



City Council
Regular Meeting

Tuesday, June 3, 2025, 5:30 PM
City Hall Council Chambers
298 W Washington
Stephenville, Texas 76401

AGENDA

CALL TO ORDER

PLEDGES OF ALLEGIANCE

INVOCATION

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

1. Airport Advisory Board Update
2. **PUBLIC HEARING**
The City Council of the City of Stephenville is Considering the Voluntary Annexation of a Property in Response to a Petition Requesting Annexation by Area Landowners for a Tract of Land, being 7.577 Acres in the A0804 Williams M R Survey, Parcel R76680 Located within the City's Extraterritorial Jurisdiction
3. Consider Approval of Ordinance Annexing a 7.577 acre tract of land in the JA0804 Williams M R Survey, Parcel R76680, located within the City's Extraterritorial Jurisdiction
4. Consider Approval of the Purchase of an EMS Training Manikin
5. Consider Acceptance of NYC 3 Ballfield Construction Bid
6. Consider Approval of a Professional Services Agreement with NewGen Strategies & Solutions to Complete a Water and Wastewater Rate Study
7. Consider Approval of Budget Amendments for Fiscal Year Ending September 30, 2025
8. Consider Approval of Landfill Vouchers for the City of Gordon Tornado Relief
9. Consider Approving the Utilization of Federal Asset Forfeiture Funding to Purchase Two (2) Unmanned Aerial Systems (UAS)
10. Consider Approving the Expenditure for Production, Broadcast, and Distribution of the International Association of Chiefs of Police (IACP) TV Thought Leadership Film Series featuring the Stephenville Police Department.
11. Consider Approving the Utilization of Federal Asset Forfeiture Funding to Purchase an Enclosed 8 1/2 X 16ft Box Trailer

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

12. **Application No.: RZ 8830**
Applicant Juan. M Ramirez, Jr. is Requesting a Rezone of Property Located at 365 Cheyenne, Parcel

R34541, being Block D, Lot 8 of S6900 WEST GATE ADDITION of the City off Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)

13. PUBLIC HEARING

Application No.: RZ 8830

14. Consider Approval of Ordinance Rezoning Property Located at 365 Cheyenne, Parcel R34541, being Block D, Lot 8 of S6900 WEST GATE ADDITION of the City off Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)

TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, Chair

15. Tourism and Visitors Bureau Committee Report from May 20, 2025

PARKS AND LEISURE SERVICES COMMITTEE

Lonn Reisman, Chair

16. Parks and Leisure Services Committee Report from May 20, 2025
17. Consider Approval of Phase III of the Stephenville City Park Inclusive Playground

FINANCIAL REPORTS

Monica Harris, Director of Finance

18. Monthly Budget Report for the Period Ending April 30, 2025

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sanford, Executive Director

CONSENT AGENDA

19. Consider Approval of Minutes from May 6, 2025 - Regular Meeting
20. Consider Approval of Minutes from May 20, 2025 - Special Meeting
21. Consider Approval of Renewal for Yearly Microsoft Software Licensing Agreement
22. Consider Acceptance of the 2024 Chamberlin Improvements Project
23. Consider Acceptance of the Riverside Drainage Improvements Project
24. Consider Approval of Renewal of Annual Portable Restroom Contract

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

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.

Notice of Public Hearing - Petition for Voluntary Annexation

NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS, THAT:

The City of Stephenville, Texas proposes to institute voluntary annexation proceedings to enlarge and extend the boundary limits of said city to include the following described territory, to-wit:

7.577 Acres in the A0804 Williams M R Survey, Parcel R76680

public hearing will be held by and before the City Council of the City of Stephenville, Texas on the 3rd day of June, 2025 at 5:30 p.m. in the City Hall Council Chambers, 298 W. Washington, Stephenville, Texas, for all persons interested in the above proposed annexation. At said time and place all such persons shall have the right to appear and be heard. Of all said matters and things, all persons interested in the things and matters herein mentioned, will take notice.

Notes to Publisher:

Publish On or May Before May 22, 2025

Delivered By: Jan Strahan May 19, 2025

STAFF REPORT



SUBJECT: Application No.: VA 8934

Chris Pinnion, representing CCS Stephenville Properties, LLC, is requesting voluntary annexation of 7.578 acres in the M.R. Williams Survey, Abstract No. 804 in the Extraterritorial Jurisdiction of the City of Stephenville, Erath County, Texas.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

RECOMMENDATION:

Consider approval of the voluntary annexation request for approximately 7.578 acres located at the SE corner of US 281 and FM 8 (Lingleville Hwy).

Section 154.04.C states that "All territory annexed to the city shall by[be] unzoned until reviewed by the Planning and Zoning Commission and zoned by the City Council to a classification in conformance with the Comprehensive Plan. All territory annexed into the city must be zoned within six months of the date of annexation. No building permit will be issued for unzoned property."

BACKGROUND:

The applicant, CCS Stephenville Properties, LLC., to voluntarily annex for commercial development to include a travel station and food service establishments. A Municipal Services Agreement has been drafted and approved.

PROPERTY PROFILE/VOLUNTARY ANNEXATION:

SUBCHAPTER C-3. ANNEXATION OF AREA ON REQUEST OF OWNERS

Sec. 43.0671. AUTHORITY TO ANNEX AREA ON REQUEST OF OWNERS. Notwithstanding Subchapter C-4 or C-5, a municipality may annex an area if each owner of land in the area requests the annexation.

Added by Acts 2017, 85th Leg., 1st C.S., Ch. 6 (S.B. [6](#)), Sec. 26, eff. December 1, 2017.

Sec. 43.0672. WRITTEN AGREEMENT REGARDING SERVICES. (a) The governing body of the municipality that elects to annex an area under this subchapter must first negotiate and enter into a written agreement with the owners of land in the area for the provision of services in the area.

(b) The agreement must include:

(1) a list of each service the municipality will provide on the effective date of the annexation; and

(2) a schedule that includes the period within which the municipality will provide each service that is not provided on the effective date of the annexation.

(c) The municipality is not required to provide a service that is not included in the agreement.

Added by Acts 2017, 85th Leg., 1st C.S., Ch. 6 (S.B. [6](#)), Sec. 26, eff. December 1, 2017.

Sec. 43.0673. PUBLIC HEARING. (a) Before a municipality may adopt an ordinance annexing an area under this subchapter, the governing body of the municipality must conduct one public hearing.

(c) During the public hearing, the governing body:

(1) must provide persons interested in the annexation the opportunity to be heard; and

(2) may adopt an ordinance annexing the area.

(d) The municipality must post notice of the hearing on the municipality's Internet website if the municipality has an Internet website and publish notice of the hearing in a newspaper of general circulation in the municipality and in the area proposed for annexation. The notice for the hearing must be:

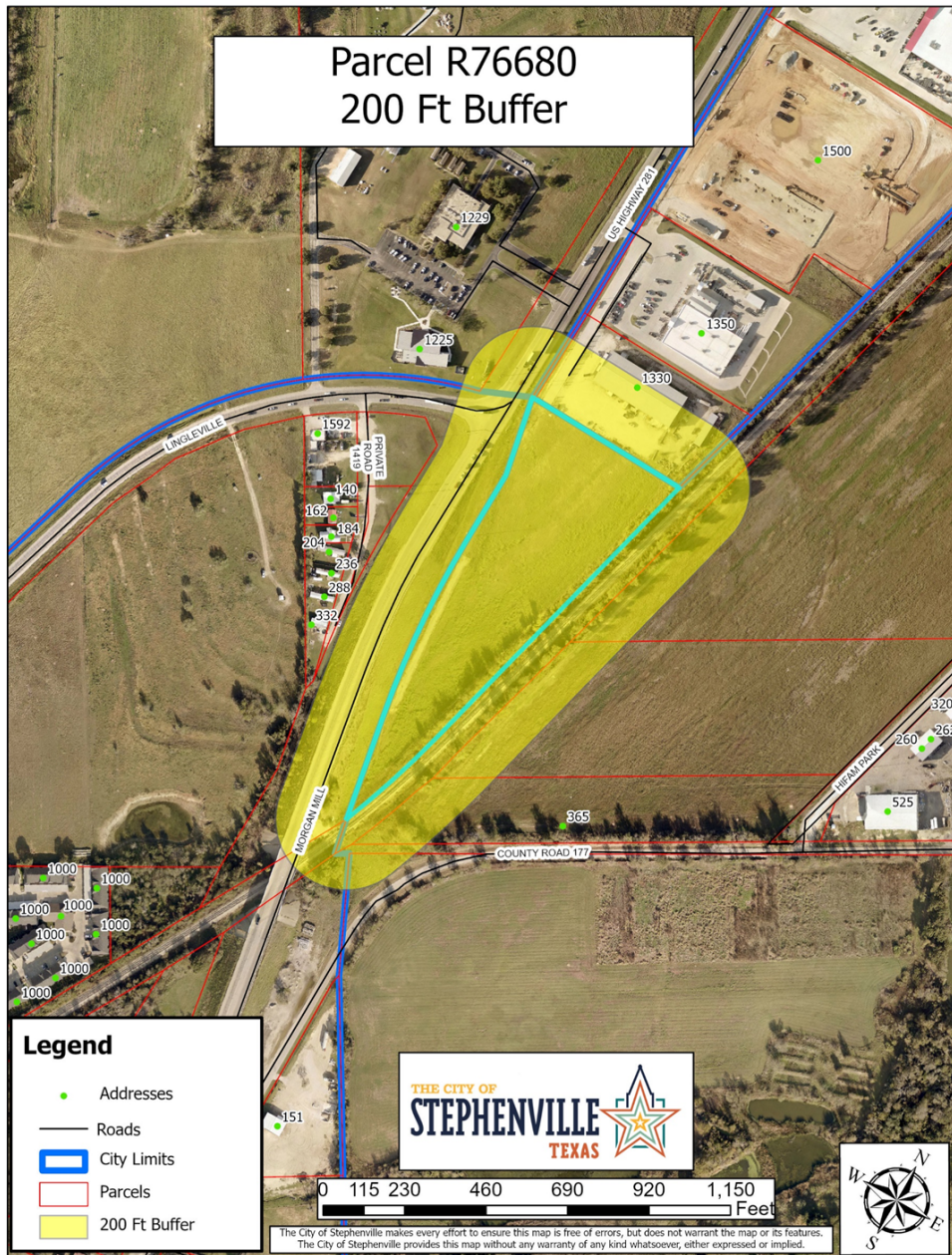
(1) published at least once on or after the 20th day but before the 10th day before the date of the hearing; and

(2) posted on the municipality's Internet website on or after the 20th day but before the 10th day before the date of the hearing and must remain posted until the date of the hearing.

Added by Acts 2017, 85th Leg., 1st C.S., Ch. 6 (S.B. [6](#)), Sec. 26, eff. December 1, 2017.

Amended by:

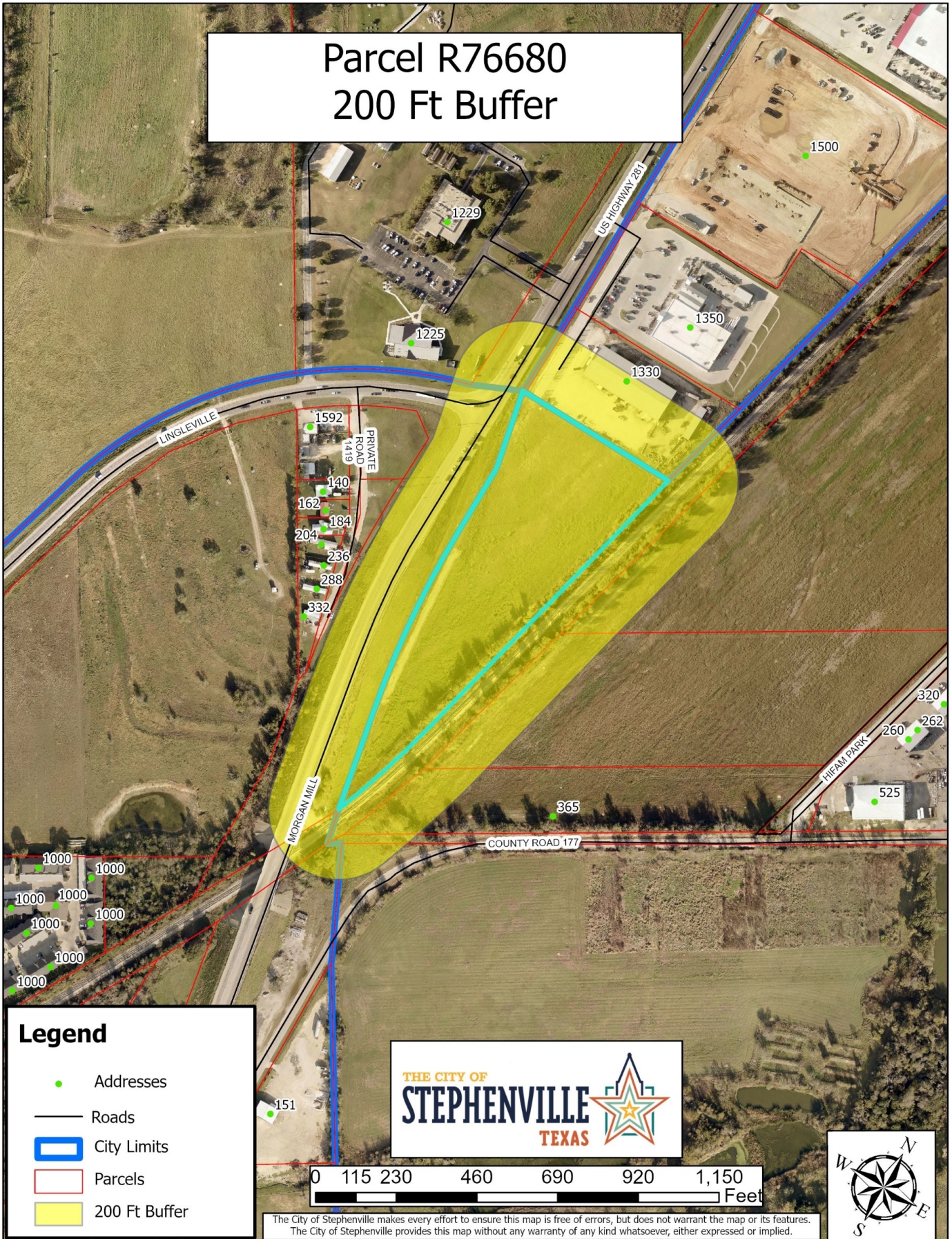
Acts 2019, 86th Leg., R.S., Ch. 155 (H.B. [347](#)), Sec. 3.01, eff. May 24, 2019.



ALTERNATIVES:

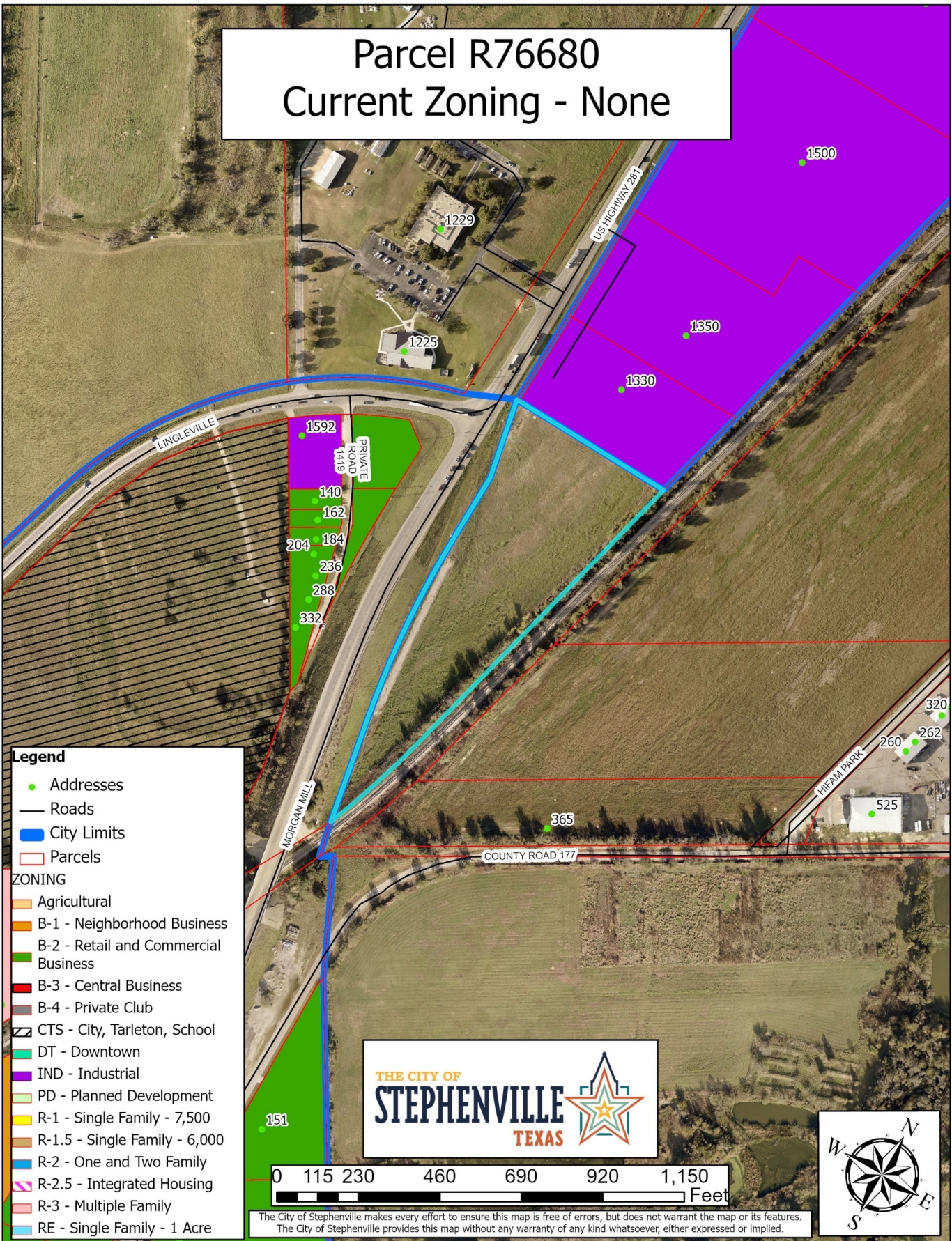
- 1) Approve the request for voluntary annexation.
- 2) Deny the request for voluntary annexation.

Parcel R76680 200 Ft Buffer



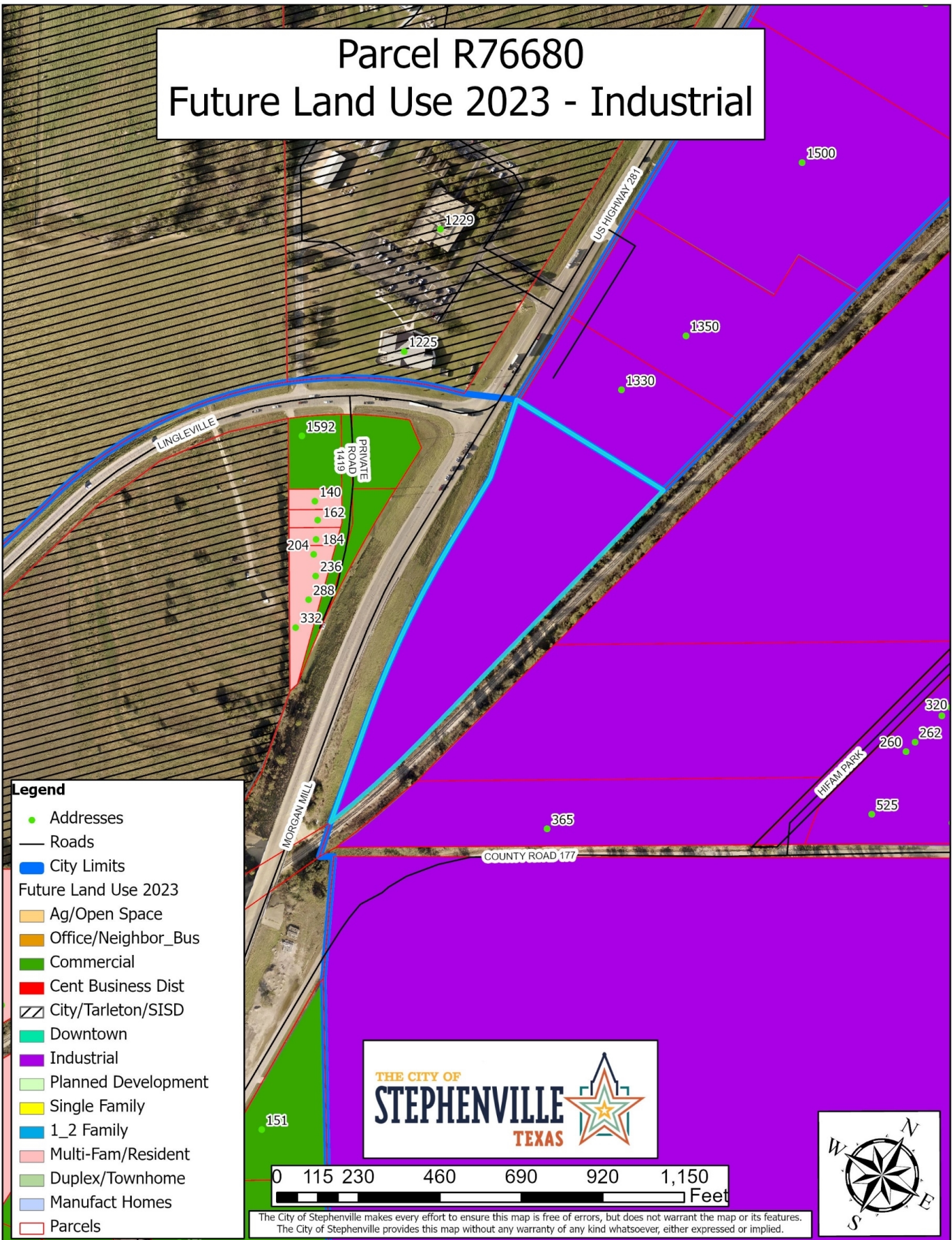
Parcel R76680

Current Zoning - None



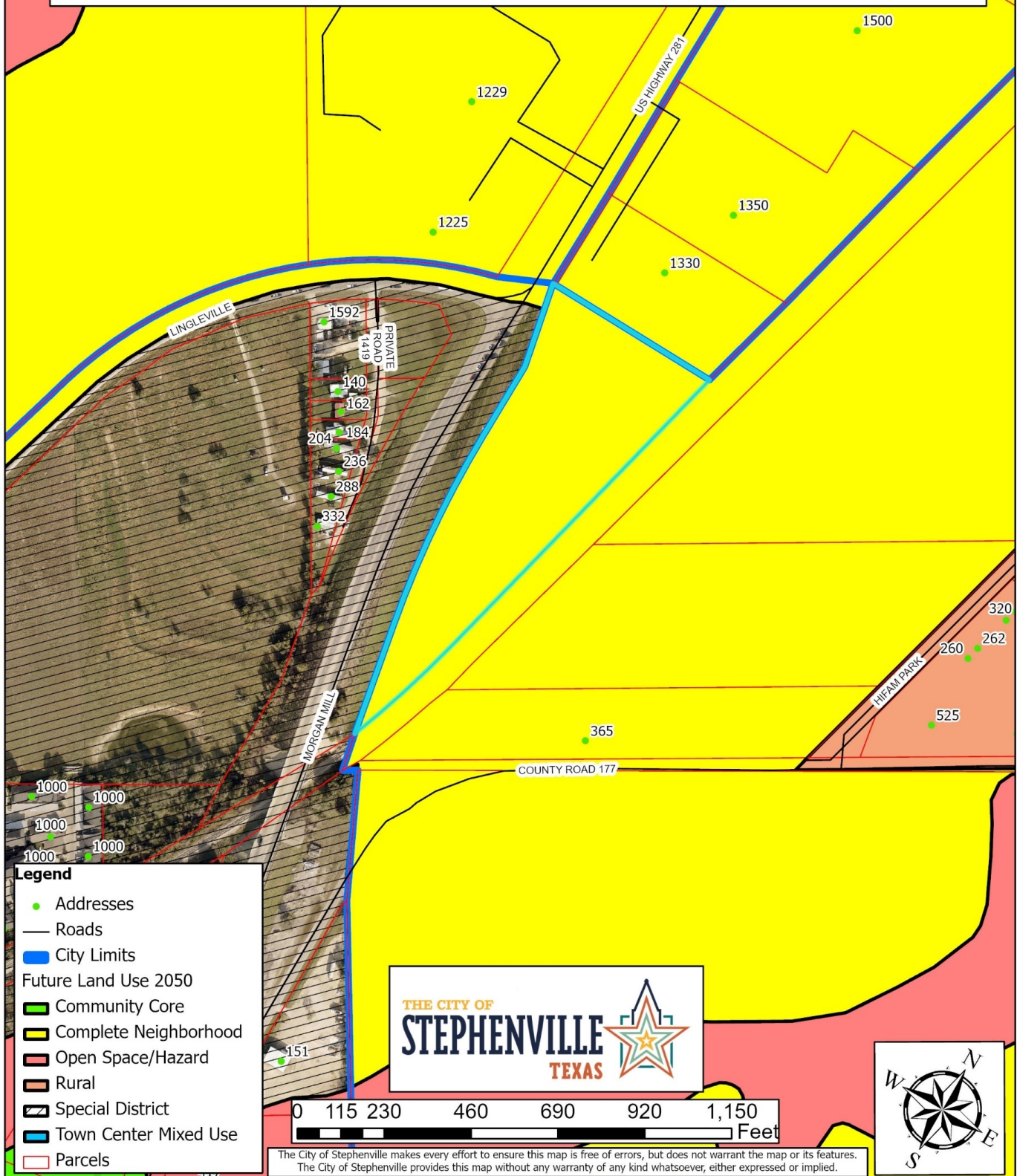
Parcel R76680

Future Land Use 2023 - Industrial



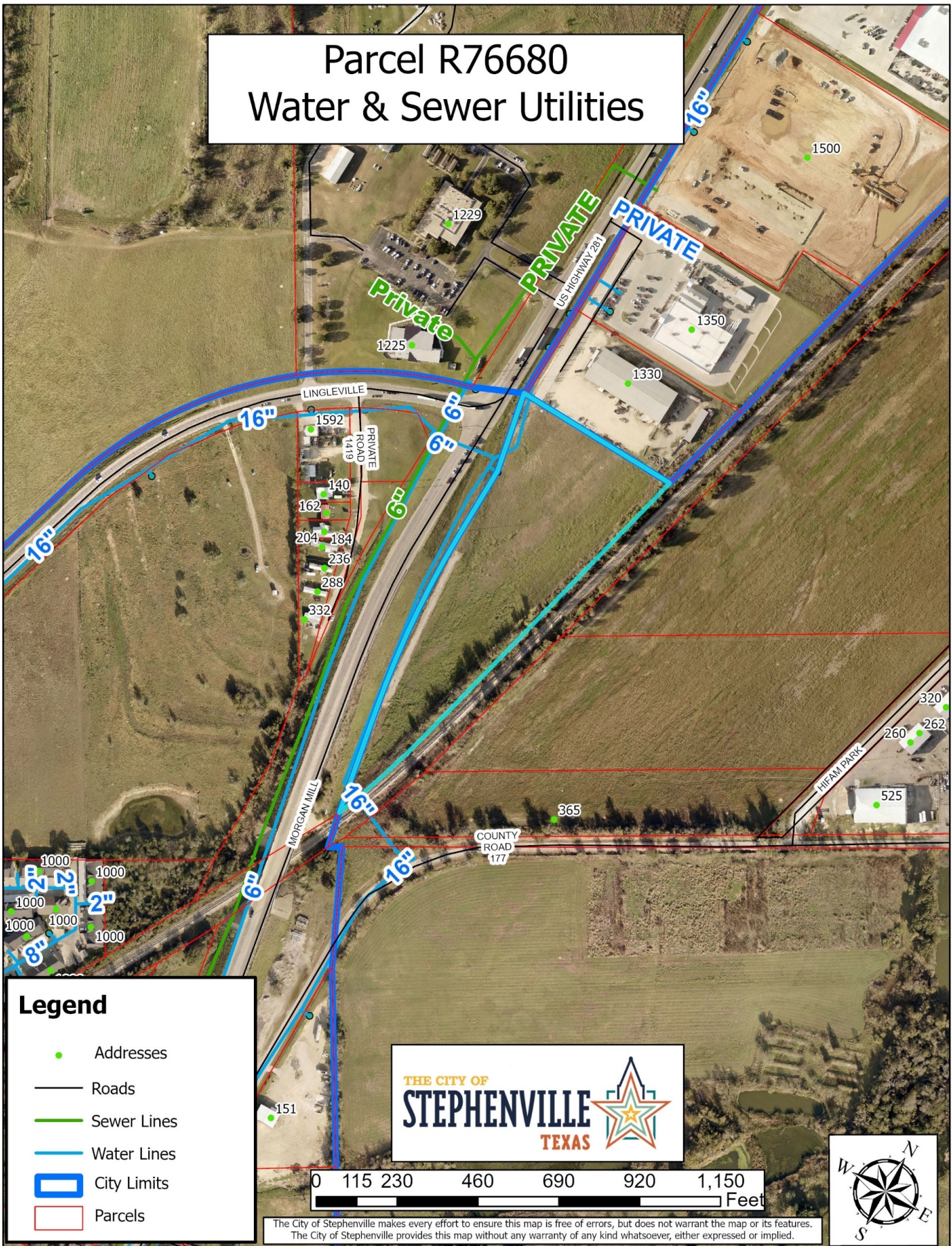
Parcel R76680

Future Land Use 2050 - Complete Neighborhood



Parcel R76680

Water & Sewer Utilities



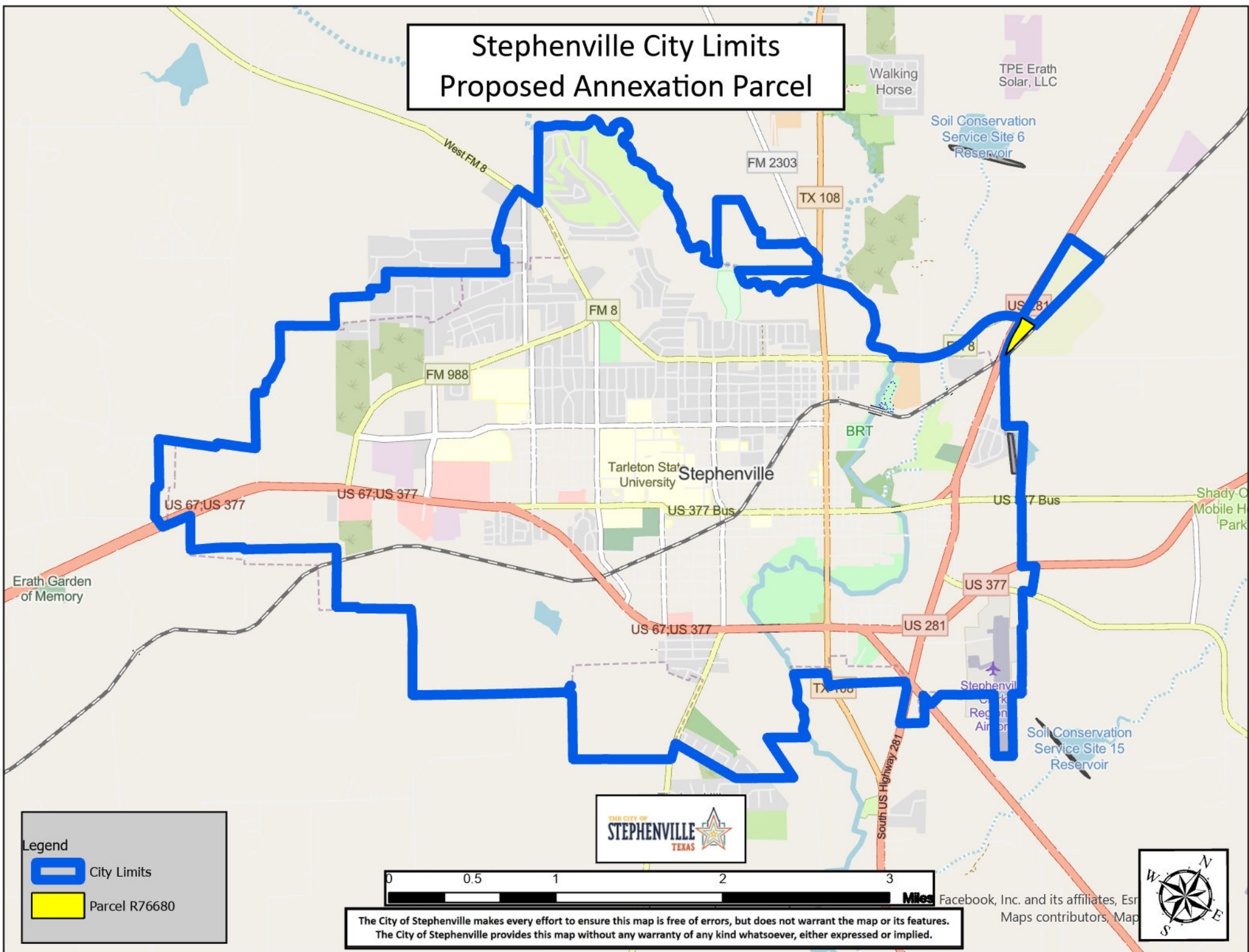
Parcel ID R76680

200 Ft Buffer

Address

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000026380	1229 N US281	BOARD OF REGENTS OF THE TX A&M UNIVERSITY SYSTEM	301 TALLOW STREET 6TH FLOOR	COLLEGE STATION TX		77840-7896
R000025147	1712 CR177	BOARD OF REGENTS OF THE TX A&M UNIVERSITY SYSTEM	301 TALLOW STREET 6TH FLOOR	COLLEGE STATION TX		77840-7896
R000077972	0 HIFAM PARK ROAD	DAVOIL, INC.	6300 RIDGLEA PLACE, SUITE 1200	FORT WORTH TX		76116
R000014966	0 N PADDOCK & VANDERBILT	FORT WORTH & WESTERN RAILROAD	6300 RIDGLEA PLACE STE 1200	FORT WORTH TX		76116-5738
R000075735	0 N US377 (OFF)	FORT WORTH & WESTERN RAILROAD	6300 RIDGLEA PLACE STE 1200	FORT WORTH TX		76116-5738
R000076680	0 N US281	OLMOS CREEK FARMS, LLC	6800 E FM476	PLEASANTON TX		78064
R000078588	0 CR177	SOUTH TEXAS CEMENT LLC	2202 E NAVIGATION BLVD	CORPUS CHRISTI TX		78402
R000076419	1330 N US281	VIRGIN JAMES	1330 N US 281	STEPHENVILLE TX		76401
R000078589	0 HIFAM PARK ROAD	WYGANT PROPERTIES LILIMITED PARTNERSHIP	5492 TILBURY DR	HOUSTON TX		77056

Stephenville City Limits Proposed Annexation Parcel



Facebook, Inc. and its affiliates, Esri
Maps contributors, Mapbox

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR OF THE GOVERNING BODY OF THE CITY OF STEPHENVILLE, TEXAS:

The undersigned owners of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby petition your honorable Body to extend the present city limits so as to include as part of the City of Stephenville, Texas, the following described territory, to wit:

We certify that the above described tract of land is contiguous and adjacent to the City of Stephenville, Texas, and that this petition is signed and duly acknowledged by each and every person having an interest in said land.

Signed: *Michael Cooper*

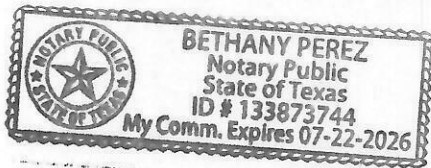
Signed: _____

Signed: _____

THE STATE OF TEXAS
COUNTY OF *Parker*

BEFORE ME, the undersigned authority, on this day personally appeared *Michael Cooper*, and _____, known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this *17th* day of *April*, 20*25*.



Bethany Perez
Notary Public in and for
Parker County, Texas.

**MUNICIPAL SERVICES AGREEMENT
BETWEEN
THE CITY OF STEPHENVILLE, TEXAS
AND
CCS STEPHENVILLE PROPERTIES, LLC**

This Municipal Services Agreement ("Agreement") is entered into on the ____ day of _____, 2025, by and between the City of Stephenville, Texas, a home-rule municipality of the State of Texas ("City"), and CCS Stephenville Properties, LLC ("Owner").

WHEREAS Texas Local Government Code Section 43.0671 permits the City to annex an area if each owner of land in an area requests the annexation; and

WHEREAS where the City elects to annex such an area, the City is required to enter into a written agreement with the property owner that sets forth the city services to be provided for the property on or after the effective date of annexation; and

WHEREAS Owner owns certain parcels of land situated in Erath County, Texas, which consists of approximately 7.578 acres in the M.R. Williams Survey, Abstract No. 804 located within the City's extraterritorial jurisdiction, such property being more particularly described and set forth in Exhibit A, attached and incorporated herein by reference ("Property"); and

WHEREAS Owner has filed a written request with the City for full-purpose annexation of the Property; and

WHEREAS City and Owner desire to set out the City services to be provided for the Property on or after the effective date of the annexation; and

WHEREAS the annexation of the Property is subject to approval by the City Council of the City.

NOW, THEREFORE, in exchange for the mutual covenants, conditions, and promises contained herein, City and Owner agree as follows:

1. **PROPERTY.** This agreement is only applicable to the Property, which is the subject of the annexation request as described in Exhibit A.
2. **INTENT.** It is intent of the City that this Agreement provide for the delivery of full, available municipal services to the Property in accordance with state law, which may be accomplished through any means permitted by law.
3. **MUNICIPAL SERVICES.**
 - a. Commencing on the effective date of annexation, the City will provide the municipal services set forth below. As used in this Agreement, "providing services" includes having services provided by any method or means by which the City may extend municipal services to any other area of the City, including the City's infrastructure extension policies and developer or property owner participation shall be in accordance with applicable City ordinances, rules, regulations, and policies.

- i. FIRE AND EMERGENCY MEDICAL SERVICES. The City's Fire Department will provide fire protection and emergency medical services.
 - ii. POLICE. The City's Police Department will provide protection and law enforcement services.
 - iii. PLANNING, ZONING, AND BUILDING. The City's Development Department will provide comprehensive planning, land development, land use, and building review and inspection services in accordance with all applicable laws, rules, and regulations.
 - iv. STREETS. The City's Public Works Department will maintain the public streets over which the City has jurisdiction.
 - v. WATER AND WASTEWATER.
 - 1. Water services will be extended in accordance with the City's Comprehensive Master Plan and Section 155.6.13 *Water Utility* of the City's Subdivision Ordinance. The City shall be responsible for any oversize participation in accordance with Section 155.6.12 *Utility Policy* of the City's Subdivision Ordinance. The oversize participation cost to the City shall be no more than \$0.00.
 - 2. Wastewater services will be extended in accordance with the City's Comprehensive Master Plan and Section 155.6.14 *Wastewater Utility* of the City's Subdivision Ordinance. The City shall be responsible for oversize participation in accordance with Section 155.6.12 *Utility Policy* of the City's Subdivision Ordinance. The oversize participation cost to the City shall be no more than \$0.00.
 - vi. SOLID WASTE SERVICES. The City will provide solid waste collection services in accordance with existing City contracts.
 - vii. CODE COMPLIANCE. The City's Code Compliance Department will provide education, enforcement, and abatement relating to code violations within the Property.
- b. It is understood and agreed that the City is not required to provide a service that is not included in this Agreement.
 - c. Owner understands and acknowledges that the City departments listed may change names or be reorganized by the City Manager or City Council. Any reference to a specific department also includes any subsequent City department that will provide the same or similar services.
- 4. AUTHORITY. City and Owner represent that they have full power, authority, and legal right to execute, deliver, and perform their obligations pursuant to this Agreement. Owner acknowledges that approval of the annexation is within the sole jurisdiction and subject to the approval of the City of Stephenville City Council.

5. SEVERABILITY. If any part, term, or provision of this Agreement is held by the courts to be illegal, invalid, or otherwise unenforceable, such illegality, invalidity, or unenforceability will not affect the validity of any other part, term, or provision, and the rights of the parties will be construed as if the part, term, or provision was never part of the Agreement.
6. AGREEMENT BINDS SUCCESSORS AND RUNS WITH THE LAND. This Agreement is binding on and inures to the benefit of the parties, their successors, and assigns. The term of this Agreement constitutes covenants running with the land comprising the Property and is binding on Owner and Owner's successors and assigns.

Executed this ____ of _____, 2025, to become effective on the date of annexation of the Property.

Jason M. King, City Manager
City of Stephenville, Texas

Property Owner
CCS Stephenville Properties, LLC

STATE OF TEXAS §
COUNTY OF ERATH §

Sworn to and subscribed before me by Jason M. King, City Manager for the City of Stephenville, Texas this the ____ day of _____, 2025.

Notary Public, State of Texas

STATE OF TEXAS §
COUNTY OF ERATH §

Sworn to and subscribed before me by _____ this the ____ day of _____, 2025. (PRINTED NAME AND TITLE)

Notary Public, State of Texas

EXHIBIT "A"
LEGAL DESCRIPTION

ESTABLISHED 1880

BROOKES BAKER SURVEYORS

ALAN W. HICKEY, RPLS
GAREY W. GILLEY, RPLS, LSLS
CONSULTANT

A PROFESSIONAL CORPORATION
TITLE AND TOPOGRAPHIC SURVEYING
930 Hickey Court
Granbury, Texas 76049
817-279-0232
TBPLS Firm No. 10092800

BROOKES BAKER (1902-1955)
JOHN F. BAKER (1924-1985)
S.J. BAKER (1927-1999)
FRED M. MORRIS (1936-1999)
DON W. HICKEY (1966-2012)

March 25, 2025

Page 1 of 2

Field notes for:

A part of the M. R. WILLIAMS SURVEY, Abstract No. 804 situated in Erath County, Texas; embracing a portion of the 7-577/1000 acres tract described in the deed to Olmos Creek Farms, LLC., recorded in Document No. 2025-00557 of the Real Records of Erath County, Texas and described by metes and bounds as follows.

The bearings are per the Texas Coordinate System North Central Zone Nad 83 (2011). All 5/8" capped irons set in this description are marked (BROOKES BAKER SURVEYORS).

Beginning at a TXDOT monument found for the northwest corner of the said 7-577/1000 acres tract, and for the southwest corner of the 3-340/1000 acres tract described in the deed to James S. Virgin recorded in Document No. 2019-02069 of the said Real Records, for the easterly line of U. S. Highway No. 281.

Thence south 88 degrees-18 minutes-47 seconds east, along the north line of the said 7-577/1000 acres tract, and the south line of the said 3-340/1000 acres tract, 486-89/100 feet to a ½" capped iron found marked "Price" for the northeast corner of the said 7-577/1000 acres tract, and the southeast corner of the said 3-340/1000 acres tract, and per deed call the west line of the G.C. & S. F. RAILROAD.

Thence south 15 degrees-00 minutes-46 seconds west, along the east line of the said 7-577/1000 acres tract, and per deed call the west line of the said Railroad, 966-72/100 feet to ½" capped iron found marked "Huddleston 6334" found at the beginning of a curve to left having a radius of 2814-79/100 feet.

Thence southwesterly, along the easterly line of the said 7-577/1000 acres tract, and per deed call along the said westerly line of the Railroad, and along the arc of said curve to the left an arc length of 339-40/100 feet to a ½" capped iron found marked "Huddleston 6334" for the south corner of the said 7-577/1000 acres tract at the intersection of the said east line of U.S. Highway No. 281, and said West line of Railroad. The long chord of said 339-40/100 feet arc is south 18 degrees-28 minutes-01 seconds west 339-19/100 feet.

Thence north 09 degrees-44 minutes-47 seconds west, along the west line of the said 7-577/1000 acres tract, and the east line of said U.S. Highway No. 281, a distance of 309-14/100 feet to a ½" capped iron found at the beginning of a curve to the right having a radius of 2764-93/100 feet.

March 25, 2025

Page 2 of 2

Field notes for:

Thence northwesterly, along the west line of the said 7-577/1000 acres tract, and the said east line of U.S. Highway No. 281, and along the arc of said curve to the right an arc length of 551-74/100 feet to a ½" capped iron found marked "Huddleston 6334" at its end. The long chord of said 551-74/100 feet arc is north 04 degrees-01 minute-47 seconds west 550-83/100 feet.

Thence north 01 degree-37 minutes-05 seconds east, along the said west line of the 7-577/1000 acres tract, and the said east line of U.S. Highway No. 281, a distance of 214-30/100 feet to a ¾" iron found.

Thence north 12 degrees-16 minutes-36 seconds west, continuing along the said west line of the 7-577/1000 acres tract, and the said east line of U.S. Highway No. 281, a distance of 206-14/100 feet to the place of beginning and containing 7-578/1000 acres.

Surveyed on the ground March 19, 2025.

BROOKES BAKER SURVEYORS



Alan W. Hickey



- 0.321 GF AN AGRE
ACCESS EASEMENT
SOC. NO. 2019-020
R.U.E.D.T.

3.340 ACRES TRACT
TO
JAMES S. WYON
DOC. NO. 2019-02069
P.R.E.C.T.

SSMB N RM ELV = 1300.50
N 8° PWC PL = 1300.90'
S 8° PWC PL = 1300.00'

SSMH N Rim ELEV = 1301.62'
N 8" CLAY FL = 1287.64'
S 8" CLAY FL = 1287.89'

STAH N RM ELY = 1304.38
N 6" PVC FL = 1296.23
S 6" PVC FL = 1295.17

U.S. HIGHWAY NO. 281

7.578 ACRES

7.577 ACRES TRACT
TO
OLMO'S CREEK FARMS, LLC
DOC. NO. 2025-00557
R.R.C.T.

G.C. & S.F. RAILROAD

A part of the M. B. WILLIAMS SURVEY, Abstract No. 804 situated in Erath County, Texas, embracing a portion of the 7-377/1000 acres tract described in the deed to Garza Creek Farms, L.G., recorded in Deedbook No. 2025-00657 of the First Records of Erath County, Texas and described by wellies and boards as follows:

The bearings are per the Texas Coordinate System North Central Zone No. 03 (2011). All 5/8" capped iron set in this discipline are marked (BROOKS BAKER SURVEYORS).

Beginning of a T300' monument found for the southeast corner of the old 7-577/1000 street front, and for the southeast corner of the 1-340/1000 street front described in the deed to James S. Virgin recorded in Document No. 2010-00469 of the deed Real Records, for the eastern line of U. S. Highway No. 281.

Three south 88 degrees-10 minutes-47 seconds west, along the north line of the said 7-577/1000 acres tract, and the south line of the said 3-346/1000 acres tract, 486-88/100 feet is a 5" diameter iron found marked "Price" for the southeast corner of the said 7-577/1000 acres tract, and the southeast corner of the said 3-346/1000 acres tract, and per deed not the west line of the G.C. & S. F. RAILROAD,

Thence north 15 degrees-00 minutes-40 seconds east, along the east line of the sold 7-473/1000 acres tract, and put down on the west line of the said section, 968-72/100 feet to N" capped iron found marked "Huddleston 0.334" found at the beginning of a curve to left having a radius of 2814-72/100 feet.

thence southeasterly, along the eastern line of the said 7-377/1000 acre tract, and proceed east along the said westerly line of the Railroad, and along the arc of said curve to the left on arc length of 339-40/100 feet to a 3" capped iron found marked "Weldstone 5334" for the south corner of the said 7-377/1000 acre tract at the intersection of the said east line of U.S. Highway No. 281, and said West line of Railroad. The long chord of said 339-40/100 feet arc is south 16 degrees-28 minutes-01 seconds west 338-19/100 feet.

Thence south 06 degrees-44 minutes-07 seconds east, along the west line of the said 7-877,000 acres tract, and the west line of said U.S. Highway No. 281, a distance of 308-14/100 feet to a N° capped iron found at the beginning of a curve to the right having a radius of 2764-03/100 feet.

Thence northeasterly, along the west line of the said 7-677/1000 acres tract, and the said east line of U.S. Highway No. 250, and along the arc of said curve to the right, on an length of 251-74/100 feet to a 3" copper iron found marked "Tuddeus 0.334" of its end. The long chord of said 251-74/100 feet arc is north 04 degrees-01 minute-47 seconds west 559-83/100 feet.

Thence north 01 degree-37 minutes-06 seconds east, along the solid steel line of the 7-577/0000 series tract, and the solid east line of U.S. Highway No. 291, a distance of 214-30/100 feet to a 3/4" line found.

SSMH N RM ELV = 1295.31'
N 6" PVC FL = 1287.54'
S 6" PVC FL = 1287.56'

SSMH W RM ELV = 1285.50
W 5' CLAY FL = 1283.30'
S 5' CLAY FL = 1280.20'

Alan W. Hooker

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT. THERE MAY BE EASEMENTS AND OTHER MATTERS THAT AFFECT THIS TRACT THAT ARE NOT SHOWN HEREON.

GRAPHIC SCALE IN FEET
FILE NAME: DON25\WL7AT.DWG





STAFF REPORT

SUBJECT: Consider approval of an advanced EMS Training Manikin

DEPARTMENT: Fire

STAFF CONTACT: Robert Isbell

RECOMMENDATION:

Consider approval of an advanced EMS training Manikin.

BACKGROUND:

Stephenville Fire Department EMS is requesting approval to purchase an EMS training manikin. The SimMan ALS is a realistic interactive Training Simulator for simulating a wide range of advanced lifesaving skills in pre-hospital emergencies. It is tetherless, Wi-Fi operated. The simulator responds to clinical intervention, instructor control, and pre-programmed scenarios for effective practice of diagnostic skills and patient treatment. With spontaneous breathing, airway control, voice, sounds, ECG and many other clinical features, the SimMan ALS is the fully functional pre-hospital simulator.

FISCAL IMPACT SUMMARY:

\$66,213

This item was budgeted at \$40,000. We have realized more than the difference in the purchase of our budgeted Cardiac Monitors.

ALTERNATIVES

N/A

Quote Q-1104332

Laerdal Medical Corporation

167 Myers Corners Road
Wappingers Falls, NY 12590
Order to: 877-LAERDAL
Fax Order To: (800) 227-1143
Email: customerservice@laerdal.com

Manikin



Laerdal®
helping save lives

Senior Territory Manager

Denise Wall
(845) 372-7438
denise.dyer@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 03-27-2025

ATTN: Mr. Steven Jacobsen BSP, LP, FP-C, CP-C
+12549181255
sjacobsen@stephenvilletx.gov

QUOTE NUMBER: Q-1104332

CREDIT TERMS: 30 days

EXPIRATION DATE: 07-25-2025

PO NUMBER:

BILL TO: 02750740

Stephenville Fire Department
1301 Pecan Hill Rd
Stephenville TX 76401

SHIP TO:

Steven Jacobsen
1301 Pecan Hill Rd
Stephenville TX 76401

BuyBoard Contract 704-23 Applied

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	235-02150 SimMan ALS Medium Includes SimMan ALS Manikin, Torso Skin w/LS Tags, SimPad PLUS link box, Li-Ion Battery, Consumables, Clothing, 1 Year Manufacturer's Warranty.	\$24,799.00			\$23,311.06	\$23,311.06
1	260305 Power Cord 110V (US)	\$115.00			\$0.00	\$0.00
1	204-B-SimPadPlusOnly SimPad PLUS Only Bundle SimPad PLUS Only (Hand Held Remote) and LLEAP for SimPad PLUS License	\$4,448.00			\$4,118.18	\$4,118.18

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	400-09201 Tablet For use with LLEAP, Ultrasound, or as a Patient Monitor.	\$2,449.00			\$2,302.06	\$2,302.06
1	400-94001 Portable Router (US)	\$375.00			\$352.50	\$352.50
1	185-10050 ShockLink System	\$739.00			\$650.32	\$650.32
1	235-83050 SimMan ALS On-Site Installation A professional product installation by a trained Laerdal Service Engineer or an authorized Laerdal Service Provider. Includes unpacking and set up of the simulator and accessories, including Laerdal supplied PCs. Installation of the Laerdal Application Software and a complete product quality inspection with full-functional test.	\$2,849.00		One Time	\$2,849.00	\$2,849.00
1	235-EDGS100 SimMan ALS Course Getting Started 1 day on customer site for up to 8 participants. Course gives participants knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands- on activities familiarize faculty with simulator and its applications	\$4,199.00		One Time	\$3,947.06	\$3,947.06

TOTAL: \$37,530.18

ITEM TOTAL:	\$37,530.18
SHIPPING/HANDLING:	\$910.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$38,440.18

Optional items available at an additional cost

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	212-13850	\$779.00			\$732.26	\$732.26

Optional items available at an additional cost

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
	Arm; Right Humeral IO/IV					
1	235-SMALSPM-OD SimMan ALS On-Demand Periodic Maint. Plan On site service replacing basic parts and components. Routine head to toe care and cleaning, software updates, testing and any work as recommended by the FSE onsite. Valid for a 12 month period only and will expire thereafter.	\$4,099.00		One Time	\$3,853.06	\$3,853.06
1	235-00050EXW1 SimMan ALS Extended Warranty Extended warranty includes materials, manufacturing or workmanship issues, return to bench service only, packaging materials for return to Laerdal, shipping costs for repairs (Ground freight from/to customer's facility).	\$4,049.00	12	One Time	\$3,806.06	\$3,806.06
TOTAL:						\$8,391.38

There are various payment options; please see bottom of your quote for further clarification.
Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products

Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

If you require delivery of the product to a specific location within your building, there will be an additional charge. This charge will be included in the total Shipping and Handling cost stated in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

Cancellation/Rescheduling

CANCELLATION or RESCHEDULING of Educational, Technical, AV, or Implementation Services WILL RESULT in CANCELLATION / RESCHEDULING FEES as detailed below:

5 Business Days or Less Prior to Appointment = 100% of Educational, Technical, AV, or Implementation Services
6-14 Business Days Prior to Appointment = 50% of Educational, Technical, AV, or Implementation Services
15 Business Days or More Prior to Appointment = No Fee

Customer will be required to submit a new PO to reschedule a cancelled Educational, Technical, AV, or Implementation Services.

Confidential

~~Ultrasound Sim.~~



Laerdal®
helping save lives

Ultrasound Sim

Quote Q-1106543

Laerdal Medical Corporation

167 Myers Corners Road
Wappingers Falls, NY 12590
Order to: 877-LAERDAL
Fax Order To: (800) 227-1143
Email: customerservice@laerdal.com

Senior Territory Manager

Denise Wall
(845) 372-7438
denise.dyer@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 03-31-2025

ATTN: Mr. Steven Jacobsen BSP, LP, FP-C, CP-C
+12549181255
sjacobsen@stephenvilletx.gov

QUOTE NUMBER: Q-1106543

CREDIT TERMS: CC

EXPIRATION DATE: 07-29-2025

PO NUMBER:

BILL TO: 02750740

Stephenville Fire Department
1301 Pecan Hill Rd
Stephenville TX 76401

SHIP TO:

Steven Jacobsen
1301 Pecan Hill Rd
Stephenville TX 76401

BuyBoard Contract 704-23 Applied

SonoSim Ultrasound Solution

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	390-01350 LSUS2.0 SM3G_ALS kit LSUS2.0 manikin hardware For use with SimMan3G, SimMan Essential, SimMan Essential Bleeding, and SimMan ALS. Includes: LS tags, SonoSim LS Probe, SW and Quick Start Guide.	\$7,099.00			\$6,673.06	\$6,673.06
1	390-01550 SM LSUS 2.0 New 3Yr sub 3 year subscription	\$9,599.00	36	One Time	\$9,023.06	\$9,023.06
2	400-10201 Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor	\$2,299.00			\$2,161.06	\$4,322.12

SonoSim Ultrasound Solution

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	390-EDVT025LSSM LSUS SimMan Virtual 2hr virtual training	\$1,149.00		One Time	\$1,080.06	\$1,080.06
1	400-01050 LLEAP Software License	\$6,399.00			\$6,015.06	\$6,015.06

TOTAL: \$27,113.36

ITEM TOTAL:	\$27,113.36
SHIPPING/HANDLING:	\$659.71
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$27,773.07

There are various payment options; please see bottom of your quote for further clarification.
Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

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Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

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One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

If you require delivery of the product to a specific location within your building, there will be an additional charge. This charge will be included in the total Shipping and Handling cost stated in this quote.

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6-14 Business Days Prior to Appointment = 50% of Educational, Technical, AV, or Implementation Services

15 Business Days or More Prior to Appointment = No Fee

Customer will be required to submit a new PO to reschedule a cancelled Educational, Technical, AV, or Implementation Services.

Confidential

STAFF REPORT

SUBJECT: Consider Approval for Construction of NYC Field 3
MEETING: Regular Business Meeting June 3, 2025
DEPARTMENT: Parks and Leisure Services
STAFF CONTACT: Daron Trussel, Director of Parks and Leisure Services

RECOMMENDATION:

Staff recommend the award of the Stephenville Baseball Field construction to Jay Mills Contracting, Inc. in the amount of \$672,679.00.

BACKGROUND:

Bids for this project were solicited and opened March 28, 2025. Two (2) bids were received as shown in the attachments with the item comparison. The project to construct Field 3 was originally approved with the 2022 Bond Proceeds.

FISCAL IMPACT SUMMARY:

The budget allocated \$1,008,766.00 for the work. \$229,000 has been allocated for field lighting for OYC Complex and \$28,000 has been allocated for architecture and design services for this bid leaving an available balance of \$751,766.00.

After the removal of the following items from the base bid scope of work:

- Items: 7, 8, 9, 10, 11, 12, 25, 27, and 29

Acceptance of Alternate A1:

- Item A1 Concrete Mow Strip \$45,276.00

Jay Mills Contracting Inc. submitted a base bid in the amount of \$1,002,828. After careful evaluation, the removal of the specified items results in a revised and adjusted total bid of \$672,679.

Items 9, 10 and 11 have been removed from the scope of the project. The remaining items that have been removed from the base bid will be completed internally by Parks and Leisure Services.

BID PROPOSAL
FOR
CITY PARK BASEBALL FIELD
RFP #3046

Date: 3/28/2025

To: Rebecca Crosson,
Purchasing Manager
298 W Washington Street
Stephenville, TX 76401

Bidders:

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for one hundred twenty (120) days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the bidding requirements within fifteen (15) days after the date of OWNER's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

DATE	NUMBER
<u>3/18/2025</u>	<u>1</u> <u>JM</u>
<u>3/24/2025</u>	<u>2</u> <u>JM</u>
<u> </u>	<u> </u>

BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions, laws, and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

BIDDER has given LANDSCAPE ARCHITECT written notice of conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by LANDSCAPE ARCHITECT is acceptable to BIDDER.

This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or other corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

BIDDER will complete the Work for the prices indicated in the following schedule.

**** NOTE: ITEMS OF WORK REQUIRED TO COMPLETE THE WORK AS SHOWN ON THE PLANS AND AS SPECIFIED, WHICH ARE NOT LISTED AS A PAY ITEM IN THIS PROPOSAL SHALL BE SUBSIDIARY TO THE PROJECT. ****

BASE BID
LAURENCE PARK

Item No.	Estimated Quantity	Units	Description	Unit Cost	Total Amount (\$ numbers)
1	1	Lump Sum	Mobilization, Bonds, Insurance, Incidentals Related to Operations, Overhead, and Construction Activities		75,000.00 \$
2	1,646	Linear Foot	Erosion Control Fence (Install, Maintain, and Remove)	\$ 6.00	\$ 9,876.00
3	504	Linear Foot	Temporary Construction Fencing	\$6.00	\$3,024
4	1	Each	Construction Entrance (Install, Maintain, and Remove)		\$
5	1	Lump Sum	Dirt Work / Rough Grading (Cut 1,598 Cubic Yards Fill 1,532 Cubic Yards) (Net 65.55 Cubic Yards - Cut)	80,000.00 \$	80,000.00 \$
6	14,405	Square Foot	Concrete Flatwork	\$ 9.00	\$ 129,645.00
7	1	Each	Backstop Netting System		\$ 145,000.00
8	272	Linear Foot	Backstop Wall	\$ 260.00	\$ 70,720.00
9	4	Each	Area Drain	\$ 3,200.00	\$ 12,800.00
10	89	Linear Foot	Subsurface Drainage 8" HDPE	\$ 45.00	\$ 4,005.00
11	60	Linear Foot	Subsurface Drainage 12" HDPE	\$ 65.00	\$ 3,900.00

12	2	Each	Dugout	\$ 55,000.00	\$ 110,000.00
13	2	Each	Liter Receptacle	\$ 1,250.00	\$ 2,500.00
14	804	Linear Feet	6' Height Fence	\$ 83.00	\$ 66,732.00
15	225	Linear Feet	10' Height Fence	\$ 135.00	\$ 30,375.00
16	2	Each	12' wide Maintenance Swing Gate (6' Height)	\$ 5,500.00	\$ 11,000.00
17	4	Each	4' wide Pedestrian Gate	\$ 1,100.00	\$ 4,400.00
18	10,008	Square Yard	Tiff Tuf Bermuda Solid Sod	\$ 7.00	\$ 70,056.00
19	985	Square Yard	Common Bermuda Solid Sod	\$ 13.00	\$ 12,805.00
20	3,396	Square Yard	Hydro mulch Bermuda	\$ 1.50	\$ 5,094.00
21	1	Lump Sum	Irrigation System		\$ 45,000.00
22	522	Linear Feet	1" Electrical Conduit	\$ 28.00	\$ 14,616.00
23	4	Each	Pedestal Receptacle (to be field located by City)	\$ 1,500.00	\$ 6,000.00
24	151	Cubic Yard	Infield Surface Material	\$ 180.00	\$ 27,180.00
25	1	Lump Sum	Pitching Mound Material		\$ 9,500.00
26	2	Each	Bull Pen Pitching Mound Material	\$ 3,500.00	\$ 7,000.00
27	1	Set	Home Plate, Pitching Rubber, 3 Bases		\$ 3,500.00
28	2	Each	Foul Pole	\$ 6,000.00	\$ 12,000.00
29	4	Each	Player Benches (2 at each Dug Out)	\$ 4,000.00	\$ 16,000.00
30	1	Lump Sum	Owner's Allowance		\$ 10,000
Total Base Bid Written in Numbers: (official bid written in words below)				\$ 1,002,828.00	

Total Base Bid Written in Words:

One Million Two Thousand Eight Hundred Twenty Eight Dollars and Zero Cents

Alternates

Note: Each item listed below includes site preparation and any other construction activity related to the item being complete and in place in lieu of item identified in the base bid.

Item No.	Estimated Quantity	Units	Description	Circle One Below	Unit Cost	Total Amount
A1	1,029	Linear Foot	Concrete Mow Strip under fence.	☒ Add ☐ Deduct	\$ 44.00	\$ 45,276.00
A2	100	Square Yard	Warning Track Material 3" Depth. in lieu of Tif Turf Bermuda	☒ Add ☐ Deduct	\$ 110.00	\$ 11,000.00

Unit Price Items

Provide unit price for items list below. The same price will apply if an item is added or deducted from the project.

Note: Each item listed below includes site preparation and any other construction activity related to the item being complete and in place.

Item	Unit	Price Per Unit
N/A	N/A	\$
N/A	N/A	\$
N/A	N/A	\$

4. TIME: The undersigned agrees, if awarded the Contract, to commence the Work within ten (10) days of receipt of the "Notice to Proceed" and to achieve Substantial Completion for the Work required in 150 calendar days.

Substantial Completion of the Work will be determined and certified by the Landscape Architect and/or Owner, when the construction of the Project described in the Contract Documents is sufficiently completed in accordance with the Contract Documents so that the project can be utilized for the purposes for which it was intended.

5. BID SECURITY: Enclosed with this Bid Form is Bid Security as follows: (Check One)
☐ Cashier's Check or Certified Check ☐ Bid Bond in the amount of at least 5% of the greatest amount bid, payable to the Owner, as a guarantee that if awarded the Contract, the undersigned will, within ten (10) days after receiving notice of acceptance of this bid, execute the Contract and required Surety Bonds on the forms provided, with Corporate Surety satisfactory to the Owner.

6. EXTENDED PROPOSAL: Bidder agrees that this bid shall be valid and may not be withdrawn for a period of 120 calendar days after the closing time for receiving bids.

7. **FAILURE TO COMPLETE WORK ON TIME:** The time established for the completion of the work is an essential element of the Contract. If the Contractor fails to complete the work within the number of working days specified, working days will continue to be charged. Failure to complete the Contract, a separate work order, or callout work within the number of working days specified, including any approved additional working days, will result in liquidated damages for each working day charged over the number of working days specified in the Contract. The dollar amount specified in the Contract will be deducted from any money due or to become due the Contractor for each working day the Contract, work order, or callout work remains incomplete. This amount will be assessed not as a penalty but as liquidated damages. The amount assessed for non-site-specific Contracts will be based on the estimated amount for each work order unless otherwise shown in the Contract. The amount assessed for each callout will be as specified in the Contract.

8. **BIDDER'S QUALIFICATIONS:** To be attached with this bid form.

9. **OWNER'S ALLOWANCE:** A sum of money set aside for the exclusive use of the Owner for costs related to the Project that the Owner solely determines should be paid using the Owner's Allowance.

(Seal of Corporation)

BIDDER

Jay Mills Contracting, Inc.

Company

By

Signature

Jared Mills, Vice President

Printed or typed Name and Title

PO Box 1669

Address

Stephenville, TX 76401

City

State

Zip



STAFF REPORT

SUBJECT: Consider Approval of Professional Services Agreement for a Water & Wastewater Rate Study

DEPARTMENT: Finance

STAFF CONTACT: Monica

RECOMMENDATION:

Staff is requesting the approval of a professional services agreement with NewGen Strategies & Solutions for a water & wastewater rate study.

BACKGROUND:

In 2021, the City contracted with Freese & Nichols to complete a water and wastewater rate study. The rate increases recommended were based upon the anticipated costs of operations and infrastructure and were implemented over the next four years. As infrastructure costs have increased, it is recommended that a rate study be performed to update the anticipated costs of infrastructure and operations to current numbers.

FISCAL IMPACT SUMMARY:

The cost of the rate study is \$57,687. Although this was not included in the budget, funds could be moved from 02-012-55140 WWTP Capital Equipment Maintenance to cover the cost.

ALTERNATIVES

Not approve the agreement.

January 29, 2025

Monica Harris
Director of Finance
City of Stephenville, TX
298 W. Washington
Stephenville, TX 76401

Subject: Proposal to Water and Sewer Cost of Service Rate Study

Dear Monica:

Based on our prior email, and conversation with Nick, NewGen Strategies and Solutions, LLC (NewGen) appreciates this opportunity to offer our assistance to the City of Stephenville (City). It is our understanding that the City is seeking to conduct an update to the Water/Wastewater Cost of Service Rate Study (Study). We appreciate the opportunity to be considered to assist the City in completing this important engagement.

As part of this Study, NewGen proposes preparing a five (5)-year forecast of water and sewer revenue requirements and accompanying rate scenarios, which will meet the City's revenue recovery objectives. Additionally, NewGen will examine the utility's capital requirements for both planned development and replacement needs, in suggesting rates sufficient to provide continuous and adequate service to the City's utility customers.

The remainder of this letter presents our proposed scope of services, and anticipated pricing and schedule for the proposed engagement. We appreciate the City's consideration of our proposal and stand ready to answer any questions City staff or the City Council may have.

NewGen Firm Overview

NewGen is a management and economic consulting firm specializing in serving the utility industry and related markets. Established as a Limited Liability Company in August 2012, NewGen primarily serves public sector utilities and provides nationally recognized expertise in utility cost of service and rate design studies, financial feasibility studies, municipalization efforts, load forecasting, depreciation and appraisal studies, litigation support for state and federal regulatory proceedings, utility financial planning, and stakeholder engagement for electric, water, wastewater, solid waste, and natural gas utilities.

NewGen was created by consultants who are dedicated to our clients' missions and recognized as experts in our respective fields of service.

"Thoughtful Decision Making for Uncertain Times" succinctly describes our capability to provide our clients solutions and recommendations, tempered with our keen insight into the growing role of stakeholders, resource availability (including renewables), community concerns, cost of providing utility



services, and economic conditions. This ensures an integrated approach to delivering our products and services.

Our approach has three important features:

1. **Client/Stakeholder Communications:** NewGen simplifies complex concepts by combining visual tools and our training expertise to ensure that clients have a deep understanding of how the issues and underlying data drive our recommendations. This directly impacts the evaluation of the scenarios we present, streamlines decision making, and successfully obtains buy-in from elected officials, customers, regulatory bodies, and senior management.
2. **Operational Insights:** NewGen makes data operational, resulting in actionable decisions with defensible results. We harness existing and untapped data to optimize operations, develop demand management strategies, estimate the impacts of distributed generation, and identify the rational nexus underlying pricing decisions. We help our clients recover costs, improve service delivery, and respond to changing market conditions.
3. **Expert Witness/Credentials:** We have served as expert witnesses in over 200 regulatory and civil proceedings, and we employ 26% of the ASA accredited public utility appraisers in the United States. Unlike other firms, NewGen integrates the insights of nationally recognized experts into our models, both of which have been pressure tested through the regulatory and civil process. Specific to the Texas Water and Wastewater marketplace, NewGen is a leading advisor to utilities within the State on Rate and Cost of Service Matters. NewGen's Project Team includes recognized experts that have testified before the Texas Commission on Environmental Quality (TCEQ) and the Public Utility Commission of Texas (PUCT) relative to water and wastewater rates and fees.

NewGen employs over 60 professional and administrative staff. NewGen has 13 offices located nationwide, as indicated in the map below. All proposed project team members for this Study are located in our Dallas, Texas office.

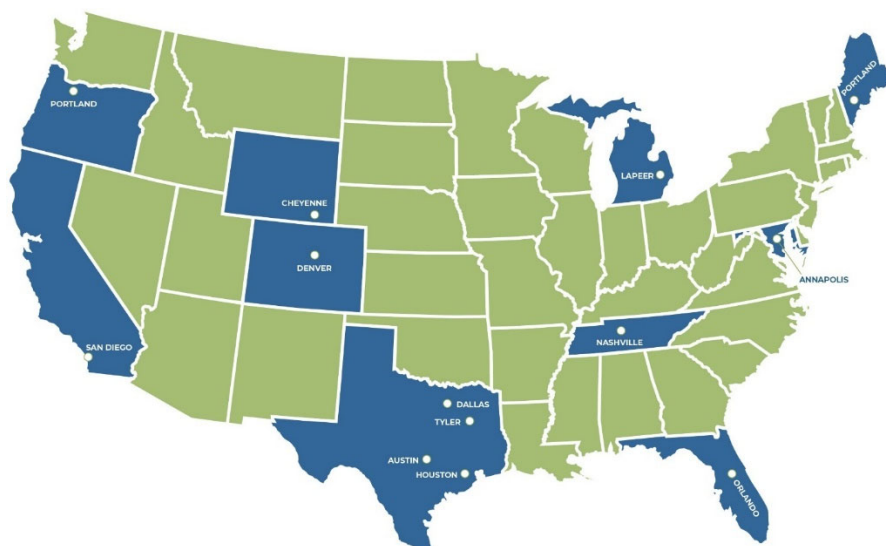


Exhibit 1 – NewGen Office Locations

Proposed Water and Sewer Cost of Service and Rates Work Plan

Task 1: Project Initiation and Project Management

1.1 Preliminary Data Request

After Notice to Proceed is received for the Study, the Project Team will provide the City with a preliminary data request that encompasses data needs for completing the Study. The data request will itemize information needed for understanding the financial and operating characteristics and cost drivers of the water and wastewater utilities. An initial telephone conference will be conducted with City staff to review and clarify the data request and to answer any questions which may arise.

1.2 Kickoff Meeting

After receiving the initially requested data, the Project Team will work with the City to schedule an on-site kickoff meeting. The primary reason for the kickoff meeting is to allow the key Project Team consultants and participants from the City to be introduced and lay the general framework for how the Study will be conducted, as well as to chart the critical path towards successfully achieving the project's goals and objectives. This meeting will also allow for the finalization of the proposed work approach, as well as discussion and clarification of the information previously analyzed.

In addition, the project kickoff meeting will allow for the Project Team to gain a better understanding of the goals and objectives, as well as expectations, the City desires to achieve from the Study. As part of the kickoff meeting, the Project Team members will also discuss:

- Political and customer views/opinions of current rates and departmental service/operations;
 - Capital/operational demand changes anticipated over the Study's forecasted period;
 - Initial rate design pricing objectives; and
 - Initial strategies for implementing/communicating possible rate changes.
- We expect the kickoff meeting to last approximately one to two hours. NewGen will provide copies of the agenda and any handouts.

1.3 Cost of Service 101 and Rate Design Objectives Workshop (Optional Service)

The Project Team understands that the development of water and wastewater rates and the application of cost of service principles can be a complicated and somewhat confusing matter for stakeholders that do not routinely engage in this type of analysis. **As an optional service, and if requested by the City, the Project Team can conduct a "101" workshop with key stakeholders and decision-makers to provide instruction on cost of service and rate-making concepts.** The purpose of this workshop would be to introduce participants to the core concepts of cost of service ratemaking, including the key methodologies that will be employed in the Study and the fundamental principles that drive these methodologies. As part of this workshop, the Project Team can introduce participants to the key pricing attributes which should be considered when developing rates and charges. This can include further discussion and facilitation of discussion to determine the pricing objectives which will guide the Project Team's analysis and resulting rates produced over the course of the engagement.

1.4 Initial Data and Information Assessment

Once the City has submitted the initially requested data, the data will be reviewed for further discussion and clarification with City staff. Throughout the course of the project, data received by the Project Team will be sampled and tested for accuracy. The sampling and testing of data is imperative in regard to the billing data used to set rates. It is essential that the billing data be as accurate as possible in the development of proper cost allocations and reliable revenue projections. The Project Team will work closely with the City's billing staff and software provider to extract the appropriate billing data. In addition, as necessary, the Project Team will conduct informal interviews with City staff during our review of the historical data to ensure that the Project Team understands the information provided. From this data review and assessment, the Project Team will also work to gain a comprehensive understanding of the utilities operating environment, including identification of key financial, regulatory, operational, and political issues to be addressed. As needed, follow-up one-on-one interviews may be conducted with City staff to ensure the Project Team has a full and complete understanding of the utility's current financial picture prior to proceeding with the cost of service analysis.

1.5 Contract and Customer Matrices

Throughout this Study, the Project Team will ensure that the Study complies with any of the City's outstanding contracts and that the cost of service appropriately reflects the cost, and potential financial risk, involved in serving the City's various customer groups. To facilitate this analysis, after receiving the initially requested data, the Project Team will develop necessary matrices to identify:

- The variety of customer classes served by the City and the level of service provided;
- Key contractual elements that must be recognized in the development of appropriate rates including, but not limited to, the specific functionalization methods agreed to between the City and any contract customers, along with the specific financial metrics contractually agreed to between the parties and how said metrics drive the revenue requirement; and
- The variety of sources and facilities that service the City's customers and how the defined customer classes utilize these facilities.

Upon development, these matrices will be reviewed with City staff to ensure the Project Team's understanding of the services provided and the customers served. By developing and solidifying this understanding early in the engagement, our Project Team will ensure that it is developing appropriate rates reflective of the service provided to a specific customer, while recognizing key contractual commitments and minimizing potential conflict.

1.6 Ongoing Project Management

To ensure the client's overall goals and objectives, proper management and control of the project is critical. NewGen understands the importance of proper project management and has assembled a team well-versed in the proper control and coordination needed to successfully execute this engagement. Throughout the course of the Project, the Project Manager will maintain consistent, constant, and open communication with key City stakeholders. We are also committed to maintaining the most appropriate and ample staffing to ensure the Project is delivered on time, on-budget, and results in actionable recommendations.

Task 2: Revenue Requirements

2.1 Development of Revenue Requirements

One of the primary tasks for the Study is to identify the cost of providing water and sewer service to the City's customers. Our approach includes a detailed review of each of the costs incurred by the City to ensure a true cost of service is developed. The cost analysis can be broken down into four main categories of costs: operating and maintenance (O&M) costs, capital improvements, existing debt service, and any contributions to reserves. The following section of our proposal describes our approach to reviewing and identifying each of these costs. The total amount of cash required on an annual basis for all purposes and from all sources is called the "Revenue Requirements."

The completion of this task will provide a comprehensive five (5)-year forecast of revenue requirements for the City water and sewer systems, with the ability to change assumptions (capital financing, economic assumptions, etc.) and immediately see the impact on revenue requirements.



Review O&M Costs

Using the City's current operating budget as a starting point, we will review the adequacy of budgeted O&M costs. To the extent that costs are directly identified to specific functions of the water and sewer systems, they will be so documented. Any indirect support from other City funds will be reviewed for appropriateness and sources. O&M expenses will be forecasted based on estimated annual inflation rates at the budgetary account line-item level. The forecast of operating expenditures will be based on:

- Review of historical operating expenditure increases by individual budget account line item,
- Any additional information that would increase the accuracy of the estimates (e.g., staffing increases/decreases, etc.), and
- Identifying and assessing the impact of the current capital improvement program on operating expenditures.

Review Capital Improvement Plans

We will review the City's most recently adopted capital improvement plans for the water and sewer systems to gain a better understanding of the City's forward looking capital plans.

Evaluate Potential Capital Financing Sources

NewGen will examine the types and levels of various funding sources available to pay for the capital and operating costs of the utility systems, and the impacts of various approaches will be quantified. While it is presumed that all O&M costs will be funded via user rates, there are various approaches to funding capital expenses. Typically, a utility might use a mix of financing sources, including grants, General Obligation or Revenue Bonds, or State Revolving Fund (SRF) Loans. Based on the proposed funding each capital project within the City's capital plan, NewGen will incorporate those impacts into revenue requirements.

Analyze Current and Projected Debt Service

NewGen will document the annual principal and interest payments for existing debt service related to the utility systems. Those projects or categories of projects contained in the CIP, and which are anticipated to be debt-funded, will be identified and projections of debt service will be developed. The City's practices on types of debt (general obligation bonds, revenue bonds, SRF loans, frequency of borrowing, etc.) will be determined, as will typical debt structure (e.g., payment term, level principal payments vs. level debt service) and assumed interest rate.

Evaluate the Adequacy of Reserves

The wise use and management of financial reserves provides many advantages to a utility, such as rate stabilization and "smooth" rate increases, as well as enhanced credit ratings and resulting interest savings. NewGen will review the adequacy of the City's current reserves based on City policy and our industry expertise. The analysis will include development of recommended target balances for the City's water and sewer reserves.

Develop Revenue Requirements

The sum of the O&M costs, annualized capital costs (debt service plus cash purchases of capital assets), and any contributions to reserves constitutes the revenue requirement – the amount of money that must be raised from all sources over a given year. This amount becomes significant when sensitivity analyses are performed to evaluate miscellaneous revenues, since any shortfall in miscellaneous revenues must be offset by either drawing down reserves or increasing user rates. The gross revenue requirement less miscellaneous revenues results in the net revenue requirement to be collected from customers.

As part of the complete development of revenue requirements, the Project Team will forecast revenue requirements over a five (5)-year period, and incorporate key assumptions including, but not limited to: population changes, inflation rates, increase in contractual obligations, contractor costs, anticipated new or augmented programs and staffing levels, and capital improvements. All assumptions will be clearly defined and discussed with City staff prior to finalizing the revenue requirements projection.

Task 3: Service Unit Development and Analysis

At a foundational level, rates are simply a fraction, with revenue requirements serving as the numerator and the units of service (e.g., number of customers or accounts, consumption, billed flow, etc.) representing the denominator. If the denominator of the rate calculation is inaccurate, the rates resulting from the analysis may be insufficient. As such, an accurate determination of service units and a projection

of customers and usage is critical to a proper rate analysis. The following tasks will be utilized in Task 3 to ensure the integrity of the rates developed from this Study.

3.1 Analyze Detailed Usage/Peak Demands

A key step in a study of this type is to gain an understanding of the makeup of the customers served by the systems, and how and when they use water (and generate sewage) throughout the year. This is necessary for determining appropriate cost allocations, to develop demand projections, to evaluate the appropriateness of the current rate structures, and to evaluate potential alternative rate structures. To facilitate this review, NewGen will request several years of detailed consumption at the customer account level. The customer and customer usage data will be statistically analyzed to identify usage patterns, including seasonal usage and customer class peaking. Demand ratios (max week, max day, max hour, etc.) will be identified and considered in this analysis, as will peak demands related to any large customers or customer classes.

3.2 Demand Forecast

The demand forecast will be based on historical usage patterns, including the interval analysis conducted in Task 3.2, water facilities plans and discussions with the City as to projected water demand. We will compare projected customer growth with the City's comprehensive plans to confirm consistency with such plans. If there are deviations from the City's general plans, we will document the basis for, and reasonableness of, such deviations.

As part of developing the demand projections, it may be necessary to incorporate the estimated impact of elasticity of demand within the revenue projections. Elasticity of demand is the economic concept that recognizes the relationship between the quantity demanded of a good and a change in the price of that good. Failure to recognize this relationship, particularly with regard to water sales, can result in an inaccurate estimate of revenue on a going forward basis. The Project Team will presume industry standard, long-term elasticity standards within its calculations, where necessary.

The demand projections will be developed for a five (5)-year period, by customer class. One of the key variables that must be developed is the rate of growth in the utility, including the numbers and types of new customers to be added year-by-year, as well as increases (or decreases) in water usage over time by existing customers. Where possible, sensitivity analyses will be conducted to produce a potential range of service units and forecasted demand, with specific emphasis on the impact of weather and fluctuations in larger accounts.

3.3 Realizable Revenue Under Current Rates

After determining and forecasting service units, the Project Team will calculate the water and wastewater revenue streams anticipated to be generated under current rates. The results of this analysis will be compared to actual and budgeted revenue performance to determine the overall accuracy and appropriateness of the forward-looking projections. This process will also serve as a "check" on the billing data provided to ensure the integrity of developed rates and recommendations.

Task 4: Cost of Service Analysis

Cost-based rates require appropriate cost allocation methodologies to group costs by their function and to allocate them to the customer class responsible for each functionalized cost. The following outlines the anticipated tasks to develop the City's requested cost of service analysis.

It should be noted that cost of service is simply one data point that should be considered within the pricing of services to customers. It is a snapshot based on costs and demand conditions at the time and is heavily influenced by the chosen methodology and selected assumptions. Cost of service must be viewed in its appropriate context and appropriate weight given to the results, as compared with other goals and objectives, particularly with regard to customer rate shock and gradualism of rate impacts. While the Project Team is well-versed in cost of service methodologies, we also recognize the importance of overall customer affordability and will work with the City to balance the cost of service results with the City's other pricing goals.

4.1 Functionalization of Revenue Requirements

Functionalization is the process of grouping costs based on the function, or type, of service provided. For example, water utility costs can be functionalized into supply, treatment, transmission, and distribution. Discussions will be held with City staff to understand the types of services provided by the City, and what system information is available from the City, to determine the appropriate functional cost categories to be used in the cost of service determinations. The final selection of the functional cost categories will be discussed with City staff.

4.2 Classification of Revenue Requirements

After the development of the functionalized costs, costs will be classified into the components of utility service that is provided. For the water utility, it is proposed that costs be classified using the AWWA recommended Base-Extra Capacity Method, where costs are classified as base, extra capacity, and customer related, so as to recognize the impact peak demand has on the cost of service provision. For the wastewater utility, it is proposed that costs be classified using the Water Environmental Federation (WEF) recognized flow, BOD, TSS, and customer parameters. Please note that the appropriate classification of wastewater costs may be influenced by the City's wastewater permits and current industrial strength wastewater program.

It should be noted that these are the Project Team's proposed classification methods. Discussions will be held with City staff to determine the appropriate classification methods to utilize in recognition of the City's goals and objectives and available system and billing data.

4.3 Allocation of Revenue Requirements

One of the most important considerations in the setting of fair and equitable rates for utility service is the establishment of the appropriate grouping of customers (i.e., customer classes for cost distribution after costs are classified). Generally, a customer class should only include those customers who: (a) are in a similar location in relation to the utility; (b) use the same or similar service from the utility; and (c) receive similar service from the utility and place similar demands upon the utility. The Project Team will analyze the usage patterns of the presently defined customer classes in the above context and evaluate whether a new classification of customers should be recommended.

Costs within each utility will be allocated to the selected customer classes based on each customer class's level of service provided by the City. It is vital that the factors that form the basis of costs incurred by the City to provide continuous and adequate service to its customers be appropriately identified.

This identification requires a thorough understanding of the influencing conditions controlling the design and/or actual operation of a system. These conditions include normal and peak weather conditions, as well as average and peak service demands. Members of the Project Team are versed in appropriately identifying these costs and are recognized experts before the State's rate regulatory agencies. The factors for the allocation of costs to the customer classes will be dependent on the billing and system information available from the City. The final selection of customer classes and allocation methodologies will be discussed with the City, and allocations will be performed based on the service unit analysis conducted in Task 3.

Task 5: Rate Development and Benchmarking

5.1 Evaluation of Current Rate Design

Based on the pricing goals and objectives that are outlined during the course of the Study, the Project Team will perform an evaluation of the current rate structure's ability to achieve these goals and objectives. We will also develop a listing of strengths and weaknesses of the current rate structure, as well as potential structural changes which may better achieve these goals and objectives.

The Project Team will meet with City staff to develop a formal rate and fee design plan which will be used to guide our completion of Task 5. In developing the rate and fee design plan, the Project Team will also discuss with the key stakeholders any limitations and/or guidelines when incorporating the cost of services results developed in earlier tasks into the alternative rate design. For example, if it is not politically feasible to move immediately to cost of service based rates for a particular class of customers, we will seek to set bounds on the overall changes seen by a customer class and/or identified group of customers.

5.2 Development of Alternative Rate Design

Based on the rate and fee design plan developed in Task 5.1, the Project Team will develop alternative rate designs for the City's consideration. Please note that the proposed pricing included herein anticipates up to two (2) alternative water rate designs and up to two (2) alternative wastewater rate designs. Additional rate designs requested to be analyzed and/or developed will be provided at a to-be-negotiated price.

5.3 Determination of Realizable Revenue with Alternative Rate Structures

The Project Team will analyze and compare the revenues forecasted to be generated under alternative rate structures to the forecasted cost of service to determine the adequacy of the alternative rate structures to meet the City's financial goals, including bond coverage requirements and operating and capital reserves. Finally, the monthly impact on customer bills under the alternative rate structures will also be examined along with the impact to the City's revenue stability.

5.4 Rate Comparison Review

NewGen’s Study will include data and graphics to facilitate comparison of the City’s current and proposed bills for a median residential customer compared to the bills of median residential customers of surrounding utilities of similar size as shown in Exhibit 2.

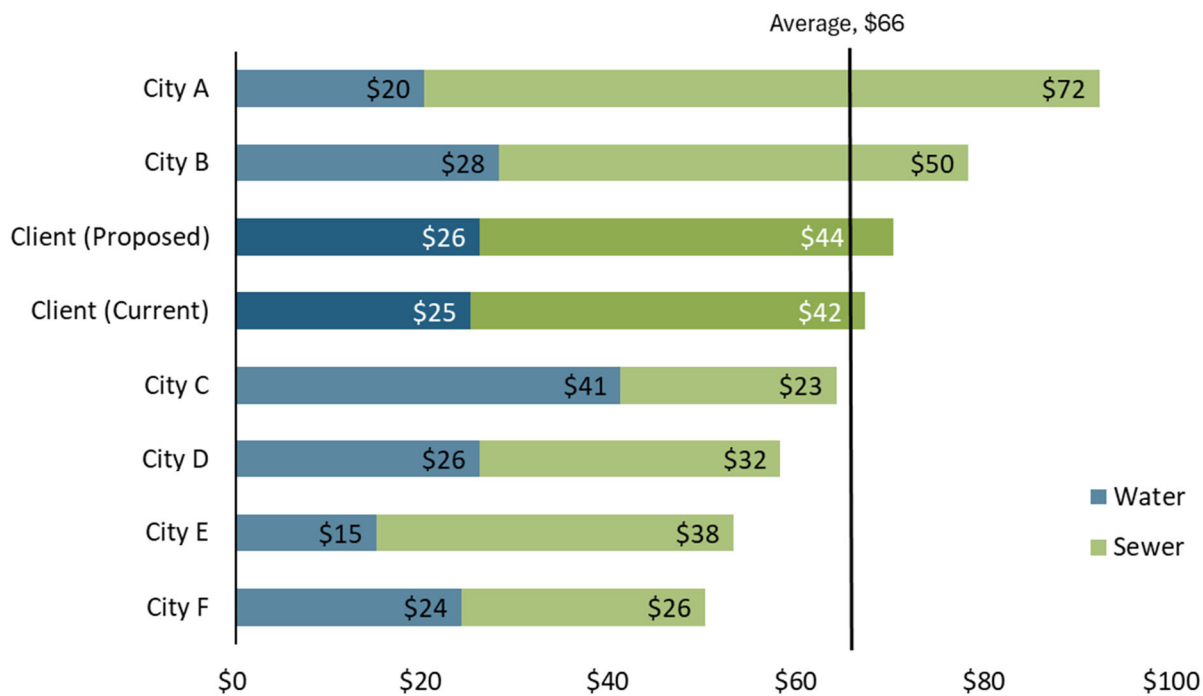


Exhibit 2. Example Water and Sewer Bill Comparison

Task 6: Administrative Record of Project

6.1 Written Memo Report

A clear administrative record, or report, of a water and wastewater rate study has become a key element in supporting and defending the rate action of a municipality. For example, a City in California saw its rates challenged by customers and ultimately overturned. One element of the judicial ruling against the City’s rates was the fact that the rates adopted were not based on a written report – referred to in the judgement as an “administrative record.” While a city may enjoy original rate jurisdiction and not be subject to judicial appeal, a clearly written, comprehensive administrative record of a project is highly recommended to support rate action taken by the City.

To fully obtain customer buy-in and ensure compliance with legal precedent, a clear record of the assumptions and methodologies employed as part of the analysis must be developed, along with a record of the key decision points and outcomes which occurred throughout the conduct of the analysis. To ensure the proper development of an appropriate administrative record, the Project Team will develop a final report for the project which will include each of the overview reports and presentations developed from the prior tasks. The final draft report will include an Executive Summary, as well as the inclusion of all necessary tables, charts, and worksheets needed to fully understand and comprehend the Study.

6.2 Public Presentation of Results

In addition to the initial kickoff meeting, NewGen proposes two additional in-person meetings. One will be an internal staff workshop to discuss the results of the study and determine the most appropriate manner to move forward in recovering the revenues needed by the Utility to provide the appropriate water and wastewater services to the City's customers. For the second meeting, the Project Team will develop appropriate public presentation materials and present the cost of service methodology, findings, and recommendations to the Stephenville City Council and others. As part of these presentation materials, the Project Team will also develop necessary materials to facilitate public communication and understanding of how rates were determined. NewGen is well-versed in customer and community engagement and will endeavor to ensure that all materials produced are written in easy to understand terms so that it is "public-friendly."

Task 7: Financial Forecasting and Rate Model Development

NewGen's Financial Model

To complete the Rate Study, NewGen will develop an easy-to-use dynamic and interactive financial model using Microsoft Excel® software. The model will produce a series of interactive schedules, each of which will address a principal topic (O&M costs, debt service, demand/usage, cost of service, etc.). Built into the model will be a series of summary-level graphics that will be used as stand-alone charts (e.g., average bill by year, total outstanding debt by year, cash balance by year, projected rate increases by year, etc.). The graphics are fed by the data contained in the model and are produced with no additional effort on the part of the user.

NewGen prides itself in developing user-friendly models which are specific to, and reflect the unique operational characteristics of, each client. While our Project Team utilizes standard best practices in developing rate models, each model we develop is unique and does not reflect a "canned" or "off-the-shelf" product. Given the unique nature of each of our clients, we believe it is important that the product produced as part of a rate study also be unique and reflective of our client's overall goals and objectives.

NewGen does not charge any form of licensing fee or royalty for continued use of the model. The model consists of a series of schedules, all linked to facilitate updating and to minimize input errors. The front end of the model will incorporate an interactive dashboard that provides instant feedback on rates, revenues and performance indicators based on assumptions entered by the user. A sample water and sewer rate model dashboard chart array is shown below in Exhibit 3.

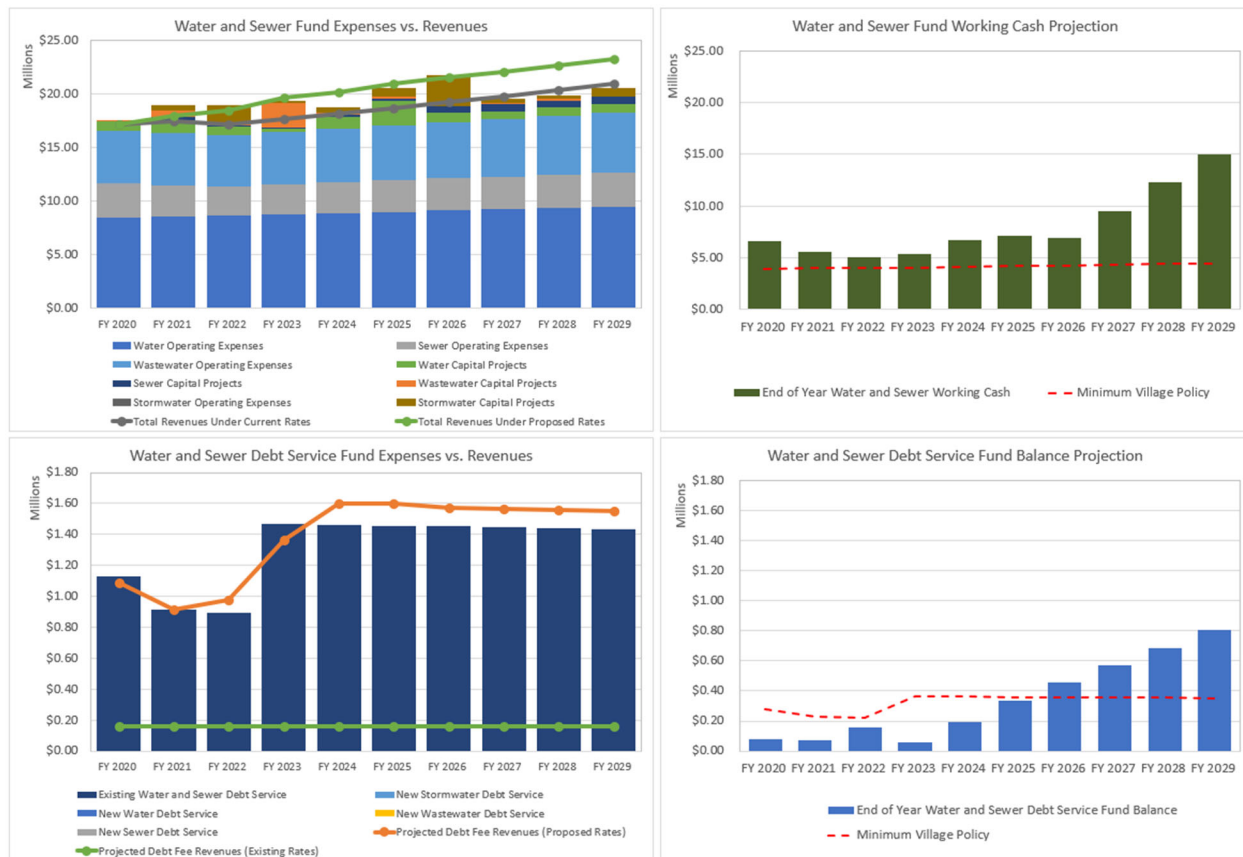


Exhibit 3. Sample Model Dashboard Charts

The charts above dynamically update as assumptions for inflation, customer growth, capital project financing, and rate adjustments are made. Any key performance indicators that the City prioritizes will be included on the model dashboard (e.g., median residential customer bill, debt service coverage, reserve balances, etc.).

Within the model itself, the user guide will be built-in, so as to ensure that a user has immediate and constant access to instructions on the model's function. The model developed will allow staff to run "what-if" scenarios including, but not limited to, changes in operating, capital, and wholesale costs; customer and volume growth or decline; debt service structure; source costs; inflation; capital project financing; and funding sources. The model will allow the user to assess the impact various scenarios will have on an existing typical monthly bill for each class of customer. The model will also generate financial statistics, such as debt coverage ratios and average dollar and percentage change for each customer class.

To ensure the model is fully useable by staff, the Project Team will conduct a hands-on training session with key model stakeholders when the model is delivered and will discuss every worksheet within the model and fully demonstrate its functionality.

Proposed Project Cost

NewGen proposes a total lump sum project fee of \$ 57,687, inclusive of out-of-pocket expenses, to perform the services detailed in this proposal, exclusive of any optional services.

Additional fees for services not included in the above scope will be billed at our hourly rates for services rendered. NewGen's current billing rates are as follows:

NewGen Strategies and Solutions 2025 Billing Rates	
Position	Hourly Billing Rate
Partner	\$280 – \$425
Principal	\$265 – \$425
Senior Manager	\$235 – \$295
Manager	\$205 – \$245
Senior Consultant	\$180 – \$205
Consultant	\$165 – \$180
Administrative Services	\$135

Note: Billing rates are subject to change based on annual reviews and salary increases.

Proposed Terms of Engagement

This agreement is subject to cancellation by the City with thirty (30) days prior written notice provided to NewGen. In the event of cancellation, all labor and expense charges incurred by NewGen through the date of cancellation will be considered due at the time notice of cancellation is delivered, regardless of work product and/or engagement status.

By executing this letter, you agree that the services rendered by NewGen will be performed in accordance with instructions or specifications received by the City and will be provided with the degree of skill and judgment exercised by recognized professionals performing services of a similar nature and consistent with applicable industry best practices. Additionally, the City and NewGen mutually agree that during the term of this Agreement and for a period of one (1) year after any termination, the parties agree not to solicit the other entities' employees related to this Agreement. This clause does not apply where an employee seeks employment in response to an advertisement placed into the public domain for a specific position or other general recruitment activities.

All payments made under this engagement should be remitted to:

NewGen Strategies and Solutions, LLC
275 W Campbell Road, Suite 440
Richardson, Texas 75080

Monica Harris
January 29, 2025
Page 14

If this letter and its terms and conditions are acceptable, please execute one copy and return to our Richardson, Texas office. If you should have any questions regarding this letter and/or require additional information, please contact me at (407) 913-4430 or via email at rcampbell@newgenstrategies.net. Again, we greatly appreciate the City's consideration of NewGen for this important engagement, and we look forward to working with you.

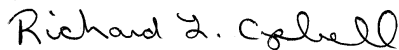
Very truly yours,

NewGen Strategies and Solutions, LLC

Richard L. Campbell
Managing Director – Water Practice

**Project Authorization –
Water and Wastewater Cost of Service Rate Study (\$ 57,687)**

NewGen Strategies and Solutions, LLC



Signed _____

Printed Richard L. Campbell

Title Managing Director - Water

Date 01/29/2025

City of Stephenville, TX

Signed _____

Printed _____

Title _____

Date _____



STAFF REPORT

SUBJECT: Consider Approval of Budget Amendments for Fiscal Year Ending September 30, 2025

DEPARTMENT: Finance

STAFF CONTACT: Monica D. Harris

RECOMMENDATION:

Staff recommends approval of the ordinance amending the budget for fiscal year ending September 30, 2025.

FISCAL IMPACT SUMMARY:

Most of the budget adjustments are to carry over unspent-encumbered funds from FY 2023-2024 and to adjust project budgets to reflect the actual amount expended in FY 2023-2024 and the remaining balance for FY 2024-2025.

New budget items will affect fund balance in the following funds:

- General Fund - Fund Balance will decrease \$382,296
- Water and Wastewater Fund - Fund Balance will decrease \$416,550
- Storm Water Drain Fund - Fund Balance will decrease \$46,000
- Hotel Occupancy Tax Fund - Fund Balance will decrease \$13,470
- Public Safety Fund Balance - Fund Balance will decrease \$47,000

ALTERNATIVES

Not approve all or some of the budget amendments.

City of Stephenville
Statement of Activities All Funds
FY 2024-2025

	General Fund	Water Sewer Fund	Landfill Fund	Airport Fund	Storm Water Fund	Hotel Occupancy Tax Fund	Debt Service Fund	Capital Project Fund	TIF Special Revenue Fund	Non--Major Special Revenue Funds	Total	Discrete Component Unkt
Fund Balance 10/01	17,380,633	57,129,341	2,528,460	9,000,712	7,042,979	1,880,345	233,505	4,877,738	158,584	190,378	100,422,675	1,333,285
Revenues												
Taxes	17,581,911	0	0	0	0	925,704	276,608	0	826,872	0	19,611,095	738,190
Licenses & Permits	461,238	1,000	0	0	20,000	0	0	4,000	0	0	486,238	0
Fines & Forfeitures	245,390	0	0	0	0	0	0	0	0	17,365	262,755	0
Intergovernmental	332,665	0	0	100,000	0	0	0	0	0	3,200	435,865	0
Service Charges	1,353,196	12,346,024	1,449,375	130,350	2,046,850	69,754	0	12,500	0	0	17,408,049	0
Other Revenue	630,389	458,000	80,850	39,356	20,000	40,000	2,000	120,000	12,000	2,800	1,405,395	28,000
Total Revenue	20,604,789	12,805,024	1,530,225	269,706	2,086,850	1,035,458	278,608	136,500	838,872	23,365	39,609,397	766,190
Transfers In	1,637,591	108,443	0	79,134	0	0	823,850	342,946	0	0	2,991,964	
Transfers Out	(422,080)	(1,315,085)	(93,162)	0	(337,787)	0	0	0	(823,850)	0	(2,991,964)	
Expenditures												
Personnel Costs	14,629,761	2,256,046	335,032	86,243	0	75,665	0	0	0	0	17,382,747	360,000
Operating Expenditures	6,931,234	4,670,460	362,073	168,111	181,588	614,997	700	0	0	28,558	12,957,721	190,000
Economic Development Programs	0											250,000
Capital Expenditures	2,162,006	7,097,721	405,700	93,729	554,218	50,970	0	4,282,437	0	40,000	14,686,781	375,000
Debt Service	779,149	2,952,841	196,620	0	484,658	134,775	1,098,525	0	0	0	5,646,568	0
Total Expenditures	24,502,150	16,977,068	1,299,425	348,083	1,220,464	876,407	1,099,225	4,282,437	0	68,558	50,673,817	1,175,000
Net Revenues over(under) Expenditures	(2,681,850)	(5,378,686)	137,638	757	528,599	159,051	3,233	(3,802,991)	15,022	(45,193)	(11,064,420)	(408,810)
Invested in Capital Assets		7,097,721	405,700	93,729	507,131						8,104,281	
Capital Assets Depreciation		(1,386,686)	(250,000)	(118,702)	(330,000)						(2,085,388)	
Reduction in Debt		2,085,000	152,961		340,000						2,577,961	
Estimated Fund Balance 9/30	14,698,783	59,546,690	2,974,759	8,976,496	8,088,709	2,039,396	236,738	1,074,747	173,606	145,185	97,955,109	924,475
Cash Balance 10/1												
Cash Balance 10/1	15,734,393	14,032,746	3,031,764	0	1,232,700	1,889,048	232,515	7,291,583	74,704	198,089	43,717,542	786,305
Net Revenues over(under) Expenditures	(2,681,850)	(5,378,686)	137,638	757	528,599	159,051	3,233	(3,802,991)	15,022	(45,193)	(11,064,420)	(408,810)
Due from other funds	327,568											
Due to other funds		(253,724)		(73,844)			(501)		(1,232)			(27,828)
Non-typical Accounts Payable		(2,809,873)						(2,314,875)				(275,000)
Non-typical Accounts Receivable				1,226,696								
Estimated Cash Balance 9/30	13,380,111	5,590,463	3,169,402	1,153,609	1,761,299	2,048,099	235,247	1,173,717	88,494	152,896	28,753,337	74,667
Restricted:												
Operational Reserve	5,390,249	1,731,627	174,276	63,589	45,397	172,666					7,577,804	137,500
Debt Service	779,149	2,952,841	196,620		486,588	137,050	235,247				4,787,495	
Airport Improvement	250,000										250,000	
Grant Match	150,000										150,000	
Sports Venue Tax						540,630					540,630	
Tourism and Visitor Bureau						1,197,753					1,197,753	
Capital Projects								1,173,717			1,173,717	
Tax Increment Financing Projects									88,494		88,494	
Child Safety										17,274	17,274	
Court Technology										25,239	25,239	
Court Building Security										33,061	33,061	
Public Safety										77,322	77,322	
Economic Development												(62,833)
Estimated Unrestricted Cash Balance 9/30	6,810,713	905,995	2,798,506	1,090,020	1,229,314		0	0	0	0	12,834,548	0



City of Stephenville

Budget Adjustment Register Adjustment Detail

Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000250	COUNCIL ADOPTED	Carryover Unspent FY 24 General Fund Encumbrances	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-101-52531.00000	OUTSIDE PROFESSIONALS	PO 13234 David Pettit Economic Deveopment Services	123900	25000	148900
01-101-52531.00000	OUTSIDE PROFESSIONALS	PO 12881 Delisi Communications Consulting Services	123900	7400	131300
01-102-52531.00000	OUTSIDE PROFESSIONALS	PO 11822 Public Management Project Management	20000	8000	28000
01-108-52640.00000	SPECIAL EVENTS	PO 13238 Majestic Christmans Co. Christmas Lights	58006	10260	68266
01-201-52531.00000	OUTSIDE PROFESSIONALS	PO 13108 Hilltop Securities Arbitrage Compliance	38250	16000	54250
01-201-52531.00000	OUTSIDE PROFESSIONALS	PO 13105 BMY Annual Audit Services	38250	4375	42625
01-201-54160.00000	COMPUTER MAINTENANCE	PO 12425 Tyler Tech Executive Time & Attendance	120014	35548	155562
01-203-54160.00000	COMPUTER MAINTENANCE	PO 12763 Goto Communication VOIP Service	253319	1790	255109
01-402-52531.00000	OUTSIDE PROFESSIONALS	PO 12942 LJA Engineering Development Review	10000	646	10646
01-402-55250.00000	STREETS	PO 13213 City Park Parking Lot Resurface Phase I	52031	12875	64906
01-601-53180.00000	SMALL TOOLS	PO 12780 Casco Industries Fire Svc Ground Ladders	50000	3706	53706
01-701-53330.00000	COMPUTER SUPPLIES	PO 11294 Tyler Tech Brazos/Motorola Flex Interface	0	3250	3250
01-701-54130.00000	OFFICE EQUIPMENT MAINTENANCE	PO 12917 Motorola Solutions ARCPRO Migration	392181	9382	401563
01-701-54130.00000	OFFICE EQUIPMENT MAINTENANCE	PO 13511 Motorola Solutions Spillman Maintenance	392181	6012	398193
01-804-52150.00000	EDUCATION & TRAINING	PO 13244 Freese & Nichols ARCGIS Training	3990	5618	9608

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000251	COUNCIL ADOPTED	Adjust Budget for Senior Center Building	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-506-55200.00000	BUILDING IMPROVEMENTS	Adjust Budget for Senior Center Building	1472961	-601550	871411

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000252	COUNCIL ADOPTED	Carryover FY 23-24 Unspent Vehicle Budget	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-701-55110.00000	VEHICLE	Carryover FY 23-24 Unspent Vehicle Budget	169500	93000	262500

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000253	COUNCIL ADOPTED	Carryover Unspent FY 24 Water/Sewer Encumbrances	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
02-000-52531.00000	OUTSIDE PROFESSIONALS	PO 12942 LJA Engineering Deveopement Reviews	10000	646	10646
02-002-52531.00000	OUTSIDE PROFESSIONALS	PO 12708 Provenance Engineer Lillian Pump Station	0	17750	17750
02-003-54236.00000	METER MAINTENANCE	PO 13066, 13209, 13212 meter	196647	64312	260959
02-011-52531.00000	OUTSIDE PROFESSIONALS	PO 13138 Pipeline Analysis Basin 4 South Survey	0	8702	8702
02-012-54241.00000	SEWER FACILITY MAINTENANCE	PO 13129 Wallace Control's Sludge Return Flow Mtrs	75000	18900	93900
02-020-52531.00000	OUTSIDE PROFESSIONALS	PO 13105 BMY Annual Audit Services	22750	4375	27125

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000254	COUNCIL ADOPTED	Adjust Budget for Unspent 2022 Bond Proceeds	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
02-000-55276.20220	WATER & SEWER LINE IMPROVEMENTS	Adjust Budget for Unspent 2022 Bond Proceeds	466065	225415	691480
02-001-55235.00000	WELLS	Adjust Budget for Unspent 2022 Bond Proceeds	0	6784	6784

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000255	COUNCIL ADOPTED	Adjust Budget for Airport Pump Station Project	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
02-002-55281.00000	WATER TANKS	Adjust Budget for Airport Pump Station Project	430658	-48312	382346



City of Stephenville

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000256	COUNCIL ADOPTED	Adjust Budget for East Side Sewer Project	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
02-011-55270.20180	SEWER LINE REPLACEMENT	Adjust Budget for East Side Sewer Project	1260000	1884559	3144559
02-011-55270.20220	SEWER LINE REPLACEMENT	Adjust Budget for East Side Sewer Project	5111595	-5111595	0

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000257	COUNCIL ADOPTED	Carryover Unspent FY 23-24 Landfill Encumbrance	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
03-030-52531.00000	OUTSIDE PROFESSIONALS	PO 12971 Mobile Shred It 2024 Electronic Recycling	15000	4800	19800
03-030-52531.00000	OUTSIDE PROFESSIONALS	PO 11820 Lloyd Gesselink Prof Svc Landfill Expan	15000	8194	23194
03-030-52531.00000	OUTSIDE PROFESSIONALS	PO 13117 Biggs & Matthew Landfill Permit Amendment	15000	4000	19000

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000258	COUNCIL ADOPTED	Carryover Unspent FY 23-24 Storm Encumbrances	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
05-050-52531.00000	OUTSIDE PROFESSIONALS	PO 12942 LJA Engineering Development Review	125000	6468	131468
05-050-55231.00000	STORM WATER DRAINAGE CON	PO 12826 IEA Prof Svc Riverside Drainage	507131	1087	508218

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000259	COUNCIL ADOPTED	Adjust Budget for Wayfinding Signs	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
07-070-58337.00000	WAYFINDER SIGNS	Adjust Budget for Wayfinding Signs	152500	-85740	66760

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000260	COUNCIL ADOPTED	Adjust Airport Grants Project Budgets	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
04-040-55230.20171	AIRPORT IMPROVEMENTS	Adjust Airport 1702STEVE Project Budget	31881	-31881	0
04-040-55230.20190	AIRPORT IMPROVEMENTS	Adjust Airport 1902STEVE Project Budget	764293	-756413	7880
04-45920.20171	CAPITAL CONTRIBUTIONS	Adjust Airport 1702STEVE Project Budget	-38945	38945	0
04-45920.20190	CAPITAL CONTRIBUTIONS	Adjust Airport 1902STEVE Project Budget	-614817	607725	-7092

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000261	COUNCIL ADOPTED	Carryover Harbin Drive Project	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
10-402-55250.20200	STREETS - 2020 BONDS	Carryover Harbin Drive Project	0	922890	922890

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000262	COUNCIL ADOPTED	Adjust Budget for Unspent 2022 Bond Proceeds	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
10-501-55272.00000	PARK IMPROVEMENTS	Adjust Budget	1008766	-75750	933016

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000263	COUNCIL ADOPTED	Damage claim settlements	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-101-52550.00000	DAMAGE CLAIMS	Damage claim settlements	0	266400	266400



City of Stephenville

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000264	COUNCIL ADOPTED	Reduce and reallocate Building Improvements	6/3/2025		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-101-55210.00000	BUILDINGS	Reduce and reallocate Building Improvements	239453	-239453	0
01-105-55200.00000	BUILDING IMPROVEMENTS	Reduce and reallocate Building Improvements	0	15500	15500
Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000265	COUNCIL ADOPTED	Increase for Sewer Line Relocation in City Park	6/3/2025		
Summary Description: Council Approved on 1/9/2025					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
02-011-55276.00000	WATER&SEWER LINE REPLACEM	Increase for Sewer Line Relocation in City Park	325000	416550	741550
Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000266	COUNCIL ADOPTED	Increase for Chamberlin Storm Water Project	6/3/2025		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
05-050-55231.00000	STORM WATER DRAINAGE CONS	Increase for Chamberlin Storm Water Project	507131	46000	553131
Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000267	COUNCIL ADOPTED	Increase for Fence on Airport Rd for Promotion	6/3/2025		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
07-070-55279.00000	IMPROVEMENTS	Increase for Fence on Airport Rd for Promotion	0	13470	13470
Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000268	COUNCIL ADOPTED	Increase for Land Use Regulations Update	6/3/2025		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-801-52531.00000	OUTSIDE PROFESSIONALS	Increase for Land Use Regulations Update	44460	205849	250309
Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000269	COUNCIL ADOPTED	Ballcaps and Patches and uniforms for new hires.	6/3/2025		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
13-130-53160.00000	WEARING APPAREL	Ballcaps and Patches and uniforms for new hires.	0	7000	7000
Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000270	COUNCIL ADOPTED	Critical Incident Response and Prevention Drones	6/3/2025		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
13-130-55140.00000	OTHER EQUIPMENT	Critical Incident Response and Prevention Drones	0	25000	25000
Adjustment Number	Budget Code	Description	Adjustment Date		
BA0000271	COUNCIL ADOPTED	Trailer for Motorcycle Units	6/3/2025		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
13-130-55140.00000	OTHER EQUIPMENT	Trailer for Motorcycle Units	0	15000	15000



City of Stephenville

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000272	COUNCIL ADOPTED	Professional fees for water and sewer rate study	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
02-012-55140.00000	EQUIPMENT MAINTENANCE	Professional fees for water and sewer rate study	1525309	-57687	1467622
02-020-52531.00000	OUTSIDE PROFESSIONALS	Professional fees for water and sewer rate study	22750	57687	80437

Budget Adjustment Register

BA0000273	COUNCIL ADOPTED	Inclusive Playground Phase III
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Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-44400.00000	PARKLAND DEDICATION FEE	Inclusive Playground Phase III	-108000	-146000	-254000
01-501-55270.03250	PARKLAND DEDICATION IMPROV	Inclusive Playground Phase III	0	254000	254000

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000274	COUNCIL ADOPTED	IACP Leadership Film Series PD Recruiting Video	6/3/2025

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-701-52140.00000	ADVERTISING & PUBLIC NOTICE	IACP Leadership Film Series PD Recruiting Video	0	26000	26000



City of Stephenville

Budget Adjustment Register Adjustment Detail

Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
COUNCIL ADOPTED	COUNCIL ADOPTED	01-101-52531.00000	OUTSIDE PROFESSIONALS	123,900	32,400	156,300
		01-101-52550.00000	DAMAGE CLAIMS	-	266,400	266,400
		01-101-55210.00000	BUILDINGS	239,453	(239,453)	-
		01-102-52531.00000	OUTSIDE PROFESSIONALS	20,000	8,000	28,000
		01-105-55200.00000	BUILDING IMPROVEMENTS	-	15,500	15,500
		01-108-52640.00000	SPECIAL EVENTS	58,006	10,260	68,266
		01-201-52531.00000	OUTSIDE PROFESSIONALS	38,250	20,375	58,625
		01-201-54160.00000	COMPUTER MAINTENANCE	120,014	35,548	155,562
		01-203-54160.00000	COMPUTER MAINTENANCE	253,319	1,790	255,109
		01-402-52531.00000	OUTSIDE PROFESSIONALS	10,000	646	10,646
		01-402-55250.00000	STREETS	52,031	12,875	64,906
		01-44400.00000	PARKLAND DEDICATION FEE	(108,000)	(146,000)	(254,000)
		01-501-55270.03250	PARKLAND DEDICATION IMPROVEMEN	-	254,000	254,000
		01-506-55200.00000	BUILDING IMPROVEMENTS	1,472,961	(601,550)	871,411
		01-601-53180.00000	SMALL TOOLS	50,000	3,706	53,706
		01-701-52140.00000	ADVERTISING & PUBLIC NOTICES	-	26,000	26,000
		01-701-53330.00000	COMPUTER SUPPLIES	-	3,250	3,250
		01-701-54130.00000	OFFICE EQUIPMENT MAINTENANCE	392,181	15,394	407,575
		01-701-55110.00000	VEHICLE	169,500	93,000	262,500
		01-801-52531.00000	OUTSIDE PROFESSIONALS	44,460	205,849	250,309
		01-804-52150.00000	EDUCATION & TRAINING	3,990	5,618	9,608
		02-000-52531.00000	OUTSIDE PROFESSIONALS	10,000	646	10,646
		02-000-55276.20220	WATER & SEWER LINE IMPROVEMENT	466,065	225,415	691,480
		02-001-55235.00000	WELLS	-	6,784	6,784
		02-002-52531.00000	OUTSIDE PROFESSIONALS	-	17,750	17,750
		02-002-55281.00000	WATER TANKS	430,658	(48,312)	382,346
		02-003-54236.00000	METER MAINTENANCE	196,647	64,312	260,959
		02-011-52531.00000	OUTSIDE PROFESSIONALS	-	8,702	8,702
		02-011-55270.20180	SEWER LINE REPLACEMENT	1,260,000	1,884,559	3,144,559
		02-011-55270.20220	SEWER LINE REPLACEMENT	5,111,595	(5,111,595)	-
		02-011-55276.00000	WATER&SEWER LINE REPLACEMENT	325,000	416,550	741,550
		02-012-54241.00000	SEWER FACILITY MAINTENANCE	75,000	18,900	93,900
		02-012-55140.00000	EQUIPMENT MAINTENANCE	1,525,309	(57,687)	1,467,622
		02-020-52531.00000	OUTSIDE PROFESSIONALS	22,750	62,062	84,812
		03-030-52531.00000	OUTSIDE PROFESSIONALS	15,000	16,994	31,994
		04-040-55230.20171	AIRPORT IMPROVEMENTS	31,881	(31,881)	-
		04-040-55230.20190	AIRPORT IMPROVEMENTS	764,293	(756,413)	7,880
		04-45920.20171	CAPITAL CONTRIBUTIONS	(38,945)	38,945	-
		04-45920.20190	CAPITAL CONTRIBUTIONS	(614,817)	607,725	(7,092)
		05-050-52531.00000	OUTSIDE PROFESSIONALS	125,000	6,468	131,468
		05-050-55231.00000	STORM WATER DRAINAGE CONSTRUCT	507,131	47,087	554,218
		07-070-55279.00000	IMPROVEMENTS	-	13,470	13,470
		07-070-58337.00000	WAYFINDER SIGNS	152,500	(85,740)	66,760
		10-402-55250.20200	STREETS - 2020 BONDS	-	922,890	922,890
		10-501-55272.00000	PARK IMPROVEMENTS	1,008,766	(75,750)	933,016
		13-130-53160.00000	WEARING APPAREL	-	7,000	7,000
		13-130-55140.00000	OTHER EQUIPMENT	-	40,000	40,000
COUNCIL ADOPTED Total:				14,313,898	(1,737,511)	12,576,387
Grand Total:				14,313,898	(1,737,511)	12,576,387



City of Stephenville

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

Budget Adjustment Register

Packet: GLPKT14096 - Budget Amendment 1 for FY 24-25

Fund Summary

Fund	Before	Adjustment	After
Budget Code: COUNCIL ADOPTED - COUNCIL ADOPTED Fiscal: 2024-2025			
01	2,940,065	23,608	2,963,673
02	9,423,024	(2,511,914)	6,911,110
03	15,000	16,994	31,994
04	142,412	(141,624)	788
05	632,131	53,555	685,686
07	152,500	(72,270)	80,230
10	1,008,766	847,140	1,855,906
13	-	47,000	47,000
Budget Code COUNCIL ADOPTED Total:	14,313,898	(1,737,511)	12,576,387
Grand Total:	14,313,898	(1,737,511)	12,576,387

ORDINANCE NO. 2025-O-XX

AN ORDINANCE PROVIDING BUDGET AMENDMENT FOR THE REMAINDER OF THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025.

WHEREAS, it is necessary to amend the 2024-25 fiscal year budget to adjust revenues and expenditures as reflected on the attached pages and incorporated herein by reference.

The attached budget amendment for the fiscal year beginning October 1, 2024, and ending September 30, 2025, was duly presented to the City Council by the City Manager and a public notice was posted in the Stephenville City Hall.

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

SECTION 1. That the amended appropriations and anticipated revenues for the fiscal year beginning October 1, 2024, and ending September 30, 2025, for the support of the general government of the City of Stephenville, Texas, be amended and fixed for the remainder of the fiscal year ending September 30, 2025, with the revenues and expenditures shown.

SECTION 2. That the amended budget is hereby approved in all respects and adopted as the City's budget for the remainder of the fiscal year ending September 30, 2025.

PASSED and **APPROVED** this the 3rd day of June, 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

SALES QUOTE



Quote Date: 05/27/2025 Quote Expiration: 05/27/2025 Quote # 25-36 Page 1 of 1

From: 7 Aerial Imaging and Reconstruction 7301 Tahoe Springs Dr Fort Worth TX, 76179 817.368.2533 G7aerialimaging@gmail.com	Guardian	Colby Stone cbstone@stephenvilletx.gov Stephenville PD
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Sales Person: R.W. Provost	Job # 24-47	Shipping Method Drop Ship	Shipping Terms TBD	Payment Terms Upon order	Due Date TBD
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ITEM	Quantity	Description	Unit Price	Discour	Line Total
1	1	MAVIC 3T X1 BATTERY X 1 MAVIC 3T PROTECTOR CASE X1 RC PRO ENTERPRISE X1 USB-C 100W POWER ADAPTER X1 100W POWER ADAPTER CABLE X1 USB-C CABLE X1 GIMBAL PROTECTOR X1 SCREWDRIVER X1 SET OF PROPELLERS X2 SD CARD X1 DJI Care basic 1 year	\$5,498.00	n/a	\$6,309.00
2	1	(3) Flight Batteries (1) 100W Battery Charging Hub (1) USB Type-C to Type- C Cable	\$660.00		\$660.00

Buy board 718-23 Referral credit for TCC Student X2 Quote prepared by R.W. Provost This is quotation on the goods names above, subject to notes and addendums To accept this quote please sign and date here 		\$6,969.00
	Item Total	
		\$0.00
	Sales Tax	
	Shipping	\$0.00
	Sub Total	\$6,969.00
	Referral Credit	\$500.00
	Total	\$6,469.00

SALES QUOTE



Quote Date: 05/27/2025 Quote Expiration: 06/27/2025 Quote # 25-37 Page 1 of 1

From: 7 Aerial Imaging and Reconstruction 7301 Tahoe Springs Dr Fort Worth TX, 76179 817.368.2533 G7aerialimaging@gmail.com	Guardian	Colby Stone cbstone@stephenvilletx.gov Stephenville PD
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Sales Person: R.W. Provost	Job # 24-48	Shipping Method Drop Ship	Shipping Terms TBD	Payment Terms Upon order	Due Date TBD
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ITEM	Quantity	Description	Unit Price	Discour	Line Total
1	1	• DJI Matrice 30T x1 • TB30 Flight Battery x 2 • BS30 Battery Station x 1 • DJI RC Plus x 1 • DJI Pilot 2 x 1 • DJI FlightHub • (3 month subscription) • DJI Care Enterprise Plus (1 Year) ITEM ID 9532	\$12,516.00	n/a	\$12,516.00
2	1	CZI LP12 SEARCHLIGHT & SPEAKER SYSTEM FOR DJI MATRICE 30 SERIES w/PSDK Mounting Bracket ITEM ID 9744/9768	\$2,399.00	n/a	\$2,399.00
4	2	M30T prop set	\$64.00	n/a	\$128.00
5	2	WB37 Battery for M30T RC battery	\$59.00	n/a	\$118.00
6	8	M30 batteries	\$430.00	n/a	\$3,440.00

Buy board 7`18-23 Referral credit for TCC Student X2 Quote prepared by R.W. Provost This is quotation on the goods names above, subject to notes and addendums To accept this quote please sign and date here _____	Item Total	\$18,601.00
	Sales Tax	\$0.00
	Shipping	\$0.00
	Sub Total	\$18,601.00
	Referral Credit	\$601.00
	Total	\$18,000.00

Proposal prepared for the Stephenville Police Department detailing the production, broadcast & distribution of the IACP TV Thought Leadership Film Series at the International Association of Chiefs of Police 2025 Annual Conference & Exposition.

Background

WebsEdge, the global knowledge-driven media company, has again partnered with the International Association of Chiefs of Police to produce IACP TV, the official broadcast of the IACP 2025 Annual Conference and Exposition, set to place October 18-21, 2025 in Denver, CO.

The IACP Annual Conference is the world's top police conference that brings together policing thought leaders from across the globe.

IACP TV

IACP TV, now running into its 16th year, is an official component of the conference and the highlight of the broadcast is the Thought Leadership Film Series. IACP TV has a prominent presence onsite at the conference and the IACP TV studio is where the IACP TV host will conduct interviews and screen the Thought Leadership films.

The Thought Leadership Film Series

The Thought Leadership Film Series is an exclusive number of pre-recorded films, profiling partners who are shaping the future of the police profession and playing a fundamental role in enhancing community safety. The venture serves to raise the international visibility of those that are addressing the most pressing issues, threats, and challenges of the day through timely research, cutting-edge programs, and innovative solutions.

Since its launch in 2009, the program has continued to go from strength to strength and is now regarded as a dynamic platform dedicated to the dissemination of excellence and innovation in the policing industry.

If you would like to familiarize yourself with the editorial style and structure of the Thought Leadership Film Segments, please see the following links below:

- Texas Department of Public Safety: Courtesy. Service. Protection <https://www.youtube.com/watch?v=f1Z7JSoShug>
- Relational Policing: Building Trust Through the Power of Connection – Waco Police Department <https://www.youtube.com/watch?v=yvHiEh6inww>
- Dallas Fort Worth Airport Police Department <https://www.youtube.com/watch?v=TZqIVYmSsSI>
- Sugar Land Police Department, TX: Setting the Industry Standard <https://www.youtube.com/watch?v=mDr9O6YBP28>



Your Film

The finished edited 5-minute film can be supplied to you in any file format. WebsEdge will supply master copies of the final edited film as above, in addition to a 1-minute social media friendly version, and all the raw material from the shoot on an electronic hard drive.

Editorial Control

You will have editorial oversight over the content of the film. WebsEdge will not distribute any content until you have signed off the final proof of the film.

Production & Filming

You will work with an assigned producer who will ensure your film reflects your intended story and message. WebsEdge will manage the entire production process, from pre-production to post-production, and take care of distributing your content effectively.

1. Pre-production consultation with a WebsEdge Producer to discuss the details and messages of the film, potential interviewees, visuals, case study material, filming locations and dates for the filming to take place.
2. The producer will provide a filming schedule for you to approve.
3. The filming will take place on the selected date.
4. WebsEdge will produce a first edit of the film.
5. You will then be able to view the film on a secure location online and dictate any changes required for the film.
6. WebsEdge will implement any changes and continue the process until you sign off the final proof of the film.
7. The final edit of the film will be shown at the 2025 IACP Conference.

Filming can take place on any day before September 8th 2025.

Distribution

The film will be distributed at several key distribution points to extend the reach and impact of your film. We will distribute your film as follows:

- Broadcast on large screens at the IACP TV studio.
- Broadcast throughout the conference on large, branded screens continuously.
- Broadcast on dedicated cable channels in official delegates hotel rooms.
- Your film will be integrated into the daily IACP TV news program WebsEdge produces; this is distributed online, on our YouTube Society Channel with 5.33K subscribers.
- Your film will be distributed on various other social media platforms, the IACP conference website, and other IACP TV social media accounts.
- Available on the IACP TV YouTube channel for at least 12 months after the conference.

Rights

WebsEdge will grant an indefinite royalty free license to use all content and material shot on your behalf for any purpose you wish.

Your investment

The cost of this package is fixed at **\$26,250 USD** for a fully inclusive one-day film shoot and the distribution of your film. This covers all aspects of the pre-production, filming, editing, post- production, broadcasting, and distribution, including travel to film location, sustenance, equipment hire, insurance, etc. There are no additional costs.



STAFF REPORT



SUBJECT: Application No.: RZ 8830

Applicant Juan. M Ramirez, Jr. is requesting a rezone of property located at 365 Cheyenne Parcel R34541, being Block D, Lot 8 of S6900 WEST GATE ADDITION of the City of Stephenville, Erath County, Texas from (R-1), Single Family Residential, to (R-2.5) Integrated Housing.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen

RECOMMENDATION:

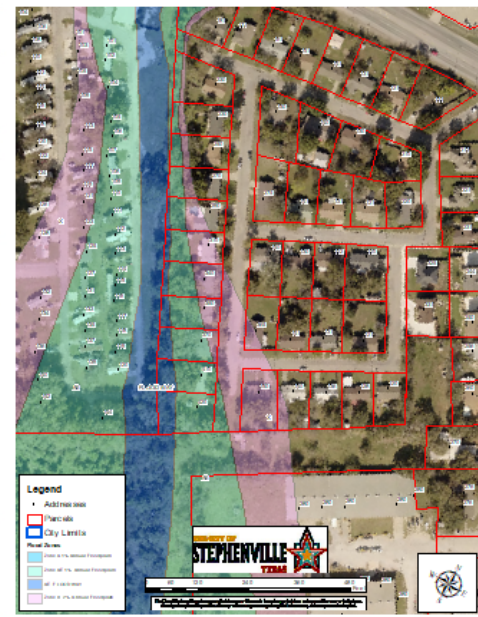
The Planning and Zoning Commission convened May 21, and by a vote of 5/2, recommended the City Council approve the rezone request. The Stephenville 2050 Comprehensive Plan designates the Future Land Use as Community Core and Open Space/Hazard. The Open Space/Hazard designation is due to the property being located in the Zone X, 0.2% Annual Floodplain according to the FEMA Flood Zone map.

BACKGROUND:

The applicant is requesting a rezone to R-2.5 zoning which allows smaller lot dimensions for single family homes. If approved, the property could be subdivided to allow the construction of an additional single-family home. If the rezone is approved, the survey provided indicates that this parcel could meet the minimum land use requirements relating to lot dimensions and setback requirements if subdivided.

Five letters of opposition were received. Some concerns mentioned included traffic and the potential for the construction of something other than a single-family residence. No one spoke in favor or in opposition at the meeting.

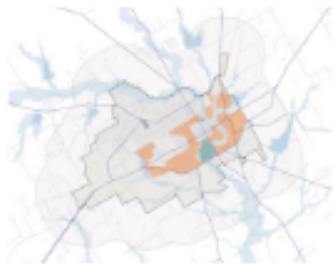
Note: Although demolition of the existing structure could allow for the construction of a townhome or two-four family unit, Mr. Ramirez testified he had no intention to demolish the home, just to subdivide and build an additional single family home in the newly platted lot. It should also be noted that once subdivided, the newly created lot will only have dimensions for the construction of a single-family home.



FUTURE LAND USE

Community Core

The Community Core land use accommodates a mix of uses at a medium density. Diverse housing types are encouraged to support a range of residents. Local businesses, such as grocery stores, cafes, and local offices cater to the needs of the nearby residents and parks and green spaces provide recreational opportunities.



Guiding Principles

Land Use: Land uses are characterized by a mix of uses that includes varying forms of mixed residential and commercial. Purpose-built student housing is preferred along walkable routes to campus and major corridors.

Built Form: Buildings are typically two to four stories to encourage more efficient utilization of land. Buildings are brought up to the street edge to encourage a walkable urban form.

Mobility: Existing streets should be connected into the larger grid network where disconnected and sidewalk with street trees should be developed to prioritize pedestrian connectivity.

Parking: Parking should be accommodated with a mix of off street parking, shared parking, and structured parking associated with larger developments.

Parks and Open Space: Public spaces and plazas are integrated into the development framework as well designed and highly amenitized civic buildings, plaza spaces, and gardens.

Sec. 154.05.8 Integrated housing district (R-2.5).

5.8.A Description. This integrated residential housing district provides for medium-density city neighborhood development. The primary land use allows for single-family dwellings, two-to-four family dwelling units, patio homes, condominiums and townhomes. Generally, this district is for developments resulting in individually platted homes or dwelling units and generally, owner occupied. Recreational, religious and educational uses are also permitted so as to contribute to the natural elements of a convenient, balanced and attractive neighborhood. Development within this district is intended to be protected from the encroachment of land activities that do not contribute to the aesthetic and functional well-being of the intended district environment. The Integrated Housing District will be applicable to all Residential Districts, B-1 Neighborhood Business District (B-1), Central Business District (B-3), and Downtown District (DT).

5.8.B Permitted Uses.

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

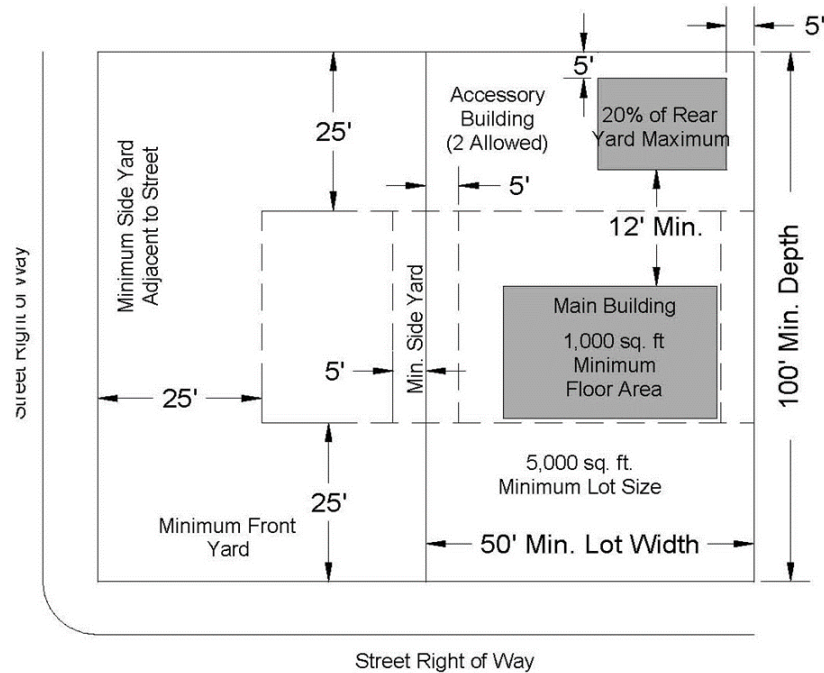
2. Two-to-four family dwellings, with each family limited as in division (1) above;
3. Townhouse dwellings, with each family limited as in division (1) above;
4. Condominium dwellings, with each family limited as in division (1) above;

5.8.C Conditional Uses.

1. Home occupation;
2. Common facilities as the principal use of one or more platted lots in a subdivision;
3. Adult and/or children's day care centers;
4. Foster group home; and
5. Residence hall.

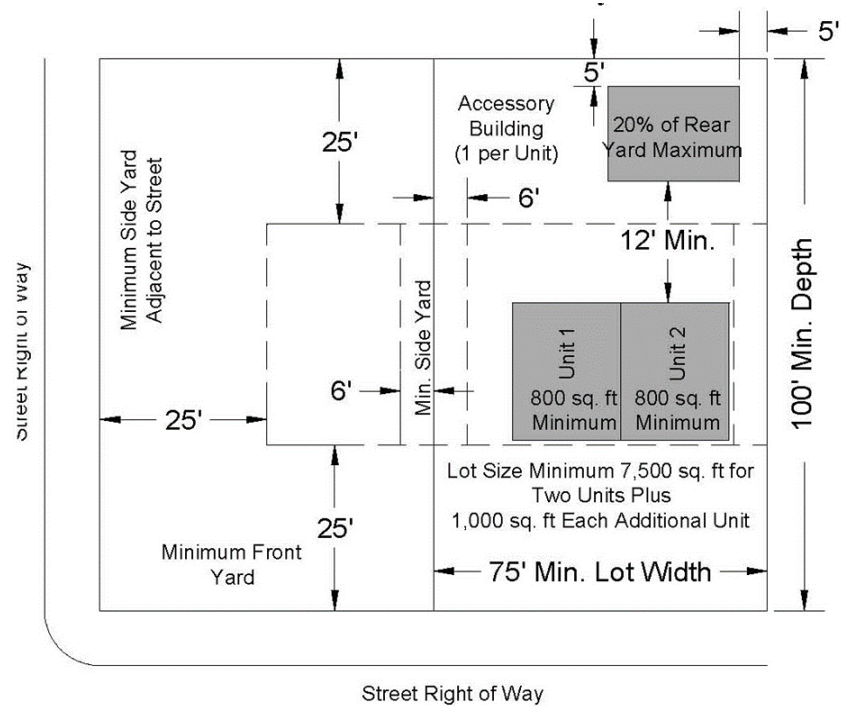
5.8.D Height, Area, Yard and Lot Coverage Requirements.

- A. Single family dwelling.
 1. Minimum lot area: 3,000 ft².
 2. Minimum lot width and lot frontage: 50 feet.
 3. Minimum lot depth: 60 feet.
 4. Minimum depth of front setback: 15 feet.
 5. Minimum depth of rear setback: 15 feet.
 6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting side street.
 7. Building size:
 - a. Maximum coverage as a percentage of lot area: 40%.
 - b. Single family dwelling: 1,000 ft².
 8. Accessory buildings:
 - a. Maximum accessory buildings coverage of rear yard: 20%.
 - b. Maximum number of accessory buildings: one.
 - c. Minimum depth of side setback: five feet.
 - d. Minimum depth of rear setback: five feet.
 - e. Minimum depth from the edge of the main building: 12 feet.
 9. Maximum height of structures: 35 feet.
 10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.



B. Two-to-four family.

1. Minimum lot area: 7,500 ft² for two dwelling units, plus 1,000 ft² for each additional dwelling unit.
2. Minimum lot width and lot frontage: 75 feet.
3. Minimum lot depth: 100 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
 - a. Internal lot: six feet.
 - b. Corner lot: 15 feet from intersecting side street.
7. Building size:
 - a. Maximum coverage as a percentage of lot area: 40%.
 - b. Minimum area of each dwelling unit: 800 ft².
8. Accessory buildings:
 - a. Maximum accessory building coverage of rear yard: 20%.
 - b. Maximum area of each accessory building: 200 ft².
 - c. Maximum number of accessory buildings: one per unit.
 - d. Minimum depth of side setback: five feet.
 - e. Minimum depth of rear setback: five feet.
 - f. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.
10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each



C. Townhouse/Condominium.

1. Minimum lot area: 3,000 ft² per unit.
2. Minimum average lot width and lot frontage: 30 feet.
3. Minimum lot depth: 100 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting side street.
7. Building size:
 - a. Maximum building coverage as a percentage of lot area: 40%
 - b. Minimum area of each Townhouse dwelling unit: 800 ft².
 - c. Minimum area of each Condominium of each dwelling unit: 500 ft² for one bedroom or less, plus 125 ft² of floor area for each additional bedroom.
8. Accessory buildings:
 - a. Maximum accessory building coverage of rear yard: 20%.
 - b. Maximum area of each accessory building: 200 ft².
 - c. Maximum number of accessory buildings: one per unit.
 - d. Minimum depth of side setback: five feet.
 - e. Minimum depth of rear setback: five feet.
 - f. Minimum depth from the edge of the main building: 12 feet.

9. Maximum height of structures: 35 feet.
10. Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.
11. Maximum density of Townhome or Condominium Housing within the R-2.5 District shall not exceed 14 units per acres with each unit platted separately.
12. Deviations from the required standards within the R-2.5 district will be subject to site plan review by the Planning and Zoning Commission and subsequent approval by City Council. Site plans should include renderings with elevations, a finish schedule and incorporate architectural designs that complement the existing structures of the area of integration.

5.8.EParking Regulations. Lots in this District shall provide a minimum of two vehicle parking spaces per dwelling unit, with a driveway connecting the parking spaces with a street or alley, and meet all the pertinent requirements contained in Section

154.11*Parking spaces for vehicles* of this

ordinance. (Ord. No. 2021-O-28 , § 1, passed 9-7-2021)

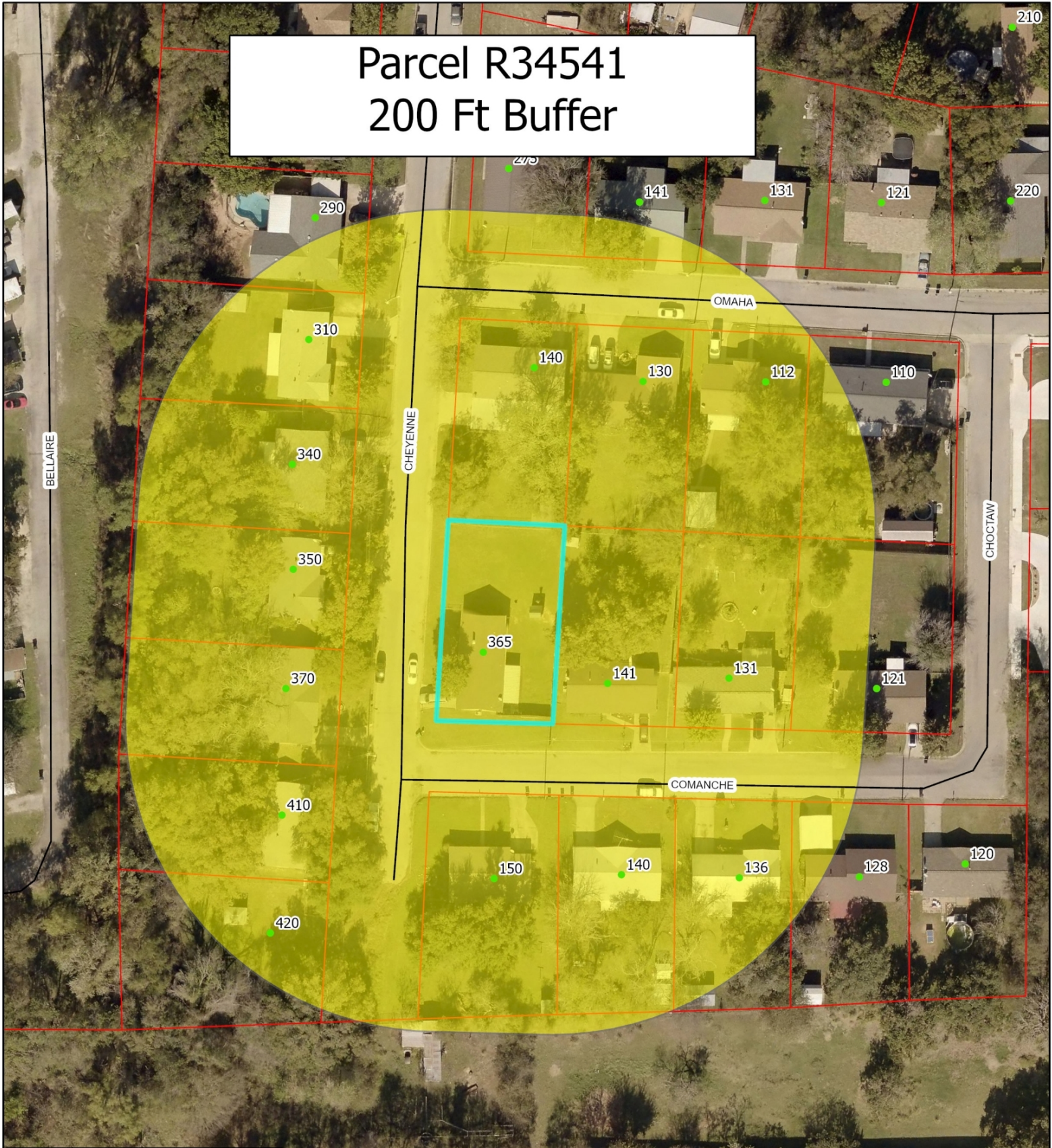
FACTORS TO CONSIDER:

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

ALTERNATIVES:

- 1) Accept the recommendation of the Commission and approve the rezoning request.
- 2) Deny the rezoning request.

Parcel R34541 200 Ft Buffer



Legend

- Addresses
- Roads
- ▭ Parcels
- 200 Ft Buffer

THE CITY OF

STEPHENVILLE
TEXAS



0 25 50 100 150 200 250 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.

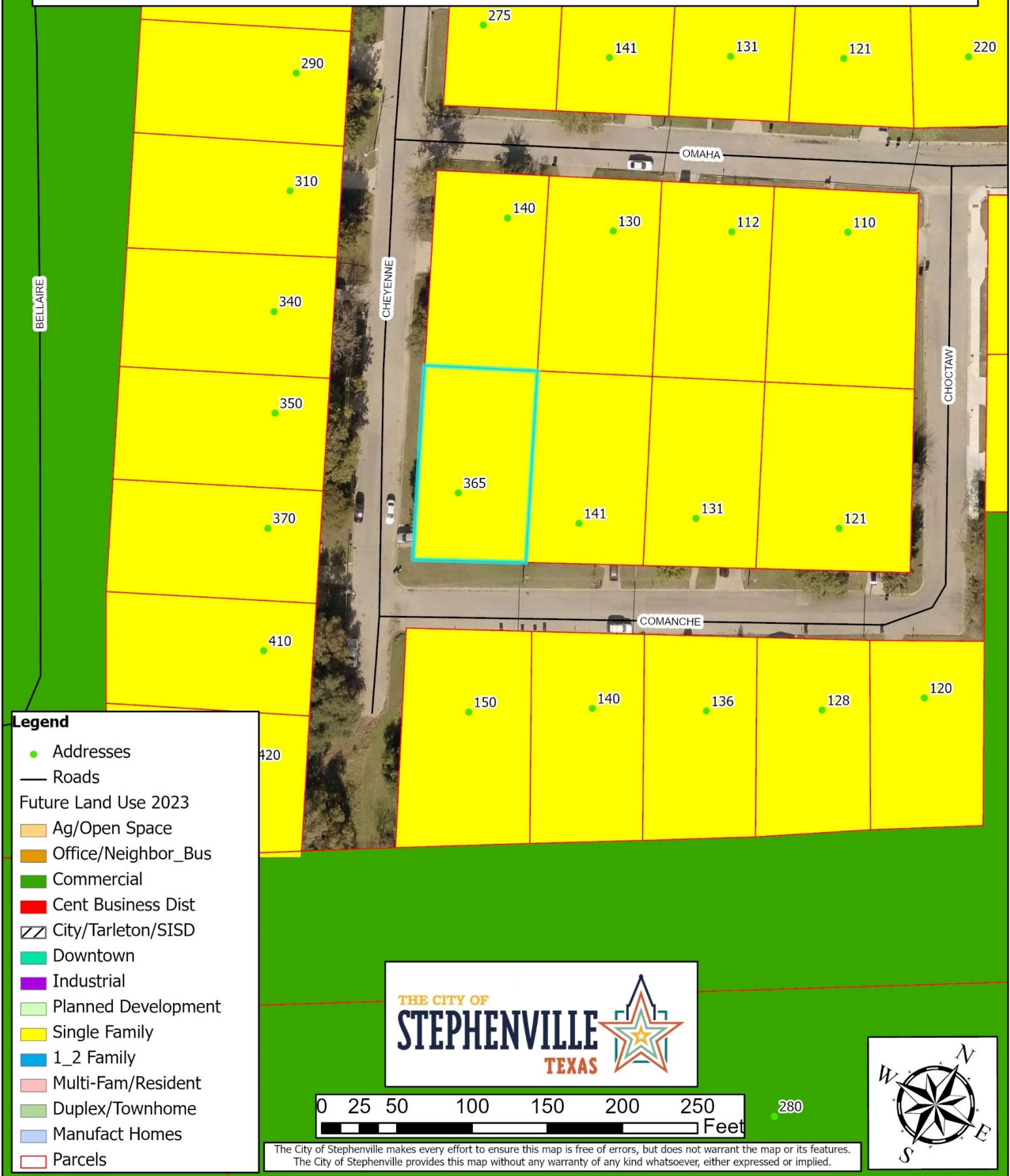


210



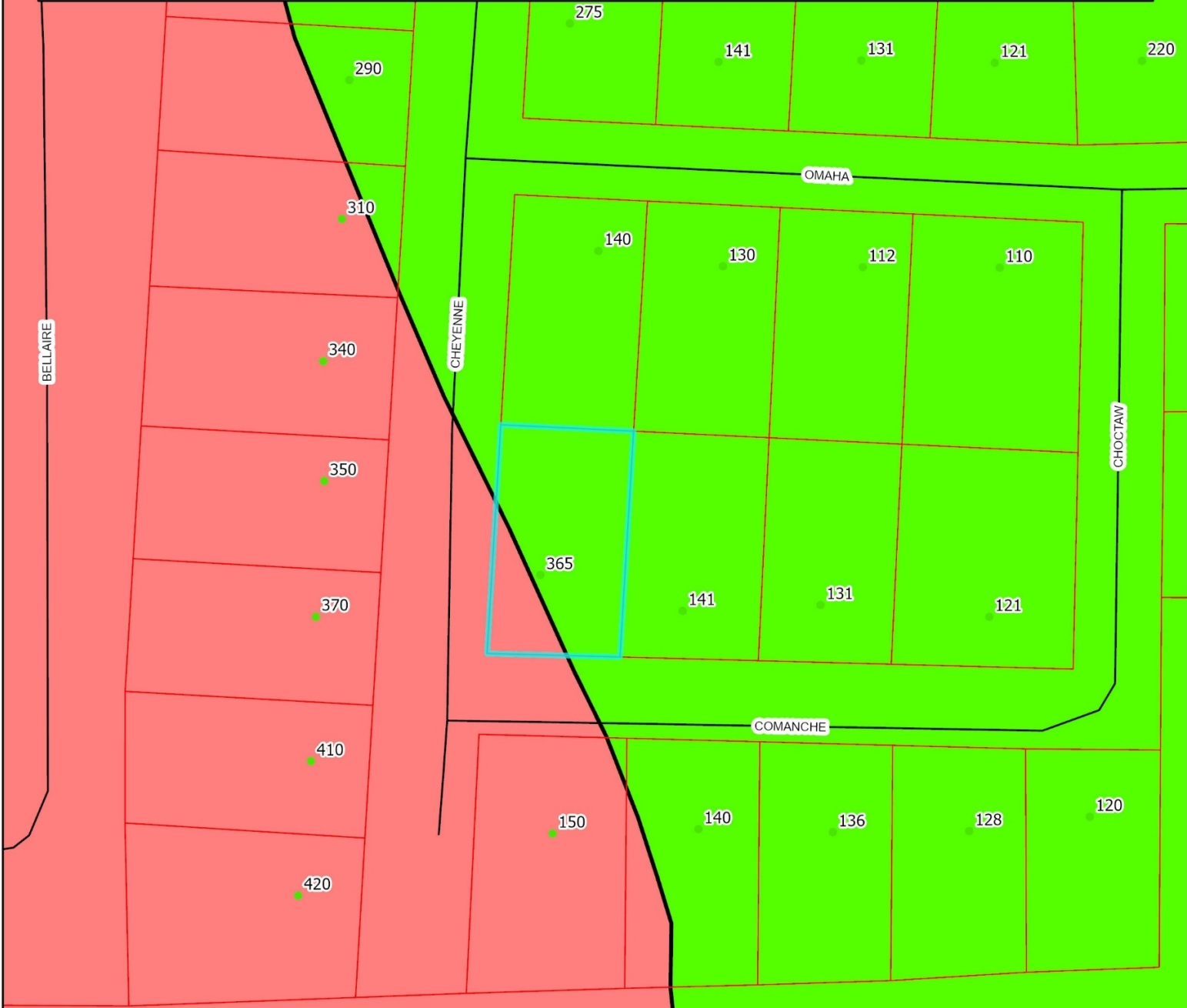
Parcel R34541

Future Land Use 2023 - Single Family



Parcel R34541

Future Land Use 2050 - Community & Open Space



Legend

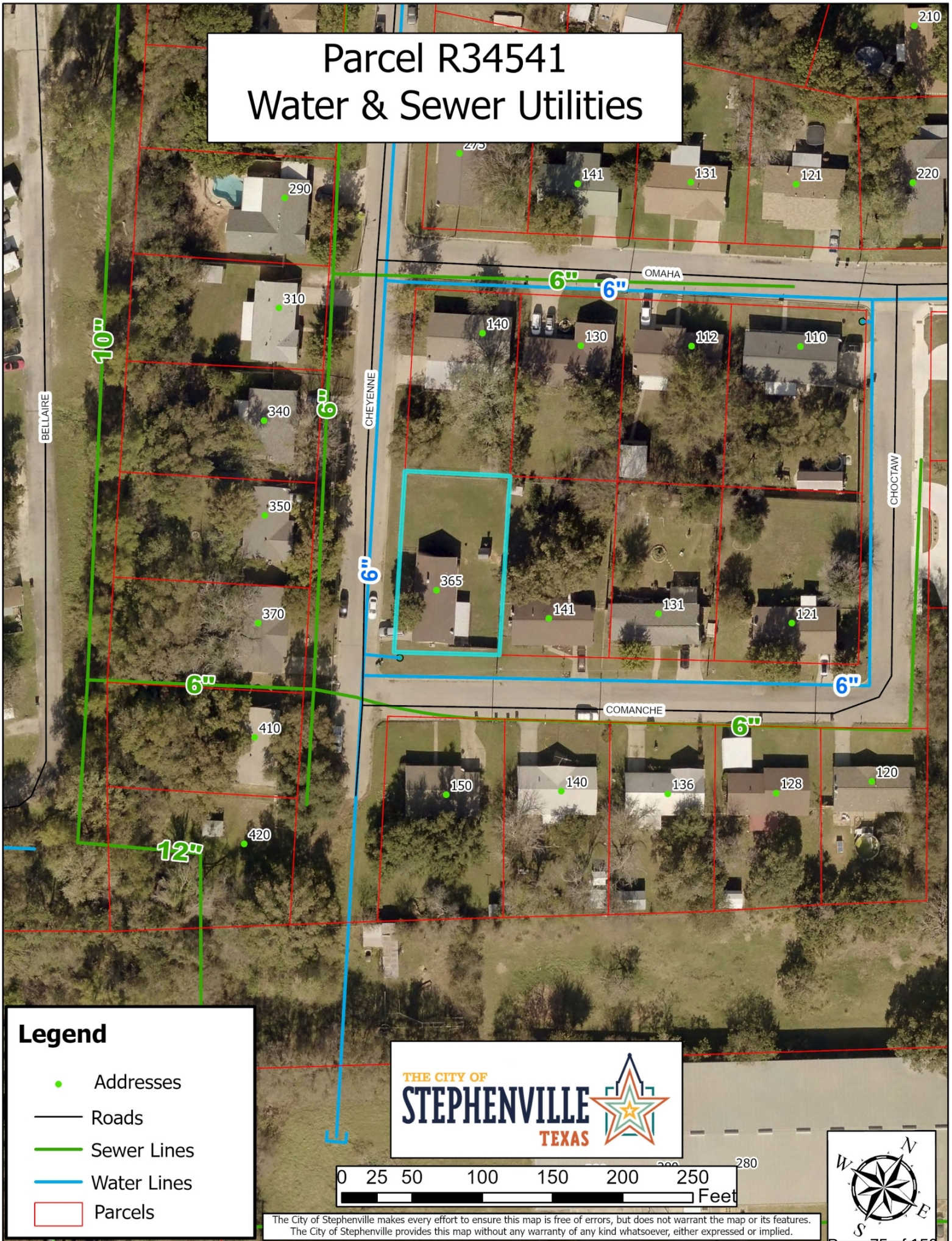
- Addresses
- Roads
- Future Land Use 2050
 - Community Core
 - Complete Neighborhood
 - Open Space/Hazard
 - Rural
 - Special District
 - Town Center Mixed Use
- Parcels



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Parcel R34541 Water & Sewer Utilities



Parcel R34541

200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000034532	141 OMAHA	BLOEMHOF AMBER SHEA	141 OMAHA	STEPHENVILLE	TX	76401
R000034551	290 CHEYENNE	BOSTOCK G MARK & SANDY ANN	290 CHEYENNE DR	STEPHENVILLE	TX	76401-0000
R000022379	0 S DALE AVE	COLLINS MATTHEW DUSTIN	179 LIVE OAK RD	SANTO	TX	76472
R000034545	128 COMANCHE	ESPINOZA ANTONIO JR	128 COMANCHE	STEPHENVILLE	TX	76401
R000034556	410 CHEYENNE	HOWARD DON (ESTATE) & OLA FAYE	5441 S US377	STEPHENVILLE	TX	76401-9628
R000034557	420 CHEYENNE	HOWARD DON (ESTATE) & OLA FAYE	5441 S US377	STEPHENVILLE	TX	76401-9628
R000034538	121 COMANCHE	JONES PAULETTE P	PO BOX 121	STEPHENVILLE	TX	76401
R000034555	370 CHEYENNE	LEE ROYCE & LAURA	18004 S US281	HICO	TX	76457
R000034537	110 OMAHA	LOPEZ MARIO & JORDYN ANN	110 OMAHA	STEPHENVILLE	TX	76401-3824
R000034539	131 COMANCHE	MCGEE LARRY D & KIMMY J	131 COMANCHE ST	STEPHENVILLE	TX	76401
R000034534	140 OMAHA	MENZDORF JERRY L & TAWNYA K	140 OMAHA	STEPHENVILLE	TX	76401
R000034553	340 CHEYENNE	MITCHELL SAM & HEATHER MITCHELL	3927 W SUNNYSIDE AVE	VISALIA	CA	93277
R000034543	140 COMANCHE	PETTY CASSONDRA	975 MESQUITE	STEPHENVILLE	TX	76401
R000034541	365 CHEYENNE	RAMIREZ JUAN M JR	221 N TRAIL ST	CROWLEY	TX	76036
R000034544	136 COMANCHE	REYES MARISOL	136 COMANCHE	STEPHENVILLE	TX	76401
R000034535	130 OMAHA	SCALES PATRICIA ANN	127 CRESTRIDGE DR	CEDAR HILL	TX	75104
R000034533	275 CHEYENNE	SMITH BRANDON K & PAMELA S	275 CHEYENNE DR	STEPHENVILLE	TX	76401
R000034542	150 COMANCHE	STARNES LARRY O	PO BOX 426	CENTERVILLE	TX	75833
R000034552	310 CHEYENNE	VIEHMANN MICHAEL & TELSHA VIEHMANN	310 CHEYENNE DR	STEPHENVILLE	TX	76401
R000034536	112 OMAHA	VOLLEMAN MAKENZIE LAYNE & DANIEL JOHN VOLLEMAN	991 PR1487	DUBLIN	TX	76446
R000034554	350 CHEYENNE	WAGNER JASEN W	1505 GLEN WOOD DR	STEPHENVILLE	TX	76401
R000034540	141 COMANCHE	WAY IRIS N	141 COMANCHE	STEPHENVILLE	TX	76401-3821
R000034531	131 OMAHA	ZIPP CODY & RHEAGAN LYNCH	131 OMAHA	STEPHENVILLE	TX	76401

I am requesting a zoning change for my property located at 365 Cheyenne Dr, Stephenville, Texas 76401, from Single Family Residential (R-1) to One- and Two-Family Residential District (R-2). This change will enable the development of a secondary dwelling unit on the side lot, complementing the existing single-family dwelling that I currently utilize as an investment property. See Figure 1 below highlighting the proposed area for the secondary single-family dwelling.

The proposed zoning change aligns with the medium-density neighborhood development described in the R-2 zoning requirements. It will provide additional housing options while preserving the integrity and aesthetic appeal of the neighborhood. My goal is to contribute positively to the Stephenville community by enhancing the residential environment and addressing housing needs.

If the rezoning is approved, I plan to make necessary updates to the existing dwelling, including upgrading the vehicle parking space from one vehicle to the minimum requirement of two vehicle parking spaces. This will help mitigate concerns about congestion due to vehicles parking on the street.

Additionally, I intend to build a new dwelling that includes 3 bedrooms and 2-3 bathrooms, with either a single car garage or no garage, depending on the approved building area. If it is more practical for the available building area, I will consider constructing the dwelling as a two-story structure to meet the minimum required building size.

I am committed to ensuring that this development contributes to a balanced and attractive residential environment, enhancing the overall functionality and well-being of the district. I believe this zoning change will support the community's growth and provide valuable housing options for residents.

Thank you for considering my request.

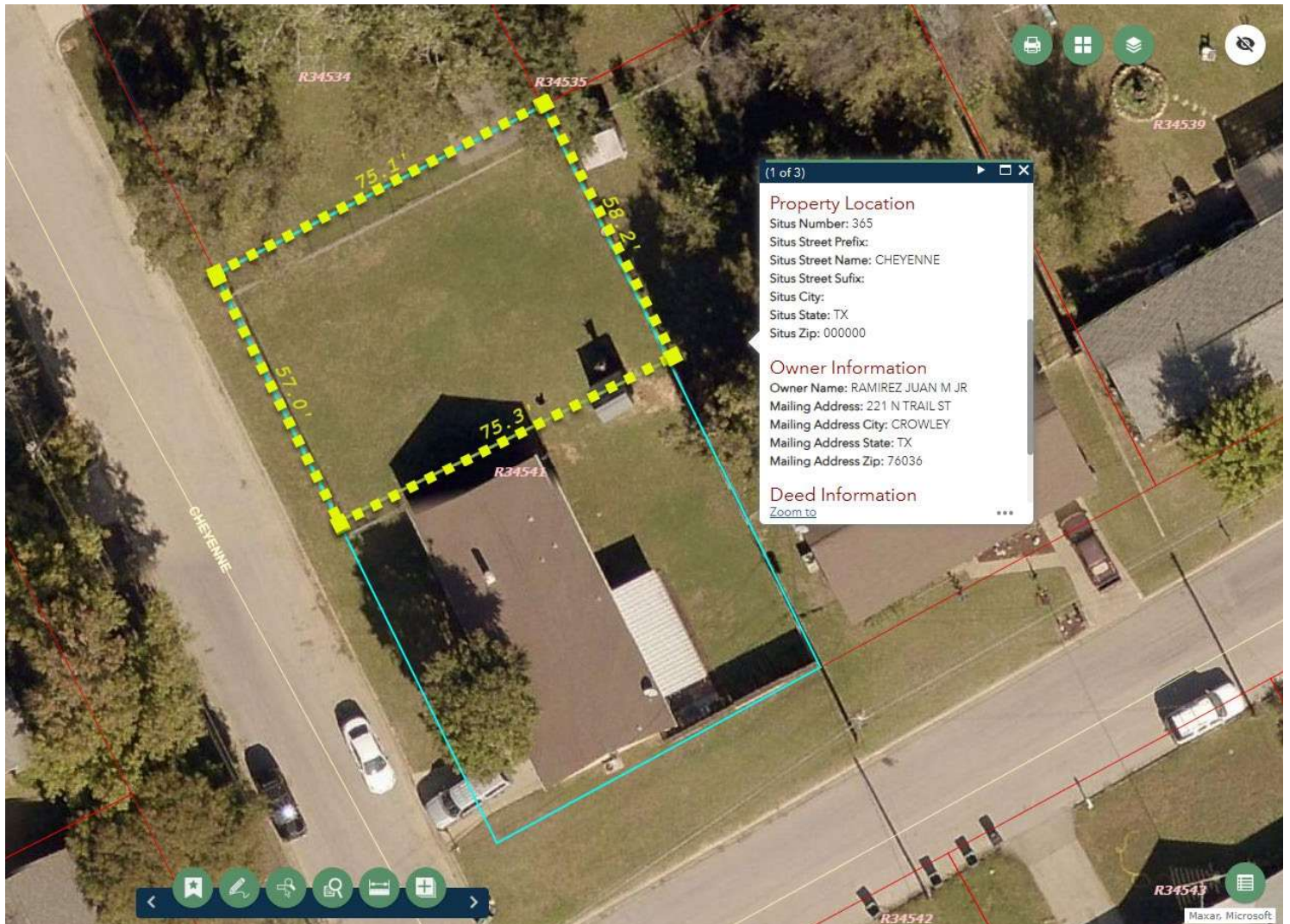
Juan Ramirez

Property Owner

M: (817) 965-4888

Email: ramirez.juanjr@yahoo.com

Figure 1 - Highlighted Area: Proposed Site for Secondary Single-Family Dwelling Unit



ORDINANCE NO. 2025-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED SINGLE FAMILY RESIDENTIAL (R-1) TO INTEGRATED HOUSING (R-2.5)

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:

365 Cheyenne, Parcel R34541, being Block D, Lot 8 of S6900 WEST GATE ADDITION of the City off Stephenville, Erath County, Texas

is hereby rezoned and the zoning classification changed from the classification of Single Family Residential (R-1) to Integrated Housing (R-2.5) in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 3rd day of June 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

COMMITTEE REPORT



REPORT TYPE: Tourism and Visitors Bureau Committee

MEETING: May 20, 2025

Present: LeAnn Durfey, Gerald Cook, David Basket (Mayor Pro Tem)

Absent: Lonn Reisman, Brandon Greenhaw

DEPARTMENT: Administrative Services

STAFF CONTACT: Darrell Brown, Director

DISCUSSION: The committee met on May 20, 2025, to for the following updates:

1. Stephenville Clark Regional Airport Quarterly Update

Presentation by Airport Manager Sean Clemmons.

2. Main Street Quarterly Update

Presentation by Director of Development Services Darrell Brown.

3. Tourism and Visitors Bureau Quarterly Update

Presentation by Tourism and Visitors Bureau Manager Alyee Whitworth.

No action was taken by the Committee.



STAFF REPORT

SUBJECT: Consider approval of Phase III of the Stephenville City Park Inclusive Playground

DEPARTMENT: Parks and Leisure Services

STAFF CONTACT: Daron Trussell, Director of Parks and Leisure Services

RECOMMENDATION:

Steff recommends that City Council approve the final design and purchase for Phase III of the Stephenville City Parks Inclusive Playground. This is the final phase to complete this project and should be done with approval in 10 weeks.

BACKGROUND:

Phase I and II have been completed, this is the final phase in order to complete this project.

FISCAL IMPACT SUMMARY:

The cost to complete Phase III is \$233,931.87.



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

05/09/2025
 Quote #
 170948-01-03

Stephenville City Park - Phase 3 Turf Option (Updated)

City of Stephenville
 Attn: Brett Moore
 298 W. Washington Street
 Stephenville, TX 76401
 United States
 Phone: 417-838-4173
 bamooore@stephenvilletx.gov

Ship to Zip 76401

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Modular PowerScope Play Structure (Standard Components) [Deck:Pvc:_____] [Basic:_____] [Accent:_____] [Accent2:_____] [RotoPlastic:_____] [2ColorHDPE:_____] (4) 80000 -- 49" Sq Punched Steel Deck (3) 80021 -- 14' Upright Assembly (Alum) (1) 80078 -- 6"Stepped Platform (1) 80657 -- Access Attachment 4' (1) 80687 -- Handhold/Kick Plate Pkg (4) 90003 -- Wide Triangle Deck (1) 90033 -- 4' Transfer Platform W/Guardrail (1) 90106 -- 4'-6"/5' Schooner Climber (1) 90136 -- 5'/5'-6" Twister Climber (7) 90266 -- 8' Upright, Alum (3) 90268 -- 10' Upright, Alum (2) 90269 -- 11' Upright, Alum (3) 90272 -- 14' Upright, Alum (1) 90399 -- Std Funnel Bridge, 1 Dk Span W/ Barrier (1) 90653 -- 3'-6"/4'-0" Zip Swerve Slide Left (1) 90874 -- Farm Animals Half Panel (1) 90882 -- 360 Spiral Slide 5' w/roto hood (2) 91139 -- Entryway - Barrier (3) 91150 -- Entryway - Timbers (1) 91181 -- 4' 0" Plank Climber - Timbers (1) 91269 -- Sprout Climber (1) 91580 -- Animal Race Half Panel (5) 91827 -- 5" Upright Extension w/ Cap 5' (4) G90270 -- 12' Upright, Galv	\$68,751.00	\$68,751.00
1	RDU	GameTime - Modular PowerScope Play Structure (Custom Components) (1) 3295RP -- Barn Roof (3) 4370RP -- Barn Wall Panel, 2-sided	\$47,105.00	\$47,105.00



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

05/09/2025
 Quote #
 170948-01-03

Stephenville City Park - Phase 3 Turf Option (Updated)

Quantity	Part #	Description	Unit Price	Amount
		(1) 4990RP -- Silo Roof w Extensions		
		(1) 6071SP -- 5" Corn Stalk Climber Large		
		(1) 6072SP -- 5" Corn Stalk Climber Small		
		(1) 6129SP -- Corn Stalk Climber 2ft		
1	RDU	GameTime - Custom Tractor	\$44,540.00	\$44,540.00
		(2) 4691RP -- Deck Extension Flared		
		(2) 6793RP -- Wide Climber Offset Archway		
		(1) 6831RP -- Tractor Body w Accessible Step		
		(1) 6833RP -- Tractor Front Wheels		
		(1) 6836RP -- Tractor Rear Wheels, Wide Deck		
		(2) 6837RP -- Tractor Step		
1	6281I	GameTime - Mule Spring Rider	\$1,459.00	\$1,459.00
1	178749	GameTime - Owner's Kit	\$92.08	\$92.08
1	INSTALL	MISC - Removal and Disposal of Existing Equipment and Wood Surfacing	\$13,523.00	\$13,523.00
1	INSTALL	MISC - Installation of Above Equipment	\$42,900.00	\$42,900.00
1	INSTALL	MISC - Provide and Install of Compacted Stone Sub-Base (6")	\$8,606.00	\$8,606.00
2146	TURF	GT-Impax - Synthetic Turf Safety Surfacing (SF)-	\$23.98	\$51,461.08
		• Area: 2,146 Sq.Ft. • Materials: 60 oz Synthetic Turf with Envirofill • Depth: 1.25" for 7' CFH • Freight to Site • Installation of Turf Surfacing Only		
Contract: Buy Board Contract #679-22			Sub Total	\$278,437.16
			Discount	(\$32,813.16)
			Freight	\$8,307.87
			Total	\$253,931.87

Comments

* Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

*** Quote must be ordered by 5/30/25 in order for pricing to be valid.**



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

05/09/2025
Quote #
170948-01-03

Stephenville City Park - Phase 3 Turf Option (Updated)

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount. Consult local sales representative for CWO terms.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. dba GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** Standard Lead time is **6-8 weeks (some items may take longer)** after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

INSTALLATION CONDITIONS:

- **ACCESS:** The site must be clear, level, and provide unrestricted access for trucks and machinery. Any site that is inaccessible may incur additional charges.
- **STORAGE:** The customer is responsible for providing a secure area for off-loading and storing equipment during installation. Once equipment is delivered to the site, the owner assumes responsibility for any theft or vandalism unless alternative arrangements are made and documented in the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only, prior to the installation of drains, subbase, or surfacing. The customer is responsible for any unforeseen conditions such as buried utilities (public or private), tree stumps, rocks, or any other concealed materials or conditions that may result in additional labor or material costs.
- **UTILITIES:** The installer will contact 811 to locate all public utilities before layout and excavation of footer holes. The owner is responsible for identifying any private utilities. Cunningham Recreation and the installer are not liable for any damage to unmarked private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise stated. The price includes only the items specified in this quotation. Additional site work or specialized equipment needs may result in price adjustments.
- **SITE CONDITIONS:** The site must have a slope of less than 1.5%. Any excavation or grading required to achieve an acceptable slope is the responsibility of others unless otherwise noted. All demolition and site preparation must be completed before the installation crew is mobilized.
- **GENERAL INSTALLATION NOTES:** Installation will be performed according to the manufacturer's specifications by a GameTime-certified installer. A one-year warranty on all labor is provided from the date of completion. Product warranty and service claims may not include labor.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

05/09/2025
Quote #
170948-01-03

Stephenville City Park - Phase 3 Turf Option (Updated)

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$253,931.87**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

City of Stephenville - City Park Phase 3 Stephenville TX

Design • Build • PLAY!



Barn Colors:

Barn - Red

Silo - Metallic

Decks - Chocolate

Uprights - Brown

Plastics - Green

Accents - Yellow

Tractor Colors:

Uprights - Brown

Wheels - Black

Accents - Green

HDPE Yellow

Corn Stalks - Green Post - Yellow Corn

STAFF REPORT



SUBJECT: Monthly Budget Report for the Period Ending April 30, 2025

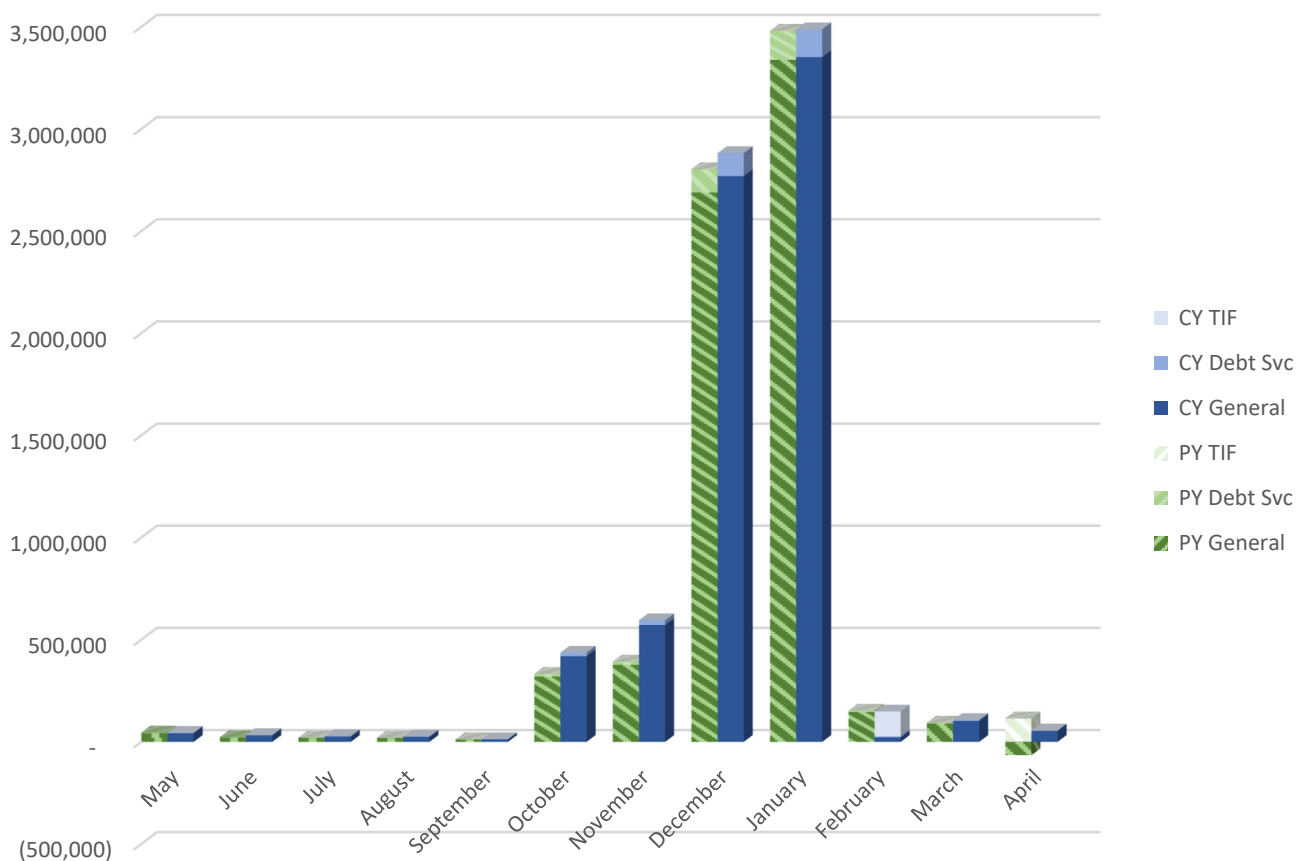
DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

BACKGROUND:

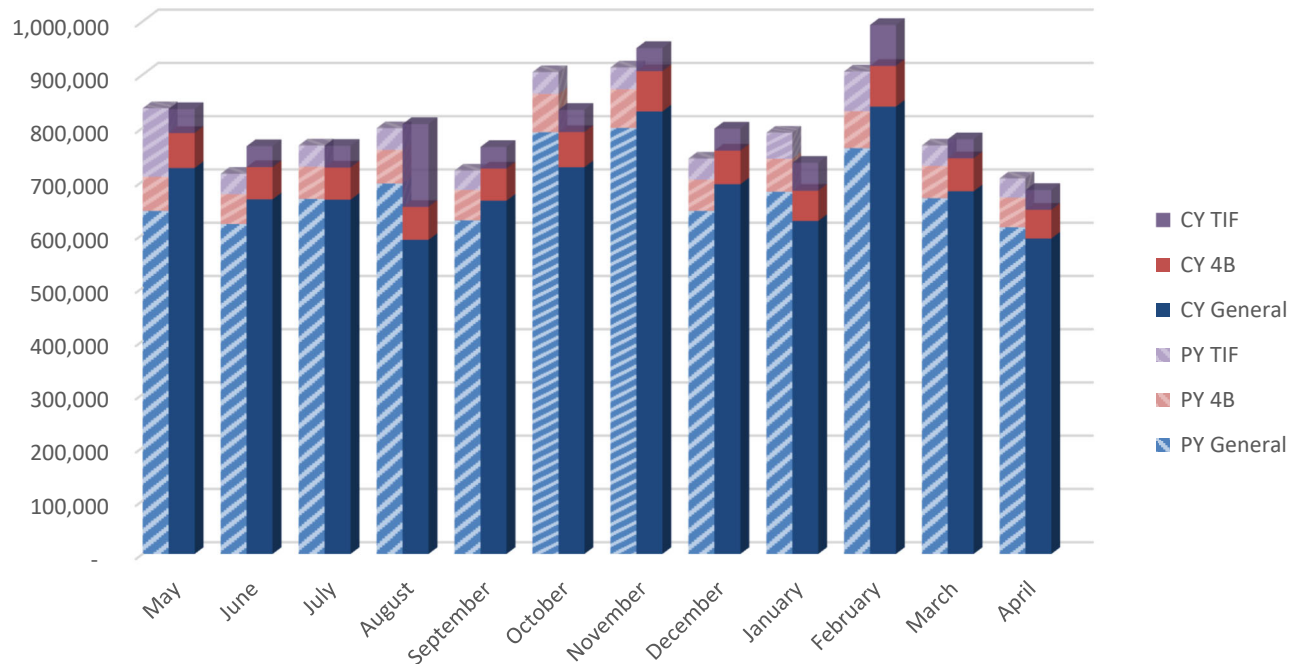
In reviewing the financial statements ending April 30, 2025, the financial indicators are overall as or better than anticipated.

Property Tax Collections
2 year 12 month rolling comparison

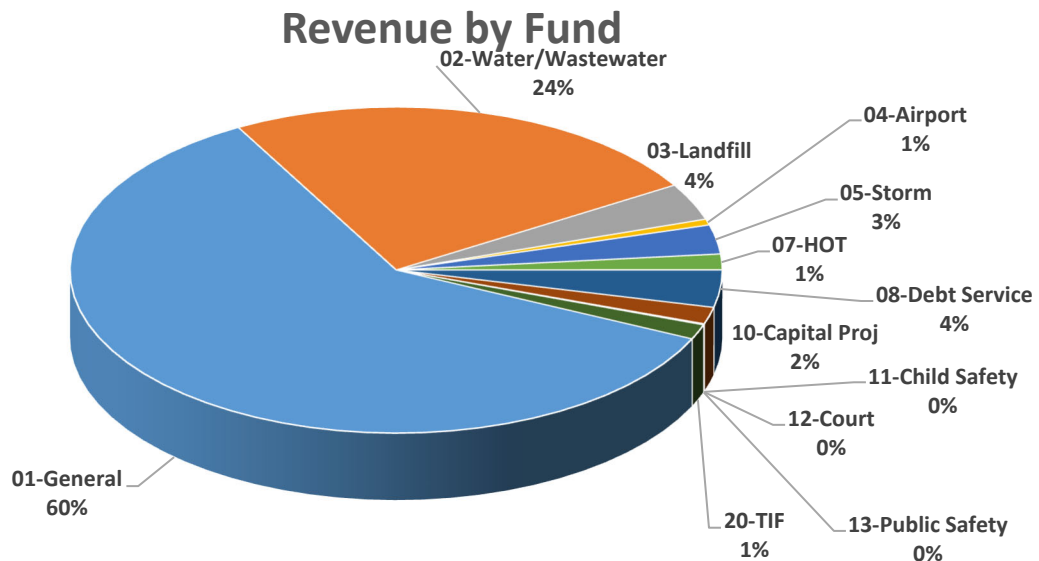


We received \$56K in property taxes in the month of April, resulting in a \$406K increase over the funds collected last fiscal year to date. The amount collected is 99% of the \$7.8 million budget, which is \$68K more than anticipated.

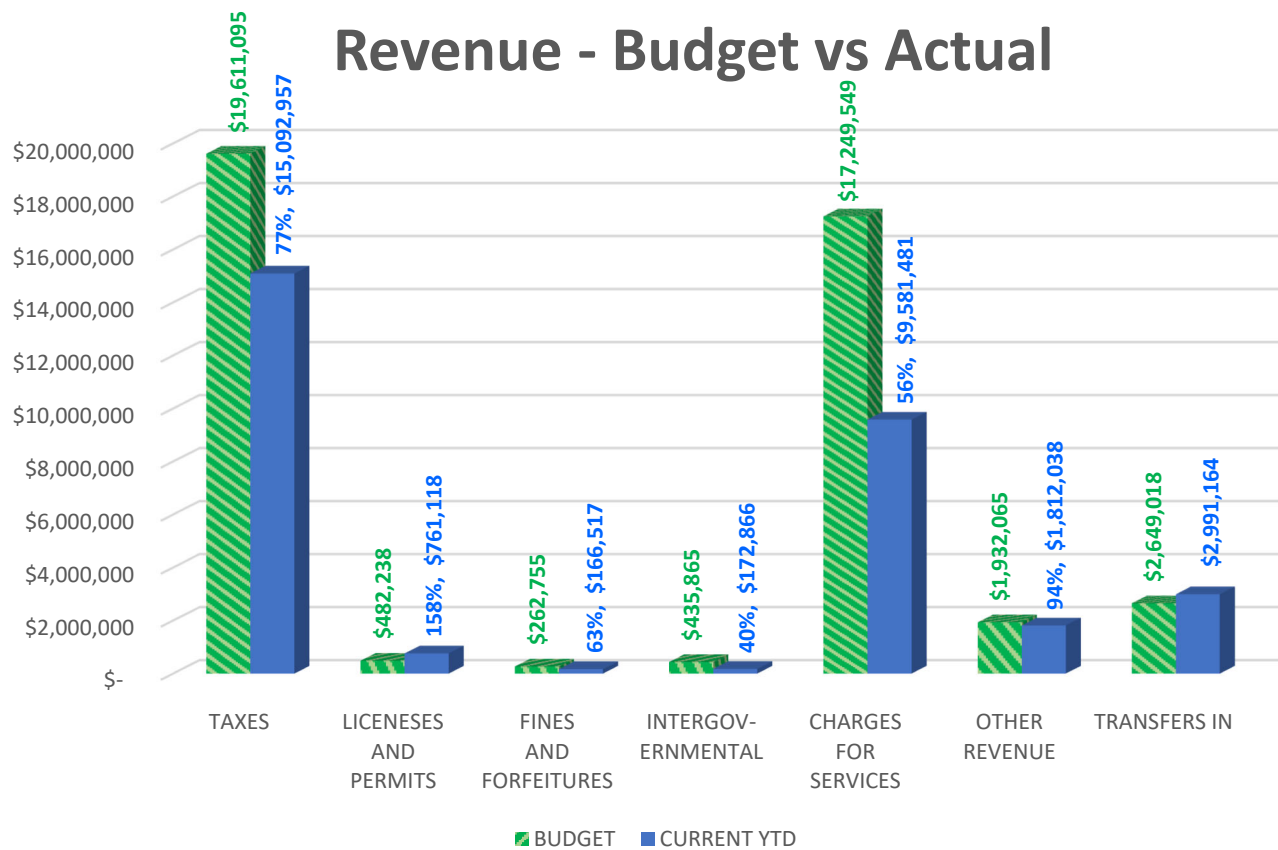
Sales and Use Tax 2 year 12 month rolling comparison



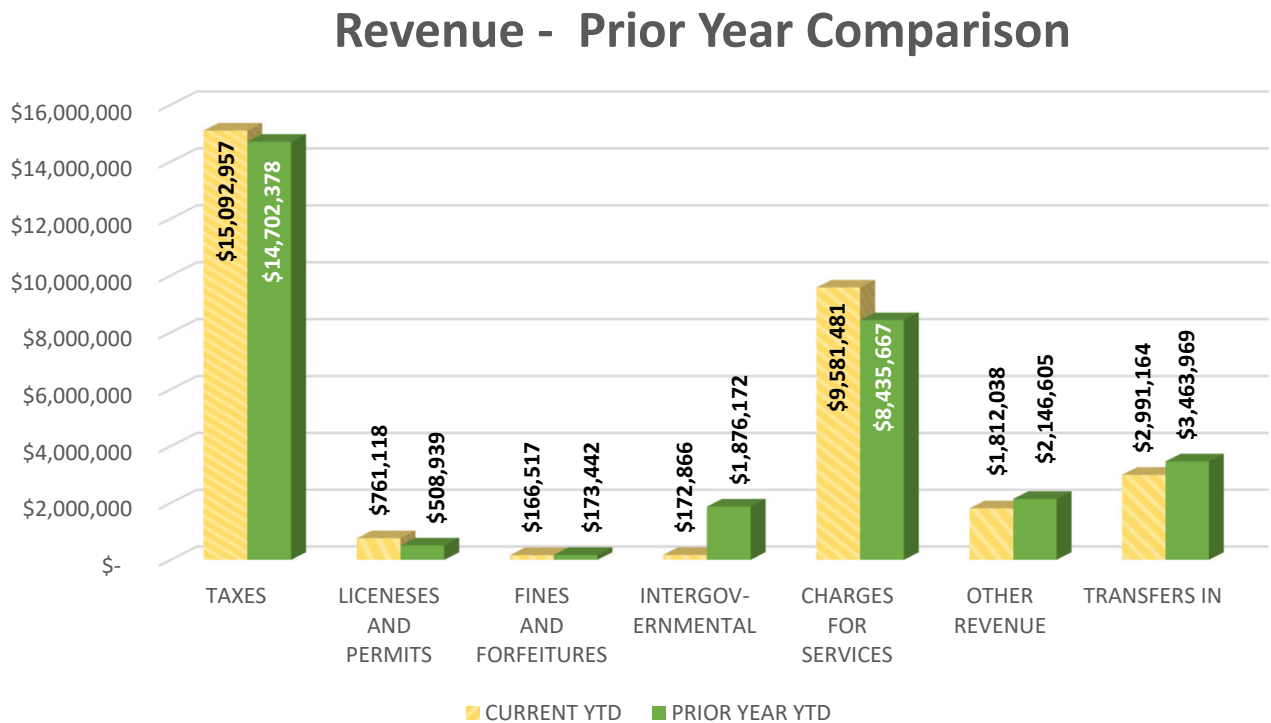
We received \$683K in sales tax in April, resulting in \$42K or 1% more than the funds collected last fiscal year to date. The amount collected is 61% of the \$9.4 million budget, which is \$167K higher than anticipated.



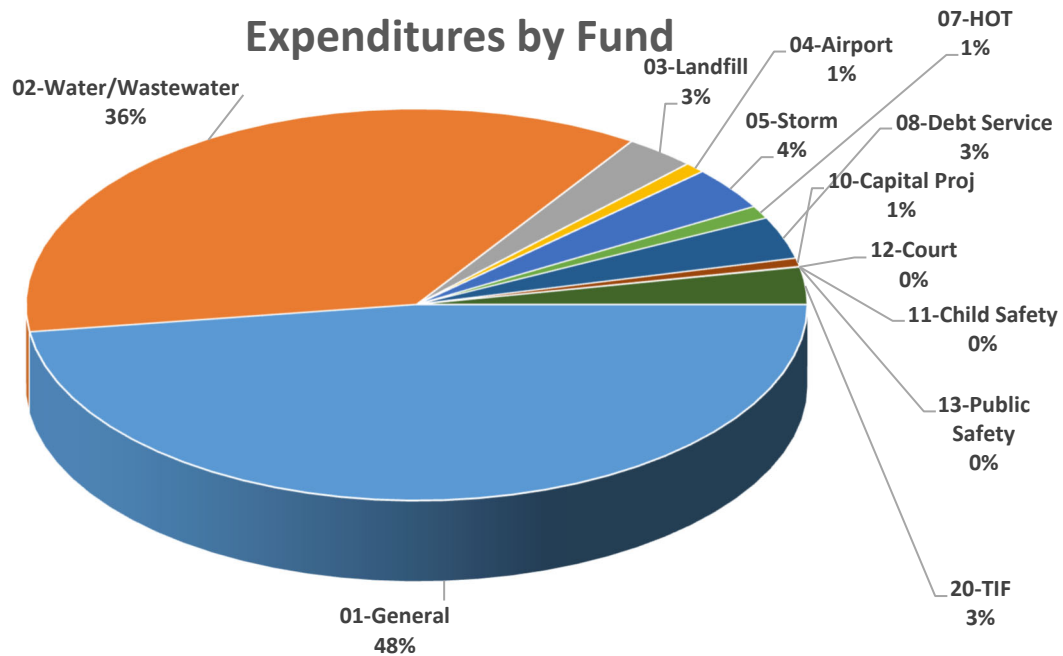
Of the \$30.5 million revenue received to date, 60% was received in the General Fund, 24% was received in the Water/Wastewater Fund, 4% was received in the Debt Service Fund, 4% was received in the Landfill Fund, 3% was received in the Storm Water Drainage Fund, and 2% was received in the Capital Projects Fund.



We received 72% of the total budgeted revenue through April, which is \$2 million more than anticipated due to taxes, licenses and permits, interest income, and other revenue.

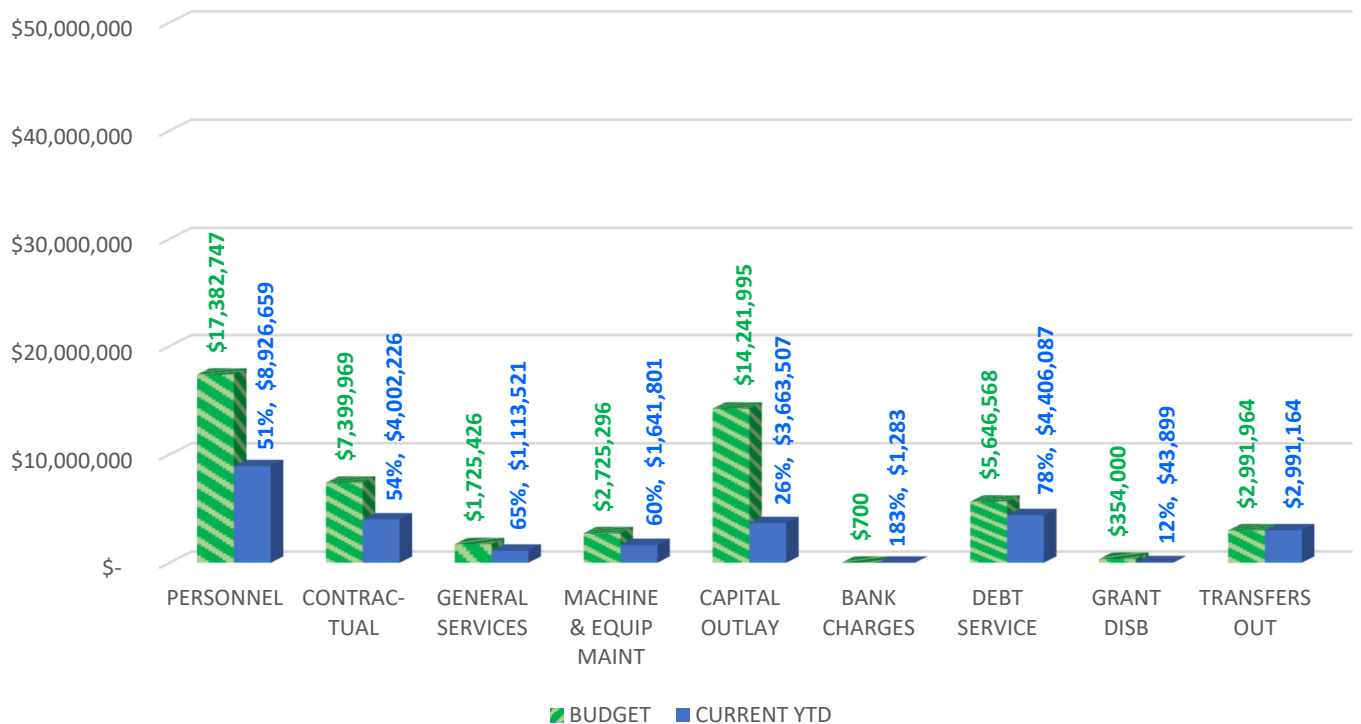


We received \$729K less revenue through April than last fiscal year to date due to intergovernmental.



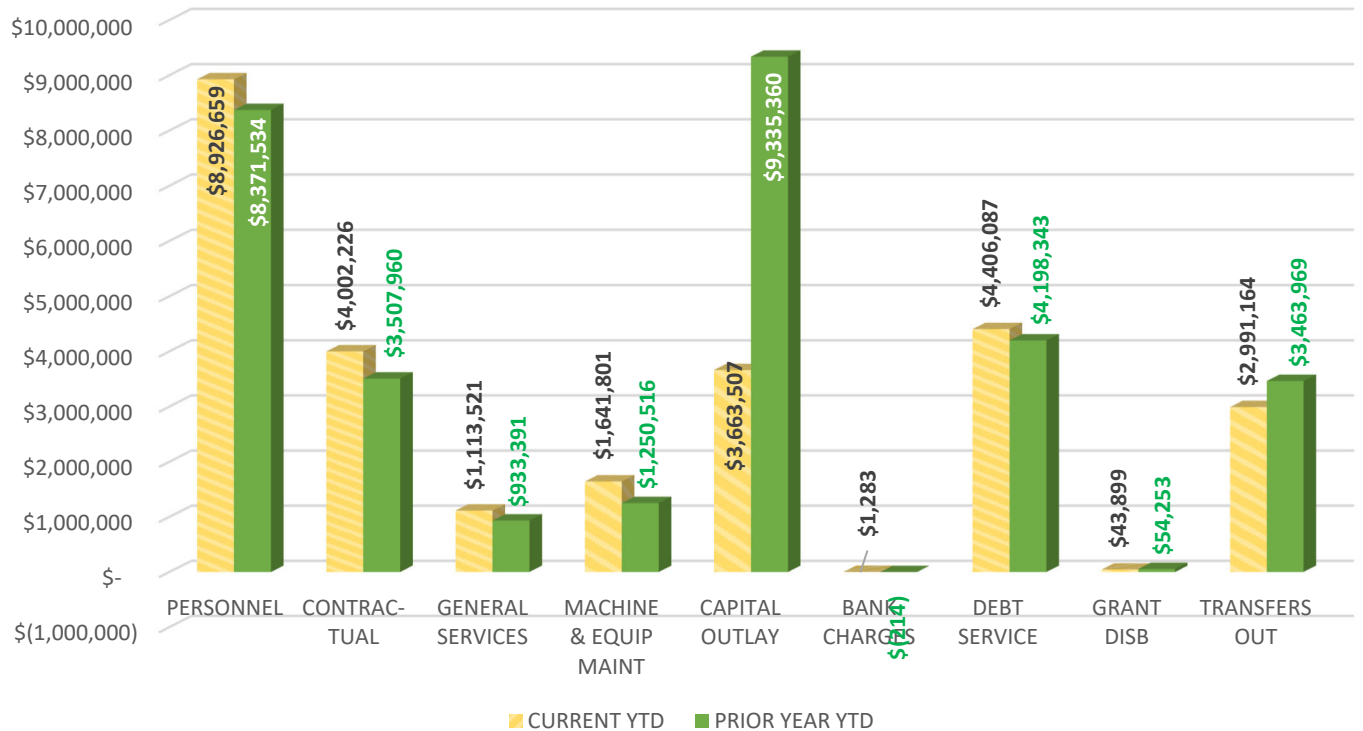
Of the \$26.8 million spent to date, 48% was expended in the General Fund, 36% was expended in the Water/Wastewater Fund, 4% was expended in the Storm Water Drainage Fund, 3% was expended in the Debt Service Fund, 3% was expended in the TIF Fund, and 3% was expended in the Landfill Fund.

Expenditures - Budget vs Actual



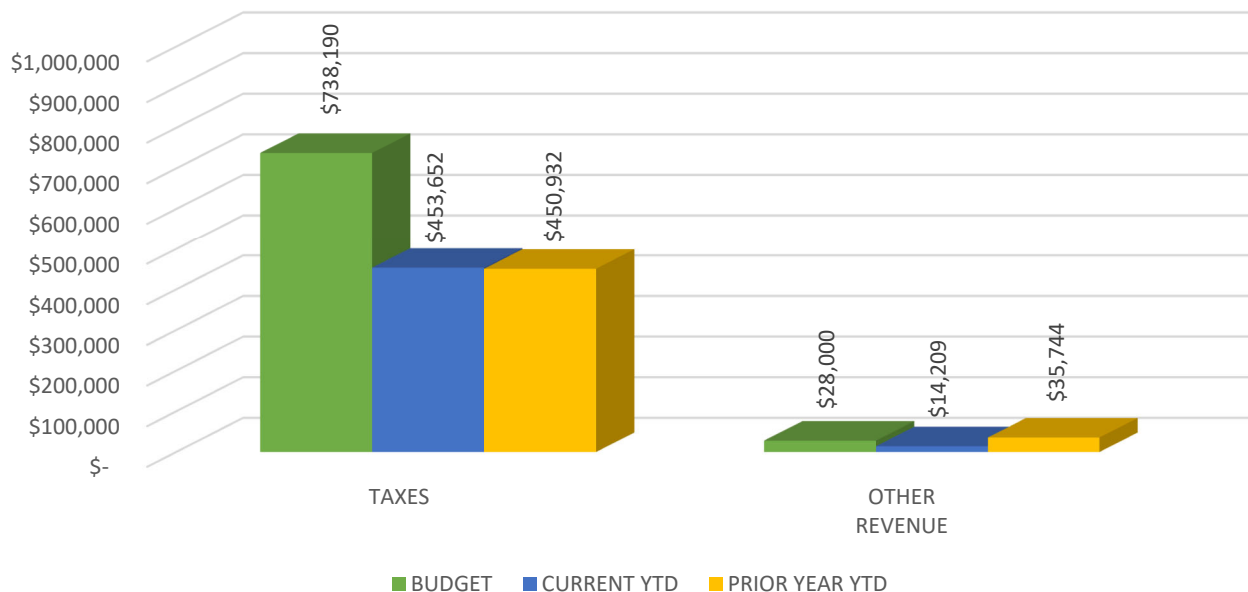
We have expended 51% of the total budgeted expenditures through April, which is \$7.7 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures - Prior Year Comparison



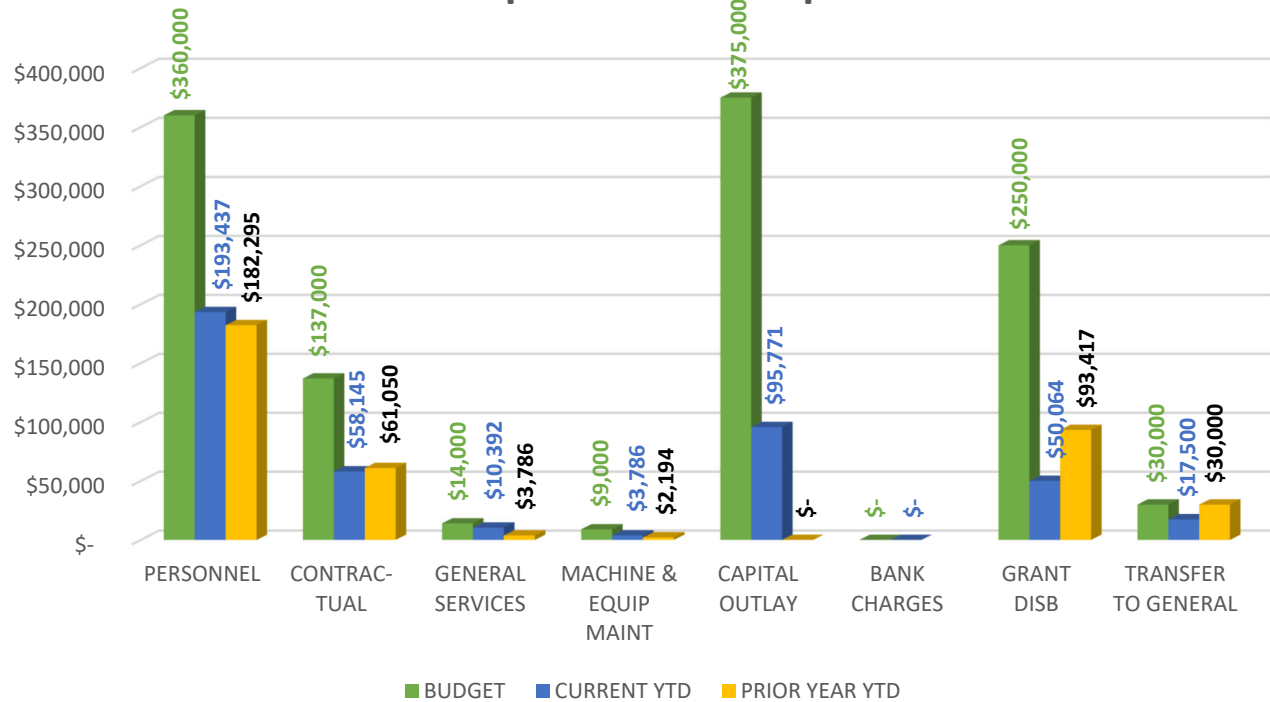
We spent \$4.3 million less on expenditures through April than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison



SEDA has received an overall 61% of budgeted revenue through April, which is \$19K less than last fiscal year to date due to interest income and \$16K more than anticipated due to taxes.

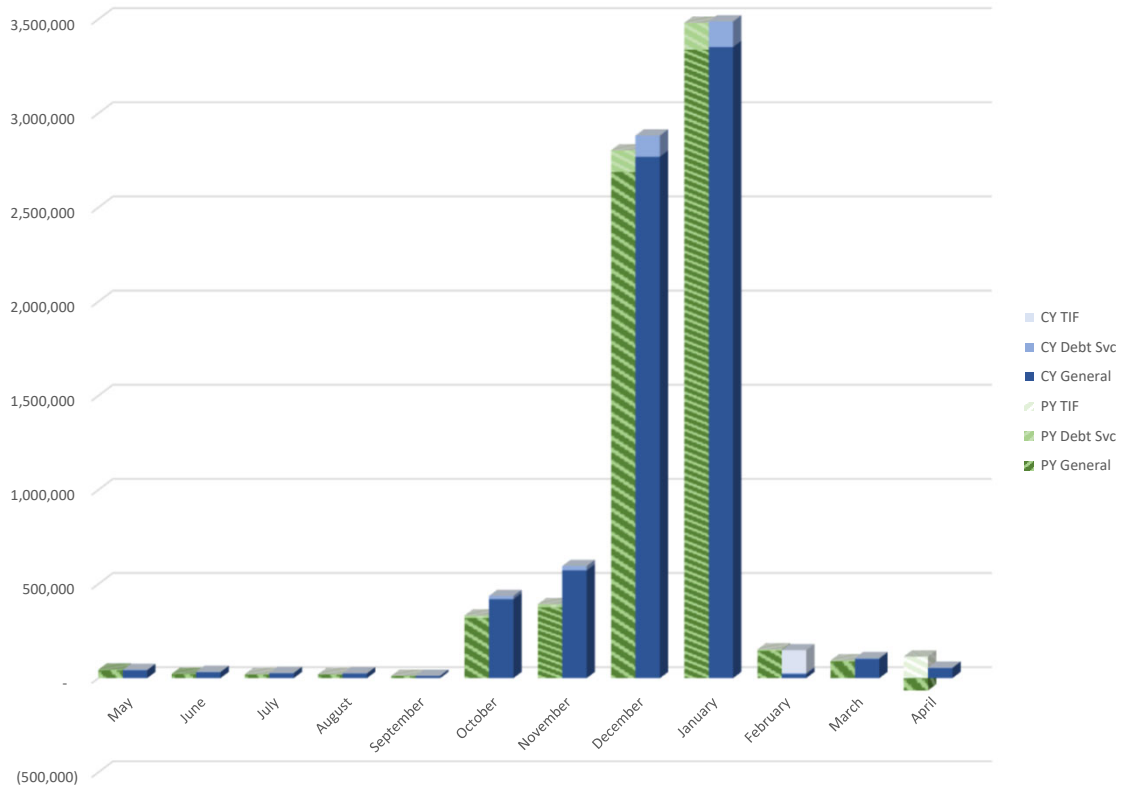
SEDA Expenditure Comparison



SEDA has spent an overall 37% of budgeted expenditures through April, which is \$56K more than last fiscal year to date due to personnel and capital outlay and \$248K less than anticipated due to contractual, capital outlay, and grant disbursements.



Property Tax Collections
2 year 12 month rolling comparison



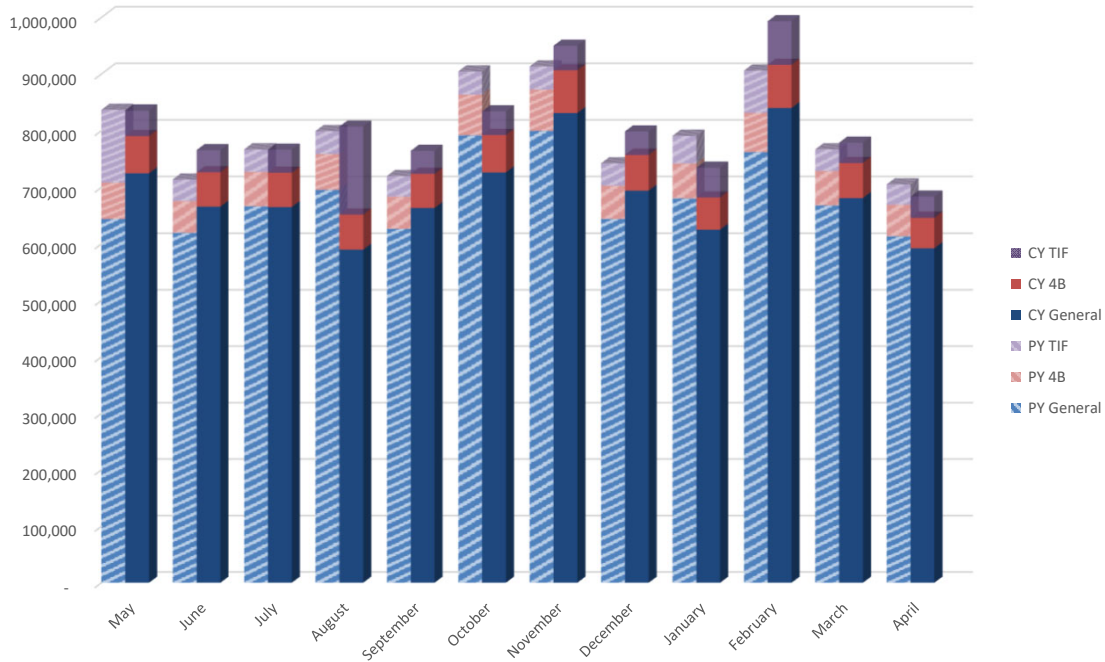
Month	General Fund	Debt Svc	TIF	Total	Month	General Fund	Debt Svc	TIF	Total
May-23	43,776	1,691	-	45,467	May-24	42,319	1,798	-	44,117
Jun-23	22,298	864	-	23,162	Jun-24	31,592	1,335	-	32,927
Jul-23	20,824	789	-	21,613	Jul-24	26,485	1,127	-	27,612
Aug-23	20,172	782	-	20,954	Aug-24	24,665	1,029	-	25,693
Sep-23	12,245	475	-	12,720	Sep-24	12,040	580	-	12,620
Oct-23	319,330	13,573	-	332,903	Oct-24	419,463	17,009	-	436,473
Nov-23	376,834	16,009	-	392,843	Nov-24	572,344	23,175	-	595,519
Dec-23	2,689,123	114,387	-	2,803,510	Dec-24	2,769,471	112,240	-	2,881,711
Jan-24	3,338,531	142,029	-	3,480,560	Jan-25	3,351,878	135,722	-	3,487,600
Feb-24	146,100	6,211	-	152,311	Feb-25	21,399	6,171	120,967	148,537
Mar-24	90,280	3,823	-	94,103	Mar-25	102,588	4,090	-	106,678
Apr-24	(64,868)	2,038	112,569	49,740	Apr-25	53,686	1,993	-	55,679
12 month total				<u>7,429,886</u>	12 month total				<u>7,855,165</u>
Oct-Apr 2024				<u>7,305,970</u>	Oct-Apr 2025				<u>7,712,197</u>
FY 2023-2024 Total				7,448,939	FY 2024-2025 Budget				7,782,524

Collection to date as percentage of fiscal year total 98.08%

Collection to date as percentage of fiscal year budget 99.10%



Sales and Use Tax
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
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%
Apr-24	613,466	55,770	36,003	705,239	Apr-25	592,310	53,846	37,288	683,444	-3.09%
12 month total				<u>9,567,362</u>	12 month total				<u>9,712,161</u>	1.51%
Oct-Apr 2024				<u>5,730,228</u>	Oct-Apr 2025				<u>5,772,824</u>	0.74%
FY 2023-2024 Total				9,412,210	FY 2024-2025 Budget				9,413,312	
Collection to date as percentage of fiscal year total				60.88%	Collection to date as percentage of fiscal year budget				61.33%	



City of Stephenville

Budget Variance Report

As Of: 04/30/2025

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	1,489,662.83	1,570,294.07	(80,631.24)	13,917,717.79	13,663,073.66	254,644.13	79	17,581,911.00	(3,664,193.21)	21
LICENSES AND PERMITS	37,213.10	53,160.69	(15,947.59)	722,477.60	324,568.46	397,909.14	157	461,238.00	261,239.60	-57
FINES AND FORFEITURES	(21,830.83)	26,183.30	(48,014.13)	148,142.77	139,961.64	8,181.13	60	245,390.00	(97,247.23)	40
INTERGOVERNMENTAL	300.00	300.00	0.00	164,062.10	52,100.00	111,962.10	49	332,665.00	(168,602.90)	51
CHARGES FOR SERVICES	113,511.71	73,148.99	40,362.72	660,773.32	606,629.50	54,143.82	55	1,207,196.00	(546,422.68)	45
OTHER REVENUE	130,592.48	80,169.38	50,423.10	1,098,689.18	393,086.31	705,602.87	174	630,389.00	468,300.18	-74
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	1,749,449.29	1,803,256.43	(53,807.14)	18,349,453.76	16,817,010.57	1,532,443.19	83	22,096,380.00	(3,746,926.24)	17
EXPENSE SUMMARY										
CITY COUNCIL	264,488.48	37,020.99	(227,467.49)	427,400.14	277,316.47	(150,083.67)	92	463,841.00	(36,440.86)	8
CITY MANAGER	34,281.08	36,214.77	1,933.69	256,134.40	266,180.88	10,046.48	54	470,943.00	(214,808.60)	46
CITY SECRETARY	14,667.21	14,487.31	(179.90)	166,499.88	154,021.70	(12,478.18)	70	237,050.00	(70,550.12)	30
EMERGENCY MANAGEMENT	309.52	712.03	402.51	15,019.19	16,812.01	1,792.82	79	18,972.00	(3,952.81)	21
MUNICIPAL BUILDING	7,918.39	9,418.33	1,499.94	72,731.76	82,139.30	9,407.54	54	134,942.00	(62,210.24)	46
MUNICIPAL SERVICES CTR	8,787.58	16,538.18	7,750.60	63,197.86	122,467.92	59,270.06	30	209,308.00	(146,110.14)	70
HUMAN RESOURCES	31,037.84	28,650.41	(2,387.43)	147,208.28	201,111.35	53,903.07	43	343,858.00	(196,649.72)	57
DOWNTOWN	12,523.25	14,942.72	2,419.47	94,627.92	107,045.69	12,417.77	51	186,198.00	(91,570.08)	49
FINANCE	56,120.24	63,358.07	7,237.83	478,970.45	457,722.44	(21,248.01)	59	808,098.00	(329,127.55)	41
INFORMATION TECHNOLOGY	18,650.22	49,864.25	31,214.03	381,934.09	353,466.62	(28,467.47)	62	616,471.00	(234,536.91)	38
TAX	0.00	113.23	113.23	176,669.20	184,170.09	7,500.89	73	242,608.00	(65,938.80)	27
LEGAL COUNSEL	8,237.48	12,554.73	4,317.25	44,055.87	88,073.11	44,017.24	29	150,847.00	(106,791.13)	71
MUNICIPAL COURT	13,555.24	12,744.76	(810.48)	104,083.23	91,429.59	(12,653.64)	65	159,182.00	(55,098.77)	35
STREET MAINTENANCE	45,978.51	83,069.34	37,090.83	470,915.99	619,290.54	148,374.55	44	1,063,451.00	(592,535.01)	56
PARKS & LEISURE ADM	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
PARKS & RECREATION	180,788.89	187,211.75	6,422.86	1,183,497.38	1,368,238.75	184,741.37	48	2,459,251.00	(1,275,753.62)	52
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	21,261.83	23,416.10	2,154.27	149,200.90	171,322.81	22,121.91	49	302,014.00	(152,813.10)	51
SENIOR CENTER	11,528.05	137,607.10	126,079.05	944,202.98	970,059.28	25,856.30	57	1,664,781.00	(720,578.02)	43
AQUATIC CENTER	5,556.98	8,132.02	2,575.04	52,663.16	78,288.35	25,625.19	14	381,056.00	(328,392.84)	86
FIRE DEPARTMENT	422,831.88	354,250.89	(68,580.99)	2,984,132.62	2,818,432.71	(165,699.91)	61	4,921,536.00	(1,937,403.38)	39
POLICE DEPARTMENT	456,866.58	628,108.46	171,241.88	3,727,579.19	4,767,101.74	1,039,522.55	44	8,542,311.00	(4,814,731.81)	56
DEVELOPMENT SERVICES	50,860.78	56,481.74	5,620.96	351,889.70	411,951.91	60,062.21	48	730,619.00	(378,729.30)	52
GIS	6,662.67	9,863.40	3,200.73	82,307.58	72,032.12	(10,275.46)	65	126,841.00	(44,533.42)	35
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	1,672,912.70	1,784,760.58	111,847.88	12,797,001.77	14,100,755.38	1,303,753.61	52	24,754,622.00	11,957,620.23	48
REVENUE OVER/(UNDER) EXPENDITURE	76,536.59	18,495.85	58,040.74	5,552,451.99	2,716,255.19	2,836,196.80		(2,658,242.00)	(15,704,546.47)	

	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	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	1,089,259.11	952,524.67	136,734.44	6,964,312.53	6,751,514.14	212,798.39	56	12,346,024.00	(5,381,711.47)	44
OTHER REVENUE	41,397.21	28,620.32	12,776.89	367,678.78	253,129.72	114,549.06	80	458,000.00	(90,321.22)	20
TRANSFER	0.00	0.00	0.00	108,443.00	108,443.00	0.00	100	108,443.00	0.00	0
TOTAL REVENUE	1,130,656.32	981,144.99	149,511.33	7,440,910.41	7,113,631.06	327,279.35	58	12,913,467.00	(5,472,556.59)	42
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	199,029.65	148,639.84	(50,389.81)	411,621.05	1,079,577.30	667,956.25	22	1,887,488.00	(1,475,866.95)	78
WATER PRODUCTION	68,543.19	85,559.44	17,016.25	720,150.41	823,052.75	102,902.34	56	1,291,819.00	(571,668.59)	44
WATER DISTRIBUTION	39,147.99	102,458.96	63,310.97	238,297.36	729,729.33	491,431.97	19	1,256,709.00	(1,018,411.64)	81
CUSTOMER SERVICE	78,569.04	45,562.59	(33,006.45)	312,389.12	328,962.70	16,573.58	55	568,741.00	(256,351.88)	45
WASTEWATER COLLECTION	62,860.27	598,187.33	535,327.06	1,934,380.07	4,207,179.85	2,272,799.78	27	7,222,051.00	(5,287,670.93)	73
WASTEWATER TREATMENT	306,289.55	227,760.43	(78,529.12)	1,225,795.07	1,605,427.96	379,632.89	45	2,744,935.00	(1,519,139.93)	55
BILLING & COLLECTION	103,337.94	58,820.14	(44,517.80)	628,755.40	413,626.24	(215,129.16)	88	714,088.00	(85,332.60)	12
NON-DEPARTMENTAL	61,581.69	60,252.41	(1,329.28)	4,313,909.95	4,319,638.96	5,729.01	84	5,118,236.00	(804,326.05)	16
TOTAL EXPENSE	919,359.32	1,327,241.14	407,881.82	9,785,298.43	13,507,195.09	3,721,896.66	47	20,804,067.00	11,018,768.57	53
REVENUE OVER/(UNDER) EXPENDITURE	211,297.00	(346,096.15)	557,393.15	(2,344,388.02)	(6,393,564.03)	4,049,176.01		(7,890,600.00)	(16,491,325.16)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
CHARGES FOR SERVICES	170,825.94	122,230.46	48,595.48	1,039,685.38	767,295.47	272,389.91	72	1,449,375.00	(409,689.62)	28
OTHER REVENUE	11,050.44	6,762.31	4,288.13	80,611.23	40,467.74	40,143.49	100	80,850.00	(238.77)	0
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	181,876.38	128,992.77	52,883.61	1,120,296.61	807,763.21	312,533.40	73	1,530,225.00	(409,928.39)	27
EXPENSE SUMMARY										
LANDFILL	44,804.53	85,577.31	40,772.78	786,306.17	927,811.84	141,505.67	57	1,375,593.00	(589,286.83)	43
TOTAL EXPENSE	44,804.53	85,577.31	40,772.78	786,306.17	927,811.84	141,505.67	57	1,375,593.00	589,286.83	43
REVENUE OVER/(UNDER) EXPENDITURE	137,071.85	43,415.46	93,656.39	333,990.44	(120,048.63)	454,039.07		154,632.00	(999,215.22)	

	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	6,548.48	9,231.93	(2,683.45)	102,118.58	84,043.85	18,074.73	78	130,350.00	(28,231.42)	22
OTHER REVENUE	0.00	0.00	0.00	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	6,548.48	9,231.93	(2,683.45)	181,456.10	163,177.85	18,278.25	18	995,510.00	(814,053.90)	82
EXPENSE SUMMARY										
AIRPORT	40,388.36	93,340.77	52,952.41	233,016.02	663,943.72	430,927.70	21	1,136,377.00	(903,360.98)	79
TOTAL EXPENSE	40,388.36	93,340.77	52,952.41	233,016.02	663,943.72	430,927.70	21	1,136,377.00	903,360.98	79
REVENUE OVER/(UNDER) EXPENDITURE	(33,839.88)	(84,108.84)	50,268.96	(51,559.92)	(500,765.87)	449,205.95		(140,867.00)	(1,717,414.88)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	27,629.56	0.00	27,629.56	37,743.87	7,969.04	29,774.83	189	20,000.00	17,743.87	-89
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	120,810.25	168,646.66	(47,836.41)	812,191.01	1,185,011.24	(372,820.23)	40	2,046,850.00	(1,234,658.99)	60
OTHER REVENUE	3,738.74	1,575.36	2,163.38	33,634.83	10,198.68	23,436.15	168	20,000.00	13,634.83	-68
TOTAL REVENUE	152,178.55	170,222.02	(18,043.47)	883,569.71	1,203,178.96	(319,609.25)	42	2,086,850.00	(1,203,280.29)	58
EXPENSE SUMMARY										
STORM WATER DRAINAGE	0.00	56,831.50	56,831.50	949,208.39	1,151,130.50	201,922.11	63	1,504,696.00	(555,487.61)	37
TOTAL EXPENSE	0.00	56,831.50	56,831.50	949,208.39	1,151,130.50	201,922.11	63	1,504,696.00	555,487.61	37
REVENUE OVER/(UNDER) EXPENDITURE	152,178.55	113,390.52	38,788.03	(65,638.68)	52,048.46	(117,687.14)		582,154.00	(1,758,767.90)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	59,513.29	53,723.04	5,790.25	424,622.64	392,267.52	32,355.12	46	925,704.00	(501,081.36)	54
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	1,025.00	6,743.00	(5,718.00)	2,400.00	30,213.70	(27,813.70)	3	69,754.00	(67,354.00)	97
OTHER REVENUE	7,075.20	3,349.83	3,725.37	50,221.09	19,070.10	31,150.99	126	40,000.00	10,221.09	-26
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	67,613.49	63,815.87	3,797.62	477,243.73	441,551.32	35,692.41	46	1,035,458.00	(558,214.27)	54
EXPENSE SUMMARY										
TOURISM	41,516.50	65,342.76	23,826.26	283,580.80	542,532.10	258,951.30	30	948,677.00	(665,096.20)	70
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	41,516.50	65,342.76	23,826.26	283,580.80	542,532.10	258,951.30	30	948,677.00	665,096.20	70
REVENUE OVER/(UNDER) EXPENDITURE	26,096.99	(1,526.89)	27,623.88	193,662.93	(100,980.78)	294,643.71		86,781.00	(1,223,310.47)	

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	1,993.21	1,392.28	600.93	300,651.43	271,876.75	28,774.68	109	276,608.00	24,043.43	-9
OTHER REVENUE	819.01	192.19	626.82	6,060.22	1,227.72	4,832.50	303	2,000.00	4,060.22	-203
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	2,812.22	1,584.47	1,227.75	1,129,761.65	954,929.47	174,832.18	102	1,102,458.00	27,303.65	-2
<u>EXPENSE SUMMARY</u>										
DEBT SERVICE	300.00	300.00	0.00	934,050.00	934,050.00	0.00	85	1,099,225.00	(165,175.00)	15
TOTAL EXPENSE	300.00	300.00	0.00	934,050.00	934,050.00	0.00	85	1,099,225.00	165,175.00	15
REVENUE OVER/(UNDER) EXPENDITURE	2,512.22	1,284.47	1,227.75	195,711.65	20,879.47	174,832.18		3,233.00	(137,871.35)	

	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	20,063.52	9,971.19	10,092.33	166,751.51	67,392.90	99,358.61	139	120,000.00	46,751.51	-39
TRANSFER	0.00	0.00	0.00	342,946.00	342,946.00	0.00	100	342,946.00	0.00	0
TOTAL REVENUE	20,063.52	9,971.19	10,092.33	510,117.51	418,087.55	92,029.96	106	479,446.00	30,671.51	-6
EXPENSE SUMMARY										
STREET MAINTENANCE	0.00	202,130.03	202,130.03	(62,256.64)	1,414,910.21	1,477,166.85	-3	2,426,531.00	(2,488,787.64)	103
PARKS & RECREATION	229,000.00	84,030.20	(144,969.80)	251,250.00	588,211.40	336,961.40	25	1,008,766.00	(757,516.00)	75
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	229,000.00	286,160.23	57,160.23	188,993.36	2,003,121.61	1,814,128.25	6	3,435,297.00	3,246,303.64	94
REVENUE OVER/(UNDER) EXPENDITURE	(208,936.48)	(276,189.04)	67,252.56	321,124.15	(1,585,034.06)	1,906,158.21		(2,955,851.00)	(3,215,632.13)	

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	450.00	258.95	191.05	3,614.94	2,061.39	1,553.55	116	3,125.00	489.94	-16
OTHER REVENUE	61.17	17.22	43.95	409.45	98.60	310.85	205	200.00	209.45	-105
TOTAL REVENUE	511.17	276.17	235.00	4,024.39	2,159.99	1,864.40	121	3,325.00	699.39	-21
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	511.17	276.17	235.00	4,024.39	2,159.99	1,864.40		3,325.00	699.39	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	655.41	1,171.76	(516.35)	9,494.34	7,980.88	1,513.46	67	14,240.00	(4,745.66)	33
OTHER REVENUE	200.23	100.28	99.95	1,362.16	554.46	807.70	114	1,200.00	162.16	-14
TOTAL REVENUE	855.64	1,272.04	(416.40)	10,856.50	8,535.34	2,321.16	70	15,440.00	(4,583.50)	30
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	360.93	360.93	884.00	2,526.51	1,642.51	20	4,333.00	(3,449.00)	80
TOTAL EXPENSE	0.00	360.93	360.93	884.00	2,526.51	1,642.51	20	4,333.00	3,449.00	80
REVENUE OVER/(UNDER) EXPENDITURE	855.64	911.11	(55.47)	9,972.50	6,008.83	3,963.67		11,107.00	(8,032.50)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
FINES AND FORFEITURES	5,265.00	0.00	5,265.00	5,265.00	0.00	5,265.00		0.00	5,265.00	
INTERGOVERNMENTAL	0.00	0.00	0.00	8,804.25	3,200.00	5,604.25	275	3,200.00	5,604.25	-175
OTHER REVENUE	492.86	145.03	347.83	3,611.89	845.93	2,765.96	258	1,400.00	2,211.89	-158
TOTAL REVENUE	5,757.86	145.03	5,612.83	17,681.14	4,045.93	13,635.21	384	4,600.00	13,081.14	-284
<u>EXPENSE SUMMARY</u>										
PUBLIC SAFETY	0.00	1,434.84	1,434.84	8,758.82	10,043.88	1,285.06	51	17,225.00	(8,466.18)	49
TOTAL EXPENSE	0.00	1,434.84	1,434.84	8,758.82	10,043.88	1,285.06	51	17,225.00	8,466.18	49
REVENUE OVER/(UNDER) EXPENDITURE	5,757.86	(1,289.81)	7,047.67	8,922.32	(5,997.95)	14,920.27		(12,625.00)	4,614.96	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	37,288.06	40,228.78	(2,940.72)	449,965.27	470,330.69	(20,365.42)	54	826,872.00	(376,906.73)	46
OTHER REVENUE	119.02	585.83	(466.81)	2,804.17	5,466.99	(2,662.82)	23	12,000.00	(9,195.83)	77
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	37,407.08	40,814.61	(3,407.53)	452,769.44	475,797.68	(23,028.24)	54	838,872.00	(386,102.56)	46
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	37,407.08	40,814.61	(3,407.53)	(370,280.56)	(206,027.32)	(164,253.24)		15,022.00	(386,902.56)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	53,846.34	55,216.88	(1,370.54)	453,652.19	436,487.60	17,164.59	61	738,190.00	(284,537.81)	39
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	1,515.70	2,364.37	(848.67)	14,208.53	15,510.55	(1,302.02)	51	28,000.00	(13,791.47)	49
TOTAL REVENUE	55,362.04	57,581.25	(2,219.21)	467,860.72	451,998.15	15,862.57	61	766,190.00	(298,329.28)	39
EXPENSE SUMMARY										
SEDA	39,118.99	95,478.15	56,359.16	429,095.54	677,415.35	248,319.81	37	1,175,000.00	(745,904.46)	63
TOTAL EXPENSE	39,118.99	95,478.15	56,359.16	429,095.54	677,415.35	248,319.81	37	1,175,000.00	745,904.46	63
REVENUE OVER/(UNDER) EXPENDITURE	16,243.05	(37,896.90)	54,139.95	38,765.18	(225,417.20)	264,182.38		(408,810.00)	(1,044,233.74)	



City of Stephenville

Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	1,469,264.88	1,489,662.83	20,397.95	1.39%	13,563,246.33	13,917,717.79	354,471.46	2.61%
41 - LICENSES AND PERMITS	25,487.25	37,213.10	11,725.85	46.01%	492,163.47	722,477.60	230,314.13	46.80%
42 - FINES AND FORFEITURES	-3,084.09	-21,830.83	-18,746.74	-607.85%	150,132.39	148,142.77	-1,989.62	-1.33%
43 - INTERGOVERNMENTAL	300.00	300.00	0.00	0.00%	848,419.07	164,062.10	-684,356.97	-80.66%
44 - CHARGES FOR SERVICES	103,582.42	113,511.71	9,929.29	9.59%	532,205.34	660,773.32	128,567.98	24.16%
45 - OTHER REVENUE	92,081.52	130,592.48	38,510.96	41.82%	931,135.47	1,098,689.18	167,553.71	17.99%
49 - TRANSFER	0.00	0.00	0.00	0.00%	1,876,004.00	1,637,591.00	-238,413.00	-12.71%
Revenue Total:	1,687,631.98	1,749,449.29	61,817.31	3.66%	18,393,306.07	18,349,453.76	-43,852.31	-0.24%
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	1,937.70	2,153.00	-215.30	-11.11%	13,351.99	14,493.09	-1,141.10	-8.55%
52 - CONTRACTUAL	11,438.90	261,739.08	-250,300.18	-2,188.15%	165,629.49	408,933.33	-243,303.84	-146.90%
53 - GENERAL SERVICES	0.00	596.40	-596.40	0.00%	2,992.04	3,973.72	-981.68	-32.81%
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:	13,376.60	264,488.48	-251,111.88	-1,877.25%	185,123.50	427,400.14	-242,276.64	-130.87%
Department: 102 - CITY MANAGER								
51 - PERSONNEL	30,583.29	32,787.80	-2,204.51	-7.21%	223,813.62	242,315.35	-18,501.73	-8.27%
52 - CONTRACTUAL	638.62	1,362.09	-723.47	-113.29%	8,179.61	12,932.88	-4,753.27	-58.11%
53 - GENERAL SERVICES	10.16	131.19	-121.03	-1,191.24%	1,401.95	886.17	515.78	36.79%
Department 102 - CITY MANAGER Total:	31,232.07	34,281.08	-3,049.01	-9.76%	233,395.18	256,134.40	-22,739.22	-9.74%
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	11,744.06	13,292.86	-1,548.80	-13.19%	78,339.87	96,702.32	-18,362.45	-23.44%
52 - CONTRACTUAL	1,030.14	704.78	325.36	31.58%	13,628.92	14,154.37	-525.45	-3.86%
53 - GENERAL SERVICES	57.39	669.57	-612.18	-1,066.70%	2,026.96	1,018.99	1,007.97	49.73%
54 - MACHINE & EQUIPMENT MAI	49.03	0.00	49.03	100.00%	42,440.33	54,624.20	-12,183.87	-28.71%
Department 103 - CITY SECRETARY Total:	12,880.62	14,667.21	-1,786.59	-13.87%	136,436.08	166,499.88	-30,063.80	-22.04%
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	58.20	309.52	-251.32	-431.82%	14,678.15	15,019.19	-341.04	-2.32%
Department 104 - EMERGENCY MANAGEMENT Total:	58.20	309.52	-251.32	-431.82%	14,678.15	15,019.19	-341.04	-2.32%
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	2,118.52	2,187.57	-69.05	-3.26%	15,847.44	16,833.77	-986.33	-6.22%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	2,415.01	3,455.70	-1,040.69	-43.09%	25,322.37	23,829.20	1,493.17	5.90%
53 - GENERAL SERVICES	1,147.49	370.12	777.37	67.75%	33,611.64	4,937.67	28,673.97	85.31%
54 - MACHINE & EQUIPMENT MAI	95.00	1,905.00	-1,810.00	-1,905.26%	23,033.78	27,131.12	-4,097.34	-17.79%
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:	5,776.02	7,918.39	-2,142.37	-37.09%	103,641.96	72,731.76	30,910.20	29.82%
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	4,186.79	4,960.05	-773.26	-18.47%	35,660.87	36,131.22	-470.35	-1.32%
52 - CONTRACTUAL	1,676.85	4,015.39	-2,338.54	-139.46%	18,030.49	23,659.25	-5,628.76	-31.22%
53 - GENERAL SERVICES	7,441.36	-541.57	7,982.93	107.28%	12,822.10	1,841.31	10,980.79	85.64%
54 - MACHINE & EQUIPMENT MAI	0.00	353.71	-353.71	0.00%	16,655.64	1,566.08	15,089.56	90.60%
Department 106 - MUNICIPAL SERVICES CTR Total:	13,305.00	8,787.58	4,517.42	33.95%	83,169.10	63,197.86	19,971.24	24.01%
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	12,708.28	9,984.26	2,724.02	21.44%	54,042.04	73,690.61	-19,648.57	-36.36%
52 - CONTRACTUAL	20,609.00	20,620.89	-11.89	-0.06%	63,425.53	72,792.35	-9,366.82	-14.77%
53 - GENERAL SERVICES	281.89	432.69	-150.80	-53.50%	583.36	725.32	-141.96	-24.33%
Department 107 - HUMAN RESOURCES Total:	33,599.17	31,037.84	2,561.33	7.62%	118,050.93	147,208.28	-29,157.35	-24.70%
Department: 108 - DOWNTOWN								
51 - PERSONNEL	5,237.58	5,428.58	-191.00	-3.65%	37,057.46	39,165.89	-2,108.43	-5.69%
52 - CONTRACTUAL	7,513.93	4,796.46	2,717.47	36.17%	45,540.37	35,286.42	10,253.95	22.52%
53 - GENERAL SERVICES	12.98	2,098.21	-2,085.23	-16,064.95%	16,693.40	19,975.61	-3,282.21	-19.66%
55 - CAPITAL OUTLAY	0.00	200.00	-200.00	0.00%	0.00	200.00	-200.00	0.00%
Department 108 - DOWNTOWN Total:	12,764.49	12,523.25	241.24	1.89%	99,291.23	94,627.92	4,663.31	4.70%
Department: 201 - FINANCE								
51 - PERSONNEL	44,281.68	41,194.88	3,086.80	6.97%	298,463.72	301,990.29	-3,526.57	-1.18%
52 - CONTRACTUAL	7,801.32	14,753.95	-6,952.63	-89.12%	35,096.35	83,539.93	-48,443.58	-138.03%
53 - GENERAL SERVICES	416.87	71.41	345.46	82.87%	944.76	629.87	314.89	33.33%
54 - MACHINE & EQUIPMENT MAI	362.50	0.00	362.50	100.00%	43,771.95	92,182.11	-48,410.16	-110.60%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
56 - BANK CHARGES	100.00	100.00	0.00	0.00%	-1,766.63	628.25	-2,394.88	-135.56%
Department 201 - FINANCE Total:	52,962.37	56,120.24	-3,157.87	-5.96%	376,510.15	478,970.45	-102,460.30	-27.21%
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	16,116.62	16,584.32	-467.70	-2.90%	111,787.19	119,924.49	-8,137.30	-7.28%
52 - CONTRACTUAL	647.99	675.34	-27.35	-4.22%	2,422.51	3,842.26	-1,419.75	-58.61%
53 - GENERAL SERVICES	1,345.91	22.87	1,323.04	98.30%	44,348.35	12,908.90	31,439.45	70.89%
54 - MACHINE & EQUIPMENT MAI	3,148.00	1,367.69	1,780.31	56.55%	133,409.89	174,165.66	-40,755.77	-30.55%
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:	21,258.52	18,650.22	2,608.30	12.27%	291,967.94	381,934.09	-89,966.15	-30.81%
Department: 204 - TAX								
52 - CONTRACTUAL	107.20	0.00	107.20	100.00%	165,106.80	176,669.20	-11,562.40	-7.00%
Department 204 - TAX Total:	107.20	0.00	107.20	100.00%	165,106.80	176,669.20	-11,562.40	-7.00%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	9,849.93	8,227.80	1,622.13	16.47%	62,958.64	43,686.21	19,272.43	30.61%
52 - CONTRACTUAL	0.00	9.68	-9.68	0.00%	149.85	237.66	-87.81	-58.60%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	132.00	-132.00	0.00%
Department 301 - LEGAL COUNSEL Total:	9,849.93	8,237.48	1,612.45	16.37%	63,108.49	44,055.87	19,052.62	30.19%
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	7,646.81	6,736.69	910.12	11.90%	51,850.64	51,091.57	759.07	1.46%
52 - CONTRACTUAL	4,263.21	3,929.00	334.21	7.84%	24,641.98	27,991.30	-3,349.32	-13.59%
53 - GENERAL SERVICES	1,437.77	2,889.55	-1,451.78	-100.97%	9,027.75	17,395.57	-8,367.82	-92.69%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	541.80	7,604.79	-7,062.99	-1,303.62%
Department 302 - MUNICIPAL COURT Total:	13,347.79	13,555.24	-207.45	-1.55%	86,062.17	104,083.23	-18,021.06	-20.94%
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	26,092.00	26,467.98	-375.98	-1.44%	220,484.53	240,875.60	-20,391.07	-9.25%
52 - CONTRACTUAL	16,052.98	16,290.19	-237.21	-1.48%	135,020.99	140,796.54	-5,775.55	-4.28%
53 - GENERAL SERVICES	1,336.11	2,311.94	-975.83	-73.04%	16,832.92	29,113.28	-12,280.36	-72.95%
54 - MACHINE & EQUIPMENT MAI	476.35	908.40	-432.05	-90.70%	43,087.64	60,130.57	-17,042.93	-39.55%
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:	43,957.44	45,978.51	-2,021.07	-4.60%	530,411.08	470,915.99	59,495.09	11.22%
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	84,342.88	76,991.86	7,351.02	8.72%	580,860.09	568,883.67	11,976.42	2.06%
52 - CONTRACTUAL	38,464.38	51,939.97	-13,475.59	-35.03%	149,281.91	250,443.01	-101,161.10	-67.77%
53 - GENERAL SERVICES	27,791.63	28,587.69	-796.06	-2.86%	108,277.65	101,894.32	6,383.33	5.90%
54 - MACHINE & EQUIPMENT MAI	8,529.58	23,269.37	-14,739.79	-172.81%	100,645.63	104,643.21	-3,997.58	-3.97%
55 - CAPITAL OUTLAY	80,477.37	0.00	80,477.37	100.00%	277,202.16	157,633.17	119,568.99	43.13%
Department 501 - PARKS & RECREATION Total:	239,605.84	180,788.89	58,816.95	24.55%	1,216,267.44	1,183,497.38	32,770.06	2.69%
Department: 504 - LIBRARY								
51 - PERSONNEL	16,624.50	17,017.66	-393.16	-2.36%	121,315.23	124,120.54	-2,805.31	-2.31%
52 - CONTRACTUAL	1,195.08	696.02	499.06	41.76%	12,903.97	10,071.32	2,832.65	21.95%
53 - GENERAL SERVICES	2,954.93	2,886.39	68.54	2.32%	17,531.47	13,701.89	3,829.58	21.84%
54 - MACHINE & EQUIPMENT MAI	213.91	661.76	-447.85	-209.36%	3,669.66	1,307.15	2,362.51	64.38%
Department 504 - LIBRARY Total:	20,988.42	21,261.83	-273.41	-1.30%	155,420.33	149,200.90	6,219.43	4.00%
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	5,678.73	4,889.60	789.13	13.90%	47,196.60	41,559.38	5,637.22	11.94%
52 - CONTRACTUAL	3,526.98	5,003.18	-1,476.20	-41.85%	25,712.96	35,345.76	-9,632.80	-37.46%
53 - GENERAL SERVICES	1,657.32	1,425.06	232.26	14.01%	12,752.42	21,503.29	-8,750.87	-68.62%
54 - MACHINE & EQUIPMENT MAI	83.30	210.21	-126.91	-152.35%	8,401.95	5,724.95	2,677.00	31.86%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	67,200.00	840,069.60	-772,869.60	-1,150.10%
Department 506 - SENIOR CENTER Total:	10,946.33	11,528.05	-581.72	-5.31%	161,263.93	944,202.98	-782,939.05	-485.50%
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	3,073.03	0.00	3,073.03	100.00%	5,933.79	3,410.64	2,523.15	42.52%

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Categor...	2023-2024 April Activity	2024-2025 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	4,614.30	1,878.86	2,735.44	59.28%	32,586.38	37,666.59	-5,080.21	-15.59%
53 - GENERAL SERVICES	4,961.53	1,245.07	3,716.46	74.91%	8,385.69	3,886.60	4,499.09	53.65%
54 - MACHINE & EQUIPMENT MAI	23,131.57	2,433.05	20,698.52	89.48%	46,075.64	7,699.33	38,376.31	83.29%
Department 507 - AQUATIC CENTER Total:	35,780.43	5,556.98	30,223.45	84.47%	92,981.50	52,663.16	40,318.34	43.36%
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	331,962.38	333,107.66	-1,145.28	-0.35%	2,128,209.71	2,343,026.70	-214,816.99	-10.09%
52 - CONTRACTUAL	47,310.94	57,138.78	-9,827.84	-20.77%	135,718.70	187,613.19	-51,894.49	-38.24%
53 - GENERAL SERVICES	12,968.04	25,386.63	-12,418.59	-95.76%	143,674.94	158,995.84	-15,320.90	-10.66%
54 - MACHINE & EQUIPMENT MAI	14,938.57	7,078.81	7,859.76	52.61%	93,556.20	113,647.15	-20,090.95	-21.47%
55 - CAPITAL OUTLAY	13,870.40	120.00	13,750.40	99.13%	137,306.68	42,913.83	94,392.85	68.75%
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:	421,050.33	422,831.88	-1,781.55	-0.42%	2,776,402.14	2,984,132.62	-207,730.48	-7.48%
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	380,767.43	386,481.96	-5,714.53	-1.50%	2,758,491.25	2,817,881.51	-59,390.26	-2.15%
52 - CONTRACTUAL	26,946.19	21,082.12	5,864.07	21.76%	252,446.25	272,779.77	-20,333.52	-8.05%
53 - GENERAL SERVICES	24,838.02	11,776.60	13,061.42	52.59%	137,107.84	124,179.02	12,928.82	9.43%
54 - MACHINE & EQUIPMENT MAI	27,220.73	23,445.64	3,775.09	13.87%	193,432.29	404,920.62	-211,488.33	-109.33%
55 - CAPITAL OUTLAY	0.00	14,080.26	-14,080.26	0.00%	342,572.55	14,080.26	328,492.29	95.89%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	0.44	-0.44	0.00%
57 - DEBT SERVICE	28,121.08	0.00	28,121.08	100.00%	121,875.75	93,737.57	28,138.18	23.09%
Department 701 - POLICE DEPARTMENT Total:	487,893.45	456,866.58	31,026.87	6.36%	3,805,925.93	3,727,579.19	78,346.74	2.06%
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	36,976.36	38,436.67	-1,460.31	-3.95%	291,826.17	268,214.61	23,611.56	8.09%
52 - CONTRACTUAL	25,045.35	10,937.95	14,107.40	56.33%	178,075.03	40,837.39	137,237.64	77.07%
53 - GENERAL SERVICES	1,922.86	1,486.16	436.70	22.71%	8,354.81	24,982.45	-16,627.64	-199.02%
54 - MACHINE & EQUIPMENT MAI	100.93	0.00	100.93	100.00%	20,840.88	17,855.25	2,985.63	14.33%
Department 801 - DEVELOPMENT SERVICES Total:	64,045.50	50,860.78	13,184.72	20.59%	499,096.89	351,889.70	147,207.19	29.49%
Department: 804 - GIS								
51 - PERSONNEL	6,429.26	6,624.68	-195.42	-3.04%	47,859.94	49,646.08	-1,786.14	-3.73%
52 - CONTRACTUAL	1,100.00	37.99	1,062.01	96.55%	1,232.39	1,193.61	38.78	3.15%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	64.49	202.95	-138.46	-214.70%
54 - MACHINE & EQUIPMENT MAI	283.97	0.00	283.97	100.00%	29,062.89	31,264.94	-2,202.05	-7.58%
Department 804 - GIS Total:	7,813.23	6,662.67	1,150.56	14.73%	78,219.71	82,307.58	-4,087.87	-5.23%
Department: 900 - TRANSFERS								
59 - TRANSFER	0.00	0.00	0.00	0.00%	1,493,383.00	422,080.00	1,071,303.00	71.74%
Department 900 - TRANSFERS Total:	0.00	0.00	0.00	0.00%	1,493,383.00	422,080.00	1,071,303.00	71.74%
Expense Total:	1,552,598.95	1,672,912.70	-120,313.75	-7.75%	12,765,913.63	12,797,001.77	-31,088.14	-0.24%
Fund 01 Surplus (Deficit):	135,033.03	76,536.59	-58,496.44	-43.32%	5,627,392.44	5,552,451.99	-74,940.45	-1.33%

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Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	0.00	0.00	0.00	0.00%	1,343.32	476.10	-867.22	-64.56%
44 - CHARGES FOR SERVICES	874,498.88	1,089,259.11	214,760.23	24.56%	6,437,448.77	6,964,312.53	526,863.76	8.18%
45 - OTHER REVENUE	90,137.94	41,397.21	-48,740.73	-54.07%	802,207.76	367,678.78	-434,528.98	-54.17%
49 - TRANSFER	0.00	0.00	0.00	0.00%	94,582.00	108,443.00	13,861.00	14.66%
Revenue Total:	964,636.82	1,130,656.32	166,019.50	17.21%	7,335,581.85	7,440,910.41	105,328.56	1.44%
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	52,351.11	72,395.13	-20,044.02	-38.29%	435,289.16	540,230.68	-104,941.52	-24.11%
52 - CONTRACTUAL	1,720.03	822.07	897.96	52.21%	16,068.11	19,261.36	-3,193.25	-19.87%
53 - GENERAL SERVICES	542.84	655.65	-112.81	-20.78%	4,234.16	6,197.73	-1,963.57	-46.37%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	2,771.92	3,776.45	-1,004.53	-36.24%
55 - CAPITAL OUTLAY	5,228.92	125,156.80	-119,927.88	-2,293.55%	857,839.98	-157,845.17	1,015,685.15	118.40%
Department 000 - UTILITIES ADMINISTRATION Total:	59,842.90	199,029.65	-139,186.75	-232.59%	1,316,203.33	411,621.05	904,582.28	68.73%
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	18,312.17	24,548.76	-6,236.59	-34.06%	147,708.72	166,080.98	-18,372.26	-12.44%
52 - CONTRACTUAL	15,581.70	34,734.74	-19,153.04	-122.92%	431,938.28	543,578.45	-111,640.17	-25.85%
53 - GENERAL SERVICES	1,150.03	1,194.23	-44.20	-3.84%	6,786.81	8,990.49	-2,203.68	-32.47%
54 - MACHINE & EQUIPMENT MAI	18,461.72	8,065.46	10,396.26	56.31%	114,071.38	16,347.34	97,724.04	85.67%
55 - CAPITAL OUTLAY	52,431.86	0.00	52,431.86	100.00%	410,849.33	-14,846.85	425,696.18	103.61%
Department 001 - WATER PRODUCTION Total:	105,937.48	68,543.19	37,394.29	35.30%	1,111,354.52	720,150.41	391,204.11	35.20%
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	11,769.66	12,900.15	-1,130.49	-9.61%	75,803.30	127,767.36	-51,964.06	-68.55%
52 - CONTRACTUAL	9,088.20	10,203.27	-1,115.07	-12.27%	80,047.08	68,736.86	11,310.22	14.13%
53 - GENERAL SERVICES	2,752.76	1,237.92	1,514.84	55.03%	27,510.42	31,223.71	-3,713.29	-13.50%
54 - MACHINE & EQUIPMENT MAI	5,479.27	14,806.65	-9,327.38	-170.23%	74,969.77	114,867.71	-39,897.94	-53.22%
55 - CAPITAL OUTLAY	3,350.00	0.00	3,350.00	100.00%	249,734.34	-104,298.28	354,032.62	141.76%
Department 002 - WATER DISTRIBUTION Total:	32,439.89	39,147.99	-6,708.10	-20.68%	508,064.91	238,297.36	269,767.55	53.10%
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	13,933.82	10,789.78	3,144.04	22.56%	88,808.63	97,210.97	-8,402.34	-9.46%
52 - CONTRACTUAL	6,532.66	6,663.58	-130.92	-2.00%	14,637.58	19,414.18	-4,776.60	-32.63%
53 - GENERAL SERVICES	439.05	472.98	-33.93	-7.73%	7,507.76	6,915.00	592.76	7.90%
54 - MACHINE & EQUIPMENT MAI	3,245.29	-41,877.30	45,122.59	1,390.40%	67,859.55	86,328.97	-18,469.42	-27.22%
55 - CAPITAL OUTLAY	0.00	102,520.00	-102,520.00	0.00%	0.00	102,520.00	-102,520.00	0.00%
Department 003 - CUSTOMER SERVICE Total:	24,150.82	78,569.04	-54,418.22	-225.33%	178,813.52	312,389.12	-133,575.60	-74.70%
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	16,777.76	22,170.11	-5,392.35	-32.14%	132,575.69	184,173.38	-51,597.69	-38.92%
52 - CONTRACTUAL	117.98	4,385.59	-4,267.61	-3,617.23%	48,290.80	28,994.49	19,296.31	39.96%
53 - GENERAL SERVICES	966.56	1,889.57	-923.01	-95.49%	7,166.36	14,770.49	-7,604.13	-106.11%

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Categor...	2023-2024 April Activity	2024-2025 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
54 - MACHINE & EQUIPMENT MAI	2,853.92	760.00	2,093.92	73.37%	67,575.73	16,942.19	50,633.54	74.93%
55 - CAPITAL OUTLAY	30,504.00	33,655.00	-3,151.00	-10.33%	5,153,627.67	1,689,499.52	3,464,128.15	67.22%
Department 011 - WASTEWATER COLLECTION Total:	51,220.22	62,860.27	-11,640.05	-22.73%	5,409,236.25	1,934,380.07	3,474,856.18	64.24%
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	94,071.12	74,001.17	20,069.95	21.33%	672,931.34	694,113.42	-21,182.08	-3.15%
54 - MACHINE & EQUIPMENT MAI	1,435.00	815.24	619.76	43.19%	15,546.67	54,995.21	-39,448.54	-253.74%
55 - CAPITAL OUTLAY	43,980.00	231,473.14	-187,493.14	-426.31%	43,980.00	476,686.44	-432,706.44	-983.87%
Department 012 - WASTEWATER TREATMENT Total:	139,486.12	306,289.55	-166,803.43	-119.58%	732,458.01	1,225,795.07	-493,337.06	-67.35%
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	7,436.52	7,044.28	392.24	5.27%	49,662.66	49,985.95	-323.29	-0.65%
52 - CONTRACTUAL	4,776.96	14,043.96	-9,267.00	-193.99%	45,171.33	69,620.91	-24,449.58	-54.13%
53 - GENERAL SERVICES	29,807.34	80,203.15	-50,395.81	-169.07%	226,050.10	435,070.02	-209,019.92	-92.47%
54 - MACHINE & EQUIPMENT MAI	265.00	2,046.55	-1,781.55	-672.28%	1,855.00	74,078.52	-72,223.52	-3,893.45%
Department 020 - BILLING & COLLECTION Total:	42,285.82	103,337.94	-61,052.12	-144.38%	322,739.09	628,755.40	-306,016.31	-94.82%
Department: 901 - NON-DEPARTMENTAL								
52 - CONTRACTUAL	58,388.88	61,581.69	-3,192.81	-5.47%	460,851.89	470,499.73	-9,647.84	-2.09%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	577.39	179.47	397.92	68.92%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	2,316,746.52	2,528,145.75	-211,399.23	-9.12%
59 - TRANSFER	0.00	0.00	0.00	0.00%	1,608,217.00	1,315,085.00	293,132.00	18.23%
Department 901 - NON-DEPARTMENTAL Total:	58,388.88	61,581.69	-3,192.81	-5.47%	4,386,392.80	4,313,909.95	72,482.85	1.65%
Expense Total:	513,752.13	919,359.32	-405,607.19	-78.95%	13,965,262.43	9,785,298.43	4,179,964.00	29.93%
Fund 02 Surplus (Deficit):	450,884.69	211,297.00	-239,587.69	-53.14%	-6,629,680.58	-2,344,388.02	4,285,292.56	64.64%

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Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	127,527.51	170,825.94	43,298.43	33.95%	786,354.94	1,039,685.38	253,330.44	32.22%
45 - OTHER REVENUE	9,590.02	11,050.44	1,460.42	15.23%	71,287.29	80,611.23	9,323.94	13.08%
Revenue Total:	137,117.53	181,876.38	44,758.85	32.64%	857,642.23	1,120,296.61	262,654.38	30.63%
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	23,686.12	25,356.81	-1,670.69	-7.05%	176,322.84	188,581.88	-12,259.04	-6.95%
52 - CONTRACTUAL	5,688.92	2,089.15	3,599.77	63.28%	48,914.84	61,544.78	-12,629.94	-25.82%
53 - GENERAL SERVICES	10,907.93	11,722.71	-814.78	-7.47%	75,663.08	64,870.56	10,792.52	14.26%
54 - MACHINE & EQUIPMENT MAI	6,325.42	5,635.86	689.56	10.90%	90,395.12	142,097.28	-51,702.16	-57.20%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00%	96,642.00	93,162.00	3,480.00	3.60%
Department 030 - LANDFILL Total:	46,608.39	44,804.53	1,803.86	3.87%	731,165.64	786,306.17	-55,140.53	-7.54%
Expense Total:	46,608.39	44,804.53	1,803.86	3.87%	731,165.64	786,306.17	-55,140.53	-7.54%
Fund 03 Surplus (Deficit):	90,509.14	137,071.85	46,562.71	51.45%	126,476.59	333,990.44	207,513.85	164.07%

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Categor...	2023-2024 April Activity	2024-2025 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 04 - AIRPORT FUND								
Revenue								
43 - INTERGOVERNMENTAL	7,143.94	0.00	-7,143.94	-100.00%	7,143.94	0.00	-7,143.94	-100.00%
44 - CHARGES FOR SERVICES	8,297.76	6,548.48	-1,749.28	-21.08%	86,515.63	102,118.58	15,602.95	18.03%
45 - OTHER REVENUE	0.00	0.00	0.00	0.00%	2,850.00	203.52	-2,646.48	-92.86%
49 - TRANSFER	0.00	0.00	0.00	0.00%	77,091.00	79,134.00	2,043.00	2.65%
Revenue Total:	15,441.70	6,548.48	-8,893.22	-57.59%	173,600.57	181,456.10	7,855.53	4.53%
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	5,642.14	5,847.92	-205.78	-3.65%	41,059.12	42,400.92	-1,341.80	-3.27%
52 - CONTRACTUAL	2,865.67	3,112.75	-247.08	-8.62%	41,732.85	49,429.95	-7,697.10	-18.44%
53 - GENERAL SERVICES	9.59	0.00	9.59	100.00%	624.66	127.26	497.40	79.63%
54 - MACHINE & EQUIPMENT MAI	5,596.32	1,159.54	4,436.78	79.28%	16,044.99	26,648.02	-10,603.03	-66.08%
55 - CAPITAL OUTLAY	0.00	30,268.15	-30,268.15	0.00%	15,728.25	114,409.87	-98,681.62	-627.42%
Department 040 - AIRPORT Total:	14,113.72	40,388.36	-26,274.64	-186.16%	115,189.87	233,016.02	-117,826.15	-102.29%
Expense Total:	14,113.72	40,388.36	-26,274.64	-186.16%	115,189.87	233,016.02	-117,826.15	-102.29%
Fund 04 Surplus (Deficit):	1,327.98	-33,839.88	-35,167.86	-2,648.22%	58,410.70	-51,559.92	-109,970.62	-188.27%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	0.00	27,629.56	27,629.56	0.00%	13,449.47	37,743.87	24,294.40	180.63%
44 - CHARGES FOR SERVICES	83,503.06	120,810.25	37,307.19	44.68%	582,692.48	812,191.01	229,498.53	39.39%
45 - OTHER REVENUE	3,705.79	3,738.74	32.95	0.89%	35,675.72	33,634.83	-2,040.89	-5.72%
Revenue Total:	87,208.85	152,178.55	64,969.70	74.50%	631,817.67	883,569.71	251,752.04	39.85%
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	25,321.28	0.00	25,321.28	100.00%	75,623.84	5,855.44	69,768.40	92.26%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	800.00	368.20	431.80	53.98%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	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	0.00	0.00	0.00	0.00%	265,727.00	337,787.00	-72,060.00	-27.12%
Department 050 - STORM WATER DRAINAGE Total:	25,321.28	0.00	25,321.28	100.00%	772,065.84	949,208.39	-177,142.55	-22.94%
Expense Total:	25,321.28	0.00	25,321.28	100.00%	772,065.84	949,208.39	-177,142.55	-22.94%
Fund 05 Surplus (Deficit):	61,887.57	152,178.55	90,290.98	145.90%	-140,248.17	-65,638.68	74,609.49	53.20%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	66,606.05	59,513.29	-7,092.76	-10.65%	408,289.11	424,622.64	16,333.53	4.00%
44 - CHARGES FOR SERVICES	4,000.00	1,025.00	-2,975.00	-74.38%	10,450.00	2,400.00	-8,050.00	-77.03%
45 - OTHER REVENUE	6,439.01	7,075.20	636.19	9.88%	44,326.27	50,221.09	5,894.82	13.30%
Revenue Total:	77,045.06	67,613.49	-9,431.57	-12.24%	463,065.38	477,243.73	14,178.35	3.06%
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	5,591.86	5,154.12	437.74	7.83%	38,953.49	36,583.00	2,370.49	6.09%
52 - CONTRACTUAL	1,070.30	4,912.68	-3,842.38	-359.00%	66,286.53	88,843.85	-22,557.32	-34.03%
53 - GENERAL SERVICES	0.00	2.62	-2.62	0.00%	412.98	410.66	2.32	0.56%
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	25,262.87	31,447.08	-6,184.21	-24.48%	53,687.00	43,899.20	9,787.80	18.23%
Department 070 - TOURISM Total:	31,925.03	41,516.50	-9,591.47	-30.04%	260,690.00	283,580.80	-22,890.80	-8.78%
Expense Total:	31,925.03	41,516.50	-9,591.47	-30.04%	260,690.00	283,580.80	-22,890.80	-8.78%
Fund 07 Surplus (Deficit):	45,120.03	26,096.99	-19,023.04	-42.16%	202,375.38	193,662.93	-8,712.45	-4.31%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	2,264.45	1,993.21	-271.24	-11.98%	299,225.00	300,651.43	1,426.43	0.48%
45 - OTHER REVENUE	110.55	819.01	708.46	640.85%	867.67	6,060.22	5,192.55	598.45%
49 - TRANSFER	0.00	0.00	0.00	0.00%	0.00	823,050.00	823,050.00	0.00%
Revenue Total:	2,375.00	2,812.22	437.22	18.41%	300,092.67	1,129,761.65	829,668.98	276.47%
Expense								
Department: 080 - DEBT SERVICE								
56 - BANK CHARGES	300.00	300.00	0.00	0.00%	300.00	300.00	0.00	0.00%
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:	300.00	300.00	0.00	0.00%	917,475.00	934,050.00	-16,575.00	-1.81%
Expense Total:	300.00	300.00	0.00	0.00%	917,475.00	934,050.00	-16,575.00	-1.81%
Fund 08 Surplus (Deficit):	2,075.00	2,512.22	437.22	21.07%	-617,382.33	195,711.65	813,093.98	131.70%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	36,059.41	20,063.52	-15,995.89	-44.36%	222,908.73	166,751.51	-56,157.22	-25.19%
49 - TRANSFER	0.00	0.00	0.00	0.00%	1,416,292.00	342,946.00	-1,073,346.00	-75.79%
Revenue Total:	36,059.41	20,063.52	-15,995.89	-44.36%	2,654,511.78	510,117.51	-2,144,394.27	-80.78%
Expense								
Department: 402 - STREET MAINTENANCE								
55 - CAPITAL OUTLAY	665,989.90	0.00	665,989.90	100.00%	1,586,715.38	-62,256.64	1,648,972.02	103.92%
Department 402 - STREET MAINTENANCE Total:	665,989.90	0.00	665,989.90	100.00%	1,586,715.38	-62,256.64	1,648,972.02	103.92%
Department: 501 - PARKS & RECREATION								
55 - CAPITAL OUTLAY	0.00	229,000.00	-229,000.00	0.00%	0.00	251,250.00	-251,250.00	0.00%
Department 501 - PARKS & RECREATION Total:	0.00	229,000.00	-229,000.00	0.00%	0.00	251,250.00	-251,250.00	0.00%
Expense Total:	665,989.90	229,000.00	436,989.90	65.62%	1,586,715.38	188,993.36	1,397,722.02	88.09%
Fund 10 Surplus (Deficit):	-629,930.49	-208,936.48	420,994.01	66.83%	1,067,796.40	321,124.15	-746,672.25	-69.93%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	197.63	450.00	252.37	127.70%	1,735.76	3,614.94	1,879.18	108.26%
45 - OTHER REVENUE	52.61	61.17	8.56	16.27%	347.58	409.45	61.87	17.80%
Revenue Total:	250.24	511.17	260.93	104.27%	2,083.34	4,024.39	1,941.05	93.17%
Fund 11 Total:	250.24	511.17	260.93	104.27%	2,083.34	4,024.39	1,941.05	93.17%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	1,300.05	655.41	-644.64	-49.59%	8,482.05	9,494.34	1,012.29	11.93%
45 - OTHER REVENUE	169.30	200.23	30.93	18.27%	1,089.47	1,362.16	272.69	25.03%
Revenue Total:	1,469.35	855.64	-613.71	-41.77%	9,571.52	10,856.50	1,284.98	13.43%
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):	1,469.35	855.64	-613.71	-41.77%	9,571.52	9,972.50	400.98	4.19%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	661.55	5,265.00	4,603.45	695.86%	13,091.89	5,265.00	-7,826.89	-59.78%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	7,280.60	8,804.25	1,523.65	20.93%
45 - OTHER REVENUE	253.90	492.86	238.96	94.12%	1,744.32	3,611.89	1,867.57	107.07%
Revenue Total:	915.45	5,757.86	4,842.41	528.96%	22,116.81	17,681.14	-4,435.67	-20.06%
Expense								
Department: 130 - PUBLIC SAFETY								
52 - CONTRACTUAL	0.00	0.00	0.00	0.00%	635.00	6,698.32	-6,063.32	-954.85%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	2,060.50	-2,060.50	0.00%
Department 130 - PUBLIC SAFETY Total:	0.00	0.00	0.00	0.00%	635.00	8,758.82	-8,123.82	-1,279.34%
Expense Total:	0.00	0.00	0.00	0.00%	635.00	8,758.82	-8,123.82	-1,279.34%
Fund 13 Surplus (Deficit):	915.45	5,757.86	4,842.41	528.96%	21,481.81	8,922.32	-12,559.49	-58.47%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April 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	148,572.20	37,288.06	-111,284.14	-74.90%	431,617.67	449,965.27	18,347.60	4.25%
45 - OTHER REVENUE	4,931.98	119.02	-4,812.96	-97.59%	32,164.87	2,804.17	-29,360.70	-91.28%
Revenue Total:	153,504.18	37,407.08	-116,097.10	-75.63%	463,782.54	452,769.44	-11,013.10	-2.37%
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):	153,504.18	37,407.08	-116,097.10	-75.63%	463,782.54	-370,280.56	-834,063.10	-179.84%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Categor...	2023-2024 April Activity	2024-2025 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 79 - SEDA								
Revenue								
40 - TAXES	55,769.62	53,846.34	-1,923.28	-3.45%	450,931.61	453,652.19	2,720.58	0.60%
45 - OTHER REVENUE	4,828.27	1,515.70	-3,312.57	-68.61%	35,743.97	14,208.53	-21,535.44	-60.25%
Revenue Total:	60,597.89	55,362.04	-5,235.85	-8.64%	486,675.58	467,860.72	-18,814.86	-3.87%
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	29,878.28	25,968.56	3,909.72	13.09%	182,295.07	193,437.38	-11,142.31	-6.11%
52 - CONTRACTUAL	13,627.29	8,661.98	4,965.31	36.44%	61,049.91	58,144.97	2,904.94	4.76%
53 - GENERAL SERVICES	955.57	1,270.07	-314.50	-32.91%	3,786.03	10,392.08	-6,606.05	-174.48%
54 - MACHINE & EQUIPMENT MAI	30.00	430.00	-400.00	-1,333.33%	2,194.01	3,786.29	-1,592.28	-72.57%
55 - CAPITAL OUTLAY	0.00	288.38	-288.38	0.00%	0.00	95,771.26	-95,771.26	0.00%
58 - GRANT DISBURSEMENTS	2,717.73	0.00	2,717.73	100.00%	93,417.11	50,063.56	43,353.55	46.41%
59 - TRANSFER	0.00	2,500.00	-2,500.00	0.00%	30,000.00	17,500.00	12,500.00	41.67%
Department 790 - SEDA Total:	47,208.87	39,118.99	8,089.88	17.14%	372,742.13	429,095.54	-56,353.41	-15.12%
Expense Total:	47,208.87	39,118.99	8,089.88	17.14%	372,742.13	429,095.54	-56,353.41	-15.12%
Fund 79 Surplus (Deficit):	13,389.02	16,243.05	2,854.03	21.32%	113,933.45	38,765.18	-75,168.27	-65.98%
Total Surplus (Deficit):	326,435.19	423,691.64	97,256.45	29.79%	305,993.09	3,826,758.37	3,520,765.28	1,150.60%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2025

Fund Summary

Fund	2023-2024	2024-2025	April Variance		2023-2024	2024-2025	YTD Variance	
	April Activity	April Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	135,033.03	76,536.59	-58,496.44	-43.32%	5,627,392.44	5,552,451.99	-74,940.45	-1.33%
02 - WATER AND WASTEWA...	450,884.69	211,297.00	-239,587.69	-53.14%	-6,629,680.58	-2,344,388.02	4,285,292.56	64.64%
03 - SANITARY LANDFILL FU...	90,509.14	137,071.85	46,562.71	51.45%	126,476.59	333,990.44	207,513.85	164.07%
04 - AIRPORT FUND	1,327.98	-33,839.88	-35,167.86	-2,648.22%	58,410.70	-51,559.92	-109,970.62	-188.27%
05 - STORM WATER DRAINA...	61,887.57	152,178.55	90,290.98	145.90%	-140,248.17	-65,638.68	74,609.49	53.20%
07 - HOTEL OCCUPANCY TAX ...	45,120.03	26,096.99	-19,023.04	-42.16%	202,375.38	193,662.93	-8,712.45	-4.31%
08 - DEBT SERVICE FUND	2,075.00	2,512.22	437.22	21.07%	-617,382.33	195,711.65	813,093.98	131.70%
10 - CAPITAL PROJECTS FUND	-629,930.49	-208,936.48	420,994.01	66.83%	1,067,796.40	321,124.15	-746,672.25	-69.93%
11 - CHILD SAFETY FUND	250.24	511.17	260.93	104.27%	2,083.34	4,024.39	1,941.05	93.17%
12 - COURT TECHNOLOGY F...	1,469.35	855.64	-613.71	-41.77%	9,571.52	9,972.50	400.98	4.19%
13 - PUBLIC SAFETY FUND	915.45	5,757.86	4,842.41	528.96%	21,481.81	8,922.32	-12,559.49	-58.47%
20 - TAX INCREMENT FINANC...	153,504.18	37,407.08	-116,097.10	-75.63%	463,782.54	-370,280.56	-834,063.10	-179.84%
79 - SEDA	13,389.02	16,243.05	2,854.03	21.32%	113,933.45	38,765.18	-75,168.27	-65.98%
Total Surplus (Deficit):	326,435.19	423,691.64	97,256.45	29.79%	305,993.09	3,826,758.37	3,520,765.28	1,150.60%



CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, May 6, 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 6 David Baskett
Place 7 Brandon Greenhaw
Place 8 Alan Nix

Council Absent:

None

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

Councilman Alan Nix led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Wayne Hancock, minister of Cross Timbers Church of Christ, delivered the invocation.

PRESENTATIONS AND RECOGNITIONS

1. **Mayor's Youth Council Presentation by Council Historian**

Council Historian Ella Shaw presented the recap of the 2024-2025 Mayor's Youth Council program.

2. **Recognition of Mayor's Youth Council Participants**

Members of the 2024-2025 Mayor's Youth Council were recognized for their participation in the program:

Ella Shaw
Hudson Musick
Kate Fambrough
Kenley Pack
Kenson Fain
Jansen Monk

3. **Presentation of Tourism Friendly Certification**

Madeline Phillips, representative from Travel Texas, Office of the Governor for Economic Development and Tourism, presented the Tourism Friendly Certification.

4. **Presentation of Lifesaving Award to Stephenville Police Department Officer Colby Stone and Erath County Sheriff's Deputy Taylor Tully**

Stephenville Police Chief Dan Harris presented the Lifesaving Award to Stephenville Police Department Officer Colby Stone and Erath County Sheriff's Deputy Taylor Tully.

CITIZENS GENERAL DISCUSSION

Christian Lightfoot, representing the Stephenville Police Association, addressed the Council regarding police pay and staffing.

REGULAR AGENDA

5. **Administer Oaths of Office to Newly Elected Council Members**

City Secretary, Sarah Lockenour, administered the Oaths of Office to the following re-elected Council members:

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

6. **Comments from Newly Elected Council Members**

Comments were received from the following newly elected Council members:

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

7. **Election of Mayor Pro-Tem**

MOTION by Maddie Smith, second by Alan Nix, to elect David Baskett as Mayor Pro Tem as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

8. Consider Approval of Stephenville Police Department (SPD)/Stephenville Fire Department (SFD) Fire Station 1 Mural Project

Police Chief Dan Harris presented the proposed mural for the Stephenville Police Department (SPD)/Stephenville Fire Department (SFD) Fire Station 1.

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.

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

MOTION by LeAnn Durfey, second by Lonn Reisman, to approve the mural as presented. MOTION Yes 9, No 0, Abstained 0.

9. Consider Acceptance of the Airport Pump Station Expansion Project

Public Works Director Nick Williams presented this item to the Council.

The City of Stephenville City Council awarded the contract for the Airport Pump Station Expansion 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.

The project was completed for \$3,797,061.50 of which \$3,603,317.22 was 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.

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

MOTION by Alan Nix, second by Brandon Greenhaw, to approve Resolution No. 2025-R-07 accepting the Airport Pump Station Expansion Project as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

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

SEDA President Jeff Sandford along with Doug Heinz and Emma Coney of Kroll Consulting presented this item to the Council.

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Resolution No. 2025-R-08 nominating FMC Technologies, Inc. as a Qualified Enterprise, to be eligible to participate in the Texas Enterprise Zone Project as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

11. Consider Approval of TXDOT City Pride Sign Agreement

Director of Administrative Services Darrell Brown presented this item to the Council.

The Wayfinding Sign Project started several years ago and signs are ready for installation. Staff recommends we complete the City Pride Sign Agreement and submit to TXDOT to approve the installation of the Wayfinding Sign project.

MOTION by Alan Nix, second by LeAnn Durfey, to approve the TXDOT City Pride Sign Agreement as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

PLANNING AND ZONING COMMISSION

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)

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

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. Under the Stephenville 2050 Comprehensive plan, the Future Land Use is designated as a Complete Neighborhood. The intended project would be appropriate for that designation.

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 moved forward to City Council with "No Recommendation".

City Council received sixteen emails of opposition as well as a petition that was not validated due to a lack of required signatures.

Megan Leatherwood representing 500 Investment Corporation spoke regarding the rezone.

13. PUBLIC HEARING

Application No.: RZ 8714

Mayor Svien opened the Public Hearing for RZ 8714 at 6:32 PM.

The following spoke in opposition to the rezone:

Malcolm Dann, 1743 Bull Elk

Donna Bush, 1736 Elk Ridge

Chuck Bush, 1736 Bull Elk

Representing the following:

Jimm Metzler

Bruce Hehen

Taylor Wynn

Mattie Pollard

Jonathan Evans

Meggan Whites, 1060 Antelope Trail

Jonathan Evans, 1045 Antelope Trail

The following spoke in opposition to the rezone:

Wes Bishop, Trafalgar Homes

Mayor Svien closed the Public Hearing at 7:02 PM.

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)**

MOTION by Brandon Greenhaw, second by David Baskett, to approve Ordinance Number 2025-O-16 rezoning property located at 0 Alexander Road as presented.

Council member Nix called for a roll call vote. The votes were as follows:

Place 1 - yes
Place 2 - yes
Place 3 - no
Place 4 - no
Place 5 - no
Place 6 - yes
Place 7 - yes
Place 8 - no

As a tie-breaker, Mayor Svien voted - No

MOTION Failed Yes 4, No 5, Abstained 0.

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

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

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.

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.

Michael Lyssy, 1255 West 15th Street, Plano, Texas, representing Caliber Collision presented as well.

16. **PUBLIC HEARING**

Application No.: CUP 8737

Mayor Svien opened the Public Hearing for CUP 8737 at 7:18 PM.

No one spoke in favor or in opposition.

Mayor Svien closed the Public Hearing at 7:18 PM.

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**

MOTION by David Baskett, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-16 approving the conditional use permit as presented.

MOTION by Gerald Cook, second by David Baskett, to amend the original motion to require a wooden, decorative fence and maintain landscaping as determined by City staff. MOTION to amend the original MOTION CARRIED Yes 9, No 0, Abstained 0.

Council member Reisman called for a roll call vote. The votes were as follows:

Place 1 - yes
Place 2 - yes
Place 3 - no
Place 4 - no

Place 5 - no
 Place 6 - yes
 Place 7 - yes
 Place 8 - no

As a tie-breaker, Mayor Svien voted - yes

MOTION CARRIED Yes 5, No 4, Abstained 0.

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.

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

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.

19. **PUBLIC HEARING**

Committee Assignment 042025

Mayor Svien opened the Public Hearing for Committee Assignment 042025 at 7:29 PM.

No one spoke in favor or in opposition of the case.

Mayor Svien closed the Public Hearing at 7:29 PM.

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**

MOTION by Alan Nix, second by Lonn Reisman, to approve Ordinance No. 2025-O-17 repealing the coverage limitation of primary structure as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

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**

Director of Development Services presented this item to the Council.

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. During 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.

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

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.

MOTION by Alan Nix to table this item until a 2050 Comprehensive Plan review could be conducted. MOTION DIED for lack of second.

MOTION by Gerald Cook, second by Doug Svien, to authorize the City Manager to negotiate and enter into a Professional Services Agreement with Kendig Keast Collaborative as presented.

Mayor Svien called for a roll call vote. The votes were as follows:

Place 1 - no
Place 2 - yes
Place 3 - no
Place 4 - no
Place 5 - no
Place 6 - no
Place 7 - no
Place 8 - no

MOTION Failed Yes 1, No 7, Abstained 0.

Mayor Svien recommended a Council Workshop to discuss and review the 2050 Comprehensive Plan.

FINANCIAL REPORTS

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

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

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

Property Tax Collections: 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.

Sales and Use Tax: 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.

Revenue (by fund): 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.

Revenue (budget vs. actual): 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.

Revenue (prior year comparison): We received \$921K less revenue through March than last fiscal year to date due to intergovernmental.

Expenditures (by fund): 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

Expenditures (budget vs. actual): 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.

Expenditures (prior year comparison): We spent \$4.4 million less on expenditures through March than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: 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 Expenditure Comparison: 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.

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

Director of Finance Monica Harris presented the Quarterly Investment report as follows:

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.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

SEDA President Jeff Sandford gave an update on the Stephenville Economic Development Authority.

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**

MOTION by David Baskett, second by LeAnn Durfey, to approve Consent Agenda items as presented. MOTION CARRIED Yes 9, No 0, Abstained 0.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Svien recessed the Regular City Council meeting at 7:58 PM and convened the Executive Session at 8:02 PM.

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**

Mayor Svien adjourned the Executive Session at 8:21 PM and reconvened the Regular City Council meeting at 8:22 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

Mayor Svien adjourned the meeting at 08:22 PM.

EXECUTIVE SESSION NOTICE

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary



CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, May 20, 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 5 Maddie Smith
Place 8 Alan Nix

Council Absent:

Mayor Doug Svien
Place 3 Lon Reisman
Place 4 Dean Parr
Place 7 Brandon Greenhaw

Others Attending:

Jason King, City Manager
Randy Thomas, City Attorney
Sarah Lockenour, City Secretary

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

REGULAR AGENDA

1. Consider Approval of Appointment to Council Committees

Mayor Pro Tem David Baskett presented the Council Committee recommendations to the Council as follows:

	Finance	Parks/Leisure	Personnel	Development	Public Health & Safety	Nominations	Public Works	Tourism & Visitors
Durfey				1	1	1		1
Cook	1			1			1	1
Reisman		1			1	1		1
Parr	1		1		1		1	
Smith		1	1	1		1		
Baskett	1	1			1		1	
Greenhaw	1		1	1				1
Nix		1	1			1	1	

MOTION by Alan Nix, second by Gerald Cook, to accept appointment to Council Committees as presented. MOTION CARRIED Yes 5, No 0, Abstained 0.

NOMINATIONS COMMITTEE

2. Nominations Committee Report from April 15, 2025

Nominations Committee Chair Maddie Smith presented the committee report from April 15, 2025.

The committee met on April 15, 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:
Planning and Zoning Commission: Lisa Pendleton

Planning and Zoning Commission

MOTION by Alan Nix, second by LeAnn Durfey, to recommend to full Council to appoint Lisa Pendleton to Alternate Place 1 as presented. MOTION CARRIED Yes 4, No 0, Abstained 0. Lisa Pendleton will be invited to the May 6 City Council meeting for a brief interview by Council.

3. Consider Approval of Applications for Citizen Boards and Commissions

Lisa Pendleton, 570 W Long Street, was present for the Council to interview.

MOTION by LeAnn Durfey, second by Alan Nix, to appoint Lisa Pendleton to Alternate 1 for the Planning and Zoning Commission as presented. MOTION CARRIED Yes 5, No 0, Abstained 0.

Mayor Pro Tem David Baskett recessed the Special City Council meeting to Council Committee meetings at 6:36 PM.

Mayor Pro Tem David Baskett reconvened the Special City Council meeting at 6:20 PM.

TOURISM AND VISITORS BUREAU COMMITTEE

4. Tourism and Visitors Bureau Committee Report from May 20, 2025 - Item 4

The Tourism and Visitors Bureau Committee met May 20, 2025. Item 4, presented by Committee Chair LeAnn Durfey, was to Consider Approval of Rodeo Athlete Sponsorships.

These sponsorships would be \$10,000 each to active rodeo athletes that would represent Stephenville as their hometown when they travel or participate in rodeo events. Funds would

be allocated for these sponsorships through HOT funds and the selection of recipients would be chosen by the Western Heritage Advisory Board.

MOTION by LeAnn Durfey, second by Gerald Cook, to recommend full council approval of \$40k for Rodeo Athlete Sponsorships from HOT funds as presented. MOTION CARRIED Yes 1, No 0, Abstained 0.

5. Consider Approval of Rodeo Athlete Sponsorships

MOTION by LeAnn Durfey, second by Alan Nix, to Approve Rodeo Athlete Sponsorships in the amount of \$40k from HOT funds as presented. MOTION CARRIED Yes 5, No 0, Abstained 0.

PLANNING AND ZONING COMMISSION

6. 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

City Manager Jason King presented this item to Council.

This item was discussed at the May 6, 2025, Regular City Council meeting as follows:

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. During 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.

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

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.

MOTION by Gerald Cook, second by Doug Svien, to authorize the City Manager to negotiate and enter into a Professional Services Agreement with Kendig Keast Collaborative as presented.

Mayor Svien called for a roll call vote. The votes were as follows:

Place 1 - no
Place 2 - yes
Place 3 - no
Place 4 - no
Place 5 - no
Place 6 - no

Place 7 - no
Place 8 - no

MOTION Failed Yes 1, No 7, Abstained 0.

Mayor Svien recommended a Council Workshop to discuss and review the 2050 Comprehensive Plan.

In the time since the Regular City Council meeting, City Manager Jason King has met with each Council member individually for direction on this item. He feels it is ready to be reconsidered.

MOTION by Gerald Cook, second by LeAnn Durfey, to authorize the City Manager to initiate negotiations and enter into a Professional Service Agreement with Kendig Keast Collaborative and bring a recommendation back to the Council as presented. MOTION CARRIED Yes 4, No 1, Abstained 0.

ADJOURN

Mayor Pro Tem David Baskett adjourned the meeting at 06:36 PM.

EXECUTIVE SESSION NOTICE

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

STAFF REPORT



SUBJECT: Microsoft Contract yearly payment

DEPARTMENT: IT

STAFF CONTACT: James Wiley

RECOMMENDATION:

Pay yearly Microsoft contract.

BACKGROUND:

This is the third year of a 3 year contract with Microsoft for the use of Microsoft operating systems and software (Office suite primarily).

FISCAL IMPACT SUMMARY:

The cost for this is anticipated to be \$65,041.19 and is approximately \$5,000 less than was budgeted for.

ALTERNATIVES

Stop using Microsoft software.

Public Works Committee

STAFF REPORT



SUBJECT: Chamberlin Improvements Project
Project Acceptance

MEETING: Council Meeting – 03 JUN 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.

BACKGROUND:

The City of Stephenville City Council awarded the contract for the above referenced project on January 7, 2025, for \$472,444.50 to Insituform Technologies, Inc. of Corinth, Texas. The contractor has completed the work in accordance with the plans and specifications.

FISCAL IMPACT SUMMARY:

The project was completed for \$442,886.75 of which \$420,742.41 has been paid to the contractor. The remaining balance of \$22,144.34 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-XX](#)

RESOLUTION NO. 2025 - _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, TO ACCEPT THE 2024 CHAMBERLIN IMPROVEMENTS PROJECT AND AUTHORIZE FINAL PAYMENT TO INSITUFORM TECHNOLOGIES, INC.; 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 INSITUFORM TECHNOLOGIES, INC. with a final estimated total cost of \$472,444.50; and

WHEREAS, the actual work was completed at a total cost of \$442,886.75 of which \$420,742.41 has been previously paid to the contractor, leaving an amount due of \$22,144.34; and

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

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

SECTION 1. The 2024 CHAMBERLIN IMPROVEMENTS 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 3rd day of June 2025.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Jason King, City Manager
Reviewed

Randy Thomas, City Attorney
Approved as to form and legality

Public Works Committee

STAFF REPORT



SUBJECT: Riverside Drainage Improvements Project
Project Acceptance

MEETING: Council Meeting – 03 JUN 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.

BACKGROUND:

The City of Stephenville City Council awarded the contract for the above referenced project on March 4, 2025, for \$406,349.00 to Insituform Technologies, Inc. of Corinth, Texas. The contractor has completed the work in accordance with the plans and specifications.

FISCAL IMPACT SUMMARY:

The project was completed for \$402,599.00 of which \$376,294.05 has been paid to the contractor. The remaining balance of \$26,304.95 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-XX](#)

RESOLUTION NO. 2025 - _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, TO ACCEPT THE 2025 RIVERSIDE DRAINAGE PROJECT AND AUTHORIZE FINAL PAYMENT TO INSITUFORM TECHNOLOGIES, INC.; 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 INSITUFORM TECHNOLOGIES, INC. with a final estimated total cost of \$406,349.00; and

WHEREAS, the actual work was completed at a total cost of \$402,599.00 of which \$376,294.05 has been previously paid to the contractor, leaving an amount due of \$26,304.95; and

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

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

SECTION 1. The 2025 RIVERSIDE DRAINAGE IMPROVEMENTS 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 3rd day of June 2025.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Jason King, City Manager
Reviewed

Randy Thomas, City Attorney
Approved as to form and legality



STAFF REPORT

SUBJECT: Renewal of Portable Restrooms
MEETING: Regular Business Meeting June 3, 2025
DEPARTMENT: Purchasing
STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

It is the recommendation of the Purchasing Department and Parks Department that the contract for Portable Restrooms be renewed with Texan Restrooms.

BACKGROUND:

This contract went out for bid in fiscal year 2023-2024 and was awarded to Texan Restrooms. The City reserved the right to renew the contract for an additional (2) one-year periods.

PORTABLE RESTROOM BID – PRICE SHEET

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
1	Portable Restroom (qty 1) – 1 year	\$ <u>1,950.⁰⁰</u>
2	Portable Restroom (qty 1) – 1 month	\$ <u>150.⁰⁰</u>
3	Portable Restroom (qty 1) – 1 week	\$ <u>150.⁰⁰</u>
4	Portable Restroom (qty 1) – 1 day	\$ <u>125.⁰⁰</u>
5	Handicapped Restroom (qty 1) – 1 month	\$ <u>225.⁰⁰</u>
6	Handicapped Restroom (qty 1) – 1 week	\$ <u>225.⁰⁰</u>
7	Handicapped Restroom (qty 1) – 1 day	\$ <u>200.⁰⁰</u>
8	Stall VIP Restroom (qty 1) – 1 month	\$ <u>8,500.⁰⁰ - 3 stall</u>
9	Stall VIP Restroom (qty 1) – 1 week	\$ <u>2,200.⁰⁰ - 3 stall</u>
10	Stall VIP Restroom (qty 1) – 1 day	\$ <u>1,500.⁰⁰ - 3 stall</u>
11	Hand Wash Station (qty 1) – 1 month	\$ <u>180.⁰⁰</u>
12	Hand Wash Station (qty 1) – 1 week	\$ <u>180.⁰⁰</u>
13	Hand Wash Station (qty 1) – 1 day	\$ <u>180.⁰⁰</u>
14	Hand Sanitizer Station (qty 1) – 1 month	\$ <u>175.⁰⁰</u>
15	Hand Sanitizer Station (qty 1) – 1 week	\$ <u>175.⁰⁰</u>
16	Hand Sanitizer Station (qty 1) – 1 day	\$ <u>175.⁰⁰</u>

I or we agree to furnish the described equipment, supplies, or services for the prices shown in accordance with specifications attached. By execution of this bid, I hereby represent and warrant to the City of Stephenville that I have read and understood the Bid Documents and this bid is made in accordance with those documents.

**Portable Restrooms for City of Stephenville
Bid # 3323**

Vendor must meet or exceed specifications

Please do not include tax, as the City is tax-exempt. **Use the price sheet provided. **

Texan Restrooms

Company

254-965-5646

Telephone Number (include area code)

Po Box 2497

Mailing Address

N/A

Fax Number (include area code)

Stephenville, TX 76401

City, State, Zip Code

devan@texanrestrooms.com

Email Address

Devan Hanson

Representative Name (print)

8-18-2023

Date


Representative Signature

**BID MUST BE SIGNED BY A PERSON HAVING THE AUTHORITY TO BIND THE FIRM IN A CONTRACT. BIDS NOT
MANUALLY SIGNED WILL BE REJECTED.**