



REGULAR CITY COUNCIL MEETING

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

AGENDA

CALL TO ORDER

PLEDGES OF ALLEGIANCE

INVOCATION

Rev. Ed Dittfurth with Cornerstone Assembly of God

PRESENTATIONS AND RECOGNITIONS

[Proclamation](#) Recognizing Zeta Phi Beta Sorority, Inc.

Oath of Office for New Stephenville Police Officer

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

- [1.](#) City Secretary Records Management Update
- [2.](#) Consider Approval of Fee Waiver for Development Fees for a Habitat for Humanity Property Located at 224 W. Walnut
- [3.](#) Consider Approval of Fee Waiver for Rezone and Replat Fees for a Habitat for Humanity Property Located on Drew Street
4. Consider Approval of Citizen Request for the Waiver of Hotel Occupancy Taxes, Penalty, and Interest for February Through December 2023

DEVELOPMENT SERVICES COMMITTEE

David Baskett, Chair

- [5.](#) Development Services Committee Report from February 20, 2024

PARKS AND LEISURE SERVICES COMMITTEE

Lonn Reisman, Chair

- [6.](#) Parks and Leisure Services Committee Report from February 20, 2024
- [7.](#) Consider Approval of Contract for Recreation Hall Building Waterproofing

NOMINATIONS COMMITTEE

Maddie Smith, Chair

- [8.](#) Nominations Committee Report from February 20, 2024
- [9.](#) Consider Approval of Nominations to Citizen Boards and Commissions

FINANCIAL REPORTS

Monica Harris, Director of Finance

- [10.](#) Monthly Budget Report for the Period Ending January 31, 2024

CONSENT AGENDA

- [11.](#) Consider Approval of Minutes - Regular City Council Meeting - February 6, 2024
- [12.](#) Consider Approval of Minutes - City Council Work Session - February 15, 2024
- [13.](#) Consider Approval of Minutes - Special City Council Meeting - February 20, 2024
- [14.](#) Consider Approval of ERSI Enterprise License Agreement
- [15.](#) Revise Order of Election for May 4, 2024 Election

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

RECESS TO CITY COUNCIL WORK SESSION

RECONVENE REGULAR CITY COUNCIL MEETING

- 16. Consider Approval of Budget Amendments for Fiscal Year 2023-2024

EXECUTIVE SESSION

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

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

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

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

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



PROCLAMATION OF CELEBRATION

WHEREAS, On February 25, 1994, Zeta Phi Beta Sorority, Inc. Sigma Omicron chapter became the first African American sorority to be chartered at Tarleton State University; and

WHEREAS, on February 25, 2024, Zeta Phi Beta Sorority, Inc. Sigma Omicron celebrated 30 years of Service, Scholarship, Sisterhood and Finer Womanhood of being on Tarleton's campus with uninterrupted service to the campus and Stephenville community. Over 70 members, who have become educators, social workers, professors, entrepreneurs and more, have been inducted since the chartering; and

WHEREAS, Over three decades of service, the Sigma Omicron chapter has donated to the Cross Timbers Family Crisis center, the March of Dimes, and recently gave a scholarship back to the students at Tarleton State. The chapter hosted the Southern Region of Zeta Phi Beta Sorority, Inc. Undergrad Leadership Retreat in the spring of 2012 which saw members of the sorority from both Texas and Louisiana together and contribute to the business revenue and donated again to the community. The chapter also hosted the annual Soul Night program which highlights black history and excellence including that of the university.

WHEREAS, Since that day in 1994, when five undergraduates decided to charter, Zeta Phi Beta Sorority, Inc. Sigma Omicron chapter continues to trailblaze paths on the campus of Tarleton State University.

NOW THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, commemorate the 30th anniversary of Zeta Phi Beta Sorority, Inc. Sigma Omicron chapter at Tarleton State University and extend sincere best wishes to all those associated with this noteworthy organization for continued success in their good works.

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

Doug Svien, Mayor of Stephenville

STAFF REPORT



SUBJECT: City Secretary Records Management Update

DEPARTMENT: Administration

STAFF CONTACT: Sarah Lockenour, City Secretary

BACKGROUND:

When the Deputy City Secretary position was requested and considered, digitizing records was the primary goal for that position. In the Records Management Plan submitted to Council, organizing and effective use of our current storage system, Laserfiche, was one of the first projects.

I wanted to start with the Laserfiche piece of the project, because putting more records into a system that is not well organized or fully used would only create more work in the long run. In learning about Laserfiche and what the system can do, we discovered we have training hours that are prepaid for. We have been using those hours to have bi-monthly meetings with a consultant who is helping us set up the templates and workflows necessary to have more efficient use of the system.

Cemetery Records –

We worked with Paul Pausewang Cemetery Manager to ensure that all cemetery records across Laserfiche, Incode 9, and the cemeteries themselves match. This was our first folder to clean up in Laserfiche because these records are permanent, and it is important that we are able to locate information correctly for future lot sales and burials and most importantly past burials.

Laserfiche – (the document repository) now has 2205 records for the cemeteries including West End, East End, and Mount Olive. When we started this was easily doubled due to the amount of duplicate and/or incorrect entries. All records now have updated metadata that makes the documents searchable by owner name, location, date of deed or occupant name.

Incode 9 – (the main database) has about 5000 records. This system has a record for each burial or lot sold at the cemeteries.

We have hired a work-study intern through Tarleton to help with updating the online cemetery maps and our online burial list.

City Council Minute Records-

Cleaned up (renamed, removed/combined duplicate documents, added metadata to each record for searchability – meeting type and date) approx. 2000 files

Ordinances and Resolutions-

Cleaned up (renamed, removed/combined duplicate documents, added metadata to each record for searchability – document type, description, date). We found several that were approved but not signed or that were signed but printed with the incorrect date. Once we confirmed the approvals through the minutes and confirmed with Randy, those were reprinted and resigned so they are correct. Approx 1086 Ordinances and 486 Resolutions.

Once Minutes, Ordinances and Resolutions were cleaned up appropriately, we were able to automate a process that will link those documents together which greatly increases the ease of finding related documents. This is

usable on the back-end side but also usable on the website side, making related documents easier for citizens to find and refer back to.

TABC Records –

Organized all TABC records and created a tracking process for expiration/renewal of licenses so we can invoice for local fees.

Added metadata to each record (241 documents, about 74 active licenses)

Property Records -

Organized with metadata, all property records that the City Secretary's office has including deeds, easements, annexation records, liens, etc – about 3500 documents. Before we began working in this repository, there were many duplicate copies of documents and incomplete records.

There are other smaller repositories that we have worked with just in City Secretary records for a total number of documents currently in the Laserfiche repository of about 11,200 records processed since November 2023. By adding the metadata to each record, we are now, and more importantly future users, can find documents quickly and more efficiently. We have set up workflows and templates, so documents added in the future are stored correctly and in a way that is usable. Part of this process was also reviewing our locally stored documents to evaluate what was not currently in Laserfiche and what documents should be moved over. If we plan to be fully digitized, all records with a retention longer than 'administratively valuable' need to be kept on our shared drives as well as Laserfiche.

NEXT STEPS:

In the Laserfiche repository, there are about 130,000 more records for the other city departments. We plan to finish the City Secretary repository in March and begin meeting with our first department to start this same process that we worked through on the City Secretary files.

We plan to start with the Development Services records. In Laserfiche, they have about 10,000 files. On the shared drive, they have about 86,000 files – some of which may be in Laserfiche already or may not need to be, but we will need to work through them to confirm. The anticipated completion date of the Development Services records would be mid-summer.

During this time, we will also work on Administrative Services (airport, main street, tourism) records. These three departments currently do not have any Laserfiche repositories. Their shared drives have about 8,000 records to work through. The anticipated completion date of this portion of Administrative Services would be mid-summer.

STAFF REPORT



SUBJECT: Habitat for Humanity – Fee Waiver Request

Mrs. Stacy Morrison, representing Habitat for Humanity, is requesting a waiver of all development fees for property located at 224 W. Walnut.

DEPARTMENT: Development Services

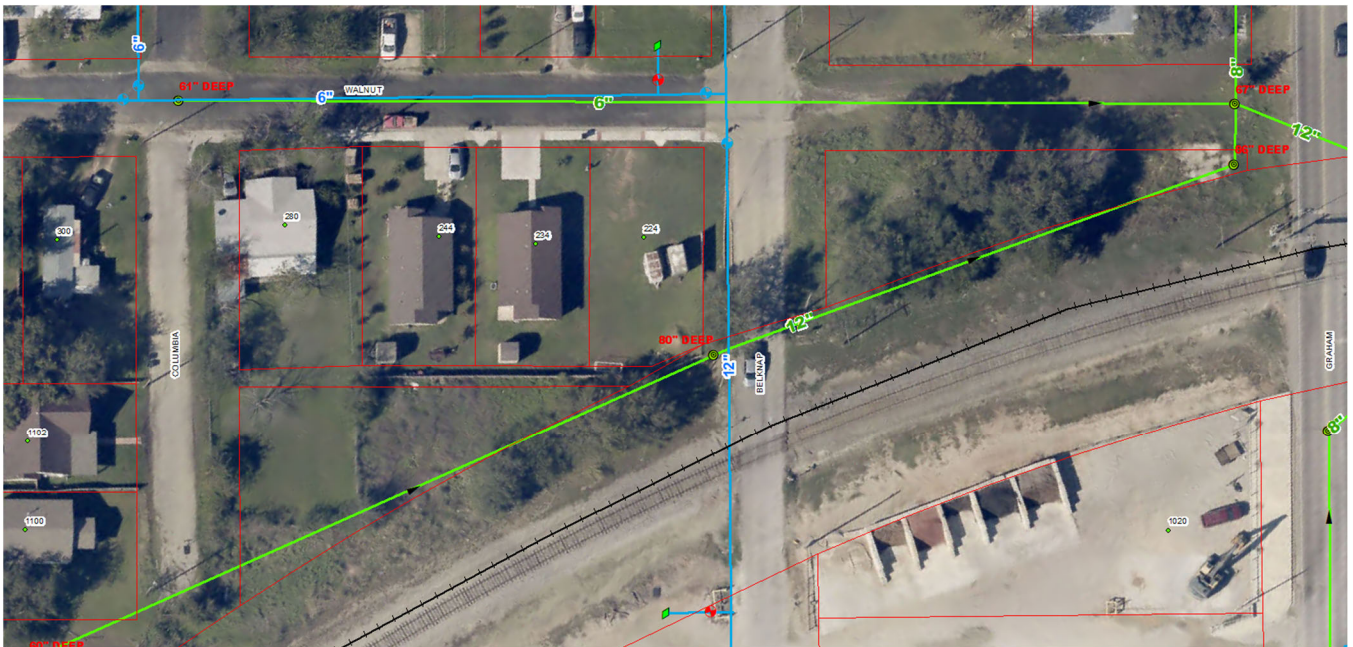
STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

Consider a partial to full waiver of project related fees estimated at \$4,518.00.

BACKGROUND:

This will be for the construction of a 1,000-sf single-family residential structure. Current Zoning is R-3, Multifamily. Future Land Use is designated as single-family.



Estimated Fees known at this time are as follows:

Plan Review:	\$809.00
Parkland Dedication:	\$825.00
Building Permit:	\$884.00
Water and Sewer Taps	\$2,000.00 *(If applicable - Estimated/Pass Through)

Estimated Amount: \$4518.00

*(If applicable - Estimated/Pass Through)

FISCAL IMPACT ANALYSIS:

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

ALTERNATIVES:

- 1) Deny the fee waiver request.
- 2) Approve the fee waiver request.
- 3) Waive a portion of applicable fees.

Estimated Fees known at this time are as follows:

Rezone:	\$310.00
Replat:	\$310.00
Estimated Amount:	\$620.00

FISCAL IMPACT ANALYSIS:

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

ALTERNATIVES:

- 1) Deny the fee waiver request.
- 2) Approve the fee waiver request.
- 3) Waive a portion of applicable fees.



COMMITTEE REPORT

REPORT TYPE: Development Services Committee Report

MEETING: February 20, 2024

Present: Councilmembers David Baskett, Chair, Leann Durfey, Marck McClinton

Absent: Councilmember Justin Hascke

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

Comprehensive Plan Update:

Chairman David Baskett opened the meeting and invited staff to update the Committee. Steve Killen provided a brief overview of the materials that were presented and reviewed by the Comprehensive Plan Advisory Panel on February 13, 2024. Mr. Killen also presented an overview of the proposed schedule. Mr. Killen responded to the affirmative that follow-up discussions occurred with Lionheart at the conclusion of the Advisory Panel meeting and that staff would solicit input from the Planning and Zoning Commission in relation to the final draft of the Comprehensive Plan once received.

End of Report



COMMITTEE REPORT

REPORT TYPE: Parks and Leisure Services Committee

MEETING: February 20, 2024

Present: Lonny Reisman, Bob Newby, David Baskett, Brandon Greenhaw

Absent:

DEPARTMENT: Parks and Leisure Services

STAFF CONTACT: Daron Trussell

Waterproofing Stephenville Recreation Hall Exterior

RECOMMENDATION:

Staff recommend entering into an agreement with Patuxnet Roofing / L. D. Tebben Company for waterproofing the stone exterior walls using Seal-a-Por, a specialized waterproofing solution from The Garland Company Inc.

BACKGROUND:

Patuxnet Roofing / L. D. Tebben Company in conjunction with The Garland Company Inc., will provide the following scope of work for the Stephenville Recreation Hall.

- 1. Project Overview:** This scope of work outlines the process and requirements for waterproofing stone walls using Seal-a-por, a specialized waterproofing solution. The objective is to protect the stone walls from water infiltration, ensuring their longevity and structural integrity. The project area comprises [insert total square footage] of stone walls.
- 2. Preparatory Work:** Conduct a thorough inspection of the stone walls to identify cracks, gaps, or other points of potential water entry. Clean the stone walls to remove dirt, dust, loose mortar, and other contaminants. Repair any visible cracks or damages using appropriate materials and techniques.
- 3. Waterproofing Process:** Mix Seal-a-por according to the manufacturer's instructions. Apply Seal-a-por to the stone walls at a rate of 1 gallon per 100-200 square feet, ensuring even coverage. Utilize brushes, rollers, or sprayers as suitable for the specific application, ensuring all surfaces are adequately coated. Pay special attention to corners, joints, and any vulnerable areas prone to water penetration. Allow Seal-a-por to dry and cure as per the manufacturer's recommended drying time.
- 4. Quality Assurance:** Inspect the applied Seal-a-por to ensure uniform coverage and proper sealing of the stone walls. Conduct a water test to verify the effectiveness of the waterproofing treatment. Rectify any areas with inadequate coverage or signs of water seepage promptly.
- 5. Site Cleanup:** Clean up the work area, removing any debris, equipment, or materials used during the waterproofing process. Dispose of waste materials in an environmentally responsible manner.
- 6. Safety Measures:** Adhere to all safety protocols and guidelines during the application of Seal-a-por. Ensure workers are equipped with appropriate personal protective equipment (PPE) such as gloves, masks, and safety goggles.
- 7. Documentation:** Provide detailed documentation of the application process, including photographs before and after the waterproofing treatment. Furnish information on the quantity of Seal-a-por

used, as well as any specific conditions or challenges encountered during the application.

8. Project Completion: Upon successful completion of the waterproofing process and inspection, the project will be considered finished. Provide the client with a comprehensive overview of the work carried out and any relevant maintenance instructions for the treated stone walls.

FISCAL IMPACT:

Cost: \$38,447.00 (inclusive of all labor, materials, and equipment to complete base bid)

Terms: 100% due upon completion

ALTERNATIVES:

- 1) Accept the staff recommendation and enter into an agreement with Patuxnet Roofing / L. D. Tebben Company to provide a waterproofing solution from the Garland Company for the exterior of the Stephenville Recreation Hall
- 2) Do not accept the staff recommendation.

MOTION by Lonan Reisman, second by Bob Newby, to send a positive recommendation to full Council to approve the agreement with Patuxnet Roofing / L. D. Tebben Company for waterproofing the stone exterior walls using Seal-a-Por, a specialized waterproofing solution from The Garland Company Inc.

MOTION CARRIED unanimously.

The Garland Company, Inc.

Roof Asset Management Program

Item 7.

R A M P.

Parks & Rec Building

Prepared By
Manuel Darnell

Prepared For
Daron Trussell

October 23, 2023

Table of Contents

City of Stephenville / Client Data.....3

Parks & Recreation Building / Facility Summary.....4

Parks & Recreation Building / Parks & Recreation Building / Construction Details.....5

Parks & Recreation Building / Parks & Recreation Building / Photo Report: Oct 18, 2023 - Wall Waterproofing.....6

Parks & Recreation Building / Parks & Recreation Building / Solution: Oct 23, 2023.....21

Parks & Recreation Building / Parks & Recreation Building / Photo Report: Oct 18, 2023 - Roof Section.....23

Parks & Recreation Building / Parks & Recreation Building / Solution: Oct 23, 2023.....49



Client Data

Client: City of Stephenville

Client Data			
Name	City of Stephenville		
Address 1	378 West Long St		
City	Stephenville	State	Texas
ZIP	76401	Country	United States

Contact Info			
Contact Person	Daron Trussell	Title	Director
Mobile Phone:	254-424-1847	Office Phone:	254-918-1216
Email:	dtrussell@stephenvilletx.gov		



Facility Summary

Client: City of Stephenville

Facility: Parks & Recreation Building



Facility Data

Address 1	378 W Long St
City	Stephenville
State	Texas
ZIP	76401
Type of Facility	Municipal
Contact Person	Daron Trussell

Asset Information

Name	Date Installed	Square Footage	Roof Access
Parks & Recreation Building		14,280	



Construction Details

Client: City of Stephenville

Facility: Parks & Recreation Building

Wall: Parks & Recreation Building

Information

Year Installed	-	Square Footage	14,280
-----------------------	---	-----------------------	--------



Photo Report

Client: City of Stephenville

Facility: Parks & Recreation Building

Wall: Parks & Recreation Building

Report Date: 10/18/2023

Title: Wall Waterproofing

Issue Identified: Water Intrusion through Stone Walls Causing Mildew Smells in the Building, and causing damage to interior of the structure.

Summary: During the inspection, significant water intrusion was observed through the stone walls of the building. This infiltration has resulted in the development of mildew smells throughout the interior spaces. To mitigate this issue and prevent further water damage, it is imperative to implement a waterproofing solution. The recommended approach is the application of Seal-a-por, a product from the Garland company, to seal the stone effectively and prevent water from permeating through.

Summary Scope of Work:

1. Assessment and Preparation:

- Conduct a thorough assessment of the extent of water damage on the stone walls.
- Prepare the affected areas by cleaning and removing existing mildew, dirt, and loose materials from the stone surfaces.
- check to see if any tuck-pointing is needed in areas.
- Check all sealants between stone and windows

2. Application of Seal-a-por:

- Apply Garland's Seal-a-por waterproofing solution on the stone walls according to the manufacturer's guidelines.
- Ensure proper coverage and penetration of the Seal-a-por product into the stone substrate to create a water-resistant barrier.

3. Quality Inspection:

- Conduct a detailed inspection post-application to verify the effectiveness of the Seal-a-por treatment.
- Check for any missed spots or uneven application, addressing them promptly to guarantee comprehensive coverage.

4. Interior Remediation:

- Address mildew smells inside the building by implementing interior remediation methods, such as dehumidification and use of air purifiers, to eliminate odors.
- Inspect interior spaces for signs of mildew growth and water damage; conduct necessary repairs and cleaning as required.

5. Preventive Measures:

- Advise the property owner on preventive measures, including proper drainage systems, gutter maintenance, and landscaping adjustments, to minimize future water intrusion risks.

6. Documentation and Warranty:

- o Document the entire waterproofing process, including before-and-after photographs, product specifications, scope of work, and application details.
- o Provide the property owner with a warranty certificate from the Garland company, ensuring the effectiveness of the Seal-a-por treatment for a specified period.

Conclusion: Implementing the Seal-a-por waterproofing solution from Garland is vital to prevent further water intrusion through the stone walls and eliminate damages and smells within the building. This comprehensive approach will not only address the current issue but also provide long-term protection against water damage, ensuring a dry and odor-free environment for the occupants. Some tuck-pointing may be necessary and minor sealing to the windows between stone and window casings.



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12

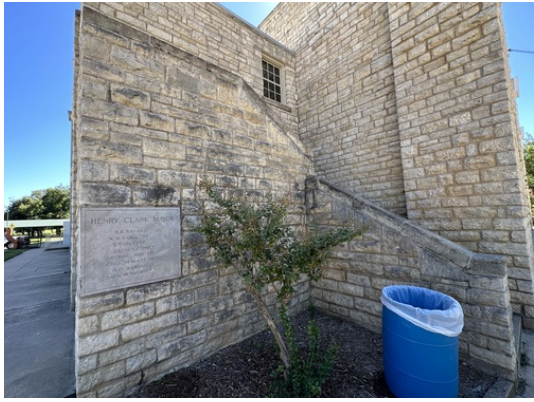


Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26

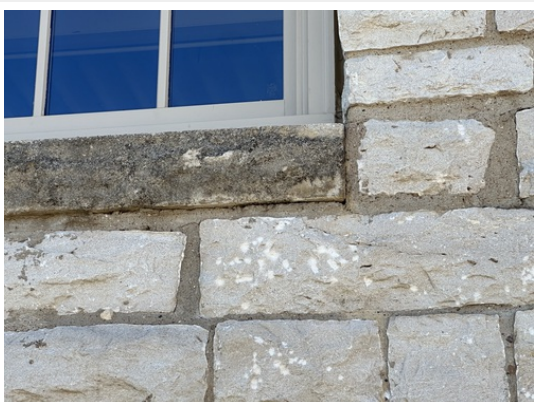


Photo 27

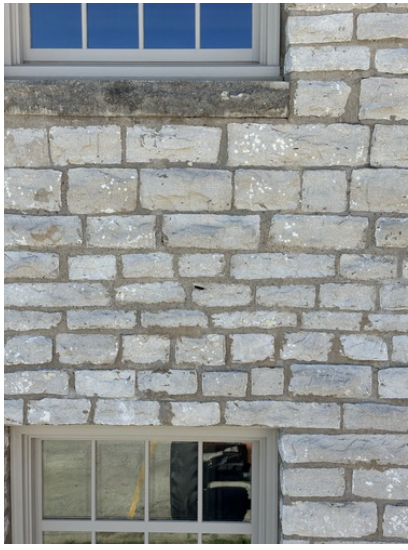


Photo 28



Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35

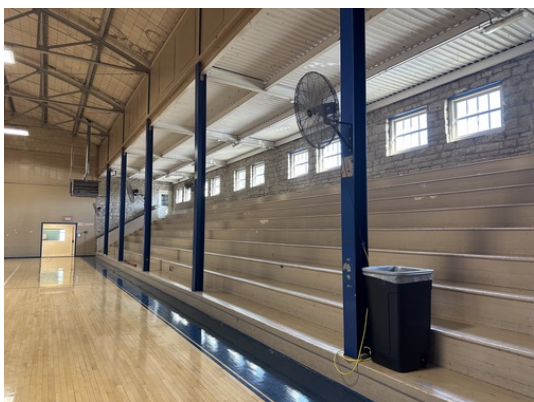


Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Solution Options

Client: City of Stephenville

Facility: Parks & Recreation Building

Wall: Parks & Recreation Building

Maintenance Options

Solution Option:	Maintenance	Action Year:	2023
Square Footage:	14,280	Expected Life (Years):	10
Budget Range:	\$33,000.00 - \$40,000.00		

Scope of Work: Waterproofing Stone Walls with Seal-a-por

1. Project Overview: This scope of work outlines the process and requirements for waterproofing stone walls using Seal-a-por, a specialized waterproofing solution. The objective is to protect the stone walls from water infiltration, ensuring their longevity and structural integrity. The project area comprises [insert total square footage] of stone walls.

2. Preparatory Work:

- Conduct a thorough inspection of the stone walls to identify cracks, gaps, or other points of potential water entry.
- Clean the stone walls to remove dirt, dust, loose mortar, and other contaminants.
- Repair any visible cracks or damages using appropriate materials and techniques.

3. Waterproofing Process:

- Mix Seal-a-por according to the manufacturer's instructions.
- Apply Seal-a-por to the stone walls at a rate of 1 gallon per 100-200 square feet, ensuring even coverage.
- Utilize brushes, rollers, or sprayers as suitable for the specific application, ensuring all surfaces are adequately coated.
- Pay special attention to corners, joints, and any vulnerable areas prone to water penetration.
- Allow Seal-a-por to dry and cure as per the manufacturer's recommended drying time.

4. Quality Assurance:

- Inspect the applied Seal-a-por to ensure uniform coverage and proper sealing of the stone walls.
- Conduct a water test to verify the effectiveness of the waterproofing treatment.
- Rectify any areas with inadequate coverage or signs of water seepage promptly.

5. Site Cleanup:

- Clean up the work area, removing any debris, equipment, or materials used during the waterproofing process.
- Dispose of waste materials in an environmentally responsible manner.

6. Safety Measures:

- Adhere to all safety protocols and guidelines during the application of Seal-a-por.
- Ensure workers are equipped with appropriate personal protective equipment (PPE) such as gloves, masks, and safety goggles.

7. Documentation:

- Provide detailed documentation of the application process, including photographs before and after the waterproofing treatment.
- Furnish information on the quantity of Seal-a-por used, as well as any specific conditions or challenges encountered during the application.

8. Project Completion:

- Upon successful completion of the waterproofing process and inspection, the project will be considered finished.
- Provide the client with a comprehensive overview of the work carried out and any relevant maintenance instructions for the treated stone walls.



Photo Report

Client: City of Stephenville

Facility: Parks & Recreation Building

Wall: Parks & Recreation Building

Report Date: 10/18/2023

Title: Roof Section

Roof Type: White TPO Membrane Over Built-Up Tar and Gravel Roofing System.

Overall Roof Condition: The roof was found to be in **fair condition** during the inspection. Despite its unknown age, the roof's structural integrity remains intact.

Specific Findings:

1. **Fasteners Backing Out:** Several spots on the roof were identified where fasteners were observed backing out. This issue needs immediate attention to prevent potential leaks and damage to TPO roofing system.
2. **Old Sealant:** Some areas showed signs of deteriorating sealant. Weathered sealant can compromise the roof's waterproofing capabilities and should be replaced promptly to maintain the roof's integrity.
3. **Debris on Roof:** Accumulated debris on the roof was noted. Regular cleaning is recommended to prevent drainage issues and to prolong the life of the roofing system.
4. **Poor Flashing Details:** Certain flashing details were found to be poorly executed. Proper flashing is crucial for preventing water infiltration, and these areas should be repaired to avoid future leaks. Pipes coming up through the parapet walls are not recommended and should be moved if/when possible.

Recommendations:

1. **Fastener Replacement:** Secure all loose or backing out fasteners to ensure the TPO membrane remains tightly in place and membrane does not become damaged.
2. **Sealant Replacement:** Remove old and deteriorated sealant and reapply a high-quality, weather-resistant sealant to maintain waterproofing.
3. **Roof Cleaning:** Schedule a professional cleaning to remove debris from the roof surface and gutters, ensuring proper drainage.
4. **Flashing Repairs:** Address poor flashing details by resealing or replacing flashing materials where necessary to prevent water ingress.
5. **Regular Maintenance:** Implement a routine maintenance plan to inspect the roof periodically, addressing minor issues before they escalate.

Conclusion: While the roof is currently in fair condition, addressing the identified issues promptly is essential to extend its lifespan and prevent potential water damage. Regular maintenance and timely repairs are key to ensuring the longevity and performance of the roofing system.

Observations: During the inspection, it was observed that the TPO (Thermoplastic Polyolefin) roofing membrane has undergone **sun degradation**. This degradation has led to the gradual loss of mil thickness and brittleness of the material. Exposure to harsh sunlight and UV rays causes the TPO membrane to deteriorate over time, resulting in the following issues:

1. **Loss of Mil Thickness:** The TPO membrane has experienced a reduction in mil thickness, compromising its overall durability and protective capabilities. Thinning of the membrane can increase vulnerability to punctures and tears.
2. **Brittleness:** The material has become brittle, losing its flexibility and elasticity. Brittleness makes the membrane more prone to cracking, especially during temperature fluctuations and structural movement.

Implications:

1. **Reduced Lifespan:** The loss of mil thickness and brittleness significantly diminish the lifespan of the TPO roofing system. The membrane is less capable of withstanding environmental stressors and physical impacts.
2. **Increased Susceptibility to Damage:** Brittleness makes the roofing membrane susceptible to cracking, tearing, and punctures, increasing the likelihood of storm damage, water infiltration, leaks, and structural damage.

Recommendations:

1. **Water Test:** roofing areas that are suspected of water intrusion to insure that roofing system is functioning as intended.
2. **Regular Inspections:** For existing TPO roofs, implement a rigorous inspection schedule. Regular inspections allow for the early detection of issues, enabling timely repairs and maintenance to mitigate further damage.
3. **Cool Roof Coatings:** If replacing the roof is not immediately feasible, consider applying cool roof coatings. These coatings can provide some level of protection against UV rays and slow down the degradation process, although they are not a permanent solution.

Conclusion: Addressing the loss of mil thickness and brittleness in the TPO roofing membrane is crucial to maintaining the structural integrity and waterproofing capabilities of the building. Timely action, whether through replacement or strategic repairs, is essential to prevent further deterioration and protect the property from potential damage.



Photo 1



Photo 2

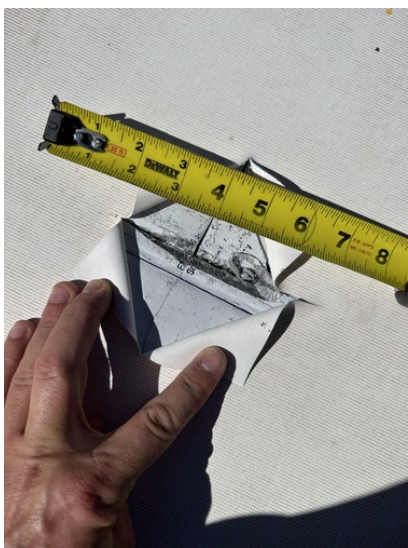


Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17

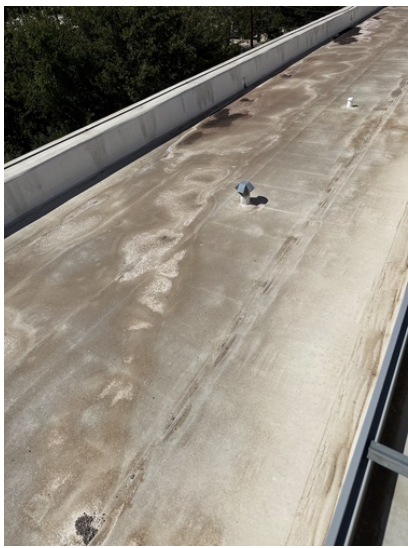


Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41

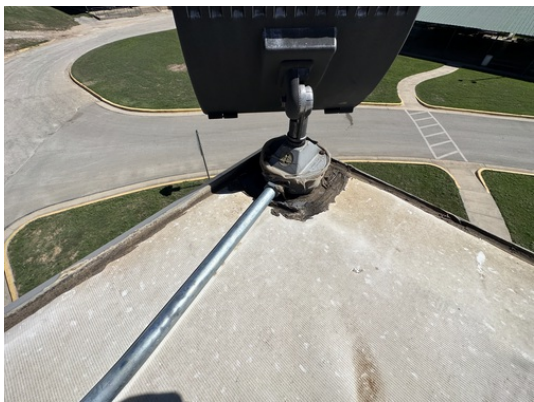


Photo 42



Photo 43



Photo 44



Photo 45

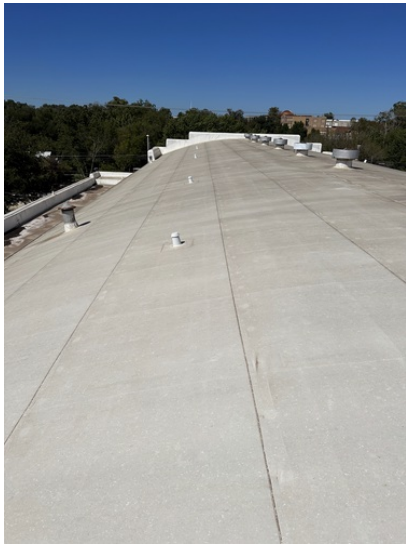


Photo 46



Photo 47



Photo 48



Photo 49

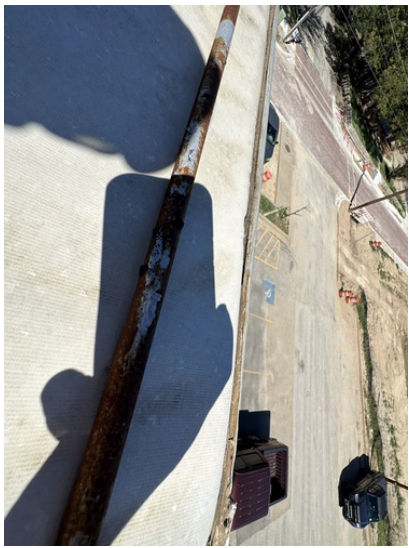


Photo 50



Photo 51



Photo 52



Photo 53



Photo 54



Photo 55



Photo 56



Photo 57



Photo 58



Photo 59



Photo 60



Photo 61



Photo 62



Photo 63



Photo 64



Photo 65



Photo 66



Photo 67



Photo 68



Photo 69



Photo 70



Photo 71



Photo 72



Solution Options

Client: City of Stephenville

Facility: Parks & Recreation Building

Wall: Parks & Recreation Building

Inspection Options

Solution Option:	Inspection	Action Year:	2023
Square Footage:	14,280	Expected Life (Years):	-
Budget:	\$2,500.00		

Scope of Work: Roofing Water Test

1. Project Overview: This scope of work outlines the procedures and requirements for conducting a water test on the roofing system. The objective is to identify potential leaks, weak points, or areas of vulnerability in the roof structure. The test area includes the full roof surface with special focus on the parapet walls.

2. Preparatory Work:

- Ensure all safety measures are in place, including harnesses, guardrails, and any other necessary fall protection equipment.
- Clear the roof of any debris, loose materials, or obstacles that might obstruct the water test process.
- Verify that drainage systems are functioning correctly to prevent pooling of water during the test.

3. Water Test Procedure:

- Simulate natural rainfall by evenly applying water across the specified test area.
- Use hoses, sprinklers, or other appropriate equipment to distribute water uniformly over the roof surface.
- Apply water gradually, increasing the intensity to simulate different rainfall levels.
- Monitor the test area closely for a specified duration, typically at least 1-2 hours, to observe any signs of leaks or water infiltration.

4. Inspection and Documentation:

- Conduct a thorough inspection of the interior spaces directly beneath the test area to identify any signs of water penetration, such as stains, drips, or dampness.
- Document any observed leaks, their locations, and severity.
- Take photographs or videos as necessary to provide visual evidence of leaks or vulnerabilities.
- Prepare a detailed report summarizing the findings, including the location and extent of any identified leaks or weak points.

5. Remedial Measures:

- Identify and recommend appropriate remedial actions for any leaks or vulnerabilities found during the water test.
- Provide a cost estimate for the necessary repairs or improvements, if applicable.
- Clearly outline the recommended repairs, including materials, methods, and expected timeline for completion.

6. Safety Measures:

- Ensure all safety protocols are followed during the water test, especially when working at heights.
- Have a safety team present during the test to respond to emergencies or accidents.

7. Project Completion:

- Provide the client with a comprehensive report detailing the water test procedure, observations, and recommendations for repairs.
- Review the findings with the client and discuss potential solutions for addressing identified issues.
- Upon client approval, proceed with the necessary repairs or improvements based on the agreed-upon scope and timeline.

Seal-A-Pore® WB



OVERVIEW & FEATURES

Seal-A-Pore WB is a high-performance silane and siloxane blend designed to damp-proof and protect above grade masonry surfaces from driving rain and inclement weather conditions. The unique blend of silane and siloxane provides water repellency by chemically reacting with the substrate. Seal-A-Pore WB penetrates deeply into masonry surfaces, inhibiting water absorption from the surface by sealing the tiny pores in brick, block and mortar while allowing the passageways to remain open, ensuring proper breathability. Its micro particle formula prevents any damage to plastics, metals, or glass during application. Common applications include concrete, brick walls, block walls, tilt wall construction, etc. Seal-A-Pore WB is also non-toxic and contains zero VOC's.

Increases Life of Substrate - Seal-A-Pore WB uses its micro particle delivery method to deeply penetrate masonry surfaces, providing a high level of protection from water, dirt, and airborne grime and forming a long-lasting water-repellent surface. The reduction in water absorption reduces spalling due to freeze-thaw and assists with eliminating efflorescence and lime bloom.

Protects Exterior Wall Surfaces - Seal-A-Pore WB eliminates moisture penetration from exterior, above-grade masonry surfaces. This helps to prevent the peeling and flaking of interior finishes caused by moisture and reduces the chance for harmful molds and other growth to take place. Seal-A-Pore WB is also specially formulated to resist harmful salts and chemicals that are frequently found on the exterior surface of buildings in industrial areas.

Improves and Preserves Building Appearance - Once cured, Seal-A-Pore WB creates a surface that repels water, allowing dirt and grime to wash off during rainstorms. Seal-A-Pore WB also minimizes masonry staining, flaking and temporary discoloration caused by absorbed moisture. Seal-A-Pore WB will reduce the effects of efflorescence but will not eliminate it entirely if the wall was not designed properly.

SURFACE PREPARATION

Seal-A-Pore WB is designed to be applied over vertical, uncoated and untreated masonry substrates. The masonry substrate must be prepped and cleaned prior to application by pressure washing and using a mild soap or non-hazardous masonry cleaner concentrate such as TSP. Additional products and/or different cleaning methods may be necessary to clean areas with efflorescence or staining.

Once the cleaned substrate is dry, all necessary structural and aesthetic repairs must be made prior to application. If present, ensure all excess mortar is removed, all damaged tuck-pointing is re-pointed and any missing bricks are replaced properly. Ensure the proper cure time of the pointing and repair material used is implemented prior to Seal-A-Pore WB application. Seal-A-Pore WB will not bridge cracks or fill voids. Spray a small amount of water on an area that appears dry to confirm water absorption is present. If so, then the substrate is ready for product application.

APPLICATION

Seal-A-Pore WB can be applied by brush, air assisted or airless sprayer or a simple garden pump sprayer. Prior to application, perform a trial test in a small area. The overall color of the wall will not change, but there may be a glossy look once it's fully cured, which is why a test patch is a necessary step. If the wall is in direct sunlight and the surface temperature is 100°F (37.8°C) or greater, lightly mist the wall with water to cool the substrate. The water will also assist the micro bead embedment into the porous surface.

Once the visual inspection of the test patch is approved, install the first coat of Seal-A-Pore WB at 100 to 200-square-feet per gallon. The application rate can vary greatly due to the different porosity ranges that are possible from one masonry substrate to the next. Apply second coat as early as 15 minutes after the initial application. If using a brush, be sure to completely cover the substrate by stroking the brush in both directions. If spraying, use a coarse round nozzle to ensure a generously wetting out of the surface. Applying the product heavily should have no adverse effect on performance. If desired, an additional coat or touch up coat is acceptable as needed. (If spray applying this product, please see our spray application guide).

Clean up - Seal-A-Pore WB can be easily removed from any non-porous substrates with a mild degreaser such as Simple Green. If overspray or a spill is still wet, simply wipe off what did not penetrate into the substrate with a cotton cloth. If cured, it may take a scotch bright pad and a scrubbing motion to remove residue. For glass windows, use denatured alcohol on a rag. Do not apply the denatured alcohol directly to the substrate, only to the rag.

PRECAUTIONS

- Do not apply if outside temperature will not be 40°F(4.4C) and rising during application and up to 12 hours after applied
- Do not consume
- Do not apply if dirt or chemicals are present in the air
- Material must be kept at 40oF and rising at all times
- A clean dry substrate is required

Seal-A-Pore WB

Technical Data	Seal-A-Pore WB
Nonvolatile Content (ASTM D 5095)	4%
Density @ 77°F (25°C) (ASTM D 1475)	8.3 lbs./gal. (0.9 g/cm ³)
Viscosity @ 77°F (25°C) (ASTM D 4212) Zahn #2 cup	Typical 15 sec.
Carrier	Water
Gloss	Low
Color	Applied Milky White/Dries Clear
Cure Time	12 hours*
Coverage Depending on porosity	100 - 200 sq. ft. per gallon (1.84 - 4.91 m ² /l)
Packaging	5 gallon pail (18.9 l)

*Time and strength vary depending on air temperature and humidity

For specific application recommendations, please contact your local Garland Representative or Garland Technical Service Department.

Eco-Facts	Seal-A-Pore WB
VOC	0 g/l

For more information, visit us at: www.garlandco.com

The Garland Company, Inc.
3800 East 91st Street
Cleveland, OH 44105
FAX: 216-641-0633
Phone: 216-641-7500
Toll Free: 800-321-9336

Garland Canada Inc.
209 Carrier Drive
Toronto, Ontario
Canada, M9W 5Y8
FAX: 416-747-1980
Phone: 416-747-7995
Toll Free: 800-387-5991
(Only in Canada)

The Garland Company UK, LTD
Second Way Centre, Second Way
Avonmouth, Bristol UK BS11 8DF
Phone: 011 44 1174 401050 (Outside UK)
Toll Free: 0800 328 5560 (Only in UK)

Tests verified by independent laboratories. Actual roof performance specifications will vary depending on test speed and temperature. Data reflects samples randomly collected. ± 10% variation may be experienced. The above data supersedes all previously published information. Consult your local Garland Representative or the home office for more information.

Seal-A-Pore is a registered trademark of The Garland Company, Inc.

© 2021 Garland Industries, Inc.

SAP WB 0621



PATUXENT ROOFING
(301)- 333- 5200
9381 DAVIS AVE
LAUREL, MD 20723



L.D. TEBBEN COMPANY
(512)-416-1476
4315 TERRY-O LANE
AUSTIN, TX 78745

Item 7.

Stephenville Rec Building
Project Location – 378 West Long Street Stephenville Texas

January 12, 2024

Attn: Manny Darnell- Garland
Re: Penetrating Sealer of Exterior Stone

Scope:

- Pressure Wash Stone Exterior
- Install Seal-a-Por WB to manufacture specs.
- Price includes all labor and materials to complete the work described above.

Warranty:

- Provide a two (2) year workmanship warranty.

Proposed Cost for all Labor, Materials, and Equipment to Complete Base Bid: \$38,447.00

Thank you for the opportunity to provide you with this proposal. Should you have any questions or concerns, please feel free to contact Steve Schiber directly at 512-434-4795. Additionally, please find our cooperative information below.

TIPS- 21060301 Roofing
21060302 Roofing JOC

Omnia Partners Contract # R180902

Choice Partners



COMMITTEE REPORT

REPORT TYPE: Nominations Committee Report

MEETING: February 20, 2024

Present: Maddie Smith, Lonn Reisman, Bob Newby, Brandon Greenhaw

Absent: none

DEPARTMENT: Administration

STAFF CONTACT: Sarah Lockenour, City Secretary

DISCUSS AND APPROVE NOMINATIONS TO CITIZEN BOARDS AND COMMISSIONS

DISCUSSION: The committee met on February 20, 2024, to review applications for Citizen Boards and Commissions. The committee chair, Maddie Smith, shared the only citizen board with open positions is the Parks & Leisure Services Advisory Board with three open positions. The Nominations Committee received four nominations:

Faye Hodges

Kindall Hurley

Drew Robinson

Sheryl Wells

COMMITTEE ACTION:

The following recommendations were made for the Parks and Leisure Services Advisory Board:

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full council the appointment of Faye Hodges, Kindall Hurley, and Drew Robinson to the Parks and Leisure Services Advisory Board. MOTION CARRIED unanimously.

PARKS AND LEISURE SERVICES ADVISORY BOARD

<u>PL #</u>	<u>First</u>	<u>Last</u>
1	John	Briese
2	Woody	Gill
3	Debby	Watson
4	Rhea	Marrs
5		
6		
7		

Faye Hodges
Kindall Hurley
Drew Robinson
Sheryl Wells



STAFF REPORT

SUBJECT: Monthly Budget Report for the Period Ending January 31, 2024

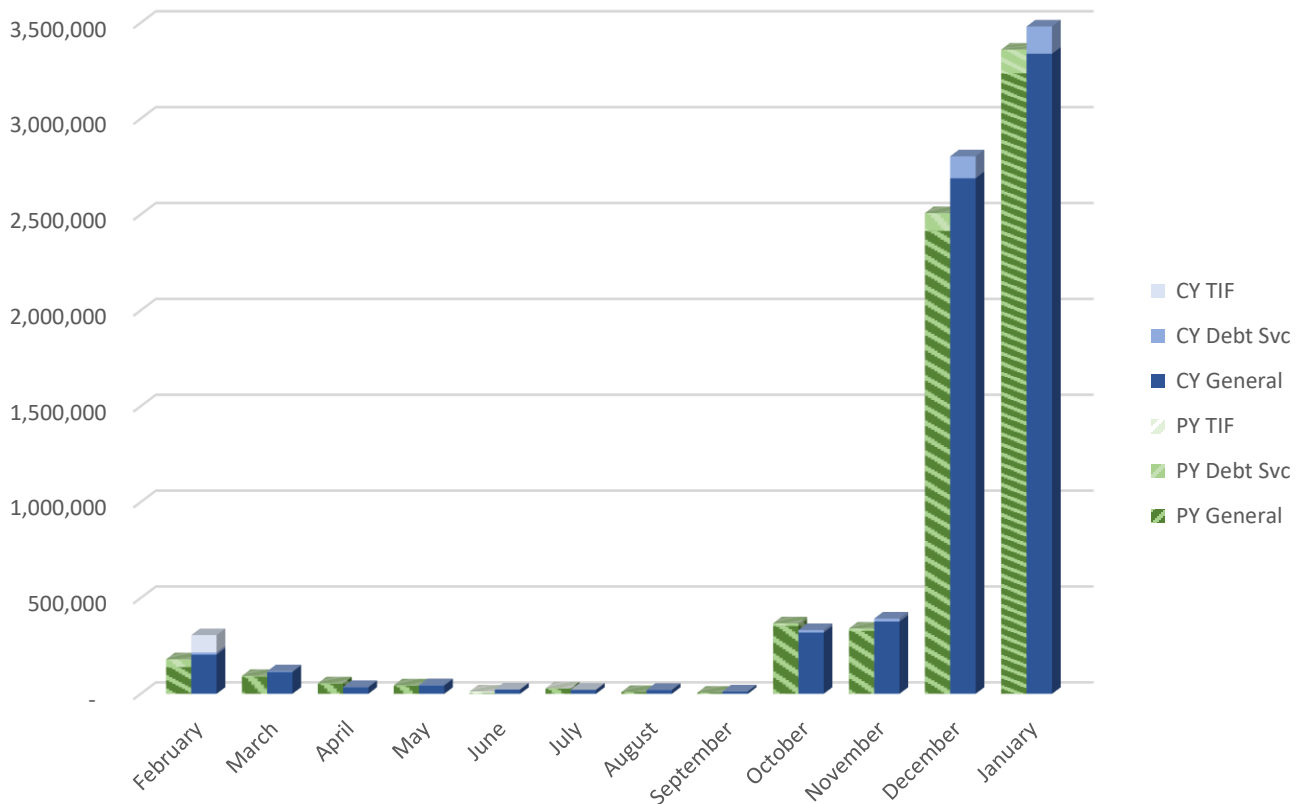
DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

BACKGROUND:

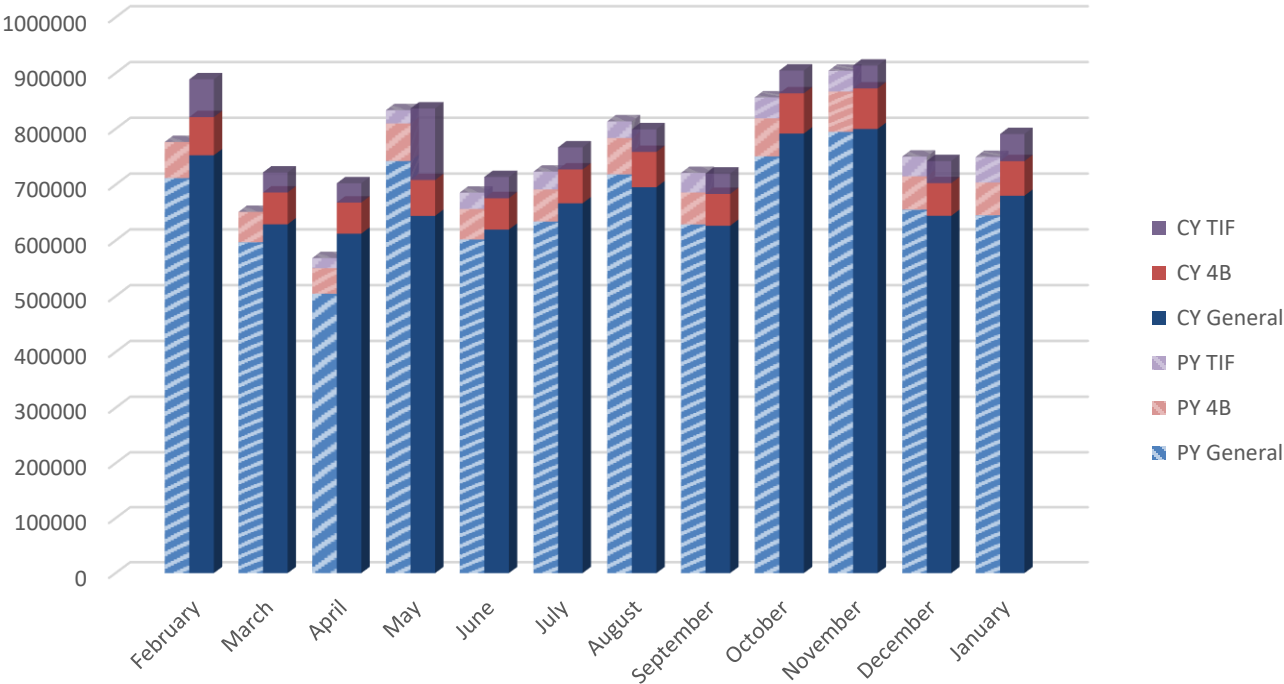
In reviewing the financial statements ending January 31, 2024, the financial indicators are overall as or better than anticipated.

Property Tax Collections
2 year 12 month rolling comparison



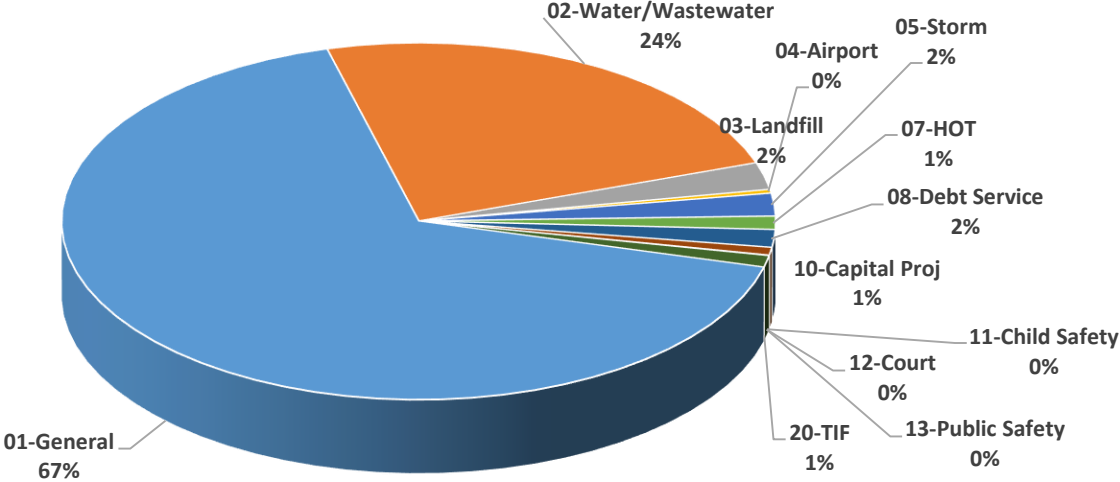
We received \$3.5 million in property taxes in the month of January, resulting in a \$434K increase over the funds collected last fiscal year to date. The amount collected is 96% of the \$7.3 million budget, which is \$102K more than anticipated.

Sales and Use Tax 2 year 12 month rolling comparison



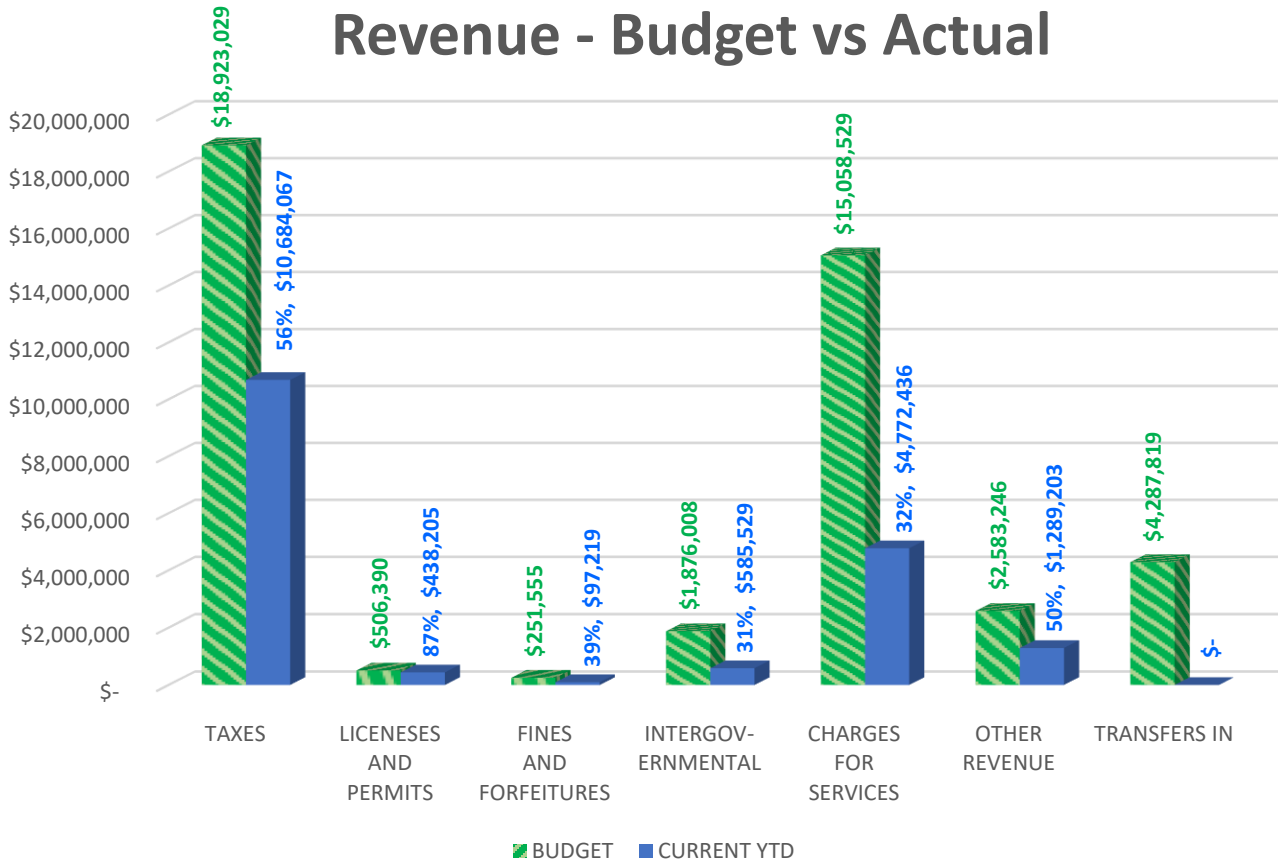
We received \$790K in sales tax in January, resulting in \$91K or 3% more than the funds collected last fiscal year to date. The amount collected is 36% of the \$9.4 million budget, which is \$307K higher than anticipated.

Revenue by Fund



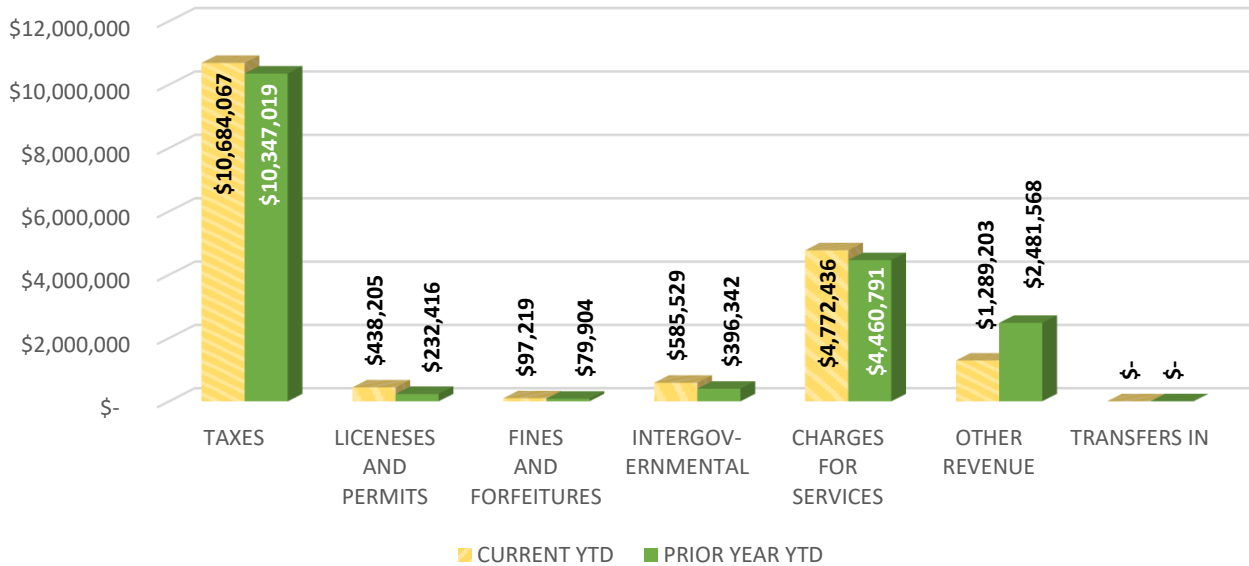
Of the \$17.9 million revenue received to date, 67% was received in the General Fund, 24% was received in the Water/Wastewater Fund and 2% was received in the Landfill Fund.

Revenue - Budget vs Actual

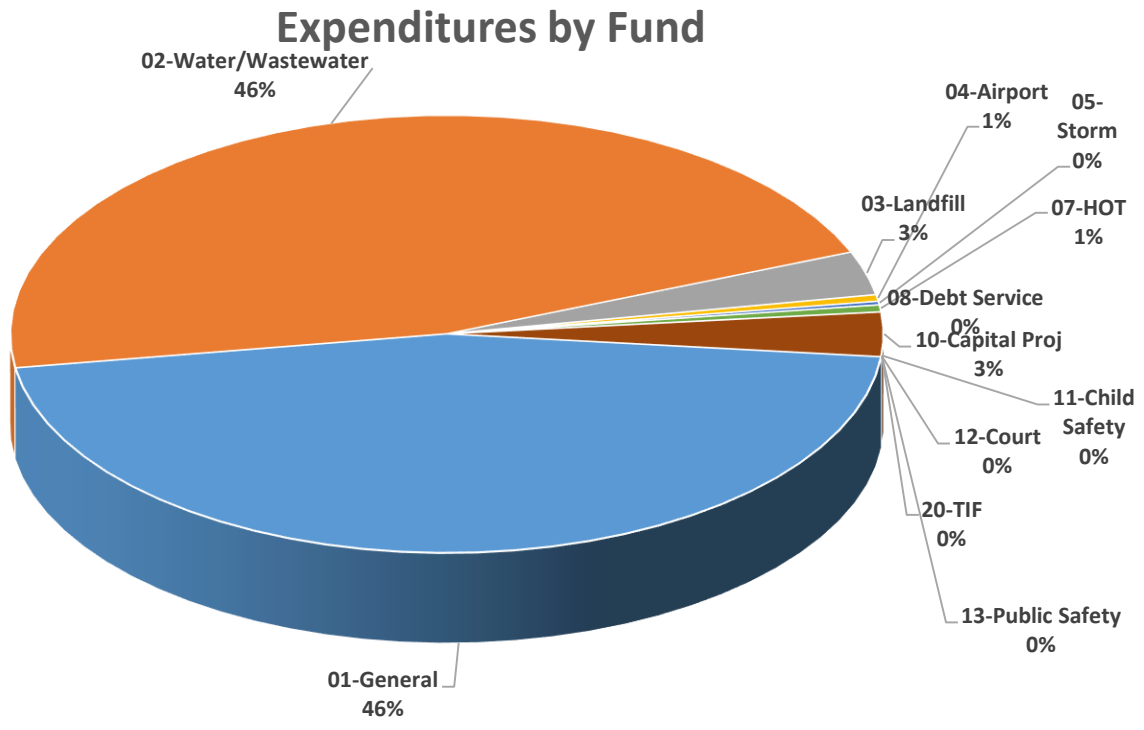


We received 46% of the total budgeted revenues through January, which is \$1.7 million more than anticipated due to taxes, building permits, intergovernmental, investment income, debt proceeds.

Revenue - Prior Year Comparison

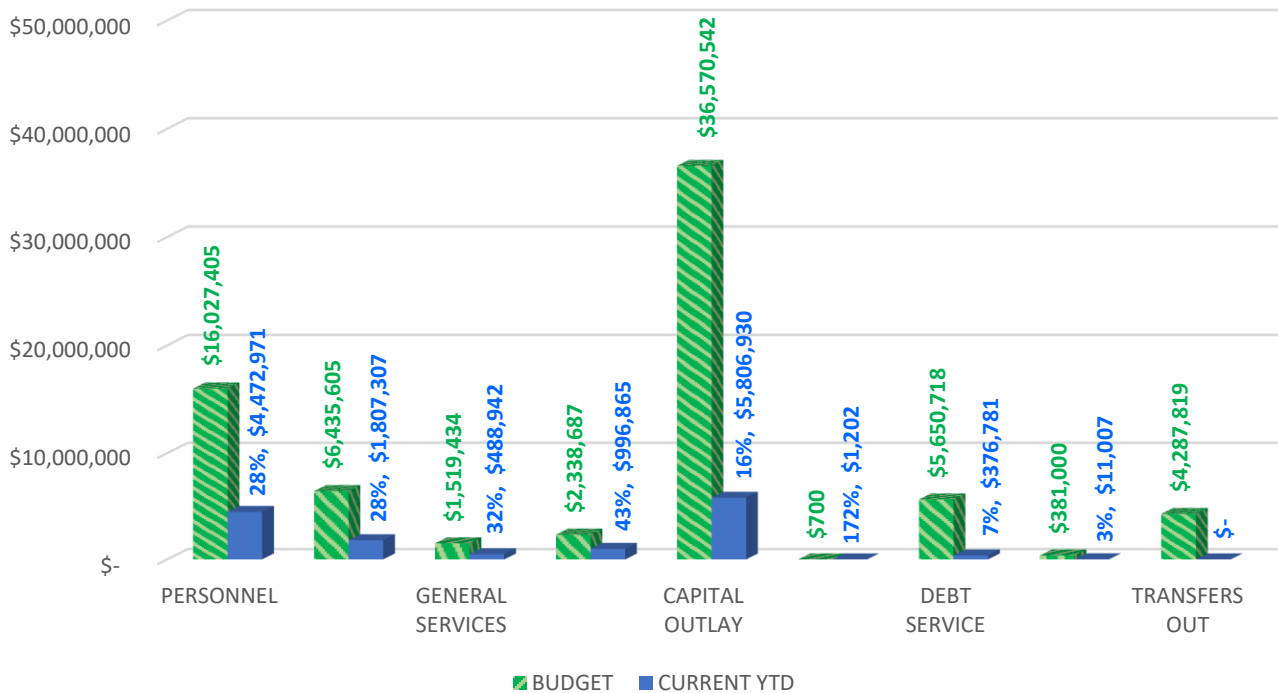


We received \$131K less revenue through January than last fiscal year to date due to debt proceeds received in the prior year.



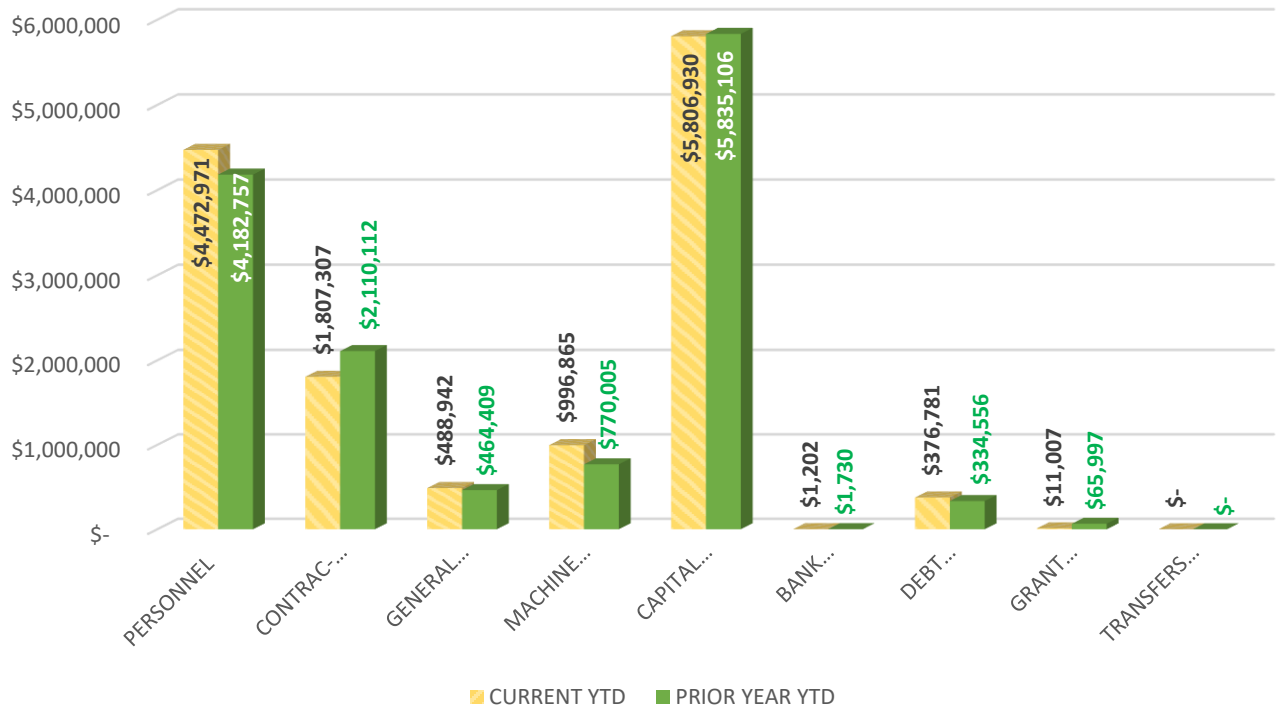
Of the \$14 million spent to date, 46% was expended in the General Fund, 46% was expended in the Water/Wastewater Fund, and 3% was expended in the Landfill Fund.

Expenditures - Budget vs Actual



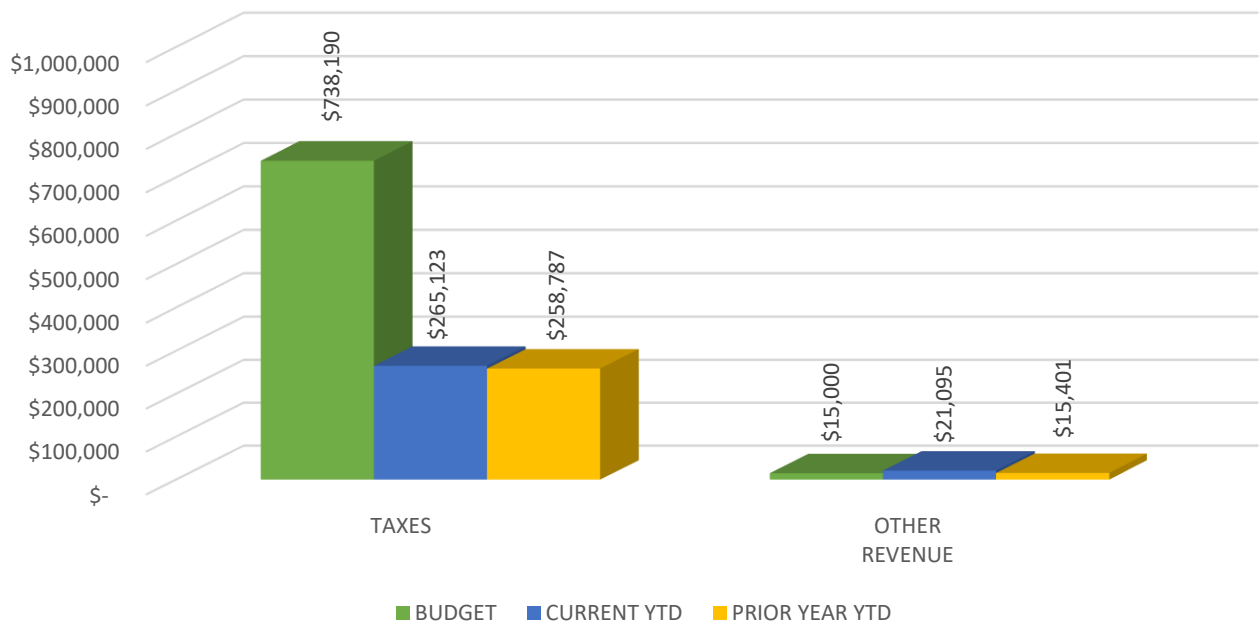
We have expended 20% of the total budgeted expenditures through January, which is \$7.3 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures - Prior Year Comparison



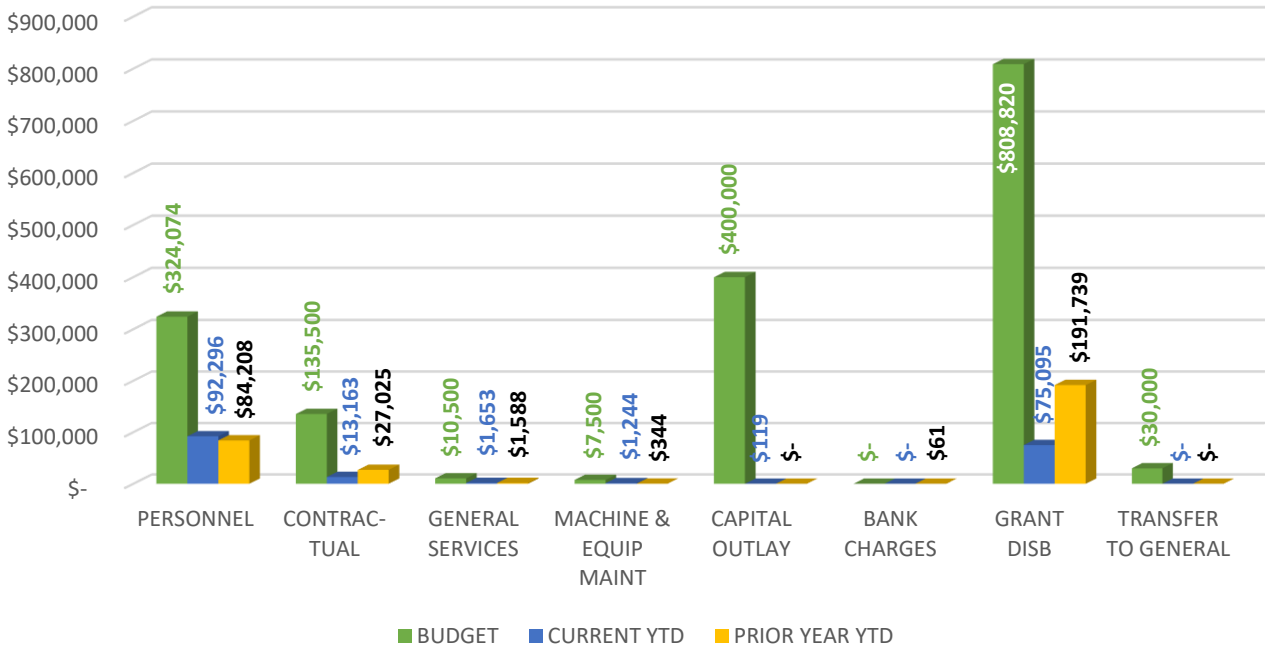
We spent \$200K more in expenditures through January than last fiscal year to date due to personnel and equipment maintenance.

SEDA Revenue Comparison



SEDA has received an overall 38% of budgeted revenue through January, which is \$12K more than last fiscal year to date and \$50K more than anticipated due to taxes and interest income.

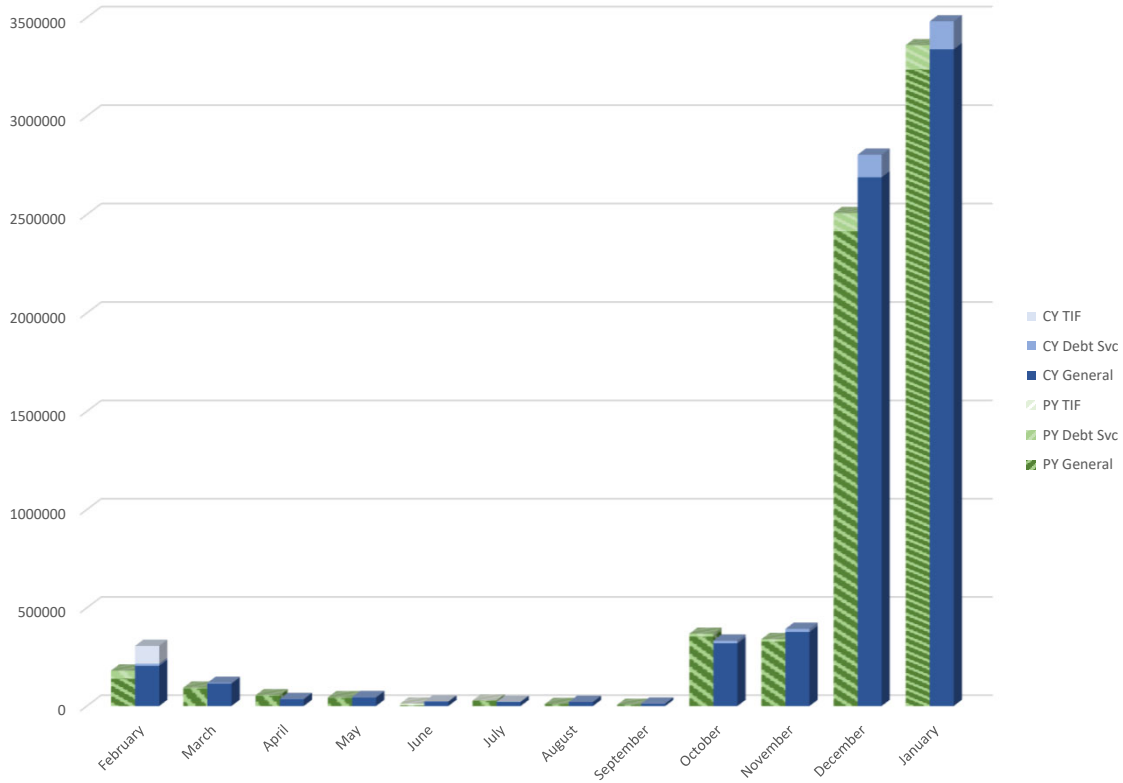
SEDA Expenditure Comparison



SEDA has spent an overall 11% of budgeted expenditures through January, which is \$121K less than last fiscal year to date due to contractual and grant disbursements and \$396K less than anticipated due to contractual, capital outlay and grant disbursements.



Property Tax Collections
2 year 12 month rolling comparison



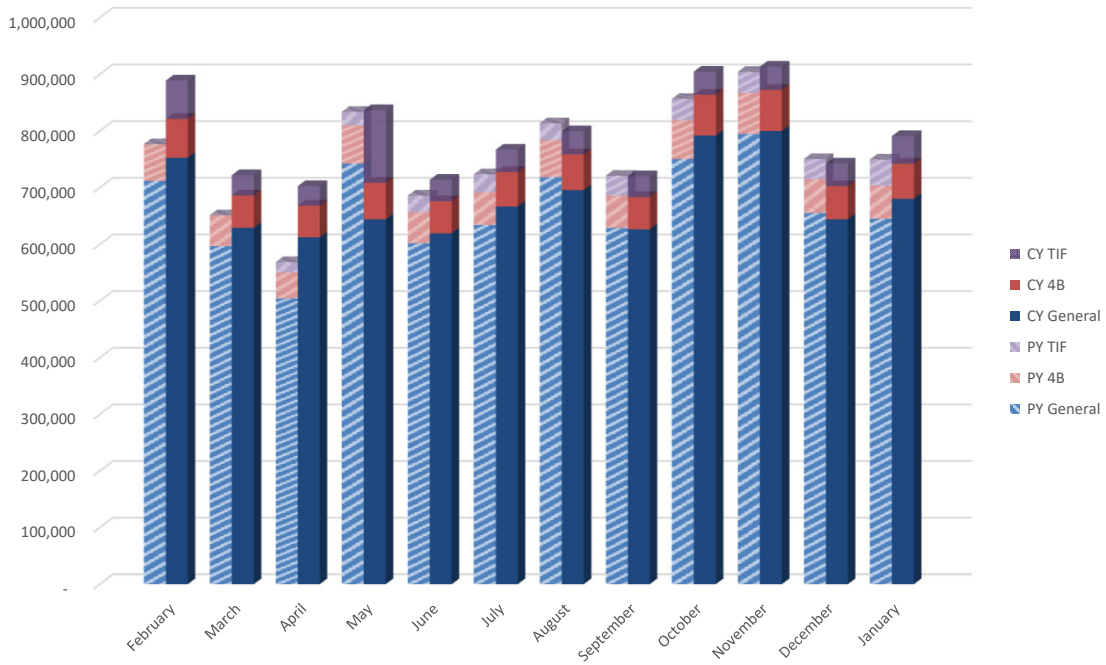
Month	General Fund	Debt Svc	TIF	Total	Month	General Fund	Debt Svc	TIF	Total
Feb-22	139,716	40,485	-	180,201	Feb-23	204,376	11,299	90,511	306,185
Mar-22	89,653	3,698	-	93,351	Mar-23	113,674	4,365	-	118,039
Apr-22	52,666	2,172	-	54,838	Apr-23	34,588	1,329	-	35,917
May-22	42,164	1,926	-	44,090	May-23	43,776	1,691	-	45,467
Jun-22	3,566	652	7,969	12,187	Jun-23	22,298	864	-	23,162
Jul-22	27,022	1,193	-	28,214	Jul-23	20,824	789	-	21,613
Aug-22	8,974	521	-	9,495	Aug-23	20,172	782	-	20,954
Sep-22	5,893	71	-	5,964	Sep-23	12,245	475	-	12,720
Oct-22	353,997	13,810	-	367,806	Oct-23	319,330	13,573	-	332,903
Nov-22	328,095	12,581	-	340,676	Nov-23	376,834	16,009	-	392,843
Dec-22	2,414,751	92,491	-	2,507,242	Dec-23	2,689,123	114,387	-	2,803,510
Jan-23	3,236,094	123,719	-	3,359,813	Jan-24	3,338,531	142,029	-	3,480,560
12 month total				<u>7,003,877</u>	12 month total				<u>7,593,873</u>
Oct-Jan 2023				<u>6,575,537</u>	Oct-Jan 2024				<u>7,009,816</u>
FY 2022-2023 Total				7,159,594	FY 2023-2024 Budget				7,329,505

Collection to date as percentage of fiscal year total 91.84%

Collection to date as percentage of fiscal year budget 95.64%



Sales and Use Tax
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
Feb-22	712,030	64,730	-	776,760	Feb-23	752,799	68,436	67,794	889,029	14.45%
Mar-22	597,069	54,279	-	651,348	Mar-23	628,988	57,181	35,931	722,100	10.86%
Apr-22	504,572	45,870	18,078	568,520	Apr-23	612,376	55,671	34,659	702,706	23.60%
May-22	742,430	67,494	23,768	833,692	May-23	644,203	64,276	128,365	836,844	0.38%
Jun-22	601,902	54,718	29,243	685,863	Jun-23	619,536	56,321	38,026	713,883	4.09%
Jul-22	634,088	57,644	31,769	723,501	Jul-23	666,728	60,612	39,634	766,973	6.01%
Aug-22	718,562	65,324	29,738	813,623	Aug-23	695,586	63,235	40,619	799,440	-1.74%
Sep-22	628,870	57,170	35,054	721,094	Sep-23	626,485	56,953	36,556	719,994	-0.15%
Oct-22	750,926	68,266	37,363	856,555	Oct-23	791,837	71,985	40,998	904,820	5.63%
Nov-22	794,878	72,262	37,299	904,439	Nov-23	799,930	72,721	40,912	913,564	1.01%
Dec-22	655,484	59,589	35,438	750,511	Dec-23	644,243	58,568	39,651	742,461	-1.07%
Jan-23	645,364	58,669	45,703	749,737	Jan-24	680,348	61,850	48,784	790,982	5.50%
12 month total				<u>9,035,643</u>	12 month total				<u>9,502,794</u>	5.17%
Oct-Jan 2023				<u>3,261,241</u>	Oct-Jan 2024				<u>3,351,826</u>	2.78%
FY 2022-2023 Total				9,412,210	FY 2023-2024 Budget				9,413,312	
Collection to date as percentage of fiscal year total				34.65%	Collection to date as percentage of fiscal year budget				35.61%	



City of Stephenville

Item 10.
Budget Variance Report
 As Of: 01/31/2024

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	4,125,319.40	3,983,825.14	141,494.26	10,037,325.65	9,625,629.89	411,695.76	59	17,077,099.00	(7,039,773.35)	41
LICENSES AND PERMITS	43,433.21	82,699.84	(39,266.63)	422,034.64	154,198.27	267,836.37	88	476,890.00	(54,855.36)	12
FINES AND FORFEITURES	25,873.86	31,136.98	(5,263.12)	91,304.00	88,357.03	2,946.97	38	237,640.00	(146,336.00)	62
INTERGOVERNMENTAL	500,686.65	300.00	500,386.65	585,529.08	51,200.00	534,329.08	68	862,674.00	(277,144.92)	32
CHARGES FOR SERVICES	76,721.10	104,379.69	(27,658.59)	225,518.02	350,109.38	(124,591.36)	17	1,342,520.00	(1,117,001.98)	83
OTHER REVENUE	96,126.71	323,949.66	(227,822.95)	554,367.26	327,750.66	226,616.60	102	545,631.00	8,736.26	-2
TRANSFER	0.00	1,876,004.00	(1,876,004.00)	0.00	1,876,004.00	(1,876,004.00)	0	1,876,004.00	(1,876,004.00)	100
TOTAL REVENUE	4,868,160.93	6,402,295.31	(1,534,134.38)	11,916,078.65	12,473,249.23	(557,170.58)	53	22,418,458.00	(10,502,379.35)	47
EXPENSE SUMMARY										
CITY COUNCIL	41,711.17	74,782.80	33,071.63	124,959.53	289,396.48	164,436.95	15	840,849.00	(715,889.47)	85
CITY MANAGER	30,344.97	32,625.17	2,280.20	122,438.14	130,823.21	8,385.07	29	427,703.00	(305,264.86)	71
CITY SECRETARY	24,848.91	17,469.07	(7,379.84)	93,929.67	69,085.26	(24,844.41)	42	222,236.00	(128,306.33)	58
EMERGENCY MANAGEMENT	852.35	622.18	(230.17)	13,724.22	15,008.23	1,284.01	71	19,380.00	(5,655.78)	29
MUNICIPAL BUILDING	6,023.00	10,836.26	4,813.26	72,949.09	47,276.48	(25,672.61)	53	136,467.00	(63,517.91)	47
MUNICIPAL SERVICES CTR	510.60	9,296.56	8,785.96	40,036.75	41,726.20	1,689.45	33	121,833.00	(81,796.25)	67
HUMAN RESOURCES	12,708.67	22,882.98	10,174.31	59,173.06	90,816.57	31,643.51	21	281,501.00	(222,327.94)	79
DOWNTOWN	16,805.13	16,088.02	(717.11)	58,904.76	63,606.22	4,701.46	30	199,652.00	(140,747.24)	70
FINANCE	46,078.88	65,058.01	18,979.13	196,176.79	258,745.16	62,568.37	24	826,796.00	(630,619.21)	76
INFORMATION TECHNOLOGY	43,158.09	38,645.60	(4,512.49)	207,924.52	154,085.38	(53,839.14)	43	481,574.00	(273,649.48)	57
TAX	2,076.80	2,120.11	43.31	108,579.92	106,142.25	(2,437.67)	53	204,490.00	(95,910.08)	47
LEGAL COUNSEL	7,785.51	12,050.78	4,265.27	36,221.32	43,411.70	7,190.38	25	144,848.00	(108,626.68)	75
MUNICIPAL COURT	11,041.29	11,030.49	(10.80)	48,287.05	43,783.42	(4,503.63)	35	138,290.00	(90,002.95)	65
STREET MAINTENANCE	54,995.94	76,888.65	21,892.71	341,602.55	332,988.05	(8,614.50)	35	987,617.00	(646,014.45)	65
PARKS & LEISURE ADM	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	

Budget Variance Report
Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
PARKS & RECREATION	109,227.78	197,624.55	88,396.77	653,035.07	813,099.59	160,064.52	25	2,587,334.00	(1,934,298.93)	75
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	22,057.01	22,629.57	572.56	85,625.84	91,576.63	5,950.79	29	291,789.00	(206,163.16)	71
SENIOR CENTER	10,052.92	145,544.87	135,491.95	115,996.44	586,202.73	470,206.29	7	1,759,607.00	(1,643,610.56)	93
AQUATIC CENTER	6,979.07	7,821.91	842.84	36,940.65	44,590.51	7,649.86	10	360,212.00	(323,271.35)	90
FIRE DEPARTMENT	435,519.98	467,250.11	31,730.13	1,582,729.81	1,557,423.41	(25,306.40)	34	4,600,650.00	(3,017,920.19)	66
POLICE DEPARTMENT	443,569.14	510,167.93	66,598.79	2,076,718.77	2,166,882.76	90,163.99	29	7,123,546.00	(5,046,827.23)	71
DEVELOPMENT SERVICES	86,936.89	53,310.28	(33,626.61)	298,574.51	212,545.60	(86,028.91)	43	688,299.00	(389,724.49)	57
GIS	6,283.06	9,859.35	3,576.29	27,386.99	39,848.29	12,461.30	22	126,382.00	(98,995.01)	78
TRANSFERS	0.00	1,493,383.00	1,493,383.00	0.00	1,493,383.00	1,493,383.00	0	1,567,248.00	(1,567,248.00)	100
TOTAL EXPENSE	1,419,567.16	3,297,988.25	1,878,421.09	6,401,915.45	8,692,447.13	2,290,531.68	27	24,138,303.00	17,736,387.55	73
REVENUE OVER/(UNDER) EXPENDITURE	3,448,593.77	3,104,307.06	344,286.71	5,514,163.20	3,780,802.10	1,733,361.10		(1,719,845.00)	(28,238,766.90)	

Budget Variance Report

Fund: 02 - WATER AND WASTEWATER FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	140.43	0.00	140.43	1,288.40	0.00	1,288.40	129	1,000.00	288.40	-29
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	657,404.30	805,065.78	(147,661.48)	3,752,970.13	3,564,964.07	188,006.06	34	11,167,733.00	(7,414,762.87)	66
OTHER REVENUE	93,898.40	836.79	93,061.61	503,682.05	4,772.91	498,909.14	109	463,000.00	40,682.05	-9
TRANSFER	0.00	94,582.00	(94,582.00)	0.00	94,582.00	(94,582.00)	0	94,582.00	(94,582.00)	100
TOTAL REVENUE	751,443.13	900,484.57	(149,041.44)	4,257,940.58	3,664,318.98	593,621.60	36	11,726,315.00	(7,468,374.42)	64
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	62,805.88	320,039.43	257,233.55	667,398.33	1,290,964.38	623,566.05	17	3,942,599.00	(3,275,200.67)	83
WATER PRODUCTION	83,765.23	191,733.23	107,968.00	551,548.54	963,907.21	412,358.67	22	2,534,324.00	(1,982,775.46)	78
WATER DISTRIBUTION	89,247.95	127,187.90	37,939.95	391,046.15	514,766.70	123,720.55	25	1,550,760.00	(1,159,713.85)	75
CUSTOMER SERVICE	15,157.13	26,436.32	11,279.19	104,317.74	110,609.66	6,291.92	31	340,111.00	(235,793.26)	69
WASTEWATER COLLECTION	1,933,494.85	1,461,962.41	(471,532.44)	3,912,219.28	5,857,961.75	1,945,742.47	22	17,588,967.00	(13,676,747.72)	78
WASTEWATER TREATMENT	107,254.33	247,162.42	139,908.09	398,587.81	999,754.68	601,166.87	13	2,978,241.00	(2,579,653.19)	87
BILLING & COLLECTION	44,253.37	44,478.06	224.69	172,192.50	177,527.40	5,334.90	32	541,204.00	(369,011.50)	68
NON-DEPARTMENTAL	60,154.46	1,672,932.83	1,612,778.37	278,223.24	1,867,080.32	1,588,857.08	5	5,338,670.00	(5,060,446.76)	95
TOTAL EXPENSE	2,396,133.20	4,091,932.60	1,695,799.40	6,475,533.59	11,782,572.10	5,307,038.51	19	34,814,876.00	28,339,342.41	81
REVENUE OVER/(UNDER) EXPENDITURE	(1,644,690.07)	(3,191,448.03)	1,546,757.96	(2,217,593.01)	(8,118,253.12)	5,900,660.11		(23,088,561.00)	(35,807,716.83)	

Budget Variance Report

Fund: 03 - SANITARY LANDFILL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
CHARGES FOR SERVICES	91,650.77	100,504.59	(8,853.82)	399,903.10	384,560.05	15,343.05	29	1,380,400.00	(980,496.90)	71
OTHER REVENUE	9,883.12	228.26	9,654.86	40,069.26	1,252.68	38,816.58	231	17,350.00	22,719.26	-131
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	101,533.89	100,732.85	801.04	439,972.36	385,812.73	54,159.63	31	1,397,750.00	(957,777.64)	69
<u>EXPENSE SUMMARY</u>										
LANDFILL	84,939.88	178,700.50	93,760.62	450,960.50	650,967.69	200,007.19	34	1,333,660.00	(882,699.50)	66
TOTAL EXPENSE	84,939.88	178,700.50	93,760.62	450,960.50	650,967.69	200,007.19	34	1,333,660.00	882,699.50	66
REVENUE OVER/(UNDER) EXPENDITURE	16,594.01	(77,967.65)	94,561.66	(10,988.14)	(265,154.96)	254,166.82		64,090.00	(1,840,477.14)	

Budget Variance Report
Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	10,000.00	(10,000.00)	100
CHARGES FOR SERVICES	9,154.04	9,916.55	(762.51)	61,412.12	56,233.66	5,178.46	47	130,350.00	(68,937.88)	53
OTHER REVENUE	0.00	118,539.21	(118,539.21)	0.00	474,156.84	(474,156.84)	0	1,423,040.00	(1,423,040.00)	100
TRANSFER	0.00	77,091.00	(77,091.00)	0.00	77,091.00	(77,091.00)	0	77,091.00	(77,091.00)	100
TOTAL REVENUE	9,154.04	205,546.76	(196,392.72)	61,412.12	607,481.50	(546,069.38)	4	1,640,481.00	(1,579,068.88)	96
EXPENSE SUMMARY										
AIRPORT	8,896.36	144,007.99	135,111.63	68,304.29	584,112.70	515,808.41	4	1,744,266.00	(1,675,961.71)	96
TOTAL EXPENSE	8,896.36	144,007.99	135,111.63	68,304.29	584,112.70	515,808.41	4	1,744,266.00	1,675,961.71	96
REVENUE OVER/(UNDER) EXPENDITURE	257.68	61,538.77	(61,281.09)	(6,892.17)	23,368.80	(30,260.97)		(103,785.00)	(3,255,030.59)	

Budget Variance Report

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	1,405.93	0.00	1,405.93	12,899.63	0.00	12,899.63	52	25,000.00	(12,100.37)	48
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	83,055.17	83,303.19	(248.02)	332,632.28	333,316.01	(683.73)	33	1,000,272.00	(667,639.72)	67
OTHER REVENUE	6,216.40	3.38	6,213.02	22,491.66	15.38	22,476.28	1,000	2,250.00	20,241.66	-900
TOTAL REVENUE	90,677.50	83,306.57	7,370.93	368,023.57	333,331.39	34,692.18	36	1,027,522.00	(659,498.43)	64
EXPENSE SUMMARY										
STORM WATER DRAINAGE	5,317.68	319,881.99	314,564.31	37,022.19	482,346.96	445,324.77	3	1,398,010.00	(1,360,987.81)	97
TOTAL EXPENSE	5,317.68	319,881.99	314,564.31	37,022.19	482,346.96	445,324.77	3	1,398,010.00	1,360,987.81	97
REVENUE OVER/(UNDER) EXPENDITURE	85,359.82	(236,575.42)	321,935.24	331,001.38	(149,015.57)	480,016.95		(370,488.00)	(2,020,486.24)	

Budget Variance Report

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	85,681.89	54,227.22	31,454.67	190,225.49	172,359.23	17,866.26	25	771,420.00	(581,194.51)	75
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0	24,754.00	(24,754.00)	100
OTHER REVENUE	6,720.81	14.99	6,705.82	25,036.99	54.49	24,982.50	556	4,500.00	20,536.99	-456
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	92,402.70	54,242.21	38,160.49	215,262.48	172,413.72	42,848.76	27	800,674.00	(585,411.52)	73
<u>EXPENSE SUMMARY</u>										
TOURISM	20,079.31	54,173.85	34,094.54	72,110.77	193,450.05	121,339.28	9	824,825.00	(752,714.23)	91
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	20,079.31	54,173.85	34,094.54	72,110.77	193,450.05	121,339.28	9	824,825.00	752,714.23	91
REVENUE OVER/(UNDER) EXPENDITURE	72,323.39	68.36	72,255.03	143,151.71	(21,036.33)	164,188.04		(24,151.00)	(1,338,125.75)	

Budget Variance Report

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	142,063.26	87,244.85	54,818.41	286,170.91	221,194.22	64,976.69	105	273,240.00	12,930.91	-5
OTHER REVENUE	229.48	46.06	183.42	449.86	78.57	371.29	22	2,000.00	(1,550.14)	78
TRANSFER	0.00	672,025.00	(672,025.00)	0.00	672,025.00	(672,025.00)	0	823,850.00	(823,850.00)	100
TOTAL REVENUE	142,292.74	759,315.91	(617,023.17)	286,620.77	893,297.79	(606,677.02)	26	1,099,090.00	(812,469.23)	74
<u>EXPENSE SUMMARY</u>										
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,096,625.00	(1,096,625.00)	100
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,096,625.00	1,096,625.00	100
REVENUE OVER/(UNDER) EXPENDITURE	142,292.74	759,315.91	(617,023.17)	286,620.77	893,297.79	(606,677.02)		2,465.00	(1,909,094.23)	

Budget Variance Report

Fund: 10 - CAPITAL PROJECTS FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	210.00	291.66	(81.66)	1,982.50	1,166.64	815.86	57	3,500.00	(1,517.50)	43
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	1,000,134.00	(1,000,134.00)	100
CHARGES FOR SERVICES	0.00	1,041.25	(1,041.25)	0.00	4,165.00	(4,165.00)	0	12,500.00	(12,500.00)	100
OTHER REVENUE	30,356.33	498.27	29,858.06	123,588.61	1,972.13	121,616.48	110	112,500.00	11,088.61	-10
TRANSFER	0.00	1,416,292.00	(1,416,292.00)	0.00	1,416,292.00	(1,416,292.00)	0	1,416,292.00	(1,416,292.00)	100
TOTAL REVENUE	30,566.33	1,418,123.18	(1,387,556.85)	125,571.11	1,423,595.77	(1,298,024.66)	5	2,544,926.00	(2,419,354.89)	95
EXPENSE SUMMARY										
STREET MAINTENANCE	456,157.23	499,079.77	42,922.54	456,157.23	1,996,319.08	1,540,161.85	8	5,991,354.00	(5,535,196.77)	92
PARKS & RECREATION	0.00	84,217.63	84,217.63	0.00	336,870.52	336,870.52	0	1,011,016.00	(1,011,016.00)	100
FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	456,157.23	583,297.40	127,140.17	456,157.23	2,333,189.60	1,877,032.37	7	7,002,370.00	6,546,212.77	93
REVENUE OVER/(UNDER) EXPENDITURE	(425,590.90)	834,825.78	(1,260,416.68)	(330,586.12)	(909,593.83)	579,007.71		(4,457,444.00)	(8,965,567.66)	

Budget Variance Report

Fund: 11 - CHILD SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	257.27	75.02	182.25	1,113.13	715.86	397.27	56	2,000.00	(886.87)	44
OTHER REVENUE	50.58	0.38	50.20	191.86	1.41	190.45	256	75.00	116.86	-156
TOTAL REVENUE	307.85	75.40	232.45	1,304.99	717.27	587.72	63	2,075.00	(770.01)	37
EXPENSE SUMMARY										
CHILD SAFETY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
REVENUE OVER/(UNDER) EXPENDITURE	307.85	75.40	232.45	1,304.99	717.27	587.72		2,075.00	(770.01)	

Budget Variance Report

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	1,150.17	915.51	234.66	4,802.23	3,942.13	860.10	40	11,915.00	(7,112.77)	60
OTHER REVENUE	159.12	0.44	158.68	590.36	1.63	588.73	394	150.00	440.36	-294
TOTAL REVENUE	1,309.29	915.95	393.34	5,392.59	3,943.76	1,448.83	45	12,065.00	(6,672.41)	55
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	1,259.91	1,259.91	0.00	5,039.64	5,039.64	0	15,125.00	(15,125.00)	100
TOTAL EXPENSE	0.00	1,259.91	1,259.91	0.00	5,039.64	5,039.64	0	15,125.00	15,125.00	100
REVENUE OVER/(UNDER) EXPENDITURE	1,309.29	(343.96)	1,653.25	5,392.59	(1,095.88)	6,488.47		(3,060.00)	(21,797.41)	

Budget Variance Report

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	3,200.00	(3,200.00)	100
OTHER REVENUE	260.43	2.48	257.95	985.38	9.08	976.30	131	750.00	235.38	-31
TOTAL REVENUE	260.43	2.48	257.95	985.38	9.08	976.30	25	3,950.00	(2,964.62)	75
<u>EXPENSE SUMMARY</u>										
PUBLIC SAFETY	0.00	1,666.00	1,666.00	0.00	6,664.00	6,664.00	0	20,000.00	(20,000.00)	100
TOTAL EXPENSE	0.00	1,666.00	1,666.00	0.00	6,664.00	6,664.00	0	20,000.00	20,000.00	100
REVENUE OVER/(UNDER) EXPENDITURE	260.43	(1,663.52)	1,923.95	985.38	(6,654.92)	7,640.30		(16,050.00)	(22,964.62)	

Budget Variance Report

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	48,784.06	120,946.57	(72,162.51)	170,344.65	304,350.05	(134,005.40)	21	801,270.00	(630,925.35)	79
OTHER REVENUE	4,696.29	0.00	4,696.29	17,749.49	0.00	17,749.49	148	12,000.00	5,749.49	-48
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	53,480.35	120,946.57	(67,466.22)	188,094.14	304,350.05	(116,255.91)	23	813,270.00	(625,175.86)	77
<u>EXPENSE SUMMARY</u>										
TAX INCREMENT FINANCING	0.00	661,825.00	661,825.00	0.00	661,825.00	661,825.00	0	823,850.00	(823,850.00)	100
TOTAL EXPENSE	0.00	661,825.00	661,825.00	0.00	661,825.00	661,825.00	0	823,850.00	823,850.00	100
REVENUE OVER/(UNDER) EXPENDITURE	53,480.35	(540,878.43)	594,358.78	188,094.14	(357,474.95)	545,569.09		(10,580.00)	(1,449,025.86)	

Budget Variance Report
Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	61,849.81	56,397.71	5,452.10	265,123.45	238,582.98	26,540.47	36	738,190.00	(473,066.55)	64
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	5,130.59	61.54	5,069.05	21,094.64	232.13	20,862.51	141	15,000.00	6,094.64	-41
TOTAL REVENUE	66,980.40	56,459.25	10,521.15	286,218.09	238,815.11	47,402.98	38	753,190.00	(466,971.91)	62
<u>EXPENSE SUMMARY</u>										
SEDA	30,584.11	168,246.04	137,661.93	183,570.73	579,663.68	396,092.95	11	1,716,394.00	(1,532,823.27)	89
TOTAL EXPENSE	30,584.11	168,246.04	137,661.93	183,570.73	579,663.68	396,092.95	11	1,716,394.00	1,532,823.27	89
REVENUE OVER/(UNDER) EXPENDITURE	36,396.29	(111,786.79)	148,183.08	102,647.36	(340,848.57)	443,495.93		(963,204.00)	(1,999,795.18)	



City of Stephenville

Item 10.

Prior-Year Comparative Income Statement Group Summary

For the Period Ending 01/31/2024

Categor...	2022-2023 Jan. Activity	2023-2024 Jan. Activity	Jan. Variance Favorable / (Unfavorable)	Variance %	2022-2023 YTD Activity	2023-2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	4,205,336.84	4,125,319.40	-80,017.44	-1.90%	9,775,747.92	10,037,325.65	261,577.73	2.68%
41 - LICENSES AND PERMITS	38,184.38	43,433.21	5,248.83	13.75%	228,107.17	422,034.64	193,927.47	85.02%
42 - FINES AND FORFEITURES	5.10	25,873.86	25,868.76	507,230.59%	75,402.29	91,304.00	15,901.71	21.09%
43 - INTERGOVERNMENTAL	263,528.67	500,686.65	237,157.98	89.99%	396,342.15	585,529.08	189,186.93	47.73%
44 - CHARGES FOR SERVICES	51,350.17	76,721.10	25,370.93	49.41%	398,197.26	225,518.02	-172,679.24	-43.37%
45 - OTHER REVENUE	399,596.98	96,126.71	-303,470.27	-75.94%	587,164.70	554,367.26	-32,797.44	-5.59%
Revenue Total:	4,958,002.14	4,868,160.93	-89,841.21	-1.81%	11,460,961.49	11,916,078.65	455,117.16	3.97%
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	1,962.83	1,937.70	25.13	1.28%	7,479.70	7,497.80	-18.10	-0.24%
52 - CONTRACTUAL	17,562.82	18,012.33	-449.51	-2.56%	76,574.94	48,940.61	27,634.33	36.09%
53 - GENERAL SERVICES	390.13	1,315.54	-925.41	-237.21%	2,819.30	2,603.54	215.76	7.65%
55 - CAPITAL OUTLAY	0.00	20,445.60	-20,445.60	0.00%	0.00	65,351.78	-65,351.78	0.00%
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	0.00	565.80	-565.80	0.00%
Department 101 - CITY COUNCIL Total:	19,915.78	41,711.17	-21,795.39	-109.44%	86,873.94	124,959.53	-38,085.59	-43.84%
Department: 102 - CITY MANAGER								
51 - PERSONNEL	18,489.35	30,008.97	-11,519.62	-62.30%	74,384.95	119,336.03	-44,951.08	-60.43%
52 - CONTRACTUAL	785.78	336.00	449.78	57.24%	4,760.79	2,831.50	1,929.29	40.52%
53 - GENERAL SERVICES	56.43	0.00	56.43	100.00%	408.74	270.61	138.13	33.79%
Department 102 - CITY MANAGER Total:	19,331.56	30,344.97	-11,013.41	-56.97%	79,554.48	122,438.14	-42,883.66	-53.90%
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	6,021.28	11,297.62	-5,276.34	-87.63%	19,658.67	39,036.78	-19,378.11	-98.57%
52 - CONTRACTUAL	2,090.49	1,101.29	989.20	47.32%	17,653.76	10,726.19	6,927.57	39.24%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	384.09	1,775.40	-1,391.31	-362.24%
54 - MACHINE & EQUIPMENT MAINTENANCE	14,925.00	12,450.00	2,475.00	16.58%	46,749.25	42,391.30	4,357.95	9.32%
Department 103 - CITY SECRETARY Total:	23,036.77	24,848.91	-1,812.14	-7.87%	84,445.77	93,929.67	-9,483.90	-11.23%
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	399.14	852.35	-453.21	-113.55%	13,188.37	13,724.22	-535.85	-4.06%
Department 104 - EMERGENCY MANAGEMENT Total:	399.14	852.35	-453.21	-113.55%	13,188.37	13,724.22	-535.85	-4.06%
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	1,982.45	2,071.90	-89.45	-4.51%	7,920.48	8,667.72	-747.24	-9.43%
52 - CONTRACTUAL	2,610.68	2,698.97	-88.29	-3.38%	12,701.21	16,880.62	-4,179.41	-32.91%

Prior-Year Comparative Income Statement

For the Period Ending 01,

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
53 - GENERAL SERVICES	1,707.07	1,068.84	638.23	37.39%	5,679.52	28,753.61	-23,074.09	-406.27%
54 - MACHINE & EQUIPMENT MAI	2,790.90	183.29	2,607.61	93.43%	20,525.20	12,820.41	7,704.79	37.54%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	5,826.73	-5,826.73	0.00%
Department 105 - MUNICIPAL BUILDING Total:	9,091.10	6,023.00	3,068.10	33.75%	46,826.41	72,949.09	-26,122.68	-55.79%
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	4,656.12	4,912.56	-256.44	-5.51%	18,748.92	19,530.90	-781.98	-4.17%
52 - CONTRACTUAL	3,358.28	2,762.29	595.99	17.75%	12,199.47	12,234.95	-35.48	-0.29%
53 - GENERAL SERVICES	-12,642.66	-10,064.27	-2,578.39	-20.39%	3,917.82	-8,384.74	12,302.56	314.02%
54 - MACHINE & EQUIPMENT MAI	867.61	2,900.02	-2,032.41	-234.25%	6,327.21	16,655.64	-10,328.43	-163.24%
Department 106 - MUNICIPAL SERVICES CTR Total:	-3,760.65	510.60	-4,271.25	-113.58%	41,193.42	40,036.75	1,156.67	2.81%
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	6,632.41	6,371.62	260.79	3.93%	25,820.51	25,759.70	60.81	0.24%
52 - CONTRACTUAL	5,423.88	6,337.05	-913.17	-16.84%	28,036.56	33,300.65	-5,264.09	-18.78%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	385.13	112.71	272.42	70.73%
Department 107 - HUMAN RESOURCES Total:	12,056.29	12,708.67	-652.38	-5.41%	54,242.20	59,173.06	-4,930.86	-9.09%
Department: 108 - DOWNTOWN								
51 - PERSONNEL	5,828.15	5,098.48	729.67	12.52%	23,315.38	19,335.60	3,979.78	17.07%
52 - CONTRACTUAL	1,446.90	11,528.56	-10,081.66	-696.78%	36,856.62	33,804.87	3,051.75	8.28%
53 - GENERAL SERVICES	0.00	178.09	-178.09	0.00%	0.00	5,764.29	-5,764.29	0.00%
Department 108 - DOWNTOWN Total:	7,275.05	16,805.13	-9,530.08	-131.00%	60,172.00	58,904.76	1,267.24	2.11%
Department: 201 - FINANCE								
51 - PERSONNEL	35,374.38	39,433.12	-4,058.74	-11.47%	138,180.07	157,416.74	-19,236.67	-13.92%
52 - CONTRACTUAL	4,760.16	5,774.57	-1,014.41	-21.31%	50,252.41	14,183.13	36,069.28	71.78%
53 - GENERAL SERVICES	0.00	9.94	-9.94	0.00%	456.55	484.97	-28.42	-6.22%
54 - MACHINE & EQUIPMENT MAI	0.00	761.25	-761.25	0.00%	28,319.68	23,791.95	4,527.73	15.99%
56 - BANK CHARGES	100.00	100.00	0.00	0.00%	1,186.53	300.00	886.53	74.72%
Department 201 - FINANCE Total:	40,234.54	46,078.88	-5,844.34	-14.53%	218,395.24	196,176.79	22,218.45	10.17%
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	15,228.96	15,245.47	-16.51	-0.11%	63,410.09	58,591.17	4,818.92	7.60%
52 - CONTRACTUAL	137.35	97.99	39.36	28.66%	817.57	1,078.54	-260.97	-31.92%
53 - GENERAL SERVICES	1,863.92	5,037.42	-3,173.50	-170.26%	14,398.21	30,130.98	-15,732.77	-109.27%
54 - MACHINE & EQUIPMENT MAI	12,464.72	22,777.21	-10,312.49	-82.73%	69,553.44	118,123.83	-48,570.39	-69.83%
Department 203 - INFORMATION TECHNOLOGY Total:	29,694.95	43,158.09	-13,463.14	-45.34%	148,179.31	207,924.52	-59,745.21	-40.32%
Department: 204 - TAX								
52 - CONTRACTUAL	1,956.00	2,076.80	-120.80	-6.18%	102,354.88	108,579.92	-6,225.04	-6.08%
Department 204 - TAX Total:	1,956.00	2,076.80	-120.80	-6.18%	102,354.88	108,579.92	-6,225.04	-6.08%
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	9,698.65	7,785.51	1,913.14	19.73%	33,116.16	36,088.93	-2,972.77	-8.98%
52 - CONTRACTUAL	0.00	0.00	0.00	0.00%	172.67	132.39	40.28	23.33%

Prior-Year Comparative Income Statement

For the Period Ending 01/

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	10.81	0.00	10.81	100.00%
Department 301 - LEGAL COUNSEL Total:	9,698.65	7,785.51	1,913.14	19.73%	33,299.64	36,221.32	-2,921.68	-8.77%
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	6,132.94	6,056.16	76.78	1.25%	23,678.03	28,038.79	-4,360.76	-18.42%
52 - CONTRACTUAL	63.61	3,906.33	-3,842.72	-6,041.06%	11,226.62	15,516.37	-4,289.75	-38.21%
53 - GENERAL SERVICES	645.68	1,078.80	-433.12	-67.08%	3,962.32	4,731.89	-769.57	-19.42%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	3,183.47	0.00	3,183.47	100.00%
Department 302 - MUNICIPAL COURT Total:	6,842.23	11,041.29	-4,199.06	-61.37%	42,050.44	48,287.05	-6,236.61	-14.83%
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	31,773.48	29,529.72	2,243.76	7.06%	134,620.73	125,043.55	9,577.18	7.11%
52 - CONTRACTUAL	17,007.07	19,982.17	-2,975.10	-17.49%	65,816.04	66,016.08	-200.04	-0.30%
53 - GENERAL SERVICES	2,754.38	1,869.01	885.37	32.14%	11,396.61	12,441.18	-1,044.57	-9.17%
54 - MACHINE & EQUIPMENT MAI	2,380.82	3,615.04	-1,234.22	-51.84%	57,161.64	23,116.74	34,044.90	59.56%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	114,985.00	-114,985.00	0.00%
Department 402 - STREET MAINTENANCE Total:	53,915.75	54,995.94	-1,080.19	-2.00%	268,995.02	341,602.55	-72,607.53	-26.99%
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	69,610.47	68,304.93	1,305.54	1.88%	272,683.32	306,064.65	-33,381.33	-12.24%
52 - CONTRACTUAL	16,202.46	11,781.81	4,420.65	27.28%	98,004.22	76,142.46	21,861.76	22.31%
53 - GENERAL SERVICES	21,470.88	8,996.12	12,474.76	58.10%	49,933.82	44,545.20	5,388.62	10.79%
54 - MACHINE & EQUIPMENT MAI	14,178.36	20,144.92	-5,966.56	-42.08%	39,904.21	48,574.44	-8,670.23	-21.73%
55 - CAPITAL OUTLAY	79,074.55	0.00	79,074.55	100.00%	211,794.62	177,708.32	34,086.30	16.09%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	5.33	0.00	5.33	100.00%
Department 501 - PARKS & RECREATION Total:	200,536.72	109,227.78	91,308.94	45.53%	672,325.52	653,035.07	19,290.45	2.87%
Department: 504 - LIBRARY								
51 - PERSONNEL	15,765.65	16,360.45	-594.80	-3.77%	62,572.96	64,811.84	-2,238.88	-3.58%
52 - CONTRACTUAL	1,145.45	852.39	293.06	25.58%	6,883.98	7,213.23	-329.25	-4.78%
53 - GENERAL SERVICES	4,917.43	1,732.61	3,184.82	64.77%	7,521.92	10,162.81	-2,640.89	-35.11%
54 - MACHINE & EQUIPMENT MAI	2,165.97	3,111.56	-945.59	-43.66%	2,847.00	3,437.96	-590.96	-20.76%
Department 504 - LIBRARY Total:	23,994.50	22,057.01	1,937.49	8.07%	79,825.86	85,625.84	-5,799.98	-7.27%
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	5,610.47	6,102.69	-492.22	-8.77%	24,015.33	26,538.74	-2,523.41	-10.51%
52 - CONTRACTUAL	2,292.31	2,532.69	-240.38	-10.49%	13,075.05	14,622.81	-1,547.76	-11.84%
53 - GENERAL SERVICES	832.83	1,081.43	-248.60	-29.85%	4,802.55	6,839.13	-2,036.58	-42.41%
54 - MACHINE & EQUIPMENT MAI	117.99	336.11	-218.12	-184.86%	905.20	795.76	109.44	12.09%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	10,699.00	67,200.00	-56,501.00	-528.10%
Department 506 - SENIOR CENTER Total:	8,853.60	10,052.92	-1,199.32	-13.55%	53,497.13	115,996.44	-62,499.31	-116.83%
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	52.50	242.20	-189.70	-361.33%	2,757.07	2,439.89	317.18	11.50%
52 - CONTRACTUAL	1,745.70	2,531.62	-785.92	-45.02%	14,065.97	14,585.19	-519.22	-3.69%
53 - GENERAL SERVICES	263.80	990.60	-726.80	-275.51%	2,859.19	2,448.11	411.08	14.38%

Prior-Year Comparative Income Statement

For the Period Ending 01,

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
54 - MACHINE & EQUIPMENT MAI	0.00	3,214.65	-3,214.65	0.00%	2,276.84	17,467.46	-15,190.62	-667.18%
Department 507 - AQUATIC CENTER Total:	2,062.00	6,979.07	-4,917.07	-238.46%	21,959.07	36,940.65	-14,981.58	-68.23%
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	265,545.60	272,125.61	-6,580.01	-2.48%	1,059,197.69	1,119,250.76	-60,053.07	-5.67%
52 - CONTRACTUAL	19,520.04	8,464.42	11,055.62	56.64%	111,700.88	63,300.44	48,400.44	43.33%
53 - GENERAL SERVICES	12,952.03	12,112.49	839.54	6.48%	79,729.12	87,479.64	-7,750.52	-9.72%
54 - MACHINE & EQUIPMENT MAI	6,204.47	4,401.39	1,803.08	29.06%	40,547.73	51,476.06	-10,928.33	-26.95%
55 - CAPITAL OUTLAY	0.00	480.16	-480.16	0.00%	149,680.05	123,287.00	26,393.05	17.63%
57 - DEBT SERVICE	137,935.91	137,935.91	0.00	0.00%	137,935.91	137,935.91	0.00	0.00%
Department 601 - FIRE DEPARTMENT Total:	442,158.05	435,519.98	6,638.07	1.50%	1,578,791.38	1,582,729.81	-3,938.43	-0.25%
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	345,028.74	350,547.82	-5,519.08	-1.60%	1,439,940.86	1,471,125.99	-31,185.13	-2.17%
52 - CONTRACTUAL	22,279.38	24,846.95	-2,567.57	-11.52%	165,385.47	165,022.78	362.69	0.22%
53 - GENERAL SERVICES	22,958.08	10,858.65	12,099.43	52.70%	102,629.11	56,086.78	46,542.33	45.35%
54 - MACHINE & EQUIPMENT MAI	8,487.84	1,654.00	6,833.84	80.51%	50,863.03	53,149.18	-2,286.15	-4.49%
55 - CAPITAL OUTLAY	833.56	55,661.72	-54,828.16	-6,577.59%	253,974.50	289,109.02	-35,134.52	-13.83%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	0.00	42,225.02	-42,225.02	0.00%
Department 701 - POLICE DEPARTMENT Total:	399,587.60	443,569.14	-43,981.54	-11.01%	2,012,792.97	2,076,718.77	-63,925.80	-3.18%
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	34,914.59	41,457.74	-6,543.15	-18.74%	136,900.59	163,387.78	-26,487.19	-19.35%
52 - CONTRACTUAL	6,237.16	28,277.52	-22,040.36	-353.37%	18,765.04	114,099.29	-95,334.25	-508.04%
53 - GENERAL SERVICES	1,118.68	1,753.63	-634.95	-56.76%	5,399.57	4,951.36	448.21	8.30%
54 - MACHINE & EQUIPMENT MAI	0.00	15,448.00	-15,448.00	0.00%	9,314.00	16,136.08	-6,822.08	-73.25%
Department 801 - DEVELOPMENT SERVICES Total:	42,270.43	86,936.89	-44,666.46	-105.67%	170,379.20	298,574.51	-128,195.31	-75.24%
Department: 804 - GIS								
51 - PERSONNEL	5,764.96	6,283.06	-518.10	-8.99%	19,423.67	25,962.38	-6,538.71	-33.66%
52 - CONTRACTUAL	1,558.00	0.00	1,558.00	100.00%	1,831.99	132.39	1,699.60	92.77%
53 - GENERAL SERVICES	6.48	0.00	6.48	100.00%	6.48	13.30	-6.82	-105.25%
54 - MACHINE & EQUIPMENT MAI	1,064.94	0.00	1,064.94	100.00%	1,064.94	1,278.92	-213.98	-20.09%
Department 804 - GIS Total:	8,394.38	6,283.06	2,111.32	25.15%	22,327.08	27,386.99	-5,059.91	-22.66%
Expense Total:	1,357,544.44	1,419,567.16	-62,022.72	-4.57%	5,891,669.33	6,401,915.45	-510,246.12	-8.66%
Fund 01 Surplus (Deficit):	3,600,457.70	3,448,593.77	-151,863.93	-4.22%	5,569,292.16	5,514,163.20	-55,128.96	-0.99%

Prior-Year Comparative Income Statement

For the Period Ending 01,

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 02 - WATER AND WASTEWATER FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	140.43	140.43	0.00%	0.00	1,288.40	1,288.40	0.00%
44 - CHARGES FOR SERVICES	504,024.43	657,404.30	153,379.87	30.43%	3,299,278.07	3,752,970.13	453,692.06	13.75%
45 - OTHER REVENUE	160,430.66	93,898.40	-66,532.26	-41.47%	543,156.91	503,682.05	-39,474.86	-7.27%
Revenue Total:	664,455.09	751,443.13	86,988.04	13.09%	3,842,434.98	4,257,940.58	415,505.60	10.81%
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	50,051.38	57,581.31	-7,529.93	-15.04%	209,677.62	243,339.32	-33,661.70	-16.05%
52 - CONTRACTUAL	845.30	2,165.59	-1,320.29	-156.19%	8,320.64	8,545.68	-225.04	-2.70%
53 - GENERAL SERVICES	210.29	673.57	-463.28	-220.31%	1,294.75	2,368.03	-1,073.28	-82.89%
54 - MACHINE & EQUIPMENT MAI	0.00	708.46	-708.46	0.00%	0.00	708.46	-708.46	0.00%
55 - CAPITAL OUTLAY	310,839.11	1,676.95	309,162.16	99.46%	816,223.85	412,436.84	403,787.01	49.47%
Department 000 - UTILITIES ADMINISTRATION Total:	361,946.08	62,805.88	299,140.20	82.65%	1,035,516.86	667,398.33	368,118.53	35.55%
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	18,011.11	20,631.41	-2,620.30	-14.55%	73,054.76	79,308.60	-6,253.84	-8.56%
52 - CONTRACTUAL	36,618.68	57,309.88	-20,691.20	-56.50%	338,568.34	355,980.38	-17,412.04	-5.14%
53 - GENERAL SERVICES	1,500.57	1,286.76	213.81	14.25%	5,016.70	3,832.48	1,184.22	23.61%
54 - MACHINE & EQUIPMENT MAI	12,593.44	4,537.18	8,056.26	63.97%	54,453.80	58,107.47	-3,653.67	-6.71%
55 - CAPITAL OUTLAY	833,793.93	0.00	833,793.93	100.00%	1,732,641.78	54,319.61	1,678,322.17	96.86%
Department 001 - WATER PRODUCTION Total:	902,517.73	83,765.23	818,752.50	90.72%	2,203,735.38	551,548.54	1,652,186.84	74.97%
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	8,925.85	10,411.16	-1,485.31	-16.64%	32,782.51	37,287.64	-4,505.13	-13.74%
52 - CONTRACTUAL	12,498.32	9,771.57	2,726.75	21.82%	36,480.23	48,504.65	-12,024.42	-32.96%
53 - GENERAL SERVICES	4,297.61	11,106.57	-6,808.96	-158.44%	21,363.72	18,788.18	2,575.54	12.06%
54 - MACHINE & EQUIPMENT MAI	2,134.64	5,972.65	-3,838.01	-179.80%	20,675.15	53,077.84	-32,402.69	-156.72%
55 - CAPITAL OUTLAY	196,173.94	51,986.00	144,187.94	73.50%	591,285.17	233,387.84	357,897.33	60.53%
Department 002 - WATER DISTRIBUTION Total:	224,030.36	89,247.95	134,782.41	60.16%	702,586.78	391,046.15	311,540.63	44.34%
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	13,618.41	11,886.71	1,731.70	12.72%	53,824.93	45,334.85	8,490.08	15.77%
52 - CONTRACTUAL	18,046.22	968.57	17,077.65	94.63%	40,155.15	5,267.07	34,888.08	86.88%
53 - GENERAL SERVICES	1,277.19	2,952.19	-1,675.00	-131.15%	3,431.24	5,899.08	-2,467.84	-71.92%
54 - MACHINE & EQUIPMENT MAI	260.00	-650.34	910.34	350.13%	74,933.06	47,816.74	27,116.32	36.19%
Department 003 - CUSTOMER SERVICE Total:	33,201.82	15,157.13	18,044.69	54.35%	172,344.38	104,317.74	68,026.64	39.47%
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	17,007.50	13,618.97	3,388.53	19.92%	83,931.97	78,753.75	5,178.22	6.17%
52 - CONTRACTUAL	958.28	136.29	821.99	85.78%	7,582.36	44,312.37	-36,730.01	-484.41%
53 - GENERAL SERVICES	639.07	881.34	-242.27	-37.91%	4,706.05	5,162.70	-456.65	-9.70%
54 - MACHINE & EQUIPMENT MAI	996.58	3,602.37	-2,605.79	-261.47%	9,718.79	39,166.15	-29,447.36	-302.99%
55 - CAPITAL OUTLAY	15,683.69	1,915,255.88	-1,899,572.19	-12,111.77%	54,926.44	3,744,824.31	-3,689,897.87	-6,717.89%

Prior-Year Comparative Income Statement

For the Period Ending 01/31/2024

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Department 011 - WASTEWATER COLLECTION Total:	35,285.12	1,933,494.85	-1,898,209.73	-5,379.63%	160,865.61	3,912,219.28	-3,751,353.67	-2,331.98%
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	80,972.99	11,669.52	69,303.47	85.59%	342,488.93	67,665.47	274,823.46	80.24%
54 - MACHINE & EQUIPMENT MAINTENANCE	1,406.47	95,584.81	-94,178.34	-6,696.08%	139,431.77	330,922.34	-191,490.57	-137.34%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Department 012 - WASTEWATER TREATMENT Total:	82,379.46	107,254.33	-24,874.87	-30.20%	481,920.70	398,587.81	83,332.89	17.29%
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	7,061.95	6,880.08	181.87	2.58%	27,359.34	25,826.74	1,532.60	5.60%
52 - CONTRACTUAL	2,728.32	6,494.89	-3,766.57	-138.05%	42,296.73	26,917.17	15,379.56	36.36%
53 - GENERAL SERVICES	18,668.68	30,613.40	-11,944.72	-63.98%	77,549.50	118,388.59	-40,839.09	-52.66%
54 - MACHINE & EQUIPMENT MAINTENANCE	265.00	265.00	0.00	0.00%	24,288.23	1,060.00	23,228.23	95.64%
Department 020 - BILLING & COLLECTION Total:	28,723.95	44,253.37	-15,529.42	-54.06%	171,493.80	172,192.50	-698.70	-0.41%
Department: 901 - NON-DEPARTMENTAL								
52 - CONTRACTUAL	54,208.78	60,154.46	-5,945.68	-10.97%	253,659.84	277,820.85	-24,161.01	-9.52%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	37.91	402.39	-364.48	-961.43%
Department 901 - NON-DEPARTMENTAL Total:	54,208.78	60,154.46	-5,945.68	-10.97%	253,697.75	278,223.24	-24,525.49	-9.67%
Expense Total:	1,722,293.30	2,396,133.20	-673,839.90	-39.12%	5,182,161.26	6,475,533.59	-1,293,372.33	-24.96%
Fund 02 Surplus (Deficit):	-1,057,838.21	-1,644,690.07	-586,851.86	-55.48%	-1,339,726.28	-2,217,593.01	-877,866.73	-65.53%

Prior-Year Comparative Income Statement

For the Period Ending 01,

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 03 - SANITARY LANDFILL FUND								
Revenue								
44 - CHARGES FOR SERVICES	99,347.42	91,650.77	-7,696.65	-7.75%	398,292.11	399,903.10	1,610.99	0.40%
45 - OTHER REVENUE	6,338.62	9,883.12	3,544.50	55.92%	1,212,888.57	40,069.26	-1,172,819.31	-96.70%
Revenue Total:	105,686.04	101,533.89	-4,152.15	-3.93%	1,611,180.68	439,972.36	-1,171,208.32	-72.69%
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	22,339.97	22,845.64	-505.67	-2.26%	92,264.40	97,090.53	-4,826.13	-5.23%
52 - CONTRACTUAL	4,898.76	6,470.89	-1,572.13	-32.09%	64,637.51	38,730.46	25,907.05	40.08%
53 - GENERAL SERVICES	12,670.38	8,934.28	3,736.10	29.49%	53,846.64	42,490.18	11,356.46	21.09%
54 - MACHINE & EQUIPMENT MAI	1,028.96	80.98	947.98	92.13%	55,837.77	29,421.57	26,416.20	47.31%
55 - CAPITAL OUTLAY	0.00	46,608.09	-46,608.09	0.00%	1,189,831.07	46,608.09	1,143,222.98	96.08%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	196,619.67	196,619.67	0.00	0.00%
Department 030 - LANDFILL Total:	40,938.07	84,939.88	-44,001.81	-107.48%	1,653,037.06	450,960.50	1,202,076.56	72.72%
Expense Total:	40,938.07	84,939.88	-44,001.81	-107.48%	1,653,037.06	450,960.50	1,202,076.56	72.72%
Fund 03 Surplus (Deficit):	64,747.97	16,594.01	-48,153.96	-74.37%	-41,856.38	-10,988.14	30,868.24	73.75%

Prior-Year Comparative Income Statement

For the Period Ending 01/31/2024

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 04 - AIRPORT FUND								
Revenue								
44 - CHARGES FOR SERVICES	8,889.90	9,154.04	264.14	2.97%	61,493.83	61,412.12	-81.71	-0.13%
Revenue Total:	8,889.90	9,154.04	264.14	2.97%	61,493.83	61,412.12	-81.71	-0.13%
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	750.39	5,642.14	-4,891.75	-651.89%	2,642.63	21,568.65	-18,926.02	-716.18%
52 - CONTRACTUAL	1,990.77	2,179.15	-188.38	-9.46%	19,424.53	23,114.54	-3,690.01	-19.00%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	524.43	-524.43	0.00%
54 - MACHINE & EQUIPMENT MAINTENANCE	994.00	1,075.07	-81.07	-8.16%	9,020.72	7,368.42	1,652.30	18.32%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	15,728.25	-15,728.25	0.00%
Department 040 - AIRPORT Total:	3,735.16	8,896.36	-5,161.20	-138.18%	31,087.88	68,304.29	-37,216.41	-119.71%
Expense Total:	3,735.16	8,896.36	-5,161.20	-138.18%	31,087.88	68,304.29	-37,216.41	-119.71%
Fund 04 Surplus (Deficit):	5,154.74	257.68	-4,897.06	-95.00%	30,405.95	-6,892.17	-37,298.12	-122.67%

Prior-Year Comparative Income Statement

For the Period Ending 01/

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 05 - STORM WATER DRAINAGE FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	1,405.93	1,405.93	0.00%	0.00	12,899.63	12,899.63	0.00%
44 - CHARGES FOR SERVICES	48,592.03	83,055.17	34,463.14	70.92%	300,439.41	332,632.28	32,192.87	10.72%
45 - OTHER REVENUE	3,652.30	6,216.40	2,564.10	70.21%	10,232.28	22,491.66	12,259.38	119.81%
Revenue Total:	52,244.33	90,677.50	38,433.17	73.56%	310,671.69	368,023.57	57,351.88	18.46%
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	28,812.73	5,317.68	23,495.05	81.54%	82,421.95	36,522.19	45,899.76	55.69%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	2,103.32	0.00	2,103.32	100.00%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	500.00	500.00	0.00	0.00%
Department 050 - STORM WATER DRAINAGE Total:	28,812.73	5,317.68	23,495.05	81.54%	85,025.27	37,022.19	48,003.08	56.46%
Expense Total:	28,812.73	5,317.68	23,495.05	81.54%	85,025.27	37,022.19	48,003.08	56.46%
Fund 05 Surplus (Deficit):	23,431.60	85,359.82	61,928.22	264.29%	225,646.42	331,001.38	105,354.96	46.69%

Prior-Year Comparative Income Statement

For the Period Ending 01,

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 07 - HOTEL OCCUPANCY TAX FUND								
Revenue								
40 - TAXES	42,227.88	85,681.89	43,454.01	102.90%	172,724.75	190,225.49	17,500.74	10.13%
45 - OTHER REVENUE	3,735.40	6,720.81	2,985.41	79.92%	12,256.07	25,036.99	12,780.92	104.28%
Revenue Total:	45,963.28	92,402.70	46,439.42	101.04%	184,980.82	215,262.48	30,281.66	16.37%
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	5,081.90	5,306.98	-225.08	-4.43%	19,393.99	20,534.70	-1,140.71	-5.88%
52 - CONTRACTUAL	1,389.75	9,872.70	-8,482.95	-610.39%	11,751.54	40,857.61	-29,106.07	-247.68%
53 - GENERAL SERVICES	0.00	253.75	-253.75	0.00%	500.00	277.50	222.50	44.50%
58 - GRANT DISBURSEMENTS	25,630.77	4,645.88	20,984.89	81.87%	65,997.24	10,440.96	55,556.28	84.18%
Department 070 - TOURISM Total:	32,102.42	20,079.31	12,023.11	37.45%	97,642.77	72,110.77	25,532.00	26.15%
Expense Total:	32,102.42	20,079.31	12,023.11	37.45%	97,642.77	72,110.77	25,532.00	26.15%
Fund 07 Surplus (Deficit):	13,860.86	72,323.39	58,462.53	421.78%	87,338.05	143,151.71	55,813.66	63.91%

Prior-Year Comparative Income Statement

For the Period Ending 01,

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 08 - DEBT SERVICE FUND								
Revenue								
40 - TAXES	123,763.35	142,063.26	18,299.91	14.79%	242,743.69	286,170.91	43,427.22	17.89%
45 - OTHER REVENUE	353.90	229.48	-124.42	-35.16%	843.27	449.86	-393.41	-46.65%
Revenue Total:	124,117.25	142,292.74	18,175.49	14.64%	243,586.96	286,620.77	43,033.81	17.67%
Fund 08 Total:	124,117.25	142,292.74	18,175.49	14.64%	243,586.96	286,620.77	43,033.81	17.67%

Prior-Year Comparative Income Statement

For the Period Ending 01,

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance		2022-2023	2023-2024	YTD Variance	
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 10 - CAPITAL PROJECTS FUND								
Revenue								
41 - LICENSES AND PERMITS	420.00	210.00	-210.00	-50.00%	4,308.75	1,982.50	-2,326.25	-53.99%
44 - CHARGES FOR SERVICES	2,084.38	0.00	-2,084.38	-100.00%	3,090.63	0.00	-3,090.63	-100.00%
45 - OTHER REVENUE	29,457.74	30,356.33	898.59	3.05%	107,283.36	123,588.61	16,305.25	15.20%
Revenue Total:	31,962.12	30,566.33	-1,395.79	-4.37%	114,682.74	125,571.11	10,888.37	9.49%
Expense								
Department: 402 - STREET MAINTENANCE								
55 - CAPITAL OUTLAY	13,009.67	456,157.23	-443,147.56	-3,406.29%	824,049.33	456,157.23	367,892.10	44.64%
Department 402 - STREET MAINTENANCE Total:	13,009.67	456,157.23	-443,147.56	-3,406.29%	824,049.33	456,157.23	367,892.10	44.64%
Expense Total:	13,009.67	456,157.23	-443,147.56	-3,406.29%	824,049.33	456,157.23	367,892.10	44.64%
Fund 10 Surplus (Deficit):	18,952.45	-425,590.90	-444,543.35	-2,345.57%	-709,366.59	-330,586.12	378,780.47	53.40%

Prior-Year Comparative Income Statement

For the Period Ending 01/

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 11 - CHILD SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	172.54	257.27	84.73	49.11%	868.65	1,113.13	244.48	28.14%
45 - OTHER REVENUE	30.22	50.58	20.36	67.37%	100.82	191.86	91.04	90.30%
Revenue Total:	202.76	307.85	105.09	51.83%	969.47	1,304.99	335.52	34.61%
Fund 11 Total:	202.76	307.85	105.09	51.83%	969.47	1,304.99	335.52	34.61%

Prior-Year Comparative Income Statement

For the Period Ending 01/

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 12 - COURT TECHNOLOGY FUND								
Revenue								
42 - FINES AND FORFEITURES	812.95	1,150.17	337.22	41.48%	3,633.15	4,802.23	1,169.08	32.18%
45 - OTHER REVENUE	76.78	159.12	82.34	107.24%	250.20	590.36	340.16	135.96%
Revenue Total:	889.73	1,309.29	419.56	47.16%	3,883.35	5,392.59	1,509.24	38.86%
Fund 12 Total:	889.73	1,309.29	419.56	47.16%	3,883.35	5,392.59	1,509.24	38.86%

Prior-Year Comparative Income Statement

For the Period Ending 01/31/2024

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 13 - PUBLIC SAFETY FUND								
Revenue								
45 - OTHER REVENUE	334.86	260.43	-74.43	-22.23%	1,151.16	985.38	-165.78	-14.40%
Revenue Total:	334.86	260.43	-74.43	-22.23%	1,151.16	985.38	-165.78	-14.40%
Fund 13 Total:	334.86	260.43	-74.43	-22.23%	1,151.16	985.38	-165.78	-14.40%

Prior-Year Comparative Income Statement

For the Period Ending 01/31/2024

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 20 - TAX INCREMENT FINANCING FUND								
Revenue								
40 - TAXES	45,702.88	48,784.06	3,081.18	6.74%	155,802.40	170,344.65	14,542.25	9.33%
45 - OTHER REVENUE	2,092.54	4,696.29	2,603.75	124.43%	6,240.67	17,749.49	11,508.82	184.42%
Revenue Total:	47,795.42	53,480.35	5,684.93	11.89%	162,043.07	188,094.14	26,051.07	16.08%
Fund 20 Total:	47,795.42	53,480.35	5,684.93	11.89%	162,043.07	188,094.14	26,051.07	16.08%

Prior-Year Comparative Income Statement

For the Period Ending 01/

Item 10.

Categor...	2022-2023	2023-2024	Jan. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Jan. Activity	Jan. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 79 - SEDA								
Revenue								
40 - TAXES	58,669.49	61,849.81	3,180.32	5.42%	258,786.57	265,123.45	6,336.88	2.45%
45 - OTHER REVENUE	4,569.37	5,130.59	561.22	12.28%	15,400.69	21,094.64	5,693.95	36.97%
Revenue Total:	63,238.86	66,980.40	3,741.54	5.92%	274,187.26	286,218.09	12,030.83	4.39%
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	24,242.62	24,346.73	-104.11	-0.43%	84,208.06	92,296.15	-8,088.09	-9.60%
52 - CONTRACTUAL	15,336.09	5,383.87	9,952.22	64.89%	27,024.83	13,163.44	13,861.39	51.29%
53 - GENERAL SERVICES	543.30	613.57	-70.27	-12.93%	1,587.77	1,653.30	-65.53	-4.13%
54 - MACHINE & EQUIPMENT MAI	154.91	121.25	33.66	21.73%	343.91	1,244.20	-900.29	-261.78%
55 - CAPITAL OUTLAY	0.00	118.69	-118.69	0.00%	0.00	118.69	-118.69	0.00%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	60.72	0.00	60.72	100.00%
58 - GRANT DISBURSEMENTS	160,000.00	0.00	160,000.00	100.00%	191,738.71	75,094.95	116,643.76	60.83%
Department 790 - SEDA Total:	200,276.92	30,584.11	169,692.81	84.73%	304,964.00	183,570.73	121,393.27	39.81%
Expense Total:	200,276.92	30,584.11	169,692.81	84.73%	304,964.00	183,570.73	121,393.27	39.81%
Fund 79 Surplus (Deficit):	-137,038.06	36,396.29	173,434.35	126.56%	-30,776.74	102,647.36	133,424.10	433.52%
Total Surplus (Deficit):	2,705,069.07	1,786,894.65	-918,174.42	-33.94%	4,202,590.60	4,007,302.08	-195,288.52	-4.65%

Prior-Year Comparative Income Statement

For the Period Ending 01/31/2024

Item 10.

Fund Summary

Fund	2022-2023		2023-2024		2022-2023		2023-2024		YTD Variance	
	Jan. Activity	Jan. Activity	Jan. Activity	Jan. Activity	YTD Activity	YTD Activity	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	3,600,457.70	3,448,593.77	-151,863.93	-4.22%	5,569,292.16	5,514,163.20	-55,128.96	-0.99%		
02 - WATER AND WASTEWA...	-1,057,838.21	-1,644,690.07	-586,851.86	-55.48%	-1,339,726.28	-2,217,593.01	-877,866.73	-65.53%		
03 - SANITARY LANDFILL FU...	64,747.97	16,594.01	-48,153.96	-74.37%	-41,856.38	-10,988.14	30,868.24	73.75%		
04 - AIRPORT FUND	5,154.74	257.68	-4,897.06	-95.00%	30,405.95	-6,892.17	-37,298.12	-122.67%		
05 - STORM WATER DRAINA...	23,431.60	85,359.82	61,928.22	264.29%	225,646.42	331,001.38	105,354.96	46.69%		
07 - HOTEL OCCUPANCY TAX ...	13,860.86	72,323.39	58,462.53	421.78%	87,338.05	143,151.71	55,813.66	63.91%		
08 - DEBT SERVICE FUND	124,117.25	142,292.74	18,175.49	14.64%	243,586.96	286,620.77	43,033.81	17.67%		
10 - CAPITAL PROJECTS FUND	18,952.45	-425,590.90	-444,543.35	-2,345.57%	-709,366.59	-330,586.12	378,780.47	53.40%		
11 - CHILD SAFETY FUND	202.76	307.85	105.09	51.83%	969.47	1,304.99	335.52	34.61%		
12 - COURT TECHNOLOGY F...	889.73	1,309.29	419.56	47.16%	3,883.35	5,392.59	1,509.24	38.86%		
13 - PUBLIC SAFETY FUND	334.86	260.43	-74.43	-22.23%	1,151.16	985.38	-165.78	-14.40%		
20 - TAX INCREMENT FINANC...	47,795.42	53,480.35	5,684.93	11.89%	162,043.07	188,094.14	26,051.07	16.08%		
79 - SEDA	-137,038.06	36,396.29	173,434.35	126.56%	-30,776.74	102,647.36	133,424.10	433.52%		
Total Surplus (Deficit):	2,705,069.07	1,786,894.65	-918,174.42	-33.94%	4,202,590.60	4,007,302.08	-195,288.52	-4.65%		



REGULAR CITY COUNCIL MEETING

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

MINUTES

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

COUNCIL PRESENT: Mayor Doug Svien
Council Member LeAnn Durfey
Council Member Lon Reisman
Council Member Bob Newby
Council Member Maddie Smith
Council Member David Baskett
Council Member Brandon Greenhaw
Council Member Mark McClinton

COUNCIL ABSENT: Council Member Justin Haschke

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

CALL TO ORDER

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

PLEDGES OF ALLEGIANCE

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

INVOCATION

Mayci Hamilton with Stephenville Junior High School Fellowship of Christian Athletes

PRESENTATIONS AND RECOGNITIONS

Stephenville ISD FFA National Champion Recognition

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Presentation of Donation from Keep Stephenville Beautiful

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

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

The Mayor read the following proclamation:

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

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

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

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

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

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

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

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

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

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

Administer Oath of Office to Newest Stephenville Police Officer

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

Stephenville Police Department Presentation of Life Saving Award

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

CITIZENS GENERAL DISCUSSION

No one addressed the Council at this time.

REGULAR AGENDA

1. Order of Election for May 4, 2024 Election

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

2. 2023 Stephenville Police Department Racial Profiling Report

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

As referenced earlier, the most recent Texas Racial Profiling Law requires that police departments perform data audits in order to validate the data being reported. Consistent with this requirement, the Stephenville Police Department has engaged del Carmen Consulting, LLC in order to perform these audits in a manner consistent with normative statistical practices. As shown in Table 6, the audit performed reveals that the data is valid and reliable. Further, as required by law, this report also includes an analysis on the searches performed. This analysis includes information on whether contraband was found as a result of the search while controlling for race/ethnicity. The search analysis demonstrates that the police department is engaging in search practices consistent with national trends in law enforcement. While considering the findings produced as a result of this analysis, it is recommended that the Stephenville Police Department should continue to collect and evaluate additional information on motor vehicle contact data (i.e., reason for probable cause searches, contraband detected), which may prove to be useful when determining the nature of the contacts police officers are making with all individuals. As part of this effort, the Stephenville Police Department should continue to: 1) Perform an independent analysis on contact and search data in the upcoming year. 2) Commission data audits in 2024 in order to assess data integrity; that is, to ensure that the data collected is consistent with the data being reported. The comprehensive data analysis performed serves as evidence that the Stephenville Police Department has complied with

the Texas Racial Profiling Law and all of its requirements. Further, the report demonstrates that the police department has incorporated a comprehensive racial profiling policy, currently offers information to the public on how to file a compliment or complaint, commissions quarterly data audits in order to ensure validity and reliability, collects and commissions the analysis of Tier 2 data, and ensures that the practice of racial profiling will not be tolerated.

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

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

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

Police Chief Dan Harris presented this item.

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

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

5. Consider Approval of the Ballistic Helmet Grant Application

Police Chief Dan Harris presented this item.

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

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

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

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

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

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

Development Services Director Steve Killen presented this item to Council.

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

Plan Review: \$10,701.00

Parkland Dedication: \$19,920.00

Engineering Review: \$ 5,718.94

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

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

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

Estimated Amount: \$48,028.44.

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

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

8. CASE NO.: RZ2024-001

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

Development Services Director Steve Killen presented this item to Council.

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

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

8. PUBLIC HEARING Case No.: RZ2024-001

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

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

No one spoke in opposition of the rezone.

The Public Hearing closed at 6:07 PM.

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

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

11. CASE NO.: RZ2024-002

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

Development Services Director Steve Killen presented this item to Council.

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

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

12. PUBLIC HEARING Case No.: RZ2024-002

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

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

The Public Hearing closed at 6:08 PM.

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

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

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

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

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

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

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

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

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

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

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

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

PARKS AND LEISURE SERVICES COMMITTEE

Lonn Reisman, Chair

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

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

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

Synergy will collaborate with, and provide services to, the City of Stephenville in the following areas:

Creation of a sports-focused Feasibility Study

- Assess the current sports ecosystem in the local, sub-regional, and regional market
- Identify sports opportunities in the local, sub-regional, and regional markets that are currently underserved and/ or absent in the region
- Assess the local, sub-regional, and regional demographics, socioeconomics, competitors, etc.
- Assess the various sites and project opportunities within the City to determine the level of sport participation, opportunities for amateur and collegiate meets, tournaments, and rentals, events, community programs, etc.
- Provide recommendations on facility components, surfacing, equipment, etc.
- Creation of 5-year financial projections for operations for each component as well as collectively, to include

Income Statement, Statement of Cash Flows, Balance Sheet, and supporting details (number and costs for

programs, meets, events, etc.)

- Creation of an Economic Impact Analysis to show jobs created or supported, dollars coming into the area, additional hotel stays, restaurant visits, etc.
- Creation of a User Impact Summary to show the number of additional visitors to the area, participants, etc.
- Develop conceptual architecture for any “to be developed” facilities (indoor and/ or outdoor)
- Indoor facility floor plan and site plan (if applicable)
- Exterior Rendering of new outdoor components (flat/ diamond fields, etc., if applicable)
- Development of a digital presentation deck (as needed)
- Development of a preliminary cost estimate for construction, surfacing, equipment, etc., and provide an optional phasing plan
- Provide a summary of financing and funding options
- Initial site visit to include meetings with key stakeholders, County Commission, community members, other municipal entities, etc.
- Site visit to present final findings to City Council
- Virtual presentations with Boards of Directors, philanthropic organizations, banks, City Council, School Board, County Commission, EDC, local community, etc. as needed

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

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

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

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

PUBLIC WORKS COMMITTEE

Mark McClinton, Chair

18. Public Works Committee Report from January 16, 2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parks portion of the cost would be reallocated from a bathroom renovation project that was on hold.

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

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

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

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

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

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

Agenda Item 8: Discuss Construction Contractor Protocol

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

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

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

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

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

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

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

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

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

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

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

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

DEVELOPMENT SERVICES COMMITTEE

David Baskett, Chair

24. Development Services Committee Report from January 16, 2024

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

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

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

PERSONNEL COMMITTEE

Brandon Greenhaw, Chair

25. Personnel Committee Report from January 16, 2024

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

Agenda Item #10: Discuss Update of Salary Survey

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

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

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

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

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

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

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

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

EXECUTIVE SESSION

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

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

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

PUBLIC HEALTH AND SAFETY COMMITTEE

Bob Newby, Chair

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

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

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

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

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

FINANCIAL REPORTS

Monica Harris, Director of Finance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

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

CONSENT AGENDA

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

37. Consider Approval of Auction Items

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

COMMENTS BY CITY MANAGER

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

COMMENTS BY COUNCIL MEMBERS

LeAnn Durfey – Congratulations to Swindle's Jewelry

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

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

Bob Newby – Congratulations to Swindle's Jewelry!

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

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

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

Mark McClinton – We are listening!

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY**38. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Reload**

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

ADJOURN

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

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

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary



CITY COUNCIL WORK SESSION

Memorial Stadium, 1 N Harbin Drive, Stephenville, Texas 76402
Thursday, February 15, 2024 at 12:00 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Thursday, February 15, 2024, at Memorial Stadium, 1 N Harbin Drive, Stephenville, Texas for the purpose of a City Council Work Session, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT: Mayor Doug Svien
Council Member LeAnn Durfey
Council Member Lon Reisman
Council Member Maddie Smith
Council Member David Baskett
Council Member Brandon Greenhaw
Council Member Mark McClinton

COUNCIL ABSENT: Council Member Justin Haschke
Council Member Bob Newby

OTHERS ATTENDING: Jason M. King, City Manager
Sarah Lockenour, City Secretary

CALL TO ORDER

Mayor Svien called the City Council Work Session to order at 12:12 PM.

REGULAR AGENDA

1. Budget Discussion

FY 2023-2024

FY 2024-2025

City Manager Jason King led a review of the 2023-2024 budget and a discussion of the 2024-2025 budget.

ADJOURN

Mayor Svien adjourned the City Council Work Session at 2:04 PM.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

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



SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, February 20, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, February 20, 2024, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Special City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT:

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

COUNCIL ABSENT:

OTHERS ATTENDING:

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

CALL TO ORDER

Mayor Svien called the Special City Council meeting to order at 5:41 pm and recessed to Executive Session.

EXECUTIVE SESSION

Mayor Svien called the Council into Executive Session at 5:43 PM.

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

- 1. Section 551.074 Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Fire Chief**

Mayor Svien adjourned Executive Session at 5:48 PM and reconvened the Special City Council meeting at 5:50 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

Mayor Svien adjourned the Special City Council meeting at 5:50 PM.

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

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary



esri[®]

380 New York St
Redlands, CA 92373-8118
Phone: + 190936939363936
Fax #: 909-307-3083

Quotation

Date: 12/01/2023

Quotation Number: 26183467

Contract Number: SMALL GOVT ELA US

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Barbara Walker

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
P.O. Box 741076
Los Angeles, CA 90074-1076

City of Stephenville
Information Technology
City Hall
298 W Washington St
Stephenville TX 76401-4257

Attn: James Wiley

Customer Number: 152455

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
------	-----	-----------	------------	----------------

Per the terms and conditions in your Esri Enterprise License Agreement, your organization is required to provide an annual usage report. This report should detail all deployments made under this agreement for your previous term, and should be provided to Esri as an Excel spreadsheet.

The annual usage report must include actual license counts by product, licensee, and location.

Please return your report via email to ea_usage_reports@esri.com.

Thank you in advance for your prompt attention to this matter.

10	1	168177	27,500.00	27,500.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
Start Date: 03/03/2024				
End Date: 03/02/2025				

Q-804-54160

Please note Esri has introduced a price change and this quote reflects current pricing for your organization. It is important to us that we are able to continue to deliver value through enhancements to products, solutions, and capabilities.

Your renewal provides access to all the benefits you are familiar with, which you can review at <https://go.esri.com/maintenance>
For questions related to the price change, please reach out to your assigned Esri Account Manager.

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

To expedite your order, please reference your customer number and this quotation number on your purchase order.



STAFF REPORT

SUBJECT: Consider Approving ERSI Enterprise License Agreement

DEPARTMENT: Geographical Information System

STAFF CONTACT: Jason King

RECOMMENDATION:

ESRI is an annual software licenses agreement subscription for GIS mapping of utilities.

BACKGROUND:

FISCAL IMPACT SUMMARY:

\$27,500.00 based on city population. Amount is budgeted for this fiscal year.

ALTERNATIVES

STAFF REPORT



SUBJECT: Order of Election for May 4, 2024 Election

DEPARTMENT: Administration

STAFF CONTACT: Sarah Lockenour, City Secretary

RECOMMENDATION:

Staff requests Council approve the Order of Election for the City of Stephenville General Election to be held of Saturday, May 4, 2024, for the purpose of electing the following:

Council Member Place 2

Council Member Place 4

Council Member Place 6

Council Member Place 8

Mayor

The City of Stephenville has contracted with Erath County for this election.

An election is hereby ordered to be held on Saturday, May 4, 2024, for the purpose of electing the following:

- Council Member - Place 2
- Council Member - Place 4
- Council Member - Place 6
- Council Member - Place 8
- Mayor

EARLY VOTING HOURS

April 22 - 25 Monday – Thursday 8:00 am – 5:00 pm
EXTENDED HOURS : FRIDAY, APRIL 26 7AM -7PM
 April 29 – 30 Monday & Tuesday 8:00 am -5:00 pm

EARLY VOTING LOCATIONS

NEW ERATH COUNTY ANNEX

222 E. College St.
Stephenville, TX 76401

PATRICK STREET CHURCH OF CHRIST

630 N. Patrick St.
Dublin, TX 76446

ELECTION DAY VOTING LOCATIONS

Saturday May 4, 2024
7:00 a.m. – 7:00 p.m.

****VOTE CENTERS (Erath County voters can vote at any one of the following locations on Election Day, regardless of where you reside in Erath County) ****

NEW ERATH COUNTY ANNEX

222 E. College St.
Stephenville, TX 76401

TEXAS BANK

988 Wolfe Nursery Rd.
Stephenville, TX 76401

MORGAN MILL COMMUNITY CENTER

406 CR 156
Stephenville, TX 76401

PATRICK ST CHURCH OF CHRIST

630 N Patrick St.
Dublin, TX 76446

BLUFF DALE COMMUNITY CENTER

175 Holt
Bluff Dale, TX 76433

HUCKABAY ISD CAFETERIA

200 County Road 421
Stephenville, TX 76401

Applications for ballot by mail shall be mailed to:

Gwinda Jones, County Election Officer
 222 E College St.
 Stephenville, Texas 76401
 (254) 965-1482
vote@co.erath.tx.us
www.co.erath.tx.us/184/Elections

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on **Tuesday, April 23, 2023.**

Federal Post Card Applications (FPCAs) must be received no later than the close of business on **Tuesday, April 23, 2024.**

Ordered this 5th day of March 2024, by the City Council of the City of Stephenville, Texas.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary