



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, December 05, 2023 at 5:30 PM

AGENDA

CALL TO ORDER

PLEDGES OF ALLEGIANCE

INVOCATION

PRESENTATIONS AND RECOGNITIONS

Presentation of Donation from Waste Connections for the Inclusive Playground

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

- [1.](#) Consider Approval of the Esquell Lease Agreement Renewal
- [2.](#) Consider Approval of Amendment No. 15 with FNI for Development Reviews
- [3.](#) Consider Approval of Rebateable Item Close Outs with Jacobs
- [4.](#) Consider Approval of Annual Amendment to WWTP Operations Agreement
- [5.](#) Consider Approval of ITB 3328 – Three Police Patrol Vehicles
- [6.](#) Consider Approval of Resolution Regarding a Financing Agreement for the Purpose of Procuring Police Vehicles

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

- [7.](#) Overview of Enforcement Program for Delinquent Backflow Protection Devices
- [8.](#) **Case No.: PD2022-001 – UPDATE**
Applicant 2828 Real Estate 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 1300 Pecan Hill Drive, Parcel R50244, Being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas
- [9.](#) Consider Approval of Ordinance Extending the Modified Development Schedule for Planned Development District (PD) Located at 1300 Pecan Hill Drive, Parcel R50244, Being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas
- [10.](#) **Case No.: PP2023-003**
Applicant Reece Flanagan of Flanagan Land Solutions, Representing Troy Kunkel with Cowtown Properties and 598 Westwood LLC, is Requesting to Amend the Planned Development/Preliminary Plat

of Properties Located at 817 W. Washington, Being Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, Being Parcel R29581 of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5), 873 W. Washington, Being Parcel R29580 of CITY ADDITION, BLOCK 62; LOT 3, And 897 W Washington, Being Parcel R29579 of CITY ADDITION, BLOCK 62; LOT 2 of The City of Stephenville, Erath County, Texas

11. PUBLIC HEARING

Case No.: PP2023-003

12. Consider Approval of an Ordinance Amending the Planned Development/Preliminary Plat of Properties Located at 817 W. Washington, Being Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, Being Parcel R29581 of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5), 873 W. Washington, Being Parcel R29580 of CITY ADDITION, BLOCK 62; LOT 3, And 897 W Washington, Being Parcel R29579 of CITY ADDITION, BLOCK 62; LOT 2 of The City of Stephenville, Erath County, Texas

13. **Case No.: RZ2023-008**

Applicant Reece Flanagan of Flanagan Land Solutions, Representing Troy Kunkel with Cowtown Properties, is Requesting a Rezone of Property Located at 897 W Washington, being Parcel R29579, S2600 CITY ADDITION, BLOCK 62, LOT 2 of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Planned Development (PD)

14. PUBLIC HEARING

Case No. RZ 2023-008

15. Consider Approval of an Ordinance Rezoning the Property Located at 897 W Washington, being Parcel R29579, S2600 CITY ADDITION, BLOCK 62, LOT 2 of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Planned Development (PD)

16. **Case No.: RZ2023-07**

Applicant Rhyne Gailey, Representing V84 Holdings, LLC, is Requesting a Rezone of Property Located at 1900 Groesbeck, Parcel R71065, Acres 5.000, S2600 CITY ADDITION, BLOCK 149, LOT 2 (PT OF) of the City of Stephenville, Erath County, Texas from Industrial (Ind) to Multi-Family Residential District (R-3)

17. PUBLIC HEARING

Case No. RZ 2023-007

18. Consider Approval of an Ordinance Rezoning the Property Located at 1900 Groesbeck, Parcel R71065, Acres 5.000, S2600 CITY ADDITION, BLOCK 149, LOT 2 (PT OF) of the City of Stephenville, Erath County, Texas from Industrial (Ind) to Multi-Family Residential District (R-3)

19. **Case No.: RZ2023-009**

Applicant Oncor Electric Delivery Company LLC, Representing Kam Woon Ip, is Requesting a Rezone for Property Located at W Lingleville Rd, being Parcel R22664, Acres 11.918, A0520 MENELEE JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)

20. PUBLIC HEARING

Case No.: RZ2023-009

21. Consider Approval of an Ordinance Rezoning the Property Located at W Lingleville Rd, being Parcel R22664, Acres 11.918, A0520 MENELEE JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)

22. Case No.: RZ2023-010

Applicant Oncor Electric Delivery Company LLC, Representing Allen Real Properties LTD is Requesting a Rezone for Property Located at W Lingleville Rd, being Parcel R22557, Acres 10.925, A0520 MENELEE JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)

23. PUBLIC HEARING

Case No.: RZ2023-010

24. Consider Approval of an Ordinance Rezoning the Property Located at W Lingleville Rd, being Parcel R22557, Acres 10.925, A0520 MENELEE JARRETT; of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Industrial (IND)

PERSONNEL COMMITTEE

Brandon Greenhaw, Chair

25. Personnel Committee Report from November 14, 2023

26. Consider Approval of the Creation of an EMS Battalion Chief

NOMINATIONS COMMITTEE

Maddie Smith, Chair

27. Nominations Committee Report for November 14, 2023

28. Consider Approval of Nominations to Citizen Boards and Commissions

FINANCIAL REPORTS

Monica Harris, Director of Finance

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

30. Presentation of ClearGov Transparency Webpage

CONSENT AGENDA

31. Consider Approval of Minutes - November 7, 2023

32. Consider Approval of Minutes - November 14, 2023

33. Consider Approval of CareFlite Ambulance Permit Application for 2024

34. Consider Approval of Outfitting the Fire Marshal Office Trucks

35. Consider Approval of the Police Department Server Replacement

36. Consider Approval of the System Acceptance Agreement between the City and L3 Harris

37. Approve the Purchase Agreement for Three (3) Additional AXON Fleet Cameras and Software.

38. Approve the AXON Purchase Agreement for ALPR Software Activation for SPD Fleet Cameras.

39. Consider Approval of Buyboard Proposal with Insituform for Relining of Belknap 6-Inch Sanitary Sewer

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

40. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Feather

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

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

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

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

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

Public Works Committee
STAFF REPORT



SUBJECT: Esquell Lease Agreement Renewal
MEETING: Public Works Committee Meeting – 14 Nov 2023
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends renewing the lease agreement with Mr. Larry Esquell.

BACKGROUND:

The City of Stephenville currently utilizes a landfill lease agreement with Mr. Larry Esquell (adjacent property owner) which allows Mr. Esquell to utilize the closed, Type I, portion of the landfill for the purpose of cattle grazing.

The current agreement with Mr. Esquell expired on October 31, 2023. Mr. Esquell wishes to continue leasing the property.

A copy of the proposed agreement is attached to this memorandum for review.

FISCAL IMPACT SUMMARY:

The renewal agreement proposes a term length of one year and a payment amount of \$350.00 per year. The agreement provides staff the autonomy to renew the agreement for up to three successive one-year increments. Likewise, the agreement also provides an option to terminate the agreement with ninety days of notice.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not renew the lease agreement.
2. Revise the lease agreement.

ADVANTAGES:

1. Approval of the draft lease agreement with Mr. Esquell provides a small income to the city.
2. Approval of the draft lease agreement ensures the property remains occupied, is not vacant, and fences are maintained.
3. The agreement provides a 90-day's written notice option to terminate the agreement.

DISADVANTAGES:

There are no disadvantages identified at this time associated with extending the existing lease agreement with Mr. Esquell.

ATTACHMENTS:

[2023 11-14 Landfill Lease Agreement Renewal](#)

Lease Agreement

STATE OF TEXAS §

COUNTY OF ERATH §

This agreement made and entered into on this the ____ day of _____, 2023, by and between the **CITY OF STEPHENVILLE**, a municipal corporation (herein after called "CITY"), and **LARRY ESQUELL** (herein after called "ESQUELL").

I.

The term of this agreement shall be for one (1) year, from January 1, 2024, until January 1, 2025. Both parties shall have the option to renew this agreement administratively for up to (3) successive one (1) year terms upon mutual consent. Both parties shall have the option to terminate this agreement at any time upon ninety (90) days' written notice to the other party at the address set out herein.

II.

The property which is the subject of this agreement is approximately 60 acres of the 100 acre tract of land out of the T. S. Freeman Survey, A-280, situated in Erath County, Texas, and described in warranty deed from Cecil C. Smithey and wife, Mary C. Smithey, to the City of Stephenville, dated February 20, 1973, recorded in Volume 486, page 268, Deed Records of Erath County, Texas. Said 60 acre tract is the area of land situated southwest of the Stephenville Landfill and adjoins property owned by ESQUELL, which is south of subject property.

III.

CITY agrees as follows:

1. To allow ESQUELL to erect and maintain a temporary gate in the fence line, situated between subject property and property owned by ESQUELL, as indicated on the attached map.
2. To allow ESQUELL full access to subject property for the purpose of grazing his cattle.

IV.

ESQUELL agrees as follows:

1. To erect and maintain a temporary gate as provided for above. Upon termination of this agreement, ESQUELL shall remove said gate within 30 days of termination and restore the fence to its prior condition.

2. To erect and maintain a temporary electric fence, as indicated on the attached exhibit. Said fence shall be sufficient to contain the cattle owned by ESQUELL, which he causes to graze on subject property.
3. To allow CITY full access to subject property upon prior notice to ESQUELL.
4. To use subject property for cattle grazing only and to allow no more than fifty (50) head of cattle to graze on subject property at any one time.

V.

As consideration, ESQUELL agrees to pay to CITY the amount of \$350.00 each year that this agreement is in force. Payments shall be mailed, or hand delivered to Stephenville City Hall, 298 West Washington, Stephenville, Texas, 76401, on or before December 31, 2023, and on or before December 31st of each year this agreement remains in force.

VI.

ESQUELL agrees to indemnify and hold CITY harmless from any claim, judgment or expense, which may occur due to the use of the subject property or due to the negligence of ESQUELL in his operation or performance of this agreement. ESQUELL specifically agrees to indemnify and hold CITY harmless for any loss, damage, or injury he may incur as a result of the terms of this agreement.

VII.

If any action at law or in equity, including an action for declaratory relief is brought to enforce or interpret the provisions of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees from the other party, which fees may be set by the Court in the trial of such action or may be enforced in a separate action brought for that purpose, and which fees shall be in addition to any other relief which may be awarded.

VIII.

This agreement is non-transferable and non-assignable in whole or in part without written consent by CITY.

IX.

This agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Erath County, Texas.

X.

This agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

EXECUTED in duplicate originals this ____ day of _____, 2023.

Contact Address:
CITY OF STEPHENVILLE
298 West Washington
Stephenville, TX 76401

Contact Address:
Mr. LARRY ESQUELL
380 CR 242
Dublin, TX 76446

DOUG SVIEN, HONORABLE MAYOR

LARRY ESQUELL

STATE OF TEXAS §

COUNTY OF ERATH §

This instrument was acknowledged before me on the ____ day of _____, 2023, by DOUG SVIEN, Mayor of the City of Stephenville, a municipal corporation, for and on behalf of said corporation.

Notary Public, State of Texas

STATE OF TEXAS §

COUNTY OF ERATH §

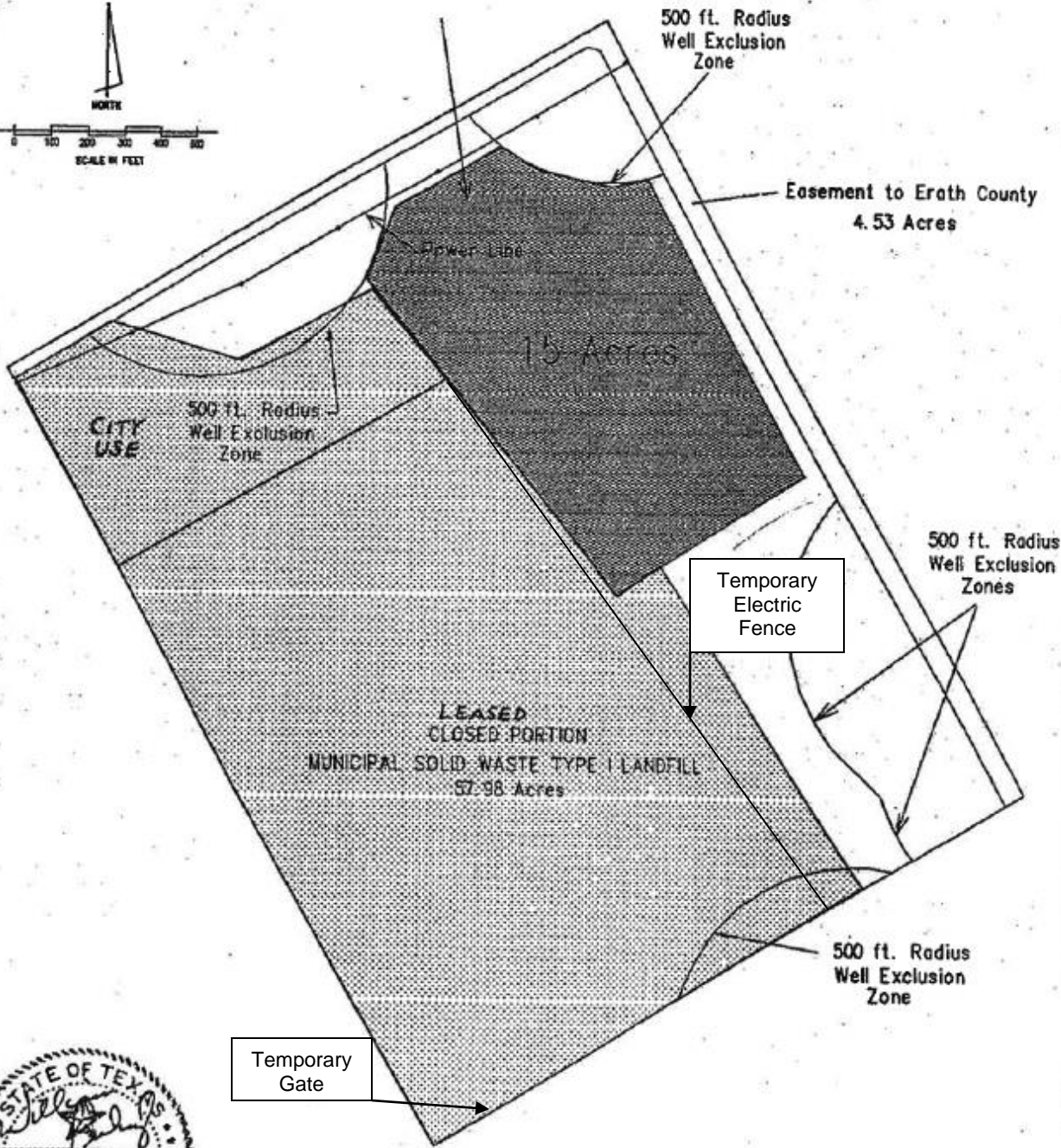
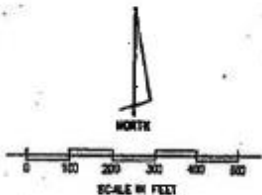
This instrument was acknowledged before me on the ____ day of _____, 2023, by LARRY ESQUELL.

Notary Public, State of Texas

EXHIBIT

Drawn By:	W. Prikryl, P. E.
Date:	1/16/95
Reviewed By:	_____
Approved By:	_____
Revision No.:	_____
Date Revised:	_____

UNDEVELOPED AREA
PROPOSED TYPE IV SOLID WASTE LANDFILL



TEAM Consultants, Inc.

STEPHENVILLE SANITARY LANDFILL
MUNICIPAL SOLID WASTE PERMIT NO. 664
STEPHENVILLE, ERATH COUNTY, TEXAS

STAFF REPORT



SUBJECT: Amendment - Development Review Services Agreement
MEETING: Public Works Committee Meeting – 14 NOV 2023
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends the authorization of Amendment No. 15 to the existing agreement with Freese and Nichols, Inc. for professional services associated with general development plan/plat reviews.

BACKGROUND:

The city entered into an agreement with Freese and Nichols (FNI) on August 5, 2014 to perform professional engineering reviews for plats, development plans, traffic studies, site plans, and other engineering plans for public infrastructure.

FISCAL IMPACT SUMMARY:

Amendment No. 15 proposes to extend the existing agreement for services by a not-to-exceed amount of \$30,000.

The adopted FY23-24 budget allocated \$45,000 for review fee services, however, review fees are a pass-through cost and are directly reimbursed by developers.

Staff is preparing documents to solicit firms to perform independent development reviews across multiple engineering disciplines. When a new firm is selected to perform development reviews, any funds remaining from the proposed amendment with FNI will be reallocated to the new firm.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not authorize the execution of Amendment No. 15 as presented; or
2. Direct staff to authorize professional services on a month-to-month basis.

ADVANTAGES:

1. No charge is incurred to the city unless services are utilized.
2. The adopted Fee Schedule provides for review fees to be reimbursed by developers.
3. FNI has performed drainage analyses on several, individual developments, which reduces review times as adjacent developments occur within the same drainage basins.
4. Reviews are typically completed within seven (7) calendar days.

DISADVANTAGES:

1. No known disadvantages have been identified at this time.

ATTACHMENTS:

Attached is a copy of the proposed amendment.



City of Stephenville
298 W. Washington Street
Stephenville, Texas 76401
Attn: Jason King, City Manager

FNI PROJECT NO. STE14447

DATE: 11/10/2023

Project Name: City of Stephenville Development Review

Description of Services: Additional work to review development submittals including plats, development plans, drainage studies, traffic studies, site plans, and engineering plans for public infrastructure to substantiate compliance of development submittals with the City's adopted ordinances and standards.

Compensation shall be amended as follows: A not to exceed amount of Thirty Thousand Dollars

Current Contract Amount:	\$271,000.00
Amount of this Amendment:	\$30,000.00
Revised Total Amount Authorized:	\$301,000.00

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.

CITY OF STEPHENVILLE, TEXAS

BY: _____

BY: _____

Justin Oswald

Print Name

Print Name

TITLE: Associate

TITLE: _____

DATE: 11/10/23

DATE: _____

COMPENSATION

Normal Rate Item 2.

Compensation to FNI shall be computed on the basis of the following Schedule of Charges.

If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the following Schedule of Charges.

<u>Position</u>	<u>Hourly Rate</u>	
	<u>Min</u>	<u>Max</u>
Professional 1	101	177
Professional 2	130	202
Professional 3	144	317
Professional 4	166	364
Professional 5	234	407
Professional 6	256	479
Construction Manager 1	119	162
Construction Manager 2	126	202
Construction Manager 3	152	206
Construction Manager 4	180	256
CAD Technician/Designer 1	90	123
CAD Technician/Designer 2	108	198
CAD Technician/Designer 3	155	252
Corporate Project Support 1	76	159
Corporate Project Support 2	87	224
Corporate Project Support 3	108	328
Intern / Coop	58	98

Rates for In-House Services and Equipment

<u>Mileage</u>	<u>Bulk Printing and Reproduction</u>		<u>Equipment</u>	
Standard IRS Rates		<u>B&W</u>	<u>Color</u>	Valve Crew Vehicle (hour) \$75
	Small Format (per copy)	\$0.10		Pressure Data Logger (each) \$200
<u>Technology Charge</u>	Large Format (per sq. ft.)			Water Quality Meter (per day) \$100
\$8.50 per hour	Bond	\$0.25	\$0.75	Microscope (each) \$150
	Glossy / Mylar	\$0.75	\$1.25	Pressure Recorder (per day) \$100
	Vinyl / Adhesive	\$1.50	\$2.00	Ultrasonic Thickness Gauge (per day) \$275
				Coating Inspection Kit (per day) \$275
	Mounting (per sq. ft.)	\$2.00		Flushing / Cfactor (each) \$500
	Binding (per binding)	\$0.25		Backpack Electrofisher (each) \$1,000
				<u>Survey Grade</u> <u>Standard</u>
				Drone (per day) \$200 \$100
				GPS (per day) \$150 \$50

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.15. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.15. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

These ranges and/or rates will be adjusted annually in February. Last updated 2023.

COMPENSATION

Compensation to FNI shall be computed on the basis of the following Schedule of Charges.

If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the following Schedule of Charges.

Position	Hourly Rate	
	Min	Max
Professional 1	112	196
Professional 2	144	224
Professional 3	160	352
Professional 4	184	404
Professional 5	260	452
Professional 6	284	532
Construction Manager 1	132	180
Construction Manager 2	140	224
Construction Manager 3	168	228
Construction Manager 4	200	284
CAD Technician/Designer 1	100	136
CAD Technician/Designer 2	120	220
CAD Technician/Designer 3	172	280
Corporate Project Support 1	84	176
Corporate Project Support 2	96	248
Corporate Project Support 3	120	364
Intern / Coop	64	108

Rates for In-House Services and Equipment

<u>Mileage</u>	<u>Bulk Printing and Reproduction</u>		<u>Equipment</u>	
Standard IRS Rates		<u>B&W</u>	<u>Color</u>	Valve Crew Vehicle (hour) \$75
	Small Format (per copy)	\$0.10		Pressure Data Logger (each) \$200
<u>Technology Charge</u>	Large Format (per sq. ft.)			Water Quality Meter (per day) \$100
\$8.50 per hour	Bond	\$0.25	\$0.75	Microscope (each) \$150
	Glossy / Mylar	\$0.75	\$1.25	Pressure Recorder (per day) \$100
	Vinyl / Adhesive	\$1.50	\$2.00	Ultrasonic Thickness Gauge (per day) \$275
				Coating Inspection Kit (per day) \$275
	Mounting (per sq. ft.)	\$2.00		Flushing / Cfactor (each) \$500
	Binding (per binding)	\$0.25		Backpack Electrofisher (each) \$1,000
				<u>Survey Grade</u> <u>Standard</u>
				Drone (per day) \$200 \$100
				GPS (per day) \$150 \$50

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.15. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.15. For Resident Representative services performed by non-FNI employees and CAD services performed in-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

These ranges and/or rates will be adjusted annually in February. Last updated 2023.

STAFF REPORT



SUBJECT: Stephenville Wastewater Treatment Plant
Rebateable Items for Operations, Maintenance, and Management Services
Jacobs/CH2M OMI – FY’s 20-21, 21-22, and 22-23

MEETING: Public Works Committee Meeting - 14 NOV 2023

DEPARTMENT: Public Works

STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends approval to close out Fiscal Years 20-21, 21-22, and 22-23 for operations at the wastewater plant.

BACKGROUND:

The base fee for operations and maintenance services includes amounts for sludge hauling (solids) and chemical usage. Both sludge hauling and chemical usage are rebateable items, where any dollar amount over the estimated cost set in the agreement is paid by the city and any amount under the agreement amount is rebated back to the city at the end of the operating year.

FISCAL IMPACT SUMMARY:

In February of 2022, staff received notice from Jacobs of outstanding balances for rebateable items for CY25 (FY20-21) and CY26 (FY21-22). Research indicates chemical price trends do correlate and support the increases seen in rebateable chemical costs. Manifest tickets from sludge hauling support the increase in that line item as well.

During the review of items, it was discovered Jacobs had incorrectly charged some equipment repair costs to the rebateable item’s accounts. Those charges have now been reviewed by staff and corrected by Jacobs. Procedures have been implemented to ensure proper accounts are used and Jacobs is now required to send reports for rebateable items each month prior to being paid.

The FY20-21 closeout costs consist of \$7,753.47 and \$21,333.78 for solids/chemicals and repairs respectively for a total FY20-21 closeout cost of \$29,087.25.

The FY21-22 closeout costs consist of \$44,820.48 and \$21,012.18 for solids/chemicals and repairs respectively for a total FY21-22 closeout cost of \$65,832.66.

The total closeout costs for FY20-21 and 21-22 are \$94,919.91.

Additionally, on November 10, 2023, staff received notice that the sludge hauling and chemicals rebateable items for FY22-23 would close out over budget by \$33,593.46.

Consultation with the Finance Department indicates the prior year’s FY20-21 and FY21-22 closeout costs, and last year’s FY22-23 rebateable cost totaling \$128,513.37 could be covered by fund balance.

ATTACHMENTS:

None.

STAFF REPORT



SUBJECT: Stephenville Wastewater Treatment Plant
Amendment to Agreement for Operations, Maintenance and Management Services
Jacobs/CH2M OMI Proposed Agreement Amendment for FY 2023-2024

MEETING: Public Works Committee Meeting - 14 NOV 2023

DEPARTMENT: Public Works

STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends approval of the proposed contract amendment with a 3.50% base rate increase. The proposed increase of \$24,266.13 yields an annual wastewater treatment operational cost of \$986,902.13 in accordance with the existing agreement.

BACKGROUND:

Provisions of the existing operations and maintenance agreement with CH2MHILL/OMI are reviewed annually. The city originally entered into an agreement with OMI in 1996 for the daily operations and maintenance of the wastewater treatment plant (WWTP). The city renewed the contract with CH2MHILL/OMI on October 7, 2014. The term of the agreement was extended to match the finance period for two backup electrical generators, which CH2MHILL/OMI agreed to finance at no cost to the city. The agreement was renewed in FY20-21 with a five-year renewal setting the existing agreement expiration at September 30, 2026.

The base fee for last fiscal year (FY22-23) was \$934,635.52 and included \$98,000 and \$134,000 for the respective rebateable items of sludge hauling and chemical usage. The base fee also included \$9,318.00 for the continued management of the city's state-mandated Fats, Oils, and Greases (FOG) program.

FISCAL IMPACT SUMMARY:

The FY23-24 proposal negotiates a 3.50% operational base rate increase of \$24,266.13 for a total annual operational cost of \$986,902.13.

The requested base rate percentage increase is a negotiated, proposed increase.

Using the contractually calculated, default adjustment, verified using the contract Base Fee Adjustment Formula in Appendix E of the executed agreement, would result in an 6.89% increase. The overall 3.39% cost savings, achieved between the contractually calculated 6.89% increase and the proposed 3.50% increase, yields \$23,503.48 in negotiated cost savings.

The amendment proposes to maintain the rebateable sludge hauling costs at \$98,000 and increase the rebateable bulk chemical costs by \$28,000 (20.9%), from \$134,000 to \$162,000. Rebateable items are pass-through costs and chemicals have increased significantly since last year. The requested 20.9% increase in chemicals accounts for 53.6% of the total operational increase this fiscal year.

The proposal maintains the provision for the Fats, Oils, and Greases (FOG) tracking program at the rate of \$9,318.00.

The total proposed contract amount, including base fee operations, sludge hauling, chemicals, and FOG program management is \$986,902.13; a \$52,266.61 or 5.6% overall increase from FY22-23.

The FY23-24 budget included \$934,635.52 for operations. The increased amount of \$52,266.61 would need to be offset by a reduction in capital expenditures to make up the difference in the budgeted amount and the proposed amount.

ALTERNATIVES TO PROPOSAL:

The following alternatives are offered for consideration:

1. Do not recommend approval of the contract amendment with the proposed 3.50% operational base rate increase;
2. Postpone amendment approval and renegotiate the terms of the amendment.

ADVANTAGES:

Approval of the proposed agreement amendment provides for a \$23,503.48 (3.39%) cost savings. Approval also provides access to global, industry expertise and allows the city to take advantage of bulk pricing discounts for chemical usage.

DISADVANTAGES:

Approval of the proposed agreement amendment provides is a 5.6% overall increase to the contract and is \$52,266.61 over the allocated budget for the cost of daily operations and maintenance of the Stephenville WWTP.

ATTACHMENTS:

Attached is a copy of the proposed annual agreement amendment from Jacobs/CH2M OMI for FY2022-2023 for the continued daily operations and maintenance of the Stephenville Wastewater Treatment Plant. Also attached are supporting calculations.

1. [WWTP Operations Amendment – Proposed](#)
2. [WWTP Operations Amendment – Supporting Calculations](#)

AMENDMENT NO. 17
to the
AGREEMENT FOR OPERATIONS, MAINTENANCE AND
MANAGEMENT SERVICES
for the
CITY OF STEPHENVILLE, TEXAS

This Amendment No. 17 to the Agreement for Operations, Maintenance and Management Services for City of Stephenville, Texas dated October 1, 2006 (the "Agreement") is made and entered into this ___ day of _____ 2023 (the "Effective Date") by the City of Stephenville, Texas (hereinafter the "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI"), whose address for formal notice is 6312 S. Fiddler's Green Circle, Suite 300N, Greenwood Village, CO 80111.

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:

- 1. Paragraph D.2 of Appendix D is hereby deleted in its entirety and replaced with the following:

D.2 INDUSTRIAL WASTE DISCHARGERS

Attached to and a part of this Agreement is a listing of all industries (CIUs and SIUs) discharging into the collection system and monitored under Ordinance number 50.022.

<u>Industry Name</u>	<u>Address</u>
Superior Powder Coating	645 W. Lingleville Road
TechnipFMC	2825 W. Washington

- 2. Paragraph E.1.1 of Appendix E is hereby deleted in its entirety and replaced with the following:

E.1.1 Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a Base Fee of Nine Hundred Eighty-Six Thousand Nine Hundred Two Dollars (\$986,902) which includes the Sludge Hauling Limit, Chemical Limit, and FOG costs which shall be payable in twelve monthly installments of Eighty-Two Thousand Two Hundred Forty-One Dollars and Eighty-Three Cents (\$82,241.83) for the period of October 1, 2023 through September 30, 2024. Subsequent years' base fees shall be determined as hereinafter specified.

- 2. Paragraph E.1.3 of Appendix E is hereby deleted in its entirety and replaced with the following:

E.1.3 The total amount CH2M HILL OMI shall be required to pay for Sludge Hauling Cost shall not exceed the annual Sludge Hauling Limit of Ninety-Eight Thousand Dollars (\$98,000). This amount will remain the same every year until the expiration of the Agreement or if both Parties agree to negotiate a new amount prior to the expiration of the Agreement. Owner will pay as additional compensation to CH2M HILL OMI any amount above the annual Sludge Hauling

Limit and CH2M HILL OMI will rebate to City any amount less the annual Sludge Hauling Limit.

3. Paragraph E.1.5 of Appendix E is hereby deleted in its entirety and replaced with the following:

E.1.5 Option 1: The total amount CH2M HILL OMI shall be required to pay for Chemical costs shall not exceed the annual Chemicals Limit of One Hundred Sixty-Two Thousand Dollars (\$162,000). This amount will remain the same every year until the expiration of the Agreement or if both Parties agree to negotiate a new amount prior to the expiration of the Agreement. Owner will pay as additional compensation to CH2M HILL OMI any amount above the annual Chemicals Limit and CH2M HILL OMI will rebate to City any amount less the annual Chemicals Limit.

This Amendment No. 17 constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated otherwise, all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement shall be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

Authorized signature:

Authorized signature:

OPERATIONS MANAGEMENT
INTERNATIONAL, INC.

CITY OF STEPHENVILLE, TX

Greg Weeks

Digitally signed by Greg Weeks
DN: cn=Greg Weeks, c=US, ou=OMFS -
South Central Region, ou=PU-011962 US
PROJECT DELIVERY - OM SVCS - US
SOUTH - GLOBAL - OM,
email=greg.weeks@jacobs.com
Date: 2023.09.18 11:43:18 -05'00'

Name: Greg Weeks
Title: Designated Manager
Date: 9/18/23

Name: Doug Svien
Title: Mayor
Date: _____

Base Fee adjustment formula as shown in Appendix E.3

ABF = Adjusted Base Fee

E = ECI for Total Compensation for Civilian Workers, Not Seasonally Adjusted (Employment Cost Index) reported as a percentage for the first quarter of the year for which an ABF is being calculated as published by U.S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series Id: CIU101000000000A.

C_o = Consumer Price Index for all urban consumers as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series Id: CUUR0000SA0 for the month that is eighteen (18) months prior to the beginning of the period for which an ABF is being calculated, which is the month of March.

C = Consumer Price Index for all urban consumers as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series Id: CUUR0000SA0 for the month that is six (6) months prior to the beginning of the period for which an Adjusted Base Fee is being calculated, which is the month of March.

ABF = Adjusted Base Fee

ABF = BF x AF

BF = Base Fee

AF = Adjustment Factor as determined by the formula:

AF = [(E)0.50 + ((C-C_o)/C_o)0.50] + 1.02

E = 4.80%, C = 301.836, C_o = 287.504

AF = [(4.80%)0.50 + ((301.836-287.504)/287.504)0.50] + 1.02

AF = [(.0480*.5) + (.0498*.5)] + 1.02

AF = 1.0689 shown as an 6.89% increase

DEFAULT INCREASE OF 6.89%

Contractual Default Fee Calculation

FY22-23 Base Fee = \$693,318.00

Amount of Base Fee Increase = \$693,318.00 x 0.0689 = \$47,769.61

ABF = \$693,318.00 x 1.0689 = \$741,087.61

✓ ABF = \$693,318.00 + \$47,769.61 = \$741,087.61

Operational Fee (OF) Calculation

OF = ABF + Sludge Hauling + Chemicals + FOG

✓ OF = \$741,087.61 + \$98,000 + \$162,000 + \$9,318 = **\$1,010,405.61**

NEGOTIATED AND PROPOSED INCREASE OF 3.50%

Negotiated Fee Calculation

FY22-23 Base Fee = \$693,318.00

Amount of Base Fee Increase = \$693,318.00 x 0.0350 = \$24,266.13

ABF = \$693,318.00 x 1.035 = \$717,584.13

✓ ABF = \$693,318.00 + \$24,266.13 = \$717,584.13

Operational Fee (OF) Calculation

OF = ABF + Sludge Hauling + Chemicals + FOG

✓ OF = \$717,584.13 + \$98,000 + \$162,000 + \$9,318 = **\$986,902.13**

OF Cost Savings: 6.89%OF – 3.50%OF = \$1,010,405.61 - \$986,902.13 = \$23,503.48

Supporting Documentation for (E) Employment Cost Index and (CPI) Consumer Price Index:

<http://data.bls.gov/timeseries/CIU1010000000000A>

Data extracted on: January 11, 2023 (3:24:24 PM)

Employment Cost Index

Series Id: CIU1010000000000A (B,C)

Not seasonally adjusted

Series Title: Total compensation for All Civilian workers in All industries and occupations, 12-month percent change

Ownership: Civilian workers

Component: Total compensation

Occupation: All workers

Industry: All workers

Subcategory: All workers

Area: United States (National)

Periodicity: 12-month percent change

Year	Qtr1	Qtr2	Qtr3	Qtr4
2013	1.9	1.9	1.9	2.0
2014	1.8	2.0	2.2	2.2
2015	2.6	2.0	2.0	2.0
2016	1.9	2.3	2.3	2.2
2017	2.4	2.4	2.5	2.6
2018	2.7	2.8	2.8	2.9
2019	2.8	2.7	2.8	2.7
2020	2.8	2.7	2.4	2.5
2021	2.6	2.9	3.7	4.0
2022	4.5	5.1	5.0	5.1
2023	4.8	4.5	4.3	

B : Includes wages, salaries, and employer costs for employee benefits.

C : See Footnote C on www.bls.gov/ect/cimapnote.htm.

http://data.bls.gov/timeseries/cuur0000sa0?series_id=cwur0000sa0

Data extracted on: January 11, 2023 (3:24:39 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0

All items in U.S. city average, urban wage earners and clerical workers, not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691	307.026	307.789			



STAFF REPORT

SUBJECT: ITB 3328 – Three Police Patrol Vehicles

DEPARTMENT: Finance

STAFF CONTACT: Tricia Wortley

RECOMMENDATION:

The Purchasing Department and the Police Chief recommend the bid be awarded to Bruner Motors for the 2024 vehicles totaling \$155,655.00. This will be for three Chevrolet Tahoes at \$51,885.00 each.

BACKGROUND:

Bids were solicited and opened on November 20, 2023 for three patrol SUVs. We received a response from only one vendor.

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

	Bruner Motors
SUV	\$51,885.00



STAFF REPORT

SUBJECT: Consider Approval of Resolution Regarding a Financing Agreement for the Purpose of Procuring Police Vehicles

DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

RECOMMENDATION:

Staff are requesting the Council to approve a financing agreement with Government Capital Corporation for equipment cost of \$155,655 at 5.732% with 4 annual payments of \$42,225.02.

BACKGROUND:

During budget preparation, the Police Department requested to purchase three (3) police vehicles with an estimated cost of \$141,000 with an estimated equipment cost of \$124,500 for a total budget of \$265,500. The purchase of the vehicles would be funded through a financing agreement.

Government Capital Corporation provided financing options for four years with the first payment due at signing or the first payment due 6 months after signing and annual payments thereafter.

FISCAL IMPACT SUMMARY:

Approving this financing agreement will obligate the City to \$42,225.02 in debt service payments this year and for the next three years. The amount budgeted for debt service for this purchase was \$40,500, leaving a deficit of \$1,725.02 which will be taken from the amount budgeted to equip these vehicles.

ALTERNATIVES

Not approve the financing agreement and pay cash for the vehicles.

Not approve the financing agreement and pursue other financing arrangements.



GOVERNMENT CAPITAL
CORPORATION

December 1, 2023

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

Dear Mrs. Harris,

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

ISSUER:	City of Stephenville, Texas
FINANCING STRUCTURE:	Public Property Finance Contract issued under Local Government Code Section 271.005
EQUIPMENT COST:	\$ 155,655
TERM:	4 Annual Payments
INTEREST RATE:	5.732%
PAYMENT AMOUNT:	\$ 42,225.02
PAYMENTS BEGINNING:	At signing and annually thereafter
TERM:	4 Annual Payments
INTEREST RATE:	5.732%
PAYMENT AMOUNT:	\$ 43,455.36
PAYMENTS BEGINNING:	6 months from signing and annually thereafter

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

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

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are based on current markets. Upon credit approval, rates may be locked for up to thirty (30) days. If funding does not occur within this time period, rates will be indexed to markets at such time.

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

With Best Regards,

Stephanie Cates

Stephanie Cates
SVP Client Services
Main: 817-421-5400

RESOLUTION NO. 2023-R-

A RESOLUTION REGARDING A FINANCING AGREEMENT FOR THE PURPOSE OF PROCURING POLICE VEHICLES.

WHEREAS the City of Stephenville desires to enter into a certain Financing Agreement, by and between Government Capital Corporation and the City of Stephenville, for the purpose of financing Police Vehicles; and

WHEREAS the City of Stephenville desires to designate this Agreement as a "qualified tax-exempt obligation" of the City of Stephenville for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS the City of Stephenville desires to designate the City Manager as an authorized signer of the Agreement.

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

SECTION 1.

That the City of Stephenville enters into a Financing Agreement with Government Capital Corporation for the purpose of procuring Police Vehicles.

SECTION 2.

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

SECTION 3.

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

SECTION 4.

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

PASSED AND APPROVED this the 5th day of December, 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



STAFF REPORT

SUBJECT: Overview of Enforcement Program for Delinquent Backflow Protection Devices
DEPARTMENT: Development Services
STAFF CONTACT: Steve Killen, Director

BACKGROUND:

TCEQ requires annual testing of backflow protection devices. These devices, when functioning as designed, protect the City's public water supply from potential contamination by a non-potable water source.

Currently, there are roughly 1,400 devices across the city. In recent years, the City secured a contract for professional services to address non-compliant devices representing roughly 41% of the total number of units. Through this effort, the city realized a significant reduction in non-compliant devices with our lowest non-compliant rating at 28%.

During the FY2023-24 Budget review, staff presented a program that would be administered by Development Services staff. The program was modeled to obtain the same goal as the professional services contract – to reduce the number of non-compliant devices. City Council approved the program.

In October, staff began developing and testing the program. Our target implementation date is set for January 2024. Heather Misemer will oversee the program.

FISCAL IMPACT SUMMARY:

Based on the program model, anticipated compliance rate and fee schedule, staff anticipates a first-year, net revenue of approximately \$40K. Additionally, a cost savings through the reduction of contracted services is anticipated at \$50K.

STAFF REPORT

SUBJECT: Case No.: PD2022-001 – UPDATE

Applicant 2828 Real Estate 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 1300 Pecan Hill Drive, Parcel R50244, being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the revised development schedule.

BACKGROUND:

The Planning and Zoning Commission convened on May 18, 2022, and by a unanimous vote, recommended the City Council approve the rezoning request. Subsequently, on June 7, 2022, the City Council approved Ordinance No. 2022-O-16, rezoning the property from Single Family Residential District (R-1) to Planned Development District (PD).

City ordinance requires annual updates to the Commission.



DESCRIPTION OF REQUESTED ZONING

Sec. 154.08. Planned development district (PD).

8.A Description.

- (1) Planned development districts are designed for greater flexibility and discretion in the application of residential and non-residential zoning and for increased compatibility and the

more effective mitigation of potentially adverse impacts on adjacent land than in possible under standard district regulations. It is recognized that it is desirable for certain areas of the city to be developed in accordance with development plans prepared and approved as a part of the ordinance authorizing the zoning necessary for the proposed development.

- (2) Improvements in a "PD" District are subject to conformance with a development plan approved by the City Council on Planning and Zoning Commission recommendation and after public hearing thereon. No development plan may increase gross density in excess of that allowed by the base district.

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

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

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

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

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

8.C Prohibited Uses.

- (1) Any building erected or land used for other than the use shown on the Planned Development Site Plan, as approved by the City Council.

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

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

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 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 proper location for proposed use?
- Reasonable Use of Property - does proposed change provide reasonable use of property?
- Zoning has great discretion - deny if applicant has not proven it is in the best interest of City to rezone

ALTERNATIVES

- 1) Accept the recommendation of the Planning and Zoning Commission and approve the revised development schedule.
- 2) Overrule the recommendation of the Planning and Zoning Commission and deny the revised development schedule. Such action will require the removal of all or part of the Planned Development and cause placement in another zoning district.

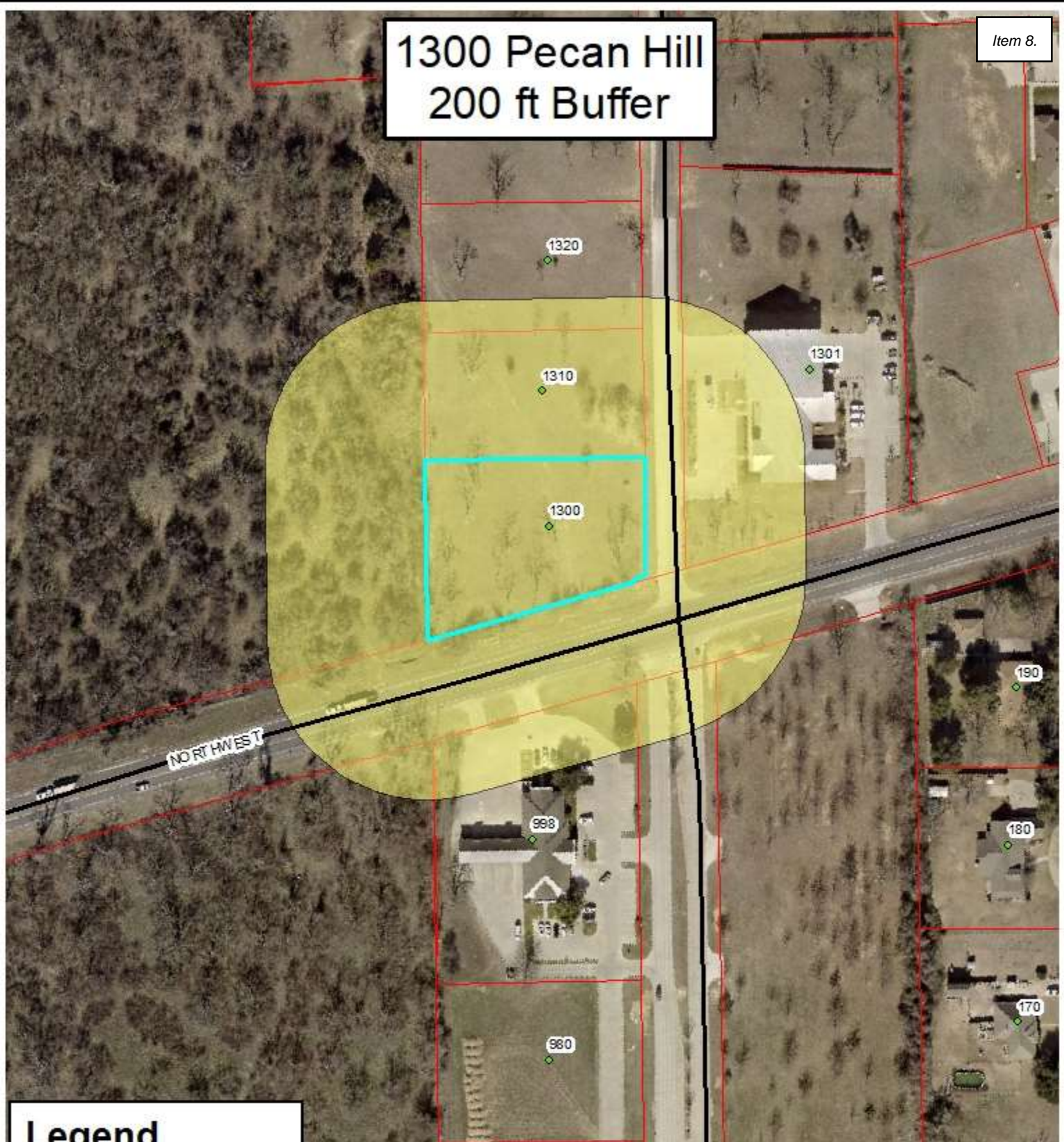
BOSQUE CONSTRUCTION SCHEDULE

PROJECT NAME	Justin Haschke	12/1/2023
CLIENT NAME	Colby Pack	DATE
LOCATION	Pecan Hill (NW Loop)	1
	PROJECT MANAGER	PAGE

WBS	WBS Name	Start Date	Finish Date	Duration (in Day)	% Completed	Comments
1	Proposal and Documentation					
2	Design					
3	Contracts / Bids					
4	Permits	12/1/2023	12/7/2023	6		
5	Inspections					
6	Site Preparation	12/1/2023	12/22/2023	21		
7	Foundation/Concrete	12/15/2023	1/15/2024	31		
8	Framing	1/22/2024	2/26/2024	35		
9	Roof	2/12/2024	2/16/2024	4		
10	Parking Lot	3/4/2024	3/22/2024	18		
11	Window / Doors	2/26/2024	3/1/2024	4		
12	Plumbing / Electrical / HVAC	3/11/2024	4/15/2024	35		
13	Insulation / Drywall	4/22/2024	5/13/2024	21		
14	Cabinets	5/14/2024	5/24/2024	10		
15	Painting	5/14/2024	5/31/2024	17		
16	Drop Ceiling	5/27/2024	6/7/2024	11		
17	Flooring	6/10/2024	6/17/2024	7		
18	Fixtures / Appliances	6/24/2024	6/28/2024	4		
19	Landscaping	4/22/2024	5/6/2024	14		
20	Final Clean / Final Punch	7/1/2024	7/15/2024	14		
21	Turn Over Building	8/1/2024	8/1/2024	0		

1300 Pecan Hill 200 ft Buffer

Item 8.



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.

1300 Pecan Hill Current Zoning - R1- Single Family

Item 8.

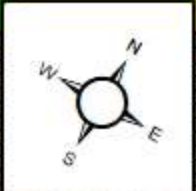


Legend

- ◆ Addresses
- Roads
- ▭ Parcels

ZONING

- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tareton, 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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1300 Pecan Hill Future Land Use - Neighborhood Business

Item 8.



Legend

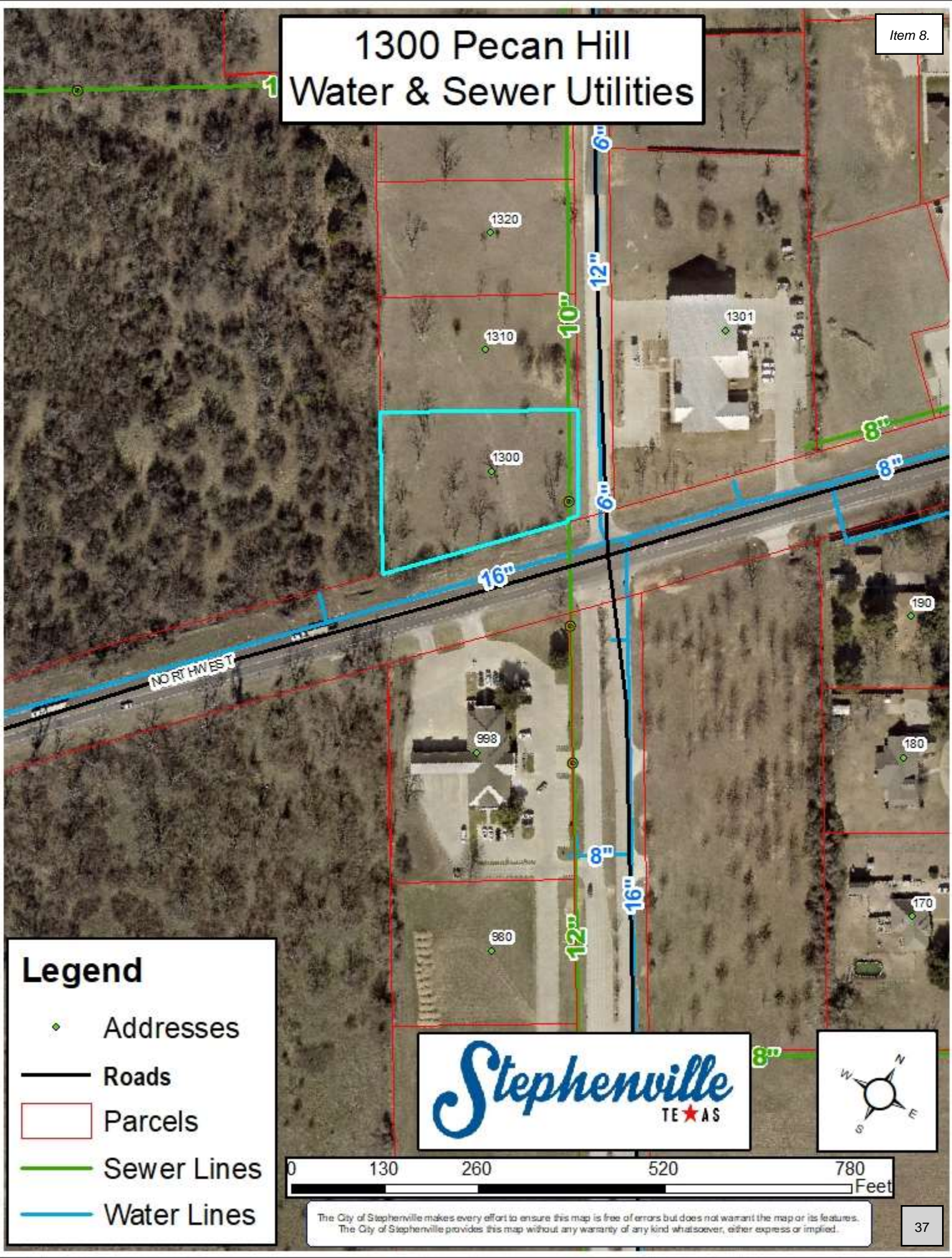
- ◆ Addresses
- Roads
- Parcels
- Future Use**
- Ag/Open Space
- Office/Neighbor_Bus
- Commercial
- Cent Business Dist
- City/Tarleton/SISD
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- Planned Development
- Single Family
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- Duplex/Townhome
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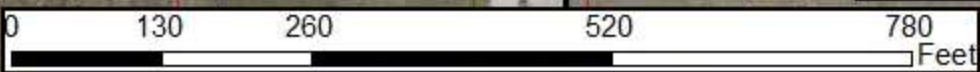
1300 Pecan Hill Water & Sewer Utilities

Item 8.



Legend

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- Roads
- ▭ Parcels
- Sewer Lines
- Water Lines



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1300 Pecan Hill Address List

Item 8.

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000050244	1300 PECAN HILL DRIVE	2828 REAL ESTATE LLC	505 N GRAHAM	STEPHENVILLE	TX	76401
R000076924	1310 PECAN HILL DRIVE	2828 REAL ESTATE LLC	505 N GRAHAM	STEPHENVILLE	TX	76401
R000064345	991 WOLFE NURSERY RD	ALLEN REAL PROPERTIES LTD	PO BOX 953	STEPHENVILLE	TX	76401
R000073125	0 NORTHWEST LOOP	BACHUS JAMES O FAMILY TRUST	PO BOX 552	STEPHENVILLE	TX	76401-0552
R000064826	0 PECAN HILL DRIVE	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401
R000050276	1301 PECAN HILL DRIVE	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401
R000059541	0 WOLFE NURSEY RD & W FREY	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000060086	0 PECAN HILL DR	ERATH COUNTY	100 W WASHINGTON	STEPHENVILLE	TX	76401-0000
R000076925	1320 PECAN HILL DRIVE	HASCHKE JUSTIN & MIKAH TAYLOR	1313 PRAIRIE WIND BLVD	STEPHENVILLE	TX	76401-5910
R000022438	0 NORTHWEST LOOP	SLADE CAPITAL LLC	530 W 30TH ST 16C	NEW YORK	NY	10001
R000066704	998 WOLFE NURSERY RD	TEXAS BANK	PO BOX 1429	BROWNWOOD	TX	76804

ORDINANCE NO. 2023-O-_____

AN ORDINANCE EXTENDING THE MODIFIED DEVELOPMENT SCHEDULE FOR A PLANNED DEVELOPMENT DISTRICT (PD).

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

The Planned Development District (PD) established on the following described tracts of land:

1300 Pecan Hill Drive, Parcel R50244, Being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas

is subject to the following development schedule and all of the terms and conditions set out as follows in Exhibit A.

PASSED AND APPROVED on the 5th day of December 2023.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King, City Manager

Approved as to form and legality by
Randy Thomas, City Attorney

EXHIBIT A

BOSQUE CONSTRUCTION SCHEDULE						
BMY Wealth Management			Justin Haschke		12/1/2023	
PROJECT NAME			CLIENT NAME		DATE	
Pecan Hill (NW Loop)			Colby Pack		1'	
LOCATION			PROJECT MANAGER		PAGE	
WBS	WBS Name	Start Date	Finish Date	Duration (in Day)	% Completed	Comments
1	Proposal and Documentation					
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3	Contracts / Bids					
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21	Turn Over Building	8/1/2024	8/1/2024	0		



STAFF REPORT

SUBJECT: Case No.: PP2023-003

Applicant Reece Flanagan of Flanagan Land Solutions, representing Troy Kunkel with Cowtown Properties and 598 Westwood LLC, is requesting to amend the Planned Development/Preliminary Plat of properties located at 817 W. Washington, being Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, being Parcel R29581 of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5), 873 W. Washington, being Parcel R29580 of CITY ADDITION, BLOCK 62; LOT 3, and 897 W Washington, being Parcel R29579 of CITY ADDITION, BLOCK 62; LOT 2 of the City of Stephenville, Erath County, Texas.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

CONTACT:

RECOMMENDATION:

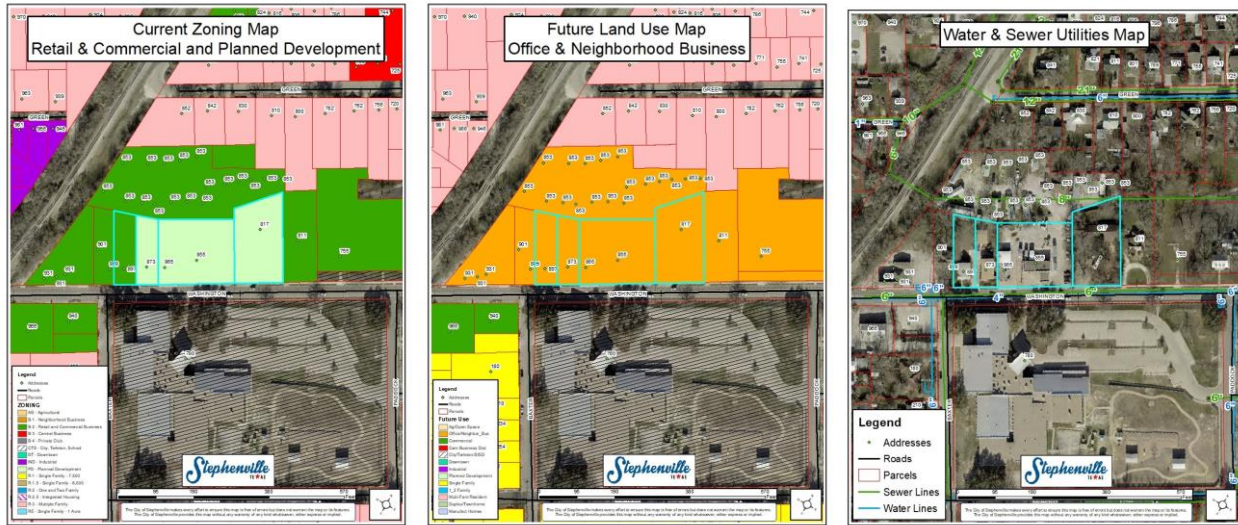
The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the amended Planned Development/Preliminary Plat.

BACKGROUND:

On August 15, 2021, the applicant presented the Conceptual Plan to the Planning and Zoning Commission for an intended townhome development. Planning and Zoning recommended City Council approve the PD which occurred December 2021. In March 2023, the City Council approved a modified development schedule.

Staff have been working with the Developer and Project Engineer with plan submittals. Additional Right-of-Way dedication is necessary. Consequently, the Developer is requesting to amend his Planned Development by adding parcel R29579 (897 W. Washington). This amendment will allow ROW dedication with additional phases of the PD to be constructed at 897 W. Washington. Overall, no additional units will be constructed and TxDOT access will not be impacted as the entrances/exit remain unchanged.

PROPERTY PROFILE:



Sec. 155.4.05. Preliminary plat.

- A. *Purpose.* The purpose of a Preliminary Plat shall be to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development, and the overall compliance of the land division with applicable requirements of this Subdivision Ordinance.
- B. *Applicability.* No subdivision of land shall be allowed without proper submittal, approval, and adoption of a Preliminary Plat.
- C. *Exceptions.*
 - 1. A Preliminary Plat is not required when a Minor Plat is submitted (refer to 4.07).
 - 2. A Final Plat in accordance with Section 4.06 may be submitted in lieu of a Preliminary Plat if a Development Agreement and appropriate surety are submitted along with the Application.
- D. *Accompanying Applications.*
 - 1. *Preliminary and Other Types of Plans.* An Application for a Preliminary Plat shall be accompanied by the following:
 - a. Preliminary Drainage Plan;
 - b. Preliminary Storm Water Management Plan;
 - c. Preliminary Utility Plan; and
 - d. Other plans if deemed necessary for thorough review by the Responsible Official, such as a Planned Development Master Plan.

Approval of each shall be separately included with this application.
 - 2. *Current Title Commitments.* The Applicant shall furnish with the Application to the City a current title commitment issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the Preliminary Plat.
- E. *Review by City Administrator/Responsible Official.* The City Administrator shall:
 - 1. Initiate review of the plat and materials submitted.
 - 2. Make available Plats and reports to the Commission for review.

3. Upon determination that the Application is ready to be acted upon, schedule the Preliminary Plat for consideration on the agenda of the next available meeting of the Planning and Zoning Commission.

F. *Action by the Planning and Zoning Commission.* The Commission shall:

1. Review the Preliminary Plat Application, the findings of the City Administrator and any other information available.
 - a. From all such information, the Commission shall determine whether the Preliminary Plat conforms to this Subdivision Ordinance.
2. Act within thirty (30) calendar days following the Official Submission Date, unless the Applicant submits a Waiver of Right to 30-Day Action.
 - a. If no decision is rendered by the Commission within the thirty (30) day period described above or such longer period as may have been agreed upon, the Preliminary Plat, as submitted, shall be deemed approved by the Commission.
3. Take one of the following actions:
 - a. Approve the Preliminary Plat;
 - b. Approve the Preliminary Plat with conditions, which shall mean that the Preliminary Plat shall be considered to have been approved once such conditions are fulfilled and until the conditions are satisfied, it is considered denied; or
 - c. Deny the Preliminary Plat.

G. *Criteria for Approval.* The following criteria shall be used by the Commission to determine whether the Application for a Preliminary Plat shall be approved, approved with conditions, or denied:

1. All Plats must be drawn to conform to the zoning regulations currently applicable to the property. If a zoning change for the property is proposed, then the zoning change must be completed before the approval of any Preliminary Plats/Final Plats;
2. No Plat or Replat may be approved that leaves a structure located on a remainder lot.
3. The Preliminary Plat is consistent with any approved Development Agreement;
4. The proposed provision and configuration of Public Improvements including, but not limited to, roads, water, wastewater, storm drainage, park facilities, open spaces, habitat restoration, easements and Right-of-Way are adequate to serve the development, meet applicable standards of this Subdivision Ordinance, and conform to the City's adopted master plans for those facilities;
5. The Preliminary Plat has been duly reviewed by applicable City staff;
6. The Preliminary Plat conforms to design requirements and construction standards as set forth in the Engineering Standards Manual.
7. The Preliminary Plat is consistent with the adopted Comprehensive Plan, except where application of the Plan may conflict with State law;
8. The proposed development represented on the Preliminary Plat does not endanger public health, safety or welfare; and
9. The Preliminary Plat conforms to the City's subdivision Application checklists.

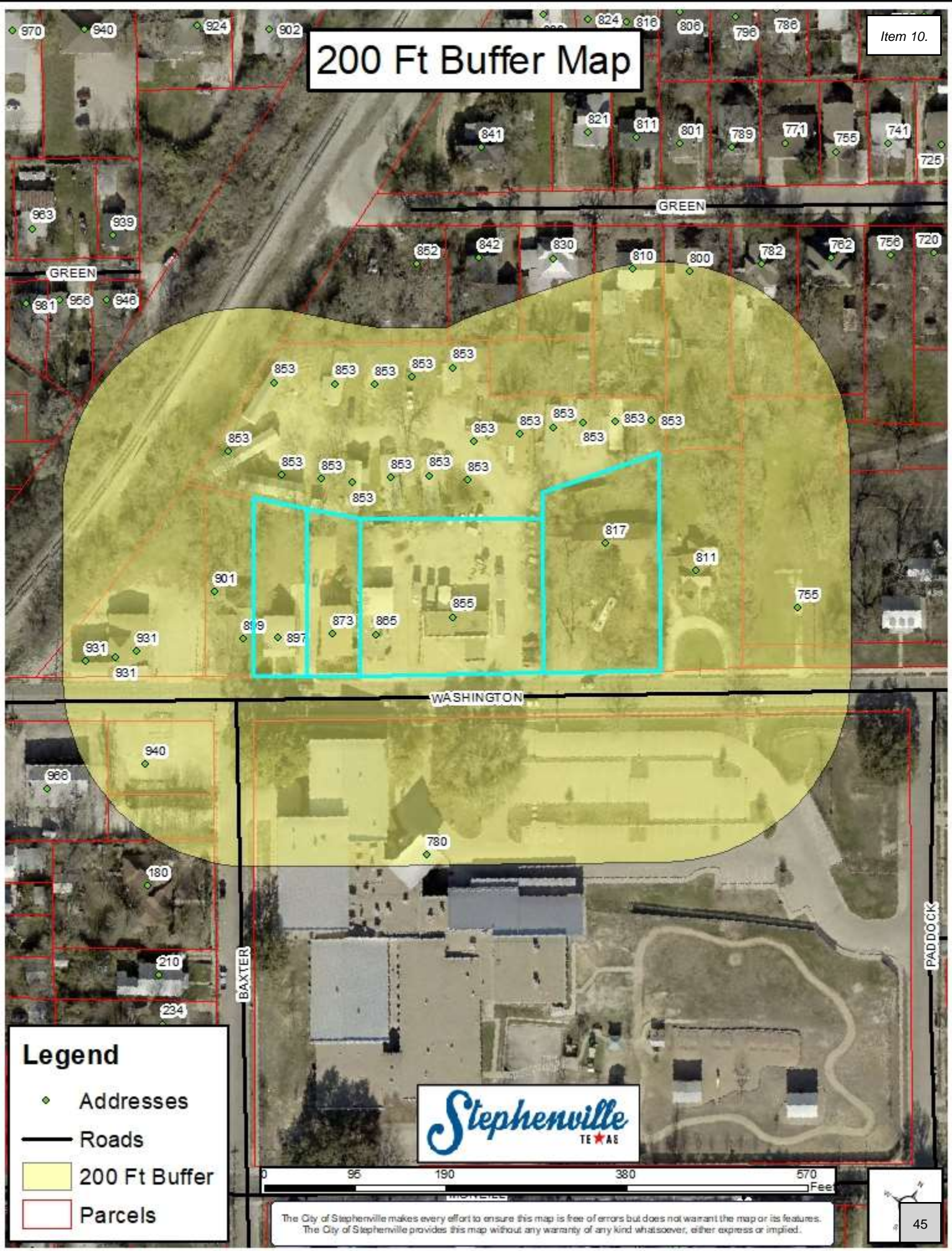
H. *Effect of Approval.*

1. Approval of a Preliminary Plat shall allow the Applicant to proceed with the development and platting process by submitting Construction Plans and Final Plat.
2. Approval of the Preliminary Plat shall be deemed general approval of the subdivision's layout only, and shall not constitute approval or acceptance of Construction Plans or a Final Plat.

ALTERNATIVES

1. Accept the recommendation of the Planning and Zoning Commission and approve the amended Planned Development/Preliminary Plat.
2. Deny the Amended Planned Development/Preliminary Plat.

200 Ft Buffer Map



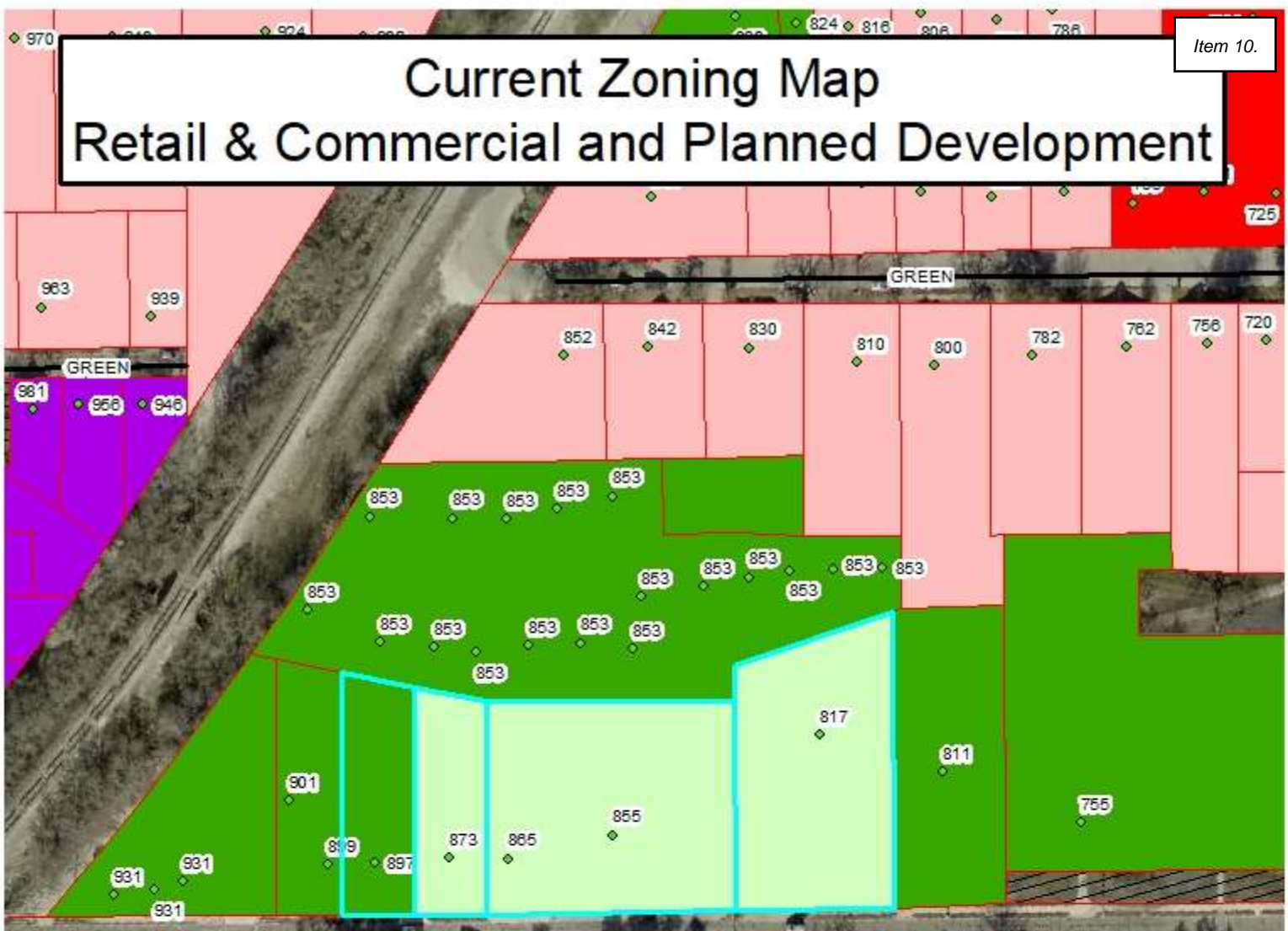
Legend

- ◆ Addresses
- Roads
- 200 Ft Buffer
- Parcels



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Current Zoning Map Retail & Commercial and Planned Development



Legend

- Addresses
- Roads
- Parcels

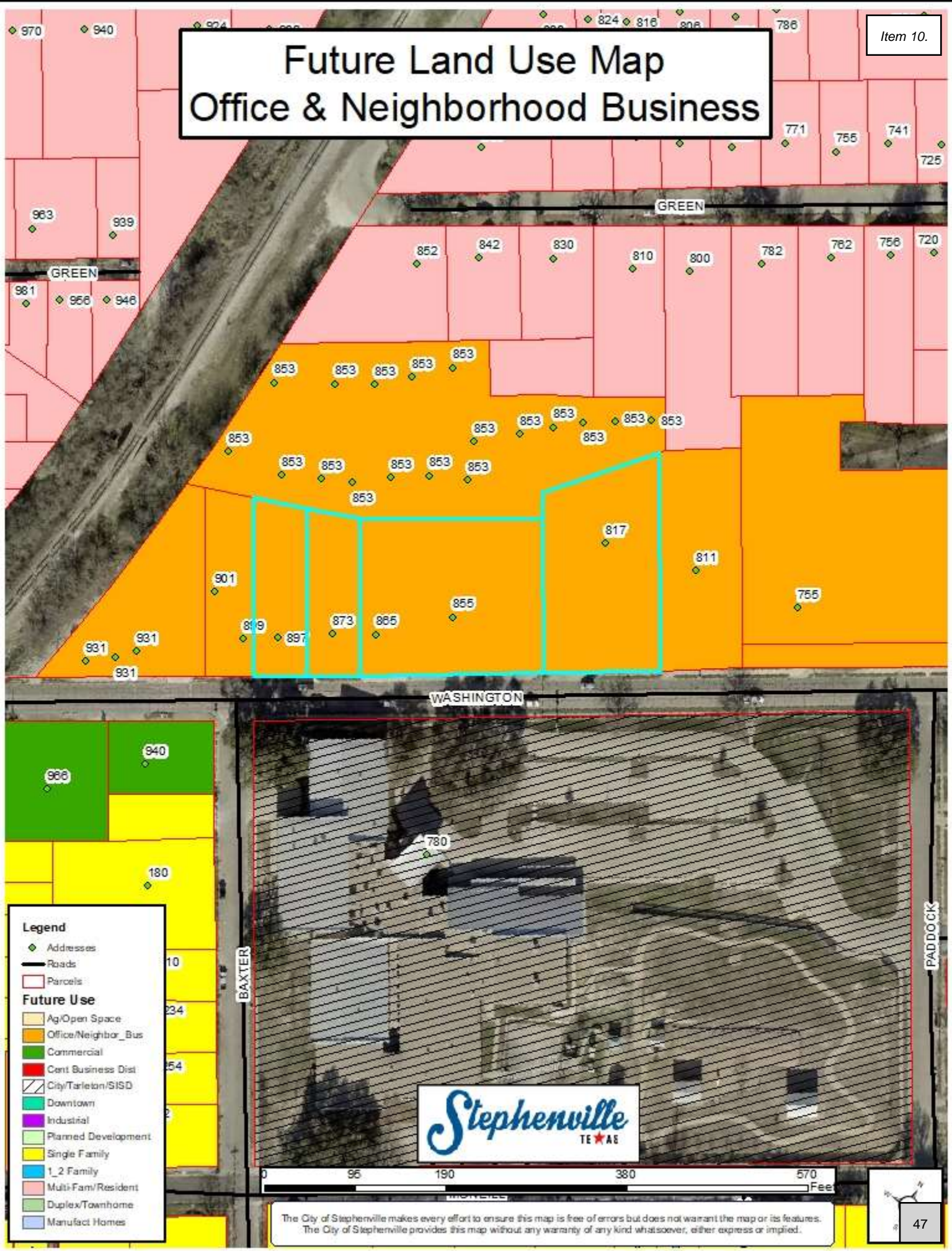
ZONING

- AG - Agricultural
- B-1 - Neighborhood Business
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- B-4 - Private Club
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- IND - Industrial
- PD - Planned Development
- R-1 - Single Family - 7,500
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Future Land Use Map Office & Neighborhood Business



Legend

- ◆ Addresses
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- ▭ Parcels

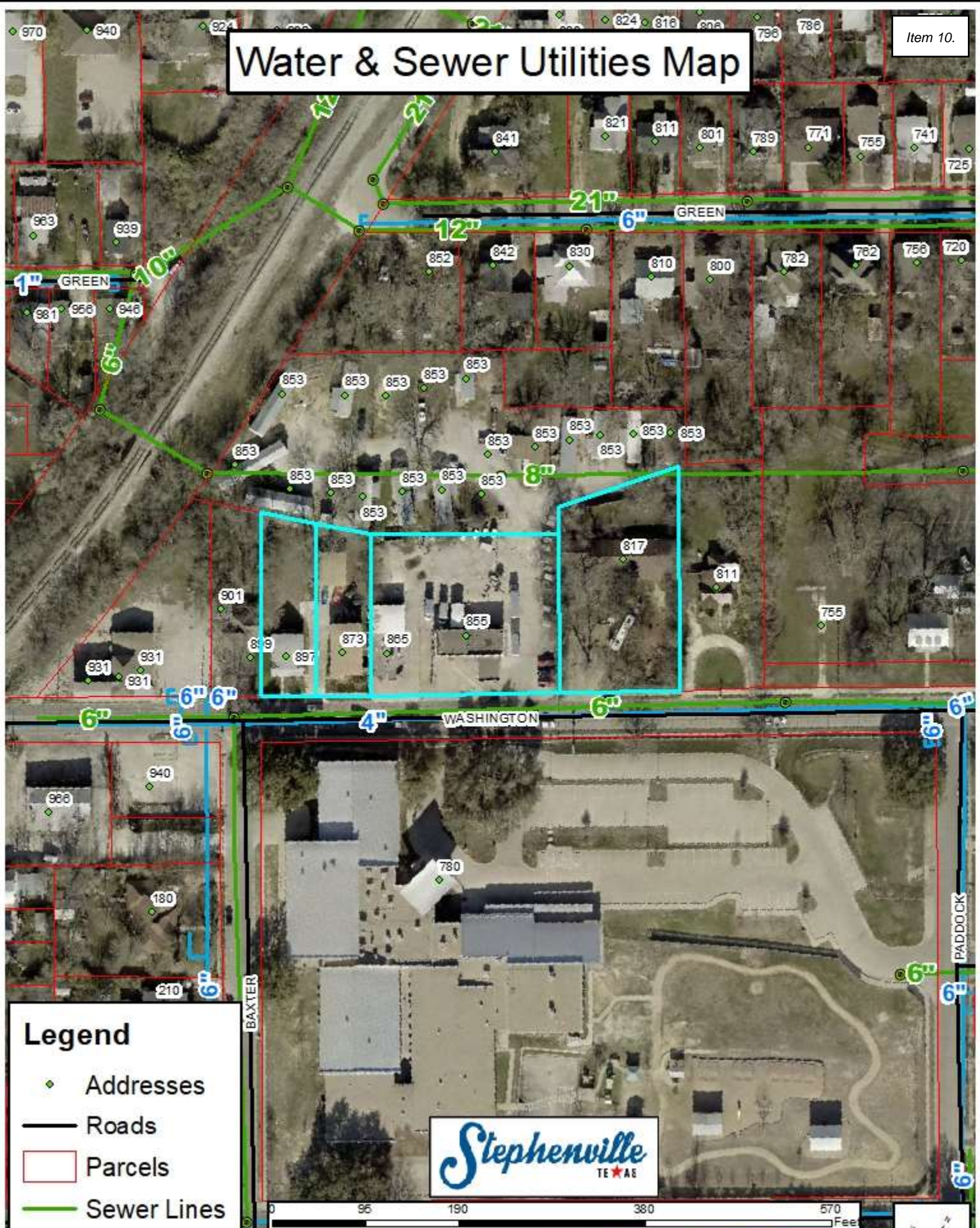
Future Use

- Ag/Open Space
- Office/Neighbor_Bus
- Commercial
- Cent Business Dist
- ▨ City/Tarleton/SISD
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Water & Sewer Utilities Map

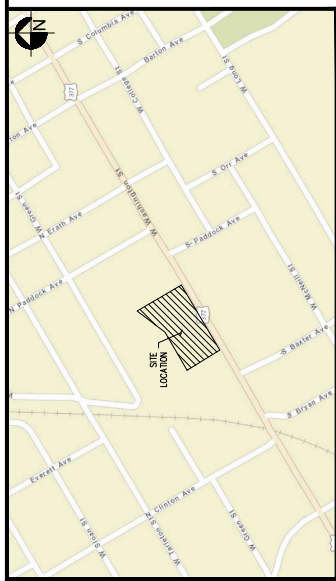


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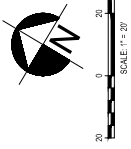
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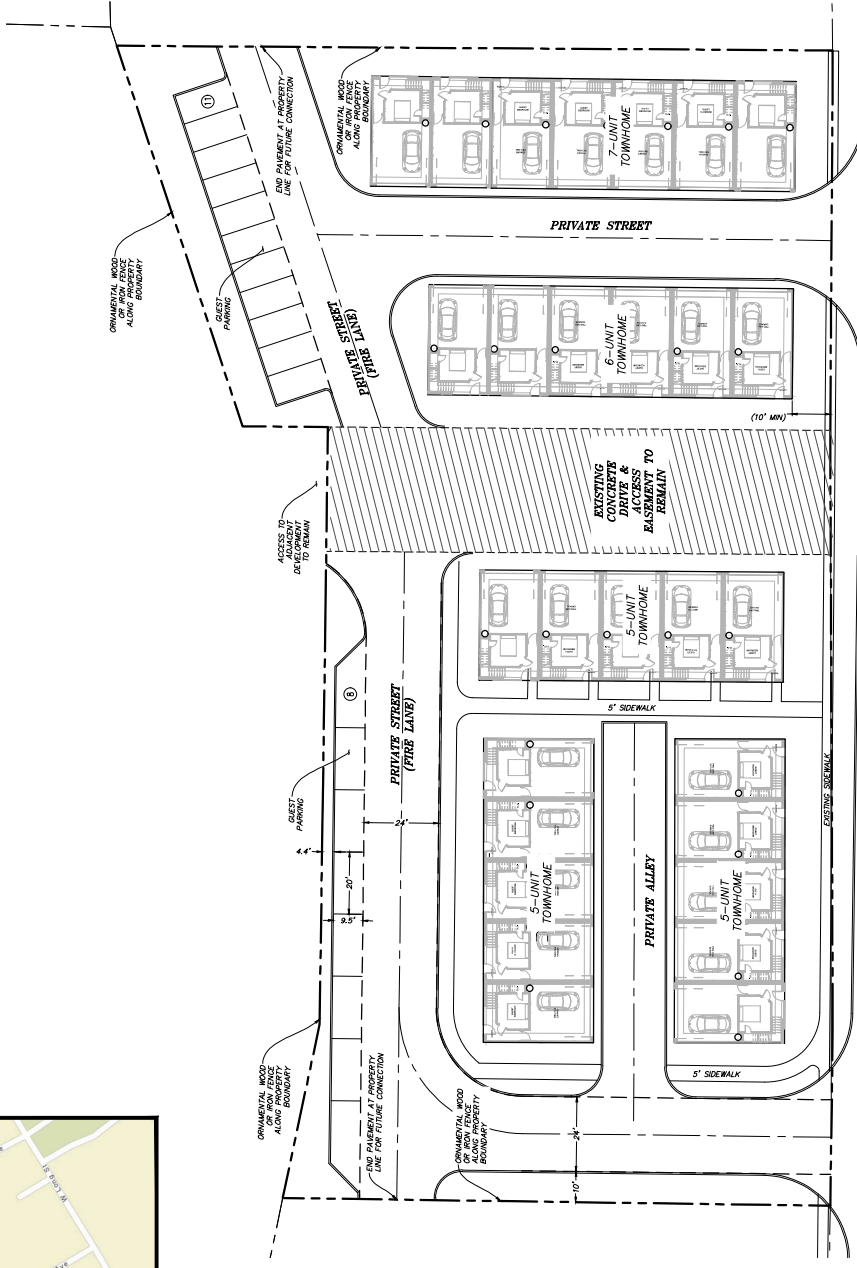


LOCATION MAP
KLS



GENERAL NOTES:
 ALL DIMENSIONS ARE TO FACE OF CURB WHERE APPLICABLE UNLESS OTHERWISE NOTED.

SITE DATA TABLE	
CURRENT ZONING	B-2
PROPOSED ZONING	PD
TOTAL SITE AREA	66,620 SQ FT / 1.53 AC
DENSITY	18.30 U/A
DEVELOPMENT STANDARDS	
MINIMUM FLOOR AREA (SF)	1,500 SF
MINIMUM LOT AREA (SF)	800 SF
MINIMUM LOT WIDTH	40'
MINIMUM LOT DEPTH	40'
MINIMUM REAR SETBACK	3'
MINIMUM INTERIOR SIDE YARD SETBACK	0'
MINIMUM EXTERIOR SIDE YARD SETBACK	5'
LAND USE SUMMARY	
LOT #	28
TOWNHOME LOT	3
PRIVATE ACCESS LOT	6
PROVIDED PARKING	
RESIDENT PARKING	65
GUEST PARKING	38
TOTAL PARKING	75

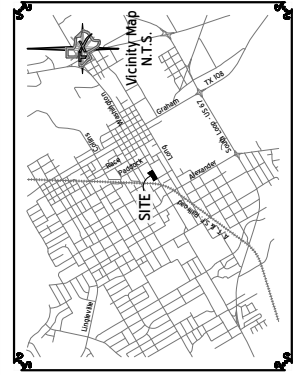


WASHINGTON ST



PRELIMINARY SITE PLAN
 WASHINGTON TOWNHOMES
 STEPHENVILLE, TEXAS

know what's below.
Call before you dig.
 811
 CALL A BUSINESS DAY IN ADVANCE BEFORE MARKING OF UNDERGROUND MEMBER UTILITIES.



Utility Easements
 The survey shows easements for utility lines, including electric, gas, water, and sewer. The surveyor has identified the location of these easements and has shown them on the plat. The surveyor has also shown the location of any other easements that may be present on the property. The surveyor has also shown the location of any other easements that may be present on the property. The surveyor has also shown the location of any other easements that may be present on the property.

Construction Over Easements
 No permanent buildings or structures shall be constructed over any easement or platted utility easement. Any building, structure, or other utility easement of any type, including but not limited to, electric, gas, water, and sewer, shall be constructed in accordance with the applicable codes and regulations. The surveyor has shown the location of any other easements that may be present on the property.

Underground Utilities
 Underground utilities were not located during this survey. Call 811 and/or utility providers before excavation or construction.

Flood Hazard Note
 The tract appears to be located within Other Area Zone "X", which is determined to be located within the Flood Hazard Overlay District. The surveyor has shown the location of any other easements that may be present on the property.

Special Notice
 Selling a portion of this subdivision by metes and bounds is a violation of City Ordinance 10-10. The surveyor has shown the location of any other easements that may be present on the property.

Additional Notes
 No abstract of title or the commission was provided to this surveyor. Record owners of this property and of the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property. The surveyor has shown the location of any other easements that may be present on the property.

Lot X Note
 All lots denoted with the suffix of "X" are common area and/or green space, except 20X & 40X shared access and utility easement. The surveyor has shown the location of any other easements that may be present on the property.

Access Lot Data Table

Cell	BEARING	DISTANCE	BEARINGS	ACC.	DATA
R1	N 25°05'24" E	16.98	S 50°00'00" W	18.05	18.05-18.07-09
R2	S 35°17'36" E	16.98	S 50°00'00" W	18.05	18.05-18.07-09
R3	S 35°17'36" E	16.98	S 50°00'00" W	18.05	18.05-18.07-09
R4	N 44°54'00" W	22.00	S 50°00'00" W	22.00	22.00-22.00-22.00
R5	N 33°52'49" W	18.05	S 50°00'00" W	18.05	18.05-18.07-09

Non-Access Lot Data Table

Cell	BEARING	DISTANCE	BEARINGS	ACC.	DATA
L1	S 70°02'55" W	7.26	S 20°00'00" E	7.26	7.26-7.26-7.26
L2	N 44°54'00" E	7.26	S 20°00'00" E	7.26	7.26-7.26-7.26
L3	S 38°26'49" E	4.18	S 20°00'00" E	4.18	4.18-4.18-4.18
L4	N 9°25'36" W	5.48	S 20°00'00" E	5.48	5.48-5.48-5.48
L5	N 30°26'01" W	8.14	S 20°00'00" E	8.14	8.14-8.14-8.14
L6	S 30°26'01" E	7.26	S 20°00'00" E	7.26	7.26-7.26-7.26
L7	S 59°35'00" W	5.50	S 20°00'00" E	5.50	5.50-5.50-5.50
L8	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L9	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L10	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L11	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L12	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L13	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L14	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L15	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L16	N 25°05'24" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L17	S 35°17'36" E	16.98	S 20°00'00" E	16.98	16.98-16.98-16.98
L18	N 03°57'59" E	22.60	S 20°00'00" E	22.60	22.60-22.60-22.60

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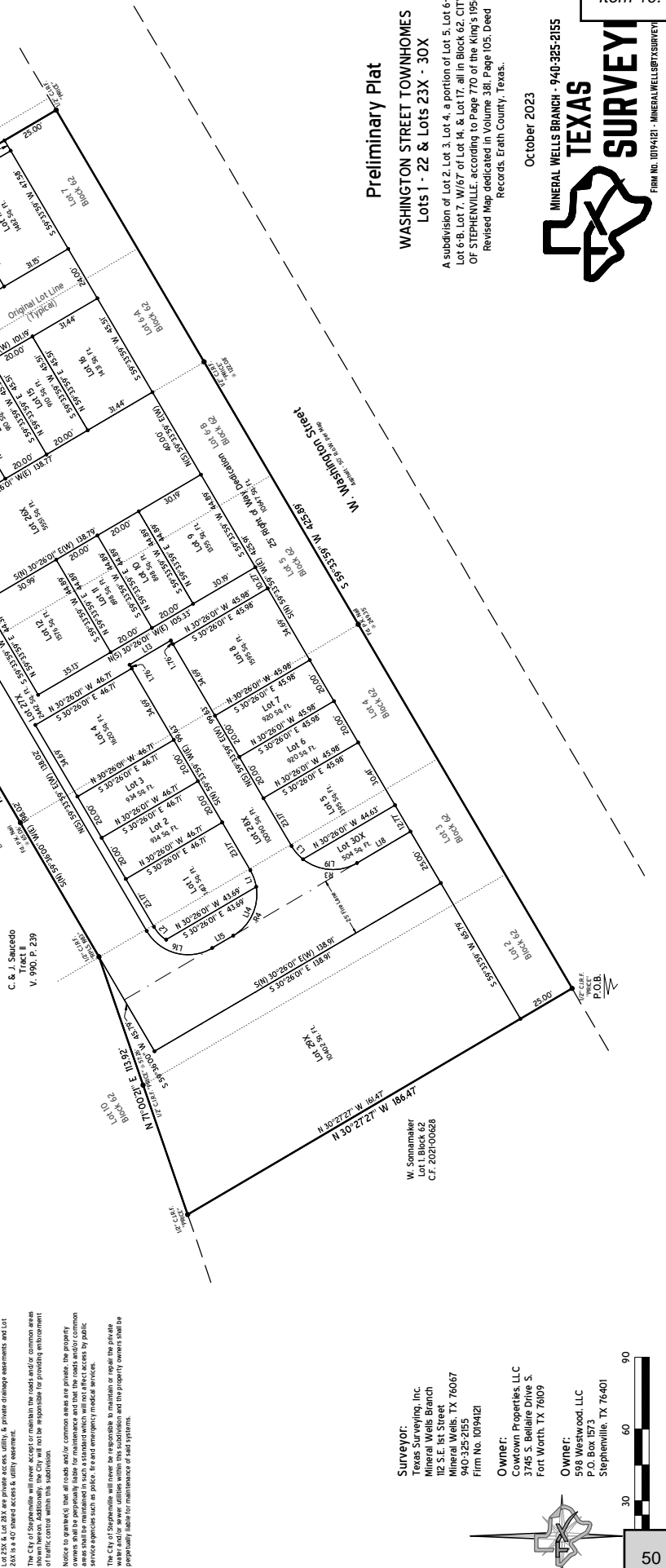
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Preliminary Plat

WASHINGTON STREET TOWNHOMES
 Lots 1 - 22 & Lots 23X - 30X

A subdivision of Lot 2, Lot 3, Lot 4, a portion of Lot 5, Lot 6-A, Lot 6-B, Lot 7, W/67' of Lot H, & Lot 17; all in Block 62, CITY OF STEPHENVILLE, according to Page 770 of the King's 1996 Revised Map dedicated in Volume 381, Page 105, Deed Records, Erath County, Texas.

October 2023



Surveyor:
 Texas Surveying, Inc.
 Mineral Wells Branch
 112 S.E. 1st Street
 Mineral Wells, TX 76067
 940-325-2155
 Firm No. 10194121

Owner:
 598 Westwood, LLC
 P.O. Box 1573
 Stephenville, TX 76401

Owner:
 3745 S. Bellaire Drive S
 Fort Worth, TX 76109

Owner:
 598 Westwood, LLC
 P.O. Box 1573
 Stephenville, TX 76401



ORDINANCE NO. 2023-O-_____

AN ORDINANCE AMENDING THE PLANNED DEVELOPMENT DISTRICT (PD) AND PRELIMINARY PLAT AS FOLLOWS;

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

Ordinance No. 2021-O-42 establishing a PD including the land legally described as follows:

1. Block 62, Lots 6A, 7, 14 (part of), and 17 of the City Addition to the City of Stephenville, Erath County, Texas, located at 817 W. Washington, and identified as Parcel No. R29583 in the Erath County Appraisal District Records

2. Block 62, Lots 4, 5 (part of), and 6B of the City Addition to the City of Stephenville, Erath County, Texas, located at 855 and 865 W. Washington, and identified as Parcel No. R29581 in the Erath County Appraisal District Records

3. Block 62, Lot 3 of the City Addition to the City of Stephenville, Erath County, Texas, located at 873 W. Washington, and identified as Parcel No. R29580 in the Erath County Appraisal District Records

Is amended to include lots, tracts or parcels of land legally described as follows:

1. Block 62, Lot 2 of the City Addition of the City of Stephenville, Erath County, Texas, located at 897 W. Washington, and identified as Parcel No. R29579 in the Erath County Appraisal District Records

PASSED AND APPROVED on the 5th day of December 2023.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King, City Manager

Approved as to form and legality by
Randy Thomas, City Attorney



STAFF REPORT

SUBJECT: Case No.: RZ2023-008

Applicant Reece Flanagan of Flanagan Land Solutions, representing Troy Kunkel with Cowtown Properties, is requesting a rezone of property located at 897 W Washington, being Parcel R29579, S2600 CITY ADDITION, BLOCK 62, LOT 2 of the City of Stephenville, Erath County, Texas from (B-2) Retail and Commercial to (PD) Planned Development.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

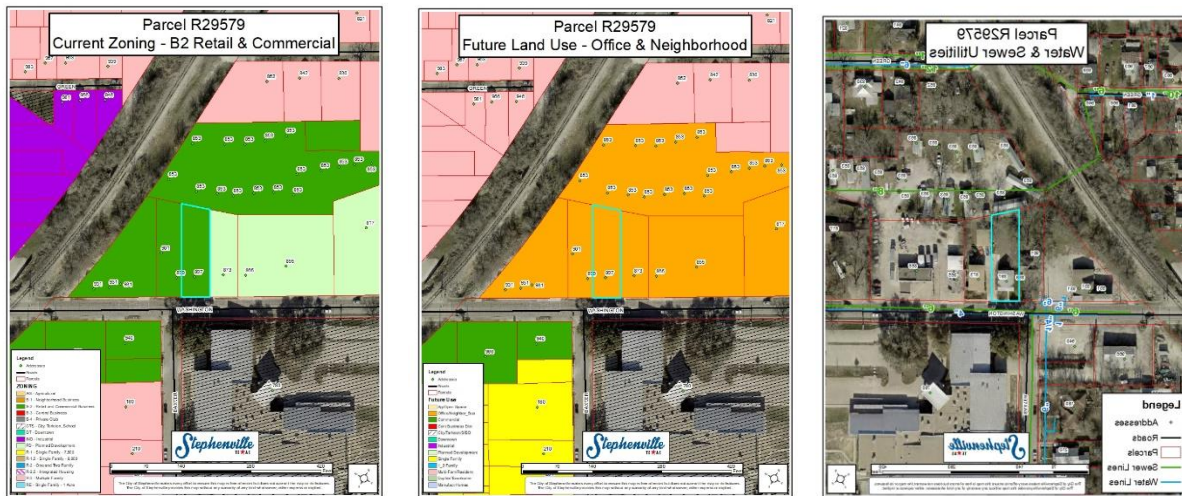
RECOMMENDATION:

The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

BACKGROUND:

The applicant is requesting a rezone of this property in conjunction with the amended PD for Case No.: PP2023-003. If approved, the parcel will be incorporated into the approved Planned Development and amend City Ordinance No.: 2021-O-42.

PROPERTY PROFILE:



Sec. 154.08. Planned development district (PD).

8.A Description.

- (1) Planned development districts are designed for greater flexibility and discretion in the application of residential and non-residential zoning and for increased compatibility and the more effective mitigation of potentially adverse impacts on adjacent land than in possible under standard district regulations. It is recognized that it is desirable for certain areas of

the city to be developed in accordance with development plans prepared and approved as a part of the ordinance authorizing the zoning necessary for the proposed development.

- (2) Improvements in the "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:

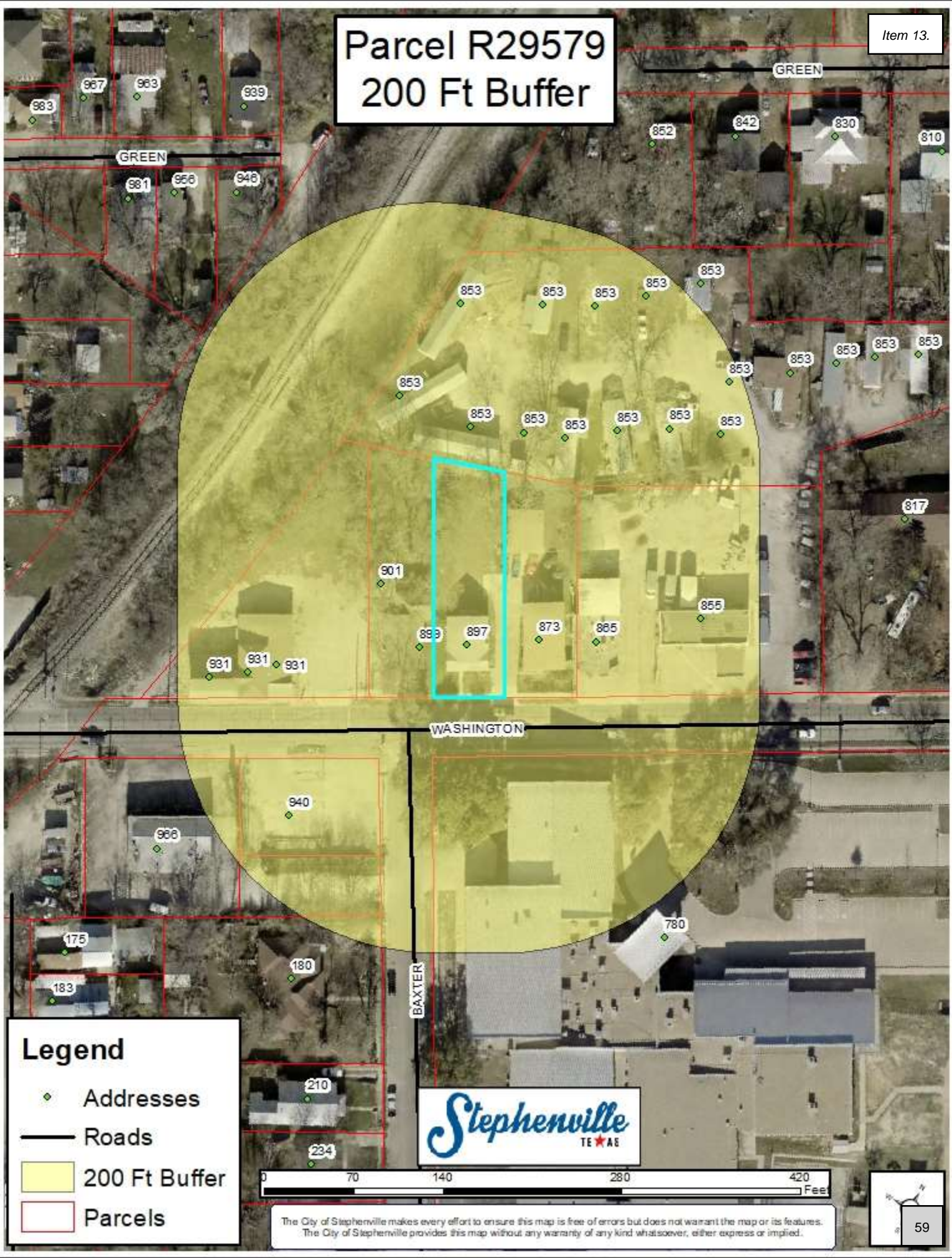
- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use
- Infrastructure Impacts
- Size and Location of Parcel – is land large enough and in property location for 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 approve the rezoning request.
- 2) Deny the rezoning request.

Parcel R29579 200 Ft Buffer

Item 13.



Legend

- ◆ Addresses
- Roads
- Yellow Area 200 Ft Buffer
- Red Outline 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 R29579

Current Zoning - B2 Retail & Commercial

Item 13.



Legend

- ◆ Addresses
- Roads
- ▭ Parcels

ZONING

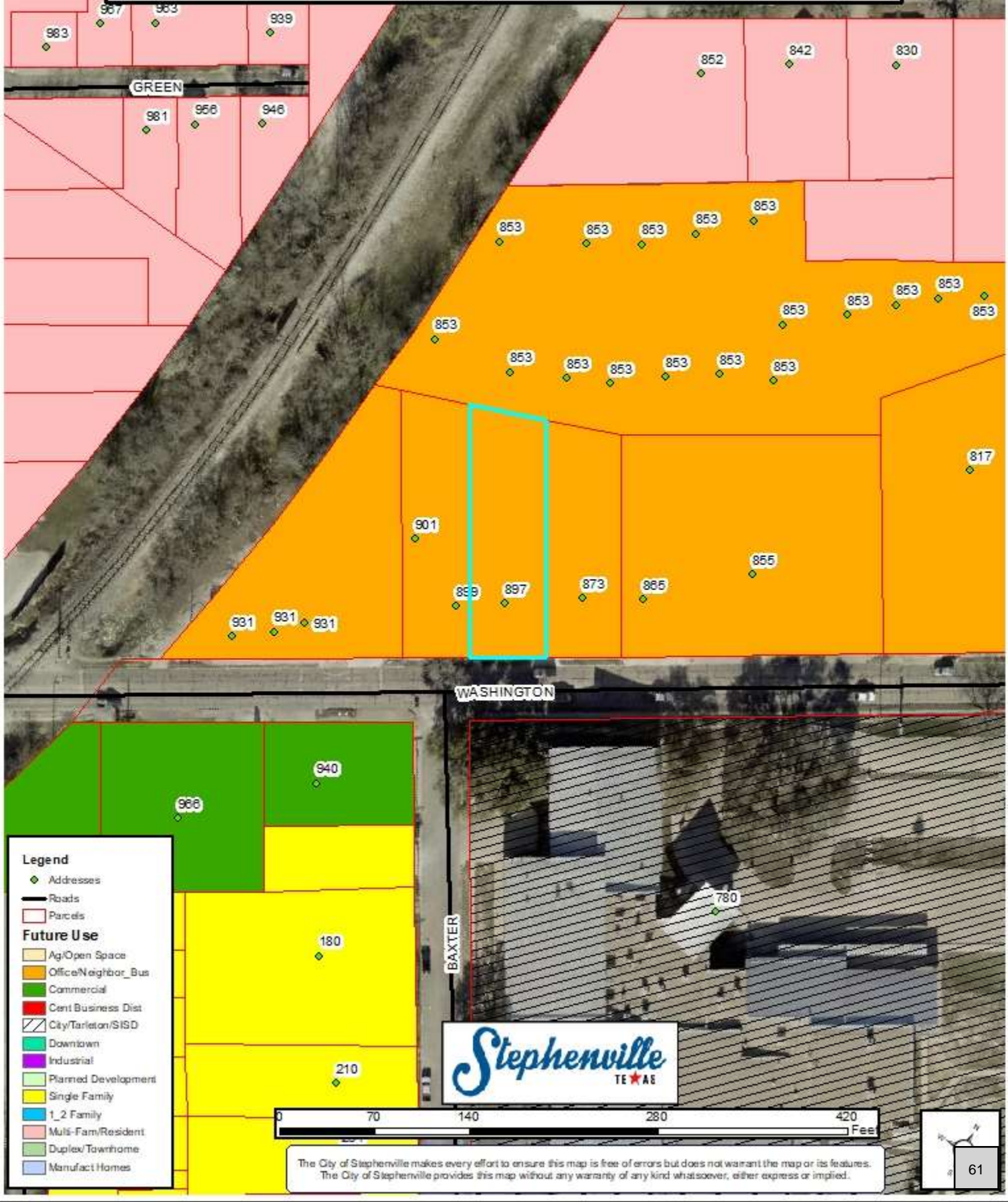
- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tarleton, School
- DT - Downtown
- IND - Industrial
- PD - Planned Development
- R-1 - Single Family - 7,500
- R-1.5 - Single Family - 6,000
- R-2 - One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



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Parcel R29579

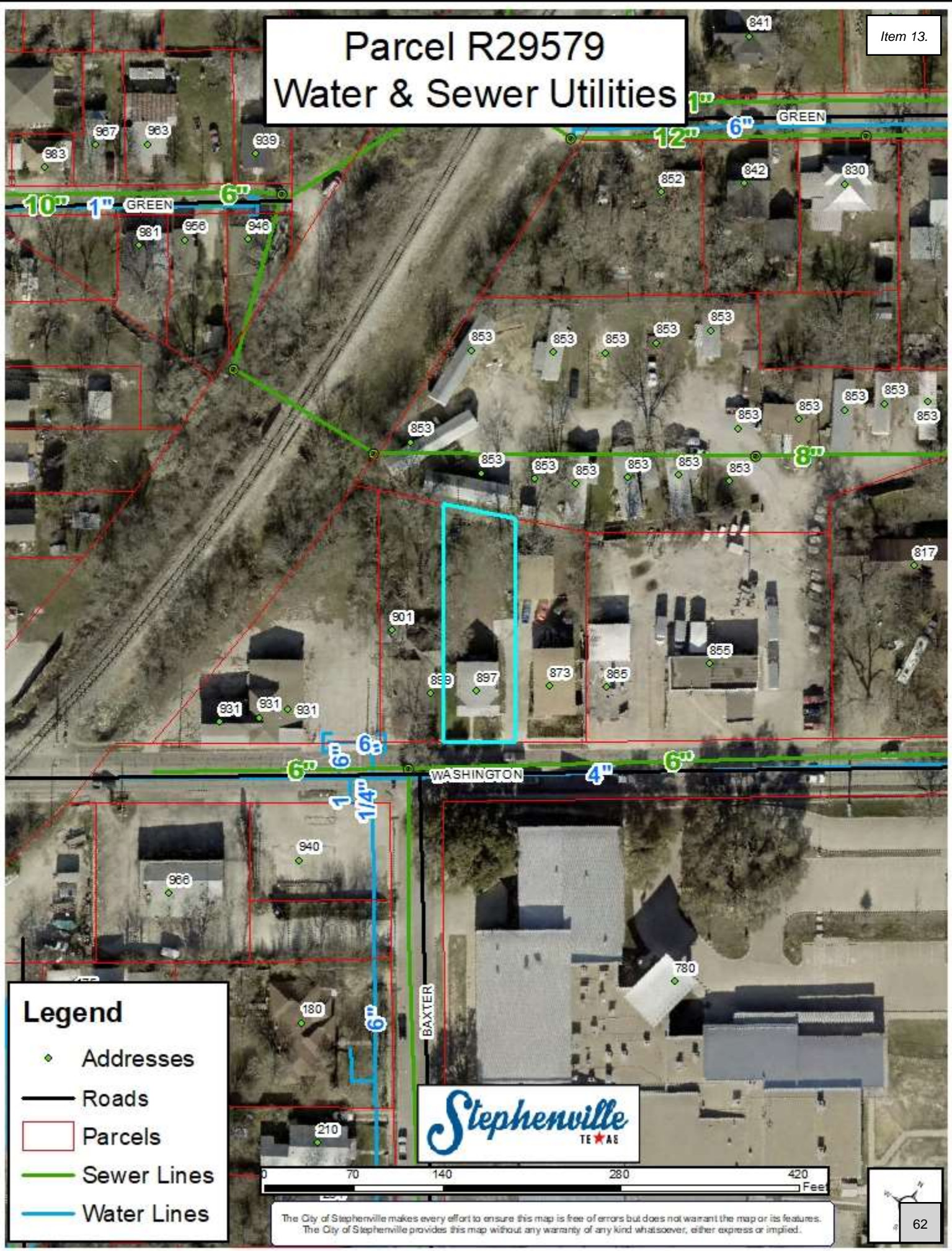
Future Land Use - Office & Neighborhood



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Parcel R29579 Water & Sewer Utilities

Item 13.



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 R29579 200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000029580	873 W WASHINGTON	598 WESTWOOD LLC	PO BOX 12324	FORT WORTH	TX	76110
R000029581	855 W WASHINGTON	598 WESTWOOD LLC	PO BOX 12324	FORT WORTH	TX	76110
R000029579	897 W WASHINGTON	COWTOWN PROPERTIES LLC	3745 BELLAIRE DR SOUTH	FORT WORTH	TX	76109
R000014966	0 N PADDOCK & VANDERBILT	FORT WORTH & WESTERN RAILROAD	6300 RIDGLEA PLACE STE 1200	FORT WORTH	TX	76116-5738
R000030924	180 BAXTER	GARNER MARK E & CAROLYN F	180 S BAXTER ST	STEPHENVILLE	TX	76401-4804
R000067212	0 BAXTER AVE	MASCORRO VENIGNO	1090 NORTH RACE	STEPHENVILLE	TX	76401
R000030947	940 W WASHINGTON	MASCORRO VENIGNO	1090 NORTH RACE	STEPHENVILLE	TX	76401
R000030946	966 W WASHINGTON	MASCORRO VENIGNO	1090 NORTH RACE	STEPHENVILLE	TX	76401
R000032755	852 W GREEN	PACK CHANCE L & KANDICE R ACKERMANN-PACK	2995 S US281	STEPHENVILLE	TX	76401
R000029578	853 W WASHINGTON	SAUCEDO CESAR & JANA	PO BOX 1737	STEPHENVILLE	TX	76401-0017
R000029585	931 W WASHINGTON	SONNAMAKER WESLEY W	PO BOX 123947	FORT WORTH	TX	76121
R000068117	780 W WASHINGTON	STEPHENVILLE ISD	2655 W OVERHILL DR	STEPHENVILLE	TX	76401-0000
R000029577	899 W WASHINGTON	THE DYLAN AND CHLOE TEAM, LLC	899 W WASHINGTON	STEPHENVILLE	TX	76401

ORDINANCE NO. 2023-O-____

AN ORDINANCE REZONING THE LAND DESCRIBED RETAIL AND COMMERCIAL (B-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:

Block 62, Lot 2 of the City of Stephenville, Erath County, Texas and identified as Parcel No. R29579, in the Erath County Appraisal District Records, located at 897 W. Washington

is hereby rezoned and the zoning classification changed from the classification of Retail and Commercial (B-2) to Planned Development (Pd), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of December 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



STAFF REPORT

SUBJECT: Case No.: RZ2023-07

Applicant Rhyne Gailey, representing V84 Holdings, LLC, is requesting a rezone of property located at 1900 Groesbeck, Parcel R71065, Acres 5.000, S2600 CITY ADDITION, BLOCK 149, LOT 2 (PT OF) of the City of Stephenville, Erath County, Texas from (Ind) Industrial to (R-3) Multi-Family Residential District.

DEPARTMENT: Development Services

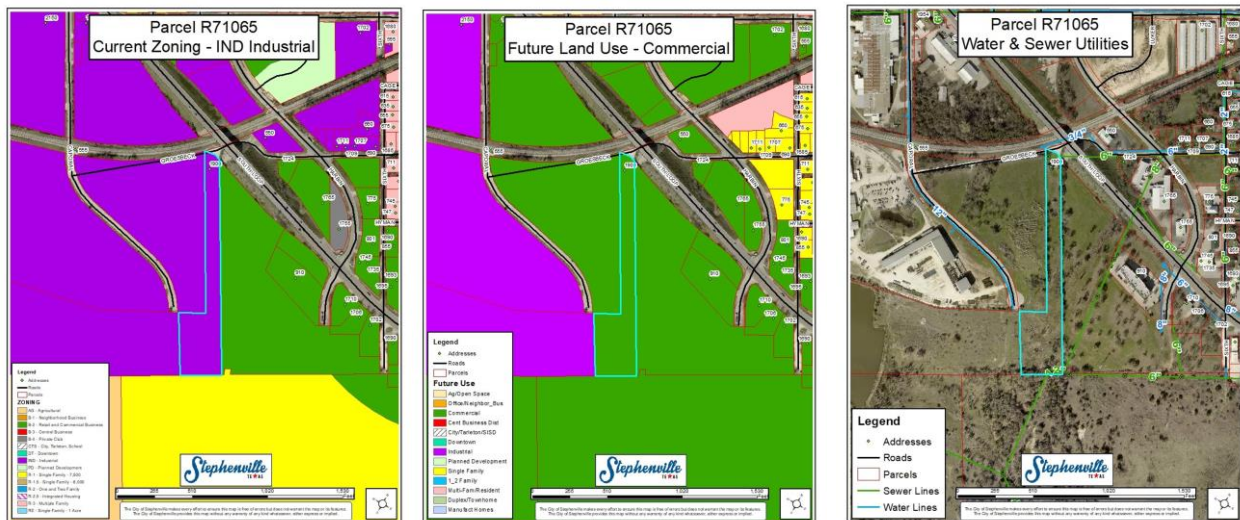
STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

The Planning and Zoning Commission convened on November 15, 2023, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

BACKGROUND:

PROPERTY PROFILE:



Sec. 154.05.6. Multiple family residential district (R-3).

5.6.A Description. This residential district provides for medium to high-density city neighborhood development. The primary land use allows for single-family dwellings, two-to-four family dwelling units, and multiple family housing buildings and complexes platted as one parcel and sole source management. All R-3 zoning will be appropriate to a city-style neighborhood. 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 esthetic and functional well-being of the intended district environment.

5.6.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) Multiple family dwellings, with each family limited as in division (1) above; Student living complexes will be subject to a variance request for units designed to occupy more than three unrelated students per unit;
- (4) Assisted living center;
- (5) Convalescent, nursing or long term-care facility;
- (6) Retirement housing complex;
- (7) Accessory buildings;
- (8) Churches, temples, mosques and related facilities;
- (9) Community home;
- (10) Park or playground;
- (11) SISD school—public;
- (12) Bed and breakfast/boarding house;
- (13) Group day care home;
- (14) Registered family home;
- (15) Day care center; and
- (16) Fraternity or sorority house.

5.6.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.

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

(A) Single family dwelling.

- (1) Minimum lot area: 5,000 ft².
- (2) Minimum lot width and lot frontage: 50 feet.
- (3) Minimum lot depth: 100 feet.
- (4) Minimum depth of front setback: 25 feet.
- (5) Minimum depth of rear setback: 25 feet.
- (6) Minimum width of side setback:
 - (a) Internal lot: five feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (7) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.

(b) Single family dwelling: 1,000 ft².

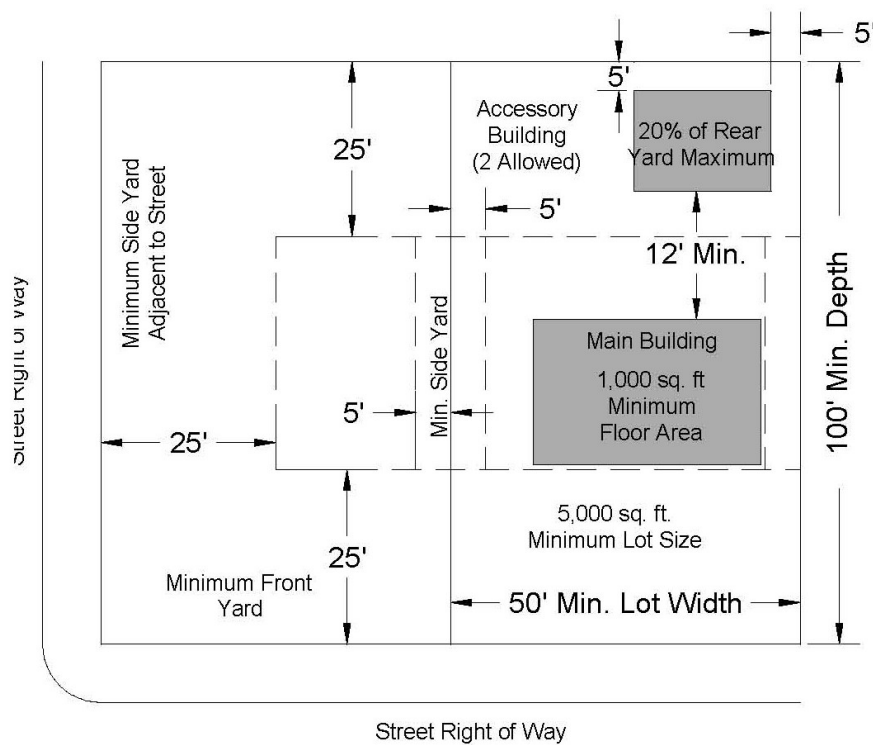
(8) Accessory buildings:

- (a) Maximum accessory buildings coverage of rear yard: 20%.
- (b) Maximum number of accessory buildings: one.
- (c) Minimum depth of side setback: five feet.
- (d) Minimum depth of rear setback: five feet.
- (e) Minimum depth from the edge of the main building: 12 feet.

(9) Maximum height of structures: 35 feet.

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

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

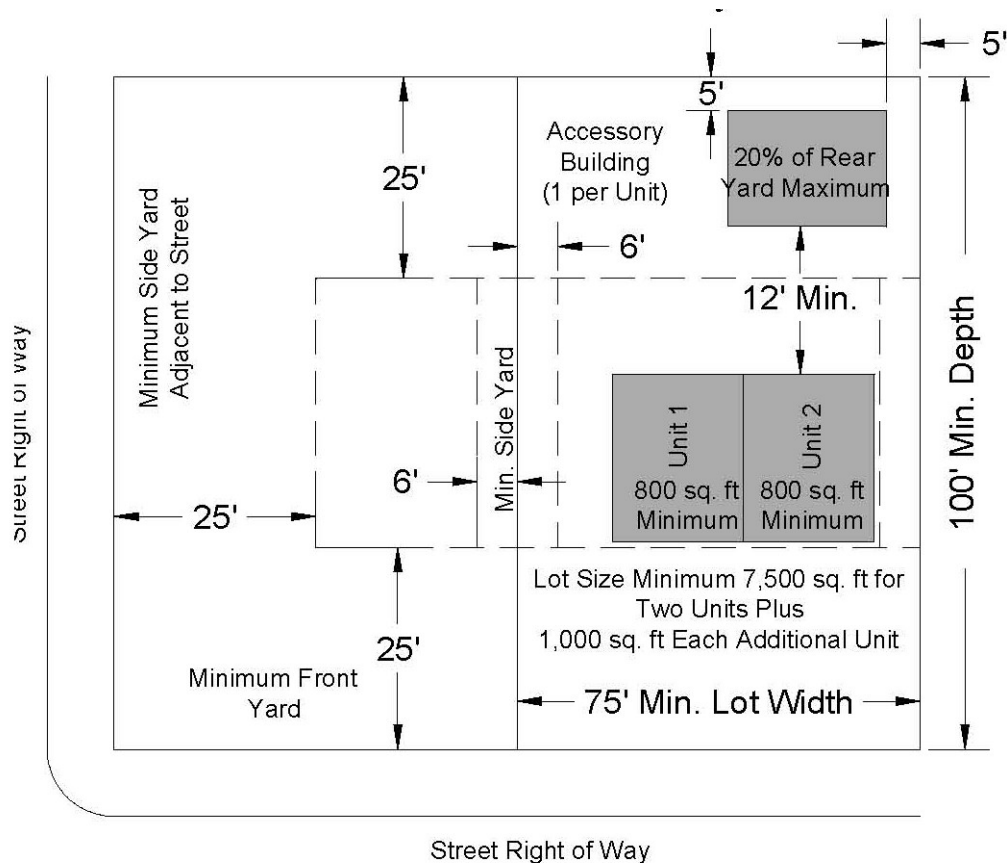


(B) *Two-to-four family.*

- (1) Minimum lot area: 7,500 ft² for two dwelling units, plus 1,000 ft² for each additional dwelling unit.
- (2) Minimum lot width and lot frontage: 75 feet.
- (3) Minimum lot depth: 100 feet.
- (4) Minimum depth of front setback: 25 feet.
- (5) Minimum depth of rear setback: 25 feet.
- (6) Minimum width of side setback:

- a) Internal lot: six feet.
- (b) Corner lot: 25 feet from intersecting side street.
- (7) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.
 - (b) Minimum area of each dwelling unit: 800 ft².
- (8) Accessory buildings:
 - (a) Maximum accessory building coverage of rear yard: 20%.
 - (b) Maximum area of each accessory building: 200 ft².
 - (c) Maximum number of accessory buildings: one per unit.
 - (d) Minimum depth of side setback: five feet.
 - (e) Minimum depth of rear setback: five feet.
 - (f) Minimum depth from the edge of the main building: 12 feet.
- (9) Maximum height of structures: 35 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

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



(C) Reserved.

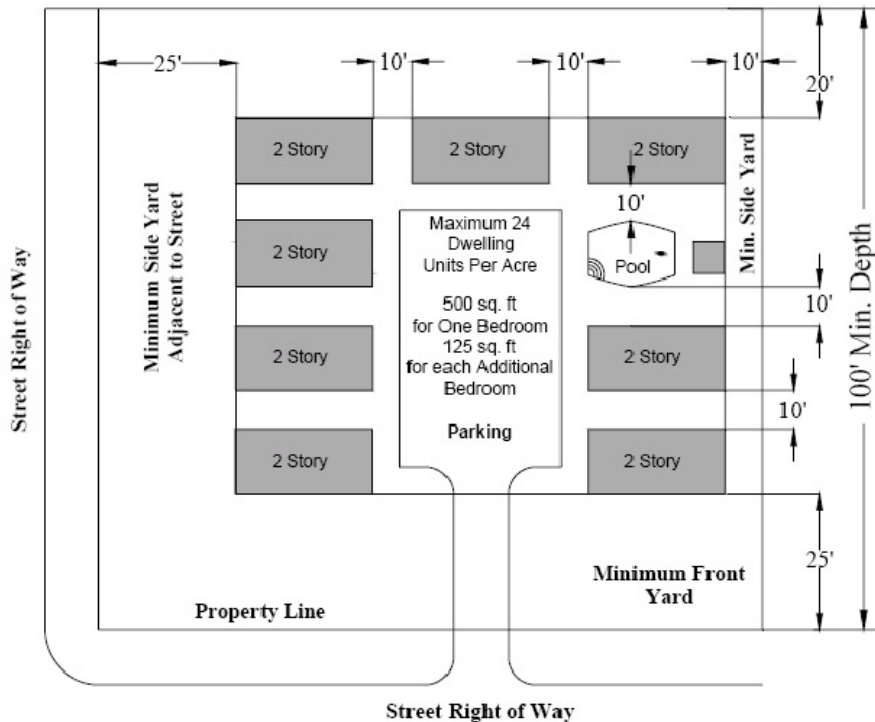
(D) *Multiple family dwellings.*

- (1) Minimum lot area: maximum density of 24 dwelling units per acre, which includes parking, access and all other area improvements.
- (2) Minimum lot depth: 100 feet.
- (3) Minimum depth of front setback: 25 feet.
- (4) Minimum depth of rear setback: 20 feet.
- (5) Minimum width of side setback:
 - a) Internal lot: ten feet.
 - b) Corner lot: 25 feet from intersecting side street.
- (6) Building size: Minimum area of each dwelling unit: 500 ft² for one bedroom or less plus 125 ft² of floor area for each additional bedroom.
- (7) Maximum height of structures: 35 feet.
- (8) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

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

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

Multiple Family Dwelling



5.6.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. Student housing, whereby individual rooms are leased by unit, must require 1.5 spaces per rented bed.

5.6.F Type of Construction.

- (1) The exterior walls of all new dwellings to the top plate, shall be constructed of at least 80% of the total exterior walls of primary materials, excluding doors, windows, and porches. See Section 10.E(1): Exterior Building Material Standard—Primary Materials.
- (2) Any remaining exterior walls of all new dwellings shall construct the remaining exterior walls of alternative materials. See Section 10.E(2): Exterior Building Material Standard—Alternative Materials.
- (3) Existing dwellings expanding the total square footage of the building 50% or less, or modifying the exterior walls, may use the same exterior construction material as the existing primary building. If the material is not available, similar material may be used if approved by the Community Development Director.
- (4) Existing dwellings expanding the total square footage of the building more than 50%, or proposing to use a material inconsistent with the primary structure for any expansion, must meet the 80% minimum primary materials, Section 10.E: Exterior Building Material Standard, for the total exterior walls of the structure.

5.6.F Exterior Building Material Standards



(Am. Ord. 2007-24, passed 12-4-2007; Am. Ord. 2008-13, passed 7-1-2008; Ord. 2011-26, passed 12-6-2011; Am. Ord. 2021-O-29, § 1, passed 9-7-2021)

FACTORS TO CONSIDER:

- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use

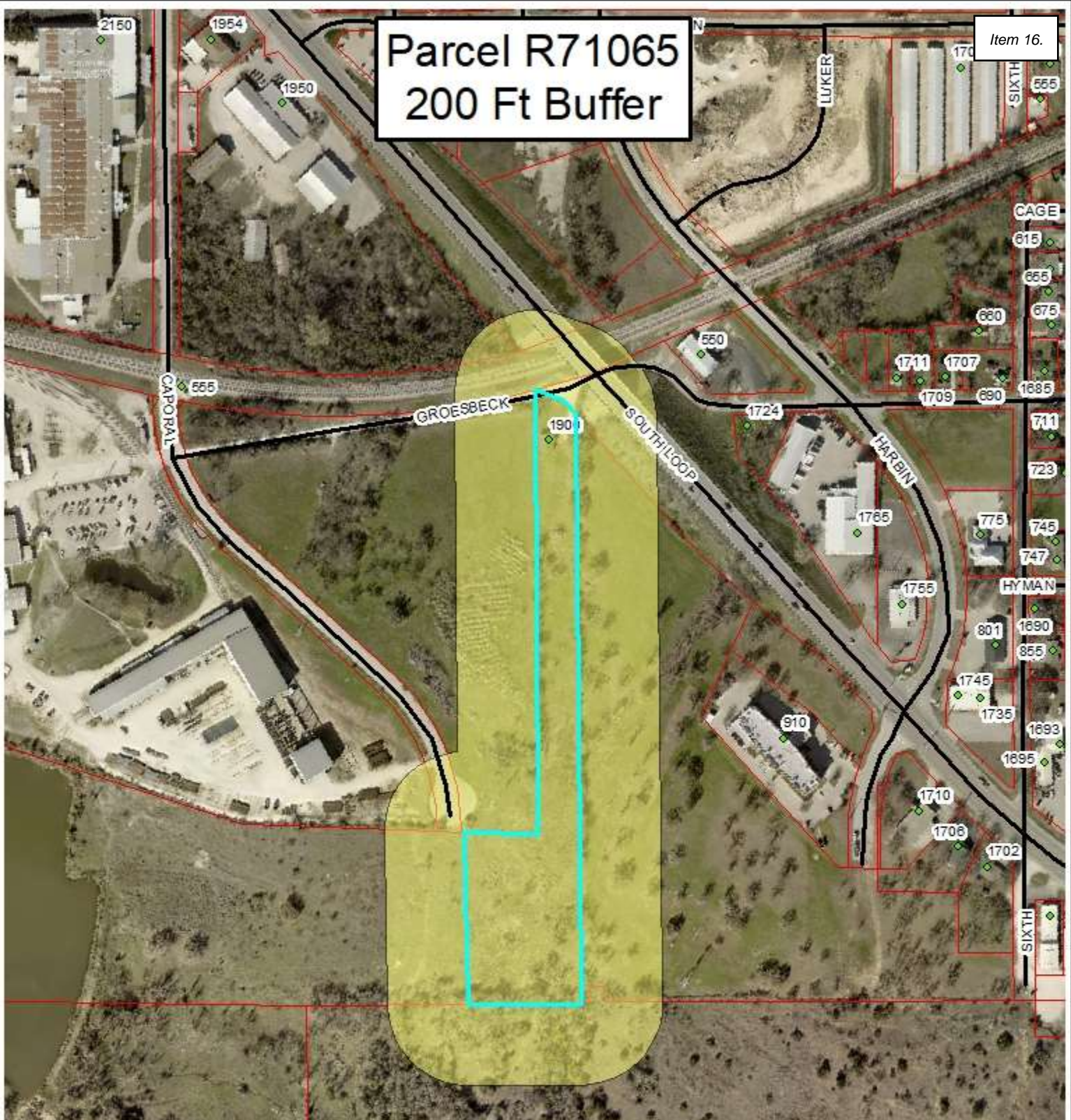
- Infrastructure Impacts
- Size and Location of Parcel – is land large enough and in property location for proposed use?
- Reasonable Use of Property – does proposed change provide reasonable use of property?
- Zoning has great discretion – deny if applicant has not proven it is in the best interest of City to approve.

ALTERNATIVES:

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

Parcel R71065 200 Ft Buffer

Item 16.



Legend

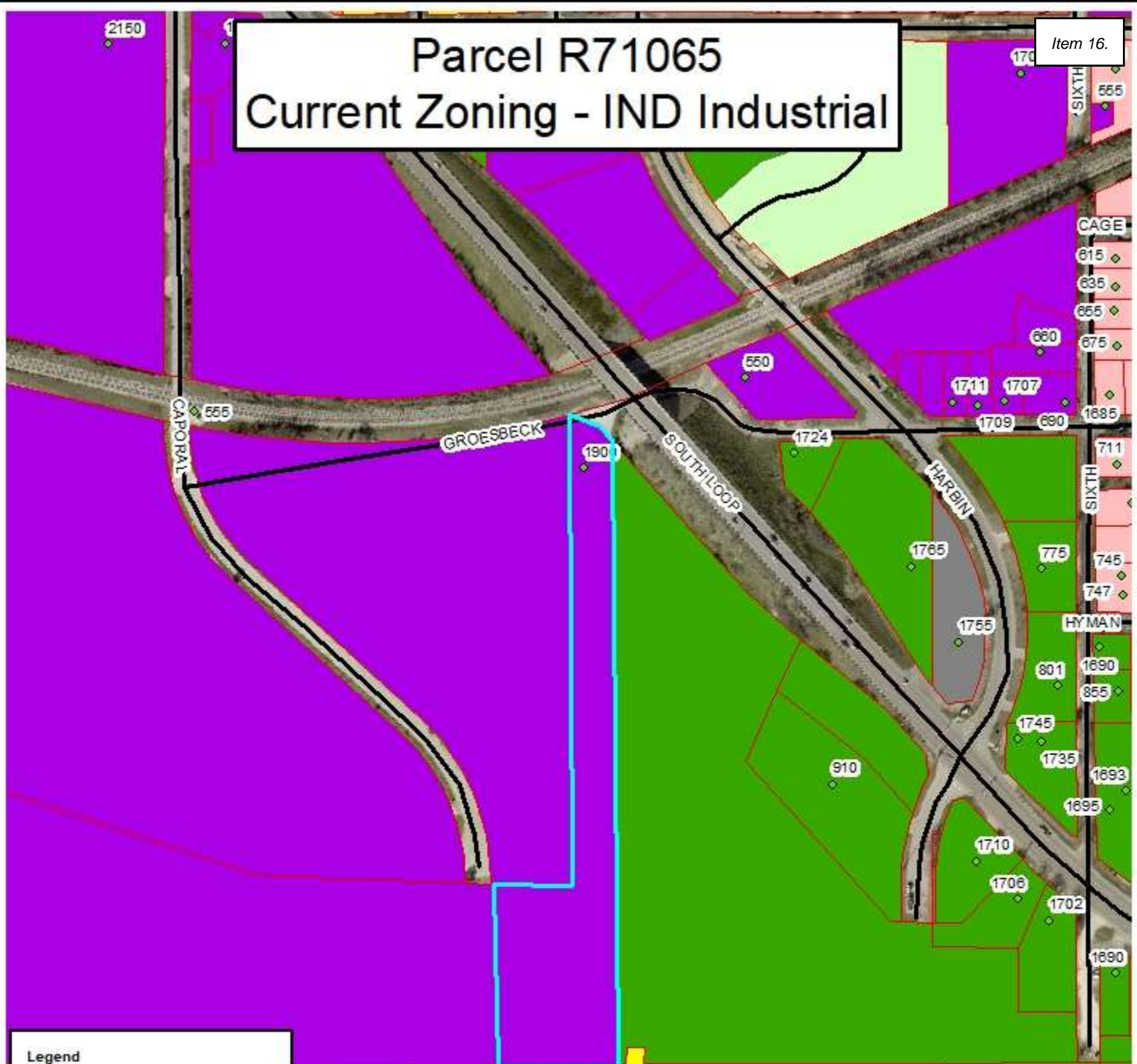
- ◆ Addresses
- Roads
- 200 Ft Buffer
- Parcels



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Parcel R71065 Current Zoning - IND Industrial

Item 16.



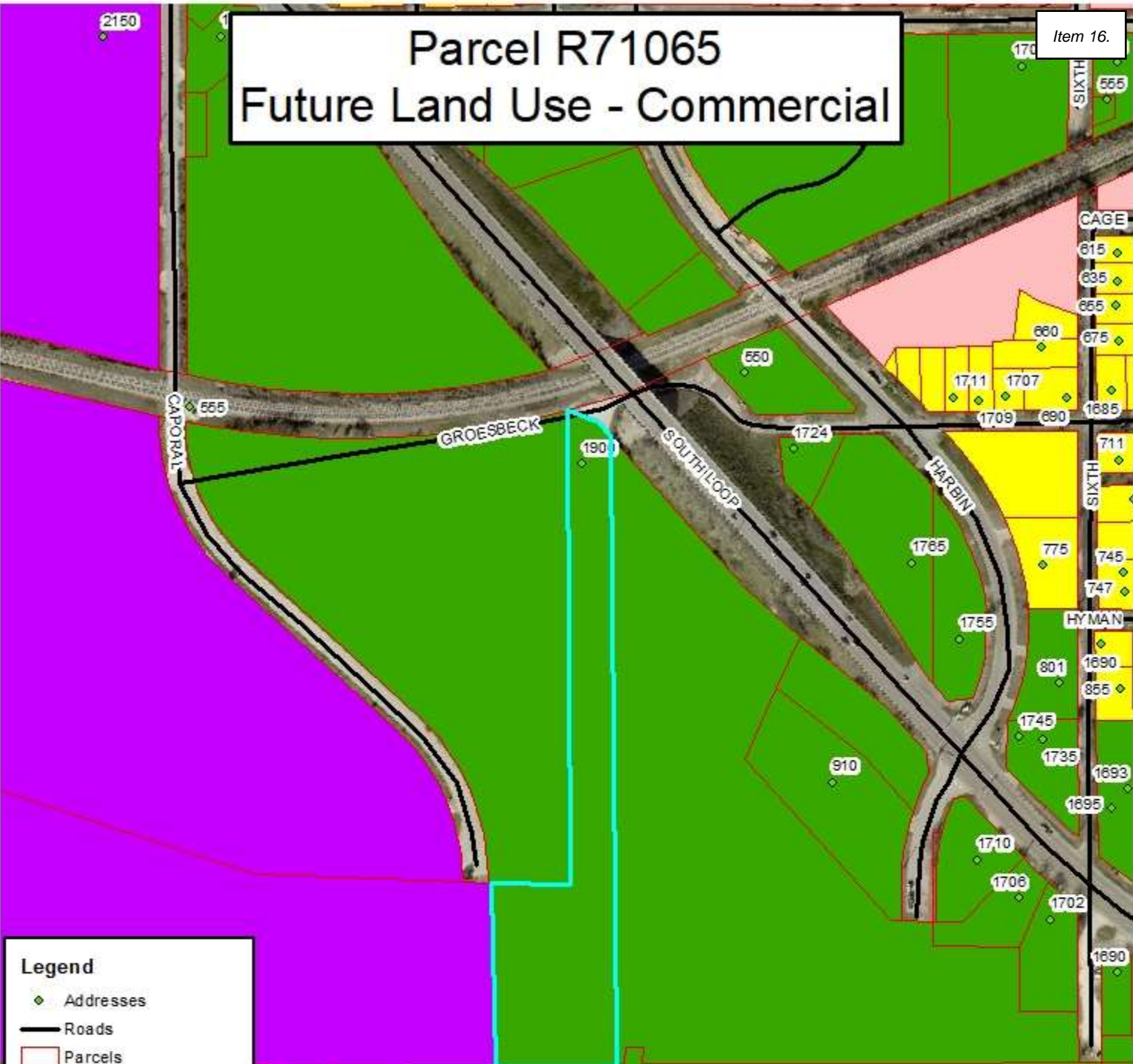
- Legend**
- ◆ Addresses
 - Roads
 - ▭ Parcels
- ZONING**
- AG - Agricultural
 - B-1 - Neighborhood Business
 - B-2 - Retail and Commercial Business
 - B-3 - Central Business
 - B-4 - Private Club
 - CTS - City, Tarleton, School
 - DT - Downtown
 - IND - Industrial
 - PD - Planned Development
 - R-1 - Single Family - 7,500
 - R-1.5 - Single Family - 8,000
 - R-2 - One and Two Family
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 - R-3 - Multiple Family
 - RE - Single Family - 1 Acre



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Parcel R71065 Future Land Use - Commercial

Item 16.



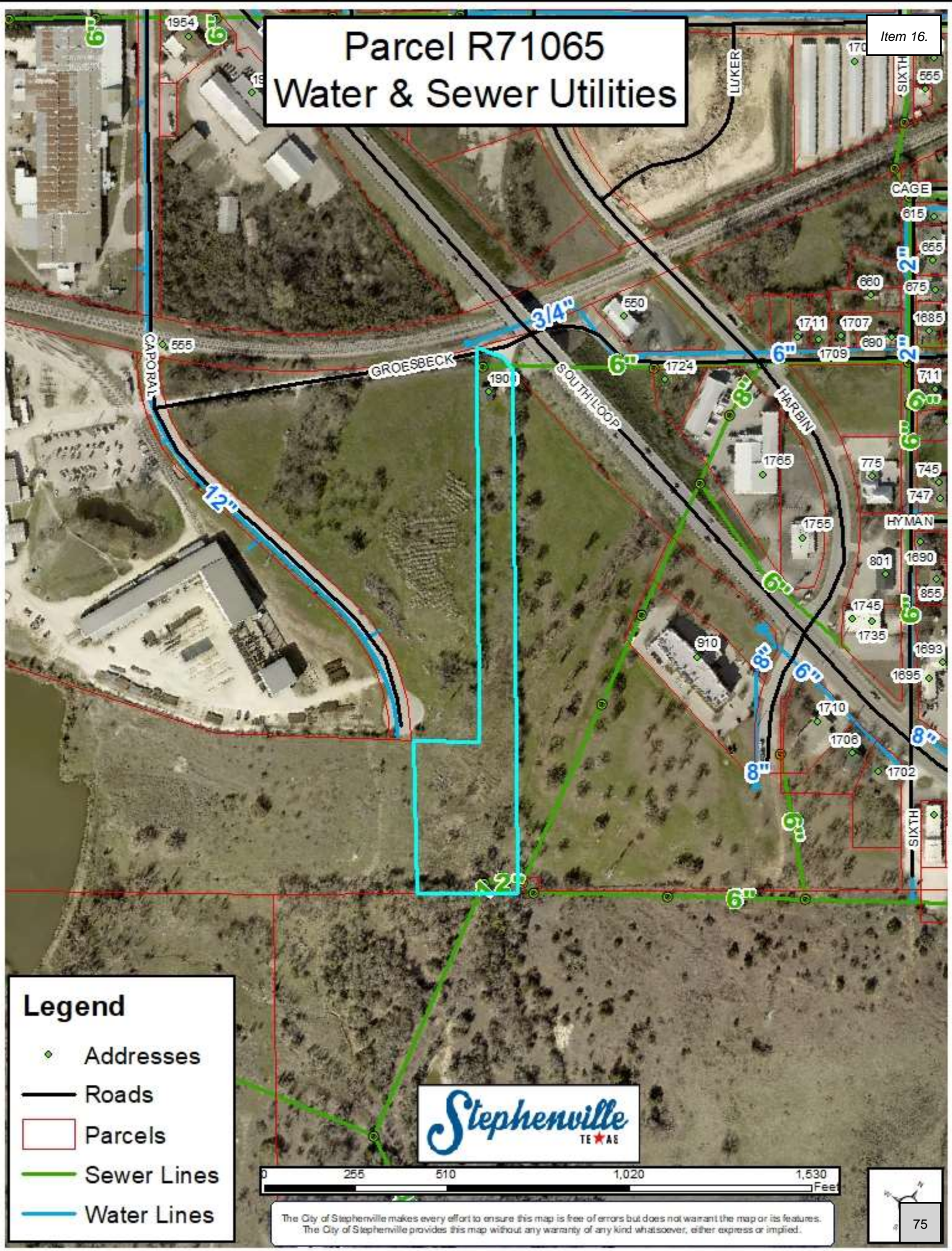
- Legend**
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 - Roads
 - ▭ Parcels
- Future Use**
- ▭ Ag/Open Space
 - ▭ Office/Neighbor_Bus
 - ▭ Commercial
 - ▭ Cent Business Dist
 - ▭ City/Tarleton/SISD
 - ▭ Downtown
 - ▭ Industrial
 - ▭ Planned Development
 - ▭ Single Family
 - ▭ 1_2 Family
 -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



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Parcel R71065 Water & Sewer Utilities

Item 16.



Legend

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



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Parcel R71065 200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000033760	0 GROESBECK	ALLEN REAL PROPERTIES LTD	PO BOX 953	STEPHENVILLE	TX	76401
R000074273	0 CAPORAL DR	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000019805	1520 W SOUTH LOOP	DB & CB INVESTMENTS LTD	PO BOX 672	STEPHENVILLE	TX	76401-0672
R000014966	0 N PADDOCK & VANDERBILT	FORT WORTH & WESTERN RAILROAD	6300 RIDGLEA PLACE STE 1200	FORT WORTH	TX	76116-5738
R000071064	0 CR256	LEE J RALPH & LINDA	PO BOX 24	HAMILTON	TX	76531
R000030527	600 CAPORAL DR	PARAGON SOUTH LLC	3378 W HWY 117	SAPULPA	OK	74066
R000014949	0 CAPORAL DR	PARAGON SOUTH LLC	3378 W HWY 117	SAPULPA	OK	74066
R000071022	1950 W SOUTH LOOP	S & G COOK & ASSOC INC	1950 SOUTH LOOP	STEPHENVILLE	TX	76401-0000
R000071065	1900 GROESBECK	V84 HOLDINGS LLC	PO BOX 1827	STEPHENVILLE	TX	76401

ORDINANCE NO. 2023-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED INDUSTRIAL (IND) TO MULTI-FAMILY RESIDENTIAL DISTRICT (R-3)

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:

BLOCK 149, LOT 2 (PT OF) of the S2600 City Addition to the City of Stephenville, Erath County, Texas, and identified as Parcel No. R71065, in the Erath County Appraisal District Records, located at 900 Groesbeck

is hereby rezoned and the zoning classification changed from the classification of Industrial (Ind) to Multi-Family Residential District (R-3), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of December 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



STAFF REPORT

SUBJECT: Case No.: RZ2023-009

Applicant Oncor Electric Delivery Company LLC, representing Kam Woon Ip, is requesting a rezone for property located at W Lingleville Rd, being Parcel R22664, Acres 11.918, A0520 MENEFFEE JARRETT; of the City of Stephenville, Erath County, Texas from (B-1) Neighborhood Business to (IND) Industrial.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

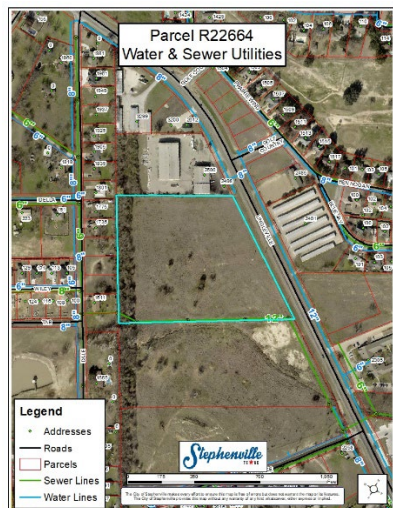
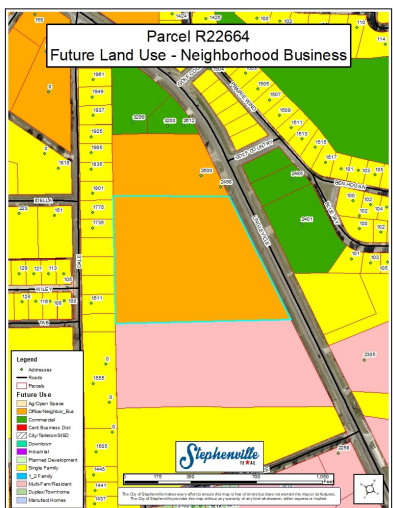
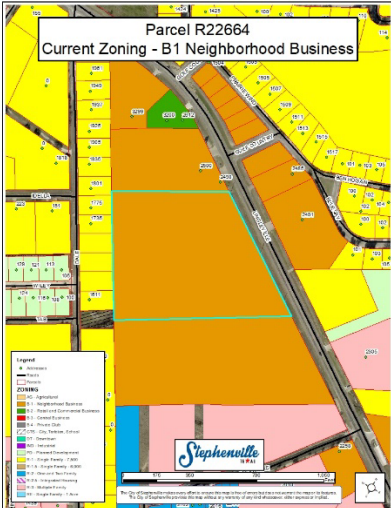
RECOMMENDATION:

The property has current zoning of (B-1) Neighborhood Business. The Future Land Use for this property is designated as (B-1) Neighborhood Business.

The rezone request is only applicable to the portion of the parcel being acquired by Oncor and as illustrated in the conveyance plat. The existing zoning will remain intact for the portion of the parcel that is not included in the conveyance.

BACKGROUND:

PROPERTY PROFILE:



Sec. 154.06.6. Industrial district (I).

6.6.A Description. The Industrial District is intended to serve as the location for general industrial activities.

6.6.B Permitted Uses.

- (1) Airport, heliport or landing field;
- (2) Animal grooming;
- (3) Athletic field;
- (4) Auto paint and body shop/repair;
- (5) Auto parking lot or building (commercial);
- (6) Auto parts sales;
- (7) Auto repair/mechanic garage;
- (8) Auto sales;
- (9) Auto storage;
- (10) Auto wrecking or salvage yard;
- (11) Automobile rental;
- (12) Automobile service station and car care center;
- (13) Bail bond service;
- (14) Bakery—Wholesale and distribution;
- (15) Banks or other financial institutions;
- {16} Boat sales;
- (17) Bottling works (wholesale);
- (18) Building material sales;
- (19) Bulk grain/feed storage;
- (20) Cabinet and upholstering shop;
- (21) Car wash;
- (22) Chemical supply;
- (23) Civic/community center;
- (24) College or university;
- (25) Commercial amusement (indoor and outdoor);
- (26) Concrete or asphalt batching plant;
- (27) Convenience store (with pumps); including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (28) Convenience/grocery store (without pumps); including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (29) Construction equipment rental and sales;
- (30) Construction yard (temporary);
- (31) Contractor shop and storage yard;
- (32) Feed, seed and fertilizer store-no bulk storage;
- (33) Feed store;
- (34) Field office (temporary);
- (35) Flea market;
- (36) Frozen foods locker;
- (37) Health club, weight and aerobic center;

- (38) Heavy machinery sales and storage;
- (39) Heavy manufacturing or industrial;
- (40) Home improvement center;
- (41) Hotels and motels; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (42) Industrial manufacturing/fabrication/assembly (closed);
- (43) Industrial manufacturing/fabrication/assembly (outside storage);
- (44) Kennel;
- (45) Kiosk;
- (46) Laboratory (medical);
- (47) Landscaping service;
- (48) Laundry plant;
- (49) Lawn equipment and small engine sales and services;
- (50) Light manufacturing or industrial;
- (51) Machine shop;
- (52) Micro brewery; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (53) Mini storage/warehouses;
- (54) Mobile homes/manufactured home parks;
- (55) Mobile home display and sales;
- (56) Moving company;
- (57) Newspaper printing;
- (58) Office-professional and general administration;
- (59) Overnight delivery and service center;
- (60) Package Store; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (61) Pawn shop;
- (62) Plumbing shop;
- (63) Portable building sales;
- (64) Printing;
- (65) Produce stand;
- (66) Propane sales (filling stations);
- (67) Radio, television, microwave or electric generating tower;
- (68) Recreational vehicle sales;
- (69) Railroad or bus passenger station;
- (70) Recycling collection center;
- (71) Recycling kiosk;
- (72) Research lab (non-hazardous);
- (73) Restaurant (drive-in type); including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (74) Restaurant or cafeteria-without drive-in service; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;

- (75) Restaurant with alcoholic beverage service; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (76) Roofing and siding supply;
- (77) Sand/gravel/caliche/stone sales (storage);
- (78) Shopping center; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (79) Sign manufacturing;
- (80) Stone/clay/glass manufacture;
- (81) Storage or repair of furniture and appliance (inside);
- (82) Studio for radio and television;
- (83) Tattoo parlor/body piercing studio;
- (84) Taxidermy;
- (85) Tobacco shop;
- (86) Trade or commercial schools;
- (87) Tire retreading;
- (88) Tool equipment rental shop;
- (89) Trailer rental/sales;
- (90) Truck stop;
- (91) Veterinary clinic or hospital;
- (92) Veterinary services;
- (93) Warehouse, wholesale (enclosed and outside storage);
- (94) Welding shop;
- (95) Wholesale distribution centers;
- (96) Wholesale production and distribution of ice (mfg. by machine only); and
- (97) Wrecking yard.

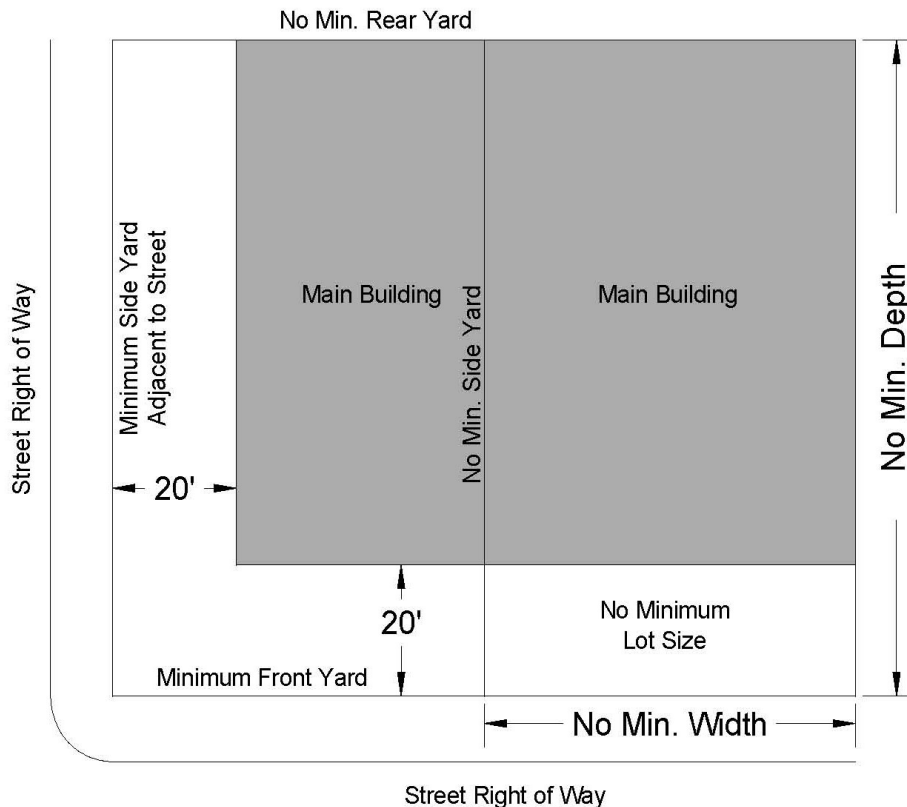
6.6.C Conditional Uses (Special Use Permit required).

- (1) Day care center—12 or more children; and
- (2) Sexually oriented business;
- (3) Citizen collection station;
- (4) Permitted uses not specifically designated for alcohol sales when licensed for the sale of alcohol by the Texas Alcoholic Beverage Commission.

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

- (1) Maximum density: There is no maximum density requirement.
- (2) Minimum lot area: There is no minimum area requirement.
- (3) Minimum lot width: There is no minimum width requirement.
- (4) Minimum lot depth: There is no minimum depth requirement.
- (5) Minimum depth of front setback: 20 feet minimum.
- (6) Minimum depth of rear setback: There is no minimum rear setback requirement unless the lot abuts upon a Residential District, then a minimum ten feet is required.
- (7) Minimum width of side setback:

- (a) Internal lot: There is no minimum side setback requirement unless the lot abuts upon a Residential District, then a minimum five feet is required.
- (b) Corner lot: 20 feet minimum.
- (8) Building size: There are no minimum size regulations
- (9) Maximum height of structures: No building shall exceed 75 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



Note: All uses, no rear or side yard except when the lot abuts upon a Residential District, then the minimum set back for the rear yard is ten feet and side yard is five feet.

6.6.E Parking Regulations. All uses permitted in the I District: See Section 11 for Parking Regulations.

6.6.F Sign Regulation. See Section 12 for Sign Regulations.

6.6.G Exceptions to Use, Height and Area Regulations. See Section 10.

6.6.H Garbage Regulations. Industrial District businesses will provide a serviceable area specifically for refuse collection designed for refuse canisters. Each designated canister area will be nine feet wide and eight feet deep (72 square feet), with a cement slab base. If the location of the cement slab is adjacent to a residential district, the slab must be at least five feet from the property line. The refuse area will be enclosed on three sides by a privacy fence. Approach areas will meet the requirements of Subsection 6.6.I.

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

(Am. Ord. 2008-07, passed 5-6-2008; Am. Ord. 2009-23, passed 12-1-2009; Am. Ord. No. 2018-O-25, § 1, 8-7-2018; Am. Ord. 2009-23, passed 12-1-2009; Am. Ord. 2018-O-32, § 2, passed 8-28-2018; Ord. No. 2021-O-17, §§ 1, 5, passed 6-1-2021; Ord. No. 2022-O-26, § 1, passed 9-6-2023)

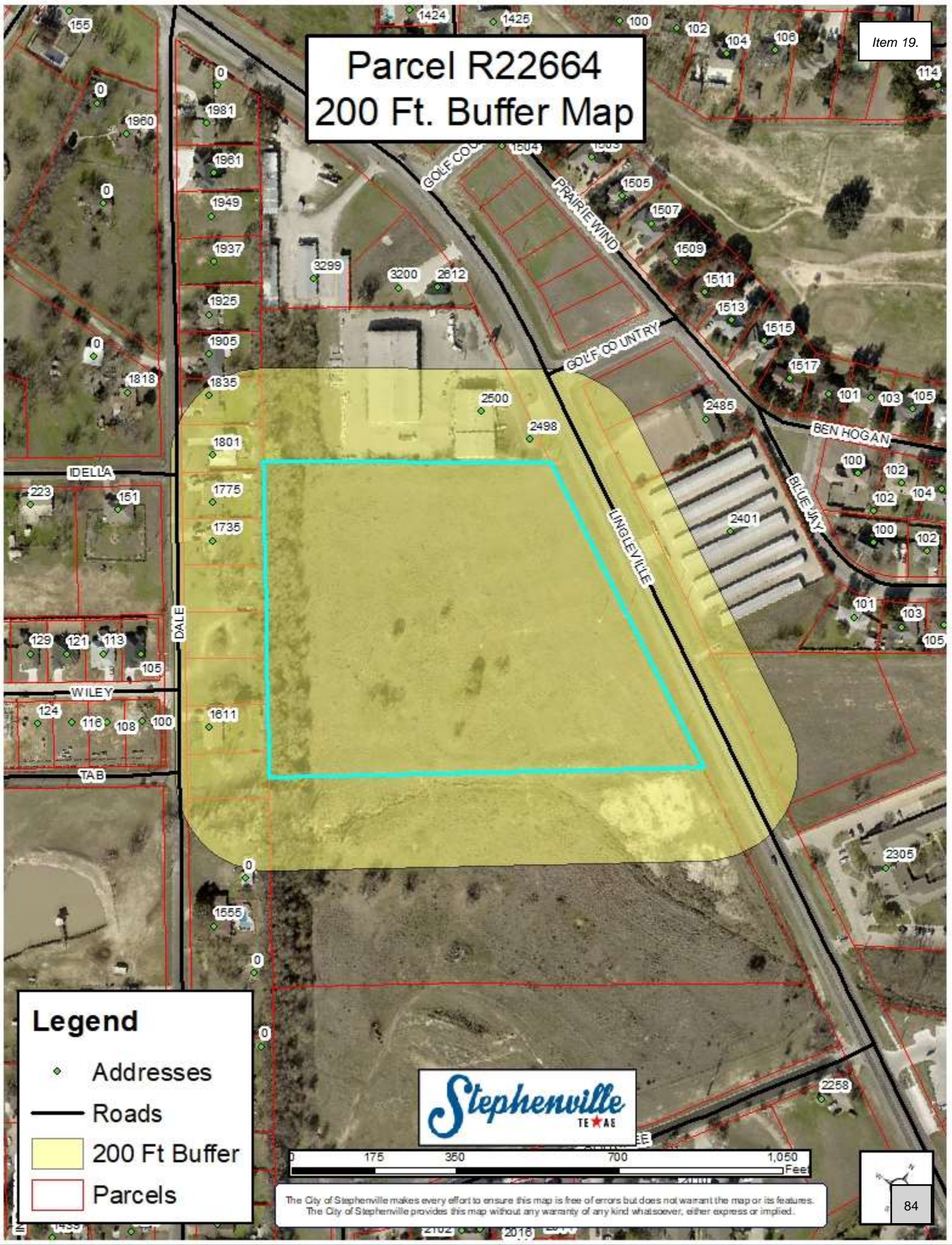
FACTORS TO CONSIDER:

- 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:

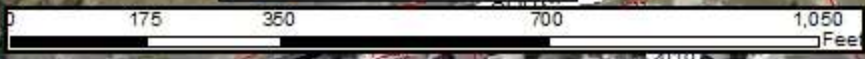
- 1) Recommend the City Council approve the rezoning request.
- 2) Recommend the City Council deny the rezoning request.

Parcel R22664 200 Ft. Buffer Map



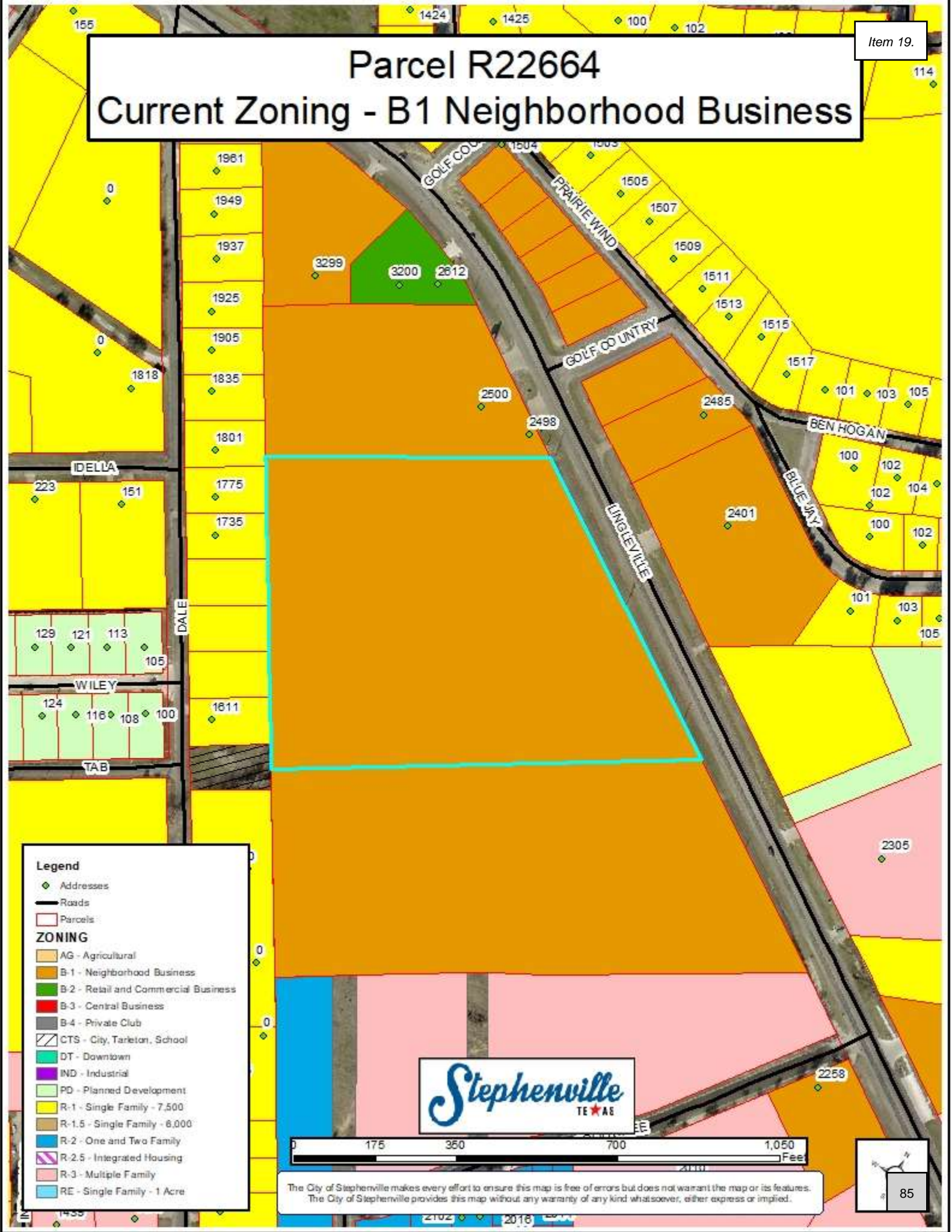
Legend

- ◆ Addresses
- Roads
- 200 Ft Buffer
- Parcels



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Parcel R22664 Current Zoning - B1 Neighborhood Business

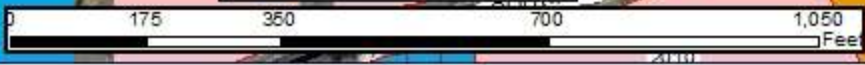


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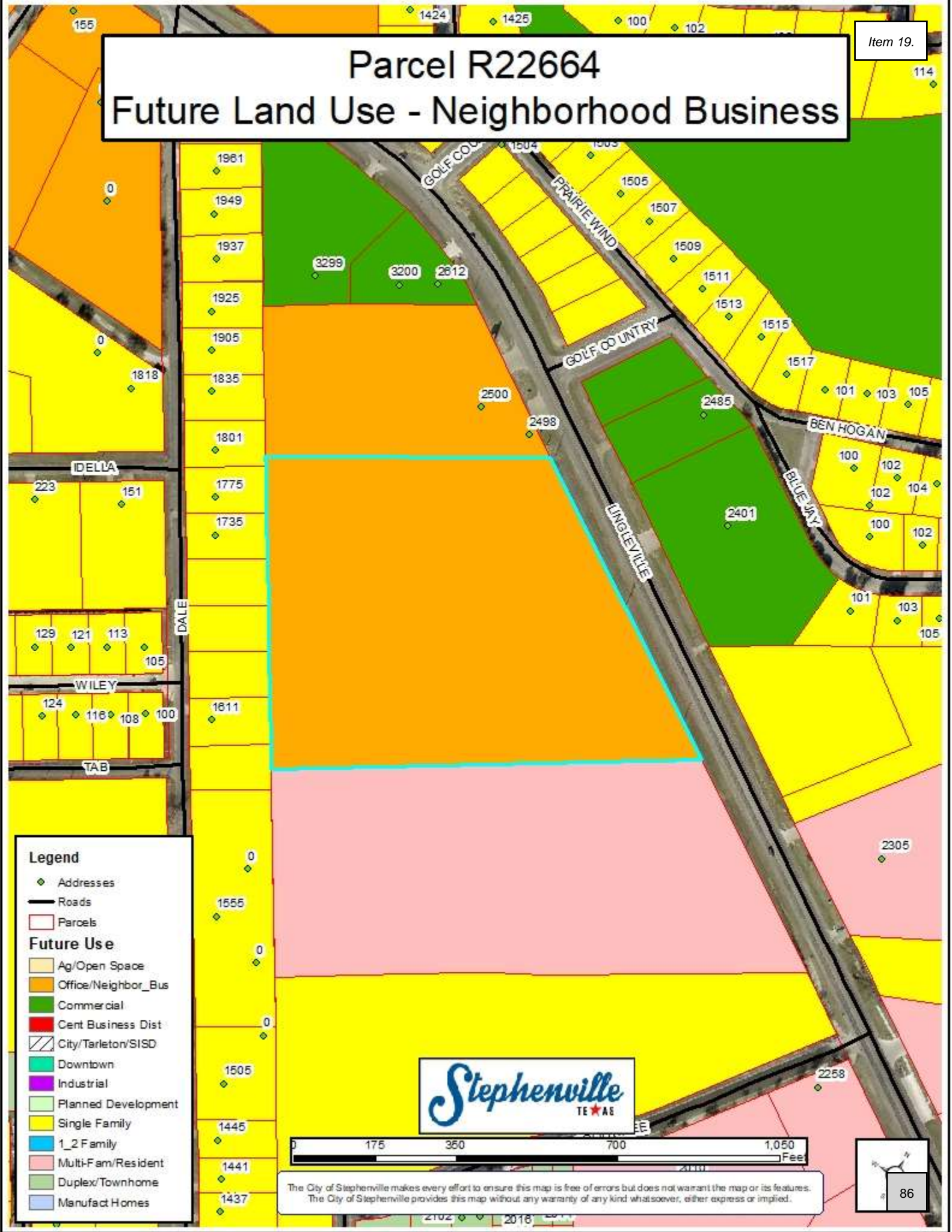
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Parcel R22664 Future Land Use - Neighborhood Business



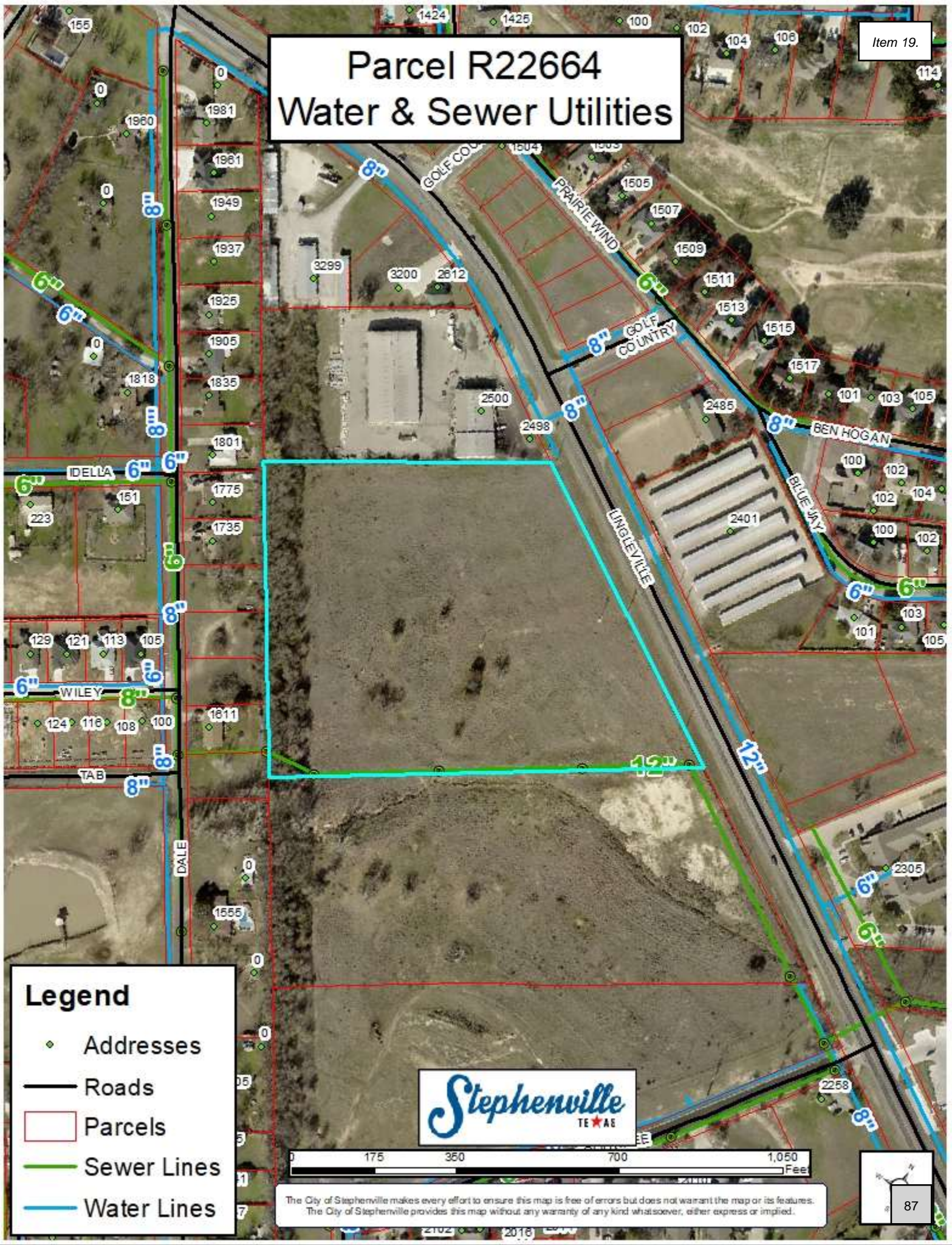
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Parcel R22664 Water & Sewer Utilities



Legend

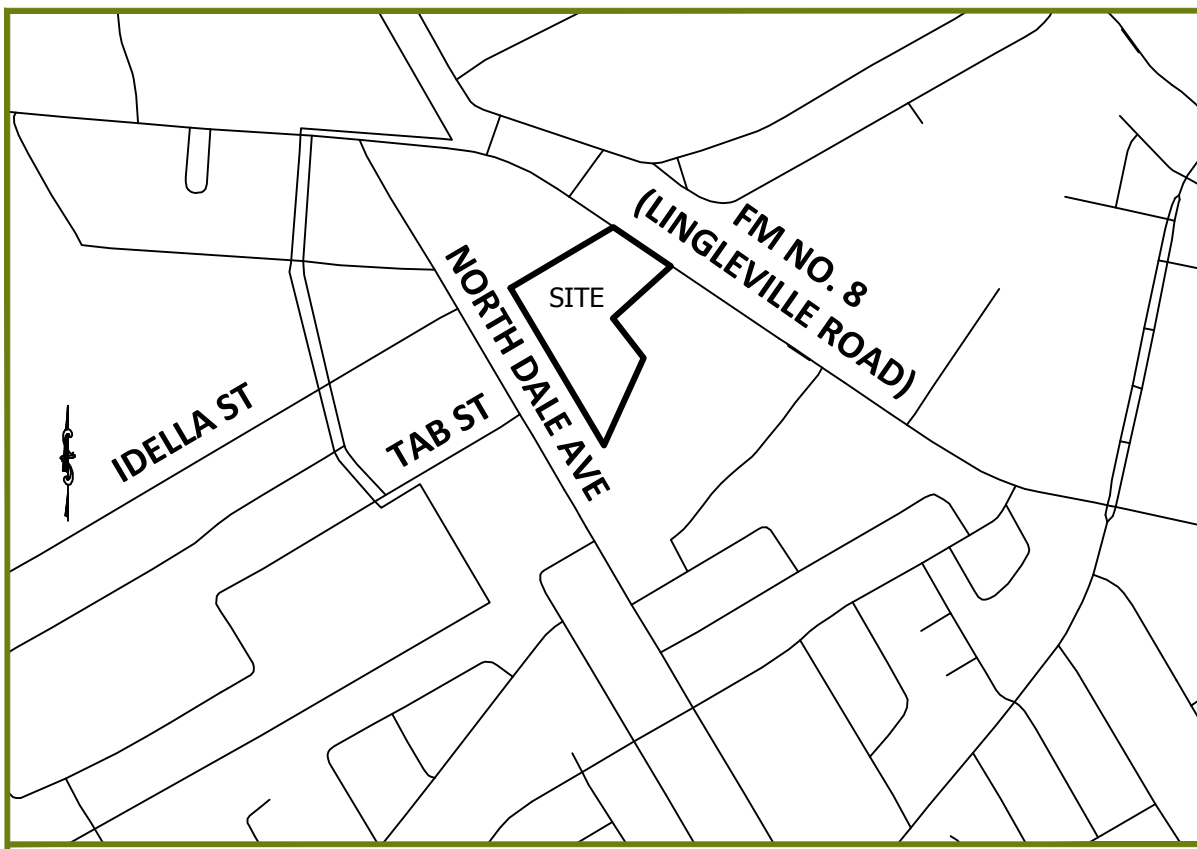
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- Water Lines



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Parcel R22664 Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000022557	0 W LINGLEVILLE RD	ALLEN REAL PROPERTIES LTD	PO BOX 953	STEPHENVILLE	TX	76401
R000031793	1775 N DALE AVE	ALLISON THOMAS & MICHELLE L	1421 CREEKVIEW DR	LEWISVILLE	TX	75067
R000031773	2401 W LINGLEVILLE RD	BACHUS JAMES O FAMILY TRUST	PO BOX 552	STEPHENVILLE	TX	76401-0552
R000074099	0 N DALE AVE	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000031798	1611 N DALE AVE	CLARK DANNY WAYNE & JAIME RENEE	1611 N DALE AVE	STEPHENVILLE	TX	76401
R000022552	0 W LINGLEVILLE RD	COVENANT LEGACY LP	2915 W WASHINGTON	STEPHENVILLE	TX	76401
R000031794	1735 N DALE AVE	HARRISON RHETT	1735 N DALE	STEPHENVILLE	TX	76401-1633
R000031795	0 N DALE AVE	HARRISON RHETT & CONTESSA	1735 N DALE	STEPHENVILLE	TX	76401
R000031796	0 N DALE AVE	HARRISON RHETT & CONTESSA	1735 N DALE	STEPHENVILLE	TX	76401
R000031797	0 N DALE AVE	HARRISON RHETT & CONTESSA	1735 N DALE	STEPHENVILLE	TX	76401
R000031792	1801 N DALE AVE	HOGAN SHERRY & OLIVER WEIR	1801 N DALE	STEPHENVILLE	TX	76401
R000022664	0 W LINGLEVILLE RD	IP KAM WOON	PO BOX 192	STEPHENVILLE	TX	76401-0000
R000031802	1555 N DALE AVE	MANUEL WESLEY	1555 N DALE	STEPHENVILLE	TX	76401
R000077868	0 W LINGLEVILLE RD	RETIREMENT LIVING FOR SENIORS LTD	PO BOX 3189	BRYAN	TX	77805
R000031791	1835 N DALE AVE	SOWELL GEORGE LAWRENCE & VICKIE J	1835 N DALE AVE	STEPHENVILLE	TX	76401
R000040129	2500 W LINGLEVILLE RD	STORE MASTER FUNDING X LLC	2150 E LAKE COOK RD, 10TH FL	BUFFALO GROVE	IL	60089
R000031790	1905 N DALE AVE	WALL SAMMY M & JOLENE H	700 BLUEBONNET DR	STEPHENVILLE	TX	76401
R000062044	2485 W LINGLEVILLE RD	WESTSIDE CHURCH OF CHRIST	P O BOX 1097	STEPHENVILLE	TX	76401-0000
R000031774	2485 W LINGLEVILLE RD	WESTSIDE CHURCH OF CHRIST	PO BOX 1097	STEPHENVILLE	TX	76401-0000



VICINITY MAP NOT TO SCALE

STATE OF TEXAS §
COUNTY OF ERATH §

WHEREAS, Allen Real Properties, LTD. & Kam Woon IP are the Owners of the following tracts of land situated in the Jarrett Menefee Survey, Abstract No. 520, Erath County, Texas, herein described tract of land being a portion of a 11.918 acre tract conveyed to Kam Woon IP and a portion of a 10.925 acre tract conveyed to Allen Real Properties, LTD. and being more particularly described as follows:

Metes & Bounds Description

BEING a 10.01 acre tract of land situated in the Jarrett Menefee Survey, Abstract No. 520, City of Stephenville, Erath County, Texas, and being a portion of a called 11.918 acre tract of land described in deed to Kam Woon IP, as recorded in Volume 618, Page 572, Deed Records of Erath County, Texas (D.R.E.C.T.) and being a portion of a called 10.925 acre tract of land described as "Tract Thirteen" in deed to Allen Real Properties, Ltd., as recorded in Document No. 2013-05023, Official Public Records of Erath County, Texas (O.P.R.E.C.T.), said 10.01 acre tract of land being more particularly described by metes and bounds as follows:

BEGINNING at a set 5/8-inch iron rod with yellow cap stamped "DUNAWAY ASSOC" (hereinafter referred to as 5/8-inch YCIR) for the northeast corner of said Woon tract, said corner being the southeast corner of a called 4.13 acre tract of land described in deed to Store Master Funding X, LLC, as recorded in Document No. 2021-03896 and a point on southwest right-of-way line of Farm to Market Road No. 8 (FM Road No. 8) (a 120' wide right-of-way), as recorded in Volume 262, Page 339, Volume 260, Page 425 and Volume 259, Page 496, D.R.E.C.T., from which a found 3/8-inch iron rod with yellow cap (illegible) bears North 58 degrees 15 minutes 28 seconds West, a distance of 0.36 feet, said POINT OF BEGINNING being locatable by NAD83 Grid Coordinate N: 6,766,763.28, E: 2,048,542.87; THENCE South 55 degrees 55 minutes 46 seconds East, along the northeast line of said Woon tract and the southwest right-of-way of said FM Road No. 8, a distance of 362.20 feet to a found 5/8-inch iron rod with blue cap stamped "NATIVE C.O. LLC" (hereinafter referred to as 5/8-inch BCIR) for corner; THENCE South 48 degrees 00 minutes 32 seconds West, departing the southwest right-of-way of said FM Road No. 8, across said Woon tract, a distance of 406.52 feet to a found 5/8-inch BCIR for corner; THENCE South 37 degrees 40 minutes 43 seconds East, continuing across said Woon tract, a distance of 260.25 feet to a set 5/8-inch YCIR for corner in said Allen Tract Thirteen; THENCE South 24 degrees 21 minutes 01 second West, continuing across said Allen Tract Thirteen, a distance of 499.94 feet to set 5/8-inch YCIR for corner, said corner on the northeast line of Block 1, Green Acres Addition, an addition to the City of Stephenville, as recorded in Volume 414, Page 165, Plat Records of Erath County, Texas (P.R.E.C.T.), from which a found 5/8-inch BCIR bears North 24 degrees 21 minutes 01 second East, a distance of 0.46 feet; THENCE North 30 degrees 40 minutes 29 seconds West, along the common southwest line of said Allen Tract Thirteen, the southwest line of said Woon tract, and the northeast line of said Block 1, Green Acres Addition, a distance of 954.02 feet to a set 5/8-inch YCIR for the northwest corner of said Woon tract and the southwest corner of a said Store Master Funding tract; THENCE North 59 degrees 29 minutes 23 seconds East, departing the northeast line of said Block 1, Green Acres Addition, along the northwest line of said Woon tract and the southeast line of said Store Master Funding tract, a distance of 622.01 feet to the POINT OF BEGINNING and containing 10.01 acres (or 436,084 square feet) of land, more or less.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That Kam Woon IP & J. Brad Allen (of Allen Real Properties, LTD.) acting herein by and through its duly authorized officers, do hereby adopt this plat designating the herein above described property as LOT 1, BLOCK A, ONCOR STEPHENVILLE, an addition to the City of Stephenville, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets and alleys shown thereon. The streets and easements shown thereon are hereby dedicated to the Public use forever. The streets are dedicated for street purposes. The easements, as shown, are dedicated for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed, reconstructed, or placed upon, over or across the easements shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use the same. Any, and all public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on the easements and all public utilities shall at all times have full right of ingress and egress to or from and upon reconstructing, inspecting, patrolling, maintaining, respective systems without the necessity at any time of procuring the permission of anyone.

Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and/or for any maintenance and service required or ordinarily performed by that utility. The easements dedicated are for the specific use of installing and maintaining water, sewer, electrical, natural gas, telephone, fiber or cablevision lines, and are not intended to be used for garbage dumpsters, the collection of garbage, or for the use of garbage vehicles in any manner.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Stephenville, Texas

WITNESS UNDER MY HAND this the ___ day of ___, 2023.

Kam Woon IP
Owner

STATE OF TEXAS §
COUNTY OF ERATH §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Kam Woon IP, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ___ day of ___, 2023.

Notary Public in and for the State of Texas

My Commission Expires On:

WITNESS UNDER MY HAND this the ___ day of ___, 2023.

J. Brad Allen
Owner

STATE OF TEXAS §
COUNTY OF ERATH §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared J. Brad Allen (of Allen Real Properties, LTD.), Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ___ day of ___, 2023.

Notary Public in and for the State of Texas

My Commission Expires On:



550 Bailey Avenue • Suite 400 • Fort Worth, Texas 76107
Tel: 817.335.1121
TEXAS REGISTERED SURVEYING FIRM NO. 10098100

KNOW ALL MEN BY THESE PRESENTS:

That I, Hal Mollenkopf, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Stephenville.

Hal Mollenkopf
Registered Professional Land Surveyor
Texas Registration No. 5439

Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

STATE OF TEXAS §
COUNTY OF ERATH §

I, Gwinda Jones, Clerk of the County Court of Erath County, do hereby certify that the foregoing instrument in writing, with its certificate of authentication was filed for record and duly recorded in my office this ___ day of ___, at ___ o'clock, M., in the Official Public Records of Erath County in Document No. ___, Cabinet ___, Side ___. TO CERTIFY WHICH, WITNESS my hand and seal at the County Court of Erath County, at my office in Erath, Texas, the date last shown above written.

GWINDA JONES Clerk of County Court of Erath County, Texas

Deputy

CITY OF STEPHENVILLE
ERATH COUNTY, TEXAS

Date of Approval

Attest: City Secretary

Date

LEGEND

- = EASEMENT
--- = PROPERTY LINE OR RIGHT-OF-WAY
--- = SUBJECT TRACT
D.R.E.C.T. = DEED RECORDS OF ERATH COUNTY, TEXAS
O.P.R.E.C.T. = OFFICIAL PUBLIC RECORDS OF ERATH COUNTY, TEXAS
P.R.E.C.T. = PLAT RECORDS OF ERATH COUNTY, TEXAS
● = 5/8-INCH IRON ROD WITH YELLOW CAP STAMPED "DUNAWAY ASSOC" SET UNLESS OTHERWISE NOTED

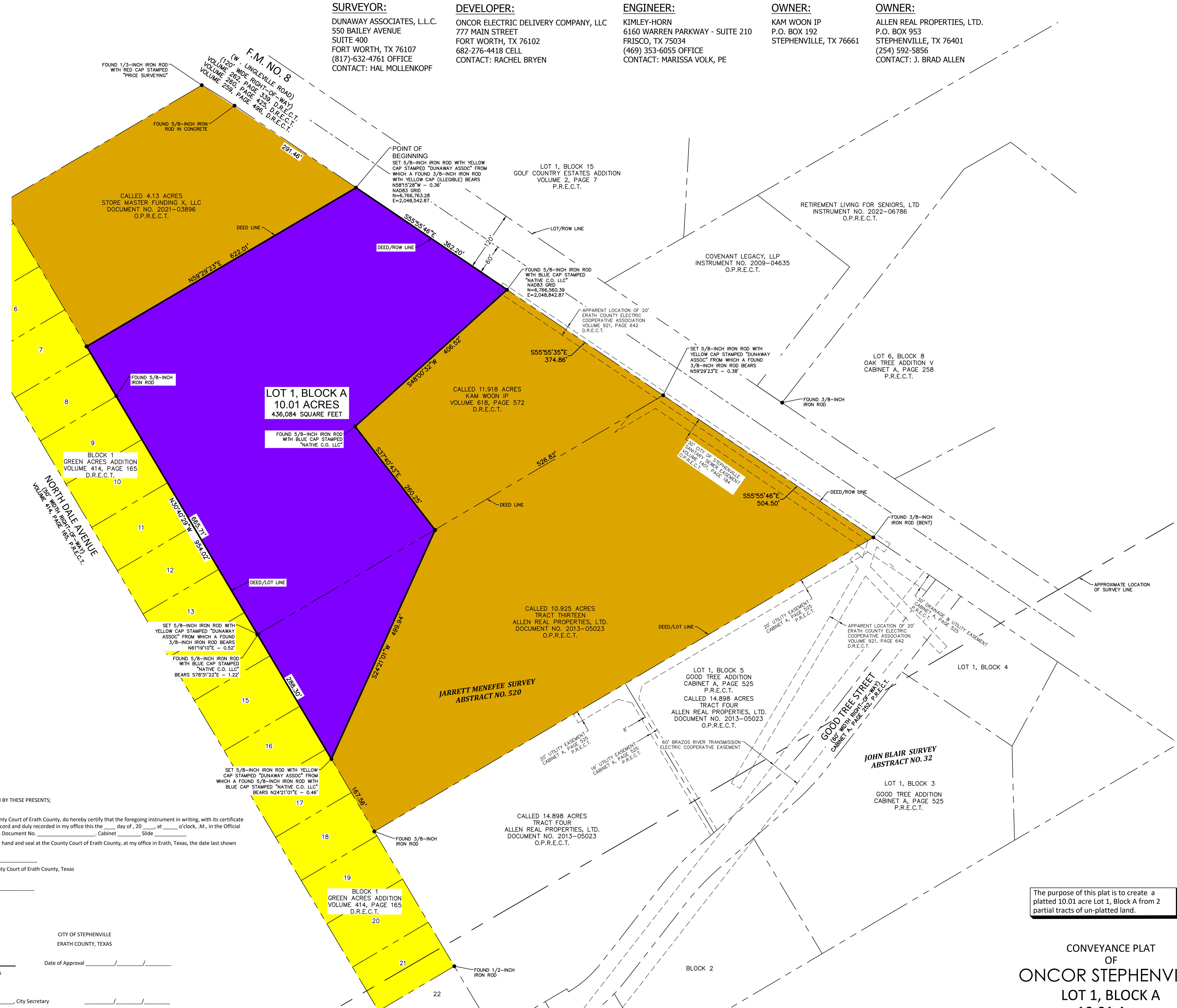
SURVEYOR:
DUNAWAY ASSOCIATES, L.L.C.
550 BAILEY AVENUE
SUITE 400
FORT WORTH, TX 76107
(817)-632-4761 OFFICE
CONTACT: HAL MOLLENKOPF

DEVELOPER:
ONCOR ELECTRIC DELIVERY COMPANY, LLC
777 MAIN STREET
FORT WORTH, TX 76102
682-276-4418 CELL
CONTACT: RACHEL BRYEN

ENGINEER:
KIMLEY-HORN
6160 WARREN PARKWAY - SUITE 210
FRISCO, TX 75034
(469) 353-6055 OFFICE
CONTACT: MARISSA VOLK, PE

OWNER:
KAM WOON IP
P.O. BOX 192
STEPHENVILLE, TX 76661

OWNER:
ALLEN REAL PROPERTIES, LTD.
P.O. BOX 953
STEPHENVILLE, TX 76401
(254) 592-5856
CONTACT: J. BRAD ALLEN



The purpose of this plat is to create a platted 10.01 acre Lot 1, Block A from 2 partial tracts of un-platted land.

CONVEYANCE PLAT OF
ONCOR STEPHENVILLE
LOT 1, BLOCK A
10.01 Acres

Oncor Electric Delivery Company LLC
777 Main Street, Fort Worth, Texas 76102
(682) 276-4418
Situating in the

Jarrett Menefee Survey, Abstract No. 520,
City of Stephenville, Erath County, Texas

This plat was prepared in November 2023

- NOTES:
1. The basis of bearings for this survey is the Texas State Coordinate System, North Central Zone, based upon GPS measurements. Distances and areas hereon are surface values. A combined scale factor of 0.99991535 was used for this project.
2. Building lines will be per the City of Stephenville Zoning Ordinances.
3. This plat does not alter or remove deed restrictions or covenants, if any on this property.
4. No existing gas, petroleum, or common carrier easements or pipelines are located within the property.
5. Minimum finished floor elevations for Lot 1, Block A required.
6. The minimum finish floor elevations shall be provided when a building permit application is submitted. The minimum finished floor elevations shall be based on the current FEMA data. The minimum finished floor elevations shall be stated as mean sea level.

ORDINANCE NO. 2023-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED NEIGHBORHOOD BUSINESS (B-1) TO INDUSTRIAL (IND)

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:

Acres 11.918, A0520 Menefee Jarrett of the City of Stephenville, Erath County, Texas and identified as Parcel No. R22664, in the Erath County Appraisal District Records, located at W. Lingleville Rd.

is hereby rezoned and the zoning classification changed from the classification of Neighborhood Business (B-1) to Industrial (IND), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of December 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



STAFF REPORT

SUBJECT: Case No.: RZ2023-010

Applicant Oncor Electric Delivery Company LLC, representing Allen Real Properties LTD is requesting a rezone for property located at W Lingleville Rd, being Parcel R22557, Acres 10.925, A0520 MENEFFEE JARRETT; of the City of Stephenville, Erath County, Texas from (B-1) Neighborhood Business to (IND) Industrial.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

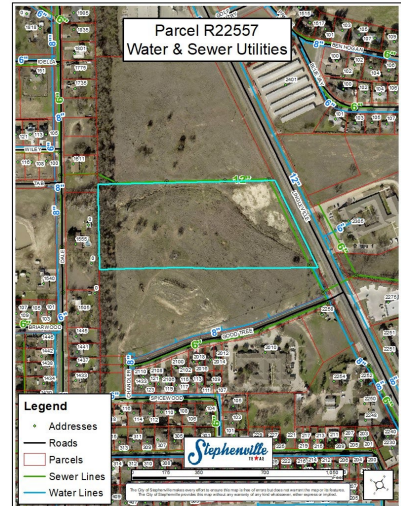
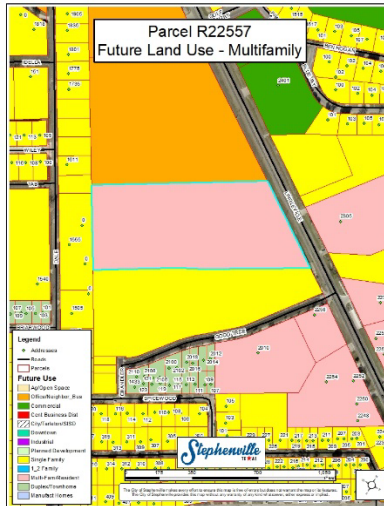
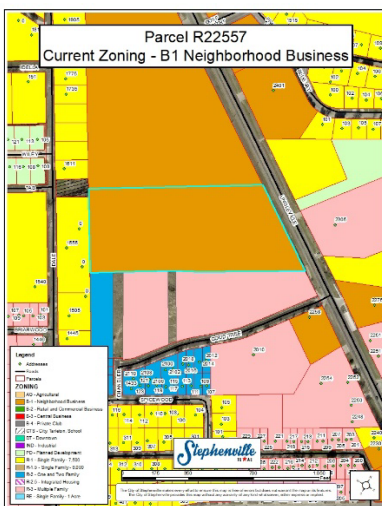
RECOMMENDATION:

The property has current zoning of (B-1) Neighborhood Business. The Future Land Use for this property is designated as (B-1) Neighborhood Business.

The rezone request is only applicable to the portion of the parcel being acquired by Oncor and as illustrated in the conveyance plat. The existing zoning will remain intact for the portion of the parcel that is not included in the conveyance.

BACKGROUND:

PROPERTY PROFILE:



Sec. 154.06.6. Industrial district (I).

6.6.A Description. The Industrial District is intended to serve as the location for general industrial activities.

6.6.B Permitted Uses.

- (1) Airport, heliport or landing field;
- (2) Animal grooming;
- (3) Athletic field;
- (4) Auto paint and body shop/repair;
- (5) Auto parking lot or building (commercial);
- (6) Auto parts sales;
- (7) Auto repair/mechanic garage;
- (8) Auto sales;
- (9) Auto storage;
- (10) Auto wrecking or salvage yard;
- (11) Automobile rental;
- (12) Automobile service station and car care center;
- (13) Bail bond service;
- (14) Bakery—Wholesale and distribution;
- (15) Banks or other financial institutions;
- {16} Boat sales;
- (17) Bottling works (wholesale);
- (18) Building material sales;
- (19) Bulk grain/feed storage;
- (20) Cabinet and upholstering shop;
- (21) Car wash;
- (22) Chemical supply;
- (23) Civic/community center;
- (24) College or university;
- (25) Commercial amusement (indoor and outdoor);
- (26) Concrete or asphalt batching plant;
- (27) Convenience store (with pumps); including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (28) Convenience/grocery store (without pumps); including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (29) Construction equipment rental and sales;
- (30) Construction yard (temporary);
- (31) Contractor shop and storage yard;
- (32) Feed, seed and fertilizer store-no bulk storage;
- (33) Feed store;
- (34) Field office (temporary);
- (35) Flea market;
- (36) Frozen foods locker;
- (37) Health club, weight and aerobic center;

- (38) Heavy machinery sales and storage;
- (39) Heavy manufacturing or industrial;
- (40) Home improvement center;
- (41) Hotels and motels; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (42) Industrial manufacturing/fabrication/assembly (closed);
- (43) Industrial manufacturing/fabrication/assembly (outside storage);
- (44) Kennel;
- (45) Kiosk;
- (46) Laboratory (medical);
- (47) Landscaping service;
- (48) Laundry plant;
- (49) Lawn equipment and small engine sales and services;
- (50) Light manufacturing or industrial;
- (51) Machine shop;
- (52) Micro brewery; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (53) Mini storage/warehouses;
- (54) Mobile homes/manufactured home parks;
- (55) Mobile home display and sales;
- (56) Moving company;
- (57) Newspaper printing;
- (58) Office-professional and general administration;
- (59) Overnight delivery and service center;
- (60) Package Store; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (61) Pawn shop;
- (62) Plumbing shop;
- (63) Portable building sales;
- (64) Printing;
- (65) Produce stand;
- (66) Propane sales (filling stations);
- (67) Radio, television, microwave or electric generating tower;
- (68) Recreational vehicle sales;
- (69) Railroad or bus passenger station;
- (70) Recycling collection center;
- (71) Recycling kiosk;
- (72) Research lab (non-hazardous);
- (73) Restaurant (drive-in type); including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (74) Restaurant or cafeteria-without drive-in service; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;

- (75) Restaurant with alcoholic beverage service; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (76) Roofing and siding supply;
- (77) Sand/gravel/caliche/stone sales (storage);
- (78) Shopping center; including the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission;
- (79) Sign manufacturing;
- (80) Stone/clay/glass manufacture;
- (81) Storage or repair of furniture and appliance (inside);
- (82) Studio for radio and television;
- (83) Tattoo parlor/body piercing studio;
- (84) Taxidermy;
- (85) Tobacco shop;
- (86) Trade or commercial schools;
- (87) Tire retreading;
- (88) Tool equipment rental shop;
- (89) Trailer rental/sales;
- (90) Truck stop;
- (91) Veterinary clinic or hospital;
- (92) Veterinary services;
- (93) Warehouse, wholesale (enclosed and outside storage);
- (94) Welding shop;
- (95) Wholesale distribution centers;
- (96) Wholesale production and distribution of ice (mfg. by machine only); and
- (97) Wrecking yard.

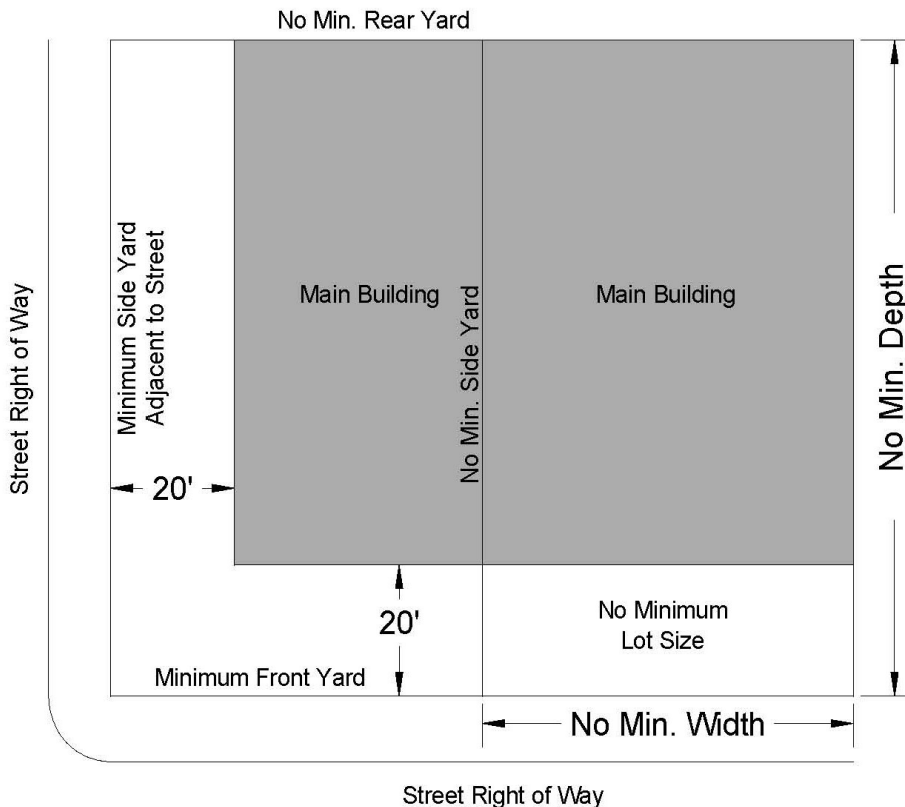
6.6.C Conditional Uses (Special Use Permit required).

- (1) Day care center—12 or more children; and
- (2) Sexually oriented business;
- (3) Citizen collection station;
- (4) Permitted uses not specifically designated for alcohol sales when licensed for the sale of alcohol by the Texas Alcoholic Beverage Commission.

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

- (1) Maximum density: There is no maximum density requirement.
- (2) Minimum lot area: There is no minimum area requirement.
- (3) Minimum lot width: There is no minimum width requirement.
- (4) Minimum lot depth: There is no minimum depth requirement.
- (5) Minimum depth of front setback: 20 feet minimum.
- (6) Minimum depth of rear setback: There is no minimum rear setback requirement unless the lot abuts upon a Residential District, then a minimum ten feet is required.
- (7) Minimum width of side setback:

- (a) Internal lot: There is no minimum side setback requirement unless the lot abuts upon a Residential District, then a minimum five feet is required.
- (b) Corner lot: 20 feet minimum.
- (8) Building size: There are no minimum size regulations
- (9) Maximum height of structures: No building shall exceed 75 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



Note: All uses, no rear or side yard except when the lot abuts upon a Residential District, then the minimum set back for the rear yard is ten feet and side yard is five feet.

6.6.E Parking Regulations. All uses permitted in the I District: See Section 11 for Parking Regulations.

6.6.F Sign Regulation. See Section 12 for Sign Regulations.

6.6.G Exceptions to Use, Height and Area Regulations. See Section 10.

6.6.H Garbage Regulations. Industrial District businesses will provide a serviceable area specifically for refuse collection designed for refuse canisters. Each designated canister area will be nine feet wide and eight feet deep (72 square feet), with a cement slab base. If the location of the cement slab is adjacent to a residential district, the slab must be at least five feet from the property line. The refuse area will be enclosed on three sides by a privacy fence. Approach areas will meet the requirements of Subsection 6.6.I.

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

(Am. Ord. 2008-07, passed 5-6-2008; Am. Ord. 2009-23, passed 12-1-2009; Am. Ord. No. 2018-O-25, § 1, 8-7-2018; Am. Ord. 2009-23, passed 12-1-2009; Am. Ord. 2018-O-32, § 2, passed 8-28-2018; Ord. No. 2021-O-17, §§ 1, 5, passed 6-1-2021; Ord. No. 2022-O-26, § 1, passed 9-6-2023)

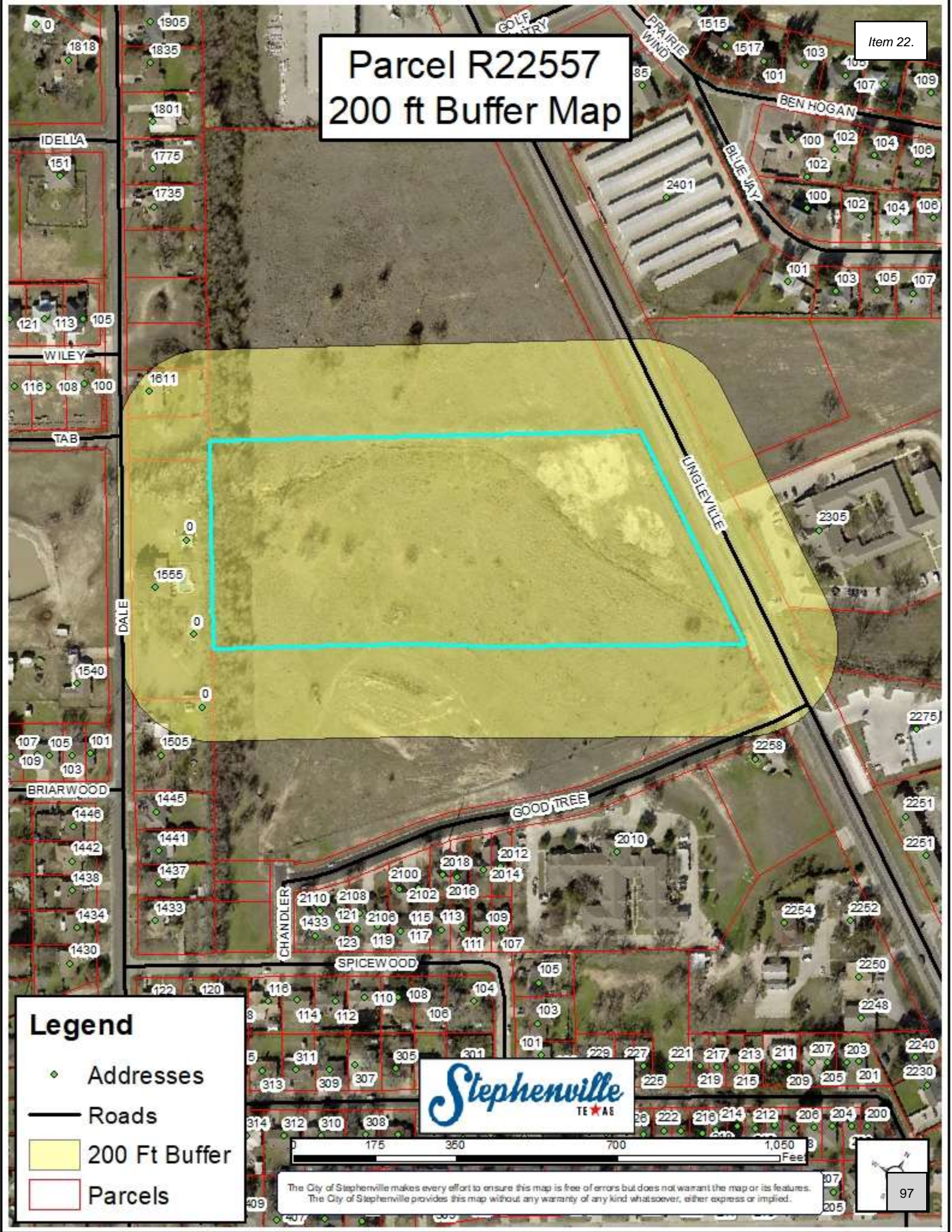
FACTORS TO CONSIDER:

- 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) Recommend the City Council approve the rezoning request.
- 2) Recommend the City Council deny the rezoning request.

Parcel R22557 200 ft Buffer Map

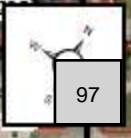


Legend

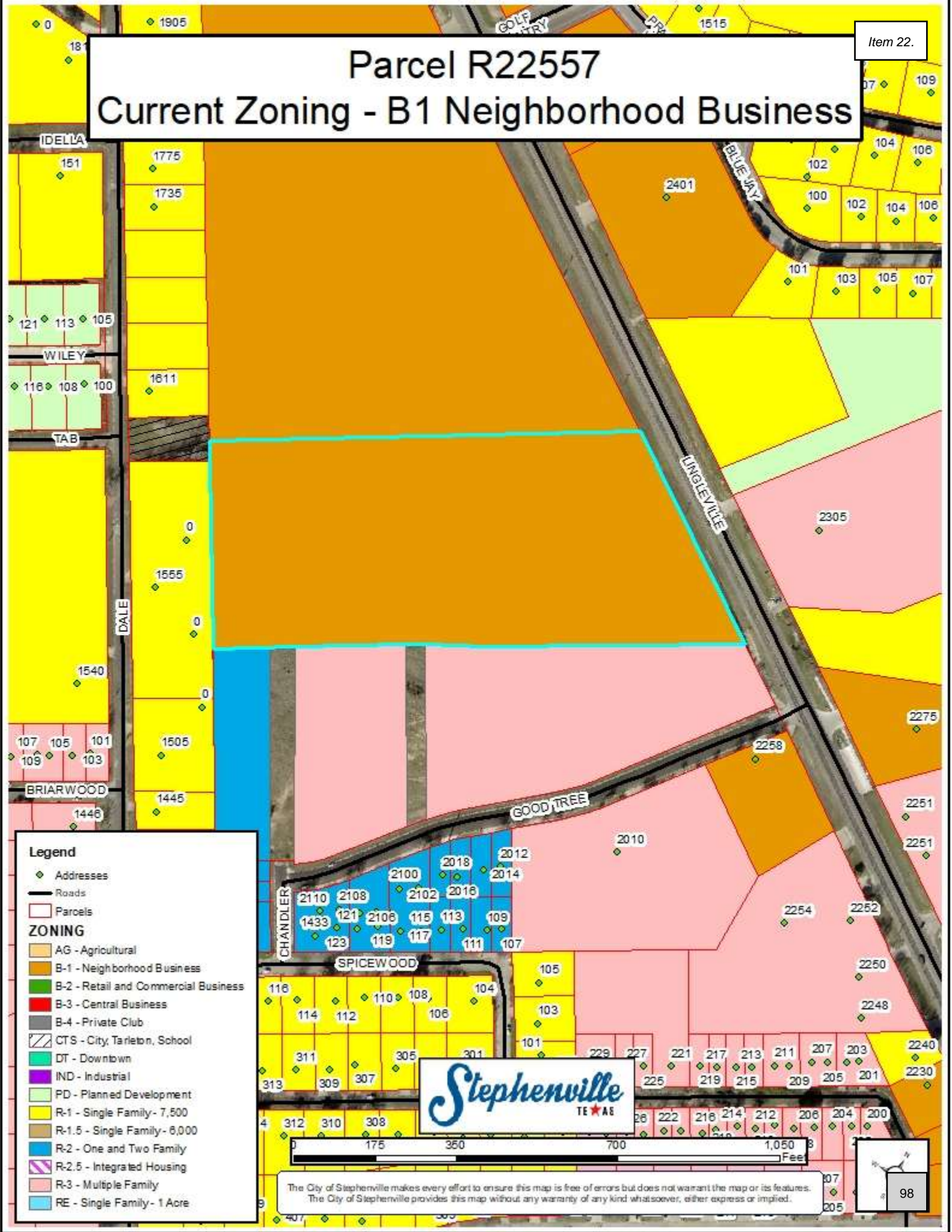
- ◆ Addresses
- Roads
- 200 Ft Buffer
- Parcels



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 R22557 Current Zoning - B1 Neighborhood Business



Legend

- ◆ Addresses
- Roads
- Parcels

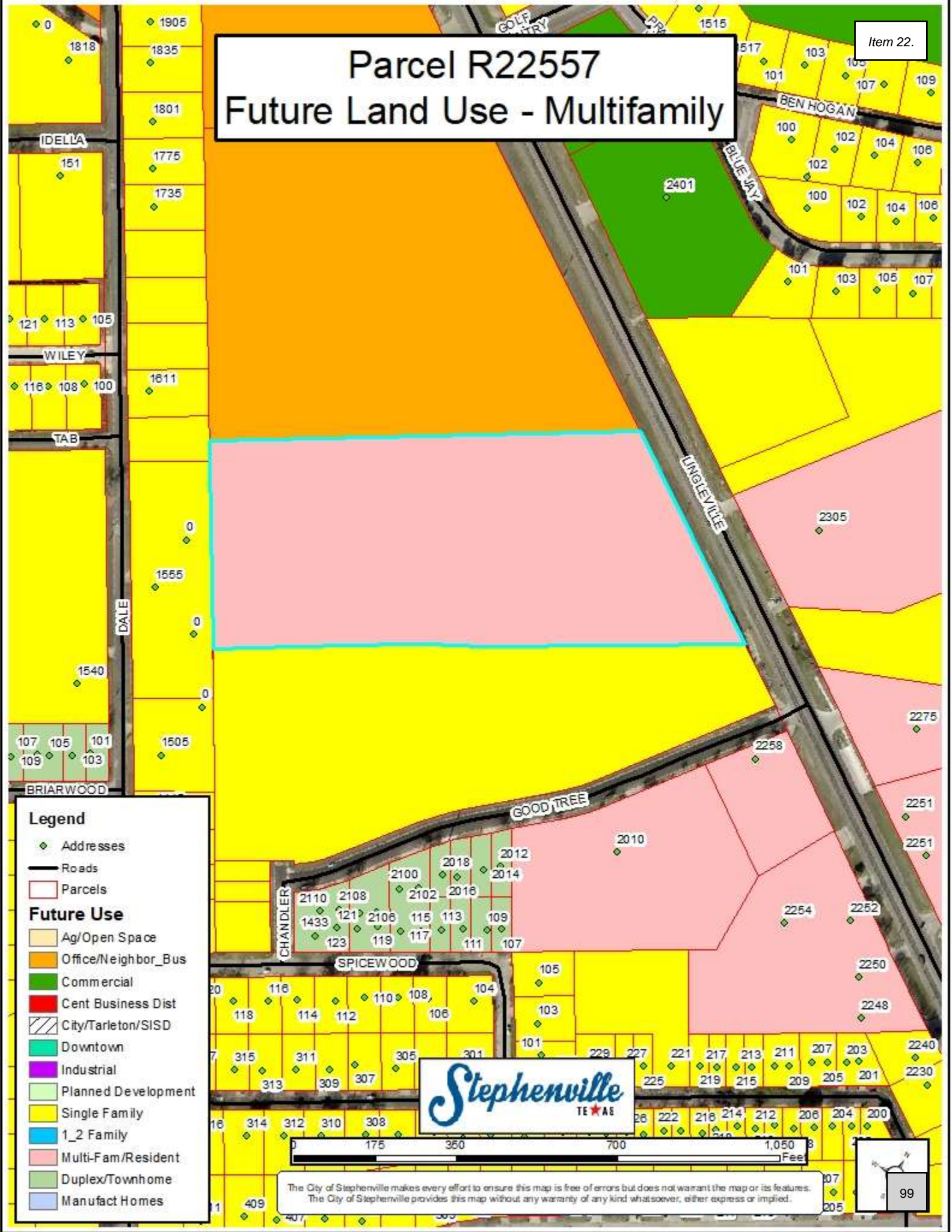
ZONING

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



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Parcel R22557 Future Land Use - Multifamily



Legend

- ◆ Addresses
- Roads
- ▭ Parcels

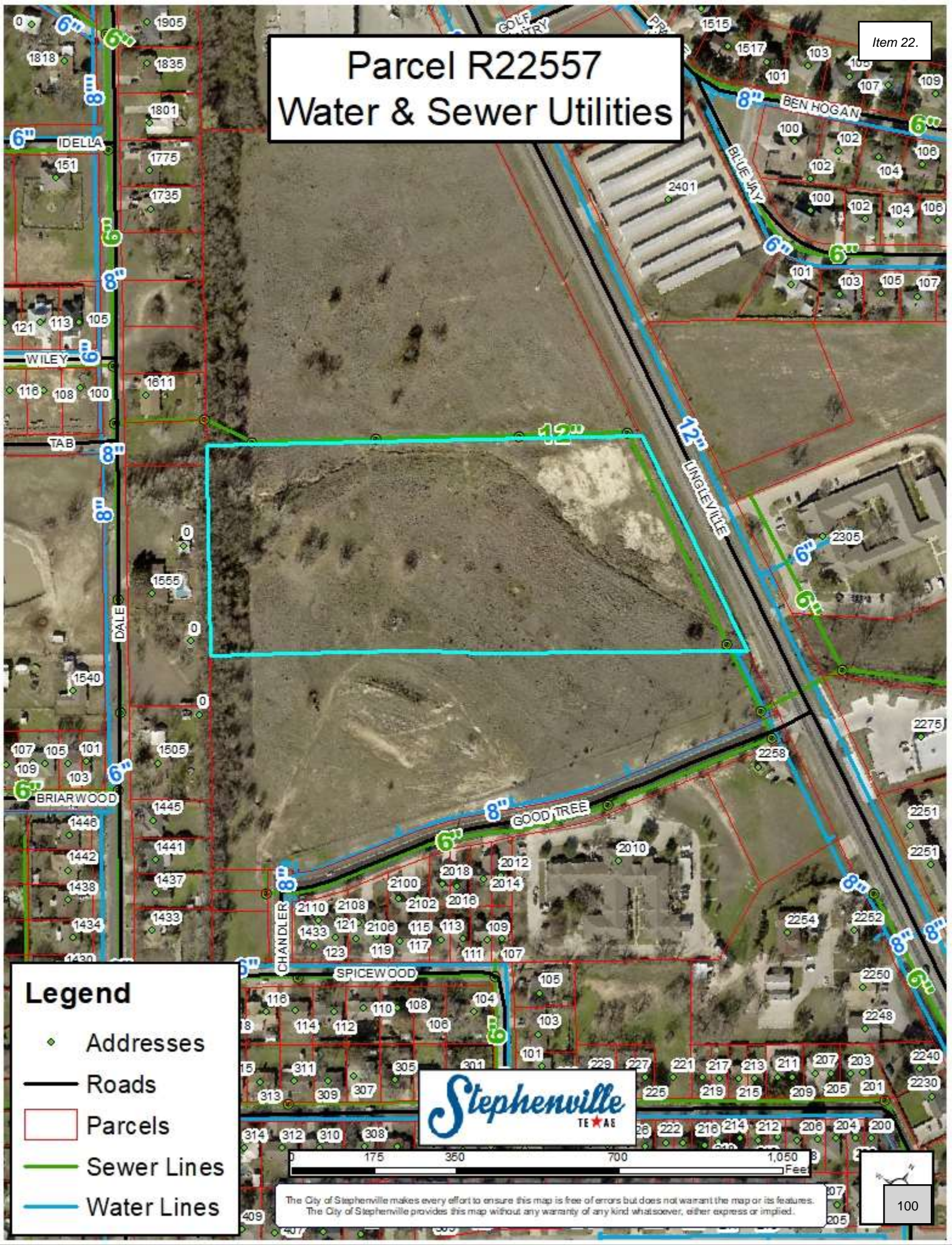
Future Use

- 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 R22557 Water & Sewer Utilities

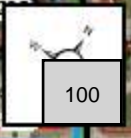


Legend

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

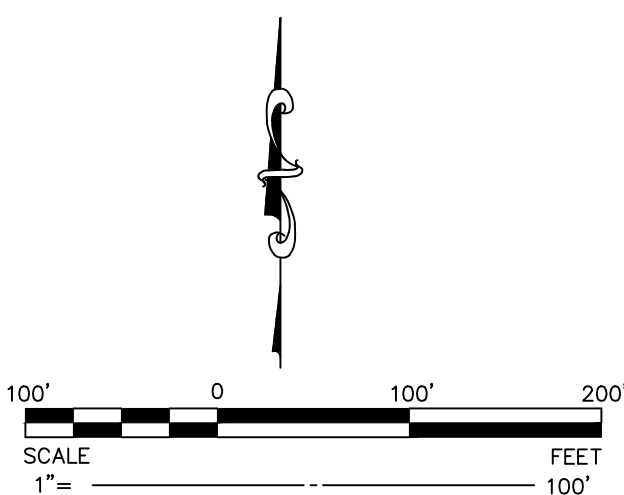
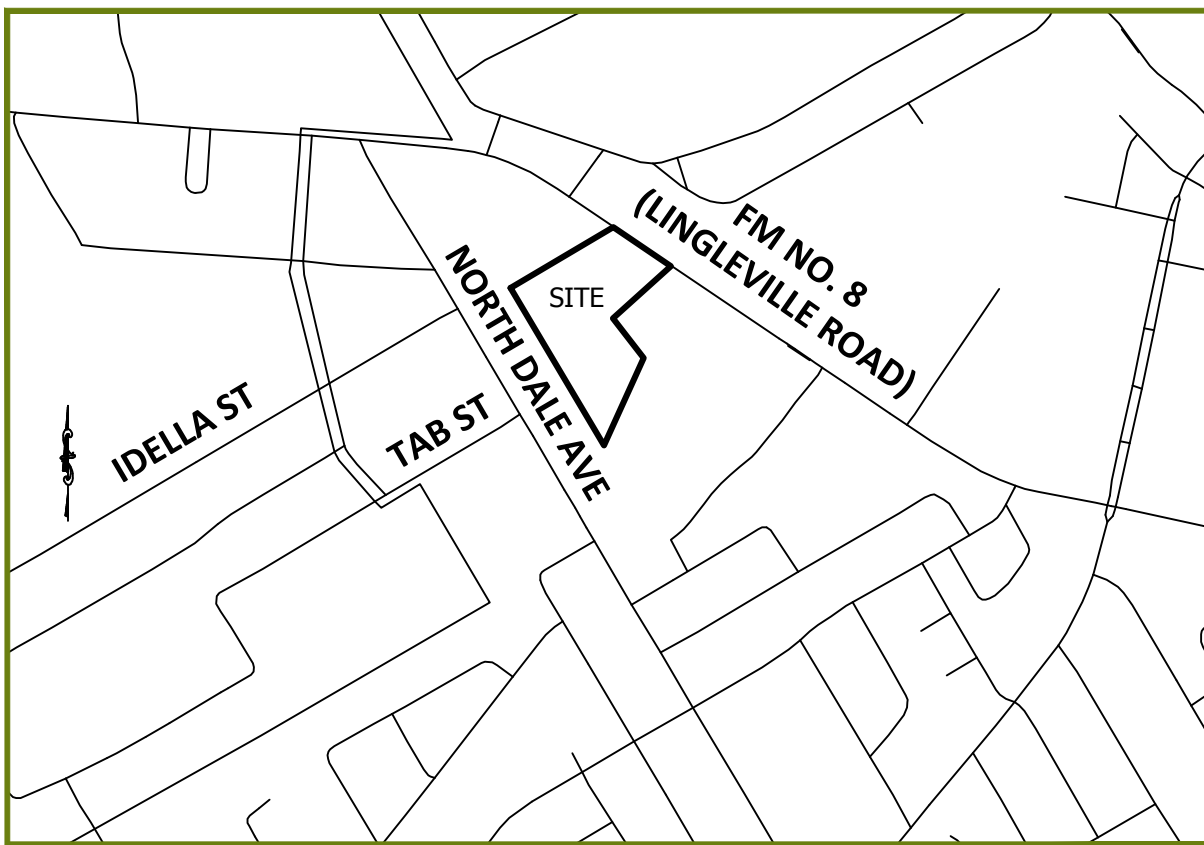


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Parcel R22557 Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000063790	0 GOOD TREE	ALLEN REAL PROPERTIES LTD	PO BOX 953	STEPHENVILLE	TX	76401
R000022557	0 W LINGLEVILLE RD	ALLEN REAL PROPERTIES LTD	PO BOX 953	STEPHENVILLE	TX	76401
R000074099	0 N DALE AVE	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000063792	0 GOOD TREE	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000031798	1611 N DALE AVE	CLARK DANNY WAYNE & JAIME RENEE	1611 N DALE AVE	STEPHENVILLE	TX	76401
R000022552	0 W LINGLEVILLE RD	COVENANT LEGACY LP	2915 W WASHINGTON	STEPHENVILLE	TX	76401
R000022552	0 W LINGLEVILLE RD	COVENANT LEGACY LP	2915 W WASHINGTON	STEPHENVILLE	TX	76401
R000063739	2305 W LINGLEVILLE RD	FRONTIER EXCHANGE LANDLORD GROUP LLC	4500 DORR ST	TOLEDO	OH	43615
R000066982	2275 W LINGLEVILLE RD	GREATER GOOD X LLC	3195 S ACCESS RD	ENGLEWOOD	FL	34224
R000031797	0 N DALE AVE	HARRISON RHETT & CONTESSA	1735 N DALE	STEPHENVILLE	TX	76401
R000022664	0 W LINGLEVILLE RD	IP KAM WOON	PO BOX 192	STEPHENVILLE	TX	76401-0000
R000031802	1555 N DALE AVE	MANUEL WESLEY	1555 N DALE	STEPHENVILLE	TX	76401
R000031806	1505 N DALE AVE	PEARCEY LEROY GENE & KAREN B	2501 CR371	DUBLIN	TX	76446
R000077868	0 W LINGLEVILLE RD	RETIREMENT LIVING FOR SENIORS LTD	PO BOX 3189	BRYAN	TX	77805



VICINITY MAP NOT TO SCALE

STATE OF TEXAS §
COUNTY OF ERATH §

WHEREAS, Allen Real Properties, LTD. & Kam Woon IP are the Owners of the following tracts of land situated in the Jarrett Menefee Survey, Abstract No. 520, Erath County, Texas, herein described tract of land being a portion of a 11.918 acre tract conveyed to Kam Woon IP and a portion of a 10.925 acre tract conveyed to Allen Real Properties, LTD. and being more particularly described as follows:

Metes & Bounds Description

BEING a 10.01 acre tract of land situated in the Jarrett Menefee Survey, Abstract No. 520, City of Stephenville, Erath County, Texas, and being a portion of a called 11.918 acre tract of land described in deed to Kam Woon IP, as recorded in Volume 618, Page 572, Deed Records of Erath County, Texas (D.R.E.C.T.) and being a portion of a called 10.925 acre tract of land described as "Tract Thirteen" in deed to Allen Real Properties, Ltd., as recorded in Document No. 2013-05023, Official Public Records of Erath County, Texas (O.P.R.E.C.T.), said 10.01 acre tract of land being more particularly described by metes and bounds as follows:

BEGINNING at a set 5/8-inch iron rod with yellow cap stamped "DUNAWAY ASSOC" (hereinafter referred to as 5/8-inch YCIR) for the northeast corner of said Woon tract, said corner being the southeast corner of a called 4.13 acre tract of land described in deed to Store Master Funding X, LLC, as recorded in Document No. 2021-03896 and a point on southwest right-of-way line of Farm to Market Road No. 8 (FM Road No. 8) (a 120' wide right-of-way), as recorded in Volume 260, Page 339, Volume 260, Page 425 and Volume 259, Page 496, D.R.E.C.T., from which a found 3/8-inch iron rod with yellow cap (illegible) bears North 58 degrees 15 minutes 28 seconds West, a distance of 0.36 feet, said POINT OF BEGINNING being locatable by NAD83 Grid Coordinate N: 6,766,763.28, E: 2,048,542.87;
THENCE South 55 degrees 55 minutes 46 seconds East, along the northeast line of said Woon tract and the southwest right-of-way of said FM Road No. 8, a distance of 362.20 feet to a found 5/8-inch iron rod with blue cap stamped "NATIVE C.O. LLC" (hereinafter referred to as 5/8-inch BCIR) for corner;
THENCE South 48 degrees 00 minutes 32 seconds West, departing the southwest right-of-way of said FM Road No. 8, across said Woon tract, a distance of 406.52 feet to a found 5/8-inch BCIR for corner;
THENCE South 37 degrees 40 minutes 43 seconds East, continuing across said Woon tract, a distance of 260.25 feet to a set 5/8-inch YCIR for corner in said Allen Tract Thirteen;
THENCE South 24 degrees 21 minutes 01 second West, continuing across said Allen Tract Thirteen, a distance of 499.94 feet to set 5/8-inch YCIR for corner, said corner on the northeast line of Block 1, Green Acres Addition, an addition to the City of Stephenville, as recorded in Volume 414, Page 165, Plat Records of Erath County, Texas (P.R.E.C.T.), from which a found 5/8-inch BCIR bears North 24 degrees 21 minutes 01 second East, a distance of 0.46 feet;
THENCE North 30 degrees 40 minutes 29 seconds West, along the common southwest line of said Allen Tract Thirteen, the southwest line of said Woon tract, and the northeast line of said Block 1, Green Acres Addition, a distance of 954.02 feet to a set 5/8-inch YCIR for the northwest corner of said Woon tract and the southwest corner of a said Store Master Funding tract;
THENCE North 59 degrees 29 minutes 23 seconds East, departing the northeast line of said Block 1, Green Acres Addition, along the northwest line of said Woon tract and the southeast line of said Store Master Funding tract, a distance of 622.01 feet to the POINT OF BEGINNING and containing 10.01 acres (or 436,084 square feet) of land, more or less.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That Kam Woon IP & J. Brad Allen (of Allen Real Properties, LTD.) acting herein by and through its duly authorized officers, do hereby adopt this plat designating the herein above described property as LOT 1, BLOCK A, ONCOR STEPHENVILLE, an addition to the City of Stephenville, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets and alleys shown thereon. The streets and easements shown thereon are hereby dedicated to the Public use forever. The streets are dedicated for street purposes. The easements, as shown, are dedicated for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed, reconstructed, or placed upon, over or across the easements shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use the same. Any, and all public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on the easements and all public utilities shall at all times have full right of ingress and egress to or from and upon reconstructing, inspecting, patrolling, maintaining, respective systems without the necessity at any time of procuring the permission of anyone.

Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and/or for any maintenance and service required or ordinarily performed by that utility. The easements dedicated are for the specific use of installing and maintaining water, sewer, electrical, natural gas, telephone, fiber or cablevision lines, and are not intended to be used for garbage dumpsters, the collection of garbage, or for the use of garbage vehicles in any manner.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Stephenville, Texas

WITNESS UNDER MY HAND this _____ day of _____, 2023.

By: _____
Kam Woon IP
Owner

STATE OF TEXAS §
COUNTY OF ERATH §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Kam Woon IP, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 2023.

Notary Public in and for the State of Texas

My Commission Expires On: _____

WITNESS UNDER MY HAND this _____ day of _____, 2023.

By: _____
J. Brad Allen
Owner

STATE OF TEXAS §
COUNTY OF ERATH §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared J. Brad Allen (of Allen Real Properties, LTD.), Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 2023.

Notary Public in and for the State of Texas

My Commission Expires On: _____



550 Bailey Avenue • Suite 400 • Fort Worth, Texas 76107
Tel: 817.335.1121
TEXAS REGISTERED SURVEYING FIRM NO. 10098100

KNOW ALL MEN BY THESE PRESENTS:

That I, Hal Mollenkopf, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Stephenville.

Hal Mollenkopf
Registered Professional Land Surveyor
Texas Registration No. 5439

Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

SURVEYOR:

DUNAWAY ASSOCIATES, L.L.C.
550 BAILEY AVENUE
SUITE 400
FORT WORTH, TX 76107
(817)-632-4761 OFFICE
CONTACT: HAL MOLLENKOPF

DEVELOPER:

ONCOR ELECTRIC DELIVERY COMPANY, LLC
777 MAIN STREET
FORT WORTH, TX 76102
682-276-4418 CELL
CONTACT: RACHEL BRYEN

ENGINEER:

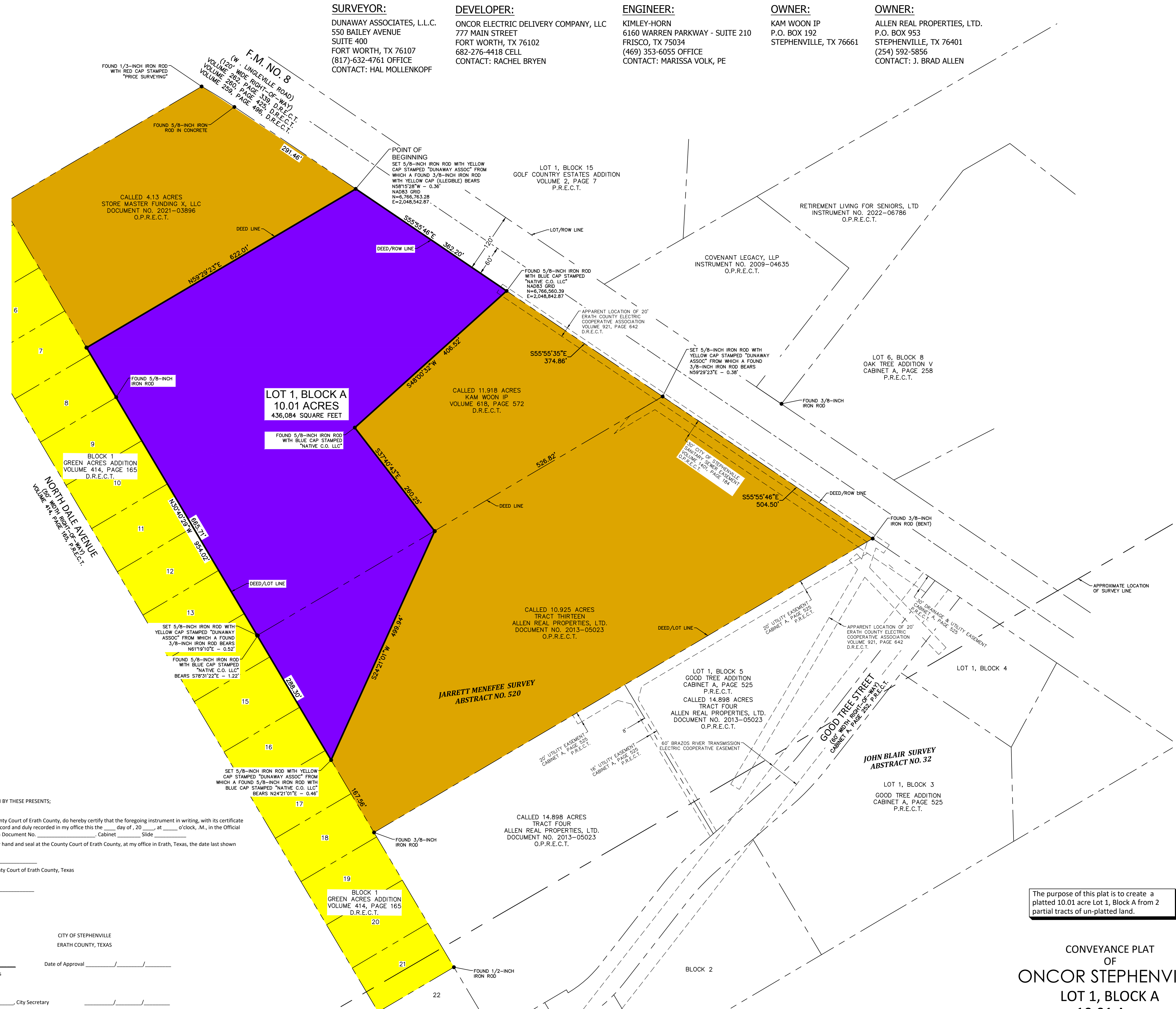
KIMLEY-HORN
6160 WARREN PARKWAY - SUITE 210
FRISCO, TX 75034
(469) 353-6055 OFFICE
CONTACT: MARISSA VOLK, PE

OWNER:

KAM WOON IP
P.O. BOX 192
STEPHENVILLE, TX 76661

OWNER:

ALLEN REAL PROPERTIES, LTD.
P.O. BOX 953
STEPHENVILLE, TX 76401
(254) 592-5856
CONTACT: J. BRAD ALLEN



- #### LEGEND
- = EASEMENT
 - = PROPERTY LINE OR RIGHT-OF-WAY
 - = SUBJECT TRACT
 - D.R.E.C.T. = DEED RECORDS OF ERATH COUNTY, TEXAS
 - O.P.R.E.C.T. = OFFICIAL PUBLIC RECORDS OF ERATH COUNTY, TEXAS
 - P.R.E.C.T. = PLAT RECORDS OF ERATH COUNTY, TEXAS
 - = 5/8-INCH IRON ROD WITH YELLOW CAP STAMPED "DUNAWAY ASSOC" SET UNLESS OTHERWISE NOTED

- #### NOTES:
- The basis of bearings for this survey is the Texas State Coordinate System, North Central Zone, based upon GPS measurements. Distances and areas hereon are surface values. A combined scale factor of 0.99991535 was used for this project.
 - Building lines will be per the City of Stephenville Zoning Ordinances.
 - This plat does not alter or remove deed restrictions or covenants, if any on this property.
 - No existing gas, petroleum, or common carrier easements or pipelines are located within the property.
 - Minimum finished floor elevations for Lot 1, Block A required.
 - The minimum finish floor elevations shall be provided when a building permit application is submitted. The minimum finished floor elevations shall be based on the current FEMA data. The minimum finished floor elevations shall be stated as mean sea level.

The purpose of this plat is to create a partitioned 10.01 acre Lot 1, Block A from 2 partial tracts of un-platted land.

CONVEYANCE PLAT OF ONCOR STEPHENVILLE LOT 1, BLOCK A 10.01 Acres

Oncor Electric Delivery Company LLC
777 Main Street, Fort Worth, Texas 76102
(682) 276-4418
Situated in the
Jarrett Menefee Survey, Abstract No. 520,
City of Stephenville, Erath County, Texas
This plat was prepared in November 2023

ORDINANCE NO. 2023-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED NEIGHBORHOOD BUSINESS (B-1) TO INDUSTRIAL (IND)

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:

Acres 10.925, A0520 Menefee Jarrett of the City of Stephenville, Erath County, Texas and identified as Parcel No. R22557, in the Erath County Appraisal District Records, located at W. Lingleville Rd.

is hereby rezoned and the zoning classification changed from the classification of Neighborhood Business (B-1) to Industrial (IND), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 5th day of December 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



COMMITTEE REPORT

REPORT TYPE: Personnel Committee
MEETING: November 14, 2023
Present: Brandon Geenhaw, Maddie Smith, Mark McClinton
Absent: Justin Haschke
DEPARTMENT: Fire
STAFF CONTACT: Robert Isbell

RECOMMENDATION:

The Personnel Committee voted unanimously to forward a recommendation to Council to consider authorizing a position of EMS Battalion Chief

BACKGROUND:

Currently the department operates with a single Battalion Chief on shift. Last year we created the Division Chiefs and agreed to eliminate the Battalion Chiefs through attrition. Since that time we have attrition of one Battalion Chief.

Today our Community Assistance, Resource, Education System (CARES) program is managed by our Community Resource Paramedic. This program is operated at a level above the rank structure of our CRP. This initiative includes management of all our EMS operations as well as the CARES program.

The CARES program management would benefit greatly from a supervisory level officer at the rank of Battalion Chief (renamed EMS Chief). The position would be a forty-hour week supervisor classed employee. Today our CRP works a cursory number of overtime hours each week while on shift to cover appointments and meetings. These hours would be eased with a more normal schedule and absorbed into the new position. The CRP is routinely meeting with the Medical Director, Hospital President, and other community leaders in the associated healthcare profession.

FISCAL IMPACT SUMMARY:

Continuation of the budgeted Battalion Chief position

ALTERNATIVES:

1. Continuation of current structure

EMS Battalion Chief (Chief of Medical Operations)

Job Details

The Chief of Medical Operations (EMS Battalion Chief) is responsible for overseeing the operations of the Community Risk Reduction/Mobile Integrated Healthcare (MIH) program, publicly known as the Community Assistance Resource Education System (CARES) program, and all daily EMS operations.

Primary Responsibilities

- Manage operations of the CARES Program and other MIH projects.
- Function as the lead practitioner in the CARES program, supervising the enrollment, case management, and discharge of clients.
- Oversee daily EMS operations, including personnel, supply, and documentation.
- Performance of clinical reviews of electronic health records (EHRs) and recommending resolutions of clinical performance issues.
- Research and development of new EMS/MIH protocols, policies, and procedures while in collaboration with the EMS Medical Director.
- Lead the development, implementation, and performance of continuous quality improvement of clinical treatment guidelines in conjunction with the EMS Committee.
- Developing, implementing, and overseeing EMS/MIH training, including the credentialing of EMS/MIH providers.
- Other duties as assigned, such as mentoring or precepting.

Direct Report

Fire Chief

Direct Reports

All CRP credentialed personnel, including CRTs or line personnel while operating in a CRU.

Required Qualifications

- Texas Licensed Paramedic or EMT-P
- 5 or more years of experience as a paramedic
- 3 or more years of MIH-CP experience or combination of education and experience
- Texas EMS Instructor
- NAEMT Instructor (AMLS, PHTLS, EPC, and GEMS)
- IBSC Board Certified Critical Care Paramedic (FP-C or CCP-C)
- IBSC Board Certified Community Paramedic (CP-C)
- Fire officer 2 or NAEMSO Managing Paramedic Officer
- Bachelor's degree in a healthcare or social work-related field
- No complaints or clinical performance issues within the past 12 months

Pay Grade:

\$74,346 – 88,580/yearly non-exempt



COMMITTEE REPORT

REPORT TYPE: Nominations Committee Report

MEETING: November 14, 2023

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

Absent: none

DEPARTMENT: Administration

STAFF CONTACT: Sarah Lockenour, City Secretary

DISCUSS AND APPROVE NOMINATIONS TO CITIZEN BOARDS AND COMMISSIONS

DISCUSSION: The committee met on November 14, 2023, to review applications for Citizen Boards and Commissions.

COMMITTEE ACTION:

The following recommendations were made:

Airport Advisory Board:

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the reappointment of Austin Brown, Place 4, and Hardy Hampton, Place 6, to the Airport Advisory Board. MOTION CARRIED unanimously.

Building Board:

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the reappointment of Fred Parker, Place 2, to the Building Board. MOTION CARRIED unanimously.

Electrical Board:

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Kenneth Howell, Place 2, to the Electrical Board. MOTION CARRIED unanimously.

Library Advisory Board:

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the appointment of Jorege Moreno to Place 2, to be vacated by Darla Fent, and Joe Garcia to Place 7, to the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Katy Eichenberg, Place 4, and Katherine Horak Smith, Place 6, to the Library Advisory Board. MOTION CARRIED unanimously.

Main Street Advisory Board:

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the appointment to Scott Allen to Place 2, vacated by Terry Colley, of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Kelly Sult, Place 4, and Rita Cook, Place 6, of the Main Street Advisory Board. MOTION CARRIED unanimously.

Kelly Sult was present and withdrew her nomination for the Main Street Advisory Board.

MOTION by Maddie Smith, second by Brandon Greenhaw, to remove Kelly Sult from the Main Street Advisory Board nomination list as requested by Ms. Sult. MOTION CARRIED unanimously.

MOTION by Maddie Smith to recommend to the full Council the appointment to Phil Greer to the Main Street Advisory Board. MOTION died with no second.

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the appointment to Jill Burke to Place 4, vacated by Kelly Sult, of the Main Street Advisory Board. MOTION CARRIED unanimously.

Mechanical Board:

MOTION by Maddie Smith, second by Brandon Greenhaw, to recommend to full Council the reappointment of Rick Alderfer, Place 4, to the Mechanical Board. MOTION CARRIED unanimously.

Tourism and Visitors Bureau Advisory Board:

MOTION by Maddie Smith, second by Lonn Reisman, to recommend to full Council the reappointment of Milo Choate, Place 2, and Kayleigh Caamano, Place 4, of the Tourism and Visitors Bureau Advisory Board. MOTION CARRIED unanimously.

The Committee recommends waiting for the December 5, 2023, City Council meeting to discuss the following boards:

- Plumbing Board
- Board of Adjustment
- Parks and Leisure Services Advisory Board
- Planning and Zoning Commission
- SEDA

Nominations for the following boards will be asked to attend the December 5 City Council meeting to be interviewed by City Council:

- Board of Adjustment
- Planning and Zoning
- SEDA
- Tourism and Visitors Bureau Advisory Board



STAFF REPORT

SUBJECT: Monthly Budget Report for the Period Ending October 31, 2023

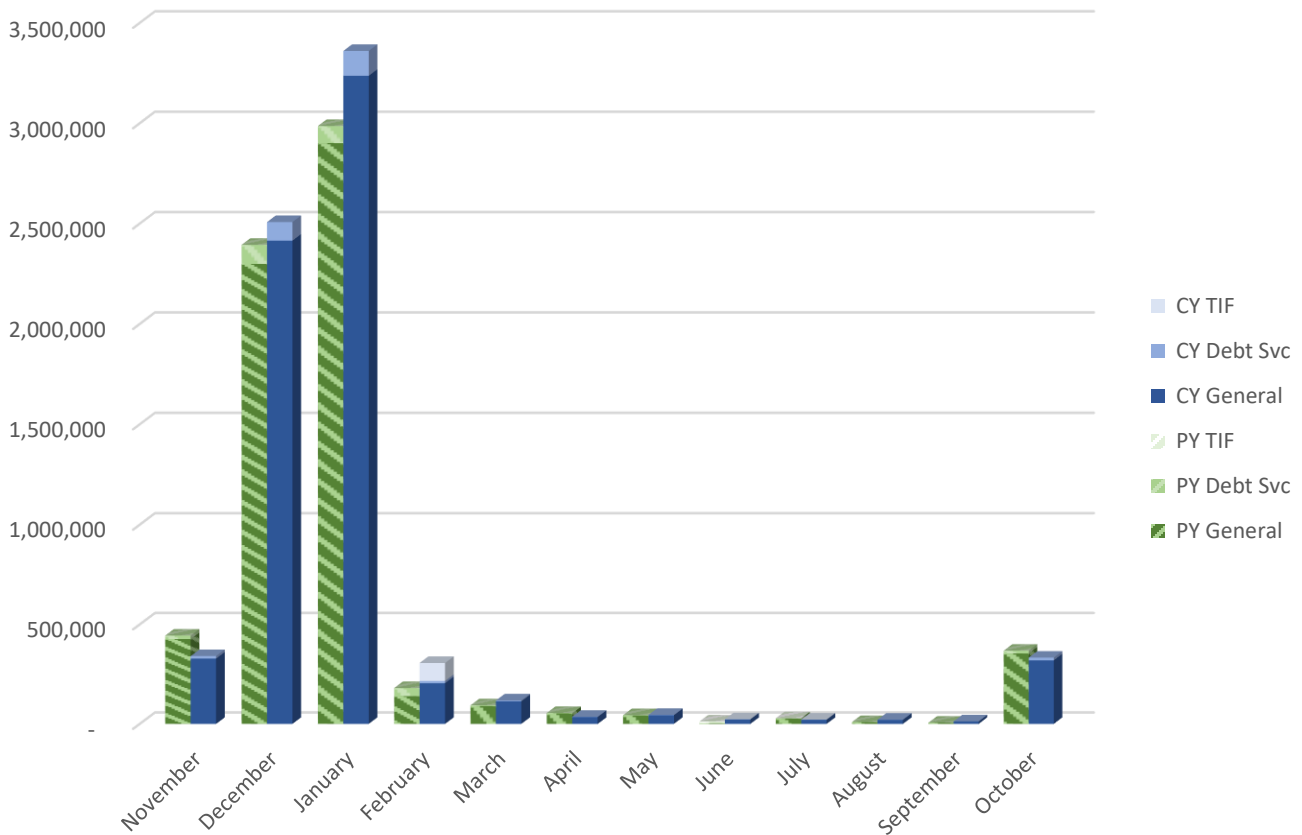
DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

BACKGROUND:

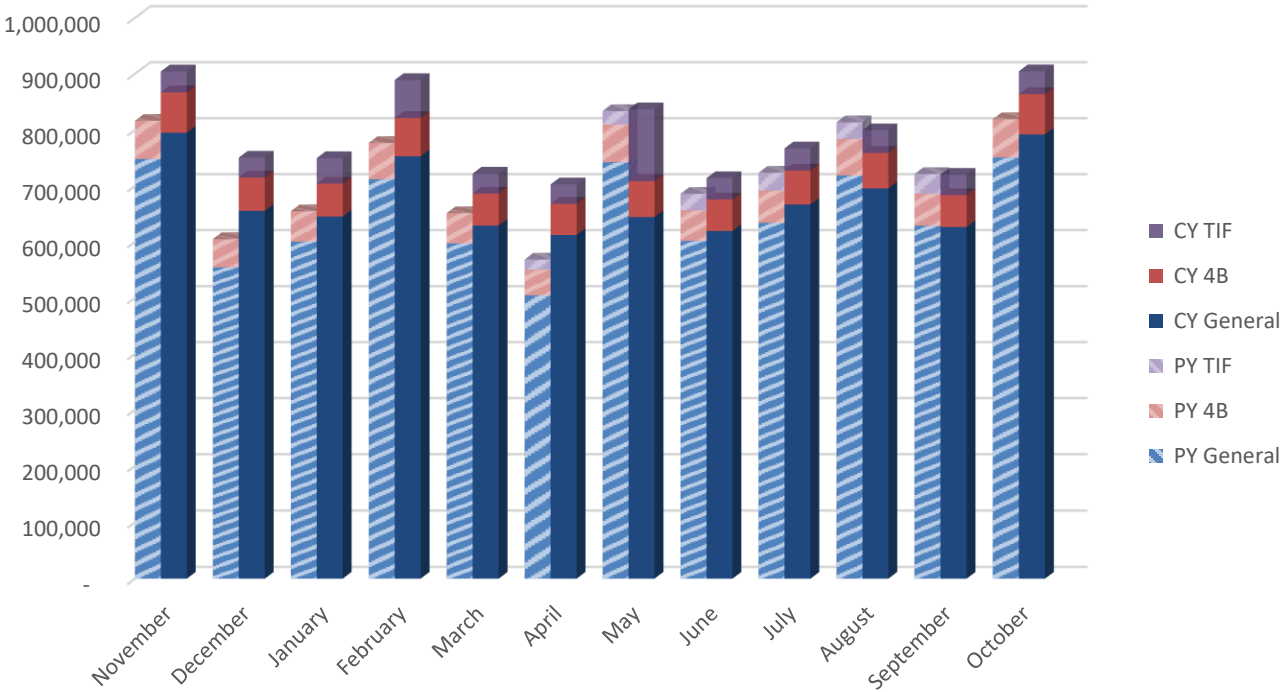
In reviewing the financial statements ending October 31, 2023, the financial indicators are overall as or better than anticipated.

Property Tax Collections
2 year 12 month rolling comparison



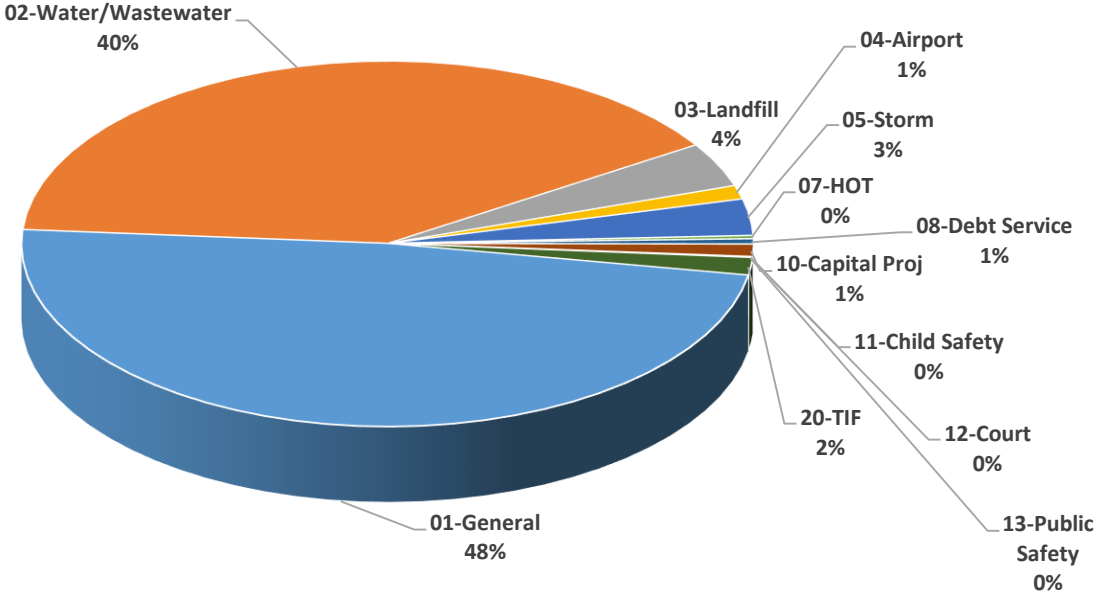
We received \$333K in property taxes in the month of October, resulting in a \$35K decrease over the funds collected last fiscal year to date. The amount collected is 5% of the budget, which is \$163K less than anticipated.

Sales and Use Tax 2 year 12 month rolling comparison



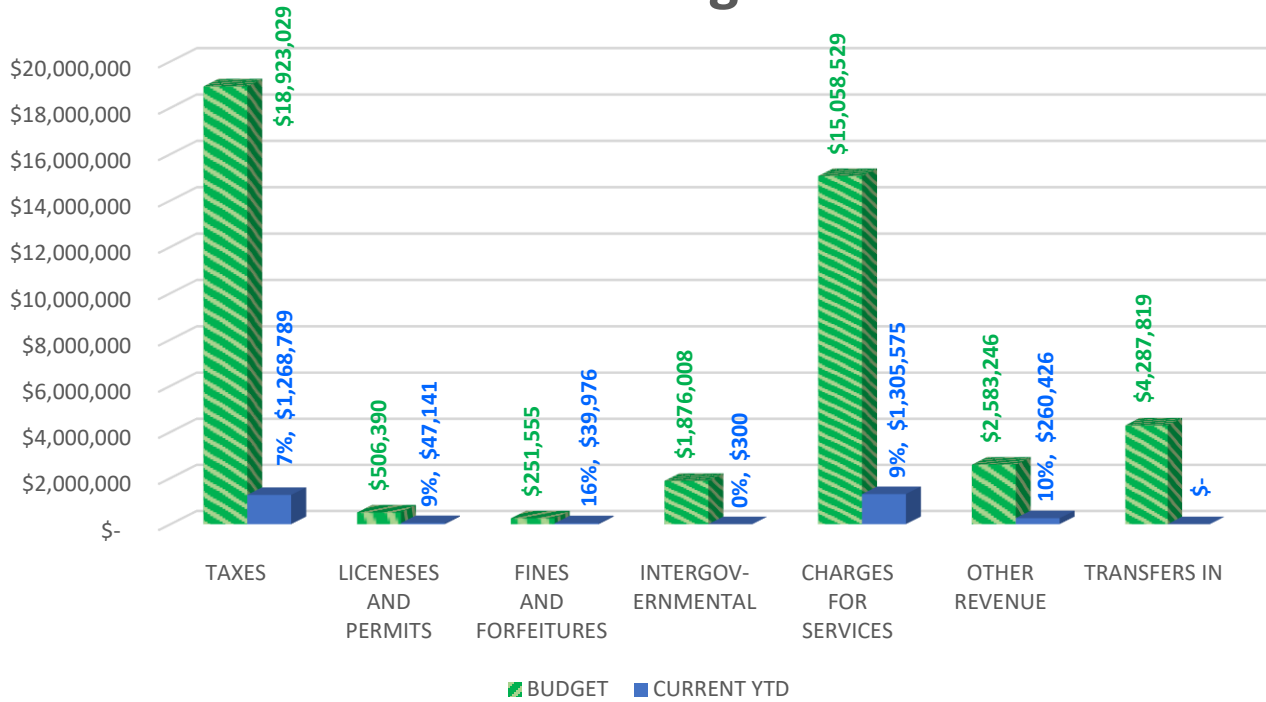
We received \$905K in sales tax in October, resulting in \$48K or 6% more than the funds collected last fiscal year to date. The amount collected is 10% of the \$9.4 million budget, which is \$140K higher than anticipated.

Revenue by Fund



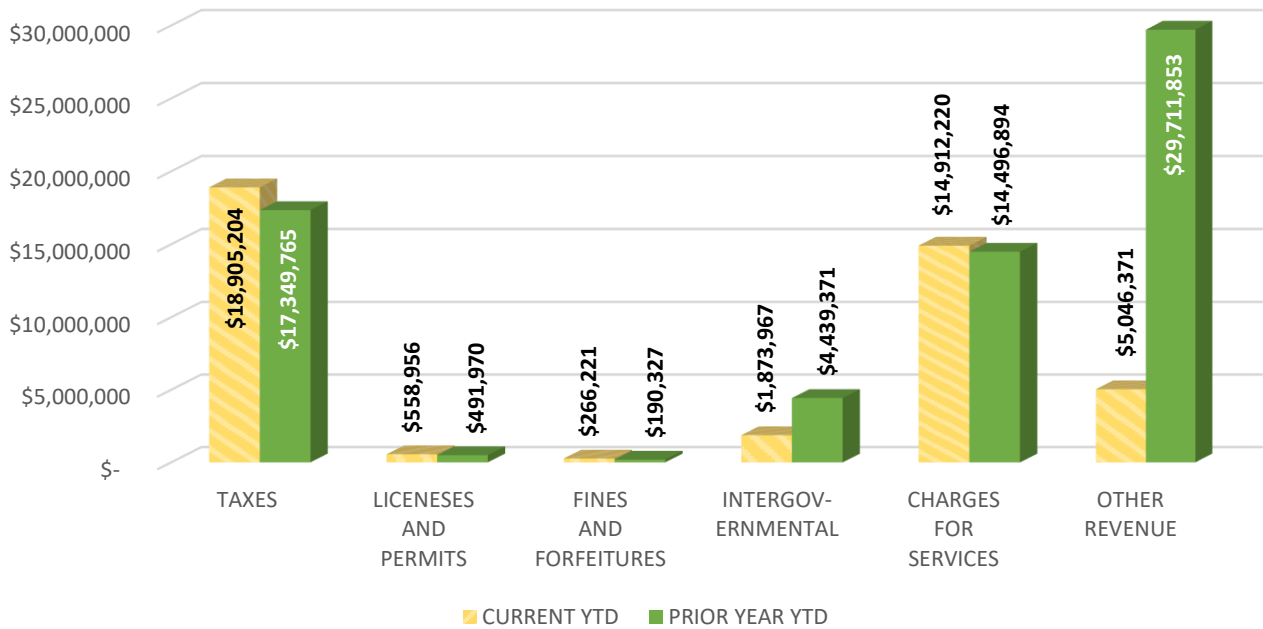
Of the \$2.9 million revenue received to date, 48% was received in the General Fund, 40% was received in the Water/Wastewater Fund and 4% was received in the Landfill Fund.

Revenue - Budget vs Actual



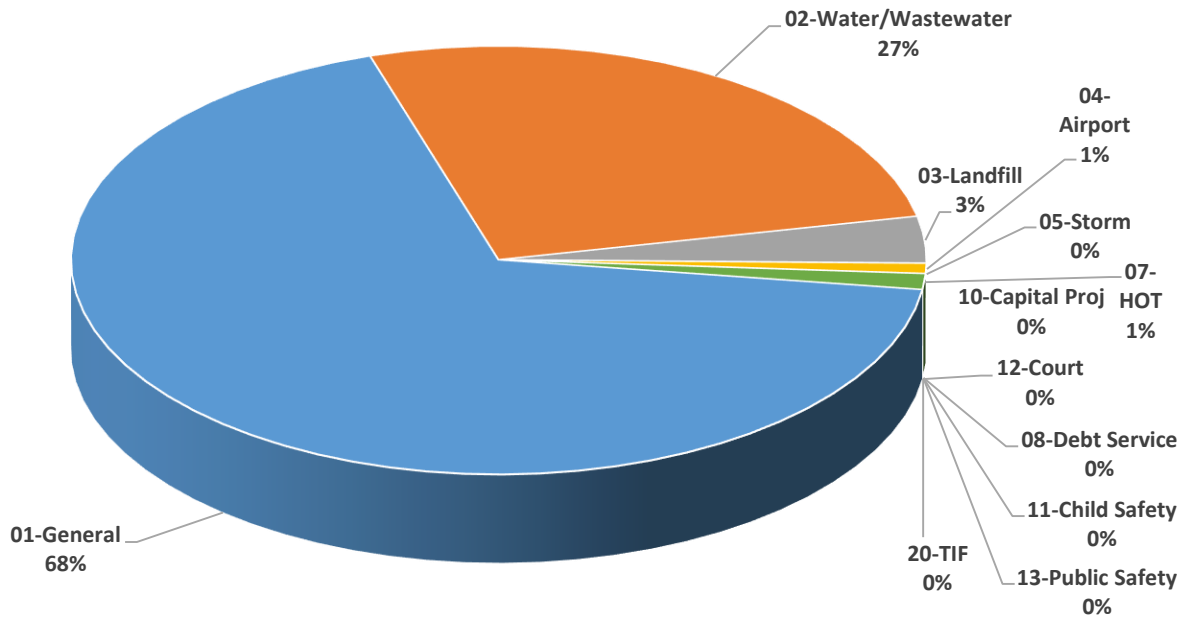
We received 7% of the total budgeted revenues in October, which is \$245K more than anticipated due to taxes, permits, charges for services, court fines, and investment income.

Revenue - Prior Year Comparison



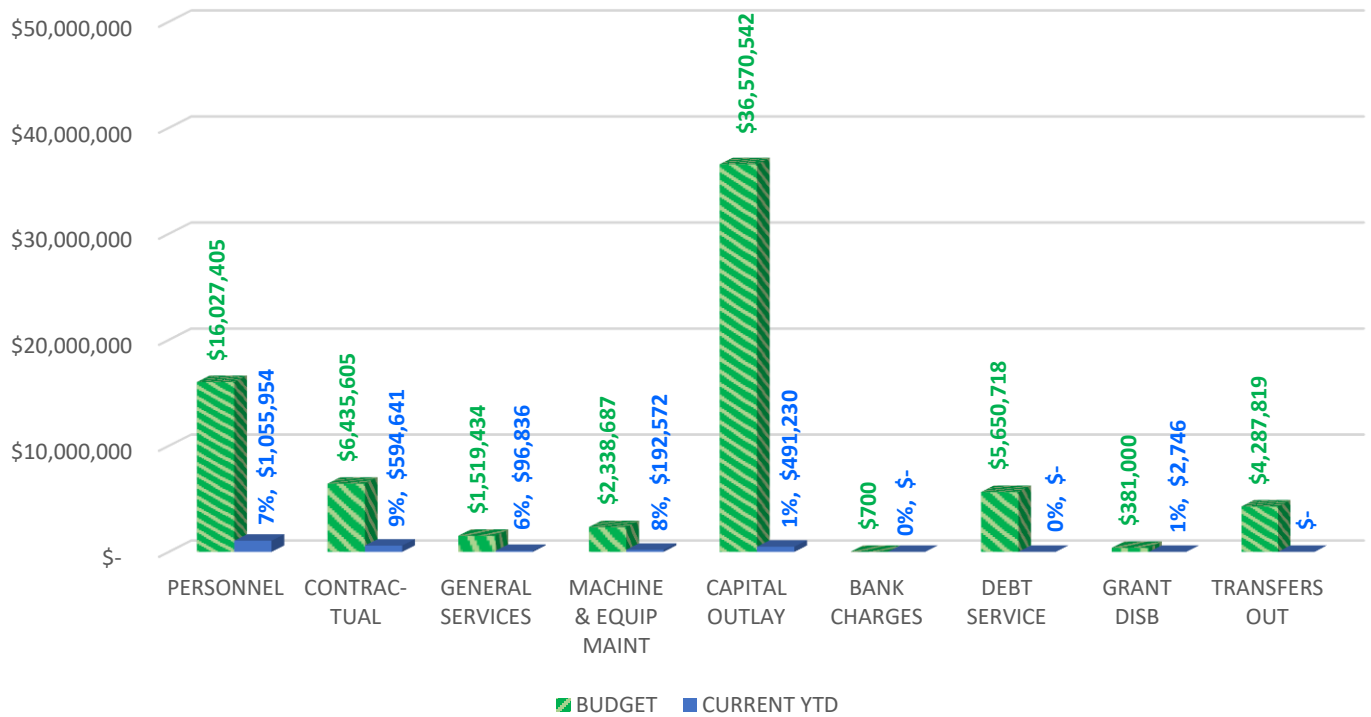
We received \$71K more in revenue in October than last year to date due to taxes, permits, court fines, and investment income.

Expenditures by Fund



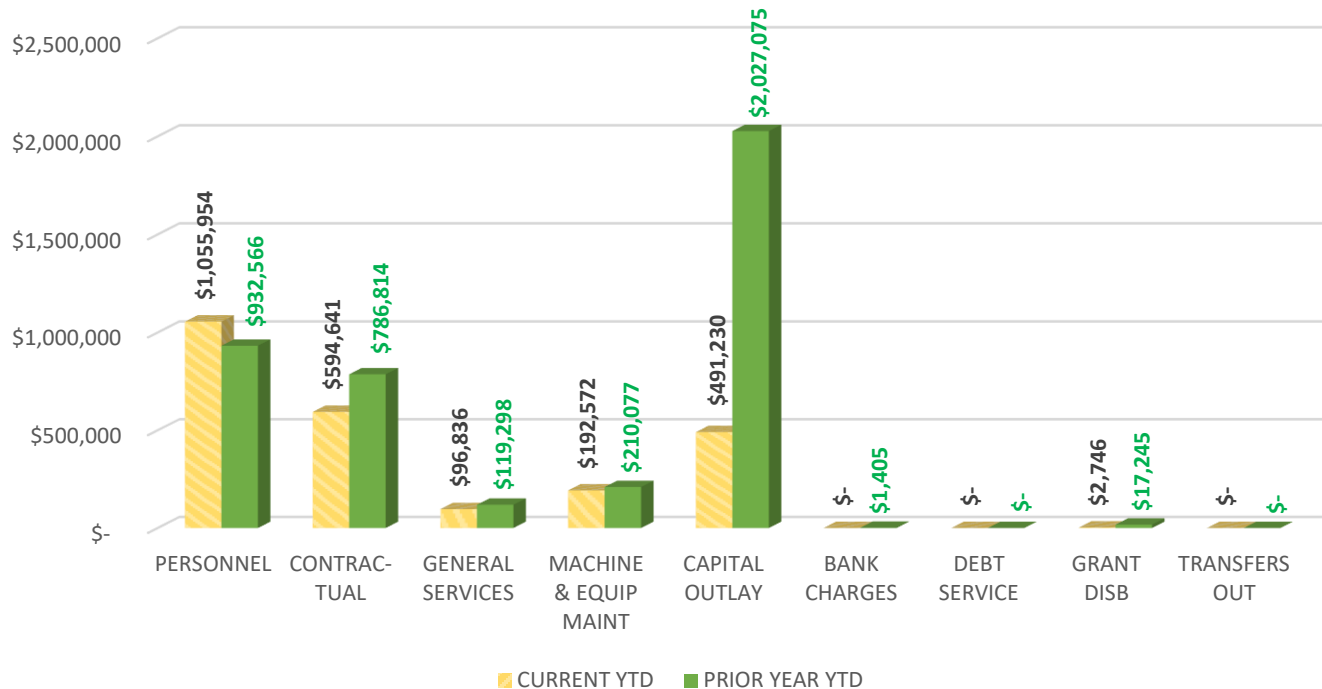
Of the \$2.4 million spent to date, 68% was expended in the General Fund, 27% was expended in the Water/Wastewater Fund, and 3% was expended in the Landfill Fund.

Expenditures - Budget vs Actual



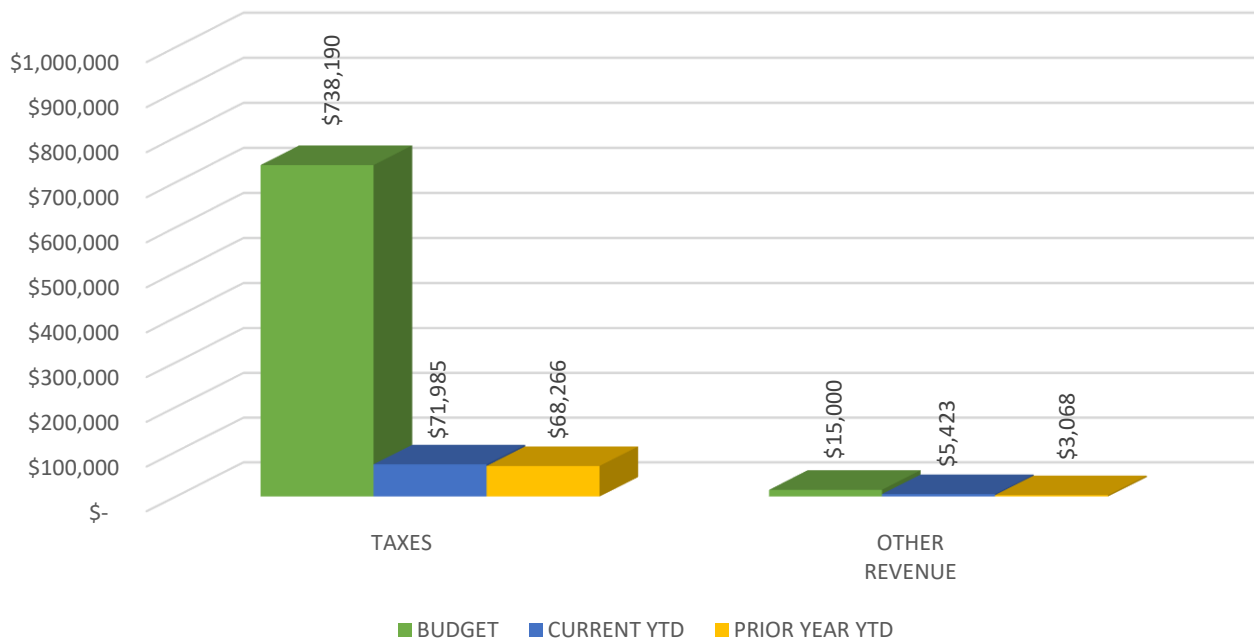
We have expended 4% of the total budgeted expenditures in October, which is \$3.1 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures - Prior Year Comparison



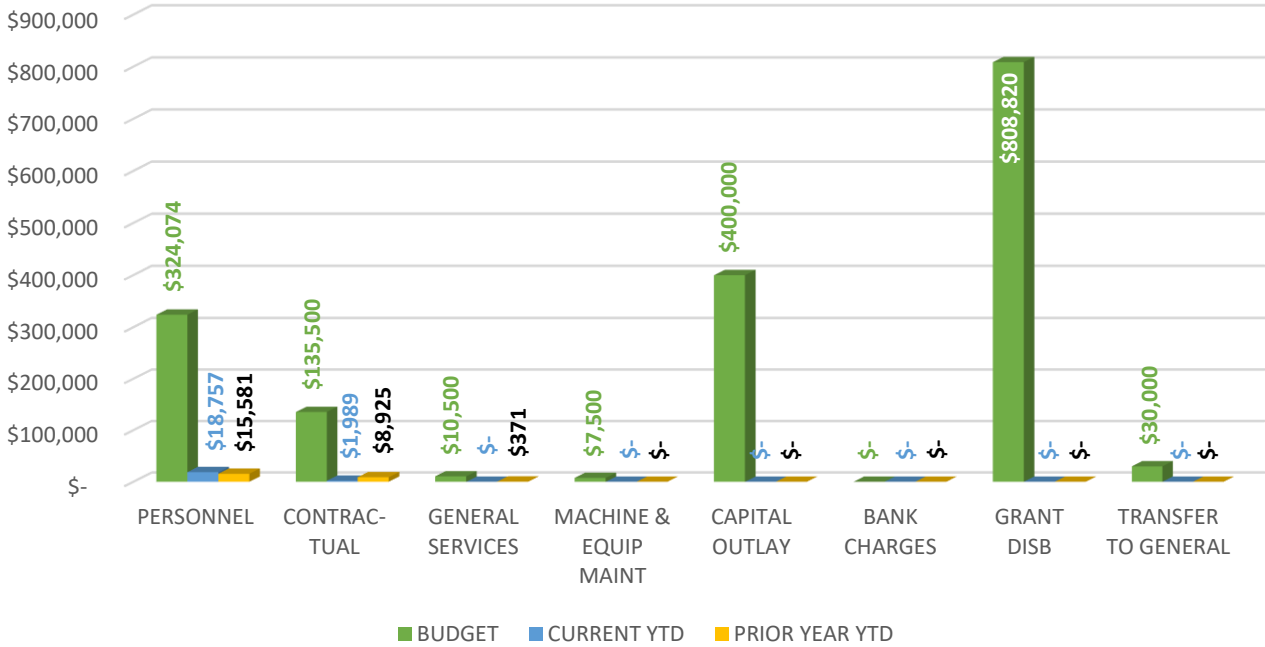
We spent \$1.7 million less in expenditures in October than last year to date, the bulk of which is capital outlay.

SEDA Revenue Comparison



SEDA has received an overall 10% of budgeted revenue in October, which is \$6K more than last year to date and \$17K more than anticipated due to taxes and interest income.

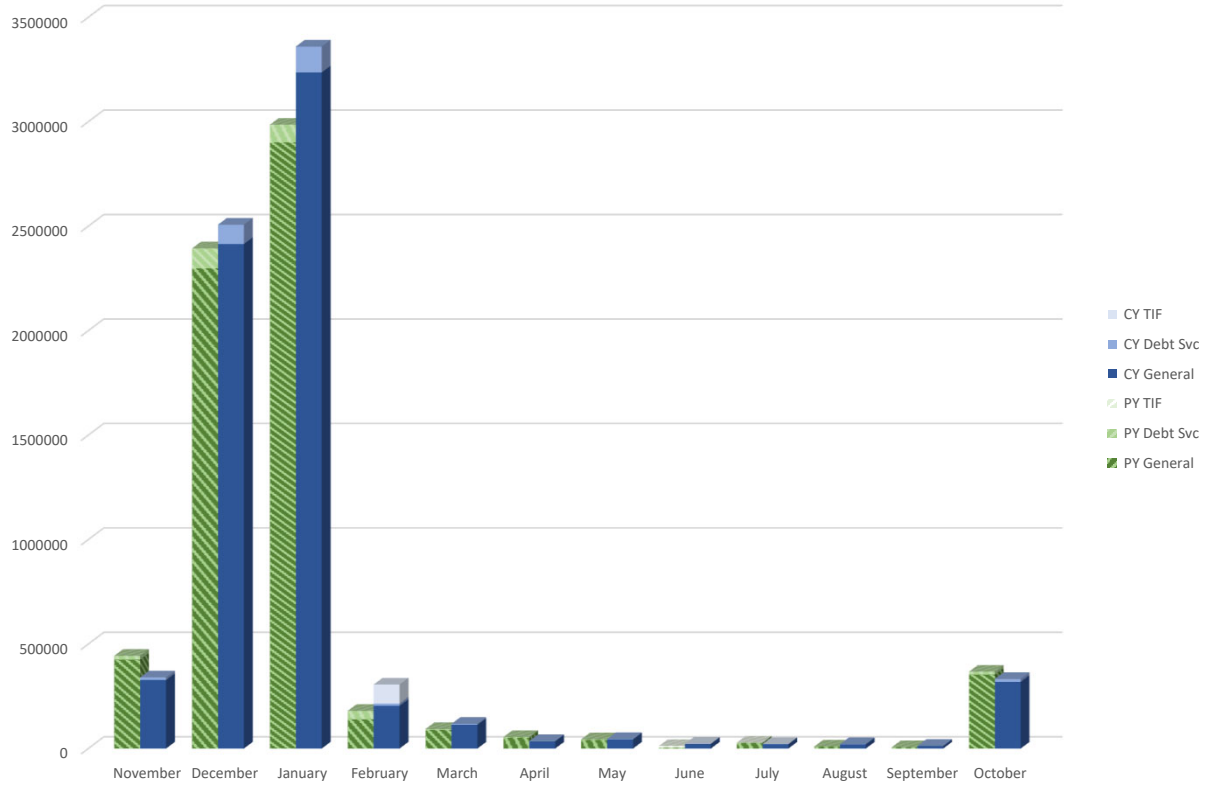
SEDA Expenditure Comparison



SEDA has spent an overall 1% of budgeted expenditures in October, which is \$4K less than last year to date due to contractual expenditures and \$114K less than anticipated due to contractual, capital outlay and grant disbursements.



Property Tax Collections
2 year 12 month rolling comparison



Month	General Fund	Debt Svc	TIF	Total	Month	General Fund	Debt Svc	TIF	Total
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
Mar-22	89,653	3,698	-	93,351	Mar-23	113,674	4,365	-	118,039
Apr-22	52,666	2,172	-	54,838	Apr-23	34,588	1,329	-	35,917
May-22	42,164	1,926	-	44,090	May-23	43,776	1,691	-	45,467
Jun-22	3,566	652	7,969	12,187	Jun-23	22,298	864	-	23,162
Jul-22	27,022	1,193	-	28,214	Jul-23	20,824	789	-	21,613
Aug-22	8,974	521	-	9,495	Aug-23	20,172	782	-	20,954
Sep-22	5,893	71	-	5,964	Sep-23	12,245	475	-	12,720
Oct-22	353,997	13,810	-	367,806	Oct-23	319,330	13,573	-	332,903
12 month total				<u>6,619,535</u>	12 month total				<u>7,124,691</u>
Oct 2022				<u>367,806</u>	Oct 2023				<u>332,903</u>
FY 2022-2023 Total				6,705,033	FY 2023-2024 Budget				7,329,505

Collection to date as percentage of fiscal year total

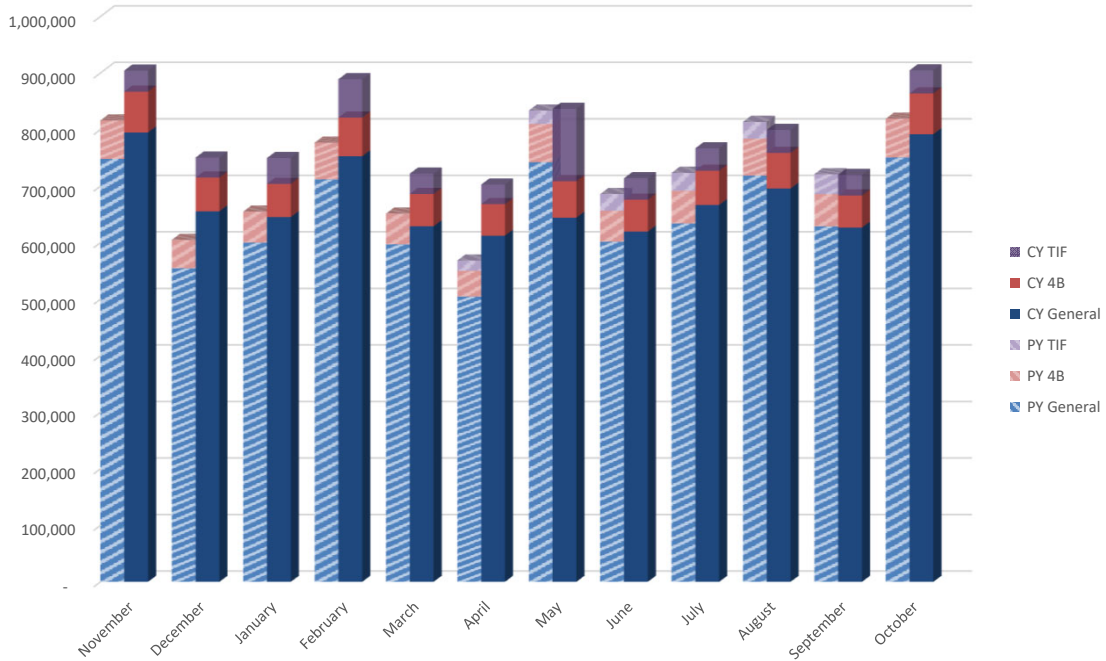
5.49%

Collection to date as percentage of fiscal year budget

4.54%



Sales and Use Tax
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
Nov-21	748,251	68,023	-	816,274	Nov-22	794,878	72,262	37,299	904,439	10.80%
Dec-21	554,591	50,417	-	605,009	Dec-22	655,484	59,589	35,438	750,511	24.05%
Jan-22	600,295	54,572	-	654,868	Jan-23	645,364	58,669	45,703	749,737	14.49%
Feb-22	712,030	64,730	-	776,760	Feb-23	752,799	68,436	67,794	889,029	14.45%
Mar-22	597,069	54,279	-	651,348	Mar-23	628,988	57,181	35,931	722,100	10.86%
Apr-22	504,572	45,870	18,078	568,520	Apr-23	612,376	55,671	34,659	702,706	23.60%
May-22	742,430	67,494	23,768	833,692	May-23	644,203	64,276	128,365	836,844	0.38%
Jun-22	601,902	54,718	29,243	685,863	Jun-23	619,536	56,321	38,026	713,883	4.09%
Jul-22	634,088	57,644	31,769	723,501	Jul-23	666,728	60,612	39,634	766,973	6.01%
Aug-22	718,562	65,324	29,738	813,623	Aug-23	695,586	63,235	40,619	799,440	-1.74%
Sep-22	628,870	57,170	35,054	721,094	Sep-23	626,485	56,953	36,556	719,994	-0.15%
Oct-22	750,926	68,266	37,363	856,555	Oct-23	791,837	71,985	40,998	904,820	5.63%
12 month total				<u>8,707,107</u>	12 month total				<u>9,460,475</u>	8.65%
Oct 2022				<u>856,555</u>	Oct 2023				<u>904,820</u>	5.63%
FY 2022-2023 Total				9,412,210	FY 2023-2024 Budget				9,413,312	
Collection to date as percentage of fiscal year total				9.10%	Collection to date as percentage of fiscal year budget				9.61%	



City of Stephenville

Item 29.
Budget Variance Report
 As Of: 10/31/2023

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	1,211,667.61	1,187,735.94	23,931.67	1,211,667.61	1,187,735.94	23,931.67	7	17,077,099.00	(15,865,431.39)	93
LICENSES AND PERMITS	40,711.44	12,059.85	28,651.59	40,711.44	12,059.85	28,651.59	9	476,890.00	(436,178.56)	91
FINES AND FORFEITURES	38,173.38	32,188.22	5,985.16	38,173.38	32,188.22	5,985.16	16	237,640.00	(199,466.62)	84
INTERGOVERNMENTAL	300.00	300.00	0.00	300.00	300.00	0.00	0	862,674.00	(862,374.00)	100
CHARGES FOR SERVICES	61,647.22	87,469.00	(25,821.78)	61,647.22	87,469.00	(25,821.78)	5	1,342,520.00	(1,280,872.78)	95
OTHER REVENUE	62,918.78	1,688.03	61,230.75	62,918.78	1,688.03	61,230.75	12	545,631.00	(482,712.22)	88
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	1,876,004.00	(1,876,004.00)	100
TOTAL REVENUE	1,415,418.43	1,321,441.04	93,977.39	1,415,418.43	1,321,441.04	93,977.39	6	22,418,458.00	(21,003,039.57)	94
EXPENSE SUMMARY										
CITY COUNCIL	28,639.43	77,653.22	49,013.79	28,639.43	77,653.22	49,013.79	3	840,849.00	(812,209.57)	97
CITY MANAGER	23,522.40	26,993.70	3,471.30	23,522.40	26,993.70	3,471.30	5	427,703.00	(404,180.60)	95
CITY SECRETARY	36,329.57	14,694.05	(21,635.52)	36,329.57	14,694.05	(21,635.52)	16	222,236.00	(185,906.43)	84
EMERGENCY MANAGEMENT	12,379.49	13,166.66	787.17	12,379.49	13,166.66	787.17	64	19,380.00	(7,000.51)	36
MUNICIPAL BUILDING	23,957.67	14,570.70	(9,386.97)	23,957.67	14,570.70	(9,386.97)	18	136,467.00	(112,509.33)	82
MUNICIPAL SERVICES CTR	27,706.04	13,367.52	(14,338.52)	27,706.04	13,367.52	(14,338.52)	23	121,833.00	(94,126.96)	77
HUMAN RESOURCES	9,481.77	21,533.63	12,051.86	9,481.77	21,533.63	12,051.86	3	281,501.00	(272,019.23)	97
DOWNTOWN	5,481.27	14,724.16	9,242.89	5,481.27	14,724.16	9,242.89	3	199,652.00	(194,170.73)	97
FINANCE	32,780.10	56,177.13	23,397.03	32,780.10	56,177.13	23,397.03	4	826,796.00	(794,015.90)	96
INFORMATION TECHNOLOGY	35,103.10	35,380.58	277.48	35,103.10	35,380.58	277.48	7	481,574.00	(446,470.90)	93
TAX	47,553.84	52,027.66	4,473.82	47,553.84	52,027.66	4,473.82	23	204,490.00	(156,936.16)	77
LEGAL COUNSEL	8,645.74	7,259.36	(1,386.38)	8,645.74	7,259.36	(1,386.38)	6	144,848.00	(136,202.26)	94
MUNICIPAL COURT	11,023.88	9,361.95	(1,661.93)	11,023.88	9,361.95	(1,661.93)	8	138,290.00	(127,266.12)	92
STREET MAINTENANCE	172,945.57	96,338.10	(76,607.47)	172,945.57	96,338.10	(76,607.47)	18	987,617.00	(814,671.43)	82
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	262,760.50	210,977.94	(51,782.56)	262,760.50	210,977.94	(51,782.56)	10	2,587,334.00	(2,324,573.50)	90
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	19,150.83	21,043.92	1,893.09	19,150.83	21,043.92	1,893.09	7	291,789.00	(272,638.17)	93
SENIOR CENTER	12,171.80	148,002.12	135,830.32	12,171.80	148,002.12	135,830.32	1	1,759,607.00	(1,747,435.20)	99
AQUATIC CENTER	12,854.21	20,730.96	7,876.75	12,854.21	20,730.96	7,876.75	4	360,212.00	(347,357.79)	96
FIRE DEPARTMENT	356,616.42	394,991.08	38,374.66	356,616.42	394,991.08	38,374.66	8	4,600,650.00	(4,244,033.58)	92
POLICE DEPARTMENT	470,372.68	566,382.97	96,010.29	470,372.68	566,382.97	96,010.29	7	7,123,546.00	(6,653,173.32)	93
DEVELOPMENT SERVICES	38,706.50	45,739.76	7,033.26	38,706.50	45,739.76	7,033.26	6	688,299.00	(649,592.50)	94
GIS	4,869.68	8,455.24	3,585.56	4,869.68	8,455.24	3,585.56	4	126,382.00	(121,512.32)	96
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0	1,567,248.00	(1,567,248.00)	100
TOTAL EXPENSE	1,653,052.49	1,869,572.41	216,519.92	1,653,052.49	1,869,572.41	216,519.92	7	24,138,303.00	22,485,250.51	93
REVENUE OVER/(UNDER) EXPENDITURE	(237,634.06)	(548,131.37)	310,497.31	(237,634.06)	(548,131.37)	310,497.31		(1,719,845.00)	(43,488,290.08)	

Budget Variance Report

Fund: 02 - WATER AND WASTEWATER FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	583.88	0.00	583.88	583.88	0.00	583.88	58	1,000.00	(416.12)	42
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	1,019,984.78	969,302.63	50,682.15	1,019,984.78	969,302.63	50,682.15	9	11,167,733.00	(10,147,748.22)	91
OTHER REVENUE	139,395.23	607.99	138,787.24	139,395.23	607.99	138,787.24	30	463,000.00	(323,604.77)	70
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	94,582.00	(94,582.00)	100
TOTAL REVENUE	1,159,963.89	969,910.62	190,053.27	1,159,963.89	969,910.62	190,053.27	10	11,726,315.00	(10,566,351.11)	90
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	58,202.87	317,300.09	259,097.22	58,202.87	317,300.09	259,097.22	1	3,942,599.00	(3,884,396.13)	99
WATER PRODUCTION	108,989.33	363,744.84	254,755.51	108,989.33	363,744.84	254,755.51	4	2,534,324.00	(2,425,334.67)	96
WATER DISTRIBUTION	246,256.62	129,895.00	(116,361.62)	246,256.62	129,895.00	(116,361.62)	16	1,550,760.00	(1,304,503.38)	84
CUSTOMER SERVICE	12,158.52	28,093.70	15,935.18	12,158.52	28,093.70	15,935.18	4	340,111.00	(327,952.48)	96
WASTEWATER COLLECTION	71,607.46	1,468,310.52	1,396,703.06	71,607.46	1,468,310.52	1,396,703.06	0	17,588,967.00	(17,517,359.54)	100
WASTEWATER TREATMENT	32,734.01	258,267.42	225,533.41	32,734.01	258,267.42	225,533.41	1	2,978,241.00	(2,945,506.99)	99
BILLING & COLLECTION	34,469.18	43,206.56	8,737.38	34,469.18	43,206.56	8,737.38	6	541,204.00	(506,734.82)	94
NON-DEPARTMENTAL	82,823.75	64,715.83	(18,107.92)	82,823.75	64,715.83	(18,107.92)	2	5,338,670.00	(5,255,846.25)	98
TOTAL EXPENSE	647,241.74	2,673,533.96	2,026,292.22	647,241.74	2,673,533.96	2,026,292.22	2	34,814,876.00	34,167,634.26	98
REVENUE OVER/(UNDER) EXPENDITURE	512,722.15	(1,703,623.34)	2,216,345.49	512,722.15	(1,703,623.34)	2,216,345.49		(23,088,561.00)	(44,733,985.37)	

Budget Variance Report

Fund: 03 - SANITARY LANDFILL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
CHARGES FOR SERVICES	105,090.93	96,953.46	8,137.47	105,090.93	96,953.46	8,137.47	8	1,380,400.00	(1,275,309.07)	92
OTHER REVENUE	10,190.20	571.09	9,619.11	10,190.20	571.09	9,619.11	59	17,350.00	(7,159.80)	41
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	115,281.13	97,524.55	17,756.58	115,281.13	97,524.55	17,756.58	8	1,397,750.00	(1,282,468.87)	92
<u>EXPENSE SUMMARY</u>										
LANDFILL	85,672.75	107,226.19	21,553.44	85,672.75	107,226.19	21,553.44	6	1,333,660.00	(1,247,987.25)	94
TOTAL EXPENSE	85,672.75	107,226.19	21,553.44	85,672.75	107,226.19	21,553.44	6	1,333,660.00	1,247,987.25	94
REVENUE OVER/(UNDER) EXPENDITURE	29,608.38	(9,701.64)	39,310.02	29,608.38	(9,701.64)	39,310.02		64,090.00	(2,530,456.12)	

Budget Variance Report
Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	10,000.00	(10,000.00)	100
CHARGES FOR SERVICES	35,602.00	16,250.94	19,351.06	35,602.00	16,250.94	19,351.06	27	130,350.00	(94,748.00)	73
OTHER REVENUE	0.00	118,539.21	(118,539.21)	0.00	118,539.21	(118,539.21)	0	1,423,040.00	(1,423,040.00)	100
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	77,091.00	(77,091.00)	100
TOTAL REVENUE	35,602.00	134,790.15	(99,188.15)	35,602.00	134,790.15	(99,188.15)	2	1,640,481.00	(1,604,879.00)	98
EXPENSE SUMMARY										
AIRPORT	18,846.80	151,472.73	132,625.93	18,846.80	151,472.73	132,625.93	1	1,744,266.00	(1,725,419.20)	99
TOTAL EXPENSE	18,846.80	151,472.73	132,625.93	18,846.80	151,472.73	132,625.93	1	1,744,266.00	1,725,419.20	99
REVENUE OVER/(UNDER) EXPENDITURE	16,755.20	(16,682.58)	33,437.78	16,755.20	(16,682.58)	33,437.78		(103,785.00)	(3,330,298.20)	

Budget Variance Report

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	5,845.89	0.00	5,845.89	5,845.89	0.00	5,845.89	23	25,000.00	(19,154.11)	77
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	83,250.42	83,289.14	(38.72)	83,250.42	83,289.14	(38.72)	8	1,000,272.00	(917,021.58)	92
OTHER REVENUE	5,256.00	3.83	5,252.17	5,256.00	3.83	5,252.17	234	2,250.00	3,006.00	-134
TOTAL REVENUE	94,352.31	83,292.97	11,059.34	94,352.31	83,292.97	11,059.34	9	1,027,522.00	(933,169.69)	91
EXPENSE SUMMARY										
STORM WATER DRAINAGE	0.00	54,154.99	54,154.99	0.00	54,154.99	54,154.99	0	1,398,010.00	(1,398,010.00)	100
TOTAL EXPENSE	0.00	54,154.99	54,154.99	0.00	54,154.99	54,154.99	0	1,398,010.00	1,398,010.00	100
REVENUE OVER/(UNDER) EXPENDITURE	94,352.31	29,137.98	65,214.33	94,352.31	29,137.98	65,214.33		(370,488.00)	(2,331,179.69)	

Budget Variance Report

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	2,520.03	0.00	2,520.03	2,520.03	0.00	2,520.03	0	771,420.00	(768,899.97)	100
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0	24,754.00	(24,754.00)	100
OTHER REVENUE	5,939.85	11.53	5,928.32	5,939.85	11.53	5,928.32	132	4,500.00	1,439.85	-32
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	8,459.88	11.53	8,448.35	8,459.88	11.53	8,448.35	1	800,674.00	(792,214.12)	99
EXPENSE SUMMARY										
TOURISM	29,164.80	50,432.50	21,267.70	29,164.80	50,432.50	21,267.70	4	824,825.00	(795,660.20)	96
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	29,164.80	50,432.50	21,267.70	29,164.80	50,432.50	21,267.70	4	824,825.00	795,660.20	96
REVENUE OVER/(UNDER) EXPENDITURE	(20,704.92)	(50,420.97)	29,716.05	(20,704.92)	(50,420.97)	29,716.05		(24,151.00)	(1,587,874.32)	

Budget Variance Report

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	13,603.42	18,451.86	(4,848.44)	13,603.42	18,451.86	(4,848.44)	5	273,240.00	(259,636.58)	95
OTHER REVENUE	46.50	5.52	40.98	46.50	5.52	40.98	2	2,000.00	(1,953.50)	98
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	823,850.00	(823,850.00)	100
TOTAL REVENUE	13,649.92	18,457.38	(4,807.46)	13,649.92	18,457.38	(4,807.46)	1	1,099,090.00	(1,085,440.08)	99
<u>EXPENSE SUMMARY</u>										
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,096,625.00	(1,096,625.00)	100
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,096,625.00	1,096,625.00	100
REVENUE OVER/(UNDER) EXPENDITURE	13,649.92	18,457.38	(4,807.46)	13,649.92	18,457.38	(4,807.46)		2,465.00	(2,182,065.08)	

Budget Variance Report

Fund: 10 - CAPITAL PROJECTS FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	291.66	(291.66)	0.00	291.66	(291.66)	0	3,500.00	(3,500.00)	100
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	1,000,134.00	(1,000,134.00)	100
CHARGES FOR SERVICES	0.00	1,041.25	(1,041.25)	0.00	1,041.25	(1,041.25)	0	12,500.00	(12,500.00)	100
OTHER REVENUE	31,958.21	477.07	31,481.14	31,958.21	477.07	31,481.14	28	112,500.00	(80,541.79)	72
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	1,416,292.00	(1,416,292.00)	100
TOTAL REVENUE	31,958.21	1,809.98	30,148.23	31,958.21	1,809.98	30,148.23	1	2,544,926.00	(2,512,967.79)	99
EXPENSE SUMMARY										
STREET MAINTENANCE	0.00	499,079.77	499,079.77	0.00	499,079.77	499,079.77	0	5,991,354.00	(5,991,354.00)	100
PARKS & RECREATION	0.00	84,217.63	84,217.63	0.00	84,217.63	84,217.63	0	1,011,016.00	(1,011,016.00)	100
FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	0.00	583,297.40	583,297.40	0.00	583,297.40	583,297.40	0	7,002,370.00	7,002,370.00	100
REVENUE OVER/(UNDER) EXPENDITURE	31,958.21	(581,487.42)	613,445.63	31,958.21	(581,487.42)	613,445.63		(4,457,444.00)	(9,515,337.79)	

Budget Variance Report

Fund: 11 - CHILD SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
FINES AND FORFEITURES	396.92	294.42	102.50	396.92	294.42	102.50	20	2,000.00	(1,603.08)	80
OTHER REVENUE	46.58	0.20	46.38	46.58	0.20	46.38	62	75.00	(28.42)	38
TOTAL REVENUE	443.50	294.62	148.88	443.50	294.62	148.88	21	2,075.00	(1,631.50)	79
<u>EXPENSE SUMMARY</u>										
CHILD SAFETY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
REVENUE OVER/(UNDER) EXPENDITURE	443.50	294.62	148.88	443.50	294.62	148.88		2,075.00	(1,631.50)	

Budget Variance Report

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	1,406.15	1,126.19	279.96	1,406.15	1,126.19	279.96	12	11,915.00	(10,508.85)	88
OTHER REVENUE	140.78	0.40	140.38	140.78	0.40	140.38	94	150.00	(9.22)	6
TOTAL REVENUE	1,546.93	1,126.59	420.34	1,546.93	1,126.59	420.34	13	12,065.00	(10,518.07)	87
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	1,259.91	1,259.91	0.00	1,259.91	1,259.91	0	15,125.00	(15,125.00)	100
TOTAL EXPENSE	0.00	1,259.91	1,259.91	0.00	1,259.91	1,259.91	0	15,125.00	15,125.00	100
REVENUE OVER/(UNDER) EXPENDITURE	1,546.93	(133.32)	1,680.25	1,546.93	(133.32)	1,680.25		(3,060.00)	(25,643.07)	

Budget Variance Report

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	3,200.00	(3,200.00)	100
OTHER REVENUE	238.68	2.05	236.63	238.68	2.05	236.63	32	750.00	(511.32)	68
TOTAL REVENUE	238.68	2.05	236.63	238.68	2.05	236.63	6	3,950.00	(3,711.32)	94
<u>EXPENSE SUMMARY</u>										
PUBLIC SAFETY	0.00	1,666.00	1,666.00	0.00	1,666.00	1,666.00	0	20,000.00	(20,000.00)	100
TOTAL EXPENSE	0.00	1,666.00	1,666.00	0.00	1,666.00	1,666.00	0	20,000.00	20,000.00	100
REVENUE OVER/(UNDER) EXPENDITURE	238.68	(1,663.95)	1,902.63	238.68	(1,663.95)	1,902.63		(16,050.00)	(23,711.32)	

Budget Variance Report

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	40,997.59	48,220.50	(7,222.91)	40,997.59	48,220.50	(7,222.91)	5	801,270.00	(760,272.41)	95
OTHER REVENUE	4,295.68	0.00	4,295.68	4,295.68	0.00	4,295.68	36	12,000.00	(7,704.32)	64
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	45,293.27	48,220.50	(2,927.23)	45,293.27	48,220.50	(2,927.23)	6	813,270.00	(767,976.73)	94
<u>EXPENSE SUMMARY</u>										
TAX INCREMENT FINANCING	0.00	0.00	0.00	0.00	0.00	0.00	0	823,850.00	(823,850.00)	100
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0	823,850.00	823,850.00	100
REVENUE OVER/(UNDER) EXPENDITURE	45,293.27	48,220.50	(2,927.23)	45,293.27	48,220.50	(2,927.23)		(10,580.00)	(1,591,826.73)	

Budget Variance Report
Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	71,985.18	59,867.20	12,117.98	71,985.18	59,867.20	12,117.98	10	738,190.00	(666,204.82)	90
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	5,423.37	53.69	5,369.68	5,423.37	53.69	5,369.68	36	15,000.00	(9,576.63)	64
TOTAL REVENUE	77,408.55	59,920.89	17,487.66	77,408.55	59,920.89	17,487.66	10	753,190.00	(675,781.45)	90
<u>EXPENSE SUMMARY</u>										
SEDA	20,746.16	134,925.56	114,179.40	20,746.16	134,925.56	114,179.40	1	1,716,394.00	(1,695,647.84)	99
TOTAL EXPENSE	20,746.16	134,925.56	114,179.40	20,746.16	134,925.56	114,179.40	1	1,716,394.00	1,695,647.84	99
REVENUE OVER/(UNDER) EXPENDITURE	56,662.39	(75,004.67)	131,667.06	56,662.39	(75,004.67)	131,667.06		(963,204.00)	(2,371,429.29)	



City of Stephenville

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Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 10/31/2023

Categor...	2022-2023 Oct. Activity	2023-2024 Oct. Activity	Oct. Variance Favorable / (Unfavorable)	Variance %	2022-2023 YTD Activity	2023-2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	1,196,687.53	1,211,667.61	14,980.08	1.25%	1,196,687.53	1,211,667.61	14,980.08	1.25%
41 - LICENSES AND PERMITS	21,883.64	40,711.44	18,827.80	86.04%	21,883.64	40,711.44	18,827.80	86.04%
42 - FINES AND FORFEITURES	27,175.82	38,173.38	10,997.56	40.47%	27,175.82	38,173.38	10,997.56	40.47%
43 - INTERGOVERNMENTAL	300.00	300.00	0.00	0.00%	300.00	300.00	0.00	0.00%
44 - CHARGES FOR SERVICES	125,349.91	61,647.22	-63,702.69	-50.82%	125,349.91	61,647.22	-63,702.69	-50.82%
45 - OTHER REVENUE	64,951.19	62,918.78	-2,032.41	-3.13%	64,951.19	62,918.78	-2,032.41	-3.13%
Revenue Total:	1,436,348.09	1,415,418.43	-20,929.66	-1.46%	1,436,348.09	1,415,418.43	-20,929.66	-1.46%
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	1,625.24	1,684.70	-59.46	-3.66%	1,625.24	1,684.70	-59.46	-3.66%
52 - CONTRACTUAL	32,449.10	15,669.95	16,779.15	51.71%	32,449.10	15,669.95	16,779.15	51.71%
53 - GENERAL SERVICES	77.25	514.78	-437.53	-566.38%	77.25	514.78	-437.53	-566.38%
55 - CAPITAL OUTLAY	0.00	10,770.00	-10,770.00	0.00%	0.00	10,770.00	-10,770.00	0.00%
Department 101 - CITY COUNCIL Total:	34,151.59	28,639.43	5,512.16	16.14%	34,151.59	28,639.43	5,512.16	16.14%
Department: 102 - CITY MANAGER								
51 - PERSONNEL	14,389.08	22,830.22	-8,441.14	-58.66%	14,389.08	22,830.22	-8,441.14	-58.66%
52 - CONTRACTUAL	2,619.19	692.18	1,927.01	73.57%	2,619.19	692.18	1,927.01	73.57%
53 - GENERAL SERVICES	62.07	0.00	62.07	100.00%	62.07	0.00	62.07	100.00%
Department 102 - CITY MANAGER Total:	17,070.34	23,522.40	-6,452.06	-37.80%	17,070.34	23,522.40	-6,452.06	-37.80%
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	1,529.72	5,291.82	-3,762.10	-245.93%	1,529.72	5,291.82	-3,762.10	-245.93%
52 - CONTRACTUAL	12,096.93	1,087.80	11,009.13	91.01%	12,096.93	1,087.80	11,009.13	91.01%
53 - GENERAL SERVICES	284.81	8.65	276.16	96.96%	284.81	8.65	276.16	96.96%
54 - MACHINE & EQUIPMENT MAI	26,351.86	29,941.30	-3,589.44	-13.62%	26,351.86	29,941.30	-3,589.44	-13.62%
Department 103 - CITY SECRETARY Total:	40,263.32	36,329.57	3,933.75	9.77%	40,263.32	36,329.57	3,933.75	9.77%
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	12,250.00	12,379.49	-129.49	-1.06%	12,250.00	12,379.49	-129.49	-1.06%
Department 104 - EMERGENCY MANAGEMENT Total:	12,250.00	12,379.49	-129.49	-1.06%	12,250.00	12,379.49	-129.49	-1.06%
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	1,646.71	2,056.49	-409.78	-24.88%	1,646.71	2,056.49	-409.78	-24.88%
52 - CONTRACTUAL	3,629.99	6,215.01	-2,585.02	-71.21%	3,629.99	6,215.01	-2,585.02	-71.21%
53 - GENERAL SERVICES	2,368.34	328.51	2,039.83	86.13%	2,368.34	328.51	2,039.83	86.13%

Prior-Year Comparative Income Statement

For the Period Ending 10/31/2023

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
54 - MACHINE & EQUIPMENT MAI	9,203.30	9,530.93	-327.63	-3.56%	9,203.30	9,530.93	-327.63	-3.56%
55 - CAPITAL OUTLAY	0.00	5,826.73	-5,826.73	0.00%	0.00	5,826.73	-5,826.73	0.00%
Department 105 - MUNICIPAL BUILDING Total:	16,848.34	23,957.67	-7,109.33	-42.20%	16,848.34	23,957.67	-7,109.33	-42.20%
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	3,595.98	4,027.31	-431.33	-11.99%	3,595.98	4,027.31	-431.33	-11.99%
52 - CONTRACTUAL	4,469.36	5,897.82	-1,428.46	-31.96%	4,469.36	5,897.82	-1,428.46	-31.96%
53 - GENERAL SERVICES	2,374.40	5,204.30	-2,829.90	-119.18%	2,374.40	5,204.30	-2,829.90	-119.18%
54 - MACHINE & EQUIPMENT MAI	0.00	12,576.61	-12,576.61	0.00%	0.00	12,576.61	-12,576.61	0.00%
Department 106 - MUNICIPAL SERVICES CTR Total:	10,439.74	27,706.04	-17,266.30	-165.39%	10,439.74	27,706.04	-17,266.30	-165.39%
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	4,817.25	4,848.67	-31.42	-0.65%	4,817.25	4,848.67	-31.42	-0.65%
52 - CONTRACTUAL	6,376.69	4,550.86	1,825.83	28.63%	6,376.69	4,550.86	1,825.83	28.63%
53 - GENERAL SERVICES	148.37	82.24	66.13	44.57%	148.37	82.24	66.13	44.57%
Department 107 - HUMAN RESOURCES Total:	11,342.31	9,481.77	1,860.54	16.40%	11,342.31	9,481.77	1,860.54	16.40%
Department: 108 - DOWNTOWN								
51 - PERSONNEL	4,403.61	3,947.44	456.17	10.36%	4,403.61	3,947.44	456.17	10.36%
52 - CONTRACTUAL	6,403.86	1,127.83	5,276.03	82.39%	6,403.86	1,127.83	5,276.03	82.39%
53 - GENERAL SERVICES	0.00	406.00	-406.00	0.00%	0.00	406.00	-406.00	0.00%
Department 108 - DOWNTOWN Total:	10,807.47	5,481.27	5,326.20	49.28%	10,807.47	5,481.27	5,326.20	49.28%
Department: 201 - FINANCE								
51 - PERSONNEL	26,824.43	29,957.39	-3,132.96	-11.68%	26,824.43	29,957.39	-3,132.96	-11.68%
52 - CONTRACTUAL	18,507.41	822.18	17,685.23	95.56%	18,507.41	822.18	17,685.23	95.56%
53 - GENERAL SERVICES	157.70	43.03	114.67	72.71%	157.70	43.03	114.67	72.71%
54 - MACHINE & EQUIPMENT MAI	1,360.88	1,957.50	-596.62	-43.84%	1,360.88	1,957.50	-596.62	-43.84%
56 - BANK CHARGES	886.53	0.00	886.53	100.00%	886.53	0.00	886.53	100.00%
Department 201 - FINANCE Total:	47,736.95	32,780.10	14,956.85	31.33%	47,736.95	32,780.10	14,956.85	31.33%
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	15,633.20	11,432.49	4,200.71	26.87%	15,633.20	11,432.49	4,200.71	26.87%
52 - CONTRACTUAL	479.44	784.57	-305.13	-63.64%	479.44	784.57	-305.13	-63.64%
53 - GENERAL SERVICES	2,793.44	4,861.76	-2,068.32	-74.04%	2,793.44	4,861.76	-2,068.32	-74.04%
54 - MACHINE & EQUIPMENT MAI	20,944.99	18,024.28	2,920.71	13.94%	20,944.99	18,024.28	2,920.71	13.94%
Department 203 - INFORMATION TECHNOLOGY Total:	39,851.07	35,103.10	4,747.97	11.91%	39,851.07	35,103.10	4,747.97	11.91%
Department: 204 - TAX								
52 - CONTRACTUAL	50,295.44	47,553.84	2,741.60	5.45%	50,295.44	47,553.84	2,741.60	5.45%
Department 204 - TAX Total:	50,295.44	47,553.84	2,741.60	5.45%	50,295.44	47,553.84	2,741.60	5.45%
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	4,228.04	8,513.35	-4,285.31	-101.35%	4,228.04	8,513.35	-4,285.31	-101.35%
52 - CONTRACTUAL	157.68	132.39	25.29	16.04%	157.68	132.39	25.29	16.04%
Department 301 - LEGAL COUNSEL Total:	4,385.72	8,645.74	-4,260.02	-97.13%	4,385.72	8,645.74	-4,260.02	-97.13%

Prior-Year Comparative Income Statement

For the Period Ending 10/31/2023

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Category	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	3,776.35	6,817.08	-3,040.73	-80.52%	3,776.35	6,817.08	-3,040.73	-80.52%
52 - CONTRACTUAL	2,707.68	3,033.61	-325.93	-12.04%	2,707.68	3,033.61	-325.93	-12.04%
53 - GENERAL SERVICES	865.91	1,173.19	-307.28	-35.49%	865.91	1,173.19	-307.28	-35.49%
Department 302 - MUNICIPAL COURT Total:	7,349.94	11,023.88	-3,673.94	-49.99%	7,349.94	11,023.88	-3,673.94	-49.99%
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	33,794.46	31,692.28	2,102.18	6.22%	33,794.46	31,692.28	2,102.18	6.22%
52 - CONTRACTUAL	12,716.81	12,274.33	442.48	3.48%	12,716.81	12,274.33	442.48	3.48%
53 - GENERAL SERVICES	2,773.88	1,166.57	1,607.31	57.94%	2,773.88	1,166.57	1,607.31	57.94%
54 - MACHINE & EQUIPMENT MAI	1,154.23	12,827.39	-11,673.16	-1,011.34%	1,154.23	12,827.39	-11,673.16	-1,011.34%
55 - CAPITAL OUTLAY	0.00	114,985.00	-114,985.00	0.00%	0.00	114,985.00	-114,985.00	0.00%
Department 402 - STREET MAINTENANCE Total:	50,439.38	172,945.57	-122,506.19	-242.88%	50,439.38	172,945.57	-122,506.19	-242.88%
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	60,779.59	77,153.18	-16,373.59	-26.94%	60,779.59	77,153.18	-16,373.59	-26.94%
52 - CONTRACTUAL	30,178.39	33,426.68	-3,248.29	-10.76%	30,178.39	33,426.68	-3,248.29	-10.76%
53 - GENERAL SERVICES	13,959.06	7,719.80	6,239.26	44.70%	13,959.06	7,719.80	6,239.26	44.70%
54 - MACHINE & EQUIPMENT MAI	10,624.31	10,822.80	-198.49	-1.87%	10,624.31	10,822.80	-198.49	-1.87%
55 - CAPITAL OUTLAY	34,898.62	133,638.04	-98,739.42	-282.93%	34,898.62	133,638.04	-98,739.42	-282.93%
Department 501 - PARKS & RECREATION Total:	150,439.97	262,760.50	-112,320.53	-74.66%	150,439.97	262,760.50	-112,320.53	-74.66%
Department: 504 - LIBRARY								
51 - PERSONNEL	11,428.64	12,454.97	-1,026.33	-8.98%	11,428.64	12,454.97	-1,026.33	-8.98%
52 - CONTRACTUAL	2,551.19	3,174.61	-623.42	-24.44%	2,551.19	3,174.61	-623.42	-24.44%
53 - GENERAL SERVICES	778.87	3,521.25	-2,742.38	-352.10%	778.87	3,521.25	-2,742.38	-352.10%
54 - MACHINE & EQUIPMENT MAI	621.03	0.00	621.03	100.00%	621.03	0.00	621.03	100.00%
Department 504 - LIBRARY Total:	15,379.73	19,150.83	-3,771.10	-24.52%	15,379.73	19,150.83	-3,771.10	-24.52%
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	5,586.79	6,141.70	-554.91	-9.93%	5,586.79	6,141.70	-554.91	-9.93%
52 - CONTRACTUAL	4,706.40	4,838.96	-132.56	-2.82%	4,706.40	4,838.96	-132.56	-2.82%
53 - GENERAL SERVICES	989.40	940.67	48.73	4.93%	989.40	940.67	48.73	4.93%
54 - MACHINE & EQUIPMENT MAI	178.71	250.47	-71.76	-40.15%	178.71	250.47	-71.76	-40.15%
55 - CAPITAL OUTLAY	8,620.00	0.00	8,620.00	100.00%	8,620.00	0.00	8,620.00	100.00%
Department 506 - SENIOR CENTER Total:	20,081.30	12,171.80	7,909.50	39.39%	20,081.30	12,171.80	7,909.50	39.39%
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	2,055.45	1,794.00	261.45	12.72%	2,055.45	1,794.00	261.45	12.72%
52 - CONTRACTUAL	5,442.54	7,281.35	-1,838.81	-33.79%	5,442.54	7,281.35	-1,838.81	-33.79%
53 - GENERAL SERVICES	2,204.76	935.96	1,268.80	57.55%	2,204.76	935.96	1,268.80	57.55%
54 - MACHINE & EQUIPMENT MAI	0.00	2,842.90	-2,842.90	0.00%	0.00	2,842.90	-2,842.90	0.00%
Department 507 - AQUATIC CENTER Total:	9,702.75	12,854.21	-3,151.46	-32.48%	9,702.75	12,854.21	-3,151.46	-32.48%
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	241,057.29	286,447.52	-45,390.23	-18.83%	241,057.29	286,447.52	-45,390.23	-18.83%

Prior-Year Comparative Income Statement

For the Period Ending 10/31/2023

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Categor...	2022-2023		2023-2024		Oct. Variance		YTD Variance	
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	48,170.57	39,652.49	8,518.08	17.68%	48,170.57	39,652.49	8,518.08	17.68%
53 - GENERAL SERVICES	22,145.50	18,127.44	4,018.06	18.14%	22,145.50	18,127.44	4,018.06	18.14%
54 - MACHINE & EQUIPMENT MAI	5,801.50	10,847.33	-5,045.83	-86.97%	5,801.50	10,847.33	-5,045.83	-86.97%
55 - CAPITAL OUTLAY	57,534.30	1,541.64	55,992.66	97.32%	57,534.30	1,541.64	55,992.66	97.32%
Department 601 - FIRE DEPARTMENT Total:	374,709.16	356,616.42	18,092.74	4.83%	374,709.16	356,616.42	18,092.74	4.83%
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	324,174.35	347,273.37	-23,099.02	-7.13%	324,174.35	347,273.37	-23,099.02	-7.13%
52 - CONTRACTUAL	99,158.07	101,011.47	-1,853.40	-1.87%	99,158.07	101,011.47	-1,853.40	-1.87%
53 - GENERAL SERVICES	30,280.07	11,554.79	18,725.28	61.84%	30,280.07	11,554.79	18,725.28	61.84%
54 - MACHINE & EQUIPMENT MAI	9,171.88	10,533.05	-1,361.17	-14.84%	9,171.88	10,533.05	-1,361.17	-14.84%
Department 701 - POLICE DEPARTMENT Total:	462,784.37	470,372.68	-7,588.31	-1.64%	462,784.37	470,372.68	-7,588.31	-1.64%
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	27,224.15	31,127.88	-3,903.73	-14.34%	27,224.15	31,127.88	-3,903.73	-14.34%
52 - CONTRACTUAL	2,311.11	6,561.30	-4,250.19	-183.90%	2,311.11	6,561.30	-4,250.19	-183.90%
53 - GENERAL SERVICES	1,526.18	1,009.32	516.86	33.87%	1,526.18	1,009.32	516.86	33.87%
54 - MACHINE & EQUIPMENT MAI	9,314.00	8.00	9,306.00	99.91%	9,314.00	8.00	9,306.00	99.91%
Department 801 - DEVELOPMENT SERVICES Total:	40,375.44	38,706.50	1,668.94	4.13%	40,375.44	38,706.50	1,668.94	4.13%
Department: 804 - GIS								
51 - PERSONNEL	113.00	4,737.29	-4,624.29	-4,092.29%	113.00	4,737.29	-4,624.29	-4,092.29%
52 - CONTRACTUAL	157.68	132.39	25.29	16.04%	157.68	132.39	25.29	16.04%
Department 804 - GIS Total:	270.68	4,869.68	-4,599.00	-1,699.05%	270.68	4,869.68	-4,599.00	-1,699.05%
Expense Total:	1,426,975.01	1,653,052.49	-226,077.48	-15.84%	1,426,975.01	1,653,052.49	-226,077.48	-15.84%
Total Revenues	1,436,348.09	1,415,418.43	-20,929.66	-1.46%	1,436,348.09	1,415,418.43	-20,929.66	-1.46%
Fund 01 Surplus (Deficit):	9,373.08	-237,634.06	-247,007.14	-2,635.28%	9,373.08	-237,634.06	-247,007.14	-2,635.28%

Prior-Year Comparative Income Statement

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 02 - WATER AND WASTEWATER FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	583.88	583.88	0.00%	0.00	583.88	583.88	0.00%
44 - CHARGES FOR SERVICES	1,012,809.09	1,019,984.78	7,175.69	0.71%	1,012,809.09	1,019,984.78	7,175.69	0.71%
45 - OTHER REVENUE	102,280.21	139,395.23	37,115.02	36.29%	102,280.21	139,395.23	37,115.02	36.29%
Revenue Total:	1,115,089.30	1,159,963.89	44,874.59	4.02%	1,115,089.30	1,159,963.89	44,874.59	4.02%
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	50,285.68	56,054.73	-5,769.05	-11.47%	50,285.68	56,054.73	-5,769.05	-11.47%
52 - CONTRACTUAL	2,590.22	2,064.03	526.19	20.31%	2,590.22	2,064.03	526.19	20.31%
53 - GENERAL SERVICES	0.00	84.11	-84.11	0.00%	0.00	84.11	-84.11	0.00%
Department 000 - UTILITIES ADMINISTRATION Total:	52,875.90	58,202.87	-5,326.97	-10.07%	52,875.90	58,202.87	-5,326.97	-10.07%
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	15,400.89	16,001.15	-600.26	-3.90%	15,400.89	16,001.15	-600.26	-3.90%
52 - CONTRACTUAL	170,544.37	52,919.82	117,624.55	68.97%	170,544.37	52,919.82	117,624.55	68.97%
53 - GENERAL SERVICES	595.39	321.40	273.99	46.02%	595.39	321.40	273.99	46.02%
54 - MACHINE & EQUIPMENT MAINTENANCE	12,564.27	39,746.96	-27,182.69	-216.35%	12,564.27	39,746.96	-27,182.69	-216.35%
55 - CAPITAL OUTLAY	527,235.84	0.00	527,235.84	100.00%	527,235.84	0.00	527,235.84	100.00%
Department 001 - WATER PRODUCTION Total:	726,340.76	108,989.33	617,351.43	84.99%	726,340.76	108,989.33	617,351.43	84.99%
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	7,535.07	9,387.09	-1,852.02	-24.58%	7,535.07	9,387.09	-1,852.02	-24.58%
52 - CONTRACTUAL	2,785.79	3,133.41	-347.62	-12.48%	2,785.79	3,133.41	-347.62	-12.48%
53 - GENERAL SERVICES	1,823.35	1,381.29	442.06	24.24%	1,823.35	1,381.29	442.06	24.24%
54 - MACHINE & EQUIPMENT MAINTENANCE	7,610.44	10,386.05	-2,775.61	-36.47%	7,610.44	10,386.05	-2,775.61	-36.47%
55 - CAPITAL OUTLAY	147,774.84	221,968.78	-74,193.94	-50.21%	147,774.84	221,968.78	-74,193.94	-50.21%
Department 002 - WATER DISTRIBUTION Total:	167,529.49	246,256.62	-78,727.13	-46.99%	167,529.49	246,256.62	-78,727.13	-46.99%
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	11,129.54	9,731.07	1,398.47	12.57%	11,129.54	9,731.07	1,398.47	12.57%
52 - CONTRACTUAL	7,833.33	1,633.98	6,199.35	79.14%	7,833.33	1,633.98	6,199.35	79.14%
53 - GENERAL SERVICES	617.45	587.15	30.30	4.91%	617.45	587.15	30.30	4.91%
54 - MACHINE & EQUIPMENT MAINTENANCE	2,378.02	206.32	2,171.70	91.32%	2,378.02	206.32	2,171.70	91.32%
Department 003 - CUSTOMER SERVICE Total:	21,958.34	12,158.52	9,799.82	44.63%	21,958.34	12,158.52	9,799.82	44.63%
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	25,562.00	24,796.03	765.97	3.00%	25,562.00	24,796.03	765.97	3.00%
52 - CONTRACTUAL	6,079.15	43,615.51	-37,536.36	-617.46%	6,079.15	43,615.51	-37,536.36	-617.46%
53 - GENERAL SERVICES	868.50	1,016.55	-148.05	-17.05%	868.50	1,016.55	-148.05	-17.05%
54 - MACHINE & EQUIPMENT MAINTENANCE	6,240.34	2,179.37	4,060.97	65.08%	6,240.34	2,179.37	4,060.97	65.08%
55 - CAPITAL OUTLAY	25,517.75	0.00	25,517.75	100.00%	25,517.75	0.00	25,517.75	100.00%
Department 011 - WASTEWATER COLLECTION Total:	64,267.74	71,607.46	-7,339.72	-11.42%	64,267.74	71,607.46	-7,339.72	-11.42%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	99,347.22	32,434.01	66,913.21	67.35%	99,347.22	32,434.01	66,913.21	67.35%
54 - MACHINE & EQUIPMENT MAI	40,483.52	300.00	40,183.52	99.26%	40,483.52	300.00	40,183.52	99.26%
Department 012 - WASTEWATER TREATMENT Total:	139,830.74	32,734.01	107,096.73	76.59%	139,830.74	32,734.01	107,096.73	76.59%
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	5,291.96	5,293.78	-1.82	-0.03%	5,291.96	5,293.78	-1.82	-0.03%
52 - CONTRACTUAL	16,362.33	4,950.27	11,412.06	69.75%	16,362.33	4,950.27	11,412.06	69.75%
53 - GENERAL SERVICES	17,045.68	23,960.13	-6,914.45	-40.56%	17,045.68	23,960.13	-6,914.45	-40.56%
54 - MACHINE & EQUIPMENT MAI	4,204.88	265.00	3,939.88	93.70%	4,204.88	265.00	3,939.88	93.70%
Department 020 - BILLING & COLLECTION Total:	42,904.85	34,469.18	8,435.67	19.66%	42,904.85	34,469.18	8,435.67	19.66%
Department: 901 - NON-DEPARTMENTAL								
52 - CONTRACTUAL	73,199.65	82,823.75	-9,624.10	-13.15%	73,199.65	82,823.75	-9,624.10	-13.15%
56 - BANK CHARGES	18.80	0.00	18.80	100.00%	18.80	0.00	18.80	100.00%
Department 901 - NON-DEPARTMENTAL Total:	73,218.45	82,823.75	-9,605.30	-13.12%	73,218.45	82,823.75	-9,605.30	-13.12%
Expense Total:	1,288,926.27	647,241.74	641,684.53	49.78%	1,288,926.27	647,241.74	641,684.53	49.78%
Total Revenues	1,115,089.30	1,159,963.89	44,874.59	4.02%	1,115,089.30	1,159,963.89	44,874.59	4.02%
Fund 02 Surplus (Deficit):	-173,836.97	512,722.15	686,559.12	394.94%	-173,836.97	512,722.15	686,559.12	394.94%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 03 - SANITARY LANDFILL FUND								
Revenue								
44 - CHARGES FOR SERVICES	99,206.03	105,090.93	5,884.90	5.93%	99,206.03	105,090.93	5,884.90	5.93%
45 - OTHER REVENUE	4,931.52	10,190.20	5,258.68	106.63%	4,931.52	10,190.20	5,258.68	106.63%
Revenue Total:	104,137.55	115,281.13	11,143.58	10.70%	104,137.55	115,281.13	11,143.58	10.70%
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	24,257.69	26,015.56	-1,757.87	-7.25%	24,257.69	26,015.56	-1,757.87	-7.25%
52 - CONTRACTUAL	19,396.20	30,159.03	-10,762.83	-55.49%	19,396.20	30,159.03	-10,762.83	-55.49%
53 - GENERAL SERVICES	14,057.16	11,717.89	2,339.27	16.64%	14,057.16	11,717.89	2,339.27	16.64%
54 - MACHINE & EQUIPMENT MAINTENANCE	35,498.06	17,780.27	17,717.79	49.91%	35,498.06	17,780.27	17,717.79	49.91%
55 - CAPITAL OUTLAY	1,189,831.07	0.00	1,189,831.07	100.00%	1,189,831.07	0.00	1,189,831.07	100.00%
Department 030 - LANDFILL Total:	1,283,040.18	85,672.75	1,197,367.43	93.32%	1,283,040.18	85,672.75	1,197,367.43	93.32%
Expense Total:	1,283,040.18	85,672.75	1,197,367.43	93.32%	1,283,040.18	85,672.75	1,197,367.43	93.32%
Total Revenues	104,137.55	115,281.13	11,143.58	10.70%	104,137.55	115,281.13	11,143.58	10.70%
Fund 03 Surplus (Deficit):	-1,178,902.63	29,608.38	1,208,511.01	102.51%	-1,178,902.63	29,608.38	1,208,511.01	102.51%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 04 - AIRPORT FUND								
Revenue								
44 - CHARGES FOR SERVICES	31,342.00	35,602.00	4,260.00	13.59%	31,342.00	35,602.00	4,260.00	13.59%
Revenue Total:	31,342.00	35,602.00	4,260.00	13.59%	31,342.00	35,602.00	4,260.00	13.59%
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	622.64	4,462.25	-3,839.61	-616.67%	622.64	4,462.25	-3,839.61	-616.67%
52 - CONTRACTUAL	7,869.59	10,170.35	-2,300.76	-29.24%	7,869.59	10,170.35	-2,300.76	-29.24%
53 - GENERAL SERVICES	0.00	168.99	-168.99	0.00%	0.00	168.99	-168.99	0.00%
54 - MACHINE & EQUIPMENT MAINTENANCE	6,370.60	1,545.21	4,825.39	75.74%	6,370.60	1,545.21	4,825.39	75.74%
55 - CAPITAL OUTLAY	0.00	2,500.00	-2,500.00	0.00%	0.00	2,500.00	-2,500.00	0.00%
Department 040 - AIRPORT Total:	14,862.83	18,846.80	-3,983.97	-26.80%	14,862.83	18,846.80	-3,983.97	-26.80%
Expense Total:	14,862.83	18,846.80	-3,983.97	-26.80%	14,862.83	18,846.80	-3,983.97	-26.80%
Total Revenues	31,342.00	35,602.00	4,260.00	13.59%	31,342.00	35,602.00	4,260.00	13.59%
Fund 04 Surplus (Deficit):	16,479.17	16,755.20	276.03	1.68%	16,479.17	16,755.20	276.03	1.68%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 05 - STORM WATER DRAINAGE FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	5,845.89	5,845.89	0.00%	0.00	5,845.89	5,845.89	0.00%
44 - CHARGES FOR SERVICES	84,002.72	83,250.42	-752.30	-0.90%	84,002.72	83,250.42	-752.30	-0.90%
45 - OTHER REVENUE	1,159.75	5,256.00	4,096.25	353.20%	1,159.75	5,256.00	4,096.25	353.20%
Revenue Total:	85,162.47	94,352.31	9,189.84	10.79%	85,162.47	94,352.31	9,189.84	10.79%
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	18,179.97	0.00	18,179.97	100.00%	18,179.97	0.00	18,179.97	100.00%
56 - BANK CHARGES	500.00	0.00	500.00	100.00%	500.00	0.00	500.00	100.00%
Department 050 - STORM WATER DRAINAGE Total:	18,679.97	0.00	18,679.97	100.00%	18,679.97	0.00	18,679.97	100.00%
Expense Total:	18,679.97	0.00	18,679.97	100.00%	18,679.97	0.00	18,679.97	100.00%
Total Revenues	85,162.47	94,352.31	9,189.84	10.79%	85,162.47	94,352.31	9,189.84	10.79%
Fund 05 Surplus (Deficit):	66,482.50	94,352.31	27,869.81	41.92%	66,482.50	94,352.31	27,869.81	41.92%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 07 - HOTEL OCCUPANCY TAX FUND								
Revenue								
40 - TAXES	0.00	2,520.03	2,520.03	0.00%	0.00	2,520.03	2,520.03	0.00%
45 - OTHER REVENUE	2,354.34	5,939.85	3,585.51	152.29%	2,354.34	5,939.85	3,585.51	152.29%
Revenue Total:	2,354.34	8,459.88	6,105.54	259.33%	2,354.34	8,459.88	6,105.54	259.33%
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	3,797.28	3,983.38	-186.10	-4.90%	3,797.28	3,983.38	-186.10	-4.90%
52 - CONTRACTUAL	4,790.32	22,435.25	-17,644.93	-368.35%	4,790.32	22,435.25	-17,644.93	-368.35%
53 - GENERAL SERVICES	500.00	0.00	500.00	100.00%	500.00	0.00	500.00	100.00%
58 - GRANT DISBURSEMENTS	17,244.74	2,746.17	14,498.57	84.08%	17,244.74	2,746.17	14,498.57	84.08%
Department 070 - TOURISM Total:	26,332.34	29,164.80	-2,832.46	-10.76%	26,332.34	29,164.80	-2,832.46	-10.76%
Expense Total:	26,332.34	29,164.80	-2,832.46	-10.76%	26,332.34	29,164.80	-2,832.46	-10.76%
Total Revenues	2,354.34	8,459.88	6,105.54	259.33%	2,354.34	8,459.88	6,105.54	259.33%
Fund 07 Surplus (Deficit):	-23,978.00	-20,704.92	3,273.08	13.65%	-23,978.00	-20,704.92	3,273.08	13.65%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 08 - DEBT SERVICE FUND								
Revenue								
40 - TAXES	13,851.36	13,603.42	-247.94	-1.79%	13,851.36	13,603.42	-247.94	-1.79%
45 - OTHER REVENUE	125.28	46.50	-78.78	-62.88%	125.28	46.50	-78.78	-62.88%
Revenue Total:	13,976.64	13,649.92	-326.72	-2.34%	13,976.64	13,649.92	-326.72	-2.34%
Total Revenues	13,976.64	13,649.92	-326.72	-2.34%	13,976.64	13,649.92	-326.72	-2.34%
Fund 08 Total:	13,976.64	13,649.92	-326.72	-2.34%	13,976.64	13,649.92	-326.72	-2.34%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 10 - CAPITAL PROJECTS FUND								
Revenue								
45 - OTHER REVENUE	23,392.28	31,958.21	8,565.93	36.62%	23,392.28	31,958.21	8,565.93	36.62%
Revenue Total:	23,392.28	31,958.21	8,565.93	36.62%	23,392.28	31,958.21	8,565.93	36.62%
Expense								
Department: 402 - STREET MAINTENANCE								
55 - CAPITAL OUTLAY	35,663.05	0.00	35,663.05	100.00%	35,663.05	0.00	35,663.05	100.00%
Department 402 - STREET MAINTENANCE Total:	35,663.05	0.00	35,663.05	100.00%	35,663.05	0.00	35,663.05	100.00%
Expense Total:	35,663.05	0.00	35,663.05	100.00%	35,663.05	0.00	35,663.05	100.00%
Total Revenues	23,392.28	31,958.21	8,565.93	36.62%	23,392.28	31,958.21	8,565.93	36.62%
Fund 10 Surplus (Deficit):	-12,270.77	31,958.21	44,228.98	360.44%	-12,270.77	31,958.21	44,228.98	360.44%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 11 - CHILD SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	425.00	396.92	-28.08	-6.61%	425.00	396.92	-28.08	-6.61%
45 - OTHER REVENUE	18.90	46.58	27.68	146.46%	18.90	46.58	27.68	146.46%
Revenue Total:	443.90	443.50	-0.40	-0.09%	443.90	443.50	-0.40	-0.09%
Total Revenues	443.90	443.50	-0.40	-0.09%	443.90	443.50	-0.40	-0.09%
Fund 11 Total:	443.90	443.50	-0.40	-0.09%	443.90	443.50	-0.40	-0.09%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 12 - COURT TECHNOLOGY FUND								
Revenue								
42 - FINES AND FORFEITURES	1,008.68	1,406.15	397.47	39.40%	1,008.68	1,406.15	397.47	39.40%
45 - OTHER REVENUE	45.62	140.78	95.16	208.59%	45.62	140.78	95.16	208.59%
Revenue Total:	1,054.30	1,546.93	492.63	46.73%	1,054.30	1,546.93	492.63	46.73%
Total Revenues	1,054.30	1,546.93	492.63	46.73%	1,054.30	1,546.93	492.63	46.73%
Fund 12 Total:	1,054.30	1,546.93	492.63	46.73%	1,054.30	1,546.93	492.63	46.73%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 13 - PUBLIC SAFETY FUND								
Revenue								
45 - OTHER REVENUE	229.42	238.68	9.26	4.04%	229.42	238.68	9.26	4.04%
Revenue Total:	229.42	238.68	9.26	4.04%	229.42	238.68	9.26	4.04%
Total Revenues	229.42	238.68	9.26	4.04%	229.42	238.68	9.26	4.04%
Fund 13 Total:	229.42	238.68	9.26	4.04%	229.42	238.68	9.26	4.04%

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Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 20 - TAX INCREMENT FINANCING FUND								
Revenue								
40 - TAXES	37,362.58	40,997.59	3,635.01	9.73%	37,362.58	40,997.59	3,635.01	9.73%
45 - OTHER REVENUE	666.97	4,295.68	3,628.71	544.06%	666.97	4,295.68	3,628.71	544.06%
Revenue Total:	38,029.55	45,293.27	7,263.72	19.10%	38,029.55	45,293.27	7,263.72	19.10%
Total Revenues	38,029.55	45,293.27	7,263.72	19.10%	38,029.55	45,293.27	7,263.72	19.10%
Fund 20 Total:	38,029.55	45,293.27	7,263.72	19.10%	38,029.55	45,293.27	7,263.72	19.10%

Prior-Year Comparative Income Statement

For the Period Ending 10/31/2023

Item 29.

Categor...	2022-2023	2023-2024	Oct. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Fund: 79 - SEDA								
Revenue								
40 - TAXES	68,265.99	71,985.18	3,719.19	5.45%	68,265.99	71,985.18	3,719.19	5.45%
45 - OTHER REVENUE	3,068.45	5,423.37	2,354.92	76.75%	3,068.45	5,423.37	2,354.92	76.75%
Revenue Total:	71,334.44	77,408.55	6,074.11	8.51%	71,334.44	77,408.55	6,074.11	8.51%
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	15,581.37	18,757.46	-3,176.09	-20.38%	15,581.37	18,757.46	-3,176.09	-20.38%
52 - CONTRACTUAL	8,925.33	1,988.70	6,936.63	77.72%	8,925.33	1,988.70	6,936.63	77.72%
53 - GENERAL SERVICES	371.30	0.00	371.30	100.00%	371.30	0.00	371.30	100.00%
Department 790 - SEDA Total:	24,878.00	20,746.16	4,131.84	16.61%	24,878.00	20,746.16	4,131.84	16.61%
Expense Total:	24,878.00	20,746.16	4,131.84	16.61%	24,878.00	20,746.16	4,131.84	16.61%
Total Revenues	71,334.44	77,408.55	6,074.11	8.51%	71,334.44	77,408.55	6,074.11	8.51%
Fund 79 Surplus (Deficit):	46,456.44	56,662.39	10,205.95	21.97%	46,456.44	56,662.39	10,205.95	21.97%
Total Surplus (Deficit):	-1,196,463.37	544,891.96	1,741,355.33	145.54%	-1,196,463.37	544,891.96	1,741,355.33	145.54%

Fund Summary

Fund	2022-2023		2023-2024		Oct. Variance		2022-2023		2023-2024		YTD Variance	
	Oct. Activity	Oct. Activity	Oct. Activity	Oct. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	9,373.08	-237,634.06	-247,007.14	-2,635.28%			9,373.08	-237,634.06	-247,007.14	-2,635.28%		
02 - WATER AND WASTEWATER	-173,836.97	512,722.15	686,559.12	394.94%			-173,836.97	512,722.15	686,559.12	394.94%		
03 - SANITARY LANDFILL FUND	-1,178,902.63	29,608.38	1,208,511.01	102.51%			-1,178,902.63	29,608.38	1,208,511.01	102.51%		
04 - AIRPORT FUND	16,479.17	16,755.20	276.03	1.68%			16,479.17	16,755.20	276.03	1.68%		
05 - STORM WATER DRAINAGE	66,482.50	94,352.31	27,869.81	41.92%			66,482.50	94,352.31	27,869.81	41.92%		
07 - HOTEL OCCUPANCY TAX	-23,978.00	-20,704.92	3,273.08	13.65%			-23,978.00	-20,704.92	3,273.08	13.65%		
08 - DEBT SERVICE FUND	13,976.64	13,649.92	-326.72	-2.34%			13,976.64	13,649.92	-326.72	-2.34%		
10 - CAPITAL PROJECTS FUND	-12,270.77	31,958.21	44,228.98	360.44%			-12,270.77	31,958.21	44,228.98	360.44%		
11 - CHILD SAFETY FUND	443.90	443.50	-0.40	-0.09%			443.90	443.50	-0.40	-0.09%		
12 - COURT TECHNOLOGY FUND	1,054.30	1,546.93	492.63	46.73%			1,054.30	1,546.93	492.63	46.73%		
13 - PUBLIC SAFETY FUND	229.42	238.68	9.26	4.04%			229.42	238.68	9.26	4.04%		
20 - TAX INCREMENT FINANCING	38,029.55	45,293.27	7,263.72	19.10%			38,029.55	45,293.27	7,263.72	19.10%		
79 - SEDA	46,456.44	56,662.39	10,205.95	21.97%			46,456.44	56,662.39	10,205.95	21.97%		
Total Surplus (Deficit):	-1,196,463.37	544,891.96	1,741,355.33	145.54%			-1,196,463.37	544,891.96	1,741,355.33	145.54%		



REGULAR CITY COUNCIL MEETING

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

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, November 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 Maddie Smith
Council Member Brandon Greenhaw
Council Member Mark McClinton

COUNCIL ABSENT: Council Member David Baskett

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

CALL TO ORDER

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

PLEDGES OF ALLEGIANCE

Council Member Justin Haschke led the pledges to the flags of the United States and the State of Texas

INVOCATION

Invocation Voiced by Reverend Broderick Sargent from New Bethel CME Church

PRESENTATIONS AND RECOGNITIONS

Proclamation Recognizing DECA Month

The Mayor read the following proclamation recognizing DECA Month:

WHEREAS, DECA is a career and technical student organization with over 227,000 members worldwide; and

WHEREAS, the mission of DECA is to prepare emerging leaders and entrepreneurs in marketing, finance, hospitality, and management in high schools and colleges around the world; and

WHEREAS, DECA is a student organization that encourages the development of business, marketing, and leadership skills in high school through classroom instruction, student conferences, and competitive events; and

WHEREAS, DECA prepares the next generation to be academically prepared, community oriented, and professionally responsible; and

WHEREAS, DECA has approximately 19,000 student members in the state of Texas and 96 student members at Stephenville High School; and

WHEREAS the City of Stephenville wishes to join the Stephenville High School DECA Chapter in celebrating and promoting DECA in the community.

NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, Texas, do hereby proclaim November as DECA MONTH in the City of Stephenville and urge the community to applaud the Stephenville High School DECA Chapter, and chapters worldwide, for their commitment to preparing and developing the future leaders of Stephenville and beyond.

The proclamation was received by Jocelyn Ethers and members of the Stephenville ISD DECA Team.

Proclamation Celebrating the Chartering Chapter of Alpha Kappa Alpha Sorority, Incorporated at Tarleton State University

The Mayor gave the following proclamation celebrating the Chartering Chapter of Alpha Kappa Alpha Sorority, Incorporated at Tarleton State University:

WHEREAS, Members of the South Central Region of Alpha Kappa Alpha Sorority, Incorporated are celebrating chartering chapter, at Tarleton State University, on October 29, 2023; and

WHEREAS, Alpha Kappa Alpha Sorority, Inc. is an international service organization founded in 1908 on the campus of Howard University in Washington, D.C.; its global membership is composed of nearly 355,000 distinguished and successful women who exemplify excellence in their communities and join their efforts to exert a positive influence on society by promoting excellence and leadership skills and advocating for equality and greater opportunity for people everywhere; and

WHEREAS, Dedicated to the enduring mission of Alpha Kappa Alpha Sorority, Inc., the members of the Tarleton State University Chapter represent the highest ideals of civic service, are committed to excellence, and are excited to expand sisterhood and service at Tarleton State University and in the City of Stephenville;

NOW THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, commemorate the addition of the new chapter, at Tarleton State University, to the South-Central Region of Alpha Kappa Alpha Sorority, Inc. and extend sincere best wishes to all those associated with this noteworthy organization for continued success in their good works.

Members of the Chartering Chapter received the proclamation.

Tarleton Tartan Presentation

Maya Kelly with Dr. Wu from Tarleton State University presented the Tarleton Tartan program to the Council.

CITIZENS GENERAL DISCUSSION

Rita Cook of 316 Tanglewood Circle, Stephenville, presented a Main Street Update to Council.

Marchall Kanute of 610 N Harp, Dublin, addressed Council regarding Stephenville Case #184514.

REGULAR AGENDA

1. Request for a Variance from the City of Stephenville Code of Ordinances, Section 130.16 Sale of Alcoholic Beverages for The Shack, located at 309 W. Washington

City Secretary Sarah Lockenour presented this item.

On October 30, 2023, the City Secretary's Office was contacted about alcohol sales at The Shack, located at 309 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 "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 GIS Manager prepared a map measuring the distance from The Shack to the First United Methodist Church using the parameters of the ordinance; The Shack was found to be 290 feet from the First United Methodist Church.

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."

Colbe Stoker, the owner, has requested that the Council consider granting a variance in accordance with Chapter 130.16(4) to allow for the sale of alcohol.

A variance for the sale of alcohol in accordance with Chapter 130.16(4) was approved for The Shack, owned by Luke Sims and Craig Allen, at this same location on February 1, 2023.

MOTION by Justin Haschke, second by Bob Newby, to approve the variance for The Shack as presented. MOTION CARRIED unanimously.

2. Consider Approval of a Resolution Initiating the Abandonment of Saint Felix Street from Turner Street to Tarleton Street

City Manager Jason King presented this item to the Council.

MOTION by Justin Haschke, second by LeAnn Durfey, to approve Resolution No. 2023-R-16 initiating the abandonment of Saint Felix Street from Turner Street to Tarleton Street. MOTION CARRIED unanimously.

3. Consider Approval of a Resolution Initiating the Abandonment of Saint Peter Street from West Washington Street to West Tarleton Street

City Manager Jason King presented this item to the Council.

MOTION by Justin Haschke, second by Mark McClinton, to approve Resolution No. 2023-R-17 initiating the abandonment of Saint Peter Street from West Washington Street to West Tarleton Street. MOTION CARRIED unanimously.

4. Consider Approval of a Resolution Initiating the Abandonment of Jones Street from North Cain Street to North Lillian Street

City Manager Jason King presented this item to the Council.

MOTION by Justin Haschke, second by LeAnn Durfey, to approve Resolution No. 2023-R-18 initiating the abandonment of Jones Street from North Cain Street to North Lillian Street. MOTION CARRIED unanimously.

5. Consider Approval of a Resolution Initiating the Abandonment of Cain Street from Jones Street to Vanderbilt

City Manager Jason King presented this item to the Council.

MOTION by Justin Haschke, second by LeAnn Durfey, to approve Resolution No. 2023-R-19 initiating the abandonment of Cain Street from Jones Street to Vanderbilt. MOTION CARRIED unanimously.

6. Consider Approval of a Resolution Initiating the Abandonment of Vanderbilt Street from North Cain Street to North Neblett Street

City Manager Jason King presented this item to the Council.

MOTION by Justin Haschke, second by LeAnn Durfey, to approve Resolution No. 2023-R-20 initiating the abandonment of Vanderbilt Street from North Cain Street to North Neblett Street. MOTION CARRIED unanimously.

7. Consider Approval of a Resolution Initiating the Abandonment of Neblett Street from West Jones Street to West Vanderbilt Street

City Manager Jason King presented this item to the Council.

MOTION by Justin Haschke, second by LeAnn Durfey, to approve Resolution No. 2023-R-21 initiating the abandonment of Neblett Street from West Jones Street to West Vanderbilt Street. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

8. Case No.: PD2022-003 – UPDATE

Applicant Scott Allen, Representing Stephenville Rentals 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 157 W. Washington, Parcel R29179, Being Block 5, Lot C of City Addition to the City of Stephenville, Erath County, Texas

Director of Development Services Steve Killen presented this item.

The Planning and Zoning Commission convened on June 15, 2022, and by a unanimous vote, recommended the City Council approve the rezoning request. Subsequently, on July 5, 2022, the City Council approved Ordinance No. 2022-O-20, rezoning the property from Downtown District (DT) to Planned Development District (PD). City ordinance requires annual updates to the Commission.

The Planning and Zoning Commission convened on October 18, 2023, and by a unanimous vote of 7/0, recommended the City Council approve the modified Development Schedule.

Alternatives are as follows:

- 1) Accept the recommendation of the Planning and Zoning Commission and approve the modified Development Schedule.
- 2) Deny the modified Development Schedule. Such action will require the removal of all or part of the Planned Development and cause placement in another zoning district.

9. Consider Approval of Ordinance Extending the Modified Development Schedule for Planned Development District (PD) Located at 157 W. Washington, Parcel R29179, being Block 5, Lot C of City Addition to the City of Stephenville, Erath County, Texas

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Ordinance No. 2023-O-29 extending the Modified Development Schedule for Planned Development District (PD) located at 157 W. Washington, Parcel R29179, being Block 5, Lot C of City Addition. MOTION CARRIED unanimously.

10. Case No.: PD2022-004 - UPDATE

Applicant Scott Allen, Representing Stephenville Rentals 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 171 W. Washington, Parcel R29178, Being Block 5, Lot B of City Addition to the City of Stephenville, Erath County, Texas

Director of Development Services Steve Killen presented this item.

The Planning and Zoning Commission convened on June 15, 2022, and by a unanimous vote, recommended the City Council approve the rezoning request. Subsequently, on July 5, 2022, the City Council approved Ordinance No. 2022-O-21, rezoning the property from Downtown District (DT) to Planned Development District (PD). City ordinance requires annual updates to the Commission.

The Planning and Zoning Commission convened on October 18, 2023, and by a unanimous vote of 7/0, recommended the City Council approve the modified Development Schedule.

Alternatives are as follows:

- 1) Accept the recommendation of the Planning and Zoning Commission and approve the modified Development Schedule.

2) Deny the modified Development Schedule. Such action will require the removal of all or part of the Planned Development and cause placement in another zoning district.

11. Consider Approval of Ordinance Extending the Modified Development Schedule for Planned Development District (PD) Located at 171 W. Washington, Parcel R29178, being Block 5, Lot B of City Addition to the City of Stephenville, Erath County, Texas

MOTION by Justin Haschke, second by Mark McClinton, to approve Ordinance No. 2023-O-30 extending the Modified Development Schedule for Planned Development District (PD) located at 171 W. Washington, Parcel R29178, being Block 5, Lot B of City Addition.

PUBLIC WORKS COMMITTEE

Mark McClinton, Chair

12. Public Works Committee Report - October 17, 2023

Public Works Committee Chair Mark McClinton and Public Works Director Nick Williams presented this report.

Agenda Item 5: Proposed Amendment to the Household Hazardous Waste Agreement with the City of Fort Worth Environmental Collection Center

The First Amendment to the Household Hazardous Waste Agreement with the City of Fort Worth Environmental Collection Center (ECC) was discussed. It was noted that paint, oils, household cleaners, batteries, herbicides, and insecticides are the most common types of items disposed of at annual events. The ECC has proposed to raise the cost from \$50 per voucher to \$95 per voucher and the cost will be controlled by the number of vouchers issued. It was confirmed that the adopted budget includes funds for this program.

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

The committee voted unanimously to forward a positive recommendation to the full council to approve the First Amendment to the Interlocal Agreement with the City of Fort Worth Environmental Collection Center for the Household Hazardous Waste Program as presented.

Agenda Item 6: Professional Services Proposal from IEA for Riverside Drive Stormwater Improvements

The proposal from IEA, Inc. to design the stormwater improvements along Riverside Drive was discussed. The project would install stormwater inlets as well as a ditch to control stormwater runoff in the area. It was noted that the funds were approved in the adopted FY23-24 budget. It was noted that the proposed design cost was less than the estimated budget amount and the project should be designed within an approximate 60-day timeframe.

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

The committee voted unanimously to forward a positive recommendation to the full council to approve the professional services proposal with IEA for the Riverside Drive Stormwater Improvements as presented.

Agenda Item 7: Professional Services Proposal from Provenance Engineering for WWTP Capital Projects

The proposal from Provenance Engineering to design equipment replacements at the wastewater treatment plant was discussed. It was noted that the 12-month design, and 12-month construction timeframes are conservative to provide a buffer for unforeseen supply chain issues with equipment procurement. It was noted that the design and estimated construction costs are approximately \$20,000

under the amount allocated in the FY23-24 adopted budget. It should be noted that there are also contingencies built into the estimated construction cost numbers.

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

The committee voted unanimously to forward a positive recommendation to the full council to approve the professional services proposal as presented.

14. Consider Approval of a First Amendment to the Household Hazardous Waste Agreement with the City of Fort Worth Environmental Collection Center

MOTION by Mark McClinton, second by LeAnn Durfey, to approve the First Amendment to the Household Hazardous Waste Agreement with the City of Fort Worth Environmental Collection Center as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

13. Consider Approval of Professional Services Agreement with IEA, Inc. for the Riverside Drive Stormwater Improvements Project

MOTION by Mark McClinton, second by LeAnn Durfey, to approve the Professional Services Agreement with IEA, Inc. for the Riverside Drive Stormwater Improvements Project as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

15. Consider Approval of the Professional Services Agreement with Provenance Engineering for WWTP Capital Projects

MOTION by Mark McClinton, second by Bob Newby, to approve the Professional Services Agreement with Provenance Engineering for WWTP Capital Projects as presented in the Public Works Committee Report. MOTION CARRIED unanimously.

DEVELOPMENT SERVICES COMMITTEE

David Baskett, Chair

16. Development Services Committee Report - October 17, 2023

Justin Haschke, Development Services committee member, and Steve Killen, Director of Development Services, provided the following information at the request of the Committee:

1. An RFP was initiated in Dec 2022 and a contract awarded by April 2023
2. A 12-month process officially kicked off May 2023. The process consists of four phases:

Phase 1 - Think

In this phase a project management plan was developed, and a stakeholder engagement plan was also created. A 25-member Advisory Panel was formed, and goals were identified. A kick-off meeting with city staff was held May 17, 2023, and biweekly update meetings began. On June 15, 2023, a series of Focus Groups meetings and a Downtown Walking Tour was hosted by Lionheart with an estimated 60 participants. The Advisory Panel met for the first time at the conclusion of the focus group meetings.

Phase 2 – Investigate

The second Advisory Panel meeting was held August 9 (virtual) to discuss population projections and existing conditions. Goals were revisited. On August 17, 2023, an Open House was held at the SISD Bond Auditorium. Approximately 50 people participated and provided input on the previously identified goals. Lionheart submitted the first draft of Part 1 of the plan for staff review and comment on October 12, 2023. Comments were issued.

Current Phase 3 – Create:

This phase will be to develop concepts, recommendations, and design criteria. Deliverables will include the Land Use and Growth Sector map, development alternatives, Thoroughfare Plan and an implementation roadmap. The third Advisory Panel meeting was held October 26, 2023. The third Open House was rescheduled to November 16, 2023, due to a conflict with another community event.

Phase 4 – Share

This phase will result in the submittal of the Comprehensive and Thoroughfare Plan, 2050. Public Hearings and Adoption meetings will occur. Project wrap-up is targeted for May 2023.

The project is on-schedule and within budget.

No formal action was taken by the Committee.

NOMINATIONS COMMITTEE

Maddie Smith, Chair

17. Nominations Committee ReportAgenda Item 3: Discuss and Approve Nominations to Citizen Boards and Commissions

The committee met on October 17, 2023, to review applications for Citizen Boards and Commissions.

According to the ordinance establishing the Airport Advisory Board, two absences from meetings of the advisory board in a 12-month period shall be considered a voluntary resignation.

At this time, we will accept the voluntary resignation of Chris Williams from Place 7 of the Airport Advisory Board.

We have one nomination to fill Place 7 of the Airport Advisory Board. - Craig Parks

According to the ordinance establishing the Tourism and Visitors Bureau Advisory Board, three consecutive absences from meetings of the commission shall be considered a voluntary resignation.

At this time, we will accept the voluntary resignation of Phil Greer, Place 2; Austin Hubbard, Place 4; and Sonia Olvera, Place 7 from the Tourism and Visitors Bureau Advisory Board.

We have one nomination to fill Place 7 of the Tourism and Visitors Bureau Advisory Board. Kimberly Fornes.

MOTION by Maddie Smith, second by Lon Reisman, to recommend to full council placing Craig Parks in Place 7 of the Airport Advisory Board vacated by Chris Williams. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to recommend to full council accepting the voluntary resignation of Phil Greer, Austin Hubbard, and Sonia Olvera as discussed. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to recommend to full council placing Kimberly Fornes in Place 7 of the Tourism and Visitors Bureau Advisory Board vacated by Sonia Olvera. MOTION CARRIED unanimously.

Agenda item #4: Discuss Status of Parks and Recreation Advisory Board and Senior Citizens' Advisory Board

The committee met on October 17, 2023, to discuss the status of the Parks and Recreation Advisory Board and Senior Citizens' Advisory Board.

There has been an ongoing issue with having a quorum for the Parks and Recreation Advisory Board. For the last 3 years most, meetings were not able to be held due to the lack of a quorum. This issue has made the staff of Parks and Leisure Services rethink having these two boards operate independently of each other.

With the Senior Center moving operations to the City Park, this created an opportunity to combine these two boards. This will give members the ability to speak into both parks and recreation and senior programs. We have many members of our Senior Center that have an interest in numerous other areas of Parks and Recreation.

There is also an issue with the number of applicants for these boards when an opening becomes available. There have been members of each board that would be happy to let a new person serve, but in many cases, there have not been any applicants. Combining these two boards and serving the interest of all programs under Parks and Leisure should provide for a more diverse pool of applicants.

Combining boards has been discussed and the Senior Center Advisory Board voted unanimously at the July 2023 meeting to combine the two boards. The Parks and Recreation Advisory Board did not have a quorum to vote, the issue was discussed without any negative feedback.

MOTION by Maddie Smith, second by Bob Newby, to recommend to full council an ordinance to repeal provisions outlined in Chapter 32, Sections 32.20 through 32.34 Parks and Recreation Advisory Board and Sections 32.50 through 32.64 Senior Citizens' Advisory Board of the Stephenville Code of Ordinances. MOTION CARRIED 2:1 with Lon Reisman abstaining.

MOTION by Maddie Smith, second by Bob Newby, to recommend to full council an ordinance creating a new section of chapter 32 of the code of ordinances known as the Parks and Leisure Services Advisory Board. MOTION CARRIED unanimously.

18. Consider Approval of Nominations to Citizen Boards and Commissions

MOTION by Maddie Smith, second by LeAnn Durfey, approving the nomination of Kimberly Fornes to the Tourism and Visitors Bureau Advisory Board as presented in the Committee Report from October 1, 2023. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve the nomination of Craig Parks to the Airport Advisory Board as presented in the Committee Report from October 1, 2023. MOTION CARRIED unanimously.

19. Consider Approval of an Ordinance Repealing the Parks and Recreation Advisory Board and the Senior Citizens' Advisory Board

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve Ordinance No. 2023-O-31 repealing the Parks and Recreation Advisory Board and the Senior Citizens' Advisory Board
MOTION CARRIED unanimously.

20. Consider Approval of an Ordinance Creating the Parks and Leisure Services Advisory Board

MOTION by Maddie Smith, second by Justin Haschke, to approve Ordinance No. 2023-O-32 creating the Parks and Leisure Services Advisory Board. MOTION CARRIED unanimously.

PUBLIC HEALTH AND SAFETY COMMITTEE

Bob Newby, Chair

21. Public Health and Safety Committee Report

Stephenville Police Department (SPD) Captain Jeremy Lanier. presented Public Health and Safety Committee Report from October 17, 2023.

The proposed configuration will allow for interoperability within a joint dispatch system, which can improve coordination and communication between different agencies during emergencies or large-scale events.

The total cost of change order #3 is \$110,492.08 with \$48,257.48 due at signing, using the credit balance of \$22,038.72 and the remainder due upon shipment and delivery of equipment. This request is to utilize funding set aside for the creation of the Erath County Joint Dispatch Center.

Following presentation and discussion: a motion was made by Mr. Bob Newby and seconded by Mrs. Maddie Smith to approve change order #3 and bring a positive recommendation to full council on November 7, 2023.

The committee voted unanimously to approve change order #3 to the system Purchase Agreement.

22. Approve a change order to the System Purchase Agreement between the City and L3 Harris

MOTION by Bob Newby, second by Maddie Smith to approve the System Agreement between the City and L3 Harris. MOTION CARRIED unanimously.

FINANCIAL REPORTS

Monica Harris, Director of Finance

23. Monthly Budget Report for the Period Ending September 30, 2023

In reviewing the financial statements ending September 30, 2023, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received \$13K in property taxes in the month of September, resulting in a \$455K increase over the funds collected last fiscal year to date. The amount collected is 98% of the budget, which is \$173K less than anticipated.

Sales and Use Tax: We received \$720K in sales tax in September, resulting in \$866K or 10% more than the funds collected last fiscal year to date. The amount collected is 104% of the \$9 million budget, which is \$364K higher than anticipated.

Revenue (by Fund): Of the \$46 million revenue received to date, 50% was received in the General Fund, 29% was received in the Water/Wastewater Fund and 6% was received in the Landfill Fund.

Revenue (Budget vs Actual): We have received 103% of the total budgeted revenues through September, which is \$1 million more than anticipated due to taxes, charges for services, court fines, and other revenue such as investment income and donations.

Revenue (Prior Year Comparison): We received \$25.1 million less in revenue through September than last year to date due to debt proceeds received in the prior fiscal year; however, we have received \$1.6

million more in taxes, \$67K more in permits, \$76K more in fines, and \$415K more in charges for services over last year to date.

Expenditures (by fund): Of the \$59.7 million spent to date, 46% was expended in the Water/Wastewater Fund, 38% was expended in the General Fund, 7% was expended the Capital Projects Fund, and 4% was expended in the Landfill Fund.

Expenditures (Budget vs Actual): We have expended 61% of the total budgeted expenditures through September, which is \$35.4 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (Prior Year Comparison): We spent \$14.2 million more in expenditures through September than last year to date, the bulk of which is capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 111% of budgeted revenue through September, which is \$21K more than last year to date and \$76K more than anticipated due to taxes and interest income.

SEDA Expenditure Comparison: SEDA has spent an overall 48% of budgeted expenditures through September, which is \$171K more than last year to date due to personnel and grant disbursements but \$954K less than anticipated due to capital outlay and grant disbursements.

24. Quarterly Investment Report for the Period Ending September 30, 2023

The City of Stephenville's total market value of cash and investments on September 30, 2023, was \$58,553,130. This is allocated 2% in demand accounts, 1% in cash/money market accounts, 3% in Certificates of Deposits, less than 1% in US Treasuries, 56% in TexStar investment pool, and 38% in TexPool investment pool.

We earned \$785K in interest for the quarter. The average yield to maturity for all account types for the quarter was 5.08%. The average yield to maturity for investment accounts for the quarter was 5.27%. The average yield to maturity for a 3-month treasury bill for the quarter was 5.29%. The weighted average maturity in days of the portfolio was 4.13 days.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

Prior to the report given by Jeff Sandford, Mayor Svien recognized awards SEDA recently received.

At the recent Annual Conference of the Texas Economic Development Council, held in Houston, The Stephenville Economic Development Authority was recognized for Outstanding Achievement in Economic Development.

SEDA was one of about 30 entities awarded, out of approximately 1,000 cities, EDC's and other organizations across the State who specialize in the development of their communities.

This is the third consecutive award for SEDA, but the first in the larger category of towns ranging from 20,000 – 50,000 in population.

SEDA Executive Director Jeff Sandford addressed the Council at tonight's Regular City Council Meeting. Mr. Sandford shared a historical recap and birthday rundown of November. He also gave an update on several ongoing SEDA projects such as Clean Control, Façade Grants, and the Career Club.

CONSENT AGENDA

25. Consider Approval of Minutes - October 10, 2023
26. Consider Approval of Minutes - October 12, 2023
27. Consider Approval of Minutes - October 17, 2023
28. Consider Approval of Municipal Court Bailiff Contract
29. Consider Approval of Purchase of Equipment for Grounds Keeping from United Ag and Turf
30. Consider Approval of Building and Grounds/Park Maintenance Equipment from Professional Turf Products
31. Consider Approval of Purchase of New Shade Structures for Splashville Water Park
32. Consider Approval of Award of Portable Restroom Bid to Texan Restrooms
33. Consider Approval of the Purchase of a Maintenance Truck for Building and Grounds
34. Consider Approval of Resolution Regarding a Financing Agreement for the Purpose of Procuring Mowers and Related Ground Maintenance Equipment
35. Consider Approval of the 536 Wellfield - Wells Project
36. Consider Approval of the Annual Firefighter Wellness Physicals
37. Consider Approval of Replacement EMS Equipment

MOTION by Mark McClinton, second by Justin Haschke, to approve the Consent Agenda items as presented. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

City Manager Jason King officially welcomed Jacey Wood as the new Deputy City Secretary.

He also announced several important dates coming up in November:

November 10th – City closed to observe Veterans Day

November 11th - Veterans Day ceremony

November 16th – Comprehensive Plan Open House

November 23-24th – City closed for Thanksgiving holiday.

COMMENTS BY COUNCIL MEMBERS

LeAnn Durfey – Holiday Open House for downtown businesses is November 17. Christmasville is November 25th. Businesses will be open all day with the parade and fireworks ending the day.

Mayor Doug Svien – Mayor Svien gave an update on a presentation given by Glen Hegar, Texas Comptroller of Public Accounts, that he attended at Tarleton. The Mayor also gave a shout out to his granddaughter who will be performing in a Veterans Day program.

Mayor Svien recessed the Regular City Council Meeting at 6:41 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

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

1. City Secretary
2. Director of Administrative Services
3. Director of Development Services
4. Director of Finance
5. Director of Parks and Leisure Services
6. Director of Public Works
7. Fire Chief
8. Police Chief

39. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Vulcan

40. Section 551.087. Deliberation Regarding Economic Development Negotiations - Project Feather

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

Mayor Svien adjourned the Executive Session at 7:52 PM and reconvened the Regular City Council Meeting at 7:54 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

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

1. City Secretary
2. Director of Administrative Services
3. Director of Development Services
4. Director of Finance
5. Director of Parks and Leisure Services
6. Director of Public Works
7. Fire Chief
8. Police Chief

MOTION BY Maddie Smith, second by Mark McClinton, to approve the changes to the step program for directors listed as discussed in Executive Session. MOTION CARRIED unanimously.

ADJOURN

Mayor Svien adjourned the Regular City Council meeting at 7:54 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, November 14, 2023 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, November 14, 2023, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Special City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT:

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

COUNCIL ABSENT:

- Council Member Justin Haschke
- Council Member David Baskett

OTHERS ATTENDING:

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

CALL TO ORDER

The Mayor called the Special Meeting to order at 5:58 PM.

REGULAR AGENDA

1. **Canvass the November 7, 2023, Special Election**

Mayor Svien appointed Maddie Smith (Chair), Lon Reisman, and Bob Newby to the Canvassing Committee. He recessed the open meeting at 5:58 PM for the Committee to step out to canvass the results from the City's Election held on Tuesday, November 7, 2023. The meeting was reconvened at 6:03 PM.

2. Consider Approval of Ordinance Canvassing the Results of the November 7, 2023, Special Charter Amendment Election

MOTION by Maddie Smith, second by Lonn Reisman, to approve Ordinance No. 2023-O-33 Canvassing the results of the November 7, 2023, Special Charter Amendment Election as follows:

PROPOSITION	VOTES CAST	TOTAL VOTES CAST	PERCENTAGE
Proposition A – Reducing the City Council from eight (8) to six (6) members			
For	642	1,628	39.43%
Against	986	1,628	60.57%
Proposition B – Amending Term Limits for Mayor and Council Members			
For	824	1,636	50.37
Against	812	1,636	49.63

MOTION CARRIED unanimously.

PERSONNEL COMMITTEE

Brandon Greenhaw, chair; Justin Haschke, Maddie Smith, Mark McClinton

3. Personnel Committee Report for November 14, 2023

Committee Chair Brandon Greenhaw provided the Personnel Committee Committee Report from November 14, 2023.

Agenda Item #2: Consider Approval of the Use of Part-time Firefighters

Stephenville Fire Department operates with a minimum staffing level each day to assure safe and efficient operations. When our authorized staffing levels fall, overtime is used to achieve the minimum. With the logistics of advertising, interviews, and training, the timeline to onboard new personnel becomes protracted. Part-time personnel could be used to fill these gaps and assure our existing personnel aren't overburdened with working too many hours. The financial impact will be the cost of processing new employees.

MOTION by Mark McClinton, second by Maddie Smith, recommended the approval of the use of part-time firefighters to full Council. MOTION CARRIED unanimously.

Agenda Item #3: Consider Approval of the Creation of an EMS Battalion Chief

Currently the department operates with a single Battalion Chief on shift. Last year we created the Division Chiefs and agreed to eliminate the Battalion Chiefs through attrition. Since that time we have had the attrition of one Battalion Chief.

Today our Community Assistance, Resource, Education System (CARES) program is managed by our Community Resource Paramedic. This program is operated at a level above the rank structure of our CRP. This initiative includes management of all our EMS operations as well as the CARES program to include the following:

- Manage operations of the CARES Program and other MIH projects.
- Function as the lead practitioner in the CARES program, supervising the enrollment, case management, and discharge of clients.

- Oversee daily EMS operations, including personnel, supply, and documentation.
- Performance of clinical reviews of electronic health records (EHRs) and recommending resolutions of clinical performance issues.
- Research and development of new EMS/MIH protocols, policies, and procedures while in collaboration with the EMS Medical Director.
- Lead the development, implementation, and performance of continuous quality improvement of clinical treatment guidelines in conjunction with the EMS Committee.
- Developing, implementing, and overseeing EMS/MIH training, including the credentialing of EMS/MIH providers.

The CARES program management would benefit greatly from a supervisory level officer at the rank of Battalion Chief (renamed EMS Chief). The position would be a forty-hour week supervisor classed employee. Today our CRP works a cursory number of overtime hours each week while on shift to cover appointments and meetings. These hours would be eased with a more normal schedule and absorbed into the new position. The CRP is routinely meeting with the Medical Director, Hospital President, and other community leaders in the associated healthcare profession.

FISCAL IMPACT SUMMARY:

Continuing the budgeted salary for one Battalion Chief

MOTION by Maddie Smith, second by Mark McClinton, to recommend the approval of the creation of an EMS Battalion Chief to full Council. MOTION CARRIED unanimously.

4. Consider Approval of the Use of Part-time Firefighters

MOTION by Brandon Greenhaw, second by Bob Newby, to approve the use of part-time firefighters as presented during the Personnel Committee Report for November 14, 2023. MOTION CARRIED unanimously.

ADJOURN

The Mayor adjourned the Special City Council meeting at 6:05 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

Evaluation Only.
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APPLICATION FOR
EMS/AMBULANCE PERMIT

DATE: 11/20/23

APPLICANT: Care Flite

ADDRESS: 1789 Kingland St, Stephenville TX 76401

MAILING ADDRESS (IF DIFFERENT): 3110 S. Great Southwest Pkwy, Grand Prairie TX 75052

PHONE: 972-339-4200 NO. OF YEARS IN EMS BUSINESS: 40+

LIST LEVEL AND TYPE OF SERVICE TO BE PROVIDED:

BLS and ALS

LIST NUMBER OF AMBULANCE UNITS AND NUMBER OF PERSONNEL TO BE PROVIDED:

1 Ambulance

2 employees 1 Paramedic 1 EMT

HOURS OF OPERATION AND AVAILABILITY: 24 hours 7 days

LIST ANY EXPERIENCE THE APPLICANT HAS HAD IN RENDERING SUCH SERVICES

Care Flite has been delivering BLS and ALS since 1979.

If a partnership, the names, of all partners, general and limited. If a corporation, its name, date, and place of incorporation, the address of its principal place of business, the names of all its officers and directors. (Provide this information on a separate page.)

NAME OF COMPANY: Care Flite - Non Profit


ADDRESS: 3108 S. Great Southwest Pkwy Grand Prairie TX 75052


PHONE: 972-339-4200

INSURANCE COMPANY: VFIS Nation Fire
 AGENT: Cottingham Butler
 POLICY NUMBER: 100 0004799
 EFFECTIVE PERIOD: 10/1/2023 - 10/1/2024
 AMOUNT OF LIABILITY: \$1,000,000.00

PLEASE ATTACH COPIES OF **CURRENT INSURANCE POLICY AND TEXAS DEPARTMENT OF HEALTH PROVIDER LICENSE.**

I certify that the statements in this application are true and correct. I realize they will be investigated and thereby authorize the release of any pertinent and appropriate information. I understand that misrepresentations on my part in completing this application will cause my application to become null and void.

SIGNED: 
 DATE: 11/28/2023

RECEIVED BY:  DATE: 11/29/2023

~~REVIEWED BY PUBLIC HEALTH AND SAFETY COMMITTEE.~~ _____

APPROVED BY COUNCIL: _____

FEE PAID: _____



CERTIFICATE OF LIABILITY INSURANCE

Item 33.

DATE (MM/DD/YYYY)
10/9/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

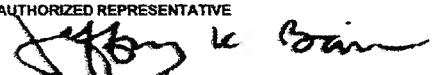
PRODUCER Cottingham & Butler Jeff Bair 800 Main St. Dubuque IA 52001	CONTACT NAME: PHONE (A/C, No, Ext): 563-587-5000		FAX (A/C, No): 563-583-7339
	E-MAIL ADDRESS:		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Starr Indemnity & Liability Company	38318
INSURED CareFlite 3110 S. Great Southwest Pkwy Grand Prairie TX 75052	CAREFLI-01		INSURER B:
			INSURER C:
			INSURER D:
			INSURER E:
			INSURER F:

COVERAGES **CERTIFICATE NUMBER: 1784249463** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			100 0004799	10/1/2023	10/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Stephenville, Texas Attn: Sheryl Truss 298 W Washington St. Stephenville TX 76401	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

This certifies that

CAREFLITE-GROUND

License Number: 300046

has submitted acceptable evidence of compliance with the Texas Health and Safety Code, Chapter 773, the Texas EMS Act, and is hereby granted a License as a **TEXAS EMERGENCY MEDICAL SERVICES PROVIDER**. This License is not transferable and is valid only for use by the provider named above.

Expiration Date: 11/30/2025

If you have a complaint about the services you have received from this EMS Provider or if you have a reason to believe that a violation of Texas EMS regulations has occurred, please report your concerns to the Texas Department of State Health Services at:

1-800-452-6086 or by email to **EMS_Complaint@dshs.texas.gov**

Document Number: 8731

CHAPTER 114. - AMBULANCE AND EMERGENCY MEDICAL SERVICE

Sec. 114.01. - Definitions.

The following terms and phrases, as used in this chapter unless the context clearly indicates otherwise, shall have the meanings respectively ascribed to them in this section.

City, when used in this article, shall mean the City of Stephenville, Erath County, Texas.

Emergency, when used in this chapter shall mean the services used to respond to an individual's perceived need for immediate medical care to prevent death or aggravation of physiological or psychological illness or injury, or the sudden onset of a medical or traumatic condition manifesting itself by acute symptoms of sufficient severity, including severe pain, such that the absence of immediate medical attention could reasonably be expected to result in:

1. Placing a patient's health in serious jeopardy;
2. Serious impairment to bodily functions; or
3. Serious dysfunction of any bodily organ or part.

EMS, when used in this chapter, shall mean a provider of Emergency Medical Service, ambulance service, or EMS provider.

Licensed ambulance service, when used in this chapter, shall mean an ambulance service that is currently licensed as an EMS provider by the Texas Department of Health.

Out of town emergency transfer, when used in this chapter, shall mean the transporting of a patient to a medical facility in a town or city other than Stephenville. Primarily this would mean transporting of a patient, for whatever reason, from the local hospital to a hospital in another city.

Private owned service, when used in this chapter, shall mean an individual, company or organization that is in the business of providing an EMS or ambulance service that is primarily a for-profit operation.

Stand-by, when used in this chapter, shall mean a service provided by an EMS provider at a special event to provide for the treatment and transportation of the sick or injured. (example: football games, rodeos, races, and the like)

(Ord. 1999-22, passed 8-17-99)

Sec. 114.02. - Emergency ambulance service.

- (A) The City of Stephenville Fire Department EMS shall be the primary provider of emergency ambulance service and emergency medical service within the city limits and in other areas under contract with the city to provide such service.
- (B) All patients transported by the city EMS shall terminate at the hospital Emergency Room.
- (C) Any person utilizing the city's EMS service shall pay for services rendered. A copy of the city's EMS fee schedule shall be kept on file in the office of the City Secretary.
- (D) It shall be unlawful for anyone, including the holder of a city permit or license from the Texas Department of Health, to intentionally furnish, operate, maintain, advertise for or otherwise be engaged or profess to be engaged in the operation of, or provide emergency ambulance service upon

the streets within the city or in any areas under contract with the city to provide such service. (see exceptions)

(Ord. 1999-22, passed 8-17-99)

Sec. 114.03. - Exceptions.

- (A) A licensed ambulance service may respond in situations where the city, or its authorized representative, requests or authorizes another service to assist in an emergency under circumstances in which a city ambulance is not available to respond to an emergency situation which may require treatment or transportation of a patient or patients.
- (B) It shall be permissible for a private owned ambulance service, who in the process of providing non-emergency ambulance service, and the situation develops into an emergency, to proceed with treatment and transportation of the patient to the hospital, provided that said service is licensed by the Texas Department of Health to provide such service.
- (C) It shall be permissible for any ambulance or person therein, to respond to or from an emergency situation, outside of the city or its contracted areas of service.
- (D) Private owned ambulance services that through a contractual arrangement or other agreement to provide service and stand-by at special events, are permitted to treat and transport patients to the local hospital within the city and its areas under contract.

(Ord. 1999-22, passed 8-17-99)

Sec. 114.04. - Private owned ambulance services.

- (A) When an applicant files for a permit to provide ambulance service, the City Council must determine that it would be beneficial for the public's convenience, necessity and welfare, to provide additional service. The City Council may then grant a permit.
- (B) Private owned ambulance services operating within the city are authorized to provide non-emergency transport, out of town emergency transfer, and stand-by service only.
- (C) All private owned ambulance services are required to obtain an annual permit on or before January 1 of each year, to operate and provide service within the city. Permit applications shall be kept on file in the office of the City Secretary, and the fee for the permit will be as per the city's current fee schedule.
- (D) Applications for permits to operate a private owned ambulance service within the city shall be reviewed by the Public Health and Safety Committee of the Stephenville City Council. The committee will consider all applications and will make a recommendation to the entire City Council.
- (E) Any private owned ambulance service operating within the city, or its areas under contract, shall at all times possess a current Texas Department of Health license to provide such service, and shall at all times meet the requirements of the Texas Department of Health in regards to staffing, equipment, and supplies.
- (F) All private owned EMS providers operating within the city or its contracted service areas, shall at all times have in full force and effect insurance coverage as follows:

- (1) General liability insurance providing coverage for bodily injury, property damage, advertising injury, or personal injury arising out of the operation of said ambulance service with a minimum of \$1,000,000.00 per occurrence and a general aggregate of \$1,000,000.00;
 - (2) Automobile liability insurance with a minimum combined single limit (each accident) of \$1,000,000.00 including hired and non-owned coverage;
 - (3) Uninsured/underinsured motorists coverage;
 - (4) Malpractice insurance; and
 - (5) Excess liability to cover all underlying liability policies.
 - (a) The insurance policies required herein shall be submitted to the Public Health and Safety committee, or its designated representative, for approval. Satisfactory evidence that such insurance is at all times in full force and effect, shall be provided in form as specified by the committee, or its representative.
 - (b) Every insurance policy required hereunder shall extend for the period to be covered by the permit granted for the operation of ambulance services herein, and the insured shall be obligated to give not less than 30 days' written notice to the city before any cancellation or other termination of any such policy.
 - (c) The cancellation or other termination of any policy of insurance required herein shall automatically revoke and terminate the permit for ambulance service granted herein, unless another insurance policy complying with the provisions of this section shall provide and be in full force and effect at the time of such cancellation or other termination.
- (G) All private owned ambulances operating in the city shall be maintained in sufficient mechanical condition as to comply with all the regulations set out by the Texas Department of Health.
- (H) All private owned ambulances operating in the city shall have the name of the service prominently displayed on each side on the vehicle in letters of at least three inches in height.
- (I) Any right, privilege or permit held, owned or obtained by any private owned ambulance service under the provisions of this article may be sold, assigned, leased or transferred, or inherited; provided, however, any proposed sale, assignment, lease or transfer shall first be presented in writing to the city council for its approval or disapproval.

(Ord. 1999-22, passed 8-17-99; Am. Ord. 2002-23, passed 10-1-2002; Am. Ord. 2005-33, passed 12-6-2005)

Secs. 114.05—114.98. - Reserved.

Sec. 114.99. - Penalty.

Each officer, agent or employee of any corporation and every other person who violates or fails to comply with, or who procures, aids or abets in the violation of, any provision of this chapter, or fails to obey, observe or comply with any other decision, rule or regulations, direction, demand or requirement of the City Council, shall be guilty of a Class "C" misdemeanor, and upon conviction shall be punished by a fine not exceeding \$200.00. Each day any provision of this chapter, or any rule, regulation or order of the City Council relevant thereto is violated shall constitute a separate offense, and the fact that the City Council may have caused prosecution for violation of its rules, regulations or orders under the penal

section of this article shall not operate to prevent or limit the exercise of the authority of the City Council to suspend, revoke, alter or amend permits or certificates as provided in this chapter.

(Ord. 1999-22, passed 8-17-99)



STAFF REPORT

SUBJECT: Consider Approval of outfitting Fire Marshal's Office Trucks

DEPARTMENT: Fire Department

STAFF CONTACT: Robert Isbell

RECOMMENDATION:

Consider Approval of outfitting Fire Marshal's Office Trucks

BACKGROUND:

This request is to outfit the two (2) Dodge Pick-up Trucks assigned to the fire marshal's office. The two trucks were purchased in last year's budget and the associated equipment is included in this year's budget. This equipment includes emergency lights, siren and associated equipment to make them ready for emergency service.

FISCAL IMPACT SUMMARY:

The cost of the outfitting is \$29,061.50. This project is budgeted in the 2023-24 budget. The equipment and installation is bid through BuyBoard cooperative purchasing program.

ALTERNATIVES

1. Not fund

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	457098-Q
Customer No.	STEPHENFD

Bill To

STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL DR
 STEPHENVILLE, TX 76401

Ship To

DANA SAFETY SUPPLY
 800 Railhead Rd # 344
 Fort Worth, TX 76106-1903

Contact: GREGG SCHRUMPF
Telephone: 254-918-1202

E-mail: GSCHRUMPF@STEPHENVILLETX.GOV

Contact: STEVENS
Telephone: 817-909-3639

E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/30/23	GROUND SHIPMENT	PPAY & ADD TO INVOICE		Net 30	
Entered By	Salesperson	Ordered By	Resale Number		
Aaron Jochim	BRYAN STEVENS-FORT WORT	GREG SCHRUMPF			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO BUYBOARD 698-23 Warehouse: FTWO	0.0000	0.00
2	2	N	INFO 2023 RAM 1500 STEPHENVILLE FD Warehouse: FTWO	0.0000	0.00
1	1	N	INFO LIGHT BAR Warehouse: FTWO	0.0000	0.00
2	2	N	MISC SOI-ENFWB0100P- SPLIT FRONT INNER R/B/W Warehouse: FTWO	1,044.7500	2,089.50
2	2	N	GGD19HBL1C RANCHAND LEGEND GRILL GUARD Warehouse: FTWO	765.2000	1,530.40
12	12	N	Etristate EMPS2STS5RBW SOI MPOWER FASCIA 4"18-LED STUD MNT RED/BLUE/WHI Warehouse: FTWO 4- FACING FORWARD ON RANCHHAND 2-FACING OUT ON SIDES (INTERSECTION)	123.0000	1,476.00

Print Date	11/29/23
Print Time	12:24:15 PM
Page No.	1

Printed By: Bryan Stevens

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	457098-Q
Customer No.	STEPHENFD

Bill To

STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL DR
 STEPHENVILLE, TX 76401

Ship To

DANA SAFETY SUPPLY
 800 Railhead Rd # 344
 Fort Worth, TX 76106-1903

Contact: GREGG SCHRUMPF
Telephone: 254-918-1202

E-mail: GSCHRUMPF@STEPHENVILLETX.GOV

Contact: STEVENS
Telephone: 817-909-3639

E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/30/23	GROUND SHIPMENT	PPAY & ADD TO INVOICE		Net 30	
Entered By	Salesperson	Ordered By	Resale Number		
Aaron Jochim	BRYAN STEVENS-FORT WORT	GREG SCHRUMPF			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INFO BACK WINDOW Warehouse: FTWO	0.0000	0.00
4	4	N	EMPS2QMS5RBW SOI MPOWER FASCIA 4"18-LED QUICK MNT RED/BLUE/WH Warehouse: FTWO TOP OF BACK WINDOW (DRIVER AND PASSENGER)	123.0000	492.00
4	4	N	PMP2WSDDDB SOI 4" MPOWER DUAL WINDOW SHROUD-BLACK Warehouse: FTWO	16.0000	64.00
4	4	N	ELUC3H010D SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/WHITE Warehouse: FTWO MOUNT IN DRIVER SIDE REVERSE LIGHT AND DRIVER SIDE FOG LIGHT	75.0000	300.00
4	4	N	ELUC3H010E SOI UNIV UNDERCOVER LED INSERT, 5 WIRE BLUE/WHITE Warehouse: FTWO MOUNT IN PASSENGER SIDE REVERSE LIGHT AND PASSENGER SIDE FOG LIGHT	75.0000	300.00
1	1	N	INFO RUNNING BOARDS Warehouse: FTWO	0.0000	0.00

Print Date	11/29/23
Print Time	12:24:15 PM
Page No.	2

Printed By: Bryan Stevens

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	457098-Q
Customer No.	STEPHENFD

Bill To

STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL DR
 STEPHENVILLE, TX 76401

Ship To

DANA SAFETY SUPPLY
 800 Railhead Rd # 344
 Fort Worth, TX 76106-1903

Contact: GREGG SCHRUMPF
Telephone: 254-918-1202

E-mail: GSCHRUMPF@STEPHENVILLETX.GOV

Contact: STEVENS
Telephone: 817-909-3639

E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/30/23	GROUND SHIPMENT	PPAY & ADD TO INVOICE		Net 30	
Entered By	Salesperson	Ordered By	Resale Number		
Aaron Jochim	BRYAN STEVENS-FORT WORT	GREG SCHRUMPF			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
4	4	N	ESLRL61058 SOI 61" SL RUNNING LIGHT RED/BLUE/WHITE - UNIVERSA Warehouse: FTWO	281.0000	1,124.00
4	4	N	PSLVBK05 SOI UNIVERSAL MOUNTING KIT NLINE RUNNING LIGHTS Warehouse: FTWO	18.4000	73.60
1	1	N	INFO UNDERTAILGATE Warehouse: FTWO	0.0000	0.00
12	12	N	EMPSCG2QMS5RBA SOI, MPWR FASCIA C-N-G, 4", QM, BLK HSG, RED/BLU/AME Warehouse: FTWO NO SOI CONFIG ONLINE	0.0000	0.00
1	1	N	INFO CONTROL SYSTEM Warehouse: FTWO	0.0000	0.00
2	2	N	ENGSA5200RSP SOI 500 SERIES 200WATT DUAL TONE BTNN SIREN Warehouse: FTWO	853.0000	1,706.00
2	2	N	ENGLMK005 SOI BLUEPRINT RAM Trucks 4TH Gen 1500 SSV or Classic: Warehouse: FTWO	275.0000	550.00

Print Date	11/29/23
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Page No.	3

Printed By: Bryan Stevens

Continued on Next Page

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	457098-Q
Customer No.	STEPHENFD

Bill To

STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL DR
 STEPHENVILLE, TX 76401

Ship To

DANA SAFETY SUPPLY
 800 Railhead Rd # 344
 Fort Worth, TX 76106-1903

Contact: GREGG SCHRUMPF
Telephone: 254-918-1202

E-mail: GSCHRUMPF@STEPHENVILLETX.GOV

Contact: STEVENS
Telephone: 817-909-3639

E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/30/23	GROUND SHIPMENT	PPAY & ADD TO INVOICE		Net 30	
Entered By	Salesperson	Ordered By	Resale Number		
Aaron Jochim	BRYAN STEVENS-FORT WORT	GREG SCHRUMPF			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
10	10	N	ENGND04101 SOI BLUEPRINT REMOTE NODE Warehouse: FTWO	204.0000	2,040.00
10	10	N	ENGHNK03 SOI 10' BLUEPRINT HARNESS KIT Warehouse: FTWO	75.0000	750.00
4	4	N	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: FTWO 100J series composite speaker w/ universal bail brkt-100 watt	175.0000	700.00
1	1	N	INFO CONSOLE Warehouse: FTWO	0.0000	0.00
4	4	N	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: FTWO	35.0000	140.00
2	2	N	PP-2019-DPU-FS-NB PP 2019-2022 Dodge Ram FULL SIZE center console. Fits Warehouse: FTWO 2019-2022 Dodge Ram FULL SIZE center console. Fits 1500. Works with NEW center seat ONLY. Brackets INCLUDED.	741.0000	1,482.00
2	2	N	425-6583 JOTTO Harris XL185M/XL200M (REMOTE HEAD) Warehouse: FTWO	28.5000	57.00

Print Date	11/29/23
Print Time	12:24:15 PM
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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	457098-Q
Customer No.	STEPHENFD

Bill To

STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL DR
 STEPHENVILLE, TX 76401

Ship To

DANA SAFETY SUPPLY
 800 Railhead Rd # 344
 Fort Worth, TX 76106-1903

Contact: GREGG SCHRUMPF
Telephone: 254-918-1202

Contact: STEVENS
Telephone: 817-909-3639

E-mail: GSCHRUMPF@STEPHENVILLETX.GOV

E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/30/23	GROUND SHIPMENT	PPAY & ADD TO INVOICE		Net 30	
Entered By	Salesperson	Ordered By	Resale Number		
Aaron Jochim	BRYAN STEVENS-FORT WORT	GREG SCHRUMPF			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	N	425-6682 JOTTO FP 4' SOUND OFF SIGNAL 500 SERIES REM Warehouse: FTWO	28.5000	57.00
2	2	N	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: FTWO LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****	375.0000	750.00
2	2	N	5025B BLUE SEA 6-CIRCUIT ST BLADE FUSE BLOCK WITH COVER Warehouse: FTWO	45.0000	90.00
2	2	N	5026B BLUESEA FUSE ST BLOCK Warehouse: FTWO	50.0000	100.00
2	2	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: FTWO *****PRICE INCLUDES REMOVAL OF WATCHGUARD CAMERA SYSTEM IN CUSTOMERS TAHOE*****	3,225.0000	6,450.00
2	2	N	448227 MEYER BAK INDUSTRIES TONNEAU COVER BACKFLIP M4 Warehouse: FTWO	1,030.0000	2,060.00

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	457098-Q
Customer No.	STEPHENFD

Bill To

STEPHENVILLE FIRE DEPARTMENT
 1301 PECAN HILL DR
 STEPHENVILLE, TX 76401

Ship To

DANA SAFETY SUPPLY
 800 Railhead Rd # 344
 Fort Worth, TX 76106-1903

Contact: GREGG SCHRUMPF
Telephone: 254-918-1202

E-mail: GSCHRUMPF@STEPHENVILLETX.GOV

Contact: STEVENS
Telephone: 817-909-3639

E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
10/30/23	GROUND SHIPMENT	PPAY & ADD TO INVOICE		Net 30	
Entered By	Salesperson	Ordered By	Resale Number		
Aaron Jochim	BRYAN STEVENS-FORT WORT	GREG SCHRUMPF			
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
4	4	N	ECVCSMLEDF SOI 12" SM INTERIOR CARGO LED LIGHT Warehouse: FTWO underbed lighting	45.0000	180.00
2	2	N	GRAPHICS GRAPHICS FOR VEHICLE Warehouse: FTWO GRAPHICS	800.0000	1,600.00
2	2	N	GRAPHICS INSTALL GRAPHICS INSTALL Warehouse: FTWO	400.0000	800.00
2	2	N	TINT Vehicle Window Tint Per Customers Specs Warehouse: FTWO Tint full truck (no strip)	300.0000	600.00
<p>Approved By: _____</p> <p><input type="checkbox"/> Approve All Items & Quantities</p> <p>Quote Good for 30 Days</p>					

Print Date	11/29/23
Print Time	12:24:15 PM
Page No.	6

Subtotal	27,561.50
Freight	1,500.00
Order Total	29,061.50

Printed By: Bryan Stevens



TodoVerde

8008 Vineyard Ct.,
Burleson, TX 76028
Phone: 682-346-4221

Item 35.
Number: 1001

Date: 10/26/2023

Quote prepared for: **James Wiley**

Bill To:
James Wiley
City of Stephenville TX
298 W Washington St
Stephenville, TX 76401
Phone: (254)918-1220
Email: jwiley@stephenvilletx.gov

Ship To:
James Wiley
City of Stephenville TX
298 W Washington St
Stephenville, TX 76401
Phone: (254)918-1220

Item #	Mfr. Part	Description	Price	Qty.	Extended
*1	PV ME5024 STORAGE ARRAY	PV ME5024 STORAGE ARRAY Mfr:	\$ 27,652.56	1	\$ 27,652.56
*2	Dell HBA355e Adapter Low Profile/Full Height CK	405-AAZY Dell HBA355e Adapter Low Profile/Full Height, Mfr:	\$ 865.98	2	\$ 1,731.96
*3	POWEREDGE R660COLETO PE	POWEREDGE R660COLETO PE Mfr:	\$ 12,889.59	2	\$ 25,779.18
*4	TIPS# 230504	TIPS# 230504 Mfr:	\$ 0.00	1	\$ 0.00
4 item(s)				Sub-Total	\$ 55,163.70
				Tax @ 8.25%	\$ 0.00
				Freight	\$ 0.00
				Total	\$ 55,163.70

(*) Tax exempted Part(s)

Quote Valid Until: 11/25/2023

Payment Details

Pay by: Company PO

Terms and Conditions

Quotation Valid For 30 Days.
Payment terms are Net 30
All Prices are in US Dollars.
Prices do not include taxes. Customer shall be responsible for any applicable taxes.

Shipping and Delivery Details

Shipping via: Free Delivery
(DropShip)

Prepared by: **Patrick Howard**

Email: **phoward@todoverdellc.com**

Phone: **682-346-4221**



STAFF REPORT

SUBJECT: Police Department Server Replacement

DEPARTMENT: Police Department/Information Technology

STAFF CONTACT: Chief Dan Harris/James Wiley

RECOMMENDATION:

Purchase new computer equipment to replace the aging server equipment currently serving as file storage and network infrastructure for the Police Department.

BACKGROUND:

The existing equipment was purchased in 2015 and is nearly 10 years old. Additionally, the server is running low on disk space. It is also considered "end of life" by Dell and isn't supported any longer by Dell.

FISCAL IMPACT SUMMARY:

Total cost is \$55,163.70. \$48,600 will be paid through cost savings from the Police Department monthly radio fee not paid in FY 22-23 and \$6,563.70 from reallocated funds in the Police Department FY 23-24 budget.

ALTERNATIVES

Continue to use the old equipment and hope it continues to work.



Customer Certificate of Acceptance Form

DCPO112-f01

Project Name: City of Stephenville Site Addition

Customer Name: City of Stephenville

L3Harris Corporation Contract ID No.: 8168

This is to certify that, having taken part in the agreed upon acceptance test, we declare the following system as accepted under the terms of this Agreement.

See attachments (no. of pages _____)

Customer Representative

Signature: _____

Printed Name: _____

Title: _____

Date: _____

L3Harris Corporation Representative

Signature: 

Printed Name: Tai Nguyen

Title: Lead Program Manager

Date: 09/27/23



Customer Certificate of Acceptance Form

DCPO112-f01

Revision History

Rev	ECO	Date	Revision History – Description of Changes	Change By / (Approved By)
-	C-174796	7/19/21	Initial Release under Program Operations process. Reissue of legacy DCPPM106-f03	K Martin



L3HARRIS™

L3Harris Technologies, Inc.
221 Jefferson Ridge Parkway
Lynchburg, VA 24501
Federal ID# 34-0276860

INVOICE

Invoice Number	P000011215	Item 36.
Invoice Date	11-NOV-2023	
Due Date	11-DEC-2023	
Payment Terms	Net 30	
Customer PO	NO PO / Contract 8168	

BILL TO CUSTOMER: 42557
Stephenville, City of
Attn: Gresham, James
356 N Belknap
Stephenville, TX 76401

SHIP TO CUSTOMER: 42556
Stephenville, City of
356 N Belknap
Stephenville, TX 76401

SALES ORDER	CONTRACT	PROJECT	OTHER	SITE
	00008168			

LINE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1	Section 9. A.1.6 - Fifteen percent (15%) of the Total Agreement Price (excluding the aggregate price of the Terminal Hardware included in the Total Agreement Price) plus any remaining unpaid portion of the Total Agreement Price for all Hardware, Software and Services to be provided under the terms of this Agreement (excluding the aggregate price of the Terminal Hardware included in the Total Agreement Price) shall be due upon final Acceptance of the System.	1.00	101,658.67	101,658.67

SUBTOTAL 101,658.67

Exchange Rate:	1.0000 (USD)	101,658.67	AMOUNT DUE USD	101,658.67
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A Charge of 1 1/2% per month of Invoice Total will be levied on Past Due Invoices

ELECTRONIC FUNDS TRANSFER TO:
Bank of America
USD Account #: 4451124230
Routing #: ABA 111000012 (ACH ONLY)
ABA 026009593 (WIRE ONLY)
Swift Code: BOFAUS3N

PLEASE REMIT TO:
L3Harris Technologies, Inc.
PSPC Communications Division
P.O. Box 419436
Boston, MA 02241-9436

Billing Contact: Ryan.Sparklin@l3harris.com

H_MILESTNUSA76401P0000112150



STAFF REPORT

SUBJECT: Approve the System Acceptance Agreement between the City and L3 Harris

DEPARTMENT: Police/Fire

STAFF CONTACT: Dan M. Harris, Jr.

RECOMMENDATION:

Approve the System Acceptance Agreement between the City and L3 Harris

BACKGROUND:

In December of 2021 the City of Stephenville entered into a system purchase agreement with L3 Harris Technologies to implement a new public safety radio system. The system has been built and a complete cutover to the new system has occurred. This action will transition the system to warranty and maintenance with the Dallas Service Center.

FISCAL IMPACT SUMMARY:

The budget amount of the final milestone payment is \$101,658.67 and will be submitted upon approval.

ALTERNATIVES



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

Q-494019-4525

Item 37.

Issued: 11/28/2023

Quote Expiration: 12/15/2023

Estimated Contract Start Date: 01/01/2024

Account Number: 141848

Payment Terms: N30

Delivery Method:

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

SALES REPRESENTATIVE	PRIMARY CONTACT
Adam Smith Phone: 602-751-1798 Email: asmith@axon.com Fax: (480) 463-2201	James Gresham Phone: (254) 918-1234 Email: jgresham@stephenvilletx.gov Fax: (254) 918-1290

Quote Summary

Program Length	41 Months
TOTAL COST	\$28,093.44
ESTIMATED TOTAL W/ TAX	\$28,093.44

Discount Summary

Average Savings Per Year	\$2,181.15
TOTAL SAVINGS	\$7,452.27

Payment Summary

Date	Subtotal	Tax	Total
Jan 2024	\$7,023.36	\$0.00	\$7,023.36
Apr 2025	\$7,023.36	\$0.00	\$7,023.36
Apr 2026	\$7,023.36	\$0.00	\$7,023.36
Apr 2027	\$7,023.36	\$0.00	\$7,023.36
Total	\$28,093.44	\$0.00	\$28,093.44

Quote Unbundled Price:
 Quote List Price:
 Quote Subtotal:

\$ Item 37.
\$28,585.14
\$28,093.44

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
80460	FLEET 3 BUNDLE TRUE UP	3	8		\$78.00	\$87.75	\$2,106.00	\$0.00	\$2,106.00
Fleet3B	Fleet 3 Basic	3	41	\$214.77	\$158.18	\$158.18	\$19,456.14	\$0.00	\$19,456.14
A la Carte Software									
80401	FLEET 3, ALPR LICENSE, 1 CAMERA	3	41		\$59.00	\$53.10	\$6,531.30	\$0.00	\$6,531.30
Total							\$28,093.44	\$0.00	\$28,093.44

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
Fleet 3 Basic	11634	CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD	3	12/01/2023
Fleet 3 Basic	70112	AXON SIGNAL UNIT	3	12/01/2023
Fleet 3 Basic	71200	FLEET ANT, AIRGAIN, 5-IN-1, 2LTE, 2WIFI, 1GNSS, BL	3	12/01/2023
Fleet 3 Basic	72036	FLEET 3 STANDARD 2 CAMERA KIT	3	12/01/2023
Fleet 3 Basic	72048	FLEET SIM INSERTION, ATT	3	12/01/2023

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic	80400	FLEET, VEHICLE LICENSE	3	01/01/2024	05/31/2027
Fleet 3 Basic	80410	FLEET, UNLIMITED STORAGE, 1 CAMERA	6	01/01/2024	05/31/2027
A la Carte	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	3	01/01/2024	05/31/2027

Services

Bundle	Item	Description	QTY
Fleet 3 Basic	73391	FLEET 3 DEPLOYMENT (PER VEHICLE)	3

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic	80379	EXT WARRANTY, AXON SIGNAL UNIT	3	12/01/2024	05/31/2027
Fleet 3 Basic	80495	EXT WARRANTY, FLEET 3, 2 CAMERA KIT	3	12/01/2024	05/31/2027

Payment Details

Item 37.

Jan 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	3	\$1,632.82	\$0.00	\$1,632.82
Year 1	80460	FLEET 3 BUNDLE TRUE UP	3	\$526.50	\$0.00	\$526.50
Year 1	Fleet3B	Fleet 3 Basic	3	\$4,864.04	\$0.00	\$4,864.04
Total				\$7,023.36	\$0.00	\$7,023.36

Apr 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	3	\$1,632.82	\$0.00	\$1,632.82
Year 2	80460	FLEET 3 BUNDLE TRUE UP	3	\$526.50	\$0.00	\$526.50
Year 2	Fleet3B	Fleet 3 Basic	3	\$4,864.04	\$0.00	\$4,864.04
Total				\$7,023.36	\$0.00	\$7,023.36

Apr 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	3	\$1,632.82	\$0.00	\$1,632.82
Year 3	80460	FLEET 3 BUNDLE TRUE UP	3	\$526.50	\$0.00	\$526.50
Year 3	Fleet3B	Fleet 3 Basic	3	\$4,864.04	\$0.00	\$4,864.04
Total				\$7,023.36	\$0.00	\$7,023.36

Apr 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	3	\$1,632.83	\$0.00	\$1,632.83
Year 4	80460	FLEET 3 BUNDLE TRUE UP	3	\$526.50	\$0.00	\$526.50
Year 4	Fleet3B	Fleet 3 Basic	3	\$4,864.03	\$0.00	\$4,864.03
Total				\$7,023.36	\$0.00	\$7,023.36

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

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

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

ACEIP:

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

Acceptance of Terms:

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

Signature

Date Signed

11/28/2023





STAFF REPORT

SUBJECT: Approve the Purchase Agreement for Three (3) Additional AXON Fleet Cameras and Software.

DEPARTMENT: Police

STAFF CONTACT: Dan M. Harris, Jr.

RECOMMENDATION:

Approve the Purchase Agreement for Three (3) Additional AXON Fleet Cameras and Software.

BACKGROUND:

This equipment and contract is part of the 2023-2024 budget and is required to upfit the three (3) approved additional police fleet vehicles. The purchase includes cameras, installation, and software and is an addition to our existing AXON contract.

FISCAL IMPACT SUMMARY:

The amount of \$7,023.36 is the annual budgeted amount for this purchase.

ALTERNATIVES



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

Q-480686-4525

Item 38.

Issued: 11/28/2023

Quote Expiration: 12/15/2023

Estimated Contract Start Date: 12/01/2023

Account Number: 141848

Payment Terms: N30

Delivery Method:

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

SALES REPRESENTATIVE	PRIMARY CONTACT
Adam Smith Phone: 602-751-1798 Email: asmith@axon.com Fax: (480) 463-2201	James Gresham Phone: (254) 918-1234 Email: Fax: 254-918-1290

Quote Summary

Program Length	42 Months
TOTAL COST	\$33,922.80
ESTIMATED TOTAL W/ TAX	\$33,922.80

Discount Summary

Average Savings Per Year	\$1,076.91
TOTAL SAVINGS	\$3,769.20

Payment Summary

Date	Subtotal	Tax	Total
Dec 2023	\$8,480.70	\$0.00	\$8,480.70
May 2024	\$8,480.70	\$0.00	\$8,480.70
May 2025	\$8,480.70	\$0.00	\$8,480.70
May 2026	\$8,480.70	\$0.00	\$8,480.70
Total	\$33,922.80	\$0.00	\$33,922.80

Quote Unbundled Price:
 Quote List Price:
 Quote Subtotal:

\$	Item 38.
	\$37,692.00
	\$33,922.80

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Software									
80401	FLEET 3, ALPR LICENSE, 1 CAMERA	14	42		\$59.00	\$53.10	\$31,222.80	\$0.00	\$31,222.80
A la Carte Services									
100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1			\$3,000.00	\$2,700.00	\$2,700.00	\$0.00	\$2,700.00
Total							\$33,922.80	\$0.00	\$33,922.80

Delivery Schedule

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	14	12/01/2023	05/31/2027

Services

Bundle	Item	Description	QTY
A la Carte	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1

Payment Details

Item 38.

Dec 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$675.00	\$0.00	\$675.00
Year 1	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	14	\$7,805.70	\$0.00	\$7,805.70
Total				\$8,480.70	\$0.00	\$8,480.70

May 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$675.00	\$0.00	\$675.00
Year 2	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	14	\$7,805.70	\$0.00	\$7,805.70
Total				\$8,480.70	\$0.00	\$8,480.70

May 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$675.00	\$0.00	\$675.00
Year 3	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	14	\$7,805.70	\$0.00	\$7,805.70
Total				\$8,480.70	\$0.00	\$8,480.70

May 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100159	FLEET 3 - ALPR - API INTEGRATION SERVICES	1	\$675.00	\$0.00	\$675.00
Year 4	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	14	\$7,805.70	\$0.00	\$7,805.70
Total				\$8,480.70	\$0.00	\$8,480.70

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

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

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

ACEIP:

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

Acceptance of Terms:

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

Signature

Date Signed

11/28/2023





STAFF REPORT

SUBJECT: Approve the AXON Purchase Agreement for ALPR Software Activation for SPD Fleet Cameras.

DEPARTMENT: Police

STAFF CONTACT: Dan M. Harris, Jr.

RECOMMENDATION:

Approve the AXON Purchase Agreement for ALPR Software Activation for SPD Fleet Cameras.

BACKGROUND:

This AXON Automated License Plate Reader (ALPR) Software and contract is part of the approved 2023-2024 budget and will be activated in all patrol fleet vehicles. The purchase is an addition to our existing AXON contract.

FISCAL IMPACT SUMMARY:

The annual amount of \$8,480.70 is approximately \$1,000 less than the annual budgeted amount for this purchase.

ALTERNATIVES

Public Works Department

STAFF REPORT



SUBJECT: Belknap 6-Inch SS Rehab CIPP
MEETING: Regular Council Meeting - 5 Dec 2023
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends entering into a turnkey agreement with Insituform Technologies, LLC to fortify and protect the existing 6-inch clay sanitary sewer main under Belknap Avenue from Frey Street to Sloan Street.

BACKGROUND:

The existing sanitary sewer lines under Belknap are made of clay and show signs of cracking and deterioration.

PROJECT:

Due to the age, condition, and criticality of the existing 6-inch clay sewer line under Belknap Avenue, it is recommended to use Cured-In-Place-Pipe (CIPP) technology to fortify the line against failure. The CIPP slip lining process can be used to rehab the existing line without excavating and damaging adjacent utilities. CIPP will fuse to the inside of the existing pipe creating a structural pipe.

CIPP linings are thick, heavy, resin-impregnated liners that cure to a hard, structural finish, creating a pipe within a pipe.

FISCAL IMPACT SUMMARY:

The agreement proposes preparation of the line by cleaning and video inspection, installation of the polymer liner and bypass pumping to maintain the sewer flow within the line. Bonding, insurance, and a one-year warranty are also included. The project cost is \$140,600.00 and includes \$25,000.00 for point repairs and contingencies. The FY22-23 budget allocated 150,000 for this capital project.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not recommend approval of the agreement as presented; or
2. Recommend an alternate project or scope of work.

ADVANTAGES:

1. The CIPP work can be completed in one week and without full street excavation.
2. The CIPP method provides protection from damage to the existing line and adjacent utilities during construction.
3. The proposal is \$9,400 under the project allocated budget.

DISADVANTAGES:

No known disadvantages have been identified.

ATTACHMENTS:

[Insituform Technologies - Belknap 6-Inch SS Rehab CIPP Proposal](#)

November 27, 2023

SF#: SO-00122584

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

Buyboard Proposal

Project Name: **City of Stephenville, TX – Belknap 6” Sanitary Sewer Rehab by Cured-In-Place Pipe W Frey to Just North of W Sloan**

INSITUFORM TECHNOLOGIES, LLC herein proposes to furnish all labor, materials, equipment, and services necessary to reconstruct the referenced project (as designated by the City of Stephenville) utilizing the National Purchasing Cooperative Contract #635-21 administered through the BuyBoard.

ASSUMPTIONS AND QUALIFICATIONS

Laterals. During TV inspection all side sewers are verified, using best practical efforts, to determine if each is an active hook up. Normal practice only reinstates those, which are active. You may direct us to reinstate all or specific laterals, as you desire. This proposal, unless otherwise stated, assumes that all laterals will be reconnected internally using the Insitucutter. Specific service connections will not be reconnected only when written directions are received from the Owner. The Owner will indemnify and hold INSITUFORM TECHNOLOGIES, LLC harmless from all claims arising from backups and other effects of such actions or inaction's.

Quantities have been estimated. Actual quantities will be determined after pre-TV work is completed.

The pricing in this proposal assumes that all Technical Specifications set forth by the BuyBoard will be strictly adhered to.

Insituform Technologies, Inc. will supply the City of Stephenville the necessary 1-year Maintenance, Payment, and Performance Bonds if required, following the acceptance of this proposal.

- Special:**
- 1. Water shall be provided at no cost to Insituform Technologies, Inc. for all construction phases of this project. Insituform Technologies, LLC will follow all required deposit, backflow prevention, and metering procedures.**
 - 2. City of Stephenville to complete any point repairs found during pre-TV phase. If additional TV work needs to be completed after point repairs, then the Owner's Contingency will be utilized upon approval by Stephenville.**
 - 4. The Owners Contingency will only be used if approved by the City of Stephenville for additional items or increased quantities.**
 - 5. A tax-exempt certificate will be required at the time of proposal acceptance.**

PROPOSAL TERMS AND CONDITIONS

Terms and Conditions from the Texas Statewide Cooperative Purchasing Contract are available upon request from the BuyBoard. Any changes to these conditions must be noted and agreed upon by both parties.

An award renewal letter dated February 1, 2023 from the BuyBoard is being provided as an attachment.

It is understood that the pricing included below is based on the City of Stephenville releasing the entire scope included in the proposal at the same time.

PROPOSAL PRICING**City of Stephenville 2023 Belknap 6" Sanitary Sewer Rehab by CIPP**

Description	Qty	Unit of Measure	Unit Price	Extended Total
Travel & Mobilization – Clean/TV Crew	1	EA	\$2,000.00	\$2,000.00
6" Clean/TV Sanitary Sewer	1,700	LF	\$6.00	\$10,200.00
Travel & Mobilization – CIPP Crew	1	EA	\$7,500.00	\$7,500.00
6" x 4.5mm CIPP	1,700	LF	\$40.00	\$68,000.00
6" CIPP Setup Charge Per Install Length	1,700	LF	\$10.00	\$17,000.00
Internal Reconnects	35	EA	\$200.00	\$7,000.00
6" Post-TV Inspection After Rehab	1,700	LF	\$2.00	\$3,400.00
Traffic Control – Light Residential w/ Cones	5	Day	\$100.00	\$500.00
Owner Contingency Allowance	1	AL	\$25,000.00	\$25,000.00
TOTAL				\$140,600.00

PROPOSAL INCLUSIONS

The prices stated in this proposal include:

1. Mobilizations and demobilization.
2. Internal service reconnections.
3. Preliminary cleaning to remove loose debris and normal deposits only. Additional tv/clean mobilization may be necessary if multiple point repairs are identified. Mechanical cleaning and root removal will be considered an additional cost.
4. Pre-Video inspections and documentation of existing pipe prior to reconstruction with the Insituform process for pipe rehabilitated by CIPP.
5. Final video inspection following completion of the installation to document your new pipe rehabilitated by CIPP.
6. Insitutube wetout using 400,000 Flexural Modulus Polyester and 300,000 psi Flexural Modulus Vinylester resins for all other segments, inversion, curing, and finishing.
7. Bypass pumping as needed.
8. Traffic control.
9. Confined space safe entry practices.
10. One-year standard construction warranty.
11. Certificate of insurance with a standard coverage.

PROPOSAL EXCLUSIONS

Not included in the prices stated in this estimate are costs associated with the items listed below. These items, if needed or found to be applicable, would be provided by **INSITUFORM TECHNOLOGIES, LLC** at your additional cost; or would be furnished by others, at your direction, at no cost to **INSITUFORM TECHNOLOGIES, LLC**:

- a) If preliminary video inspection of the pipe interior indicates excessive damage, or other extra-ordinary condition, which will require excavation, or other extraordinary remedy, to prepare the pipe for installation of the Insitutube, then those services will be provided by the City or by utilizing the contingency.
- b) Manual operation of any pumping and/or metering stations.
- c) Water from fire hydrants within a convenient distance from each cleaning and inversion site location.
- d) Legal dumpsite for debris resulting from pipes cleaning.

- e) *If any hazardous or toxic materials are encountered during the project, the Owner will be responsible for the removal and disposal of the materials.*
- f) Manhole installation or rehabilitation.
- g) Project permits and/or local licenses.
- h) State and local sales and/or use taxes on the value of the project. If you are exempt, please submit the appropriate documentation.
- i) Additional premiums for special insurance coverage(s) demanded by you or other parties particular to this project.

PROPOSAL TERMS AND CONDITIONS

- a) **Limits of Liability.** In consideration of **INSITUFORM TECHNOLOGIES, LLC**'s agreement to maintain no less than \$5,000,000 of comprehensive general liability insurance in the form required by the Contract, **INSITUFORM TECHNOLOGIES, LLC**'s liability to the Owner for any matter covered by such insurance will be limited to the extent of such insurance and the Owner will indemnify and hold **INSITUFORM TECHNOLOGIES, LLC** harmless from any third party claims covered by such insurance to the extent such claims exceed the limits of such insurance. Neither party shall be liable to the other for consequential damages relating to the contract. In case of conflict between this provision and any other provision in the Contract as ultimately executed, this provision shall govern and prevail.
- b) **LIMITED WARRANTY.** IN LIEU OF ALL OTHER EXPRESSED, IMPLIED AND/OR STATUTORY WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, CONTRACTOR AGREES TO CORRECT ANY DEFECTS IN THE MATERIALS OR SERVICES PROVIDED BY CONTRACTOR WHICH ARE BROUGHT TO THE ATTENTION OF CONTRACTOR WITHIN ONE YEAR FOLLOWING COMPLETION OF CONTRACTOR'S WORK, PROVIDED OWNER AFFORDS CONTRACTOR SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.
- c) **MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES.** Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.
- d) **PROPOSAL SUBJECT TO NEGOTIATION OF OTHER STANDARD TERMS OF AGREEMENT.** This proposal is subject to agreement of the parties on other terms and conditions as are customary in contracts of this nature.
- e) Quantities are estimated. Unit prices apply for actual invoice and payment.
- f) Payments are due at net within thirty days of invoice. Final payment is due within thirty days of completion of project.
- g) Monthly progress partial payments may be requested for the value of work in progress or completed, including materials secured and on site.
- h) Prices stated are in effect for thirty days from the date of this proposal. The acceptance period may be extended at the sole option of **INSITUFORM TECHNOLOGIES, LLC**.
- i) **Conflicts.** In case of conflict between the provision of the aforesaid paragraphs and any other provision in the Contract as ultimately executed the provisions as set forth above shall govern and prevail.
- j) If, during the performance of this contract, any cost price determining factor considered by Subcontractor in determining the contract price significantly increases, through no fault of Subcontractor, the price of this contract shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding 5% experienced by Subcontractor from the date of the contract signing. Price increases resulting from increased costs of materials, labor, fuel, freight, and other cost inputs shall be verified, in writing, by Subcontractor's Vice President of Procurement. Due to the confidential nature of Subcontractor's pricing from Vendors, verification shall consist of a statement of percentage change in cost from the date of Subcontractor's estimate through the date of the change order request. Where the delivery of any material is delayed, through no fault of Subcontractor because of the shortage or unavailability of any raw materials, including resin, Subcontractor shall not be liable for any additional costs or damages associated with such delay(s). Nothing contained in this clause shall preclude Subcontractor from entitlement to more than one equitable adjustment if its costs continue to significantly (as defined above) rise during the duration of the project.

OFFERED BY:

ACCEPTED BY:

INSITUFORM TECHNOLOGIES, LLC

Timothy R. Peterie

**TIMOTHY R. PETERIE
BUSINESS DEVELOPMENT MANAGER**

**REVIEWED BY:
ANDY OZMENT
AREA VP**

cc: Jeremy Jennings (COS)
Ben Hawkins
Craig Nolen

SIGNATURE

DATE

**DOUG SVIEN
NAME:**

**MAYOR
TITLE**

**CITY OF STEPHENVILLE
ORGANIZATION**