City Council
Regular Meeting

Tuesday, May 6, 2025, 5:30 PM
City Hall Council Chambers
298 W Washington
Stephenville, Texas 76401

AGENDA

CALL TO ORDER

PLEDGES OF ALLEGIANCE

INVOCATION

PRESENTATIONS AND RECOGNITIONS

1. Mayor's Youth Council Presentation by Council Historian
2. Recognition of Mayor's Youth Council Participants
3. Presentation of Tourism Friendly Certification
4. Presentation of Lifesaving Award to Stephenville Police Department Officer Colby Stone and Erath County Sheriff's Deputy Taylor Tully

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

5. Administer Oaths of Office to Newly Elected Council Members
6. Comments from Newly Elected Council Members
7. Election of Mayor Pro-Tem
8. Consider Approval of Stephenville Police Department (SPD)/Stephenville Fire Department (SFD) Fire Station 1 Mural Project
9. Consider Acceptance of the Airport Pump Station Expansion Project
10. Consider Approval of a Resolution Nominating FMC Technologies, Inc. at its 2825 W. Washington St., Stephenville, TX, Facility as a Qualified Enterprise Project, to be Eligible to Participate in the Texas Enterprise Zone Program
11. Consider Approval of TXDOT City Pride Sign Agreement

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

12. **Application No.: RZ 8714**

    Megan Leatherwood Representing 500 Investment Corporation, is Requesting a Rezone of Property Located at 0 Alexander Road, Parcel R67158, Being Approximately 17.46 acres of the AO196 John B DUPUY Abstract of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Single Family 5,000 ft. (R-1.5)

13. **PUBLIC HEARING**

Application No.: RZ 8714

14. Consider Approval of Ordinance Rezoning Property Located at 0 Alexander Road, Parcel R67158, Being Approximately 17.46 acres of the AO196 John B DUPUY Abstract of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Single Family 5,000 ft. (R-1.5)

15. **Application No.: CUP 8737**

Trevor Hudson, Representing Michael Plank, Owner of NPH Ventures, LLC., is Requesting a Conditional Use Permit to Allow the Operation of an Auto Paint and Body Shop/Repair in a (B-2), Retail and Commercial District, for Property Known as 902 N Wolfe Nursery Rd, Parcel R72994, being Block 1, Lot 3 of the Doss Addition Phase 3 of the City of Stephenville, Erath County, Texas

16. **PUBLIC HEARING**

Application No.: CUP 8737

17. Consider Approval of Ordinance Approving Conditional Use Permit to Allow the Operation of an Auto Paint and Body Shop/Repair in a (B-2), Retail and Commercial District, for Property Known as 902 N Wolfe Nursery Rd, Parcel R72994, being Block 1, Lot 3 of the Doss Addition Phase 3 of the City of Stephenville, Erath County, Texas

18. **Committee Assignment 042025**

At the Request of a Local Developer, the Development Services Committee Considered the Revocation of the Land Use Regulation That Limits Lot Coverage of the Primary Structure to 40% of the Total Area of the Required Minimum Lot Dimensions for Residential Districts. Current Procedures Require a Board of Adjustment Variance to Allow the Footprint of the Primary Structure to Exceed the 40% Limitation.

19. **PUBLIC HEARING**

Committee Assignment 042025

20. Consider Approval of an Ordinance Repealing the Coverage Limitation of Primary Structure to 40 Percent of the Total Area of the Required Minimum Lot Dimensions for Residential Districts

21. Consider Authorizing the City Manager to Initiate Negotiations and Enter into a Professional Services Agreement with Kendig Keast Collaborative for Updating the City's Land Use Regulations

FINANCIAL REPORTS

Monica Harris, Director of Finance

22. Monthly Budget Report for the Period Ending March 31, 2025

23. Quarterly Investment Report for the Period Ending March 31, 2025

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

CONSENT AGENDA

24. Consider Approval of Corrected Minutes from March 4, 2025 - Regular Meeting

25. Consider Approval of Minutes from April 1, 2025 - Regular Meeting

26. Consider Approval of Minutes from April 15, 2025 - Special Meeting

27. Consider Approval of Auction Items

28. Consider Approval of Award of Bid ITB 3341 - ASO Truck

29. Approve Expenditure for Axon Body, Car, ALPR, and Interview Room Cameras

30. Approve the Donation of Police Equipment to the Eastland County Sheriff's Office

31. Approve the Donation of Police Equipment to the Jonesboro Independent School District Police Department.

32. Consider Approval of a Signatory Authority Resolution for FY25-26 TxCDBG Application Preparation

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

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

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

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

EXECUTIVE SESSION NOTICE

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: City of Stephenville receives Tourism Friendly Certification from the Governor of Texas.

DEPARTMENT: Tourism/Administrative Services

STAFF CONTACT: Alyee Whitworth/Darrell Brown/

OBJECTIVE:

On March 24, 2025, Governor Greg Abbott congratulated the City of Stephenville on being designated as a Tourism Friendly Texas Certified Community by Travel Texas in the inaugural year of Certified Community designations. Today, we have Madeline Phillips, representative from the Office of the Governor Economic Development and Tourism here to present the certification to the City Council for the City of Stephenville.

BACKGROUND:

November 19, 2024, Mayor Doug Svien signed a proclammation recognizing Stephenville as a Tourism Friendly Community. LeAnn Durfey is the Council representative for the Tourism Advisory Board.

ITEM REPORT

To: City Council
From: Dan Harris, Chief
Subject: Consider Approval of Stephenville Police Department (SPD)/Stephenville Fire Department (SFD) Fire Station 1 Mural Project
Department/Office: Police Department

Summary:

Early this year, SPD began working with Mrs. Stephanie Beach, the Artist in Residence for Tarleton State University and her TSU art students to produce a mural concept for the Stephenville Police Department and Fire Station 1. The attached artist's rendition of the mural would be painted by Mrs. Beach and her students on the South side of the building, on the small wall, to the right of the northside fire bays and approximately halfway between the front and back of the building. SPD has completed the city mural application and requisite fee.

Recommended Action:

Approve the SPD/SFD mural project.

Budget:

There is no cost/fiscal impact to the City of Stephenville beyond the $100 mural application fee paid to the city by SPD.

Attachments:

1. Mural

WSPD

Public Works

STAFF REPORT

SUBJECT: Airport Pump Station Expansion Project Acceptance
MEETING: Regular Business Meeting – 06 MAY 2025
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends acceptance of the above noted project as complete and requests authorization for the City Manager to issue final payment to the contractor. An appropriate resolution is attached.

BACKGROUND:

The City of Stephenville City Council awarded the contract for the above referenced project on December 7, 2021, for $3,797,061.50 to Red River Construction Company of Wylie, TX. The contractor has completed the work in accordance with the plans and specifications.

FISCAL IMPACT SUMMARY:

The project was completed for $3,797,061.50 of which $3,603,317.22 has been paid to the contractor. The remaining balance of $193,744.28 will be released to the contractor following formal project acceptance by the city council. An appropriate resolution is attached.

A recommendation for final payment has been received from the engineer of record. There are no identified outstanding issues and a signed Final Bills Paid Affidavit has been received.

Additionally, all known subcontractors have been contacted to confirm payment.

ATTACHMENT(S):

Resolution No. 2025-R-XX

RESOLUTION NO. 2025-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, TO ACCEPT THE AIRPORT PUMP STATION EXPANSION PROJECT AND AUTHORIZE FINAL PAYMENT TO RED RIVER CONSTRUCTION COMPANY; FINDING AND DETERMINING THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

WHEREAS, the City of Stephenville entered into a unit price contract with Red River Construction Company, with a final estimated total cost of $3,797,061.50; and

WHEREAS, the actual work was completed at a total cost of $3,797,061.50 of which $3,603,317.22 has been previously paid to the contractor, leaving an amount due of $193,744.28; and

WHEREAS, the City has received an executed Final Bills Paid Affidavit from the Contractor and a recommendation of final payment from the design engineering firm.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, THAT;

SECTION 1. The Airport Pump Station Expansion Project is hereby accepted, and the City Manager is authorized to make final payment to the contractor.

SECTION 2. It is hereby officially found and determined the meeting which this resolution was passed was open to the public as required by law.

PASSED AND APPROVED this the 6th day of May 2025.

_____
Doug Svien, Mayor

ATTEST:

_____
Sarah Lockenour, City Secretary

_____
Jason M. King, City Manager
Reviewed

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

ORDINANCE No. 2011-12

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, ORDAINING THE CITY'S PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM PURSUANT TO THE TEXAS ENTERPRISE ZONE ACT, CHAPTER 2303, TEXAS GOVERNMENT CODE (ACT), PROVIDING TAX INCENTIVES, DESIGNATING A LIAISON FOR COMMUNICATION WITH INTERESTED PARTIES, AND NOMINATING FMC TECHNOLOGIES INC TO THE TEXAS ECONOMIC DEVELOPMENT & TOURISM OFFICE WITHIN THE OFFICE OF THE GOVERNOR (EDT) THROUGH THE TEXAS ECONOMIC DEVELOPMENT BANK (BANK) AS AN ENTERPRISE PROJECT (PROJECT).

WHEREAS, the City Council of the City of Stephenville, Texas (City) desires to create the proper economic and social environment to induce the investment of private resources in productive business enterprises located in severely distressed areas of the city and to provide employment to residents of such areas; and

WHEREAS, the project or activity is not located in an area designated as an enterprise zone; and

WHEREAS, pursuant to Chapter 2303, Subchapter F of the Act, FMC Technologies Inc has applied to the City for designation as an enterprise project; and

WHEREAS, the City finds that FMC Technologies Inc meets the criteria for tax relief and other incentives adopted by the City on the grounds that it will be located at the qualified business site, provide for job retention, and will create a higher level of employment, economic activity and stability; and

WHEREAS, a public hearing to consider this ordinance was held by the City Council on August 2, 2011;

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

Section 1: The City nominates FMC Technologies Inc for enterprise project status.

Section 2: The following local incentives, at the election of the governing body, are or will be made available to the nominated project or activity of the qualified business:

a) The City may provide business and industrial development services, including:
   1) establishing a Tax Increment Reinvestment Zone;
   2) low-interest loans for businesses;
   3) providing publicly owned land for development purposes, including residential, commercial, or industrial development;
   4) use of surplus school buildings for incubators;
   5) creating special one-stop permitting and problem resolution centers or ombudsmen; or
   6) promotion and marketing services.

b) The City may provide regulatory relief to businesses, including:
   1) zoning changes or variances;
   2) exemptions from unnecessary building code requirements, impact fees, or inspection fees; or
   3) streamlined permitting.

c) The City may provide enhanced municipal services to businesses, including:
   1) improved police and fire protection;
   2) institution of community crime prevention programs; or

d) The City may provide improvements in community facilities, including:
   1) capital improvements in water and sewer facilities;
   2) road repair; or
   3) creation or improvement of parks.

e) The City may provide improvements to housing, including:
   1) low-interest loans for housing rehabilitation or new construction.

f) The City may provide job training and employment services to businesses, including:
   1) Job Training and Employment Services;
   2) retraining programs;
   3) vocational education;
   4) customized job training; or
   5) literacy and employment skills programs.

g) The City may provide Tax Incentives including:
   1) Local Sales Tax Refunds;
   2) Tax Abatement;
   3) Tax Increment Financing;
   4) Freeport Exemption; or
   5) Ch 380 Grants.

Section 3: The enterprise zone areas within the City are reinvestment zones in accordance with the Texas Tax Code, Chapter 312.

Section 4: The City of Stephenville City Council directs and designates the City Administrator as the City's liaison to communicate and negotiate with the EDT through the Bank and enterprise project(s) and to oversee zone activities and communications with qualified businesses and other entities in an enterprise zone or affected by an enterprise project.

Section 5: The City finds that FMC Technologies Inc meets the criteria for designation as an enterprise project under Chapter 2303, Subchapter F of the Act on the following grounds:

(a.) FMC Technologies Inc is a "qualified business" under Section 2303.402 of the Act since it will be engaged in the active conduct of a trade or business at a qualified business site within the governing body's jurisdiction, located outside of an enterprise zone and at least thirty-five percent (35%) of the business' new employees will be residents of an enterprise zone or economically disadvantaged individuals; and

(b.) There has been and will continue to be a high level of cooperation between public, private, and neighborhood entities in the area; and

(c.) The designation of FMC Technologies Inc as an enterprise project will contribute significantly to the achievement of the plans of the City for development and revitalization of the area.

Section 6: The enterprise project shall take effect on the date of designation of the enterprise project by EDT and terminate on September 1, 2016.

Section 7: The provisions of this ordinance are severable. If any section, paragraph, sentence, subdivision, clause, or phrase of this ordinance or the application thereof to any person or circumstance is held invalid or held unconstitutional, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application.

Section 8: This ordinance shall take effect from and after its passage as the law and charter in such case provides.

PASSED AND APPROVED this 2nd day of August, 2011.

Nancy A. Hunter, Mayor

ATTEST:

Cindy L. Stafford, City Secretary

Reviewed by Mark A. Kaiser,
City Administrator

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

RESOLUTION NO. 2025-R-_____

WHEREAS, the City of **Stephenville** (City) has previously passed Ordinance No. 2011-O-12 electing to participate in the Texas Enterprise Zone Program, and the local incentives offered under this resolution are the same on this date as were outlined in Ordinance No. 2011-O-12;

WHEREAS, the Office of the Governor Economic Development and Tourism (EDC) through the Economic Development Bank (Bank) will consider **FMC Technologies, Inc.** as an enterprise project pursuant to a nomination and an application made by the City;

WHEREAS, the City desires to pursue the creation of the proper economic and social environment in order to induce the investment of private resources in productive business enterprises located in the City and to provide employment to residents of enterprise zones and to other economically disadvantaged individuals;

WHEREAS, pursuant to Chapter 2303, Subchapter F of the Texas Enterprise Zone Act, Texas Government Code (the "Act"), **FMC Technologies, Inc.** has applied to the City for designation as an enterprise project;

WHEREAS, the City finds that **FMC Technologies, Inc.** meets the criteria for designation as an enterprise project under Chapter 2303, Subchapter F of the Act on the following grounds:

1. **FMC Technologies, Inc.** is a "qualified business" under Section 2303.402 of the Act since it will be engaged in the active conduct of a trade or business at a qualified business site within the governing body's jurisdiction located outside of an enterprise zone and at least thirty-five percent (35.0%) of the business' new employees will be residents of an enterprise zone, economically disadvantaged individuals, or veterans; and

2. There has been and will continue to be a high level of cooperation between public, private, and neighborhood entities within the area; and

3. The designation of **FMC Technologies, Inc.** as an enterprise project will contribute significantly to the achievement of the plans of the City for development and revitalization of the area.

WHEREAS, the City finds that **FMC Technologies, Inc.** meets the criteria for tax relief and other incentives adopted by the City and nominates **FMC Technologies, Inc.** for enterprise project status on the grounds that it will be located at the qualified business site, will create a higher level of employment, economic activity and stability; and

WHEREAS, the City finds that it is in the best interest of the City to nominate **FMC Technologies, Inc.** as an enterprise project pursuant to the Act;

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

That the findings of the City and its actions approving this resolution taken at the council meeting are hereby approved and adopted.

BE IT FURTHER RESOLVED that **FMC Technologies, Inc.** is a "qualified business", as defined in Section 2303.402 of the Act, and meets the criteria for designation as an enterprise project, as set forth in Section 2303, Subchapter F of the Act.

BE IT FURTHER RESOLVED that the enterprise project shall take effect on the date of designation of the enterprise project by the agency and terminate on **June 3, 2030**.

PASSED BY THE CITY COUNCIL of the City of **Stephenville** this 6th day of May, 2025.

_____
Doug Svien, Mayor

ATTEST:

_____
Sarah Lockenour, City Secretary

_____
Reviewed by Jason King,
City Manager

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

STAFF REPORT

SUBJECT: TXDOT request for City Pride Sign Agreement to be submitted for National Sign Plaza, Wayfinding Signs project

DEPARTMENT: Tourism/Administrative Services

STAFF CONTACT: Alyee Whitworth/Darrell Brown

RECOMMENDATION:

Staff recommends we complete the City Pride Sign Agreement and submit to TXDOT to approve the installation of the Wayfinding Sign project.

BACKGROUND:

Wayfinding Sign Project started several years ago and signs are ready for installation.

FISCAL IMPACT SUMMARY:

None - sign project is a budgeted item.

ALTERNATIVES

CITY PRIDE SIGN AGREEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

THIS AGREEMENT, made on the dates hereinafter shown, by and between the State of Texas, hereinafter called the "State," represented by the Executive Director of the Texas Department of Transportation, acting for and in behalf of the Texas Transportation Commission, and the City of Stephenville, Texas, hereinafter called the "City."

WITNESSETH

WHEREAS, the State owns, operates, and maintains a system of highways for public use and benefit, in the City of Stephenville; and

WHEREAS, the City desires and has requested authority to construct or have reconstructed the City Pride Sign along the roadway(s)

of: U.S. Hwy. 377 – Washington Street,

U.S. Hwy. 67 – Glen Rose Road

S.H. 108 – Graham Avenue

S.H. 8 – Lingleville Road

F.M. 988 – Senator Robert J. Glasgow Loop, and

U.S. Hwy. 281 – East Road / Morgan Mill Road

at the location(s) shown on construction plans, attached hereto and made part of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth,

and in accordance with Title 43, Texas Administrative Code, Chapter 25, Subchapter H, it is agreed as follows:

1. The State grants to the City permission to construct or to have reconstructed, the City Pride Sign(s) within the right-of-way as shown on construction plans and to be maintained by the City as stipulated in the Municipal Maintenance Agreement with the City of Stephenville, Texas, dated _____, 2025.

PLANS, SPECIFICATIONS AND CONSTRUCTION PROCEDURES

2. The City, at no cost to the State, shall prepare or have prepared, complete construction drawings, plans and specifications for the proposed City Pride Sign(s), State approved breakaway sign supports, foundations, appurtenances, and incidental items. No construction work shall be performed on highway right-of-way until these plans and specifications have been approved in writing by the State. After such approval has been given, no changes or alterations shall be made without the written approval of the State.

3. The plans and specifications shall be submitted to the District Engineer, Texas Department of Transportation, Fort Worth, for approval. Any changes or alterations which become necessary during the course of the work shall also be submitted to the District Engineer for approval.

4. The City, its contractor(s), or agents, shall submit a traffic control plan as required and in accordance with the Texas Manual on Uniform Traffic Control Devices to direct and protect vehicular and pedestrian traffic while construction work, including related activities, is in progress. Details and descriptions of these traffic handling measures shall be included in the plans and specifications when submitted for approval. If, during construction, it becomes necessary or

desirable to modify the traffic control measures as specified, prior approval must be obtained from the State's District Engineer in Fort Worth, Texas.

5. The City shall construct, or have constructed, at its entire cost and expense, the proposed City Pride Sign(s) and incidental items referred to in paragraph 1 and 2 above. The State shall have the right to inspect the work on highway right-of-way at any time during the progress of the work, and to make final inspection upon completion. Construction operations will be conducted in a manner acceptable to the District Engineer or their authorized representative. The City, its contractor(s) or agents, shall correct any deficiencies revealed by the State's inspection of the work or of the traffic control and protection measures, where such deficiencies could have an adverse affect on public use of the highway or the safety and convenience of the traveling public.

6. Upon completion of the work authorized herein, the City shall submit copies of the as-built plans and specifications, including any changes or alterations, showing the City Pride Sign(s) in their completed state within 45 days to the State's District Engineer in Fort Worth for permanent records of the State.

7. The City agrees to pay all damages accruing to the State, by reason of injuries to the right-of-way, roadbed, pavement, and/or bridge owned by the State, when such damages are caused by the City's construction, operations, maintenance or rehabilitation on said roadway. To the extent allowed by law, the City also agrees to indemnify and save harmless the State from any and all claims, demands, actions or causes of action, due to damage to property or injury to or death of persons arising from or growing out of or in any manner connected with work on said roadway project including, but not limited to, all court costs, attorney fees and other expenses incurred in connection with suits for such damage and shall, if so requested in writing, assist or relieve the

State from defending any such suits brought against it. In addition, the City shall require its contractor(s) and subcontractor(s) to secure a policy of insurance in the maximum statutory limits for tort liability, naming the State as an additional insured under its terms, and maintain the required insurance coverages in full force and effect during any period that work is performed on the State right-of-way. Adequate insurance, as a minimum shall mean the City contractor(s) shall furnish the State with the Texas Department of Transportation's Certificate of Insurance covering the below listed insurance coverages:

A. Worker's Compensation Insurance Amount - Statutory

B. Comprehensive General Liability Insurance

Amounts	Bodily Injury Property Damage	$600,000 combined single limit each occurrence and in the aggregate

OR

Commercial General Liability Insurance

Amounts	Bodily Injury	$250,000 each person
	Property Damage	$100,000 each occurrence

C. Texas Business Automobile Policy

Amounts	Bodily Injury	$250,000 each person
	Property Damage	$100,000 each occurrence

The State shall be included as an "Additional Insured" by Endorsement to policies issued for coverages listed in B and C above. A "Waiver of Subrogation Endorsement" in favor of the State shall be a part of each policy for coverages listed in A, B, and C above. A certified copy of these endorsements shall be submitted to the State with the evidence of coverage. The City and/or its contractor(s) shall be responsible for any deductions stated in the policy.

LOCATION

8. One City Pride Sign shall be allowed per eligible highway entrance to the City. A City Pride Sign shall be located on the right-hand side of the roadway unless otherwise approved in writing by the State. A City Pride Sign shall be located between 300 and 800 feet of the city limits at a location approved by the State. A City Pride Sign shall take advantage of the natural terrain, have the least impact on the scenic environment, avoid visual conflict within the State highway right-of-way, have a lateral offset greater than existing guide signs, not block the motorist's view of existing traffic control signs, and be placed in locations other than hanging above the highway.

9. A City Pride Sign shall not be located adjacent to the main lanes of full controlled access highway; however, a City Pride Sign may be located on the right-hand side of the access road.

10. The City may landscape the area adjacent to the City Pride Sign(s) upon written approval of the plans by the State's District Engineer in the Fort Worth District. Only small plants, flowers, and shrubbery will be allowed. Permanent structures or items such as large stones, masonry, berms, landscape timbers, etc. shall not be allowed. The State assumes no responsibility for watering, maintenance or damage due to State maintenance and construction activities, fire, theft or vandalism.

CITY PRIDE SIGN

11. The sign face of a City Pride Sign or the combined total area of the attachment signs displayed shall not exceed 80 square feet total. A City Pride Sign shall not contain words, symbols, or messages that:

    A. May be construed as advertising, including, but not limited to, the offering of products and services.

B. Contain notification of municipal ordinances or regulations, or

C. Resemble official traffic control devices.

12. Banners, flags, streamers, flashing lights, or other appurtenances shall not be attached to a City Pride Sign or sign supports. Sign supports shall be galvanized metal or painted solid white.

13. A City Pride Sign shall not be illuminated internally or externally.

14. A City Pride Sign may contain the name of the City, message, or slogan no greater than eight inches in height. The City may include a seal or symbol that is commonly used to represent the City.

15. If a City Pride Sign requires background material, it shall be painted brown (Sherwin Williams #2315 or equivalent) or have brown reflective material affixed to the sign face meeting State specifications. Lettering upon the brown background shall be white and may be any script or font. A white 2 inch border is optional. Lettering and border shall be painted white (Sherwin Williams #2130 or equivalent) or have white reflective material affixed to the sign face meeting State specifications.

ATTACHMENT SIGNS

16. Attachment signs or civic information signs are provided by a non-profit civic organization or governmental entity that display points of interest or geographical, recreational, cultural, or civic information. A civic organization must be located within or have a member who resides in the City, and complies with all applicable law concerning the provisions of public accommodation without regard to race, religion, color, sex, or national origin.

17. Attachment signs may be any color or combination of colors and may be in any design or shape. Attachment signs shall not be greater than 48 inches in width and 36 inches in height, and shall not consist of text, symbols, trademarks or a legend message identifying the name or abbreviation of a commercial establishment, service or product, or contain supplemental address or directional information such as meeting dates or locations.

18. A civic organization shall apply to the City for permission to display an attachment sign upon the City Pride Sign. The City shall notify/contact the civic organization in writing if the civic organization does not meet the requirements of eligibility as stated herein. The civic organization shall have 30 calendar days after written notification to meet the requirements herein.

19. The City shall approve all attachment signs and determine the order, arrangement, and duration of display. Attachment signs shall be placed upon a City Pride Sign as to provide a balanced appearance. Attachment signs shall remain within the borders of a City Pride Sign and shall not overlap.

20. A civic organization shall have only one attachment sign per City Pride Sign unless the City and civic organization agree to said organization's multiple attachment signs upon a City Pride Sign.

21. The City shall remove an attachment sign of a participating civic organization if the civic organization ceases to exist, does not meet the requirements stated herein, or has not provided a replacement sign after 60 days of the City or State's written notification that the attachment sign is damaged, broken, faded, or has become a hazard due to failure to build to specifications, inclement weather, inadequate maintenance, accidental damage, or other cause.

MISCELLANEOUS

22. Signs from the Texas Natural Resource Conservation Commission (TNRCC), the SUPERIOR (or APPROVED) WATER SUPPLY and CLEAN TEXAS 2000 signs, shall be erected and maintained to State specifications at the sole expense of the TNRCC and the City. TNRCC signs shall not be allowed as attachments to State signs or sign supports.

23. Signs from the Texas Historical Commission (THC), the HISTORICAL MARKERS IN CITY signs, shall be erected and maintained to State specifications at the sole expense of the City. THC signs shall not be allowed as attachments to State signs or sign supports.

24. Signs from Keep Texas Beautiful (KTB), the signs that show a city's dedication to the mission of preventing litter and promoting beautification for the Keep Texas Beautiful Proud Community Program, shall be erected and maintained to State specifications at the sole expense of the City. KTB signs shall not be allowed as attachments to State signs or sign supports.

25. Upon completion of the City Pride Sign(s), all attachment signs, TNRCC, THC and KTB signs previously erected on State sign supports shall be removed and relocated to the City Pride Sign or individual supports as outlined herein for TNRCC, THC, and KTB signs.

26. The State shall not require fees from the City for participating in the City Pride Sign Program. The City shall not require fees from the civic organizations or governmental entities for display upon a City Pride Sign.

27. While installing or maintaining a City Pride Sign, the City shall cooperate with any State contractor working on the State highway system at that location.

28. In the event that the State determines that it is necessary to repair, construct, reconstruct and/or make any changes in the highway facility for reasons other than those specified herein, the City shall

be responsible for all costs necessary for removal and relocation of the City Pride Sign.

29. The City shall remove a City Pride Sign if it has not provided a replacement sign within 60 calendar days of written notification from the State that the sign is damaged, broken, faded or has become a hazard due to failure to build to specifications, inclement weather, inadequate maintenance, accidental or other cause. After 60 days, the City Pride Sign not removed or replaced will be removed by the State at the expense of the City. The State may terminate this agreement upon default of the City.

30. This Agreement shall bind, and shall be for the sole and exclusive benefit of the respective parties and their legal successors.

IN TESTIMONY WHEREOF, the parties hereto have affixed their signature, the City of Stephenville, Texas on the _____ day of _____, 20 25.

and the State on the _____ day of _____ 20 25.

CITY OF STEPHENVILLE

By: _____
(Signature)

_____
Typed Name

_____
Title

ATTEST:

_____
Title

THE STATE OF TEXAS

Executed by the District Engineer for the Executive Director and approved for the Texas Transportation Commission under the authority of Minute Order 107005, for the purpose and effect of activating and carrying out the orders, established policies or work programs by the Texas Transportation Commission.

APPROVED:

By: _____
(Signature name,), P.E.
District Engineer

_____
(Typed Name)

Date: _____

Application for Participation in the City Pride Sign Program

Date: May 2, 2025

To the Texas Department of Transportation, c/o District Engineer, _____, Texas

This form must be received at least 14 days prior to the requested date of placement.

Formal notice is hereby given that the city of Stephenville proposes to place a City Pride sign within the right-of-way of various locations (see site plans)

in Erath County, Texas.

☒ Check here for placement of multiple signs and submit the information requested on the Supplemental Sheet (Page 2).

The City Pride sign will be placed varies by location 3-4 feet from the edge of the roadway.

NOTE: All City Pride signs shall conform to TxDOT Standards and specifications.

The City Pride sign will have the following characteristics:

Mounting Height: See Site Plans Sign Height: See Site Plans Sign Width: See Site Plans

Thickness: See Site Plans Sign Material: See Site Plans

Dimensions of Sign Support: _____ Material of Sign Support: _____

Proposed Text: Highway Gothic

Background Color: See Site Plans Legend Color: See Site Plans

Provide sketch here or on an attached sheet: *(Click in the box below to insert a jpg or png file.)*

By (print): Jason M. King

Signature: _____

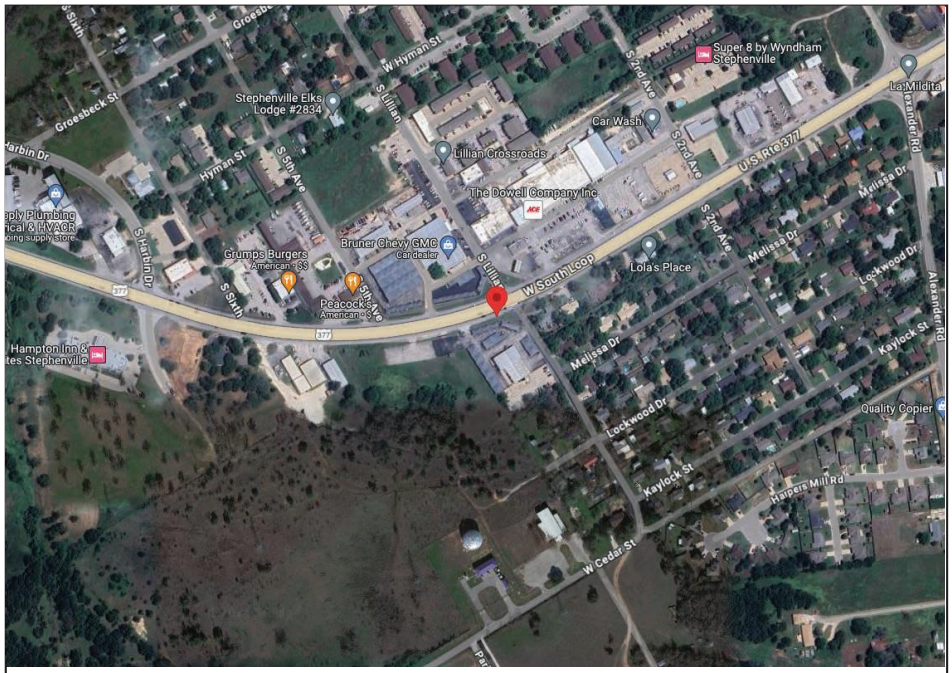
Address: 298 W. Washington St., Stephenville, Texas 76401

Phone: 254-918-1220

STEPHENVILLE, TX

Site Plans

SUBMITTED BY: NATIONAL SIGN PLAZAS, INC.



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV01				Flat	

Notes:

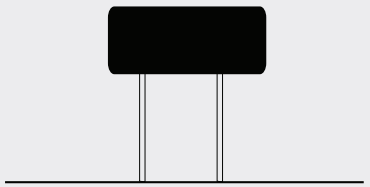
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

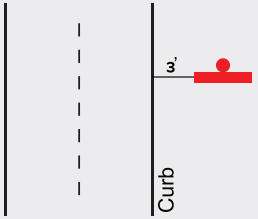
Street Sign Location: **377**

Cross Street: **S Lillian**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

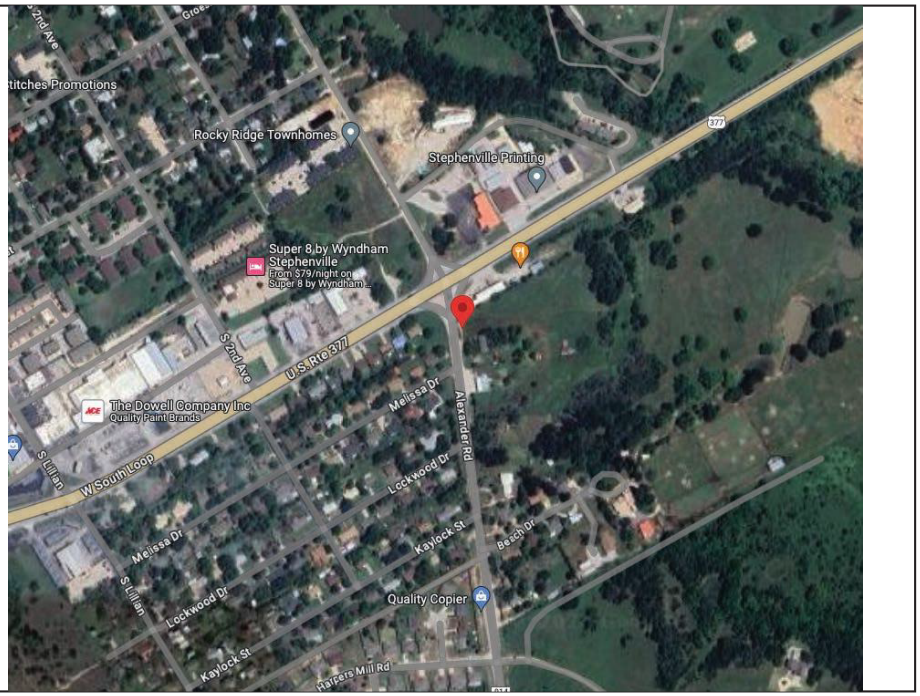
Created & Submitted by: National Sign Plazas, Inc.

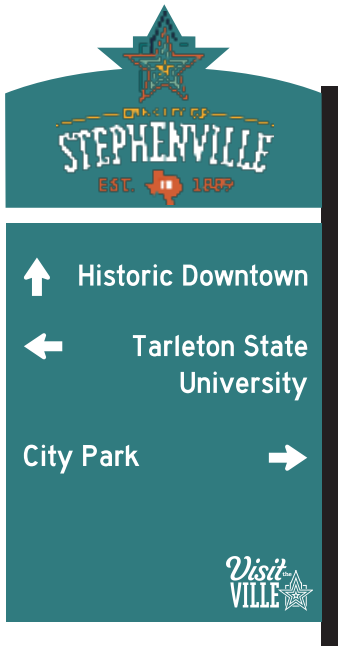
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

2





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

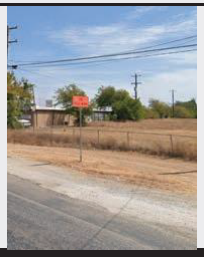
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV03				ONE POLE	

Notes:



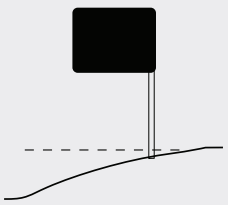
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

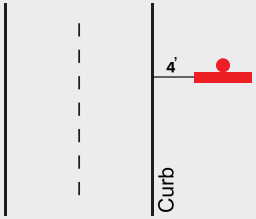
Street Sign Location: **Alexander Rd**

Cross Street: **377**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

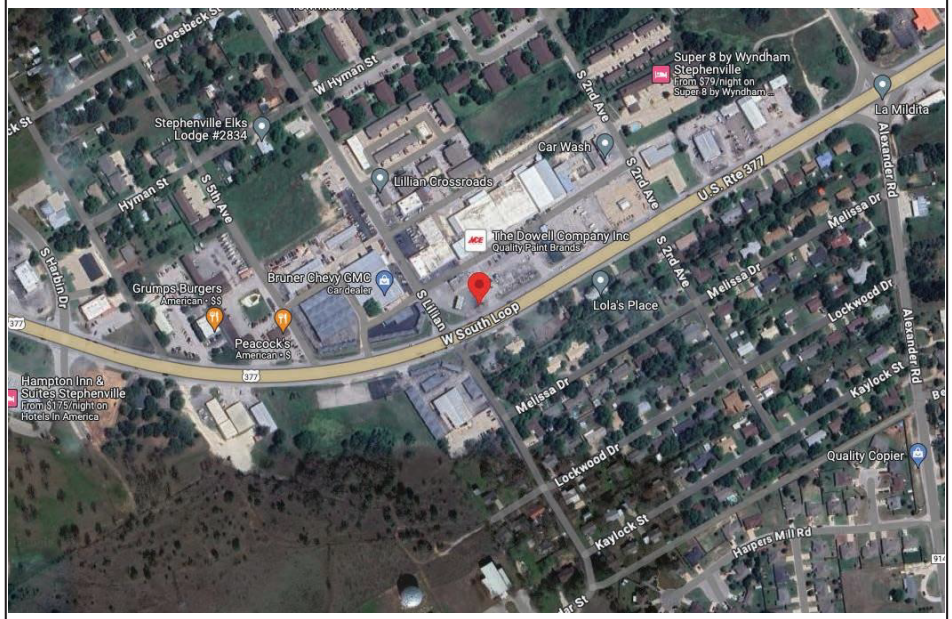
Created & Submitted by: National Sign Plazas, Inc.

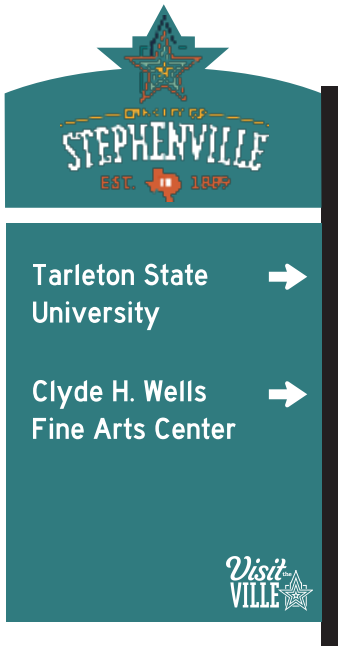
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

3





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

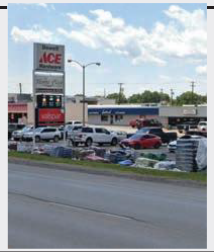
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV02				ONE POLE	

Notes:



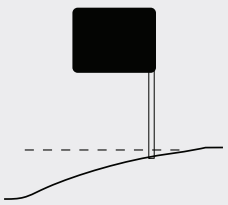
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

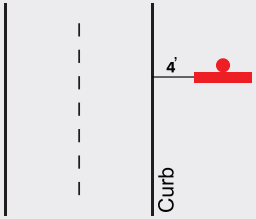
Street Sign Location: **W South Loop**

Cross Street: **S Lillian**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

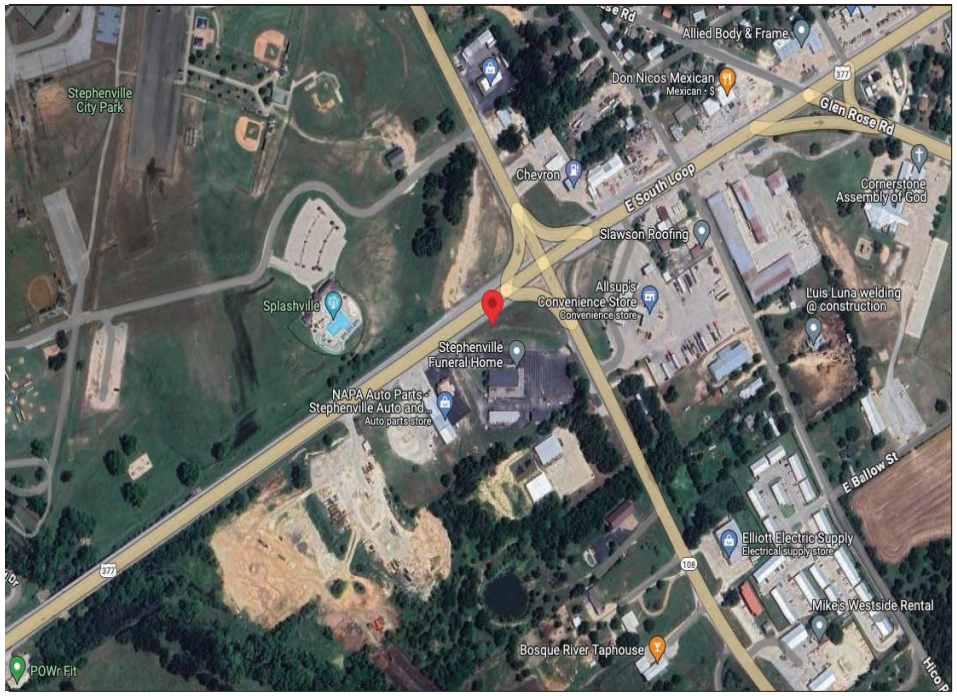
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

4



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

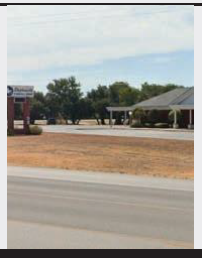
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV04				Flat	

Notes:



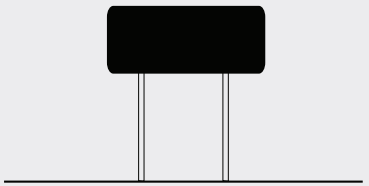
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

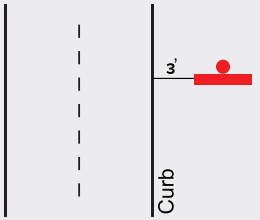
Street Sign Location: **377**

Cross Street: **108**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

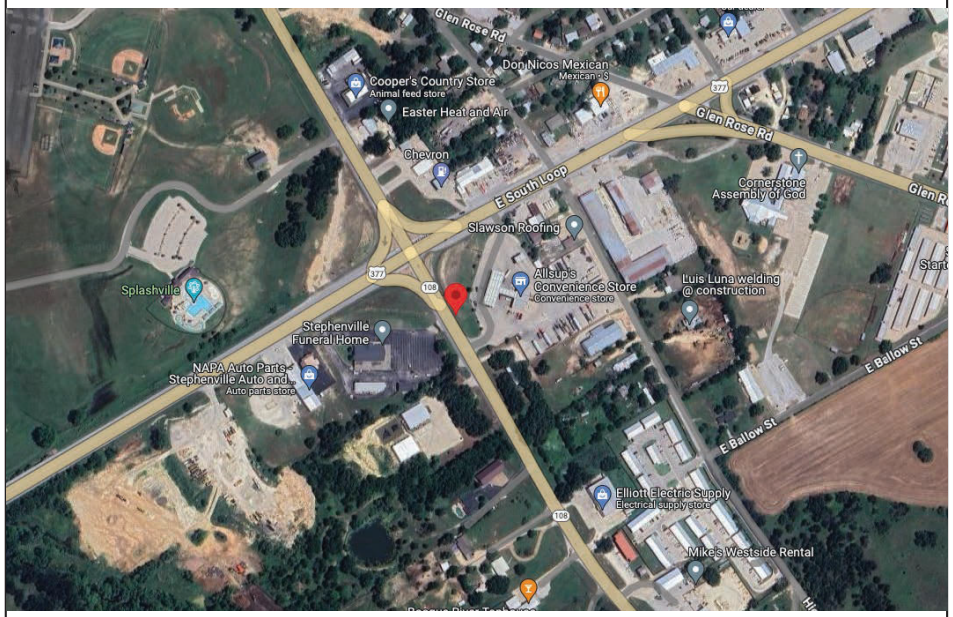
Created & Submitted by: National Sign Plazas, Inc.

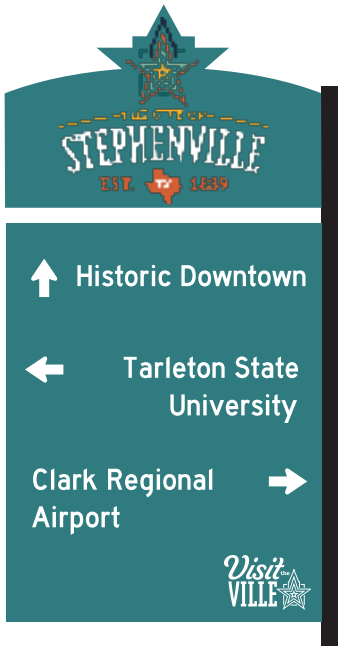
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

5





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

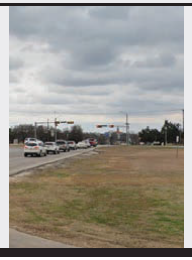
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV05				ONE POLE	

Notes:



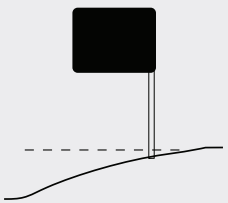
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

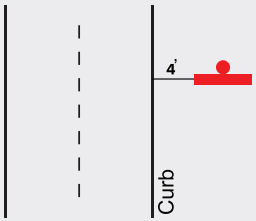
Street Sign Location: **S Graham Ave**

Cross Street: **67**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

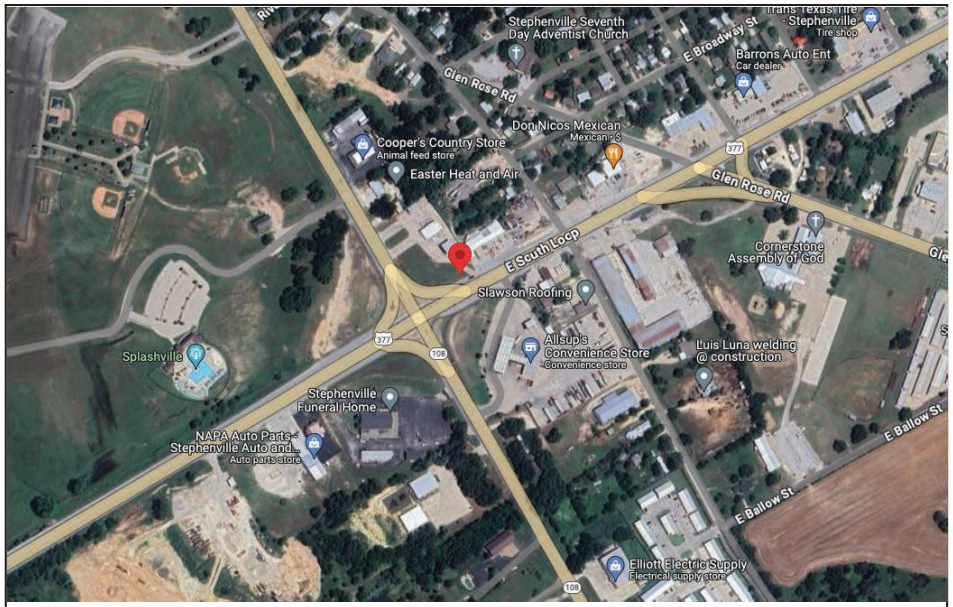
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

6



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

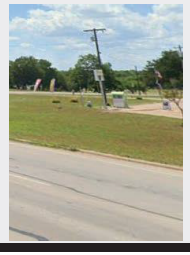
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV06				Flat	

Notes:



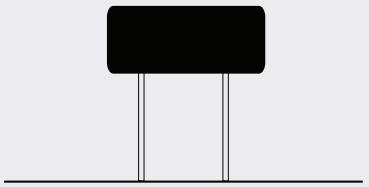
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

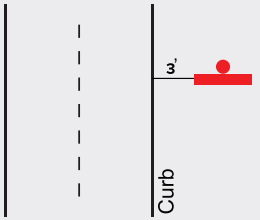
Street Sign Location: **67**

Cross Street: **S Graham Ave**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

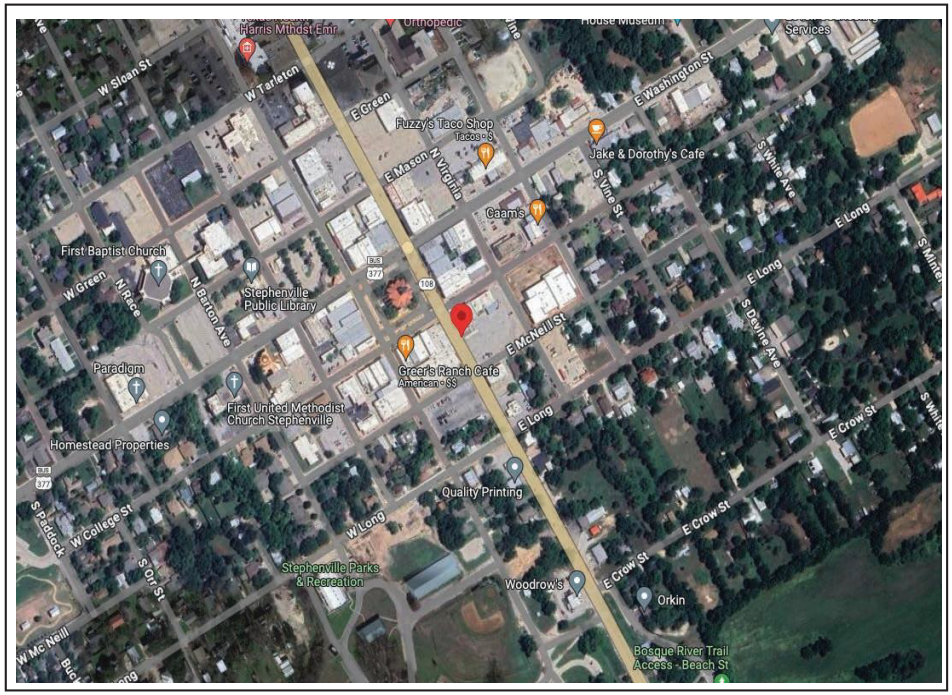
Created & Submitted by: National Sign Plazas, Inc.

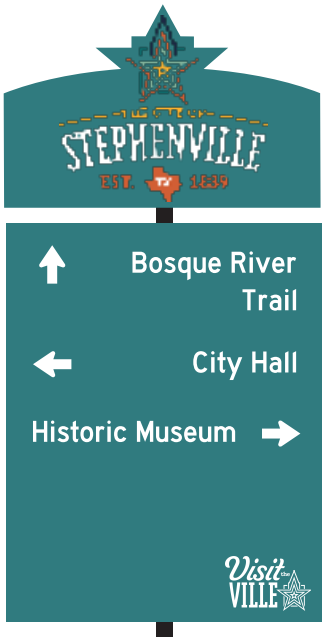
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

7





DETAILS

Size:
60″x48″

Square Footage:
20SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

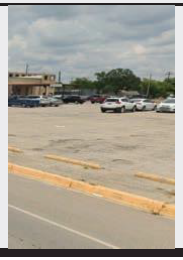
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEH03

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV07				ONE POLE	

Notes:



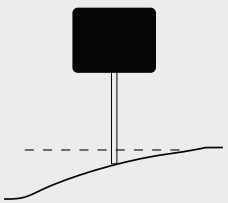
Installation Conditions:

- ○ Soil
- ● Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

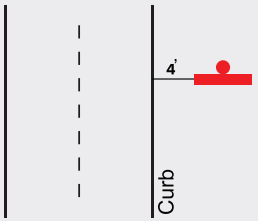
Street Sign Location: **108**

Cross Street: **College St**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

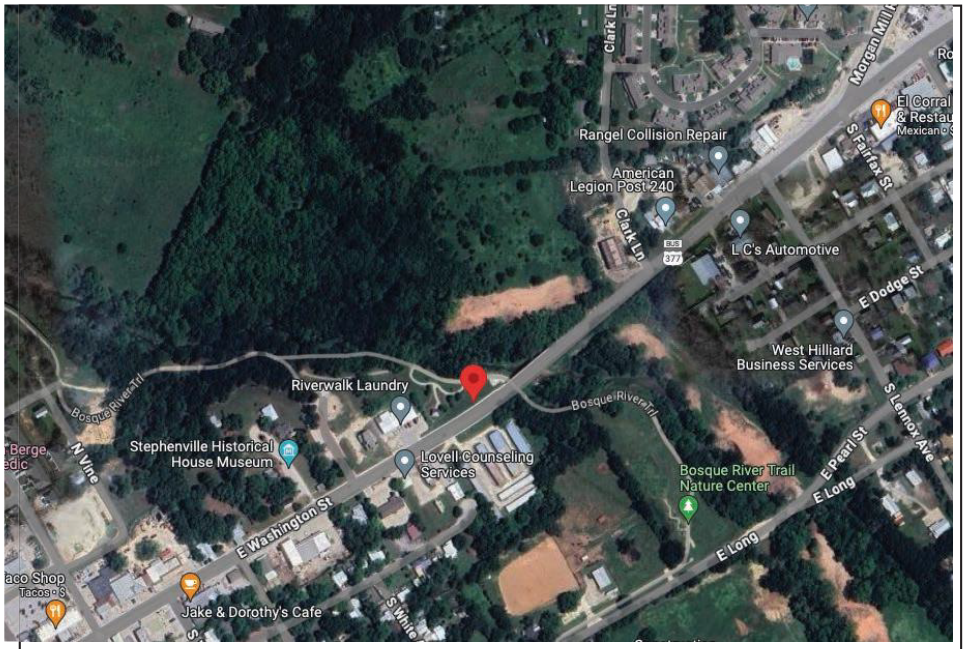
Created & Submitted by: National Sign Plazas, Inc.

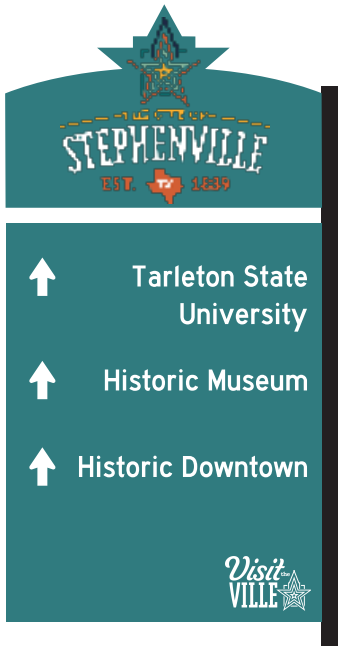
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

8





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

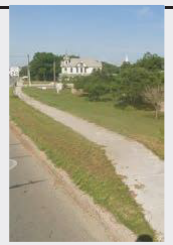
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV08				ONE POLE	

Notes:



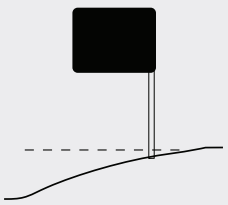
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

Street Sign Location: **377**

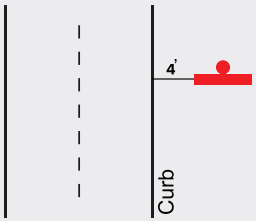
Cross Street: **N Shapard ST**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



Overhead:

- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

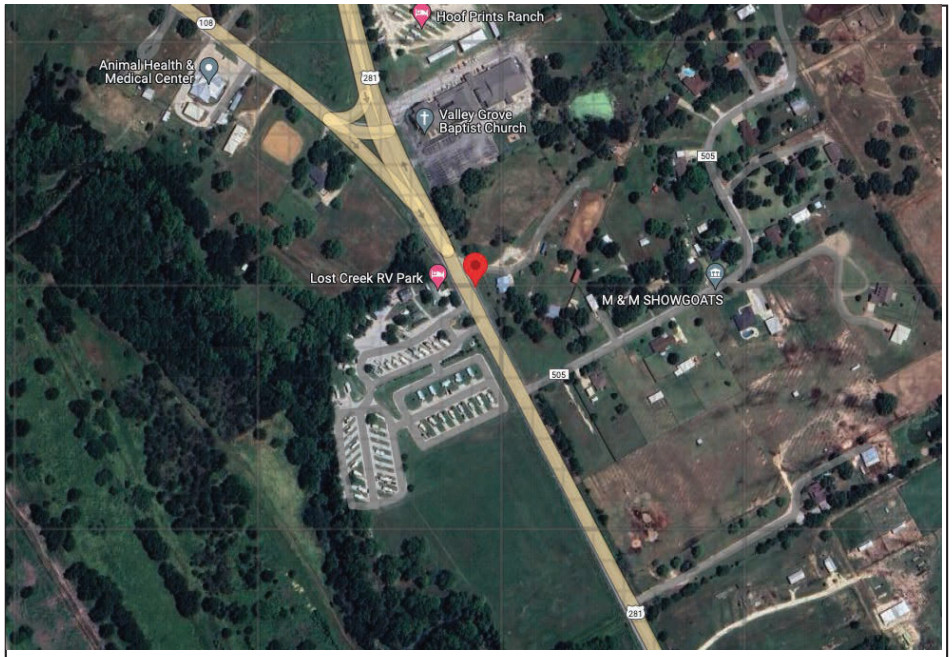
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

9



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

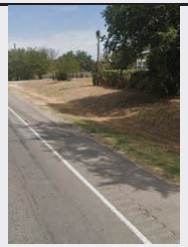
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV09				Flat	

Notes:
Verify slope of hill.



Installation Conditions:

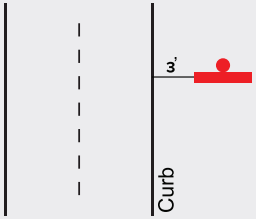
- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

Street Sign Location: **281**

Cross Street: **Parish Rd**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal

- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

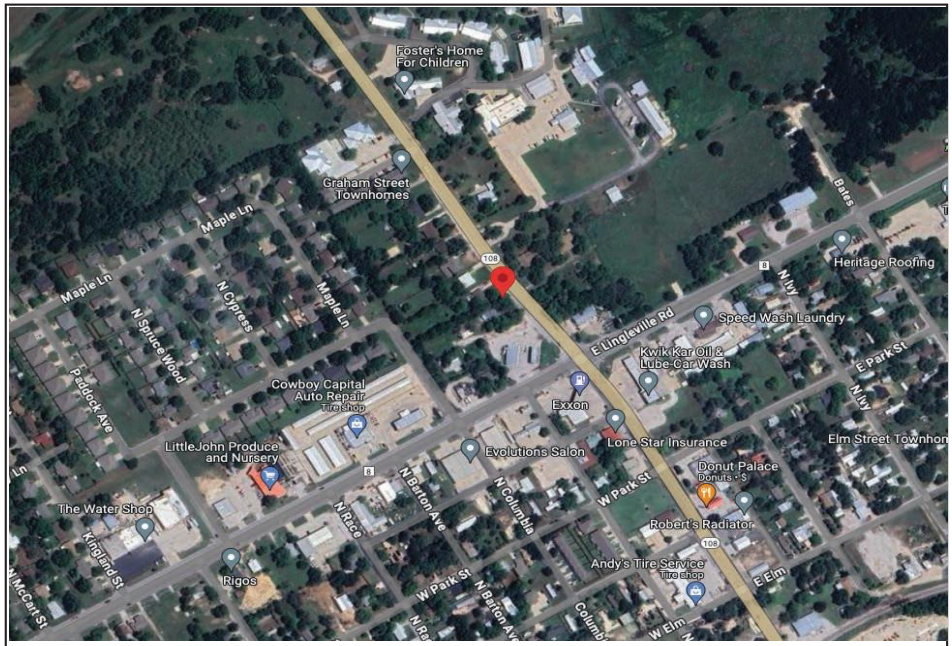
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

10



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

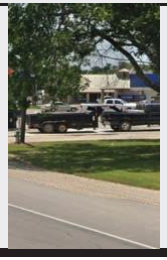
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV10				**Flat**	

Notes:



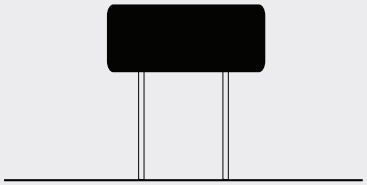
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

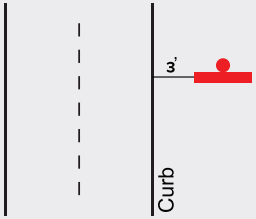
Street Sign Location: **108**

Cross Street: **E Lingleville Rd**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

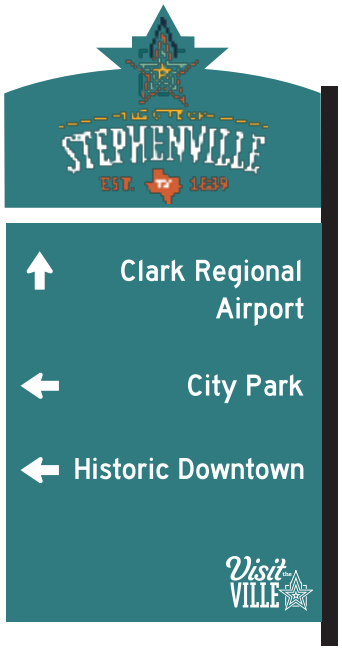
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

11



DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

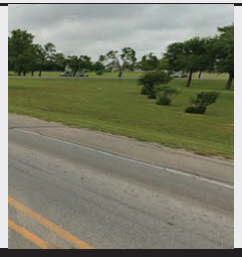
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV11				ONE POLE	

Notes:



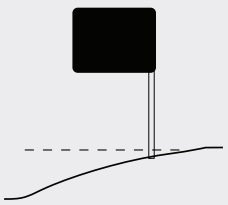
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

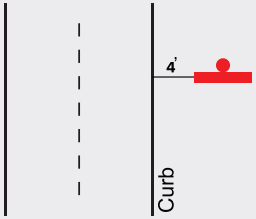
Street Sign Location: **281**

Cross Street: **67**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

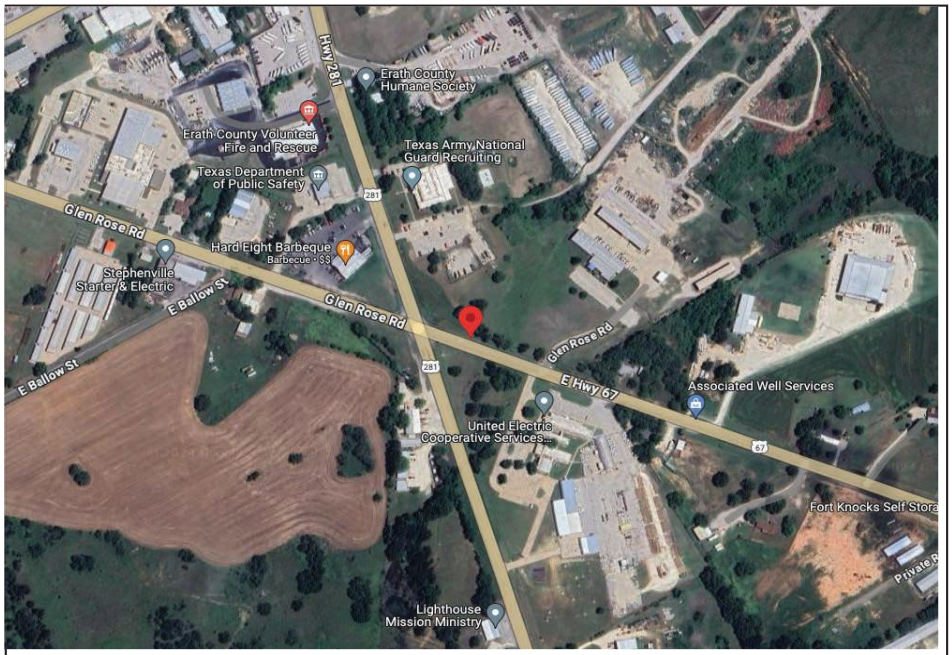
Created & Submitted by: National Sign Plazas, Inc.

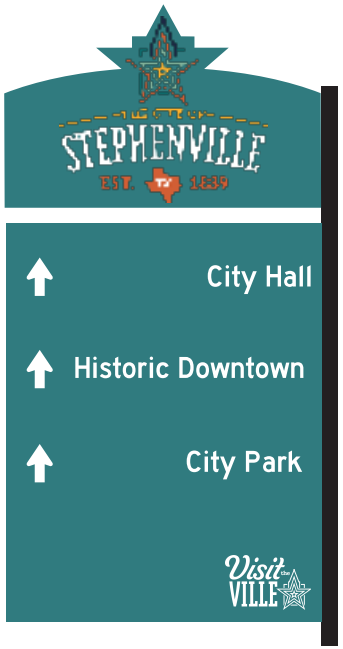
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

12





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

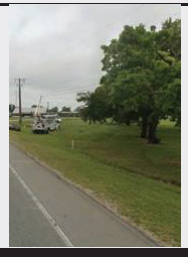
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV12				ONE POLE	

Notes:



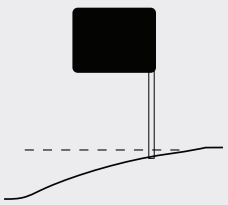
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

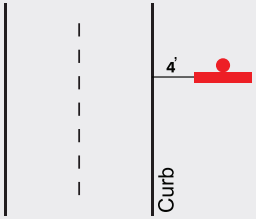
Street Sign Location: **281**

Cross Street: **67**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

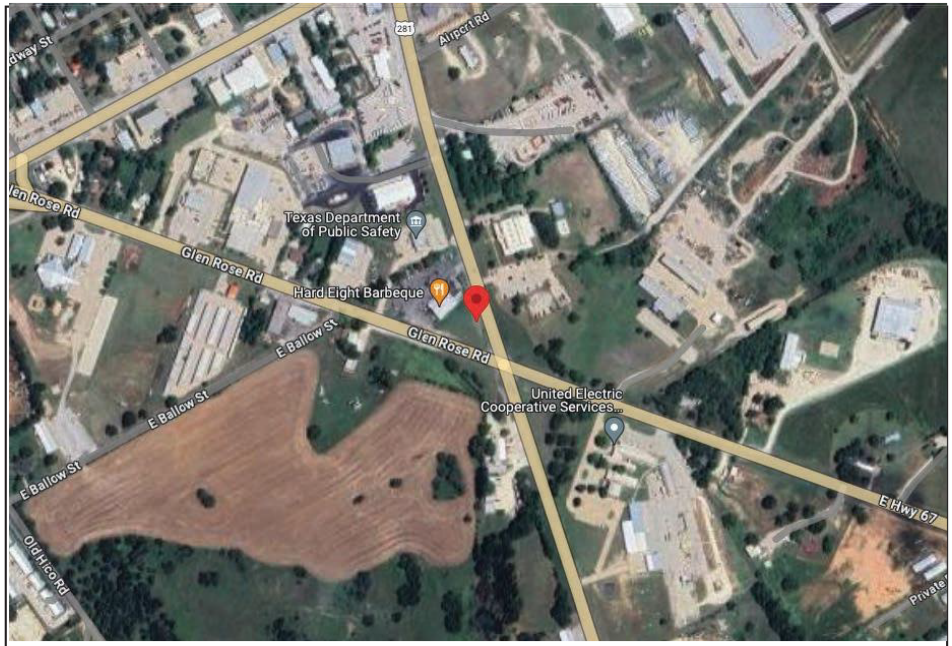
Created & Submitted by: National Sign Plazas, Inc.

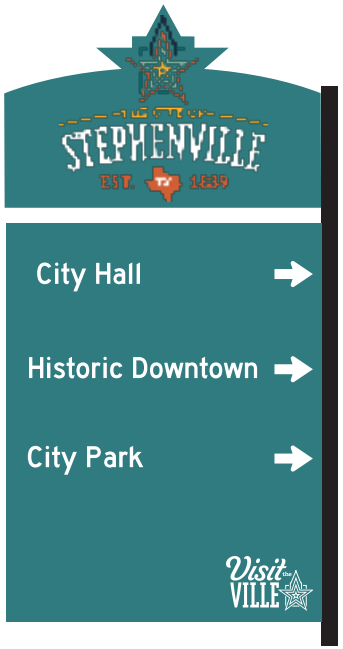
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

13





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

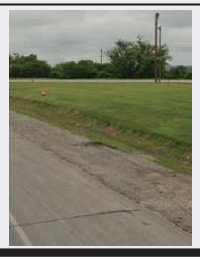
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV13				ONE POLE	

Notes:



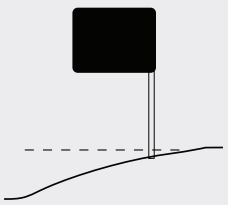
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

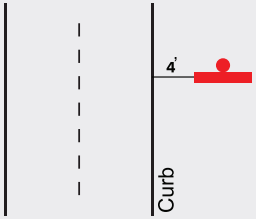
Street Sign Location: **281**

Cross Street: **67**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

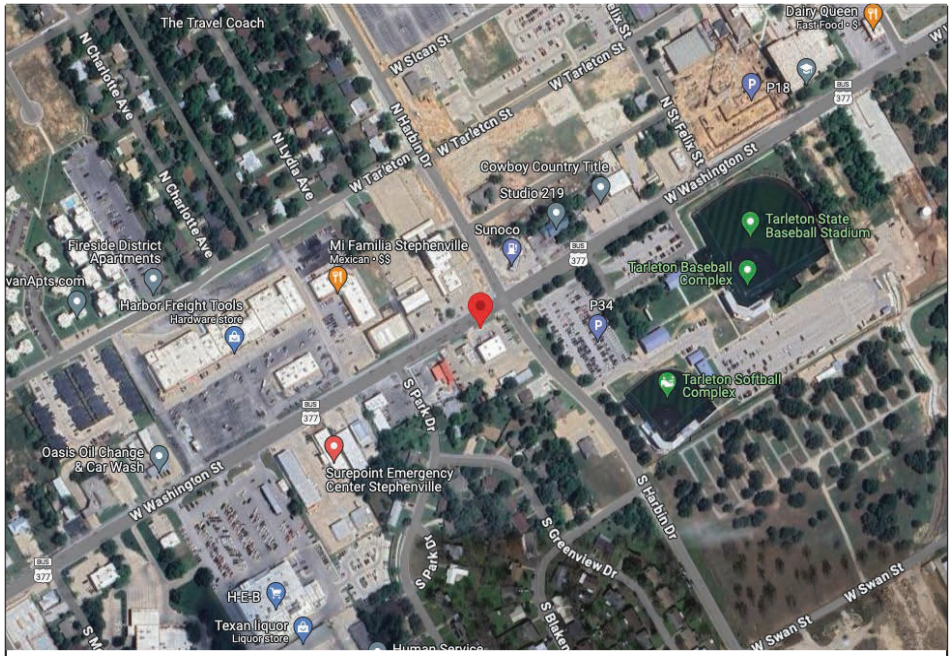
Created & Submitted by: National Sign Plazas, Inc.

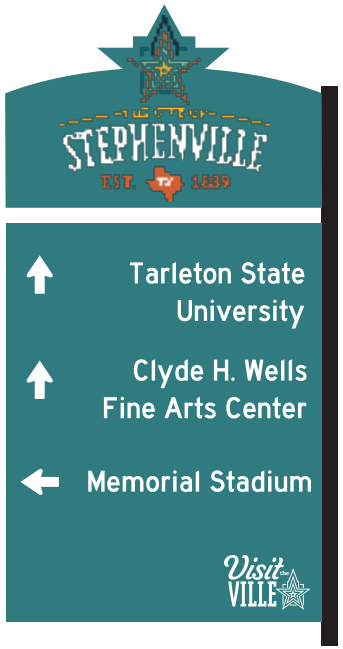
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

14





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

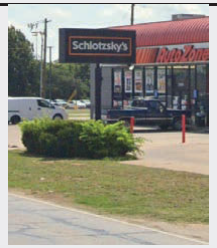
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV14				**ONE POLE**	

Notes:



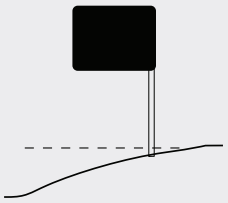
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

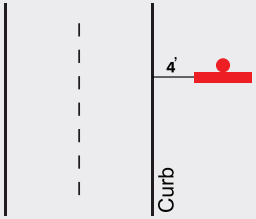
Street Sign Location: **377**

Cross Street: **N Harbin Dr**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

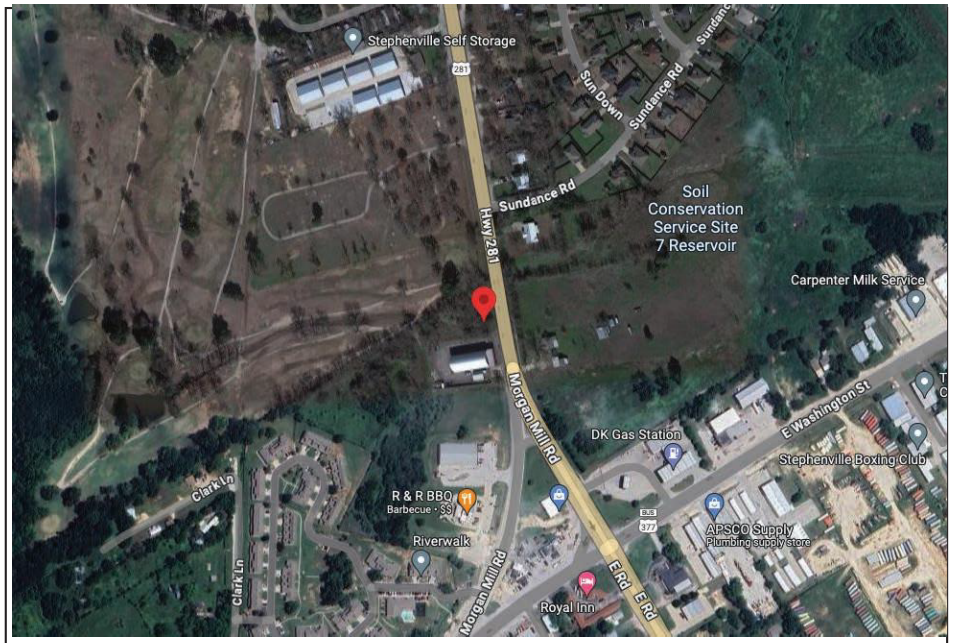
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

15



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

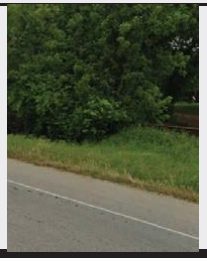
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV15				Flat	

Notes:



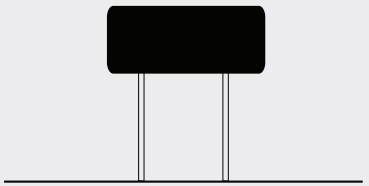
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

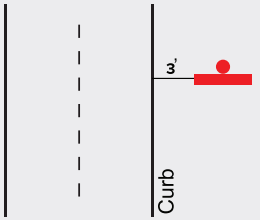
Street Sign Location: **281**

Cross Street: **Morgan Mill Rd**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

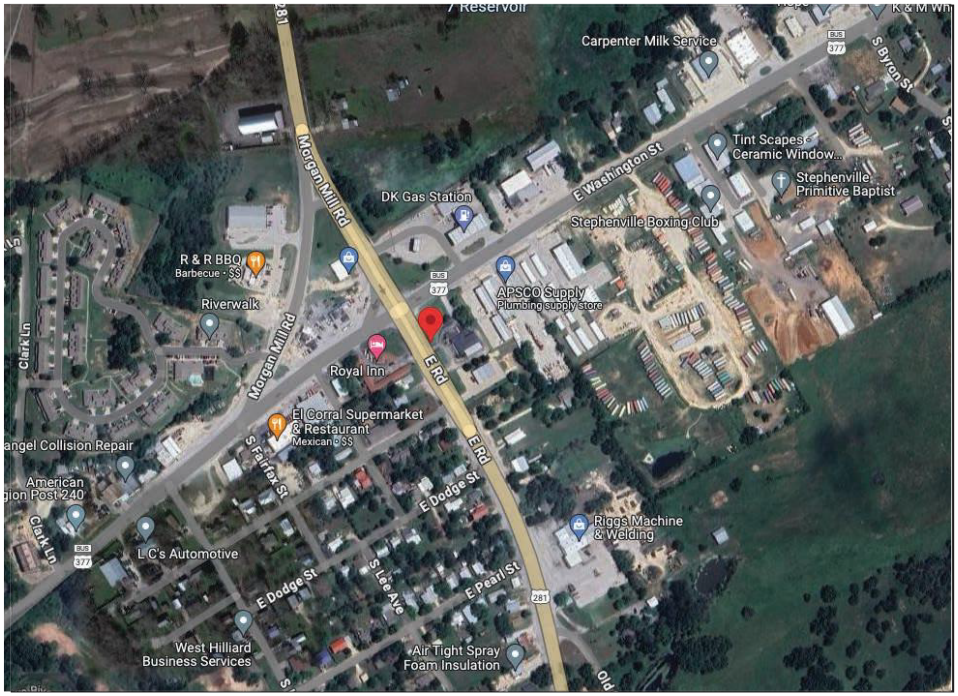
Created & Submitted by: National Sign Plazas, Inc.

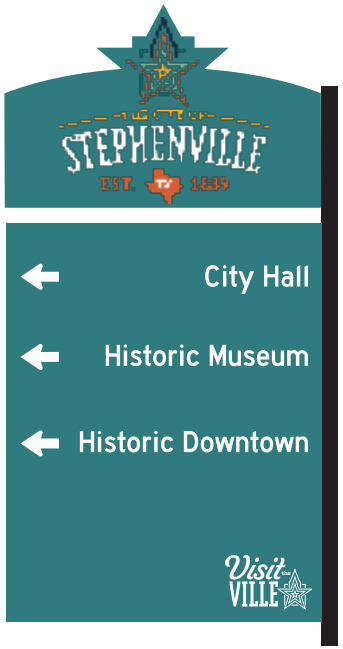
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

16





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

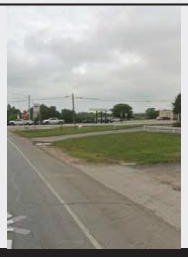
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV16				**ONE POLE**	

Notes:



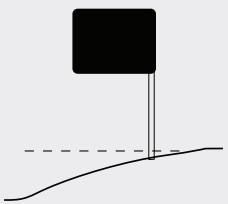
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

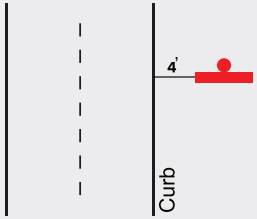
Street Sign Location: **281**

Cross Street: **BUS 377**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

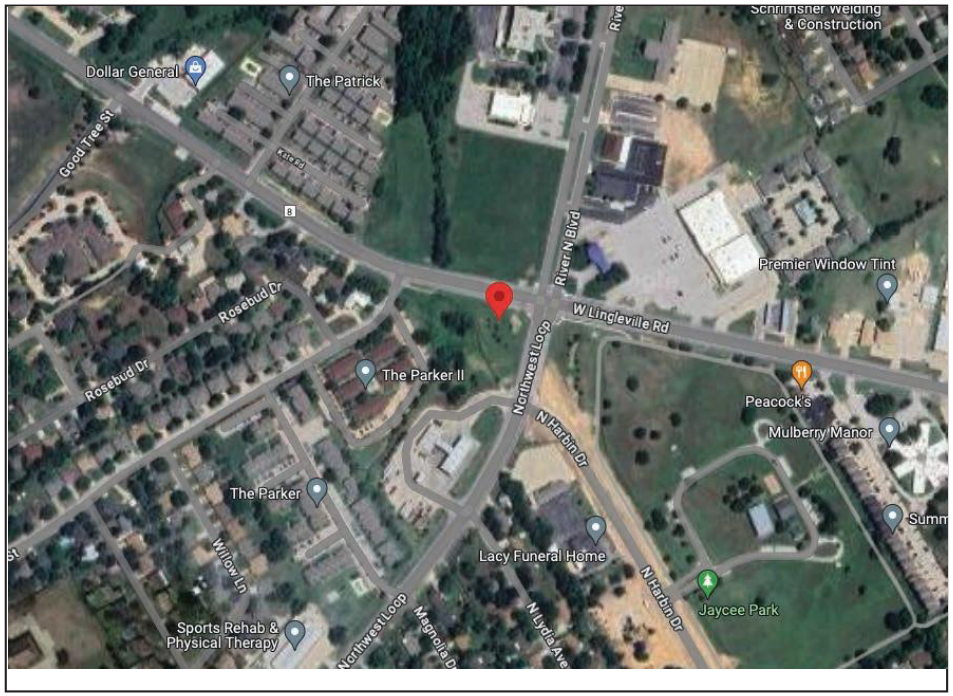
Created & Submitted by: National Sign Plazas, Inc.

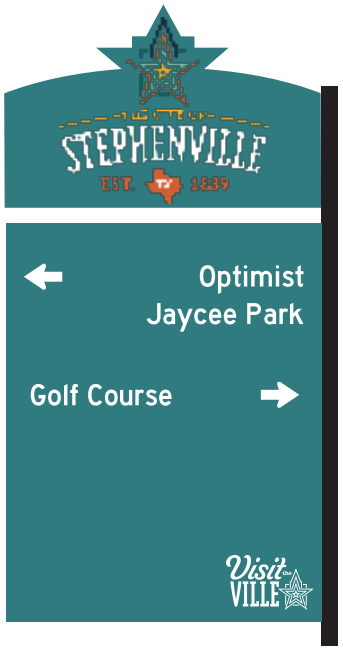
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

17





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV17				ONE POLE	

Notes:

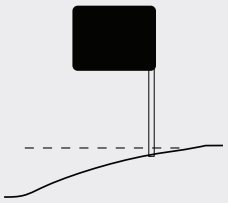
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

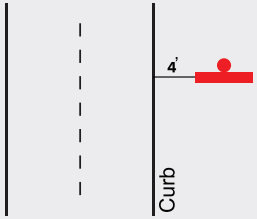
Street Sign Location: **Northwest Loop**

Cross Street: **W Lingleville Rd**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

18

DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

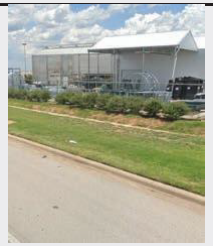
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV18				**Flat**	

Notes:



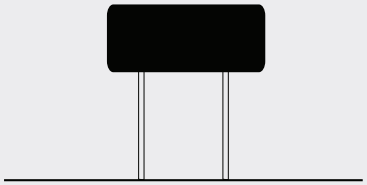
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

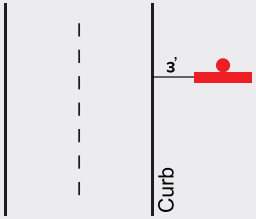
Street Sign Location: **377**

Cross Street: **Northwest Loop**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

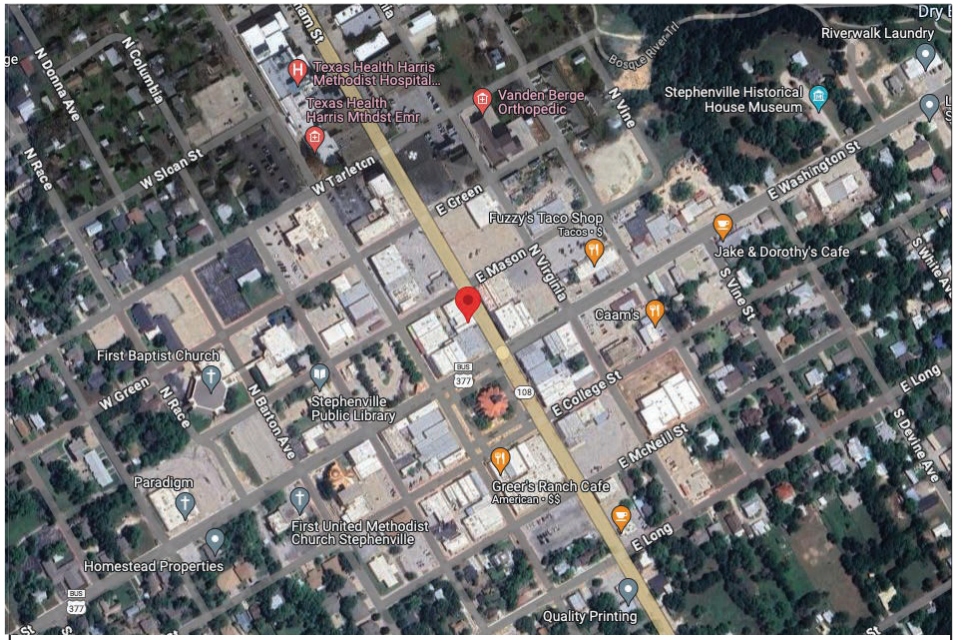
Created & Submitted by: National Sign Plazas, Inc.

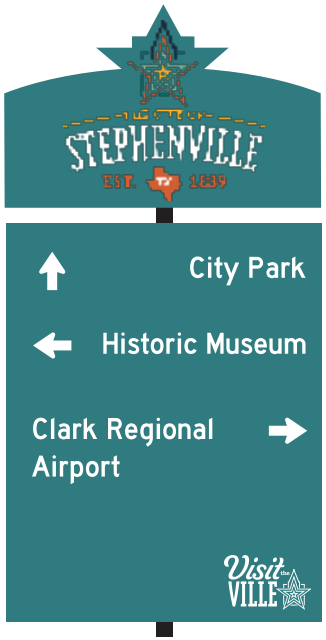
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

19





DETAILS

Size:
60"x48"

Square Footage:
20SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

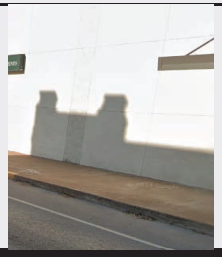
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEH03

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV19				ONE POLE	

Notes:



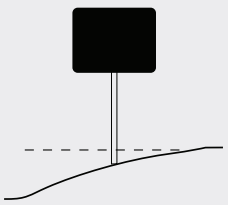
Installation Conditions:

- ○ Soil
- ● Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

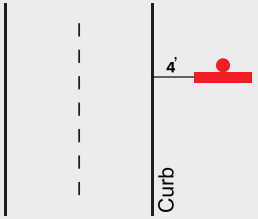
Street Sign Location: **108**

Cross Street: **E Washington**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6"
- ○ Shoulder > 6"



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

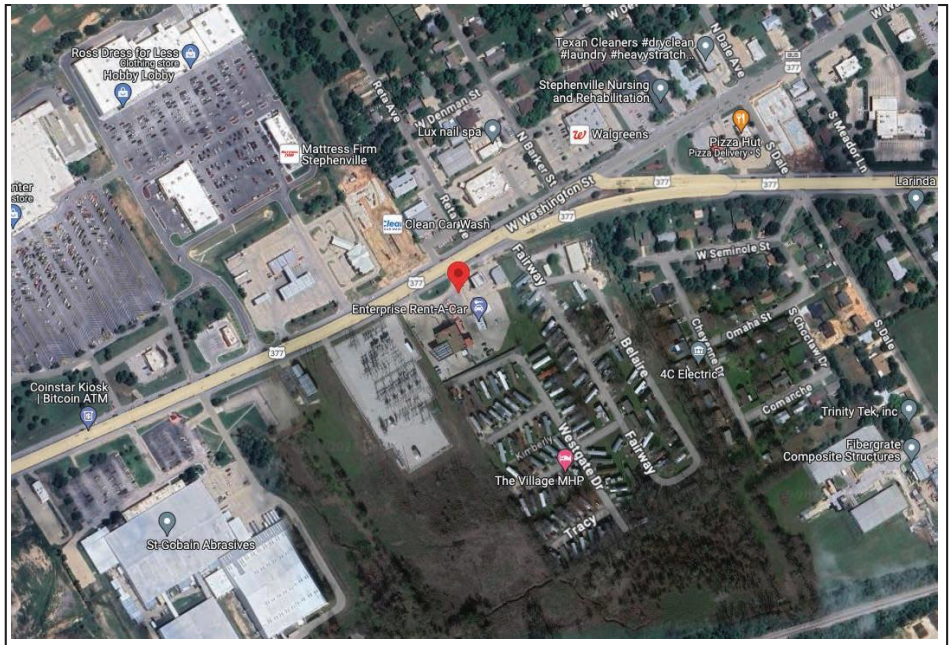
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

20



DETAILS

Size:
96"x72"

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

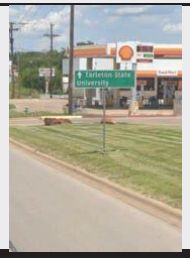
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV20				Flat	

Notes:



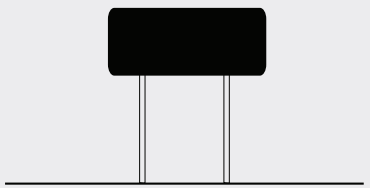
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

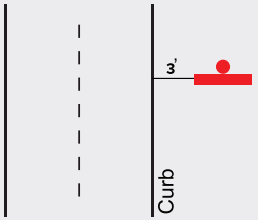
Street Sign Location: **377**

Cross Street: **Reta Ave**

Demolition Required: ○ Sign Removal ● Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6"
- ○ Shoulder > 6"



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

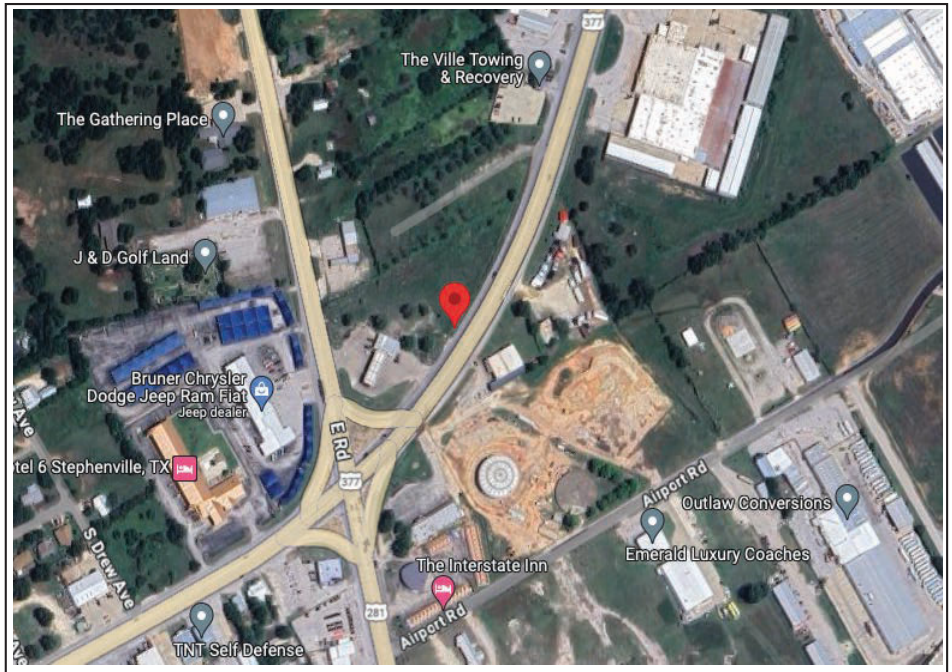
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

21



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

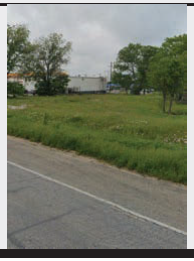
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV21				Flat	

Notes:



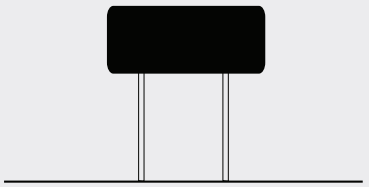
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

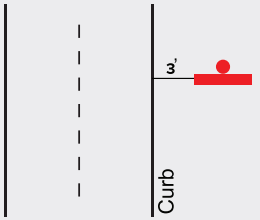
Street Sign Location: **67**

Cross Street: **E Rd**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

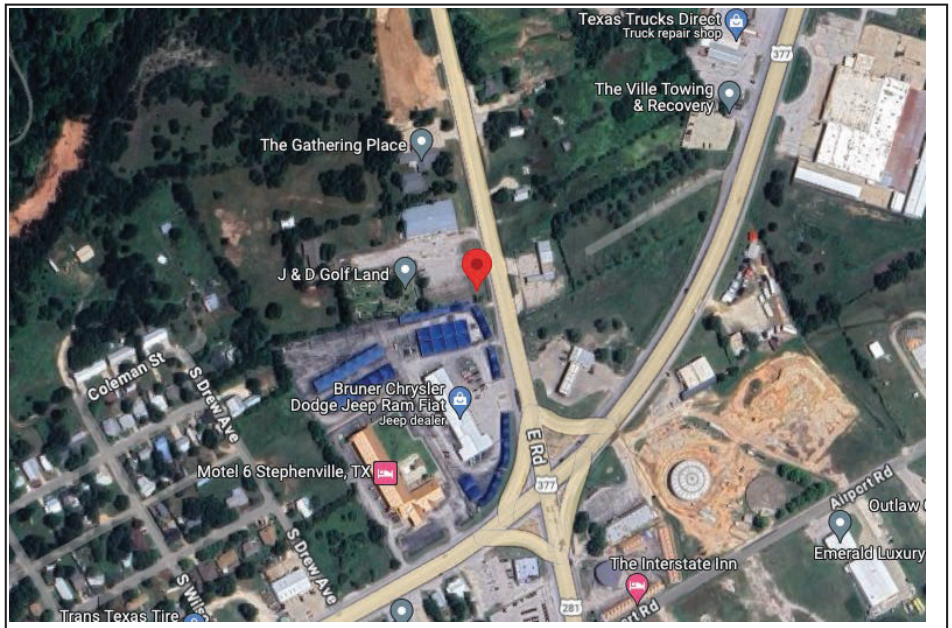
Created & Submitted by: National Sign Plazas, Inc.

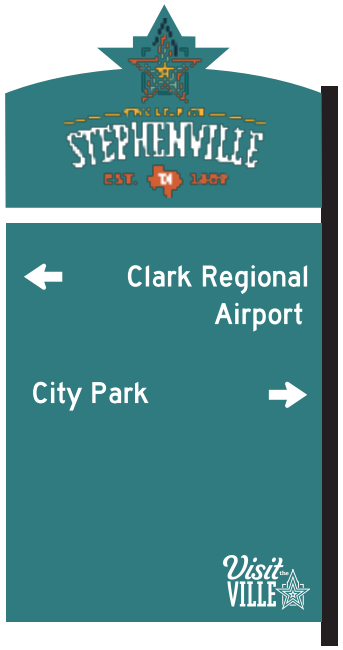
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

22





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

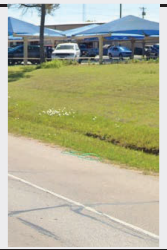
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV22				ONE POLE	

Notes:



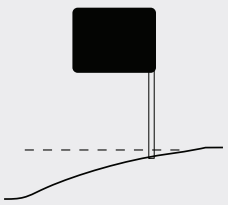
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

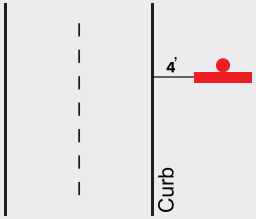
Street Sign Location: **E RD**

Cross Street: **377**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

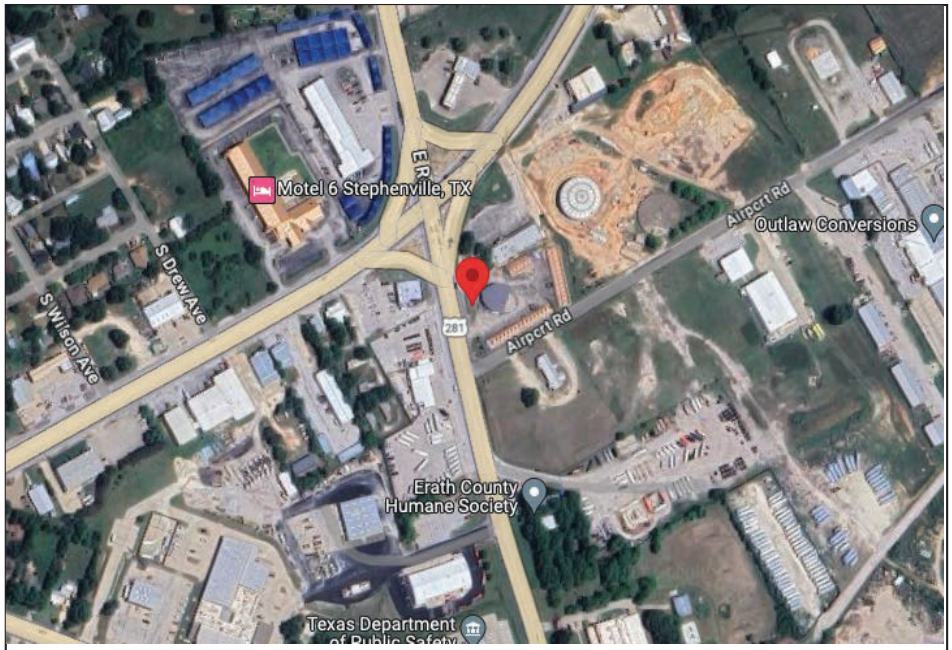
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

23



DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

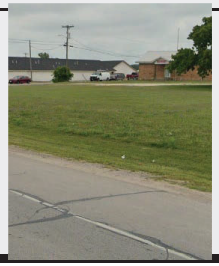
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV23				**Flat**	

Notes:



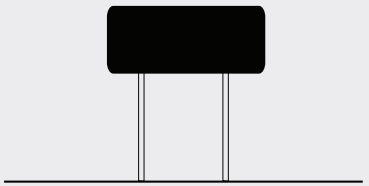
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

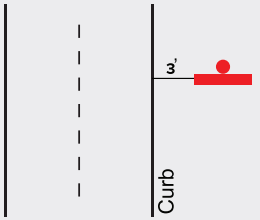
Street Sign Location: **281**

Cross Street: **377**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

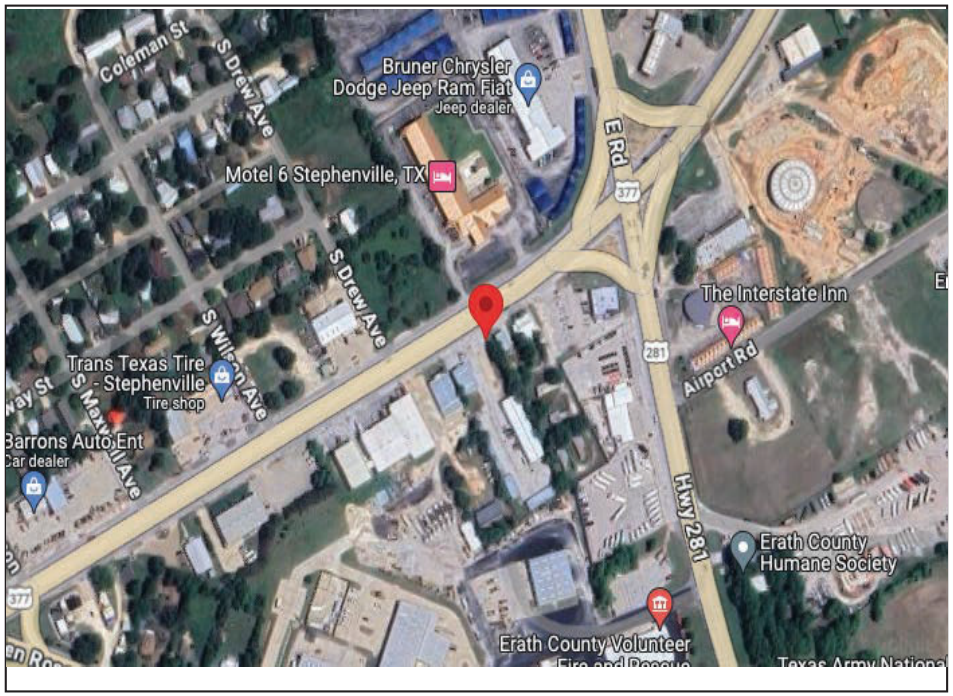
Created & Submitted by: National Sign Plazas, Inc.

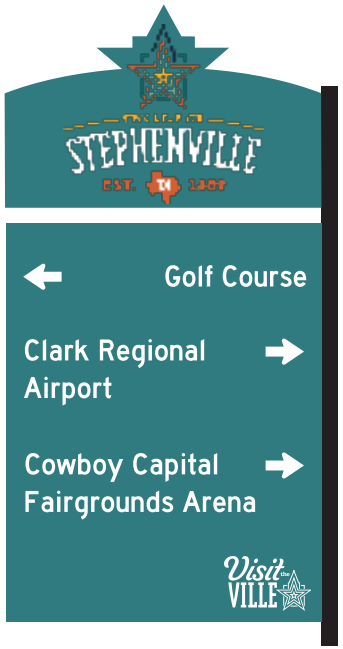
Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

24





DETAILS

Size:
72″x60″

Square Footage:
40SQFT

Parent Panel:
Attached With Windbeam

Decorative Header:
Attached With Windbeam t

Font:
Highway Gothic

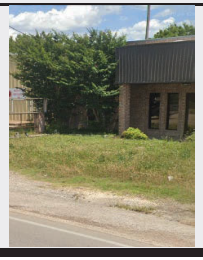
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV24				ONE POLE	

Notes:



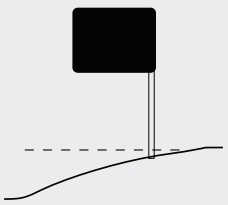
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

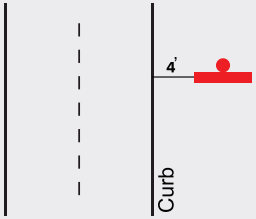
Street Sign Location: **377**

Cross Street: **281**

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

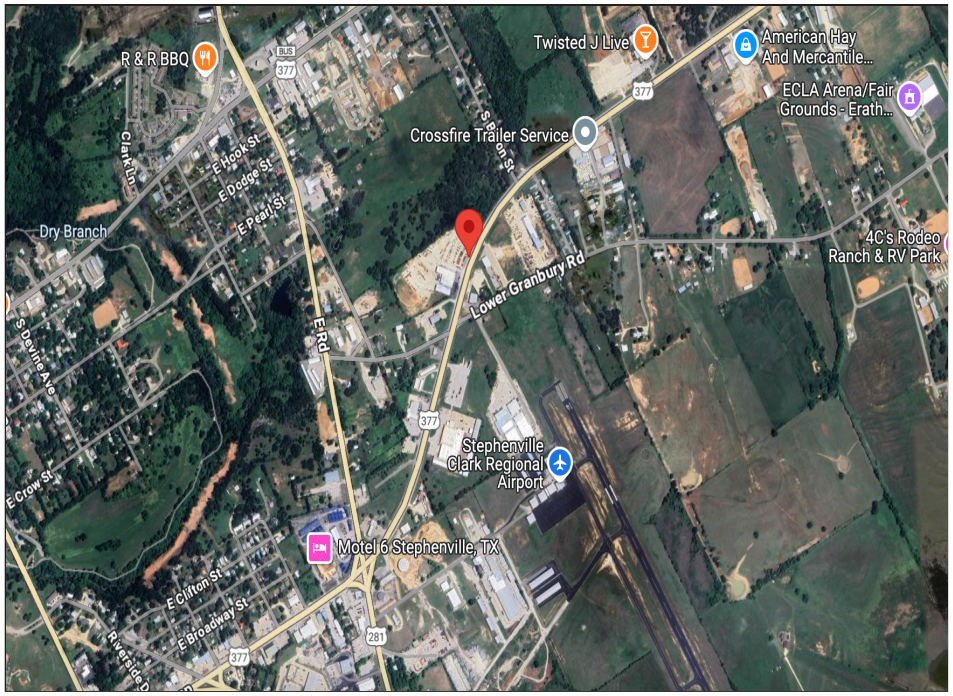
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

25



DETAILS

Size:
96"x72"

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

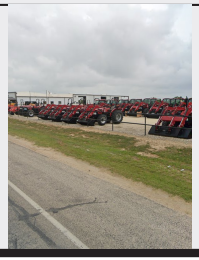
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV31				Flat	

Notes:



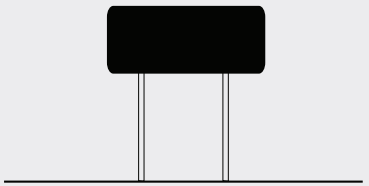
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

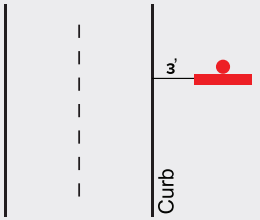
Street Sign Location:

Cross Street: 377

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6"
- ○ Shoulder > 6"



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

26

DETAILS

Size:
96"x72"

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

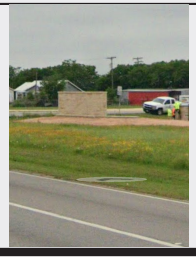
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV32				**Flat**	

Notes:



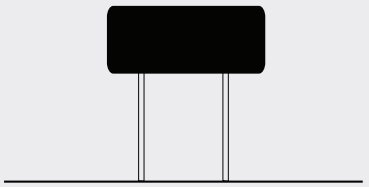
Installation Conditions:

- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

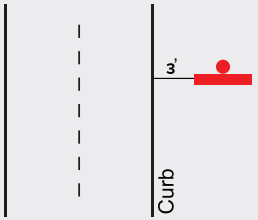
Street Sign Location:

Cross Street:

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6"
- ○ Shoulder > 6"



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

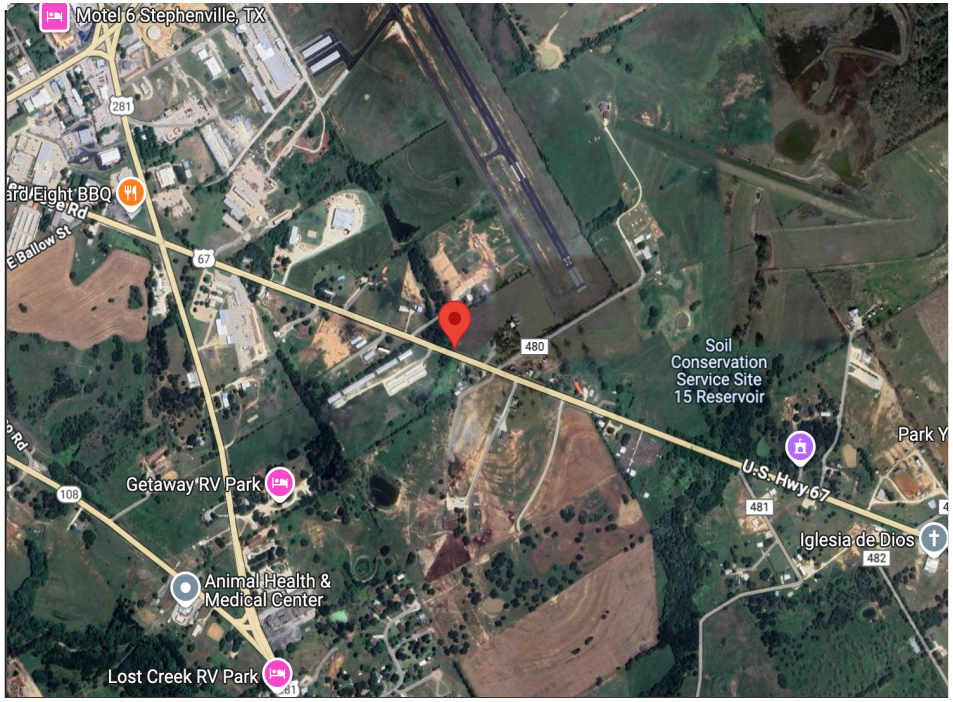
Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

27



THE CITY OF STEPHENVILLE TEXAS

↑ Cowboy Capital Fairgrounds Arena

↑ Clark Regional Airport

DETAILS

Size:
96″x72″

Square Footage:
56SQFT

Parent Panel:
Attached With Extrusion

Decorative Header:
Attached With Extrusion

Font:
Highway Gothic

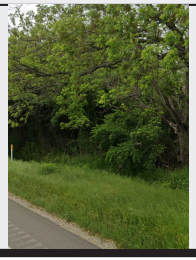
Colors:

Poo Purple	Texas Sky
Earth	Rider Blue
Stinger Gold	Champion Navy
Ranch Sage	

Sign Type:
VEHICLE

Sign Number:	Location Photo:	Map Section:	Direction Sign Faces:	Sign Elevation:	Overhead
SV33				Flat	

Notes:

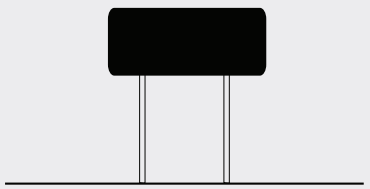


Installation Conditions:

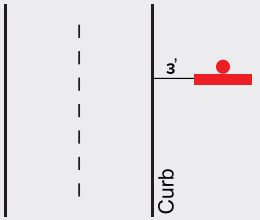
- ● Soil
- ○ Concrete
- ○ Mount to Lamp Post
- ○ Brick
- ○ Surface Mount
- ○ Asphalt
- ○ Reuse Foundation

Street Sign Location: Cross Street:

Demolition Required: ○ Sign Removal ○ Sign & Pole Removal



- ● Curb
- ○ Shoulder < 6″
- ○ Shoulder > 6″



NATIONAL SIGN PLAZAS

- Atlanta
- Austin
- Chicago
- Dallas
- Denver
- Houston
- Nashville
- Phoenix
- Raleigh
- Tampa

(888) 982 - 1234 | nsp.biz

The documents are intended to illustrate design intent and should only be used as a general guideline. No information contained herein should be construed as an engineered element. The fabricator/installer shall be responsible for all structural, electrical, and mechanical specifications. Information contained herein are part of an original and unpublished design by National Sign Plazas, Inc. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without the express written consent of National Sign Plazas, Inc.

THE CITY OF STEPHENVILLE TEXAS

STEPHENVILLE
Civic Way-finding System - Master Plan Documents

Created & Submitted by: National Sign Plazas, Inc.

Submitted on:

Received by:

Civic Wayfinding
Design & Planning Development

28

STAFF REPORT

SUBJECT: **Application No.: RZ 8714**

Megan Leatherwood representing 500 Investment Corporation, is requesting a rezone of property located at 0 Alexander Road, Parcel R67158, being approximately 17.46 acres of the AO196 John B DUPUY Abstract of the City of Stephenville, Erath County, Texas from (R-1), Single Family Residential, to (R-1.5), Single Family 5,000 ft.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

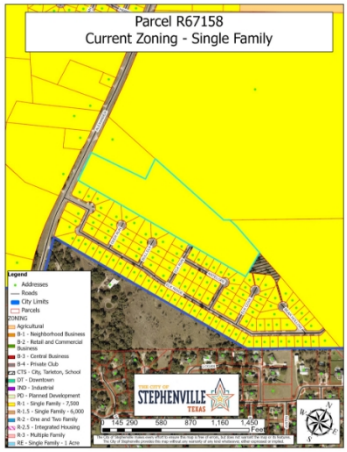
The Planning and Zoning Commission convened on April 16, 2025. A total of nine speaker cards were filed, all in opposition. Two letters of opposition were submitted.

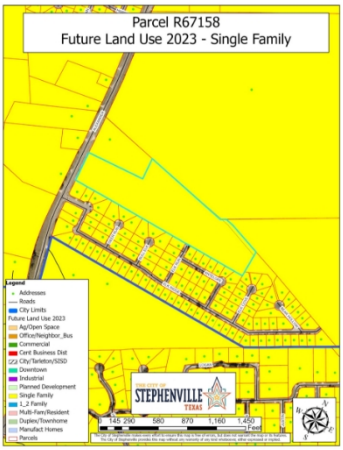
The Commission's recommendation to deny failed by a vote of 2/5. No additional motion was made – therefore, the application moves forward to City Council with "No Recommendation.:

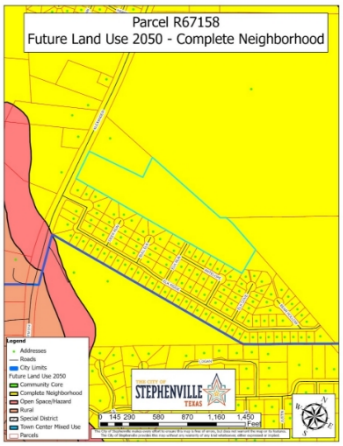
BACKGROUND:

The applicant is requesting a rezone to construct single family homes. The rezone to R-1.5 will allow lot dimensions of 50x100. Once the rezone is approved the Developer will return for approval of a preliminary site plan once finalized. A site plan is attached; but further revisions are underway. Under the Stephenville 2050 Comprehensive plan, the Future Land Use is designated as Complete Neighborhood. The intended project would be appropriate for that designation.

PROPERTY PROFILE:







Sec. 154.05.4. Single-family residential district (R-1.5)

5.4.A Description. This residential district provides for a neighborhood development of medium density. The primary land use allows for single-family dwelling development on smaller lots. Recreational, religious and educational uses normally appropriate to such a residential neighborhood are also permitted to contribute to the natural elements of a convenient, balanced and attractive neighborhood. Development within this district is intended to be separate from and protected from the encroachment of land activities that do not contribute to the esthetic and functional well being of the intended district environment.

5.4.B Permitted Uses.

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

(2) Accessory building;

(3) Churches, temples, mosques and related facilities;

(4) Community home;

(5) Park or playground; and

(6) SISD school—public.

5.4.C Conditional Uses.

(1) Home occupation;

(2) Common facilities as the principal use of one or more platted lots in a subdivision; and

(3) Child care—registered family home and group day care home.

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

(1) Minimum lot area: single-family dwelling: 5,000 ft^2.

(2) Minimum lot width and lot frontage: 50 feet.

(3) Minimum lot depth: 100 feet.

(4) Minimum depth of front setback: 25 feet.

(5) Minimum depth of rear setback: 25 feet.

(6) Minimum width of side setback:

(a) Internal lot: five feet.

(b) Corner lot: 25 feet from intersecting side street.

(7) Building size:

(a) Maximum main building coverage as a percentage of lot area: 40%.

(b) Minimum area of main building: 1,000 ft^2 .

(8) Accessory buildings:

(a) Maximum accessory building coverage of rear yard: 20%.

(b) Maximum number of accessory buildings: one.

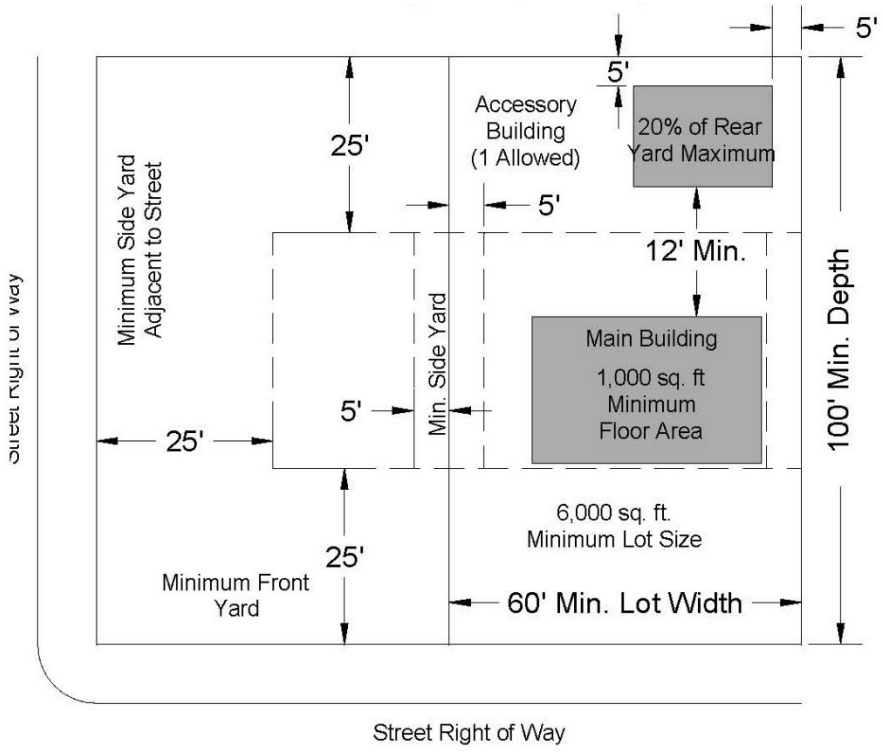
(c) Minimum depth of side setback: five feet.

(d) Minimum depth of rear setback: five feet.

(e) Minimum depth from the edge of the main building: 12 feet.

(9) Maximum height of structures: 35 feet.

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



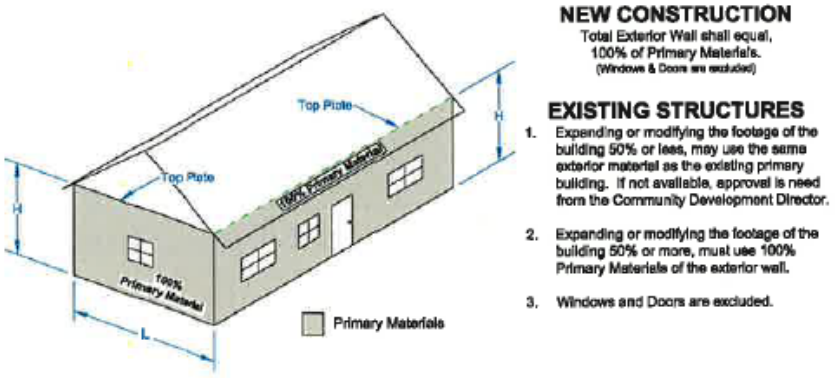
5.4.EParking Regulations. A Single-Family, R-1.5 District lot shall provide a minimum of two vehicle parking spaces, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in this ordinance, Section 11, Parking Regulations of this ordinance.

5.4.FType of Construction.

(1) The exterior walls of all new dwellings to the top plate, shall be constructed exclusively of primary materials, excluding doors, windows, and porches. See Section 10.E(1): Exterior Building Material Standard—Primary Materials.

(2) 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.

(3) Existing dwellings expanding the total square footage of the building by more than 50%, or proposing to use a material consistent with the primary structure for any expansion must use primary materials, Section 10.E(1): Exterior Building Material Standard—Primary Materials, for the expansion area.



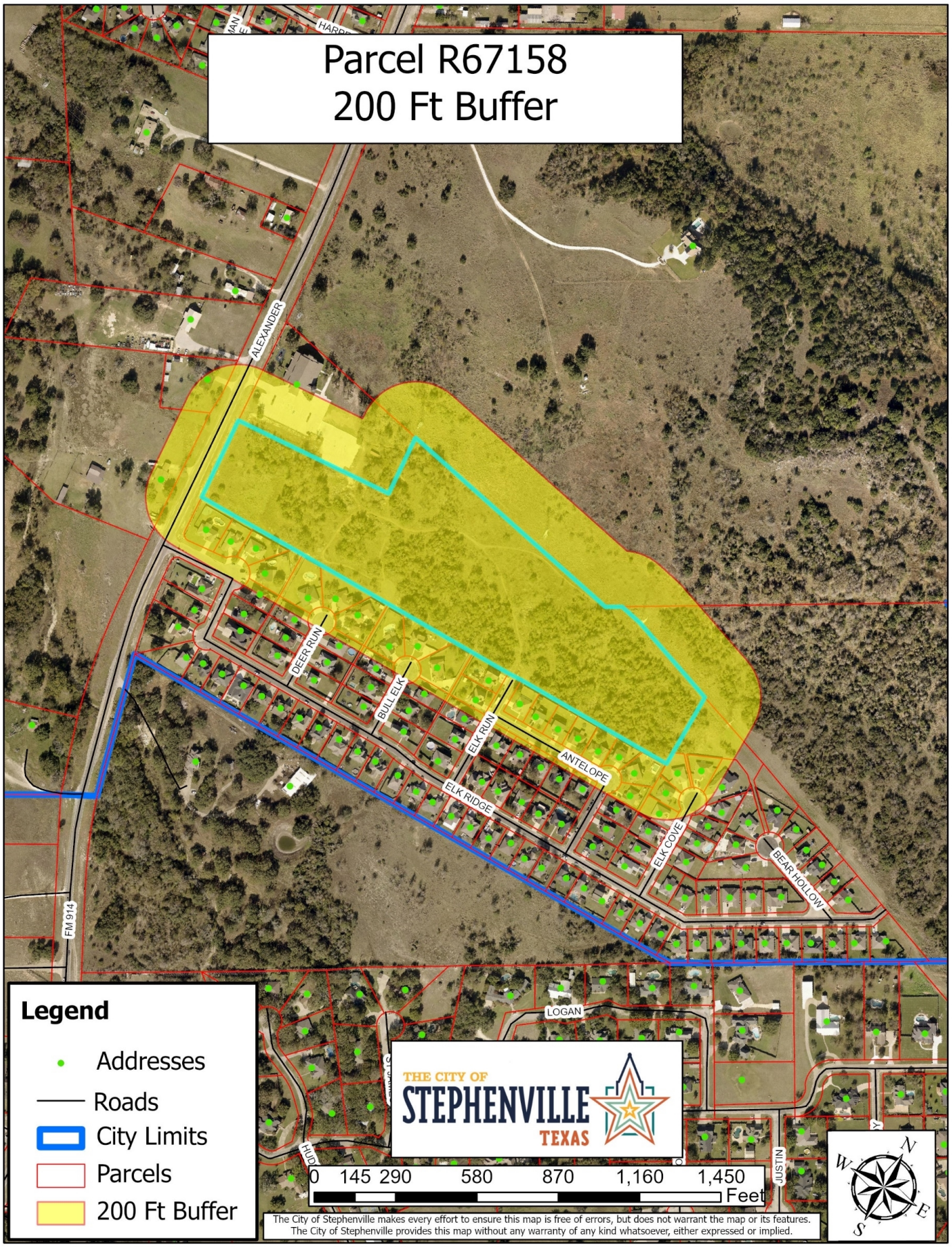
(Ord. 2011-26, passed 12-6-2011; Ord. 2018-O-22, § 1, 6-12-2018; Am. Ord. 2024-O-33, § 1, passed 11-5-2024)

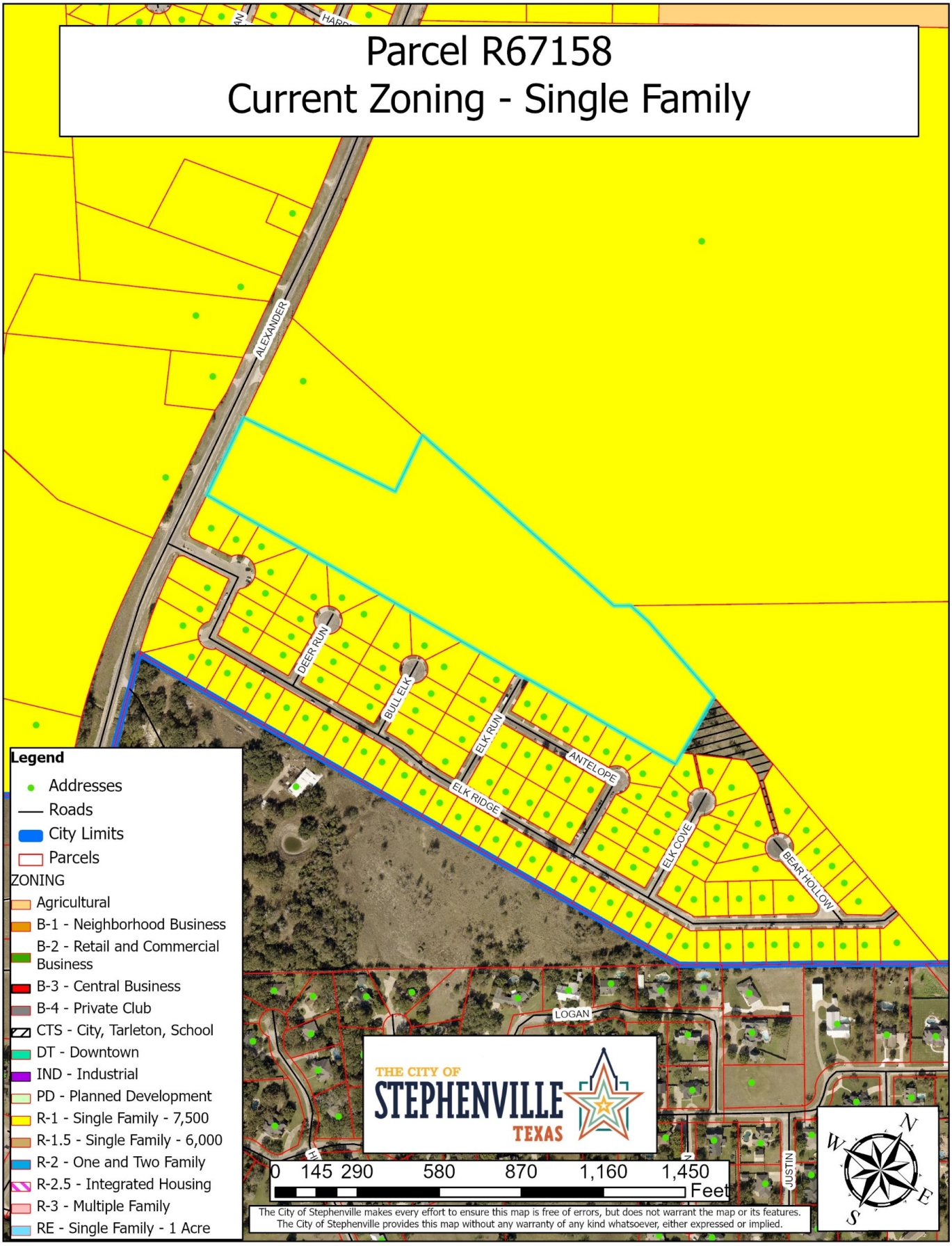
FACTORS TO CONSIDER:

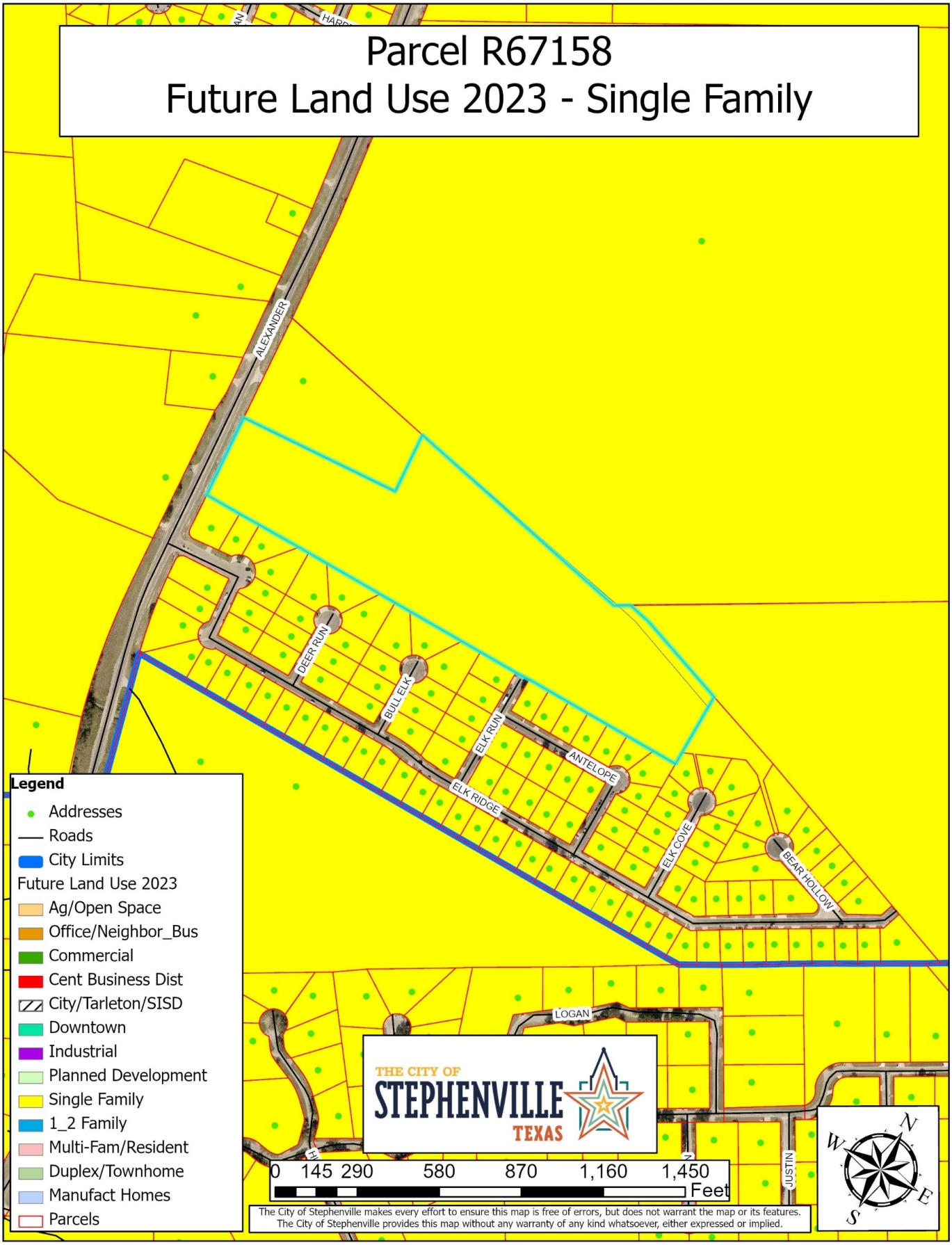
- Compliance with Comprehensive Plan?
- Is application consistent with Plan?
- If not, have conditions changed or new information been offered to support change?
- Surrounding Zoning and Land Use
- Infrastructure Impacts
- Size and Location of Parcel – is land large enough and in property location for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

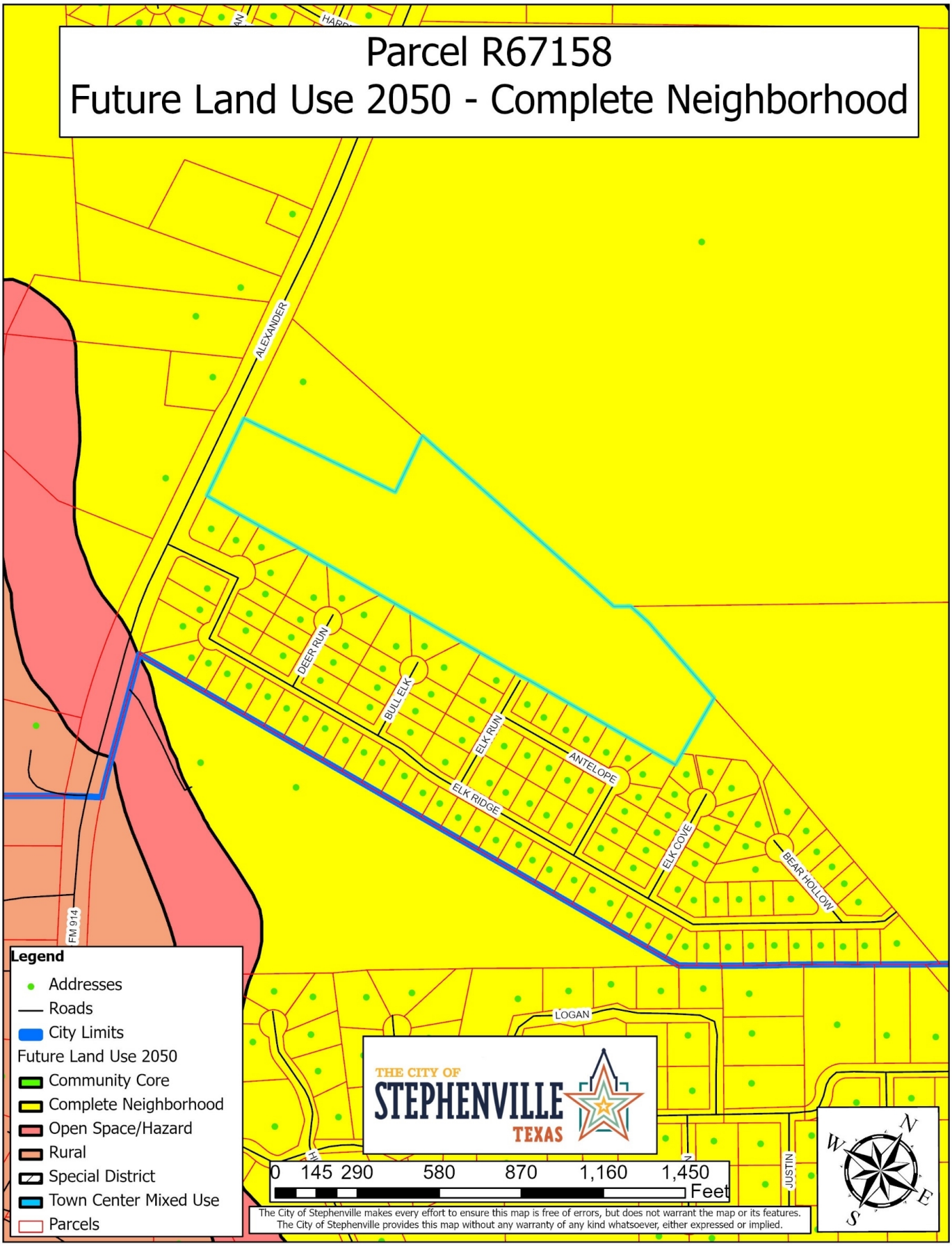
ALTERNATIVES:

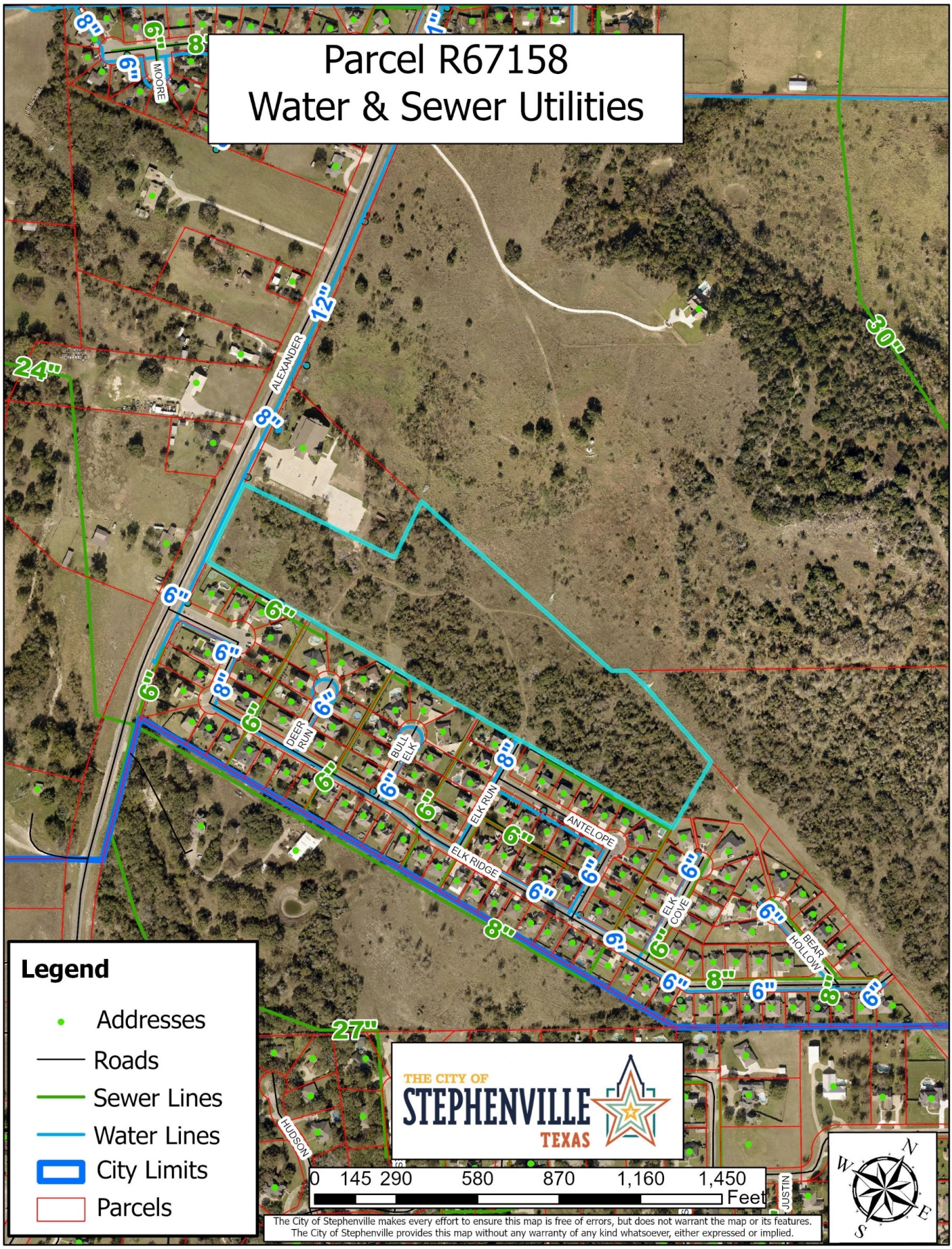
1) Approve the rezoning request.
2) Deny the rezoning request.


Parcel R67158
200 Ft Buffer
ALEXANDER
DEER RUN
BULL ELK
ELK RUN
ANTELOPE
ELK RIDGE
ELK COVE
BEAR HOLLOW
FM 914
LOGAN
JUSTIN
Legend
Addresses
Roads
City Limits
Parcels
200 Ft Buffer
THE CITY OF
STEPHENVILLE
TEXAS
0 145 290 580 870 1,160 1,450
Feet
N
W
E
S
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.


Parcel R67158
Current Zoning - Single Family
ALEXANDER
DEER RUN
BULL ELK
ELK RUN
ANTELOPE
ELK RIDGE
ELK COVE
BEAR HOLLOW
LOGAN
JUSTIN
Legend
Addresses
Roads
City Limits
Parcels
ZONING
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
THE CITY OF
STEPHENVILLE
TEXAS
0 145 290 580 870 1,160 1,450
Feet
N
W
E
S
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.


Parcel R67158
Future Land Use 2023 - Single Family
ALEXANDER
DEER RUN
BULL ELK
ELK RUN
ANTELOPE
ELK RIDGE
ELK COVE
BEAR HOLLOW
LOGAN
JUSTIN
Legend
Addresses
Roads
City Limits
Future Land Use 2023
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
Parcels
THE CITY OF
STEPHENVILLE
TEXAS
0 145 290 580 870 1,160 1,450
Feet
N
W
E
S
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.

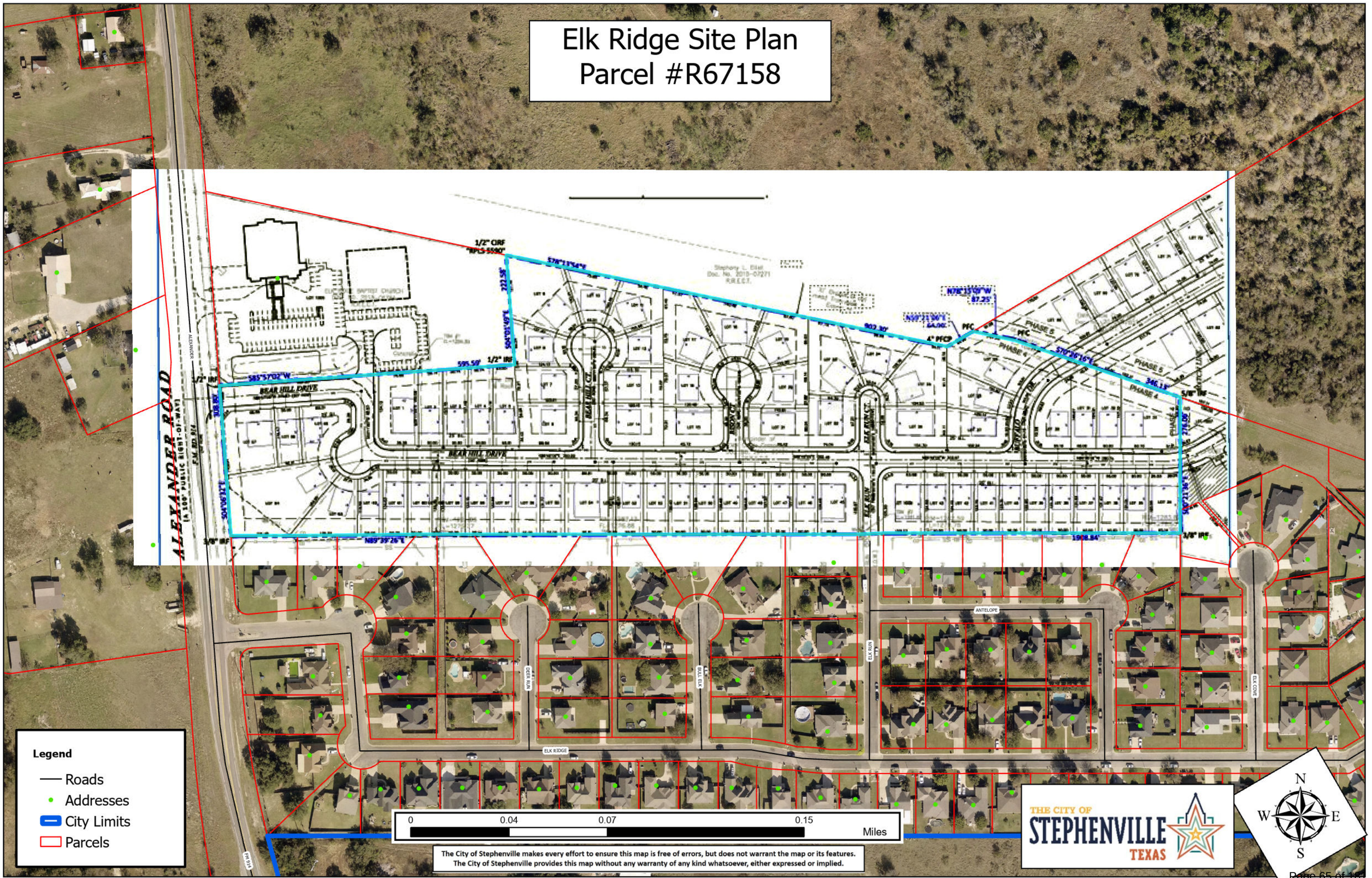

Parcel R67158
Future Land Use 2050 - Complete Neighborhood
ALEXANDER
DEER RUN
BULL ELK
ELK RUN
ANTELOPE
ELK RIDGE
ELK COVE
BEAR HOLLOW
LOGAN
JUSTIN
FM 914
Legend
Addresses
Roads
City Limits
Future Land Use 2050
Community Core
Complete Neighborhood
Open Space/Hazard
Rural
Special District
Town Center Mixed Use
Parcels
THE CITY OF
STEPHENVILLE
TEXAS
0 145 290 580 870 1,160 1,450
Feet
N
W
E
S
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.


Parcel R67158
Water & Sewer Utilities
Legend
Addresses
Roads
Sewer Lines
Water Lines
City Limits
Parcels
THE CITY OF
STEPHENVILLE
TEXAS
0 145 290 580 870 1,160 1,450
Feet
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.
ALEXANDER
MOORE
DEER RUN
BULL ELK
ELK RUN
ELK RIDGE
ANTELOPE
ELK COVE
BEAR HOLLOW
HUDSON
JUSTIN
N
W
E
S

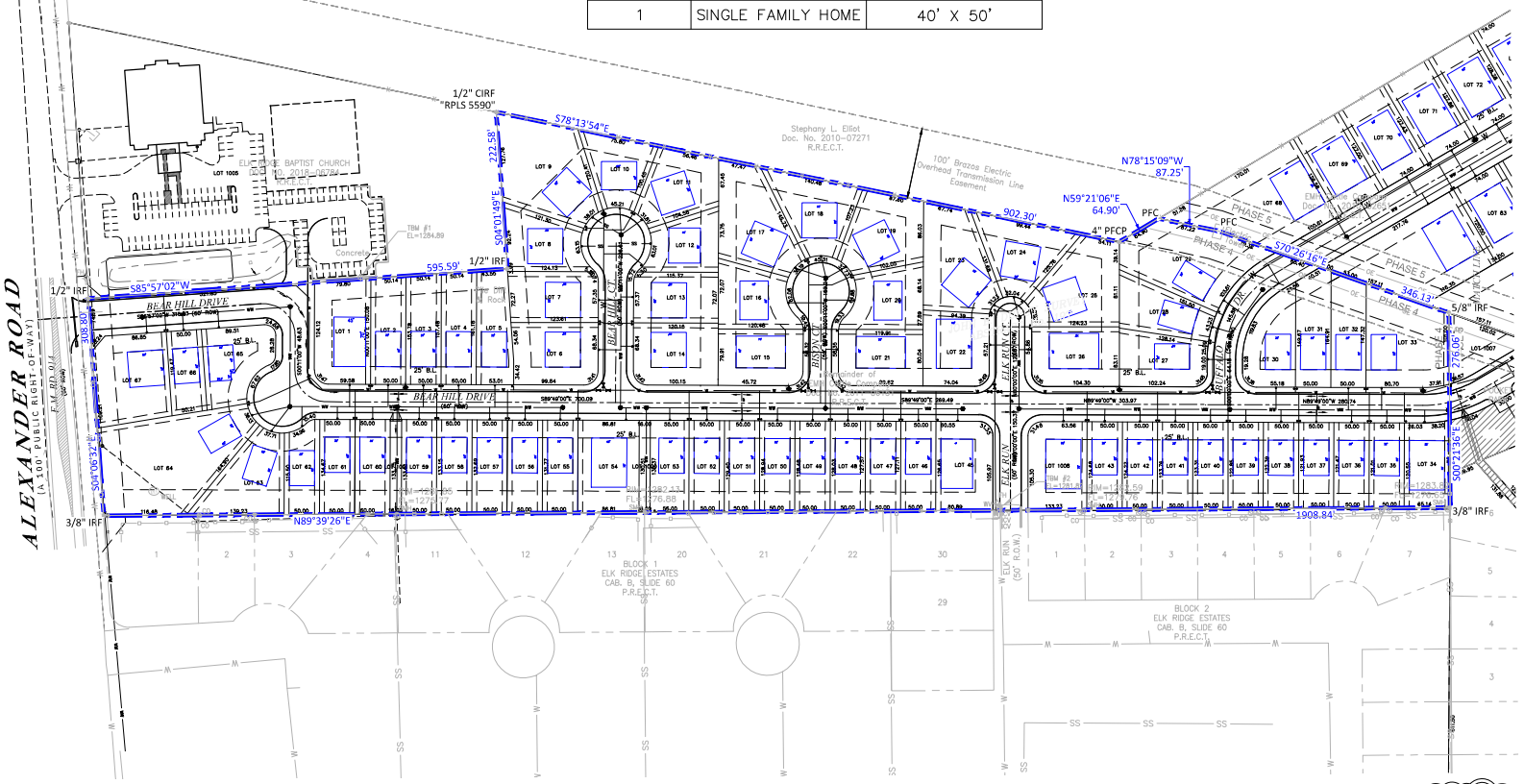
Parcel ID R67158
200 Ft Buffer
Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000067158	0 ALEXANDER RD	500 INVESTMENT CORP	PO BOX 65	STEPHENVILLE	TX	76401
R000074368	0 ALEXANDER (OFF) RD	500 INVESTMENT CORP	PO BOX 65	STEPHENVILLE	TX	76401
R000073605	1737 DEER RUN	BAGGS STEPHEN GAIL & WANDA KLINE BAGGS	1737 DEER RUN	STEPHENVILLE	TX	76401
R000073631	1711 ANTELOPE TRAIL	BARNES COLBY	1711 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073627	1025 ANTELOPE TRAIL	BOUQUET MATTHEW T & EMMA D	1025 ANTELOPE TR	STEPHENVILLE	TX	76401
R000075359	161 ELK COVE	BOURASSA JAMES & LINDA BOURASSA	161 ELK COVE	STEPHENVILLE	TX	76401
R000073612	1736 BULL ELK	BUSH CHUCK ALVIS & DONNA MICHELLE BUSH	1736 BULL ELK DR	STEPHENVILLE	TX	76401
R000073622	1690 ELK RUN	BUTCHEE JEREMIAH & JULIE	1690 ELK RUN DR	STEPHENVILLE	TX	76401
R000075358	151 ELK COVE	CAMPBELL LORI LEE	151 ELK COVE	STEPHENVILLE	TX	76401
R000075356	131 ELK COVE	CHESNUT ETHAN R	131 ELK COVE	STEPHENVILLE	TX	76401
R000075380	0 ELK RIDGE DR	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000073629	1005 ANTELOPE TRAIL	COMPTON ERIC S & ERIN N COMPTON	1005 ANTELOPE TRL	STEPHENVILLE	TX	76401-6087
R000073620	1710 ELK RUN	DARDEN WILLIAM P & JENNIFER K DARDEN	1710 ELK RUN DR	STEPHENVILLE	TX	76401
R000017582	1670 ALEXANDER RD	DVORAK CHESTER EUGENE & KRISTI LYNN	1670 ALEXANDER RD	STEPHENVILLE	TX	76401
R000076459	1515 ALEXANDER RD	ELK RIDGE BAPTIST CHURCH	PO BOX 14	STEPHENVILLE	TX	76401
R000017570	1255 ALEXANDER RD	ELLIOTT STEPHANY L	PO BOX 18	STEPHENVILLE	TX	76401
R000073604	1730 DEER RUN	EUBANKS ONETA JO	1730 DEER RUN	STEPHENVILLE	TX	76401
R000073625	1045 ANTELOPE TRAIL	EVANS JONATHAN LLOYD & SAMANTHA ANN EVANS	1045 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073595	1261 ELK RIDGE DR	GHALAN RABIN & CHUNGLA LAMA SHERPA	1261 ELK RIDGE DR	STEPHENVILLE	TX	76401
R000073621	1700 ELK RUN	GOODMAN JERRY IRA & TRACI GOODMAN	1700 ELK RUN DR	STEPHENVILLE	TX	76401
R000073611	1740 BULL ELK	GREENHAW BRANDON J & KAREN L	1740 BULL ELK DR	STEPHENVILLE	TX	76401
R000073596	1257 ELK RIDGE DR	HALLAM MICHAEL THOMAS & RANDI LYNN HALLAM	1257 ELK RIDGE DR	STEPHENVILLE	TX	76401
R000073597	1253 ELK RIDGE DR	HAMPEL MICHAEL GARRETT	8116 FLEETWING TRL	FORT WORTH	TX	76131
R000073628	1015 ANTELOPE TRAIL	HELTON NANCI & NATHAN BRADLEE HELTON	1015 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073614	1735 BULL ELK	HETTICHER DONALD & SUZANNE FAMILY TRUST	1735 BULL ELK DR	STEPHENVILLE	TX	76401
R000073638	1020 ANTELOPE TRAIL	HULL BRIT & CANDICE HULL	1020 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073623	1065 ANTELOPE TRAIL	KEITH DUSTIN & JUDITH KEITH	1065 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073637	1030 ANTELOPE TRAIL	KIRCHNER RUSTY DALE	1030 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073603	1738 DEER RUN	LEACH CASEY ANN	1738 DEER RUN	STEPHENVILLE	TX	76401
R000073626	1035 ANTELOPE TRAIL	LEATHERWOOD JAMES G & MEGAN L	1035 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000075360	150 ELK COVE	LINZER EZRA & KIAUNA LINZER	150 ELK COVE	STEPHENVILLE	TX	76401
R000073615	1739 BULL ELK	MARRS RHEA	1739 BULL ELK DR	STEPHENVILLE	TX	76401-6058
R000075357	141 ELK COVE	MARTIN ALTHEA	141 ELK COVE	STEPHENVILLE	TX	76401
R000073630	1701 ANTELOPE TRAIL	MASCORRO DIANA	1701 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073670	1040 ANTELOPE TRAIL	MEDRANO CAROLINA & SANTOS AVILA ELIZONDO	1040 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000073594	1265 ELK RIDGE DR	MILLER MICHAEL PETE & ANITA LOBO-MILLER	1265 ELK RIDGE DR	STEPHENVILLE	TX	76401
R000073624	1055 ANTELOPE TRAIL	RONCINSKE GERARD K & MEGAN W RONCINSKE	1384 BLUE LAKE DR	FRISCO	TX	75033
R000073593	1269 ELK RIDGE DR	SATTERWHITE GARY S & TALISA M	1269 ELK RIDGE DR	STEPHENVILLE	TX	76401
R000073606	1741 DEER RUN	SAUCEDA VICTOR A & DEANNA K	1741 DEER RUN	STEPHENVILLE	TX	76401-6064
R000073602	1742 DEER RUN	SINGLETON JEREMY & PAMELA	1742 DEER RUN	STEPHENVILLE	TX	76401
R000073635	1050 ANTELOPE TRAIL	THE TAMMY TERESA ARNESON LIVING TRUST	1050 ANTELOPE TRAIL	STEPHENVILLE	TX	76401
R000017656	1560 ALEXANDER RD	WHITE JEFFREY L & TRACY M WHITE	1560 ALEXANDER RD	STEPHENVILLE	TX	76401
R000073634	1060 ANTELOPE TRAIL	WHITES DANIEL B & MEGGAN B	1060 ANTELOPE TRL	STEPHENVILLE	TX	76401
R000073613	1728 BULL ELK	WYNN JAMES TAYLOR & AMANDA WYNN	1728 BULL ELK DR	STEPHENVILLE	TX	76401

Elk Ridge Site Plan
Parcel #R67158



LOT TABLE FOR PHASE 4		
NO. OF BLDGS.	LOT TYPE	PAD SIZE
14	SINGLE FAMILY HOME	50' X 50'
40	SINGLE FAMILY HOME	36' X 50'
4	SINGLE FAMILY HOME	45' X 70'
5	SINGLE FAMILY HOME	50' X 70'
2	SINGLE FAMILY HOME	40' X 55'
1	SINGLE FAMILY HOME	45' X 50'
1	SINGLE FAMILY HOME	40' X 50'



LEGEND
- PROPERTY LINE
- PROPOSED PADS
- EASEMENT
- BUILDING SETBACK
- STREET PAVING

0' 80' 160'
SCALE: 1" = 80'

NOTE:
CONTRACTOR TO VERIFY HORIZONTAL & VERTICAL LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING ANY CONSTRUCTION/EXCAVATION AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES. EXISTING UTILITIES SHOWN ON THESE PLANS ARE BASED ON COMBINATION OF FIELD SURVEY & CITY RECORD DRAWINGS

BEFORE YOU DIG CALL:
1-800-245-4545
TEXAS 811
TEXAS ONE CALL SYSTEM

REVISIONS

#	REVISION	DATE

TRAFALGAR HOMES OF TEXAS
CONTACT: WES BISHOP
OFFICE: 254-968-1005
MOBILE 254-434-7314
EMAIL: wdbishop67@gmail.com
EMAIL: info@trafalgarhomestx.com

OVERALL SITE PLAN -1

ELK RIDGE PHASE 4
1510 ALEXANDER RD (FM 914)
STEPHENVILLE, TEXAS 76401

WHITWORTH ENGINEERING
DIAMOND J W INC
5310 LORIMER HWY
FORT WORTH, TX 76131
(817)238-6186 (817)238-6184 FAX
ENGINEERING FIRM NUMBER - 3913

PRELIMINARY

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REGULATORY REVIEW UNDER THE AUTHORITY OF JOSEPH M. WHITWORTH, P.E. 111311 ON 02/26/2025. IT IS NOT TO BE USED FOR CONSTRUCTION PURPOSES. THE DOCUMENT WAS PREPARED UNDER THE DIRECT SUPERVISION OF JOSEPH M. WHITWORTH

ISSUE DATE:
FEBRUARY 26, 2025

DRAWN:	CHECKED:
MJT	DMF

PROJECT NO.
WE002615-2516

SHEET NUMBER
C-1.0

5 OF 27

ORDINANCE NO. 2025-O-____

AN ORDINANCE REZONING THE LAND DESCRIBED SINGLE FAMILY RESIDENTIAL (R-1) TO SINGLE FAMILY 5,000 FT. (R-1.5)

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:

0 Alexander Road, Parcel R67158, Being Approximately 17.46 acres of the AO196 John B DUPUY Abstract of the City of Stephenville, Erath County, Texas

is hereby rezoned and the zoning classification changed from the classification of Single Family Residential (R-1) to Single Family 5,000 ft. (R-1.5), in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 6th day of May 2025.

_____
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: **Application No.: CUP 8737**

Trevor Hudson, representing Michael Plank, owner of NPH Ventures, LLC., is requesting a Conditional Use Permit to allow the operation of an Auto Paint and Body Shop/Repair in a (B-2), Retail and Commercial District, for property known as 902 N Wolfe Nursery Rd, Parcel R72994, being Block 1, Lot 3 of the Doss Addition Phase 3 of the City of Stephenville, Erath County, Texas.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

The Planning and Zoning Commission convened April 16, 2025, and by a vote of 6/1, recommended the City Council approve the Conditional Use Permit. No speaker cards were filed, and no one spoke in favor or in opposition to the request.

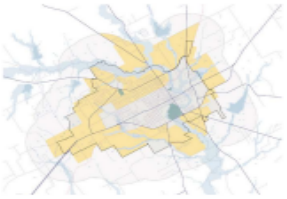
BACKGROUND:

Previously, this property was considered for a rezone request from B-2 to Industrial as the B-2 District did not list auto paint and body as a permitted use. The Zoning request was denied. Since that time, the B-2 land use regulations were revised to allow auto paint and body as a conditional use. Ordinance 2025-0-11 is pasted below for reference. In addition to the addition of a conditional use within the B-2 District, the definition of Conditional Use was expanded to provide examples of the type of additional requirements that may be placed on the property in order to grant the Conditional Use. Under the Stephenville 2050 Comprehensive plan, the Future Land Use for this parcel is designated as Complete Neighborhood. The intended project would be appropriate for that designation.

PROPERTY PROFILE:

Complete Neighborhood

The Complete Neighborhood land use accommodates a mix of uses at a moderate density. A mix of housing types is encouraged to accommodate a range of residents. Local retail and service businesses are located on active corridors and parks and green spaces are integrated within the district.



ORDINANCE NO. 2025-O-11

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTION 154.03 OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF A CONIDITONAL USE PERMIT AND TO REVISE SECTION 154.06.2.C BY ADDING "(7) – AUTO PAINT AND BODY SHOP/REPAIR" AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to revise the definition of a Conditional Use and add "auto paint and body shop/repair" as a conditional use for the B-2, Retail and Commercial District.

WHEREAS, the changes were reviewed on February 19, 2025, and by a vote of 5-2, the Planning and Zoning Commission recommended the City Council adopt the revisions.

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

SECTION 1.
The following Section of the Code of Ordinances are hereby revised as follows:

Sec. 154.03 – Conditional Use	**Definitions**	(1) Conditional Use. A use which shall be permitted in a particular district only upon fulfillment of the regulations of the appropriate district and any additional requirements set forth by the City Council, including, but not limited to special yards, lot sizes, open spaces, buffers, fences, walls or screening; requirements for installation and maintenance of landscaping or erosion control measures; requirements for street improvements, regulation of vehicular ingress and egress, and traffic circulation; regulation of signs; regulation of hours or other characteristics of operation; establishment of development schedules or time limits for performance or completion; and such other reasonable conditions as the City Council may deem necessary to insure compatibility with surrounding uses and to preserve the public health, safety, and welfare.
Sec. 154.06.2.C – Conditional Use (Special Use Permit Required)	**(7)**	(7) Auto paint and body shop/repair;

SECTION 2.
This ordinance shall be effective upon passage.

PASSED AND APPROVED this 4th day of March, 2025.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King, City Manager

Randy Thomas, City Attorney
Approved as to form and legality

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.

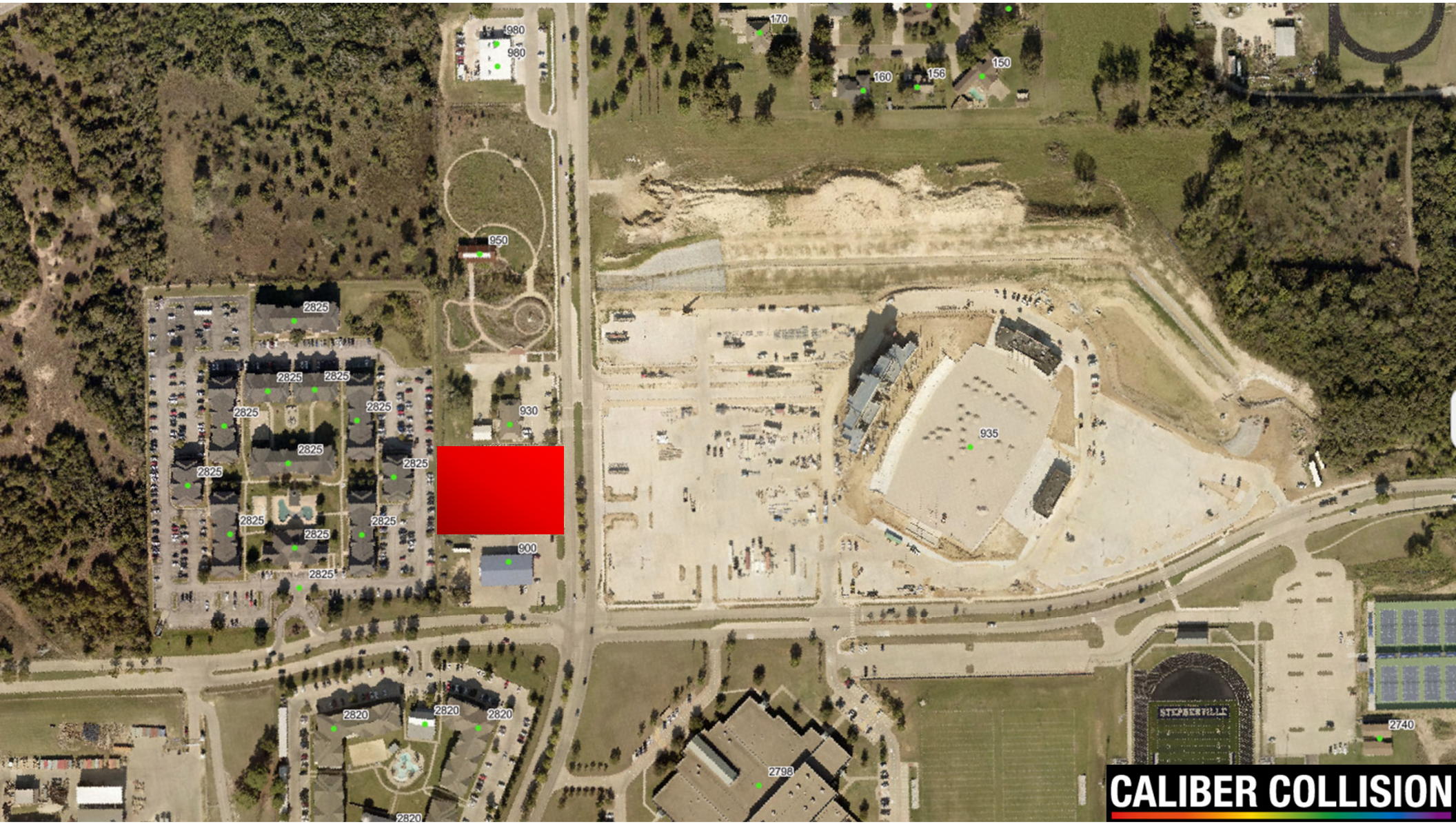
ALTERNATIVES:

1) Accept the recommendation of the Planning and Zoning Commission and approve the Conditional Use Permit request.
2) Recommend additional requirements to approve the Conditional Use Permit request.
3) Deny the Conditional Use Permit request.

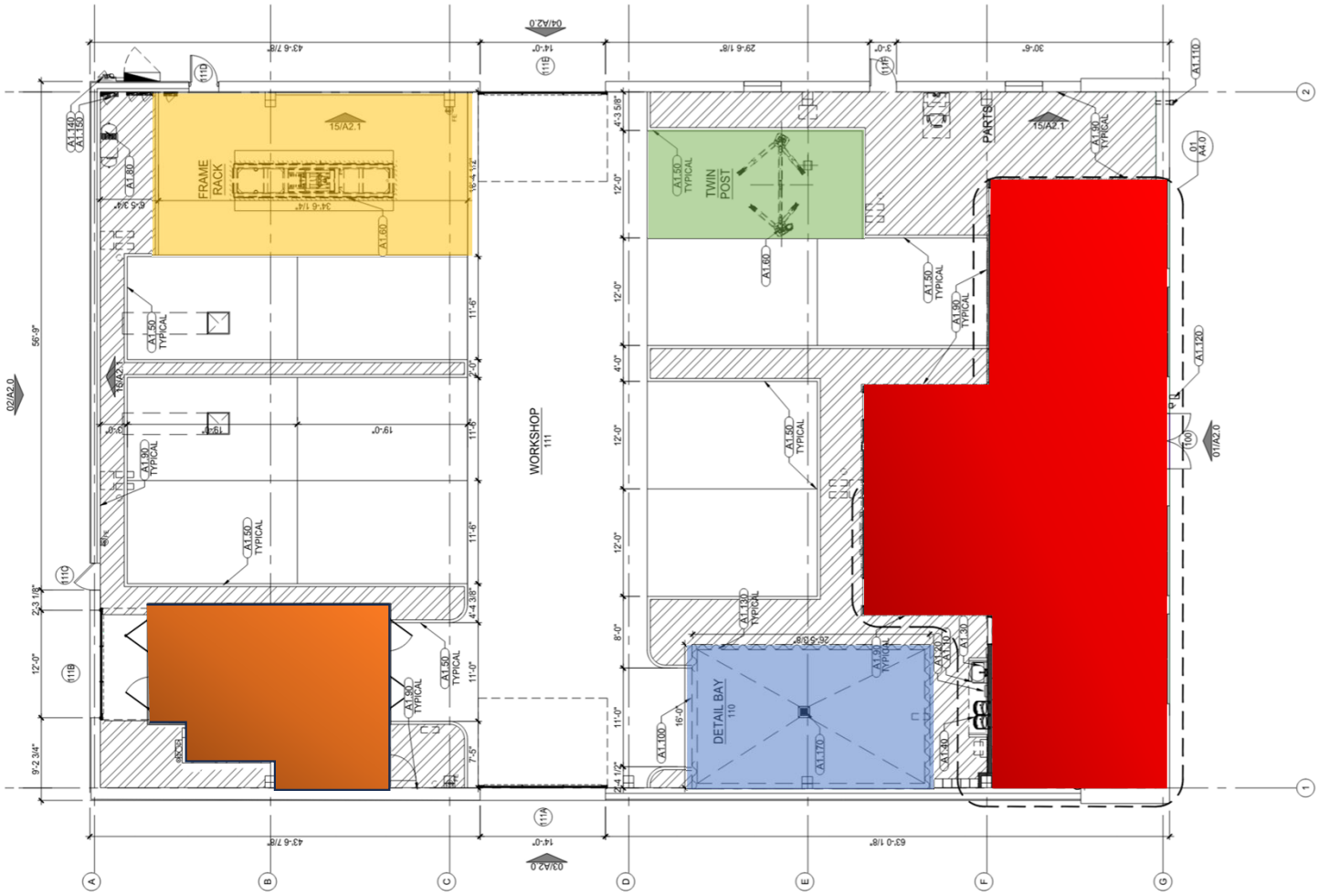
STEPHENVILLE CITY COUINCIL MEETING

May 6, 2025

Caliber Collision


980
980
170
160
156
150
950
2825
2825
2825
2825
2825
930
2825
2825
2825
2825
2825
2825
935
900
2825
2820
2820
2820
2820
2798
2740
CALIBER COLLISION

CALIBER COLLISION



CALIBER COLLISION

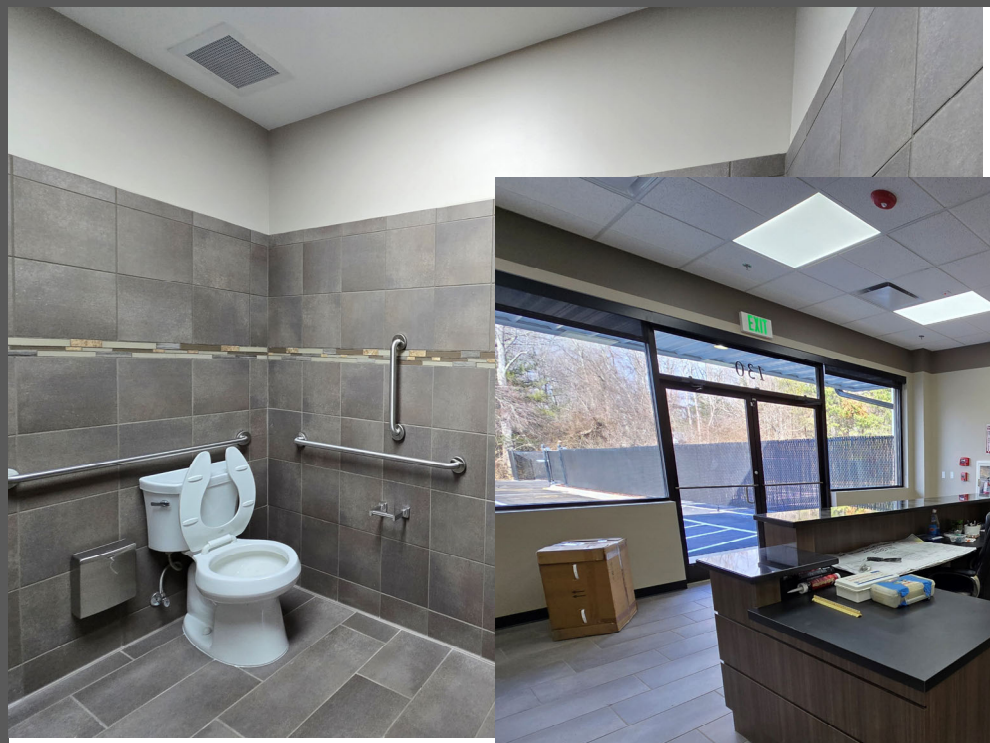
CALIBER COLLISION
CALIBER COLLISION

CALIBER COLLISION
CALIBER COLLISION

CALIBER COLLISION
CALIBER COLLISION

CALIBER COLLISION

CALIBER COLLISION



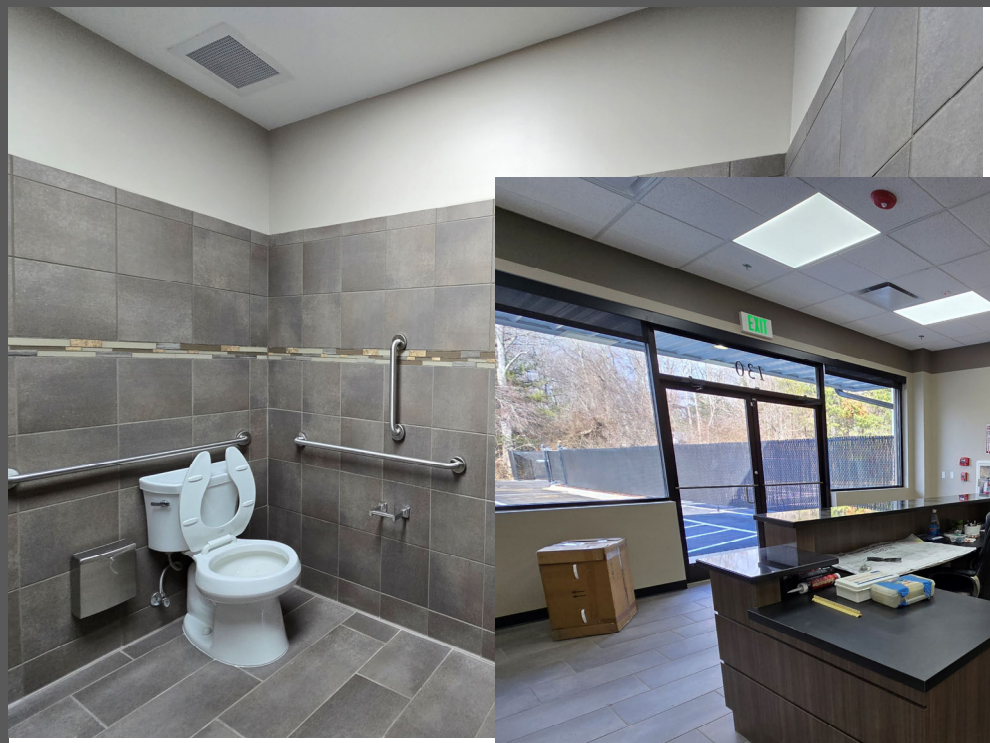
CALIBER COLLISION

STEPHENVILLE CITY COUINCIL MEETING

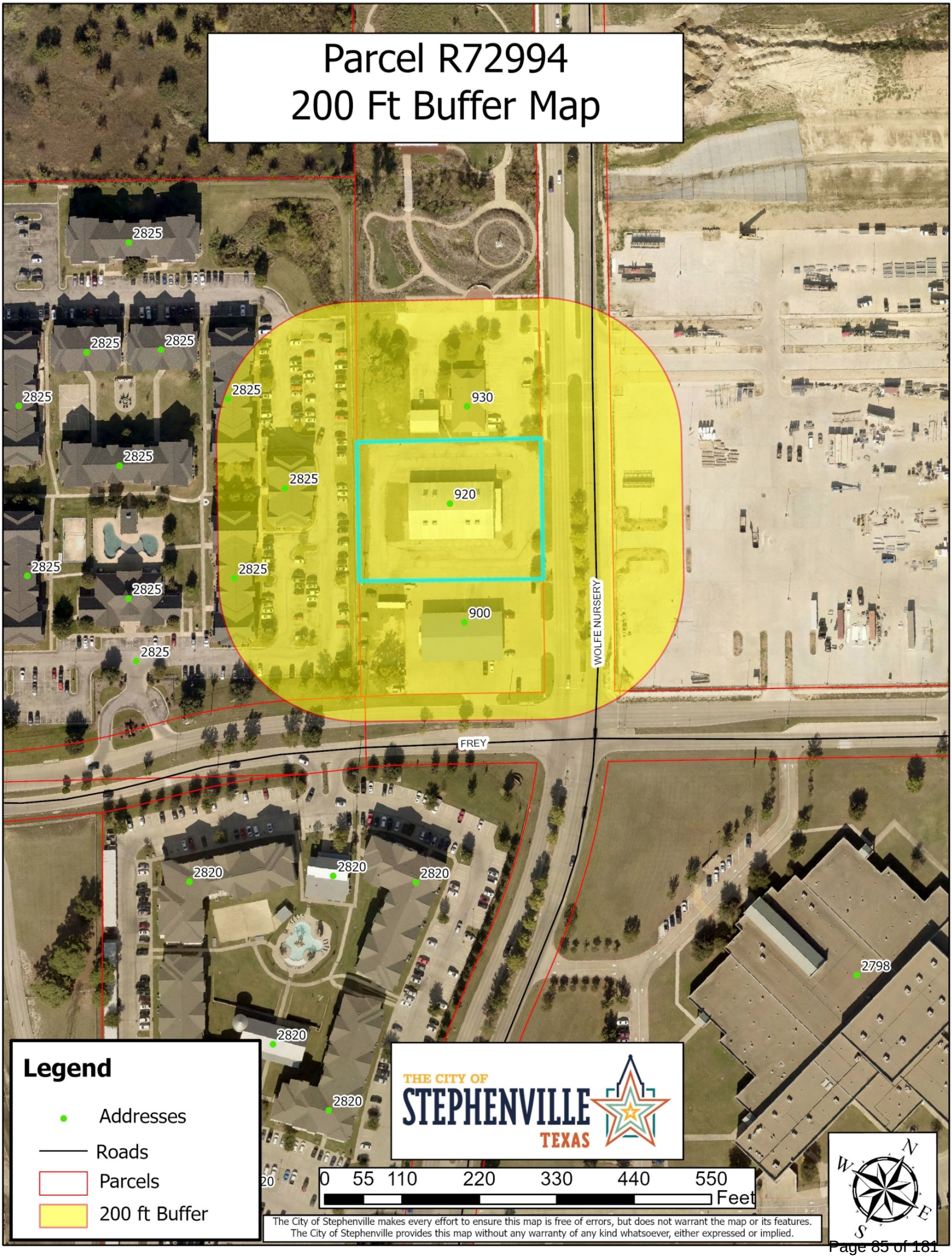
May 6, 2025

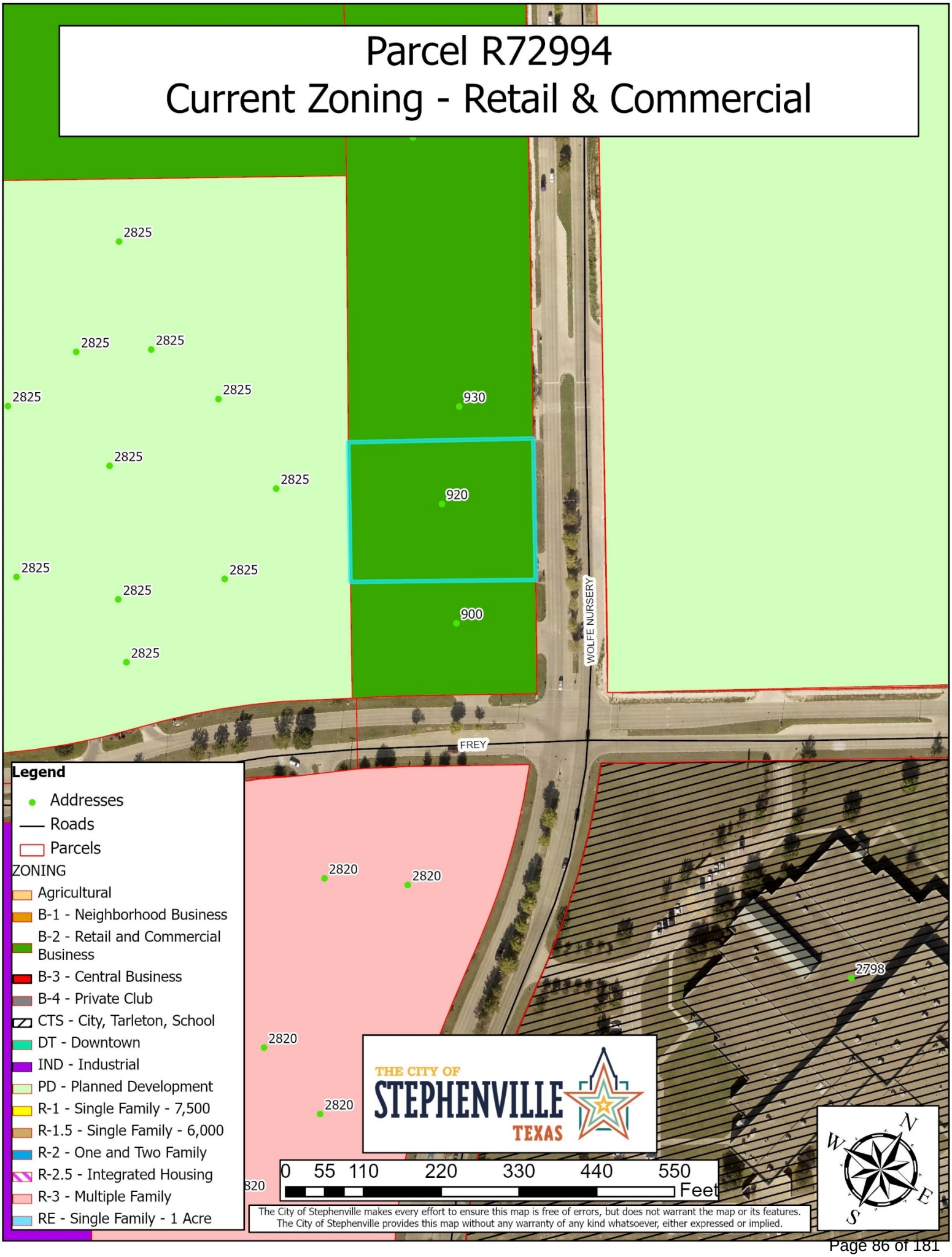
Caliber Collision

CALIBER COLLISION

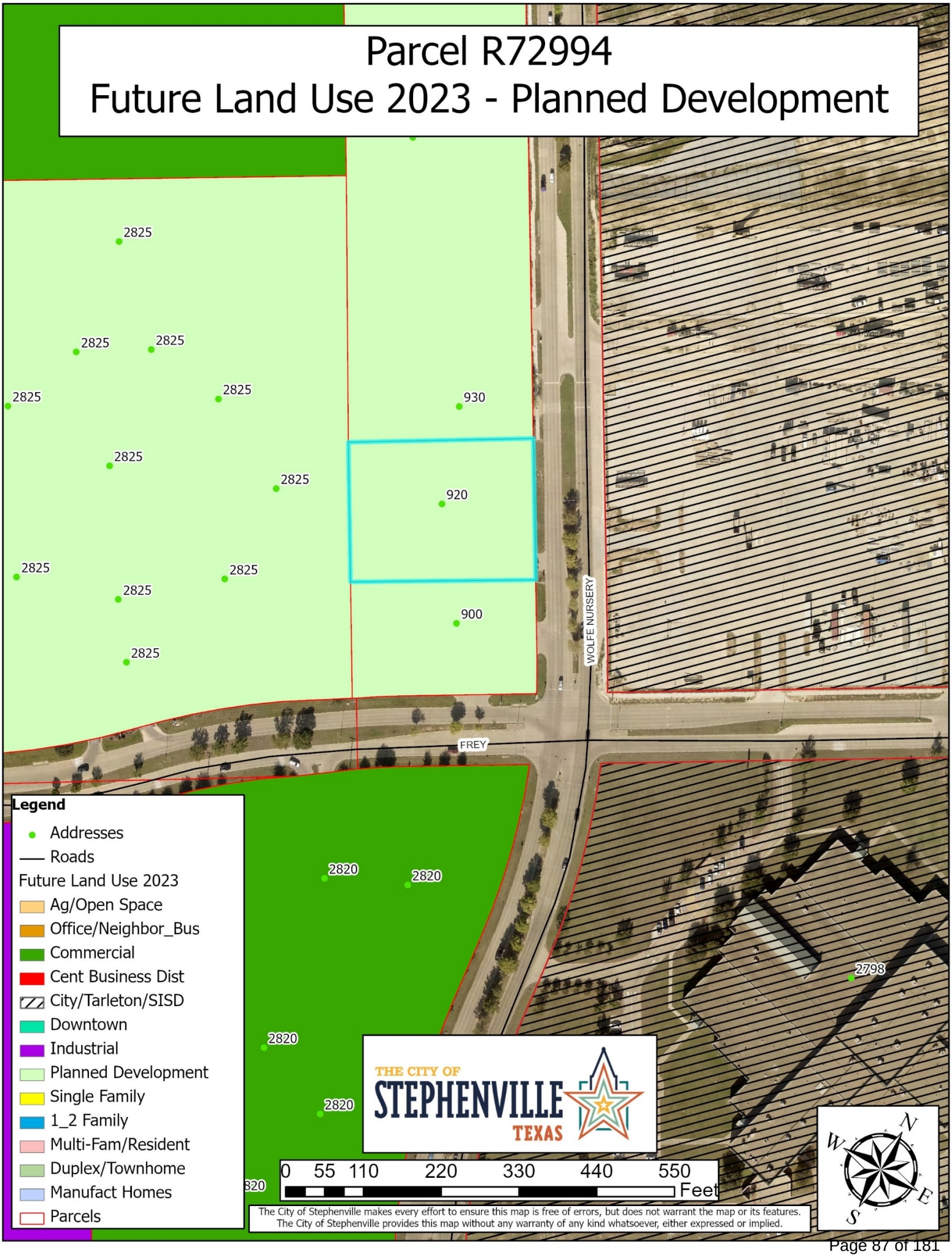


CALIBER COLLISION

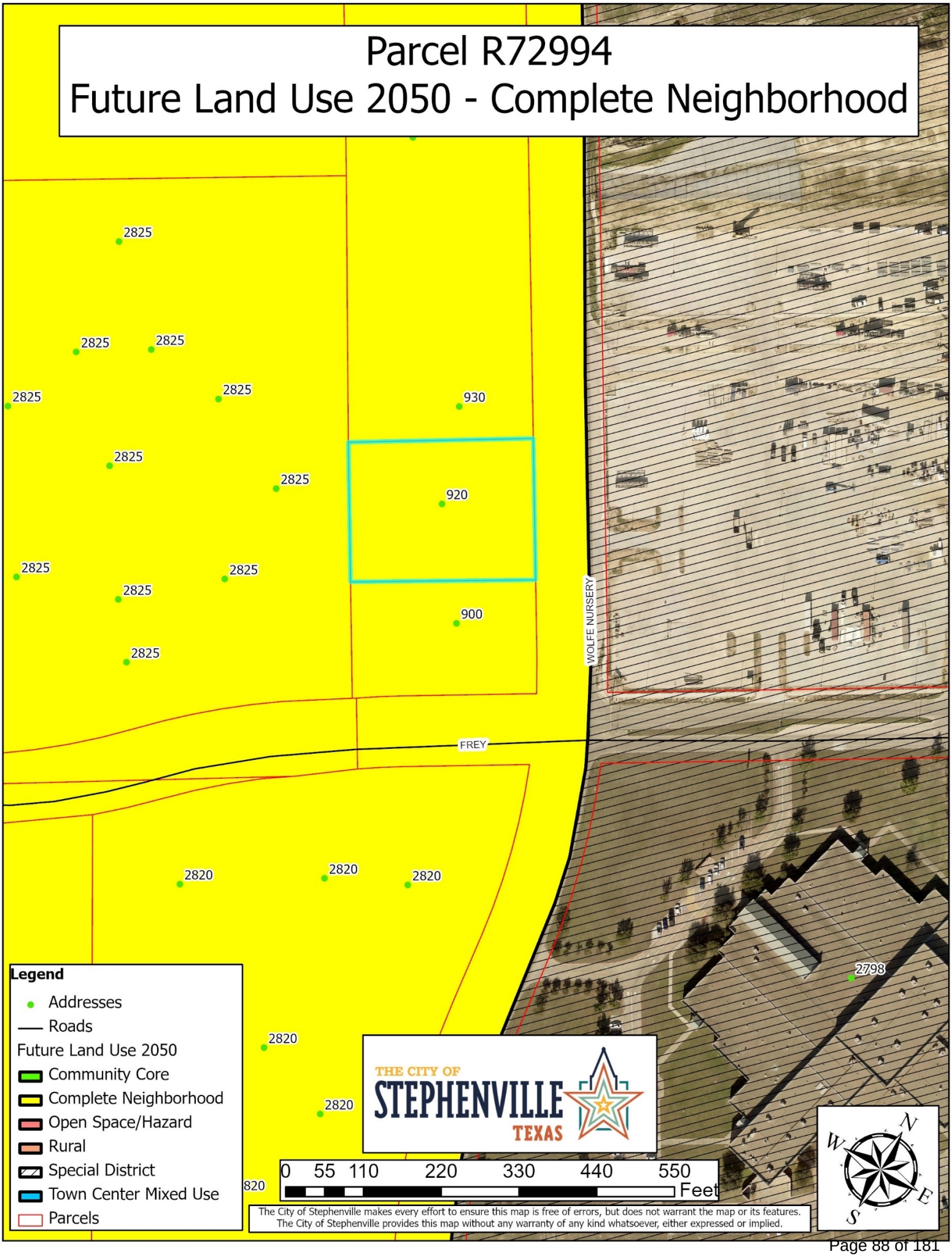

Parcel R72994
200 Ft Buffer Map
2825
2825
2825
2825
2825
2825
2825
2825
2825
2825
2825
930
920
900
WOLFE NURSERY
FREY
2820
2820
2820
2820
2820
2798
Legend
Addresses
Roads
Parcels
200 ft Buffer
THE CITY OF
STEPHENVILLE
TEXAS
0 55 110 220 330 440 550
Feet
N
W
E
S
The City of Stephenville makes every effort 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.

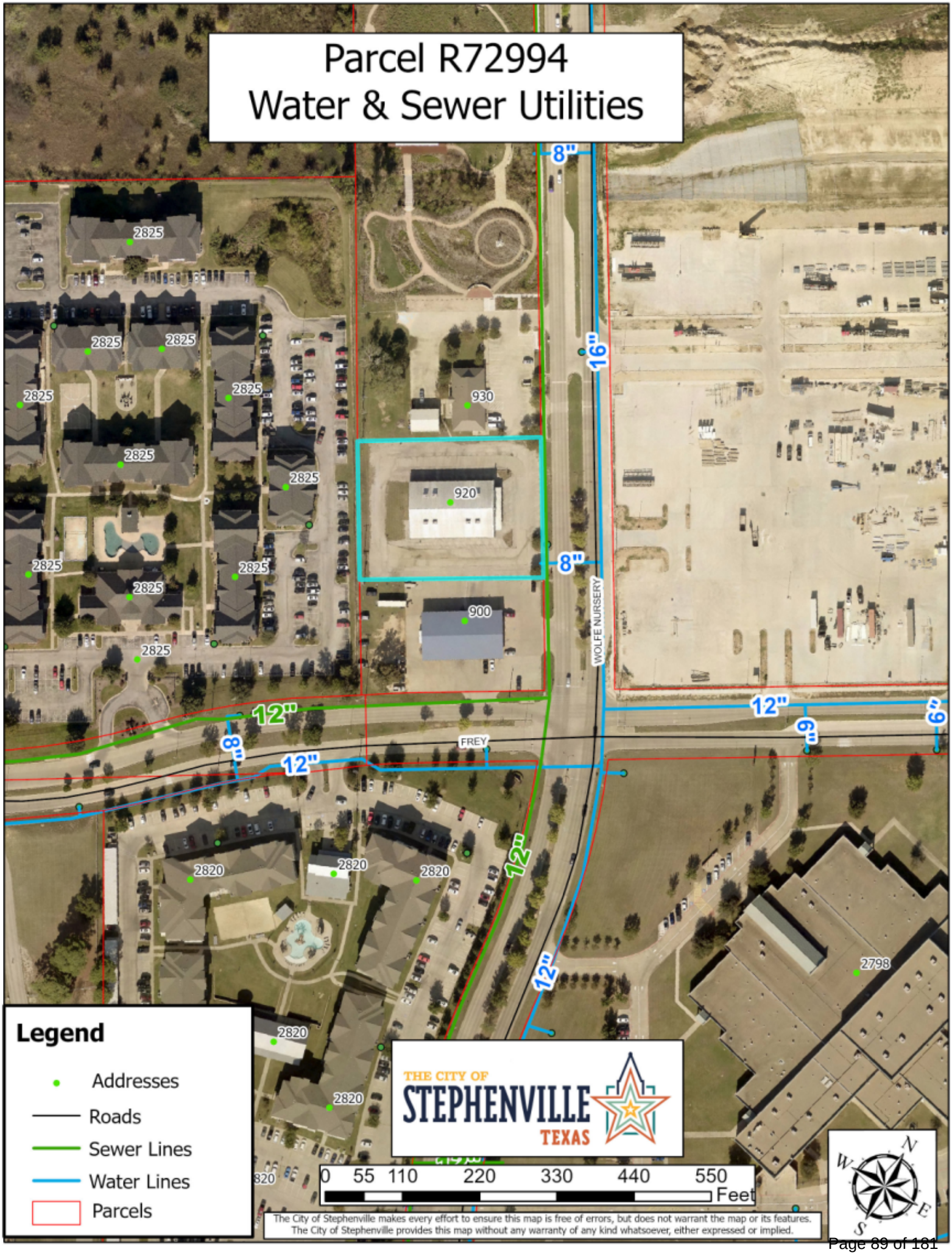

Parcel R72994
Current Zoning - Retail & Commercial
2825
2825
2825
2825
2825
2825
2825
2825
2825
2825
2825
930
920
900
WOLFE NURSERY
FREY
2820
2820
2820
2820
2798
Legend
Addresses
Roads
Parcels
ZONING
Agricultural
B-1 - Neighborhood Business
B-2 - Retail and Commercial Business
B-3 - Central Business
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
THE CITY OF STEPHENVILLE TEXAS
0 55 110 220 330 440 550
Feet
N
W
E
S
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.

Parcel R72994
Future Land Use 2023 - Planned Development



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.


Parcel R72994
Future Land Use 2050 - Complete Neighborhood
2825
2825
2825
2825
2825
930
2825
2825
920
2825
2825
2825
900
2825
WOLFE NURSERY
FREY
2820
2820
2820
2820
2820
2798
Legend
Addresses
Roads
Future Land Use 2050
Community Core
Complete Neighborhood
Open Space/Hazard
Rural
Special District
Town Center Mixed Use
Parcels
THE CITY OF
STEPHENVILLE
TEXAS
0 55 110 220 330 440 550
Feet
N
W
E
S
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.


Parcel R72994
Water & Sewer Utilities
8"
16"
8"
12"
8"
12"
12"
6"
9"
12"
12"
WOLFE NURSERY
FREY
2825
2825
2825
2825
2825
2825
2825
2825
2825
2825
2825
930
920
900
2820
2820
2820
2820
2820
2798
Legend
Addresses
Roads
Sewer Lines
Water Lines
Parcels
THE CITY OF
STEPHENVILLE
TEXAS
0 55 110 220 330 440 550
Feet
N
W
E
S
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.

Parcel R72994
200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000059541	0 WOLFE NURSEY RD & W FREY	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000066251	0 W FREY	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000067011	900 WOLFE NURSERY RD	FEEMSTER ROLAND D & TINA LYNN	900 N WOLFE NURSERY RD	STEPHENVILLE	TX	76401
R000068878	930 WOLFE NURSERY RD	MIDDLE TRINITY GROUNDWATER CONSERVATION DISTRICT	930 WOLFE NURSERY RD	STEPHENVILLE	TX	76401
R000072994	920 WOLFE NURSERY RD	NPH VENTURES, LLC	3207 SOUTH SAM HOUSTON PKWY, SUITE 100	HOUSTON	TX	77047
R000073126	2825 W FREY	STEPHENVILLE CHR CAMPUS CREST LLC	950 CARINDALE RD, STE 300	HOUSTON	TX	77024
R000064240	935 WOLFE NURSERY RD	STEPHENVILLE ISD	2655 W OVERHILL DR	STEPHENVILLE	TX	76401-0000

ORDINANCE NO. 2025-O-11

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTION 154.03 OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF A CONIDITONAL USE PERMIT AND TO REVISE SECTION 154.06.2.C BY ADDING "(7) – AUTO PAINT AND BODY SHOP/REPAIR" AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to revise the definition of a Conditional Use and add "auto paint and body shop/repair" as a conditional use for the B-2, Retail and Commercial District.

WHEREAS, the changes were reviewed on February 19, 2025, and by a vote of 5-2, the Planning and Zoning Commission recommended the City Council adopt the revisions.

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

SECTION 1.
The following Section of the Code of Ordinances are hereby revised as follows:

Sec. 154.03 – Conditional Use	**Definitions**	(1) Conditional Use. A use which shall be permitted in a particular district only upon fulfillment of the regulations of the appropriate district and any additional requirements set forth by the City Council, including, but not limited to special yards, lot sizes, open spaces, buffers, fences, walls or screening; requirements for installation and maintenance of landscaping or erosion control measures; requirements for street improvements, regulation of vehicular ingress and egress, and traffic circulation; regulation of signs; regulation of hours or other characteristics of operation; establishment of development schedules or time limits for performance or completion; and such other reasonable conditions as the City Council may deem necessary to insure compatibility with surrounding uses and to preserve the public health, safety, and welfare.
Sec. 154.06.2.C – Conditional Use (Special Use Permit Required)	**(7)**	(7) Auto paint and body shop/repair;

SECTION 2.
This ordinance shall be effective upon passage.

PASSED AND APPROVED this 4th day of March, 2025.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King, City Manager

Randy Thomas, City Attorney
Approved as to form and legality

ORDINANCE NO. 2025-O-____

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT FOR AN AUTO PAINT AND BODY SHOP IN THE (B-2), RETAIL AND COMMERCIAL ZONING DISTRICT

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:

902 N Wolfe Nursery Rd, Parcel R72994, being Block 1, Lot 3 of the Doss Addition Phase 3 of the City of Stephenville, Erath County, Texas

is hereby granted a Conditional Use Permit for an auto paint and body shop that shall remain in effect for said property unless otherwise revoked for violation of any of the conditions imposed herein:

1. The area beyond the front building line shall be screened with fencing composed of masonry columns and wooden pickets.
2. No storage or staging or otherwise processing of wrecked, dismantled or otherwise damaged vehicles may occur in any areas visible to the public.
3. The property shall be maintained, and the business shall be operated in compliance with all applicable Federal and State Laws and local ordinances.
4. Landscaping shall be installed pursuant to the requirements of the City's landscape ordinance prior to the issuance of a Certificate of Occupancy.

PASSED AND APPROVED on this 6th day of May, 2025.

_____
Doug Svien, Mayor

ATTEST:

_____
Sarah Lockenour, City Secretary

_____
Reviewed by Jason King,
City Manager

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

STAFF REPORT

SUBJECT: Discussion of the 40% Lot Coverage Limitation for Residential Uses

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director

At the request of a local developer, the Development Services Committee considered the revocation of the land use regulation that limits lot coverage of the primary structure to 40% of the total area of the required minimum lot dimensions for residential districts. Current procedures require a Board of Adjustment variance to allow the footprint of the primary structure to exceed the 40% limitation.

Research reveals that the 40% limitation in relation to the setback requirements does indeed reduce the allowable footprint of the primary structure in some instances:

Zoning District	Minimum Lot Area SF	Setback Area SF	40% Limitation SF
RE	37,500	18,000	15,000
R-HA	19,800	10,800	7,920
R-1	7,500	3,050	3,000
R-1.5	5,000	2,000	2,000
R-2 / SF	5,000	2,000	2,000
R-2 / 2-4	7,500	3,150	3,000
R-2.5 SF	3,000	1,200	1,200
R-2.5 / 2-4	7,500	4,410	3,000
R-2.5 Townhome	3,000	1,400	1,200
R-3 SF	5,000	2,000	2,000
R-3 / 2-4	7,500	3,150	3,000
R-3 MF	7,500	2,750	3,000
B-3 SF	6,000	2,500	2,400
B-3 / 2-4	7,500	3,150	3,000
B-3 Townhome	3,000	1,200	1,200
B-3 MF	Not Specified	Not Specified	Not Specified
DT SF	6,000	2,500	2,400
DT / 2-4	7,500	3,150	3,000
DT Townhome	3,000	1,200	1,200

The Developer has provided an example of a R-2.5 SF residential lot with dimensions of 50x100. The setbacks required in this example would allow a buildable area of 2,800 SF. The 40% limitation would be 2,000 SF.

Note: Corner lots were not considered as they require a 25' setback from intersecting streets.

After discussion, the Development Services Committee voted to assign the item to the Planning and Zoning Commission for a Public Hearing and recommendation to the full City Council.

The Planning and Zoning Commission convened on April 16, 2025, and by a vote of 5/2, recommended the City Council revoke the land use regulation that limits lot coverage to 40% of the total area of the minimum lot dimensions for residential districts.

ALTERNATIVES

1. Accept the recommendation of the Planning and Zoning Commission and revoke the 40% lot coverage limitation.
2. Take no action, leaving the limitation in effect.

ORDINANCE NO. 2025-O-___

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING CHAPTER 154 OF THE CODE OF ORDINANCES BY REPEALING THE COVERAGE LIMITATION OF THE PRIMARY STRUCTURE TO 40 PERCENT OF THE TOTAL LOT IN ALL RESIDENTIAL ZONING DISTRICTS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to repeal the limitations described for Residential Zoning Districts.

WHEREAS, the changes were reviewed and recommended that the requirement be repealed in all residentially zoned districts by the Planning and Zoning Commission on April 16, 2025.

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

SECTION 1.
The following Sections of the Code of Ordinances are hereby repealed:

154.05.1.D – Residential Estate District (RE), Height, Area, Yard, and Lot Coverage Requirements
(8) Building Size
(A) Maximum main building coverage as a percentage of lot area: 40%

154.05.2.D – Single-family residential district (R-HA) (21,780 ft), Height, Area, Yard, and Lot Coverage Requirements
(8) Building Size
(A) Maximum main building coverage as a percentage of lot area: 40%

154.05.3.D – Single-family residential districts (R-1) (7,500 ft), Height, Area, Yard, and Lot Coverage Requirements
(8) Building Size
(A) Maximum main building coverage as a percentage of lot area: 40%

154.05.4.D – Single-family residential districts (R-1.5) (6,000 ft), Height, Area, Yard, and Lot Coverage Requirements
(7) Building Size
(A) Maximum main building coverage as a percentage of lot area: 40%

154.05.5.D – One- and two-family residential districts (R-2), Height, Area, Yard, and Lot Coverage Requirements

(A) Single family
(7) Building Size
(A) Maximum main building coverage as a percentage of lot area: 40%

(B) Two-family
(7) Building Size
(A) Maximum main building coverage as a percentage of lot area: 40%

154.05.6.D – Multiple family residential district (R-3), Height, Area, Yard, and Lot Coverage Requirements

(A) Single family dwelling

(7) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

(B) Two-to-four family

(7) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

154.05.7.D – Manufactured housing district (MH), Height, Area, Yard, and Lot Coverage Requirements

(8) Building Size

(B) Maximum main building coverage as a percentage of lot area: 40%

154.05.8.D – Integrated housing district (R-2.5), Height, Area, Yard, and Lot Coverage Requirements

(A) Single family dwelling

(7) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

(B) Two-to-four family

(7) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

(C) Townhouse/Condominium

(7) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

154.06.3.D – Central business district (B-3), Height, Area, Yard, and Lot Coverage Requirements

(A) Single family dwelling

(8) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

(B) Two-to-four family

(7) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

(C) Townhouse/Condominium

(7) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

154.06.7.D – Downtown district (DT), Height, Area, Yard, and Lot Coverage Requirements

(A) Single family dwelling

(8) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

(B) Two-to-four family

(8) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

(C) Townhouse/Condominium

(8) Building Size

(A) Maximum main building coverage as a percentage of lot area: 40%

SECTION 2.
This ordinance shall be effective upon passage.

PASSED AND APPROVED this ___ day of _____, 2025.

_____
Doug Svien, Mayor

ATTEST:

_____
Sarah Lockenour, City Secretary

_____
Reviewed by Jason King, City Manager

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

STAFF REPORT

SUBJECT: Proposed Revisions to Section 155.6.20.H.1 of the Subdivision Ordinance

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director

RECOMMENDATION:

Staff recommends the City Manager be authorized to initiate negotiations with Kendig Keast Collaborative for professional services in updating the City's land use regulations.

BACKGROUND:

In August, 2024, the City of Stephenville adopted a new Comprehensive Plan known as Stephenville 2050. This plan provides a pathway to a new approach in our zoning model, transitioning from a "Euclidean" zoning approach to a "Form" based zoning model. Current land use regulations and development codes do not fully align with the Stephenville 2050 plan. Durning last year's budget review, and in anticipation of the adoption of the new Comprehensive Plan, staff and City Council discussed the need for soliciting professional services for the update to the City's Development Codes.

Earlier this year a Request for Qualifications was issued with three firms responding. On March 14, 2025, the City opened three submittals. Kendig Keast Collaborative has experience with similar projects with numerous cities across the State. The review committee placed Kendig Keast Collaborative as number one on the ranking list.

FISCAL IMPACT SUMMARY:

Assuming successful negotiations, the City will enter a contract for professional services not to exceed $250,000.

STAFF REPORT

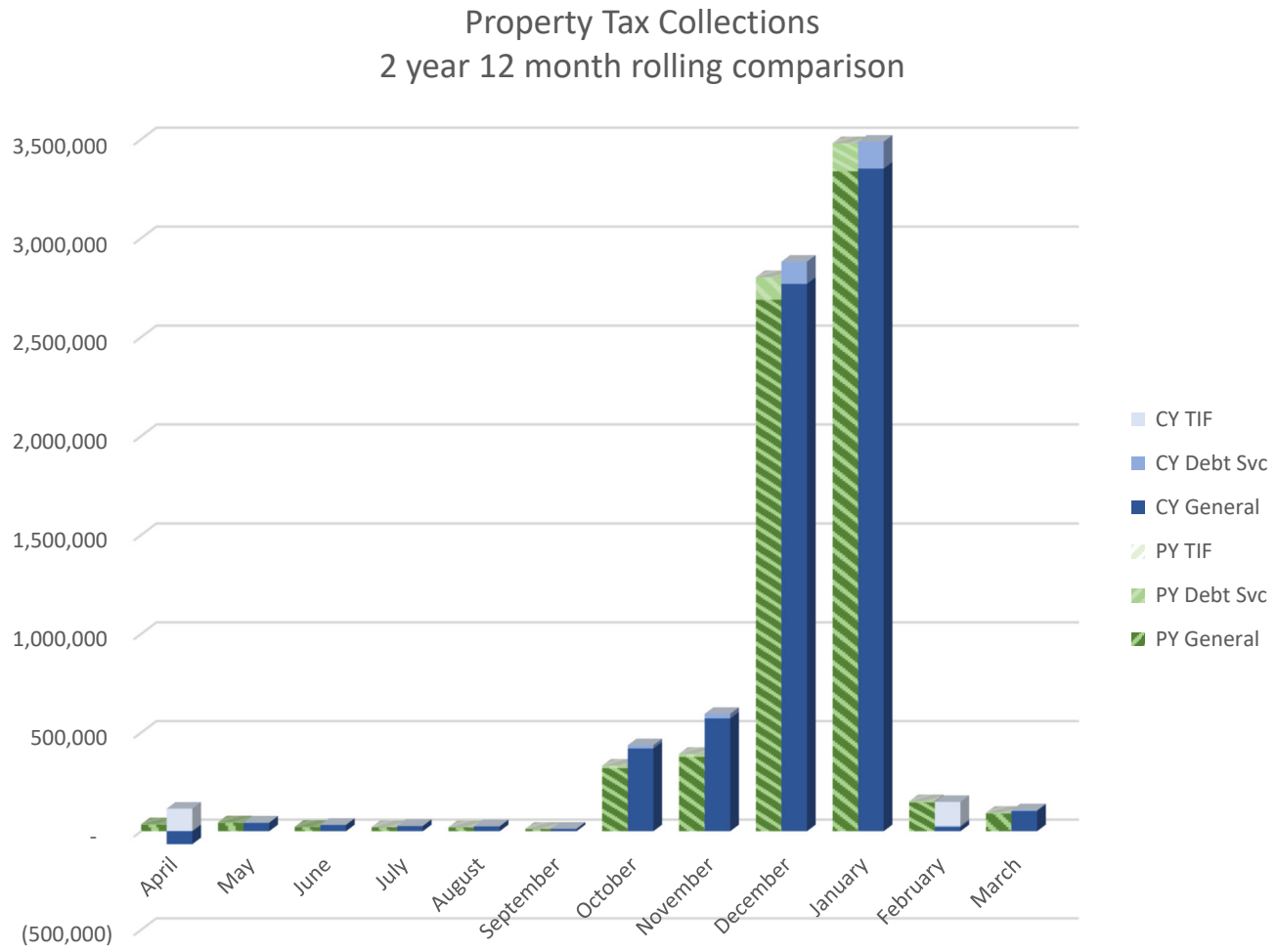
SUBJECT: Monthly Budget Report for the Period Ending March 31, 2025

DEPARTMENT: Finance

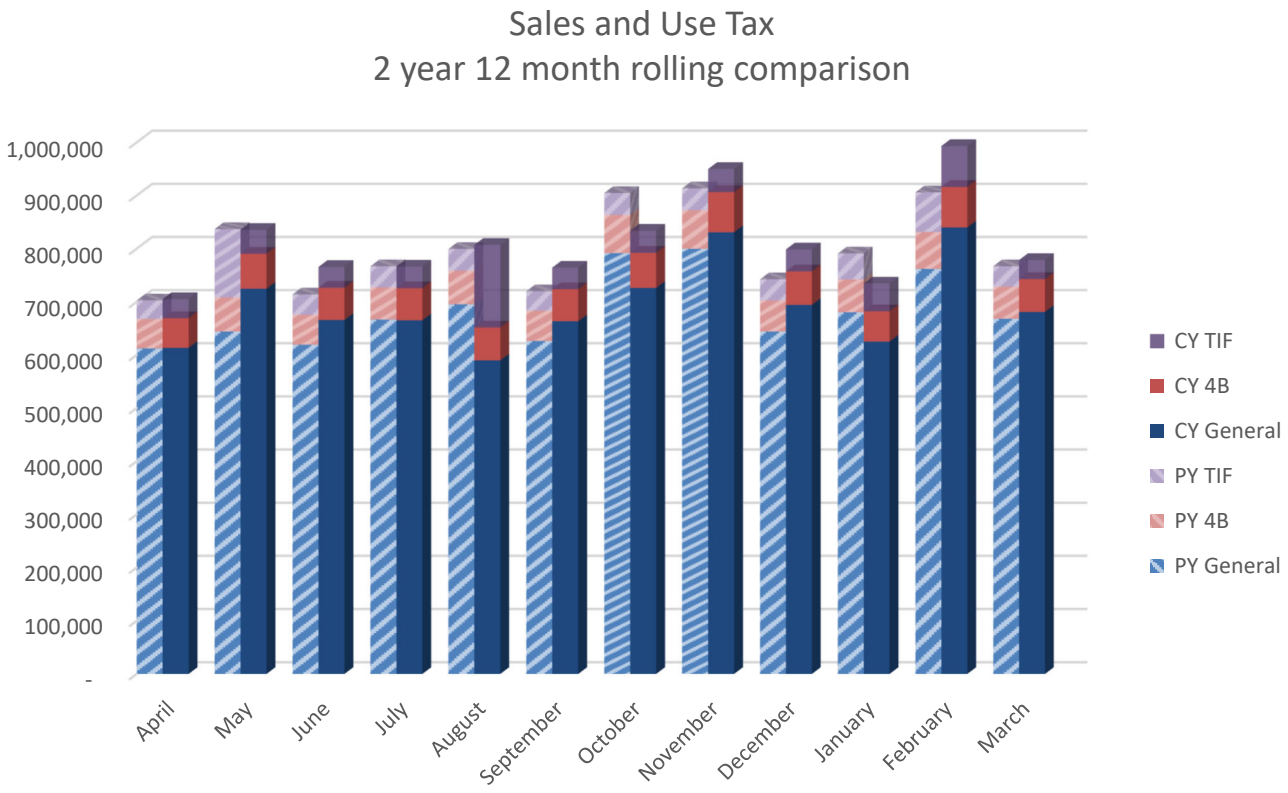
STAFF CONTACT: Monica Harris

BACKGROUND:

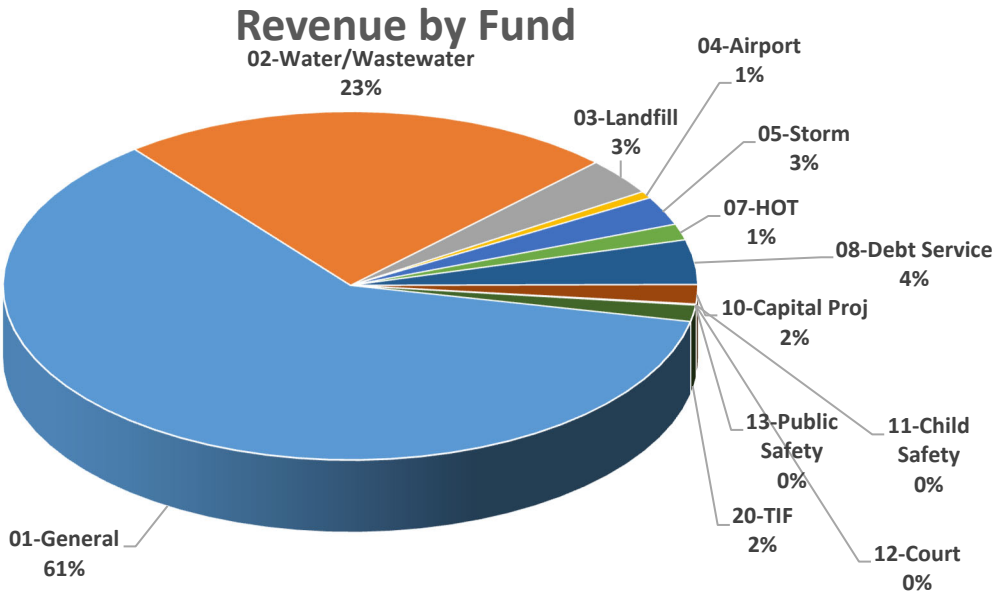
In reviewing the financial statements ending March 31, 2025, the financial indicators are overall as or better than anticipated.



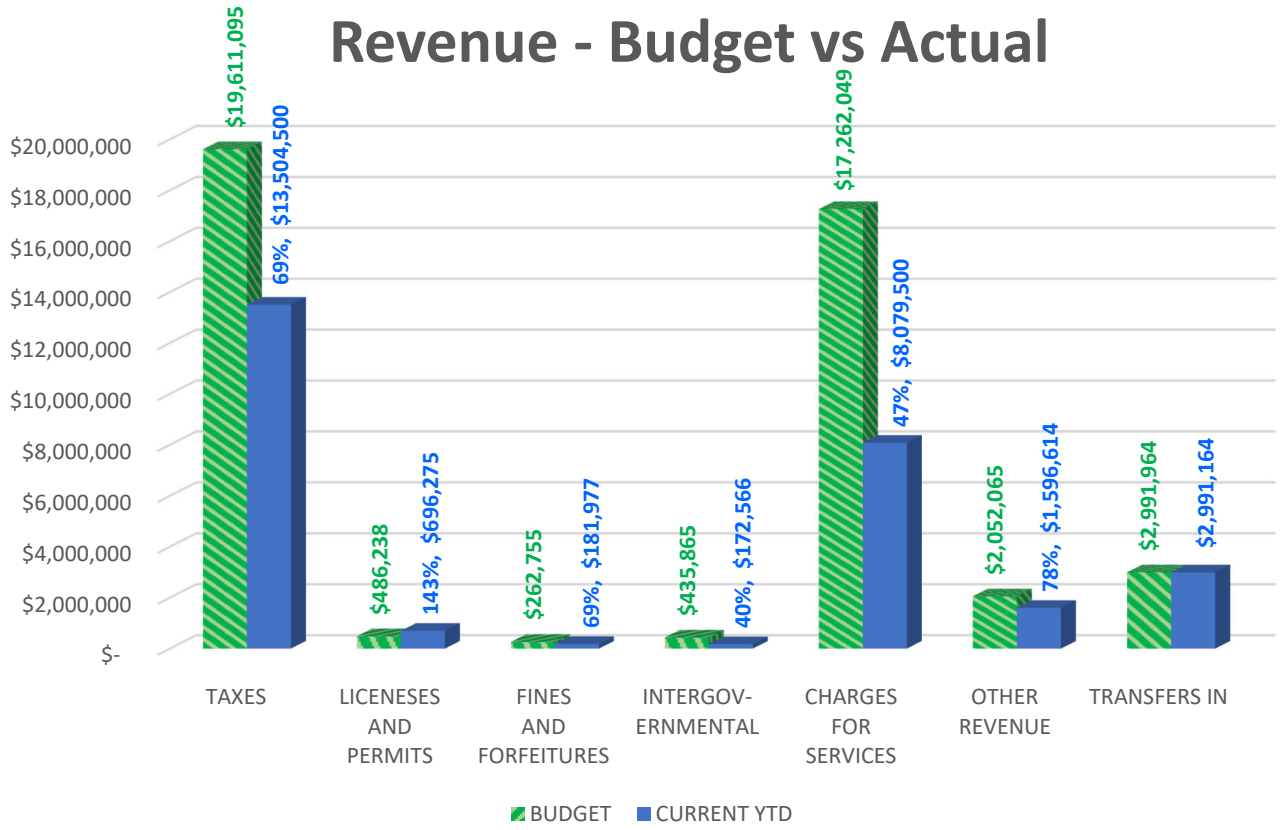
We received $107K in property taxes in the month of March, resulting in a $400K increase over the funds collected last fiscal year to date. The amount collected is 98% of the $7.8 million budget, which is $51K more than anticipated.



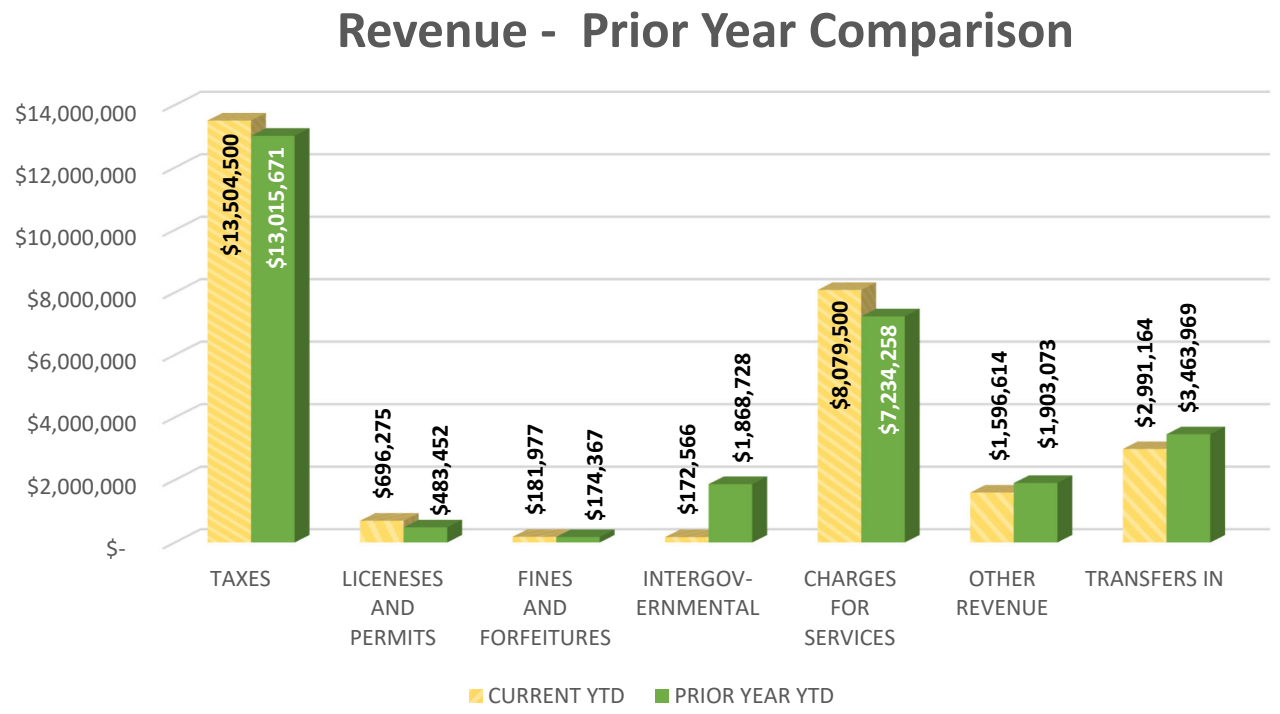
We received $779K in sales tax in March, resulting in $64K or 1% more than the funds collected last fiscal year to date. The amount collected is 54% of the $9.4 million budget, which is $192K higher than anticipated.



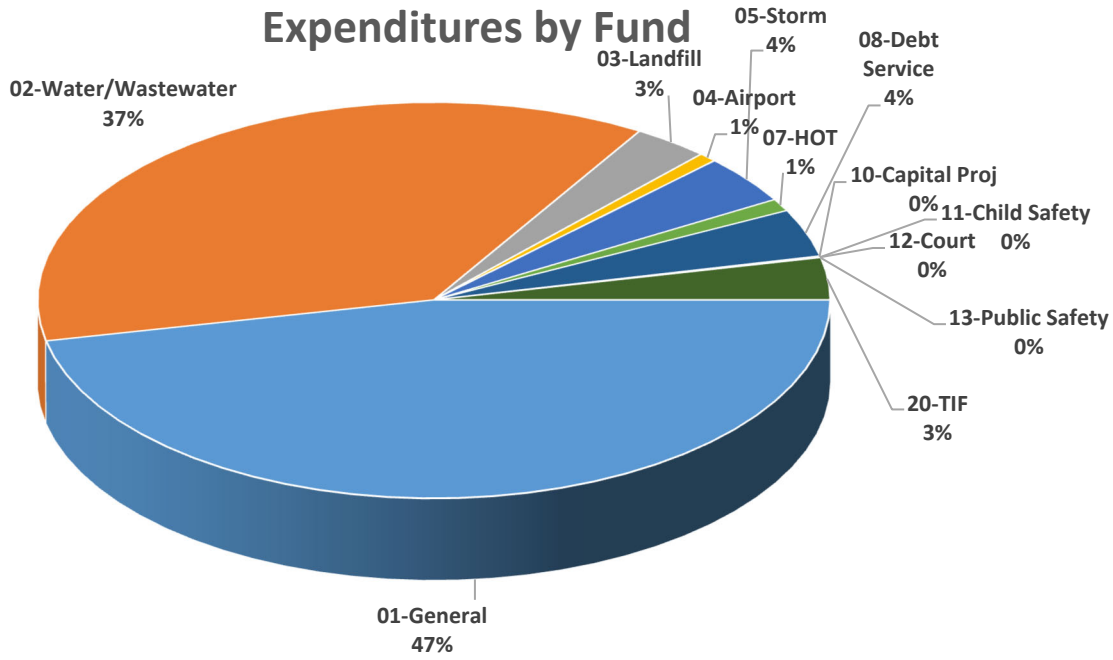
Of the $27.2 million revenue received to date, 61% was received in the General Fund, 23% was received in the Water/Wastewater Fund, 4% was received in the Debt Service Fund, 3% was received in the Landfill Fund and 3% was received in the Storm Water Drainage Fund.



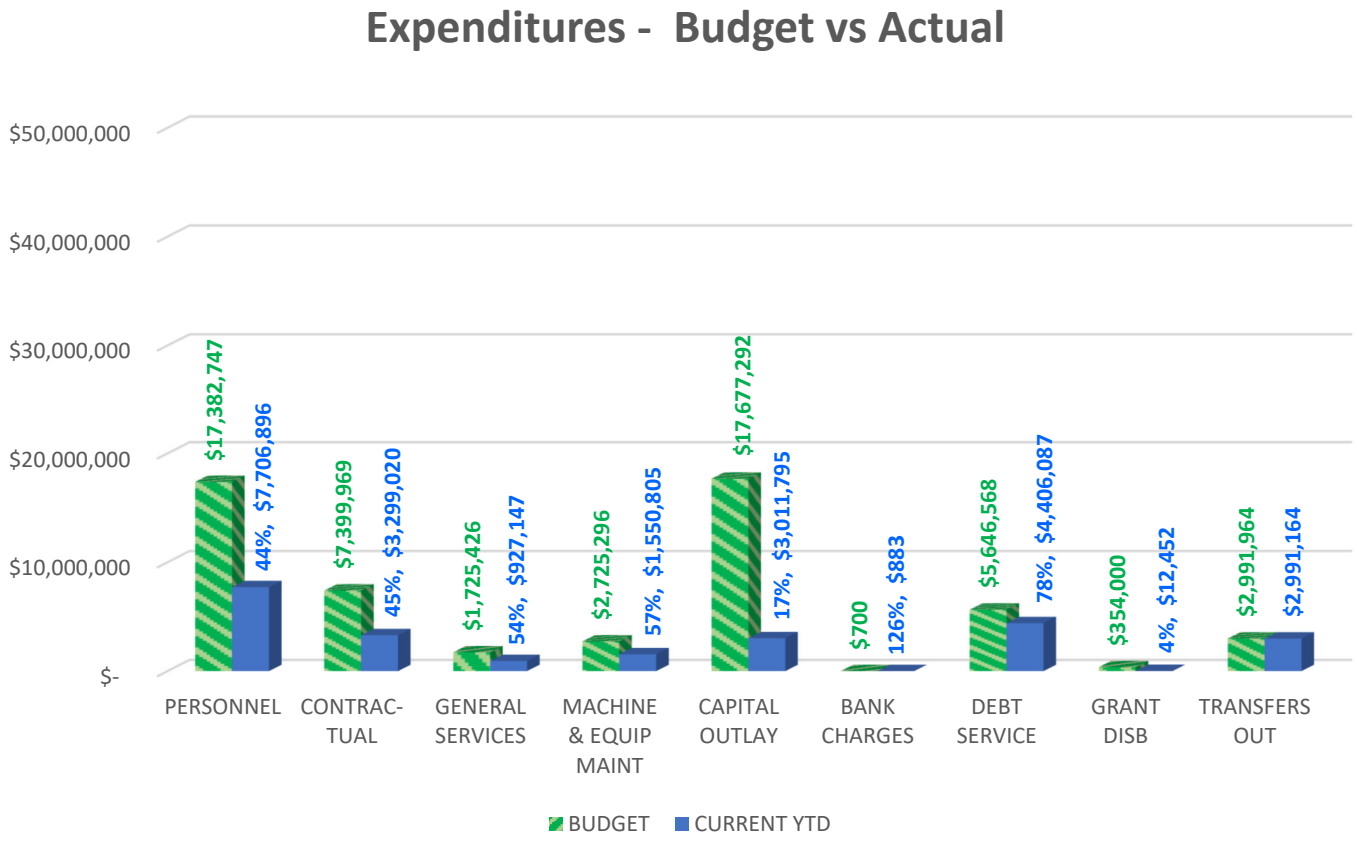
We received 63% of the total budgeted revenue through March, which is $2 million more than anticipated due to taxes, licenses and permits, interest, and other revenue.



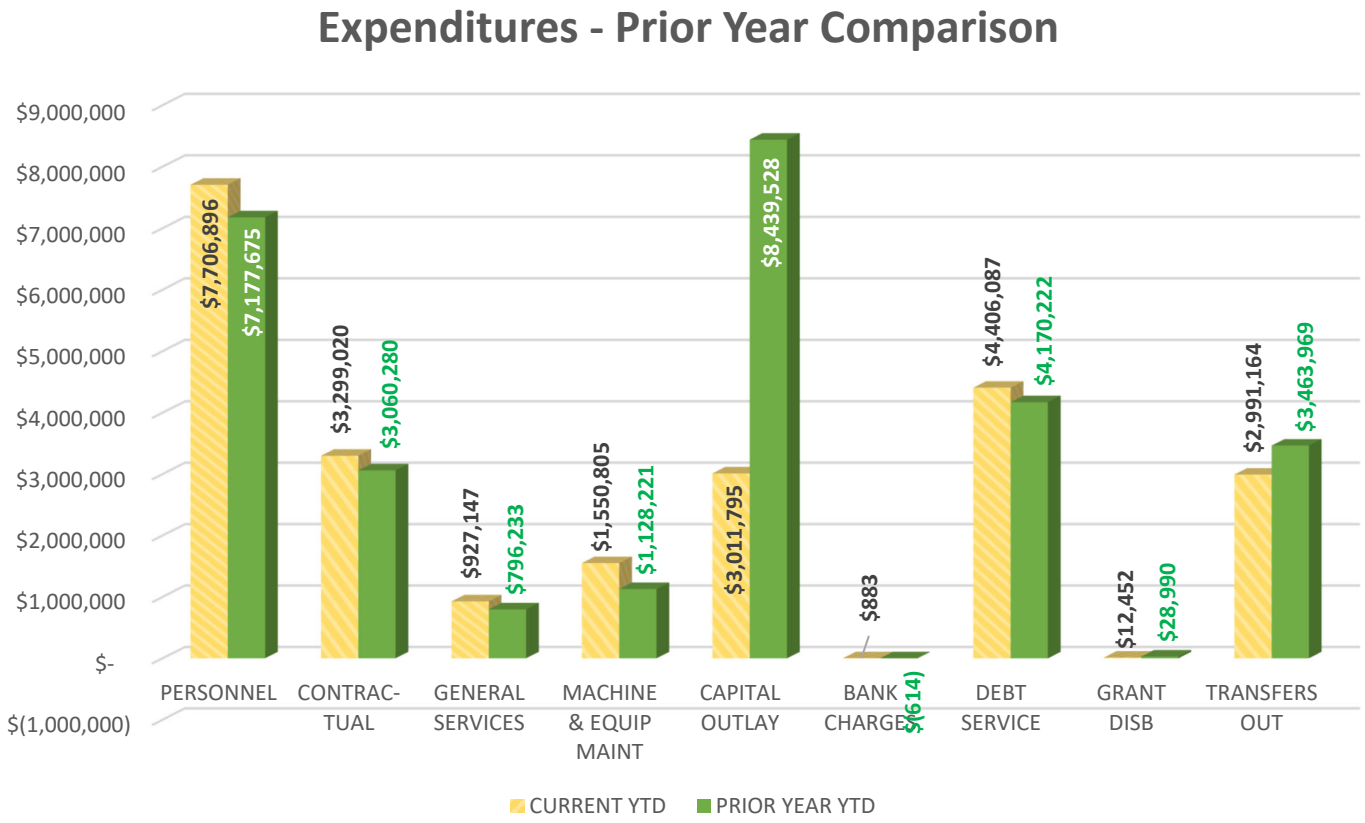
We received $921K less revenue through March than last fiscal year to date due to intergovernmental.



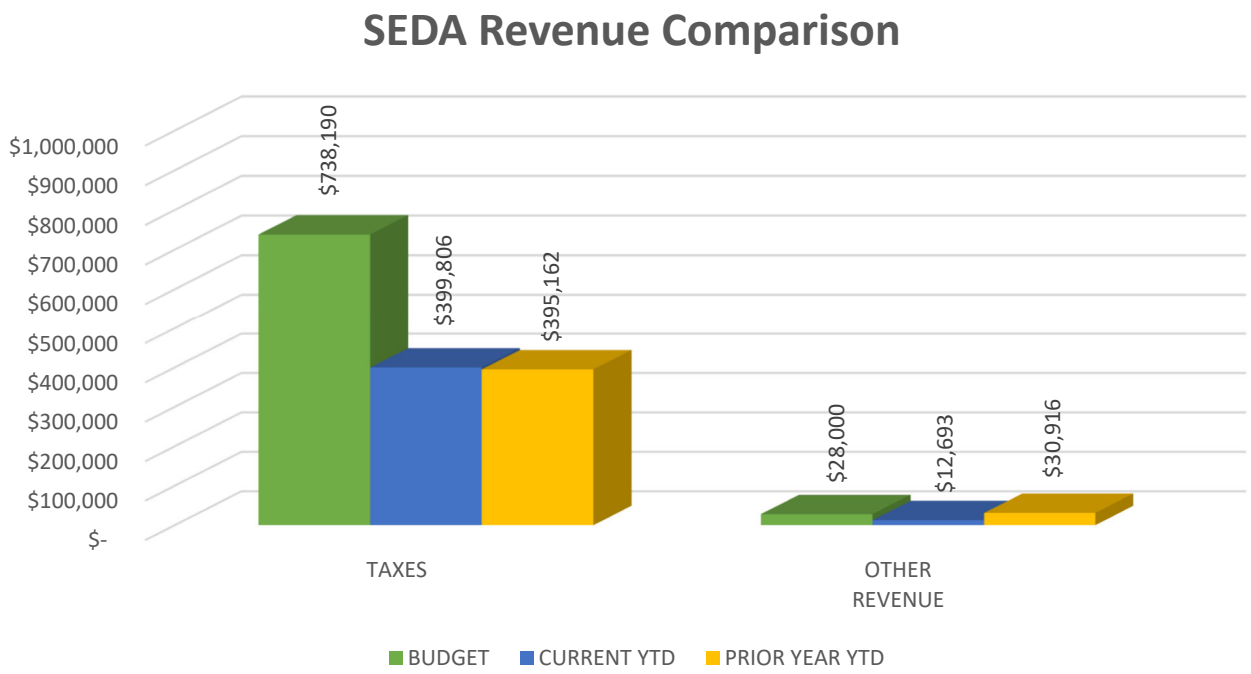
Of the $23.9 million spent to date, 47% was expended in the General Fund, 37% was expended in the Water/Wastewater Fund, 4% was expended in the Storm Water Drainage Fund, 4% was expended in the Debt Service Fund, 3% was expended in the TIF Fund, and 3% was expended in the Landfill Fund.



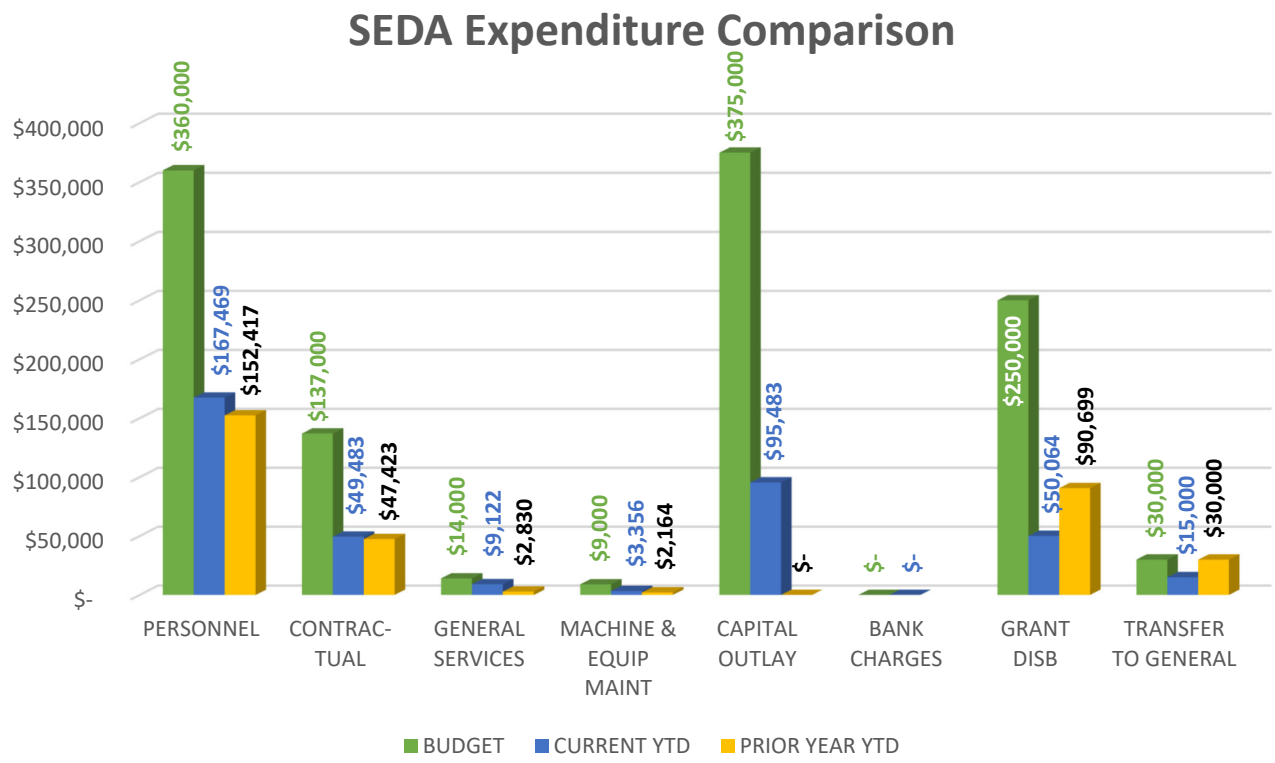
We have expended 43% of the total budgeted expenditures through March, which is $7 million less than anticipated due to personnel, contractual and capital outlay.



We spent $4.4 million less on expenditures through March than last fiscal year to date due to capital outlay.

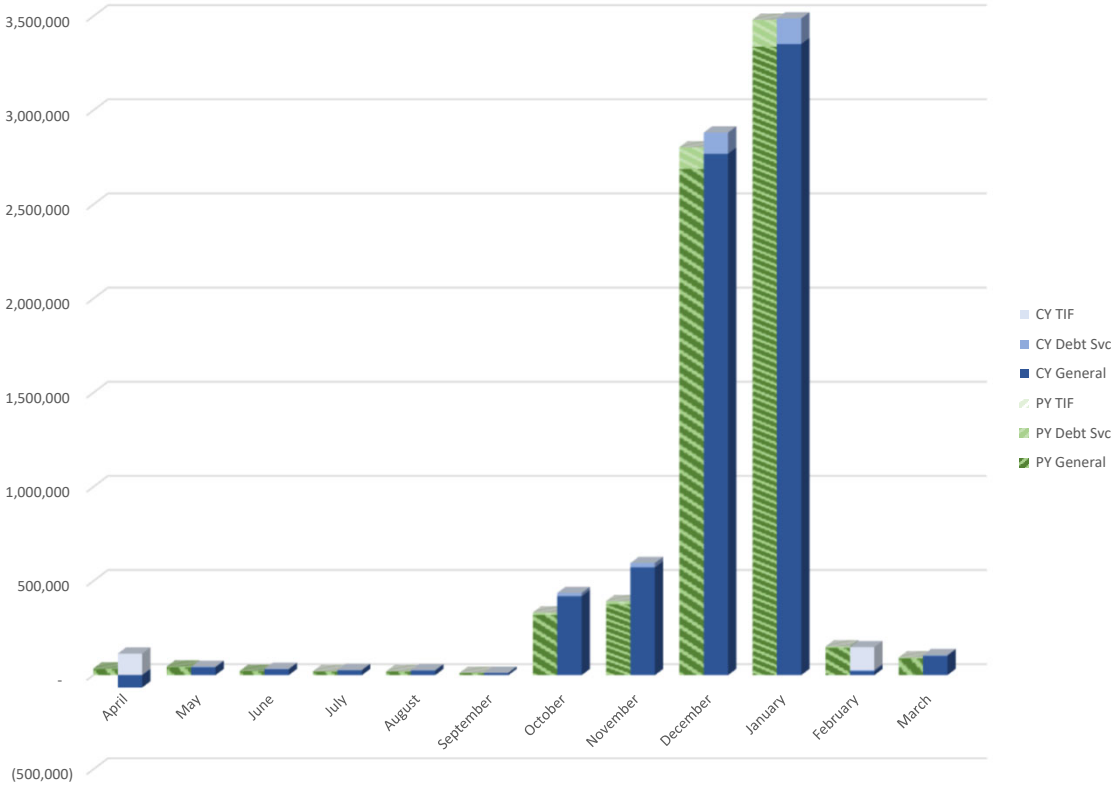


SEDA has received an overall 54% of budgeted revenue through March, which is $14K less than last fiscal year to date due to interest income and $18K more than anticipated due to taxes.



SEDA has spent an overall 33% of budgeted expenditures through March, which is $64K more than last fiscal year to date due to personnel and capital outlay and $192K less than anticipated due to contractual, capital outlay, and grant disbursements.

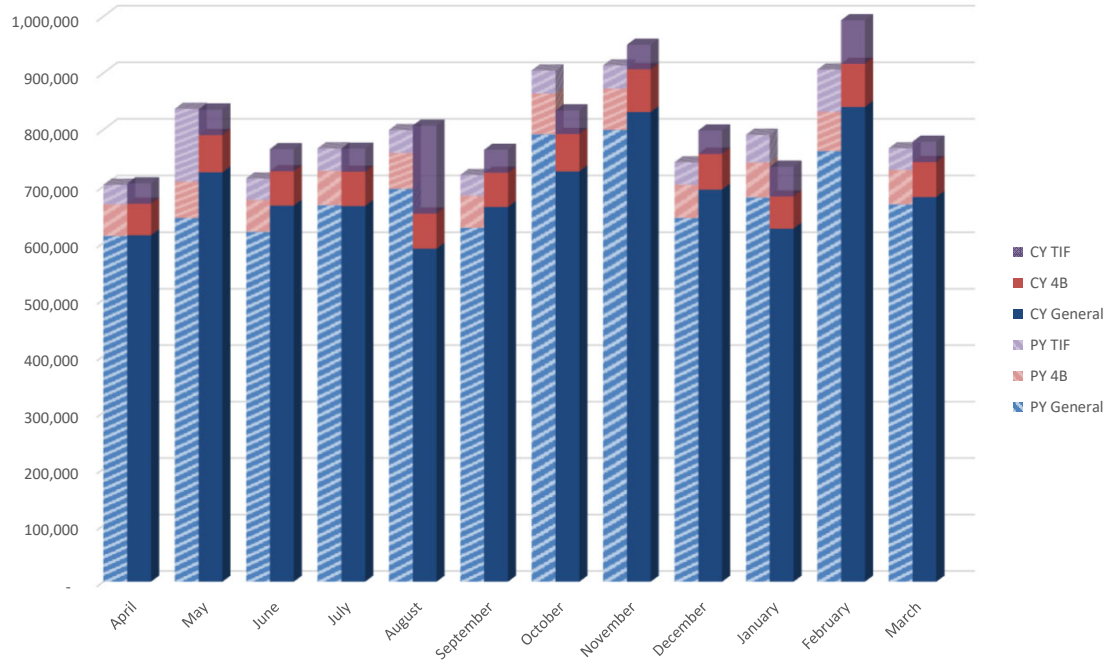
Property Tax Collections
2 year 12 month rolling comparison



Month	General Fund	Debt Svc	TIF	Total
Apr-23	34,588	1,329	-	35,917
May-23	43,776	1,691	-	45,467
Jun-23	22,298	864	-	23,162
Jul-23	20,824	789	-	21,613
Aug-23	20,172	782	-	20,954
Sep-23	12,245	475	-	12,720
Oct-23	319,330	13,573	-	332,903
Nov-23	376,834	16,009	-	392,843
Dec-23	2,689,123	114,387	-	2,803,510
Jan-24	3,338,531	142,029	-	3,480,560
Feb-24	146,100	6,211	-	152,311
Mar-24	90,280	3,823	-	94,103
12 month total				7,416,064
Oct-Mar 2024				7,256,230
FY 2023-2024 Total				7,448,939
Collection to date as percentage of fiscal year total				97.41%

Month	General Fund	Debt Svc	TIF	Total
Apr-24	(64,868)	2,038	112,569	49,740
May-24	42,319	1,798	-	44,117
Jun-24	31,592	1,335	-	32,927
Jul-24	26,485	1,127	-	27,612
Aug-24	24,665	1,029	-	25,693
Sep-24	12,040	580	-	12,620
Oct-24	419,463	17,009	-	436,473
Nov-24	572,344	23,175	-	595,519
Dec-24	2,769,471	112,240	-	2,881,711
Jan-25	3,351,878	135,722	-	3,487,600
Feb-25	21,399	6,171	120,967	148,537
Mar-25	102,588	4,090		106,678
12 month total				7,849,226
Oct-Mar 2025				7,656,517
FY 2024-2025 Budget				7,782,524
Collection to date as percentage of fiscal year budget				98.38%

Sales and Use Tax
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change =/-
Apr-23	612,376	55,671	34,659	702,706	Apr-24	613,466	55,770	36,003	705,239	0.36%
May-23	644,203	64,276	128,365	836,844	May-24	724,651	65,877	45,017	835,545	-0.16%
Jun-23	619,536	56,321	38,026	713,883	Jun-24	665,869	60,534	39,286	765,689	7.26%
Jul-23	666,728	60,612	39,634	766,973	Jul-24	665,181	60,471	40,825	766,477	-0.06%
Aug-23	695,586	63,235	40,619	799,440	Aug-24	589,750	61,970	155,514	807,234	0.97%
Sep-23	626,485	56,953	36,556	719,994	Sep-24	663,362	60,306	40,724	764,391	6.17%
Oct-23	791,837	71,985	40,998	904,820	Oct-24	726,284	66,026	41,726	834,036	-7.82%
Nov-23	799,930	72,721	40,912	913,564	Nov-24	831,028	75,548	43,386	949,962	3.98%
Dec-23	644,243	58,568	39,651	742,461	Dec-24	694,219	63,111	41,377	798,707	7.58%
Jan-24	680,348	61,850	48,784	790,982	Jan-25	625,250	56,841	52,434	734,525	-7.14%
Feb-24	762,215	69,292	74,566	906,073	Feb-25	840,039	76,367	76,939	993,345	9.63%
Mar-24	668,209	60,746	38,135	767,091	Mar-25	681,045	61,913	35,849	778,807	1.53%
12 month total				9,564,829	12 month total				9,733,956	1.77%
Oct-Mar 2024				5,024,989	Oct-Mar 2025				5,089,381	1.28%
FY 2023-2024 Total				9,412,210	FY 2024-2025 Budget				9,413,312	
Collection to date as percentage of fiscal year total				53.39%	Collection to date as percentage of fiscal year budget					54.07%

City of Stephenville

Budget Variance Report

As Of: 03/31/2025

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	904,251.25	839,184.03	65,067.22	12,428,054.96	12,092,779.59	335,275.37	71	17,581,911.00	(5,153,856.04)	29
LICENSES AND PERMITS	96,443.10	49,573.04	46,870.06	685,264.50	271,407.77	413,856.73	149	461,238.00	224,026.50	-49
FINES AND FORFEITURES	28,324.34	13,562.45	14,761.89	169,973.60	113,778.34	56,195.26	69	245,390.00	(75,416.40)	31
INTERGOVERNMENTAL	31,613.67	300.00	31,313.67	163,762.10	51,800.00	111,962.10	49	332,665.00	(168,902.90)	51
CHARGES FOR SERVICES	107,035.45	107,759.68	(724.23)	547,261.61	533,480.51	13,781.10	45	1,207,196.00	(659,934.39)	55
OTHER REVENUE	111,135.01	48,259.36	62,875.65	968,282.99	312,916.93	655,366.06	154	630,389.00	337,893.99	-54
TRANSFER	0.00	0.00	0.00	1,637,591.00	1,637,591.00	0.00	100	1,637,591.00	0.00	0
TOTAL REVENUE	1,278,802.82	1,058,638.56	220,164.26	16,600,190.76	15,013,754.14	1,586,436.62	75	22,096,380.00	(5,496,189.24)	25
EXPENSE SUMMARY										
CITY COUNCIL	36,741.95	37,784.00	1,042.05	170,317.04	240,295.48	69,978.44	37	463,841.00	(293,523.96)	63
CITY MANAGER	35,165.49	48,478.51	13,313.02	221,853.32	229,966.11	8,112.79	47	470,943.00	(249,089.68)	53
CITY SECRETARY	13,937.14	14,257.11	319.97	151,832.67	139,534.39	(12,298.28)	64	237,050.00	(85,217.33)	36
EMERGENCY MANAGEMENT	460.54	657.88	197.34	14,709.67	16,099.98	1,390.31	78	18,972.00	(4,262.33)	22
MUNICIPAL BUILDING	7,449.88	9,395.19	1,945.31	58,015.39	72,720.97	14,705.58	43	134,942.00	(76,926.61)	57
MUNICIPAL SERVICES CTR	6,267.76	16,538.18	10,270.42	54,324.64	105,929.74	51,605.10	26	209,308.00	(154,983.36)	74
HUMAN RESOURCES	15,622.49	26,192.51	10,570.02	112,517.44	172,460.94	59,943.50	33	343,858.00	(231,340.56)	67
DOWNTOWN	8,751.80	14,942.72	6,190.92	82,104.67	92,102.97	9,998.30	44	186,198.00	(104,093.33)	56
FINANCE	54,098.88	63,358.07	9,259.19	422,850.21	394,364.37	(28,485.84)	52	808,098.00	(385,247.79)	48
INFORMATION TECHNOLOGY	24,294.00	49,864.25	25,570.25	357,587.86	303,602.37	(53,985.49)	58	616,471.00	(258,883.14)	42
TAX	57,731.16	212.94	(57,518.22)	176,669.20	184,056.86	7,387.66	73	242,608.00	(65,938.80)	27
LEGAL COUNSEL	7,914.27	12,554.73	4,640.46	35,818.39	75,518.38	39,699.99	24	150,847.00	(115,028.61)	76
MUNICIPAL COURT	16,602.54	12,744.76	(3,857.78)	90,377.64	78,684.83	(11,692.81)	57	159,182.00	(68,804.36)	43
STREET MAINTENANCE	85,814.41	83,069.34	(2,745.07)	424,937.48	536,221.20	111,283.72	40	1,063,451.00	(638,513.52)	60
PARKS & LEISURE ADM	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
PARKS & RECREATION	203,755.87	187,211.75	(16,544.12)	1,001,231.79	1,181,027.00	179,795.21	41	2,459,251.00	(1,458,019.21)	59
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	19,695.74	23,416.10	3,720.36	127,754.14	147,906.71	20,152.57	42	302,014.00	(174,259.86)	58
SENIOR CENTER	16,020.31	137,607.10	121,586.79	999,624.99	832,452.18	(167,172.81)	60	1,664,781.00	(665,156.01)	40
AQUATIC CENTER	7,282.57	20,890.14	13,607.57	47,106.18	70,156.33	23,050.15	12	381,056.00	(333,949.82)	88
FIRE DEPARTMENT	425,770.27	354,250.89	(71,519.38)	2,551,500.84	2,464,181.82	(87,319.02)	52	4,921,536.00	(2,370,035.16)	48
POLICE DEPARTMENT	558,217.85	679,639.46	121,421.61	3,258,949.98	4,138,993.28	880,043.30	38	8,542,311.00	(5,283,361.02)	62
DEVELOPMENT SERVICES	44,535.53	56,481.74	11,946.21	300,875.93	355,470.17	54,594.24	41	730,619.00	(429,743.07)	59
GIS	6,662.67	9,863.40	3,200.73	75,644.91	62,168.72	(13,476.19)	60	126,841.00	(51,196.09)	40
TRANSFERS	0.00	0.00	0.00	422,080.00	422,080.00	0.00	81	520,444.00	(98,364.00)	19
TOTAL EXPENSE	1,652,793.12	1,859,410.77	206,617.65	11,158,684.38	12,315,994.80	1,157,310.42	45	24,754,622.00	13,595,937.62	55
REVENUE OVER/(UNDER) EXPENDITURE	(373,990.30)	(800,772.21)	426,781.91	5,441,506.38	2,697,759.34	2,743,747.04		(2,658,242.00)	(19,092,126.86)	

Fund: 02 - WATER AND WASTEWATER FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	184.06	(184.06)	476.10	544.20	(68.10)	48	1,000.00	(523.90)	52
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	948,306.60	876,096.47	72,210.13	5,875,053.42	5,798,989.47	76,063.95	48	12,346,024.00	(6,470,970.58)	52
OTHER REVENUE	41,503.84	43,081.64	(1,577.80)	326,281.57	224,509.40	101,772.17	71	458,000.00	(131,718.43)	29
TRANSFER	0.00	0.00	0.00	108,443.00	108,443.00	0.00	100	108,443.00	0.00	0
TOTAL REVENUE	989,810.44	919,362.17	70,448.27	6,310,254.09	6,132,486.07	177,768.02	49	12,913,467.00	(6,603,212.91)	51
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	679,871.62	148,639.84	(531,231.78)	212,537.18	930,937.46	718,400.28	11	1,887,488.00	(1,674,950.82)	89
WATER PRODUCTION	53,609.03	84,388.92	30,779.89	651,605.44	737,493.31	85,887.87	50	1,291,819.00	(640,213.56)	50
WATER DISTRIBUTION	62,613.73	102,458.96	39,845.23	199,149.37	627,270.37	428,121.00	16	1,256,709.00	(1,057,559.63)	84
CUSTOMER SERVICE	23,842.61	45,562.59	21,719.98	217,963.15	283,400.11	65,436.96	38	568,741.00	(350,777.85)	62
WASTEWATER COLLECTION	60,055.05	598,187.33	538,132.28	1,871,519.80	3,608,992.52	1,737,472.72	26	7,222,051.00	(5,350,531.20)	74
WASTEWATER TREATMENT	143,594.51	266,346.88	122,752.37	919,505.52	1,377,667.53	458,162.01	33	2,744,935.00	(1,825,429.48)	67
BILLING & COLLECTION	103,887.16	58,820.14	(45,067.02)	525,197.17	354,806.10	(170,391.07)	74	714,088.00	(188,890.83)	26
NON-DEPARTMENTAL	64,220.45	68,204.34	3,983.89	4,252,328.26	4,259,386.55	7,058.29	83	5,118,236.00	(865,907.74)	17
TOTAL EXPENSE	1,191,694.16	1,372,609.00	180,914.84	8,849,805.89	12,179,953.95	3,330,148.06	43	20,804,067.00	11,954,261.11	57
REVENUE OVER/(UNDER) EXPENDITURE	(201,883.72)	(453,246.83)	251,363.11	(2,539,551.80)	(6,047,467.88)	3,507,916.08		(7,890,600.00)	(18,557,474.02)	

Fund: 03 - SANITARY LANDFILL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
CHARGES FOR SERVICES	184,009.57	119,887.59	64,121.98	868,859.44	645,065.01	223,794.43	60	1,449,375.00	(580,515.56)	40
OTHER REVENUE	11,417.56	6,743.11	4,674.45	69,560.79	33,705.43	35,855.36	86	80,850.00	(11,289.21)	14
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	195,427.13	126,630.70	68,796.43	938,420.23	678,770.44	259,649.79	61	1,530,225.00	(591,804.77)	39
EXPENSE SUMMARY										
LANDFILL	59,196.59	85,577.31	26,380.72	741,501.64	842,234.53	100,732.89	54	1,375,593.00	(634,091.36)	46
TOTAL EXPENSE	59,196.59	85,577.31	26,380.72	741,501.64	842,234.53	100,732.89	54	1,375,593.00	634,091.36	46
REVENUE OVER/(UNDER) EXPENDITURE	136,230.54	41,053.39	95,177.15	196,918.59	(163,464.09)	360,382.68		154,632.00	(1,225,896.13)	

Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	100,000.00	(100,000.00)	100
CHARGES FOR SERVICES	6,411.06	9,192.53	(2,781.47)	95,570.10	74,811.92	20,758.18	73	130,350.00	(34,779.90)	27
OTHER REVENUE	199.52	0.00	199.52	203.52	0.00	203.52	0	686,026.00	(685,822.48)	100
TRANSFER	0.00	0.00	0.00	79,134.00	79,134.00	0.00	100	79,134.00	0.00	0
TOTAL REVENUE	6,610.58	9,192.53	(2,581.95)	174,907.62	153,945.92	20,961.70	18	995,510.00	(820,602.38)	82
EXPENSE SUMMARY										
AIRPORT	41,681.35	93,340.77	51,659.42	178,782.45	570,602.95	391,820.50	16	1,136,377.00	(957,594.55)	84
TOTAL EXPENSE	41,681.35	93,340.77	51,659.42	178,782.45	570,602.95	391,820.50	16	1,136,377.00	957,594.55	84
REVENUE OVER/(UNDER) EXPENDITURE	(35,070.77)	(84,148.24)	49,077.47	(3,874.83)	(416,657.03)	412,782.20		(140,867.00)	(1,778,196.93)	

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	2,695.35	(2,695.35)	10,114.31	7,969.04	2,145.27	51	20,000.00	(9,885.69)	49
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	120,821.39	168,711.66	(47,890.27)	691,380.76	1,016,364.58	(324,983.82)	34	2,046,850.00	(1,355,469.24)	66
OTHER REVENUE	4,167.04	1,649.14	2,517.90	29,896.09	8,623.32	21,272.77	149	20,000.00	9,896.09	-49
TOTAL REVENUE	124,988.43	173,056.15	(48,067.72)	731,391.16	1,032,956.94	(301,565.78)	35	2,086,850.00	(1,355,458.84)	65
EXPENSE SUMMARY										
STORM WATER DRAINAGE	154,381.54	56,831.50	(97,550.04)	948,427.74	1,094,299.00	145,871.26	63	1,504,696.00	(556,268.26)	37
TOTAL EXPENSE	154,381.54	56,831.50	(97,550.04)	948,427.74	1,094,299.00	145,871.26	63	1,504,696.00	556,268.26	37
REVENUE OVER/(UNDER) EXPENDITURE	(29,393.11)	116,224.65	(145,617.76)	(217,036.58)	(61,342.06)	(155,694.52)		582,154.00	(1,911,727.10)	

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	89,096.68	104,622.33	(15,525.65)	365,109.35	338,544.48	26,564.87	39	925,704.00	(560,594.65)	61
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	350.00	4,720.70	(4,370.70)	1,375.00	23,470.70	(22,095.70)	2	69,754.00	(68,379.00)	98
OTHER REVENUE	7,265.37	3,255.71	4,009.66	43,145.89	15,720.27	27,425.62	108	40,000.00	3,145.89	-8
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	96,712.05	112,598.74	(15,886.69)	409,630.24	377,735.45	31,894.79	40	1,035,458.00	(625,827.76)	60
EXPENSE SUMMARY										
TOURISM	14,388.90	83,952.76	69,563.86	242,064.30	477,189.34	235,125.04	26	948,677.00	(706,612.70)	74
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	14,388.90	83,952.76	69,563.86	242,064.30	477,189.34	235,125.04	26	948,677.00	706,612.70	74
REVENUE OVER/(UNDER) EXPENDITURE	82,323.15	28,645.98	53,677.17	167,565.94	(99,453.89)	267,019.83		86,781.00	(1,332,440.46)	

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	4,090.05	4,571.59	(481.54)	298,658.22	270,484.47	28,173.75	108	276,608.00	22,050.22	-8
OTHER REVENUE	776.20	219.85	556.35	5,241.21	1,035.53	4,205.68	262	2,000.00	3,241.21	-162
TRANSFER	0.00	0.00	0.00	823,050.00	681,825.00	141,225.00	100	823,850.00	(800.00)	0
TOTAL REVENUE	4,866.25	4,791.44	74.81	1,126,949.43	953,345.00	173,604.43	102	1,102,458.00	24,491.43	-2
EXPENSE SUMMARY										
DEBT SERVICE	0.00	0.00	0.00	933,750.00	933,750.00	0.00	85	1,099,225.00	(165,475.00)	15
TOTAL EXPENSE	0.00	0.00	0.00	933,750.00	933,750.00	0.00	85	1,099,225.00	165,475.00	15
REVENUE OVER/(UNDER) EXPENDITURE	4,866.25	4,791.44	74.81	193,199.43	19,595.00	173,604.43		3,233.00	(140,983.57)	

Fund: 10 - CAPITAL PROJECTS FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	0.00	0.00	420.00	3,216.22	(2,796.22)	10	4,000.00	(3,580.00)	90
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	4,532.43	(4,532.43)	0	12,500.00	(12,500.00)	100
OTHER REVENUE	21,910.18	9,586.41	12,323.77	146,687.99	57,421.71	89,266.28	122	120,000.00	26,687.99	-22
TRANSFER	0.00	0.00	0.00	342,946.00	342,946.00	0.00	100	342,946.00	0.00	0
TOTAL REVENUE	21,910.18	9,586.41	12,323.77	490,053.99	408,116.36	81,937.63	102	479,446.00	10,607.99	-2
EXPENSE SUMMARY										
STREET MAINTENANCE	504,409.71	202,130.03	(302,279.68)	3,290.56	1,212,780.18	1,209,489.62	0	2,426,531.00	(2,423,240.44)	100
PARKS & RECREATION	0.00	84,030.20	84,030.20	17,250.00	504,181.20	486,931.20	2	1,008,766.00	(991,516.00)	98
FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	504,409.71	286,160.23	(218,249.48)	20,540.56	1,716,961.38	1,696,420.82	1	3,435,297.00	3,414,756.44	99
REVENUE OVER/(UNDER) EXPENDITURE	(482,499.53)	(276,573.82)	(205,925.71)	469,513.43	(1,308,845.02)	1,778,358.45		(2,955,851.00)	(3,404,148.45)	

Fund: 11 - CHILD SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	356.57	287.45	69.12	3,164.94	1,802.44	1,362.50	101	3,125.00	39.94	-1
OTHER REVENUE	62.74	17.05	45.69	348.28	81.38	266.90	174	200.00	148.28	-74
TOTAL REVENUE	419.31	304.50	114.81	3,513.22	1,883.82	1,629.40	106	3,325.00	188.22	-6
EXPENSE SUMMARY										
CHILD SAFETY	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
REVENUE OVER/(UNDER) EXPENDITURE	419.31	304.50	114.81	3,513.22	1,883.82	1,629.40		3,325.00	188.22	

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	1,189.68	1,382.97	(193.29)	8,838.93	6,809.12	2,029.81	62	14,240.00	(5,401.07)	38
OTHER REVENUE	205.42	99.16	106.26	1,161.93	454.18	707.75	97	1,200.00	(38.07)	3
TOTAL REVENUE	1,395.10	1,482.13	(87.03)	10,000.86	7,263.30	2,737.56	65	15,440.00	(5,439.14)	35
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	360.93	360.93	884.00	2,165.58	1,281.58	20	4,333.00	(3,449.00)	80
TOTAL EXPENSE	0.00	360.93	360.93	884.00	2,165.58	1,281.58	20	4,333.00	3,449.00	80
REVENUE OVER/(UNDER) EXPENDITURE	1,395.10	1,121.20	273.90	9,116.86	5,097.72	4,019.14		11,107.00	(8,888.14)	

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
INTERGOVERNMENTAL	4,841.97	0.00	4,841.97	8,804.25	3,200.00	5,604.25	275	3,200.00	5,604.25	-175
OTHER REVENUE	505.31	143.45	361.86	3,119.03	700.90	2,418.13	223	1,400.00	1,719.03	-123
TOTAL REVENUE	5,347.28	143.45	5,203.83	11,923.28	3,900.90	8,022.38	259	4,600.00	7,323.28	-159
EXPENSE SUMMARY										
PUBLIC SAFETY	2,060.50	1,434.84	(625.66)	8,758.82	8,609.04	(149.78)	51	17,225.00	(8,466.18)	49
TOTAL EXPENSE	2,060.50	1,434.84	(625.66)	8,758.82	8,609.04	(149.78)	51	17,225.00	8,466.18	49
REVENUE OVER/(UNDER) EXPENDITURE	3,286.78	(1,291.39)	4,578.17	3,164.46	(4,708.14)	7,872.60		(12,625.00)	(1,142.90)	

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	35,848.74	41,704.78	(5,856.04)	412,677.21	430,101.91	(17,424.70)	50	826,872.00	(414,194.79)	50
OTHER REVENUE	7.13	1,061.72	(1,054.59)	2,685.15	4,881.16	(2,196.01)	22	12,000.00	(9,314.85)	78
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	35,855.87	42,766.50	(6,910.63)	415,362.36	434,983.07	(19,620.71)	50	838,872.00	(423,509.64)	50
EXPENSE SUMMARY										
TAX INCREMENT FINANCING	0.00	0.00	0.00	823,050.00	681,825.00	(141,225.00)	100	823,850.00	(800.00)	0
TOTAL EXPENSE	0.00	0.00	0.00	823,050.00	681,825.00	(141,225.00)	100	823,850.00	800.00	0
REVENUE OVER/(UNDER) EXPENDITURE	35,855.87	42,766.50	(6,910.63)	(407,687.64)	(246,841.93)	(160,845.71)		15,022.00	(424,309.64)	

Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	61,913.18	56,714.69	5,198.49	399,805.85	381,270.72	18,535.13	54	738,190.00	(338,384.15)	46
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	1,613.63	2,338.49	(724.86)	12,692.83	13,146.18	(453.35)	45	28,000.00	(15,307.17)	55
TOTAL REVENUE	63,526.81	59,053.18	4,473.63	412,498.68	394,416.90	18,081.78	54	766,190.00	(353,691.32)	46
EXPENSE SUMMARY										
SEDA	42,390.69	108,163.90	65,773.21	389,976.55	581,937.20	191,960.65	33	1,175,000.00	(785,023.45)	67
TOTAL EXPENSE	42,390.69	108,163.90	65,773.21	389,976.55	581,937.20	191,960.65	33	1,175,000.00	785,023.45	67
REVENUE OVER/(UNDER) EXPENDITURE	21,136.12	(49,110.72)	70,246.84	22,522.13	(187,520.30)	210,042.43		(408,810.00)	(1,138,714.77)	

City of Stephenville

Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 03/31/2025

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	885,324.72	904,251.25	18,926.53	2.14%	12,093,981.45	12,428,054.96	334,073.51	2.76%
41 - LICENSES AND PERMITS	29,107.58	96,443.10	67,335.52	231.33%	466,676.22	685,264.50	218,588.28	46.84%
42 - FINES AND FORFEITURES	30,892.86	28,324.34	-2,568.52	-8.31%	153,216.48	169,973.60	16,757.12	10.94%
43 - INTERGOVERNMENTAL	269,832.49	31,613.67	-238,218.82	-88.28%	848,119.07	163,762.10	-684,356.97	-80.69%
44 - CHARGES FOR SERVICES	89,049.80	107,035.45	17,985.65	20.20%	428,622.92	547,261.61	118,638.69	27.68%
45 - OTHER REVENUE	150,878.99	111,135.01	-39,743.98	-26.34%	839,053.95	968,282.99	129,229.04	15.40%
49 - TRANSFER	1,876,004.00	0.00	-1,876,004.00	-100.00%	1,876,004.00	1,637,591.00	-238,413.00	-12.71%
Revenue Total:	**3,331,090.44**	**1,278,802.82**	**-2,052,287.62**	**-61.61%**	**16,705,674.09**	**16,600,190.76**	**-105,483.33**	**-0.63%**
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	1,963.45	2,153.00	-189.55	-9.65%	11,414.29	12,340.09	-925.80	-8.11%
52 - CONTRACTUAL	14,218.90	34,079.09	-19,860.19	-139.67%	154,190.59	154,599.63	-409.04	-0.27%
53 - GENERAL SERVICES	148.95	509.86	-360.91	-242.30%	2,992.04	3,377.32	-385.28	-12.88%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	2,584.18	0.00	2,584.18	100.00%
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	565.80	0.00	565.80	100.00%
Department 101 - CITY COUNCIL Total:	**16,331.30**	**36,741.95**	**-20,410.65**	**-124.98%**	**171,746.90**	**170,317.04**	**1,429.86**	**0.83%**
Department: 102 - CITY MANAGER								
51 - PERSONNEL	43,796.29	32,787.80	11,008.49	25.14%	193,230.33	209,527.55	-16,297.22	-8.43%
52 - CONTRACTUAL	3,681.49	2,194.27	1,487.22	40.40%	7,540.99	11,570.79	-4,029.80	-53.44%
53 - GENERAL SERVICES	315.52	183.42	132.10	41.87%	1,391.79	754.98	636.81	45.75%
Department 102 - CITY MANAGER Total:	**47,793.30**	**35,165.49**	**12,627.81**	**26.42%**	**202,163.11**	**221,853.32**	**-19,690.21**	**-9.74%**
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	16,242.73	13,292.86	2,949.87	18.16%	66,595.81	83,409.46	-16,813.65	-25.25%
52 - CONTRACTUAL	889.97	407.38	482.59	54.23%	12,598.78	13,449.59	-850.81	-6.75%
53 - GENERAL SERVICES	0.00	236.90	-236.90	0.00%	1,969.57	349.42	1,620.15	82.26%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	42,391.30	54,624.20	-12,232.90	-28.86%
Department 103 - CITY SECRETARY Total:	**17,132.70**	**13,937.14**	**3,195.56**	**18.65%**	**123,555.46**	**151,832.67**	**-28,277.21**	**-22.89%**
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	837.15	460.54	376.61	44.99%	14,619.95	14,709.67	-89.72	-0.61%
Department 104 - EMERGENCY MANAGEMENT Total:	**837.15**	**460.54**	**376.61**	**44.99%**	**14,619.95**	**14,709.67**	**-89.72**	**-0.61%**
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	2,945.39	2,187.57	757.82	25.73%	13,728.92	14,646.20	-917.28	-6.68%

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	2,688.85	2,601.41	87.44	3.25%	22,907.36	20,373.50	2,533.86	11.06%
53 - GENERAL SERVICES	2,534.35	345.53	2,188.82	86.37%	32,464.15	4,519.57	27,944.58	86.08%
54 - MACHINE & EQUIPMENT MAI	1,392.73	2,315.37	-922.64	-66.25%	22,938.78	18,476.12	4,462.66	19.45%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	5,826.73	0.00	5,826.73	100.00%
Department 105 - MUNICIPAL BUILDING Total:	**9,561.32**	**7,449.88**	**2,111.44**	**22.08%**	**97,865.94**	**58,015.39**	**39,850.55**	**40.72%**
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	6,995.97	4,960.05	2,035.92	29.10%	31,474.08	31,171.17	302.91	0.96%
52 - CONTRACTUAL	1,807.25	2,476.56	-669.31	-37.03%	16,353.64	19,643.86	-3,290.22	-20.12%
53 - GENERAL SERVICES	-183.16	-1,168.85	985.69	538.16%	5,380.74	2,297.24	3,083.50	57.31%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	16,655.64	1,212.37	15,443.27	92.72%
Department 106 - MUNICIPAL SERVICES CTR Total:	**8,620.06**	**6,267.76**	**2,352.30**	**27.29%**	**69,864.10**	**54,324.64**	**15,539.46**	**22.24%**
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	9,191.26	6,696.42	2,494.84	27.14%	41,333.76	63,706.35	-22,372.59	-54.13%
52 - CONTRACTUAL	3,821.24	8,849.86	-5,028.62	-131.60%	42,816.53	48,518.46	-5,701.93	-13.32%
53 - GENERAL SERVICES	45.45	76.21	-30.76	-67.68%	301.47	292.63	8.84	2.93%
Department 107 - HUMAN RESOURCES Total:	**13,057.95**	**15,622.49**	**-2,564.54**	**-19.64%**	**84,451.76**	**112,517.44**	**-28,065.68**	**-33.23%**
Department: 108 - DOWNTOWN								
51 - PERSONNEL	7,375.77	5,428.58	1,947.19	26.40%	31,819.88	33,737.31	-1,917.43	-6.03%
52 - CONTRACTUAL	2,102.42	3,281.63	-1,179.21	-56.09%	38,026.44	30,489.96	7,536.48	19.82%
53 - GENERAL SERVICES	7,960.94	41.59	7,919.35	99.48%	16,680.42	17,877.40	-1,196.98	-7.18%
Department 108 - DOWNTOWN Total:	**17,439.13**	**8,751.80**	**8,687.33**	**49.82%**	**86,526.74**	**82,104.67**	**4,422.07**	**5.11%**
Department: 201 - FINANCE								
51 - PERSONNEL	57,266.10	41,194.88	16,071.22	28.06%	254,182.04	260,795.41	-6,613.37	-2.60%
52 - CONTRACTUAL	4,545.60	12,804.00	-8,258.40	-181.68%	27,295.03	68,785.98	-41,490.95	-152.01%
53 - GENERAL SERVICES	18.75	0.00	18.75	100.00%	527.89	558.46	-30.57	-5.79%
54 - MACHINE & EQUIPMENT MAI	2,072.50	0.00	2,072.50	100.00%	43,409.45	92,182.11	-48,772.66	-112.35%
56 - BANK CHARGES	100.00	100.00	0.00	0.00%	-1,866.63	528.25	-2,394.88	-128.30%
Department 201 - FINANCE Total:	**64,002.95**	**54,098.88**	**9,904.07**	**15.47%**	**323,547.78**	**422,850.21**	**-99,302.43**	**-30.69%**
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	21,918.33	16,584.32	5,334.01	24.34%	95,670.57	103,340.17	-7,669.60	-8.02%
52 - CONTRACTUAL	597.99	158.79	439.20	73.45%	1,774.52	3,166.92	-1,392.40	-78.47%
53 - GENERAL SERVICES	7,608.83	999.02	6,609.81	86.87%	43,002.44	10,433.09	32,569.35	75.74%
54 - MACHINE & EQUIPMENT MAI	2,001.04	6,551.87	-4,550.83	-227.42%	130,261.89	169,554.90	-39,293.01	-30.16%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	71,092.78	-71,092.78	0.00%
Department 203 - INFORMATION TECHNOLOGY Total:	**32,126.19**	**24,294.00**	**7,832.19**	**24.38%**	**270,709.42**	**357,587.86**	**-86,878.44**	**-32.09%**
Department: 204 - TAX								
52 - CONTRACTUAL	56,191.68	57,731.16	-1,539.48	-2.74%	164,999.60	176,669.20	-11,669.60	-7.07%
Department 204 - TAX Total:	**56,191.68**	**57,731.16**	**-1,539.48**	**-2.74%**	**164,999.60**	**176,669.20**	**-11,669.60**	**-7.07%**
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	9,301.50	7,914.27	1,387.23	14.91%	53,108.71	35,458.41	17,650.30	33.23%

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	17.46	0.00	17.46	100.00%	149.85	227.98	-78.13	-52.14%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	132.00	-132.00	0.00%
Department 301 - LEGAL COUNSEL Total:	**9,318.96**	**7,914.27**	**1,404.69**	**15.07%**	**53,258.56**	**35,818.39**	**17,440.17**	**32.75%**
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	9,162.18	6,245.54	2,916.64	31.83%	44,203.83	44,354.88	-151.05	-0.34%
52 - CONTRACTUAL	2,272.88	6,873.39	-4,600.51	-202.41%	20,378.77	24,062.30	-3,683.53	-18.08%
53 - GENERAL SERVICES	1,803.51	3,483.61	-1,680.10	-93.16%	7,589.98	14,355.67	-6,765.69	-89.14%
54 - MACHINE & EQUIPMENT MAI	541.80	0.00	541.80	100.00%	541.80	7,604.79	-7,062.99	-1,303.62%
Department 302 - MUNICIPAL COURT Total:	**13,780.37**	**16,602.54**	**-2,822.17**	**-20.48%**	**72,714.38**	**90,377.64**	**-17,663.26**	**-24.29%**
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	37,149.84	30,327.07	6,822.77	18.37%	194,392.53	214,407.62	-20,015.09	-10.30%
52 - CONTRACTUAL	34,465.48	36,112.59	-1,647.11	-4.78%	118,968.01	124,506.35	-5,538.34	-4.66%
53 - GENERAL SERVICES	2,045.68	1,692.90	352.78	17.25%	15,496.81	26,801.34	-11,304.53	-72.95%
54 - MACHINE & EQUIPMENT MAI	11,203.79	17,681.85	-6,478.06	-57.82%	42,611.29	59,222.17	-16,610.88	-38.98%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	114,985.00	0.00	114,985.00	100.00%
Department 402 - STREET MAINTENANCE Total:	**84,864.79**	**85,814.41**	**-949.62**	**-1.12%**	**486,453.64**	**424,937.48**	**61,516.16**	**12.65%**
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	108,814.52	75,009.42	33,805.10	31.07%	496,517.21	491,891.81	4,625.40	0.93%
52 - CONTRACTUAL	21,253.86	32,795.37	-11,541.51	-54.30%	110,817.53	198,503.04	-87,685.51	-79.13%
53 - GENERAL SERVICES	21,707.95	10,089.74	11,618.21	53.52%	80,486.02	71,951.44	8,534.58	10.60%
54 - MACHINE & EQUIPMENT MAI	13,497.67	6,777.64	6,720.03	49.79%	92,116.05	81,252.33	10,863.72	11.79%
55 - CAPITAL OUTLAY	0.00	79,083.70	-79,083.70	0.00%	196,724.79	157,633.17	39,091.62	19.87%
Department 501 - PARKS & RECREATION Total:	**165,274.00**	**203,755.87**	**-38,481.87**	**-23.28%**	**976,661.60**	**1,001,231.79**	**-24,570.19**	**-2.52%**
Department: 504 - LIBRARY								
51 - PERSONNEL	23,479.52	17,017.66	6,461.86	27.52%	104,690.73	107,102.88	-2,412.15	-2.30%
52 - CONTRACTUAL	2,258.31	1,411.33	846.98	37.51%	11,708.89	9,375.30	2,333.59	19.93%
53 - GENERAL SERVICES	2,974.03	1,196.75	1,777.28	59.76%	14,576.54	10,630.57	3,945.97	27.07%
54 - MACHINE & EQUIPMENT MAI	0.00	70.00	-70.00	0.00%	3,455.75	645.39	2,810.36	81.32%
Department 504 - LIBRARY Total:	**28,711.86**	**19,695.74**	**9,016.12**	**31.40%**	**134,431.91**	**127,754.14**	**6,677.77**	**4.97%**
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	8,548.19	4,889.60	3,658.59	42.80%	41,517.87	36,669.78	4,848.09	11.68%
52 - CONTRACTUAL	4,231.78	5,865.78	-1,634.00	-38.61%	22,185.98	30,342.58	-8,156.60	-36.76%
53 - GENERAL SERVICES	2,655.95	3,220.82	-564.87	-21.27%	11,095.10	18,969.29	-7,874.19	-70.97%
54 - MACHINE & EQUIPMENT MAI	7,285.27	284.43	7,000.84	96.10%	8,318.65	5,514.74	2,803.91	33.71%
55 - CAPITAL OUTLAY	0.00	1,759.68	-1,759.68	0.00%	67,200.00	908,128.60	-840,928.60	-1,251.38%
Department 506 - SENIOR CENTER Total:	**22,721.19**	**16,020.31**	**6,700.88**	**29.49%**	**150,317.60**	**999,624.99**	**-849,307.39**	**-565.01%**
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	274.51	795.95	-521.44	-189.95%	2,860.76	3,410.64	-549.88	-19.22%
52 - CONTRACTUAL	4,913.98	5,384.26	-470.28	-9.57%	27,972.08	35,787.73	-7,815.65	-27.94%
53 - GENERAL SERVICES	966.05	10.00	956.05	98.96%	3,424.16	2,641.53	782.63	22.86%

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
54 - MACHINE & EQUIPMENT MAI	3,376.62	1,092.36	2,284.26	67.65%	22,944.07	5,266.28	17,677.79	77.05%
Department 507 - AQUATIC CENTER Total:	**9,531.16**	**7,282.57**	**2,248.59**	**23.59%**	**57,201.07**	**47,106.18**	**10,094.89**	**17.65%**
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	402,423.29	382,473.21	19,950.08	4.96%	1,796,247.33	2,009,919.04	-213,671.71	-11.90%
52 - CONTRACTUAL	10,091.64	15,905.50	-5,813.86	-57.61%	88,407.76	122,424.41	-34,016.65	-38.48%
53 - GENERAL SERVICES	23,302.48	17,543.46	5,759.02	24.71%	130,706.90	132,577.95	-1,871.05	-1.43%
54 - MACHINE & EQUIPMENT MAI	8,548.12	9,848.10	-1,299.98	-15.21%	78,617.63	105,849.70	-27,232.07	-34.64%
55 - CAPITAL OUTLAY	84.78	0.00	84.78	100.00%	123,436.28	42,793.83	80,642.45	65.33%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	137,935.91	137,935.91	0.00	0.00%
Department 601 - FIRE DEPARTMENT Total:	**444,450.31**	**425,770.27**	**18,680.04**	**4.20%**	**2,355,351.81**	**2,551,500.84**	**-196,149.03**	**-8.33%**
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	524,942.68	376,272.15	148,670.53	28.32%	2,377,723.82	2,431,399.55	-53,675.73	-2.26%
52 - CONTRACTUAL	24,566.42	22,700.56	1,865.86	7.60%	225,500.06	251,497.65	-25,997.59	-11.53%
53 - GENERAL SERVICES	22,019.58	11,647.44	10,372.14	47.10%	112,269.82	112,098.04	171.78	0.15%
54 - MACHINE & EQUIPMENT MAI	11,851.79	96,084.71	-84,232.92	-710.72%	166,211.56	370,216.73	-204,005.17	-122.74%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	342,572.55	0.00	342,572.55	100.00%
56 - BANK CHARGES	0.00	0.44	-0.44	0.00%	0.00	0.44	-0.44	0.00%
57 - DEBT SERVICE	51,529.65	51,512.55	17.10	0.03%	93,754.67	93,737.57	17.10	0.02%
Department 701 - POLICE DEPARTMENT Total:	**634,910.12**	**558,217.85**	**76,692.27**	**12.08%**	**3,318,032.48**	**3,258,949.98**	**59,082.50**	**1.78%**
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	53,433.27	37,421.66	16,011.61	29.97%	254,849.81	229,777.94	25,071.87	9.84%
52 - CONTRACTUAL	20,035.44	4,618.42	15,417.02	76.95%	153,029.68	29,899.44	123,130.24	80.46%
53 - GENERAL SERVICES	775.78	2,495.45	-1,719.67	-221.67%	6,431.95	23,343.30	-16,911.35	-262.93%
54 - MACHINE & EQUIPMENT MAI	436.37	0.00	436.37	100.00%	20,739.95	17,855.25	2,884.70	13.91%
Department 801 - DEVELOPMENT SERVICES Total:	**74,680.86**	**44,535.53**	**30,145.33**	**40.37%**	**435,051.39**	**300,875.93**	**134,175.46**	**30.84%**
Department: 804 - GIS								
51 - PERSONNEL	9,174.55	6,624.68	2,549.87	27.79%	41,430.68	43,021.40	-1,590.72	-3.84%
52 - CONTRACTUAL	0.00	37.99	-37.99	0.00%	132.39	1,155.62	-1,023.23	-772.89%
53 - GENERAL SERVICES	18.08	0.00	18.08	100.00%	64.49	202.95	-138.46	-214.70%
54 - MACHINE & EQUIPMENT MAI	27,500.00	0.00	27,500.00	100.00%	28,778.92	31,264.94	-2,486.02	-8.64%
Department 804 - GIS Total:	**36,692.63**	**6,662.67**	**30,029.96**	**81.84%**	**70,406.48**	**75,644.91**	**-5,238.43**	**-7.44%**
Department: 900 - TRANSFERS								
59 - TRANSFER	1,493,383.00	0.00	1,493,383.00	100.00%	1,493,383.00	422,080.00	1,071,303.00	71.74%
Department 900 - TRANSFERS Total:	**1,493,383.00**	**0.00**	**1,493,383.00**	**100.00%**	**1,493,383.00**	**422,080.00**	**1,071,303.00**	**71.74%**
Expense Total:	**3,301,412.98**	**1,652,793.12**	**1,648,619.86**	**49.94%**	**11,213,314.68**	**11,158,684.38**	**54,630.30**	**0.49%**
Fund 01 Surplus (Deficit):	**29,677.46**	**-373,990.30**	**-403,667.76**	**-1,360.18%**	**5,492,359.41**	**5,441,506.38**	**-50,853.03**	**-0.93%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 02 - WATER AND WASTEWATER FUND								
Revenue								
41 - LICENSES AND PERMITS	54.92	0.00	-54.92	-100.00%	1,343.32	476.10	-867.22	-64.56%
44 - CHARGES FOR SERVICES	866,363.23	948,306.60	81,943.37	9.46%	5,562,949.89	5,875,053.42	312,103.53	5.61%
45 - OTHER REVENUE	99,109.89	41,503.84	-57,606.05	-58.12%	712,069.82	326,281.57	-385,788.25	-54.18%
49 - TRANSFER	94,582.00	0.00	-94,582.00	-100.00%	94,582.00	108,443.00	13,861.00	14.66%
Revenue Total:	**1,060,110.04**	**989,810.44**	**-70,299.60**	**-6.63%**	**6,370,945.03**	**6,310,254.09**	**-60,690.94**	**-0.95%**
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	80,757.68	81,538.80	-781.12	-0.97%	382,938.05	467,835.55	-84,897.50	-22.17%
52 - CONTRACTUAL	1,735.52	2,392.46	-656.94	-37.85%	14,348.08	18,439.29	-4,091.21	-28.51%
53 - GENERAL SERVICES	920.98	988.19	-67.21	-7.30%	3,691.32	5,487.86	-1,796.54	-48.67%
54 - MACHINE & EQUIPMENT MAI	2,063.46	0.00	2,063.46	100.00%	2,771.92	3,776.45	-1,004.53	-36.24%
55 - CAPITAL OUTLAY	438,324.33	594,952.17	-156,627.84	-35.73%	852,611.06	-283,001.97	1,135,613.03	133.19%
Department 000 - UTILITIES ADMINISTRATION Total:	**523,801.97**	**679,871.62**	**-156,069.65**	**-29.80%**	**1,256,360.43**	**212,537.18**	**1,043,823.25**	**83.08%**
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	26,914.10	23,691.43	3,222.67	11.97%	129,396.55	141,532.22	-12,135.67	-9.38%
52 - CONTRACTUAL	57,918.66	28,204.76	29,713.90	51.30%	416,356.58	508,843.71	-92,487.13	-22.21%
53 - GENERAL SERVICES	1,035.20	1,397.32	-362.12	-34.98%	5,636.78	7,796.26	-2,159.48	-38.31%
54 - MACHINE & EQUIPMENT MAI	1,636.27	315.52	1,320.75	80.72%	95,609.66	8,280.10	87,329.56	91.34%
55 - CAPITAL OUTLAY	304,097.86	0.00	304,097.86	100.00%	358,417.47	-14,846.85	373,264.32	104.14%
Department 001 - WATER PRODUCTION Total:	**391,602.09**	**53,609.03**	**337,993.06**	**86.31%**	**1,005,417.04**	**651,605.44**	**353,811.60**	**35.19%**
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	15,463.10	20,355.28	-4,892.18	-31.64%	64,033.64	114,867.21	-50,833.57	-79.39%
52 - CONTRACTUAL	10,164.31	11,551.71	-1,387.40	-13.65%	70,958.88	58,533.59	12,425.29	17.51%
53 - GENERAL SERVICES	1,995.07	2,557.20	-562.13	-28.18%	24,757.66	29,985.79	-5,228.13	-21.12%
54 - MACHINE & EQUIPMENT MAI	3,499.71	28,149.54	-24,649.83	-704.34%	69,490.50	100,061.06	-30,570.56	-43.99%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	246,384.34	-104,298.28	350,682.62	142.33%
Department 002 - WATER DISTRIBUTION Total:	**31,122.19**	**62,613.73**	**-31,491.54**	**-101.19%**	**475,625.02**	**199,149.37**	**276,475.65**	**58.13%**
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	17,491.97	13,119.18	4,372.79	25.00%	74,874.81	86,421.19	-11,546.38	-15.42%
52 - CONTRACTUAL	245.82	345.93	-100.11	-40.72%	8,104.92	12,750.60	-4,645.68	-57.32%
53 - GENERAL SERVICES	748.49	798.80	-50.31	-6.72%	7,068.71	6,442.02	626.69	8.87%
54 - MACHINE & EQUIPMENT MAI	19,408.98	9,578.70	9,830.28	50.65%	64,614.26	112,349.34	-47,735.08	-73.88%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Department 003 - CUSTOMER SERVICE Total:	**37,895.26**	**23,842.61**	**14,052.65**	**37.08%**	**154,662.70**	**217,963.15**	**-63,300.45**	**-40.93%**
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	23,356.76	23,653.08	-296.32	-1.27%	115,797.93	162,003.27	-46,205.34	-39.90%
52 - CONTRACTUAL	117.30	992.08	-874.78	-745.76%	48,172.82	24,608.90	23,563.92	48.92%
53 - GENERAL SERVICES	747.06	3,131.30	-2,384.24	-319.15%	6,199.80	12,880.92	-6,681.12	-107.76%

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
54 - MACHINE & EQUIPMENT MAI	1,072.21	347.36	724.85	67.60%	64,721.81	16,182.19	48,539.62	75.00%
55 - CAPITAL OUTLAY	726,682.72	31,931.23	694,751.49	95.61%	5,123,123.67	1,655,844.52	3,467,279.15	67.68%
Department 011 - WASTEWATER COLLECTION Total:	**751,976.05**	**60,055.05**	**691,921.00**	**92.01%**	**5,358,016.03**	**1,871,519.80**	**3,486,496.23**	**65.07%**
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	93,726.40	128,292.11	-34,565.71	-36.88%	578,860.22	620,112.25	-41,252.03	-7.13%
54 - MACHINE & EQUIPMENT MAI	892.24	352.40	539.84	60.50%	14,111.67	54,179.97	-40,068.30	-283.94%
55 - CAPITAL OUTLAY	0.00	14,950.00	-14,950.00	0.00%	0.00	245,213.30	-245,213.30	0.00%
Department 012 - WASTEWATER TREATMENT Total:	**94,618.64**	**143,594.51**	**-48,975.87**	**-51.76%**	**592,971.89**	**919,505.52**	**-326,533.63**	**-55.07%**
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	9,768.59	7,044.28	2,724.31	27.89%	42,226.14	42,941.67	-715.53	-1.69%
52 - CONTRACTUAL	8,711.69	13,718.71	-5,007.02	-57.47%	40,394.37	55,576.95	-15,182.58	-37.59%
53 - GENERAL SERVICES	49,266.68	81,015.20	-31,748.52	-64.44%	196,242.76	354,646.58	-158,403.82	-80.72%
54 - MACHINE & EQUIPMENT MAI	265.00	2,108.97	-1,843.97	-695.84%	1,590.00	72,031.97	-70,441.97	-4,430.31%
Department 020 - BILLING & COLLECTION Total:	**68,011.96**	**103,887.16**	**-35,875.20**	**-52.75%**	**280,453.27**	**525,197.17**	**-244,743.90**	**-87.27%**
Department: 901 - NON-DEPARTMENTAL								
52 - CONTRACTUAL	63,899.42	64,220.45	-321.03	-0.50%	402,463.01	408,918.04	-6,455.03	-1.60%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	577.39	179.47	397.92	68.92%
57 - DEBT SERVICE	193,966.77	0.00	193,966.77	100.00%	2,316,746.52	2,528,145.75	-211,399.23	-9.12%
59 - TRANSFER	1,608,217.00	0.00	1,608,217.00	100.00%	1,608,217.00	1,315,085.00	293,132.00	18.23%
Department 901 - NON-DEPARTMENTAL Total:	**1,866,083.19**	**64,220.45**	**1,801,862.74**	**96.56%**	**4,328,003.92**	**4,252,328.26**	**75,675.66**	**1.75%**
Expense Total:	**3,765,111.35**	**1,191,694.16**	**2,573,417.19**	**68.35%**	**13,451,510.30**	**8,849,805.89**	**4,601,704.41**	**34.21%**
Fund 02 Surplus (Deficit):	**-2,705,001.31**	**-201,883.72**	**2,503,117.59**	**92.54%**	**-7,080,565.27**	**-2,539,551.80**	**4,541,013.47**	**64.13%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 03 - SANITARY LANDFILL FUND								
Revenue								
44 - CHARGES FOR SERVICES	124,241.14	184,009.57	59,768.43	48.11%	658,827.43	868,859.44	210,032.01	31.88%
45 - OTHER REVENUE	12,200.42	11,417.56	-782.86	-6.42%	61,697.27	69,560.79	7,863.52	12.75%
Revenue Total:	**136,441.56**	**195,427.13**	**58,985.57**	**43.23%**	**720,524.70**	**938,420.23**	**217,895.53**	**30.24%**
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	32,010.39	24,435.32	7,575.07	23.66%	152,636.72	163,225.07	-10,588.35	-6.94%
52 - CONTRACTUAL	3,929.86	288.78	3,641.08	92.65%	43,225.92	59,455.63	-16,229.71	-37.55%
53 - GENERAL SERVICES	12,664.39	9,796.88	2,867.51	22.64%	64,755.15	53,147.85	11,607.30	17.92%
54 - MACHINE & EQUIPMENT MAI	32,749.50	10,195.61	22,553.89	68.87%	84,069.70	136,461.42	-52,391.72	-62.32%
55 - CAPITAL OUTLAY	0.00	14,480.00	-14,480.00	0.00%	46,608.09	39,430.00	7,178.09	15.40%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	196,619.67	196,619.67	0.00	0.00%
59 - TRANSFER	96,642.00	0.00	96,642.00	100.00%	96,642.00	93,162.00	3,480.00	3.60%
Department 030 - LANDFILL Total:	**177,996.14**	**59,196.59**	**118,799.55**	**66.74%**	**684,557.25**	**741,501.64**	**-56,944.39**	**-8.32%**
Expense Total:	**177,996.14**	**59,196.59**	**118,799.55**	**66.74%**	**684,557.25**	**741,501.64**	**-56,944.39**	**-8.32%**
Fund 03 Surplus (Deficit):	**-41,554.58**	**136,230.54**	**177,785.12**	**427.84%**	**35,967.45**	**196,918.59**	**160,951.14**	**447.49%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 04 - AIRPORT FUND								
Revenue								
44 - CHARGES FOR SERVICES	8,557.00	6,411.06	-2,145.94	-25.08%	78,217.87	95,570.10	17,352.23	22.18%
45 - OTHER REVENUE	0.00	199.52	199.52	0.00%	2,850.00	203.52	-2,646.48	-92.86%
49 - TRANSFER	77,091.00	0.00	-77,091.00	-100.00%	77,091.00	79,134.00	2,043.00	2.65%
Revenue Total:	**85,648.00**	**6,610.58**	**-79,037.42**	**-92.28%**	**158,158.87**	**174,907.62**	**16,748.75**	**10.59%**
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	8,187.43	5,847.92	2,339.51	28.57%	35,416.98	36,553.00	-1,136.02	-3.21%
52 - CONTRACTUAL	7,469.92	7,835.20	-365.28	-4.89%	38,867.18	46,317.20	-7,450.02	-19.17%
53 - GENERAL SERVICES	0.00	16.17	-16.17	0.00%	615.07	127.26	487.81	79.31%
54 - MACHINE & EQUIPMENT MAI	25.18	4,399.49	-4,374.31	-17,372.16%	10,448.67	25,488.48	-15,039.81	-143.94%
55 - CAPITAL OUTLAY	0.00	23,582.57	-23,582.57	0.00%	15,728.25	70,296.51	-54,568.26	-346.94%
Department 040 - AIRPORT Total:	**15,682.53**	**41,681.35**	**-25,998.82**	**-165.78%**	**101,076.15**	**178,782.45**	**-77,706.30**	**-76.88%**
Expense Total:	**15,682.53**	**41,681.35**	**-25,998.82**	**-165.78%**	**101,076.15**	**178,782.45**	**-77,706.30**	**-76.88%**
Fund 04 Surplus (Deficit):	**69,965.47**	**-35,070.77**	**-105,036.24**	**-150.13%**	**57,082.72**	**-3,874.83**	**-60,957.55**	**-106.79%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 05 - STORM WATER DRAINAGE FUND								
Revenue								
41 - LICENSES AND PERMITS	549.84	0.00	-549.84	-100.00%	13,449.47	10,114.31	-3,335.16	-24.80%
44 - CHARGES FOR SERVICES	83,257.23	120,821.39	37,564.16	45.12%	499,189.42	691,380.76	192,191.34	38.50%
45 - OTHER REVENUE	4,313.67	4,167.04	-146.63	-3.40%	31,969.93	29,896.09	-2,073.84	-6.49%
Revenue Total:	**88,120.74**	**124,988.43**	**36,867.69**	**41.84%**	**544,608.82**	**731,391.16**	**186,782.34**	**34.30%**
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	7,632.00	5,074.79	2,557.21	33.51%	50,302.56	5,074.79	45,227.77	89.91%
54 - MACHINE & EQUIPMENT MAI	800.00	0.00	800.00	100.00%	800.00	368.20	431.80	53.98%
55 - CAPITAL OUTLAY	22,600.00	149,306.75	-126,706.75	-560.65%	22,600.00	189,499.75	-166,899.75	-738.49%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	675.00	175.00	500.00	74.07%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	406,640.00	415,523.00	-8,883.00	-2.18%
59 - TRANSFER	265,727.00	0.00	265,727.00	100.00%	265,727.00	337,787.00	-72,060.00	-27.12%
Department 050 - STORM WATER DRAINAGE Total:	**296,759.00**	**154,381.54**	**142,377.46**	**47.98%**	**746,744.56**	**948,427.74**	**-201,683.18**	**-27.01%**
Expense Total:	**296,759.00**	**154,381.54**	**142,377.46**	**47.98%**	**746,744.56**	**948,427.74**	**-201,683.18**	**-27.01%**
Fund 05 Surplus (Deficit):	**-208,638.26**	**-29,393.11**	**179,245.15**	**85.91%**	**-202,135.74**	**-217,036.58**	**-14,900.84**	**-7.37%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 07 - HOTEL OCCUPANCY TAX FUND								
Revenue								
40 - TAXES	80,633.08	89,096.68	8,463.60	10.50%	341,683.06	365,109.35	23,426.29	6.86%
44 - CHARGES FOR SERVICES	6,450.00	350.00	-6,100.00	-94.57%	6,450.00	1,375.00	-5,075.00	-78.68%
45 - OTHER REVENUE	6,626.02	7,265.37	639.35	9.65%	37,887.26	43,145.89	5,258.63	13.88%
Revenue Total:	**93,709.10**	**96,712.05**	**3,002.95**	**3.20%**	**386,020.32**	**409,630.24**	**23,609.92**	**6.12%**
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	7,511.38	5,154.12	2,357.26	31.38%	33,361.63	31,428.88	1,932.75	5.79%
52 - CONTRACTUAL	13,831.01	8,183.73	5,647.28	40.83%	65,216.23	83,931.17	-18,714.94	-28.70%
53 - GENERAL SERVICES	0.00	45.42	-45.42	0.00%	412.98	408.04	4.94	1.20%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	13,469.09	-13,469.09	0.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	101,350.00	100,375.00	975.00	0.96%
58 - GRANT DISBURSEMENTS	9,449.78	1,005.63	8,444.15	89.36%	28,424.13	12,452.12	15,972.01	56.19%
Department 070 - TOURISM Total:	**30,792.17**	**14,388.90**	**16,403.27**	**53.27%**	**228,764.97**	**242,064.30**	**-13,299.33**	**-5.81%**
Expense Total:	**30,792.17**	**14,388.90**	**16,403.27**	**53.27%**	**228,764.97**	**242,064.30**	**-13,299.33**	**-5.81%**
Fund 07 Surplus (Deficit):	**62,916.93**	**82,323.15**	**19,406.22**	**30.84%**	**157,255.35**	**167,565.94**	**10,310.59**	**6.56%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 08 - DEBT SERVICE FUND								
Revenue								
40 - TAXES	4,138.00	4,090.05	-47.95	-1.16%	296,960.55	298,658.22	1,697.67	0.57%
45 - OTHER REVENUE	108.55	776.20	667.65	615.06%	757.12	5,241.21	4,484.09	592.26%
49 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	823,050.00	823,050.00	0.00%
Revenue Total:	**4,246.55**	**4,866.25**	**619.70**	**14.59%**	**297,717.67**	**1,126,949.43**	**829,231.76**	**278.53%**
Expense								
Department: 080 - DEBT SERVICE								
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	917,175.00	933,750.00	-16,575.00	-1.81%
Department 080 - DEBT SERVICE Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**917,175.00**	**933,750.00**	**-16,575.00**	**-1.81%**
Expense Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**917,175.00**	**933,750.00**	**-16,575.00**	**-1.81%**
Fund 08 Surplus (Deficit):	**4,246.55**	**4,866.25**	**619.70**	**14.59%**	**-619,457.33**	**193,199.43**	**812,656.76**	**131.19%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 10 - CAPITAL PROJECTS FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	0.00	0.00	0.00%	1,982.50	420.00	-1,562.50	-78.81%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	1,013,328.55	0.00	-1,013,328.55	-100.00%
45 - OTHER REVENUE	35,742.44	21,910.18	-13,832.26	-38.70%	186,849.32	146,687.99	-40,161.33	-21.49%
49 - TRANSFER	1,416,292.00	0.00	-1,416,292.00	-100.00%	1,416,292.00	342,946.00	-1,073,346.00	-75.79%
Revenue Total:	**1,452,034.44**	**21,910.18**	**-1,430,124.26**	**-98.49%**	**2,618,452.37**	**490,053.99**	**-2,128,398.38**	**-81.28%**
Expense								
Department: 402 - STREET MAINTENANCE								
55 - CAPITAL OUTLAY	148,024.50	504,409.71	-356,385.21	-240.76%	920,725.48	3,290.56	917,434.92	99.64%
Department 402 - STREET MAINTENANCE Total:	**148,024.50**	**504,409.71**	**-356,385.21**	**-240.76%**	**920,725.48**	**3,290.56**	**917,434.92**	**99.64%**
Department: 501 - PARKS & RECREATION								
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	17,250.00	-17,250.00	0.00%
Department 501 - PARKS & RECREATION Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**0.00**	**17,250.00**	**-17,250.00**	**0.00%**
Expense Total:	**148,024.50**	**504,409.71**	**-356,385.21**	**-240.76%**	**920,725.48**	**20,540.56**	**900,184.92**	**97.77%**
Fund 10 Surplus (Deficit):	**1,304,009.94**	**-482,499.53**	**-1,786,509.47**	**-137.00%**	**1,697,726.89**	**469,513.43**	**-1,228,213.46**	**-72.34%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 11 - CHILD SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	300.00	356.57	56.57	18.86%	1,538.13	3,164.94	1,626.81	105.77%
45 - OTHER REVENUE	54.17	62.74	8.57	15.82%	294.97	348.28	53.31	18.07%
Revenue Total:	**354.17**	**419.31**	**65.14**	**18.39%**	**1,833.10**	**3,513.22**	**1,680.12**	**91.65%**
Fund 11 Total:	**354.17**	**419.31**	**65.14**	**18.39%**	**1,833.10**	**3,513.22**	**1,680.12**	**91.65%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 12 - COURT TECHNOLOGY FUND								
Revenue								
42 - FINES AND FORFEITURES	1,194.94	1,189.68	-5.26	-0.44%	7,182.00	8,838.93	1,656.93	23.07%
45 - OTHER REVENUE	174.23	205.42	31.19	17.90%	920.17	1,161.93	241.76	26.27%
Revenue Total:	**1,369.17**	**1,395.10**	**25.93**	**1.89%**	**8,102.17**	**10,000.86**	**1,898.69**	**23.43%**
Expense								
Department: 120 - COURT TECHNOLOGY								
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	884.00	-884.00	0.00%
Department 120 - COURT TECHNOLOGY Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**0.00**	**884.00**	**-884.00**	**0.00%**
Expense Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**0.00**	**884.00**	**-884.00**	**0.00%**
Fund 12 Surplus (Deficit):	**1,369.17**	**1,395.10**	**25.93**	**1.89%**	**8,102.17**	**9,116.86**	**1,014.69**	**12.52%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 13 - PUBLIC SAFETY FUND								
Revenue								
42 - FINES AND FORFEITURES	597.30	0.00	-597.30	-100.00%	12,430.34	0.00	-12,430.34	-100.00%
43 - INTERGOVERNMENTAL	3,992.23	4,841.97	849.74	21.28%	7,280.60	8,804.25	1,523.65	20.93%
45 - OTHER REVENUE	261.24	505.31	244.07	93.43%	1,490.42	3,119.03	1,628.61	109.27%
Revenue Total:	**4,850.77**	**5,347.28**	**496.51**	**10.24%**	**21,201.36**	**11,923.28**	**-9,278.08**	**-43.76%**
Expense								
Department: 130 - PUBLIC SAFETY								
52 - CONTRACTUAL	285.00	0.00	285.00	100.00%	635.00	6,698.32	-6,063.32	-954.85%
53 - GENERAL SERVICES	0.00	2,060.50	-2,060.50	0.00%	0.00	2,060.50	-2,060.50	0.00%
Department 130 - PUBLIC SAFETY Total:	**285.00**	**2,060.50**	**-1,775.50**	**-622.98%**	**635.00**	**8,758.82**	**-8,123.82**	**-1,279.34%**
Expense Total:	**285.00**	**2,060.50**	**-1,775.50**	**-622.98%**	**635.00**	**8,758.82**	**-8,123.82**	**-1,279.34%**
Fund 13 Surplus (Deficit):	**4,565.77**	**3,286.78**	**-1,278.99**	**-28.01%**	**20,566.36**	**3,164.46**	**-17,401.90**	**-84.61%**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 20 - TAX INCREMENT FINANCING FUND								
Revenue								
40 - TAXES	38,135.13	35,848.74	-2,286.39	-6.00%	283,045.47	412,677.21	129,631.74	45.80%
45 - OTHER REVENUE	5,075.26	7.13	-5,068.13	-99.86%	27,232.89	2,685.15	-24,547.74	-90.14%
Revenue Total:	**43,210.39**	**35,855.87**	**-7,354.52**	**-17.02%**	**310,278.36**	**415,362.36**	**105,084.00**	**33.87%**
Expense								
Department: 205 - TAX INCREMENT FINANCING								
59 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	823,050.00	-823,050.00	0.00%
Department 205 - TAX INCREMENT FINANCING Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**0.00**	**823,050.00**	**-823,050.00**	**0.00%**
Expense Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**0.00**	**823,050.00**	**-823,050.00**	**0.00%**
Fund 20 Surplus (Deficit):	**43,210.39**	**35,855.87**	**-7,354.52**	**-17.02%**	**310,278.36**	**-407,687.64**	**-717,966.00**	**-231.39%**

Prior-Year Comparative Income Statement **For the Period Ending 03/31/2025**

Categor…	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 79 - SEDA								
Revenue								
40 - TAXES	60,746.31	61,913.18	1,166.87	1.92%	395,161.99	399,805.85	4,643.86	1.18%
45 - OTHER REVENUE	5,025.02	1,613.63	-3,411.39	-67.89%	30,915.70	12,692.83	-18,222.87	-58.94%
Revenue Total:	**65,771.33**	**63,526.81**	**-2,244.52**	**-3.41%**	**426,077.69**	**412,498.68**	**-13,579.01**	**-3.19%**
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	35,641.05	25,968.56	9,672.49	27.14%	152,416.79	167,468.82	-15,052.03	-9.88%
52 - CONTRACTUAL	14,722.34	12,830.34	1,892.00	12.85%	47,422.62	49,482.99	-2,060.37	-4.34%
53 - GENERAL SERVICES	349.35	846.73	-497.38	-142.37%	2,830.46	9,122.01	-6,291.55	-222.28%
54 - MACHINE & EQUIPMENT MAI	25.00	245.06	-220.06	-880.24%	2,164.01	3,356.29	-1,192.28	-55.10%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	95,482.88	-95,482.88	0.00%
58 - GRANT DISBURSEMENTS	5,604.43	0.00	5,604.43	100.00%	90,699.38	50,063.56	40,635.82	44.80%
59 - TRANSFER	30,000.00	2,500.00	27,500.00	91.67%	30,000.00	15,000.00	15,000.00	50.00%
Department 790 - SEDA Total:	**86,342.17**	**42,390.69**	**43,951.48**	**50.90%**	**325,533.26**	**389,976.55**	**-64,443.29**	**-19.80%**
Expense Total:	**86,342.17**	**42,390.69**	**43,951.48**	**50.90%**	**325,533.26**	**389,976.55**	**-64,443.29**	**-19.80%**
Fund 79 Surplus (Deficit):	**-20,570.84**	**21,136.12**	**41,706.96**	**202.75%**	**100,544.43**	**22,522.13**	**-78,022.30**	**-77.60%**
Total Surplus (Deficit):	**-1,455,449.14**	**-837,324.31**	**618,124.83**	**42.47%**	**-20,442.10**	**3,338,869.59**	**3,359,311.69**	**16,433.30%**

Fund Summary

Fund	2023-2024 March Activity	2024-2025 March Activity	March Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	29,677.46	-373,990.30	-403,667.76	-1,360.18%	5,492,359.41	5,441,506.38	-50,853.03	-0.93%
02 - WATER AND WASTEWA…	-2,705,001.31	-201,883.72	2,503,117.59	92.54%	-7,080,565.27	-2,539,551.80	4,541,013.47	64.13%
03 - SANITARY LANDFILL FU…	-41,554.58	136,230.54	177,785.12	427.84%	35,967.45	196,918.59	160,951.14	447.49%
04 - AIRPORT FUND	69,965.47	-35,070.77	-105,036.24	-150.13%	57,082.72	-3,874.83	-60,957.55	-106.79%
05 - STORM WATER DRAINA…	-208,638.26	-29,393.11	179,245.15	85.91%	-202,135.74	-217,036.58	-14,900.84	-7.37%
07 - HOTEL OCCUPANCY TAX …	62,916.93	82,323.15	19,406.22	30.84%	157,255.35	167,565.94	10,310.59	6.56%
08 - DEBT SERVICE FUND	4,246.55	4,866.25	619.70	14.59%	-619,457.33	193,199.43	812,656.76	131.19%
10 - CAPITAL PROJECTS FUND	1,304,009.94	-482,499.53	-1,786,509.47	-137.00%	1,697,726.89	469,513.43	-1,228,213.46	-72.34%
11 - CHILD SAFETY FUND	354.17	419.31	65.14	18.39%	1,833.10	3,513.22	1,680.12	91.65%
12 - COURT TECHNOLOGY F…	1,369.17	1,395.10	25.93	1.89%	8,102.17	9,116.86	1,014.69	12.52%
13 - PUBLIC SAFETY FUND	4,565.77	3,286.78	-1,278.99	-28.01%	20,566.36	3,164.46	-17,401.90	-84.61%
20 - TAX INCREMENT FINANC…	43,210.39	35,855.87	-7,354.52	-17.02%	310,278.36	-407,687.64	-717,966.00	-231.39%
79 - SEDA	-20,570.84	21,136.12	41,706.96	202.75%	100,544.43	22,522.13	-78,022.30	-77.60%
Total Surplus (Deficit):	**-1,455,449.14**	**-837,324.31**	**618,124.83**	**42.47%**	**-20,442.10**	**3,338,869.59**	**3,359,311.69**	**16,433.30%**

STAFF REPORT

SUBJECT: Quarterly Investment Report for the Period Ending March 31, 2025

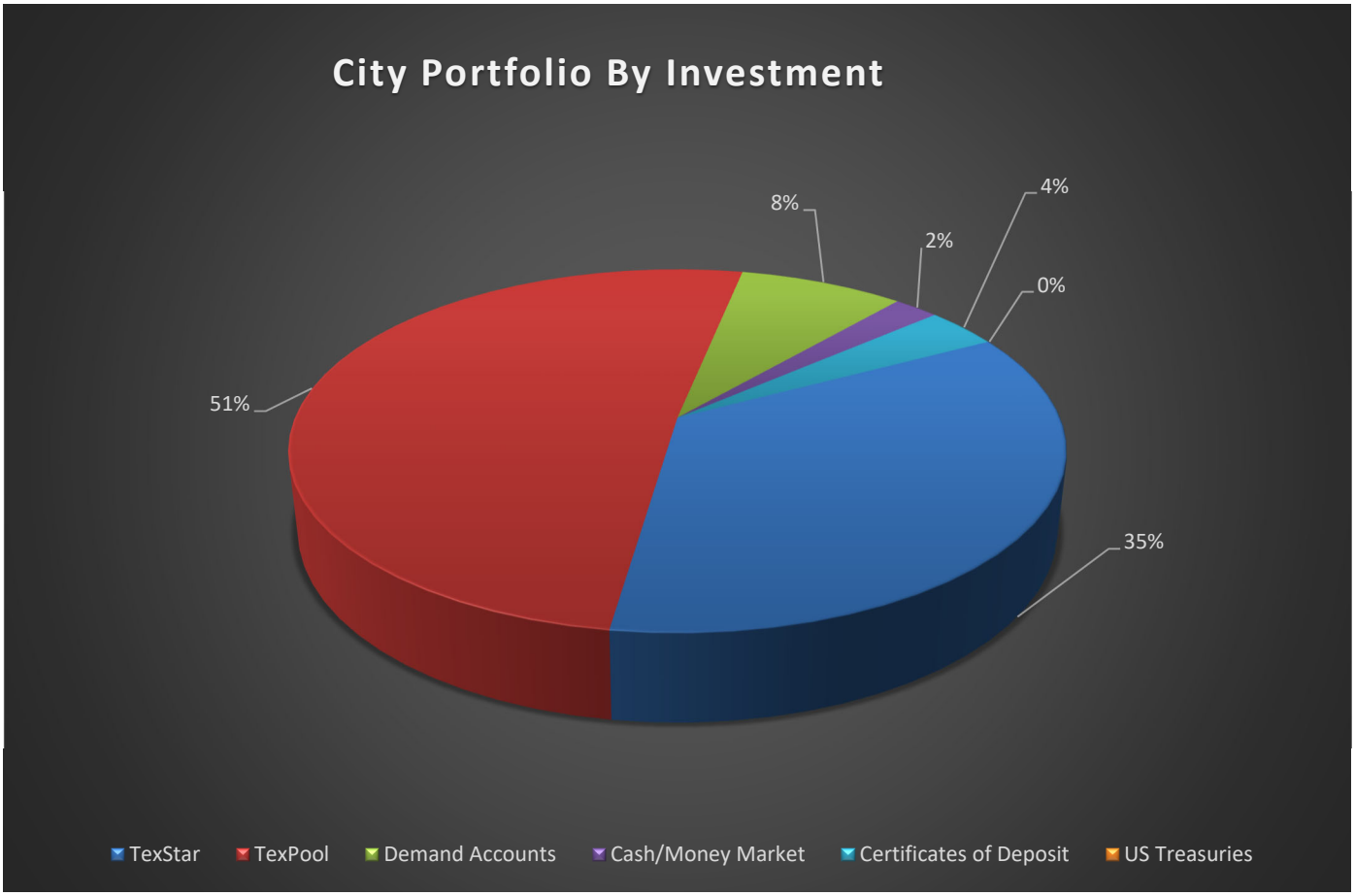
DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

BACKGROUND:

The City of Stephenville's total market value of cash and investments on March 31, 2025, was $44,061,969. This is allocated 8% in demand accounts, 2% in cash/money market accounts, 4% in Certificates of Deposits, 35% in TexStar investment pool, and 51% in TexPool investment pool.

Cash and investment accounts earned $461K in interest for the quarter. The average yield to maturity for all account types for the quarter was 4.08%. The average yield to maturity for investment accounts for the quarter was 4.29%. The average yield to maturity for a 3-month treasury bill for the quarter was 4.21%. The average weighted maturity in days of the portfolio was 10.51 days.



Quarterly Investment Report
For the Period Ending
March 31, 2025

City of Stephenville, Texas

Quarterly Investment Report

March 31, 2025

Portfolio Summary Management Report

Portfolio as of December 31, 2024:			***Portfolio as of March 31, 2025***		
Beginning Book Value	$	44,746,733	Ending Book Value	$	44,060,400
Beginning Market Value	$	44,749,481	Ending Market Value	$	44,061,969
			Total Income for the Period	$	461,427
			Change in Book Value	$	(686,333)
			Change in Market Value	$	(687,512)
			Net Change in Value	$	(1,179)

Average Yield to Maturity for period - Total	4.08%
Average Yield to Maturity for period - Non-Demand	4.29%
3 Month Treasury Average October-December 2024	4.21%
Weighted Average Maturity in Days	10.51

/s/*Monica D. Harris*

Monica D. Harris, CPA
Director of Finance
City of Stephenville

/s/*Rebecca Pingleton*

Rebecca Pingleton
Assistant Director of Finance
City of Stephenville

City of Stephenville, TX
Investment Report
3/31/2025

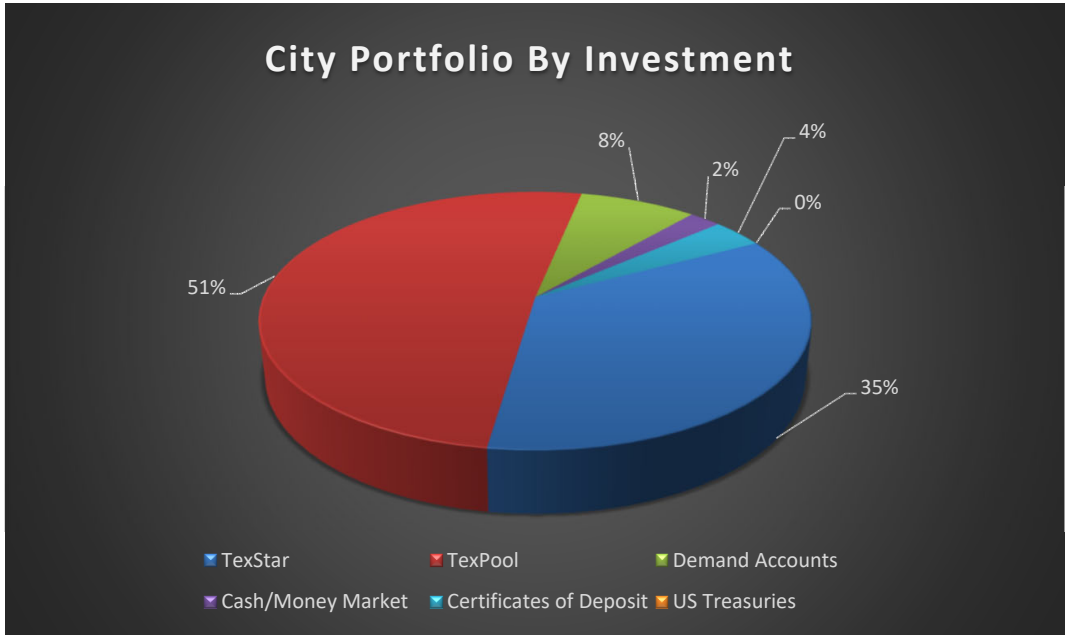
Purchase Date	Maturity Date	CUSIP	Investment Type	Par Amount	Coupon	Purchase Price	Purchase Yield	Beginning Book Value	Interest Earned January 2025	Interest Earned February 2025	Interest Earned March 2025	Interest Earned for the Quarter	Ending Book Value	Earnings YTD	Market Price	Market Value
Pooled Cash																
3/31/2025	4/1/2025	N/A	Demand	3,235,321.07	3.500%	100.000	3.500%	3,235,321.07	9,617.93	7,665.83	7,846.99	25,130.75	3,235,321.07	45,764.60	100.0000	3,235,321.07
Sub Total				3,235,321.07				3,235,321.07	9,617.93	7,665.83	7,846.99	25,130.75	3,235,321.07	45,764.60		3,235,321.07
General Fund																
3/31/2025	4/1/2025	N/A	Texpool	9,421,296.79	4.335%	100.000	4.335%	9,421,296.79	26,538.49	31,709.21	34,773.65	93,021.35	9,421,296.79	170,575.53	100.0000	9,421,296.79
3/31/2025	4/1/2025	N/A	TexSTAR	4,786,132.75	4.339%	100.000	4.339%	4,786,132.75	17,630.93	15,888.34	17,564.52	51,083.79	4,786,132.75	107,595.38	100.0000	4,786,132.75
3/31/2025	4/1/2025	N/A	Pershing	983,122.49	0.000%	100.000	0.000%	983,122.49					983,122.49	-	100.0000	983,122.49
12/28/2023	12/27/2024	89841MAX5	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	3,007.45	0.0000	-
1/4/2024	1/3/2025	587379AW8	CD	-	0.000%	100.000	0.000%	-	65.11	-	-	65.11	-	3,060.15	0.0000	-
7/9/2024	2/10/2025	06418CWM4	CD	-	0.000%	100.000	0.000%	-	1,071.62	311.11	-	1,382.73	-	4,563.02	0.0000	-
7/10/2024	1/10/2025	69355NGF6	CD	-	0.000%	100.000	0.000%	-	317.16	-	-	317.16	-	3,559.21	0.0000	-
7/12/2024	10/15/2024	40442NEA5	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	493.36	0.0000	-
7/12/2024	3/12/2025	158716BZ2	CD	-	0.000%	100.000	0.000%	-	1,050.81	949.12	372.87	2,372.80	-	5,491.35	0.0000	-
7/12/2024	4/14/2025	35638CAK5	CD	245,000.00	5.250%	100.000	5.250%	245,000.00	1,092.43	986.72	1,092.43	3,171.58	245,000.00	6,413.63	100.2460	245,075.95
7/12/2024	6/12/2025	603301AB8	CD	70,000.00	5.000%	100.000	5.000%	70,000.00	297.26	268.49	297.26	863.01	70,000.00	1,745.20	100.3130	70,075.60
7/23/2024	7/23/2025	87868YAY9	CD	245,000.00	5.250%	100.000	5.250%	245,000.00	1,092.43	986.71	1,092.43	3,171.57	245,000.00	6,413.62	100.5500	245,617.40
3/27/2025	5/19/2026	020080CN5	CD	215,000.00	4.500%	100.629	4.500%	215,000.00	-	-	132.53	132.53	215,000.00	132.53		215,973.95
3/31/2025	10/31/2025	09968TBR7	CD	245,000.00	4.200%	100.000	4.200%	245,000.00	-	-	27.18	27.18	245,000.00	27.18		244,928.95
3/31/2025	3/31/2026	05890QDX9	CD	245,000.00	4.050%	100.000	4.050%	245,000.00	-	-	28.19	28.19	245,000.00	28.19		245,009.80
3/31/2025	6/30/2026	32021MJS9	CD	245,000.00	4.050%	100.000	3.900%	245,000.00	-	-	27.18	27.18	245,000.00	27.18		244,911.80
3/31/2025	7/31/2026	45776NHH2	CD	85,000.00	4.050%	100.000	4.050%	85,000.00		-	9.43	9.43	85,000.00	9.43		84,975.35
Sub Total				16,785,552.03				16,785,552.03	49,156.24	51,099.70	55,417.67	155,673.61	16,785,552.03	313,142.41		16,787,120.83
Water/Wastewater																
3/31/2025	4/1/2025	N/A	Texpool	1,419,036.45	4.335%	100.0000	4.335%	1,419,036.45	8,109.96	5,714.37	5,076.27	18,900.60	1,419,036.45	45,408.78	100.0000	1,419,036.45
3/31/2025	4/1/2025	N/A	TexSTAR	435,529.48	4.339%	100.0000	4.339%	435,529.48	1,403.50	1,754.08	1,639.56	4,797.14	435,529.48	11,047.72	100.0000	435,529.48
3/31/2025	4/1/2025	N/A	TexSTAR	2,077,080.36	4.339%	100.0000	4.339%	2,077,080.36	7,659.98	6,900.70	7,625.31	22,185.99	2,077,080.36	46,418.56	100.0000	2,077,080.36
3/31/2025	4/1/2025	N/A	TexSTAR	6,956,217.52	4.339%	100.0000	4.339%	6,956,217.52	34,101.88	27,254.38	27,424.88	88,781.14	6,956,217.52	194,096.73	100.0000	6,956,217.52
Sub Total				10,887,863.81				10,887,863.81	51,275.32	41,623.53	41,766.02	134,664.87	10,887,863.81	296,971.79		10,887,863.81
Landfill																
3/31/2025	4/1/2025	N/A	Texpool	3,096,069.70	4.335%	100.0000	4.335%	3,096,069.70	11,306.81	10,330.61	11,417.56	33,054.98	3,096,069.70	69,210.79	100.0000	3,096,069.70
				3,096,069.70				3,096,069.70	11,306.81	10,330.61	11,417.56	33,054.98	3,096,069.70	69,210.79		3,096,069.70
Storm Drainage																
3/31/2025	4/1/2025	N/A	Texpool	798,794.53	4.335%	100.0000	4.335%	798,794.53	3,524.24	3,337.65	3,269.58	10,131.47	798,794.53	20,041.98	100.0000	798,794.53
3/31/2025	4/1/2025	N/A	Texpool	248,623.09	4.335%	100.0000	4.335%	248,623.09	2,135.81	1,319.89	897.46	4,353.16	248,623.09	9,854.11	100.0000	248,623.09
3/31/2025	4/1/2025	N/A	Demand	-	0.000%	100.0000	0.000%	-					-	-	100.0000	-
Sub Total				1,047,417.62				1,047,417.62	5,660.05	4,657.54	4,167.04	14,484.63	1,047,417.62	29,896.09		1,047,417.62
Hotel Occupancy Tax																
3/31/2025	4/1/2025	N/A	Texpool	1,951,112.51	4.335%	100.0000	4.335%	1,951,112.51	6,747.60	6,242.40	7,154.23	20,144.23	1,951,112.51	41,510.16	100.0000	1,951,112.51
3/31/2025	4/1/2025	N/A	Texpool	31,387.16	4.335%	100.0000	4.335%	31,387.16	398.15	218.23	111.14	727.52	31,387.16	1,635.73		31,387.16
Sub Total				1,982,499.67				1,982,499.67	7,145.75	6,460.63	7,265.37	20,871.75	1,982,499.67	43,145.89		1,982,499.67
Child Safety																
3/31/2025	4/1/2025	N/A	Texpool	17,140.94	4.335%	100.0000	4.335%	17,140.94	58.13	54.77	62.74	175.64	17,140.94	348.28	100.0000	17,140.94
Sub Total				17,140.94				17,140.94	58.13	54.77	62.74	175.64	17,140.94	348.28		17,140.94
Court Technology																
3/31/2025	4/1/2025	N/A	Texpool	56,125.10	4.335%	100.0000	4.335%	56,125.10	194.43	179.38	205.42	579.23	56,125.10	1,161.93	100.0000	56,125.10
Sub Total				56,125.10				56,125.10	194.43	179.38	205.42	579.23	56,125.10	1,161.93		56,125.10
Public Safety																
3/31/2025	4/1/2025	N/A	Texpool	138,220.15	4.335%	100.0000	4.335%	138,220.15	514.55	456.54	505.31	1,476.40	138,220.15	3,119.03	100.0000	138,220.15
Sub Total				138,220.15				138,220.15	514.55	456.54	505.31	1,476.40	138,220.15	3,119.03		138,220.15

City of Stephenville, TX
Investment Report
3/31/2025

Purchase Date	Maturity Date	CUSIP	Investment Type	Par Amount	Coupon	Purchase Price	Purchase Yield	Beginning Book Value	Interest Earned January 2025	Interest Earned February 2025	Interest Earned March 2025	Interest Earned for the Quarter	Ending Book Value	Earnings YTD	Market Price	Market Value
SEDA																
3/31/2025	4/1/2025	N/A	Texpool	428,694.26	4.335%	100.0000	4.335%	428,694.26	1,720.98	1,524.24	1,613.63	4,858.85	428,694.26	12,692.83	100.0000	428,694.26
				428,694.26				428,694.26	1,720.98	1,524.24	1,613.63	4,858.85	428,694.26	12,692.83		428,694.26
Debt Service																
3/31/2025	4/1/2025	N/A	Demand	282,861.74	3.500%	100.0000	3.500%	282,861.74	1,238.23	943.36	776.20	2,957.79	282,861.74	5,241.21	100.0000	282,861.74
Sub Total				282,861.74				282,861.74	1,238.23	943.36	776.20	2,957.79	282,861.74	5,241.21		282,861.74
Employee Benefit																
3/31/2025	4/1/2025	N/A	Demand	74,851.28	3.500%	100.0000	3.500%	74,851.28	296.11	182.04	180.23	658.38	74,851.28	1,391.54	100.0000	74,851.28
Sub Total				74,851.28				74,851.28	296.11	182.04	180.23	658.38	74,851.28	1,391.54		74,851.28
Capital Projects																
3/31/2025	4/1/2025	N/A	Texpool	4,811,465.47	4.335%	100.0000	4.335%	4,811,465.47	19,136.50	15,728.67	17,261.08	52,126.25	4,811,465.47	118,952.83	100.0000	4,811,465.47
3/31/2025	4/1/2025	N/A	TexSTAR	1,214,355.75	4.339%	100.0000	4.339%	1,214,355.75	4,549.45	4,123.81	4,649.10	13,322.36	1,214,355.75	27,735.16	100.0000	1,214,355.75
Sub Total				6,025,821.22				6,025,821.22	23,685.95	19,852.48	21,910.18	65,448.61	6,025,821.22	146,687.99		6,025,821.22
Tax Increment Financing																
3/31/2025	4/1/2025	N/A	Texpool	1,961.47	4.335%	100.0000	4.335%	1,961.47	847.80	536.58	7.13	1,391.51	1,961.47	2,685.15	100.0000	1,961.47
Sub Total				1,961.47				1,961.47	847.80	536.58	7.13	1,391.51	1,961.47	2,685.15		1,961.47
Grand Total				44,060,400.06				44,060,400.06	162,718.28	145,567.23	153,141.49	461,427.00	44,060,400.06	971,459.53		44,061,968.86

City of Stephenville
Investment Diversification
For Quarter Ending March 31, 2025

Investments	Par Value	Market Value	% of Portfolio	Avg Yield
TexStar	15,469,315.86	15,469,315.86	35.11%	4.30%
TexPool	22,419,927.62	22,419,927.62	50.88%	4.29%
Demand Accounts	3,593,034.09	3,593,034.09	8.15%	3.37%
Cash/Money Market	983,122.49	983,122.49	2.23%	0.00%
Certificates of Deposit	1,595,000.00	1,596,568.80	3.62%	4.41%
US Treasuries	0.00	0.00	0.00%	0.00%
	44,060,400.06	**44,061,968.86**	**100.00%**	



City of Stephenville, TX

Consolidated Yield Worksheet

For the Period Ending March 31, 2025

January	Average Monthly Balance	Net Monthly Earnings	Average Monthly Rate
Brokered CD's	1,051,726.90	4,986.82	5.69%
US Treasuries	-	-	0.00%
Cash/Money Market	1,517,421.36	-	0.00%
Demand - Operating	3,214,395.23	9,617.93	3.59%
Demand - Others	490,578.38	1,534.34	3.75%
Texpool	21,891,442.08	81,233.45	4.45%
TexSTAR	17,529,907.36	65,345.74	4.47%
Totals for January	45,695,471.31	162,718.28	4.27%

February			
Brokered CD's	806,123.85	3,502.15	5.21%
US Treasuries	-	-	0.00%
Cash/Money Market	1,765,052.98	-	0.00%
Demand - Operating	2,981,025.72	7,665.83	3.09%
Demand - Others	422,854.23	1,125.40	3.19%
Texpool	23,211,869.21	77,352.54	4.00%
TexSTAR	16,713,569.31	55,921.31	4.02%
Totals for February	45,900,495.30	145,567.23	3.81%

March			
Brokered CD's	1,596,568.80	3,079.50	2.31%
US Treasuries	-	-	0.00%
Cash/Money Market	983,122.49	-	0.00%
Demand - Operating	2,863,091.38	7,846.99	3.29%
Demand - Others	344,148.63	956.43	3.33%
Texpool	22,371,801.25	82,355.20	4.42%
TexSTAR	15,986,172.67	58,903.37	4.42%
Totals for March	44,144,905.22	153,141.49	4.16%

CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
MARCH 4, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, March 4, 2025, 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 Pro-Tem, Place 6 David Baskett
Place 1 LeAnn Durfey
Place 2 Gerald Cook
Place 3 Lonn Reisman
Place 5 Maddie Smith
Place 7 Brandon Greenhaw
Place 8 Alan Nix

Council Absent:
Mayor Doug Svien
Place 4 Dean Parr

Others Attending:
Jason King, City Manager
Randy Thomas, City Attorney
Sarah Lockenour, City Secretary

Mayor Pro Tem Baskett called the Regular Meeting to order at 05:30 PM.

PLEDGES OF ALLEGIANCE

Council Member Lonn Reisman led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Christi Barnes from Timber Ridge Church voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

1. **Recognition of Community Partners - Pastor Bearden, Graham Street Church of Christ; Pastor Dittfurth, Cornerstone Assembly of God; and Mr. VW Stephens, City Limits.**

Chief Harris presented certificates of appreciation to Pastor Bearden, Graham Street Church of Christ; Pastor Ditturth, Cornerstone Assembly of God; and Mr. VW Stephens, City Limits for their efforts to provide warming centers during the last significant weather events.

CITIZENS GENERAL DISCUSSION

Officer Hayden Bridges, Stephenville Police Association, and Officer Colby Stone, Stephenville Police Association, addressed the Council regarding Police pay.

REGULAR AGENDA

2. **Consider Approval of an Assessment Resolution for Steering Committee of Cities Served by Atmos**

City Manager Jason King presented this item to the Council.

Most municipalities have retained original jurisdiction over gas utility rates and services within municipal limits. The Atmos Cities Steering Committee ("ACSC") is composed of 186 municipalities in the service area of Atmos Energy Corporation, Mid-Tex Division that have retained original jurisdiction. Atmos is a monopoly provider of natural gas. Because Atmos has no competitors, regulation of the rates that it charges its customers is the only way that cities can ensure that natural gas rates are fair. Working as a coalition to review the rates charged by Atmos allows cities to accomplish more collectively than each city could do acting alone. Cities have more than 100 years experience in regulating natural gas rates in Texas.

ACSC is the largest coalition of cities served by Atmos Mid-Tex. There are 186 ACSC member cities, which represent more than 60 percent of the total load served by Atmos-Mid Tex. ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of residential and small commercial customers within the cities. Although many of the activities undertaken by ACSC are connected to rate cases (and therefore expenses are reimbursed by the utility), ACSC also undertakes additional activities on behalf of municipalities for which it needs funding support from its members.

ACSC is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Atmos within the City. These activities will continue throughout the calendar year. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that ACSC be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

MOTION by Alan Nix, second by Maddie Smith, to Approve Resolution 2025-R-03 Authorizing Membership in the Atmos Steering Committee and payment of the invoice as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

3. **Order Cancelation of May 3, 2025 General Election**

City Secretary Sarah Lockenour presented this item to the Council.

The Order of the Cancelation is as follows:

The Stephenville City Council hereby cancels the general election scheduled to be held on May 3, 2025, in accordance with Section 2.053(a) of the Texas Election code. The following candidates have been certified as unopposed and are hereby elected as follows:

City Council Place 1 LeAnn Durfey
City Council Place 3 Lonn Reisman
City Council Place 5 Maddie Smith
City Council Place 7 Brandon Greenhaw

MOTION by Brandon Greenhaw, second by Lonn Reisman, to Approve the Order of Cancelation of May 3, 2025 General Election as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

TAX INCREMENT REINVESTMENT ZONE

4. **Recess to TIRZ Board Meeting**

Mayor Pro Tem Baskett recessed the Regular City Council Meeting at 5:45 PM to the TRIZ Board Meeting.

5. **Reconvene to Regular City Council Meeting**

Mayor Pro Tem Baskett reconvened the Regular City Council Meeting at 5:55 PM.

6. **Consider Approval of an Ordinance Approving a Project and Financing Plan for Tax Increment Reinvestment Zone Number Three, City of Stephenville, Texas, established pursuant to Chapter 311 of the Texas Tax Code**

David Pettit from Pettit and Ayala Consulting presented this item to the Council.

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to Approve Ordinance No. 2025-O-06 approving TIRZ No. 3 Project and Financing Plan as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

PLANNING AND ZONING COMMISSION

7. **Case No.: RZ2025-004**
Applicant Scott Allen, representing Stephenville Rentals, LLC., is requesting a Rezone for property located at 0. Forest, being Parcel R69044 of the AO515 Motley Willam Abstract of the City of Stephenville, Erath County, Texas from (R-1), Single-Family Housing, to (R-2.5), Integrated Housing.

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

The applicant is requesting a rezone. The intended project has not been determined. The Planning and Zoning Commission convened on February 19, 2025, and by a vote of 6-1, recommended the City Council approve the rezone request.

8. **PUBLIC HEARING**
Case No. RZ2025-004

Mayor Pro Tem Baskett opened the Public Hearing at 5:59 PM.

No one spoke in favor or opposition to the rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 5:59:25 PM.

9. **Consider Approval of Ordinance Rezoning Property Located at 0. Forest, being Parcel R69044 of the AO515 Motley Willam Abstract of the City of Stephenville, Erath County, Texas from Single-Family Housing (R-1) to Integrated Housing (R-2.5)**

MOTION by Gerald Cook, second by Lonn Reisman, to Approve Ordinance No. 2025-O-07 approving the Rezone of Property Located at 0. Forest, being Parcel R69044 of the AO515 Motley Willam Abstract of the City of Stephenville, Erath County, Texas as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

10. **Case No.: RZ2025-005**
Applicant Scott Allen, representing Stephenville Rentals, LLC., is Requesting a Rezone for Property Located at 0. Forest, being Parcel R72455 of the AO515 Motley Willam Abstract of the City of Stephenville, Erath County, Texas from One-Two Family Housing (R-2) to Integrated Housing (R-2.5)

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

The applicant is requesting a rezone. The intended project has not been determined. The Planning and Zoning Commission convened on February 19, 2025 and by a vote of 6-1, recommended the City Council approve the rezone request.

11. **PUBLIC HEARING**
Case No. RZ2025-005

Mayor Pro Tem Baskett opened the Public Hearing at 6:01:19 PM.

No one spoke in favor or opposition to the rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 6:01:24 PM.

12. **Consider Approval of Ordinance Rezoning Property Located 0. Forest, being Parcel R72455 of the AO515 Motley Willam Abstract of the City of Stephenville, Erath County, Texas from One-Two Family Housing (R-2) to Integrated Housing (R-2.5)**

MOTION by Maddie Smith, second by Brandon Greenhaw, to Approve Ordinance No. 2025-O-08 approving the property located at 0. Forest, being Parcel R72455 Lot 17 (PT OF) of the S2600 City Addition to the City of Stephenville, Erath County, Texas as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

13. **Case No.: RZ2025-006**
Applicant Scott Allen, Representing Stephenville Rentals, LLC., is Requesting a Rezone for Property Located at 0. Forest, being Parcel R69040, BLK 155, Lot 17 (PT OF) of the S2600 City Addition to the City of Stephenville, Erath County, Texas from One-Two Family Housing (R-2) to Integrated Housing (R-2.5)

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

The applicant is requesting a rezone. The intended project has not been determined. The Planning and Zoning Commission convened on February 19, 2025 and by a vote of 6-1, recommended the City Council approve the rezone request.

14. **PUBLIC HEARING**
Case No. RZ2025-006

Mayor Pro Tem Baskett opened the Public Hearing at 6:03:02 PM.

No one spoke in favor or opposition to the rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 6:03:10 PM.

15. **Consider Approval of Ordinance Rezoning Property Located at 0. Forest, being Parcel R69040, BLK 155, Lot 17 (PT OF) of the S2600 City Addition to the City of Stephenville, Erath County, Texas from One-Two Family Housing (R-2) to Integrated Housing (R-2.5)**

MOTION by Brandon Greenhaw, second by Maddie Smith, to Approve Ordinance No. 2025-O-09 rezoning property located at 0. Forest, being Parcel R69040, BLK 155 Lot 17 (PT OF) of the S2600 City Addition to the City of Stephenville, Erath County, Texas as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

16. **Case No.: RZ2025-007**
Applicant Colby Pack, Representing Solid Ace Holdings, LLC., is Requesting a Rezone for Property Located at 1350 W. Cage, being Parcel R33659, BLK 23, Lot 3B of the S6200 South Side Addition to the City of Stephenville, Erath County, Texas from Multifamily Residential (R-3) to Integrated Housing (R-2.5)

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

The applicant is requesting a rezone. The intended project has not been determined. The Planning and Zoning Commission convened on February 19, 2025 and by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

17. **PUBLIC HEARING**
Case No. RZ2025-007

Mayor Pro Tem Baskett opened the Public Hearing at 6:06:49 PM.

No one spoke in favor or opposition to the rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 6:06:57 PM.

18. **Consider Approval of Ordinance Rezoning Property Located at 1350 W. Cage, being Parcel R33659, BLK 23, Lot 3B of the S6200 South Side Addition to the City of Stephenville, Erath County, Texas from Multifamily Residential (R-3) to Integrated Housing (R-2.5)**

MOTION by Lonn Reisman, second by Maddie Smith, to Approve Ordinance No. 2025O-10 rezoning property located at 1350 W. Cage, being Parcel R33659, BLK 23, Lot 3B of the S6200 South Side Addition to the City of Stephenville, Erath County, Texas as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

19. **Proposed Revisions to the B-2 Zoning District of Permitted and Conditional Uses**

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

On June 18, 2024, the Committee held preliminary discussions regarding this topic and opted to request staff conduct further research. The following options were presented to

the Committee on July 16, 2024, for consideration. The Committee, by unanimous vote, opted to take no further action. On August 6, 2024, the Committee reported to the City Council and the recommendation was accepted.

The Development Services Committee revisited this item during the November 2024 meeting. The Committee directed staff to prepare a draft revision to the land use regulations for the B-2, Retail and Commercial District, that would allow Auto Paint and Body Shop/Repair as a “Conditional Use.”

On January 21, 2025, the Committee reviewed the proposed revisions and, by a unanimous vote, opted to proceed with the proposed revisions of the land use regulations. The Planning and Zoning Commission is now charged with reviewing the proposed revisions, holding a public hearing and making a recommendation to the City Council for action.

Mr. Michael Lyssy of Plano, Texas addressed the Council to accept any questions on B-2 Zoning.
No questions were asked of Mr. Lyssy.

MOTION by Gerald Cook, second by Brandon Greenhaw, to Approve Ordinance No. 2025-O-11 revising the B-2 Zoning District as presented. MOTION Yes 6, No 1, Abstained 0.

DEVELOPMENT SERVICES COMMITTEE

20. **Development Services Committee Report from March 4, 2025**

This item was pulled from the agenda by the Mayor Pro Tem.

21. **Consider Approval of the 40% Lot Coverage Limitation for Residential Uses**

This item was pulled from the agenda by the Mayor Pro Tem.

PUBLIC WORKS COMMITTEE

22. **Public Works Committee Report from March 4, 2025**

Committee Chair Alan Nix presented the Public Works Committee report from March 4, 2025.

Agenda Item 1 Review FY25-26 TXCDBG Professional Services Selection

The City of Stephenville issued a Request For Qualifications (RFQ) for professional services for the design and constructionmanagement of its CDBG projects. The RFQ was advertised in December of 2024, and responses were received in Januaryof 2025. The following five firms submitted qualifications for consideration:• Jacob & Martin, Inc.• Enprotec / Hibbs & Todd• KSA Engineering• WTC, Inc.• META Engineering, Inc.

A review committee was formed to evaluate the firm’s qualifications based on the criteria outlined in the RFQ. Selection criteria included: Work Experience, Work Performance, and Capacity to Perform related to CDBG projects.

The review committee scored each submission. A summary of the scores, signed by the selection committee, is attached.Based on the evaluation process, the review committee recommends the selection of Jacob & Martin, Inc. as the design consultant for the CDBG projects. Jacob & Martin, Inc. demonstrated extensive experience with similar projects with over 70 TXCDBG project designs and implementations over the last ten years.

If supported by committee and approved by council, staff will present an agreement with Jacob & Martin, Inc. to provide for the design, construction management, survey, and materials testing of public improvements such as sidewalk, curb and gutter, retaining walls, and lighting improvements along West Tarleton Street from McIlhaney to Clinton. A draft agreement is attached to this staff report for review.

This year, the maximum available award amount from the TDA for the Community Development Fund is $750,000.00. Resolution 2024-R-12 was passed on November 5, 2024, authorizing the grant application and the obligation of $112,500in grant-matching funds if the grant is awarded and accepted based upon a maximum award amount of $750,000.If the city is not awarded or does not accept a grant, no design will be performed, and there will be no fees to pay Jacoband Martin, Inc.

If the city is awarded and accepts the grant, Jacob & Martin, Inc.'s not-to-exceed fee of $97,500 would be paid from the awarded grant amount. If a lesser grant amount is awarded, Jacob & Martin's fee would be adjusted accordingly. Based on a similar RFQ process, on November 5, 2024, the city also entered into a not-to-exceed agreement with Public Management, Inc. for $60,000 for the administrative services necessary to meet the state requirements throughout the project. The fee for Public Management, Inc.'s services is also paid from the awarded grant amount.
Staff recommends the selection of Jacob and Martin, Inc. to assist the City of Stephenville with the application and, if awarded and accepted, the professional services agreement for the 2025-2026 Texas Community Development BlockGrant (TXCDBG) Program operated by the Texas Department of Agriculture (TDA).

MOTION by Gerald Cook, second by David Baskett, to send the FY25-26 TXCDBG Professional Services Selection to full Council as presetned with a positive recommendation. MOTION CARRIED unanimously.

Agenda Item No. 2 Review FY25-26 TXCDBG Downtown Revitalization/Main Street Grant Program

Staff proactively issued a Request for Qualifications (RFQ) to assist in the administration and implementation of a TxCDBG Downtown Revitalization project. Eligible activities include sidewalk rehabilitation, street reconstruction, street drainage improvements, and water/sewer improvements in support of the Downtown District.

The RFQ was advertised on February 13, 2025, and responses are due by February 27, 2025. The deadline for adoption of a resolution of support and submittal of the application is April 3, 2025. A review committee will be formed to evaluate qualifications based on the criteria outlined in the RFQ. Selection criteria includes: Work Experience, Work Performance, and Capacity to Perform related to TxCDBG Downtown Revitalization Program projects, as well as Cost-Effectiveness.

The review committee will score each submission and, based on the evaluation process, provide a recommendation for the selection of a consultant. If supported by committee and approved by council, staff would then negotiate a contract with the selected consultant tfor preparation of the grant application. Any formal contract would be presented to council for final consideration. This year, the maximum available award amount from the TDA for Downtown Revitalization is $1,000,000.00.If the city is not awarded or does not accept a grant, there are no fees to pay the grant administrator.

If the city is awarded and accepts the grant, the grant administrator's fee is paid from the awarded grant amount, up to$60,000 or 10% of the total grant funds requested, whichever is less. The grant has a minimum 2% matching requirement; however, the maximum

scoring criteria points are awarded with a 5% match of $50,000 for a full $1,000,000 award amount. This item is an informational, non-action item.

Staff recommends support for the selection of a qualified consultant to assist with the no-cost application for the 2025-2026 Texas Community Development Block Grant (TxCDBG) Downtown Revitalization Program (DRP) operated by theTexas Department of Agriculture (TDA).

No action taken at this time.

Agenda Item No. 3 Riverside Drainage Improvements Project Proposal

In order to secure a utility easement for the Eastside Sewer project, the city agreed to improve the stormwater drainage in the area near the confluence of Riverside Drive, Clifton Street, and Glen Rose Road. The Riverside Drainage Improvements Project serves to improve the existing natural drainage and alleviate area flooding.

The BuyBoard proposal received from Insituform Technologies, LLC agrees to install stormwater piping and construct drainage improvements. Bonding, insurance, and a one-year warranty are also included. Insituform anticipates 90-calendar days to complete the project.

The approved FY24-25 budget allocated $425,000.00 specifically for construction of this project. The agreement provides a construction cost of $406,349.00.

Staff recommends approval of the agreement with Insituform Technologies, LLC to construct stormwater drainage improvements between Riverside Drive and S. Graham Avenue.

MOTION by David Baskett, second by Gerald Cook, to send the Riverside Drainage Improvements Project Proposal to full Council as presetned with a positive recommendation. MOTION CARRIED unanimously.

23. **Consider Approval of FY25-26 TXCDBG Professional Services Selection**

MOTION by Alan Nix, second by Brandon Greenhaw, to accept Jacob and Martin for the FY25-26 TXCDBG Professional Service assisting the City with the grant application process as presented. MOTION Yes 7, No 0, Abstained 0.

24. **Consider Approval of Resolution for Professional Services Selection for the FY25-26 TXCDBG Program**

MOTION by Alan Nix, second by Brandon Greenhaw, to approve Resolution No. 2025-R-04 authorizing staff to proceed with retaining Jacob and Martin as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

26. **Consider Approval of FY25-26 TXCDBG Downtown Revitalization / Main Street Grant Program**

27. **Consider Approval of Resolution for Administrative Services Selection for the FY25-26 TXCDBG Downtown Revitalization/Main Street Program**

MOTION by Alan Nix, second by Maddie Smith, to approve Resolution 2025-R-05 authorizing proceeding with the TXCDBG Grant for application and administration as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

28. **Consider Approval of Proposal for the Riverside Drainage Improvements Project**

MOTION by Alan Nix, second by Lonn Reisman, to approve the proposal for the Riverside Drainage Improvements Project as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

FINANCE COMMITTEE

29. **Committee Report from March 4, 2025**

Committee Chair David Baskett presented the Finance Committee Report from March 4, 2025.

Agenda Item No. 1 Authorize City Manager to Negotiate Energy Contract for Beginning Term Date January 1, 2026

City Manager Jason King presented this item to the Finance Committee.
Our current energy contract will expire the end of the 2025. Staff need to begin negotiations related to energy contracts.

MOTION by Gerald Cook, second by Brandon Greenhaw to send this item to full Council as presented with a positive recommendation. MOTION CARRIED unanimously.

Agenda Item No. 2 Consider Approval to Commit to Purchase a new Fire Engine.

Fire engine #1 is nine (9) years old and needs to be moved into reserve status to maximize operational longevity. The general service life for a fire engine is ten (10) years frontline and five (5) years in reserve status. Our only reserve engine is thirteen (13) years old now, and the maintenance cost are becoming significant. The delivery timeline on a new engine runs between thirty-six (36) and forty-eight (48) months. To avoid significant maintenance costs and preserve our health, a new engine will be needed within this delivery timeframe.

The fiscal impact of a new fire engine is $1,65,263.00. In consultation with finance, a plan to appropriate annual amounts to this purchase over the next three (3) to four (4) years would need to be made.

MOTION by Brandon Greenhaw, second by Gerald Cook, to send the commitment to purchase a new fire engine to full Council as presented with a positive recommendation. MOTION CARRIED unanimously.

Agenda Item No. 3 Consider Approval of Tree Removal at Stephenville Clark Regional Airport

The row of trees off the end of runway 32 is a height hazard for arriving and departing aircraft. They also inhibit approaches to the runway at night in inclement weather. The Federal Aviation Administration (FAA) has also identified 2 additional trees in the field that are also a hazard. These trees will have to be cleared for the runway extension project as well.

The cost for this tree removal is $55,300. 90% of these funds will be reimbursed through TxDOT Aviation’s Routine Airport Maintenance Program (RAMP) grant funds.

Staff recommends that the City should have Jim’s Tree Service remove the trees at the end of Runway 32 at Stephenville Clark Regional Airport.

MOTION by Gerald Cook, second by Brandon Greenhaw, to send the recommendation of Jim's Tree Service to complete the tree removal project to full Council as presented. MOTION CARRIED unanimously.

Agenda Item No. 4 Consider Approval of Fee Schedule for Cross Timbers Legacy Center
The fee schedule for Cross Timbers Legacy Center was presented as follows:

- Hourly Rental: Mon-Thurs $75 per hour (4-hour minimum)
- Hourly Rental: Fri-Sun $100 per hour (4-hour minimum)
- Sat-Sun Full Day $1,000 ($400 additional cleaning fees)
- Weekend Package (Friday 5pm - Sunday 12pm): $1,500 ($600 additional cleaning fee)
- Refundable Deposit: 25% of the rental fee
- Linens: Available upon request for an additional charge ($12.00 per table)

MOTION by Gerald Cook, second by Brandon Greenhaw, to send the Cross Timbers Legacy Center fee schedule to full Council as presented with a positive recommendation. MOTION CARRIED unanimously.

30. **Authorize City Manager to Negotiate Energy Contract for Beginning Term Date January 1, 2026**

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to authoize City Manager to negotiate and execute an energy contract with TASB for term beginning January 1, 2026 as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

31. **Consider Approval to Commit to Purchase a New Fire Engine**

MOTION by Lonn Reisman, second by LeAnn Durfey, to commit to purchase a new fire engine as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

32. **Consider Approval of Tree Removal at Clark Regional Airport by Jim's Tree Service**

MOTION by Gerald Cook, second by Brandon Greenhaw, to approve Jim's Tree Service to complete the tree removal project as presented. MOTION Yes 7, No 0, Abstained 0.

33. **Consider Approval of Fee Schedule for Cross Timbers Legacy Center**

MOTION by Maddie Smith, second by Lonn Reisman, to approve the fee schedule for Cross Timbers Legacy Center as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

25. **Consider Award of a Professional Services Agreement for the FY25-26 TXCDBG Program**

MOTION by Alan Nix, second by Brandon Greenhaw, to accept Jacob and Martin for the FY25-26 TXCDBG Downtown Revitalization/Main Street grant application as presented. MOTION Yes 7, No 0, Abstained 0.

FINANCIAL REPORTS

34. **Monthly Budget Report for the Period Ending January 31, 2025**

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

In reviewing the financial statements ending January 31, 2025, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received $3.5 million in property taxes in the month of January, resulting in a $387K increase over the funds collected last fiscal year to date. The

amount collected is 95% of the $7.8 million budget, which is $156K more than anticipated.

Sales and Use Tax: We received $735K in sales tax in January, resulting in $35K or 1% less than the funds collected last fiscal year to date. The amount collected is 35% of the $9.4 million budget, which is $21K higher than anticipated

Revenue (by fund): Of the $18.3 million revenue received to date, 66% was received in the General Fund, 23% was received in the Water/Wastewater Fund, 3% was received in the Landfill Fund and 3% was received in the Storm Water Drainage Fund.
Revenue (budget vs. actual): We received 46% of the total budgeted revenue through January, which is $1.2 million more than anticipated due to taxes, licenses and permits, charges for services, sale of property, and interest revenue.

Revenue (prior year comparison): We received $417K more revenue through January than last fiscal year to date due to taxes and charges for services.

Expenditures (by fund): Of the $13.9 million spent to date, 55% was expended in the General Fund, 37% was expended in the Water/Wastewater Fund. 3% was expended in the Landfill Fund, and 3% was expended in the Capital Projects Fund.

Expenditures (budget vs. actual): We have expended 26% of the total budgeted expenditures through January, which is $5.4 million less than anticipated due to personnel, contractual, capital outlay, and transfers.

Expenditures (prior year comparison): We spent $210k more on expenditures through January than last fiscal year to date due to personnel, contractual and maintenance.

SEDA Revenue Comparison: SEDA has received an overall 35% of budgeted revenue through January, which is $15K less than last fiscal year to date and $6K more than anticipated due to taxes and Interest income.

SEDA Expenditure Comparison: SEDA has spent an overall 26% of budgeted expenditures through January, which is $117K more than last fiscal year to date due to personnel, contractual and capital outlay and $67K less than anticipated due to capital outlay and grant disbursements.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

SEDA Executive Director Jeff Sandford shared a quarterly update on SEDA projects and the Career Club.

CONSENT AGENDA

35. **Consider Approval of Minutes - February 4, 2025**

36. **Consider Acceptance of the 2024 W. Frey Street Maintenance - Chip Seal Project**

37. **Consider Approval of the Spillman Annual Maintenance Agreement**

38. **Consider Approval of Award of Bid ITB 3338 for (1) One 1-Ton Service Body pickup truck for Public Works**

39. **Consider Approval of Award of Bid ITB 3339 for (1) One Police Patrol Vehicle**

40. **Consider Approval of Annual Firefighter Medical Physicals**

MOTION by Brandon Greenhaw, second by Maddie Smith, to approve consent agenda items as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Pro Tem recessed the Regular City Council meeting at 6:50 PM and convened the Executive Session at 6:54 PM.

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

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

Mayor Pro Tem adjourned the Executive Session at 7:21 PM and reconvened the Regular City Council meeting at 7:23 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

41. MOTION by LeAnn Durfey, second by Maddie Smith, to authorize city manager to execute a real estate contract as discussed in Executive Session. MOTION CARRIED Yes 7, No 0, Abstained 0.

ADJOURN

Mayor Pro Tem Baskett adjourned the meeting at 07:24 PM.

EXECUTIVE SESSION NOTICE

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

_____

Doug Svien, Mayor

ATTEST:

_____

Sarah Lockenour, City Secretary

CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
APRIL 1, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, April 1, 2025, 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
Place 2 Gerald Cook
Place 3 Lonn Reisman
Place 5 Maddie Smith
Place 6 David Baskett
Place 7 Brandon Greenhaw
Place 8 Alan Nix

Council Absent:
Place 1 LeAnn Durfey
Place 4 Dean Parr

Others Attending:
Jason King, City Manager
Randy Thomas, City Attorney
Sarah Lockenour, City Secretary

Mayor Svien called the Regular Meeting to order at 05:30 PM.

PLEDGES OF ALLEGIANCE

Mayor Doug Svien led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Curt Plaxco with the Stephenville Ministerial Alliance voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

1. **Proclamation Recognizing Micah Parsons - Food Network Kid Baking Championship Winner**

Mayor Doug Svien presented the following proclamation recognizing Micah Parsons - Food Network Kid Baking Championship Winner:

WHEREAS, *Micah Parsons, a talented and hardworking 12-year-old from Stephenville, Texas, has achieved great success in the culinary world; and*
WHEREAS, *Micah recently competed on the Food Network's Kids Baking Championship, where, after 10 weeks of intense competition, he was crowned the winner of Season 13 on March 3, 2025; and*
WHEREAS, *Micah's passion for baking began at a young age, inspired by watching previous seasons of the Kids Baking Championship and a deep love for creating delicious treats for family and friends; and*
WHEREAS, *in addition to his culinary talents, Micah is an accomplished guitarist, enjoys helping his father at work, and is an active participant in FBC Stephenville Bible Drill and Erath County 4H Robotics; and*
WHEREAS, *Micah exemplifies the values of dedication, creativity, and community spirit, and serves as a positive role model for young people in our community;*
NOW, THEREFORE, I, ***Doug Svien,*** *Mayor of the City of Stephenville, Texas, do hereby proclaim* ***April 1, 2025*** *as* ***MICAH PARSONS DAY*** *in honor of his outstanding achievements, as winner of Kids Baking Championship Season 13 and his bright future. Let this day serve as a reminder of the incredible talent and potential that exists within our youth, and as a celebration of Micah's hard work, creativity, and inspiring spirit.*

The proclamation was received by Micah Parsons, parents Matt and Brittany Parsons and sister Caylee Parsons.

2. **Stop the Silence Proclamation**

Mayor Doug Svien presented the Stop the Silence Proclamation read by Laura Gambino, Executive Director, Cross Timbers Family Services, as follows:

Whereas, National Crime Victims' Rights Week was established in 1981 by President Ronald Reagan as part of an effort to bring attention and support to victims of crime and is being observed the week of April 6-12, 2025 with the theme of "KINSHIP: Connecting, Healing, and Advocating for All Victims" to recognize victims of crime in the United States. National Crime Victims' Rights Week provides an opportunity to recommit to ensuring that accessible, appropriate, and trauma-informed services are offered to all victims of crime; and

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

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

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

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

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

NOW, THEREFORE, reaffirming this, the City of Stephenville, City of Dublin, Erath County and Tarleton State University commit to creating a victim service and criminal justice response that assists all victims of crimes throughout the year; and do hereby proclaim the week of April 6-12, 2025 as Crime Victims' Rights Week.

The proclamation was received by Laura Gambino, Executive Director, Cross Timbers Family Services, and Laurin Murfin, Outreach and Event Coordinator, Paluxy River Children's Advocacy Center. Ms. Gambino encouraged all to attend the Stop the Silence Rally at 6:00 PM on April 29th at the Erath County Courthouse.

CITIZENS GENERAL DISCUSSION

Stephen McKethan of 545 Hillcrest Drive, Stephenville, addressed the Council regarding Park Facilities.

REGULAR AGENDA

3. **Update of Community Resource Paramedic (CRP) Program**

Fire Department Chief Robert Isbell presented an update for the Community Resource Paramedic (CRP) Program.

The Critical Care Paramedics are Colby Swearingen, Erath County; Steve Jacobson and Brandon Sellers, City of Stephenville. Steve Jacobson gave a presentation on equipment that the CRP Program carries and is prepared to use in the field.

4. **Consider Adopting Proposed Revisions of the Residential Incentive Program Policy**

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

The Development Services Committee has reviewed the Residential Incentive Program and has provided a revised document for consideration by the full City Council. Proposed changes include the correction of a few typos and the $200,000 limit on property value was raised to $250,000 which would allow more properties to qualify for the program.

MOTION by Gerald Cook, second by David Baskett, to Approve Revisions of the Residential Incentive Program Policy as presented. MOTION Yes 7, No 0, Abstained 0.

5. **Consider Authorizing the City Manager to Notify the Registered Agent of the Fort Worth and Western Railroad Company of the City's Intent to Annex a Portion of Railway NE of HWY 8 and HWY 281 from the City Limits Line at CR 177 to the Northern City Limits Line Pursuant to the Powers Granted by Section 43.1056 of the Local Government Code.**

City Manager Jason King presented this item to Council.

MOTION by Doug Svien, second by Maddie Smith, to Authorize the City Manager to Make Notifications to the Registered Agent of the Fort Worth and Western Railroad Company of the

City's Intent to Annex a Portion of Railway NE of HWY 8 and HWY 281 from the City Limits Line at CR 177 to the Northern City Limits Line Pursuant to the Powers Granted by Section 43.1056 of the Local Government Code as presented. MOTION Yes 7, No 0, Abstained 0.

6. **Consider Authorizing the City Manager to Initiate Annexation of City Owned Parcels R78439, Portion of R28648 and R24340**

City Manager Jason King presented this item to Council.

MOTION by Doug Svien, second by Lonn Reisman, to Authorize City Manager to Initiate Annexation Process for Parcels R78439, portion of R28648 and R24340 as presented. MOTION Yes 7, No 0, Abstained 0.

PLANNING AND ZONING COMMISSION

7. **Case No.: RZ2025-008**
Applicant Joel Allen, Representing Pecan Landing, LLC., is Requesting a Rezone of Property Located at 0 Forest Ln, Parcel R77510, being 36.765 Acres of the A0515 MOTLEY WILLIAM Abstract of the City of Stephenville, Erath County, Texas from Planned Development (PD) to Integrated Housing (R-2.5)

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

In 2023, Mr. Allen presented a Development Plan and a rezone request to Planned Development. The request was granted and ordinance 2023-O-08 was adopted. Mr. Allen's project design has evolved and consequently, he is requesting a rezone to R-2.5. If the rezone is approved, the original Planned Development will need to be repealed. The request is forwarded to City Council with no recommendation.

The Planning and Zoning Commission convened on March 19, 2025, and by a vote of 3/2, recommended the City Council approve the rezone request. Pursuant to the Rules of Procedure, Section 20.2.K.2 & 4, a motion to recommend approval of any request requiring Council action shall require two-thirds favorable vote of the members present. If the Commission fails to obtain the minimum votes required, the item shall be forwarded with no recommendation.

8. **PUBLIC HEARING**
Case No. RZ2025-008

Mayor Svien opened the Public Hearing for Case No. RZ2025-008 at 6:14 PM.

Joel Allen PR 1082, Stephenville, spoke in favor of the rezone.
No one spoke in opposition.

Mayor Svien closed the Public Hearing at 6:16 PM.

9. **Consider Approval of Ordinance Rezoning Property Located at 0 Forest Ln, Parcel R77510, being 36.765 Acres of the A0515 MOTLEY WILLIAM Abstract of the City of Stephenville, Erath County, Texas from Planned Development (PD) to Integrated Housing (R-2.5)**

MOTION by Alan Nix, second by Gerald Cook, to approve Ordinance No. 2025-O-12 rezoning property located at 0. Forest Lane, Parcel R77510 as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

10. **Case No.: RZ2025-009**
Applicant Joel Allen, representing Pecan Landing, LLC., is Requesting a Rezone of Property Located at 0 Forest Ln, Parcel R78517, being 7.35 acres of the A0515 MOTLEY WILLIAM Abstract of the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

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

This parcel will be developed in conjunction with the development Mr. Allen is pursuing for the 36 acre parcel that was originally approved as a Planned Development.

The Planning and Zoning Commission convened on March 19, 2025, and by a vote of 4/1, recommended the City Council approve the rezone request.

11. **PUBLIC HEARING**
Case No.: RZ2025-009

Mayor Svien opened the Public Hearing for Case No. RZ2025-009 at 6:20 PM.

Joel Allen PR 1082, Stephenville, spoke in favor of the rezone.
No one spoke in opposition.

Mayor Svien closed the Public Hearing at 6:21 PM.

12. **Consider Approval of Ordinance Rezoning Property Located at 0 Forest Ln, Parcel R78517, being 7.35 acres of the A0515 MOTLEY WILLIAM Abstract of the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)**

MOTION by Alan Nix, second by David Baskett, to approve Ordinance No. 2025-O-13 rezoning property located at 0. Forest Lane, Parcel R78517 as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

13. **Repeal Ordinance No. 2023-O-08**
Applicant Joel Allen, representing Pecan Landing, LLC., is Requesting the Repeal of Ordinance 2023-0-08 Relating to the Approval of the Planned Development for 0 Forest Ln, Parcel R77510, being 36.765 acres of the A0515 MOTLEY WILLIAM Abstract of the City of Stephenville, Erath County, Texas

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

This parcel will be developed under straight zoning and land use regulations of the R-2.5 zoning district if the rezone request is approved.

The Planning and Zoning Commission convened on March 19, 2025, and by a unanimous vote of 5/0, recommended the City Council repeal Ordinance 2023-O-08.

14. **PUBLIC HEARING**
Repeal Ordinance No. 2023-O-08

Mayor Svien opened the Public Hearing for Repeal of Ordinance No. 2023-O-08 at 6:23 PM.

No one spoke in favor or in opposition.

Mayor Svien closed the Public Hearing at 6:23 PM.

15. **Consider Approval of Ordinance Repealing Ordinance 2023-0-08 Relating to the Approval of the Planned Development for 0 Forest Ln, Parcel R77510, being 36.765 acres of the A0515 MOTLEY WILLIAM Abstract of the City of Stephenville, Erath County, Texas**

MOTION by David Baskett, second by Alan Nix, to approve Ordinance No. 2025-O-14 repealing Ordinance No. 2023-O-08 relating to the approval of the Planned Development for 0. Forest Lane, Parcel R77510 as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

16. **Case No.: RZ2025-010**
Applicant Kieth Dowell is Requesting Rezone of Property Located at 975 N. McCart, Parcel R28762, being Blk 2, Lot 5 of the S2300 Butler Addition of the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

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

The intended project is to allow for the replat creating a two-lot subdivision. The single-family home will remain in place and a four-unit structure will be constructed on the new lot created by the replat.

The Planning and Zoning Commission convened on March 19, 2025, and by a unanimous vote of 5/0, recommended the City Council approve the rezone request.

17. **PUBLIC HEARING**
Case No.: RZ2025-010

Mayor Svien opened the Public Hearing for RZ2025-010 at 6:26 PM.

No one spoke in favor or in opposition.

Mayor Svien closed the Public Hearing at 6:27 PM.

18. **Consider Approval of Ordinance Rezoning Property Located at 975 N. McCart, Parcel R28762, being Blk 2, Lot 5 of the S2300 Butler Addition of the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)**

MOTION by Alan Nix, second by Maddie Smith, to approve Ordinance No. 2025-O-15 rezoning property located at 975 N. McCart, Parcel R28762 as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

NOMINATIONS COMMITTEE

19. **Committee Report from March 18, 2025**

Committee Chair Maddie Smith presented the Nominations Committee Report from March 18, 2025.

The committee met on March 18, 2025, to review nominations for Citizen Boards and Commissions with the discussion led by committee chair Maddie Smith.

The Nominations Committee considered the following nominations:
Main Street Advisory Board
Belle Dowell

Committee Action:

Main Street Advisory Board

Belle Dowell is a resident of Erath County.

Per Ordinance No. 2021-O-12, members must reside in Erath County and at least five (5) members must be residents of the city. Two of the Main Street Advisory Board members reside in the County which would leave the empty seat for a city resident only. The ordinance could be revised at a later date but there is no action to take at this time.

Planning and Zoning Commission

MOTION by Maddie Smith, second by Alan Nix, to recommend to full Council to move James Stephenson from Alternate Place 1 to Place 7 as presented. MOTION CARRIED Yes 3, No 0, Abstained 0.

20. **Consider Approval of Applications for Citizen Boards and Commissions**

MOTION by Maddie Smith, second by David Baskett, to approve reappointing James Stephenson from Alternate 1 to Place 7 of the Planning and Zoning Commis as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

FINANCIAL REPORTS

21. **Monthly Budget Report for the Period Ending February 28, 2025**

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

In reviewing the financial statements ending February 28, 2025, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received $153K in property taxes in the month of February, resulting in a $392K increase over the funds collected last fiscal year to date. The amount collected is 97% of the $7.8 million budget, which is $79K more than anticipated.

Sales and Use Tax: We received $993K in sales tax in February, resulting in $52K or 1% more than the funds collected lastfiscal year to date. The amount collected is 46% of the $9.4 million budget, which is $142K higher than anticipated.

Revenue (by fund): Of the $24.4 million revenue received to date, 63% was received in the General Fund, 22% was received in the Water/Wastewater Fund, 5% was received in the Debt Service Fund, 3% was received in the Landfill Fund, 2% was received in the Capital Projects Fund, and 2% was received in the Storm Water Drainage Fund.

Revenue (budget vs. actual): We received 54% of the total budgeted revenue through February, which is $1.7 million more than anticipated due to taxes, licenses and permits, interest, and other revenue.

Revenue (prior year comparison): We received $2.6 million more revenue through February than last fiscal year to date due to taxes, licenses and permits, and charges for services.

Expenditures (by fund): Of the $21.5 million spent to date, 44% was expended in the General Fund, 35% was expended in the Water/Wastewater Fund, 4% was expended in the Storm Fund, 4% was expended in the Debt Service Fund, 4% was expended in

the Capital Projects Fund, 4% was expended in the TIF Fund, and 3% was expended in the Landfill Fund.

Expenditures (budget vs. actual): We have expended 35% of the total budgeted expenditures through February, which is $5.4 million less than anticipated due to personnel, contractual, capital outlay, and grant disbursements.

Expenditures (prior year comparison): We spent $1 million more on expenditures through February than last fiscal year to date due to personnel and equipment maintenance.

SEDA Revenue Comparison: SEDA has received an overall 46% of budgeted revenue through February, which is $11K less than last fiscal year to date and $13K more than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 29% of budgeted expenditures through February, which is $106K more than last fiscal year to date due to personnel and capital outlay and $128K less than anticipated due to contractual, capital outlay and grant disbursements.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Mayor Svien pulled this item from the agenda.

CONSENT AGENDA

22. **Consider Approval of Minutes - March 4, 2025 Regular City Council Meeting**

23. **Consider Approval of Minutes - March 18, 2025 Special City Council Meeting**

24. **Consider Approval of Contract with Chris Stasey for 2025 July 4 Fire Works**

25. **Approve the expenditure for the annual managed service agreement.**

26. **Consider Approval of the 2025-2027 Interlocal Agreement Between the North Central Texas Emergency Communications District and City of Stephenville**

MOTION by David Baskett, second by Maddie Smith, to approve Consent Agenda Items as presented. MOTION CARRIED Yes 7, No 0, Abstained 0.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Svien recessed the Recular City Council meeting at 6:41 PM and convened the Executive Session at 6:45 PM.

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

Mayor Svien adjourned the Executive Session at 7:01 PM and reconvened the Regular City Council meeting at 7:02 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

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

MOTION by Alan Nix, second by Brandon Greenhaw, to authorize Mayor or City Manager to execute settlement as discussed in Executive Session. MOTION CARRIED Yes 7, No 0, Abstained 0.

ADJOURN

Mayor Svien adjourned the meeting at 07:02 PM.

EXECUTIVE SESSION NOTICE

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

_____

Doug Svien, Mayor

ATTEST:

_____

Sarah Lockenour, City Secretary

CITY COUNCIL

MEETING MINUTES
SPECIAL MEETING
APRIL 15, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, April 15, 2025, 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
Place 1 LeAnn Durfey
Place 2 Gerald Cook
Place 3 Lonn Reisman
Place 4 Dean Parr
Place 5 Maddie Smith
Place 7 Brandon Greenhaw
Place 8 Alan Nix

Council Absent:
Place 6 David Baskett

Others Attending:
Jason King, City Manager
Randy Thomas, City Attorney
Sarah Lockenour, City Secretary

Mayor Svien called the Regular Meeting to order at 05:32 PM.

Development Services Committee

1. **Committee Report from April 15, 2025**

   Mayor Svien pulled this item from the agenda due to no committee meeting April 15, 2025.

2. **Consider Awarding a Professional Services Contract for the Update to the City's Land Use Regulations**

   Mayor Svien pulled this item from the agenda.

EXECUTIVE SESSION

Mayor Svien recessed the Special City Council meeting and convened into Executive Session at 5:32 PM.

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

   Mayor Svien adjourned Executive Session at 5:56 PM and reconvened the Special City Council meeting at 5:57 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

MOTION by Alan Nix, second by Maddie Smith, to authorize city manager and city attorney to negotiate with an attorney as discussed in executive session. MOTION CARRIED Yes 8, No 0, Abstained 0.

ADJOURN

Mayor Svien adjourned the meeting at 5:57 PM.

EXECUTIVE SESSION NOTICE

_____
Doug Svien, Mayor

ATTEST:

_____
Sarah Lockenour, City Secretary

STAFF REPORT

SUBJECT: Auction Items

MEETING: Regular Business Meeting May 6, 2025

DEPARTMENT: Purchasing

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

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

Quantity	Description	Department
1	EZ glide stair chair blue – Asset ID 710	EMS
1	Stanley fat max toolbox with misc. tools	Fire
1	Blue craftsman zip bag with misc. tools	Fire
5	Black k9 PD Tahoe storage containers	Fire
1	Misc. radio part box	Fire
1	Silver toolbox with misc. body repair equip.	Fire
2	Grey rumblers	Fire
1	Rumbler control box	Fire
1	Smart controller siren set	Fire
1	Battery isolator	Fire
1	Ferno battery charger	Fire
1	Sim comm controller	Fire
1	ES100 siren	Fire
17	Office Chairs	MSC
1	Round Table	MSC
1	Wooden Desk	Airport
1	LG TV Serial #910RMUY456758	Airport
1	LG TV Serial #911RMTT465785	Airport
1	Magnavox DVD Player Serial #J25285052	Airport
1	Colby DVD Player	Airport
1	Mitel/Shoretel Phone System – Asset ID 970	City Hall

STAFF REPORT

SUBJECT: ITB 3341 – ASO Truck

MEETING: Regular Business Meeting May 6, 2025

DEPARTMENT: Purchasing

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

The Purchasing Department and the Police Chief recommend the bid be awarded to Bruner Motors for the Animal Services truck. This will be for one 3/4-Ton double cab truck for $48,246.50.

BACKGROUND:

Bids were solicited and opened on April 21, 2025, for one 3/4 Ton truck. We received a response from only one vendor.

FISCAL IMPACT SUMMARY:

The adopted FY24-25 budget included $78,000 for one (1) ASO truck for the Police Department.
The bid received from Bruner Motors included a 2025 Chevrolet 2500HD Silverado for $46,996.50 with the option to include a Fender Mounted Spotlight remote for $1,250.00.

The total cost would be $48,246.50, leaving a positive balance of $29,753.50.

Below is a tabulation of the bid received :

Item	Description	Bruner Motors Chevrolet Stephenville, TX
1	2025 Chevy 2500HD Silverado	$46,996.50
	Option :	
	Fender Mounted Spotlight Remote	$1,250.00
	Total Cost:	**$48,246.50**

Invoice

Axon Enterprise Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: 1-480-991-0797, option 5, option 1
arinquiries@axon.com
www.axon.com
TIN: 86-0741227
DUNS Number: 832176382
UEI Number: TBW7MGPYURM7

Invoice ID	INUS343049
Invoice Account	141848
Date	01-May-25
Payment Term	Net 30 days
PO/DO #	
Quote #	Q-390730,
Sales Order #	
Terms of Delivery	FCA
Customer Reference	Q-390730,

BILL TO
Stephenville Police Dept.- TX
356 N Belknap St
Stephenville, TX 76401-3414
USA

SHIP TO
Stephenville Police Dept.- TX
356 N Belknap St
Stephenville, TX 76401-3414
USA

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
1	1	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT Tax Date: 07/19/2023 Shipment Date: 06/01/2022	14.00	58.90	824.60	22.07336%	182.02
2	1	73840	AXON EVIDENCE - ECOM LICENSE - BASIC Tax Date: 05/01/2025 Shipment Date:	34.00	900.00	30,600.00	20.00000%	6,120.00
3	1	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE Tax Date: 05/01/2025 Shipment Date:	34.00	0.00	0.00	20.00000%	0.00
4	1	73746	AXON EVIDENCE - ECOM LICENSE - PRO Tax Date: 05/01/2025 Shipment Date:	14.00	2,340.00	32,760.00	20.00000%	6,552.00
5	1	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE Tax Date: 05/01/2025 Shipment Date:	42.00	0.00	0.00	20.00000%	0.00
6	1	80464	AXON BODY - TAP WARRANTY - CAMERA Tax Date: 05/01/2025 Shipment Date:	45.00	520.90	23,440.50	20.00000%	4,688.10

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS343049	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS343049
Account Number	634912729	Account Number	634912729		
Bank Routing No	122100024	Bank Routing No	021000021		
Reference No	INUS343049	SWIFT Code	CHASUS33		
		Reference No	INUS343049		

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire

Invoice

Customer Account	Stephenville Police Dept.- TX	Invoice ID	INUS343049
Invoice Account	141848	Date	01-May-25
Quote #	Q-390730,	Page	2 of 5

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
7	1	73309	AXON BODY - TAP REFRESH 1 - CAMERA Tax Date: 05/01/2025 Shipment Date:	46.00	551.25	25,357.50	20.00000%	5,071.50
8	1	73310	AXON BODY - TAP REFRESH 2 - CAMERA Tax Date: 05/01/2025 Shipment Date:	46.00	571.33	26,281.18	20.00000%	5,256.24
9	1	80464	AXON BODY - TAP WARRANTY - CAMERA Tax Date: 09/19/2022 Shipment Date: 09/22/2022	1.00	520.90	520.90	20.00000%	104.18
10	1	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE) Tax Date: 05/01/2025 Shipment Date:	45.00	1,440.00	64,800.00	20.00000%	12,960.00
11	1	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK Tax Date: 05/01/2025 Shipment Date:	6.00	496.93	2,981.58	20.00000%	596.32
12	1	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY Tax Date: 05/01/2025 Shipment Date:	6.00	625.10	3,750.60	20.00000%	750.12
13	1	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY Tax Date: 05/01/2025 Shipment Date:	6.00	647.97	3,887.82	20.00000%	777.56
14	1	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE Tax Date: 05/01/2025 Shipment Date:	14.00	1,015.57	14,217.98	22.07336%	3,138.39
15	1	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED Tax Date: 05/01/2025 Shipment Date:	14.00	1,015.57	14,217.98	22.07336%	3,138.39
16	1	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER Tax Date: 05/01/2025 Shipment Date:	2.00	1,750.00	3,500.00	20.00005%	700.00
17	1	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER Tax Date: 05/01/2025 Shipment Date:	1.00	1,750.20	1,750.20	20.00005%	350.04
18	1	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK Tax Date: 09/19/2022 Shipment Date: 09/22/2022	45.00	195.07	8,778.15	20.00000%	1,755.63
19	1	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK Tax Date: 09/19/2022 Shipment Date: 09/22/2022	1.00	0.00	0.00	20.00000%	0.00

Invoice

Customer Account	Stephenville Police Dept.- TX	Invoice ID	INUS343049
Invoice Account	141848	Date	01-May-25
Quote #	Q-390730,	Page	3 of 5

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
20	1	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2 Tax Date: 09/19/2022 Shipment Date: 09/22/2022	50.00	0.00	0.00	20.00000%	0.00
21	1	74211	AXON BODY 3 - DOCK - SINGLE BAY Tax Date: 09/19/2022 Shipment Date: 09/22/2022	5.00	0.00	0.00	20.00000%	0.00
22	1	71104	AXON - DOCK/DATAPORT POWERCORD - NORTH AMERICA Tax Date: 09/19/2022 Shipment Date: 09/22/2022	5.00	0.00	0.00	20.00000%	0.00
23	1	74210	AXON BODY 3 - DOCK - EIGHT BAY Tax Date: 12/07/2022 Shipment Date: 12/12/2022	6.00	0.00	0.00	20.00000%	0.00
24	1	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK Tax Date: 12/07/2022 Shipment Date: 12/12/2022	6.00	0.00	0.00	20.00000%	0.00
25	1	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK Tax Date: 12/07/2022 Shipment Date: 12/12/2022	6.00	43.90	263.40	20.00000%	52.68
26	1	72036	FLEET 3 STANDARD 2 CAMERA KIT Tax Date: 05/09/2023 Shipment Date: 05/12/2023	14.00	0.00	0.00	22.07336%	0.00
27	1	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT Tax Date: 05/09/2023 Shipment Date: 05/12/2023	14.00	371.56	5,201.84	22.07336%	1,148.22
28	1	72048	AXON FLEET 3 - SIM INSERTION - ATT Tax Date: 06/14/2023 Shipment Date: 06/14/2023	14.00	12.69	177.66	22.07336%	39.22
29	1	70112	AXON SIGNAL - VEHICLE Tax Date: 07/19/2023 Shipment Date: 07/24/2023	14.00	236.12	3,305.68	22.07336%	729.67
30	1	73313	AXON BODY - TAP REFRESH 1 - DOCK SINGLE BAY Tax Date: 05/01/2025 Shipment Date:	5.00	150.24	751.20	20.00000%	150.24
31	1	73314	AXON BODY - TAP REFRESH 2 - DOCK SINGLE BAY Tax Date: 05/01/2025 Shipment Date:	5.00	155.91	779.55	20.00000%	155.91
32	1	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED Tax Date: 05/01/2025 Shipment Date:	28.00	863.23	24,170.44	22.07336%	5,335.23

Invoice

Customer Account	Stephenville Police Dept.- TX	Invoice ID	INUS343049
Invoice Account	141848	Date	01-May-25
Quote #	Q-390730,	Page	4 of 5

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
33	1	80504	INTERVIEW ROOM STANDARD EVIDENCE.COM LICENSE Tax Date: 05/01/2025 Shipment Date:	4.00	4,140.00	16,560.00	20.00005%	3,312.01
34	1	74020	AXON BODY - MOUNT - MAGNET FLEXIBLE RAPIDLOCK Tax Date: 09/19/2022 Shipment Date: 09/22/2022	50.00	0.00	0.00	20.00000%	0.00
35	1	71200	FLEET ANT, AIRGAIN, 5-IN-1, 2LTE, 2WIFI, 1GNSS, BL Tax Date: 05/09/2023 Shipment Date: 05/12/2023	14.00	210.73	2,950.22	22.07336%	651.21
36	1	11634	CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD Tax Date: 06/14/2023 Shipment Date: 06/14/2023	14.00	1,057.03	14,798.42	22.07336%	3,266.51
37	1	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES Tax Date: 05/01/2025 Shipment Date:	1.00	-901.70	-901.70	20.00000%	-180.34
38	1	80466	AXON BODY - TAP WARRANTY - SINGLE BAY DOCK Tax Date: 09/19/2022 Shipment Date: 09/22/2022	5.00	233.86	1,169.30	20.00000%	233.86

Sales Amount	67,034.91
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	67,034.91
Credit Amount(s) Applied	0.00
Amount Received	0.00

Payment Due **31-May-25** **BALANCE DUE** **USD** **67,034.91**

Invoice

Customer Account	Stephenville Police Dept.- TX	Invoice ID	INUS343049
Invoice Account	141848	Date	01-May-25
Quote #	Q-390730,	Page	5 of 5

***Tax Note**

Ship-to-address Legend*

1	Stephenville Police Dept.- TX 356 N Belknap St Stephenville, TX 76401-3414 USA

Invoice

Axon Enterprise Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: 1-480-991-0797, option 5, option 1
arinquiries@axon.com
www.axon.com
TIN: 86-0741227
DUNS Number: 832176382
UEI Number: TBW7MGPYURM7

Invoice ID	INUS343414
Invoice Account	141848
Date	01-May-25
Payment Term	Net 30 days
PO/DO #	
Quote #	Q-480686,
Sales Order #	
Terms of Delivery	FCA
Customer Reference	Q-480686,

BILL TO
Stephenville Police Dept.- TX
356 N Belknap St
Stephenville, TX 76401-3414
USA

SHIP TO
Stephenville Police Dept.- TX
356 N Belknap St
Stephenville, TX 76401-3414
USA

Ship to*	Bundled Item Number	Bundled Description	Bundled Quantity	Invoice Plan %	Amount
				Bundled Line Subtotal	**0.00**

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
1	1	80401	AXON FLEET 3 - ALPR LICENSE - 1 CAMERA Tax Date 01-May-25 Shipment Date:	14.00	2,230.20	31,222.80	25.00000%	7,805.70
2	1	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION Tax Date 01-May-25 Shipment Date:	1.00	2,700.00	2,700.00	25.00000%	675.00
						Item Line Subtotal		**8,480.70**

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS343414	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS343414
Account Number	634912729	Account Number	634912729		
Bank Routing No	122100024	Bank Routing No	021000021		
Reference No	INUS343414	SWIFT Code	CHASUS33		
		Reference No	INUS343414		

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire

Invoice

Customer Account	Stephenville Police Dept.- TX	Invoice ID	INUS343414
Invoice Account	141848	Date	01-May-25
Quote #	Q-480686,	Page	2 of 3

Sales Amount	8,480.70
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	8,480.70
Credit Amount(s) Applied	0.00
Amount Received	0.00

Payment Due **31-May-25** **BALANCE DUE** **USD** **8,480.70**

Invoice

Customer Account	Stephenville Police Dept.- TX	Invoice ID	INUS343414
Invoice Account	141848	Date	01-May-25
Quote #	Q-480686,	Page	3 of 3

***Tax Note**

Ship-to-address Legend*

1	Stephenville Police Dept.- TX 356 N Belknap St Stephenville, TX 76401-3414 USA

Public Works

STAFF REPORT

SUBJECT: FY25-26 TxCDBG – Signatory Authorization Resolution
MEETING: Council Meeting – 6 MAY 2025
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends approval of a resolution authorizing city representatives in matters pertaining to the city's participation in the 2025-2026 Texas Community Development Block Grant (TxCDBG) Program operated by the Texas Department of Agriculture (TDA).

BACKGROUND:

Professional services agreements with Public Management, Inc. for the grant administration and with Jacob and Martin, Inc. for the design and construction management of a TxCDBG project were authorized on November 5, 2024 and on March 4, 2025, respectively.

Resolution 2024-R-12 was passed on November 5, 2024, authorizing the TxCDBG Program application to be filed on behalf of the City of Stephenville with the TDA, and to be placed in competition for grant funding.

The Phase 1 Community Application was completed in December 2024 and the city was selected to complete the Phase 2 Project Application. The Project Application deadline is June 30, 2025.

TxCDBG applications and grant agreements require a resolution authorizing specific individuals and/or positions to take action on behalf of the community.

Grant awards are anticipated to be made in November 2025. If awarded, the grant agreement begins February 1, 2026.

FISCAL IMPACT SUMMARY:

This year, the maximum available award amount from the TDA for the Community Development Fund is $750,000.00.

Resolution 2024-R-12 was passed on November 5, 2024, authorizing the grant application and the obligation of $112,500 in grant-matching funds if the grant is awarded and accepted based upon a maximum award amount of $750,000.

If the city is not awarded or does not accept a grant, there will be no fees to pay the grant administrator, Public Management, Inc. or the design consultant, Jacob and Martin, Inc.

If the city is awarded and accepts the grant, Public Management's not-to-exceed fee of $60,000 and Jacob and Martin, Inc.'s not-to-exceed fee of $97,500 would be paid from the awarded grant amount.

No fees are associated with the proposed Resolution.

ATTACHMENTS:

Resolution 2025-R-__

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Council of the City of Stephenville desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Stephenville to participate in the Texas Community Development Block Grant Program; and

WHEREAS, the City Council of the City of Stephenville is committed to compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual; and

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

That the City Council directs and designates the following to act in all matters in connection with any grant application and the City's participation in the Texas Community Development Block Grant Program:

- The Mayor, City Manager, and Director of Public Works shall serve as the City's Chief Executive Officer and Authorized Representative to
    - execute a grant application and any subsequent contractual documents,
    - certify environmental review documents between the Texas Department of Agriculture and the City, and
    - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs, and
    - be assigned the role of Authorized Official in the TDA-GO grant management system.
- In addition to the above designated officials, should any grant be funded, the Director of Finance is authorized to
    - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs,
    - prepare and submit other financial documentation, and
    - be assigned the role of Project Director or Payment Processor in the TDA-GO grant management system.

Passed and approved this 6th day of May 2025.

_____
Doug Svien, Mayor

ATTEST:

_____
Sarah Lockenour, City Secretary

_____
Reviewed by Jason King,
City Manager

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