,000.00)

The fees are payable upon receipt of invoice from Consultant in accordance with the following schedule for Administrative Services.

<u>ADMINISTRATIVE SERVICES</u>		
Preliminary Administrative Requirements	25%	\$15,000.00
Environmental Review	25%	\$15,000.00
Start of Construction	20%	\$12,000.00
Construction Completion	20%	\$12,000.00
Closeout Documents	10%	\$6,000.00
TOTAL FEE		\$60,000.00

It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the client indicate that personal services were compensated at greater than reasonable rates.

PATRICK K. WILTSHIRE
President/CEO

Chief Elected Official

ATTEST:

**Attachment II
Corporate Hourly Rate & Fee Schedule**

PUBLIC MANAGEMENT, INC.
2024 Hourly Rate

Principal Consultant	\$275.00/HR
Senior Consultant	\$250.00/HR
Senior Project Manager	\$225.00/HR
Environmental Specialist	\$200.00/HR
Project Manager	\$200.00/HR
Planner	\$200.00/HR
GIS Manager	\$200.00/HR
GIS Technician	\$185.00/HR
Assistant Project Manager/Planner	\$170.00/HR
Compliance Specialist	\$150.00/HR
Executive Assistant	\$125.00/HR

Hourly rates for personnel not listed will be billed at direct payroll cost

REIMBURSABLE EXPENSES

- Travel (vehicle miles traveled) at allowable IRS rate per mile, or at actual out-of-pocket cost.
- Actual cost of subsistence and lodging.
- Actual cost of long-distance telephone calls, expenses, charges, delivery charges, and postage.
- Actual invoiced cost of materials required for the job and used in drafting and allied activities, including printing and reproduction.

This rate schedule will be applicable through December 31, 2024. In January, 2025, if increases are necessary due to increases in wages or other salary related costs, the rates shown will be adjusted accordingly.

ATTACHMENT III
TERMS AND CONDITIONS

I.

Equal Employment Opportunity

During the performance of this Contract, Consultant agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for

purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant

agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.

(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.

(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]

II.

Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

III.

Section 109 of the Housing and Community Development Act of 1974

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

IV.

Section 504 Rehabilitation Act of 1973, as Amended

The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including

discrimination in employment, under any program or activity receiving federal financial assistance.

V.

Age Discrimination Act of 1975

The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

VI.

Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.

a) The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

b) The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

c) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

d) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR

part 75 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 75. Minimum expectations of effort to direct employment opportunities to such workers are identified in the TxCDBG Project Implementation Manual.

e) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

VII.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Consultant agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Consultant's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) Consultant will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary Issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

VIII.

Interest of Members of Client

No member of the governing body of Client and no other officer, employee, or agent of Client who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract and Consultant shall take reasonably appropriate steps to assure compliance.

IX.

Interest of Other Local Public Officials

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connections with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract; and Consultant shall take appropriate steps to assure compliance.

X.

Interest of Consultant and Employees

Consultant covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Contract, no person having any such interest shall be employed.

XI.

Debarment and Suspension (Executive Orders 12549 and 12689)

The Consultant certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (1986) and 12689

(1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Consultant. The

Consultant understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

XII.

Copyrights and Rights in Data

FEMA has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. FEMA requirements, Article 45 of the General Conditions to the Contract for Construction (form FEMA-5370) requires that contractors pay all royalties and license fees.

All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfill the requirements of the construction contract.

XIII.

Clean Air and Water.
(Applicable to contracts in excess of \$150,000)

Due to 24 CFR 85.36(i)(12) and federal law, the Design Professional shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. § 1857h-4 transferred to 42 USC § 7607, section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), on all contracts, subcontracts, and sub grants of amounts in excess of \$100,000.

XIV.

Energy Efficiency

Pursuant to Federal regulations (24 C.F.R 85.36(i)(13)) and Federal law, except when working on an Indian housing authority Project on an Indian reservation, the Design Professional shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163 codified at 42 U.S.C.A. § 6321 et. seq.).

XV.

Retention and Inspection of Records

Pursuant to 24 CFR 85.26(i)(10) and (11), access shall be given by the Design Professional to the Owner, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the Design Professional which are directly pertinent to that specific Contract for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after the Owner or Design Professional and other sub grantees make final payments and all other pending matters are closed.

STAFF REPORT



SUBJECT: Administrative Services Selection for FY25-26 TxCDBG Application
MEETING: Public Works Committee Meeting - 15 OCT 2024
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends selection of Public Management, Inc. to assist the City of Stephenville in the no-cost application and, if awarded, the administration of a contract for the 2025-2026 Texas Community Development Block Grant (TXCDBG) Program operated by the Texas Department of Agriculture (TDA).

BACKGROUND:

Staff issued a Request for Qualifications (RFQ) to assist the City of Stephenville in the administration of its CDBG projects. Most CDBG funds are used for public facilities such as water, wastewater, street, and drainage improvements. This year, the maximum available award amount from the TDA for the Community Development Fund is \$750,000.00. The deadline for submittal of the application is December 9, 2024.

The City of Stephenville issued an RFQ for consulting services to support the administration and implementation of its CDBG projects. The RFQ was advertised on August 1, 2024, and responses were received by August 27, 2024. The following three firms submitted their qualifications for consideration:

- Public Management, Inc.
- Grant Works
- Experience with CDBG projects

A review committee was formed to evaluate the submitted qualifications based on the criteria outlined in the RFQ. Selection criteria included: Experience with CDBG projects, Qualifications and expertise of the proposed team, Understanding of the project scope, Past performance and references, as well as Cost-effectiveness.

The review committee scored each submission. A summary of the scores signed by the selection committee is attached.

Based on the evaluation process, the review committee recommends the selection of Public Management, Inc. as the consultant for the CDBG projects. Public Management demonstrated extensive experience with similar projects with over \$1 billion in various funding initiatives, a highly qualified team including Certified Administrators, and a thorough understanding of the project scope. Their past performance and references were noted as exemplary.

If supported by committee and approved by council, staff would negotiate a contract with Public Management to provide for preparation of the grant application, and if selected, project management, financial management, environmental review, construction management, fair housing / equal opportunity, audit, and contract close out assistance. Any formal contract will be presented to council for final approval.

FISCAL IMPACT SUMMARY:

If the city is not awarded or does not accept a grant, there are no fees to pay Public Management, Inc.

If the city is awarded and accepts the grant, Public Management Inc.'s not-to-exceed fee of \$60,000 is paid from the awarded grant amount.

While the grant itself has no matching requirement, the maximum scoring criteria points are awarded with a 15% match of \$112,500 for a full \$750,000 award amount.

ALTERNATIVES:

The city could decline to participate in the grant program.

ATTACHMENTS:

A copy of the signed evaluation criteria score sheet is attached to this memo.

A copy of the proposed contract with Public Management Inc. is attached to this memo.

**NINTH AMENDMENT TO THE EXCLUSIVE FRANCHISE AGREEMENT
FOR THE COLLECTIONS, HAULING AND DISPOSAL OF MUNICIPAL SOLID WASTE AND
CONSTRUCTION AND DEMOLITION WASTE
IN THE CITY OF STEPHENVILLE, TEXAS**

Item 30.

This Ninth Amendment to the Exclusive Franchise Agreement for the Collections, Hauling and Disposal of Municipal Solid Waste and Construction and Demolition Waste in the City of Stephenville, Texas (the "Amendment") is entered into this 5th day of November, 2024, by and between Progressive Waste Solutions of TX, Inc. d/b/a WC of Texas (the "Service Provider") and the City of Stephenville, Texas (the "City"). Service Provider and the City are each individually referred to herein as a "Party" and collectively as the "Parties". Any capitalized terms not otherwise defined herein shall be given the meaning ascribed to them within the Agreement (as defined below).

RECITALS:

WHEREAS, the City and the Service Provider entered into an Exclusive Franchise Agreement dated January 1, 2014 followed by a First Amendment dated January 6, 2015, a Second Amendment dated September 4, 2018 extending the term to December 31, 2023, a Third Amendment dated December 3, 2019, a Fourth Amendment adjusting the rates, dated December 1, 2020, a Fifth Amendment adjusting rates, dated March 1, 2022, a Sixth Amendment updating the Fuel Surcharge Table, dated September 6, 2022, a Seventh Amendment adjusting the rates, dated March 7, 2023, an Eighth Amendment setting the term to December 31, 2028 (as amended, the "Agreement") to provide collection, hauling, and disposal services for Municipal Solid Waste and Construction Waste within the City (as such terms are defined in the Agreement); and

WHEREAS, the City and the Service Provider mutually desire to amend the Agreement as further described herein.

AGREEMENT:

NOW, THEREFORE, and in consideration of the premises and such other lawful consideration, the receipt and sufficiency of which each of the parties hereto acknowledge, the parties agree as follows:

1. **Rates and Fees**. Section 9 of the Agreement is hereby deleted in its entirety and replaced with the following:

Subject to adjustment, as provided in Section 10 hereof, the rates and fees to be charged and received by the Service Provider are as follows to be effective as of January 1, 2025:

A. **Single-Family Residential Unit Services**. For the twice weekly collection Services provided to Single Family Residential Units under Section 4.A. hereof, the Service Provider shall charge (i) \$16.41 per month for each Single-Family Residential Unit utilizing one Roll-Out, plus (ii) \$8.20 per month for each additional Roll-Out utilized by such Single-Family Residential Unit. These rates apply to all Single-Family Residential Units located within the City's corporate limits and billed by the City for water and/or sewer services.

B. **Commercial Hand Collect Unit Services**. For the twice weekly collection Services provided to Commercial Hand Collect Units under Section 4.B. hereof, the Service Provider shall charge (i) \$26.65 per month for each Commercial Hand Collect Unit utilizing one Roll-Out, plus (ii) \$13.62 per month for each additional Roll-Out utilized by such Commercial Hand Collect Unit. These rates apply to all Commercial Hand Collect Units that are located within the City's corporate limits and billed by the City for water and/or sewer services.

C. Commercial, Industrial and Multi-Family Residential Unit Services. For the as needed/requested Services provided to Commercial, Industrial and Multi-Family Residential Units under Section 5 hereof, the Service Provider shall charge per month for each Container utilizing the following rates:

COMMERCIAL MONTHLY RATE SCHEDULE

Collections Per Week

Size / Pickup	1 x Week	2x Week	3x Week	4x Week	5x Week	6 x Week	Extra Pickups
2 Cubic Yard	\$92.29	\$155.11	\$217.93	\$224.48	\$ -	\$ -	\$58.22
3 Cubic Yard	\$126.06	\$169.00	\$257.71	\$338.71	\$419.66	\$ -	\$68.97
4 Cubic Yard	\$138.29	\$198.75	\$349.72	\$471.21	\$592.70	\$714.17	\$78.52
6 Cubic Yard	\$163.88	\$247.86	\$432.55	\$579.81	\$727.08	\$876.47	\$97.64
8 Cubic Yard	\$185.22	\$339.14	\$503.78	\$672.71	\$846.77	\$1,018.28	\$116.50

Roll Out Containers

Residential Polycart	\$ 16.41
Residential Extra Polycart	\$ 8.20
Commercial Polycart	\$ 26.65
Commercial Extra Polycart	\$ 13.62

The foregoing rates apply to all Commercial, Industrial and Multi-Family Residential Units located within the City's corporate limits or billed by the City for water and/or sewer services.

Open Top Roll Off Containers

Haul Fee	\$ 288.23
Disposal Fee per Ton	\$ 83.05
Delivery and Exchange	\$ 168.62
Daily Container Rental	\$ 7.92

The Service Provider will negotiate agreements with each Commercial, Industrial or Residential Unit on an individual basis regarding the Roll-Off Services to be provided. The Roll-Off Services will be billed directly to such Commercial, Industrial or Residential Unit and will be collected by the Service Provider. The Roll-Offs provided pursuant to this Section 9.D. must be located within the City in accordance with City ordinances and policies. Notwithstanding anything to the contrary contained herein, the Franchise Fee (as defined below) shall not apply to the services set forth in this Section 9.D.

2. Stephenville Landfill Rates. The disposal rate for the Service Provider at the City of Stephenville Landfill will reflect the "Disposal Fee per Ton" rate reflected in the "Open Top Roll Off Containers" table above. The parties understand the rate to the Service Provider will remain in effect until such rates are modified by subsequent Amendment or new Agreement or until the public rates at the Stephenville Landfill exceed the figure above.
3. Stephenville Wastewater Treatment Plant. The current "Disposal Fee per Ton" rate of \$70.68 per ton shall remain in effect for the Stephenville Wastewater Treatment Plant until October 1, 2025, at which time the rate shall be adjusted to \$83.05 per ton.

- 4. Reaffirmation. The parties hereby restate and reaffirm their agreement with all the terms and provisions of the Agreement, as amended hereby.
- 5. Entire Agreement. The Agreement and this Amendment represent the entire agreement among the parties with respect to the matters that are the subject hereof.
- 6. Counterparts. This Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which collectively shall constitute one and the same instrument representing this Ninth Amendment between the parties hereto, and it shall not be necessary for the proof of this Fourth Amendment that any party produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the undersigned have executed this Fourth Amendment as of the date first written above.

CITY OF STEPHENVILLE, TEXAS

WASTE CONNECTIONS LONE STAR, INC.

By: _____
Doug Svien

By: _____
Sean Dowden

Title: _____
Honorable Mayor

Title: _____
District Manager

ATTEST:

By: _____
Sarah Lockenour

Title: _____
City Secretary

Public Works Department

STAFF REPORT

SUBJECT: Solid Waste Franchise Agreement – Annual Rate Adjustment Request
MEETING: Public Works Committee – 15 OCT 2024
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends review of the proposed rate adjustment for the collection, hauling, and disposal of municipal solid waste and construction and demolition waste in accordance with provisions of the existing exclusive franchise agreement.

BACKGROUND:

The City of Stephenville entered into an exclusive franchise agreement with IESI, TX Corporation in January of 2005. The agreement is currently operated by Waste Connections Lonestar, Inc.

The exclusive franchise agreement was last updated and approved in August of 2023 where the agreement term was extended to December 31, 2028.

PROPOSAL:

Attached is a copy of the rate adjustment request letter received from Waste Connections dated September 18, 2024. Attached is a copy of the proposed draft amendment. A copy of the existing agreement is also attached. The proposed rates, if approved by council, would become effective on January 1, 2025 in accordance with the agreement language.

FISCAL IMPACT SUMMARY:

The requested adjustment results in a 2.27% CPI increase and a 15.23% disposal increase to the existing rate for a total 17.50% increase. The residential and commercial polycart rates would increase \$2.44 and \$3.97 per month respectively. This rate adjustment would equate to a 3.78 percent average annual increase over the last ten years, including 2015.

Waste Connections has agreed to increase the disposal fee paid to the Stephenville Landfill from **\$70.68 to \$83.05** per ton. Waste Connections disposed of 2,029 tons per year over a three-year average. The corresponding revenue, with an increase of \$12.37/ton, yields \$25,099 in annual increased revenue from the Waste Connections account.

Waste Connections has additionally agreed to delay the increased disposal fee per ton for the Stephenville Wastewater Treatment Plant until October 1, 2025, in order to maintain the budget previously established for the treatment plant.

The franchise agreement allows for the adjustment of rates. An excerpt from the agreement is included below:

"SECTION 10. RATE ADJUSTMENT.

A. CPI-U Adjustment. On each anniversary date of this Agreement, the Service Provider shall have the right, in its sole discretion and upon giving prior notice to the City, to increase or decrease the rates set forth in Section 8 hereof (the "Initial Rates") in accordance with the CPI-U. As used herein, "CPI-U" shall mean the revised Consumer Price Index rate for all urban consumers (all items included) for the nearest available metropolitan area, based on the latest available figures from the Department of Labor's Bureau of Labor Statistics (the "Bureau"). The following website (or any successor website) will be the source for such information:

https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0300SA0,CUUS0300SA0. The CPI-U used will be the CPI-U published by the Bureau during the month ninety (90) days preceding the adjustment under this Section 10.A. The amount of the increase or decrease under this Section 10.A. shall be equal to the percentage that the CPI-U has increased or decreased over the previous twelve (12) month period.

B. Operating Cost Adjustment. In addition to the rate adjustments provided for in Section 10.A., at any time during the term of this Agreement, the Service Provider may petition the City for additional rate and price adjustments at reasonable times on the basis of material or unusual changes in its cost of operations not otherwise the basis of any other rate adjustments herein. At the time of any such petition, the Service Provider shall provide the City with documents and records in reasonable form and sufficient detail to reasonably establish the necessity of any requested rate adjustment. The City shall not unreasonably withhold condition or delay its consent to any requested rate increase. In the event the City fails or refuses to consent to any such requested rate increase and the Service Provider can demonstrate that such rate increase is necessary to offset the Service Provider's increased costs in connection with performing the services under this Agreement not otherwise offset by any previous rate adjustments hereunder, the Service Provider may, in its sole discretion, terminate this Agreement upon ninety (90) days written notice to the City."

C. Landfill Cost Adjustment. The parties acknowledge that the Municipal Solid Waste and Construction and Demolition Waste covered by this Agreement will be disposed of by the Service Provider at a Landfill(s) chosen by the Service Provider in its sole discretion (the "Initial Landfill(s)"). In the event that the Service Provider is unable to use the Initial Landfill(s) due to reasons out of its control, the Service Provider (i) shall have the right, in its sole discretion, to dispose of the Municipal Solid Waste and Construction and Demolition Waste covered by this Agreement at another Landfill of its choosing, and (ii) shall have the right, upon giving prior notice to the City, to increase the Initial Rates by an amount equal to the sum of (x) the amount, if any, that the disposal fees charged to the Service Provider at such other Landfill exceed those previously charged to the Service Provider at the Initial Landfill(s), and (y) the amount, if any, that the transportation costs incurred by the Service Provider in connection with transporting the Municipal Solid Waste and Construction and Demolition Waste to such other Landfill exceed those that would have been incurred by the Service Provider if such Municipal Solid Waste and Construction and Demolition Waste was transported to the Initial Landfill(s)."

ALTERNATIVES:

Item 30.

The following alternatives are provided for council consideration:

1. Do not approve the request as presented;
2. Recommend an alternative calculation methodology to be included in the contract.

ATTACHMENTS:[2024_09-18 Exclusive Franchise Agreement – Waste Connections Transmittal Request](#)[2024_10-15 Amendment No. 9 – DRAFT](#)**SUPPORTING DOCUMENTATION:****CPI for All Urban Consumers (CPI-U)**https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0300SA0,CUUS0300SA0

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2014	227.673	228.664	230.095	231.346	231.762	232.269	232.013	231.611	231.762	231.131	229.845	228.451	230.552
2015	226.855	227.944	229.337	229.957	230.886	232.026	231.719	231.260	230.913	230.860	230.422	229.581	230.147
2016	229.469	229.646	230.977	231.975	232.906	233.838	233.292	233.561	234.069	234.337	234.029	234.204	232.692
2017	235.492	236.052	236.154	236.728	236.774	237.346	236.942	237.892	239.649	239.067	238.861	238.512	237.456
2018	239.772	241.123	241.595	242.486	243.279	243.770	243.776	243.605	243.640	244.163	243.484	242.150	242.747
2019	242.547	243.856	245.554	246.847	246.667	246.515	247.250	246.953	246.891	247.423	247.385	247.289	246.265
2020	248.005	248.412	248.136	246.254	245.696	247.223	248.619	249.639	250.193	250.542	250.255	250.693	250.639
2021	252.067	253.386	255.319	257.207	259.343	261.668	263.013	263.728	264.593	267.160	268.360	269.263	261.259
2022	271.634	274.688	278.598	279.879	283.307	287.427	287.608	287.168	287.656	288.836	288.991	288.205	283.666
2023	290.438	292.285	293.358	295.315	295.889	296.789	297.279	298.975	299.657	299.394	298.930	298.754	296.422
2024	300.421	303.144	304.490	305.104	305.296	305.357	305.819	305.761					

CPI RATE STRUCTURE

August 2023 = 290.438

August 2024 = 300.421

$$\Delta = [(305.761 - 298.975) / 298.975] = \underline{2.27\%} \checkmark + \text{Disposal of } 15.23\% = \underline{17.50\%}$$

Roll Out Containers			Δ17.50%	
CURRENT RATES / MONTH		PROPOSED RATES / MONTH	Δ\$↑	
Residential Polycart	\$13.97	Residential Polycart	\$16.41	\$2.44
Residential Extra Polycart	\$6.98	Residential Extra Polycart	\$8.20	\$1.22
Commercial Polycart	\$22.68	Commercial Polycart	\$26.65	\$3.97
Commercial Extra Polycart	\$11.59	Commercial Extra Polycart	\$13.62	\$2.03

Open Top Roll Off Containers			Δ17.50%	
CURRENT RATES / MONTH		PROPOSED RATES / MONTH	Δ\$↑	
Haul Fee	\$245.31	Haul Fee	\$288.24	\$42.93
Disposal Fee per ton	\$70.68	Disposal Fee per ton	\$83.05	\$12.37
Delivery and Exchange	\$143.51	Delivery and Exchange	\$168.65	\$25.14
Daily Container Rental	\$6.74	Daily Container Rental	\$7.92	\$1.18



WASTE CONNECTIONS
LONE STAR, INC.
Connect with the Future

September 18, 2024

Attn: City Administrator
City of Stephenville
298 W Washington St.
Stephenville, TX 76401

Dear City Administrator

Waste Connections appreciates the opportunity to serve the City of Stephenville this past year. We have made every effort to ensure that you receive great customer service with affordable rates.

As per our agreement, we must request from the City of Stephenville the annual Consumer Price Index (CPI) rate adjustment called for in our agreement. The percentage of the increase calculated by the mechanism within our agreement equals a 17.50% increase to your rates. Per our agreement, we are also requesting an insignificant increase; to help cover the disposal rate increases we have incurred this year. The total increase is 2.27%. The CPI and disposal rate increases would bring the total to 17.50%. I have enclosed the CPI information as well as a sheet with the revised rates for the services we provide. We ask that these new rates for services rendered become effective January 1, 2025.

Waste Connections is committed to maintaining the highest quality of service in the City of Stephenville. We would like to take this opportunity to thank the city staff, business community and residents for your continued patronage.

Respectfully,

Sean Dowden
District Manager
Waste Connections Lone Star, INC.

1291 N Bates St. Stephenville TX
Phone 1.800.350.3024

City of Stephenville Solid Waste Pricing Comparison

Residential Adjustment	17.50%
Commercial Adjustment	17.50%
Roll Off Adjustment	17.50%

Current Pricing Schedule

Commercial	1 x Week	2 x Week	3 x Week	4 x Week	5 x Week	6 x Week	Locks	Extra Pickups
Size / Pickup								
2 Cu Yd	\$ 78.58	\$ 132.01	\$ 185.46	\$ 224.48	\$ -	\$ -	\$ 11.63	\$ 48.55
3 Cu Yd	\$ 107.29	\$ 143.83	\$ 216.33	\$ 268.27	\$ 307.17	\$ -	\$ 11.63	\$ 58.70
4 Cu Yd	\$ 117.70	\$ 169.15	\$ 237.64	\$ 401.04	\$ 504.44	\$ 607.62	\$ 11.63	\$ 66.83
5 Cu Yd	\$ 130.49	\$ 210.95	\$ 288.14	\$ 493.67	\$ 618.31	\$ 745.95	\$ 11.63	\$ 83.10
6 Cu Yd	\$ 157.64	\$ 268.61	\$ 428.75	\$ 572.53	\$ 720.67	\$ 868.64	\$ 11.63	\$ 99.15

Open Top Roll Off Container Rates	Residential/Extra Polycart	Commercial/Extra Polycart
Haul Fee	\$ 245.31	\$ 13.07
Disposal Fee per Ton	\$ 70.68	\$ 6.88
Delivery and Exchange	\$ 143.51	\$ 22.09
Daily Container Rental	\$ 6.74	\$ 11.59

Proposed Pricing Schedule (effective January 1, 2025)

Commercial	1 x Week	2 x Week	3 x Week	4 x Week	5 x Week	6 x Week	Locks	Extra Pickups
Size / Pickup								
2 Cu Yd	\$ 92.79	\$ 156.11	\$ 217.63	\$ 274.48	\$ 338.71	\$ 419.98	\$ 14.02	\$ 68.22
3 Cu Yd	\$ 126.06	\$ 195.00	\$ 257.71	\$ 338.71	\$ 419.98	\$ 502.70	\$ 14.02	\$ 83.97
4 Cu Yd	\$ 138.29	\$ 198.75	\$ 248.72	\$ 471.21	\$ 592.70	\$ 714.17	\$ 14.02	\$ 78.82
5 Cu Yd	\$ 163.98	\$ 247.66	\$ 402.55	\$ 579.81	\$ 777.23	\$ 978.47	\$ 14.02	\$ 97.04
6 Cu Yd	\$ 185.23	\$ 326.14	\$ 603.78	\$ 672.71	\$ 846.77	\$ 1,018.28	\$ 14.02	\$ 116.90

Open Top Roll Off Container Rates	Residential/Extra Polycart	Commercial/Extra Polycart
Haul Fee	\$ 268.23	\$ 82.05
Disposal Fee per Ton	\$ 82.05	\$ 188.82
Delivery and Exchange	\$ 188.82	\$ 7.92
Daily Container Rental	\$ 7.92	

CPI calculation for Hauling Portion

August 2024	365,781
August 2023	298,976
Difference	6,796
	208,976
	=
	2.27%

Disposal Rate Adjustment

New rate	\$ 50.00	Tons Per Month	=	\$ 90,750	
Old rate	\$ 41.32	X	1,816.00	=	\$ 57,848
Difference	\$ 8.68	X	1,400.00	=	\$ 32,902
Current Revenue per month			\$ 216,074		15.23%

CPI calculation for Hauling Portion

Disposal Rate Adjustment	
Total % Increase	17.88%
Total \$ Increase	\$ 37,826

% of Increase Amount:

Residential Revenue	\$ 82,325	17.50%	\$ 14,404
Commercial Revenue	\$ 133,749	17.50%	\$ 23,402
	\$ 216,074		\$ 37,806

Municipality	Begin Date	End Date	Waste Connections Services and Rates		Effective 2025 Rate
			Services Provided	#Homes	
Stephenville	1/1/1997	12/31/2028	Res, Comm, Rolloff	5,163	\$16.41
Carbon	12/1/2004	11/30/2025	Res, Comm, Rolloff	112	\$17.85
Cresson	12/1/2003	11/30/2026	Res, Comm, Rolloff	567	\$16.84
De Cordova Bend	1/1/2006	12/31/2026	Res, Comm, Rolloff	1,519	\$18.22
Dublin	2/1/2012	1/31/2027	Res, Comm, Rolloff	1,200	\$15.42
Eastland	10/31/2002	11/30/2028	Res, Comm, Rolloff	1,263	\$14.48
Granbury	5/1/2003	4/30/2029	Res, Res Recyc, Comm, Rolloff	4,048	\$17.33
Millsap	5/1/2004	5/31/2027	Res, Comm, Rolloff	56	\$18.31
Pecan Plantation	1/1/2006	12/31/2025	Res, Comm, Rolloff	3,068	\$17.95
Tolar	11/1/2010	2/1/2025	Res, Comm, Rolloff	447	\$21.98

**Consumer Price Index for All Urban Consumers (CPI-U)
Original Data Value**

Series Id: CUUR0300SA0, CUUS0300SA0
 Not Seasonally Adjusted
 Series Title: All items in South urban, all urban consumers, not
 Area: South
 Item: All items
 Base Period: 1982-84=100
 Years: 2014 to 2024

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	227.673	228.664	230.095	231.346	231.762	232.269	232.013	231.611	231.762	231.131	229.845	228.451	230.552	230.302	230.802
2015	228.855	227.944	229.337	229.557	230.885	232.026	231.719	231.260	230.913	230.860	230.422	229.581	230.147	229.501	230.793
2016	229.489	229.646	230.977	231.975	232.906	233.838	233.262	233.561	234.069	234.337	234.029	234.204	232.682	231.469	233.915
2017	235.482	236.052	236.154	236.728	236.774	237.348	236.842	237.962	239.849	239.067	238.881	238.312	237.455	236.424	238.487
2018	239.772	241.129	241.585	242.488	243.279	243.770	243.776	243.505	243.840	244.163	243.484	242.150	242.737	242.004	243.470
2019	242.547	243.856	245.564	246.847	246.667	246.515	247.280	246.953	246.891	247.423	247.385	247.280	246.285	245.331	247.199
2020	248.005	248.412	248.136	248.254	245.696	247.223	248.619	249.639	250.193	250.542	250.295	250.683	248.939	247.288	249.990
2021	252.067	253.396	255.319	257.207	259.343	261.668	263.013	263.728	264.593	267.160	268.360	269.263	261.259	256.468	266.020
2022	271.934	274.888	278.598	279.879	283.307	287.427	287.608	287.168	287.659	288.836	288.991	288.205	283.656	279.256	288.077
2023	290.438	282.285	293.358	295.315	295.883	296.788	297.279	299.975	299.657	299.657	298.930	298.754	296.422	294.012	298.832
2024	300.421	303.144	304.490	305.104	305.298	305.357	305.819	305.781						303.959	

SECTION 10. RATE ADJUSTMENT.

A. **CPI-U Adjustment.** On each anniversary date of this Agreement, the Service Provider shall have the right, in its sole discretion and upon giving prior notice to the City, to increase or decrease the rates set forth in Section 9 hereof (the "Initial Rates") in accordance with the CPI-U. As used herein, "CPI-U" shall mean the revised Consumer Price Index rate for all urban consumers (all items included) for the nearest available metropolitan area, based on the latest available figures from the Department of Labor's Bureau of Labor Statistics (the "Bureau"). The following website (or any successor website) will be the source for such information: https://data.bls.gov/data/surveys/data_tools/announcements/id=CUUR0300SA0.C. The CPI-U used will be the CPI-U published by the Bureau during the month ninety (90) days preceding the adjustment under this Section 10.A. The amount of the increase or decrease under this Section 10.A. shall be equal to the percentage that the CPI-U has increased

C. **Landfill Cost Adjustment.** The parties acknowledge that the Municipal Solid Waste and Construction and Demolition Waste covered by this Agreement will be disposed of by the Service Provider at a Landfill(s) chosen by the Service Provider in its sole discretion (the "Initial Landfill(s)"). In the event that the Service Provider is unable to use the Initial Landfill(s) due to reasons out of its control, the Service Provider (S) shall have the right, in its sole discretion, to dispose of the Municipal Solid Waste and Construction and Demolition Waste covered by this Agreement at another Landfill of its choosing, and (R) shall have the right, upon giving prior notice to the City, to increase the Initial Rates by an amount equal to the sum of (x) the amount, if any, that the disposal fees charged to the Service Provider at such other Landfill exceed those previously charged to the Service Provider at the Initial Landfill(s), and (y) the amount, if any, that the transportation costs incurred by the Service Provider in connection with transporting the Municipal Solid Waste and Construction and Demolition Waste to such other Landfill exceed those that would have been incurred by the Service Provider if such Municipal Solid Waste and Construction and Demolition Waste was transported to the Initial Landfill(s).

Public Works

STAFF REPORT

SUBJECT: Lillian Pump Station – 1MG Ground Storage Tank
MEETING: Public Works Committee Meeting – 15 OCT 2024
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends entering into a professional services agreement with Provenance Engineering for design of the Lillian Pump Station – 1MG Ground Storage Tank Project as approved in the adopted FY24-25 budget.

BACKGROUND:

The Lillian Pump Station receives and treats raw water and pumps potable water into the Stephenville distribution system.

PROJECT:

A professional services proposal has been received from Provenance Engineering to provide plans and detailed technical specifications for construction of a one-million-gallon (1MG) ground storage tank (GST) at the Lillian Pump Station. The original layout of the pump station designated a location for a second 1MG ground storage tank and this proposal would provide the associated design services.

The proposal provides for the design, bidding, and construction phase services for the civil, mechanical, electrical, instrumentation, and geotechnical analysis for the 1MG, cast-in-place, concrete ground storage tank design.

The proposal indicates design phase services will be complete within a 9-month timeline. An additional 18-month timeline is anticipated for bid and construction phase services upon approved.

A copy of the proposed Professional Services Agreement is attached to this memo.

FISCAL IMPACT SUMMARY:

The approved FY24-25 budget allocated \$275,000 for professional services for this project.

The agreement provides for the preparation of construction drawings and detailed specifications for \$183,250 as well as pre-bid and bidding assistance, contractor review and recommendation, and construction phase services for \$90,750, for a total fee of \$274,000.

The estimated construction cost for the tank and associated improvements is \$2,755,000.

Once the design is completed, the bid and construction phase services would only commence with written authorization.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Delay the design.
2. Recommend a different firm.

ADVANTAGES:

Approval of the proposed agreement remains within the approved, allocated project budget. This agreement provides for the on-site services under a single contract.

DISADVANTAGES:

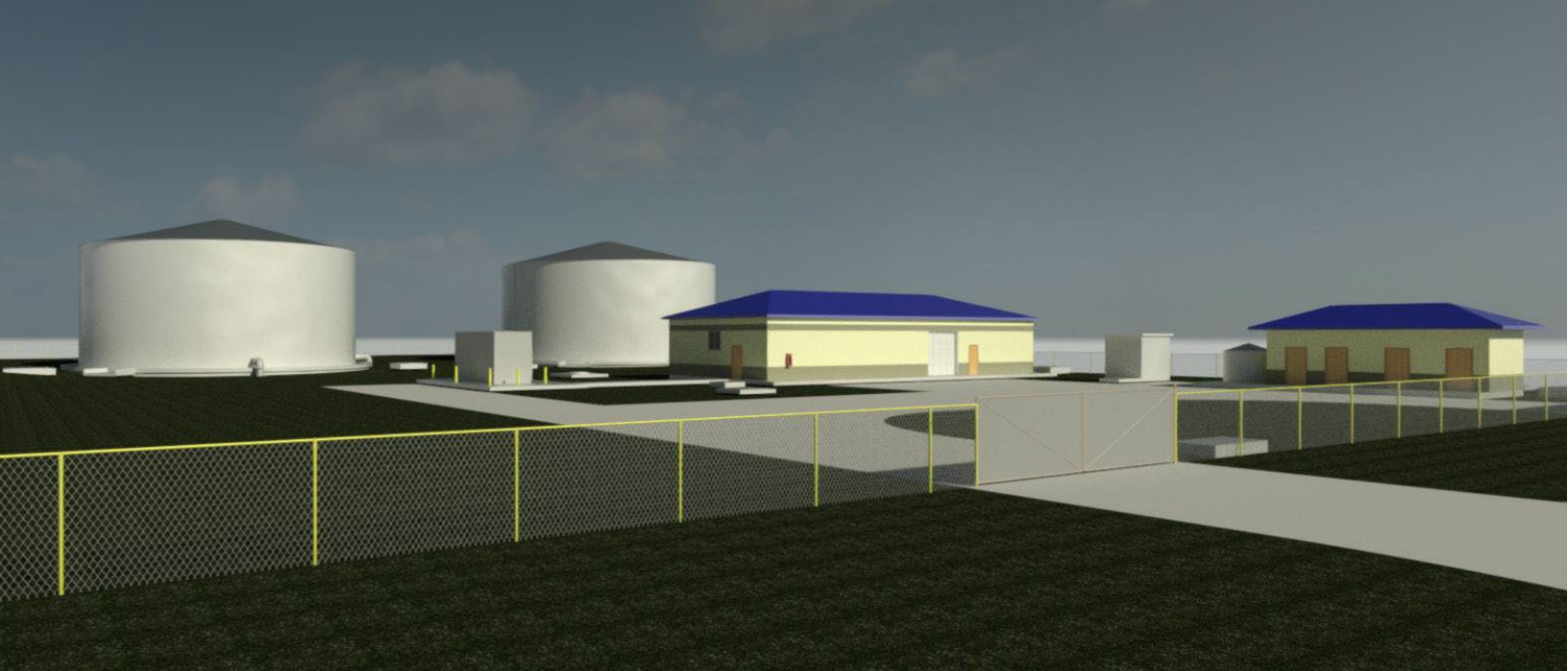
There are no known disadvantages to proceeding as described above.

ATTACHMENTS:

[Lillian Pump Station – 1MG Ground Storage Tank Project – Professional Services Agreement](#)



Lillian Pump Station Phase II Improvements – Contract Proposal



PROVENANCE
ENGINEERING
Rooted to Be *Uniquely Different*



November 8, 2024

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

Subject: Lillian Pump Station Phase II Improvements – Contract Proposal

Dear Mr. Williams:

I am pleased to present our proposal for the Lillian Pump Station Phase II Improvements Project. 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 – Professional Service Fee Summary
- Exhibit C – Opinion of Probable Construction Cost

I am excited about the opportunity to work with you and your staff on this project. 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



Agreement





THIS IS AN AGREEMENT effective as of November __, 2024 (“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: Lillian Pump Station Phase II Improvements (“Project”).

Engineer’s services under this Agreement are generally identified as follows: Design, Bid and Construction Phase Services for the expansion of the Lillian Pump Station including a new 1 MG ground storage tank and expansion of the lower pressure plan (“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: 27 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 \$274,000.00 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”, Fee Summary
 - “Exhibit C”, Opinion of Probable Construction 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.
2501 FM 1189
Weatherford, Texas 76087
817.775.7172

IN DUPLICATE



"EXHIBIT A"





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 Lillian Pump Station Phase II Improvements Project. The OWNER desires a new 1,000,000-gallon concrete tank, site piping, controls for a new 1,200 GPM pump at the Lillian Pump Station to expand its storage capacity and pumping capacity to the low pressure zone in alignment with the Water Master Plan. The services necessary to design, bid, and construct the expansion project are listed herein. Listed below is a general description of work to be designed as part of the project.

- New 1,000,000-gallon concrete ground storage tank.
- Yard piping inside the pump station fence line.
- Bidding new pump control valve, pump drive, control panel, and instrumentation and controls to match existing.

Overview – Detail Design, Final Design, Bidding Services, and Construction Services for the following:

- Basic Services
 - Process mechanical – Design and TCEQ permitting; new tank and pump station expansion integration into existing water system hydraulics
 - Civil – site improvements; drainage; yard water process system piping
 - Geotechnical – New tank geotechnical report for foundation design
 - Survey – Site Survey
 - Electrical & Instrumentation – Instrumentation and electrical design

Basic Services:

Upon receipt of notice to proceed, the ENGINEER will begin Basic Services as outlined herein. The scope of SERVICES includes the development of a detailed drawings set, front-end documents and technical specifications for the OWNER to bid and construct the designed improvements.

The Basic Scope of SERVICES is separated into the following phases:

- **Phase 1 Design Services**
- **Phase 2 Bidding Services**
- **Phase 3 Construction Services**

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

Phase 1 Design Services \$183,250.00

As part of the Design Services Phase, the ENGINEER will design Lillian Pump Station Improvements. Key aspects of Phase 1 are listed below.

- Deliverables: Kick-off meeting agenda and minutes
Monthly project status reports
Detail Design Submittal
Final Design Submittal
- Meetings: Kick-off meeting and site tour of existing facilities
Detail Design Submittal Review
Final Design Submittal Review

Design services will generally include the followings tasks and sub-tasks:



Task 1.100 – Project Management

The ENGINEER will manage the day-to-day progress of the project.

101. Project Setup –The ENGINEER will follow quality procedures to setup the project reporting and control structure internally.

1.110. Communication with OWNER – The ENGINEER will maintain consistent communication with the OWNER through the established protocol agreed upon in the Kick-off Meeting.

111. Standing Conference Call –The ENGINEER will have a standing monthly call with the OWNER’s Project Manager to discuss the current project status report.

112. Invoice Management – The ENGINEER will submit a monthly invoice to the OWNER with the current project status report to the OWNER.

1.120. Progress Management – During the course of the project, ENGINEER will manage the day-to-day progress of the project. The ENGINEER will track the scope, schedule and budget regularly. The ENGINEER will do the following sub-tasks.

121. Documentation – Develop document management protocols for processing and documenting design drawings, calculations, OWNER decisions, and communication.

122. Project Status Report – Develop a project status report highlighting current scope and schedule progress; identifying potential changes to the scope of services; invoice status; on-going list of outstanding issues; decision log; and action item log.

1.130. 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 conduct site investigation tour of the OWNER’s facilities with the OWNER’s staff.

1.140. Quality Assurance / Quality Control (QA/QC) – The Engineer will follow 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 internally for Engineer’s QA/QC Review by a senior level Engineer(s).

Task 1.200 – Preliminary Design

1.210. Data Gathering – The ENGINEER will collect, and review data required for the analysis from the OWNER and other agencies. The data gathering will include, at a minimum, the following:

- All facility record drawings related to infrastructure improvements within the project area for completed improvement projects, as well as any roadway, water, sanitary, sewer or storm water improvements pertinent to the project.
- OWNER’s existing GIS data including: plats, tract maps, or right-of-way maps and easements; utility maps (water, sanitary sewer, storm sewer); contour maps; and high-resolution aerial photography
- Projects in progress – OWNER will help identify and assist ENGINEER to coordinate with other proposed projects within project area currently under design or construction



1.220. Geotechnical Analysis – The ENGINEER will perform a geotechnical analysis of the proposed Ground Storage Tank area. The geotechnical analysis will include the following:

Subsurface exploration including up to three (3) sample bores at proposed new ground storage tank structure area to a depth of 30-ft. Laboratory tests for classification purposes and strength characteristics. Prepare a geotechnical report that presents the results of the field and laboratory data as well as analysis and recommendations. The data contained in the geotechnical report will be made available to contractors during the bidding process for information purposes.

1.230. Survey – The ENGINEER will perform a design level survey. The survey will include the locate visible topographic features such as marked and existing utilities and their appurtenances, iron pins (if found), edge of pavement, structures and fences. Establish control points at the site including up to three (3) permanent control points if none currently exist.

1.240. Basis of Design Memorandum – The ENGINEER will develop a preliminary design set of drawings.

Task 1.300 – Detailed Design

The detailed design includes tasks necessary to design the modifications and improvements as outlined in the preliminary design to the 60% level of detail. The design will incorporate the following disciplines: civil, geotechnical, electrical, instrumentation and control. The detailed design process will be conducted in the following tasks.

1.310. Drawings – The ENGINEER will develop design and details drawings to the 60% level of detail. The ENGINEER will perform the following sub-tasks.

311. Suction Pipeline – Develop plan, profile, and detail drawings for the suction pipeline from each ground storage tank.

312. Pump Station Site Expansion – Integrate existing plans and detail drawings for the pump station expansion into final project.

313. 1.0MG Concrete Ground Storage Tank – Develop plans and sections for the new 1.0MG ground storage tank including site grading and drainage.

314. Submittal – The ENGINEER will deliver five (5) sets of half-size Detail Design Drawings and one (1) electronic to the OWNER for review and comment.

1.320. Specifications – The ENGINEER will prepare detail specifications for use in bidding and constructing the project. The ENGINEER will do the following sub-tasks.

321. Technical Specifications – Develop detailed equipment, materials and all other specification sections generally considered to be necessary for detailing the construction.

322. Submittal – The ENGINEER will submit five (5) sets of the Specifications and one (1) electronic to the OWNER for review and comment.



1.330. Opinion of Probable Cost –The ENGINEER will prepare an opinion of probable cost for the project based upon the complete detail design documents.

1.340. Detail Design Submittal Review Meeting – The ENGINEER will conduct a review meeting with the OWNER two (2) weeks after the submission of the 60% Submittal.

Task 1.400 – Final Design

The final design includes those tasks necessary to finalize the design outlined in the Detailed Design Submittal. The final design will incorporate the following disciplines: civil, process mechanical, electrical, instrumentation and control. The final design process will be conducted in the following tasks.

1.410. Drawings – The ENGINEER will revise design and details drawings based on comments from the Review Meeting. The ENGINEER will do the following sub-tasks.

411. Revise Drawings – Revise drawings based on the comments from the OWNER.

412. Details – Develop project details to include in drawing set.

413. Submittal – Submit five (5) sets of half-size Final Design Drawings and one (1) electronic to the OWNER for review and comment.

1.420. Specifications – The ENGINEER will revise and prepare specifications for use in bidding and constructing the project. The ENGINEER will do the following sub-tasks.

421. Front End Documents – Include the Engineer’s standard General Conditions section of specifications and modify as necessary in Supplementary Conditions for the project. Documents shall include General and Special Conditions, Bid Proposal Forms, Instructions to Bidders, and all other sections generally considered necessary for solicitation of bids.

422. Technical Specifications – Revise equipment, materials and other specifications.

423. Bid Tab – Include equipment and material quantities in bid tab.

424. Submittal – Submit five (5) sets of the Specifications and one (1) electronic to the OWNER for review and comment.

1.430. Opinion of Probable Cost –The ENGINEER will prepare an opinion of probable cost for the project based upon the complete final design documents.

1.440. Final Design Submittal Review Meeting – The ENGINEER will conduct a review meeting with the OWNER two (2) weeks after the submission of the 100% Design Submittal.

Task 1.500 – Permitting

1.510. TCEQ Regulatory Compliance – The ENGINEER will coordinate with the TCEQ for required regulatory compliance.

511. Submit Drawings and Specifications – Submit final design drawings and technical specifications to the TCEQ on behalf of the OWNER. Respond to requests for additional information from TCEQ.



512.Modifications to Design – If required, update plans and specifications with any modifications requested by TCEQ prior to bidding.

Phase 2 Bidding Services \$21,500.00

The Bidding Phase services will include those tasks necessary to advertise, bid and recommendation of award of Construction Contract. Key aspects of Phase 2 are listed below.

- Deliverables: Project Advertisement
Bid Documents
Answer Bidder Questions
Addenda (if necessary)
Contractor Award Recommendation Letter
Conform to Bid Documents
- Meetings: Pre-Bid meeting
Bid Opening

Specific tasks to be performed for the Bidding Phase are listed below.

Task 2.100 – Project Management

2.110. Communication with OWNER – The ENGINEER will maintain consistent communication with the OWNER through the established protocol agreed upon.

111. Standing Conference Call –The ENGINEER will have a standing monthly call with the OWNER’s Project Manager to discuss the current project status report.

112. Invoice Management – The ENGINEER will submit a monthly invoice to the OWNER with the current project status report to the OWNER.

2.120. Progress Management – The ENGINEER will monitor the overall progress of Phase 2 services. The ENGINEER will do the following sub-tasks.

121. Documentation – Route Contracts for Execution and insertion into Conformed to Bid Documents. Document bid documents and communication.

122. Project Status Report – Develop a project status report highlighting current progress; distribution log; list of outstanding issues; and action item log.

Task 2.200 – Contract Documents Bid Set

2.210. Seal and Sign – The ENGINEER will incorporate the comments for the 100-percent review meeting. The ENGINEER will seal and sign the completed set of documents.

2.220. Project Advertisement – The ENGINEER will create and send bid advertisement to OWNER’s Purchasing Department. The ENGINEER will contact Contractors to help advertise the project.

2.230. Contract Documents Distribution – The ENGINEER will reproduce and distribute contract bid documents to prospective bidders and vendors and maintain a log of distribution. The ENGINEER will charge bidders and vendors a fee for Contract Documents. The ENGINEER will provide two (2) sets of half-size drawings and specifications for the OWNER.



2.240. Clarifications to Prospective Bidders – The ENGINEER will provide clarifications and answer questions from prospective bidders made during the bidding phase. Two (2) written clarifications and answers to questions will be distributed to perspective bidders.

2.250. Addenda – Modification(s), if necessary, to the Contract Bid Documents will be distributed to perspective bidders via addenda.

2.260. Conform to Bid Documents – Once the OWNER has accepted a bid, the ENGINEER will conform the Bid Documents to include all addenda issued to form the Conform to Bid set of Contract Documents. The ENGINEER will provide six (6) sets of half-size drawings and specifications for OWNER's use.

Task 2.300 – Meeting

2.310. Pre-Bid Meeting – The ENGINEER will conduct one (1) pre-bid meeting. The pre-bid meeting will include a project overview presentation at a location designated by the OWNER and project site visit led by the ENGINEER with prospective bidders.

2.320. Bid Opening Meeting – The ENGINEER will attend the bid opening announcement led by the OWNER followed by a meeting to discuss the results.

Task 2.400 – Evaluation of Bid Packets

2.410. Bidding Log – The ENGINEER will review all submitted bids for compliance with Contract Documents and provide OWNER a log of all valid bidders.

2.420. Review Bids – The ENGINEER will review valid submitted bids and verify apparent low bidder's references provide. The ENGINEER will make recommendations for contract award based upon 'best value' for the OWNER.

Phase 3 Construction Services *\$69,250.00

**Phase 3 services are estimated at \$69,250.00 in 2024 dollars and are acceptable at least until January of 2026. The final amount will be finalized and agreed upon with written authorization to proceed.* The Construction services will include those tasks necessary to represent the OWNER during the project construction. Key aspects of Phase 3 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
Record Drawings
- Meetings: Construction Kickoff Meeting
Construction progress meetings
Substantial and Final completion inspection

During the Construction Phase, the following tasks will be provided.



Task 3.100 – Project Management

3.110. Communication with OWNER – The ENGINEER will maintain consistent communication with the OWNER through the established protocol agreed upon.

111. Standing Conference Call – The ENGINEER will have a standing monthly call with the OWNER's Project Manager to discuss the current project status report

112. Invoice Management – The ENGINEER will submit a monthly invoice to the OWNER with the current project status report to the OWNER.

3.120. Progress Management – The ENGINEER will monitor the overall progress of Phase 3 services including tracking the scope, schedule and budget regularly. The ENGINEER will do the following sub-tasks.

121. Documentation – Develop document management protocols for processing and documenting shop drawings, request for information, operation and maintenance manuals, pay applications, field orders, change orders and as-built.

122. Project Status Report – Develop a project status report highlighting key issues; identifying potential changes to the scope of SERVICES; invoice status; active submittal(s) and log; active RFI(s) status and log; CMR status and log; list of outstanding issues; decision log; and action item log.

Task 3.200 – Submittals

3.310. Submittal Management – The ENGINEER will use their FTP platform to log-in, track, and distribute submittals internally and provide review comments to Contractor and OWNER. It is assumed an average of no more than two (2) resubmittals will be required.

3.320. 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.

3.330. Shop Drawing – The ENGINEER will perform technical and functional review of all shop drawings and other submittals and provide responses.

3.340. Field Testing Reports – The ENGINEER will review Field Test reports and flag any potential tests that do not conform to the Contract Document requirements.

3.350. Contractor Payment Requests – The ENGINEER will review of all Contractor Payment Request for accuracy and provide recommendations.

3.360. Operation and Maintenance (O&M) Manuals – The ENGINEER will review the O&M manuals for compliance with Contract Documents and provide comments.

Task 3.300 – 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.



Task 3.400 – Contract Modifications Requests

3.410. 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 SERVICES 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.

3.420. 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.

Task 3.500 – Construction Meetings

3.510. 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 coordinate OWNER's Notice to Proceed along with executed Contracts to the Contractor.

3.520. Construction Meetings – The ENGINEER will attend monthly construction progress meeting with OWNER and Contractor. An estimate of eight (8) construction meetings are included, with one or two persons from the ENGINEER's project team attending.

3.530. 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.

3.540. Substantial Completion Inspection – The ENGINEER will participate in substantial completion inspection and provide list of noted items not in compliance with Construction Documents.

3.550. Final Completion Inspection – The ENGINEER will participate in final completion inspection and provide list of noted items not in compliance with Construction Documents.

3.560. Equipment Start-up – The ENGINEER will be on-site during equipment Start-up and witness field acceptance test. Up to two (2) site visits are included.

Task 3.600 – Record Drawings

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. The ENGINEER will provide four (4) sets of half-size drawings and specifications and one (1) electronic copy for OWNER's use.

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.

- In the field - SCADA wiring, termination, programming, integration



Services Not Included

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

- Construction Staking.
- Geotechnical Construction Testing
- Professional services associated with re-bidding the project.
- Making significant modifications to the plans and specifications after the detailed design submittal has been approved by OWNER.
- Any additional changes to the Contract Documents necessary to break the project into phases.
- Establish new survey monuments for any of the proposed sites.
- Sampling, testing, or analysis beyond that specifically included in the Scope of Services referenced herein above.
- Assisting OWNER or Contractor in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, will be furnished by the ENGINEER on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties or condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to OWNER.
- Performance of miscellaneous and supplemental services related to the project as requested by OWNER, other than those described in Supplemental Services section.
- Professional services associated with re-bidding the project.
- “Value engineering” after bidding
- Subsurface Utility Engineering (SUE)
- Meetings beyond those identified in the scope.
- Deliverables beyond those identified in the scope
- Seismic structural design
- Any onsite construction inspection services.
- Any other services not listed in the Scope of 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 pump station site 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:

TASK 1.0	9 months
TASK 2.0	3 months
TASK 3.0	15 months
TOTAL	27 months



Assumptions

This Scope of SERVICES assumes the following:

- A two-week review period by OWNER for each submittal. All OWNER comments should be provided within the two-week review period. Any delays caused by the OWNER'S review shall be cause for an equitable extension of the design submittal timeline.

Method of Payment

The Owner shall compensate Engineer on a lump sum basis in accordance with Exhibit B Fee Summary shown above for the provided Basic Services described 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"





"EXHIBIT" B
CITY OF STEPHENVILLE
LILLIAN PUMP STATION IMPROVEMENTS PH 2
PROFESSIONAL SERVICE FEE SUMMARY



Phase 1 Services	Phase 1 - Design Phase Services	
	Phase 1 - Design Phase Services	
	Task 1.100 - Project Management	\$ 16,750
	Task 1.200 - Preliminary Design	\$ 42,500
	Task 1.300 - Detailed Design	\$ 57,800
	Task 1.400 - Final Design	\$ 66,200
Total fee for Design Phase 1 Services		\$ 183,250
Phase 2 and Phase 3	Phase 2 Bid Phase Services	
	Tasks 2.100 - 2.400	\$ 21,500
	Phase 3 Construction Phase - <i>Estimated Fee</i>	
Tasks 3.100 - 3.600	\$ 69,250	
Phase 1 Fee		\$ 183,250
Estimated Phase 2 & 3 Fee		\$ 90,750
Estimated Total Fee Proposal		\$ 274,000
Opinion Of Probable Construction Cost		
Pump Station Expansion & New GST OPC		\$ 2,755,000
Estimated Total Project Cost		\$ 3,024,000



"EXHIBIT C"





"EXHIBIT C"
CITY OF STEPHENVILLE
Lillian Pump Station Phase II Improvements
Opinion Of Probable Construction Cost



PROVENANCE
ENGINEERING

ITEM	DESCRIPTION	UNIT	UNIT COST	QUANTITY	ITEM COST
1	Mobilization, Demobilization, Bonding and Insurance	LS	\$165,000	1	\$165,000
2	Split Case Pump	LS	\$75,000	1	\$75,000
3	Pump Control Valve	LS	\$30,000	1	\$30,000
4	Piping and Misc valves	LS	\$25,000	1	\$25,000
5	1MG Painted Concrete Ground Storage Tank with foundation	LS	\$1,250,000	1	\$1,250,000
6	Yard Piping and valve vault	LS	\$125,000	1	\$125,000
7	Instrumentation and Controls and electrical	LS	\$125,000	1	\$125,000
	SUB TOTAL				\$1,795,000
	CONTINGENCY		33%		\$600,000
	SUB TOTAL				\$2,395,000
	Contractor Profit		15%		\$360,000
	TOTAL				\$2,755,000

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.



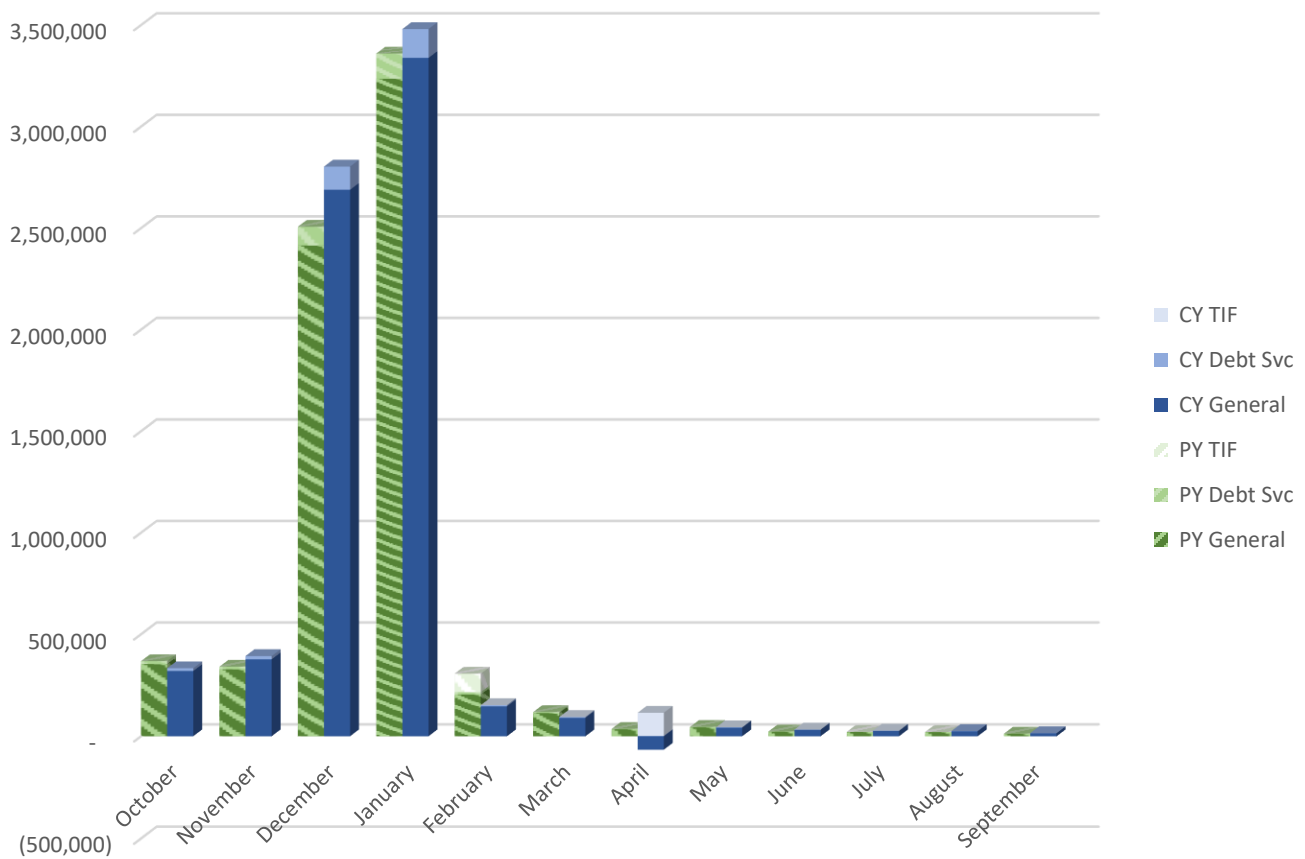
STAFF REPORT

SUBJECT: Monthly Budget Report for the Period Ending September 30, 2024
DEPARTMENT: Finance
STAFF CONTACT: Monica Harris

BACKGROUND:

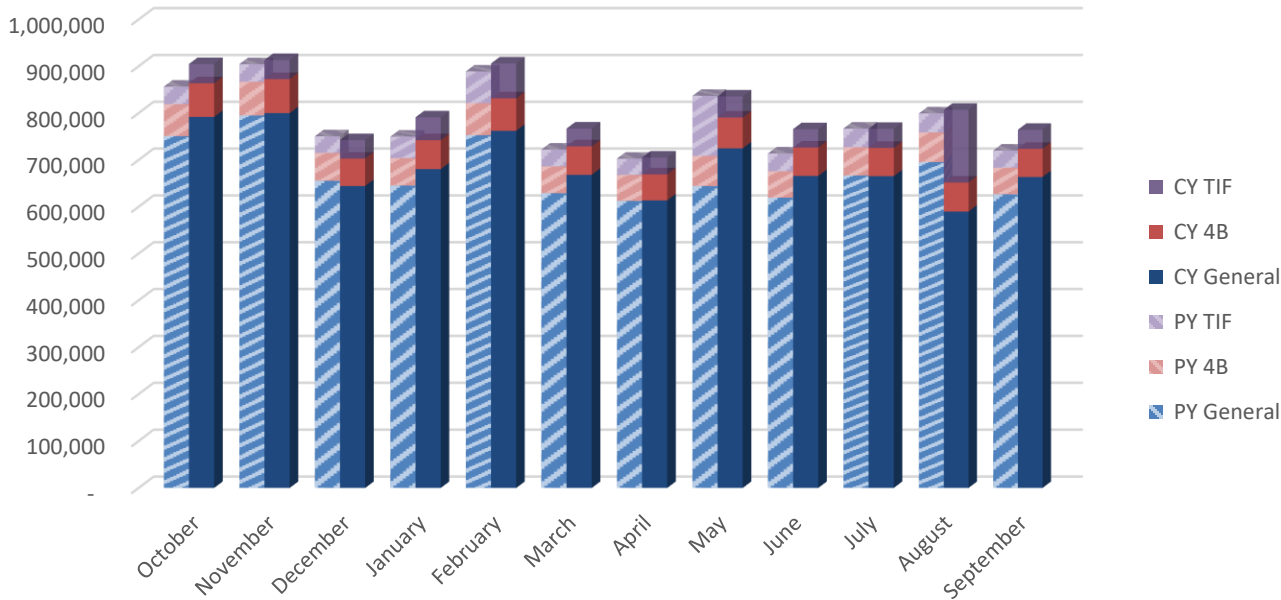
In reviewing the financial statements ending September 30, 2024, the financial indicators are overall as or better than anticipated.

Property Tax Collections 2 year 12 month rolling comparison

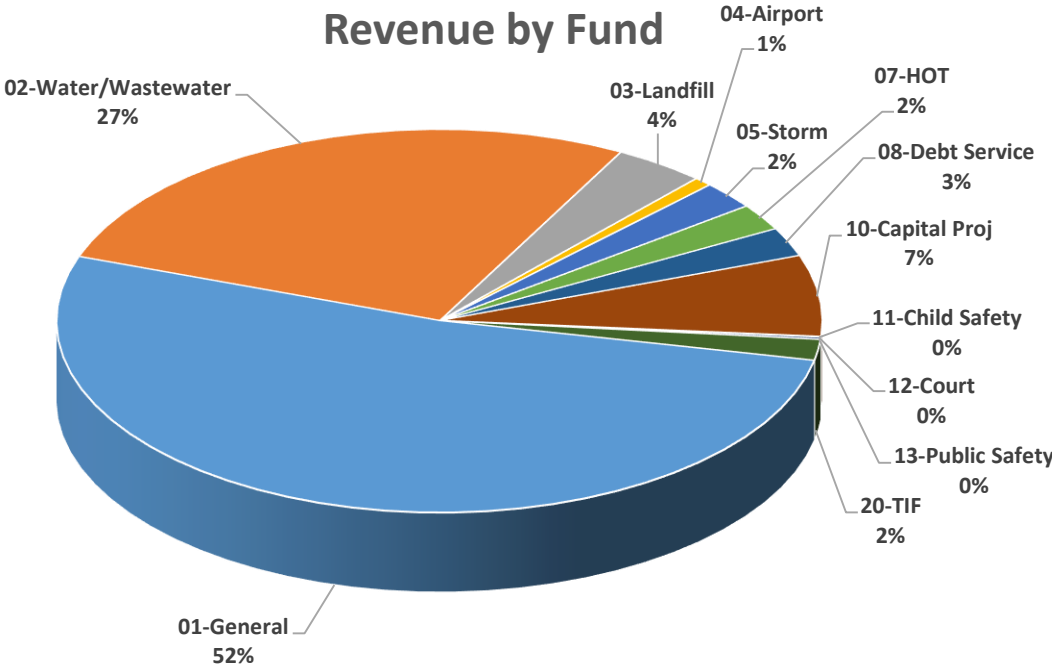


We received \$13K in property taxes in the month of September, resulting in a \$289K increase over the funds collected last fiscal year to date. The amount collected is 102% of the \$7.3 million budget, which is \$119K more than anticipated.

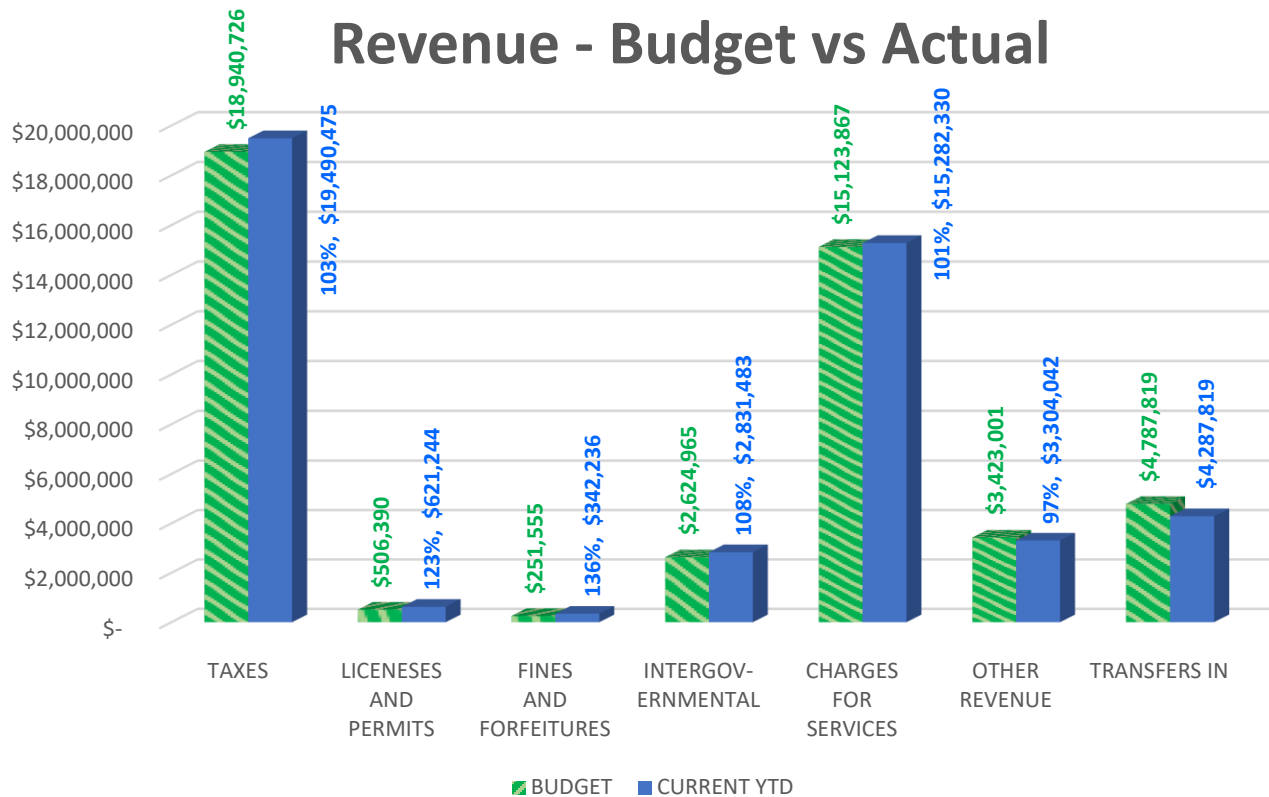
Sales and Use Tax 2 year 12 month rolling comparison



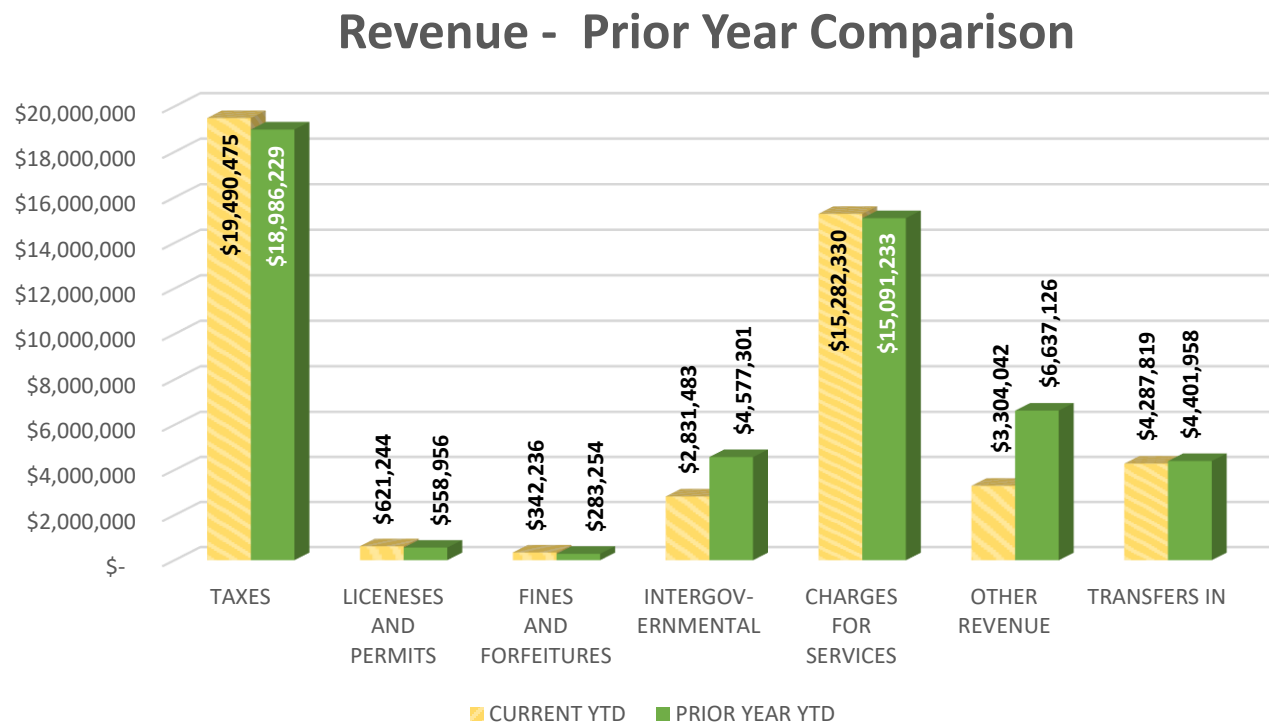
We received \$764K in sales tax in September, resulting in \$257K or 2.7% more than the funds collected last fiscal year to date. The amount collected is 102% of the \$9.4 million budget, which is \$256K higher than anticipated.



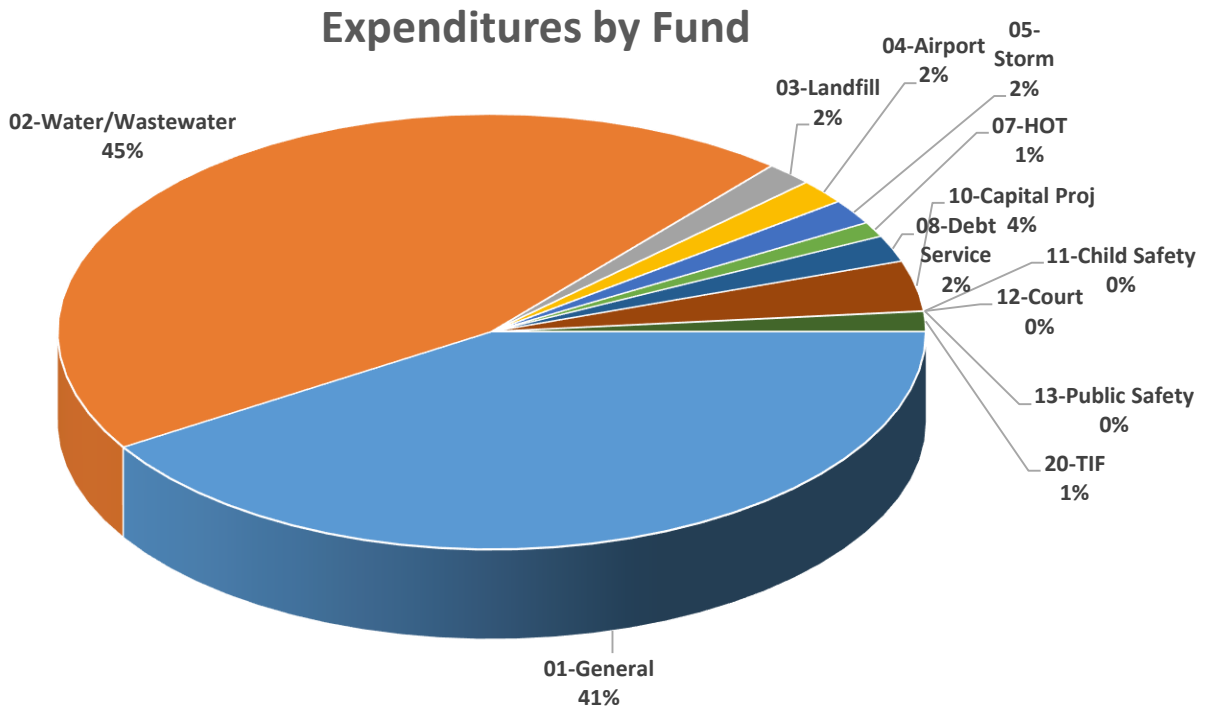
Of the \$46 million revenue received to date, 52% was received in the General Fund, 27% was received in the Water/Wastewater Fund, 7% was received in the Capital Projects Fund and 4% was received in the Landfill Fund.



We received 102% of the total budgeted revenue through September, which is \$501K more than anticipated due to taxes.

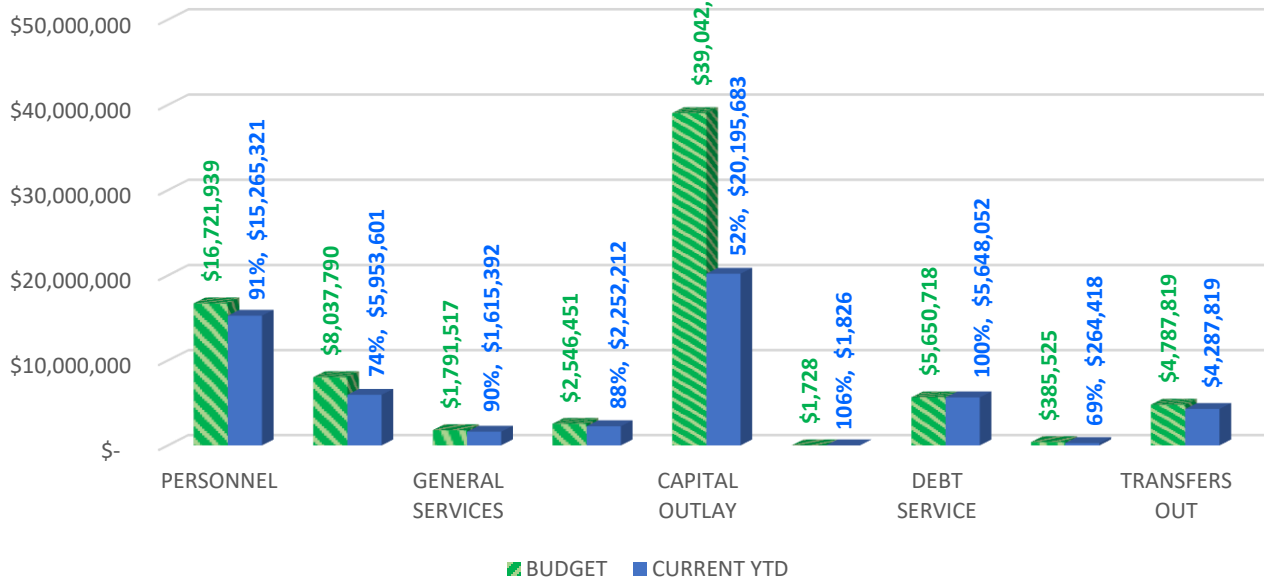


We received \$4.4 million less revenue through September than last fiscal year to date due to debt proceeds and intergovernmental revenue received in the prior year.



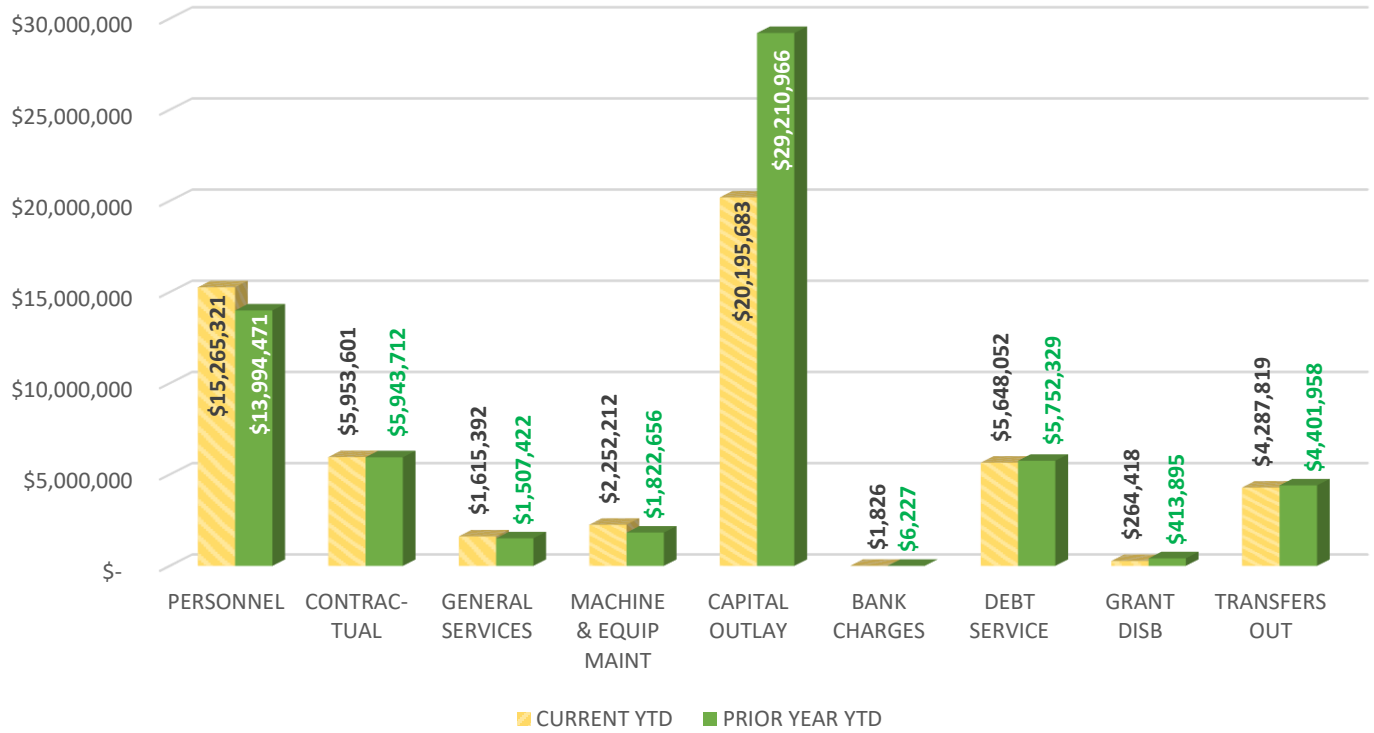
Of the \$55 million spent to date, 45% was expended in the Water/Wastewater Fund, 41% was expended in the General Fund, 4% was expended in the Capital Projects Fund, 2% was expended in the Debt Service Fund, 2% was expended in the Storm Fund, 2% was expended in the Airport Fund, and 2% was expended in the Landfill Fund.

Expenditures - Budget vs Actual



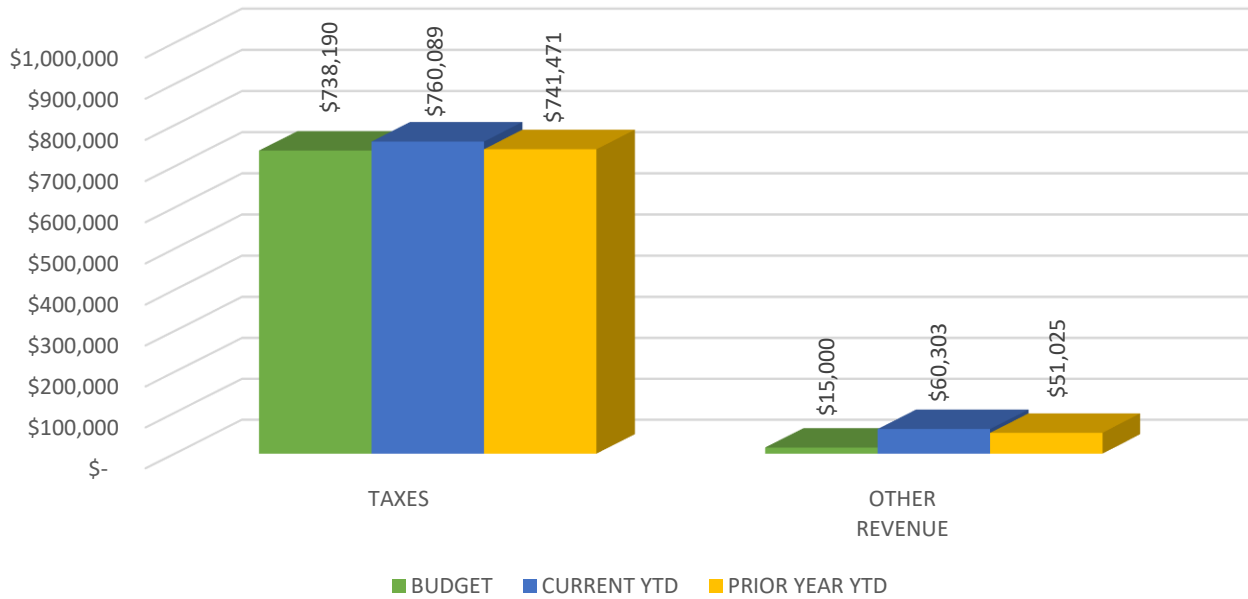
We have expended 69% of the total budgeted expenditures through September, which is \$23 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures - Prior Year Comparison



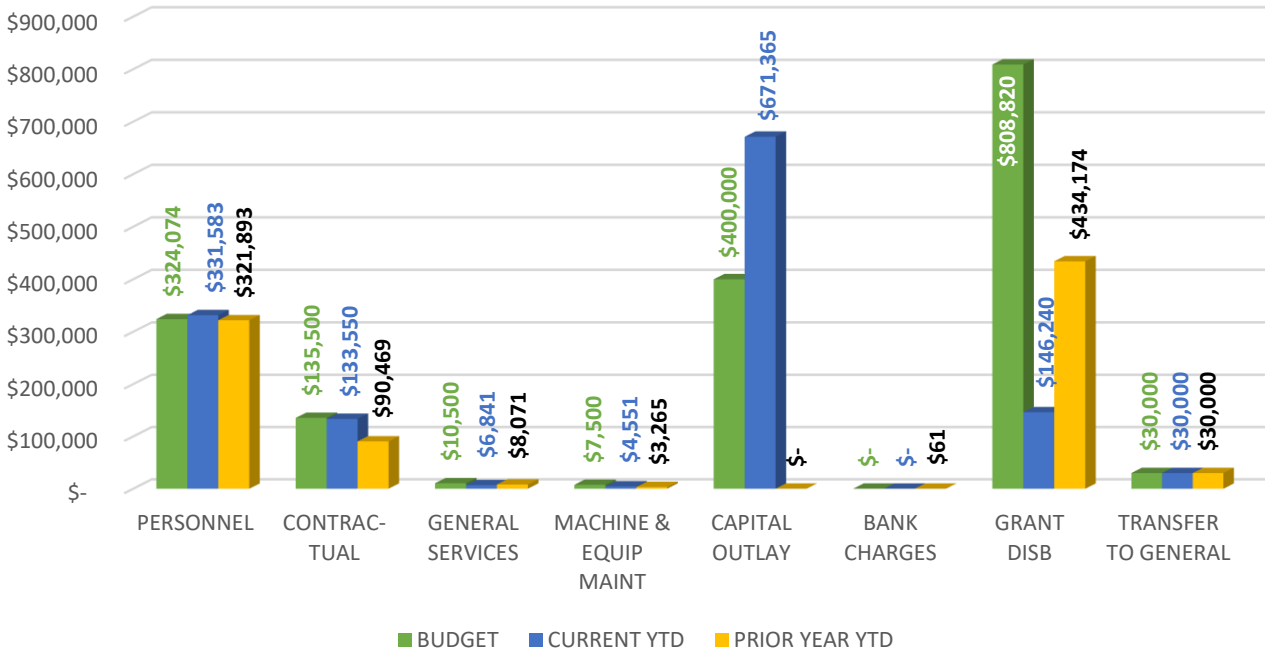
We spent \$7.5 million less on expenditures through September than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison



SEDA has received an overall 109% of budgeted revenue through September, which is \$28K more than last fiscal year to date and \$67K more than anticipated due to taxes and interest income.

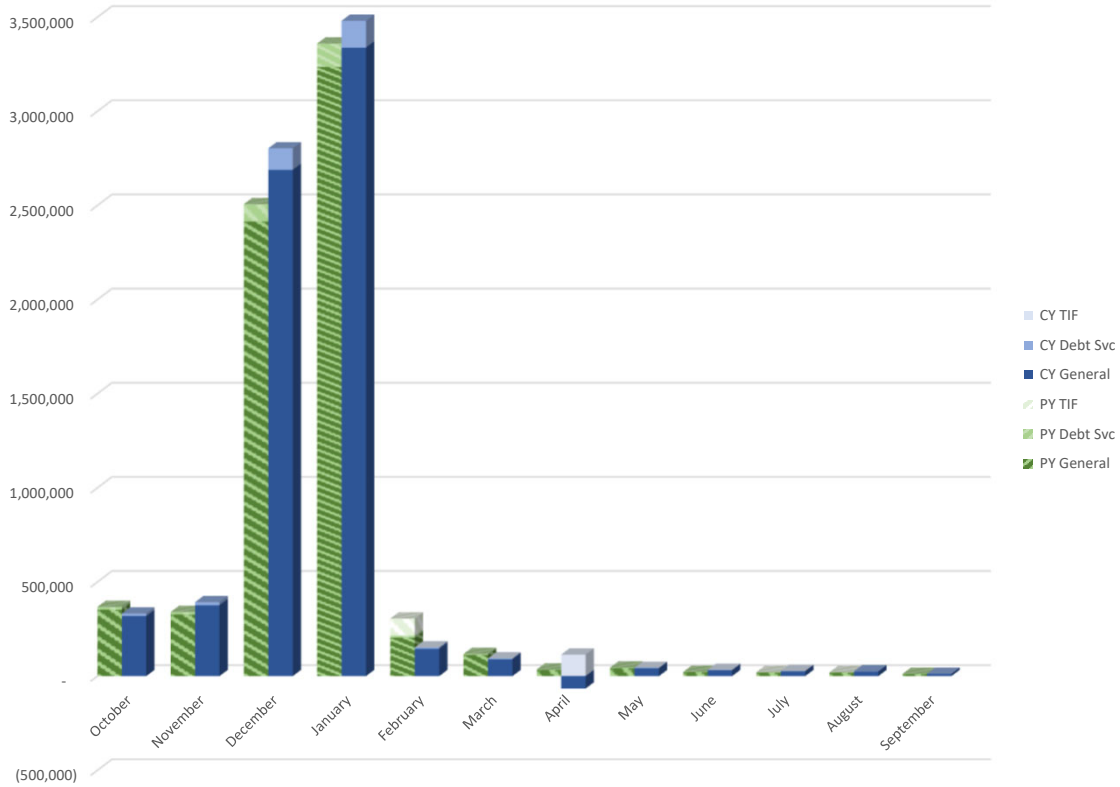
SEDA Expenditure Comparison



SEDA has spent an overall 77% of budgeted expenditures through September, which is \$436K more than last fiscal year to date due to capital outlay and \$392K less than anticipated due to grant disbursements.



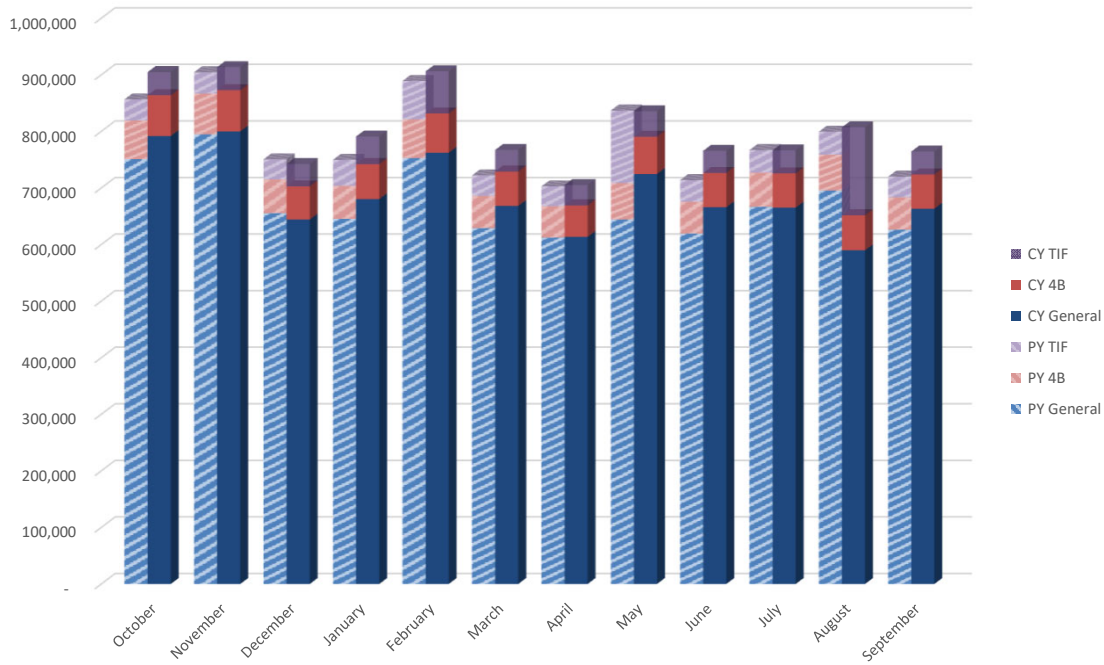
Property Tax Collections
2 year 12 month rolling comparison



Month	General Fund	Debt Svc	TIF	Total	Month	General Fund	Debt Svc	TIF	Total
Oct-22	353,997	13,810	-	367,806	Oct-23	319,330	13,573	-	332,903
Nov-22	328,095	12,581	-	340,676	Nov-23	376,834	16,009	-	392,843
Dec-22	2,414,751	92,491	-	2,507,242	Dec-23	2,689,123	114,387	-	2,803,510
Jan-23	3,236,094	123,719	-	3,359,813	Jan-24	3,338,531	142,029	-	3,480,560
Feb-23	204,387	11,299	90,511	306,196	Feb-24	146,100	6,211	-	152,311
Mar-23	113,674	4,365	-	118,039	Mar-24	90,280	3,823	-	94,103
Apr-23	34,588	1,329	-	35,917	Apr-24	(64,868)	2,038	112,569	49,740
May-23	43,776	1,691	-	45,467	May-24	42,319	1,798	-	44,117
Jun-23	22,298	864	-	23,162	Jun-24	31,592	1,335	-	32,927
Jul-23	20,824	789	-	21,613	Jul-24	26,485	1,127	-	27,612
Aug-23	20,172	782	-	20,954	Aug-24	24,665	1,029	-	25,693
Sep-23	12,245	475	-	12,720	Sep-24	12,040	580	-	12,620
12 month total				<u>7,159,605</u>	12 month total				<u>7,448,939</u>
Oct-Sep 2023				<u>7,159,605</u>	Oct-Sep 2024				<u>7,448,939</u>
FY 2022-2023 Total				7,159,594	FY 2023-2024 Budget				7,329,505
Collection to date as percentage of fiscal year total				100.00%	Collection to date as percentage of fiscal year budget				101.63%



Sales and Use Tax
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
Oct-22	750,926	68,266	37,363	856,555	Oct-23	791,837	71,985	40,998	904,820	5.63%
Nov-22	794,878	72,262	37,299	904,439	Nov-23	799,930	72,721	40,912	913,564	1.01%
Dec-22	655,484	59,589	35,438	750,511	Dec-23	644,243	58,568	39,651	742,461	-1.07%
Jan-23	645,364	58,669	45,703	749,737	Jan-24	680,348	61,850	48,784	790,982	5.50%
Feb-23	752,799	68,436	67,794	889,029	Feb-24	762,215	69,292	74,566	906,073	1.92%
Mar-23	628,988	57,181	35,931	722,100	Mar-24	668,209	60,746	38,135	767,091	6.23%
Apr-23	612,376	55,671	34,659	702,706	Apr-24	613,466	55,770	36,003	705,239	0.36%
May-23	644,203	64,276	128,365	836,844	May-24	724,651	65,877	45,017	835,545	-0.16%
Jun-23	619,536	56,321	38,026	713,883	Jun-24	665,869	60,534	39,286	765,689	7.26%
Jul-23	666,728	60,612	39,634	766,973	Jul-24	665,181	60,471	40,825	766,477	-0.06%
Aug-23	695,586	63,235	40,619	799,440	Aug-24	589,750	61,970	155,514	807,234	0.97%
Sep-23	626,485	56,953	36,556	719,994	Sep-24	663,362	60,306	40,724	764,391	6.17%
12 month total				<u>9,412,210</u>	12 month total				<u>9,669,564</u>	2.73%
Oct-Sep 2023				<u>9,412,210</u>	Oct-Sep 2024				<u>9,669,564</u>	2.73%
FY 2022-2023 Total				9,412,210	FY 2023-2024 Budget				9,413,312	
Collection to date as percentage of fiscal year total				100.00%	Collection to date as percentage of fiscal year budget				102.72%	



City of Stephenville

Item 32.
Budget Variance Report
 As Of: 09/30/2024

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	785,070.89	961,679.68	(176,608.79)	17,528,668.04	17,094,796.00	433,872.04	103	17,094,796.00	433,872.04	-3
LICENSES AND PERMITS	19,928.00	56,734.62	(36,806.62)	597,249.55	476,890.00	120,359.55	125	476,890.00	120,359.55	-25
FINES AND FORFEITURES	(5,899.98)	16,167.57	(22,067.55)	245,930.36	237,640.00	8,290.36	103	237,640.00	8,290.36	-3
INTERGOVERNMENTAL	134,532.78	336,825.62	(202,292.84)	1,323,084.97	1,192,093.00	130,991.97	111	1,192,093.00	130,991.97	-11
CHARGES FOR SERVICES	194,545.08	252,842.43	(58,297.35)	1,192,152.32	1,407,858.00	(215,705.68)	85	1,407,858.00	(215,705.68)	15
OTHER REVENUE	64,029.52	106,222.64	(42,193.12)	1,290,153.29	1,032,833.00	257,320.29	125	1,032,833.00	257,320.29	-25
TRANSFER	0.00	0.00	0.00	1,876,004.00	1,876,004.00	0.00	100	1,876,004.00	0.00	0
TOTAL REVENUE	1,192,206.29	1,730,472.56	(538,266.27)	24,053,242.53	23,318,114.00	735,128.53	103	23,318,114.00	735,128.53	-3
EXPENSE SUMMARY										
CITY COUNCIL	(19,412.44)	69,820.37	89,232.81	235,026.38	840,849.00	605,822.62	28	840,849.00	(605,822.62)	72
CITY MANAGER	45,461.09	41,236.36	(4,224.73)	416,764.35	432,612.00	15,847.65	96	432,612.00	(15,847.65)	4
CITY SECRETARY	18,670.47	20,854.30	2,183.83	216,279.55	223,386.00	7,106.45	97	223,386.00	(7,106.45)	3
EMERGENCY MANAGEMENT	193.68	850.48	656.80	15,941.97	19,380.00	3,438.03	82	19,380.00	(3,438.03)	18
MUNICIPAL BUILDING	6,406.16	11,536.63	5,130.47	137,029.35	167,560.00	30,530.65	82	167,560.00	(30,530.65)	18
MUNICIPAL SERVICES CTR	28,771.30	10,832.06	(17,939.24)	139,676.98	135,080.00	(4,596.98)	103	135,080.00	4,596.98	-3
HUMAN RESOURCES	14,728.17	24,746.38	10,018.21	185,985.94	282,471.00	96,485.06	66	282,471.00	(96,485.06)	34
DOWNTOWN	22,275.26	17,848.06	(4,427.20)	173,718.52	211,170.00	37,451.48	82	211,170.00	(37,451.48)	18
FINANCE	70,546.61	76,548.67	6,002.06	716,044.77	830,601.00	114,556.23	86	830,601.00	(114,556.23)	14
INFORMATION TECHNOLOGY	25,087.45	43,507.22	18,419.77	475,402.72	487,532.00	12,129.28	98	487,532.00	(12,129.28)	2
TAX	24.00	1,499.29	1,475.29	221,436.88	222,187.00	750.12	100	222,187.00	(750.12)	0
LEGAL COUNSEL	20,105.61	16,830.84	(3,274.77)	129,991.80	141,848.00	11,856.20	92	141,848.00	(11,856.20)	8
MUNICIPAL COURT	15,062.94	14,651.92	(411.02)	157,098.86	157,187.00	88.14	100	157,187.00	(88.14)	0
STREET MAINTENANCE	69,306.75	94,618.14	25,311.39	918,829.14	1,195,550.00	276,720.86	77	1,195,550.00	(276,720.86)	23
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	168,280.19	233,779.38	65,499.19	2,330,210.76	2,715,063.00	384,852.24	86	2,715,063.00	(384,852.24)	14
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	24,969.93	27,496.16	2,526.23	281,108.59	293,481.00	12,372.41	96	293,481.00	(12,372.41)	4
SENIOR CENTER	276,811.51	174,575.20	(102,236.31)	1,263,488.37	2,076,900.00	813,411.63	61	2,076,900.00	(813,411.63)	39
AQUATIC CENTER	16,043.88	15,636.37	(407.51)	317,221.15	371,659.00	54,437.85	85	371,659.00	(54,437.85)	15
FIRE DEPARTMENT	514,492.02	500,717.56	(13,774.46)	4,986,958.73	5,154,312.00	167,353.27	97	5,154,312.00	(167,353.27)	3
POLICE DEPARTMENT	623,234.52	800,310.59	177,076.07	7,037,128.87	8,710,178.00	1,673,049.13	81	8,710,178.00	(1,673,049.13)	19
DEVELOPMENT SERVICES	55,900.04	77,207.06	21,307.02	763,990.26	835,156.00	71,165.74	91	835,156.00	(71,165.74)	9
GIS	10,608.88	11,720.65	1,111.77	121,962.65	127,369.00	5,406.35	96	127,369.00	(5,406.35)	4
TRANSFERS	0.00	0.00	0.00	1,567,246.54	2,067,248.00	500,001.46	76	2,067,248.00	(500,001.46)	24
TOTAL EXPENSE	2,007,568.02	2,286,823.69	279,255.67	22,808,543.13	27,698,779.00	4,890,235.87	82	27,698,779.00	4,890,235.87	18
REVENUE OVER/(UNDER) EXPENDITURE	(815,361.73)	(556,351.13)	(259,010.60)	1,244,699.40	(4,380,665.00)	5,625,364.40		(4,380,665.00)	(4,155,107.34)	

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	0.00	0.00	0.00	1,805.78	1,000.00	805.78	181	1,000.00	805.78	-81
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	1,132,977.49	967,420.97	165,556.52	11,371,029.00	11,167,733.00	203,296.00	102	11,167,733.00	203,296.00	-2
OTHER REVENUE	54,163.34	159,289.44	(105,126.10)	1,174,221.27	711,028.00	463,193.27	165	711,028.00	463,193.27	-65
TRANSFER	0.00	0.00	0.00	94,582.00	94,582.00	0.00	100	94,582.00	0.00	0
TOTAL REVENUE	1,187,140.83	1,126,710.41	60,430.42	12,641,638.05	11,974,343.00	667,295.05	106	11,974,343.00	667,295.05	-6
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	92,305.41	328,654.79	236,349.38	1,656,291.82	3,784,036.00	2,127,744.18	44	3,784,036.00	(2,127,744.18)	56
WATER PRODUCTION	168,431.79	218,602.63	50,170.84	2,539,419.25	2,627,104.00	87,684.75	97	2,627,104.00	(87,684.75)	3
WATER DISTRIBUTION	43,513.87	173,461.51	129,947.64	866,063.44	2,092,635.00	1,226,571.56	41	2,092,635.00	(1,226,571.56)	59
CUSTOMER SERVICE	20,091.63	33,193.75	13,102.12	257,033.35	384,667.00	127,633.65	67	384,667.00	(127,633.65)	33
WASTEWATER COLLECTION	56,457.05	1,395,957.47	1,339,500.42	12,236,052.74	17,225,278.00	4,989,225.26	71	17,225,278.00	(4,989,225.26)	29
WASTEWATER TREATMENT	93,737.34	252,704.88	158,967.54	1,400,791.90	3,030,507.00	1,629,715.10	46	3,030,507.00	(1,629,715.10)	54
BILLING & COLLECTION	73,224.06	68,436.91	(4,787.15)	691,683.66	770,895.00	79,211.34	90	770,895.00	(79,211.34)	10
NON-DEPARTMENTAL	273,170.50	260,436.13	(12,734.37)	5,363,575.43	5,359,698.00	(3,877.43)	100	5,359,698.00	3,877.43	0
TOTAL EXPENSE	820,931.65	2,731,448.07	1,910,516.42	25,010,911.59	35,274,820.00	10,263,908.41	71	35,274,820.00	10,263,908.41	29
REVENUE OVER/(UNDER) EXPENDITURE	366,209.18	(1,604,737.66)	1,970,946.84	(12,369,273.54)	(23,300,477.00)	10,931,203.46		(23,300,477.00)	(9,596,613.36)	

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	134,961.92	123,217.42	11,744.50	1,546,090.52	1,380,400.00	165,690.52	112	1,380,400.00	165,690.52	-12
OTHER REVENUE	12,329.57	8,826.05	3,503.52	228,477.83	67,350.00	161,127.83	339	67,350.00	161,127.83	-239
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	147,291.49	132,043.47	15,248.02	1,774,568.35	1,447,750.00	326,818.35	123	1,447,750.00	326,818.35	-23
<u>EXPENSE SUMMARY</u>										
LANDFILL	34,869.33	94,885.94	60,016.61	977,102.17	1,453,815.00	476,712.83	67	1,453,815.00	(476,712.83)	33
TOTAL EXPENSE	34,869.33	94,885.94	60,016.61	977,102.17	1,453,815.00	476,712.83	67	1,453,815.00	476,712.83	33
REVENUE OVER/(UNDER) EXPENDITURE	112,422.16	37,157.53	75,264.63	797,466.18	(6,065.00)	803,531.18		(6,065.00)	(149,894.48)	

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	71,566.13	15,870.62	55,695.51	145,000.00	80,447.00	64,553.00	180	80,447.00	64,553.00	-80
CHARGES FOR SERVICES	8,382.98	10,055.25	(1,672.27)	127,664.10	130,350.00	(2,685.90)	98	130,350.00	(2,685.90)	2
OTHER REVENUE	0.00	119,108.69	(119,108.69)	2,870.00	1,423,040.00	(1,420,170.00)	0	1,423,040.00	(1,420,170.00)	100
TRANSFER	0.00	0.00	0.00	77,091.00	577,091.00	(500,000.00)	13	577,091.00	(500,000.00)	87
TOTAL REVENUE	79,949.11	145,034.56	(65,085.45)	352,625.10	2,210,928.00	(1,858,302.90)	16	2,210,928.00	(1,858,302.90)	84
EXPENSE SUMMARY										
AIRPORT	19,413.86	152,893.93	133,480.07	1,018,275.19	1,822,083.00	803,807.81	56	1,822,083.00	(803,807.81)	44
TOTAL EXPENSE	19,413.86	152,893.93	133,480.07	1,018,275.19	1,822,083.00	803,807.81	56	1,822,083.00	803,807.81	44
REVENUE OVER/(UNDER) EXPENDITURE	60,535.25	(7,859.37)	68,394.62	(665,650.09)	388,845.00	(1,054,495.09)		388,845.00	(2,662,110.71)	

Budget Variance Report

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	0.00	0.00	17,968.47	25,000.00	(7,031.53)	72	25,000.00	(7,031.53)	28
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	83,710.12	83,251.36	458.76	1,001,610.68	1,000,272.00	1,338.68	100	1,000,272.00	1,338.68	0
OTHER REVENUE	4,976.61	4,799.71	176.90	59,638.39	52,250.00	7,388.39	114	52,250.00	7,388.39	-14
TOTAL REVENUE	88,686.73	88,051.07	635.66	1,079,217.54	1,077,522.00	1,695.54	100	1,077,522.00	1,695.54	0
EXPENSE SUMMARY										
STORM WATER DRAINAGE	10,529.96	63,019.87	52,489.91	1,032,500.55	1,501,268.00	468,767.45	69	1,501,268.00	(468,767.45)	31
TOTAL EXPENSE	10,529.96	63,019.87	52,489.91	1,032,500.55	1,501,268.00	468,767.45	69	1,501,268.00	468,767.45	31
REVENUE OVER/(UNDER) EXPENDITURE	78,156.77	25,031.20	53,125.57	46,716.99	(423,746.00)	470,462.99		(423,746.00)	(467,071.91)	

Budget Variance Report

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	105,548.59	141,260.25	(35,711.66)	902,868.70	771,420.00	131,448.70	117	771,420.00	131,448.70	-17
INTERGOVERNMENTAL	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00		0.00	5,000.00	
CHARGES FOR SERVICES	0.00	0.00	0.00	43,783.55	24,754.00	19,029.55	177	24,754.00	19,029.55	-77
OTHER REVENUE	7,689.50	1,413.25	6,276.25	82,473.68	4,500.00	77,973.68	1,833	4,500.00	77,973.68	1,733
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	118,238.09	142,673.50	(24,435.41)	1,034,125.93	800,674.00	233,451.93	129	800,674.00	233,451.93	-29
EXPENSE SUMMARY										
TOURISM	18,572.44	46,085.26	27,512.82	622,865.99	826,714.00	203,848.01	75	826,714.00	(203,848.01)	25
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	18,572.44	46,085.26	27,512.82	622,865.99	826,714.00	203,848.01	75	826,714.00	203,848.01	25
REVENUE OVER/(UNDER) EXPENDITURE	99,665.65	96,588.24	3,077.41	411,259.94	(26,040.00)	437,299.94		(26,040.00)	29,603.92	

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	685.93	72.90	613.03	305,954.42	273,240.00	32,714.42	112	273,240.00	32,714.42	-12
OTHER REVENUE	190.84	486.30	(295.46)	1,524.10	2,000.00	(475.90)	76	2,000.00	(475.90)	24
TRANSFER	823,850.00	0.00	823,850.00	823,850.00	823,850.00	0.00	100	823,850.00	0.00	0
TOTAL REVENUE	824,726.77	559.20	824,167.57	1,131,328.52	1,099,090.00	32,238.52	103	1,099,090.00	32,238.52	-3
<u>EXPENSE SUMMARY</u>										
DEBT SERVICE	0.00	400.00	400.00	1,096,224.99	1,096,625.00	400.01	100	1,096,625.00	(400.01)	0
TOTAL EXPENSE	0.00	400.00	400.00	1,096,224.99	1,096,625.00	400.01	100	1,096,625.00	400.01	0
REVENUE OVER/(UNDER) EXPENDITURE	824,726.77	159.20	824,567.57	35,103.53	2,465.00	32,638.53		2,465.00	31,838.51	

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	600.00	291.74	308.26	4,220.00	3,500.00	720.00	121	3,500.00	720.00	-21
INTERGOVERNMENTAL	0.00	1,029,224.88	(1,029,224.88)	1,351,117.52	1,349,225.00	1,892.52	100	1,349,225.00	1,892.52	0
CHARGES FOR SERVICES	0.00	1,046.25	(1,046.25)	0.00	12,500.00	(12,500.00)	0	12,500.00	(12,500.00)	100
OTHER REVENUE	32,298.42	30,275.97	2,022.45	397,770.13	112,500.00	285,270.13	354	112,500.00	285,270.13	-254
TRANSFER	0.00	0.00	0.00	1,416,292.00	1,416,292.00	0.00	100	1,416,292.00	0.00	0
TOTAL REVENUE	32,898.42	1,060,838.84	(1,027,940.42)	3,169,399.65	2,894,017.00	275,382.65	110	2,894,017.00	275,382.65	-10
EXPENSE SUMMARY										
STREET MAINTENANCE	0.00	620,295.54	620,295.54	2,061,162.24	7,417,183.00	5,356,020.76	28	7,417,183.00	(5,356,020.76)	72
PARKS & RECREATION	7,500.00	84,622.07	77,122.07	18,000.00	1,011,016.00	993,016.00	2	1,011,016.00	(993,016.00)	98
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	
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	7,500.00	704,917.61	697,417.61	2,079,162.24	8,428,199.00	6,349,036.76	25	8,428,199.00	6,349,036.76	75
REVENUE OVER/(UNDER) EXPENDITURE	25,398.42	355,921.23	(330,522.81)	1,090,237.41	(5,534,182.00)	6,624,419.41		(5,534,182.00)	(6,073,654.11)	

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	244.06	175.04	69.02	2,935.48	2,000.00	935.48	147	2,000.00	935.48	-47
OTHER REVENUE	58.10	21.87	36.23	637.36	75.00	562.36	850	75.00	562.36	-750
TOTAL REVENUE	302.16	196.91	105.25	3,572.84	2,075.00	1,497.84	172	2,075.00	1,497.84	-72
<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	302.16	196.91	105.25	3,572.84	2,075.00	1,497.84		2,075.00	1,497.84	

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	968.42	1,540.50	(572.08)	15,070.73	11,915.00	3,155.73	126	11,915.00	3,155.73	-26
OTHER REVENUE	195.59	45.31	150.28	2,058.92	150.00	1,908.92	1,373	150.00	1,908.92	1,273
TOTAL REVENUE	1,164.01	1,585.81	(421.80)	17,129.65	12,065.00	5,064.65	142	12,065.00	5,064.65	-42
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	1,265.99	1,265.99	2,063.25	15,125.00	13,061.75	14	15,125.00	(13,061.75)	86
TOTAL EXPENSE	0.00	1,265.99	1,265.99	2,063.25	15,125.00	13,061.75	14	15,125.00	13,061.75	86
REVENUE OVER/(UNDER) EXPENDITURE	1,164.01	319.82	844.19	15,066.40	(3,060.00)	18,126.40		(3,060.00)	(7,997.10)	

Budget Variance Report

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
FINES AND FORFEITURES	7,199.45	0.00	7,199.45	78,299.86	0.00	78,299.86		0.00	78,299.86	
INTERGOVERNMENTAL	0.00	0.00	0.00	7,280.60	3,200.00	4,080.60	228	3,200.00	4,080.60	-128
OTHER REVENUE	271.31	202.50	68.81	3,147.88	750.00	2,397.88	420	750.00	2,397.88	-320
TOTAL REVENUE	7,470.76	202.50	7,268.26	88,728.34	3,950.00	84,778.34	2,246	3,950.00	84,778.34	2,146
<u>EXPENSE SUMMARY</u>										
PUBLIC SAFETY	0.00	1,674.00	1,674.00	8,297.65	20,000.00	11,702.35	41	20,000.00	(11,702.35)	59
TOTAL EXPENSE	0.00	1,674.00	1,674.00	8,297.65	20,000.00	11,702.35	41	20,000.00	11,702.35	59
REVENUE OVER/(UNDER) EXPENDITURE	7,470.76	(1,471.50)	8,942.26	80,430.69	(16,050.00)	96,480.69		(16,050.00)	73,075.99	

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	40,724.05	0.00	40,724.05	752,983.78	801,270.00	(48,286.22)	94	801,270.00	(48,286.22)	6
OTHER REVENUE	5,512.12	4,129.52	1,382.60	61,068.90	16,525.00	44,543.90	370	16,525.00	44,543.90	-270
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	46,236.17	4,129.52	42,106.65	814,052.68	817,795.00	(3,742.32)	100	817,795.00	(3,742.32)	0
<u>EXPENSE SUMMARY</u>										
TAX INCREMENT FINANCING	823,850.00	377.12	(823,472.88)	828,375.23	828,375.00	(0.23)	100	828,375.00	0.23	0
TOTAL EXPENSE	823,850.00	377.12	(823,472.88)	828,375.23	828,375.00	(0.23)	100	828,375.00	(0.23)	0
REVENUE OVER/(UNDER) EXPENDITURE	(777,613.83)	3,752.40	(781,366.23)	(14,322.55)	(10,580.00)	(3,742.55)		(10,580.00)	(3,742.09)	

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	60,305.60	75,885.99	(15,580.39)	760,089.42	738,190.00	21,899.42	103	738,190.00	21,899.42	-3
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	3,925.22	4,427.13	(501.91)	60,302.71	15,000.00	45,302.71	402	15,000.00	45,302.71	-302
TOTAL REVENUE	64,230.82	80,313.12	(16,082.30)	820,392.13	753,190.00	67,202.13	109	753,190.00	67,202.13	-9
<u>EXPENSE SUMMARY</u>										
SEDA	733,561.30	145,378.72	(588,182.58)	1,324,129.76	1,716,394.00	392,264.24	77	1,716,394.00	(392,264.24)	23
TOTAL EXPENSE	733,561.30	145,378.72	(588,182.58)	1,324,129.76	1,716,394.00	392,264.24	77	1,716,394.00	392,264.24	23
REVENUE OVER/(UNDER) EXPENDITURE	(669,330.48)	(65,065.60)	(604,264.88)	(503,737.63)	(963,204.00)	459,466.37		(963,204.00)	(325,062.11)	



City of Stephenville

Item 32.

Prior-Year Comparative Income Statement Group Summary

For the Period Ending 09/30/2024

Categor...	2022-2023 Sept. Activity	2023-2024 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2022-2023 YTD Activity	2023-2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	767,435.69	785,070.89	17,635.20	2.30%	17,142,750.62	17,528,668.04	385,917.42	2.25%
41 - LICENSES AND PERMITS	71,454.36	19,928.00	-51,526.36	-72.11%	532,789.19	597,249.55	64,460.36	12.10%
42 - FINES AND FORFEITURES	10,685.65	-5,899.98	-16,585.63	-155.21%	264,407.18	245,930.36	-18,476.82	-6.99%
43 - INTERGOVERNMENTAL	116,025.79	134,532.78	18,506.99	15.95%	798,048.16	1,323,084.97	525,036.81	65.79%
44 - CHARGES FOR SERVICES	383,078.78	194,545.08	-188,533.70	-49.22%	1,364,604.19	1,192,152.32	-172,451.87	-12.64%
45 - OTHER REVENUE	338,273.01	64,029.52	-274,243.49	-81.07%	1,772,423.64	1,290,153.29	-482,270.35	-27.21%
49 - TRANSFER	0.00	0.00	0.00	0.00%	1,679,307.00	1,876,004.00	196,697.00	11.71%
Revenue Total:	1,686,953.28	1,192,206.29	-494,746.99	-29.33%	23,554,329.98	24,053,242.53	498,912.55	2.12%
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	2,437.70	2,906.59	-468.89	-19.23%	23,518.35	24,726.92	-1,208.57	-5.14%
52 - CONTRACTUAL	20,074.28	612.65	19,461.63	96.95%	176,059.63	126,514.60	49,545.03	28.14%
53 - GENERAL SERVICES	576.51	253.12	323.39	56.09%	4,571.26	5,739.68	-1,168.42	-25.56%
55 - CAPITAL OUTLAY	195,996.00	-23,184.80	219,180.80	111.83%	990,665.94	77,479.38	913,186.56	92.18%
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	181,399.19	565.80	180,833.39	99.69%
Department 101 - CITY COUNCIL Total:	219,084.49	-19,412.44	238,496.93	108.86%	1,376,214.37	235,026.38	1,141,187.99	82.92%
Department: 102 - CITY MANAGER								
51 - PERSONNEL	50,215.83	43,937.39	6,278.44	12.50%	301,589.88	397,455.20	-95,865.32	-31.79%
52 - CONTRACTUAL	659.52	1,051.94	-392.42	-59.50%	8,817.86	15,822.83	-7,004.97	-79.44%
53 - GENERAL SERVICES	164.65	471.76	-307.11	-186.52%	2,107.74	3,486.32	-1,378.58	-65.41%
Department 102 - CITY MANAGER Total:	51,040.00	45,461.09	5,578.91	10.93%	312,515.48	416,764.35	-104,248.87	-33.36%
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	11,594.99	15,713.02	-4,118.03	-35.52%	83,259.75	147,959.70	-64,699.95	-77.71%
52 - CONTRACTUAL	725.12	2,919.75	-2,194.63	-302.66%	22,109.76	21,830.04	279.72	1.27%
53 - GENERAL SERVICES	0.00	37.70	-37.70	0.00%	869.97	2,208.57	-1,338.60	-153.87%
54 - MACHINE & EQUIPMENT MAI	-10,800.00	0.00	-10,800.00	-100.00%	30,476.86	44,281.24	-13,804.38	-45.29%
Department 103 - CITY SECRETARY Total:	1,520.11	18,670.47	-17,150.36	-1,128.23%	136,716.34	216,279.55	-79,563.21	-58.20%
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	406.73	193.68	213.05	52.38%	15,788.45	15,941.97	-153.52	-0.97%
Department 104 - EMERGENCY MANAGEMENT Total:	406.73	193.68	213.05	52.38%	15,788.45	15,941.97	-153.52	-0.97%
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	3,384.34	2,884.15	500.19	14.78%	26,243.12	28,209.89	-1,966.77	-7.49%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	2,638.86	3,017.41	-378.55	-14.35%	38,718.51	40,848.74	-2,130.23	-5.50%
53 - GENERAL SERVICES	874.09	354.60	519.49	59.43%	13,507.46	37,602.29	-24,094.83	-178.38%
54 - MACHINE & EQUIPMENT MAI	437.56	150.00	287.56	65.72%	30,379.87	24,541.70	5,838.17	19.22%
55 - CAPITAL OUTLAY	2,700.00	0.00	2,700.00	100.00%	26,515.44	5,826.73	20,688.71	78.03%
Department 105 - MUNICIPAL BUILDING Total:	10,034.85	6,406.16	3,628.69	36.16%	135,364.40	137,029.35	-1,664.95	-1.23%
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	8,035.48	6,642.45	1,393.03	17.34%	62,253.25	50,523.10	11,730.15	18.84%
52 - CONTRACTUAL	2,702.39	2,393.09	309.30	11.45%	31,042.29	29,195.39	1,846.90	5.95%
53 - GENERAL SERVICES	-18,395.31	19,572.03	-37,967.34	-206.40%	3,292.85	40,153.08	-36,860.23	-1,119.40%
54 - MACHINE & EQUIPMENT MAI	175.00	163.73	11.27	6.44%	13,900.11	19,805.41	-5,905.30	-42.48%
Department 106 - MUNICIPAL SERVICES CTR Total:	-7,482.44	28,771.30	-36,253.74	-484.52%	110,488.50	139,676.98	-29,188.48	-26.42%
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	18,016.20	8,757.87	9,258.33	51.39%	96,767.33	92,125.56	4,641.77	4.80%
52 - CONTRACTUAL	5,767.81	5,956.27	-188.46	-3.27%	82,098.75	93,086.66	-10,987.91	-13.38%
53 - GENERAL SERVICES	90.64	14.03	76.61	84.52%	1,369.19	773.72	595.47	43.49%
Department 107 - HUMAN RESOURCES Total:	23,874.65	14,728.17	9,146.48	38.31%	180,235.27	185,985.94	-5,750.67	-3.19%
Department: 108 - DOWNTOWN								
51 - PERSONNEL	1,274.84	7,112.96	-5,838.12	-457.95%	68,820.52	67,652.69	1,167.83	1.70%
52 - CONTRACTUAL	15,703.76	15,111.67	592.09	3.77%	71,033.97	77,479.26	-6,445.29	-9.07%
53 - GENERAL SERVICES	1,315.24	50.63	1,264.61	96.15%	3,095.30	28,586.57	-25,491.27	-823.55%
55 - CAPITAL OUTLAY	19,740.00	0.00	19,740.00	100.00%	97,925.00	0.00	97,925.00	100.00%
Department 108 - DOWNTOWN Total:	38,033.84	22,275.26	15,758.58	41.43%	240,874.79	173,718.52	67,156.27	27.88%
Department: 201 - FINANCE								
51 - PERSONNEL	66,093.50	54,155.73	11,937.77	18.06%	469,691.44	531,138.17	-61,446.73	-13.08%
52 - CONTRACTUAL	33,129.52	15,627.50	17,502.02	52.83%	140,741.03	96,105.60	44,635.43	31.71%
53 - GENERAL SERVICES	426.64	763.38	-336.74	-78.93%	1,644.33	1,795.85	-151.52	-9.21%
54 - MACHINE & EQUIPMENT MAI	-33,830.88	0.00	-33,830.88	-100.00%	41,313.31	88,256.78	-46,943.47	-113.63%
55 - CAPITAL OUTLAY	34,903.00	0.00	34,903.00	100.00%	34,903.00	0.00	34,903.00	100.00%
56 - BANK CHARGES	2,566.63	0.00	2,566.63	100.00%	4,498.15	-1,251.63	5,749.78	127.83%
Department 201 - FINANCE Total:	103,288.41	70,546.61	32,741.80	31.70%	692,791.26	716,044.77	-23,253.51	-3.36%
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	25,281.65	21,840.66	3,440.99	13.61%	195,037.50	205,669.31	-10,631.81	-5.45%
52 - CONTRACTUAL	157.99	157.99	0.00	0.00%	1,675.21	4,185.81	-2,510.60	-149.87%
53 - GENERAL SERVICES	3,802.22	0.00	3,802.22	100.00%	48,439.18	53,275.07	-4,835.89	-9.98%
54 - MACHINE & EQUIPMENT MAI	-77,386.91	3,088.80	-80,475.71	-103.99%	93,381.73	212,272.53	-118,890.80	-127.32%
55 - CAPITAL OUTLAY	11,400.00	0.00	11,400.00	100.00%	11,400.00	0.00	11,400.00	100.00%
Department 203 - INFORMATION TECHNOLOGY Total:	-36,745.05	25,087.45	-61,832.50	-168.27%	349,933.62	475,402.72	-125,469.10	-35.86%
Department: 204 - TAX								
52 - CONTRACTUAL	16.00	24.00	-8.00	-50.00%	197,469.76	221,436.88	-23,967.12	-12.14%
Department 204 - TAX Total:	16.00	24.00	-8.00	-50.00%	197,469.76	221,436.88	-23,967.12	-12.14%

Prior-Year Comparative Income Statement

For the Period Ending 09/

Item 32.

Categor...	2022-2023 Sept. Activity	2023-2024 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2022-2023 YTD Activity	2023-2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	10,034.14	20,099.34	-10,065.20	-100.31%	116,218.81	128,915.68	-12,696.87	-10.92%
52 - CONTRACTUAL	0.00	6.27	-6.27	0.00%	498.93	872.12	-373.19	-74.80%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	10.81	204.00	-193.19	-1,787.14%
Department 301 - LEGAL COUNSEL Total:	10,034.14	20,105.61	-10,071.47	-100.37%	116,728.55	129,991.80	-13,263.25	-11.36%
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	10,055.70	8,794.08	1,261.62	12.55%	75,501.82	84,400.81	-8,898.99	-11.79%
52 - CONTRACTUAL	4,093.51	4,016.74	76.77	1.88%	45,393.40	47,084.91	-1,691.51	-3.73%
53 - GENERAL SERVICES	1,380.17	2,252.12	-871.95	-63.18%	12,004.72	18,499.99	-6,495.27	-54.11%
54 - MACHINE & EQUIPMENT MAI	-3,865.50	0.00	-3,865.50	-100.00%	3,520.52	7,113.15	-3,592.63	-102.05%
Department 302 - MUNICIPAL COURT Total:	11,663.88	15,062.94	-3,399.06	-29.14%	136,420.46	157,098.86	-20,678.40	-15.16%
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	42,628.31	43,603.79	-975.48	-2.29%	393,884.40	409,500.13	-15,615.73	-3.96%
52 - CONTRACTUAL	33,085.82	17,543.21	15,542.61	46.98%	234,710.00	221,972.01	12,737.99	5.43%
53 - GENERAL SERVICES	3,245.61	1,562.54	1,683.07	51.86%	43,257.35	33,738.87	9,518.48	22.00%
54 - MACHINE & EQUIPMENT MAI	-35,833.06	6,589.71	-42,422.77	-118.39%	74,530.30	72,434.53	2,095.77	2.81%
55 - CAPITAL OUTLAY	39,425.77	7.50	39,418.27	99.98%	39,425.77	181,183.60	-141,757.83	-359.56%
Department 402 - STREET MAINTENANCE Total:	82,552.45	69,306.75	13,245.70	16.05%	785,807.82	918,829.14	-133,021.32	-16.93%
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	133,151.79	109,004.62	24,147.17	18.14%	1,002,748.47	1,049,532.85	-46,784.38	-4.67%
52 - CONTRACTUAL	55,123.20	31,302.84	23,820.36	43.21%	429,068.34	490,433.44	-61,365.10	-14.30%
53 - GENERAL SERVICES	19,943.36	18,094.76	1,848.60	9.27%	197,652.21	175,567.40	22,084.81	11.17%
54 - MACHINE & EQUIPMENT MAI	6,907.67	9,877.97	-2,970.30	-43.00%	138,769.89	153,953.88	-15,183.99	-10.94%
55 - CAPITAL OUTLAY	6,713.68	0.00	6,713.68	100.00%	303,555.81	377,991.07	-74,435.26	-24.52%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	5.33	0.00	5.33	100.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	52,039.40	82,732.12	-30,692.72	-58.98%
Department 501 - PARKS & RECREATION Total:	221,839.70	168,280.19	53,559.51	24.14%	2,123,839.45	2,330,210.76	-206,371.31	-9.72%
Department: 504 - LIBRARY								
51 - PERSONNEL	26,964.26	22,444.95	4,519.31	16.76%	208,216.69	217,560.40	-9,343.71	-4.49%
52 - CONTRACTUAL	2,934.65	1,714.56	1,220.09	41.58%	24,032.53	23,549.09	483.44	2.01%
53 - GENERAL SERVICES	5,212.64	810.42	4,402.22	84.45%	30,129.30	29,754.44	374.86	1.24%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	3,771.41	10,244.66	-6,473.25	-171.64%
Department 504 - LIBRARY Total:	35,111.55	24,969.93	10,141.62	28.88%	266,149.93	281,108.59	-14,958.66	-5.62%
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	11,150.70	7,817.30	3,333.40	29.89%	81,696.14	82,532.03	-835.89	-1.02%
52 - CONTRACTUAL	6,000.26	3,383.13	2,617.13	43.62%	37,146.22	41,051.94	-3,905.72	-10.51%
53 - GENERAL SERVICES	1,533.76	832.13	701.63	45.75%	16,625.69	20,435.93	-3,810.24	-22.92%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	3,501.59	9,699.63	-6,198.04	-177.01%
55 - CAPITAL OUTLAY	-8,620.00	264,778.95	-273,398.95	-3,171.68%	29,429.00	1,109,768.84	-1,080,339.84	-3,671.00%
Department 506 - SENIOR CENTER Total:	10,064.72	276,811.51	-266,746.79	-2,650.32%	168,398.64	1,263,488.37	-1,095,089.73	-650.30%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	0.00	0.00	0.00	0.00%	44,581.49	108,239.29	-63,657.80	-142.79%
52 - CONTRACTUAL	11,879.32	5,538.93	6,340.39	53.37%	58,451.73	63,950.63	-5,498.90	-9.41%
53 - GENERAL SERVICES	1,758.46	963.89	794.57	45.19%	35,644.25	36,210.81	-566.56	-1.59%
54 - MACHINE & EQUIPMENT MAI	-33,641.69	9,541.06	-43,182.75	-128.36%	91,157.60	108,820.42	-17,662.82	-19.38%
55 - CAPITAL OUTLAY	45,323.33	0.00	45,323.33	100.00%	60,159.33	0.00	60,159.33	100.00%
Department 507 - AQUATIC CENTER Total:	25,319.42	16,043.88	9,275.54	36.63%	289,994.40	317,221.15	-27,226.75	-9.39%
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	488,691.61	422,584.45	66,107.16	13.53%	3,573,085.52	3,892,761.69	-319,676.17	-8.95%
52 - CONTRACTUAL	28,682.33	7,562.52	21,119.81	73.63%	258,838.26	203,653.92	55,184.34	21.32%
53 - GENERAL SERVICES	13,954.17	6,903.95	7,050.22	50.52%	265,091.08	240,072.82	25,018.26	9.44%
54 - MACHINE & EQUIPMENT MAI	-26,452.40	5,378.54	-31,830.94	-120.33%	128,894.91	142,470.41	-13,575.50	-10.53%
55 - CAPITAL OUTLAY	23,069.02	11,582.75	11,486.27	49.79%	553,778.71	278,543.78	275,234.93	49.70%
57 - DEBT SERVICE	60,479.81	60,479.81	0.00	0.00%	229,456.11	229,456.11	0.00	0.00%
Department 601 - FIRE DEPARTMENT Total:	588,424.54	514,492.02	73,932.52	12.56%	5,009,144.59	4,986,958.73	22,185.86	0.44%
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	591,439.19	498,691.28	92,747.91	15.68%	4,677,423.02	5,028,622.42	-351,199.40	-7.51%
52 - CONTRACTUAL	-28,572.22	28,065.75	-56,637.97	-198.23%	349,420.18	419,244.58	-69,824.40	-19.98%
53 - GENERAL SERVICES	25,365.56	5,953.83	19,411.73	76.53%	277,826.26	200,728.09	77,098.17	27.75%
54 - MACHINE & EQUIPMENT MAI	-15,653.07	11,656.56	-27,309.63	-174.47%	222,775.14	360,745.09	-137,969.95	-61.93%
55 - CAPITAL OUTLAY	6,201.30	30,455.85	-24,254.55	-391.12%	1,279,061.13	631,080.40	647,980.73	50.66%
57 - DEBT SERVICE	124,536.25	48,411.25	76,125.00	61.13%	430,608.27	396,708.29	33,899.98	7.87%
Department 701 - POLICE DEPARTMENT Total:	703,317.01	623,234.52	80,082.49	11.39%	7,237,114.00	7,037,128.87	199,985.13	2.76%
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	67,552.95	47,332.98	20,219.97	29.93%	485,478.08	505,993.74	-20,515.66	-4.23%
52 - CONTRACTUAL	84,066.36	8,005.48	76,060.88	90.48%	229,356.76	221,420.27	7,936.49	3.46%
53 - GENERAL SERVICES	1,754.91	561.58	1,193.33	68.00%	15,889.48	15,617.57	271.91	1.71%
54 - MACHINE & EQUIPMENT MAI	16.00	0.00	16.00	100.00%	11,117.10	20,958.68	-9,841.58	-88.53%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	40,567.50	0.00	40,567.50	100.00%
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	5,000.00	0.00	5,000.00	100.00%
Department 801 - DEVELOPMENT SERVICES Total:	153,390.22	55,900.04	97,490.18	63.56%	787,408.92	763,990.26	23,418.66	2.97%
Department: 804 - GIS								
51 - PERSONNEL	11,203.61	8,727.19	2,476.42	22.10%	74,104.08	85,470.03	-11,365.95	-15.34%
52 - CONTRACTUAL	500.00	1,881.69	-1,381.69	-276.34%	9,965.58	4,037.65	5,927.93	59.48%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	181.12	2,543.08	-2,361.96	-1,304.09%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	1,064.94	29,911.89	-28,846.95	-2,708.79%
Department 804 - GIS Total:	11,703.61	10,608.88	1,094.73	9.35%	85,315.72	121,962.65	-36,646.93	-42.95%
Department: 900 - TRANSFERS								
57 - DEBT SERVICE	102,416.00	0.00	102,416.00	100.00%	176,279.54	73,863.54	102,416.00	58.10%
59 - TRANSFER	0.00	0.00	0.00	0.00%	1,771,322.00	1,493,383.00	277,939.00	15.69%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Department 900 - TRANSFERS Total:	102,416.00	0.00	102,416.00	100.00%	1,947,601.54	1,567,246.54	380,355.00	19.53%
Expense Total:	2,358,908.83	2,007,568.02	351,340.81	14.89%	22,702,316.26	22,808,543.13	-106,226.87	-0.47%
Fund 01 Surplus (Deficit):	-671,955.55	-815,361.73	-143,406.18	-21.34%	852,013.72	1,244,699.40	392,685.68	46.09%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 02 - WATER AND WASTEWATER FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	0.00	0.00	0.00%	1,417.97	1,805.78	387.81	27.35%
43 - INTERGOVERNMENTAL	2,523,312.00	0.00	-2,523,312.00	-100.00%	2,547,312.00	0.00	-2,547,312.00	-100.00%
44 - CHARGES FOR SERVICES	1,227,089.78	1,132,977.49	-94,112.29	-7.67%	11,202,976.08	11,371,029.00	168,052.92	1.50%
45 - OTHER REVENUE	902,307.89	54,163.34	-848,144.55	-94.00%	2,510,867.08	1,174,221.27	-1,336,645.81	-53.23%
49 - TRANSFER	0.00	0.00	0.00	0.00%	82,662.00	94,582.00	11,920.00	14.42%
Revenue Total:	4,652,709.67	1,187,140.83	-3,465,568.84	-74.48%	16,345,235.13	12,641,638.05	-3,703,597.08	-22.66%
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	98,467.58	89,679.64	8,787.94	8.92%	707,846.54	757,779.78	-49,933.24	-7.05%
52 - CONTRACTUAL	1,237.04	1,978.48	-741.44	-59.94%	20,142.43	27,358.37	-7,215.94	-35.82%
53 - GENERAL SERVICES	0.00	647.29	-647.29	0.00%	1,423.58	6,574.05	-5,150.47	-361.80%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	62.61	3,746.21	-3,683.60	-5,883.41%
55 - CAPITAL OUTLAY	1,129,353.49	0.00	1,129,353.49	100.00%	4,253,938.58	860,833.41	3,393,105.17	79.76%
Department 000 - UTILITIES ADMINISTRATION Total:	1,229,058.11	92,305.41	1,136,752.70	92.49%	4,983,413.74	1,656,291.82	3,327,121.92	66.76%
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	20,682.99	32,292.10	-11,609.11	-56.13%	230,718.81	266,852.46	-36,133.65	-15.66%
52 - CONTRACTUAL	114,313.76	48,955.60	65,358.16	57.17%	735,561.64	673,391.88	62,169.76	8.45%
53 - GENERAL SERVICES	1,932.18	26.31	1,905.87	98.64%	15,035.16	10,589.72	4,445.44	29.57%
54 - MACHINE & EQUIPMENT MAI	2,588.82	41,245.22	-38,656.40	-1,493.21%	217,345.43	206,277.27	11,068.16	5.09%
55 - CAPITAL OUTLAY	55,357.38	45,912.56	9,444.82	17.06%	4,046,614.38	1,382,307.92	2,664,306.46	65.84%
Department 001 - WATER PRODUCTION Total:	194,875.13	168,431.79	26,443.34	13.57%	5,245,275.42	2,539,419.25	2,705,856.17	51.59%
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	18,983.16	16,145.07	2,838.09	14.95%	96,884.08	144,070.54	-47,186.46	-48.70%
52 - CONTRACTUAL	36,258.66	11,390.72	24,867.94	68.58%	137,899.02	127,633.87	10,265.15	7.44%
53 - GENERAL SERVICES	14,677.21	513.63	14,163.58	96.50%	70,226.39	52,935.13	17,291.26	24.62%
54 - MACHINE & EQUIPMENT MAI	31,860.30	15,464.45	16,395.85	51.46%	206,299.96	161,713.31	44,586.65	21.61%
55 - CAPITAL OUTLAY	283,618.09	0.00	283,618.09	100.00%	3,022,477.19	379,710.59	2,642,766.60	87.44%
Department 002 - WATER DISTRIBUTION Total:	385,397.42	43,513.87	341,883.55	88.71%	3,533,786.64	866,063.44	2,667,723.20	75.49%
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	18,977.27	18,646.38	330.89	1.74%	176,975.28	170,012.68	6,962.60	3.93%
52 - CONTRACTUAL	525.57	946.40	-420.83	-80.07%	76,450.00	21,119.80	55,330.20	72.37%
53 - GENERAL SERVICES	2,192.19	498.85	1,693.34	77.24%	12,494.35	11,049.74	1,444.61	11.56%
54 - MACHINE & EQUIPMENT MAI	10.00	0.00	10.00	100.00%	90,833.58	54,851.13	35,982.45	39.61%
Department 003 - CUSTOMER SERVICE Total:	21,705.03	20,091.63	1,613.40	7.43%	356,753.21	257,033.35	99,719.86	27.95%
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	38,167.93	36,771.15	1,396.78	3.66%	261,043.46	276,040.15	-14,996.69	-5.74%
52 - CONTRACTUAL	173.06	2,222.35	-2,049.29	-1,184.15%	22,447.60	100,218.00	-77,770.40	-346.45%
53 - GENERAL SERVICES	1,556.39	181.74	1,374.65	88.32%	12,311.57	11,201.61	1,109.96	9.02%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
54 - MACHINE & EQUIPMENT MAI	12,183.32	3,836.66	8,346.66	68.51%	66,862.03	88,253.84	-21,391.81	-31.99%
55 - CAPITAL OUTLAY	1,736,771.48	13,445.15	1,723,326.33	99.23%	7,571,664.14	11,760,339.14	-4,188,675.00	-55.32%
Department 011 - WASTEWATER COLLECTION Total:	1,788,852.18	56,457.05	1,732,395.13	96.84%	7,934,328.80	12,236,052.74	-4,301,723.94	-54.22%
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	99,857.51	92,038.00	7,819.51	7.83%	1,086,527.32	1,136,080.02	-49,552.70	-4.56%
54 - MACHINE & EQUIPMENT MAI	-16,734.18	1,699.34	-18,433.52	-110.15%	191,966.46	104,346.88	87,619.58	45.64%
55 - CAPITAL OUTLAY	18,957.51	0.00	18,957.51	100.00%	18,957.51	160,365.00	-141,407.49	-745.92%
Department 012 - WASTEWATER TREATMENT Total:	102,080.84	93,737.34	8,343.50	8.17%	1,297,451.29	1,400,791.90	-103,340.61	-7.96%
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	11,264.89	7,348.08	3,916.81	34.77%	86,770.92	84,332.23	2,438.69	2.81%
52 - CONTRACTUAL	4,669.95	3,101.89	1,568.06	33.58%	117,926.51	92,624.07	25,302.44	21.46%
53 - GENERAL SERVICES	34,402.90	62,509.09	-28,106.19	-81.70%	266,513.03	462,081.42	-195,568.39	-73.38%
54 - MACHINE & EQUIPMENT MAI	-21,753.13	265.00	-22,018.13	-101.22%	32,433.71	52,645.94	-20,212.23	-62.32%
Department 020 - BILLING & COLLECTION Total:	28,584.61	73,224.06	-44,639.45	-156.17%	503,644.17	691,683.66	-188,039.49	-37.34%
Department: 901 - NON-DEPARTMENTAL								
52 - CONTRACTUAL	71,713.35	78,803.73	-7,090.38	-9.89%	761,117.72	800,072.00	-38,954.28	-5.12%
56 - BANK CHARGES	0.00	400.00	-400.00	0.00%	644.83	1,427.39	-782.56	-121.36%
57 - DEBT SERVICE	193,966.77	193,966.77	0.00	0.00%	2,955,043.36	2,953,859.04	1,184.32	0.04%
59 - TRANSFER	0.00	0.00	0.00	0.00%	1,501,863.00	1,608,217.00	-106,354.00	-7.08%
Department 901 - NON-DEPARTMENTAL Total:	265,680.12	273,170.50	-7,490.38	-2.82%	5,218,668.91	5,363,575.43	-144,906.52	-2.78%
Expense Total:	4,016,233.44	820,931.65	3,195,301.79	79.56%	29,073,322.18	25,010,911.59	4,062,410.59	13.97%
Fund 02 Surplus (Deficit):	636,476.23	366,209.18	-270,267.05	-42.46%	-12,728,087.05	-12,369,273.54	358,813.51	2.82%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 03 - SANITARY LANDFILL FUND								
Revenue								
44 - CHARGES FOR SERVICES	113,978.96	134,961.92	20,982.96	18.41%	1,322,922.56	1,546,090.52	223,167.96	16.87%
45 - OTHER REVENUE	9,571.37	12,329.57	2,758.20	28.82%	1,277,480.87	228,477.83	-1,049,003.04	-82.11%
Revenue Total:	123,550.33	147,291.49	23,741.16	19.22%	2,600,403.43	1,774,568.35	-825,835.08	-31.76%
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	36,437.61	24,934.08	11,503.53	31.57%	287,969.53	292,739.22	-4,769.69	-1.66%
52 - CONTRACTUAL	38,662.43	4,572.11	34,090.32	88.17%	160,041.48	109,603.57	50,437.91	31.52%
53 - GENERAL SERVICES	13,120.52	4,242.62	8,877.90	67.66%	153,186.67	110,760.95	42,425.72	27.70%
54 - MACHINE & EQUIPMENT MAI	-7,603.01	1,120.52	-8,723.53	-114.74%	103,666.20	124,128.67	-20,462.47	-19.74%
55 - CAPITAL OUTLAY	16,903.17	0.00	16,903.17	100.00%	1,212,432.03	46,608.09	1,165,823.94	96.16%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	196,619.67	196,619.67	0.00	0.00%
59 - TRANSFER	0.00	0.00	0.00	0.00%	76,432.00	96,642.00	-20,210.00	-26.44%
Department 030 - LANDFILL Total:	97,520.72	34,869.33	62,651.39	64.24%	2,190,347.58	977,102.17	1,213,245.41	55.39%
Expense Total:	97,520.72	34,869.33	62,651.39	64.24%	2,190,347.58	977,102.17	1,213,245.41	55.39%
Fund 03 Surplus (Deficit):	26,029.61	112,422.16	86,392.55	331.90%	410,055.85	797,466.18	387,410.33	94.48%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 04 - AIRPORT FUND								
Revenue								
43 - INTERGOVERNMENTAL	0.00	71,566.13	71,566.13	0.00%	0.00	145,000.00	145,000.00	0.00%
44 - CHARGES FOR SERVICES	9,200.60	8,382.98	-817.62	-8.89%	129,296.59	127,664.10	-1,632.49	-1.26%
45 - OTHER REVENUE	31,628.11	0.00	-31,628.11	-100.00%	31,628.11	2,870.00	-28,758.11	-90.93%
49 - TRANSFER	0.00	0.00	0.00	0.00%	297,325.00	77,091.00	-220,234.00	-74.07%
Revenue Total:	40,828.71	79,949.11	39,120.40	95.82%	458,249.70	352,625.10	-105,624.60	-23.05%
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	10,420.03	7,703.14	2,716.89	26.07%	19,879.03	74,239.63	-54,360.60	-273.46%
52 - CONTRACTUAL	6,809.77	3,822.83	2,986.94	43.86%	64,757.67	63,805.26	952.41	1.47%
53 - GENERAL SERVICES	145.99	0.00	145.99	100.00%	1,185.68	2,765.98	-1,580.30	-133.28%
54 - MACHINE & EQUIPMENT MAI	10,376.39	7,887.89	2,488.50	23.98%	22,127.54	103,912.13	-81,784.59	-369.61%
55 - CAPITAL OUTLAY	39,823.25	0.00	39,823.25	100.00%	87,487.75	773,552.19	-686,064.44	-784.18%
Department 040 - AIRPORT Total:	67,575.43	19,413.86	48,161.57	71.27%	195,437.67	1,018,275.19	-822,837.52	-421.02%
Expense Total:	67,575.43	19,413.86	48,161.57	71.27%	195,437.67	1,018,275.19	-822,837.52	-421.02%
Fund 04 Surplus (Deficit):	-26,746.72	60,535.25	87,281.97	326.33%	262,812.03	-665,650.09	-928,462.12	-353.28%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 05 - STORM WATER DRAINAGE FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	0.00	0.00	0.00%	19,390.28	17,968.47	-1,421.81	-7.33%
43 - INTERGOVERNMENTAL	94,309.23	0.00	-94,309.23	-100.00%	94,309.23	0.00	-94,309.23	-100.00%
44 - CHARGES FOR SERVICES	83,103.80	83,710.12	606.32	0.73%	1,001,707.38	1,001,610.68	-96.70	-0.01%
45 - OTHER REVENUE	442,849.93	4,976.61	-437,873.32	-98.88%	477,498.43	59,638.39	-417,860.04	-87.51%
Revenue Total:	620,262.96	88,686.73	-531,576.23	-85.70%	1,592,905.32	1,079,217.54	-513,687.78	-32.25%
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	31,757.62	10,029.96	21,727.66	68.42%	161,982.36	147,567.17	14,415.19	8.90%
54 - MACHINE & EQUIPMENT MAI	-43,917.20	0.00	-43,917.20	-100.00%	2,503.32	44,763.00	-42,259.68	-1,688.15%
55 - CAPITAL OUTLAY	43,917.20	0.00	43,917.20	100.00%	43,917.20	90,930.38	-47,013.18	-107.05%
56 - BANK CHARGES	0.00	500.00	-500.00	0.00%	778.79	1,350.00	-571.21	-73.35%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	484,172.69	482,163.00	2,009.69	0.42%
59 - TRANSFER	0.00	0.00	0.00	0.00%	228,491.00	265,727.00	-37,236.00	-16.30%
Department 050 - STORM WATER DRAINAGE Total:	31,757.62	10,529.96	21,227.66	66.84%	921,845.36	1,032,500.55	-110,655.19	-12.00%
Expense Total:	31,757.62	10,529.96	21,227.66	66.84%	921,845.36	1,032,500.55	-110,655.19	-12.00%
Fund 05 Surplus (Deficit):	588,505.34	78,156.77	-510,348.57	-86.72%	671,059.96	46,716.99	-624,342.97	-93.04%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 07 - HOTEL OCCUPANCY TAX FUND								
Revenue								
40 - TAXES	192,798.86	105,548.59	-87,250.27	-45.25%	910,587.84	902,868.70	-7,719.14	-0.85%
43 - INTERGOVERNMENTAL	0.00	5,000.00	5,000.00	0.00%	0.00	5,000.00	5,000.00	0.00%
44 - CHARGES FOR SERVICES	0.00	0.00	0.00	0.00%	61,202.49	43,783.55	-17,418.94	-28.46%
45 - OTHER REVENUE	4,722.57	7,689.50	2,966.93	62.82%	50,979.90	82,473.68	31,493.78	61.78%
Revenue Total:	197,521.43	118,238.09	-79,283.34	-40.14%	1,022,770.23	1,034,125.93	11,355.70	1.11%
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	8,708.06	1,800.86	6,907.20	79.32%	66,263.82	60,264.43	5,999.39	9.05%
52 - CONTRACTUAL	35,376.97	13,001.15	22,375.82	63.25%	118,736.57	166,110.59	-47,374.02	-39.90%
53 - GENERAL SERVICES	108.99	0.00	108.99	100.00%	1,336.40	438.97	897.43	67.15%
55 - CAPITAL OUTLAY	48,803.00	0.00	48,803.00	100.00%	48,803.00	0.00	48,803.00	100.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	135,902.50	136,725.00	-822.50	-0.61%
58 - GRANT DISBURSEMENTS	1,454.47	3,770.43	-2,315.96	-159.23%	227,495.90	259,327.00	-31,831.10	-13.99%
Department 070 - TOURISM Total:	94,451.49	18,572.44	75,879.05	80.34%	598,538.19	622,865.99	-24,327.80	-4.06%
Expense Total:	94,451.49	18,572.44	75,879.05	80.34%	598,538.19	622,865.99	-24,327.80	-4.06%
Fund 07 Surplus (Deficit):	103,069.94	99,665.65	-3,404.29	-3.30%	424,232.04	411,259.94	-12,972.10	-3.06%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 08 - DEBT SERVICE FUND								
Revenue								
40 - TAXES	-354.96	685.93	1,040.89	293.24%	264,994.78	305,954.42	40,959.64	15.46%
45 - OTHER REVENUE	47.13	190.84	143.71	304.92%	2,652.41	1,524.10	-1,128.31	-42.54%
49 - TRANSFER	0.00	823,850.00	823,850.00	0.00%	823,850.00	823,850.00	0.00	0.00%
Revenue Total:	-307.83	824,726.77	825,034.60	268,016.31%	1,091,497.19	1,131,328.52	39,831.33	3.65%
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%	1,092,207.92	1,095,924.99	-3,717.07	-0.34%
Department 080 - DEBT SERVICE Total:	0.00	0.00	0.00	0.00%	1,092,507.92	1,096,224.99	-3,717.07	-0.34%
Expense Total:	0.00	0.00	0.00	0.00%	1,092,507.92	1,096,224.99	-3,717.07	-0.34%
Fund 08 Surplus (Deficit):	-307.83	824,726.77	825,034.60	268,016.31%	-1,010.73	35,103.53	36,114.26	3,573.09%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 10 - CAPITAL PROJECTS FUND								
Revenue								
41 - LICENSES AND PERMITS	210.00	600.00	390.00	185.71%	5,358.75	4,220.00	-1,138.75	-21.25%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	1,134,262.95	1,351,117.52	216,854.57	19.12%
44 - CHARGES FOR SERVICES	2,230.50	0.00	-2,230.50	-100.00%	8,523.63	0.00	-8,523.63	-100.00%
45 - OTHER REVENUE	30,960.44	32,298.42	1,337.98	4.32%	482,453.52	397,770.13	-84,683.39	-17.55%
49 - TRANSFER	0.00	0.00	0.00	0.00%	1,384,897.00	1,416,292.00	31,395.00	2.27%
Revenue Total:	33,400.94	32,898.42	-502.52	-1.50%	3,015,495.85	3,169,399.65	153,903.80	5.10%
Expense								
Department: 402 - STREET MAINTENANCE								
53 - GENERAL SERVICES	500.00	0.00	500.00	100.00%	500.00	0.00	500.00	100.00%
55 - CAPITAL OUTLAY	530,512.63	0.00	530,512.63	100.00%	4,419,284.13	2,061,162.24	2,358,121.89	53.36%
Department 402 - STREET MAINTENANCE Total:	531,012.63	0.00	531,012.63	100.00%	4,419,784.13	2,061,162.24	2,358,621.89	53.37%
Department: 501 - PARKS & RECREATION								
55 - CAPITAL OUTLAY	0.00	7,500.00	-7,500.00	0.00%	988,984.00	18,000.00	970,984.00	98.18%
Department 501 - PARKS & RECREATION Total:	0.00	7,500.00	-7,500.00	0.00%	988,984.00	18,000.00	970,984.00	98.18%
Expense Total:	531,012.63	7,500.00	523,512.63	98.59%	5,408,768.13	2,079,162.24	3,329,605.89	61.56%
Fund 10 Surplus (Deficit):	-497,611.69	25,398.42	523,010.11	105.10%	-2,393,272.28	1,090,237.41	3,483,509.69	145.55%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 11 - CHILD SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	398.09	244.06	-154.03	-38.69%	2,304.57	2,935.48	630.91	27.38%
45 - OTHER REVENUE	43.32	58.10	14.78	34.12%	406.04	637.36	231.32	56.97%
Revenue Total:	441.41	302.16	-139.25	-31.55%	2,710.61	3,572.84	862.23	31.81%
Fund 11 Total:	441.41	302.16	-139.25	-31.55%	2,710.61	3,572.84	862.23	31.81%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 12 - COURT TECHNOLOGY FUND								
Revenue								
42 - FINES AND FORFEITURES	1,239.33	968.42	-270.91	-21.86%	12,354.59	15,070.73	2,716.14	21.98%
45 - OTHER REVENUE	132.21	195.59	63.38	47.94%	1,107.84	2,058.92	951.08	85.85%
Revenue Total:	1,371.54	1,164.01	-207.53	-15.13%	13,462.43	17,129.65	3,667.22	27.24%
Expense								
Department: 120 - COURT TECHNOLOGY								
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	2,063.25	-2,063.25	0.00%
Department 120 - COURT TECHNOLOGY Total:	0.00	0.00	0.00	0.00%	0.00	2,063.25	-2,063.25	0.00%
Expense Total:	0.00	0.00	0.00	0.00%	0.00	2,063.25	-2,063.25	0.00%
Fund 12 Surplus (Deficit):	1,371.54	1,164.01	-207.53	-15.13%	13,462.43	15,066.40	1,603.97	11.91%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 13 - PUBLIC SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	4,188.00	7,199.45	3,011.45	71.91%	4,188.00	78,299.86	74,111.86	1,769.62%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	3,369.07	7,280.60	3,911.53	116.10%
45 - OTHER REVENUE	247.74	271.31	23.57	9.51%	3,704.20	3,147.88	-556.32	-15.02%
Revenue Total:	4,435.74	7,470.76	3,035.02	68.42%	11,261.27	88,728.34	77,467.07	687.91%
Expense								
Department: 130 - PUBLIC SAFETY								
52 - CONTRACTUAL	1,216.90	0.00	1,216.90	100.00%	17,684.92	8,297.65	9,387.27	53.08%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	29,019.90	0.00	29,019.90	100.00%
Department 130 - PUBLIC SAFETY Total:	1,216.90	0.00	1,216.90	100.00%	46,704.82	8,297.65	38,407.17	82.23%
Expense Total:	1,216.90	0.00	1,216.90	100.00%	46,704.82	8,297.65	38,407.17	82.23%
Fund 13 Surplus (Deficit):	3,218.84	7,470.76	4,251.92	132.09%	-35,443.55	80,430.69	115,874.24	326.93%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance		2022-2023	2023-2024	YTD Variance	
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 20 - TAX INCREMENT FINANCING FUND								
Revenue								
40 - TAXES	36,555.74	40,724.05	4,168.31	11.40%	667,896.24	752,983.78	85,087.54	12.74%
45 - OTHER REVENUE	3,829.42	5,512.12	1,682.70	43.94%	25,924.24	61,068.90	35,144.66	135.57%
49 - TRANSFER	0.00	0.00	0.00	0.00%	133,917.00	0.00	-133,917.00	-100.00%
Revenue Total:	40,385.16	46,236.17	5,851.01	14.49%	827,737.48	814,052.68	-13,684.80	-1.65%
Expense								
Department: 205 - TAX INCREMENT FINANCING								
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	0.00	4,525.23	-4,525.23	0.00%
59 - TRANSFER	0.00	823,850.00	-823,850.00	0.00%	823,850.00	823,850.00	0.00	0.00%
Department 205 - TAX INCREMENT FINANCING Total:	0.00	823,850.00	-823,850.00	0.00%	823,850.00	828,375.23	-4,525.23	-0.55%
Expense Total:	0.00	823,850.00	-823,850.00	0.00%	823,850.00	828,375.23	-4,525.23	-0.55%
Fund 20 Surplus (Deficit):	40,385.16	-777,613.83	-817,998.99	-2,025.49%	3,887.48	-14,322.55	-18,210.03	-468.43%

Prior-Year Comparative Income Statement

For the Period Ending 09

Item 32.

Categor...	2022-2023	2023-2024	Sept. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 79 - SEDA								
Revenue								
40 - TAXES	56,953.15	60,305.60	3,352.45	5.89%	741,471.49	760,089.42	18,617.93	2.51%
45 - OTHER REVENUE	4,776.69	3,925.22	-851.47	-17.83%	51,024.76	60,302.71	9,277.95	18.18%
Revenue Total:	61,729.84	64,230.82	2,500.98	4.05%	792,496.25	820,392.13	27,895.88	3.52%
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	49,452.81	34,996.19	14,456.62	29.23%	321,893.36	331,583.46	-9,690.10	-3.01%
52 - CONTRACTUAL	7,195.61	33,024.71	-25,829.10	-358.96%	90,469.49	133,549.71	-43,080.22	-47.62%
53 - GENERAL SERVICES	1,051.03	967.36	83.67	7.96%	8,070.65	6,841.12	1,229.53	15.23%
54 - MACHINE & EQUIPMENT MAI	50.00	110.00	-60.00	-120.00%	3,265.00	4,550.52	-1,285.52	-39.37%
55 - CAPITAL OUTLAY	0.00	664,246.63	-664,246.63	0.00%	0.00	671,365.32	-671,365.32	0.00%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	60.72	0.00	60.72	100.00%
58 - GRANT DISBURSEMENTS	0.00	216.41	-216.41	0.00%	434,174.02	146,239.63	287,934.39	66.32%
59 - TRANSFER	30,000.00	0.00	30,000.00	100.00%	30,000.00	30,000.00	0.00	0.00%
Department 790 - SEDA Total:	87,749.45	733,561.30	-645,811.85	-735.97%	887,933.24	1,324,129.76	-436,196.52	-49.12%
Expense Total:	87,749.45	733,561.30	-645,811.85	-735.97%	887,933.24	1,324,129.76	-436,196.52	-49.12%
Fund 79 Surplus (Deficit):	-26,019.61	-669,330.48	-643,310.87	-2,472.41%	-95,436.99	-503,737.63	-408,300.64	-427.82%
Total Surplus (Deficit):	176,856.67	-686,254.91	-863,111.58	-488.03%	-12,613,016.48	-9,828,430.43	2,784,586.05	22.08%

Fund Summary

Fund	2022-2023		2023-2024		Sept. Variance		2022-2023		2023-2024		YTD Variance	
	Sept. Activity	Sept. Activity	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	-671,955.55	-815,361.73	-143,406.18	-21.34%	852,013.72	1,244,699.40	392,685.68	46.09%				
02 - WATER AND WASTEWA...	636,476.23	366,209.18	-270,267.05	-42.46%	-12,728,087.05	-12,369,273.54	358,813.51	2.82%				
03 - SANITARY LANDFILL FU...	26,029.61	112,422.16	86,392.55	331.90%	410,055.85	797,466.18	387,410.33	94.48%				
04 - AIRPORT FUND	-26,746.72	60,535.25	87,281.97	326.33%	262,812.03	-665,650.09	-928,462.12	-353.28%				
05 - STORM WATER DRAINA...	588,505.34	78,156.77	-510,348.57	-86.72%	671,059.96	46,716.99	-624,342.97	-93.04%				
07 - HOTEL OCCUPANCY TAX ...	103,069.94	99,665.65	-3,404.29	-3.30%	424,232.04	411,259.94	-12,972.10	-3.06%				
08 - DEBT SERVICE FUND	-307.83	824,726.77	825,034.60	268,016.31%	-1,010.73	35,103.53	36,114.26	3,573.09%				
10 - CAPITAL PROJECTS FUND	-497,611.69	25,398.42	523,010.11	105.10%	-2,393,272.28	1,090,237.41	3,483,509.69	145.55%				
11 - CHILD SAFETY FUND	441.41	302.16	-139.25	-31.55%	2,710.61	3,572.84	862.23	31.81%				
12 - COURT TECHNOLOGY F...	1,371.54	1,164.01	-207.53	-15.13%	13,462.43	15,066.40	1,603.97	11.91%				
13 - PUBLIC SAFETY FUND	3,218.84	7,470.76	4,251.92	132.09%	-35,443.55	80,430.69	115,874.24	326.93%				
20 - TAX INCREMENT FINANC...	40,385.16	-777,613.83	-817,998.99	-2,025.49%	3,887.48	-14,322.55	-18,210.03	-468.43%				
79 - SEDA	-26,019.61	-669,330.48	-643,310.87	-2,472.41%	-95,436.99	-503,737.63	-408,300.64	-427.82%				
Total Surplus (Deficit):	176,856.67	-686,254.91	-863,111.58	-488.03%	-12,613,016.48	-9,828,430.43	2,784,586.05	22.08%				



STAFF REPORT

SUBJECT: Quarterly Investment Report for the Period Ending September 30, 2024

DEPARTMENT: Finance

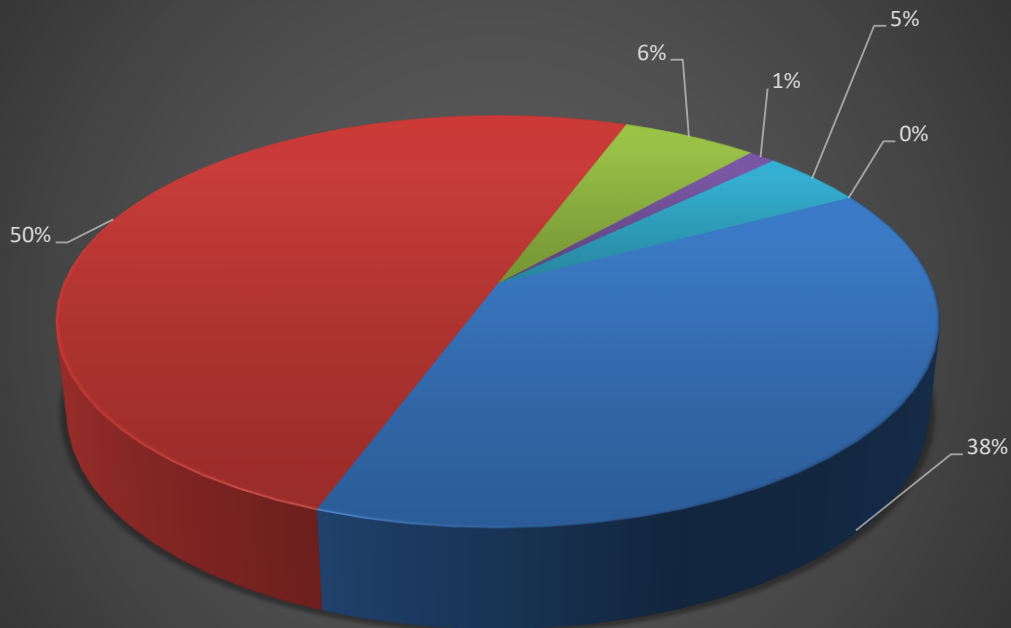
STAFF CONTACT: Monica Harris

BACKGROUND:

The City of Stephenville’s total market value of cash and investments on September 30, 2024, was \$45,132,450. This is allocated 6% in demand accounts, 1% in cash/money market accounts, 5% in Certificates of Deposits, 38% in TexStar investment pool, and 50% in TexPool investment pool.

We earned \$611K in interest for the quarter. The average yield to maturity for all account types for the quarter was 5.11%. The average yield to maturity for investment accounts for the quarter was 5.30%. The average yield to maturity for a 3-month treasury bill for the quarter was 5.01%. The weighted average maturity in days of the portfolio was 7.26 days.

City Portfolio By Investment



■ TexStar ■ TexPool ■ Demand Accounts ■ Cash/Money Market ■ Certificates of Deposit ■ US Treasuries



**Quarterly Investment Report
For the Quarter Ending
September 30, 2024**

City of Stephenville, Texas
Quarterly Investment Report
September 30, 2024
Portfolio Summary Management Report

<u>Portfolio as of June 30, 2024:</u>		<u>Portfolio as of September 30, 2024</u>	
Beginning Book Value	\$ 50,861,261	Ending Book Value	\$ 45,127,686
Beginning Market Value	\$ 50,859,722	Ending Market Value	\$ 45,132,450
		Total Income for Quarter	\$ 610,862
		Change in Book Value	\$ (5,733,575)
		Change in Market Value	\$ (5,727,272)
		Net Change in Value	\$ 6,303

Average Yield to Maturity for period - Total	5.11%
Average Yield to Maturity for period - Non-Demand	5.30%
3 Month Treasury Average July - September 2024	5.01%
Weighted Average Maturity in Days	7.26

/s/ Monica D. Harris

Monica D. Harris, CPA
Director of Finance
City of Stephenville

/s/ Rebecca Pingleton

Rebecca Pingleton
Assistant Director of Finance
City of Stephenville

City of Stephenville, TX
Investment Report
9/30/2024

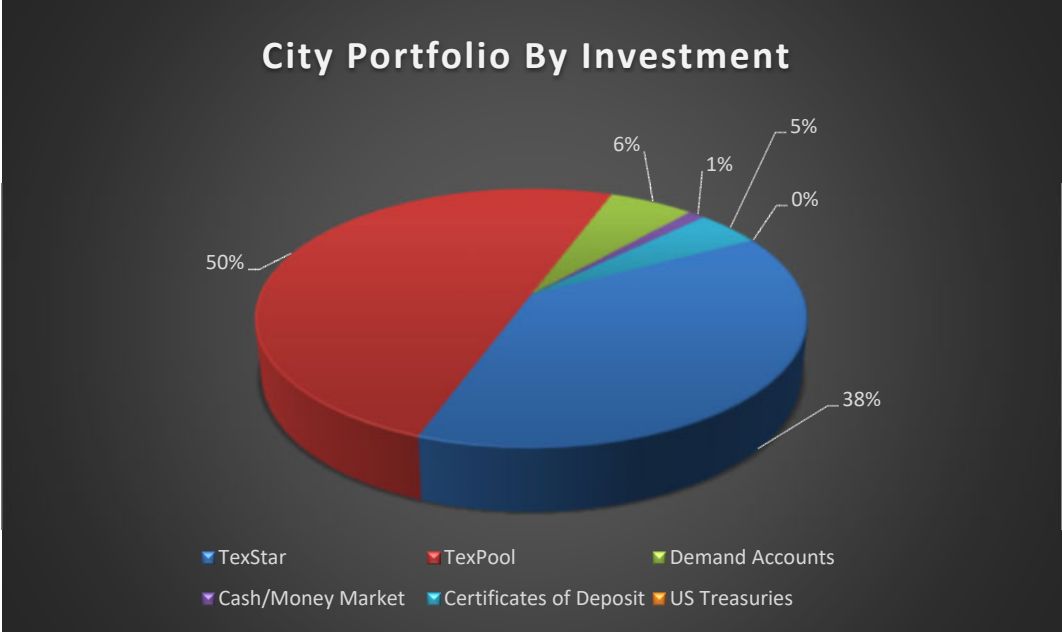
Purchase Date	Maturity Date	CUSIP	Investment Type	Par Amount	Coupon	Purchase Price	Purchase Yield	Beginning Book Value	Interest Earned July 2024	Interest Earned August 2024	Interest Earned September 2024	Interest Earned for the Quarter	Ending Book Value	Earnings YTD	Market Price	Market Value
Pooled Cash																
9/30/2024	10/1/2024	N/A	Demand	2,359,273.27	1.500%	100.000	1.500%	2,359,273.27	3,043.88	2,286.46	2,445.89	7,776.23	2,359,273.27	33,900.97	100.0000	2,359,273.27
Sub Total				2,359,273.27				2,359,273.27	3,043.88	2,286.46	2,445.89	7,776.23	2,359,273.27	33,900.97		2,359,273.27
General Fund																
9/30/2024	10/1/2024	N/A	Texpool	7,150,063.72	5.160%	100.000	5.160%	7,150,063.72	35,132.49	34,492.46	30,241.20	99,866.15	7,150,063.72	416,315.36	100.0000	7,150,063.72
9/30/2024	10/1/2024	N/A	TexSTAR	4,738,971.33	5.132%	100.000	5.132%	4,738,971.33	21,067.49	21,087.66	19,884.54	62,039.69	4,738,971.33	244,260.60	100.0000	4,738,971.33
9/30/2024	10/1/2024	N/A	Pershing	502,135.76	0.000%	100.000	0.000%	502,135.76	-	-	-	-	502,135.76	-	100.0000	502,135.76
2/15/2023	10/16/2023	23322GE86	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	463.15	0.0000	-
2/17/2023	11/17/2023	92023CAC7	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	1,530.08	0.0000	-
2/23/2023	2/23/2024	130162AV2	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	4,817.77	0.0000	-
8/14/2023	1/16/2024	06418CKJ4	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	3,662.93	0.0000	-
8/15/2023	3/15/2024	36733QAA8	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	5,794.09	0.0000	-
8/16/2023	5/16/2024	75524KQX5	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	8,034.66	0.0000	-
12/29/2023	4/29/2024	16389AT8	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	4,299.24	0.0000	-
12/29/2023	6/28/2024	201313BR3	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	6,169.31	0.0000	-
12/29/2023	9/30/2024	843879ET0	CD	-	0.000%	100.000	0.000%	-	1,040.41	1,040.41	973.29	3,054.11	-	9,263.01	0.0000	-
12/28/2023	12/27/2024	89841MAX5	CD	245,000.00	5.150%	100.000	5.150%	245,000.00	1,071.61	1,071.62	1,037.06	3,180.29	245,000.00	9,610.02	100.0540	245,132.30
1/4/2024	1/3/2025	587379AW8	CD	245,000.00	4.850%	100.000	4.850%	245,000.00	1,009.20	1,009.20	976.64	2,995.04	245,000.00	8,822.35	99.9800	244,970.60
1/5/2024	7/5/2024	31034RKG9	CD	-	0.000%	100.000	0.000%	-	134.25	-	-	134.25	-	6,108.22	0.0000	-
7/9/2024	2/10/2025	06418CWM4	CD	245,000.00	5.150%	100.000	5.150%	245,000.00	795.08	1,071.62	1,037.05	2,903.75	245,000.00	2,903.75	100.1740	245,426.30
7/10/2024	1/10/2025	69355NGF6	CD	245,000.00	5.250%	100.000	5.250%	245,000.00	775.27	1,092.44	1,057.19	2,924.90	245,000.00	2,924.90	100.1370	245,335.65
7/12/2024	10/15/2024	40442NEA5	CD	245,000.00	5.250%	100.000	5.250%	245,000.00	704.79	1,092.44	1,057.19	2,854.42	245,000.00	2,854.42	100.0210	245,051.45
7/12/2024	3/12/2025	158716BZ2	CD	245,000.00	5.050%	100.000	5.050%	245,000.00	677.95	1,050.81	1,016.92	2,745.68	245,000.00	2,745.68	100.2090	245,512.05
7/12/2024	4/14/2025	35638CAK5	CD	245,000.00	5.250%	100.000	5.250%	245,000.00	704.79	1,092.44	1,057.19	2,854.42	245,000.00	2,854.42	100.4040	245,989.80
7/12/2024	6/12/2025	603301AB8	CD	70,000.00	5.000%	100.000	5.000%	70,000.00	191.78	297.26	287.67	776.71	70,000.00	776.71	100.4570	70,319.90
7/23/2024	7/23/2025	87868YAY9	CD	245,000.00	5.250%	100.000	5.250%	245,000.00	317.16	1,092.43	1,057.19	2,466.78	245,000.00	2,466.78	100.8270	247,026.15
2/9/2023	12/15/2023	91282CBA8	US Treasury	-	0.000%	96.194	0.000%	-	-	-	-	-	-	25.61	0.0000	-
Sub Total				14,421,170.81				14,421,170.81	63,622.27	65,490.79	59,683.13	188,796.19	14,421,170.81	746,703.06		14,425,935.01
Water/Wastewater																
9/30/2024	10/1/2024	N/A	Texpool	2,413,745.62	5.160%	100.000	5.160%	2,413,745.62	9,778.60	9,686.03	9,332.71	28,797.34	2,413,745.62	172,768.39	100.0000	2,413,745.62
9/30/2024	10/1/2024	N/A	TexSTAR	624,606.57	5.132%	100.000	5.132%	624,606.57	3,850.99	2,806.47	3,125.41	9,782.87	624,606.57	131,503.56	100.0000	624,606.57
9/30/2024	10/1/2024	N/A	TexSTAR	2,030,661.80	5.132%	100.000	5.132%	2,030,661.80	14,425.38	14,437.98	10,088.32	38,951.68	2,030,661.80	267,785.90	100.0000	2,030,661.80
9/30/2024	10/1/2024	N/A	TexSTAR	8,715,323.95	5.132%	100.000	5.132%	8,715,323.95	46,826.23	41,926.15	36,501.51	125,253.89	8,715,323.95	598,093.75	100.0000	8,715,323.95
Sub Total				13,784,337.94				13,784,337.94	74,881.20	68,856.63	59,047.95	202,785.78	13,784,337.94	1,170,151.60		13,784,337.94
Landfill																
9/30/2024	10/1/2024	N/A	Texpool	2,972,394.66	5.160%	100.000	5.160%	2,972,394.66	11,811.98	12,228.93	12,329.57	36,370.48	2,972,394.66	125,947.83	100.0000	2,972,394.66
Sub Total				2,972,394.66				2,972,394.66	11,811.98	12,228.93	12,329.57	36,370.48	2,972,394.66	125,947.83		2,972,394.66
Storm Drainage																
9/30/2024	10/1/2024	N/A	Texpool	762,690.43	5.160%	100.000	5.160%	762,690.43	3,399.16	3,352.14	3,246.40	9,997.70	762,690.43	39,700.32	100.0000	762,690.43
9/30/2024	10/1/2024	N/A	Texpool	412,132.98	5.160%	100.000	5.160%	412,132.98	1,792.75	1,789.79	1,730.21	5,312.75	412,132.98	19,938.07	100.0000	412,132.98
9/30/2024	10/1/2024	N/A	Demand	25,180.82	0.000%	100.000	0.000%	25,180.82	-	-	-	-	25,180.82	-	100.0000	25,180.82
Sub Total				1,200,004.23				1,200,004.23	5,191.91	5,141.93	4,976.61	15,310.45	1,200,004.23	59,638.39		1,200,004.23
Hotel Occupancy Tax																
9/30/2024	10/1/2024	N/A	Texpool	1,772,834.49	5.160%	100.000	5.160%	1,772,834.49	7,246.55	7,454.12	7,427.66	22,128.33	1,772,834.49	78,258.11	100.0000	1,772,834.49
9/30/2024	10/1/2024	N/A	Texpool	62,734.43	5.160%	100.000	5.160%	62,734.43	329.53	290.23	261.84	881.60	62,734.43	3,215.57	100.0000	62,734.43
Sub Total				1,835,568.92				1,835,568.92	7,576.08	7,744.35	7,689.50	23,009.93	1,835,568.92	81,473.68		1,835,568.92
Child Safety																
9/30/2024	10/1/2024	N/A	Texpool	13,923.95	5.160%	100.000	5.160%	13,923.95	59.77	60.30	58.10	178.17	13,923.95	637.36	100.0000	13,923.95
Sub Total				13,923.95				13,923.95	59.77	60.30	58.10	178.17	13,923.95	637.36		13,923.95
Court Technology																
9/30/2024	10/1/2024	N/A	Texpool	46,876.95	5.160%	100.000	5.160%	46,876.95	202.90	203.22	195.59	601.71	46,876.95	2,058.92	100.0000	46,876.95
Sub Total				46,876.95				46,876.95	202.90	203.22	195.59	601.71	46,876.95	2,058.92		46,876.95
Public Safety																
9/30/2024	10/1/2024	N/A	Texpool	64,063.80	5.160%	100.000	5.160%	64,063.80	291.89	291.09	271.31	854.29	64,063.80	3,147.88	100.0000	64,063.80
Sub Total				64,063.80				64,063.80	291.89	291.09	271.31	854.29	64,063.80	3,147.88		64,063.80
SEDA																
9/30/2024	10/1/2024	N/A	Texpool	756,482.32	5.160%	100.000	5.160%	756,482.32	5,293.42	5,272.10	3,925.22	14,490.74	756,482.32	60,302.71	100.0000	756,482.32

City of Stephenville, TX
Investment Report
9/30/2024

Purchase Date	Maturity Date	CUSIP	Investment Type	Par Amount	Coupon	Purchase Price	Purchase Yield	Beginning Book Value	Interest Earned July 2024	Interest Earned August 2024	Interest Earned September 2024	Interest Earned for the Quarter	Ending Book Value	Earnings YTD	Market Price	Market Value
Debt Service				756,482.32				756,482.32	5,293.42	5,272.10	3,925.22	14,490.74	756,482.32	60,302.71		756,482.32
9/30/2024	10/1/2024	N/A	Demand	232,514.66	1.500%	100.0000	1.500%	232,514.66	122.34	108.95	190.84	422.13	232,514.66	1,524.10	100.0000	232,514.66
Sub Total				232,514.66				232,514.66	122.34	108.95	190.84	422.13	232,514.66	1,524.10		232,514.66
Employee Benefit																
9/30/2024	10/1/2024	N/A	Demand	72,536.95	1.500%	100.0000	1.500%	72,536.95	94.02	122.81	99.31	316.14	72,536.95	1,115.98	100.0000	72,536.95
Sub Total				72,536.95				72,536.95	94.02	122.81	99.31	316.14	72,536.95	1,115.98		72,536.95
Capital Projects																
9/30/2024	10/1/2024	N/A	Texpool	6,080,212.66	5.160%	100.0000	5.160%	6,080,212.66	29,453.11	29,061.27	27,219.89	85,734.27	6,080,212.66	334,650.27	100.0000	6,080,212.66
9/30/2024	10/1/2024	N/A	TexSTAR	1,213,620.59	5.132%	100.0000	5.132%	1,213,620.59	5,378.96	5,829.70	5,078.53	16,287.19	1,213,620.59	63,320.02	100.0000	1,213,620.59
Sub Total				7,293,833.25				7,293,833.25	34,832.07	34,890.97	32,298.42	102,021.46	7,293,833.25	397,970.29		7,293,833.25
Tax Increment Financing																
9/30/2024	10/1/2024	N/A	Texpool	74,704.23	5.160%	100.0000	5.160%	74,704.23	6,110.41	6,305.65	5,512.12	17,928.18	74,704.23	61,068.90	100.0000	74,704.23
Sub Total				74,704.23				74,704.23	6,110.41	6,305.65	5,512.12	17,928.18	74,704.23	61,068.90		74,704.23
Grand Total				45,127,685.94				45,127,685.94	213,134.14	209,004.18	188,723.56	610,861.88	45,127,685.94	2,745,641.67		45,132,450.14

**City of Stephenville
Investment Diversification
For Quarter Ending September 30, 2024**

<u>Investments</u>	<u>Par Value</u>	<u>Market Value</u>	<u>% of Portfolio</u>	<u>Avg Yield</u>
TexStar	17,323,184.24	17,323,184.24	38.39%	5.29%
TexPool	22,582,860.24	22,582,860.24	50.04%	5.34%
Demand Accounts	2,664,324.88	2,664,324.88	5.90%	1.73%
Cash/Money Market	527,316.58	527,316.58	1.17%	0.00%
Certificates of Deposit	2,030,000.00	2,034,764.20	4.50%	4.92%
US Treasuries	0.00	0.00	0.00%	0.00%
	45,127,685.94	45,132,450.14	100.00%	



City of Stephenville, TX

Consolidated Yield Worksheet

For the Quarter Ending September 30, 2024

<u>July</u>	<u>Average Monthly Balance</u>	<u>Net Monthly Earnings</u>	<u>Average Monthly Rate</u>
Brokered CD's	2,276,340.85	7,422.29	3.91%
US Treasuries	-	-	0.00%
Cash/Money Market	273,466.01	-	0.00%
Demand - Operating	2,327,739.19	3,043.88	1.57%
Demand - Others	170,347.63	216.36	1.52%
Texpool	24,561,006.15	110,902.56	5.42%
TexSTAR	20,290,500.87	91,549.05	5.41%
<i>Totals for July</i>	49,899,400.70	213,134.14	5.13%
<u>August</u>			
Brokered CD's	2,278,938.20	9,910.67	5.22%
US Treasuries	-	-	0.00%
Cash/Money Market	277,495.06	-	0.00%
Demand - Operating	1,654,542.36	2,286.46	1.66%
Demand - Others	171,437.16	231.76	1.62%
Texpool	24,102,511.63	110,487.33	5.50%
TexSTAR	19,146,866.76	86,087.96	5.40%
<i>Totals for August</i>	47,631,791.17	209,004.18	5.27%
<u>September</u>			
Brokered CD's	2,034,764.20	9,557.39	5.64%
US Treasuries	-	-	0.00%
Cash/Money Market	527,316.58	-	0.00%
Demand - Operating	1,558,991.36	2,445.89	1.88%
Demand - Others	165,741.74	290.15	2.10%
Texpool	23,894,992.97	101,751.82	5.11%
TexSTAR	17,697,762.43	74,678.31	5.06%
<i>Totals for September</i>	45,879,569.28	188,723.56	4.94%



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, October 01, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, October 01, 2024, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Regular City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT:

Mayor Pro Tem David Baskett
Council Member LeAnn Durfey
Council Member Gerald Cook
Council Member Lon Reisman
Council Member Dean Parr
Council Member Maddie Smith
Council Member Brandon Greenhaw
Council Member Alan Nix

COUNCIL ABSENT:

Mayor Doug Svien

OTHERS ATTENDING:

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

CALL TO ORDER

Mayor Pro Tem David Baskett called the Regular City Council meeting to order at 5:30 PM.

PLEDGES OF ALLEGIANCE

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

INVOCATION

Reverend Brian Davis, Solid Rock Baptist Church voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

Fire Prevention Month Proclamation and Presentation

Assistant Fire Marshal Brandon Lockenour gave a presentation to Council regarding the importance of Fire Prevention Month and the related activities happening this October.

Mayor Pro Tem read the following proclamation, which was received by Chief Robert Isbell, Fire Marshal Gregg Schrupf, and Assistant Fire Marshal Brandon Lockenour.

CITY OF STEPHENVILLE FIRE PREVENTION WEEK PROCLAMATION

WHEREAS, the safety and well-being of our community are of utmost importance, and fire prevention plays a critical role in ensuring the protection of lives and property; and

WHEREAS, the Stephenville Fire Department is dedicated to reducing the risk of fires in homes through prevention and education; and

WHEREAS, the National Fire Protection Association (NFPA) has designated October 6 through 12, 2024, as Fire Prevention Week with the theme "Smoke alarms: Make them work for you!" emphasizing the importance of installing and maintaining working smoke alarms in every home; and

WHEREAS, roughly three out of five fire deaths happen in homes that had no smoke alarms or no working smoke alarms; and

WHEREAS, smoke alarms play a critical role in early fire detection, providing precious seconds for residents to escape and call for help; and

WHEREAS, it is vital to educate our community on the importance of testing smoke alarms monthly, replacing batteries when necessary, and ensuring that smoke alarms are installed in every sleeping area, outside each sleeping area, and on every level of the home; and

WHEREAS, fire prevention and education are crucial for the safety of our community, and Fire Prevention Week offers an opportunity to raise awareness about simple yet lifesaving actions that can help protect lives and property.

NOW, THEREFORE, I, David Baskett, Mayor Pro Tem of the City of Stephenville, do hereby proclaim the week of October 6 through 12, 2024, as Fire Prevention Week in the City of Stephenville and I encourage residents to take responsibility for the safety of their families by ensuring that their smoke alarms are functioning properly and that everyone "Makes them work for you!"

Presentation of Teachers' Day Proclamation

Mayor Pro Tem read the following proclamation for Teachers' Day celebrating teachers in Erath County and the City of Stephenville:

CITY OF STEPHENVILLE TEACHERS' DAY PROCLAMATION

WHEREAS, the City of Stephenville's future strength depends on providing a high-quality education to all students; and

WHEREAS, teacher quality matters more to student achievement than any other school-related factor; and

WHEREAS, teachers spend countless hours preparing lesson plans and supporting students; and

WHEREAS, our Stephenville teachers deserve our continued support, respect, and admiration; and

WHEREAS, we proudly lead in demonstrating to our community to recognize and support our teachers in educating the children of this community; and

WHEREAS, #TeachersCan is a statewide movement supported by more than 150 partnering businesses and organizations committed to elevating the teaching profession and honoring the critical role teachers play in the success of Texas; and

NOW, THEREFORE, BE IT RESOLVED that the Stephenville City Council joins #TeachersCan and its partnering entities across Texas in celebrating the inaugural Texas Teachers' Day and proclaims October 5, 2024, to be Stephenville Teachers' Day; and BE IT FURTHER RESOLVED that the Stephenville City Council encourages members of our community to personally express appreciation to our teachers and display a light blue ribbon outside your homes or businesses the week of October 5 as a symbol of support for our educators.

Presentation of the TAAF Male Athlete of the Year Award to Kamryn Arnick by Neely Carter with Stephenville Runner's Club

Neely Carter, on behalf of the Stephenville Runner's Club, presented Kamryn Arnick the TAAF Male Athlete of the Year Award in recognition of his athleticism and hard work.

CITIZENS GENERAL DISCUSSION

All citizens present to speak were speaking on Agenda Item No. 7, so Mayor Pro Tem held them for that time.

REGULAR AGENDA

1. Consider Approval of Professional Planning Services for an Airport Layout Plan (ALP)

Director of Administrative Services Darrell Brown presented Council the proposed Professional Planning Services agreement for the Airport Layout Plan.

On August 29, 2024, the City of Stephenville opened the single bid received for the above referenced project. KSA has experience with similar projects and has done other work for the Stephenville Clark Regional Airport in the past. The consultant selection committee placed KSA as number 1 on their ranking list in accordance with TXDOT Aviation guidelines.

Staff recommends that the City should enter negotiations with KSA for Professional Planning Services for an Airport Layout Plan (ALP) update with Narrative.

Once a consultant is selected and the contract is negotiated, TXDOT Aviation will develop a reimbursement grant process.

MOTION by Brandon Greenhaw, second by Lonn Reisman, to approve staff to enter negotiations with KSA for Professional Planning Services for an Airport Layout Plan (ALP) update as presented. MOTION CARRIED unanimously.

2. Consider Approval of Mod Motel Fence Request

Mayor Pro Tem David Baskett presented this item to Council.

On August 28, 2024, Mr. Kirk Bonner contacted staff requesting consideration to install a privacy fence in the City Right-of-Way along Airport Road. Staff denied the request. Mr. Bonner is requesting this item be reviewed by City Council. The stated reasons for the fence were, 1). Security and, 2). Aesthetics.

Mr. Kirk Bonner addressed the Council regarding this matter.

City Manager Jason King spoke regarding Public Right of Ways.

MOTION by Alan Nix, second by Brandon Greenhaw to deny the request to build a fence in the Public Right-of-Way along Airport Road as presented. MOTION CARRIED with a 6:1 vote with Gerald Cook opposing the denial.

3. Consider Approval of the Budgeted Water Meter and Vault for the Creekside Apartment Complex

Public Works Director Nick Williams presented this item to the Council.

The August 6, 2024 council meeting approved the abandonment of water infrastructure at the Creekside Apartments and supported the purchase of a master water meter and vault for the complex. Delivery is estimated at 24 weeks. The apartments at the Creekside complex were constructed in 2016 and contain approximately 442 individually metered units as well as nine fire hydrants and approximately 4,500 feet of 2-inch, 6-inch, and 8-inch water lines.

Staff recommends the purchase of a water meter and vault for the approved water infrastructure abandonment at the Creekside Apartment Complex located at 1000 Lingleville Highway.

Aqua-Metric is the sole source distributor for the Sensus meter system components utilized by the city. The meter/vault cost was determined from an Aqua-Metric quote for \$59,108.55 and Aqua-Metric has agreed to honor that quote. The cost of installation is estimated at \$50,000 and costs will be solicited.

MOTION by Alan Nix, second by Gerald Cook, to approve the purchase of the meter and vault as presented from Aqua-Metric in the amount of \$59,108.55. MOTION CARRIED unanimously.

4. Consider Approval of Budgeted Updated City Logo on the 377 Elevated Storage Tank

Public Works Director Nick Williams presented this item to the Council.

The adopted FY24-25 budget approved the replacement of the prior city logo with the updated logo. Maguire Iron repainted the 377 Elevated Storage Tank in 2023 as part of a tank rehabilitation project. The project went well and staff was pleased with the final result.

Staff recommends approval of the proposal with Maguire Iron to perform the budgeted City of Stephenville logo update on the 377 Elevated Storage Tank as approved in the adopted FY24-25 budget.

A cooperative purchasing agency bid through the Texas Interlocal Purchasing System (TIPS) was received from Maguire Iron for \$48,000.00.

The FY24-25 adopted budget includes \$48,000 for the update of the new logo at two locations on the 377 Elevated Storage Tank. The proposed contract for services provides this service for exactly \$48,000 and proposes to have the work complete within 180 days. The Purchasing Manager has confirmed the city is able to purchase this equipment through the TIPS Cooperative purchasing agency and adheres to all purchasing requirements. (Account #TX-993069)

The following alternatives are provided for consideration: 1. Do not approve the purchase as presented, or 2. Recommend an alternate bidding methodology.

ADVANTAGES: 1. Approval allows the work to be scheduled 2. The truck is under budget.

DISADVANTAGES: 1. No disadvantages have been identified.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the replacement of the prior city logo with the updated logo on the 377 Elevated Storage Tank by Maguire Iron for \$48,000.00. MOTION CARRIED unanimously.

5. Consider Approval of the Budgeted Pump/Motor/Baseplate Unit for the Lillian Pump Station

Public Works Director Nick Williams presented this item to the Council.

The adopted FY24-25 budget approved the purchase of a pump, motor, baseplate unit at the Lillian Pump Station. This unit would be the third and final pump for the Lillian Pump Station as originally designed.

Staff recommends approval of the proposal from Odessa Pumps & Equipment, Inc. for a budgeted pump, motor, baseplate unit at the Lillian Pump Station.

Staff received a Buy Board cooperative purchasing proposal from Odessa Pumps & Equipment, Inc. to provide a matching pump/motor/baseplate for the Lillian Pump Station for \$47,100.00 with a 16-week lead time

The FY24-25 adopted budget includes \$49,525 for the capital item. The total purchase cost of the pumping equipment is \$47,100.00 leaving a positive balance of \$2,425.00. The Purchasing Manager has confirmed the city is able to purchase this equipment through the Cooperative purchasing agency and the practice adheres to all purchasing requirements.

The following alternatives are provided for consideration: 1. Do not recommend approval the proposals as presented;

ADVANTAGES: 1. The purchase was specifically allocated in the approved FY 24-25 budget. 2. The proposal is under budget.

DISADVANTAGES: No disadvantages are identified.

MOTION by Alan Nix, second by LeAnn Durfey, to approve the purchase of the pump/motor/baseplate unit for the Lillian Pump Station for \$47,100.00 from Odessa Pumps & Equipment, Inc. as presented. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

6. Case No.: RZ2024-004

Applicant Landon Darwin, Representing Rock Creek Property No.1, LLC, is Requesting a Rezone of Property Located at 0 W. Cedar St, being Parcel R78345 of the H.C. Hudson Survey, A-342, of the City of Stephenville, Erath County, Texas from Single Family (R-1) and Retail and Commercial (B-2) to Multifamily Residential District (R-3)

Mayor Pro Tem David Baskett announced the representative for Rock Creek Property No. 1, LLC has pulled this project for consideration. If the project gets resubmitted, it will have to route back through appropriate channels for approval from the beginning as if it were a new project. Any variances granted are considered null and void.

7. PUBLIC HEARING

Case No.: RZ2024-004

Mayor Pro Tem David Baskett announced that because the project was pulled there would not be a Public Hearing at this time. If anyone present wished to speak, he would open the Public Hearing, but no one wished to.

8. Consider Approval of Ordinance Rezoning Property Located at 0 W. Cedar St, being Parcel R78345 of the H.C. Hudson Survey, A-342, of the City of Stephenville, Erath County, Texas from Single Family (R-1) and Retail and Commercial (B-2) to Multifamily Residential District (R-3)

This item was pulled from the agenda by Mayor Pro Tem David Baskett due to the representative of Rock Creek Property No. 1, LLC pulling the rezone request.

9. Case No.: RZ2024-011

Applicant Matt Copeland, Representing Barefoot Equity Partners, LLC, is Requesting a Rezone for Property Located at 961 Clinton St, being Parcel R32222, S4400 KIGHT SECOND ADDITION, BLOCK 1 & 2, LOT 1B & 11B; CITY ADDITION, BLOCK 99, LOT 1D; of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing District (R-2.5)

Director of Development Services Steve Killen presented this item to the Council.

The applicant is requesting a rezone to construct a triplex unit R-2.5 zoning includes two-to-four family dwellings as a permitted use with lot dimension requirements being 75'x100'. This parcel meets the minimum lot dimensions for the intended use.

The Planning and Zoning Commission convened on September 18, 2024, and, by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

10. PUBLIC HEARING

Case No.: RZ2024-011

Mayor Pro Tem David Baskett opened the Public Hearing at 6:15 PM.

No one spoke in favor or opposition of Case No. RZ2024-011.

Mayor Pro Tem David Baskett closed the Public Hearing at 6:16 PM.

11. Consider Approval of Ordinance Rezoning Property Located at 961 Clinton St, being Parcel R32222, S4400 KIGHT SECOND ADDITION, BLOCK 1 & 2, LOT 1B & 11B; CITY ADDITION, BLOCK 99, LOT 1D; of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing District (R-2.5)

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance No. 2024-O-28 rezoning property located at 961 Clinton St. as presented. MOTION CARRIED unanimously, with Maddie Smith abstaining due to conflict of interest.

12. Case No.: RZ2024-012

Applicant David Brumfield, Representing GREYHOUSE RENTALS LLC, is Requesting a Rezone for Property Located at 727 Frey, being Parcel: R78766 of the S2300 BUTLER ADDITION;, BLOCK 2;, LOT 9A; of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to One and Two-Family Residential (R-2)

Director of Development Services Steve Killen presented this item to the Council.

The applicant is requesting the rezone to do an addition to the existing home and convert the use of the existing home to a duplex. R-2 zoning includes single-family and two-family dwellings as permitted uses. Duplex style housing will require 75x100 lot dimensions. This lot shows to have approximately 60' of frontage on Frey St. If this rezone is approved, a variance request for a reduced

lot width would have to be approved by the Board of Adjustment before the building could be utilized for the intended purpose.

The Planning and Zoning Commission convened on September 18, 2024 and, by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

13. PUBLIC HEARING

Case No.: RZ2024-012

Mayor Pro Tem David Baskett opened the Public Hearing at 6:18 PM.

No one spoke in favor or opposition of Case No. RZ2024-012.

Mayor Pro Tem David Baskett closed the Public Hearing at 6:18:35 PM.

14. Consider Approval of Ordinance Rezoning Property Located at 727 Frey, being Parcel: R78766 of the S2300 BUTLER ADDITION; BLOCK 2; LOT 9A; of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to One and Two-Family Residential (R-2)

MOTION by Lonn Reisman, second by LeAnn Durfey, to approve Ordinance No. 2024-O-29 rezoning the property located at 727 Frey as presented. MOTION CARRIED unanimously.

DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

15. Development Services Committee Report

Development Services Committee Chair Gerald Cook presented the report from September 17, 2024.

Agenda Item No. 1: Discussion of Historic Downtown District and Regulations of Exterior, Street Facing Facades of Buildings within the District

Chairman Cook briefed the Committee regarding recent efforts of community members interested in establishing a Historic District Ordinance that would require the issuance of a certificate of appropriateness before any work is performed for exterior facades of buildings within the District. Staff has been working closely with these community members to draft an ordinance that meets these desires. Historic District ordinances are common across the Nation and widely vary in the degree of regulation. Local Government Code Chapter 211 provides the authority for the adoption of such ordinances.

Steve Killen was asked to address the Committee and provided the following overview:

1. Establishment of the District by the P&Z Commission.
2. Creation of a Historic District Commission.
3. Require any work to be performed to any exterior façade of any building within the District to be reviewed by the Committee.
4. Work may not be performed unless a Certificate of Appropriateness is granted by the Committee.
5. Establishes guidelines for the Committee to reference regarding materials, paint color, light fixtures, etc.
6. Establishes an appeal process should a Certificate of Appropriateness be denied.

7. Provides a penalty clause for any work performed without a Certificate of Appropriateness or in violation thereof.

After deliberation, the Committee, by a vote of 2-1, opted to assign the Ordinance and Guidelines to the Planning and Zoning Commission for a Public Hearing and subsequent recommendation to the full City Council.

Agenda Item No. 2: Proposed Ordinance Revisions Relating to the Limitation on the Number of Unrelated Persons that may Occupy a Residential Structure

Chairman Cook introduced the item and asked for staff to address the Committee. Steve Killen provided background summarizing research performed related to the topic. Jason King, City Manager, also provided comments to the effect that many properties are known to have more than three unrelated occupants, and the housing generally has ample space for such occupancy. The proposed increase from three to four persons would bring more properties into compliance with this requirement. Staff proposed this revision be applied to the following Zoning Districts:

RE Residential Estate District (43,560 ft²)
 R-HA Single-Family Residential District (21,780 ft²)
 R-1 Single-Family Residential District (7,500 ft²)
 R-1.5 Single-Family Residential District (6,000 ft²)
 R-2 One- and Two-Family Residential District
 R-2.5 Integrated Housing District
 R-3 Multiple Family Residential District
 MH Manufactured Housing District
 B-3 Central Business District
 DT Downtown District
 AG Agricultural District

After deliberation, the Committee, by a vote of 3-0, opted to assign the Ordinance to the Planning and Zoning Commission for a Public Hearing and subsequent recommendation to the full City Council.

FINANCIAL REPORTS

Monica Harris, Director of Finance

16. Monthly Budget Report for the Period Ending August 31, 2024

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

In reviewing the financial statements ending August 31, 2024, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received \$25K in property taxes in the month of August, resulting in a \$289K increase over the funds collected last fiscal year to date. The amount collected is 101% of the \$7.3 million budget, which is \$114K more than anticipated.

Sales and Use Tax: We received \$807K in sales tax in August, resulting in \$213K or 2.5% more than the funds collected last fiscal year to date. The amount collected is 94% of the \$9.4 million budget, which is \$456K higher than anticipated.

Revenue (by fund): Of the \$42 million revenue received to date, 54% was received in the General Fund, 27% was received in the Water/Wastewater Fund, 7% was received in the Capital Projects Fund and 4% was received in the Landfill Fund.

Revenue (budget vs. actual): We received 98% of the total budgeted revenues through August, which is \$2.2 million more than anticipated due to taxes, intergovernmental, and interest income.

Revenue (prior year comparison): We received \$823k less revenue through August than last fiscal year to date due to debt proceeds received in the prior year.

Expenditures (by fund): Of the \$51 million spent to date, 47% was expended in the Water/Wastewater Fund, 40% was expended in the General Fund, 4% was expended in the Capital Projects Fund, 2% was expended in the Debt Service Fund, 2% was expended in the Storm Fund, 2% was expended in the Airport Fund, and 2% was expended in the Landfill Fund.

Expenditures (budget vs. actual): We have expended 66% of the total budgeted expenditures through August, which is \$20 million less than anticipated due to personnel, contractual, capital outlay, and transfers.

Expenditures (prior year comparison): We spent \$4.4 million less in expenditures through August than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 100% of budgeted revenue through August, which is \$25K more than last fiscal year to date and \$83K more than anticipated due to taxes and interest income.

SEDA Revenue Comparison: SEDA has spent an overall 34% of budgeted expenditures through August, which is \$209K less than last fiscal year to date due to grant disbursements and \$980K less than anticipated due to capital outlay and grant disbursements.

CONSENT AGENDA

17. Consider Approval of Minutes - September 3, 2024
18. Consider Approval of Minutes - September 4, 2024
19. Consider Approval of Minutes - September 17, 2024
20. Consider Approval of Public Safety Regional Radio System Maintenance Agreement
21. Consider Approval of Annual Contract for Sewer Root Control
22. Consider Approval of Annual Contract for Street Renovation Materials

23. Consider Approval of Renewal of Annual Contract for Generator Maintenance

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve Consent Agenda items as presented. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

ADJOURN

Mayor Pro Tem David Baskett adjourned the Regular City Council meeting at 6:37 PM.

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

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

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.



SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
 Tuesday, October 15, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, October 15, 2024, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Special 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 Gerald Cook
 Council Member Lonn Reisman
 Council Member Dean Parr
 Council Member Maddie Smith
 Council Member David Baskett
 Council Member Alan Nix

COUNCIL ABSENT: Council Member Brandon Greenhaw

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

CALL TO ORDER

Mayor Doug Svien called the Special Meeting to order at 5:30 PM.

REGULAR AGENDA

1. Consider Approval of Tractor Purchase from TexStar Kubota

City Manager Jason King presented this item to Council.

Staff recommend purchasing a new Utility Cab Tractor, 4WD, Hydraulic-Shuttle Transmission from Tex-Star Kubota, Inc. in the amount of \$54,771.77. This purchase has been budgeted.

The new tractor would replace a 2012 Kubota that needs to have extensive repair work. TexStar Kubota has agreed to purchase our 2012 tractor for \$9,000.

If this purchase is not approved, we would keep the 2012 Kubota and spend an estimated \$6,500 to repair the current problems. There is no guarantee that the amount would fix the current issues and that additional damage could be discovered during the repair process.

MOTION by Maddie Smith, second by Lon Reisman, to approve the purchase of the tractor from TexStar Kubota, Inc. as presented. MOTION CARRIED unanimously.

Mayor Svien recessed the Special City Council meeting at 5:32 PM and entered into Executive Session at 5:37 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

2. **Section 551.071 Consultation with Attorney** - to Consult Over a Pending or Contemplated Litigation

Mayor Svien adjourned the Executive Session at 6:32 PM and reconvened the Special City Council meeting at 6:34 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

Mayor Svien adjourned the Special City Council meeting at 6:34 PM.

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

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary



CITY COUNCIL WORK SESSION

City Hall Training Room, 298 W. Washington (use Columbia Street entrance)
Tuesday, October 15, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, October 15, 2024, in the City Hall Training Room, 298 West Washington Street, 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 Gerald Cook
- Council Member Lonn Reisman
- Council Member Dean Parr
- Council Member Maddie Smith
- Council Member David Baskettt
- Council Member Brandon Greenhaw
- Council Member Alan Nix

COUNCIL ABSENT:

OTHERS ATTENDING:

- Jason M. King, City Manager
- Sarah Lockenour, City Secretary

CALL TO ORDER

Mayor Doug Svien called the City Council Work Session to order at 7:07 PM.

REGULAR AGENDA

2. Presentation and Discussion by Synergy Sports

City Manager Jason King led the conversation related to the Synergy Sports project. The presentation was given by Synergy Sports representative Jason Boudrie.

Mayor Doug Svien called a recess of the City Council Work Session at 8:21 PM and reconvened at 8:26 PM.

1. Discussion of Debt Issuance

City Manager Jason King led the discussion related to debt issuance for the City of Stephenville.

ADJOURN

Mayor Doug Svien adjourned the City Council Work Session at 8:47 PM.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

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.

CHAPTER 114. - AMBULANCE AND EMERGENCY MEDICAL SERVICE

Sec. 114.01. - Definitions.

The following terms and phrases, as used in this chapter unless the context clearly indicates otherwise, shall have the meanings respectively ascribed to them in this section.

City, when used in this article, shall mean the City of Stephenville, Erath County, Texas.

Emergency, when used in this chapter shall mean the services used to respond to an individual's perceived need for immediate medical care to prevent death or aggravation of physiological or psychological illness or injury, or the sudden onset of a medical or traumatic condition manifesting itself by acute symptoms of sufficient severity, including severe pain, such that the absence of immediate medical attention could reasonably be expected to result in:

1. Placing a patient's health in serious jeopardy;
2. Serious impairment to bodily functions; or
3. Serious dysfunction of any bodily organ or part.

EMS, when used in this chapter, shall mean a provider of Emergency Medical Service, ambulance service, or EMS provider.

Licensed ambulance service, when used in this chapter, shall mean an ambulance service that is currently licensed as an EMS provider by the Texas Department of Health.

Out of town emergency transfer, when used in this chapter, shall mean the transporting of a patient to a medical facility in a town or city other than Stephenville. Primarily this would mean transporting of a patient, for whatever reason, from the local hospital to a hospital in another city.

Private owned service, when used in this chapter, shall mean an individual, company or organization that is in the business of providing an EMS or ambulance service that is primarily a for-profit operation.

Stand-by, when used in this chapter, shall mean a service provided by an EMS provider at a special event to provide for the treatment and transportation of the sick or injured. (example: football games, rodeos, races, and the like)

(Ord. 1999-22, passed 8-17-99)

Sec. 114.02. - Emergency ambulance service.

- (A) The City of Stephenville Fire Department EMS shall be the primary provider of emergency ambulance service and emergency medical service within the city limits and in other areas under contract with the city to provide such service.
- (B) All patients transported by the city EMS shall terminate at the hospital Emergency Room.
- (C) Any person utilizing the city's EMS service shall pay for services rendered. A copy of the city's EMS fee schedule shall be kept on file in the office of the City Secretary.
- (D) It shall be unlawful for anyone, including the holder of a city permit or license from the Texas Department of Health, to intentionally furnish, operate, maintain, advertise for or otherwise be engaged or profess to be engaged in the operation of, or provide emergency ambulance service upon

the streets within the city or in any areas under contract with the city to provide such service. (see exceptions)

(Ord. 1999-22, passed 8-17-99)

Sec. 114.03. - Exceptions.

- (A) A licensed ambulance service may respond in situations where the city, or its authorized representative, requests or authorizes another service to assist in an emergency under circumstances in which a city ambulance is not available to respond to an emergency situation which may require treatment or transportation of a patient or patients.
- (B) It shall be permissible for a private owned ambulance service, who in the process of providing non-emergency ambulance service, and the situation develops into an emergency, to proceed with treatment and transportation of the patient to the hospital, provided that said service is licensed by the Texas Department of Health to provide such service.
- (C) It shall be permissible for any ambulance or person therein, to respond to or from an emergency situation, outside of the city or its contracted areas of service.
- (D) Private owned ambulance services that through a contractual arrangement or other agreement to provide service and stand-by at special events, are permitted to treat and transport patients to the local hospital within the city and its areas under contract.

(Ord. 1999-22, passed 8-17-99)

Sec. 114.04. - Private owned ambulance services.

- (A) When an applicant files for a permit to provide ambulance service, the City Council must determine that it would be beneficial for the public's convenience, necessity and welfare, to provide additional service. The City Council may then grant a permit.
- (B) Private owned ambulance services operating within the city are authorized to provide non-emergency transport, out of town emergency transfer, and stand-by service only.
- (C) All private owned ambulance services are required to obtain an annual permit on or before January 1 of each year, to operate and provide service within the city. Permit applications shall be kept on file in the office of the City Secretary, and the fee for the permit will be as per the city's current fee schedule.
- (D) Applications for permits to operate a private owned ambulance service within the city shall be reviewed by the Public Health and Safety Committee of the Stephenville City Council. The committee will consider all applications and will make a recommendation to the entire City Council.
- (E) Any private owned ambulance service operating within the city, or its areas under contract, shall at all times possess a current Texas Department of Health license to provide such service, and shall at all times meet the requirements of the Texas Department of Health in regards to staffing, equipment, and supplies.
- (F) All private owned EMS providers operating within the city or its contracted service areas, shall at all times have in full force and effect insurance coverage as follows:

- (1) General liability insurance providing coverage for bodily injury, property damage, advertising injury, or personal injury arising out of the operation of said ambulance service with a minimum of \$1,000,000.00 per occurrence and a general aggregate of \$1,000,000.00;
 - (2) Automobile liability insurance with a minimum combined single limit (each accident) of \$1,000,000.00 including hired and non-owned coverage;
 - (3) Uninsured/underinsured motorists coverage;
 - (4) Malpractice insurance; and
 - (5) Excess liability to cover all underlying liability policies.
 - (a) The insurance policies required herein shall be submitted to the Public Health and Safety committee, or its designated representative, for approval. Satisfactory evidence that such insurance is at all times in full force and effect, shall be provided in form as specified by the committee, or its representative.
 - (b) Every insurance policy required hereunder shall extend for the period to be covered by the permit granted for the operation of ambulance services herein, and the insured shall be obligated to give not less than 30 days' written notice to the city before any cancellation or other termination of any such policy.
 - (c) The cancellation or other termination of any policy of insurance required herein shall automatically revoke and terminate the permit for ambulance service granted herein, unless another insurance policy complying with the provisions of this section shall provide and be in full force and effect at the time of such cancellation or other termination.
- (G) All private owned ambulances operating in the city shall be maintained in sufficient mechanical condition as to comply with all the regulations set out by the Texas Department of Health.
- (H) All private owned ambulances operating in the city shall have the name of the service prominently displayed on each side on the vehicle in letters of at least three inches in height.
- (I) Any right, privilege or permit held, owned or obtained by any private owned ambulance service under the provisions of this article may be sold, assigned, leased or transferred, or inherited; provided, however, any proposed sale, assignment, lease or transfer shall first be presented in writing to the city council for its approval or disapproval.

(Ord. 1999-22, passed 8-17-99; Am. Ord. 2002-23, passed 10-1-2002; Am. Ord. 2005-33, passed 12-6-2005)

Secs. 114.05—114.98. - Reserved.

Sec. 114.99. - Penalty.

Each officer, agent or employee of any corporation and every other person who violates or fails to comply with, or who procures, aids or abets in the violation of, any provision of this chapter, or fails to obey, observe or comply with any other decision, rule or regulations, direction, demand or requirement of the City Council, shall be guilty of a Class "C" misdemeanor, and upon conviction shall be punished by a fine not exceeding \$200.00. Each day any provision of this chapter, or any rule, regulation or order of the City Council relevant thereto is violated shall constitute a separate offense, and the fact that the City Council may have caused prosecution for violation of its rules, regulations or orders under the penal

section of this article shall not operate to prevent or limit the exercise of the authority of the City Council to suspend, revoke, alter or amend permits or certificates as provided in this chapter.

(Ord. 1999-22, passed 8-17-99)



APPLICATION FOR EMS/AMBULANCE PERMIT

DATE: 10-9-24

APPLICANT: CareFlite

ADDRESS: 1789 Kingland St, Stephenville TX 76401

MAILING ADDRESS (IF DIFFERENT): 3110 S. Great Southwest PKWY, Grand Prairie TX 75052

PHONE: 972-339-4200 NO. OF YEARS IN EMS BUSINESS: 40 plus

LIST LEVEL AND TYPE OF SERVICE TO BE PROVIDED:

BLS and ALS

LIST NUMBER OF AMBULANCE UNITS AND NUMBER OF PERSONNEL TO BE PROVIDED:

1 Ambulance

2 Employees 1 Paramedic 1 EMT

HOURS OF OPERATION AND AVAILABILITY: 24 hours 7 days

LIST ANY EXPERIENCE THE APPLICANT HAS HAD IN RENDERING SUCH SERVICES

CareFlite has been delivering BLS and ALS since 1979.

If a partnership, the names, of all partners, general and limited. If a corporation, its name, date, and place, of incorporation, the address of its principal place of business, the names of all its officers and directors. (Provide this information on a separate page).

NAME OF COMPANY: CareFlite - Non Profit

ADDRESS: 3108 S. Great Southwest Pkw, Grand Prairie TX 75052

PHONE: 972-339-4200



APPLICATION FOR EMS/AMBULANCE PERMIT

INSURANCE COMPANY: VFIS Nation Fire
 AGENT: Cottingham Butler
 POLICY NUMBER: [REDACTED]
 EFFECTIVE PERIOD: 10/1/2024 - 10/1/2025
 AMOUNT OF LIABILITY: \$1,000,000

PLEASE ATTACH COPIES OF **CURRENT INSURANCE POLICY** AND **TEXAS DEPARTMENT OF HEALTH PROVIDER LICENSE**.

I certify that the statements in this application are true and correct. I realize they will be investigated and thereby authorize the release of any pertinent and appropriate information. I understand that misrepresentations on my part in completing this application will cause my application to become null and void.

SIGNED: [Signature]

DATE: 10/18/24

RECEIVED BY: Saman Foxenon

DATE: 10/22/2024

~~REVIEWED BY: BOARD OF HEALTH AND SAFETY COMMITTEE~~

APPROVED BY COUNCIL: _____

FEE PAID: _____



STAFF REPORT

SUBJECT: Consider Approval of Oncor Easement in City Park
DEPARTMENT: Parks and Leisure Services
STAFF CONTACT: Daron Trussell, Director of Parks and Leisure Services

RECOMMENDATION:

Staff recommends approving an easement with Oncor to provide power for the new Stephenville Senior Center.

BACKGROUND:

The infrastructure for this easement was already in place from the construction of the NYC Baseball Complex. To add an additional transformer for power to the new senior center, Oncor is requesting an official easement.

The city required Oncor to provide a survey of the area to establish an official record of the easement's location, and they have submitted that documentation.

FISCAL IMPACT SUMMARY:

No Fiscal Impact to the City of Stephenville.

PT #: 2023-6016
District: BMW
WO #: 22948242
ER # _____

EASEMENT AND RIGHT OF WAY

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF ERATH §

That **CITY OF STEPHENVILLE**, hereinafter called "Grantor," whether one or more, for and in consideration of Ten Dollars (\$10.00) and other valuable consideration to Grantor in hand paid by **Oncor Electric Delivery Company LLC, a Delaware limited liability company**, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202-1234, hereinafter referred to as "Grantee," has granted, sold and conveyed and by these presents does grant, sell and convey unto said Grantee, its successors and assigns, an easement and right-of-way for overhead and/or underground electric supply and communications facilities, consisting of a variable number of wires and cables, supporting structures, surface mounted equipment, conduits and all necessary or desirable appurtenances over, under, through, across and upon Grantor's land described as follows:

SEE EXHIBIT "A" (ATTACHED)

Grantor recognizes that the general course of said lines, or the metes and bounds as described above, is based on preliminary surveys only, and Grantor hereby agrees that the easement and right-of-way and its general dimensions hereby granted shall apply to the actual location of said lines when constructed.

Together with the right of ingress and egress along and upon said easement and right-of-way and over and across Grantor's adjoining properties for the purpose of and with the right to construct, maintain, operate, repair, remove, replace, reconstruct, abandon in place, and to change the size and capacity of said facilities; the right to relocate said facilities in the same relative direction of said facilities; the right to relocate said facilities in the same relative position to any adjacent road if and as such is widened in the future; the right to lease wire space for the purpose of permitting others to string or lay wire or cable along said facilities; the right to prevent excavation within the easement area; the right to prevent construction of, within the easement area, any and all buildings, structures or other obstructions which, in the sole judgment of Grantee, may endanger or interfere with the efficiency, safety, and/or convenient operation of said facilities and their appurtenances and the right to trim or remove trees or shrubbery within, but not limited to, said easement area, including by use of herbicides or other similar chemicals approved by the U.S. Environmental Protection Agency, to the extent in the sole judgment of Grantee, as may be necessary to prevent possible interference with the operation of said facilities or to remove possible hazard thereto. Grantor shall not make changes in grade, elevation or contour of the land or impound water within the easement area as described above without prior written consent of Grantee.

Grantor reserves the right to use the land within the above described easement area for purposes not inconsistent with Grantee's use of such property, provided such use shall not, in the sole judgment of Grantee, interfere with the exercise by Grantee of the rights hereby granted.

TO HAVE AND TO HOLD the above described easement and right-of-way unto the said Grantee, its successors and assigns, until all of said electric lines and facilities shall be abandoned, and in that event said easement and right-of-way shall cease and all rights herein granted shall terminate and revert to Grantor or Grantor's heirs, successors or assigns, and legal representatives, to warrant and forever defend the above described easement and right-of-way unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this _____ day of _____, 2024.

CITY OF STEPHENVILLE

By: _____
Doug Svien, Mayor

STATE OF TEXAS §
 §
COUNTY OF ERATH §

BEFORE ME, the undersigned authority, on this day personally appeared Doug Svien, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same as the act and deed of CITY OF STEPHENVILLE, as the mayor thereof, for the purposes and consideration therein expressed, in the capacity therein stated and that he/she is authorized to do so.

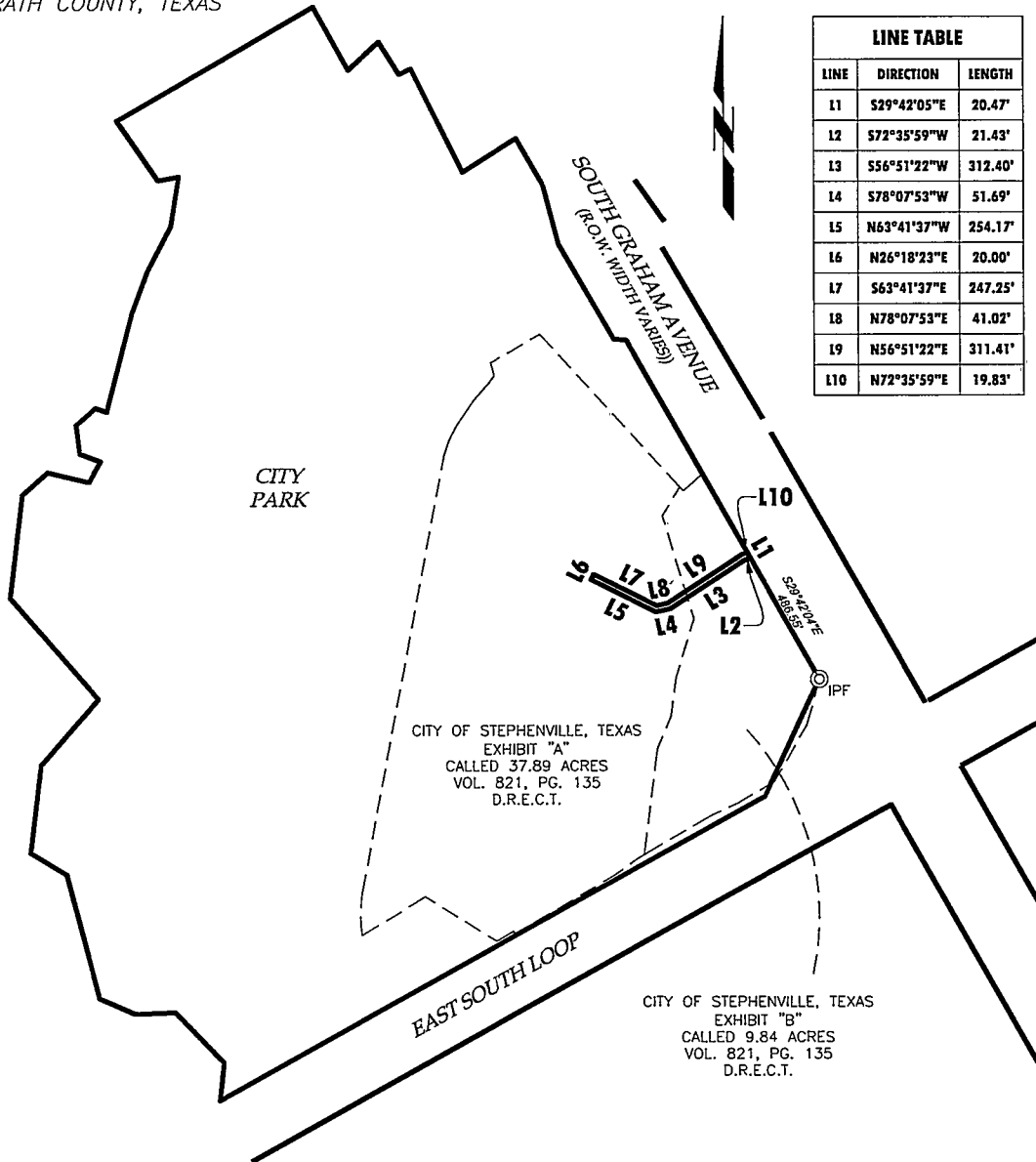
GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, A.D. 2024.

Notary Public in and for the State of Texas

**ONCOR ELECTRIC DELIVERY COMPANY LLC
EXHIBIT "A"**

Item 38.

JOHN BLAIR SURVEY
ABSTRACT NO. 32
ERATH COUNTY, TEXAS



LINE TABLE		
LINE	DIRECTION	LENGTH
L1	S29°42'05"E	20.47'
L2	S72°35'59"W	21.43'
L3	S56°51'22"W	312.40'
L4	S78°07'53"W	51.69'
L5	N63°41'37"W	254.17'
L6	N26°18'23"E	20.00'
L7	S63°41'37"E	247.25'
L8	N78°07'53"E	41.02'
L9	N56°51'22"E	311.41'
L10	N72°35'59"E	19.83'

WO#25939344
COUNTY: ERATH
DISTRICT: BMW/STP

GRANTOR: CITY OF STEPHENVILLE

LEGEND

- 20' EASEMENT
- BOUNDARY LINE
- PROPERTY LINE

The intent of this Exhibit is to pictorially show the approximate location of the easement. It is not intended as an actual survey. Calls shown are references only. No Statement is made to the validity of these calls. Not to Scale.

**ONCOR ELECTRIC DELIVERY COMPANY LLC
EXHIBIT "A-1"**

Item 38.

LEGAL DESCRIPTION

Being a 0.289 acre (12,592.00 SQ. FT.) electric easement situated in the John Blair Survey, Abstract Number 32, Erath County, Texas, and being part of a called 9.84 acre tract of land conveyed to City of Stephenville, Texas, Exhibit "B" recorded in Volume 821, Page 135 Deed Records, Erath County, Texas, (D.R.E.C.T.) and also a called 37.89 acre tract of land conveyed to city of Stephenville, Texas, Exhibit "A" recorded in Volume 821, Page 135, Deed Records, Erath County, Texas (D.R.E.C.T.) and being more particularly described by metes and bounds as follows:

Beginning at an point in the East line of said 9.84 acre tract, common with the South right-of-way line of South Graham Avenue, a variable width R.O.W., and with the east line of a city park;

THENCE S29°42'05"E with said common line 20.47 to a point; from which a found iron pipe bears S29°42'04"E a distance of 486.55' marking the most Northern South corner of said 9.84 acre tract and the NorthEast corner of a corner clip;

THENCE over and across said 9.84 acre tract and 37.89 acre tract, the following courses and distances:

S72°35'59"W, a distance of 21.43 feet to a point for corner;

S56°51'22"W, a distance of 312.40 feet to a point for corner;

S78°07'53"W, a distance of 51.69 feet to a point for corner;

N63°41'37"W, a distance of 254.17 feet to a point for corner;

S26°18'23"E, a distance of 20.00 feet to a point for corner;

S63°415'37"W, a distance of 247.25 feet to a point for corner;

N78°07'53"W, a distance of 41.02 feet to a point for corner;

N56°51'229"E, a distance of 311.41 feet to a point for corner;

N72°35'59"E, a distance of 19.83 feet to the POINT OF BEGINNING and containing 0.289 acres (12,592.00 square feet) of land, more or less.

Proposed electric line having a length of 629.60 feet or 38.158 rods.



STAFF REPORT

SUBJECT: Consider Approval of Audit Contract with Boucher Morgan & Young, PC

DEPARTMENT: Finance

STAFF CONTACT: Monica D. Harris

RECOMMENDATION:

Staff recommends approval of a contract with Boucher Morgan & Young, PC for annual financial audit services in the amount of \$45,500.

BACKGROUND:

On October 10, 2023, City Council awarded RFP 3044 for annual financial audit services to Boucher Morgan & Young, PC. The award was for a one-year contract with four subsequent renewals. This would be the first renewal.

FISCAL IMPACT SUMMARY:

The budget request for FY 2024-2025 includes \$45,500 for annual financial audit services.

ALTERNATIVES

Not approve the expenditure, which would not allow for the audit.

Request staff to request proposals for the services, which would delay the audit.



STAFF REPORT

SUBJECT: Auction Items
DEPARTMENT: Finance
STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

Staff is seeking authorization to sell the following items, via online auctions:

Quantity	Description	Department
27	Various Iphone Cellphones (data cleared)	I.T
2	2018-2019 Tahoes	Police

BACKGROUND:

All data has been cleared from cellphones and factory reset by I.T.