



## REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Monday, October 04, 2021 at 5:30 PM

### AGENDA

#### CALL TO ORDER

#### PLEDGES OF ALLEGIANCE

#### INVOCATION

#### CITIZENS GENERAL DISCUSSION

#### REGULAR AGENDA

1. Presentation of Donation from Saint-Gobain Abrasives for Inclusive Playground Equipment
2. Recognition of Stephenville Parks and Recreation Staff for TAAF Awards
- [3.](#) Consider Approval of an Ordinance Amending the FY 2021-2022 Fee Schedule
- [4.](#) Consider Approval of Bid Award for Harbin Drive Improvements

#### PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

##### [5.](#) PUBLIC HEARING

Amending the Zoning Ordinance of the City of Stephenville to Include Sale of Alcohol as a Permitted Use in Certain Zoning Districts

- [6.](#) Consider Approval of an Ordinance Amending the Zoning Ordinance of the City of Stephenville to Include Sale of Alcohol as a Permitted Use in Certain Zoning Districts

##### [7.](#) PUBLIC HEARING

Case No.: RZ2021-014

Applicant is Requesting a Rezone of a Portion of the Property Located at 645 McCart, Being Parcel No. R33258, Block 10, Lot 7, Shapard & Collins Addition of the City of Stephenville, Erath County, Texas from Industrial District (I) to Multiple Family Residential District (R-3)

8. Consider Approval of an Ordinance Rezoning a Portion of the Property Located at 645 McCart, Being Parcel No. R33258, Block 10, Lot 7, Shapard & Collins Addition of the City of Stephenville, Erath County, Texas from Industrial District (I) to Multiple Family Residential District (R-3)

#### TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

- [9.](#) Committee Report - September 23, 2021
10. Consider Approval of a Paid Marketing Partnership with *The Daytripper*

#### PUBLIC WORKS COMMITTEE

Alan Nix, Chair

- [11.](#) Committee Report - September 23, 2021
12. Consider Approval of a Professional Services Agreement with Provenance Engineering for the Preparation of an Emergency Response Plan and Emergency Preparedness Plan
13. Consider Approval of the Annual Operations Agreement Amendment with Jacobs/CH2M OMI for Wastewater Treatment Plant Operations
14. Consider Approval of an Ordinance Amending the City of Stephenville Code of Ordinances by the Adoption of Chapter 53 *Solid Waste*
15. Consider Approval of an Engagement Letter with Lloyd Gosselink for Legal Representation Services for a Landfill Permit Amendment

#### **PERSONNEL COMMITTEE**

Ricky Thurman, Chair

- [16.](#) Personnel Committee Report
- [17.](#) Consider Approval of an Ordinance Amending the City of Stephenville Policy and Procedure Manual by the Addition of Chapter 4.13 *Mental Health Leave Policy*

#### **FINANCE COMMITTEE**

Justin Haschke, Chair

- [18.](#) Committee Report - September 23, 2021
- [19.](#) Consider Approval of an Ordinance Approving 4th Quarter Budget Adjustments for FY 2020-2021

#### **FINANCIAL REPORTS**

Monica Harris, Director of Finance

- [20.](#) Monthly Budget Report for the Period Ending August 31, 2021

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

Jeff Sandford, Executive Director

#### **CONSENT**

- [21.](#) Approval of Minutes - Regular City Council Meeting - September 9, 2021
- [22.](#) Approval of Minutes - Special City Council Meeting - September 14, 2021
- [23.](#) Approval of Minutes - Special City Council Meeting - September 23, 2021
- [24.](#) Approval of Minutes - Council Work Session - September 28, 2021
- [25.](#) Approval of Membership in the Texas Municipal League
- [26.](#) Approval of Municipal Court Bailiff Contract
- [27.](#) Authorization to Sell a Laboratory Ultra-Low Freezer with Data Logger
- [28.](#) Authorization to Dispose of IT Assets

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

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

#### **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.***



## STAFF REPORT

**SUBJECT:** Consider Approval of an Ordinance Amending the FY 2021-2022 Fee Schedule

**DEPARTMENT:** Finance

**STAFF CONTACT:** Monica Harris

### RECOMMENDATION:

Staff requests Council to approve the ordinance amending the FY 2021-2022 fee schedule for water and sewer rate increases.

### BACKGROUND:

The City contracted with Freese & Nichols, Inc. to analyze the revenues and costs of operating the water and wastewater utility systems, including current and future infrastructure needs, in order to develop the rate structure necessary to support personnel, operating, capital, and debt service for the fund.

Freese & Nichols provided information regarding revenue increases necessary to achieve personnel, operating, and current debt service costs, as well as, cash funding and issuing debt on City specified projects over the next ten years. The water rate increase recommendation is 10% now and 1% for each year thereafter. The sewer rate increase recommendation is 12% annually for 4 years, 2% annually for 4 years, and 5% annually for the last year.

Staff has prepared the attached fee schedule utilizing the increases recommended by Freese and Nichols. Also included are examples of residential bill calculations and a summary comparing the financial position of the fund, as a whole without and with the increased revenues.

### FISCAL IMPACT SUMMARY:

The City would be able to finance \$20 million dollars of additional infrastructure improvements and acquire approximately \$4 million dollars more in unrestricted cash balance in 5 years.

### ALTERNATIVES

Not approve the ordinance.

Approve the ordinance with different increases.



CITY OF STEPHENVILLE

FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Current</u>	<u>Proposed</u>	<u>Proposed FY 2022-2023</u>	<u>Proposed FY 2023-2024</u>	<u>Proposed FY 2024-2025</u>	<u>Proposed FY 2025-2026</u>
<b>001 WATER FUND</b>							
	Water Rates:						
	Residential Rates:						
	Minimum Bill (0 gallons used)						
	5/8 inch and 3/4 inch meter	\$ 12.50	\$ 13.75	\$ 13.89	\$ 14.03	\$ 14.17	\$ 14.31
	1 inch	\$ 25.79	\$ 28.37	\$ 28.65	\$ 28.94	\$ 29.23	\$ 29.52
	1 1/2 inch	\$ 53.07	\$ 58.38	\$ 58.96	\$ 59.55	\$ 60.15	\$ 60.75
	2 inch	\$ 91.26	\$ 100.39	\$ 101.39	\$ 102.40	\$ 103.42	\$ 104.45
	3 inch	\$ 200.37	\$ 220.41	\$ 222.61	\$ 224.84	\$ 227.09	\$ 229.36
	4 inch and larger	\$ 353.13	\$ 388.44	\$ 392.32	\$ 396.24	\$ 400.20	\$ 404.20
	Plus Volume Charge—per 1,000 gallons	\$ 4.55	\$ 5.01	\$ 5.06	\$ 5.11	\$ 5.16	\$ 5.21
	Commercial Rates:						
	5/8 inch and 3/4 inch meter	\$ 17.50	\$ 19.25	\$ 19.44	\$ 19.63	\$ 19.83	\$ 20.03
	1 inch	\$ 32.00	\$ 35.20	\$ 35.55	\$ 35.91	\$ 36.27	\$ 36.63
	1 1/2 inch	\$ 61.00	\$ 67.10	\$ 67.77	\$ 68.45	\$ 69.13	\$ 69.82
	2 inch	\$ 100.00	\$ 110.00	\$ 111.10	\$ 112.21	\$ 113.33	\$ 114.46
	3 inch	\$ 211.00	\$ 232.10	\$ 234.42	\$ 236.76	\$ 239.13	\$ 241.52
	4 inch and larger	\$ 365.00	\$ 401.50	\$ 405.52	\$ 409.58	\$ 413.68	\$ 417.82
	Plus Volume Charge—per 1,000 gallons	\$ 4.65	\$ 5.12	\$ 5.17	\$ 5.22	\$ 5.27	\$ 5.32
	Institutional Rates:						
	5/8 inch and 3/4 inch meter	\$ 17.50	\$ 19.25	\$ 19.44	\$ 19.63	\$ 19.83	\$ 20.03
	1 inch	\$ 32.00	\$ 35.20	\$ 35.55	\$ 35.91	\$ 36.27	\$ 36.63
	1 1/2 inch	\$ 61.00	\$ 67.10	\$ 67.77	\$ 68.45	\$ 69.13	\$ 69.82
	2 inch	\$ 100.00	\$ 110.00	\$ 111.10	\$ 112.21	\$ 113.33	\$ 114.46
	3 inch	\$ 211.00	\$ 232.10	\$ 234.42	\$ 236.76	\$ 239.13	\$ 241.52
	4 inch and larger	\$ 365.00	\$ 401.50	\$ 405.52	\$ 409.58	\$ 413.68	\$ 417.82
	Plus Volume Charge—per 1,000 gallons	\$ 5.60	\$ 5.60	\$ 5.66	\$ 5.72	\$ 5.78	\$ 5.84
	Industrial Rates:						
	5/8 inch and 3/4 inch meter	\$ 17.50	\$ 19.25	\$ 19.44	\$ 19.63	\$ 19.83	\$ 20.03
	1 inch	\$ 32.00	\$ 35.20	\$ 35.55	\$ 35.91	\$ 36.27	\$ 36.63
	1 1/2 inch	\$ 61.00	\$ 67.10	\$ 67.77	\$ 68.45	\$ 69.13	\$ 69.82
	2 inch	\$ 100.00	\$ 110.00	\$ 111.10	\$ 112.21	\$ 113.33	\$ 114.46
	3 inch	\$ 211.00	\$ 232.10	\$ 234.42	\$ 236.76	\$ 239.13	\$ 241.52
	4 inch and larger	\$ 365.00	\$ 401.50	\$ 405.52	\$ 409.58	\$ 413.68	\$ 417.82
	Plus Volume Charge—per 1,000 gallons	\$ 6.55	\$ 7.21	\$ 7.28	\$ 7.35	\$ 7.42	\$ 7.49

CITY OF STEPHENVILLE

FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

DEPARTMENT	DESCRIPTION	Current	Proposed	Proposed FY 2022-2023	Proposed FY 2023-2024	Proposed FY 2024-2025	Proposed FY 2025-2026
Multifamily Billing:							
	70% of number of living units (per unit)	\$ 8.75	\$ 9.63	\$ 9.72	\$ 9.82	\$ 9.92	\$ 10.02
	Example: \$12.50 x 12 units x 70% = \$105.00						
	Or 12 units x \$8.75 = \$105.00						
	Plus Volume Charge--per 1,000 gallons	\$ 4.55	\$ 5.01	\$ 5.06	\$ 5.11	\$ 5.16	\$ 5.21
Surcharges (May - September):							
	Residential Surcharge per thousand gallon						
	Over 12,000 gallons	\$ -	\$ -				
	Over 25,000 gallons	\$ 3.00	\$ 3.30	\$ 3.33	\$ 3.36	\$ 3.39	\$ 3.42
	Over 50,000 gallons	\$ 4.00	\$ 4.40	\$ 4.44	\$ 4.48	\$ 4.52	\$ 4.57
	Non-Residential Irrigation Only Surcharge per thousand gallon						
	Over 25,000 gallons	\$ 3.00	\$ 3.30	\$ 3.33	\$ 3.36	\$ 3.39	\$ 3.42
	Over 50,000 gallons	\$ 4.00	\$ 4.40	\$ 4.44	\$ 4.48	\$ 4.52	\$ 4.57
	Outside City Limits	115%	115%	115%	115%	115%	115%
	Outside City Limits Contractor Construction Water	200%	200%	200%	200%	200%	200%
Customer Deposits:		\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
	Residential, minimum						
	Commercial	2.5X monthly usage					
	Minimum	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Basic Service Charges:							
	Connection Fee	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
	Transfer Fee	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
	After 4:00 p.m. or weekends (additional)	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
	Damaged Meter Charge	cost	cost	cost	cost	cost	cost
	Fire Hydrant Meter Deposit	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
	Fire Hydrant Meter Set Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
	Fire Hydrant Meter Relocation Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
	Meter Reset Fee to Existing Location	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
	Non-Pay Reconnect Fee	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
	Check Read (each, after two free annually)	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
	Temporary Service (72 hours)	cost + \$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
	Temporary Cut-Off for Repair	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
	Leak Test (each, after two free annually)	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
	Tampering Fee	\$ 50.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
	Water Meter Relocation Fee						

At Cost: \$300 Min. At Cost: \$300 Min. At Cost: \$300 Min. At Cost: \$300 Min. At Cost: \$300 Min. At Cost: \$300 Min.

## CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

DEPARTMENT	DESCRIPTION	Current	Proposed	Proposed FY 2022-2023	Proposed FY 2023-2024	Proposed FY 2024-2025	Proposed FY 2025-2026
<b>001 WATER FUND continued</b>							
	Water Tap Charges:						
	5/8 inch and ¾ inch taps	\$ 660.00	\$ 726.00	\$ 733.26	\$ 740.59	\$ 748.00	\$ 755.48
	1 inch tap	\$ 817.00	\$ 899.00	\$ 907.99	\$ 917.07	\$ 926.24	\$ 935.50
	1 ½ inch tap	\$ 1,305.00	\$ 1,436.00	\$ 1,450.36	\$ 1,464.86	\$ 1,479.51	\$ 1,494.31
	2 inch tap	\$ 1,772.00	\$ 1,949.00	\$ 1,968.49	\$ 1,988.17	\$ 2,008.05	\$ 2,028.13
	Water Tap Charges do not include street repair. See 402 "Streets Services"	at cost	at cost	at cost	at cost	at cost	at cost
	Water Meter Test Fee (per each, up to 1-inch dia.) The City provides residential and commercial meters up to 1-inch diameter. The cost of city-approved water meters larger than 1-inch shall be borne by the developer. Contact Customer Service for an "at-	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
<b>012 SEWER FUND</b>							
	Sewer Rates:						
	Residential Rates:						
	Minimum Bill (0 gallons used)	\$ 12.00	\$ 12.88	\$ 14.43	\$ 16.16	\$ 18.10	\$ 18.46
	Plus Volume Charge--per 1,000 gallons 12,000 gallon minimum on sewer services that do not have corresponding water service	\$ 4.35	\$ 4.59	\$ 5.14	\$ 5.76	\$ 6.45	\$ 6.58
	Commercial Rates:	\$ 18.00	\$ 19.60	\$ 21.95	\$ 24.58	\$ 27.53	\$ 28.08
	Minimum Bill (0 gallons used)	\$ 5.20	\$ 5.54	\$ 6.20	\$ 6.94	\$ 7.77	\$ 7.93
	Plus Volume Charge--per 1,000 gallons						
	Institutional Rates:	\$ 18.00	\$ 19.60	\$ 21.95	\$ 24.58	\$ 27.53	\$ 28.08
	Minimum Bill (0 gallons used)	\$ 5.50	\$ 5.88	\$ 6.59	\$ 7.38	\$ 8.27	\$ 8.44
	Plus Volume Charge--per 1,000 gallons						
	Industrial Rates:	\$ 18.00	\$ 19.60	\$ 21.95	\$ 24.58	\$ 27.53	\$ 28.08
	Minimum Bill (0 gallons used)	\$ 6.00	\$ 6.44	\$ 7.21	\$ 8.08	\$ 9.05	\$ 9.23
	Plus Volume Charge--per 1,000 gallons						
	Multifamily Billing:						
	70% of Number of Living Units (per unit) Example: \$11.00 x 12 units x 70% = \$92.40 Or 12 units x \$7.70 = \$92.40	\$ 8.40	\$ 9.02	\$ 10.10	\$ 11.31	\$ 12.67	\$ 12.92
	Plus Volume Charge--per 1,000 gallons	\$ 4.35	\$ 4.59	\$ 5.14	\$ 5.76	\$ 6.45	\$ 6.58
	Residential Winter Months Averaging (Dec, Jan, Feb)						
	Outside City Limits	115%	115%	115%	115%	115%	115%

CITY OF STEPHENVILLE

FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Current</u>	<u>Proposed</u>	<u>Proposed FY 2022-2023</u>	<u>Proposed FY 2023-2024</u>	<u>Proposed FY 2024-2025</u>	<u>Proposed FY 2025-2026</u>
Sewer Tap:							
	4-inch tap	\$ 450.00	\$ 504.00	\$ 564.48	\$ 632.22	\$ 708.09	\$ 722.25
	6-inch tap	\$ 537.50	\$ 602.00	\$ 674.24	\$ 755.15	\$ 845.77	\$ 862.69
	Man-Hole	cost	cost	cost	cost	cost	cost
	Sewer Tap Charges do not include street repair. <i>See 402 "Streets Services"</i>	at cost	at cost	at cost	at cost	at cost	at cost
Charges for Industrial Pretreatment:							
	Compliance Sampling (in house):						
	BOD (per pound)	\$ 0.016	\$ 0.018	\$ 0.020	\$ 0.022	\$ 0.025	\$ 0.026
	TSS (per pound)	\$ 0.15	\$ 0.17	\$ 0.19	\$ 0.21	\$ 0.24	\$ 0.24

Example 1: Residential 3/4" meter - usage of 6,000 and sewer average 6,000

	Current 9/30/2021	Adopted 10/1/2021	Proposed FY 2021-2022	Proposed FY 2022-2023	Proposed FY 2023-2024	Proposed FY 2024-2025	Proposed FY 2025-2026
<b>Water:</b>							
Base	\$ 12.50	\$ 12.50	\$ 13.75	\$ 13.89	\$ 14.03	\$ 14.17	\$ 14.31
Usage 6,000	\$ 27.30	\$ 27.30	\$ 30.06	\$ 30.36	\$ 30.66	\$ 30.96	\$ 31.26
<b>Total Water</b>	<b>\$ 39.80</b>	<b>\$ 39.80</b>	<b>\$ 43.81</b>	<b>\$ 44.25</b>	<b>\$ 44.69</b>	<b>\$ 45.13</b>	<b>\$ 45.57</b>
<b>Sewer:</b>							
Base	\$ 11.50	\$ 12.00	\$ 12.88	\$ 14.43	\$ 16.16	\$ 18.10	\$ 18.46
Usage 6,000	\$ 24.60	\$ 26.10	\$ 27.54	\$ 30.84	\$ 34.56	\$ 38.70	\$ 39.48
<b>Total Sewer</b>	<b>\$ 36.10</b>	<b>\$ 38.10</b>	<b>\$ 40.42</b>	<b>\$ 45.27</b>	<b>\$ 50.72</b>	<b>\$ 56.80</b>	<b>\$ 57.94</b>
Garbage	\$ 11.86 *	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86
Tax	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98
Storm	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
<b>Total Bill</b>	<b>\$ 92.74</b>	<b>\$ 94.74</b>	<b>\$ 101.07</b>	<b>\$ 106.36</b>	<b>\$ 112.25</b>	<b>\$ 118.77</b>	<b>\$ 120.35</b>
Monthly Increase		\$ 2.00	\$ 6.33	\$ 5.29	\$ 5.89	\$ 6.52	\$ 1.58
Annual Increase		\$ 24.00	\$ 75.96	\$ 63.48	\$ 70.68	\$ 78.24	\$ 18.96

Example 2: Residential 1" meter - May usage of 35,000 and Sewer average 12,000

	Current 9/30/2021	Adopted 10/1/2021	Proposed FY 2021-2022	Proposed FY 2022-2023	Proposed FY 2023-2024	Proposed FY 2024-2025	Proposed FY 2025-2026
<b>Water:</b>							
Base	\$ 25.79	\$ 25.79	\$ 28.37	\$ 28.65	\$ 28.94	\$ 29.23	\$ 29.52
Usage 35,000	\$ 159.25	\$ 159.25	\$ 175.35	\$ 177.10	\$ 178.85	\$ 180.60	\$ 182.35
Surcharge Tier 1	\$ 30.00	\$ 30.00	\$ 33.00	\$ 33.30	\$ 33.60	\$ 33.90	\$ 34.20
<b>Total Water</b>	<b>\$ 215.04</b>	<b>\$ 215.04</b>	<b>\$ 236.72</b>	<b>\$ 239.05</b>	<b>\$ 241.39</b>	<b>\$ 243.73</b>	<b>\$ 246.07</b>
<b>Sewer:</b>							
Base	\$ 11.50	\$ 12.00	\$ 12.88	\$ 14.43	\$ 16.16	\$ 18.10	\$ 18.46
Usage 12,000	\$ 49.20	\$ 52.20	\$ 55.08	\$ 61.68	\$ 69.12	\$ 77.40	\$ 78.96
<b>Total Sewer</b>	<b>\$ 60.70</b>	<b>\$ 64.20</b>	<b>\$ 67.96</b>	<b>\$ 76.11</b>	<b>\$ 85.28</b>	<b>\$ 95.50</b>	<b>\$ 97.42</b>
Garbage	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86
Tax	\$ 0.98	\$ 0.98	\$ 0.97	\$ 0.97	\$ 0.97	\$ 0.97	\$ 0.97
Storm	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
<b>Total Bill</b>	<b>\$ 292.58</b>	<b>\$ 296.08</b>	<b>\$ 321.51</b>	<b>\$ 331.99</b>	<b>\$ 343.50</b>	<b>\$ 356.06</b>	<b>\$ 360.32</b>
Monthly Increase		\$ 3.50	\$ 25.43	\$ 10.48	\$ 11.51	\$ 12.56	\$ 4.26
Annual Increase		\$ 42.00	\$ 305.16	\$ 125.76	\$ 138.12	\$ 150.72	\$ 51.12

\*Garbage Rate Increase January 1 of each year

Example 3: Residential 3/4" meter - usage of 2,000 and sewer average 2,000

	Current 9/30/2021	Adopted 10/1/2021	Proposed FY 2021-2022	Proposed FY 2022-2023	Proposed FY 2023-2024	Proposed FY 2024-2025	Proposed FY 2025-2026
<b>Water:</b>							
Base	\$ 12.50	\$ 12.50	\$ 13.75	\$ 13.89	\$ 14.03	\$ 14.17	\$ 14.31
Usage 2,000	\$ 9.10	\$ 9.10	\$ 10.02	\$ 10.12	\$ 10.22	\$ 10.32	\$ 10.42
<b>Total Water</b>	<b>\$ 21.60</b>	<b>\$ 21.60</b>	<b>\$ 23.77</b>	<b>\$ 24.01</b>	<b>\$ 24.25</b>	<b>\$ 24.49</b>	<b>\$ 24.73</b>
<b>Sewer:</b>							
Base	\$ 11.50	\$ 12.00	\$ 12.88	\$ 14.43	\$ 16.16	\$ 18.10	\$ 18.46
Usage 2,000	\$ 8.20	\$ 8.70	\$ 9.18	\$ 10.28	\$ 11.52	\$ 12.90	\$ 13.16
<b>Total Sewer</b>	<b>\$ 19.70</b>	<b>\$ 20.70</b>	<b>\$ 22.06</b>	<b>\$ 24.71</b>	<b>\$ 27.68</b>	<b>\$ 31.00</b>	<b>\$ 31.62</b>
Garbage	\$ 11.86 *	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86	\$ 11.86
Tax	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98	\$ 0.98
Storm	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
<b>Total Bill</b>	<b>\$ 58.14</b>	<b>\$ 59.14</b>	<b>\$ 62.67</b>	<b>\$ 65.56</b>	<b>\$ 68.77</b>	<b>\$ 72.33</b>	<b>\$ 73.19</b>
Monthly Increase		\$ 1.00	\$ 3.53	\$ 2.89	\$ 3.21	\$ 3.56	\$ 0.86
Annual Increase		\$ 12.00	\$ 42.36	\$ 34.68	\$ 38.52	\$ 42.72	\$ 10.32

\*Garbage Rate Increase January 1 of each year

CITY OF STEPHENVILLE  
02 - WATER AND WASTEWATER FUND SUMMARY  
FY 2021-2022

Item 3.

	BUDGET 2020-2021	PROJECTED 2020-2021	AMENDED PROJECTION 2020-2021
Estimated Cash 10/01	20,823,624	20,823,624	20,823,624
<b>Revenues</b>			
Taxes	-	-	
Licenses & Permits	9,000	9,000	9,000
Fines & Forfeitures	-	-	-
Intergovernmental	-	-	2,632,354 *
Service Charges	8,330,765	8,330,765	8,330,765
Other Revenue	38,671	38,671	38,671
<b>Total Revenue</b>	<b>8,378,436</b>	<b>8,378,436</b>	<b>11,010,790</b>
Transfers In	34,753	34,753	34,753
Transfers Out	(509,518)	(509,518)	(509,518)
<b>Expenditures</b>			
Personnel Costs	1,328,118	1,188,830	1,188,830
Operating Expenditures	2,968,037	3,171,982	3,171,982
Capital Expenditures	13,817,548	1,156,914	1,156,914
Debt Service	1,803,108	1,803,108	1,803,108
<b>Total Expenditures</b>	<b>19,916,811</b>	<b>7,320,834</b>	<b>7,320,834</b>
Net Revenues over(under) Expenditures	(12,013,140)	582,837	3,215,191
Change in Receivables			
Change in Deferred Inflows of Resources			
Change in other assets			
Change in Liabilities			
Change in Deferred Outflows of Resources			
Estimated Cash Balance 9/30	8,810,484	21,406,461	24,038,815
Restricted:			
3 Months Operations	1,074,039	1,090,203	1,090,203
Debt Service	1,803,108	1,585,869	1,585,869
Committed for Eastside Sewer Sewer System Improvement Program CDBG Grant Match		12,027,125	12,027,125
Estimated Unrestricted Cash Balance 9/30	5,933,337	6,703,264	9,335,618

\* ARPA Funds - \$2,632,364 received in FY 2020-2021 and anticipated again in FY 2021-2022 with budgeting the expenditure of the total \$5,264,708 in FY 2021-2022.

Total Capital expenditures over 5 years without rate increase	25,732,408.00
Total Capital expenditures over 5 years with rate increases	45,732,408.00

CITY OF STEPHENVILLE  
02 - WATER AND WASTEWATER FUND SUMMARY  
FY 2021-2022

Item 3.

	COUNCIL ADOPTED 2021-2022	ANTICIPATED IMPACT 2021-2022	PROJECTED 2022-2023 W/O RATE ADJ	ANTICIPATED IMPACT 2022-2023
Estimated Cash 10/01	21,406,461	24,038,815	6,007,287	8,679,778
<b>Revenues</b>				
Taxes			-	-
Licenses & Permits	9,000	9,000	9,000	9,000
Fines & Forfeitures	-	-	-	-
Intergovernmental	2,632,354 *	2,632,354 *		-
Service Charges	8,877,223	9,932,721	9,143,540	10,496,690
Other Revenue	33,709	20,033,709	34,720	34,720
<b>Total Revenue</b>	<b>11,552,286</b>	<b>32,607,784</b>	<b>9,187,260</b>	<b>10,540,410</b>
Transfers In	50,219	50,219	74,025	74,025
Transfers Out	(769,227)	(1,687,929)	(741,839)	(1,038,839)
<b>Expenditures</b>				
Personnel Costs	1,592,559	1,689,218	1,664,224	1,765,233
Operating Expenditures	3,323,616	3,323,616	3,423,324	3,423,324
Capital Expenditures	19,730,408 *	39,730,408 *	333,000	333,000
Debt Service	1,585,869	1,585,869	1,586,103	2,782,065
<b>Total Expenditures</b>	<b>26,232,452</b>	<b>46,329,111</b>	<b>7,006,652</b>	<b>8,303,622</b>
Net Revenues over(under) Expenditures	(15,399,174)	(15,359,037)	1,512,794	1,271,974
Change in Receivables				
Change in Deferred Inflows of Resources				
Change in other assets				
Change in Liabilities				
Change in Deferred Outflows of Resource:				
Estimated Cash Balance 9/30	6,007,287	8,679,778	7,520,081	9,951,751
Restricted:				
3 Months Operations	1,229,044	1,253,209	1,271,887	1,297,139
Debt Service	2,085,246	2,782,065	1,586,972	1,585,753
Committed for Eastside Sewer Sewer System Improvement Program				
CDBG Grant Match	275,000	275,000		
Estimated Unrestricted Cash Balance 9/30	2,417,997	4,369,504	4,661,222	7,068,859



CITY OF STEPHENVILLE  
 02 - WATER AND WASTEWATER FUND SUMMARY  
 FY 2021-2022

Item 3.

	PROJECTED 2023-2024 W/O RATE ADJ	ANTICIPATED IMPACT 2023-2024	PROJECTED 2024-2025 W/O RATE ADJ	ANTICIPATED IMPACT 2024-2025
Estimated Cash 10/01	7,520,081	9,951,751	3,541,400	6,308,598
Revenues				
Taxes	-	-	-	-
Licenses & Permits	9,000	9,000	9,000	9,000
Fines & Forfeitures	-	-	-	-
Intergovernmental	-	-	-	-
Service Charges	9,417,846	11,121,973	9,700,381	11,814,673
Other Revenue	35,762	35,762	36,835	36,835
<b>Total Revenue</b>	<b>9,462,608</b>	<b>11,166,735</b>	<b>9,746,216</b>	<b>11,860,508</b>
Transfers In	77,371	77,371	78,803	78,803
Transfers Out	(1,062,050)	(1,128,974)	(663,681)	(755,155)
Expenditures				
Personnel Costs	1,739,114	1,844,668	1,817,374	1,927,678
Operating Expenditures	3,526,024	3,526,024	3,631,805	3,631,805
Capital Expenditures	5,604,500	5,604,500	47,000	47,000
Debt Service	1,586,972	2,783,092	1,585,753	2,778,553
<b>Total Expenditures</b>	<b>12,456,610</b>	<b>13,758,285</b>	<b>7,081,932</b>	<b>8,385,036</b>
Net Revenues over(under) Expenditures	(3,978,682)	(3,643,153)	2,079,406	2,799,119
Change in Receivables				
Change in Deferred Inflows of Resources				
Change in other assets				
Change in Liabilities				
Change in Deferred Outflows of Resource:				
Estimated Cash Balance 9/30	3,541,400	6,308,598	5,620,805	9,107,718
Restricted:				
3 Months Operations	1,316,285	1,342,673	1,362,295	1,389,871
Debt Service	1,585,753	1,588,348	1,588,348	2,782,268
Committed for Eastside Sewer Sewer System Improvement Program CDBG Grant Match				
Estimated Unrestricted Cash Balance 9/30	639,362	3,377,577	2,670,162	4,935,579

CITY OF STEPHENVILLE  
 02 - WATER AND WASTEWATER FUND SUMMARY  
 FY 2021-2022

Item 3.

	PROJECTED 2025-2026 W/O RATE ADJ	ANTICIPATED IMPACT 2025-2026
Estimated Cash 10/01	5,620,805	9,107,718
<b>Revenues</b>		
Taxes	-	-
Licenses & Permits	9,000	9,000
Fines & Forfeitures	-	-
Intergovernmental	-	-
Service Charges	9,991,393	11,991,649
Other Revenue	37,940	37,940
<b>Total Revenue</b>	<b>10,038,332</b>	<b>12,038,589</b>
Transfers In	82,960	82,960
Transfers Out	(722,707)	(858,579)
<b>Expenditures</b>		
Personnel Costs	1,899,156	2,014,424
Operating Expenditures	3,740,759	3,740,759
Capital Expenditures	17,500	17,500
Debt Service	1,588,348	2,782,268
<b>Total Expenditures</b>	<b>7,245,763</b>	<b>8,554,951</b>
Net Revenues over(under) Expenditures	2,152,822	2,708,019
Change in Receivables		
Change in Deferred Inflows of Resources		
Change in other assets		
Change in Liabilities		
Change in Deferred Outflows of Resource:		
Estimated Cash Balance 9/30	7,773,627	11,815,736
Restricted:		
3 Months Operations	1,409,979	1,438,796
Debt Service	2,798,235	2,798,235
Committed for Eastside Sewer Sewer System Improvement Program CDBG Grant Match		
Estimated Unrestricted Cash Balance 9/30	3,565,414	7,578,706

**ORDINANCE NO. 2021-O-XX**

**AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS, ESTABLISHING FEES FOR SERVICES;  
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the rates and charges and procedures relative to the collection thereof shall be established by the Council from time to time by ordinance;

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

SECTION 1. The fee schedule attached hereto for the support of the general government of the City of Stephenville, Texas, be established.

SECTION 2. This ordinance shall become effective October 1, 2021 upon its passage.

SECTION 3. It is hereby officially found and determined that the meeting at which this Ordinance is passed is open to the public as required by law and that public notice of the time, place and purpose of the said meeting was given as required.

PASSED and APPROVED, BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, this the 4<sup>th</sup> day of October, 2021, at which meeting quorum was present and voting.

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

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary

\_\_\_\_\_  
Reviewed by Allen L. Barnes,  
City Manager

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

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>201 FISCAL SERVICES</b>		
	TABC- Liquor License Application Fee	50% of state fee
	Solicitation Permit, non-refundable application fee	\$ 25.00
	Solicitor Investigation Fee per person (Non Refundable)	\$ 25.00
	Taxicab Permit (per year)	\$ 50.00
	Game Room License (per year)	\$ 250.00
	Gaming Machine Registration (per year)	50% of certification fee
	Private Owned Ambulance Service Permit (per year)	\$ 25.00
	Copying Charges (per page)(staff copied)	\$ 0.25
	Credit Access Business License (per year)	\$ 250.00
	Credit Access Business Application Fee (per year)	\$ 50.00
	Ad Valorem Taxes (per hundred)	\$ 0.4550
	Hotel/Motel Occupancy Tax	7%
	City Sales Tax	1.50%
	Operations	1.3750%
	4B Economic Development	0.1250%
	Franchise Fees: (based on Gross Receipts)	
	Cable Television (set by PUC)	5%
	Electricity (set by PUC/per kwh)	4%
	Garbage (renew 1/1/2022)	7%
	Gas (12/31/2045)	5%
	Telephone (per access line set by PUC May 1st)	
	Category 1	\$ 0.73
	Category 2	\$ 1.57
	Category 3	\$ 2.36
	Garage Sale Permits:	
	Prior to Garage Sale	\$ 3.00
	Day of Garage Sale	\$ 5.00
	Returned Check Fee	\$ 30.00
	Late Charge Past Due Date (gross billing)	10%
	Credit Card Process Fee-Development Services only	0%
	Electronic Check Fee-Development Services only	\$ 2.00

### 302 MUNICIPAL COURT – As Set by Municipal Court Judge

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>501 LEISURE SERVICES</b>		
Gymnasium Rental:		
(No rentals will be permitted past 11:00 pm)		
	4 hour rental	\$ 250.00 *
	4 hour rental Non-Resident	\$ 275.00 *
	8 hour rental	\$ 450.00 *
	8 hour rental Non-Resident	\$ 500.00 *
*(SPARD has all rights to concessions)		
	Per Hour	\$ 25.00
	Per Hour Non-Resident	\$ 30.00
	For games/hour	\$ 50.00
	Table rental each per day	\$ 4.00
	Table rental each per day Non-Resident	\$ 5.00
	Chair rental each per day	\$ 1.00
	Chair rental each per day Non-Resident	\$ 1.50
	Portable bleacher rental per bleacher (per event)	\$ 25.00
	Portable bleacher rental per bleacher (per event) Non-Resident	\$ 30.00
Small Pavilion & Century Park Rental:		
	Refundable Deposit	\$ 50.00
	Half Day (4 hours) Must be done before 2pm	\$ 75.00
	Half Day (4 hours) Must be done before 2pm Non-Resident	\$ 85.00
	Full Day (8 hours)	\$ 150.00
	Full Day (8 hours) Non-Resident	\$ 165.00
Large Pavilion:		
	Refundable Deposit	\$ 50.00
	Half Day (4 hours) Must be done before 2pm	\$ 150.00
	Half Day (4 hours) Must be done before 2pm Non-Resident	\$ 165.00
	Full Day (8 hours)	\$ 300.00
	Full Day (8 hours) Non-Resident	\$ 330.00
Bosque River Trail:		
	Refundable Deposit	\$ 50.00
	Half Day (4 hours)	\$ 150.00
	Half Day (4 hours) Non-Resident	\$ 165.00
	Full Day (8 hours)	\$ 300.00
	Full Day (8 hours) Non-Resident	\$ 330.00

*Facility Usage forms must be submitted a minimum of 2 weeks before requested event.*

*All SPARD schedules are accommodated first.*

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>501 LEISURE SERVICES continued</b>		
	Campground Fees & RV Hook-Up:	
	Per Night	\$ 25.00
	Per Night Non-Resident	\$ 30.00
	Senior Citizens (55 or older)	\$ 20.00
	Senior Citizens (55 or older) Non-Resident	\$ 22.00
	Dump code	\$ 20.00
	Dump code Non-Resident	\$ 22.00
	Birdsong Amphitheater:	
	Half Day (4 hours - complete before 2 pm)	\$ 200.00
	Half Day (4 hours - complete before 2 pm) Non-Resident	\$ 220.00
	Electrical	\$ 50.00
	Electrical Non-Resident	\$ 55.00
	Full Day (8 hours)	\$ 350.00
	Full Day (8 hours) Non-Resident	\$ 385.00
	Electrical	\$ 100.00
	Electrical Non-Resident	\$ 110.00
	Ticketed events (per ticket sold for event)	\$ 1.00
	Recreation:	
	Adult League (per team) Men's	\$ 350.00
	Adult League (per team) Co-ed	\$ 375.00
	Baseball League Fees:	
	T-Ball and Coach Pitch	\$ 50.00
	T-Ball and Coach Pitch Non-Resident	\$ 55.00
	8U Baseball Softball	\$ 60.00
	8U Baseball Softball Non-Resident	\$ 65.00
	10u gfp, 12u gfp	\$ 70.00
	10u gfp, 12u gfp Non-Resident	\$ 75.00
	10u bb, 12u bb	\$ 70.00
	10u bb, 12u bb Non-Resident	\$ 75.00
	15u gfp	\$ 70.00
	15u gfp Non-Resident	\$ 75.00
	15u, bb	\$ 70.00
	15u, bb Non-Resident	\$ 75.00
	Non Baseball Youth Leagues (per person)	\$ 55.00
	Non Baseball Youth Leagues (per person) Non-Resident	\$ 60.00
	Youth Programs	\$ 45.00
	Youth Programs Non-Resident	\$ 50.00

*Registration fees for individual sports may vary depending on participation for each class.*

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>501 LEISURE SERVICES continued</b>		
	Noncompetitive swim	\$ 35.00
	Noncompetitive swim Non-Resident	\$ 40.00
	Summer competitive swim	\$ 65.00
	Summer competitive swim Non-Resident	\$ 70.00
	Summer track	\$ 65.00
	Summer track Non-Resident	\$ 70.00
	After school program (per week)	\$ 35.00
	After school program (per week) Non-Resident	\$ 40.00
	After school program - Early Release (per day)	\$ 10.00
	After school program - Early Release (per day) Non-Resident	\$ 12.00
	After school program - Drop In fee (per day)	\$ 6.00
	After school program - Drop In fee (per day) Non-Resident	\$ 8.00
	No school - program fee	\$ 20.00
	No school - program fee Non-Resident	\$ 25.00
	School Break Camps - program fee (per week)	\$ 95.00
	School Break Camps - program fee (per week) Non-Resident	\$ 100.00
	After school program - late pickup penalty	\$ 5.00
	Archery (per session)	\$ 30.00
	Archery (per session) Non-Resident	\$ 35.00
	Noncompetitive Golf (per season - Spring & Summer)	\$ 50.00
	Noncompetitive Golf (per season - Spring & Summer) Non-Resident	\$ 55.00
	Competitive Golf (Summer)	\$ 60.00
	Competitive Golf (Summer) Non-Resident	\$ 65.00
	Cheer	\$ 55.00
	Cheer Non-Resident	\$ 60.00
	Sibling discount (Must reside in same household)	\$ (10.00)
	Field Rental - Per Field Per Day	\$ 200.00
	Field Rental - Per Field Per Day Non-Resident	\$ 220.00
	<i>Ballfields may be rented April through September for tournaments.</i>	
	<i>SPARD reserves all concession rights.</i>	
	Temporary Fence 8 hours	\$ 75.00
	Temporary Fence 8 hours Non-Resident	\$ 85.00
	Temporary Fence Tournaments	\$ 125.00
	Temporary Fence Tournaments Non-Resident	\$ 140.00
	Field lighting (per hour) league teams	\$ 10.00
	Field lighting (per hour) league teams Non-Resident	\$ 20.00
	Field lighting (per hour) non-league teams	\$ 20.00
	Field lighting (per hour) non-league teams Non-Resident	\$ 30.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>501 LEISURE SERVICES continued</b>		
	Field Rental per hour (Field is not game ready)	\$ 50.00
	Field Rental per hour (Field is not game ready) Non-Resident	\$ 60.00
	Field Rental per hour (Game ready-field worked once per day)	\$ 150.00
	Field Rental per hour (Game ready-field worked once per day) Non-Resident	\$ 165.00
	Field Rental School rate (Game ready & scoreboard only)	\$ 300.00
	Field Rental School rate (Game ready & scoreboard only) Non-Resident	\$ 330.00
	Field Rental School rate (Game ready & scoreboard only - 2 games back to back)	\$ 500.00
	Field Rental School rate (Game ready & scoreboard only - 2 games back to back) Non-Resident	\$ 550.00
	Tennis Courts per day (all courts-school rate)	\$ 125.00
	Tennis Courts per day (all courts-school rate) Non-Resident	\$ 140.00
	Splashville Swimming Pool:	
	Daily Admission (per person)	\$ 6.00
	Daily Admission (per person) Non-Resident	\$ 7.00
	Ages 2 & under	free
	Senior Citizen (65 & Up)/Military Family (Military ID Required)	\$ 3.00
	Senior Citizen (65 & Up)/Military Family (Military ID Required) Non-Resident	\$ 4.00
	Twilight Fee (2 hours prior to closing)	\$ 2.00
	Twilight Fee (2 hours prior to closing) Non-Resident	\$ 3.00
	Monday Mania	\$ 3.00
	Monday Mania Non-Resident	\$ 4.00
	Daily Discount Passes:	
	5 visits	\$ 25.00
	5 visits Non-Resident	\$ 30.00
	10 visits	\$ 40.00
	10 visits Non-Resident	\$ 45.00
	20 visits	\$ 75.00
	20 visits Non-Resident	\$ 80.00
	Unlimited Individual Season Pass	\$ 120.00
	Unlimited Individual Season Pass Non-Resident	\$ 125.00
	Discounted Individual Season Pass (March 1-May 1)	\$ 80.00
	Discounted Individual Season Pass (March 1-May 1) Non-Resident	\$ 85.00
	Unlimited Family Pass (family of 4)	\$ 225.00
	Unlimited Family Pass (family of 4) Non-Resident	\$ 235.00
	Additional family member	\$ 10.00
	Additional family member Non-Resident	\$ 20.00
	<i>(all family members must reside in the same household)</i>	
	Party Area Rental (Mon-Sat) per tent up to 24 guests	\$ 140.00



# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>501 LEISURE SERVICES continued</b>		
	Party Area Rental (Mon-Sat) per tent up to 24 guests Non-Resident Noon to 2:00 pm or 3:00 pm to 5:00 pm (Tuesday thru Saturday)	\$ 150.00
	Private Party Rental (after hours pool capacity 660 swimmers)	\$ 750.00
	Private Party Rental (after hours pool capacity 660 swimmers) Non-Resident	\$ 775.00
	Swimming Lessons	\$ 50.00
	Swimming Lessons Non-Resident	\$ 60.00
<b>501 PARKS AND CEMETERY</b>		
	Cemetery Lots:	
	City Resident	\$ 600.00
	Non-City Resident	\$ 750.00
	Opening/Closing Equipment Access Fee	\$ 75.00
	Park Maintenance Crew per hour fee (minimum 3 hours)	\$ 25.00
<b>504 LIBRARY SERVICES</b>		
	Replace Lost Books	Cost of Replacement
	Fines for Late Return (per day)	\$ 0.25
	Copy Machine (per copy, self-serve)	\$ 0.15
	Late Fee Video Return (per day)	\$ 1.00
	Inter-Library Loan (postage)	\$ -
	Replacement Card Fee	\$ 2.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>402 STREETS SERVICES</b>		
	Street Cuts:	
	Asphalt Surfaces Over Concrete (per sq ft):	\$ 3.75
	Asphalt Pavement Replacement for Curb/Gutter Installation	cost
	Brick Surface Over Concrete (per sq ft):	\$ 5.25
	Parade Permits:	
	Type A - Less than 50 units	\$ 50.00
	Type B - More than 50 units	\$ 100.00
	Type C - Motorcades or parades otherwise not classified in "A" or "B". <i>Marches included in this category.</i>	\$ 25.00
	Type D - Other events, such as fun runs or walks, which require barricades, cones, or city personnel assistance that are otherwise not classified in "A", "B", or "C".	\$ 50.00
	Street Utility Repair Permits:	\$ 25.00
	Penalty. In the event any work, for which a permit is required by this chapter, is begin prior to obtaining said permit, the permit fee shall be doubled. The payment of such doubled fee shall not relieve any person from fully complying with the requirements of this chapter in execution of work nor from other penalties prescribed herein.	
<b>506 COMMUNITY CENTER</b>		
	Daily Rental Fee (8 hours)	\$ 150.00
	Daily Rental Fee (8 hours) Non-Resident	\$ 165.00
	Partial Day (4 hours)	\$ 75.00
	Partial Day (4 hours) Non-Resident	\$ 90.00
	Set-up of tables and chairs (Optional)	\$ 50.00
	Set-up of tables and chairs (Optional) Non-Resident	\$ 60.00
<b>601 FIRE SERVICES</b>		
	Non-Routine Response Fee:	
	Per Unit (per hour)	\$ 70.00 +
	Firefighter (per hour)	\$ 50.00
	Supplies	cost

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>701 POLICE SERVICES</b>		
	Accident Reports	\$ 6.00
	Finger Printing (2 card max per person)	\$ 5.00
	each additional card	\$ 10.00
	Offense Reports (per 1st page)	\$ 0.10
	each additional page	\$ 1.00
	False Alarm Fee (per occurrence after five per year)	\$ 50.00
	False Alarm Fee (per occurrence after ten per year)	\$ 100.00
	Police Escort (per nonprofit event, except funerals)	\$ 190.00
	Solicitation Permit, non-refundable application fee	\$ 25.00
	Solicitor Investigation Fee per person (Non Refundable)	\$ 25.00
<b>701 ANIMAL CONTROL</b>		
	Dog License:	
	Male	\$ 20.00
	Neutered Male	\$ 5.00
	Female	\$ 20.00
	Spayed Female	\$ 5.00
	Guard dog	Bond + \$ 35.00
	Dangerous dog	Bond + \$ 50.00
	Cat License:	
	Male	\$ 20.00
	Neutered Male	\$ 5.00
	Female	\$ 20.00
	Spayed Female	\$ 5.00
	Multiple Dog Permit	\$ 50.00
	License Replacement	\$ 5.00
	Livestock (per year)	Inspection + \$ 25.00
	Boarding/Riding Stables (per year)	Inspection + \$ 25.00
	Late Fee for Licenses	\$ 5.00
	Late Fee for Permits	\$ 10.00
	Impoundment Fee (Established and collected by animal shelter)	

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>801 PLANNING SERVICES</b>		
	Zoning Ordinance	\$ 26.00
	Subdivision:	
	Ordinance	\$ 52.00
	Specifications	\$ 26.00
	Design Standards	\$ 26.00
	Zone Change Applications:	
	Acre or Less	\$ 310.00
	1.01 to 5 Acres	\$ 415.00
	5.01 or More	\$ 515.00
	Mapping:	
	City Zoning Map:	
	3ft L x 5ft W	\$ 52.00
	2ft L x 3ft W	\$ 31.00
	2ft L x 3ft W	\$ 31.00
	11in L x 17in W	\$ 21.00
	City Limits and Street Map:	
	3ft L x 5ft W	\$ 31.00
	2ft L x 3ft W	\$ 26.00
	2ft L x 3ft W	\$ 16.00
	11in L x 17in W	\$ 6.00
	Parkland Dedication (In-lieu of) Per Dwelling Unit:	
	Per single-family dwelling unit	\$ 825.00
	Per dwelling unit for duplex, townhome, condominium, apts.	\$ 415.00
	Board of Adjustment Applications	\$ 210.00
	Subdivision Filing Fees:	
	Preliminary Plat (per plat)	\$ 250.00
	Preliminary Plat (per lot)	\$ 11.00
	Final Plat (per plat)	\$ 250.00
	Final Plat (per lot)	\$ 11.00
	Replat (per plat)	\$ 210.00
	Site Development Plan (per plan)	\$ 210.00
	<i>(water, sewer, streets, storm drain engineering review)</i>	
	Comprehensive Plan	\$ 105.00
	Subdivision Waiver Request (per item)	\$ 210.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>801 INSPECTION SERVICES</b>		
	Food Service Permit:	
	Annual Inspection:	\$ 260.00
	Administrative fee	\$ 50.00
	Contractor fee	\$ 210.00
	Pre-opening:	\$ 129.00
	Administrative fee	\$ 24.00
	Contractor fee	\$ 105.00
	Complaint	\$ 105.00
	Re-inspection	\$ 100.00
	Temporary Mobile food-Inspection permit special event per day	\$ 37.00
	Mobile Home Park License:	
	Per Park	\$ 250.00
	Per Lot	\$ 25.00
	Mobile Home Inspection	\$ 26.00
	Multi-family Inspection per unit	\$ 13.00
	Certificate of Occupancy	\$ 26.00
	Inspections outside of normal business hours (per hour)	\$ 52.00
	Sign permit inspection fee temporary	\$ 26.00
	Sign permit inspection fee permanent	\$ 100.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>801 BUILDING PERMIT FEE SCHEDULE</b>		
	Residential Building Permit Fees (Single Family, Duplex, Townhomes):	
	Flat Fee per Dwelling unit	\$ 464.00 +
	Plus additional cost per square ft.	\$ 0.42
	Residential Remodel Fees:	
	Flat Fee up to 1200 square ft.	\$ 258.00 +
	Plus additional cost per 100 square ft.	\$ 26.00
	Multi-family Building Permit Fees:	
	Flat Fee per Dwelling unit	\$ 464.00 +
	Plus additional cost per square ft.	\$ 0.31
	Commercial Building Permit Fees:	
	Value \$1 to \$500—flat fee	\$ 26.00
	Value \$501 to \$2,000, minimum	\$ 25.00 +
	pro-rated for each \$100 above \$500	\$ 4.00
	Value \$2,001 to \$25,000, minimum	\$ 73.00 +
	pro-rated for each \$1,000 above \$2,000	\$ 15.00
	Value \$25,001 to 50,000, minimum	\$ 404.00 +
	pro-rated for each \$1,000 above \$25,000	\$ 11.00
	Value \$50,001 to \$100,000, minimum	\$ 662.00 +
	pro-rated for each \$1,000 above \$50,000	\$ 8.00
	Value \$100,001 to \$500,000, minimum	\$ 1,022.00 +
	pro-rated for each \$1,000 above \$100,000	\$ 7.00
	Value \$500,001 to \$1,000,000, minimum	\$ 3,494.00 +
	pro-rated for each \$1,000 above \$500,000	\$ 6.00
	Value \$1,000,001 and up, minimum	\$ 6,069.00 +
	pro-rated for each \$1,000 above \$1,000,000	\$ 5.00
	Demolition Permit	\$ 26.00
	Structure Relocation Permit	\$ 75.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>801 ELECTRICAL PERMIT FEES</b>		
	Issuance fee for each permit	\$ 35.00
	Additional permit fees:	
	Installation of Service:	
	Up to 600 volts (residential)	\$ 7.00
	Up to 600 volts (commercial)	\$ 13.00
	Over 600 volts (residential or commercial)	\$ 18.00
	Equipment Motors:	
	0 to 10 Hp	\$ 4.00
	11 to 50 Hp	\$ 5.00
	50 to 100 Hp	\$ 6.00
	Over 100 Hp	\$ 7.00
	Appliances	\$ 4.00
	Swimming Pools	\$ 9.00
	Other	\$ 5.00
	Re-inspection Fee	\$ 26.00
	License Reciprocity Letter	\$ 7.00
<p><b><i>Penalty.</i></b> <i>In the event any work, for which a permit is required by this chapter, is begun prior to obtaining said permit, the permit fee shall be doubled. The payment of such doubled fee shall not relieve any person from fully complying with the requirements of this chapter in execution of work nor from other penalties prescribed herein.</i></p>		
<b>801 PLUMBING PERMIT AND LAWN SPRINKLER FEES</b>		
	Issuance fee for each permit	\$ 35.00
	Fee for each fixture or opening to receive waste	\$ 4.00
	Building Sewer	\$ 6.00
	Water Heater	\$ 4.00
	Gas Piping Systems	\$ 5.00
	Gas System Test	\$ 5.00
	Industrial Waste Pre-Treatment Interceptor	\$ 7.00
	Water Service Line	\$ 5.00
	Installation, alteration and repair of water piping or water treating equipment	\$ 4.00
	Repair or alteration and repair of water piping or water treating equipment	\$ 4.00
	Repair or alteration of drainage or vent piping	\$ 4.00
	Lawn Sprinkler System	\$ 4.00
	Grease or Sand Trap	\$ 7.00
	Other	\$ 5.00
	Re-inspection Fee	\$ 26.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>801 MECHANICAL PERMIT FEES</b>		
	Issuance fee for each permit	\$ 50.00
	Re-inspection Fee	\$ 75.00
<b>801 PLAN REVIEW FEE SCHEDULE</b>		
	Commercial and Multi-Family:	
	Value \$1 to \$10,000 - flat fee	\$ 52.00
	Value \$10,001 to \$25,000	\$ 73.00 +
	pro-rated for each \$1000 above \$10,000	\$ 6.00
	Value \$25,001 to 50,000, minimum	\$ 158.00 +
	pro-rated for each \$1,000 above \$25,000	\$ 4.00
	Value \$50,001 to \$100,000, minimum	\$ 259.00 +
	pro-rated for each \$1,000 above \$50,000	\$ 3.00
	Value \$100,001 to \$500,000, minimum	\$ 400.00 +
	pro-rated for each \$1,000 above \$100,000	\$ 3.00
	Value \$500,001 to \$1,000,000, minimum	\$ 1,302.00 +
	pro-rated for each \$1,000 above \$500,000	\$ 2.00
	Value \$1,000,001 and up, minimum	\$ 2,255.00 +
	pro-rated for each \$1,000 above \$1,000,000	\$ 2.00
	Single Family Residential:	
	0 - 1,500 square feet	\$ 809.00
	1,501 - 10,000 square feet	\$ 809.00 +
	pro-rated for each additional square foot above 1,500	\$ 0.36
	10,001 square feet and up	\$ 3,873.00 +
	pro-rated for each additional square foot above 10,000	\$ 0.16
	Fire Code Plan Review (Fire Alarm and Sprinkler System):	
	Commercial and Multi-Family:	
	Value Up to \$6,250	\$ 210.00
	Value \$6,251 to \$250,000	\$ 310.00
	Value \$251,001 to \$500,000	\$ 438.00
	Value \$500,001 to \$1,000,000	\$ 567.00
	Value \$1,000,001 to \$3,000,000	\$ 825.00
	Value \$3,000,001 to \$6,000,000	\$ 1,236.00
	Value \$6,000,001 and up	\$ 1,236.00 +
	pro-rated for each \$1,000 above \$6,000,000	\$ 0.40
	Single Family Residential:	
	Flat fee	\$ 181.00
	Public Works Plan Review:	
	Street, Water, Sewer, and Storm Infrastructure Review	at cost



# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>801 CODE ENFORCEMENT SERVICES</b>		
	Health and Sanitation Administrative Fees:	
	First Violation	\$ 95.00
	Second Violation	\$ 145.00
	Third Violation	\$ 195.00
<b>001 WATER FUND</b>		
	Water Rates:	
	Residential Rates:	
	Minimum Bill (0 gallons used)	
	5/8 inch and 3/4 inch meter	\$ 13.75
	1 inch	\$ 28.37
	1 1/2 inch	\$ 58.38
	2 inch	\$ 100.39
	3 inch	\$ 220.41
	4 inch and larger	\$ 388.44
	Plus Volume Charge—per 1,000 gallons	\$ 5.01
	Commercial Rates:	
	5/8 inch and 3/4 inch meter	\$ 19.25
	1 inch	\$ 35.20
	1 1/2 inch	\$ 67.10
	2 inch	\$ 110.00
	3 inch	\$ 232.10
	4 inch and larger	\$ 401.50
	Plus Volume Charge—per 1,000 gallons	\$ 5.12
	Institutional Rates:	
	5/8 inch and 3/4 inch meter	\$ 19.25
	1 inch	\$ 35.20
	1 1/2 inch	\$ 67.10
	2 inch	\$ 110.00
	3 inch	\$ 232.10
	4 inch and larger	\$ 401.50
	Plus Volume Charge—per 1,000 gallons	\$ 5.60

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>001 WATER FUND continued</b>		
	Industrial Rates:	
	5/8 inch and ¾ inch meter	\$ 19.25
	1 inch	\$ 35.20
	1 ½ inch	\$ 67.10
	2 inch	\$ 110.00
	3 inch	\$ 232.10
	4 inch and larger	\$ 401.50
	Plus Volume Charge—per 1,000 gallons	\$ 7.21
	Multifamily Billing:	
	70% of number of living units (per unit)	\$ 9.63
	Example: \$12.50 x 12 units x 70% = \$105.00	
	Or 12 units x \$8.75 = \$105.00	
	Plus Volume Charge--per 1,000 gallons	\$ 5.01
	Surcharges (May - September):	
	Residential Surcharge per thousand gallon	
	Over 12,000 gallons	\$ -
	Over 25,000 gallons	\$ 3.30
	Over 50,000 gallons	\$ 4.40
	Non-Residential Irrigation Only Surcharge per thousand gallon	
	Over 25,000 gallons	\$ 3.30
	Over 50,000 gallons	\$ 4.40
	Outside City Limits	115%
	Outside City Limits Contractor Construction Water	200%

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>001 WATER FUND continued</b>		
	Customer Deposits:	\$ 150.00
	Residential, minimum	
	Residential deposits shall be made either:	
	(a) in cash at the time of making application; or	
	(b) an applicant for residential connection may present a letter of credit from applicant's most recent utility company which represents a satisfactory payment history for at least twelve (12) months preceding the date of application. To be satisfactory, the letter must not indicate that the applicant has been advised of late payment more than two (2) times during the period.	
	(c) Any customer whose account has been active for twelve (12) months and has not been advised of a late payment during that period, shall be entitled to their deposit for utility service being applied to the account balance or refunded by check within thirty (30) days.	

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
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**001 WATER FUND continued**

Commercial	2.5X monthly usage
Minimum	\$ 500.00

For commercial connections:

(a) a service deposit shall be required which shall be equal to an estimate of the cost of seventy-five (75) days utility service, with a two hundred and fifty dollar (\$250.00) minimum deposit if the location has five (5) or less drains, otherwise, a five hundred dollar (\$500.00) minimum deposit. The amount of the deposit shall be estimated by the utility billing clerks or his or her authorized representative.

Where billing figures for a comparable establishment are not available to establish the deposit for a commercial connection, the utility billing clerks shall estimate a two-month billing based upon information received from the applicant. The utility office shall review the estimate and within the first three months make the appropriate adjustment in the deposit amount.

(b) Commercial deposits shall be made in cash. The Director of Finance or his or her authorized representative may authorize an alternative method of deposit for commercial accounts on a case by case basis.

(c) When and if it is found that the deposit required and is collected in accordance with the above schedule is not sufficient to protect the City from losses that may occur over a period of two and a half (2.5) months, the Director of Finance may, at his or her discretion, require an additional cash deposit, or may require an additional deposit if for any reason the amount of the deposit becomes less than the originally required under the schedules hereinabove set forth.

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>001 WATER FUND continued</b>		
	(d) an applicant for commercial connection may present a letter of credit from applicant's most recent utility company which represents a satisfactory payment history for at least twelve (12) months preceding the date of application. To be satisfactory, the letter must not indicate that the applicant has been advised of late payment more than two (2) times during the period.	
	<i>A customer with an existing account established before October 1, 2005, will not be required to establish an additional deposit unless and until the customer's service is terminated for non-payment. In that event, the deposit requirements of this section will apply.</i>	
	Basic Service Charges:	
	Connection Fee	\$ 20.00
	Transfer Fee	\$ 20.00
	After 4:00 p.m. or weekends (additional)	\$ 40.00
	Damaged Meter Charge	cost
	Fire Hydrant Meter Deposit	\$ 1,200.00
	Fire Hydrant Meter Set Fee	\$ 25.00
	Fire Hydrant Meter Relocation Fee	\$ 25.00
	Meter Reset Fee to Existing Location	\$ 25.00
	Non-Pay Reconnect Fee	\$ 30.00
	Check Read (each, after two free annually)	\$ 10.00
	Temporary Service (72 hours)	cost + \$ 20.00
	Temporary Cut-Off for Repair	\$ 20.00
	Leak Test (each, after two free annually)	\$ 10.00
	Tampering Fee	repairs + \$ 75.00
	Water Meter Relocation Fee	At Cost: \$300 Min.

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>001 WATER FUND continued</b>		
	Water Tap Charges:	
	5/8 inch and ¾ inch taps	\$ 726.00
	1 inch tap	\$ 899.00
	1 ½ inch tap	\$ 1,436.00
	2 inch tap	\$ 1,949.00
	Water Tap Charges do not include street repair. <i>See 402 "Streets Services"</i>	at cost
	Water Meter Test Fee (per each, up to 1-inch dia.) diameter. The cost of city-approved water meters larger than 1-inch shall be borne by the developer. Contact Customer Service for an "at-cost" quote.	\$ 50.00
<b>012 SEWER FUND</b>		
	Sewer Rates:	
	Residential Rates:	
	Minimum Bill (0 gallons used)	\$ 12.88
	Plus Volume Charge--per 1,000 gallons	\$ 4.59
	12,000 gallon minimum on sewer services that do not have corresponding water service	
	Commercial Rates:	\$ 19.60
	Minimum Bill (0 gallons used)	\$ 5.54
	Plus Volume Charge--per 1,000 gallons	
	Institutional Rates:	\$ 19.60
	Minimum Bill (0 gallons used)	\$ 5.88
	Plus Volume Charge--per 1,000 gallons	
	Industrial Rates:	
	Minimum Bill (0 gallons used)	\$ 19.60
	Plus Volume Charge--per 1,000 gallons	\$ 6.44
	Multifamily Billing:	
	70% of Number of Living Units (per unit)	\$ 9.02
	Example: \$11.00 x 12 units x 70% = \$92.40	
	Or 12 units x \$7.70 = \$92.40	
	Plus Volume Charge—per 1,000 gallons	\$ 4.59
	Residential Winter Months Averaging (Dec, Jan, Feb)	
	Outside City Limits	115%

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>012 SEWER FUND</b>		
	Sewer Tap:	
	4-inch tap	\$ 504.00
	6-inch tap	\$ 602.00
	Man-Hole	cost
	Sewer Tap Charges do not include street repair.	at cost
	<i>See 402 "Streets Services"</i>	
	Charges for Industrial Pretreatment:	
	Compliance Sampling (in house):	
	BOD (per pound)	\$ 0.018
	TSS (per pound)	\$ 0.17
<b>050 STORMWATER DRAINAGE</b>		
	Single Family Residential Properties (per property/per month):	
	0 to 5,000 sq. ft.	\$ 3.00
	5,001 to 21,780 sq. ft.	\$ 4.00
	Over 21,780 sq. ft.	\$ 5.00
	Commercial and all other properties (per property/per month):	
	Equivalent Residential Units (ERU):	
	ERU=LAND AREA (sq. ft.) div by 6,000 sq.ft	
	DETAINED ERU	\$ 4.00
	UNDETAINED ERU	\$ 6.80
	UNDEVELOPED	Exempt
	Floodplain Development:	
	Floodplain Development Permit Fee	\$ 100.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>030 SANITATION SERVICES (Waste Connections) effective 01/01/2021</b>		
Garbage Rates:		
Residential:		
	2X per week	\$ 11.86
	extra pickup	\$ 5.93
Commercial:		
	1X per week	\$ 19.26
	extra pickup	\$ 9.84
2 yard:		
	1X per week	\$ 66.78
	2X per week	\$ 112.24
	3X per week	\$ 157.70
	extra pick up	\$ 42.13
3 yard:		
	1X per week	\$ 91.22
	2X per week	\$ 122.29
	3X per week	\$ 186.48
	4X per week	\$ 245.09
	5x per week	\$ 303.68
	extra pick up	\$ 49.91
4 yard:		
	1X per week	\$ 100.07
	2X per week	\$ 143.82
	3X per week	\$ 253.07
	4X per week	\$ 340.98
	5x per week	\$ 428.89
	6X per week	\$ 516.78
	extra pick up	\$ 56.82
6 yard:		
	1X per week	\$ 118.59
	2X per week	\$ 179.36
	3X per week	\$ 313.00
	4X per week	\$ 419.56
	5x per week	\$ 526.13
	6X per week	\$ 634.23
	extra pick up	\$ 70.65



# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>030</b>	<b>SANITATION SERVICES (Waste Connections) effective 01/01/2021 continued</b>	
	8 yard:	
	1X per week	\$ 134.03
	2X per week	\$ 245.41
	3X per week	\$ 364.54
	4X per week	\$ 486.78
	5x per week	\$ 612.73
	6X per week	\$ 736.84
	extra pick up	\$ 84.31

**Fuel Surcharge** . Each month a fuel surcharge is added to the water bills based upon the average fuel cost incurred by Waste Connections in providing service to the City.

### 030 LANDFILL

Regular Rate Gate Fees:

Minimum (Up to 800 lbs.)	\$ 25.00
Per Ton	\$ 60.00
Inadequate Containment	Fee Doubled
Pull Off (Per Each)	\$ 25.00
Pull Out (Per Each)	\$ 100.00
Battery Boost Off (Per Each)	\$ 25.00
Woodchip Mulch (Per Cubic Yard)	\$ 10.00
After Hours Fee	Fee +10%
Minimum	\$ 20.00

# CITY OF STEPHENVILLE

## FY 2021-2022 FEE SCHEDULE BY DEPARTMENT

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>Adopted</u>
<b>040 AIRPORT</b>		
	Airport Hangars (per month):	
	North side	\$ 150.00
	South side	\$ 200.00
	Small Corner	\$ 225.00
	Large Corner	\$ 250.00
	New Airport Hangars (per month):	
	Small	\$ 225.00
	Large	\$ 265.00
	Commercial	\$ 1,280.00
	Monthly Aircraft Tie down/Parking	\$ 20.00
	Fuel Tax (per gallon)	\$ 0.06
	Commercial Land Lease (per square foot)	\$ 0.11
	A 10% discount is available if twelve months of rent (October through September) are paid by October 31st.	

September 30, 2021

Mr. Nick Williams, P.E., CFM  
 Director, Public Works Department  
 City of Stephenville  
 298 W. Washington, Stephenville, TX 76401

Re: Harbin Drive Improvements – Recommendation of Award

Dear Mr. Williams:

Listed below are the summarized bid results for the Harbin Drive Improvements project. A total of two bid proposals were received on September 28, 2021. Both bidders submitted appropriate bid bonds and acknowledged issued addenda, and both bids were determined to be responsive.

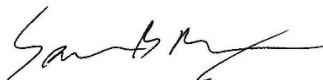
Bidder	Base Bid	Bid Alternate #1	Base Bid Plus Bid Alt #1
	Asphalt Pavement	Concrete Pavement	Concrete Pavement
Jay Mills Contracting, Inc.	\$9,395,629.50	\$701,845.00	\$10,097,474.50
SEMA Construction, Inc.	\$13,691,832.65	\$878,053.50	\$14,569,886.15

Based on their bid proposal and previous construction experience on similar projects, Freese and Nichols, Inc. (FNI) recommends that the City of Stephenville award the contract to Jay Mills Contracting, Inc. as the principal contractor for this project.

FNI supports award of the base bid using asphalt pavement in the amount of \$9,395,629.50 to remain within the city’s budget. Due to the anticipated vehicle counts, turning movements, aesthetics adjacent to the university campus, as well as the apparent reasonable pricing for the alternate option using concrete pavement, FNI also supports award of the alternate bid in the amount of \$10,097,474.50 at the pleasure of the City Council.

Sincerely,

Freese and Nichols, Inc.



Spencer B. Maxwell, PE, PTOE, PMP

Associate

Attachment: Bid tabulation



## STAFF REPORT

**SUBJECT:** Discussion of Permitted Uses of the Zoning Code Pertaining to Alcohol Sales

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen

### BACKGROUND:

Currently, alcohol sales within the city is generally associated with restaurant, grocery or convenience store operations. This list of permitted uses does not specify alcohol sales for any district and is silent when considering operations where alcohol sales is the primary retail product.

On August 3, 2021, the Development Services Committee convened and by unanimous vote, recommended the permitted use of alcohol sales be added to the zoning districts of B-1, B-2, B-3 and DT districts and refer to the Planning and Zoning Commission for public hearing.

On September 15, 2021, the Planning and Zoning Commission convened to consider a draft ordinance. The Commission entered discussion with some concern relating to the permitted use being allowed in B-1 and B-3. The Commission motioned to revise the draft ordinance to allow the sale of alcohol for B-2, B-3 and DT only. After discussion, the motion failed with a vote of 2-5 . The Commission took no further action.

The table of permitted uses (unofficial), the existing section of the Code of Ordinances pertaining to alcohol sales and a draft ordinance are included in the packet.

### ALTERNATIVES

- 1) Adopt the ordinance as drafted.
- 2) Revise the draft ordinance.
- 3) Take no action.

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## ARTICLE II. ALCOHOL

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

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

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

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

### Sec. 130.16. Sale of alcoholic beverages.

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

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health, safety, and welfare of the public and the equities of the situation, that the variance is in the best interest of the community.

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

**Secs. 130.17—130.24. Reserved.**

Permitted Uses by Zoning District	B-1	B-2	B-3	B-4	Industrial	DT
Accessory building to main use;	X		X			
Airport, heliport or landing field;					X	
Animal grooming;	X	X			X	
Antique shop/art gallery—sales in building;	X	X	X			
Assisted living center;	X	X				
Athletic field;		X			X	
Auto paint and body shop/repair;					X	
Auto parking lot or building (commercial);		X	X		X	
Auto parts sales;		X			X	
Auto repair/mechanic garage;		X			X	
Auto sales;		X			X	
Auto storage;					X	
Auto wrecking or salvage yard;					X	
Automobile rental;		X			X	
Automobile service station and car care center;		X			X	
Bail bond service;		X			X	
Bakery and confectionary—products for retail only;	X					
Bakery and confectionery shop;			X		X	X
Bakery and confectionery shop—products for retail only;					X	
Bakery and confectionery shop—wholesale and distribution;					X	
Bakery and confectionery;		X				
Bakery and confectionery—retail sales only;		X				
Banks or other financial institutions;	X	X	X	X	X	X
Bed and breakfast/boarding house;	X		X			
Bed and breakfast;						X
Bicycle sales and rental;						X
Boat sales;		X			X	
Book and card/gift stores;						X
Bottling works (wholesale);		X			X	
Building material sales;		X			X	
Bulk grain/feed storage;					X	
Cabinet and upholstering shop;					X	
Cabinet and upholstery shop;		X				
Car wash;		X			X	
Care facility for narcotic, alcoholic or psychiatric patients;		X				
Cemetery/mausoleum;		X				
Chemical supply;					X	
Church, temple or mosque;		X	X		X	
Church, temple, mosque (and the like) and related facilities;	X					
Civic or community center;			X			X
Civic/community center;		X			X	
Cleaning and pressing—small shop, pickup and delivery;		X	X			
Cleaning and pressing—small shop, pick-up and delivery;	X					
Clinic;	X	X				X
College or university;		X	X		X	
Commercial amusement (indoor and outdoor);					X	
Commercial amusement (indoor);		X				
Commercial amusement (outdoor);		X				
Commercial parking garage/lot;						X
Concrete or asphalt batching plant;					X	
Condominium (four or less units);						X
Condominium;			X			
Construction equipment rental and sales;		X			X	
Construction yard (temporary);		X			X	
Contractor shop and storage yard;		X			X	
Contractor shop and storage yard;		X			X	
Convalescent, nursing or long term care facility;	X	X				
Convenience store (with pumps);					X	
Convenience/grocery store (without pumps) convenience store (with pumps);		X				
Convenience/grocery store (without pumps);	X		X		X	X
Day care center (12 or more children);	X					

Permitted Uses by Zoning District	B-1	B-2	B-3	B-4	Industrial	DT
Day spa;						X
Department store;		X	X			
Discount warehouse store;		X				
Drapery, needlework or weaving shop;	X	X	X			
Farmers market;	X	X	X			
Feed store;					X	
Feed, seed and fertilizer store—no bulk storage;		X			X	
Field office (temporary);		X			X	
Flea market;					X	
Florist;	X	X	X			X
Fraternal organization, lodge or civic club;		X	X	X		X
Frozen foods locker;					X	
Furniture or appliance store;		X	X			
Golf course or country club (private);				X		
Golf course or country club, driving range;		X				
Greenhouse or nursery for retail plant sales with outside storage;		X				
Group day care home (7-12 children);	X					
Handcraft shop;	X	X	X			
Health club, weight and aerobic center;		X	X		X	X
Heavy machinery sales and storage;					X	
Heavy manufacturing or industrial;					X	
Home improvement center;		X			X	
Home occupation;			X			X
Hospital—general acute care (human);		X				
Hotels and motels;		X	X	X	X	X
Household appliance service and repair (no outside storage);			X			
Household appliance service and repair;		X				
Industrial manufacturing/fabrication/assembly (closed);					X	
Industrial manufacturing/fabrication/assembly (outside storage);					X	
Kennel;		X			X	
Kiosk;		X	X		X	
Laboratory (medical);		X	X		X	
Landscaping service;		X			X	
Laundry and cleaning (self service);	X	X				
Laundry plant;					X	
Lawn equipment and small engine sales and services;		X			X	
Library;						X
Light manufacturing or industrial;					X	
Machine shop;					X	
Micro brewery/winery (retail sales)—without drive-in service;						X
Micro brewery;		X	X		X	
Mini storage/warehouses;		X			X	
Mobile home display and sales;					X	
Mobile homes/manufactured home parks;					X	
Monument retail sales (outside storage);		X				
Mortuary or funeral home;		X				
Moving company;		X			X	
Multi-family dwelling (five more units);			X			
Municipal facilities/state facilities/federal facilities;	X		X			X
Museums and galleries;						X
Neighborhood grocery store (no fuel service);	X	X				
Newspaper printing;					X	
Office—professional and general administration;	X	X	X		X	X
Overnight delivery and service center;					X	
Park, playground, public community recreation center;	X	X	X			
Pawn shop;		X			X	
Personal service shop (beauty, barber and the like);	X	X	X			X
Pet shop—small animals within building (no boarding);			X			
Pet shop—small animals within building;		X				
Plumbing shop;		X			X	
Portable building sales;		X			X	
Printing;		X			X	
Private clubs.				X		
Private kindergarten;	X					
Produce stand;		X			X	
Propane sales (filling stations);					X	



Permitted Uses by Zoning District	B-1	B-2	B-3	B-4	Industrial	DT
Psychic/Tarot card reader;		X				
Radio, television, microwave or electric generating tower;					X	
Railroad or bus passenger station;			X		X	
Recreational vehicle sales;		X			X	
Recycling collection center;					X	
Recycling kiosk;		X			X	
Registered family home (six + six children);			X			
Research lab (non-hazardous);		X			X	
Restaurant (drive-in type);		X			X	
Restaurant or cafeteria—without drive-in service;	X	X	X		X	X
Restaurant with alcoholic beverage service	X	X	X		X	X
Retail shops and stores other than listed;	X	X				
Retail shops;			X			X
Retirement housing complex.	X		X			
Roofing and siding supply;		X			X	
Sand/gravel/caliche/stone sales (storage);					X	
Schools—private/parochial;			X			
Schools—public, private and parochial;		X				
Schools—public;			X			
Shopping center;		X			X	
Sign manufacturing;					X	
Single family dwelling;			X			X
Stone/clay/glass manufacture;					X	
Storage or repair of furniture and appliance (inside);			X			
Storage or repair of furniture and appliances (display inside of building);		X				
Studio (photographer, musician, artist);		X	X			X
Studio for radio and television;		X	X		X	
Tattoo parlor/body piercing studio;					X	
Taxidermy;		X			X	
Theater-indoor;		X	X			X
Tire retreading;					X	
Tobacco shop;		X			X	
Tool and equipment rental shop;		X			X	
Townhouse (four or less units);						X
Townhouse;			X			
Trade or commercial schools;					X	
Trailer rental and sales;		X			X	
Travel agencies;						X
Truck stop;					X	
Two-four family dwelling.			X			X
Veterinary clinic or hospital;		X			X	
Veterinary services.		X			X	
Warehouse, wholesale (enclosed and outside storage);					X	
Welding shop;					X	
Wholesale distribution centers;					X	
Wholesale production and distribution of ice (mfg. by machine only); and					X	
Wrecking yard.					X	

**ORDINANCE NO. 2021-O-XX**

**AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTIONS 154.06.1 - NEIGHBORHOOD BUSINESS DISTRICT (B-1), 154.06.2 - RETAIL AND COMMERCIAL BUSINESS DISTRICT (B-2), 154.06.3. - CENTRAL BUSINESS DISTRICT (B-3), AND 154.06.7. - DOWNTOWN DISTRICT (DT), OF THE CODE OF ORDINANCES TO ADD THE PERMITTED USE OF THE SALE OF ALCOHOL, AS LICENSED BY THE TEXAS ALCOHOLIC BEVERAGE COMMISSION, TO EACH NAMED ZONING DISTRICT, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Stephenville, Texas has determined that the sale of alcohol is not currently allowed in any zoning district; and

**WHEREAS**, the City Council desires to promote the general advantage to local businesses of allowing alcohol sales to appropriate districts; and

**WHEREAS**, the City Council has determined that alcohol sales should be added as a permitted use in the B-1, B-2, B-3 and DT Zoning Districts.

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

**Section 1.**

The following Sections of the Code of Ordinances are hereby amended to add the permitted use of the sale of alcohol, as licensed by the Texas Alcoholic Beverage Commission:

**Sec. 154.06.1. - Neighborhood business district (B-1).**

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

**Sec. 154.06.3. - Central business district (B-3)**

**Sec. 154.06.7. - Downtown district (DT)**

**Section 2.**

This ordinance shall be effective upon passage.

**PASSED AND APPROVED** this the 3<sup>rd</sup> day of August, 2021

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

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary

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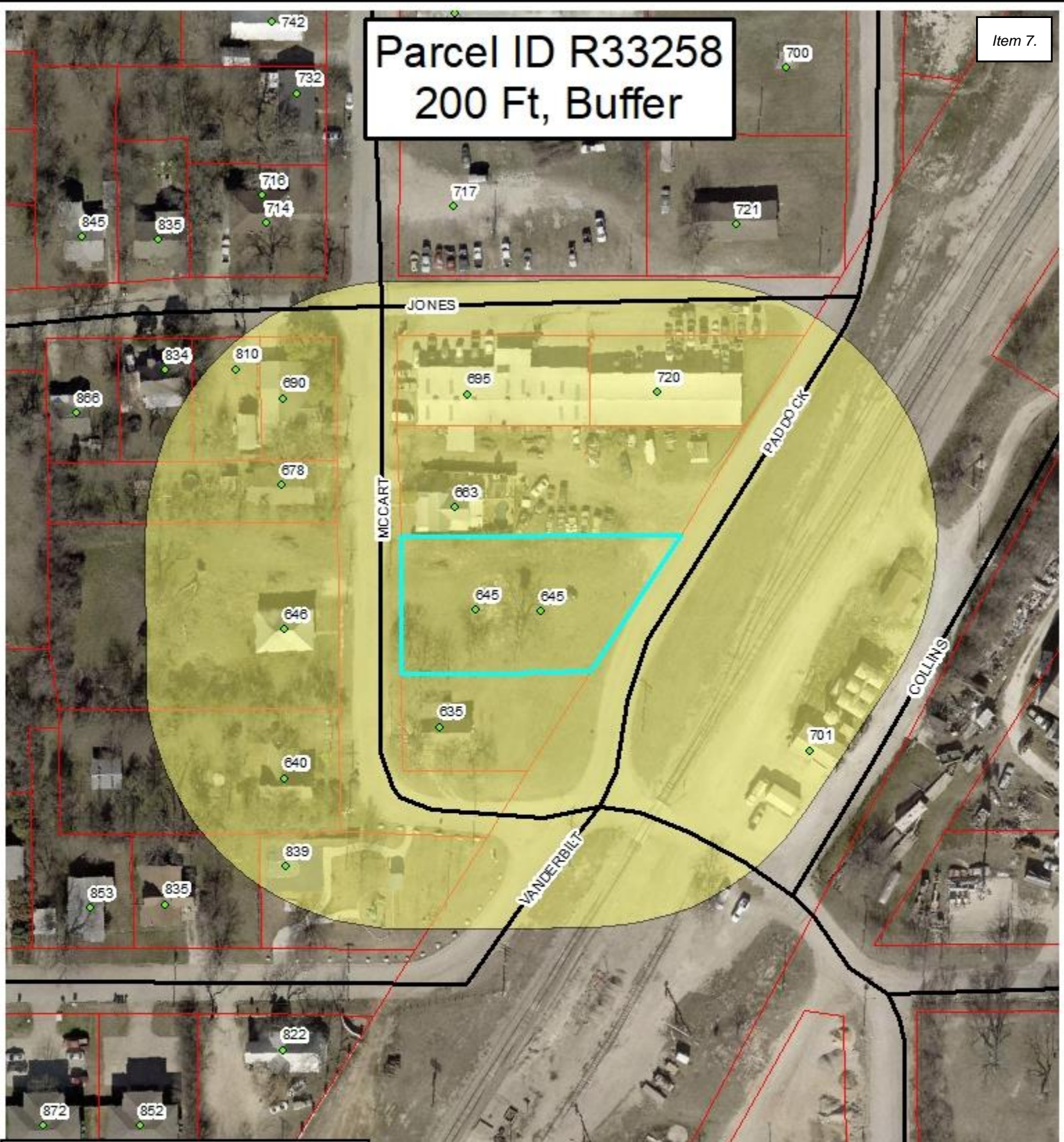
Reviewed by Allen L. Barnes,  
City Manager

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Randy Thomas, City Attorney  
Approved as to form and legality

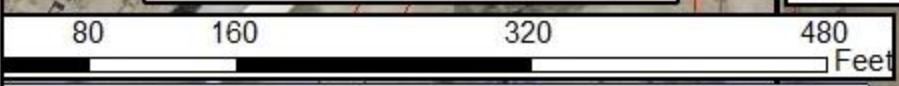
# Parcel ID R33258 200 Ft, Buffer

Item 7.



### Legend

- ◆ Address
- Roads
- Parcel R33258 Buffer
- Parcels

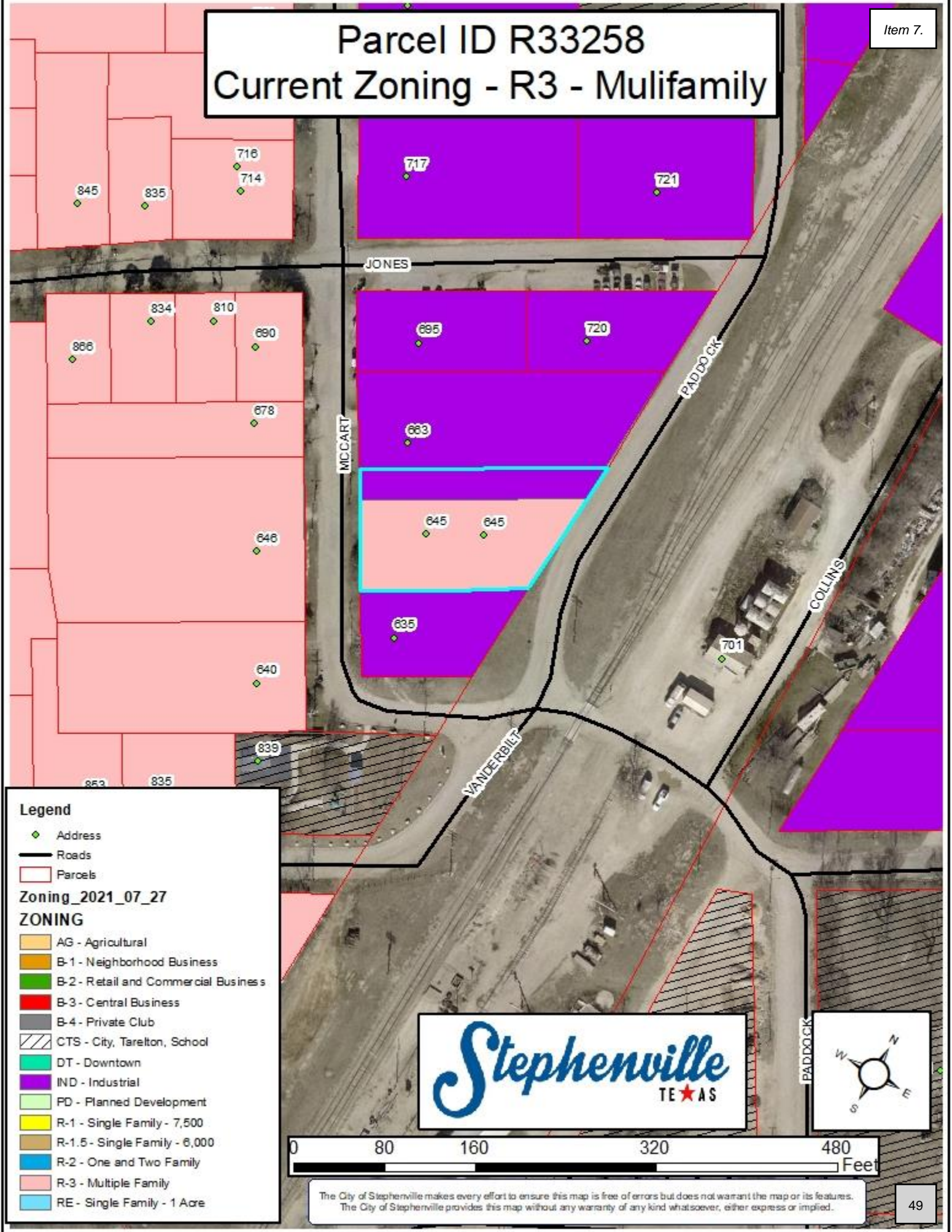


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**Parcel ID R33258**  
**Current Zoning - R3 - Multifamily**

Item 7.



**Legend**

- ◆ Address
- Roads
- ▭ Parcels

**Zoning\_2021\_07\_27**

**ZONING**

- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tareyton, 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-3 - Multiple Family
- RE - Single Family - 1 Acre

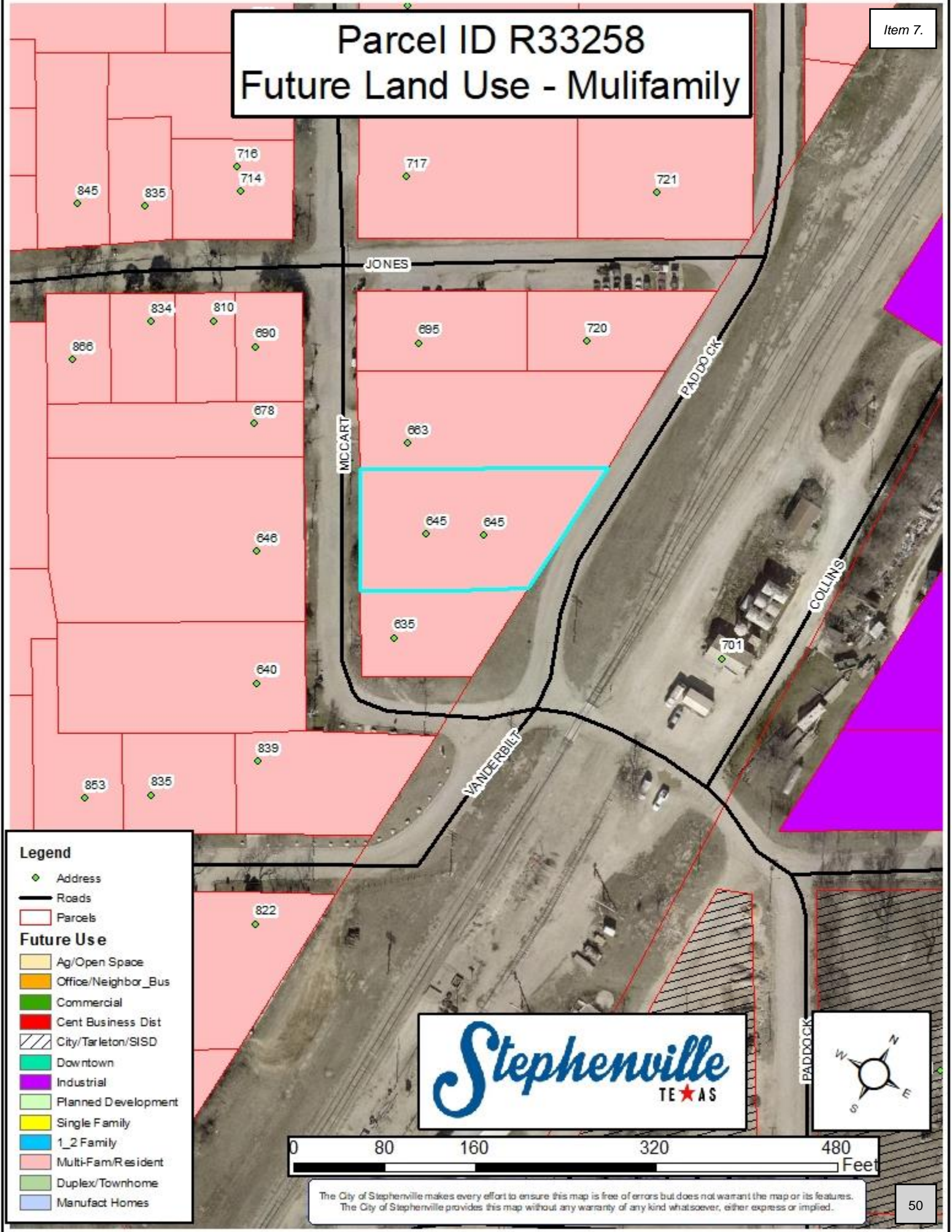


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**Parcel ID R33258**  
**Future Land Use - Multifamily**

Item 7.



**Legend**

- ◆ Address
- 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

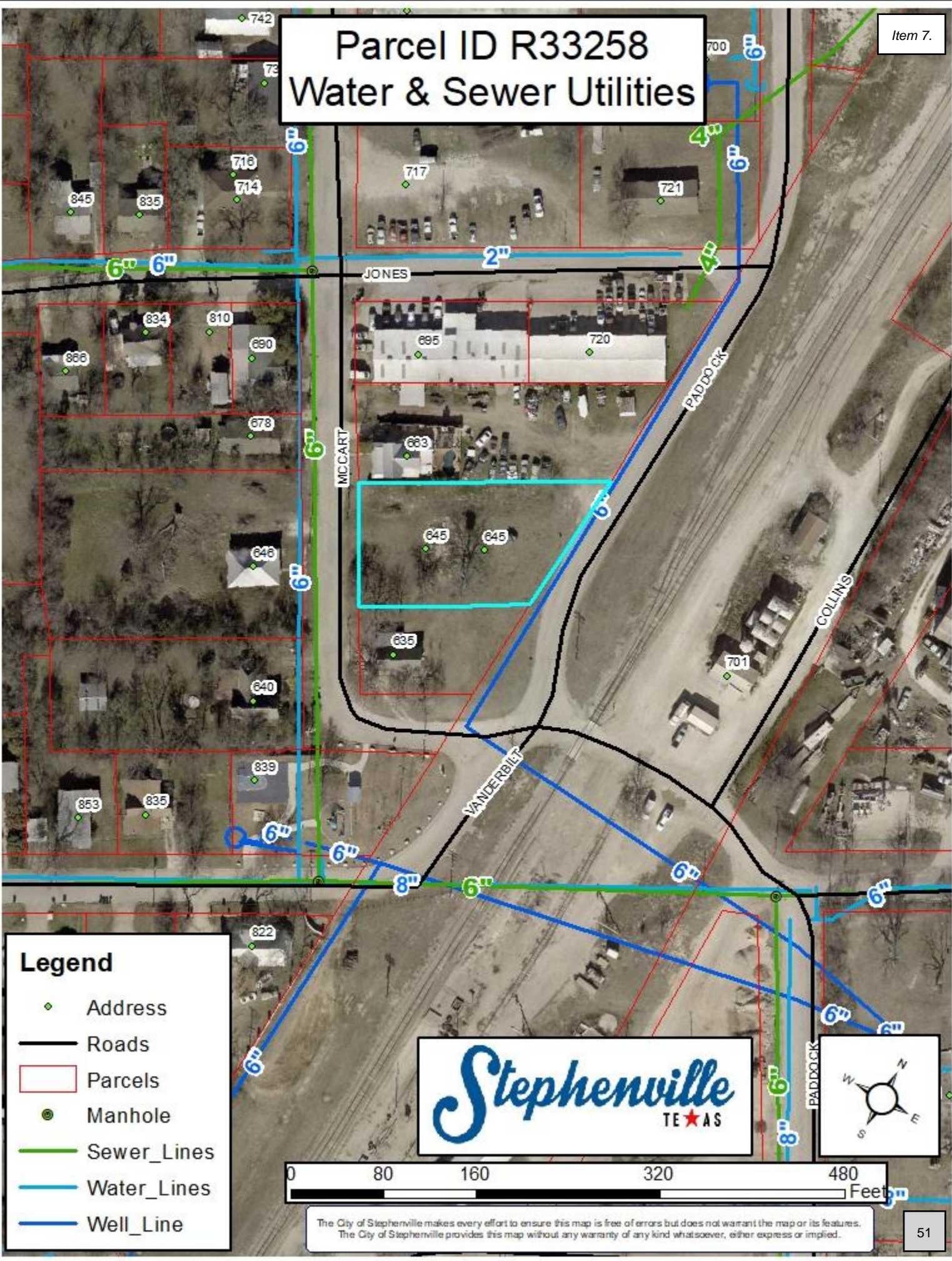


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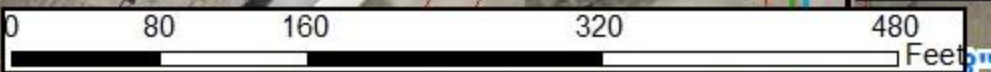
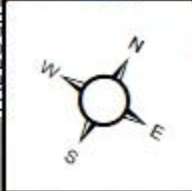
# Parcel ID R33258 Water & Sewer Utilities

Item 7.



## Legend

- ◆ Address
- Roads
- Parcels
- Manhole
- Sewer\_Lines
- Water\_Lines
- Well\_Line



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## Parcel R33258 200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000033266	640 MCCART	BRAUN BOBBIE	1300 W HYMAN APT 506	STEPHENVILLE	TX	76401
R000033257	635 MCCART	BROCK ROBERT LEE	635 N MCCART	STEPHENVILLE	TX	76401
R000032744	839 W VANDERBILT	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000014966	0 N PADDOCK & VANDERBILT	FORT WORTH & WESTERN RAILROAD	6300 RIDGLEA PLACE STE 1200	FORT WORTH	TX	76116-5738
R000032743	835 VANDERBILT	GLIDEWELL THOMAS A ESTATE & KAY E	835 VANDERBILT	STEPHENVILLE	TX	76401
R000033261	834 JONES	HAYES WAYNE LEROY	PO BOX 2410	STEPHENVILLE	TX	76401
R000060763	695 MCCART	MCDONALD RICHARD & JANE MCDONALD FAMILY TRUST	PO BOX 1783	STEPHENVILLE	TX	76401-0000
R000033260	690 MCCART	SOTO FELIPE	3175 CR386	STEPHENVILLE	TX	76401-8510
R000033256	661 MCCART	SOTO FELIPE	3175 CR386	STEPHENVILLE	TX	76401-8510
R000033255	695 MCCART	SOTO FELIPE	3175 CR386	STEPHENVILLE	TX	76401-8510
R000033265	646 MCCART	SOTO FERNANDO & JOSE A SOTO	695 N MCCART	STEPHENVILLE	TX	76401
R000033258	663 MCCART	SOTO JOE	663 MCCART	STEPHENVILLE	TX	76401
R000033259	810 JONES	SOTO JOSE FELIPE	3175 CR386	STEPHENVILLE	TX	76401-8510
R000033263	678 MCCART	THE WRINKLE FAMILY TRUST	1005 CHARLOTTE	STEPHENVILLE	TX	76401





# STAFF REPORT

**SUBJECT:** Case No.: RZ2021-014

Applicant Joe Soto is requesting a rezone of the remaining portion of property located at 645 McCart, Parcel R33258, of Shapard & Collins, Block 10, Lot 7, of the City of Stephenville, Erath County, Texas from (I) Industrial to (R-3) Multifamily.

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen

## RECOMMENDATION:

The Planning and Zoning Commission convened on September 15, 2021, and by a vote of 6/1, recommended the City Council approve the rezoning request.

## BACKGROUND:

The intended project for the requested zoning is for a multifamily development.

The applicant previously submitted a rezone application in 2017 which was subsequently approved by the Commission and City Council in the fall of 2017. In 2020, the applicant submitted an application for replat which was also approved by the Commission and City Council in May, 2020.

Recent submittals for the project led to the discovery that the replat removed an approximate 27 feet of the property known as 663 McCart and expanded the property known as 645 McCart. Consequently, 645 McCart now has a split zoning of Industrial and R-3, multifamily.

### CURRENT ZONING:



### FUTURE LAND USE:



**APPROVED REPLAT:**

**DESCRIPTION OF REQUESTED ZONING:**

**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. 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) Townhouse dwellings, with each family limited as in division (1) above;

- (4) Condominium dwellings, with each family limited as in division (1) above;
- (5) Multiple family dwellings, with each family limited as in division (1) above;
- (6) Assisted living center;
- (7) Convalescent, nursing or long term-care facility;
- (8) Retirement housing complex;
- (9) Accessory buildings;
- (10) Churches, temples, mosques and related facilities;
- (11) Community home;
- (12) Park or playground;
- (13) SISD school—public;
- (14) Bed and breakfast/boarding house;
- (15) Group day care home;
- (16) Registered family home;
- (17) Day care center; and
- (18) Fraternity or sorority house.

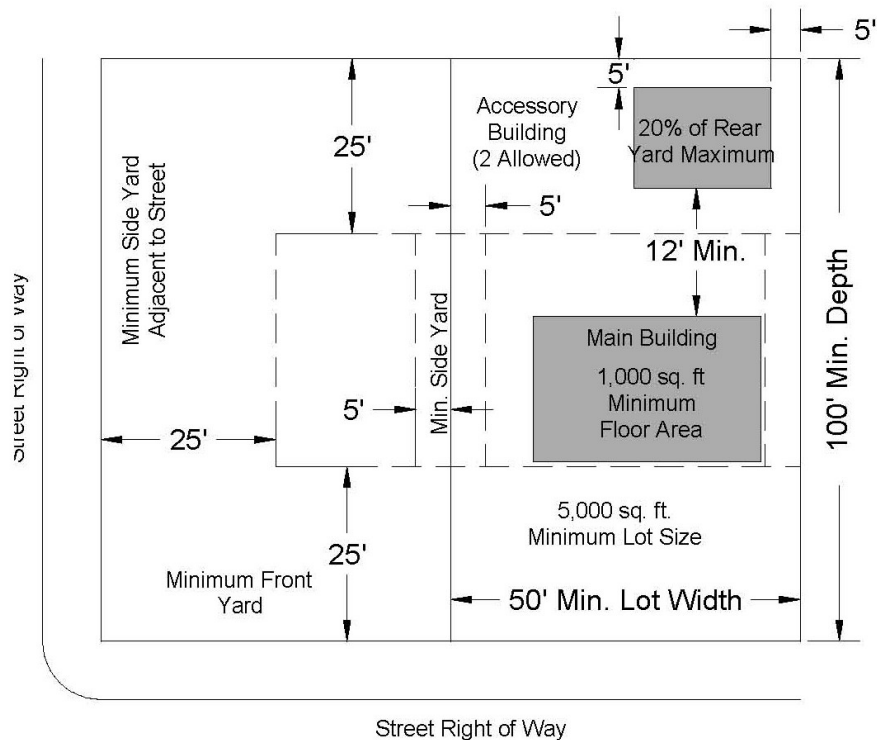
**5.6.C Conditional Uses.**

- (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 ft<sup>2</sup>.
  - (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 ft<sup>2</sup>.
  - (8) Accessory buildings:
    - (a) Maximum accessory buildings coverage of rear yard: 20%.
    - (b) Maximum number of accessory buildings: one.
    - (c) Minimum depth of side setback: five feet.
    - (d) Minimum depth of rear setback: five feet.

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

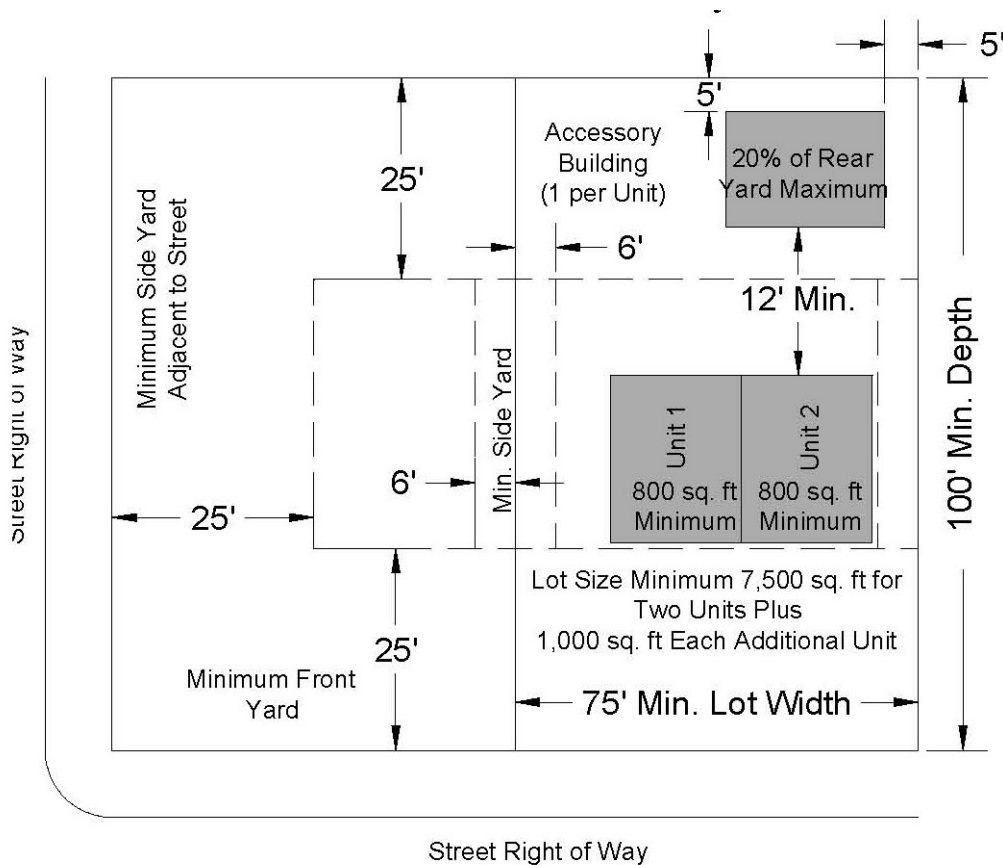


**5.6.E Parking Regulations.** A Single-Family, R-3 District lot shall provide a minimum of two vehicle parking spaces per dwelling unit, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in this ordinance, Section 11, Parking Regulations of this ordinance.

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

- (1) Minimum lot area: 7,500 ft<sup>2</sup> for two dwelling units, plus 1,000 ft<sup>2</sup> for each additional dwelling unit.
- (2) Minimum lot width and lot frontage: 75 feet.
- (3) Minimum lot depth: 100 feet.
- (4) Minimum depth of front setback: 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 ft<sup>2</sup>.

- (8) Accessory buildings:
- Maximum accessory building coverage of rear yard: 20%.
  - Maximum area of each accessory building: 200 ft<sup>2</sup>.
  - Maximum number of accessory buildings: one per unit.
  - Minimum depth of side setback: five feet.
  - Minimum depth of rear setback: five feet.
  - 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.

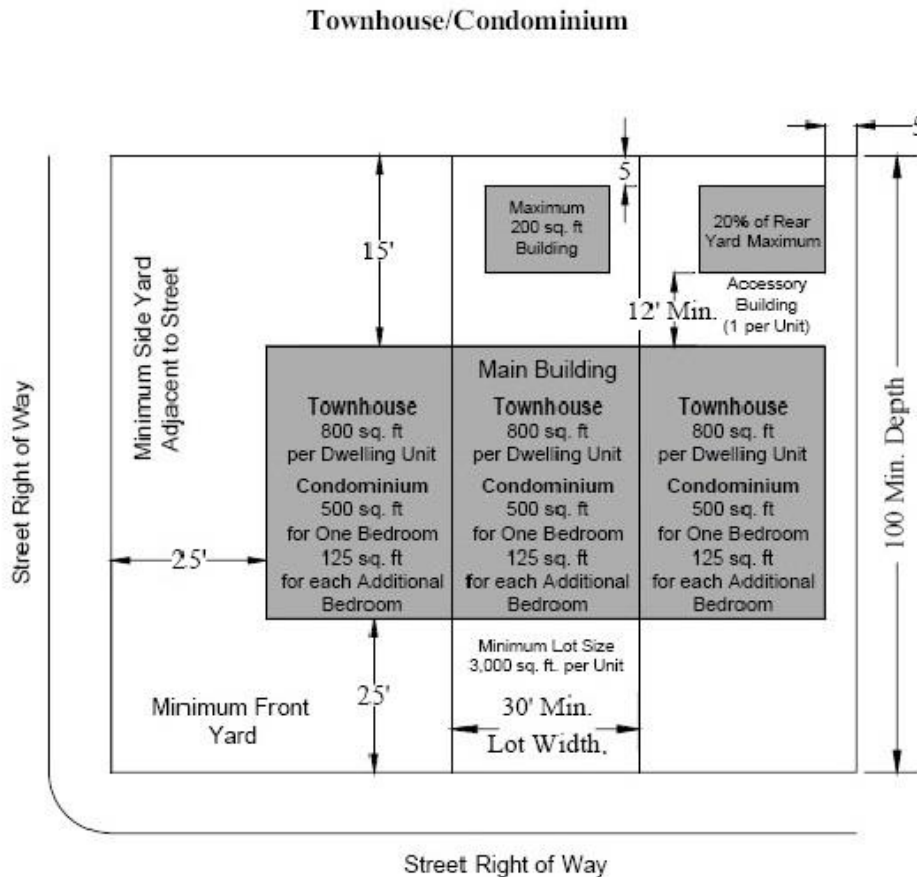


A Two to Four-Family, R-3 District lot shall provide a minimum of two vehicle parking spaces per dwelling unit, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in this ordinance, Section 11, Parking Regulations of this ordinance.

(C) *Townhouse/Condominium.*

- Minimum lot area: 3,000 ft<sup>2</sup> per unit.
- Minimum average lot width and lot frontage: 30 feet.
- Minimum lot depth: 100 feet.
- Minimum depth of front setback: 25 feet.
- Minimum depth of rear setback: 15 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 building coverage as a percentage of lot area: 40%
  - (b) Minimum area of each Townhouse dwelling unit: 800 ft<sup>2</sup>.
  - (c) Minimum area of each Condominium of each dwelling unit: 500 ft<sup>2</sup> for one bedroom or less, plus 125 ft<sup>2</sup> of floor area for each additional bedroom.
- (8) Accessory buildings:
  - (a) Maximum accessory building coverage of rear yard: 20%.
  - (b) Maximum area of each accessory building: 200 ft<sup>2</sup>.
  - (c) Maximum number of accessory buildings: one per unit.
  - (d) Minimum depth of side setback: five feet.
  - (e) Minimum depth of rear setback: five feet.
  - (f) Minimum depth from the edge of the main building: 12 feet.
- (9) Maximum height of structures: 35 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



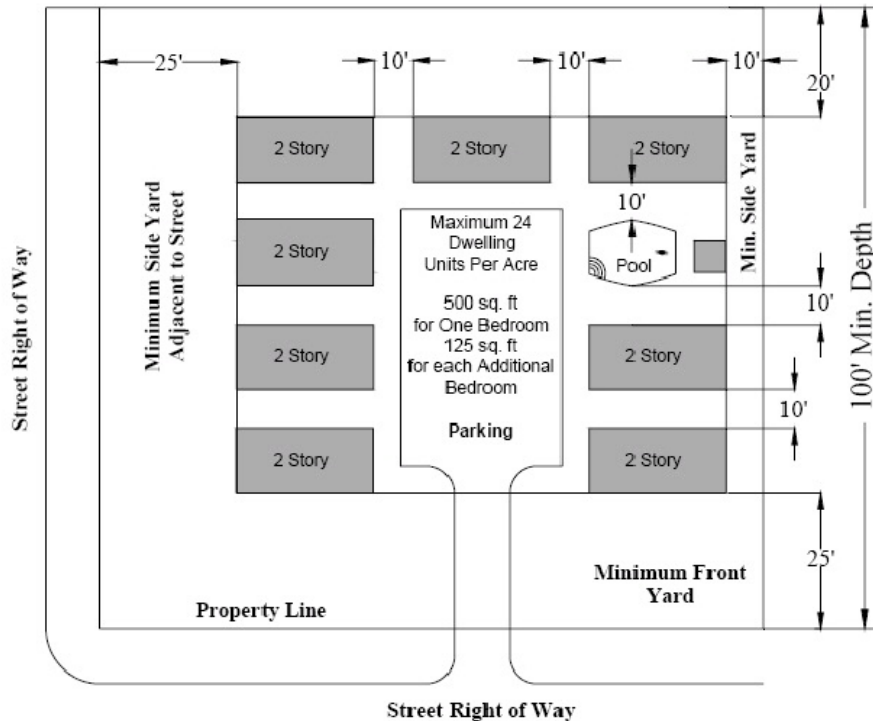
A Townhouse/Condominium, R-3 District lot shall provide a minimum of two vehicle parking spaces per dwelling unit, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in this ordinance, Section 11, Parking Regulations of this Ordinance.

(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 ft<sup>2</sup> for one bedroom or less plus 125 ft<sup>2</sup> 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.

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

**Multiple Family Dwelling**





A Multiple-Family, R-3 District lot 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 this ordinance, Section 11, Parking Regulations of this ordinance.

#### 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.



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

#### 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 from the Planning and Zoning Commission and deny the rezoning request.
- 2) Modify the recommendation of the Planning and Zoning Commission and approve the rezoning request designating an alternate zoning classification.
- 3) Over-rule the recommendation of the Planning and Zoning Commission and approve the rezoning request.



## COMMITTEE REPORT

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**REPORT TYPE:** Tourism and Visitors Bureau Committee Report

**MEETING:** September 23, 2021

**Present:** LeAnn Durfey, Chair; Brandon Huckabee, Alan Nix, Brady Pendleton

**Absent:** None

**DEPARTMENT:** Tourism and Visitors Bureau

**STAFF CONTACT:** Julie Smith

### THE DAYTRIPPER PROPOSAL FOR 2021 - 2022

The Stephenville Tourism and Visitors Bureau Committee met on Thursday, September 23. LeAnn Durfey presented The Daytripper's 2021-2022 proposal for advertising consideration. A discussion on the measurements of the advertising followed. The successful analytics from the previous year were also discussed for both the STVB social media pages, as well as The Daytripper's. LeAnn Durfey made the motion for The Daytripper's 2021-2022 proposal to move forward to City Council, Alan Nix seconded the motion.



## Social Mediaa



186K+ likes



11.8K followers



43.8K followers



17.5K Newsletter subscribers

### 4 Social Giveaways

**COST: \$13,500**

- We will post a giveaway around 4 events of your choice throughout the year. It will feature a getaway prize specified by you, and ONE will include a Meet & Greet with Chet for the winners.
- To enter, our followers must like your social page and tag a friend for the chance to win - growing your followers & expanding your event's reach!
- Each giveaway includes an email blast, 3 Insta & FB story posts and 4 FB posts & 1 IG post on our channels with your channels tagged.
- **Partner Value: \$23,500**

### 6 Video Social Posts

**COST: \$7,000**

- We will share the 6 video series we make featuring Chet in Stephenville on our Instagram & Facebook pages, tagging the city and any businesses featured.

### 12 Newsletter Inclusions

**COST: \$3,600**

- Promote whatever you'd like with a 600x200px banner ad, a description of up to 50 words and web links in our monthly email newsletter.

**VALUE: \$32,100**

**STEPHENVILLE COST: \$24,100**



# Video Work

Over the course of the year, we'll make a series of 6 videos (3-5 minutes in length) featuring different aspects of what Stephenville has to offer.

## VIDEO 1: EXPERIENCES

Family farms, theme parks, and axe throwing make Stephenville a true experience.



## VIDEO 2: UNIQUE SHOPPING

From framed-up bookstores to vintage outfitters to saddle shops, Chet goes shopping.

## VIDEO 3: OUTDOOR ADVENTURE

From bike paths to horseback riding, Chet adventures across town and outside town



## VIDEO 4: NIGHT TRIPPER

Chet highlights and spends the night at some of Stephenville's most unique hotels and lodges.

## VIDEO 5: HISTORY

Chet will visit historic sites in the area and explore Stephenville's Cowboy history.



## VIDEO 6: SWEET TOOTH

Chet eats his way across town showcases its handmade desserts. Loosen your belts.

**VALUE: \$105,000**

**STEPHENVILLE COST: \$84,000**

Public Works Committee  
**COMMITTEE REPORT**



**MEETING:** Public Works Committee Meeting – 23 Sep 2021  
**Present:** P6 Alan Nix, Chair; P4 Brady Pendleton; P8 Brandon Huckabee  
**Absent:** P7 Gerald Cook;  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**Agenda Item 1: Call to Order**

Due to out-of-town guests being present, the agenda items were addressed in the following order:

1. Backflow Prevention Presentation
2. Landfill Permit Amendment
3. Jacobs/CH2M OMI Proposed Agreement Amendment for FY2021-2022
4. Solid Waste Ordinance
5. Emergency Response Plan / Emergency Preparedness Plan – Professional Services

**Agenda Item 2: Emergency Response Plan / Emergency Preparedness Plan – Professional Services**

**Discussion:** An overview of the federally mandated Emergency Response Plan (ERP) and the state mandated Emergency Preparedness Plan (EPP) was presented. It was made clear that both plans are unfunded mandates. The proposed professional services agreement was presented and it was noted the proposal provides the plan components and timelines necessary to meet the requirements and deadlines while remaining under budget.

**Committee Action:** Following discussion, a motion was made by Mr. Huckabee, seconded by Mr. Pendleton to forward a positive recommendation to the full council to enter into an agreement with Provenance Engineering for preparation of the ERP and EPP.

**Recommendation:** The committee voted to unanimously forward a positive recommendation to enter into an agreement with Provenance Engineering for the preparation of ERP and EPP as presented.

**Agenda Item 3: Jacobs/CH2M OMI Proposed Agreement Amendment for FY 2021-2022**

**Discussion:** The proposed amendment to the wastewater treatment plant operations agreement was discussed. It was noted the calculated, contractual rate of 4.61% was negotiated down to 3.50% and the overall increase was 2.75%.

**Committee Action:** Following discussion by committee and council members, a motion was made by Mr. Pendleton, seconded by Mr. Huckabee, to forward a positive recommendation to the full council to approve the annual operations agreement amendment as presented.

**Recommendation:** The committee voted unanimously to forward a positive recommendation to the full council to approve the annual operations agreement amendment as presented.

#### Agenda Item 4: Solid Waste Ordinance

- Discussion:** A proposed solid waste ordinance was presented. It was noted the ordinance was recommended by the city attorney to enforce the existing solid waste franchise agreement.
- Committee Action:** Following discussion, a motion was made by Mr. Pendleton, seconded by Mr. Nix to recommend approval of the solid waste ordinance subject to approval of the city attorney.
- Recommendation:** The committee voted 2-1 to recommend approval of the solid waste ordinance subject to approval of the city attorney, with Mr. Huckabee as the dissenting vote.

#### Agenda Item 5: Backflow Prevention Presentation

- Discussion:** A very detailed presentation regarding the importance of backflow prevention measures was presented by Byron Hardin with Hardin and Associates.
- Committee Action:** No action was necessary.
- Recommendation:** No action was necessary.

#### Agenda Item 6: Landfill Permit Amendment

- Discussion:** Mr. Tony Wescoup with Biggs & Mathews Environmental made a short presentation regarding the permit history of the Stephenville Landfill. It was noted the estimated airspace remaining may provide less than ten (10) years of operations at the landfill. It was also noted that when the landfill was converted from a Type I (accepting Household Waste) to a Type IV (accepting Construction and Demolition Waste), approximately 2 million cubic yards of space was lost. It was also discussed that recovering the previously permitted airspace may extend the life of the landfill by 50+ years.
- Mr. Wescoup explained the Texas Commission on Environmental Quality (TCEQ), whom governs the permit process for the landfill, would engage legal services to determine if a permit amendment would be granted. A proposed engagement letter with Lloyd Gosselink was presented with a not-to-exceed amount of \$50,000, to provide legal representation for the city and assist the city in pursuit of a TCEQ permit amendment to extend the life of the landfill. It was noted the city attorney has reviewed and approved of the proposed engagement letter.
- Committee Action:** Following discussion, a motion was made by Mr. Pendleton, seconded by Mr. Huckabee to engage the firm of Lloyd Gosselink in professional legal representation services to pursue a landfill permit amendment.
- Recommendation:** The committee voted forward a unanimously positive recommendation to engage the firm of Lloyd Gosselink to assist the city with a landfill permit amendment as presented.



August 27, 2021

Mr. Nick Williams  
Director of Public Works  
City of Stephenville  
298 W. Washington Street  
Stephenville, Texas 76401

**VIA ELECTRONIC TRANSMISSION**

Re: Supplement to Engagement Letter – City of Stephenville;  
Billing File Number: 919-3

Dear Mr. Williams:

We appreciate the confidence you have shown in us by recently requesting additional legal services from our firm. For various reasons it is necessary for our firm to specifically enumerate those matters on which we are working. The purpose of this letter is to set forth our understanding of the legal services to be performed by us and is a Supplement to the original Engagement Letter. This letter confirms that Lloyd Gosselink Rochelle & Townsend, P.C. (“Lloyd Gosselink”) will represent the City of Stephenville with respect to assisting the City in pursuing a TCEQ permit to expand the City’s existing landfill, to include a construction and demolition only waste area (the “Matter”). Furthermore, this letter is our notice to you regarding our acceptance of this representation (the “Representation”).

### **Terms of Engagement**

Our original Engagement Letter and the *Additional Terms of Engagement* attached thereto, dated October 1, 2018, set out the terms of our engagement in the Representation. This letter is expressly incorporated into that document. It is understood and agreed that our engagement is limited to the Representation, and our acceptance of this engagement does not imply any undertaking to provide legal services other than those set forth in the original Engagement Letter and all Supplements thereof.

### **Personnel Who Will Be Working on the Matter**

I will be the attorney in charge of the Representation, and I will be working on the Matter. You may call, write, or e-mail me whenever you have any questions about the Representation. Other firm personnel, including firm lawyers and paralegals, will participate in the Representation if, in our judgment, their participation is necessary or appropriate.

### **Legal Fees and Other Charges**

Our fees in the Matter will be based on the time spent by firm personnel, primarily firm lawyers or paralegals, who participate in the Representation. We will charge for all time spent by such personnel in the Representation in increments of tenths of an hour. We charge for time spent in activities including but not limited to the following: telephone and office conferences with

Mr. Nick Williams  
August 27, 2021  
Page 2

clients, representatives of clients, opposing counsel, and others; conferences among our attorneys and paralegals; factual investigation, if needed; legal research; file management; responding to requests from you that we provide information to you or your auditors; drafting letters and other documents; and travel, if needed.

Legal fees and costs are difficult to estimate. Accordingly, we have made no commitment concerning the fees and charges that will be necessary to resolve or complete the Representation, although we will make every effort to manage fees and costs by working efficiently and cost-effectively. At the request of the City, we have agreed to a maximum total legal bill on this matter of \$50 thousand (\$50,000.00) by Lloyd Gosselink without further written approval from the City. Should the matter require additional legal work beyond that amount, Lloyd Gosselink will be under no obligation to continue its representation without the City and Lloyd Gosselink's mutual agreement.

My time is billed at the rate of \$375 per hour, and Jeffrey Reed's time is billed at the rate of \$350 per hour. Other lawyers, paralegals and other personnel may be assigned as necessary to achieve proper staffing. We utilize briefing clerks, paralegals, file clerks and other support personnel to perform those tasks not requiring the time of any attorney. Their time is billed at an amount determined by the experience of the individual. The foregoing rates may be adjusted annually and, if so, will be noted on your bill. We will submit all out-of-pocket expenses incurred for reimbursement. Usually we ask the client to pay directly all filing fees, charges for consultants, etc. due to the size of such fees. We endeavor to have a statement of services rendered and expenses incurred by the 15th of the following month. Full payment is due on receipt of the statement.

**Conflicts of Interest**

Before accepting this Representation, we have undertaken reasonable and customary efforts to determine whether there are any potential conflicts of interest that would bar our firm from representing you in the Matter. Additionally, in order that we comply with the requirements of Chapter 176 of the Texas Local Government Code, we have performed an internal conflicts of interest inquiry. Based on the information obtained from this inquiry, we will file a completed conflict of interest questionnaire with the individual deemed as the records administrator for your entity. Based on the information available to us, we are not aware of any potential disqualification. We reviewed the issue of potential conflicts in accordance with the rules of professional responsibility adopted in Texas.

**Cloud-Based Software**

We use cloud-based electronic data storage and/or document preparation systems to store Client confidential information and/or prepare legal documents pertaining to this Matter. In accordance with the Texas Disciplinary Rules of Professional Conduct and the Supreme Court of Texas, Professional Ethics Committee Opinion No. 680, in using such cloud-based software, we



Mr. Nick Williams  
August 27, 2021  
Page 3

undertake reasonable precautions and remain alert to avoid the possibility of data breaches, unauthorized access, and/or disclosure of Client confidential information.

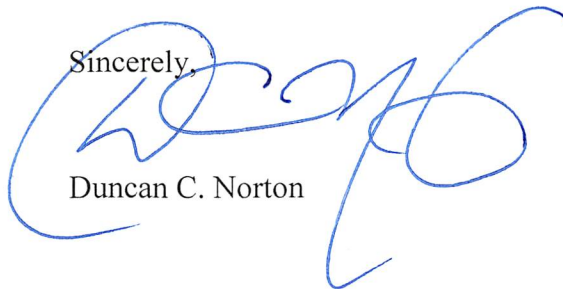
**Document Retention**

We may choose to keep records pertaining to this Matter in partially or exclusively electronic format, and we will bear ordinary costs relating to the treatment and storage of such records as part of the cost of providing legal services to you. Upon completion of our work on this Matter, your file, in the form in which it was maintained, will be made available for transfer to you at our office. As a general rule, we keep client files for five years. If your file has not previously been returned to you before the end of the retention period, our document retention policy directs us to offer the file to you at that time. Original documents (e.g., permits, licenses, deeds, wills and the like), or material that has unique or significant value in the form we originally acquired it, will be returned to you in that original form. We may, however, require you to pay any delivery or shipping expenses associated with delivering your client file and other client property to you at a location other than our office. If you do not indicate a desire to have the file returned to you, the file (both electronic and written) will be destroyed.

**Conclusion**

This letter is appended to, and made a part of, our original Engagement Letter and the *Additional Terms of Engagement* attached thereto, and together with all other Supplements constitute the entire terms of the engagement of Lloyd Gosselink Rochelle & Townsend, P.C. in the Representation. These written terms of engagement are not subject to any oral agreements or understandings, and they can be modified only by further written Supplement. Unless expressly stated in these terms of engagement, no obligation or undertaking shall be implied on the part of either you or Lloyd Gosselink Rochelle & Townsend, P.C. If you agree to these terms of engagement, please sign in the space provided below and return a scanned copy of the executed Supplement to Engagement Letter.

Sincerely,



Duncan C. Norton

DCN/ldp  
8279924.2

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Title

**AMENDMENT NO. 15**  
**to the**  
**AGREEMENT FOR OPERATIONS, MAINTENANCE AND**  
**MANAGEMENT SERVICES**  
**for the**  
**CITY OF STEPHENVILLE, TEXAS**

This Amendment No. 15 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 4<sup>th</sup> day of October, 2021 (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 9191 South Jamaica Street, Suite 400, Englewood, Colorado 80112.

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

1. 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 Eight Hundred Forty-Five Thousand Five Hundred Ninety Dollars and No Cents (\$845,590.00) which includes the Sludge Hauling, Chemical Costs, and FOG costs which shall be payable in twelve monthly installments of Seventy Thousand Four Hundred Sixty-Five Dollars and Eighty-Four Cents (\$70,465.84) for the period of October 1, 2021 through September 30, 2022. 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 Eighty-Seven Thousand Dollars (\$87,000). 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 Seventy-Nine Thousand Four Hundred Dollars (\$79,400). 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 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.

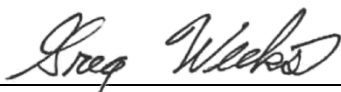
The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

Authorized signature:

Authorized signature:

**OPERATIONS MANAGEMENT  
INTERNATIONAL, INC.**

**CITY OF STEPHENVILLE, TX**



\_\_\_\_\_  
Name: Greg Weeks  
Title: Designated Manager  
Date: 9/17/2021

\_\_\_\_\_  
Name: Doug Svien  
Title: Honorable Mayor  
Date: \_\_\_\_\_





# Emergency Response and Emergency Preparedness Plan – Contract Proposal





THIS IS AN AGREEMENT effective as of October 4, 2021 (“Effective Date”) between City of Stephenville (“Owner”) and Provenance Engineering, LLC. (“Engineer”).

Owner’s Project, of which Engineer’s services under this Agreement are a part, is generally identified as follows: Emergency Response and Preparedness Plan (“Project”).

Engineer’s services under this Agreement are generally identified as follows: Development of an Emergency Response Plan required for the America’s Water Infrastructure Act and an Emergency Preparedness Plan required under Senate Bill 3 of 2021. (“Services”).

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Owner and Engineer further agree as follows:

**1.01 Basic Agreement and Period of Service**

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above (“Additional Services”).
- B. Engineer shall complete its Services within the following specific time period: 9 months presuming there are no delays between each task.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer’s Services is impaired, or Engineer’s Services are delayed or suspended, then the time for completion of Engineer’s Services, and the rates and amounts of Engineer’s compensation, shall be adjusted equitably.

**2.01 Payment Procedures**

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer’s invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition, Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and agrees to pay the undisputed portion.

**2.02 Basis of Payment—Lump Sum**

- A. Owner shall pay Engineer for Services as follows:





1. A Lump Sum amount of \$71,030.00 unless prior OWNER approval in writing. Additional Services may be performed only with prior OWNER approval in writing.
    - a. Payments to be made by Owner based on work progression.
  2. In addition to the Lump Sum amount, reimbursement for the following expenses: NONE
- B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

### 3.01 Termination

- A. The obligation to continue performance under this Agreement may be terminated:
1. For cause,
    - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
    - b. By Engineer:
      - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
      - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I. The Owner anticipates lead-based paint may be present and therefore shall not be consider a Constituent of Concern.
    - c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
    - d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
  2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.
- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective



date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

#### 4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over



competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.

- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
  - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
  - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
  - 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
  - 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$40,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of





Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.

- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- M. Liquidated Damages - Failure to meet the time lines for completion of work identified in (the project schedule - or other appropriate language) will result in liquidated damages of \$50.00 per consecutive calendar day until the work identified in "Exhibit A" - Scope of Services is submitted. Liquidated damages are only applicable to items under the control of ENGINEER and will not be enforced due to circumstances out of the control of ENGINEER.

#### 6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

#### *Definitions*

- B. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- C. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule,



regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

*Attachments:*       “Exhibit A”, Engineer’s Scope of Services  
                              “Exhibit B”, Fee Summary



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: City of Stephenville

Engineer Provenance Engineering, LLC.

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

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

Print name: Doug Svien

Print name: Kent Riker, P.E.

Title: Honorable Mayor

Title: President

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Engineer License or Firm's Certificate No.: 20783

State of: Texas

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

City of Stephenville  
298 W Washington Street  
Stephenville, Texas 76401  
254.918.1223

Provenance Engineering, LLC.  
401 Russell Lane  
Weatherford, Texas 76087  
817.775.7172

IN DUPLICATE



# EXHIBIT - A





## Project Description

The following Scope of Service describes the services and project tasks to be performed and completed by the ENGINEER in association with the Emergency Response Plan. The services associated with this Contract includes the completion of a qualitative Emergency Response Plan (ERP) and an Emergency Preparedness Plan (EPP) for the City of Stephenville to achieve compliance with the America’s Water Infrastructure Act of 2018 (AWIA) and 2021 Senate Bill No. 3 (SB3), respectively.

ERP: The population served by the City of Stephenville was reported to be 21,640 people according to the CWS report for the Safe Drinking Water Information System database as of October 2018. Therefore, Stephenville falls under the “Small System” bracket with a certification due for the ERP by December 31, 2021. The qualitative ERP will be based on the “Guidance for Small Community Water Systems on Risk and Resilience Assessments under America’s Water Infrastructure Act” released by the EPA for assistance for “Small Systems”.

EPP: SB3 requires all water utilities to create an Emergency Preparedness Plan for use to maintain operation of their water systems during extended power outages, maintaining a minimum water pressure of 20 psi (or level approved by TCEQ), as soon as practical following the occurrence of a natural disaster. Application for critical load status is due by November 1, 2021. The EPP submittal deadline including an implementation timeline is due to TCEQ by March 1, 2022.

## Basic Services:

### TASK 1.0 Project Management

The ENGINEER will perform project management related duties. Project management duties include coordinating project tasks, coordinating progress with the OWNER and obtaining existing information for use during the project. The following are the subtask.

- Deliverables: Project Status Reports

#### 1.1 Project Management and Administration

The ENGINEER will manage the day-to-day progress of the project. The ENGINEER will track the budget and schedule regularly and meet with the OWNER's project manager as necessary to update the schedule, progress of services, and potential changes to the scope of services. ENGINEER will provide a project status report to the OWNER with the monthly invoice.

#### 1.2 Quality Assurance / Quality Control (QA/QC) – The ENGINEER will follow their internal QA/QC processes throughout the project. These processes include internal checking of calculations, review of documents, and checking of submittals. Deliverables will be submitted to an ENGINEER’s QAQC Review by a senior level engineer.

#### 1.3 Kick-off Meeting – Conduct a project kick-off meeting with OWNER to review the project scope of services and schedule, define lines of communication and protocols, review deliverables, and develop success factors for completing the project. The ENGINEER will identify a list of data needs for completing the ERP and EPP.



### TASK 2.0 Emergency Response Plan

The ENGINEER will provide services to complete an Emergency Response Plan (ERP) for the OWNER water infrastructure that correlates to the Risk and Resilience Assessment (RRA). The ERP will include qualitative information on utility information, resilience strategies, emergency plans and procedures, mitigation actions, and detection strategies. ENGINEER will work with the information contained in the existing OWNER ERP and provide additional information to meet the requirements set forth by the AWIA. The EPA ERP template will be utilized for completion of the ERP.

- Deliverables: DRAFT Emergency Response Plan  
FINAL Emergency Response Plan
  - Meetings: DRAFT Emergency Response Plan Workshop
- 2.1 Data Collection and Site Visits – This task includes collecting necessary data from the OWNER and from site visits, including but not limited to utility components, personnel information, response resources, existing ERP information, communication protocols, public notification protocols, core response procedures, incident specific response procedures, alternative source water options, interconnection with other utilities, other mitigation actions, and detection strategies.
  - 2.2 Completion of DRAFT ERP based on the EPA’s Emergency Response Plan Template:
    - 2.2.1 Utility Information
    - 2.2.2 Resilience Strategies
    - 2.2.3 Emergency Plans and Procedures
    - 2.2.4 Mitigation Actions
    - 2.2.5 Detection Strategies
  - 2.3 The ENGINEER will conduct an interactive review meeting with the OWNER to review the Draft ERP and garner input from the OWNER on the various sections of the Draft ERP.
  - 2.4 FINAL ERP – incorporation of comments from DRAFT Emergency Response Plan Workshop with the OWNER and deliver electronic copy of the FINAL ERP to the OWNER in both Word and PDF.
  - 2.5 Provide the template Certification Letter to the OWNER and assist OWNER in uploading the certification to the EPA website by December 31, 2021 for the OWNER to be in compliance with the AWIA.

### TASK 3.0 Emergency Preparedness Plan

The ENGINEER will provide services to complete an Emergency Preparedness Plan (EPP) for the OWNER to be in compliance with Senate Bill 3. The EPP will include information on utility water infrastructure information, designation of alternate power option(s), emergency communications, emergency water use restrictions, and information on how the OWNER plans to maintain 20 psi in the distribution system following a natural disaster or power outage. The TCEQ EPP template will be utilized for completion of the EPP.

- Deliverables: Application for Critical Load Status  
DRAFT Emergency Preparedness Plan  
FINAL Emergency Preparedness Plan
- Meetings: DRAFT Emergency Preparedness Plan Workshop



- 3.1 Data Collection and Site Visits – This task includes collecting necessary data from the OWNER and from site visits, including but not limited to utility components, personnel information, response resources, communication protocols, public notification protocols, core response procedures, power consumption, detailed discussions with staff on operations and critical components during power outages.
- 3.2 Determine critical load and apply for critical load status – The ENGINEER will identify critical water infrastructure required to maintain pressure in the system, determine the crucial load from the critical infrastructure, and apply for critical load status with the electric provider and electric distributor by November 1, 2021.
- 3.3 Water system modeling – The ENGINEER will perform basic modeling of the storage and distribution system to determine a strategy to maintain 20 psi in the distribution system following a natural disaster or prolonged power outage. The ENGINEER will utilize an export of the existing water system model in EPANET for the analysis. This project does not include the creation of a model of the OWNER’s water system.
- 3.4 Completion of DRAFT EPP based on the TCEQ’s Emergency Preparedness Plan Template:
  - Introduction
  - Description of the Water System
  - Alternate Power Options – assuming Critical Load Status
  - Emergency Communications
  - Emergency Water Use Restrictions
  - Attachments
- 3.5 The ENGINEER will conduct an interactive review meeting with the OWNER to review the Draft EPP and garner input from the City on the various sections of the Draft EPP.
- 3.6 FINAL EPP – incorporation of comments from DRAFT Emergency Preparedness Plan Workshop with the OWNER and deliver electronic copy of the FINAL EPP to the OWNER in both Word and PDF.
- 3.7 Assist OWNER in submitting the EPP and implementation timeline to TCEQ by March 1, 2022 for the OWNER to be in compliance.

**Additional Services:**

**TASK SS1.0 Alternate Power Options**

The ENGINEER will provide additional services as directed by Owner to complete the Alternate Power Options of the EPP if the Critical Load Status application is denied or if the OWNER directs for additional alternate power supply options such as permanently installed or portable generators for critical load facilities or applying for mutual aid programs.

- Deliverables: DRAFT Alternate Power Options of Emergency Preparedness Plan  
FINAL Alternate Power Options of Emergency Preparedness Plan
- Meetings: Options Planning Meeting  
Critical Load Facility Site Visits





**Assumptions:**

- ENGINEER will utilize the following templates:
  - “Community Water System Emergency Response Plan Template” for the ERP provided by EPA for “Small System”.
  - Emergency Preparedness Plan Template for the EPP provided by TCEQ.
- ENGINEER will NOT perform quantitative analysis for the ERP based on criteria set forth by the EPA. ENGINEER will not submit the ERP to the EPA, only assist the OWNER in providing a certification letter notifying the EPA of the completion of the ERP.
- ENGINEER will perform modeling and planning services utilizing an export of the OWNER’s existing water system model in EPANET.

**Time Period for Performance**

Time periods for performance of the SERVICES are as follows:

<b>TASK 1.0</b>	<b>6 months</b>
<b>TASK 2.0</b>	<b>Complete by December 31, 2021</b>
<b>TASK 3.0</b>	<b>6 months</b>
<b>TASK 3.1 - 3.2</b>	<b>Complete by November 1, 2021</b>
<b>TOTAL</b>	<b>6 months</b>

**Method of Payment**

The Owner shall compensate Engineer on a lump sum basis in accordance with “EXHIBIT B” Fee Summary for the provided Basic Services described herein. Invoices shall be submitted monthly by the Engineer, in a format acceptable to the Owner, based upon the percentage of SERVICES completed to date. The Engineer shall not exceed the stated fee amount without written approval from the Owner. The Engineer shall seek written approval for any SERVICES outside of the stated scope before performing said SERVICES.







# EXHIBIT - B





CITY OF STEPHENVILLE		
	<b>EMERGENCY RESPONSE AND PREPAREDNESS PLAN</b>	<b>PROVENANCE</b>
	<b>PROFESSIONAL SERVICE FEE SUMMARY</b>	<b>ENGINEERING</b>
<b>Task 1.0 - Project Management</b>		
Project Setup		\$ 950
1.110 Communication with OWNER		\$ 640
1.120. Progress Management		\$ 640
1.130. Kick-off Meeting		\$ 2,200
1.140. QA/QC & Internal Review		\$ 1,310
1.150. Project Closeout		\$ 630
	<b>Sub-Total</b>	<b>\$ 6,370</b>
<b>Task 2.0 - Emergency Response Plan</b>		
2.100. Utility Information		\$ 3,225
2.200 Resilience Strategies		\$ 3,225
2.300. Emergency Plans and Procedures		\$ 11,640
2.400. Mitigation Actions		\$ 3,800
2.500. Detection Strategies		\$ 3,800
2.600. Workshop		\$ 2,870
2.700. Compile Exhibits		\$ 2,440
2.800. Finalization		\$ 2,470
	<b>Sub-Total</b>	<b>\$ 33,470</b>
<b>Task 3.0 - Emergency Preparedness Plan (SB3)</b>		
3.100. Determine Critical Load		\$ 4,000
3.200. Apply for Critical Load Status		\$ 9,090
3.300. Water System Modeling		\$ 10,300
3.400. Section1 Introduction		\$ 310
3.500. Section 2 Description of Water System		\$ 1,240
3.600. Workshop		\$ 2,870
3.700. Finalization		\$ 3,380
	<b>Sub-Total</b>	<b>\$ 31,190</b>
	<b>Base Services for EMP &amp; EPP</b>	<b>\$ 71,030</b>
	<b>Total Fee Proposal</b>	<b>\$ 71,030</b>

**ORDINANCE NO. 2021-O-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS APPROVING AN EXCLUSIVE FRANCHISE AGREEMENT WITH A CONTRACTED SOLID WASTE PROVIDER FOR THE COLLECTION, HAULING, AND DISPOSAL OR RECYCLING OF MUNICIPAL SOLID WASTE AND RECYCLABLE MATERIALS IN THE CITY OF STEPHENVILLE, TEXAS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING A SEVERABILITY AND REPEALER CLAUSE AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, it is in the public interest to ensure solid waste and recycling services are provided to the citizens of the City of Stephenville, Texas.

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

**SECTION 1.**

The following Chapter is hereby incorporated into the City of Stephenville Code of Ordinances.

**Chapter 53- Solid Waste**

**Sec. 53.01. – Special Contract / Franchise Agreement.**

- (A) *Special contract required.* No person shall commercially empty Municipal Solid Waste or Construction and Demolition Waste collection or recyclable containers or receptacles, or convey or transport the contents thereof on the streets, alleys or public thoroughfares of the City, without having entered into a special contract or franchise agreement with the City.

Because of the large investment in special equipment required to properly collect the solid waste of Residential and Nonresidential Customers, public convenience and necessity requires the City Council to, from time to time, enter into exclusive contracts or exclusive franchise agreements with an established solid waste or recyclable collection company for the collection of Municipal Solid Waste or Construction and Demolition Waste collection or recyclables of Residential and Nonresidential Customers. Fair and reasonable charges for the collection of solid waste or recyclables of Customers shall be charged as provided for in the applicable, approved, special contract or franchise agreement.

If the City Council approved and the City entered into a special contract or franchise agreement or amendment thereto that granted an exclusive right to an established solid waste or recyclable collection company that is in existence as of the date that this ordinance is passed and approved, then such exclusive special contract or exclusive franchise agreement is and shall be approved hereunder and the rights and powers granted to a solid waste or recyclable collection company hereunder shall be applicable to such prior approved special contract and franchise agreement and the solid waste or recyclable collection company that is a party thereto.

- (B) *Insurance required.* No special contract or franchise agreement shall be issued to any applicant until such applicant has obtained a policy of public liability insurance that adheres to the requirements of and has provided same to the City a certificate evidencing such policy. Such policy shall adhere to the requirements provided in the Franchise Agreement. The termination or cancellation of the policy of insurance required herein shall automatically revoke the permit granted under the provisions of this Chapter.

- (C) *Issuance of special contracts or franchise agreements.* Special contracts or franchise agreements may be issued to qualified applicants after review and authorization by the City's legal counsel at the City Council's sole discretion.

**Sec. 53.02. – Special City Authority.**

The City or its designee shall have the authority to issue citations to any third persons, firms or corporations who shall violate such code regulating the collection and removal of Municipal Solid Waste or Construction and Demolition Waste. In the event the violator is a firm, corporation, or entity, such citation shall also be issued to the owner, operator or manager of such firm, corporation or entity. Such citation shall command the person so named to appear in the named court within thirty (30) days to answer the charge stated therein.

The City, its designee, or any exclusive franchisee or party to an exclusive special contract shall have the authority to seek injunctive relief from a court of competent jurisdiction as to and against any persons, firms or corporations who violates or aids in the violation of this code regulating the collection and removal of solid waste, including any business or person that collects or removes Municipal Solid Waste or Construction and Demolition Waste without approval or authority of the City under this Chapter.

**Sec. 53.03. – Additional Definitions.**

For the purposes of this Chapter, the terms listed below shall be supplemental to the terms listed in the applicable franchise agreement and shall have the following meanings, regardless of whether such terms are capitalized in the body of this Chapter:

**Customer.** Any owner, occupant, tenant or person otherwise in control of any premises in the City on which Municipal Solid Waste or Construction and Demolition Waste are accumulated and from which the same is removed or required to be removed pursuant to the terms of this Chapter

**Disposal or Disposal Services.** The dumping or disposition of solid waste into or onto a Landfill so that the waste or any constituent thereof is safely introduced into the environment.

**Nonresidential.** The designation for any Municipal Solid Waste generator beyond a Residential Unit including, but not limited to commercial businesses, industrial businesses, contractors, rental property, construction sites, Commercial Unit, Construction and Demolition Waste, and Multi-Family Residential Unit.

**Residential.** Any residential dwelling that is designed for, and inhabited by, a single person or family unit and that generates and accumulates Municipal Solid Waste.

**Sec. 53.04. – Penalty.**

The penalties for violations of this code set forth herein below shall be applicable in all cases of each violation of this Chapter. Each day of such violation shall constitute a separate offense and each separate violation in a given day shall constitutes a separate offense.

In addition to a restraining order and injunction prohibiting continued violations of this code, the violation of any such provision of this code regulating the collection and removal of Municipal Solid Waste or Construction and Demolition Waste by a "Nonresidential" shall be punished by a fine of not to exceed \$500.00 per offense.

In addition to a restraining order and injunction prohibiting continued violations of this code, the violation of any such provision of this code regulating the collection and removal of Municipal Solid Waste or Construction and Demolition Waste by a “Residential” shall be punished by a fine of not to exceed \$20.00 per offense pertaining to roll-out containers, and not to exceed \$200.00 per offense pertaining to containers larger than a roll-out container, such as a roll-off container.

In addition to a restraining order and injunction prohibiting continued violations of this code, the violation of any such provision of this code regulating the collection and removal of Municipal Solid Waste or Construction and Demolition Waste by a waste collector that is not approved by the City under this ordinance shall be punished by a fine of not to exceed \$500.00 per offense.

**Sec. 53.05. – Duties of Residential Customers.**

(A) Generally

- a. *Residential Customers with water meters.* The City may charge the rates, fees, and costs for each Residential possessing an active water meters within the City or extraterritorial jurisdiction of the City for the collection and removal of Municipal Solid Waste by a waste collector that is approved by the City under this ordinance in accordance with the special contract or franchise agreement entered by the City.
  - b. *Subscribe to a waste service.* If the Residential Customer is not charged directly by the City for collection and removal of Municipal Solid Waste or Construction and Demolition Waste, it shall be the duty of all Residential Customers within the City limits of the City to subscribe to a commercial solid waste collection services that is contracted by the City in accordance with this Chapter.
  - c. *Use provided containers.* Solid waste and recyclables containers, if provided by the City's contracted provider, must be used by the Residential Customer.
  - d. *Store containers.* Residential Customers shall keep all solid waste and recyclables containers inside garages, carports, or other parking structures, or outside in the immediate vicinity of such residential structure.
  - e. *Secure containers.* Every Residential Customer shall keep all Municipal Solid Waste used by customer securely closed in a manner as to prevent the scattering of the contents thereof.
  - f. *Maintain collection site.* It shall be the responsibility of the Residential Customer to ensure the collection site is clean and free of loose solid waste and debris.
- (B) *Placement of containers for Residential collection.* It shall be the duty of each Residential Customer in the City to place solid waste at locations designated for pickup as follows:
- a. *Time of placement.* All containers shall be placed at the designated locations no earlier than the evening prior to, nor later than 7:00 a.m. on the day of scheduled collection.
  - b. *Retrieval of containers.* All containers must be retrieved from the collection location by 12:00 noon the day following the collection day.

**Sec. 53.06. – Duties of Nonresidential Customers.**

(A) Generally.

- a. The City may charge the rates, fees, and costs for each Nonresidential Customer possessing an active water meter within the City for the collection and removal of Municipal Solid Waste or Construction and Demolition Waste by a waste collector that is approved by the City under this ordinance in accordance with the special contract or franchise agreement entered into by the City.
- b. Should a Nonresidential Customer within the City limits of the City need Municipal Solid Waste or Construction and Demolition Waste collection and is not charged directly by the City or if a Nonresidential Customer needs additional Municipal Solid Waste or Construction and Demolition Waste removal or collection, it shall be the duty of such Nonresidential Customer to subscribe to a commercial solid waste collection service contracted by the City. Collection of acceptable solid waste from Nonresidential premises shall be performed by the City's contracted provider. Charges for collection shall be a matter of contract between the customer and provider.
- c. *To store containers.* It shall be the duty of the owner or person otherwise in control of the Nonresidential Customer premises within the City of the City to cause all solid waste accumulated on said premises within the City of the City to be placed at a location on the premises which is readily accessible to the provider.
- d. *To secure containers.* It shall be the responsibility of the Nonresidential Customer to ensure Nonresidential containers are secure and contain only Municipal Solid Waste or Construction and Demolition Waste collection for disposal. All contents in and around a Nonresidential container are the responsibility of the Nonresidential Customer regardless of origination.
- e. *To maintain the collection site.* It shall be the responsibility of the Nonresidential Customer to keep the Nonresidential collection site clean and free of loose solid waste.

(B) Specifications for Nonresidential waste containers.

- a. Municipal Solid Waste or Construction or Demolition Waste collection containers, if provided by the City's contracted provider, must be used by the Nonresidential Customer.
- a. Size of containers that may be available from the City's contracted provider and frequency of collections are variable provided that said containers be sufficient to handle a majority of the Municipal Solid Waste or Construction and Demolition Waste collection generated and the collection and removal of Municipal Solid Waste or Construction and Demolition Waste as often as necessary in order to maintain such premises free of accumulations of Municipal Solid Waste or Construction and Demolition Waste. In this regard, Municipal Solid Waste or Construction and Demolition Waste collection shall be made not- less-than one time each week.

(C) Exceptions.

- a. Notwithstanding the foregoing, a Nonresidential business may, haul its own Municipal Solid Waste or Construction and Demolition Waste collection, provided it uses its own employees and own containers or containers provided by the city's contracted provider and own vehicles

for hauling, and those vehicles conform to the requirements of vehicles used by permitted collectors to protect and keep the streets, alleys, and roads of the City free and clear of waste; provided, however, no business engaged in food handling, such as a restaurant, quick food or take-out food business, may haul its own Solid Waste, but must subscribe to a permitted hauler to ensure the orderly and regular removal of such Solid Waste.

- b. Those Nonresidential Customers that generate special types of waste that are not covered by a special contract or franchise agreement entered into pursuant to this Chapter shall be allowed to use any other Solid Waste collector allowed by the City or this Chapter.

**Sec. 53.07. – Special Contract / Franchise Agreement.**

- (A) *Special contract required.* No person shall commercially empty Municipal Solid Waste or Construction and Demolition Waste collection or recyclable containers or receptacles, or convey or transport the contents thereof on the streets, alleys or public thoroughfares of the City, without having entered into a special contract or franchise agreement with the City.

Because of the large investment in special equipment required to properly collect the solid waste of Residential and Nonresidential Customers, public convenience and necessity requires the City Council to, from time to time, enter into exclusive contracts or exclusive franchise agreements with an established solid waste or recyclable collection company for the collection of Municipal Solid Waste or Construction and Demolition Waste collection or recyclables of Residential and Nonresidential Customers. Fair and reasonable charges for the collection of solid waste or recyclables of Customers shall be charged as provided for in the applicable, approved, special contract or franchise agreement.

If the City Council approved and the City entered into a special contract or franchise agreement or amendment thereto that granted an exclusive right to an established solid waste or recyclable collection company that is in existence as of the date that this ordinance is passed and approved, then such exclusive special contract or exclusive franchise agreement is and shall be approved hereunder and the rights and powers granted to a solid waste or recyclable collection company hereunder shall be applicable to such prior approved special contract and franchise agreement and the solid waste or recyclable collection company that is a party thereto.

- (B) *Insurance required.* No special contract or franchise agreement shall be issued to any applicant until such applicant has obtained a policy of public liability insurance that adheres to the requirements of and has provided same to the City council a certificate evidencing such policy. Such policy shall adhere to the requirements provided in the Franchise Agreement. The termination or cancellation of the policy of insurance required herein shall automatically revoke the permit granted under the provisions of this Chapter.
- (C) Issuance of special contracts or franchise agreements. Special contracts or franchise agreements may be issued to qualified applicants after review and authorization by the City's legal counsel at the City Council's sole discretion.

**Sec. 53.08. – Duties of Waste Collectors.**

- (A) All trucks or trailers used to haul Municipal Solid Waste or Construction and Demolition Waste or recyclables shall have equipment or features in place that fully contain the contents thereof.

(B) The collection, removal and disposal of all Municipal Solid Waste or Construction and Demolition Waste or recyclables should be carried on in a systematic, efficient manner to keep the City in a clean and sanitary condition.

(C) Collectors shall dispose of or subscribe to a permitted hauler to ensure the orderly and regular removal of Municipal Solid Waste or Construction and Demolition Waste at Landfills and/or recycling centers.

**SECTION 2. SEVERABILITY**

If for any reason any section, paragraph, subsection, clause, phrase, word, or provision of this Ordinance shall be held invalid or unconstitutional by final judgment of a Court of competent jurisdiction it shall not affect any other section, paragraph, subsection, clause, phrase, work or provision of this Ordinance, for it is the definite intent of this City Council that every section, paragraph, subsection, clause, phrase, work, or provision hereof be given full force and effect for its purpose.

**SECTION 3. REPEAL**

All ordinances or parts of ordinances in conflict with the terms of this ordinance are hereby repealed.

**SECTION 4. EFFECTIVE DATE**

This Ordinance shall become effective 10 days after its passage and publication as required by the City of Stephenville Charter.

**PASSED AND APPROVED** this the 4<sup>th</sup> day of October, 2021.

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

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary

\_\_\_\_\_  
Reviewed by Allen L. Barnes,  
City Manager

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





## COMMITTEE REPORT

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**REPORT TYPE:** Personnel Committee Report  
**MEETING:** September 23, 2021  
**Present:** Ricky Thurman, Chair; LeAnn Durfey, Daron Trussell  
**Absent:** Gerald Cook  
**DEPARTMENT:** Public Safety  
**STAFF CONTACT:** Chief Dan Harris, Interim Chief Chuck Elliott

### MENTAL HEALTH LEAVE POLICY

The committee met to discuss a proposed mental health leave policy. Effective September 1, 2021, law enforcement agencies are required to develop and adopt a policy allowing the use of mental health leave by the peace officers employed by the agency who experience a traumatic event in the scope of that employment. This Mental Health Policy is required under SB 1359, codified at Chapter 614, Subchapter A-1, Government Code.

SB 1359 only requires that peace officers be granted mental health leave, however, the proposed policy include s emergency medical technicians, firefighters, telecommunications officers, and other public safety employees that may be required to respond to traumatic events.

Motion by Daron Trussell, second by LeAnn Durfey, to forward a positive recommendation of the Mental Health Leave Policy, as presented.

**ORDINANCE NO. 2021-O-XX**

**AN ORDINANCE AMENDING THE CITY OF STEPHENVILLE PERSONNEL POLICY AND PROCEDURE MANUAL BY THE ADDITION OF SECTION 4.13 “MENTAL HEALTH LEAVE POLICY” AND PROVIDING FOR AN EFFECTIVE DATE**

Whereas, on March 6, 2018, the City Council of the City of Stephenville, Texas, adopted the City of Stephenville Personnel Policy and Procedure Manual; and

Whereas, the City Council of the City of Stephenville may amend this policy and procedure manual from time to time as it sees fit; and

Whereas, SB 1359, codified the Texas Government Code, Chapter 614, Subchapter A-1, became effective on September 1, 2021, and requires law enforcement agencies to develop and adopt a policy for mental health leave for peace officers involved in a traumatic event; and

Whereas, the City Council of the City of Stephenville wishes to amend the policy and procedure manual to include quarantine leave as described above and required; and

Whereas, the City Council of the City of Stephenville also acknowledges the need for such leave for other public safety personnel to include, but not limited to, fire fighters, emergency medical technicians, and telecommunicators.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Stephenville, Texas

Section 1

Section 4.13 *Mental Health Leave Policy*, as attached in “Exhibit A,” is hereby incorporated in the City of Stephenville Policy and Procedure Manual.

Section 2

This ordinance shall be effective immediately upon its passage date.

**PASSED AND APPROVED** this 7<sup>th</sup> day of September, 2021.

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

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary

\_\_\_\_\_  
Reviewed by Allen L. Barnes,  
City Manager

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



## Chapter 4: LEAVES OF ABSENCE

### 4.13 Mental Health Leave

#### PURPOSE

Pursuant to Texas Government Code Section 614.015, the City of Stephenville hereby adopts this mental health leave policy for peace officers. (*Ref. Tex. Gov't Code 614.015, Subchapter A-1*). Furthermore, the city has chosen to include emergency medical technicians, firefighters, public safety employees and telecommunications officers.

#### DEFINITIONS

*Emergency medical technician (EMT)* means an individual who is employed by the city and certified as an emergency medical technician under Chapter 773, Health and Safety Code.

*Firefighter* means a paid employee of the city's fire department who:

- a. Holds a position that requires substantial knowledge of firefighting;
- b. Has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Government Code; and
- c. Performs at least one of the following functions:
  - i. fire suppression;
  - ii. fire prevention;
  - iii. fire training;
  - iv. fire safety education;
  - v. fire maintenance;
  - vi. fire communications;
  - vii. fire medical emergency technology;
  - viii. fire photography;
  - ix. fire administration; or
  - x. fire arson investigation.

*Mental health leave* means administrative leave with pay granted in response to a traumatic event that occurred in the scope of the public safety employee's employment.

*Mental Health Professional* means a licensed social or mental health worker, counselor, psychotherapist, psychologist or psychiatrist.

*Peace officer* means police officers licensed by the Texas Commission on Law Enforcement and employed by the city. (*Ref. Texas Local Gov't Code 180.008(a); 143.003(4)(A); Tex. Health & Safety Code 121.021; Tex. Code Crim. Pro. Art. 2.12.*)

*Public Safety Employee* means any employee of the Police or Fire Department, sworn or non-sworn, who responds to, is involved in, investigates, documents, or assists in the department's response to a traumatic event.



*Telecommunications officer (TCO)* means any employee who holds a license under Chapter 217, Texas Administrative Code.

*Traumatic event* is an event which occurs in the scope of employment when the emergency medical technician, firefighter, peace officer, public safety employee or telecommunications officer is involved in the response to, or investigation of, an event that causes them to experience unusually strong emotional reactions or feelings which have the potential to interfere with their ability to function during or after the incident. Personal traumatic events outside of the scope of employment are not covered by this policy.

Traumatic events may include, but are not limited to, the following:

1. Major disasters which may include response to weather related events involving multiple casualties; or explosions with multiple casualties; or search and recovery missions involving multiple casualties;
2. Incidents involving multiple casualties which may include shootings or traffic accidents;
3. Line of duty death or suicide of a department member;
4. Death of a child resulting from violence or neglect;
5. Peace Officer(s) involved shooting of a person.
6. Upon the advice of a specialist, a Department Director may authorize mental health leave for any public safety employee for any type of call for service.

## **POLICY**

An emergency medical technician, firefighter, peace officer, public safety employee, or telecommunications officer directly involved in a traumatic event is entitled to administrative mental health leave without a deduction in salary or other compensation.

### **Requesting mental health leave**

An emergency medical technician, firefighter, peace officer, public safety employee, or telecommunications officer directly involved in the response to, or investigation of, a traumatic event may request the use of mental health leave. The request shall be made in writing through the chain of command. The request shall be treated as a priority matter and a decision on the granting of the leave shall be made no later than twenty-four (24) hours following the submission of the request. The request shall be granted unless the chain of command can articulate specific, compelling reasons to deny granting the leave.

A supervisor or coworker who becomes aware of behavioral changes in an employee directly involved in a traumatic event should suggest that he or she seek mental health leave and the assistance of a mental health professional.

### **Confidentiality of request**

Any request for mental health leave shall be treated as strictly confidential by all parties involved and shall not be discussed or disclosed outside the employee's immediate chain of command, and only as necessary to facilitate the use of the leave. Any supervisor or coworker who becomes aware of behavioral changes and suggests the affected employee seek mental health leave shall not discuss that matter with any third party. Any breach of this confidentiality shall be grounds for discipline, up to and including termination.

Confidentiality may be waived by the employee seeking mental health leave. Confidentiality may be



waived under circumstances which indicate the employee is a danger to himself or herself or others and department personnel must confer with mental health professionals.

To ensure an employee's confidentiality, mental health leave as described in this policy shall be documented as administrative leave on personnel or payroll records; this time shall not be documented as mental health leave. Mental health leave is considered personal health information unless stated otherwise in a department policy, employee handbook, or state or federal law.

#### **Duration of mental health leave**

An employee directly involved in a traumatic event may request up to three working days of mental health leave.

Extensions of mental health leave may be available under certain circumstances. Any request for an extension shall be accompanied by documentation from a mental health professional who is counseling the affected employee and such a request may extend the leave by an additional three working days. Each affected employee may request no more than two initial extensions, each supported by sufficient documentation by the mental health professional. The Department Director shall grant the extension(s) upon the receipt of sufficient documentation to explain the need for the extension. Should the employee need additional mental health leave, the Department Director may approve additional extensions only after consultation with the mental health professional.

#### **Mental health services available to the affected employee**

The Police and Fire Departments will maintain for distribution a list of current, available mental health resources.



## COMMITTEE REPORT

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**REPORT TYPE:** Finance Committee Report

**MEETING:** September 23, 2021

**Present:** Justin Haschke, Chair, Brandon Huckabee, Brady Pendleton,

**Absent:** Ricky Thurman

**DEPARTMENT:** Finance

**STAFF CONTACT:** Monica Harris

### Budget Adjustments for Fiscal Year Ending September 30, 2021

Staff presented the recommended budget adjustments for fiscal year ending September 30, 2021. The overall change to revenue over expenditures was \$416,086

The General Fund revenues over expenditures increased \$736,564. The Utility Fund and Landfill Fund both had no impact to revenues over expenditures. The Airport Fund revenues over expenditures increased \$3,140. Revenues over expenditures decreased for the Storm Water Drainage fund by \$762, the Hotel Occupancy Tax Fund by \$36,986, and Capital Improvements Fund by \$285,870. Adjustments to the SEDA budget were also included, as when previously approved by Council on May 4, 2021, the applicable ordinance was not also included.

Brady Pendleton made the motion to forward the budget adjustments to Council for approval. Brandon Huckabee seconded the motion, and the motion passed unanimously.

**ORDINANCE NO. 2021-O-XX**

**AN ORDINANCE PROVIDING BUDGET AMENDMENT FOR THE REMAINDER OF THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021.**

**WHEREAS**, it is necessary to amend the 2020-21 fiscal year budget to adjust revenues and expenditures as reflected on the attached pages, and incorporated herein by reference.

The attached budget amendment for the fiscal year beginning October 1, 2020 and ending September 30, 2021, was duly presented to the City Council by the City Manager and a public notice was posted in the Stephenville City Hall.

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

**SECTION 1.** That the amended appropriations and anticipated revenues for the fiscal year beginning October 1, 2020 and ending September 30, 2021 for the support of the general government of the City of Stephenville, Texas, be amended and fixed for the remainder of the fiscal year ending September 30, 2021, with the revenues and expenditures shown.

**SECTION 2.** That the amended budget is hereby approved in all respects and adopted as the City’s budget for the remainder of the fiscal year ending September 30, 2021.

**PASSED** and **APPROVED** this the 4<sup>th</sup> day of October, 2021.

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

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary

\_\_\_\_\_  
Reviewed by Allen L. Barnes,  
City Manager

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

City of Stephenville  
Statement of Projected Cash Flows All Funds  
FY 2020-2021

Item 19.

	General Fund	Water Sewer Fund	Landfill Fund	Airport Fund	Storm Water Fund	Hotel Occupancy Tax Fund
Cash Balance 10/01 (audited)	9,751,595	16,850,611	869,917	171,622	889,609	361,502
<b>Revenues</b>						
Taxes	13,809,417					408,148
Licenses & Permits	302,562	9,000			20,000	
Fines & Forfeitures	117,850					
Intergovernmental	2,180,293	-		-	1,771,000	
Service Charges	1,389,450	8,572,265	975,000	109,380	650,438	50,867
Other Revenue	244,780	38,671	3,440	1,761,755	2,060	12,660
Total Revenue	18,044,352	8,619,936	978,440	1,871,135	2,443,498	471,675
<b>Transfers In</b>						
Transfers In	683,841	34,753	-	160,000	-	-
<b>Transfers Out</b>						
Transfers Out	(1,373,268)	(509,518)	(28,763)	-	(264,439)	-
<b>Expenditures</b>						
Personnel Costs	11,176,925	1,328,118	232,950	2,406	-	81,275
Operating Expenditures	4,153,663	3,204,214	248,286	78,689	75,268	426,801
Capital Expenditures	1,326,437	13,822,871	-	1,946,115	2,191,000	-
Debt Service	347,594	1,803,108	-	-	499,526	-
Total Expenditures	17,004,619	20,158,311	481,236	2,027,210	2,765,794	508,076
<b>Net Revenues over(under) Expenditures</b>						
Net Revenues over(under) Expenditures	350,306	(12,013,140)	468,441	3,925	(586,735)	(36,401)
<b>Estimated Cash Balance 09/30</b>						
Estimated Cash Balance 09/30	10,101,901	4,837,471	1,338,358	175,547	302,874	325,101
<b>Restricted:</b>						
Operational Reserve	3,832,647	1,133,083	120,309	20,274	18,817	127,019
Debt Service	198,550	1,585,869			503,372	
Tourism and Visitor Bureau						198,082
Capital Projects						
Child Safety						
Court Technology						
Court Security						
Public Safety						
Downtown Development Plan						
Airport Improvement	224,754					
Grant Match	150,000					
Recreation Hall Improvements	27,162					
Economic Development Growth Fund						
Economic Development						
Estimated Unrestricted Cash Balance 9/30/2021	<u>5,668,788</u>	<u>2,118,519</u>	<u>1,218,049</u>	<u>155,273</u>	<u>(219,315)</u>	<u>-</u>
<b>Original Estimated Unrestricted Cash Balance 9/30</b>						
Original Estimated Unrestricted Cash Balance 9/30	3,492,221	1,843,643	1,209,079	129,503	(324,984)	-
<b>Add difference in Estimated Cash Balance 10/1 versus Audited Cash Balance 10/1</b>						
Audited Cash Balance 10/1	1,508,300	333,920	27,720	22,630	106,431	64,587
Add Revenue adjustments	1,782,932	241,500	75,000	74,255	(90,900)	20,867
Less Expenditure adjustments	1,046,368	241,500	75,000	71,115	(90,138)	57,853
Less Change in Operational Reserve	177,885	59,044	18,750	-		14,463
<b>Less Change in Restricted for Rec Hall Improvements</b>						
Less Change in Restricted for Rec Hall Improvements	(109,588)					
<b>Less Change in Restricted for Tourism and Visitor Bureau</b>						
Less Change in Restricted for Tourism and Visitor Bureau						13,138
<b>Less Change in Restricted for Capital Projects</b>						
Less Change in Restricted for Capital Projects						
<b>Less Change in Restricted for Downtown Development Plan</b>						
Less Change in Restricted for Downtown Development Plan						
<b>Less Change in Restricted for Economic Development Growth Fund</b>						
Less Change in Restricted for Economic Development Growth Fund						
<b>Less Change in Restricted for Economic Development</b>						
Less Change in Restricted for Economic Development						
Estimated Unrestricted Cash Balance 9/30/2021	<u>5,668,788</u>	<u>2,118,519</u>	<u>1,218,049</u>	<u>155,273</u>	<u>(219,315)</u>	<u>-</u>



City of Stephenville  
Statement of Projected Cash Flows All Funds  
FY 2020-2021

Item 19.

	Debt Service Fund	Capital Project Fund	TIF Special Revenue Fund	Non--Major Special Revenue Funds	Total
Cash Balance 10/01 (audited)	214,826	13,723,465	-	80,832	42,913,979
<b>Revenues</b>					
Taxes	265,289		13,821		14,496,675
Licenses & Permits					331,562
Fines & Forfeitures				11,400	129,250
Intergovernmental				3,500	3,954,793
Service Charges		15,376			11,762,776
Other Revenue	311	1,200		106	2,064,983
Total Revenue	265,600	16,576	13,821	15,006	32,740,039
Transfers In	343,650	967,565	329,829	-	2,519,638
Transfers Out	-	-	(343,650)	-	(2,519,638)
<b>Expenditures</b>					
Personnel Costs	-	-		-	12,821,674
Operating Expenditures	-	-		13,000	8,199,921
Capital Expenditures	-	14,209,251		-	33,495,674
Debt Service	609,250	-		-	3,259,478
Total Expenditures	609,250	14,209,251	-	13,000	57,776,747
Net Revenues over(under) Expenditures	-	(13,225,110)	-	2,006	(25,036,708)
Estimated Cash Balance 09/30	214,826	498,355		82,838	17,877,271
<b>Restricted:</b>					
Operational Reserve					5,252,149
Debt Service	214,826				2,502,617
Tourism and Visitor Bureau					198,082
Capital Projects		498,355			498,355
Child Safety				5,112	5,112
Court Technology				8,972	8,972
Court Security				5,800	5,800
Public Safety				42,051	42,051
Downtown Development Plan					0
Airport Improvement					224,754
Grant Match					150,000
Recreation Hall Improvements					27,162
Economic Development Growth Fund					
Economic Development				20,903	8,962,217
Estimated Unrestricted Cash Balance 9/30/2021	-	-	-	20,903	8,962,217
Original Estimated Unrestricted Cash Balance 9/30	-	-	-	-	6,349,462
Add difference in Estimated Cash Balance 10/1 versus Audited Cash Balance 10/1		(52,301)			
Add Revenue adjustments					
Less Expenditure adjustments		285,870			
Less Change in Operational Reserve					
Less Change in Restricted for Rec Hall Improvements					
Less Change in Restricted for Tourism and Visitor Bureau					
Less Change in Restricted for Capital Projects		(338,171)			
Less Change in Restricted for Downtown Development Plan					
Less Change in Restricted for Economic Development Growth Fund					
Less Change in Restricted for Economic Development					
Estimated Unrestricted Cash Balance 9/30/2021	-	-	-	-	6,349,462

City of Stephenville  
Statement of Projected Cash Flows All Funds  
FY 2020-2021

Item 19.

	Discrete Component Unit
Cash Balance 10/01 (audited)	891,896
<b>Revenues</b>	
Taxes	519,311
Licenses & Permits	
Fines & Forfeitures	
Intergovernmental	
Service Charges	
Other Revenue	2,154
Total Revenue	521,465
<b>Transfers In</b>	
Transfers Out	
<b>Expenditures</b>	
Personnel Costs	222,700
Operating Expenditures	651,611
Capital Expenditures	65,000
Debt Service	
Total Expenditures	939,311
<b>Net Revenues over(under) Expenditures</b>	<b>(417,846)</b>
Estimated Cash Balance 09/30	474,050
<b>Restricted:</b>	
Operational Reserve	218,578
Debt Service	
Tourism and Visitor Bureau	
Capital Projects	
Child Safety	
Court Technology	
Court Security	
Public Safety	
Downtown Development Plan	
Airport Improvement	90,000
Grant Match	
Recreation Hall Improvements	
Economic Development Growth Fund	165,472
Economic Development	
Estimated Unrestricted Cash Balance 9/30/2021	-
Original Estimated Unrestricted Cash Balance 9/30	-
Add difference in Estimated Cash Balance 10/1 versus Audited Cash Balance 10/1	(23,678)
Add Revenue adjustments	
Less Expenditure adjustments	420,000
Less Change in Operational Reserve	(41,078)
Less Change in Restricted for Rec Hall Improvements	
Less Change in Restricted for Tourism and Visitor Bureau	
Less Change in Restricted for Capital Projects	
Less Change in Restricted for Downtown Development Plan	(75,000)
Less Change in Restricted for Economic Development Growth Fund	(234,528)
Less Change in Restricted for Economic Development	(93,072)
Estimated Unrestricted Cash Balance 9/30/2021	-

# Budget Adjustment Register



Stephenville, TX  
Budget 2020-2021

Packet: GLPKT02418 - 4TH Qtr Budget Adjustments

Adjustment Date - 09/30/2021

Adjustment Number	Account Number	Acct Type	Account Name	Adjustment Description	Current Budget	Adjustment	Proposed Budget
BA0000079	01-43500.20191	Revenue	COVID 19 STATE GRANT	CARES Grant received	-	726,698	726,698
	01-101-52110.00000	Expense	POSTAGE	Postage to send phase 2 of meal vouchers	50	1,425	1,475
	01-101-58003.00000	Expense	ECONOMIC STIMULUS GRANTS	Economic Stimulus Grants - meal voucher	-	71,260	71,260
	01-101-58005.00000	Expense	UTILITY ASSISTANCE GRANTS	Utility Assistance Grants	-	3,489	3,489
	01-102-53321.20190	Expense	OPERATING SUPPLIES - COVID-19	COVID supplies and PPE	-	3,545	3,545
	01-105-53321.20190	Expense	OPERATING SUPPLIES - COVID-19	COVID supplies and PPE	-	3,567	3,567
	01-501-53321.20190	Expense	OPERATING SUPPLIES - COVID-19	COVID supplies and PPE	-	457	457
	01-504-53321.20190	Expense	OPERATING SUPPLIES - COVID-19	COVID supplies and PPE	-	341	341
	01-601-53321.20190	Expense	OPERATING SUPPLIES - COVID-19	COVID supplies and PPE	-	11,599	11,599
	BA0000081	01-101-52140.00000	Expense	ADVERTISING & PUBLIC NOTICES	Bond Election Advertising	2,000	14,000
BA0000082	01-101-52531.00000	Expense	OUTSIDE PROFESSIONALS	Study for potential convention center/hotel	39,000	35,650	74,650
BA0000083	01-101-52531.00000	Expense	OUTSIDE PROFESSIONALS	Professional Services for TIRZ 1C expansion	39,000	37,500	76,500
BA0000084	01-103-54160.00000	Expense	COMPUTER MAINTENANCE	Carryover HR Automation Project not spent FY 20-21	22,125	2,600	24,725
	01-103-55160.00000	Expense	COMPUTER EQUIPMENT	Carryover HR Automation Project not spent FY 20-21	-	49,211	49,211
BA0000089	01-107-52531.00000	Expense	OUTSIDE PROFESSIONALS	Wellspring Ins Contract for Benefits Consulting	15,000	12,500	27,500
	01-701-51250.00000	Expense	GROUP INSURANCE	Wellspring Ins Contract for Benefits Consulting	447,109	(12,500)	434,609
BA0000087	01-44030.00000	Revenue	EMERGENCY AMBULANCE	Additional Ambulance receipts/collection fee	613,000	233,313	846,313
	01-201-52542.00000	Expense	SPECIAL SERVICES	Additional Ambulance receipts/collection fee	79,690	30,331	110,021
BA0000090	01-203-52531.00000	Expense	OUTSIDE PROFESSIONALS	Professional Services for Microsoft 365 Migration	-	22,050	22,050
BA0000106	01-203-55160.00000	Expense	COMPUTER EQUIPMENT	IT intrusion detection/prevention system	-	19,455	19,455
BA0000074	01-43500.20190	Revenue	GREEN RIBBON GRANT	Adjust carryover of Green Ribbon Grant Project	400,000	(400,000)	-
	01-501-55330.20190	Expense	MEDIAN IMPROVEMENTS	Adjust carryover of Green Ribbon Grant Project	410,775	(407,025)	3,750
BA0000091	01-45602.00000	Revenue	LOAN PROCEEDS	Record Purchase of Park mowers & Loan Proceeds	-	90,503	90,503
	01-501-55120.00000	Revenue	MACHINERY & EQUIPMENT	Record Purchase of Park mowers & Loan Proceeds	-	90,503	90,503
BA0000092	01-501-55265.00000	Expense	REC HALL IMPROVEMENTS	Replace Rec Hall Windows Council Approved 01/05/21	-	109,588	109,588
BA0000107	01-501-55250.00000	Expense	STREETS/SIDEWALKS	Increase city share sidewalk improvements grant	343,957	8,562	352,519
BA0000094	01-43500.20210	Revenue	COVID VACCINATION CENTER GRANT	Vaccination Center Grant	-	712,000	712,000
	01-601-51130.00000	Expense	PART TIME WAGES	Vaccination Center personnel	1,654	28,816	30,470
	01-601-53321.20210	Expense	OPERATING SUPPLIES - COVID VACCINATION CENTER	Vaccination Center operating supplies	-	111,233	111,233
BA0000093	01-601-51111.00000	Expense	SALARY VACANCY SAVINGS	Reallocate Budgeted Salary Vacancy Savings	(174,279)	174,279	-
	01-701-51111.00000	Expense	SALARY VACANCY SAVINGS	Reallocate Budgeted Salary Vacancy Savings	(222,277)	(174,279)	(396,556)
BA0000095	01-601-55110.00000	Expense	VEHICLES	Carryover Fire Truck and Equipment from FY 19-20	-	43,816	43,816
BA0000096	01-601-52610.00000	Expense	OTHER CONTRACTUAL SERVICES	Correct Lease Interest Budgeted	6,817	(298)	6,519
	01-601-57550.00000	Expense	LEASE INTEREST	Correct Lease Interest Budgeted	33,703	298	34,001
BA0000075	01-43500.20200	Revenue	NIBRS GRANT	Carryover NIBRS grant unspent	-	203,255	203,255
	01-701-55140.20190	Expense	OTHER EQUIPMENT-NIBRS GRANT	Carryover NIBRS grant unspent	-	203,255	203,255
BA0000080	01-43500.20191	Revenue	COVID 19 STATE GRANT	Coronavirus Emergency Supplemental Funding rcvd	-	111,164	111,164
	01-701-55140.20191	Expense	OTHER EQUIPMENT-COVID 19 GRANT	Coronavirus PPE & Aeroclave Disinfecting Machines	-	111,164	111,164
BA0000097	01-701-52550.20190	Expense	DAMAGE CLAIMS	Carryover Public Safety Building Repairs	-	333,977	333,977
BA0000108	01-45601.00000	Revenue	CAPITAL LEASE PROCEEDS	Record Capital Lease Purchase of Police vehicles	-	105,999	105,999
	01-701-55110.00000	Expense	VEHICLE	Record Capital Lease Purchase of Police vehicles	99,000	77,877	176,877
	01-701-57600.00000	Expense	LEASE PRINCIPAL	Record Capital Lease Purchase of Police vehicles	81,073	28,122	109,195

GENERAL FUND NET REVENUES OVER/(UNDER) EXPENDITURES

**736,564**

## Budget Adjustment Register



Stephenville, TX

Budget 2020-2021

Packet: GLPKT02418 - 4TH Qtr Budget Adjustments

Adjustment Date - 09/30/2021

Adjustment Number	Account Number	Acct Type	Account Name	Adjustment Description	Current Budget	Adjustment	Proposed Budget
BA0000069	02-44520.00000	Revenue	WASTEWATER CHARGES	Utility Rate Study-Council approved 10/27/2020	3,296,950	56,000	3,352,950
	02-000-52531.00000	Expense	OUTSIDE PROFESSIONALS	Utility Rate Study-Council approved 10/27/2020	10,000	56,000	66,000
BA0000098	02-44520.00000	Revenue	WASTEWATER CHARGES	Water Facility Maintenance increase to actual	3,296,950	100,000	3,396,950
	02-001-54235.00000	Expense	WATER FACILITY MAINTENANCE	Water Facility Maintenance increase to actual	100,000	100,000	200,000
BA0000099	02-44520.00000	Revenue	WASTEWATER CHARGES	Storm Uri Damages	3,296,950	21,500	3,318,450
	02-001-52550.20210	Expense	DAMAGE CLAIMS 2021 STORM URI	Storm Uri Damages	-	21,500	21,500
BA0000100	02-002-54235.00000	Expense	WATER FACILITY MAINTENANCE	Reallocate maintenance for anticipated actual	170,000	(12,000)	158,000
	02-003-54236.00000	Expense	METER MAINTENANCE	Reallocate maintenance for anticipated actual	45,000	12,000	57,000
BA0000101	02-011-55110.00000	Expense	VEHICLES	Increase vehicle purchase Council approved 12/1/2020	25,000	5,323	30,323
	02-012-54241.00000	Expense	SEWER FACILITY MAINTENANCE	Increase vehicle purchase Council approved 12/1/2020	75,000	(5,323)	69,677
BA0000102	02-44520.00000	Revenue	WASTEWATER CHARGES	Increase credit card fees to anticipated actuals	3,296,950	64,000	3,360,950
	02-020-53342.00000	Expense	WEB CREDIT CARD FEES	Increase credit card fees to anticipated actuals	41,379	64,000	105,379
UTILITY FUND NET REVENUES OVER/(UNDER) EXPENDITURES						-	
BA0000103	03-44710.00000	Revenue	LANDFILL GATE FEES	Adjust maintenance to anticipated actuals	900,000	75,000	975,000
	03-030-54110.00000	Expense	VEHICLE MAINTENANCE	Adjust maintenance to anticipated actuals	1,000	15,000	16,000
	03-030-54120.00000	Expense	MACHINERY MAINTENANCE	Adjust maintenance to anticipated actuals	50,000	60,000	110,000
LANDFILL FUND NET REVENUES OVER/(UNDER) EXPENDITURES						-	
BA0000071	04-45920.20120	Revenue	CAPITAL CONTRIBUTIONS	Carryover TXDOT Aviation Grant 1202STVLE	-	31,515	(31,515)
	04-040-55230.20120	Expense	AIRPORT IMPROVEMENTS	Carryover TXDOT Aviation Grant 1202STVLE	-	35,017	35,017
BA0000072	04-45920.20170	Revenue	CAPITAL CONTRIBUTIONS	Carryover TXDOT Aviation Grant 1702STVLE	-	3,795	(3,795)
	04-040-55230.20170	Expense	AIRPORT IMPROVEMENTS	Carryover TXDOT Aviation Grant 1702STVLE	-	4,217	4,217
BA0000073	04-45920.20171	Revenue	CAPITAL CONTRIBUTIONS	Carryover TXDOT Aviation Grant 1702STEVE	-	38,945	(38,945)
	04-040-55230.20171	Expense	AIRPORT IMPROVEMENTS	Carryover TXDOT Aviation Grant 1702STEVE	-	31,881	31,881
AIRPORT FUND NET REVENUES OVER/(UNDER) EXPENDITURES						3,140	
BA0000077	05-43500.00000	Revenue	GRANTS	Adjust CDBG GLO Grant Carryover	1,861,900	(90,900)	1,771,000
	05-050-55231.20180	Expense	CDBG GLO GRANT	Adjust CDBG GLO Grant Carryover	1,881,138	(90,138)	1,791,000
STORM WATER DRAINAGE FUND NET REVENUES OVER/(UNDER) EXPENDITURES						(762)	
BA0000076	07-45410.00000	Revenue	MISCELLANEOUS	Museum utilities and insurance receivables due	-	12,000	12,000
	07-070-58307.00000	Expense	H/M TAX-MUSEUM	Museum utilities and insurance paid	-	12,000	12,000
BA0000104	07-070-58300.00000	Expense	UNDESIGNATED GRANT FUNDS	All American Barrel Race Council Approved 10/06/20	10,000	20,000	30,000
BA0000105	07-44171.00000	Revenue	MOOLA FEST	Adjust Moo-la fest to actuals	42,000	8,867	50,867
	07-070-58343.00000	Expense	MOOLA FEST	Adjust Moo-la fest to actuals	83,000	25,853	108,853
HOTEL OCCUPANCY TAX FUND NET REVENUES OVER/(UNDER) EXPENDITURES						(36,986)	
BA0000085	10-402-55250.00000	Expense	STREETS	Adjust Street Program Carryover	1,973,192	(355,687)	1,617,505
BA0000086	10-402-55250.20200	Expense	STREETS - 2020 BONDS	Adjust 2020 Bonds Street Carryover	7,858,443	641,557	8,500,000
CAPITAL IMPROVEMENTS FUND NET REVENUES OVER/(UNDER) EXPENDITURES						(285,870)	



# Budget Adjustment Register

Stephenville, TX

Budget 2020-2021

Packet: GLPKT02418 - 4TH Qtr Budget Adjustments

Adjustment Date - 09/30/2021

Adjustment Number	Account Number	Acct Type	Account Name	Adjustment Description	Current Budget	Adjustment	Proposed Budget
<b>ACCOUNT SUMMARY</b>							
	01-43500.20190	Revenue	GREEN RIBBON GRANT		400,000	(400,000)	-
	01-43500.20191	Revenue	COVID 19 STATE GRANT		-	837,862	837,862
	01-43500.20200	Revenue	NIBRS GRANT		-	203,255	203,255
	01-43500.20210	Revenue	COVID VACCINATION CENTER GRANT		-	712,000	712,000
	01-44030.00000	Revenue	EMERGENCY AMBULANCE		613,000	233,313	846,313
	01-45601.00000	Revenue	CAPITAL LEASE PROCEEDS		-	105,999	105,999
	01-45602.00000	Revenue	LOAN PROCEEDS		-	90,503	90,503
	01-101-52110.00000	Expense	POSTAGE		50	1,425	1,475
	01-101-52140.00000	Expense	ADVERTISING & PUBLIC NOTICES		2,000	14,000	16,000
	01-101-52531.00000	Expense	OUTSIDE PROFESSIONALS		39,000	73,150	112,150
	01-101-58003.00000	Expense	ECONOMIC STIMULUS GRANTS		-	71,260	71,260
	01-101-58005.00000	Expense	UTILITY ASSISTANCE GRANTS		-	3,489	3,489
	01-102-53321.20190	Expense	OPERATING SUPPLIES - COVID-19		-	3,545	3,545
	01-103-54160.00000	Expense	COMPUTER MAINTENANCE		22,125	2,600	24,725
	01-103-55160.00000	Expense	COMPUTER EQUIPMENT		-	49,211	49,211
	01-105-53321.20190	Expense	OPERATING SUPPLIES - COVID-19		-	3,567	3,567
	01-107-52531.00000	Expense	OUTSIDE PROFESSIONALS		15,000	12,500	27,500
	01-201-52542.00000	Expense	SPECIAL SERVICES		79,690	30,331	110,021
	01-203-52531.00000	Expense	OUTSIDE PROFESSIONALS		-	22,050	22,050
	01-203-55160.00000	Expense	COMPUTER EQUIPMENT		-	19,455	19,455
	01-501-53321.20190	Expense	OPERATING SUPPLIES - COVID-19		-	457	457
	01-501-55120.00000	Expense	MACHINERY & EQUIPMENT		-	90,503	90,503
	01-501-55250.00000	Expense	STREETS/SIDEWALKS		343,957	8,562	352,519
	01-501-55265.00000	Expense	REC HALL IMPROVEMENTS		-	109,588	109,588
	01-501-55330.20190	Expense	MEDIAN IMPROVEMENTS		410,775	(407,025)	3,750
	01-504-53321.20190	Expense	OPERATING SUPPLIES - COVID-19		-	341	341
	01-601-51111.00000	Expense	SALARY VACANCY SAVINGS		(174,279)	174,279	-
	01-601-51130.00000	Expense	PART TIME WAGES		1,654	28,816	30,470
	01-601-52610.00000	Expense	OTHER CONTRACTUAL SERVICES		6,817	(298)	6,519
	01-601-53321.20190	Expense	OPERATING SUPPLIES - COVID-19		-	11,599	11,599
	01-601-53321.20210	Expense	OPERATING SUPPLIES - COVID VACCINATION CENTER		-	111,233	111,233
	01-601-55110.00000	Expense	VEHICLES		-	43,816	43,816
	01-601-57550.00000	Expense	LEASE INTEREST		33,703	298	34,001
	01-701-51111.00000	Expense	SALARY VACANCY SAVINGS		(222,277)	(174,279)	(396,556)
	01-701-51250.00000	Expense	GROUP INSURANCE		447,109	(12,500)	434,609
	01-701-52550.20190	Expense	DAMAGE CLAIMS		-	333,977	333,977
	01-701-55110.00000	Expense	VEHICLE		99,000	77,877	176,877
	01-701-55140.20190	Expense	OTHER EQUIPMENT-NIBRS GRANT		-	203,255	203,255
	01-701-55140.20191	Expense	OTHER EQUIPMENT-COVID 19 GRANT		-	111,164	111,164
	01-701-57600.00000	Expense	LEASE PRINCIPAL		81,073	28,122	109,195
	02-44520.00000	Revenue	WASTEWATER CHARGES		3,296,950	241,500	3,538,450
	02-000-52531.00000	Expense	OUTSIDE PROFESSIONALS		10,000	56,000	66,000
	02-001-52550.20210	Expense	DAMAGE CLAIMS 2021 STORM URI		-	21,500	21,500
	02-001-54235.00000	Expense	WATER FACILITY MAINTENANCE		100,000	100,000	200,000
	02-002-54235.00000	Expense	WATER FACILITY MAINTENANCE		170,000	(12,000)	158,000
	02-003-54236.00000	Expense	METER MAINTENANCE		45,000	12,000	57,000
	02-011-55110.00000	Expense	VEHICLES		25,000	5,323	30,323
	02-012-54241.00000	Expense	SEWER FACILITY MAINTENANCE		75,000	(5,323)	69,677
	02-020-53342.00000	Expense	WEB CREDIT CARD FEES		41,379	64,000	105,379
	03-44710.00000	Revenue	LANDFILL GATE FEES		900,000	75,000	975,000
	03-030-54110.00000	Expense	VEHICLE MAINTENANCE		1,000	15,000	16,000
	03-030-54120.00000	Expense	MACHINERY MAINTENANCE		50,000	60,000	110,000
	04-45920.20120	Revenue	CAPITAL CONTRIBUTIONS		-	31,515	31,515
	04-45920.20170	Revenue	CAPITAL CONTRIBUTIONS		-	3,795	3,795
	04-45920.20171	Revenue	CAPITAL CONTRIBUTIONS		-	38,945	38,945
	04-040-55230.20120	Expense	AIRPORT IMPROVEMENTS		-	35,017	35,017
	04-040-55230.20170	Expense	AIRPORT IMPROVEMENTS		-	4,217	4,217
	04-040-55230.20171	Expense	AIRPORT IMPROVEMENTS		-	31,881	31,881
	05-43500.00000	Revenue	GRANTS		1,861,900	(90,900)	1,771,000
	05-050-55231.20180	Expense	CDBG GLO GRANT		1,881,138	(90,138)	1,791,000
	07-44171.00000	Revenue	MOOLA FEST		42,000	8,867	50,867
	07-45410.00000	Revenue	MISCELLANEOUS		-	12,000	12,000
	07-070-58300.00000	Expense	UNDESIGNATED GRANT FUNDS		10,000	20,000	30,000
	07-070-58307.00000	Expense	H/M TAX-MUSEUM		-	12,000	12,000
	07-070-58343.00000	Expense	MOOLA FEST		83,000	25,853	108,853
	10-402-55250.00000	Expense	STREETS		1,973,192	(355,687)	1,617,505
	10-402-55250.20200	Expense	STREETS - 2020 BONDS		7,858,443	641,557	8,500,000
			<b>Account Totals</b>		<b>(6,394,699)</b>	<b>416,086</b>	<b>(5,978,613)</b>



# Budget Adjustment Register

Stephenville, TX

Budget 2020-2021

Packet: GLPKT02418 - 4TH Qtr Budget Adjustments

Adjustment Date - 09/30/2021

Adjustment Number	Account Number	Acct Type	Account Name	Adjustment Description	Current Budget	Adjustment	Proposed Budget
<b>Revenue Summary</b>							
			CHARGES FOR SEVICES			558,680	
			INTERGOVERNMENTAL			1,336,472	
			OTHER REVENUE			208,502	
			<b>Total Adjustment to Revenues</b>			<u><u>2,103,654</u></u>	

## Department Expenditure Summary

101			CITY COUNCIL			163,324	
102			CITY MANAGER			3,545	
103			CITY SECRETARY			51,811	
105			MUNICIPAL BUILDING			3,567	
107			HUMAN RESOURCES			12,500	
201			FINANCE			30,331	
203			INFORMATION TECHNOLOGY			41,505	
501			PARKS & RECREATION			(197,915)	
504			LIBRARY			341	
601			FIRE			369,743	
701			POLICE			567,616	
000			UTILITIES ADMIN			56,000	
001			WATER PRODUCTION			121,500	
002			WATER DISTRIBUTION			(12,000)	
003			CUSTOMER SERVICE			12,000	
011			WASTEWATER COLLECTIONS			5,323	
012			WASTEWATER TREATMENT PLANT			(5,323)	
020			UTILITY BILLING & COLLECTION			64,000	
030			LANDFILL			75,000	
040			AIRPORT			71,115	
050			STORM WATER DRAINAGE			(90,138)	
070			TOURISM			57,853	
402			STREET IMPROVEMENT			285,870	
			<b>Total Adjustment to Expenditures</b>			<u><u>1,687,568</u></u>	

**Net Revenue Over/(Under) Expenditures** 416,086

## Fund Summary

01	GENERAL FUND	736,564
02	UTILITY FUND	-
03	LANDFILL FUND	-
04	AIRPORT FUND	3,140
05	STORM WATER DRAINAGE FUND	(762)
07	HOTEL OCCUPANCY TAX FUND	(36,986)
10	CAPITAL IMPROVEMENTS FUND	(285,870)
	<b>Fund Totals</b>	<u><u>416,086</u></u>

## SEDA Annual Budgets

ACCT NO#	ACCT NAME	BUDGET	BUDGET	BUDGET
		2019-2020	2020-2021	Amendments
<b><u>1-PERSONNEL</u></b>				
5790-111	FULL TIME SALARIES	170000.00	170000	178335
5790-113	PART TIME WAGES	0.00	0	
5790-121	RETIREMENT	20400.00	17000	14565
5790-122	SOCIAL SECURITY/medicare	13000.00	13000	13000
5790-123	WORKER'S COMPENSATION	1300.00	1300	1300
5790-125	GROUP INSURANCE	17000.00	16000	15500
5790-126	CAR ALLOWANCE	5400.00	5400	0
<b>** CATEGORY TOTAL **</b>		<b>227100.00</b>	<b>222700</b>	<b>222700</b>
<b><u>2-CONTRACTUAL</u></b>				
5790-211	POSTAGE	500.00	500	
5790-212	COMMUNICATIONS	4500.00	4500	
5790-213	MILEAGE REIMBURSEMENT	2500.00	2000	
5790-214	ADVERTISEMENT	1000.00	500	
5790-215	EDUCATION & SCHOOLING	11500.00	11500	
5790-223	MARKETING	80000.00	80000	
5790-224	OTHER INSURANCE	1450.00	1450	
5790-225	MEETINGS	3000.00	3000	
5790-231	RENTAL	4800.00	4800	
5790-251	UTILITIES	0.00	0	
5790-252	DUES & SUBSCRIPTIONS	7000.00	5000	
5790-253	OUTSIDE PROFESSIONALS	10000.00	10000	85000
5790-254	SPECIAL SERVICES	5000.00	5000	
5790-262	JANITORIAL SERVICE	0.00	0	
<b>** CATEGORY TOTAL **</b>		<b>131250.00</b>	<b>128250</b>	
<b><u>3-GENERAL SERVICES</u></b>				
5790-312	OFFICE SUPPLIES	1500.00	1000	
5790-317	PHOTO AND DUPLICATION	1000.00	1000	
5790-332	OPERATING SUPPLIES	1200.00	1000	
5790-333	COMPUTER SUPPLIES	3000.00	3000	
<b>** CATEGORY TOTAL **</b>		<b>6700.00</b>	<b>6000</b>	
<b><u>4-MACHINE &amp; EQUIPMENT MAINTENANCE</u></b>				
5790-413	OFFICE EQUIPMENT	3000.00	3000	
<b>** CATEGORY TOTAL **</b>		<b>3000.00</b>	<b>3000</b>	



## SEDA Annual Budgets

ACCT NO#	ACCT NAME	BUDGET 2019-2020	BUDGET 2020-2021	BUDGET Amendments
<b>5-CAPITAL OUTLAY</b>				
5790-511	MOTOR VEHICLE			65000
<b>** CATEGORY TOTAL **</b>				<b>65000</b>
<b>7-ED PROJECTS</b>				
5790-700	ECONOMIC DEVELOPMENT PROGRAMS	150000.00	122000	422000
	COMMUNITY DEVELOPMENT PROJECT	22867.00	10000	
<b>** CATEGORY TOTAL **</b>		<b>172867.00</b>	<b>132000</b>	
<b>8-NOT USED</b>				
5790-801	ADMINISTRATIVE SERVICES	28350.00	24861	4861
	TSU INTERN	2500.00	2500	
<b>** CATEGORY TOTAL **</b>		<b>30850.00</b>	<b>27361</b>	
<b>*** FUND TOTAL EXPENDITURES ***</b>		<b>571767.00</b>	<b>519311</b>	
SEDA FUND RESERVE (year end 2019)		850000.00	900000*	460000*
	Christy Plaza Backstop	250000.00	0	0
	TIRZ Establishment	0.00	0	0
	SRH Quiet Zone	175000.00	0	0
	East Side Sewer	75000.00	0	0
	Downtown Development Plan	-	75000	0
	Economic Development Growth Fund	-	400,000	229828
	Operating - 3 Months (6 mo in 2020)	142942.00	259655	129828
	Airport Renovation	80000.00	90000	90000
	<b>Available</b>	<b>127058.00</b>	<b>75345</b>	<b>10345</b>

*\*Estimated Reserve Total*

Notes:

Already \$111k up thru first 6 months. This is not reflected.



## STAFF REPORT

**SUBJECT:** Monthly Budget Report for the period Ending August 31, 2021

**DEPARTMENT:** Finance

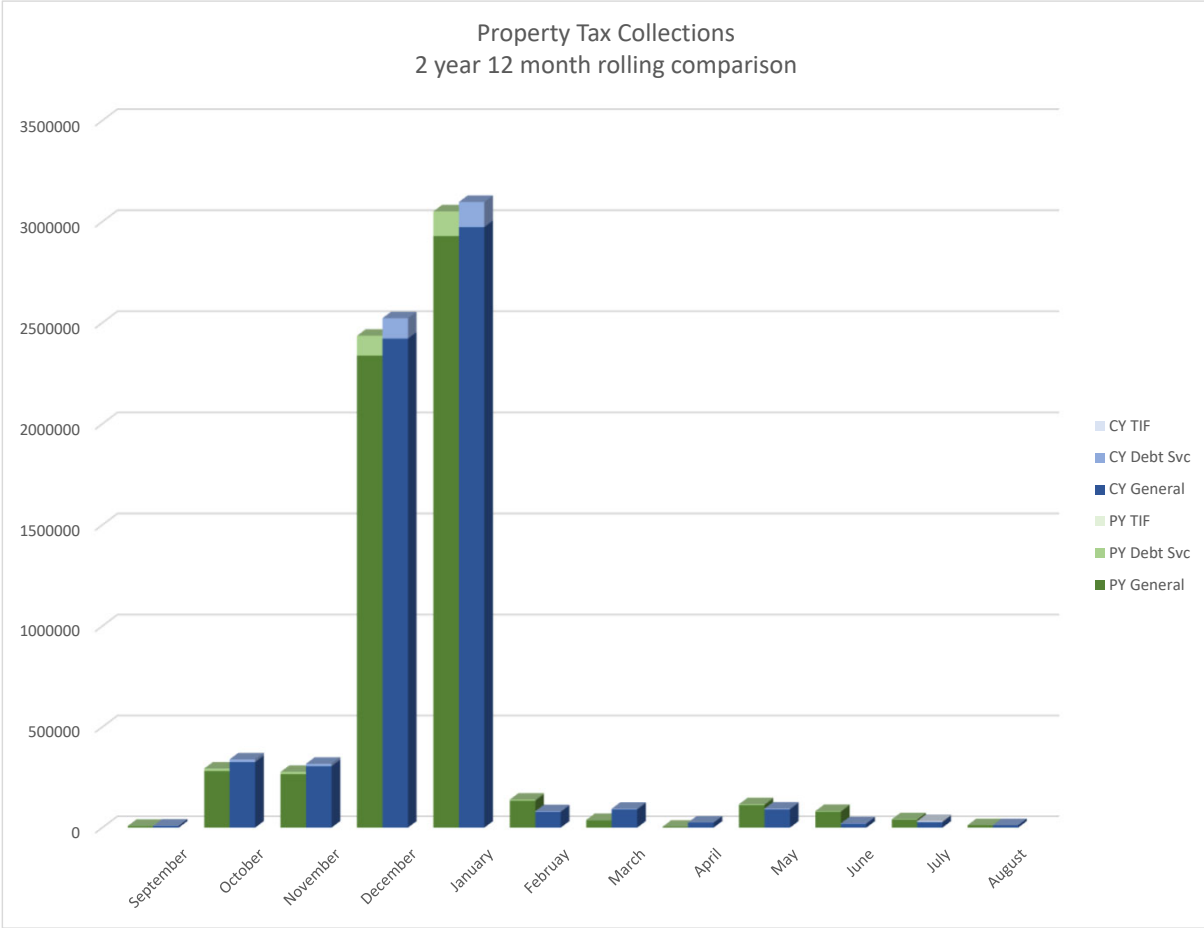
**STAFF CONTACT:** Monica Harris

### BACKGROUND:

In reviewing the financial statements ending August 31, 2021, the financial indicators are as or better than anticipated.

- **Property Tax**  
We received \$12K in property taxes in the month of August, resulting in \$146K or 2.24% increase over funds collected through last August. The \$6.64 million collected fiscal year to date is 99.83% of budget, which is as anticipated.
- **Sales Tax**  
We received \$683K in sales tax in August, resulting in \$1.1 million or 19.57% more than the funds collected through last August. The \$6.9 million collected fiscal year to date is 111.12% of the \$6.24 million budgeted, which is higher than the 91.7% anticipated.
- **HOT Funds**  
Lodging establishments have reported \$432K in Hotel Occupancy Taxes through August, as compared to the \$323K through last August. We have received \$98K of sports venue tax through August. We spent \$413K in Hotel Occupancy Tax funds through fiscal year to date as compared to \$198K last year due to the Day Tripper contract, gateway planning, and Moo-la fest.
- **Revenue (Budgetary comparison)**  
The target budget for operating revenue is \$26.2 million. We received \$27.1 million in revenue fiscal year to date, resulting in \$888K over the target budget due to sales taxes and service charges.
- **Expenditures (Budgetary comparison)**  
The target budget for operating expenditures is \$19.1 million. We expended \$18 million fiscal year to date, resulting in \$1.1 million under the target budget.
- **Revenue (Prior year comparison)**  
Operating revenue received last year was \$25.4 million as compared to the current year's \$27.1 million, resulting in a \$1.7 million increase due to property tax, sales taxes, and service charges.
- **Expenditures (Prior year comparison)**  
Operating expenditures last year were \$17.1 million as compared to the current year's \$18 million, resulting in an \$819K increase due to costs associated with COVID-19 prevention, damage claims, wages, recreation supplies, professional fees, advertising, Moo-la fest and gateway planning.

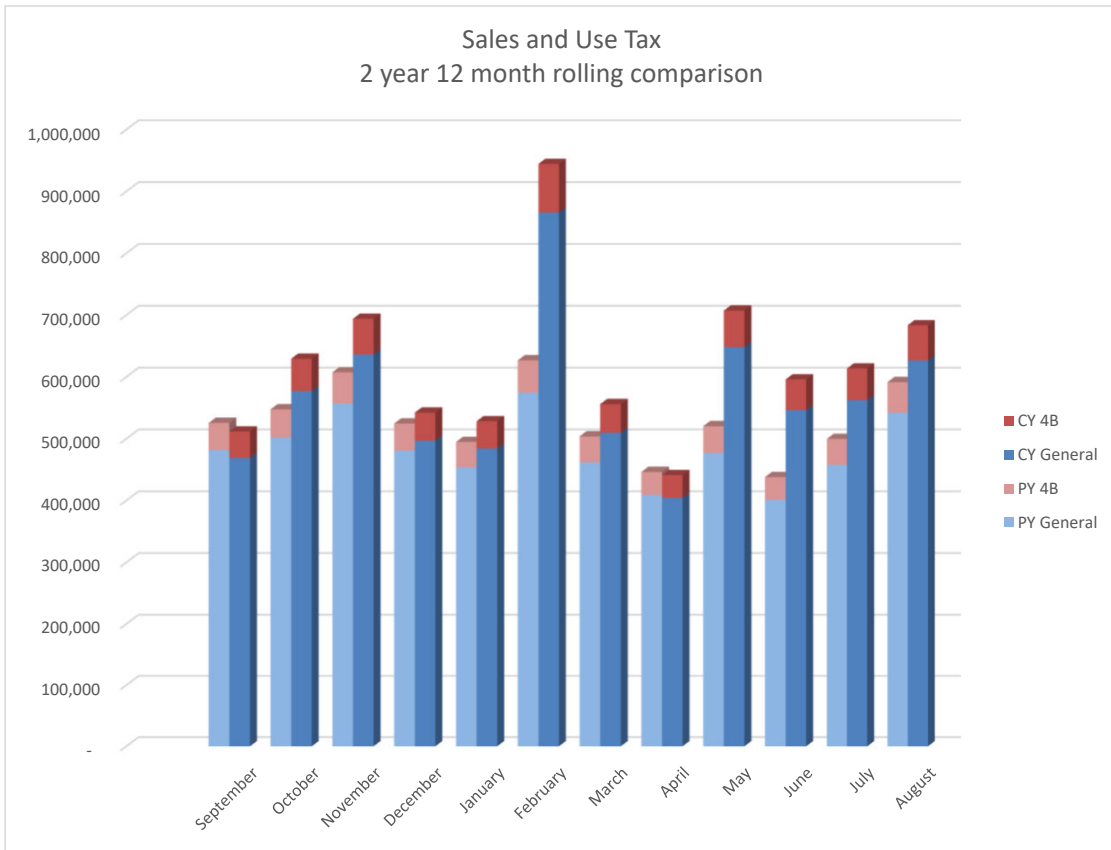
### City of Stephenville



Month	General Fund	Debt Svc	Total	Month	General Fund	Debt Svc	TIF	Total
Sep-19	7,943	635	8,578	Sep-20	9,137	385	-	9,522
Oct-19	281,652	11,982	293,634	Oct-20	325,732	13,700	-	339,432
Nov-19	265,777	11,255	277,032	Nov-20	304,970	12,804	-	317,774
Dec-19	2,337,593	98,214	2,435,807	Dec-20	2,421,750	100,945	-	2,522,695
Jan-20	2,928,631	122,287	3,050,918	Jan-21	2,973,159	123,936	-	3,097,096
Feb-20	133,573	5,889	139,461	Feb-21	78,158	3,268	-	81,427
Mar-20	36,684	1,632	38,315	Mar-21	90,202	3,822	-	94,024
Apr-20	4,688	163	4,851	Apr-21	24,696	1,064	-	25,760
May-20	112,150	4,518	116,668	May-21	90,794	3,893	-	94,687
Jun-20	79,259	3,379	82,637	Jun-21	20,314	1,266	-	21,580
Jul-20	39,473	2,238	41,712	Jul-21	27,201	1,304	3,789	32,294
Aug-20	11,762	824	12,585	Aug-21	11,946	476	-	12,422
12 month total		<u>6,502,198</u>		12 month total		<u>6,648,711</u>		
Oct 2019 - Aug 2020		<u>6,493,621</u>		Oct 2020 - Aug 2021		<u>6,639,189</u>		
FY 2019-2020 Total		6,501,308		FY 2020-2021 Budget		6,650,644		

Collection to date as percentage of fiscal year total 99.88%

Collection to date as percentage of fiscal year budget 99.83%



Month	General	4B	Total	Month	General	4B	Total	% Change +/-
Sep-19	481,902	43,809	525,711	Sep-20	469,140	42,649	511,790	-2.65%
Oct-19	501,862	45,624	547,485	Oct-20	576,942	52,449	629,391	14.96%
Nov-19	556,777	50,616	607,393	Nov-20	636,149	57,832	693,981	14.26%
Dec-19	480,875	43,716	524,591	Dec-20	497,048	45,186	542,234	3.36%
Jan-20	453,492	41,227	494,719	Jan-21	484,228	44,021	528,249	6.78%
Feb-20	574,600	52,236	626,836	Feb-21	865,761	78,706	944,466	50.67%
Mar-20	461,845	41,986	503,831	Mar-21	509,621	46,329	555,950	10.34%
Apr-20	409,098	37,191	446,289	Apr-21	404,427	36,766	441,193	-1.14%
May-20	476,944	43,359	520,302	May-21	648,372	58,943	707,314	35.94%
Jun-20	401,495	36,500	437,994	Jun-21	546,259	49,660	595,919	36.06%
Jul-20	458,003	41,637	499,639	Jul-21	562,550	51,141	613,691	22.83%
Aug-20	542,275	49,298	591,573	Aug-20	626,605	56,964	683,569	15.55%
12 month total			<u>6,326,363</u>	12 month total			<u>7,447,747</u>	17.73%
Oct 2019 - Aug 2020			<u>5,800,652</u>	Oct 2020 - Aug 2021			<u>6,935,957</u>	19.57%
FY 2019-2020 Total			6,312,441	FY 2020-2021 Budget			6,241,679	
Collection to date as percentage of fiscal year total			91.89%	Collection to date as percentage of fiscal year budget			111.12%	

**City of Stephenville  
Budget vs. YTD Actual  
August 31, 2021**

Date Prepared: October 3, 2021

Source of Funds	Approved Budget 2020-20201	Target Budget	08/31/21 Current YTD Actual	Dollar Variance Positive(Negative)	Percent Variance	Notes
Property Taxes	\$ 6,674,946	\$ 6,659,479	\$ 6,660,056	\$ 577	0.01%	
Sales Taxes	6,241,679	5,724,450	6,935,957	1,211,508	21.16%	Back to school, audit collections, stimulus checks
Other Taxes	2,099,361	1,960,428	1,998,654	38,226	1.95%	Sports Venue Tax
Licenses and permits	331,562	307,151	363,782	56,631	18.44%	Building & food service permits, plan reviews
Fines and forfeitures	129,250	118,476	102,357	(16,119)	(13.61%)	Citation & Collection Dependent
Service charges	11,204,096	9,840,123	10,714,069	873,946	8.88%	Water, Sewer, Landfill & Storm Water fees
Interest on investments	37,947	35,325	19,310	(16,015)	(45.34%)	Fluctuates with cash flows and rates
Other Income	1,746,433	1,577,415.30	316,526	(1,260,889)	(79.93%)	Project driven funds
<b>Total Operating Revenue</b>	<u>28,465,274</u>	<u>26,222,846</u>	<u>27,110,712</u>	<u>887,866</u>	<u>3.39%</u>	
Intergovernmental grants	2,692,576	2,484,470	4,294,997	1,810,527	72.87%	CARES grant & ARPA grant
Debt Proceeds	0	0	0	0	0.00%	
<b>Total Revenue</b>	<u>31,157,850</u>	<u>28,707,316</u>	<u>31,405,709</u>	<u>2,698,393</u>	<u>9.40%</u>	
<b>Transfers-In</b>	\$ 2,519,638	\$ 2,519,638	\$ 2,189,809	\$ (329,829)	(13.09%)	Transfers to TIF Fund not fully processed yet
<b>Transfers-Out</b>	(2,519,638)	(2,519,638)	(2,189,809)	329,829	13.09%	Transfers to TIF Fund not fully processed yet
<b>Expenditures</b>						
General Fund	\$ 14,619,046	\$ 13,442,382	\$ 12,933,931	\$ 508,451	3.78%	
Utility Fund	4,296,155	3,935,960	3,750,102	185,858	4.72%	
Landfill Fund	406,236	374,010	376,647	(2,637)	(0.70%)	Maintenance
Airport Fund	81,095	74,786	60,129	14,657	19.60%	
Storm Water Drainage Fund	75,268	68,980	25,188	43,792	63.48%	
Special Revenue Funds	463,223	427,124	412,898	14,226	3.33%	
Stephenville Economic Dev Authority	874,311	801,491	398,365	403,126	50.30%	
<b>Total Operating Expenditures</b>	<u>20,815,334</u>	<u>19,124,735</u>	<u>17,957,261</u>	<u>1,167,473</u>	<u>6.10%</u>	
Capital	32,982,098	30,221,869	8,064,346	22,157,523	73.32%	
Debt Service	3,231,058	3,020,098	2,831,856	188,242	6.23%	
<b>Total Expenditures</b>	<u>57,028,490</u>	<u>52,366,701</u>	<u>28,853,464</u>	<u>23,513,238</u>	<u>44.90%</u>	

**City of Stephenville  
Prior YTD Actual vs Current YTD Actual  
August 31, 2021**

Date Prepared: October 3, 2021

Source of Funds	Prior YTD Actual	Current YTD Actual	Variance Positive (Negative)	% Variance Positive (Negative)	Notes
Property Taxes	\$ 6,330,298	\$ 6,660,056	\$ 329,758	5.21%	Increased assessment
Sales Taxes	5,800,652	6,935,957	1,135,306	19.57%	Back to school, audit collections, stimulus checks
Other Taxes	1,868,481	1,998,654	130,174	6.97%	Hotel Occupancy and Sports Venue Taxes
Licenses and permits	298,205	363,782	65,577	21.99%	Building & food service permits, plan reviews
Fines and forfeitures	78,737	102,357	23,620	30.00%	Warrants issued
Service charges	10,093,244	10,714,069	620,826	6.15%	Sewer charges, Storm Water charges, Recreation fees
Interest on investments	301,103	19,310	(281,793)	(93.59%)	Rates have declined.
Other Income	589,349	316,526	(272,823)	(46.29%)	Prior year - insurance proceeds, credit card fees
<b>Total Operating Revenue</b>	<u>25,360,068</u>	<u>27,110,712</u>	<u>1,750,644</u>	<u>6.90%</u>	
Intergovernmental grants	648,167	4,294,997	3,646,830	562.64%	Grants differ from year to year.
Debt Proceeds	12,881,005	0	(12,881,005)	(100.00%)	Debt issued in prior year - 2020 Certificate of Obligation
<b>Total Revenue</b>	<u>38,889,241</u>	<u>31,405,709</u>	<u>(7,483,531)</u>	<u>(19.24%)</u>	
<b>Transfers-In</b>	\$ 185,737	\$ 2,189,809	\$ 2,004,072	1078.98%	Transfers and timing differ from year to year
<b>Transfers-Out</b>	\$ (185,737)	\$ (2,189,809)	\$ (2,004,072)	1078.98%	Transfers and timing differ from year to year
<b>Expenditures</b>					
General Fund	\$ 12,397,918	\$ 12,933,931	536,013	4.32%	Damage Claims, COVID/Vaccination Cntr Supplies, Wages, Professional fees, Recreation supplies
Utility Fund	3,692,756	\$ 3,750,102	57,347	1.55%	Professional fees
Landfill Fund	358,224	\$ 376,647	18,423	5.14%	Personnel - P/T employee changed to F/T
Airport Fund	51,002	\$ 60,129	9,128	17.90%	Storm damage claims, Utilities
Storm Water Drainage Fund	59,243	\$ 25,188	(34,055)	(57.48%)	
Special Revenue Funds	199,735	\$ 412,898	213,163	106.72%	Day Tripper Advertising, Gateway planning, Moo-la fest
Stephenville Economic Dev Authority	379,348	\$ 398,365	19,017	5.01%	Wages & benefits, Outside professionals
<b>Total Operating Expenditures</b>	<u>17,138,226</u>	<u>17,957,261</u>	<u>819,035</u>	<u>4.78%</u>	
Capital	7,950,481	8,064,346	113,865	1.43%	Capital differs from year to year
Debt Service	2,909,964	2,831,856	(78,107)	(2.68%)	Debt Service differs from year to year
<b>Total Expenditures</b>	<u>27,998,671</u>	<u>28,853,464</u>	<u>854,793</u>	<u>3.05%</u>	



# Budget Variance Report

Item 20.

As Of: 08/31/2021

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
TAXES	710,708.43	706,744.54	3,963.89	14,291,053.24	13,215,565.78	1,075,487.46	103	13,809,417.00	481,636.24	-3
LICENSES AND PERMITS	26,743.46	22,189.09	4,554.37	355,350.73	280,578.09	74,772.64	117	302,562.00	52,788.73	-17
FINES AND FORFEITURES	9,251.70	9,820.81	(569.11)	96,823.09	108,028.91	(11,205.82)	82	117,850.00	(21,026.91)	18
INTERGOVERNMENTAL	538.00	52,264.66	(51,726.66)	1,205,392.29	774,911.26	430,481.03	146	827,176.00	378,216.29	-46
CHARGES FOR SERVICES	127,594.18	100,040.64	27,553.54	1,016,451.23	1,061,061.02	(44,609.79)	88	1,156,137.00	(139,685.77)	12
OTHER REVENUE	9,057.44	3,770.66	5,286.78	278,979.49	41,671.21	237,308.28	578	48,278.00	230,701.49	-478
TRANSFER	0.00	0.00	0.00	683,841.00	683,841.00	0.00	100	683,841.00	0.00	0
<b>TOTAL REVENUE</b>	<b>883,893.21</b>	<b>894,830.40</b>	<b>(10,937.19)</b>	<b>17,927,891.07</b>	<b>16,165,657.27</b>	<b>1,762,233.80</b>	<b>106</b>	<b>16,945,261.00</b>	<b>982,630.07</b>	<b>-6</b>
<b>EXPENSE SUMMARY</b>										
CITY COUNCIL	2,103.39	10,335.29	8,231.90	278,225.87	130,421.19	(147,804.68)	198	140,757.00	137,468.87	-98
CITY MANAGER	15,184.25	34,970.39	19,786.14	367,132.44	393,249.29	26,116.85	86	428,220.00	(61,087.56)	14
CITY SECRETARY	7,986.68	8,796.21	809.53	143,270.44	120,891.31	(22,379.13)	110	129,688.00	13,582.44	-10
EMERGENCY MANAGEMENT	172.59	1,733.49	1,560.90	16,256.22	19,068.39	2,812.17	78	20,802.00	(4,545.78)	22
MUNICIPAL BUILDING	10,117.19	7,713.94	(2,403.25)	81,902.36	87,577.34	5,674.98	86	95,292.00	(13,389.64)	14
MUNICIPAL SERVICES CTR	11,634.29	7,616.31	(4,017.98)	103,671.02	87,416.41	(16,254.61)	109	95,033.00	8,638.02	-9
HUMAN RESOURCES	14,380.27	14,227.38	(152.89)	165,841.77	173,571.18	7,729.41	88	187,799.00	(21,957.23)	12
DOWNTOWN	3,926.56	4,890.97	964.41	29,043.11	54,240.67	25,197.56	49	59,132.00	(30,088.89)	51
FINANCE	36,480.49	40,112.95	3,632.46	424,770.66	471,510.45	46,739.79	83	511,624.00	(86,853.34)	17
INFORMATION TECHNOLOGY	18,461.24	25,772.95	7,311.71	291,381.81	286,798.45	(4,583.36)	93	312,572.00	(21,190.19)	7
TAX	36.00	14,169.24	14,133.24	166,623.68	155,861.64	(10,762.04)	98	170,031.00	(3,407.32)	2
LEGAL COUNSEL	9,241.44	9,975.40	733.96	89,372.53	109,866.40	20,493.87	75	119,842.00	(30,469.47)	25
MUNICIPAL COURT	8,958.16	9,103.87	145.71	99,824.00	105,112.57	5,288.57	87	114,217.00	(14,393.00)	13
STREET MAINTENANCE	61,031.52	79,288.67	18,257.15	709,116.17	899,397.37	190,281.20	72	978,687.00	(269,570.83)	28
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	143,524.33	206,875.65	63,351.32	2,069,436.64	2,314,931.15	245,494.51	82	2,521,899.00	(452,462.36)	18
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	20,808.95	19,997.01	(811.94)	186,894.67	230,199.11	43,304.44	75	250,197.00	(63,302.33)	25
SENIOR CENTER	8,132.38	11,379.15	3,246.77	94,105.72	129,729.65	35,623.93	67	141,110.00	(47,004.28)	33
AQUATIC CENTER	43,646.70	20,763.01	(22,883.69)	210,190.12	234,095.11	23,904.99	82	254,859.00	(44,668.88)	18
FIRE DEPARTMENT	259,031.83	279,317.27	20,285.44	3,324,967.87	3,191,313.97	(133,653.90)	96	3,470,633.00	(145,665.13)	4
POLICE DEPARTMENT	332,966.32	430,462.64	97,496.32	4,897,959.21	4,901,114.04	3,154.83	92	5,331,578.00	(433,618.79)	8
DEVELOPMENT SERVICES	37,749.13	50,682.00	12,932.87	450,839.66	573,596.00	122,756.34	72	624,279.00	(173,439.34)	28
TRANSFERS	0.00	(0.01)	(0.01)	1,299,390.00	1,373,267.89	73,877.89	95	1,373,268.00	(73,878.00)	5
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>1,045,573.71</b>	<b>1,288,183.78</b>	<b>242,610.07</b>	<b>15,500,215.97</b>	<b>16,043,229.58</b>	<b>543,013.61</b>	<b>89</b>	<b>17,331,519.00</b>	<b>1,831,303.03</b>	<b>11</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(161,680.50)</b>	<b>(393,353.38)</b>	<b>231,672.88</b>	<b>2,427,675.10</b>	<b>122,427.69</b>	<b>2,305,247.41</b>		<b>(386,258.00)</b>	<b>(848,672.96)</b>	

Budget Variance Report

Fund: 02 - WATER AND WASTEWATER FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
LICENSES AND PERMITS	374.98	749.70	(374.72)	720.71	8,246.70	(7,525.99)	8	9,000.00	(8,279.29)	92
INTERGOVERNMENTAL	2,632,354.03	0.00	2,632,354.03	2,632,354.03	0.00	2,632,354.03		0.00	2,632,354.03	
CHARGES FOR SERVICES	850,681.74	809,054.56	41,627.18	7,944,730.71	7,240,919.92	703,810.79	95	8,330,765.00	(386,034.29)	5
OTHER REVENUE	206.01	839.46	(633.45)	22,088.20	16,548.37	5,539.83	57	38,671.00	(16,582.80)	43
TRANSFER	0.00	0.00	0.00	34,753.00	34,753.00	0.00	100	34,753.00	0.00	0
<b>TOTAL REVENUE</b>	<b>3,483,616.76</b>	<b>810,643.72</b>	<b>2,672,973.04</b>	<b>10,634,646.65</b>	<b>7,300,467.99</b>	<b>3,334,178.66</b>	<b>126</b>	<b>8,413,189.00</b>	<b>2,221,457.65</b>	<b>-26</b>
<b>EXPENSE SUMMARY</b>										
UTILITIES ADMINISTRATION	27,343.78	52,155.08	24,811.30	317,458.34	581,170.88	263,712.54	50	633,577.00	(316,118.66)	50
WATER PRODUCTION	(160,975.09)	123,341.35	284,316.44	935,979.13	1,375,441.85	439,462.72	62	1,499,376.00	(563,396.87)	38
WATER DISTRIBUTION	283,540.83	126,902.35	(156,638.48)	1,149,666.17	1,403,558.85	253,892.68	75	1,531,071.00	(381,404.83)	25
CUSTOMER SERVICE	13,927.31	19,886.32	5,959.01	219,195.73	224,456.52	5,260.79	90	244,439.00	(25,243.27)	10
WASTEWATER COLLECTION	51,696.36	1,027,269.37	975,573.01	495,155.59	11,310,763.07	10,815,607.48	4	12,342,966.00	(11,847,810.41)	96
WASTEWATER TREATMENT	78,549.71	96,293.29	17,743.58	889,011.09	1,065,734.19	176,723.10	76	1,162,490.00	(273,478.91)	24
BILLING & COLLECTION	13,708.01	21,700.96	7,992.95	305,575.91	262,943.56	(42,632.35)	107	284,748.00	20,827.91	-7
NON-DEPARTMENTAL	142,843.59	140,082.32	(2,761.27)	2,298,277.49	2,501,199.48	202,921.99	84	2,727,662.00	(429,384.51)	16
<b>TOTAL EXPENSE</b>	<b>450,634.50</b>	<b>1,607,631.04</b>	<b>1,156,996.54</b>	<b>6,610,319.45</b>	<b>18,725,268.40</b>	<b>12,114,948.95</b>	<b>32</b>	<b>20,426,329.00</b>	<b>13,816,009.55</b>	<b>68</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>3,032,982.26</b>	<b>(796,987.32)</b>	<b>3,829,969.58</b>	<b>4,024,327.20</b>	<b>(11,424,800.41)</b>	<b>15,449,127.61</b>		<b>(12,013,140.00)</b>	<b>(11,594,551.90)</b>	

Budget Variance Report

Fund: 03 - SANITARY LANDFILL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
CHARGES FOR SERVICES	111,060.10	83,340.00	27,720.10	938,060.15	789,570.00	148,490.15	104	900,000.00	38,060.15	-4
OTHER REVENUE	24.06	148.61	(124.55)	7,063.18	2,273.22	4,789.96	205	3,440.00	3,623.18	-105
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>111,084.16</b>	<b>83,488.61</b>	<b>27,595.55</b>	<b>945,123.33</b>	<b>791,843.22</b>	<b>153,280.11</b>	<b>105</b>	<b>903,440.00</b>	<b>41,683.33</b>	<b>-5</b>
<b><u>EXPENSE SUMMARY</u></b>										
LANDFILL	30,619.23	32,070.77	1,451.54	405,410.24	402,773.47	(2,636.77)	93	434,999.00	(29,588.76)	7
<b>TOTAL EXPENSE</b>	<b>30,619.23</b>	<b>32,070.77</b>	<b>1,451.54</b>	<b>405,410.24</b>	<b>402,773.47</b>	<b>(2,636.77)</b>	<b>93</b>	<b>434,999.00</b>	<b>29,588.76</b>	<b>7</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>80,464.93</b>	<b>51,417.84</b>	<b>29,047.09</b>	<b>539,713.09</b>	<b>389,069.75</b>	<b>150,643.34</b>		<b>468,441.00</b>	<b>12,094.57</b>	

Budget Variance Report  
Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	9,094.61	9,156.05	(61.44)	102,341.78	99,948.85	2,392.93	94	109,380.00	(7,038.22)	6
OTHER REVENUE	0.00	140,568.75	(140,568.75)	0.00	1,546,256.25	(1,546,256.25)	0	1,687,500.00	(1,687,500.00)	100
TRANSFER	0.00	0.00	0.00	160,000.00	160,000.00	0.00	100	160,000.00	0.00	0
<b>TOTAL REVENUE</b>	<b>9,094.61</b>	<b>149,724.80</b>	<b>(140,630.19)</b>	<b>262,341.78</b>	<b>1,806,205.10</b>	<b>(1,543,863.32)</b>	<b>13</b>	<b>1,956,880.00</b>	<b>(1,694,538.22)</b>	<b>87</b>
<b>EXPENSE SUMMARY</b>										
AIRPORT	8,643.70	162,465.96	153,822.26	60,129.21	1,792,848.56	1,732,719.35	3	1,956,095.00	(1,895,965.79)	97
<b>TOTAL EXPENSE</b>	<b>8,643.70</b>	<b>162,465.96</b>	<b>153,822.26</b>	<b>60,129.21</b>	<b>1,792,848.56</b>	<b>1,732,719.35</b>	<b>3</b>	<b>1,956,095.00</b>	<b>1,895,965.79</b>	<b>97</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>450.91</b>	<b>(12,741.16)</b>	<b>13,192.07</b>	<b>202,212.57</b>	<b>13,356.54</b>	<b>188,856.03</b>		<b>785.00</b>	<b>(3,590,504.01)</b>	

Budget Variance Report

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
LICENSES AND PERMITS	3,754.39	1,666.00	2,088.39	5,204.57	18,326.00	(13,121.43)	26	20,000.00	(14,795.43)	74
INTERGOVERNMENTAL	0.00	155,096.27	(155,096.27)	420,043.65	1,706,058.97	(1,286,015.32)	23	1,861,900.00	(1,441,856.35)	77
CHARGES FOR SERVICES	81,515.44	54,120.72	27,394.72	661,083.01	596,049.92	65,033.09	102	650,438.00	10,645.01	-2
OTHER REVENUE	4.08	149.96	(145.88)	390.88	1,921.10	(1,530.22)	19	2,060.00	(1,669.12)	81
<b>TOTAL REVENUE</b>	<b>85,273.91</b>	<b>211,032.95</b>	<b>(125,759.04)</b>	<b>1,086,722.11</b>	<b>2,322,355.99</b>	<b>(1,235,633.88)</b>	<b>43</b>	<b>2,534,398.00</b>	<b>(1,447,675.89)</b>	<b>57</b>
<b><u>EXPENSE SUMMARY</u></b>										
STORM WATER DRAINAGE	295,597.55	285,812.28	(9,785.27)	2,175,947.50	2,923,152.08	747,204.58	70	3,120,371.00	(944,423.50)	30
<b>TOTAL EXPENSE</b>	<b>295,597.55</b>	<b>285,812.28</b>	<b>(9,785.27)</b>	<b>2,175,947.50</b>	<b>2,923,152.08</b>	<b>747,204.58</b>	<b>70</b>	<b>3,120,371.00</b>	<b>944,423.50</b>	<b>30</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(210,323.64)</b>	<b>(74,779.33)</b>	<b>(135,544.31)</b>	<b>(1,089,225.39)</b>	<b>(600,796.09)</b>	<b>(488,429.30)</b>		<b>(585,973.00)</b>	<b>(2,392,099.39)</b>	

Budget Variance Report

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	49,399.99	33,998.72	15,401.27	452,562.77	373,985.92	78,576.85	111	408,148.00	44,414.77	-11
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	0.00	3,498.60	(3,498.60)	50,867.10	38,484.60	12,382.50	121	42,000.00	8,867.10	-21
OTHER REVENUE	7.74	44.88	(37.14)	141.69	605.17	(463.48)	21	660.00	(518.31)	79
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>49,407.73</b>	<b>37,542.20</b>	<b>11,865.53</b>	<b>503,571.56</b>	<b>413,075.69</b>	<b>90,495.87</b>	<b>112</b>	<b>450,808.00</b>	<b>52,763.56</b>	<b>-12</b>
<b><u>EXPENSE SUMMARY</u></b>										
TOURISM	15,659.78	54,843.52	39,183.74	412,506.30	415,211.72	2,705.42	92	450,223.00	(37,716.70)	8
<b>TOTAL EXPENSE</b>	<b>15,659.78</b>	<b>54,843.52</b>	<b>39,183.74</b>	<b>412,506.30</b>	<b>415,211.72</b>	<b>2,705.42</b>	<b>92</b>	<b>450,223.00</b>	<b>37,716.70</b>	<b>8</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>33,747.95</b>	<b>(17,301.32)</b>	<b>51,049.27</b>	<b>91,065.26</b>	<b>(2,136.03)</b>	<b>93,201.29</b>		<b>585.00</b>	<b>15,046.86</b>	

Budget Variance Report

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	580.94	408.45	172.49	269,266.89	264,775.75	4,491.14	101	265,289.00	3,977.89	-1
OTHER REVENUE	1.89	19.65	(17.76)	85.19	292.99	(207.80)	27	311.00	(225.81)	73
TRANSFER	0.00	0.00	0.00	171,825.00	343,650.00	(171,825.00)	50	343,650.00	(171,825.00)	50
<b>TOTAL REVENUE</b>	<b>582.83</b>	<b>428.10</b>	<b>154.73</b>	<b>441,177.08</b>	<b>608,718.74</b>	<b>(167,541.66)</b>	<b>72</b>	<b>609,250.00</b>	<b>(168,072.92)</b>	<b>28</b>
<b><u>EXPENSE SUMMARY</u></b>										
DEBT SERVICE	208,002.50	208,074.99	72.49	609,202.50	609,224.89	22.39	100	609,250.00	(47.50)	0
<b>TOTAL EXPENSE</b>	<b>208,002.50</b>	<b>208,074.99</b>	<b>72.49</b>	<b>609,202.50</b>	<b>609,224.89</b>	<b>22.39</b>	<b>100</b>	<b>609,250.00</b>	<b>47.50</b>	<b>0</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(207,419.67)</b>	<b>(207,646.89)</b>	<b>227.22</b>	<b>(168,025.42)</b>	<b>(506.15)</b>	<b>(167,519.27)</b>		<b>0.00</b>	<b>(168,120.42)</b>	

Budget Variance Report

Fund: 10 - CAPITAL PROJECTS FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
LICENSES AND PERMITS	0.00	0.00	0.00	2,506.25	0.00	2,506.25		0.00	2,506.25	
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	535.50	1,280.82	(745.32)	535.50	14,089.02	(13,553.52)	3	15,376.00	(14,840.50)	97
OTHER REVENUE	212.47	120.36	92.11	26,562.16	1,109.88	25,452.28	2,214	1,200.00	25,362.16	-2,114
TRANSFER	0.00	0.00	0.00	967,565.00	967,565.00	0.00	100	967,565.00	0.00	0
<b>TOTAL REVENUE</b>	<b>747.97</b>	<b>1,401.18</b>	<b>(653.21)</b>	<b>997,168.91</b>	<b>982,763.90</b>	<b>14,405.01</b>	<b>101</b>	<b>984,141.00</b>	<b>13,027.91</b>	<b>-1</b>
<b>EXPENSE SUMMARY</b>										
STREET MAINTENANCE	1,268,836.40	1,159,817.63	(109,018.77)	4,636,992.58	12,757,993.93	8,121,001.35	33	13,923,381.00	(9,286,388.42)	67
PARKS & RECREATION	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>1,268,836.40</b>	<b>1,159,817.63</b>	<b>(109,018.77)</b>	<b>4,636,992.58</b>	<b>12,757,993.93</b>	<b>8,121,001.35</b>	<b>33</b>	<b>13,923,381.00</b>	<b>9,286,388.42</b>	<b>67</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(1,268,088.43)</b>	<b>(1,158,416.45)</b>	<b>(109,671.98)</b>	<b>(3,639,823.67)</b>	<b>(11,775,230.03)</b>	<b>8,135,406.36</b>		<b>(12,939,240.00)</b>	<b>(9,273,360.51)</b>	



Budget Variance Report

Fund: 11 - CHILD SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
FINES AND FORFEITURES	29.08	208.33	(179.25)	1,720.79	2,291.63	(570.84)	69	2,500.00	(779.21)	31
OTHER REVENUE	0.00	0.24	(0.24)	1.39	2.64	(1.25)	46	3.00	(1.61)	54
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>29.08</b>	<b>208.57</b>	<b>(179.49)</b>	<b>1,722.18</b>	<b>2,294.27</b>	<b>(572.09)</b>	<b>69</b>	<b>2,503.00</b>	<b>(780.82)</b>	<b>31</b>
<b><u>EXPENSE SUMMARY</u></b>										
CHILD SAFETY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>29.08</b>	<b>208.57</b>	<b>(179.49)</b>	<b>1,722.18</b>	<b>2,294.27</b>	<b>(572.09)</b>		<b>2,503.00</b>	<b>(780.82)</b>	

Budget Variance Report

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
FINES AND FORFEITURES	261.65	741.37	(479.72)	3,812.75	8,155.07	(4,342.32)	43	8,900.00	(5,087.25)	57
OTHER REVENUE	0.27	1.91	(1.64)	2.91	21.01	(18.10)	13	23.00	(20.09)	87
<b>TOTAL REVENUE</b>	<b>261.92</b>	<b>743.28</b>	<b>(481.36)</b>	<b>3,815.66</b>	<b>8,176.08</b>	<b>(4,360.42)</b>	<b>43</b>	<b>8,923.00</b>	<b>(5,107.34)</b>	<b>57</b>
<b>EXPENSE SUMMARY</b>										
COURT TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>261.92</b>	<b>743.28</b>	<b>(481.36)</b>	<b>3,815.66</b>	<b>8,176.08</b>	<b>(4,360.42)</b>		<b>8,923.00</b>	<b>(5,107.34)</b>	

Budget Variance Report

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
INTERGOVERNMENTAL	0.00	0.00	0.00	3,206.87	3,500.00	(293.13)	92	3,500.00	(293.13)	8
OTHER REVENUE	1.19	6.66	(5.47)	33.53	73.26	(39.73)	42	80.00	(46.47)	58
<b>TOTAL REVENUE</b>	<b>1.19</b>	<b>6.66</b>	<b>(5.47)</b>	<b>3,240.40</b>	<b>3,573.26</b>	<b>(332.86)</b>	<b>91</b>	<b>3,580.00</b>	<b>(339.60)</b>	<b>9</b>
<b><u>EXPENSE SUMMARY</u></b>										
PUBLIC SAFETY	0.00	1,082.90	1,082.90	391.30	11,911.90	11,520.60	3	13,000.00	(12,608.70)	97
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>1,082.90</b>	<b>1,082.90</b>	<b>391.30</b>	<b>11,911.90</b>	<b>11,520.60</b>	<b>3</b>	<b>13,000.00</b>	<b>12,608.70</b>	<b>97</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>1.19</b>	<b>(1,076.24)</b>	<b>1,077.43</b>	<b>2,849.10</b>	<b>(8,338.64)</b>	<b>11,187.74</b>		<b>(9,420.00)</b>	<b>(12,948.30)</b>	

Budget Variance Report

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	0.00	0.00	0.00	3,788.79	13,821.00	(10,032.21)	27	13,821.00	(10,032.21)	73
OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TRANSFER	0.00	0.00	0.00	171,825.00	329,829.00	(158,004.00)	52	329,829.00	(158,004.00)	48
<b>TOTAL REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>175,613.79</b>	<b>343,650.00</b>	<b>(168,036.21)</b>	<b>51</b>	<b>343,650.00</b>	<b>(168,036.21)</b>	<b>49</b>
<b><u>EXPENSE SUMMARY</u></b>										
TAX INCREMENT FINANCING	0.00	0.00	0.00	171,825.00	343,650.00	171,825.00	50	343,650.00	(171,825.00)	50
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>171,825.00</b>	<b>343,650.00</b>	<b>171,825.00</b>	<b>50</b>	<b>343,650.00</b>	<b>171,825.00</b>	<b>50</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,788.79</b>	<b>0.00</b>	<b>3,788.79</b>		<b>0.00</b>	<b>(339,861.21)</b>	

Budget Variance Report

Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	56,964.11	56,033.65	930.46	577,996.47	476,208.15	101,788.32	111	519,311.00	58,685.47	-11
INTERGOVERNMENTAL	0.00	0.00	0.00	34,000.00	0.00	34,000.00		0.00	34,000.00	
OTHER REVENUE	18.81	192.13	(173.32)	441.34	1,964.82	(1,523.48)	20	2,154.00	(1,712.66)	80
<b>TOTAL REVENUE</b>	<b>56,982.92</b>	<b>56,225.78</b>	<b>757.14</b>	<b>612,437.81</b>	<b>478,172.97</b>	<b>134,264.84</b>	<b>117</b>	<b>521,465.00</b>	<b>90,972.81</b>	<b>-17</b>
<b><u>EXPENSE SUMMARY</u></b>										
SEDA	33,303.43	78,029.52	44,726.09	460,332.54	861,074.72	400,742.18	49	939,311.00	(478,978.46)	51
<b>TOTAL EXPENSE</b>	<b>33,303.43</b>	<b>78,029.52</b>	<b>44,726.09</b>	<b>460,332.54</b>	<b>861,074.72</b>	<b>400,742.18</b>	<b>49</b>	<b>939,311.00</b>	<b>478,978.46</b>	<b>51</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>23,679.49</b>	<b>(21,803.74)</b>	<b>45,483.23</b>	<b>152,105.27</b>	<b>(382,901.75)</b>	<b>535,007.02</b>		<b>(417,846.00)</b>	<b>(388,005.65)</b>	



# Prior-Year Comparative Income Statement

Item 20.

## Group Summary

For the Period Ending 08/31/2021

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 01 - GENERAL FUND</b>								
<b>Revenue</b>								
40 - TAXES	433,520.99	710,708.43	277,187.44	63.94%	12,964,786.54	14,291,053.24	1,326,266.70	10.23%
41 - LICENSES AND PERMITS	37,683.33	26,743.46	-10,939.87	-29.03%	298,205.39	355,350.73	57,145.34	19.16%
42 - FINES AND FORFEITURES	6,509.57	9,251.70	2,742.13	42.12%	75,641.20	96,823.09	21,181.89	28.00%
43 - INTERGOVERNMENTAL	11,630.00	538.00	-11,092.00	-95.37%	380,872.60	1,205,392.29	824,519.69	216.48%
44 - CHARGES FOR SERVICES	62,333.06	127,594.18	65,261.12	104.70%	818,962.36	1,016,451.23	197,488.87	24.11%
45 - OTHER REVENUE	8,554.41	9,057.44	503.03	5.88%	584,154.48	278,979.49	-305,174.99	-52.24%
49 - TRANSFER	145,400.00	0.00	-145,400.00	-100.00%	145,400.00	683,841.00	538,441.00	370.32%
<b>Revenue Total:</b>	<b>705,631.36</b>	<b>883,893.21</b>	<b>178,261.85</b>	<b>25.26%</b>	<b>15,268,022.57</b>	<b>17,927,891.07</b>	<b>2,659,868.50</b>	<b>17.42%</b>
<b>Expense</b>								
<b>Department: 101 - CITY COUNCIL</b>								
51 - PERSONNEL	2,153.00	1,937.70	215.30	10.00%	22,965.00	21,662.81	1,302.19	5.67%
52 - CONTRACTUAL	4,536.55	84.69	4,451.86	98.13%	60,920.47	167,648.00	-106,727.53	-175.19%
53 - GENERAL SERVICES	263.10	81.00	182.10	69.21%	11,227.66	3,128.95	8,098.71	72.13%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	10,533.33	11,038.00	-504.67	-4.79%
58 - GRANT DISBURSEMENTS	5,000.00	0.00	5,000.00	100.00%	82,196.49	74,748.11	7,448.38	9.06%
<b>Department 101 - CITY COUNCIL Total:</b>	<b>11,952.65</b>	<b>2,103.39</b>	<b>9,849.26</b>	<b>82.40%</b>	<b>187,842.95</b>	<b>278,225.87</b>	<b>-90,382.92</b>	<b>-48.12%</b>
<b>Department: 102 - CITY MANAGER</b>								
51 - PERSONNEL	30,212.64	13,738.29	16,474.35	54.53%	272,001.58	346,467.70	-74,466.12	-27.38%
52 - CONTRACTUAL	90.14	825.12	-734.98	-815.38%	18,767.00	14,792.74	3,974.26	21.18%
53 - GENERAL SERVICES	4,297.64	620.84	3,676.80	85.55%	8,355.27	5,872.00	2,483.27	29.72%
<b>Department 102 - CITY MANAGER Total:</b>	<b>34,600.42</b>	<b>15,184.25</b>	<b>19,416.17</b>	<b>56.12%</b>	<b>299,123.85</b>	<b>367,132.44</b>	<b>-68,008.59</b>	<b>-22.74%</b>
<b>Department: 103 - CITY SECRETARY</b>								
51 - PERSONNEL	6,835.12	6,963.34	-128.22	-1.88%	76,725.12	78,753.17	-2,028.05	-2.64%
52 - CONTRACTUAL	722.61	853.36	-130.75	-18.09%	22,795.35	14,255.15	8,540.20	37.46%
53 - GENERAL SERVICES	0.00	169.98	-169.98	0.00%	872.80	1,027.13	-154.33	-17.68%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	13,972.05	28,397.33	-14,425.28	-103.24%
55 - CAPITAL OUTLAY	18,347.00	0.00	18,347.00	100.00%	21,908.57	20,837.66	1,070.91	4.89%
<b>Department 103 - CITY SECRETARY Total:</b>	<b>25,904.73</b>	<b>7,986.68</b>	<b>17,918.05</b>	<b>69.17%</b>	<b>136,273.89</b>	<b>143,270.44</b>	<b>-6,996.55</b>	<b>-5.13%</b>
<b>Department: 104 - EMERGENCY MANAGEMENT</b>								
52 - CONTRACTUAL	173.29	172.59	0.70	0.40%	18,867.13	14,218.19	4,648.94	24.64%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	2,038.03	-2,038.03	0.00%
<b>Department 104 - EMERGENCY MANAGEMENT Total:</b>	<b>173.29</b>	<b>172.59</b>	<b>0.70</b>	<b>0.40%</b>	<b>18,867.13</b>	<b>16,256.22</b>	<b>2,610.91</b>	<b>13.84%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08 Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department: 105 - MUNICIPAL BUILDING</b>								
51 - PERSONNEL	1,952.14	7,512.21	-5,560.07	-284.82%	26,149.80	18,054.46	8,095.34	30.96%
52 - CONTRACTUAL	2,821.34	1,757.32	1,064.02	37.71%	30,066.11	29,152.93	913.18	3.04%
53 - GENERAL SERVICES	2,417.54	917.78	1,499.76	62.04%	16,711.55	13,218.35	3,493.20	20.90%
54 - MACHINE & EQUIPMENT MAI	225.00	799.00	-574.00	-255.11%	25,154.43	21,476.62	3,677.81	14.62%
55 - CAPITAL OUTLAY	550.00	-869.12	1,419.12	258.02%	9,731.20	0.00	9,731.20	100.00%
<b>Department 105 - MUNICIPAL BUILDING Total:</b>	<b>7,966.02</b>	<b>10,117.19</b>	<b>-2,151.17</b>	<b>-27.00%</b>	<b>107,813.09</b>	<b>81,902.36</b>	<b>25,910.73</b>	<b>24.03%</b>
<b>Department: 106 - MUNICIPAL SERVICES CTR</b>								
51 - PERSONNEL	3,019.56	14,604.78	-11,585.22	-383.67%	32,983.28	38,731.07	-5,747.79	-17.43%
52 - CONTRACTUAL	1,727.67	1,810.48	-82.81	-4.79%	24,812.73	24,223.76	588.97	2.37%
53 - GENERAL SERVICES	1,963.87	-8,379.17	10,343.04	526.67%	19,922.68	33,111.25	-13,188.57	-66.20%
54 - MACHINE & EQUIPMENT MAI	1,824.03	3,598.20	-1,774.17	-97.27%	4,738.59	7,604.94	-2,866.35	-60.49%
<b>Department 106 - MUNICIPAL SERVICES CTR Total:</b>	<b>8,535.13</b>	<b>11,634.29</b>	<b>-3,099.16</b>	<b>-36.31%</b>	<b>82,457.28</b>	<b>103,671.02</b>	<b>-21,213.74</b>	<b>-25.73%</b>
<b>Department: 107 - HUMAN RESOURCES</b>								
51 - PERSONNEL	5,842.98	6,004.76	-161.78	-2.77%	69,986.00	78,225.68	-8,239.68	-11.77%
52 - CONTRACTUAL	1,838.32	8,295.61	-6,457.29	-351.26%	56,828.39	70,198.24	-13,369.85	-23.53%
53 - GENERAL SERVICES	183.91	79.90	104.01	56.55%	912.19	2,418.85	-1,506.66	-165.17%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	14,999.00	-14,999.00	0.00%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	14,999.00	0.00	14,999.00	100.00%
<b>Department 107 - HUMAN RESOURCES Total:</b>	<b>7,865.21</b>	<b>14,380.27</b>	<b>-6,515.06</b>	<b>-82.83%</b>	<b>142,725.58</b>	<b>165,841.77</b>	<b>-23,116.19</b>	<b>-16.20%</b>
<b>Department: 108 - DOWNTOWN</b>								
51 - PERSONNEL	0.00	3,808.66	-3,808.66	0.00%	0.00	25,013.50	-25,013.50	0.00%
52 - CONTRACTUAL	0.00	117.90	-117.90	0.00%	0.00	1,868.14	-1,868.14	0.00%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	2,161.47	-2,161.47	0.00%
<b>Department 108 - DOWNTOWN Total:</b>	<b>0.00</b>	<b>3,926.56</b>	<b>-3,926.56</b>	<b>0.00%</b>	<b>0.00</b>	<b>29,043.11</b>	<b>-29,043.11</b>	<b>0.00%</b>
<b>Department: 201 - FINANCE</b>								
51 - PERSONNEL	26,934.08	26,383.14	550.94	2.05%	306,130.04	305,815.74	314.30	0.10%
52 - CONTRACTUAL	8,647.23	9,977.35	-1,330.12	-15.38%	99,842.99	91,960.32	7,882.67	7.90%
53 - GENERAL SERVICES	50.00	0.00	50.00	100.00%	3,198.61	2,184.33	1,014.28	31.71%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	61,478.52	21,353.34	40,125.18	65.27%
56 - BANK CHARGES	102.34	120.00	-17.66	-17.26%	2,157.62	3,456.93	-1,299.31	-60.22%
<b>Department 201 - FINANCE Total:</b>	<b>35,733.65</b>	<b>36,480.49</b>	<b>-746.84</b>	<b>-2.09%</b>	<b>472,807.78</b>	<b>424,770.66</b>	<b>48,037.12</b>	<b>10.16%</b>
<b>Department: 203 - INFORMATION TECHNOLOGY</b>								
51 - PERSONNEL	16,267.78	14,973.79	1,293.99	7.95%	189,620.76	177,723.47	11,897.29	6.27%
52 - CONTRACTUAL	4.16	400.41	-396.25	-9,525.24%	5,729.29	23,200.85	-17,471.56	-304.95%
53 - GENERAL SERVICES	17.73	742.64	-724.91	-4,088.61%	2,612.43	7,095.77	-4,483.34	-171.62%
54 - MACHINE & EQUIPMENT MAI	459.70	2,344.40	-1,884.70	-409.98%	47,239.89	83,361.72	-36,121.83	-76.46%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Department 203 - INFORMATION TECHNOLOGY Total:</b>	<b>16,749.37</b>	<b>18,461.24</b>	<b>-1,711.87</b>	<b>-10.22%</b>	<b>245,202.37</b>	<b>291,381.81</b>	<b>-46,179.44</b>	<b>-18.83%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08 Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department: 204 - TAX</b>								
52 - CONTRACTUAL	71.20	36.00	35.20	49.44%	167,665.12	166,623.68	1,041.44	0.62%
<b>Department 204 - TAX Total:</b>	<b>71.20</b>	<b>36.00</b>	<b>35.20</b>	<b>49.44%</b>	<b>167,665.12</b>	<b>166,623.68</b>	<b>1,041.44</b>	<b>0.62%</b>
<b>Department: 301 - LEGAL COUNSEL</b>								
51 - PERSONNEL	8,949.09	9,241.44	-292.35	-3.27%	93,970.79	88,279.49	5,691.30	6.06%
52 - CONTRACTUAL	0.00	0.00	0.00	0.00%	1,811.14	1,093.04	718.10	39.65%
<b>Department 301 - LEGAL COUNSEL Total:</b>	<b>8,949.09</b>	<b>9,241.44</b>	<b>-292.35</b>	<b>-3.27%</b>	<b>95,781.93</b>	<b>89,372.53</b>	<b>6,409.40</b>	<b>6.69%</b>
<b>Department: 302 - MUNICIPAL COURT</b>								
51 - PERSONNEL	4,044.84	4,974.45	-929.61	-22.98%	49,007.31	49,776.22	-768.91	-1.57%
52 - CONTRACTUAL	4,368.22	3,650.00	718.22	16.44%	40,836.18	42,183.24	-1,347.06	-3.30%
53 - GENERAL SERVICES	246.47	333.71	-87.24	-35.40%	1,989.61	3,477.04	-1,487.43	-74.76%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	4,250.00	4,387.50	-137.50	-3.24%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	14,563.52	0.00	14,563.52	100.00%
<b>Department 302 - MUNICIPAL COURT Total:</b>	<b>8,659.53</b>	<b>8,958.16</b>	<b>-298.63</b>	<b>-3.45%</b>	<b>110,646.62</b>	<b>99,824.00</b>	<b>10,822.62</b>	<b>9.78%</b>
<b>Department: 402 - STREET MAINTENANCE</b>								
51 - PERSONNEL	31,028.38	27,123.70	3,904.68	12.58%	383,884.08	348,621.54	35,262.54	9.19%
52 - CONTRACTUAL	16,770.70	27,291.79	-10,521.09	-62.73%	158,327.49	213,051.66	-54,724.17	-34.56%
53 - GENERAL SERVICES	1,680.88	1,703.84	-22.96	-1.37%	22,856.64	17,218.66	5,637.98	24.67%
54 - MACHINE & EQUIPMENT MAI	6,886.09	4,912.19	1,973.90	28.67%	110,280.68	86,377.31	23,903.37	21.68%
55 - CAPITAL OUTLAY	67.98	0.00	67.98	100.00%	13,567.98	43,847.00	-30,279.02	-223.17%
<b>Department 402 - STREET MAINTENANCE Total:</b>	<b>56,434.03</b>	<b>61,031.52</b>	<b>-4,597.49</b>	<b>-8.15%</b>	<b>688,916.87</b>	<b>709,116.17</b>	<b>-20,199.30</b>	<b>-2.93%</b>
<b>Department: 501 - PARKS &amp; RECREATION</b>								
51 - PERSONNEL	61,814.84	81,836.82	-20,021.98	-32.39%	757,613.91	779,053.28	-21,439.37	-2.83%
52 - CONTRACTUAL	19,634.92	29,770.24	-10,135.32	-51.62%	238,842.22	469,452.82	-230,610.60	-96.55%
53 - GENERAL SERVICES	15,825.74	8,365.33	7,460.41	47.14%	109,600.47	116,489.83	-6,889.36	-6.29%
54 - MACHINE & EQUIPMENT MAI	9,964.82	18,752.03	-8,787.21	-88.18%	97,702.38	69,219.70	28,482.68	29.15%
55 - CAPITAL OUTLAY	0.00	4,799.91	-4,799.91	0.00%	186,292.16	635,221.01	-448,928.85	-240.98%
56 - BANK CHARGES	2.05	0.00	2.05	100.00%	8.37	0.00	8.37	100.00%
<b>Department 501 - PARKS &amp; RECREATION Total:</b>	<b>107,242.37</b>	<b>143,524.33</b>	<b>-36,281.96</b>	<b>-33.83%</b>	<b>1,390,059.51</b>	<b>2,069,436.64</b>	<b>-679,377.13</b>	<b>-48.87%</b>
<b>Department: 502 - PARK MAINTENANCE</b>								
52 - CONTRACTUAL	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Department 502 - PARK MAINTENANCE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Department: 504 - LIBRARY</b>								
51 - PERSONNEL	14,936.12	8,496.02	6,440.10	43.12%	169,995.59	144,504.50	25,491.09	15.00%
52 - CONTRACTUAL	945.20	2,692.73	-1,747.53	-184.88%	13,299.31	14,507.43	-1,208.12	-9.08%
53 - GENERAL SERVICES	2,943.31	9,423.65	-6,480.34	-220.17%	14,638.14	20,948.88	-6,310.74	-43.11%
54 - MACHINE & EQUIPMENT MAI	0.00	196.55	-196.55	0.00%	12,753.28	6,933.86	5,819.42	45.63%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.84	0.00	0.84	100.00%
<b>Department 504 - LIBRARY Total:</b>	<b>18,824.63</b>	<b>20,808.95</b>	<b>-1,984.32</b>	<b>-10.54%</b>	<b>210,687.16</b>	<b>186,894.67</b>	<b>23,792.49</b>	<b>11.29%</b>



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For the Period Ending 08 Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Department: 505 - STREET MAINTENANCE</b>								
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Department 505 - STREET MAINTENANCE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Department: 506 - SENIOR CENTER</b>								
51 - PERSONNEL	5,054.48	5,011.82	42.66	0.84%	64,439.54	57,778.94	6,660.60	10.34%
52 - CONTRACTUAL	762.35	2,243.72	-1,481.37	-194.32%	23,387.16	16,197.20	7,189.96	30.74%
53 - GENERAL SERVICES	795.83	839.50	-43.67	-5.49%	11,598.30	12,109.27	-510.97	-4.41%
54 - MACHINE & EQUIPMENT MAI	973.99	37.34	936.65	96.17%	4,836.00	8,020.31	-3,184.31	-65.85%
<b>Department 506 - SENIOR CENTER Total:</b>	<b>7,586.65</b>	<b>8,132.38</b>	<b>-545.73</b>	<b>-7.19%</b>	<b>104,261.00</b>	<b>94,105.72</b>	<b>10,155.28</b>	<b>9.74%</b>
<b>Department: 507 - AQUATIC CENTER</b>								
51 - PERSONNEL	34,596.38	33,648.42	947.96	2.74%	85,957.47	114,560.78	-28,603.31	-33.28%
52 - CONTRACTUAL	2,211.49	7,606.95	-5,395.46	-243.97%	26,707.29	34,460.40	-7,753.11	-29.03%
53 - GENERAL SERVICES	2,172.77	1,653.44	519.33	23.90%	19,057.39	33,640.08	-14,582.69	-76.52%
54 - MACHINE & EQUIPMENT MAI	195.07	737.89	-542.82	-278.27%	45,051.63	27,528.86	17,522.77	38.89%
<b>Department 507 - AQUATIC CENTER Total:</b>	<b>39,175.71</b>	<b>43,646.70</b>	<b>-4,470.99</b>	<b>-11.41%</b>	<b>176,773.78</b>	<b>210,190.12</b>	<b>-33,416.34</b>	<b>-18.90%</b>
<b>Department: 601 - FIRE DEPARTMENT</b>								
51 - PERSONNEL	211,172.82	230,379.39	-19,206.57	-9.10%	2,443,734.77	2,633,033.13	-189,298.36	-7.75%
52 - CONTRACTUAL	12,107.10	10,864.47	1,242.63	10.26%	152,276.59	106,965.69	45,310.90	29.76%
53 - GENERAL SERVICES	23,997.55	13,203.23	10,794.32	44.98%	137,423.83	247,991.49	-110,567.66	-80.46%
54 - MACHINE & EQUIPMENT MAI	6,052.08	4,584.74	1,467.34	24.25%	68,187.50	84,391.02	-16,203.52	-23.76%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	316,553.08	20,462.11	296,090.97	93.54%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	2.25	0.42	1.83	81.33%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	231,825.49	232,124.01	-298.52	-0.13%
<b>Department 601 - FIRE DEPARTMENT Total:</b>	<b>253,329.55</b>	<b>259,031.83</b>	<b>-5,702.28</b>	<b>-2.25%</b>	<b>3,350,003.51</b>	<b>3,324,967.87</b>	<b>25,035.64</b>	<b>0.75%</b>
<b>Department: 701 - POLICE DEPARTMENT</b>								
51 - PERSONNEL	303,048.91	293,458.04	9,590.87	3.16%	3,829,028.11	3,669,210.99	159,817.12	4.17%
52 - CONTRACTUAL	303,091.97	22,499.62	280,592.35	92.58%	668,602.85	577,353.94	91,248.91	13.65%
53 - GENERAL SERVICES	12,351.18	12,549.77	-198.59	-1.61%	143,277.15	156,796.02	-13,518.87	-9.44%
54 - MACHINE & EQUIPMENT MAI	14,608.32	4,338.89	10,269.43	70.30%	156,241.28	180,195.47	-23,954.19	-15.33%
55 - CAPITAL OUTLAY	53,599.12	120.00	53,479.12	99.78%	463,340.46	227,053.57	236,286.89	51.00%
56 - BANK CHARGES	3.40	0.00	3.40	100.00%	9.60	0.07	9.53	99.27%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	122,131.01	87,349.15	34,781.86	28.48%
<b>Department 701 - POLICE DEPARTMENT Total:</b>	<b>686,702.90</b>	<b>332,966.32</b>	<b>353,736.58</b>	<b>51.51%</b>	<b>5,382,630.46</b>	<b>4,897,959.21</b>	<b>484,671.25</b>	<b>9.00%</b>
<b>Department: 801 - DEVELOPMENT SERVICES</b>								
51 - PERSONNEL	29,880.72	30,857.40	-976.68	-3.27%	290,494.11	335,503.56	-45,009.45	-15.49%
52 - CONTRACTUAL	6,359.85	5,424.98	934.87	14.70%	111,546.14	87,253.06	24,293.08	21.78%
53 - GENERAL SERVICES	1,358.24	1,456.75	-98.51	-7.25%	8,729.90	9,325.76	-595.86	-6.83%
54 - MACHINE & EQUIPMENT MAI	1,483.23	10.00	1,473.23	99.33%	11,489.79	11,547.80	-58.01	-0.50%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	73,853.00	0.00	73,853.00	100.00%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	31.01	0.00	31.01	100.00%

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Categor...	2019-2020	2020-2021	Aug. Variance	Variance %	2019-2020	2020-2021	YTD Variance	Variance %
	Aug. Activity	Aug. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	0.00	7,209.48	-7,209.48	0.00%
<b>Department 801 - DEVELOPMENT SERVICES Total:</b>	<b>39,082.04</b>	<b>37,749.13</b>	<b>1,332.91</b>	<b>3.41%</b>	<b>496,143.95</b>	<b>450,839.66</b>	<b>45,304.29</b>	<b>9.13%</b>
<b>Department: 900 - TRANSFERS</b>								
59 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	1,299,390.00	-1,299,390.00	0.00%
<b>Department 900 - TRANSFERS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>1,299,390.00</b>	<b>-1,299,390.00</b>	<b>0.00%</b>
<b>Expense Total:</b>	<b>1,375,538.17</b>	<b>1,045,573.71</b>	<b>329,964.46</b>	<b>23.99%</b>	<b>13,866,683.83</b>	<b>15,500,215.97</b>	<b>-1,633,532.14</b>	<b>-11.78%</b>
<b>Total Revenues</b>	<b>705,631.36</b>	<b>883,893.21</b>	<b>178,261.85</b>	<b>25.26%</b>	<b>15,268,022.57</b>	<b>17,927,891.07</b>	<b>2,659,868.50</b>	<b>17.42%</b>
<b>Fund 01 Surplus (Deficit):</b>	<b>-669,906.81</b>	<b>-161,680.50</b>	<b>508,226.31</b>	<b>75.87%</b>	<b>1,401,338.74</b>	<b>2,427,675.10</b>	<b>1,026,336.36</b>	<b>73.24%</b>

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Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 02 - WATER AND WASTEWATER FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	374.98	374.98	0.00%	0.00	720.71	720.71	0.00%
43 - INTERGOVERNMENTAL	24,274.27	2,632,354.03	2,608,079.76	10,744.22%	232,125.00	2,632,354.03	2,400,229.03	1,034.02%
44 - CHARGES FOR SERVICES	805,465.24	850,681.74	45,216.50	5.61%	7,548,178.47	7,944,730.71	396,552.24	5.25%
45 - OTHER REVENUE	22,767.05	206.01	-22,561.04	-99.10%	253,760.72	22,088.20	-231,672.52	-91.30%
49 - TRANSFER	40,337.00	0.00	-40,337.00	-100.00%	40,337.00	34,753.00	-5,584.00	-13.84%
<b>Revenue Total:</b>	<b>892,843.56</b>	<b>3,483,616.76</b>	<b>2,590,773.20</b>	<b>290.17%</b>	<b>8,074,401.19</b>	<b>10,634,646.65</b>	<b>2,560,245.46</b>	<b>31.71%</b>
<b>Expense</b>								
<b>Department: 000 - UTILITIES ADMINISTRATION</b>								
51 - PERSONNEL	25,272.25	22,916.53	2,355.72	9.32%	312,240.77	230,293.97	81,946.80	26.24%
52 - CONTRACTUAL	1,052.64	4,337.90	-3,285.26	-312.10%	9,170.73	82,255.53	-73,084.80	-796.94%
53 - GENERAL SERVICES	56.25	89.35	-33.10	-58.84%	814.35	4,798.84	-3,984.49	-489.28%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	24.67	110.00	-85.33	-345.89%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	515,485.42	0.00	515,485.42	100.00%
<b>Department 000 - UTILITIES ADMINISTRATION Total:</b>	<b>26,381.14</b>	<b>27,343.78</b>	<b>-962.64</b>	<b>-3.65%</b>	<b>837,735.94</b>	<b>317,458.34</b>	<b>520,277.60</b>	<b>62.11%</b>
<b>Department: 001 - WATER PRODUCTION</b>								
51 - PERSONNEL	-12,973.86	-16,500.43	3,526.57	27.18%	183,665.22	174,298.08	9,367.14	5.10%
52 - CONTRACTUAL	2,601.97	42,420.07	-39,818.10	-1,530.31%	437,493.02	501,919.03	-64,426.01	-14.73%
53 - GENERAL SERVICES	649.27	1,201.49	-552.22	-85.05%	7,284.85	6,848.12	436.73	6.00%
54 - MACHINE & EQUIPMENT MAI	334.94	243.78	91.16	27.22%	196,146.99	203,708.90	-7,561.91	-3.86%
55 - CAPITAL OUTLAY	0.00	-188,340.00	188,340.00	0.00%	37,007.00	49,205.00	-12,198.00	-32.96%
<b>Department 001 - WATER PRODUCTION Total:</b>	<b>-9,387.68</b>	<b>-160,975.09</b>	<b>151,587.41</b>	<b>1,614.75%</b>	<b>861,597.08</b>	<b>935,979.13</b>	<b>-74,382.05</b>	<b>-8.63%</b>
<b>Department: 002 - WATER DISTRIBUTION</b>								
51 - PERSONNEL	21,228.03	14,312.26	6,915.77	32.58%	176,798.78	177,565.72	-766.94	-0.43%
52 - CONTRACTUAL	9,299.94	10,728.96	-1,429.02	-15.37%	133,065.29	128,698.88	4,366.41	3.28%
53 - GENERAL SERVICES	6,191.14	2,972.69	3,218.45	51.98%	22,807.32	23,602.70	-795.38	-3.49%
54 - MACHINE & EQUIPMENT MAI	5,612.77	23,476.42	-17,863.65	-318.27%	81,279.30	102,445.39	-21,166.09	-26.04%
55 - CAPITAL OUTLAY	0.00	232,050.50	-232,050.50	0.00%	800,000.00	717,353.48	82,646.52	10.33%
<b>Department 002 - WATER DISTRIBUTION Total:</b>	<b>42,331.88</b>	<b>283,540.83</b>	<b>-241,208.95</b>	<b>-569.80%</b>	<b>1,213,950.69</b>	<b>1,149,666.17</b>	<b>64,284.52</b>	<b>5.30%</b>
<b>Department: 003 - CUSTOMER SERVICE</b>								
51 - PERSONNEL	13,493.88	13,963.83	-469.95	-3.48%	163,965.21	156,630.28	7,334.93	4.47%
52 - CONTRACTUAL	134.63	298.28	-163.65	-121.56%	5,882.14	4,539.11	1,343.03	22.83%
53 - GENERAL SERVICES	525.63	1,228.80	-703.17	-133.78%	6,462.35	6,367.95	94.40	1.46%
54 - MACHINE & EQUIPMENT MAI	5,462.81	-1,563.60	7,026.41	128.62%	39,855.04	51,658.39	-11,803.35	-29.62%
<b>Department 003 - CUSTOMER SERVICE Total:</b>	<b>19,616.95</b>	<b>13,927.31</b>	<b>5,689.64</b>	<b>29.00%</b>	<b>216,164.74</b>	<b>219,195.73</b>	<b>-3,030.99</b>	<b>-1.40%</b>
<b>Department: 011 - WASTEWATER COLLECTION</b>								
51 - PERSONNEL	42,449.25	48,040.87	-5,591.62	-13.17%	254,002.04	208,640.13	45,361.91	17.86%
52 - CONTRACTUAL	13,220.10	308.18	12,911.92	97.67%	98,774.39	45,718.72	53,055.67	53.71%
53 - GENERAL SERVICES	791.38	1,701.54	-910.16	-115.01%	11,441.46	12,842.15	-1,400.69	-12.24%

Prior-Year Comparative Income Statement

For the Period Ending 08

Item 20.

Categor...	2019-2020	2020-2021	Aug. Variance	Variance %	2019-2020	2020-2021	YTD Variance	Variance %
	Aug. Activity	Aug. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
54 - MACHINE & EQUIPMENT MAI	3,312.78	1,645.77	1,667.01	50.32%	35,520.76	28,851.86	6,668.90	18.77%
55 - CAPITAL OUTLAY	145,772.10	0.00	145,772.10	100.00%	4,277,527.82	199,102.73	4,078,425.09	95.35%
<b>Department 011 - WASTEWATER COLLECTION Total:</b>	<b>205,545.61</b>	<b>51,696.36</b>	<b>153,849.25</b>	<b>74.85%</b>	<b>4,677,266.47</b>	<b>495,155.59</b>	<b>4,182,110.88</b>	<b>89.41%</b>
<b>Department: 012 - WASTEWATER TREATMENT</b>								
52 - CONTRACTUAL	76,061.86	78,211.71	-2,149.85	-2.83%	866,995.10	869,395.09	-2,399.99	-0.28%
54 - MACHINE & EQUIPMENT MAI	1,002.84	338.00	664.84	66.30%	27,488.23	19,616.00	7,872.23	28.64%
55 - CAPITAL OUTLAY	116,000.00	0.00	116,000.00	100.00%	362,345.75	0.00	362,345.75	100.00%
<b>Department 012 - WASTEWATER TREATMENT Total:</b>	<b>193,064.70</b>	<b>78,549.71</b>	<b>114,514.99</b>	<b>59.31%</b>	<b>1,256,829.08</b>	<b>889,011.09</b>	<b>367,817.99</b>	<b>29.27%</b>
<b>Department: 020 - BILLING &amp; COLLECTION</b>								
51 - PERSONNEL	7,950.20	3,750.03	4,200.17	52.83%	89,535.94	100,428.92	-10,892.98	-12.17%
52 - CONTRACTUAL	7,616.10	50.50	7,565.60	99.34%	77,580.72	70,668.14	6,912.58	8.91%
53 - GENERAL SERVICES	6,654.89	9,642.48	-2,987.59	-44.89%	62,156.20	109,677.84	-47,521.64	-76.46%
54 - MACHINE & EQUIPMENT MAI	265.00	265.00	0.00	0.00%	24,493.63	24,801.01	-307.38	-1.25%
<b>Department 020 - BILLING &amp; COLLECTION Total:</b>	<b>22,486.19</b>	<b>13,708.01</b>	<b>8,778.18</b>	<b>39.04%</b>	<b>253,766.49</b>	<b>305,575.91</b>	<b>-51,809.42</b>	<b>-20.42%</b>
<b>Department: 901 - NON-DEPARTMENTAL</b>								
56 - BANK CHARGES	676.68	0.00	676.68	100.00%	676.68	277.40	399.28	59.01%
57 - DEBT SERVICE	106,534.24	102,849.94	3,684.30	3.46%	1,405,404.74	1,403,732.94	1,671.80	0.12%
59 - TRANSFER	35,959.25	39,993.65	-4,034.40	-11.22%	367,134.32	894,267.15	-527,132.83	-143.58%
<b>Department 901 - NON-DEPARTMENTAL Total:</b>	<b>143,170.17</b>	<b>142,843.59</b>	<b>326.58</b>	<b>0.23%</b>	<b>1,773,215.74</b>	<b>2,298,277.49</b>	<b>-525,061.75</b>	<b>-29.61%</b>
<b>Expense Total:</b>	<b>643,208.96</b>	<b>450,634.50</b>	<b>192,574.46</b>	<b>29.94%</b>	<b>11,090,526.23</b>	<b>6,610,319.45</b>	<b>4,480,206.78</b>	<b>40.40%</b>
<b>Total Revenues</b>	<b>892,843.56</b>	<b>3,483,616.76</b>	<b>2,590,773.20</b>	<b>290.17%</b>	<b>8,074,401.19</b>	<b>10,634,646.65</b>	<b>2,560,245.46</b>	<b>31.71%</b>
<b>Fund 02 Surplus (Deficit):</b>	<b>249,634.60</b>	<b>3,032,982.26</b>	<b>2,783,347.66</b>	<b>1,114.97%</b>	<b>-3,016,125.04</b>	<b>4,024,327.20</b>	<b>7,040,452.24</b>	<b>233.43%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08 Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 03 - SANITARY LANDFILL FUND</b>								
<b>Revenue</b>								
44 - CHARGES FOR SERVICES	111,730.88	111,060.10	-670.78	-0.60%	1,018,712.44	938,060.15	-80,652.29	-7.92%
45 - OTHER REVENUE	885.85	24.06	-861.79	-97.28%	15,114.77	7,063.18	-8,051.59	-53.27%
<b>Revenue Total:</b>	<b>112,616.73</b>	<b>111,084.16</b>	<b>-1,532.57</b>	<b>-1.36%</b>	<b>1,033,827.21</b>	<b>945,123.33</b>	<b>-88,703.88</b>	<b>-8.58%</b>
<b>Expense</b>								
<b>Department: 030 - LANDFILL</b>								
51 - PERSONNEL	14,508.92	15,942.60	-1,433.68	-9.88%	177,540.19	195,709.86	-18,169.67	-10.23%
52 - CONTRACTUAL	258.16	179.39	78.77	30.51%	35,106.62	32,683.51	2,423.11	6.90%
53 - GENERAL SERVICES	4,183.90	5,747.18	-1,563.28	-37.36%	51,597.03	52,816.52	-1,219.49	-2.36%
54 - MACHINE & EQUIPMENT MAI	1,510.61	8,750.06	-7,239.45	-479.24%	93,980.12	95,437.35	-1,457.23	-1.55%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	355,794.17	0.00	355,794.17	100.00%
56 - BANK CHARGES	0.24	0.00	0.24	100.00%	0.24	0.00	0.24	100.00%
59 - TRANSFER	35,136.00	0.00	35,136.00	100.00%	35,136.00	28,763.00	6,373.00	18.14%
<b>Department 030 - LANDFILL Total:</b>	<b>55,597.83</b>	<b>30,619.23</b>	<b>24,978.60</b>	<b>44.93%</b>	<b>749,154.37</b>	<b>405,410.24</b>	<b>343,744.13</b>	<b>45.88%</b>
<b>Expense Total:</b>	<b>55,597.83</b>	<b>30,619.23</b>	<b>24,978.60</b>	<b>44.93%</b>	<b>749,154.37</b>	<b>405,410.24</b>	<b>343,744.13</b>	<b>45.88%</b>
<b>Total Revenues</b>	<b>112,616.73</b>	<b>111,084.16</b>	<b>-1,532.57</b>	<b>-1.36%</b>	<b>1,033,827.21</b>	<b>945,123.33</b>	<b>-88,703.88</b>	<b>-8.58%</b>
<b>Fund 03 Surplus (Deficit):</b>	<b>57,018.90</b>	<b>80,464.93</b>	<b>23,446.03</b>	<b>41.12%</b>	<b>284,672.84</b>	<b>539,713.09</b>	<b>255,040.25</b>	<b>89.59%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08

Item 20.

Categor...					For the Period Ending 08			
	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 04 - AIRPORT FUND</b>								
<b>Revenue</b>								
43 - INTERGOVERNMENTAL	4,431.75	0.00	-4,431.75	-100.00%	4,431.75	0.00	-4,431.75	-100.00%
44 - CHARGES FOR SERVICES	9,105.69	9,094.61	-11.08	-0.12%	100,797.76	102,341.78	1,544.02	1.53%
49 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	160,000.00	160,000.00	0.00%
<b>Revenue Total:</b>	<b>13,537.44</b>	<b>9,094.61</b>	<b>-4,442.83</b>	<b>-32.82%</b>	<b>105,229.51</b>	<b>262,341.78</b>	<b>157,112.27</b>	<b>149.30%</b>
<b>Expense</b>								
<b>Department: 040 - AIRPORT</b>								
51 - PERSONNEL	520.56	177.14	343.42	65.97%	5,771.31	4,684.30	1,087.01	18.83%
52 - CONTRACTUAL	1,367.60	8,466.56	-7,098.96	-519.08%	34,236.20	43,235.09	-8,998.89	-26.28%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	331.23	194.14	137.09	41.39%
54 - MACHINE & EQUIPMENT MAI	326.65	0.00	326.65	100.00%	10,662.77	12,015.68	-1,352.91	-12.69%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	556.98	0.00	556.98	100.00%
<b>Department 040 - AIRPORT Total:</b>	<b>2,214.81</b>	<b>8,643.70</b>	<b>-6,428.89</b>	<b>-290.27%</b>	<b>51,558.49</b>	<b>60,129.21</b>	<b>-8,570.72</b>	<b>-16.62%</b>
<b>Expense Total:</b>	<b>2,214.81</b>	<b>8,643.70</b>	<b>-6,428.89</b>	<b>-290.27%</b>	<b>51,558.49</b>	<b>60,129.21</b>	<b>-8,570.72</b>	<b>-16.62%</b>
<b>Total Revenues</b>	<b>13,537.44</b>	<b>9,094.61</b>	<b>-4,442.83</b>	<b>-32.82%</b>	<b>105,229.51</b>	<b>262,341.78</b>	<b>157,112.27</b>	<b>149.30%</b>
<b>Fund 04 Surplus (Deficit):</b>	<b>11,322.63</b>	<b>450.91</b>	<b>-10,871.72</b>	<b>-96.02%</b>	<b>53,671.02</b>	<b>202,212.57</b>	<b>148,541.55</b>	<b>276.76%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08

Item 20.

Categor...					For the Period Ending 08			
	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 05 - STORM WATER DRAINAGE FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	3,754.39	3,754.39	0.00%	0.00	5,204.57	5,204.57	0.00%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	27,200.00	420,043.65	392,843.65	1,444.28%
44 - CHARGES FOR SERVICES	53,802.93	81,515.44	27,712.51	51.51%	593,195.49	661,083.01	67,887.52	11.44%
45 - OTHER REVENUE	138.75	4.08	-134.67	-97.06%	8,517.62	390.88	-8,126.74	-95.41%
<b>Revenue Total:</b>	<b>53,941.68</b>	<b>85,273.91</b>	<b>31,332.23</b>	<b>58.09%</b>	<b>628,913.11</b>	<b>1,086,722.11</b>	<b>457,809.00</b>	<b>72.79%</b>
<b>Expense</b>								
<b>Department: 050 - STORM WATER DRAINAGE</b>								
52 - CONTRACTUAL	6,921.66	1,356.80	5,564.86	80.40%	53,448.16	24,593.30	28,854.86	53.99%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	5,500.00	0.00	5,500.00	100.00%
55 - CAPITAL OUTLAY	80,800.00	204,635.65	-123,835.65	-153.26%	119,297.45	1,452,303.60	-1,333,006.15	-1,117.38%
56 - BANK CHARGES	147.50	147.50	0.00	0.00%	295.00	595.00	-300.00	-101.69%
57 - DEBT SERVICE	94,964.96	89,457.60	5,507.36	5.80%	500,212.96	499,447.60	765.36	0.15%
59 - TRANSFER	150,601.00	0.00	150,601.00	100.00%	150,601.00	199,008.00	-48,407.00	-32.14%
<b>Department 050 - STORM WATER DRAINAGE Total:</b>	<b>333,435.12</b>	<b>295,597.55</b>	<b>37,837.57</b>	<b>11.35%</b>	<b>829,354.57</b>	<b>2,175,947.50</b>	<b>-1,346,592.93</b>	<b>-162.37%</b>
<b>Expense Total:</b>	<b>333,435.12</b>	<b>295,597.55</b>	<b>37,837.57</b>	<b>11.35%</b>	<b>829,354.57</b>	<b>2,175,947.50</b>	<b>-1,346,592.93</b>	<b>-162.37%</b>
<b>Total Revenues</b>	<b>53,941.68</b>	<b>85,273.91</b>	<b>31,332.23</b>	<b>58.09%</b>	<b>628,913.11</b>	<b>1,086,722.11</b>	<b>457,809.00</b>	<b>72.79%</b>
<b>Fund 05 Surplus (Deficit):</b>	<b>-279,493.44</b>	<b>-210,323.64</b>	<b>69,169.80</b>	<b>24.75%</b>	<b>-200,441.46</b>	<b>-1,089,225.39</b>	<b>-888,783.93</b>	<b>-443.41%</b>

Prior-Year Comparative Income Statement

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Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 07 - HOTEL OCCUPANCY TAX FUND</b>								
<b>Revenue</b>								
40 - TAXES	40,053.10	49,399.99	9,346.89	23.34%	285,144.75	452,562.77	167,418.02	58.71%
44 - CHARGES FOR SERVICES	0.00	0.00	0.00	0.00%	6,800.00	50,867.10	44,067.10	648.05%
45 - OTHER REVENUE	54.46	7.74	-46.72	-85.79%	2,101.72	141.69	-1,960.03	-93.26%
<b>Revenue Total:</b>	<b>40,107.56</b>	<b>49,407.73</b>	<b>9,300.17</b>	<b>23.19%</b>	<b>294,046.47</b>	<b>503,571.56</b>	<b>209,525.09</b>	<b>71.26%</b>
<b>Expense</b>								
<b>Department: 070 - TOURISM</b>								
51 - PERSONNEL	6,204.62	5,994.72	209.90	3.38%	69,406.12	69,717.58	-311.46	-0.45%
52 - CONTRACTUAL	27,779.21	8,760.88	19,018.33	68.46%	41,294.28	168,472.78	-127,178.50	-307.98%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	5,261.95	2,466.02	2,795.93	53.13%
58 - GRANT DISBURSEMENTS	21,892.80	904.18	20,988.62	95.87%	82,321.16	171,849.92	-89,528.76	-108.76%
<b>Department 070 - TOURISM Total:</b>	<b>55,876.63</b>	<b>15,659.78</b>	<b>40,216.85</b>	<b>71.97%</b>	<b>198,283.51</b>	<b>412,506.30</b>	<b>-214,222.79</b>	<b>-108.04%</b>
<b>Expense Total:</b>	<b>55,876.63</b>	<b>15,659.78</b>	<b>40,216.85</b>	<b>71.97%</b>	<b>198,283.51</b>	<b>412,506.30</b>	<b>-214,222.79</b>	<b>-108.04%</b>
<b>Total Revenues</b>	<b>40,107.56</b>	<b>49,407.73</b>	<b>9,300.17</b>	<b>23.19%</b>	<b>294,046.47</b>	<b>503,571.56</b>	<b>209,525.09</b>	<b>71.26%</b>
<b>Fund 07 Surplus (Deficit):</b>	<b>-15,769.07</b>	<b>33,747.95</b>	<b>49,517.02</b>	<b>314.01%</b>	<b>95,762.96</b>	<b>91,065.26</b>	<b>-4,697.70</b>	<b>-4.91%</b>



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Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 08 - DEBT SERVICE FUND</b>								
<b>Revenue</b>								
40 - TAXES	1,090.10	580.94	-509.16	-46.71%	266,112.06	269,266.89	3,154.83	1.19%
45 - OTHER REVENUE	13.45	1.89	-11.56	-85.95%	1,474.36	85.19	-1,389.17	-94.22%
49 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	171,825.00	171,825.00	0.00%
<b>Revenue Total:</b>	<b>1,103.55</b>	<b>582.83</b>	<b>-520.72</b>	<b>-47.19%</b>	<b>267,586.42</b>	<b>441,177.08</b>	<b>173,590.66</b>	<b>64.87%</b>
<b>Expense</b>								
<b>Department: 080 - DEBT SERVICE</b>								
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	300.00	-300.00	0.00%
57 - DEBT SERVICE	39,060.00	208,002.50	-168,942.50	-432.52%	260,835.00	608,902.50	-348,067.50	-133.44%
<b>Department 080 - DEBT SERVICE Total:</b>	<b>39,060.00</b>	<b>208,002.50</b>	<b>-168,942.50</b>	<b>-432.52%</b>	<b>260,835.00</b>	<b>609,202.50</b>	<b>-348,367.50</b>	<b>-133.56%</b>
<b>Expense Total:</b>	<b>39,060.00</b>	<b>208,002.50</b>	<b>-168,942.50</b>	<b>-432.52%</b>	<b>260,835.00</b>	<b>609,202.50</b>	<b>-348,367.50</b>	<b>-133.56%</b>
<b>Total Revenues</b>	<b>1,103.55</b>	<b>582.83</b>	<b>-520.72</b>	<b>-47.19%</b>	<b>267,586.42</b>	<b>441,177.08</b>	<b>173,590.66</b>	<b>64.87%</b>
<b>Fund 08 Surplus (Deficit):</b>	<b>-37,956.45</b>	<b>-207,419.67</b>	<b>-169,463.22</b>	<b>-446.47%</b>	<b>6,751.42</b>	<b>-168,025.42</b>	<b>-174,776.84</b>	<b>-2,588.74%</b>

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Categor...	2019-2020	2020-2021	Aug. Variance	Variance %	2019-2020	2020-2021	YTD Variance	Variance %
	Aug. Activity	Aug. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 10 - CAPITAL PROJECTS FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	0.00	0.00	0.00%	0.00	2,506.25	2,506.25	0.00%
44 - CHARGES FOR SERVICES	2,430.00	535.50	-1,894.50	-77.96%	6,597.00	535.50	-6,061.50	-91.88%
45 - OTHER REVENUE	1,965.15	212.47	-1,752.68	-89.19%	12,897,628.71	26,562.16	-12,871,066.55	-99.79%
49 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	967,565.00	967,565.00	0.00%
<b>Revenue Total:</b>	<b>4,395.15</b>	<b>747.97</b>	<b>-3,647.18</b>	<b>-82.98%</b>	<b>12,904,225.71</b>	<b>997,168.91</b>	<b>-11,907,056.80</b>	<b>-92.27%</b>
<b>Expense</b>								
<b>Department: 402 - STREET MAINTENANCE</b>								
55 - CAPITAL OUTLAY	40,663.15	1,268,836.40	-1,228,173.25	-3,020.36%	367,657.36	4,636,992.58	-4,269,335.22	-1,161.23%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	262,594.83	0.00	262,594.83	100.00%
57 - DEBT SERVICE	126,959.58	0.00	126,959.58	100.00%	126,959.58	0.00	126,959.58	100.00%
<b>Department 402 - STREET MAINTENANCE Total:</b>	<b>167,622.73</b>	<b>1,268,836.40</b>	<b>-1,101,213.67</b>	<b>-656.96%</b>	<b>757,211.77</b>	<b>4,636,992.58</b>	<b>-3,879,780.81</b>	<b>-512.38%</b>
<b>Expense Total:</b>	<b>167,622.73</b>	<b>1,268,836.40</b>	<b>-1,101,213.67</b>	<b>-656.96%</b>	<b>757,211.77</b>	<b>4,636,992.58</b>	<b>-3,879,780.81</b>	<b>-512.38%</b>
<b>Total Revenues</b>	<b>4,395.15</b>	<b>747.97</b>	<b>-3,647.18</b>	<b>-82.98%</b>	<b>12,904,225.71</b>	<b>997,168.91</b>	<b>-11,907,056.80</b>	<b>-92.27%</b>
<b>Fund 10 Surplus (Deficit):</b>	<b>-163,227.58</b>	<b>-1,268,088.43</b>	<b>-1,104,860.85</b>	<b>-676.88%</b>	<b>12,147,013.94</b>	<b>-3,639,823.67</b>	<b>-15,786,837.61</b>	<b>-129.96%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08

Item 20.

Categor...	2019-2020	2020-2021	Aug. Variance	Variance %	2019-2020	2020-2021	YTD Variance	Variance %
	Aug. Activity	Aug. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 11 - CHILD SAFETY FUND</b>								
<b>Revenue</b>								
42 - FINES AND FORFEITURES	125.00	29.08	-95.92	-76.74%	1,283.94	1,720.79	436.85	34.02%
45 - OTHER REVENUE	0.31	0.00	-0.31	-100.00%	14.19	1.39	-12.80	-90.20%
<b>Revenue Total:</b>	<b>125.31</b>	<b>29.08</b>	<b>-96.23</b>	<b>-76.79%</b>	<b>1,298.13</b>	<b>1,722.18</b>	<b>424.05</b>	<b>32.67%</b>
<b>Total Revenues</b>	<b>125.31</b>	<b>29.08</b>	<b>-96.23</b>	<b>-76.79%</b>	<b>1,298.13</b>	<b>1,722.18</b>	<b>424.05</b>	<b>32.67%</b>
<b>Fund 11 Total:</b>	<b>125.31</b>	<b>29.08</b>	<b>-96.23</b>	<b>-76.79%</b>	<b>1,298.13</b>	<b>1,722.18</b>	<b>424.05</b>	<b>32.67%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08

Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 12 - COURT TECHNOLOGY FUND</b>								
<b>Revenue</b>								
42 - FINES AND FORFEITURES	238.43	261.65	23.22	9.74%	1,811.71	3,812.75	2,001.04	110.45%
45 - OTHER REVENUE	0.62	0.27	-0.35	-56.45%	35.93	2.91	-33.02	-91.90%
<b>Revenue Total:</b>	<b>239.05</b>	<b>261.92</b>	<b>22.87</b>	<b>9.57%</b>	<b>1,847.64</b>	<b>3,815.66</b>	<b>1,968.02</b>	<b>106.52%</b>
<b>Expense</b>								
<b>Department: 120 - COURT TECHNOLOGY</b>								
52 - CONTRACTUAL	0.00	0.00	0.00	0.00%	186.00	0.00	186.00	100.00%
54 - MACHINE & EQUIPMENT MAI	-8,222.11	0.00	-8,222.11	-100.00%	0.00	0.00	0.00	0.00%
<b>Department 120 - COURT TECHNOLOGY Total:</b>	<b>-8,222.11</b>	<b>0.00</b>	<b>-8,222.11</b>	<b>-100.00%</b>	<b>186.00</b>	<b>0.00</b>	<b>186.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>-8,222.11</b>	<b>0.00</b>	<b>-8,222.11</b>	<b>-100.00%</b>	<b>186.00</b>	<b>0.00</b>	<b>186.00</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>239.05</b>	<b>261.92</b>	<b>22.87</b>	<b>9.57%</b>	<b>1,847.64</b>	<b>3,815.66</b>	<b>1,968.02</b>	<b>106.52%</b>
<b>Fund 12 Surplus (Deficit):</b>	<b>8,461.16</b>	<b>261.92</b>	<b>-8,199.24</b>	<b>-96.90%</b>	<b>1,661.64</b>	<b>3,815.66</b>	<b>2,154.02</b>	<b>129.63%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08 Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 13 - PUBLIC SAFETY FUND</b>								
<b>Revenue</b>								
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	3,537.55	3,206.87	-330.68	-9.35%
45 - OTHER REVENUE	11.09	1.19	-9.90	-89.27%	886.97	33.53	-853.44	-96.22%
<b>Revenue Total:</b>	<b>11.09</b>	<b>1.19</b>	<b>-9.90</b>	<b>-89.27%</b>	<b>4,424.52</b>	<b>3,240.40</b>	<b>-1,184.12</b>	<b>-26.76%</b>
<b>Expense</b>								
<b>Department: 130 - PUBLIC SAFETY</b>								
52 - CONTRACTUAL	738.66	0.00	738.66	100.00%	738.66	391.30	347.36	47.03%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	526.89	0.00	526.89	100.00%
<b>Department 130 - PUBLIC SAFETY Total:</b>	<b>738.66</b>	<b>0.00</b>	<b>738.66</b>	<b>100.00%</b>	<b>1,265.55</b>	<b>391.30</b>	<b>874.25</b>	<b>69.08%</b>
<b>Expense Total:</b>	<b>738.66</b>	<b>0.00</b>	<b>738.66</b>	<b>100.00%</b>	<b>1,265.55</b>	<b>391.30</b>	<b>874.25</b>	<b>69.08%</b>
<b>Total Revenues</b>	<b>11.09</b>	<b>1.19</b>	<b>-9.90</b>	<b>-89.27%</b>	<b>4,424.52</b>	<b>3,240.40</b>	<b>-1,184.12</b>	<b>-26.76%</b>
<b>Fund 13 Surplus (Deficit):</b>	<b>-727.57</b>	<b>1.19</b>	<b>728.76</b>	<b>100.16%</b>	<b>3,158.97</b>	<b>2,849.10</b>	<b>-309.87</b>	<b>-9.81%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08 Item 20.

Categor...	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 20 - TAX INCREMENT FINANCING FUND</b>								
<b>Revenue</b>								
40 - TAXES	0.00	0.00	0.00	0.00%	0.00	3,788.79	3,788.79	0.00%
49 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	171,825.00	171,825.00	0.00%
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>175,613.79</b>	<b>175,613.79</b>	<b>0.00%</b>
<b>Expense</b>								
<b>Department: 205 - TAX INCREMENT FINANCING</b>								
59 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	171,825.00	-171,825.00	0.00%
<b>Department 205 - TAX INCREMENT FINANCING Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>171,825.00</b>	<b>-171,825.00</b>	<b>0.00%</b>
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>171,825.00</b>	<b>-171,825.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>175,613.79</b>	<b>175,613.79</b>	<b>0.00%</b>
<b>Fund 20 Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>3,788.79</b>	<b>3,788.79</b>	<b>0.00%</b>

Prior-Year Comparative Income Statement

For the Period Ending 08

Item 20.

Categor...					For the Period Ending 08			
	2019-2020 Aug. Activity	2020-2021 Aug. Activity	Aug. Variance Favorable / (Unfavorable)	Variance %	2019-2020 YTD Activity	2020-2021 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 79 - SEDA</b>								
<b>Revenue</b>								
40 - TAXES	49,297.74	56,964.11	7,666.37	15.55%	483,387.66	577,996.47	94,608.81	19.57%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	0.00	34,000.00	34,000.00	0.00%
45 - OTHER REVENUE	126.66	18.81	-107.85	-85.15%	7,272.16	441.34	-6,830.82	-93.93%
<b>Revenue Total:</b>	<b>49,424.40</b>	<b>56,982.92</b>	<b>7,558.52</b>	<b>15.29%</b>	<b>490,659.82</b>	<b>612,437.81</b>	<b>121,777.99</b>	<b>24.82%</b>
<b>Expense</b>								
<b>Department: 790 - SEDA</b>								
51 - PERSONNEL	16,589.28	19,705.72	-3,116.44	-18.79%	191,993.07	205,430.85	-13,437.78	-7.00%
52 - CONTRACTUAL	1,510.49	7,118.79	-5,608.30	-371.29%	116,499.96	135,752.34	-19,252.38	-16.53%
53 - GENERAL SERVICES	190.77	4,012.06	-3,821.29	-2,003.09%	2,479.33	7,646.24	-5,166.91	-208.40%
54 - MACHINE & EQUIPMENT MAI	0.00	637.68	-637.68	0.00%	0.00	1,286.68	-1,286.68	0.00%
55 - CAPITAL OUTLAY	0.00	1,529.20	-1,529.20	0.00%	0.00	61,967.35	-61,967.35	0.00%
56 - BANK CHARGES	10.11	0.00	10.11	100.00%	250.77	24.31	226.46	90.31%
58 - GRANT DISBURSEMENTS	0.00	299.98	-299.98	0.00%	68,125.09	48,224.77	19,900.32	29.21%
<b>Department 790 - SEDA Total:</b>	<b>18,300.65</b>	<b>33,303.43</b>	<b>-15,002.78</b>	<b>-81.98%</b>	<b>379,348.22</b>	<b>460,332.54</b>	<b>-80,984.32</b>	<b>-21.35%</b>
<b>Expense Total:</b>	<b>18,300.65</b>	<b>33,303.43</b>	<b>-15,002.78</b>	<b>-81.98%</b>	<b>379,348.22</b>	<b>460,332.54</b>	<b>-80,984.32</b>	<b>-21.35%</b>
<b>Total Revenues</b>	<b>49,424.40</b>	<b>56,982.92</b>	<b>7,558.52</b>	<b>15.29%</b>	<b>490,659.82</b>	<b>612,437.81</b>	<b>121,777.99</b>	<b>24.82%</b>
<b>Fund 79 Surplus (Deficit):</b>	<b>31,123.75</b>	<b>23,679.49</b>	<b>-7,444.26</b>	<b>-23.92%</b>	<b>111,311.60</b>	<b>152,105.27</b>	<b>40,793.67</b>	<b>36.65%</b>
<b>Total Surplus (Deficit):</b>	<b>-809,394.57</b>	<b>1,324,105.49</b>	<b>2,133,500.06</b>	<b>263.59%</b>	<b>10,890,074.76</b>	<b>2,552,199.74</b>	<b>-8,337,875.02</b>	<b>-76.56%</b>

**Fund Summary**

Fund	2019-2020		Aug. Variance		2020-2021		YTD Variance	
	Aug. Activity	Aug. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	-669,906.81	-161,680.50	508,226.31	75.87%	1,401,338.74	2,427,675.10	1,026,336.36	73.24%
02 - WATER AND WASTEWATE...	249,634.60	3,032,982.26	2,783,347.66	1,114.97%	-3,016,125.04	4,024,327.20	7,040,452.24	233.43%
03 - SANITARY LANDFILL FUND	57,018.90	80,464.93	23,446.03	41.12%	284,672.84	539,713.09	255,040.25	89.59%
04 - AIRPORT FUND	11,322.63	450.91	-10,871.72	-96.02%	53,671.02	202,212.57	148,541.55	276.76%
05 - STORM WATER DRAINAGE...	-279,493.44	-210,323.64	69,169.80	24.75%	-200,441.46	-1,089,225.39	-888,783.93	-443.41%
07 - HOTEL OCCUPANCY TAX F...	-15,769.07	33,747.95	49,517.02	314.01%	95,762.96	91,065.26	-4,697.70	-4.91%
08 - DEBT SERVICE FUND	-37,956.45	-207,419.67	-169,463.22	-446.47%	6,751.42	-168,025.42	-174,776.84	-2,588.74%
10 - CAPITAL PROJECTS FUND	-163,227.58	-1,268,088.43	-1,104,860.85	-676.88%	12,147,013.94	-3,639,823.67	-15,786,837.61	-129.96%
11 - CHILD SAFETY FUND	125.31	29.08	-96.23	-76.79%	1,298.13	1,722.18	424.05	32.67%
12 - COURT TECHNOLOGY FU...	8,461.16	261.92	-8,199.24	-96.90%	1,661.64	3,815.66	2,154.02	129.63%
13 - PUBLIC SAFETY FUND	-727.57	1.19	728.76	100.16%	3,158.97	2,849.10	-309.87	-9.81%
20 - TAX INCREMENT FINANCI...	0.00	0.00	0.00	0.00%	0.00	3,788.79	3,788.79	0.00%
79 - SEDA	31,123.75	23,679.49	-7,444.26	-23.92%	111,311.60	152,105.27	40,793.67	36.65%
<b>Total Surplus (Deficit):</b>	<b>-809,394.57</b>	<b>1,324,105.49</b>	<b>2,133,500.06</b>	<b>263.59%</b>	<b>10,890,074.76</b>	<b>2,552,199.74</b>	<b>-8,337,875.02</b>	<b>-76.56%</b>





## REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, September 07, 2021 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, September 7, 2021, in the City Hall Council Chambers, 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 Daron Trussell
- Council Member Ricky Thurman
- Council Member Alan Nix
- Council Member Gerald Cook
- Mayor Pro Tem Brandon Huckabee

**COUNCIL ABSENT:** Council Member Brady Pendleton

**OTHERS ATTENDING:**

- Allen Barnes, City Manager
- Randy Thomas, City Attorney
- Staci King, City Secretary

### CALL TO ORDER

Mayor Svien called the meeting to order at 5:30 p.m.

### PLEDGES OF ALLEGIANCE

Mayor Pro Tem Brandon Huckabee led the Pledge of Allegiance to the United States and Texas flags.

### INVOCATION

Wayne Hancock, Cross Timbers Church of Christ, gave the invocation.

### PRESENTATIONS

**1. Presentation of Award to Stephenville Parks and Recreation and Stephenville ISD by the Texas Amateur Athletic Federation**

Mark Lord, Executive Director, presented the TAAF Contributor's Award to Kelly Magin, Interim Superintendent, on behalf of Stephenville ISD for their partnership with Stephenville Parks and Recreation. TAAF members may nominate a non-member to be recognized for their contribution, cooperation, and support of youth recreation.

## 2. Presentation of Donation from Saint-Gobain Abrasives for Inclusive Playground Equipment

This item was removed from the agenda.

### CITIZENS GENERAL DISCUSSION

Courtney Roach addressed the council regarding safety regulations of playscapes in the county. Allen Barnes, City Manager, told Ms. Roach to contact his office and he would assist her in making contact with the appropriate official in the county.

### REGULAR AGENDA

#### 3. Consider Approval of Changing the Date of the October Regular City Council Meeting

MOTION By Daron Trussell, second by Brandon Huckabee, to change the October Regular City Council Meeting date from Tuesday, October 5, 2021 to Monday, October 4, 2021. MOTION CARRIED by unanimous vote.

#### 4. Consider Approval of an Ordinance Amending the City of Stephenville Policy and Procedure Manual with the Adoption of Chapter 4.13 Mental Health Leave Policy

Dan Harris, Chief of Police, presented the proposed policy to council. Senate Bill 1356 was codified and became effective September 1, 2021. It requires that police agencies create a policy to specify mental health leave for peace officers involved in traumatic events while on duty. Staff proposed a policy that would also make mental health leave available to EMTs, fire fighters, telecommunications officers, and other public safety employees that respond to traumatic events.

This item was referred to the Personnel Committee for further review.

### FY 2021-2022 BUDGET

#### 5. PUBLIC HEARING

##### Fiscal Year 2021-2022 Budget

Mayor Svien opened the public hearing. No one came forward to speak in favor of or opposition to the proposed FY2021-2022 budget. Mayor Svien closed the public hearing.

#### 6. Consider Approval of an Ordinance Adopting the Fiscal Year 2021-2022 Budget

MOTION by Justin Haschke, second by LeAnn Durfey, to approve Ordinance No. 2021-O-26 adopting the Fiscal Year 2021-2022 budget. MOTION CARRIED by unanimous vote.

#### 7. Consider Approval of an Ordinance Adopting the Fiscal Year 2021-2022 Fee Schedule

MOTION by Justin Haschke, second by Brandon Huckabee, to approve Ordinance No. 2021-O-27, adopting the Fiscal Year 2021-2022 fee schedule. MOTION CARRIED by unanimous vote.

### PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

#### 8. PUBLIC HEARING

Case No.: RP2021-005

**Applicant is Requesting Approval of a Preliminary Replat of the Property Located at 555 Dublin Street, Parcel No. R73140, being Block 72 and 73 (pts of) of the City Addition of the City of Stephenville, Erath County, Texas**

Mr. Killen briefed the Council on Case No. RP2021-005. Barron Stark Engineers, representing applicant 555 Dublin Avenue LLC, submitted a preliminary plat and appropriate submittal documents to staff. The plat meets the requirements for recordation and is currently under review by city staff. The Planning and Zoning Commission met on August 18, 2021, and made a unanimous, positive recommendation.

Mr. Killen stated that staff was recommending approval of the replat. He explained that if the replat was denied, it must be denied with conditions and the relevant section of state law must be cited.

Mayor Svien opened the public hearing.

Those speaking in opposition to the replat:

Cassie Petty, 975 Mesquite  
Suzanne Stratmann, 955 Mesquite  
Noni Reed, 1008 Counts  
Brandy Prieto, 1010 Counts

Those speaking in favor of the replat:

None.

Mayor Svien closed the public hearing.

**9. Consider Approval of a Preliminary Replat of the Property Located at 555 Dublin Street, Parcel No. R73140, being Block 72 and 73 (pts of) of the City Addition of the City of Stephenville, Erath County, Texas**

MOTION by Gerald Cook, second by LeAnn Durfey, to table the replat until September 14, 2021. MOTION FAILED by the following votes:

Ayes: LeAnn Durfey, Alan Nix, Gerald Cook  
Noes: Justin Haschke, Daron Trussell, Ricky Thurman, Brandon Huckabee

MOTION by Brandon Huckabee, second by Ricky Thurman, to approve Case No. RP2021-005. MOTION CARRIED with Alan Nix and Gerald Cook casting dissenting votes.

**10. PUBLIC HEARING**

**Case No.: RP2021-006**

**Applicant is Requesting a Preliminary Replat of the Property Located at 0 South Harbin Drive, Parcel No. R73763, being Block 19, Lot 15 of the South Side Addition of the City of Stephenville, Erath County, Texas**

Mr. Killen briefed the Council on Case No. RP2021-006. On July 21, 2021, the City Council approved rezoning the property to Planned Development District (PD) contingent upon the approval of the preliminary plat. The Planning and Zoning Commission met on August 18, 2021, and made a unanimous, positive recommendation.

Mr. Killen stated that staff was recommending approval of the replat. He explained that if the replat was denied, it must be denied with conditions and the relevant section of state law must be cited.

Mayor Svien opened the public hearing.

No one came forward to speak in favor of or opposition to the replat.

Mayor Svien closed the public hearing.

**11. Consider Approval of a Preliminary Replat of the Property Located at 0 South Harbin Drive, Parcel No. R73763, being Block 19, Lot 15 of the South Side Addition of the City of Stephenville, Erath County, Texas**

MOTION by Brandon Huckabee, second by Alan Nix, to approve Case No. RP2021-006. MOTION CARRIED by unanimous vote.

## 12. PUBLIC HEARING

### **Amending the City of Stephenville Code of Ordinances by the Addition of a New Zoning District to be Classified as *Integrated Housing District (R-2.5)***

Mr. Killen briefed the Council on the proposed zoning district. The Development Services Committee was tasked with reviewing Multiple-Family Residential District (R-3) to determine if changes could be made to allow for integration of trending housing choices while maintaining the integrity of existing neighborhoods.

The Development Services Committee met on July 22, 2021 and forwarded a proposed zoning district to be called the *Integrated Housing District (R-2.5)*. The Planning and Zoning Commission met on August 18, 2021, and made a unanimous positive recommendation for the creation of the *Integrated Housing District (R-2.5)*.

Mayor Svien opened the public hearing. No one came forward to speak in favor of or opposition to the Integrated Housing District (R-2.5). Mayor Svien closed the public hearing.

## 13. Consider Approval of an Ordinance Amending the City of Stephenville Code of Ordinances by the Addition of a New Zoning District to be Classified as *Integrated Housing District (R-2.5)*

MOTION by Brandon Huckabee, second by Gerald Cook, to adopt Ordinance No. 2021-O-28 creating Integrated Housing District (R-2.5) with the following changes:

- 1) The addition of Downtown District (DT) to Section 5.8.A
- 2) All front setbacks be set at 15 feet.

MOTION CARRIED with Alan Nix casting a dissenting vote.

## 14. PUBLIC HEARING

### **Amending the City of Stephenville Code of Ordinances, Chapter 154.05.6 *Multiple-Family Residential District (R-3)***

Mr. Killen briefed the Council on the proposed amendments to *Multiple Family Residential District (R-3)*. The creation of the *Integrated Housing District (R-2.5)* allows for changes to R-3 zoning to form two distinct zoning types. The Planning and Zoning Commission met on August 18, 2021, and made a unanimous positive recommendation for changes to R-3 zoning.

Mayor Svien opened the public hearing. No one came forward to speak in favor of or opposition to the amendments to the *Multiple Family Residential District (R-3)*. Mayor Svien closed the public hearing.

## 15. Consider Approval of an Ordinance Amending the City of Stephenville Code of Ordinances, Chapter 154.05.6 *Multiple-Family Residential District (R-3)*

MOTION by Brandon Huckabee, second by Daron Trussell to approve Ordinance No. 2021-O-29 amending Chapter 154.05.6 *Multiple-Family Residential District (R-3)*. MOTION CARRIED with Alan Nix casting a dissenting vote.

## DEVELOPMENT SERVICES COMMITTEE

Brandon Huckabee, Chair

### 16. Development Services Committee Report - August 31, 2021

Brandon Huckabee, chair, gave the committee report. No action.

## NOMINATIONS COMMITTEE

Gerald Cook, Chair

### 17. Committee Report - September 7, 2021

Gerald Cook, chair, gave the committee report.

**18. Consider Approval of Appointments to the Senior Citizens Advisory Board**

MOTION by Gerald Cook, second by Alan Nix, to make the following appointments:

Place 3 – Debbie Watson

Place 6 – Dana Worrell

MOTION CARRIED by unanimous vote.

**FINANCE COMMITTEE**

Justin Haschke, Chair

**19. Finance Committee Report - August 17, 2021**

Justin Haschke, chair, have the committee report. No action.

**FINANCIAL REPORTS****20. Monthly Budget Report for the Period Ending July 31, 2021**

Monica Harris, Director of Finance, gave the following report:

In reviewing the financial statements ending July 31, 2021, the financial indicators are as or better than anticipated.

**Property Tax** - We received \$32K in property taxes in the month of July, resulting in \$146K or 2.25% increase over funds collected through last July. The \$6.62 million collected fiscal year to date is 99.64% of budget, which is fundamentally the 99.67% anticipated.

**Sales Tax** - We received \$614K in sales tax in July, resulting in \$1.04 million or 20.03% more than the funds collected through last July. The \$6.25 million collected fiscal year to date is 100.17% of the \$6.24 million budgeted, which is higher than the 80.91% anticipated.

**HOT Funds** - Lodging establishments have reported \$376K in Hotel Occupancy Taxes through July, as compared to the \$311K through last July. We have received \$82K of sports venue tax through July. We spent \$395K in Hotel Occupancy Tax funds through fiscal year to date as compared to \$142K last year due to the Day Tripper contract, gateway planning, and Moo-la fest.

**Revenue (Budgetary comparison)** - The target budget for operating revenue is \$24.2 million. We received \$25 million in revenue fiscal year to date, resulting in \$829K over the target budget due to sales taxes and service charges.

**Expenditures (Budgetary comparison)** - The target budget for operating expenditures is \$17.4 million. We expended \$16.4 million fiscal year to date, resulting in \$1 million under the target budget.

**Revenue (Prior year comparison)** - Operating revenue received last year was \$23.7 million as compared to the current year's \$25 million, resulting in a \$1.3 million increase due to property tax, sales taxes, and service charges.

**Expenditures (Prior year comparison)** - Operating expenditures last year were \$15.46 million as compared to the current year's \$16.42 million, resulting in a \$959K increase due to costs associated with COVID-19 prevention, damage claims, wages, recreation supplies, professional fees, advertising, Moo-la fest and gateway planning.

**STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT**

Jeff Sandford, Executive Director

This item was removed from the agenda.

**CONSENT**

- 21. Approval of Minutes - August 3, 2021 Regular City Council Meeting**
- 22. Approval of Minutes - August 10, 2021 Special City Council Meeting**
- 23. Approval of Minutes - August 10, 2021 Council Work Session**
- 24. Approval of Minutes - August 31, 2021 Council Work Session**

25. **Approval of Interlocal Agreement between the North Central Texas Emergency Communications District and City of Stephenville**
26. **Approve Sale of City Property via Online Auction**
27. **Accept Bid for Utility Billing Services**
28. **Renewal of Food Inspection Services**
29. **Accept Bid for Street Renovation Materials**
30. **Approval of a Resolution Accepting the 2021 Pavement Maintenance - MicroSurfacing Project**
31. **Approval of a Resolution Accepting the 2021 Pavement Maintenance - Chip Seal Project**
34. **Approval Phase III Eastside Sewer - Professional Services Agreement Amendment**
35. **Approval of 536 Lease Agreement Renewal with Wesley Wood Cattle Company**

Items No. 32 and 33 were removed from the consent agenda.

MOTION By Justin Haschke, second by Daron Trussell, to approve the consent agenda. MOTION CARRIED by unanimous vote.

**32. Approval of Professional Services Agreement with Hardin and Associates to Conduct Customer Service Inspections**

Nick Williams, Director of Public Works, briefed council on the Professional Services Agreement. He explained that the agreement would assist in establishing a comprehensive backflow prevention/cross-contamination control program to ensure TCEQ compliance in the water system.

MOTION by Ricky Thurman, second by Alan Nix, to approve a Professional Services Agreement with Hardin and Associates. MOTION CARRIED by unanimous vote.

**33. Approval of Long Street Reconstruction - Professional Services Agreement**

Nick Williams, Director of Public Works, gave additional information and answered Council's questions regarding the reconstruction of Long Street.

MOTION by Justin Haschke, second by LeAnn Durfey, to approve a Professional Services Agreement with Freese and Nichols, Inc. for the reconstruction of Long Street. MOTION CARRIED by unanimous vote.

**COMMENTS BY CITY MANAGER**

- Tuesday, September 14 – Special City Council Meeting to Adopt the Tax Rate
- Tuesday, September 21 – Council Committee Meetings
- Tuesday, September 28 – Council Work Session

**COMMENTS BY COUNCIL MEMBERS**

Justin Haschke sent thoughts and prayers to the Hughes Family and their brothers and sisters in the Stephenville Fire Department.

Ricky Thurman commended Kelli Votycka, Director of Parks and Leisure Services, for thinking outside of the box to find creative funding mechanisms for her department.

Gerald Cook reminded everyone of the 9/11 Ceremony at Tarleton in honor of the 20<sup>th</sup> anniversary.

Brandon Huckabee thanked everyone who attended the council meeting. He encouraged citizens to ask questions and reach out to him any time. He also expressed his condolences for the Hughes family.

## 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

36. **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project Blue**
37. **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project Rooftop**
38. **Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property - 800 block N. Lillian Street**
39. **Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Municipal Court Judge**
40. **Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Fire Chief**

Mayor Svien called the meeting into executive session at 7:19 p.m.

Mayor Svien called the meeting into regular session at 9:21 p.m.

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

### **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project Blue**

MOTION by Justin Haschke, second by LeAnn Durfey, to authorize staff to negotiate economic development incentives with Project Blue. MOTION CARRIED by unanimous vote.

### **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project Rooftop**

MOTION by Daron Trussell, second by Brandon Huckabee, to authorize staff to negotiate development incentives with Project Rooftop. MOTION CARRIED by unanimous vote.

### **Section 551.072 Deliberation Regarding Real Property - to deliberate the purchase, exchange, lease, or value of real property - 800 block N. Lillian Street**

MOTION by Justin Haschke, second by Brandon Huckabee, to exchange the 800 block of North Lillian Avenue for consideration as discussed in executive session. MOTION CARRIED by unanimous vote, with Council Member Trussell abstaining due to a conflict of interest.

### **Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Municipal Court Judge**

MOTION by Ricky Thurman, second by Alan Nix, to approve the renewal of a contract with Richard Petronis for Municipal Court Judge for a period of two years. MOTION CARRIED by unanimous vote.

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

No action taken.

## ADJOURN

The meeting was adjourned at 9:21 p.m.

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Doug Svien, Mayor

ATTEST:

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Staci L. King, City Secretary





## SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, September 14, 2021 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, September 14, 2021 at 5:30 PM, in the City Hall Council Chambers, 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 Justin Haschke  
Council Member Daron Trussell  
Council Member Ricky Thurman  
Council Member Alan Nix  
Council Member Gerald Cook  
Mayor Pro Tem Brandon Huckabee

**COUNCIL ABSENT:** Council Member LeAnn Durfey  
Council Member Brady Pendleton

**OTHERS ATTENDING:** Jason King, Assistant City Manager

### CALL TO ORDER

Mayor Svien called the meeting to order at 5:35 p.m.

Prior to starting the meeting, Mayor Svien wanted to wish local resident Mary Ellen Fulenwider a happy 101<sup>st</sup> birthday.

### REGULAR AGENDA

**1. Consider Approval of an Ordinance Adopting the 2021 Tax Rate**

Monica Harris, Director of Finance, presented council with the proposed tax rate of \$0.4420 per \$100 valuation.

Mayor Svien opened a public hearing on the 2021 Tax Rate. No one came forward to speak in favor of or opposition to the tax rate. Mayor Svien closed the public hearing.

MOTION by Justin Haschke, second by Ricky Thurman, that the property tax rate be increased by the adoption of a tax rate of \$0.4420 per \$100 valuation, which is effectively a 1.87 percent increase in the tax rate. MOTION CARRIED by the following votes:

Ayes: Doug Svien, Justin Haschke, Daron Trussell, Ricky Thurman, Alan Nix, Gerald Cook, Brandon Huckabee

Noes: None

Absent: LeAnn Durfey, Brady Pendleton

**ADJOURN**

The meeting was adjourned at 5:41 p.m.

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Doug Svien, Mayor

ATTEST:

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Staci L. King, City Secretary



## SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Thursday, September 23, 2021 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Thursday, September 23, 2021, in the City Hall Training Room, for the purpose of a Special City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

**COUNCIL PRESENT:**

- Mayor Doug Svien
- Council Member LeAnn Durfey
- Council Member Justin Haschke
- Council Member Daron Trussell
- Council Member Brady Pendleton
- Council Member Ricky Thurman
- Council Member Alan Nix
- Mayor Pro Tem Brandon Huckabee

**COUNCIL ABSENT:** Council Member Gerald Cook

**OTHERS ATTENDING:**

- Jason King, Assistant City Manager
- Randy Thomas, City Attorney
- Staci King, City Secretary

#### CALL TO ORDER

Mayor Svien called the meeting to order at 5:30 p.m.

#### 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**

**1. Section 551.087 *Deliberation Regarding Economic Development Negotiations - Project Rooftop***

Mayor Svien called the meeting into executive session at 5:30 p.m.

Mayor Svien called the meeting into regular session at 6:02 p.m.

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

MOTION by Brandon Huckabee, second by Ricky Thurman, to approve a development agreement as presented in executive session. MOTION CARRIED by unanimous vote.

**ADJOURN**

The meeting was adjourned at 6:06 p.m.

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Jerry K. Weldon, Mayor

ATTEST:

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Staci L. King, City Secretary



## CITY COUNCIL WORK SESSION

City Hall Training Room, 298 W. Washington (use Columbia Street entrance)  
Tuesday, September 28, 2021 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, September 28, 2021 in the City Hall Training Room, for the purpose of a City Council Work Session, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

**COUNCIL PRESENT:** Mayor Doug Svien  
Council Member Justin Haschke  
Council Member Daron Trussell  
Council Member Ricky Thurman  
Council Member Alan Nix  
Council Member Gerald Cook – via Zoom  
Mayor Pro Tem Brandon Huckabee

**COUNCIL ABSENT:** Council Member LeAnn Durfey  
Council Member Brady Pendleton

**OTHERS ATTENDING:** Allen Barnes, City Manager  
Staci King, City Secretary

### CALL TO ORDER

Mayor Svien called the meeting to order at 5:30 p.m.

### REGULAR AGENDA

#### 1. Capital Improvement Projects

The following projects were discussed with their possible funding mechanisms:

<b><u>Utility Fund Projects</u></b>	<b><u>Cost</u></b>
Long Street (Graham to Alexander)	\$5,000,000
Phase III East Side Sewer	\$4,500,000
Transmission Line and 536 Acre Well Field Development	\$6,735,000
281 Elevated Storage	\$3,500,000
<b>Total Utility Fund</b>	<b>\$19,735,000</b>
<b><u>Sports Venue Tax</u></b>	
2 Additional NYC Ball Fields	\$2,000,000

The above-recommended projects would be funded by Certificates of Obligation (Cos) for a total cost of \$21,735,000. Erick Maha, Hilltop Securities, was in attendance to answer questions regarding the issuance of COs; he stated the target would be early spring 2022.

In order to support the annual cost of debt for utility fund projects, an increase in water/wastewater rates would be required. Freese and Nichols, Inc., was in attendance to answer questions about a rate study that had been completed to evaluate the city’s ability to support the debt for the projects.

**American Rescue Plan Act (ARPA) Funds - Installment 1- \$2,600,000**

1 Million Gallon Airport Ground Storage Tank                      \$2,500,000  
and Airport Pump Station

**General Fund (Fund Balance)**

Senior Citizens Center    \$1,000,000  
Harbin Drive    \$10,097,474.50

Council directed staff to proceed with pursuing funding for the above projects.

**ADJOURN**

Mayor Svien adjourned the meeting at 7:30 p.m.

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

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary



TEXAS MUNICIPAL LEAGUE

*Empowering Texas cities to serve their citizens*

President **Martha Castex-Tatum**, Vice Mayor Pro Tem, Houston  
Executive Director **Bennett Sandlin**

September 9, 2021

Staci L. King, TRMC, CMC, City Secretary  
City of Stephenville  
298 W Washington St  
Stephenville, TX 76401-4257

Dear Ms. King:

It is time to renew the City of Stephenville's membership with the Texas Municipal League (TML). We are honored that the city has been a member of TML since September 1, 1934, and have enclosed an invoice for your convenience.

TML is privileged to serve more than 1,150 member cities throughout the state. Every single member contributes to the League's influence and our ability to empower Texas cities to serve their citizens.

We look forward to continuing to address your city's needs in the year ahead and want to make sure you're taking full advantage of TML programs and services:

- ✓ **Advocacy.** The League vigorously coordinates and advocates for a legislative program set by our member cities at the state and federal level.
- ✓ **Legal Support.** City officials have to know a lot, and we're here to help. TML has attorneys on staff to answer general legal questions about municipal law, and monitor federal and state laws and regulations, as well as city-related developments in the courts.
- ✓ **Training.** From our annual conference to workshops on municipal hot-topics to webinars, the League offers training events to help you better serve your citizens and community.
- ✓ **Resources and Experts.** Whether it's connecting you to our library of information, publications, an expert in the field, a private-sector service, revenue sources, example policies/ordinances, or national and state programs, we've got access to the people and resources to help you seize an opportunity or creatively solve a problem.
- ✓ **Risk and Health Pools.** TML sponsors two very successful pooling programs (property/liability/workers' compensation and health) that provide huge dollar savings for TML member cities.

Thank you for your city's continued participation. If you have any questions about member benefits or the renewal notice, please contact Rachael Pitts on our staff at (512) 231-7472 or rpitts@tml.org. We look forward to serving you for another year . . . and well into the future.

Sincerely,



Bennett Sandlin  
Executive Director

*Thank you, and let us know how TML  
can help.*





1821 Rutherford Lane, Ste 400  
 Austin, TX 78754  
 512-231-7400

Item 25.

**Renewal Notice**

City of Stephenville  
 Staci L. King, TRMC, CMC  
 City Secretary  
 298 W Washington St  
 Stephenville, TX 76401-4257

Account No.	C-684
Date:	2021-09-09
Amount Due:	\$3,400.00

TML Federal ID No: 74-6000125

**Member Service Fee**

For the City's share of the cost of League services for the period 2021-12-01 - 2022-11-30.

Member Service Fees are based on population reported by the member city and supplemented by COG population estimates and/or Bureau of Census estimates, when available.

Texas Local Government Code Section 140.0045 requires that your proposed annual budget reflect expenditures your city makes for directly or indirectly influencing or attempting to influence the outcome of legislative or administrative action. TML member service fees are not used for advocacy and need not be included in that calculation.

If you would like TML to submit a conflict disclosure "form 1295," please contact Rachael Pitts on our staff at 512-231-7472 or rpitts@tml.org.

**Please make a copy of this statement and return it with your remittance.**

**For Payments by EFT/ACH:**

**Bank:** JPMorgan Chase  
**ABA#** 111000614  
**Account #** 9440682815

<b>BILLED</b>	<b>\$3,400.00</b>
<b>PAID</b>	<b>\$0.00</b>
<b>ADJ</b>	<b>\$0.00</b>
<b>BALANCE</b>	<b>\$3,400.00</b>

AGREEMENT FOR MUNICIPAL COURT BAILIFF  
BETWEEN ERATH COUNTY AND  
CITY OF STEPHENVILLE

STATE OF TEXAS                   §

COUNTY OF ERATH               §

This is an agreement for Municipal Court between ERATH COUNTY, TEXAS (hereinafter referred to as COUNTY) and the CITY OF STEPHENVILLE (hereinafter referred to as CITY), each acting herein by and through its duly authorized officials.

For and in consideration of the mutual benefits stated herein, the parties hereto agree to the following terms and conditions:

1. COUNTY agrees to provide Constable Precinct 1 as bailiff for Municipal Court of the City of Stephenville. The Bailiff is required to perform the following duties and responsibilities:
  - a. Provide security for the Municipal Court, Municipal Court Judge and Court employees;
  - b. Serve subpoenas, warrants, summons and other documents related to and required for the operation of the Court;
  - c. Monitor and control activities of parties, counsel and juries as necessary for Court operation and as directed by the Municipal Court Judge; and
  - d. Other duties as assigned by the Municipal Court Judge.

The obligations as Bailiff for the Municipal Court are secondary to the duties and responsibilities of Bailiff as Constable of Precinct 1.

2. The Bailiff of the municipal court shall obtain a bond in the amount of \$5,000.00 conditioned that he faithfully and impartially discharge the duties required by law. The bond shall be payable to CITY and approved by the City Council. CITY shall be responsible for the cost to obtain such bond. The Bailiff shall provide notice of the cost of obtaining the bond to CITY within 10 days of receipt of an invoice.
3. CITY agrees to pay COUNTY for the cost of performing the services specified in this agreement as follows: monthly payments of \$1,000.00, as a salary supplement for Erath County Constable Precinct 1 starting on October 15, 2019 and an additional \$100.00 per month to reimburse COUNTY for expense (fuel and use of county vehicle) related to the performance of the Bailiff position.
4. This agreement shall be for the period of October 1, 2021 through September 30, 2022.
5. To the extent allowed by law, each party to this agreement will indemnify and hold the other party harmless from and against any and all loss, damage, liability, claim or injury resulting from all action performed by that party or its agents in connection with this agreement.
6. It is expressly understood and agreed that, in the execution of this agreement, neither COUNTY nor CITY waives or shall be deemed hereby to waive any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.
7. Any amendments, alterations, deletions or waiver of the provisions of this agreement shall be valid when expressed in writing and agreed to by the governing bodies of both parties.

- 8. This agreement shall be binding upon the parties, their legal representatives, successors, and assigns.
- 9. It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of the agreement.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF STEPHENVILLE  
298 West Washington  
Stephenville, Texas 76401

\_\_\_\_\_  
Doug Svien, Mayor, City of Stephenville

ATTEST:

\_\_\_\_\_  
Staci L. King, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Randy Thomas, City Attorney

STATE OF TEXAS §

COUNTY OF ERATH §

This instrument was acknowledged before me on \_\_\_\_\_, by Doug Svien, Mayor of the City of Stephenville, a municipal corporation, on behalf of said corporation.

\_\_\_\_\_  
Notary Public, State of Texas

COUNTY OF ERATH  
100 West Washington  
Stephenville, Texas 76401

\_\_\_\_\_  
Alfonso Campos, Erath County Judge

ATTEST:

\_\_\_\_\_  
Gwinda Jones, Erath County Clerk

APPROVED:

\_\_\_\_\_  
Jason Schipper, Erath County Constable Pct. 1

STATE OF TEXAS                    §

COUNTY OF ERATH                §

This instrument was acknowledged before me on \_\_\_\_\_ by Alfonso Campos, County Judge of Erath County.

\_\_\_\_\_  
Notary Public, State of Texas



## STAFF REPORT

**SUBJECT:** The sale of 5 CU FT K2 Scientific -86c, -123f Laboratory Ultra-Low Freezer with the data logger.

**DEPARTMENT:** Fire

**STAFF CONTACT:** Chuck Elliott

### RECOMMENDATION:

Sell Freezer

### BACKGROUND:

The freezer was purchased in anticipation of storing the Pfizer vaccine. SFD was not able to receive Pfizer due to availability.

Comanche County stored and continues to store their Pfizer vaccine here in our freezer; they have offered to purchase the unit.

### FISCAL IMPACT SUMMARY:

City of Stephenville purchase price including shipping \$5498.00.

The agreed price to sell to Comanche County Medical Center is \$5500.00.

### ALTERNATIVES

Keep the freezer.



## STAFF REPORT

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**SUBJECT:** Authorization to Dispose of IT Assets

**DEPARTMENT:** Administration

**STAFF CONTACT:** Aly Oliver

### RECOMMENDATION:

Staff recommends disposal of old IT assets.

### BACKGROUND:

This is an annual cleanup of broken/unused/outdated IT items.

## IT Assests

Item	Description	Quantity	
1	HP ProLian MI350	STVDC02	1
2	HP DVD Player	S/N 2UX91402VJ	1
3	Dell Power Edge R510		1
4	HP ProLiant DL 380G5		1
5	LTO4 Tape Drive Connected to STVIMAGE		1
6	HP Office Jet Pro 8210 Printer		1
7	TriCaster TCXD40		1
8	ScanSnap		2
9	Cisco ASA 5505 Series Adaptive Security Appliance		1
10	3COM Baseline Switch 2816-SFP Plus		1
11	WatchGuard XTM 5 Series		1
12	EPSON WF-7620 PrecisionCore Printer	Serial Number S9TY000810	1
13	Higher Ground Video Recorder		1
14	IMB P50 Computer		2
15	Benq Projector	MP624	1
16	Assorted Floppy Discs		
17	Assorted CD's		
18	Assorted Cassette Tapes		
19	Assorted Hard Drives		
20	Laminator		1