



COUNCIL COMMITTEE MEETINGS

City Hall Council Chambers, 298 W. Washington
Tuesday, January 18, 2022 at 5:30 PM

AGENDA

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair; Brandon Huckabee, Alan Nix, Brady Pendleton

- [1.](#) Discuss Sponsorship for Tarleton State University's 55th Annual Stampede Rodeo
- [2.](#) Discuss Moo-La Fest

NOMINATIONS COMMITTEE

Gerald Cook, chair; LeAnn Durfey, Justin Haschke, Alan Nix

- [3.](#) Report from the Main Street Advisory Board
- [4.](#) Discuss Voluntary Resignations and Removal of Appointed Members of Citizen Boards and Commissions
- [5.](#) Vacancies on Citizen Boards and Commissions
- [6.](#) Discuss Advisory Boards

FINANCE COMMITTEE

Justin Haschke, chair; Brandon Huckabee, Brady Pendleton, Ricky Thurman

- [7.](#) Discuss Splashville Repairs
- [8.](#) Discuss Replacement of Fire Department Self-Contained Breathing Apparatus (SCBA)
- [9.](#) Discuss Main Street Manager Position
- [10.](#) Discuss Requests for Proposal for Depository Services
- [11.](#) Over 65 Tax Freeze
- [12.](#) Discuss the Issuance of Certificates of Obligation

PARKS AND LEISURE SERVICES COMMITTEE

Daron Trussell, chair; Justin Haschke, Alan Nix, Ricky Thurman

- [13.](#) Discuss Municipal Parks and Cemeteries Ordinance

DEVELOPMENT SERVICES COMMITTEE

Brandon Huckabee, chair; Gerald Cook, Ricky Thurman, Daron Trussell

- [14.](#) Discuss Establishing Minimum Criteria for the Approval of Electrical Service Releases and Temporary COs for New Construction Projects
- [15.](#) Discuss Zoning Classification *Private Club District (B-4)*

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

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



STAFF REPORT

SUBJECT: 55th Annual TSU Stampede Rodeo Sponsorship

DEPARTMENT: Tourism

STAFF CONTACT: Julie Smith

RECOMMENDATION:

Staff recommends \$7,500

BACKGROUND:

The STVB has previously funded this multi-day event, which has a line item in the budget in the amount of \$7,500 for the sponsorship. This is an allowable Hotel Occupancy Tax expenditure as the funds are used for advertising a sporting event.

FISCAL IMPACT SUMMARY:

\$7,500

ALTERNATIVES

Other amount can be discussed.



CITY OF STEPHENVILLE
HOTEL OCCUPANCY TAX (H.O.T) APPLICATION
(HOTEL MOTEL FUNDS GRANT APPLICATION)

CITY OF STEPHENVILLE
GUIDELINES UNDER TEXAS LAW FOR
USE OF HOTEL OCCUPANCY TAX REVENUE

State Law: By law of the State of Texas, the City of Stephenville collects a Hotel Occupancy Tax (HOT) from hotels, motels, inns, and bed-and-breakfast establishments. Chapter 351 of the Tax Code states that HOT funds may be used only if both parts of the following two-part test are met. Part One (1) requires that usage of HOT Funds must directly enhance and promote tourism and the convention, and hotel industry, and Part Two (2) limits the use of HOT Funds to the following:

1. **Convention center facilities or visitor information centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of TVB center facilities or visitor information centers, or both;
2. **Registration of tourism and visitor's bureau delegates:** the furnishing of facilities, personnel, and materials for the registration of TVB delegates or registrants;
3. **Advertising, and conducting solicitations and promotional programs to attract tourists and visitor's delegates:** advertising and conducting solicitations and promotional programs to attract tourists and visitor's delegates or registrants to the municipality or its vicinity;
4. **Promotion of the arts:** the encouragement, promotion, improvement and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. **Historical restoration and preservation projects or activities:** historical restoration and preservation objects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and visitor's delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of Tourism and Visitor's Bureau facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and visitor delegates;
6. **Sporting event expenses related to sporting events which substantially increase economic activity at hotels:** for a municipality located in a county with a population of 290,000 or less, expenses, including promotion expenses, directly related to a sporting

event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.

7. **Signage:** Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.
8. **Transportation systems for tourists:** Funding the costs for transporting tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

City of Stephenville Process: The City of Stephenville accepts applications from groups who request HOT Funds for events/activities/facilities, which fit into one or more of the above listed categories. All decisions of the City Council are final.

City of Stephenville Policy:

1. The purpose of HOT funding is to assist and support qualified events/activities/facilities, not to be the major patron or the majority funds provider (50% or more) for the event/activity/facility budget.
2. Priority will be given to those events and entities based upon documented ability to directly promote tourism and the hotel and convention industry in Stephenville by “demonstrating a proven record of increased hotel or tourism and visitor’s activity.” Such activity may result from hotel or tourism and visitor’s guests that are already in town and choose to attend the funded event or facility, or it may result from individuals coming from another city or county to stay in an area lodging to attend the funded event or facility. Applicants should document the potential to generate increased hotel or tourism and visitor’s activity by:
 - a. Providing historical information on the number of rooms nights used during previous years of the same event/activity/facility;
 - b. Providing current information on the size of room blocks reserved at area hotels to accommodate anticipated overnight guests attending the funded event/activity/facility.
 - c. Providing historical information on the number of guests at hotels or other lodging facilities that attended the funded event/activity/facility; and/or
 - d. Providing examples of marketing or programs and activities likely to generate or encourage overnight visitors to local lodging properties.

3. All applicants are encouraged to utilize local businesses for food, supplies, materials, printing, and the like. A minimum of 8% of the HOT Funds shall be spent with local businesses.
4. A portion of the revenues from any event/activity/facility receiving HOT Funds should be channeled back into the future costs of operating that same event/activity/facility or the continued operation of such.
5. It is critical that the Application/Request for funding be filled out completely and accurately. Under the application section "Fund Usage," it is responsibility of the applicant to specifically explain how the funds will be used only in eligible ways.
6. If applying under the Advertising category, please note the local requirement that advertising must be accomplished in advance of the event/activity/facility, and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards.
7. As a general rule, all funding requests should be for fifty percent (50%) or less of Applicant's total projected revenue from the event/activity/facility.
8. Applicants are on notice that while the City of Stephenville makes decisions based on estimated budgets and projections, documentation of how granted funds were spent must be actual costs supported by proofs of payment. Any monies not used or not used lawfully, must be returned or repaid to the City within sixty (60) days of the event, along with the completed Post-Funding Analysis.
9. The final accounting of funds must mirror the items outlined in the Applicant's original application, in its fund expenditure outline, and in its request letter.
10. City of Stephenville guidelines were duly adopted by City Council on _____ day of _____, 20____.

FUNDING CONSIDERATION CHECKLIST**Name of****Event/Activity/Facility:** _____

Does your event/activity/facility pass Part One (1) of the statutory test, defined specifically as directly enhancing and promoting tourism and the convention, and hotel industry in Stephenville? YES NO

Does your event/activity/facility pass Part Two (2) of the statutory test, defined specifically as fitting into one of more of the following categories:

- Convention center facilities or visitor information centers
- Facilities, personnel and materials for registration of the Tourism and Visitor's Bureau delegates
- Advertising, and conducting solicitations and promotional programs to attract tourist and visitor's
- Promotion of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording
- Historical restoration and preservation projects or activities, or advertising and conducting solicitations and promotional programs to encourage tourists to visit preserved historic sites or museums in the area
- Signage directing tourist to sights and attractions that are visited frequently by hotel guests in the municipality
- Funding the costs for transporting tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city
- Sporting event expenses, including promotion expenses, related to sporting events at which the majority of participants are tourists who substantially increase economic activity at hotels in the area
- Is your application filled out thoroughly and completely, and are all required pages attached?
- Is your request for funding in accordance with the maximum funding guidelines?
- If applicable, have you submitted the Post-Funding Analysis and proofs of payment for last year's event/activity/facility?
- If applicable, have you returned or repaid the City for any previous funds not used or not used lawfully?
- Have you documented how you will accurately track out-of-town guests, showing that your event will attract tourists that will directly support the Tourism and Visitor's Bureau and the Hotel industry in the area?
- Is your request for fifty percent (50%) or less of your total projected revenue from the event/activity/facility?
- If you are applying under the Advertising category, is your request for one hundred percent (100%) or less of your total projected advertising expenditures?
- If you are applying under the Advertising category, have you met the local requirement that advertising must be accomplished in advance of the event/activity/facility, and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards?
- Will all advertising indicate that the City of Stephenville is a direct sponsor of the event?

APPLICATION**Organization Information**

Date: April 28-30, 2022 event: Today Je

Tarleton State University Rodeo

Name of Organization

Box T 0640

Address:

Stephenville TX 76402

City, State, Zip:

Mark Eakin

Contact Name:

254-485-8885

Contact Phone Number:

LoneStar Arena Stephenville TX

Website Address for Event/Activity/Facility:

Is your organization: Non-Profit Private for Profit

Tax ID#: _____

Organization's Creation Date: 1965

Purpose for your organization:

Tarleton Rodeo hosts one of the ten NIRA Southwest Region rodeos yearly. This will be the 55th Stampede. This event has won rodeo of the year eight out of the last eleven years.

Event/Activity/Facility Information

55th Annual Tarleton Stampede

Name of Event/Activity/Facility:

April 28-30, 2022

Date of Even/Activity:

Lone Star Arena Stepheville TX

Primary Location of Event/Activity/Facility:

\$20,000

Amount of HOT Funding Requested:

Fund Usage: How will the funds be used?

The funding will be used for the facility rental for the three day event. It will also be used for adve
marketing of the stampede, along with helping to off set the cost of livestock for the event. This w
the key necessity items to host this great event.

Primary purpose if funded Event/Activity/Facility:

To host the 55th annual Tarleton Stampede

Check that statutory categories apply to funding request and amount requested under each category:

Convention center facilities or visitor information centers: the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both; _____

Registration of Tourism and Visitor’s Bureau delegates: the furnishing of facilities, personnel, and materials for the registration of tourism and visitor’s bureau delegates or registrants; _____

Advertising, and conducting solicitations and promotional programs to attract tourists and visitor delegates: advertising and conducting solicitations and promotional programs to attract tourists and visitor’s delegates or registrants to the municipality or its vicinity; _____

Promotion of the arts: the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape, and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms; _____

Historical restoration and preservation projects or activities: historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and visitor’s delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of the Tourism and Visitor’s Bureau center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and visitors delegates; _____

Sporting event expenses related to sporting event which substantially increase economic activity at hotels: for a municipality located in a county with a population of 290,000 or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity. _____

Signage: Signage directing tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

Transportation system for tourists: Funding the costs for transporting tourist from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

(Answer the following three (3) questions only if sporting event-related)

If sporting even-related: How many individuals are expected to participate?

If sporting event-related: How many of the participants are expected to be from another city or county?

If sporting event-related: Quantify how the funded event/activity/facilities will substantially increase economic activity at hotel and motels within the City or its vicinity?

Student athletes from 17 colleges and Universities across the Southwest Region will come to cor
It is the largest region in the entire nation with over 700 contestants now. Our team is the largest
147 card holders. Coaching staff, contestants, and family will be staying for the duration of this la
SW Region awards will be after our rodeo as well. Most will stay an additional night for the award
Sunday Jackpots. We will also have a goat tying at our new arena on Sunday.

Questions for all Funding Requests

How many years have you held this event/activity?

54 years

Expected attendance:

2500 nightly

How many people attending the event/activity/facility will use Stephenville hotels, motels, inn s or bed-and-breakfast establishments?

300+ rooms

How many nights will they stay?

3-4 nights

Do you reserve a room block for this event/activity/facility at an area hotel and if so, for how many rooms and at which hotels?

Ten rooms for the duration of four days will be booked by us for all our judges, stock contractors, We also send coaches from other schools our hotel list for them to choose from.

Please list other years (over the last three years) that you have hosted your event/activity/facility, and list the amount of assistance given from HOT funding and the number of hotel rooms used:

Motel/Year Held	Assistance Amount	Number of Hotel Rooms Used
2018	\$7,500	300+
2019	\$7,500	300+
2021	\$7,500	300+

How will you measure the impact of your event/activity/facility on area hotel activity?

During the week of our event coaches, contestants, family, and spectators all need lodging. In the hard to get a room if not booked way in advance.

Please list all other organizations, government entities and grants that have offered financial support to your event/activity/facility, and respective amounts:

N/A

Please check all promotion efforts your organization is coordinating, and list the financial amounts committed to each media outlet:

- Paid Advertising Newspaper Radio TV Social Media Press Releases
- Direct mailing to out-of-town recipients Other

What specific geographic areas do your advertising materials and promotions reach?

Texas, Oklahoma, New Mexico We also have over 30 states represented on our team that will home towns.

What number of individuals located in another city or county will your proposed marketing reach?

500,000

The above application for HOT funds received for the City of Stephenville, and the explanation of how such funds will be utilized, is true and accurate.



Authorized Signature

1/7/2022

Date Signed

This Pre-Fund Analysis must be completely and accurately filled out and returned to the City of Stephenville, Attn: Tourism Coordinator, 298 W. Washington St. Stephenville, Texas 76401, no later than **sixty (60) days** before the event/activity/facility. If the total amount of the HOT funds were not used or were not lawfully used, then those funds must be returned or repaid to the City of Stephenville with the Post-Funding Analysis. Questions may be directed to the Tourism Coordinator at (254) 918-1212 or email tourism@stephenvilletx.gov.



STAFF REPORT

SUBJECT: Moo-La Fest Sponsorship

DEPARTMENT: Tourism

STAFF CONTACT: Julie Smith

RECOMMENDATION:

Staff recommends a title sponsorship in the amount of \$20,000.

BACKGROUND:

Staff met with Charlie Diggs to explore the possibility of his taking over the multi-day event. The title sponsorship will offset expenses for musicians and statewide advertising for Moo-La Fest. These are allowable expenditures for Hotel Occupancy Tax (HOT).

FISCAL IMPACT SUMMARY:

\$20,000

ALTERNATIVES

Other amounts can be discussed.



STAFF REPORT

SUBJECT: Vacancies on Citizen Boards and Commissions

DEPARTMENT: Administration

STAFF CONTACT: Staci King, City Secretary

BACKGROUND:

Stephenville Tourism and Visitors Bureau Advisory Board

On December 28, 2021, I was advised by Julie Smith, Tourism and Visitors Bureau Manager, that Tina Marchbanks, hotel representative, had not met the attendance requirements as outlined in Article V, Section 23.68 of the Code of Ordinances; failure to meet said requirements constitutes a voluntary resignation from the board.

Planning and Zoning Commission

On November 29, 2021, Todd McEvoy – Place 7, notified Steve Killen, Director of Development Services, that he would be moving outside of the city limits of Stephenville and therefore would no longer be eligible to serve on the Commission. He tendered his resignation with an effective date of January 31, 2022.

**1st
Choice # Choice**

Tourism and Visitor Bureau					
	Daerr, Richard				2
	Marrs, Rhea				3
	McCray, David			X	
Hotel	Olvera, Sonia			X	
	Sutton, Carlene				3
	Trevino, Sarah				3

Parks & Recreation Advisory Board					
	Akins, Billy "Dwayne"				2
	McCray, David				2
	Reynolds, Marcie			X	
	Trevino, Sarah				2

Airport Advisory Board					
	Daerr, Richard			X	

Senior Citizen Advisory Board					
	Barnes, Brenda				3
	Marrs, Rhea			X	
	McDonald, Bill			X	
	Sutton, Carlene			X	
	Trevino, Sarah			X	

Library Advisory Board					
	Barnes, Brenda			X	
	Morrow, Christopher			X	
	Reynolds, Marcie				2
	Shouse, Aimee				2

Main Street Advisory Board					
	Akins, Billy "Dwayne"			X	
	Barnes, Brenda				2
	Carpenter, Darren			X	
	Marrs, Rhea				2
	McCray, David				3
	Morton, Audie Renee			X	
	Pittman, Rozina			X	
	Reynolds, Marcie				3
	Shouse, Aimee			X	
	Sutton, Carlene				2

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Fri, 10/01/2021 - 10:07am

165.225.216.247

First Name

Billy "Dwayne"

Last Name

Akins

Home Address

Moonlight Trl

City, State, Zip Code

Stephenville

Mailing Address

Moonlight Trl

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

TechnipFMC

Please indicate what board you are applying for. (First Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Parks and Recreation Advisory Board

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I have reached a point in my life where it is time to focus my efforts on representing and improving my hometown in whatever capacity I am able to serve. My girls are now grown and it is time to step up and help others as well as be more active in the behind-the-scenes activities that make this town a great place to live.

Educational Background

Currently a senior at Tarleton State University. I expect to graduate in May 2022 with an Applied Science degree with a Business Administration concentration. I plan on continuing my education at Tarleton and pursue a master's degree in Quality and Engineering Management.
Graduated Stephenville High School May 1992

Occupational Background

I have been employed with TechnipFMC since August 28, 2000. I started as a machinist and have held several positions throughout my career. I am currently a Senior Supervisor and oversee the safety and production of 20+ direct reports on a daily basis. While striving to achieve financial goals for the company, our team is constantly aspiring to improve and look for leaner and better ways to deliver quality products to our customers that will exceed performance expectations under strenuous conditions.

Relevant Experience

We focus on teamwork and betterment for our customers on a daily basis. This requires intense focus, open and honest dialogue, and true collaboration to arrive at a destination that is best for everyone. This is important as being on a team and being willing to hear what others have to say and not be closed-minded to alternate opinions truly allows everyone in the group to contribute. No one person has all of the best ideas, but a diverse group of people who are willing to put personal agendas aside and focus on the task at hand will always deliver results. I am a firm believer in that and my experience in developing teams that work toward a common goal would be a valuable resource.

Community Involvement

Up to this point, the majority of my community involvement was through my children. Whether it be in the schools they were in at the time or working alongside the former percussion director, Michel Wimberly, for the last seven years as the percussion parent for the Yellow Jacket Band. As an employee of TechnipFMC, I have coordinated yearly highway trash pickups along the Northwest Loop that TechnipFMC employees and volunteers patrol. I am currently a member of the 2022 Leadership Stephenville class and a new volunteer for Meals on Wheels.

Submit Application

Dwayne Akins

Date

Fri, 10/01/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/7956>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Mon, 10/25/2021 - 12:16pm

107.77.197.145

First Name

Brenda

Last Name

Barnes

Home Address

Rose Drive

City, State, Zip Code

Stephenville Tx 76401

Mailing Address

Rose Dr

City, State, Zip Code

Stephenville Tx 76401

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Part-Time

Employer

Crosstimbers Title Co.

Please indicate what board you are applying for. (First Choice)

-Library Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Senior Center Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I want to be involved in my community.

Educational Background

BA Finance and Economics

Occupational Background

Title company

Relevant Experience

Served on Friends of the library in a different city.

Community Involvement

CERT, active in my church

Submit Application

Brenda Lee Barnes

Date

Mon, 10/25/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8161>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]
Submitted by Visitor (not verified)
Mon, 01/17/2022 - 11:02am

First Name

Darren

Last Name

Carpenter

Home Address

Harbin Dr

City, State, Zip Code

Stephenville

Mailing Address

College St.

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Self Employed

Employer

Scott's Flowers on the Square

Please indicate what board you are applying for. (First Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Second Choice)

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

Yes

Please indicate which category of the local economy that you represent.

Small Business - Corporations, partnerships, sole proprietorships, or other legal entities; independently-owned; fewer than 20 employees or less than \$1,000,000 in gross receipts

Reason for Applying

Interested in helping to improve the overall appearance and economic viability of the downtown area.

Educational Background

Graduated Magna Cum Laude from Tarleton with a double major in accounting and finance.

Occupational Background

I worked for a number of years in banking grading loans and doing reporting on managed assets. I also ran the business office of a Psychiatric hospital. I have been an owner of Scott's Flowers for the past 16 years. I am in charge of the financial end of the flower shop as well as running the interior decor side of the business. I have a great deal of experience helping clients with the interior and exterior of their homes.

Relevant Experience

Years of running a business and overseeing the design aspect of that business. I have an understanding of how improving the overall appearance of a building or a downtown area can help to improve the economic viability of area. It all must be done within the constraints of what is economically feasible.

Community Involvement

I was the Vice President of the Cross Timbers Fine Arts council for a number of years. I am the outgoing treasurer for the Stephenville Downtown Merchants. We are members of Keep Stephenville Beautiful and have a keen interest in helping to make our community more beautiful.

Submit Application

Darren Carpenter

Date

Mon, 01/17/2022

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8858>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Sun, 11/21/2021 - 12:23pm

108.160.185.10

First Name

Richard

Last Name

Daerr

Home Address

County Road 247

City, State, Zip Code

Hico

Mailing Address

PO Box

City, State, Zip Code

Hico, Texas 76457

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Self Employed

Employer

Board Member, Orion Group Holdings, Inc

Please indicate what board you are applying for. (First Choice)

-Airport Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Tourism and Visitors Bureau Advisory Board

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I have a strong interest in seeing Stephenville and Erath County continue to develop for the benefit of all residents, and the airport is a critical element of that develop. I am a pilot and have been flying for over 50 years and hold many flying certificates including private and commercial licenses and a Flight Instructor certificate. I have hangared my airplane at the Stephenville airport for the past 11 years. I own a ranch 10 miles south of Stephenville with a grass landing strip.

Educational Background

Bachelor of Science, Texas A&M University

Doctor of Jurisprudence, The University of Texas

Master of Business Administration (International Business), The George Washington University

Occupational Background

Unites States Marine Corps, Infantry Platoon Commander, 1966 to 1968

Department of Justice Trial Attorney, Washington DC, 1972-1976

Associate Counsel, Dresser Industries 1976-1979

General Counsel, Chief Administrative Officer, and President, CRSS, Inc., A NYSE company 1979-1992

President and CEO, Serv-Tech, Inc, a Public Company, 1994-1996

Founder and President of RK Enterprises, 1996 to Present

Chairman of the Board, Orion Holding Group, Inc, a NYSE company, 2007-2020

On the board of numerous Private Companies and Not for Profit organizations

Relevant Experience

I have been on many Boards and Advisory Groups over the years and have been involved in aviation since I was 15 years old

Community Involvement

I am a voting citizen in Stephenville and Erath County.

Submit Application

Richard L Daerr

Date

Mon, 11/22/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8407>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Sat, 11/13/2021 - 8:44pm

71.221.87.114

First Name

Rhea

Last Name

Marrs

Home Address

BULL ELK DR

City, State, Zip Code

STEPHENVILLE

Mailing Address

BULL ELK DR

City, State, Zip Code

STEPHENVILLE

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Retired

Employer

N/A

Please indicate what board you are applying for. (First Choice)

-Senior Center Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I want to see a change in the atmosphere of the Stephenville Senior Citizen Center and make it a great place for older people to meet and enjoy fun and educational activities. I would like to see partnerships between the different advisory boards, community/civic organizations, and Tarleton State built to enhance our community and build on its success. I moved to Stephenville about 2 years ago and am seeing many changes coming and I am anxious to be a part of those changes. As a retired professional, I would like to offer my services where they could be utilized to make the most difference to improve/help make Stephenville even greater.

Educational Background

+30 in Administrative Education from Southeastern Louisiana University,
MBA from Eastern New Mexico University,
BBA/BBE from Eastern New Mexico University,
AA from New Mexico Junior College

Occupational Background

1998-2019 Principal of the Tangipahoa Alternative School for grades 7-12, serving students expelled/suspended from 34 different schools.

1990-1998 Teacher in St. Tammany Public Schools

1975-1980 Sales Representative for IBM in Amarillo, TX and Roswell, NM

1974-1975 Secretary to the Dean of the College of Business at Eastern New Mexico University

1972-1974 Worked in the Accounting Department of Sears, Roebuck and Co. in Lovington, NM

1970-1972 Worked at the Lovington Police Department as a Dispatcher.

Relevant Experience

I have experience working with a wide variety of people from diverse backgrounds in many different situations where I had to listen to several sides of a story and make an informed decision for the outcome that would benefit everyone involved. I have a vast knowledge of how a business should effectively operate and I could be a benefit the Stephenville Senior Citizen Center in improving their business practices.

Community Involvement

I worked as a Primary Judge in Erath County elections for the last three elections.

I worked the Covid Center Hotline under the direction of Judge. Campos

I am actively involved in the Stephenville Senior Citizen Center.

I am a member of the Cowboy Church of Erath County.
I am a member of the Stephenville Red Hat Steppers.

Submit Application

Rhea J Marrs

Date

Sat, 11/13/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8341>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Fri, 10/01/2021 - 12:58pm

71.221.94.119

First Name

david

Last Name

mccray

Home Address

Tejas Ln

City, State, Zip Code

Stephenville

Mailing Address

Tejas Ln

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Dairy Queen

Please indicate what board you are applying for. (First Choice)

-Tourism and Visitors Bureau Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Parks and Recreation Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Main Street Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I am applying to help make a difference in my community as I love this community . Just a little about myself, I moved from Stephenville in between my sophomore and junior years of high school and was gone for about 20 years. However, after getting out of the military my wife and I decided that we needed to move back here to Stephenville to raise our kids. I have never regretted this decision and glad to live in here.

Educational Background

some college

Occupational Background

I currently am the general manager of the Dairy Queen here in Stephenville. I have also done security work, worked at the cheese plant and driven a school bus.

Relevant Experience

Have been in various volunteer organizations.

Community Involvement

at the current moment none.

Submit Application

David McCray

Date

Fri, 10/01/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/7958>**Links**[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Thu, 10/28/2021 - 3:49pm

64.139.230.167

First Name

Bill

Last Name

McDonald

Home Address

Race Street

City, State, Zip Code

Stephenville, Tx 76401

Mailing Address

City, State, Zip Code

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Retired

Employer

Self employed non-profit pottery Artist

Please indicate what board you are applying for. (First Choice) -

Senior Center Advisory Board

Please indicate what board you are applying for. (Second Choice)

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

General Public - Defined as those persons having no economic interest other than a normal consumer

Reason for Applying

I am an active participant in Senior Center activities and would like to assist and steer the SSCC into a bright future.

Educational Background

BA San Francisco State University , Speech Communications
BA San Francisco State University, Radio-TV-Film
Mendocino College, Ceramics: Master Technician Certificate

Occupational Background

Producer / Creative Director World Wide Corporate and Public Events Estee Lauder Corporation
NYC, NY
President / Creative Director Miidi Corporation, San Francisco, CA
Manager, Special Events, Six Flags Discovery Kingdom

Relevant Experience

Lifetime Professional Entertainment Producer / Writer / Director/ Designer. Lifetime gardener. Artist.
I like the SSCC and the people I have encountered at the Center.

Community Involvement

SSCC attendee. Member of CrossTimbers Art Council.

Submit Application

W B McDonald

Date

Thu, 10/28/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8184>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Thu, 08/19/2021 - 3:01pm

173.255.46.18

First Name

Christopher

Last Name

Morrow

Home Address

Walking Horse

City, State, Zip Code

Stephenville, TX 76401

Mailing Address

Same

City, State, Zip Code

Same

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Tarleton State University

Please indicate what board you are applying for. (First Choice)

-Library Advisory Board

Please indicate what board you are applying for. (Second Choice)

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Education - Serving in higher education at high school level or beyond

Reason for Applying

Literacy and public libraries are very important to me. My wife and I relocated to Stephenville last year after spending the previous 13 years in Illinois. We are settling into the community and I am wanting to be involved in serving the community . Due to the pandemic, we were not able to get involved last year. We recently bought a house in the Walking Horse subdivision so I am registered to vote in Texas and Erath County but I don't think I can vote in Stephenville anymore.

Educational Background

Phd in English Literature, Texas A&M University

MA in English Literature, Texas A&M University

BA in English Literature, University of Wyoming

Occupational Background

Department Head and Professor, English and Languages, Tarleton State, 2020-Present

Interim Department Chair and Professor, English, Western Illinois University, 2019-2020

Director, University Writing Center, Western Illinois University, 2018-2019

Assistant and then Associate Professor, Western Illinois University, 2007-2018

Instructor of Book History, Book History Workshop, Texas A&M University, 2005-Present

Curator for Outreach, Cushing Memorial Library and Archives, Texas A&M University, 2004-2007

Relevant Experience

I have a great deal of experience working with, in, and around books and libraries both as a professor of English and a curator for outreach for a special collections library. In particular, my work in the library focused on outreach activities to the university and surrounding communities, including but not limited to exhibitions, publications, tours, public programming, media interviews, etc.

I have served on, as well as chaired, an extensive number of committees in my years in higher education.

Community Involvement

I have been involved with the community in Illinois primarily through giving public talks, including speaking on Shakespeare at the Unitarian Universal Fellowship, serving as guest "expert" for the Macomb Public Library Mystery Book Club, serving as game design judge for a community celebration of Lizzie Magie, participating in focus/research group for cycling initiative in Macomb, judging academic rodeo essay for county fair in central Texas. I also participated in and assisted with the local community garden in Macomb.

Submit Application
Christopher L Morrow

Date
Thu, 08/19/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/7507>

Links
[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Wed, 05/19/2021 - 4:25pm

67.21.182.145

First Name

Audie

Last Name

Reneé

Home Address

Willow Ln

City, State, Zip Code

Stephenville

Mailing Address

Willow Ln

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Self Employed

Employer

Please indicate what board you are applying for. (First Choice) -

Main Street Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Third Choice) -

Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Small Business - Corporations, partnerships, sole proprietorships, or other legal entities; independently-owned; fewer than 20 employees or less than \$1,000,000 in gross receipts

Reason for Applying

I have lived in the City of Stephenville since November of 2016 and instantly became invested in it's growth and development. I am interested in being an advocate for the progress and revitalization of our downtown businesses and infrastructure. I believe my expertise and the relationships I have formed through various civil service and community-lead organizations will continue to be an asset to our community.

Educational Background

Garland High School-Class of 2003-Garland, TX

Dallas College at Richland-AA Mass Communications, AA Broadcast Journalism-Class of 2016-Dallas, TX

Tarleton State University-Bachelor of Science in Applied Sciences with a Concentration in Business Administration-Class of 2020

Tarleton State University-Masters Degree in Communication Studies-Class of 2022

Occupational Background

Borges Media, Stephenville, TX: 3/8/2021-Media Strategist

VilleCom, LLC. (KSTV), Stephenville, TX: 12/2016-01/2020

Morning Show Host(KSTV-FM) and Account Executive for all VilleCom, LLC Stations

Cumulus Media, Dallas, TX: 09/2014-11/2016

Weekend Host for 99.5 The Wolf Midnight, and various other shifts

Clear Channel Media & Entertainment, Fayetteville, AR: 07/2012 – 06/2014

Promotions Director Midday Host for KIX 104

Zimmer Radio Group, Joplin, MO: 04/2010 - 06/2012

Morning Show Co-Host on KIX 102.5 Midday Host on Lite Rock 93.9

Journal Broadcast Group, Springfield, MO: 09/2009 - 04/2010

Evening Host for 94.7 KTTS Weekend Host for Power 96.5

Clear Channel Radio, Tower Theater, Springfield, MO: 06/2008 - 09/2009

On-Air Host for 100.5 The Wolf
Promotions Assistant for the Springfield Market

Relevant Experience

Throughout my career in the radio broadcasting industry, I have worked with city and county officials to help welcome and promote new developments and businesses throughout the community. This involvement has led to my voluntary participation in civil service organizations and leadership role opportunities.

Community Involvement

Optimist International Club of Stephenville-President, VP of Club Activities 2020-2021, VP of Youth Activities 2019-2020, Media Chair 2018-2021, 1st Year Board Director 2018-2019, Club member since 2017.

Stephenville Chamber of Commerce, Chamber Ambassador, 2019-Current

Leadership Stephenville, President, 2019-Current

Submit Application

Audie Reneé

Date

Wed, 05/19/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/5261>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Tue, 12/28/2021 - 11:19am

First Name

Sonia

Last Name

Olvera

Home Address

Isla Ave

City, State, Zip Code

Stephenville

Mailing Address

Isla Ave

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

sonia.olvera@goliathmanagemenet.net

Employment Status

Employed Full-Time

Employer

Best Western Plus

Please indicate what board you are applying for. (First Choice)

-Tourism and Visitors Bureau Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Tourism and Visitors Bureau Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

No

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Small Business - Corporations, partnerships, sole proprietorships, or other legal entities; independently-owned; fewer than 20 employees or less than \$1,000,000 in gross receipts

Reason for Applying

I would love to be a part of the community and help as much as possible .

Educational Background

North side high school in fort worth tx

Occupational Background

Hotel Manager Best Western Plus
Project Manager for La quinta

Relevant Experience

been working with hotels for 10 years

Community Involvement

na

Submit Application

Sonia Olvera

Date

Mon, 12/12/2022

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8701>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Tue, 11/16/2021 - 11:17am

173.255.46.14

First Name

Rozina

Last Name

Pittman

Home Address

Rowland

City, State, Zip Code

Stephenville

Mailing Address

Rowland

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Tarleton State University

Please indicate what board you are applying for. (First Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Second Choice)

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Education - Serving in higher education at high school level or beyond

Reason for Applying

I have lived in Stephenville since 2015, when I moved here for my job with Tarleton State University. My daughter is close to graduating from Stephenville Hight School and I am wanting to become more involved in my community in an official role. With my daughter graduating soon, I will be able to dedicate my time and talent more so than I would have in the past.

Stephenville is unique in that it is made up of different communities of people, within a growing population that is continually expanding and changing. We have people that are local and have generational roots here, we have transplants that maybe came for college and fell in love with the community and want to raise their families here and then we have college students who are here for 4-6 years and bring a unique outlook and have quite a bit of disposal income to use here. I am one of those that came here after researching the school districts for my daughter and the community. I was able to find a job at the university and I love the fact that the town is growing but still puts an emphasis on retaining the small town feel and focus of community and home.

Educational Background

Bachelors in Business from Midwestern State University

Masters in Communication from Tarleton State University

Occupational Background

I work in the Alumni Association of Tarleton State University, as the Assistant Director.

I spent many years in the corporate finance world in downtown Dallas in accounting with World Travel BTI.

I worked 5 years in Healthcare as the Executive Assistant, head of HR and as the Public Relations officer for Stephens Memorial Hospital in Breckenridge. I also headed up the Foundation Board of Directors for fundraising and community relations.

Relevant Experience

I currently work with the Tarleton State University Alumni Association Board of Directors.

Previous work with the Board of Directors of the Stephens Memorial Hospital as well as the Foundation Board of Directors for the hospital.

Community Involvement

Tarleton Homecoming

ChristmasVille 2020 team

Submit Application

Rozina Pittman

Date

Tue, 11/16/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8363>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Sun, 11/21/2021 - 9:36am

38.141.6.202

First Name

Marcie

Last Name

Reynolds

Home Address

McNeill

City, State, Zip Code

Stephenville, TX 76401

Mailing Address

City, State, Zip Code

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Tarleton State University

Please indicate what board you are applying for. (First Choice)

-Parks and Recreation Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Library Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Main Street Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Education - Serving in higher education at high school level or beyond

Reason for Applying

Lived here for three years and want to become more involved in the community.

Educational Background

Ph.D. in Political Science

Occupational Background

Assistant Professor of Political Science

Relevant Experience

Worked with former Parks and Recreation Director Jen Basham on interpretive sign for Bosque River Trail. Project interrupted by COVID-19 pandemic.

Community Involvement

Service projects at Tarleton State University, church member

Submit Application

Marcie Reynolds

Date

Sun, 11/21/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8404>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Fri, 07/23/2021 - 11:55am

173.255.46.5

First Name

Aimee

Last Name

Shouse

Home Address

N. Lydia St.

City, State, Zip Code

Stephenville, TX 76401

Mailing Address

N. Lydia St.

City, State, Zip Code

Stephenville, TX 76401

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Tarleton State University

Please indicate what board you are applying for. (First Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Library Advisory Board

Please indicate what board you are applying for. (Third Choice)

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

No

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Education - Serving in higher education at high school level or beyond

Reason for Applying

My husband and I just recently moved to Stephenville (June, 2021), when I started a new position at Tarleton State University. I was active in my community when I lived in Macomb, IL (1993-2017), and for the four years we lived in Marshall, MN, I volunteered at the local Farmers' Market and served on the public library governing board. While I enjoyed the library board and would be willing to serve in that capacity again in Stephenville, if needed, I am hoping to do something different and the Main Street Advisory Board sounds interesting and like something I would enjoy.

Educational Background

Bachelor's degree in Political Science - University of Central Arkansas

Ph.D. in Political Science - Vanderbilt University

Occupational Background

Currently, I am the Associate Provost and Associate VP for Curriculum and Faculty Affairs, and Dean of Faculty at Tarleton State. Prior to coming to Tarleton, I was the Dean of the College of Arts, Letters, and Sciences at Southwest Minnesota State University.

From 1993-2017, I was a faculty member at Western Illinois University, then moved into the role of department chair from 2008 until I moved to Minnesota in 2017.

Relevant Experience

As mentioned above, I served on a public council (Marshall-Lyon County Public Library) in Marshall, MN, and enjoyed getting to know the community and contributing my experience with the university library to the board. I was also a volunteer at the local farmers' market, which was held weekly and actively sought grants to support low income people. The farmer's market could distribute tokens for EBT (food stamps) funds, that could be spent at the farmer's market for fresh produce from the vendors who would accept them... which was almost all of them. I served as a volunteer to run the EBT cards and distribute tokens to people at the market, and then collect them from vendors at the end of the market and record their sales from tokens. The market's administrator would distribute the equivalent cash funds to the vendors monthly. There were also grant funds to distribute different tokens ("The Power of Produce" tokens) worth \$2 to children aged 4-12 to spend at a vendor's stall on fruits or vegetables. Children could collect a \$2 token each week and save up if they wanted something pricier like a pumpkin in the fall. I helped keep track of the children who signed up and distribute the tokens to them, and again, collect those from vendors at the end of the day and record their sales for reimbursement from grant funds. Although I do not know that the Stephenville Farmers' Market is handled by the Main Street Advisory Council, I do know how events can promote downtown activity.

Lastly, and this is purely an observation on my part, both my children attended universities where the town and university worked closely together to promote activities in the community when the

university held events. For instance, at Truman State University, there was a *huge* craft and vendor fair in downtown Kirksville, MO the weekend of family weekend at the university. The university is about half the size of Tarleton but there would be a huge influx of people to town that weekend. Similarly, my daughter who went to Iowa State benefited from the relationship between merchants in town and the university when she served as the editor-in-chief of the student published fashion magazine there. And this wasn't just merchants donating things... this was collaborative relationships that benefited merchants as well. When I was at Western Illinois University, those sorts of relationships were starting to be developed (a picnic for incoming students hosted by the community), but there were a lot more opportunities to develop those partnerships. I have only been at Tarleton since July 1, so do not know what is already taking place, but those experiences and observations make me more more interested in the Main Street Advisory Council at this time.

Community Involvement

Please see my response under Relevant Experience.

Submit Application

Aimee Shouse

Date

Fri, 07/23/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/7237>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Tue, 10/19/2021 - 3:41pm

108.161.11.78

First Name

Carlene

Last Name

Sutton

Home Address

CR 262

City, State, Zip Code

Stephenville

Mailing Address

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

Farmers Insurance - Leslie Walker Agency

Please indicate what board you are applying for. (First Choice)

-Senior Center Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Main Street Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - Not currently serving, have served in the past

Have you ever attended a Board or Council meeting?

Yes

Availability

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

Yes

Are you a property owner within the community?

No

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Small Business - Corporations, partnerships, sole proprietorships, or other legal entities; independently-owned; fewer than 20 employees or less than \$1,000,000 in gross receipts

Reason for Applying

Interest in making Stephenville and all of Erath county a better place.
Interest in the Active older generation

Educational Background

Tarleton State University BS in Agriculture

Occupational Background

Worked for over 20 years in long term care
Worked for the past 12 in Insurance

Relevant Experience

Served on SR Citizen Advisory Board for several years in past

Community Involvement

Downtown Merchants

Submit Application

Carlene Sutton

Date

Mon, 10/19/2020

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8104>**Links**

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Sun, 10/17/2021 - 3:06pm

66.112.174.112

First Name

Sarah

Last Name

Trevino

Home Address

Denman St.

City, State, Zip Code

Stephenville

Mailing Address

Denman St.

City, State, Zip Code

Stephenville

Primary Phone Number

Alternate Phone Number

Email

Employment Status

Employed Full-Time

Employer

AccelHealth

Please indicate what board you are applying for. (First Choice)

-Senior Center Advisory Board

Please indicate what board you are applying for. (Second Choice)

-Parks and Recreation Advisory Board

Please indicate what board you are applying for. (Third Choice)

-Tourism and Visitors Bureau Advisory Board

Are you currently serving on a board or commission?

No - New Applicant

Have you ever attended a Board or Council meeting?

Yes

Availability

Evening (after 5:00 pm)

Are you registered to vote in Stephenville?

No

Are you a property owner within the community?

Yes

Do you or a family member own a business within the community?

No

Please indicate which category of the local economy that you represent.

Healthcare - Provider of goods and services contributing to the care of others

Reason for Applying

I recently moved to Stephenville for employment and I want to be more involved in my new community. I believe that becoming a part of the board or be on council is a great way to help make a difference. I am eager to learn more about this community and how I can help. I have past experience as a Graduate Student Senator for Student Government Association at my college. I can easily switch my voter registration to Stephenville and am willing do so in order to meet requirements to sitting on the board.

Educational Background

Master of Arts in Counseling Psychology-Texas A&M University-Kingsville; Kingsville, TX
Bachelor of Science in Criminology;minor in Psychology-Texas A&M University; Kingsville, TX
High School Diploma-Ben Bolt Palito-Blanco High School; Ben Bolt, TX

Occupational Background

LPC-A/Outreach&Enrollment Supervisor-AccelHealth; August 2021-Present; De Leon, TX
Front Receptionist/Practicum Counselor-Texas A&M University-Kingsville; August 2020-May 2021; Kingsville, TX
Case Manager (Contract)-Self-Employeed; May 2018-September 2019; Kingsville, TX
Child and Youth Life Skills Provider-Coastal Plains Community Center; May 2018-August 2018; Kingsville, TX
Outdoor Instructor & Program Coordinator-The Outdoor School; August 2016-November 2017 (Seasonal); Marble Falls, TX & Burton, TX
Qualified Mental Health Provider-Coastal Plains Community Center; April 2014-July 2016; Kingsville, TX

Relevant Experience

I have past experience as a Graduate Student Senator for Student Government Association at my college. I was a senator for 2 semesters (equal to one school year). While being a senator, I was on the Student Services Fee Advisory Board.

Community Involvement

I am a new member at Elk Ridge Baptist Church in Stephenville, TX

Submit Application

Sarah Elizabeth Trevino

Date

Sun, 10/17/2021

Source URL: <https://www.stephenvilletx.gov/node/791/submission/8084>

Links

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

CHAPTER 32. DEPARTMENTS, BOARDS AND COMMISSIONS

ARTICLE I. AIRPORT ADVISORY BOARD

Sec. 32.01. Membership.

There is hereby created a seven member board which shall advise the City Council on policy matters affecting the city's airport facility, and such board shall be known as the Airport Advisory Board. At least five members of the Board must be residents of the city. Each of the seven members shall be appointed for two year terms and until their successors are appointed and qualified. Should vacancies occur on the Board, the vacancies shall be filled in the same manner as original appointments, except such terms shall only be for the remainder of such unexpired term. The City Council shall approve the appointment of new Board members prior to January 1, since the term of office will run from January 1 to December 31.

(1975 Code, §§ 2-111, 2-112, 2-113, 2-115 and 2-116; Am. Ord. passed 12-4-1973; Am. Ord. 1998-22, passed 11-3-1998; Am. Ord. 2005-29, passed 12-6-2005)

Sec. 32.02. Powers and duties.

The Airport Advisory Board shall from time to time make such general studies of airport construction and operation as may be useful in keeping the municipal airport efficient and adequate to the needs of the city and of the air transportation industry; it shall make recommendations to the City Council in respect to construction, expansion, improvements, maintenance and operation of the airport. It shall call the Manager's attention to any failure by personnel of the airport to carry out any orders or policies adopted by the City Council; and it shall, acting in an advisory capacity, work toward the general improvement of the airport and the advancement of the city as an air transportation center.

(1975 Code, § 2-119; Am. Ord. passed 12-4-1973; Am. Ord. 1998-22, passed 11-3-1998; Am. Ord. 2005-29, passed 12-6-2005)

Sec. 32.03. Procedure; quorum.

- (A) *Procedure.* "Roberts Rules of Order Revised" shall govern the proceedings of the Board; provided that such shall not be in conflict with the City Charter or other provisions of law.
- (B) *Quorum.* A quorum shall consist of a majority of the entire membership of the Board, and any issue to be voted on shall be resolved by those present. The Chairman shall be entitled to vote upon any issue, but shall have no veto power.

(1975 Code, § 2-118; Am. Ord. passed 12-4-1973; Am. Ord. 1998-22, passed 11-3-1998; Am. Ord. 2005-29, passed 12-6-2005)

Sec. 32.04. Meetings; attendance.

- (A) *Meetings.* The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law.

(B) *Attendance.* Two absences from meetings of the advisory board in a 12-month period shall be considered a voluntary resignation. The council shall fill vacancies created by voluntary resignations in the same manner as all other vacancies.

(Ord. 2005-29, passed 12-6-2005; Am. Ord. No. 2018-O-44 , § 1, passed 11-6-2018)

Sec. 32.05. Conflicting interests.

No person having any financial interest in any commercial carrier by air, or in any concession, right or privilege to conduct any business or render any service for compensation upon the premises of the municipal airport shall be eligible for membership on the airport advisory board.

(1975 Code, § 2-114; Am. Ord. passed 12-4-1973; Am. Ord. 1998-22, passed 11-3-1998; Am. Ord. 2005-29, passed 12-6-2005)

Sec. 32.06. Compensation.

All members of the Airport Advisory Board shall serve without compensation, but may be reimbursed for all expenses reasonably incurred by them in the performance of their duties as members of the Board, when authorized by the City Council.

(1975 Code, § 2-117; Am. Ord. passed 12-4-1973; Am. Ord. 1998-22, passed 11-3-1998; Am. Ord. 2005-29, passed 12-6-2005)

Sec. 32.07. Term limits.

A member of this board will not be eligible for reappointment after they have served three consecutive terms until after they have taken a one-year hiatus. Members may apply for another board or commission without taking a one-year hiatus. The city council may appoint members to additional terms past the term limit if no applications have been received to fill a vacancy.

(Ord. No. 2018-O-043, § 1, passed 11-6-2018)

Secs. 32.08—32.19. Reserved.

ARTICLE II. PARKS AND RECREATION ADVISORY BOARD

Sec. 32.20. Membership.

There is hereby created a seven member board which shall advise the City Council on policy matters affecting the city's parks and recreational facilities, and such board shall be known as the Parks and Recreation Advisory Board. At least five members of the Board must be residents of the city. Each of the seven members shall be appointed for two year terms and until their successors are appointed and qualified. Should vacancies occur on the Board, the vacancies shall be filled in the same manner as original appointments, except such terms shall only be for the remainder of such unexpired term. The City Council shall approve the appointment of new Board members prior to January 1, since the term of office will run from January 1 to December 31.

(1975 Code, § 2-130; Am. Ord. 1995-10, passed 3-7-1995; Am. Ord. 2005-27, passed 12-6-2005)

Sec. 32.21. Powers and duties.

The Parks and Recreation Advisory Board shall serve in an advisory capacity to the City Council on policy matters concerning the planning, acquisition, operation and use of parks, playgrounds and open spaces; recommend policies on recreational programs; and perform such functions as may be duly delegated to it from time to time by the City Council.

(1975 Code, § 2-133; Am. Ord. 1995-10, passed 3-7-1995; Am. Ord. 2005-27, passed 12-6-2005)

Sec. 32.22. Procedure; quorum.

- (A) *Procedure.* "Roberts Rules of Order Revised" shall govern the proceedings of the Board; provided that such shall not be in conflict with the City Charter or other provisions of law.
- (B) *Quorum.* A quorum shall consist of a majority of the entire membership of the Board, and any issue to be voted on shall be resolved by those present. The Chairman shall be entitled to vote upon any issue, but shall have no veto power.

(1975 Code, § 2-132; Am. Ord. 1995-10, passed 3-7-1995; Am. Ord. 2005-27, passed 12-6-2005)

Sec. 32.23. Meetings; attendance.

- (A) *Meetings.* The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law.
- (B) *Attendance.* Two absences from meetings of the advisory board in a 12-month period shall be considered a voluntary resignation. The council shall fill vacancies created by voluntary resignations in the same manner as all other vacancies.

(1975 Code, §§ 2-131, 2-134; Am. Ord. 1995-10, passed 3-7-1995; Am. Ord. 2005-27, passed 12-6-2005; Am. Ord. No. 2018-O-44 , § 2, passed 11-6-2018)

Sec. 32.24. Term limits.

A member of this board will not be eligible for reappointment after they have served three consecutive terms until after they have taken a one-year hiatus. Members may apply for another board or commission without taking a one-year hiatus. The city council may appoint members to additional terms past the term limit if no applications have been received to fill a vacancy.

(Ord. No. 2018-O-043, § 2, passed 11-6-2018)

Secs. 32.25—32.34. Reserved.

ARTICLE III. LIBRARY BOARD

Sec. 32.35. Membership.

There is hereby created a seven-member board which shall advise the City Council on policy matters affecting the Stephenville Public Library, and such board shall be known as the Library Board. At least five

members of the Board must be residents of the city. Each of the seven members shall be appointed for two-year terms and until their successors are appointed and qualified. Two members of the Twentieth Century Club shall serve on the Library Board, and the Twentieth Century Club will designate these two members for appointment to the Board. Should vacancies occur on the Board, the vacancies shall be filled in the same manner as original appointments, except such terms shall only be for the remainder of such unexpired term. The City Council shall approve the appointment of new Board members prior to January 1, since the term of office will run from January 1 to December 31.

(1975 Code, § 2-145; Am. Ord. 1997-14, passed 9-2-1997; Am. Ord. 2005-28, passed 12-6-2005)

Sec. 32.36. Powers and duties.

The Library Board shall serve in an advisory capacity to the City Council on policy matters concerning the planning, acquisition, operation and use of library and recommend policies on library programs; and perform such functions as may be duly delegated to it from time to time by the City Council.

(1975 Code, § 2-146; Am. Ord. 1997-14, passed 9-2-1997; Am. Ord. 2005-28, passed 12-6-2005)

Sec. 32.37. Procedure; quorum.

- (A) *Procedure.* "Roberts Rules of Order Revised" shall govern the proceedings of the Board; provided that such shall not be in conflict with the City Charter or other provisions of law.
- (B) *Quorum.* A quorum shall consist of a majority of the entire membership of the Board, and any issue to be voted on shall be resolved by those present. The Chairman shall be entitled to vote upon any issue, but shall have no veto power.

(1975 Code, § 2-147; Am. Ord. 1997-14, passed 9-2-1997; Am. Ord. 2005-28, passed 12-6-2005)

Sec. 32.38. Meetings; attendance.

- (A) *Meetings.* The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law, being V.T.C.A. Gov't Code §§ 551.001 et seq.
- (B) *Attendance.* Two absences from meetings of the advisory board in a 12-month period shall be considered a voluntary resignation. The council shall fill vacancies created by voluntary resignations in the same manner as all other vacancies.

(1975 Code, §§ 2-148 and 2-149; Am. Ord. 1997-14, passed 9-2-1997; Am. Ord. 2005-28, passed 12-6-2005; Am. Ord. No. 2018-O-44 , § 3, passed 11-6-2018)

Sec. 32.39. Term limits.

A member of this board will not be eligible for reappointment after they have served three consecutive terms until after they have taken a one-year hiatus. Members may apply for another board or commission without taking a one-year hiatus. The city council may appoint members to additional terms past the term limit if no applications have been received to fill a vacancy.

(Ord. No. 2018-O-043, § 2, passed 11-6-2018)

Secs. 32.40—32.49. Reserved.

ARTICLE IV. SENIOR CITIZENS' ADVISORY BOARD

Sec. 32.50. Membership.

There is hereby created a seven-member board which shall advise the City Council on policy matters affecting the Stephenville Senior Citizens Program of the Parks and Recreation Department, and that board shall be known as the Senior Citizens' Advisory Board. At least four members of the Board must be residents of the city. Each of the seven members shall be appointed for two-year terms and until their successor are appointed and qualified, Should vacancies occur on the Board, the vacancies shall be filled in the same manner as original appointments, except such terms shall only be for the remainder of such unexpired term. The City Council shall approve the appointment of new Board members prior to January 1, since the term of office will run from January 1 to December 31.

(1975 Code, § 2-160; Am. Ord. 1997-15, passed 9-2-1997; Am. Ord. 2005-30, passed 12-6-2005; Am. Ord. 2015-O-18, passed 12-1-2015)

Sec. 32.51. Powers and duties.

The Senior Citizens' Advisory Board shall serve in an advisory capacity to the City Council on policy matters concerning the planning, acquisition, operation and use of the city Senior Citizens' Center and recommend policies on programs affecting senior citizens, and perform such functions as may be duly delegated to it from time to time by the City Council.

(1975 Code, § 2-161; Am. Ord. 1997-15, passed 9-2-1997; Am. Ord. 2005-30, passed 12-6-2005)

Sec. 32.52. Procedure; quorum.

- (A) *Procedure.* "Roberts Rules of Order Revised" shall govern the proceedings of the Board; provided that such shall not be in conflict with the City Charter or other provisions of law.
- (B) *Quorum.* A quorum shall consist of a majority of the entire membership of the Board, and any issue to be voted on shall be resolved by those present. The Chairman shall be entitled to vote upon any issue, but shall have no veto power.

(1975 Code, § 2-162; Am. Ord. 1997-15, passed 9-2-1997; Am. Ord. 2005-30, passed 12-6-2005)

Sec. 32.53. Meetings; attendance.

- (A) *Meetings.* The Board shall meet at least quarterly in accordance with the Texas Open Meeting Law, being V.T.C.A. Gov't Code §§ 551.001 et seq.
- (B) *Attendance.* Two absences from meetings of the advisory board in a 12-month period shall be considered a voluntary resignation. The council shall fill vacancies created by voluntary resignations in the same manner as all other vacancies.

(1975 Code, §§ 2-163 and 2-164; Am. Ord. 1997-15, passed 9-2-1997; Am. Ord. 2005-30, passed 12-6-2005; Am. Ord. No. 2018-O-44 , § 4, passed 11-6-2018)

Sec. 32.54. Term limits.

A member of this board will not be eligible for reappointment after they have served three consecutive terms until after they have taken a one-year hiatus. Members may apply for another board or commission without taking a one-year hiatus. The city council may appoint members to additional terms past the term limit if no applications have been received to fill a vacancy.

(Ord. No. 2018-O-043, § 2, passed 11-6-2018)

Secs. 32.55—32.64. Reserved.**ARTICLE V. TOURISM AND VISITORS BUREAU ADVISORY BOARD****Sec. 32.65. Membership.**

There is hereby created a seven-member board which shall advise the City Council on policy matters affecting the use and expenditure of Hotel Occupancy Tax funds, and such board shall be known as the Tourism and Visitors Bureau Advisory Board. All members of the Board must have a vested interest in the attraction of tourism and visitors to the city of Stephenville. Each of the seven members shall be appointed for two year terms and until their successors are appointed and qualified. Should vacancies occur on the Board, the vacancies shall be filled in the same manner as original appointments, except such terms shall only be for the remainder of such unexpired term. The City Council shall approve the appointment of new Board members prior to January 1, since the term of office will run from January 1 to December 31.

The Board shall consist of one representative from retail, one representative from restaurants, one representative from hotels, and one representative from Tarleton State University; all other members shall be chosen at the discretion of the council.

(Ord. No. 2018-O-39 , passed 10-2-2018)

Sec. 32.66. Powers and duties.

The Tourism and Visitors Bureau Advisory Board shall advise the City Council on matters affecting tourism and visitor services; expenditure of Hotel Occupancy Tax funds; development and implementation of marketing strategies.

(Ord. No. 2018-O-39 , passed 10-2-2018)

Sec. 32.67. Procedure; quorum.

- (A) *Procedure.* "Roberts Rules of Order Revised" shall govern the proceedings of the Board; provided that such shall not be in conflict with the City Charter or other provisions of law.
- (B) *Quorum.* A quorum shall consist of a majority of the entire membership of the Board, and any issue to be voted on shall be resolved by those present. The Chairman shall be entitled to vote upon any issue, but shall have no veto power.

(Ord. No. 2018-O-39 , passed 10-2-2018)

Sec. 32.68. Meetings; attendance.

- (A) *Meetings.* The Board shall meet at least monthly in accordance with the Texas Open Meeting Law.
- (B) *Attendance.* Three consecutive absences from meetings of the commission shall be considered a voluntary resignation. In addition, four absences in any twelve-month period shall be considered a voluntary resignation. The council shall fill vacancies created by voluntary resignations in the same manner as all other vacancies.

(1975 Code, §§ 2-178 and 2-179; Am. Ord. 1998-5, passed 2-17-1998; Am. Ord. 2005-31, passed 12-6-2005; Am. Ord. No. 2018-O-39 , passed 10-2-2018; Am. Ord. No. 2018-O-44 , § 5, passed 11-6-2018; Ord. No. 2019-O-41 , passed 12-3-2019)

Sec. 32.69. Compensation.

All members of the Tourism and Visitors Bureau Advisory Board shall serve without compensation, but may be reimbursed for all expenses reasonably incurred by them in the performance of their duties as members of the Board, when authorized by the City Council.

(Ord. No. 2018-O-39 , passed 10-2-2018)

Sec. 32.70. Term limits.

A member of this board will not be eligible for reappointment after they have served three consecutive terms until after they have taken a one-year hiatus. Members may apply for another board or commission without taking a one-year hiatus. The city council may appoint members to additional terms past the term limit if no applications have been received to fill a vacancy.

(Ord. No. 2018-O-043, § 2, passed 11-6-2018)

Secs. 32.71—32.79. Reserved.**ARTICLE VI. RESERVED¹****Secs. 32.80—32.94. Reserved.****ARTICLE VII. RESERVED²****Secs. 32.95—32.98. Reserved.**

¹Editor's note(s)—Ord. No. 2016-O-15 Editor's note(s)—, § 1, passed December 6, 2016, repealed art. VI, §§ 32.80—32.83. Former art. VI pertained to the Western Heritage Board and derived from Ord. 2001-20, passed 10-2-2001; and Ord. 2005-32, passed 12-6-2005.

²Editor's note(s)—Ord. No. 2016-O-17, passed December 13, 2016, repealed art. VII, §§ 32-95—32-98. Former art. VII pertained to the Water Conservation Committee and derived from Ord. 2002-10, passed 5-7-2002.



STAFF REPORT

SUBJECT: Splashville Repairs
DEPARTMENT: Parks and Leisure Services
STAFF CONTACT: Kelli Votypka

RECOMMENDATION:

Staff recommends critical repair work to Splashville which includes: a proper plaster overlay to the zero depth entry, lap lanes and lazy river. New 2x2 tile installed between the water line and coping stone around the lazy river and lap lane.

Staff recommends the removal of old expansion joint compound and replace with new product up to 1,000 L.F with color to match as close to possible the surrounding concrete.

Staff recommends the cleaning, resurfacing and new paint to the spray pad.

Staff recommends new piping for the lazy river pump that assist with water moment and the UV housing unit to be cleaned due to build up from water hardening.

BACKGROUND:

Splashville opened in the summer of 2009. The pool had to be closed down mid-season in 2009 due to cracks developing in the plaster causing small sink holes. Repairs were made over the next year and the pool was able to open for a regular season in 2010.

In the spring of 2018, a plaster coating was completed but not done properly by completely removing the old plaster down to the gunite. It was sprayed over the existing plaster. Tiles (2x2) were placed around the pool and lazy river between the water line and coping stone. This is completed at this level because you can't plaster above water line, as water is needed to keep the plaster in place. The lazy river plaster overlay wasn't completed until the fall.

During summer operations in 2018 tiles were beginning to fall off and crackers were beginning to form in the new plaster in the Zero depth entry and lap lane area. Water proof grout and mortar needs to be used to keep the tile in place, which an assumption can be made it wasn't used. The work performed on the plaster was not completed with all the appropriate steps to withstand the duration of use. The work was not under contract or a warranty, therefore these concerns were never fixed by the company who completed the plaster and tile work.

In 2019, staff worked diligently to get the company to come back out and repair their less than quality work. The company who completed the plaster asked for chemical logs to review the quality of the water. Once they received a copy of the logs, staff never heard back from them. Which demonstrates they had no desire to repair their work.

Over the past three years the plaster crackers were growing and a hole would develop if you stepped on the crack causing a dangerous and rough edge. The Zero depth entry is the worse as this is where a lot of walking takes place and pressure is applied to the cracks. There are multiple buckets full of tile that have fallen off from around the pool and lazy river due to improper tile installation. (See attached images)

Other areas of concern that need addressed are; the pump pipes that move the water in the lazy river are busted and the pump is not operational and in desperate need of replacement. The spray pad needs to be cleaned, resurfaced and sealed. The concrete decking expansion joints are cracking and sections missing. Most have not

been replaced since the pool opened in 2009. The UV bulb was replaced last season, but the housing unit for the bulb needs to be cleaned due to water hardening buildup.

The summer of 2021 a professional commercial aquatics builder visited Stephenville and provided an assessment of the quality of work. He shared with staff that no amount of poor chemical water quality would damage the existing plaster. Just plain poor workmanship and design has caused the City to be in the situation we are currently in today.

FISCAL IMPACT SUMMARY:

The fiscal impact is a budget amendment from General Funds in the amount of \$255,770.38 to complete the proposed work on Splashville prior to opening season of 2022. The vendors who are able to perform the work proposed for Splashville are Buyboard vendors. School parties use Splashville in May and this project has now become time sensitive due to the project not being budgeted in the FY21/22 year due to the budget in its final stages of completion by the time quotes were provided by vendors. Also, a Councilmember asked for additional quotes on the decking and any other areas of concern that needs to be address. These few factors along with the pool being open in October for water aerobics, caused a delay in presentation to City Council Committee. If we are not able to get on the vendor's calendar before February, we run the risk of delay in opening Splashville for school parties and the 2022 season.

Replaster and Tile: \$225,116.41

Spraypad: \$18,204.00

Lazy river pump pipe: \$8,668.00

UV housing cleaning: \$3781.97

Total Project Cost: \$255,770.38

ALTERNATIVES

If we do not take action and repair Splashville, it will not be safe to open for the 2022 summer season. I do not believe closing Splashville to the community of Stephenville is the direction we are the City want to take. Unfortunately, we have inherited a problem that was not properly built by a commercial grade aquatics firm. Moving forward our goal is to continue with routine maintenance, upkeep and repairs to ensure a safe and quality Water Park for families and friends to enjoy during the summer months.

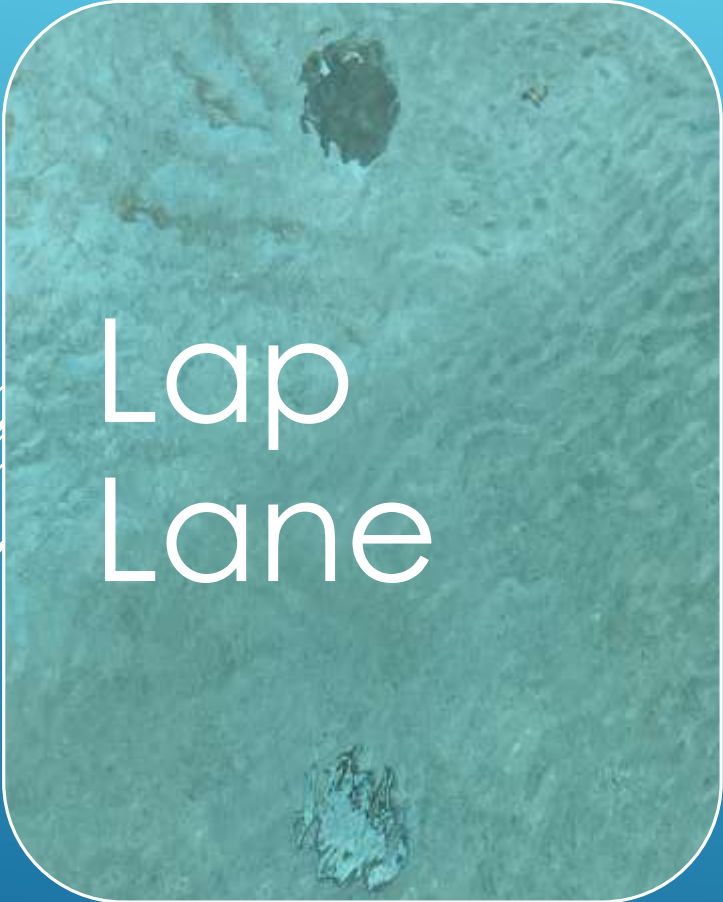
SPLASHVILLE



PLASTER DAMAGE



Zero Depth Entry



Lap Lane

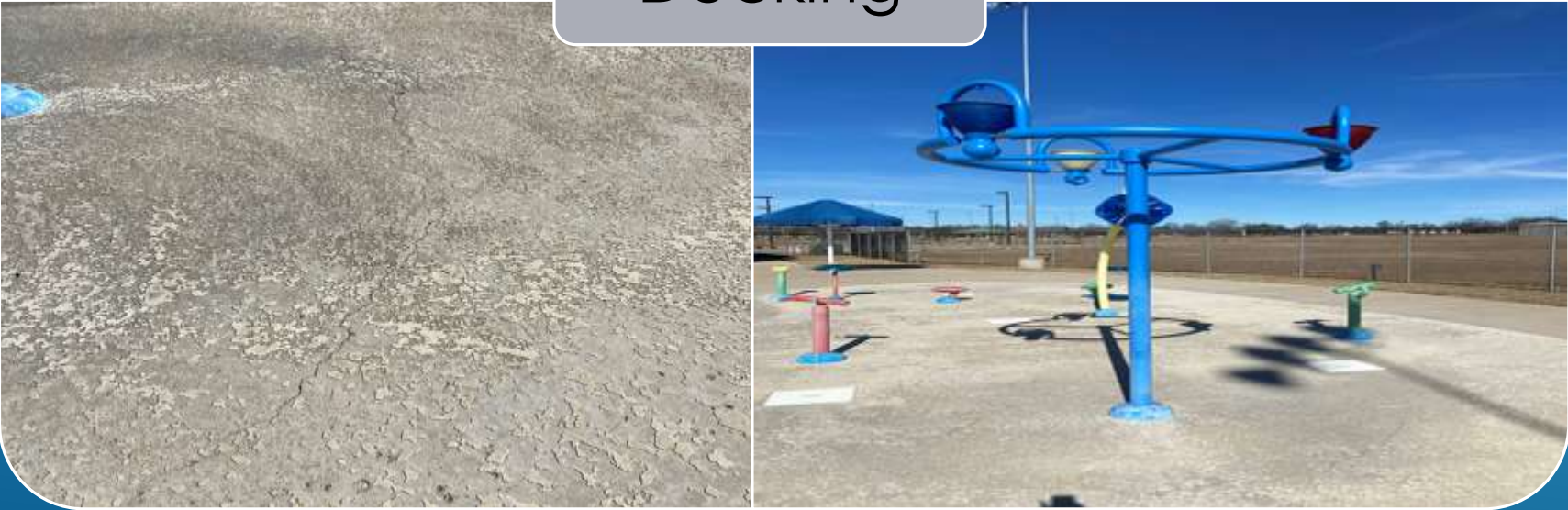
TILE DAMAGE



SPLASHPAD & EXPANSION JOINTS



Decking





STAFF REPORT

SUBJECT: Self-Contained Breathing Apparatus (SCBA) Replacement

DEPARTMENT: Fire

STAFF CONTACT: Robert Isbell

RECOMMENDATION:

Consider financing the purchase of replacement self-contained breathing apparatus (SCBA) with Government Capital Corporation.

BACKGROUND:

This item is a budgeted replacement of the fire department SCBA equipment. The current equipment is at end of life with many components expiring in March of 2022. The current equipment is 15 years old and non-serviceable.

FISCAL IMPACT SUMMARY:

The annual payment for purchase cost not to exceed \$44,000.

ALTERNATIVES

Not approve the purchase and financing.

RESOLUTION # _____

A RESOLUTION REGARDING A FINANCING AGREEMENT FOR THE PURPOSE OF PROCURING SCBA/RESPIRATORY PROTECTION SYSTEM AND EQUIPMENT.

WHEREAS, the City of Stephenville desires to enter into a certain Financing Agreement, by and between Government Capital Corporation and the City of Stephenville, for the purpose of financing SCBA/Respiratory Protection System and Equipment. The City of Stephenville desires to designate the City Manager as an authorized signer of the Agreement.

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

Section 1. That the City of Stephenville enters into a Financing Agreement with Government Capital Corporation for the purpose of procuring SCBA/Respiratory Protection System and Equipment.

Section 2. That the Financing Agreement, by and between the City of Stephenville and Government Capital Corporation is designated by the City of Stephenville as a "qualified tax-exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the City of Stephenville designates the City Manager, as an authorized signer of the Financing Agreement, by and between the City of Stephenville and Government Capital Corporation.

Section 4. That should the need arise, if applicable, the City will use loan proceeds for reimbursement of expenditures related to the Property, within the meaning of Treasury Regulation § 1.150-2, as promulgated under the Internal Revenue Code of 1986, as amended

City of Stephenville	Witness Signature
X _____ Mayor Signature	X _____ City Secretary Signature
<u>Printed Name:</u> <u>Title:</u> Mayor	<u>Printed Name:</u> <u>Title:</u> City Secretary



GOVERNMENT CAPITAL
CORPORATION

January 4, 2022

Ms. Monica Harris
Stephenville City Hall
254-918-1211
mharris@stephenvilletx.gov

Dear Ms. Harris,

Thank you for the opportunity to present proposed financing for the City of Stephenville. I am submitting for your review the following proposed structure:

ISSUER:	City of Stephenville, Texas
FINANCING STRUCTURE:	Public Property Finance Contract issued under Local Government Code Section 271.005
EQUIPMENT COST:	\$ 379,492
TERM:	10 Annual Payments
INTEREST RATE:	2.998% <i>Fixed</i>
PAYMENT AMOUNT:	\$ 43,879.26
PAYMENTS BEGINNING:	6 Months from signing, annually thereafter

Financing for these projects would be simple, fast and easy due to the fact that:

- ✓ We have an existing relationship with you and have your financial statements on file, expediting the process. Please keep in mind we may also need current year statements.
- ✓ We can provide familiar documentation for your legal counsel.

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at such time.

Our finance programs are flexible and as always, my job is to make sure you have the best possible experience every time you interact with our brand. We're always open to feedback on how to make your experience better. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

Blessings,



Drew Whittington
Client Services
Main: 817-421-5400



QUOTE

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Corporate
 17350 State Hwy 249
 Suite 250
 Houston TX 77064-1142
 (713) 692-0911 Phone
 (713) 692-1591 Fax

Mansfield
 625 S Wisteria St Ste 121
 Mansfield TX 76063-2528
 (817) 467-0911 Phone
 (817) 375-1775 Fax

South Houston
 514 Michigan St
 South Houston TX 77587-3221
 (713) 475-2411 Phone
 (713) 475-2428 Fax

Bill to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Ship to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Cust Code	Ordered By	Salesman	Job/Rel#	Customer PO
STE003	ROB SNYDER	JOSH SLOVAK		
Entered By	FOB	Ship Via	Terms	
JOSH SLOVAK	DESTINATION	BEST WAY	NET 20 DAYS	
Customer/Order Instructions				

**Public Safety & Firehouse Supplies & Equipment BuyBoard
 Contract 603-20**

Quantity			U/M	Item #	Description	Price	Extension
Order	Ship	Back					
30	30	0	EA	SCT-X8915025005A04	AIR-PAK X3 PRO SNAP CHANGE 5500, PARACHUTE BUCKLES, QC REGULATOR, SEMS II *	5605.00	168150.00
30	30	0	EA	SCT-201612-01	CHEST STRAP, X3 PRO AIR-PAK	68.00	2040.00
30	30	0	EA	SCT-804594-01	MASK HOOK ASSEMBLY	0.00	0.00
60	60	0	EA	SCT-200970-01	45 MINUTE, CARBON CYLINDER 5500 PSI, SNAP-CHANGE VALVE	1020.00	61200.00
30	30	0	EA	SCT-201582-12	SCOTT SIGHT SYSTEM MD 4ST WITH COMM	1485.00	44550.00
8	8	0	EA	SCT-201215-35	AV3000 HT FACEMASK, MEDIUM, 4-STRAP, LEFT COMM BRKT	319.00	2552.00
16	16	0	EA	SCT-201276-21		645.00	10320.00
38	38	0	EA	SCT-200423-02	ADAPT, 40MM	57.00	2166.00
38	38	0	EA	SCT-045135	CBRN CAP-1 CANISTER *	50.00	1900.00
2	2	0	EA	SCT-200954-15	RIT-PAK III ASSY 5500 PSI, RECTUS EBSS, AV-3000, E-Z FLO REGULATOR	3156.00	6312.00
6	6	0	EA	SCT-200972-01	60 MINUTE, CARBON CYLINDER 5500 PSI, CGA VALVE	1133.00	6798.00

Continued on next page....

QUOTE GOOD FOR 45 DAYS



QUOTE

Item 8.

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Corporate
 17350 State Hwy 249
 Suite 250
 Houston TX 77064-1142
 (713) 692-0911 Phone
 (713) 692-1591 Fax

Mansfield
 625 S Wisteria St Ste 121
 Mansfield TX 76063-2528
 (817) 467-0911 Phone
 (817) 375-1775 Fax

South Houston
 514 Michigan St
 South Houston TX 77587-3221
 (713) 475-2411 Phone
 (713) 475-2428 Fax

Bill to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Ship to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Cust Code		Ordered By		Salesman		Job/Rel#		Customer PO	
STE003		ROB SNYDER		JOSH SLOVAK					
Entered By			FOB		Ship Via		Terms		
JOSH SLOVAK			DESTINATION		BEST WAY		NET 20 DAYS		
Quantity			U/M	Item #	Description	Price	Extension		
Order	Ship	Back							
2	2	0	EA	SCT-200266-04	PAK-TRACKER HAND HELD RECEIVER (HHR) W/EXTENDED RANGE- CHARGER SOLD SEPERATELY	1405.00			2810.00
2	2	0	EA	SCT-200433-01	PAK-TRACKER, VEHICLE CHARGER	514.00			1028.00
1	1	0	EA	SCT-201088-03	SEMS II, USB GATEWAY	1676.00			1676.00
4	4	0	EA	SCT-200774-01	SEMS II RFID TAG KIT	106.00			424.00
6	6	0	EA	SCT-SAR-424060441001	SKA-PAK AT SAR VIBRA-ALERT NO MASK, HANSEN COUPLER	1956.00			11736.00
1	1	0	EA	SCT-805826-01	MOBILE AIR CART COMPLETE (4) HANSEN OUTLETS AUX INLET, LESS CYLINDERS	2447.00			2447.00
6	6	0	EA	SCT-30010-100	100' SUPPLY HOSE W/ HANSEN FIT	381.00			2286.00
2	2	0	EA	SCT-200388-01	TOOL ADAPTER	536.00			1072.00
1	1	0	EA	SCT-200773-01	SEMS II RFID PROGRAMMER KIT	557.00			557.00
1	1	0	EA	SCT-8005197	SC-MON-BASE-UNL SEMS 2 LICENSE	1.00			1.00
1	1	0	EA	SCT-8006951	SCOTT CONNECT MONITOR PRO ADDITION BASE COMMAND INSTALL	0.00			0.00
1	1	0	EA	MET-SCT-FIT TEST SET-UP	FIT TEST ONE TIME SET UP	0.00			0.00

Continued on next page....

QUOTE GOOD FOR 45 DAYS



QUOTE

Item 8.

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Corporate
 17350 State Hwy 249
 Suite 250
 Houston TX 77064-1142
 (713) 692-0911 Phone
 (713) 692-1591 Fax

Mansfield
 625 S Wisteria St Ste 121
 Mansfield TX 76063-2528
 (817) 467-0911 Phone
 (817) 375-1775 Fax

South Houston
 514 Michigan St
 South Houston TX 77587-3221
 (713) 475-2411 Phone
 (713) 475-2428 Fax

Bill to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Ship to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Cust Code		Ordered By		Salesman		Job/Rel#		Customer PO			
STE003		ROB SNYDER		JOSH SLOVAK							
Entered By			FOB			Ship Via			Terms		
JOSH SLOVAK			DESTINATION			BEST WAY			NET 20 DAYS		
Quantity			U/M	Item #		Description		Price	Extension		
Order	Ship	Back									
30	30	0	EA	MET-SCT-FIT TEST PROCEDURE	FIT TEST SERVICE		0.00	0.00			
1	1	0	EA	MET-TRAINING	IN SERVICE TRAINING		0.00	0.00			
SubTotal								330,025.00			
Total								330,025.00			

QUOTE GOOD FOR 45 DAYS



QUOTE

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Corporate
 17350 State Hwy 249
 Suite 250
 Houston TX 77064-1142
 (713) 692-0911 Phone
 (713) 692-1591 Fax

Mansfield
 625 S Wisteria St Ste 121
 Mansfield TX 76063-2528
 (817) 467-0911 Phone
 (817) 375-1775 Fax

South Houston
 514 Michigan St
 South Houston TX 77587-3221
 (713) 475-2411 Phone
 (713) 475-2428 Fax

Bill to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Ship to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Cust Code	Ordered By	Salesman	Job/Rel#	Customer PO
STE003	ROB SNYDER	JOSH SLOVAK		
Entered By	FOB	Ship Via	Terms	
JOSH SLOVAK	DESTINATION	BEST WAY	NET 20 DAYS	
Customer/Order Instructions				

**Public Safety & Firehouse Supplies & Equipment BuyBoard
 Contract 603-20**

Quantity			U/M	Item #	Description	Price	Extension
Order	Ship	Back					
1	1	0	EA	ART-C-E3-7.5-A6-E1C	7.5 HP 3 STAGE COMPRESSOR 6000 PSI, 8 CFM, SINGLE PHASE ELECTRIC, SOUND SUPRESSING CABINET, W/CO MONITOR	18899.00	18899.00
2	2	0	EA	ART-C-FS2C55	TWO CYLINDER FILL STATION, 5500 PSI, W/4-BANK CASCADE CONTROL PANEL	9219.00	18438.00
4	4	0	EA	NOR-8HP586C-25E	ISO/UN 6000 PSI STORAGE CYLINDER 510 CF; CGA702	1300.00	5200.00
4	4	0	EA	ART-A-I1350	ARCTIC CGA-702 ELBOW W/ JIC	52.00	208.00
4	4	0	EA	ART-P-2510106	STRUT CLAMPS 9.25"	60.00	240.00
1	1	0	EA	HOM-ZB14HS10EG	STRUT, MOUNTING, 10', 2-4 CYL *	35.00	35.00
1	1	0	EA	MET-HP HOSE PACKAGE	HP HOSE AND COUPLERS FOR INSTALL	1000.00	1000.00
1	1	0	EA	LAW-LS-901570	GRADE E ONCE - NFPA AIR AIR QUALITY TEST WITH LAB REPORT	135.00	135.00
1	1	0	EA	ART-EXD-ACE-GOLD	5 YEAR WARRENTY	2189.00	2189.00
1	1	0	EA	MET-LABOR 1	LABOR	1485.00	1485.00

SubTotal 47,829.00

QUOTE GOOD FOR 45 DAYS



QUOTE

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Corporate
 17350 State Hwy 249
 Suite 250
 Houston TX 77064-1142
 (713) 692-0911 Phone
 (713) 692-1591 Fax

Mansfield
 625 S Wisteria St Ste 121
 Mansfield TX 76063-2528
 (817) 467-0911 Phone
 (817) 375-1775 Fax

South Houston
 514 Michigan St
 South Houston TX 77587-3221
 (713) 475-2411 Phone
 (713) 475-2428 Fax

Bill to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Ship to: STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL
 STEPHENVILLE, TX 76401

Cust Code		Ordered By		Salesman		Job/Rel#		Customer PO			
STE003				JOSH SLOVAK							
Entered By			FOB			Ship Via			Terms		
JOSH SLOVAK			CUSTOMER PAYS FREIGHT			BEST WAY			NET 20 DAYS		
Quantity			U/M	Item #		Description		Price	Extension		
Order	Ship	Back									
3	3	0	EA	IMM-1949280		IMMI SMART DOCK SCBA BRACKET		546.00	1638.00		
SubTotal								1,638.00			
Total								1,638.00			

QUOTE GOOD FOR 45 DAYS



STAFF REPORT

SUBJECT: Consider Acceptance of Request for Proposal for Depository Services

DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

RECOMMENDATION:

Staff recommends accepting the First Financial Bank proposal for depository services and presenting to Council for approval on February 1, 2022. This contract would be for two (2) years with one (1) two-year extension provided both parties agree to the extension.

BACKGROUND:

Request for proposals for depository services were advertised on November 10, 2021 and November 17, 2021. The City received proposals from Texas Bank and First Financial Bank, both local banks. Staff reviewed and evaluated both proposals. A comparison is provided below:

	Texas Bank	First Financial Bank
Interest Rate on checking accounts	70% of the quoted 13-week T-bill rate at 1 st of month on Treasury.gov on collected balances greater than \$1,000	85% of the four week average 91 day T-bill rate during the prior month with a floor of .05% and a cap of 1.5%
Fees	Waived	Waived
FDIC insured	Yes	Yes
Collateralization	102% above FDIC coverage	102% above FDIC coverage
Pledged collateral held at	Federal Home Loan Bank of Dallas	Frost Bank of San Antonio, TX
Online balance reporting system	Yes	Yes
Remote deposit scanner	Provided at no cost	Provided at no cost
Checks and deposit slips	Unknown, currently not provided	Provided at no cost
Positive pay	Provided at no cost	Provided at no cost
Direct Deposit ACH submittal deadline	2:00 pm on the business day prior to effective date	5:00 pm on the business day prior to effective date

The additional three hours for the ACH submittal would be helpful with payroll, as the Senior Accountant frequently works late on Tuesdays to make the ACH submittal deadline on payroll weeks.

FISCAL IMPACT SUMMARY:

As both submittals indicate the waiving of bank fees, the main difference is in the interest rate. Below is a comparison:

	Texas Bank	First Financial Bank
November rate	$.05 \times 70\% = .035\%$	$.05\%$ ($.05 \times 85\% = .0425\% < \text{min}$)
December rate	$.06 \times 70\% = .042\%$	$.05\%$ ($.05 \times 85\% = .0425\% < \text{min}$)
January rate	$.09 \times 70\% = .063\%$	$.06 \times 85\% = .051\%$
Total for 3 month period	.14%	.015%

As the table indicates, the timing of the rate calculation does make a difference; however, First Financial Bank does have a minimum interest rate of .05%. Treasury bill rates would have to increase to 2.15% for Texas Bank's interest rate to exceed First Financial Bank's maximum rate of 1.50%, assuming the month prior average is so close to the 1st of the month rate as to not make a difference.

ALTERNATIVES

Not award the contract and rebid.



STAFF REPORT

SUBJECT: Over 65 Tax Freeze
DEPARTMENT: Administration
STAFF CONTACT: Allen Barnes, City Manager

RECOMMENDATION:

Staff respectfully recommends the committee forward the ordinance to the council for their approval.

BACKGROUND:

The Over 65 Tax Freeze has recently been approved by Erath County. The State of Texas also gives cities the authority to grant a freeze of taxes for those residents over the age of 65. Multiple council members have expressed an interest in considering a similar measure. We have 1065 residences that qualify for the over 65 break for the school district. I have asked Randy to write a potential ordinance for your consideration.

FISCAL IMPACT SUMMARY:

We have requested a calculation of fiscal impact, however, our requests have not been responded to by Erath CAD.



STAFF REPORT

SUBJECT: Issuance of Certificates of Obligation

DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

RECOMMENDATION:

Staff is requesting the Finance Committee to recommend moving forward with issuing Certificates of Obligation to council for approval on February 1, 2022.

BACKGROUND:

Proceeds from issuing Certificates of Obligations will be obligated \$20 million for water system, sewer system, and related infrastructure and \$2 million for park improvements. The attached timetable reflects the initial resolution authorizing notice of intent to issue debt on February 1, 2022 with the receipt of proceeds on April 28, 2022.

Questions have also arisen regarding refunding the Series 2013 GO Bonds. Bonds cannot be refunded by issuing Certificates of Obligations; however, state law does allow the issuance of refunding bonds without an election. The refunding bonds could be issued at the same time the Certificates of Obligation are issued.

FISCAL IMPACT SUMMARY:

As interest rates are low, but may not continue to stay that way, now is a good time to finance projects to minimize the amount of interest payments, as well as mitigate increased project costs due to inflation. Average annual debt service for a 15 year term, a 20 year term, and a 25 year term are \$1,834,577, \$1,525,506, and \$1,393,758 respectively.

The average annual debt service for parks, payable from the 2% sports venue tax, is \$126,689 for 25 years, \$139,714 for 20 years, and \$166,902 for 15 years. The sports venue tax collections for January 2021 through September 2021 were \$111,047, with a budget for fiscal year 2021-2022 of \$129,831 and a minimum of 3% annual increases. Since the first debt service payments would not occur until fiscal year 2022-2023, collections through September 30, 2022 could be used to supplement any future year's annual sport venue tax revenue not exceeding the debt service.

The average annual debt service for water and sewer, payable from net system revenues, is \$1,267,070 for 25 year, \$1,395,792 for 20 years, and \$1,667,675 for 15 years. The estimated revenue generated from the water and sewer rate increases approved October 4, 2021 and planned future increases is anticipated to support approximately \$1.2 million in debt service annually.

The estimated annual savings from refunding the Series 2013 GO bonds ranges from \$24,159 to \$42,400, with an estimated total savings through 2033 of \$460,259. The source of repayment for these bonds is the storm water drainage net system revenues. There will be a cost savings in bond issuance fees when issuing the refunding bonds at the same time as the certificates of obligation.

ALTERNATIVES

Not recommend issuing Certificates of Obligation and Refunding Bonds.

Recommend only issuing Certificates of Obligation.



Capital Financing Discussion

Preliminary – Calendar of Events

TIMETABLE OF EVENTS - Preliminary For Discussion Only

Issuance of Certificates of Obligation, Series 2022

Date	Event
Tuesday, February 8, 2022	City Council meeting to consider a Resolution authorizing Notice of Intent to issue Certificates of Obligation
Saturday, February 12 & Saturday, February 19	First publication of Notice of Intent to issue Certificates of Obligation, and posting of Notice on City website, to occur at least 46 days prior to authorization of issuance. Second publication of Notice of Intent one week later.
Monday, February 14, 2022	Information for Preliminary Official Statement requested from Hilltop Securities to be provided by City
Monday, February 28, 2022	Information for Preliminary Official Statement provided to Hilltop Securities by City
Monday, March 7, 2022	Preliminary Official Statement in final form and submitted to rating agency
Week of March 14, 2022	Call with rating agency
Monday, March 28, 2022	Receipt of rating
Monday, April 4, 2022	Pricing and marketing of issue by underwriter, overseen by Hilltop Securities
Tuesday, April 5, 2022	City Council regular meeting to consider action authorizing issuance of Certificates of Obligation and approving sale
Thursday, April 28, 2022	Closing, receipt of funds

Capital Financing Summary

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
<u>Schedule</u>	<u>Project</u>	<u>Project Proceeds</u>	<u>Repayment Term</u>	<u>Assumed Interest Rate</u>	<u>Average Annual Debt Service</u>	<u>Total Debt Service to Maturity</u>
1	Water/Sewer	\$ 20,000,000	15 Year	2.75%	\$ 1,667,675	\$ 25,015,129
	Parks	2,000,000	15 Year	2.75%	166,902	2,503,527
		<u>\$ 22,000,000</u>			<u>\$ 1,834,577</u>	<u>\$ 27,518,656</u>
2	Water/Sewer	\$ 20,000,000	20 Year	3.25%	\$ 1,395,792	\$ 27,915,837
	Parks	2,000,000	20 Year	3.25%	139,714	2,794,276
		<u>\$ 22,000,000</u>			<u>\$ 1,535,506</u>	<u>\$ 30,710,113</u>
3	Water/Sewer	\$ 20,000,000	25 Year	3.75%	\$ 1,267,070	\$ 31,676,744
	Parks	2,000,000	25 Year	3.75%	126,689	3,167,213
		<u>\$ 22,000,000</u>			<u>\$ 1,393,758</u>	<u>\$ 34,843,957</u>

Schedule 1 – 15 Year Level Debt Service

A FYE	B Existing Water/Sewer Debt Service (1)	C Existing Sports Venue Debt Service	Series 2022 - April 2022 Issuance - 2.75%							K Aggregate Water/Sewer Debt Service	L Aggregate Sports Venue Debt Service	M FYE
			\$20 million Water/Sewer			\$2 million Parks			Combined Debt Service			
			Principal	Interest	Debt Service	Principal	Interest	Debt Service				
2022	\$ 1,231,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,231,595	\$ -	2022
2023	1,198,169	-	955,000	712,292	1,667,292	95,000	71,290	166,290	1,833,581	2,865,461	166,290	2023
2024	1,199,038	-	1,150,000	517,138	1,667,138	115,000	51,769	166,769	1,833,906	2,866,176	166,769	2024
2025	1,585,753	-	1,185,000	485,031	1,670,031	120,000	48,538	168,538	1,838,569	3,255,784	168,538	2025
2026	1,588,347	-	1,215,000	452,031	1,667,031	120,000	45,238	165,238	1,832,269	3,255,379	165,238	2026
2027	1,584,898	-	1,250,000	418,138	1,668,138	125,000	41,869	166,869	1,835,006	3,253,035	166,869	2027
2028	951,510	-	1,285,000	383,281	1,668,281	130,000	38,363	168,363	1,836,644	2,619,791	168,363	2028
2029	953,368	-	1,320,000	347,463	1,667,463	130,000	34,788	164,788	1,832,250	2,620,830	164,788	2029
2030	949,731	-	1,355,000	310,681	1,665,681	135,000	31,144	166,144	1,831,825	2,615,413	166,144	2030
2031	950,635	-	1,395,000	272,869	1,667,869	140,000	27,363	167,363	1,835,231	2,618,504	167,363	2031
2032	951,088	-	1,435,000	233,956	1,668,956	145,000	23,444	168,444	1,837,400	2,620,045	168,444	2032
2033	951,082	-	1,475,000	193,944	1,668,944	150,000	19,388	169,388	1,838,331	2,620,026	169,388	2033
2034	950,565	-	1,515,000	152,831	1,667,831	150,000	15,263	165,263	1,833,094	2,618,396	165,263	2034
2035	949,528	-	1,555,000	110,619	1,665,619	155,000	11,069	166,069	1,831,688	2,615,147	166,069	2035
2036	953,020	-	1,600,000	67,238	1,667,238	160,000	6,738	166,738	1,833,975	2,620,258	166,738	2036
2037	951,125	-	1,645,000	22,619	1,667,619	165,000	2,269	167,269	1,834,888	2,618,743	167,269	2037
2038	953,881	-	-	-	-	-	-	-	-	953,881	-	2038
2039	951,332	-	-	-	-	-	-	-	-	951,332	-	2039
2040	-	-	-	-	-	-	-	-	-	-	-	2040
2041	-	-	-	-	-	-	-	-	-	-	-	2041
2042	-	-	-	-	-	-	-	-	-	-	-	2042
2043	-	-	-	-	-	-	-	-	-	-	-	2043
2044	-	-	-	-	-	-	-	-	-	-	-	2044
2045	-	-	-	-	-	-	-	-	-	-	-	2045
2046	-	-	-	-	-	-	-	-	-	-	-	2046
2047	-	-	-	-	-	-	-	-	-	-	-	2047
	<u>\$ 19,804,664</u>	<u>\$ -</u>	<u>\$ 20,335,000</u>	<u>\$ 4,680,129</u>	<u>\$ 25,015,129</u>	<u>\$ 2,035,000</u>	<u>\$ 468,527</u>	<u>\$ 2,503,527</u>	<u>\$ 27,518,656</u>	<u>\$ 44,819,793</u>	<u>\$ 2,503,527</u>	

(1) Includes Series 2013 Certificates, Series 2016 and Series 2018. Does not include Series 2014 JCI meter and AMI Loan.

Schedule 2 – 20 Year Level Debt Service

A	B	C	Series 2022 - April 2022 Issuance - 3.25%							K	L	M
FYE	Existing Water/Sewer Debt Service (1)	Existing Sports Venue Debt Service	\$20 million Water/Sewer			\$2 million Parks			Combined Debt Service	Aggregate Water/Sewer Debt Service	Aggregate Sports Venue Debt Service	FYE
	Principal	Interest	Debt Service	Principal	Interest	Debt Service						
2022	\$ 1,231,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,231,595	\$ -	2022
2023	1,198,169	-	550,000	848,380	1,398,380	55,000	84,901	139,901	1,538,282	2,596,550	139,901	2023
2024	1,199,038	-	765,000	630,581	1,395,581	75,000	63,131	138,131	1,533,713	2,594,619	138,131	2024
2025	1,585,753	-	790,000	605,313	1,395,313	80,000	60,613	140,613	1,535,925	2,981,066	140,613	2025
2026	1,588,347	-	815,000	579,231	1,394,231	80,000	58,013	138,013	1,532,244	2,982,579	138,013	2026
2027	1,584,898	-	845,000	552,256	1,397,256	85,000	55,331	140,331	1,537,588	2,982,154	140,331	2027
2028	951,510	-	870,000	524,388	1,394,388	85,000	52,569	137,569	1,531,956	2,345,898	137,569	2028
2029	953,368	-	900,000	495,625	1,395,625	90,000	49,725	139,725	1,535,350	2,348,993	139,725	2029
2030	949,731	-	930,000	465,888	1,395,888	95,000	46,719	141,719	1,537,606	2,345,619	141,719	2030
2031	950,635	-	960,000	435,175	1,395,175	95,000	43,631	138,631	1,533,806	2,345,810	138,631	2031
2032	951,088	-	990,000	403,488	1,393,488	100,000	40,463	140,463	1,533,950	2,344,576	140,463	2032
2033	951,082	-	1,025,000	370,744	1,395,744	105,000	37,131	142,131	1,537,875	2,346,826	142,131	2033
2034	950,565	-	1,060,000	336,863	1,396,863	105,000	33,719	138,719	1,535,581	2,347,428	138,719	2034
2035	949,528	-	1,095,000	301,844	1,396,844	110,000	30,225	140,225	1,537,069	2,346,372	140,225	2035
2036	953,020	-	1,130,000	265,688	1,395,688	115,000	26,569	141,569	1,537,256	2,348,708	141,569	2036
2037	951,125	-	1,170,000	228,313	1,398,313	115,000	22,831	137,831	1,536,144	2,349,437	137,831	2037
2038	953,881	-	1,205,000	189,719	1,394,719	120,000	19,013	139,013	1,533,731	2,348,600	139,013	2038
2039	951,332	-	1,245,000	149,906	1,394,906	125,000	15,031	140,031	1,534,938	2,346,238	140,031	2039
2040	-	-	1,285,000	108,794	1,393,794	130,000	10,888	140,888	1,534,681	1,393,794	140,888	2040
2041	-	-	1,330,000	66,300	1,396,300	135,000	6,581	141,581	1,537,881	1,396,300	141,581	2041
2042	-	-	1,375,000	22,344	1,397,344	135,000	2,194	137,194	1,534,538	1,397,344	137,194	2042
2043	-	-	-	-	-	-	-	-	-	-	-	2043
2044	-	-	-	-	-	-	-	-	-	-	-	2044
2045	-	-	-	-	-	-	-	-	-	-	-	2045
2046	-	-	-	-	-	-	-	-	-	-	-	2046
2047	-	-	-	-	-	-	-	-	-	-	-	2047
	<u>\$ 19,804,664</u>	<u>\$ -</u>	<u>\$ 20,335,000</u>	<u>\$ 7,580,837</u>	<u>\$ 27,915,837</u>	<u>\$ 2,035,000</u>	<u>\$ 759,276</u>	<u>\$ 2,794,276</u>	<u>\$ 30,710,113</u>	<u>\$ 47,720,500</u>	<u>\$ 2,794,276</u>	

(1) Includes Series 2013 Certificates, Series 2016 and Series 2018. Does not include Series 2014 JCI meter and AMI Loan.

Schedule 3 – 25 Year Level Debt Service

A	B	C	D							E	F	G	H	I	J	K	L	M
FYE	Existing Water/Sewer Debt Service (1)	Existing Sports Venue Debt Service	Series 2022 - April 2022 Issuance - 3.75%										Aggregate Water/Sewer Debt Service	Aggregate Sports Venue Debt Service	FYE			
			\$20 million Water/Sewer			\$2 million Parks			Combined Debt Service									
			Principal	Interest	Debt Service	Principal	Interest	Debt Service										
2022	\$ 1,231,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,231,595	\$ -	2022	
2023	1,198,169	-	285,000	983,869	1,268,869	30,000	98,432	128,432	1,397,301	2,467,039	128,432	2023						
2024	1,199,038	-	525,000	742,031	1,267,031	55,000	74,156	129,156	1,396,188	2,466,069	129,156	2024						
2025	1,585,753	-	545,000	721,969	1,266,969	55,000	72,094	127,094	1,394,063	2,852,722	127,094	2025						
2026	1,588,347	-	565,000	701,156	1,266,156	55,000	70,031	125,031	1,391,188	2,854,504	125,031	2026						
2027	1,584,898	-	585,000	679,594	1,264,594	60,000	67,875	127,875	1,392,469	2,849,491	127,875	2027						
2028	951,510	-	610,000	657,188	1,267,188	60,000	65,625	125,625	1,392,813	2,218,698	125,625	2028						
2029	953,368	-	635,000	633,844	1,268,844	65,000	63,281	128,281	1,397,125	2,222,211	128,281	2029						
2030	949,731	-	655,000	609,656	1,264,656	65,000	60,844	125,844	1,390,500	2,214,388	125,844	2030						
2031	950,635	-	680,000	584,625	1,264,625	70,000	58,313	128,313	1,392,938	2,215,260	128,313	2031						
2032	951,088	-	710,000	558,563	1,268,563	70,000	55,688	125,688	1,394,250	2,219,651	125,688	2032						
2033	951,082	-	735,000	531,469	1,266,469	75,000	52,969	127,969	1,394,438	2,217,551	127,969	2033						
2034	950,565	-	765,000	503,344	1,268,344	75,000	50,156	125,156	1,393,500	2,218,909	125,156	2034						
2035	949,528	-	795,000	474,094	1,269,094	80,000	47,250	127,250	1,396,344	2,218,622	127,250	2035						
2036	953,020	-	825,000	443,719	1,268,719	80,000	44,250	124,250	1,392,969	2,221,739	124,250	2036						
2037	951,125	-	855,000	412,219	1,267,219	85,000	41,156	126,156	1,393,375	2,218,343	126,156	2037						
2038	953,881	-	885,000	379,594	1,264,594	90,000	37,875	127,875	1,392,469	2,218,475	127,875	2038						
2039	951,332	-	920,000	345,750	1,265,750	90,000	34,500	124,500	1,390,250	2,217,082	124,500	2039						
2040	-	-	955,000	310,594	1,265,594	95,000	31,031	126,031	1,391,625	1,265,594	126,031	2040						
2041	-	-	995,000	274,031	1,269,031	100,000	27,375	127,375	1,396,406	1,269,031	127,375	2041						
2042	-	-	1,030,000	236,063	1,266,063	105,000	23,531	128,531	1,394,594	1,266,063	128,531	2042						
2043	-	-	1,070,000	196,688	1,266,688	105,000	19,594	124,594	1,391,281	1,266,688	124,594	2043						
2044	-	-	1,110,000	155,813	1,265,813	110,000	15,563	125,563	1,391,375	1,265,813	125,563	2044						
2045	-	-	1,155,000	113,344	1,268,344	115,000	11,344	126,344	1,394,688	1,268,344	126,344	2045						
2046	-	-	1,200,000	69,188	1,269,188	120,000	6,938	126,938	1,396,125	1,269,188	126,938	2046						
2047	-	-	1,245,000	23,344	1,268,344	125,000	2,344	127,344	1,395,688	1,268,344	127,344	2047						
	<u>\$ 19,804,664</u>	<u>\$ -</u>	<u>\$ 20,335,000</u>	<u>\$ 11,341,744</u>	<u>\$ 31,676,744</u>	<u>\$ 2,035,000</u>	<u>\$ 1,132,213</u>	<u>\$ 3,167,213</u>	<u>\$ 34,843,957</u>	<u>\$ 51,481,408</u>	<u>\$ 3,167,213</u>							

(1) Includes Series 2013 Certificates, Series 2016 and Series 2018. Does not include Series 2014 JCI meter and AMI Loan.

REFUNDING ANALYSIS
Stephenville, Texas
General Obligation Refunding Bonds, Series 2022
Refund Series 2013 GO
Preliminary 01.14.2022

FYE	Refunded Debt Service	New Refunding Debt Service	Savings
2022	\$ 56,200	\$ 32,041	\$ 24,159
2023	191,200	151,900	39,300
2024	188,800	150,100	38,700
2025	191,325	153,200	38,125
2026	188,775	151,200	37,575
2027	191,150	149,200	41,950
2028	498,725	460,800	37,925
2029	500,825	460,700	40,125
2030	505,200	464,900	40,300
2031	497,400	458,500	38,900
2032	499,000	456,600	42,400
2033	499,800	459,000	40,800
	<u>\$ 4,008,400</u>	<u>\$ 3,548,141</u>	<u>\$ 460,259</u>

Refunded Principal:

Series 2013	Callable 2/15/2022	mat. 2023-2033	\$ 3,095,000
			\$ 3,095,000

Average Coupon of Refunded Bonds 3.76%

True Interest Cost (TIC) on Refunding Bonds 1.45%

Net Present Value Savings \$ 418,428

Percentage Savings of Refunded Bonds = 13.519%



STAFF REPORT

SUBJECT: New Ordinance Chapter 97 - Municipal Parks and Cemeteries

DEPARTMENT: Parks and Leisure Services

STAFF CONTACT: Kelli Votypka

RECOMMENDATION:

After thorough review from staff, the Parks and Recreation Advisory Board and Mr. Thomas, Staff recommends the adoption of Chapter 97 – Municipal Parks and Cemeteries. The previous Director, Jen Basham had been working on developing Chapter 97. After review, research and a few modification staff is pleased to bring forward to City Council for support. These ordinances will provide a more detailed breakdown of rules and expectations at all City Parks and their amenities, Bosque River Trail, and cemeteries.

Staff is recommending to amend current Ordinance Section 90.10 to allow dogs at special events in any City Park. In the new proposed Chapter, 97.12 animals are addressed with additional regulations.

Staff is recommending to remove current Ordinance Section 130.15. This recommendation is to allow rental parties to use city facilities for events and serve alcohol if they so desire. All alcohol and intoxicating beverages will be regulated in the proposed Chapter 97.13.

FISCAL IMPACT SUMMARY:

The fiscal impact may be an increase in revenue with additional facility rentals.

ALTERNATIVES

If we do not have thorough rules or regulations how are we to enforce behavior and actions in City Parks and facilities.

Title 9 General Regulations
Chapter 97 Municipal Parks and Cemeteries

Sec. 97.01 Definitions

For the purposes of this chapter, the following words, terms and phrases shall have the meaning ascribed to them except where the context clearly indicates a different meaning:

City Parks. All parks inside the limits of the City of Stephenville that have been dedicated to the public, leased, including all such parks that are subsequently annexed into the city limits or dedicated to the public in the City of Stephenville. This includes both developed and undeveloped lands.

Bosque River Trail. Trail system located along the Bosque River Trail Greenway

Splashville. City-owned waterpark

Recreation Facilities. Pavilions, Recreation Center, Senior Center, Gazebo, etc.

Municipal Cemeteries. West End Cemetery, East Memorial Cemetery, Mount Olive Cemetery

Department. The City of Stephenville Parks and Leisure Services Department

Director. The Director of the Parks and Leisure Services Department or his/her designee

Cemetery Supervisor. Person overseeing operations of all municipal cemeteries

Parks and Recreation Advisory Board. The Advisory Board is associated with a park(s) and/or recreation department administered by a division of government: state, county, parish or municipality

Community Event. An event in the City that is open to the public in general and that enjoys widespread support, not only from the citizens of Stephenville, but also from the surrounding areas. The aforementioned classifies as an exclusive park rental, and therefore a completed and approved community / special events form is required prior to use of facility or park.

Special Event – means any community event requiring a permit, road closure, sale of goods or services or charging of admissions. The aforementioned classifies as an exclusive park rental, and therefore a completed and approved community / special events form is required prior to use of facility.

Commercial Activity – Commercial Activities includes any person, group, or organization, that makes or attempts to make profit, vend a service or product, receive money, or obtain goods or services as compensation from participants in activities occurring on public parkland owned and operated by the City of Stephenville. Including Nonprofit Training/Fundraising Activity, Outdoor Revenue Generating Programs, and Educational groups that receive money from participants in activities occurring on department land.

1. Fundraising Activity- A program created to seek financial support for a charity, institution or other enterprise.

2. Commercial Use Permit- Written authorization from the Parks and Recreation Department to the applicant conducting organized educational/leisure classes at designated park sites, and to charge a fee of participants, who desire to attend or participate in the commercial activity whether it is for profit or fundraising. (Permit for one time use activities)
3. Indoor/Outdoor Revenue Generating Program- Activities/events held three or more times a month that charge a fee to generate revenue.
(Ex. Sports association, Exercise training programs, etc.)
4. Educational Program- Program or activity to enrich educational opportunities. Can be fee based or free of charge to participants.
5. Sports Associations, Organizations or Foundations – any outside organized non-profit sports program not operated and staffed by the City of Stephenville.

Section 97.02 Public Park Hours of Operation

All public parks located within and/or leased inside the city limits by the city and which are owned and/or managed by the city shall be closed between the hours of 11:00 p.m. and 5:00 a.m. It shall be unlawful for any person or persons to remain or be found in any area or facility between these hours or to remain or be found in any area or facility beyond the designated hours, which said area or facility is open to the public. This section shall not apply to the following parks and recreation sponsored/sanctioned functions:

- (A) Park closing times do not apply to parks and recreation community events, sanctioned athletic events, leagues or tournaments.
- (B) Any activity properly permitted through the office of the Director of Parks and Leisure Services.
- (C) Permitted camping at City of Stephenville RV Park.

Section 97.03 Applicability of Local, State, and Federal Laws

- (A) All terms and provisions of the Texas Water Safety Act shall be applicable to Stephenville City Park and Bosque River Trail, and where appropriate to parkland owned by the City of Stephenville.
- (B) All rules and regulations promulgated by the Texas Parks and Wildlife Department pursuant to the Texas Water Safety Act shall likewise be applicable to the Stephenville City Park and Bosque River Trail, and where appropriate to parkland owned by the City of Stephenville.
- (C) All appropriate rules and regulations of the U.S. Army Corps of Engineers including Title 35, Code of Federal Regulations Chapter 111, Part 327, and any amendments or revisions there to shall be applicable to all parklands owned by the City of Stephenville.

Section 97.04 General Provisions

- (A) Children below the age of ten (10) years will be admitted to the parkland owned by the City of Stephenville only if accompanied by a parent, legal guardian, or person of age eighteen (18) years in a designated role of responsible care. Overnight camping in the City RV Park by anyone, under eighteen (18) years of age may not occur unless the individual is accompanied by parent, legal guardian or as part of an approved, permitted group.

- (B) No person shall modify the natural conditions of topography and terrain of parkland owned by the City of Stephenville as such, conditions existed when said parklands were acquired by the city by excavating, filling, dredging or any other means unless the city has issued a license authorizing such modification.
- (C) No person shall camp overnight in a City Park or the Bosque River Trail except in designated areas and without first obtaining written permission from the director or his/her designee.
- (D) The city shall have the right to revoke, to suspend, or to refuse to reissue the permit of any permitted individual upon violation of rules, contract terms, regulations, standards or ordinances of the city, United States, State of Texas or other local government entity.
- (E) No person in any park shall operate a motor driven model airplane, drone, shoot a bow and arrow, fire any type of firearms, or hit golf balls except in an area designated for that purpose by the director. Weapons are prohibited in all city parkland in accordance with state law.

Section 97.05 Vehicle and traffic laws

- (A) All applicable state and local vehicle and traffic laws and ordinances shall be in full force and effect in all parks.
- (B) Speed limit in all park land shall not exceed 10 MPH.
- (C) **Direction of traffic.** All law enforcement officers shall have the authority to limit traffic whenever needed in a park in accordance with the provisions of this chapter or any other applicable laws and ordinances, in order to control pedestrian and vehicular movement and park capacity.
- (D) **Special provisions applicable to motorcycles, motor scooters and minibikes.** The director may, in reasonable discretion, through park rules and regulations, set aside or designate areas, paths, trails or roads in a park where operating motorcycles, motor scooters, and minibikes shall be allowed. Motorcycles, motor scooters, and mini bikes are prohibited on the Bosque River Trail.
- (E) **Operating or parking vehicles**
 - a. No person shall operate or park a vehicle over, through or on any park ground except along or upon park roadways and designated parking areas as set forth in park rules and regulations.
 - b. No person shall operate a non-city vehicle on city parkland between the hours of 11:00 p.m.. and 5:00 a.m. except for emergency or law enforcement purposes or in conjunction with special activities permitted by the director.
 - c. No person shall park or place an inoperable motor vehicle, or allow an inoperable motor vehicle to remain on city parkland for a period of more than twenty-four (24) continuous hours. Violators will be towed at owner's expense.

Section 97.06 Buildings and Other Property

No person, in any city park, shall do or cause to be done any of the following without first obtaining a permit from the director:

- (A) Mark, deface, injure, displace, remove or tamper with any park property or any park grounds.
- (B) Construct or erect any building or structure of any kind, whether permanently or temporarily.
- (C) Store or stockpile any equipment, material or product on park property, within any structure or compound located in a park.
- (D) Cut or gather trees or parts of trees and shall not remove from any park without written approval of the director.
- (E) Construct, place, or operate any pier, bulkhead, wharf, boathouse, dock, barge, building, boat ship, boat stall, fixture or other structure or facility of any kind or character upon, in or over the city parkland or the portion of the Stephenville City Park and Bosque River Trail where river water is present, and same shall be regulated by the city unless a lease has been issued by the city.
- (F) Construct or place any structure (including, but not limited to, roads, trails, signs or landscape features) of any kind under, upon, in or over the park lands or that portion of the Stephenville City Park and Bosque River trail where river water is present unless a permit or other appropriate written agreement has been issued by the director.
- (G) Items (E) and (F) above shall not apply to bulkheads; rip rap or soil conservation measures, or other facilities constructed by or on behalf of the city or USACOE (United States Army Corps of Engineers)

Section 97.07 Sanitation

No person in any City Park shall:

- (A) Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, stream or other body of water in or adjacent to any park, any substance, matter of thing, liquid or solid, which will or may result in the pollution of said waters.
- (B) Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse, or other trash.
- (C) Spill, pump or otherwise discharge contaminants, pollutants or other wastes, including, but not limited to, human or animal waste, petroleum, industrial and commercial products and by-products.
- (D) The owners and/or operators of all commercial ventures and operations shall provide on-site facilities satisfactory to the city for the collection of all trash, rubbish and all other forms of waste.

Section 97.08 Swimming

No person in any park, with the exception of Splashville, shall:

- (A) Swim, bathe, or wade in any water or waterway in or adjacent to any park, except in designated areas in accordance with the terms of this chapter and the regulations.
- (B) Swim, bathe, or wade except during those hours established for such activities.
- (C) Dive or jump from bridges or other structures, which cross the park waters or Bosque River Trail.

Section 97.09 Boating

- (A) No person shall bring into or operate any vessel upon any park waters.
- (B) The use of waters considered to be state waters that lay within or adjacent to city parks shall be subject to the Texas Water Safety Act, Texas Parks and Wild. Code Ann. §§ 31.001-31.142.
- (C) No person shall leave any private vessel unattended on city parkland or in the portion of the Stephenville City Park and Bosque River Trail regulated by the city.

Section 97.10 Camping

- (A) Campers, picnickers and all other persons shall keep their sites free of trash and litter during the period of occupancy and shall remove all personal equipment and clean their sites upon departure.
- (B) No person shall place camping equipment or other items on a campsite, nor physically occupy a campsite without overnight occupancy following the payment of appropriate fees. Likewise, no person shall place another person, equipment, or other items at a campsite for reserving a campsite for future occupancy.
- (C) No person shall alter any campsite, dig or level any ground, nor construct any structure on a campsite without written permission from the director.

Section 97.11 Fires

No person in any City Park or parkland shall:

- (A) Start or maintain any outdoor fire except for cooking fires, which shall be started and maintained only in a stove, fireplace, barbecue pit, fire ring or in a portable camp stove.
- (B) Leave any fire started or maintained by such person unattended without first completely extinguishing the fire.
- (C) Gather firewood for use on or removal from any park.
- (D) Burn any material that produces toxic fumes, including but not limited to, tires, plastic or treated wood products.
- (E) Carry onto or store gasoline and other fuels, except that which is contained in storage trucks of vehicles, vessels, camping equipment, or hand portable containers designed for such purpose.

Section 97.12 Animals.

No person in any City Park shall:

- (A) Abandon any animal in the park.
- (B) Permit or allow any dog to be upon the playing fields and spectator area of athletic fields whether on leash or not. Dogs specially trained to assist the disabled may be on the fields to assist their owner during programs designed for the disabled.
- (C) Animals and pets, except properly trained animals assisting the disabled, are prohibited in sanitary facilities; the director may deem playgrounds and other areas as appropriate.
- (D) Persons bringing or allowing pets in City Park areas shall be responsible for proper removal and disposal, in sanitary facilities, of waste produced by those animals.
- (E) All animals and pets are prohibited in Splashville area, except at special events permitted by the Director.
- (F) Ride a horse or other animal except in areas or on paths or trails designated by park rules and regulations. All horses shall have successfully passed a Coggins test prior to using any park areas, paths or trails. Any animal ridden shall be properly restrained and ridden with due care and shall not be allowed to go unattended.
- (G) No person shall bring or allow wild or domestic animals, reptile bird, fish, horses, cattle or other livestock on parkland owned by the City of Stephenville or that portion of the Stephenville City Park and Bosque River Trail regulated by the city except in areas designated by the director.
- (H) Ranging, grazing, watering or allowing livestock on parkland owned by the City of Stephenville is prohibited except when authorized by lease, license. No person, in any city park, shall do or cause to

be done any of the following without first obtaining permission from the director: Capture, attempt to capture, hunt, molest, injure, trap or administer or set out any trap or harmful substance for any wild or domestic animal, reptile or bird or remove or have in possession the young, eggs, or nest of any animal, reptile, or bird.

Section 97.13 Alcoholic beverages

- (A) No person shall sell alcoholic beverages in any City park, except when specifically permitted by the director.
 - a. All such permitted sales shall be performed by approved concessionaires.
 - b. All events selling alcoholic beverages shall also be required to obtain all appropriate city permits and licenses.
 - c. All events at which alcoholic beverage sales are permitted shall be required to provide on-site law enforcement personnel during the hours of the event.
- (B) The sale of Alcohol must have written permission from the Director of Parks and Leisure Services.
- (C) Alcohol consumption is not allowed in ballfield dugout or Spashville unless written approval is granted by the Parks and Leisure Services Director.
- (D) It is not permissible to consume or sell alcoholic beverages at any public event, tournament, or program that is geared to youth under the age of 21. Examples of prohibited activities include, but are not limited to: youth athletic leagues, teen programs, or public events that are marketed towards youth and children under the age of 21.
- (E) All events requesting alcohol sales or consumption must apply for a special event permit, and adhere to the policies and regulations outlined in the permit. Failure to comply with the permit regulations will result in the rescinding of the permit, and prohibit the organizer or party from being issued special event permits in the future. City organized or sponsored events and programs are reviewed and provided permission or disallowed from consumption or sales on a case by case basis.

Section 97.14 Merchandising, Advertising, Signs, Commercial Use

No person in any park shall:

- (A) Expose or offer for sale or hire any article, thing or service, nor station or place any stand, cart, or vehicle for the transportation, sale or display of any article, thing or service, unless written permission has been obtained from the director.
- (B) Announce, advertise or call the public's attention in any way to any article, thing or service for sale or hire, unless written permission has been obtained from the director.
- (C) Paste, glue tack or otherwise place any sign, placard, advertisement or inscription on park property, or erect or cause to be erected any sign on any public lands, highways, or roads adjacent to a park, unless written permission has been obtained from the director.
- (D) Provide and/or sell any food or drink based product to the public for free or at a fee without provider and dispenser obtaining written permission from the director and having obtained all applicable health code licenses and permits.
- (E) Construct, operate, or otherwise engage in any retail or wholesale sales or commercial operation including but not limited to piers, docks or other installations of any kind, on City park or Bosque River Trail regulated by the city unless the city has granted a license and sublease for such operation.
- (F) Commercial use in public parkland is not authorized without approval from the City of Stephenville. Individuals or entities engaged with the provision and sale of goods and / or services on City of

Stephenville parkland will be required to provide all necessary documentation provided by the Parks and Recreation division of the Parks and Leisure Services Department. Upon the completion of all required documentation, it is the City of Stephenville's sole discretion to approve the application.

1. Exceptions: Any exceptions to the requirements of this section are authorized only by council approval. Any exceptions to any of these requirements once approved by council must show and have all proper insurance and permits pertaining to their event or organization

Section 97.15 - Interference with users or permittees

- (A) No person shall prevent, disturb or unreasonably interfere with any other persons occupying any area or participating in any lawful activity permitted within any City Park.
- (B) No person shall act in a boisterous, rowdy, disorderly manner or otherwise disturb the peace in any city park.
- (C) No person shall disrobe in public or display public nudity in any city park in accordance with State Law.
- (D) No person shall use or operate rollerblades, skates, scooters or skateboards in and around concession areas, spectator seating, parking lots and adjacent walkways during athletic events, concerts or special events.
- (E) No person shall make any use of any tobacco product (including e-cigarettes) within one hundred (100) feet of the boundaries of youth athletic fields or concessions facilities located at youth athletic facilities or at organized events.

Section 97.16 Permits

(A) Event Permit Required. In addition to any other provision of this chapter that requires the obtaining of a permit prior to engaging in a given activity, no person in any City Park shall conduct, operate, present, manage or take part in any of the following activities unless written permission has been obtained from the director prior to the start of the activity:

1. Any organized sporting event using park ballgame facilities that are designated for permit use only;
2. Any exhibit, dramatic performance, play, motion picture, radio or television broadcast, fair, circus, carnival, musical event or any similar event;
3. Any public meeting, assembly, parade, ceremony, address, speech, political meeting or other gathering composed of one hundred (100) or more persons;
4. Any use of any park facility by a group of persons to the exclusion of others;
5. Any use involving amplified sound;
6. Any use involving firearms or guns; or
7. Any use of parks and recreation facilities in violation of park hours of operation.

(B) Permit application procedure

1. A person seeking the issuance of a permit to carry on an activity in a park shall file an application with the director or a designated representative. The application shall state:
 - a. The name, address and telephone number of the person and organization and its officers applying for the permit;
 - b. If the use or activity is to be conducted for, on behalf of, or by any person other than the applicant, the name, address and telephone number of that person;

- c. The exact nature of the use or activity for which the permit is being sought;
 - d. The day and hours for which the permit is desired;
 - e. The park and the portion of the park desired to be used to carry out the proposed use or activity;
 - f. An estimate of the anticipated attendance;
 - g. Any other information that the director finds to be reasonably necessary in order to determine whether to issue a permit.
2. Applications shall be filed with the director for consideration not less than thirty (30) days or more than three hundred sixty-five (365) days before the date of the proposed use or activity. Emergency hearings may be conducted at the director's discretion. (Remove)
 3. The director shall evaluate the application and render a decision in accordance with Section 97.16 (C).

(C) Standards for issuance of permit; procedures

1. A permit for an activity in or use of a City Park shall be issued unless it is found:
 - a. That the proposed activity or use of the City Park will unreasonably interfere with or detract from the general public use and enjoyment of the park; or
 - b. That the proposed activity or use of the City Park will unreasonably interfere with or detract from the public health, safety or welfare; or
 - c. That the conduct of the proposed activity or use is reasonably likely to result in or create a clear and present danger of violence by the applicant or by others to persons or property resulting in serious harm to the public;
 - d. That the facilities desired have been reserved for another activity or use at the day and hour requested in the application;
 - e. That false or misleading information is contained in the application or required information is omitted; or
 - f. That the event would violate any federal, state or municipal law.
2. The director may impose reasonable conditions or restrictions on the granting of a permit, including, but not limited to, any of the following:
 - a. Restrictions on fires, fireworks, amplified sound, use of alcoholic beverages, dancing, sports, use of animals, equipment or vehicles, the number of persons to be present, the location of any bandstand or stage, or any other use which appears likely to create a risk to the reasonable use and enjoyment of the park property;
 - b. That the applicant has not posted a refundable security deposit of \$250 for the repair of any damage to City Park property, or the cost of cleanup or both;
 - c. That the applicant has not agreed to pay a reasonable fee to defray the cost of furnishing adequate security forces by the city at the proposed use or activity;
 - d. That the applicant has not furnished additional sanitary and refuse facilities that might be reasonably necessary, based on the use or activity for which the permit is being sought.
 - e. That the applicant has not applied for and obtained a city special event permit.
 - f. Permits shall not be transferable without the written consent of the director.
3. Within seven (7) days after submission of an application, the director shall apprise an applicant in writing of such director's approval or reasons for refusing a permit (Remove or of any conditions attached to the issuance of a permit, and any aggrieved person shall have the right to appeal in writing within six (6) days to the city manager, who shall consider the application, under the standards set forth in subsection (a) of this section or other reasons deemed by the city manager to be detrimental to the use of the public parks and sustain or overrule the director's decision.)

4. An applicant shall be bound by all ordinances fully as though the same were inserted in such person's permit.
5. The person to whom a permit is issued shall be liable for any loss, damage or injury to any person or property whatever due to the negligence of the person to whom such permit was issued.
6. The director or his/her designee shall have the authority to revoke a permit upon a finding of violation of ordinance, state or federal law, or upon the violation of any condition or restriction under which the permit was issued.
7. The director or his/her designee shall have the authority to reject a permit for a special event if the director has determined that the infrastructure of the park would not support the event.

(D) Posting and Exhibiting Permits

Permits required by this chapter shall be posted in the area where the activity is conducted or produced and exhibited upon the demand of any law enforcement officer or authorized City Park employee.

Section 97.17 Closed areas

Any section or part of any City Park may be declared closed to the public by the director or a law enforcement officer at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise) and either entirely or merely to certain uses, as the director or law enforcement officer shall find reasonably necessary.

Section 97.18 Naming parklands, park roads, major improvements and facilities

- (A) A committee, appointed by the Parks and Recreation Advisory Board chairperson, shall be responsible for research, study and recommendation to the board for proposed names. A resume stating the reason for the recommendation of a name shall be submitted in writing. The Parks and Recreation Advisory Board shall approve or disapprove of the name recommended by the committee. If the board disapproves the committee's recommendation, the matter may be referred back to the committee for further action. Upon approval, the recommended name will be forwarded to the city council for consideration.
- (B) The Parks and Recreation Advisory Board's recommendation for naming parklands, park roads, major improvements and facilities, if any, shall be submitted to the city council within sixty (60) days after acquisition, construction completion or at the earliest possible time.
- (C) The naming of parklands and Recreation facilities shall permit ready identification and/or geographical association by the public. The following guidelines shall be considered:
 1. Outstanding and/or predominate physical characteristics of the land.
 2. Contribution, fifty (50) per cent or better, of land and/or money by individuals or organizations.
 3. Outstanding community leaders, living or deceased.
 4. National, state or local historical leaders; heroes, both past and present.
 5. Predominate plant materials.
 6. Streams, rivers, lakes and creeks.
 7. Outstanding environmentalists and parks and recreation notables.
 8. No City Park site shall be given the same name as an existing school site or public facility except where sites abut one another.
 9. Subdivision names where parklands are adjacent to or lie within the subdivision.
- (D) Proposed names of individuals shall be confidential insofar as the individual and/or family is concerned until city council action has been taken. An individual or relative of an individual after

whom a park or recreation facility is to be named shall be provided the opportunity to oppose such designation.

Section 97.19 Park Facility Rental

(A) Facility Rentals

1. The following facilities are available for rental:
 - a. Large Pavilion City Park
 - b. Small Pavilion City Park
 - c. Century Park Gazebo
 - d. Birdsong Amphitheatre
 - e. Recreation Hall
 - f. Sports Complex
 - g. Senior Citizens Center
2. Available for practices, tournaments, 5K runs, and special events:
 - a. Eight baseball fields
 - b. Three softball fields
 - c. Four tennis courts
 - d. Bosque River Trail
3. Exclusive Municipal Park Rental for Community Event / Special Event
Individuals or groups wanting to have exclusive use of any Stephenville City Parks and Recreation facilities must fill out the Community / Special event application. The Exclusive Rental rate will be applied for every 24-hour period the park is rented.

(B) Fees for use of park facilities

1. Fees shall be set in accordance with policies as approved by the city council.
2. Any person or persons occupying City Park space or using such facilities where that occupancy or use requires a fee but where said fee has not been paid shall be considered to be trespassing.

(C) Refunds

1. Refundable Deposits will be refunded upon inspection of the parks by staff. The standard of cleanup is leaving the park as it was when you arrived.
2. **Cancellation of Reservations:**
3. **Pavilion, Birdsong Amphitheater:** No refund for inclement weather
4. Recreation Center: Refund will be issued if cancelled within seven (7) business days from event date. Remove - Reservations must be cancelled no less than 48 hours before the reserved date in order to receive a refund. Non-use due to inclement weather conditions will be taken into consideration.
5. **Waiving of Fees:** The City of Stephenville may waive all or a portion of the fee with the recommendation of the Director of Parks and Leisure Services and/or Deputy City Manager. (Remove) Everyone should have to pay.

(D) Sports Association / Organization / Foundation Facility Fees

1. These groups must meet with the Parks and Leisure Services Director and agree to terms in a written contract agreement. This contract will cover fees, policies and procedures, maintenance, and operation and standards in which the City of Stephenville facilities will be maintained.

2. Individual or entities must provide documentation of transactions for goods and/or services as well as provide a copy of liability insurance policy naming the City of Stephenville as an additional insured party when appropriate.

Section 97.20 Insurance and Liability

- (A) The City of Stephenville and its agents disclaim all liability resulting from the exclusive use of a municipal park, its facilities and/or equipment, gazebo, and pavilions for events open to the public (community events, special events, or any other activity specified in these policies.)
- (B) Organizers of these public events must provide proof of insurance indemnifying the City of Stephenville against any liability arising from such exclusive use. Closed events (birthday parties, family reunions, etc.) will not require the liability insurance.
- (C) The Director of Parks and Leisure Services shall have the right to waive the insurance requirement for events. The waiver will be made on a case-by-case basis. A waiver shall not be granted without adequate protection for the city, such as a sufficient indemnity agreement.
- (D) Minimum Coverage should include:
 1. Bodily Injury: \$100,000 per person; \$500,000 per occurrence

Section 97.21 City-Owned Cemeteries

(A) City Manager Duties

The Municipal Cemeteries of the City of Stephenville shall be reserved for the burial of human remains, the city Manager or his/her designee shall have the authority to promulgate rules, and regulations for its use, set fee schedules for services, determine prices for the sale of burial rights, and control the use of the facility in accordance with state law.

(B) Burial in accordance with laws of the State of Texas

No person shall purchase or allow any cemetery lot or niche to be used for any purpose other than the burial of human remains in accordance with the laws of the State of Texas.

(C) Parking and/or driving in gardens; speed limit

No person shall use the cemetery land as a thoroughfare and the right to use automobiles or other vehicles in the cemetery is authorized solely and exclusively for transporting persons to visit burial plots. The speed limit within the cemetery is ten (10) miles per hour. Parking and/or driving on any gardens or grassy areas are prohibited for purposes other than those obtained from the cemetery.

(D) Possession of drugs or alcohol in cemetery

No person shall possess alcoholic beverages or illegal drugs in any Municipal Cemetery.

(E) Right of cemetery to enter upon lot

The cemetery supervisor shall have the right to enter upon or use any adjoining cemetery lot or lots to carry out its duties as to interments, erection of monuments or markers, etc., without prior notice to the lot owner.

(F) Advertisements prohibited

No person shall cause a sign, notice or advertisement of any kind to be placed or brought in the cemetery unless placed by cemetery employees

(G) Solicitation prohibited

No person shall peddle, sell, or solicit the sale of any goods or service within the municipal cemeteries.

(H) Decorative objects prohibited

1. No person shall cause decorative objects or photos to be affixed to the crypt fronts by tape or other means. No curbs, shrubs, landscaping, mounds, rocks or gravel, glass containers, ceramic containers or like objects shall be permitted. Foot markers shall be set no more than (1) inch above ground. (existing conditions are exempt from curbing requirements) Pre-existing items installed prior to 08/2018 will not be removed.)
2. All such unauthorized items will be removed by the cemetery without notice.
3. Old flowers shall be removed at Cemetery Supervisor's discretion.
4. All landscaping will be removed at the discretion of Cemetery Supervisor.
5. Flowers shall be set to the side of the headstone, a flower receptacle will be provided if needed.

(I) Open flames prohibited.

No person shall possess or cause to be placed within the cemetery devotional light or any open flame device.

(J) Headstones

No headstones shall be installed, moved, repaired or removed without first obtaining the approval of the Cemetery Supervisor. Temporary placeholders may be placed for a period of no longer than 12 months before a permanent headstone or marker is placed.

Section 97.22 Miscellaneous Provisions

- (A) Except as amended herein, the City of Stephenville ordinances shall remain in full force and effect as presently enacted and amended from time to time. To the extent of a conflict between this Ordinance and any other ordinances of the City of Stephenville as same may have existed prior to the adoption of this Ordinance, this Ordinance shall control.
- (B) If any section or part of this ordinance is held by a court of competent jurisdiction to be unconstitutional or invalid, such judgement shall not affect, impair, or invalidate the remaining provisions of this Ordinance but shall be confined in its operation to the specific section or sections that are held unconstitutional or invalid.
- (C) This ordinance shall be effective immediately upon its approval by the City Council of the City of Stephenville.
- (D) Penalties for violation of a park ordinance are subject to the general penalty set out in 10.99 of the City of Stephenville Code of Ordinances.

Sec. 90.10. Animals prohibited in parks during activities.

- (A) Animals, **other than dogs** are prohibited in any of the parks located within the city limits during any organized special event.
- (B) For purposes of this section, an organized activity includes any city-sponsored activity or event; including, but not limited to, festivals, shows or athletic events.
- (C) Exceptions:
 - (1) Display of animals for viewing, petting zoos, or similar activities is allowed with the permission of the Stephenville Parks and Recreation Director; and
 - (2) Canine assistance for the handicapped.
- (D) Any person who violates any of the provisions of this section will be guilty of a Class C misdemeanor and upon conviction thereof, will be punished by a fine not to exceed \$500.00. Each day of violation will constitute a separate offense.

(Ord. 2001-23, passed 11-6-01; Am. Ord. 2005-26, passed 11-1-2005)

Cross reference(s)—Penalty, see § 10.99Cross reference(s)—.

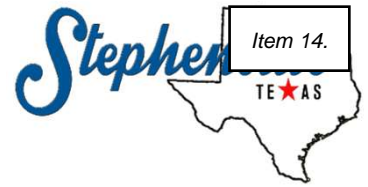
Sec. 130.15. Possession of intoxicating beverages in city recreation hall or city park prohibited.

~~It shall be unlawful for any person to have in his/her possession intoxicating beverages while that person is in the City Recreation Hall or in any of the covered pavilions in the city park.~~

(1975 Code, § 11-13; Am. Ord.. passed 5-1-1979)

Cross reference(s)—Penalty, see § 10.99Cross reference(s)—.

RELEASE OF TEMPORARY POWER / TEMPORARY CERTIFICATE OF OCCUPANCY AGREEMENT



Agreement must be submitted in-person by Owner or their authorized agent.

Development Services

298 W. Washington Street Stephenville Texas 76401

P: (254) 918-1222

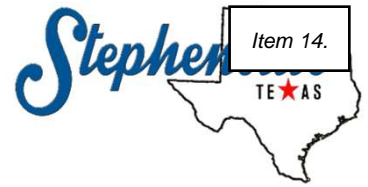
Property Information:
Project Name:
Street Address:

I, the property owner of the above referenced site, understand and agree with the following:

- A Certificate of Occupancy is necessary to occupy or use buildings and other structures.
- City of Stephenville Code of Ordinances and Land Use Zoning require that all building and site improvements be complete prior to issuance of a Certification of Occupancy.
- The property noted above is under construction and as such is not in compliance with the City of Stephenville Code of Ordinances and Land Use Zoning.
- Although the project is still under construction, all building, fire, and other life safety improvements have been completed and inspected by the City Building Official and Fire Marshal.
- The request for a Temporary Certificate of Occupancy is being made to occupy the building prior to completion of improvements that are not related to life safety but are required by City codes.
- I agree to hold harmless the City of Stephenville for any and all damages that may arise due to the occupancy and use of the building, other structures and site for which a (permanent) Certificate of Occupancy has not been issued.
- I agree that:
 - The Release of Temporary Power / Temporary Certificate of Occupancy is valid for a period of thirty (30) days from the date of issuance.
 - All outstanding building and site construction work must be completed within the thirty (30) day period and application must be made for a (permanent) Certificate of Occupancy prior to expiration of Temporary Certificate of Occupancy.
 - Failure to complete the work within this period of time will result in the revocation of the Temporary Certificate of Occupancy and the occupancy or use of the building(s) shall cease.
 - Additional requirements noted on page 2 by City Building Official and/or Fire Marshal will be completed prior to issuance of Temporary Certificate of Occupancy.
- I agree to pay an additional \$300.00 fee for this Temporary Certificate of Occupancy, said fee being in addition to any building or development fees paid to date.

RELEASE OF TEMPORARY POWER / TEMPORARY CERTIFICATE OF OCCUPANCY AGREEMENT

Agreement must be submitted in-person by Owner or their authorized agent.



Building Official Requirements:

Fire Marshal Requirements:

Application Requirements:

- Completed and signed Application \$300 Fee paid in full

Acknowledgement:

I HEREBY CERTIFY THAT I AM THE OWNER OR AUTHORIZED AGENT OF THE OWNER. AFTER CLOSE REVIEW OF THIS AGREEMENT, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE; THAT I CONCUR WITH ALL OF THE ABOVE STIPULATIONS FOR A TEMPORARY CERTIFICATE OF OCCUPANCY; AND THAT NONCOMPLIANCE WITH THE STIPULATIONS FOR TEMPORARY CERTIFICATE OF OCCUPANCY RESULTS IN IMMEDIATE CESSATION OF THE USE OF THE PROPERTY.

Owner or Authorized Agent Signature:	Date:
Owner or Authorized Agent Printed Name:	Owner or Authorized Agent Phone:
Owner or Authorized Agent Email:	Owner or Authorized Agent Drivers License:
City Building Official Signature:	City Fire Marshal Signature: