



## REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, April 04, 2023 at 5:30 PM

### AGENDA

#### CALL TO ORDER

#### PLEDGES OF ALLEGIANCE

#### INVOCATION

#### PRESENTATIONS AND RECOGNITIONS

1. Presentation of Donation from Keep Stephenville Beautiful
2. [Proclamation](#) Recognizing Stop the Silence and Sexual Assault Awareness Month

#### CITIZENS GENERAL DISCUSSION

#### REGULAR AGENDA

1. Consider Approval of Variance Request from the City of Stephenville Code of Ordinances, Section 130.16 Sale of Alcoholic Beverages for Don Nico's Restaurant, located at 966 W. Washington
2. Consider Approval of Opioid Settlement with the State of Texas Office of the Attorney General

#### PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

#### **3. WITHDRAWN: Case No.: RZ2023-002**

Applicant Wayne Wooley, Representing Triple W Remodeling, LLC and JPW Consulting Co, is Requesting a Rezone of Property Located at 911 E Lewis Dr., Parcel R29808, Being S2600 CITY ADDITION; BLOCK 76; LOT 5-R of the City of Stephenville, Erath County Texas from One-And-Two-Family Residential (R-2) to Integrated Housing District (R-2.5)

#### **4. PUBLIC HEARING**

#### **Case No.: PD2022-009**

Applicant Joel Allen, Representing Pecan Landing, LLC, is Requesting a Rezone of Property Located at 0 Forest Rd, Parcel R77510, Being 36.77 Acres, A0515 MOTLEY WILLIAM, of the City of Stephenville, Erath County, Texas from Single Family (R-1) and One-and-Two Family (R-2) to Planned Development (PD)

5. Consider Approval of Ordinance Rezoning Property Located at 0 Forest Rd, Parcel R77510, Being 36.77 Acres, A0515 MOTLEY WILLIAM, of the City of Stephenville, Erath County, Texas from Single Family (R-1) and One-and-Two Family (R-2) to Planned Development (PD)

#### DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

6. Development Services Committee Report from March 21, 2023

- [7.](#) Approve Contract to Update Comprehensive and Thoroughfare Plans

#### **TOURISM AND VISITORS BUREAU COMMITTEE**

LeAnn Durfey, Chair

- [8.](#) Tourism & Visitors Bureau Committee Report from March 21, 2023
- [9.](#) Consider Approval of HOT Funds Application(s) - City Limits Sports Academy
- [10.](#) Consider Approval of HOT Funds Application - Joe Beaver's Superstars Roping

#### **NOMINATIONS COMMITTEE**

Lonn Reisman, Chair

- [11.](#) Nominations Committee Report from March 21, 2023
12. Consider Approval of the Charter Review Committee

#### **FINANCE COMMITTEE**

Justin Haschke, Chair

- [13.](#) Finance Committee Report from March 21, 2023

#### **FINANCIAL REPORTS**

Monica Harris, Director of Finance

- [14.](#) Monthly Budget Report for the Period Ending February 28,2023

#### **STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT**

Jeff Sandford, Executive Director

#### **CONSENT AGENDA**

- [15.](#) Consider Approval of Minutes - March 7, 2023 - Regular Meeting
- [16.](#) Consider Approval of Minutes - March 21, 2023 - Special Meeting
- [17.](#) Consider Approval to Formalize Easement for Existing Oncor Lines - East Road and East S. Loop
- [18.](#) Consider Approval to Formalize Easement for Existing Oncor Lines - FM 205 at Old Granbury Road
- [19.](#) Consider Approval of Expenditure for Shield Grant Program
- [20.](#) Consider Approval of Expenditure for Motorola/Spillman CAD/RMS Annual Maintenance Cost

#### **COMMENTS BY CITY MANAGER**

#### **COMMENTS BY COUNCIL MEMBERS**

#### **EXECUTIVE SESSION**

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

- 21. Section 551.074 Personnel Matters** to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **Director of Administrative Services**
- 22. Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **Roberts Matthews Survey**
- 23. Section 551.071 Consultation with Attorney** - to Consult Over a Pending or Contemplated Litigation

#### **ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY**

#### **ADJOURN**

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

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

# *Proclamation - Stop the Silence*

**Whereas**, National Crime Victims' Rights Week was established in 1981 by President Ronald Reagan as part of an effort to bring attention and support to victims of crime and is being observed the week of April 23-29, 2023 with the theme of "Survivor Voices: Elevate. Engage. Effect Change." to recognize victims of crime in the United States. National Crime Victims' Rights Week provides an opportunity to recommit to ensuring that accessible, appropriate, and trauma-informed services are offered to all victims of crime; and

**Whereas**, in 1983, April was designated National Child Abuse Prevention Month, and our community acknowledges that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment; and

**Whereas**, National Sexual Assault Awareness month was first nationally recognized in April 2001 as an effort to bring awareness about sexual assault and educate communities and individuals on prevention of sexual violence; and

**Whereas**, our community has dedicated individuals and organizations who work daily to counter the problems and provide resources to victims of violent crimes, child abuse and neglect, and sexual assault; and

**Whereas**, since the passage of the Victims of Crime Act in 1984, and through the dedicated work of advocates, lawmakers, and victims service providers, there is a growing array of services and resources available to victims and their loved ones; and

**Whereas**, Stop the Silence has been created to combine awareness of these causes in Erath County.

**NOW, THEREFORE**, reaffirming this, the City of Stephenville, City of Dublin, Erath County and Tarleton State University commit to creating a victim service and criminal justice response that assists all victims of crimes throughout the year; and do hereby proclaim the week of April 23-29, 2023 as Crime Victims' Rights Week.

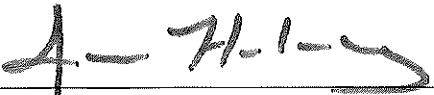
Presented this the 13th day of April, 2023.

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Doug Svien, Mayor of City of Stephenville

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Brandon Huckabee, Erath County Judge



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Dr. James Hurley, President of Tarleton State University

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David Leatherwood, Mayor of City of Dublin



## STAFF REPORT

**SUBJECT:** Request for a Variance from the City of Stephenville Code of Ordinances, Section 130.16 Sale of Alcoholic Beverages for Don Nico’s Restaurant, located at 966 W. Washington

**DEPARTMENT:** Administration

**STAFF CONTACT:** Sarah Lockenour, City Secretary

### BACKGROUND:

On March 16, 2023, the City Secretary’s Office was contacted in reference to alcohol sales at Don Nico’s Restaurant, located at 966 W. Washington. Chapter 130.16 of the City of Stephenville Code of Ordinances prohibits the sale of alcohol within 300 feet of a school, hospital, or church. It further states that *“In a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections.”* The GIS Manager prepared a map measuring the distance from Don Nico’s Restaurant to Central Elementary School using the parameters of the ordinance; Don Nico’s Restaurant was found to be 151 feet from Central Elementary School.

Venigno Mascorro, owner of Don Nico’s Restaurant has requested that the Council consider granting a variance in accordance with Chapter 130.16(4) to allow for the sale of alcohol.

Don Nico’s currently has a TABC N/FB (Private Club Registration/Food and Beverage) Permit that expires September 13, 2023.

### REFERENCE:

Chapter 130, Section 16.4 of the Ordinance allows for the City Council to grant a variance to the distance requirements *“if it determines that the enforcement of the regulations in a particular instance is not in the best interest of the public, constitutes waste or inefficient use of land or other resources, creates an undue hardship on the applicant for a license or permit, does not serve its intended purpose, is not effective or necessary, or, for any other reason the City Council determines, after consideration of the health, safety, and welfare of the public and the equities of the situation, that the variance is in the best interest of the community.”*

# 966 W Washington TABC Map

Item 1.



**Legend**

- ◆ Addresses
- Roads
- Parcels
- School\_Outlines



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

**Sec. 130.16. Sale of alcoholic beverages.**

- (A) *Definitions.* For the purposes of this chapter, all definitions of words, terms and phrases as set forth in V.T.C.A. Alcoholic Beverage Code §§ 1.01 et seq. are hereby adopted and made a part of this chapter.
- (B) *Required; fee.* No person within the city shall manufacture, sell, distribute or store any alcoholic beverage or engage in any other activity in relation thereto, for which a permit or license is required by the state alcoholic beverage code, without first obtaining a license to do so from the city. The fee for such license or permit shall be an amount equal to one-half the permit or license fee charged by the state under the state alcoholic beverage code.
- (C) *Location of alcoholic beverage establishments.*
- (1) It shall be unlawful for any person who is engaged in the business of selling alcoholic beverages to sell alcoholic beverages where the place of business is within 300 feet of any church, public or private school, or public hospital.
  - (2) The measurement of the distance between the place of business where alcoholic beverages are sold and the church or public hospital shall be along the property lines of the street fronts and from front door to front door, and in a direct line across intersections. The measurement of the distance between the place of business where alcoholic beverages are sold and the public or private school shall be:
    - (a) In a direct line from the property line of the public or private school to the property line of the place of business, and in a direct line across intersections; or
    - (b) If the permit or license holder is located on or above the fifth story of a multistory building, in a direct line from the property line of the public or private school to the property line of the place of business, in a direct line across intersections, and vertically up the building at the property line to the base of the floor on which the permit or license holder is located.
  - (3) It shall be unlawful for any person who is engaged in the business of selling alcoholic beverages to sell alcoholic beverages in any residential area zoned as R-1, R-1.5, R-2, R-3, RE, or RHA.
  - (4) The City Council may allow a variance to the distance regulations provided in divisions (C)(1) and (C)(2) of this section if it determines that the enforcement of the regulations in a particular instance is not in the best interest of the public, constitutes waste or inefficient use of land or other resources, creates an undue hardship on the applicant for a license or permit, does not serve its intended purpose, is not effective or necessary, or, for any other reason the City Council determines, after consideration of the health, safety, and welfare of the public and the equities of the situation, that the variance is in the best interest of the community.

(Ord. 2008-27, passed 12-2-2008)



# STAFF REPORT

**SUBJECT:** Case No.: RZ2023-002

Applicant Wayne Wooley, representing Triple W Remodeling, LLC and JPW Consulting Co, is requesting a rezone of property located at 911 E Lewis Dr., Parcel R29808, being S2600 CITY ADDITION; BLOCK 76; LOT 5-R of the City of Stephenville, Erath County Texas from One-and-Two-Family Residential (R-2) to Integrated Housing District (R-2.5).

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen, Director of Development Services

**RECOMMENDATION:**

The Comprehensive Plan for future land use designates this property to be One-and-Two Family Residential.

**BACKGROUND:**

Initial discussions with the Applicant were related to the consideration of a replat to allow the flag shaped division of the lot and subsequent construction of a residential property. The lot dimensions were inadequate for such replatting. The rezone request to R-2.5 is for the intended construction of a townhome type residential structure. If the rezone is approved, the applicant will be required to obtain variances from the Board of Adjustment to address minimum lot dimension and setback requirements.

The Planning and Zoning Commission convened on March 15, 2023, and held a Public Hearing. Three people spoke in opposition. The Commission voted 4-1 to deny the rezone request.

**PROPERTY PROFILE:**





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

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

### 5.8.B Permitted Uses.

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

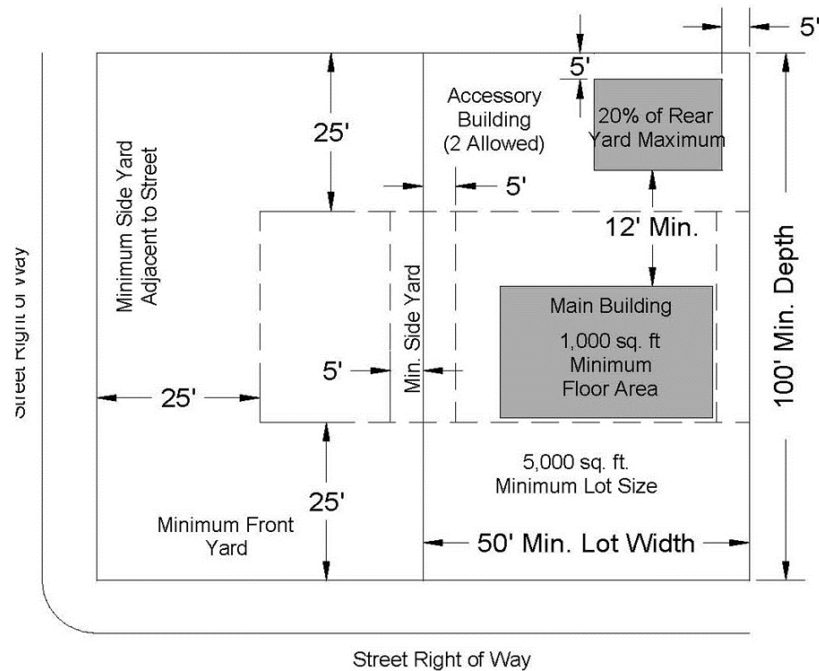
### 5.8.C Conditional Uses.

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

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

- A. Single family dwelling.
  1. Minimum lot area: 3,000 ft<sup>2</sup>.
  2. Minimum lot width and lot frontage: 50 feet.
  3. Minimum lot depth: 60 feet.
  4. Minimum depth of front setback: 15 feet.
  5. Minimum depth of rear setback: 15 feet.
  6. Minimum width of side setback:
    - a. Internal lot: five feet.
    - b. Corner lot: 15 feet from intersecting side street.
  7. Building size:
    - a. Maximum coverage as a percentage of lot area: 40%.
    - b. Single family dwelling: 1,000 ft<sup>2</sup>.
  8. Accessory buildings:
    - a. Maximum accessory buildings coverage of rear yard: 20%.

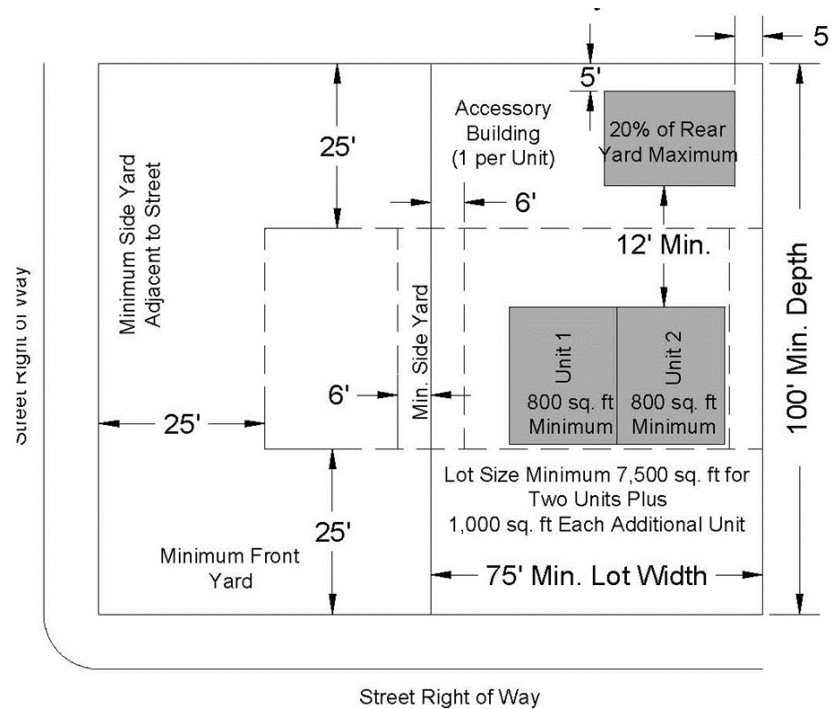
- b. Maximum number of accessory buildings: one.
  - c. Minimum depth of side setback: five feet.
  - d. Minimum depth of rear setback: five feet.
  - e. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
10. Public, semi-public or public service buildings,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



**B. Two-to-four family.**

1. Minimum lot area: 7,500 ft<sup>2</sup> for two dwelling units, plus 1,000 ft<sup>2</sup> for each additional dwelling unit.
2. Minimum lot width and lot frontage: 75 feet.
3. Minimum lot depth: 100 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
  - a. Internal lot: six feet.
  - b. Corner lot: 15 feet from intersecting side street.
7. Building size:
  - a. Maximum coverage as a percentage of lot area: 40%.
  - b. Minimum area of each dwelling unit: 800 ft<sup>2</sup>.
8. Accessory buildings:
  - a. Maximum accessory building coverage of rear yard: 20%.
  - b. Maximum area of each accessory building: 200 ft<sup>2</sup>.
  - c. Maximum number of accessory buildings: one per unit.
  - d. Minimum depth of side setback: five feet.

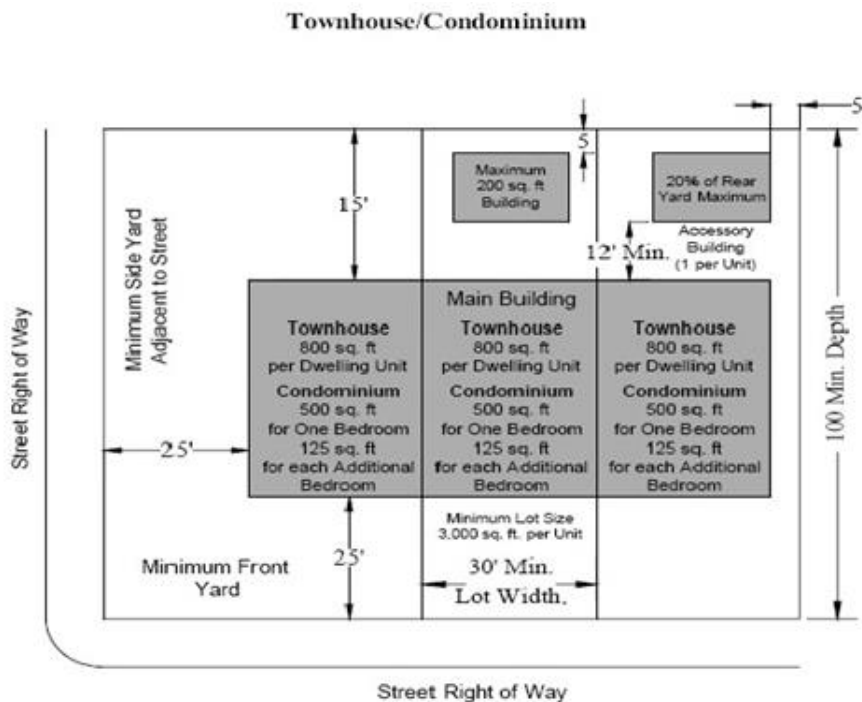
- e. Minimum depth of rear setback: five feet.
  - f. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
  10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and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



### C. Townhouse/Condominium.

1. Minimum lot area: 3,000 ft<sup>2</sup> per unit.
2. Minimum average lot width and lot frontage: 30 feet.
3. Minimum lot depth: 100 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
  - a. Internal lot: five feet.
  - b. Corner lot: 15 feet from intersecting side street.
7. Building size:
  - a. Maximum building coverage as a percentage of lot area: 40%
  - b. Minimum area of each Townhouse dwelling unit: 800 ft<sup>2</sup>.
  - c. Minimum area of each Condominium of each dwelling unit: 500 ft<sup>2</sup> for one bedroom or less, plus 125 ft<sup>2</sup> of floor area for each additional bedroom.
8. Accessory buildings:
  - a. Maximum accessory building coverage of rear yard: 20%.
  - b. Maximum area of each accessory building: 200 ft<sup>2</sup>.
  - c. Maximum number of accessory buildings: one per unit.
  - d. Minimum depth of side setback: five feet.

- e. Minimum depth of rear setback: five feet.
  - f. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples, and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.
11. Maximum density of Townhome or Condominium Housing within the R-2.5 District shall not exceed 14 units per acres with each unit platted separately.
12. Deviations from the required standards within the R-2.5 district will be subject to site plan review by the Planning and Zoning Commission and subsequent approval by City Council. Site plans should include renderings with elevations, a finish schedule and incorporate architectural designs that complement the existing structures of the area of integration.



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

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

**ALTERNATIVES:**

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

**Sarah Lockenour**

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**Subject:** FW: 911 Lewis

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**From:** willis wooley <[REDACTED]>

**Sent:** Thursday, March 30, 2023 11:54 AM

**To:** Steve Killen <[SKillen@stephenvilletx.gov](mailto:SKillen@stephenvilletx.gov)>; paxton wooley <[REDACTED]>

**Subject:** 911 Lewis

Hello

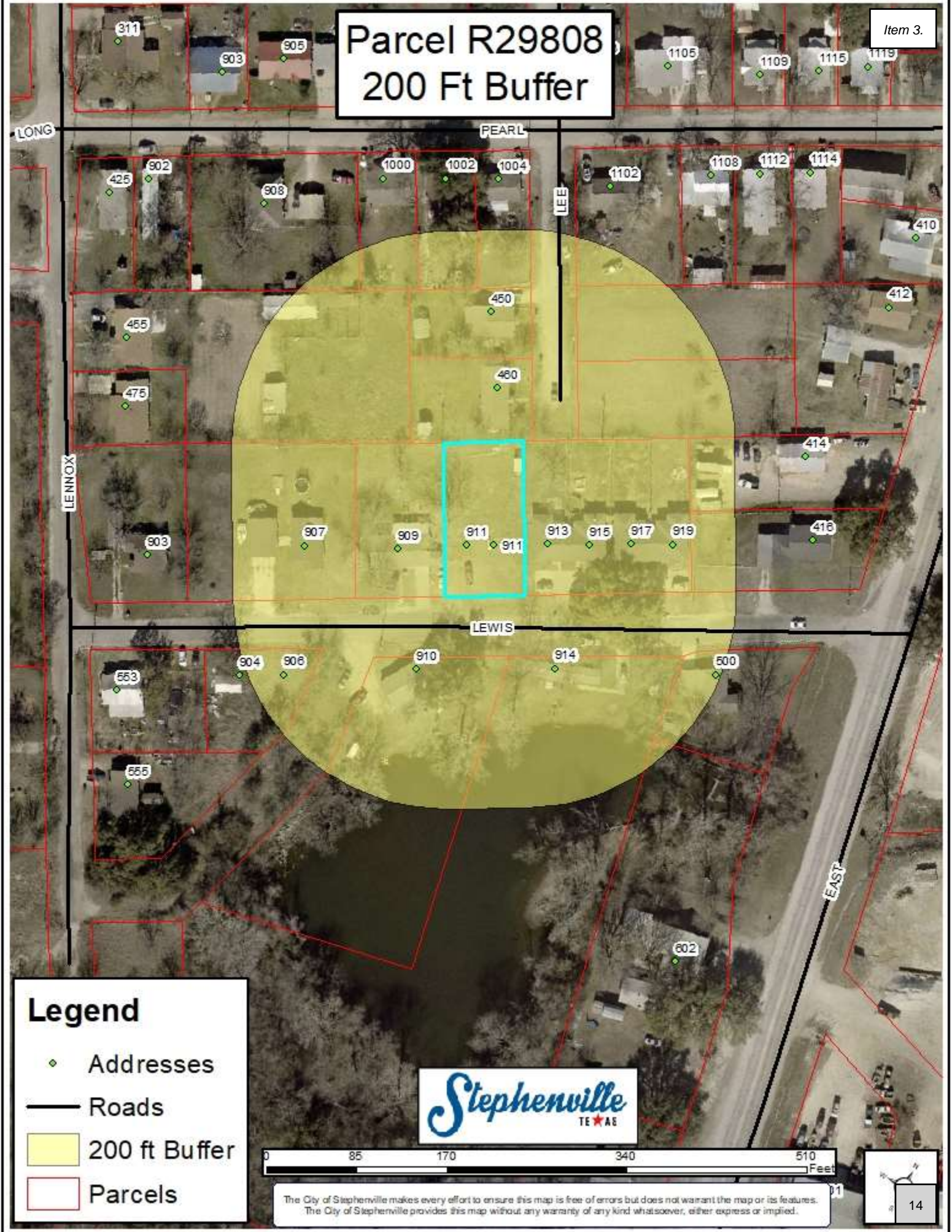
We would like to withdraw our request to rezone 911 Lewis to 2.5 we are building a duplex.

Call or email if you have any questions

Wayne

# Parcel R29808 200 Ft Buffer

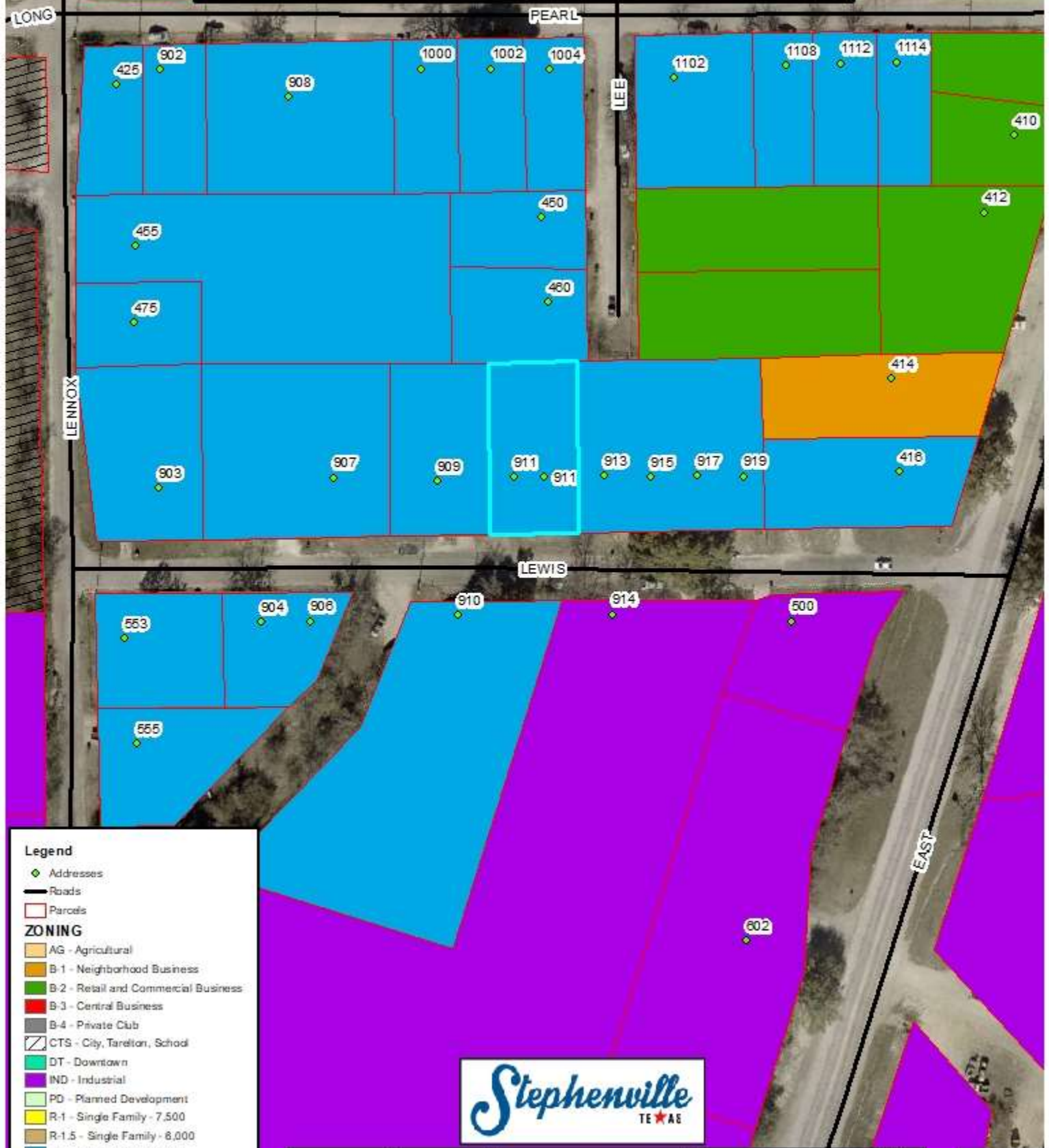
Item 3.



# Parcel R29808

## Current Zoning - R2 1 & 2 Family

Item 3.



**Legend**

- ◆ Addresses
- Roads
- ▭ Parcels

**ZONING**

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

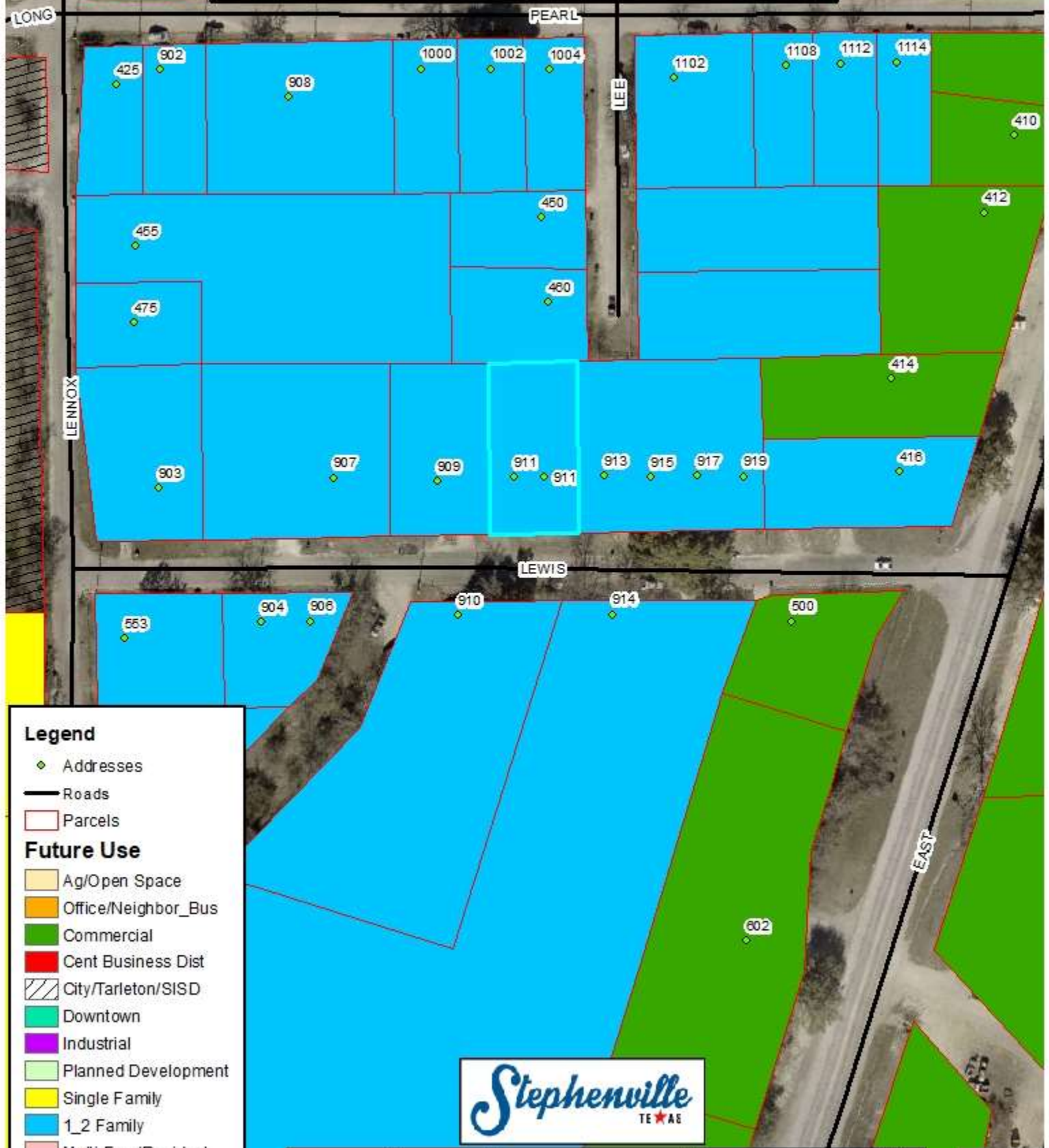


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# Parcel R29808

## Future Land Use - 1 & 2 Family

Item 3.



**Legend**

- ◆ Addresses
- Roads
- ▭ Parcels

**Future Use**

- Ag/Open Space
- Office/Neighbor\_Bus
- Commercial
- Cent Business Dist
- City/Tarleton/SISD
- Downtown
- Industrial
- Planned Development
- Single Family
- 1\_2 Family
- Multi-Fam/Resident
- Duplex/Townhome
- Manufact Homes

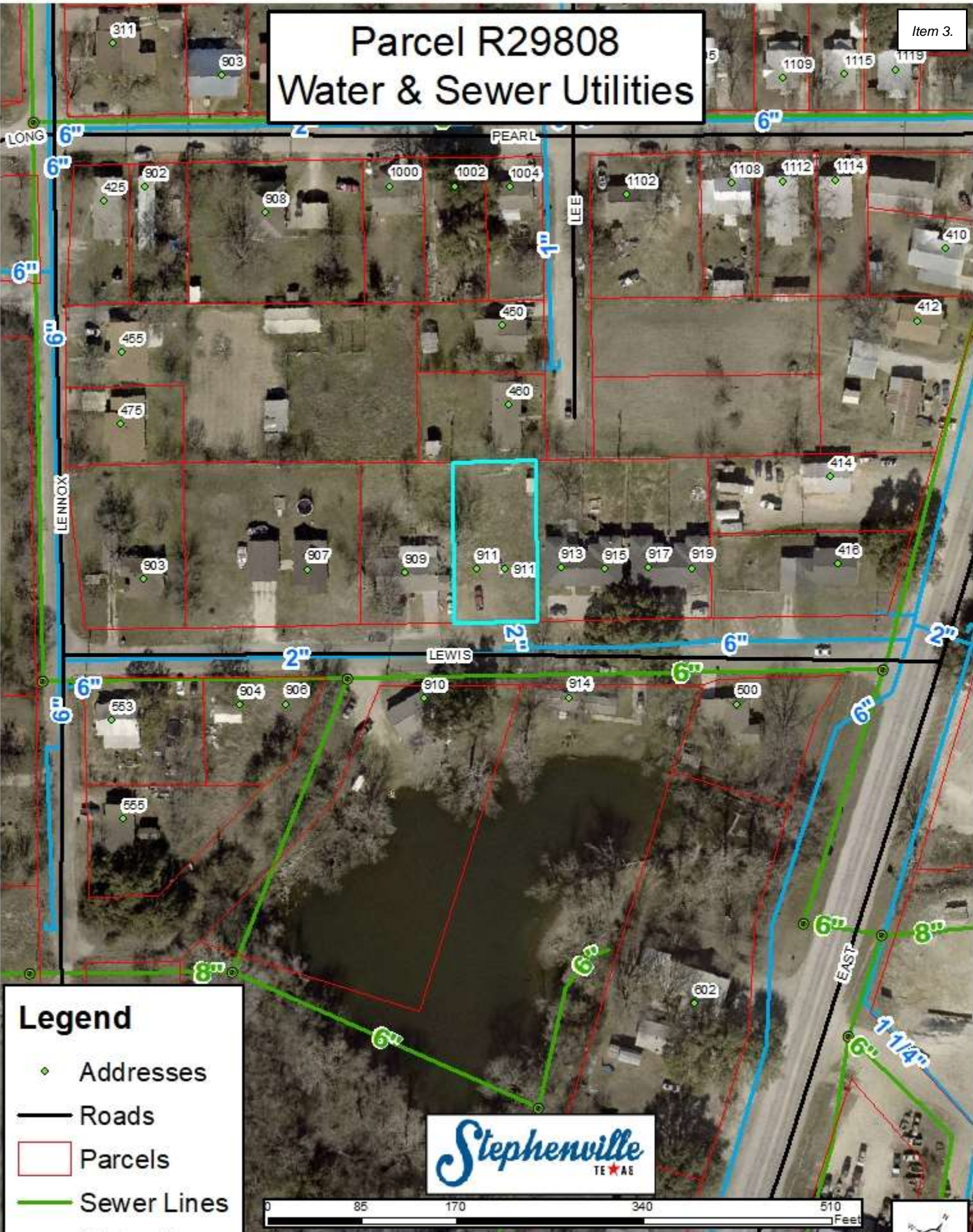


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# Parcel R29808 Water & Sewer Utilities

Item 3.



### Legend

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



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## Parcel R29808 200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000040806	450 LEE AVE	BARHAM DAN J & CONNIE F	1539 HILL VALLEY DR	STEPHENVILLE	TX	76401-7894
R000076369	904 LEWIS	BERRICHE RIDHA	7455 TORMES	GRAND PRAIRIE	TX	75054-6784
R000029882	1000 PEARL	CAVAZOS RODRIGO	8641 REES RD	ALVARADO	TX	76009
R000029885	1102 PEARL	CHAVEZ JOSE C & ROSALBA CHAVEZ GARCIA	1102 E PEARL ST	STEPHENVILLE	TX	76401
R000029807	913 LEWIS DR	D818 LLC	PO BOX 1827	STEPHENVILLE	TX	76401
R000029812	910 LEWIS DR	DERRICK GREG W	PO BOX 891	STEPHENVILLE	TX	76401
R000029817	914 LEWIS DR	DERRICK GREG W	PO BOX 891	STEPHENVILLE	TX	76401
R000029815	602 EAST ROAD	DERRICK GREGORY	PO BOX 891	STEPHENVILLE	TX	76401
R000029816	500 EAST ROAD	EMPSON CHRISTOPHER LEIGH	500 EAST ROAD	STEPHENVILLE	TX	76401
R000029880	908 E PEARL	HERRERA ELIZABETH	908 EAST PEARL ST	STEPHENVILLE	TX	76401
R000029893	0 LEE AVE	KIMBROUGH MICHAEL S	412 EAST RD	STEPHENVILLE	TX	76401-0000
R000029892	0 LEE AVE	KIMBROUGH MICHAEL S	412 EAST RD	STEPHENVILLE	TX	76401-0000
R000029810	907 LEWIS DR	LUBKE ROBERT JAMES & JACOB JOHN LUBKE	141 SAVANNAH DR	WEATHERFORD	TX	76087
R000073578	414 EAST ROAD	MANRIQUEZ FRANCISCO J & GERARDO	414 EAST ROAD	STEPHENVILLE	TX	76401
R000029806	416 EAST ROAD	MOORE KAYLA A	416 EAST RD	STEPHENVILLE	TX	76401
R000029894	460 LEE AVE	PARTON MICHAEL & TIFFANY	40 MCCLAIN GROVES RD	WARREN	AR	71671
R000029844	455 LENNOX	PESCADOR PARTNERS LTD	6467 SOUTHWEST BLVD	BENBROOK	TX	76132-2777
R000029809	909 LEWIS DR	SANCHEZ SHANE & VANESSA ALVARADO	909 E LEWIS DR	STEPHENVILLE	TX	76401
R000029808	911 LEWIS DR	SANI DONALD & ANGEL SANI	PO BOX 2004	STEPHENVILLE	TX	76401
R000029884	1004 PEARL	THE WRINKLE FAMILY TRUST	1005 CHARLOTTE	STEPHENVILLE	TX	76401
R000029883	1002 PEARL	VANDERGRIF CHAD	2401 CR130	STEPHENVILLE	TX	76401

**SPEAKER REGISTRATION FORM**

INDIVIDUALS are allowed **THREE MINUTES** when addressing the Council;  
GROUPS are allowed TEN MINUTES (see below for group guidelines).

**Please give this form to the City Secretary BEFORE the meeting.**

Name: Karen Lubke

Address: 1015 S. US Hwy 281, Stephenville

Subject on which you wish to speak:

911 E. Lewis

**GROUP PRESENTATIONS**

*If you are speaking on behalf of a group, what is the name of the group or organization?*

\_\_\_\_\_

*Name at least three members of the organization who are in attendance at this meeting:*

\_\_\_\_\_

*Speaker's official capacity for the group:* \_\_\_\_\_

\_\_\_\_\_

City Council Rules and Procedures provide in part as follows:

Time Limit: Each person addressing the Council shall step up to the microphone, shall give his/her name and address in an audible tone of voice for the record. Individual citizen presentations shall be limited to three (3) minutes, and group presentations shall be limited to ten (10) minutes. At least three members of the group or organization shall be in attendance and their names shall be listed on the Registration Card. The Mayor, at his/her discretion, may reasonably extend these limits. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the presiding officer. (§8.2) (Rev. 10/03/95)

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from further audience before the Council. (§8.3)

**SPEAKER REGISTRATION FORM**

INDIVIDUALS are allowed **THREE MINUTES** when addressing the Council;  
GROUPS are allowed TEN MINUTES (see below for group guidelines).

**Please give this form to the City Secretary BEFORE the meeting.**

Name:     Travis Wood    

Address:     553 S. Lennox    

Subject on which you wish to speak:

    parking issues, Traffic    

**GROUP PRESENTATIONS**

*If you are speaking on behalf of a group, what is the name of the group or organization?*

    n/a    

*Name at least three members of the organization who are in attendance at this meeting:*

    n/a    

Speaker's official capacity for the group:     n/a    

City Council Rules and Procedures provide in part as follows:

Time Limit: Each person addressing the Council shall step up to the microphone, shall give his/her name and address in an audible tone of voice for the record. Individual citizen presentations shall be limited to three (3) minutes, and group presentations shall be limited to ten (10) minutes. At least three members of the group or organization shall be in attendance and their names shall be listed on the Registration Card. The Mayor, at his/her discretion, may reasonably extend these limits. All remarks shall be addressed to the Council as a body, and not to any member thereof. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the presiding officer. (§8.2) (Rev. 10/03/95)

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council may be requested to leave the meeting and may be forthwith, by the presiding officer, barred from further audience before the Council. (§8.3)

**SPEAKER REGISTRATION FORM**

INDIVIDUALS are allowed **THREE MINUTES** when addressing the Council;  
GROUPS are allowed TEN MINUTES (see below for group guidelines).

**Please give this form to the City Secretary BEFORE the meeting.**

Name: Shane Sanchez

Address: 909 E Lewis Dr

Subject on which you wish to speak:

SAFETY ISSUE - PARKING (parcel R29808)

**GROUP PRESENTATIONS**

If you are speaking on behalf of a group, what is the name of the group or organization?

\_\_\_\_\_

Name at least three members of the organization who are in attendance at this meeting:

\_\_\_\_\_

Speaker's official capacity for the group: \_\_\_\_\_

City Council Rules and Procedures provide in part as follows:

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# STAFF REPORT

**SUBJECT:** Case No.: PD2022-009

Applicant Joel Allen, representing Pecan Landing, LLC, is requesting a rezone of property located at 0 Forest Rd, Parcel R77510, Acres 36.77, A0515 MOTLEY WILLIAM, of the City of Stephenville, Erath County, Texas from (R-1) Single Family and (R-2) One-and-Two Family to (PD) Planned Development. The applicant will present Planned Development.

**DEPARTMENT:** Development Services

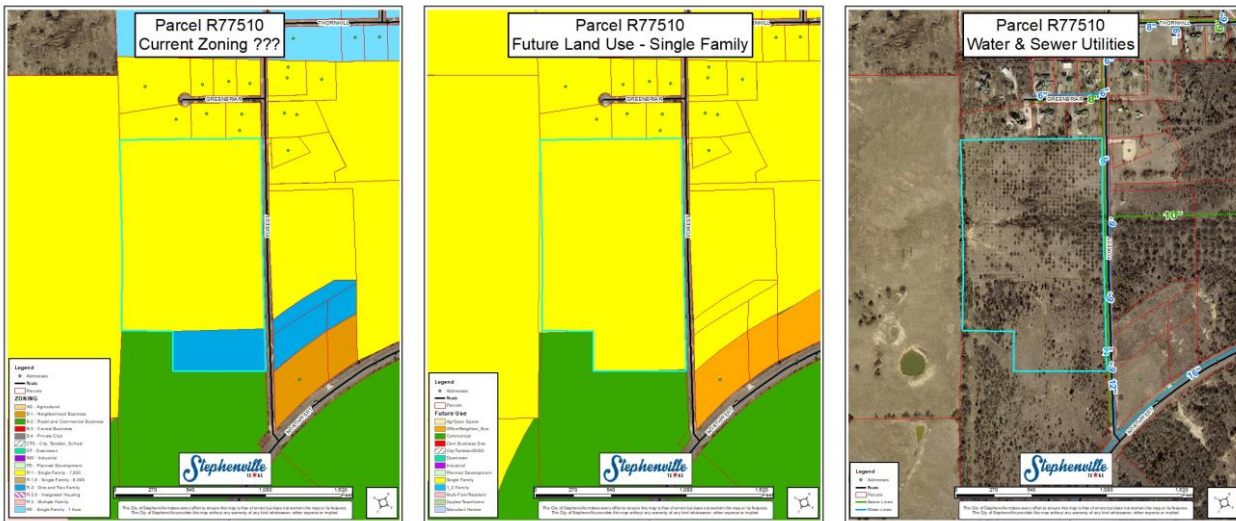
**STAFF CONTACT:** Steve Killen, Director of Development Services

**RECOMMENDATION:**

The applicant presented the Conceptual Plan on September 20, 2022. On March 15, 2023, the applicant presented the Planned Development to the Planning and Zoning Commission. The Commission voted 4 to 1 to recommend the City Council approve the Development Plan and rezoning request.

**BACKGROUND:**

**PROPERTY PROFILE:**



**Sec. 154.08. Planned development district (PD).**

**STAFF COMMENTS:**

Staff has reviewed the submittals and provided input to the Developer and Engineer for consideration. The following concessions (paraphrased) have been noted in the Project Narrative:

1. The PD site plan is for a 164 lot development, including 14 HOA common area lots. The parcel currently has R-1 and R-2 zoning.
2. The PD proposes six lots that exceed lot dimension requirements of the existing zoning of R-1.

3. 111 lots are proposed with lot dimensions that do not meet R-1 width dimensions. The proposed lots are generally 50x120 with setbacks of 20' front, 10' for rear and 5' for side. The R-1 requirements are 75x100 with setbacks of 25, 25 and 7, respectively. The requested concession is for reduced lot widths and setbacks from the existing R-1 zoning requirements.
4. 33 Townhome lots are proposed with dimensions of 25x100 and setbacks of 20' front, 15' rear and 5' side. R-2 dimensions (existing zoning) would be 50x100 with setbacks of 25, 25 and 5, respectively. The requested concession is for reduced lot widths and setbacks from the existing R-2 zoning.
5. Lots 2 and 3, Block B and Lots 24-27, Block E in the provided site plan are requested to have front and rear street frontage. The requested concession is for dual frontage approval.
6. The Developer is proposing a roughly 0.5-acre lot, including park equipment as required by the City, in lieu of Park Land Dedication or Fees.

Notable, screening will be provided along Forest and the Developer intends to address the remaining perimeter screening via deed restrictions relating to fencing requirements.

Two letters of opposition were received and distributed to the Commission. Five citizens addressed the Commission in Public Hearing.

### 8.A Description.

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

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

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

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

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

- (1) The project utilized innovative land development concepts and is consistent with the Comprehensive Land Use plan and the goals and objectives of the city;
- (2) Dwelling units are situated such that an appreciable amount of land for open space is available and is integrated throughout the planned development;
- (3) The project utilizes an innovative approach in lot configuration and mixture of single-family housing types;
- (4) Higher densities than conventional single-family projects of the same acreage is achievable with appropriate buffering between existing conventional single-family developments and increased open space;
- (5) The site exhibits environmentally natural features which should be considered for preservation and/or enhancement;
- (6) Aesthetic amenities may be provided in the planned development design which are not economically feasible to provide in conventional single-family projects; and
- (7) The project provides a compatible transition between adjacent existing conventional single-family residential projects and provides a compatible transition for the extension of future conventional single-family projects into adjacent undeveloped areas.

### **8.C Prohibited Uses.**

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

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

### **8.E Development Schedule.**

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



of the Planning and Zoning commission and for good cause shown by the owner and developer, the City Council may extend the development schedule as may be indicated by the facts and conditions of the case.

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

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

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

**8.I Approval Procedures.**

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

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

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

**8.K Conditions for Development Plan Approval.**

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

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

**8.M Revocation.**

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

**FACTORS TO CONSIDER:**

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

**ALTERNATIVES:**

- 1) Accept the recommendation of the Planning and Zoning Commission and approve the Development Plan as presented and the request for rezone.
- 2) Reject the recommendation of the Planning and Zoning Commission and deny the Development Plan as presented and deny the rezone.

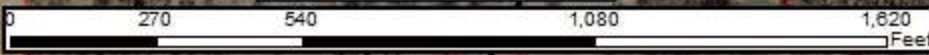
# Parcel R77510 200 Ft Buffer

Item 4.



**Legend**

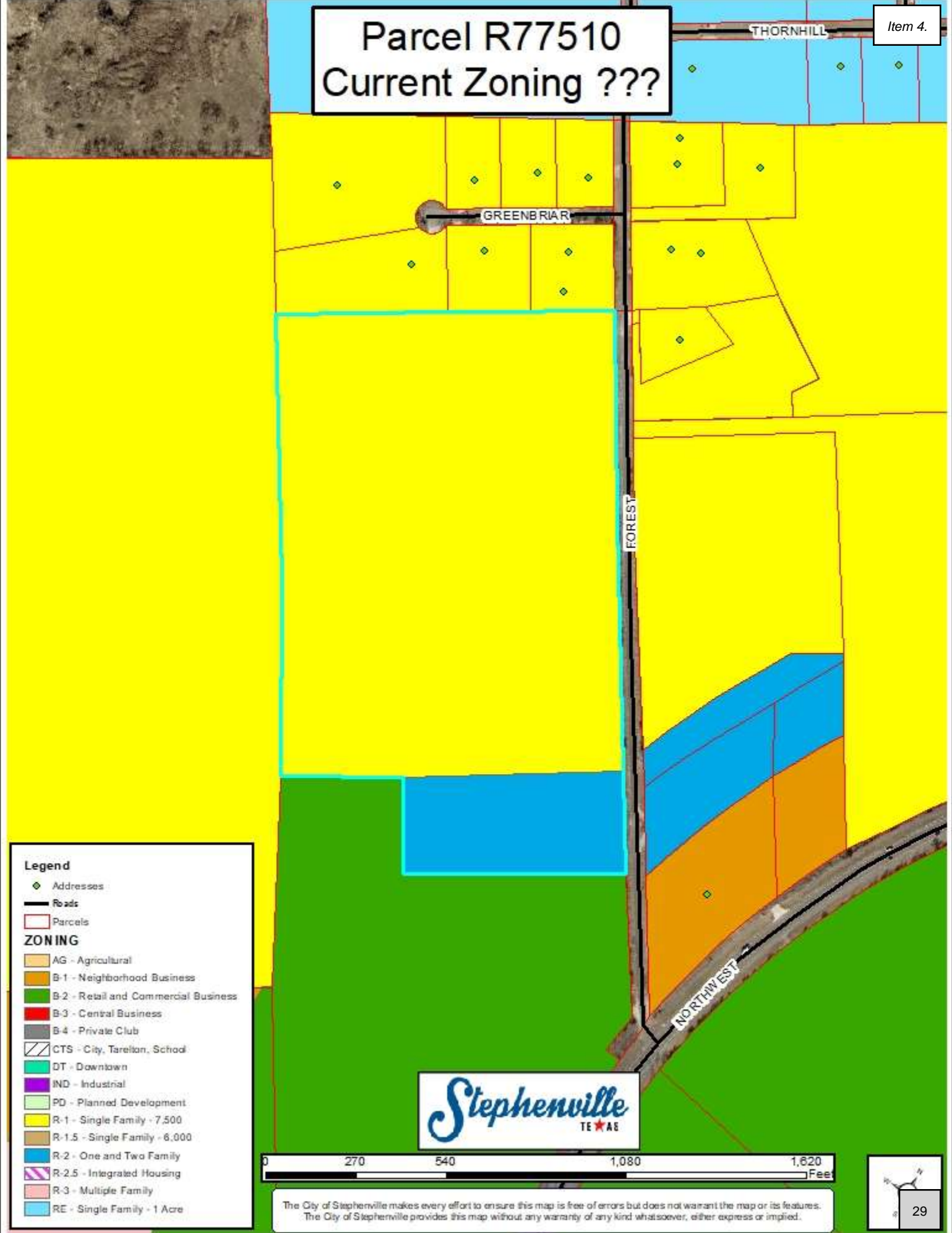
- ◆ Addresses
- Roads
- 200 Ft Buffer
- Parcels



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

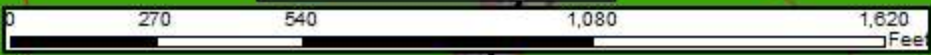
# Parcel R77510 Current Zoning ???

Item 4.



### Legend

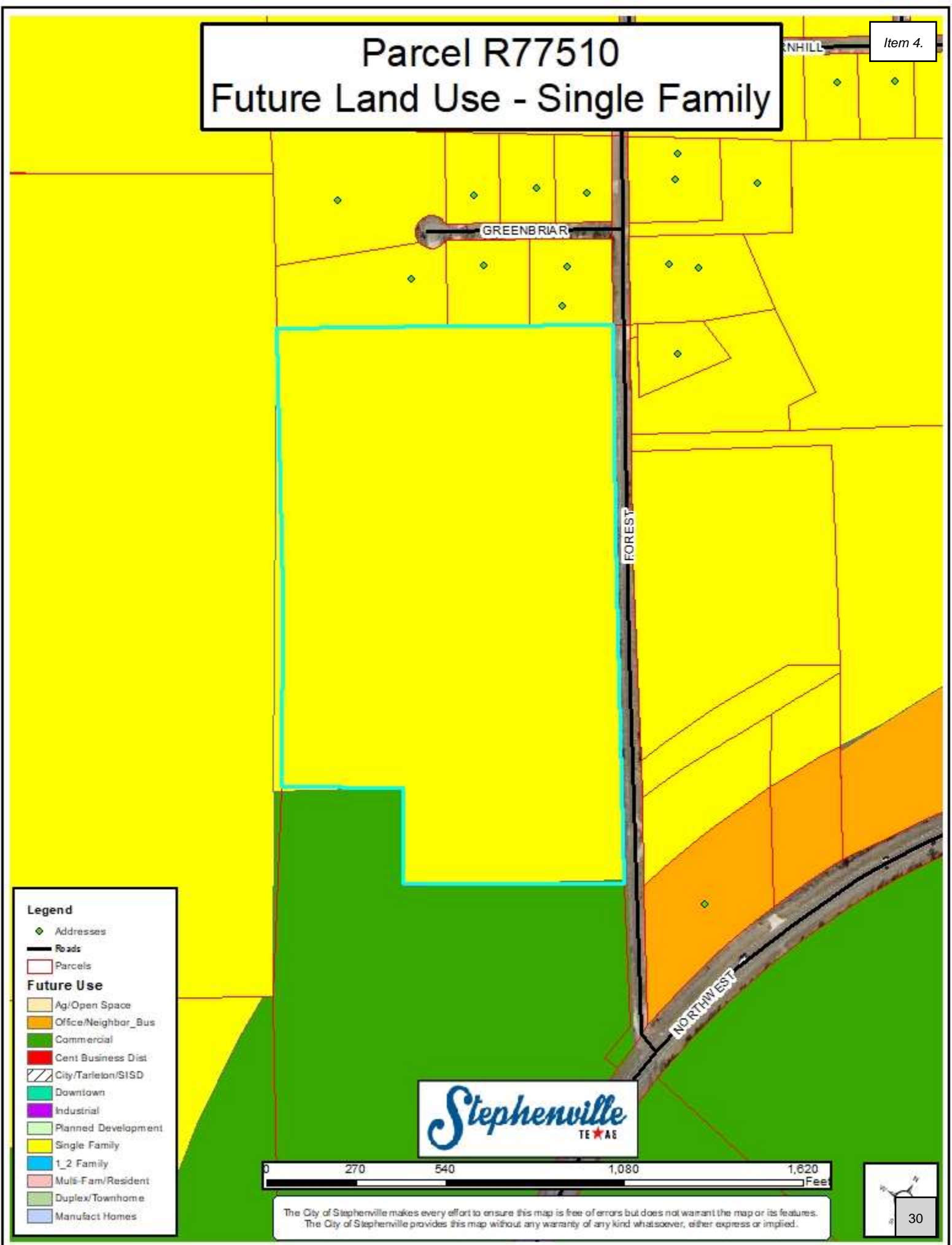
- ◆ Addresses
- Roads
- ▭ Parcels
- ZONING**
- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tareltan, School
- DT - Downtown
- IND - Industrial
- PD - Planned Development
- R-1 - Single Family - 7,500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



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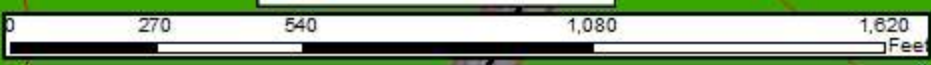
# Parcel R77510 Future Land Use - Single Family

Item 4.



**Legend**

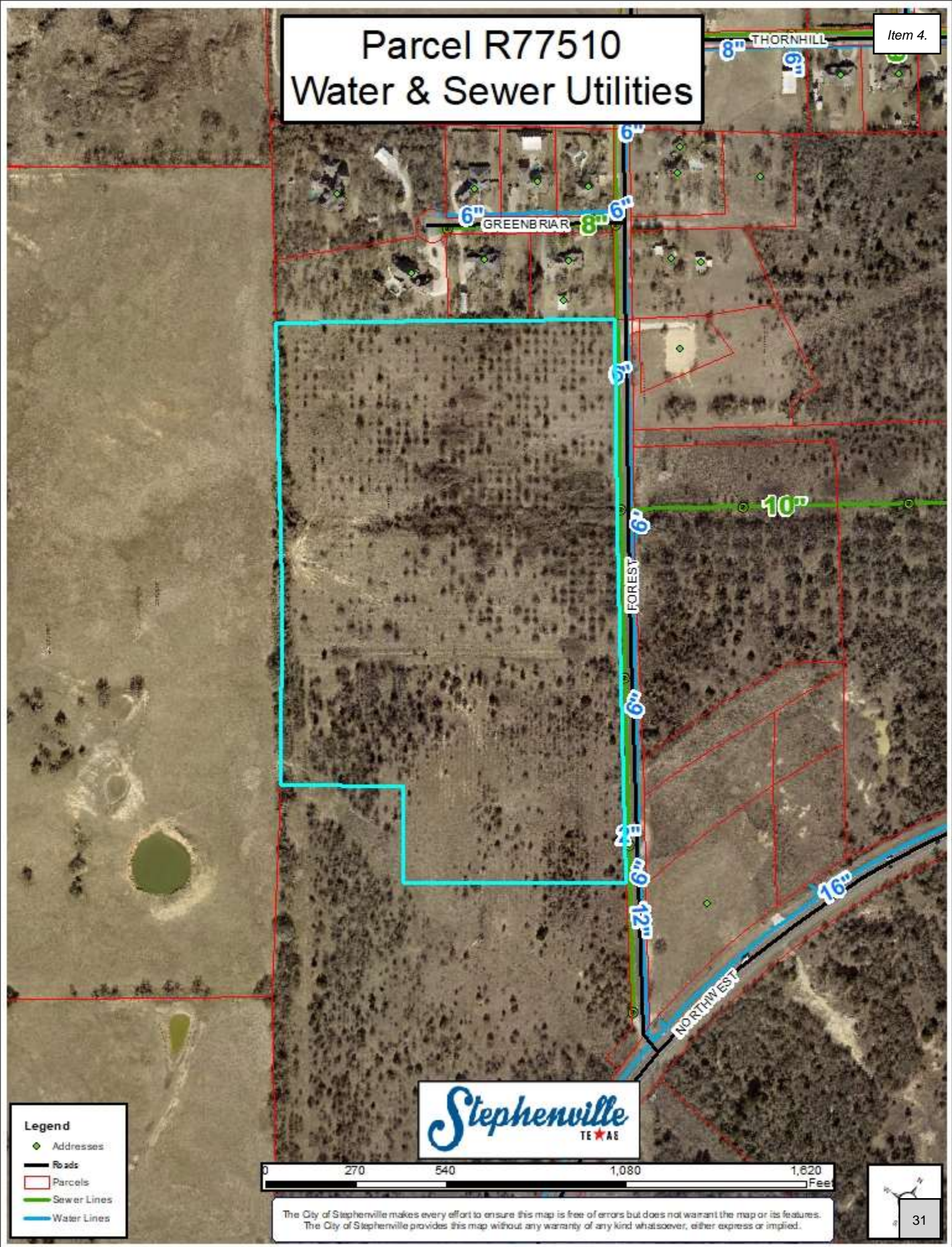
- ◆ Addresses
- Roads
- Parcels
- Future Use**
- Ag/Open Space
- Office/Neighbor\_Bus
- Commercial
- Cent Business Dist
- City/Tarleton/SISD
- Downtown
- Industrial
- Planned Development
- Single Family
- 1\_2 Family
- Multi-Fam/Resident
- Duplex/Townhome
- Manufact Homes



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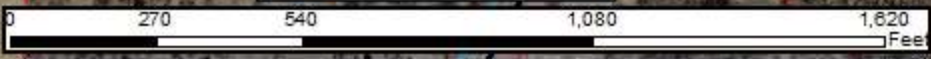
# Parcel R77510 Water & Sewer Utilities

Item 4.



**Legend**

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



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

# Parcel R77510 Address List

Item 4.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000022427	0 NORTHWEST LOOP	ALLEN REAL PROPERTIES LTD ET AL	PO BOX 953	STEPHENVILLE	TX	76401
R000044228	730 FOREST LANE	BROWN JOEY LYNN & PAMELA WOLFE	730 FOREST LANE	STEPHENVILLE	TX	76401
R000075205	128 GREENBRIAR	BRUNER GREGORY D & LYNDA G	128 GREENBRIAR	STEPHENVILLE	TX	76401-1623
R000067031	100 GREENBRIAR	BUTLER ELIZABETH A & LANNY W BUTLER	100 GREENBRIAR	STEPHENVILLE	TX	76401
R000077380	0 FOREST LANE	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000059602	0 FOREST LANE	ERATH COUNTY	100 W WASHINGTON	STEPHENVILLE	TX	76401-0000
R000067033	120 GREENBRIAR	HAILEY THOMAS H & HOLLY	120 GREENBRIAR	STEPHENVILLE	TX	76401
R000067034	135 GREENBRIAR	JOHNSON VICKY	135 GREENBRIAR	STEPHENVILLE	TX	76401
R000077510	0 FOREST LN	PECAN LANDING LLC	PO BOX 953	STEPHENVILLE	TX	76401
R000022438	0 NORTHWEST LOOP	SLADE CAPITAL LLC	530 W 30TH ST 16C	NEW YORK	NY	10001
R000072455	0 FOREST LANE	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000069040	0 FOREST LN	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000069044	0 NORTHWEST LOOP	STEPHENVILLE RENTALS LLC ET AL	181 S GRAHAM	STEPHENVILLE	TX	76401
R000050763	0 FOREST LANE	STONE MICHELLE	700 FOREST LANE	STEPHENVILLE	TX	76401
R000076976	700 FOREST LANE	STONE MICHELLE	700 FOREST LANE	STEPHENVILLE	TX	76401
R000076370	2895 NORTHWEST LOOP	WELLINGTON STATE BANK	PO BOX 1032	WELLINGTON	TX	79095
R000023916	0 CR386 (OFF)	WHITEFIELD DONNA & LINDA HARDIN LIVING TRUST	23002 RED RIVER DR	KATY	TX	77450





March 13<sup>th</sup>, 2023

City of Stephenville – Development Services Department  
298 W. Washington Street  
Stephenville, Texas 76401

**Re: PD Submittal – Project Narrative**  
**Pecan Landing**  
**0 Forest Road, Stephenville, Texas**

Dear City of Stephenville,

Flanagan Land Solutions, LLC (FLS) is pleased to submit this Planned Development (PD) package on behalf of Joel Allen for our proposed development, Pecan Landing. The site is currently vacant and located along Forest Road in Stephenville, Texas. The proposed development includes 164 lots (including 14 HOA lots). Please see the *Site Information* table below:

<b>SITE INFORMATION</b>		
<b>SITE AREA</b>		
TOTAL SITE AREA	36.76 ACRES (1,601,466 SQ. FT.)	
EXISTING ZONING	R-1 SINGLE FAMILY RESIDENTIAL DISTRICT & R-2 ONE & TWO FAMILY DISTRICT	
PROPOSED ZONING	PLANNED DEVELOPMENT (PD)	
EXISTING LAND USE	VACANT LAND	
PROPOSED LAND USE	SINGLE FAMILY RESIDENTIAL	
<b>LOT SUMMARY</b>		
UNIT TYPE	LOTS	% OF TOTAL LOTS
ESTATE LOTS (LOT TYPE A - 0.5 ACRE MINIMUM)	6	4%
SINGLE FAMILY LOTS (LOT TYPE B - 5,500 SF MINIMUM)	111	68%
TOWNHOME LOTS (LOT TYPE C - 2,750 SF MINIMUM)	33	20%
HOA LOTS (DOG PARK, DETENTION POND, OPEN SPACE LOT)	14	9%
TOTAL (INCLUDING HOA):	164	
<b>ZONING CRITERIA FOR ESTATE LOTS (R-HA) BASE ZONING</b>		
	REQUIRED	PROPOSED/MINIMUM
FRONT SETBACK	30'	30'
REAR SETBACK	30'	30'
SIDE SETBACK	30'	30'
LOT WIDTH	110'	150'
LOT DEPTH	180'	150'
AREA	0.50 ACRES (21,780 SF)	0.50 ACRES (21,780 SF)
<b>ZONING CRITERIA FOR SINGLE FAMILY LOTS (R-1.5) BASE ZONING</b>		
	REQUIRED	PROPOSED/MINIMUM
FRONT SETBACK	25'	20'
REAR SETBACK	25'	10'
SIDE SETBACK	5'	5'
LOT WIDTH	50'	50'
LOT DEPTH	100'	112'
AREA	5,000 SF	5,575 SF
<b>ZONING CRITERIA FOR TOWNHOME LOTS (R-2.5) BASE ZONING</b>		
	REQUIRED	PROPOSED/MINIMUM
FRONT SETBACK	15'	20'
REAR SETBACK	15'	15'
SIDE SETBACK	5'	5'
LOT WIDTH	30'	25'
LOT DEPTH	100'	120'
AREA	3,000 SF	3,000 SF
<b>DENSITY CALCULATIONS</b>		
	MAXIMUM/ALLOWED	PROPOSED
GROSS DENSITY (UNITS PER ACRE)	6 LOTS/ACRE = 220 LOTS	4.46 LOTS/ACRE = 164 LOTS
GROSS DENSITY WITHOUT HOA LOTS (UNITS PER ACRE)	6 LOTS/ACRE = 220 LOTS	4.08 LOTS/ACRE = 150 LOTS
***NOTE: THIS DEVELOPMENT/REZONING PROPOSES A REDUCTION IN DENSITY FROM THE ALLOWED AMOUNT, BASED ON CURRENT ZONING.***		



The requested concessions are listed below:

- **Estate Lots (R-HA)**
  - Reduced depth from the base requirement of 180' to 150.'
- **Single Family Lots (R-1.5)**
  - Reduced front setback from the base requirement of 25' to 20'.
  - Reduced rear setback from the base requirement of 25' to 10'.
  - An increase in the minimum lot depth from the base requirement of 100' to 112'.
  - An increase in minimum lot square footage from the base requirement of 5,000 sf to 5,500 sf
- **Townhome Lots (R2.5)**
  - An increase in minimum front setback from the base requirement of 15' to 20'.
    - In our professional opinion, this is critical to ensure adequate space for a driveway and vehicles to not be parked within the ROW.
  - Reduced lot width from the base requirement of 30' to 25'.
  - An increase in the minimum lot depth from the base requirement of 100' to 120'.
- **Double Frontage Lots**
  - We're respectfully requesting double frontage for Lots 2 and 3 in Block B and Lots 24-27 in Block E. Note, front and rear setbacks will be determined by the direction the homes face, based on the City's Zoning Regulations.
- **Park Land Dedication Fees**
  - The developer (Joel Allen) is respectfully requesting these fees to be waived.
  - Note, the developer is providing 14 HOA lots, which will be utilized as open space, detention pond areas, or amenities, totaling in 193,931 square feet (4.45 acres).
- **Forest Road Improvements**
  - The developer (Joel Allen) is respectfully requesting all public improvements related to Forest Road to be paid for by the City.

We appreciate the opportunity to do business in Stephenville and look forward to working through the development process and continuing to grow our professional relationship. Please don't hesitate to reach out with any questions regarding our submittal package.

Sincerely,  
**Flanagan Land Solutions, LLC**

Reece Flanagan, PE, MBA  
[reece@flanagan-ls.com](mailto:reece@flanagan-ls.com)  
P:940.327.7963



March 13<sup>th</sup>, 2023

Steve Killen  
Director of Development Services  
298 W Washington Street  
Stephenville, Texas 76401

**Re: Forest Lane Residential (Pecan Landing) – Response to Comments  
0 Forest Road, Stephenville, Texas**

Dear Mr. Killen,

This letter is to notify you of the following changes per your comments as well as provide clarification for any of your questions.

**Comments Emailed on 2/9/2023**

- 1. No side or rear easement are shown. Have you obtained utility approval – especially for Brazos Electric?**  
*Response: The front of each lot will have a 10' utility easement. Email coordination with Oncor (Brazos Electric) has been attached to this letter for reference.*
- 2. Please verify that block lengths are no shorter than 600' and no longer than 1,200'. Further cul-de-sacs require “a minimum outside paving diameter of at least one hundred (100) feet and a minimum street Right-of-Way diameter of at least one hundred-twenty (120) feet.”**  
*Response:*

  - *Can you please provide a code reference for the 600' requirement? Our layout has no issue with block lengths exceeding 1,200' but there will be a few blocks shorter than 600'.*
  - *Regarding the cul-de-sacs, please see Section 2.8 from the City of Stephenville's Engineering Standards Manual:*

**2.8 CUL-DE-SACS**

The maximum length of any cul-de-sac shall be 500 feet measured from curb line of the intersecting street to the radius point of turn around. The right-of-way radius shall be 50 feet and the curb radius 40 feet within the cul-de-sac turn around. All cul-de-sac turnarounds shall be visible from the intersecting street.

*Our layout and cul-de-sac/elbow designs meets this requirement. Dimensions have been added to the layout.*
- 3. Please confirm/Note Cul-de-Sac radii.**  
*Response: Per Comment #2 response, this has been confirmed and noted on the plan.*
- 4. All corner lots must provide site clips. I believe the internal lots show clips but those exiting onto Forest do not.**  
*Response: Revised.*
- 5. Lots 6, 7, 14, 52, 66, 106 – what are lot dimensions at the building lines?**  
*Response: The majority of lots have been revised and front building line dimensions have been double checked to ensure they're at least 40'.*



- 6. As presented, this site plan will require specific concessions for lot dimensions – for the townhomes, width and depth. For single family width, depth and setbacks.**  
*Response: A Site Information table have been added to the plan, and the concessions are listed in the Project Narrative. Please note, this is a PD but we're referring to the concessions from the base zoning requirements.*
- 7. PDs should not increase density per base zoning – we need calculations showing the increased density.**  
*Response: Per the email exchange on 2/10/2023, the current zoning allows for a density of 6 lots per acre, which results in 220 lots. We're only proposing 164 lots (4.46 lots per acre- Including 14 HOA lots), which is a reduction.*
- 8. Common space will require the formation of a HOA – I suggest this is noted or acknowledged in some form.**  
*Response: A note (Note #5) has been added to the plan referring to the HOA.*
- 9. I recommend Lot 26 and 27 be eliminated to allow cross access. There is a reference in city ordinance that states no dead-end streets are to be allowed unless temporary in nature.**  
*Response: Revised.*
- 10. What distance between driveways can be achieved.**  
*Response: As these lots are developed, additional permits (plot plans) will have to be obtained/created by the home builders. The individual driveway locations will be determined at that time.*
- 11. What screening will be provided for adjacent properties and along Forest?**  
*Response: As the lots are developed, fences will be required on the residential lots. Additional screening will be provided along Forest Road, see the conceptual landscape plan.*
- 12. Is there a Landscaping plan per Lot as well as along Forest and Common Areas?**  
*Response: The developer (Joel Allen) is actively coordinating with a landscape architect to produce a typical landscape plan for the individual lots, and conceptual plan for the overall development. This will be provided ASAP. Note, the landscape plans will meet the City's base landscape standards, at a minimum.*
- 13. Is there Subdivision signage and if so, do we have a rendering?**  
*Response: Yes, the developer (Joel Allen) has provided conceptual renderings. Three monument signs are also shown on the latest plan at the entrances.*
- 14. Streets are to be named for approval of a PD.**  
*Response: Street names have been added.*
- 15. Define ROW for all streets. The Thoroughfare Plan defines Forest as a Minor Arterial, and the property was illustrated to have a Collector serving adjacent properties. TF Waivers were provided for both – I suggest a plat note referencing those waivers.**  
*Response: ROW callouts have been added. Note, all streets will be within 50' ROWs (minimum). A TF Waiver note has also been added.*
- 16. Do you intend to pay park land dedication fees?**  
*Response: The developer (Joel Allen), respectfully requests the fees to be waived.*
- 17. Are there any retaining walls required over 4' in height?**  
*Response: This will be determined in the final engineering design. Detailed grading will not be performed until zoning has been approved.*



**18. Lot 19 access point seems very narrow – all lots are required to have 40’ frontage at building line.**

*Response: Revised.*

**19. Is there a Development Plan narrative?**

*Response: Yes, one has been included with this submittal package.*

**20. Do you intend to provide sidewalk, curb and gutter along all new streets and along Forest?**

*Response:*

- *The developer (Joel Allen) will construct all the roadways and sidewalks along HOA lots, however the individual home builders will be responsible for constructing sidewalks along the front of residential lots. This is typical as sidewalks cannot be constructed before the homes are built without damaging them.*
- *The developer (Joel Allen) respectfully requests the City pay for all improvements within Forest Road (curb/gutter, sidewalks, etc.).*

**21. Are there any additional, known, concession requests?**

*Response: A list has been provided in the Development Plan narrative.*

**22. We need to be able to address this requirement: Double frontage and reverse frontage lots shall be prohibited except where essential to provide separation of residential development traffic arteries or to overcome specific disadvantages of topography and orientation. Where lots have been double frontage, front building setbacks, front building setbacks shall be established in accordance with the Zoning Regulations.**

*Response: We will respectfully request a concession for this to allow Lots 2 and 3 in Block B and Lots 24-27 in Block E to have double frontage. Due to site constraints and limited space, there is no other way to orientate these lots.*

A revised lot layout has been attached to this response. Please feel free to contact us if you have any questions.

Respectfully,

Reece Flanagan, PE, MBA

[reece@flanagan-ls.com](mailto:reece@flanagan-ls.com)

P:940.327.7963

Flanagan Land Solutions



March 13, 2023

City of Stephenville  
298 W Washington Street  
Stephenville, Texas 76401

**Re: PD Submittal – Approximate Project Timeline**  
**Pecan Landing**  
**Stephenville, Texas**

Dear City of Stephenville,

Flanagan Land Solutions, LLC (FLS) is pleased to be a part of the Pecan Landing project in Stephenville, Texas. In addition to the conceptual site layout, please see below for an approximate project timeline:

- **February 17, 2023** – PD Submittal
- **March 15, 2023** – P&Z Meeting
- **April 4, 2023** – City Council Meeting
- **May 26, 2023** – Preliminary Plat & Civil Engineering Submittal
- **June 21, 2023** – P&Z Meeting (To obtain Preliminary Plat approval)  
*It is assumed the civil engineering review will take approximately 3 months to complete from the date it is submitted.*
- **August 2023** – Civil Engineering Approval and Start of Construction
- **Summer 2024** – Construction of the public improvements (roadways, utilities, etc.) to be completed.  
*The developer will begin selling lots to builders as soon as it's feasible/reasonable.*

We appreciate the opportunity to do business in Stephenville and look forward to working through the development process and continuing to grow our professional relationship. Please don't hesitate to reach out with any questions regarding our submittal package.

Sincerely,  
**Flanagan Land Solutions, LLC**

Reece Flanagan, PE, MBA  
[reece@flanagan-ls.com](mailto:reece@flanagan-ls.com)  
P:940.327.7963

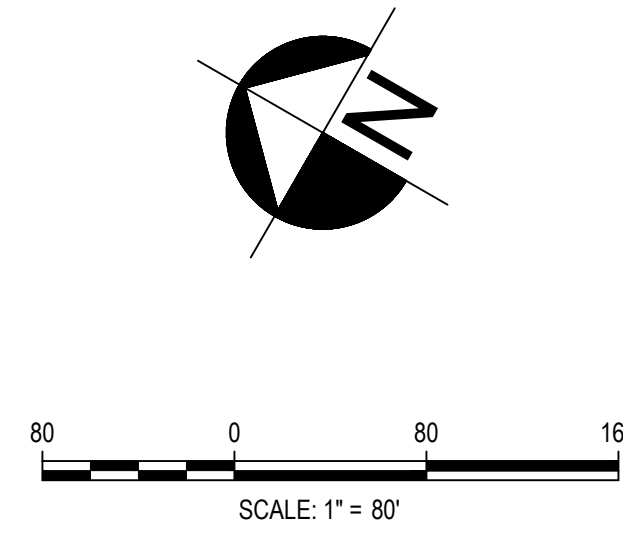


**VICINITY MAP**

NO SCALE

**DEVELOPMENT STANDARDS AND GENERAL NOTES:**

- INCLUDED SITE AMENITIES: SIDEWALKS THROUGHOUT THE COMMUNITY AND OPEN SPACE/HOA LOTS. POTENTIAL USES INCLUDE DOG PARKS, COURTYARD AREAS, AND PICNIC AREAS.
- ALL SITE LIGHTING SHALL CONFIRM WITH THE CITY OF STEPHENVILLE LIGHTING CODE.
- THREE (3) MONUMENT SIGNS WILL BE PROVIDED AT ENTRY POINTS INTO THE DEVELOPMENT. ALL SIGNAGE WILL COMPLY WITH CITY OF STEPHENVILLE SIGNAGE REQUIREMENTS.
- EACH LOT WILL REQUIRE INDIVIDUAL PLOT PLANS AND LANDSCAPE PLANS AS DEVELOPED BY THE HOME BUILDERS.
- AN HOA WILL BE ESTABLISHED TO SERVE THE DEVELOPMENT AND MAINTAIN COMMON AREA.
- THERE SHALL BE NO FENCES, STRUCTURES OR DETENTION PLACED WITHIN THE BRAZOS ELECTRIC EASEMENT.
- THOROUGHFARE PLAN WAS ADJUSTED ON MAY 25, 2022 WITH APPROVED CHANGES:
  - WAIVER ACCEPTED TO ELIMINATE PROPOSED COLLECTOR TRAVERSING PROPERTY.
  - FOREST ROAD CHANGED FROM MINOR ARTERIAL TO COLLECTOR WHICH REQUIRES 10 FOOT RIGHT OF WAY DEDICATION FROM DEVELOPER.
- STREET LIGHTS SHALL BE INSTALLED AS REQUIRED BY THE STEPHENVILLE ENGINEERING STANDARDS MANUAL, SECTION 8.

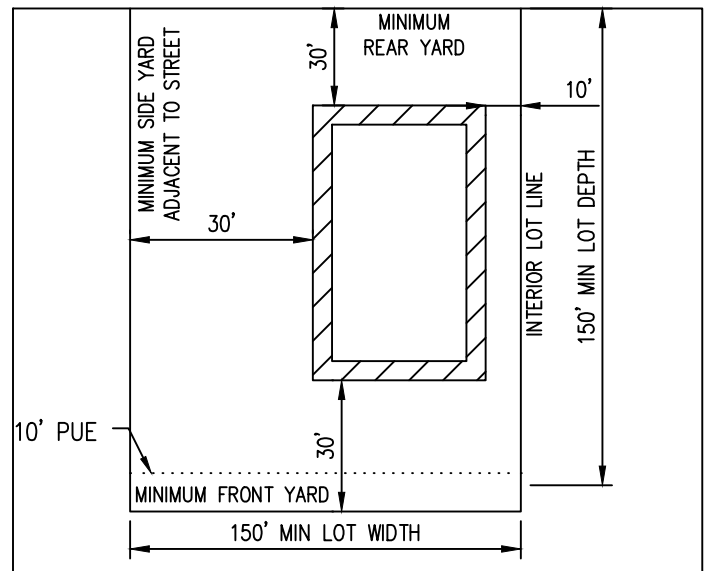
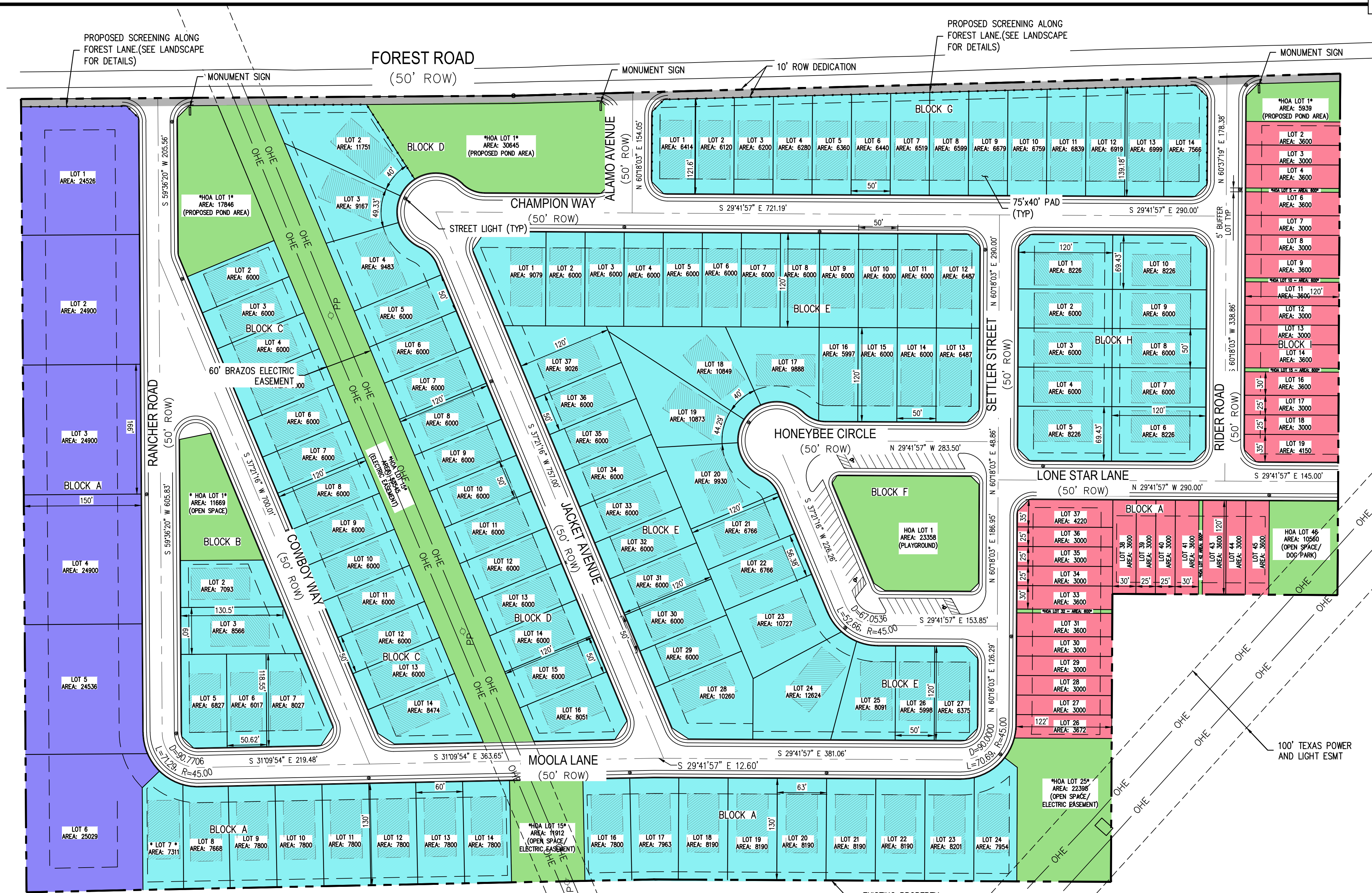


**LEGEND**

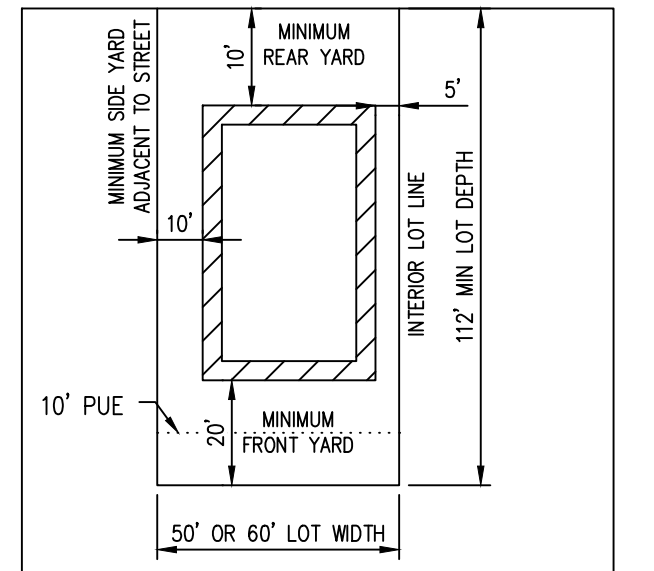
- TOWNHOMES
- SINGLE FAMILY
- ESTATE LOTS
- HOA OR BUFFER LOTS

SITE INFORMATION		
SITE AREA		
TOTAL SITE AREA	36.76 ACRES (1,601,466 SQ. FT.)	
EXISTING ZONING	R-1 SINGLE FAMILY RESIDENTIAL DISTRICT & R-2 ONE & TWO FAMILY DISTRICT	
PROPOSED ZONING	PLANNED DEVELOPMENT (PD)	
EXISTING LAND USE	VACANT LAND	
PROPOSED LAND USE	SINGLE FAMILY RESIDENTIAL	
LOT SUMMARY		
UNIT TYPE	LOTS	% OF TOTAL LOTS
ESTATE LOTS (LOT TYPE A - 0.5 ACRE MINIMUM)	6	4%
SINGLE FAMILY LOTS (LOT TYPE B - 5,500 SF MINIMUM)	111	68%
TOWNHOME LOTS (LOT TYPE C - 2,750 SF MINIMUM)	33	20%
HOA LOTS (DOG PARK, DETENTION POND, OPEN SPACE LOT)	14	9%
TOTAL (INCLUDING HOA):	164	
ZONING CRITERIA FOR ESTATE LOTS (R-HA) BASE ZONING		
	REQUIRED	PROPOSED/MINIMUM
FRONT SETBACK	30'	30'
REAR SETBACK	30'	30'
SIDE SETBACK	30'	30'
LOT WIDTH	110'	150'
LOT DEPTH	180'	150'
AREA	0.50 ACRES (21,780 SF)	0.50 ACRES (21,780 SF)
ZONING CRITERIA FOR SINGLE FAMILY LOTS (R-1.5) BASE ZONING		
	REQUIRED	PROPOSED/MINIMUM
FRONT SETBACK	25'	20'
REAR SETBACK	25'	10'
SIDE SETBACK	5'	5'
LOT WIDTH	50'	50'
LOT DEPTH	100'	112'
AREA	5,000 SF	5,575 SF
ZONING CRITERIA FOR TOWNHOME LOTS (R-2.5) BASE ZONING		
	REQUIRED	PROPOSED/MINIMUM
FRONT SETBACK	15'	20'
REAR SETBACK	15'	15'
SIDE SETBACK	5'	5'
LOT WIDTH	30'	25'
LOT DEPTH	100'	120'
AREA	3,000 SF	3,000 SF
DENSITY CALCULATIONS		
	MAXIMUM/ALLOWED	PROPOSED
GROSS DENSITY (UNITS PER ACRE)	6 LOTS/ACRE = 220 LOTS	4.46 LOTS/ACRE = 164 LOTS
GROSS DENSITY WITHOUT HOA LOTS (UNITS PER ACRE)	6 LOTS/ACRE = 220 LOTS	4.08 LOTS/ACRE = 150 LOTS

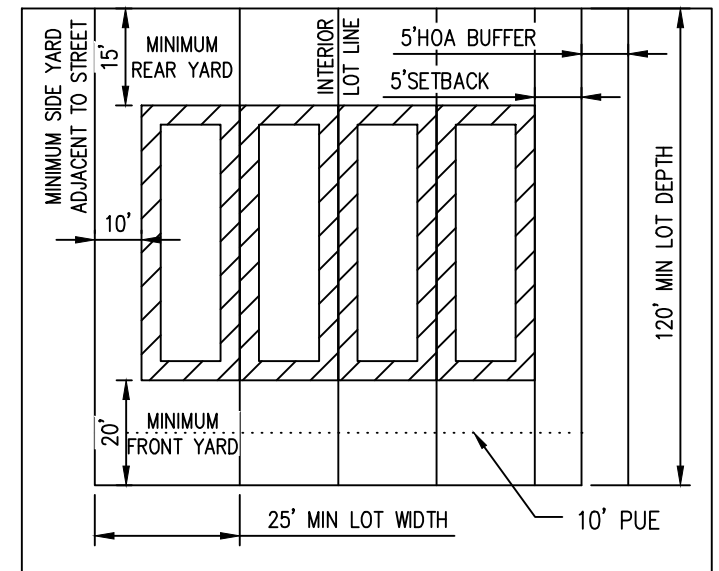
\*\*\*NOTE: THIS DEVELOPMENT/REZONING PROPOSES A REDUCTION IN DENSITY FROM THE ALLOWED AMOUNT, BASED ON CURRENT ZONING.\*\*\*



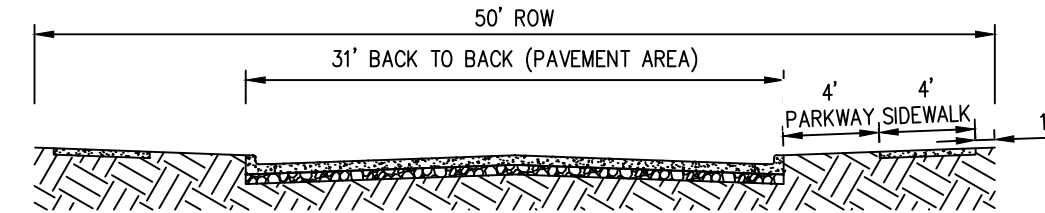
LOT TYPE A - ESTATE LOTS (0.5 ACRE MIN)



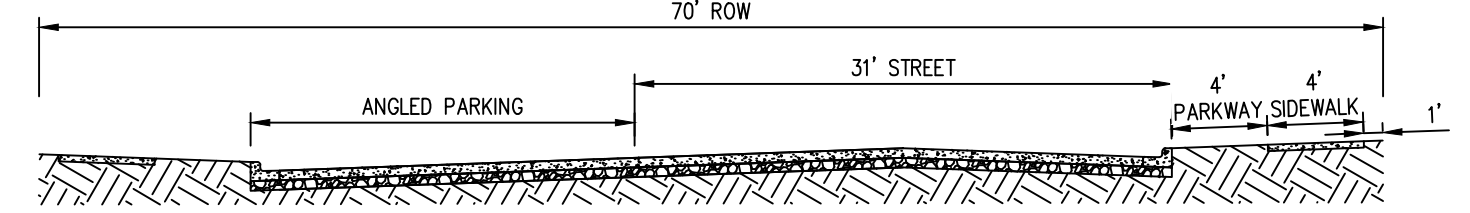
LOT TYPE B - SINGLE FAMILY (5,500 SF MIN)



LOT TYPE C - TOWNHOME (2,500 SF MIN)



TYPICAL STREET CROSS SECTION NOT TO SCALE



HONEYBEE CIRCLE CROSS SECTION NOT TO SCALE

**PECAN LANDING LOT LAYOUT**  
MARCH 23

**ZONING CASE #:**

**PRELIMINARY LOT LAYOUT**  
FOR  
**PECAN LANDING**  
0 FOREST ROAD, STEPHENVILLE, TEXAS  
BEING 36.754 ACRES  
OUT OF THE  
MOTLEY WILLIAM SURVEY  
CITY OF STEPHENVILLE, ERATH COUNTY, TEXAS

OWNER/DEVELOPER  
MR. JOEL ALLEN  
STEPHENVILLE, TEXAS  
817-888-0683  
EMAIL: JOELHANDLERALLEN@GMAIL.COM

ENGINEER  
**FLANAGAN**  
land solutions  
FLANAGAN LAND SOLUTIONS  
DALLAS, TEXAS  
940-327-7963  
CONTACT: REECE FLANAGAN  
EMAIL: REECE@FLANAGAN-LS.COM







1,532 sq.ft.      3 Bed      2 Bath

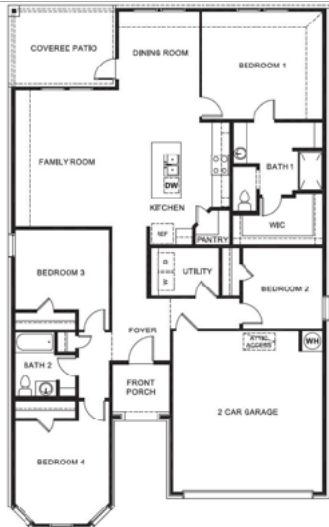


2,135 sq.ft.      4 Bed      2 Bath





1,791 sq.ft.      4 Bed      2 Bath



2,660 sq.ft.      5 Bed      3 Bath





1,875 sq.ft.      4 Bed      2 Bath



2,605 sq.ft.      4 Bed      3 Bath





2,079 sq.ft.

4 Bed

2 Bath



2,772 sq.ft.

5 Bed

3 Bath





2,923 sq.ft.      4 Bed      3 Bath



1,652 sq.ft.      4 Bed      2 Bath





2,088 sq.ft.      4 Bed      2 Bath

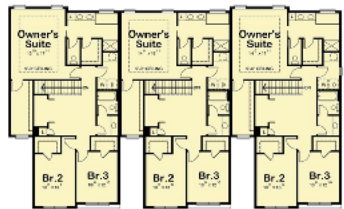


2,367 sq.ft.      4 Bed      2 Bath





2nd Floor   REVERSE FLOOR PLAN



**ORDINANCE NO. 2023-O-08**

**AN ORDINANCE REZONING THE LAND DESCRIBED FROM SINGLE FAMILY (R-1) AND ONE-AND-TWO FAMILY (R-2) TO PLANNED DEVELOPMENT (PD)**

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

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

Being 36.77 acres, A0515 MOTLEY WILLIAM of the City of Stephenville, Erath County, Texas, and identified as Parcel No. R77510, in the Erath County Appraisal District Records, located at 0 Forest Rd

is hereby rezoned and the zoning classification changed from the classification of Single Family (R-1) and One-and-Two Family (R-2) to Planned Development (PD), in accordance with the Zoning Ordinance of the City of Stephenville.

**PASSED AND APPROVED** this the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

ATTEST:

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

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

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



# DEVELOPMENT SERVICES COMMITTEE REPORT



**MEETING:** Development Services Committee Meeting – March 21, 2023

**Present:** P7 Gerald Cook, Chair; P2, Justin Haschke; P6 David Baskett; P8 Mark McClinton

**Absent:** None

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen

## **AGENDA ITEM: Discuss Ordinance Adopting Extended Hours for the Sale and Offer to Sell Mixed Alcoholic Beverages by a Holder of a Mixed Beverages Late Hours Permit**

On February 21, Mr. King, City Manager, provided an overview of a recent inquiry by a local business owner involving the sale of Mixed Beverages to extend business hours. Mr. King stated the City Council could consider an ordinance to allow extended hour sales. Such ordinance would be for all properly licensed establishments.

The Committee requested additional information from the Police Department on how extended hours could impact public safety.

On March 21, 2023, Chief Dan Harris of the Stephenville Police Department provided an overview of data related to DWI arrests and service calls related to businesses engaging in services related to the sale of alcohol. The Development Services discussed the possibility of allowing alcohol related businesses to extend operations by 1 hour. The consensus was to not take action that would result in any modification to the current requirements.

**ACTION:** No formal action was taken.

## **AGENDA ITEM: Recommendation to Approve Contract for Professional Services to Update the City's Comprehensive and Thoroughfare Plans**

Last Fiscal Year, the City Council allotted funding to engage consulting services to update the City's Comprehensive and Thoroughfare Plans. A Request-for-Proposals was issued with a submittal due date of February 15, 2023. Five firms submitted packets and a four-member Panel was formed to evaluate the submittals. The Panel selected the top three firms and conducted virtual interviews on March 3, 2023. On March 7, 2023, the City Council authorized staff to enter negotiations with specific instructions as follows:

1. To pursue negotiations with two firms, Verdunity and Lionheart Places. Verdunity will be contacted to perform the fiscal analyses/cost impacts of our current and future development trends. Lionheart will perform the remaining components of the plan.
2. If Verdunity and Lionheart decline a joint effort project, staff will be authorized to enter negotiations with the selected firm to perform the entire project.

Lionheart Places, LLC, has added a fiscal analyses component. Total cost, within the scope of the contracted services, will be \$310,000.

END OF REPORT



## STAFF REPORT

**SUBJECT:** Approve Contract to Update Comprehensive and Thoroughfare Plans

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen

### RECOMMENDATION:

Approve Contract with Lionheart, LLC

### BACKGROUND:

Last Fiscal Year, the City Council allotted funding to engage consulting services to update the City's Comprehensive and Thoroughfare Plans. A Request-for-Proposals was issued with a submittal due date of February 15, 2023. Five firms submitted packets and a four-member Panel was formed to evaluate the submittals. The Panel selected the top three firms and conducted virtual interviews on March 3, 2023. On March 7, 2023, the City Council authorized staff to enter negotiations with specific instructions as follows:

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2. If Verdunity and Lionheart decline a joint effort project, staff will be authorized to enter negotiations with the selected firm to perform the entire project.

Lionheart Places, LLC, has added a fiscal analyses component. Total cost, within the scope of the contracted services, will be \$310,000.

### FISCAL IMPACT SUMMARY:

This is a budgeted item with adequate funding.

### ALTERNATIVES

Reject the Contract.

# AGREEMENT

March 24, 2023

City of Stephenville  
Steve Killen, Director of Development Services  
298 W. Washington St.  
Stephenville, TX 76401  
skillen@stephenvilletx.gov

## RE: CITY OF STEPHENVILLE COMPREHENSIVE & THOROUGHFARE PLAN

Dear Steve,

It was a pleasure speaking with you on March 21, 2023 to discuss our next steps to create a Comprehensive and Thoroughfare Plan for the City of Stephenville. (hereinafter referred to as "project"). This letter shall confirm our understanding and shall constitute our consultancy agreement that Lionheart Places, LLC ((hereinafter referred to as "Lionheart") shall furnish to the City of Stephenville (hereinafter referred to as "client") in connection with the Project referred to above and described below.



Rebecca Leonard

CEO & Founder

Lionheart Places, LLC

## 1. PROJECT UNDERSTANDING

### PRELIMINARY UNDERSTANDING AND PRIORITIES

Project description. The Project is to create a Comprehensive and Thoroughfare Plan for the City of Stephenville. This scope of services has been prepared based on the following understanding:

- The Project Extent includes both the existing Stephenville City Limits and statutory extraterritorial jurisdiction (ETJ). (See Exhibit A for Project Extents Map)
- Deliverables will be produced throughout the process to show progress. The deliverables will build upon each other to lead to the final deliverable.
- Deliverables include up to two consolidated rounds of revisions from the City. Major changes that shift the direction of the plan or require significant re-work will be an add-service.
- The City will provide information from all previous planning studies and master plans that may influence the outcome of this planning effort. This information will be provided in digital format when possible and available. This information may include, but not be limited to, existing land-use plans and GIS data; existing transportation and street master plans; current and past city budgets and capital improvement plans, existing water or sanitary sewer planning documents; economic and demographic studies; park, trail, and open space plans; or other pertinent planning or policy documents.
- The City will provide the most recently updated digital base map of the planning area with City limit and extraterritorial jurisdiction (ETJ) lines, school district lines, municipal utility district boundaries, roadway centerlines and rights-of-way (if available), water and sewer facilities; dry utilities; public facilities (including police, fire, hospital, library and other major public facilities); park and open space facilities; sidewalks and trails; rivers, lakes and floodplain information; and other GIS available that may be pertinent to this planning process. These files will be in the form of GIS shapefiles.
- All meetings are virtual unless specifically identified as in-person meetings. The consultant team will make four (4) trips to Stephenville associated with the Planning Process and up to three (3) trips associated with adoption meetings and public hearings. The trips will include the following:
  - Trip 1 (Full day): Site Visit and Focus Group Meetings may also include Comprehensive Plan Committee Meeting #1.
  - Trip 2 (Evening): Public Event: Project Goals
  - Trip 3 (Evening): Public Event: Alternatives
  - Trip 4 (Evening): Public Event: Implementation Roadmap
  - Adoption hearings (Evening): Up to three meetings.
- Lionheart will provide all outreach materials in the format desired by the City and the City of Stephenville will be responsible for disseminating and posting the materials through City channels and networks including: website, social media, flyers, emails or other.

## 2. PROJECT TEAM

### TEAM MEMBERS

Lionheart is the prime consultant to the project and will contract with subconsultants for specific expertise. The team and roles are as follows:

Lionheart Places | 1023 Springdale Rd., Suite 6-E, Austin, TX 78723 | (512) 520-4488

- Lionheart – Prime Consultant
- Hawes Hill – Economic Development
- TJKM - Transportation
- Meredith Johnson – Historic Character

### **CLIENT AND THEIR ROLES**

The City of Stephenville advises on stakeholder engagement, coordination of comprehensive plan committee and other stakeholder meetings, providing necessary documents, site base information and data to consultant team, and responding to questions and providing design direction within three business days of the submission of questions.

## **3. LIONHEART'S PROCESS**

Lionheart's approach to our work starts with caring deeply about the people and communities with whom we work and the environment in which our projects are located. We take care to focus on climate action, equity, and health – three things that we feel are key to solving current challenges in the world. We learn about our clients, their values, and their challenges so that we can be of utmost service to them. From this care for our clients, communities and the planet, a set of meaningful and measurable Project goals is created early in the Project. Our process ensures that we revisit these at each phase of our work to ensure that what is important stays central to the Project and maximizes the outcomes of our work.

## **4. SCOPE OF WORK**

The scope of service for the Stephenville Comprehensive & Thoroughfare Plan includes Tasks 1 through 4.

### **TASK ONE: THINK**

Each project is an opportunity to address challenges and make more beloved places. A strong strategy guides the management of the work, engagement of stakeholders and achievement of project goals.

#### **TASK 1.1 PROJECT MANAGEMENT PLAN, STYLE GUIDE, AND BOOK TEMPLATE**

A project management plan, style guide and book template are developed at the beginning of the project to describe the client's vision and critical success factors, detailed work plan roles and responsibilities, quality management plan, communication plan, client care plan, quality control standards, and risk/change management plan.

During this task a recurring Bi-weekly meeting with the City's Project Manager will be established and will be ongoing throughout the project.

#### **TASK 1.2 STAKEHOLDER ENGAGEMENT STRATEGY**

A stakeholder engagement strategy is developed to define outreach methods, stakeholder events, methods for engaging hard-to-reach populations, and facilitation techniques that will be used throughout the course of the project. This strategy will be developed with staff and reviewed with the Comprehensive Plan Committee to ensure that outreach methods are relevant and widely accessible to the Stephenville Community.

**TASK 1.3 CLIENT KICK-OFF MEETING**

The kick-off meeting will include all relevant City Staff and be held to review and provide input on the project management plan, schedule, and stakeholder engagement strategy.

**TASK 1.4 EXISTING DOCUMENTS REQUEST AND REVIEW**

The City of Stephenville will provide all relevant plans, studies, and GIS data from the City of Stephenville. Previous studies and data are collected and analyzed to better understand the strengths, opportunities, and challenges in the community. Previously identified community goals and projects are reviewed to celebrate accomplishments, identify future opportunities, and evaluate what is still relevant.

**TASK 1.5 COMPREHENSIVE PLAN COMMITTEE MTG #1**

The purpose of the comprehensive plan committee will be to guide the planning efforts and plan development. It is recommended that the committee be appointed by the City Council and include one City Council representative as an active participant. The Council member should have a standing agenda item on the regular City Council agenda to report progress and findings to the rest of the City Council members. Other members of the comprehensive plan committee should be diverse in knowledge and expertise and represent interests of large property owners, large employers, County representatives, school district representatives, community groups, downtown businesses, Tarleton State University representatives, real estate professionals, developers, general residents, and others with an invested interest in Stephenville’s growth and development.

During the Comprehensive Plan Committee Mtg #1 the committee will provide feedback on the stakeholder engagement strategy, initial project goals, and hopes and fears for the process and plan.

**TASK 1.6 INITIAL PROJECT GOALS**

Initial project goals and metrics will be derived based on a review of previous plans and input from the advisory committee on their greatest hopes and fears for the process and the plan.

**TASK 1 MEETINGS & DELIVERABLES**



**TASK TWO: INVESTIGATE**

Project outcomes are rooted in its context – physical, community, time, financial and regulatory context. Our team will review each against project goals to understand baseline conditions. We will also investigate planned strategies and comparable projects to understand opportunities early in the project.

**TASK 2.1 Site Visit and Focus Groups**

The full consultant team will travel to Stephenville to conduct a site visit and meet with a variety of different community groups, business interests, and community leaders to better understand the social, physical, and economic challenges and opportunities present in the City of Stephenville. This trip will consist of a full day of meetings and tours.

**TASK 2.2 Population Projections**

Lionheart understands the importance of population projections being determined, understood, and accepted by stakeholders early in the process. These projections form the basis of future land use and transportation scenarios.

**TASK 2.3 Existing Market Positions Report**

The existing market positions report establishes the current market position of Stephenville and includes:

- Socioeconomic analysis of relevant data such as: population (including age and ethnicity) and household characteristics, including general population, education-related, income-related, tenure, vacancy, housing value/rent;
- Psychographics (communitywide);
- Business related information such as employment by classification/industry, supply statistics for office, commercial and multifamily;
- Peer community review (up to four Texas communities); and
- Description of relevant regional and global market trends.

**TASK 2.4 Baseline Fiscal Analysis Mapping**

The baseline fiscal analysis and mapping is designed to better understand the fiscal impacts of existing development patterns in the City of Stephenville. The baseline fiscal analysis will include the following:

1. Revenue / Acre Map – A 3-dimensional map will compare the assessed value per acre for each parcel in the City of Stephenville.

2. Cost of Service – For this we will work with City of Stephenville staff to estimate the current budget compared to the current level of service for three key service areas: Public Safety (police and fire), Infrastructure (streets and infrastructure), and Parks / Community Services.
3. Net Revenue / Acre Map – This 3-dimensional map will incorporate cost of service in addition to revenue creating a Net Revenue per Acre Map.
4. Specific Area Analyses - Based on the revenue per acre mapping results, Lionheart will work with staff to select up to four different high and low performing areas in the City. These areas will be analyzed and further explored to draw key conclusions and comparisons related to development patterns, performance, and character.

### **TASK 2.5 Comprehensive Plan Committee #2**

During this meeting the committee will review the results of focus group meetings and preliminary fiscal and economic analysis. The committee will provide input on the content and outreach for the upcoming Public Engagement Event.

### **TASK 2.6 Public Event #1**

Public Event # 1 will include a brief overview of the process to develop the Comprehensive Plan, a presentation on preliminary fiscal and economic analysis, and a guided discussion that will be the foundation of project goals.

Each workshop includes a series of tasks and deliverables to ensure that outreach is widespread and that there are many ways people can plug into the process.

- One month prior to the event, Lionheart will support the City with outreach materials. These will be published by the city with logistics information for stakeholders.
- Two weeks prior to event, Lionheart will review the run-of-show during a virtual meeting with the City. Also, Lionheart will support the City with text and graphics for reminders and more information about the objective and format of event.
- One week prior to event, hold a virtual meeting with the Comprehensive Plan Committee to review the run-of-show.
- Day of event, Lionheart will confirm that the on-line materials are available and on-line capture tools allow stakeholders to take part virtually in the meeting.
- At the event, Lionheart will lead the presentation and facilitate any engagement efforts.
- After the event, Lionheart will monitor the on-line materials and capture tools to ensure participation. Also, Lionheart will make meeting-in-a-box materials for the City to make available for stakeholder use at their own meetings.

### **TASK 2.7 Part 1 Stephenville Comprehensive Plan**

The Existing Conditions report will distill the community vision and goals, metrics, existing conditions data, population projections, opportunities, challenges, and stakeholder feedback into a report that will represent Part 1 of the Stephenville Comprehensive and Thoroughfare Plan.

### **TASK 2 MEETINGS & DELIVERABLES**





**TASK THREE: CREATE**

The first answer is rarely right. Our team develops alternatives and scenarios that can be prototyped and analyzed against project goals. Once a plan is selected, we develop an Implementation Roadmap to ensure its success.

**TASK 3.1 Growth Sector Map**

Lionheart will create a map highlighting areas most suitable for growth based on the project goals, fiscal analysis, and existing conditions established during the investigate stage. The Growth Sector Map will form the basis of the Future Land Use Map.

**TASK 3.2 Future Land Use and Transportation Alternatives**

The Growth Sector Map will be used to generate up to 3-alternatives for the location and type of future land uses and transportation scenarios in Stephenville.

**TASK 3.3 Comprehensive Plan Committee Meeting #3**

During this meeting the committee will review the Proposed Future Land Use and Transportation Alternatives. The committee will provide input on the content and outreach for the upcoming Public Engagement Event.

**TASK 3.4 Public Engagement Event #2 – Alternatives**

During Public Event # 2 Lionheart will present the alternatives and lead an exercise to collect feedback about what participants like and dislike about each of the alternatives.

Each workshop includes a series of tasks and deliverables to ensure that outreach is widespread and that there are many ways people can plug into the process.

- One month prior to the event, Lionheart will support the City with outreach materials. These will be published by the city with logistics information for stakeholders.
- Two weeks prior to event, Lionheart will review the run-of-show during a virtual meeting with the City. Also, Lionheart will support the City with text and graphics for reminders and more information about the objective and format of event.

- One week prior to event, hold a virtual meeting with the Comprehensive Plan Committee to review the run-of-show.
- Day of event, Lionheart will confirm that the on-line materials are available and on-line capture tools allow stakeholders to take part virtually in the meeting.
- At the event, Lionheart will lead the presentation and facilitate any engagement efforts.
- After the event, Lionheart will monitor the on-line materials and capture tools to ensure participation. Also, Lionheart will make meeting-in-a-box materials for the city to make available for stakeholder use at their own meetings.

### **TASK 3.5 Future Land Use Plan & Thoroughfare Plan**

The preferred Future Land Use Plan and Thoroughfare Plan will be created based on the feedback received during Public Event #2. These plans will be accompanied by a set of potential recommendations for policies, programs, or projects needed for implementation of the plan.

### **TASK 3.6 Comprehensive Plan Committee Meeting #4**

During this meeting the committee will review the Proposed Future Land Use and Thoroughfare Plan and associated recommendations. The committee will provide input on the content and outreach for the upcoming Public Engagement Event.

### **TASK 3.7 Public Engagement Event #2 – Alternatives**

During Public Event # 3 Lionheart will present the preferred plans and lead an exercise to define a path forward and implementation roadmap.

Each workshop includes a series of tasks and deliverables to ensure that outreach is widespread and that there are many ways people can plug into the process.

- One month prior to the event, Lionheart will support the city with outreach materials. These will be published by the city with logistics information for stakeholders.
- Two weeks prior to event, Lionheart will review the run-of-show during a virtual meeting with the city. Also, Lionheart will support the city with text and graphics for reminders and more information about the objective and format of event.
- One week prior to event, hold a virtual meeting with the Comprehensive Plan Committee to review the run-of-show.
- Day of event, Lionheart will confirm that the on-line materials are available and on-line capture tools allow stakeholders to take part virtually in the meeting.
- At the event, Lionheart will lead the presentation and facilitate any engagement efforts.
- After the event, Lionheart will monitor the on-line materials and capture tools to ensure participation. Also, Lionheart will make meeting-in-a-box materials for the city to make available for stakeholder use at their own meetings.

### **TASK 3.8 Implementation Roadmap**

Based on feedback received during Public Event #3, Lionheart will produce an Implementation Roadmap to prioritize specific recommendations. The roadmap will include potential partnerships, funding, and specific action steps for each identified recommendation.

**TASK 3 MEETINGS & DELIVERABLES**



**TASK FOUR: SHARE**

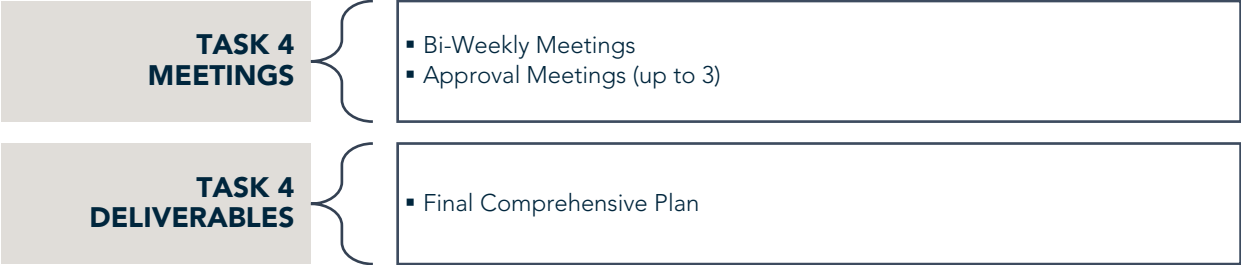
**TASK 4.1 Comprehensive Plan and Thoroughfare Plan**

The final and completed Comprehensive Plan will be delivered to staff for review. After staff review and comment, Lionheart will update the plan and deliver a final Comprehensive Plan in PDF format for distribution to Policy Makers and the public.

**TASK 4.2 Public Hearings and Adoption Meetings**

Lionheart will prepare a final presentation of the plan and be available to attend up to meetings for approval and adoption of the plan.

**TASK 4 MEETINGS & DELIVERABLES**



**5. PROCESS / TIMELINE**

Any extension of the schedule at the request of the City beyond 10% will be billed as time and materials. Any extension of the schedule due to the Consultant gives the City the right to enact clause 8 in Exhibit C Standard Contract Provisions.

Task One: Think	Task Two: Investigate	Task Three: Create	Task Four: Share
Start: Apr 2023	Start: June 2023	Start: Aug 2023	Start: Feb 2023
End: May 2023	End: Aug 2023	End: Jan 2023	End: May 2023

## 6. OPTIONAL / ADDITIONAL SERVICES

The following tasks are available services that are not included in the base Scope of Work and can be added a la carte. These tasks may extend the overall project timeline.

- Drone photography
- Additional renderings beyond what is stated in the scope
- Animation or movie
- Site or Project model
- Fundraising package
- Graphic Identity and Branding
- Operations & Maintenance planning
- Specialty subconsultants beyond what is listed in Team section
- Cost estimating/ Opinions of Cost

## 7. EXCLUSIONS / ASSUMPTIONS

### Exclusions

- Additional meetings/and or trips beyond what is stated in scope
- Agency or regulatory permits or approvals
- Special filings for variances or other ownership matters
- Preparation of any as-built drawings or record drawings
- Geotechnical reporting or borings
- Structural engineering (including any walls, pools, water features, footings, etc.);
- Acoustical engineering
- Mechanical, electrical, and plumbing engineering
- All waterproofing
- Interior amenity spaces
- Signage and wayfinding
- Traffic or transportation design
- Value engineering
- Cost estimating
- Water feature design or fountain engineering
- Site work beyond the project boundary line

- Coordination with other special districts
- Coordination with public and private utilities

Assumptions

- All deliverables will be sent as digital documents (PDF) unless stated otherwise.
- Base mapping and existing conditions survey provided by others. Lionheart is not responsible for errors in data used in the project work supplied by the Client or others.

## 8. YOUR INVESTMENT

### BASIC SERVICES

By signing this letter, you are authorizing Lionheart to commence services immediately for a fee of \$310,000. The following is a summary of the fees associated with this effort.

Task	Fee
Task One: Think	\$ 25,000.00
Task Two: Investigate	\$ 80,000.00
Task Two: Fiscal Analysis	\$ 40,000.00
Task Three: Create	\$ 80,000.00
Task Four: Share	\$ 85,000.00
<b>Total:</b>	<b>\$ 310,000.00</b>

### REIMBURSABLE EXPENSES

In addition to our fees and services, we charge for project expenses incurred on your behalf. These typically include such items as travel, photography, telephone charges, video conferencing and reproduction.

### ADDITIONAL SERVICES

Any services that are not defined in this agreement are compensated on an hourly basis for the time worked on your behalf. Rates are based on our current employee rate schedule (see Exhibit B). Additional services can include but are not limited to, redesign of work already approved, major revisions to the program and/or expansion of scope of services. When it is possible, we will define the changes, additions, or modifications to the scope, provide an estimate of costs and request written authorization in advance. However, the absence of a written change order will not preclude payment of fees due Lionheart, provided the change was approved and ordered by the Client.

## 9. PAYMENT TERMS

Invoices will be mailed from Lionheart’s office by the 10th of each month with specific descriptions of the services performed and expenses incurred in the previous month.

Invoices are payable within 30 days of the date of billing.

If you require greater detail for your accounting purposes, we will provide itemized breakdowns of hourly activities or provision of detailed backup for reimbursed expenses. At your request, we can provide this service at an hourly rate of \$65 (sixty-five dollars) per hour.

## 10. ACCEPTANCE

This Agreement is entered into between Lionheart Places, LLC and Client, owner, or reputed owner of the property to be benefited by Lionheart’s services.

If this contract meets with your approval, please sign below, and return one (1) copy for our file.

If this agreement is not accepted within one (1) month from the date of receipt, the offer to perform the described services may be withdrawn and Lionheart may renegotiate this proposal.

The Client agrees that they have read and understood the Contract Provisions (Exhibit C) attached hereto and incorporated herein by reference.

### LIONHEART PLACES LLC

By:  Date: 03/24/2023

Name: Rebecca Leonard

Title: CEO and Founder

### APPROVED BY CLIENT



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

Name: \_\_\_\_\_














Title: \_\_\_\_\_

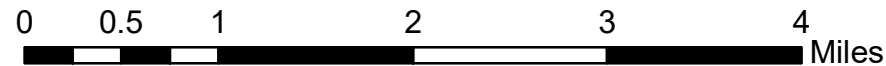
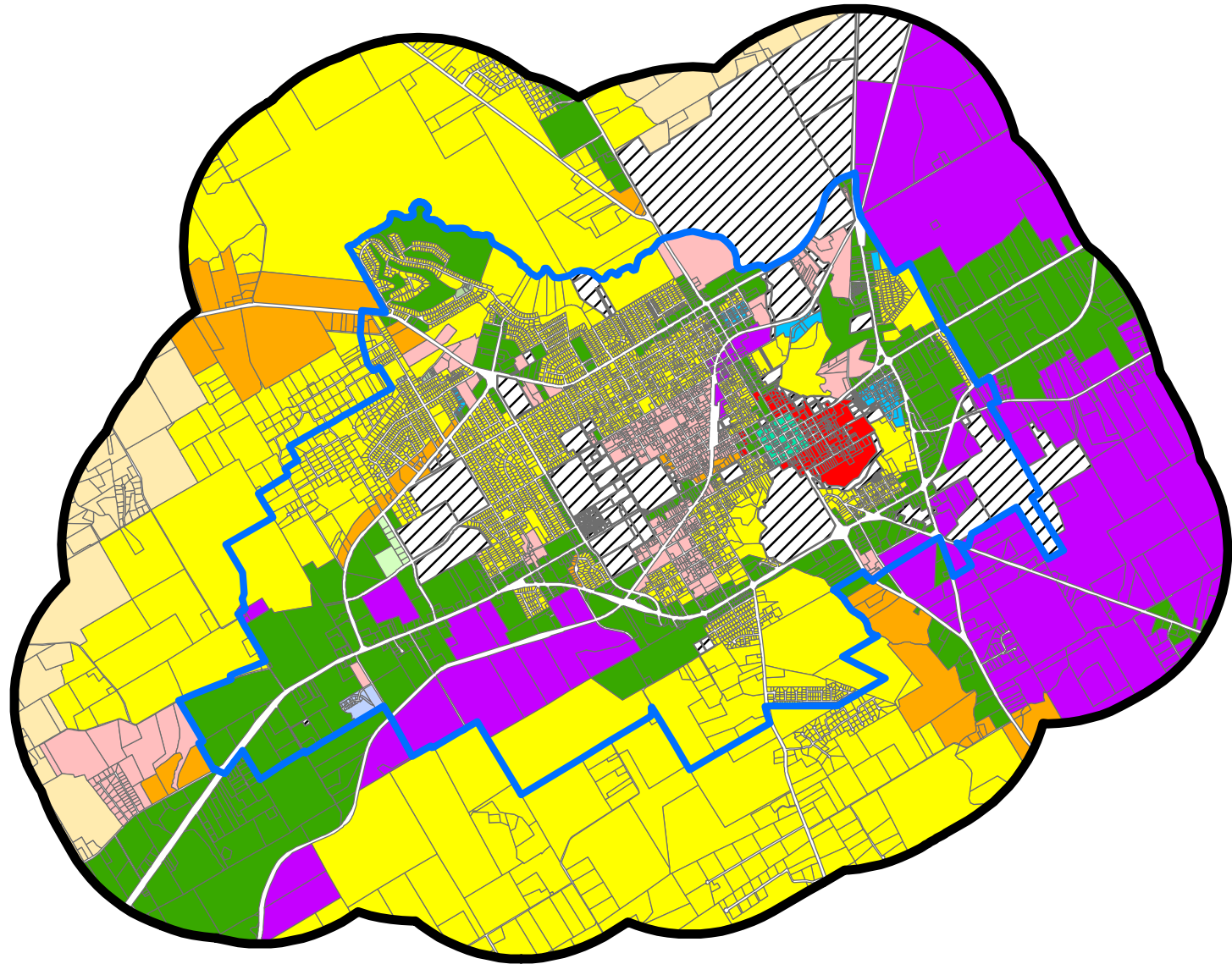
# Stephenville, Texas Future Land Use Map

**Legend**

-  City Limits
-  ETJ

**Future Land Use**

-  1\_2 Family
-  Ag/Open Space
-  Cent Business Dist
-  City/Tarleton/SISD
-  Commercial
-  Downtown
-  Duplex/Townhome
-  Industrial
-  Manufact Homes
-  Multi-Fam/Resident
-  Office/Neighbor\_Bus
-  Planned Development
-  Single Family



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



## EXHIBIT B

### EMPLOYEE CLASSIFICATION AND HOURLY BILLING RATES

PROFESSIONAL WITNESS	\$400
PRINCIPAL	\$200 - \$300
PLANNER/LANDSCAPE DESIGNER	\$100 - \$250
INTERN	\$85
PROJECT ASSISTANT	\$85 - \$150

## EXHIBIT C

### CONTRACT PROVISIONS

1. All fees, commissions, and expenses billed shall be due within thirty (30) days of the date of billing. Interest on unpaid or late bills shall accrue at 1 3/4 percent interest per month (21.0% A.P.R.). In the event of non-payment, such unpaid amounts shall constitute and become a lien upon the property for which professional services are being performed or completed. Lionheart may, at its discretion, assert its right to file and foreclose upon such lien, in addition to pursuing any other remedies permitted by law. Client agrees that all statements not objected to in writing within thirty (30) days of receipt are agreed to be final and binding upon the parties as to the amounts due, the adequacy of Lionheart's performance, and the value of the services provided to Client. If Client does not pay Lionheart within thirty (30) days of the date of billing and Lionheart consults with an attorney for collection, then, in addition to all sums due, Client agrees to pay all costs incurred by Lionheart associated with collection, including Lionheart's reasonable attorney's fees and reasonable court costs.
2. When any invoice is outstanding and unpaid thirty (30) days after the date of billing, Lionheart may, at its discretion, stop work on the project. In addition, when any invoice is outstanding and unpaid ninety (90) days after the date of billing, Lionheart may withdraw from any governmental agency review process any applications, drawings, submittals or other project documents reflecting Lionheart's services. No notice of Lionheart's intent to stop work or to withdraw from any governmental review process shall be required. Client forever releases, discharges and holds Lionheart harmless from all liability arising out of Lionheart's withdrawal of any applications, drawings, submittals or other project documents. Client shall fully indemnify, defend, and hold harmless Lionheart against all claims for liability asserted by any project participant for any action taken by Lionheart under this paragraph.
3. If the project is suspended or abandoned, in whole or in part, for a period of ninety (90) days or more, or upon instruction by Client to Lionheart to suspend activity on the project, Lionheart shall be compensated for all services performed together with all reimbursable expenses due and the Agreement shall be deemed terminated. If the project is resumed after such suspension, the Agreement between Client and Lionheart shall be renegotiated prior to resumption of services by Lionheart. Such renegotiation shall include a fee for remobilization costs incurred by Lionheart. If this Agreement is terminated due to the suspension or abandonment of the project, Client shall make full payment to Lionheart for all compensation due hereunder within 30 days of receipt of a final invoice from Lionheart. For purposes of this Agreement, the term "suspension" or "abandonment" shall mean substantial discontinuance of labor, services, and expenses for a ninety (90) day period or written instruction by Client to suspend substantially all project activities.
4. Lionheart reserves the right to raise hourly rates at its own discretion during this project. Any such increases, however, will not result in an increase in the total fees identified in this proposal unless specific services are being provided on a time and materials basis.
5. Drawings and specifications, including those in electronic form, prepared by Lionheart are the Instruments of Service for use solely with respect to this project. Lionheart shall be deemed the author and owner of their Instruments of Service and shall retain all common law, statutory, and other rights, including copyrights.
6. Lionheart grants the Client a nonexclusive license to reproduce Lionheart's Instruments of Service solely for the purposes of constructing, using, and maintaining this project, if Client shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. The Client shall be permitted to retain copies, including reproducible copies of drawings and specifications for information and reference in connection with the Client's use and occupancy of the project. The Client shall be permitted to authorize its contractors, subcontractors, and material suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in the execution of this project. The drawings and specifications shall not be used by the Client on another project, except by agreement in writing between Lionheart and Client.

Any unauthorized use of the Instruments of Service without Lionheart's consent shall be at the Client's sole risk and without liability to Lionheart. The Client shall indemnify and hold harmless Lionheart, and Lionheart's subconsultants from and against claims, damages, losses and expenses, including, but not limited to payment of attorney's fees, arising out of unauthorized use of the Instruments of Service that are part of this project.

Lionheart shall not be responsible or liable for any direct, actual or consequential damages which occur as the result of its inability to produce the Instruments of Service by reason of the casualty, destruction or loss of documents that occurs through no fault of Lionheart.

7. The parties agree not to solicit for employment any employee of the other with whom the parties have had contact because of this Agreement, while the candidate is employed by the other party, and for twelve (12) months following termination of such employment, unless specifically agreed to in writing.
8. In the event of a default of any provision of this Agreement, after ten (10) days' notice to cure is delivered, this Agreement may be deemed terminated by the non-defaulting party. For purpose hereof, any failure to pay sums due in accordance with Paragraph 1 shall be deemed default. Either party may terminate this Agreement for convenience and without cause upon thirty (30) days written notice by either party. If Client terminates this Agreement for convenience, Lionheart shall be compensated for Services performed prior to termination, together with reimbursable expenses then due.
9. Lionheart and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to the Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Paragraph 8.

All notices and other communications that are required or permitted to be given to the parties under this Agreement shall be sufficient in all respects if given in writing and delivered in person, by electronic mail, by telecopy, by overnight courier, or by certified mail, postage prepaid, return receipt requested, to the receiving party at the following address:

If to Lionheart:                      Lionheart Places LLC  
1023 Springdale Road, Suite 6-E  
Austin, TX 78723  
Attention: Rebecca Leonard  
Telephone: (512) 520-4488

If to Client:                              City of Stephenville  
298 W Washington St  
Stephenville, TX 76401  
Attention: Steve Killen

or to such other address as such party may have given to the other by notice pursuant to this Section. Notice shall be deemed given on the date of delivery, in the case of personal delivery, electronic mail, or telecopy, or on the delivery or refusal date, as specified on the return receipt in the case of certified mail or on the tracking report in the case of overnight courier.

10. If any provision of this Agreement is for any reason held invalid or unenforceable, such provision shall be deemed separate and shall not affect the validity of the remaining portions herein.
11. This Agreement shall be binding upon the parties, their partners, successors, assigns, and legal representatives.  
  
Client shall not assign this Agreement without the consent of Lionheart.
12. This Agreement may be amended or modified only by written instrument executed by both parties.
13. This Agreement (together with the attached Exhibits, which are incorporated herein by this reference) constitutes the entire agreement between the parties and supersedes prior understandings, written or oral. No waiver under this Agreement shall be valid unless it is given in writing and duly executed by the party to be charged therewith.
14. This Agreement shall be governed by the Laws of the State of Texas. The parties agree that venue for any dispute between them arising out of or relating to this Agreement shall be in the City of Austin in the and County of Travis, State of Texas.
15. In construing this Agreement, (i) the singular includes the plural and vice versa, (ii) reference to any document means such document as amended from time to time, (iii) "include" or "including" means including without limiting the generality of any description preceding such term, (iv) the word "or" is not exclusive, and (v) references to this Agreement or Sections or paragraphs of this Agreement refer to this entire Agreement including all exhibits, schedules, and Addendum attached hereto, as the same may be amended from time to time.



## COMMITTEE REPORT

**REPORT TYPE:** Tourism & Visitors Bureau Committee

**MEETING:** March 21, 2023

**Present:** LeAnn Durfey, Chair, Lon Reisman, Bob Newby, Gerald Cook

**Absent:** None

**DEPARTMENT:** Tourism

**STAFF CONTACT:** Michaela Bierman

### HEADER TITLE 1: HOT Funds Application - City Limits Sports Academy Tournaments

Staff presented the HOT Funds Application for City Limits Sports Academy Baseball Tournaments to the committee. The tournaments will be held in both City Limits Sports Academy facilities and the City of Stephenville Baseball Fields. An application has been submitted for each tournament (5 tournaments) each requesting \$3,800.00, resulting in a total of \$19,000.

Each application has the same information listed except for the dates. These are the dates for this season's tournaments:

- March 25-26
- April 15-16
- May 20-21
- June 10-11
- July 8-9

Attendance is estimated at total of 380 teams participating this summer. The tournaments are all day events for both days, resulting in teams and families staying in hotels, and eating and shopping locally. A questionnaire will be sent out to the hotels, retail shops, and restaurants from the organizer. Additionally, a post-event report will be given to the organizer to measure the impact of the tournaments.

MOTION by Gerald Cook, second by Bob Newby, to forward the HOT Funds Application to full Council with a positive recommendation. MOTION CARRIED unanimously.

### HEADER TITLE 2: HOT Funds Application - Joe Beaver's Jr. Superstar Roping

Staff presented the HOT Funds Application for Joe Beaver's Jr. Superstar Roping to the committee. Established in 2010, this roping event will take place on April 7-9, 2023, at the 377 Arena. The initial amount of HOT Funds requested is \$15,000-30,000. However, the amount discussed to fund the event is \$5,000. In the Tourism budget, there is \$5,000 available in the 'Undesignated Grant Funds' line item.

According to the HOT Funds Application, this event will host 450+ contestants, with the attendance estimated at 1,000 people, and an estimated amount of 200 people staying in local hotels. This event will be measured by the number of entries and stall rentals at 377 Arena. Additionally, a post-event report will be given to the organizer to measure the impact of the event.

MOTION by Bob Newby, second by Lon Reisman, made the motion to forward the HOT Funds Application with the recommendation of a \$5000 award to full council with a positive recommendation. MOTION CARRIED 3:1 with Gerald Cook opposed.

**FUNDING CONSIDERATION CHECKLIST**

Name of **City Limits Sports Academy**

Event/Activity/Facility: \_\_\_\_\_

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

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

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

**APPLICATION**

**Organization Information**

Date: **February 21, 2023**  
**City Limits Sports Academy**

Name of Organization  
**1907 E Washington**

Address: **Stephenville, Texas 76401**

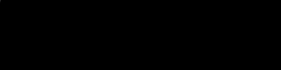
City, State, Zip:  
**VW or Cynthia Stephens**

Contact Name:  
**254-595-1667 or 254-595-0868**

Contact Phone Number:  
**www.citylimitssportacademy.com**

Website Address for Event/Activity/Facility:

Is your organization:  Non-Profit  Private for Profit

Tax ID#: 

Organization's Creation Date: **June 1 2022**

Purpose for your organization: **Training Facility for Baseball/Softball. Organization that builds travel teams for both young men and women. Retail sporting goods store. Tournament facilitator.**

**Event/Activity/Facility Information**

**City Limits Sports Academy Tournament**

Name of Event/Activity/Facility:  
**March 25 -26, 2023**

Date of Even/Activity:  
**City of Stephenville Baseball fields and Purple Goat Baseball fields**

Primary Location of Event/Activity/Facility:  
**3800.00**

Amount of HOT Funding Requested:

Fund Usage: How will the funds be used?

1. **Welcoming packages containing gift cards from local restaurants and retail stores.**
2. **Prizes and awards for each age group.**
3. **Advertizing at fileds about location of restaurants and location of retail.**
4. **Gatekeepers to direct traffic, admission and to answer questions about Stephenville.**

Primary purpose if funded Event/Activity/Facility:

**The Primary purpose is a baseball tournament with 380 team members and families.**

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

- Convention center facilities or visitor information centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;
- Registration of Tourism and Visitor's Bureau delegates:** the furnishing of facilities, personnel, and materials for the registration of tourism and visitor's bureau delegates or registrants;
- Advertising, and conducting solicitations and promotional programs to attract tourists and visitor delegates:** advertising and conducting solicitations and promotional programs to attract tourists and visitor's delegates or registrants to the municipality or its vicinity;
- Promotion of the arts:** the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape, and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
- Historical restoration and preservation projects or activities:** historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and visitor's delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of the Tourism and Visitor's Bureau center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and visitors delegates;

- Sporting event expenses related to sporting event which substantially increase economic activity at hotels:** for a municipality located in a county with a population of 290,000 or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity. \_\_\_\_\_
- Signage:** Signage directing tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.
- Transportation system for tourists:** Funding the costs for transporting tourist from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

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

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

**380 to 450 team members with family members . Total 1000 to 1500**

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

**900 to 1400**

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

**This is a two date tournament with early starts where many will chose to spend the night. The tournaments are all day events for both days. Meals, gas and supplies will be purchased by teams and families.**

**Questions for all Funding Requests**

How many years have you held this event/activity?

**This will be our second year.**

Expected attendance:

**1500**

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

**Estimate 450 to 500.**



How many nights will they stay?  
**1 to 2 nights**

Do you reserve a room block for this event/activity/facility at an area hotel and if so, for how many rooms and at which hotels?  
**No**

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

Motel/Year Held	Assistance Amount	Number of Hotel Rooms Used

How will you measure the impact of your event/activity/facility on area hotel activity?  
**Increase in hotel tax for that period. Also questionnaire will be sent to area hotels, retail shops and restaurants.**

Please list all other organizations, government entities and grants that have offered financial support to your event/activity/facility, and respective amounts:  
**None**

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

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

What specific geographic areas do your advertising materials and promotions reach?  
**The state of Texas and Oklahoma**

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

**3500 to 5000 people**

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

Authorized Signature

Date Signed

23rd Feb 2023

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

**FUNDING CONSIDERATION CHECKLIST**

Name of

Event/Activity/Facility:

*Doping*  
 Joe Beaver Jr Superstars / 377 Arena

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

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

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

**APPLICATION**

**Organization Information**

Date: August 16, 2022

Name of Organization: Joe Beaver Jr Superstars Roping

Address: PO Box 1595

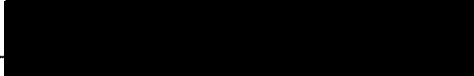
City, State, Zip: Huntsville, TX 77342

Contact Name: Joe Beaver

Contact Phone Number: 979-777-6946

Website Address for Event/Activity/Facility:

Is your organization:  Non-Profit  Private for Profit

Tax ID#: 

Organization's Creation Date: 3/10/2010

Purpose for your organization:  
To provide venue for upcoming young ropers as well as older high school students to participate for large prize money with and against kids from all over US + Canada.

**Event/Activity/Facility Information**

Name of Event/Activity/Facility: Joe Beaver Jr Superstars Roping / 377 Arena

Date of Event/Activity: April 7-9, 2023

Primary Location of Event/Activity/Facility: 377 Arena Stephenville

Amount of HOT Funding Requested: \$15,000 - \$30,000

**Fund Usage:** How will the funds be used?

110 Saddles @ -20,000 advertising  
 20 t-shirts, caps 72500  
 prize rope cans - 1000  
 labor - 14,000  
 hotel rooms - 3500  
 pay for arena 3000

**Primary purpose if funded Event/Activity/Facility:**

prizes

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

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

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

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

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

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

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

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

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

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

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

450 - 500 Kids \_\_\_\_\_

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

99% see attached contestant list \_\_\_\_\_

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

450 Kids with parents and siblings coming for 2-3 days will stay at hotels, buy fuel & eat \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions for all Funding Requests**

**How many years have you held this event/activity?**

13 yrs \_\_\_\_\_

**Expected attendance:**

1000 \_\_\_\_\_

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

200 \_\_\_\_\_

How many nights will they stay?

1-2

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

~~no~~ we reserve 12 for our labor +  
 post on web site which hotel

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

Motel/Year Held	Assistance Amount	Number of Hotel Rooms Used
2016 <del>Alvarado</del> Comfort Inn	\$30,000	250
2017 Alvarado Comfort Inn	\$30,000	250
2019 Alvarado La Quinta	\$30,000	275

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

according to entries + stall rental at 377 Arena

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

none in Stephenville since 2014

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

Paid Advertising  Newspaper  Radio  TV  Social Media  Press Releases

Direct mailing to out-of-town recipients  Other email to all contestants

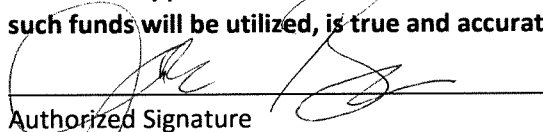
What specific geographic areas do your advertising materials and promotions reach?

the entire ~~of~~ U.S.

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

unlimited

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

  
Authorized Signature

8/16/2022  
Date Signed

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





## COMMITTEE REPORT

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**REPORT TYPE:** Nominations Committee Report

**MEETING:** March 21, 2023

**Present:** Lon Reisman, chair; LeAnn Durfey, David Basket, Bob Newby

**Absent:** None

**DEPARTMENT:** Administration

**STAFF CONTACT:** Sarah Lockenour

### DISCUSS CHARTER REVIEW COMMITTEE:

The Nominations Committee met on March 21, 2023, to discuss building a Charter Review Committee. The following nominations were made:

#### Charter Review Committee

Lon Reisman

LeAnn Durfey

David Baskett

Bob Newby

Scott Allen

Rhett Harrison

Metta Collier

Rick Gann

MOTION by LeAnn Durfey, second by David Baskett, to move the nomination of the Charter Review Committee to full Council as presented. MOTION CARRIED unanimously.



## COMMITTEE REPORT

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**REPORT TYPE:** Finance Committee Report

**MEETING:** March 21, 2023

**Present:** Justin Haschke, chair; Ricky Thurman, David Baskett, Mark McClinton

**Absent:** None

**DEPARTMENT:** Finance

**STAFF CONTACT:** Monica Harris

### Consider Approval to Enter into an Agreement for ClearGov Capital Budgeting, Digital Budget Book, and Transparency Software Subscription

Staff presented the ClearGov software subscription proposal for 5.5 years with a cost for FY 22-23 of \$8,700 and total cost over the contract of \$101,080. MOTION by Mark McClinton, second by David Baskett, to forward the agreement to full Council with a positive recommendation. MOTION CARRIED unanimously.

City Council approved the agreement at the Special Council Meeting held the same night.



# STAFF REPORT

**SUBJECT:** Monthly Budget and Quarterly Investment Report for the Period Ending February 28, 2023

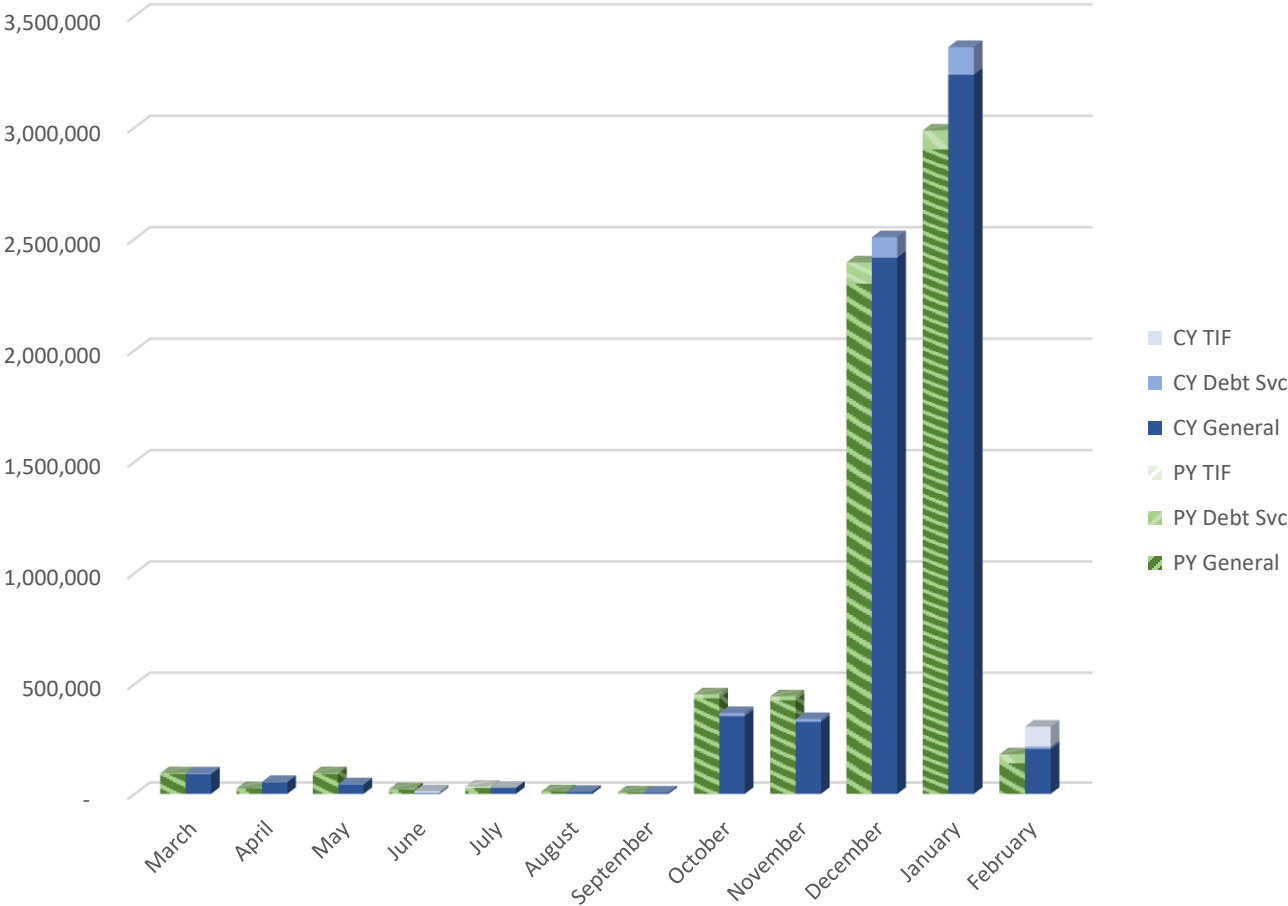
**DEPARTMENT:** Finance

**STAFF CONTACT:** Monica Harris

## BACKGROUND:

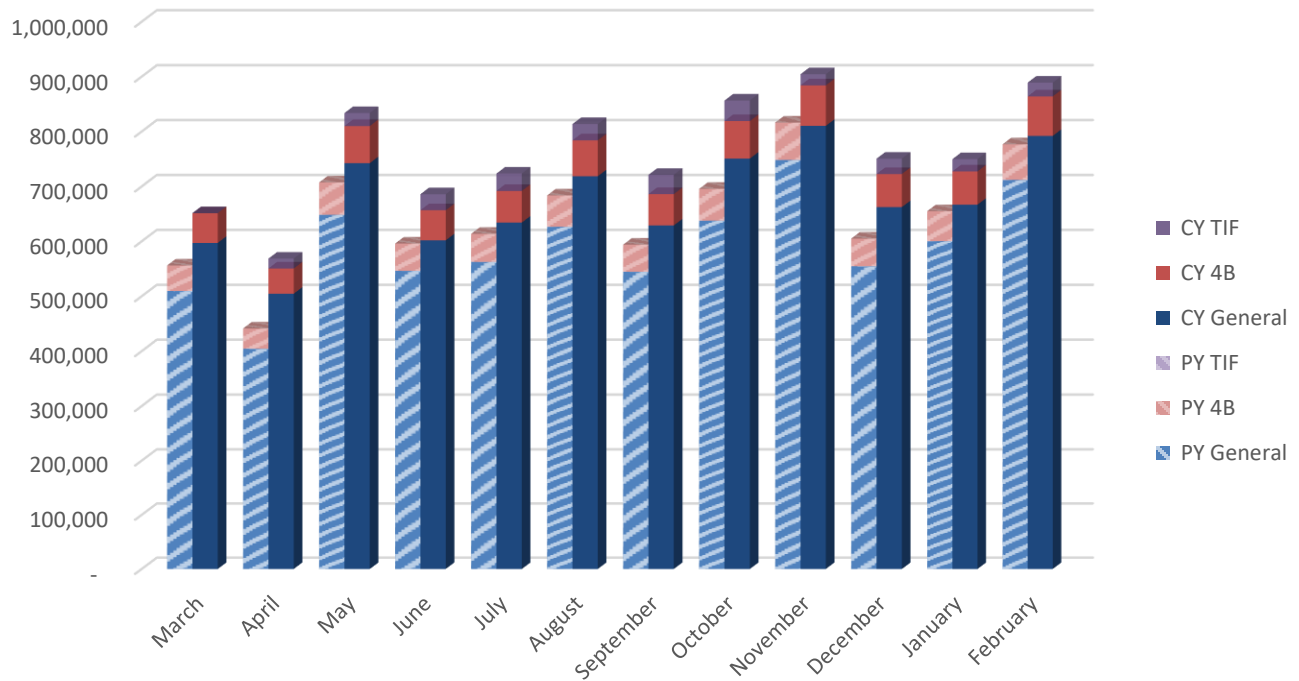
In reviewing the financial statements ending February 28, 2023, the financial indicators are overall as or better than anticipated.

### Property Tax Collections 2 year 12 month rolling comparison

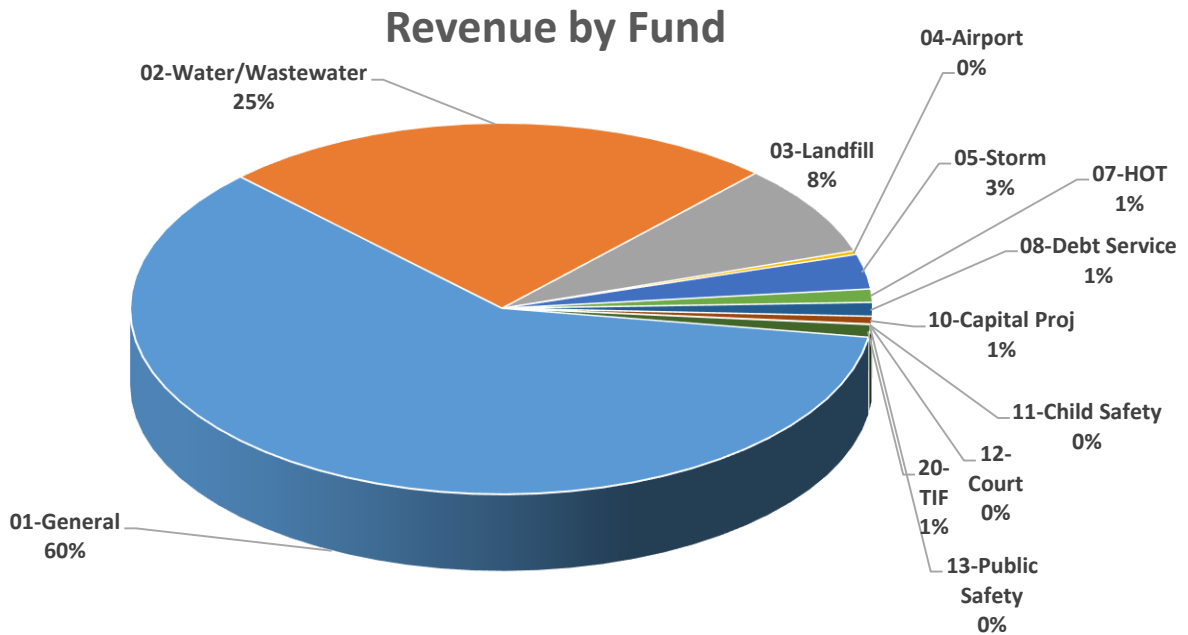


We received \$306K in property taxes in the month of February, resulting in a \$425K increase over funds collected last fiscal year to date. The amount collected is almost 94% of the budget, which is \$135K less than anticipated.

### Sales and Use Tax 2 year 12 month rolling comparison

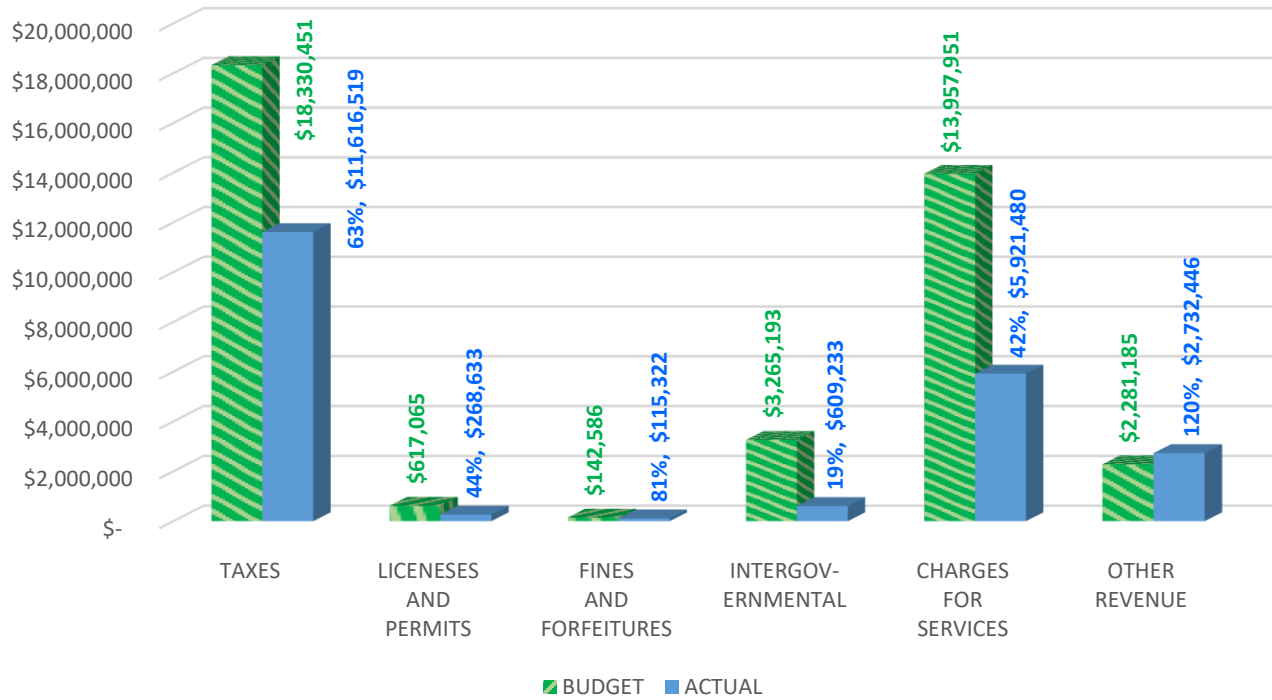


We received \$889K in sales tax in February, resulting in \$602K or 17% more than the funds collected last fiscal year to date. The amount collected is 46% of the \$9 million budget, which is \$352K higher than anticipated.



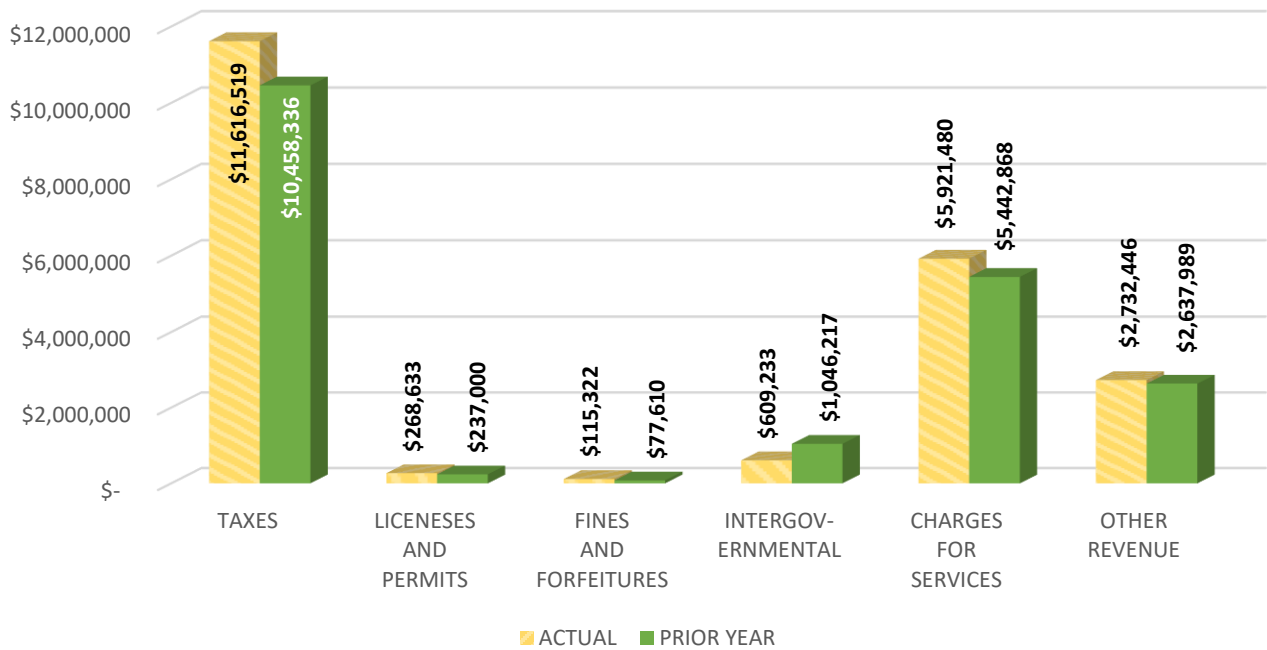
Most of the revenue received to date is in the General Fund at 60%, Water/Wastewater Fund at 25%, and Landfill at 8%.

## Revenue - Budget vs Actual



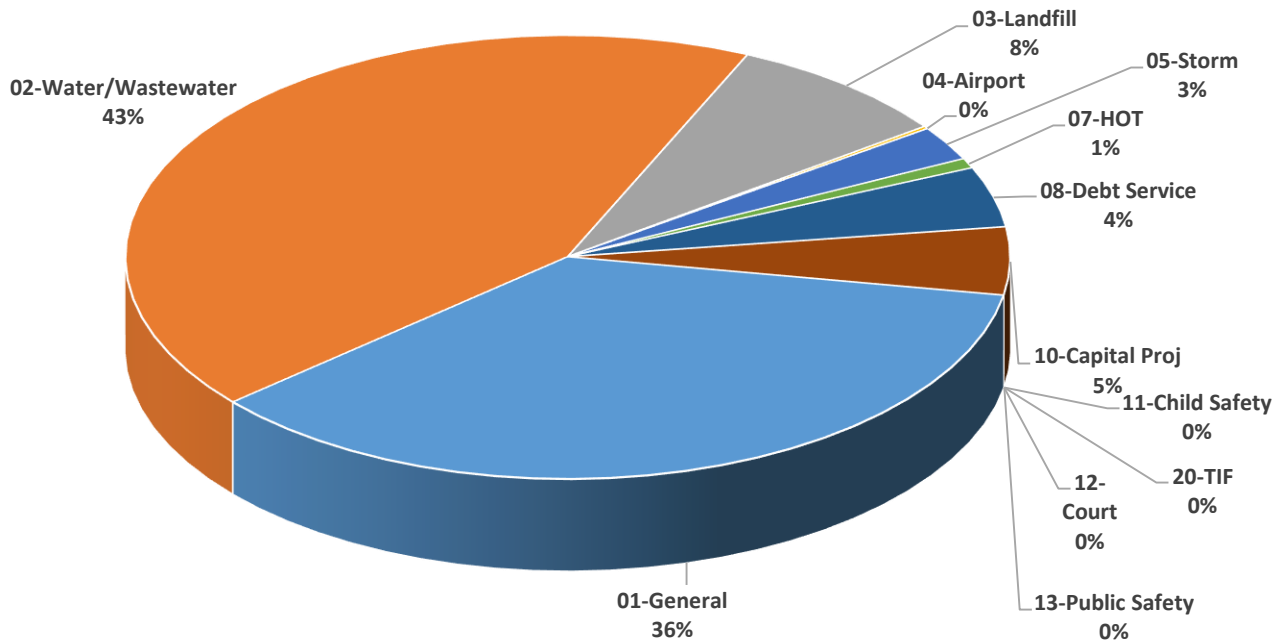
We have received 55% of the total budgeted revenues, which is over \$2.4 million more than anticipated due to taxes, charges for services, investment income, and debt proceeds.

## Revenue - Prior Year Comparison



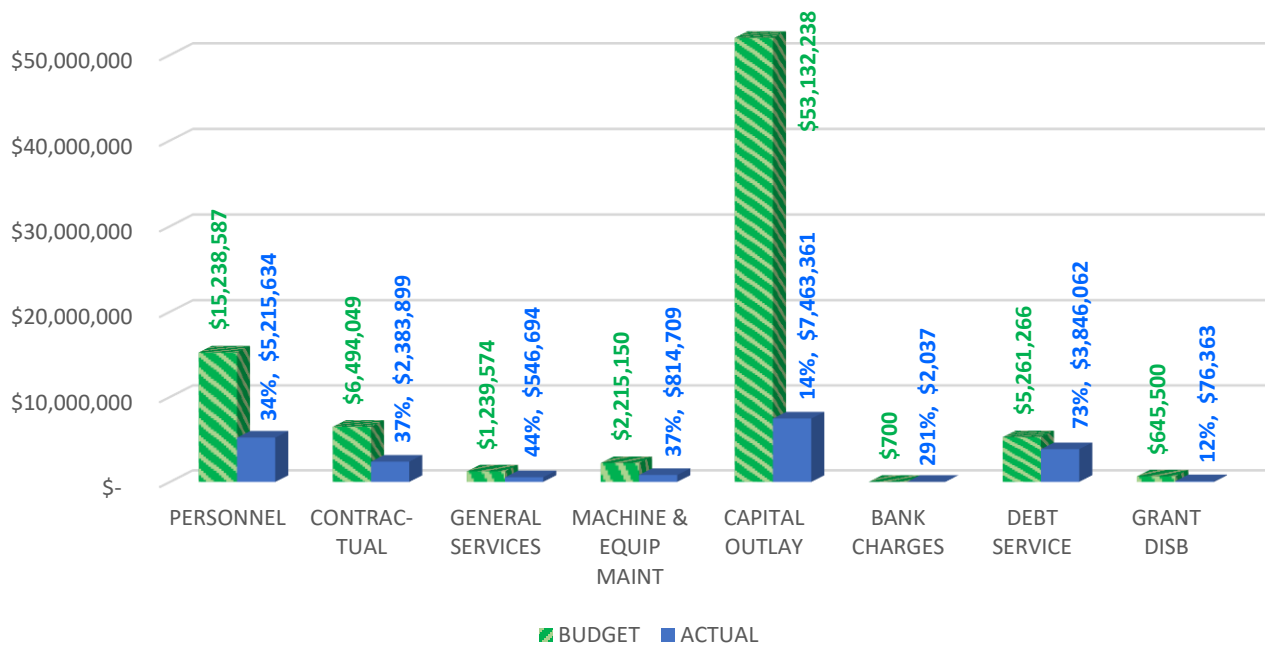
We received \$1.4 million more in revenue than last year due to taxes and charges for services.

### Expenditures by Fund



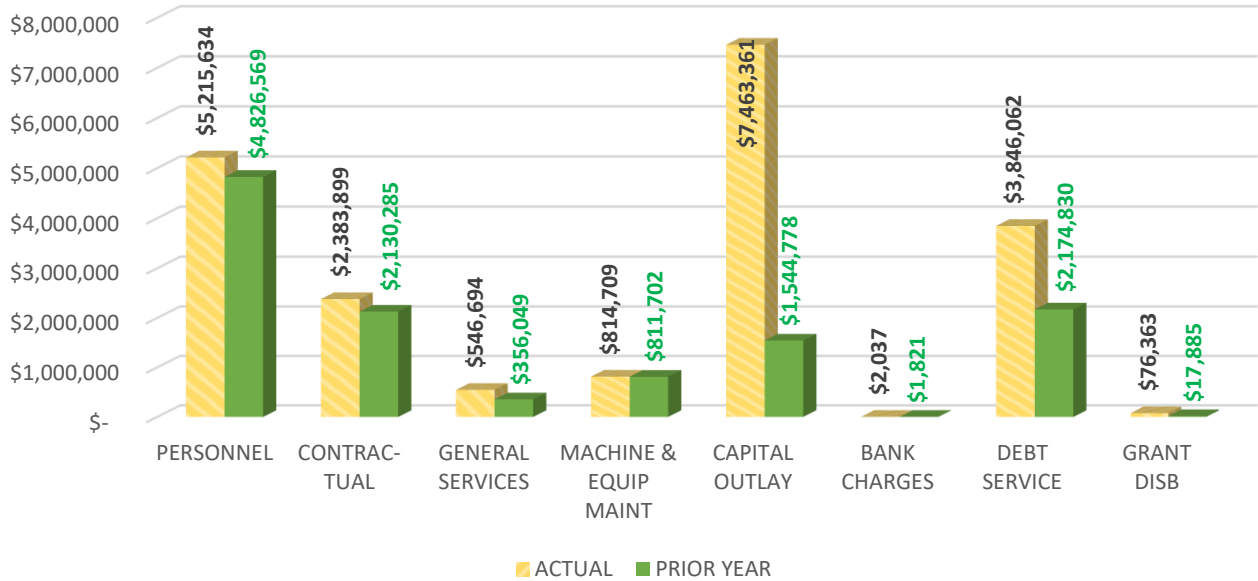
Most of the expenditures are in the Water/Wastewater Fund at 43%, the General Fund at 36%, and the Landfill Fund at 8%.

### Expenditures - Budget vs Actual



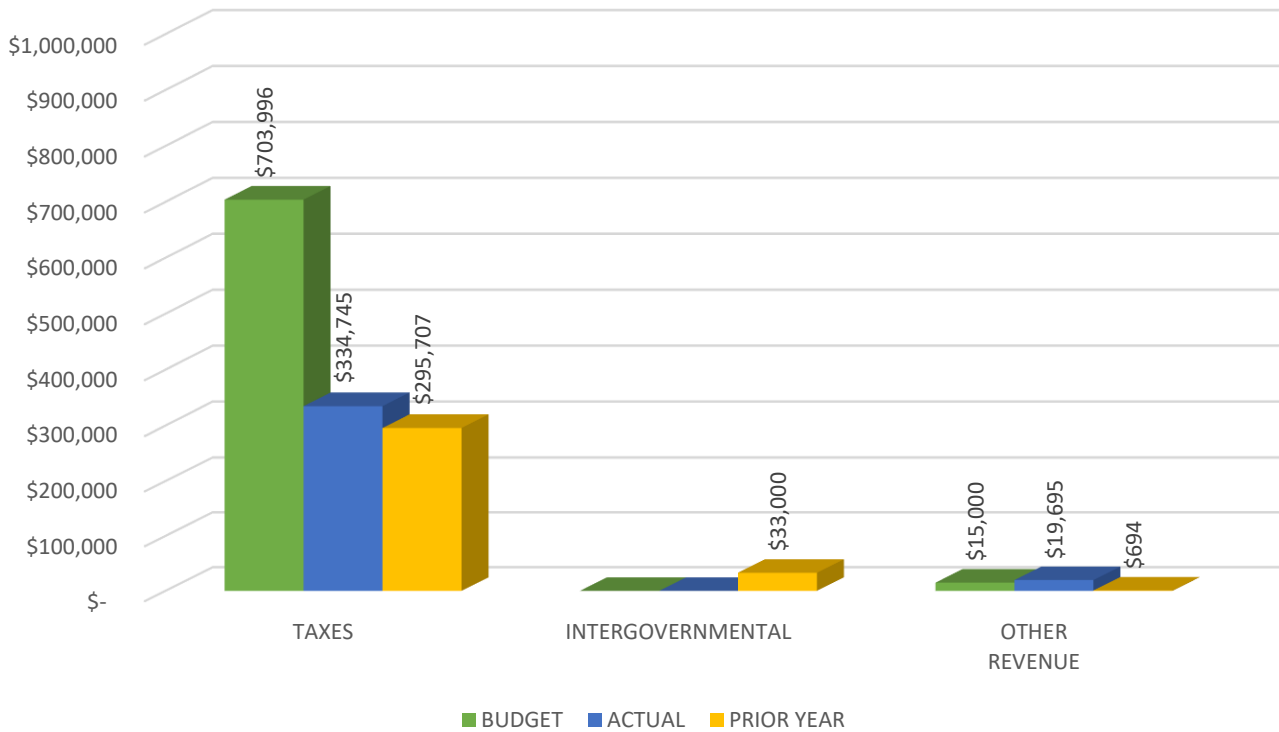
We have expended 24% of the total budgeted expenditures, which is more than \$16 million less than anticipated due to personnel, contractual and capital projects.

### Expenditures - Prior Year Comparison



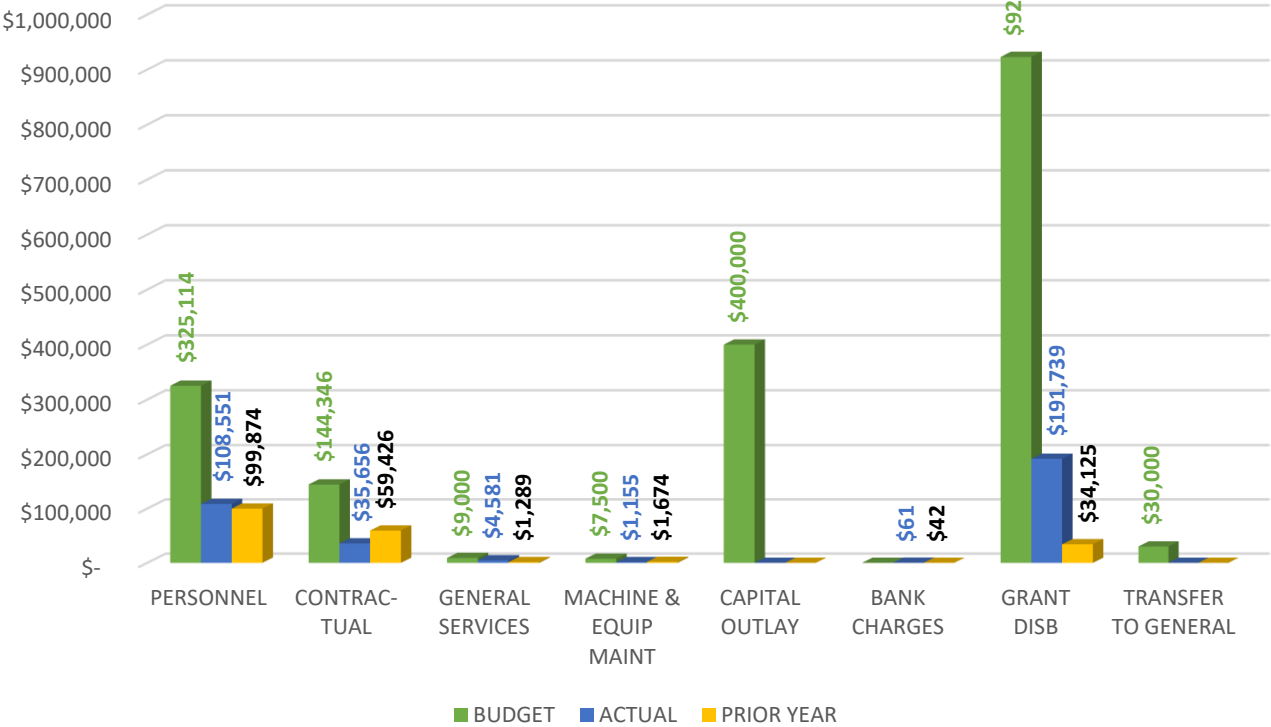
We spent almost \$8.5 million more in expenditures than last year, the bulk of which is personnel, capital outlay, and debt service.

### SEDA Revenue Comparison



SEDA has received an overall 49% of budgeted revenue through February, which is \$25,000 more than last year and \$58,000 more than anticipated.

### SEDA Expenditure Comparison

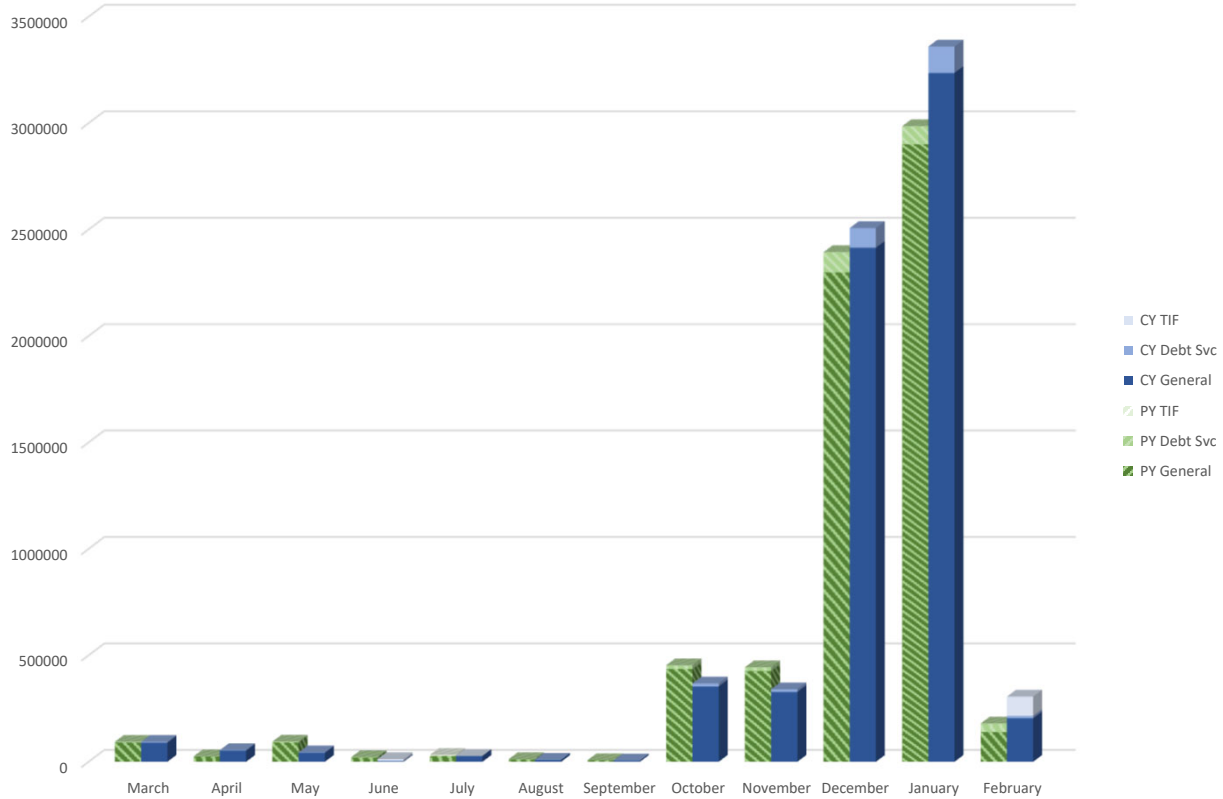


SEDA has spent an overall 19% of budgeted expenditures, which is \$145,000 more than last year due to grant disbursements but \$428K less than anticipated due to capital outlay and grant disbursements.





Property Tax Collections  
2 year 12 month rolling comparison



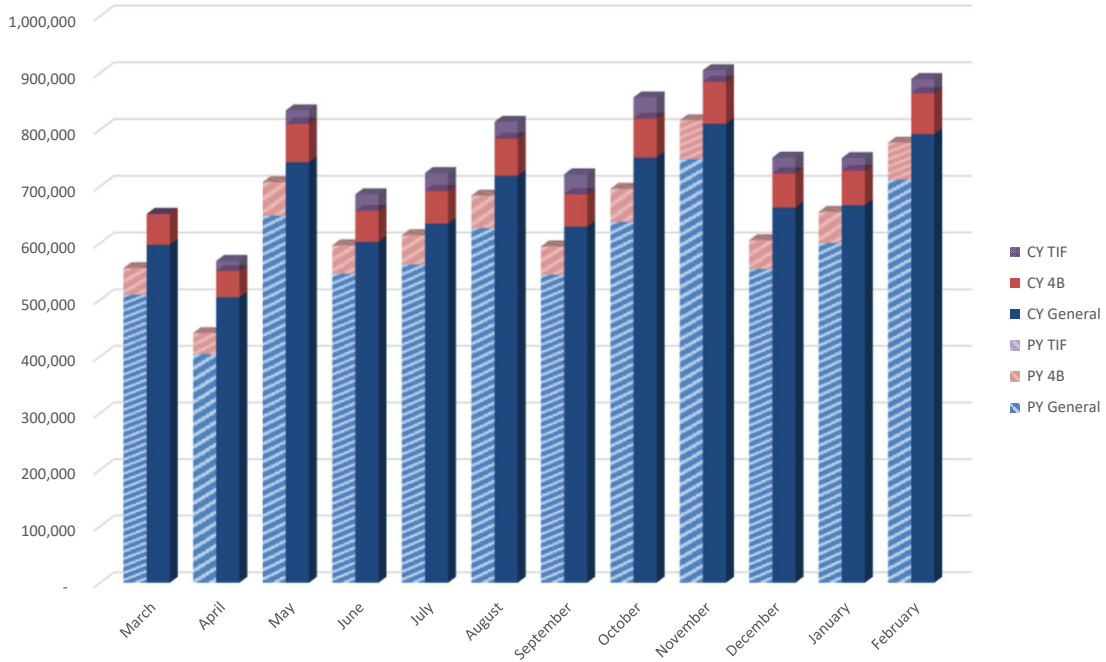
Month	General Fund	Debt Svc	TIF	Total	Month	General Fund	Debt Svc	TIF	Total
Mar-21	90,202	3,822	-	94,024	Mar-22	89,653	3,698	-	93,351
Apr-21	24,696	1,064	-	25,760	Apr-22	52,666	2,172	-	54,838
May-21	90,794	3,893	-	94,687	May-22	42,164	1,926	-	44,090
Jun-21	20,314	1,266	-	21,580	Jun-22	3,566	652	7,969	12,187
Jul-21	27,201	1,304	3,789	32,294	Jul-22	27,022	1,193	-	28,214
Aug-21	11,946	508	-	12,454	Aug-22	8,974	521	-	9,495
Sep-21	7,059	300	-	7,359	Sep-22	5,893	252	-	6,145
Oct-21	435,350	17,955	-	453,305	Oct-22	353,997	13,810	-	367,806
Nov-21	426,306	17,588	-	443,894	Nov-22	328,095	12,581	-	340,676
Dec-21	2,299,000	94,802	-	2,393,802	Dec-22	2,414,751	92,491	-	2,507,242
Jan-22	2,900,794	84,898	-	2,985,692	Jan-23	3,236,094	123,719	-	3,359,813
Feb-22	139,716	40,485	-	180,201	Feb-23	204,376	11,299	90,511	306,185
12 month total				<u>6,745,051</u>	12 month total				<u>7,130,042</u>
Oct 2021-Feb 2022				<u>6,456,894</u>	Oct 2022-Feb 2023				<u>6,881,722</u>
FY 2021-2022 Total				6,705,214	FY 2022-2023 Budget				7,332,322

Collection to date as percentage of fiscal year total 96.30%

Collection to date as percentage of fiscal year budget 93.85%



Sales and Use Tax  
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
Mar-21	509,621	46,329	-	555,950	Mar-22	597,069	54,279	-	651,348	17.16%
Apr-21	404,427	36,766	-	441,193	Apr-22	504,572	45,870	18,078	568,520	28.86%
May-21	648,372	58,943	-	707,314	May-22	742,430	67,494	23,768	833,692	17.87%
Jun-21	546,259	49,660	-	595,919	Jun-22	601,902	54,718	29,243	685,863	15.09%
Jul-21	562,550	51,141	-	613,691	Jul-22	634,088	57,644	31,769	723,501	17.89%
Aug-21	626,605	56,964	-	683,569	Aug-22	718,562	65,324	29,738	813,623	19.03%
Sep-21	544,489	49,499	-	593,988	Sep-22	628,870	57,170	35,054	721,094	21.40%
Oct-21	637,613	57,965	-	695,578	Oct-22	750,773	68,252	37,529	856,555	23.14%
Nov-21	748,251	68,023	-	816,274	Nov-22	810,371	73,670	20,398	904,439	10.80%
Dec-21	554,591	50,417	-	605,009	Dec-22	662,319	60,211	27,981	750,511	24.05%
Jan-22	600,295	54,572	-	654,868	Jan-23	666,724	60,611	22,401	749,737	14.49%
Feb-22	712,030	64,730	-	776,760	Feb-23	792,008	72,001	25,020	889,029	14.45%
12 month total				<u>7,740,113</u>	12 month total				<u>9,147,912</u>	18.19%
Oct 2021-Feb 2022				<u>3,548,488</u>	Oct 2022-Feb 2023				<u>4,150,270</u>	16.96%
FY 2021-2022 Total				8,546,130	FY 2022-2023 Budget				9,047,981	
Collection to date as percentage of fiscal year total				41.52%	Collection to date as percentage of fiscal year budget				45.87%	



Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
TAXES	1,088,868.88	880,334.64	208,534.24	10,908,151.94	10,434,993.54	473,158.40	65	16,675,797.00	(5,767,645.06)	35
LICENSES AND PERMITS	30,593.77	40,670.65	(10,076.88)	258,700.94	184,483.45	74,217.49	44	588,565.00	(329,864.06)	56
FINES AND FORFEITURES	34,094.44	11,502.92	22,591.52	109,496.73	66,467.08	43,029.65	82	133,325.00	(23,828.27)	18
INTERGOVERNMENTAL	300.00	300.00	0.00	396,642.15	51,500.00	345,142.15	168	236,600.00	160,042.15	-68
CHARGES FOR SERVICES	52,015.77	81,927.25	(29,911.48)	450,213.03	394,153.09	56,059.94	37	1,203,208.00	(752,994.97)	63
OTHER REVENUE	60,412.45	2,389.56	58,022.89	647,842.15	42,028.43	605,813.72	252	256,920.00	390,922.15	-152
TRANSFER	0.00	0.00	0.00	0.00	1,679,307.00	(1,679,307.00)	0	1,679,307.00	(1,679,307.00)	100
<b>TOTAL REVENUE</b>	<b>1,266,285.31</b>	<b>1,017,125.02</b>	<b>249,160.29</b>	<b>12,771,046.94</b>	<b>12,852,932.59</b>	<b>(81,885.65)</b>	<b>61</b>	<b>20,773,722.00</b>	<b>(8,002,675.06)</b>	<b>39</b>
<b>EXPENSE SUMMARY</b>										
CITY COUNCIL	10,443.29	44,617.49	34,174.20	95,023.53	231,466.40	136,442.87	17	546,280.00	(451,256.47)	83
CITY MANAGER	18,770.66	31,828.76	13,058.10	98,325.14	159,747.74	61,422.60	24	416,165.00	(317,839.86)	76
CITY SECRETARY	6,511.81	12,377.07	5,865.26	71,244.58	60,378.32	(10,866.26)	46	155,487.00	(84,242.42)	54
EMERGENCY MANAGEMENT	494.84	1,508.99	1,014.15	10,683.21	7,544.95	(3,138.26)	59	18,108.00	(7,424.79)	41
MUNICIPAL BUILDING	7,098.71	16,183.27	9,084.56	53,925.12	84,416.31	30,491.19	27	199,936.00	(146,010.88)	73
MUNICIPAL SERVICES CTR	11,115.05	9,432.85	(1,682.20)	66,329.54	51,674.25	(14,655.29)	54	122,834.00	(56,504.46)	46
HUMAN RESOURCES	9,983.31	18,086.88	8,103.57	61,760.65	91,231.82	29,471.17	27	224,890.00	(163,129.35)	73
DOWNTOWN	6,196.58	18,483.48	12,286.90	66,368.58	92,030.09	25,661.51	29	228,123.00	(161,754.42)	71
FINANCE	44,378.14	69,504.20	25,126.06	261,675.43	350,192.57	88,517.14	30	881,636.00	(619,960.57)	70
INFORMATION TECHNOLOGY	37,843.81	35,264.14	(2,579.67)	185,538.12	176,188.30	(9,349.82)	42	440,022.00	(254,483.88)	58
TAX	47,404.24	16,732.74	(30,671.50)	149,759.12	83,663.70	(66,095.42)	75	200,793.00	(51,033.88)	25
LEGAL COUNSEL	9,527.45	11,034.89	1,507.44	42,827.09	55,342.45	12,515.36	32	132,587.00	(89,759.91)	68
MUNICIPAL COURT	14,255.23	10,458.49	(3,796.74)	56,305.67	52,881.76	(3,423.91)	43	131,170.00	(74,864.33)	57
STREET MAINTENANCE	11,573.70	85,044.61	73,470.91	278,883.07	452,167.75	173,284.68	26	1,083,683.00	(804,799.93)	74
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	137,310.87	167,893.25	30,582.38	807,406.59	861,164.52	53,757.93	37	2,181,084.00	(1,373,677.41)	63
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	19,274.80	21,890.19	2,615.39	98,990.67	111,956.23	12,965.56	35	282,811.00	(183,820.33)	65
SENIOR CENTER	23,563.68	103,413.69	79,850.01	77,270.81	520,947.44	443,676.63	6	1,252,674.00	(1,175,403.19)	94
AQUATIC CENTER	6,991.26	24,309.61	17,318.35	28,950.33	128,956.05	100,005.72	7	412,045.00	(383,094.67)	93
FIRE DEPARTMENT	314,163.81	298,175.40	(15,988.41)	1,888,096.32	1,729,704.15	(158,392.17)	45	4,195,841.00	(2,307,744.68)	55
POLICE DEPARTMENT	655,757.72	477,777.04	(177,980.68)	2,662,085.73	2,498,282.21	(163,803.52)	41	6,542,936.00	(3,880,850.27)	59
DEVELOPMENT SERVICES	39,158.24	91,293.91	52,135.67	209,289.45	456,025.91	246,736.46	18	1,150,126.00	(940,836.55)	82
GIS	5,762.81	6,453.11	690.30	28,089.89	33,000.04	4,910.15	33	85,263.00	(57,173.11)	67
TRANSFERS	0.00	0.00	0.00	0.00	1,771,322.00	1,771,322.00	0	1,771,322.00	(1,771,322.00)	100
<b>TOTAL EXPENSE</b>	<b>1,437,580.01</b>	<b>1,571,764.06</b>	<b>134,184.05</b>	<b>7,298,828.64</b>	<b>10,060,284.96</b>	<b>2,761,456.32</b>	<b>32</b>	<b>22,655,816.00</b>	<b>15,356,987.36</b>	<b>68</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(171,294.70)</b>	<b>(554,639.04)</b>	<b>383,344.34</b>	<b>5,472,218.30</b>	<b>2,792,647.63</b>	<b>2,679,570.67</b>		<b>(1,882,094.00)</b>	<b>(23,359,662.42)</b>	

Budget Variance Report

Fund: 02 - WATER AND WASTEWATER FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
LICENSES AND PERMITS	510.67	0.00	510.67	510.67	309.65	201.02	51	1,000.00	(489.33)	49
INTERGOVERNMENTAL	0.00	219,708.41	(219,708.41)	0.00	1,098,542.05	(1,098,542.05)	0	2,637,556.00	(2,637,556.00)	100
CHARGES FOR SERVICES	1,201,232.91	774,330.68	426,902.23	4,500,510.98	4,158,156.61	342,354.37	43	10,471,363.00	(5,970,852.02)	57
OTHER REVENUE	147,322.81	1,450.99	145,871.82	690,837.61	5,344.16	685,493.45	149	463,000.00	227,837.61	-49
TRANSFER	0.00	0.00	0.00	0.00	82,662.00	(82,662.00)	0	82,662.00	(82,662.00)	100
<b>TOTAL REVENUE</b>	<b>1,349,066.39</b>	<b>995,490.08</b>	<b>353,576.31</b>	<b>5,191,859.26</b>	<b>5,345,014.47</b>	<b>(153,155.21)</b>	<b>38</b>	<b>13,655,581.00</b>	<b>(8,463,721.74)</b>	<b>62</b>
<b>EXPENSE SUMMARY</b>										
UTILITIES ADMINISTRATION	55,961.18	644,781.72	588,820.54	1,090,911.84	3,231,541.92	2,140,630.08	14	7,831,634.00	(6,740,722.16)	86
WATER PRODUCTION	1,011,321.03	452,920.49	(558,400.54)	3,207,652.18	2,287,326.34	(920,325.84)	59	5,477,117.00	(2,269,464.82)	41
WATER DISTRIBUTION	405,071.09	340,802.93	(64,268.16)	1,106,299.97	1,711,827.42	605,527.45	27	4,116,581.00	(3,010,281.03)	73
CUSTOMER SERVICE	19,702.14	24,482.04	4,779.90	191,437.70	126,718.32	(64,719.38)	61	314,470.00	(123,032.30)	39
WASTEWATER COLLECTION	18,457.99	1,971,770.31	1,953,312.32	139,811.55	9,869,049.27	9,729,237.72	1	23,707,108.00	(23,567,296.45)	99
WASTEWATER TREATMENT	11,212.27	185,558.47	174,346.20	397,448.06	937,261.35	539,813.29	18	2,237,062.00	(1,839,613.94)	82
BILLING & COLLECTION	29,996.81	33,141.98	3,145.17	201,360.61	165,298.16	(36,062.45)	50	405,266.00	(203,905.39)	50
NON-DEPARTMENTAL	2,167,240.12	2,354,187.62	186,947.50	2,420,937.87	4,098,009.10	1,677,071.23	47	5,183,089.00	(2,762,151.13)	53
<b>TOTAL EXPENSE</b>	<b>3,718,962.63</b>	<b>6,007,645.56</b>	<b>2,288,682.93</b>	<b>8,755,859.78</b>	<b>22,427,031.88</b>	<b>13,671,172.10</b>	<b>18</b>	<b>49,272,327.00</b>	<b>40,516,467.22</b>	<b>82</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(2,369,896.24)</b>	<b>(5,012,155.48)</b>	<b>2,642,259.24</b>	<b>(3,564,000.52)</b>	<b>(17,082,017.41)</b>	<b>13,518,016.89</b>		<b>(35,616,746.00)</b>	<b>(48,980,188.96)</b>	

Budget Variance Report

Fund: 03 - SANITARY LANDFILL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
CHARGES FOR SERVICES	81,065.61	66,809.66	14,255.95	479,357.72	419,048.12	60,309.60	44	1,100,400.00	(621,042.28)	56
OTHER REVENUE	6,319.91	258.22	6,061.69	1,219,208.48	1,510.66	1,217,697.82	7,027	17,350.00	1,201,858.48	-6,927
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>87,385.52</b>	<b>67,067.88</b>	<b>20,317.64</b>	<b>1,698,566.20</b>	<b>420,558.78</b>	<b>1,278,007.42</b>	<b>152</b>	<b>1,117,750.00</b>	<b>580,816.20</b>	<b>-52</b>
<b><u>EXPENSE SUMMARY</u></b>										
LANDFILL	37,471.74	76,366.47	38,894.73	1,690,361.07	481,937.73	(1,208,423.34)	162	1,040,961.00	649,400.07	-62
<b>TOTAL EXPENSE</b>	<b>37,471.74</b>	<b>76,366.47</b>	<b>38,894.73</b>	<b>1,690,361.07</b>	<b>481,937.73</b>	<b>(1,208,423.34)</b>	<b>162</b>	<b>1,040,961.00</b>	<b>(649,400.07)</b>	<b>-62</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>49,913.78</b>	<b>(9,298.59)</b>	<b>59,212.37</b>	<b>8,205.13</b>	<b>(61,378.95)</b>	<b>69,584.08</b>		<b>76,789.00</b>	<b>1,230,216.27</b>	

Budget Variance Report  
Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	10,000.00	(10,000.00)	100
CHARGES FOR SERVICES	8,287.59	10,780.55	(2,492.96)	69,781.42	54,099.33	15,682.09	54	130,350.00	(60,568.58)	46
OTHER REVENUE	0.00	118,539.21	(118,539.21)	0.00	592,696.05	(592,696.05)	0	1,423,040.00	(1,423,040.00)	100
TRANSFER	0.00	0.00	0.00	0.00	297,325.00	(297,325.00)	0	297,325.00	(297,325.00)	100
<b>TOTAL REVENUE</b>	<b>8,287.59</b>	<b>129,319.76</b>	<b>(121,032.17)</b>	<b>69,781.42</b>	<b>944,120.38</b>	<b>(874,338.96)</b>	<b>4</b>	<b>1,860,715.00</b>	<b>(1,790,933.58)</b>	<b>96</b>
<b>EXPENSE SUMMARY</b>										
AIRPORT	6,326.94	142,127.14	135,800.20	37,414.82	717,070.50	679,655.68	2	1,719,462.00	(1,682,047.18)	98
<b>TOTAL EXPENSE</b>	<b>6,326.94</b>	<b>142,127.14</b>	<b>135,800.20</b>	<b>37,414.82</b>	<b>717,070.50</b>	<b>679,655.68</b>	<b>2</b>	<b>1,719,462.00</b>	<b>1,682,047.18</b>	<b>98</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>1,960.65</b>	<b>(12,807.38)</b>	<b>14,768.03</b>	<b>32,366.60</b>	<b>227,049.88</b>	<b>(194,683.28)</b>		<b>141,253.00</b>	<b>(3,472,980.76)</b>	

Budget Variance Report

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
LICENSES AND PERMITS	5,112.92	2,082.50	3,030.42	5,112.92	10,412.50	(5,299.58)	20	25,000.00	(19,887.08)	80
INTERGOVERNMENTAL	0.00	9,371.25	(9,371.25)	209,221.49	46,856.25	162,365.24	186	112,500.00	96,721.49	-86
CHARGES FOR SERVICES	118,086.77	84,615.00	33,471.77	418,526.18	423,075.00	(4,548.82)	41	1,015,380.00	(596,853.82)	59
OTHER REVENUE	3,448.05	13.65	3,434.40	13,680.33	29.03	13,651.30	608	2,250.00	11,430.33	-508
<b>TOTAL REVENUE</b>	<b>126,647.74</b>	<b>96,082.40</b>	<b>30,565.34</b>	<b>646,540.92</b>	<b>480,372.78</b>	<b>166,168.14</b>	<b>56</b>	<b>1,155,130.00</b>	<b>(508,589.08)</b>	<b>44</b>
<b>EXPENSE SUMMARY</b>										
STORM WATER DRAINAGE	428,163.39	431,725.99	3,562.60	513,188.66	776,876.95	263,688.29	48	1,062,812.00	(549,623.34)	52
<b>TOTAL EXPENSE</b>	<b>428,163.39</b>	<b>431,725.99</b>	<b>3,562.60</b>	<b>513,188.66</b>	<b>776,876.95</b>	<b>263,688.29</b>	<b>48</b>	<b>1,062,812.00</b>	<b>549,623.34</b>	<b>52</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(301,515.65)</b>	<b>(335,643.59)</b>	<b>34,127.94</b>	<b>133,352.26</b>	<b>(296,504.17)</b>	<b>429,856.43</b>		<b>92,318.00</b>	<b>(1,058,212.42)</b>	



Budget Variance Report

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
TAXES	57,377.42	28,205.68	29,171.74	230,102.17	198,759.10	31,343.07	33	694,278.00	(464,175.83)	67
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	24,750.00	(24,750.00)	100
OTHER REVENUE	3,620.67	24.63	3,596.04	15,876.74	79.12	15,797.62	353	4,500.00	11,376.74	-253
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>60,998.09</b>	<b>28,230.31</b>	<b>32,767.78</b>	<b>245,978.91</b>	<b>198,838.22</b>	<b>47,140.69</b>	<b>34</b>	<b>723,528.00</b>	<b>(477,549.09)</b>	<b>66</b>
<b>EXPENSE SUMMARY</b>										
TOURISM	50,491.95	153,158.29	102,666.34	147,669.72	369,388.14	221,718.42	19	786,707.00	(639,037.28)	81
<b>TOTAL EXPENSE</b>	<b>50,491.95</b>	<b>153,158.29</b>	<b>102,666.34</b>	<b>147,669.72</b>	<b>369,388.14</b>	<b>221,718.42</b>	<b>19</b>	<b>786,707.00</b>	<b>639,037.28</b>	<b>81</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>10,506.14</b>	<b>(124,927.98)</b>	<b>135,434.12</b>	<b>98,309.19</b>	<b>(170,549.92)</b>	<b>268,859.11</b>		<b>(63,179.00)</b>	<b>(1,116,586.37)</b>	

Budget Variance Report

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	11,681.30	3,315.19	8,366.11	254,424.99	258,296.75	(3,871.76)	94	270,443.00	(16,018.01)	6
OTHER REVENUE	238.53	18.43	220.10	1,081.80	38.06	1,043.74	216	500.00	581.80	-116
TRANSFER	0.00	0.00	0.00	0.00	661,825.00	(661,825.00)	0	823,850.00	(823,850.00)	100
<b>TOTAL REVENUE</b>	<b>11,919.83</b>	<b>3,333.62</b>	<b>8,586.21</b>	<b>255,506.79</b>	<b>920,159.81</b>	<b>(664,653.02)</b>	<b>23</b>	<b>1,094,793.00</b>	<b>(839,286.21)</b>	<b>77</b>
<b><u>EXPENSE SUMMARY</u></b>										
DEBT SERVICE	900,050.00	900,108.31	58.31	900,050.00	900,341.55	291.55	82	1,092,925.00	(192,875.00)	18
<b>TOTAL EXPENSE</b>	<b>900,050.00</b>	<b>900,108.31</b>	<b>58.31</b>	<b>900,050.00</b>	<b>900,341.55</b>	<b>291.55</b>	<b>82</b>	<b>1,092,925.00</b>	<b>192,875.00</b>	<b>18</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(888,130.17)</b>	<b>(896,774.69)</b>	<b>8,644.52</b>	<b>(644,543.21)</b>	<b>19,818.26</b>	<b>(664,361.47)</b>		<b>1,868.00</b>	<b>(1,032,161.21)</b>	

Budget Variance Report

Fund: 10 - CAPITAL PROJECTS FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
LICENSES AND PERMITS	0.00	208.25	(208.25)	4,308.75	1,041.25	3,267.50	172	2,500.00	1,808.75	-72
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	265,737.00	(265,737.00)	100
CHARGES FOR SERVICES	0.00	1,041.25	(1,041.25)	3,090.63	5,206.25	(2,115.62)	25	12,500.00	(9,409.37)	75
OTHER REVENUE	26,808.45	807.41	26,001.04	133,733.92	2,779.54	130,954.38	119	112,500.00	21,233.92	-19
TRANSFER	0.00	0.00	0.00	0.00	1,384,897.00	(1,384,897.00)	0	1,384,897.00	(1,384,897.00)	100
<b>TOTAL REVENUE</b>	<b>26,808.45</b>	<b>2,056.91</b>	<b>24,751.54</b>	<b>141,133.30</b>	<b>1,393,924.04</b>	<b>(1,252,790.74)</b>	<b>8</b>	<b>1,778,134.00</b>	<b>(1,637,000.70)</b>	<b>92</b>
<b>EXPENSE SUMMARY</b>										
STREET MAINTENANCE	94,395.56	679,176.13	584,780.57	905,435.22	3,395,880.65	2,490,445.43	11	8,153,375.00	(7,247,939.78)	89
PARKS & RECREATION	0.00	166,600.00	166,600.00	0.00	833,000.00	833,000.00	0	2,000,000.00	(2,000,000.00)	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	99,552.50	0.00	(99,552.50)	99,552.50	0.00	(99,552.50)		0.00	99,552.50	
<b>TOTAL EXPENSE</b>	<b>193,948.06</b>	<b>845,776.13</b>	<b>651,828.07</b>	<b>1,004,987.72</b>	<b>4,228,880.65</b>	<b>3,223,892.93</b>	<b>10</b>	<b>10,153,375.00</b>	<b>9,148,387.28</b>	<b>90</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(167,139.61)</b>	<b>(843,719.22)</b>	<b>676,579.61</b>	<b>(863,854.42)</b>	<b>(2,834,956.61)</b>	<b>1,971,102.19</b>		<b>(8,375,241.00)</b>	<b>(10,785,387.98)</b>	

Budget Variance Report

Fund: 11 - CHILD SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
FINES AND FORFEITURES	248.61	97.08	151.53	1,117.26	991.92	125.34	45	2,500.00	(1,382.74)	55
OTHER REVENUE	29.84	0.41	29.43	130.66	1.82	128.84	174	75.00	55.66	-74
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>278.45</b>	<b>97.49</b>	<b>180.96</b>	<b>1,247.92</b>	<b>993.74</b>	<b>254.18</b>	<b>48</b>	<b>2,575.00</b>	<b>(1,327.08)</b>	<b>52</b>
<b><u>EXPENSE SUMMARY</u></b>										
CHILD SAFETY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>278.45</b>	<b>97.49</b>	<b>180.96</b>	<b>1,247.92</b>	<b>993.74</b>	<b>254.18</b>		<b>2,575.00</b>	<b>(1,327.08)</b>	

Budget Variance Report

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
FINES AND FORFEITURES	1,074.52	422.71	651.81	4,707.67	2,659.66	2,048.01	70	6,761.00	(2,053.33)	30
OTHER REVENUE	77.58	0.91	76.67	327.78	2.54	325.24	219	150.00	177.78	-119
<b>TOTAL REVENUE</b>	<b>1,152.10</b>	<b>423.62</b>	<b>728.48</b>	<b>5,035.45</b>	<b>2,662.20</b>	<b>2,373.25</b>	<b>73</b>	<b>6,911.00</b>	<b>(1,875.55)</b>	<b>27</b>
<b>EXPENSE SUMMARY</b>										
COURT TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>1,152.10</b>	<b>423.62</b>	<b>728.48</b>	<b>5,035.45</b>	<b>2,662.20</b>	<b>2,373.25</b>		<b>6,911.00</b>	<b>(1,875.55)</b>	

Budget Variance Report

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
INTERGOVERNMENTAL	3,369.07	2,800.00	569.07	3,369.07	2,800.00	569.07	120	2,800.00	569.07	-20
OTHER REVENUE	323.83	3.85	319.98	1,474.99	12.93	1,462.06	197	750.00	724.99	-97
<b>TOTAL REVENUE</b>	<b>3,692.90</b>	<b>2,803.85</b>	<b>889.05</b>	<b>4,844.06</b>	<b>2,812.93</b>	<b>2,031.13</b>	<b>136</b>	<b>3,550.00</b>	<b>1,294.06</b>	<b>-36</b>
<b><u>EXPENSE SUMMARY</u></b>										
PUBLIC SAFETY	400.00	1,731.55	1,331.55	400.00	8,657.75	8,257.75	2	20,787.00	(20,387.00)	98
<b>TOTAL EXPENSE</b>	<b>400.00</b>	<b>1,731.55</b>	<b>1,331.55</b>	<b>400.00</b>	<b>8,657.75</b>	<b>8,257.75</b>	<b>2</b>	<b>20,787.00</b>	<b>20,387.00</b>	<b>98</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>3,292.90</b>	<b>1,072.30</b>	<b>2,220.60</b>	<b>4,444.06</b>	<b>(5,844.82)</b>	<b>10,288.88</b>		<b>(17,237.00)</b>	<b>(19,092.94)</b>	

Budget Variance Report

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	115,530.44	55,140.00	60,390.44	223,839.95	341,873.00	(118,033.05)	32	689,933.00	(466,093.05)	68
OTHER REVENUE	2,010.72	5.52	2,005.20	8,251.39	11.41	8,239.98	5,501	150.00	8,101.39	-5,401
TRANSFER	0.00	0.00	0.00	0.00	133,917.00	(133,917.00)	0	133,917.00	(133,917.00)	100
<b>TOTAL REVENUE</b>	<b>117,541.16</b>	<b>55,145.52</b>	<b>62,395.64</b>	<b>232,091.34</b>	<b>475,801.41</b>	<b>(243,710.07)</b>	<b>28</b>	<b>824,000.00</b>	<b>(591,908.66)</b>	<b>72</b>
<b><u>EXPENSE SUMMARY</u></b>										
TAX INCREMENT FINANCING	0.00	0.00	0.00	0.00	661,825.00	661,825.00	0	823,850.00	(823,850.00)	100
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>661,825.00</b>	<b>661,825.00</b>	<b>0</b>	<b>823,850.00</b>	<b>823,850.00</b>	<b>100</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>117,541.16</b>	<b>55,145.52</b>	<b>62,395.64</b>	<b>232,091.34</b>	<b>(186,023.59)</b>	<b>418,114.93</b>		<b>150.00</b>	<b>(1,415,758.66)</b>	

Budget Variance Report

Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	72,000.75	64,726.88	7,273.87	334,745.07	295,693.29	39,051.78	48	703,996.00	(369,250.93)	52
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	4,294.35	97.98	4,196.37	19,695.04	330.11	19,364.93	131	15,000.00	4,695.04	-31
<b>TOTAL REVENUE</b>	<b>76,295.10</b>	<b>64,824.86</b>	<b>11,470.24</b>	<b>354,440.11</b>	<b>296,023.40</b>	<b>58,416.71</b>	<b>49</b>	<b>718,996.00</b>	<b>(364,555.89)</b>	<b>51</b>
<b><u>EXPENSE SUMMARY</u></b>										
SEDA	36,816.55	148,429.06	111,612.51	341,743.05	769,406.31	427,663.26	19	1,838,996.00	(1,497,252.95)	81
<b>TOTAL EXPENSE</b>	<b>36,816.55</b>	<b>148,429.06</b>	<b>111,612.51</b>	<b>341,743.05</b>	<b>769,406.31</b>	<b>427,663.26</b>	<b>19</b>	<b>1,838,996.00</b>	<b>1,497,252.95</b>	<b>81</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>39,478.55</b>	<b>(83,604.20)</b>	<b>123,082.75</b>	<b>12,697.06</b>	<b>(473,382.91)</b>	<b>486,079.97</b>		<b>(1,120,000.00)</b>	<b>(1,861,808.84)</b>	





City of Stephenville

# Prior-Year Comparative Income Statement

## Group Summary

For the Period Ending 02/28/2023

Categor...	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 01 - GENERAL FUND</b>								
<b>Revenue</b>								
40 - TAXES	962,784.31	1,088,868.88	126,084.57	13.10%	10,013,373.41	10,908,151.94	894,778.53	8.94%
41 - LICENSES AND PERMITS	75,756.23	30,593.77	-45,162.46	-59.62%	236,198.42	258,700.94	22,502.52	9.53%
42 - FINES AND FORFEITURES	15,982.81	34,094.44	18,111.63	113.32%	73,340.49	109,496.73	36,156.24	49.30%
43 - INTERGOVERNMENTAL	300.00	300.00	0.00	0.00%	27,215.19	396,642.15	369,426.96	1,357.43%
44 - CHARGES FOR SERVICES	72,054.59	52,015.77	-20,038.82	-27.81%	367,397.13	450,213.03	82,815.90	22.54%
45 - OTHER REVENUE	27,417.33	60,412.45	32,995.12	120.34%	2,631,923.56	647,842.15	-1,984,081.41	-75.39%
49 - TRANSFER	0.00	0.00	0.00	0.00%	832,071.00	0.00	-832,071.00	-100.00%
<b>Revenue Total:</b>	<b>1,154,295.27</b>	<b>1,266,285.31</b>	<b>111,990.04</b>	<b>9.70%</b>	<b>14,181,519.20</b>	<b>12,771,046.94</b>	<b>-1,410,472.26</b>	<b>-9.95%</b>
<b>Expense</b>								
<b>Department: 101 - CITY COUNCIL</b>								
51 - PERSONNEL	1,937.70	2,080.82	-143.12	-7.39%	8,444.81	9,560.52	-1,115.71	-13.21%
52 - CONTRACTUAL	2,152.11	8,185.12	-6,033.01	-280.33%	19,053.18	82,466.36	-63,413.18	-332.82%
53 - GENERAL SERVICES	0.00	177.35	-177.35	0.00%	99.95	2,996.65	-2,896.70	-2,898.15%
<b>Department 101 - CITY COUNCIL Total:</b>	<b>4,089.81</b>	<b>10,443.29</b>	<b>-6,353.48</b>	<b>-155.35%</b>	<b>27,597.94</b>	<b>95,023.53</b>	<b>-67,425.59</b>	<b>-244.31%</b>
<b>Department: 102 - CITY MANAGER</b>								
51 - PERSONNEL	30,370.29	18,637.16	11,733.13	38.63%	156,002.71	93,022.11	62,980.60	40.37%
52 - CONTRACTUAL	11.75	106.00	-94.25	-802.13%	15,991.07	4,866.79	11,124.28	69.57%
53 - GENERAL SERVICES	470.26	27.50	442.76	94.15%	851.23	436.24	414.99	48.75%
<b>Department 102 - CITY MANAGER Total:</b>	<b>30,852.30</b>	<b>18,770.66</b>	<b>12,081.64</b>	<b>39.16%</b>	<b>172,845.01</b>	<b>98,325.14</b>	<b>74,519.87</b>	<b>43.11%</b>
<b>Department: 103 - CITY SECRETARY</b>								
51 - PERSONNEL	7,156.70	6,019.39	1,137.31	15.89%	36,226.60	25,678.06	10,548.54	29.12%
52 - CONTRACTUAL	105.70	463.43	-357.73	-338.44%	8,822.48	13,329.19	-4,506.71	-51.08%
53 - GENERAL SERVICES	0.00	28.99	-28.99	0.00%	466.53	413.08	53.45	11.46%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	39,547.39	31,824.25	7,723.14	19.53%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	4,535.11	0.00	4,535.11	100.00%
<b>Department 103 - CITY SECRETARY Total:</b>	<b>7,262.40</b>	<b>6,511.81</b>	<b>750.59</b>	<b>10.34%</b>	<b>89,598.11</b>	<b>71,244.58</b>	<b>18,353.53</b>	<b>20.48%</b>
<b>Department: 104 - EMERGENCY MANAGEMENT</b>								
52 - CONTRACTUAL	541.60	494.84	46.76	8.63%	13,530.47	10,683.21	2,847.26	21.04%
<b>Department 104 - EMERGENCY MANAGEMENT Total:</b>	<b>541.60</b>	<b>494.84</b>	<b>46.76</b>	<b>8.63%</b>	<b>13,530.47</b>	<b>10,683.21</b>	<b>2,847.26</b>	<b>21.04%</b>
<b>Department: 105 - MUNICIPAL BUILDING</b>								
51 - PERSONNEL	1,619.95	1,973.51	-353.56	-21.83%	8,432.16	9,893.99	-1,461.83	-17.34%
52 - CONTRACTUAL	2,196.23	2,611.88	-415.65	-18.93%	10,691.53	15,313.09	-4,621.56	-43.23%

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance		2021-2022	2022-2023	YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
53 - GENERAL SERVICES	888.63	1,555.57	-666.94	-75.05%	5,041.30	7,235.09	-2,193.79	-43.52%
54 - MACHINE & EQUIPMENT MAI	789.41	957.75	-168.34	-21.32%	13,409.42	21,482.95	-8,073.53	-60.21%
<b>Department 105 - MUNICIPAL BUILDING Total:</b>	<b>5,494.22</b>	<b>7,098.71</b>	<b>-1,604.49</b>	<b>-29.20%</b>	<b>37,574.41</b>	<b>53,925.12</b>	<b>-16,350.71</b>	<b>-43.52%</b>
<b>Department: 106 - MUNICIPAL SERVICES CTR</b>								
51 - PERSONNEL	4,430.01	4,649.03	-219.02	-4.94%	21,591.15	23,397.95	-1,806.80	-8.37%
52 - CONTRACTUAL	2,353.57	2,674.01	-320.44	-13.62%	12,388.52	14,873.48	-2,484.96	-20.06%
53 - GENERAL SERVICES	2,939.16	2,749.49	189.67	6.45%	15,888.46	20,688.38	-4,799.92	-30.21%
54 - MACHINE & EQUIPMENT MAI	110.82	1,042.52	-931.70	-840.73%	1,205.38	7,369.73	-6,164.35	-511.40%
<b>Department 106 - MUNICIPAL SERVICES CTR Total:</b>	<b>9,833.56</b>	<b>11,115.05</b>	<b>-1,281.49</b>	<b>-13.03%</b>	<b>51,073.51</b>	<b>66,329.54</b>	<b>-15,256.03</b>	<b>-29.87%</b>
<b>Department: 107 - HUMAN RESOURCES</b>								
51 - PERSONNEL	11,189.44	6,339.72	4,849.72	43.34%	37,906.49	32,160.23	5,746.26	15.16%
52 - CONTRACTUAL	2,340.04	3,567.01	-1,226.97	-52.43%	42,040.89	29,138.71	12,902.18	30.69%
53 - GENERAL SERVICES	0.00	76.58	-76.58	0.00%	59.43	461.71	-402.28	-676.90%
<b>Department 107 - HUMAN RESOURCES Total:</b>	<b>13,529.48</b>	<b>9,983.31</b>	<b>3,546.17</b>	<b>26.21%</b>	<b>80,006.81</b>	<b>61,760.65</b>	<b>18,246.16</b>	<b>22.81%</b>
<b>Department: 108 - DOWNTOWN</b>								
51 - PERSONNEL	0.00	5,826.10	-5,826.10	0.00%	10,902.73	29,141.48	-18,238.75	-167.29%
52 - CONTRACTUAL	40.70	370.48	-329.78	-810.27%	13,307.67	37,227.10	-23,919.43	-179.74%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	4,739.73	0.00	4,739.73	100.00%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	2,156.19	0.00	2,156.19	100.00%
<b>Department 108 - DOWNTOWN Total:</b>	<b>40.70</b>	<b>6,196.58</b>	<b>-6,155.88</b>	<b>-15,125.01%</b>	<b>31,106.32</b>	<b>66,368.58</b>	<b>-35,262.26</b>	<b>-113.36%</b>
<b>Department: 201 - FINANCE</b>								
51 - PERSONNEL	27,085.46	35,359.90	-8,274.44	-30.55%	135,722.32	173,539.97	-37,817.65	-27.86%
52 - CONTRACTUAL	12,475.90	8,056.63	4,419.27	35.42%	41,796.43	58,271.99	-16,475.56	-39.42%
53 - GENERAL SERVICES	17.22	61.61	-44.39	-257.78%	438.93	518.16	-79.23	-18.05%
54 - MACHINE & EQUIPMENT MAI	800.00	800.00	0.00	0.00%	22,605.79	28,058.78	-5,452.99	-24.12%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
56 - BANK CHARGES	100.00	100.00	0.00	0.00%	647.25	1,286.53	-639.28	-98.77%
<b>Department 201 - FINANCE Total:</b>	<b>40,478.58</b>	<b>44,378.14</b>	<b>-3,899.56</b>	<b>-9.63%</b>	<b>201,210.72</b>	<b>261,675.43</b>	<b>-60,464.71</b>	<b>-30.05%</b>
<b>Department: 203 - INFORMATION TECHNOLOGY</b>								
51 - PERSONNEL	20,006.94	15,223.47	4,783.47	23.91%	91,727.63	78,633.56	13,094.07	14.27%
52 - CONTRACTUAL	1.44	99.54	-98.10	-6,812.50%	2,768.80	917.11	1,851.69	66.88%
53 - GENERAL SERVICES	1,582.93	1,647.03	-64.10	-4.05%	13,902.36	15,560.24	-1,657.88	-11.93%
54 - MACHINE & EQUIPMENT MAI	18,107.59	20,873.77	-2,766.18	-15.28%	80,804.43	90,427.21	-9,622.78	-11.91%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	19,114.29	0.00	19,114.29	100.00%
<b>Department 203 - INFORMATION TECHNOLOGY Total:</b>	<b>39,698.90</b>	<b>37,843.81</b>	<b>1,855.09</b>	<b>4.67%</b>	<b>208,317.51</b>	<b>185,538.12</b>	<b>22,779.39</b>	<b>10.93%</b>
<b>Department: 204 - TAX</b>								
52 - CONTRACTUAL	324.00	47,404.24	-47,080.24	-14,530.94%	88,006.56	149,759.12	-61,752.56	-70.17%
<b>Department 204 - TAX Total:</b>	<b>324.00</b>	<b>47,404.24</b>	<b>-47,080.24</b>	<b>-14,530.94%</b>	<b>88,006.56</b>	<b>149,759.12</b>	<b>-61,752.56</b>	<b>-70.17%</b>
<b>Department: 301 - LEGAL COUNSEL</b>								
51 - PERSONNEL	8,826.53	9,527.45	-700.92	-7.94%	37,141.01	42,643.61	-5,502.60	-14.82%

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance		2021-2022	2022-2023	YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	15.39	0.00	15.39	100.00%	18,712.11	172.67	18,539.44	99.08%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	10.81	-10.81	0.00%
<b>Department 301 - LEGAL COUNSEL Total:</b>	<b>8,841.92</b>	<b>9,527.45</b>	<b>-685.53</b>	<b>-7.75%</b>	<b>55,853.12</b>	<b>42,827.09</b>	<b>13,026.03</b>	<b>23.32%</b>
<b>Department: 302 - MUNICIPAL COURT</b>								
51 - PERSONNEL	5,990.60	5,894.08	96.52	1.61%	28,051.95	29,572.11	-1,520.16	-5.42%
52 - CONTRACTUAL	3,653.53	6,221.35	-2,567.82	-70.28%	17,423.97	17,447.97	-24.00	-0.14%
53 - GENERAL SERVICES	427.81	639.80	-211.99	-49.55%	2,716.41	4,602.12	-1,885.71	-69.42%
54 - MACHINE & EQUIPMENT MAI	1,500.00	1,500.00	0.00	0.00%	4,531.88	4,683.47	-151.59	-3.34%
<b>Department 302 - MUNICIPAL COURT Total:</b>	<b>11,571.94</b>	<b>14,255.23</b>	<b>-2,683.29</b>	<b>-23.19%</b>	<b>52,724.21</b>	<b>56,305.67</b>	<b>-3,581.46</b>	<b>-6.79%</b>
<b>Department: 402 - STREET MAINTENANCE</b>								
51 - PERSONNEL	31,354.08	31,573.52	-219.44	-0.70%	151,507.83	166,194.25	-14,686.42	-9.69%
52 - CONTRACTUAL	18,323.05	17,769.78	553.27	3.02%	80,373.08	83,585.82	-3,212.74	-4.00%
53 - GENERAL SERVICES	2,627.18	916.92	1,710.26	65.10%	9,117.82	10,627.88	-1,510.06	-16.56%
54 - MACHINE & EQUIPMENT MAI	2,712.68	-38,686.52	41,399.20	1,526.14%	41,643.55	18,475.12	23,168.43	55.64%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Department 402 - STREET MAINTENANCE Total:</b>	<b>55,016.99</b>	<b>11,573.70</b>	<b>43,443.29</b>	<b>78.96%</b>	<b>282,642.28</b>	<b>278,883.07</b>	<b>3,759.21</b>	<b>1.33%</b>
<b>Department: 501 - PARKS &amp; RECREATION</b>								
51 - PERSONNEL	63,074.50	76,089.11	-13,014.61	-20.63%	314,561.83	348,772.43	-34,210.60	-10.88%
52 - CONTRACTUAL	17,990.83	19,312.76	-1,321.93	-7.35%	115,209.26	116,140.98	-931.72	-0.81%
53 - GENERAL SERVICES	4,415.09	10,049.55	-5,634.46	-127.62%	49,719.77	58,929.57	-9,209.80	-18.52%
54 - MACHINE & EQUIPMENT MAI	14,828.65	17,175.97	-2,347.32	-15.83%	45,286.86	57,080.18	-11,793.32	-26.04%
55 - CAPITAL OUTLAY	8,886.04	14,683.48	-5,797.44	-65.24%	112,345.07	226,478.10	-114,133.03	-101.59%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	501.08	5.33	495.75	98.94%
<b>Department 501 - PARKS &amp; RECREATION Total:</b>	<b>109,195.11</b>	<b>137,310.87</b>	<b>-28,115.76</b>	<b>-25.75%</b>	<b>637,623.87</b>	<b>807,406.59</b>	<b>-169,782.72</b>	<b>-26.63%</b>
<b>Department: 504 - LIBRARY</b>								
51 - PERSONNEL	14,620.96	15,761.50	-1,140.54	-7.80%	72,385.31	78,334.46	-5,949.15	-8.22%
52 - CONTRACTUAL	1,337.66	1,270.47	67.19	5.02%	7,283.14	8,154.45	-871.31	-11.96%
53 - GENERAL SERVICES	281.04	2,242.83	-1,961.79	-698.05%	6,253.10	9,751.76	-3,498.66	-55.95%
54 - MACHINE & EQUIPMENT MAI	221.52	0.00	221.52	100.00%	1,677.73	2,750.00	-1,072.27	-63.91%
<b>Department 504 - LIBRARY Total:</b>	<b>16,461.18</b>	<b>19,274.80</b>	<b>-2,813.62</b>	<b>-17.09%</b>	<b>87,599.28</b>	<b>98,990.67</b>	<b>-11,391.39</b>	<b>-13.00%</b>
<b>Department: 506 - SENIOR CENTER</b>								
51 - PERSONNEL	5,071.73	6,011.27	-939.54	-18.53%	28,464.97	30,026.60	-1,561.63	-5.49%
52 - CONTRACTUAL	3,231.20	3,670.79	-439.59	-13.60%	14,977.39	17,045.84	-2,068.45	-13.81%
53 - GENERAL SERVICES	867.49	931.62	-64.13	-7.39%	4,960.00	5,644.17	-684.17	-13.79%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	1,131.81	905.20	226.61	20.02%
55 - CAPITAL OUTLAY	0.00	12,950.00	-12,950.00	0.00%	0.00	23,649.00	-23,649.00	0.00%
<b>Department 506 - SENIOR CENTER Total:</b>	<b>9,170.42</b>	<b>23,563.68</b>	<b>-14,393.26</b>	<b>-156.95%</b>	<b>49,534.17</b>	<b>77,270.81</b>	<b>-27,736.64</b>	<b>-55.99%</b>
<b>Department: 507 - AQUATIC CENTER</b>								
51 - PERSONNEL	0.00	0.00	0.00	0.00%	2,521.91	2,757.07	-235.16	-9.32%
52 - CONTRACTUAL	2,081.94	3,201.48	-1,119.54	-53.77%	14,883.21	17,267.45	-2,384.24	-16.02%

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance		2021-2022	2022-2023	YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
53 - GENERAL SERVICES	10.00	1,179.50	-1,169.50	-11,695.00%	4,358.46	4,038.69	319.77	7.34%
54 - MACHINE & EQUIPMENT MAI	0.00	2,610.28	-2,610.28	0.00%	753.95	4,887.12	-4,133.17	-548.20%
<b>Department 507 - AQUATIC CENTER Total:</b>	<b>2,091.94</b>	<b>6,991.26</b>	<b>-4,899.32</b>	<b>-234.20%</b>	<b>22,517.53</b>	<b>28,950.33</b>	<b>-6,432.80</b>	<b>-28.57%</b>
<b>Department: 601 - FIRE DEPARTMENT</b>								
51 - PERSONNEL	256,036.13	253,720.18	2,315.95	0.90%	1,250,081.64	1,312,917.87	-62,836.23	-5.03%
52 - CONTRACTUAL	8,670.58	13,747.72	-5,077.14	-58.56%	63,905.02	124,293.60	-60,388.58	-94.50%
53 - GENERAL SERVICES	10,336.54	12,576.60	-2,240.06	-21.67%	44,338.62	88,601.85	-44,263.23	-99.83%
54 - MACHINE & EQUIPMENT MAI	11,694.21	4,787.35	6,906.86	59.06%	40,766.00	45,335.08	-4,569.08	-11.21%
55 - CAPITAL OUTLAY	0.00	29,331.96	-29,331.96	0.00%	282,014.50	179,012.01	103,002.49	36.52%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	1.03	0.00	1.03	100.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	137,935.91	137,935.91	0.00	0.00%
<b>Department 601 - FIRE DEPARTMENT Total:</b>	<b>286,737.46</b>	<b>314,163.81</b>	<b>-27,426.35</b>	<b>-9.56%</b>	<b>1,819,042.72</b>	<b>1,888,096.32</b>	<b>-69,053.60</b>	<b>-3.80%</b>
<b>Department: 701 - POLICE DEPARTMENT</b>								
51 - PERSONNEL	337,365.95	351,355.26	-13,989.31	-4.15%	1,674,170.28	1,791,296.12	-117,125.84	-7.00%
52 - CONTRACTUAL	18,590.73	22,370.08	-3,779.35	-20.33%	182,961.03	188,430.55	-5,469.52	-2.99%
53 - GENERAL SERVICES	11,014.94	19,211.91	-8,196.97	-74.42%	66,290.35	114,701.06	-48,410.71	-73.03%
54 - MACHINE & EQUIPMENT MAI	75,480.76	28,776.60	46,704.16	61.88%	126,323.06	79,639.63	46,683.43	36.96%
55 - CAPITAL OUTLAY	16,792.12	234,043.87	-217,251.75	-1,293.77%	147,457.37	488,018.37	-340,561.00	-230.96%
57 - DEBT SERVICE	51,529.65	0.00	51,529.65	100.00%	76,422.25	0.00	76,422.25	100.00%
<b>Department 701 - POLICE DEPARTMENT Total:</b>	<b>510,774.15</b>	<b>655,757.72</b>	<b>-144,983.57</b>	<b>-28.39%</b>	<b>2,273,624.34</b>	<b>2,662,085.73</b>	<b>-388,461.39</b>	<b>-17.09%</b>
<b>Department: 801 - DEVELOPMENT SERVICES</b>								
51 - PERSONNEL	33,853.76	37,217.11	-3,363.35	-9.93%	142,898.09	174,117.70	-31,219.61	-21.85%
52 - CONTRACTUAL	3,553.23	1,130.48	2,422.75	68.18%	32,127.53	19,858.24	12,269.29	38.19%
53 - GENERAL SERVICES	813.14	810.65	2.49	0.31%	4,478.17	5,999.51	-1,521.34	-33.97%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	8,501.43	9,314.00	-812.57	-9.56%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Department 801 - DEVELOPMENT SERVICES Total:</b>	<b>38,220.13</b>	<b>39,158.24</b>	<b>-938.11</b>	<b>-2.45%</b>	<b>188,005.22</b>	<b>209,289.45</b>	<b>-21,284.23</b>	<b>-11.32%</b>
<b>Department: 804 - GIS</b>								
51 - PERSONNEL	0.00	5,762.81	-5,762.81	0.00%	0.00	25,186.48	-25,186.48	0.00%
52 - CONTRACTUAL	0.00	0.00	0.00	0.00%	0.00	1,831.99	-1,831.99	0.00%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	6.48	-6.48	0.00%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	1,064.94	-1,064.94	0.00%
<b>Department 804 - GIS Total:</b>	<b>0.00</b>	<b>5,762.81</b>	<b>-5,762.81</b>	<b>0.00%</b>	<b>0.00</b>	<b>28,089.89</b>	<b>-28,089.89</b>	<b>0.00%</b>
<b>Department: 900 - TRANSFERS</b>								
59 - TRANSFER	0.00	0.00	0.00	0.00%	1,321,768.00	0.00	1,321,768.00	100.00%
<b>Department 900 - TRANSFERS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>1,321,768.00</b>	<b>0.00</b>	<b>1,321,768.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>1,200,226.79</b>	<b>1,437,580.01</b>	<b>-237,353.22</b>	<b>-19.78%</b>	<b>7,791,802.11</b>	<b>7,298,828.64</b>	<b>492,973.47</b>	<b>6.33%</b>
<b>Fund 01 Surplus (Deficit):</b>	<b>-45,931.52</b>	<b>-171,294.70</b>	<b>-125,363.18</b>	<b>-272.93%</b>	<b>6,389,717.09</b>	<b>5,472,218.30</b>	<b>-917,498.79</b>	<b>-14.36%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 02 - WATER AND WASTEWATER FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	510.67	510.67	0.00%	0.00	510.67	510.67	0.00%
44 - CHARGES FOR SERVICES	788,019.33	1,201,232.91	413,213.58	52.44%	4,211,400.35	4,500,510.98	289,110.63	6.86%
45 - OTHER REVENUE	546.76	147,322.81	146,776.05	26,844.69%	3,566.00	690,837.61	687,271.61	19,272.90%
<b>Revenue Total:</b>	<b>788,566.09</b>	<b>1,349,066.39</b>	<b>560,500.30</b>	<b>71.08%</b>	<b>4,214,966.35</b>	<b>5,191,859.26</b>	<b>976,892.91</b>	<b>23.18%</b>
<b>Expense</b>								
<b>Department: 000 - UTILITIES ADMINISTRATION</b>								
51 - PERSONNEL	30,590.23	50,338.65	-19,748.42	-64.56%	152,168.71	260,016.27	-107,847.56	-70.87%
52 - CONTRACTUAL	926.80	1,696.00	-769.20	-83.00%	24,315.92	9,450.44	14,865.48	61.13%
53 - GENERAL SERVICES	93.75	0.00	93.75	100.00%	982.80	1,294.75	-311.95	-31.74%
55 - CAPITAL OUTLAY	0.00	3,926.53	-3,926.53	0.00%	0.00	820,150.38	-820,150.38	0.00%
<b>Department 000 - UTILITIES ADMINISTRATION Total:</b>	<b>31,610.78</b>	<b>55,961.18</b>	<b>-24,350.40</b>	<b>-77.03%</b>	<b>177,467.43</b>	<b>1,090,911.84</b>	<b>-913,444.41</b>	<b>-514.71%</b>
<b>Department: 001 - WATER PRODUCTION</b>								
51 - PERSONNEL	19,471.73	20,256.11	-784.38	-4.03%	94,237.66	93,310.87	926.79	0.98%
52 - CONTRACTUAL	49,903.24	40,069.25	9,833.99	19.71%	347,602.90	378,305.32	-30,702.42	-8.83%
53 - GENERAL SERVICES	629.91	725.11	-95.20	-15.11%	3,827.09	5,249.85	-1,422.76	-37.18%
54 - MACHINE & EQUIPMENT MAI	20,070.13	27,979.36	-7,909.23	-39.41%	71,967.46	75,853.16	-3,885.70	-5.40%
55 - CAPITAL OUTLAY	0.00	922,291.20	-922,291.20	0.00%	116,320.00	2,654,932.98	-2,538,612.98	-2,182.44%
<b>Department 001 - WATER PRODUCTION Total:</b>	<b>90,075.01</b>	<b>1,011,321.03</b>	<b>-921,246.02</b>	<b>-1,022.75%</b>	<b>633,955.11</b>	<b>3,207,652.18</b>	<b>-2,573,697.07</b>	<b>-405.97%</b>
<b>Department: 002 - WATER DISTRIBUTION</b>								
51 - PERSONNEL	10,821.33	7,214.74	3,606.59	33.33%	54,548.93	39,997.25	14,551.68	26.68%
52 - CONTRACTUAL	10,529.78	9,557.69	972.09	9.23%	105,368.60	46,037.92	59,330.68	56.31%
53 - GENERAL SERVICES	2,147.30	2,108.63	38.67	1.80%	16,129.09	22,114.45	-5,985.36	-37.11%
54 - MACHINE & EQUIPMENT MAI	31,798.05	17,324.26	14,473.79	45.52%	179,293.89	37,999.41	141,294.48	78.81%
55 - CAPITAL OUTLAY	69,065.00	368,865.77	-299,800.77	-434.08%	98,450.00	960,150.94	-861,700.94	-875.27%
<b>Department 002 - WATER DISTRIBUTION Total:</b>	<b>124,361.46</b>	<b>405,071.09</b>	<b>-280,709.63</b>	<b>-225.72%</b>	<b>453,790.51</b>	<b>1,106,299.97</b>	<b>-652,509.46</b>	<b>-143.79%</b>
<b>Department: 003 - CUSTOMER SERVICE</b>								
51 - PERSONNEL	13,961.71	14,972.20	-1,010.49	-7.24%	69,903.33	68,797.13	1,106.20	1.58%
52 - CONTRACTUAL	820.98	572.98	248.00	30.21%	23,749.86	40,728.13	-16,978.27	-71.49%
53 - GENERAL SERVICES	509.26	539.18	-29.92	-5.88%	3,555.02	3,361.60	193.42	5.44%
54 - MACHINE & EQUIPMENT MAI	383.00	3,617.78	-3,234.78	-844.59%	31,499.05	78,550.84	-47,051.79	-149.38%
<b>Department 003 - CUSTOMER SERVICE Total:</b>	<b>15,674.95</b>	<b>19,702.14</b>	<b>-4,027.19</b>	<b>-25.69%</b>	<b>128,707.26</b>	<b>191,437.70</b>	<b>-62,730.44</b>	<b>-48.74%</b>
<b>Department: 011 - WASTEWATER COLLECTION</b>								
51 - PERSONNEL	19,920.21	16,767.69	3,152.52	15.83%	91,649.74	100,699.66	-9,049.92	-9.87%
52 - CONTRACTUAL	21,409.14	742.39	20,666.75	96.53%	26,137.29	8,324.75	17,812.54	68.15%
53 - GENERAL SERVICES	834.24	290.19	544.05	65.22%	3,861.04	4,735.63	-874.59	-22.65%
54 - MACHINE & EQUIPMENT MAI	4,367.85	630.00	3,737.85	85.58%	24,430.70	10,348.79	14,081.91	57.64%
55 - CAPITAL OUTLAY	14,921.75	27.72	14,894.03	99.81%	21,745.25	15,702.72	6,042.53	27.79%
<b>Department 011 - WASTEWATER COLLECTION Total:</b>	<b>61,453.19</b>	<b>18,457.99</b>	<b>42,995.20</b>	<b>69.96%</b>	<b>167,824.02</b>	<b>139,811.55</b>	<b>28,012.47</b>	<b>16.69%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...					For the Period Ending 02			
	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department: 012 - WASTEWATER TREATMENT</b>								
52 - CONTRACTUAL	79,529.48	10,112.27	69,417.21	87.28%	417,182.77	282,135.35	135,047.42	32.37%
54 - MACHINE & EQUIPMENT MAI	551.65	1,100.00	-548.35	-99.40%	4,072.45	115,312.71	-111,240.26	-2,731.53%
<b>Department 012 - WASTEWATER TREATMENT Total:</b>	<b>80,081.13</b>	<b>11,212.27</b>	<b>68,868.86</b>	<b>86.00%</b>	<b>421,255.22</b>	<b>397,448.06</b>	<b>23,807.16</b>	<b>5.65%</b>
<b>Department: 020 - BILLING &amp; COLLECTION</b>								
51 - PERSONNEL	6,977.34	7,059.60	-82.26	-1.18%	32,516.99	34,418.94	-1,901.95	-5.85%
52 - CONTRACTUAL	10,288.69	6,175.09	4,113.60	39.98%	33,405.51	48,471.82	-15,066.31	-45.10%
53 - GENERAL SERVICES	13,155.17	16,497.12	-3,341.95	-25.40%	65,326.12	94,046.62	-28,720.50	-43.96%
54 - MACHINE & EQUIPMENT MAI	265.00	265.00	0.00	0.00%	26,883.04	24,423.23	2,459.81	9.15%
<b>Department 020 - BILLING &amp; COLLECTION Total:</b>	<b>30,686.20</b>	<b>29,996.81</b>	<b>689.39</b>	<b>2.25%</b>	<b>158,131.66</b>	<b>201,360.61</b>	<b>-43,228.95</b>	<b>-27.34%</b>
<b>Department: 901 - NON-DEPARTMENTAL</b>								
52 - CONTRACTUAL	0.00	57,793.46	-57,793.46	0.00%	0.00	311,453.30	-311,453.30	0.00%
56 - BANK CHARGES	1.44	103.79	-102.35	-7,107.64%	13.55	141.70	-128.15	-945.76%
57 - DEBT SERVICE	1,132,886.25	2,109,342.87	-976,456.62	-86.19%	1,132,886.25	2,109,342.87	-976,456.62	-86.19%
59 - TRANSFER	51,779.53	0.00	51,779.53	100.00%	1,069,225.71	0.00	1,069,225.71	100.00%
<b>Department 901 - NON-DEPARTMENTAL Total:</b>	<b>1,184,667.22</b>	<b>2,167,240.12</b>	<b>-982,572.90</b>	<b>-82.94%</b>	<b>2,202,125.51</b>	<b>2,420,937.87</b>	<b>-218,812.36</b>	<b>-9.94%</b>
<b>Expense Total:</b>	<b>1,618,609.94</b>	<b>3,718,962.63</b>	<b>-2,100,352.69</b>	<b>-129.76%</b>	<b>4,343,256.72</b>	<b>8,755,859.78</b>	<b>-4,412,603.06</b>	<b>-101.60%</b>
<b>Fund 02 Surplus (Deficit):</b>	<b>-830,043.85</b>	<b>-2,369,896.24</b>	<b>-1,539,852.39</b>	<b>-185.51%</b>	<b>-128,290.37</b>	<b>-3,564,000.52</b>	<b>-3,435,710.15</b>	<b>-2,678.07%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance	Variance %	2021-2022	2022-2023	YTD Variance	Variance %
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 03 - SANITARY LANDFILL FUND</b>								
<b>Revenue</b>								
44 - CHARGES FOR SERVICES	62,742.80	81,065.61	18,322.81	29.20%	417,616.20	479,357.72	61,741.52	14.78%
45 - OTHER REVENUE	71.94	6,319.91	6,247.97	8,684.97%	607.28	1,219,208.48	1,218,601.20	200,665.46%
<b>Revenue Total:</b>	<b>62,814.74</b>	<b>87,385.52</b>	<b>24,570.78</b>	<b>39.12%</b>	<b>418,223.48</b>	<b>1,698,566.20</b>	<b>1,280,342.72</b>	<b>306.14%</b>
<b>Expense</b>								
<b>Department: 030 - LANDFILL</b>								
51 - PERSONNEL	17,368.39	21,561.12	-4,192.73	-24.14%	91,623.40	113,825.52	-22,202.12	-24.23%
52 - CONTRACTUAL	1,617.06	11,987.16	-10,370.10	-641.29%	40,743.62	76,624.67	-35,881.05	-88.07%
53 - GENERAL SERVICES	5,436.49	10,469.21	-5,032.72	-92.57%	28,512.99	64,168.12	-35,655.13	-125.05%
54 - MACHINE & EQUIPMENT MAI	4,954.37	-6,545.75	11,500.12	232.12%	33,418.01	49,292.02	-15,874.01	-47.50%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	56,306.78	1,189,831.07	-1,133,524.29	-2,013.12%
56 - BANK CHARGES	5.39	0.00	5.39	100.00%	10.73	0.00	10.73	100.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	0.00	196,619.67	-196,619.67	0.00%
59 - TRANSFER	0.00	0.00	0.00	0.00%	81,539.00	0.00	81,539.00	100.00%
<b>Department 030 - LANDFILL Total:</b>	<b>29,381.70</b>	<b>37,471.74</b>	<b>-8,090.04</b>	<b>-27.53%</b>	<b>332,154.53</b>	<b>1,690,361.07</b>	<b>-1,358,206.54</b>	<b>-408.91%</b>
<b>Expense Total:</b>	<b>29,381.70</b>	<b>37,471.74</b>	<b>-8,090.04</b>	<b>-27.53%</b>	<b>332,154.53</b>	<b>1,690,361.07</b>	<b>-1,358,206.54</b>	<b>-408.91%</b>
<b>Fund 03 Surplus (Deficit):</b>	<b>33,433.04</b>	<b>49,913.78</b>	<b>16,480.74</b>	<b>49.29%</b>	<b>86,068.95</b>	<b>8,205.13</b>	<b>-77,863.82</b>	<b>-90.47%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance	Variance %	2021-2022	2022-2023	YTD Variance	Variance %
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 04 - AIRPORT FUND</b>								
<b>Revenue</b>								
44 - CHARGES FOR SERVICES	9,302.80	8,287.59	-1,015.21	-10.91%	65,691.15	69,781.42	4,090.27	6.23%
<b>Revenue Total:</b>	<b>9,302.80</b>	<b>8,287.59</b>	<b>-1,015.21</b>	<b>-10.91%</b>	<b>65,691.15</b>	<b>69,781.42</b>	<b>4,090.27</b>	<b>6.23%</b>
<b>Expense</b>								
<b>Department: 040 - AIRPORT</b>								
51 - PERSONNEL	314.51	605.30	-290.79	-92.46%	1,290.55	3,247.93	-1,957.38	-151.67%
52 - CONTRACTUAL	2,155.92	5,721.64	-3,565.72	-165.39%	28,576.22	25,146.17	3,430.05	12.00%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	34.80	0.00	34.80	100.00%
54 - MACHINE & EQUIPMENT MAI	4,123.41	0.00	4,123.41	100.00%	11,948.29	9,020.72	2,927.57	24.50%
<b>Department 040 - AIRPORT Total:</b>	<b>6,593.84</b>	<b>6,326.94</b>	<b>266.90</b>	<b>4.05%</b>	<b>41,849.86</b>	<b>37,414.82</b>	<b>4,435.04</b>	<b>10.60%</b>
<b>Expense Total:</b>	<b>6,593.84</b>	<b>6,326.94</b>	<b>266.90</b>	<b>4.05%</b>	<b>41,849.86</b>	<b>37,414.82</b>	<b>4,435.04</b>	<b>10.60%</b>
<b>Fund 04 Surplus (Deficit):</b>	<b>2,708.96</b>	<b>1,960.65</b>	<b>-748.31</b>	<b>-27.62%</b>	<b>23,841.29</b>	<b>32,366.60</b>	<b>8,525.31</b>	<b>35.76%</b>



Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance	Variance %	2021-2022	2022-2023	YTD Variance	Variance %
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 05 - STORM WATER DRAINAGE FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	5,112.92	5,112.92	0.00%	0.00	5,112.92	5,112.92	0.00%
43 - INTERGOVERNMENTAL	661,737.47	0.00	-661,737.47	-100.00%	1,016,222.95	209,221.49	-807,001.46	-79.41%
44 - CHARGES FOR SERVICES	80,482.54	118,086.77	37,604.23	46.72%	380,763.31	418,526.18	37,762.87	9.92%
45 - OTHER REVENUE	17.90	3,448.05	3,430.15	19,162.85%	38.07	13,680.33	13,642.26	35,834.67%
<b>Revenue Total:</b>	<b>742,237.91</b>	<b>126,647.74</b>	<b>-615,590.17</b>	<b>-82.94%</b>	<b>1,397,024.33</b>	<b>646,540.92</b>	<b>-750,483.41</b>	<b>-53.72%</b>
<b>Expense</b>								
<b>Department: 050 - STORM WATER DRAINAGE</b>								
52 - CONTRACTUAL	25,991.70	16,991.80	8,999.90	34.63%	219,320.92	99,413.75	119,907.17	54.67%
54 - MACHINE & EQUIPMENT MAI	0.00	8,506.80	-8,506.80	0.00%	0.00	10,610.12	-10,610.12	0.00%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	42,420.00	0.00	42,420.00	100.00%
56 - BANK CHARGES	147.50	103.79	43.71	29.63%	647.50	603.79	43.71	6.75%
57 - DEBT SERVICE	419,536.00	402,561.00	16,975.00	4.05%	419,536.00	402,561.00	16,975.00	4.05%
<b>Department 050 - STORM WATER DRAINAGE Total:</b>	<b>445,675.20</b>	<b>428,163.39</b>	<b>17,511.81</b>	<b>3.93%</b>	<b>681,924.42</b>	<b>513,188.66</b>	<b>168,735.76</b>	<b>24.74%</b>
<b>Expense Total:</b>	<b>445,675.20</b>	<b>428,163.39</b>	<b>17,511.81</b>	<b>3.93%</b>	<b>681,924.42</b>	<b>513,188.66</b>	<b>168,735.76</b>	<b>24.74%</b>
<b>Fund 05 Surplus (Deficit):</b>	<b>296,562.71</b>	<b>-301,515.65</b>	<b>-598,078.36</b>	<b>-201.67%</b>	<b>715,099.91</b>	<b>133,352.26</b>	<b>-581,747.65</b>	<b>-81.35%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 07 - HOTEL OCCUPANCY TAX FUND</b>								
<b>Revenue</b>								
40 - TAXES	26,690.34	57,377.42	30,687.08	114.97%	188,080.80	230,102.17	42,021.37	22.34%
45 - OTHER REVENUE	33.13	3,620.67	3,587.54	10,828.67%	106.45	15,876.74	15,770.29	14,814.74%
<b>Revenue Total:</b>	<b>26,723.47</b>	<b>60,998.09</b>	<b>34,274.62</b>	<b>128.26%</b>	<b>188,187.25</b>	<b>245,978.91</b>	<b>57,791.66</b>	<b>30.71%</b>
<b>Expense</b>								
<b>Department: 070 - TOURISM</b>								
51 - PERSONNEL	6,158.74	5,080.16	1,078.58	17.51%	29,888.72	24,474.15	5,414.57	18.12%
52 - CONTRACTUAL	5,050.04	35,045.62	-29,995.58	-593.97%	47,627.84	46,332.16	1,295.68	2.72%
53 - GENERAL SERVICES	18.45	0.00	18.45	100.00%	99.88	500.00	-400.12	-400.60%
58 - GRANT DISBURSEMENTS	2,209.77	10,366.17	-8,156.40	-369.11%	17,884.69	76,363.41	-58,478.72	-326.98%
<b>Department 070 - TOURISM Total:</b>	<b>13,437.00</b>	<b>50,491.95</b>	<b>-37,054.95</b>	<b>-275.77%</b>	<b>95,501.13</b>	<b>147,669.72</b>	<b>-52,168.59</b>	<b>-54.63%</b>
<b>Expense Total:</b>	<b>13,437.00</b>	<b>50,491.95</b>	<b>-37,054.95</b>	<b>-275.77%</b>	<b>95,501.13</b>	<b>147,669.72</b>	<b>-52,168.59</b>	<b>-54.63%</b>
<b>Fund 07 Surplus (Deficit):</b>	<b>13,286.47</b>	<b>10,506.14</b>	<b>-2,780.33</b>	<b>-20.93%</b>	<b>92,686.12</b>	<b>98,309.19</b>	<b>5,623.07</b>	<b>6.07%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 08 - DEBT SERVICE FUND</b>								
<b>Revenue</b>								
40 - TAXES	40,921.54	11,681.30	-29,240.24	-71.45%	256,882.15	254,424.99	-2,457.16	-0.96%
45 - OTHER REVENUE	15.35	238.53	223.18	1,453.94%	31.71	1,081.80	1,050.09	3,311.54%
<b>Revenue Total:</b>	<b>40,936.89</b>	<b>11,919.83</b>	<b>-29,017.06</b>	<b>-70.88%</b>	<b>256,913.86</b>	<b>255,506.79</b>	<b>-1,407.07</b>	<b>-0.55%</b>
<b>Expense</b>								
<b>Department: 080 - DEBT SERVICE</b>								
57 - DEBT SERVICE	408,050.00	900,050.00	-492,000.00	-120.57%	408,050.00	900,050.00	-492,000.00	-120.57%
<b>Department 080 - DEBT SERVICE Total:</b>	<b>408,050.00</b>	<b>900,050.00</b>	<b>-492,000.00</b>	<b>-120.57%</b>	<b>408,050.00</b>	<b>900,050.00</b>	<b>-492,000.00</b>	<b>-120.57%</b>
<b>Expense Total:</b>	<b>408,050.00</b>	<b>900,050.00</b>	<b>-492,000.00</b>	<b>-120.57%</b>	<b>408,050.00</b>	<b>900,050.00</b>	<b>-492,000.00</b>	<b>-120.57%</b>
<b>Fund 08 Surplus (Deficit):</b>	<b>-367,113.11</b>	<b>-888,130.17</b>	<b>-521,017.06</b>	<b>-141.92%</b>	<b>-151,136.14</b>	<b>-644,543.21</b>	<b>-493,407.07</b>	<b>-326.47%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 10 - CAPITAL PROJECTS FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	0.00	0.00	0.00%	801.56	4,308.75	3,507.19	437.55%
44 - CHARGES FOR SERVICES	0.00	0.00	0.00	0.00%	0.00	3,090.63	3,090.63	0.00%
45 - OTHER REVENUE	492.90	26,808.45	26,315.55	5,338.92%	1,696.83	133,733.92	132,037.09	7,781.40%
49 - TRANSFER	0.00	0.00	0.00	0.00%	1,234,069.00	0.00	-1,234,069.00	-100.00%
<b>Revenue Total:</b>	<b>492.90</b>	<b>26,808.45</b>	<b>26,315.55</b>	<b>5,338.92%</b>	<b>1,236,567.39</b>	<b>141,133.30</b>	<b>-1,095,434.09</b>	<b>-88.59%</b>
<b>Expense</b>								
<b>Department: 402 - STREET MAINTENANCE</b>								
55 - CAPITAL OUTLAY	0.00	94,395.56	-94,395.56	0.00%	641,913.78	905,435.22	-263,521.44	-41.05%
<b>Department 402 - STREET MAINTENANCE Total:</b>	<b>0.00</b>	<b>94,395.56</b>	<b>-94,395.56</b>	<b>0.00%</b>	<b>641,913.78</b>	<b>905,435.22</b>	<b>-263,521.44</b>	<b>-41.05%</b>
<b>Department: 901 - NON-DEPARTMENTAL</b>								
57 - DEBT SERVICE	0.00	99,552.50	-99,552.50	0.00%	0.00	99,552.50	-99,552.50	0.00%
<b>Department 901 - NON-DEPARTMENTAL Total:</b>	<b>0.00</b>	<b>99,552.50</b>	<b>-99,552.50</b>	<b>0.00%</b>	<b>0.00</b>	<b>99,552.50</b>	<b>-99,552.50</b>	<b>0.00%</b>
<b>Expense Total:</b>	<b>0.00</b>	<b>193,948.06</b>	<b>-193,948.06</b>	<b>0.00%</b>	<b>641,913.78</b>	<b>1,004,987.72</b>	<b>-363,073.94</b>	<b>-56.56%</b>
<b>Fund 10 Surplus (Deficit):</b>	<b>492.90</b>	<b>-167,139.61</b>	<b>-167,632.51</b>	<b>-34,009.44%</b>	<b>594,653.61</b>	<b>-863,854.42</b>	<b>-1,458,508.03</b>	<b>-245.27%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance		2021-2022	2022-2023	YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
<b>Fund: 11 - CHILD SAFETY FUND</b>								
<b>Revenue</b>								
42 - FINES AND FORFEITURES	100.00	248.61	148.61	148.61%	1,021.73	1,117.26	95.53	9.35%
45 - OTHER REVENUE	0.28	29.84	29.56	10,557.14%	1.25	130.66	129.41	10,352.80%
<b>Revenue Total:</b>	<b>100.28</b>	<b>278.45</b>	<b>178.17</b>	<b>177.67%</b>	<b>1,022.98</b>	<b>1,247.92</b>	<b>224.94</b>	<b>21.99%</b>
<b>Fund 11 Total:</b>	<b>100.28</b>	<b>278.45</b>	<b>178.17</b>	<b>177.67%</b>	<b>1,022.98</b>	<b>1,247.92</b>	<b>224.94</b>	<b>21.99%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022	2022-2023	Feb. Variance		2021-2022	2022-2023	YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
<b>Fund: 12 - COURT TECHNOLOGY FUND</b>								
<b>Revenue</b>								
42 - FINES AND FORFEITURES	516.19	1,074.52	558.33	108.16%	3,247.74	4,707.67	1,459.93	44.95%
45 - OTHER REVENUE	0.70	77.58	76.88	10,982.86%	1.96	327.78	325.82	16,623.47%
<b>Revenue Total:</b>	<b>516.89</b>	<b>1,152.10</b>	<b>635.21</b>	<b>122.89%</b>	<b>3,249.70</b>	<b>5,035.45</b>	<b>1,785.75</b>	<b>54.95%</b>
<b>Fund 12 Total:</b>	<b>516.89</b>	<b>1,152.10</b>	<b>635.21</b>	<b>122.89%</b>	<b>3,249.70</b>	<b>5,035.45</b>	<b>1,785.75</b>	<b>54.95%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 13 - PUBLIC SAFETY FUND</b>								
<b>Revenue</b>								
43 - INTERGOVERNMENTAL	2,778.50	3,369.07	590.57	21.25%	2,778.50	3,369.07	590.57	21.25%
45 - OTHER REVENUE	3.47	323.83	320.36	9,232.28%	11.66	1,474.99	1,463.33	12,550.00%
<b>Revenue Total:</b>	<b>2,781.97</b>	<b>3,692.90</b>	<b>910.93</b>	<b>32.74%</b>	<b>2,790.16</b>	<b>4,844.06</b>	<b>2,053.90</b>	<b>73.61%</b>
<b>Expense</b>								
<b>Department: 130 - PUBLIC SAFETY</b>								
52 - CONTRACTUAL	0.00	400.00	-400.00	0.00%	0.00	400.00	-400.00	0.00%
<b>Department 130 - PUBLIC SAFETY Total:</b>	<b>0.00</b>	<b>400.00</b>	<b>-400.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>400.00</b>	<b>-400.00</b>	<b>0.00%</b>
<b>Expense Total:</b>	<b>0.00</b>	<b>400.00</b>	<b>-400.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>400.00</b>	<b>-400.00</b>	<b>0.00%</b>
<b>Fund 13 Surplus (Deficit):</b>	<b>2,781.97</b>	<b>3,292.90</b>	<b>510.93</b>	<b>18.37%</b>	<b>2,790.16</b>	<b>4,444.06</b>	<b>1,653.90</b>	<b>59.28%</b>

Prior-Year Comparative Income Statement

For the Period Ending 02 Item 14.

Categor...	2021-2022		2022-2023		Feb. Variance		YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
<b>Fund: 20 - TAX INCREMENT FINANCING FUND</b>								
<b>Revenue</b>								
40 - TAXES	0.00	115,530.44	115,530.44	0.00%	0.00	223,839.95	223,839.95	0.00%
45 - OTHER REVENUE	4.17	2,010.72	2,006.55	48,118.71%	4.17	8,251.39	8,247.22	197,775.06%
49 - TRANSFER	0.00	0.00	0.00	0.00%	106,394.00	0.00	-106,394.00	-100.00%
<b>Revenue Total:</b>	<b>4.17</b>	<b>117,541.16</b>	<b>117,536.99</b>	<b>818,632.85%</b>	<b>106,398.17</b>	<b>232,091.34</b>	<b>125,693.17</b>	<b>118.13%</b>
<b>Fund 20 Total:</b>	<b>4.17</b>	<b>117,541.16</b>	<b>117,536.99</b>	<b>818,632.85%</b>	<b>106,398.17</b>	<b>232,091.34</b>	<b>125,693.17</b>	<b>118.13%</b>



Prior-Year Comparative Income Statement

For the Period Ending 02

Item 14.

Categor...	2021-2022 Feb. Activity	2022-2023 Feb. Activity	Feb. Variance Favorable / (Unfavorable)	Variance %	2021-2022 YTD Activity	2022-2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 79 - SEDA</b>								
<b>Revenue</b>								
40 - TAXES	64,729.96	72,000.75	7,270.79	11.23%	295,707.35	334,745.07	39,037.72	13.20%
43 - INTERGOVERNMENTAL	33,000.00	0.00	-33,000.00	-100.00%	33,000.00	0.00	-33,000.00	-100.00%
45 - OTHER REVENUE	57.65	4,294.35	4,236.70	7,349.00%	694.23	19,695.04	19,000.81	2,736.96%
<b>Revenue Total:</b>	<b>97,787.61</b>	<b>76,295.10</b>	<b>-21,492.51</b>	<b>-21.98%</b>	<b>329,401.58</b>	<b>354,440.11</b>	<b>25,038.53</b>	<b>7.60%</b>
<b>Expense</b>								
<b>Department: 790 - SEDA</b>								
51 - PERSONNEL	22,538.69	24,342.90	-1,804.21	-8.00%	99,873.68	108,550.96	-8,677.28	-8.69%
52 - CONTRACTUAL	4,371.50	8,668.87	-4,297.37	-98.30%	59,425.81	35,656.20	23,769.61	40.00%
53 - GENERAL SERVICES	239.76	2,993.72	-2,753.96	-1,148.63%	1,288.56	4,581.49	-3,292.93	-255.55%
54 - MACHINE & EQUIPMENT MAI	1,529.20	811.06	718.14	46.96%	1,674.33	1,154.97	519.36	31.02%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	42.22	60.72	-18.50	-43.82%
58 - GRANT DISBURSEMENTS	33,000.00	0.00	33,000.00	100.00%	34,125.00	191,738.71	-157,613.71	-461.87%
<b>Department 790 - SEDA Total:</b>	<b>61,679.15</b>	<b>36,816.55</b>	<b>24,862.60</b>	<b>40.31%</b>	<b>196,429.60</b>	<b>341,743.05</b>	<b>-145,313.45</b>	<b>-73.98%</b>
<b>Expense Total:</b>	<b>61,679.15</b>	<b>36,816.55</b>	<b>24,862.60</b>	<b>40.31%</b>	<b>196,429.60</b>	<b>341,743.05</b>	<b>-145,313.45</b>	<b>-73.98%</b>
<b>Fund 79 Surplus (Deficit):</b>	<b>36,108.46</b>	<b>39,478.55</b>	<b>3,370.09</b>	<b>9.33%</b>	<b>132,971.98</b>	<b>12,697.06</b>	<b>-120,274.92</b>	<b>-90.45%</b>
<b>Total Surplus (Deficit):</b>	<b>-857,092.63</b>	<b>-3,673,852.64</b>	<b>-2,816,760.01</b>	<b>-328.64%</b>	<b>7,869,073.45</b>	<b>927,569.16</b>	<b>-6,941,504.29</b>	<b>-88.21%</b>

**Fund Summary**

Fund	2021-2022		Feb. Variance		2022-2023		YTD Variance	
	Feb. Activity	Feb. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	-45,931.52	-171,294.70	-125,363.18	-272.93%	6,389,717.09	5,472,218.30	-917,498.79	-14.36%
02 - WATER AND WASTEWATE...	-830,043.85	-2,369,896.24	-1,539,852.39	-185.51%	-128,290.37	-3,564,000.52	-3,435,710.15	-2,678.07%
03 - SANITARY LANDFILL FUND	33,433.04	49,913.78	16,480.74	49.29%	86,068.95	8,205.13	-77,863.82	-90.47%
04 - AIRPORT FUND	2,708.96	1,960.65	-748.31	-27.62%	23,841.29	32,366.60	8,525.31	35.76%
05 - STORM WATER DRAINAGE...	296,562.71	-301,515.65	-598,078.36	-201.67%	715,099.91	133,352.26	-581,747.65	-81.35%
07 - HOTEL OCCUPANCY TAX F...	13,286.47	10,506.14	-2,780.33	-20.93%	92,686.12	98,309.19	5,623.07	6.07%
08 - DEBT SERVICE FUND	-367,113.11	-888,130.17	-521,017.06	-141.92%	-151,136.14	-644,543.21	-493,407.07	-326.47%
10 - CAPITAL PROJECTS FUND	492.90	-167,139.61	-167,632.51	-34,009.44%	594,653.61	-863,854.42	-1,458,508.03	-245.27%
11 - CHILD SAFETY FUND	100.28	278.45	178.17	177.67%	1,022.98	1,247.92	224.94	21.99%
12 - COURT TECHNOLOGY FU...	516.89	1,152.10	635.21	122.89%	3,249.70	5,035.45	1,785.75	54.95%
13 - PUBLIC SAFETY FUND	2,781.97	3,292.90	510.93	18.37%	2,790.16	4,444.06	1,653.90	59.28%
20 - TAX INCREMENT FINANCI...	4.17	117,541.16	117,536.99	818,632.85%	106,398.17	232,091.34	125,693.17	118.13%
79 - SEDA	36,108.46	39,478.55	3,370.09	9.33%	132,971.98	12,697.06	-120,274.92	-90.45%
<b>Total Surplus (Deficit):</b>	<b>-857,092.63</b>	<b>-3,673,852.64</b>	<b>-2,816,760.01</b>	<b>-328.64%</b>	<b>7,869,073.45</b>	<b>927,569.16</b>	<b>-6,941,504.29</b>	<b>-88.21%</b>



## REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
 Tuesday, March 07, 2023 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, March 07, 2023, 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 Justin Haschke  
 Council Member Lon Reisman  
 Council Member Bob Newby  
 Council Member Ricky Thurman  
 Council Member David Baskett  
 Council Member Gerald Cook  
 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 Regular City Council Meeting to order at 5:30 PM.

#### PLEDGES OF ALLEGIANCE

Councilman David Baskett led the pledges to the flags of the United States and the State of Texas.

#### INVOCATION

Reverend Kory Koch with Oakdale Methodist Church voiced the invocation.

#### PRESENTATIONS AND RECOGNITIONS

##### **Proclamation for Texas Treasure Award for Bruner Motors**

Mayor Svien 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;** Dwain and Carolyn Bruner opened their first dealership in 1962 in Wolfe City, Texas; and

**WHEREAS;** Dwain Bruner was approached by General Motors to acquire the Chevrolet dealership in Stephenville, Texas in 1969. Dwain and Carolyn visited Stephenville and knew immediately that this town would be a great place to raise their family and grow the business; and

**WHEREAS;** For over 50 years, Bruner Motors car dealership has been devoted to providing the same friendly customer service in Stephenville; and

**WHEREAS;** The Bruner Chevrolet dealership has been a staple on the South Loop since it opened in 1970; and

**WHEREAS;** In 2023, Bruner Motors celebrates 60 years as a Chevrolet dealer; 39 years as a Chrysler, Dodge, Ram, Jeep dealer; 32 years as a Buick, GMC, and Cadillac dealer; and 15 years as a Toyota dealer. The Bruner family continues to play active in the Stephenville community, supporting many organizations and events each year; and

**WHEREAS;** The Bruner family mirrors their values through the integrity in which they continue to run their business. As a strong supporter of many local causes, Bruner Motors is a wonderful community partner.

NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, do hereby issue this Proclamation of Recognition to Bruner Motors in recognition of **THE TEXAS TREASURE AWARD**.

The Proclamation was accepted by Greg and Lynda Bruner and Gwyn and Jeff Schneck. Margaret Hoogstra and Tammie Virden from the Texas Historical Commission's Texas Forts Trail were present to celebrate the Bruner family.

### **Proclamation for Kidney Health and Cancer Awareness Month**

Mayor Svien read the following proclamation:

**WHEREAS,** healthy kidneys are essential for regulating our bodies by removing fluids, waste, and toxins. Kidneys release hormones that help regulate blood pressure, produce red blood cells and strengthen our bones; and

**WHEREAS** the precise cause of kidney cancer is unknown, however, the two main causes of kidney failure are diabetes and high blood pressure, which are responsible for more than seventy percent of all kidney failure cases. Therefore, kidney failure and disease can often be delayed or prevented; and

**WHEREAS** the advances in diagnosis and procedures such as radiation and chemotherapy create an opportunity for kidney cancer patients to live longer; and

**WHEREAS** during Kidney Health and Cancer Awareness Month, we ask the residents of Stephenville to raise awareness and encourage all patients with diabetes and hypertension to be screened regularly for kidney disease. If detected and caught early, the treatment is likely to be more effective.

NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, do hereby proclaim MARCH as KIDNEY HEALTH AND CANCER AWARENESS MONTH throughout the City of Stephenville and encourage all our citizens to support the cause of raising awareness of kidney health and cancer.

## CITIZENS GENERAL DISCUSSION

Joleen Skipworth, 841 East South Loop, owner of The Ville Towing addressed the Council regarding towing and parking in Stephenville.

## REGULAR AGENDA

### 1. Consider Approval of Professional Service Agreement with Fred Parker Company, Inc.

City Manager Jason King presented this item at tonight's Regular Council Meeting. At this time, the city needs an architect for the Senior Citizen's Center. Staff recommends entering a Professional Service Agreement with Fred Parker Company, Inc. of Stephenville, Texas.

MOTION by Mark McClinton, second by Justin Haschke, to approve the Professional Service Agreement as presented and authorized staff to negotiate a deliverables timeline to add to the contract. MOTION CARRIED unanimously.

## PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

### 2. Case No.: PD2021-002 UPDATE

**Applicant Reece Flanagan, representing Troy Kunkel of Cowtown Properties, pursuant to the requirements set forth by Section 154.08 of the City of Stephenville Zoning Ordinance, is presenting an update and requesting an extension of the development schedule for the Planned Development located at 525 W Collins, Parcel R33237, of SHAPARD & COLLINS; BLOCK 6; LOTS 1 & 2 & A0032 BLAIR JOHN, of the City of Stephenville, Erath County, Texas**

Director Steve Killen presented this item at tonight's Regular Council Meeting. The Planning and Zoning Commission convened on October 20, 2021, and by a unanimous vote of 7/0, recommended the City Council approve the rezoning request. Subsequently, on November 2, 2021, the City Council approved Ordinance No. 2021-O-38, rezoning the property from Industrial District (I) to Planned Development District.

Although construction has not started to date, a Civil Plan Set was submitted in May 2022. Multiple reviews have been provided with the most recent dated January 24, 2023. The plan set is pending approval contingent upon completion of review comments.

Most recently, the Planning and Zoning Commission convened on February 15, 2023, to receive an update from the applicant regarding the status of the Planned Development. No public input was received. The Commission voted 6-0-1 to approve the updated Development Schedule and recommend to Council.

### 2. Consider Approval of Ordinance Establishing a Development Schedule for Planned Development District (PD) located at 525 W Collins, Parcel R33237, of SHAPARD & COLLINS; BLOCK 6; LOTS 1 & 2 & A0032 BLAIR JOHN, of the City of Stephenville, Erath County, Texas

MOTION by Gerald Cook, second by Ricky Thurman, to approve Ordinance No. 2023-O-06 establishing a development schedule for Planned Development District (PD) located at 525 W Collins, Parcel R33237, of SHAPARD & COLLINS; BLOCK 6; LOTS 1 & 2 & A0032 BLAIR JOHN, of the City of Stephenville, Erath County, Texas. MOTION CARRIED unanimously.

**4. Case No.: PD2021-003, 2021-004 and 2021-005 - UPDATE**

**Applicant Reece Flanagan, representing Troy Kunkel of 598 Westwood, LLC, pursuant to the requirements set forth by Section 154.08 of the City of Stephenville Zoning Ordinance, is presenting an update and requesting an extension of the development schedule for the Planned Development located at 817 W. Washington, Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, Parcel R29581, of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5) and 873 W. Washington, Parcel R29580, of CITY ADDITION, BLOCK 62; LOT 3, of the City of Stephenville, Erath County, Texas**

Director Steve Killen presented this item at tonight's Regular Council Meeting. The Planning and Zoning Commission convened on November 17, 2021, and by a vote of 5/1, recommended the City Council approve the rezoning request. Subsequently, on December 7, 2021, the City Council approved Ordinance No. 2021-O-42 rezoning the property from Retail and Commercial District (B-2) to Planned Development District. To date, no civil or building plans have been submitted for review.

Most recently, the Planning and Zoning Commission convened on February 15, 2023, to receive an update from the applicant regarding the status of the Planned Development. No public input was received. The Commission voted 6-0-1 to approve the updated Development Schedule and recommend to Council.

**5. Consider Approval of Ordinance Establishing a Development Schedule for Planned Development District (PD) located at 817 W. Washington, Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, Parcel R29581, of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5) and 873 W. Washington, Parcel R29580, of CITY ADDITION, BLOCK 62; LOT 3, of the City of Stephenville, Erath County, Texas**

MOTION by Mark McClinton, second by Gerald Cook to approve Ordinance No. 2023-O-07 establishing a development schedule for Planned Development District (PD) located at 817 W. Washington, Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, Parcel R29581, of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5) and 873 W. Washington, Parcel R29580, of CITY ADDITION, BLOCK 62; LOT 3, of the City of Stephenville, Erath County, Texas. MOTION CARRIED unanimously.

**NOMINATIONS COMMITTEE**

Lonn Reisman, Chair

**6. Nominations Committee Report from February 21, 2023**

Committee Chair Lonn Reisman presented this item at tonight's Regular Council Meeting.

Agenda Item 1: Discuss Vacancies and Annual Appointments for the Senior Citizen Advisory Board

The committee met on February 21, 2023, to review applications for a vacancy on the Senior Citizen Advisory Board. MOTION by Lonn Reisman, second by LeAnn Durfey, to move the nomination of Rhea Marrs for the Senior Citizen Advisory Board to full Council. MOTION CARRIED unanimously.

**7. Consider Approval of Appointment to Senior Citizen Advisory Board**

Committee Chair Lonn Reisman presented this item in the Nominations Committee Report at tonight's Regular Council Meeting.

MOTION by Lonn Reisman, second by David Baskett, to approve the appointment on Rhea Marrs to the Senior Citizen Advisory Board. MOTION CARRIED unanimously.

## TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

### 8. Tourism and Visitors Bureau Committee Report from February 21, 2023

Tourism and Visitors Bureau Manager Michaela Bierman presented this item at tonight's Regular Council Meeting.

#### Agenda Item 3: Consider Approval for LJT Shuttle HOT Funds Application

Staff presented the HOT Funds Application for the 2023 Larry Joe Taylor Music Festival Shuttles to the committee. The amount applied for is \$15,000. This event is currently a line item in the Tourism budget in the amount of \$10,000. The additional \$5,000 can be used from the 'Undesignated Grant Funds' line item in the budget.

The shuttle report for the 2022 LJT Festival states that there was a total of 378 transports during the event. Passengers on the shuttles included ticketholders, sponsors and their clients, VIP guests, vendors, artists, and band bus drivers all staying in local hotels.

The estimated costs for the \$15,000 are:

1. Shuttle Rental (4 shuttles) - \$1,700 per shuttle for the week (total of \$6,800)
2. 4 drivers - \$450/day per driver, avg. 10 hours per day (total of \$7,200)
3. Cost of fuel (\$100/day per shuttle) – (total \$1,600)
4. Meals/lodging for drivers - \$150/day (\$600)
5. \$120 for hotel displays
6. \$100-150 for social media ads

An increase in shuttle transports is expected as more guests are aware of its purpose and availability during the event timeframe. LJT brings in over 45,000 visitors to Stephenville every year and is one of the leading economic and tourism events in the community.

MOTION by LeAnn Durfey, second by Gerald Cook, to forward the HOT Funds Application to full Council with a positive recommendation. MOTION CARRIED unanimously.

### 9. Consider Approval of LJT Shuttle HOT Funds Application

Tourism and Visitors Bureau Manager Michaela Bierman presented this item in the Tourism and Visitors Bureau Committee Report at tonight's Regular Council Meeting.

MOTION by LeAnn Durfey, second by Bob Newby to approve the LJT Shuttle HOT Funds Application as presented. MOTION CARRIED unanimously.

## PUBLIC WORKS COMMITTEE

Mark McClinton, Chair

### 10. Public Works Committee Report from February 21, 2023

Committee Chair Mark McClinton and Public Works Director Nick Williams presented this item at tonight's Regular Council Meeting.

#### Agenda Item 6: Review Rate Increase Proposal from Waste Connections

The proposed rate adjustment and corresponding amendment to the exclusive franchise agreement with Waste Connections for the collection, hauling, and disposal of solid waste was discussed. It was noted the calculated, contractual CPI rate of 6.92% and landfill disposal rate of 2.39% would result in an overall increase is 9.31%. It was noted the rates for residential and commercial polycarts would increase by \$1.19 and \$1.93 per month respectively with twice per week residential pickup and bulky item services to remain. It was also noted that the disposal rates would increase for Waste Connections at the Stephenville Landfill which could be expected to generate over \$16,000 in additional annual revenue for the city's landfill. Additionally, the rate increase for the Stephenville wastewater treatment plant would be delayed until October in order to maintain the approved FY22-23 budget.

Following discussion, a motion was made by Mr. Thurman, seconded by Mrs. Durfey, to forward a positive recommendation to the full council to approve the requested rates as presented. The committee voted unanimously to forward a positive recommendation to the full council to approve the proposed rates as presented.

#### Agenda Item 7: Drainage and Stormwater Discussion

Chairman McClinton spoke about current stormwater drainage requirements and solicited feedback from the committee and council. Staff noted some internal tools to be tested via policy to include a checklist to be turned in with development submittals as well as a standard spreadsheet to assist developer's engineers with the submittal format and decrease review time. There was also discussion among committee and council members about the inclusion of stormwater criteria and projects as it relates to the upcoming review of the comprehensive plan. Additionally, it was noted the most recent capital improvements plan identified over \$53 million in stormwater-related projects. Committee

Following discussion, no action was taken. It was noted the topic was introduced for discussion purposes and to solicit feedback.

### 11. Consider Approval of Waste Disposal Rates from Waste Connections

Committee Chair Mark McClinton and Public Works Director Nick Williams presented this item in the Public Works Committee Report at tonight's Regular Council Meeting.

MOTION by Mark McClinton, second by Ricky Thurman, to approve the waste disposal rates from Waste Connections as presented. MOTION CARRIED unanimously.

## DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

### 12. Development Services Committee Report from February 21, 2023

Committee Chair Gerald Cook presented this item at tonight's Regular Council Meeting.

#### Agenda Item 8: General Discussion Relating to Rezoning Requests and City Council Actions

Chairman Cook presented an overview of rezoning requests within high traffic areas. The Committee discussed rezone requests relating to commercial properties to determine how to best consider those requests. Mr. King, City Manager, stated that any revisions to the process would still leave the decision for each Council member to vote in respect to their interpretation of the highest and best use of the



property. It was decided that the best approach would be to address this concern during the update to the Comprehensive Plan. No formal action was taken.

Agenda Item 9: Discuss Comprehensive Plan and Update on Requests for Proposals

The Committee requested an update on the Comprehensive Plan. Staff responded that Five Requests for Qualifications had been received and under evaluation. The target was select the top three submittals for further review and update the Development Services Committee of findings. The Development Services Committee will then provide a recommendation to the full City Council by March 7, 2023. No formal action was taken.

Agenda Item 10: Discuss Ordinance Adopting Extended Hours for the Sale and Offer to Sell Mixed Alcoholic Beverages by a Holder of a Mixed Beverages Late Hours Permit

Mr. King, City Manager, provided an overview of a recent inquiry by a local business owner involving the sale of Mixed Beverages to extend business hours. Mr. King stated the City Council could consider an ordinance to allow extended hour sales. Such ordinance would be for all properly licensed establishments. The Committee requested additional information from the Police Department in how extended hours could impact public safety. No formal action was taken.

**13. Development Services Committee Report from March 7, 2023**

Committee Chair Gerald Cook presented this item at tonight's Regular Council Meeting.

Agenda Item 1: Discuss Comprehensive Plan and Update on Requests for Proposals

Last Fiscal Year, the City Council allotted funding to engage consulting services to update the City's Comprehensive and Thoroughfare Plans. A Request-for-Proposals was issued with a submittal due date of February 15, 2023. Five firms submitted packets and a four-member Panel was formed to evaluate the submittals. The Panel selected the top three firms and conducted virtual interviews on March 3, 2023. Based on the actions described above, the Development Services Committee is presenting the following for Council consideration:

1. Authorize staff to pursue negotiations with two firms, Verdunity and Lionheart Places. Verdunity will be contacted to perform the fiscal analysis/cost impact of our current and future development trends. Lionheart will be contacted to perform the remaining components of the plan. Based on provided references, these firms have worked together on similar projects in the past and both were highly recommended for the respected roles.
2. If Verdunity and Lionheart decline a joint effort project, authorize staff to enter negotiations with the selected firm to perform the entire project.

Should staff be authorized to proceed, the Development Services Committee is targeting the April City Council meeting for a recommendation on the award(s) of contract.

MOTION by Mark McClinton, second by David Baskett, to recommend to Council for staff to negotiate with both firms as discussed. MOTION CARRIED unanimously.

MOTION by Mark McClinton, second by David Baskett, to recommend to Council for staff to negotiate with Lionheart as presented if the joint effort project is declined. MOTION CARRIED unanimously.

**14. Consider Approval of a Firm for the Updates to the Comprehensive and Thoroughfare Plans**

Development Services Committee Chair Gerald Cook presented this item in the Development Services Committee Report for March 7, 2023, at tonight's Regular Council Meeting.

MOTION by Gerald Cook, second by Mark McClinton, to authorize staff to negotiate with both firms, Verdunity or Lionheart, or only one of the firms as presented by the Development Services Committee. MOTION CARRIED unanimously.

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

Bob Newby, Chair

### **15. Public Health and Safety Committee Report from February 21, 2023**

Stephenville Fire Department Chief Robert Isbell and Stephenville Police Department Chief Dan Harris presented this item at tonight's Regular Council Meeting.

#### Agenda Item 12: Consider Approval of a FEMA SAFER Grant Application

The Stephenville Fire Department seeks approval to submit an application for the Staffing for Adequate Fire and Emergency Response (SAFER) grant program. The Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program provides funding directly to fire departments representing the interests of increasing the number of firefighters to help fire departments meet industry minimum standards. The request would be for three (3) firefighters to be funded for three (3) years. This is a no cost share grant for a three (3) year period. The city would absorb the cost at the beginning of year four (4). \$656,685 over the three-year period.

MOTION by Ricky Thurman, second by LeAnn Durfey, to forward the approval of a FEMA SAFER Grant Application with a positive recommendation to Council. MOTION CARRIED unanimously.

#### Agenda Item 14: Tow Fee Study

Stephenville Police Department (SPD) Chief Dan M. Harris, Jr. and SPD Traffic Sergeant Robert Moore presented the results of the SPD Tow Fee Study. The presentation involved both incident management and private property tow fee regulation recommendations based upon cities throughout the state of Texas. Further discussion involved private property visitor parking, due process, and tow companies working on commissions.

MOTION by Bob Newby, second by Ricky Thurman, to modify the towing ordinance to include regulatory fees and to bring this recommendation to full council on March 7, 2023, or at a later date. MOTION CARRIED unanimously.

### **16. Consider Approval of Application for a SAFER Grant**

Stephenville Fire Department Chief Robert Isbell presented this item in the Public Health and Safety Committee Report at tonight's Regular Council Meeting.

MOTION by Ricky Thurman, second by Bob Newby, to approve the application for a SAFER Grant as presented. MOTION CARRIED unanimously.

## **FINANCE COMMITTEE**

Justin Haschke, Chair

### **17. Finance Committee Report from February 21, 2023**

Finance Committee Chair Justin Haschke presented this item at tonight's Regular Council Meeting.

#### Agenda Item 4: Review and Approve Write-off of Uncollectible Accounts

Staff presented the list of uncollectible inactive utility accounts with last bill dates from 1997 to 2014 totaling \$501,180.11 which have had no activity in 8 years.

MOTION by Ricky Thurman, second by David Baskett, to approve the write-off of uncollectible utility accounts as presented. The motion passed with a positive recommendation to forward the item to Council for approval.

Agenda Item 5: Discuss Solid Waste Collection During Recent Weather Event

Council discussed the interruption in garbage service during the severe winter weather occurring January 30th through February 3rd and citizen requests for credit on the utility bill. Safety concerns for the garbage service drivers was discussed, as well as the steps Waste Connections took to provide service immediately following the weather event. No action was taken.

**18. Consider Approval to Write-off of Uncollectible Utility Accounts**

Finance Committee Chair Justin Haschke presented this item in the Finance Committee Report at tonight’s Regular Council Meeting.

MOTION by Justin Haschke, second by LeAnn Durfey, to approve the write-off of uncollectible utility accounts as presented. MOTION CARRIED unanimously.

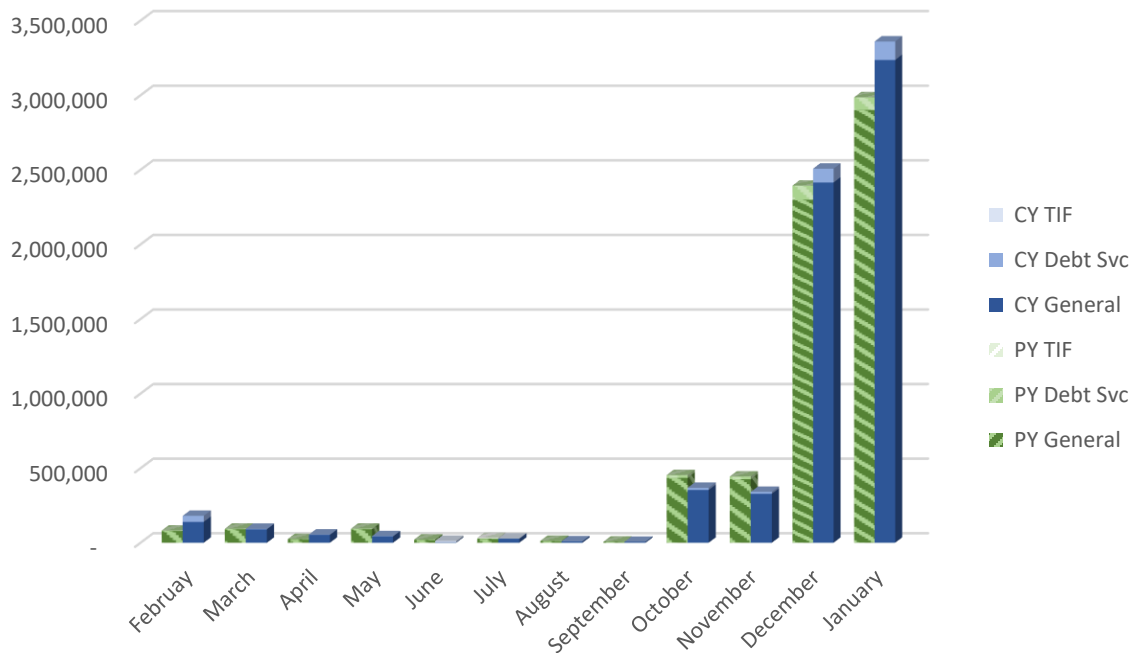
**FINANCIAL REPORTS**

Monica Harris, Director of Finance

**19. Monthly Budget Report for the Period Ending January 31, 2023**

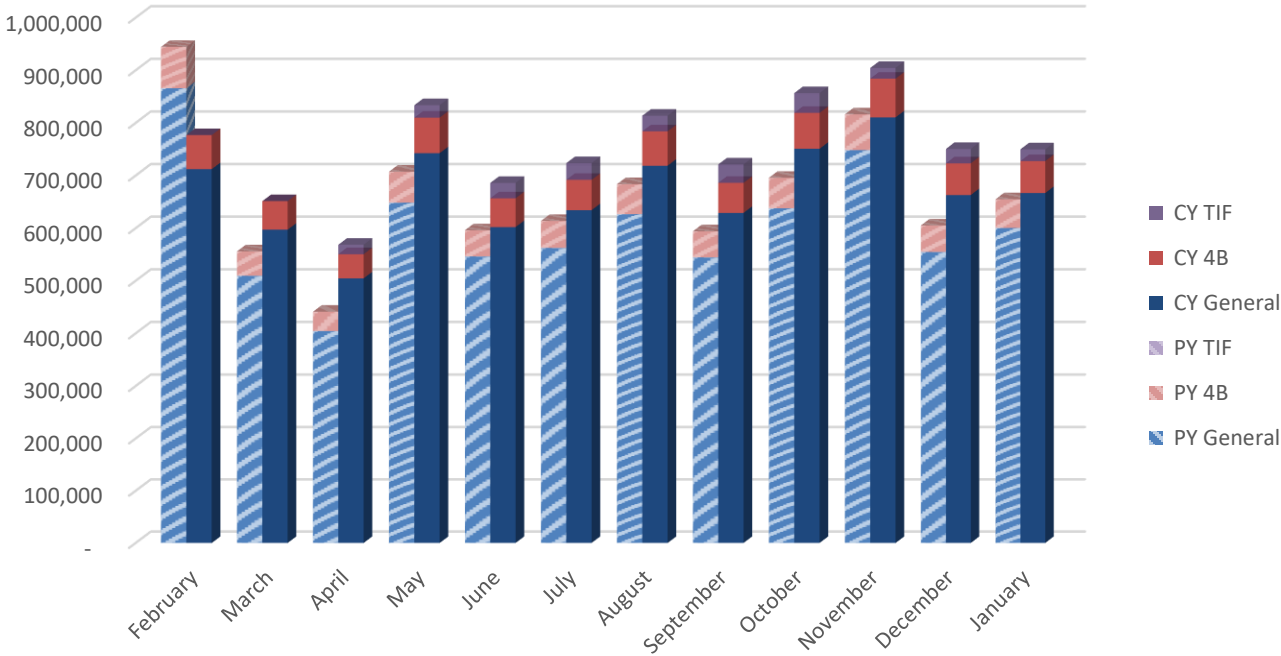
In reviewing the financial statements ending January 31, 2023, the financial indicators are overall as or better than anticipated.

Property Tax Collections  
2 year 12 month rolling comparison

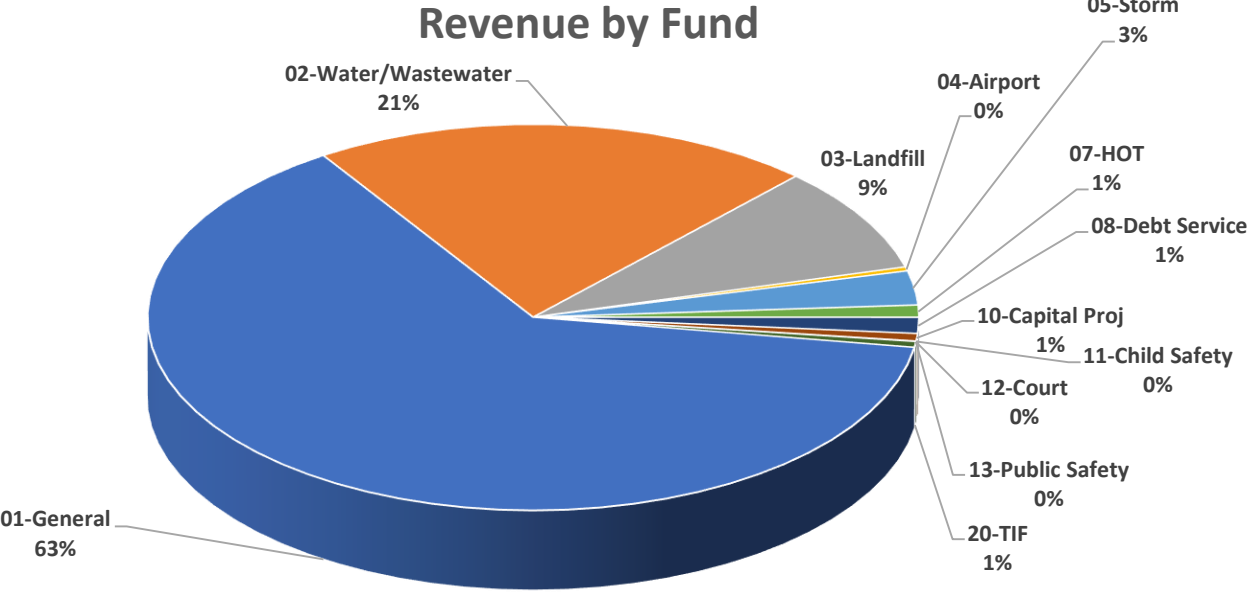


We received \$3.4 million in property taxes in the month of January, resulting in \$299K increase over funds collected last fiscal year to date. The amount collected is almost 90% of budget, which is \$352K less than anticipated.

### Sales and Use Tax 2 year 12 month rolling comparison

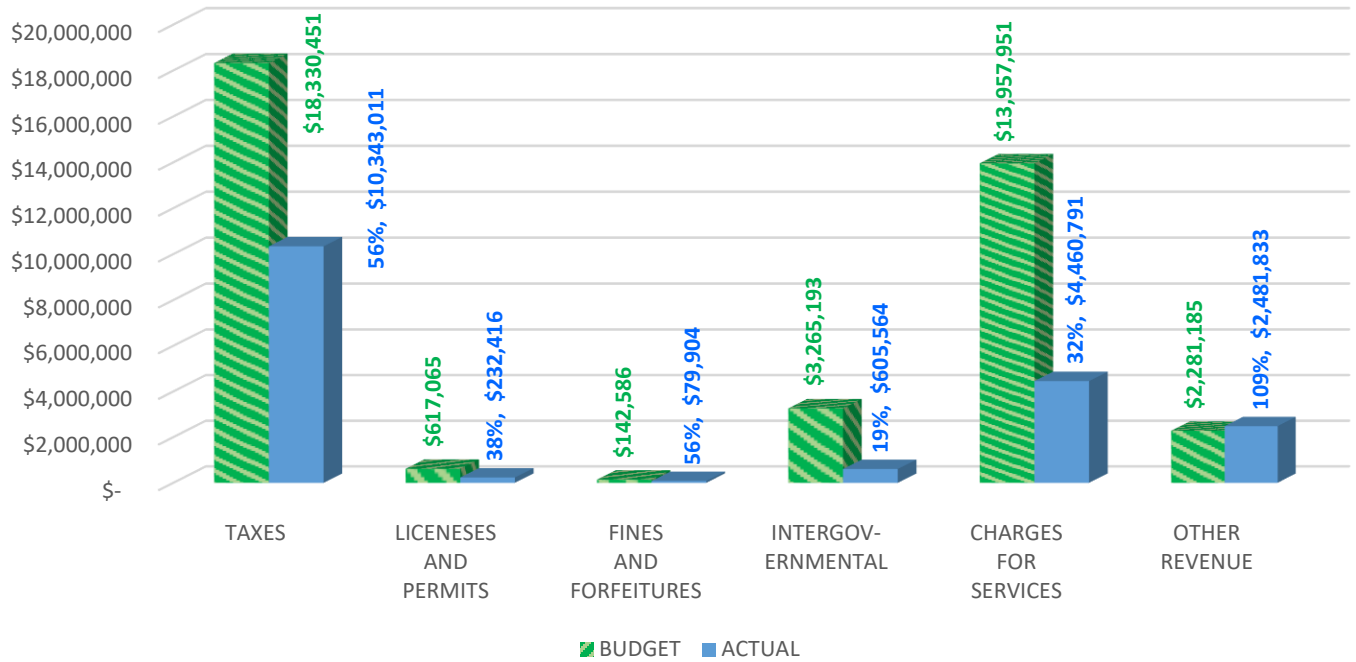


We received \$750K in sales tax in January, resulting in \$490K or 18% more than the funds collected last fiscal year to date. The amount collected is 36% of the \$9 million budget, which is \$227K higher than anticipated.



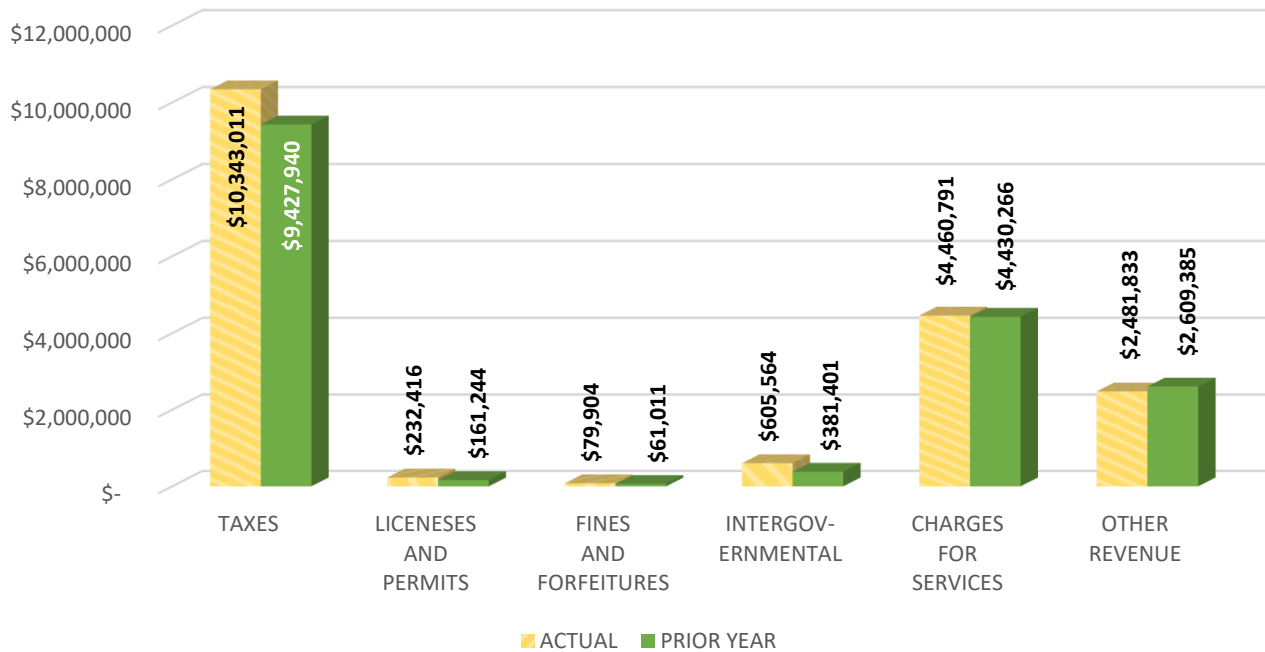
Most of the revenue received to date is in the General Fund at 63%, Water/Wastewater Fund at 21%, and Landfill at 9%.

## Revenue - Budget vs Actual

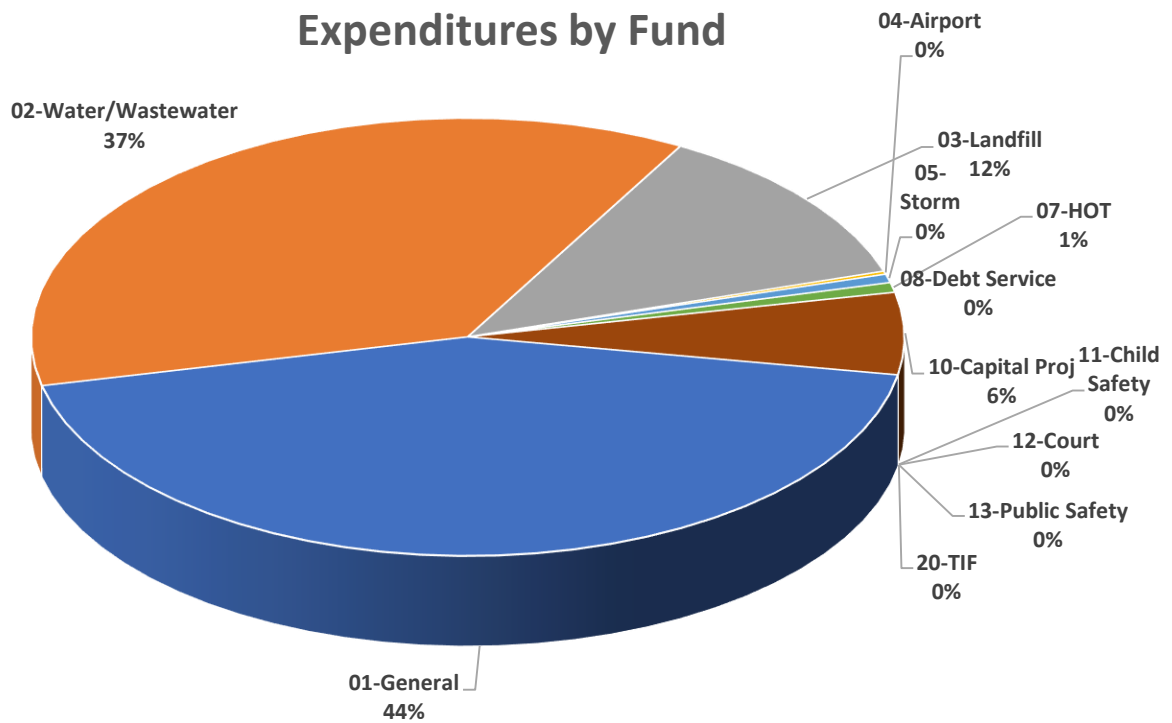


We have received 47% of the total budgeted revenues, which is over \$1.8 million more than anticipated due to debt proceeds and interest income.

## Revenue - Prior Year Comparison

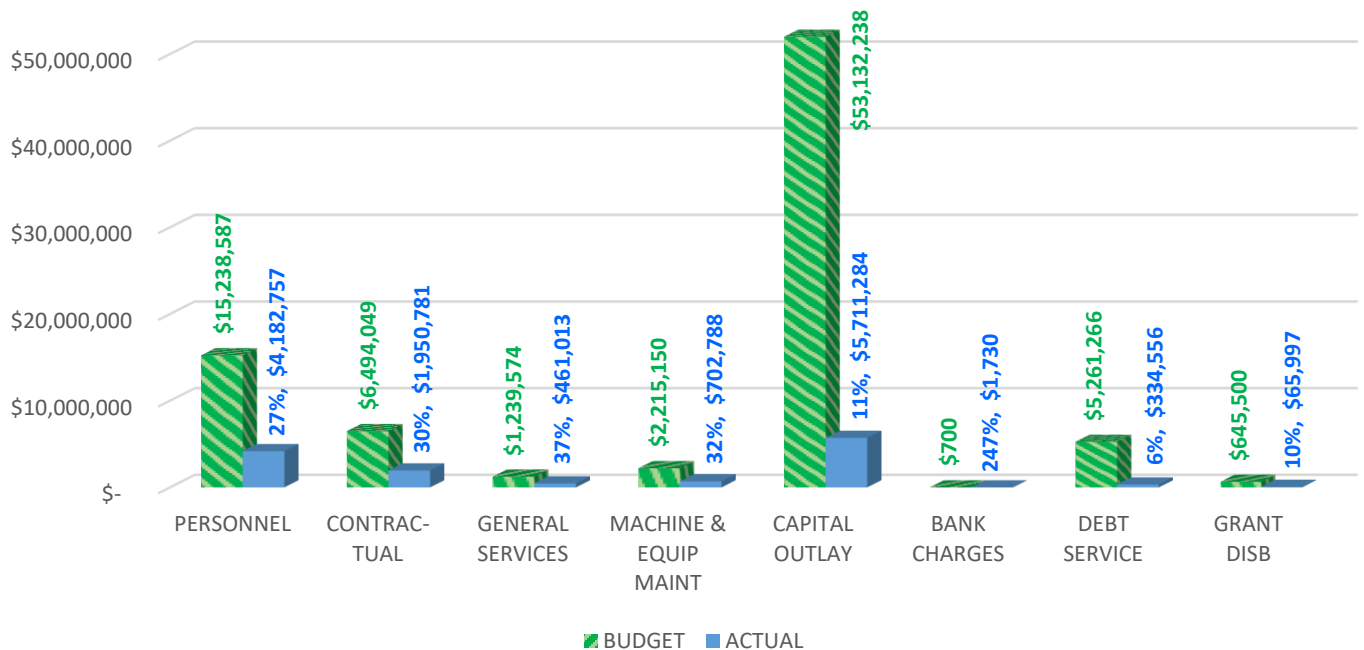


We received \$1.1 million more in revenue than last year due to taxes and intergovernmental revenue.



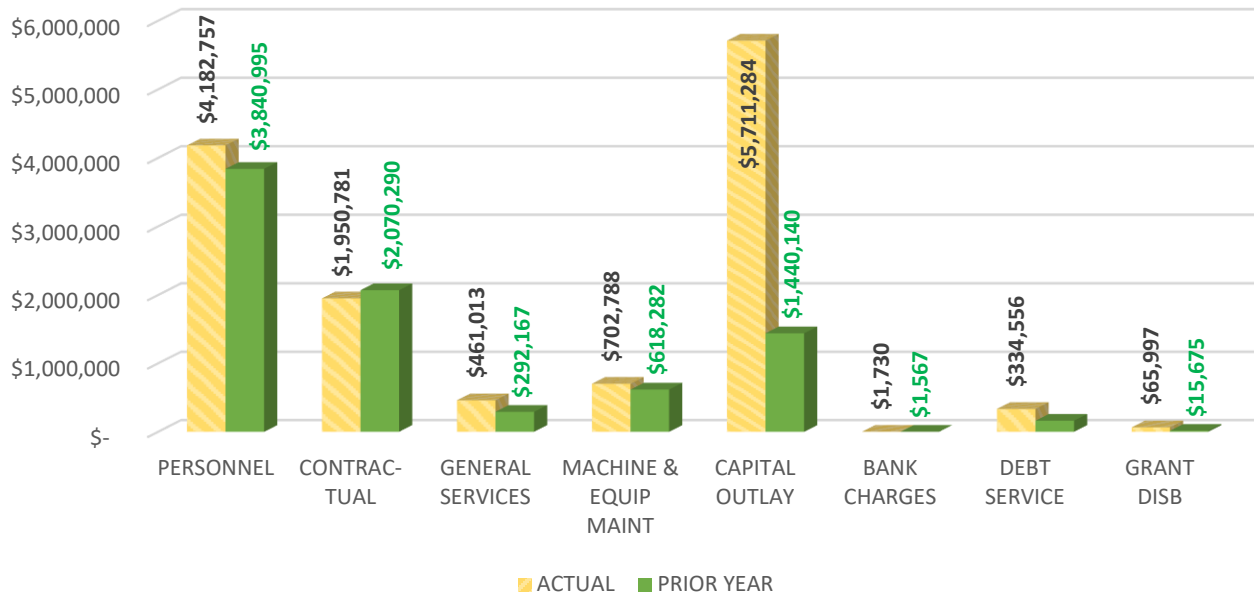
Most of the expenditures are in the General Fund at 44%, Water/Wastewater at 37%, and Landfill at 12%.

### Expenditures - Budget vs Actual



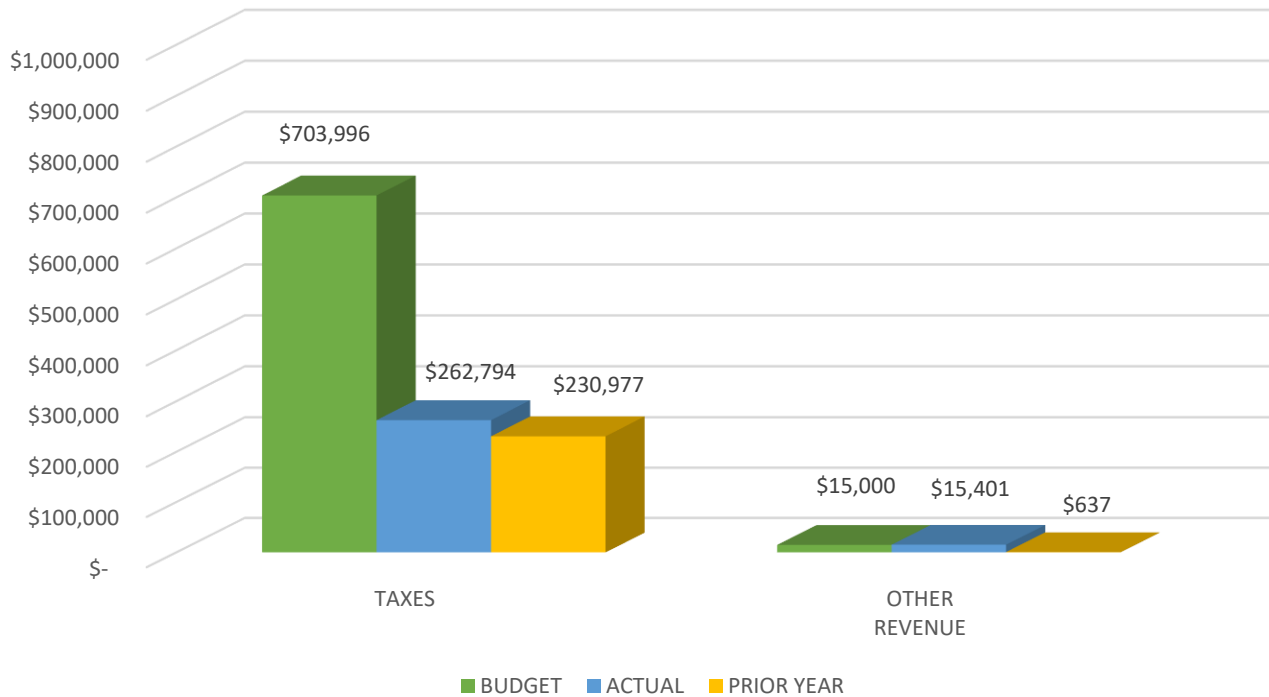
We have expended 16% of the total budgeted expenditures, which is more than \$12 million less than anticipated due to personnel, contractual and capital projects.

## Expenditures - Prior Year Comparison



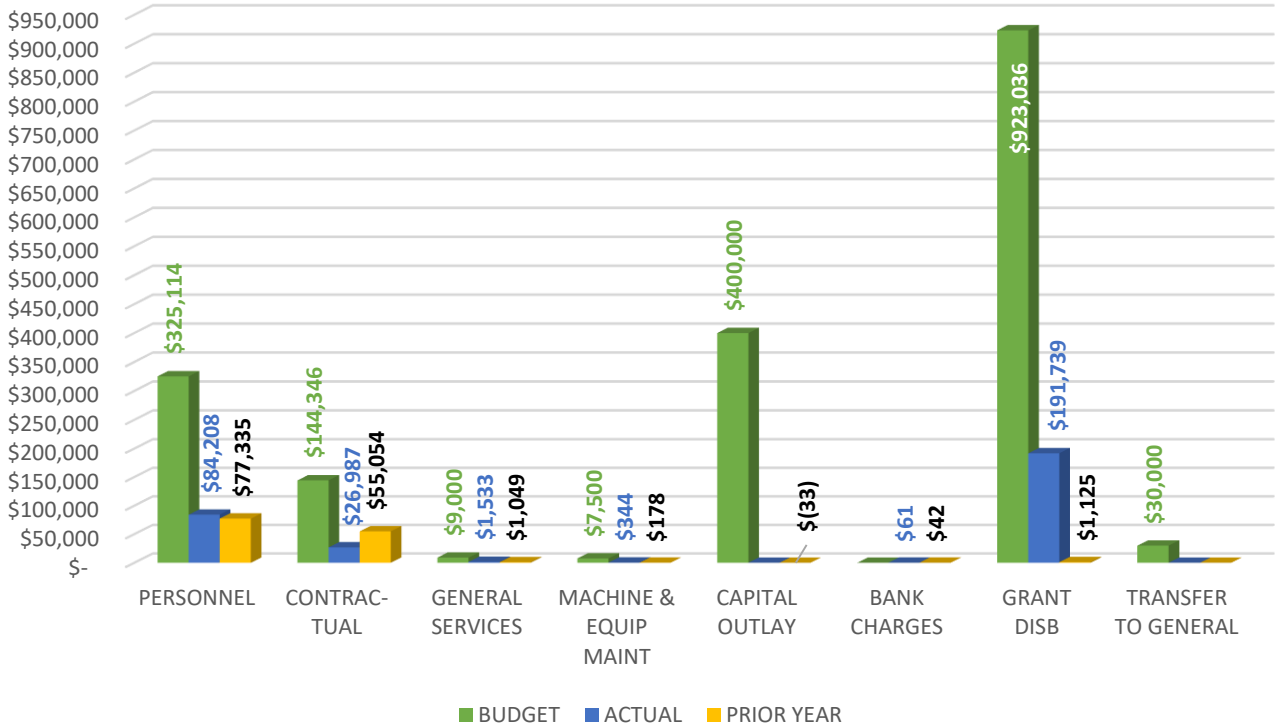
We spent almost \$5 million more in expenditures than last year, the bulk of which is personnel and capital outlay.

## SEDA Revenue Comparison



SEDA has received an overall 39% of budgeted revenue through January, which is \$47,000 more than last year and \$47,000 more than anticipated.

## SEDA Expenditure Comparison



SEDA has spent an overall 17% of budgeted expenditures, which is \$170,000 more than last year due to grant disbursements but \$316K less than anticipated.

**STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT**

Jeff Sandford, Executive Director

SEDA Executive Director Jeff Sandford did not have an update for tonight’s Regular Council Meeting.

**CONSENT AGENDA**

- 20. Consider Approval of Minutes - February 7, 2023 - Regular Meeting**
- 21. Consider Approval of Minutes - February 21, 2023 - Special Meeting**
- 22. Consider Approval of a Revised Order of Election for May 6, 2023 Election**
- 23. Consider Approval of Expenditure of Funds for Repairs at Splashville**

MOTION by Ricky Thurman, second by Mark McClinton, to approve all Consent Agenda items as presented.  
 MOTION CARRIED unanimously.

**COMMENTS BY CITY MANAGER**

City Manager Jason King announced the new City of Stephenville App. This can be found in the Apple or Android App Store under ‘Stephenville App’. The App can be used to view and pay water bills, find contacts, read meeting agendas and minutes, report issues to Public Works and much more.

**COMMENTS BY COUNCIL MEMBERS**

Leann Durfey bragged on the Stephenville community on being music friendly. The Buckles and Bugs Festival on March 4, 2023, was a great event. Thank you to all who went out to the event.



Ricky Thurman shared kudos to Monica Harris, Finance Director, and the IT team that helped with the development and launch of the Stephenville App. He also shared raves about the Buckles and Bugs Festival and other events from the past weekend.

David Baskett congratulated the local schools for making it in playoffs.

Mayor Doug Svien congratulated the Bruner family on their Texas Treasure Award. He also shared a brief update on the Senate Bill 3 about ad valorem tax relief.

## **ADJOURN**

### **Mayor Svien adjourned the Regular City Council Meeting at 6:22 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



## SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, March 21, 2023 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on March 21, 2023 at 5:30 PM, 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 Lonn Reisman
- Council Member Bob Newby
- Council Member Ricky Thurman
- Council Member David Baskett
- Council Member Gerald Cook
- Council Member Mark McClinton

**COUNCIL ABSENT:**

**OTHERS ATTENDING:**

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

**CALL TO ORDER**

The Mayor called the Special City Council Meeting to order at 5:30 PM.

**PRESENTATIONS**

**1. Proclamation Recognizing March as National Athletic Training Month**

Mayor Svien read the following proclamation:

***WHEREAS**, the National Athletic Trainers Association was founded in 1950 as an organization committed to the education of its members and the enhancement of the profession of athletic training, creating better health care for the population it serves; and*

***WHEREAS**, athletic trainers from collegiate, and high school teams; physician offices; and rehabilitation clinics work together to promote and practice the profession of athletic training within Stephenville, Texas; and*

**WHEREAS**, athletic trainers have a long history of providing quality health care for athletes and persons engaged in regular physical activity; and

**WHEREAS**, athletic trainers are highly skilled health care professionals who specialize in immediate, acute and emergency care; examination, assessment and diagnosis; injury prevention; risk management; therapeutic intervention; and rehabilitation of injury and illness; and

**WHEREAS**, the National Athletic Trainers' Association represents and supports more than 45,000 members of the athletic training profession, including more than 3,819 athletic trainers in the State of Texas; and

**WHEREAS**, leading organizations concerned with athletic training and health care have united in a common commitment to raise public awareness of the importance of the profession of athletic training and the role of athletic trainers in the provision of quality health care services; and

**WHEREAS**, it is the desire of the City of Stephenville, Texas to promote improved health care for athletes and all of those who engage in physical activity.

NOW, THEREFORE, I, Doug Svien, Mayor of Stephenville, do hereby proclaim the month of March as National Athletic Training Month, and call upon residents of Stephenville to join me in recognizing athletic trainers for their honorable work in keeping the community healthy.

Proclamation was received by Dr. Rachel Smith, Assistant Professor, Department of Health & Human Performance, Tarleton State; Brant Berkstresser, Associate Athletic Director for Sports Medicine, Tarleton State; Charity McCright, Program Coordinator, Tarleton Sports Medicine; Alexis De los Santos, MSAT student, Tarleton State; Jonathon Brierly, MSAT student, Tarleton State.

The Mayor recessed the Special City Council Meeting to the Council Committee Meeting at 5:33 PM.

The Mayor reconvened the Special City Council Meeting at 6:23 PM.

## **REGULAR AGENDA**

### **2. Revised Order of Election for May 6, 2023 Election**

City Secretary Sarah Lockenour presented this item at tonight's Special City Council Meeting.

At the Regular Council Meeting March 7, 2023, Council approved the Amended Order of Election for May 6, 2023. The County has since revised the Early Voting Hours. The Extended Hours were scheduled for Monday, April 24 and Monday, May 1 from 7:00 AM to 7:00 PM. The revised Extended Hours are only Friday, April 28 from 7:00 AM to 7:00 PM. Staff requests Council approve the Revised Order of Election to modify the Early Voting Hours.

MOTION by Mark McClinton, seconded by LeAnn Durfey, to approve the revised Order of Election for May 6, 2023 to modify the Early Voting Hours. MOTION CARRIED unanimously.

### **3. Consider Approval of ITB 3317 – Four Police Patrol Vehicles**

Finance Director Monica Harris presented this item at tonight's Special City Council Meeting.

Bids were solicited and opened on March 8, 2023, for a total of four police vehicles consisting of three patrol SUVs and one patrol pickup truck. We received responses from four (4) vendors.

The vendors responded as follows and amounts listed are for one vehicle only:

	Bruner Motors	Sam Pack's 5 Star Ford	Grapevine CJD	Southwest CJD
SUV	\$42,037.29	\$45,980.00	\$44,306.00	\$48,490.00
½ ton crew cab truck	\$47,418.40	no bid	no bid	no bid

The Purchasing Department and the Police Chief recommend the bid be awarded to Bruner Motors for the 2023 vehicles totaling \$173,830.27. This will be for three Chevrolet Tahoes at \$42,037.29 each and one Silverado crew cab pickup truck at \$47,718.40. These vehicles will be financed.

MOTION by David Baskett, second by Gerald Cook, to approve the bid for police patrol vehicles to Bruner Motors as presented. MOTION CARRIED unanimously.

**4. Consider Approval of Resolution Regarding a Financing Agreement for the Purpose of Procuring Police Vehicles**

Finance Director Monica Harris presented this item at tonight’s Special City Council Meeting.

During budget preparation, the Police Department requested to lease or finance three (3) Police Tahoes and one (1) Police Patrol Pickup with a total annual payment of \$61,000. Bids were requested and opened, and Bruner Chevrolet was the lowest quote on all vehicles for a total quote of \$173,830.27. Government Capital Corporation provided two financing options: one for four years and one for 5 years. Since the four-year option is within the budget and is over \$5,400 less in total interest payments, the four-year option is recommended.

Staff are requesting the Council to approve a financing agreement with Government Capital Corporation for equipment cost of \$173,830.27 at 5.70% with 4 annual payments of \$48,508.27 beginning 6 months from signing.

Approving this financing agreement will obligate the city to \$48,508.27 in debt service payments for the next three years.

MOTION by David Baskett, second by LeAnn Durfey, to approve Resolution No. 2023-R-05 regarding the financing agreement with Government Capital Corporation for the police vehicles as presented. MOTION CARRIED unanimously.

**5. Consider Approval to Enter into an Agreement for ClearGov Capital Budgeting, Digital Budget Book, and Transparency Software Subscription**

Finance Director Monica Harris presented this item at tonight’s Council Committee Meeting for the Finance Committee.

During budget preparation, the Finance Department requested \$16,130 for Transparency Software subscription, which was approved. After reviewing software options, ClearGov was chosen as it offered not only the Transparency software, but also Capital Budgeting and Digital Budget Book Software for an annual cost of \$17,400, which can be prorated April 1 through September 30 for a cost of \$8,700. \$5,000 of the current budget is already committed, leaving \$11,130 remaining to cover the cost through the end of the fiscal year. The City also pays almost \$16,000 a year for Envisio Plans & Analytics, which this software would replace. The agreement is for 5.5 years and is billed annually in advance, except for the first invoice, which will be for 6 months. Prices will increase annually by 3% per annum for the initial service period, then 6% per annum each year after the initial service period. The City will have the option to terminate the Service in the first 30 days with a full refund of the service fees. The City will have the

option to terminate prior to any annual renewal if the Council does not appropriate the funds in the budget with 60 days written notice prior to the current annual termination date (September 30th).

FY 22-23 \$8,700

FY 23-24 \$17,400

FY 24-25 \$17,922

FY 25-26 \$18,460

FY 26-27 \$19,014

FY 27-28 \$19,584

Total for 5.5 years is \$101,080.

Staff are requesting the Council to approve entering into an agreement with ClearGov for Capital Budgeting, Digital Budget Book, and Transparency Software Subscription.

MOTION by Committee Member Mark McClinton, second by David Baskett, to recommend to council to approve staff to enter into an agreement with ClearGov for Capital Budgeting, Digital Budget Book, and Transparency Software Subscription as presented in Committee. MOTION CARRIED unanimously.

MOTION by , second by, to approve staff to enter into an agreement with ClearGov for Capital Budgeting, Digital Budget Book, and Transparency Software Subscription as presented. MOTION CARRIED unanimously.

#### **RECESS TO EMPLOYEE BENEFITS TRUST MEETING**

Mayor Svien recessed the Special City Council Meeting at 6:28 PM.

#### **EMPLOYEE BENEFITS TRUST MEETING**

##### **6. CALL TO ORDER**

Mayor Svien called the Employee Benefits Trust Meeting to order at 6:28 PM.

##### **6. Employee Benefits for Plan Year 2023-2024**

Rodney Dryden from HUB International presented the benefits plan for 2023-2024, to include a UHC HSA-AGYB Choice EPO plan with United Health Care with \$1300 to be distributed to each employee HSA account. This is about a 2.3% to 2.4% decrease from last year's benefits plan.

MOTION by Ricky Thurman, second by Mark McClinton, to approve the benefits plan for 2023-2024 as presented. MOTION CARRIED unanimously.

##### **8. ADJOURN**

The Employee Benefits Trust Meeting was adjourned at 6:41 PM.

#### **RECONVENE SPECIAL CITY COUNCIL MEETING**

Mayor Svien reconvened the Special City Council Meeting at 6:41 PM.

**9. Consider Approval of Employee Benefits for Benefit Year 2023-2024**

MOTION by Ricky Thurman, second by Mark McClinton, to approve the employee benefits package for benefit year 2023-2024 as presented. MOTION CARRIED unanimously.

Mayor Svien recessed the Special City Council Meeting at 6:42 PM and convened the Executive Session at 6:46 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

**10. Section 551.071 Consultation with Attorney** - to Consult Over a Pending or Contemplated Litigation

**11. Section 551.087 Deliberation Regarding Economic Development Negotiations** - Project Groundwork

The Mayor adjourned the Executive Session at 7:45 PM and reconvened the Special City Council Meeting at 7:47 PM.

**ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY**

**ADJOURN**

Mayor Svien adjourned the Special City Council Meeting at 7:47 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

PT #:2022-7283  
District: BMW  
WR #: 3587122  
ER #:

## EASEMENT AND RIGHT OF WAY

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF **ERATH**

That **City of Stephenville**, hereinafter called "Grantor," whether one or more, for and in consideration of Ten Dollars (\$10.00) and other valuable consideration to Grantor in hand paid by **Oncor Electric Delivery Company LLC, a Delaware limited liability company**, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202-1234, hereinafter referred to as "Grantee," has granted, sold and conveyed and by these presents does grant, sell and convey unto said Grantee, its successors and assigns, an easement and right-of-way for overhead and/or underground electric supply and communications facilities, consisting of a variable number of wires and cables, supporting structures, surface mounted equipment, conduits and all necessary or desirable appurtenances over, under, through, across and upon Grantor's land described as follows:

### **SEE EXHIBIT "A" (ATTACHED)**

Grantor recognizes that the general course of said lines, or the metes and bounds as described above, is based on preliminary surveys only, and Grantor hereby agrees that the easement and right-of-way and its general dimensions hereby granted shall apply to the actual location of said lines when constructed.

Together with the right of ingress and egress along and upon said easement and right-of-way and over and across Grantor's adjoining properties for the purpose of and with the right to construct, maintain, operate, repair, remove, replace, reconstruct, abandon in place, and to change the size and capacity of said facilities; the right to relocate said facilities in the same relative direction of said facilities; the right to relocate said facilities in the same relative position to any adjacent road if and as such is widened in the future; the right to lease wire space for the purpose of permitting others to string or lay wire or cable along said facilities; the right to prevent excavation within the easement area; the right to prevent construction of, within the easement area, any and all buildings, structures or other obstructions which, in the sole judgment of Grantee, may endanger or interfere with the efficiency, safety, and/or convenient operation of said facilities and their appurtenances and the right to trim or remove trees or shrubbery within, but not limited to, said easement area, including by use of herbicides or other similar chemicals approved by the U.S. Environmental Protection Agency, to the extent in the sole judgment of Grantee, as may be necessary to prevent possible interference with the operation of said facilities or to remove possible hazard thereto. Grantor shall not make changes in grade, elevation or contour of the land or impound water within the easement area as described above without prior written consent of Grantee.

Grantor reserves the right to use the land within the above described easement area for purposes not inconsistent with Grantee's use of such property, provided such use shall not, in the sole judgment of Grantee, interfere with the exercise by Grantee of the rights hereby granted.

TO HAVE AND TO HOLD the above described easement and right-of-way unto the said Grantee, its successors and assigns, until all of said electric lines and facilities shall be abandoned, and in that event said easement and right-of-way shall cease and all rights herein granted shall terminate and revert to Grantor or Grantor's heirs, successors or assigns, and legal representatives; and Grantor hereby binds Grantor and Grantor's heirs, successors, assigns, and legal representatives, to warrant and forever defend the above described easement and right-of-way unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**City of Stephenville**

By: \_\_\_\_\_  
**Doug Svien, Mayor**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same as the act and deed of \_\_\_\_\_, as the \_\_\_\_\_ thereof, for the purposes and consideration therein expressed, in the capacity therein stated and that he/she is authorized to do so.

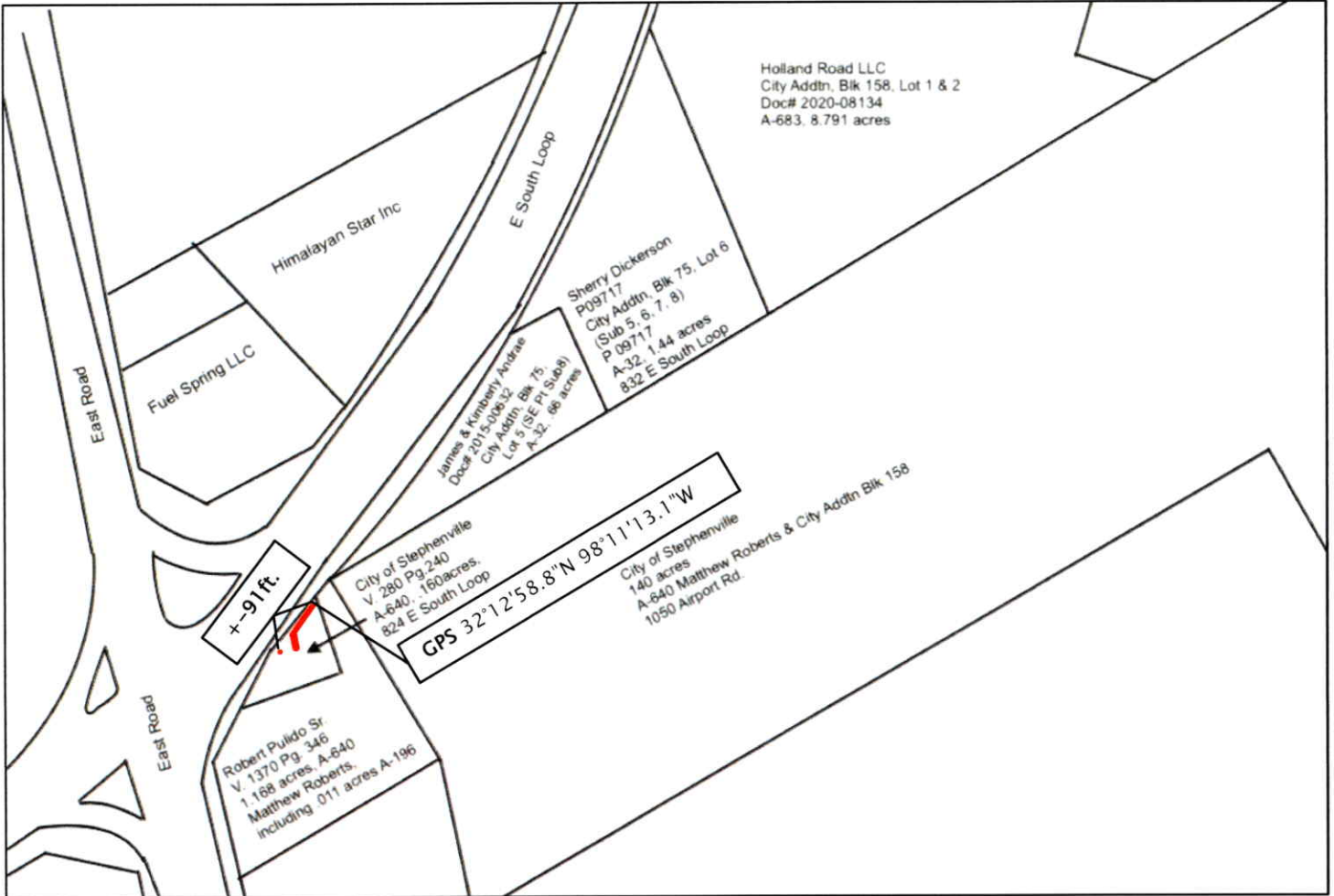
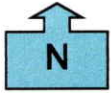
GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas



# EXHIBIT "A"

Item 17.



Easement Width: 20 FT Oncor Electric Delivery Company Easement

..... Denotes Existing Easement

- . - . - . - . Denotes Easement

Scale: Not to scale

The intent of this "EXHIBIT" is to pictorially show the approximate location of the easement. It is not intended as an actual survey. Calls shown are references only. No statement is made as to the validity of these calls.

Grantor: City of Stephenville  
 Vol: 280 Vol: 240  
 Survey: Matthew Roberts  
 District: BMW

County: Erath  
 Abstract: 640  
 WR#: 3587122

Public Works  
**STAFF REPORT**

**SUBJECT:** Oncor Electrical Easement – East Road and East South Loop  
**MEETING:** City Council Meeting - 04 APR 2023  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff recommends granting Oncor an easement for the existing electrical infrastructure at East Road and East South Loop.

**BACKGROUND:**

Oncor operates existing overhead electric lines parallel to the South Loop.

Oncor has requested a formal easement as the lines currently exist, but a formal easement document has not been located.

The easement agreement has been reviewed by the city attorney.

**FISCAL IMPACT SUMMARY:**

Oncor has requested the easement at no cost. There is no cost to the city to grant the electrical easement.

**ATTACHMENTS:**

Attached are copies of the proposed easement documents.

[2023\\_04-04 Oncor Electrical Easement – East Road and East South Loop](#)



PT#: 2023-0511  
District: BMW  
WR #: 3587122  
ER #:

**AERIAL EASEMENT AND RIGHT OF WAY**

THE STATE OF TEXAS           §  
  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF **ERATH**           §

That, **City of Stephenville**, hereinafter called "Grantor," whether one or more, for and in consideration of Ten and no/100 Dollars (\$10.00) and other valuable consideration to Grantor in hand paid by **Oncor Electric Delivery Company LLC, a Delaware limited liability company**, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202-1234, hereinafter referred to as "Grantee", has granted, sold and conveyed and by these presents does grant, sell and convey unto said Grantee, its successors and assigns, an aerial easement and right-of-way for overhead electric supply and communications facilities, consisting of variable number of wires and cables, supporting structures and all necessary or desirable appurtenances over, through, and across Grantor's land described as follows:

**SEE ATTACHED EXHIBIT "A"**

Grantor recognizes that the general course of said lines or the metes and bounds description as described above is based on preliminary surveys only, and Grantor hereby agrees that the easement and right-of-way and its general dimensions hereby granted shall apply to the actual location of said over-head lines when constructed.

Together with the right of ingress and egress along and upon said easement and right-of-way and over and across Grantor's adjoining properties for the purpose of and with the right to construct, maintain, operate, repair, remove, replace, reconstruct, abandon in place, and to change the size and capacity of said facilities; the right to relocate said facilities in the same relative direction of said facilities; the right to relocate said facilities in the same relative position to any adjacent road if and as such road is widened in the future; the right to lease wire space for the purpose of permitting others to string or lay wire or cable along said facilities; the right to prevent excavation within the easement area; the right to prevent construction of, within the easement area, any and all buildings, structures or other obstructions which, in the sole judgment of Grantee, may endanger or interfere with the efficiency, safety, and/or convenient operation of said facilities and their appurtenances, and the right to trim or remove trees or shrubbery within, but not limited to, said easement area, including by use of herbicides or other similar chemicals approved by the U. S. Environmental Protection Agency, to the extent in the sole judgment of Grantee, as may be necessary to prevent possible interference with the operation of said facilities or to remove possible hazard thereto. Grantor shall not make changes in grade, elevation or contour of the land or impound water within the easement area as described above without prior written consent of Grantee.

It is understood, however, that Grantee shall have no right to erect any surface structures upon the above described easement but may overhang and use such easement

with structures located adjacent to the easement area. Grantor reserves the right to use the easement and right-of-way, provided such use shall not include the growing of trees thereon or any other use that may, in the sole judgment of the Grantee, interfere with the exercise by the Grantee of the rights hereby granted to it.

TO HAVE AND TO HOLD the above described easement and right-of-way unto the said Grantee, its successors and assigns, until all of said electric lines and facilities shall be abandoned, and in that event said easement and right-of-way shall cease and all rights herein granted shall terminate and revert to Grantor or Grantor's heirs, successors or assigns; and Grantor hereby binds Grantor and Grantor's heirs, successors, assigns, and legal representatives, to warrant and forever defend the above described easement and right-of-way unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

**City of Stephenville**

By: \_\_\_\_\_  
**Doug Svien, Mayor**

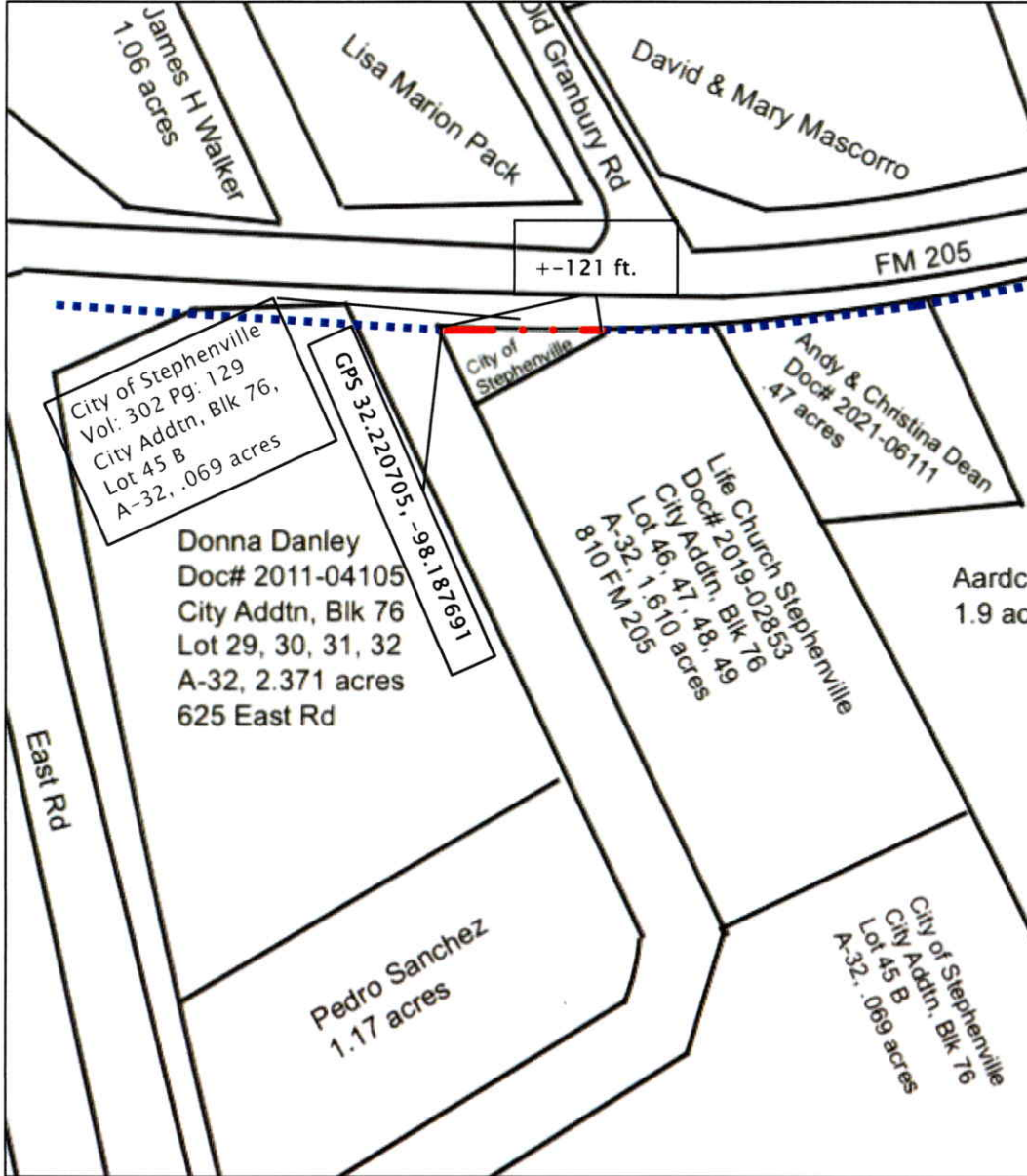
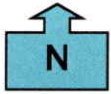
BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same as the act and deed of \_\_\_\_\_, as the \_\_\_\_\_ thereof, for the purposes and consideration therein expressed, in the capacity therein stated and that he/she is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

# EXHIBIT "A"

Item 18.



Easement Width: 15 FT Oncor Electric Delivery Company Easement



Denotes Existing Easement



Denotes Easement

Scale: Not to scale

The intent of this "EXHIBIT" is to pictorially show the approximate location of the easement. It is not intended as an actual survey. Calls shown are references only. No statement is made as to the validity of these calls.

Grantor: City of Stephenville  
Vol: 302 Pg: 129  
Survey: J Blair  
District: BMW

County: Erath  
Abstract: 32  
WR#: 3587122

Public Works  
**STAFF REPORT**

**SUBJECT:** Oncor Electrical Easement – FM 205 and Old Granbury Road  
**MEETING:** City Council Meeting - 04 APR 2023  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff recommends granting Oncor an easement for the existing electrical infrastructure on FM 205 at Old Granbury Road.

**BACKGROUND:**

Oncor operates existing overhead electric lines parallel to FM 205.

Oncor has requested a formal easement as the lines currently exist, but a formal easement document has not been located.

The easement agreement has been reviewed by the city attorney.

**FISCAL IMPACT SUMMARY:**

Oncor has requested the easement at no cost. There is no cost to the city to grant the electrical easement.

**ATTACHMENTS:**

Attached are copies of the proposed easement documents.

[2023\\_04-04 Oncor Electrical Easement – FM 205 at Old Granbury Road](#)





## STAFF REPORT

**SUBJECT:** Approve an Expenditure for Shield Grant Program

**DEPARTMENT:** Police

**STAFF CONTACT:** James Gresham

### RECOMMENDATION:

Approve the expenditure for the purchase of 15 ballistic shields.

### BACKGROUND:

In September of 2022 the Council approved the application for the Bullet-Resistant Shield Grant Program. The department's subsequent application was approved in the amount of \$90,763.23. The grant is a 100% reimbursement with no matching requirement. The vendor Galls was selected and they provided a quote under a cooperative purchasing program for the purchase of 15 shields, 13 of which will be placed in patrol vehicles.

### FISCAL IMPACT SUMMARY:

The expenditure amount of \$90,763.23 is not budgeted but will be reimbursed by the grant program.

### ALTERNATIVES



# Quote

Customer: (5290038) STEPHENVILLE POLICE DEPT  
Date: 09/09/2022  
Sales Rep: MA TEAM CENTRAL

Page 1 of 1  
Quote Number: 21589181  
Quote Expiration: 10/09/2022

Sold To:  
STEPHENVILLE POLICE DEPT  
356 N BELKNAP ST  
STEPHENVILLE, TX 76401  
MICHAEL DONLEY

Ship To:  
STEPHENVILLE POLICE DEPT  
356 N BELKNAP  
STEPHENVILLE, TX 76401-3414  
MICHAEL DONLEY

Line	Item	Description	Qty	Retail	Your Price	Ext Total
1	BP3768 BLK	PBE VANGUARD LEVEL III 20X30 BALLISTIC SHIELD W/VIEWPORT AND LIGHT	13		6,373.47	82,855.11
2	BP3718	BELLATOR III 20 x 30 SHIELD W/VP LT buy board 670-22	2		3,779.06	7,558.12

Quote is valid for 30 days

SUBTOTAL:	90,413.23
SHIPPING:	350.00
TAX.....:	
TOTAL...:	90,763.23

Galls is required to collect sales tax on shipments to certain states. Sales tax will be added where applicable. For tax exempt customers, state laws require us to have signed tax exemption or resale certificates on file at our office. If you are tax exempt, please email or fax this information, (including your Galls account number) to Tax@galls.com or fax 859-268-5946.

Export Restrictions - This may contain commodities restricted in the United States International Trade Regulations.

1340 Russell Cave Rd  
Lexington, KY 40505  
Tel: 800-876-4242 Fax:877-914-2557



Payment - Invoices for items delivered pursuant to any sales order are payable only in United States currency. You, your business, and/or your agency (the "Buyer") understand that Galls, LLC (the "Seller") may impose and charge a finance charge that is the greater of 1.5% per month or the highest rate allowed by law on any amount which becomes past due and delinquent. Returned checks may be assessed a \$25.00 service fee. Additionally, Buyer shall be responsible for all collection costs, court costs, and reasonable attorney's fees in connection with the recovery of delinquent amounts.

All sales are made pursuant to these Credit Terms and Conditions of Sale, and Seller objects to any different or additional terms or conditions contained in Buyer's purchase order or any other document submitted by Seller. Payments may be applied against open balances at the sole discretion of Seller and may be applied across accounts if Buyer has more than one account with Seller. Credit memos are non-refundable and may be applied to open invoices at Seller's sole discretion.

Credit Terms - Any extension of credit is based upon all amounts payable on or before the due date on any written, quoted, or agreed terms, and shall be paid in accordance with such terms. If not paid on or before such date, accounts shall be considered delinquent and subject to the additional finance charges as set forth herein.

Buyer agrees to provide Seller, upon request, with an updated credit application as a condition to the continued extension of credit. Buyer acknowledges and agrees that Seller may utilize outside credit reporting services and financial institutions to obtain information on the Buyer as a condition precedent to or for continued extension of credit. Seller may terminate any credit availability within its sole discretion and without prior notice. Buyer's continued solvency is a precondition to any sale made by Seller.

Delays - Where a specific shipping date is not designated on the face hereof or in a subsequent writing signed by the Seller, the Seller shall not be responsible for any delays, nor shall Seller be liable for any loss or damages resulting from such delays. Seller shall not be liable for any delays in filling this order caused by accidents to machinery, differences with employees, strikes, labor shortage, fire, floods, priorities requested or required by an instrumentality of the United States Government or the government of any state, delays in transportation, restrictions imposed by any federal, state or municipal law or regulation, whether valid or invalid, or causes beyond the control of the Seller.

Warranty - Seller shall pass through to Buyer all manufacturer warranties and return policies applicable to Buyer's order. Seller shall take all reasonable actions to ensure that Buyer receives the benefit of such pass through warranties and return policies. Buyer's sole remedies for any goods sold hereunder shall be as provided in such warranties and return policies and shall be solely against the applicable manufacturer. SELLER, ON BEHALF OF ITSELF, DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, RELATING TO SUCH GOODS.

Restocking - If a cancellation of an order or a return by Buyer is accepted or initiated by Seller and/or the manufacturer, it may be subject to a restocking charge at the discretion of Seller.

Delivery and Transportation - Products sold herein are sold FOB at the place indicated on the face of this sales order unless otherwise agreed to in writing by Seller and Buyer. The method and agency of transportation and the routing will be designated by the Seller. In the event the Buyer requests alternative shipment or routing, all extra packing, shipping and transportation charges thereby resulting will be for the Buyer's account.

Waiver - No provision herein shall be deemed a waiver by reason of any previous waiver, and no breach of any provision shall be deemed a waiver by reason of any previous breach.

Governing Law - The sole jurisdiction and venue shall be the courts of the Commonwealth of Kentucky.

Export Restrictions - This transaction may contain commodities restricted in the United States International Trade Regulations. If at a later date the Buyer decides these commodities will be exported from the United States please reference the United States Department of Commerce Bureau of Industry and Security Export Administration Regulations (15 CFR 730-774), the United States Department of State International Traffic in Arms Regulations (22 CFR 120-130) as well as any other applicable laws. These laws apply to private, commercial, and government agency export transactions. As an exporter, the Buyer will be responsible for compliance with all U.S. laws relating to the export of these items.

\*Designates this item is on the Galls GSA Contract (47QSWA21D008H) all other items are OPEN MARKET.



## STAFF REPORT

**SUBJECT:** Approve an Expenditure for Motorola/Spillman CAD/RMS Annual Maintenance Cost

**DEPARTMENT:** Police

**STAFF CONTACT:** James Gresham

### RECOMMENDATION:

Approve the budgeted expenditure for the annual maintenance agreement

### BACKGROUND:

In March of 2021 the Police Department went live with a new Computer Aided Dispatch/Records Management (CAD/RMS) system called Spillman Flex by Motorola. This is a budgeted line item. The annual cost this year is \$56,957.89 and includes both Police and Fire Department modules.

### FISCAL IMPACT SUMMARY:

The expenditure amount of \$56,957.89 is more than the budgeted amount of \$55,000. Cost savings in other software maintenance programs will be used to cover the \$1,957.89 overage.

### ALTERNATIVES



**Motorola Solutions, Inc.**  
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 United States  
**Federal Tax ID: 36-1115800**

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Item 20.

# ORIGINAL INVOICE

<b>Transaction Number</b> 8230400411		<b>Transaction Date</b> 14-FEB-2023		<b>Transaction Total</b> <b>53,815.64 USD</b>	
<b>P.O. Number</b>			<b>P.O. Date</b>		<b>Customer Account No</b> 1209114828
<b>Payment Terms</b> Net Due in 30 Days					<b>Payment Due Date</b> 16-MAR-2023
<b>Bill To Address</b> STEPHENVILLE POLICE DEPARTMENT ATTN: Accounts Payable 356 N BELKNAP ST STEPHENVILLE TX 76401 United States			<b>Project No:</b> USTX20D011 <b>Project Name:</b> STEPHENVILLE PD USTX20D011		<b>Ship To Address</b> STEPHENVILLE POLICE DEPARTMENT 356 N BELKNAP ST STEPHENVILLE TX 76401 United States

**IMPORTANT INFORMATION**

**Sales Order(s):** USC000361790-R15-NOV-22 16:30:53

**For all invoice payment inquiries contact**  
 splinvcs@motorolasolutions.com  
 Telephone: (801) 882-2693  
 Fax: Collector Mapping

**SPECIAL INSTRUCTIONS / COMMENTS**

**General Comment:** Regular Invoice

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1	SSV00S00103A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 BRAZOS XML INTERFACE MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,785.65
2	SSV00S00012A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 CAD MAINTENANCE (ENHANCED) - STANDARD:16-MAR-2023:15-MAR-2024:			2,590.37
3	SSV00S00072A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 CAD MAPPING MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,794.58
4	SSV00S00145A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 COMMAND STAFF PRODUCTIVITY DASHBOARD THIRD PARTY MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,073.09

Please detach here and return the bottom portion with your payment

**Payment Coupon**

<b>Transaction Number</b> 8230400411	<b>Customer Account No</b> 1209114828	<b>Payment Due Date</b> 16-MAR-2023	<b>Transaction Total</b> <b>53,815.64 USD</b>	<b>Amount Paid</b>
---	--	--	--	--------------------

Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

STEPHENVILLE POLICE DEPARTMENT  
 ATTN: Accounts Payable  
 356 N BELKNAP ST  
 STEPHENVILLE TX 76401  
 United States

**Payment Transfer Details**

CHICAGO  
 WIRE Routing Transit Number: 026009593  
 ACH/EFT Routing Transit Number: 111000012  
 SWIFT: BOFAUS3N  
 Bank Account No: 3756319819

**Send Payments To:**



Motorola Solutions, Inc.  
 13104 Collections Center Drive  
 Chicago IL 60693  
 United States  
 Please provide your remittance details to:  
 US.remittance@motorolasolutions.com



**Motorola Solutions, Inc.**  
 500 West Monroe  
 Chicago IL 60661  
 United States  
**Federal Tax ID: 36-1115800**

# ORIGINAL INVOICE

<b>Transaction Number</b> 8230400411		<b>Transaction Date</b> 14-FEB-2023		<b>Transaction Total</b> <b>53,815.64 USD</b>	
<b>P.O. Number</b>			<b>P.O. Date</b>	<b>Customer Account No</b> 1209114828	
<b>Payment Terms</b> Net Due in 30 Days				<b>Payment Due Date</b> 16-MAR-2023	

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Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
5	SSV00S00023A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 COMPSTAT MANAGEMENT DASHBOARD THIRD PARTY MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			2,146.22
6	SSV00S00178A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 DRIVER LICENSE SCANNING MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			531.98
7	SSV00S00181A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 E9-1-1 INTERFACE MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			709.29
8	SSV00S00190A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 EVIDENCE BARCODE AND AUDITING MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			531.98
9	SSV00S00193A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 EVIDENCE MANAGEMENT MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,064.68
10	SSV00S00015A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 HUB MAINTENANCE (ENHANCED) - STANDARD:16-MAR-2023:15-MAR-2024:			5,636.67
11	SSV00S00280A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 INSIGHT MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,064.68
12	SSV00S00033A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 LAW RECORDS MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			3,589.14
13	SSV00S00331A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 MOBILE ARREST FORM MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,339.23
14	SSV00S00334A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 MOBILE FIELD REPORT WITH FIELD INTERVIEW MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,794.58
15	SSV00S00036A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 MOBILE AVL AND MAPPING MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,339.23
16	SSV00S00354A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 MOBILE VOICELESS CAD MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,339.23
17	SSV00S00038A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 MOBILE RECORDS MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,339.23
18	SSV00S00352A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 MOBILE STATE & NATIONAL QUERIES MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,339.23
19	SSV00S00357A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 MOTOROLA ASTRO RADIO LOCATION INTEGRATION MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,185.86
20	SSV00S00262A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 IMAGING MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,794.58
21	SSV00S00026A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 ESRI ARCGIS SERVER STANDARD MAINTENANCE:16-MAR-2023:15-MAR-2024:			2,980.84



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 500 West Monroe  
 Chicago IL 60661  
 United States  
**Federal Tax ID: 36-1115800**

# ORIGINAL INVOICE

<b>Transaction Number</b> 8230400411		<b>Transaction Date</b> 14-FEB-2023		<b>Transaction Total</b> <b>53,815.64 USD</b>	
<b>P.O. Number</b>			<b>P.O. Date</b>		<b>Customer Account No</b> 1209114828
<b>Payment Terms</b> Net Due in 30 Days				<b>Payment Due Date</b> 16-MAR-2023	

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Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)	
22	SSV00S00208A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 ESRI ARCGIS SERVER HA STANDARD MAINTENANCE:16-MAR-2023:15-MAR-2024:			2,980.84	
23	SSV00S00438A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 PIN MAPPING MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,064.68	
24	SSV00S00468A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 QUICKEST ROUTE MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			889.41	
25	SSV00S00405A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 OFFENDER TRACKING MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,064.68	
26	SSV00S00028A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 FLEX TOUCH MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,794.58	
27	SSV00S00527A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 TRAFFIC INFORMATION MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,064.68	
28	SSV00S00507A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 TEXAS ACCIDENT FORM THIRD PARTY MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			2,042.23	
29	SSV00S00040A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 NIBRS MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			2,972.10	
30	SSV00S00052A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 STATELINK MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			2,972.10	
Total Tax TX 0.00					<b>USD Subtotal</b>	<b>53,815.64</b>
					<b>USD Total Tax</b>	<b>0.00</b>
					<b>USD Total</b>	<b>53,815.64</b>
					<b>USD Amount Due</b>	<b>53,815.64</b>



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Item 20.

# ORIGINAL INVOICE

<b>Transaction Number</b> 8230404424		<b>Transaction Date</b> 16-MAR-2023		<b>Transaction Total</b> <b>901.40 USD</b>	
<b>P.O. Number</b>			<b>P.O. Date</b>		<b>Customer Account No</b> 1209114828
<b>Payment Terms</b> Net Due in 30 Days					<b>Payment Due Date</b> 15-APR-2023
<b>Bill To Address</b> STEPHENVILLE POLICE DEPARTMENT ATTN: Accounts Payable 356 N BELKNAP ST STEPHENVILLE TX 76401 United States			<b>Project No:</b> USTX20D011 <b>Project Name:</b> STEPHENVILLE PD USTX20D011		<b>Ship To Address</b> STEPHENVILLE POLICE DEPARTMENT 356 N BELKNAP ST STEPHENVILLE TX 76401 United States

**IMPORTANT INFORMATION**

**Sales Order(s):** USS000005208-R15-NOV-22 16:31:16

**For all invoice payment inquiries contact**  
 splinvcs@motorolasolutions.com  
 Telephone: (801) 882-2693

**SPECIAL INSTRUCTIONS / COMMENTS**  
 General Comment: Regular Invoice

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1	SSV00S00035A-SP	Equipment at Site: 1865468 1209114828 356 N BELKNAP ST STEPHENVILLE TX 76401 United States  LEARNING MANAGEMENT SYSTEM SAAS:16-MAR-2023:15-MAR-2024: Service From: 16-MAR-2023 Service To: 15-MAR-2024  Site TX Tax at 0% Site Total	1	901.40	901.40
					0.00
					901.40

Please detach here and return the bottom portion with your payment

### Payment Coupon

<b>Transaction Number</b> 8230404424	<b>Customer Account No</b> 1209114828	<b>Payment Due Date</b> 15-APR-2023	<b>Transaction Total</b> <b>901.40 USD</b>	<b>Amount Paid</b>
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Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

STEPHENVILLE POLICE DEPARTMENT  
 ATTN: Accounts Payable  
 356 N BELKNAP ST  
 STEPHENVILLE TX 76401  
 United States

#### Payment Transfer Details

CHICAGO  
 WIRE Routing Transit Number: 026009593  
 ACH/EFT Routing Transit Number: 111000012  
 SWIFT: BOFAUS3N  
 Bank Account No: 3756319819

#### Send Payments To:

**MOTOROLA SOLUTIONS**  
 Motorola Solutions, Inc.  
 13104 Collections Center Drive  
 Chicago IL 60693  
 United States  
 Please provide your remittance details to:  
 US.remittance@motorolasolutions.com



**Motorola Solutions, Inc.**  
500 West Monroe  
Chicago IL 60661  
United States  
**Federal Tax ID: 36-1115800**

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# ORIGINAL INVOICE

<b>Transaction Number</b> 8230404424		<b>Transaction Date</b> 16-MAR-2023		<b>Transaction Total</b> <b>901.40 USD</b>	
<b>P.O. Number</b>			<b>P.O. Date</b>	<b>Customer Account No</b> 1209114828	
<b>Payment Terms</b> Net Due in 30 Days				<b>Payment Due Date</b> 15-APR-2023	
Total Tax TX 0.00				<b>USD Subtotal</b>	
				<b>901.40</b>	
				<b>USD Total Tax</b>	
				<b>0.00</b>	
				<b>USD Total</b>	
				<b>901.40</b>	
				<b>USD Amount Due</b>	
				<b>901.40</b>	



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 United States  
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Item 20.

# ORIGINAL INVOICE

<b>Transaction Number</b> 8230400407		<b>Transaction Date</b> 14-FEB-2023		<b>Transaction Total</b> <b>3,142.25 USD</b>	
<b>P.O. Number</b>			<b>P.O. Date</b>		<b>Customer Account No</b> 1209114828
<b>Payment Terms</b> Net Due in 30 Days					<b>Payment Due Date</b> 16-MAR-2023
<b>Bill To Address</b> STEPHENVILLE POLICE DEPARTMENT ATTN: Accounts Payable 356 N BELKNAP ST STEPHENVILLE TX 76401 United States			<b>Project No:</b> USTX20D080 <b>Project Name:</b> STEPHENVILLE PD USTX20D080		<b>Ship To Address</b> STEPHENVILLE POLICE DEPARTMENT 356 N BELKNAP ST STEPHENVILLE TX 76401 United States

**IMPORTANT INFORMATION**

**Sales Order(s):** USC000361827-R15-NOV-22 16:31:03

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 splinvcs@motorolasolutions.com  
 Telephone: (801) 882-2693  
 Fax: Collector Mapping

**SPECIAL INSTRUCTIONS / COMMENTS**

**General Comment:** Regular Invoice

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1	SSV00S00474A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 RAPID NOTIFICATION 2.0 MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			1,614.45
2	SSV00S00187A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 ERS FIRE AND EMS RECORDS INTERFACE MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			534.14
3	SSV00S00590A-SP	Service From: 16-MAR-2023 Service To: 15-MAR-2024 ZOLL RESCUENET FRMS INTERFACE MAINTENANCE - STANDARD:16-MAR-2023:15-MAR-2024:			993.66

Please detach here and return the bottom portion with your payment

**Payment Coupon**

<b>Transaction Number</b> 8230400407	<b>Customer Account No</b> 1209114828	<b>Payment Due Date</b> 16-MAR-2023	<b>Transaction Total</b> <b>3,142.25 USD</b>	<b>Amount Paid</b>
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Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

STEPHENVILLE POLICE DEPARTMENT  
 ATTN: Accounts Payable  
 356 N BELKNAP ST  
 STEPHENVILLE TX 76401  
 United States

**Payment Transfer Details**

CHICAGO  
 WIRE Routing Transit Number: 026009593  
 ACH/EFT Routing Transit Number: 111000012  
 SWIFT: BOFAUS3N  
 Bank Account No: 3756319819

**Send Payments To:**



Motorola Solutions, Inc.  
 13104 Collections Center Drive  
 Chicago IL 60693  
 United States  
 Please provide your remittance details to:  
 US.remittance@motorolasolutions.com





**Motorola Solutions, Inc.**  
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Chicago IL 60661  
United States  
**Federal Tax ID: 36-1115800**

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# ORIGINAL INVOICE

<b>Transaction Number</b> 8230400407	<b>Transaction Date</b> 14-FEB-2023	<b>Transaction Total</b> <b>3,142.25 USD</b>	
<b>P.O. Number</b>		<b>P.O. Date</b>	<b>Customer Account No</b> 1209114828
<b>Payment Terms</b> Net Due in 30 Days			<b>Payment Due Date</b> 16-MAR-2023

Total Tax TX 0.00				<b>USD Subtotal</b>	<b>3,142.25</b>
				<b>USD Total Tax</b>	<b>0.00</b>
				<b>USD Total</b>	<b>3,142.25</b>
				<b>USD Amount Due</b>	<b>3,142.25</b>