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

THE CITY OF STEPHENVILLE INCORPORATED TEXAS