



City Council
Regular Meeting

Tuesday, November 4, 2025, 5:30 PM
City Hall Council Chambers
298 W Washington
Stephenville, Texas 76401

AGENDA

CALL TO ORDER

PLEDGES OF ALLEGIANCE

INVOCATION

PRESENTATIONS AND RECOGNITIONS

1. Recognition of Rodeo Athletes
2. Proclamation Recognizing the National Association of School Psychologists (NASP) for National School Psychology Week (NSPW)

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

3. **PUBLIC HEARING**
Annexing City-Owned Parcels R78439, a Portion of R28648 and R24340 of Erath County, Texas.
4. Consider Approval of Ordinance Annexing City-Owned Parcels R78439, a Portion of R28648 and R24340 of Erath County, Texas.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

5. Application No.: RZ 9140

Applicant Charles Vance Wade, Representing WW Investments, LLC., is Requesting a Rezone of Property Located at 955 N Ollie, Parcel R77978, being BLK 5; LOT 4R of the S4400 KIGHT SECOND ADDITION of the City of Stephenville, Erath County, Texas from Integrated Housing (R-2.5) to Multiple Family Residential (R-3)

6. PUBLIC HEARING

Application No.: RZ 9140

7. Consider Approval of Ordinance Rezoning Property Located at 955 N Ollie, Parcel R77978, being BLK 5; LOT 4R of the S4400 KIGHT SECOND ADDITION of the City of Stephenville, Erath County, Texas from Integrated Housing (R-2.5) to Multiple Family Residential (R-3)

8. Application No.: RZ 9163

Applicant Wyatt Thorp is Requesting a Rezone of Property Located at 587 Race, Parcel R32547, being BLK 2; LOTS 5 & 6A of the S5100 MILLICAN & OTT ADDITION of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)

9. **PUBLIC HEARING**

Application No.: RZ 9163

10. Consider Approval of Ordinance Rezoning Property Located at 587 Race, Parcel R32547, being BLK 2; LOTS 5 & 6A of the S5100 MILLICAN & OTT ADDITION of the City of Stephenville, Erath County, Texas from Single Family Residential (R-1) to Integrated Housing (R-2.5)

11. **Application No.: RZ 9189**

Applicant Jayton Cogburn, representing Richard J and Rebecca R Lieb, is Requesting a Rezone of Property Located at 615 College Farm Rd, Parcel R29924, being BLK 87; LOT 2B of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1), to Integrated Housing (R-2.5)

12. **PUBLIC HEARING**

Application No.: RZ 9189

13. Consider Approval of Ordinance Rezoning Property Located at 615 College Farm Rd, Parcel R29924, being BLK 87; LOT 2B of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas from Neighborhood Business (B-1), to Integrated Housing (R-2.5)

PUBLIC WORKS COMMITTEE

Alan Nix, Chair

14. Public Works Committee Meeting Report for October 21, 2025
15. Consider Approval of Household Hazardous Waste Program Agreement - Second Amendment
16. Consider Approval of Budgeted Meter Reading Base Stations Quote
17. Consider Approval of Quotes and Financing Proposal for Landfill Dozer and Excavator
18. Consider Approval of a Professional Services Proposal for WWTP Process Analysis and CIP
19. Consider Approval of Drought Contingency and Water Conservation Plan Updates
20. Consider Approval of Waste Connections Annual CPI Adjustment - Amendment No. 10

DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, Chair

21. Committee Report from October 21, 2025

FINANCE COMMITTEE

David Baskett, Chair

22. Committee Report from October 21, 2025
23. Consider Approval of Write-off of Uncollectible Ambulance Billing Accounts with Emergicon

FINANCIAL REPORTS

Monica Harris, Director of Finance

24. Monthly Budget Report for the Period Ending September 30, 2025
25. Quarterly Investment Report for the Period Ending September 30, 2025

CONSENT AGENDA

26. Consider Approval of Minutes from October 7, 2025 - Regular Meeting
27. Consider Approval of Minutes from October 21, 2025 — Special Meeting
28. Consider Award of Bid #3346 - Parks Vehicles
29. Consider Award of Bid #3349 - Police SUV
30. Consider Award of Bid #3348 - Street Dept Truck
31. Consider Award of Bid #3345 — Annual Car Washes & Oil Changes
32. Consider Approval of FY25-26 Budgeted Water Charges with Upper Leon River Municipal Water District
33. Consider Approval of Purchase of Cellebrite Digital Forensics Platform

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

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

34. **Section 551.071 Consultation with Attorney** - to Consult Over a Pending Contract

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

EXECUTIVE SESSION NOTICE

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

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



Proclamation for National School Psychology Week

- Whereas, Children and youth learn best when they are healthy, supported, and receive an education that enables them to thrive academically, socially, and emotionally; and
- Whereas, Schools can more effectively ensure that all students are able to learn when they meet the needs of the whole child and provide integrated, multitiered supports; and
- Whereas, Children’s mental health is directly linked to their learning and development, and benefits when the learning environment provides an optimal context to promote good mental health through connectedness within the school and community; and
- Whereas, Sound psychological principles are integral to instruction and learning, school safety, social and emotional development, prevention, early intervention, and support of culturally diverse student populations; and
- Whereas, School psychologists are specially trained to foster and deliver, in the school and community, a continuum of mental health services and academic supports that lower barriers to teaching and learning; and
- Whereas, School psychologists help children thrive by nurturing their individual strengths across both personal and academic endeavors; and
- Whereas, School psychologists are trained to assess student- and school-based barriers to learning and individual strengths, make data-based decisions, implement research-driven prevention and intervention strategies, and evaluate outcomes and improve accountability; and
- Whereas, Stephenville should recognize the vital role that school psychologists play in the personal and academic development of our Stephenville’s children,
- Therefore, We, Stephenville city council, do hereby proclaim November 3–7, 2025 as

School Psychology Week

and encourage all citizens to join in recognizing the dedicated efforts of school psychologists and the positive impact they have on the lives of our students, families, and schools.

IN WITNESS WHEREOF, I have hereby set my hand and caused to be affixed the seal of the City of Stephenville, Texas, on the 4th day of November 2025.

David Baskett, Mayor Pro Tem

STAFF REPORT

SUBJECT: Consider Ordinance to Annex City Owned Property

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

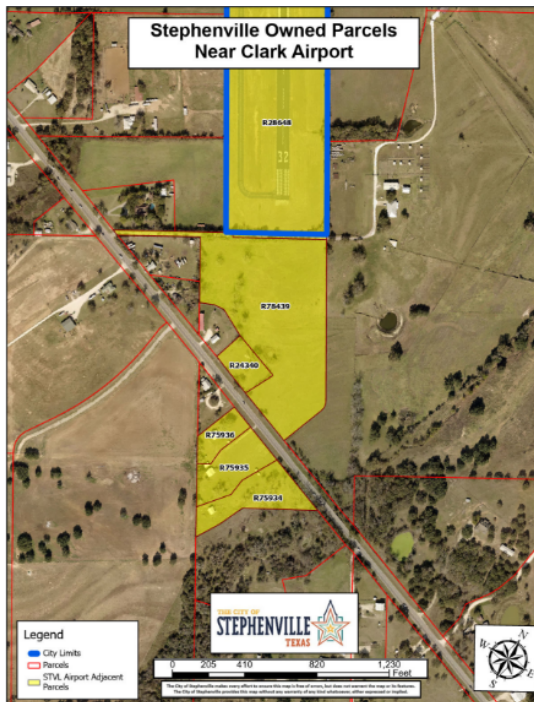
RECOMMENDATION:

Staff recommends adopting the ordinance annexing city owned parcels known as 13.422 acres in the A0640 Roberts Matthew Survey, Parcel R78439, Erath County, Texas; A portion of Parcel R28648, being approximately 0.304 Acres in the A0640 Roberts Matthew Survey & City Addition Block 158 (Pt OF); Airport; Hanger Site, Stephenville Aviation; and, Parcel R24340, being 1.16 Acres in the A0640 Roberts Matthew Survey, of Erath County, Texas.

BACKGROUND:

Upon conclusion of all legal notice requirements, a public hearing was held by and before the City Council of the City of Stephenville, Texas on the 2nd day of September, 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. No opposition was received.

PROPERTY PROFILE:



ALTERNATIVES:

- 1) Adopt the ordinance to annex said property.
- 2) Do not adopt the ordinance for annexation.

STAFF REPORT

SUBJECT: Consider Ordinance to Annex City Owned Property

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

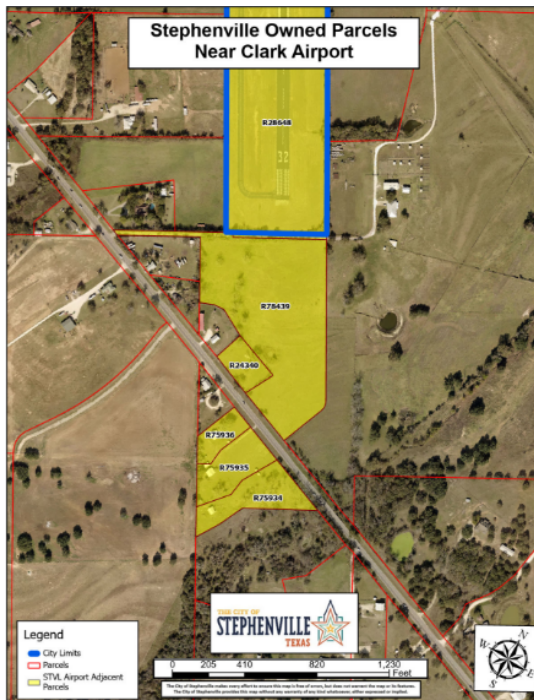
RECOMMENDATION:

Adopt the ordinance annexing city owned parcels known as 13.422 acres in the A0640 Roberts Matthew Survey, Parcel R78439, Erath County, Texas; A portion of Parcel R28648, being approximately 0.304 Acres in the A0640 Roberts Matthew Survey & City Addition Block 158 (Pt OF); Airport; Hanger Site, Stephenville Aviation; and, Parcel R24340, being 1.16 Acres in the A0640 Roberts Matthew Survey, Erath County, Texas.

BACKGROUND:

Upon conclusion of all legal notice requirements, a public hearing was held by and before the City Council of the City of Stephenville, Texas on the 2nd day of September, 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. No opposition was received.

PROPERTY PROFILE:



ALTERNATIVES:

- 1) Adopt the ordinance to annex said property.
- 2) Do not adopt the ordinance for annexation.

Stephenville Owned Parcels Near Clark Airport

R28648

32

R78439

R24340

R75936

R75935

R75934

Legend

- City Limits
- Parcels
- STVL Airport Adjacent
Parcels



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



ORDINANCE NO. 2025-O-____

AN ORDINANCE ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE CITY OF STEPHENVILLE, ERATH COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY.

WHEREAS, the City owns Parcels R78439, a Portion of R28648 and R24340 Erath County Texas ("Exhibit A"); and desires to annex said property into the City of Stephenville city limits;

WHEREAS, the procedures prescribed by the Charter of the City of Stephenville, Texas, and the laws of this state have been duly followed with respect to the following described territory, recorded in the Official Public Records of Erath County, and that territory's metes and bounds being attached as part of "Exhibit B."

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

SECTION 1.

The above-described property is hereby annexed to the City of Stephenville, Erath County, Texas, and that the boundary limits of the City of Stephenville are hereby extended to include said territory within the city limits of the City of Stephenville. The same shall hereafter be included within the territorial limits of said city, and the inhabitants thereof shall hereafter be entitled to all the rights and privileges of other citizens of the City of Stephenville and they shall be bound by the acts, ordinances, resolutions, and regulations, of said city.

SECTION 2.

The City Secretary is hereby directed to file with the County Clerk of Erath, Texas, a certified copy of this ordinance.

PASSED AND APPROVED this ____ day of _____ 2025.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

Stephenville, Texas 2025 Voluntary Annexation B

EXHIBIT 'A'

480

C. R28648

B. R78439

D. R24340

Legend

— Roads

▭ Parcels

▭ City Limits

Parcel

▭ B. R78439

▭ C. R28648

▭ D. R24340

THE CITY OF
STEPHENVILLE
TEXAS



0 130 260 520 780 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.



Being 12.977 acres of land, situated in the Mathew Roberts Survey, A-640, Erath County, Texas, and being a portion of a called 142.44 acre tract which was conveyed to Cheryl Longley by an instrument recorded in Volume 1301, Page 634, Erath County Deed Records (ECDR, said 12.977 acres of land being more particularly described by metes and bounds as follows;

BEGINNING at a 3/8" iron rod with a plastic cap found at the most westerly corner of the above mentioned 142.44 acre tract, the same being in the southeast boundary line of a 0.43 acre tract which was conveyed to Cheryl Longley by an instrument recorded in Volume 1301, Page 634, ECDR, the same also being the north corner of a 2.02 acre tract which was conveyed to Paul Wayne Jackson, et ux by an instrument recorded in Volume 1069, Page 219, ECDR;

THENCE N 60° 07' 01" E, along the northwest boundary line of said 142.44 acre tract, and the southeast boundary line of said 0.43 acre tract and the southeast boundary line of a 7.0 acre tract which was conveyed to the City of Stephenville by an instrument recorded in volume 367, Page 359, ECDR, and the South right-of-way line of a County Road, a distance of 716.76 feet to a 3/8" iron rod with a plastic cap found at the east corner of said 7.0 acre tract;

THENCE S 30° 59' 42" E, a distance of 918.61 feet to a 1/2" iron rod with a plastic cap stamped "KSA ENG" set at the beginning of a curve to the right;

THENCE in a southerly direction, following said curve having a delta angle of 50° 56' 30", a radius of 70.00 feet and an arc length of 62.24 feet (chord= S 05° 31' 27" E, 60.21 feet) to a 1/2" iron rod with a plastic cap stamped "KSA ENG" set at the end of said curve;

THENCE S 19° 56' 48" W, a distance of 271.65 feet to a 1/2" iron rod with a plastic cap stamped "KSA ENG" set at the point of intersection with the southwest boundary line of said 142.44 acre tract, the same being the northeast right-of-way line of U.S. Highway 67, a 3/8" iron rod found at an interior corner of said 142.44 acre tract, the same being the most west corner of a 16.177 acre tract which was conveyed to Roland D. Feemster by an instrument recorded in Volume 1321, Page 238, ECDR bears, S 70° 11' 31" E, 632.65 feet;

THENCE N 70° 11' 31" W, along said northeast right-of-way line, and said southwest boundary line, 348.12 feet to a 3/8" iron rod found at the southeast corner of a 1.19 acre tract which was conveyed to the City of Stephenville by an instrument recorded under instrument number 2009-00890, ECDR;

THENCE N 26° 16' 08" E, along the east boundary line of said 1.19 acre tract, 186.30 feet to a 3/8" iron rod found at the northeast corner of said 1.19 acre tract;

THENCE N 70° 35' 24" W, along the north boundary line of said 1.19 acre tract, 296.65 feet to a 3/8" iron rod found at the northwest corner of said 1.19 acre tract, the same being the northeast corner of a 1.04 acre tract which was conveyed to the Pantry and More, Inc., by an instrument recorded under instrument number 2016-00212, ECDR;

THENCE along the common line between said 1.04 acre tract and said 142.44 acre tract, by the following courses:

N 63° 09' 27" W. 171.65 feet to a 3/8" iron rod found at an angle point,

S 84° 49' 31" W, 61.06 feet to a fence corner post found at an angle point, and

S 67° 36' 41" W, 85.24 feet to a 3/8" iron rod found at the northwest corner of said 1.04 acre tract, the same being in the east boundary line of a 1.01 acre tract which was conveyed to Phillip Dean Jackson, et al by an instrument recorded in Volume 773, Page 48, ECDR;

THENCE N 30° 17' 12" W, along the east boundary line of said 1.01 acre tract, 120.14 feet to a 3/8" iron rod found at the northeast corner of said 1.01 acre tract, the same being the southeast corner of the aforementioned 2.02 acre tract;

THENCE N 30° 36' 45" W, along the east boundary line of said 2.02 acre tract, 254.14 feet to the PLACE OF BEGINNING and containing 12.977 acres of land, more or less.

Being 0.431 acres (18786 square feet) of land, situated in the Mathew Roberts Survey, A-640, Erath County, Texas, and being all of a called 0.43 acre tract which was conveyed to Cheryl Longley by an instrument recorded in Volume 1301, Page 634, Erath County Deed Records (ECDR, said 0.431 acres (18786 square feet) of land being more particularly described by metes and bounds as follows;

BEGINNING at a 3/8" iron rod found at most southerly corner of the above mentioned called 0.43 acre tract, the same being the most westerly corner of a 2.02 acre tract which was conveyed to Paul Wayne Jackson, et ux by an instrument recorded in Volume 1069, Page 219, ECDR, and also being in the northeast right-of-way line of US Highway 67;

THENCE N 70° 06' 55" W, along said northeast right-of-way line, a distance of 39.14 feet to a 1/2" iron rod with a plastic cap stamped "KSA ENG" set at the most westerly corner of said called 0.43 acre tract the same being the most southerly corner of a 2.00 acre tract which was conveyed to Malcolm Watkins by an instrument recorded in Volume 517, Page 410, ECDR;

THENCE N 60° 09' 20" E, along the northwest boundary line of said called 0.43 acre tract and the southeast boundary line of said 2.00 acre tract, at a distance of 250.38 feet pass a 3/8" iron rod found at the east corner of said 2.00 acre tract, and continuing along said northwest boundary line and the southeast boundary line of a 10.97 acre tract which was conveyed to Michael T. Ballow, et ux, by an instrument recorded in Volume 924, Page 664, ECDR, for a total distance of 680.19 feet to a 1/2" iron rod with a plastic cap stamped "KSA ENG" set at the North corner of said called 0.43 acre tract;

THENCE S 30° 48' 59" E, along the northeast boundary line of said called 0.43 acre tract, the same being the southwest boundary line of a 7.0 acre tract which was conveyed to the City of Stephenville by an instrument recorded in Volume 367, Page 359, ECDR, a distance of 27.02 feet to a 1/2" iron rod with a plastic cap stamped "KSA ENG" set at the most easterly corner of said called 0.43 acre tract;

THENCE S 60° 07' 01" W, along the southeast boundary line of said called 0.43 acre tract, the same being a northwest boundary line of a 142.44 acre tract which was conveyed to Cheryl Longley by an instrument recorded in Volume 1301, Page 634, ECDR., a distance of 185.57 feet to a 3/8" iron rod with a plastic cap found at the most westerly corner of said 142.44 acre tract, the same being the north corner of the aforementioned 2.02 acre tract;

THENCE S 59° 49' 26" W, along said southeast boundary line, the same being the northwest boundary line of said 2.02 acre tract, a distance of 469.79 feet to the PLACE OF BEGINNING and containing 0.431 acres (18786 square feet) of land.

EXHIBIT "B" Portion of R28648

LEGEND:

CIRF.....Capped Iron Rod Found
D.R.E.C.T.....Deed Records, Erath County, Texas
O.P.R.E.C.T.....Official Public Records, Erath County, Texas

NOTES:

1. Basis of bearing being U.S. State Plane Grid - Texas North Central Zone (4202) NAD83 as established using the AllTerra RTKNet Cooperative Network. Reference frame is NAD83(2011) Epoch 2010.0000. Distances shown are U.S. Survey feet displayed in surface values.
2. According to the scaled location of FEMA Firm Map No. 48143C0450D, effective date November 16, 2011, a portion of the subject property lies within Zone A - Special Flood Hazard Areas and a portion lies within Zone X - Areas determined to be outside the 0.2% chance annual flood.
3. This survey was prepared without the benefit of a current commitment for title insurance. Additional easements and/or restrictions may affect the subject property.
4. See separate metes and bounds description prepared with this survey plat.

0.345 OF AN ACRE OUT OF THE
MATTHEW ROBERTS SURVEY, ABSTRACT
NO. 640,
ERATH COUNTY, TX

CALLER 7.0 AC
CITY OF STEPHENVILLE
VOL. 367, PG. 359
D.R.E.C.T.

CR 480

MATTHEW ROBERTS SURVEY
ABSTRACT No. 640

Called 12.977 Ac
City of Stephenville
Doc. No. 2024-02706
O.P.R.E.C.T.

LINE DATA TABLE

NO.	BEARING	DIST
L1	N30°51'43"W	27.04'
L2	S31°02'17"E	29.47'

SURVEYOR'S CERTIFICATION

I, N. Zane Griffin, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby declare that this survey is true and correct and was prepared from an actual survey made under my supervision on the ground.

N. Zane Griffin
N. Zane Griffin, RPLS No. 6810
Date: September 2, 2025



P.O. Box 2465 Stephenville, Tx 76401
zane@nativelandsurveying.com ~ 254-434-6695
TBPELS Firm No. 10194572

Portion of R28648
0.345 OF AN ACRE OUT OF THE
MATTHEW ROBERTS SURVEY, ABSTRACT
NO. 640,
ERATH COUNTY, TX

METES AND BOUNDS DESCRIPTION:

BEING a tract of land out of the Matthew Roberts Survey, Abstract No. 640, Erath County, Texas, and being a portion of that called 7.0 acre tract of land described in the deed to the City of Stephenville, as recorded in Volume 367, Page 359, Deed Records, Erath County, Texas (DIRECT), same being all of that called 0.34 acre road easement described in the deed to Cheryl Longley, as recorded in Volume 1301, Page 635, DIRECT, and being more particularly described by metes and bounds as follows: (Basis of bearing being U.S. State Plane Grid - Texas North Central Zone (4202) NAD83 as established using the AllTerra RTKNet Cooperative Network. Reference frame is NAD83(2011) Epoch 2010.0000. Distances shown are U.S. Survey feet displayed in surface values).

BEGINNING at a 3/8 inch capped iron rod found marked "RPLS 1529" for the southeast corner of said 7.0 acre City of Stephenville tract and the southeast corner of said road easement, also being an inner corner of a tract of land described in the deed to Cheryl Longley, as recorded in Volume 1301, Page 634, DIRECT;

THENCE South 60°06'37" West, with the south line of said 7.0 acre City of Stephenville tract and the south line of said road easement, passing a 1/2 inch capped iron rod found marked "KSA ENG." for the northeast corner of a called 12.977 acre tract of land described in the deed to the City of Stephenville, as recorded in Document No. 2024-02706, Official Public Records, Erath County, Texas (OPRECT) at a distance of 1.21 feet, continuing for a total distance of 532.50 feet to a 1/2 inch capped iron rod found marked "KSA ENG." for the southwest corner of said 7.0 acre City of Stephenville tract and the southwest corner of said road easement, also being the southeast corner of a called 0.431 of an acre tract of land described in the deed to the City of Stephenville, as recorded in Document No. 2024-02706, OPRECT;

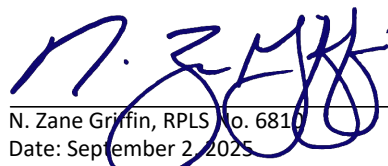
THENCE North 30°51'43" West, with the common line of said 7.0 acre City of Stephenville tract and said 0.431 of an acre City of Stephenville tract, a distance of 27.04 feet to a 1/2 inch capped iron rod found marked "KSA ENG." for the northwest corner of this tract and the northwest corner of said road easement, also being the southeast corner of a called 0.558 acre tract of land described in the deed to the City of Stephenville, as recorded in Volume 966, Page 303, DIRECT;

THENCE North 59°50'56" East, over and across said 7.0 acre tract and with the north line of said road easement, a distance of 532.38 feet to a 3/8 inch capped iron rod found marked "RPLS 1529" in the east line of said 7.0 acre City of Stephenville tract and the west line of said Longley tract, for the northeast corner of this tract and the northeast corner of said road easement;

THENCE South 31°02'17" East, with the east line of said 7.0 acre tract, a distance of 29.47 feet to the **POINT OF BEGINNING** and containing 15,042 Square Feet or 0.345 of an Acre of Land.

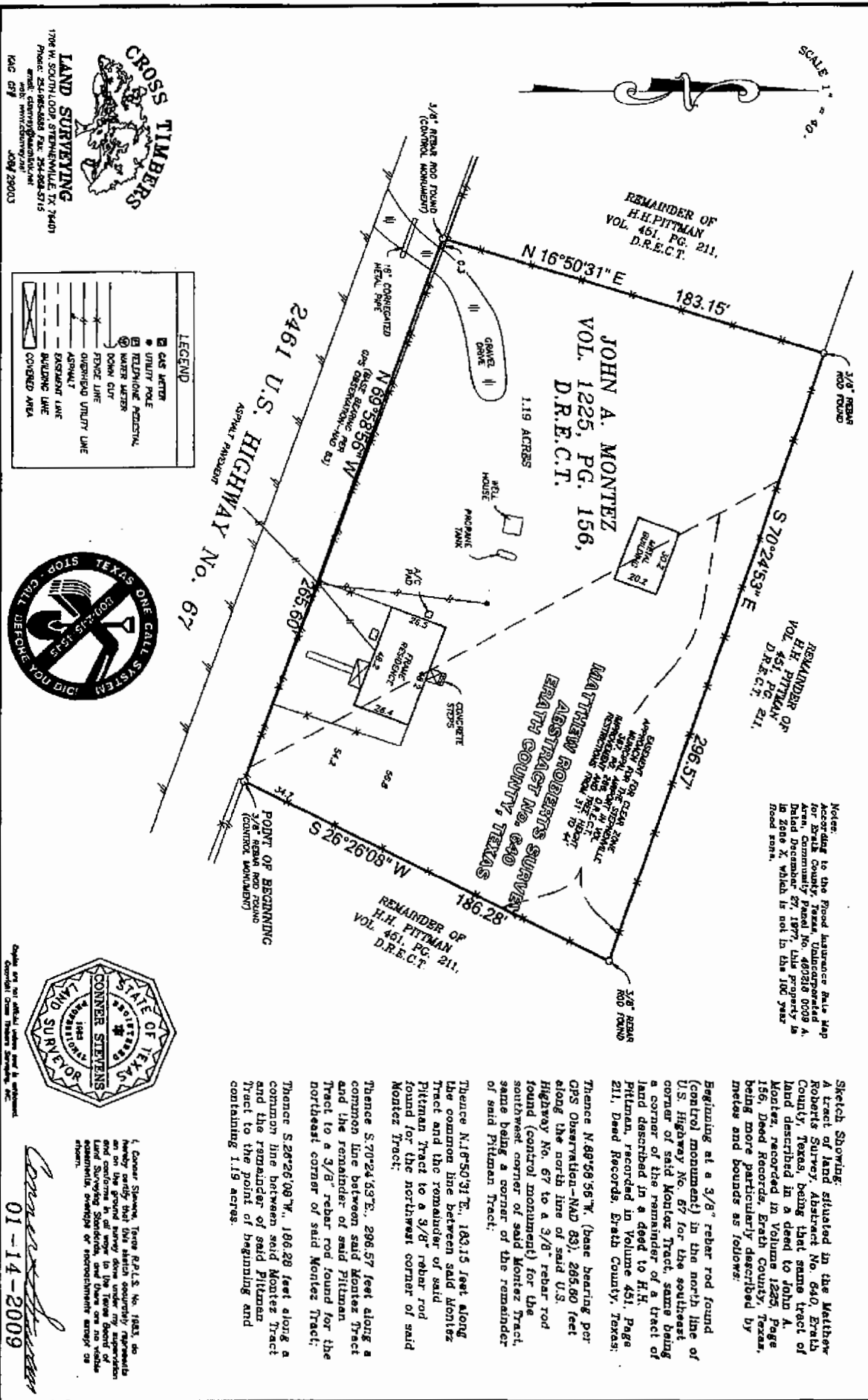
SURVEYOR'S CERTIFICATION

I, N. Zane Griffin, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby declare that this survey is true and correct and was prepared from an actual survey made under my supervision on the ground.


N. Zane Griffin, RPLS No. 6810
Date: September 2, 2025



P.O. Box 2465 Stephenville, Tx 76401
zane@nativelandsurveying.com ~ 254-434-6695
TBPELS Firm No. 10194572



Applicant Charles Vance Wade, representing WW Investments, LLC., is requesting a rezone of property located at 955 N Ollie, Parcel R77978, being BLK 5; LOT 4R of the S4400 KIGHT SECOND ADDITION of the City of Stephenville, Erath County, Texas from “R-2.5”, Integrated Housing, to “R-3,” Multiple Family Residential.

STAFF CONTACT: Steve Killen, Director of Development Services

The Planning and Zoning Commission convened October 15, 2025. A motion to approve failed due to a lack of a second. No additional motion was made; therefore, the request moves forward to City Council without a recommendation.

Mr. Wade acquired the property known as the Chandler Mansion. He is requesting the undeveloped lots bordered by Frey, Ollie, Pecan and Kight be rezoned from R-2.5 to R-3. This property was replatted and rezoned from R-1 to R-2.5 by the previous owner in late 2021. As the property is developed additional Right-of-Way dedication will be required along Ollie street.

Parcel R277978
Current Zoning - R-2.5 Integrated Housing

Legend

- Streets
- Addresses
- Points
- Coverage
- Aggriculture
- R-1 - Neighborhood Business
- R-2 - Retail and Commercial Business
- R-3 - Central Business
- R-4 - District Office
- CTB - City, Township, School
- CTD - Downtown
- M-1 - Industrial
- M-2 - Industrial
- M-3 - General Business
- M-4 - Single Family - 2,000
- M-5 - Single Family - 2,500
- M-6 - Single Family - 3,000
- M-7 - Single Family - 3,500
- M-8 - Single Family - 4,000
- M-9 - Single Family - 4,500
- M-10 - Single Family - 5,000
- M-11 - Single Family - 5,500
- M-12 - Single Family - 6,000
- M-13 - Single Family - 6,500
- M-14 - Single Family - 7,000
- M-15 - Single Family - 7,500
- M-16 - Single Family - 8,000
- M-17 - Single Family - 8,500
- M-18 - Single Family - 9,000
- M-19 - Single Family - 9,500
- M-20 - Single Family - 10,000
- M-21 - Single Family - 10,500
- M-22 - Single Family - 11,000
- M-23 - Single Family - 11,500
- M-24 - Single Family - 12,000
- M-25 - Single Family - 12,500
- M-26 - Single Family - 13,000
- M-27 - Single Family - 13,500
- M-28 - Single Family - 14,000
- M-29 - Single Family - 14,500
- M-30 - Single Family - 15,000
- M-31 - Single Family - 15,500
- M-32 - Single Family - 16,000
- M-33 - Single Family - 16,500
- M-34 - Single Family - 17,000
- M-35 - Single Family - 17,500
- M-36 - Single Family - 18,000
- M-37 - Single Family - 18,500
- M-38 - Single Family - 19,000
- M-39 - Single Family - 19,500
- M-40 - Single Family - 20,000
- M-41 - Single Family - 20,500
- M-42 - Single Family - 21,000
- M-43 - Single Family - 21,500
- M-44 - Single Family - 22,000
- M-45 - Single Family - 22,500
- M-46 - Single Family - 23,000
- M-47 - Single Family - 23,500
- M-48 - Single Family - 24,000
- M-49 - Single Family - 24,500
- M-50 - Single Family - 25,000
- M-51 - Single Family - 25,500
- M-52 - Single Family - 26,000
- M-53 - Single Family - 26,500
- M-54 - Single Family - 27,000
- M-55 - Single Family - 27,500
- M-56 - Single Family - 28,000
- M-57 - Single Family - 28,500
- M-58 - Single Family - 29,000
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- M-185 - Single Family - 92,500
- M-186 - Single Family - 93,000
- M-187 - Single Family

Parcel R77978
Water & Sewer Utilities

Legend

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

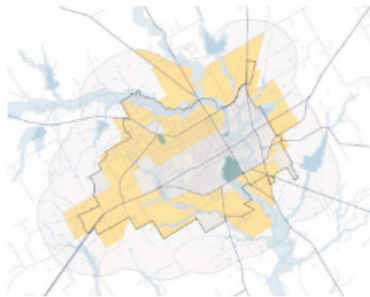
CITY OF STEPHENVILLE, TEXAS

0 55 110 220 330 440 550 Feet

North Arrow

Complete Neighborhood

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



Sec. 154.05.6. Multiple family residential district (R-3).

5.6.A Description. This residential district provides for medium to high-density city neighborhood development. The primary land use allows for single-family dwellings, two-to-four family dwelling units, and multiple family housing buildings and complexes platted as one parcel and sole source management. All R-3 zoning will be appropriate to a city-style neighborhood. Recreational, religious and educational uses are also permitted so as to contribute to the natural elements of a convenient, balanced and attractive neighborhood. Development within this district is intended to be protected from the encroachment of land activities that do not contribute to the esthetic and functional well being of the intended district environment.

5.6.B Permitted Uses.

- (1) Single-family detached dwelling, limited to occupancy by a family having no more than four individuals who are unrelated by blood, legal adoption, marriage or conservatorship. The owner and any agent of the owner shall be legally responsible for directly or indirectly allowing, permitting, causing, or failing to prohibit residential use of a dwelling in this district by more than four unrelated individuals;
- (2) Two-to-four family dwellings, with each family limited as in division (1) above;
- (3) Multiple family dwellings, with each family limited as in division (1) above; Student living complexes will be subject to a variance request for units designed to occupy more than four unrelated students per unit;
- (4) Assisted living center;
- (5) Convalescent, nursing or long term-care facility;
- (6) Retirement housing complex;
- (7) Accessory buildings;
- (8) Churches, temples, mosques and related facilities;
- (9) Community home;
- (10) Park or playground;
- (11) SISD school—public;

- (12) Bed and breakfast/boarding house;
- (13) Group day care home;
- (14) Registered family home;
- (15) Day care center; and
- (16) Fraternity or sorority house.

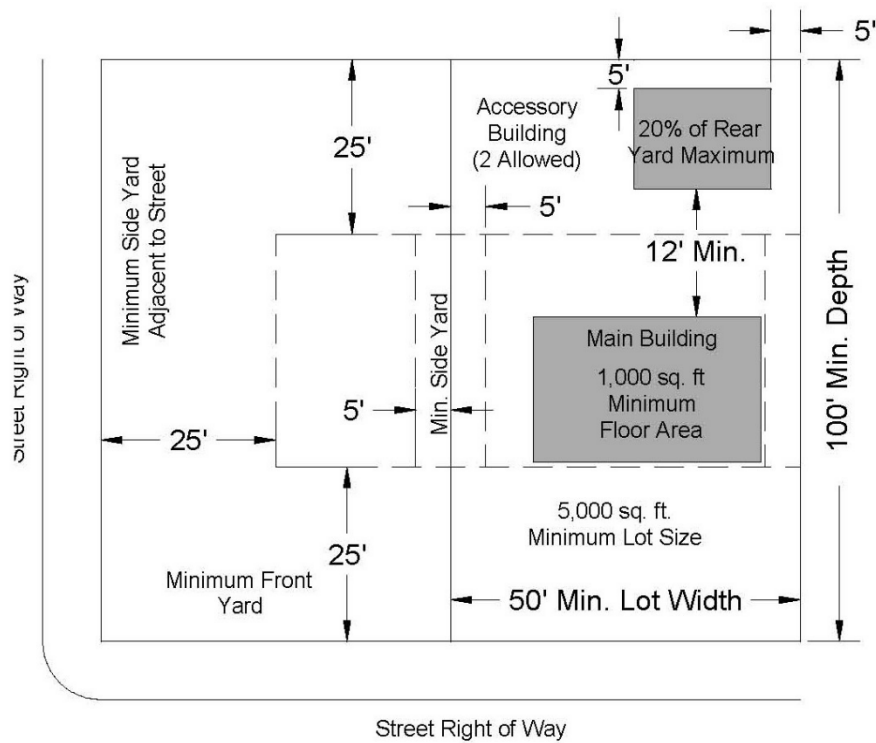
5.6.C Conditional Uses.

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

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

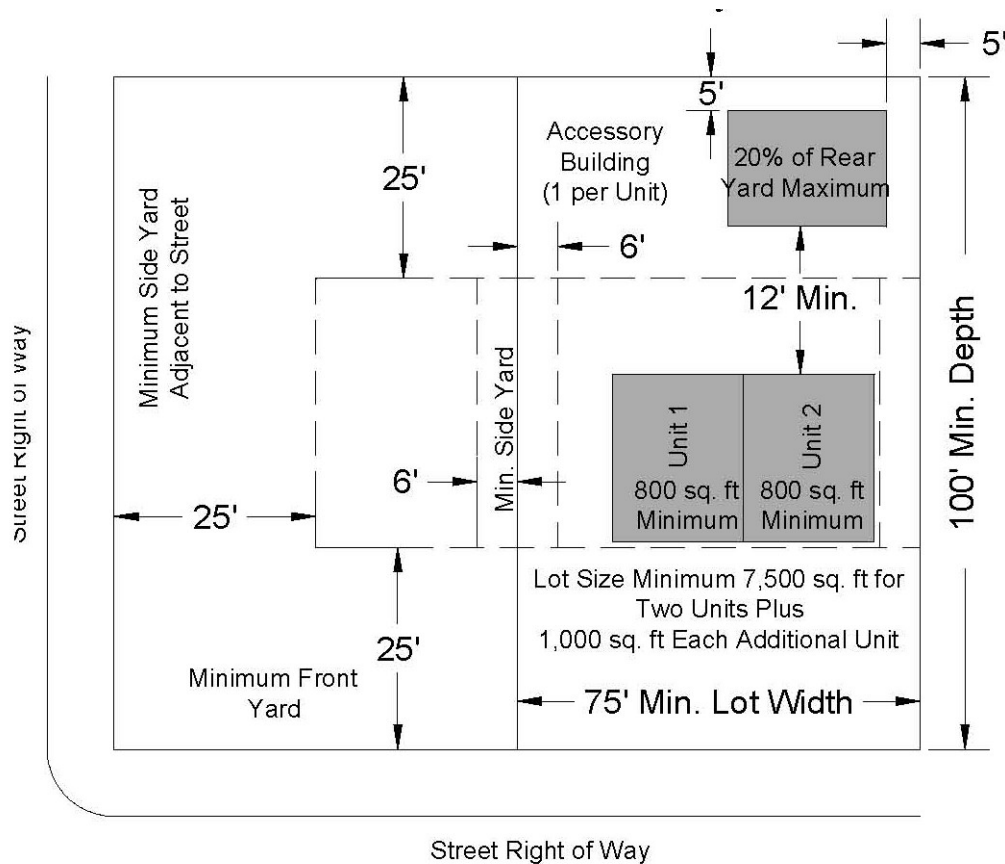
(A) *Single family dwelling.*

- (1) Minimum lot area: 5,000 ft².
- (2) Minimum lot width and lot frontage: 50 feet.
- (3) Minimum lot depth: 100 feet.
- (4) Minimum depth of front setback: 25 feet.
- (5) Minimum depth of rear setback: 25 feet.
- (6) Minimum width of side setback:
 - (a) Internal lot: five feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (7) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.
 - (b) Single family dwelling: 1,000 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: 25 feet.
- (5) Minimum depth of rear setback: 25 feet.
- (6) Minimum width of side setback:
 - (a) Internal lot: six feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (7) Building size:
 - (a) Maximum coverage as a percentage of lot area: 40%.
 - (b) Minimum area of each dwelling unit: 800 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 yard line at least one foot for each two feet additional height above the height limit in this district.



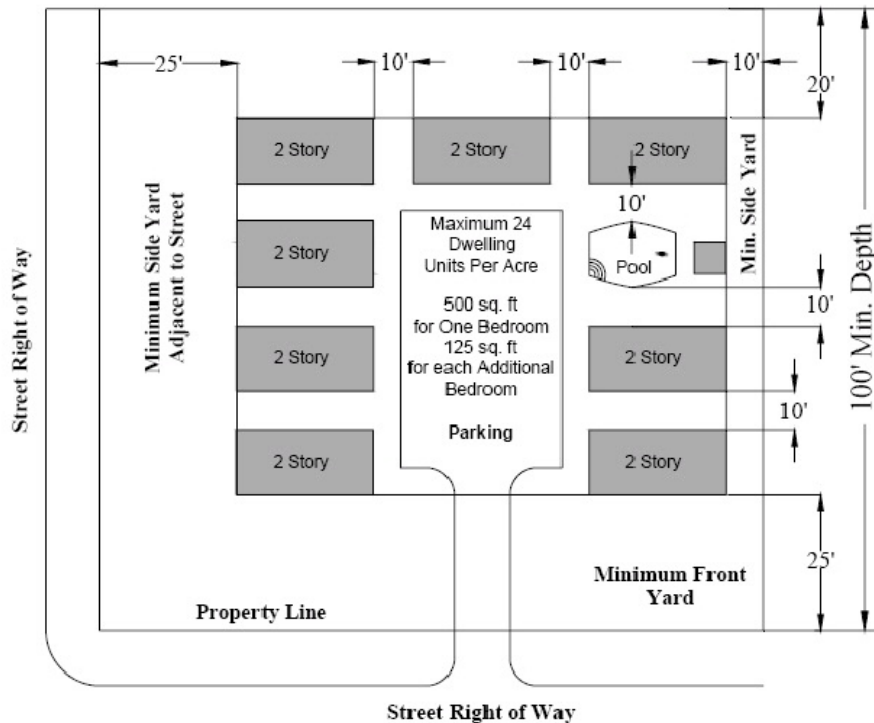
(C) *Reserved.*

(D) *Multiple family dwellings.*

- (1) Minimum lot area: maximum density of 24 dwelling units per acre, which includes parking, access and all other area improvements.
- (2) Minimum lot depth: 100 feet.
- (3) Minimum depth of front setback: 25 feet.
- (4) Minimum depth of rear setback: 20 feet.
- (5) Minimum width of side setback:
 - (a) Internal lot: ten feet.
 - (b) Corner lot: 25 feet from intersecting side street.
- (6) Building size: Minimum area of each dwelling unit: 500 ft² for one bedroom or less plus 125 ft² of floor area for each additional bedroom.
- (7) Maximum height of structures: 35 feet.
- (8) Public, semi-public or public service buildings, hospitals, institutions or schools may not exceed a height of 60 feet. Churches, temples and mosques may not exceed 75 feet, if the building is set back from each yard line at least one foot for each two feet additional height above the height limit in this district.

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

Multiple Family Dwelling



5.6.E Parking 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. Student housing whereby individual rooms are leased by unit must require 1.5 spaces per rented bed.

5.6.F Type of Construction.

- (1) The exterior walls of all new dwellings to the top plate, shall be constructed of at least 80% of the total exterior walls of primary materials, excluding doors, windows, and porches. See Section 10.E(1): Exterior Building Material Standard—Primary Materials.
- (2) Any remaining exterior walls of all new dwellings shall construct the remaining exterior walls of alternative materials. See Section 10.E(2): Exterior Building Material Standard—Alternative Materials.
- (3) Existing dwellings expanding the total square footage of the building 50% or less, or modifying the exterior walls, may use the same exterior construction material as the existing primary building. If the material is not available, similar material may be used if approved by the Community Development Director.
- (4) Existing dwellings expanding the total square footage of the building more than 50%, or proposing to use a material inconsistent with the primary structure for any expansion, must meet the 80% minimum primary materials, Section 10.E: Exterior Building Material Standard, for the total exterior walls of the structure.



(Am. Ord. 2007-24, passed 12-4-2007; Am. Ord. 2008-13, passed 7-1-2008; Ord. 2011-26, passed 12-6-2011; Am. Ord. 2021-O-29, § 1, passed 9-7-2021; Am. Ord. 2024-O-33, § 1, passed 11-5-2024)

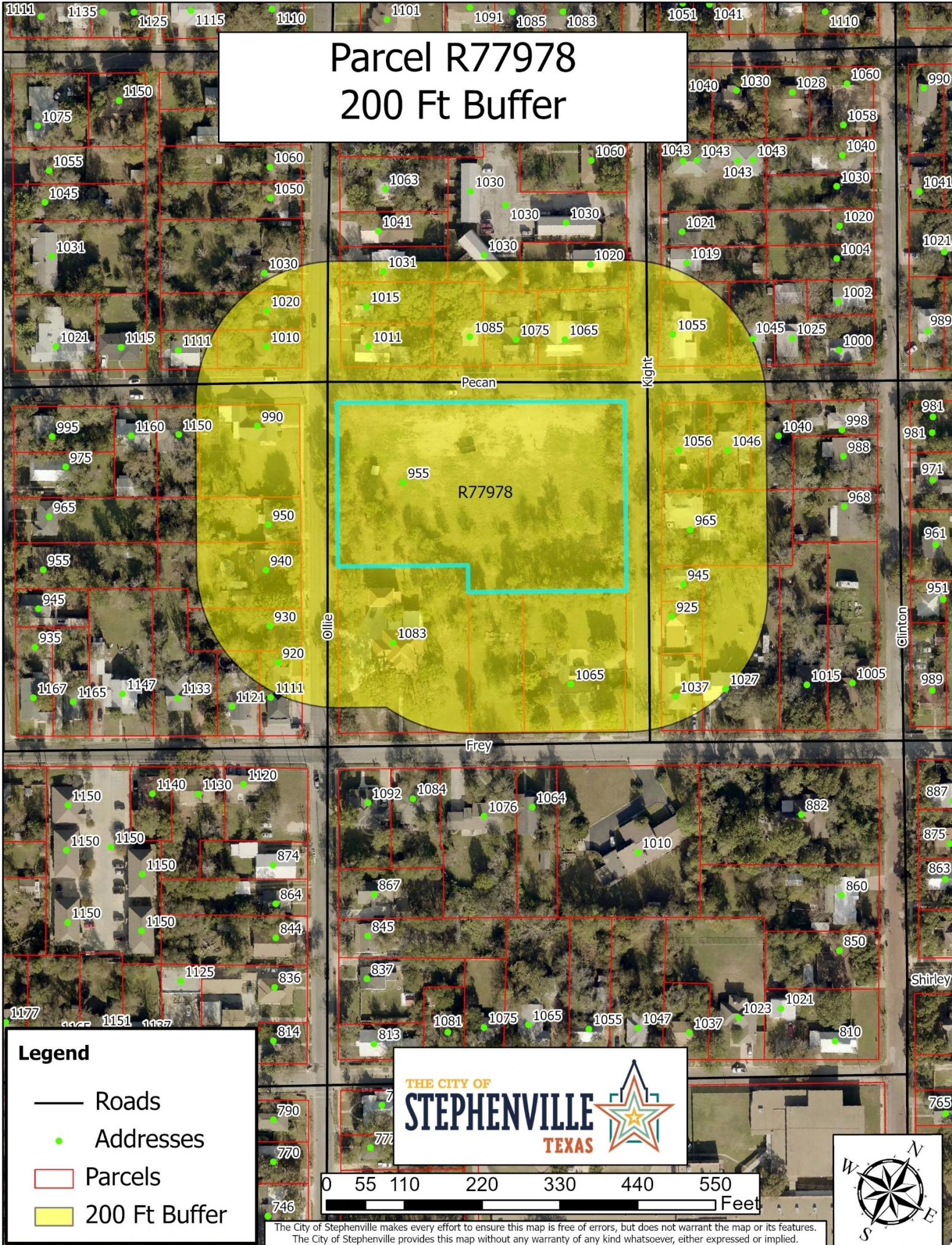
FACTORS TO CONSIDER:

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

ALTERNATIVES:

- 1) Approve the rezone request.
- 2) Deny the rezone request.

Parcel R77978 200 Ft Buffer

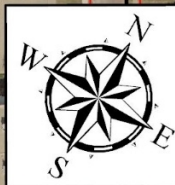


Legend

- Roads
- Addresses
- ▭ Parcels
- ▭ 200 Ft Buffer



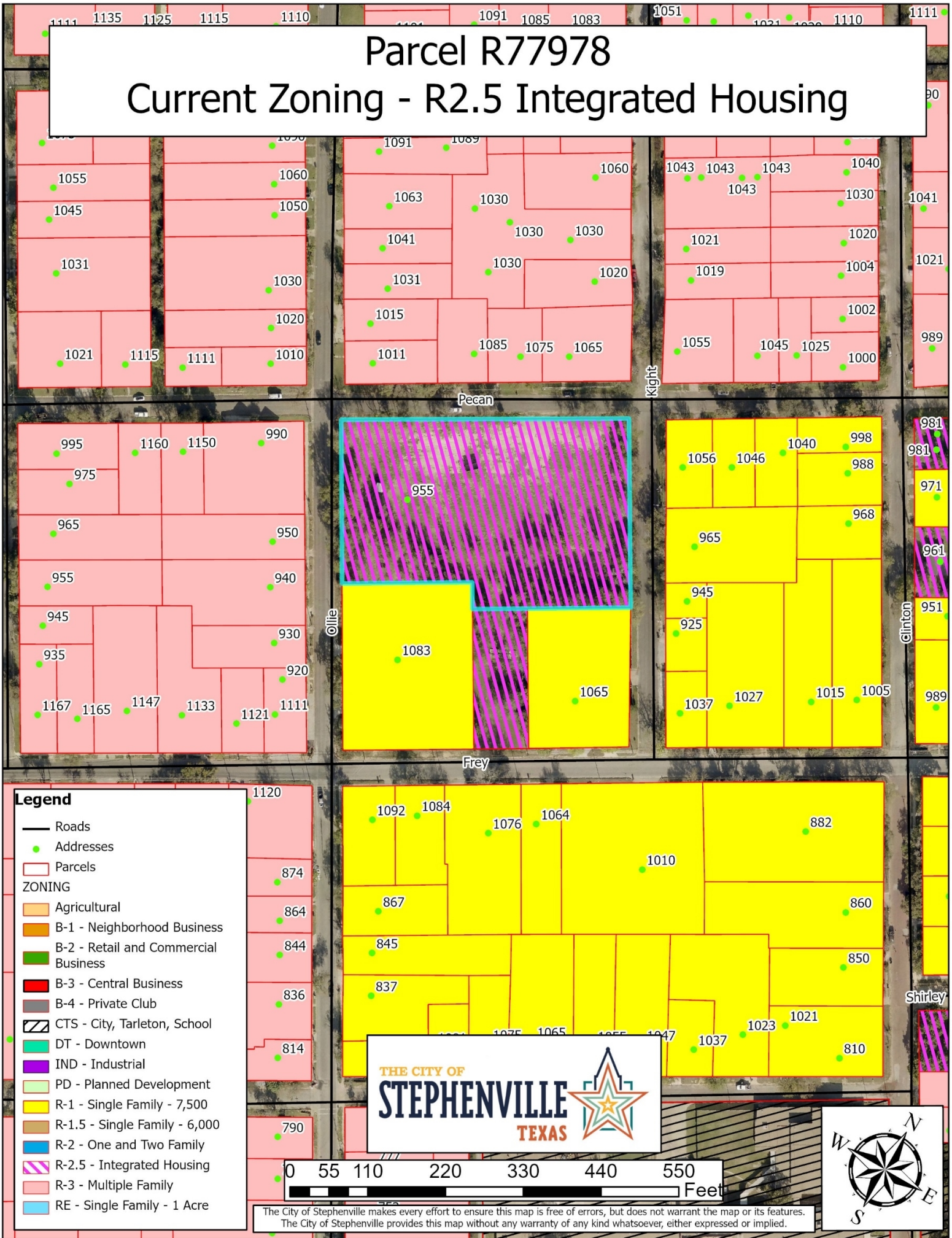
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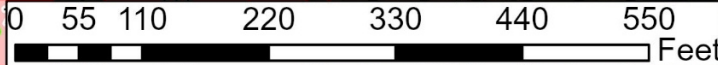
The City of Stephenville makes every effort to ensure this map is free of errors, but does not warrant the map or its features. The City of Stephenville provides this map without any warranty of any kind whatsoever, either expressed or implied.

Parcel R77978

Current Zoning - R2.5 Integrated Housing



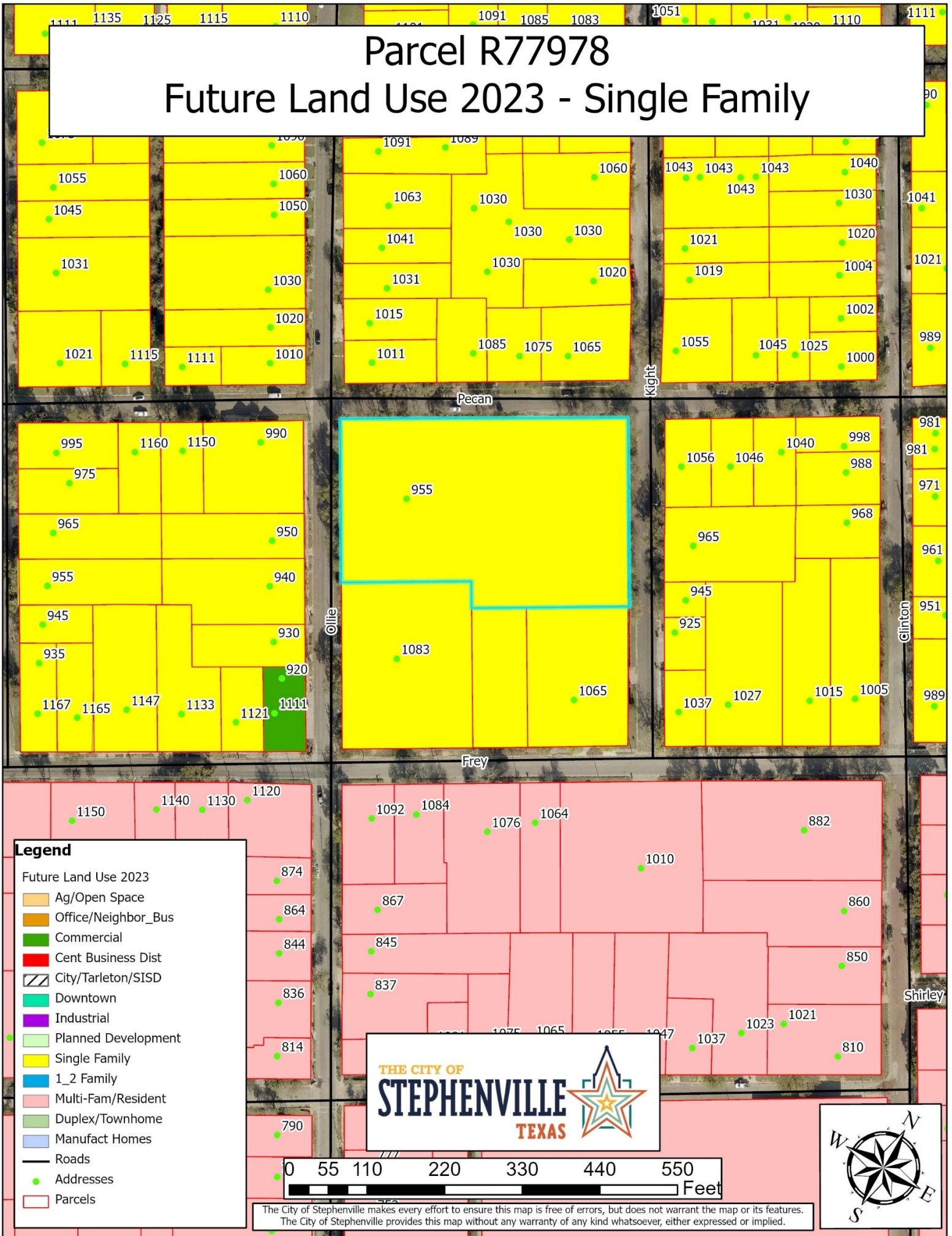
- Legend**
- Roads
 - Addresses
 - ▭ Parcels
 - ZONING**
 - ▭ Agricultural
 - ▭ B-1 - Neighborhood Business
 - ▭ B-2 - Retail and Commercial Business
 - ▭ B-3 - Central Business
 - ▭ B-4 - Private Club
 - ▭ CTS - City, Tarleton, School
 - ▭ DT - Downtown
 - ▭ IND - Industrial
 - ▭ PD - Planned Development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



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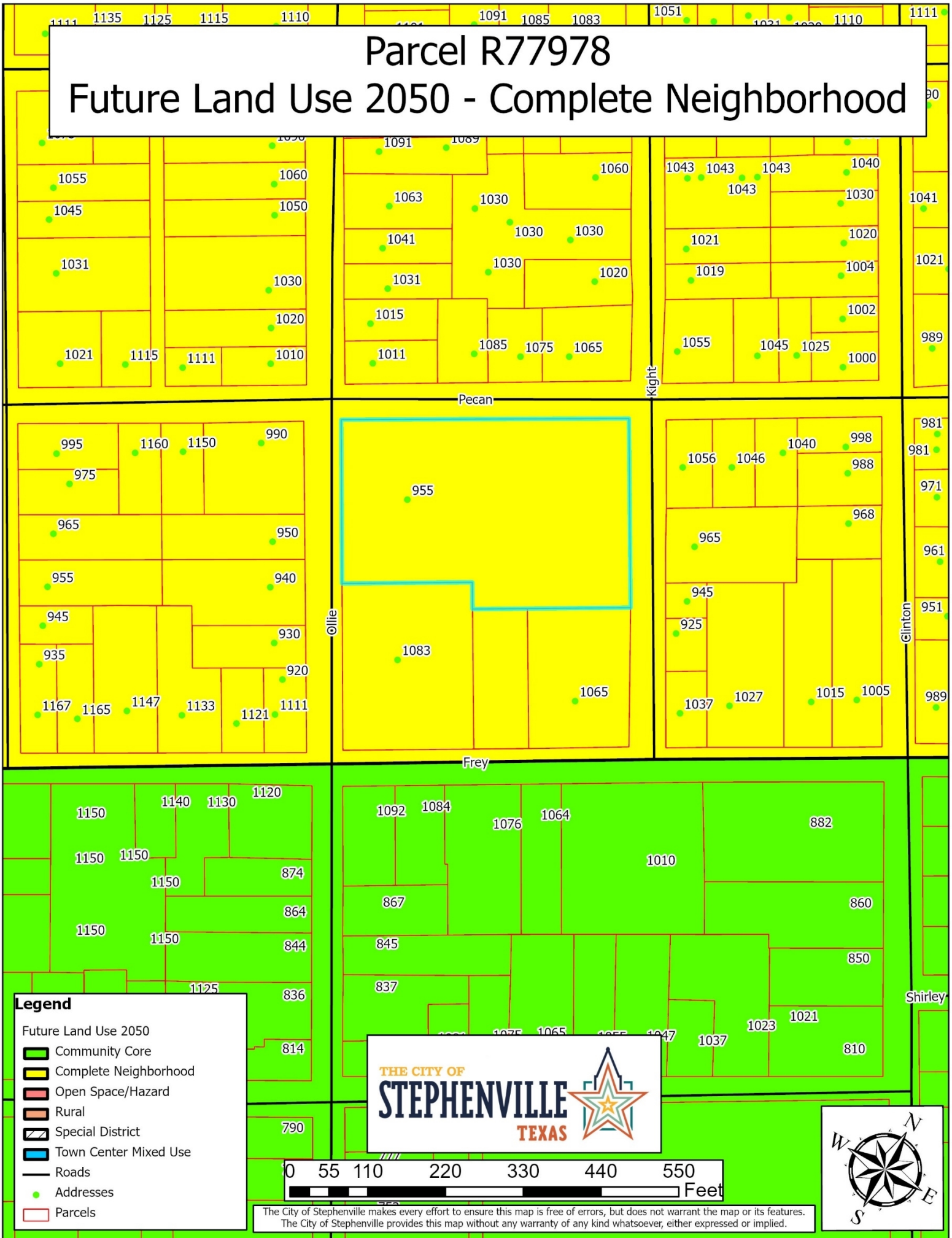
Parcel R77978

Future Land Use 2023 - Single Family



Parcel R77978

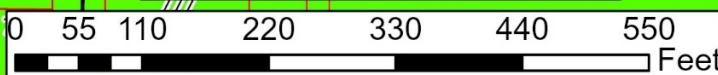
Future Land Use 2050 - Complete Neighborhood



Legend

Future Land Use 2050

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



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Parcel R77978
Water & Sewer Utilities

Legend

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

0 55 110 220 330 440 550 Feet

THE CITY OF
STEPHENVILLE
TEXAS

North Arrow

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

Parcel R77978

200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000032229	1055 W PECAN	BABKOWSKI MICHAEL JAMES	1055 W PECAN	STEPHENVILLE	TX	76401
R000032263	940 OLLIE	BEGGS LARRY DON & DIXIE EARLENE REVOCABLE TRUST	509 HILLTOP	TROY	TX	76579
R000032262	930 OLLIE	BEUKE EMMA	930 N OLLIE	STEPHENVILLE	TX	76401
R000032212	965 KIGHT	BRYANT JOHN CLANCY	965 KIGHT	STEPHENVILLE	TX	76401
R000032228	1019 KIGHT	CHAVEZ MARIA E	1019 N KIGHT	STEPHENVILLE	TX	76401
R000032269	1121 FREY	FRAGA MIGUEL A	1121 W FREY ST	STEPHENVILLE	TX	76401
R000032213	945 KIGHT	GODWIN EDWARD	1804 DEEPWOOD DR	ROUND ROCK	TX	78681
R000032271	950 OLLIE	HARRIS DALE & DEBBY	102 WILLOW LANE	STEPHENVILLE	TX	76401
R000032273	1150 PECAN	HAYES BRAD	1150 FM2303	STEPHENVILLE	TX	76401-7641
R000032215	1037 FREY	JRSR PROPERTIES LLC	5303 COLLEYVILLE BLVD, SUITE A	COLLEYVILLE	TX	76034
R000032272	990 N OLLIE	K & S RESIDENTIAL, LLC	10925 HWY60	CANADIAN	TX	79014
R000032210	1046 PECAN	LOWERY CLARENCE DAVID	1046 W PECAN ST	STEPHENVILLE	TX	76401
R000032252	1065 PECAN	LOWRY MITCHELL GAGE & MAVERICK GUNNER LOWRY	1065 W PECAN	STEPHENVILLE	TX	76401
R000032248	1020 KIGHT	MARTIN AARON BYRON	15117 RODERICK RD	ALEDO	TX	76008
R000032261	1065 W FREY	MCGEE MANDY KAE	1065 W FREY	STEPHENVILLE	TX	76401
R000032913	1111 PECAN	PLAID PROPERTIES LLC	1600 ABRAMS RD #31	DALLAS	TX	75214
R000032250	1075 PECAN	REINKE STEPHEN	2001 N WOOD DUCK CT	GRANBURY	TX	76049
R000032253	1011 OLLIE	RICHARDSON RANDAL & KARA M RICHARDSON	1409 SUNSA LANE	CARROLLTON	TX	75007
R000032254	1015 OLLIE	SHOCKLEY JONATHAN J & HAROLD J	1015 N OLLIE	STEPHENVILLE	TX	76401
R000032914	1020 OLLIE	SILHAVY MARK S & LISA	505 CLEW CT	AZLE	TX	76020
R000032249	1030 KIGHT	SINCLAIR SMV LLC	3725 HAMILTON AVE	FORT WORTH	TX	76107
R000032270	1111 W FREY	SLAYDEN MARK & ANN	1111 W FREY ST	STEPHENVILLE	TX	76401
R000032915	1030 OLLIE	SOUTHERN CHARM MANAGEMENT LLC	2211 SUMMIT DR	BURLESON	TX	76028
R000073953	1031 OLLIE	SOUTHERN CHARM MANAGEMENT LLC	2211 SUMMIT DR	BURLESON	TX	76028
R000032230	1045 PECAN	TEAM J PROPERTIES, LP	3913 CR801	CLEBURNE	TX	76031
R000032255	1085 PECAN	TK 2025 TRUST	153 VALLEY OAK PLACE	WOODBIDGE	CA	95258
R000032912	1010 OLLIE	TOUCHSTONE RANCH LAND LLC	PO BOX 2476	STEPHENVILLE	TX	76401
R000032208	1027 W FREY	TUCKER LOIS LAVONNE	1027 W FREY	STEPHENVILLE	TX	76401
R000032260	1083 FREY	WADE INVESTMENT PROPERTIES, INC.	PO BOX 863	STEPHENVILLE	TX	76401
R000078426	0 FREY	WADE INVESTMENT PROPERTIES, INC.	PO BOX 863	STEPHENVILLE	TX	76401
R000032209	1040 PECAN	WAGERS PAMELA	1040 W PECAN ST	STEPHENVILLE	TX	76401
R000032214	925 KIGHT	WILHELM DONNA	PO BOX 201	BROWNWOOD	TX	76804
R000077978	955 N OLLIE	WW INVESTMENTS, LLC	PO BOX 863	STEPHENVILLE	TX	76401

ORDINANCE NO. 2025-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED INTEGRATED HOUSING (R-2.5) TO MULTIPLE FAMILY RESIDENTIAL (R-3)

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

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

955 N Ollie, Parcel R77978, being BLK 5; LOT 4R of the S4400 KIGHT SECOND ADDITION of the City of Stephenville, Erath County, Texas

is hereby rezoned and the zoning classification changed from the classification of Integrated Housing (R-2.5) to Multiple Family Residential (R-3) in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 4th day of November 2025.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

STAFF REPORT

SUBJECT: Case No.: RZ 2025-9163

Applicant Wyatt Thorp is requesting a rezone of property located at 587 Race, Parcel R32547, being BLK 2; LOTS 5 & 6A of the S5100 MILLICAN & OTT 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, Director of Development Services

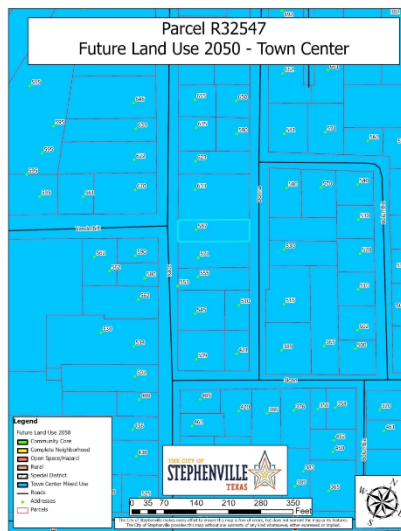
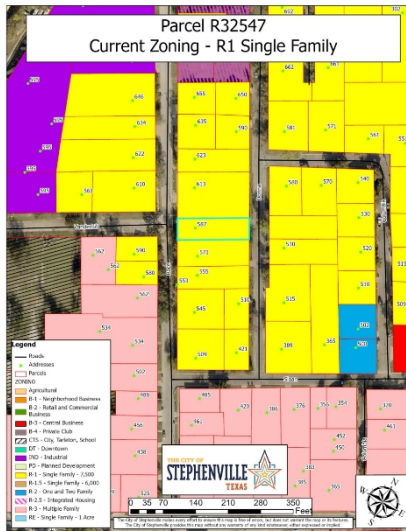
RECOMMENDATION:

The Planning and Zoning Commission convened October 15, 2025, and by a unanimous motion of 7/0, recommended the City Council approve the rezone request.

BACKGROUND:

Mr. Thorp is requesting a rezone with the intention of replatting into separate lots if the rezone is approved. Staff requested a survey and has confirmed the parcel has adequate frontage on Race and Donna Streets to meet the minimum lot dimensions required for this zoning district. The Future Land Use is designated as Town Center which allows residential use.

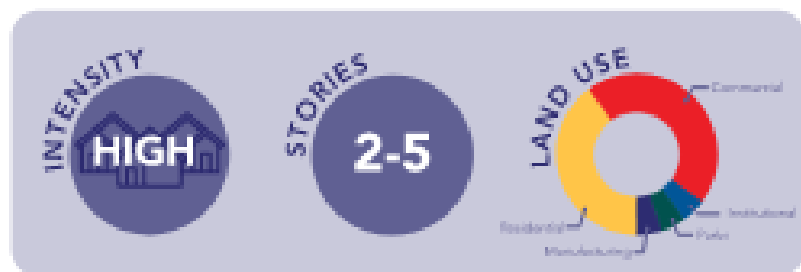
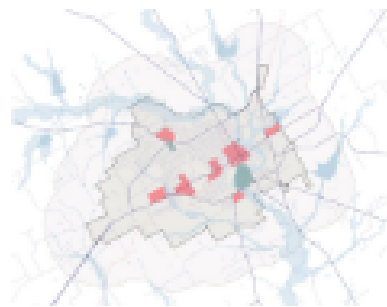
ROPERTY PROFILE:



FUTURE LAND USE

Town Center Mixed-Use

The Town Center Mixed-Use land use encourages a mix of uses including residential, purpose-built student housing, offices, retail, and recreational at higher densities. These areas are hubs for commerce, entertainment, education, and culture, with numerous offices, shops, restaurants, theaters, and art galleries.



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;

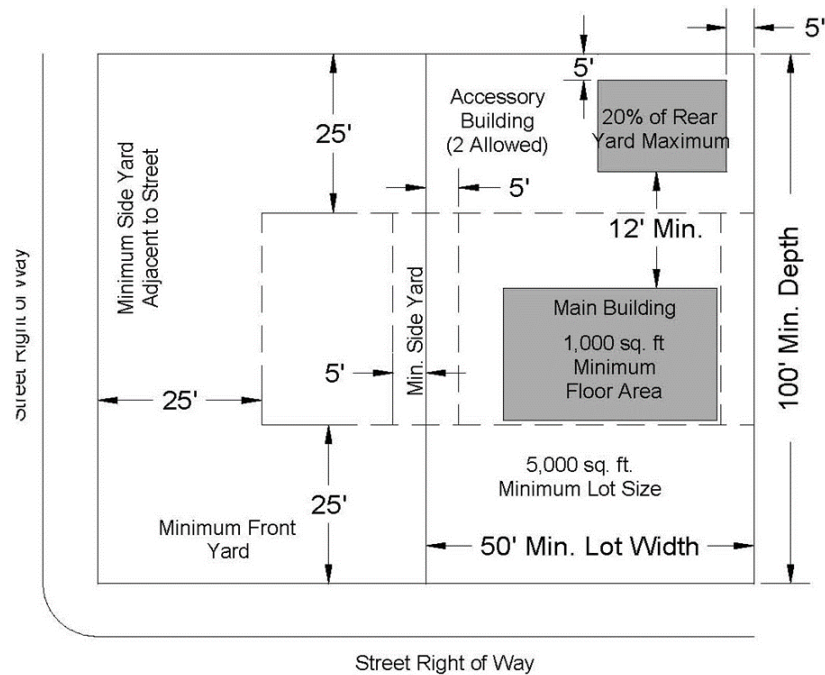
5.8.C Conditional Uses.

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.

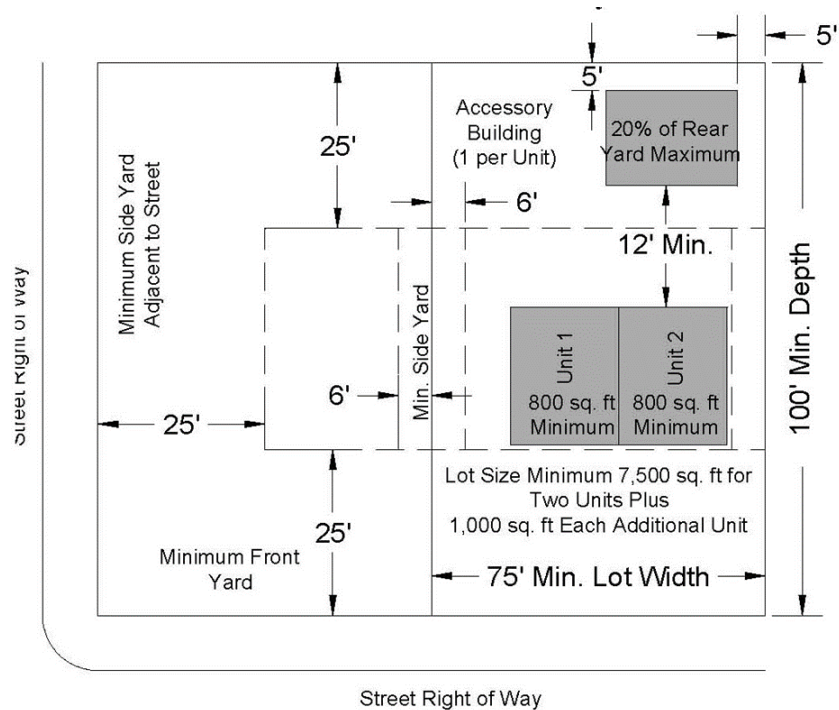
1. Minimum lot area: 3,000 ft².
2. Minimum lot width and lot frontage: 50 feet.
3. Minimum lot depth: 60 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting 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 yard line at least one foot for each two feet additional height above the height limit in this district.



C. Townhouse/Condominium.

1. Minimum lot area: 3,000 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)

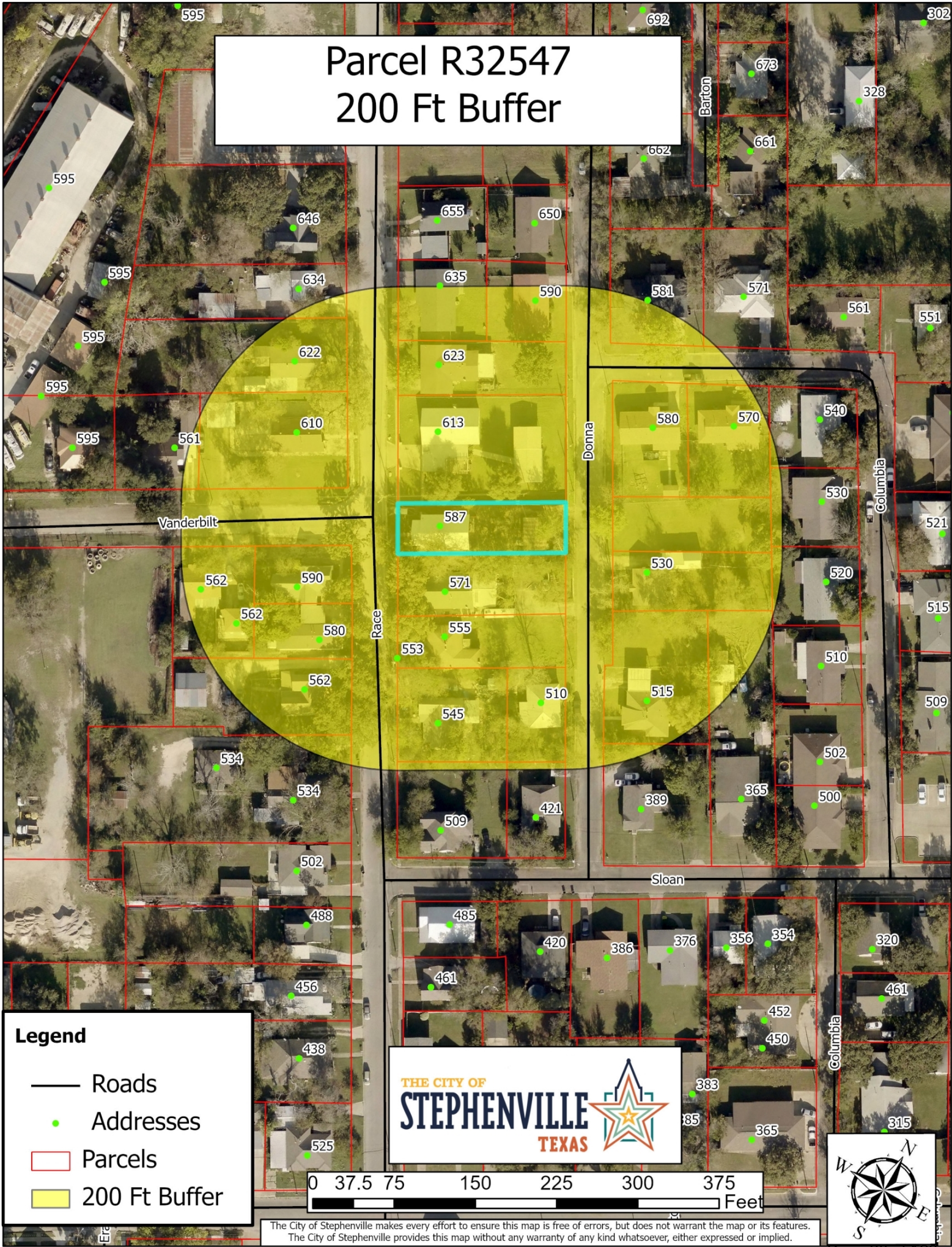
FACTORS TO CONSIDER:

- 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:

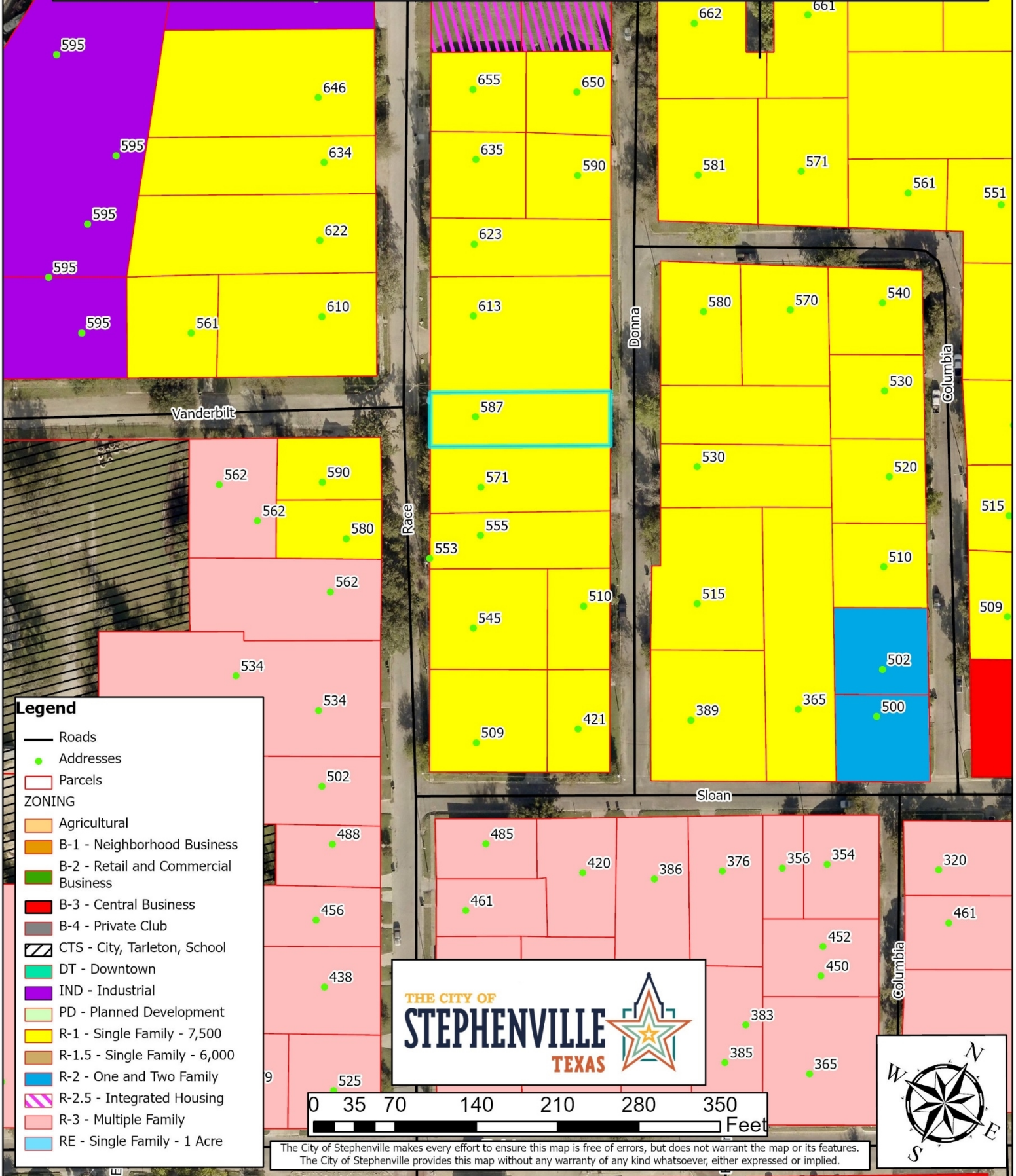
- 1) Accept the recommendation of the Planning and Zoning Commission and approve the rezone request.
- 2) Deny the rezone request.

Parcel R32547 200 Ft Buffer



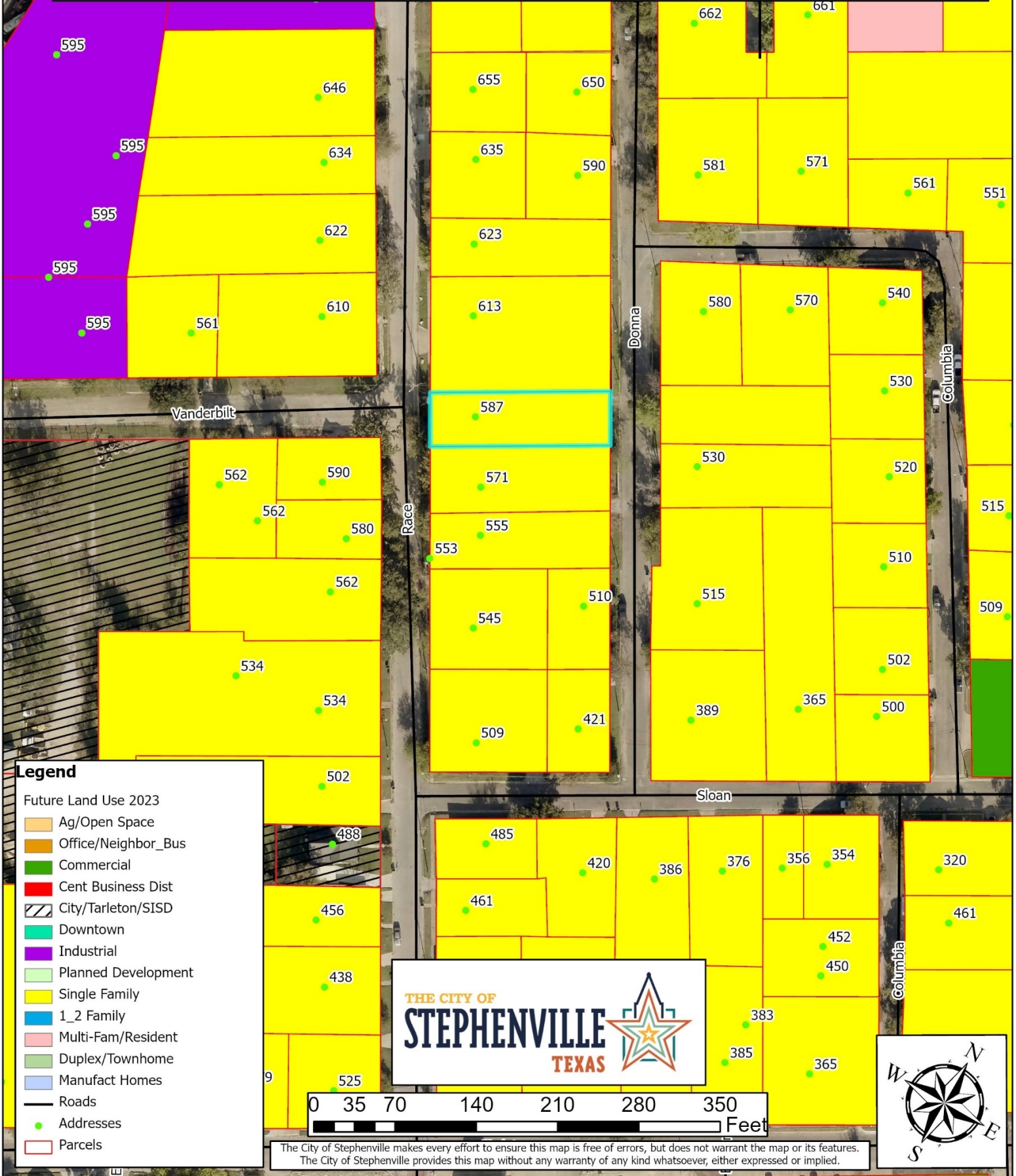
Parcel R32547

Current Zoning - R1 Single Family



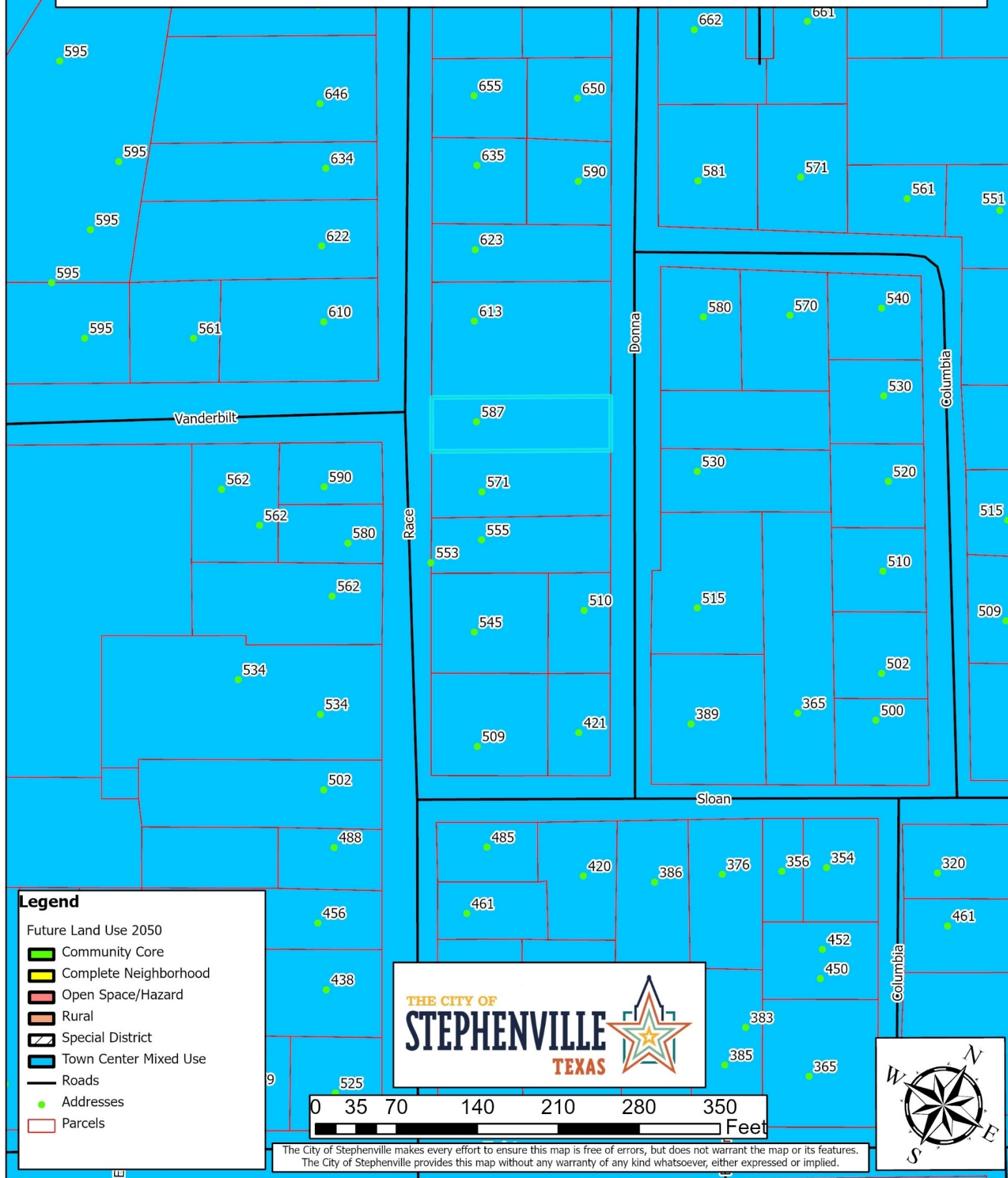
Parcel R32547

Future Land Use 2023 - Single Family

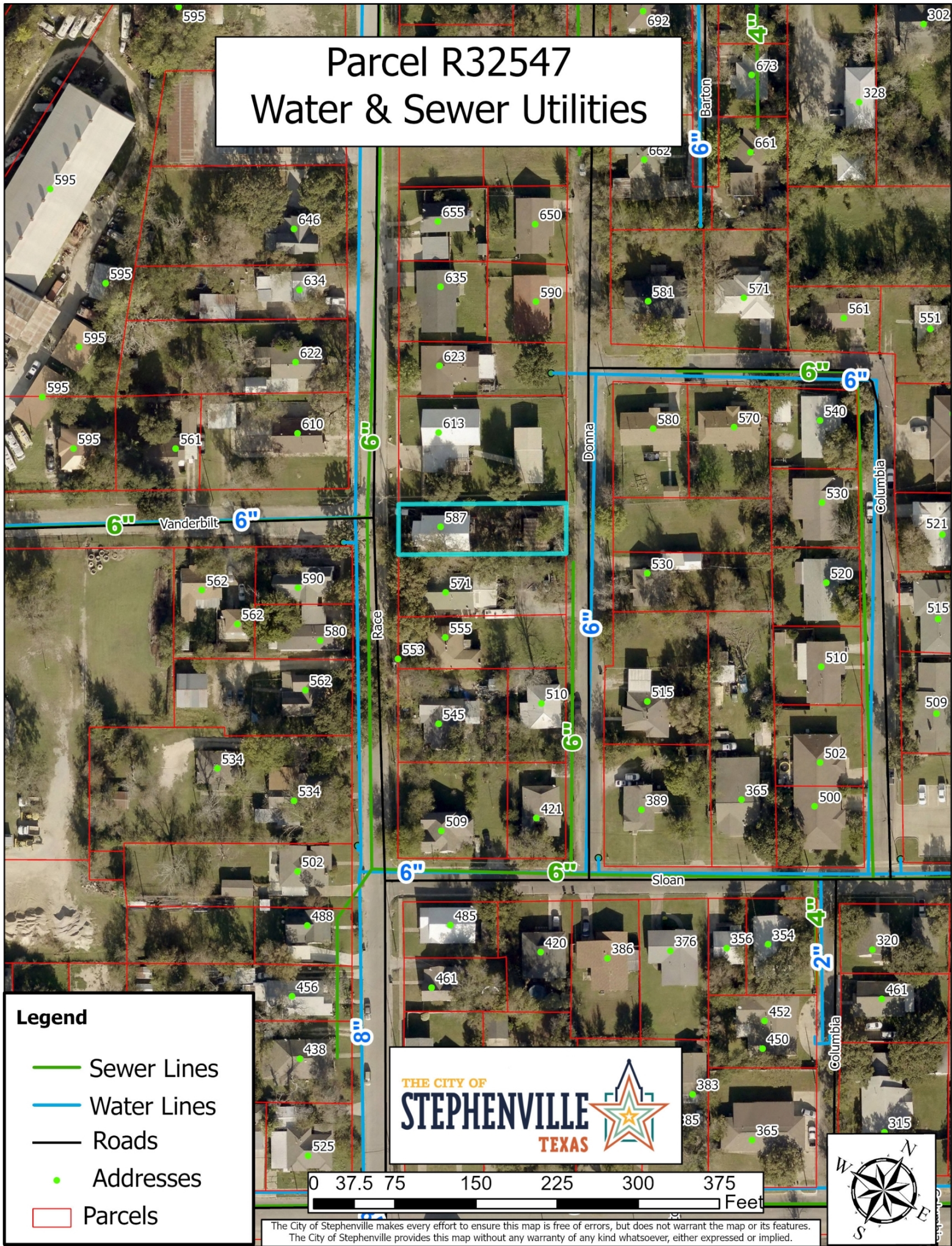


Parcel R32547

Future Land Use 2050 - Town Center



Parcel R32547 Water & Sewer Utilities



Parcel R32547

200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000032556	580 COLUMBIA	ALLEN ROBERT NOLAN & LAUREN LANDIN ALLEN	PO BOX 11	DEER PARK	TX	77536
R000032548	571 RACE	BAUGUS BRUCE W & REBECCA D	571 N RACE ST	STEPHENVILLE	TX	76401-0000
R000032544	623 RACE	BEDWELL MONTY C	3377 FM914	STEPHENVILLE	TX	76401
R000032554	571 COLUMBIA	BICKLEY PROPERTIES-ERATH LLC	701 BROWNLEE CIRCLE	AUSTIN	TX	78703
R000030059	389 W SLOAN	BTM PRODUCTION, LLC	4525 CATTLEGUARD CT	TOLAR	TX	76476
R000032709	561 VANDERBILT	CHACON ROSA MARIA	20670 CR163	STEPHENVILLE	TX	76401-8033
R000029678	520 N COLUMBIA	CROUCH JULIE	PO BOX 1788	STEPHENVILLE	TX	76401-0032
R000033243	622 N RACE	FELAN JULIAN ISAIAH	1522 CORMORANT DR	GARLAND	TX	75043
R000029681	534 RACE	FERGASON SIERRA	534 N RACE	STEPHENVILLE	TX	76401
R000032711	610 RACE	FERGUSON THE D.K LIVING TRUST	311 E 11TH AVE	WINFIELD	KS	67156
R000030061	510 DONNA	FREEDOM RANCH PROPERTIES, LLC	19629 CR107	MINGUS	TX	76463
R000032557	530 DONNA	GARZA EFREN JR	530 N DONNA	STEPHENVILLE	TX	76401
R000032559	530 DONNA	GARZA EFREN JR	530 N DONNA	STEPHENVILLE	TX	76401
R000030058	545 RACE	GTG ACQUISITIONS, LLC	7271 CR276	TERRELL	TX	75160
R000032719	590 RACE	HAYES WAYNE LEROY	PO BOX 1152	STEPHENVILLE	TX	76401
R000032720	580 RACE	HAYES WAYNE LEROY	PO BOX 1152	STEPHENVILLE	TX	76401
R000030062	421 W SLOAN	HOOVER BOBBY	2059 CR512	STEPHENVILLE	TX	76401
R000032555	570 COLUMBIA	HUMPHREY MICHAEL A & STACEY A	9312 FM603	CLYDE	TX	79510
R000033242	634 RACE	JUAREZ LUIS	822 W VANDERBILT	STEPHENVILLE	TX	76401
R000032553	581 COLUMBIA	KALSBECK CORIAN	PO BOX 449	DUBLIN	TX	76446
R000032560	365 W SLOAN	MCGUIRE PATRICK K	365 W SLOAN ST	STEPHENVILLE	TX	76401
R000030057	509 RACE	MORING RONALD V & CAROL C	509 N RACE	STEPHENVILLE	TX	76401-0000
R000029676	540 COLUMBIA	ODELL-THACKERSON RACHEL TIFFANY	540 N COLUMBIA	STEPHENVILLE	TX	76401
R000032721	562 N RACE	SCHOROVSKY KRISTINE & KYLE SCHOROVSKY	25180 KANSAS AVE	LOS MOLINOS	CA	96055
R000032542	635 N RACE	SCOTT GERALD W (LIFE ESTATE)	635 N RACE ST	STEPHENVILLE	TX	76401
R000029677	530 COLUMBIA	SMITH CORY D & KIM K	PO BOX 1891	STEPHENVILLE	TX	76401
R000030060	515 DONNA	SOMERVELL CAPITAL, LLC	1784 CR402	NEMO	TX	76070
R000032549	555 RACE	STASEY CHRISTOPHER	4137 CR196	BLUFF DALE	TX	76433
R000032543	590 DONNA	STEPHENVILLE RENTALS LLC	181 S GRAHAM	STEPHENVILLE	TX	76401
R000032718	562 VANDERBILT	THE IVAN AND KASSIDY TRUST	413 PEACEFUL DR	GARLAND	TX	75043
R000032547	587 RACE	THORP WYATT	587 N RACE	STEPHENVILLE	TX	76401
R000032545	613 RACE	VAUGHN EDMUND LEE	613 N RACE ST	STEPHENVILLE	TX	76401

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:

587 Race, Parcel R32547, being BLK 2; LOTS 5 & 6A of the S5100 MILLICAN & OTT ADDITION of the City of Stephenville, Erath County, Texas

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

PASSED AND APPROVED this the 4th day of November 2025.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

STAFF REPORT

SUBJECT: Case No.: RZ 2025-9189

Applicant Jayton Cogburn, representing Richard J and Rebecca R Lieb, is requesting a rezone of property located at 615 College Farm Rd, Parcel R29924, being BLK 87; LOT 2B of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas from “B-1”, Neighborhood Business, to “R-2.5,” Integrated Housing.

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director of Development Services

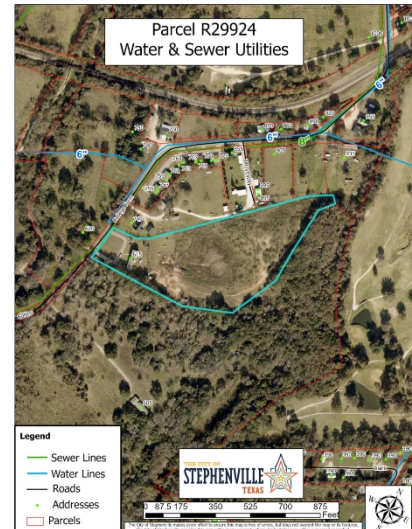
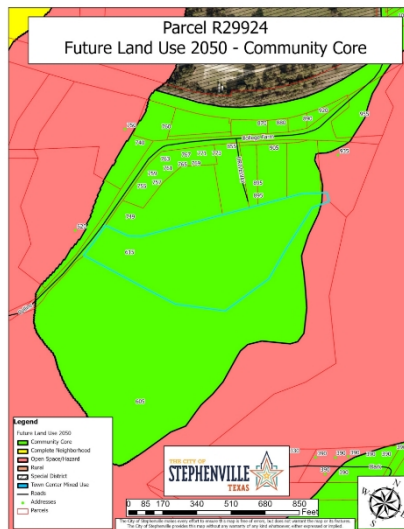
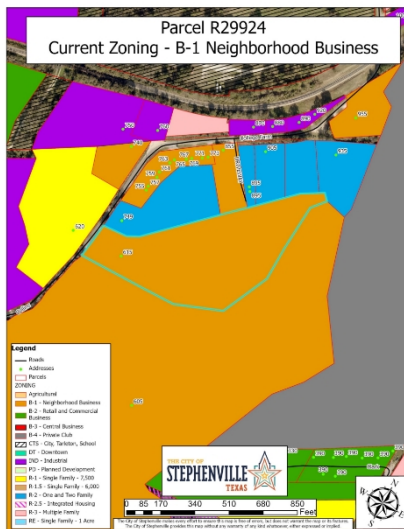
RECOMMENDATION:

The Planning and Zoning Commission convened October 15, 2025. A motion to deny failed due to a lack of a second. A subsequent motion to approve resulted in a vote of 3/3 with one Abstention. Therefore, the request moves forward to the City Council without a recommendation.

BACKGROUND:

Mr. Cogburn is requesting a rezone with the intention of building a single-family home development. A pre-development meeting was held with Mr. Cogburn, and no major obstacles were observed. As developed, additional Right-of-Way dedication will be required along College Farm Rd. and the construction of the proportional improvement will be the developer’s responsibility. The Future Land use is designated as Community Core which allows residential uses.

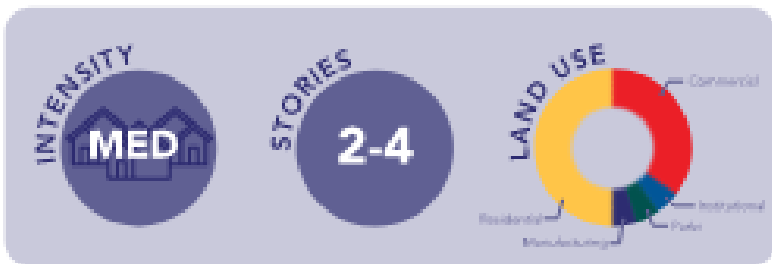
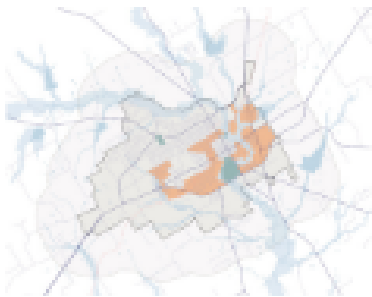
ROPERTY PROFILE:



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.



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;

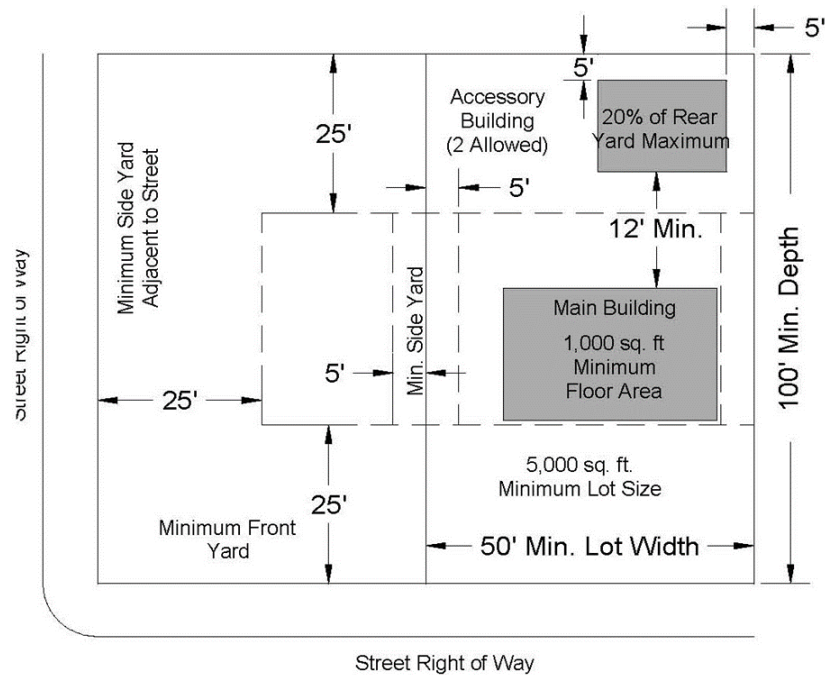
5.8.C Conditional Uses.

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.

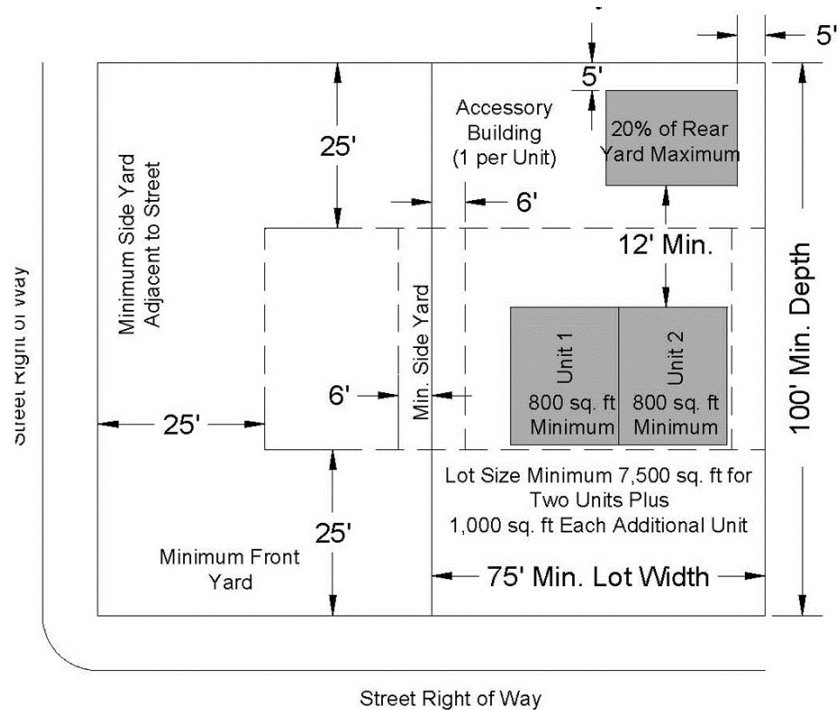
1. Minimum lot area: 3,000 ft².
2. Minimum lot width and lot frontage: 50 feet.
3. Minimum lot depth: 60 feet.
4. Minimum depth of front setback: 15 feet.
5. Minimum depth of rear setback: 15 feet.
6. Minimum width of side setback:
 - a. Internal lot: five feet.
 - b. Corner lot: 15 feet from intersecting 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.
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 - f. Minimum depth from the edge of the main building: 12 feet.
9. Maximum height of structures: 35 feet.

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



C. Townhouse/Condominium.

1. Minimum lot area: 3,000 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.
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 - 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.

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 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)

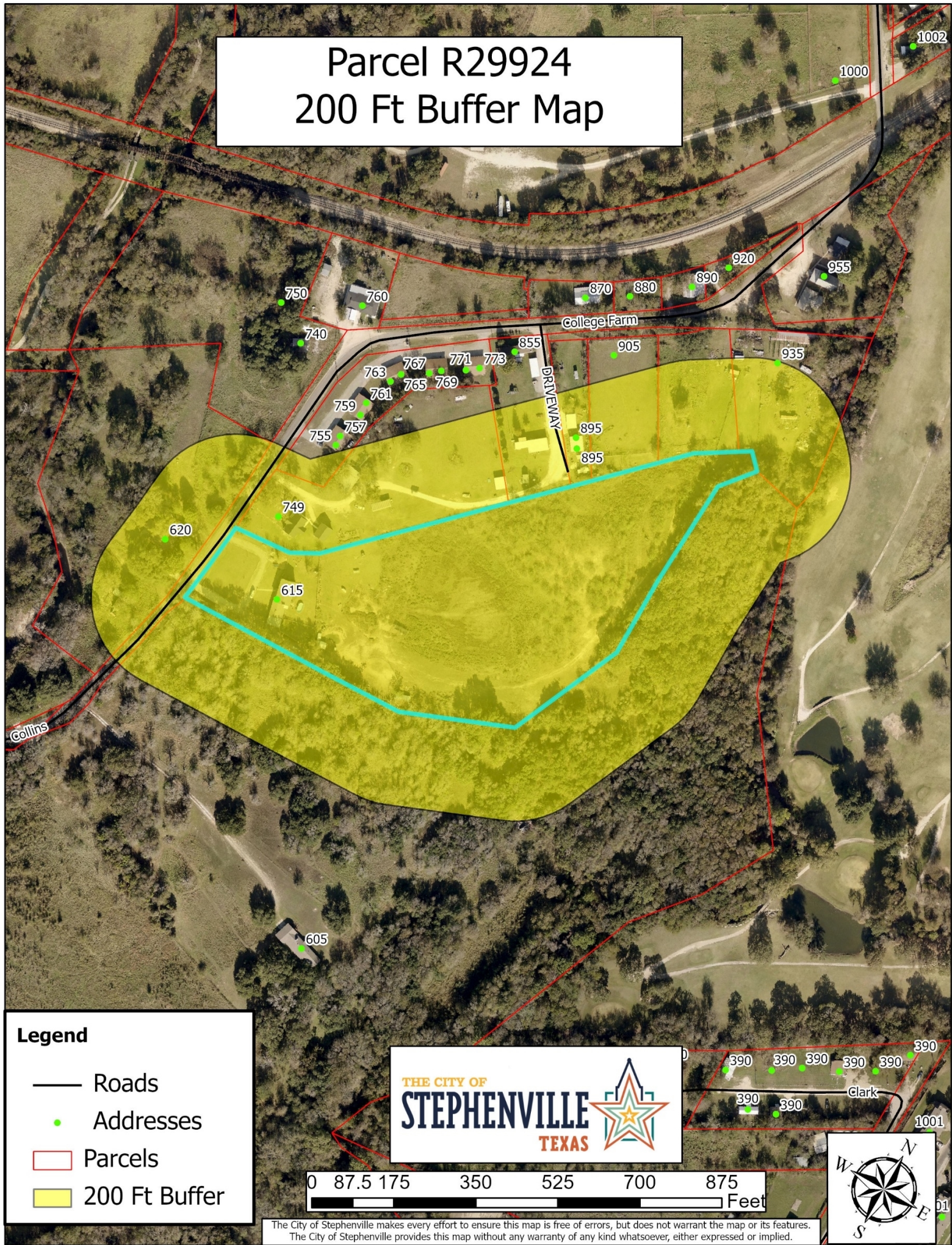
FACTORS TO CONSIDER:

- 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) Approve the rezone request.
- 2) Deny the rezone request.

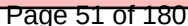
Parcel R29924 200 Ft Buffer Map



Current Zoning - B-1 Neighborhood Business

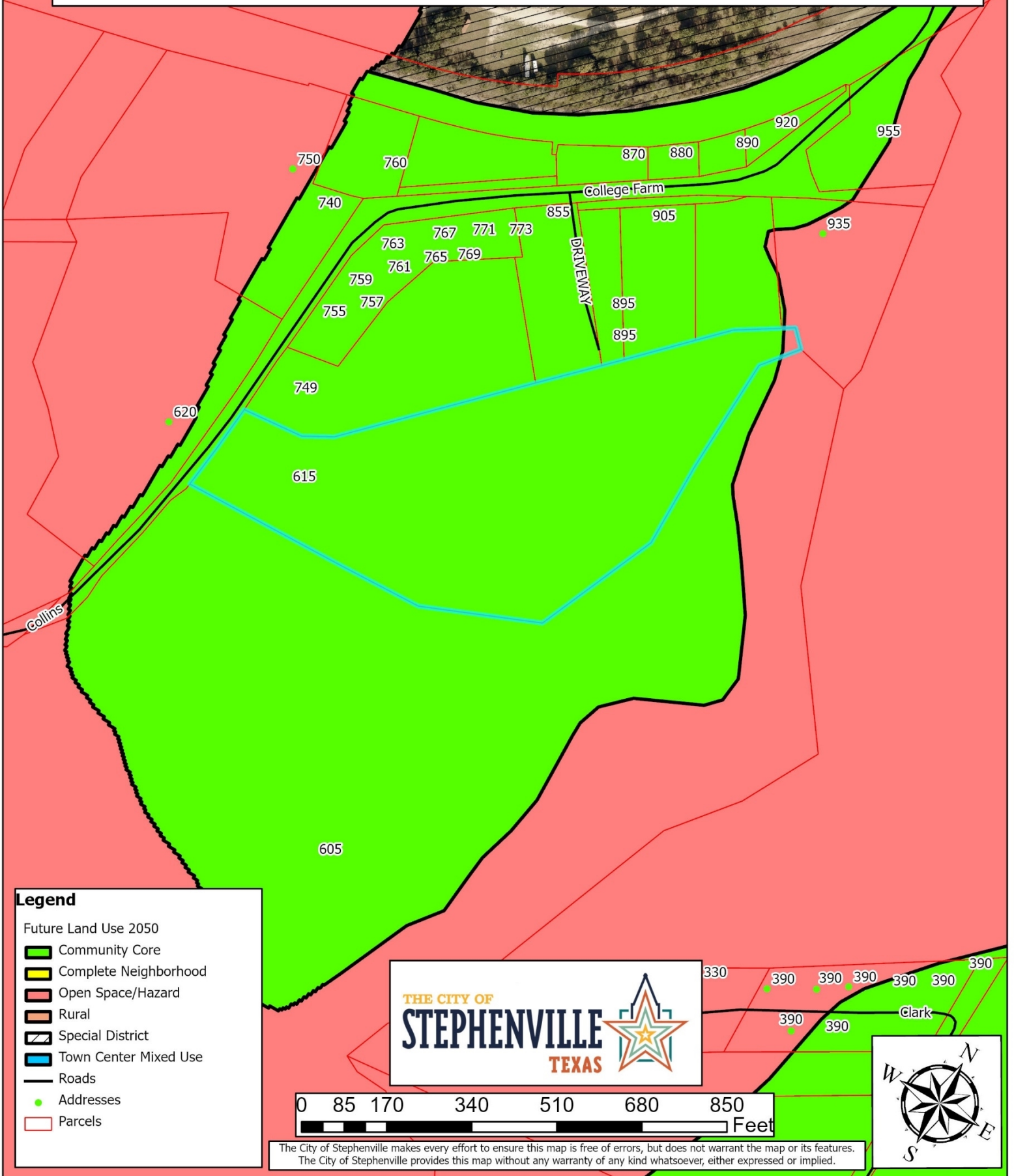


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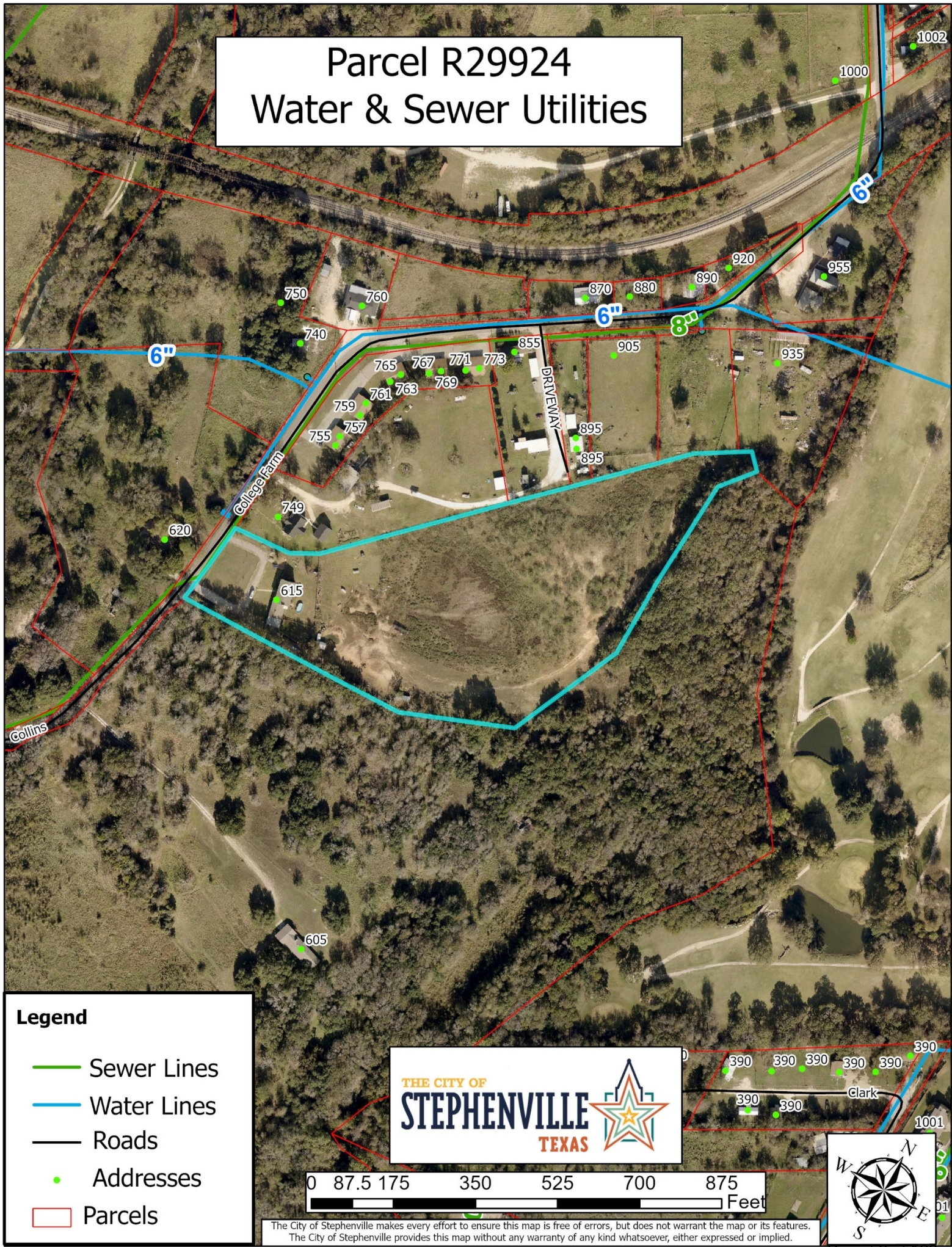


Parcel R29924

Future Land Use 2050 - Community Core



Parcel R29924 Water & Sewer Utilities



Parcel R29924

200 ft Buffer Addresses

Parcel ID	Parcel Address	Parcel Owner	Owner Address	City	State	Zip Code
R000072743	855 COLLEGE FARM RD	OXFORD WILLIAM H	159 S GRAHAM	STEPHENVILLE	TX	76401
R000077848	0 COLLEGE FARM RD	GOSNELL ROSA MARINA	437 S BELKNAP	STEPHENVILLE	TX	76401
R000029950	750 COLLEGE FARM RD	REED DEBORAH	463754 OK 101	SALLISAW	OK	74955
R000029924	615 COLLEGE FARM RD	LIEB RICHARD J & REBECCA R LIEB	615 COLLEGE FARM RD	STEPHENVILLE	TX	76401
R000029926	620 COLLEGE FARM RD	MITCHELL DEBRA J	620 COLLEGE FARM ROAD	STEPHENVILLE	TX	76401
R000078749	905 COLLEGE FARM RD	GALE GISELA	895 COLLEGE FARM RD	STEPHENVILLE	TX	76401
R000040797	895 COLLEGE FARM RD	GALE GISELA	895 COLLEGE FARM RD	STEPHENVILLE	TX	76401
R000077849	0 COLLEGE FARM RD	GALE RONALD	895 COLLEGE FARM RD APT 11	STEPHENVILLE	TX	76401
R000029923	749 COLLEGE FARM RD	OXFORD WILLIAM H	PO BOX 1298	STEPHENVILLE	TX	76401
R000029917	1089 TEJAS LN	THIEMANN STEVEN DALE	PO BOX 210	STEPHENVILLE	TX	76401-0000
R000029920	605 COLLEGE FARM RD	KOCH JUDITH FREY	PO BOX 386	STEPHENVILLE	TX	76401
R000029922	755 COLLEGE FARM RD	BACHUS JAMES O FAMILY TRUST	PO BOX 552	STEPHENVILLE	TX	76401

ORDINANCE NO. 2025-O-_____

AN ORDINANCE REZONING THE LAND DESCRIBED NEIGHBORHOOD BUSINESS (B-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:

615 College Farm Rd, Parcel R29924, being BLK 87; LOT 2B of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas

is hereby rezoned and the zoning classification changed from the classification of Neighborhood Business (B-1), to Integrated Housing (R-2.5) in accordance with the Zoning Ordinance of the City of Stephenville.

PASSED AND APPROVED this the 4th day of November 2025.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

Public Works Committee

COMMITTEE REPORT



MEETING: Public Works Committee Meeting – 21 OCT 2025

Present: P8 Alan Nix, Chair; P2 Gerald Cook, P4 Dean Parr; P6 David Baskett, Mayor Pro Tem

Absent: None

DEPARTMENT: Public Works

STAFF CONTACT: Nick Williams

Agenda Item 1: Review Household Hazardous Waste Program – Second Amendment

Discussion: The Second Amendment to the Household Hazardous Waste Agreement with the City of Fort Worth Environmental Collection Center (ECC) was discussed. It was noted that paint, oils, household cleaners, batteries, herbicides, and insecticides are the most common types of items disposed of at annual events. The ECC has proposed to increase the cost from \$95 per voucher to \$125 per voucher and the cost will be controlled by the number of vouchers issued. It was confirmed that the adopted budget includes funds specifically for this program.

Committee Action: Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the Second Amendment as presented.

Recommendation: The committee voted unanimously to forward a positive recommendation to the full council to approve the Second Amendment to the Interlocal Agreement with the City of Fort Worth Environmental Collection Center for the Household Hazardous Waste Program as presented.

Agenda Item 2: Review Budgeted Meter Reading Base Stations Quote

Discussion: The quote received from Aqua-Metric Sales Company to replace the two (2) existing, original water meter reading base stations was discussed.

It was noted that the base stations are positioned on water towers and are used to transmit water meter readings for billing purposes.

It was also noted the base stations are proprietary to the water meter system used by the city.

It was further noted the Meter Reading Base Station replacement cost was specifically allocated in the adopted FY25-26 budget and the quoted price is \$4,651.03 under budget.

Committee Action: Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the purchase of the budgeted Meter Reading Base Stations as presented.

Recommendation: The committee voted to forward a **unanimously** positive recommendation to the full council to approve the Meter Reading Base Stations as presented.

Agenda Item3: Review Quotes and Financing Proposal for Landfill Dozer and Excavator

Discussion: The quotes for the budgeted landfill dozer and excavator were reviewed. It was noted the quote includes trade-in values for the existing dozer and excavator to offset some cost of the new equipment. It was also noted the negotiated costs of both pieces of equipment are under budget.

The quote from Government Capital to finance the purchase of both pieces of equipment was reviewed and it was noted staff recommend a five-year financing option at 5.165%.

It was further noted the quoted debt service rate for the recommended term is \$56,428.96 under the budgeted debt service amount approved in the adopted FY25-26 budget.

Committee Action: Following discussion, a motion was made by Mr. Cook, seconded by Mr. Baskett, to forward a positive recommendation to the full council to approve the purchases and financing as presented.

Recommendation: The committee voted to forward a **unanimously** positive recommendation to the full council to approve the purchases of equipment and financing terms as presented.

Agenda Item 4: Review Professional Services Proposal for WWTP Process Analysis and CIP

- Discussion:** The proposal from Provenance Engineering to perform the efficiency analysis and Capital Improvements Plan for the wastewater treatment plant was discussed. It was noted that the work would be completed within 8 months. It was also noted that the proposed costs are specifically budgeted for this work and are just below the amount allocated in the FY25-26 adopted budget.
- Committee Action:** Following discussion, a motion was made by Mr. Cook, seconded by Mr. Baskett, to forward a positive recommendation to the full council to approve the proposal as presented.
- Recommendation:** The committee voted unanimously to forward a positive recommendation to the full council to approve the professional services proposal as presented.

Agenda Item 5: Review Drought Contingency and Water Conservation Plan Updates

- Discussion:** Proposed revisions to the Drought Contingency Plan and Water Conservation Plans were presented. It was noted state regulations require both plans to be reviewed and resubmitted to the state every five years.
- Committee Action:** Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the proposed modifications to the Drought Contingency Plan and Water Conservation Plan as presented.
- Recommendation:** The committee voted to forward a unanimously positive recommendation to the full council to approve the proposed modifications to the Drought Contingency Plan and the Water Conservation Plan as presented.

Agenda Item 6: Review Proposed Waste Connections Annual CPI Adjustment

- Discussion:** The proposed amendment to the solid waste franchise agreement with Waste Connections was presented. It was noted the annual Consumer Price Index (CPI) adjustment is a component of the existing agreement. It was noted the proposed increase met the contract conditions and would increase residential and commercial per month, per polycart service rates by \$0.42 and \$0.68 respectively. It was further noted the hauling rates were not proposed to be changed.
- Committee Action:** Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the annual CPI adjustment to the Solid Waste Franchise Agreement as presented.
- Recommendation:** The committee voted to forward a unanimously positive recommendation to the full council to approve the annual CPI adjustment to the Solid Waste Franchise Agreement as presented.

Public Works Committee Meeting

STAFF REPORT



SUBJECT: Household Hazardous Waste – Interlocal Agreement – Second Amendment
MEETING: Public Works Committee Meeting - 21 OCT 2025
DEPARTMENT: Public Works – Solid Waste
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends approval of the Second Amendment to the Interlocal Agreement to continue the annual program providing the ability to responsibly dispose of household hazardous wastes at no direct cost to residents.

BACKGROUND:

The City of Stephenville has maintained an interlocal agreement with the City of Fort Worth Environmental Collection Center (ECC) for over two decades to provide an annual household hazardous waste collection event and the ability for city residents to utilize the Fort Worth Environmental Collection Center at no direct cost to the resident.

The agreement allows residents a means to dispose of products which can be environmentally harmful to groundwater and/or the operations at the wastewater treatment plant if disposed of improperly. Paints, oils, household cleaners, batteries, light bulbs, and fertilizers are commonly received at disposal events. There are currently over 50 municipalities listed as participating cities with the City of Fort Worth ECC.

PROPOSAL:

The existing interlocal agreement, initiated in 2017 with the City of Fort Worth, is self-renewing. However, Section 14 of the agreement provides the city the right to terminate the agreement for any reason, with or without cause, upon thirty (30) days written notice. Also, any future agreement modification, including cost of service, requires council approval. A copy of the proposed Second Amendment, and the transmittal letter are attached.

FISCAL IMPACT SUMMARY:

The Second Amendment proposes a per household, per visit, fee of \$125, which is an increase from the previous cost of \$95 previously implemented in a First Amendment in 2023. The cost was held at \$50 from 2017 through 2023.

This year's mobile collection event was held on August 16, 2025, at the Municipal Service Center. A total of 47 vouchers were issued with 39 actual participants attending the event, at an existing cost of \$95, the total event cost was \$3,705.

The approved FY25-26 budget allocated funds for this program. The total event cost would be capped at a maximum of \$5,000 by limiting the amount of vouchers issued to 40. The total cost of the event would be dependent on the number of actual participants.

ALTERNATIVES: The following alternatives are provided for consideration:

1. Do not approve the interlocal agreement amendment.
2. Identify an alternate disposal and/or cost recovery solution.

ADVANTAGES:

1. Approval of the proposal continues an established service provided by the city.
2. Approval provides residents a legal and safe disposal method at no direct cost.
3. Funds are appropriated in the adopted FY25-26 budget.

DISADVANTAGES:

The cost to the city to provide the service would increase from \$95 to \$125 per household.

ATTACHMENT(S):

[Transmittal Letter – Fort Worth Environmental Collection Center](#)
[Second Amendment – Interlocal Agreement ECC HHW Program](#)

**SECOND AMENDMENT TO
FORT WORTH CITY SECRETARY CONTRACT NO. 49682
AN INTERLOCAL AGREEMENT
BETWEEN CITY OF FORT WORTH AND CITY OF STEPHENVILLE
FOR PARTICIPATION IN THE ENVIRONMENTAL COLLECTION CENTER
HOUSEHOLD HAZARDOUS WASTE PROGRAM**

This Second Amendment to Fort Worth City Secretary Contract No. 49682 (“Second Amendment”) is made between the City of Fort Worth (“Fort Worth”), a municipal corporation, and City of Stephenville, (“Participating City”) and located in Erath County, Texas, acting herein by and through David Baskett, its duly authorized Mayor Pro-Tem.

WHEREAS, Fort Worth and Participating City entered into an Interlocal Agreement identified as Fort Worth City Secretary Contract No. 49682 (the “Agreement”) for participation in the Environmental Collection Center Household Hazardous Waste Program; and

WHEREAS, due to rising costs of the program, Fort Worth must increase the cost that each participating City pays per visit to the Environmental Collection Center or per participating household in a Mobile Collection Event; and

WHEREAS, Fort Worth and Participating City agree to amend the Agreement to an increase in the cost per household visit to the ECC or per participating household in a Mobile Collection Event from \$95.00 to \$125.00; and

WHEREAS, Fort Worth and Participating City also agree to amend the Agreement to allow the cost per household to be adjusted so long as there is mutual agreement by Fort Worth and the Participating City.

NOW THEREFORE, known by all these present, Fort Worth and Participating City, acting herein by the through their duly authorized representatives, agree to the following terms, which amend the Agreement as follows.

I.

AMENDMENTS

1. Section 10 “Compensation”, Paragraph A of the Agreement is hereby deleted in its entirety and restated as follows:

Participating City agrees to pay Fort Worth the sum of **\$125.00** per household per visit to the ECC (or per participating household in a Mobile Collection Event) to dispose of household hazardous waste. If a Participating City resident presents waste that was collected from multiple households, Fort Worth reserves the right to charge the Participating City based on the total number of households from which the waste originated. Fort Worth may adjust the cost per household visit to the ECC (or per participating household in a Mobile Collection Event) by providing Participating City at least ninety (90) days written notice and by mutual consent. If Participating City does not consent to the adjustment, then this Agreement may be terminated in accordance with the Agreement.

II.

ALL OTHER TERMS SHALL REMAIN THE SAME

All other provisions of the Agreement which are not expressly amended herein shall remain in full force and effect.

III.

ELECTRONIC SIGNATURE

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument. A facsimile copy or computer image, such as a PDF or tiff image, or a signature, shall be treated as and shall have the same effect as an original.

[Signature Page Follows]

SIGNATURE PAGE

**INTERLOCAL AGREEMENT FOR PARTICIPATION IN FORT WORTH'S
ENVIRONMENTAL COLLECTION CENTER
HOUSEHOLD HAZARDOUS WASTE PROGRAM**

Executed effective as of the date signed by the Assistant City Manager below.

FORT WORTH:

City of Fort Worth By: _____ Name: Valerie Washington Title: Assistant City Manager Date: _____ Approval Recommended: By: _____ Name: James Keezell Title: Assistant Director Environmental Services Attest: By: _____ Name: Jannette Goodall Title: City Secretary	Contract Compliance Manager: By signing I acknowledge that I am the person responsible for the monitoring and administration of this contract, including ensuring all performance and reporting requirements. By: _____ Name: Rex Johnson Title: Environmental Supervisor Approved as to Form and Legality: By: _____ Name: Christopher Austria Title: Assistant City Attorney Contract Authorization: M&C: 28276
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PARTICIPATING CITY

City of Stephenville By: _____ Name: David Baskett Title: Mayor Pro-Tem Date: _____ Attest: By: _____ Name: Sarah Lockenour Title: City Secretary	Approved as to Form and Legality: By: _____ Name: Randy Thomas Title: Title: City Attorney
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Public Works Committee Meeting

STAFF REPORT



SUBJECT: Meter Reading Base Stations
MEETING: Public Works Committee Meeting - 21 OCT 2025
DEPARTMENT: Public Works – Customer Service
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends approval to purchase two (2) meter reading base stations as approved in the adopted FY25-26 budget from Aqua-Metric Sales Company of Selma, Texas.

BACKGROUND:

The city utilizes two base stations, with one positioned on the Garfield Elevated Water Tower and one on the 377 Elevated Water Tower. The existing base stations are original equipment operating on LG service and have reached their lifespan. The base stations receive wireless signals from radios attached to water meters and transmit usage data to utility billing.

PROPOSAL:

Attached is a quote received from Aqua-Metric Sales Company to replace the existing base stations. Aqua-Metric Sales Company is the exclusive distributor for Sensus equipment in Texas. The quote includes the removal of the existing base stations and installation of the new base stations.

FISCAL IMPACT SUMMARY:

The FY25-26 adopted budget includes \$94,420.00 for the base station replacements. The total quoted purchase price is \$89,768.97 leaving a positive balance of \$4,651.03.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not approve the meter reading base stations as presented, or
2. Purchase the base stations with financing.

ADVANTAGES:

1. The cost is under budget.
2. Approval provides for anticipated installation within 60 days.
3. Updated base stations will increase signal strength, reliability, and efficiency in meter readings.

DISADVANTAGES:

1. No disadvantages have been identified.

ATTACHMENTS:

Attached is a copy of the quote received from Aqua-Metric Sales Company.

[Aqua-Metric Sales Company – Quote](#)



Aqua-Metric Sales Company
16914 Alamo Parkway, Bldg. 2 | Selma, TX 78154
Phone: (210) 967-6300 | Facsimile: (210) 967-6305

October 2, 2025

Client: City of Stephenville, Texas
Attention:
Address
City, State, Zip:
Phone:
Email:

Line No.	Item	Quantity	Tariff Total	Unit	Extended
Base Station Exchange at North Garfield Site					
	M420B Basestation with SPM-900	2	\$1,728.57	\$31,428.57	\$62,857.14
	M420B Basestation Installation Exchange	2		\$10,000.00	\$20,000.00
	Annual M420 Base Station Protection Plan	2		\$2,591.63	\$5,183.26
	Aqua-Metric Annual Support			\$17,504.85	
	- RE: Invoice INV0106499; Coverage Dates of 12/17/2024 - 12/16/2025				
	- AMSC Support to Continue at Same Rate and Escalator with Base Station Exchange				

This quote for the product and services named above is subject to the following terms:		Subtotal:	\$88,040.40
1. All quotes are subject to the Aqua-Metric Terms of Sale unless there is an executed agreement between the parties. Terms of Sale can be found online at www.aqua-metric.com		Tariffs:	\$1,728.57
2. Quote is valid for thirty days.		Sales Tax:	\$0.00
3. If modifications in materials, labor, or processing are required to meet new regulations, the pricing submitted herein is subject to immediate change.		Total:	\$89,768.97
4. Freight allowed on single Sensus Product orders exceeding \$80,000.00.			
5. Net Thirty Days to Pay			
6. Returned product may be subject to a 25% restocking fee. Additional details apply.			
7. Sales Tax and/or Freight charges are not included.			
8. TAXES AND FEES. All prices quoted are exclusive of federal taxes, state taxes, municipal taxes, tariffs, duties, and other government-imposed fees (collectively the "Taxes and Fees") related to the procurement, installation, and delivery of materials and equipment. Customer shall be liable for all applicable Taxes and Fees imposed upon the Goods purchased. Taxes and Fees will be added to each applicable invoice and are the responsibility of the Customer. If Customer is exempt from sales tax, Customer is required to provide all applicable tax exemption documentation at the time of purchase. Any changes in Taxes and Fees may result in adjustments to the final invoice accordingly.			
9. Annual 3% price increase for extended warranty and support services.			
10. Customer to provide electricity to basestations and basestation mounting hardware			
11. Customer to provide static IP address and monthly data (SIM) for backhaul communication - Aqua-Metric suggests Verizon Wireless or AT&T			
12. Pricing does not include staging, product storage, or consumer outreach program			
13. Pricing does not include bonding			
14. Any items beyond quote above subject to price negotiations			

RESOLUTION NO. 2025-R-XX

A RESOLUTION REGARDING A FINANCING AGREEMENT FOR THE PURPOSE OF PROCURING A DOZER AND AN EXCAVATOR FOR THE LANDFILL.

WHEREAS the City of Stephenville desires to enter into a certain Financing Agreement, by and between Government Capital Corporation and the City of Stephenville, for the purpose of financing a dozer and an excavator for the Landfill; and

WHEREAS the City of Stephenville desires to designate this Agreement as a "qualified tax-exempt obligation" of the City of Stephenville for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS the City of Stephenville desires to designate the City Manager as an authorized signer of the Agreement.

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

SECTION 1.

That the City of Stephenville enters into a Financing Agreement with Government Capital Corporation for the purpose of procuring a dozer and an excavator for the Landfill.

SECTION 2.

That the Financing Agreement, by and between the City of Stephenville and Government Capital Corporation is designated by the City of Stephenville as a "qualified tax-exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

SECTION 3.

That the City of Stephenville designates the City Manager, as an authorized signer of the Financing Agreement, by and between the City of Stephenville and Government Capital Corporation as well as any other ancillary exhibit, certificate, or documentation needed for the Contract.

SECTION 4.

That should the need arise, if applicable, the City will use loan proceeds for reimbursement of expenditures related to the Property, within the meaning of Treasury Regulation § 1.150-2, as promulgated under the Internal Revenue Code of 1986, as amended.

PASSED AND APPROVED this the 4th day of November, 2025.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

STAFF REPORT

SUBJECT: Landfill - Budgeted Dozer and Excavator
MEETING: Public Works Committee Meeting - 21 OCT 2025
DEPARTMENT: Public Works – Landfill
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends approval of the financing proposal with Government Capital for a five-year term at a 5.165% fixed rate for a landfill dozer and excavator as approved in the adopted FY25-26 budget.

BACKGROUND:

The city maintains a Type IV, Construction and Demolition (C&D) Landfill. The landfill's state operating permit requires the city to maintain certain heavy equipment for operation of the facility.

PROPOSAL:

Attached is a quote received from Kirby-Smith Machinery, Inc. of Fort Worth, Texas for the purchase of a 2026 D65PX-18WH Landfill Dozer in the amount of \$561,740.00 with a trade in allowance of \$43,000 for the existing 2006 dozer for a total of \$539,457.00. The quote provides a 5-year/5,000-hour warranty and a 7-year/5,000-hour Komatsu Care Agreement to perform preventative maintenance (PM) locking in these costs in 2025 dollars for the next seven years or 5,000 hours.

Attached is a quote received from Kirby-Smith Machinery, Inc. of Fort Worth, Texas for the purchase of a 2026 PC360LC excavator in the amount of \$417,746.50 with a trade in allowance of \$21,000 for the existing 2006 excavator for a total of \$396,747.00. The quote provides a 5-year/3,000-hour warranty and a 10-year/3,000-hour Komatsu Care Agreement to perform preventative maintenance (PM) locking in these costs in 2025 dollars for the next ten years or 3,000 hours.

FISCAL IMPACT SUMMARY:

The total negotiated price for the landfill dozer is \$2,543.00 under the estimated \$542,000 budget at \$539,457.00.

The total negotiated price for the landfill excavator is \$3,253.00 under the estimated \$400,000 budget at \$396,747.00.

The total purchase price for both machines is \$936,204. The financing proposal received from Government Capital Corporation (copy attached) includes five, seven, and ten-year financing options. Public Works and Finance staff recommend the five-year financing option at a 5.165% fixed rate with an initial payment in April of 2026, and then an annual payment of 211,922.04 thereafter. The FY25-26 adopted budget includes \$268,351 for debt service for the landfill dozer and excavator; a surplus difference of \$56,428.96.

The Purchasing Manager has confirmed the city is able to purchase the equipment through the Sourcwell Cooperative Purchasing Agency quotes received and adhere to all purchasing requirements.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not recommend approval of the equipment financing as presented, or
2. Purchase the equipment without financing, or
3. Recommend an alternate financing plan.

ADVANTAGES:

1. Approval allows the dozer to be delivered within 90 days and the excavator to be delivered within 30 days.
2. Financing allows the landfill to maintain fund balance for upcoming projects.
3. The proposed financing is under the debt service amount budgeted for this equipment.
4. No financing payment would be due until April of 2026 and then annually thereafter.

DISADVANTAGES:

1. No disadvantages have been identified.

ATTACHMENTS:

Attached is a copy of the Sourcwell Cooperative Purchasing quotes received from Kirby-Smith Machinery, Inc. Also attached is a copy of the financing proposal received from Government Capital Corporation.

[Kirby-Smith Machinery – Sourcwell Account# 131370 Quote#1877 – Dozer](#)

[Kirby-Smith Machinery – Sourcwell Account# 131370 Quote#1877F – Excavator](#)

[Government Capital Corporation – Financing Proposal](#)



9/25/2025
 Quote #: jmcDonnell-1877
 Sourcewell Account # 131370

Nick Williams
 CITY OF STEPHENVILLE
 Attn Nick Williams
 298 West Washington
 Stephenville, TX 76401

Dear Nick Williams:

We are pleased to quote the following for your consideration:

KOMATSU D65PX-18 WH 2026 model w/ 0 hours, Unit # N.I.S., S/N Factory Order.

The following Factory and Dealer Options are included in the package:

- KOMATSU D65PX-18 WH
- TRASH RACK KO D65PX-18 STRAIGHT BLADE
- DOG BOX W/ STRIKER BARS
- ALTERNATOR PRECLEANER KIT
- RESPA CAB AIR PRECLEANER, KO D65-18
- LANDFILL MACHINE HANDLING CHARGE
- LANDFILL COVERSION PACAKGE (ILOS)
- 760MM 30" ES SHOE WITH HD GROUSER CENTER
- FULL ROLLER GUARDS PLUS
- STRAIGHT-TILT BLADE ASSY (PX)
- ALTERNATOR 140 AMPERE
- Premier Warranty 5 year / 5000 hours – Hydraulic fittings and hoses covered for 3 years
- Komatsu Care 7 year / 5000 hours – All services tracked and performed on site. Includes 50 point inspection, fluid sampling, all filters and fluids.
- KOMTRAX for life of machine

List Price	\$947,285.00
Sourcewell contract price 011723-KOM	\$561,740.00
Plus options and freight	\$20,717.00
Less Trade	\$43,000.00
Net Price Complete (incl trade):	\$539,457.00

Sale Price	\$582,457.00
Less D6 Trade	(\$43,000.00)
Total Price:	\$539,457.00

Trade-in Description:

Manufacturer	Model	Serial #	Equip #	Year	Hours	Allowance	Balance
Cat	D6R XL III	Serial # CAT00D 6RVGJB 00298		2006	12618	\$43,000.00	\$ 0.00

We believe the equipment as quoted will exceed your expectations. On behalf of Kirby-Smith Machinery, Inc., thank you for the opportunity to quote you this package.

Sincerely,

JAMES MCDONNELL
 Governmental Sales Rep
 Kirby-Smith Machinery, Inc.
 Cell: 214-986-5857
 Email: jmcDonnell@kirby-smith.com

www.kirby-smith.com | www.kirbyused.com



9/25/2025
Quote #: jmcDonnell-1877F
Sourcewell Account # 131370

Nick Williams
CITY OF STEPHENVILLE
298 West Washington
Stephenville, TX 76401

Dear Nick Williams:

We are pleased to quote the following for your consideration:

KOMATSU PC360LC-11 2026 model w/ 0 hours.

The following Factory and Dealer Options are included in the package:

- 2026 KOMATSU PC360LC-11
- REVOLVING FRAME UNDERCOVER STD.
- TRACK ROLLER GUARDS
- 33.5" (850mm) TRIPLE GROUSER (ILOS)
- 21' 3" (6500MM) HD BOOM ASSEMBLY + 1 ATT
- ARM, 3.2 ATT, 360-11 LIFT LINK
- HYD CNT UNIT +1 ACT
- AMI 48" HD DIGGING BUCKET W/SIDECUTTERS PC360
- Strickland hydraulic thumb
- Premier Warranty 5 year / 3000 hours – Hydraulic fittings and hoses covered for 3 years
- Komatsu Care 10 year / 3000 hours – All services tracked and performed on site. Includes 50 point inspection, fluid sampling, all filters and fluids.
- KOMTRAX for life of machine

List Price	\$754,588.00
Sourcewell contract price 011723-KOM	\$381,066.94
Plus options and freight	\$36,680.06
Less Trade	\$21,000.00
Net Price Complete:	\$396,747.00

Sub Total:	\$417,747.00
Less Trade PC300LC-8:	(\$21,000.00)
Net Price:	\$396,747.00

We believe the equipment as quoted will exceed your expectations. On behalf of Kirby-Smith Machinery, Inc., thank you for the opportunity to quote you this package.

Sincerely,

JAMES MCDONNELL
Governmental Sales Rep
Kirby-Smith Machinery, Inc.
Cell: 214-986-5857
Email: jmcDonnell@kirby-smith.com



October 14, 2025

Mrs. Monica Harris
City of Stephenville
254-918-1218
mharris@stephenvilletx.gov

Dear Mrs. Harris,

Thank you for the opportunity to present proposed financing for City of Stephenville. I am submitting for your review the following proposed structure:

ISSUER:	City of Stephenville, TX		
FINANCING STRUCTURE:	Public Property Finance Contract issued under Local Government Code Section 271.005		
EQUIPMENT COST:	\$ 936,204.00		
TERM:	5 Payments	7 Payments	10 Payments
INTEREST RATE:	5.165%	5.177%	5.197%
PAYMENT AMOUNT:	\$ 206,558.04	\$ 154,819.00	\$ 116,358.19
PAYMENTS BEGINNING:	At signing and annually thereafter		
TERM:	5 Payments	7 Payments	10 Payments
INTEREST RATE:	5.165%	5.177%	5.197%
PAYMENT AMOUNT:	\$ 211,922.04	\$ 158,848.75	\$ 119,938.56
PAYMENTS BEGINNING:	April 2026 and annually thereafter		

Financing for these projects would be simple, fast and easy due to the fact that:

- ✓ We have an existing relationship with you and have your financial statements on file, expediting the process. Please keep in mind we may also need current year statements.
- ✓ We can provide familiar documentation for your legal counsel.

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are based on current markets. Upon credit approval, rates may be locked for up to thirty (30) days. If funding does not occur within this time period, rates will be indexed to markets at such time.

Our finance programs are flexible and as always, my job is to make sure you have the best possible experience every time you interact with our brand. We're always open to feedback on how to make your experience better. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

With Best Regards,

Stephanie Cates
Stephanie Cates
SVP Client Services
Main: 817-421-5400

Public Works Committee Meeting

STAFF REPORT



SUBJECT: WWTP Process Analysis and CIP Evaluation
MEETING: Public Works Committee Meeting - 21 OCT 2025
DEPARTMENT: Public Works – WWTP
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends entering into a professional services agreement with Provenance Engineering to perform a comprehensive Wastewater Treatment Plant (WWTP) process and efficiency analysis and condition assessment as well as to develop a WWTP-specific Capital Improvements Plan (CIP), as identified and funded in the FY25-26 adopted budget.

BACKGROUND:

A professional services proposal has been received from Provenance Engineering to assess the current condition and operational capacity of the existing WWTP infrastructure. As part of continuous capital planning efforts and to ensure regulatory compliance, system reliability, and efficient long-term operations, the adopted budget includes a WWTP process analysis and CIP development project for this FY25-26.

PROPOSAL:

Provenance Engineering has submitted a detailed and comprehensive proposal to assist staff in evaluating and planning the future of the Wastewater Treatment Plant (WWTP) with an infrastructure and equipment Condition Assessment and an associated WWTP-specific CIP. The assessment will identify short-term and long-term infrastructure needs, prioritize the improvements, and provide cost estimates for a 10-year capital planning schedule.

The proposed scope of work outlines a comprehensive evaluation and planning effort for the City's wastewater treatment plant (WWTP), to be completed within an 8-month period from the Notice to Proceed.

The scope is divided into three primary tasks with the first being overall Project Management and coordination. The second task includes an assessment of plant mechanical equipment and structural components, an evaluation of treatment plant process efficiencies, as well as an analysis of hydraulics and the associated historical flow and flow capacities to identify aging or underperforming equipment. This work will provide recommendations to lower energy costs and/or increase treatment efficiencies. The third task includes detailed technical memos, a 10-year prioritized capital improvements plan, and a comprehensive summary to serve as the roadmap for cost-effective investment over the next decade.

FISCAL IMPACT SUMMARY:

The adopted FY25-26 budget includes \$205,000 for this project. The proposal provides the professional services just under budget at \$204,940.00.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not approve the proposal as presented, or
2. Recommend modifications to the proposal.

ADVANTAGES:

1. The cost is just under budget and approval provides for the work to be completed within eight months.
2. The analysis documentation will provide valuable recommendations for equipment replacement schedules as well as recommendations to improve treatment efficiency.
3. The assessment identifies critical infrastructure needs and prioritizes recommendations for capital planning.

DISADVANTAGES:

1. No disadvantages have been identified.

ATTACHMENTS:

[WWTP Condition Assessment Process Analysis and CIP Evaluation – Professional Services Agreement](#)

Wastewater Treatment Plant Condition Assessment - Contract Proposal



PROVENANCE
ENGINEERING
Rooted to Be Uniquely Different



October 6, 2025

Mr. Nick Williams, PE
City of Stephenville
298 W. Washington St.
Stephenville, TX 76401

Subject: Wastewater Treatment Plant Condition Assessment Project – Contract Proposal

Dear Mr. Williams:

I am pleased to present our proposal for the Wastewater Treatment Plant Condition Assessment Project. I have prepared this proposal for your review and consideration based upon our discussions. Please find the attached items for your review and comment.

- Contract Agreement
- Exhibit A – Engineering Services Scope of Service
- Exhibit B – Professional Service Fee Summary

We are excited to build upon the work we have done together at the WWTP with this critical project. Should you have questions or concerns regarding the proposal please feel free to contact me at (817) 694-6324.

Sincerely,

Kent Riker, PE
President

Enclosure
Contract Proposal



Agreement





THIS IS AN AGREEMENT effective as of October ____, 2025 ("Effective Date") between City of Stephenville ("Owner") and Provenance Engineering, LLC. ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows: Wastewater Treatment Plant Condition Assessment ("Project").

Engineer's services under this Agreement are generally identified as follows: Develop a condition assessment establishing the existing wastewater treatment plant's present condition and to develop a prioritized list of short-term needs with associated probable replacement cost for a 10-year planning window ("Services").

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above ("Additional Services").
- B. Engineer shall complete its Services within the following specific time period: 8 months presuming there are no delays between each task.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

2.01 Payment Procedures

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



2.02 *Basis of Payment—Lump Sum*

A. Owner shall pay Engineer for Services as follows:

1. A Lump Sum amount of \$204,940.00 unless prior OWNER approval in writing. Additional Services may be performed only with prior OWNER approval in writing.
 - a. Payments to be made by Owner based on work progression.
2. In addition to the Lump Sum amount, reimbursement for the following expenses: NONE

B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

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

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.



- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

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

5.01 *General Considerations*

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



- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 - 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$40,000 or the total amount of compensation received by Engineer, whichever is greater.



- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- M. Liquidated Damages - Failure to meet the time lines for completion of work identified in (the project schedule – or other appropriate language) will result in liquidated damages of \$50.00 per consecutive calendar day until the work identified in "Exhibit A" – Scope of Services is submitted. Liquidated damages are only applicable to items under the control of ENGINEER and will not be enforced due to circumstances out of the control of ENGINEER.

6.01 *Total Agreement*

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

Definitions

- B. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- C. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA");



(b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

Attachments: "Exhibit A", Engineer's Scope of Services

"Exhibit B", Fee Summary



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

Owner: City of Stephenville

Engineer Provenance Engineering, LLC.

By: _____

By: 

Print name: David Baskett

Print name: Kent Riker, PE

Title: Honorable Mayor Pro-Tem

Title: President

Date
Signed: _____

Date
Signed: 10/06/2025

Engineer License or Firm's Certificate No.: 20783

State of: Texas

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

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

Provenance Engineering, LLC.
2491 FM 1189
Weatherford, Texas 76087
817.373.5714

IN DUPLICATE



"EXHIBIT A"





Project Description

The City of Stephenville desires the development of a wastewater treatment plant condition assessment to establish present conditions of the wastewater treatment plant (WWTP) and to develop a prioritized list of short-term equipment and infrastructure needs with associated cost estimates for a 10-year replacement window. The following Scope of Services describes the services and project tasks to be performed and completed by the ENGINEER in association with the City of Stephenville WWTP Condition Assessment project.

Basic Services

Upon receipt of a notice to proceed, the ENGINEER will begin Basic Services as outlined herein. The Scope of Services is separated into the following tasks:

- Task 1.0 Project Management
- Task 2.0 Assessment of Existing WWTP
 - Task 2.1 Process Evaluation
 - Task 2.2 Hydraulic Evaluation
 - Task 2.3 Condition Assessment
- Task 3.0 Capital Improvements Plan & Condition Assessment Report
 - Task 3.1 Capital Improvements Plan
 - Task 3.2 Asset Management Strategy
 - Task 3.3 Condition Assessment Report

Listed below is a specific description of each task to be performed as part of the project.

TASK 1.0 Project Management

\$22,340.00

The ENGINEER will perform project management related duties. Project management duties include coordinating project tasks, coordinating progress with the OWNER, and maintaining consistent communication with the OWNER through established protocols agreed upon by all parties. The following are the subtasks.

- Deliverables: Project Status Reports
 - Meetings: Kick-Off Meeting
- 1.1 Project Management and Administration - The ENGINEER will manage the day-to-day progress of the project. The ENGINEER will track the budget and schedule regularly and meet with the OWNER's project manager as necessary to update the schedule, progress of services, and potential changes to the Scope of Services. ENGINEER will provide a project status report to the OWNER with the monthly invoice.
 - 1.2 Quality Assurance / Quality Control (QA/QC) – The ENGINEER will follow their internal QA/QC processes throughout the project. These processes include internal checking of calculations, review of documents, and checking of submittals. Deliverables will be reviewed by the ENGINEER's senior engineer for quality assurance.
 - 1.3 Kick-off Meeting – Conduct a project kick-off meeting with OWNER to review the project scope of services and schedule, define lines of communication and protocols, review deliverables, and develop success factors for completing the project.



TASK 2.0 Assessment of Existing System

The ENGINEER will perform an assessment of the existing WWTP, including the activities identified in Tasks 2.1 through 2.3.

TASK 2.1 Process Evaluation

\$44,040.00

The ENGINEER will complete a desktop process evaluation of the existing unit processes at the WWTP. The objective of this task is to document the process capacity of each unit process at the City of Stephenville WWTP. At the OWNER's request, this task does not include the use of a process modeling software.

- Deliverables: Draft Process Evaluation Memo
Final Process Evaluation Memo
- Meetings: Process Modeling Site Visit
Process Evaluation Workshop (concurrent with Tasks 2.2 and 2.3)

2.11 Data Collection - This task includes collecting necessary data from the OWNER to perform the process calculations, including but not limited to, five years of historical flow and process data, all plant operational sampling information, all record drawings and design reports from the WWTP. A project website will be set up for OWNER to upload electronic copies of requested data.

2.12 Analyze Existing Wastewater Flow Metering Assessment – The OWNER will provide to the ENGINEER the influent and effluent data obtained under separate contract. The ENGINEER will take data provided by the OWNER as part of a separate contract establishing the existing influent and effluent flow rates. This will then be used to validate the historical flow data collected by the OWNER's WWTP operations team. The flow data will be critical to establishing the current utilization percentage of the permitted capacity of the existing WWTP.

2.13 Process Modeling Site Visit – The ENGINEER will conduct up to one site visit if required with OWNER and operations staff to obtain any required information to complete process calculations.

2.14 Process Calculations – The ENGINEER will produce desktop calculations based on agreed upon raw wastewater loadings and TCEQ 217 criteria for each of the following unit processes:

- Eastside Sewer Influent lift station
- Headworks screens
- Headworks grit
- Headworks lift station #1
- Headworks lift station #2
- Primary clarifiers
- Biological nutrient removal
- Secondary clarifiers
- Traveling bridge filters
- Chlorine disinfection
- Aerobic digestion
- Belt filter press dewatering
- Sludge drying beds



- 2.15 Process Evaluation Memo – The ENGINEER will compile the results of the Process Evaluation and present the results in a Process Evaluation Memo. The Memo will contain a summary of the process capacity of each unit process and the criteria used to determine the capacity.
- 2.16 Process Evaluation Workshop – The ENGINEER will conduct one interactive review meeting with the OWNER approximately one (1) week after the submission of the Process Evaluation Memo and/or in concurrence with Tasks 2.2 and 2.3. The results of the Process Evaluation will be discussed and input from the OWNER will be incorporated. The Process Evaluation Memo will be finalized after the Workshop and delivered to the OWNER.

TASK 2.2 Hydraulic Evaluation

\$37,820.00

The ENGINEER will complete a desktop hydraulic model of the WWTP. The objective of this task is to document the hydraulic capacity of each major unit process and the existing pipes between them. This task does not include the use of hydraulic modeling software.

- Deliverables: Draft Hydraulic Evaluation Memo
Final Hydraulic Evaluation Memo
 - Meetings: Hydraulic Evaluation Site Visit
Hydraulic Evaluation Workshop (concurrent with Tasks 2.1 and 2.3)
- 2.21 Data Collection – This task includes collecting necessary data from the OWNER to perform the hydraulic calculations, including but not limited to, all record drawings from the WWTP to accurately model the existing units. A project website will be set up for OWNER to upload electronic copies of requested data.
- 2.22 Hydraulic Evaluation Site Visit – The ENGINEER will conduct up to one site visit if required with OWNER and operations staff to obtain any required information to complete hydraulic calculations.
- 2.23 Hydraulic Calculations – The ENGINEER will produce desktop calculations based on record drawings and industry standard assumptions.
- 2.24 Hydraulic Evaluation Memo – The ENGINEER will compile the results of the Hydraulic Evaluation and present the results in a Hydraulic Evaluation Memo. The Memo will contain a summary of the hydraulic capacity of the existing WWTP.
- 2.25 Hydraulic Evaluation Workshop – The ENGINEER will conduct one interactive review meeting with the OWNER approximately one (1) week after the submission of the Hydraulic Evaluation Memo and/or in concurrence with Tasks 2.1 and 2.3. The results of the Hydraulic Evaluation will be discussed and input from the OWNER will be incorporated. The Hydraulic Evaluation Memo will be finalized after the Workshop and delivered to the OWNER.

TASK 2.3 Condition Assessment

\$45,020.00

The ENGINEER will complete a high-level condition assessment of the City of Stephenville WWTP. The objective of this task is to provide a qualitative assessment of the physical condition and functionality of each facility and its major structural and mechanical infrastructure components.

- Deliverables: Draft Condition Assessment Memo
Final Condition Assessment Memo
- Meetings: Condition Assessment Site Visit
Virtual Meeting with Staff to review initial grading factors
Condition Assessment Workshop (concurrent with Tasks 2.1 and 2.2)



- 2.31 Data Collection – This task includes collecting necessary data from the OWNER, including but not limited to all record drawings and design reports from the WWTP. A project website will be set up for OWNER to upload electronic copies of requested data.
- 2.32 Asset Grading Factors – The ENGINEER will develop a list of grading factors for each asset to be inspected. The factors may include age, projected remaining useful life, current mechanical performance, and approximate annual maintenance requirements. A virtual meeting will be scheduled to review the factors with Staff and have the OWNER approve the factors as well as the infrastructure components to be inspected prior to the condition assessment site visits.
- 2.33 Condition Assessment Site Visit – The ENGINEER will conduct one site visit with OWNER and operations staff to assess and document the condition of physical assets at each location including process equipment, tank structures, above grade piping, pumps and control valves. Both physical and functional deficiencies will be documented based on visual observation. The physical assets will be rated (1 to 5) per their condition and summarized in a matrix.
- 2.34 Condition Assessment Memo – The ENGINEER will compile and classify the results of the Condition Assessment in a desktop analysis and present the results in a Condition Assessment Memo. The Memo will contain figures to show the overall condition of each facility's major infrastructure components based on its assigned rating. Needs identified in the condition assessment will be grouped into three improvement categories: near-term, long-term, and maintenance. The Memo will also include a figure depicting the overall condition of each facility based on the combined rankings of its major infrastructure components. The overall condition will be listed as poor, fair, or good.
- 2.35 Condition Assessment Workshop – The ENGINEER will conduct one interactive review meeting with the OWNER approximately one (1) week after the submission of the Condition Assessment Memo and/or in concurrence with Tasks 2.1 and 2.2. The results of the Condition Assessment will be discussed and input from the OWNER will be incorporated. The Condition Assessment Memo will be finalized after the Workshop and delivered to the OWNER.

TASK 3.0 Reporting

The ENGINEER will conduct final reporting, including the activities identified in Tasks 3.1 through 3.3.

TASK 3.1 Capital Improvements Plan

\$34,330.00

Based on Task 2.0, the ENGINEER will complete necessary tasks to identify and prioritize the equipment and infrastructure improvements needed to meet the original design standards outline in the original Operation and Maintenance manual. The objective of this task is to develop a 10-year capital improvement program for implementing the identified improvements.

- Deliverables: Draft CIP Report
Final CIP Report
- Meetings: CIP Workshop

- 3.11 Identification and Prioritization of Projects – The ENGINEER will identify and prioritize the infrastructure improvements projects necessary to meet existing wastewater demands over the 10-year planning period. The implementation schedule shall utilize a phased approach based on priority identified by the condition assessment.
- 3.12 Estimation of Proposed Project Costs – The ENGINEER will prepare a planning level opinion of probable cost for each identified infrastructure improvements project in present-day dollars.



- 3.13 Develop a 10-yr Capital Improvement Program – The ENGINEER will develop a 10-year capital improvement program for the Owner's use.
- 3.14 Prepare CIP Memo – The ENGINEER will Prepare Capital Improvements Planning Memo to document findings.
- 3.15 CIP Workshop – The ENGINEER will conduct one review workshop with the OWNER approximately one (1) week after the submission of the CIP Memo and/or in concurrence with Task 3.2. The results of the CIP will be discussed and input from the OWNER will be incorporated. The CIP Memo will be finalized after the Workshop and delivered to the OWNER.

TASK 3.2 Asset Management Strategy

\$9,900.00

The ENGINEER will complete those tasks necessary to develop a strategy for the Owner's management of WWTP assets. This task does not include a full Asset Management Plan.

- Deliverables: Draft Asset Management Strategy Memo
Final Asset Management Strategy Memo
 - Meetings: Virtual Asset Management Strategy Workshop (concurrent with Task 3.1)
- 3.21 Review of Existing Asset Management – The ENGINEER will conduct interviews with operations staff and Owner staff to identify what is currently used for Asset Management and the specifics of what is included.
 - 3.22 Prepare Asset Management Strategy Memo – The ENGINEER will Prepare Asset Management Strategy Memo to document findings.
 - 3.23 Virtual Asset Management Strategy Workshop – The ENGINEER will conduct one virtual review workshop with the OWNER approximately one (1) week after the submission of the Asset Management Strategy Memo and/or in concurrence with Task 3.1. The results of the Asset Management Strategy will be discussed and input from the OWNER will be incorporated. The Asset Management Strategy Memo will be finalized after the Workshop and delivered to the OWNER.

TASK 3.3 Final Report - PowerPoint

\$11,490.00

The ENGINEER will finalize and compile all the individual Memos in the tasks above into a final Wastewater Condition Assessment PowerPoint. The objective of this task is to develop the condition assessment PowerPoint for the Owner documenting the assessment of the existing WWTP, CIP, and Asset Management strategy.

- Deliverables: Draft Wastewater Report
Final Wastewater Report
- Meetings: None

Additional Services

For Additional Services, the ENGINEER may perform mutually agreed upon Additional Services as requested in writing by the OWNER. A detailed scope, schedule, and fee will be created upon request by the OWNER as these supplemental services are NOT included in this Scope of Services, Schedule, or Fee.

- Evaluation for interim re-rating of unit processes, including but not limited to, the evaluation of converting existing aerobic digesters to secondary treatment.
 - Evaluation of expansion alternatives.



Time Period for Performance

Time periods for performance of the Scope of Services are as follows:

▪ Task 1.0 Project Management	8 Months
▪ Task 2.0 Assessment of Existing WWTP	5 Months
▪ Task 3.0 Reporting	<u>3 Months</u>
▪ TOTAL	8 Months

Method of Payment

The OWNER shall compensate ENGINEER on a lump sum basis in accordance with fee shown above for the Basic Services described herein. Invoices shall be submitted monthly by the ENGINEER, in a format acceptable to the OWNER, based upon the percentage of services completed to date. The ENGINEER shall not exceed the stated fee amount without written approval from the OWNER. The ENGINEER shall seek written approval for any services outside of the stated scope before performing said services.

Assumptions

This Scope of Services assumes the following:

- A one-week review period by OWNER for each submittal. All OWNER comments should be provided within the one-week review period. Any delays caused by the OWNER'S review shall be cause for an equitable extension of the design submittal timeline.
- Record drawings will be provided for all assets to be assessed.
- Record drawings will be provided for all facilities.
- A minimum of five years of process data, influent and effluent flow data will be provided within three weeks of notice to proceed.
- OWNER's assistance in obtaining Tarleton State's growth projection and estimated flow data.
- OWNER staff will be available to facilitate site visits and answer questions.
- Site visits will be limited to one site visit for all facilities.

Services Not Included

Any other services, including but not limited to the following, are not included in this Scope of Services:

- Meetings beyond those identified in the scope.
- Software based process modeling.
- Software based hydraulic modeling.
- SCADA condition assessment or network analysis.
- Electrical Motor condition assessment.
- Staff Assessment.
- Any other services not listed in the Scope of Services.
- Piloting of process equipment
- Facility and equipment tours



"EXHIBIT B"





"EXHIBIT B"
CITY OF STEPHENVILLE
WASTEWATER TREATMENT PLANT
CONDITION ASSESSMENT
PROFESSIONAL SERVICE FEE SUMMARY



PROVENANCE
ENGINEERING

Task 1.0 - Project Management

1.1 Project Management and Administration	\$	10,770
1.2 Quality Assurance / Quality Control (QA/QC)	\$	8,250
1.3 Kick-off Meeting	\$	3,320
Sub-Total	\$	22,340

Task 2.0 - Assessment of Existing Wastewater Treatment Plant

2.1 Process Evaluation	\$	44,040
2.2 Hydraulic Evaluation	\$	37,820
2.3 Condition Assessment	\$	45,020
Sub-Total	\$	126,880

Task 3.0 - Reporting

3.1 Capital Improvements Plan	\$	34,330
3.2 Asset Management Strategy	\$	9,900
3.3 Final Report	\$	11,490
Sub-Total	\$	55,720

Total Professional Service Fee \$ 204,940

Public Works Committee Meeting

STAFF REPORT



SUBJECT: Drought Contingency Plan and Water Conservation Plan Updates
MEETING: Public Works Committee Meeting - 21 Oct 2025
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends the committee review and provide recommendation for approval to the full council.

BACKGROUND:

Section §13.146 of the Texas Water Code and Section 30TAC§288.30 of the Texas Administrative Code requires retail public utilities that provide potable water service to 3,300 or more connections submit an updated drought contingency plan and water conservation plan every five (5) years.

PROPOSAL:

DROUGHT CONTINGENCY PLAN

The Drought Contingency Plan outlines the steps the city takes to manage water supply during drought or emergency conditions by establishing staged water use restrictions. The plan helps ensure public health and safety while preserving essential water resources for critical needs like sanitation and fire protection. The city maintains this plan in compliance with the Texas Commission on Environmental Quality (TCEQ) rules, which require all public water systems to adopt and implement such plans.

Below are excerpts from various sections of Stephenville's existing Drought Contingency Plan (DCP) identifying proposed, updated plan language modifications with strikethrough and italicized text.

Sec. 51.11. Public Education.

The city will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of ~~press releases, radio announcements, cable television public announcement channels and utility bill notices.~~ *the City's website, social media, and other digital and traditional media platforms.*

Sec. 51.12. Coordination with Regional Water Planning Groups.

The service area of the city is located within the Brazos Region G Planning Group, and the city has provided a copy of this Plan to the Brazos Region G Regional Planning Group. *A copy of any updated Plan will be submitted to the Texas Commission on Environmental Quality and the Brazos Region G Regional Water Planning Group.*

Sec. 51.16. Triggering Criteria for Initiation and Termination of Drought Response Stages.

(A) The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and shall determine when conditions warrant initiation or termination of each stage of the Plan. ~~Public notification of the initiation or termination of drought response stages shall be by means of publication in local newspaper, notice on water bills, announcements on radio stations and cable television public announcement channels.~~ *The public will be notified of any changes in drought response stages through multiple communication channels, which may include local newspapers, utility bill inserts, the City's official website, email or text alerts, and announcements via social media, local radio, and other digital and traditional media platforms.*

Sec. 51.17. Drought Response Stages.

The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in section 51.16, shall determine that a mild, moderate, severe or emergency condition exists and shall implement the following actions upon ~~publication of notice in a newspaper of general circulation.~~ *notification through official communication channels, including the City's website, social media, and other digital and traditional media platforms. The City will notify the Texas Commission on Environmental Quality (TCEQ) within five business days of implementing any mandatory drought response measures.*

Sec. 51.18. Enforcement.

- (B) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than \$10.00 and not more than \$500.00. Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Plan, the Mayor, *or his/her designee*, shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge and any other costs incurred by the city in discontinuing service. In addition, suitable assurance must be given to the city that the same action shall not be repeated while this Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.

WATER CONSERVATION PLAN

The Water Conservation Plan outlines long-term strategies to reduce water waste and promote efficient water use across the community. The plan supports sustainable growth by encouraging responsible water practices for residential, commercial, and municipal users. It is maintained in compliance with Texas Commission on Environmental Quality (TCEQ) regulations, which require public water systems to adopt conservation measures to ensure reliable water supplies for the future.

Below is an excerpt from Section §51.41 GOALS of the Water Conservation Plan showing, in italicized font, the proposed text, modified in accordance with TCEQ and the Texas Water Development Board (TWDB) requirements, reflecting updated plan goals.

§ 51.41 GOALS.

(A) The objective of Stephenville's Water Conservation Plan is to promote and publicize water conservation methods that will enable Stephenville to meet its goal of reducing the *2020-2025* five-year average annual per capita water use of approximately *103* gallons per person per day (gpcd) by approximately *1.5%* or *1.55* gpcd to *101.45* gpcd by *2030* and by *3%* or *3.09* gpcd to *99.91* gpcd by *2035*.

In comparison, the Texas Water Development Board reports a state average total of 154 gpcd.

ATTACHMENTS:

If recommended for approval, *draft* copies of the appropriate resolutions will be provided for consideration.

ORDINANCE NO. 2025-_____

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS, AMENDING CHAPTER 51, TITLE V: PUBLIC WORKS, ARTICLE II. DROUGHT CONTINGENCY PLAN

WHEREAS, Texas Water Code §11.1272 and the Texas Administrative Code, Title 30, Chapter 288, Subchapter B, requires public water suppliers to adopt drought contingency plans; and

WHEREAS, the City of Stephenville is a retail public water supplier and must review and resubmit its drought contingency plan every five (5) years even if no changes are made; and

WHEREAS, the City Council finds that the public interest will be served by formally reviewing, amending, and adopting the Drought Contingency Plan, providing for restrictions and responsive measures during times of water shortage or emergency, and by establishing a notice, enforcement, and variance mechanism;

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

SECTION 1.

The City of Stephenville Drought Contingency Plan is hereby amended and replaced with the attached Exhibit "A."

SECTION 2.

That all ordinances or parts of ordinances not consistent or conflicting with the provisions of this Ordinance are hereby repealed. Provided that such repeal shall be only to the extent of such inconsistency and in all other respects this Ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered in this Ordinance.

SECTION 3.

Effective Date. This ordinance becomes effective immediately upon passage and publication as required by law.

PASSED AND APPROVED, BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, this the __ day of _____, 2025, at which a quorum was present and voting.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King, City Manager

Approved as to form and legality
Randy Thomas, City Attorney

ARTICLE II. DROUGHT CONTINGENCY PLAN

Sec. 51.10. Policy; purpose; intent.

- (A) In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation and fire protection and to protect and preserve public health, welfare and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the city, with input from the public, hereby adopts the following regulations and restrictions on the delivery and consumption of water.
- (B) Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be nonessential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in section 51.99 of this chapter.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.11. Public education.

The city will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of the City's website, social media, and other digital and traditional media platforms.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.12. Coordination with regional water planning groups.

The service area of the city is located within the Brazos Region G Planning Group, and the city has provided a copy of this Plan to the Brazos Region G Regional Planning Group. A copy of any updated plan will be submitted to the Texas Commission on Environmental Quality and the Brazos Region G Regional Water Planning Group.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.13. Authorization.

The Mayor, or his/her designee, is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety and welfare. The Mayor, or his/her designee, shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.14. Application.

The provisions of this Plan shall apply to all persons, customers and property utilizing water provided by city. The terms "person" and "customer" as used in the Plan include individuals, corporations, partnerships, associations and all other legal entities.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.15. Definitions.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Aesthetic water use. Water use for ornamental or decorative purposes such as fountains, reflecting pools and water gardens.

Commercial and institutional water use. Water use which is integral to the operations of commercial and nonprofit establishments and governmental entities such as retail establishments, hotels and motels, restaurants and office buildings.

Conservation. Those practices, techniques and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer. Any person, company or organization using water supplied by city.

Domestic water use. Water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation or for cleaning a residence, business, industry or institution.

Industrial water use. The use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use. Water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, athletic fields, parks and rights-of-way and medians.

Nonessential water use. Water uses that are not essential nor required for the protection of public health, safety and welfare, including the following:

- (1) Irrigation of landscape areas, including parks, athletic fields and golf courses, except otherwise provided under this Plan;
- (2) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (3) Use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts or other hard-surfaced areas;
- (4) Use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (5) Flushing gutters or permitting water to run or accumulate in any gutter or street;
- (6) Use of water to fill, refill or add to any indoor or outdoor swimming pools or jacuzzi-type pools;
- (7) Use of water in an outside fountain or pond for aesthetic or scenic purposes, except where necessary to support aquatic life;
- (8) Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); or
- (9) Use of water from hydrants for construction purposes or any other purposes other than fire fighting.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.16. Triggering criteria for initiation and termination of drought response stages.

- (A) The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and shall determine when conditions warrant initiation or termination of each stage of the Plan. The public will be notified of any changes in drought response stages through multiple communication channels, which may include local newspapers, utility bill inserts, the City's official website, email or text alerts, and announcements via social media, local radio, and other digital and traditional media platforms.

(B) The triggering criteria described below are based on water supply conditions during past droughts.

(1) *Stage 1 - Mild Water Shortage Conditions.*

(a) *Requirements for initiation.* At the second City Council meeting of April each year, the Mayor shall evaluate the weather conditions and if necessary initiate Stage 1-Mild Water Shortage conditions beginning May 1 and that stage will continue until it is rescinded or until other stages become necessary. However, if weather conditions change and water demand dictates, the Mayor can initiate Stage 1 at any time.

(b) *Requirements for termination.* Stage 1 of the Plan may be rescinded by the Mayor.

(2) *Stage 2 - Moderate Water Shortage Conditions.*

(a) *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on nonessential water uses for Stage 2 of this Plan when total daily water demand equals or exceeds four million gallons per day for five consecutive days or 4.8 million gallons per day on any single day.

(b) *Requirements for termination.* Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ten consecutive days. Upon termination of Stage 2, Stage 1 becomes operative.

(3) *Stage 3 - Severe Water Shortage Conditions.*

(a) *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions on nonessential water uses for Stage 3 of this Plan when total daily water demand equals or exceeds four million gallons per day for five consecutive days or 4.8 million gallons on a single day and/or continually falling treated water reservoir levels which do not refill overnight.

(b) *Requirements for termination.* Stage 3 of the Plan may be rescinded when weather conditions have changed and all of the conditions listed as triggering events have ceased to exist for a period of ten consecutive days. Upon termination of Stage 3, Stage 2 becomes operative.

(4) *Stage 4 - Emergency Water Shortage Conditions.*

(a) *Requirements for initiation.* Customers shall be required to comply with the requirements and restrictions for Stage 4 of this Plan when the Mayor, or his/her designee, determines that a water supply emergency exists based on:

1. Major water line breaks or pump or system failures occur, which cause unprecedented loss of capability to provide water service; or
2. Natural or man-made contamination of the water supply source.

(b) *Requirements for termination.* Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven consecutive days.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.17. Drought response stages.

The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in section 51.16, shall determine that a mild, moderate, severe or emergency condition exists and shall implement the following actions upon notification through official communication channels, including the City's website, social media, and other digital and traditional media platforms. The City will notify the Texas Commission on Environmental Quality (TCEQ) within five business days of implementing any mandatory drought response measures.

(A) *Stage 1 - Mild Water Shortage Conditions.*

- (1) *Goal.* Reduce daily water demand to less than four million gallons per day.
- (2) *Supply management measures.* The city will discontinue flushing of fire hydrants and water mains (except as necessary in repair of broken water lines) and will only irrigate landscape areas on designated watering days.
- (3) *Water use restrictions.* Under threat of penalty for violation, the following water use restrictions shall apply to all persons.
 - (a) Customers are requested to voluntarily conserve water and limit irrigation of landscaped areas to two days per week. The days of the week are left up to the customers.
 - (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited, except on designated watering days. Such washing, when allowed, shall be done with a hand-held bucket or a hand held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
 - (c) Use of water to fill, refill or add to any indoor or outdoor swimming pools, wading pools or jacuzzi-type pools is prohibited except on designated watering days.
 - (d) Operation of any outside ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
 - (e) Use of water from hydrants shall be limited to firefighting, related activities or other activities necessary to maintain public health, safety and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from city.
 - (f) Use of water for the irrigation of golf course greens, tees and fairways and athletic fields is allowed on designated watering days. However, if the golf courses or athletic fields utilize a water source other than that provided by city, the facility shall not be subject to these regulations.
 - (g) The following uses of water are prohibited:
 1. Wash down of any sidewalks, walkways, driveways, parking lots, tennis courts or other hard-surfaced areas;
 2. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
 3. Use of water for dust control;
 4. Flushing street gutters or permitting water to run or accumulate in any street gutter or street or parking lot;
 5. Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
 6. The serving of water by restaurants or other businesses without the request of the customer.

(B) *Stage 2 - Moderate Water Shortage Conditions.*

- (1) *Goal.* Reduce daily water demand to less than four million gallons per day.
- (2) *Supply management measures.* The city will discontinue flushing of fire hydrants and water mains (except as necessary in repair of broken water lines) and reduce irrigation of public landscaped areas to once every seven days.
- (3) *Water use restrictions.* All requirements of Stage 1 shall remain in effect during Stage 2 except the following:
 - (a) Irrigation of landscaped areas shall be allowed on all days of the week during the hours of 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 9:00 p.m., except the days of Monday and Thursday. No irrigation of landscaped areas shall be allowed on Mondays or Thursdays;
 - (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 9:00 p.m. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables;
 - (c) Use of water to fill, refill or add to any indoor or outdoor swimming pools, wading pools or jacuzzi-type pools is prohibited except on designated watering days between the hours of 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 9:00 p.m.;
 - (d) Operation of any outside ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system;
 - (e) Use of water from hydrants shall be limited to firefighting, related activities or other activities necessary to maintain public health, safety and welfare; except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from city;
 - (f) Use of water for the irrigation of golf course greens, tees and fairways, and athletic fields, is allowed on designated watering days. However, if the golf course or athletic fields utilize a water source other than that provided by city, the facility shall not be subject to these regulations; and
 - (g) The following uses of water are defined as nonessential and are prohibited:
 1. Wash down of any sidewalks, walkways, driveways, parking lots, tennis courts or other hard-surfaced areas;
 2. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
 3. Use of water for dust control;
 4. Flushing gutters or permitting water to run or accumulate in any gutter or street;
 5. Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
 6. The serving of water by restaurants or other businesses without the request of the customer.

(C) *Stage 3 - Severe Water Shortage Conditions.*

- (1) *Goal.* Reduce daily water demand to less than four million gallons per day.
- (2) *Supply management measures.* The city will discontinue flushing of fire hydrants and water mains (except as necessary in repair of broken water lines) and irrigation of landscape areas will be limited to once every ten days. Use of water for Fire Department practices will be discontinued.
- (3) *Water use restrictions.* All requirements of Stages 1 and 2 shall remain in effect during Stage 3 except:
 - (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 a.m. and 9:00 a.m. and between 6:00 p.m. and 9:00 p.m. and shall be by means of hand-held hoses, hand-held buckets, drip irrigation. The use of permanently installed automatic sprinkler systems and hose-end sprinklers is prohibited at all times. The use of any other method is prohibited at all times.
 - (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 9:00 a.m. and between 6:00 p.m. and 9:00 p.m.
 - (c) The filling, refilling or adding of water to swimming pools, wading pools and jacuzzi-type pools is prohibited.
 - (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
 - (e) No applications for new, additional, expanded or increased-in-size water service connections, meters, service lines, pipeline extensions, mains or water service facilities of any kind shall be allowed or approved.

(D) *Stage 4 - Emergency Water Shortage Conditions.*

- (1) *Goal.* Achieve a 50 percent reduction in daily water demand.
- (2) *Supply management measures.* The city will discontinue flushing of fire hydrants and water mains (except as necessary in repair of broken water lines) and all other nonessential water uses, including water for Fire Department practices.
- (3) *Water use restrictions.* All requirements of Stages 1, 2 and 3 shall remain in effect during Stage 4 except:
 - (a) Irrigation of landscaped areas is absolutely prohibited; and
 - (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is absolutely prohibited.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Cross reference(s)—Penalty, see Sec. 51.99

Sec. 51.18. Enforcement.

- (A) No person shall knowingly or intentionally allow the use of water from city for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the Mayor, or his/her designee, in accordance with provisions of this Plan.

-
- (B) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than \$10.00 and not more than \$500.00. Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Plan, the Mayor or his/her designee shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge and any other costs incurred by the city in discontinuing service. In addition, suitable assurance must be given to the city that the same action shall not be repeated while this Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.
- (C) Any person, including a person classified as a water customer of the city, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation.
- (Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Sec. 51.19. Variances.

- (A) The Mayor, or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:
- (1) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect; or
 - (2) Alternative methods can be implemented which will achieve the same level of reduction in water use.
- (B) Persons requesting an exemption from the provisions of this subchapter shall file a petition for variance with the city within five days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the Mayor, or his/her designee, and shall include the following:
- (1) Name and address of the petitioner(s);
 - (2) Purpose of water use;
 - (3) Specific provision(s) of the Plan from which the petitioner is requesting relief;
 - (4) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this subchapter;
 - (5) Description of the relief requested;
 - (6) Period of time for which the variance is sought;
 - (7) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date; and
 - (8) Other pertinent information.
- (C) Variances granted by the city shall be subject to the following conditions, unless waived or modified by the Mayor or his/her designee:
- (1) Variances granted shall include a timetable for compliance; and
 - (2) Variances granted shall expire when the Plan is no longer in effect, unless the petitioner has failed to meet specified requirements.
- (D) No variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.

(Ord. 1999-8, passed 5-4-1999; Am. Ord. 1999-19, passed 7-6-1999; Am. Ord. 2000-8, passed 4-18-2000; Am. Ord. 2003-21, passed 8-26-2003; Am. Ord. 2008-02, passed 2-5-2008)

Secs. 51.20-51.29. Reserved

ORDINANCE NO. 2025 -__

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS, AMENDING §51.41(A) OF CHAPTER 51, TITLE V: PUBLIC WORKS, ARTICLE IV. WATER CONSERVATION PLAN OF THE CODE OF ORDINANCES OF THE CITY OF STEPHENVILLE

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

SECTION 1.

Section 51.41 (A) "Goals" is hereby amended to read as follows:

- (A) The objective of Stephenville's Water Conservation Plan is to promote and publicize water conservation methods that will enable Stephenville to meet its goal of reducing the 2019-2024 five-year average annual per capita water use of 103 gallons per person per day (gpcd) by approximately 1.5% or 1.55 gpcd to 101.5 gpcd by 2030 and by 3% to 99.9 gpcd by 2035.

This municipal per capita water use statistic includes water used within the home for drinking, toilet flushing, bathing, food preparation, dishwashing, laundry, cleaning, and outdoor uses at home, including landscape irrigation, car washing, and outside cleaning. In addition to the water used at homes, the municipal per capita water use statistic includes a person's share of water used in the workplace for toilet flushing, drinking, cleaning, and lawn irrigation of commercial properties. Outside the home uses also include the water used in commercial establishments such as restaurants, laundries, and car washes. Institutional water use, such as water used in schools, churches, recreation centers, and water used by cities for fire protection, sanitation, and public recreation, is also included in the municipal per capita water use statistic. However, the municipal per capita water use statistic does not include use of any water for industrial purposes. The annual per capita water use statistic includes the municipal per capita water use as well as the water used for industrial purposes.

SECTION 2.

Effective Date. This ordinance becomes effective immediately upon passage and publication as required by law.

PASSED and APPROVED, BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, this the __ day of _____, 2025, at which a quorum was present and voting.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King, City Manager

Approved as to form and legality
Randy Thomas, City Attorney

Public Works Committee Meeting

STAFF REPORT



SUBJECT: Solid Waste Franchise Agreement – Annual CPI Rate Adjustment Request
MEETING: Public Works Committee – 21 OCT 2025
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends review of Waste Connections' proposed rate adjustment for the collection, hauling, and disposal of municipal solid waste and construction and demolition waste in accordance with the provisions of the existing exclusive franchise agreement.

BACKGROUND:

The City of Stephenville entered into an exclusive franchise agreement with IESI, TX Corporation in January of 2005. The agreement is currently operated by Waste Connections Lonestar, Inc.

The exclusive franchise agreement was updated in August of 2023 with Amendment No. 8 extending the term to December 31, 2028. The last modification, Amendment No. 9, on November 5, 2024 was the annual CPI rate adjustment.

PROPOSAL:

Attached is a copy of the rate adjustment request letter received from Waste Connections dated October 2, 2025. Attached is a copy of the proposed draft amendment. The proposed rates, if approved by council, would become effective on January 1, 2026 in accordance with the agreement language.

FISCAL IMPACT SUMMARY:

The requested adjustment results in a 2.55% CPI increase to the existing rate. The residential and commercial polycart rates would increase \$0.42 and \$0.68 per month respectively. Waste Connections has agreed to not increase the disposal fee. The franchise agreement allows for the adjustment of rates. Below is an excerpt from the agreement:

"SECTION 10. RATE ADJUSTMENT.

A. CPI-U Adjustment. On each anniversary date of this Agreement, the Service Provider shall have the right, in its sole discretion and upon giving prior notice to the City, to increase or decrease the rates set forth in Section 8 hereof (the "Initial Rates") in accordance with the CPI-U. As used herein, "CPI-U" shall mean the revised Consumer Price Index rate for all urban consumers (all items included) for the nearest available metropolitan area, based on the latest available figures from the Department of Labor's Bureau of Labor Statistics (the "Bureau"). The following website (or any successor website) will be the source for such information:

https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0300SA0,CUUS0300SA0. The CPI-U used will be the CPI-U published by the Bureau during the month ninety (90) days preceding the adjustment under this Section 10.A. The amount of the increase or decrease under this Section 10.A. shall be equal to the percentage that the CPI-U has increased or decreased over the previous twelve (12) month period.

B. Operating Cost Adjustment. In addition to the rate adjustments provided for in Section 10.A., at any time during the term of this Agreement, the Service Provider may petition the City for additional rate and price adjustments at reasonable times on the basis of material or unusual changes in its cost of operations not otherwise the basis of any other rate adjustments herein. At the time of any such petition, the Service Provider shall provide the City with documents and records in reasonable form and sufficient detail to reasonably establish the necessity of any requested rate adjustment. The City shall not unreasonably withhold condition or delay its consent to any requested rate increase. In the event the City fails or refuses to consent to any such requested rate increase and the Service Provider can demonstrate that such rate increase is necessary to offset the Service Provider's increased costs in connection with performing the services under this Agreement not otherwise offset by any previous rate adjustments hereunder, the Service Provider may, in its sole discretion, terminate this Agreement upon ninety (90) days written notice to the City."

C. Landfill Cost Adjustment. The parties acknowledge that the Municipal Solid Waste and Construction and Demolition Waste covered by this Agreement will be disposed of by the Service Provider at a Landfill(s) chosen by the Service Provider in its sole discretion (the "Initial Landfill(s)"). In the event that the Service Provider is unable to use the Initial Landfill(s) due to reasons out of its control, the Service Provider (i) shall have the right, in its sole discretion, to dispose of the Municipal Solid Waste and Construction and Demolition Waste covered by this Agreement at another Landfill of its choosing, and (ii) shall have the right, upon giving prior notice to the City, to increase the Initial Rates by an amount equal to the sum of (x) the amount, if any, that the disposal fees charged to the Service Provider at such other Landfill exceed those previously charged to the Service Provider at the Initial Landfill(s), and (y) the amount, if any, that the transportation costs incurred by the Service Provider in connection with transporting the Municipal Solid Waste and Construction and Demolition Waste to such other Landfill exceed those that would have been incurred by the Service Provider if such Municipal Solid Waste and Construction and Demolition Waste was transported to the Initial Landfill(s)."

ALTERNATIVES:

The following alternatives are provided for council consideration:

1. Do not approve the request as presented;
2. Recommend an alternative calculation methodology to be included in the contract.

ATTACHMENTS:

[2025 10-02 Exclusive Franchise Agreement – Waste Connections Transmittal Request](#)
[2025 10-21 Proposed Amendment No. 10](#)

SUPPORTING DOCUMENTATION:**CPI for All Urban Consumers (CPI-U)**

https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0300SA0,CUUS0300SA0

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2013	223.933	225.874	226.628	226.202	226.289	227.148	227.548	227.837	227.876	227.420	226.811	227.082	226.721
2014	227.673	228.664	230.095	231.346	231.762	232.269	232.013	231.611	231.762	231.131	229.845	228.451	230.552
2015	226.855	227.944	229.337	229.957	230.886	232.026	231.719	231.260	230.913	230.860	230.422	229.581	230.147
2016	229.469	229.646	230.977	231.975	232.906	233.838	233.292	233.561	234.069	234.337	234.029	234.204	232.692
2017	235.492	236.052	236.154	236.728	236.774	237.346	236.942	237.892	239.649	239.067	238.861	238.512	237.456
2018	239.772	241.123	241.595	242.486	243.279	243.770	243.776	243.605	243.640	244.163	243.484	242.150	242.747
2019	242.547	243.856	245.554	246.847	246.667	246.515	247.250	246.953	246.891	247.423	247.385	247.289	246.265
2020	248.005	248.412	248.136	246.254	245.696	247.223	248.619	249.639	250.193	250.542	250.255	250.693	250.639
2021	252.067	253.386	255.319	257.207	259.343	261.668	263.013	263.728	264.593	267.160	268.360	269.263	261.259
2022	271.634	274.688	278.598	279.879	283.307	287.427	287.608	287.168	287.656	288.836	288.991	288.205	283.666
2023	290.438	292.285	293.358	295.315	295.889	296.789	297.279	298.975	299.657	299.394	298.930	298.754	296.422
2024	300.421	303.144	304.490	305.104	305.296	305.357	305.819	305.761	306.078	306.889	306.877	307.007	305.187
2025	308.911	309.987	310.183	311.087	311.514	312.330	312.771	313.558					310.669

CPI RATE STRUCTURE

August 2024 = 305.761

August 2025 = 313.558

$$\Delta = [(313.558 - 305.761) / 305.761] = 2.55\% \checkmark + \text{Disposal of } 0.00\% = 2.55\% \checkmark$$

Roll Out Containers				~Δ2.55%	
CURRENT RATES / MONTH		PROPOSED RATES / MONTH		Δ\$↑	
Residential Polycart	\$16.41	Residential Polycart	\$16.83	\$0.42	
Residential Extra Polycart	\$8.20	Residential Extra Polycart	\$8.41	\$0.21	
Commercial Polycart	\$26.65	Commercial Polycart	\$27.33	\$0.68	
Commercial Extra Polycart	\$13.62	Commercial Extra Polycart	\$13.97	\$0.35	

Open Top Roll Off Containers				~Δ2.55%	
CURRENT RATES / MONTH		PROPOSED RATES / MONTH		Δ\$↑	
Haul Fee	\$288.23	Haul Fee	\$295.58	\$7.53	
Disposal Fee per ton	\$83.05	Disposal Fee per ton	\$83.05	\$0.00	
Delivery and Exchange	\$168.62	Delivery and Exchange	\$172.92	\$4.30	
Daily Container Rental	\$7.92	Daily Container Rental	\$13.62	\$0.20	

**TENTH AMENDMENT TO THE EXCLUSIVE FRANCHISE AGREEMENT
FOR THE COLLECTIONS, HAULING, AND DISPOSAL OF MUNICIPAL SOLID WASTE AND
CONSTRUCTION AND DEMOLITION WASTE
IN THE CITY OF STEPHENVILLE, TEXAS**

This Tenth Amendment to the Exclusive Franchise Agreement for the Collections, Hauling, and Disposal of Municipal Solid Waste and Construction and Demolition Waste in the City of Stephenville, Texas (the "Amendment") is entered into this 4th day of November, 2025, by and between Progressive Waste Solutions of TX, Inc. d/b/a Waste Connections Lonestar, Inc. (the "Service Provider") and the City of Stephenville, Texas (the "City"). Service Provider and the City are each individually referred to herein as a "Party" and collectively as the "Parties". Any capitalized terms not otherwise defined herein shall be given the meaning ascribed to them within the Agreement (as defined below).

RECITALS:

WHEREAS, the City and the Service Provider entered into an Exclusive Franchise Agreement dated January 1, 2014 followed by a First Amendment dated January 6, 2015, a Second Amendment dated September 4, 2018 extending the term to December 31, 2023, a Third Amendment dated December 3, 2019, a Fourth Amendment adjusting the rates, dated December 1, 2020, a Fifth Amendment adjusting rates, dated March 1, 2022, a Sixth Amendment updating the Fuel Surcharge Table, dated September 6, 2022, a Seventh Amendment adjusting the rates, dated March 7, 2023, an Eighth Amendment, dated August 1, 2023, setting the term to December 31, 2028, a Ninth Amendment, dated November 4, 2024 adjusting rates (as amended, the "Agreement") to provide collection, hauling, and disposal services for Municipal Solid Waste and Construction Waste within the City (as such terms are defined in the Agreement); and

WHEREAS, the City and the Service Provider mutually desire to amend the Agreement as further described herein.

AGREEMENT:

NOW, THEREFORE, and in consideration of the premises and such other lawful consideration, the receipt and sufficiency of which each of the parties hereto acknowledge, the parties agree as follows:

1. Rates and Fees. Section 9 of the Agreement is hereby deleted in its entirety and replaced with the following:

Subject to adjustment, as provided in Section 10 hereof, the rates and fees to be charged and received by the Service Provider are as follows to be effective as of January 1, 2026:

A. Single-Family Residential Unit Services. For the twice weekly collection Services provided to Single Family Residential Units under Section 4.A. hereof, the Service Provider shall charge (i) \$16.83 per month for each Single-Family Residential Unit utilizing one Roll-Out, plus (ii) \$8.41 per month for each additional Roll-Out utilized by such Single-Family Residential Unit. These rates apply to all Single-Family Residential Units located within the City's corporate limits and billed by the City for water and/or sewer services.

B. Commercial Hand Collect Unit Services. For the twice weekly collection Services provided to Commercial Hand Collect Units under Section 4.B. hereof, the Service Provider shall charge (i) \$27.33 per month for each Commercial Hand Collect Unit utilizing one Roll-Out, plus (ii) \$13.97 per month for each additional Roll-Out utilized by such Commercial Hand Collect Unit. These rates apply to all Commercial Hand Collect Units that are located within the City's corporate limits and billed by the City for water and/or sewer services.

C. Commercial, Industrial and Multi-Family Residential Unit Services. For the as needed/requested Services provided to Commercial, Industrial and Multi-Family Residential Units under Section 5 hereof, the Service Provider shall charge per month for each Container utilizing the following rates:

COMMERCIAL MONTHLY RATE SCHEDULE

Collections Per Week

Size / Pickup	1 x Week	2x Week	3x Week	4x Week	5x Week	6 x Week	Locks	Extra Pickups
2 Cubic Yard	\$94.64	\$159.07	\$223.49	\$224.48	\$ -	\$ -	\$13.14	\$59.70
3 Cubic Yard	\$129.27	\$173.31	\$264.28	\$347.35	\$430.36	\$ -	\$13.14	\$70.73
4 Cubic Yard	\$141.82	\$203.82	\$358.64	\$483.23	\$607.81	\$732.38	\$13.14	\$80.52
6 Cubic Yard	\$168.06	\$254.18	\$443.58	\$594.60	\$745.62	\$898.82	\$13.14	\$100.13
8 Cubic Yard	\$189.94	\$347.79	\$516.63	\$689.86	\$868.36	\$1,044.25	\$13.14	\$119.47

Roll Out Containers

Residential Polycart	\$ 16.83
Residential Extra Polycart	\$ 8.41
Commercial Polycart	\$ 27.33
Commercial Extra Polycart	\$ 13.97

The foregoing rates apply to all Commercial, Industrial and Multi-Family Residential Units located within the City's corporate limits or billed by the City for water and/or sewer services. The "Disposal Fee per Ton" remains unchanged from the previous amendment.

Open Top Roll Off Containers

Haul Fee	\$ 295.58
Disposal Fee per Ton	\$ 83.05
Delivery and Exchange	\$ 172.92
Daily Container Rental	\$ 8.12

The Service Provider will negotiate agreements with each Commercial, Industrial or Residential Unit on an individual basis regarding the Roll-Off Services to be provided. The Roll-Off Services will be billed directly to such Commercial, Industrial, or Residential Unit and will be collected by the Service Provider. The Roll-Offs provided pursuant to this Section 9.D. must be located within the City limits in accordance with City ordinances and policies. Notwithstanding anything to the contrary contained herein, the Franchise Fee (as defined below) shall not apply to the services set forth in this Section 9.D.

2. Stephenville Landfill Rates. The disposal rate for the Service Provider at the City of Stephenville Landfill will reflect the "Disposal Fee per Ton" rate reflected in the "Open Top Roll Off Containers" table above. The parties understand the rate to the Service Provider will remain in effect until such rates are modified by subsequent Amendment or new Agreement or until the public rates at the Stephenville Landfill exceed the figure above.
3. Stephenville Wastewater Treatment Plant. The current "Disposal Fee per Ton" rate of \$83.05 per ton shall remain in effect for the Stephenville Wastewater Treatment Plant and remains unchanged with this amendment.

4. Reaffirmation. The parties hereby restate and reaffirm their agreement with all the terms and provisions of the Agreement, as amended hereby.
5. Entire Agreement. The Agreement and this Amendment represent the entire agreement among the parties with respect to the matters that are the subject hereof.
6. Counterparts. This Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which collectively shall constitute one and the same instrument representing this Tenth Amendment between the parties hereto, and it shall not be necessary for the proof of this Tenth Amendment that any party produce or account for more than one such counterpart.

IN WITNESS WHEREOF, the undersigned have executed this Tenth Amendment as of the date first written above.

CITY OF STEPHENVILLE, TEXAS

WASTE CONNECTIONS LONE STAR, INC.

By: _____

David Baskett

By: _____

Adam Sharp

Title: _____

Mayor Pro Tem

Title: _____

District Manager

ATTEST:

By: _____

Sarah Lockenour

Title: _____

City Secretary

REPORT TYPE: Finance Committee Report

MEETING: October 21, 2025

Present: David Baskett, chair; Gerald Cook, Brandon Greenhaw

Absent: Dean Parr

DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

DISCUSS AND APPROVE AUDIT PROPOSALS FOR AUDIT SERVICES BEGINNING WITH FYE SEPTEMBER 30, 2025

Staff recommended the award of RFP #3048 for Annual Financial Audit Services to Brooks, Watson & CO. PLLC. Four submissions were received and independently evaluated by three individuals. The proposed cost for 2025 is \$62,500 with the total proposed cost for the five fiscal years being \$318,450.

The motion was made by Gerald Cook and seconded by Brandon Greenhaw to positively recommend the award for annual audit services to Brooks, Watson & CO., PLLC. The motion passed unanimously.

Council approved the award to Brooks, Watson & CO. PLLC. at the Special Council Meeting held following the Committee meetings.

CONSIDER APPROVAL OF AMBULANCE BAD DEBTS RECEIVABLE WRITE-OFF

Staff requested writing off \$578,145.83 of Emergency Ambulance Receivables that Emergicon, LLC deemed uncollectible.

The motion was made by Brandon Greenhaw and seconded by Gerald Cook to positively recommend the write-off of \$578,145.83 in Emergency Ambulance Receivables to full Council for approval on November 4, 2025. The motion passed unanimously.



STAFF REPORT

SUBJECT: Consider Approval of Ambulance Bad Debts Receivable Write-off

DEPARTMENT: Finance

STAFF CONTACT: Monica D. Harris

RECOMMENDATION:

Staff requests writing off \$578,145.83 of Emergency Ambulance Receivables that Emergicon, LLC has deemed uncollectible.

BACKGROUND:

The City of Stephenville contracted with Emergicon, LLC for Emergency Ambulance billing and collection services on November 3, 2022. Emergicon commenced billing for ambulance services starting with dates of service of January 1, 2023. The list of Ambulance Receivables they deem uncollectible as of September 30, 2025, totals \$578,145.83.

FISCAL IMPACT SUMMARY:

The net effect on the financial statements is zero, as the total amount is offset by Allowance for Uncollectible, as the total is deemed uncollectible.

ALTERNATIVES

Not approve the write-off.

STAFF REPORT



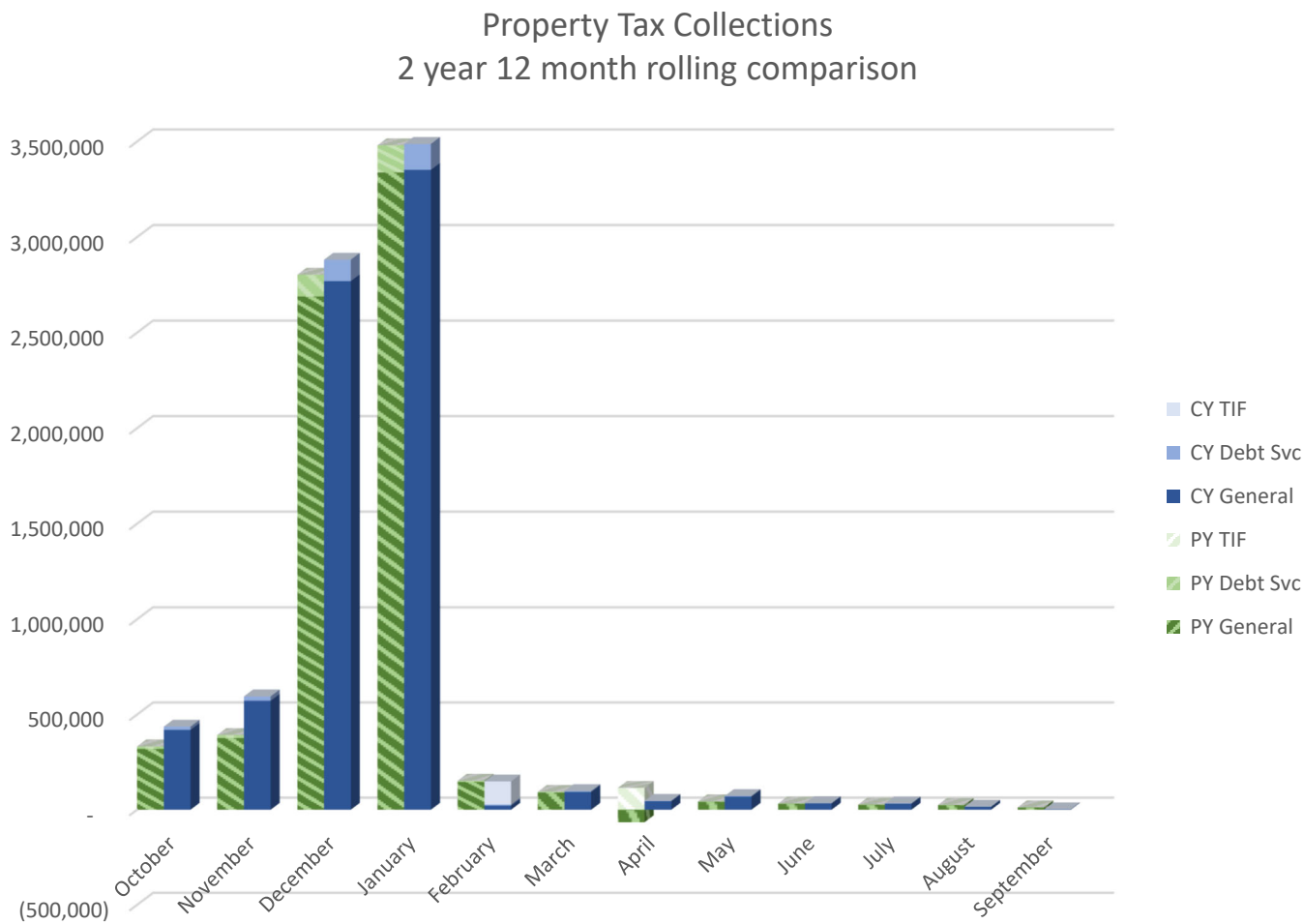
SUBJECT: Monthly Budget Report for the Period Ending September 30, 2025

DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

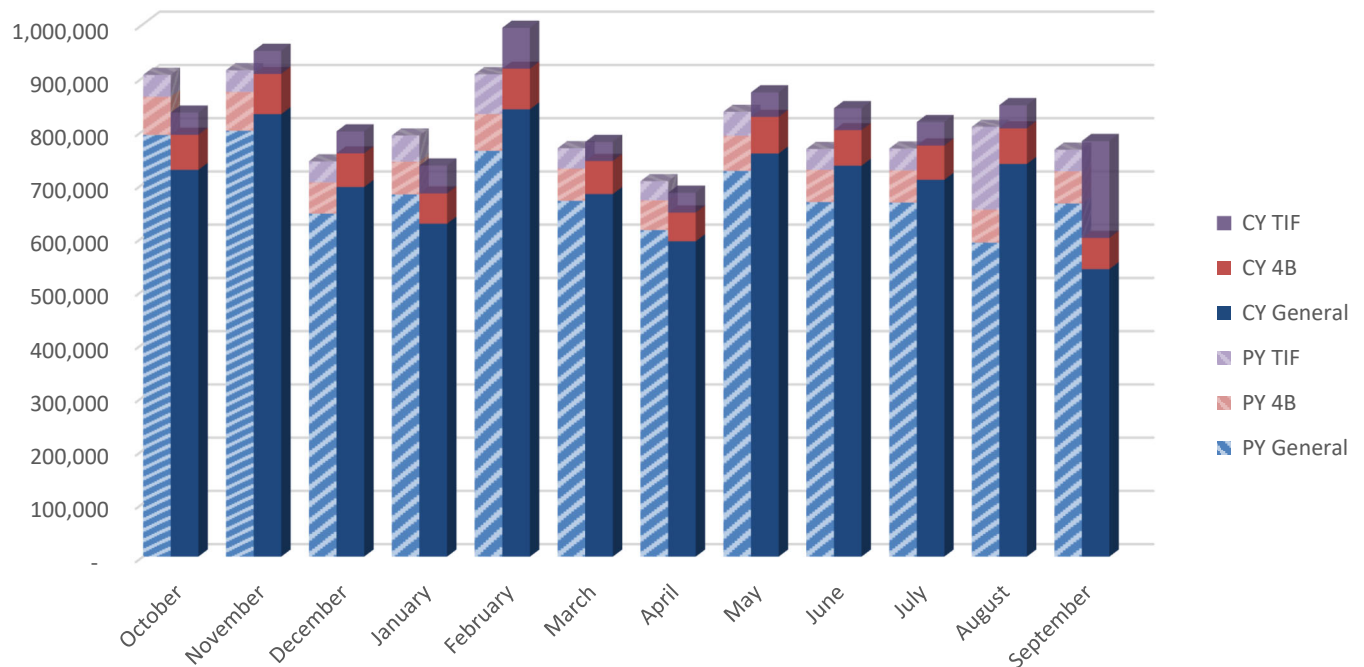
BACKGROUND:

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

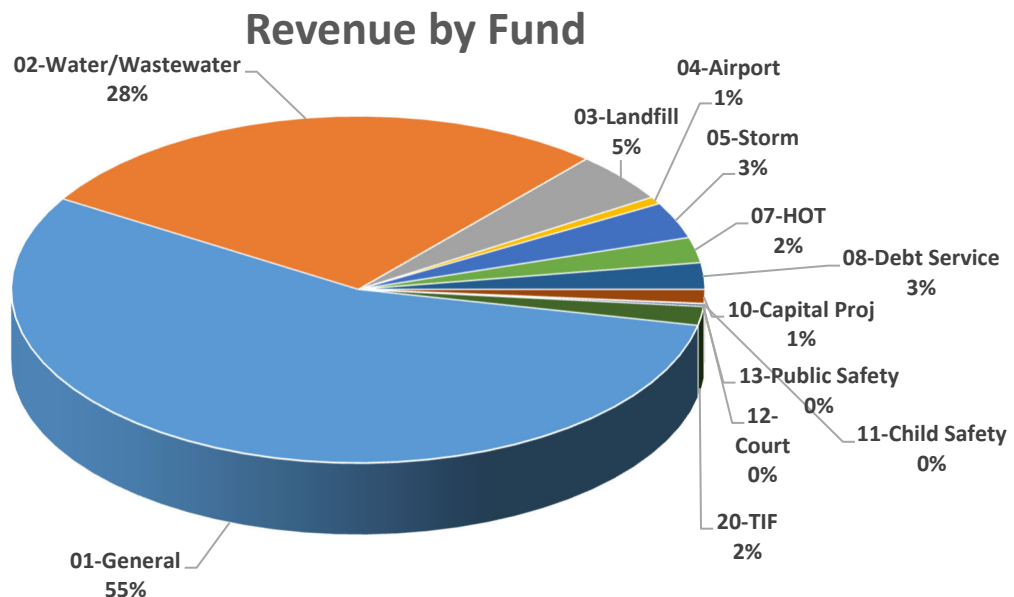


We received \$2,400 in property taxes in the month of September, resulting in a \$403K increase over the funds collected last fiscal year to date. The amount collected is over 100% of the \$7.8 million budget, which is \$70K more than anticipated.

Sales and Use Tax 2 year 12 month rolling comparison

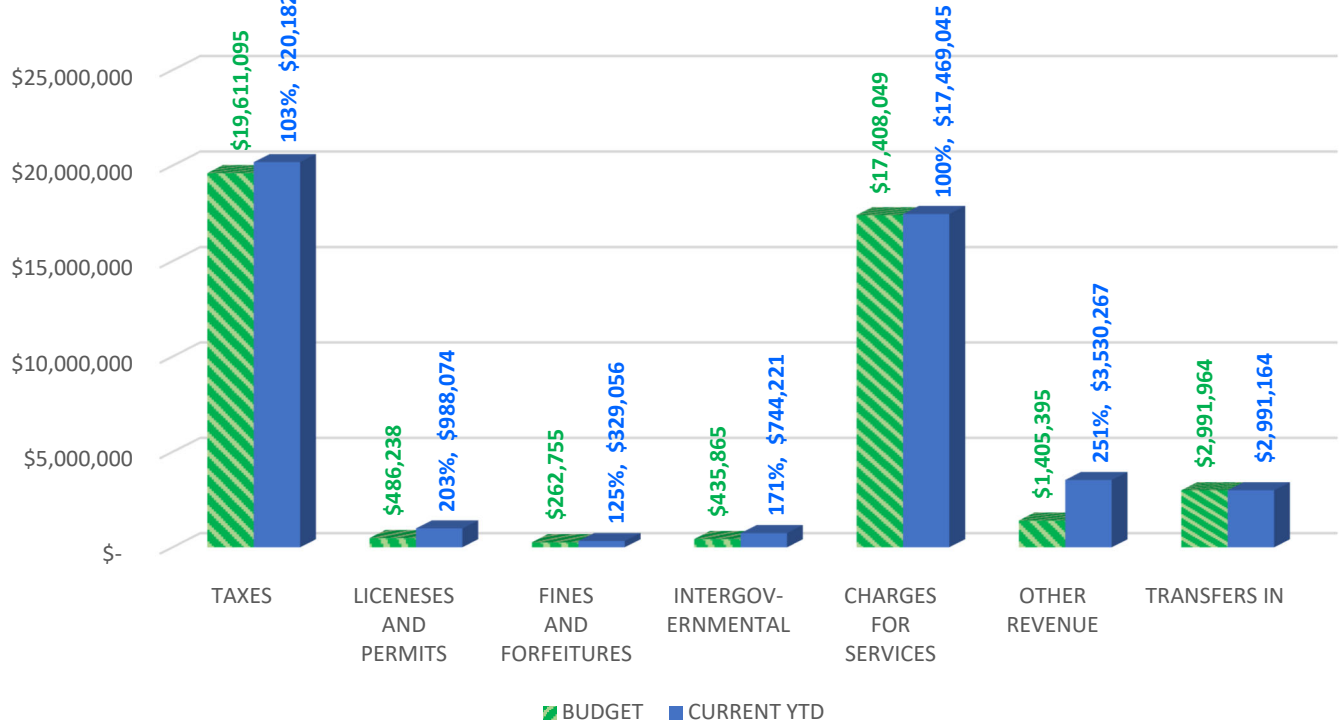


We received \$780K in sales tax in September, resulting in \$262K or 2.7% more than the funds collected last fiscal year to date. The amount collected is over 105% of the \$9.4 million budget, which is \$518K higher than anticipated.



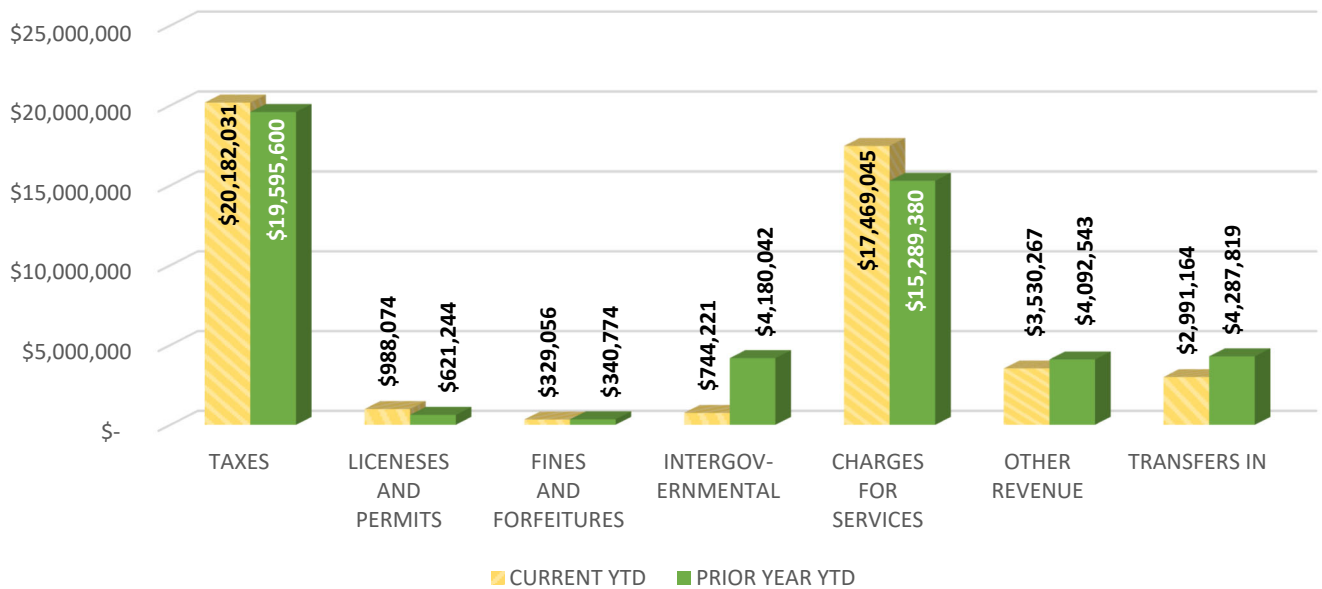
Of the \$46.2 million revenue received to date, 55% was received in the General Fund, 28% was received in the Water/Wastewater Fund, 5% was received in the Landfill Fund, 3% was received in the Debt Service Fund, 3% was received in the Storm Water Drainage Fund, 2% was received in the TIF Fund, 2% in the HOT Fund, 1% was received in the Capital Projects Fund, and 1% was received in the Airport fund.

Revenue - Budget vs Actual

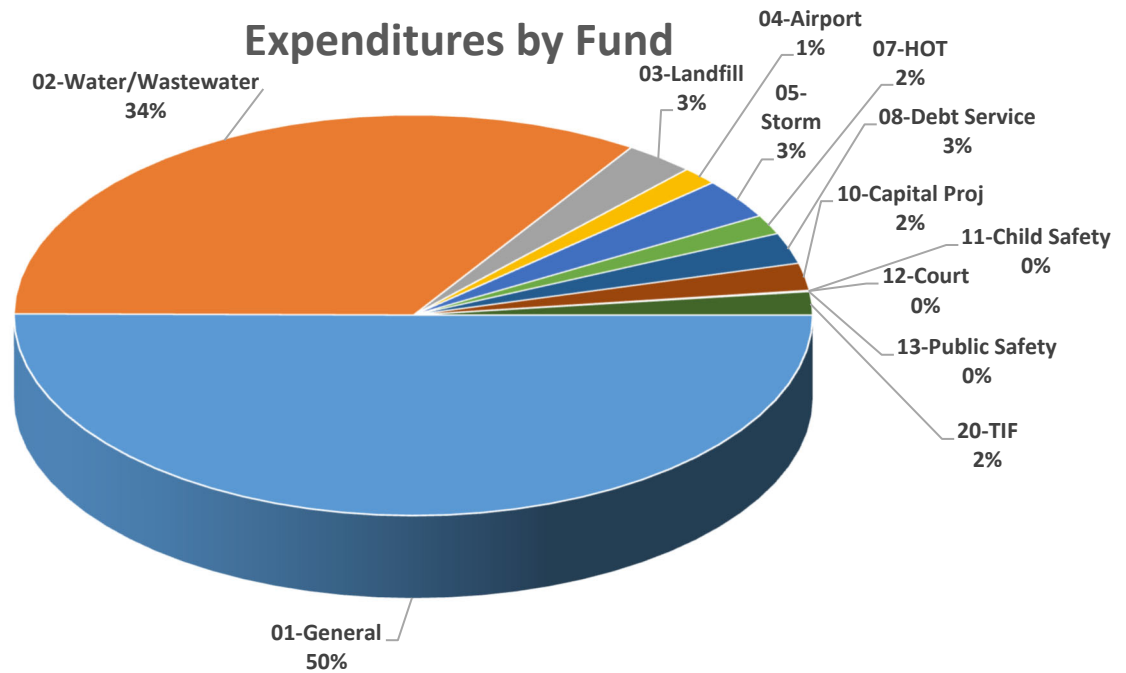


We received 109% of the total budgeted revenue through September, which is \$3.6 million more than anticipated due to taxes, licenses and permits, intergovernmental, interest income and other revenue.

Revenue - Prior Year Comparison

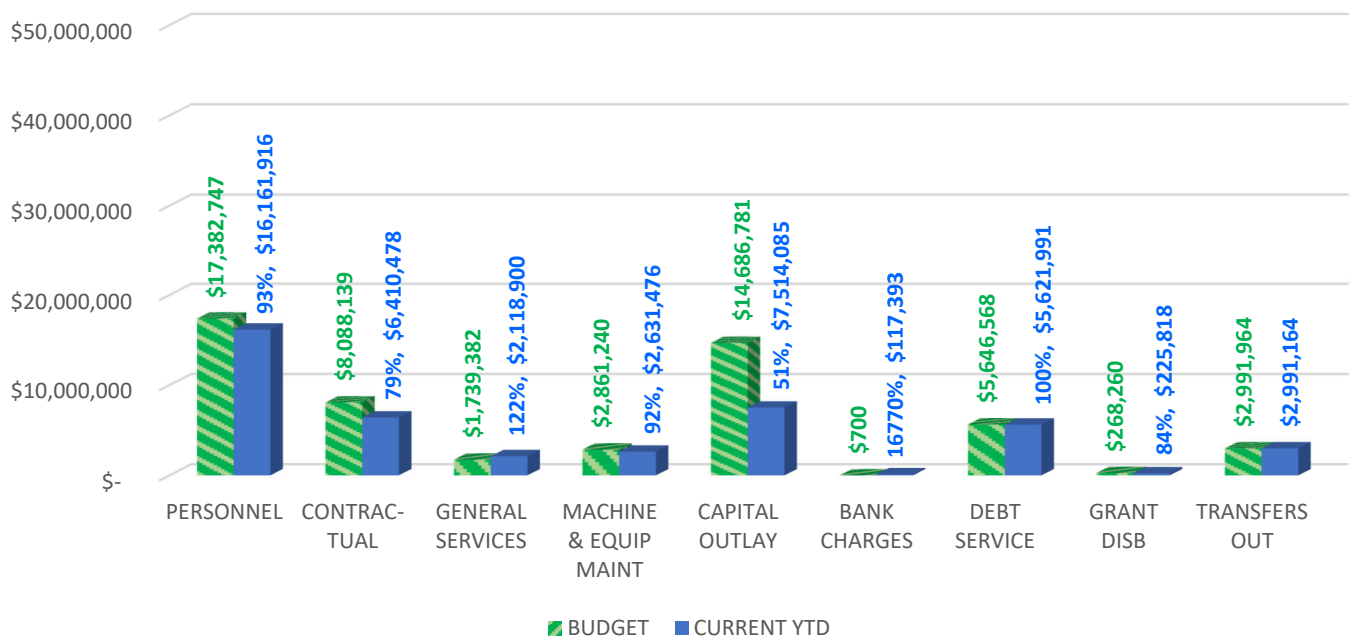


We received \$2.2 million less revenue through September than last fiscal year to date due to intergovernmental revenue, transfers, and interest income.



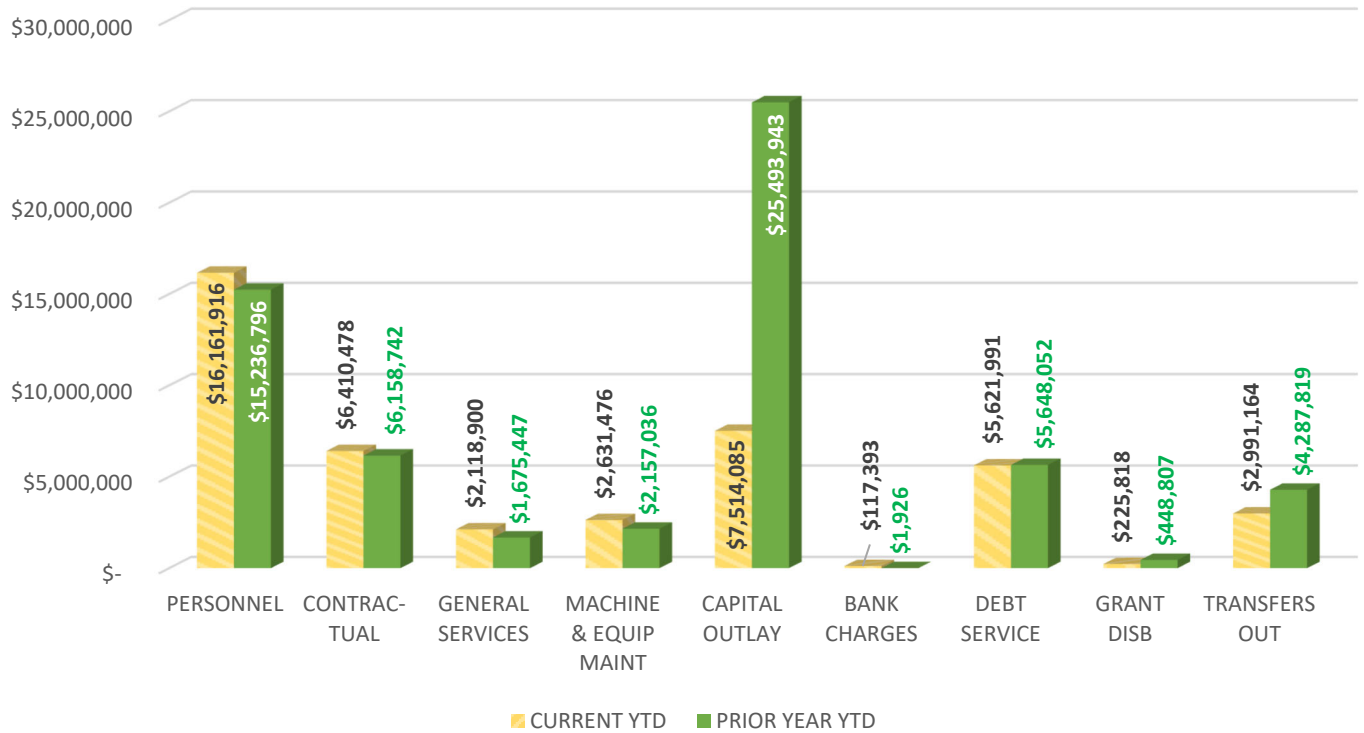
Of the \$43.8 million spent to date, 50% was expended in the General Fund, 34% was expended in the Water/Wastewater Fund, 3% was expended in the Storm Water Drainage Fund, 3% was expended in the Debt Service Fund, 3% was expended in the Landfill Fund, 2% was expended in the Capital Projects Fund, 2% was expended in the TIF Fund, 2% was expended in the HOT Fund, and 1% was expended in the Airport Fund.

Expenditures - Budget vs Actual



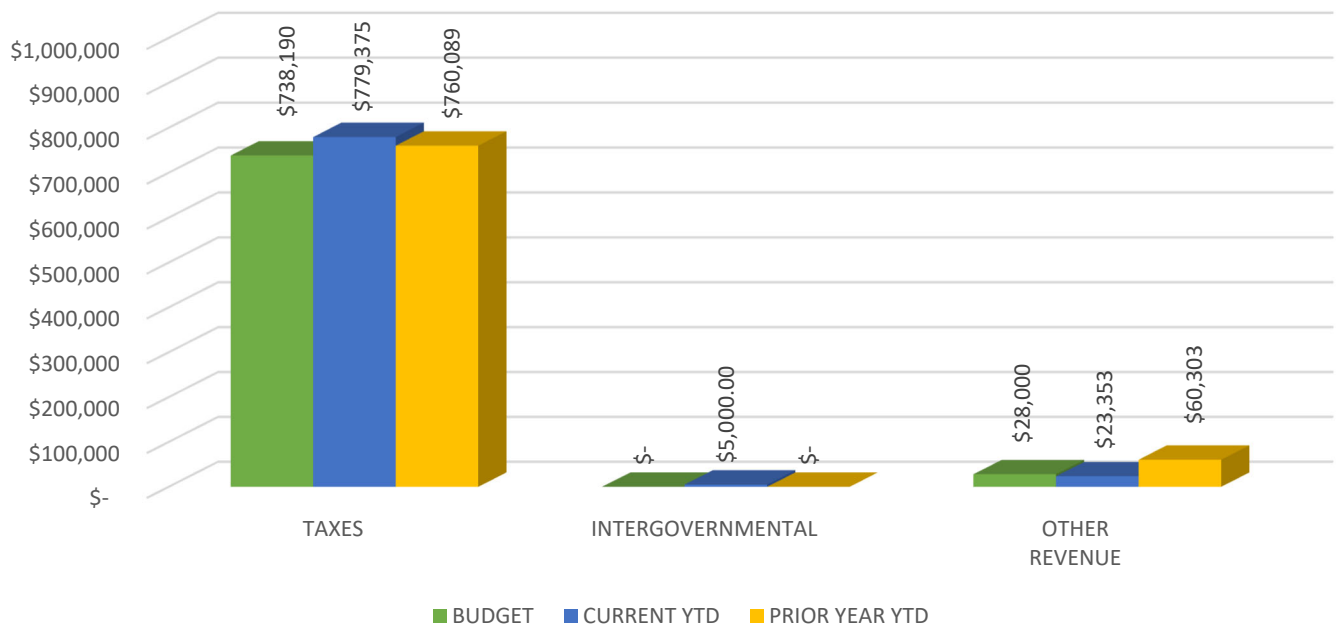
We have expended 82% of the total budgeted expenditures through September, which is \$9.8 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures - Prior Year Comparison



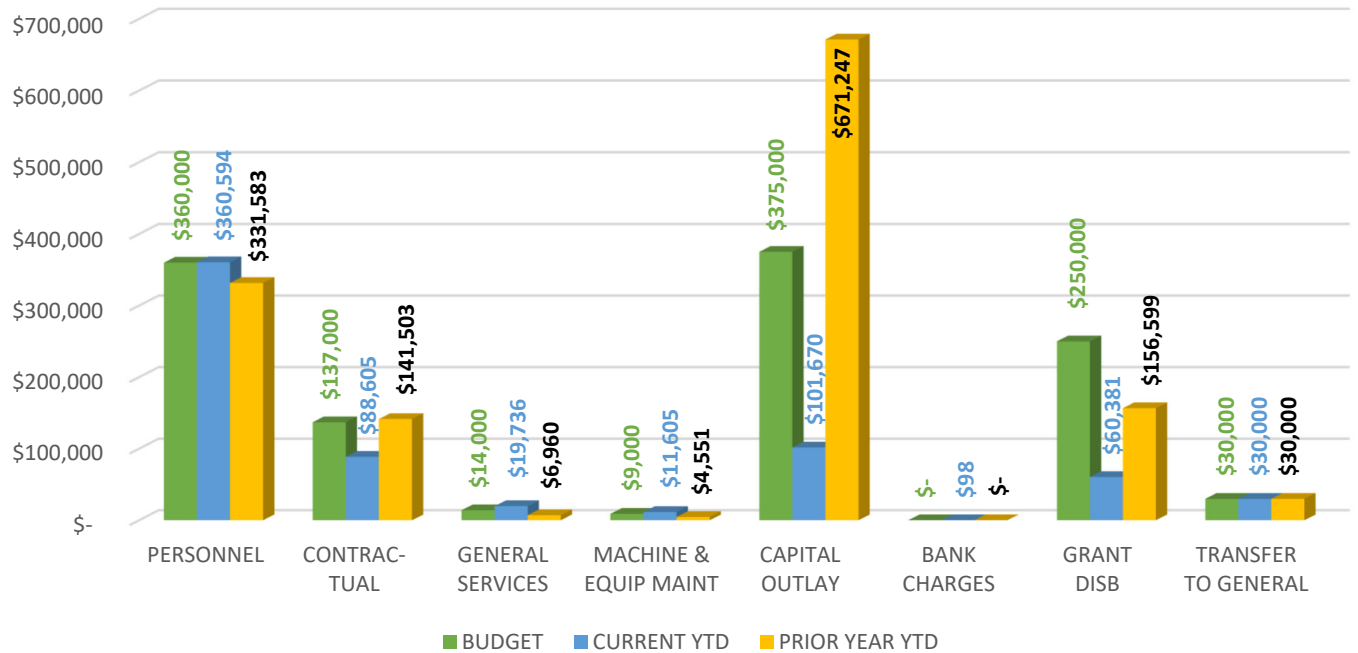
We spent \$17 million less on expenditures through September than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison



SEDA has received 105% of budgeted revenue through September, which is \$12K less than last fiscal year to date due to interest income and \$41K more than anticipated due to taxes.

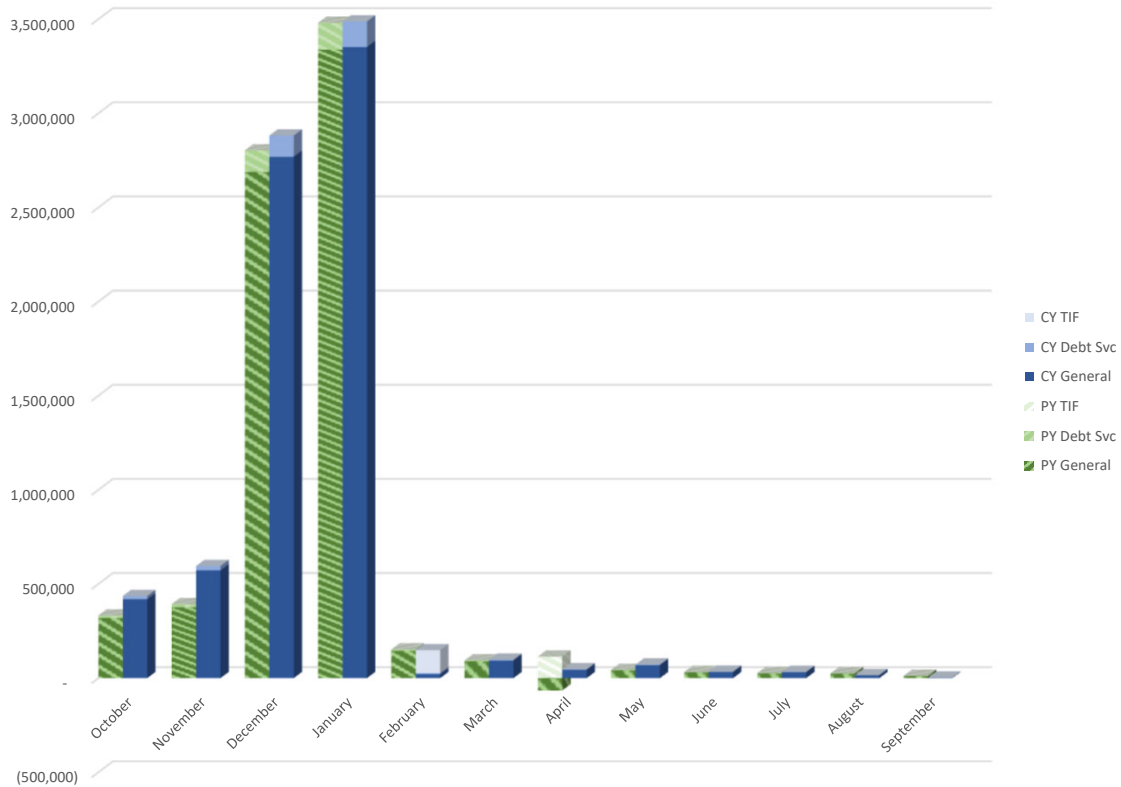
SEDA Expenditure Comparison



SEDA has spent an overall 57% of budgeted expenditures through September, which is \$670K less than last fiscal year to date due to capital outlay and grants disbursements and \$502K 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
Oct-23	319,330	13,573	-	332,903
Nov-23	376,834	16,009	-	392,843
Dec-23	2,689,123	114,387	-	2,803,510
Jan-24	3,338,531	142,029	-	3,480,560
Feb-24	146,100	6,211	-	152,311
Mar-24	90,280	3,823	-	94,103
Apr-24	(64,868)	2,038	112,569	49,740
May-24	42,319	1,798	-	44,117
Jun-24	31,592	1,335	-	32,927
Jul-24	26,485	1,127	-	27,612
Aug-24	24,665	1,029	-	25,693
Sep-24	11,947	510	-	12,457
12 month total				<u>7,448,776</u>
Oct-Sept 2024				<u>7,448,776</u>
FY 2023-2024 Total				7,448,776

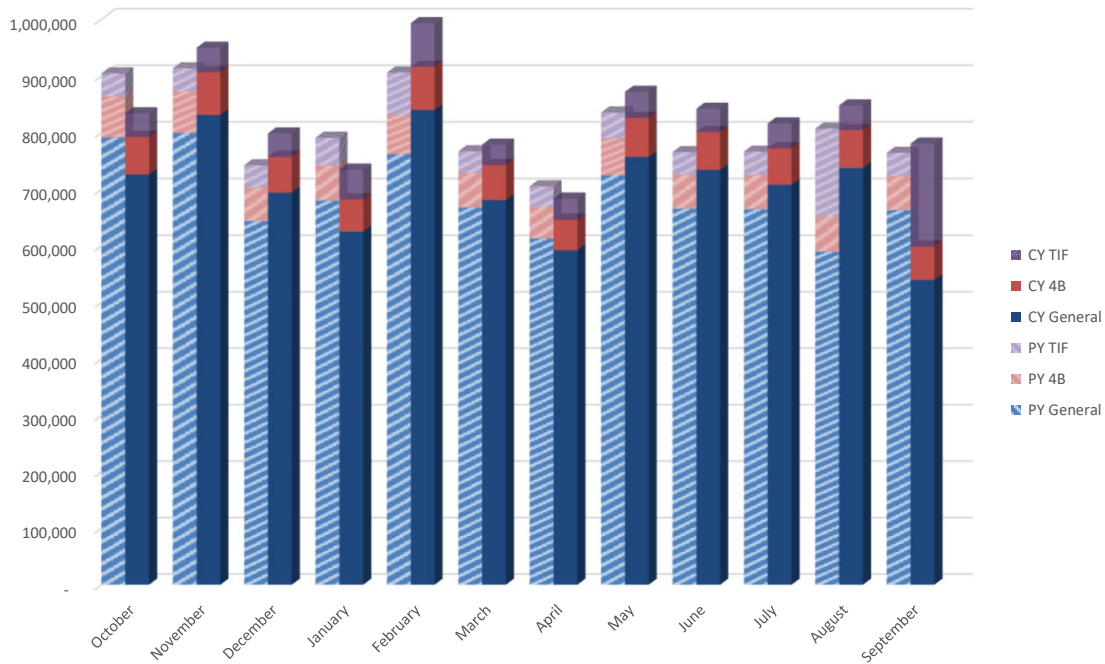
Month	General Fund	Debt Svc	TIF	Total
Oct-24	419,463	17,009	-	436,473
Nov-24	572,344	23,175	-	595,519
Dec-24	2,769,471	112,240	-	2,881,711
Jan-25	3,351,878	135,722	-	3,487,600
Feb-25	21,399	6,171	120,967	148,537
Mar-25	93,741	4,036	-	97,777
Apr-25	44,997	1,671	-	46,668
May-25	69,035	3,018	-	72,053
Jun-25	33,214	1,309	-	34,523
Jul-25	31,861	1,235	-	33,097
Aug-25	15,271	618	-	15,889
Sep-25	2,309	95	-	2,404
12 month total				<u>7,852,251</u>
Oct-Sept 2025				<u>7,852,251</u>
FY 2024-2025 Budget				7,782,524

Collection to date as percentage of fiscal year total 100.00%

Collection to date as percentage of fiscal year budget 100.90%



Sales and Use Tax
2 year 12 month rolling comparison



Month	General	4B	TIF	Total	Month	General	4B	TIF	Total	% Change +/-
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%
May-24	724,651	65,877	45,017	835,545	May-25	757,090	68,826	46,109	872,024	4.37%
Jun-24	665,869	60,534	39,286	765,689	Jun-25	734,178	66,744	41,323	842,245	10.00%
Jul-24	665,181	60,471	40,825	766,477	Jul-25	707,782	64,344	44,173	816,299	6.50%
Aug-24	589,750	61,970	155,514	807,234	Aug-25	737,417	67,038	43,579	848,033	5.05%
Sep-24	663,362	60,306	40,724	764,391	Sep-25	539,865	58,772	182,011	780,649	2.13%
12 month total				9,669,564	12 month total				9,932,074	2.71%
Oct-Sept 2024				9,669,564	Oct-Sept 2025				9,932,074	2.71%
FY 2023-2024 Total				9,669,564	FY 2024-2025 Budget				9,413,312	
Collection to date as percentage of fiscal year total				100.00%	Collection to date as percentage of fiscal year budget				105.51%	



City of Stephenville

Budget Variance Report

As Of: 09/30/2025

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	650,370.20	791,411.35	(141,041.15)	18,095,136.11	17,581,911.00	513,225.11	103	17,581,911.00	513,225.11	-3
LICENSES AND PERMITS	105,710.84	60,917.64	44,793.20	896,680.69	461,238.00	435,442.69	194	461,238.00	435,442.69	-94
FINES AND FORFEITURES	(1,115.26)	13,195.60	(14,310.86)	221,079.29	245,390.00	(24,310.71)	90	245,390.00	(24,310.71)	10
INTERGOVERNMENTAL	416,797.32	279,365.00	137,432.32	640,720.42	332,665.00	308,055.42	193	332,665.00	308,055.42	-93
CHARGES FOR SERVICES	398,059.48	227,083.31	170,976.17	1,729,305.28	1,353,196.00	376,109.28	128	1,353,196.00	376,109.28	-28
OTHER REVENUE	83,012.69	53,650.69	29,362.00	2,400,864.49	630,389.00	1,770,475.49	381	630,389.00	1,770,475.49	-281
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	1,652,835.27	1,425,623.59	227,211.68	25,621,377.28	22,242,380.00	3,378,997.28	115	22,242,380.00	3,378,997.28	-15
EXPENSE SUMMARY										
CITY COUNCIL	3,768.36	42,868.12	39,099.76	489,617.60	523,188.00	33,570.40	94	523,188.00	(33,570.40)	6
CITY MANAGER	47,426.43	47,855.38	428.95	459,306.80	478,943.00	19,636.20	96	478,943.00	(19,636.20)	4
CITY SECRETARY	18,683.38	18,529.73	(153.65)	253,630.67	237,050.00	(16,580.67)	107	237,050.00	16,580.67	-7
EMERGENCY MANAGEMENT	215.61	623.35	407.74	16,108.15	18,972.00	2,863.85	85	18,972.00	(2,863.85)	15
MUNICIPAL BUILDING	8,279.99	11,788.65	3,508.66	131,818.34	150,442.00	18,623.66	88	150,442.00	(18,623.66)	12
MUNICIPAL SERVICES CTR	46,074.34	18,439.22	(27,635.12)	133,097.21	209,308.00	76,210.79	64	209,308.00	(76,210.79)	36
HUMAN RESOURCES	25,809.17	31,164.77	5,355.60	261,209.98	343,858.00	82,648.02	76	343,858.00	(82,648.02)	24
DOWNTOWN	10,829.65	17,776.09	6,946.44	163,998.74	196,458.00	32,459.26	83	196,458.00	(32,459.26)	17
FINANCE	70,484.49	82,738.92	12,254.43	766,638.59	864,021.00	97,382.41	89	864,021.00	(97,382.41)	11
INFORMATION TECHNOLOGY	26,046.40	56,067.08	30,020.68	593,009.94	618,261.00	25,251.06	96	618,261.00	(25,251.06)	4
TAX	15.20	24.54	9.34	234,590.76	242,608.00	8,017.24	97	242,608.00	(8,017.24)	3
LEGAL COUNSEL	18,236.24	12,554.97	(5,681.27)	100,609.14	150,847.00	50,237.86	67	150,847.00	(50,237.86)	33
MUNICIPAL COURT	19,236.05	14,549.54	(4,686.51)	174,175.93	159,182.00	(14,993.93)	109	159,182.00	14,993.93	-9
STREET MAINTENANCE	66,081.28	96,902.65	30,821.37	883,191.94	1,076,972.00	193,780.06	82	1,076,972.00	(193,780.06)	18
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	286,365.02	240,562.93	(45,802.09)	2,402,719.28	2,713,251.00	310,531.72	89	2,713,251.00	(310,531.72)	11
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	33,686.53	29,473.82	(4,212.71)	280,197.11	302,014.00	21,816.89	93	302,014.00	(21,816.89)	7
SENIOR CENTER	23,710.29	90,732.11	67,021.82	1,069,940.36	1,063,231.00	(6,709.36)	101	1,063,231.00	6,709.36	-1
AQUATIC CENTER	9,080.29	17,631.96	8,551.67	269,750.75	381,056.00	111,305.25	71	381,056.00	(111,305.25)	29
FIRE DEPARTMENT	549,169.40	518,747.12	(30,422.28)	5,162,508.49	4,925,242.00	(237,266.49)	105	4,925,242.00	237,266.49	-5
POLICE DEPARTMENT	634,688.68	843,831.57	209,142.89	6,843,928.80	8,679,955.00	1,836,026.20	79	8,679,955.00	(1,836,026.20)	21
DEVELOPMENT SERVICES	71,611.18	89,523.37	17,912.19	630,072.74	936,468.00	306,395.26	67	936,468.00	(306,395.26)	33
CODE ENFORCEMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
GIS	9,384.88	12,726.90	3,342.02	122,319.51	132,459.00	10,139.49	92	132,459.00	(10,139.49)	8
TRANSFERS	0.00	0.00	0.00	495,943.54	520,444.00	24,500.46	95	520,444.00	(24,500.46)	5
TOTAL EXPENSE	1,978,882.86	2,295,112.79	316,229.93	21,938,384.37	24,924,230.00	2,985,845.63	88	24,924,230.00	2,985,845.63	12
REVENUE OVER/(UNDER) EXPENDITURE	(326,047.59)	(869,489.20)	543,441.61	3,682,992.91	(2,681,850.00)	6,364,842.91		(2,681,850.00)	393,151.65	

	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	3,778.78	1,000.00	2,778.78	378	1,000.00	2,778.78	-278
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	1,145,902.43	1,452,783.58	(306,881.15)	12,127,510.48	12,346,024.00	(218,513.52)	98	12,346,024.00	(218,513.52)	2
OTHER REVENUE	42,249.43	35,068.21	7,181.22	559,810.55	458,000.00	101,810.55	122	458,000.00	101,810.55	-22
TRANSFER	0.00	0.00	0.00	108,443.00	108,443.00	0.00	100	108,443.00	0.00	0
TOTAL REVENUE	1,188,151.86	1,487,851.79	(299,699.93)	12,799,542.81	12,913,467.00	(113,924.19)	99	12,913,467.00	(113,924.19)	1
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	111,615.94	195,725.97	84,110.03	890,518.64	2,113,549.00	1,223,030.36	42	2,113,549.00	(1,223,030.36)	58
WATER PRODUCTION	93,605.95	120,979.38	27,373.43	1,090,612.85	1,298,603.00	207,990.15	84	1,298,603.00	(207,990.15)	16
WATER DISTRIBUTION	54,417.25	106,503.18	52,085.93	830,357.21	1,226,147.00	395,789.79	68	1,226,147.00	(395,789.79)	32
CUSTOMER SERVICE	47,998.61	56,237.53	8,238.92	603,781.10	633,053.00	29,271.90	95	633,053.00	(29,271.90)	5
WASTEWATER COLLECTION	85,682.92	376,905.80	291,222.88	3,284,790.47	4,420,267.00	1,135,476.53	74	4,420,267.00	(1,135,476.53)	26
WASTEWATER TREATMENT	204,001.20	225,233.07	21,231.87	1,920,756.93	2,706,148.00	785,391.07	71	2,706,148.00	(785,391.07)	29
BILLING & COLLECTION	147,647.50	66,999.10	(80,648.40)	1,214,462.42	776,150.00	(438,312.42)	156	776,150.00	438,312.42	-56
NON-DEPARTMENTAL	69,169.16	80,117.21	10,948.05	5,092,059.50	5,118,236.00	26,176.50	99	5,118,236.00	(26,176.50)	1
TOTAL EXPENSE	814,138.53	1,228,701.24	414,562.71	14,927,339.12	18,292,153.00	3,364,813.88	82	18,292,153.00	3,364,813.88	18
REVENUE OVER/(UNDER) EXPENDITURE	374,013.33	259,150.55	114,862.78	(2,127,796.31)	(5,378,686.00)	3,250,889.69		(5,378,686.00)	(3,478,738.07)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
CHARGES FOR SERVICES	185,119.06	124,873.78	60,245.28	2,002,704.90	1,449,375.00	553,329.90	138	1,449,375.00	553,329.90	-38
OTHER REVENUE	13,472.88	8,784.17	4,688.71	143,520.95	80,850.00	62,670.95	178	80,850.00	62,670.95	-78
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	198,591.94	133,657.95	64,933.99	2,146,225.85	1,530,225.00	616,000.85	140	1,530,225.00	616,000.85	-40
EXPENSE SUMMARY										
LANDFILL	193,089.44	95,957.47	(97,131.97)	1,239,879.77	1,392,587.00	152,707.23	89	1,392,587.00	(152,707.23)	11
TOTAL EXPENSE	193,089.44	95,957.47	(97,131.97)	1,239,879.77	1,392,587.00	152,707.23	89	1,392,587.00	152,707.23	11
REVENUE OVER/(UNDER) EXPENDITURE	5,502.50	37,700.48	(32,197.98)	906,346.08	137,638.00	768,708.08		137,638.00	463,293.62	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
INTERGOVERNMENTAL	7,707.90	100,000.00	(92,292.10)	94,696.23	100,000.00	(5,303.77)	95	100,000.00	(5,303.77)	5
CHARGES FOR SERVICES	7,182.11	10,140.22	(2,958.11)	140,544.67	130,350.00	10,194.67	108	130,350.00	10,194.67	-8
OTHER REVENUE	0.00	632,136.87	(632,136.87)	229.52	39,356.00	(39,126.48)	1	39,356.00	(39,126.48)	99
TRANSFER	0.00	0.00	0.00	79,134.00	79,134.00	0.00	100	79,134.00	0.00	0
TOTAL REVENUE	14,890.01	742,277.09	(727,387.08)	314,604.42	348,840.00	(34,235.58)	90	348,840.00	(34,235.58)	10
EXPENSE SUMMARY										
AIRPORT	87,964.94	30,389.21	(57,575.73)	646,771.06	348,083.00	(298,688.06)	186	348,083.00	298,688.06	-86
TOTAL EXPENSE	87,964.94	30,389.21	(57,575.73)	646,771.06	348,083.00	(298,688.06)	186	348,083.00	(298,688.06)	-86
REVENUE OVER/(UNDER) EXPENDITURE	(73,074.93)	711,887.88	(784,962.81)	(332,166.64)	757.00	(332,923.64)		757.00	264,452.48	

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	4,331.76	0.00	4,331.76	86,984.89	20,000.00	66,984.89	435	20,000.00	66,984.89	-335
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	125,375.33	187,126.16	(61,750.83)	1,431,735.35	2,046,850.00	(615,114.65)	70	2,046,850.00	(615,114.65)	30
OTHER REVENUE	4,345.24	2,336.32	2,008.92	54,315.82	20,000.00	34,315.82	272	20,000.00	34,315.82	-172
TOTAL REVENUE	134,052.33	189,462.48	(55,410.15)	1,573,036.06	2,086,850.00	(513,813.94)	75	2,086,850.00	(513,813.94)	25
EXPENSE SUMMARY										
STORM WATER DRAINAGE	12,590.22	61,567.49	48,977.27	1,418,867.15	1,558,251.00	139,383.85	91	1,558,251.00	(139,383.85)	9
TOTAL EXPENSE	12,590.22	61,567.49	48,977.27	1,418,867.15	1,558,251.00	139,383.85	91	1,558,251.00	139,383.85	9
REVENUE OVER/(UNDER) EXPENDITURE	121,462.11	127,894.99	(6,432.88)	154,168.91	528,599.00	(374,430.09)		528,599.00	(653,197.79)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	134,108.89	195,999.33	(61,890.44)	972,226.87	925,704.00	46,522.87	105	925,704.00	46,522.87	-5
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	835.00	3,750.00	(2,915.00)	37,243.85	69,754.00	(32,510.15)	53	69,754.00	(32,510.15)	47
OTHER REVENUE	7,722.86	3,707.69	4,015.17	88,622.54	40,000.00	48,622.54	222	40,000.00	48,622.54	-122
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	142,666.75	203,457.02	(60,790.27)	1,098,093.26	1,035,458.00	62,635.26	106	1,035,458.00	62,635.26	-6
EXPENSE SUMMARY										
TOURISM	34,358.42	51,163.46	16,805.04	694,757.62	876,407.00	181,649.38	79	876,407.00	(181,649.38)	21
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	34,358.42	51,163.46	16,805.04	694,757.62	876,407.00	181,649.38	79	876,407.00	181,649.38	21
REVENUE OVER/(UNDER) EXPENDITURE	108,308.33	152,293.56	(43,985.23)	403,335.64	159,051.00	244,284.64		159,051.00	(119,014.12)	

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	94.55	409.93	(315.38)	307,508.19	276,608.00	30,900.19	111	276,608.00	30,900.19	-11
OTHER REVENUE	760.37	35.60	724.77	10,248.13	2,000.00	8,248.13	512	2,000.00	8,248.13	-412
TRANSFER	0.00	0.00	0.00	823,050.00	823,850.00	(800.00)	100	823,850.00	(800.00)	0
TOTAL REVENUE	854.92	445.53	409.39	1,140,806.32	1,102,458.00	38,348.32	103	1,102,458.00	38,348.32	-3
<u>EXPENSE SUMMARY</u>										
DEBT SERVICE	0.00	400.00	400.00	1,098,806.25	1,099,225.00	418.75	100	1,099,225.00	(418.75)	0
TOTAL EXPENSE	0.00	400.00	400.00	1,098,806.25	1,099,225.00	418.75	100	1,099,225.00	418.75	0
REVENUE OVER/(UNDER) EXPENDITURE	854.92	45.53	809.39	42,000.07	3,233.00	38,767.07		3,233.00	37,929.57	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	156.77	(156.77)	630.00	4,000.00	(3,370.00)	16	4,000.00	(3,370.00)	84
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	0.00	3,271.07	(3,271.07)	0.00	12,500.00	(12,500.00)	0	12,500.00	(12,500.00)	100
OTHER REVENUE	13,978.60	11,006.46	2,972.14	256,803.15	120,000.00	136,803.15	214	120,000.00	136,803.15	-114
TRANSFER	0.00	0.00	0.00	342,946.00	342,946.00	0.00	100	342,946.00	0.00	0
TOTAL REVENUE	13,978.60	14,434.30	(455.70)	600,379.15	479,446.00	120,933.15	125	479,446.00	120,933.15	-25
EXPENSE SUMMARY										
STREET MAINTENANCE	861.00	280,008.17	279,147.17	709,888.65	3,349,421.00	2,639,532.35	21	3,349,421.00	(2,639,532.35)	79
PARKS & RECREATION	0.00	78,121.30	78,121.30	257,000.00	933,016.00	676,016.00	28	933,016.00	(676,016.00)	72
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	861.00	358,129.47	357,268.47	966,888.65	4,282,437.00	3,315,548.35	23	4,282,437.00	3,315,548.35	77
REVENUE OVER/(UNDER) EXPENDITURE	13,117.60	(343,695.17)	356,812.77	(366,509.50)	(3,802,991.00)	3,436,481.50		(3,802,991.00)	(3,194,615.20)	

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	678.55	539.86	138.69	5,398.31	3,125.00	2,273.31	173	3,125.00	2,273.31	-73
OTHER REVENUE	67.94	21.40	46.54	744.22	200.00	544.22	372	200.00	544.22	-272
TOTAL REVENUE	746.49	561.26	185.23	6,142.53	3,325.00	2,817.53	185	3,325.00	2,817.53	-85
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	746.49	561.26	185.23	6,142.53	3,325.00	2,817.53		3,325.00	2,817.53	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	1,141.65	1,428.48	(286.83)	14,629.87	14,240.00	389.87	103	14,240.00	389.87	-3
OTHER REVENUE	220.16	143.26	76.90	2,443.57	1,200.00	1,243.57	204	1,200.00	1,243.57	-104
TOTAL REVENUE	1,361.81	1,571.74	(209.93)	17,073.44	15,440.00	1,633.44	111	15,440.00	1,633.44	-11
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	362.77	362.77	884.00	4,333.00	3,449.00	20	4,333.00	(3,449.00)	80
TOTAL EXPENSE	0.00	362.77	362.77	884.00	4,333.00	3,449.00	20	4,333.00	3,449.00	80
REVENUE OVER/(UNDER) EXPENDITURE	1,361.81	1,208.97	152.84	16,189.44	11,107.00	5,082.44		11,107.00	(1,815.56)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	0.00	0.00	0.00	87,948.32	0.00	87,948.32		0.00	87,948.32	
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	719.17	93.68	625.49	6,705.12	1,400.00	5,305.12	479	1,400.00	5,305.12	-379
TOTAL REVENUE	719.17	93.68	625.49	103,457.69	4,600.00	98,857.69	2,249	4,600.00	98,857.69	2,149
EXPENSE SUMMARY										
PUBLIC SAFETY	600.00	5,358.50	4,758.50	37,592.98	64,225.00	26,632.02	59	64,225.00	(26,632.02)	41
TOTAL EXPENSE	600.00	5,358.50	4,758.50	37,592.98	64,225.00	26,632.02	59	64,225.00	26,632.02	41
REVENUE OVER/(UNDER) EXPENDITURE	119.17	(5,264.82)	5,383.99	65,864.71	(59,625.00)	125,489.71		(59,625.00)	72,225.67	

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	182,011.46	70,266.20	111,745.26	807,159.38	826,872.00	(19,712.62)	98	826,872.00	(19,712.62)	2
OTHER REVENUE	651.51	1,772.64	(1,121.13)	5,958.65	12,000.00	(6,041.35)	50	12,000.00	(6,041.35)	50
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	182,662.97	72,038.84	110,624.13	813,118.03	838,872.00	(25,753.97)	97	838,872.00	(25,753.97)	3
EXPENSE SUMMARY										
TAX INCREMENT FINANCING	0.00	0.00	0.00	823,050.00	823,850.00	800.00	100	823,850.00	(800.00)	0
TOTAL EXPENSE	0.00	0.00	0.00	823,050.00	823,850.00	800.00	100	823,850.00	800.00	0
REVENUE OVER/(UNDER) EXPENDITURE	182,662.97	72,038.84	110,624.13	(9,931.97)	15,022.00	(24,953.97)		15,022.00	(26,553.97)	

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>REVENUE SUMMARY</u>										
TAXES	58,771.67	59,250.31	(478.64)	779,375.40	738,190.00	41,185.40	106	738,190.00	41,185.40	-6
INTERGOVERNMENTAL	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00		0.00	5,000.00	
OTHER REVENUE	1,931.75	2,621.29	(689.54)	23,353.37	28,000.00	(4,646.63)	83	28,000.00	(4,646.63)	17
TOTAL REVENUE	65,703.42	61,871.60	3,831.82	807,728.77	766,190.00	41,538.77	105	766,190.00	41,538.77	-5
<u>EXPENSE SUMMARY</u>										
SEDA	47,488.84	102,986.30	55,497.46	672,688.61	1,175,000.00	502,311.39	57	1,175,000.00	(502,311.39)	43
TOTAL EXPENSE	47,488.84	102,986.30	55,497.46	672,688.61	1,175,000.00	502,311.39	57	1,175,000.00	502,311.39	43
REVENUE OVER/(UNDER) EXPENDITURE	18,214.58	(41,114.70)	59,329.28	135,040.16	(408,810.00)	543,850.16		(408,810.00)	(460,772.62)	



City of Stephenville

Prior-Year Comparative Income Statement

Group Summary

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	806,264.91	650,370.20	-155,894.71	-19.34%	17,549,862.06	18,095,136.11	545,274.05	3.11%
41 - LICENSES AND PERMITS	19,928.00	105,710.84	85,782.84	430.46%	597,249.55	896,680.69	299,431.14	50.14%
42 - FINES AND FORFEITURES	-7,362.13	-1,115.26	6,246.87	84.85%	244,468.21	221,079.29	-23,388.92	-9.57%
43 - INTERGOVERNMENTAL	149,336.01	416,797.32	267,461.31	179.10%	1,337,888.20	640,720.42	-697,167.78	-52.11%
44 - CHARGES FOR SERVICES	203,230.96	398,059.48	194,828.52	95.87%	1,200,838.20	1,729,305.28	528,467.08	44.01%
45 - OTHER REVENUE	107,486.59	83,012.69	-24,473.90	-22.77%	1,346,276.13	2,400,864.49	1,054,588.36	78.33%
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:	1,278,884.34	1,652,835.27	373,950.93	29.24%	24,152,586.35	25,621,377.28	1,468,790.93	6.08%
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	2,906.59	2,703.14	203.45	7.00%	24,726.92	25,808.23	-1,081.31	-4.37%
52 - CONTRACTUAL	-14,903.61	972.86	-15,876.47	-106.53%	208,133.34	457,112.91	-248,979.57	-119.63%
53 - GENERAL SERVICES	737.56	92.36	645.20	87.48%	6,224.12	6,696.46	-472.34	-7.59%
55 - CAPITAL OUTLAY	645.00	0.00	645.00	100.00%	3,229.18	0.00	3,229.18	100.00%
58 - GRANT DISBURSEMENTS	181,399.00	0.00	181,399.00	100.00%	181,964.80	0.00	181,964.80	100.00%
Department 101 - CITY COUNCIL Total:	170,784.54	3,768.36	167,016.18	97.79%	424,278.36	489,617.60	-65,339.24	-15.40%
Department: 102 - CITY MANAGER								
51 - PERSONNEL	43,937.39	46,192.76	-2,255.37	-5.13%	397,455.20	435,559.01	-38,103.81	-9.59%
52 - CONTRACTUAL	1,074.57	1,105.14	-30.57	-2.84%	15,845.46	22,357.15	-6,511.69	-41.09%
53 - GENERAL SERVICES	471.76	128.53	343.23	72.76%	3,486.32	1,390.64	2,095.68	60.11%
Department 102 - CITY MANAGER Total:	45,483.72	47,426.43	-1,942.71	-4.27%	416,786.98	459,306.80	-42,519.82	-10.20%
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	15,713.02	18,679.39	-2,966.37	-18.88%	147,959.70	175,798.12	-27,838.42	-18.81%
52 - CONTRACTUAL	3,404.30	3.99	3,400.31	99.88%	22,314.59	21,740.18	574.41	2.57%
53 - GENERAL SERVICES	37.70	0.00	37.70	100.00%	2,208.57	1,468.17	740.40	33.52%
54 - MACHINE & EQUIPMENT MAI	-2,544.00	0.00	-2,544.00	-100.00%	41,737.24	54,624.20	-12,886.96	-30.88%
Department 103 - CITY SECRETARY Total:	16,611.02	18,683.38	-2,072.36	-12.48%	214,220.10	253,630.67	-39,410.57	-18.40%
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	250.42	215.61	34.81	13.90%	15,998.71	16,108.15	-109.44	-0.68%
Department 104 - EMERGENCY MANAGEMENT Total:	250.42	215.61	34.81	13.90%	15,998.71	16,108.15	-109.44	-0.68%
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	2,884.15	3,080.11	-195.96	-6.79%	28,209.89	29,704.01	-1,494.12	-5.30%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
52 - CONTRACTUAL	4,457.02	3,143.99	1,313.03	29.46%	42,288.35	41,662.11	626.24	1.48%
53 - GENERAL SERVICES	638.74	1,955.89	-1,317.15	-206.21%	37,886.43	10,370.82	27,515.61	72.63%
54 - MACHINE & EQUIPMENT MAI	270.26	100.00	170.26	63.00%	25,606.96	34,581.40	-8,974.44	-35.05%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	5,826.73	15,500.00	-9,673.27	-166.02%
Department 105 - MUNICIPAL BUILDING Total:	8,250.17	8,279.99	-29.82	-0.36%	139,818.36	131,818.34	8,000.02	5.72%
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	6,642.45	14,307.68	-7,665.23	-115.40%	50,523.10	70,128.40	-19,605.30	-38.80%
52 - CONTRACTUAL	3,180.43	2,207.79	972.64	30.58%	29,982.73	35,508.12	-5,525.39	-18.43%
53 - GENERAL SERVICES	-3,812.55	-1,408.56	-2,403.99	-63.05%	3,697.75	-10,603.32	14,301.07	386.75%
54 - MACHINE & EQUIPMENT MAI	163.73	39.99	123.74	75.58%	19,805.41	7,136.57	12,668.84	63.97%
55 - CAPITAL OUTLAY	0.00	30,927.44	-30,927.44	0.00%	0.00	30,927.44	-30,927.44	0.00%
Department 106 - MUNICIPAL SERVICES CTR Total:	6,174.06	46,074.34	-39,900.28	-646.26%	104,008.99	133,097.21	-29,088.22	-27.97%
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	8,757.87	18,038.68	-9,280.81	-105.97%	92,125.56	148,961.50	-56,835.94	-61.69%
52 - CONTRACTUAL	6,270.27	7,754.90	-1,484.63	-23.68%	93,400.66	110,607.72	-17,207.06	-18.42%
53 - GENERAL SERVICES	14.03	15.59	-1.56	-11.12%	773.72	1,640.76	-867.04	-112.06%
Department 107 - HUMAN RESOURCES Total:	15,042.17	25,809.17	-10,767.00	-71.58%	186,299.94	261,209.98	-74,910.04	-40.21%
Department: 108 - DOWNTOWN								
51 - PERSONNEL	7,112.96	7,620.24	-507.28	-7.13%	67,652.69	71,122.98	-3,470.29	-5.13%
52 - CONTRACTUAL	16,847.53	3,197.53	13,650.00	81.02%	79,565.12	60,974.24	18,590.88	23.37%
53 - GENERAL SERVICES	212.91	11.88	201.03	94.42%	28,748.85	31,451.52	-2,702.67	-9.40%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	450.00	-450.00	0.00%
Department 108 - DOWNTOWN Total:	24,173.40	10,829.65	13,343.75	55.20%	175,966.66	163,998.74	11,967.92	6.80%
Department: 201 - FINANCE								
51 - PERSONNEL	54,155.73	57,756.35	-3,600.62	-6.65%	531,138.17	544,282.67	-13,144.50	-2.47%
52 - CONTRACTUAL	20,702.50	12,276.74	8,425.76	40.70%	101,180.60	127,706.08	-26,525.48	-26.22%
53 - GENERAL SERVICES	763.38	451.40	311.98	40.87%	1,795.85	1,194.48	601.37	33.49%
54 - MACHINE & EQUIPMENT MAI	-10,036.00	0.00	-10,036.00	-100.00%	78,220.78	92,327.11	-14,106.33	-18.03%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
56 - BANK CHARGES	100.00	0.00	100.00	100.00%	-1,151.63	1,128.25	-2,279.88	-197.97%
Department 201 - FINANCE Total:	65,685.61	70,484.49	-4,798.88	-7.31%	711,183.77	766,638.59	-55,454.82	-7.80%
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	21,840.66	23,243.66	-1,403.00	-6.42%	205,669.31	217,349.38	-11,680.07	-5.68%
52 - CONTRACTUAL	157.99	131.73	26.26	16.62%	4,185.81	5,875.69	-1,689.88	-40.37%
53 - GENERAL SERVICES	0.00	946.85	-946.85	0.00%	53,322.56	48,826.81	4,495.75	8.43%
54 - MACHINE & EQUIPMENT MAI	-17,106.92	1,724.16	-18,831.08	-110.08%	192,076.81	249,865.28	-57,788.47	-30.09%
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:	4,891.73	26,046.40	-21,154.67	-432.46%	455,254.49	593,009.94	-137,755.45	-30.26%
Department: 204 - TAX								
52 - CONTRACTUAL	24.00	15.20	8.80	36.67%	221,436.88	234,590.76	-13,153.88	-5.94%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024	2024-2025	Sept. Variance	Variance %	2023-2024	2024-2025	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Department 204 - TAX Total:	24.00	15.20	8.80	36.67%	221,436.88	234,590.76	-13,153.88	-5.94%
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	20,099.34	18,236.24	1,863.10	9.27%	128,915.68	100,155.70	28,759.98	22.31%
52 - CONTRACTUAL	6.27	0.00	6.27	100.00%	872.12	321.44	550.68	63.14%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	204.00	132.00	72.00	35.29%
Department 301 - LEGAL COUNSEL Total:	20,105.61	18,236.24	1,869.37	9.30%	129,991.80	100,609.14	29,382.66	22.60%
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	8,794.08	9,372.04	-577.96	-6.57%	84,400.81	88,697.73	-4,296.92	-5.09%
52 - CONTRACTUAL	4,016.74	6,272.85	-2,256.11	-56.17%	47,084.91	47,629.26	-544.35	-1.16%
53 - GENERAL SERVICES	2,252.12	3,591.16	-1,339.04	-59.46%	18,499.99	30,244.15	-11,744.16	-63.48%
54 - MACHINE & EQUIPMENT MAI	-1,353.00	0.00	-1,353.00	-100.00%	5,760.15	7,604.79	-1,844.64	-32.02%
Department 302 - MUNICIPAL COURT Total:	13,709.94	19,236.05	-5,526.11	-40.31%	155,745.86	174,175.93	-18,430.07	-11.83%
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	43,603.79	41,638.96	1,964.83	4.51%	409,500.13	407,758.96	1,741.17	0.43%
52 - CONTRACTUAL	33,542.36	16,387.51	17,154.85	51.14%	237,971.16	222,813.93	15,157.23	6.37%
53 - GENERAL SERVICES	4,685.87	1,245.18	3,440.69	73.43%	37,927.03	41,035.68	-3,108.65	-8.20%
54 - MACHINE & EQUIPMENT MAI	6,919.67	6,809.63	110.04	1.59%	72,764.49	113,943.37	-41,178.88	-56.59%
55 - CAPITAL OUTLAY	7.50	0.00	7.50	100.00%	181,183.60	97,640.00	83,543.60	46.11%
Department 402 - STREET MAINTENANCE Total:	88,759.19	66,081.28	22,677.91	25.55%	939,346.41	883,191.94	56,154.47	5.98%
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	109,004.62	114,873.68	-5,869.06	-5.38%	1,049,532.85	1,031,533.99	17,998.86	1.71%
52 - CONTRACTUAL	43,229.57	124,813.13	-81,583.56	-188.72%	503,050.17	534,721.52	-31,671.35	-6.30%
53 - GENERAL SERVICES	22,551.28	20,117.74	2,433.54	10.79%	182,343.12	158,662.44	23,680.68	12.99%
54 - MACHINE & EQUIPMENT MAI	6,415.97	26,560.47	-20,144.50	-313.97%	152,616.36	183,504.17	-30,887.81	-20.24%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	377,128.79	411,565.04	-34,436.25	-9.13%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	82,732.12	82,732.12	0.00	0.00%
Department 501 - PARKS & RECREATION Total:	181,201.44	286,365.02	-105,163.58	-58.04%	2,347,403.41	2,402,719.28	-55,315.87	-2.36%
Department: 504 - LIBRARY								
51 - PERSONNEL	22,444.95	23,957.19	-1,512.24	-6.74%	217,560.40	224,264.61	-6,704.21	-3.08%
52 - CONTRACTUAL	2,436.80	1,995.80	441.00	18.10%	24,271.33	19,967.64	4,303.69	17.73%
53 - GENERAL SERVICES	810.42	7,069.81	-6,259.39	-772.36%	29,754.44	33,450.08	-3,695.64	-12.42%
54 - MACHINE & EQUIPMENT MAI	0.00	663.73	-663.73	0.00%	10,244.66	2,514.78	7,729.88	75.45%
Department 504 - LIBRARY Total:	25,692.17	33,686.53	-7,994.36	-31.12%	281,830.83	280,197.11	1,633.72	0.58%
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	7,817.30	16,508.45	-8,691.15	-111.18%	82,532.03	110,318.41	-27,786.38	-33.67%
52 - CONTRACTUAL	4,190.90	4,876.93	-686.03	-16.37%	41,859.71	55,430.22	-13,570.51	-32.42%
53 - GENERAL SERVICES	832.13	1,875.68	-1,043.55	-125.41%	20,435.93	32,906.99	-12,471.06	-61.03%
54 - MACHINE & EQUIPMENT MAI	0.00	449.23	-449.23	0.00%	9,699.63	6,497.30	3,202.33	33.01%
55 - CAPITAL OUTLAY	332,837.95	0.00	332,837.95	100.00%	1,177,827.84	864,787.44	313,040.40	26.58%
Department 506 - SENIOR CENTER Total:	345,678.28	23,710.29	321,967.99	93.14%	1,332,355.14	1,069,940.36	262,414.78	19.70%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	0.00	0.00	0.00	0.00%	108,239.29	128,145.78	-19,906.49	-18.39%
52 - CONTRACTUAL	7,934.19	7,287.99	646.20	8.14%	66,345.89	70,820.85	-4,474.96	-6.74%
53 - GENERAL SERVICES	1,122.35	1,792.30	-669.95	-59.69%	36,369.27	29,909.59	6,459.68	17.76%
54 - MACHINE & EQUIPMENT MAI	-6,574.14	0.00	-6,574.14	-100.00%	92,705.22	40,874.53	51,830.69	55.91%
55 - CAPITAL OUTLAY	16,115.20	0.00	16,115.20	100.00%	16,115.20	0.00	16,115.20	100.00%
Department 507 - AQUATIC CENTER Total:	18,597.60	9,080.29	9,517.31	51.17%	319,774.87	269,750.75	50,024.12	15.64%
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	422,584.45	401,520.14	21,064.31	4.98%	3,892,761.69	4,135,428.06	-242,666.37	-6.23%
52 - CONTRACTUAL	13,673.20	9,179.36	4,493.84	32.87%	209,764.60	231,896.02	-22,131.42	-10.55%
53 - GENERAL SERVICES	17,324.30	34,134.67	-16,810.37	-97.03%	277,794.35	293,896.14	-16,101.79	-5.80%
54 - MACHINE & EQUIPMENT MAI	7,271.39	5,415.24	1,856.15	25.53%	144,363.26	163,685.14	-19,321.88	-13.38%
55 - CAPITAL OUTLAY	17,582.75	38,440.18	-20,857.43	-118.62%	263,206.28	108,147.02	155,059.26	58.91%
57 - DEBT SERVICE	60,479.81	60,479.81	0.00	0.00%	229,456.11	229,456.11	0.00	0.00%
Department 601 - FIRE DEPARTMENT Total:	538,915.90	549,169.40	-10,253.50	-1.90%	5,017,346.29	5,162,508.49	-145,162.20	-2.89%
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	470,166.87	540,361.18	-70,194.31	-14.93%	5,000,098.01	5,113,864.86	-113,766.85	-2.28%
52 - CONTRACTUAL	32,156.93	21,444.01	10,712.92	33.31%	423,335.76	457,817.77	-34,482.01	-8.15%
53 - GENERAL SERVICES	26,768.05	18,912.73	7,855.32	29.35%	233,377.50	212,114.07	21,263.43	9.11%
54 - MACHINE & EQUIPMENT MAI	-23,670.35	5,559.51	-29,229.86	-123.49%	340,479.36	558,921.79	-218,442.43	-64.16%
55 - CAPITAL OUTLAY	30,455.85	0.00	30,455.85	100.00%	612,813.98	132,639.76	480,174.22	78.36%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	0.44	-0.44	0.00%
57 - DEBT SERVICE	48,411.25	48,411.25	0.00	0.00%	396,708.29	368,570.11	28,138.18	7.09%
Department 701 - POLICE DEPARTMENT Total:	584,288.60	634,688.68	-50,400.08	-8.63%	7,006,812.90	6,843,928.80	162,884.10	2.32%
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	47,332.98	53,198.84	-5,865.86	-12.39%	505,993.74	483,289.29	22,704.45	4.49%
52 - CONTRACTUAL	8,114.98	17,172.43	-9,057.45	-111.61%	221,783.27	79,481.35	142,301.92	64.16%
53 - GENERAL SERVICES	1,138.71	1,239.91	-101.20	-8.89%	16,481.40	40,127.53	-23,646.13	-143.47%
54 - MACHINE & EQUIPMENT MAI	-2,113.00	0.00	-2,113.00	-100.00%	18,845.68	23,100.28	-4,254.60	-22.58%
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	0.00	4,074.29	-4,074.29	0.00%
Department 801 - DEVELOPMENT SERVICES Total:	54,473.67	71,611.18	-17,137.51	-31.46%	763,104.09	630,072.74	133,031.35	17.43%
Department: 804 - GIS								
51 - PERSONNEL	8,727.19	9,346.89	-619.70	-7.10%	85,470.03	88,899.26	-3,429.23	-4.01%
52 - CONTRACTUAL	1,881.69	37.99	1,843.70	97.98%	4,037.65	1,729.33	2,308.32	57.17%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	2,543.08	260.95	2,282.13	89.74%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	29,911.89	31,429.97	-1,518.08	-5.08%
Department 804 - GIS Total:	10,608.88	9,384.88	1,224.00	11.54%	121,962.65	122,319.51	-356.86	-0.29%
Department: 900 - TRANSFERS								
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	73,863.54	73,863.54	0.00	0.00%
59 - TRANSFER	0.00	0.00	0.00	0.00%	1,493,383.00	422,080.00	1,071,303.00	71.74%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024	2024-2025	Sept. Variance	Variance %	2023-2024	2024-2025	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
Department 900 - TRANSFERS Total:	0.00	0.00	0.00	0.00%	1,567,246.54	495,943.54	1,071,303.00	68.36%
Expense Total:	2,239,402.12	1,978,882.86	260,519.26	11.63%	23,048,174.03	21,938,384.37	1,109,789.66	4.82%
Fund 01 Surplus (Deficit):	-960,517.78	-326,047.59	634,470.19	66.06%	1,104,412.32	3,682,992.91	2,578,580.59	233.48%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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%	1,805.78	3,778.78	1,973.00	109.26%
43 - INTERGOVERNMENTAL	1,294,736.00	0.00	-1,294,736.00	-100.00%	1,294,736.00	0.00	-1,294,736.00	-100.00%
44 - CHARGES FOR SERVICES	1,142,959.25	1,145,902.43	2,943.18	0.26%	11,381,010.76	12,127,510.48	746,499.72	6.56%
45 - OTHER REVENUE	175,486.83	42,249.43	-133,237.40	-75.92%	1,295,544.76	559,810.55	-735,734.21	-56.79%
49 - TRANSFER	0.00	0.00	0.00	0.00%	94,582.00	108,443.00	13,861.00	14.66%
Revenue Total:	2,613,182.08	1,188,151.86	-1,425,030.22	-54.53%	14,067,679.30	12,799,542.81	-1,268,136.49	-9.01%
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	89,679.64	108,388.64	-18,709.00	-20.86%	757,779.78	991,564.87	-233,785.09	-30.85%
52 - CONTRACTUAL	3,135.89	1,939.87	1,196.02	38.14%	28,639.28	33,185.39	-4,546.11	-15.87%
53 - GENERAL SERVICES	1,960.76	1,287.43	673.33	34.34%	8,179.71	15,354.79	-7,175.08	-87.72%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	3,746.21	4,104.14	-357.93	-9.55%
55 - CAPITAL OUTLAY	878,775.55	0.00	878,775.55	100.00%	1,739,608.96	-153,690.55	1,893,299.51	108.83%
Department 000 - UTILITIES ADMINISTRATION Total:	973,551.84	111,615.94	861,935.90	88.54%	2,537,953.94	890,518.64	1,647,435.30	64.91%
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	32,292.10	34,185.18	-1,893.08	-5.86%	266,852.46	302,898.27	-36,045.81	-13.51%
52 - CONTRACTUAL	66,179.03	53,480.23	12,698.80	19.19%	690,615.31	731,131.12	-40,515.81	-5.87%
53 - GENERAL SERVICES	1,220.14	919.74	300.40	24.62%	12,481.13	12,987.91	-506.78	-4.06%
54 - MACHINE & EQUIPMENT MAI	41,919.77	5,020.80	36,898.97	88.02%	206,951.82	32,932.36	174,019.46	84.09%
55 - CAPITAL OUTLAY	92,872.61	0.00	92,872.61	100.00%	1,429,267.97	10,663.19	1,418,604.78	99.25%
Department 001 - WATER PRODUCTION Total:	234,483.65	93,605.95	140,877.70	60.08%	2,606,168.69	1,090,612.85	1,515,555.84	58.15%
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	16,145.07	17,079.64	-934.57	-5.79%	144,070.54	200,433.69	-56,363.15	-39.12%
52 - CONTRACTUAL	22,161.34	12,246.90	9,914.44	44.74%	138,404.49	119,644.86	18,759.63	13.55%
53 - GENERAL SERVICES	4,021.93	14,859.40	-10,837.47	-269.46%	57,696.02	67,773.17	-10,077.15	-17.47%
54 - MACHINE & EQUIPMENT MAI	20,987.15	10,231.31	10,755.84	51.25%	167,296.97	176,689.49	-9,392.52	-5.61%
55 - CAPITAL OUTLAY	199,280.28	0.00	199,280.28	100.00%	578,990.87	265,816.00	313,174.87	54.09%
Department 002 - WATER DISTRIBUTION Total:	262,595.77	54,417.25	208,178.52	79.28%	1,086,458.89	830,357.21	256,101.68	23.57%
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	18,646.38	14,113.55	4,532.83	24.31%	170,012.68	159,554.29	10,458.39	6.15%
52 - CONTRACTUAL	983.81	261.27	722.54	73.44%	21,157.21	21,976.96	-819.75	-3.87%
53 - GENERAL SERVICES	1,926.92	946.43	980.49	50.88%	13,229.67	10,960.65	2,269.02	17.15%
54 - MACHINE & EQUIPMENT MAI	0.00	32,677.36	-32,677.36	0.00%	54,851.13	308,769.20	-253,918.07	-462.92%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	102,520.00	-102,520.00	0.00%
Department 003 - CUSTOMER SERVICE Total:	21,557.11	47,998.61	-26,441.50	-122.66%	259,250.69	603,781.10	-344,530.41	-132.89%
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	36,771.15	30,383.58	6,387.57	17.37%	276,040.15	307,597.83	-31,557.68	-11.43%
52 - CONTRACTUAL	12,926.58	51.97	12,874.61	99.60%	110,922.23	31,058.38	79,863.85	72.00%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024	2024-2025	Sept. Variance	Variance %	2023-2024	2024-2025	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
53 - GENERAL SERVICES	1,739.54	1,530.42	209.12	12.02%	13,121.21	21,639.29	-8,518.08	-64.92%
54 - MACHINE & EQUIPMENT MAI	4,508.66	11,129.10	-6,620.44	-146.84%	88,925.84	35,074.46	53,851.38	60.56%
55 - CAPITAL OUTLAY	1,732,985.99	42,587.85	1,690,398.14	97.54%	13,481,496.23	2,889,420.51	10,592,075.72	78.57%
Department 011 - WASTEWATER COLLECTION Total:	1,788,931.92	85,682.92	1,703,249.00	95.21%	13,970,505.66	3,284,790.47	10,685,715.19	76.49%
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	102,970.92	178,883.14	-75,912.22	-73.72%	1,147,012.94	1,171,410.80	-24,397.86	-2.13%
54 - MACHINE & EQUIPMENT MAI	1,699.34	119.09	1,580.25	92.99%	104,506.88	64,831.61	39,675.27	37.96%
55 - CAPITAL OUTLAY	0.00	24,998.97	-24,998.97	0.00%	160,365.00	684,514.52	-524,149.52	-326.85%
Department 012 - WASTEWATER TREATMENT Total:	104,670.26	204,001.20	-99,330.94	-94.90%	1,411,884.82	1,920,756.93	-508,872.11	-36.04%
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	7,348.08	10,100.95	-2,752.87	-37.46%	84,332.23	89,275.07	-4,942.84	-5.86%
52 - CONTRACTUAL	9,328.30	24,403.10	-15,074.80	-161.60%	98,850.48	145,791.45	-46,940.97	-47.49%
53 - GENERAL SERVICES	62,509.09	112,878.45	-50,369.36	-80.58%	462,081.42	900,432.19	-438,350.77	-94.86%
54 - MACHINE & EQUIPMENT MAI	-13,459.00	265.00	-13,724.00	-101.97%	38,921.94	78,963.71	-40,041.77	-102.88%
Department 020 - BILLING & COLLECTION Total:	65,726.47	147,647.50	-81,921.03	-124.64%	684,186.07	1,214,462.42	-530,276.35	-77.50%
Department: 901 - NON-DEPARTMENTAL								
52 - CONTRACTUAL	78,803.73	68,769.16	10,034.57	12.73%	800,072.00	823,104.53	-23,032.53	-2.88%
56 - BANK CHARGES	400.00	400.00	0.00	0.00%	1,427.39	1,029.47	397.92	27.88%
57 - DEBT SERVICE	193,966.77	0.00	193,966.77	100.00%	2,953,859.04	2,952,840.50	1,018.54	0.03%
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:	273,170.50	69,169.16	204,001.34	74.68%	5,363,575.43	5,092,059.50	271,515.93	5.06%
Expense Total:	3,724,687.52	814,138.53	2,910,548.99	78.14%	27,919,984.19	14,927,339.12	12,992,645.07	46.54%
Fund 02 Surplus (Deficit):	-1,111,505.44	374,013.33	1,485,518.77	133.65%	-13,852,304.89	-2,127,796.31	11,724,508.58	84.64%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	122,709.12	185,119.06	62,409.94	50.86%	1,533,832.82	2,002,704.90	468,872.08	30.57%
45 - OTHER REVENUE	-37,701.58	13,472.88	51,174.46	135.74%	178,446.68	143,520.95	-34,925.73	-19.57%
Revenue Total:	85,007.54	198,591.94	113,584.40	133.62%	1,712,279.50	2,146,225.85	433,946.35	25.34%
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	24,934.08	35,602.69	-10,668.61	-42.79%	292,739.22	335,936.68	-43,197.46	-14.76%
52 - CONTRACTUAL	4,572.11	507.67	4,064.44	88.90%	109,603.57	81,977.62	27,625.95	25.21%
53 - GENERAL SERVICES	4,643.01	9,331.49	-4,688.48	-100.98%	111,363.64	119,292.77	-7,929.13	-7.12%
54 - MACHINE & EQUIPMENT MAI	33,362.70	8,452.59	24,910.11	74.66%	165,218.18	234,209.16	-68,990.98	-41.76%
55 - CAPITAL OUTLAY	110,869.00	139,195.00	-28,326.00	-25.55%	157,477.09	178,681.87	-21,204.78	-13.47%
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:	178,380.90	193,089.44	-14,708.54	-8.25%	1,129,663.37	1,239,879.77	-110,216.40	-9.76%
Expense Total:	178,380.90	193,089.44	-14,708.54	-8.25%	1,129,663.37	1,239,879.77	-110,216.40	-9.76%
Fund 03 Surplus (Deficit):	-93,373.36	5,502.50	98,875.86	105.89%	582,616.13	906,346.08	323,729.95	55.56%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 04 - AIRPORT FUND								
Revenue								
43 - INTERGOVERNMENTAL	71,566.13	7,707.90	-63,858.23	-89.23%	145,000.00	94,696.23	-50,303.77	-34.69%
44 - CHARGES FOR SERVICES	9,022.98	7,182.11	-1,840.87	-20.40%	128,304.10	140,544.67	12,240.57	9.54%
45 - OTHER REVENUE	618,976.50	0.00	-618,976.50	-100.00%	621,846.50	229.52	-621,616.98	-99.96%
49 - TRANSFER	0.00	0.00	0.00	0.00%	77,091.00	79,134.00	2,043.00	2.65%
Revenue Total:	699,565.61	14,890.01	-684,675.60	-97.87%	972,241.60	314,604.42	-657,637.18	-67.64%
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	7,703.14	8,204.43	-501.29	-6.51%	74,239.63	76,822.88	-2,583.25	-3.48%
52 - CONTRACTUAL	5,442.03	9,607.81	-4,165.78	-76.55%	65,424.46	83,064.74	-17,640.28	-26.96%
53 - GENERAL SERVICES	-0.93	103.39	-104.32	-11,217.20%	2,765.05	1,845.72	919.33	33.25%
54 - MACHINE & EQUIPMENT MAI	-50,187.11	13,365.00	-63,552.11	-126.63%	45,837.13	118,152.40	-72,315.27	-157.77%
55 - CAPITAL OUTLAY	58,113.56	56,684.31	1,429.25	2.46%	831,665.75	366,885.32	464,780.43	55.89%
Department 040 - AIRPORT Total:	21,070.69	87,964.94	-66,894.25	-317.48%	1,019,932.02	646,771.06	373,160.96	36.59%
Expense Total:	21,070.69	87,964.94	-66,894.25	-317.48%	1,019,932.02	646,771.06	373,160.96	36.59%
Fund 04 Surplus (Deficit):	678,494.92	-73,074.93	-751,569.85	-110.77%	-47,690.42	-332,166.64	-284,476.22	-596.51%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	4,331.76	4,331.76	0.00%	17,968.47	86,984.89	69,016.42	384.10%
43 - INTERGOVERNMENTAL	39,019.28	0.00	-39,019.28	-100.00%	39,019.28	0.00	-39,019.28	-100.00%
44 - CHARGES FOR SERVICES	83,710.12	125,375.33	41,665.21	49.77%	1,001,610.68	1,431,735.35	430,124.67	42.94%
45 - OTHER REVENUE	47,086.61	4,345.24	-42,741.37	-90.77%	101,748.39	54,315.82	-47,432.57	-46.62%
Revenue Total:	169,816.01	134,052.33	-35,763.68	-21.06%	1,160,346.82	1,573,036.06	412,689.24	35.57%
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	11,607.46	12,548.44	-940.98	-8.11%	154,160.92	43,564.98	110,595.94	71.74%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	44,763.00	6,254.78	38,508.22	86.03%
55 - CAPITAL OUTLAY	0.00	41.78	-41.78	0.00%	90,930.38	546,282.88	-455,352.50	-500.77%
56 - BANK CHARGES	500.00	0.00	500.00	100.00%	1,350.00	350.00	1,000.00	74.07%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	482,163.00	484,627.51	-2,464.51	-0.51%
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:	12,107.46	12,590.22	-482.76	-3.99%	1,039,094.30	1,418,867.15	-379,772.85	-36.55%
Expense Total:	12,107.46	12,590.22	-482.76	-3.99%	1,039,094.30	1,418,867.15	-379,772.85	-36.55%
Fund 05 Surplus (Deficit):	157,708.55	121,462.11	-36,246.44	-22.98%	121,252.52	154,168.91	32,916.39	27.15%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	190,050.33	134,108.89	-55,941.44	-29.44%	987,370.44	972,226.87	-15,143.57	-1.53%
43 - INTERGOVERNMENTAL	5,000.00	0.00	-5,000.00	-100.00%	5,000.00	0.00	-5,000.00	-100.00%
44 - CHARGES FOR SERVICES	0.00	835.00	835.00	0.00%	43,783.55	37,243.85	-6,539.70	-14.94%
45 - OTHER REVENUE	7,689.50	7,722.86	33.36	0.43%	82,473.68	88,622.54	6,148.86	7.46%
Revenue Total:	202,739.83	142,666.75	-60,073.08	-29.63%	1,118,627.67	1,098,093.26	-20,534.41	-1.84%
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	1,800.86	7,249.97	-5,449.11	-302.58%	60,264.43	66,761.81	-6,497.38	-10.78%
52 - CONTRACTUAL	18,563.67	24,830.50	-6,266.83	-33.76%	171,763.11	257,471.61	-85,708.50	-49.90%
53 - GENERAL SERVICES	216.00	0.00	216.00	100.00%	654.97	536.22	118.75	18.13%
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%	136,725.00	134,775.00	1,950.00	1.43%
58 - GRANT DISBURSEMENTS	4,462.24	2,277.95	2,184.29	48.95%	262,316.81	221,743.89	40,572.92	15.47%
Department 070 - TOURISM Total:	25,042.77	34,358.42	-9,315.65	-37.20%	631,724.32	694,757.62	-63,033.30	-9.98%
Expense Total:	25,042.77	34,358.42	-9,315.65	-37.20%	631,724.32	694,757.62	-63,033.30	-9.98%
Fund 07 Surplus (Deficit):	177,697.06	108,308.33	-69,388.73	-39.05%	486,903.35	403,335.64	-83,567.71	-17.16%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	115.11	94.55	-20.56	-17.86%	305,383.60	307,508.19	2,124.59	0.70%
45 - OTHER REVENUE	190.84	760.37	569.53	298.43%	1,524.10	10,248.13	8,724.03	572.41%
49 - TRANSFER	823,850.00	0.00	-823,850.00	-100.00%	823,850.00	823,050.00	-800.00	-0.10%
Revenue Total:	824,155.95	854.92	-823,301.03	-99.90%	1,130,757.70	1,140,806.32	10,048.62	0.89%
Expense								
Department: 080 - DEBT SERVICE								
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	300.00	300.00	0.00	0.00%
57 - DEBT SERVICE	0.00	0.00	0.00	0.00%	1,095,924.99	1,098,506.25	-2,581.26	-0.24%
Department 080 - DEBT SERVICE Total:	0.00	0.00	0.00	0.00%	1,096,224.99	1,098,806.25	-2,581.26	-0.24%
Expense Total:	0.00	0.00	0.00	0.00%	1,096,224.99	1,098,806.25	-2,581.26	-0.24%
Fund 08 Surplus (Deficit):	824,155.95	854.92	-823,301.03	-99.90%	34,532.71	42,000.07	7,467.36	21.62%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	600.00	0.00	-600.00	-100.00%	4,220.00	630.00	-3,590.00	-85.07%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	1,351,117.52	0.00	-1,351,117.52	-100.00%
45 - OTHER REVENUE	32,298.42	13,978.60	-18,319.82	-56.72%	397,770.13	256,803.15	-140,966.98	-35.44%
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:	32,898.42	13,978.60	-18,919.82	-57.51%	3,169,399.65	600,379.15	-2,569,020.50	-81.06%
Expense								
Department: 402 - STREET MAINTENANCE								
55 - CAPITAL OUTLAY	1,446,425.74	861.00	1,445,564.74	99.94%	4,368,809.44	595,303.38	3,773,506.06	86.37%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	114,585.27	-114,585.27	0.00%
Department 402 - STREET MAINTENANCE Total:	1,446,425.74	861.00	1,445,564.74	99.94%	4,368,809.44	709,888.65	3,658,920.79	83.75%
Department: 501 - PARKS & RECREATION								
55 - CAPITAL OUTLAY	7,500.00	0.00	7,500.00	100.00%	18,000.00	257,000.00	-239,000.00	-1,327.78%
Department 501 - PARKS & RECREATION Total:	7,500.00	0.00	7,500.00	100.00%	18,000.00	257,000.00	-239,000.00	-1,327.78%
Expense Total:	1,453,925.74	861.00	1,453,064.74	99.94%	4,386,809.44	966,888.65	3,419,920.79	77.96%
Fund 10 Surplus (Deficit):	-1,421,027.32	13,117.60	1,434,144.92	100.92%	-1,217,409.79	-366,509.50	850,900.29	69.89%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	244.06	678.55	434.49	178.03%	2,935.48	5,398.31	2,462.83	83.90%
45 - OTHER REVENUE	58.10	67.94	9.84	16.94%	637.36	744.22	106.86	16.77%
Revenue Total:	302.16	746.49	444.33	147.05%	3,572.84	6,142.53	2,569.69	71.92%
Expense								
Department: 110 - CHILD SAFETY								
52 - CONTRACTUAL	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Department 110 - CHILD SAFETY Total:	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Expense Total:	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Fund 11 Surplus (Deficit):	302.16	746.49	444.33	147.05%	3,572.84	6,142.53	2,569.69	71.92%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	968.42	1,141.65	173.23	17.89%	15,070.73	14,629.87	-440.86	-2.93%
45 - OTHER REVENUE	195.59	220.16	24.57	12.56%	2,058.92	2,443.57	384.65	18.68%
Revenue Total:	1,164.01	1,361.81	197.80	16.99%	17,129.65	17,073.44	-56.21	-0.33%
Expense								
Department: 120 - COURT TECHNOLOGY								
54 - MACHINE & EQUIPMENT MAI	-884.00	0.00	-884.00	-100.00%	1,179.25	884.00	295.25	25.04%
Department 120 - COURT TECHNOLOGY Total:	-884.00	0.00	-884.00	-100.00%	1,179.25	884.00	295.25	25.04%
Expense Total:	-884.00	0.00	-884.00	-100.00%	1,179.25	884.00	295.25	25.04%
Fund 12 Surplus (Deficit):	2,048.01	1,361.81	-686.20	-33.51%	15,950.40	16,189.44	239.04	1.50%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	7,199.45	0.00	-7,199.45	-100.00%	78,299.86	87,948.32	9,648.46	12.32%
43 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	7,280.60	8,804.25	1,523.65	20.93%
45 - OTHER REVENUE	271.31	719.17	447.86	165.07%	3,147.88	6,705.12	3,557.24	113.00%
Revenue Total:	7,470.76	719.17	-6,751.59	-90.37%	88,728.34	103,457.69	14,729.35	16.60%
Expense								
Department: 130 - PUBLIC SAFETY								
52 - CONTRACTUAL	-890.00	600.00	-1,490.00	-167.42%	7,407.65	10,223.13	-2,815.48	-38.01%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	0.00	2,900.85	-2,900.85	0.00%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	24,469.00	-24,469.00	0.00%
Department 130 - PUBLIC SAFETY Total:	-890.00	600.00	-1,490.00	-167.42%	7,407.65	37,592.98	-30,185.33	-407.49%
Expense Total:	-890.00	600.00	-1,490.00	-167.42%	7,407.65	37,592.98	-30,185.33	-407.49%
Fund 13 Surplus (Deficit):	8,360.76	119.17	-8,241.59	-98.57%	81,320.69	65,864.71	-15,455.98	-19.01%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. 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	40,724.05	182,011.46	141,287.41	346.94%	752,983.78	807,159.38	54,175.60	7.19%
45 - OTHER REVENUE	5,512.12	651.51	-4,860.61	-88.18%	61,068.90	5,958.65	-55,110.25	-90.24%
Revenue Total:	46,236.17	182,662.97	136,426.80	295.07%	814,052.68	813,118.03	-934.65	-0.11%
Expense								
Department: 205 - TAX INCREMENT FINANCING								
58 - GRANT DISBURSEMENTS	0.00	0.00	0.00	0.00%	4,525.23	0.00	4,525.23	100.00%
59 - TRANSFER	823,850.00	0.00	823,850.00	100.00%	823,850.00	823,050.00	800.00	0.10%
Department 205 - TAX INCREMENT FINANCING Total:	823,850.00	0.00	823,850.00	100.00%	828,375.23	823,050.00	5,325.23	0.64%
Expense Total:	823,850.00	0.00	823,850.00	100.00%	828,375.23	823,050.00	5,325.23	0.64%
Fund 20 Surplus (Deficit):	-777,613.83	182,662.97	960,276.80	123.49%	-14,322.55	-9,931.97	4,390.58	30.66%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Categor...	2023-2024 Sept. Activity	2024-2025 Sept. Activity	Sept. Variance Favorable / (Unfavorable)	Variance %	2023-2024 YTD Activity	2024-2025 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 79 - SEDA								
Revenue								
40 - TAXES	60,305.60	58,771.67	-1,533.93	-2.54%	760,089.42	779,375.40	19,285.98	2.54%
43 - INTERGOVERNMENTAL	0.00	5,000.00	5,000.00	0.00%	0.00	5,000.00	5,000.00	0.00%
45 - OTHER REVENUE	3,925.22	1,931.75	-1,993.47	-50.79%	60,302.71	23,353.37	-36,949.34	-61.27%
Revenue Total:	64,230.82	65,703.42	1,472.60	2.29%	820,392.13	807,728.77	-12,663.36	-1.54%
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	34,996.19	39,130.05	-4,133.86	-11.81%	331,583.46	360,593.75	-29,010.29	-8.75%
52 - CONTRACTUAL	40,772.21	4,223.44	36,548.77	89.64%	141,503.46	88,604.79	52,898.67	37.38%
53 - GENERAL SERVICES	967.36	1,010.35	-42.99	-4.44%	6,959.81	19,735.78	-12,775.97	-183.57%
54 - MACHINE & EQUIPMENT MAI	110.00	625.00	-515.00	-468.18%	4,550.52	11,605.20	-7,054.68	-155.03%
55 - CAPITAL OUTLAY	664,246.63	0.00	664,246.63	100.00%	671,246.63	101,670.06	569,576.57	84.85%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	98.11	-98.11	0.00%
58 - GRANT DISBURSEMENTS	1,075.54	0.00	1,075.54	100.00%	156,598.76	60,380.92	96,217.84	61.44%
59 - TRANSFER	0.00	2,500.00	-2,500.00	0.00%	30,000.00	30,000.00	0.00	0.00%
Department 790 - SEDA Total:	742,167.93	47,488.84	694,679.09	93.60%	1,342,442.64	672,688.61	669,754.03	49.89%
Expense Total:	742,167.93	47,488.84	694,679.09	93.60%	1,342,442.64	672,688.61	669,754.03	49.89%
Fund 79 Surplus (Deficit):	-677,937.11	18,214.58	696,151.69	102.69%	-522,050.51	135,040.16	657,090.67	125.87%
Total Surplus (Deficit):	-3,193,207.43	427,241.29	3,620,448.72	113.38%	-13,223,217.20	2,575,676.03	15,798,893.23	119.48%

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2025

Fund Summary

Fund	2023-2024	2024-2025	Sept. Variance	Variance %	2023-2024	2024-2025	YTD Variance	Variance %
	Sept. Activity	Sept. Activity	Favorable / (Unfavorable)		YTD Activity	YTD Activity	Favorable / (Unfavorable)	
01 - GENERAL FUND	-960,517.78	-326,047.59	634,470.19	66.06%	1,104,412.32	3,682,992.91	2,578,580.59	233.48%
02 - WATER AND WASTEWA...	-1,111,505.44	374,013.33	1,485,518.77	133.65%	-13,852,304.89	-2,127,796.31	11,724,508.58	84.64%
03 - SANITARY LANDFILL FU...	-93,373.36	5,502.50	98,875.86	105.89%	582,616.13	906,346.08	323,729.95	55.56%
04 - AIRPORT FUND	678,494.92	-73,074.93	-751,569.85	-110.77%	-47,690.42	-332,166.64	-284,476.22	-596.51%
05 - STORM WATER DRAINA...	157,708.55	121,462.11	-36,246.44	-22.98%	121,252.52	154,168.91	32,916.39	27.15%
07 - HOTEL OCCUPANCY TAX ...	177,697.06	108,308.33	-69,388.73	-39.05%	486,903.35	403,335.64	-83,567.71	-17.16%
08 - DEBT SERVICE FUND	824,155.95	854.92	-823,301.03	-99.90%	34,532.71	42,000.07	7,467.36	21.62%
10 - CAPITAL PROJECTS FUND	-1,421,027.32	13,117.60	1,434,144.92	100.92%	-1,217,409.79	-366,509.50	850,900.29	69.89%
11 - CHILD SAFETY FUND	302.16	746.49	444.33	147.05%	3,572.84	6,142.53	2,569.69	71.92%
12 - COURT TECHNOLOGY F...	2,048.01	1,361.81	-686.20	-33.51%	15,950.40	16,189.44	239.04	1.50%
13 - PUBLIC SAFETY FUND	8,360.76	119.17	-8,241.59	-98.57%	81,320.69	65,864.71	-15,455.98	-19.01%
20 - TAX INCREMENT FINANC...	-777,613.83	182,662.97	960,276.80	123.49%	-14,322.55	-9,931.97	4,390.58	30.66%
79 - SEDA	-677,937.11	18,214.58	696,151.69	102.69%	-522,050.51	135,040.16	657,090.67	125.87%
Total Surplus (Deficit):	-3,193,207.43	427,241.29	3,620,448.72	113.38%	-13,223,217.20	2,575,676.03	15,798,893.23	119.48%



STAFF REPORT

SUBJECT: Quarterly Investment Report for the Period Ending September 30, 2025

DEPARTMENT: Finance

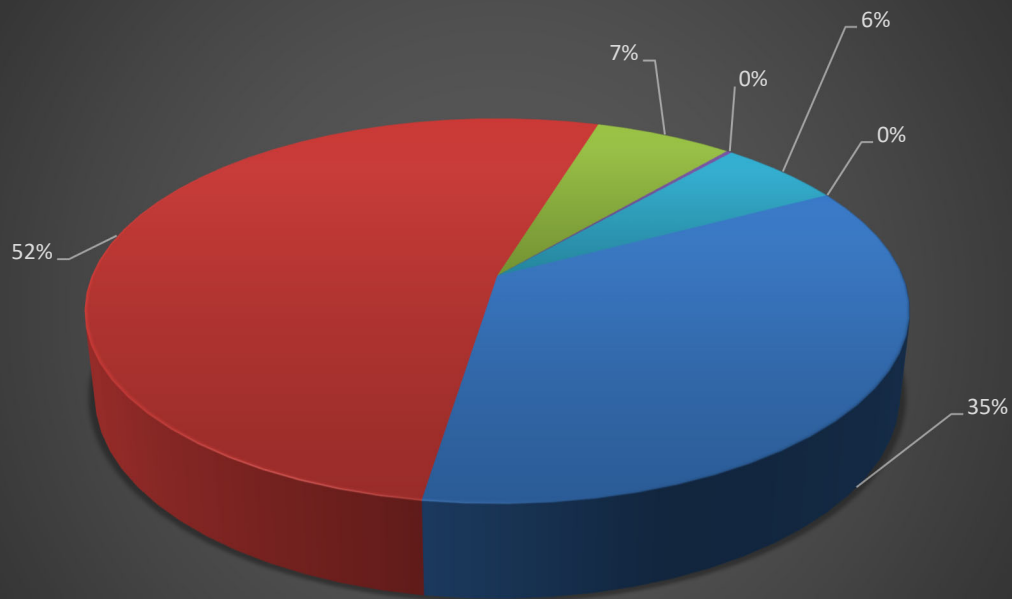
STAFF CONTACT: Monica Harris

BACKGROUND:

The City of Stephenville's total market value of cash and investments on September 30, 2025, was \$43,203,187. This is allocated 7% in demand accounts, less than 1% in cash/money market accounts, 6% in Certificates of Deposits, 35% in TexStar investment pool, and 52% in TexPool investment pool.

Cash and investment accounts earned \$459K in interest for the quarter. The average yield to maturity for all account types for the quarter was 4.24%. The average yield to maturity for investment accounts for the quarter was 4.32%. The average yield to maturity for a 3-month treasury bill for the quarter was 4.10%. The average weighted maturity in days of the portfolio was 11.69 days.

City Portfolio By Investment



■ TexStar ■ TexPool ■ Demand Accounts ■ Cash/Money Market ■ Certificates of Deposit ■ US Treasuries



**Quarterly Investment Report
For the Period Ending
September 30, 2025**

City of Stephenville, Texas
Quarterly Investment Report
September 30, 2025
Portfolio Summary Management Report

<u>Portfolio as of June 30, 2025:</u>		<u>Portfolio as of September 30, 2025</u>	
Beginning Book Value	\$ 43,237,564	Ending Book Value	\$ 43,199,796
Beginning Market Value	\$ 43,238,831	Ending Market Value	\$ 43,203,187
		Total Income for the Period	\$ 459,293
		Change in Book Value	\$ (37,769)
		Change in Market Value	\$ (35,644)
		Net Change in Value	\$ 2,125

Average Yield to Maturity for period - Total	4.24%
Average Yield to Maturity for period - Non-Demand	4.32%
3 Month Treasury Average July-Sept 2025	4.10%
Weighted Average Maturity in Days	11.69

/s/ Monica D. Harris

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

/s/ Rebecca Pingleton

Rebecca Pingleton
Assistant Director of Finance
City of Stephenville

City of Stephenville, TX
Investment Report
9/30/2025

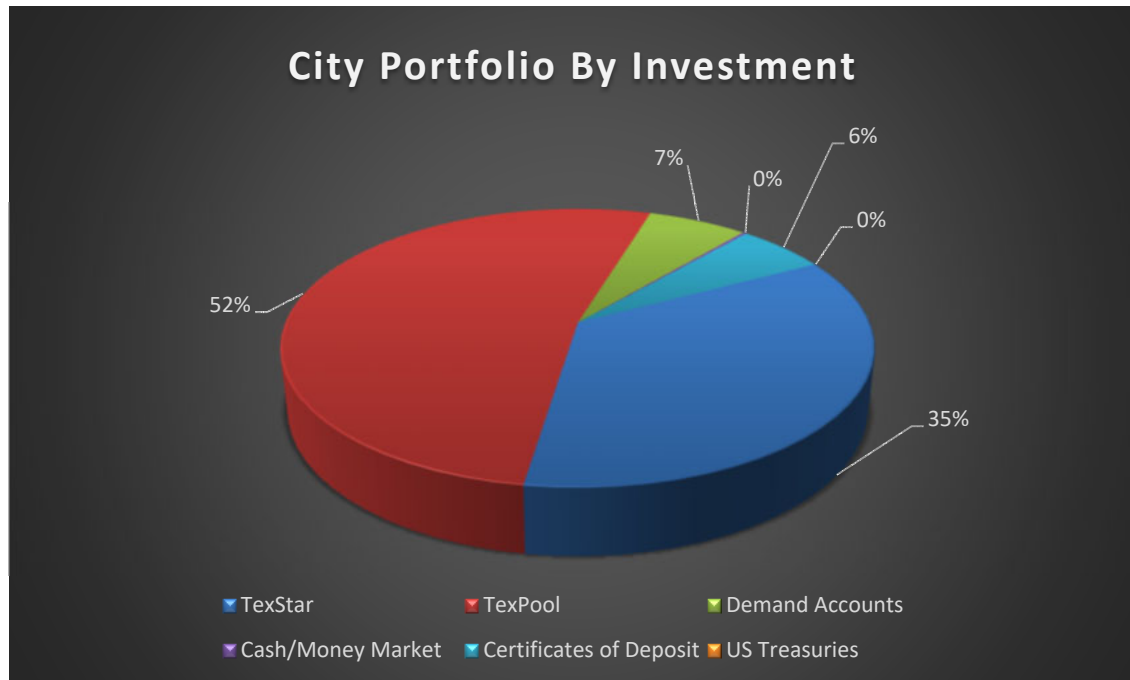
Purchase Date	Maturity Date	CUSIP	Investment Type	Par Amount	Coupon	Purchase Price	Purchase Yield	Beginning Book Value	Interest Earned July 2025	Interest Earned August 2025	Interest Earned September 2025	Interest Earned for the Quarter	Ending Book Value	Earnings YTD	Market Price	Market Value
<u>Pooled Cash</u>																
9/30/2025	10/1/2025	N/A	Demand	2,418,091.19	3.500%	100.000	3.500%	2,418,091.19	6,042.55	7,512.62	6,744.73	20,299.90	2,418,091.19	87,538.26	100.0000	2,418,091.19
Sub Total				2,418,091.19				2,418,091.19	6,042.55	7,512.62	6,744.73	20,299.90	2,418,091.19	87,538.26		2,418,091.19
<u>General Fund</u>																
9/30/2025	10/1/2025	N/A	Texpool	9,156,043.31	4.252%	100.000	4.252%	9,156,043.31	35,294.51	33,672.84	32,334.30	101,301.65	9,156,043.31	382,976.39	100.0000	9,156,043.31
9/30/2025	10/1/2025	N/A	TexSTAR	4,971,553.34	4.214%	100.000	4.214%	4,971,553.34	17,660.86	17,712.85	16,919.20	52,292.91	4,971,553.34	211,412.97	100.0000	4,971,553.34
9/30/2025	10/1/2025	N/A	Pershing	104,290.46	0.000%	100.000	0.000%	104,290.46	-	-	-	-	104,290.46	-	100.0000	104,290.46
12/28/2023	12/27/2024	89841MAX5	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	3,007.45	0.0000	-
1/4/2024	1/3/2025	587379AW8	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	3,060.15	0.0000	-
7/9/2024	2/10/2025	06418CWM4	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	4,563.02	0.0000	-
7/10/2024	1/10/2025	69355NGF6	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	3,559.21	0.0000	-
7/12/2024	10/15/2024	40442NEA5	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	493.36	0.0000	-
7/12/2024	3/12/2025	158716BZ2	CD	-	0.000%	100.000	0.000%	-	-	-	-	-	-	5,491.35	0.0000	-
7/12/2024	4/14/2025	35638CAK5	CD	-	0.000%	100.000	0.000%	-	-	0.00	-	-	-	6,871.75	0.0000	-
7/12/2024	6/12/2025	603301AB8	CD	-	0.000%	100.000	0.000%	-	-	0.00	-	-	-	2,435.61	0.0000	-
7/23/2024	7/23/2025	87868YAY9	CD	-	0.000%	100.000	0.000%	-	775.27	-	-	775.27	-	10,395.70	0.0000	-
3/27/2025	5/19/2026	020080CN5	CD	215,000.00	4.500%	100.629	4.500%	215,000.00	821.72	821.71	795.20	2,438.63	215,000.00	4,983.28	100.3810	215,875.05
3/31/2025	10/31/2025	09968TBR7	CD	245,000.00	4.200%	100.000	4.200%	245,000.00	873.95	873.94	845.76	2,593.65	245,000.00	5,002.03	99.9320	244,992.65
3/31/2025	3/31/2026	05890QDX9	CD	245,000.00	4.050%	100.000	4.050%	245,000.00	842.74	842.73	815.55	2,501.02	245,000.00	5,187.29	99.9340	245,110.25
3/31/2025	6/30/2026	32021MJS9	CD	245,000.00	4.050%	100.000	3.900%	245,000.00	842.74	842.73	815.54	2,501.01	245,000.00	5,002.02	100.0200	245,401.80
3/31/2025	7/31/2026	45776NHH2	CD	85,000.00	4.050%	100.000	4.050%	85,000.00	292.38	292.38	282.95	867.71	85,000.00	1,735.42	100.0370	85,174.25
4/2/2025	1/2/2026	98970LKC6	CD	245,000.00	4.150%	100.000	4.150%	245,000.00	863.55	863.54	835.68	2,562.77	245,000.00	4,651.97	99.9180	244,982.85
4/17/2025	4/17/2026	41166MAM7	CD	245,000.00	4.150%	100.000	4.150%	245,000.00	863.54	863.54	835.68	2,562.76	245,000.00	5,069.82	100.0240	245,274.40
5/30/2025	2/27/2026	740367WC7	CD	245,000.00	4.300%	100.000	4.300%	245,000.00	894.75	894.75	865.89	2,655.39	245,000.00	3,579.01	100.0840	245,289.10
6/5/2025	11/5/2025	21923LAX1	CD	245,000.00	4.350%	100.000	4.350%	245,000.00	905.16	905.16	875.96	2,686.28	245,000.00	3,445.44	100.0040	245,041.65
6/10/2025	7/10/2026	8578943A5	CD	245,000.00	4.250%	100.000	4.250%	245,000.00	884.34	884.35	855.83	2,624.52	245,000.00	3,223.60	100.2120	245,703.15
9/4/2025	9/4/2026	369674CZ7	CD	245,000.00	4.050%	100.000	4.050%	245,000.00	-	-	733.99	733.99	245,000.00	733.99	100.0000	245,546.35
Sub Total				16,736,887.11				16,736,887.11	61,815.51	59,470.52	57,811.53	179,097.56	16,736,887.11	676,880.83		16,740,278.61
<u>Water/Wastewater</u>																
9/30/2025	10/1/2025	N/A	Texpool	1,379,858.13	4.252%	100.0000	4.252%	1,379,858.13	5,252.99	5,124.21	4,805.59	15,182.79	1,379,858.13	75,906.46	100.0000	1,379,858.13
9/30/2025	10/1/2025	N/A	TexSTAR	4,434,244.53	4.214%	100.0000	4.214%	4,434,244.53	1,185.81	1,164.67	1,562.18	3,912.66	4,434,244.53	18,422.60	100.0000	4,434,244.53
9/30/2025	10/1/2025	N/A	TexSTAR	2,122,092.24	4.214%	100.0000	4.214%	2,122,092.24	7,658.41	7,669.99	7,322.86	22,651.26	2,122,092.24	91,430.44	100.0000	2,122,092.24
9/30/2025	10/1/2025	N/A	TexSTAR	2,762,905.20	4.214%	100.0000	4.214%	2,762,905.20	26,032.61	25,364.66	25,377.02	76,774.29	2,762,905.20	347,318.33	100.0000	2,762,905.20
Sub Total				10,699,100.10				10,699,100.10	40,129.82	39,323.53	39,067.65	118,521.00	10,699,100.10	533,077.83		10,699,100.10
<u>Landfill</u>																
9/30/2025	10/1/2025	N/A	Texpool	3,902,093.04	4.252%	100.0000	4.252%	3,902,093.04	12,436.96	13,438.30	13,472.88	39,348.14	3,902,093.04	143,066.95	100.0000	3,902,093.04
				3,902,093.04				3,902,093.04	12,436.96	13,438.30	13,472.88	39,348.14	3,902,093.04	143,066.95		3,902,093.04
<u>Storm Drainage</u>																
9/30/2025	10/1/2025	N/A	Texpool	845,301.90	4.252%	100.0000	4.252%	845,301.90	2,633.75	2,735.74	2,858.20	8,227.69	845,301.90	36,422.90	100.0000	845,301.90
9/30/2025	10/1/2025	N/A	Texpool	429,716.39	4.252%	100.0000	4.252%	429,716.39	1,505.48	1,507.95	1,487.04	4,500.47	429,716.39	17,892.92	100.0000	429,716.39
9/30/2025	10/1/2025	N/A	Demand	-	0.000%	100.0000	0.000%	-	-	-	-	-	-	-	100.0000	-
Sub Total				1,275,018.29				1,275,018.29	4,139.23	4,243.69	4,345.24	12,728.16	1,275,018.29	54,315.82		1,275,018.29
<u>Hotel Occupancy Tax</u>																
9/30/2025	10/1/2025	N/A	Texpool	2,150,215.51	4.252%	100.0000	4.252%	2,150,215.51	7,474.73	7,699.39	7,496.65	22,670.77	2,150,215.51	85,656.18	100.0000	2,150,215.51
9/30/2025	10/1/2025	N/A	Texpool	65,709.79	4.252%	100.0000	4.252%	65,709.79	278.91	248.96	226.21	754.08	65,709.79	2,966.36		65,709.79
Sub Total				2,215,925.30				2,215,925.30	7,753.64	7,948.35	7,722.86	23,424.85	2,215,925.30	88,622.54		2,215,925.30
<u>Child Safety</u>																
9/30/2025	10/1/2025	N/A	Texpool	19,566.79	4.252%	100.0000	4.252%	19,566.79	67.46	70.08	67.94	205.48	19,566.79	744.22	100.0000	19,566.79
Sub Total				19,566.79				19,566.79	67.46	70.08	67.94	205.48	19,566.79	744.22		19,566.79

City of Stephenville, TX
Investment Report
9/30/2025

Purchase Date	Maturity Date	CUSIP	Investment Type	Par Amount	Coupon	Purchase Price	Purchase Yield	Beginning Book Value	Interest Earned July 2025	Interest Earned August 2025	Interest Earned September 2025	Interest Earned for the Quarter	Ending Book Value	Earnings YTD	Market Price	Market Value
<u>Court Technology</u>																
9/30/2025	10/1/2025	N/A	Texpool	63,389.73	4.252%	100.0000	4.252%	63,389.73	217.56	225.69	220.16	663.41	63,389.73	2,443.57	100.0000	63,389.73
Sub Total				63,389.73				63,389.73	217.56	225.69	220.16	663.41	63,389.73	2,443.57		63,389.73
<u>Public Safety</u>																
9/30/2025	10/1/2025	N/A	Texpool	206,586.68	4.252%	100.0000	4.252%	206,586.68	603.38	751.46	719.17	2,074.01	206,586.68	6,705.12	100.0000	206,586.68
Sub Total				206,586.68				206,586.68	603.38	751.46	719.17	2,074.01	206,586.68	6,705.12		206,586.68
<u>SEDA</u>																
9/30/2025	10/1/2025	N/A	Texpool	548,127.73	4.252%	100.0000	4.252%	548,127.73	1,822.73	2,069.75	1,931.75	5,824.23	548,127.73	23,353.37	100.0000	548,127.73
				548,127.73				548,127.73	1,822.73	2,069.75	1,931.75	5,824.23	548,127.73	23,353.37		548,127.73
<u>Debt Service</u>																
9/30/2025	10/1/2025	N/A	Demand	274,535.30	3.500%	100.0000	3.500%	274,535.30	871.46	863.15	760.37	2,494.98	274,535.30	10,248.13	100.0000	274,535.30
Sub Total				274,535.30				274,535.30	871.46	863.15	760.37	2,494.98	274,535.30	10,248.13		274,535.30
<u>Employee Benefit</u>																
9/30/2025	10/1/2025	N/A	Demand	94,987.22	3.500%	100.0000	3.500%	94,987.22	258.91	328.85	231.27	819.03	94,987.22	2,799.82	100.0000	94,987.22
Sub Total				94,987.22				94,987.22	258.91	328.85	231.27	819.03	94,987.22	2,799.82		94,987.22
<u>Capital Projects</u>																
9/30/2025	10/1/2025	N/A	Texpool	3,634,634.15	4.252%	100.0000	4.252%	3,634,634.15	15,748.05	14,567.56	12,658.00	42,973.61	3,634,634.15	209,035.21	100.0000	3,634,634.15
9/30/2025	10/1/2025	N/A	TexSTAR	923,785.53	4.214%	100.0000	4.214%	923,785.53	3,658.94	3,661.20	1,320.60	8,640.74	923,785.53	47,767.94	100.0000	923,785.53
Sub Total				4,558,419.68				4,558,419.68	19,406.99	18,228.76	13,978.60	51,614.35	4,558,419.68	256,803.15		4,558,419.68
<u>Tax Increment Financing</u>																
9/30/2025	10/1/2025	N/A	Texpool	187,067.34	4.252%	100.0000	4.252%	187,067.34	718.31	807.76	651.51	2,177.58	187,067.34	5,958.65	100.0000	187,067.34
Sub Total				187,067.34				187,067.34	718.31	807.76	651.51	2,177.58	187,067.34	5,958.65		187,067.34
Grand Total				43,199,795.50				43,199,795.50	156,284.51	155,282.51	147,725.66	459,292.68	43,199,795.50	1,892,558.26		43,203,187.00

**City of Stephenville
Investment Diversification
For Quarter Ending September 30, 2025**

Investments	Par Value	Market Value	% of Portfolio	Avg Yield
TexStar	15,214,580.84	15,214,580.84	35.22%	4.30%
TexPool	22,588,310.49	22,588,310.49	52.29%	4.33%
Demand Accounts	2,787,613.71	2,787,613.71	6.45%	3.49%
Cash/Money Market	104,290.46	104,290.46	0.24%	0.00%
Certificates of Deposit	2,505,000.00	2,508,391.50	5.80%	4.36%
US Treasuries	0.00	0.00	0.00%	0.00%
	43,199,795.50	43,203,187.00	100.00%	



City of Stephenville, TX

Consolidated Yield Worksheet

For the Period Ending September 30, 2025

<u>July</u>	<u>Average Monthly Balance</u>	<u>Net Monthly Earnings</u>	<u>Average Monthly Rate</u>
Brokered CD's	2,258,625.65	8,860.14	4.71%
US Treasuries	-	-	0.00%
Cash/Money Market	343,631.06	-	0.00%
Demand - Operating	2,097,594.04	6,042.55	3.46%
Demand - Others	380,309.64	1,130.37	3.57%
Texpool	22,889,350.65	84,054.82	4.41%
TexSTAR	15,405,502.73	56,196.63	4.38%
<i>Totals for July</i>	43,375,013.77	156,284.51	4.32%
<u>August</u>			
Brokered CD's	2,262,212.10	8,084.83	4.29%
US Treasuries	-	-	0.00%
Cash/Money Market	345,635.82	-	0.00%
Demand - Operating	2,483,151.77	7,512.62	3.63%
Demand - Others	388,595.06	1,192.00	3.68%
Texpool	22,675,346.49	82,919.69	4.39%
TexSTAR	15,266,915.69	55,573.37	4.37%
<i>Totals for August</i>	43,421,856.93	155,282.51	4.29%
<u>Septemeber</u>			
Brokered CD's	2,508,391.50	8,558.03	4.09%
US Treasuries	-	-	0.00%
Cash/Money Market	104,290.46	-	0.00%
Demand - Operating	2,480,723.73	6,744.73	3.26%
Demand - Others	356,622.46	991.64	3.34%
Texpool	22,587,033.53	78,929.40	4.19%
TexSTAR	15,162,078.98	52,501.86	4.16%
<i>Totals for September</i>	43,199,140.66	147,725.66	4.10%



CALL TO ORDER

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

Council Absent:

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.

PLEDGES OF ALLEGIANCE

Council Member Maddie Smith led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Curt Plaxco with the Stephenville Ministerial Alliance voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

1. Recognition of Judge Shawnee Bass

Mayor Pro Tem David Baskett read the following proclamation:

WHEREAS, Judge Shawnee Bass faithfully served the City of Stephenville as Municipal Judge from 2023-2025, demonstrating integrity, professionalism, and an unwavering commitment to justice; and
WHEREAS, during her tenure, Judge Bass has ensured that every individual appearing before the Municipal Court was treated with fairness, dignity, and respect, upholding the highest standards of the judiciary; and
WHEREAS, Judge Bass's leadership and dedication have strengthened public confidence in our local court system and contributed greatly to the safety, order, and well-being of the Stephenville community; and
WHEREAS, her service has reflected the values of compassion, accountability, and excellence, and her example has inspired those who work alongside her in public service; and
WHEREAS, the City of Stephenville wishes to express its sincere gratitude for Judge Bass's many contributions and lasting impact on our community.
NOW, THEREFORE, I, David Baskett, by the authority vested in me as Mayor Pro Tem of the City of Stephenville, Texas, do hereby recognize and honor Judge Shawnee Bass for her distinguished service and dedication to justice and extend best wishes for continued success and happiness in all future endeavors.

The proclamation was received by Judge Shawnee Bass.

CITIZENS GENERAL DISCUSSION

No one addressed the Council at this time.

REGULAR AGENDA

2. Consider Approval of Notice of Election for the November 4, 2025 Special Election

City Secretary Sarah Lockenour presented this item to the Council requesting approval of the Notice of Election for the November 4, 2025 Special Election.

Motion by Maddie Smith, second by LeAnn Durfey, to approve the Notice of Election for the November 4, 2025 Special Election as presented. MOTION CARRIED unanimously.

3. Consider Approval of Resolution Denying the 2025 Oncor Rate Case

City Manager Jason King presented this item to Council.

On June 26, 2025, Oncor Electric Delivery Company LLC ("Oncor" or "Company") filed an application with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$834 million or approximately 13% over present revenues. The Company asks the City to approve a 12.3% increase in residential rates and a 51.0% increase in street lighting rates. If approved, the impact of this requested increase on an average residential customer would be about \$7.90 per month.

In a prior City action, Oncor's rate request was suspended from taking effect for 90 days, the fullest extent permissible under the law. This time period has permitted the City, through its participation with the Steering Committee of Cities Served by Oncor ("Steering Committee"), to determine that the proposed rate increase is unreasonable. Consistent

with the recommendations of the experts engaged by the Steering Committee, Oncor's request for a rate increase should be denied.

Accordingly, the purpose of the Resolution is to deny the rate change application proposed by Oncor. Once the Resolution is adopted, Oncor will have 30 days to appeal the decision to the Public Utility Commission of Texas ("PUC") where the appeal will be consolidated with Oncor's filing (PUC Docket No. 58306) currently pending at the PUC.

MOTION by Alan Nix, second by Brandon Greenhaw, to approve Resolution 2025-R-18 Denying the 2025 Oncor Rate Case. MOTION CARRIED unanimously.

4. Consider Approval of Interlocal Agreement with the City of Granbury for the Granbury Regional Radio Network

Stephenville Police Chief Dan Harris presented the item to Council.

In 2021, the council approved a new public safety radio system which is a part of the Granbury Regional Radio system. There is a monthly fee to the City of Granbury for the use of the system. The cost has increased due to additional cyber protections added to the Radio Core. The cost is developed through the fee schedule on a per device basis and will be \$9,385.00 per month. The agreed monthly maintenance fee will have a total annual cost of \$112,620. The total expense for the 2025-2026 budget year will be \$112,620 as represented in the Fee Schedule.

Consider approval of the Interlocal Agreement between the City of Stephenville and the City of Granbury for the use of the Granbury Regional Radio Network.

MOTION by Alan Nix, second by Lonn Reisman, to approve the Interlocal Agreement between the City of Stephenville and the City of Granbury for the use of the Granbury Regional Radio Network as presented. MOTION CARRIED unanimously.

5. Consider Authorizing City Manager to Negotiate Energy Contract for Beginning Term January 1, 2026

City Manager Jason King presented this item to Council.

MOTION by Alan Nix, second by Maddie Smith, to authorize City Manager to negotiate an energy contract for beginning term January 1, 2026 with a company in the best interest of the City. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

6. Consider Motion to Un-Table Application No. PD8998

MOTION by Alan Nix, second by Maddie Smith, to un-table Application No. PD8998. MOTION CARRIED unanimously.

7. Application No.: PD 8998

Applicant Malcolm Kanute, Representing Keewaydin Developments and Rock Creek Property No 1, LLC., is Requesting a Rezone of Property Located at 0 W Cedar St, Parcel R78345, being Part of the A0342 HUDSON HC; to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Planned Development (PD)

Development Services Director Steve Killen turned the presentation over to the developer

representatives.

Mr. Taylor Kanute addressed the Council with an update on the project for property located at 0 Cedar Street and requested to table the rezone request until further notice.

Mr. Malcolm Kanute addressed the Council regarding this request.

MOTION by Alan Nix, second by Gerald Cook, to proceed with Public Hearing and consideration of the rezone request. MOTION CARRIED unanimously.

Development Services Director Steve Killan presented this item to the Council.

A Conceptual Plan was presented to the Planning and Zoning Commission for the 41.67-acre development on July 16, 2025. The applicant is now requesting approval of the Development Plan and assignment of zoning to Planned Development. The property has split zoning of R-1, Single Family Residential and B-2, Commercial. The PD request is for single family housing. The remainder portion of the property comprising the B-2, Commercial zoning will be held for future development.

The Planning Zoning Commission convened August 20, 2025, and by unanimous vote, recommended the City Council deny the rezone request and development plan. NOTE: A petition has been filed and validated requiring a super-majority vote to overturn the recommendation of the Commission.

8. Public Hearing

Application No.: PD 8998

Mayor Pro Tem Baskett entered into a Public Hearing at 5:57 PM.

No one spoke in favor regarding this rezone.

The following spoke in opposition regarding the rezone:

- Nathan Collier, 1620 Cedar Street, Stephenville
- Scott Randolph, 1506 Whitefield Street, Stephenville
- Steve Keck, 1450 Melissa Street, Stephenville
- Penny Hampton, 1411 Harper Mill Road, Stephenville
- Ross McAngus, 891 PR 1424, Stephenville
- Sadie Mayes, 1440 Melissa, Stephenville
- Dereece Howell, 1610 W Cedar Street, Stephenville — representing Kenneth Howell, Carol and John Boucher, Hardy and Caroline Hampton

Mayor Pro Tem Baskett closed the Public Hearing at 6:16 PM.

9. Consider Approval of Ordinance Rezoning Property Located at 0 W Cedar St, Parcel R78345, Being Part of the A0342 HUDSON HC; to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Planned Development (PD)

City Manager Jason King informed the Council that there was a petition of opposition filed with and validated by the City Secretary. Therefore, a super-majority vote of six to eight would be needed to overturn the Planning and Zoning Commission's denial of the rezone.

MOTION by Maddie Smith, second by LeAnn Durfey, to deny the rezone of property located at 0 W Cedar Street as presented. MOTION CARRIED by roll call vote as follows:

Place 1 - yes
Place 2 - yes
Place 3 - yes
Place 4 - yes
Place 5 - yes
Place 7 - yes
Place 8 - yes

10. **Application No.: RZ 9072**

Applicant Joel Allen, representing Allen Real Properties, LTD., is Requesting Approval of an Amended Plat with Simultaneous Rezoning of a Portion of Property Located at 0 Northwest Loop, Parcel R22427, Being Approximately 3.66 Acres of the A0515 MOTLEY WILLIAM of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Integrated Housing (R-2.5). The Portion of Parcel R22427 That is Rezoned Will Become Part of Parcel R77510, Zoned R-2.5.

This item was pulled at the request of the Developer.

11. **Public Hearing**
Application No.: RZ 9072

This item was pulled at the request of the Developer.

12. **Application No.: RZ 9072**

Consider Approval of an Amended Plat with Simultaneous Rezoning of a Portion of Property Located at 0 Northwest Loop, Parcel R22427, Being Approximately 3.66 acres of the A0515 MOTLEY WILLIAM of the City of Stephenville, Erath County, Texas from Retail and Commercial (B-2) to Integrated Housing (R-2.5). The Portion of Parcel R22427 that is Rezoned will Become Part of Parcel R77510, Zoned R-2.5.

This item was pulled at the request of the Developer.

13. **Application No.: RZ 9109**

Applicant Beau Mayo, Representing Erath Capital Investments, LLC., is Requesting a Rezone of Property Located at 380 E. Elm, Parcel R28924, being BLK. 8; LOT 9&10 of the S2400 CAGE ADDITION to the City of Stephenville, Erath County, Texas from One and Two Family Residential (R-2) to Multiple Family Residential (R-3)

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

Mr. Mayo presented a rezone request from One and Two-Family Residential (R-2) to Multifamily (R-3) for adjacent parcels on October 19, 2022. The Commission voted 4-1 to recommend the City Council approve the rezone request. Subsequently, the City Council approved Ordinance 2022-O-36 at the November, 2025 regular meeting by unanimous vote.

Mr. Mayo is now acquiring Parcel R28924 and is requesting a rezone to include this parcel in his project.

The project will have adequate water and sewer service. A six-inch water main is in Elm St. and a six-inch sanitary sewer main is in Ivy St. Additionally, a 12" sewer main traverses the properties.

The rezone request, if approved, aligns with the Future Land Use designation of "Complete Neighborhood" according to Comprehensive Plan "Stephenville 2050."

The Planning and Zoning Commission convened September 17, 2025, and by a unanimous vote of 7-0, recommended the City Council approve the rezoning request. The Stephenville 2050 Comprehensive Plan designates Future Land Use as Complete Neighborhood. One person spoke in opposition of the request.

14. Public Hearing
Application No.: RZ 9109

Mayor Pro Tem Baskett entered into a Public Hearing at 6:25 PM

No one spoke in favor or opposition regarding this rezone.

Mayor Pro Tem Baskett closed the Public Hearing at 6:25:25 PM

15. Application No.: RZ 9109

Consider Approval of a Rezone of Property Located at 380 E. Elm , Parcel R28924, being BLK. 8; LOT 9&10 of the S2400 CAGE ADDITION to the City of Stephenville, Erath County, Texas from "R-2", One and Two-Family Residential (R-2) to Multiple Family Residential (R-3)

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance 2025-O-29 rezoning property located at 380 E. Elm , Parcel R28924, being BLK. 8; LOT 9&10 of the S2400 CAGE ADDITION to the City of Stephenville, Erath County, Texas from One and Two Family Residential (R-2) to Multiple Family Residential (R-3). MOTION CARRIED unanimously.

PARKS AND LEISURE SERVICES COMMITTEE

16. Parks and Leisure Services Committee Report from September 16, 2025

Parks and Leisure Services Committee Chair Lonn Reisman gave the Parks and Leisure Services Committee Report from September 16, 2025.

September 16, 2025, the Parks and Leisure Services Committee met to discuss Splashville Renovations. Parks and Leisure Services Director Daron Trussell led the Committee through an introduction of the concept proposals for the Splashville renovations.

No Council Action was taken at the time of the meeting. Staff will hold Town Halls and various presentations for citizen feedback before bringing back to the Committee for action.

FINANCIAL REPORTS

17. Monthly Budget Report for the Period Ending August 31, 2025

Monthly Budget Report for the Period Ending August 31, 2025, Director of Finance Monica Harris presented the monthly budget report as follows:

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

Property Tax Collections: We received \$16K in property taxes in the month of August, resulting in a \$413K increase over the funds collected last fiscal year to date. The amount collected is over 100% of the \$7.8 million budget, which is \$85K more than anticipated.

Sales and Use Tax: We received \$848K in sales tax in August, resulting in \$246K or 2.7% more than the funds collected last fiscal year to date. The amount collected is 97% of the \$9.4 million budget, which is \$505K higher than anticipated.

Revenue (by fund): Of the \$43 million revenue received to date, 56% was received in the General Fund, 27% was received in the Water/Wastewater Fund, 5% was received in the Landfill Fund, 3% was received in the Debt Service Fund, 3% was received in the Storm Water Drainage Fund, 2% was received in the TIF Fund, 2% in the HOT Fund, 1% was received in the Capital Projects Fund, and 1% was received in the Airport fund.

Revenue (budget vs. actual): We received slightly over 100% of the total budgeted revenue through August, which is \$4.4 million more than anticipated due to taxes, licenses and permits, intergovernmental, interest income and other revenue.

Revenue (prior year comparison): We received \$255K more revenue through August than last fiscal year to date due to taxes, licenses and permits, charges for services, and other revenue.

Expenditures (by fund): Of the \$40 million spent to date, 49% was expended in the General Fund, 35% was expended in the Water/Wastewater Fund, 3% was expended in the Storm Water Drainage Fund, 3% was expended in the Debt Service Fund, 3% was expended in the Landfill Fund, 2% was expended in the Capital Projects Fund, 2% was expended in the TIF Fund, 2% was expended in the HOT Fund, and 1% was expended in the Airport Fund.

Expenditures (budget vs. actual): We have expended 75% of the total budgeted expenditures through August, which is \$9 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent \$12 million less on expenditures through August than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 97% of budgeted revenue through August, which is \$10K less than last fiscal year to date due to interest income and \$41K more than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 53% of budgeted expenditures through August, which is \$25K more than last fiscal year to date due to personnel and capital outlay and \$447K less than anticipated due to contractual, capital outlay, and grant disbursements.

CONSENT AGENDA

18. **Consider Approval of Minutes from September 2, 2025 - Regular Meeting**
19. **Consider Approval of Minutes from September 16, 2025 - Special Meeting**

20. **Consider Approval of Municipal Bailiff Contract**
21. **Consider Award of Budgeted Street Department Dump Truck**
22. **Consider Award of Budgeted Street Department Woodchipper**
23. **Consider the Award of Annual Chlorine Bid #3343 to Lonestar Maintenance & Service Inc.**
24. **Consider the Award of Annual SPARD Photography RFP #3047 to TSS Photography**
25. **Consider the Award of SPARD Athletic Uniforms Bid #3345 to U Name It**
26. **Consider the Award of Annual Maintenance Uniforms Bid #3344**
27. **Consider Renewal of Annual Generator Maintenance Contract with Diversified Power Systems**
28. **Consider Renewal of Annual Food Inspection Contract with Brad Hodges Inspections**
29. **Consider Renewal of Annual Pest Control Contract with Timmons Exterminating**
30. **Consider Renewal of Annual Sewer Root Control Contract with Duke's Root Control, Inc.**
31. **Consider Renewal of Annual Tree Maintenance Contract with Jim's Tree Service**
32. **Consider Renewal of Annual Turf Maintenance Contract with Heritage Landscape Supply Group, Inc.**
33. **Consider Renewal for Annual EMS Billing/Collections contract with Emergicon**
34. **Consider Renewal of Annual On-Call Public Works Construction Items Contracts**
35. **Consider Renewal of Annual Portable Restrooms Contract with Texan Restrooms**
36. **Consider Approval of Taser 10 Contract Payment**
37. **Consider Approval of ERCOT 2026 Membership Renewal**
38. **Consider Approval of Budgeted Used Water Truck for the Landfill**
39. **Consider Approval of Network Security Software Contract**

Mayor Pro Tem David Baskett announced that item 39 would be pulled out from Consent Agenda to be considered separately.

MOTION by Alan Nix, second by LeAnn Durfey, to approve Consent Agenda without item 39. MOTION CARRIED unanimously.

39. Consider Approval of Network Security Software Contract

MOTION by Alan Nix, second by LeAnn Durfey, to approve the Network Security Software Contract contingent upon the City Attorney's review and approval. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Pro Tem David Baskett recessed the Regular City Council meeting at 6:40 PM and convened the Executive Session at 6:45 PM.

Mayor Pro Tem David Baskett adjourned the Executive Session at 7:09 PM and reconvened the Regular City Council meeting at 7:10 PM

40. **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project Nibrah**
41. **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project Shepherd**
42. **Section 551.087 Deliberation Regarding Economic Development Negotiations - Project CH**
43. **Section 551.071 Consultation with Attorney - to Consult Over Grant Applications**
44. **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**

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

No action was taken at this time.

ADJOURN

Mayor Pro Tem David Baskett adjourned the meeting at 07:11 PM.

EXECUTIVE SESSION NOTICE

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary



CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, October 21, 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 David Baskett
Place 1 LeAnn Durfey
Place 2 Gerald Cook
Place 3 Lonnie Reisman
Place 5 Maddie Smith
Place 7 Brandon Greenhaw
Place 8 Alan Nix

Council Absent:

Place 4 Dean Parr

Others Attending:

Jason King, City Manager
Sarah Lockenour, City Secretary

Mayor Pro Tem David Baskett called the Regular Meeting to order at 06:27 PM.

FINANCE COMMITTEE

1. Committee Report from October 21, 2025

Committee Chair David Baskett gave the Finance Committee Report from October 21, 2025.

Item 1: Discuss and Approve Audit Proposals for Audit Services Beginning with Fiscal Year Ending September 30, 2025

Requests for proposals were publicly advertised and solicited for the Annual Financial Audit. Proposals were opened on October 10th at 2:00pm. A total of four (4) submissions were received and independently evaluated by 3 individuals. Based on the evaluation results, we recommend awarding the contract to Brooks, Watson & CO. PLLC.

It is the recommendation of the Purchasing Manager and Director of Finance that the annual Financial Audit be awarded to Brooks, Watson & CO. PLLC.

MOTION by Gerald Cook, second by Brandon Greenhaw, to recommend to Council the approval of audit services beginning with Fiscal Year ending September 30, 2025, with Brooks, Watson, & Co., PLLC. MOTION CARRIED unanimously.

2. Award Audit Contract for Audit Services Beginning with Fiscal Year Ending September 30, 2025

MOTION by Gerald Cook, second by LeAnn Durfey, to award the audit contract for audit services beginning with Fiscal year ending September 30, 2025, to Brooks, Watson & Co. PLLC. MOTION CARRIED unanimously.

PARKS AND LEISURE SERVICES COMMITTEE

3. Committee Report from October 21, 2025

Committee Chair Lonn Reisman presented the Parks and Leisure Services Committee Report from October 21, 2025.

Item 1: Consider Acceptance of Quote for Work on NYC 3 Project

This project was originally approved as a result of bond proceeds from 2022. These items were removed from the base bid presented by Jay Mills Construction Inc. Removal of these items from the base bid has resulted in a savings \$195,000 from the original base bid.

Staff recommends the approval and acceptance of a quote from Sports Netting Systems for the construction of backstop netting system, backstop wall, dugouts and dugout lean rail for NYC 3 Baseball Field.

Sports Netting Systems submitted a quote in the amount of \$184,982.78 to design, manufacture, and install all of the items listed in the quote. The cost to complete construction for these items is \$184,982.78. This project is funded from 2022 Bond Proceeds.

MOTION by Alan Nix, second by Maddie Smith, to recommend to Council the acceptance of quote for work on NYC 3 Project. MOTION CARRIED unanimously.

4. Consider Acceptance of Quote for Work on NYC 3 Project

MOTION by Lonn Reisman, second by Alan Nix to accept the quote for work on NYC 3 Project as presented. MOTION CARRIED unanimously.

ADJOURN

Mayor Pro Tem David Baskett adjourned the meeting at 06:29 PM.

David Baskett, Mayor Pro Tem

ATTEST:

Sarah Lockenour, City Secretary

STAFF REPORT

SUBJECT: ITB 3346 – Parks Vehicles

DEPARTMENT: Finance

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

It is the recommendation of the Purchasing Manager and the Director of Parks and Leisure to award the (2) two work trucks to Bruner Motors.

BACKGROUND:

Requests for bids were solicited and opened October 17, 2025, for (2) two ¾-Ton Trucks. We received (7) seven submissions which included individual unit price, total price, unit availability and estimated time of delivery. We received bids from Grapevine DCJ, Bruner Motors, Silsbee Ford, Triple Crown (2), Sames Laredo Ford, and Sames Laredo Chevrolet.

FISCAL IMPACT SUMMARY:

The FY25-26 approved budget allocates \$50,000 each for two truck replacements in the Parks Department. A 2026 Chevrolet 2500HD Silverado from Bruner Motors was submitted at \$48,345.00, totaling \$96,690.00 for two units. Bruner Motors has two units available on the lot, with a delivery timeframe of one week.

Grapevine DCJ submitted the lowest bid for a 2026 Ram 2500 Regular Cab at \$44,371.00, totaling \$88,742.00 for two units. However, they only have one unit available and an estimated delivery time of 9 to 12 weeks for two units.

Given the availability and delivery timelines, we recommend awarding the contract to Bruner Motors.

STAFF REPORT

SUBJECT: ITB 3349 – (3) Patrol Vehicles

DEPARTMENT: Finance

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

It is the recommendation of the Purchasing Manager and the Chief of Police to award the (3) three Patrol Vehicles bid to Bruner Motors in accordance with the local vendor preference provisions in the Purchasing Manual.

BACKGROUND:

Requests for bids were solicited and opened October 24, 2025, for (3) three Police Rated SUVs. We received (5) five submissions which included individual unit price, total price, estimated time of delivery, and total cost.

FISCAL IMPACT SUMMARY:

The FY25-26 approved budget allocated \$171,930.00 for three patrol SUVs for the Police Department. A 2026 Chevrolet Tahoe from Bruner Motors is priced at \$55,807.00, totaling \$167,421.00 for three units.

The bid from Donohoo Chevrolet offers a 2026 Chevrolet Tahoe at \$53,750.00, with a total of \$161,250.00 for three units. The cost difference between Bruner Motors and Donohoo Chevrolet is 3.69%.

According to Section 271.905 of the Local Government Code, as outlined in the adopted Purchasing Manual regarding Local Vendor Preference, the city may award the bid to a local vendor, Bruner Motors Chevrolet, if their bid is within five (5) percent of the lowest non-local vendor's bid.

Bids received from Grapevine DJR, Bayer Motor, and Triple Crown did not meet the specified requirements.

SUBJECT: ITB 3348 – Street Department 1-Ton Pickup Truck with Flatbed and Hoist

DEPARTMENT: Finance

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

The Purchasing Manager and Director of Public Works recommend approval to purchase (1) 1-Ton Pickup Truck with Flat Bed and Hoist from Sames Laredo Chevrolet as approved in the adopted FY 2025-2026 budget.

BACKGROUND:

Requests for bids were solicited and opened October 30, 2025, for a 1-Ton Pickup Truck with flatbed and hoist for the Street Department fleet. (3) three bids were received from Sames Laredo Chevrolet, Bruner Motor, and Bayer Ford.

FISCAL IMPACT SUMMARY:

The FY25-26 approved budget allocated \$95,000.00 to replace the current 1-Ton truck with hoist in the Street Department fleet.

The total purchase cost for the truck from Sames Laredo Chevrolet is \$80,352.00, leaving a positive balance of \$14,648.00.

According to Section 271.905 of the Local Government Code, as outlined in the adopted Purchasing Manual regarding Local Vendor Preference, the city may award the bid to a local vendor, Bruner Motors, if their bid is within five (5) percent of the lowest non-local vendor's bid. However, the difference between Sames Laredo Chevrolet and Bruner Motors was 7.77%.

Below is a tabulation of bids.

Item	Description	Sames Laredo Chevrolet	Bruner Motors Chevrolet	Bayer Ford
1	Vehicle Type	2026 Chevrolet Silverado	2026 Chevrolet 3500	2026 Ford F350 4x4
2	Base Bid Total (\$)	\$56,810.00	\$60,483.00	\$68,612.00
3	Meet All Specifications	Yes	No	Yes
	Option 1: Towing Package	Included	Included	Included
	Option 2: Hoist Auto Crane EHC-3 or City-Approval Equal	\$21,097.00	\$24,200.00	\$25,600.00
	Option 3: Amber Light Bar	\$493.00	\$980.85	\$660.00
	Option 4: Four Corner LED Strobes	\$1,383.00	\$980.85	\$625.00
	Option 5: Side Step Nerf Bars	\$569.00	\$475.00	\$475.00
				Non Tax & Doc Fees - \$414.50 Fleet Rebate Reduction (\$1800.00)
	Total Options	\$23,542.00	\$26,636.70	\$27,774.50
	Total Including Options	\$80,352.00	\$87,119.70	\$94,586.50

STAFF REPORT

SUBJECT: ITB 3345 – Annual Car Washes and Oil Changes

DEPARTMENT: Finance

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

It is the recommendation of the Purchasing Manager that the annual Car Washes and Oil Changes contract be awarded to The Car Wash at Bruner's.

BACKGROUND:

Requests for bids were solicited and opened on October 10, 2025. A total of four bids were received. After reviewing the bid tabulation, the bidder offering the best overall value was The Car Wash at Bruner's. In accordance with the bid specifications, the City will evaluate bids based on price, quality, likelihood of ongoing availability, and vendor reliability.

The lowest bid was submitted by Cowboy Capital Auto Repair. However, it was confirmed with the vendor that car washes would be performed by hand only. Given that the majority of our fleet consists of first responder vehicles, manual hand washing would not be practical, as first responders need to remain in their vehicles during emergency dispatches.

Bid Tabulation below:

	Cowboy Capital Auto Repair	J & H Mobile Detail	Joe Stahl	Bruner Motors
Lube, Oil, & Filter Service (Gasoline) 5 qts	Base Price - \$45.00 Additional Qts - \$5.00	Base Price - \$70.00 Additional Qts - \$15.00	Base Price - \$39.19 Additional Qts - \$5.59	Base Price - \$69.95 Additional Qts - \$6.99
Lube, Oil, & Filter Service (Diesel) 10 qts	Base Price - \$75.00 Additional Qts - \$5.00	Base Price - \$166.25 Additional Qts - \$15.00	Base Price - \$111.24 Additional Qts - \$8.39	Base Price - \$118.90 Additional Qts - \$6.99
Lube, Oil, & Filter Service (Synthetic) 5 qts	Base Price - \$65.00 Additional Qts - \$5.00	Base Price - \$96.25 Additional Qts - \$15.00	Base Price - \$63.69 Additional Qts - \$6.29	Base Price - \$69.95 Additional Qts - \$6.99
Car Wash – Exterior & Interior	\$45.00	\$120.00	No Bid	\$75.00
Car Wash – Exterior Only	\$10.00	\$65.00	No Bid	\$5.00

STAFF REPORT



SUBJECT: FY25-26 Upper Leon River Municipal Water District (ULRMWD) – Budgeted Water Charges
MEETING: Regular Business Meeting - 04 NOV 2025
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends authorization for the FY25-26 annual, routine payments to the Upper Leon River Municipal Water District (ULRMWD) for raw water charges in the amount of \$197,372.00 per the agreement established in 1999.

BACKGROUND:

The city entered into a Supplemental Water Service Agreement with the ULRMWD on July 26, 1999. The term of the agreement is fifty years ending on August 30, 2049. The annual Raw Water charge is the dollar-for-dollar pass thru cost from the Brazos River Authority (BRA) for Stephenville's allocation of 1862 acre-feet (AF) of raw water as a part of a District contract with the BRA.

The annual notice (copy attached) from the ULRMWD, dated June 24, 2025, confirms the FY25-26 BRA System Rate was amended to \$106.00 per AF.

FISCAL IMPACT SUMMARY:

The raw water charge and minimum fee for the period September 1, 2025 through August 31, 2026 are \$197,372.00 and \$141,972.00 respectively. The approved FY25-26 budget allocated funds specifically for these routine costs.

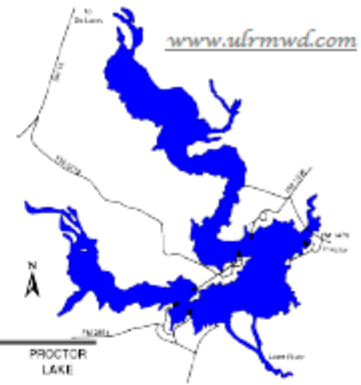
ATTACHMENTS:

Attached are copies of the ULRMWD FY25-26 transmittal letter and Raw Water Contract Invoice.

Upper Leon River Municipal Water District

2250 Highway 2861

Comanche, Texas 76442



June 24, 2025

NICK WILLIAMS

City of Stephenville
298 West Washington
Stephenville, Texas 76401

RE: ULRMWD Water Charges
City Volumetric Rate
Minimum Fee
Raw Water Charge

Nick,

The Upper Leon River MWD Board adopted a rate for the member (constituent) cities of \$5.4150 per thousand gallons at their June 23, 2025, Board Meeting. When 2.5% is applied to \$5.4150 it yields an adjusted **Volumetric Rate** to the City of Stephenville of **\$5.5500 per thousand**; net change from the previous year will be \$0.0770 per thousand (up 1.4%).

The new volumetric rate would be effective for water metered for the period September 25th thru October 28th, 2025.

The **Minimum Fee** currently remains \$141,972 and the pay terms remain the same, i.e., paid monthly **\$11,831**, or it can be paid annually.

Raw Water charge is the dollar-for-dollar pass thru from Brazos River Authority (BRA) for 1862 A.F. of raw water that is a part of a District contract with BRA. As most are aware, the 1862 A.F. of water represents the drought-of-record, 31.4% reduction of the original 2714 A.F. of water contracted by the District from BRA for the benefit of the City. In July 2025, the BRA Board of Directors is prepared to set their System Rate at \$106.00 per Acre-Foot. This per AF rate, applied to the contract that will be billed by BRA and paid by the District, forms the City's Raw Water charge. The City's **Raw Water Charge for the period September 1st, 2025 through August 31st, 2026 is \$197,372**. This amount is due upon receipt and is contingent upon the BRA Board of Directors adopting the proposed System Rate of \$106.00 per Acre-Foot at their July 2025 meeting. The invoice accompanies this memo.

Please contact us at your convenience to discuss this or any other matters. The Office phone is 254-879-2258.

Thank you,

Matthew Byrd
Upper Leon River MWD

Upper Leon River Municipal Water District

2250 Highway 2861

Comanche, Texas 76442



June 24, 2025

NICK WILLIAMS

City of Stephenville
298 West Washington
Stephenville, Texas 76401

RE: ULRMWD Raw Water Contract Invoice

Nick,

Raw water charge as shown below. This is for the period 09/01/25-08/31/26. Due upon receipt

A.F.	BRA \$/A.F.	Total
1862	\$106.00*	\$197,372.00

(*BRA System Rate; Contingent upon BRA Board approval, to be adopted 07/2025)

Thank you,

Matthew Byrd
Upper Leon River MWD

ITEM REPORT

To: City Council

From: Dan Harris, Chief

Subject: Consider Approval of Purchase of Cellebrite Digital Forensics Platform

Department/Office: Police Department

Summary:

In September of 2025, the Stephenville Council budgeted for the purchase of Cellebrite Inseyets to aid in the digital forensic examination of mobile devices for investigations. This is a budgeted line item. The cost this year is \$15,227.50, and in-person training for the operator/analyst. The recurring cost will be \$10,620.

Recommended Action:

Consider approving the budgeted expenditure for the purchase of Cellebrite digital forensics platform.

Budget:

The expenditure amount of \$15,227.50 is \$227.50 over the budgeted amount and will be made up for in budget savings.

Attachments:

1. Q-447755 - Stephenville Police Department

Cellebrite Inc.
8065 Leesburg Pike,
Suite T3-302
Vienna, VA 22182
USA

Tel. +1 800 942 3415
Fax. +1 201 848 9982
Tax ID#: 22-3770059
DUNS: 033095568
CAGE: 4C9Q7
Company Website:
<http://www.cellebrite.com>

Quote

Quote#: Q-447755-1
Date: Mar 13, 2025

Billing Information
Stephenville Police Department
356 North Belknap
Stephenville, Texas 76401
United States

Contact: Jeremy Lanier
Phone: 25649181234

Delivery Information
Stephenville Police Dept.
356 North Belknap
Stephenville, TX 76401
United States

Contact: Jeremy Lanier
Phone: 25649181234

Wire To:
Bank Routing Number: 021000021
Account Number: 761020590
Account Name: Cellebrite Inc.

Check Remittance (Only for NA):
Cellebrite Inc. ,
PO BOX 23551
New York, NY, 10087-3551

End Customer: Stephenville Police Department
Click [here](#) to process with Credit Card payment
By clicking the link above and accepting this quote,
You are expressing your agreement and compliance to and with the terms contained on this quote.

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00054813	Nov 28, 2025	Net 30	USD	Danielle Reilly

#	Product Code	Product Name	Qty	Start Date	End Date	Net PriceUnit	Net Price
1	B-TRN-03-040	In-Person/Virtual CCO+CCPA Inseysts (5 days)	1	Oct 16, 2025	Oct 15, 2026	4,607.50	4,607.50
2	U-TRN-02-118	In-Person/Virtual (CCO) - Cellebrite Certified Operator Inseysts (2 days)	1	Oct 16, 2025	Oct 15, 2026		
3	U-TRN-02-119	In-Person/Virtual (CCPA) - Certified Physical Analyst Inseysts (3 days)	1	Oct 16, 2025	Oct 15, 2026		
4	B-CNR-05-001	Inseysts Online Pro	1	Jun 20, 2025	Jun 19, 2026	10,620.00	10,620.00
5	S-UFD-20-003	Inseysts Pro UFED Subscription	1	Jun 20, 2025	Jun 19, 2026		
6	S-UFD-20-006	Inseysts Pro PA Subscription	1	Jun 20, 2025	Jun 19, 2026		
7	F-KAS-00-001	UFED Dongle Kit	1				
8	F-KAS-05-000	Inseysts Kit	1				
9	U-AIS-05-001	2 Promotional Unlocks for Inseysts	1	Jun 20, 2025	Jun 19, 2026		

SubTotal	USD 15,227.50
Shipping & Handling	USD 110.00
Sales Tax	USD 0.00
Total	USD 15,337.50

Comments:

Terms and Conditions:

- This Quote/Proforma Invoice/Tax Invoice, together with the terms and conditions and license agreement listed below that are incorporated by reference to this Quote/Proforma Invoice (together, the "Agreement"), constitute an offer by Cellebrite. By signing this the Quote/Proforma Invoice, issuing a purchase order (or other ordering document) in connection with this the Quote/Proforma Invoice, or downloading and/or using the products identified in this the Quote/Proforma Invoice/Tax Invoice, the customer agrees to be bound by the terms of this Agreement. Any additional or different terms or conditions contained in any customer document, purchase order or other ordering document will not be binding upon Cellebrite unless expressly accepted in a document signed by a Cellebrite authorized signatory.
- Quote is subject to regulatory approval.
- Freight Terms: FCA (NJ)
- General: The following terms shall apply to any product at <http://legal.cellebrite.com/us/index.html>
- EULA: All Cellebrite Software is licensed subject to the end user license agreement available at <https://legal.cellebrite.com/End-User-License-Agreement.html>
- Advanced Services (CAS): The following terms apply to Cellebrite Advanced Services at <https://legal.cellebrite.com/CB-us-us/index.html>
- Premium and Inseyets Unlocks: The following terms shall apply only to Cellebrite Premium and Inseyets Unlocks at <http://legal.cellebrite.com/intl/PremiumUS.htm>
- Pathfinder: The following terms apply to Cellebrite Pathfinder at <https://legal.cellebrite.com/PF-Addendum.htm>
- Training Services: The following terms apply to Cellebrite Training Services at <http://legal.cellebrite.com/intl/Training.htm>
- SaaS: The following terms apply to Cellebrite SaaS Services at <https://legal.cellebrite.com/SaaS.htm>
- Endpoint SaaS: The following terms apply to Cellebrite Cellebrite Endpoint SaaS at <https://legal.cellebrite.com/Endpoint-SAAS.html>

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.
Please indicate the invoice number when remitting payment

*SALES TAX DISCLAIMER: Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc.
Please include the following information on your PO for Cellebrite UFED purchase:
- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

I, the undersigned, hereby confirm that I am authorized to sign this Quote/Proforma Invoice on behalf the customer identified above , and I hereby approve that my signature is legally binding upon the customer identified above.

Customer Name: Stephenville Police Department

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and email to Danielle Reilly at danielle.reilly@cellebrite.com