



## REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, January 02, 2024 at 5:30 PM

### AGENDA

#### CALL TO ORDER

#### PLEDGES OF ALLEGIANCE

#### INVOCATION

Pastor Jarrod Brown from Grace Fellowship

#### PRESENTATIONS AND RECOGNITIONS

Presentation of the West End Cemetery Historical Designation

#### CITIZENS GENERAL DISCUSSION

#### PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

**1. Case No.: AS2023-002**

Abandonment of a Portion of Saint Felix Street, from West Turner Street to West Tarleton Street of the Groesbeck & McClelland Addition of the City of Stephenville

**2. PUBLIC HEARING Case No.: AS2023-002**

**3.** Consider Approval of Ordinance Abandoning Portion of Saint Felix Street, from West Turner Street to West Tarleton Street of the Groesbeck & McClelland Addition of the City of Stephenville

**4. Case No.: AS2023-003**

Abandonment of a Portion of Saint Peter Street, from West Washington Street to West Tarleton Street of the Groesbeck & McClelland Addition of the City of Stephenville

**5. PUBLIC HEARING Case No.: AS2023-003**

**6.** Consider Approval of Ordinance Abandoning of a Portion of Saint Peter Street, from West Washington Street to West Tarleton Street of the Groesbeck & McClelland Addition of the City of Stephenville

**7. Case No.: AS2023-004**

Abandonment of a Portion of Jones Street, from North Cain Street to North Lillian Street of the College Heights Addition of the City of Stephenville

**8. PUBLIC HEARING Case No.: AS2023-004**

**9.** Consider Approval of Ordinance Abandoning a Portion of Jones Street, from North Cain Street to North Lillian Street of the College Heights Addition of the City of Stephenville

**10. Case No.: AS2023-005**

Abandonment of a Portion of Cain Street, from West Jones Street to West Vanderbilt Street of the College Heights Addition of the City of Stephenville

**11. PUBLIC HEARING Case No.: AS2023-005**

12. Consider Approval of Ordinance Abandoning a Portion of Cain Street, from West Jones Street to West Vanderbilt Street of the College Heights Addition of the City of Stephenville

13. **Case No.: AS2023-006**

Abandonment of a Portion of Vanderbilt Street, from North Cain Street to North Neblett Street of the College Heights Addition of the City of Stephenville

**14. PUBLIC HEARING Case No.: AS2023-006**

15. Consider Approval of Ordinance Abandoning a Portion of Vanderbilt Street, from North Cain Street to North Neblett Street of the College Heights Addition of the City of Stephenville

16. **Case No.: AS2023-007**

Abandonment of a Portion of Neblett Street, from West Jones Street to West Vanderbilt Street of the College Heights Addition of the City of Stephenville

**17. PUBLIC HEARING Case No.: AS2023-007**

18. Consider Approval of Ordinance Abandoning a Portion of Neblett Street, from West Jones Street to West Vanderbilt Street of the College Heights Addition of the City of Stephenville

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

Applicant Kimberly Hammon is Requesting a Rezone for Property Located at 252 E Tarleton, being Parcel R29602, Acres 0.227, S2600 CITY ADDITION; BLOCK 63; LOT 22 of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Central Business District (B-3)

**20. PUBLIC HEARING Case No.: RZ2023-008**

21. Consider Approval of Ordinance Rezoning a Property Located at 252 E Tarleton, being Parcel R29602, Acres 0.227, S2600 CITY ADDITION; BLOCK 63; LOT 22 of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1) to Central Business District (B-3)

22. **Case No.: SV2023-003**

Applicant Niraj Patel, Representing DNJ's Investment, LLC, is Requesting an Appeal for a Subdivision Waiver Denial Regarding Section 155.6.11 – Sidewalk Requirements, to be Constructed at 3015 Northwest Loop, Parcel R63719, Acres 2.730, S2600 CITY ADDITION;, BLOCK 161;, LOT 1; of the City of Stephenville, Erath County, Texas

**23. PUBLIC HEARING Case No.: SV2023-003**

24. Consider Approval of Appeal for a Subdivision Waiver Denial Regarding Section 155.6.11 – Sidewalk Requirements, to be Constructed at 3015 Northwest Loop, Parcel R63719, Acres 2.730, S2600 CITY ADDITION;, BLOCK 161;, LOT 1; of the City of Stephenville, Erath County, Texas

**NOMINATIONS COMMITTEE**

Maddie Smith, Chair

25. Consider Approval of Nominations to Citizen Boards and Commissions

**FINANCIAL REPORTS**

Monica Harris, Director of Finance

26. Monthly Budget Report for the Period Ending November 30, 2023

## STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sanford, Executive Director

### CONSENT AGENDA

- [27.](#) Consider Approval of Minutes from December 5, 2023
- [28.](#) Consider Approval of Auction Items
- [29.](#) Consider Award of Utility Crew Truck
- [30.](#) Consider Award of Street Department Truck
- [31.](#) Consider Award of Utility Production Truck

### COMMENTS BY CITY MANAGER

### COMMENTS BY COUNCIL MEMBERS

### EXECUTIVE SESSION

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

- 32. Section 551.087. Deliberation Regarding Economic Development Negotiations** - Project Feather
- 33. Section 551.087. Deliberation Regarding Economic Development Negotiations** - Front Porch
- 34. Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property: **Groesbeck & McClelland Addition (x2)**
- 35. Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property: **College Heights Addition**

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

### ADJOURN

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

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



# STAFF REPORT

**SUBJECT:** Case No.: AS2023-002  
Abandonment of Saint Felix Street from West Turner Street to West Tarleton Street

**DEPARTMENT:** Development Services

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

**RECOMMENDATION:**

The Planning and Zoning Commission convened on December 20, 2023, and by a vote of 6:1, recommended the City Council abandon the street as presented.

**BACKGROUND:**

The City has previously abandoned streets near and through the Tarleton State University Campus for campus expansion or improvements.

Chapter 95 of the City of Stephenville Code of Ordinances allows for the abandonment of streets and alleys by petition or council initiative. Council initiated such action at the regular business meeting on November 7, 2023, approving resolutions to abandon. The Planning and Zoning Commission is now charged with holding a public hearing and providing a recommendation to the City Council. The applicable sections of the city code are as follows:

**ARTICLE IV. - CLOSING STREETS AND ALLEYS**

Sec. 95.50. - Reference to transportation code.

Provisions for the closing of streets and alleys are granted by the V.T.C.A. Transp. Code § 311.07. The procedures and regulations set out herein are consistent with the requirements of the Code and set out regulations to be followed in the closing of streets and alleys. (Ord. 2015-11, passed 7-7-2015)

Sec. 95.51. - Public hearing generally.

The City Council, on its own initiative, may call a public hearing to determine whether or not any street or alley in the city, or any portion thereof, should be closed or abandoned as a public thoroughfare. (Ord. 2015-11, passed 7-7-2015)

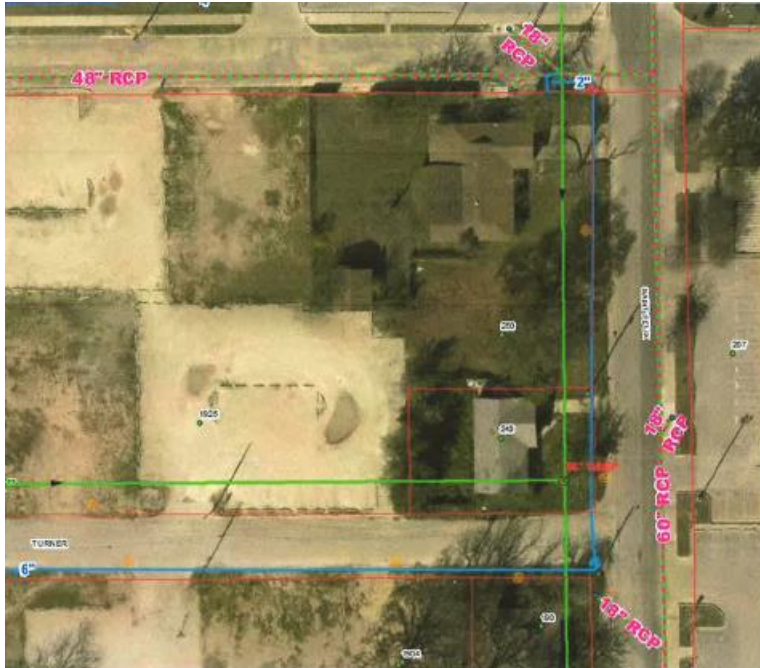
Sec. 95.54. - Recommendation of the planning and zoning commission.

Before City Council may take final action to adopt any ordinance to close a street or alley the Planning and Zoning Commission shall review the request from the point of view of impact on future traffic circulation in the city and shall make a recommendation on such matters to the City Council. The Planning and Zoning Commission shall be required to conduct a public hearing. (Ord. 2015-11, passed 7-7-2015)

**DEPARTMENTAL COMMENTS:****Public Works Department**

Retain Easement: 15-ft. wide Municipal Utility Easement is needed for Water and Sewer mains to service one house 190 Saint Felix at this location.

Final easement dimensions to be identified by survey.

**Development Services**

No additional comments.

**Police Department**

No additional comments.

**Fire Department**

No additional comments.

**ESTIMATE OF VALUE:****ARTICLE IV. - CLOSING STREETS AND ALLEYS****Sec. 95.56. - Appraisal of real property required.**

- A. Within 90 days after the City Council public hearing and Planning and Zoning Commission recommendation, but before City Council final action, the petitioner shall provide an appraisal by a certified appraiser of real property. The cost of the appraisal is to be paid in full by the petitioner. Upon written application by the petitioner stating the need therefore, this time period may be extended by the City Administrator. Such extension shall be in writing.
- B. As an alternative to the above, the petitioner may elect, in writing, to utilize the average appraised values of the land immediately adjacent to the street or alley to be closed as shown on the most recent approved municipal tax roll. Such average value shall be calculated by city staff.
- C. If the requested closure is approved by City Council, the actual selling price shall be determined solely by the City Council, but in no case shall the selling price be less than the appraised value as determined under this section.

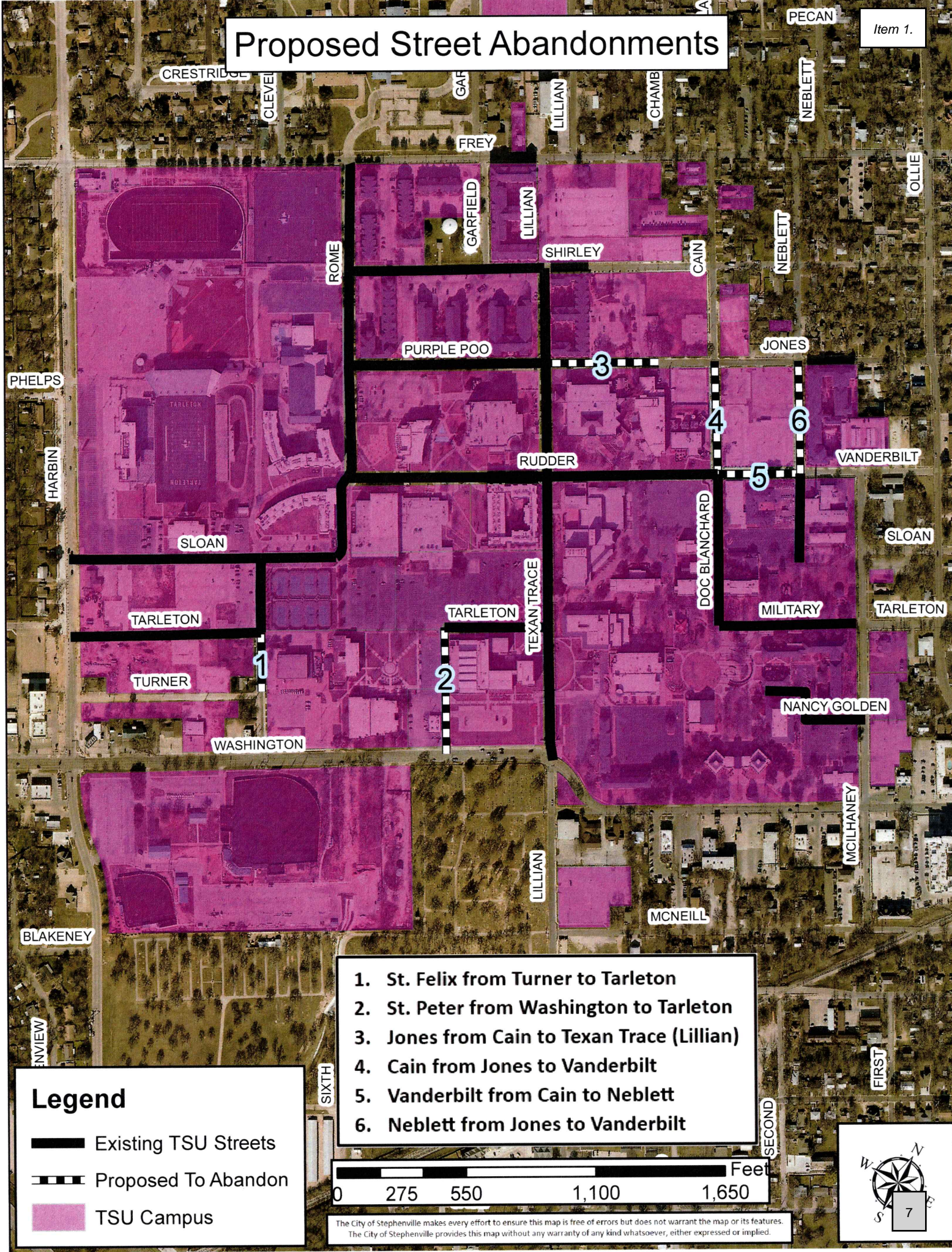
(Ord. 2015-11, passed 7-7-2015)

**ALTERNATIVES:**

- 1) Accept the recommendation of the Planning and Zoning Commission and abandon the street as initiated.
- 2) Do not abandon the street as initiated.




# Proposed Street Abandonments

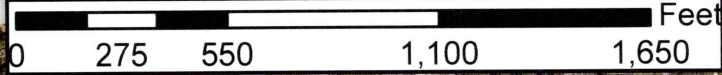
Item 1.



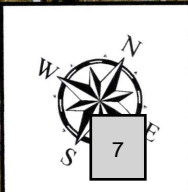
1. St. Felix from Turner to Tarleton
2. St. Peter from Washington to Tarleton
3. Jones from Cain to Texan Trace (Lillian)
4. Cain from Jones to Vanderbilt
5. Vanderbilt from Cain to Neblett
6. Neblett from Jones to Vanderbilt

## Legend

-  Existing TSU Streets
-  Proposed To Abandon
-  TSU Campus



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



**ORDINANCE NO. 2024-O-\_\_\_\_\_**

**AN ORDINANCE ABANDONING A PORTION OF SAINT FELIX STREET, FROM WEST TURNER STREET TO WEST TARLETON STREET IN THE CITY OF STEPHENVILLE, TEXAS, ALONG WITH A MAP SHOWING THE LOCATION OF THE STREET TO BE ABANDONED**

**WHEREAS**, on November 7, 2023, the Stephenville City Council initiated the abandonment and sale of the portion of Saint Felix Street, from West Turner Street to West Tarleton Street, in the City of Stephenville; through Resolution 2023-R-16 and

**WHEREAS**, on December 20, 2023, in accordance with Section 154.20.2.K(3)(b) of the Code of Ordinances, the Stephenville Planning and Zoning Commission recommended to approve abandonment of same; and

**WHEREAS**, on January 2, 2024, the City Council of the City of Stephenville voted unanimously to abandon above-described portion of Saint Felix Street.

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

That the portion of Saint Felix Street, as described above and depicted in Exhibit "A", which is attached to this order and made a part hereof, is hereby abandoned as a public street.

**PASSED AND APPROVED** this the 2<sup>nd</sup> day of January 2024.

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

ATTEST:

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

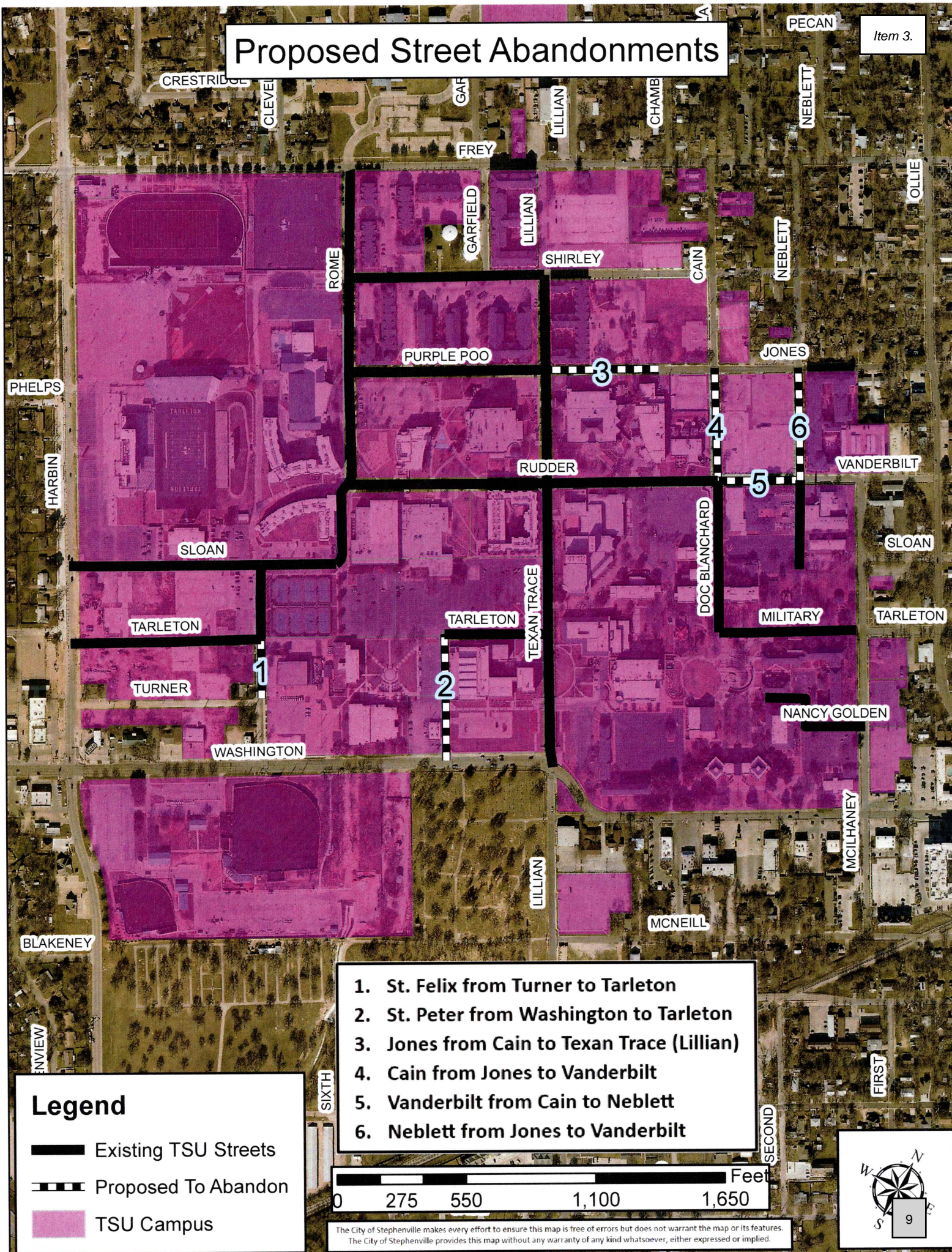
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Reviewed by Jason King,  
City Manager

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






# Proposed Street Abandonments

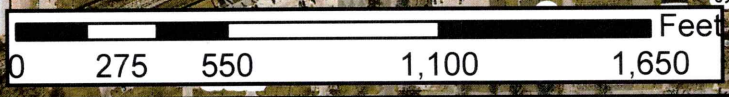
Item 3.



- 1. St. Felix from Turner to Tarleton
- 2. St. Peter from Washington to Tarleton
- 3. Jones from Cain to Texan Trace (Lillian)
- 4. Cain from Jones to Vanderbilt
- 5. Vanderbilt from Cain to Neblett
- 6. Neblett from Jones to Vanderbilt

**Legend**

-  Existing TSU Streets
-  Proposed To Abandon
-  TSU Campus



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# STAFF REPORT

**SUBJECT:** Case No.: AS2023-003  
Abandonment of Saint Peter Street, from West Washington Street to West Tarleton Street

**DEPARTMENT:** Development Services

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

**RECOMMENDATION:**

The Planning and Zoning Commission convened on December 20, 2023, and by a vote of 6:1 recommended the City Council abandon the street as presented.

**BACKGROUND:**

The City has previously abandoned streets near and through the Tarleton State University Campus for campus expansion or improvements.

Chapter 95 of the City of Stephenville Code of Ordinances allows for the abandonment of streets and alleys by petition or council initiative. Council initiated such action at the regular business meeting on November 7, 2023, approving resolutions to abandon. The Planning and Zoning Commission is now charged with holding a public hearing and providing a recommendation to the City Council. The applicable sections of the city code are as follows:

**ARTICLE IV. - CLOSING STREETS AND ALLEYS**

Sec. 95.50. - Reference to transportation code.

Provisions for the closing of streets and alleys are granted by the V.T.C.A. Transp. Code § 311.07. The procedures and regulations set out herein are consistent with the requirements of the Code and set out regulations to be followed in the closing of streets and alleys. (Ord. 2015-11, passed 7-7-2015)

Sec. 95.51. - Public hearing generally.

The City Council, on its own initiative, may call a public hearing to determine whether or not any street or alley in the city, or any portion thereof, should be closed or abandoned as a public thoroughfare. (Ord. 2015-11, passed 7-7-2015)

Sec. 95.54. - Recommendation of the planning and zoning commission.

Before City Council may take final action to adopt any ordinance to close a street or alley the Planning and Zoning Commission shall review the request from the point of view of impact on future traffic circulation in the city and shall make a recommendation on such matters to the City Council. The Planning and Zoning Commission shall be required to conduct a public hearing. (Ord. 2015-11, passed 7-7-2015)

**DEPARTMENTAL COMMENTS:****Public Works Department**

Retain Easement: 30-ft. wide Municipal Utility Easement from Washington to Saint Peter is needed for a 14-inch Water Distribution Line and a 6-inch Water Transmission Line

Abandon: ¾-inch Water Distribution Line (acting as a service line) and a 6-inch sanitary sewer line

Final easement dimensions to be identified by survey.

**Development Services**

No additional comments.

**Police Department**

No additional comments.

**Fire Department**

No additional comments.

**ESTIMATE OF VALUE:****ARTICLE IV. - CLOSING STREETS AND ALLEYS****Sec. 95.56. - Appraisal of real property required.**

- A. Within 90 days after the City Council public hearing and Planning and Zoning Commission recommendation, but before City Council final action, the petitioner shall provide an appraisal by a certified appraiser of real property. The cost of the appraisal is to be paid in full by the petitioner. Upon written application by the petitioner stating the need therefore, this time period may be extended by the City Administrator. Such extension shall be in writing.
- B. As an alternative to the above, the petitioner may elect, in writing, to utilize the average appraised values of the land immediately adjacent to the street or alley to be closed as shown on the most recent approved municipal tax roll. Such average value shall be calculated by city staff.
- C. If the requested closure is approved by City Council, the actual selling price shall be determined solely by the City Council, but in no case shall the selling price be less than the appraised value as determined under this section.

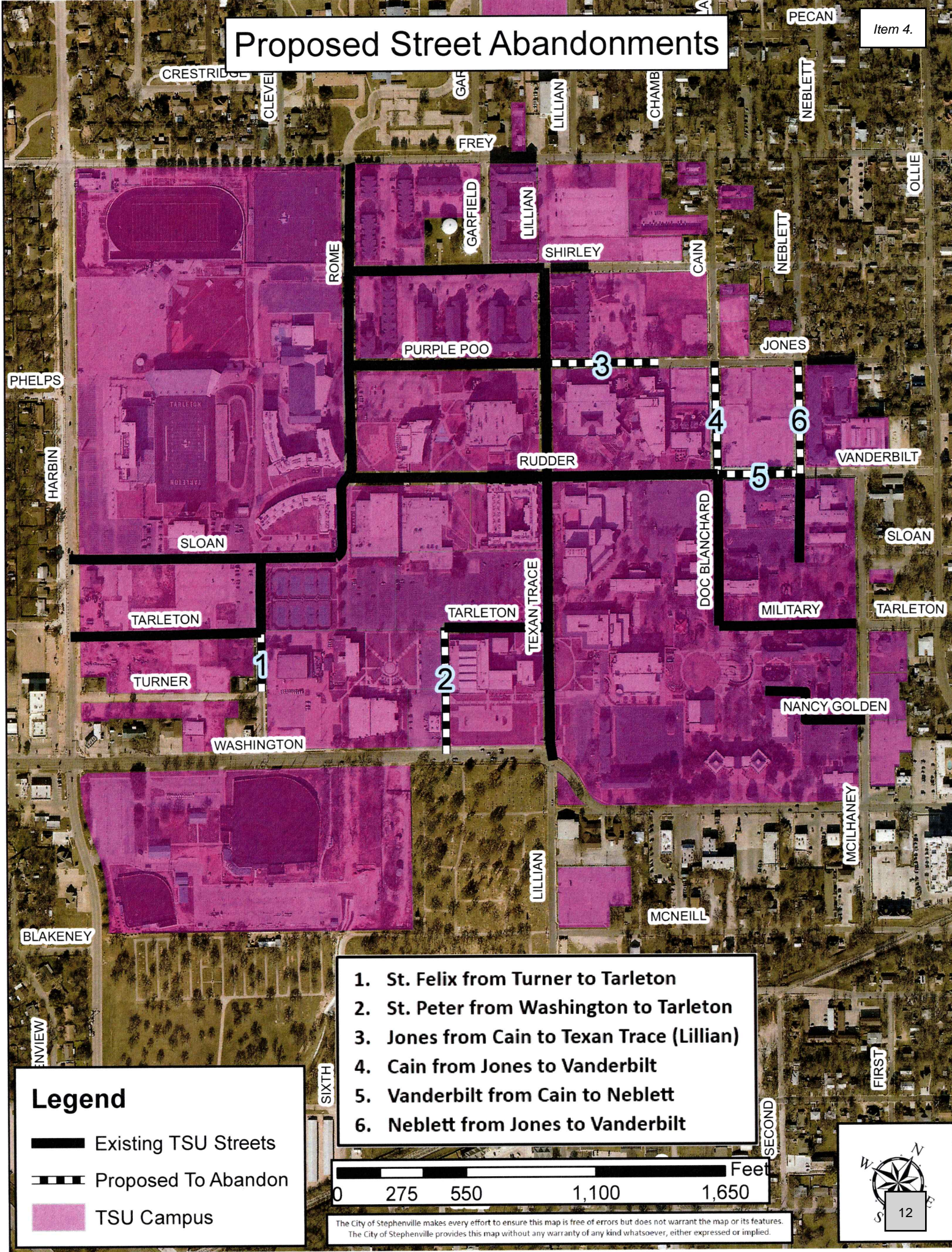
(Ord. 2015-11, passed 7-7-2015)

**ALTERNATIVES:**

- 1) Accept the recommendation of the Planning and Zoning Commission and abandon the street as initiated.
- 2) Do not abandon the street as initiated.




# Proposed Street Abandonments

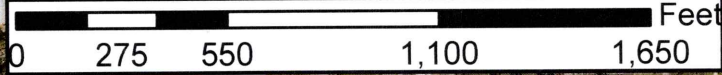
Item 4.



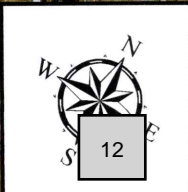
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## Legend

-  Existing TSU Streets
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**ORDINANCE NO. 2024-O-\_\_\_\_\_**

**AN ORDINANCE ABANDONING A PORTION OF SAINT PETER STREET, FROM WEST WASHINGTON STREET TO WEST TARLETON STREET IN THE CITY OF STEPHENVILLE, TEXAS, ALONG WITH A MAP SHOWING THE LOCATION OF THE STREET TO BE ABANDONED**

**WHEREAS**, on November 7, 2023, the Stephenville City Council initiated the abandonment and sale of the portion of Saint Peter Street, from West Washington Street to West Tarleton Street, in the City of Stephenville; through Resolution 2023-R-15 and

**WHEREAS**, on December 20, 2023, in accordance with Section 154.20.2.K(3)(b) of the Code of Ordinances, the Stephenville Planning and Zoning Commission recommended to approve abandonment of same; and

**WHEREAS**, on January 2, 2024, the City Council of the City of Stephenville voted unanimously to abandon above-described portion of Saint Peter Street.

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

That the portion of Saint Peter Street, as described above and depicted in Exhibit "A", which is attached to this order and made a part hereof, is hereby abandoned as a public street.

**PASSED AND APPROVED** this the 2<sup>nd</sup> day of January 2024.

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

ATTEST:

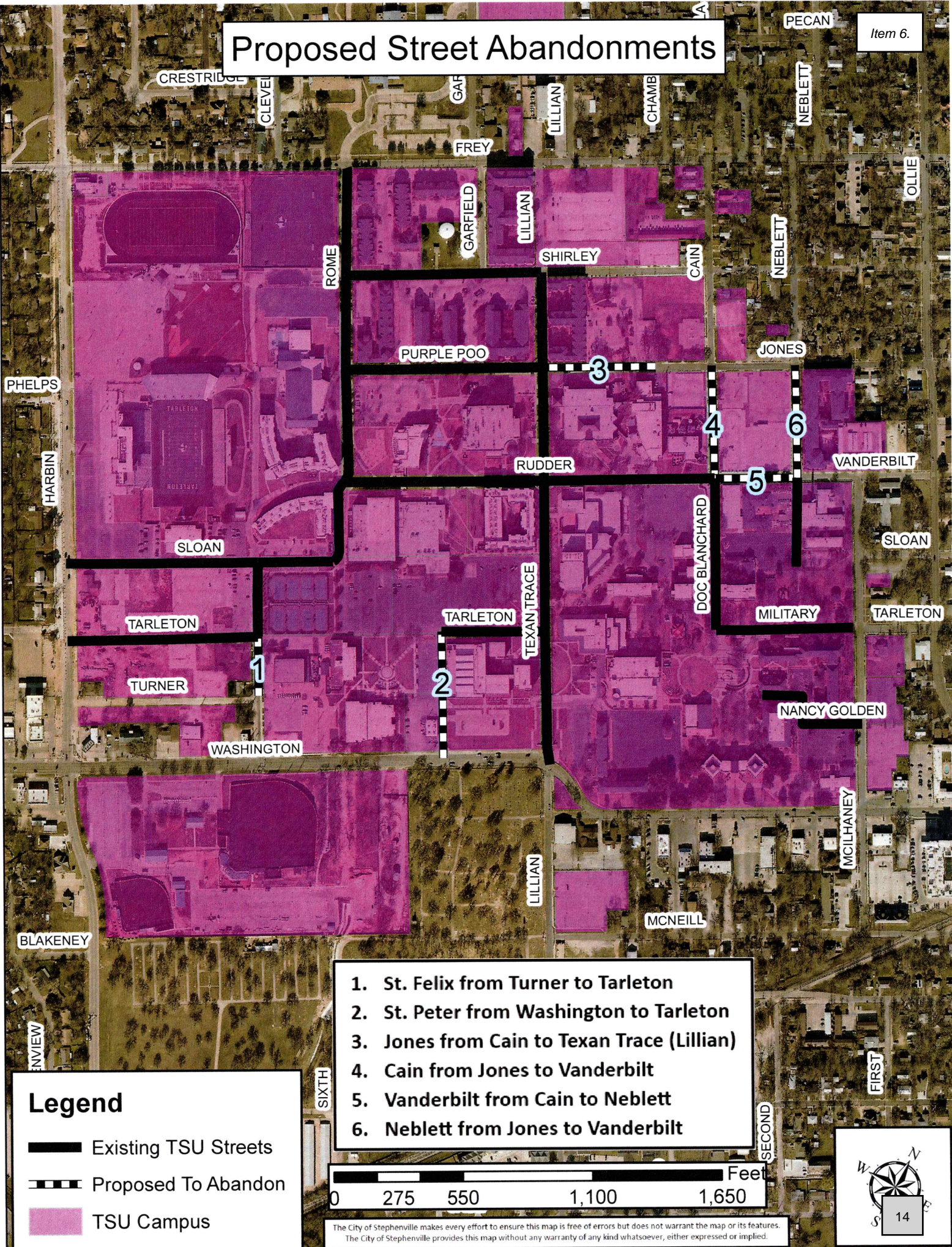
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Sarah Lockenour, City Secretary

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

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




# Proposed Street Abandonments

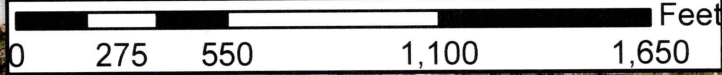
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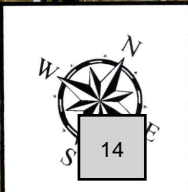
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# STAFF REPORT

**SUBJECT:** Case No.: AS2023-004  
Abandonment of Jones Street, from North Cain Street to North Lillian Street

**DEPARTMENT:** Development Services

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

**RECOMMENDATION:**

The Planning and Zoning Commission convened on December 20, 2023, and by a vote of 6:1, recommended the City Council abandon the street as presented.

**BACKGROUND:**

The City has previously abandoned streets near and through the Tarleton State University Campus for campus expansion or improvements.

Chapter 95 of the City of Stephenville Code of Ordinances allows for the abandonment of streets and alleys by petition or council initiative. Council initiated such action at the regular business meeting on November 7, 2023, approving resolutions to abandon. The Planning and Zoning Commission is now charged with holding a public hearing and providing a recommendation to the City Council. The applicable sections of the city code are as follows:

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**DEPARTMENTAL COMMENTS:****Public Works Department**

Retain Easement: 15-ft. wide Municipal Utility Easement is needed for 6-inch Water Line to keep water system looped

Abandon: 8-inch sanitary sewer line

Final easement dimensions to be identified by survey.

**Development Services**

No additional comments.

**Police Department**

No additional comments.

**Fire Department**

No additional comments.

**ESTIMATE OF VALUE:****ARTICLE IV. - CLOSING STREETS AND ALLEYS****Sec. 95.56. - Appraisal of real property required.**

- A. Within 90 days after the City Council public hearing and Planning and Zoning Commission recommendation, but before City Council final action, the petitioner shall provide an appraisal by a certified appraiser of real property. The cost of the appraisal is to be paid in full by the petitioner. Upon written application by the petitioner stating the need therefore, this time period may be extended by the City Administrator. Such extension shall be in writing.
- B. As an alternative to the above, the petitioner may elect, in writing, to utilize the average appraised values of the land immediately adjacent to the street or alley to be closed as shown on the most recent approved municipal tax roll. Such average value shall be calculated by city staff.
- C. If the requested closure is approved by City Council, the actual selling price shall be determined solely by the City Council, but in no case shall the selling price be less than the appraised value as determined under this section.

(Ord. 2015-11, passed 7-7-2015)

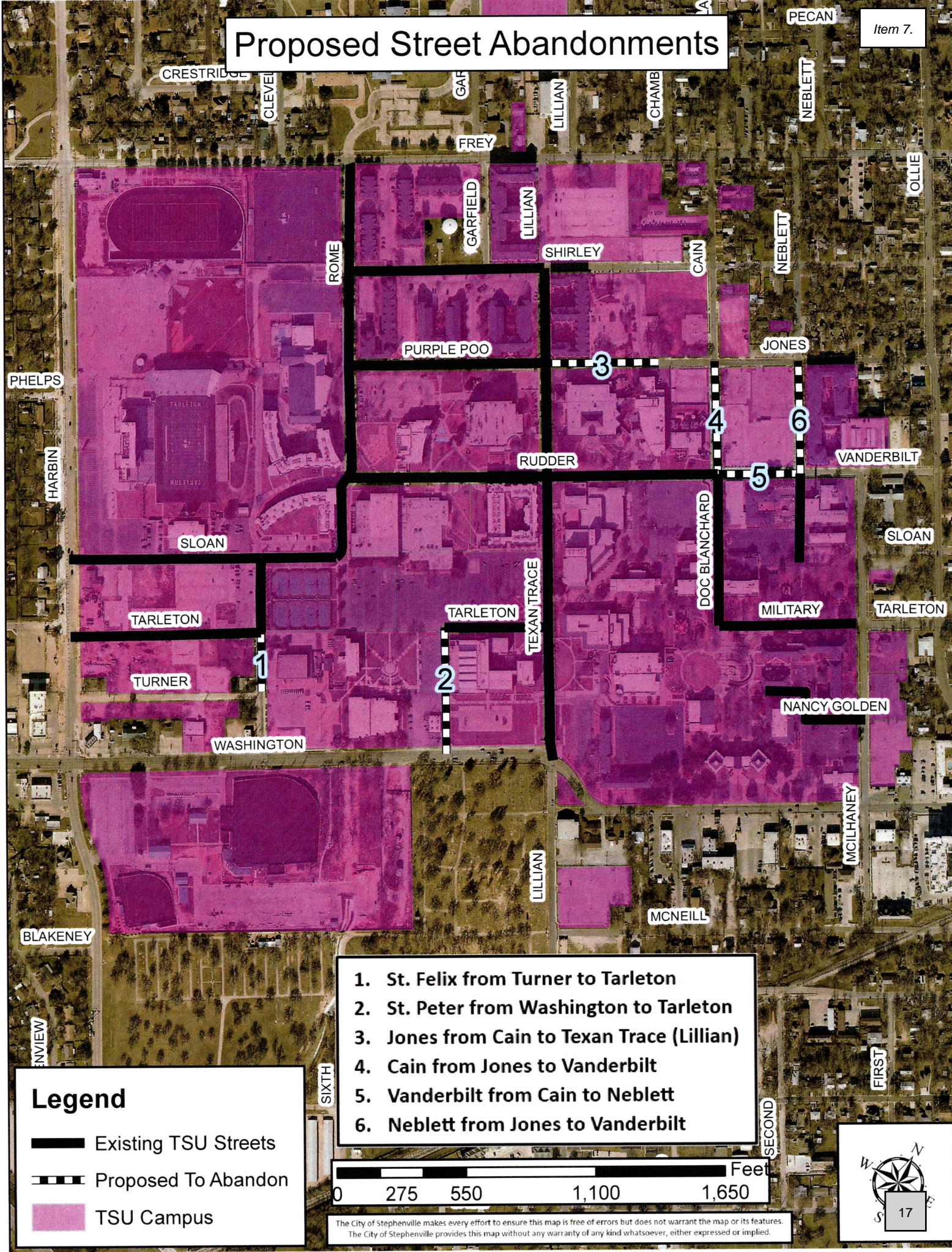
**ALTERNATIVES:**

- 1) Accept the recommendation of the Planning and Zoning Commission and abandon the street as initiated.
- 2) Do not abandon the street as initiated.






# Proposed Street Abandonments

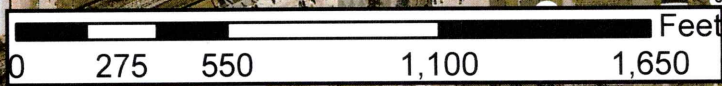
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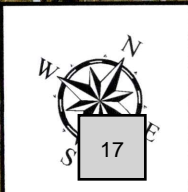
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## Legend

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**ORDINANCE NO. 2024-O-\_\_\_\_\_**

**AN ORDINANCE ABANDONING A PORTION OF JONES STREET, FROM NORTH CAIN STREET TO NORTH LILLIAN STREET IN THE CITY OF STEPHENVILLE, TEXAS, ALONG WITH A MAP SHOWING THE LOCATION OF THE STREET TO BE ABANDONED**

**WHEREAS**, on November 7, 2023, the Stephenville City Council initiated the abandonment and sale of the portion of Jones Street, from North Cain Street to North Lillian Street, in the City of Stephenville; through Resolution 2023-R-18 and

**WHEREAS**, on December 20, 2023, in accordance with Section 154.20.2.K(3)(b) of the Code of Ordinances, the Stephenville Planning and Zoning Commission recommended to approve abandonment of same; and

**WHEREAS**, on January 2, 2024, the City Council of the City of Stephenville voted unanimously to abandon above-described portion of Jones Street.

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

That the portion of Jones Street, as described above and depicted in Exhibit "A", which is attached to this order and made a part hereof, is hereby abandoned as a public street.

**PASSED AND APPROVED** this the 2<sup>nd</sup> day of January 2024.

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

ATTEST:

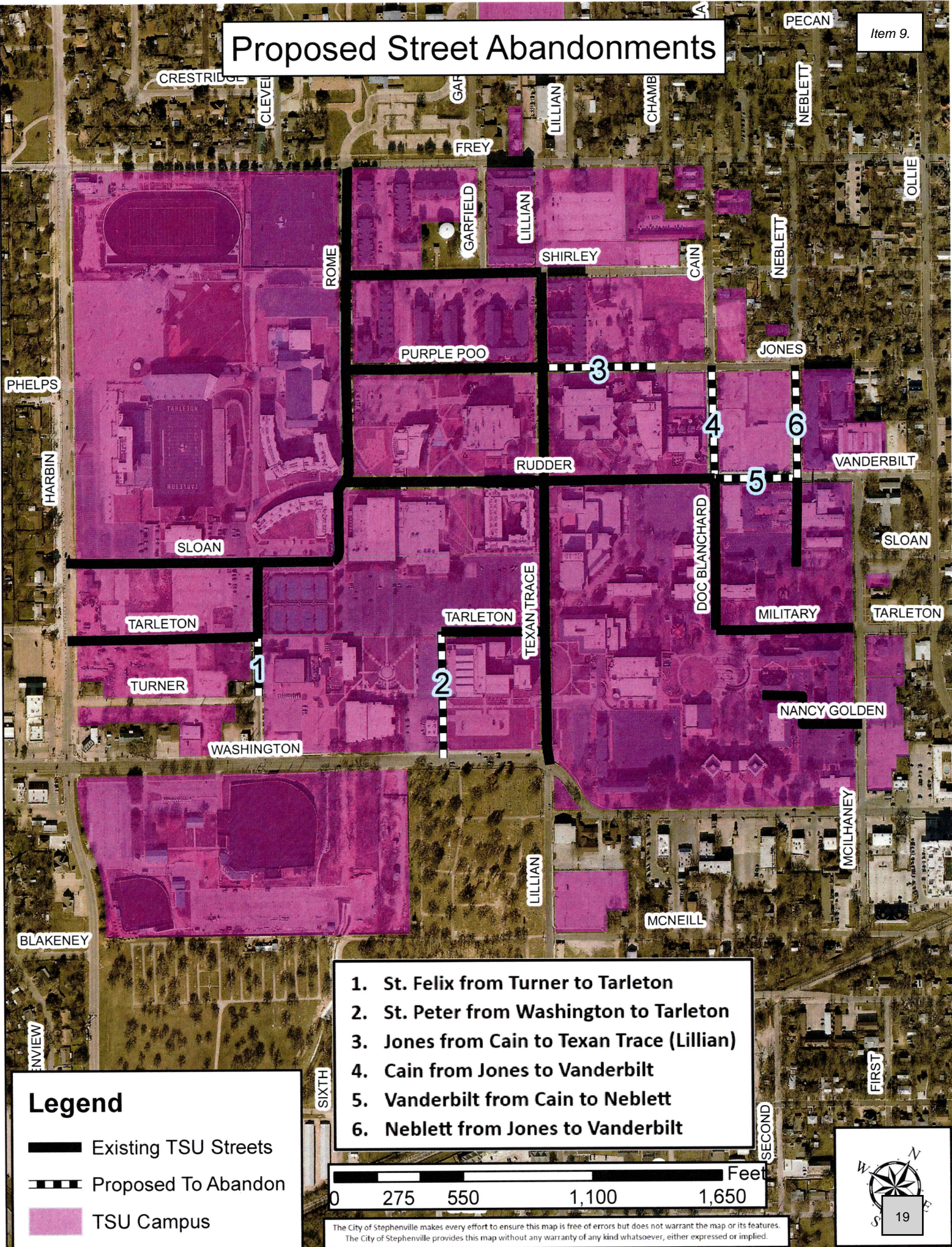
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City Manager

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Randy Thomas, City Attorney




# Proposed Street Abandonments

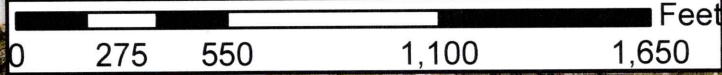
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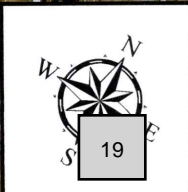
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5. Vanderbilt from Cain to Neblett
6. Neblett from Jones to Vanderbilt

## Legend

-  Existing TSU Streets
-  Proposed To Abandon
-  TSU Campus



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





# STAFF REPORT

**SUBJECT:** Case No.: AS2022-005  
Abandonment of Cain Street, from West Jones Street to West Vanderbilt Street

**DEPARTMENT:** Development Services

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

**RECOMMENDATION:**

The Planning and Zoning Commission convened on December 20, 2023, and by a vote of 5:2, recommended the City Council abandon the street as presented.

**BACKGROUND:**

The City has previously abandoned streets near and through the Tarleton State University Campus for campus expansion or improvements.

Chapter 95 of the City of Stephenville Code of Ordinances allows for the abandonment of streets and alleys by petition or council initiative. Council initiated such action at the regular business meeting on November 7, 2023, approving resolutions to abandon. The Planning and Zoning Commission is now charged with holding a public hearing and providing a recommendation to the City Council. The applicable sections of the city code are as follows:

**ARTICLE IV. - CLOSING STREETS AND ALLEYS**

**Sec. 95.50. - Reference to transportation code.**

Provisions for the closing of streets and alleys are granted by the V.T.C.A. Transp. Code § 311.07. The procedures and regulations set out herein are consistent with the requirements of the Code and set out regulations to be followed in the closing of streets and alleys.  
(Ord. 2015-11, passed 7-7-2015)

**Sec. 95.51. - Public hearing generally.**

The City Council, on its own initiative, may call a public hearing to determine whether or not any street or alley in the city, or any portion thereof, should be closed or abandoned as a public thoroughfare.  
(Ord. 2015-11, passed 7-7-2015)

**Sec. 95.54. - Recommendation of the planning and zoning commission.**

Before City Council may take final action to adopt any ordinance to close a street or alley the Planning and Zoning Commission shall review the request from the point of view of impact on future traffic circulation in the city and shall make a recommendation on such matters to the City Council. The Planning and Zoning Commission shall be required to conduct a public hearing. (Ord. 2015-11, passed 7-7-2015)

**DEPARTMENTAL COMMENTS:****Public Works Department**

Retain Easement: 15-ft. wide Municipal Utility Easement is needed for 6-inch Water Line to keep water system looped

Abandon: 6-inch sanitary sewer line

Final easement dimensions to be identified by survey.

**Development Services**

No additional comments.

**Police Department**

No additional comments.

**Fire Department**

No additional comments.

**ESTIMATE OF VALUE:****ARTICLE IV. - CLOSING STREETS AND ALLEYS****Sec. 95.56. - Appraisal of real property required.**

- A. Within 90 days after the City Council public hearing and Planning and Zoning Commission recommendation, but before City Council final action, the petitioner shall provide an appraisal by a certified appraiser of real property. The cost of the appraisal is to be paid in full by the petitioner. Upon written application by the petitioner stating the need therefore, this time period may be extended by the City Administrator. Such extension shall be in writing.
- B. As an alternative to the above, the petitioner may elect, in writing, to utilize the average appraised values of the land immediately adjacent to the street or alley to be closed as shown on the most recent approved municipal tax roll. Such average value shall be calculated by city staff.

- C. If the requested closure is approved by City Council, the actual selling price shall be determined solely by the City Council, but in no case shall the selling price be less than the appraised value as determined under this section.

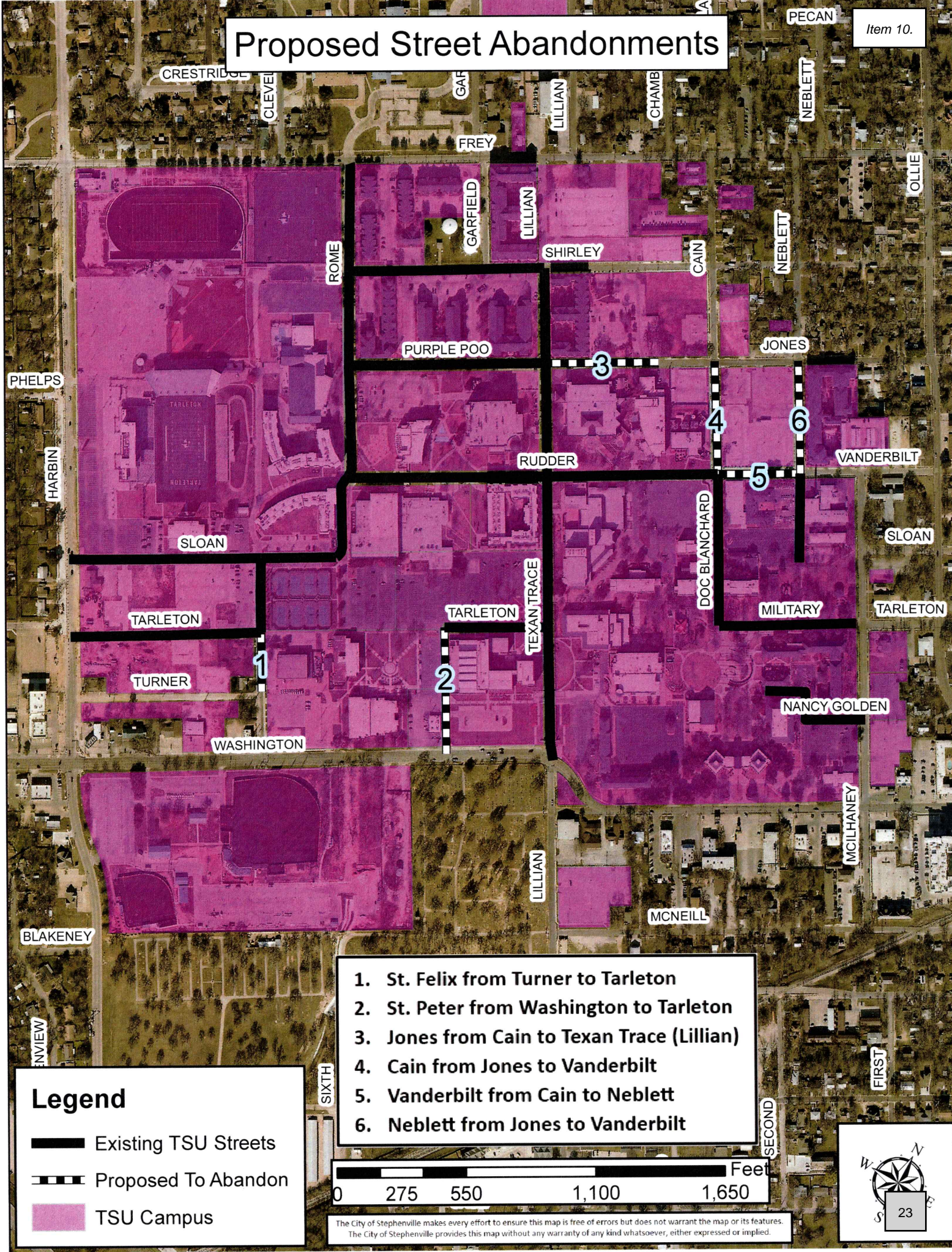
(Ord. 2015-11, passed 7-7-2015)

**ALTERNATIVES:**

- 1) Accept the recommendation of the Planning and Zoning Commission and abandon the street as initiated.
- 2) Do not abandon the street as initiated.

# Proposed Street Abandonments

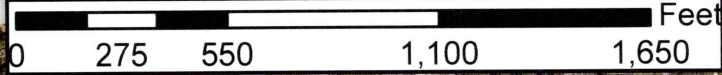
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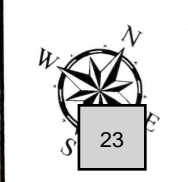
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5. Vanderbilt from Cain to Neblett
6. Neblett from Jones to Vanderbilt

## Legend

- Existing TSU Streets
- Proposed To Abandon
- TSU Campus



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**ORDINANCE NO. 2024-O-\_\_\_\_\_**

**AN ORDINANCE ABANDONING A PORTION OF CAIN STREET, FROM WEST JONES STREET TO WEST VANDERBILT STREET IN THE CITY OF STEPHENVILLE, TEXAS, ALONG WITH A MAP SHOWING THE LOCATION OF THE STREET TO BE ABANDONED**

**WHEREAS**, on November 7, 2023, the Stephenville City Council initiated the abandonment and sale of the portion of Cain Street, from West Jones Street to West Vanderbilt Street, in the City of Stephenville; through Resolution 2023-R-19 and

**WHEREAS**, on December 20, 2023, in accordance with Section 154.20.2.K(3)(b) of the Code of Ordinances, the Stephenville Planning and Zoning Commission recommended to approve abandonment of same; and

**WHEREAS**, on January 2, 2024, the City Council of the City of Stephenville voted unanimously to abandon above-described portion of Cain Street.

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

That the portion of Cain Street, as described above and depicted in Exhibit "A", which is attached to this order and made a part hereof, is hereby abandoned as a public street.

**PASSED AND APPROVED** this the 2<sup>nd</sup> day of January 2024.

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

ATTEST:

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

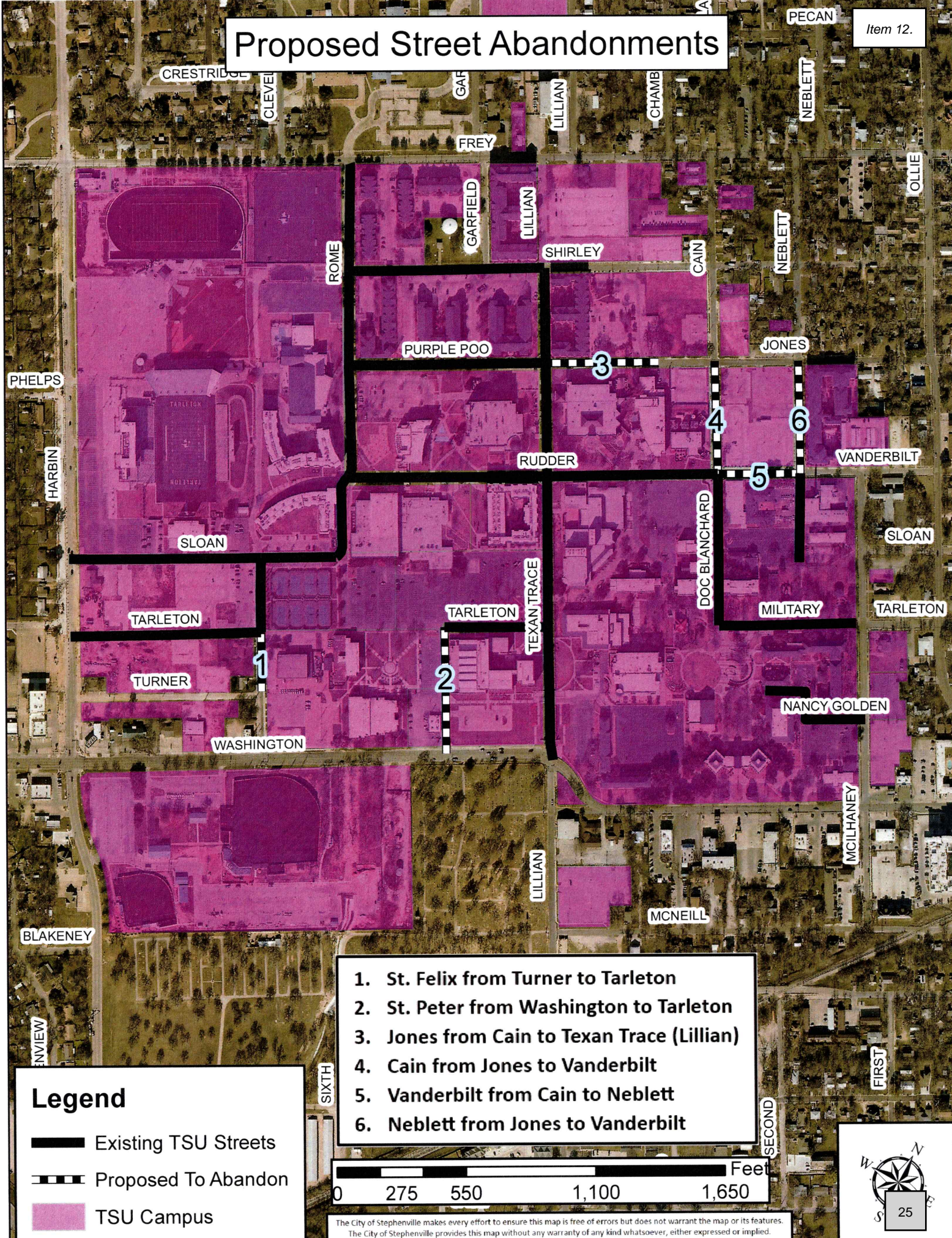
\_\_\_\_\_  
Reviewed by Jason King,  
City Manager

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



# Proposed Street Abandonments

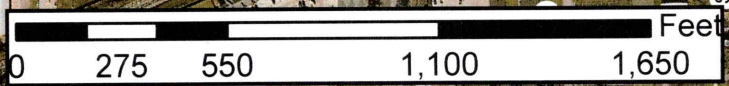
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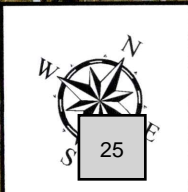
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# STAFF REPORT



**SUBJECT:** Case No.: AS2023-006  
Abandonment of Vanderbilt Street, from North Cain Street to North Neblett Street

**DEPARTMENT:** Development Services

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

## RECOMMENDATION:

The Planning and Zoning Commission convened on December 20, 2023, and by a vote of 4:3, recommended the City Council NOT abandon the street as initiated.

## BACKGROUND:

The City has previously abandoned streets near and through the Tarleton State University Campus for campus expansion or improvements.

Chapter 95 of the City of Stephenville Code of Ordinances allows for the abandonment of streets and alleys by petition or council initiative. Council initiated such action at the regular business meeting on November 7, 2023, approving resolutions to abandon. The Planning and Zoning Commission is now charged with holding a public hearing and providing a recommendation to the City Council. The applicable sections of the city code are as follows:

### ARTICLE IV. - CLOSING STREETS AND ALLEYS

Sec. 95.50. - Reference to transportation code.

Provisions for the closing of streets and alleys are granted by the V.T.C.A. Transp. Code § 311.07. The procedures and regulations set out herein are consistent with the requirements of the Code and set out regulations to be followed in the closing of streets and alleys.  
(Ord. 2015-11, passed 7-7-2015)

Sec. 95.51. - Public hearing generally.

The City Council, on its own initiative, may call a public hearing to determine whether or not any street or alley in the city, or any portion thereof, should be closed or abandoned as a public thoroughfare.  
(Ord. 2015-11, passed 7-7-2015)

Sec. 95.54. - Recommendation of the planning and zoning commission.

Before City Council may take final action to adopt any ordinance to close a street or alley the Planning and Zoning Commission shall review the request from the point of view of impact on future traffic circulation in the city and shall make a recommendation on such matters to the City Council. The Planning and Zoning Commission shall be required to conduct a public hearing. (Ord. 2015-11, passed 7-7-2015)

**DEPARTMENTAL COMMENTS:****Public Works Department**

Retain Easement: 15-ft. wide Municipal Utility Easement is needed for 8-inch Water Line to keep water system looped.

Abandon: 6-inch sanitary sewer line

Final easement dimensions to be identified by survey.

**Development Services**

No additional comments.

**Police Department**

No additional comments.

**Fire Department**

No additional comments.

**ESTIMATE OF VALUE:****ARTICLE IV. - CLOSING STREETS AND ALLEYS****Sec. 95.56. - Appraisal of real property required.**

- A. Within 90 days after the City Council public hearing and Planning and Zoning Commission recommendation, but before City Council final action, the petitioner shall provide an appraisal by a certified appraiser of real property. The cost of the appraisal is to be paid in full by the petitioner. Upon written application by the petitioner stating the need therefore, this time period may be extended by the City Administrator. Such extension shall be in writing.
- B. As an alternative to the above, the petitioner may elect, in writing, to utilize the average appraised values of the land immediately adjacent to the street or alley to be closed as shown on the most recent approved municipal tax roll. Such average value shall be calculated by city staff.
- C. If the requested closure is approved by City Council, the actual selling price shall be determined solely by the City Council, but in no case shall the selling price be less than the appraised value as determined under this section.

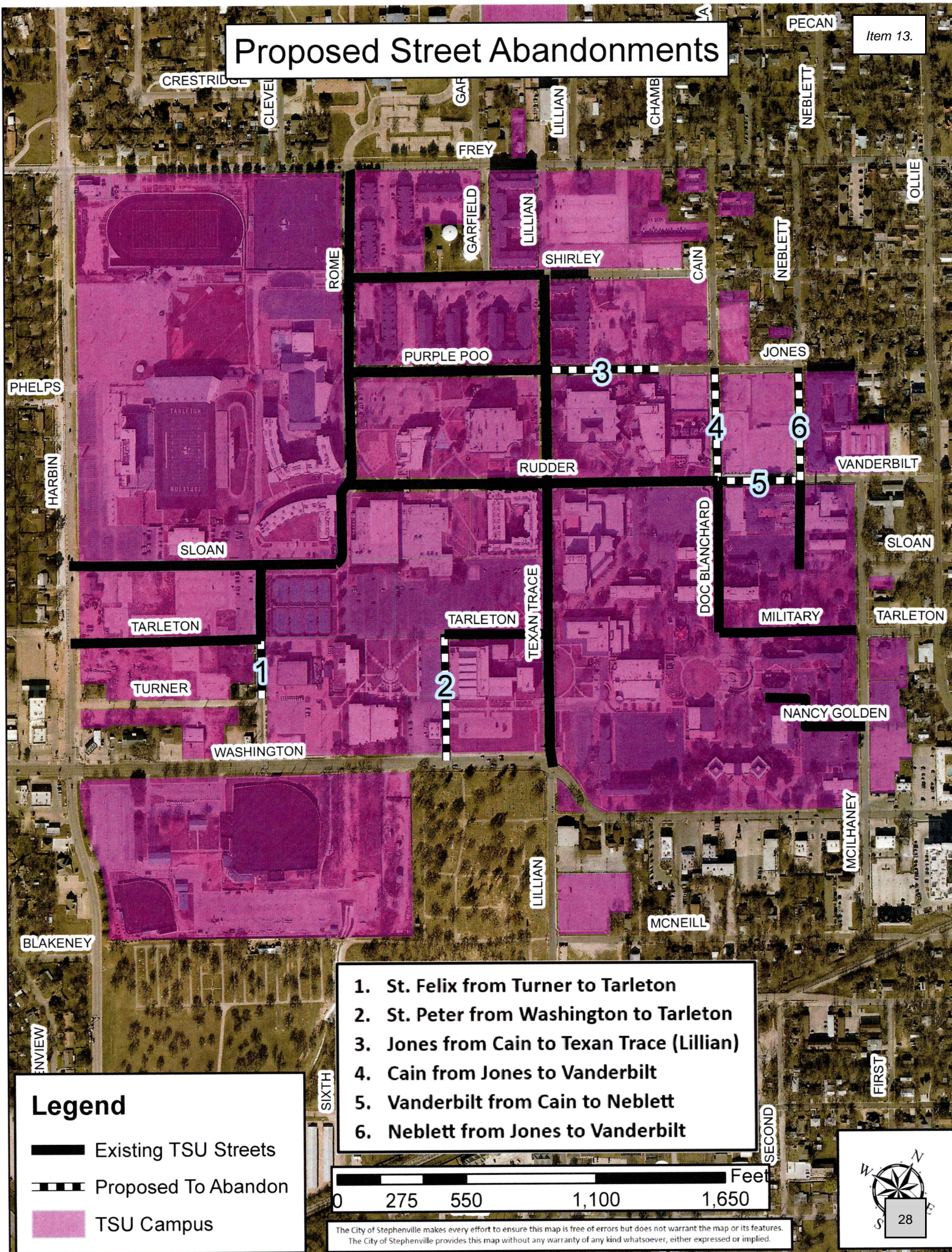
(Ord. 2015-11, passed 7-7-2015)

**ALTERNATIVES:**

- 1) Accept the recommendation of the Planning and Zoning Commission and NOT abandon the street as initiated.
- 2) Abandon the street as initiated.




# Proposed Street Abandonments

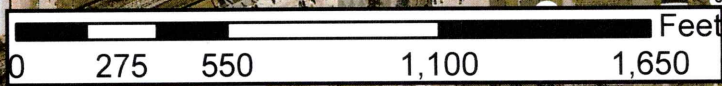
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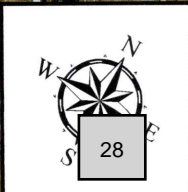
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## Legend

-  Existing TSU Streets
-  Proposed To Abandon
-  TSU Campus



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**ORDINANCE NO. 2024-O-\_\_\_\_\_**

**AN ORDINANCE ABANDONING A PORTION OF VANDERBILT STREET, FROM NORTH CAIN STREET TO NORTH NEBLETT STREET IN THE CITY OF STEPHENVILLE, TEXAS, ALONG WITH A MAP SHOWING THE LOCATION OF THE STREET TO BE ABANDONED**

**WHEREAS**, on November 7, 2023, the Stephenville City Council initiated the abandonment and sale of the portion of Vanderbilt Street, from North Cain Street to North Neblett Street, in the City of Stephenville; through Resolution 2023-R-20 and

**WHEREAS**, on December 20, 2023, in accordance with Section 154.20.2.K(3)(b) of the Code of Ordinances, the Stephenville Planning and Zoning Commission recommended to deny abandonment of same; and

**WHEREAS**, on January 2, 2024, the City Council of the City of Stephenville voted unanimously to abandon above-described portion of Vanderbilt Street.

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

That the portion of Vanderbilt Street, as described above and depicted in Exhibit "A", which is attached to this order and made a part hereof, is hereby abandoned as a public street.

**PASSED AND APPROVED** this the 2<sup>nd</sup> day of January 2024.

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

ATTEST:

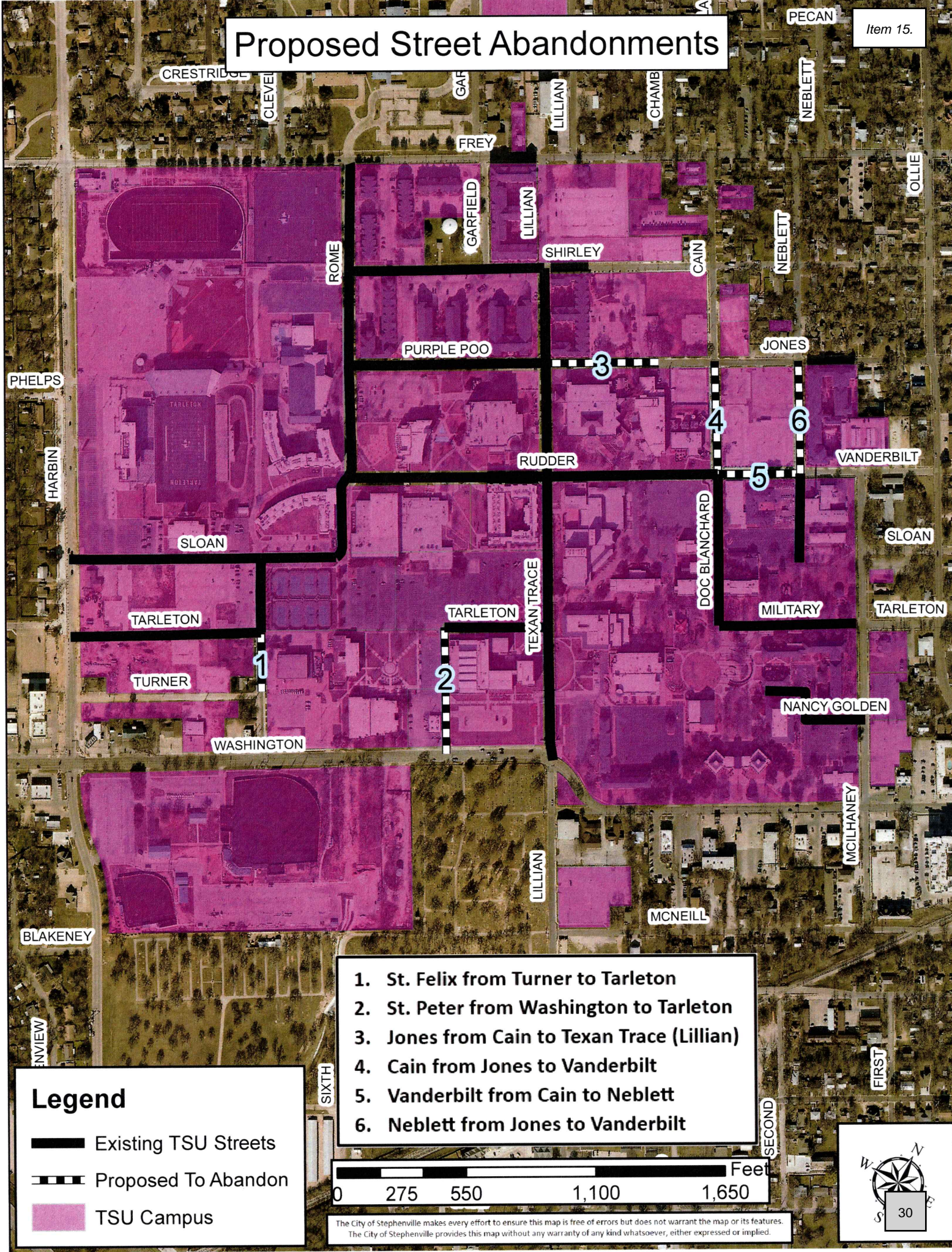
\_\_\_\_\_  
Sarah Lockenour, City Secretary

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

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

# Proposed Street Abandonments

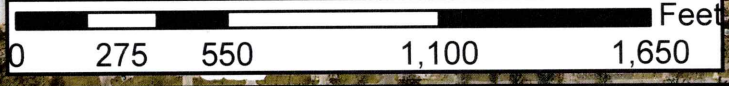
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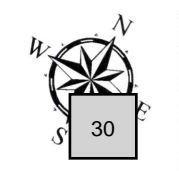
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## Legend

- Existing TSU Streets
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# STAFF REPORT

**SUBJECT:** Case No.: AS2023-007  
Abandonment of Neblett Street, from West Jones Street to West Vanderbilt Street

**DEPARTMENT:** Development Services

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

**RECOMMENDATION:**

The Planning and Zoning Commission convened on December 20, 2023, and by a vote of 4:3, recommended the City Council NOT abandon the street as presented.

**BACKGROUND:**

The City has previously abandoned streets near and through the Tarleton State University Campus for campus expansion or improvements.

Chapter 95 of the City of Stephenville Code of Ordinances allows for the abandonment of streets and alleys by petition or council initiative. Council initiated such action at the regular business meeting on November 7, 2023, approving resolutions to abandon. The Planning and Zoning Commission is now charged with holding a public hearing and providing a recommendation to the City Council. The applicable sections of the city code are as follows:

**ARTICLE IV. - CLOSING STREETS AND ALLEYS**

Sec. 95.50. - Reference to transportation code.

Provisions for the closing of streets and alleys are granted by the V.T.C.A. Transp. Code § 311.07. The procedures and regulations set out herein are consistent with the requirements of the Code and set out regulations to be followed in the closing of streets and alleys. (Ord. 2015-11, passed 7-7-2015)

Sec. 95.51. - Public hearing generally.

The City Council, on its own initiative, may call a public hearing to determine whether or not any street or alley in the city, or any portion thereof, should be closed or abandoned as a public thoroughfare. (Ord. 2015-11, passed 7-7-2015)

Sec. 95.54. - Recommendation of the planning and zoning commission.

Before City Council may take final action to adopt any ordinance to close a street or alley the Planning and Zoning Commission shall review the request from the point of view of impact on future traffic circulation in the city and shall make a recommendation on such matters to the City Council. The Planning and Zoning Commission shall be required to conduct a public hearing. (Ord. 2015-11, passed 7-7-2015)

**DEPARTMENTAL COMMENTS:****Public Works Department**

Retain Easement: 15-ft. wide Municipal Utility Easement is needed for 2-inch Water Line to keep water system looped

Abandon: 6-inch sanitary sewer line

Final easement dimensions to be identified by survey.

**Development Services**

No additional comments.

**Police Department**

No additional comments.

**Fire Department**

No additional comments.

**ESTIMATE OF VALUE:****ARTICLE IV. - CLOSING STREETS AND ALLEYS****Sec. 95.56. - Appraisal of real property required.**

- A. Within 90 days after the City Council public hearing and Planning and Zoning Commission recommendation, but before City Council final action, the petitioner shall provide an appraisal by a certified appraiser of real property. The cost of the appraisal is to be paid in full by the petitioner. Upon written application by the petitioner stating the need therefore, this time period may be extended by the City Administrator. Such extension shall be in writing.
- B. As an alternative to the above, the petitioner may elect, in writing, to utilize the average appraised values of the land immediately adjacent to the street or alley to be closed as shown on the most recent approved municipal tax roll. Such average value shall be calculated by city staff.
- C. If the requested closure is approved by City Council, the actual selling price shall be determined solely by the City Council, but in no case shall the selling price be less than the appraised value as determined under this section.

(Ord. 2015-11, passed 7-7-2015)

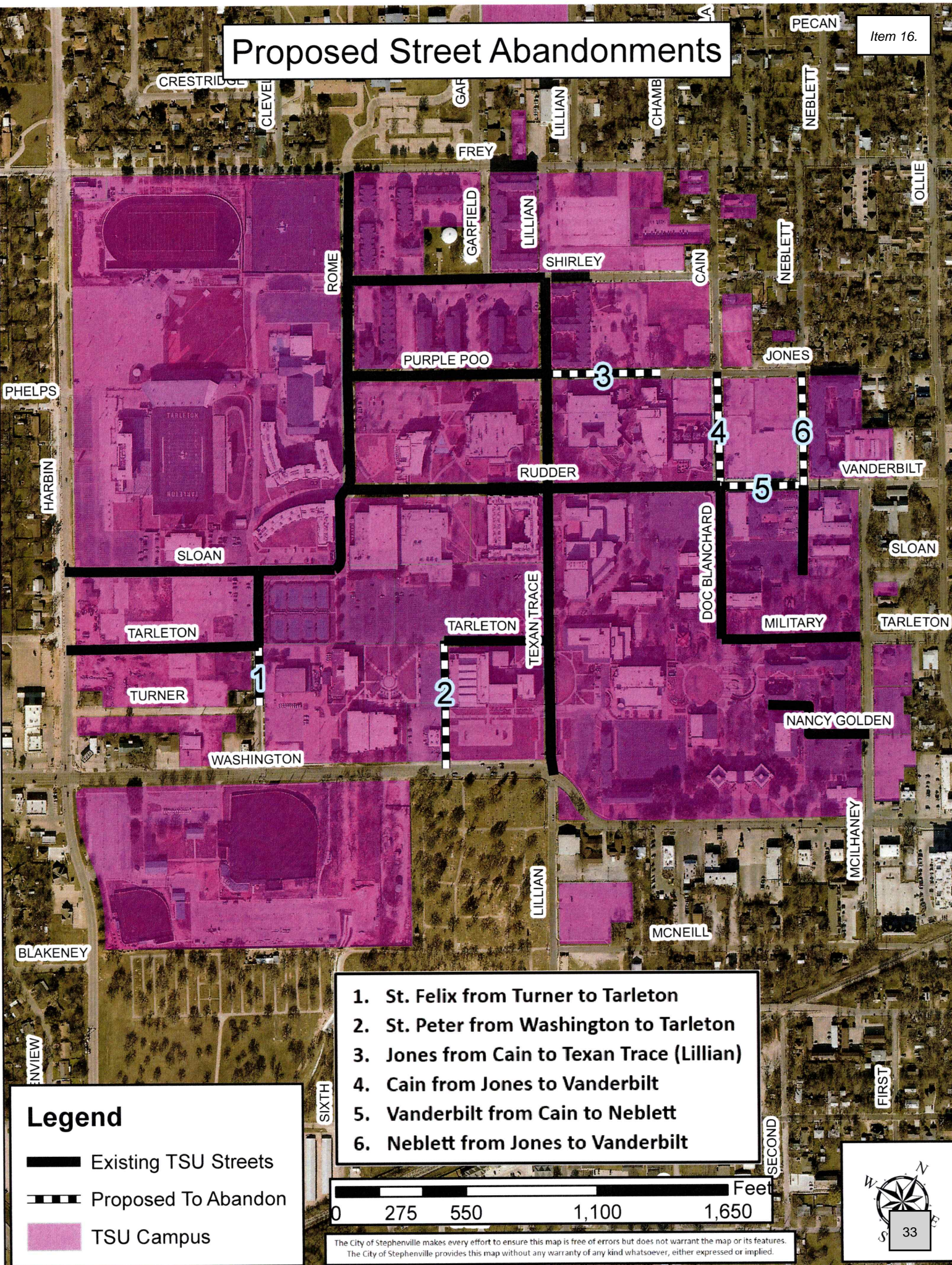
**ALTERNATIVES:**

- 1) Accept the recommendation of the Planning and Zoning Commission and NOT abandon the street as initiated.
- 2) Abandon the street as initiated.



# Proposed Street Abandonments

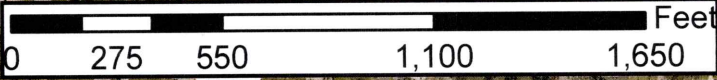
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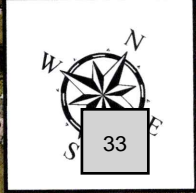
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**Legend**

- Existing TSU Streets
- Proposed To Abandon
- TSU Campus



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**ORDINANCE NO. 2024-O-\_\_\_\_\_**

**AN ORDINANCE ABANDONING A PORTION OF NEBLETT STREET, FROM WEST JONES STREET TO WEST VANDERBILT STREET IN THE CITY OF STEPHENVILLE, TEXAS, ALONG WITH A MAP SHOWING THE LOCATION OF THE STREET TO BE ABANDONED**

**WHEREAS**, on November 7, 2023, the Stephenville City Council initiated the abandonment and sale of the portion of Neblett Street, from West Jones Street to West Vanderbilt Street, in the City of Stephenville; through Resolution 2023-R-21 and

**WHEREAS**, on December 20, 2023, in accordance with Section 154.20.2.K(3)(b) of the Code of Ordinances, the Stephenville Planning and Zoning Commission recommended to deny abandonment of same; and

**WHEREAS**, on January 2, 2024, the City Council of the City of Stephenville voted unanimously to abandon above-described portion of Neblett Street.

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

That the portion of Neblett Street, as described above and depicted in Exhibit "A", which is attached to this order and made a part hereof, is hereby abandoned as a public street.

**PASSED AND APPROVED** this the 2<sup>nd</sup> day of January 2024.

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

ATTEST:

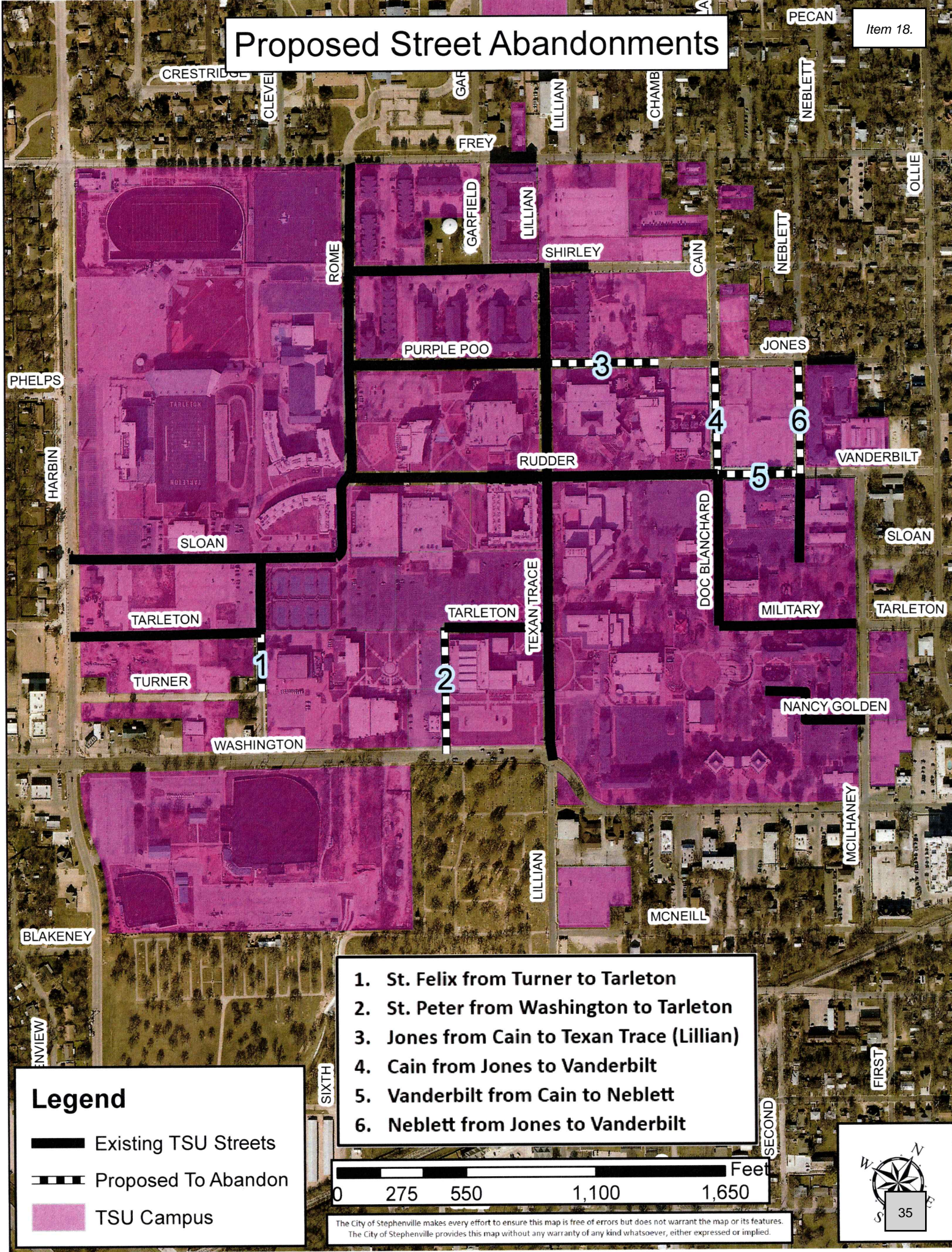
\_\_\_\_\_  
Sarah Lockenour, City Secretary

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

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

# Proposed Street Abandonments

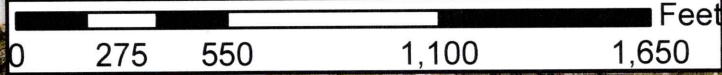
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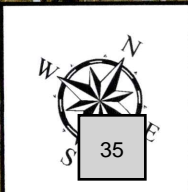
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# STAFF REPORT



**SUBJECT:** Case No.: RZ2023-08

Applicant Kimberly Hammon is requesting a rezone for property located at 252 E Tarleton, being Parcel R29602, Acres 0.227, S2600 CITY ADDITION; BLOCK 63; LOT 22 of the City of Stephenville, Erath County, Texas from (B-1) Neighborhood Business to (B-3) Central Business District.

**DEPARTMENT:** Development Services

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

## RECOMMENDATION:

The Planning and Zoning Commission convened on December 20, 2023, and by a unanimous vote of 7:0, recommended the City Council approve the rezone request.

## BACKGROUND:

The property has current zoning of B-1, Neighborhood Business. The Future Land Use for this property is designated as B-3, Central Business District.

The applicant is requesting a rezone to Central Business District (B-3) which will allow her to market the current dwelling that is on the property as either a Bed and Breakfast or a rental unit.

## PROPERTY PROFILE:



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

**6.3.A Description.** The Central Business District is intended to encourage the redevelopment of the downtown business area, which includes the historic courthouse, all types of offices, retail business and residences. The varying land uses included in the Central Business District are compatible with existing uses to preserve the integrity of the Central

Business District and deter urban deterioration. This district also facilitates the maintenance of the area and provides for the vibrant interaction between retail, service, residential and citizens citywide.

### 6.3.B Permitted Uses.

- (1) Accessory building to main use;
- (2) Antique shop/art gallery—sales in building;
- (3) Auto parking lot or building (commercial);
- (4) Bakery—Retail;
- (5) Banks or other financial institutions;
- (6) Bed and breakfast/boarding house;
- (7) Bicycle sales and rental;
- (8) Church, temple or mosque;
- (9) Civic or community center;
- (10) Cleaning and pressing—small shop, pickup and delivery;
- (11) College or university;
- (12) Condominium;
- (13) Convenience/grocery store (without pumps);
- (14) Department store;
- (15) Drapery, needlework or weaving shop;
- (16) Farmers market;
- (17) Florist;
- (18) Fraternal organization, lodge or civic club;
- (19) Furniture or appliance store;
- (20) Handcraft shop;
- (21) Health club, weight and aerobic center;
- (22) Home occupation;
- (23) Hotels and motels;
- (24) Household appliance service and repair (no outside storage);
- (25) Kiosk;
- (26) Laboratory (medical);
- (27) Micro brewery;
- (28) Multi-family dwelling (five more units);
- (29) Municipal facilities/state facilities/federal facilities;
- (30) Office—professional and general administration;
- (31) Park, playground, public community recreation center;
- (32) Personal service shop (beauty/barber shop and the like);
- (33) Pet shop—small animals within building (no boarding);
- (34) Railroad or bus passenger station;
- (35) Registered family home (six + six children);

- (36) Restaurant or cafeteria—without drive-in service;
- (37) Restaurant with alcoholic beverage service;
- (38) Retail shops;
- (39) Retirement housing complex;
- (40) Sale of alcohol as licensed by the Texas Alcoholic Beverage Commission;
- (41) Schools—private/parochial;
- (42) Schools—public;
- (43) Single family dwelling;
- (44) Studio for photographer, musician, artist and the like;
- (45) Studio for radio and television;
- (46) Tattoo parlor/body piercing studio;
- (47) Theater—indoor;
- (48) Townhouse; and
- (49) Two-four family dwelling.

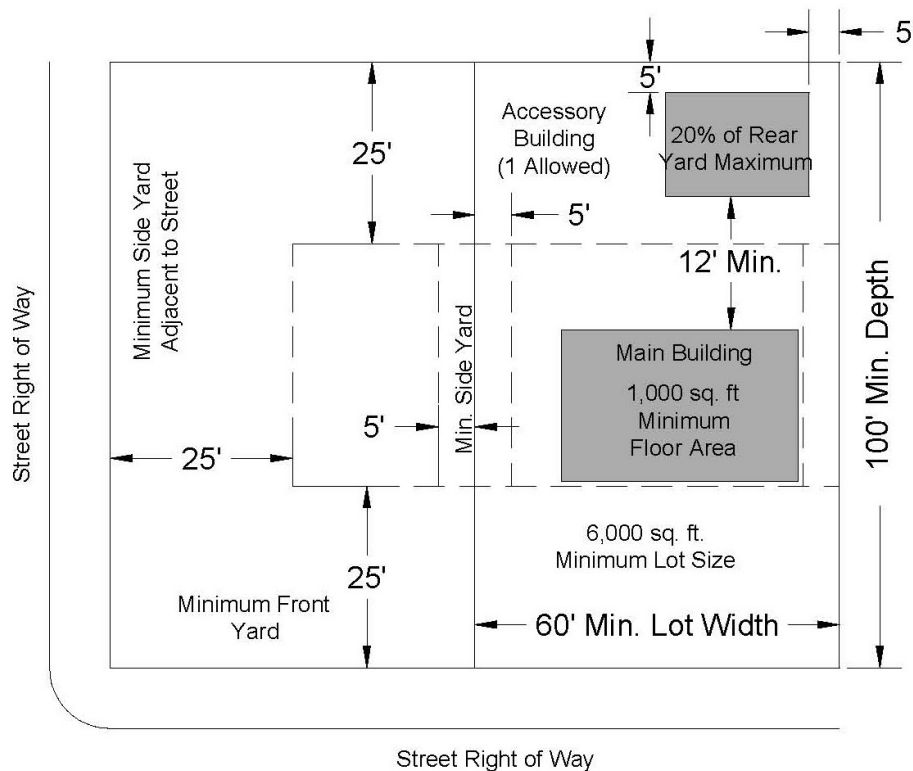
**6.3.C Conditional Uses (Special Use Permit required).**

- (1) Assisted living center;
- (2) Auto parts sales;
- (3) Automobile service station and car care center;
- (4) Clinic;
- (5) Day care center (12 or more children);
- (6) Hospital—general acute care (human);
- (7) Printing;
- (8) Plumbing shop;
- (9) Scientific and research laboratories;
- (10) Storage, sale or repair of furniture and appliances (inside building);
- (11) Tobacco shop;
- (12) Tool and equipment rental shop; and
- (13) Trade and commercial schools.

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

- (A) *Single family dwelling.*
  - (1) Maximum density: one dwelling unit per lot.
  - (2) Minimum lot area: 6,000 ft<sup>2</sup>.
  - (3) Minimum lot width and lot frontage: 60 feet.
  - (4) Minimum lot depth: 100 feet.
  - (5) Minimum depth of front setback: 25 feet.
  - (6) Minimum depth of rear setback: 25 feet.
  - (7) Minimum width of side setback:
    - (a) Internal lot: five feet.
    - (b) Corner lot: 25 feet from intersecting side street.
  - (8) Building size:

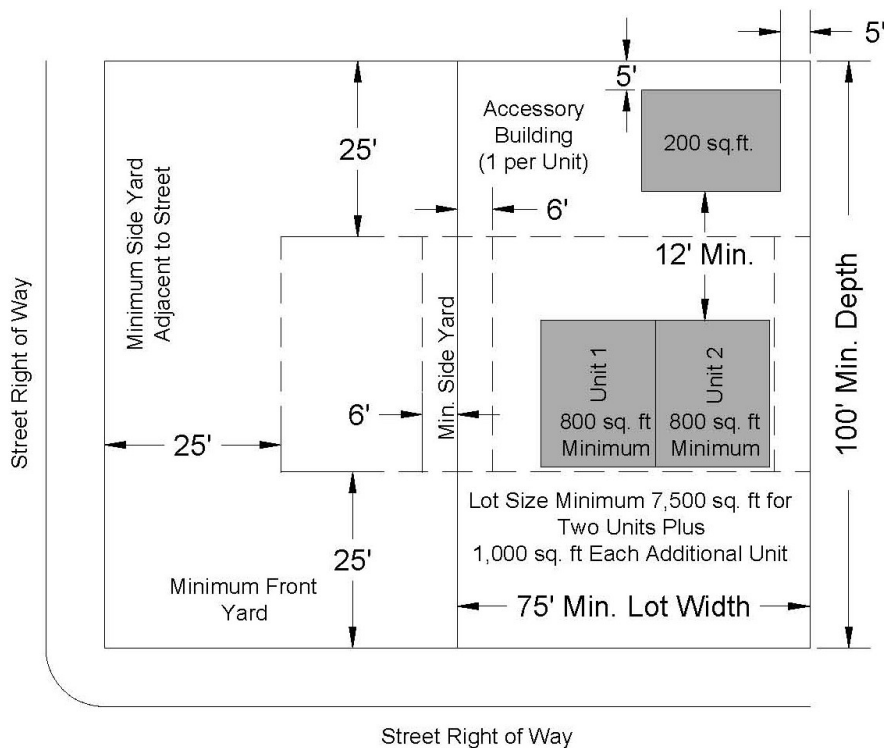
- (a) Maximum coverage as a percentage of lot area: 40%.
- (b) Minimum area of main building: 1,000 ft<sup>2</sup>.
- (9) Accessory buildings:
  - (a) Maximum accessory building coverage of rear yard: 20%.
  - (b) Maximum number of accessory buildings: one.
  - (c) Minimum depth of side setback: five feet.
  - (d) Minimum depth of rear setback: five feet.
  - (e) Minimum depth from the edge of the main building: 12 feet.
- (10) Maximum height of structures: 35 feet.
- (11) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



(B) *Two-four family dwelling.*

- (1) Minimum lot area: 7,500 ft for two dwelling units, plus 1,000 ft 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:
  - (a) Maximum accessory building coverage of rear yard: 20%.
  - (b) Maximum area of each accessory building: 200 ft<sup>2</sup>.
  - (c) Maximum number of accessory buildings: one per unit.
  - (d) Minimum depth of side setback: five feet.
  - (e) Minimum depth of rear setback: five feet.
  - (f) Minimum depth from the edge of the main building: 12 feet.
- (9) Maximum height of structures: 35 feet.
- (10) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples, and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

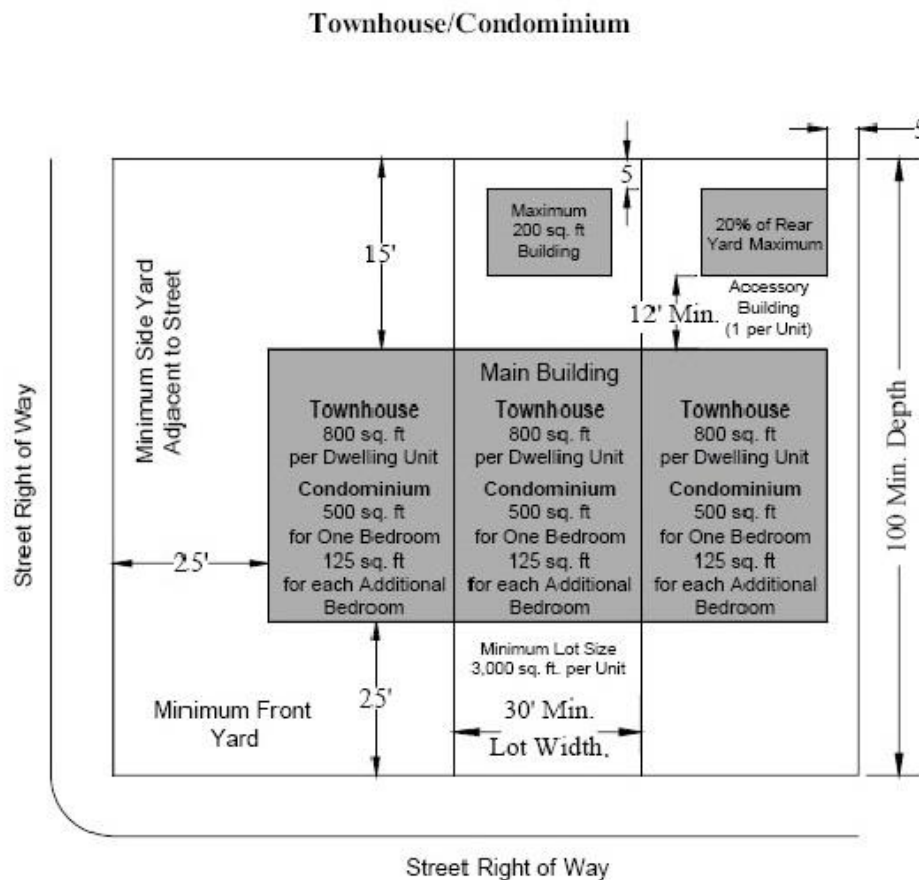


(C) *Townhouse/Condominium.*

- (1) Minimum lot area: 3,000 ft<sup>2</sup> per unit.
- (2) Minimum average lot width and lot frontage: 30 feet.
- (3) Minimum lot depth: 100 feet.
- (4) Minimum depth of front setback: 25 feet.
- (5) Minimum width 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:
- Maximum main building coverage as a percentage of lot area: 40%
  - Minimum area of each Townhouse dwelling unit: 800 ft<sup>2</sup>.
  - 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:
- 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.



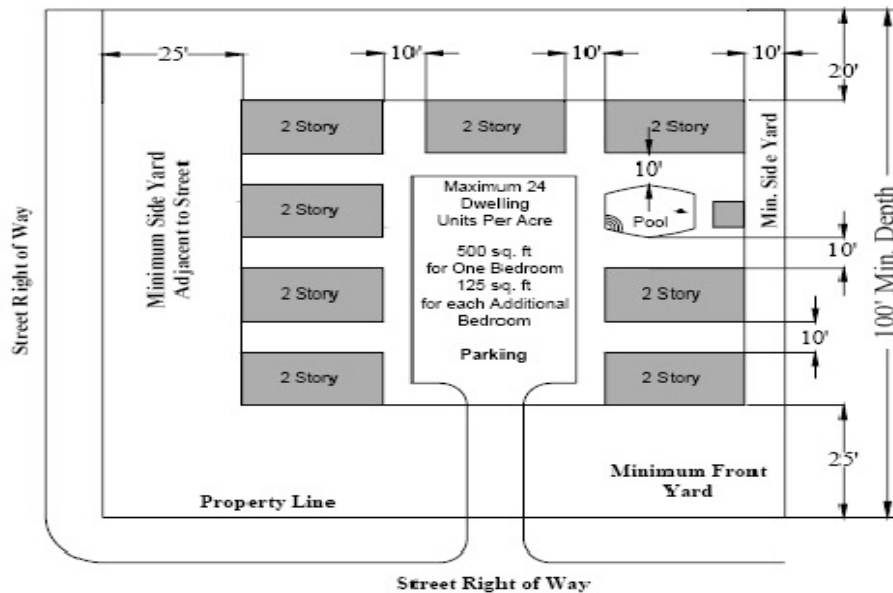
(D) *Multiple family dwellings.*

- Minimum lot area: maximum density of 24 dwelling units per acre, which includes parking, access and all other area improvements.
- Minimum lot depth: 100 feet.
- 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.

### **6.3.D Height, Area, Yard and Lot Coverage Requirements**

#### **Multiple-Family Dwelling**

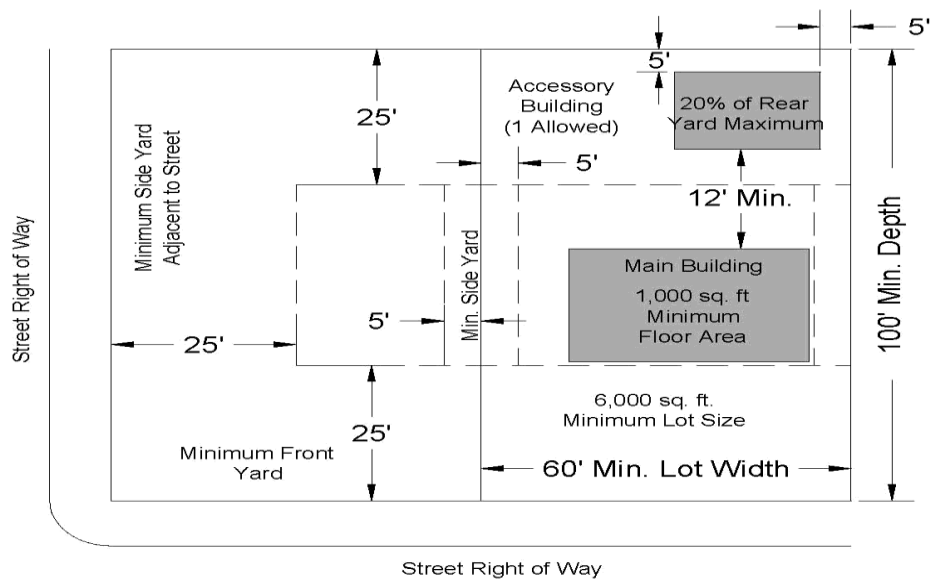


Note: Building size for multiple family dwellings shall have a minimum area for efficiency or one bedroom unit at 350 feet squared. All other dwelling units shall have a minimum of 800 feet squared.

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

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

**Height, Area, Yard and Lot Coverage Requirements. All Other Uses**



Note: No rear or side yard except when the lot abuts upon a Residential District, then the minimum setback for rear yard is ten feet and side yard is five feet.

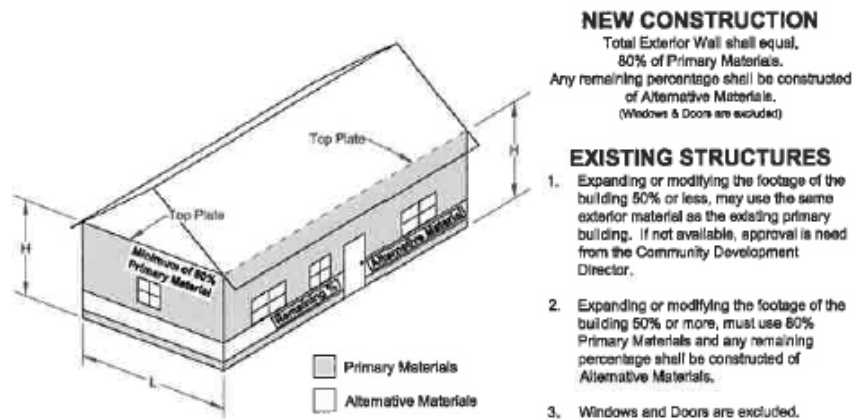
**6.3.E Parking Regulations.**

- (1) A Single-Family, B-3 District lot shall provide a minimum of two vehicle parking spaces, with a driveway connecting the parking spaces with a street or alley and meet all the pertinent requirements contained in Section 11 the Parking Regulations of this ordinance.
- (2) A Two-Four-Family, B-3 District lot shall provide a minimum of two vehicle parking spaces per dwelling unit and meet all the pertinent requirements contained in Section 11 the Parking Regulations of this ordinance.
- (3) A Townhouse/Condominium, B-3 District lot shall provide a minimum of two vehicle parking spaces per dwelling unit and meet all the pertinent requirements contained in Section 11 the Parking Regulations of this ordinance.
- (4) A Multiple Family, B-3 District lot shall provide a minimum of two vehicle parking spaces per dwelling unit and meet all the pertinent requirements contained in Section 11 the Parking Regulations of this ordinance.
- (5) All uses permitted in the B-3 District: See Section 11 for Parking Regulations.

**6.3.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.



**6.3.G Sign Regulation.** See Section 12 for Sign Regulations.

**6.3.H Exceptions to Use, Height and Area Regulations.** See Section 10.

**6.3.I Garbage Regulations.** Central Business District businesses will provide a serviceable area specifically for refuse collection designed for refuse canisters. Each designated canister area will be nine feet wide and eight feet deep (72 square feet), with a cement slab base. If the location of the cement slab is adjacent to a residential district, the slab must be at least five feet from the property line. The refuse area will be enclosed on three sides by a privacy fence. Approach areas will meet the requirements of Subsection 6.3.J.

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

(Am. Ord. 2007-24, passed 12-4-2007; Am. Ord. 2008-13, passed 7-1-2008; Am. Ord. 2009-23, passed 12-1-2009; Am. Ord. 2011-26, passed 12-6-2011; Am. Ord. No. 2018-O-25 , § 1, 8-7-2018; Ord. No. 2021-O-17 , §§ 1, 4, passed 6-1-2021; Ord. No. 2021-O-32 , § 1, passed 8-3-2021)

**FACTORS TO CONSIDER:**

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

**ALTERNATIVES:**

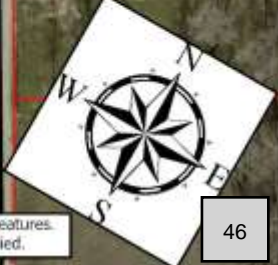
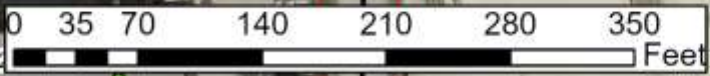
- 1) Accept the recommendation of the Planning and Zoning Commission and approve the rezone request.
- 2) Deny the rezone request.

# 252 E Tarleton 200 Ft Buffer



**Legend**

- Addresses
- Roads
- Parcels
- 200 Ft Buffer

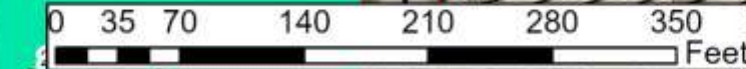


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# 252 E Tarleton Current Zoning - B1 Neigh. Bus.



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



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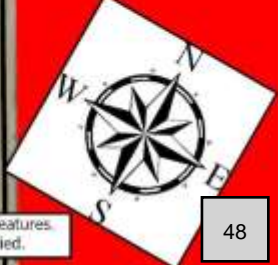
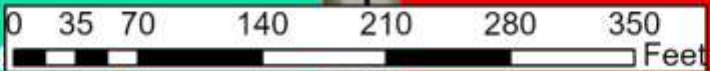


# 252 E Tarleton Future Land Use - Central Business



**Legend**

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



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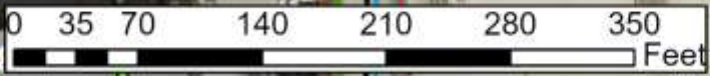


# 252 E Tarleton Water & Sewer Utilities

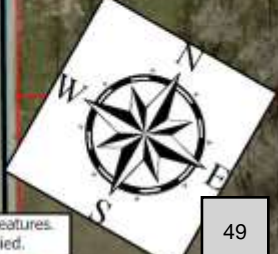


**Legend**

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



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## Parcel R29602 Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000029523	0 E TARLETON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401
R000029522	0 E TARLETON	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000029520	405 N FLORAL	EDWARDS DOROTHY JEAN	405 N FLORAL	STEPHENVILLE	TX	76401
R000076794	357 FLORAL	ESCALANTE MATTHEW & KAELAN B ESCALANTE	357 N FLORAL	STEPHENVILLE	TX	76401
R000076796	373 FLORAL	FLANAGAN NICHOLAS P & BROOKE D MACCONNELL ORNELAS	4723 RUIZ ST	AUSTIN	TX	78723
R000029525	491 N FLORAL	FORNES KASON LYNN & CHESSNEY M BROOKS	2915 W WASHINGTON	STEPHENVILLE	TX	76401
R000029601	0 N FLORAL	GLASGOW DEANNA	605 N GRAHAM	STEPHENVILLE	TX	76401
R000029600	410 N FLORAL	GLASGOW DEANNA	605 N GRAHAM	STEPHENVILLE	TX	76401
R000029526	406 FLORAL	GLASGOW DEANNA	605 N GRAHAM	STEPHENVILLE	TX	76401
R000029594	525 N VIRGINIA	GLASGOW DEANNA	605 N GRAHAM	STEPHENVILLE	TX	76401
R000029593	210 TARLETON	HAMMON KIMBERLY	PO BOX 1132	STEPHENVILLE	TX	76401
R000029602	252 E TARLETON	HAMMON KIMBERLY & SHANNON HAMMON	PO BOX 1132	STEPHENVILLE	TX	76401
R000078009	404 N FLORAL	HAMMON KIMBERLY B	PO BOX 1132	STEPHENVILLE	TX	76401
R000029521	406 TARLETON	HUDSON TOMMY MR & MRS	1001 E WASHINGTON 20A	STEPHENVILLE	TX	76401-0000
R000029529	415 E TARLETON	LANDERS JUSTIN D & TERESA A	535 E OXFORD ST	STEPHENVILLE	TX	76401
R000029528	345 FLORAL	LK CAPITAL INVESTMENTS LLC	159 SOUTH GRAHAM	STEPHENVILLE	TX	76401
R000029592	204 TARLETON	MUSGRAVE PATRICIA JOY	PO BOX 1830	SHALLOWATER	TX	79363
R000076795	365 FLORAL	PATEL AJAY CHAMPAKLAL & KAREN G PATEL	74041 KIMBLE CT	MONTGOMERY	TX	77316
R000029591	455 VIRGINIA	SHIPP LEE D	306 PR881	STEPHENVILLE	TX	76401-9318
R000076792	341 N FLORAL	SOUTHWESTERN RESIDENTIAL VIII, LLC	105 EAST ROAD	STEPHENVILLE	TX	76401
R000076793	349 FLORAL	TIM AND MELANIE A HORWATH LIVING TRUST	PO BOX 651	STEPHENVILLE	TX	76401
R000029328	351 E TARLETON	VANDEN BERGE KEVIN & KERI	PO BOX 2576	STEPHENVILLE	TX	76401
R000029329	291 TARLETON	WAGNER JASEN W	1505 GLENWOOD DR	STEPHENVILLE	TX	76401
R000076797	381 FLORAL	WATTS DIONNE AND DEAN WATTS	381 N FLORAL	STEPHENVILLE	TX	76401

**ORDINANCE NO. 2024-O-\_\_\_\_\_**

**AN ORDINANCE REZONING THE LAND DESCRIBED NEIGHBORHOOD BUSINESS (B-1) TO CENTRAL BUSINESS DISTRICT (B-3)**

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

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

BLOCK 63, LOT 22 of the S2600 City Addition to the City of Stephenville, Erath County, Texas, and identified as Parcel No. R29602, in the Erath County Appraisal District Records, located at 252 E Tarleton

is hereby rezoned and the zoning classification changed from the classification of Neighborhood Business (B-1) to Central Business District (B-3), in accordance with the Zoning Ordinance of the City of Stephenville.

**PASSED AND APPROVED** this the 2<sup>nd</sup> day of January 2024.

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

ATTEST:

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

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

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

# STAFF REPORT



**SUBJECT:** Case No.: SV2023-003

Applicant Niraj Patel, representing DNJ's Investment, LLC, is requesting an appeal for a Subdivision Waiver denial regarding Section 155.6.11 – Sidewalk Requirements, to be constructed at 3015 Northwest Loop, Parcel R63719, Acres 2.730, S2600 CITY ADDITION,, BLOCK 161,, LOT 1; of the City of Stephenville, Erath County, Texas.

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen

## RECOMMENDATION:

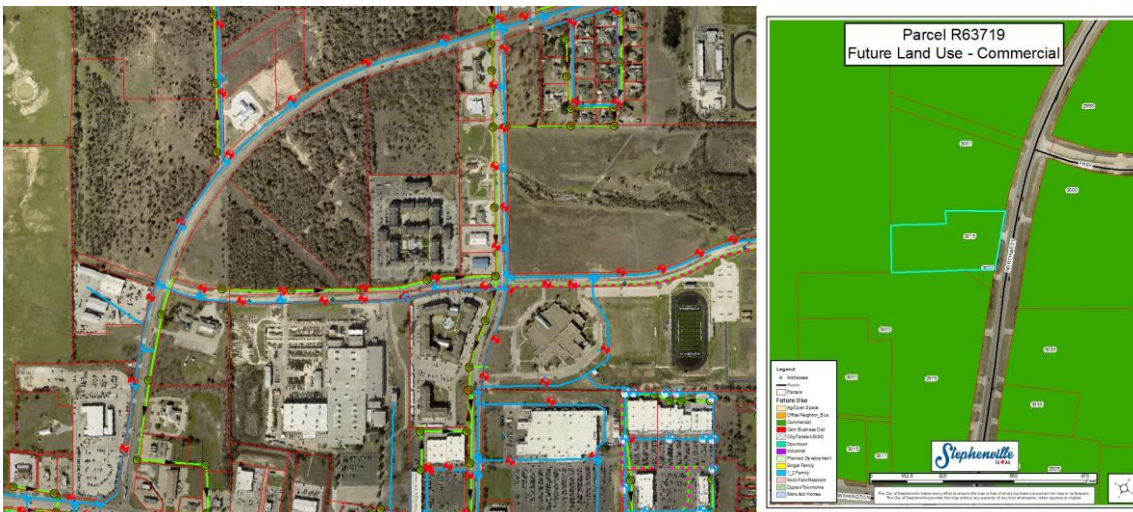
The Planning and Zoning Commission convened on December 20, 2023, and by a vote of 3:4, recommended the City Council deny the appeal.

The appeal process states “The Commission shall recommend to the City Council to affirm, modify or reverse the previous decision by simple majority vote.”

Based on the rule of procedure for the Planning and Zoning Commission, the case moves forward without a recommendation as the motion did not receive the number of votes required.

## BACKGROUND:

On October 9, 2023, Niraj Patel representing DNJ Investment, LLC submitted Minor Subdivision Waiver requests from Subdivision Ordinance Sec. 155.6.11. – Sidewalks and Sec. 155.6.04(M) – Curb & Gutter. On October 19, 2023, Mr. Patel was informed that the Curb and Gutter waiver request was approved, but the Sidewalk waiver request was denied. Subsequently on November 21, 2023, Mr. Patel submitted a letter to the City Manager requesting an appeal to the Minor Subdivision Waiver denial. Section (J) of the Sidewalk Subdivision Ordinance Sec. 155.6.11. allows for an appeal to be submitted within thirty (30) calendar days following the denial decision.



## **SUBDIVISION ORDINANCE/SIDEWALKS**

### Sec. 155.6.11. - Sidewalks.

- A. *Sidewalks and Pedestrian ways are required as a part of Subdivision Plat approval to help the City achieve the following:*
1. Promote the mobility, health, safety, and welfare of residents, property owners, and visitors to the City and to implement objectives and strategies of the Comprehensive Plan,
  2. Improve the safety of walking by providing separation from motorized transportation and improving travel surfaces for pedestrians,
  3. Improve public welfare by providing an alternate means of access to transportation and social interaction, especially for children, other citizens without personal vehicles, or those with disabilities, and
  4. Facilitate walking as a means of physical activity recognized as an important provider of health benefits.
- B. *Sidewalk Location and Design.*
1. Sidewalks shall be constructed for both sides of all streets within the Subdivision.
  2. Sidewalks shall be constructed along all lots adjoining dedicated streets, along Major Arterial/Thoroughfare Streets where lots do not adjoin the street, across power line easements and in other areas where pedestrian walkways are necessary.
  3. Routing to clear poles, trees or other obstacles shall be subject to City Administrator approval.
  4. The Plat or Construction Plans shall show the location of all proposed sidewalks and shall state at what stage of the project they will be constructed.
  5. All sidewalks shall conform to Federal Americans with Disabilities Act (ADA) requirements and barrier-free ramps should be provided for access to the street.
- C. *Sidewalk General Construction.*
1. Sidewalks shall be constructed by Class "A" concrete and shall have a width of not less than five (5) feet and a minimum thickness of four (4) inches.
  2. Sidewalks along Major Arterial/Thoroughfare Streets shall be no less than six feet (6') in width.
  3. Sidewalks adjacent to screening and retaining walls shall be five (5) feet in width and shall abut the wall, eliminating the landscape area found along the wall, thereby reducing maintenance.
  4. Sidewalks shall be constructed one foot (1') from the property line within the street or Major Arterial/Thoroughfare Street Right-of-Way and shall extend along the full street frontage including both sides of corner lots and block ends.
  5. Construction of sidewalks adjacent to curbs will be considered where driveway entrances are constructed from the rear of lots on each side of the street for the full length of the block or where mountable curbs are installed. In these instances, the sidewalks shall be a minimum of five feet (6') wide.
  6. Sidewalk construction may be delayed until development of lots, but in locations not adjacent to lots and across bridges and culverts, the sidewalk shall be constructed with the other improvements to the Subdivision.
- D. *Sidewalks in Nonresidential Areas.* Sidewalks in nonresidential areas shall be a minimum width of five feet (6') or extend from the back of the curb to the building line as required by the City.

### **Sec. 155.7.01. Petition for subdivision waiver.**

3. *Waiver from the Requirements for Sidewalks, Curbs, and/or Gutters.*
  - a. The City Manager, Assistant City Manager, and the Director of Development Services are authorized to grant waivers for Sidewalks, Curbs, and/or Gutters under the following conditions:

- i. The property was platted prior to March 1, 2021; and
  - ii. The property is located outside of the City of Stephenville's Sidewalk Improvement Area as defined in Resolution No. 2019-R-05.
- b. Waivers requested that do not qualify under the conditions outlined in Section 3.a. above must follow the procedure for a Major Subdivision Waiver.
  - c. Applicants whose request for waiver is denied by the City Manager, Assistant City Manager, or the Director of Development Services may appeal this decision. Appeals under Section 3 will follow the procedures for appealing a Minor Subdivision Waiver as set forth in Section J.
  - d. All approved waivers require the payment of a fee equal to 25% of the total improvement cost as determined by the city's current bid contract for such improvements. Fees collected will be dedicated to the City's Sidewalk Cost Share Program.

J. *Minor Subdivision Waiver Appeal.*

1. *Initiation of an Appeal.*

- a. The Applicant may appeal a Minor Subdivision Waiver decision of the City Administrator, as allowed within the Subdivision Ordinance.
- b. The written request to appeal shall be submitted to the City Administrator within thirty (30) calendar days following the denial decision.

2. *Recommendation of the Planning and Zoning Commission.*

- a. The Commission shall consider the appeal at a public meeting no later than thirty (30) calendar days after the date on which the notice of appeal is submitted to the City Administrator.
- b. At this meeting, new information may be presented and considered, if available, that might alter the previous decision to deny the Minor Subdivision Waiver.
- c. The Commission shall recommend to the City Council to affirm, modify or reverse the previous decision by simple majority vote.

3. *Appeal to City Council.*

- a. The Applicant may appeal the Commission's decision by submitting a written notice of appeal to the City Administrator within thirty (30) calendar days following the Commission's decision.
- b. After the recommendation from the Commission has been made, the City Council shall consider the appeal at a public meeting no later than thirty (30) calendar days after the date on which the Commission's recommendation was made.
- c. The City Council may affirm, modify or reverse the decision by simple majority vote.
- d. The decision of the City Council is final.

**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?

**ALTERNATIVES**

- 1) Approve the appeal.
- 2) Deny the appeal.

# Parcel R63719 200 ft Buffer



**Legend**

- ◆ Addresses
- Roads
- R63719 Buffer
- Parcels



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# Parcel R63719 Current Zoning B2- Retail & Commercial



**Legend**

- ◆ Addresses
- Roads
- ▭ Parcels

**ZONING**

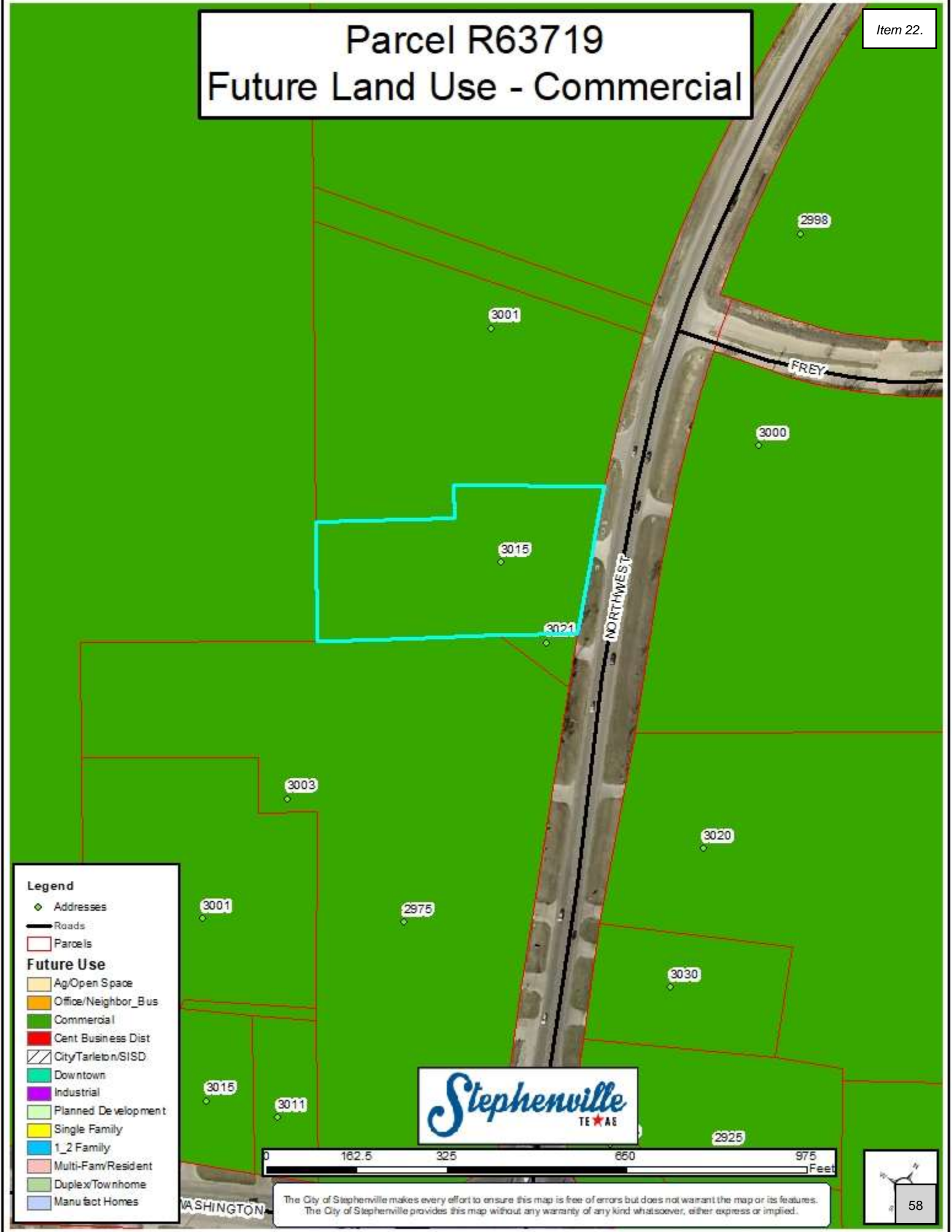
- AG - Agricultural
- B-1 - Neighborhood Business
- B-2 - Retail and Commercial Business
- B-3 - Central Business
- B-4 - Private Club
- CTS - City, Tarleton, School
- DT - Downtown
- IND - Industrial
- PD - Planned Development
- R-1 - Single Family - 7,500
- R-1.5 - Single Family - 6,000
- R-2 - One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



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# Parcel R63719 Future Land Use - Commercial

Item 22.



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



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# Parcel R63719 Water & Sewer Utilities

Item 22.

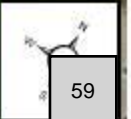


## Legend

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



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## Parcel R63719 200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000063719	3015 NORTHWEST LOOP	DNJ INVESTMENT, LLC	1720 10TH ST	FLORESVILLE	TX	78114-2764
R000062656	3000 NORTHWEST LOOP	FAITH LUTHERAN CHURCH OF S VILLE	3000 N W LOOP	STEPHENVILLE	TX	76401-0000
R000040121	2975 W WASHINGTON	GILCHRIST CHARLES W AND	3000 FORT WORTH HWY	HUDSON OAKS	TX	76087
R000063721	3001 NORTHWEST LOOP	MCCOY INVESTMENTS	PO BOX 1028	SAN MARCOS	TX	78667-1028
R000040118	3021 NORTHWEST LOOP	UNITED TELEPHONE OF TEXAS INC	5454 WEST 100TH ST	OVERLAND PARK	KS	66211
R000067066	0 W WASHINGTON	WHITEFIELD DONNA & LINDA HARDIN LIVING TRUST	23002 RED RIVER DR	KATY	TX	77450

Niraj Patel  
DNJ'S Investment, LLC  
1720 10<sup>th</sup> Street  
Floresville, TX 78114

November 21, 2023

Jason King  
City Manager  
City of Stephenville  
298 W. Washington Street  
Stephenville, TX 76401

Dear Mr. King,

I am writing to request an appeal to a Minor Subdivision Waiver decision on our recent request for a waiver for sidewalk construction at our property being developed at 3015 Northwest Loop, Stephenville, TX 76401

The reason we are requesting a waiver is, currently the properties on either side don't have a sidewalk in place (exhibit 1) and since they are already developed, we do not anticipate the owner's building sidewalks on their properties plus there are no retail businesses close by that someone would need to walk frequently. Also, we see this as a hazard as someone would try to walk on a small portion and then would not have a proper path to walk on. Since the property falls outside the designated sidewalk improvement area, we see this as an undue burden on us.

We appreciate your consideration of this request. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Niraj Patel



# STAFF REPORT

**SUBJECT:** Monthly Budget Report for the Period Ending November 30, 2023

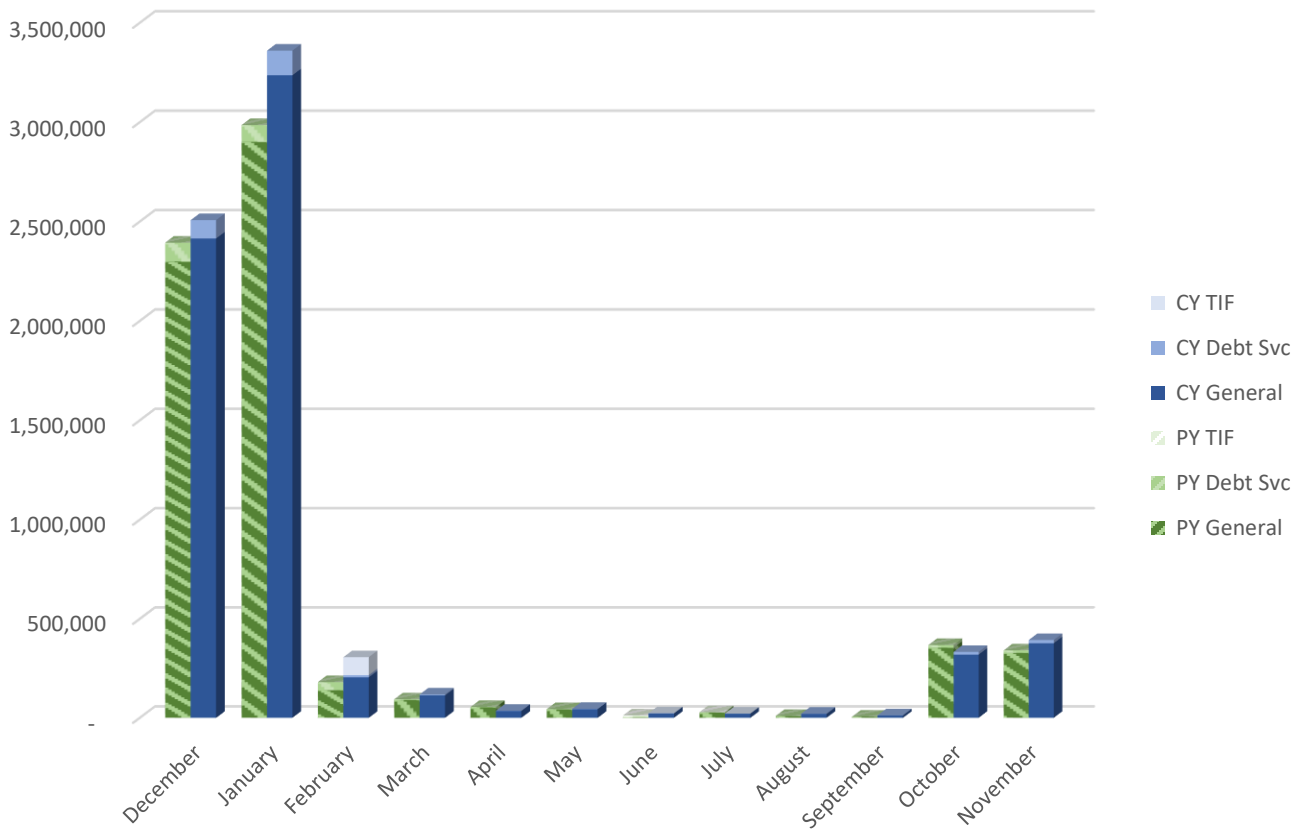
**DEPARTMENT:** Finance

**STAFF CONTACT:** Monica Harris

## BACKGROUND:

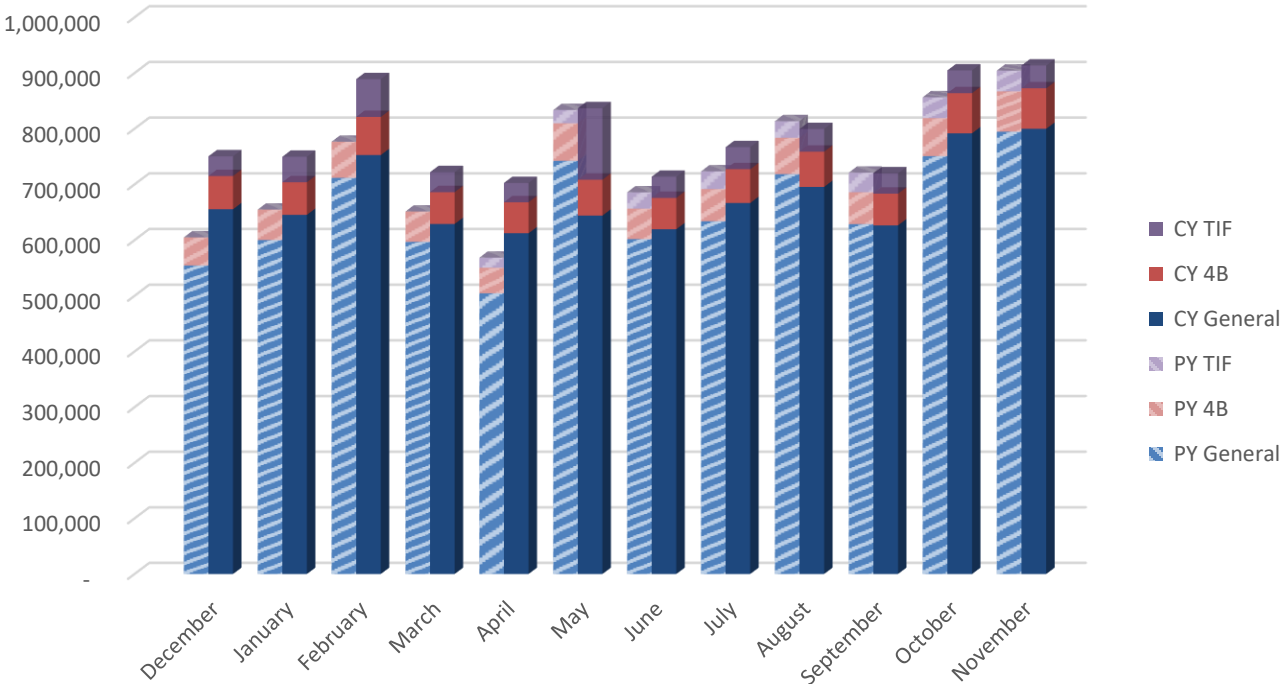
In reviewing the financial statements ending November 30, 2023, the financial indicators are overall as or better than anticipated.

Property Tax Collections  
2 year 12 month rolling comparison

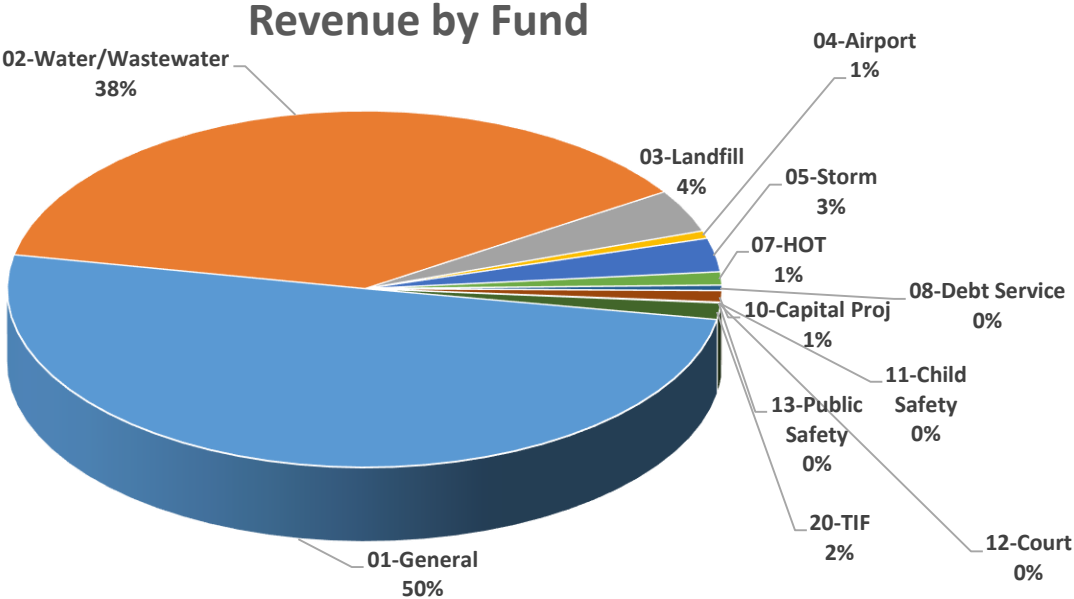


We received \$393K in property taxes in the month of November, resulting in a \$17K increase over the funds collected last fiscal year to date. The amount collected is 10% of the \$7.3 million budget, which is \$256K less than anticipated.

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

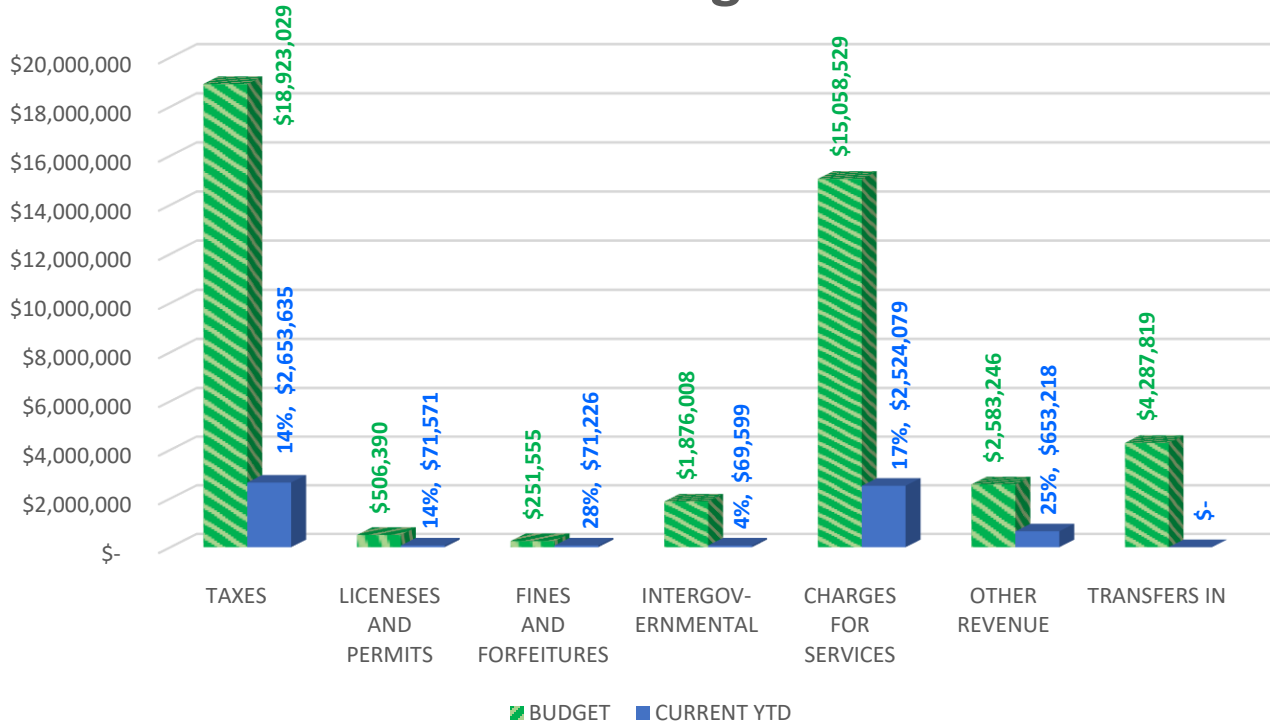


We received \$914K in sales tax in November, resulting in \$57K or 3% more than the funds collected last fiscal year to date. The amount collected is 19% of the \$9.4 million budget, which is \$157K higher than anticipated.



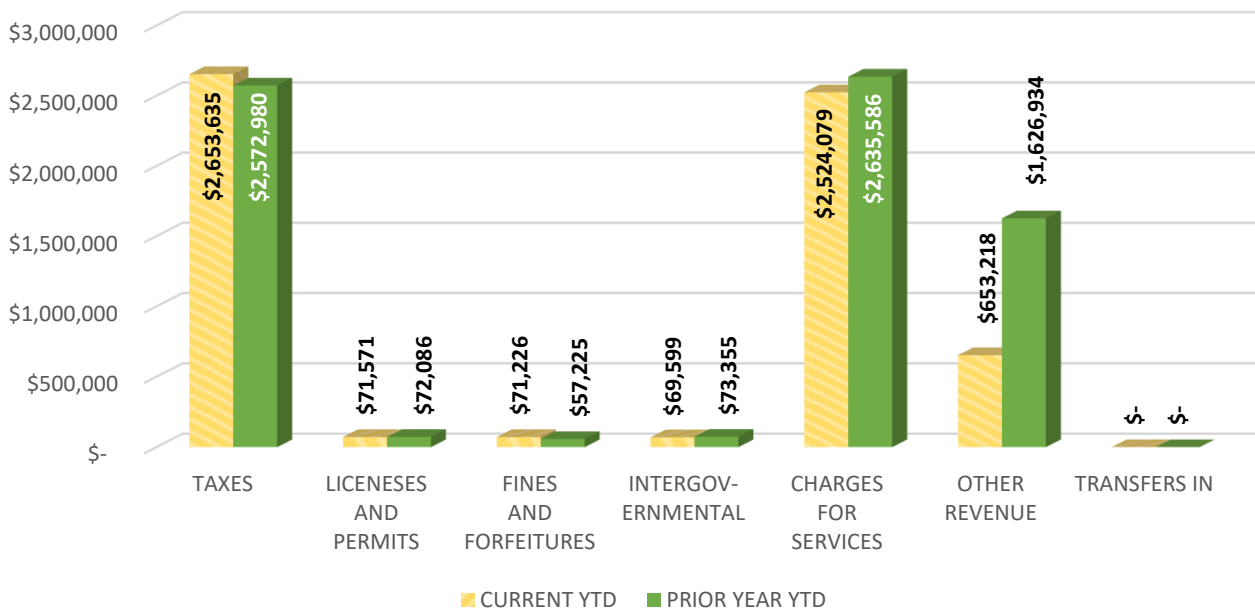
Of the \$6 million revenue received to date, 50% was received in the General Fund, 38% was received in the Water/Wastewater Fund and 4% was received in the Landfill Fund.

## Revenue - Budget vs Actual



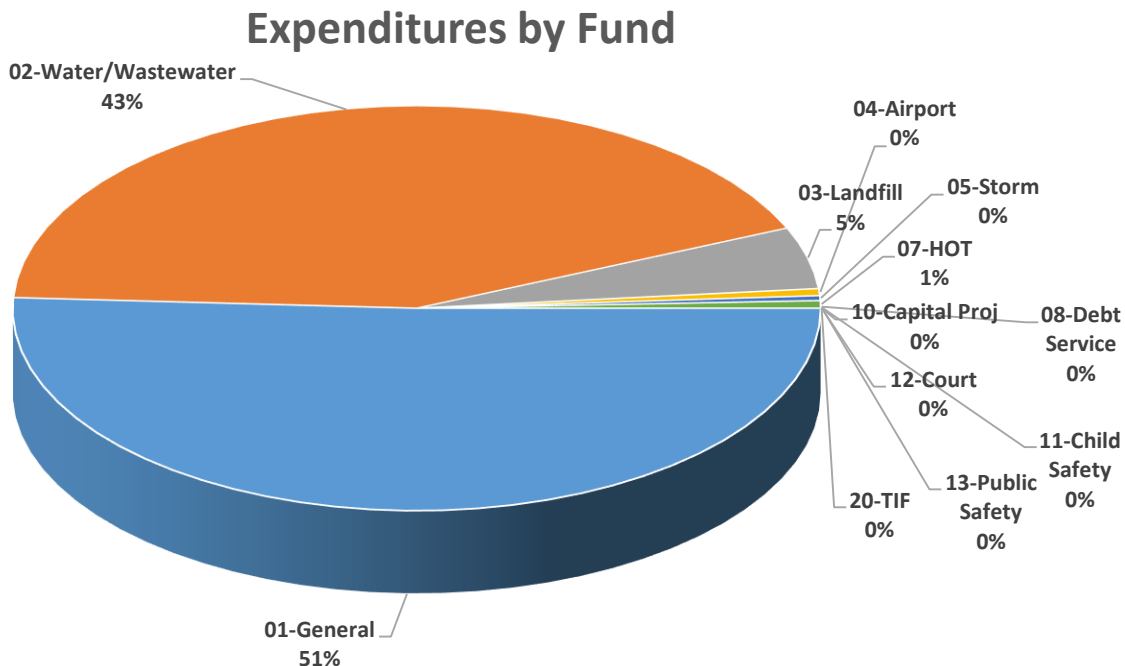
We received 15% of the total budgeted revenues through November, which is \$490K more than anticipated due to permits, charges for services, court fines, and investment income.

## Revenue - Prior Year Comparison



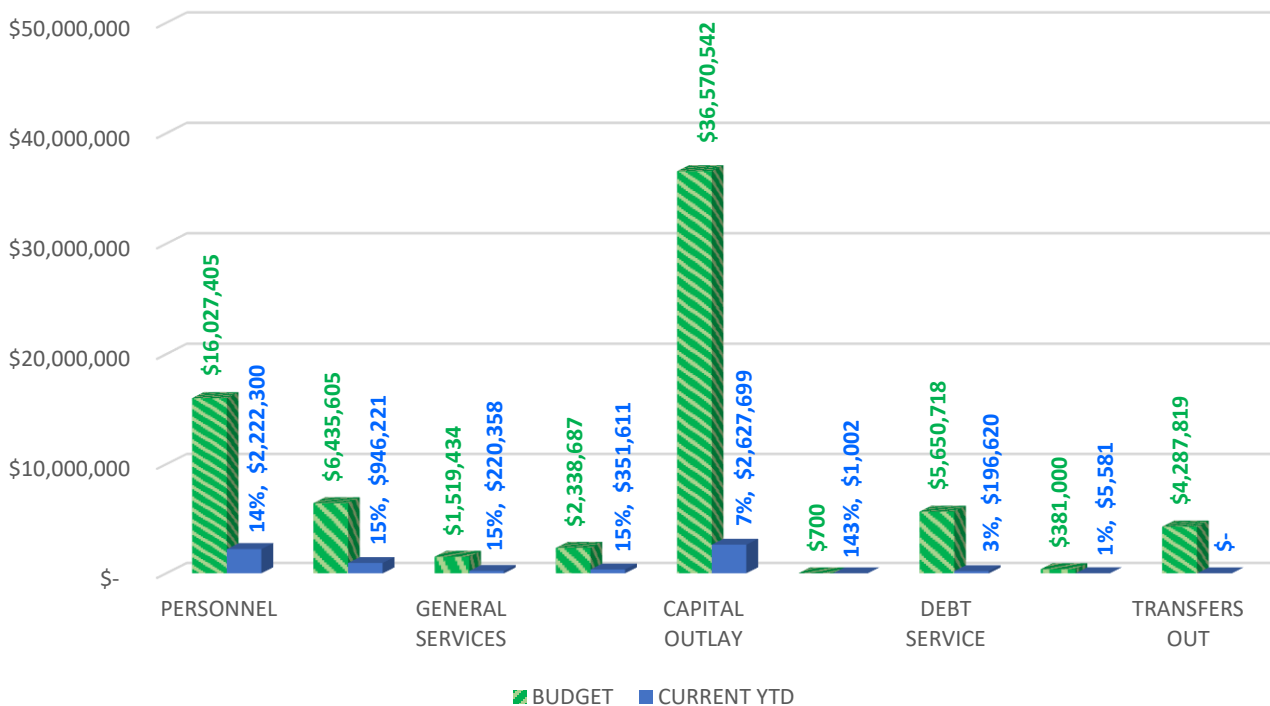
We received \$1 million less revenue through November than last fiscal year to date due to debt proceeds received in the Landfill Fund in the prior year.





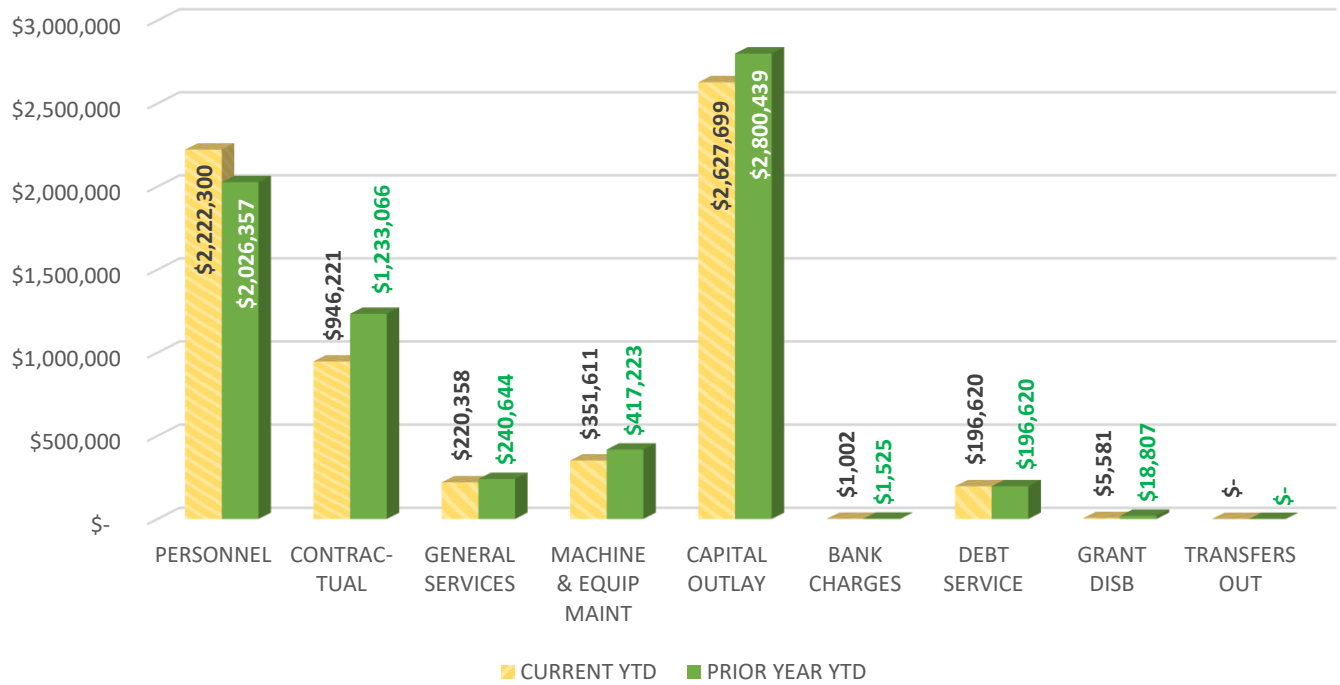
Of the \$6.6 million spent to date, 51% was expended in the General Fund, 43% was expended in the Water/Wastewater Fund, and 5% was expended in the Landfill Fund.

### Expenditures - Budget vs Actual



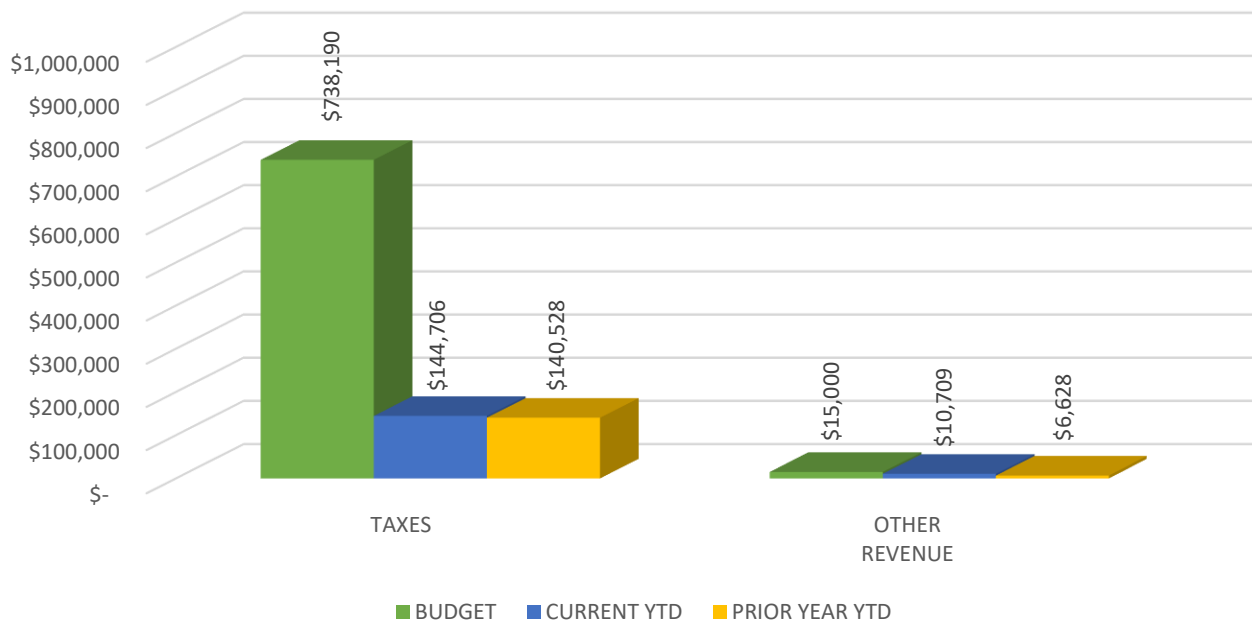
We have expended 10% of the total budgeted expenditures through November, which is \$4.3 million less than anticipated due to personnel, contractual and capital outlay.

### Expenditures - Prior Year Comparison



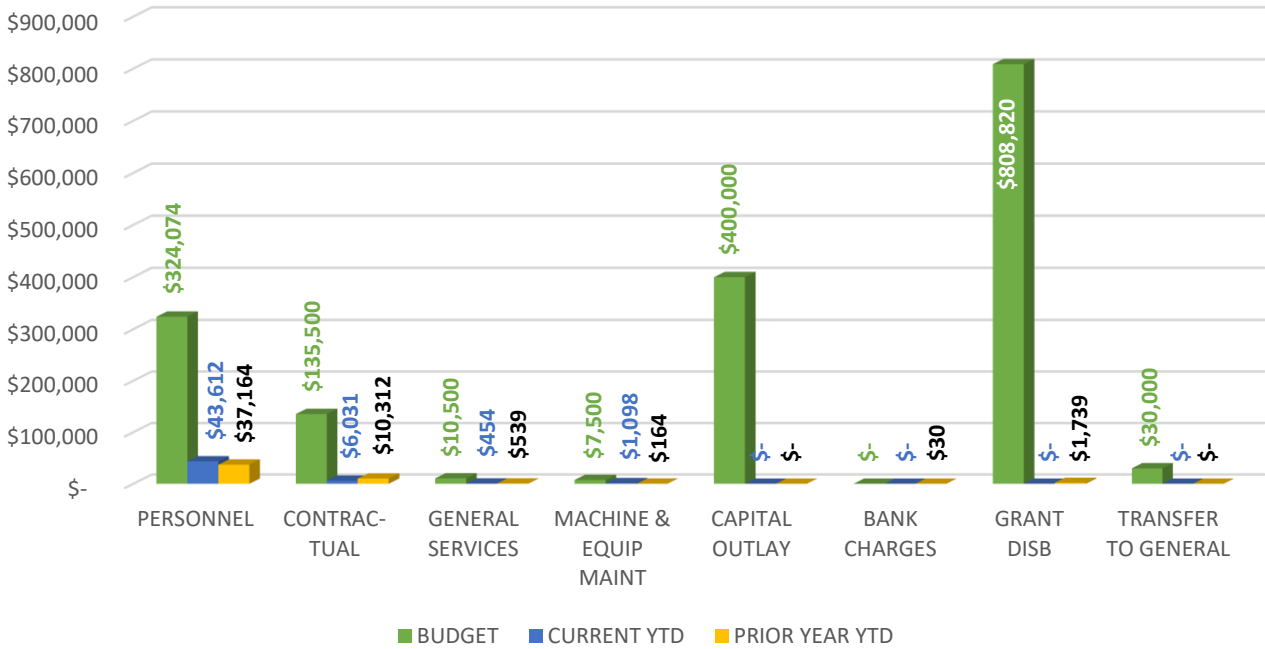
We spent \$363K less in expenditures through November than last fiscal year to date due to contractual expenditures and capital outlay.

### SEDA Revenue Comparison



SEDA has received an overall 21% of budgeted revenue through November, which is \$8K more than last fiscal year to date and \$25K more than anticipated due to taxes and interest income.

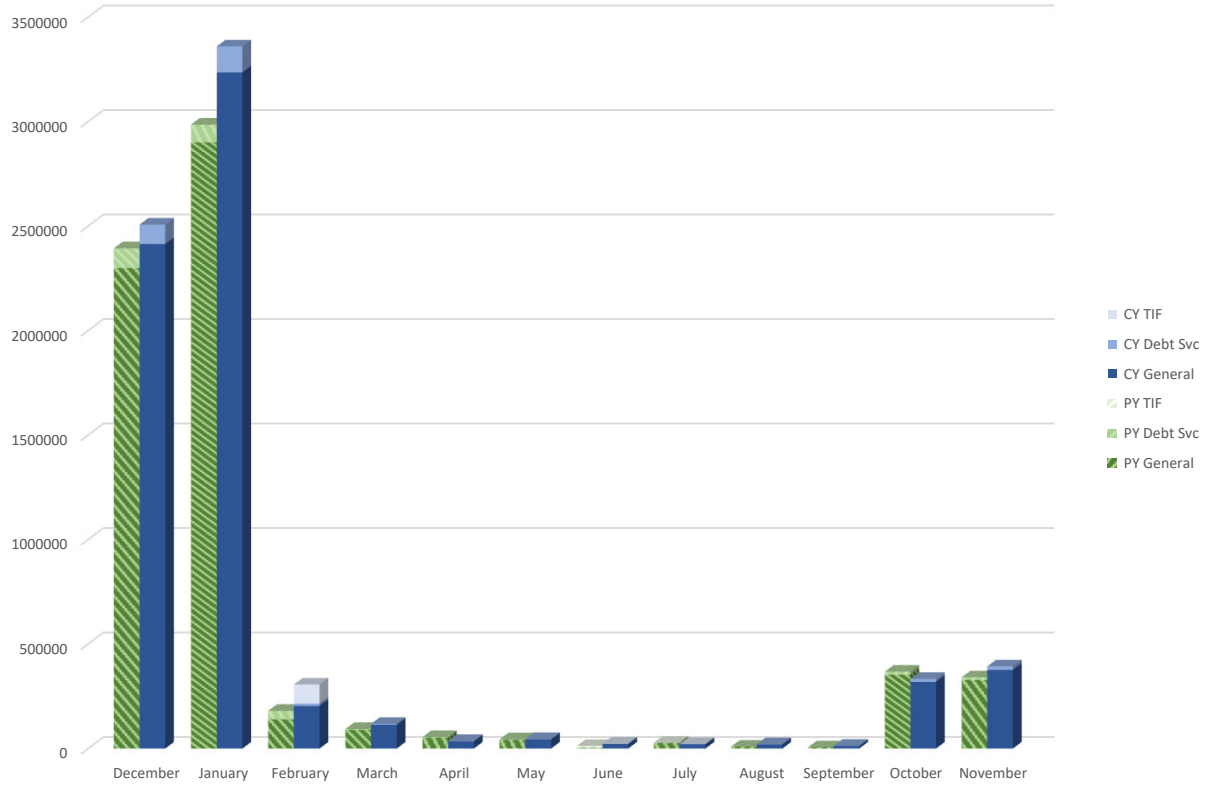
### SEDA Expenditure Comparison



SEDA has spent an overall 3% of budgeted expenditures through November, which is \$1K less than last fiscal year to date due to contractual expenditures and \$222K less than anticipated due to contractual, capital outlay and grant disbursements.



Property Tax Collections  
2 year 12 month rolling comparison



Month	General Fund	Debt Svc	TIF	Total	Month	General Fund	Debt Svc	TIF	Total
Dec-21	2,299,000	94,802	-	2,393,802	Dec-22	2,414,751	92,491	-	2,507,242
Jan-22	2,900,794	84,898	-	2,985,692	Jan-23	3,236,094	123,719	-	3,359,813
Feb-22	139,716	40,485	-	180,201	Feb-23	204,376	11,299	90,511	306,185
Mar-22	89,653	3,698	-	93,351	Mar-23	113,674	4,365	-	118,039
Apr-22	52,666	2,172	-	54,838	Apr-23	34,588	1,329	-	35,917
May-22	42,164	1,926	-	44,090	May-23	43,776	1,691	-	45,467
Jun-22	3,566	652	7,969	12,187	Jun-23	22,298	864	-	23,162
Jul-22	27,022	1,193	-	28,214	Jul-23	20,824	789	-	21,613
Aug-22	8,974	521	-	9,495	Aug-23	20,172	782	-	20,954
Sep-22	5,893	71	-	5,964	Sep-23	12,245	475	-	12,720
Oct-22	353,997	13,810	-	367,806	Oct-23	319,330	13,573	-	332,903
Nov-22	328,095	12,581	-	340,676	Nov-23	376,834	16,009	-	392,843
12 month total				<u>6,516,316</u>	12 month total				<u>7,176,858</u>
Oct-Nov 2022				<u>708,482</u>	Oct-Nov 2023				<u>725,746</u>
FY 2022-2023 Total				7,159,594	FY 2023-2024 Budget				7,329,505

Collection to date as percentage of fiscal year total

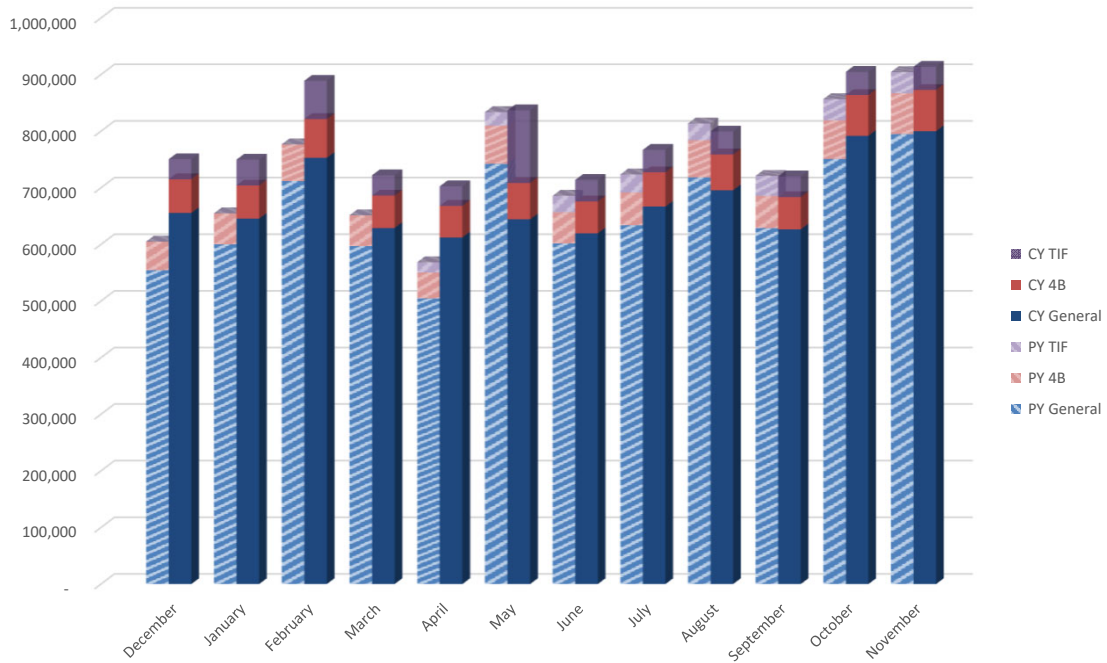
9.90%

Collection to date as percentage of fiscal year budget

9.90%



Sales and Use Tax  
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
Dec-21	554,591	50,417	-	605,009	Dec-22	655,484	59,589	35,438	750,511	24.05%
Jan-22	600,295	54,572	-	654,868	Jan-23	645,364	58,669	45,703	749,737	14.49%
Feb-22	712,030	64,730	-	776,760	Feb-23	752,799	68,436	67,794	889,029	14.45%
Mar-22	597,069	54,279	-	651,348	Mar-23	628,988	57,181	35,931	722,100	10.86%
Apr-22	504,572	45,870	18,078	568,520	Apr-23	612,376	55,671	34,659	702,706	23.60%
May-22	742,430	67,494	23,768	833,692	May-23	644,203	64,276	128,365	836,844	0.38%
Jun-22	601,902	54,718	29,243	685,863	Jun-23	619,536	56,321	38,026	713,883	4.09%
Jul-22	634,088	57,644	31,769	723,501	Jul-23	666,728	60,612	39,634	766,973	6.01%
Aug-22	718,562	65,324	29,738	813,623	Aug-23	695,586	63,235	40,619	799,440	-1.74%
Sep-22	628,870	57,170	35,054	721,094	Sep-23	626,485	56,953	36,556	719,994	-0.15%
Oct-22	750,926	68,266	37,363	856,555	Oct-23	791,837	71,985	40,998	904,820	5.63%
Nov-22	794,878	72,262	37,299	904,439	Nov-23	799,930	72,721	40,912	913,564	1.01%
12 month total				<u>8,795,271</u>	12 month total				<u>9,469,599</u>	7.67%
Oct-Nov 2022				<u>1,760,994</u>	Oct-Nov 2023				<u>1,818,383</u>	3.26%
FY 2022-2023 Total				9,412,210	FY 2023-2024 Budget				9,413,312	
Collection to date as percentage of fiscal year total				18.71%	Collection to date as percentage of fiscal year budget				19.32%	



City of Stephenville

Item 26.  
**Budget Variance Report**  
 As Of: 11/30/2023

**Fund: 01 - GENERAL FUND**

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
TAXES	1,269,722.78	1,311,123.17	(41,400.39)	2,481,390.39	2,498,859.11	(17,468.72)	15	17,077,099.00	(14,595,708.61)	85
LICENSES AND PERMITS	21,815.26	28,328.89	(6,513.63)	62,526.70	40,388.74	22,137.96	13	476,890.00	(414,363.30)	87
FINES AND FORFEITURES	29,738.02	20,202.73	9,535.29	67,911.40	52,390.95	15,520.45	29	237,640.00	(169,728.60)	71
INTERGOVERNMENTAL	69,299.31	50,300.00	18,999.31	69,599.31	50,600.00	18,999.31	8	862,674.00	(793,074.69)	92
CHARGES FOR SERVICES	27,230.91	83,842.25	(56,611.34)	88,878.13	171,311.25	(82,433.12)	7	1,342,520.00	(1,253,641.87)	93
OTHER REVENUE	205,266.18	546.32	204,719.86	268,184.96	2,234.35	265,950.61	49	545,631.00	(277,446.04)	51
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	1,876,004.00	(1,876,004.00)	100
<b>TOTAL REVENUE</b>	<b>1,623,072.46</b>	<b>1,494,343.36</b>	<b>128,729.10</b>	<b>3,038,490.89</b>	<b>2,815,784.40</b>	<b>222,706.49</b>	<b>14</b>	<b>22,418,458.00</b>	<b>(19,379,967.11)</b>	<b>86</b>
<b>EXPENSE SUMMARY</b>										
CITY COUNCIL	27,750.49	68,480.23	40,729.74	59,184.90	146,133.45	86,948.55	7	840,849.00	(781,664.10)	93
CITY MANAGER	35,444.91	35,535.17	90.26	58,967.31	62,528.87	3,561.56	14	427,703.00	(368,735.69)	86
CITY SECRETARY	13,794.11	18,774.07	4,979.96	50,123.68	33,468.12	(16,655.56)	23	222,236.00	(172,112.32)	77
EMERGENCY MANAGEMENT	434.99	470.19	35.20	12,814.48	13,636.85	822.37	66	19,380.00	(6,565.52)	34
MUNICIPAL BUILDING	8,546.01	10,836.26	2,290.25	32,503.68	25,406.96	(7,096.72)	24	136,467.00	(103,963.32)	76
MUNICIPAL SERVICES CTR	17,585.80	9,296.56	(8,289.24)	45,291.84	22,664.08	(22,627.76)	37	121,833.00	(76,541.16)	63
HUMAN RESOURCES	16,637.66	22,882.98	6,245.32	26,119.43	44,416.61	18,297.18	9	281,501.00	(255,381.57)	91
DOWNTOWN	24,238.51	16,088.02	(8,150.49)	30,094.78	30,812.18	717.40	15	199,652.00	(169,557.22)	85
FINANCE	45,375.07	68,468.01	23,092.94	89,935.42	124,645.14	34,709.72	11	826,796.00	(736,860.58)	89
INFORMATION TECHNOLOGY	23,067.72	39,880.60	16,812.88	85,266.14	75,261.18	(10,004.96)	18	481,574.00	(396,307.86)	82
TAX	481.60	628.68	147.08	48,035.44	52,656.34	4,620.90	23	204,490.00	(156,454.56)	77
LEGAL COUNSEL	10,323.75	12,050.78	1,727.03	18,969.49	19,310.14	340.65	13	144,848.00	(125,878.51)	87
MUNICIPAL COURT	14,750.10	11,905.49	(2,844.61)	25,773.98	21,267.44	(4,506.54)	19	138,290.00	(112,516.02)	81
STREET MAINTENANCE	55,573.11	79,683.65	24,110.54	228,997.48	176,021.75	(52,975.73)	23	987,617.00	(758,619.52)	77
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	154,847.08	200,099.55	45,252.47	420,315.98	411,077.49	(9,238.49)	16	2,587,334.00	(2,167,018.02)	84
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	20,578.77	23,697.57	3,118.80	39,905.66	44,741.49	4,835.83	14	291,789.00	(251,883.34)	86
SENIOR CENTER	80,241.62	146,396.87	66,155.25	92,413.42	294,398.99	201,985.57	5	1,759,607.00	(1,667,193.58)	95
AQUATIC CENTER	6,125.56	7,137.54	1,011.98	18,979.77	27,868.50	8,888.73	5	360,212.00	(341,232.23)	95
FIRE DEPARTMENT	433,906.15	343,709.11	(90,197.04)	792,471.43	738,700.19	(53,771.24)	17	4,600,650.00	(3,808,178.57)	83
POLICE DEPARTMENT	553,124.17	546,048.93	(7,075.24)	1,027,273.66	1,112,431.90	85,158.24	14	7,123,546.00	(6,096,272.34)	86
DEVELOPMENT SERVICES	85,389.94	56,023.28	(29,366.66)	124,245.60	101,763.04	(22,482.56)	18	688,299.00	(564,053.40)	82
GIS	8,149.71	11,053.35	2,903.64	13,019.39	19,508.59	6,489.20	10	126,382.00	(113,362.61)	90
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0	1,567,248.00	(1,567,248.00)	100
<b>TOTAL EXPENSE</b>	<b>1,636,366.83</b>	<b>1,729,146.89</b>	<b>92,780.06</b>	<b>3,340,702.96</b>	<b>3,598,719.30</b>	<b>258,016.34</b>	<b>14</b>	<b>24,138,303.00</b>	<b>20,797,600.04</b>	<b>86</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(13,294.37)</b>	<b>(234,803.53)</b>	<b>221,509.16</b>	<b>(302,212.07)</b>	<b>(782,934.90)</b>	<b>480,722.83</b>		<b>(1,719,845.00)</b>	<b>(40,177,567.15)</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	237.38	0.00	237.38	821.26	0.00	821.26	82	1,000.00	(178.74)	18
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	991,060.09	943,390.42	47,669.67	2,011,140.93	1,912,693.05	98,447.88	18	11,167,733.00	(9,156,592.07)	82
OTHER REVENUE	131,140.90	670.23	130,470.67	270,536.13	1,278.22	269,257.91	58	463,000.00	(192,463.87)	42
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	94,582.00	(94,582.00)	100
<b>TOTAL REVENUE</b>	<b>1,122,438.37</b>	<b>944,060.65</b>	<b>178,377.72</b>	<b>2,282,498.32</b>	<b>1,913,971.27</b>	<b>368,527.05</b>	<b>19</b>	<b>11,726,315.00</b>	<b>(9,443,816.68)</b>	<b>81</b>
<b>EXPENSE SUMMARY</b>										
UTILITIES ADMINISTRATION	992,901.60	326,014.43	(666,887.17)	1,051,583.27	643,314.52	(408,268.75)	27	3,942,599.00	(2,891,015.73)	73
WATER PRODUCTION	76,276.92	216,248.72	139,971.80	195,891.38	579,993.56	384,102.18	8	2,534,324.00	(2,338,432.62)	92
WATER DISTRIBUTION	44,743.17	129,128.90	84,385.73	291,013.77	259,023.90	(31,989.87)	19	1,550,760.00	(1,259,746.23)	81
CUSTOMER SERVICE	7,115.41	28,319.32	21,203.91	19,273.93	56,413.02	37,139.09	6	340,111.00	(320,837.07)	94
WASTEWATER COLLECTION	897,985.62	1,463,494.41	565,508.79	984,151.41	2,931,804.93	1,947,653.52	6	17,588,967.00	(16,604,815.59)	94
WASTEWATER TREATMENT	10,860.93	247,162.42	236,301.49	43,594.94	505,429.84	461,834.90	1	2,978,241.00	(2,934,646.06)	99
BILLING & COLLECTION	35,311.18	45,364.72	10,053.54	69,780.36	88,571.28	18,790.92	13	541,204.00	(471,423.64)	87
NON-DEPARTMENTAL	66,846.88	64,715.83	(2,131.05)	149,670.63	129,431.66	(20,238.97)	3	5,338,670.00	(5,188,999.37)	97
<b>TOTAL EXPENSE</b>	<b>2,132,041.71</b>	<b>2,520,448.75</b>	<b>388,407.04</b>	<b>2,804,959.69</b>	<b>5,193,982.71</b>	<b>2,389,023.02</b>	<b>8</b>	<b>34,814,876.00</b>	<b>32,009,916.31</b>	<b>92</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(1,009,603.34)</b>	<b>(1,576,388.10)</b>	<b>566,784.76</b>	<b>(522,461.37)</b>	<b>(3,280,011.44)</b>	<b>2,757,550.07</b>		<b>(23,088,561.00)</b>	<b>(41,453,732.99)</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	110,481.36	99,163.68	11,317.68	215,572.29	196,117.14	19,455.15	16	1,380,400.00	(1,164,827.71)	84
OTHER REVENUE	9,902.32	225.10	9,677.22	20,092.52	796.19	19,296.33	116	17,350.00	2,742.52	-16
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>120,383.68</b>	<b>99,388.78</b>	<b>20,994.90</b>	<b>235,664.81</b>	<b>196,913.33</b>	<b>38,751.48</b>	<b>17</b>	<b>1,397,750.00</b>	<b>(1,162,085.19)</b>	<b>83</b>
<b><u>EXPENSE SUMMARY</u></b>										
LANDFILL	237,788.95	280,852.50	43,063.55	323,886.70	388,078.69	64,191.99	24	1,333,660.00	(1,009,773.30)	76
<b>TOTAL EXPENSE</b>	<b>237,788.95</b>	<b>280,852.50</b>	<b>43,063.55</b>	<b>323,886.70</b>	<b>388,078.69</b>	<b>64,191.99</b>	<b>24</b>	<b>1,333,660.00</b>	<b>1,009,773.30</b>	<b>76</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(117,405.27)</b>	<b>(181,463.72)</b>	<b>64,058.45</b>	<b>(88,221.89)</b>	<b>(191,165.36)</b>	<b>102,943.47</b>		<b>64,090.00</b>	<b>(2,171,858.49)</b>	

Budget Variance Report  
Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	10,000.00	(10,000.00)	100
CHARGES FOR SERVICES	6,422.97	20,959.51	(14,536.54)	42,024.97	37,210.45	4,814.52	32	130,350.00	(88,325.03)	68
OTHER REVENUE	0.00	118,539.21	(118,539.21)	0.00	237,078.42	(237,078.42)	0	1,423,040.00	(1,423,040.00)	100
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	77,091.00	(77,091.00)	100
<b>TOTAL REVENUE</b>	<b>6,422.97</b>	<b>139,498.72</b>	<b>(133,075.75)</b>	<b>42,024.97</b>	<b>274,288.87</b>	<b>(232,263.90)</b>	<b>3</b>	<b>1,640,481.00</b>	<b>(1,598,456.03)</b>	<b>97</b>
<b>EXPENSE SUMMARY</b>										
AIRPORT	17,542.96	144,007.99	126,465.03	36,598.76	295,480.72	258,881.96	2	1,744,266.00	(1,707,667.24)	98
<b>TOTAL EXPENSE</b>	<b>17,542.96</b>	<b>144,007.99</b>	<b>126,465.03</b>	<b>36,598.76</b>	<b>295,480.72</b>	<b>258,881.96</b>	<b>2</b>	<b>1,744,266.00</b>	<b>1,707,667.24</b>	<b>98</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>(11,119.99)</b>	<b>(4,509.27)</b>	<b>(6,610.72)</b>	<b>5,426.21</b>	<b>(21,191.85)</b>	<b>26,618.06</b>		<b>(103,785.00)</b>	<b>(3,306,123.27)</b>	

Budget Variance Report

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
LICENSES AND PERMITS	2,376.74	0.00	2,376.74	8,222.63	0.00	8,222.63	33	25,000.00	(16,777.37)	67
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	83,208.55	83,353.30	(144.75)	166,462.97	166,642.44	(179.47)	17	1,000,272.00	(833,809.03)	83
OTHER REVENUE	5,122.50	4.08	5,118.42	10,378.50	7.91	10,370.59	461	2,250.00	8,128.50	-361
<b>TOTAL REVENUE</b>	<b>90,707.79</b>	<b>83,357.38</b>	<b>7,350.41</b>	<b>185,064.10</b>	<b>166,650.35</b>	<b>18,413.75</b>	<b>18</b>	<b>1,027,522.00</b>	<b>(842,457.90)</b>	<b>82</b>
<b>EXPENSE SUMMARY</b>										
STORM WATER DRAINAGE	10,068.59	54,154.99	44,086.40	25,675.79	108,309.98	82,634.19	2	1,398,010.00	(1,372,334.21)	98
<b>TOTAL EXPENSE</b>	<b>10,068.59</b>	<b>54,154.99</b>	<b>44,086.40</b>	<b>25,675.79</b>	<b>108,309.98</b>	<b>82,634.19</b>	<b>2</b>	<b>1,398,010.00</b>	<b>1,372,334.21</b>	<b>98</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>80,639.20</b>	<b>29,202.39</b>	<b>51,436.81</b>	<b>159,388.31</b>	<b>58,340.37</b>	<b>101,047.94</b>		<b>(370,488.00)</b>	<b>(2,214,792.11)</b>	

Budget Variance Report

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
TAXES	58,139.24	47,181.06	10,958.18	60,659.27	47,181.06	13,478.21	8	771,420.00	(710,760.73)	92
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0	24,754.00	(24,754.00)	100
OTHER REVENUE	5,837.93	13.35	5,824.58	11,777.78	24.88	11,752.90	262	4,500.00	7,277.78	-162
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>63,977.17</b>	<b>47,194.41</b>	<b>16,782.76</b>	<b>72,437.05</b>	<b>47,205.94</b>	<b>25,231.11</b>	<b>9</b>	<b>800,674.00</b>	<b>(728,236.95)</b>	<b>91</b>
<b>EXPENSE SUMMARY</b>										
TOURISM	10,403.10	44,173.85	33,770.75	39,567.90	94,606.35	55,038.45	5	824,825.00	(785,257.10)	95
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>10,403.10</b>	<b>44,173.85</b>	<b>33,770.75</b>	<b>39,567.90</b>	<b>94,606.35</b>	<b>55,038.45</b>	<b>5</b>	<b>824,825.00</b>	<b>785,257.10</b>	<b>95</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>53,574.07</b>	<b>3,020.56</b>	<b>50,553.51</b>	<b>32,869.15</b>	<b>(47,400.41)</b>	<b>80,269.56</b>		<b>(24,151.00)</b>	<b>(1,513,494.05)</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	16,072.65	18,074.30	(2,001.65)	29,676.07	36,526.16	(6,850.09)	11	273,240.00	(243,563.93)	89
OTHER REVENUE	64.36	9.99	54.37	110.86	15.51	95.35	6	2,000.00	(1,889.14)	94
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	823,850.00	(823,850.00)	100
<b>TOTAL REVENUE</b>	<b>16,137.01</b>	<b>18,084.29</b>	<b>(1,947.28)</b>	<b>29,786.93</b>	<b>36,541.67</b>	<b>(6,754.74)</b>	<b>3</b>	<b>1,099,090.00</b>	<b>(1,069,303.07)</b>	<b>97</b>
<b><u>EXPENSE SUMMARY</u></b>										
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,096,625.00	(1,096,625.00)	100
<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</b>	<b>1,096,625.00</b>	<b>1,096,625.00</b>	<b>100</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>16,137.01</b>	<b>18,084.29</b>	<b>(1,947.28)</b>	<b>29,786.93</b>	<b>36,541.67</b>	<b>(6,754.74)</b>		<b>2,465.00</b>	<b>(2,165,928.07)</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	291.66	(291.66)	0.00	583.32	(583.32)	0	3,500.00	(3,500.00)	100
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	1,000,134.00	(1,000,134.00)	100
CHARGES FOR SERVICES	0.00	1,041.25	(1,041.25)	0.00	2,082.50	(2,082.50)	0	12,500.00	(12,500.00)	100
OTHER REVENUE	30,855.10	494.49	30,360.61	62,813.31	971.56	61,841.75	56	112,500.00	(49,686.69)	44
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	1,416,292.00	(1,416,292.00)	100
<b>TOTAL REVENUE</b>	<b>30,855.10</b>	<b>1,827.40</b>	<b>29,027.70</b>	<b>62,813.31</b>	<b>3,637.38</b>	<b>59,175.93</b>	<b>2</b>	<b>2,544,926.00</b>	<b>(2,482,112.69)</b>	<b>98</b>
<b>EXPENSE SUMMARY</b>										
STREET MAINTENANCE	0.00	499,079.77	499,079.77	0.00	998,159.54	998,159.54	0	5,991,354.00	(5,991,354.00)	100
PARKS & RECREATION	0.00	84,217.63	84,217.63	0.00	168,435.26	168,435.26	0	1,011,016.00	(1,011,016.00)	100
FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>583,297.40</b>	<b>583,297.40</b>	<b>0.00</b>	<b>1,166,594.80</b>	<b>1,166,594.80</b>	<b>0</b>	<b>7,002,370.00</b>	<b>7,002,370.00</b>	<b>100</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>30,855.10</b>	<b>(581,470.00)</b>	<b>612,325.10</b>	<b>62,813.31</b>	<b>(1,162,957.42)</b>	<b>1,225,770.73</b>		<b>(4,457,444.00)</b>	<b>(9,484,482.69)</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	300.00	188.80	111.20	696.92	483.22	213.70	35	2,000.00	(1,303.08)	65
OTHER REVENUE	45.34	0.44	44.90	91.92	0.64	91.28	123	75.00	16.92	-23
<b>TOTAL REVENUE</b>	<b>345.34</b>	<b>189.24</b>	<b>156.10</b>	<b>788.84</b>	<b>483.86</b>	<b>304.98</b>	<b>38</b>	<b>2,075.00</b>	<b>(1,286.16)</b>	<b>62</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>345.34</b>	<b>189.24</b>	<b>156.10</b>	<b>788.84</b>	<b>483.86</b>	<b>304.98</b>		<b>2,075.00</b>	<b>(1,286.16)</b>	

Budget Variance Report

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b>REVENUE SUMMARY</b>										
FINES AND FORFEITURES	1,211.31	725.14	486.17	2,617.46	1,851.33	766.13	22	11,915.00	(9,297.54)	78
OTHER REVENUE	137.23	0.39	136.84	278.01	0.79	277.22	185	150.00	128.01	-85
<b>TOTAL REVENUE</b>	<b>1,348.54</b>	<b>725.53</b>	<b>623.01</b>	<b>2,895.47</b>	<b>1,852.12</b>	<b>1,043.35</b>	<b>24</b>	<b>12,065.00</b>	<b>(9,169.53)</b>	<b>76</b>
<b>EXPENSE SUMMARY</b>										
COURT TECHNOLOGY	0.00	1,259.91	1,259.91	0.00	2,519.82	2,519.82	0	15,125.00	(15,125.00)	100
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>1,259.91</b>	<b>1,259.91</b>	<b>0.00</b>	<b>2,519.82</b>	<b>2,519.82</b>	<b>0</b>	<b>15,125.00</b>	<b>15,125.00</b>	<b>100</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>1,348.54</b>	<b>(534.38)</b>	<b>1,882.92</b>	<b>2,895.47</b>	<b>(667.70)</b>	<b>3,563.17</b>		<b>(3,060.00)</b>	<b>(24,294.53)</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	0.00	0.00	0.00	0	3,200.00	(3,200.00)	100
OTHER REVENUE	232.64	2.23	230.41	471.32	4.28	467.04	63	750.00	(278.68)	37
<b>TOTAL REVENUE</b>	<b>232.64</b>	<b>2.23</b>	<b>230.41</b>	<b>471.32</b>	<b>4.28</b>	<b>467.04</b>	<b>12</b>	<b>3,950.00</b>	<b>(3,478.68)</b>	<b>88</b>
<b><u>EXPENSE SUMMARY</u></b>										
PUBLIC SAFETY	0.00	1,666.00	1,666.00	0.00	3,332.00	3,332.00	0	20,000.00	(20,000.00)	100
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>1,666.00</b>	<b>1,666.00</b>	<b>0.00</b>	<b>3,332.00</b>	<b>3,332.00</b>	<b>0</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>100</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>232.64</b>	<b>(1,663.77)</b>	<b>1,896.41</b>	<b>471.32</b>	<b>(3,327.72)</b>	<b>3,799.04</b>		<b>(16,050.00)</b>	<b>(23,478.68)</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	40,912.17	48,138.66	(7,226.49)	81,909.76	96,359.16	(14,449.40)	10	801,270.00	(719,360.24)	90
OTHER REVENUE	4,186.55	0.00	4,186.55	8,482.23	0.00	8,482.23	71	12,000.00	(3,517.77)	29
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
<b>TOTAL REVENUE</b>	<b>45,098.72</b>	<b>48,138.66</b>	<b>(3,039.94)</b>	<b>90,391.99</b>	<b>96,359.16</b>	<b>(5,967.17)</b>	<b>11</b>	<b>813,270.00</b>	<b>(722,878.01)</b>	<b>89</b>
<b><u>EXPENSE SUMMARY</u></b>										
TAX INCREMENT FINANCING	0.00	0.00	0.00	0.00	0.00	0.00	0	823,850.00	(823,850.00)	100
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>823,850.00</b>	<b>823,850.00</b>	<b>100</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>45,098.72</b>	<b>48,138.66</b>	<b>(3,039.94)</b>	<b>90,391.99</b>	<b>96,359.16</b>	<b>(5,967.17)</b>		<b>(10,580.00)</b>	<b>(1,546,728.01)</b>	

Budget Variance Report

Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<b><u>REVENUE SUMMARY</u></b>										
TAXES	72,720.95	70,275.68	2,445.27	144,706.13	130,142.88	14,563.25	20	738,190.00	(593,483.87)	80
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	5,285.64	56.68	5,228.96	10,709.01	110.37	10,598.64	71	15,000.00	(4,290.99)	29
<b>TOTAL REVENUE</b>	<b>78,006.59</b>	<b>70,332.36</b>	<b>7,674.23</b>	<b>155,415.14</b>	<b>130,253.25</b>	<b>25,161.89</b>	<b>21</b>	<b>753,190.00</b>	<b>(597,774.86)</b>	<b>79</b>
<b><u>EXPENSE SUMMARY</u></b>										
SEDA	30,448.15	138,246.04	107,797.89	51,194.31	273,171.60	221,977.29	3	1,716,394.00	(1,665,199.69)	97
<b>TOTAL EXPENSE</b>	<b>30,448.15</b>	<b>138,246.04</b>	<b>107,797.89</b>	<b>51,194.31</b>	<b>273,171.60</b>	<b>221,977.29</b>	<b>3</b>	<b>1,716,394.00</b>	<b>1,665,199.69</b>	<b>97</b>
<b>REVENUE OVER/(UNDER) EXPENDITURE</b>	<b>47,558.44</b>	<b>(67,913.68)</b>	<b>115,472.12</b>	<b>104,220.83</b>	<b>(142,918.35)</b>	<b>247,139.18</b>		<b>(963,204.00)</b>	<b>(2,262,974.55)</b>	



City of Stephenville

Item 26.

## Prior-Year Comparative Income Statement Group Summary

For the Period Ending 11/30/2023

Categor...	2022-2023 Nov. Activity	2023-2024 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2022-2023 YTD Activity	2023-2024 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 01 - GENERAL FUND</b>								
<b>Revenue</b>								
40 - TAXES	1,216,044.30	1,269,722.78	53,678.48	4.41%	2,412,731.83	2,481,390.39	68,658.56	2.85%
41 - LICENSES AND PERMITS	46,313.32	21,815.26	-24,498.06	-52.90%	68,196.96	62,526.70	-5,670.26	-8.31%
42 - FINES AND FORFEITURES	27,499.46	29,738.02	2,238.56	8.14%	54,675.28	67,911.40	13,236.12	24.21%
43 - INTERGOVERNMENTAL	73,055.39	69,299.31	-3,756.08	-5.14%	73,355.39	69,599.31	-3,756.08	-5.12%
44 - CHARGES FOR SERVICES	126,734.92	27,230.91	-99,504.01	-78.51%	252,084.83	88,878.13	-163,206.70	-64.74%
45 - OTHER REVENUE	68,098.50	205,266.18	137,167.68	201.43%	133,049.69	268,184.96	135,135.27	101.57%
<b>Revenue Total:</b>	<b>1,557,745.89</b>	<b>1,623,072.46</b>	<b>65,326.57</b>	<b>4.19%</b>	<b>2,994,093.98</b>	<b>3,038,490.89</b>	<b>44,396.91</b>	<b>1.48%</b>
<b>Expense</b>								
<b>Department: 101 - CITY COUNCIL</b>								
51 - PERSONNEL	1,953.93	1,937.70	16.23	0.83%	3,579.17	3,622.40	-43.23	-1.21%
52 - CONTRACTUAL	24,700.04	13,161.36	11,538.68	46.72%	57,149.14	28,831.31	28,317.83	49.55%
53 - GENERAL SERVICES	2,093.00	63.43	2,029.57	96.97%	2,170.25	578.21	1,592.04	73.36%
55 - CAPITAL OUTLAY	0.00	12,588.00	-12,588.00	0.00%	0.00	25,587.18	-25,587.18	0.00%
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	0.00	565.80	-565.80	0.00%
<b>Department 101 - CITY COUNCIL Total:</b>	<b>28,746.97</b>	<b>27,750.49</b>	<b>996.48</b>	<b>3.47%</b>	<b>62,898.56</b>	<b>59,184.90</b>	<b>3,713.66</b>	<b>5.90%</b>
<b>Department: 102 - CITY MANAGER</b>								
51 - PERSONNEL	21,222.81	33,551.97	-12,329.16	-58.09%	35,611.89	56,382.19	-20,770.30	-58.32%
52 - CONTRACTUAL	1,354.79	1,682.32	-327.53	-24.18%	3,973.98	2,374.50	1,599.48	40.25%
53 - GENERAL SERVICES	0.00	210.62	-210.62	0.00%	62.07	210.62	-148.55	-239.33%
<b>Department 102 - CITY MANAGER Total:</b>	<b>22,577.60</b>	<b>35,444.91</b>	<b>-12,867.31</b>	<b>-56.99%</b>	<b>39,647.94</b>	<b>58,967.31</b>	<b>-19,319.37</b>	<b>-48.73%</b>
<b>Department: 103 - CITY SECRETARY</b>								
51 - PERSONNEL	6,011.94	10,334.70	-4,322.76	-71.90%	7,541.66	15,626.52	-8,084.86	-107.20%
52 - CONTRACTUAL	2,732.08	2,660.57	71.51	2.62%	14,829.01	3,748.37	11,080.64	74.72%
53 - GENERAL SERVICES	34.75	798.84	-764.09	-2,198.82%	319.56	807.49	-487.93	-152.69%
54 - MACHINE & EQUIPMENT MAINTENANCE	5,472.39	0.00	5,472.39	100.00%	31,824.25	29,941.30	1,882.95	5.92%
<b>Department 103 - CITY SECRETARY Total:</b>	<b>14,251.16</b>	<b>13,794.11</b>	<b>457.05</b>	<b>3.21%</b>	<b>54,514.48</b>	<b>50,123.68</b>	<b>4,390.80</b>	<b>8.05%</b>
<b>Department: 104 - EMERGENCY MANAGEMENT</b>								
52 - CONTRACTUAL	226.74	434.99	-208.25	-91.85%	12,476.74	12,814.48	-337.74	-2.71%
<b>Department 104 - EMERGENCY MANAGEMENT Total:</b>	<b>226.74</b>	<b>434.99</b>	<b>-208.25</b>	<b>-91.85%</b>	<b>12,476.74</b>	<b>12,814.48</b>	<b>-337.74</b>	<b>-2.71%</b>
<b>Department: 105 - MUNICIPAL BUILDING</b>								
51 - PERSONNEL	2,071.12	2,239.93	-168.81	-8.15%	3,717.83	4,296.42	-578.59	-15.56%
52 - CONTRACTUAL	3,273.86	2,544.70	729.16	22.27%	6,903.85	8,759.71	-1,855.86	-26.88%

Prior-Year Comparative Income Statement

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Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
53 - GENERAL SERVICES	1,007.69	1,505.91	-498.22	-49.44%	3,376.03	1,834.42	1,541.61	45.66%
54 - MACHINE & EQUIPMENT MAI	8,446.00	2,255.47	6,190.53	73.30%	17,649.30	11,786.40	5,862.90	33.22%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	5,826.73	-5,826.73	0.00%
<b>Department 105 - MUNICIPAL BUILDING Total:</b>	<b>14,798.67</b>	<b>8,546.01</b>	<b>6,252.66</b>	<b>42.25%</b>	<b>31,647.01</b>	<b>32,503.68</b>	<b>-856.67</b>	<b>-2.71%</b>
<b>Department: 106 - MUNICIPAL SERVICES CTR</b>								
51 - PERSONNEL	5,335.31	5,136.01	199.30	3.74%	8,931.29	9,163.32	-232.03	-2.60%
52 - CONTRACTUAL	2,267.35	1,527.35	740.00	32.64%	6,736.71	7,425.17	-688.46	-10.22%
53 - GENERAL SERVICES	-392.38	10,590.27	-10,982.65	-2,798.98%	1,982.02	15,794.57	-13,812.55	-696.89%
54 - MACHINE & EQUIPMENT MAI	0.00	332.17	-332.17	0.00%	0.00	12,908.78	-12,908.78	0.00%
<b>Department 106 - MUNICIPAL SERVICES CTR Total:</b>	<b>7,210.28</b>	<b>17,585.80</b>	<b>-10,375.52</b>	<b>-143.90%</b>	<b>17,650.02</b>	<b>45,291.84</b>	<b>-27,641.82</b>	<b>-156.61%</b>
<b>Department: 107 - HUMAN RESOURCES</b>								
51 - PERSONNEL	7,183.51	7,113.32	70.19	0.98%	12,000.76	11,961.99	38.77	0.32%
52 - CONTRACTUAL	5,551.13	9,517.62	-3,966.49	-71.45%	11,927.82	14,068.48	-2,140.66	-17.95%
53 - GENERAL SERVICES	0.00	6.72	-6.72	0.00%	148.37	88.96	59.41	40.04%
<b>Department 107 - HUMAN RESOURCES Total:</b>	<b>12,734.64</b>	<b>16,637.66</b>	<b>-3,903.02</b>	<b>-30.65%</b>	<b>24,076.95</b>	<b>26,119.43</b>	<b>-2,042.48</b>	<b>-8.48%</b>
<b>Department: 108 - DOWNTOWN</b>								
51 - PERSONNEL	6,572.87	5,099.28	1,473.59	22.42%	10,976.48	9,046.72	1,929.76	17.58%
52 - CONTRACTUAL	18,688.43	19,117.07	-428.64	-2.29%	25,092.29	20,244.90	4,847.39	19.32%
53 - GENERAL SERVICES	0.00	22.16	-22.16	0.00%	0.00	803.16	-803.16	0.00%
<b>Department 108 - DOWNTOWN Total:</b>	<b>25,261.30</b>	<b>24,238.51</b>	<b>1,022.79</b>	<b>4.05%</b>	<b>36,068.77</b>	<b>30,094.78</b>	<b>5,973.99</b>	<b>16.56%</b>
<b>Department: 201 - FINANCE</b>								
51 - PERSONNEL	36,914.57	44,013.23	-7,098.66	-19.23%	63,739.00	73,970.62	-10,231.62	-16.05%
52 - CONTRACTUAL	20,240.78	1,261.84	18,978.94	93.77%	38,748.19	2,084.02	36,664.17	94.62%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	157.70	43.03	114.67	72.71%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	1,360.88	13,737.75	-12,376.87	-909.48%
56 - BANK CHARGES	100.00	100.00	0.00	0.00%	986.53	100.00	886.53	89.86%
<b>Department 201 - FINANCE Total:</b>	<b>57,255.35</b>	<b>45,375.07</b>	<b>11,880.28</b>	<b>20.75%</b>	<b>104,992.30</b>	<b>89,935.42</b>	<b>15,056.88</b>	<b>14.34%</b>
<b>Department: 203 - INFORMATION TECHNOLOGY</b>								
51 - PERSONNEL	15,489.57	15,248.01	241.56	1.56%	31,122.77	26,680.50	4,442.27	14.27%
52 - CONTRACTUAL	138.07	97.99	40.08	29.03%	617.51	882.56	-265.05	-42.92%
53 - GENERAL SERVICES	6,040.23	2,725.40	3,314.83	54.88%	8,833.67	7,587.16	1,246.51	14.11%
54 - MACHINE & EQUIPMENT MAI	25,487.67	4,996.32	20,491.35	80.40%	46,432.66	50,115.92	-3,683.26	-7.93%
<b>Department 203 - INFORMATION TECHNOLOGY Total:</b>	<b>47,155.54</b>	<b>23,067.72</b>	<b>24,087.82</b>	<b>51.08%</b>	<b>87,006.61</b>	<b>85,266.14</b>	<b>1,740.47</b>	<b>2.00%</b>
<b>Department: 204 - TAX</b>								
52 - CONTRACTUAL	444.80	481.60	-36.80	-8.27%	50,740.24	48,035.44	2,704.80	5.33%
<b>Department 204 - TAX Total:</b>	<b>444.80</b>	<b>481.60</b>	<b>-36.80</b>	<b>-8.27%</b>	<b>50,740.24</b>	<b>48,035.44</b>	<b>2,704.80</b>	<b>5.33%</b>
<b>Department: 301 - LEGAL COUNSEL</b>								
51 - PERSONNEL	9,905.22	10,323.75	-418.53	-4.23%	14,133.26	18,837.10	-4,703.84	-33.28%
52 - CONTRACTUAL	14.99	0.00	14.99	100.00%	172.67	132.39	40.28	23.33%

Prior-Year Comparative Income Statement

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Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
53 - GENERAL SERVICES	10.81	0.00	10.81	100.00%	10.81	0.00	10.81	100.00%
<b>Department 301 - LEGAL COUNSEL Total:</b>	<b>9,931.02</b>	<b>10,323.75</b>	<b>-392.73</b>	<b>-3.95%</b>	<b>14,316.74</b>	<b>18,969.49</b>	<b>-4,652.75</b>	<b>-32.50%</b>
<b>Department: 302 - MUNICIPAL COURT</b>								
51 - PERSONNEL	7,218.64	8,842.60	-1,623.96	-22.50%	10,994.99	15,659.68	-4,664.69	-42.43%
52 - CONTRACTUAL	5,110.62	4,873.62	237.00	4.64%	7,818.30	7,907.23	-88.93	-1.14%
53 - GENERAL SERVICES	655.61	1,033.88	-378.27	-57.70%	1,521.52	2,207.07	-685.55	-45.06%
54 - MACHINE & EQUIPMENT MAI	3,183.47	0.00	3,183.47	100.00%	3,183.47	0.00	3,183.47	100.00%
<b>Department 302 - MUNICIPAL COURT Total:</b>	<b>16,168.34</b>	<b>14,750.10</b>	<b>1,418.24</b>	<b>8.77%</b>	<b>23,518.28</b>	<b>25,773.98</b>	<b>-2,255.70</b>	<b>-9.59%</b>
<b>Department: 402 - STREET MAINTENANCE</b>								
51 - PERSONNEL	33,904.74	31,497.73	2,407.01	7.10%	67,699.20	63,190.01	4,509.19	6.66%
52 - CONTRACTUAL	17,194.22	16,517.19	677.03	3.94%	29,911.03	29,270.32	640.71	2.14%
53 - GENERAL SERVICES	3,654.87	4,507.12	-852.25	-23.32%	6,428.75	5,673.69	755.06	11.75%
54 - MACHINE & EQUIPMENT MAI	5,235.00	3,051.07	2,183.93	41.72%	6,389.23	15,878.46	-9,489.23	-148.52%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	114,985.00	-114,985.00	0.00%
<b>Department 402 - STREET MAINTENANCE Total:</b>	<b>59,988.83</b>	<b>55,573.11</b>	<b>4,415.72</b>	<b>7.36%</b>	<b>110,428.21</b>	<b>228,997.48</b>	<b>-118,569.27</b>	<b>-107.37%</b>
<b>Department: 501 - PARKS &amp; RECREATION</b>								
51 - PERSONNEL	68,286.49	79,301.35	-11,014.86	-16.13%	129,066.08	156,454.53	-27,388.45	-21.22%
52 - CONTRACTUAL	25,105.14	12,137.20	12,967.94	51.65%	55,283.53	45,863.88	9,419.65	17.04%
53 - GENERAL SERVICES	8,952.94	8,078.02	874.92	9.77%	22,912.00	17,771.82	5,140.18	22.43%
54 - MACHINE & EQUIPMENT MAI	4,717.25	12,122.51	-7,405.26	-156.98%	15,341.56	23,379.71	-8,038.15	-52.39%
55 - CAPITAL OUTLAY	0.00	43,208.00	-43,208.00	0.00%	34,898.62	176,846.04	-141,947.42	-406.74%
56 - BANK CHARGES	5.33	0.00	5.33	100.00%	5.33	0.00	5.33	100.00%
<b>Department 501 - PARKS &amp; RECREATION Total:</b>	<b>107,067.15</b>	<b>154,847.08</b>	<b>-47,779.93</b>	<b>-44.63%</b>	<b>257,507.12</b>	<b>420,315.98</b>	<b>-162,808.86</b>	<b>-63.22%</b>
<b>Department: 504 - LIBRARY</b>								
51 - PERSONNEL	17,865.61	17,815.39	50.22	0.28%	29,294.25	30,270.36	-976.11	-3.33%
52 - CONTRACTUAL	1,200.77	1,131.04	69.73	5.81%	3,751.96	4,305.65	-553.69	-14.76%
53 - GENERAL SERVICES	685.52	1,305.94	-620.42	-90.50%	1,464.39	5,003.25	-3,538.86	-241.66%
54 - MACHINE & EQUIPMENT MAI	0.00	326.40	-326.40	0.00%	621.03	326.40	294.63	47.44%
<b>Department 504 - LIBRARY Total:</b>	<b>19,751.90</b>	<b>20,578.77</b>	<b>-826.87</b>	<b>-4.19%</b>	<b>35,131.63</b>	<b>39,905.66</b>	<b>-4,774.03</b>	<b>-13.59%</b>
<b>Department: 506 - SENIOR CENTER</b>								
51 - PERSONNEL	6,055.86	7,255.14	-1,199.28	-19.80%	11,642.65	13,396.84	-1,754.19	-15.07%
52 - CONTRACTUAL	1,563.53	3,332.80	-1,769.27	-113.16%	6,269.93	8,171.76	-1,901.83	-30.33%
53 - GENERAL SERVICES	681.80	2,453.68	-1,771.88	-259.88%	1,671.20	3,394.35	-1,723.15	-103.11%
54 - MACHINE & EQUIPMENT MAI	119.00	0.00	119.00	100.00%	297.71	250.47	47.24	15.87%
55 - CAPITAL OUTLAY	2,079.00	67,200.00	-65,121.00	-3,132.32%	10,699.00	67,200.00	-56,501.00	-528.10%
<b>Department 506 - SENIOR CENTER Total:</b>	<b>10,499.19</b>	<b>80,241.62</b>	<b>-69,742.43</b>	<b>-664.26%</b>	<b>30,580.49</b>	<b>92,413.42</b>	<b>-61,832.93</b>	<b>-202.20%</b>
<b>Department: 507 - AQUATIC CENTER</b>								
51 - PERSONNEL	552.24	0.00	552.24	100.00%	2,607.69	1,794.00	813.69	31.20%
52 - CONTRACTUAL	3,275.93	1,925.26	1,350.67	41.23%	8,718.47	9,206.61	-488.14	-5.60%
53 - GENERAL SERVICES	374.77	511.55	-136.78	-36.50%	2,579.53	1,447.51	1,132.02	43.88%

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Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
54 - MACHINE & EQUIPMENT MAI	0.00	3,688.75	-3,688.75	0.00%	0.00	6,531.65	-6,531.65	0.00%
<b>Department 507 - AQUATIC CENTER Total:</b>	<b>4,202.94</b>	<b>6,125.56</b>	<b>-1,922.62</b>	<b>-45.74%</b>	<b>13,905.69</b>	<b>18,979.77</b>	<b>-5,074.08</b>	<b>-36.49%</b>
<b>Department: 601 - FIRE DEPARTMENT</b>								
51 - PERSONNEL	263,260.12	276,393.37	-13,133.25	-4.99%	504,317.41	562,840.89	-58,523.48	-11.60%
52 - CONTRACTUAL	30,705.18	8,013.59	22,691.59	73.90%	78,875.75	47,666.08	31,209.67	39.57%
53 - GENERAL SERVICES	23,709.03	36,518.22	-12,809.19	-54.03%	45,854.53	56,594.52	-10,739.99	-23.42%
54 - MACHINE & EQUIPMENT MAI	16,516.76	28,524.13	-12,007.37	-72.70%	22,318.26	39,371.46	-17,053.20	-76.41%
55 - CAPITAL OUTLAY	92,145.75	84,456.84	7,688.91	8.34%	149,680.05	85,998.48	63,681.57	42.55%
<b>Department 601 - FIRE DEPARTMENT Total:</b>	<b>426,336.84</b>	<b>433,906.15</b>	<b>-7,569.31</b>	<b>-1.78%</b>	<b>801,046.00</b>	<b>792,471.43</b>	<b>8,574.57</b>	<b>1.07%</b>
<b>Department: 701 - POLICE DEPARTMENT</b>								
51 - PERSONNEL	388,103.58	388,610.75	-507.17	-0.13%	712,277.93	735,884.12	-23,606.19	-3.31%
52 - CONTRACTUAL	21,578.89	19,917.22	1,661.67	7.70%	120,736.96	120,928.69	-191.73	-0.16%
53 - GENERAL SERVICES	21,540.43	9,342.59	12,197.84	56.63%	51,820.50	20,897.38	30,923.12	59.67%
54 - MACHINE & EQUIPMENT MAI	9,922.23	19,531.36	-9,609.13	-96.84%	19,094.11	33,841.22	-14,747.11	-77.23%
55 - CAPITAL OUTLAY	158,264.25	115,722.25	42,542.00	26.88%	158,264.25	115,722.25	42,542.00	26.88%
<b>Department 701 - POLICE DEPARTMENT Total:</b>	<b>599,409.38</b>	<b>553,124.17</b>	<b>46,285.21</b>	<b>7.72%</b>	<b>1,062,193.75</b>	<b>1,027,273.66</b>	<b>34,920.09</b>	<b>3.29%</b>
<b>Department: 801 - DEVELOPMENT SERVICES</b>								
51 - PERSONNEL	36,056.76	44,847.11	-8,790.35	-24.38%	63,280.91	75,974.99	-12,694.08	-20.06%
52 - CONTRACTUAL	4,009.67	39,448.61	-35,438.94	-883.84%	6,320.78	46,159.07	-39,838.29	-630.27%
53 - GENERAL SERVICES	816.68	1,094.22	-277.54	-33.98%	2,342.86	2,103.54	239.32	10.21%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	9,314.00	8.00	9,306.00	99.91%
<b>Department 801 - DEVELOPMENT SERVICES Total:</b>	<b>40,883.11</b>	<b>85,389.94</b>	<b>-44,506.83</b>	<b>-108.86%</b>	<b>81,258.55</b>	<b>124,245.60</b>	<b>-42,987.05</b>	<b>-52.90%</b>
<b>Department: 804 - GIS</b>								
51 - PERSONNEL	7,091.53	7,940.73	-849.20	-11.97%	7,204.53	12,678.02	-5,473.49	-75.97%
52 - CONTRACTUAL	116.31	0.00	116.31	100.00%	273.99	132.39	141.60	51.68%
54 - MACHINE & EQUIPMENT MAI	0.00	208.98	-208.98	0.00%	0.00	208.98	-208.98	0.00%
<b>Department 804 - GIS Total:</b>	<b>7,207.84</b>	<b>8,149.71</b>	<b>-941.87</b>	<b>-13.07%</b>	<b>7,478.52</b>	<b>13,019.39</b>	<b>-5,540.87</b>	<b>-74.09%</b>
<b>Expense Total:</b>	<b>1,532,109.59</b>	<b>1,636,366.83</b>	<b>-104,257.24</b>	<b>-6.80%</b>	<b>2,959,084.60</b>	<b>3,340,702.96</b>	<b>-381,618.36</b>	<b>-12.90%</b>
<b>Total Revenues</b>	<b>1,557,745.89</b>	<b>1,623,072.46</b>	<b>65,326.57</b>	<b>4.19%</b>	<b>2,994,093.98</b>	<b>3,038,490.89</b>	<b>44,396.91</b>	<b>1.48%</b>
<b>Fund 01 Surplus (Deficit):</b>	<b>25,636.30</b>	<b>-13,294.37</b>	<b>-38,930.67</b>	<b>-151.86%</b>	<b>35,009.38</b>	<b>-302,212.07</b>	<b>-337,221.45</b>	<b>-963.23%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 02 - WATER AND WASTEWATER FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	237.38	237.38	0.00%	0.00	821.26	821.26	0.00%
44 - CHARGES FOR SERVICES	962,041.12	991,060.09	29,018.97	3.02%	1,974,850.21	2,011,140.93	36,290.72	1.84%
45 - OTHER REVENUE	129,433.99	131,140.90	1,706.91	1.32%	231,714.20	270,536.13	38,821.93	16.75%
<b>Revenue Total:</b>	<b>1,091,475.11</b>	<b>1,122,438.37</b>	<b>30,963.26</b>	<b>2.84%</b>	<b>2,206,564.41</b>	<b>2,282,498.32</b>	<b>75,933.91</b>	<b>3.44%</b>
<b>Expense</b>								
<b>Department: 000 - UTILITIES ADMINISTRATION</b>								
51 - PERSONNEL	53,587.62	66,020.90	-12,433.28	-23.20%	103,873.30	122,075.63	-18,202.33	-17.52%
52 - CONTRACTUAL	1,606.71	1,512.87	93.84	5.84%	4,196.93	4,055.70	141.23	3.37%
53 - GENERAL SERVICES	972.97	0.00	972.97	100.00%	972.97	84.11	888.86	91.36%
55 - CAPITAL OUTLAY	15,245.18	925,367.83	-910,122.65	-5,969.90%	15,245.18	925,367.83	-910,122.65	-5,969.90%
<b>Department 000 - UTILITIES ADMINISTRATION Total:</b>	<b>71,412.48</b>	<b>992,901.60</b>	<b>-921,489.12</b>	<b>-1,290.38%</b>	<b>124,288.38</b>	<b>1,051,583.27</b>	<b>-927,294.89</b>	<b>-746.08%</b>
<b>Department: 001 - WATER PRODUCTION</b>								
51 - PERSONNEL	18,427.59	18,404.30	23.29	0.13%	33,828.48	34,405.45	-576.97	-1.71%
52 - CONTRACTUAL	77,218.45	45,916.81	31,301.64	40.54%	247,762.82	98,836.63	148,926.19	60.11%
53 - GENERAL SERVICES	2,302.36	375.88	1,926.48	83.67%	2,897.75	697.28	2,200.47	75.94%
54 - MACHINE & EQUIPMENT MAI	27,688.30	1,679.93	26,008.37	93.93%	40,252.57	52,052.02	-11,799.45	-29.31%
55 - CAPITAL OUTLAY	-21,303.25	9,900.00	-31,203.25	-146.47%	505,932.59	9,900.00	496,032.59	98.04%
<b>Department 001 - WATER PRODUCTION Total:</b>	<b>104,333.45</b>	<b>76,276.92</b>	<b>28,056.53</b>	<b>26.89%</b>	<b>830,674.21</b>	<b>195,891.38</b>	<b>634,782.83</b>	<b>76.42%</b>
<b>Department: 002 - WATER DISTRIBUTION</b>								
51 - PERSONNEL	7,795.05	6,517.50	1,277.55	16.39%	15,330.12	15,904.59	-574.47	-3.75%
52 - CONTRACTUAL	10,395.79	26,401.39	-16,005.60	-153.96%	13,181.58	29,534.80	-16,353.22	-124.06%
53 - GENERAL SERVICES	13,585.70	1,566.97	12,018.73	88.47%	15,409.05	2,962.24	12,446.81	80.78%
54 - MACHINE & EQUIPMENT MAI	6,027.33	10,007.31	-3,979.98	-66.03%	13,637.77	20,393.36	-6,755.59	-49.54%
55 - CAPITAL OUTLAY	147,342.46	250.00	147,092.46	99.83%	295,117.30	222,218.78	72,898.52	24.70%
<b>Department 002 - WATER DISTRIBUTION Total:</b>	<b>185,146.33</b>	<b>44,743.17</b>	<b>140,403.16</b>	<b>75.83%</b>	<b>352,675.82</b>	<b>291,013.77</b>	<b>61,662.05</b>	<b>17.48%</b>
<b>Department: 003 - CUSTOMER SERVICE</b>								
51 - PERSONNEL	13,831.39	11,742.31	2,089.08	15.10%	24,960.93	21,473.38	3,487.55	13.97%
52 - CONTRACTUAL	5,870.50	301.02	5,569.48	94.87%	13,703.83	1,935.00	11,768.83	85.88%
53 - GENERAL SERVICES	1,127.90	443.53	684.37	60.68%	1,745.35	1,030.68	714.67	40.95%
54 - MACHINE & EQUIPMENT MAI	72,191.17	-5,371.45	77,562.62	107.44%	74,569.19	-5,165.13	79,734.32	106.93%
<b>Department 003 - CUSTOMER SERVICE Total:</b>	<b>93,020.96</b>	<b>7,115.41</b>	<b>85,905.55</b>	<b>92.35%</b>	<b>114,979.30</b>	<b>19,273.93</b>	<b>95,705.37</b>	<b>83.24%</b>
<b>Department: 011 - WASTEWATER COLLECTION</b>								
51 - PERSONNEL	23,455.57	24,274.76	-819.19	-3.49%	49,017.57	49,070.79	-53.22	-0.11%
52 - CONTRACTUAL	427.16	442.72	-15.56	-3.64%	6,506.31	44,058.23	-37,551.92	-577.16%
53 - GENERAL SERVICES	2,826.36	468.24	2,358.12	83.43%	3,694.86	1,484.79	2,210.07	59.81%
54 - MACHINE & EQUIPMENT MAI	143.87	2,613.07	-2,469.20	-1,716.27%	6,384.21	19,350.77	-12,966.56	-203.10%
55 - CAPITAL OUTLAY	10,725.00	870,186.83	-859,461.83	-8,013.63%	36,242.75	870,186.83	-833,944.08	-2,301.00%
<b>Department 011 - WASTEWATER COLLECTION Total:</b>	<b>37,577.96</b>	<b>897,985.62</b>	<b>-860,407.66</b>	<b>-2,289.66%</b>	<b>101,845.70</b>	<b>984,151.41</b>	<b>-882,305.71</b>	<b>-866.32%</b>



Prior-Year Comparative Income Statement

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Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Department: 012 - WASTEWATER TREATMENT</b>								
52 - CONTRACTUAL	80,212.58	10,860.93	69,351.65	86.46%	179,559.80	43,294.94	136,264.86	75.89%
54 - MACHINE & EQUIPMENT MAI	1,542.87	0.00	1,542.87	100.00%	42,026.39	300.00	41,726.39	99.29%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>Department 012 - WASTEWATER TREATMENT Total:</b>	<b>81,755.45</b>	<b>10,860.93</b>	<b>70,894.52</b>	<b>86.72%</b>	<b>221,586.19</b>	<b>43,594.94</b>	<b>177,991.25</b>	<b>80.33%</b>
<b>Department: 020 - BILLING &amp; COLLECTION</b>								
51 - PERSONNEL	7,162.95	6,785.68	377.27	5.27%	12,454.91	12,079.46	375.45	3.01%
52 - CONTRACTUAL	6,981.13	4,697.52	2,283.61	32.71%	23,343.46	9,647.79	13,695.67	58.67%
53 - GENERAL SERVICES	15,558.87	23,562.98	-8,004.11	-51.44%	32,604.55	47,523.11	-14,918.56	-45.76%
54 - MACHINE & EQUIPMENT MAI	265.00	265.00	0.00	0.00%	4,469.88	530.00	3,939.88	88.14%
<b>Department 020 - BILLING &amp; COLLECTION Total:</b>	<b>29,967.95</b>	<b>35,311.18</b>	<b>-5,343.23</b>	<b>-17.83%</b>	<b>72,872.80</b>	<b>69,780.36</b>	<b>3,092.44</b>	<b>4.24%</b>
<b>Department: 901 - NON-DEPARTMENTAL</b>								
52 - CONTRACTUAL	66,334.73	66,444.49	-109.76	-0.17%	139,534.38	149,268.24	-9,733.86	-6.98%
56 - BANK CHARGES	14.16	402.39	-388.23	-2,741.74%	32.96	402.39	-369.43	-1,120.84%
<b>Department 901 - NON-DEPARTMENTAL Total:</b>	<b>66,348.89</b>	<b>66,846.88</b>	<b>-497.99</b>	<b>-0.75%</b>	<b>139,567.34</b>	<b>149,670.63</b>	<b>-10,103.29</b>	<b>-7.24%</b>
<b>Expense Total:</b>	<b>669,563.47</b>	<b>2,132,041.71</b>	<b>-1,462,478.24</b>	<b>-218.42%</b>	<b>1,958,489.74</b>	<b>2,804,959.69</b>	<b>-846,469.95</b>	<b>-43.22%</b>
<b>Total Revenues</b>	<b>1,091,475.11</b>	<b>1,122,438.37</b>	<b>30,963.26</b>	<b>2.84%</b>	<b>2,206,564.41</b>	<b>2,282,498.32</b>	<b>75,933.91</b>	<b>3.44%</b>
<b>Fund 02 Surplus (Deficit):</b>	<b>421,911.64</b>	<b>-1,009,603.34</b>	<b>-1,431,514.98</b>	<b>-339.29%</b>	<b>248,074.67</b>	<b>-522,461.37</b>	<b>-770,536.04</b>	<b>-310.61%</b>

Prior-Year Comparative Income Statement

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Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 03 - SANITARY LANDFILL FUND</b>								
<b>Revenue</b>								
44 - CHARGES FOR SERVICES	96,271.84	110,481.36	14,209.52	14.76%	195,477.87	215,572.29	20,094.42	10.28%
45 - OTHER REVENUE	1,195,370.40	9,902.32	-1,185,468.08	-99.17%	1,200,301.92	20,092.52	-1,180,209.40	-98.33%
<b>Revenue Total:</b>	<b>1,291,642.24</b>	<b>120,383.68</b>	<b>-1,171,258.56</b>	<b>-90.68%</b>	<b>1,395,779.79</b>	<b>235,664.81</b>	<b>-1,160,114.98</b>	<b>-83.12%</b>
<b>Expense</b>								
<b>Department: 030 - LANDFILL</b>								
51 - PERSONNEL	22,755.35	24,091.52	-1,336.17	-5.87%	47,013.04	50,107.08	-3,094.04	-6.58%
52 - CONTRACTUAL	803.82	1,175.05	-371.23	-46.18%	20,200.02	31,759.08	-11,559.06	-57.22%
53 - GENERAL SERVICES	15,106.09	11,512.04	3,594.05	23.79%	29,163.25	23,229.93	5,933.32	20.35%
54 - MACHINE & EQUIPMENT MAI	16,428.07	4,390.67	12,037.40	73.27%	51,926.13	22,170.94	29,755.19	57.30%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	1,189,831.07	0.00	1,189,831.07	100.00%
57 - DEBT SERVICE	196,619.67	196,619.67	0.00	0.00%	196,619.67	196,619.67	0.00	0.00%
<b>Department 030 - LANDFILL Total:</b>	<b>251,713.00</b>	<b>237,788.95</b>	<b>13,924.05</b>	<b>5.53%</b>	<b>1,534,753.18</b>	<b>323,886.70</b>	<b>1,210,866.48</b>	<b>78.90%</b>
<b>Expense Total:</b>	<b>251,713.00</b>	<b>237,788.95</b>	<b>13,924.05</b>	<b>5.53%</b>	<b>1,534,753.18</b>	<b>323,886.70</b>	<b>1,210,866.48</b>	<b>78.90%</b>
<b>Total Revenues</b>	<b>1,291,642.24</b>	<b>120,383.68</b>	<b>-1,171,258.56</b>	<b>-90.68%</b>	<b>1,395,779.79</b>	<b>235,664.81</b>	<b>-1,160,114.98</b>	<b>-83.12%</b>
<b>Fund 03 Surplus (Deficit):</b>	<b>1,039,929.24</b>	<b>-117,405.27</b>	<b>-1,157,334.51</b>	<b>-111.29%</b>	<b>-138,973.39</b>	<b>-88,221.89</b>	<b>50,751.50</b>	<b>36.52%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 04 - AIRPORT FUND</b>								
<b>Revenue</b>								
44 - CHARGES FOR SERVICES	12,857.25	6,422.97	-6,434.28	-50.04%	44,199.25	42,024.97	-2,174.28	-4.92%
<b>Revenue Total:</b>	<b>12,857.25</b>	<b>6,422.97</b>	<b>-6,434.28</b>	<b>-50.04%</b>	<b>44,199.25</b>	<b>42,024.97</b>	<b>-2,174.28</b>	<b>-4.92%</b>
<b>Expense</b>								
<b>Department: 040 - AIRPORT</b>								
51 - PERSONNEL	644.87	5,643.02	-4,998.15	-775.06%	1,267.51	10,105.27	-8,837.76	-697.25%
52 - CONTRACTUAL	4,280.72	4,289.21	-8.49	-0.20%	12,150.31	14,459.56	-2,309.25	-19.01%
53 - GENERAL SERVICES	0.00	312.69	-312.69	0.00%	0.00	481.68	-481.68	0.00%
54 - MACHINE & EQUIPMENT MAI	1,656.12	1,938.04	-281.92	-17.02%	8,026.72	3,692.25	4,334.47	54.00%
55 - CAPITAL OUTLAY	0.00	5,360.00	-5,360.00	0.00%	0.00	7,860.00	-7,860.00	0.00%
<b>Department 040 - AIRPORT Total:</b>	<b>6,581.71</b>	<b>17,542.96</b>	<b>-10,961.25</b>	<b>-166.54%</b>	<b>21,444.54</b>	<b>36,598.76</b>	<b>-15,154.22</b>	<b>-70.67%</b>
<b>Expense Total:</b>	<b>6,581.71</b>	<b>17,542.96</b>	<b>-10,961.25</b>	<b>-166.54%</b>	<b>21,444.54</b>	<b>36,598.76</b>	<b>-15,154.22</b>	<b>-70.67%</b>
<b>Total Revenues</b>	<b>12,857.25</b>	<b>6,422.97</b>	<b>-6,434.28</b>	<b>-50.04%</b>	<b>44,199.25</b>	<b>42,024.97</b>	<b>-2,174.28</b>	<b>-4.92%</b>
<b>Fund 04 Surplus (Deficit):</b>	<b>6,275.54</b>	<b>-11,119.99</b>	<b>-17,395.53</b>	<b>-277.20%</b>	<b>22,754.71</b>	<b>5,426.21</b>	<b>-17,328.50</b>	<b>-76.15%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/30/2023

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 05 - STORM WATER DRAINAGE FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	0.00	2,376.74	2,376.74	0.00%	0.00	8,222.63	8,222.63	0.00%
44 - CHARGES FOR SERVICES	83,964.63	83,208.55	-756.08	-0.90%	167,967.35	166,462.97	-1,504.38	-0.90%
45 - OTHER REVENUE	2,288.26	5,122.50	2,834.24	123.86%	3,448.01	10,378.50	6,930.49	201.00%
<b>Revenue Total:</b>	<b>86,252.89</b>	<b>90,707.79</b>	<b>4,454.90</b>	<b>5.16%</b>	<b>171,415.36</b>	<b>185,064.10</b>	<b>13,648.74</b>	<b>7.96%</b>
<b>Expense</b>								
<b>Department: 050 - STORM WATER DRAINAGE</b>								
52 - CONTRACTUAL	1,856.57	9,568.59	-7,712.02	-415.39%	20,036.54	25,175.79	-5,139.25	-25.65%
54 - MACHINE & EQUIPMENT MAINTENANCE	2,103.32	0.00	2,103.32	100.00%	2,103.32	0.00	2,103.32	100.00%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
56 - BANK CHARGES	0.00	500.00	-500.00	0.00%	500.00	500.00	0.00	0.00%
<b>Department 050 - STORM WATER DRAINAGE Total:</b>	<b>3,959.89</b>	<b>10,068.59</b>	<b>-6,108.70</b>	<b>-154.26%</b>	<b>22,639.86</b>	<b>25,675.79</b>	<b>-3,035.93</b>	<b>-13.41%</b>
<b>Expense Total:</b>	<b>3,959.89</b>	<b>10,068.59</b>	<b>-6,108.70</b>	<b>-154.26%</b>	<b>22,639.86</b>	<b>25,675.79</b>	<b>-3,035.93</b>	<b>-13.41%</b>
<b>Total Revenues</b>	<b>86,252.89</b>	<b>90,707.79</b>	<b>4,454.90</b>	<b>5.16%</b>	<b>171,415.36</b>	<b>185,064.10</b>	<b>13,648.74</b>	<b>7.96%</b>
<b>Fund 05 Surplus (Deficit):</b>	<b>82,293.00</b>	<b>80,639.20</b>	<b>-1,653.80</b>	<b>-2.01%</b>	<b>148,775.50</b>	<b>159,388.31</b>	<b>10,612.81</b>	<b>7.13%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/30/2023

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 07 - HOTEL OCCUPANCY TAX FUND</b>								
<b>Revenue</b>								
40 - TAXES	59,115.59	58,139.24	-976.35	-1.65%	59,115.59	60,659.27	1,543.68	2.61%
45 - OTHER REVENUE	2,790.29	5,837.93	3,047.64	109.22%	5,144.63	11,777.78	6,633.15	128.93%
<b>Revenue Total:</b>	<b>61,905.88</b>	<b>63,977.17</b>	<b>2,071.29</b>	<b>3.35%</b>	<b>64,260.22</b>	<b>72,437.05</b>	<b>8,176.83</b>	<b>12.72%</b>
<b>Expense</b>								
<b>Department: 070 - TOURISM</b>								
51 - PERSONNEL	5,074.56	5,363.27	-288.71	-5.69%	8,871.84	9,346.65	-474.81	-5.35%
52 - CONTRACTUAL	770.68	2,747.06	-1,976.38	-256.45%	5,561.00	25,182.31	-19,621.31	-352.84%
53 - GENERAL SERVICES	0.00	23.75	-23.75	0.00%	500.00	23.75	476.25	95.25%
58 - GRANT DISBURSEMENTS	1,562.44	2,269.02	-706.58	-45.22%	18,807.18	5,015.19	13,791.99	73.33%
<b>Department 070 - TOURISM Total:</b>	<b>7,407.68</b>	<b>10,403.10</b>	<b>-2,995.42</b>	<b>-40.44%</b>	<b>33,740.02</b>	<b>39,567.90</b>	<b>-5,827.88</b>	<b>-17.27%</b>
<b>Expense Total:</b>	<b>7,407.68</b>	<b>10,403.10</b>	<b>-2,995.42</b>	<b>-40.44%</b>	<b>33,740.02</b>	<b>39,567.90</b>	<b>-5,827.88</b>	<b>-17.27%</b>
<b>Total Revenues</b>	<b>61,905.88</b>	<b>63,977.17</b>	<b>2,071.29</b>	<b>3.35%</b>	<b>64,260.22</b>	<b>72,437.05</b>	<b>8,176.83</b>	<b>12.72%</b>
<b>Fund 07 Surplus (Deficit):</b>	<b>54,498.20</b>	<b>53,574.07</b>	<b>-924.13</b>	<b>-1.70%</b>	<b>30,520.20</b>	<b>32,869.15</b>	<b>2,348.95</b>	<b>7.70%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 08 - DEBT SERVICE FUND</b>								
Revenue								
40 - TAXES	12,619.94	16,072.65	3,452.71	27.36%	26,471.30	29,676.07	3,204.77	12.11%
45 - OTHER REVENUE	164.38	64.36	-100.02	-60.85%	289.66	110.86	-178.80	-61.73%
<b>Revenue Total:</b>	<b>12,784.32</b>	<b>16,137.01</b>	<b>3,352.69</b>	<b>26.23%</b>	<b>26,760.96</b>	<b>29,786.93</b>	<b>3,025.97</b>	<b>11.31%</b>
<b>Total Revenues</b>	<b>12,784.32</b>	<b>16,137.01</b>	<b>3,352.69</b>	<b>26.23%</b>	<b>26,760.96</b>	<b>29,786.93</b>	<b>3,025.97</b>	<b>11.31%</b>
<b>Fund 08 Total:</b>	<b>12,784.32</b>	<b>16,137.01</b>	<b>3,352.69</b>	<b>26.23%</b>	<b>26,760.96</b>	<b>29,786.93</b>	<b>3,025.97</b>	<b>11.31%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 10 - CAPITAL PROJECTS FUND</b>								
<b>Revenue</b>								
41 - LICENSES AND PERMITS	3,888.75	0.00	-3,888.75	-100.00%	3,888.75	0.00	-3,888.75	-100.00%
44 - CHARGES FOR SERVICES	1,006.25	0.00	-1,006.25	-100.00%	1,006.25	0.00	-1,006.25	-100.00%
45 - OTHER REVENUE	26,751.13	30,855.10	4,103.97	15.34%	50,143.41	62,813.31	12,669.90	25.27%
<b>Revenue Total:</b>	<b>31,646.13</b>	<b>30,855.10</b>	<b>-791.03</b>	<b>-2.50%</b>	<b>55,038.41</b>	<b>62,813.31</b>	<b>7,774.90</b>	<b>14.13%</b>
<b>Expense</b>								
<b>Department: 402 - STREET MAINTENANCE</b>								
55 - CAPITAL OUTLAY	368,865.00	0.00	368,865.00	100.00%	404,528.05	0.00	404,528.05	100.00%
<b>Department 402 - STREET MAINTENANCE Total:</b>	<b>368,865.00</b>	<b>0.00</b>	<b>368,865.00</b>	<b>100.00%</b>	<b>404,528.05</b>	<b>0.00</b>	<b>404,528.05</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>368,865.00</b>	<b>0.00</b>	<b>368,865.00</b>	<b>100.00%</b>	<b>404,528.05</b>	<b>0.00</b>	<b>404,528.05</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>31,646.13</b>	<b>30,855.10</b>	<b>-791.03</b>	<b>-2.50%</b>	<b>55,038.41</b>	<b>62,813.31</b>	<b>7,774.90</b>	<b>14.13%</b>
<b>Fund 10 Surplus (Deficit):</b>	<b>-337,218.87</b>	<b>30,855.10</b>	<b>368,073.97</b>	<b>109.15%</b>	<b>-349,489.64</b>	<b>62,813.31</b>	<b>412,302.95</b>	<b>117.97%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 11 - CHILD SAFETY FUND</b>								
<b>Revenue</b>								
42 - FINES AND FORFEITURES	116.56	300.00	183.44	157.38%	541.56	696.92	155.36	28.69%
45 - OTHER REVENUE	23.82	45.34	21.52	90.34%	42.72	91.92	49.20	115.17%
<b>Revenue Total:</b>	<b>140.38</b>	<b>345.34</b>	<b>204.96</b>	<b>146.00%</b>	<b>584.28</b>	<b>788.84</b>	<b>204.56</b>	<b>35.01%</b>
<b>Total Revenues</b>	<b>140.38</b>	<b>345.34</b>	<b>204.96</b>	<b>146.00%</b>	<b>584.28</b>	<b>788.84</b>	<b>204.56</b>	<b>35.01%</b>
<b>Fund 11 Total:</b>	<b>140.38</b>	<b>345.34</b>	<b>204.96</b>	<b>146.00%</b>	<b>584.28</b>	<b>788.84</b>	<b>204.56</b>	<b>35.01%</b>



Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 12 - COURT TECHNOLOGY FUND</b>								
<b>Revenue</b>								
42 - FINES AND FORFEITURES	998.98	1,211.31	212.33	21.25%	2,007.66	2,617.46	609.80	30.37%
45 - OTHER REVENUE	58.18	137.23	79.05	135.87%	103.80	278.01	174.21	167.83%
<b>Revenue Total:</b>	<b>1,057.16</b>	<b>1,348.54</b>	<b>291.38</b>	<b>27.56%</b>	<b>2,111.46</b>	<b>2,895.47</b>	<b>784.01</b>	<b>37.13%</b>
<b>Total Revenues</b>	<b>1,057.16</b>	<b>1,348.54</b>	<b>291.38</b>	<b>27.56%</b>	<b>2,111.46</b>	<b>2,895.47</b>	<b>784.01</b>	<b>37.13%</b>
<b>Fund 12 Total:</b>	<b>1,057.16</b>	<b>1,348.54</b>	<b>291.38</b>	<b>27.56%</b>	<b>2,111.46</b>	<b>2,895.47</b>	<b>784.01</b>	<b>37.13%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance		2022-2023	2023-2024	YTD Variance	
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
Fund: 13 - PUBLIC SAFETY FUND								
Revenue								
45 - OTHER REVENUE	273.96	232.64	-41.32	-15.08%	503.38	471.32	-32.06	-6.37%
<b>Revenue Total:</b>	<b>273.96</b>	<b>232.64</b>	<b>-41.32</b>	<b>-15.08%</b>	<b>503.38</b>	<b>471.32</b>	<b>-32.06</b>	<b>-6.37%</b>
<b>Total Revenues</b>	<b>273.96</b>	<b>232.64</b>	<b>-41.32</b>	<b>-15.08%</b>	<b>503.38</b>	<b>471.32</b>	<b>-32.06</b>	<b>-6.37%</b>
<b>Fund 13 Total:</b>	<b>273.96</b>	<b>232.64</b>	<b>-41.32</b>	<b>-15.08%</b>	<b>503.38</b>	<b>471.32</b>	<b>-32.06</b>	<b>-6.37%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/30/2023

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 20 - TAX INCREMENT FINANCING FUND</b>								
Revenue								
40 - TAXES	37,299.17	40,912.17	3,613.00	9.69%	74,661.75	81,909.76	7,248.01	9.71%
45 - OTHER REVENUE	1,525.59	4,186.55	2,660.96	174.42%	2,192.56	8,482.23	6,289.67	286.86%
<b>Revenue Total:</b>	<b>38,824.76</b>	<b>45,098.72</b>	<b>6,273.96</b>	<b>16.16%</b>	<b>76,854.31</b>	<b>90,391.99</b>	<b>13,537.68</b>	<b>17.61%</b>
<b>Total Revenues</b>	<b>38,824.76</b>	<b>45,098.72</b>	<b>6,273.96</b>	<b>16.16%</b>	<b>76,854.31</b>	<b>90,391.99</b>	<b>13,537.68</b>	<b>17.61%</b>
<b>Fund 20 Total:</b>	<b>38,824.76</b>	<b>45,098.72</b>	<b>6,273.96</b>	<b>16.16%</b>	<b>76,854.31</b>	<b>90,391.99</b>	<b>13,537.68</b>	<b>17.61%</b>

Prior-Year Comparative Income Statement

For the Period Ending 11/

Item 26.

Categor...	2022-2023	2023-2024	Nov. Variance	Variance %	2022-2023	2023-2024	YTD Variance	Variance %
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
<b>Fund: 79 - SEDA</b>								
<b>Revenue</b>								
40 - TAXES	72,261.65	72,720.95	459.30	0.64%	140,527.64	144,706.13	4,178.49	2.97%
45 - OTHER REVENUE	3,559.83	5,285.64	1,725.81	48.48%	6,628.28	10,709.01	4,080.73	61.57%
<b>Revenue Total:</b>	<b>75,821.48</b>	<b>78,006.59</b>	<b>2,185.11</b>	<b>2.88%</b>	<b>147,155.92</b>	<b>155,415.14</b>	<b>8,259.22</b>	<b>5.61%</b>
<b>Expense</b>								
<b>Department: 790 - SEDA</b>								
51 - PERSONNEL	21,582.31	24,854.14	-3,271.83	-15.16%	37,163.68	43,611.60	-6,447.92	-17.35%
52 - CONTRACTUAL	1,386.50	4,042.15	-2,655.65	-191.54%	10,311.83	6,030.85	4,280.98	41.52%
53 - GENERAL SERVICES	167.78	453.91	-286.13	-170.54%	539.08	453.91	85.17	15.80%
54 - MACHINE & EQUIPMENT MAI	164.00	1,097.95	-933.95	-569.48%	164.00	1,097.95	-933.95	-569.48%
56 - BANK CHARGES	30.11	0.00	30.11	100.00%	30.11	0.00	30.11	100.00%
58 - GRANT DISBURSEMENTS	1,738.71	0.00	1,738.71	100.00%	1,738.71	0.00	1,738.71	100.00%
<b>Department 790 - SEDA Total:</b>	<b>25,069.41</b>	<b>30,448.15</b>	<b>-5,378.74</b>	<b>-21.46%</b>	<b>49,947.41</b>	<b>51,194.31</b>	<b>-1,246.90</b>	<b>-2.50%</b>
<b>Expense Total:</b>	<b>25,069.41</b>	<b>30,448.15</b>	<b>-5,378.74</b>	<b>-21.46%</b>	<b>49,947.41</b>	<b>51,194.31</b>	<b>-1,246.90</b>	<b>-2.50%</b>
<b>Total Revenues</b>	<b>75,821.48</b>	<b>78,006.59</b>	<b>2,185.11</b>	<b>2.88%</b>	<b>147,155.92</b>	<b>155,415.14</b>	<b>8,259.22</b>	<b>5.61%</b>
<b>Fund 79 Surplus (Deficit):</b>	<b>50,752.07</b>	<b>47,558.44</b>	<b>-3,193.63</b>	<b>-6.29%</b>	<b>97,208.51</b>	<b>104,220.83</b>	<b>7,012.32</b>	<b>7.21%</b>
<b>Total Surplus (Deficit):</b>	<b>1,397,157.70</b>	<b>-875,633.91</b>	<b>-2,272,791.61</b>	<b>-162.67%</b>	<b>200,694.33</b>	<b>-423,842.97</b>	<b>-624,537.30</b>	<b>-311.19%</b>

**Fund Summary**

Fund	2022-2023		Nov. Variance		2023-2024		YTD Variance	
	Nov. Activity	Nov. Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	25,636.30	-13,294.37	-38,930.67	-151.86%	35,009.38	-302,212.07	-337,221.45	-963.23%
02 - WATER AND WASTEWATER TREATMENT FUND	421,911.64	-1,009,603.34	-1,431,514.98	-339.29%	248,074.67	-522,461.37	-770,536.04	-310.61%
03 - SANITARY LANDFILL FUND	1,039,929.24	-117,405.27	-1,157,334.51	-111.29%	-138,973.39	-88,221.89	50,751.50	36.52%
04 - AIRPORT FUND	6,275.54	-11,119.99	-17,395.53	-277.20%	22,754.71	5,426.21	-17,328.50	-76.15%
05 - STORM WATER DRAINAGE FUND	82,293.00	80,639.20	-1,653.80	-2.01%	148,775.50	159,388.31	10,612.81	7.13%
07 - HOTEL OCCUPANCY TAX FUND	54,498.20	53,574.07	-924.13	-1.70%	30,520.20	32,869.15	2,348.95	7.70%
08 - DEBT SERVICE FUND	12,784.32	16,137.01	3,352.69	26.23%	26,760.96	29,786.93	3,025.97	11.31%
10 - CAPITAL PROJECTS FUND	-337,218.87	30,855.10	368,073.97	109.15%	-349,489.64	62,813.31	412,302.95	117.97%
11 - CHILD SAFETY FUND	140.38	345.34	204.96	146.00%	584.28	788.84	204.56	35.01%
12 - COURT TECHNOLOGY FUND	1,057.16	1,348.54	291.38	27.56%	2,111.46	2,895.47	784.01	37.13%
13 - PUBLIC SAFETY FUND	273.96	232.64	-41.32	-15.08%	503.38	471.32	-32.06	-6.37%
20 - TAX INCREMENT FINANCING FUND	38,824.76	45,098.72	6,273.96	16.16%	76,854.31	90,391.99	13,537.68	17.61%
79 - SEDA	50,752.07	47,558.44	-3,193.63	-6.29%	97,208.51	104,220.83	7,012.32	7.21%
<b>Total Surplus (Deficit):</b>	<b>1,397,157.70</b>	<b>-875,633.91</b>	<b>-2,272,791.61</b>	<b>-162.67%</b>	<b>200,694.33</b>	<b>-423,842.97</b>	<b>-624,537.30</b>	<b>-311.19%</b>



## REGULAR CITY COUNCIL MEETING

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

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, December 05, 2023, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Regular City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

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

**COUNCIL ABSENT:** Council Member Justin Haschke

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

### CALL TO ORDER

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

### PLEDGES OF ALLEGIANCE

Council Member Brandon Greenhaw led the pledges to the flags of the United States and the State of Texas.

### INVOCATION

Invocation voiced by David Bearden from Graham Street Church of Christ.

### PRESENTATIONS AND RECOGNITIONS

Presentation of Donation from Waste Connections for the Inclusive Playground

BT Rhodes presented a donation in the amount of \$38,368.00 from Waste Connections for the City of Stephenville Inclusive Playground.

## CITIZENS GENERAL DISCUSSION

**No one addressed the Council at this time.**

Mayor Svien recessed the Regular City Council Meeting at 5:34 PM and convened the Executive Session at 5:36 PM.

## EXECUTIVE SESSION

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

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

Mayor Svien adjourned the Executive Session at 6:42 PM and reconvened the Regular City Council Meeting at 6:44 PM.

## REGULAR AGENDA

### **1. Consider Approval of the Esquell Lease Agreement Renewal**

Public Works Director Nick Williams presented this item to Council.

The City of Stephenville currently utilizes a landfill lease agreement with Mr. Larry Esquell (adjacent property owner) which allows Mr. Esquell to utilize the closed, Type I, portion of the landfill for the purpose of cattle grazing. The current agreement with Mr. Esquell expired on October 31, 2023. Mr. Esquell wishes to continue leasing the property.

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

MOTION by Mark McClinton, second by LeAnn Durfey, to approve the Esquell Lease Agreement Renewal as presented. MOTION CARRIED unanimously.

### **2. Consider Approval of Amendment No. 15 with FNI for Development Reviews**

Public Works Director Nick Williams presented this item to Council.

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

Amendment No. 15 proposes to extend the existing agreement for services by a not-to-exceed amount of \$30,000. The adopted FY23-24 budget allocated \$45,000 for review fee services, however, review fees are a pass-through cost and are directly reimbursed by developers. Staff is preparing documents to solicit firms to perform independent development reviews across multiple engineering disciplines. When a new firm is selected to perform development reviews, any funds remaining from the proposed amendment with FNI will be reallocated to the new firm.

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

MOTION by Lon Reisman, second by LeAnn Durfey, to approve Amendment No. 15 with FNI as presented. MOTION CARRIED unanimously.

### 3. Consider Approval of Rebateable Item Close Outs with Jacobs

Public Works Director Nick Williams presented this item to Council.

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

In February of 2022, staff received notice from Jacobs of outstanding balances for rebateable items for CY25 (FY20- 21) and CY26 (FY21-22). Research indicates chemical price trends do correlate and support the increases seen in rebateable chemical costs. Manifest tickets from sludge hauling support the increase in that line item as well. During the review of items, it was discovered Jacobs had incorrectly charged some equipment repair costs to the rebateable item's accounts. Those charges have now been reviewed by staff and corrected by Jacobs. Procedures have been implemented to ensure proper accounts are used and Jacobs is now required to send reports for rebateable items each month prior to being paid. The FY20-21 closeout costs consist of \$7,753.47 and \$21,333.78 for solids/chemicals and repairs respectively for a total FY20-21 closeout cost of \$29,087.25. The FY21-22 closeout costs consist of \$44,820.48 and \$21,012.18 for solids/chemicals and repairs respectively for a total FY21-22 closeout cost of \$65,832.66. The total closeout costs for FY20-21 and 21-22 are \$94,919.91. Additionally, on November 10, 2023, staff received notice that the sludge hauling and chemicals rebateable items for FY22-23 would close out over budget by \$33,593.46. Consultation with the Finance Department indicates the prior year's FY20-21 and FY21-22 closeout costs, and last year's FY22-23 rebateable cost totaling \$128,513.37 could be covered by fund balance.

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

MOTION by Mark McClinton, second by David Baskett, close out Fiscal Years 20-21, 21-22, and 22-23 for operations at the wastewater plant. MOTION CARRIED unanimously.

### 4. Consider Approval of Annual Amendment to WWTP Operations Agreement

Public Works Director Nick Williams presented this item to Council.

Provisions of the existing operations and maintenance agreement with CH2MHILL/OMI are reviewed annually. The city originally entered into an agreement with OMI in 1996 for the daily operations and maintenance of the wastewater treatment plant (WWTP). The city renewed the contract with CH2MHILL/OMI on October 7, 2014. The term of the agreement was extended to match the finance period for two backup electrical generators, which CH2MHILL/OMI agreed to finance at no cost to the city. The agreement was renewed in FY20-21 with a five-year renewal setting the existing agreement expiration at September 30, 2026. The base fee for last fiscal year (FY22-23) was \$934,635.52 and included \$98,000 and \$134,000 for the respective rebateable items of sludge hauling and chemical usage. The base fee also included \$9,318.00 for the continued management of the city's state-mandated Fats, Oils, and Greases (FOG) program.

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



expiration at September 30, 2026. The base fee for last fiscal year (FY22-23) was \$934,635.52 and included \$98,000 and \$134,000 for the respective rebateable items of sludge hauling and chemical usage. The base fee also included \$9,318.00 for the continued management of the city's state-mandated Fats, Oils, and Greases (FOG) program.

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

MOTION by Lonn Reisman, second by Mark McClinton, to approve the annual amendment to the WWTP Operations Agreement as presented. MOTION CARRIED unanimously.

#### **5. Consider Approval of ITB 3328 – Three Police Patrol Vehicles**

City Manager Jason King presented this item.

Bids were solicited and opened on November 20, 2023, for three patrol SUVs. We received a response from only one vendor. The vendor responded as follows and amounts listed are for one vehicle only: Bruner Motors: SUV \$51,885.00.

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

MOTION by LeAnn Durfey, second by Lonn Reisman, to award the bid for police patrol vehicles to Bruner Motors as presented.

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

City Manager Jason King presented this item.

During budget preparation, the Police Department requested to purchase three (3) police vehicles with an estimated cost of \$141,000 with an estimated equipment cost of \$124,500 for a total budget of \$265,500. The purchase of the vehicles would be funded through a financing agreement. Government Capital Corporation provided financing options for four years with the first payment due at signing or the first payment due 6 months after signing and annual payments thereafter.

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

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

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Resolution No. 2023-R-24 regarding the financing agreement with Government Capital Corporation for police vehicles as presented.

### **PLANNING AND ZONING COMMISSION**

Steve Killen, Director of Development Services

#### **7. Overview of Enforcement Program for Delinquent Backflow Protection Devices**

Director of Development Services Steve Killen presented this item to Council.

TCEQ requires annual testing of backflow protection devices. These devices, when functioning as designed, protect the City's public water supply from potential contamination by a non-potable water source. Currently, there are roughly 1,400 devices across the city. In recent years, the City secured a contract for professional services to address non-compliant devices representing roughly 41% of the total number of units. Through this effort, the city realized a significant reduction in non-compliant devices with our lowest noncompliant rating at 28%. During the FY2023-24 Budget review, staff presented a program that would be administered by Development Services staff. The program was modeled to obtain the same goal as the professional services contract – to reduce the number of non-compliant devices. City Council approved the program. In October, staff began developing and testing the program. Our target implementation date is set for January 2024. Heather Misemer will oversee the program.

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

No action required at this time.

**8. Case No.: PD2022-001 – UPDATE**

Director of Development Services Steve Killen presented this item to Council.

Applicant 2828 Real Estate LLC, Pursuant to the Requirements Set Forth by Section 154.08 of the City of Stephenville Zoning Ordinance, is Presenting an Update and Requesting an Extension of the Development Schedule for the Planned Development Located at 1300 Pecan Hill Drive, Parcel R50244, Being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas

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

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

**8. Consider Approval of Ordinance Extending the Modified Development Schedule for Planned Development District (PD) Located at 1300 Pecan Hill Drive, Parcel R50244, Being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas**

MOTION by Bob Newby, second by LeAnn Durfey, to approve Ordinance No. 2023-O-34 extending the Modified Development Schedule for the Planned Development District located at 1300 Pecan Hill Drive as presented. MOTION CARRIED unanimously.

**10. Case No.: PP2023-003**

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

Director of Development Services Steve Killen presented this item to Council.

On August 15, 2021, the applicant presented the Conceptual Plan to the Planning and Zoning Commission for an intended townhome development. Planning and Zoning recommended City Council approve the PD which occurred December 2021. In March 2023, the City Council approved a modified development schedule. Staff have been working with the Developer and Project Engineer with plan submittals. Additional Rightof-Way dedication is necessary. Consequently, the Developer is requesting to amend his Planned Development by adding parcel R29579 (897 W. Washington). This amendment will allow ROW dedication with additional phases of the PD to be constructed at 897 W. Washington. Overall, no additional units will be constructed and TxDOT access will not be impacted as the entrances/exit remain unchanged.

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

#### 11. PUBLIC HEARING

##### Case No.: PP2023-003

The Mayor opened a Public Hearing for Case No. PP2023-003 at 7:02 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:02 PM.

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

MOTION by Mark McClinton, second by David Baskett, to approve Ordinance No. 2023-O-35 amending the Planned Development/Preliminary Plat of properties located at 817 W. Washington as presented. MOTION CARRIED unanimously.

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

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

Director of Development Services Steve Killen presented this item to Council.

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

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

#### 14. PUBLIC HEARING

##### Case No. RZ 2023-008

The Mayor opened a Public Hearing for Case No. RZ 2023-008 at 7:03 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:04 PM.

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

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Ordinance No. 2023-O-36 rezoning the property located at 897 W Washington from Retail and Commercial (B-2) to Planned Development (PD) as presented. MOTION CARRIED unanimously.

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

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

Director of Development Services Steve Killen presented this item to Council.

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

Rhyné Gailey, 647 Tab Street, Stephenville, addressed the Council regarding the rezone.

**17. PUBLIC HEARING**

**Case No. RZ2023-007**

The Mayor opened a Public Hearing for Case No. RZ2023-007 at 7:05 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:05 PM.

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

MOTION by David Baskett, second by LeAnn Durfey, to approve Ordinance No. 2023-O-37 rezoning the property located at 1900 Groesbeck from Industrial (Ind) to Multi-Family Residential District (R-3) as presented. MOTION CARRIED unanimously.

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

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

Director of Development Services Steve Killen presented this item to Council.

The property has current zoning of (B-1) Neighborhood Business. The Future Land Use for this property is designated as (B-1) Neighborhood Business. The rezone request is only applicable to the portion of the parcel being acquired by Oncor and as illustrated in the conveyance plat. The existing zoning will remain intact for the portion of the parcel that is not included in the conveyance.

John Fletcher from Kimley-Horn addressed the Council regarding the rezone.

**20. PUBLIC HEARING**

**Case No.: RZ2023-009**

The Mayor opened a Public Hearing for Case No. RZ2023-009 at 7:11 PM.

Rhett Harrison spoke in favor of the rezone. No one spoke against.

The Public Hearing was closed at 7:13 PM.

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

MOTION by Lonn Reisman, second by LeAnn Durfey, to approve Ordinance No. 2023-O-38 rezoning the property located at W Lingleville Rd. from Neighborhood Business (B-1) to Industrial (IND) as presented. MOTION CARRIED unanimously.

**22. Case No.: RZ2023-010**

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

Director of Development Services Steve Killen presented this item to Council.

The property has current zoning of (B-1) Neighborhood Business. The Future Land Use for this property is designated as (B-1) Neighborhood Business. The rezone request is only applicable to the portion of the parcel being acquired by Oncor and as illustrated in the conveyance plat. The existing zoning will remain intact for the portion of the parcel that is not included in the conveyance.

**23. PUBLIC HEARING**

**Case No.: RZ2023-010**

The Mayor opened a Public Hearing for Case No. RZ2023-010 at 7:15 PM.

No one spoke in favor or against.

The Public Hearing was closed at 7:15 PM.

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

MOTION by Mark McClinton, second by LeAnn Durfey, to approve Ordinance No. 2023-O-39 rezoning the property located at W Lingleville Rd. from Neighborhood Business (B-1) to Industrial (IND) as presented. MOTION CARRIED unanimously.

**PERSONNEL COMMITTEE**

Brandon Greenhaw, Chair

**25. Personnel Committee Report from November 14, 2023**

Personnel Committee Chair Brandon Greenhaw and Fire Chief Robert Isbell gave the Personnel Committee Report from November 14, 2023.

Currently the department operates with a single Battalion Chief on shift. Last year we created the Division Chiefs and agreed to eliminate the Battalion Chiefs through attrition. Since that time we have attrition of one Battalion Chief. Today our Community Assistance, Resource, Education System (CARES) program is managed by our Community Resource Paramedic. This program is operated at a level above the rank structure of our CRP. This initiative includes management of all our EMS operations as well as the CARES program. The CARES program management would benefit greatly from a supervisory level officer at the rank of Battalion Chief (renamed EMS Chief). The position would be a forty-hour week supervisor classed employee. Today our CRP works a cursory number of overtime hours each week while

on shift to cover appointments and meetings. These hours would be eased with a more normal schedule and absorbed into the new position. The CRP is routinely meeting with the Medical Director, Hospital President, and other community leaders in the associated healthcare profession.

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

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

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to approve the creation of EMS Battalion Chief as presented. MOTION CARRIED unanimously.

**NOMINATIONS COMMITTEE**

Maddie Smith, Chair

**27. Nominations Committee Report for November 14, 2023**

Nominations Committee Chair Maddie Smith gave the committee report from November 14, 2023.

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

The following recommendations were made:

*Airport Advisory Board:*

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

*Building Board:*

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

*Electrical Board:*

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

*Library Advisory Board:*

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

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

*Main Street Advisory Board:*

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

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

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

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

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

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

*Mechanical Board:*

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

*Tourism and Visitors Bureau Advisory Board:*

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

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

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

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

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

**28. Consider Approval of Nominations to Citizen Boards and Commissions**

Unless otherwise stated, all appointments are effective January 1, 2024.

*Board of Adjustments*

Nominee Robert Nimmo of 301 Tanglewood Circle was interviewed by Council. MOTION by Maddie Smith, second by Lonn Reisman, to approve the appointment of Robert Nimmo to Place 2 of the Board of Adjustments effective immediately. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Mary Beach-McGuire to Place 5 of the Board of Adjustments. MOTION CARRIED unanimously.

*Stephenville Economic Development Authority Board*

Nominee Ricky Thurman of 1430 Sundance was interviewed by Council. MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Ricky Thurman to Place 6 of Stephenville Economic Development Authority Board. MOTION CARRIED unanimously.

Wendell Hollingsworth will be removed due to him living in the county. MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Marion Cole to Place 1 of Stephenville Economic Development Authority Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Malcolm Cross to Place 2 of Stephenville Economic Development Authority Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Lori Beaty to Place 4 of Stephenville Economic Development Authority Board. MOTION CARRIED unanimously.

*Main Street Advisory Board*

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Phillip Greer to Place 1 of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve the appointment of Scott Allen to Place 2 of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Jill Burke to Place 4 of the Main Street Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Rita Cook to Place 6 of the Main Street Advisory Board. MOTION CARRIED unanimously.

*Board of Adjustments*

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Moumin Quazi to the Board of Adjustments. MOTION CARRIED unanimously.

*Planning and Zoning Commission*

MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Alan Nix to Place 2 of the Planning and Zoning Commission. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Bonnie Terrell to Place 4 of the Planning and Zoning Commission. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Justin Slawson to Place Alternate 1 of the Planning and Zoning Commission. MOTION CARRIED unanimously.



*Tourism and Visitors Bureau Advisory Board*

Nominee Milo Choate of 1392 Hyman was interviewed by Council. MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Milo Choate to Place 2 of the Tourism and Visitors Bureau Advisory Board. MOTION CARRIED unanimously.

*Plumbing Board*

MOTION by Maddie Smith, second by Mark McClinton, to approve the appointment of John Weber to Place 2 of the Plumbing Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Larry Graham to Place 4 of the Plumbing Board. MOTION CARRIED unanimously.

*Electrical Board*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Fred Parker to Place 2 of the Electrical Board. MOTION CARRIED unanimously.

*Building Board*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Fred Parker to Place 2 of the Building Board. MOTION CARRIED unanimously.

*Mechanical Board*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Rick Alderfer to Place 4 of the Mechanical Board. MOTION CARRIED unanimously.

*Library Advisory Board*

MOTION by Maddie Smith, second by Brandon Greenhaw, to approve the appointment of Jorge Moreno to Place 2 of the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Katy Eichenberg to Place 4 of the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Katherine Horak-Smith to Place 6 of the Library Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Joe Garcia to Place 7 of the Library Advisory Board. MOTION CARRIED unanimously.

*Airport Advisory Board:*

MOTION by Maddie Smith, second by Bob Newby, to approve the appointment of Austin Brown to Place 4 of the Airport Advisory Board. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by David Baskett, to approve the appointment of Hardy Hampton to Place 6 of the Airport Advisory Board. MOTION CARRIED unanimously.

*Planning and Zoning Commission*

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the appointment of Brian Lesley to Place 6 of the Planning and Zoning Commission. MOTION CARRIED unanimously.

*Parks and Leisure Services Advisory Board will be discussed in January due to the lack of nominations.*

## FINANCIAL REPORTS

Monica Harris, Director of Finance

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

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

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

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

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

*Revenue (by fund):* Of the \$2.9 million revenue received to date, 48% was received in the General Fund, 40% was received in the Water/Wastewater Fund and 4% was received in the Landfill Fund.

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

*Revenue (prior year comparison):* We received \$71K more in revenue in October than last year to date due to taxes, permits, court fines, and investment income.

*Expenditures (by fund):* Of the \$2.4 million spent to date, 68% was expended in the General Fund, 27% was expended in the Water/Wastewater Fund, and 3% was expended in the Landfill Fund.

*Expenditures (budget vs. actual):* We have expended 4% of the total budgeted expenditures in October, which is \$3.1 million less than anticipated due to personnel, contractual and capital outlay.

*Expenditures (prior year comparison):* We spent \$1.7 million less in expenditures in October than last year to date, the bulk of which is capital outlay.

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

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

### 30. Presentation of ClearGov Transparency Webpage

Director of Finance Monica Harris presented a brief overview of the ClearGov Transparency Webpage.

## CONSENT AGENDA

31. Consider Approval of Minutes - November 7, 2023
32. Consider Approval of Minutes - November 14, 2023
33. Consider Approval of CareFlite Ambulance Permit Application for 2024
34. Consider Approval of Outfitting the Fire Marshal Office Trucks
35. Consider Approval of the Police Department Server Replacement

36. Consider Approval of the System Acceptance Agreement between the City and L3 Harris
37. Approve the Purchase Agreement for Three (3) Additional AXON Fleet Cameras and Software.
38. Approve the AXON Purchase Agreement for ALPR Software Activation for SPD Fleet Cameras.
39. Consider Approval of Buyboard Proposal with Insituform for Relining of Belknap 6-Inch Sanitary Sewer

MOTION by Mark McClinton, second by David Baskett, to approve the consent agenda items. MOTION CARRIED unanimously.

#### COMMENTS BY CITY MANAGER

City Manager Jason King announced this is the last City Council meeting for 2023. We will meet again January 2, 2024. City Hall will be closed December 25 and 26 for Christmas and January 1 for New Years.

#### COMMENTS BY COUNCIL MEMBERS

*LeAnn Durfey* – Thank you to Nick Williams, Jeremy Jennings and the MH Supervisors for the project tour! Merry Christmas!

*Lonn Reisman* – Merry Christmas

*Bob Newby* – Merry Christmas

*Maddie Smith* – Shout out to Darren and his Parks crew for a great start to basketball season and happy holidays!

*David Baskett* – Don't forget Light Up the Night that is put on by United Way for the next two weekends. Shop With a Cop is December 21<sup>st</sup> – donate! Shout out to Stephenville Fire Department Paramedics and team. Thank you to everyone for your support during recent health issues. Merry Christmas!

*Brandon Greenhaw* – Happy Holidays!

*Mark McClinton* – Merry Christmas! Thank you to Oncor for their work with the rezone project.

Mayor Svien recessed the Regular City Council Meeting at 7:44 PM and convened the Executive Session at 7:48 PM.

#### EXECUTIVE SESSION

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

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

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

Mayor Svien adjourned the Executive Session at 8:20 PM and reconvened the Regular City Council Meeting at 8:22 PM.

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

#### ADJOURN

The Mayor adjourned the Regular City Council meeting at 8:22 PM.

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

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Doug Svien, Mayor

ATTEST:

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Sarah Lockenour, City Secretary



# STAFF REPORT

**SUBJECT:** Auction Items

**DEPARTMENT:** Finance

**STAFF CONTACT:** Robert Oswald

## RECOMMENDATION:

Staff is seeking authorization to sell the following items, via online auction:

Quantity	Description	Department
58	Bicycles	Police
1	Wheelchair	Police
1	Go-Kart	Police
1	2008 Chevy Tahoe (Damaged)	Airport
4	2015-2018 Chevy Tahoe (Damaged)	Police
1	Table & 8 Chairs	Library
1	Steel Cutting Saw	Fire
2	Scuba Air Mask & Tank	Fire
2	Fire Truck Tires	Fire
3	CPR Equipment	Fire
4	Ambulance Cots	Fire
6	Zoll CPR Battery Units	Fire
1	Tank Boss Battery Powered Lift	Fire
1	Dyna Generator	Fire
3	Tool Boxes	Fire
2	Drills	Fire
3	Folding Chairs, Plates, Receiver	Fire
4	Bell, Light, Fire Truck Piece, Pipe Thread	Fire
1	UV Lamp	Fire
2	VAC Aspirator, Portable Aspirator	Fire
10	Traction Splint, Vacuum Splint, C-Collars	Fire
1	Hydraulic Ram & Hose	Fire

# STAFF REPORT



**SUBJECT:** Utility Department – Crew Truck  
**MEETING:** Regular Council Meeting - 02 Jan 2024  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

## RECOMMENDATION:

Staff recommends approval to purchase a Utility Department Crew Truck from Lake Country Chevrolet as approved in the adopted FY23-24 budget.

## BACKGROUND:

The adopted FY23-24 budget approved the replacement of a crew truck for the Utility Department.

## PROPOSAL:

A cooperative purchasing agency bid through the Texas Interlocal Purchasing System (TIPS) was received from Lake Country Chevrolet for \$66,643.96.

## FISCAL IMPACT SUMMARY:

The FY23-24 adopted budget includes \$75,000 for the replacement crew truck. The total purchase cost of the truck is \$66,643.96 leaving a positive balance of \$8,356.04.

The Purchasing Manager has confirmed the city is able to purchase this equipment through the TIPS Cooperative purchasing agency and adheres to all purchasing requirements. (Account #TX-993069)

## ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not approve the purchase as presented, or
2. Purchase the Crew Truck with financing, or
3. Recommend an alternate bidding methodology.

### ADVANTAGES:

1. The bid is \$8,356.04 under budget and shows the truck to be available now in stock, on the lot.

### DISADVANTAGES:

1. No disadvantages have been identified.

## ATTACHMENTS:

[TIPS Bid from Lake Country Chevrolet - \\$66,643.96](#)



**PRODUCT PRICING SUMMARY**

**TIPS USA 210907 AUTOMOBILES**

**VENDOR--LAKE COUNTRY CHEVROLET, 1211 Hwy 96 N., Silsbee TX 77656**

End User: CITY OF STEPHENVILLE Prepared by: COLTON MCDONALD  
 Contact: \_\_\_\_\_ Phone: 409.659.3831  
 Email: \_\_\_\_\_ Email: CMCDONALD@SILSBEEFLEET.COM  
 Product Description: CHEVY SILVERADO 3500 CHASSIS CAB Date: December 28, 2023

A. Bid Item: \_\_\_\_\_ A. Base Price: **\$ 47,397.00**

**B. Factory Options**

Code	Options	Bid Price	Code	Options	Bid Price
CK31043	2024 3500HD SILVERADO CREW 4WD CHASIS	\$ 1,995.00		EXTERIOR COLOR- WHITE	
L8T	ENGINE 6.6L V8 6 SPEED	\$ -		INTERIOR- VINYL	
PCV	WT FLEET CONVENIENCE PACKAGE	\$ 650.00			
ZZT	ALL TERRAIN SPARE TIRE	\$ 380.00			
9L7	UPFITTER SWITCH KIT	\$ 150.00			
5N5	REAR CAMERA KIT	\$ 73.00			
<b>Total of B. Published Options:</b>					<b>\$ 3,248.00</b>

Published Option Discount (5%) **\$ (181.65)**

**C. Additional Options [not to exceed 25%] \$= 34.1 %**

Options	Bid Price	Options	Bid Price
BACK UP ALARM	\$ 125.00		\$ -
TRUX 2011	\$ 15,064.00	***UNIT ON GROUND***	
SILSBEE FLEET INSTALL	\$ 2,072.86	<b>1GB4YSE78RF293785</b>	
<b>Total of C. Unpublished Options:</b>			<b>\$ 17,261.86</b>

D. Floor Plan Interest (for in-stock and/or equipped vehicles) **\$ 350.00**

E. Lot Insurance (for in-stock and/or equipped vehicles): **\$ -**

F. Contract Price Adjustment: PREFERRED CUST **\$ (2,000.00)**

G. Additional Delivery Charge: 325 miles **\$ 568.75**

H. Subtotal: **\$ 66,643.96**

I. Quantity Order: 1 x K = **\$ 66,643.96**

J. Trade in: \_\_\_\_\_ **\$ -**

K. \_\_\_\_\_

L. Total Purchase Price **\$ 66,643.96**

# STAFF REPORT



**SUBJECT:** Street Department – 1-Ton Dump Bed Truck  
**MEETING:** Regular Council Meeting - 02 Jan 2024  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

## RECOMMENDATION:

Staff recommends approval to purchase a Street Department truck from Lake Country Chevrolet as approved in the adopted FY23-24 budget.

## BACKGROUND:

The adopted FY23-24 budget approved the replacement of a dump truck with a 1-Ton pickup truck with a dump bed for the Street Department.

## PROPOSAL:

A cooperative purchasing agency bid through the Texas Interlocal Purchasing System (TIPS) was received from Lake Country Chevrolet for \$66,191.10.

## FISCAL IMPACT SUMMARY:

The FY23-24 adopted budget includes \$80,000 for the replacement dump truck. The total purchase cost of the truck is \$66,191.10 leaving a positive balance of \$13,808.90.

The Purchasing Manager has confirmed the city is able to purchase this equipment through the TIPS Cooperative purchasing agency and adheres to all purchasing requirements. (Account #TX-993069)

## ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not approve of the purchase as presented, or
2. Purchase the Street Department truck with financing, or
3. Recommend an alternate bidding methodology.

### ADVANTAGES:

1. The bid is \$13,808.90 under budget and shows the truck to be available now in stock, on the lot.

### DISADVANTAGES:

1. No disadvantages have been identified.

## ATTACHMENTS:

[TIPS Bid from Lake Country Chevrolet - \\$66,191.10](#)





**PRODUCT PRICING SUMMARY**  
**TIPS USA 210907 AUTOMOBILES**  
**VENDOR--LAKE COUNTRY CHEVROLET, 1211 Hwy 96 N., Silsbee TX 77656**

End User: CITY OF STEPHENVILLE Prepared by: COLTON MCDONALD  
 Contact: \_\_\_\_\_ Phone: 409.659.3831  
 Email: \_\_\_\_\_ Email: CMCDONALD@SILSBEEFLEET.COM  
 Product Description: CHEVY SILVERADO 3500 CHASSIS CAB Date: December 28, 2023

A. Bid Item: \_\_\_\_\_ A. Base Price: **\$ 47,397.00**

**B. Factory Options**

Code	Options	Bid Price	Code	Options	Bid Price
CK31043	2024 3500HD SILVERADO CREW 4WD CHASIS	\$ 1,995.00		EXTERIOR COLOR- WHITE	
L8T	ENGINE 6.6L V8 6 SPEED	\$ -		INTERIOR- VINYL	
PCV	WT FLEET CONVENIENCE PACKAGE	\$ 650.00			
ZZT	ALL TERRAIN SPARE TIRE	\$ 380.00			
9L7	UPFITTER SWITCH KIT	\$ 150.00			
5N5	REAR CAMERA KIT	\$ 73.00			

**Total of B. Published Options: \$ 3,248.00**

**Published Option Discount (5%) \$ (181.65)**

**C. Additional Options [not to exceed 25%] \$= 33.2%**

Options	Bid Price	Options	Bid Price
GENERAL BODY UPFIT 138110	\$ 16,809.00		\$ -
		***UNIT ON GROUND***	
		<b>1GB4YSE75RF293811</b>	

**Total of C. Unpublished Options: \$ 16,809.00**

D. Floor Plan Interest (for in-stock and/or equipped vehicles): **\$ 350.00**

E. Lot Insurance (for in-stock and/or equipped vehicles): **\$ -**

F. Contract Price Adjustment: PREFERRED CUST **\$ (2,000.00)**

G. Additional Delivery Charge: 325 miles **\$ 568.75**

H. Subtotal: **\$ 66,191.10**

I. Quantity Ordered 1 x K = **\$ 66,191.10**

J. Trade in: \_\_\_\_\_ **\$ -**

K. \_\_\_\_\_ **\$ -**

L. Total Purchase Price **\$ 66,191.10**

# STAFF REPORT



**SUBJECT:** Utility Department – Production Truck  
**MEETING:** Regular Council Meeting - 02 Jan 2024  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

## RECOMMENDATION:

Staff recommends approval to purchase a Utility Department Production Truck from Lake Country Chevrolet as approved in the adopted FY23-24 budget.

## BACKGROUND:

The adopted FY23-24 budget approved the replacement of a production truck for the Utility Department.

## PROPOSAL:

A cooperative purchasing agency bid through the Texas Interlocal Purchasing System (TIPS) was received from Lake Country Chevrolet for \$45,831.86.

## FISCAL IMPACT SUMMARY:

The FY23-24 adopted budget includes \$45,000 for the production truck. The total purchase cost of the truck is \$45,831.86 leaving a negative balance of \$831.86. However, the \$8,356.04 savings from the Crew Truck bid will offset the \$831.86 overage on the Production Truck with a net positive balance of \$7,524.18.

The Purchasing Manager has confirmed the city is able to purchase this equipment through the TIPS Cooperative purchasing agency and adheres to all purchasing requirements. (Account #TX-993069)

## ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not approve the purchase as presented, or
2. Purchase the Production Truck with financing, or
3. Recommend an alternate bidding methodology.

## ADVANTAGES:

1. The truck is available now in stock, on the lot.
2. The savings from the Crew Truck bid (\$8,356.04) will offset the overage on the Production Truck (-831.86) and leave a net positive balance of \$7,524.18.

## DISADVANTAGES:

1. No disadvantages have been identified.

## ATTACHMENTS:

[TIPS Bid from Lake Country Chevrolet - \\$45,831.86](#)



**PRODUCT PRICING SUMMARY**

**TIPS USA 210907 Automobiles**

**VENDOR- 5426 LAKE COUNTRY CHEVROLET, 2152 N. WHEELER STREET JASPER, TX 75951**

End User: CITY OF STEPHENVILLE  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Product Description: CHEVROLET SILVERADO 1500

Prepared by: COLTON MCDONALD  
 Phone: 409.659.3831  
 Email: CMCDONALD@SILSBEEFLEET.COM  
 Date: October 27, 2023

A. Bid Item: \_\_\_\_\_ A. Base Price: **\$ 43,895.00**

**B. Factory Options**

Code	Description	Bid Price	Code	Description	Bid Price
CK10543	2024 SILVERADO 4WD CREW CAB	\$ 1,495.00			
	4WD SHORT BOX				
L3B	ENGINE 2.7L TURBO				
PEB	WT VALUE PACKAGE	\$ -			
Z82	TRAILERING PACKAGE	\$ -			
<b>Total of B. Published Options:</b>					<b>\$ 1,495.00</b>

Published Option Discount (5%) **\$ (74.75)**

**C. Unpublished Options**

\$= 7.0 %

Description	Bid Price	Options	Bid Price
SILSBEE FLEET INSTALL	\$ 2,702.86	EXTERIOR - WHITE GAZ	
AMBER MPOWER (GRILL)	\$ -	INTERIOR - JET BLACK CLOTH HIT	
AMBER VERTEX (REAR CORNER)	\$ -		
AMBER MINI LIGHTBAR	\$ -		
LIGHTED ROCKER SWITCH	\$ -	***UNIT ON GROUND***	
BACK UP ALARM	\$ -	<b>1GCPDAEK9RZ164942</b>	
SPRAY IN BED LINER	\$495		
<b>Total of C. Unpublished Options:</b>			<b>\$ 3,197.86</b>

D. Floor Plan Interest (for in-stock and/or equipped vehicles): **\$ 250.00**

E. Lot Insurance (for in-stock and/or equipped vehicles): \_\_\_\_\_

F. Contract Price Adjustment: PREFERRED CUSTOMER DISC **\$ (3,500.00)**

G. Additional Delivery Charge: 325 miles **\$ 568.75**

H. Subtotal: **\$ 45,831.86**

I. Quantity Ordered 1 x H = **\$ 45,831.86**

J. Trade in: \_\_\_\_\_ **\$ -**

K. \_\_\_\_\_

L. Total Purchase Price **\$ 45,831.86**