City Council
Regular Meeting

Tuesday, January 6, 2026, 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 Jacey Wood as TMCA Bluebonnet Chapter Clerk of the Year Award Recipient

CITIZENS GENERAL DISCUSSION

REGULAR AGENDA

2. Consider Approval of Resolution Naming the Playground at Terrell Park in Honor of Carter Lee

3. Consider Approval of the Longley Driveway Relocation Project

4. Consider Approval of Fee Waiver Request for Nuisance Abatement Performed at 1702 N. Bingham

PLANNING AND ZONING COMMISSION
Steve Killen, Director of Development Services

5. Presentation of Proposed Revisions to Section 154.03 of the Zoning Ordinance Pertaining to Home Occupation Regulations

6. Public Hearing Related to the Proposed Revisions to Section 154.03 of the Zoning Ordinance Pertaining to Home Occupation Regulations

7. Consider Approval of Ordinance Adopting Proposed Revisions to Section 154.03 of the Zoning Ordinance Pertaining to Home Occupation Guidelines

FINANCIAL REPORTS
Monica Harris, Director of Finance

8. Monthly Budget Report for the Period Ending November 30, 2025

CONSENT AGENDA

9. Consider Approval of Minutes from Decemebr 2, 2025 - Regular Meeting

10. Consider Approval of EMS/Ambulance Permit for CareFlite

11. Consider Approval of U.S. Bank Contract

12. Consider Approval of Auction Items

13. Consider Approval of City Pride Sign Agreement Application for Directional Sign Toppers

14. Consider Approval of Contract with Delisi Communications

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

15. **Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **S2600 CITY ADDITION**

16. **Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **S2600 CITY ADDITION**

17. **Section 551.072 Deliberation Regarding Real Property** - to deliberate the purchase, exchange, lease, or value of real property, to wit: real property located in **S5400 PARK PLACE ADDITION and S4000 GROESBECK & MCCLELLAND ADDITION**

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

EXECUTIVE SESSION NOTICE

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

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

STAFF REPORT

SUBJECT: Consider approval of naming for Inclusive Playground at Terrell Park

DEPARTMENT: Parks and Leisure Services

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

RECOMMENDATION:

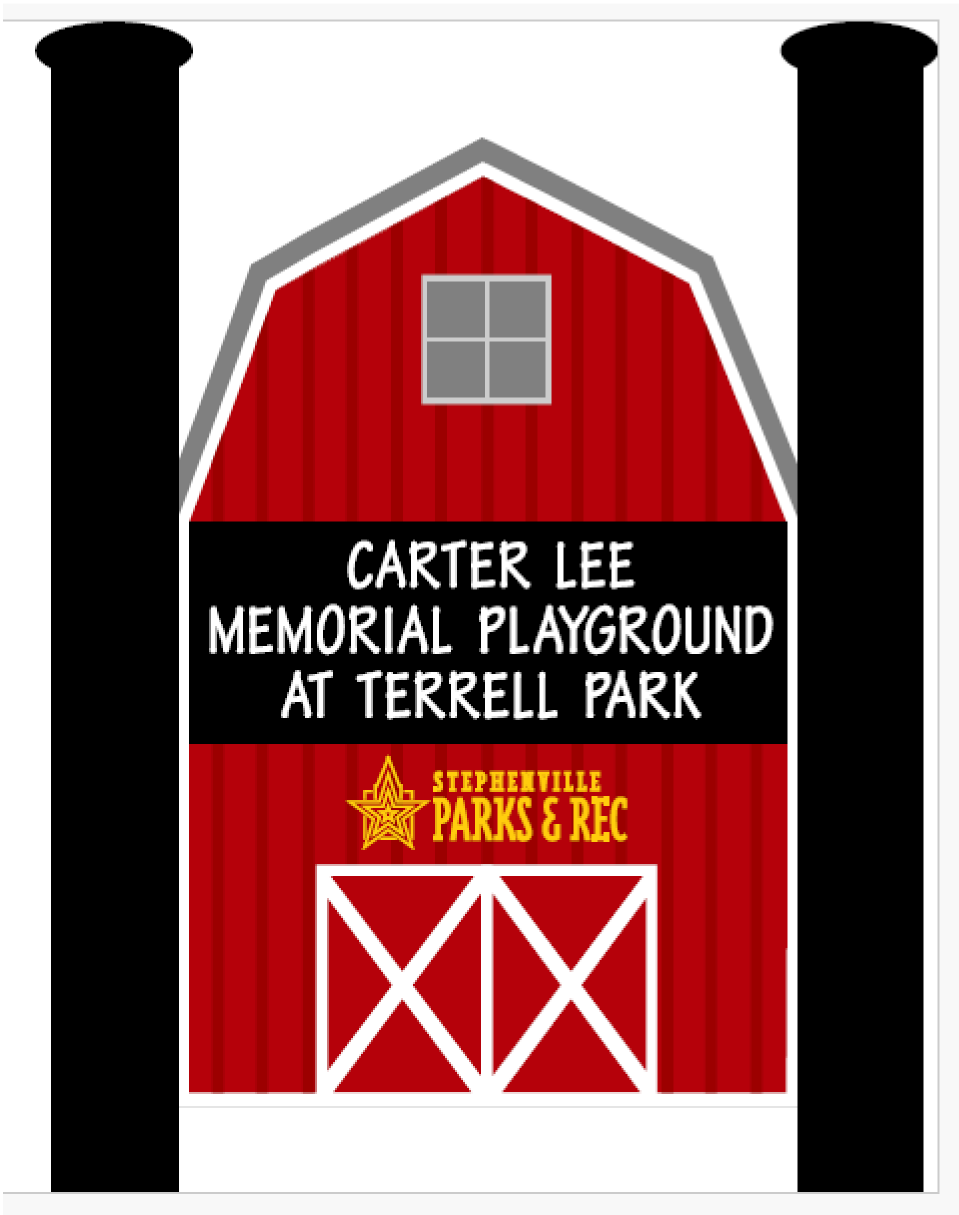
Staff recommend approval of the renaming of the Inclusive Playground, also known as Terrell Park, located within the City Park of Stephenville.

BACKGROUND:

The Inclusive Playground project was made possible through a joint effort between the City of Stephenville and Waste Connections. Waste Connections has requested the playground be named **Carter Lee Memorial Playground at Terrell Park** in honor of Carter Lee, the child of a Waste Connections employee. This naming recognizes both the partnership that made the project possible and honors Carter's memory in a meaningful and lasting way within the community.

FISCAL IMPACT SUMMARY:

The total cost for new signage and installation will be $1,500.


CARTER LEE
MEMORIAL PLAYGROUND
AT TERRELL PARK
STEPHENVILLE
PARKS & REC

RESOLUTION NO. 2026-R-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, TO NAME THE PLAYGROUND AT TERRELL PARK AS THE CARTER LEE MEMORIAL PLAYGROUND

WHEREAS, the City of Stephenville is committed to enhancing parks and recreational opportunities that promote family, health, and community engagement; and

WHEREAS, the development of the new playground at Terrell Park was made possible through a strong partnership between the City of Stephenville and Waste Connections; and

WHEREAS, Adam Sharp, District Manager for Waste Connections, played an instrumental role in fostering collaboration and support for this project, demonstrating a shared commitment to improving quality of life for Stephenville families; and

WHEREAS, naming the playground as the **Carter Lee Memorial Playground at Terrell Park**, in honor of Carter Lee, son of Adam Sharp, serves as a lasting tribute and recognizes the meaningful partnership between the City of Stephenville and Waste Connections; and

WHEREAS, the City Council of the City of Stephenville desires to formally recognize this partnership and commemorate the positive impact this playground will have on the community for generations to come.

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

The new playground located within Terrell Park is hereby named the

Carter Lee Memorial Playground at Terrell Park,

in honor of Carter Lee and in appreciation of the partnership and contributions of Waste Connections and Adam Sharp in support of the City of Stephenville and its residents.

PASSED AND APPROVED this 6th day of January 2026.

____
Lonn Reisman, Mayor

ATTEST:

____
Sarah Lockenour, City Secretary

____
Jason King, City Manager
Reviewed

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

STAFF REPORT

SUBJECT: Longley Driveway Relocation Project

DEPARTMENT: Administrative Services/Stephenville Clark Regional Airport

STAFF CONTACT: Darrell Brown/Sean Clemmons

RECOMMENDATION:

City staff recommend that the City Council Approve the Longley Driveway Relocation Project.

BACKGROUND:

The City intends to extend the runway of Stephenville Clark Regional Airport. In order to do so, the Longley's driveway needs to be relocated first. This was agreed upon when buying a portion of the Longley's property for the runway extension.

FISCAL IMPACT SUMMARY:

Estimated Project cost: $784,636.00

Professional Services by KSA: $104,615.00

Per TxDOT Aviation Grant 1902STEVE Amendment 1, It is in the mutual interest of the Sponsor and the State to amend the scope and add state financial assistance for road reimbursement in the amount of $800,000. These funds will be reimbursed at 50% from the state.

The City's estimated net cost: $489.251.00

ALTERNATIVES

No Longley driveway relocation, therefore, no runway extension.

8866 Synergy Drive
McKinney, TX 75070
972.542.2995

A·DYNAMIC·PERSPECTIVE

December 8, 2025

via email only

Mr. Darrell Brown
Director, Administrative Services
City of Stephenville
298 W. Washington Street
Stephenville, TX 76401

dbrown@stephenvilletx.gov

RE: Proposal for Professional Engineering Services – Bidding & Construction Administration
City of Stephenville, Stephenville Clark Regional Airport – Driveway Relocation
KSA Project No. 103784

Darrell,

KSA Engineers, Inc. (KSA) is pleased to present this letter to serve as our proposal to provide bidding and construction phase services for the driveway relocation, associated with the runway extension at Stephenville Clark Regional Airport. The following is a general description of the project scope of work to be performed under this proposal.

Scope of Services

KSA proposes to provide the services outlined below and in the attached man-hour estimate.

Pre-Bidding Phase

Pre-bidding services include tasks that are required to be completed prior to bidding the project. Tasks to be completed within this phase are shown in the attached man-hour projection. Pre-Bidding Phase services will be performed on a lump sum basis.

Bidding Phase

Bidding Phase services include the tasks necessary to complete the bid package needed to bid the project and tasks throughout the bidding phase, prior to the start of construction. Tasks to be completed within this phase are shown in the attached man-hour projection. Bidding Phase services will be performed on a lump sum basis.

Construction Administration and Closeout Phase

Construction phase services include construction administration, construction materials testing (CMT), and project closeout. Tasks to be completed within this phase are shown in the attached man-hour projection. Construction administration and Closeout services will be performed on a lump sum basis.

Construction Materials Acceptance Testing

Included in this proposal are fees for Construction Materials Acceptance Testing (CMT) to be performed by Rodriguez Engineering Laboratories, LLC (REL). The amount shown includes a 15% KSA pass through to cover additional liability insurance costs and administration costs. The cost shown is an estimate for the purpose of developing an estimate of total project costs. Compensation will be based upon the actual cost of the tests performed, time spent, and expenses incurred by the construction materials testing laboratory in performing this task.

Resident Project Representative (RPR)

RPR services are excluded from this proposal. The City of Stephenville will provide personnel to perform this task. RPR services can be added upon request. City provided RPR will prepare weekly report in standard FAA format.

Compensation

The fees associated with the proposed professional engineering services are as shown below.

Pre-Bidding (Lump Sum)	**$ 6,800**
Bidding (Lump Sum)	**$ 9,815**
Construction Administration (Lump Sum)	**$ 48,710**
Closeout Phase (Lump Sum)	**$ 14,905**
Construction Materials Testing[1]	**$ 24,385**
Total	**$104,615**

[1] Construction Materials Testing will be paid based upon Time and Expenses.

A Manhour Projection and Fee Calculation for Engineering Services is attached to this proposal.

Schedule

The anticipated construction schedule is 80 calendar days. The Closeout Phase shall be completed within 60 calendar days from closeout phase NTP being issued.

Proposal Acceptance

KSA understands that upon completion of the fee negotiation, a contract will be offered that takes the project through the closeout phase. As always, KSA appreciates the opportunity to provide professional services for the City of Stephenville. If you have any questions, please do not hesitate to call.

Sincerely,
KSA

Chad Pennel, P.E.
Senior Project Manager

City of Stephenville - Stephenville Clark Regional Airport
Driveway Relocation Associated with the Runway Extension
Manhour Projection and Fee Calculation for Pre-Bidding, Bidding, and Construction Administration Services

Task ID	Task Description	Project Principal	Senior Project Manager	Project Engineer	Senior CAD Technician	Admin. Assistant	Mileage, Expenses & Printing	Sub-Consultants	Subtotals	Phase Total
Approx. 80 Calendar Days										
PRE BID PHASE PROFESSIONAL SERVICES										**$6,800**
A 1	Prepare Front End Documents		2	12		2	$100		$3,020	
A 2	Prepare and Submit Air Space Study		1	4	4	1			$1,580	
A 3	Coordinate on and prepare HUB Goals		2	8		2			$2,200	
BIDDING PHASE PROFESSIONAL SERVICES										**$9,815**
B 1	Upload and Maintain Documents in CivCast			2		2			$560	
B 2	Conduct Pre-Bid Conference in Person		7	2		1	$275		$2,695	
B 3	Prepare Addenda		1	6	4	2			$2,040	
B 4	Respond to Contractor Questions		1	8					$1,720	
B 5	Provide Bid Tabulation, Recommendation to Award Letter and Othe Documentation (Including Contractor's Contract)		2	8		8			$2,800	
CONSTRUCTION PHASE PROFESSIONAL SERVICES										**$48,710**
C 1	Conduct Pre-Construction Conference (1 Trip - PM, Agenda & Minutes)		8	3		1	$275		$3,155	
C 2	Conduct Pre-Paving Conference		8	3		1	$275		$3,155	
C 3	Project Coordination	2	4	8		2			$3,480	
C 4	Issue Instruction to Contractor, Requests for Proposal, and Request/Prepare Documentation for Change Orders		4	8	4	2			$3,240	
C 5	Review Contractor Submittals, Catalog Cut Sheets, Shop Drawings, Etc.		4	9		2			$2,940	
C 6	Review and Answer Contractor RFIs		4	9		2			$2,940	
C 7	Perform Site Inspections/Monthly On-Site Progress Meetings (3 Trips)		16	8			$825		$6,745	
C 8	Weekly Progress Calls w/Contractor (10 Calls)		5	5					$2,300	
C 9	Daily Construction Administration	2	4	10		6			$4,240	
C 10	Coordination with Quality Assurance Lab		1	8					$1,720	
C 11	Review Quality Assurance Reports		1	4					$1,000	
C 12	Review and Process Contractor Pay Applications		2	6					$1,640	
C 13	Property Owner Coordination (Addressing Questions, Comments, Etc.)	2	2	4		2			$2,200	
C 14	Review Certified Payroll		1	4		6			$1,600	
C 15	HUB Monitoring and Reporting		1	4		4			$1,400	
C 16	Final Inspection (PE)		7	2		1	$275		$2,695	
C 17	Prepare/Issue Punchlist and Monitor Punchlist Completion		1	4		1			$1,100	
C 18	Project Management	2	8			2			$3,160	
CONSTRUCTION MATERIALS TESTING										**$24,385**
D1	Construction Materials Testing -Rodriguez Engineering Laboratories (Includes 15% Markup)							$24,385	$24,385	
CLOSE-OUT PHASE										**$14,905**
E 1	Prepare Record Drawings		2	8	16		$350		$4,270	
E 2	Prepare Final Report		2	16		4			$3,840	
E 3	Prepare Grant Closeout Documents		2	8		8	$100		$2,900	
E 5	Organize and Prepare Submittals			2		2			$560	
E 6	Submit Close-Out Documents including Closeout Letter		1	2					$640	
E 7	Perform Warranty Inspection (1 Trip - PM)		7	2		1	$275		$2,695	
	Total Projected Manhours	8	111	187	28	65	$2,750	$24,385		
	Hourly Rate	$360	$280	$180	$120	$100				
	Total Estimated Cost	$2,880	$31,080	$33,660	$3,360	$6,500	$2,750	$24,385	$104,615	**$104,615**

From:	Steve Killen
Sent:	Tuesday, December 23, 2025 9:01 AM
To:	Steve Killen
Subject:	FW: “[EXTERNAL]” City Of Stephenville - Consideration of Abatement Work Order Charges
Attachments:	Stephenville City - Property Abatement Work Order Invoice Charges - 11-25-2025.pdf

Steve Killen
Director of Development Services
T: (254) 918-1222 | M: (214) 677-8352
E: skillen@stephenvilletx.gov W: www.stephenvilletx.gov

From: Fred Iley <fred@texaslegacyins.com>
Sent: Monday, December 22, 2025 4:11 PM
To: Steve Killen <SKillen@stephenvilletx.gov>
Subject: “[EXTERNAL]” City Of Stephenville - Consideration of Abatement Work Order Charges

Mr. Steve Killen,

Per our previous phone conversation.
I would like the opportunity to meet with whomever or City Council and discuss a possible fair and reasonable reduction concerning my invoiced property abatement work order charges.
At the corner of 1702 Bingham St. and Lingleville Highway.
Due to my own oversight of high grass or weeds and during my time of inability to keep them under control due to my lower back injury.
Invoice attached.

Thank you!

Fred

--

Fred Iley - Senior Insurance Agent
Texas Legacy Insurance Group, LLC

Office Hours: Monday through Thursday, 10:00 AM to 4:00 PM, closed from Noon to 1:00

Office: (254) 221-9950 Ext 102
Direct or Fax: (254) 238-5371
Cell: (254) 434-1484
100 S. Avenue D
PO Box 29
Cross Plains, TX 76443
fred@texaslegacyins.com
www.texaslegacyins.com

PLEASE NOTE THAT NO COVERAGE CAN BE BOUND, ADDED, ENDORSED, CHANGED OR OTHERWISE MODIFIED BY E-MAIL ALONE

THE CITY OF STEPHENVILLE TEXAS

Invoice

Bill To:	§	**Amount Due:**	$326.59
ILEY FRED JOE	§	**Invoice #:**	186062
1702 N BINGHAM ST	§	**Invoice Date:**	11/25/2025
STEPHENVILLE, TX 76401	§	**Due Date:**	12/25/2025
	§		
	§		

Greetings,

Recently, a property inspection revealed a violation of the City of Stephenville Code of Ordinances at the property known as 1702 BINGHAM. A notice-of-violation was issued assigning a compliance date and upon follow-up, an inspection revealed that the violation had not been remedied. As a result, and as authorized by State law, the City issued a nuisance abatement work order to bring the property into compliance.

Property Legal Description: S4600 KING & BRAEUER ADDITION, BLOCK 1, LOT 1

Due and payable to the City of Stephenville

Remarks: If amount due is not paid on or before the due date the City of Stephenville will place a lien against the property resulting in additional fees. Liens may accrue interest until paid-in-full.

For questions, please contact Code Compliance at 254-918-1206.

Respectfully,

Stephenville Code Compliance

THE CITY OF STEPHENVILLE TEXAS

Case #: 185949
Case Date: 07/11/25
Case Type:
Violator Name: ILEY FRED JOE
Violator Address: 1702 BINGHAM
Violator Phone:
Description: HIGH GRASS AND WEEDS
Compliance Date: 08/10/2025
Date Closed: 07/14/2025
Zone:
Email:
Status: Closed
Assigned To: Katie Saenz

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
R32306	1702 BINGHAM	S4600 KING & BRAEUER ADDITION, BLOCK 1, LOT 1	ILEY FRED JOE		R-1 - Single Family - 7,500

Violations

Date	Violation	Description	Notes	Status
07/11/2025	High Grass and Weeds Violation	Sec. 93.07. - Accumulations of weeds, brush or rubbish. (A) It shall be unlawful and shall constitute a nuisance for any person who shall own any premises in the city to allow grass, weeds, brush, rubbish or any other unsightly, objectionable or insanitary matter to accumulate or grow on such premises. (B) Such premises, in addition to those grounds within their respective boundaries, shall be held to include all parcel(s) of land lying and being adjacent to, abutting and extending beyond the property line of any such premises to the centerline of adjacent or abutting street(s) or alley(s). (C) It shall be the primary duty of the owner of any premises within the city to cut and remove all weeds as often as may be necessary to comply with the provisions of this code. In any prosecution for a violation of this chapter, the owner shall not be permitted to plead or show evidence that the occupant or tenant of property is the person against whom the charges should be brought. (D) It shall be unlawful for any person to leave any piles or windrows of debris or weeds, grass or brush which could serve as habitat for rodents or other vectors of disease on such premises after the same has been cut, and it shall be the duty of the owner of such property to remove such grass, weeds, brush or other unsightly or objectionable matter after the same has been cut from the premises to prevent insanitary conditions from occurring	HIGH GRASS AND WEEDS ALONG THE ENTIRE PROPERTY AND BACKYARD AS WELL VISIBLE FROM THE STREET VIEW	Open

on such property.
(E) Grass and weeds under this section shall include, but not be limited to any tall grass or weeds exceeding an average height of ten inches, or vegetation providing safe harborage for rats, mice, snakes and other vermin. Exempted from the provisions of this subsection are the following: (1) State highway rights-of-way (2) Agricultural areas that are separated from developed residential property by more than 100 feet and are not otherwise a nuisance to adjoining property or persons. Agricultural meaning crop production and/or grazing; (3) Heavily wooded areas filled with uncultivated underbrush; (4) The cultivation of concentrated wildflowers from March 15 to August 1 of each year, provided that wildflowers are not overgrown with grass or weeds; and (5) Other areas that, in the opinion of the enforcing officer, are separated by a sufficient distance so as not to be a nuisance to adjacent property or persons.

Attached Letters

Date	Letter	Description
07/11/2025	*Notice of Violation	

Notes

Date	Note	Created By:
2025-07-14	PROPERTY WAS MOWED AND CLEANED UP OVER THE WEEKEND	Katie Saenz

THE CITY OF STEPHENVILLE TEXAS

Case #: 186062

Case Date: 11/10/25

Case Type:

Violator Name: ILEY FRED JOE

Violator Address: 1702 BINGHAM Stephenville, TX 76401

Violator Phone: 254-434-1484

Description: HGW

Compliance Date: 11/21/2025

Date Closed:

Zone:

Email:

Status: Payment

Assigned To: Katie Saenz

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
R32306	1702 BINGHAM	S4600 KING & BRAEUER ADDITION, BLOCK 1, LOT 1	ILEY FRED JOE		R-1 - Single Family - 7,500

Violations

Date	Violation	Description	Notes	Status
11/10/2025	High Grass and Weeds Violation	Sec. 93.07. - Accumulations of weeds, brush or rubbish. (A) It shall be unlawful and shall constitute a nuisance for any person who shall own any premises in the city to allow grass, weeds, brush, rubbish or any other unsightly, objectionable or insanitary matter to accumulate or grow on such premises. (B) Such premises, in addition to those grounds within their respective boundaries, shall be held to include all parcel(s) of land lying and being adjacent to, abutting and extending beyond the property line of any such premises to the centerline of adjacent or abutting street(s) or alley(s). (C) It shall be the primary duty of the owner of any premises within the city to cut and remove all weeds as often as may be necessary to comply with the provisions of this code. In any prosecution for a violation of this chapter, the owner shall not be permitted to plead or show evidence that the occupant or tenant of property is the person against whom the charges should be brought. (D) It shall be unlawful for any person to leave any piles or windrows of debris or weeds, grass or brush which could serve as habitat for rodents or other vectors of disease on such premises after the same has been cut, and it shall be the duty of the owner of such property to remove such grass, weeds, brush or other unsightly or objectionable matter after the same has been cut from the premises to prevent insanitary conditions from occurring	HIGH GRASS AND WEEDS FRONT AND BACKYARD VISIBLE FROM ALL POINTS ON STREET VIEW.	Open

on such property.
(E) Grass and weeds under this section shall include, but not be limited to any tall grass or weeds exceeding an average height of ten inches, or vegetation providing safe harborage for rats, mice, snakes and other vermin. Exempted from the provisions of this subsection are the following: (1) State highway rights-of-way (2) Agricultural areas that are separated from developed residential property by more than 100 feet and are not otherwise a nuisance to adjoining property or persons. Agricultural meaning crop production and/or grazing; (3) Heavily wooded areas filled with uncultivated underbrush; (4) The cultivation of concentrated wildflowers from March 15 to August 1 of each year, provided that wildflowers are not overgrown with grass or weeds; and (5) Other areas that, in the opinion of the enforcing officer, are separated by a sufficient distance so as not to be a nuisance to adjacent property or persons.

Fees

Fee	Description	Notes	Amount
First Violation			$95.00
Non-Compliance			$231.59
		Total	**$326.59**

Attached Letters

Date	Letter	Description
11/25/2025	Invoice	
11/10/2025	Annual Notice	
11/10/2025	*Notice of Violation	

Notes

Date	Note	Created By:
2025-11-25	4631.82 SQ FT MOWED $0.05 PER SQ FT $95.00 NON COMPLIANCE $326.59	Katie Saenz

STAFF REPORT

SUBJECT: Proposed Amendments to Home Occupation Regulations

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen, Director

RECOMMENDATION:

The Planning and Zoning Commission convened November 19, 2025, and by a 6-0 with one abstention, recommend the City Council accept the proposed amendments of Section 154.03 of the Zoning Ordinance as presented.

BACKGROUND:

H.B. 2464 became effective upon signature of the Governor on June 12, 2025. This bill established parameters for a "No-Impact Home-Based Business" and prohibits a Local Government from prohibiting or regulating the home business by ordinance, requiring licenses or permits or other approval; to require rezoning, or to require fire sprinklers if the residence is single-family detached or less than two units in a multi-family structure. The Bill authorizes the governing body to require home businesses to comply with Federal, State and Local laws relating to health, building, fire, sanitation and other areas as listed in paragraph 229.902(c) of the Local Government Code.

The Development Services Committee convened October 18, 2025, and assigned the Planning and Zoning Commission to review staff's recommendations relating to the existing Home Occupation Guidelines and recommend actions to City Council to comply with the new legislation resulting from H.B. 2464.

<u>Existing Home Occupation Guidelines</u>

Home occupation. An occupation carried on in a dwelling unit, or in an accessory building to a dwelling unit, by a resident of the premises, which occupation is clearly incidental and secondary to the use of the premises zoned for residential purposes. A *home occupation* must comply with all the following specific criteria:

(1) Home occupations shall be allowed without the necessity of a conditional use permit, if such uses relate solely to the use of home areas as further detailed herein by the resident of the premises, and such use does not create on-street parking, significant neighborhood traffic, or other disruption to the residential character of the property.

(2) The occupation shall produce no alterations or change in the character appearance of the principal building from that of a dwelling and no signage or advertisement of the home occupation or property

address is allowed in the yellow pages advertisements in a telephone directory nor via electronic media, or classified advertisements of the property where the home occupation is being conducted.

(3) The occupation shall not require or provide for the employment of more than one additional person other than members of the household in which the home occupation occurs.

(4) Not more than two business-related vehicles shall be present at one time, and the proprietor shall provide adequate, paved off-street parking for such vehicles and customer vehicles on the property where the use is located.

(5) Such use shall be incidental and secondary to the use of the premises for residential purposes and shall not utilize an area exceeding 20% of combined gross floor area of the dwelling units and accessory building used for the home occupation and no outdoor/exterior storage (related to the home occupation) will be allowed.

(6) The occupation shall not violate any other rules or regulations in the Code of Ordinances.

(7) The occupation shall not offer a ready inventory of any commodity for sale on the premises.

<u>Recommended Amendments</u>

1. Repeal existing language.

2. Add a definition of No-Impact, Home-Based Business:

A "no-impact, home-based business" is a home-based business that: (1) at any time on the property where the business is operated, has a total number of employees and clients at the property does not exceed a city's occupancy limits; (2) does not generate on-street parking or a substantial increase in traffic in the area; (3) operates in a manner in which none of its activities are visible from the street; and (4) does not substantially increase noise in the area or violate a city noise ordinance, regulation, or rule.

3. Add a violation clause:

Any home occupation that does not meet the criteria of a "no-impact home-based business" is only permissible by a conditional use permit if the property is located in a zoning district that allows such use contingent upon the issuance of a conditional use permit. Operating a home occupation without a conditional use permit is a violation of this section.

ALTERNATIVES:

1. Accept the recommendation and amend Section 154.03 as presented.
2. Direct staff to present other options at a future meeting.

ORDINANCE NO. 2025-O-___

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTION 154.03 OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF A HOME OCCUPATION BY REPEALING THE EXISTING DEFINITION AND ADDING A NEW DEFINITION AND OFFENSE FOR HOME OCCUPATION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to repeal the current definition of a Home Occupation, add a new definition and an offense clause for Home Occupation.

WHEREAS, the changes were reviewed and recommended for approval by the Planning and Zoning Commission on November 19, 2025.

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

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

REPEAL EXISTING Sec. 154.03 – Home Occupation	**Definitions**	*Home occupation.* An occupation carried on in a dwelling unit, or in an accessory building to a dwelling unit, by a resident of the premises, which occupation is clearly incidental and secondary to the use of the premises zoned for residential purposes. A *home occupation* must comply with all the following specific criteria: (1) Home occupations shall be allowed without the necessity of a conditional use permit, if such uses relate solely to the use of home areas as further detailed herein by the resident of the premises, and such use does not create on-street parking, significant neighborhood traffic, or other disruption to the residential character of the property. (2) The occupation shall produce no alterations or change in the character appearance of the principal building from that of a dwelling and no signage or advertisement of the home occupation or property address is allowed in the yellow pages advertisements in a telephone directory nor via electronic media, or classified advertisements of the property where the home occupation is being conducted. (3) The occupation shall not require or provide for the employment of more than one additional person other than members of the household in which the home occupation occurs. (4) Not more than two business-related vehicles shall be present at one time, and the proprietor shall provide adequate, paved off-street parking for such vehicles

		and customer vehicles on the property where the use is located. (5) Such use shall be incidental and secondary to the use of the premises for residential purposes and shall not utilize an area exceeding 20% of combined gross floor area of the dwelling units and accessory building used for the home occupation and no outdoor/exterior storage (related to the home occupation) will be allowed. (6) The occupation shall not violate any other rules or regulations in the Code of Ordinances. (7) The occupation shall not offer a ready inventory of any commodity for sale on the premises.
ADD NEW DEFINTIION OF No impact, Home Based Business with Offense Clause - Sec. 154.03	**Definitions**	“no-impact, home-based business” is a home-based business that: (1) at any time on the property where the business is operated, has a total number of employees and clients at the property does not exceed a city’s occupancy limits; (2) does not generate on-street parking or a substantial increase in traffic in the area; (3) operates in a manner in which none of its activities are visible from the street; and (4) does not substantially increase noise in the area or violate a city noise ordinance, regulation, or rule. Any home occupation that does not meet the criteria of a “no-impact home-based business” is only permissible by a conditional use permit if the property is located in a zoning district that allows such use contingent upon the issuance of a conditional use permit. Operating a home occupation without a conditional use permit is a violation of this section.

SECTION 2.
This ordinance shall be effective upon passage.

PASSED AND APPROVED this ___ day of ____________, 2025.

____
Lonn Reismann, Mayor

ATTEST:

____
Sarah Lockenour, City Secretary

____
Reviewed by Jason King, City Manager

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

ORDINANCE NO. 2025-O-___

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTION 154.03 OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF A HOME OCCUPATION BY REPEALING THE EXISTING DEFINITION AND ADDING A NEW DEFINITION AND OFFENSE FOR HOME OCCUPATION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to repeal the current definition of a Home Occupation, add a new definition and an offense clause for Home Occupation.

WHEREAS, the changes were reviewed and recommended for approval by the Planning and Zoning Commission on November 19, 2025.

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

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

REPEAL EXISTING Sec. 154.03 – Home Occupation	**Definitions**	*Home occupation.* An occupation carried on in a dwelling unit, or in an accessory building to a dwelling unit, by a resident of the premises, which occupation is clearly incidental and secondary to the use of the premises zoned for residential purposes. A *home occupation* must comply with all the following specific criteria: (1) Home occupations shall be allowed without the necessity of a conditional use permit, if such uses relate solely to the use of home areas as further detailed herein by the resident of the premises, and such use does not create on-street parking, significant neighborhood traffic, or other disruption to the residential character of the property. (2) The occupation shall produce no alterations or change in the character appearance of the principal building from that of a dwelling and no signage or advertisement of the home occupation or property address is allowed in the yellow pages advertisements in a telephone directory nor via electronic media, or classified advertisements of the property where the home occupation is being conducted. (3) The occupation shall not require or provide for the employment of more than one additional person other than members of the household in which the home occupation occurs. (4) Not more than two business-related vehicles shall be present at one time, and the proprietor shall provide adequate, paved off-street parking for such vehicles

		and customer vehicles on the property where the use is located. (5) Such use shall be incidental and secondary to the use of the premises for residential purposes and shall not utilize an area exceeding 20% of combined gross floor area of the dwelling units and accessory building used for the home occupation and no outdoor/exterior storage (related to the home occupation) will be allowed. (6) The occupation shall not violate any other rules or regulations in the Code of Ordinances. (7) The occupation shall not offer a ready inventory of any commodity for sale on the premises.
ADD NEW DEFINTIION OF No impact, Home Based Business with Offense Clause - Sec. 154.03	**Definitions**	"no-impact, home-based business" is a home-based business that: (1) at any time on the property where the business is operated, has a total number of employees and clients at the property does not exceed a city's occupancy limits; (2) does not generate on-street parking or a substantial increase in traffic in the area; (3) operates in a manner in which none of its activities are visible from the street; and (4) does not substantially increase noise in the area or violate a city noise ordinance, regulation, or rule. Any home occupation that does not meet the criteria of a "no-impact home-based business" is only permissible by a conditional use permit if the property is located in a zoning district that allows such use contingent upon the issuance of a conditional use permit. Operating a home occupation without a conditional use permit is a violation of this section.

SECTION 2.
This ordinance shall be effective upon passage.

PASSED AND APPROVED this ___ day of ____________, 2025.

____
Lonn Reismann, Mayor

ATTEST:

____
Sarah Lockenour, City Secretary

____
Reviewed by Jason King, City Manager

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

STAFF REPORT

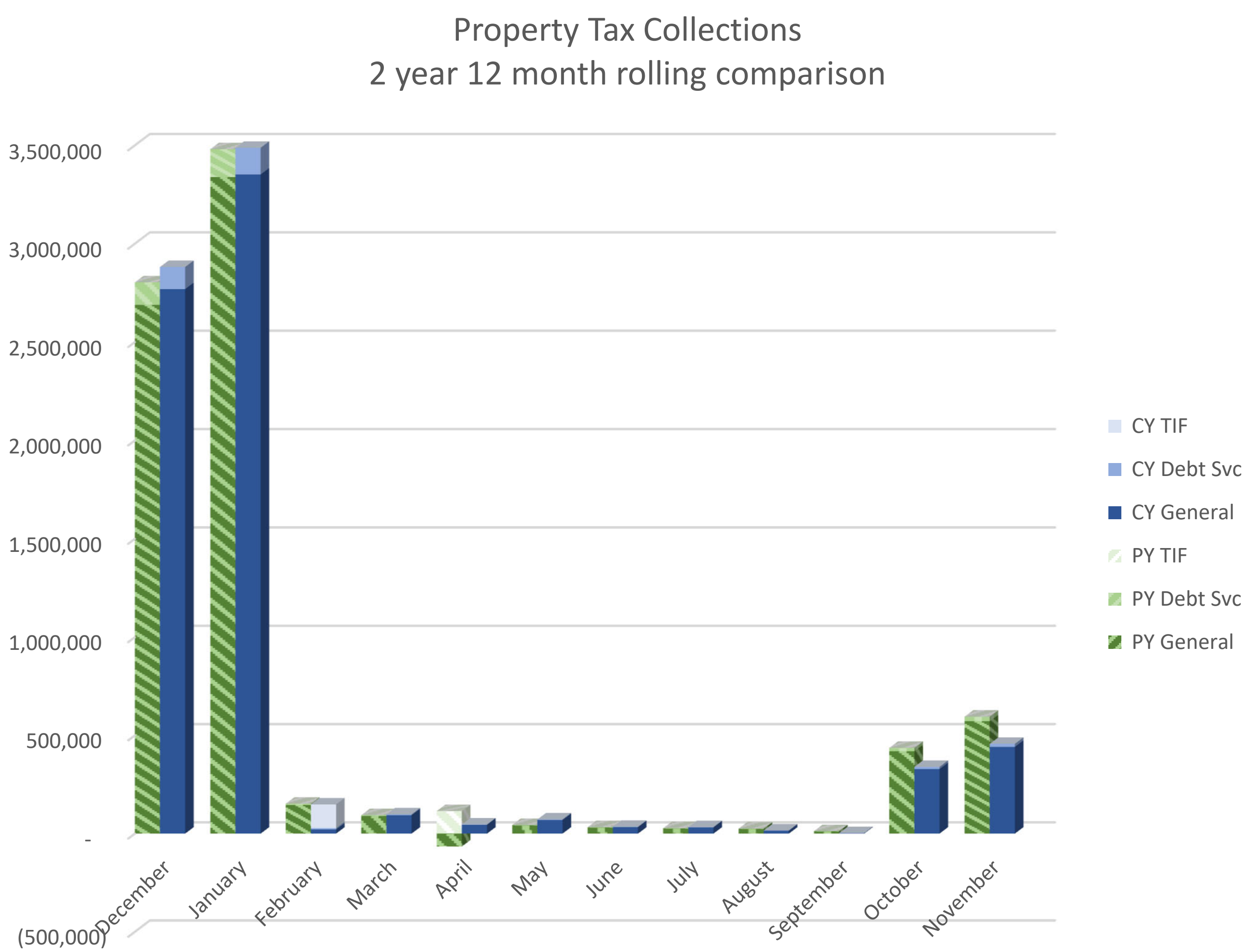
SUBJECT: Monthly Budget Report for the Period Ending November 30, 2025

DEPARTMENT: Finance

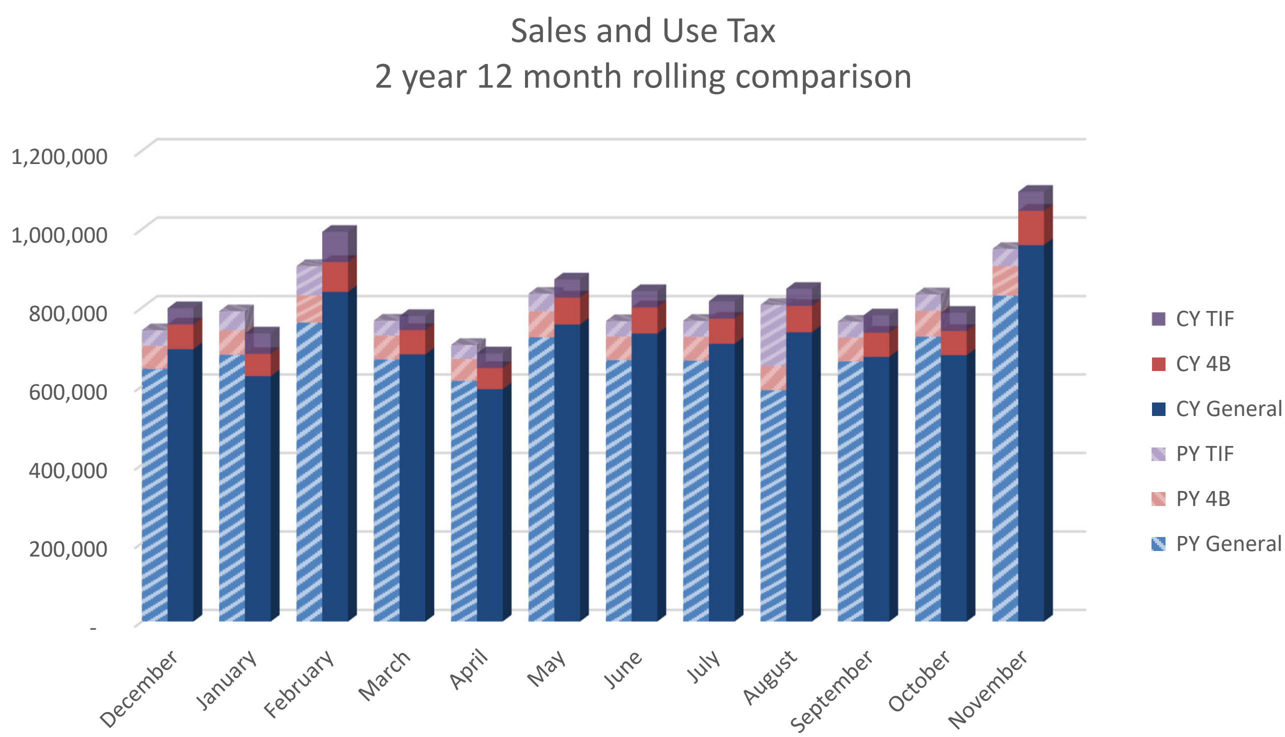
STAFF CONTACT: Monica Harris

BACKGROUND:

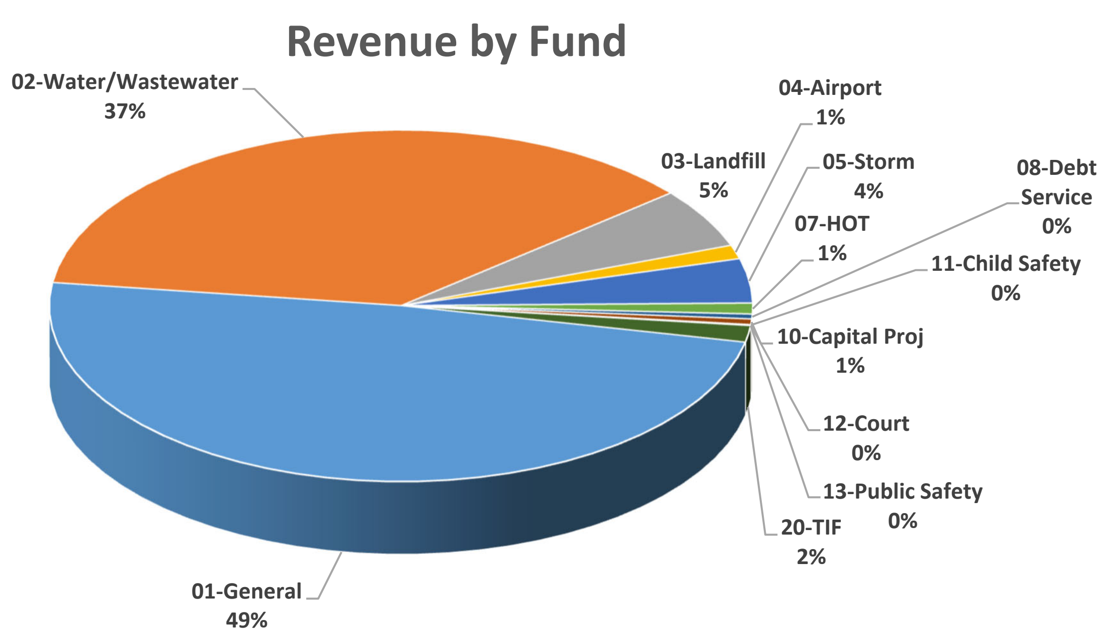
In reviewing the financial statements ending November 30, 2025, the financial indicators are, with the exception of debt issuance, overall as or better than anticipated.



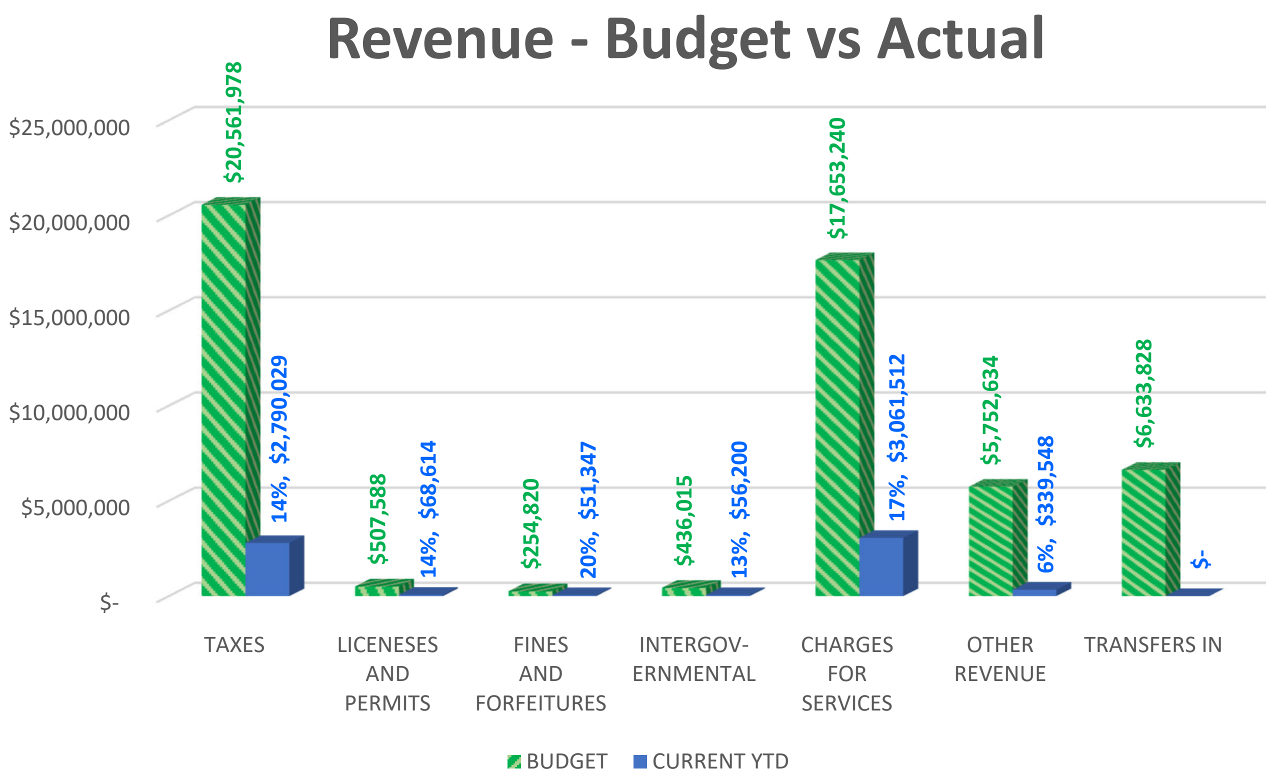
We received $457K in property taxes in the month of November, resulting in a $235K decrease in the funds collected last fiscal year to date. The amount collected is 9.5% of the $8.3 million budget, which is $40K less than anticipated.



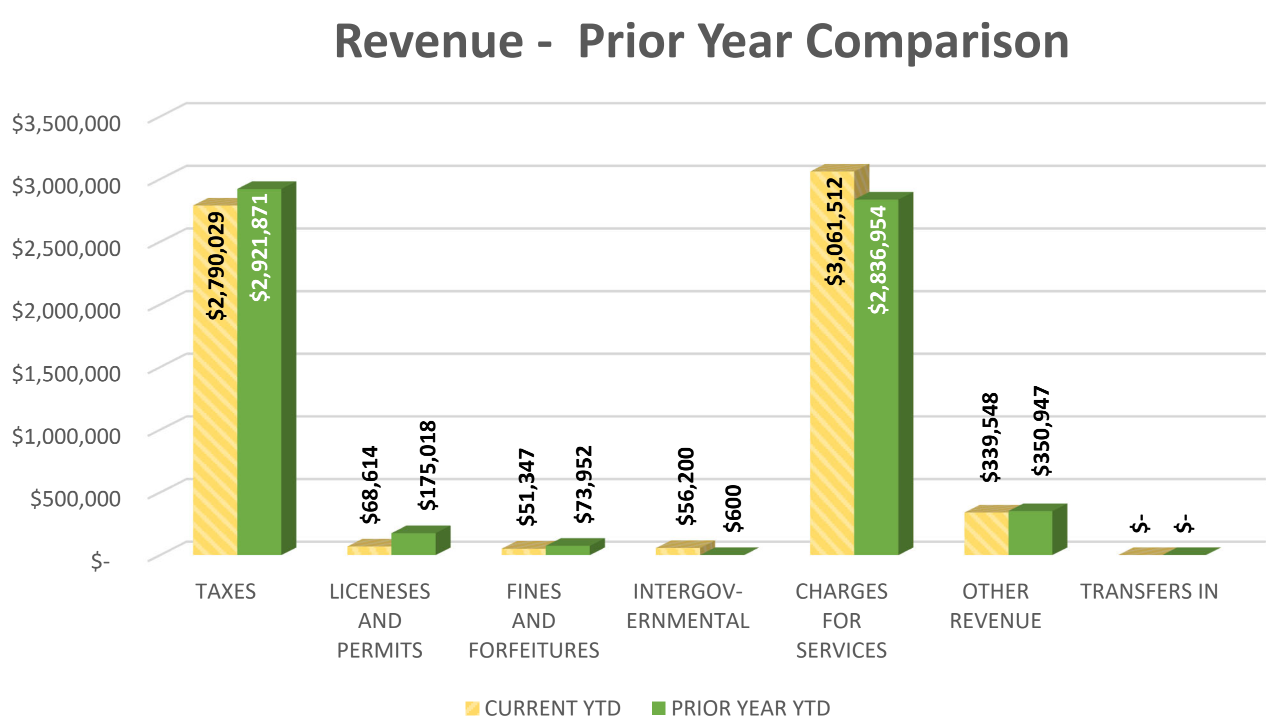
We received $1.1 million in sales tax in November, resulting in $98K or 5.5% more than the funds collected last fiscal year to date. The amount collected is 19% of the $9.6 million budget, which is $41K more than anticipated.



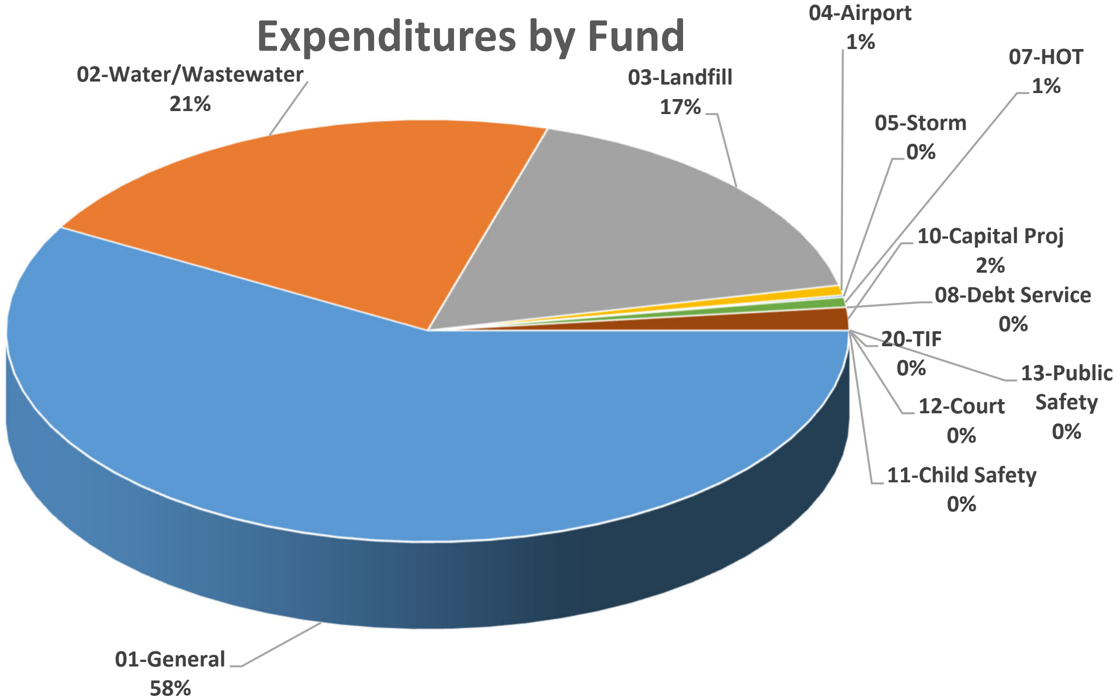
Of the $6.3 million revenue received to date, 49% was received in the General Fund, 37% was received in the Water/Wastewater Fund, 5% was received in the Landfill Fund, 4% was received in the Storm Water Drainage Fund, 2% was received int the TIF Fund, 1% was received in the Capital Projects Fund, 1% was received in the Airport fund and 1% was received in the HOT Fund.



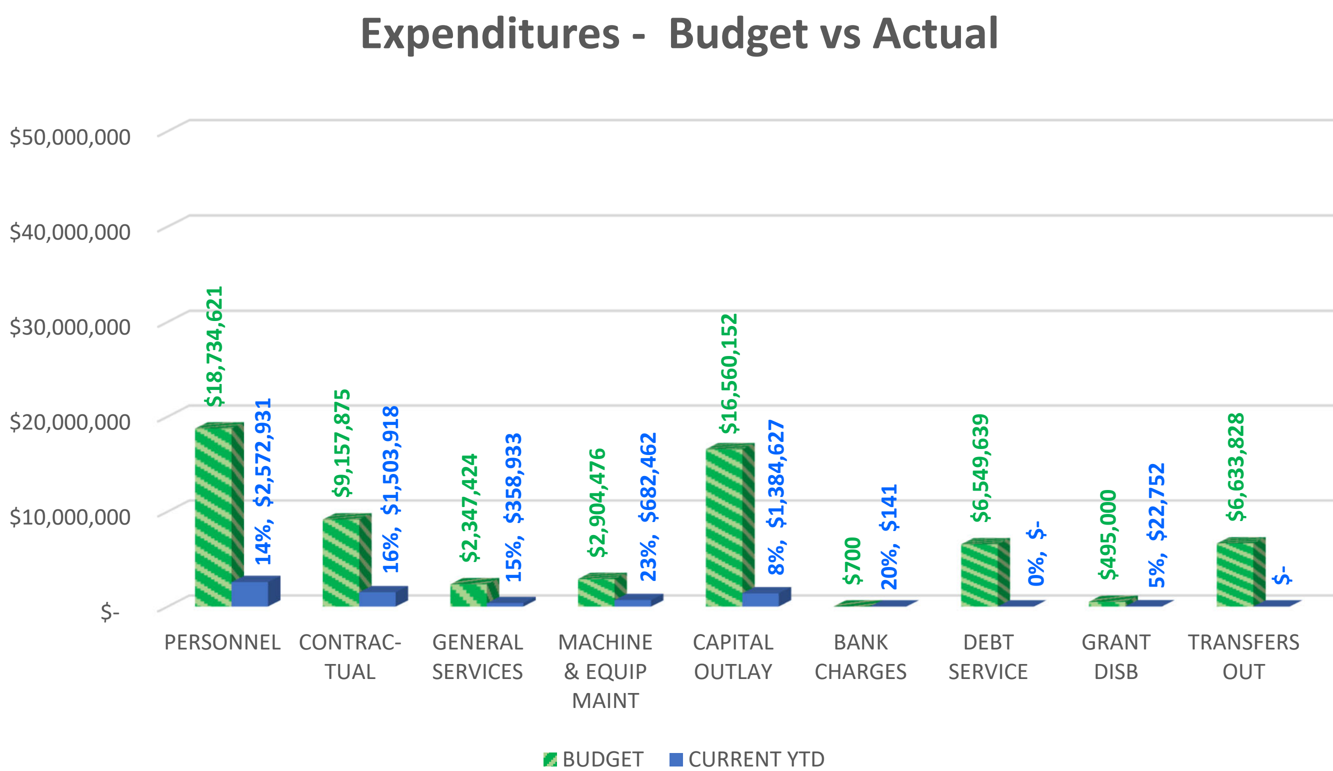
We received 12% of the total budgeted revenue through November, which is $3.6 million less than anticipated due to debt proceeds, for which debt has not been issued.



We received $8K more revenue through November than last fiscal year to date due to intergovernmental and charges for services.

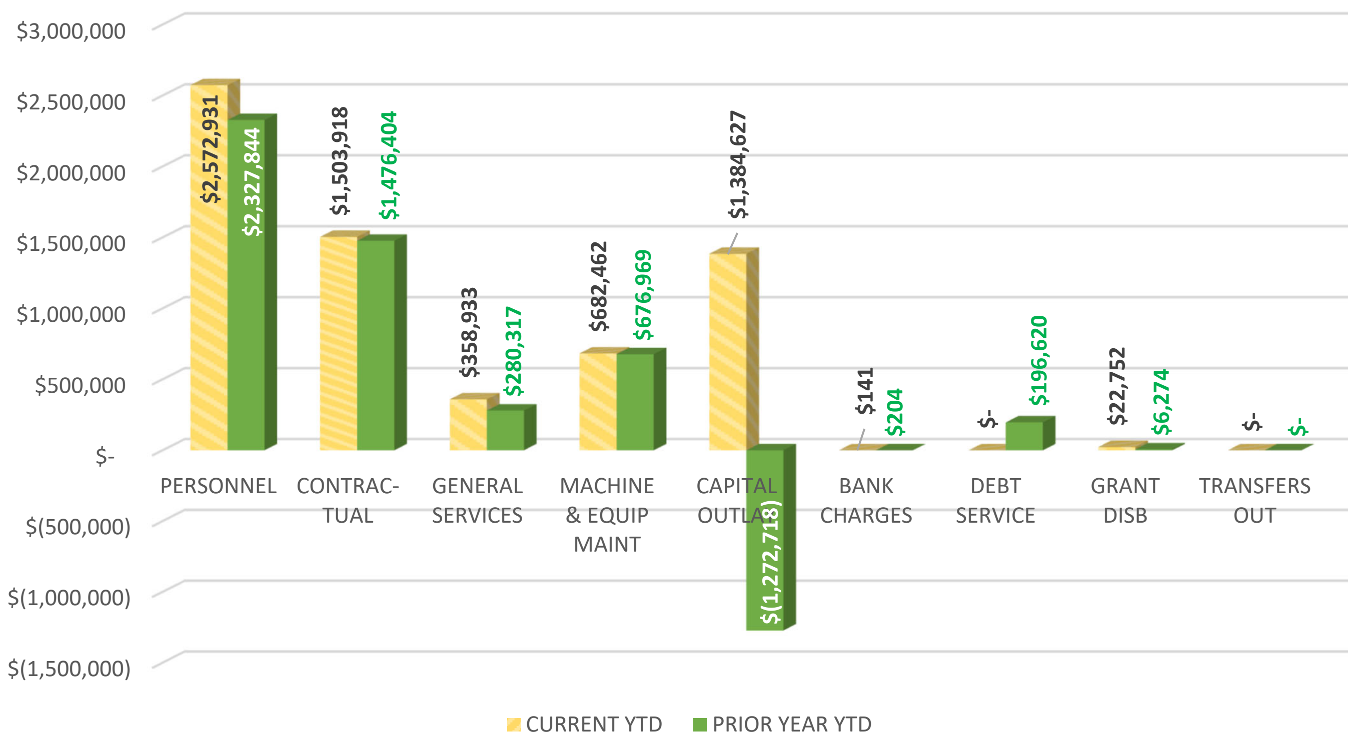


Of the $6.5 million spent to date, 58% was expended in the General Fund, 21% was expended in the Water/Wastewater Fund, 17% was expended in the Landfill Fund, 2% was expended in the Capital Projects Fund, 1% was expended in the HOT Fund, and 1% was expended in the Airport Fund.



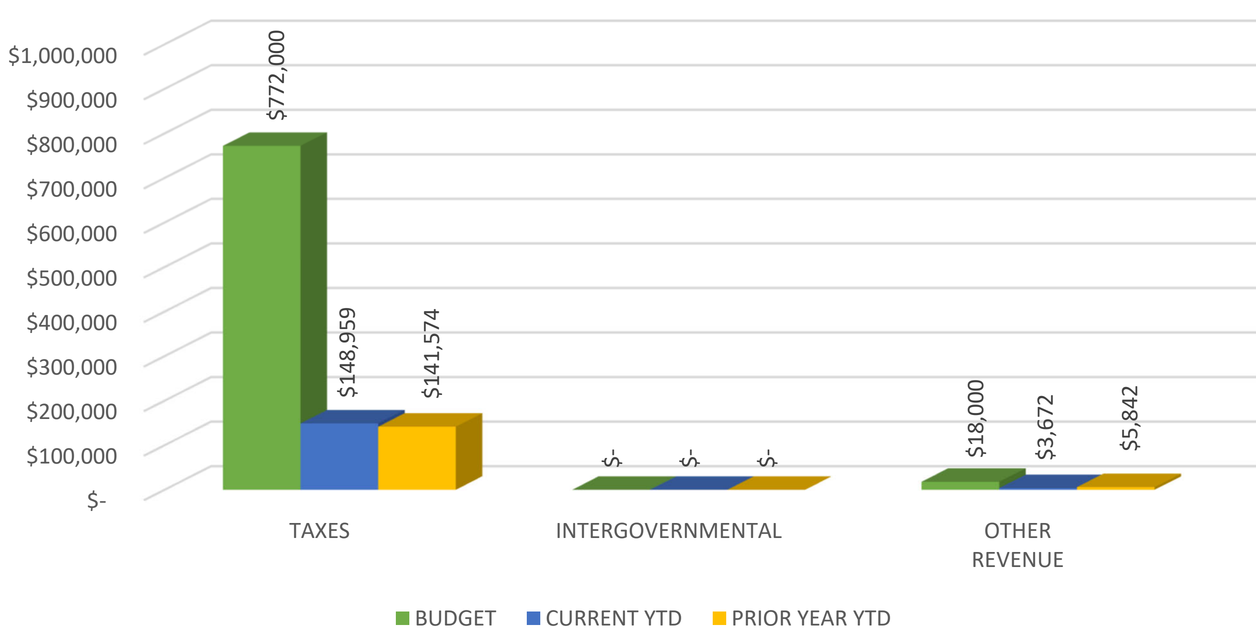
We have expended 10% of the total budgeted expenditures through November, which is $3.3 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures - Prior Year Comparison

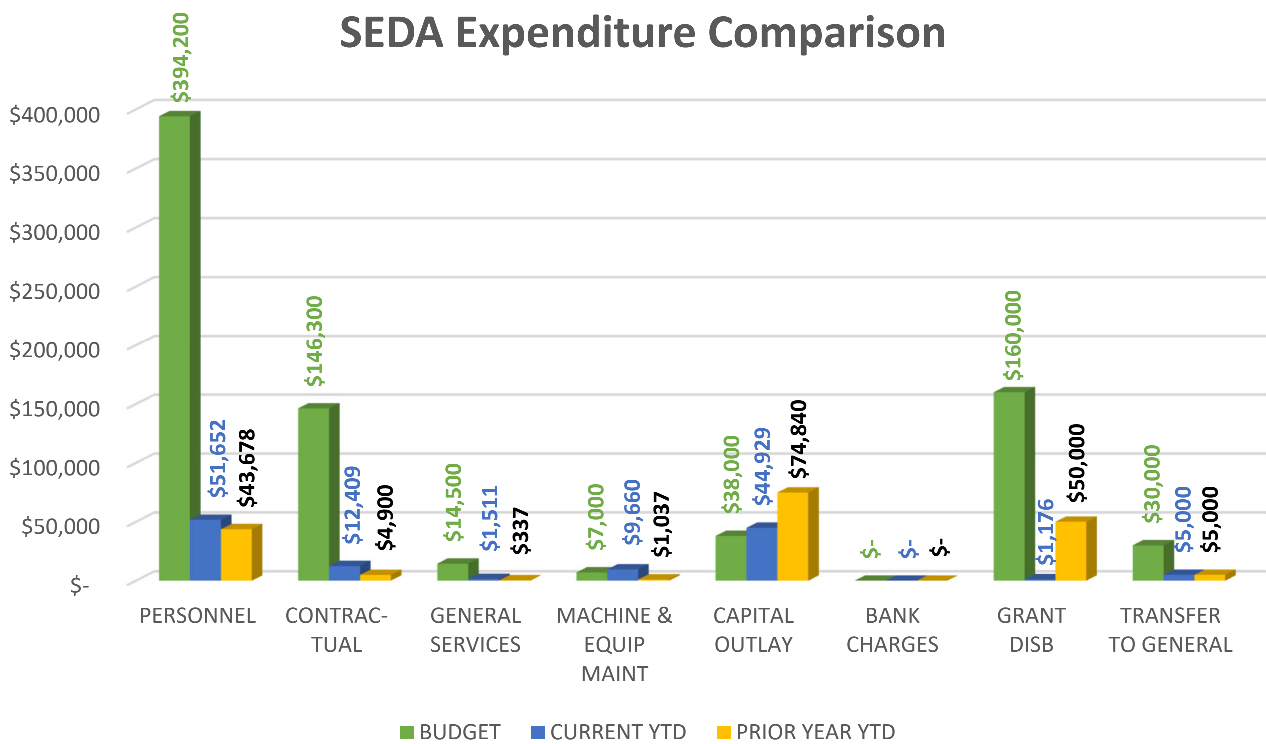


We spent $2.8 million more on expenditures through November than last fiscal year to date due personnel and to the timing of prior year capital outlay reversals.

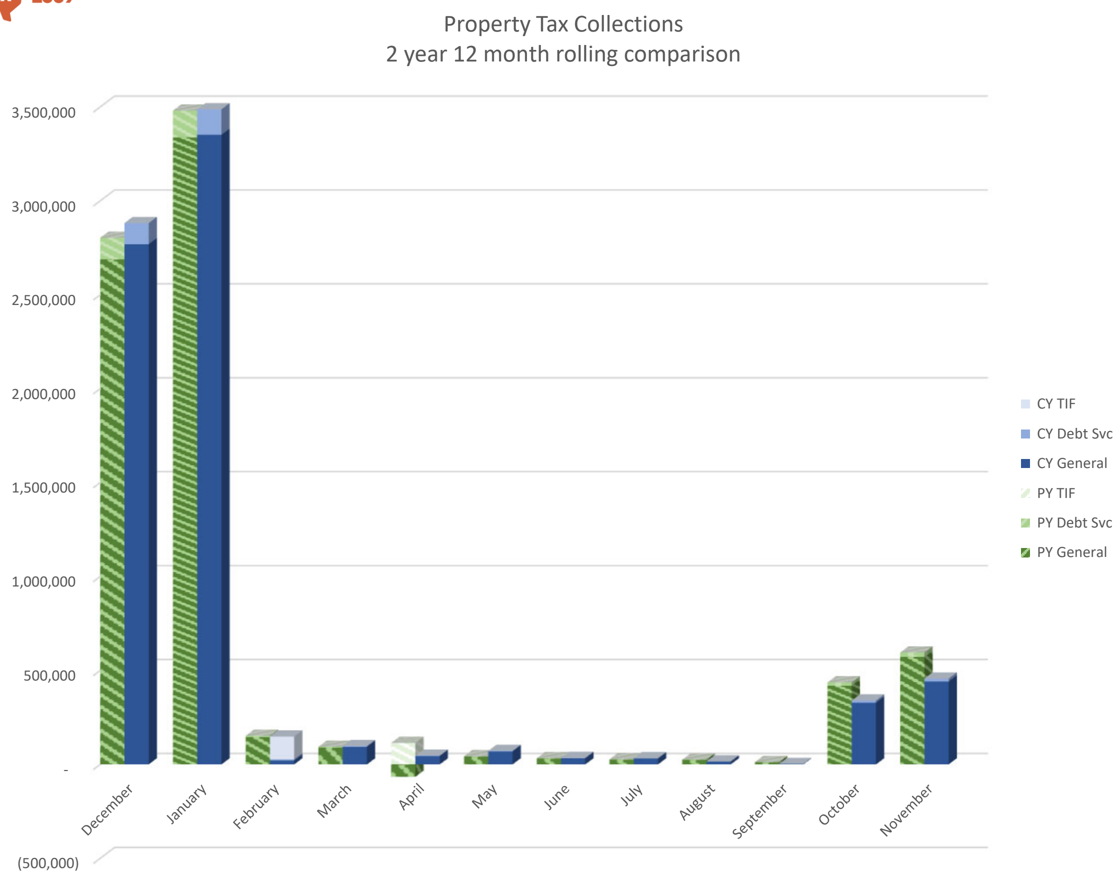
SEDA Revenue Comparison



SEDA has received 19% of budgeted revenue through November, which is $5K more than last fiscal year to date due to taxes and $4K more than anticipated due to taxes.



SEDA has spent an overall 16% of budgeted expenditures through November, which is $53K less than last fiscal year to date due to grant disbursements and $35K less than anticipated due to contractual and grant disbursements.



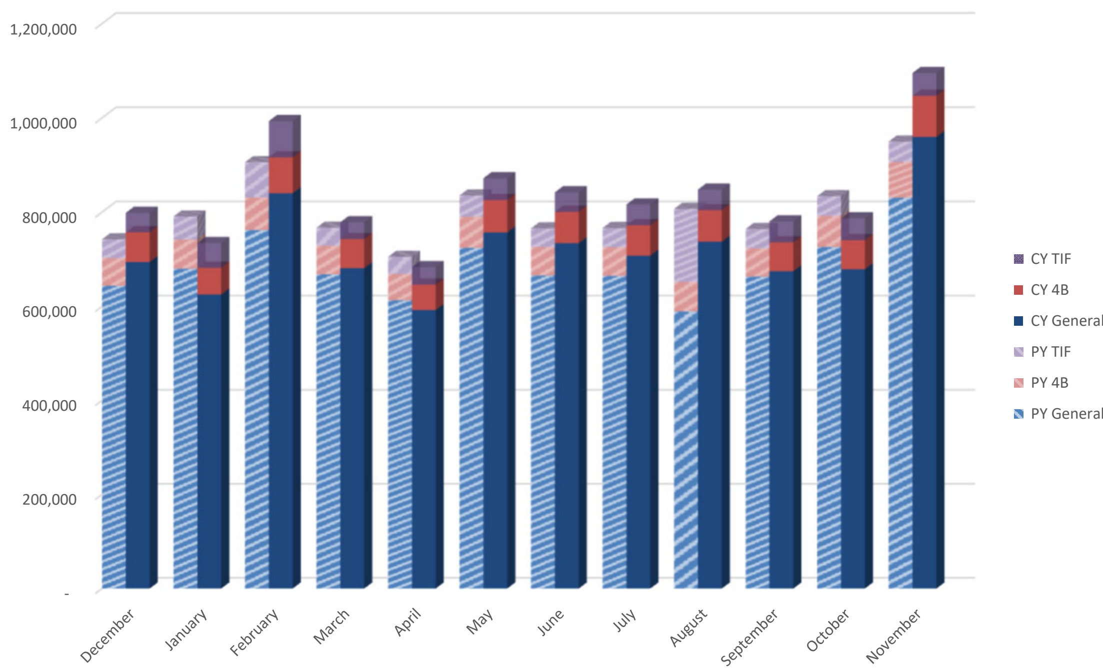
Month	General Fund	Debt Svc	TIF	Total
Dec-23	2,689,123	114,387	-	2,803,510
Jan-24	3,338,531	142,029	-	3,480,560
Feb-24	146,100	6,211	-	152,311
Mar-24	90,280	3,823	-	94,103
Apr-24	(64,868)	2,038	112,569	49,740
May-24	42,319	1,798	-	44,117
Jun-24	31,592	1,335	-	32,927
Jul-24	26,485	1,127	-	27,612
Aug-24	24,665	1,029	-	25,693
Sep-24	12,040	580	-	12,620
Oct-24	419,463	16,988	-	436,451
Nov-24	572,344	23,175	-	595,519
	12 month total			7,755,163
	Oct-Nov 2024			1,031,970
	FY 2024-2025 Total			7,852,251

Collection to date as percentage of fiscal year total 13.14%

Month	General Fund	Debt Svc	TIF	Total
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
Oct-25	328,693	11,233	-	339,926
Nov-25	441,635	15,363	-	456,998
	12 month total			7,617,182
	Oct-Nov 2025			796,923
	FY 2025-2026 Budget			8,348,434

Collection to date as percentage of fiscal year budget 9.55%

Sales and Use Tax
2 year 12 month rolling comparison



Month	General	4B	TIF	Total		Month	General	4B	TIF	Total	% Change =/-
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	674,670	61,334	44,644	780,649	2.13%
Oct-24	726,284	66,026	41,726	834,036		Oct-25	678,926	61,721	46,386	787,033	-5.64%
Nov-24	831,028	75,548	43,386	949,962		Nov-25	959,624	87,239	48,669	1,095,531	15.32%
12 month total				9,635,179		12 month total				10,030,640	4.10%
Oct-Nov 2024				1,783,997		Oct-Nov 2025				1,882,563	5.53%
FY 2024-2025 Total				9,932,074		FY 2025-2026 Budget				9,682,020	
Collection to date as percentage of fiscal year total					17.96%	Collection to date as percentage of fiscal year budget					19.44%

Budget Variance Report
As Of: 11/30/2025

City of Stephenville

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	1,495,773.17	1,286,896.99	208,876.18	2,620,095.58	2,569,406.07	50,689.51	14	18,421,659.00	(15,801,563.42)	86
LICENSES AND PERMITS	24,667.08	44,267.67	(19,600.59)	68,613.58	63,899.07	4,714.51	14	485,088.00	(416,474.42)	86
FINES AND FORFEITURES	25,954.36	24,563.63	1,390.73	48,163.37	48,932.63	(769.26)	21	233,440.00	(185,276.63)	79
INTERGOVERNMENTAL	54,300.01	50,300.00	4,000.01	56,200.01	50,600.00	5,600.01	17	332,665.00	(276,464.99)	83
CHARGES FOR SERVICES	94,358.45	108,227.45	(13,869.00)	167,228.93	223,198.26	(55,969.33)	14	1,189,705.00	(1,022,476.07)	86
OTHER REVENUE	67,321.83	42,087.63	25,234.20	144,881.50	73,430.42	71,451.08	23	628,689.00	(483,807.50)	77
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	1,763,925.00	(1,763,925.00)	100
TOTAL REVENUE	1,762,374.90	1,556,343.37	206,031.53	3,105,182.97	3,029,466.45	75,716.52	13	23,055,171.00	(19,949,988.03)	87
EXPENSE SUMMARY										
CITY COUNCIL	19,783.44	14,221.71	(5,561.73)	59,758.51	48,339.57	(11,418.94)	31	192,126.00	(132,367.49)	69
CITY MANAGER	43,452.37	43,773.41	321.04	68,219.35	81,448.47	13,229.12	14	488,975.00	(420,755.65)	86
CITY SECRETARY	17,639.48	23,285.04	5,645.56	99,251.67	84,612.16	(14,639.51)	39	255,665.00	(156,413.33)	61
EMERGENCY MANAGEMENT	547.08	580.05	32.97	10,360.41	14,002.67	3,642.26	48	21,660.00	(11,299.59)	52
MUNICIPAL BUILDING	11,231.67	10,891.09	(340.58)	20,113.10	37,272.98	17,159.88	14	143,052.00	(122,938.90)	86
MUNICIPAL SERVICES CTR	37,470.33	11,528.43	(25,941.90)	75,209.77	28,648.39	(46,561.38)	46	163,814.00	(88,604.23)	54
HUMAN RESOURCES	25,821.73	30,336.66	4,514.93	43,825.58	57,367.65	13,542.07	12	365,366.00	(321,540.42)	88
DOWNTOWN	29,894.27	16,955.96	(12,938.31)	41,880.72	32,040.32	(9,840.40)	22	190,914.00	(149,033.28)	78
FINANCE	62,081.60	66,561.53	4,479.93	173,053.10	148,003.34	(25,049.76)	21	828,915.00	(655,861.90)	79
INFORMATION TECHNOLOGY	25,666.68	50,148.34	24,481.66	211,417.00	99,663.30	(111,753.70)	31	673,635.00	(462,218.00)	69
TAX	0.00	0.00	0.00	57,549.56	62,664.48	5,114.92	19	302,832.00	(245,282.44)	81
LEGAL COUNSEL	11,348.33	13,312.35	1,964.02	13,828.49	25,697.52	11,869.03	9	160,053.00	(146,224.51)	91
MUNICIPAL COURT	15,148.50	16,093.48	944.98	26,008.33	30,559.67	4,551.34	14	182,355.00	(156,346.67)	86
STREET MAINTENANCE	64,937.95	84,917.73	19,979.78	132,435.45	194,109.66	61,674.21	10	1,305,726.00	(1,173,290.55)	90
PARKS & LEISURE ADM	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	

Fund: 01 - GENERAL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
PARKS & RECREATION	212,545.35	187,650.96	(24,894.39)	388,139.19	395,080.21	6,941.02	15	2,585,664.00	(2,197,524.81)	85
PARK MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
LIBRARY	25,020.78	27,606.73	2,585.95	40,363.45	51,957.24	11,593.79	13	315,611.00	(275,247.55)	87
SENIOR CENTER	22,438.43	23,282.71	844.28	42,858.76	51,176.68	8,317.92	15	279,958.00	(237,099.24)	85
AQUATIC CENTER	3,114.88	5,351.95	2,237.07	14,350.22	17,097.21	2,746.99	20	71,585.00	(57,234.78)	80
FIRE DEPARTMENT	478,089.50	440,483.23	(37,606.27)	881,969.68	952,700.45	70,730.77	16	5,489,940.00	(4,607,970.32)	84
POLICE DEPARTMENT	585,423.04	807,083.23	221,660.19	1,262,439.91	1,689,139.36	426,699.45	13	10,087,902.00	(8,825,462.09)	87
DEVELOPMENT SERVICES	60,585.34	83,555.47	22,970.13	116,617.72	175,186.19	58,568.47	12	972,988.00	(856,370.28)	88
CODE ENFORCEMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
GIS	9,990.62	10,616.18	625.56	14,613.38	17,814.06	3,200.68	11	130,425.00	(115,811.62)	89
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0	3,927,687.00	(3,927,687.00)	100
TOTAL EXPENSE	1,762,231.37	1,968,236.24	206,004.87	3,794,263.35	4,294,581.58	500,318.23	13	29,136,848.00	25,342,584.65	87
REVENUE OVER/(UNDER) EXPENDITURE	143.53	(411,892.87)	412,036.40	(689,080.38)	(1,265,115.13)	576,034.75		(6,081,677.00)	(45,292,572.68)	

Fund: 02 - WATER AND WASTEWATER FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0	1,000.00	(1,000.00)	100
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	1,165,379.51	1,103,769.94	61,609.57	2,271,898.18	2,261,238.95	10,659.23	17	13,022,592.00	(10,750,693.82)	83
OTHER REVENUE	30,902.58	3,022,283.57	(2,991,380.99)	72,198.63	3,039,995.96	(2,967,797.33)	2	3,328,020.00	(3,255,821.37)	98
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	194,631.00	(194,631.00)	100
TOTAL REVENUE	1,196,282.09	4,126,053.51	(2,929,771.42)	2,344,096.81	5,301,234.91	(2,957,138.10)	14	16,546,243.00	(14,202,146.19)	86
EXPENSE SUMMARY										
UTILITIES ADMINISTRATION	98,730.07	152,913.04	54,182.97	167,336.55	278,405.39	111,068.84	11	1,510,101.00	(1,342,764.45)	89
WATER PRODUCTION	304,058.03	125,416.85	(178,641.18)	391,754.71	450,851.71	59,097.00	26	1,494,421.00	(1,102,666.29)	74
WATER DISTRIBUTION	35,871.66	323,657.32	287,785.66	71,279.34	651,824.38	580,545.04	2	3,876,632.00	(3,805,352.66)	98
CUSTOMER SERVICE	40,766.83	75,067.00	34,300.17	59,244.25	129,649.40	70,405.15	9	635,836.00	(576,591.75)	91
WASTEWATER COLLECTION	52,616.16	185,571.25	132,955.09	92,321.67	386,481.75	294,160.08	4	2,227,920.00	(2,135,598.33)	96
WASTEWATER TREATMENT	97,324.16	234,115.45	136,791.29	247,518.10	508,885.90	261,367.80	9	2,850,753.00	(2,603,234.90)	91
BILLING & COLLECTION	101,190.61	108,217.33	7,026.72	221,004.95	214,570.82	(6,434.13)	17	1,307,414.00	(1,086,409.05)	83
NON-DEPARTMENTAL	66,582.20	78,272.58	11,690.38	150,719.27	164,633.03	13,913.76	3	5,884,988.00	(5,734,268.73)	97
TOTAL EXPENSE	797,139.72	1,283,230.82	486,091.10	1,401,178.84	2,785,302.38	1,384,123.54	7	19,788,065.00	18,386,886.16	93
REVENUE OVER/(UNDER) EXPENDITURE	399,142.37	2,842,822.69	(2,443,680.32)	942,917.97	2,515,932.53	(1,573,014.56)		(3,241,822.00)	(32,589,032.35)	

Fund: 03 - SANITARY LANDFILL FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
CHARGES FOR SERVICES	148,049.21	129,055.22	18,993.99	323,398.62	262,015.82	61,382.80	18	1,775,175.00	(1,451,776.38)	82
OTHER REVENUE	12,852.82	949,620.00	(936,767.18)	26,579.20	956,270.00	(929,690.80)	3	1,062,850.00	(1,036,270.80)	97
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	160,902.03	1,078,675.22	(917,773.19)	349,977.82	1,218,285.82	(868,308.00)	12	2,838,025.00	(2,488,047.18)	88
EXPENSE SUMMARY										
LANDFILL	1,002,400.49	1,214,376.72	211,976.23	1,105,735.63	1,328,859.24	223,123.61	41	2,665,300.00	(1,559,564.37)	59
TOTAL EXPENSE	1,002,400.49	1,214,376.72	211,976.23	1,105,735.63	1,328,859.24	223,123.61	41	2,665,300.00	1,559,564.37	59
REVENUE OVER/(UNDER) EXPENDITURE	(841,498.46)	(135,701.50)	(705,796.96)	(755,757.81)	(110,573.42)	(645,184.39)		172,725.00	(4,047,611.55)	

Fund: 04 - AIRPORT FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	100,000.00	(100,000.00)	100
CHARGES FOR SERVICES	8,344.74	20,733.23	(12,388.49)	45,386.74	36,662.36	8,724.38	35	128,610.00	(83,223.26)	65
OTHER REVENUE	0.00	0.00	0.00	35,768.75	0.00	35,768.75	8	453,355.00	(417,586.25)	92
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	597,064.00	(597,064.00)	100
TOTAL REVENUE	8,344.74	20,733.23	(12,388.49)	81,155.49	36,662.36	44,493.13	6	1,279,029.00	(1,197,873.51)	94
EXPENSE SUMMARY										
AIRPORT	16,663.50	96,905.57	80,242.07	49,532.26	207,574.50	158,042.24	4	1,171,437.00	(1,121,904.74)	96
TOTAL EXPENSE	16,663.50	96,905.57	80,242.07	49,532.26	207,574.50	158,042.24	4	1,171,437.00	1,121,904.74	96
REVENUE OVER/(UNDER) EXPENDITURE	(8,318.76)	(76,172.34)	67,853.58	31,623.23	(170,912.14)	202,535.37		107,592.00	(2,319,778.25)	

Fund: 05 - STORM WATER DRAINAGE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0	20,000.00	(20,000.00)	100
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	125,440.49	120,756.07	4,684.42	250,904.98	241,563.55	9,341.43	17	1,454,904.00	(1,203,999.02)	83
OTHER REVENUE	4,194.54	2,332.00	1,862.54	8,679.63	3,512.00	5,167.63	22	40,000.00	(31,320.37)	78
TOTAL REVENUE	129,635.03	123,088.07	6,546.96	259,584.61	245,075.55	14,509.06	17	1,514,904.00	(1,255,319.39)	83
EXPENSE SUMMARY										
STORM WATER DRAINAGE	6,813.31	63,412.20	56,598.89	10,112.18	126,824.40	116,712.22	1	1,688,087.00	(1,677,974.82)	99
TOTAL EXPENSE	6,813.31	63,412.20	56,598.89	10,112.18	126,824.40	116,712.22	1	1,688,087.00	1,677,974.82	99
REVENUE OVER/(UNDER) EXPENDITURE	122,821.72	59,675.87	63,145.85	249,472.43	118,251.15	131,221.28		(173,183.00)	(2,933,294.21)	

Fund: 07 - HOTEL OCCUPANCY TAX FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	48,282.39	66,085.98	(17,803.59)	48,282.39	66,085.98	(17,803.59)	5	1,018,274.00	(969,991.61)	95
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	150.00	3,750.00	(3,600.00)	500.00	7,500.00	(7,000.00)	1	69,754.00	(69,254.00)	99
OTHER REVENUE	7,289.88	4,376.00	2,913.88	15,084.88	8,072.00	7,012.88	19	80,000.00	(64,915.12)	81
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	55,722.27	74,211.98	(18,489.71)	63,867.27	81,657.98	(17,790.71)	5	1,168,028.00	(1,104,160.73)	95
EXPENSE SUMMARY										
TOURISM	22,081.21	34,768.45	12,687.24	49,738.97	68,823.87	19,084.90	5	1,020,830.00	(971,091.03)	95
NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENSE	22,081.21	34,768.45	12,687.24	49,738.97	68,823.87	19,084.90	5	1,020,830.00	971,091.03	95
REVENUE OVER/(UNDER) EXPENDITURE	33,641.06	39,443.53	(5,802.47)	14,128.30	12,834.11	1,294.19		147,198.00	(2,075,251.76)	

Fund: 08 - DEBT SERVICE FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	15,363.11	12,018.04	3,345.07	26,596.24	25,197.49	1,398.75	11	252,480.00	(225,883.76)	89
OTHER REVENUE	714.62	433.30	281.32	1,565.55	763.70	801.85	22	7,000.00	(5,434.45)	78
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	821,450.00	(821,450.00)	100
TOTAL REVENUE	16,077.73	12,451.34	3,626.39	28,161.79	25,961.19	2,200.60	3	1,080,930.00	(1,052,768.21)	97
EXPENSE SUMMARY										
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,100,725.00	(1,100,725.00)	100
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0	1,100,725.00	1,100,725.00	100
REVENUE OVER/(UNDER) EXPENDITURE	16,077.73	12,451.34	3,626.39	28,161.79	25,961.19	2,200.60		(19,795.00)	(2,153,493.21)	

Fund: 10 - CAPITAL PROJECTS FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
LICENSES AND PERMITS	0.00	1,088.40	(1,088.40)	0.00	1,088.40	(1,088.40)	0	1,500.00	(1,500.00)	100
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
CHARGES FOR SERVICES	0.00	1,475.67	(1,475.67)	2,194.50	1,475.67	718.83	18	12,500.00	(10,305.50)	82
OTHER REVENUE	14,914.80	11,088.00	3,826.80	30,850.54	20,776.00	10,074.54	22	140,000.00	(109,149.46)	78
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0	3,256,758.00	(3,256,758.00)	100
TOTAL REVENUE	14,914.80	13,652.07	1,262.73	33,045.04	23,340.07	9,704.97	1	3,410,758.00	(3,377,712.96)	99
EXPENSE SUMMARY										
STREET MAINTENANCE	11,463.85	245,179.30	233,715.45	29,072.87	490,358.60	461,285.73	1	2,943,329.00	(2,914,256.13)	99
PARKS & RECREATION	0.00	249,900.00	249,900.00	85,880.00	499,800.00	413,920.00	3	3,000,000.00	(2,914,120.00)	97
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	11,463.85	495,079.30	483,615.45	114,952.87	990,158.60	875,205.73	2	5,943,329.00	5,828,376.13	98
REVENUE OVER/(UNDER) EXPENDITURE	3,450.95	(481,427.23)	484,878.18	(81,907.83)	(966,818.53)	884,910.70		(2,532,571.00)	(9,206,089.09)	

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	551.75	315.62	236.13	1,134.02	1,468.12	(334.10)	18	6,250.00	(5,115.98)	82
OTHER REVENUE	64.38	42.19	22.19	133.22	75.67	57.55	19	720.00	(586.78)	81
TOTAL REVENUE	616.13	357.81	258.32	1,267.24	1,543.79	(276.55)	18	6,970.00	(5,702.76)	82
EXPENSE SUMMARY										
CHILD SAFETY	0.00	0.00	0.00	0.00	22,050.00	22,050.00	0	22,050.00	(22,050.00)	100
TOTAL EXPENSE	0.00	0.00	0.00	0.00	22,050.00	22,050.00	0	22,050.00	22,050.00	100
REVENUE OVER/(UNDER) EXPENDITURE	616.13	357.81	258.32	1,267.24	(20,506.21)	21,773.45		(15,080.00)	(27,752.76)	

Fund: 12 - COURT TECHNOLOGY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	1,084.67	1,260.32	(175.65)	2,049.80	2,520.64	(470.84)	14	15,130.00	(13,080.20)	86
OTHER REVENUE	208.58	105.00	103.58	431.51	187.20	244.31	22	2,000.00	(1,568.49)	78
TOTAL REVENUE	1,293.25	1,365.32	(72.07)	2,481.31	2,707.84	(226.53)	14	17,130.00	(14,648.69)	86
EXPENSE SUMMARY										
COURT TECHNOLOGY	0.00	0.00	0.00	250.00	14,833.00	14,583.00	2	14,833.00	(14,583.00)	98
TOTAL EXPENSE	0.00	0.00	0.00	250.00	14,833.00	14,583.00	2	14,833.00	14,583.00	98
REVENUE OVER/(UNDER) EXPENDITURE	1,293.25	1,365.32	(72.07)	2,231.31	(12,125.16)	14,356.47		2,297.00	(29,231.69)	

Fund: 13 - PUBLIC SAFETY FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
FINES AND FORFEITURES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0	3,350.00	(3,350.00)	100
OTHER REVENUE	679.60	295.60	384.00	1,406.29	543.20	863.09	35	4,000.00	(2,593.71)	65
TOTAL REVENUE	679.60	295.60	384.00	1,406.29	543.20	863.09	19	7,350.00	(5,943.71)	81
EXPENSE SUMMARY										
PUBLIC SAFETY	0.00	3,055.50	3,055.50	0.00	6,111.00	6,111.00	0	10,761.00	(10,761.00)	100
TOTAL EXPENSE	0.00	3,055.50	3,055.50	0.00	6,111.00	6,111.00	0	10,761.00	10,761.00	100
REVENUE OVER/(UNDER) EXPENDITURE	679.60	(2,759.90)	3,439.50	1,406.29	(5,567.80)	6,974.09		(3,411.00)	(16,704.71)	

Fund: 20 - TAX INCREMENT FINANCING FUND

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	**BUDGETED**	**VARIANCE**	**ACTUAL**	**BUDGETED**	**VARIANCE**	**%**	**TOTAL**	**REMAINING**	**%**
REVENUE SUMMARY										
TAXES	48,668.53	43,292.65	5,375.88	95,054.46	86,658.90	8,395.56	11	869,565.00	(774,510.54)	89
OTHER REVENUE	1,310.09	352.80	957.29	1,968.16	507.00	1,461.16	33	6,000.00	(4,031.84)	67
TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL REVENUE	49,978.62	43,645.45	6,333.17	97,022.62	87,165.90	9,856.72	11	875,565.00	(778,542.38)	89
EXPENSE SUMMARY										
TAX INCREMENT FINANCING	0.00	0.00	0.00	0.00	0.00	0.00	0	821,450.00	(821,450.00)	100
TOTAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0	821,450.00	821,450.00	100
REVENUE OVER/(UNDER) EXPENDITURE	49,978.62	43,645.45	6,333.17	97,022.62	87,165.90	9,856.72		54,115.00	(1,599,992.38)	

Fund: 79 - SEDA

	CURRENT MONTH			YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY										
TAXES	87,238.51	74,884.00	12,354.51	148,959.09	145,676.40	3,282.69	19	772,000.00	(623,040.91)	81
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
OTHER REVENUE	1,751.01	1,254.60	496.41	3,671.79	2,336.40	1,335.39	20	18,000.00	(14,328.21)	80
TOTAL REVENUE	88,989.52	76,138.60	12,850.92	152,630.88	148,012.80	4,618.08	19	790,000.00	(637,369.12)	81
EXPENSE SUMMARY										
SEDA	50,205.98	97,713.19	47,507.21	126,336.68	162,013.13	35,676.45	16	790,000.00	(663,663.32)	84
TOTAL EXPENSE	50,205.98	97,713.19	47,507.21	126,336.68	162,013.13	35,676.45	16	790,000.00	663,663.32	84
REVENUE OVER/(UNDER) EXPENDITURE	38,783.54	(21,574.59)	60,358.13	26,294.20	(14,000.33)	40,294.53		0.00	(1,301,032.44)	

Prior-Year Comparative Income Statement

City of Stephenville

Group Summary

For the Period Ending 11/30/2025

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 01 - GENERAL FUND								
Revenue								
40 - TAXES	1,492,608.63	1,495,773.17	3,164.54	0.21%	2,739,858.22	2,620,095.58	-119,762.64	-4.37%
41 - LICENSES AND PERMITS	61,748.88	24,667.08	-37,081.80	-60.05%	164,427.28	68,613.58	-95,813.70	-58.27%
42 - FINES AND FORFEITURES	28,805.24	25,954.36	-2,850.88	-9.90%	69,429.96	48,163.37	-21,266.59	-30.63%
43 - INTERGOVERNMENTAL	300.00	54,300.01	54,000.01	18,000.00%	600.00	56,200.01	55,600.01	9,266.67%
44 - CHARGES FOR SERVICES	108,875.13	94,358.45	-14,516.68	-13.33%	163,912.27	167,228.93	3,316.66	2.02%
45 - OTHER REVENUE	60,239.51	67,321.83	7,082.32	11.76%	106,267.50	144,881.50	38,614.00	36.34%
Revenue Total:	**1,752,577.39**	**1,762,374.90**	**9,797.51**	**0.56%**	**3,244,495.23**	**3,105,182.97**	**-139,312.26**	**-4.29%**
Expense								
Department: 101 - CITY COUNCIL								
51 - PERSONNEL	2,153.00	1,937.70	215.30	10.00%	3,723.41	3,257.96	465.45	12.50%
52 - CONTRACTUAL	29,614.22	17,766.98	11,847.24	40.01%	73,191.71	55,624.28	17,567.43	24.00%
53 - GENERAL SERVICES	515.51	78.76	436.75	84.72%	1,288.93	876.27	412.66	32.02%
Department 101 - CITY COUNCIL Total:	**32,282.73**	**19,783.44**	**12,499.29**	**38.72%**	**78,204.05**	**59,758.51**	**18,445.54**	**23.59%**
Department: 102 - CITY MANAGER								
51 - PERSONNEL	41,755.21	41,210.42	544.79	1.30%	63,534.18	61,969.08	1,565.10	2.46%
52 - CONTRACTUAL	2,294.26	1,368.70	925.56	40.34%	4,782.45	5,111.91	-329.46	-6.89%
53 - GENERAL SERVICES	263.82	873.25	-609.43	-231.00%	352.05	1,138.36	-786.31	-223.35%
Department 102 - CITY MANAGER Total:	**44,313.29**	**43,452.37**	**860.92**	**1.94%**	**68,668.68**	**68,219.35**	**449.33**	**0.65%**
Department: 103 - CITY SECRETARY								
51 - PERSONNEL	16,724.68	17,152.71	-428.03	-2.56%	24,507.84	25,549.09	-1,041.25	-4.25%
52 - CONTRACTUAL	2,672.94	358.57	2,314.37	86.59%	9,232.00	10,330.88	-1,098.88	-11.90%
53 - GENERAL SERVICES	0.00	128.20	-128.20	0.00%	52.98	207.69	-154.71	-292.02%
54 - MACHINE & EQUIPMENT MAI	4,964.25	0.00	4,964.25	100.00%	54,624.20	63,164.01	-8,539.81	-15.63%
Department 103 - CITY SECRETARY Total:	**24,361.87**	**17,639.48**	**6,722.39**	**27.59%**	**88,417.02**	**99,251.67**	**-10,834.65**	**-12.25%**
Department: 104 - EMERGENCY MANAGEMENT								
52 - CONTRACTUAL	208.87	547.08	-338.21	-161.92%	12,865.70	10,360.41	2,505.29	19.47%
Department 104 - EMERGENCY MANAGEMENT Total:	**208.87**	**547.08**	**-338.21**	**-161.92%**	**12,865.70**	**10,360.41**	**2,505.29**	**19.47%**
Department: 105 - MUNICIPAL BUILDING								
51 - PERSONNEL	3,050.09	3,219.39	-169.30	-5.55%	4,962.72	5,067.20	-104.48	-2.11%
52 - CONTRACTUAL	2,632.68	2,245.93	386.75	14.69%	8,533.46	8,752.64	-219.18	-2.57%
53 - GENERAL SERVICES	1,365.64	521.35	844.29	61.82%	1,679.04	1,030.69	648.35	38.61%
54 - MACHINE & EQUIPMENT MAI	59.98	5,245.00	-5,185.02	-8,644.58%	15,477.85	5,262.57	10,215.28	66.00%

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department 105 - MUNICIPAL BUILDING Total:	**7,108.39**	**11,231.67**	**-4,123.28**	**-58.01%**	**30,653.07**	**20,113.10**	**10,539.97**	**34.38%**
Department: 106 - MUNICIPAL SERVICES CTR								
51 - PERSONNEL	5,636.30	20,222.25	-14,585.95	-258.79%	9,247.55	37,770.34	-28,522.79	-308.44%
52 - CONTRACTUAL	2,349.79	1,628.38	721.41	30.70%	9,812.53	8,291.72	1,520.81	15.50%
53 - GENERAL SERVICES	-10,669.54	-8,283.83	-2,385.71	-22.36%	-10,548.69	-14,915.24	4,366.55	41.39%
54 - MACHINE & EQUIPMENT MAI	903.46	1,176.35	-272.89	-30.20%	903.46	1,386.52	-483.06	-53.47%
55 - CAPITAL OUTLAY	0.00	22,727.18	-22,727.18	0.00%	0.00	42,676.43	-42,676.43	0.00%
Department 106 - MUNICIPAL SERVICES CTR Total:	**-1,779.99**	**37,470.33**	**-39,250.32**	**-2,205.09%**	**9,414.85**	**75,209.77**	**-65,794.92**	**-698.84%**
Department: 107 - HUMAN RESOURCES								
51 - PERSONNEL	9,937.31	21,861.90	-11,924.59	-120.00%	14,455.28	34,172.30	-19,717.02	-136.40%
52 - CONTRACTUAL	7,578.53	3,955.19	3,623.34	47.81%	12,970.18	9,569.80	3,400.38	26.22%
53 - GENERAL SERVICES	13.52	4.64	8.88	65.68%	161.66	83.48	78.18	48.36%
Department 107 - HUMAN RESOURCES Total:	**17,529.36**	**25,821.73**	**-8,292.37**	**-47.31%**	**27,587.12**	**43,825.58**	**-16,238.46**	**-58.86%**
Department: 108 - DOWNTOWN								
51 - PERSONNEL	6,104.46	7,612.42	-1,507.96	-24.70%	9,628.22	11,082.02	-1,453.80	-15.10%
52 - CONTRACTUAL	20,297.99	22,132.94	-1,834.95	-9.04%	23,519.97	30,174.79	-6,654.82	-28.29%
53 - GENERAL SERVICES	1,004.40	148.91	855.49	85.17%	2,341.50	623.91	1,717.59	73.35%
Department 108 - DOWNTOWN Total:	**27,406.85**	**29,894.27**	**-2,487.42**	**-9.08%**	**35,489.69**	**41,880.72**	**-6,391.03**	**-18.01%**
Department: 201 - FINANCE								
51 - PERSONNEL	50,555.58	55,387.34	-4,831.76	-9.56%	77,393.57	82,002.85	-4,609.28	-5.96%
52 - CONTRACTUAL	9,007.83	6,429.27	2,578.56	28.63%	14,499.95	9,317.91	5,182.04	35.74%
53 - GENERAL SERVICES	262.09	0.00	262.09	100.00%	558.46	449.22	109.24	19.56%
54 - MACHINE & EQUIPMENT MAI	0.00	249.99	-249.99	0.00%	18,997.00	45,812.31	-26,815.31	-141.16%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	35,330.00	-35,330.00	0.00%
56 - BANK CHARGES	200.00	15.00	185.00	92.50%	200.00	140.81	59.19	29.60%
Department 201 - FINANCE Total:	**60,025.50**	**62,081.60**	**-2,056.10**	**-3.43%**	**111,648.98**	**173,053.10**	**-61,404.12**	**-55.00%**
Department: 203 - INFORMATION TECHNOLOGY								
51 - PERSONNEL	18,711.64	19,771.98	-1,060.34	-5.67%	29,545.50	30,510.93	-965.43	-3.27%
52 - CONTRACTUAL	97.99	97.99	0.00	0.00%	2,223.79	2,994.99	-771.20	-34.68%
53 - GENERAL SERVICES	1,511.00	4,069.05	-2,558.05	-169.30%	1,527.00	10,693.78	-9,166.78	-600.31%
54 - MACHINE & EQUIPMENT MAI	16,445.02	1,727.66	14,717.36	89.49%	83,502.06	167,217.30	-83,715.24	-100.26%
Department 203 - INFORMATION TECHNOLOGY Total:	**36,765.65**	**25,666.68**	**11,098.97**	**30.19%**	**116,798.35**	**211,417.00**	**-94,618.65**	**-81.01%**
Department: 204 - TAX								
52 - CONTRACTUAL	412.00	0.00	412.00	100.00%	56,910.08	57,549.56	-639.48	-1.12%
Department 204 - TAX Total:	**412.00**	**0.00**	**412.00**	**100.00%**	**56,910.08**	**57,549.56**	**-639.48**	**-1.12%**
Department: 301 - LEGAL COUNSEL								
51 - PERSONNEL	2,979.19	11,205.13	-8,225.94	-276.11%	5,884.00	13,352.95	-7,468.95	-126.94%
52 - CONTRACTUAL	0.00	143.20	-143.20	0.00%	208.62	475.54	-266.92	-127.95%
Department 301 - LEGAL COUNSEL Total:	**2,979.19**	**11,348.33**	**-8,369.14**	**-280.92%**	**6,092.62**	**13,828.49**	**-7,735.87**	**-126.97%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department: 302 - MUNICIPAL COURT								
51 - PERSONNEL	13,678.02	9,267.05	4,410.97	32.25%	17,231.18	12,663.49	4,567.69	26.51%
52 - CONTRACTUAL	3,853.23	3,729.72	123.51	3.21%	5,534.17	6,782.90	-1,248.73	-22.56%
53 - GENERAL SERVICES	1,943.94	2,151.73	-207.79	-10.69%	3,027.23	4,998.94	-1,971.71	-65.13%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	1,353.00	1,563.00	-210.00	-15.52%
Department 302 - MUNICIPAL COURT Total:	**19,475.19**	**15,148.50**	**4,326.69**	**22.22%**	**27,145.58**	**26,008.33**	**1,137.25**	**4.19%**
Department: 402 - STREET MAINTENANCE								
51 - PERSONNEL	40,003.76	38,255.07	1,748.69	4.37%	74,086.09	66,984.39	7,101.70	9.59%
52 - CONTRACTUAL	21,254.99	16,924.17	4,330.82	20.38%	38,172.39	40,140.29	-1,967.90	-5.16%
53 - GENERAL SERVICES	3,477.93	1,449.07	2,028.86	58.34%	15,435.71	5,102.70	10,333.01	66.94%
54 - MACHINE & EQUIPMENT MAI	969.61	7,793.28	-6,823.67	-703.75%	19,356.54	19,691.71	-335.17	-1.73%
55 - CAPITAL OUTLAY	0.00	516.36	-516.36	0.00%	0.00	516.36	-516.36	0.00%
Department 402 - STREET MAINTENANCE Total:	**65,706.29**	**64,937.95**	**768.34**	**1.17%**	**147,050.73**	**132,435.45**	**14,615.28**	**9.94%**
Department: 501 - PARKS & RECREATION								
51 - PERSONNEL	86,214.40	92,656.17	-6,441.77	-7.47%	153,217.89	152,113.29	1,104.60	0.72%
52 - CONTRACTUAL	15,129.92	13,830.72	1,299.20	8.59%	83,561.12	76,069.50	7,491.62	8.97%
53 - GENERAL SERVICES	12,613.06	1,639.26	10,973.80	87.00%	33,877.30	19,732.21	14,145.09	41.75%
54 - MACHINE & EQUIPMENT MAI	11,398.65	7,729.20	3,669.45	32.19%	30,731.29	21,534.19	9,197.10	29.93%
55 - CAPITAL OUTLAY	54,771.77	96,690.00	-41,918.23	-76.53%	78,549.47	118,690.00	-40,140.53	-51.10%
Department 501 - PARKS & RECREATION Total:	**180,127.80**	**212,545.35**	**-32,417.55**	**-18.00%**	**379,937.07**	**388,139.19**	**-8,202.12**	**-2.16%**
Department: 504 - LIBRARY								
51 - PERSONNEL	20,473.76	22,891.48	-2,417.72	-11.81%	31,714.57	33,957.42	-2,242.85	-7.07%
52 - CONTRACTUAL	545.24	633.89	-88.65	-16.26%	3,182.28	4,145.64	-963.36	-30.27%
53 - GENERAL SERVICES	1,473.89	1,253.23	220.66	14.97%	1,502.43	2,018.21	-515.78	-34.33%
54 - MACHINE & EQUIPMENT MAI	0.00	242.18	-242.18	0.00%	0.00	242.18	-242.18	0.00%
Department 504 - LIBRARY Total:	**22,492.89**	**25,020.78**	**-2,527.89**	**-11.24%**	**36,399.28**	**40,363.45**	**-3,964.17**	**-10.89%**
Department: 506 - SENIOR CENTER								
51 - PERSONNEL	7,308.53	14,493.68	-7,185.15	-98.31%	12,316.06	24,397.72	-12,081.66	-98.10%
52 - CONTRACTUAL	3,165.76	3,323.23	-157.47	-4.97%	8,374.66	11,545.31	-3,170.65	-37.86%
53 - GENERAL SERVICES	2,810.53	1,872.52	938.01	33.37%	3,933.87	4,025.97	-92.10	-2.34%
54 - MACHINE & EQUIPMENT MAI	0.00	2,749.00	-2,749.00	0.00%	0.00	2,889.76	-2,889.76	0.00%
55 - CAPITAL OUTLAY	143,431.86	0.00	143,431.86	100.00%	449,888.86	0.00	449,888.86	100.00%
Department 506 - SENIOR CENTER Total:	**156,716.68**	**22,438.43**	**134,278.25**	**85.68%**	**474,513.45**	**42,858.76**	**431,654.69**	**90.97%**
Department: 507 - AQUATIC CENTER								
51 - PERSONNEL	0.00	0.00	0.00	0.00%	2,545.00	132.00	2,413.00	94.81%
52 - CONTRACTUAL	1,582.03	1,549.21	32.82	2.07%	7,587.91	8,611.03	-1,023.12	-13.48%
53 - GENERAL SERVICES	10.00	1,565.67	-1,555.67	-15,556.70%	659.60	3,260.47	-2,600.87	-394.31%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	2,346.72	-2,346.72	0.00%
Department 507 - AQUATIC CENTER Total:	**1,592.03**	**3,114.88**	**-1,522.85**	**-95.65%**	**10,792.51**	**14,350.22**	**-3,557.71**	**-32.96%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Department: 601 - FIRE DEPARTMENT								
51 - PERSONNEL	325,326.53	407,567.70	-82,241.17	-25.28%	578,186.95	666,697.13	-88,510.18	-15.31%
52 - CONTRACTUAL	25,144.16	6,528.14	18,616.02	74.04%	83,102.59	88,823.40	-5,720.81	-6.88%
53 - GENERAL SERVICES	40,068.29	15,758.72	24,309.57	60.67%	61,100.69	58,535.99	2,564.70	4.20%
54 - MACHINE & EQUIPMENT MAI	43,732.27	48,234.94	-4,502.67	-10.30%	69,946.21	67,857.97	2,088.24	2.99%
55 - CAPITAL OUTLAY	36,250.80	0.00	36,250.80	100.00%	36,250.80	55.19	36,195.61	99.85%
Department 601 - FIRE DEPARTMENT Total:	**470,522.05**	**478,089.50**	**-7,567.45**	**-1.61%**	**828,587.24**	**881,969.68**	**-53,382.44**	**-6.44%**
Department: 701 - POLICE DEPARTMENT								
51 - PERSONNEL	430,635.49	497,947.40	-67,311.91	-15.63%	741,756.34	837,646.60	-95,890.26	-12.93%
52 - CONTRACTUAL	28,263.11	36,062.50	-7,799.39	-27.60%	164,171.39	221,687.62	-57,516.23	-35.03%
53 - GENERAL SERVICES	24,656.81	12,017.16	12,639.65	51.26%	29,354.09	45,786.63	-16,432.54	-55.98%
54 - MACHINE & EQUIPMENT MAI	65,944.67	39,395.98	26,548.69	40.26%	163,225.44	157,319.06	5,906.38	3.62%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Department 701 - POLICE DEPARTMENT Total:	**549,500.08**	**585,423.04**	**-35,922.96**	**-6.54%**	**1,098,507.26**	**1,262,439.91**	**-163,932.65**	**-14.92%**
Department: 801 - DEVELOPMENT SERVICES								
51 - PERSONNEL	47,182.36	47,168.81	13.55	0.03%	72,684.39	72,307.51	376.88	0.52%
52 - CONTRACTUAL	7,862.00	11,857.20	-3,995.20	-50.82%	14,364.34	17,962.41	-3,598.07	-25.05%
53 - GENERAL SERVICES	4,854.40	1,559.33	3,295.07	67.88%	6,074.46	10,353.80	-4,279.34	-70.45%
54 - MACHINE & EQUIPMENT MAI	95.00	0.00	95.00	100.00%	17,055.25	15,994.00	1,061.25	6.22%
Department 801 - DEVELOPMENT SERVICES Total:	**59,993.76**	**60,585.34**	**-591.58**	**-0.99%**	**110,178.44**	**116,617.72**	**-6,439.28**	**-5.84%**
Department: 804 - GIS								
51 - PERSONNEL	9,155.52	9,525.35	-369.83	-4.04%	13,482.49	13,767.24	-284.75	-2.11%
52 - CONTRACTUAL	0.00	465.27	-465.27	0.00%	816.90	846.14	-29.24	-3.58%
53 - GENERAL SERVICES	0.00	0.00	0.00	0.00%	190.08	0.00	190.08	100.00%
54 - MACHINE & EQUIPMENT MAI	1,064.94	0.00	1,064.94	100.00%	1,064.94	0.00	1,064.94	100.00%
Department 804 - GIS Total:	**10,220.46**	**9,990.62**	**229.84**	**2.25%**	**15,554.41**	**14,613.38**	**941.03**	**6.05%**
Expense Total:	**1,787,960.94**	**1,762,231.37**	**25,729.57**	**1.44%**	**3,771,416.18**	**3,794,263.35**	**-22,847.17**	**-0.61%**
Fund 01 Surplus (Deficit):	**-35,383.55**	**143.53**	**35,527.08**	**100.41%**	**-526,920.95**	**-689,080.38**	**-162,159.43**	**-30.77%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 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%	476.10	0.00	-476.10	-100.00%
44 - CHARGES FOR SERVICES	1,092,956.44	1,165,379.51	72,423.07	6.63%	2,101,441.27	2,271,898.18	170,456.91	8.11%
45 - OTHER REVENUE	74,203.86	30,902.58	-43,301.28	-58.35%	135,208.35	72,198.63	-63,009.72	-46.60%
Revenue Total:	**1,167,160.30**	**1,196,282.09**	**29,121.79**	**2.50%**	**2,237,125.72**	**2,344,096.81**	**106,971.09**	**4.78%**
Expense								
Department: 000 - UTILITIES ADMINISTRATION								
51 - PERSONNEL	83,835.53	95,805.28	-11,969.75	-14.28%	142,196.13	155,702.07	-13,505.94	-9.50%
52 - CONTRACTUAL	2,883.71	2,133.30	750.41	26.02%	8,915.91	9,105.44	-189.53	-2.13%
53 - GENERAL SERVICES	879.02	791.49	87.53	9.96%	1,772.72	2,433.58	-660.86	-37.28%
54 - MACHINE & EQUIPMENT MAI	114.04	0.00	114.04	100.00%	266.03	95.46	170.57	64.12%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	-878,775.55	0.00	-878,775.55	-100.00%
Department 000 - UTILITIES ADMINISTRATION Total:	**87,712.30**	**98,730.07**	**-11,017.77**	**-12.56%**	**-725,624.76**	**167,336.55**	**-892,961.31**	**-123.06%**
Department: 001 - WATER PRODUCTION								
51 - PERSONNEL	26,035.52	28,738.58	-2,703.06	-10.38%	44,808.49	48,070.57	-3,262.08	-7.28%
52 - CONTRACTUAL	253,586.84	255,187.63	-1,600.79	-0.63%	316,712.08	301,197.50	15,514.58	4.90%
53 - GENERAL SERVICES	1,008.40	625.42	382.98	37.98%	2,379.31	1,679.97	699.34	29.39%
54 - MACHINE & EQUIPMENT MAI	1,115.62	19,506.40	-18,390.78	-1,648.48%	5,640.12	31,048.64	-25,408.52	-450.50%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	-14,846.85	9,758.03	-24,604.88	-165.72%
Department 001 - WATER PRODUCTION Total:	**281,746.38**	**304,058.03**	**-22,311.65**	**-7.92%**	**354,693.15**	**391,754.71**	**-37,061.56**	**-10.45%**
Department: 002 - WATER DISTRIBUTION								
51 - PERSONNEL	21,384.70	15,650.07	5,734.63	26.82%	34,850.52	26,803.11	8,047.41	23.09%
52 - CONTRACTUAL	10,999.31	9,391.77	1,607.54	14.61%	15,765.01	15,335.84	429.17	2.72%
53 - GENERAL SERVICES	2,258.88	2,238.53	20.35	0.90%	15,163.60	8,031.43	7,132.17	47.03%
54 - MACHINE & EQUIPMENT MAI	10,985.10	8,591.29	2,393.81	21.79%	28,877.28	20,913.96	7,963.32	27.58%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	-189,648.28	195.00	-189,843.28	-100.10%
Department 002 - WATER DISTRIBUTION Total:	**45,627.99**	**35,871.66**	**9,756.33**	**21.38%**	**-94,991.87**	**71,279.34**	**-166,271.21**	**-175.04%**
Department: 003 - CUSTOMER SERVICE								
51 - PERSONNEL	15,110.16	11,398.90	3,711.26	24.56%	27,560.19	20,474.01	7,086.18	25.71%
52 - CONTRACTUAL	4,958.14	263.52	4,694.62	94.69%	9,336.76	4,635.79	4,700.97	50.35%
53 - GENERAL SERVICES	920.59	694.84	225.75	24.52%	2,811.79	1,854.87	956.92	34.03%
54 - MACHINE & EQUIPMENT MAI	13,205.86	3,452.86	9,753.00	73.85%	73,068.54	7,322.87	65,745.67	89.98%
55 - CAPITAL OUTLAY	0.00	24,956.71	-24,956.71	0.00%	0.00	24,956.71	-24,956.71	0.00%
Department 003 - CUSTOMER SERVICE Total:	**34,194.75**	**40,766.83**	**-6,572.08**	**-19.22%**	**112,777.28**	**59,244.25**	**53,533.03**	**47.47%**
Department: 011 - WASTEWATER COLLECTION								
51 - PERSONNEL	32,006.17	27,983.99	4,022.18	12.57%	54,360.36	47,500.85	6,859.51	12.62%
52 - CONTRACTUAL	5,530.58	350.88	5,179.70	93.66%	24,660.00	17,533.67	7,126.33	28.90%
53 - GENERAL SERVICES	2,178.88	1,638.72	540.16	24.79%	3,869.02	3,723.19	145.83	3.77%
54 - MACHINE & EQUIPMENT MAI	137.74	22,242.57	-22,104.83	-16,048.23%	3,996.23	23,163.96	-19,167.73	-479.65%

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
55 - CAPITAL OUTLAY	564,506.21	400.00	564,106.21	99.93%	-441,954.84	400.00	-442,354.84	-100.09%
Department 011 - WASTEWATER COLLECTION Total:	**604,359.58**	**52,616.16**	**551,743.42**	**91.29%**	**-355,069.23**	**92,321.67**	**-447,390.90**	**-126.00%**
Department: 012 - WASTEWATER TREATMENT								
52 - CONTRACTUAL	92,349.25	96,184.60	-3,835.35	-4.15%	189,530.20	217,555.54	-28,025.34	-14.79%
54 - MACHINE & EQUIPMENT MAI	3,014.00	1,139.56	1,874.44	62.19%	23,713.25	3,437.56	20,275.69	85.50%
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	215,917.30	26,525.00	189,392.30	87.72%
Department 012 - WASTEWATER TREATMENT Total:	**95,363.25**	**97,324.16**	**-1,960.91**	**-2.06%**	**429,160.75**	**247,518.10**	**181,642.65**	**42.33%**
Department: 020 - BILLING & COLLECTION								
51 - PERSONNEL	7,179.87	8,394.73	-1,214.86	-16.92%	11,884.30	13,251.57	-1,367.27	-11.50%
52 - CONTRACTUAL	4,966.62	5,270.21	-303.59	-6.11%	19,081.37	26,925.50	-7,844.13	-41.11%
53 - GENERAL SERVICES	42,962.82	87,260.67	-44,297.85	-103.11%	84,703.38	171,386.88	-86,683.50	-102.34%
54 - MACHINE & EQUIPMENT MAI	2,005.36	265.00	1,740.36	86.79%	24,955.36	9,441.00	15,514.36	62.17%
Department 020 - BILLING & COLLECTION Total:	**57,114.67**	**101,190.61**	**-44,075.94**	**-77.17%**	**140,624.41**	**221,004.95**	**-80,380.54**	**-57.16%**
Department: 901 - NON-DEPARTMENTAL								
52 - CONTRACTUAL	63,057.58	66,582.20	-3,524.62	-5.59%	135,962.09	150,719.27	-14,757.18	-10.85%
56 - BANK CHARGES	0.00	0.00	0.00	0.00%	4.47	0.00	4.47	100.00%
Department 901 - NON-DEPARTMENTAL Total:	**63,057.58**	**66,582.20**	**-3,524.62**	**-5.59%**	**135,966.56**	**150,719.27**	**-14,752.71**	**-10.85%**
Expense Total:	**1,269,176.50**	**797,139.72**	**472,036.78**	**37.19%**	**-2,463.71**	**1,401,178.84**	**-1,403,642.55**	**-56,972.72%**
Fund 02 Surplus (Deficit):	**-102,016.20**	**399,142.37**	**501,158.57**	**491.25%**	**2,239,589.43**	**942,917.97**	**-1,296,671.46**	**-57.90%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 03 - SANITARY LANDFILL FUND								
Revenue								
44 - CHARGES FOR SERVICES	138,901.58	148,049.21	9,147.63	6.59%	298,869.70	323,398.62	24,528.92	8.21%
45 - OTHER REVENUE	11,980.23	12,852.82	872.59	7.28%	24,585.47	26,579.20	1,993.73	8.11%
Revenue Total:	**150,881.81**	**160,902.03**	**10,020.22**	**6.64%**	**323,455.17**	**349,977.82**	**26,522.65**	**8.20%**
Expense								
Department: 030 - LANDFILL								
51 - PERSONNEL	27,693.34	29,020.90	-1,327.56	-4.79%	52,870.78	53,430.69	-559.91	-1.06%
52 - CONTRACTUAL	6,420.13	-1,389.21	7,809.34	121.64%	29,988.17	36,614.93	-6,626.76	-22.10%
53 - GENERAL SERVICES	7,708.13	7,167.24	540.89	7.02%	16,915.39	15,468.48	1,446.91	8.55%
54 - MACHINE & EQUIPMENT MAI	3,336.71	597.56	2,739.15	82.09%	35,464.34	2,743.54	32,720.80	92.26%
55 - CAPITAL OUTLAY	24,950.00	967,004.00	-942,054.00	-3,775.77%	24,950.00	997,477.99	-972,527.99	-3,897.91%
57 - DEBT SERVICE	196,619.67	0.00	196,619.67	100.00%	196,619.67	0.00	196,619.67	100.00%
Department 030 - LANDFILL Total:	**266,727.98**	**1,002,400.49**	**-735,672.51**	**-275.81%**	**356,808.35**	**1,105,735.63**	**-748,927.28**	**-209.90%**
Expense Total:	**266,727.98**	**1,002,400.49**	**-735,672.51**	**-275.81%**	**356,808.35**	**1,105,735.63**	**-748,927.28**	**-209.90%**
Fund 03 Surplus (Deficit):	**-115,846.17**	**-841,498.46**	**-725,652.29**	**-626.39%**	**-33,353.18**	**-755,757.81**	**-722,404.63**	**-2,165.92%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 04 - AIRPORT FUND								
Revenue								
44 - CHARGES FOR SERVICES	6,539.20	8,344.74	1,805.54	27.61%	67,269.25	45,386.74	-21,882.51	-32.53%
45 - OTHER REVENUE	0.00	0.00	0.00	0.00%	0.00	35,768.75	35,768.75	0.00%
Revenue Total:	**6,539.20**	**8,344.74**	**1,805.54**	**27.61%**	**67,269.25**	**81,155.49**	**13,886.24**	**20.64%**
Expense								
Department: 040 - AIRPORT								
51 - PERSONNEL	6,572.30	8,849.34	-2,277.04	-34.65%	10,532.20	12,948.20	-2,416.00	-22.94%
52 - CONTRACTUAL	2,753.69	1,991.97	761.72	27.66%	17,701.73	19,995.76	-2,294.03	-12.96%
53 - GENERAL SERVICES	0.00	301.52	-301.52	0.00%	32.64	324.82	-292.18	-895.16%
54 - MACHINE & EQUIPMENT MAI	1,928.92	3,820.30	-1,891.38	-98.05%	3,866.43	6,688.20	-2,821.77	-72.98%
55 - CAPITAL OUTLAY	0.00	1,700.37	-1,700.37	0.00%	0.00	9,575.28	-9,575.28	0.00%
Department 040 - AIRPORT Total:	**11,254.91**	**16,663.50**	**-5,408.59**	**-48.06%**	**32,133.00**	**49,532.26**	**-17,399.26**	**-54.15%**
Expense Total:	**11,254.91**	**16,663.50**	**-5,408.59**	**-48.06%**	**32,133.00**	**49,532.26**	**-17,399.26**	**-54.15%**
Fund 04 Surplus (Deficit):	**-4,715.71**	**-8,318.76**	**-3,603.05**	**-76.41%**	**35,136.25**	**31,623.23**	**-3,513.02**	**-10.00%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 05 - STORM WATER DRAINAGE FUND								
Revenue								
41 - LICENSES AND PERMITS	0.00	0.00	0.00	0.00%	10,114.31	0.00	-10,114.31	-100.00%
44 - CHARGES FOR SERVICES	121,471.60	125,440.49	3,968.89	3.27%	205,461.47	250,904.98	45,443.51	22.12%
45 - OTHER REVENUE	4,991.34	4,194.54	-796.80	-15.96%	9,978.49	8,679.63	-1,298.86	-13.02%
Revenue Total:	**126,462.94**	**129,635.03**	**3,172.09**	**2.51%**	**225,554.27**	**259,584.61**	**34,030.34**	**15.09%**
Expense								
Department: 050 - STORM WATER DRAINAGE								
52 - CONTRACTUAL	0.00	6,213.31	-6,213.31	0.00%	0.00	6,213.31	-6,213.31	0.00%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	381.02	-381.02	0.00%
55 - CAPITAL OUTLAY	0.00	600.00	-600.00	0.00%	19,750.00	3,517.85	16,232.15	82.19%
Department 050 - STORM WATER DRAINAGE Total:	**0.00**	**6,813.31**	**-6,813.31**	**0.00%**	**19,750.00**	**10,112.18**	**9,637.82**	**48.80%**
Expense Total:	**0.00**	**6,813.31**	**-6,813.31**	**0.00%**	**19,750.00**	**10,112.18**	**9,637.82**	**48.80%**
Fund 05 Surplus (Deficit):	**126,462.94**	**122,821.72**	**-3,641.22**	**-2.88%**	**205,804.27**	**249,472.43**	**43,668.16**	**21.22%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 07 - HOTEL OCCUPANCY TAX FUND								
Revenue								
40 - TAXES	56,333.29	48,282.39	-8,050.90	-14.29%	56,693.89	48,282.39	-8,411.50	-14.84%
44 - CHARGES FOR SERVICES	0.00	150.00	150.00	0.00%	0.00	500.00	500.00	0.00%
45 - OTHER REVENUE	7,218.95	7,289.88	70.93	0.98%	15,097.98	15,084.88	-13.10	-0.09%
Revenue Total:	**63,552.24**	**55,722.27**	**-7,829.97**	**-12.32%**	**71,791.87**	**63,867.27**	**-7,924.60**	**-11.04%**
Expense								
Department: 070 - TOURISM								
51 - PERSONNEL	5,230.75	6,018.21	-787.46	-15.05%	8,678.21	9,348.72	-670.51	-7.73%
52 - CONTRACTUAL	10,313.12	1,590.47	8,722.65	84.58%	66,314.16	12,916.53	53,397.63	80.52%
53 - GENERAL SERVICES	19.99	0.00	19.99	100.00%	100.84	26.98	73.86	73.24%
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	0.00	4,694.93	-4,694.93	0.00%
55 - CAPITAL OUTLAY	7,970.00	0.00	7,970.00	100.00%	7,970.00	0.00	7,970.00	100.00%
58 - GRANT DISBURSEMENTS	682.14	14,472.53	-13,790.39	-2,021.64%	6,273.76	22,751.81	-16,478.05	-262.65%
Department 070 - TOURISM Total:	**24,216.00**	**22,081.21**	**2,134.79**	**8.82%**	**89,336.97**	**49,738.97**	**39,598.00**	**44.32%**
Expense Total:	**24,216.00**	**22,081.21**	**2,134.79**	**8.82%**	**89,336.97**	**49,738.97**	**39,598.00**	**44.32%**
Fund 07 Surplus (Deficit):	**39,336.24**	**33,641.06**	**-5,695.18**	**-14.48%**	**-17,545.10**	**14,128.30**	**31,673.40**	**180.53%**

Categor…		2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 08 - DEBT SERVICE FUND									
Revenue									
40 - TAXES		23,198.73	15,363.11	-7,835.62	-33.78%	40,207.96	26,596.24	-13,611.72	-33.85%
45 - OTHER REVENUE		760.60	714.62	-45.98	-6.05%	1,459.06	1,565.55	106.49	7.30%
	Revenue Total:	**23,959.33**	**16,077.73**	**-7,881.60**	**-32.90%**	**41,667.02**	**28,161.79**	**-13,505.23**	**-32.41%**
	Fund 08 Total:	**23,959.33**	**16,077.73**	**-7,881.60**	**-32.90%**	**41,667.02**	**28,161.79**	**-13,505.23**	**-32.41%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 10 - CAPITAL PROJECTS FUND								
Revenue								
44 - CHARGES FOR SERVICES	0.00	0.00	0.00	0.00%	0.00	2,194.50	2,194.50	0.00%
45 - OTHER REVENUE	25,766.16	14,914.80	-10,851.36	-42.11%	56,138.33	30,850.54	-25,287.79	-45.05%
Revenue Total:	**25,766.16**	**14,914.80**	**-10,851.36**	**-42.11%**	**56,138.33**	**33,045.04**	**-23,093.29**	**-41.14%**
Expense								
Department: 402 - STREET MAINTENANCE								
55 - CAPITAL OUTLAY	32,377.06	11,463.85	20,913.21	64.59%	-585,269.37	29,072.87	-614,342.24	-104.97%
Department 402 - STREET MAINTENANCE Total:	**32,377.06**	**11,463.85**	**20,913.21**	**64.59%**	**-585,269.37**	**29,072.87**	**-614,342.24**	**-104.97%**
Department: 501 - PARKS & RECREATION								
55 - CAPITAL OUTLAY	0.00	0.00	0.00	0.00%	4,500.00	85,880.00	-81,380.00	-1,808.44%
Department 501 - PARKS & RECREATION Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**4,500.00**	**85,880.00**	**-81,380.00**	**-1,808.44%**
Expense Total:	**32,377.06**	**11,463.85**	**20,913.21**	**64.59%**	**-580,769.37**	**114,952.87**	**-695,722.24**	**-119.79%**
Fund 10 Surplus (Deficit):	**-6,610.90**	**3,450.95**	**10,061.85**	**152.20%**	**636,907.70**	**-81,907.83**	**-718,815.53**	**-112.86%**

Categor…		2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 11 - CHILD SAFETY FUND									
Revenue									
42 - FINES AND FORFEITURES		646.42	551.75	-94.67	-14.65%	1,218.98	1,134.02	-84.96	-6.97%
45 - OTHER REVENUE		56.62	64.38	7.76	13.71%	114.82	133.22	18.40	16.03%
	Revenue Total:	**703.04**	**616.13**	**-86.91**	**-12.36%**	**1,333.80**	**1,267.24**	**-66.56**	**-4.99%**
	Fund 11 Total:	**703.04**	**616.13**	**-86.91**	**-12.36%**	**1,333.80**	**1,267.24**	**-66.56**	**-4.99%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 12 - COURT TECHNOLOGY FUND								
Revenue								
42 - FINES AND FORFEITURES	1,488.94	1,084.67	-404.27	-27.15%	3,302.56	2,049.80	-1,252.76	-37.93%
45 - OTHER REVENUE	189.80	208.58	18.78	9.89%	386.52	431.51	44.99	11.64%
Revenue Total:	**1,678.74**	**1,293.25**	**-385.49**	**-22.96%**	**3,689.08**	**2,481.31**	**-1,207.77**	**-32.74%**
Expense								
Department: 120 - COURT TECHNOLOGY								
54 - MACHINE & EQUIPMENT MAI	0.00	0.00	0.00	0.00%	884.00	250.00	634.00	71.72%
Department 120 - COURT TECHNOLOGY Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**884.00**	**250.00**	**634.00**	**71.72%**
Expense Total:	**0.00**	**0.00**	**0.00**	**0.00%**	**884.00**	**250.00**	**634.00**	**71.72%**
Fund 12 Surplus (Deficit):	**1,678.74**	**1,293.25**	**-385.49**	**-22.96%**	**2,805.08**	**2,231.31**	**-573.77**	**-20.45%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 13 - PUBLIC SAFETY FUND								
Revenue								
45 - OTHER REVENUE	535.32	679.60	144.28	26.95%	1,106.74	1,406.29	299.55	27.07%
Revenue Total:	**535.32**	**679.60**	**144.28**	**26.95%**	**1,106.74**	**1,406.29**	**299.55**	**27.07%**
Expense								
Department: 130 - PUBLIC SAFETY								
52 - CONTRACTUAL	2,479.32	0.00	2,479.32	100.00%	4,818.13	0.00	4,818.13	100.00%
Department 130 - PUBLIC SAFETY Total:	**2,479.32**	**0.00**	**2,479.32**	**100.00%**	**4,818.13**	**0.00**	**4,818.13**	**100.00%**
Expense Total:	**2,479.32**	**0.00**	**2,479.32**	**100.00%**	**4,818.13**	**0.00**	**4,818.13**	**100.00%**
Fund 13 Surplus (Deficit):	**-1,944.00**	**679.60**	**2,623.60**	**134.96%**	**-3,711.39**	**1,406.29**	**5,117.68**	**137.89%**

Categor…		2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 20 - TAX INCREMENT FINANCING FUND									
Revenue									
40 - TAXES		43,385.51	48,668.53	5,283.02	12.18%	85,111.07	95,054.46	9,943.39	11.68%
45 - OTHER REVENUE		291.68	1,310.09	1,018.41	349.15%	603.34	1,968.16	1,364.82	226.21%
	Revenue Total:	**43,677.19**	**49,978.62**	**6,301.43**	**14.43%**	**85,714.41**	**97,022.62**	**11,308.21**	**13.19%**
	Fund 20 Total:	**43,677.19**	**49,978.62**	**6,301.43**	**14.43%**	**85,714.41**	**97,022.62**	**11,308.21**	**13.19%**

Categor…	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
Fund: 79 - SEDA								
Revenue								
40 - TAXES	75,548.00	87,238.51	11,690.51	15.47%	141,573.86	148,959.09	7,385.23	5.22%
45 - OTHER REVENUE	2,561.02	1,751.01	-810.01	-31.63%	5,842.08	3,671.79	-2,170.29	-37.15%
Revenue Total:	**78,109.02**	**88,989.52**	**10,880.50**	**13.93%**	**147,415.94**	**152,630.88**	**5,214.94**	**3.54%**
Expense								
Department: 790 - SEDA								
51 - PERSONNEL	26,311.28	29,653.20	-3,341.92	-12.70%	43,678.25	51,652.29	-7,974.04	-18.26%
52 - CONTRACTUAL	4,028.60	5,552.38	-1,523.78	-37.82%	4,899.85	12,408.61	-7,508.76	-153.24%
53 - GENERAL SERVICES	247.59	1,494.80	-1,247.21	-503.74%	336.66	1,510.80	-1,174.14	-348.76%
54 - MACHINE & EQUIPMENT MAI	1,037.39	9,160.00	-8,122.61	-782.99%	1,037.39	9,660.00	-8,622.61	-831.18%
55 - CAPITAL OUTLAY	64,468.14	669.99	63,798.15	98.96%	74,840.11	44,929.37	29,910.74	39.97%
58 - GRANT DISBURSEMENTS	0.00	1,175.61	-1,175.61	0.00%	50,000.00	1,175.61	48,824.39	97.65%
59 - TRANSFER	2,500.00	2,500.00	0.00	0.00%	5,000.00	5,000.00	0.00	0.00%
Department 790 - SEDA Total:	**98,593.00**	**50,205.98**	**48,387.02**	**49.08%**	**179,792.26**	**126,336.68**	**53,455.58**	**29.73%**
Expense Total:	**98,593.00**	**50,205.98**	**48,387.02**	**49.08%**	**179,792.26**	**126,336.68**	**53,455.58**	**29.73%**
Fund 79 Surplus (Deficit):	**-20,483.98**	**38,783.54**	**59,267.52**	**289.34%**	**-32,376.32**	**26,294.20**	**58,670.52**	**181.21%**
Total Surplus (Deficit):	**-51,183.03**	**-183,188.72**	**-132,005.69**	**-257.91%**	**2,635,051.02**	**-132,220.64**	**-2,767,271.66**	**-105.02%**

Fund Summary

Fund	2024-2025 Nov. Activity	2025-2026 Nov. Activity	Nov. Variance Favorable / (Unfavorable)	Variance %	2024-2025 YTD Activity	2025-2026 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
01 - GENERAL FUND	-35,383.55	143.53	35,527.08	100.41%	-526,920.95	-689,080.38	-162,159.43	-30.77%
02 - WATER AND WASTEWA...	-102,016.20	399,142.37	501,158.57	491.25%	2,239,589.43	942,917.97	-1,296,671.46	-57.90%
03 - SANITARY LANDFILL FU...	-115,846.17	-841,498.46	-725,652.29	-626.39%	-33,353.18	-755,757.81	-722,404.63	-2,165.92%
04 - AIRPORT FUND	-4,715.71	-8,318.76	-3,603.05	-76.41%	35,136.25	31,623.23	-3,513.02	-10.00%
05 - STORM WATER DRAINA...	126,462.94	122,821.72	-3,641.22	-2.88%	205,804.27	249,472.43	43,668.16	21.22%
07 - HOTEL OCCUPANCY TAX ...	39,336.24	33,641.06	-5,695.18	-14.48%	-17,545.10	14,128.30	31,673.40	180.53%
08 - DEBT SERVICE FUND	23,959.33	16,077.73	-7,881.60	-32.90%	41,667.02	28,161.79	-13,505.23	-32.41%
10 - CAPITAL PROJECTS FUND	-6,610.90	3,450.95	10,061.85	152.20%	636,907.70	-81,907.83	-718,815.53	-112.86%
11 - CHILD SAFETY FUND	703.04	616.13	-86.91	-12.36%	1,333.80	1,267.24	-66.56	-4.99%
12 - COURT TECHNOLOGY F...	1,678.74	1,293.25	-385.49	-22.96%	2,805.08	2,231.31	-573.77	-20.45%
13 - PUBLIC SAFETY FUND	-1,944.00	679.60	2,623.60	134.96%	-3,711.39	1,406.29	5,117.68	137.89%
20 - TAX INCREMENT FINANC...	43,677.19	49,978.62	6,301.43	14.43%	85,714.41	97,022.62	11,308.21	13.19%
79 - SEDA	-20,483.98	38,783.54	59,267.52	289.34%	-32,376.32	26,294.20	58,670.52	181.21%
Total Surplus (Deficit):	**-51,183.03**	**-183,188.72**	**-132,005.69**	**-257.91%**	**2,635,051.02**	**-132,220.64**	**-2,767,271.66**	**-105.02%**

CITY COUNCIL

MEETING MINUTES
REGULAR MEETING
DECEMBER 2, 2025

CALL TO ORDER

The City Council of the City of Stephenville, Texas, convened on Tuesday, December 2, 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 Lonn Reisman
Place 1 LeAnn Durfey
Place 2 Gerald Cook
Place 4 Dean Parr
Place 5 Maddie Smith
Place 6 David Baskett
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 Lonn Reisman called the Regular Meeting to order at 05:30 PM.

PLEDGES OF ALLEGIANCE

Council Member LeAnn Durfey led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Pastor Ed Dittfurth with Cornerstone Church voiced the invocation.

CITIZENS GENERAL DISCUSSION

No one addressed the Council at this time.

NOMINATIONS COMMITTEE

21. **Committee Report from November 18, 2025**

Committee Chair Maddie Smith provided the Nominations Committee Report from November 18, 2025.

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

The Nominations Committee considered the following nominations:

Airport Advisory Board

- Ricky Thurman, 2
- Austin Brown, 4
- Hardy Hampton, 6
- Devan Hanson, new

Board of Adjustment

- Moumin Quazi, 4
- Bryan Durant, new
- Walter Latham, new
- Jorge Moreno, new

Building Board

- Fred Parker, 2

Electrical Board

- Kenneth Howell, 2
- Jerrod Hancock, 4

Library Advisory Board

- Jorge Moreno, 2
- Katherine Quinnell, 5
- Katherine Horak-smith, 6
- Joe Garcia, 7

Main Street Advisory Board

- Rita Cook, 6
- Michael Jones, new
- Debby Watson, new
- Carla Trussell, new
- Rhea Marrs, new
- Pat Hammett, new

- Kathy Hampton, new

Mechanical Board

- Rick Alderfer, 4

Parks and Leisure Services Advisory Board

- John Briese, 1
- Woody Gill, 2
- Debbie Watson, 3
- Rhea Marrs, 4
- Faye Hodges, 5
- Drew Robinson, 7
- Justin Skinner, new
- Jonathan Coleman, new
- Mattie Pollard, new

Planning and Zoning Commission

- Justin Slawson, 2
- Brian Lesley, 6
- Bryan Durant, new
- Rita Cook, new
- Jorge Moreno, new
- Justin Skinner, new
- Jonathan Coleman, new

Plumbing Board

- Larry Graham, 6
- Hector Razo, new

Stephenville Type B Economic Development Authority

- Justin Haschke, 4
- Ricky Thurman, 6
- Mark McClinton, 7

Tourism and Visitors Bureau Advisory Board

- Milo Choate, 2
- John Briese, new
- Justin Skinner, new
- Michael Jones, new
- Debby Watson, new
- Jonathan Coleman, new
- Rhea Marrs, new
- Michael Beach, new

Western Heritage Advisory Board

- Jerry Norris, 2
- Angie Ayers, 4
- Bob Doty, Ex-Officio 2

COMMITTEE ACTION:
The following recommendations were made:

Airport Advisory Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Ricky Thurman to Place 2 of the Airport Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Austin Brown to Place 4 of the Airport Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Hardy Hampton to Place 6 of the Airport Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Devan Hanson to Place 5 of the Airport Advisory Board for a one-year term. MOTION CARRIED unanimously.

Board of Adjustment

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council moving Gabrial Wood from Alternate 1 to Place 2 of the Board of Adjustment for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Moumin Quazi to Place 4 of the Board of Adjustment for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Walter Latham to Alternate 1 of the Board of Adjustment for a two-year term. MOTION CARRIED unanimously.

Building Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Fred Parker to Place 2 of the Building Board for a two-year term. MOTION CARRIED unanimously.

Electrical Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Kenneth Howeel, Place 2, and Jerrod Hancock, Place 4, for two-year terms. MOTION CARRIED unanimously.

Library Advisory Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Jorge Moreno to Place 2 of the Library Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Katherine Quinnell to Place 5 of the Library Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Katherine Horak-Smith to Place 6 of the Library Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Joe Garcia to Place 7 of the Library Advisory Board for a one-year term. MOTION CARRIED unanimously.

Main Street Advisory Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Carla Trussell to Place 2 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Pat Hammett to Place 4 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Kathy Hampton to Place 5 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Rita Cook to Place 6 of the Main Street Advisory Board for a two-year term. MOTION CARRIED unanimously.

Mechanical Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Rick Alderfer to Place 3 of the Mechanical Board for a one-year term. MOTION CARRIED unanimously.

Parks and Leisure Services Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of John Briese to Place 1 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Debby Watson to Place 3 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Faye Hodges to Place 5 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of John Briese to Place 1 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Drew Roberson to Place 7 of the Parks and Leisure Services Advisory Board for a one-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Woody Gill to Place 2 of the Parks and Leisure Services Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Rhea Marrs to Place 4 of the Parks and Leisure Services Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Mattie Pollard to Place 6 of the Parks and Leisure Services Advisory Board for a two-year term. MOTION CARRIED unanimously.

Planning and Zoning Commission

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Justin Slawson to Place 2 of the Planning and Zoning Commission for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council to move Lisa Pendleton from Alternate 1 to Place 4 of the Planning and Zoning Commission for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Bryan Durant to Place 6 of the Planning and Zoning Commission for a two-year term. MOTION CARRIED unanimously.

Plumbing Board

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Hector Razo to Place 2 of the Plumbing Board as presented. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Larry Graham to Place 6 of the Plumbing Board as presented. MOTION CARRIED unanimously.

Stephenville Type B Economic Development Authority

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Justin Haschke to Place 4 of the of SEDA for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Ricky Thurman to Place 6 of the of SEDA for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Mark McClinton to Place 7 of the of SEDA for a two-year term. MOTION CARRIED unanimously.

Tourism and Visitors Bureau Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Milo Choate to Place 2 of the Tourism and Visitors Bureau Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the appointment of Michael Beach to Place 4 of the Tourism and Visitors Bureau Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the appointment of Justin Skinner to Place 6 of the Tourism and Visitors Bureau Advisory Board for a two-year term. MOTION CARRIED unanimously.

Western Heritage Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Jerry Norris to Place 2 the Western Heritage Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by Alan Nix, to recommend to the full Council the reappointment of Angie Ayers to Place 4, the Western Heritage Advisory Board for a two-year term. MOTION CARRIED unanimously.

MOTION by Maddie Smith, second by LeAnn Durfey, to recommend to the full Council the reappointment of Bob Doty to Ex-Officio Place 2 the Western Heritage Advisory Board for a two-year term. MOTION CARRIED unanimously.

All appointments would begin January 1, 2026.
New appointments for Planning and Zoning Commission, Board of Adjustment, and the Tourism and Visitors Bureau Advisory Board will be invited to the December 2, 2025 Regular City Council Meeting for an interview.

22. **Consider Approval of Nominations for Citizen Boards and Commissions**

The following nominees were interviewed by the Council:

1. Michael Beach for Tourism and Visitors Bureau Advisory Board
2. Bryan Durant for Planning and Zoning Commission
3. Walter Latham for Board of Adjustment
4. Justin Skinner for Tourism and Visitors Bureau Advisory Board

MOTION by Maddie Smith, second by LeAnn Durfey, to approve nominations for Citizen Boards and Commissions as presented in the Nominations Committee Report. MOTION CARRIED unanimously.

REGULAR AGENDA

1. **Consider Approval of Police Department and Fire Department Laptops**

James Wiley, IT Manager, presented this item to the Council.

These computers will replace aging Panasonic laptops that are at the end of life and cannot run Windows 11. Staff recommend the purchase a total of 26 new Dell ruggedized laptops for Police and Fire. We will also purchase 22 new docks to allow the new laptops to be mounted in Police and Fire vehicles. The cost is anticipated to be a total of $72,130.44 and is below the amount budgeted for FY 2026.

The alternative would be to continue to use old laptops and lose CJIS (Criminal Justice information Systems) compliance.

MOTION by Maddie Smith, second by LeAnn Durfey, to approve the purchase of Police Department and Fire Department Laptops as presented. MOTION CARRIED unanimously.

2. **Consider Approval of Purchase of Dronesense Software Package for Stephenville Police Department**

Stephenville Police Department Captain Lanier presented this item to the Council.

In July 2025, the council approved the purchase of two aerial drones for use by the police department. The drones have been utilized by the department to improve public safety during large and small events throughout the city. The department budgeted for the utilization of the associated software to better integrate the drones during their use. The budgeted amount for this software subscription was $7400. The quote for this software package is $6600, which is less than the budgeted amount.

This report recommends the purchase of the Dronesense software package to improve the capability of the department's aerial drones.

The amount of $6600 is less than the annual budgeted amount for this purchase.

MOTION by Alan Nix, second by Gerald Cook, to approve the purchase of the Dronesense Software Package as presented. MOTION CARRIED unanimously.

3. **Consider Approval of Award for ITB #3351 — TDEM Generator**

City Manager Jason King presented this item to the Council.

The City applied for the Hazard Mitigation Grant Program (HMGP), DR 4586, Texas Severe Winter Storms through the Texas Division of Emergency Management (TDEM) on November 2, 2021, and was awarded $83,532.83 on January 16, 2025. This grant was to be utilized for the installation of an emergency generator at Stephenville City Hall. To ensure compliance with all FEMA/TDEM grant terms and conditions, bids were solicited for the turnkey installation of the generator. Bids were received and opened at 2pm on November 14, 2025 from two vendors: McDonald Electric, Inc. and Texan Municipal & Industrial. The lowest bid submitted was from McDonald Electric, Inc., at $217,469.00.

The total approved sub-grant amount was $83,532.83, with a federal obligation of $75,179.55 and local obligation of $8,353.28. With the current grant award, the local obligation would increase to $142,289.45 to meet the difference.

The Purchasing Manager recommends all bids submitted be rejected.

MOTION by Alan Nix, second by Dean Parr, to reject bids and explore other options.

MOTION AMENDED by Alan Nix, second by Dean Parr, to reject bids and authorize staff to do what is needed with the grant project. MOTION CARRIED unanimously.

4. **Consider Award of the Lillian 1.5 MG Ground Storage Tank Project**

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

On November 6, 2025, the City of Stephenville opened bids for the above referenced project. Two bids were received. The low bid of $3,182,906.00 was received from DN Tanks, LLC of Grand Prairie, Texas and the second bid of $3,209,250.00 was received from Preload, LLC of Louisville, Kentucky.

Staff recommends award of the New Lillian Pump Station Ground Storage Tank Project to DN Tanks, LLC for the construction of a 1.5 million gallon potable water ground storage tank as approved in the adopted FY25-26 budget. $3,000,000 was specifically appropriated in the FY25-26 budget with a debt service amount of $700,000 for this project.

MOTION David Baskett, second by Alan Nix, to award the Lillian 1.5 MG Ground Storage Tank Project as presented.

5. **Consider Approval of Resolution for Financing of the Lillian 1.5 Million Gallon Ground Storage Tank**

Director of Finance Monica Harris presented this item to the Council.

During budget preparation, Public Works requested the construction of the Lillian 1.5 million gallon ground storage tank in the amount of $3 million to be funded through debt service. Government Capital Corporation provided options for five years with the first payment due at one year, at signing, or at six months then annually thereafter with an estimated rate of 4.911%. Hilltop Securities was also contacted to provide information for tax anticipatory notes for five and seven years.

Approving the resolution will allow the City Manager to obligate the City to estimated debt service payments this year and for the next four years in the amount of $658,863.72. The amount budgeted for the debt service for this project is $700,000.

Staff are requesting the Council to approve a resolution for financing in the amount of $3 million for the construction of the Lillian 1.5 MG Ground Storage Tank for five years at an estimated rate of 4.911% with the first payment due at signing, then annually thereafter.

MOTION by Alan Nix, second by LeAnn Durfey, to approve Resolution No. 2025-R-21 for the financing of the Lillian 1.5 Million Gallon Ground Storage Tank. MOTION CARRIED unanimously.

6. **Consider Award of the 2025 City Park Sewer Improvements Project**

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

On December 9, 2024, a sinkhole opened in the northern Rec Hall parking lot adjacent to Long Street due to a collapse of a 21-inch clay sanitary sewer line, located approximately 10-feet under the parking lot pavement. The sinkhole has been covered with a steel plate, and the parking lot will remain blocked until the new sewer line is installed, and the sinkhole cavity is filled. The City Council awarded a contract to relocate the 21-inch sanitary sewer line to the south side of the Rec Hall on January 7, 2025. That project was completed and formally accepted on September 2, 2025.

The proposed project is the second step to re-open the Rec Hall parking lot. The proposed sewer improvements include the abandonment of the existing, failed 21-inch clay sewer pipe under the northern Rec Hall parking lot by filling the pipe and sinkhole cavity with compressed low strength grout material. The proposed sewer improvements also include reconstruction of the existing sewer manhole located within the driveway at the northwest corner of the Rec Hall and installation of approximately 80-feet of 15-inch sewer pipe to connect to an existing manhole on the west side of the drainage ditch located on the west side of the Rec Hall. The improvements are necessary to address additional under-pavement cavities found near the existing manhole and pipe. The Rec Hall Parking lot paving can be carried out following completion of these remaining emergency sewer repairs. The project design was completed in-house and a favorable award recommendation, copy attached, has been received from Michael Shelton, P.E., City Engineer.

The approved FY25-26 budget did not specifically allocate funds for this project; however, $125,000 in capital funds, originally allocated for flow metering system improvements and the headworks bar screen housing at the wastewater treatment plant, will be reallocated to address this emergency repair project. The remaining $1,670 will come from reserves or project cost savings. The project construction cost is $126,670.00.

Staff recommends award of the 2025 City Park Sewer Improvements Project to B&L Construction Company of Hico, TX.

MOTION by David Baskett, second by Brandon Greenhaw, to award the 2025 City Park Sewer Improvements Project to B&L Construction as presented. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

7. **Application No.: RZ 9272**

Applicant Lee Bristow, Representing Summer Moon Equity, is Requesting a Rezone for Property Located at 957 Frey, Parcel R32202, being BLK 1, Lot 2B of the Kight Second Addition to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Multifamily (R-3)

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

Mr. Bristow is requesting R-3 zoning listing on his application for the construction of "townhome style, energy efficient housing." Staff contacted Mr. Bristow and explained Townhomes require R-2.5 zoning. The decision was to leave as a request for R-3 zoning given the type of construction and density desired.

Future Land Use is Complete Neighborhood, and the intended project would be considered appropriate for this designation. GIS is showing this portion of Frey to have an approximate 44' of Right-of-Way; therefore, additional dedication may be required at the time of development. The flag-shaped lot has 75' of frontage and a depth of approximately has 224'. Contours indicate the property is flat, with adjacent sewer being as shallow as 30" but as deep at 56."

The Planning and Zoning Commission convened November 19, 2025, and by a vote of 7-0, recommended the City Council deny the rezone request.

8. **Public Hearing**
Application No. RZ 9272

Mayor Lonn Reisman entered into a Public Hearing at 6:00 PM.

Zach Maxwell, 1027 Frey St., spoke against the rezone.

Lee Bristow, representing Summer Moon Equity, spoke in favor of the rezone.

Bryan Durant, 1405 Westwood Ct., spoke in favor of the rezone.

Mayor Lonn Reisman closed the Public Hearing at 6:06 PM.

9. **Consider Approval of Ordinance Rezoning Property Located at 957 Frey, Parcel R32202, being BLK 1, Lot 2B of the Kight Second Addition to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Multifamily (R-3)**

MOTION by David Baskett, second by Brandon Greenhaw, to approve Ordinance No. 2025-O-36 rezoning the property located at 957 Frey, Parcel R32202, being BLK 1, Lot 2B of the Kight Second Addition to the City of Stephenville, Erath County, Texas from Single-Family Residential (R-1) to Multifamily (R-3). MOTION CARRIED unanimously.

10. **Application No.: A 9119**

Applicant Earl Ingram, Representing South Texas Cement, LLC., is Requesting the Assignment of Industrial Zoning (I) for the Recently Annexed Property Known as 365 CR 177, Parcel R78588, Being Approximately 5.01 acres of the A0804 WILLIAMS M R Survey of the City of Stephenville, Erath County, Texas. With the assignment of zoning, the Commission is Requested to Recommend Extension of the ETJ and Subsequent Revision of the Stephenville 2050 Comprehensive Plan

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

Parcel R78588 was voluntarily annexed on August 5, 2025, by the City Council as authorized by Chapter 43, Sec. 43.0671 of the Local Government Code.
City ordinance Section 154.04.C requires the assignment of zoning within six-months of annexation:

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

The Planning and Zoning Commission convened on November 19, 2025, and by a unanimous vote of 7-0, recommended the City Council assign Industrial Zoning.

11. **Public Hearing**
Application No. A 9119

Mayor Lonn Reisman entered into a Public Hearing at 6:08 PM.

No one spoke in favor or against the rezone.

Mayor Lonn Reisman closed the Public Hearing at 6:09 PM.

12. **Application No.: A 9119**

Consider Approval of Ordinance Assigning Industrial Zoning (I) for the Recently Annexed Property Known as 365 CR 177, Parcel R78588, Being Approximately 5.01 acres of the A0804 WILLIAMS M R Survey of the City of Stephenville, Erath County,

Texas

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance No. 2025-O-36 assigning the zoning of Industrial (I) property located at 365 CR 177, Parcel R78588 as presented. MOTION CARRIED unanimously.

13. **Committee Assignment 11192025**

    The Development Services Committee has Tasked the Commission with the Review and Subsequent Recommendation Regarding the Home Occupation Guidelines of Section 154.03 of the Zoning Ordinance

    Mayor Reisman announced this item will be pulled and brought back at the January 2026 Regular City Council Meeting.

14. **Public Hearing**
    Committee Assignment 11192025

    Mayor Reisman announced this item will be pulled and brought back at the January 2026 Regular City Council Meeting.

15. **Committee Assignment 11192025**

    Provide Recommendation Regarding the Home Occupation Guidelines of Section 154.03 of the Zoning Ordinance

    Mayor Reisman announced this item will be pulled and brought back at the January 2026 Regular City Council Meeting.

DEVELOPMENT SERVICES COMMITTEE

16. **Committee Report from November 18, 2025**

    Committee Chair Gerald Cook provided the Development Services Committee Report from November 18, 2025.

    The Development Services Committee convened November 18, 2025, to consider recommendations for members of the Community Steering Committee (CSC). Councilman Cook shared the names of those that had been recommended to staff to date and presented three additional names for consideration, totaling 12 prospective, citizen members:

    - Clay Bertram
    - Lee Bristol
    - Betty Chew
    - Mark McClinton
    - Lisa Pendleton
    - Drew Roberson
    - Nick Robinson
    - David Tomlinson
    - Mark Wallace
    - Eric Cederstrom
    - Kari Haile
    - John Wooley

- Curt Plaxco

Councilman Cook also requested the Committee consider recommending the full City Council also serve on the CSC.
Councilman Nix also recommended Metta Collier, bringing the total to 13 prospective, citizen members.

The Committee, by unanimous vote, opted to assign staff to contact each prospective citizen to determine their willingness to serve and report back to the Full City Council.
The Committee also agreed to recommend the Full City Council be members of the CSC.

To conclude the Committee Report, Chair Gerald Cook shared the following citizens were contacted for consideration and agreed to be on the Community Steering Committee if selected by City Council:

- Clay Bertram
- Lee Bristol
- Betty Chew
- Mark McClinton
- Drew Roberson
- Nick Robinson
- David Tomlinson
- Mark Wallace
- Eric Cederstrom
- Kari Haile
- Stephenville City Council Members

17. **Consider Approval of Recommendations for the Community Steering Committee**

MOTION by Gerald Cook, second by LeAnn Durfey, to approve the recommendations for the Community Steering Committee as presented. MOTION CARRIED unanimously.

PARKS AND LEISURE SERVICES COMMITTEE

18. **Committee Report from November 18, 2025**

Committee Member David Baskett provided the Parks and Leisure Services Committee Report from November 18, 2025.

Agenda Item 2: Consider Approval of NYC 3 Scoreboard

The Parks and Leisure Services Committee met on November 18, 2025, to consider staff's recommendation regarding the purchase and installation of a new scoreboard for the NYC 3 Baseball Field. After review and discussion, the Committee voted unanimously to recommend approval.

This project was originally approved as a result of bond proceeds from 2022. This item was not included in base bid presented by Jay Mills Construction Inc.

The total cost for the scoreboard and installation is $40,324 and will be paid for utilizing bond proceeds from 2022.

Staff recommends the approval and acceptance of a quote from Spectrum by Watchfire for the installation of a new baseball scoreboard for the NYC 3 Baseball Field. Spectrum submitted a quote totaling $40,324.00 to design, manufacture, and install the scoreboard, decorative truss sign, and advertising panels. Does not include providing or setting support structure, primary electrical work, new conduit runs or cable pulls as needed between scorekeeper/operator and scoreboard locations.

Agenda Item 1: Consider Approval of Donations In Lieu of Library Fines

The Parks and Leisure Services Committee met on November 18, 2025, to consider staff's recommendation regarding accepting canned food donations in lieu of Library fines. After review and discussion, the Committee voted **unanimously** to recommend approval.

The Library has previously conducted this initiative to support community needs during the holiday season. Patrons may bring in canned or non-perishable food items to satisfy their outstanding late fees. Donations collected will be distributed to St. Lukes Pantry.

Minimal revenue impact to the Library; however, the program provides significant community benefit through food donations.

Staff recommend the approval of accepting canned food donations in lieu of library fines for the month of December.

20. **Consider Approval of NYC 3 Scoreboard**

MOTION by David Baskett, second by Alan Nix, to approve the NYC 3 Scoreboard as presented. MOTION CARRIED unanimously.

19. **Consider Approval of Donations in Lieu of Library Fines**

MOTION by David Baskett, second by Maddie Smith, to approve donations in lieu of library fines as presented. MOTION CARRIED unanimously.

FINANCIAL REPORTS

23. **Monthly Budget Report for the Period Ending October 31, 2025**

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

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

Property Tax Collections: We received $340K in property taxes in the month of October, resulting in a $96K decrease in the funds collected last fiscal year to date. The amount collected is 4% of the $8.3 million budget, which is $94K less than anticipated.

Sales and Use Tax: We received $787K in sales tax in October, resulting in $47K or 5.6% less than the funds collected last fiscal year to date. The amount collected is 8% of the $9.6 million budget, which is $107K less than anticipated.

Revenue (by fund):Of the $3 million revenue received to date, 47% was received in the General Fund, 39% was received in the Water/Wastewater Fund, 6% was received in the Landfill Fund, 4% was received in the Storm Water Drainage Fund, 2% was received int the TIF Fund, 1% was received in the Capital Projects Fund, and 1% was received in the Airport *fund.*

Revenue (budget vs. actual): We received 6% of the total budgeted revenue through October, which is $39K less than anticipated due to taxes and charges for services.

Revenue (prior year comparison): We received $33K less revenue through October than last fiscal year to date due to taxes and licenses and permits.

Expenditures (by fund): Of the $2.6 million spent to date, 67% was expended in the General Fund, 23% was expended in the Water/Wastewater Fund, 4% was expended in the Landfill Fund, 4% was expended in the Capital Projects Fund, 1% was expended in the HOT Fund, and 1% was expended in the Airport Fund.

Expenditures (budget vs. actual): We have expended 4% of the total budgeted expenditures through October, which is $2 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent $2.3 million more on expenditures through October than last fiscal year to date due to the timing of prior year capital outlay reversals.

SEDA Revenue Comparison: SEDA has received 8% of budgeted revenue through October, which is $5K less than last fiscal year to date due to taxes and interest income and $8K less than anticipated due to taxes.

SEDA Expenditure Comparison: SEDA has spent an overall 10% of budgeted expenditures through October, which is $5K less than last fiscal year to date due to grants disbursements and $12K more than anticipated due to capital outlay.

CONSENT AGENDA

MOTION:

SECOND:

24. **Consider Approval of Minutes from November 4, 2025 - Regular Meeting**

25. **Consider Approval of Minutes from November 18, 2025 - Special Meeting**

26. **Consider Renewal of Annual Street Renovation Materials ITB 3333**

27. **Consider Approval of Auction Items**

28. **Consider Authorization to Continue Third Party Review Services**

29. **Consider Approval of Contractual Payment on the Taser 10's Purchased Last Budget Year.**

    MOTION by Maddie Smith, second by Alan Nix, to approve Consent Agenda as presented. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

EXECUTIVE SESSION

Mayor Lonn Reisman recessed the Regular City Council meeting at 6:30 PM and convened the Executive Session at 6:33 PM.

Mayor Lonn Reisman adjourned the Executive Session at 7:07 PM and reconvened the Regular City Council meeting at 7:07 PM.

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

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

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

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to approve salary adjustments as discussed in Executive Session for City Attorney, City Secretary, and City Manager effective November 29, 2025. MOTION CARRIED unanimously.

ADJOURN

Mayor Lonn Reisman adjourned the meeting at 07:07 PM.

EXECUTIVE SESSION NOTICE

____
Lonn Reisman, Mayor

ATTEST:

____
Sarah Lockenour, City Secretary

THE CITY OF STEPHENVILLE TEXAS

298 W Washington St, Stephenville, TX 76401

Ambulance Service License

January 1, 2025

These presents evidence that **CareFlite** has been granted a license by the City of Stephenville for the period from the above date to December 31, 2025, to own and operate a non-emergency ambulance transport service within the incorporated limits of the City of Stephenville as provided by Chapter 114 of the Code of Ordinances of the City of Stephenville. This license is revocable by the City Council of the City of Stephenville for good cause shown.

CITY OF STEPHENVILLE

Doug Svien, Mayor

STAFF REPORT

SUBJECT: Approval of U.S. Bank Contract

DEPARTMENT: Purchasing

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

It is the recommendation of the Purchasing Manager and Director of Finance that the contract be approved to transition from Citibank to U.S. Bank for Stephenville Economic Development Authority procurement cards.

BACKGROUND:

The Stephenville Economic Development Authority (SEDA) currently partners with Citibank for their Commercial Charge Card Services. This agreement was approved through TX SmartBuy under contract number 946-M2 in 2017. As this contract is approaching expiration, the State of Texas has awarded a new contract, number 946-M4, for Charge Card Services to U.S. Bank. All Citibank credit cards will cease to be operational after February 28, 2026, and banking services will transition to U.S. Bank accordingly.

FISCAL IMPACT SUMMARY:

There are no fees associated with transitioning to U.S. Bank.

Other fees associated with U.S. Bank listed on Texas Comptroller of Public Accounts:

Fees

• Late payment:

1.Texas Prompt Payment Act determines the late payment interest that can be charged under this Contract to governmental entities and state agencies as defined in Government Code, Chapter 2251.

2.Delinquency Fee (Individual Bill Accounts only): 2.5% (minimum $2.00). Fees are not assessed until payment is 60 days past due

• Foreign exchange fee: 1%

• Non-sufficient funds fee: $15.00

• Cash Advance Fee (for local government entities only): 2.5% (minimum $2.00)

• Convenience Checks (for local government entities only):

1.Transaction fee: 2.5% (minimum $2.00)

2.Stop payment fee: $15.00

3.Check copy fee: $2.00

4.Returned convenience check fee: $15.00

• Fully customized plastic (for local government and higher education entities): scoped and invoiced but no greater than $5,000.00 per 1,000 cards (fees waived for custom logo cards with a minimum of 4 colors with 4th line embossing of tax exemption information). Production timeline for first order only : 20 to 24 weeks.

• No other fees.

Contract Details: # 946-M4

Number	946-M4
Description	Charge Cards
Category	Managed
Type	Term
Start Date	3/1/2025
End Date	3/31/2027
Purchase Category Code (Agencies Only)	PCC B (Purchases made with a State of Texas Retail Fuel Card) PCC H (Purchases in any category, except PCC B, paid for with a payment card)
Optional Renewal Terms	April 1, 2027, through March 31, 2028 April 1, 2028, through March 31, 2029 April 1, 2029, through March 31, 2030 April 1, 2030 up to one (1) additional year
Purchase Orders	Purchase orders are not required for this contract. Refer to the Contract Items and Pricing section below for additional details.
NIGP Codes(s)	94635 ; 94670
CPA Contract Management	Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to: SPD Contract Management (SCM) Texas Comptroller of Public Accounts (CPA) Phone: (512) 463-3034 option 3 Email: spd.cmo@cpa.texas.gov (mailto:spd.cmo@cpa.texas.gov)

Contract Items and Pricing

COMMERCIAL CHARGE CARD (PCARD) CONTRACT INORMATION

Payment instructions for state agencies have been updated. Instructions are available at the link below:

Fiscal Management Payment Instructions (https://fmx.cpa.texas.gov/fmx/login.php?page=/fmx/notices/fm05/43/index.php)

For questions about using the correct vendor number in the state's Uniform State Accounting System (USAS), state agencies can contact the Expenditure Assistance s

Rebate Structure
A rebate is paid to the Customer when the file turn average is 45 days or less. File turn days are the average number of days between a charge posting and payment f

• Large Ticket volume rebate: 0.80%
• The standard volume based rebate for all other transactions, based on net charge volume for the entire program (including large ticket volume), per the chart below.

Rebate Schedule		Average Transaction Size										
		$0-$99	$100	$150	$200	$250	$300	$350	$400	$450	$500	$550
Semi-Annual Spend ($ Million)	$0-$399	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%
	$400	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%
	$450	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%
	$500	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%
	$550	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%
	$600	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%
	$650	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%
	$700	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%
	$750	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%
	$800	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%
	$850	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
	$900	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%
	$950	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%
	$1,000	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%
	$1,100	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%
	$1,200	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%
	$1,300	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%
	$1,400	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%
	$1,500 +	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%

Additional Incentives and Enhancements
Speed of Payment: An additional 0.01% rebate for each day gained to be added to the volume rebate incentives, assumes payments within 45 file turn days or less.

• 45 file turn days: 0.00%
• 44 file turn days: 0.01%
• 43 file turn days: 0.02%
• And so on

Fees
• Late payment:
1.Texas Prompt Payment Act determines the late payment interest that can be charged under this Contract to governmental entities and state agencies as defined in G
2.Delinquency Fee (Individual Bill Accounts only): 2.5% (minimum $2.00). Fees are not assessed until payment is 60 days past due
• Foreign exchange fee: 1%
• Non-sufficient funds fee: $15.00
• Cash Advance Fee (for local government entities only): 2.5% (minimum $2.00)
• Convenience Checks (for local government entities only):
1.Transaction fee: 2.5% (minimum $2.00)
2.Stop payment fee: $15.00
3.Check copy fee: $2.00
4.Returned convenience check fee: $15.00
• Fully customized plastic (for local government and higher education entities): scoped and invoiced but no greater than $5,000.00 per 1,000 cards (fees waived for cu
• No other fees.

U.S. Bank Account Management Team:

NEW ENROLLMENT - U.S Bank Contact for Joining the State of Texas Program:
Leslie Massey (leslie.massey@usbank.com (mailto:leslie.massey@usbank.com)**/805-591-7255)**

Vendor Contact for U.S. Bank Contract/Rebate/Optimization Questions:
Kara L Walsh (kara.walsh@usbank.com (mailto:kara.walsh@usbank.com)**/651-216-2547)**
Amy Delaney (amy.delaney1@usbank.com (mailto:amy.delaney1@usbank.com)**/530-641-7457)**
Ronnie Cooper (ronnie.cooper@usbank.com (mailto:ronnie.cooper@usbank.com)**/945-366-1520)**

Vendor Contact for Day-to-Day Program Administrator Support:
Log into Access Online (https://gcc02.safelinks.protection.outlook.com/?
url=https%3A%2F%2Fwww.access.usbank.com%2F&data=05%7C02%7Cstacy.robertson%40cpa.texas.gov%7C5c964f5eb1b144f3804308de206a792e%7C2055feba
Choose **Need Help?** Choose **“Message client services”**
855-250-6421
Adam Trimbo ext. 1566296
Jennifer Jones ext. 1566264

FUEL CARD CONTRACT INFORMATION

1. Form of payment for fuel, oil, maintenance, repairs and roadside assistance
2. Net-out taxes for applicable fuel card purchases
3. Fuel payments covered under a single invoice
4. Retail fuel cards can be tailored to meet the needs of State Agencies, Higher Education and Local Governments (e.g. cards can be issued and assigned to drivers o
5. Online program management system and reporting capabilities
6. Semi Annual Rebate based on every dollar spent. Account must be paid within 30 client held days to qualify for the volume rebate
7. No fees with the exception of the Mastercard foreign exchange fee of 1%
8. Fraud losses are absorbed by U.S. Bank National Association.
9. Free training for program administrators
10. Texas Prompt Payment Act determines the late payment interest that can be charged under this Contract to governmental entities and state agencies as defined in
11. Credit losses are deducted from the rebate.

VOYAGER CUSTOMER SERVICE
Available 24/7/365
VoyagerState@usbank.com (mailto:VoyagerState@usbank.com)
Phone: 800-987-6591

PAYMENT INSTRUCTIONS

State Agencies: Payments from USAS shall be issued as direct deposit using payee number 13108413686, mail code 12. The 9-digit account number must be refere

For questions about using the correct vendor number in the state’s Uniform State Accounting System (USAS), state agencies can contact the Expenditure Assistance s

Direct Deposit:
US Bank
60 Livingston Ave
St Paul MN 55107

For unique situations, additional payment addresses are as follows:

Regular Mail:
U.S. Bank Voyager Fleet Systems, Inc
PO Box 952818
Saint Louis MO 63195-2818

Overnight Payment:
Voyager Fleet Systems Processing Center
12800 Foster St
Overland Park KS 66213

Local Governments: Contact US Bank if additional payment instructions are required than those noted above.
US Bank does also accept ACH payments. Please contact customer service for ACH setup instructions.

Additional contract documents and information are available on the Retail Fuel Card Webpage (https://comptroller.texas.gov/purchasing/programs/travel-management/fuel-card/)

Delivery Delays by Contractor	If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order. Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the State's Centralized Mast
Contract Performance	The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance more from contracts administered by CPA, or any other purchase of $25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases e Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM (https://www.comptroller.texas.gov/purchasing/programs/ve The purpose of the Vendor Performance Tracking System is to: • Identify vendors that have exceptional performance • Aid purchasers in making a best value determination based on vendor past performance • Protect the state from vendors with unethical business practices • Track vendor performance for delegated and exempt purchases

Contractors

Contractor VID: 13108413686
Contractor: U.S. Bank National Association
Contact Name:
Mark Hess
Email: Mark.Hess1@usbank.com
Phone: (612) 436-6544
Alternate Contact Name: Customer Support Services
Alternate Phone: (800) 987-6591
Address: 800 Nicollet Mall Minneapolis, MN 55402

STAFF REPORT

SUBJECT: Online Auction Items

DEPARTMENT: Finance

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

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

Vehicles							
Asset #	Tag #	Department	Unit #	VIN	Year	Make	Model
1054	1054	Athletics	6	1GCHC2448SE243682	2005	Chevy	2500
1091	1091	Fire	327	1FDXE45P28DA54381	2008	Ford	AM
254	254	Fire	335	1S9A7LBDXV2003054	1997	Sutphen	Mack Ladder Truck
1126	1126	Fire	319/341	1GNLC2E04CR246081	2012	Chevy	Tahoe
656	656	Parks	101	1GCEC14C87ES47134	2007	Chevy	1500
1163	1163	PD	309	1GNLC2ECGFR562614	2015	Chevy	Tahoe
1249	1249	PD	304	1GNLCDEC4JR270979	2018	Chevy	Tahoe
1176	1176	PD	306	1GNLCDEC2GR281634	2016	Chevy	Tahoe
2223	N/A	PD	306	1GNLCDEC0KR728594	2019	Chevy	Tahoe
1250	N/A	PD	N/A	1GNLCDEC8JR2669642	2018	Chevy	Tahoe
1251	1251	PD	300	1GNLCDEC2JR2717743	2018	Chevy	Tahoe
1249	1249	PD	304	1GNLCDEC4JR270979	2018	Chevy	Tahoe
		Rec Center	93	1GCGC24483Z207539	2003	Chevy	2500
1119	1119	Streets	124	1FTBF2A69BEC30910	2011	Ford	F250
1146	1146	Waste Water	230	1FD7W2BT1DEA93115	2013	Ford	F-250
1127	1127	Waste Water	138	1FTMF1CM3CKD45200	2012	Ford	F150
1189	1189	Waste Water	502	1C6RR6FT8HS629272	2017	Dodge Ram	1500 ext cab
1106	1106	Waste Water	135	1FTYR14D99PA31683	2009	Ford	Ranger
1154	1154	Water	331	1FD7W2BT0EEB67111	2014	Ford	F-250
1167	1167	Water	580	CAT0420FPSKR04652	2014	CAT	420F Backhoe
1131	1131	Water	501	1GCRCNEC9GZ276942	2016	Chevy	Silverado 1500
1128	1128	Water	137	1FTMF1CM0CKD45199	2012	Ford	F-150
1135	1135	Water	232	1FVAC3BS3CHBJ4230	2011	Freightliner	Vac Con
1143	1143	Streets	125	1FTFX1CF5DFA47927	2013	Ford	F150
996	163	Streets	27	1GBL7H1P1NJ104943	1992	Chevrolet	Kodiak
1169	1169	Streets	126	1C6RR6FT2FS639003	2015	Dodge Ram	1500
1158	1158	Streets	224	3FRXF7FC3FV567488	2014	Ford	F-750
1087	1383	Streets	121	1GBT8C4B48F410672	2008	Chevrolet	C 8500
1057	1057	Streets	9	1GBM7C1E95F521168	2005	Chevrolet	C 7500
1107	1107	Parks	103	1FTNF20539EA47647	2009	Ford	F-250
1083	1083	Parks	102	1GCHC24K68W180195	2008	Chevrolet	Silverado
1107	1107	Parks	103	1FTNF20539EA47647	2009	Ford	F-250

Additional Items	
Quantity	Item Description
1	Snack vending machine
1	Cold drink vending machine
4	Four (4) drawer (Skinny/Long) filing cabinet
2	Three (3) shelf book shelf
1	Two (2) Door Two (2) Drawer filing cabinet
3	Three (3) wide drawer filing cabinet
2	Five (5) drawer (Skinny/Tall) filing cabinet
1	Two (2) Shelf bookshelf
1	Ice Machine
2	Top Desk Organizer
1	Paper shredder
11	Leather Office Rolling Chair
16	Stationary chairs
2	Office chairs
9	Retrograde Stationary Chairs
1	Phillips TV 21.5inW X 2ft diagonal X 1ft L
1	Commercial Coffee Pot
1	Round Table
1	Microwave
1	Medical Stretcher Chair
109	Metal Folding Chairs
3	Rolling Storage Cart for Folding Chairs
2	Sprayer Tanks

STAFF REPORT

SUBJECT: Stephenville Main Street

DEPARTMENT: Main Street-Administraive Services

STAFF CONTACT: Darrell Brown/Ashley Thomas

RECOMMENDATION:

Stephenville Main Street would like to place sign toppers on directional signage already installed on State Highway signs downtown to assist in educating motorists and pedestrians that their location is in a Main Street District. Main Street proposed this project in celebration of it's 5th Anniversary. In order to do this, we need Council approval to submit a City Pride Sign Agreement Application to the Texas Department of Transportation for those signs in

BACKGROUND:

Main Street is in its 5 year as an accredited Main Street program. To celebrate its growth and continued operation, the sign toppers will provide that designation.

FISCAL IMPACT SUMMARY:

13 signs @ $70.

ALTERNATIVES

None

Application for Participation in the City Pride Sign Program

Texas Department of Transportation

Form 2020
(Rev. 5/19)
Page 1 of 2

Date: 01-1-2026

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

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

Formal notice is hereby given that the city of Stephenville proposes to place a City Pride sign within the right-of-way of various sign locations: Washington (across from Paradigm Building), Washington & Belknap, Washington & Graham, Washington & Vine, Graham & Tarleton, Graham & College, Graham & McNeil in Erath County, Texas.

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

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

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

The City Pride sign will have the following characteristics:

Mounting Height: On top of current sign Sign Height: 18" Sign Width: 24"

Thickness: ______ Sign Material: UV Overlay Aluminum

Dimensions of Sign Support: ______ Material of Sign Support: ______

Proposed Text: Stephenville Main Street

Background Color: ______ Legend Color: ______

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

18"x 24" H/M printed sign with UV overlay on .080 aluminum

By (print): Jason King

Signature: 254-918-1220

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

Phone: 254-918-1220

Supplemental Sheet

Application for Participation in the City Pride Sign Program

The City Pride sign will have the following characteristics:

The City Pride sign will be placed ______________ feet from the edge of the roadway.

Mounting Height: ______________ Sign Height: ______________ Sign Width: ______________

Thickness: ______________ Sign Material: ______________

Dimensions of Sign Support: ______________ Material of Sign Support: ______________

Proposed Text: ______________

Background Color: ______________ Legend Color: ______________

The City Pride sign will be placed ______________ feet from the edge of the roadway.

Mounting Height: ______________ Sign Height: ______________ Sign Width: ______________

Thickness: ______________ Sign Material: ______________

Dimensions of Sign Support: ______________ Material of Sign Support: ______________

Proposed Text: ______________

Background Color: ______________ Legend Color: ______________

The City Pride sign will be placed ______________ feet from the edge of the roadway.

Mounting Height: ______________ Sign Height: ______________ Sign Width: ______________

Thickness: ______________ Sign Material: ______________

Dimensions of Sign Support: ______________ Material of Sign Support: ______________

Proposed Text: ______________

Background Color: ______________ Legend Color: ______________

The City Pride sign will be placed ______________ feet from the edge of the roadway.

Mounting Height: ______________ Sign Height: ______________ Sign Width: ______________

Thickness: ______________ Sign Material: ______________

Dimensions of Sign Support: ______________ Material of Sign Support: ______________

Proposed Text: ______________

Background Color: ______________ Legend Color: ______________

CITY PRIDE SIGN AGREEMENT

STATE OF TEXAS §

COUNTY OF ~~TRAVIS~~ Erath §

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

WITNESSETH

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

WHEREAS, the City desires and has requested authority to construct or have reconstructed the

City Pride Sign along the roadway(s)

of: see map attached Washington (across from Paradigm Building,
Washington & Belknap, Washington & Graham,
Washington & Vine, Graham & Tarleton,
Graham & College, Graham & McNeil,
________________, and
________________,

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

AGREEMENT

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, and in accordance with Title 43, Texas Administrative Code, Chapter 25, Subchapter H, it is agreed as follows:

1. The State grants to the City permission to construct or to have reconstructed, the City Pride Sign(s) within the right-of-way as shown on construction plans and to be maintained by the City as stipulated in the Municipal Maintenance Agreement with the City of Stephenville, dated ____________________, 2026.

PLANS, SPECIFICATIONS AND CONSTRUCTION PROCEDURES

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

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

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

desirable to modify the traffic control measures as specified, prior approval must be obtained from the State's District Engineer in (*TxDOT District*).

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

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

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

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

A. Worker's Compensation Insurance Amount - Statutory

B. Comprehensive General Liability Insurance

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

OR

Commercial General Liability Insurance

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

C. Texas Business Automobile Policy

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

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

LOCATION

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

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

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

CITY PRIDE SIGN

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

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

B. Contain notification of municipal ordinances or regulations, or

C Resemble official traffic control devices.

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

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

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

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

ATTACHMENT SIGNS

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

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

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

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

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

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

MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

IN TESTIMONY WHEREOF, the parties hereto have affixed their signature, the City of

Stephenville on the ______ day of ______________________________, _____,

and the State on the _____ day of ______________________________, _____.

CITY OF Stephenville

By: ______________________________
(Signature)

____
Typed Name

____
Title

ATTEST:

____
Title

THE STATE OF TEXAS

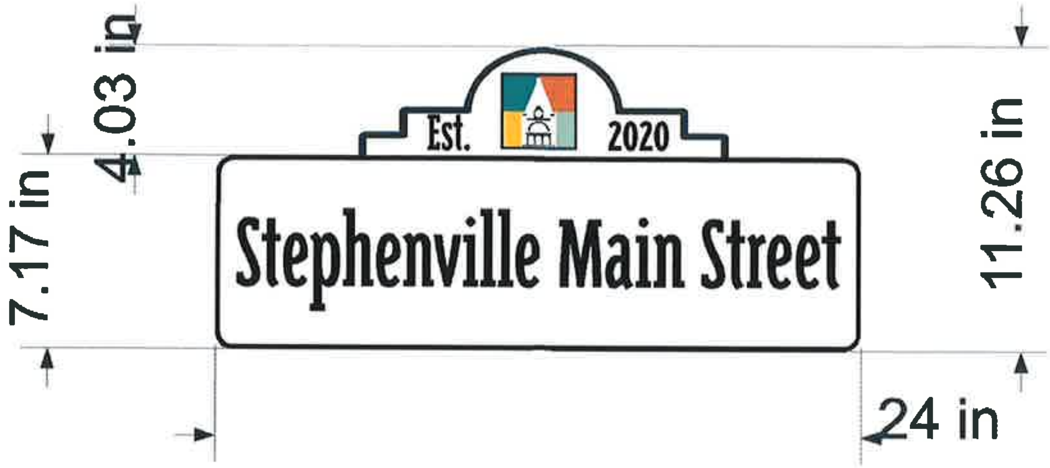
Executed by the District Engineer for the Executive Director and approved for the Texas Transportation Commission under the authority of Minute Order 107005, for the purpose and effect of activating and carrying out the orders, established policies or work programs by the Texas Transportation Commission.

APPROVED:

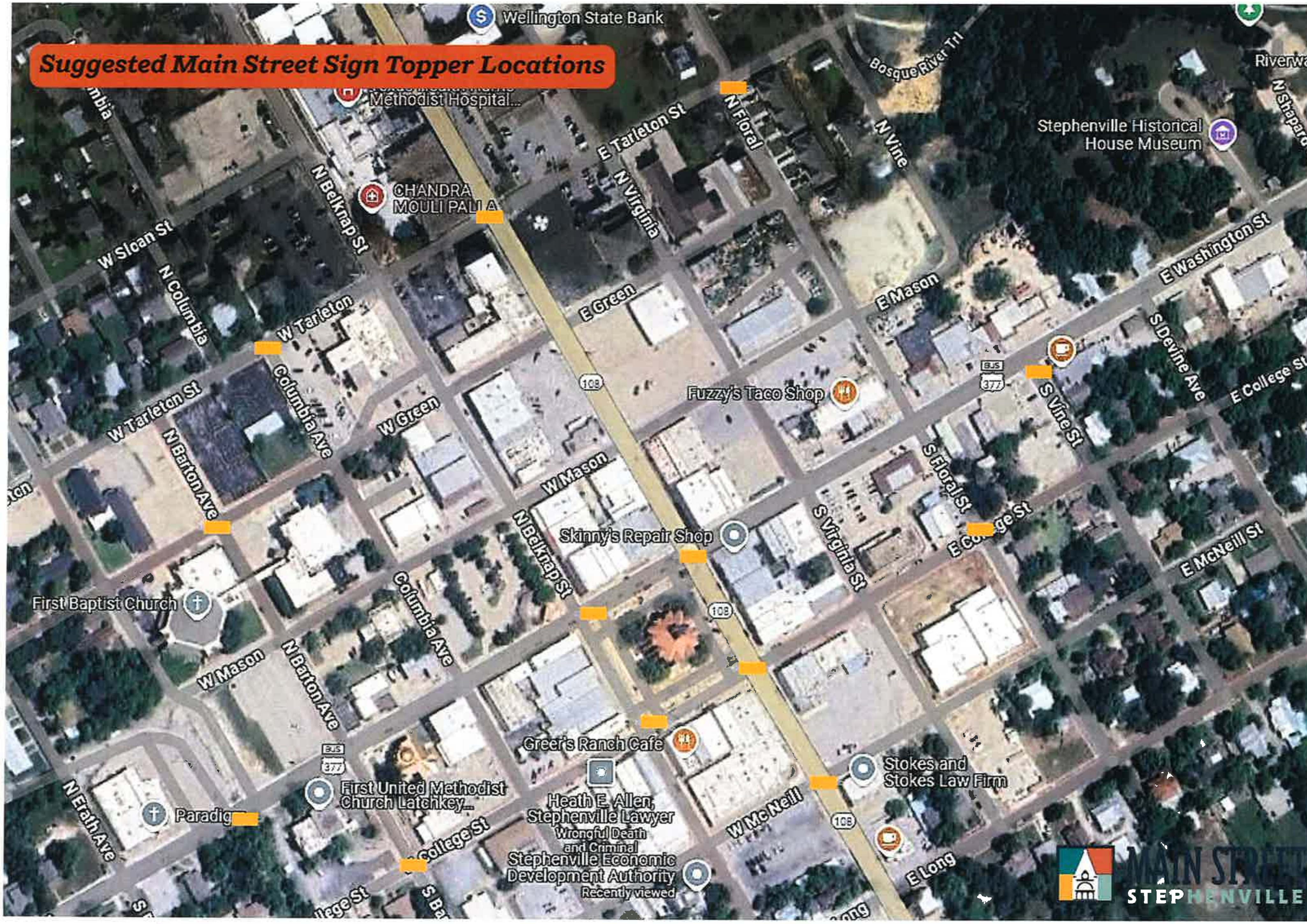
By: ______________________________
(Signature name,), P.E.
District Engineer

____
(Typed Name)

Date: ______________________________


4.03 in
7.17 in
Est.
2020
Stephenville Main Street
11.26 in
24 in

Suggested Main Street Sign Topper Locations



CONTRACT FOR PROFESSIONAL SERVICES

This contract (hereinafter "Agreement") is made between the **City of Stephenville** (hereinafter "Client") and **Delisi Communications** (hereinafter "Consultant") for consulting services.

SERVICES AND ENGAGEMENT

Consultant will assist Client with regulatory and economic development matters in Texas, including:

- Development related to Stephenville infrastructure projects, including: the Stephenville airport runway; waste management projects; the Phase III Eastside sewer; the Eastside Water Tower, pipeline, and pump station; the Bosque River Trail expansion; and improvements to Main Street and other transportation corridors;
- Identifying grants and other revenue available for economic development in the City of Stephenville; and
- Other mutually agreed upon matters.

TERM

This agreement is effective from January 1, 2026, through December 31, 2026.

PAYMENT

1. In full consideration of Consultant's performance of all services to be rendered under this Agreement, Client agrees to compensate Consultant a monthly retainer fee of $7,000 payable monthly on receipt of invoice.

2. Client agrees to pay Consultant reasonable expenses incurred in connection with services provided, including postage, administrative assistance, out-of-town travel, and other activities related to the services performed for the Client. Client may require written authorization for such expenses that exceed $200 per month.

WORK PRODUCT

Client may use any recommendations, information, approaches, suggestions, concepts, ideas, and any and all contributions received from Consultant without additional compensation, except as otherwise expressly provided in this Agreement.

WARRANTY AND INDEMNITY

Consultant warrants and represents that it has the full right, power, and authority to enter into this Agreement and to perform the consulting services noted in this contract in the State of Texas. Consultant will file all registrations and notices it is required to file for itself as required by law. Consultant will indemnify and hold the Client harmless from and against any and all claims, damages, liabilities, costs, and expenses, including legal expenses and reasonable attorney's fees, arising out of Consultant's failure to register or file under Texas ethics laws.

LOBBY ACTIVITY; REGISTRATION

1. Consultant will not engage or communicate with legislative officials or staff on behalf of Client without prior authorization of Client.

2. The Texas ethics law and rules adopted by the Texas Ethics Commission require Consultant to report compensation or reimbursement paid by the Client for the purpose of directly communicating with members of the legislative or executive branch. Under Texas and federal law, there are various requirements imposed on persons and entities that interact with legislative officials, especially where an attempt is made to influence legislation or contracts. In this regard, Consultant will promptly inform the Client when any such filings are necessary for Consultant and shall seek registration with respect to the services to be performed on the Client's behalf. Texas Ethics Commission rules provide that a registrant receiving compensation or reimbursement for purposes other than lobby activities may reasonably determine the amount of compensation attributable to lobby activities and report only that amount. Consultant is not responsible for filing notices or registrations for Client under the Texas ethics laws or rules adopted by the Texas Ethics Commission.

3. Consultant is specifically excluded from engaging in any compensated work that includes involvement in campaigns or fundraising activities on behalf of the Client. Should Consultant engage in any campaigns or fundraising activities, those actions are strictly voluntary and are not part of any payments or compensation by the Client.

CONFLICTS OF INTEREST

It is agreed by Consultant that no actual or potential conflicts of interest currently exist between this Agreement and Consultant's contracts with other clients. Should an actual or potential conflict arise per Chapter 305 of the Texas Government Code, Consultant will notify Client in writing.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law principles thereof.

MODIFICATIONS

1. This Agreement may be modified only by mutual written agreement of both parties.

2. In addition to other cancellation provisions of this Agreement, either party may cancel this Agreement with or without cause at any time during its term with 30 days prior written notice. If cancelled by Client, Consultant shall be due the amount for services rendered up until the date of termination, plus payment for an additional 30 days at the amount specified in this Agreement.

MISCELLANEOUS

1. This agreement sets forth the entirety of the understanding as to the services to be provided during the term hereof. Consultant provides no guarantee of outcome or results as to the issues described in this Agreement. Failure to perform is not defined as failure to achieve a desired outcome or result.

2. Consultant may not assign this Agreement or any of their obligations hereunder, except as otherwise provided by mutual written agreement of Client and Consultant.

3. If the foregoing is in accordance with your understanding, please so signify by signing this Agreement and returning a copy to Delisi Communications by email or to 1210 Nueces Street, Austin, TX 78701.

Approved and Accepted by:

____

____
For: City of Stephenville

Address:

____

____

Date: ______________________

Approved and Accepted by:

____

Ted Delisi, President
For: Delisi Communications

1210 Nueces Street
Austin, TX 78701

Date: December 2, 2025