



Stephenville City Council
Regular City Council Meeting
City Hall Council Chambers, 298 W. Washington
Tuesday, June 4, 2019 at 5:30 PM

	Page
I. CALL TO ORDER	
II. PLEDGES OF ALLEGIANCE	
III. INVOCATION BY WARD HAYES, VALLEY GROVE BAPTIST CHURCH	
IV. REGULAR AGENDA	
1. Consider Approval of Resolution No. 2019-R-___ Resolution of Appreciation for the Stephenville Rotary Club 2019-R-XX Rotary Resolution of Appreciation	4
2. Citizens' General Discussion	
3. Report from Sundown on the Square Committee	
4. PUBLIC HEARING The City of Stephenville has received a petition from First Baptist Church Stephenville Requesting the Abandonment of Barton Street between Green and Mason Streets Staff Report - Petition to Abandon the 200blk Barton Street	5 - 14
5. Consider Approval of Resolution No. 2019-R-___ Initiating the Abandonment of Barton Street Between Mason and Green Streets 2019-R-XX Abandoning 200blk North Barton	15 - 16
6. Consider Approval of Ordinance No. 2019-O-___ Amending Building Permit Fees Staff Report-Amend Building Permit Fees	17 - 19
V. TOURISM AND VISITORS BUREAU Julie Smith, Tourism and Visitors Bureau Manager	
1. Consider Approval of Hotel Occupancy Tax Application for the Cowboy Capital Pro Rodeo Staff Report - HOT Application Cowboy Capital Pro Rodeo	20 - 21
2. Consider Approval of Hotel Occupancy Tax Application for the Epic Rodeo Experience Staff Report - Epic Rodeo Experience	22 - 42
VI. PLANNING AND ZONING COMMISSION Karen Wilkerson, Interim Director of Development Services	
1. PUBLIC HEARING The City of Stephenville is considering the abandonment of the Wiley Street right-of-way from Hillcrest to Dale Street Staff Report - Vacating Wiley Street Right-of-Way from Hillcrest to Dale Street	43 - 45
2. Consider Approval of Ordinance No. 2019-O-___ Abandoning Wiley Street 2019-O-XX Wylie Street	46
VII. PARKS AND LEISURE SERVICES Jennifer Basham, Director of Parks and Leisure Services	

1.	Consider Approval of Summer Day Camp and After School Programs Staff Report - Summer Day Camp and After School Needs Assessment	47 - 60
2.	Consider Approval of Authorization to Apply for TxDOT Green Ribbon Projects Staff Report - Green Ribbon Grant	61 - 64
VIII.	MONTHLY BUDGET REPORT Monica Harris, Director of Finance	
1.	Staff Report - Monthly Budget Report	65 - 78
IX.	STEPHENVILLE TYPE B ECONOMIC DEVELOPMENT AUTHORITY UPDATE Jeff Sandford, Executive Director	
X.	COUNCIL APPOINTMENTS	
1.	Consider Election of Mayor Pro Tem	
2.	Consider Approval of Council Committee Appointments	
XI.	CONSENT	
1.	City Council Minutes Regular City Council Meeting - 07 May 2019 Special City Council Meeting - 14 May 2019 Special City Council Meeting - 16 May 2019 City Council Work Session - 16 May 2019	79 - 91
2.	Consider Approval of Resolution No. 2019-R-___ Authorizing Membership in the Atmos Cities Steering Committee Staff Report - Atmos Cities Steering Committee	92 - 95
3.	Consider Approval of Sale of City Property Staff Report - Authorization for Sale of City Property	96
4.	Consider Approval of Ordinance No. 2019-O-___ Creating Chapter 37 <i>Municipal Court</i> of the Stephenville Code of Ordinances 2019-O-XX Municipal Court	97 - 99
5.	Consider Changing the Date of the July Regular City Council Meeting to July 9, 2019	
XII.	COMMENTS BY CITY MANAGER	
	<ul style="list-style-type: none"> • Council Committee Meetings - June 18 at 5:30 p.m. • Nominations Committee Meeting - June 25 at 5:30 p.m. 	
XIII.	COMMENTS BY COUNCIL MEMBERS	
XIV.	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	
1.	Section 551.087 Deliberation Regarding Economic Development Negotiations <ul style="list-style-type: none"> • Project Blue • Project CS • Project Tarleton Crossings 	
XV.	ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION (IF NECESSARY)	

XVI. ADJOURN

RESOLUTION NO. 2019-R-__
RESOLUTION OF APPRECIATION

WHEREAS, the City of Stephenville received a donation of \$3,000 from the Stephenville Rotary Club; and

WHEREAS, the donation is a combination of \$1,500 from the Stephenville Rotary Club as well as \$1,500 from the Rotary District 5790 Grants Project Fund; and

WHEREAS, the City of Stephenville has also dedicated a matching amount toward the improvement and development of a park located at East Collins Street on the Bosque River Trail; and

WHEREAS, the park will be fully inclusive and serve children of all abilities; and

WHEREAS, the park will be significantly improved by the contribution of the 2019 Rotary Youth Leadership Award (RYLA) program participants, as well as future RYLA participants; and

WHEREAS, the City of Stephenville is looking forward to many years of partnership with the Stephenville Rotary Club and RYLA.

NOW, THEREFORE, BE IT RESOLVED that the monetary and in-kind contributions of the Stephenville Rotary Club and are hereby recognized and applauded, and we, the undersigned, on behalf of all citizens of the City of Stephenville express our gratitude.

PASSED and APPROVED this the 4th day of June, 2019.

Doug Svien, Mayor

Brady Pendleton, Mayor Pro-Tem

Mark McClinton, Place 1

Carla Trussell, Place 2

Nick Robinson, Place 3

Ricky Thurman, Place 5

Alan Nix, Place 6

Gerald Cook, Place 7

Brandon Huckabee, Place 8

Regular City Council Meeting
STAFF REPORT



SUBJECT: Petition to Close the 200 Block of North Barton Street
MEETING: Regular City Council Meeting - 04 Jun 2019
DEPARTMENT: Administration
STAFF CONTACT: Staci L. King

BACKGROUND:

On May 13, 2019 a petition to close and abandon Barton Street between Mason and Green Streets was received by the City Secretary in accordance with Stephenville City Ordinance 95.52. The ordinance requires that the petition must be signed by 25 registered voters of the city; the residential and voter registration status were verified by the Erath County Voter Registrar's Office.

There are eleven properties within 200 feet of the requested closing, seven of which are also owned by First Baptist Church - Stephenville. The remaining four property owners were sent letters to advise them of the church's petition to abandon the 200 block of Barton Street.

This petition is being brought before council in accordance with Section 95.55 of the City of Stephenville Code of Ordinances.

ATTACHMENTS:

[FBC Petition](#)

[Barton St Addresses](#)

[ARTICLE IV. CLOSING STREETS AND ALLEYS](#)



*Connecting Ordinary People
To An Extraordinary Life In Christ*

May 13, 2019
Petition
To Stephenville City Council

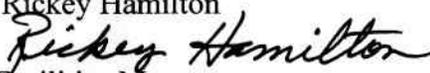
First Baptist Church of Stephenville would like to request closing and abandonment of Barton Street from Mason street on the South to Green street on the North. We agree to pay all fees and other costs associated with this decision as outlined under Stephenville, TX Code of Ordinances CLOSING STREETS AND ALLEYS.

Subdivision is City Addition. This portion of Barton is bordered on the East by block 21 and on the West by block 26. First Baptist Church owns both of the aforementioned blocks.

Our primary reason for this petition is our members safety. Our Sanctuary building and education building face each other on each side of the street and are connected by an enclosed skywalk. Directly under this walkover is a marked pedestrian crosswalk. We have many members who cross on Sundays and Wednesdays. Also our preschool escorts children across the street for Chapel on Tuesdays and Wednesdays. It is becoming more and more dangerous as our membership grows and traffic increases. There have been many very close calls and narrowly averted accidents with vehicles and pedestrians in the past several years.

First Baptist Church understands that the City of Stephenville will maintain an easement to the property because of a water main buried under the street.

I wish to thank The Stephenville City Council for giving consideration to our petition and we look forward to working with the City on this request.

Rickey Hamilton

Facilities Manager
First Baptist Church
Stephenville, TX 76401
254-965-3187 ext. 234

Name (Print)	Address	Signature
1 TINA R. Hale Cason	728 W. McNeill St.	Tina Cason
2 Shelley Thompson	150 Brittain Circle	Shelley Thompson
3 Pamela Pack	1770 Kungand Dr	Pamela Pack
4 Kenna Fuentes	555 Devine	Kenna Fuentes
5 Diana Wilcox	903 W. Elm St	Diana Wilcox
6 Roy Lynne Mason	1357 Rose	Roy Lynne Mason
7 Hallie Watkins	2251 W. Lingleville Rd #2907	Hallie Watkins
8 Diane Brooks	132 Byron St.	Diane Brooks
9 Linda Thieband	108 A Linda Lane	Linda Thieband
10 Mike Echols	322 Midnight Shadow	Mike Echols
11 Debbie Banyanpour	231 Greenview Dr.	Debbie Banyanpour
12 Kathryn Jones	107A Willow Lane	Kathryn Jones
13 Hailey Thompson	942 Diana Ln	Hailey Thompson
14 Robert & May	940 Mockingbird st	Robert & May
15 Richard E. Carroll	2605 Phelps	Richard E. Carroll
16 Charles ^M Castleberry	1931 W Overhill Dr.	Charles Castleberry
17 Betty F. Castleberry	1931 W. Overhill Dr.	Betty F. Castleberry
18 Mike Cason	728 W. McNeill	Mike Cason
19 Louise Neeb	1503 Prairie Wind Blvd	Louise Neeb
20 NOEL D. SCOTT	782 - W. GREEN	Noel D. Scott

- ✓ ①
- ✓ ②
- ✓ ③
- ✓ ④
- ✓ ⑤
- ✓ ⑥
- ✓ ⑦
- ✓ ⑧
- ✓ ⑨
- ✓ ⑩
- ✓ ⑪
- ✓ ⑫
- ✓ ⑬
- ✓ ⑭
- ✓ ⑮
- ✓ ⑯
- ✓ ⑰

Everyone who has signed this petition, has done so with full support of this petition.

Name (Print)	Address	Signature
21 Sherry Cornell	2605 Phelps St.	Sherry Cornell ✓ (18)
22 WENDELL GIDEON	1015 PRAIRIE WIND BLVD	Wendell Gideon ✓ (19)
23 David Swearingen	1500 Oakwood Dr., S'ville	David Swearingen ✓ (20)
24 Mary I Johnson	100 Tanglewood Ln, S'ville	Mary I Johnson ✓ (21)
25 Doug Johnson	100 Tanglewood Ln, S'ville	Doug Johnson ✓
26		
27		
28		
29		
30		

Everyone who has signed this petition, has done so with full support of this petition.



*Connecting Ordinary People
To An Extraordinary Life In Christ*

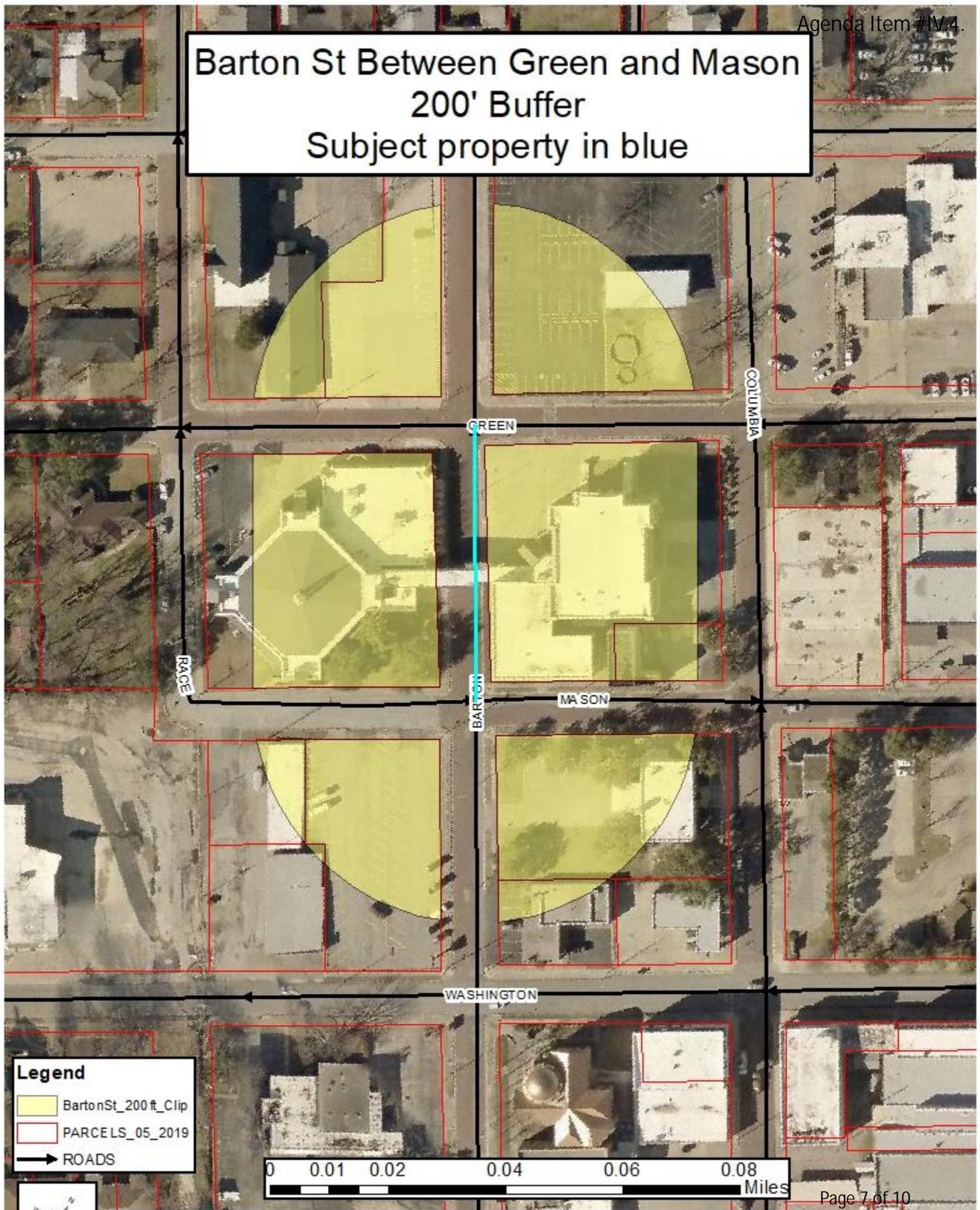
I fully support First Baptist Church's petition.

Trent Swerrengh

1407 Highland View

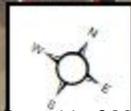
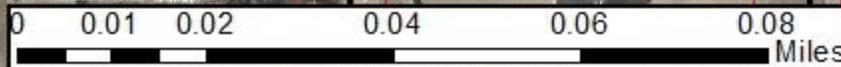
Just Shung (22)

Barton St Between Green and Mason 200' Buffer Subject property in blue



Legend

-  BartonSt_200ft_Clip
-  PARCELS_05_2019
-  ROADS



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

Property Addresses

Property ID	Property Address	Owner Name	Owner Address	City	State	Zip Code
R000029270	210 N COLUMBIA	UNITED TELEPHONE CO OF TEXAS	P O BOX 2599	OLATHE	KS	66063-0599
R000029292	425 W WASHINGTON	FIRST BAPTIST CHURCH		STEPHENVILLE	TX	76401-0124
R000029275	375 W WASHINGTON	HARMONY CJC LLC	PO BOX 341	STEPHENVILLE	TX	76401
R000029286	425 W WASHINGTON	FIRST BAPTIST CHURCH OF STEPHENVILLE TEXAS	PO BOX 124	STEPHENVILLE	TX	76401
R000029298	421 W GREEN	FIRST BAPTIST CHURCH-STEPHENVILLE	PO BOX 124	STEPHENVILLE	TX	76401-0124
R000029273	174 N COLUMBIA	CITY OF STEPHENVILLE	298 W WASHINGTON	STEPHENVILLE	TX	76401-4257
R000029290	0 BARTON	FIRST BAPTIST CHURCH-STEPHENVILLE	PO BOX 124	STEPHENVILLE	TX	76401-0124
R000029297	450 W TARLETON	FIRST CHRISTIAN CHURCH-STEPHENVILLE	PO BOX 837	STEPHENVILLE	TX	76401-0000
R000029268	334 W GREEN	FIRST BAPTIST CHURCH-STEPHENVILLE	PO BOX 124	STEPHENVILLE	TX	76401-0124
R000029296	478 W GREEN	FIRST BAPTIST CHURCH-STEPHENVILLE	PO BOX 124	STEPHENVILLE	TX	76401-0124
R000029304	350 W TARLETON	FIRST BAPTIST CHURCH-STEPHENVILLE	PO BOX 124	STEPHENVILLE	TX	76401-0124

ARTICLE IV. - CLOSING STREETS AND ALLEYS

Sec. 95.50. - Reference to transportation code.

Provisions for the closing of streets and alleys are granted by the V.T.C.A. Transp. Code § 311.07. The procedures and regulations set out herein are consistent with the requirements of the Code and set out regulations to be followed in the closing of streets and alleys.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.51. - Public hearing generally.

The City Council, on its own initiative, may call a public hearing to determine whether or not any street or alley in the city, or any portion thereof, should be closed or abandoned as a public thoroughfare.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.52. - Petition for hearing.

The City Council shall be required to call a public hearing on the closing of any street or alley, or any portion thereof, upon receipt by the City Secretary of a petition, meeting the requirements set out herein, requesting such hearing, from any person or entity (hereinafter referred to as petitioner) owning property adjacent to such street or alley section to be closed. The petition must legally describe that portion of the street or alley to which the request for abandonment applies, specifically state that all people signing the petition fully support the requested closure and it must be signed by at least 25 registered voters of the city. The name and address of each person signing the petition must be clearly and legibly printed next to the signature.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.53. - Nonrefundable fee to be paid in advance.

Before any action is taken, the petitioner shall pay a fee, in an amount set by the City Council, in advance to cover the expenses of processing the request. This sum of money shall not be refundable.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.54. - Recommendation of the planning and zoning commission.

Before City Council may take final action to adopt any ordinance to close a street or alley the Planning and Zoning Commission shall review the request from the point of view of impact on future traffic circulation in the city and shall make a recommendation on such matters to the City Council. The Planning and Zoning Commission shall be required to conduct a public hearing.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.55. - Public hearing.

The public hearing by the City Council shall be held not less than 15 days after the certification of the petition, and at the next regular meeting of the City Council, for the primary purpose of discussing the proposed abandonment. Written notice of the public hearing shall be sent to all owners of real property, as indicated by the most recently approved municipal tax roll, within 200 feet of the street or alley to be closed no less than 11 days before the public hearing. In addition, notice of the public hearing shall be published in one issue of the official newspaper of the city.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.56. - Appraisal of real property required.

- A. Within 90 days after the City Council public hearing and Planning and Zoning Commission recommendation, but before City Council final action, the petitioner shall provide an appraisal

by a certified appraiser of real property. The cost of the appraisal is to be paid in full by the petitioner. Upon written application by the petitioner stating the need therefor, this time period may be extended by the City Administrator. Such extension shall be in writing.

- B. As an alternative to the above, the petitioner may elect, in writing, to utilize the average appraised values of the land immediately adjacent to the street or alley to be closed as shown on the most recent approved municipal tax roll. Such average value shall be calculated by city staff.
- C. If the requested closure is approved by City Council, the actual selling price shall be determined solely by the City Council, but in no case shall the selling price be less than the appraised value as determined under this section.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.57. - Action by city council.

No street or alley shall be closed except by ordinance adopted and approved by no less than five affirmative votes of the City Council. Such ordinance shall include a description of the street or alley to be abandoned in relation to adjacent lots and blocks along with a map showing the location of the street or alley and adjacent lots.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.58. - Replat required.

Unless otherwise approved by the Council, when the abandonment of a street or alley results in lots that do not front upon an improved street, said lots shall be replatted so that all resulting lots have frontage upon an improved street. Said replat shall be presented to and approved by the Planning and Zoning Commission and City Council within nine months of the date of the ordinance abandoning said street or alley or the ordinance abandoning the street or alley shall become null and void. Should said ordinance become null and void the purchase price paid for the abandoned street or alley shall be refunded to the petitioner.

(Ord. 2015-11, passed 7-7-2015)

Sec. 95.59. - Appeals.

Any person deciding to appeal the decision of the City Council to a court of competent jurisdiction shall do so within ten days after enactment, as set out in section 95.57, of the ordinance closing the street or alley, or portion thereof, and if no appeal is taken within such ten-day period, then the ordinance shall never be questioned in any court of this state.

(Ord. 2015-11, passed 7-7-2015)

RESOLUTION NO. 2019-R-11

A RESOLUTION AUTHORIZING CITY STAFF TO PREPARE THE PROCEDURES FOR CLOSING THE 200 BLOCK OF NORTH BARTON STREET AND TO PRESENT SAME TO THE PLANNING AND ZONING COMMISSION AND CITY COUNCIL FOR ACTION AND TO PLAN FOR THE SALE AND REZONING OF SAID CLOSED STREET AS PROVIDED IN SECTION 95 CODE OF ORDINANCES AND CHAPTER 311 OF THE TEXAS TRANSPORTATION CODE

WHEREAS, the City of Stephenville has the authority under Section 95 of its Code Of Ordinances and Chapter 311 of the Texas Transportation Code to close and sell streets within its jurisdiction; and

WHEREAS, The City has received a duly verified petition for the abandonment of the 200 block of North Barton Street; and

WHEREAS, The City Council has the authority and desire to initiate action to facilitate said closing and sale; and

WHEREAS, It is appropriate for City staff to prepare the procedures for said closing and sale and to present same to the Planning and Zoning Commission and City Council;

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

That the City staff is authorized to prepare the procedures for closing the 200 block of North Barton Street and to present same to the Planning and Zoning Commission and the City Council for action and to plan for the sale and rezoning of said closed street.

PASSED and APPROVED this 4th day of June, 2019.

Doug Svien, Mayor

Attest:

Staci L. King, City Secretary

Reviewed by Allen L. Barnes,
City Manager

Approved as to form and legality by

Randy Thomas, City Attorney



STAFF REPORT

SUBJECT: Amend Building Permit Fees
MEETING: Regular City Council Meeting - 04 Jun 2019
DEPARTMENT: Development Services
STAFF CONTACT: Karen Wilkerson

RECOMMENDATION:

Staff is recommending the attached fee schedule for residential building permits. Based on the enacted state law by adding Sec. 214.907 PROHIBITED ON CERTAIN VALUE-BASED BUILDING PERMIT AND INSPECTION FEES VALUE-BASED BUILDING PERMIT AND INSPECTION FEES. The city is required to change the way that residential properties are charged for building permits. The proposed fee schedule is calculated to yield similar fees collected based on previous projects and fees. Commercial building permit fee schedule will not change; changes will only effect Residential and Multi-Family Dwellings.

BACKGROUND:

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS: SECTION 1. Subchapter Z, Chapter 214, Local Government Code, is amended by adding Section 214.907 to read as follows:

Sec. 214.907. PROHIBITION ON CERTAIN VALUE-BASED BUILDING PERMIT AND INSPECTION FEES.

(a) In determining the amount of a building permit or inspection fee required in connection with the construction or improvement of a residential dwelling, a municipality may not consider:

- (1) the value of the dwelling; or
- (2) the cost of constructing or improving the dwelling.

(b) A municipality may not require the disclosure of information related to the value of or cost of constructing or improving a residential dwelling as a condition of obtaining a building permit except as required by the Federal Emergency Management Agency for participation in the National Flood Insurance Program.

SECTION 2. Section 214.907(a), Local Government Code, as added by this Act, applies only to a building permit or inspection fee assessed by a municipality on or after the effective date of this Act in connection with the construction or improvement of a residential dwelling.

SECTION 3. This Act takes effect immediately if it receives a vote of two-thirds of all the members elected to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the vote necessary for immediate effect, this Act takes effect September 1, 2019.

ATTACHMENTS:

[2019-O-XX Amend Fee Schedule - Building Permits](#)

ORDINANCE NO. 2019-O-__

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS, AMENDING FEES FOR BUILDING PERMITS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the rates and charges and procedures relative to the collection thereof shall be established by the Council from time to time by ordinance; and

WHEREAS, the fee schedule for FY2018-2019 was adopted by Ordinance No. 2018-O-34 on September 4, 2018 with an effective date of October 1, 2018.

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

SECTION 1.

Building Fees shall hereby be amended as follows:

RESIDENTIAL BUILDING PERMIT FEE SCHEDULE (Single Family, Duplex, Townhomes)

Flat Fee per Dwelling unit	\$450 per Unit
Plus additional square ft.	\$. 40 Per Square ft.

RESIDENTIAL REMODEL

Up to 1200 square ft.	\$250.00	+
Each additional 100 square ft	\$25.00	

MULTI-FAMILY BUILDING PERMIT FEE SCHEDULE

Flat Fee per Dwelling unit	\$450 per Unit
Plus additional square ft.	\$. 30 Per Square ft.

COMMERCIAL BUILDING PERMIT FEE SCHEDULE

General Construction Permit Fees:

Value \$1 to \$500—flat fee	\$	25.00	
Value \$501 to \$2,000, minimum	\$	24.00	+
pro-rated for each \$100 above \$500	\$	3.00	
Value \$2,001 to \$25,000, minimum	\$	70.00	+
pro-rated for each \$1,000 above \$2,000	\$	14.00	
Value \$25,001 to 50,000, minimum	\$	392.00	+
pro-rated for each \$1,000 above \$25,000	\$	10.00	
Value \$50,001 to \$100,000, minimum	\$	642.00	+
pro-rated for each \$1,000 above \$50,000	\$	7.00	
Value \$100,001 to \$500,000, minimum	\$	992.00	+
pro-rated for each \$1,000 above \$100,000	\$	6.00	
Value \$500,001 to \$1,000,000, minimum	\$	3,392.00	+
pro-rated for each \$1,000 above \$500,000	\$	5.00	
Value \$1,000,001 and up, minimum	\$	5,892.00	+
pro-rated for each \$1,000 above \$1,000,000	\$	4.00	
Demolition Permit	\$	25.00	
Structure Relocation Permit	\$	25.00	

SECTION 2.

This ordinance shall become effective on upon its passage.

SECTION 3.

It is hereby officially found and determined that the meeting at which this Ordinance is passed is open to the public as required by law and that public notice of the time, place and purpose of the said meeting was given as required.

PASSED and APPROVED this the 2nd day of April, 2019.

Doug Svien, Mayor

ATTEST:

Staci L. King, City Secretary

Reviewed by Allen L. Barnes,
City Manager

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



Tourism and Visitors Bureau Committee
STAFF REPORT

SUBJECT: HOT Funds Request from Cowboy Capital Pro Rodeo
MEETING: City Council Work Session - 16 May 2019
DEPARTMENT: Tourism and Visitors Bureau
STAFF CONTACT: Julie Smith

RECOMMENDATION:

As a signature event for Stephenville, the Cowboy Capital Pro Rodeo passes the first part of the State's statutory two-step test as it fills over 300+ hotel rooms for the three-day event. The event passes the second part of the two step test as it is a sporting event and funds will go toward advertising. The STVB staff recommends funding this HOT request.

BACKGROUND:

The Cowboy Capital Pro Rodeo is celebrating 50 years in Stephenville. This year's event includes a week-long Rodeo Heritage celebration with a parade, special needs rodeo, fashion show, children's mutton bustin' and the Cowboy Capital Pro Rodeo. Last year's event brought almost 500 entries, with 8,000 in attendance for the three days. Last year's Rodeo drew entries from all across the U.S. as well as from Brazil, Canada and Australia. Per their application, this year's event expects this many entries and attendees, or more.

FISCAL IMPACT SUMMARY:

The Cowboy Capital Pro Rodeo is requesting \$20,000 in HOT funds to pay for advertising and promotion through newspaper, radio, flyers, social media and branded promotional items such as caps and shirts.

ATTACHMENTS:

[2019 Cowboy Capital Pro Rodeo](#)

2019 TOURISM FUNDS APPLICATION

Stephenville Tourism & Visitor Bureau ★ 254.552.1222

EVENT NAME: Cowboy Capital PRO Rodeo
Sponsor Organization or Business: Cowboy Capital Pro Rodeo Assn.
Status: Non-Profit For-Profit
Contact Person: James Andrae
Email: capitalhatters@yahoo.com
Address: PO Box 55 Stephenville TX 76401
Phone: 817 319 9229
Tax ID#: _____

For STVB Use Only	
# Years Funded:	_____
2018 Amount:	_____
2017 Amount:	_____
2016 Amount:	_____
2015 Amount:	_____

EVENT DESCRIPTION

Event Dates: Sept. 22-29 2019
Event Hours (Start & End Time each day): _____
Location: Lone Star Arena, City Park, Courthouse Square
Description of Event:
Rodeo Heritage Week consisting of Parade, Special Needs Rodeo, Childrens Mutton Bustin, PRO Rodeo, Kickoff Gala, Fashion Show

Is this an Annual Event that plans to remain in Stephenville? Yes
How many years has the event been held? 50
Last year's estimated attendance (if applicable):
Entries/Registrants 490 **Spectators** 8000
Last year's estimated hotel nights reserved and # of nights: # Rooms 300+ # Nights 2-3
Total attendance expected this year: SAME

Entries/Registrants ~500 **Spectators** 8000
Estimated hotel rooms that will be occupied and # of nights: # Rooms 300+ # Nights 2-3

Where do competitors/spectators come from?
Last year we had entries as far away as Brazil, Canada + Australia
But majority is from all over the US. All of these bring their families + friends.
Most that come to spectate only are from Texas + Oklahoma, Louisiana.

Are concessions available at event? Yes No **If so, who provides them?** Lone Star Arena
How many event staff work at the event? 55 **# Local Hires** 15
How many volunteers work the event? 30
How will the event be advertised/promoted?

Paid Advertising through Newspaper, Radio, Flyers, Social Media
50th Annual Caps + Shirts

Amount Requested from STVB: \$ 20,000

Please indicate how funds will be spent:
Advertising + promotion of Stephenville PRCA Rodeo 50th Annual



Tourism and Visitors Bureau Committee
STAFF REPORT

SUBJECT: Epic Rodeo Experience HOT Funds Request
MEETING: City Council Work Session - 16 May 2019
DEPARTMENT: Tourism and Visitors Bureau
STAFF CONTACT: Julie Smith

RECOMMENDATION:

Because this is a first time event, Epic Rodeo Experience must demonstrate their event meets the first part of the statutory two-part test for impact on our local hotels. The request does meet the second part of the two-part test as this is a sporting event and a portion of the funds will be used for advertising. However, per the state tax law for sports events, the event must “substantially increase economic activity at hotels and motels within the municipality or its vicinity.”

BACKGROUND:

Epic Rodeo Experience started in 2015 in Oklahoma and is now the largest free rodeo sports clinic in the world taught by professional athletes. For the past four years, the annual event has been held in Pawhuska, Oklahoma but is now moving to Stephenville, Texas. The event is scheduled for September 30 - October 5, and will be held at Lone Star Arena.

FISCAL IMPACT SUMMARY:

Epic Rodeo Experience is asking for \$10,000. Per their application, the funds will be used for marketing the event, hospitality expenses for clinicians and staff, t-shirts, entertainment and equipment.

ATTACHMENTS:

- [Stephenville HOT Funds App EPA](#)
- [One-Pager v2](#)
- [SUFC Sales Deck 2019](#)



CITY OF STEPHENVILLE
HOTEL OCCUPANCY TAX (H.O.T) APPLICATION
(HOTEL MOTEL FUNDS GRANT APPLICATION)

event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.

7. **Signage**: Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.
8. **Transportation systems for tourists**: Funding the costs for transporting tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

City of Stephenville Process: The City of Stephenville accepts applications from groups who request HOT Funds for events/activities/facilities, which fit into one or more of the above listed categories. All decisions of the City Council are final.

City of Stephenville Policy:

1. The purpose of HOT funding is to assist and support qualified events/activities/facilities, not to be the major patron or the majority funds provider (50% or more) for the event/activity/facility budget.
2. Priority will be given to those events and entities based upon documented ability to directly promote tourism and the hotel and convention industry in Stephenville by “demonstrating a proven record of increased hotel or tourism and visitor’s activity.” Such activity may result from hotel or tourism and visitor’s guests that are already in town and choose to attend the funded event or facility, or it may result from individuals coming from another city or county to stay in an area lodging to attend the funded event or facility. Applicants should document the potential to generate increased hotel or tourism and visitor’s activity by:
 - a. Providing historical information on the number of rooms nights used during previous years of the same event/activity/facility;
 - b. Providing current information on the size of room blocks reserved at area hotels to accommodate anticipated overnight guests attending the funded event/activity/facility.
 - c. Providing historical information on the number of guests at hotels or other lodging facilities that attended the funded event/activity/facility; and/or
 - d. Providing examples of marketing or programs and activities likely to generate or encourage overnight visitors to local lodging properties.

3. All applicants are encouraged to utilize local businesses for food, supplies, materials, printing, and the like. A minimum of 8% of the HOT Funds shall be spent with local businesses.
4. A portion of the revenues from any event/activity/facility receiving HOT Funds should be channeled back into the future costs of operating that same event/activity/facility or the continued operation of such.
5. It is critical that the Application/Request for funding be filled out completely and accurately. Under the application section "Fund Usage," it is responsibility of the applicant to specifically explain how the funds will be used only in eligible ways.
6. If applying under the Advertising category, please note the local requirement that advertising must be accomplished in advance of the event/activity/facility, and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards.
7. As a general rule, all funding requests should be for fifty percent (50%) or less of Applicant's total projected revenue from the event/activity/facility.
8. Applicants are on notice that while the City of Stephenville makes decisions based on estimated budgets and projections, documentation of how granted funds were spent must be actual costs supported by proofs of payment. Any monies not used or not used lawfully, must be returned or repaid to the City within sixty (60) days of the event, along with the completed Post-Funding Analysis.
9. The final accounting of funds must mirror the items outlined in the Applicant's original application, in its fund expenditure outline, and in its request letter.
10. City of Stephenville guidelines were duly adopted by City Council on _____ day of _____, 20____.

FUNDING CONSIDERATION CHECKLIST

Name of

Event/Activity/Facility: Epic Rodeo Experience - Lonestar Arena

Does your event/activity/facility pass Part One (1) of the statutory test, defined specifically as directly enhancing and promoting tourism and the convention, and hotel industry in Stephenville? YES NO

Does your event/activity/facility pass Part Two (2) of the statutory test, defined specifically as fitting into one of more of the following categories:

- Convention center facilities or visitor information centers
- Facilities, personnel and materials for registration of the Tourism and Visitor's Bureau delegates
- Advertising, and conducting solicitations and promotional programs to attract tourist and visitor's
- Promotion of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording
- Historical restoration and preservation projects or activities, or advertising and conducting solicitations and promotional programs to encourage tourists to visit preserved historic sites or museums in the area
- Signage directing tourist to sights and attractions that are visited frequently by hotel guests in the municipality
- Funding the costs for transporting tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city
- Sporting event expenses, including promotion expenses, related to sporting events at which the majority of participants are tourists who substantially increase economic activity at hotels in the area
- Is your application filled out thoroughly and completely, and are all required pages attached?
- Is your request for funding in accordance with the maximum funding guidelines?
- If applicable, have you submitted the Post-Funding Analysis and proofs of payment for last year's event/activity/facility?
- If applicable, have you returned or repaid the City for any previous funds not used or not used lawfully?
- Have you documented how you will accurately track out-of-town guests, showing that your event will attract tourists that will directly support the Tourism and Visitor's Bureau and the Hotel industry in the area?
- Is your request for fifty percent (50%) or less of your total projected revenue from the event/activity/facility?
- If you are applying under the Advertising category, is your request for one hundred percent (100%) or less of your total projected advertising expenditures?
- If you are applying under the Advertising category, have you met the local requirement that advertising must be accomplished in advance of the event/activity/facility, and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards?
- Will all advertising indicate that the City of Stephenville is a direct sponsor of the event?

APPLICATION

Organization Information

Date: May 2, 2019

Epic Performance Athletics DBA Saddle Up for Christ

Name of Organization

Po Box 53

Address:

Drumright, OK 74030

City, State, Zip

Amanda Shaffer

Contact Name:

817-757-2274

Contact Phone Number:

www.epicathletes.org

Website Address for Event/Activity/Facility:

Is your organization: Non-Profit Private for Profit

Tax ID#: _____

Organization's Creation Date: Aug. 2015

Purpose for your organization:

To provide free sports clinics taught by professional athletes that provide all elements of becoming a successful athlete. Personal Growth, fundamentals, spiritual encouragement, fitness, diet, mental prep. etc.

Event/Activity/Facility Information

Epic Rodeo Experience

Name of Event/Activity/Facility:

September 30 - October 5, 2019

Date of Even/Activity:

Lonestar Arena

Primary Location of Event/Activity/Facility:

\$ 10,000.00 (Ten Thousand Dollars)

Amount of HOT Funding Requested:

Fund Usage: How will the funds be used?

Marketing event (social/digital, print, radio, etc.)

Hospitality expenses for clinicians and staff

Food - Catering

T-Shirts

Entertainment

Equipment

Primary purpose if funded Event/Activity/Facility:

Offset expenses of being a nonprofit and providing a free event.

Check that statutory categories apply to funding request and amount requested under each category:

Convention center facilities or visitor information centers: the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;

Registration of Tourism and Visitor's Bureau delegates: the furnishing of facilities, personnel, and materials for the registration of tourism and visitor's bureau delegates or registrants;

Advertising, and conducting solicitations and promotional programs to attract tourists and visitor delegates: advertising and conducting solicitations and promotional programs to attract tourists and visitor's delegates or registrants to the municipality or its vicinity;

\$5,000 - \$6,500

Promotion of the arts: the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape, and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

Historical restoration and preservation projects or activities: historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and visitor's delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of the Tourism and Visitor's Bureau center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and visitors delegates;

How many nights will they stay?

Average will be 3 nights

Do you reserve a room block for this event/activity/facility at an area hotel and if so, for how many rooms and at which hotels?

We would have room blocks available at a couple of hotels in town. Hampton, LaQuinta, Holiday Inn

Please list other years (over the last three years) that you have hosted your event/activity/facility, and list the amount of assistance given from HOT funding and the number of hotel rooms used:

Motel/Year Held	Assistance Amount	Number of Hotel Rooms Used

How will you measure the impact of your event/activity/facility on area hotel activity?

based on room block usage and event attendance

Please list all other organizations, government entities and grants that have offered financial support to your event/activity/facility, and respective amounts:

We sell sponsorships for our organization to various people + businesses.
No other grants have been applied for.

Please check all promotion efforts your organization is coordinating, and list the financial amounts committed to each media outlet:

- Paid Advertising Newspaper Radio TV Social Media Press Releases
- Direct mailing to out-of-town recipients Other

What specific geographic areas do your advertising materials and promotions reach?

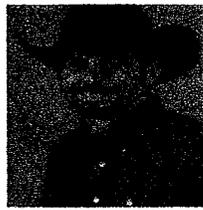
Nationwide and TX, NM, OK, LA, AR, CO



Kimmie Wall
2 x NFR Qualifier



Rickey Green
11 x NFR Qualifier



Winn Ratliff
4 x NFR Qualifier



Jeremy Willis
PRCA Pick-up Man



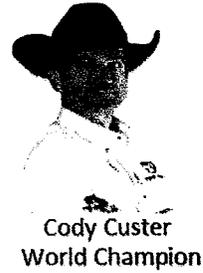
Clay Smith
3x NFR Qualifier



Tammy Fischer
6x NFR Qualifier



Coleman Proctor
4x NFR Qualifier



Cody Custer
World Champion



Jake Smith
Circuit Champion



Chad Dowdy
World Champion



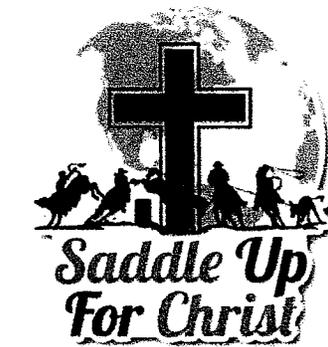
Hailey Kinsel
NFR Qualifier



Tyler Mulligan
Rookie Of Year



BJ Jordan
Colt Breaking



**Saddle Up
For Christ**

CLINIC IS FREE! REGISTRATION REQUIRED

For more details, schedule & registration

Go To- SaddleupforChrist.org

Riding clinic for ALL Events! Spectators Welcome
Ages 13 to Senior Citizens participate in Main Clinic

Bareback, Saddle Bronc, Bull Riding, Bull-fighting, Pick-Up Man, Ranch Bronc, Team Roping, Calf Roping, Barrel Racing, Breakaway, Horsemanship & Colt Breaking

Nightly Concerts 7pm Featuring:

Kevin Rowe & Prodigal Sons
Master Voice, Tommy Brandt
& Ray Perryman

For More Information, Please Contact Shelly Weaver (918) 671-2835
Stalls & RV's Available- Portable Pens & Tie-Outs allowed

Saddle Up For Christ Rodeo Clinic

Osage County Fairgrounds

Pawhuska, OK

Oct. 29th- Nov. 4th, 2018

SPECIAL GUESTS:

- | | |
|----------------|------------------|
| Justin Fox | Britt Smith |
| Tyler McDowell | Colette Daier |
| Tami Burkund | Casey Hicks |
| Will Woodfin | Tana Poppino |
| Ty Hillman | Crystal Lyons |
| Trey Johnson | Marshall Perkins |
| Stu Crowe | Chad Mathes |
| Blake Deckard | Taylor Munsell |
| Tana Renick | Kari Nixon |

KIDS ZONE RODEO CAMP

Ages 7-12 years old
Bring your horses!



Speed Williams
8x World Champ



Stevi Hillman
2x NFR Qualifier



Jake Long
7x NFR Qualifier



Will Smith
RNCFR Qualifier



Kappy Allen
World Champion



CR Bradley
16 x World Champ



Annesa Self
NFR Qualifier



Chris Potter
World Champion



Bobby Griswold
4x NFR Qualifier



Taci Bettis
NFR Qualifier



Heath Ford
3x NFR Qualifier

WESTERN HORSEMAN HEALING SPRINGS **Barrelling** **ptw** **STANLEY BARNES**

Proudly Sponsored By: **PURINA**

OXY-GEN **BOYD'S** **EQUI-RESP** **Professional's Choice** **THE ALLEY**



ABOUT EPIC PERFORMANCE ATHLETES:

In 2015 a vision became a reality when founder, Shelly Weaver and a core team of professionals produced the first free barrel racing clinic. Continuing to grow annually, expanding the disciplines and the geographical presence, by 2018 the clinic included all 8 rodeo events and had over five thousand in attendance, this making it the largest rodeo clinic in the world.

In 2019 the vision of Epic Performance Athletes (EPA) became reality when Shelly and her team stepped into the world of mainstream sports.

VISION:

Epic Performance Athletes was created to allow children grades 9-12 the opportunity to grow their passion for sports with the help of professional athletes and coaches. With focus on an athlete's talent including mental stamina, physical endurance and personal growth, driving each individual to be Epic. We strive to make an all-encompassing difference. Life skills like leadership and mental toughness are an element in the clinics as well as nutrition and fitness. Our team of licensed counselors, fitness experts, nutritionists, and life coaches make it possible to provide this platform.

EVENTS:

Clinics will be three days to one week long, depending on attendance, and are slated to be during the summer months. Registration occurs 60 days prior to each event and is cut off 30 days later. Clinics will be broken into fundamentals and classroom time, spread out over the dedicated time frame. We will host one epic clinic per year at college campus' around the country.

Mini clinics will be hosted monthly around the country and will last 4-8 hours with a maximum capacity of 50 students. These clinics will be held at local gyms, parks, etc. focusing on the basics of fundamentals and personal growth.

COMMUNITY:

As a 501c3 nonprofit our goal is to create an organization that will take the time and means of our contributors and make our resources available to go full circle.

There will be a canned food drive at each main and mini clinic that will allow us to give back to the local communities. We will share the food with homeless shelters and food banks.

Athletes that compete at the professional level often times belong to a charitable cause and when those athletes commit to donate their time at an Epic clinic, we want to give back to their organization in return. The contribution may be volunteering for fund raisers, other clinics, or wherever we are needed to make a difference.

FUNDING:

Epic Performance Athletes, Inc. is a 501c3 non-profit designed with the personal development of the youth in mind. EPA operates solely on the financial support of individuals and companies who share our same passion.

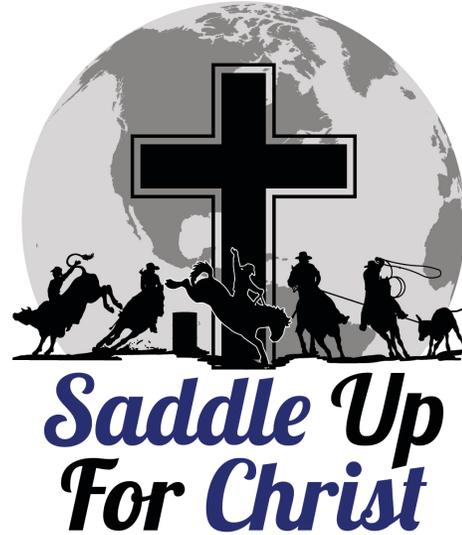
RODEO DIVISION:

Depending on the venue for the epic clinic the rodeo division may or may not be in conjunction. Because there are many logistics involved for each event to be taught successfully most clinics will be off site and in the fall. The rodeo clinics include all rough stock, all roping, barrel racing, horsemanship, and colt starting. Just like the mainstream sports clinics, we will have one all-encompassing clinic each year and satellite events throughout the year focusing on one or two of the events.



EPIC
PERFORMANCE
ATHLETES

DBA



501C3 NON-PROFIT

P.O. Box 53
Drumright, OK 74030

EPICATHLETES.ORG

ABOUT SADDLE UP FOR CHRIST

*"Calm waters never affect a shoreline but a ripple in the waters can change the land!"
- Shelly Weaver*

- ▶ In 2015 a vision became a reality when founder, Shelly Weaver and a core team of professionals produced the first free barrel racing clinic. Continuing to grow annually, expanding the disciplines and the geographical presence, by 2018 the clinic included all 8 rodeo events and had over five thousand in attendance, this making it the largest rodeo clinic in the world.
- ▶ In 2019 the vision of Epic Performance Athletes (EPA) became reality when Shelly and her team stepped into the world of mainstream sports, adding the Epic Sports Experience to the event calendar.
- ▶ Previous years attendance recorded below. Attendance based on participants and spectators. Spectators are always welcome and are not charged a processing fee.

2015	2016	2017	2018
<ul style="list-style-type: none"> • Bristow, OK • Barrels Only (spectator only) • 684 Attended 	<ul style="list-style-type: none"> • Alvarado, TX • Barrels Only (spectator Only) • 1593 Attended • Queensland, Aust. • TR, TDR, BR • 301 Attended 	<ul style="list-style-type: none"> • Pawhuska, OK • TR, TDR, BKWY, BR • 4600 Attended • Derrider, LA • Barrels Only • 715 • Ft. Collins, CO • Barrels Only • 279 	<ul style="list-style-type: none"> • Pawhuska, OK • All Events • 4800 Attended • Llano, TX • Barrels Only • 989 Attended • Cloverdale, IN • Barrels Only • 224 Attended

WHAT IS SADDLE UP FOR CHRIST

- ▶ SUFC was created to give people the opportunity to grow their passion for rodeo with the help of professional athletes and coaches. With focus on an athlete's talent including mental stamina, physical endurance and personal growth, driving each individual to be Epic. We strive to make an all-encompassing difference. Life skills like leadership and mental toughness are an element in the clinics as well as nutrition and fitness. Our team of licensed counselors, fitness experts, nutritionists, and life coaches make it possible to provide this platform.
- ▶ Epic Performance Athletes, Inc. is a 501c3 non-profit, sports minded, faith based Christian organization designed to enhance the personal development. EPA operates solely on the financial support of individuals and companies who share our same passion.

“I Love being a part of Saddle Up for Christ because I love serving the Lord and helping people with their horses. SUFC has a great relationship with many of the industries professionals who are able teach the students about the different disciplines and do it all while sharing in fellowship. It doesn't get any better than that!”

- CR Bradley, Professional Horseman

SOME OF OUR TEAM MEMBERS



Stevi Hillman

BARREL RACING



CR Bradley

TIE DOWN ROPING



LeeAnn Hart

TEAM ROPING

All sports will have professional athletes and coaches in attendance

PAST CLINICIANS...Just a few anyway....

Hailey Kinsel, Coleman Proctor, Lisa Lockhart, Speed Williams,
Taci Bettis, Cody Custer, Jake Long, Angie Meadors, Chad Mathis,
Tami Purcell, Allan Bach, Jana Bean, Trey Johnson

EPIC RODEO EXPERIENCE

OKLAHOMA STATE UNIVERSITY
JULY 29TH - AUGUST 3RD

Grades 7-12

- ▶ Session 1 - July 29-31
 - ▶ Bull Riding
 - ▶ Saddle Bronc
 - ▶ Bareback Riding
- ▶ Session 2 - August 1-3
 - ▶ Barrel Racing
 - ▶ Team Roping
 - ▶ Tie-Down Roping
 - ▶ Breakaway

LONESTAR ARENA: STEPHENVILLE, TX
September 30th - October 5th

- ▶ TIMED EVENTS
- ▶ ALL AGES
- ▶ SCHEDULE TBD

Mini Clinics - Monthly

BARREL RACING CLINIC

T Ed Garrison Arena
Pendleton, SC

September 14-15

HORSEMAN'S CLINIC

Rainsville, AL

November 7-10

Team Roping, Barrel Racing,
Horsemanship & Colt Starting

More mini clinics being scheduled



SADDLE UP FOR CHRIST IS SET APART FROM OTHER CLINICS



Clinics are Free



Professional Athletes are the Coaches



We Teach Fundamentals and Personal Growth

WHAT DOES SADDLE UP FOR CHRIST DO FOR THE COMMUNITY

- ▶ As a 501c3 nonprofit our goal is to create an organization that will take the time and means of our contributors and make our resources available to go full circle.
- ▶ There will be a canned food drive at each main and mini clinic that will allow us to give back to the local communities. We will share the food with homeless shelters and foodbanks.
- ▶ Athletes that compete at the professional level often times belong to a charitable cause and when those athletes commit to donate their time at an Epic clinic, we want to give back to their organization in return. The contribution may be volunteering for fund raisers, other clinics, or wherever we are needed to make a difference.



PARTNERS



SPONSORSHIP OPPORTUNITIES

\$2500.00	\$5000.00	\$7500.00	\$10,000.00
		Exclusivity	Exclusivity
Social Media Inclusion	Social Media Inclusion	Social Media Inclusion	Social Media Inclusion
PA Announcements	PA Announcements	PA Announcements	PA Announcements
	SWAG in Welcome Bag	SWAG in Welcome Bag	SWAG in Welcome Bag
	Logo on Website	Logo on Website	Logo on Website
		Logo on Day Sheet	Logo on Day Sheet
		Logo on T-Shirt	Logo on T-Shirt
		Arena Banners	Arena Banners
			Vendor Space
			Logo on Print Ads

*Product does have a value and packages are customizable based on venue availability and restrictions

HOW CAN YOU HELP?



@saddleupforchrist



Saddle Up for Christ



EPA Newsletter

- ▶ Become a Volunteer: [CLICK HERE](#)
- ▶ Donate: [CLICK HERE](#)
- ▶ Sponsor Event: [EMAIL Amanda Shaffer](#), Director of Marketing and Sales
 - ▶ These events are funded solely on donations and sponsorships and are made to be epic. Our costs include but are not limited to athlete travel and hospitality, meals, housing, facilities, sporting equipment, etc.

Planning and Zoning Commission

STAFF REPORT



SUBJECT: Consider Vacating Wiley Street Right-of-Way from Hillcrest to Dale Street
MEETING: Regular City Council Meeting - 04 Jun 2019
DEPARTMENT: Development Services
STAFF CONTACT: Karen Wilkerson

RECOMMENDATION:

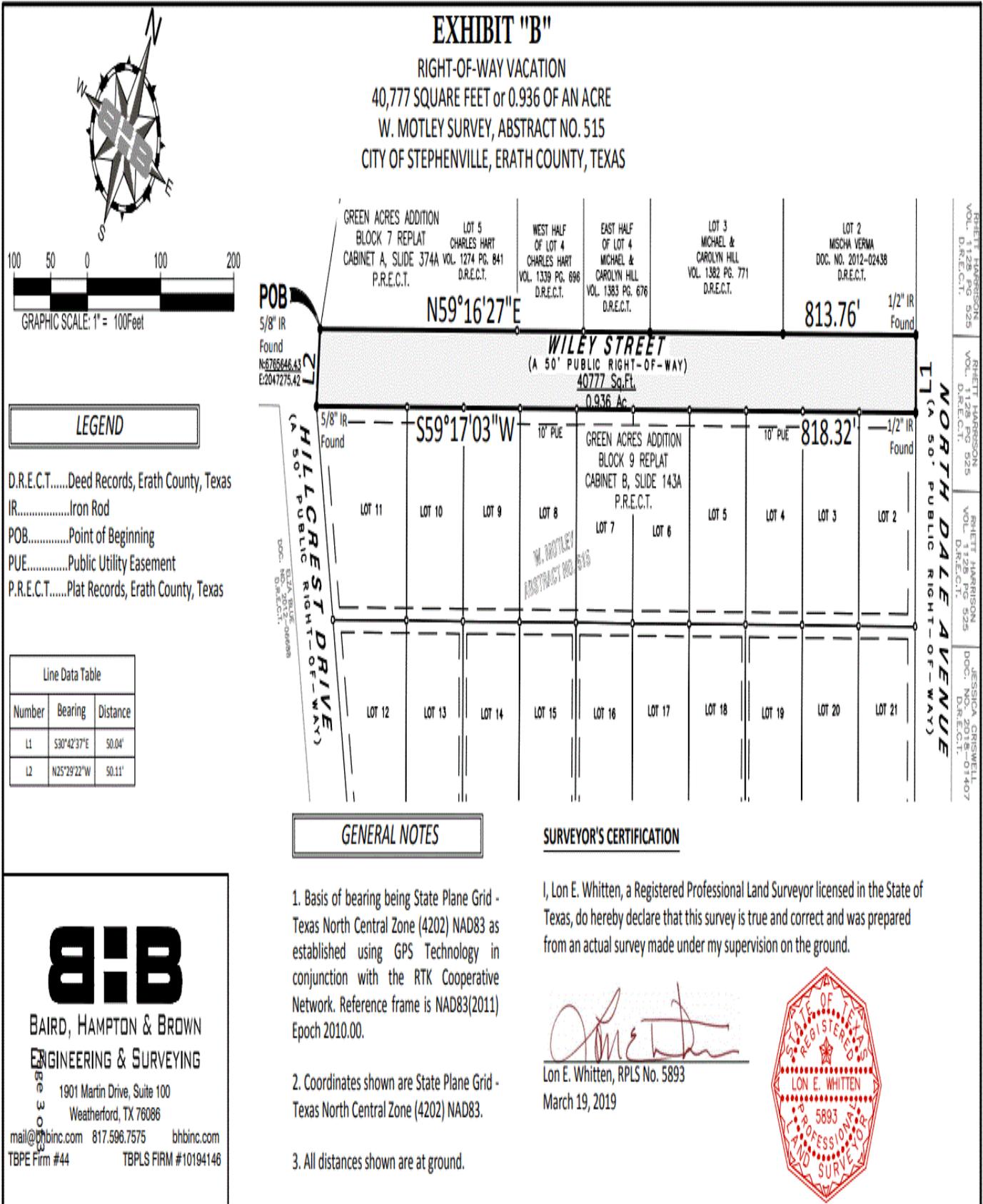
The Planning and Zoning Commission unanimously approved closing Wiley Street and recommend it to go to Council at the regular meeting held on May 15, 2019.

BACKGROUND:

The layout of the Green Acres was previously approved with the Planned Development-PD zoning classification of Green Acres Addition, being Lots 2-21, Block 9 of the Green Acres Addition on April 2, 2019. It was recommended by the Planning and Zoning Commission at the March 20, 2019, meeting.

ATTACHMENTS:

- [Survey Original Wiley Street](#)
- [Survey Wiley Street Replat](#)



Drawing: F:\job\2019\300\016 Green Acres Survey Exhibits\Draw\ROW ABANDONMENT EXHIBIT.dwg

PROJECT LOCATION

Vicinity Map - Not to Scale

GRAPHIC SCALE: 1" = 60 Feet

LEGEND:

- CH... 5/8" CAPPED IRON ROD MARKED "THIS INC" FOUND
- CS... COTTON SPINDLE
- DE... DRAINAGE EASEMENT
- D.R.E.C.T... DEED RECORDS, ERATH COUNTY, TEXAS
- IR... IRON ROD
- P.U.E... PUBLIC UTILITY EASEMENT
- P.R.E.C.T... PLAT RECORDS, ERATH COUNTY, TEXAS
- S.V.E... SIGHT VISIBILITY EASEMENT

WILEY STREET (A 50' PUBLIC RIGHT-OF-WAY)

TAB STREET (A 50' PUBLIC RIGHT-OF-WAY)

HILLCREST DRIVE (A 50' PUBLIC RIGHT-OF-WAY)

NORTH DALE AVENUE (A 50' PUBLIC RIGHT-OF-WAY)

LOT 11R to LOT 21R

Various easements and dedications are shown, including utility easements and public right-of-ways.

RHETT HARRISON VOL. 1128 PG. 525 D.R.E.C.T.

RHETT HARRISON VOL. 1128 PG. 525 D.R.E.C.T.

RHETT HARRISON VOL. 1128 PG. 525 D.R.E.C.T.

JESSICA CRISWELL DOC. NO. 2018-01407 D.R.E.C.T.

CITY OF STEPHENVILLE VOL. 1401 PG. 998 D.R.E.C.T.

OWNERS DEDICATION STATE OF TEXAS & COUNTY OF ERATH

KNOW ALL PERSONS BY THESE PRESENTS: That, Britt Land Development, LLC, being the owners of the herein described property as recorded in Document Number 2018-02873, Deed Records, Erath County, Texas to wit:

Being all of Lots 2, 21, Block 9, Green Acres Addition, an addition to the City of Stephenville, Erath County, Texas, and does hereby dedicate to the public use for the streets and easements shown on this plat for the mutual use and accommodation of all public and private utilities desiring to use or using the same. Any public or private utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements, or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips and any public or private utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

This replat approved subject to all platting ordinances, rules, regulations and resolutions of Erath County, Texas.

Executed this _____ day of _____, 2018.

STATE OF TEXAS & COUNTY OF TARRANT

Before me, the undersigned authority, a notary public, in and for said county and state on this day personally appeared _____ known to me to be the same persons whose names are subscribed to the foregoing instrument and acknowledge to me that they executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, this _____ day of _____, 2018.

Notary Public
My Commission expires _____

ERATH COUNTY FILING

APPROVED BY: _____
PLANNING AND ZONING CHAIRMAN

MARK WALLACE _____ DATE _____
UNITED COOPERATIVE SERVICES, INC. DATE _____

CABINET _____ SLIDE _____

I, John G. Margotta, a State of Texas Registered Professional Land Surveyor do hereby certify that I prepared this plat and the field notes made a part thereof from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of Erath County, Texas.

Notarially Witnessed by _____
Notary Public
My Commission expires _____

Before me, the undersigned authority, a notary public, in and for said county and state on this day personally appeared John G. Margotta known to me to be the same person whose name is subscribed to the foregoing instrument and acknowledge to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, this _____ day of _____, 2018.

Notary Public
My Commission expires _____

Line Data Table

Number	Bearing	Distance
11	S89°27'15"W	80.12
12	N89°27'15"W	80.12
13	S89°27'15"W	80.12
14	N89°27'15"W	80.12
15	S89°27'15"W	80.12
16	N89°27'15"W	80.12

LAND USE TABLE

RESIDENTIAL LOTS (20 LOTS)	4,372
1/2" NORTH DALE RIGHT-OF-WAY	0.013
1/2" CITY DEDICATION	0.182
40' WILEY STREET RIGHT-OF-WAY	0.725
TOTAL	5.957

REPLAT

BLOCK 9, LOTS 2R-21R

GREEN ACRES ADDITION

AN ADDITION TO THE CITY OF STEPHENVILLE,
ERATH COUNTY, TEXAS

BEING A REPLAT OF BLOCK 9, LOTS 2-21
GREEN ACRES ADDITION
AS RECORDED IN CABINET B, SLIDE 143A
PLAT RECORDS, ERATH COUNTY, TEXAS

ORDINANCE NO. 2019-O-__

AN ORDINANCE CLOSING WYLIE STREET ALONG WITH A DESCRIPTION OF THE STREET IN RELATION TO ADJACENT LOTS AND BLOCKS AND ALONG WITH A MAP SHOWING THE LOCATION OF THE STREET TO BE CLOSED.

WHEREAS, on April 2, 2019, the Stephenville City Council passed Resolution No. 2019-R-11 initiating the abandonment of Wylie Street; and

WHEREAS, on May 15, 2019, the Stephenville Planning and Zoning Commission voted unanimously to make a positive recommendation to the Stephenville City Council.

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

That Wylie Street, in the city as described in Exhibit "A" and depicted in Exhibit "B", both of which are attached to this order and made a part hereof, is hereby closed and abandoned as a public street.

PASSED AND APPROVED on the 4th day of June, 2019.

Doug Svien, Mayor

ATTEST:

Staci L. King, City Secretary

Reviewed by Allen L. Barnes,
City Manager

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



City Council Work Session
STAFF REPORT

SUBJECT: Summer Day Camp and After School Needs Assessment
MEETING: City Council Work Session - 16 May 2019
DEPARTMENT: Parks and Leisure Services
STAFF CONTACT: Jen Basham

RECOMMENDATION:

Staff recommends implementing after-school and summer day camp programs in partnership with Stephenville Independent School District.

BACKGROUND:

In the Fall of 2018, the Parks and Leisure Department began conversations with Stephenville ISD (SISD) to determine the need for After-School Care and Summer Day Camps. Due to facility constraints, Parks and Leisure Services do not have adequate space to host the programs. After discussions with the school district, it was determined that if a need was proven to be present, the school would host the program, and the recreation department would be the administrator and facilitator of the programs. In January 2019, SISD sent out a parent survey to 3,157 households in the school district. The survey ran for 26 days and received 492 responses or 15%. The results of the survey determined that there was a prevalent need for affordable after-school and summer day camp opportunities for the youth in the community.

25% of respondents stated that they believed the service should be free while another 57% believed it should cost between \$10 and \$30. 79% stated that their child would not require a scholarship to participate in the program.

After reviewing the data recreation staff and the school came together to discuss the next steps including cost and staffing needs. Staff are presenting the after-school program to run from 3:00 pm to 6:00 pm Monday-Friday, and on holidays (excluding Thanksgiving Day, Christmas Day, and New Years Day) for a total of 166 after-school days, 6 early releases, 16 school holiday dates, and 12 weeks of summer.

Staff are proposing the following rate structure based on a minimum of 20 participants:

Registration fee

After School	\$ 30.00	week
Early Release	\$ 10.00	day
Full Day	\$ 20.00	day
Break Camps	\$ 85.00	week
Before/After	\$ 5.00	day

FISCAL IMPACT SUMMARY:

The programs are designed to be cost neutral. Staff will work with the school district to apply for the 21st century grant, and local community organizations to provide scholarships and additional funding sources to ensure that all children are able to participate. First-year program cost to implement include staff, uniforms, supplies, transportation, and training are projected to be approximately \$177,250.00. The finance department is auditing the numbers prior to final budget requests.

ATTACHMENTS:

[Final Needs Assessment Data](#)

After School Needs Assessment

Thursday, March 28, 2019

492 out of 3,157 or 15.5%

Total Responses

Date Created: Thursday, December 06, 2018

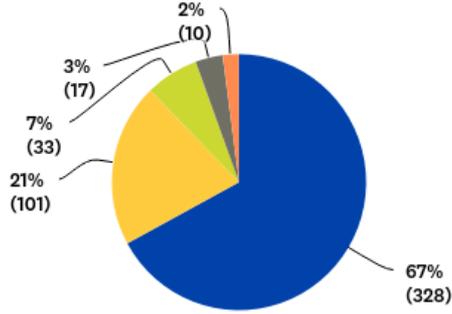
Date Sent Out: Friday, January 25, 2019

Survey run time: 26 days

Complete Responses: 492

Q1: How important do you think after school care is to your child's safety?

Page 5 of 9
Answered: 489 Skipped: 3

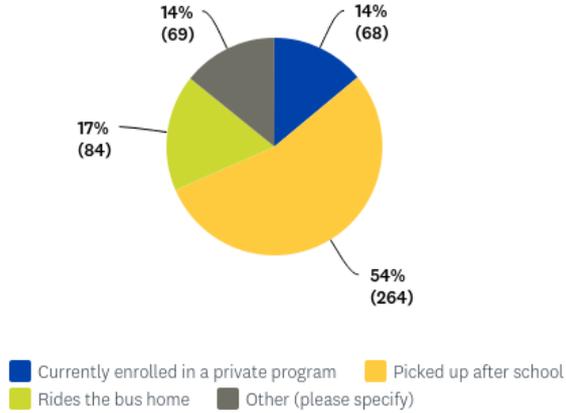


Extremely important Very important Somewhat important
Not so important Not at all important

ANSWER CHOICES	RESPONSES	
Extremely important	67%	328
Very important	21%	101
Somewhat important	7%	33
Not so important	3%	17
Not at all important	2%	10
TOTAL		489

Q2: Is your child currently enrolled in an after-school program?

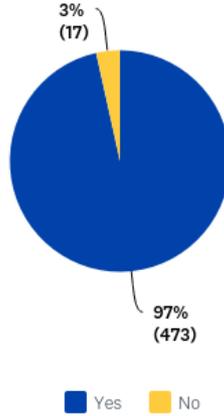
Answered: 485 Skipped: 7



ANSWER CHOICES	RESPONSES
Currently enrolled in a private program	14% 68
Picked up after school	54% 264
Rides the bus home	17% 84
Other (please specify)	14% 69
TOTAL	485

Q3: Do you feel there is a need for additional after-school programs to be offered through a partnership with SISD and Stephenville Parks and Recreation?

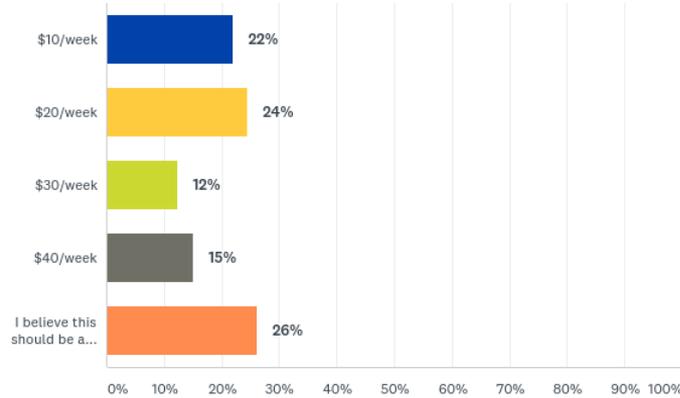
Answered: 490 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	97%	473
No	3%	17
TOTAL		490

Q4: If offered, what price would you be capable of paying for an after-school program?

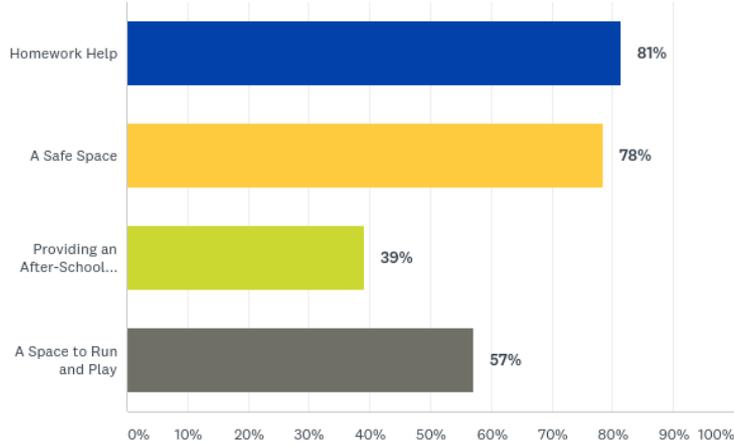
Answered: 486 Skipped: 6



ANSWER CHOICES	RESPONSES	
\$10/week	22%	107
\$20/week	24%	119
\$30/week	12%	60
\$40/week	15%	73
I believe this should be a free service	26%	127
TOTAL		486

Q5: What areas are most important to you in an after-school program?

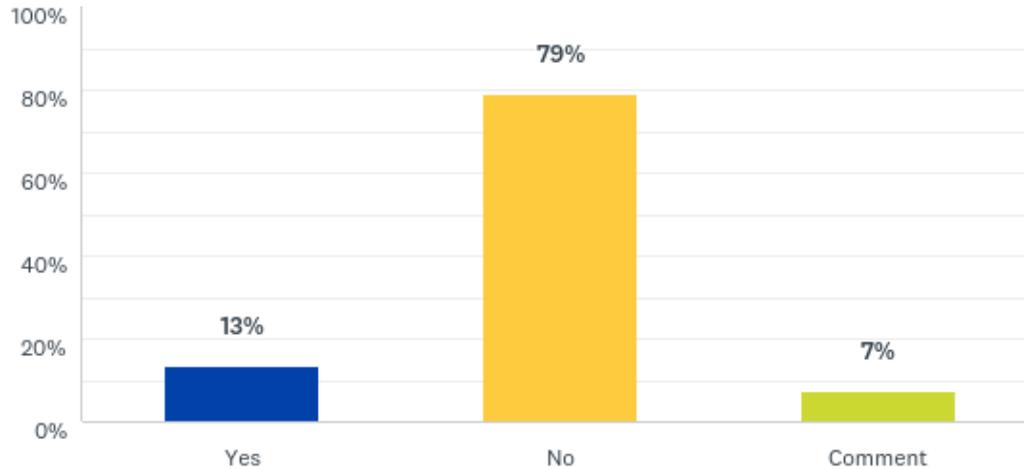
Answered: 490 Skipped: 2



ANSWER CHOICES	RESPONSES	
Homework Help	81%	399
A Safe Space	78%	384
Providing an After-School Snack	39%	192
A Space to Run and Play	57%	280
Total Respondents: 490		

Q6: Would your child/children require a scholarship to be able to participate in an after-school program?

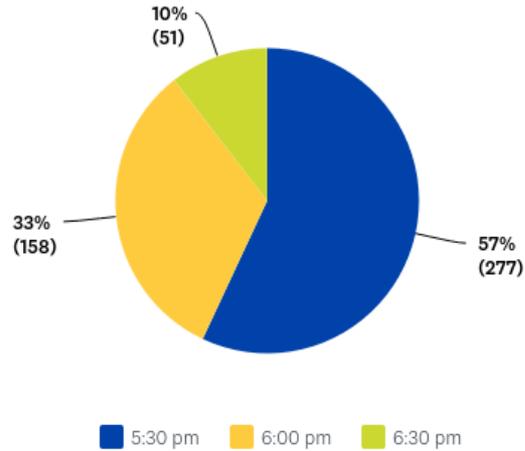
Answered: 487 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	13%	65
No	79%	386
Comment	7%	36
TOTAL		487

Q7: How late would you need the program to run?

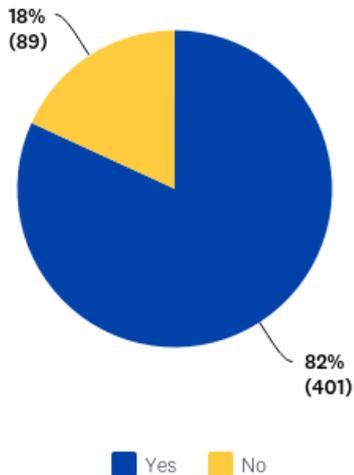
Answered: 486 Skipped: 6



ANSWER CHOICES	RESPONSES	
5:30 pm	57%	277
6:00 pm	33%	158
6:30 pm	10%	51
TOTAL		486

Q8: Would you be interested in other parks and recreation programs such as ballet, gymnastics, cooking classes during the program time for an additional fee?

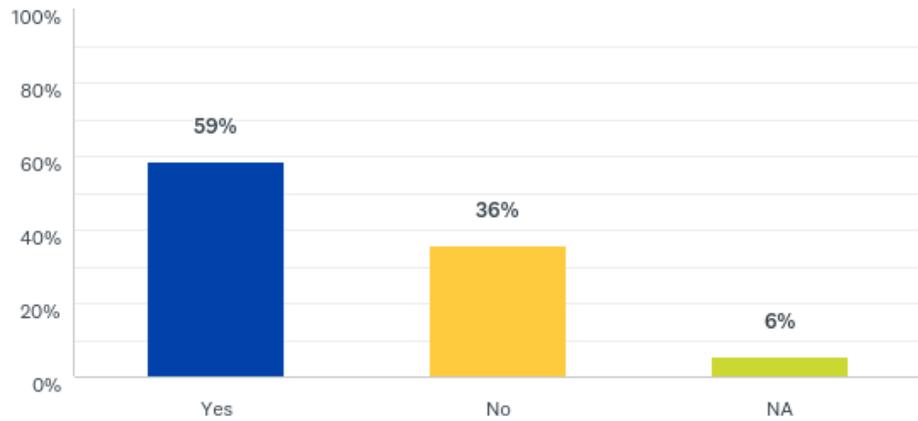
Answered: 490 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	82%	401
No	18%	89
TOTAL		490

Q9: If your child is between 12 and 15 would participating in a junior counselor program be of interest?

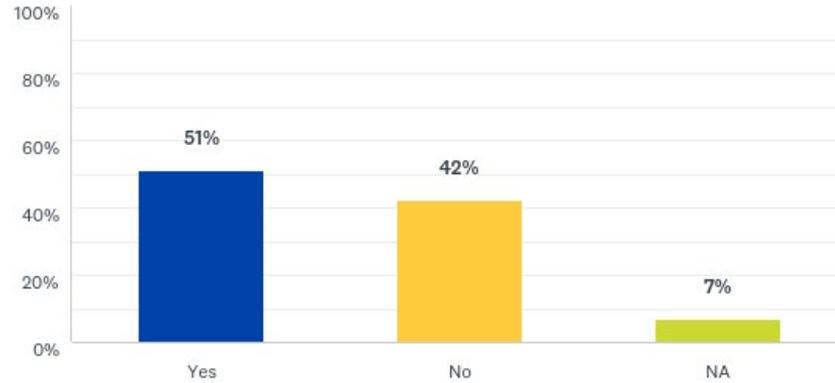
Answered: 468 Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	59%	275
No	36%	167
NA	6%	26
TOTAL		468

Q10: If your child is 15 years of age or older, would they be interested in becoming a counselor for after-school?

Answered: 455 Skipped: 37



ANSWER CHOICES	RESPONSES	
Yes	51%	232
No	42%	192
NA	7%	31
TOTAL		455



City Council Work Session
STAFF REPORT

SUBJECT: Green Ribbon Grant
MEETING: City Council Work Session - 16 May 2019
DEPARTMENT: Parks and Leisure Services
STAFF CONTACT: Jen Basham

RECOMMENDATION:

Staff recommends applying for TxDot Green Ribbon funding to replace the existing 7 green ribbon landscape beds throughout the community.

BACKGROUND:

The Texas Department of Transportation provides a program designed to transform concrete dominated landscapes into ribbons of green. It is a corridor aesthetic and landscape master plan commonly referred to as the Green Ribbon Project. The City of Stephenville currently has seven beds that were former green ribbon funded projects. As part of the call for projects, TxDot allows you to re-apply for existing projects that fall into disrepair. The project scopes include drought tolerant, native and adaptive plant materials, and irrigation systems. Hardscape, seeding, sodding and erosion control measures are not funded under this program. Projects must be on state right of way.

FISCAL IMPACT SUMMARY:

Green Ribbon projects are 100% funded up to \$400,000.

The administration of the grant is quoted at \$35,000 proposed to be funded through the grant match line item.

If locally let the City will be responsible for upfront costs and be reimbursed by TxDot.

If state let the state will cover all costs up front, however, there is a time impact.

Any overage will be incurred by the City.

ATTACHMENTS:

[20190514 Stephenville GR Exhibit](#)

[20190515 Stephenville GR OPCC](#)

[20190515 Stephenville Schedule](#)



LANDSCAPE AND HARDSCAPE DESIGN CONCEPT



LANDSCAPE AND HARDSCAPE DESIGN CONCEPT



East Washington Street (Bus. 377) and Morgan Mill Road (281)



Northwest Loop and West Lingleville Road



E. South Loop 377 and 281



E. South Loop 377 and South Graham Avenue (108)



W. Washington Street and W. South Loop

CONCEPT PLANT SCHEDULE

	5 GAL SHRUB GLOSSY ABELIA / ABELIA X GRANDIFLORA "KALEIDOSCOPE" ANDORRA COMPACT JUNIPER / JUNIPERUS HORIZONTALIS "COMPACTA" LEMON LIME NANDINA / NANDINA DOMESTICA "LEMON LIME"	42
	ACCENT SHRUB BRAKELIGHTS RED YUCCA / HESPERALOE PARVIFLORA "BRAKELIGHTS"™ YELLOW YUCCA / HESPERALOE PARVIFLORA "YELLOW" ADAM'S NEEDLE / YUCCA FILAMENTOSA "COLOR GUARD"	52
	ORNAMENTAL GRASS PINK MUHLY / MUHLENBERGIA CAPILLARIS MEXICAN FEATHERGRASS / NASSELLA TENUSSIMA "PONY TAILS"	64
	SEASONAL COLOR	244 SF
	DECOMPOSED GRANITE	4,476 SF



Abelia



Juniper



Muhly Grass



Yucca



Feather Grass



Seasonal Color



Decomposed Granite



Concrete Mow Strip



Nandina



Yucca

W. Washington Street and W. South Loop

NOTE: LANDSCAPE AND HARDSCAPE CONCEPT DESIGN TO BE PROPOSED AT ALL HIGHLIGHTED AREAS ABOVE.



Stephenville Green Ribbon Concept
City of Stephenville, Texas

Opinion of Probable Costs

5/13/2019

Item		Unit	Quantity	Cost	Item Cost
100 6002	PREPARING ROW	STA	22.0	\$300.00	\$6,600.00
170 6001	IRRIGATION SYSTEM	LS	1	\$40,000.00	\$40,000.00
192 6002	PLANT MATERIAL (1-GAL)	EA	1,700	\$10.00	\$17,000.00
192 6004	PLANT MATERIAL (5-GAL)	EA	970	\$25.00	\$24,250.00
192 6015	LANDSCAPE EDGE	LF	2,360	\$15.00	\$35,400.00
192 6016	PLANT BED PREP	SY	3,110	\$20.00	\$62,200.00
193 6001	PLANT MAINTENANCE	MO	12	\$1,150.00	\$13,800.00
193 6007	IRRIGATION SYSTEM OP AND MAINT	MO	12	\$900.00	\$10,800.00
432 6041	RIP RAP (SPECIAL) RIVER ROCK	CY	130	\$125.00	\$16,250.00
500 6001	MOBILIZATION	LS	1	\$30,000.00	\$30,000.00
502 6001	BARRICADES, SIGNS, AND TRAFFIC HANDLING	MO	5	\$3,500.00	\$17,500.00
506 6040	INSTALL EROSION CONTROL LOGS	LF	2,330	\$3.85	\$8,970.50
506 6043	REMOVE EROSION CONTROL LOGS	LF	2,330	\$1.65	\$3,844.50
618 6034	COND (PVC) (SCHD 40) 4" (BORE)	LF	595	\$31.00	\$18,445.00
620 6007	ELEC CONDR (NO. 8) BARE	LF	600	\$50.00	\$30,000.00
1005 6001	LOOSE AGGREGATE FOR GCVR (DG)	CY	260	\$117.00	\$30,420.00
432 6001	RIP RAP (CONC)(4")	CY	20.0	\$35.00	\$700.00
SUBTOTAL					\$366,180.00
Contingency (+- 10%)					\$33,820.00
TOTAL ESTIMATED CONSTRUCTION COSTS					\$400,000.00

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of probable costs.

Item	Green Ribbon Project - Stephenville	Finish	2019							2020							2021																
			J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
	Description																																
	Project Set-Up Phase																																
	Execute TXDOT Amended Funding Agreement & Hurst Agreement																																
1	TXDOT: Award Letter to Stephenville	7/22/19	█																														
2	TXDOT: Funding Agreement to Stephenville	7/29/19	█	█																													
3	Stephenville Council Approval of TXDOT Funding Agreement & Kimley-Horn Contract	8/13/19		█																													
	Design & Bid Phase																																
4	City of Stephenville: Contract to Kimley-Horn	8/26/19		█																													
5	City of Stephenville: Design Contract Execution	9/10/19			█																												
6	Kimley Horn: 60 % Design Plans and Environmental Documents	11/15/19				█	█																										
7	<i>TXDOT Review 60% Plans (approx. 1 month review)</i>	<i>12/13/19</i>					█	█																									
8	Kimley Horn: 90% Design Plan and Specification Development	2/7/20						█	█																								
9	<i>TXDOT Review 90% Plans (approx. 1 month review)</i>	<i>3/6/20</i>							█	█																							
10	Kimley Horn: 95% Design Plan and Specification Development	3/27/20								█	█																						
11	<i>TXDOT Review 95% Plans</i>	<i>5/8/20</i>									█	█																					
12	<i>Environmental Clearance</i>	<i>5/29/20</i>							█	█	█	█	█	█																			
13	Advertise for Bid	6/19/20												█	█																		
14	District Approval (4 month timeframe) - Letting Date	7/10/20													█	█	█	█															
15	Stephenville Council Award of Construction Contract	8/11/20														█																	
	Construction Phase																																
16	Mobilization	9/21/20																	█	█													
17	Fine Grade and Prepare Landscaped Areas	10/19/20																		█													
18	Irrigation Installation	11/16/20																			█												
19	Landscaping and Amenities Installation	3/15/21																			█	█	█	█	█	█							
20	Project Punchlist	4/19/21																								█							



Regular City Council Meeting
STAFF REPORT

SUBJECT: Monthly Budget Report for the Period Ending April 30, 2019
MEETING: Regular City Council Meeting - 04 Jun 2019
DEPARTMENT: Finance
STAFF CONTACT: Monica Harris

BACKGROUND:

In reviewing the financial statements ending April 30, 2019, the financial indicators are as or better than expected.

- **Property Tax**

We received \$25K in property taxes in the month of April, resulting in a \$260K or 4.56% increase over funds collected through April last year. Erath County usually collects 96 to 97% of the property taxes through April. The \$5.95 million is 98.55% of the \$6.04 million budgeted.

- **Sales Tax**

We received \$456K in sales tax in April, resulting in \$48K over the target budget through April. We received \$279K or 8.09% more than the funds received through April last year.

- **HOT Funds**

We received \$247K in Hotel Occupancy Tax revenue through April, a 34% increase over the \$184K in Hotel Occupancy Tax revenue received last year. We spent \$164K in Hotel Occupancy Tax funds through April as compared to \$184K last year. These numbers do include revenue and expenditures for Moolafest, as well as interest income.

- **Revenue (Budgetary comparison)**

The target budget for operating revenue is \$14.9 million. We received \$17.6 million in revenue through April, resulting in \$2.77 million over budget. This is a result of property taxes, sales tax and interest income.

- **Expenditures (Budgetary comparison)**

The target budget for operating expenditures is \$11.8 million. We expended \$10.4 million through April, resulting in \$1.4 million under budget.

- **Revenue (Prior year comparison)**

Operating revenue received last year was \$16.5 million as compared to the current year's \$17.6 million, resulting in a \$1.1 million increase due to property taxes, sales and taxes, service charges, and investment interest.

- **Expenditures (Prior year comparison)**

Operating expenditures last year were \$10.1 million as compared to the current year's \$10.4 million, resulting in a \$261K increase. Additional expenditures included wages, the special election, outside professional fees, maintenance, Child Safety grants, wages and advertising in the HOT Fund, and wages and economic development programs in the SEDA Fund.

- **New Programs**

The shade structures have been purchased for the bleachers at the ball fields. The computers for patrol units have been purchased. The dump trucks for Utilities and Streets have been delivered. The utility master plans and Eastside Sewer project are still progressing.

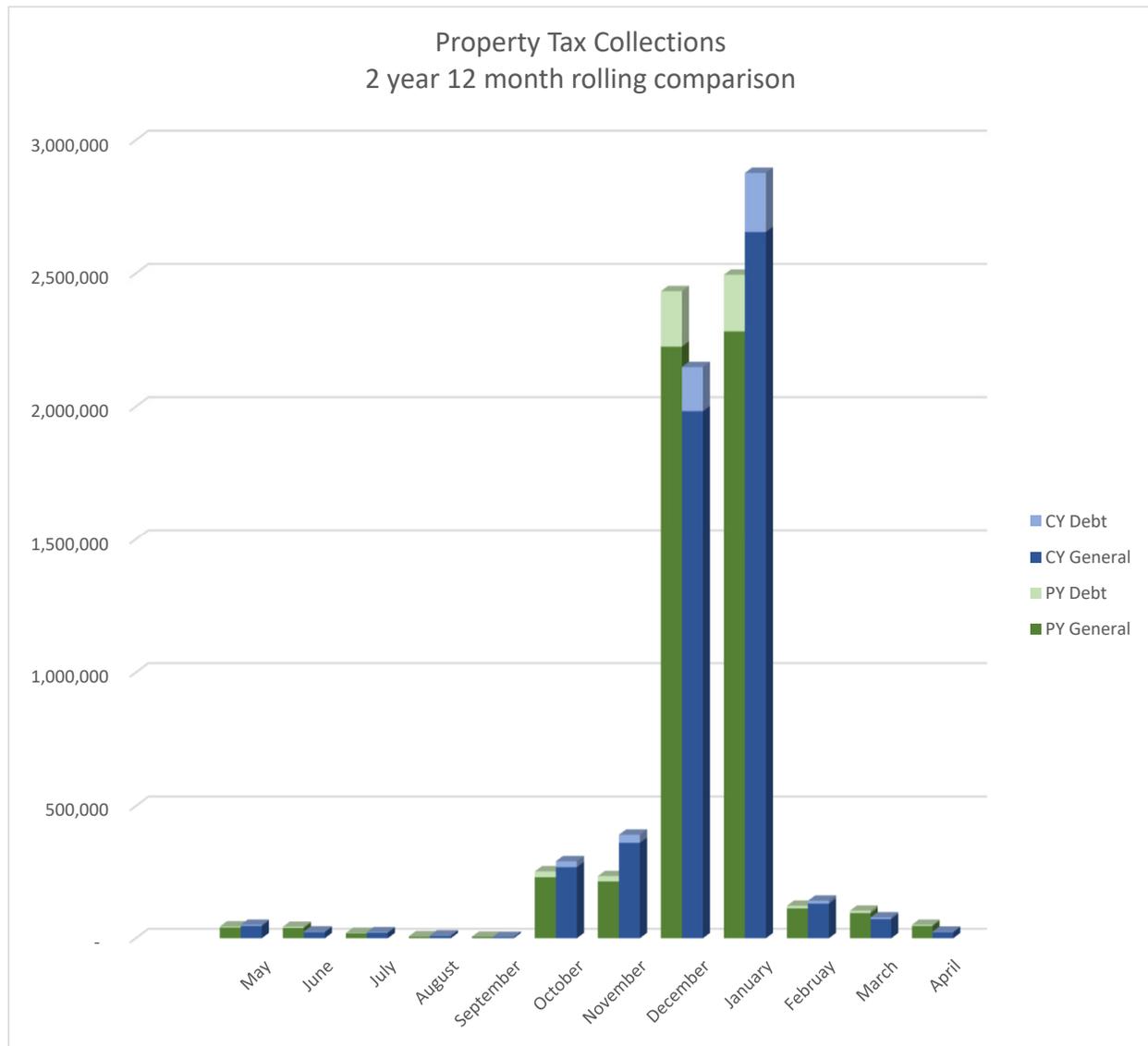
ATTACHMENTS:

[Property Tax 2 yr chart 04-30-19](#)

[Sales Tax 2 yr chart 04-30-19](#)

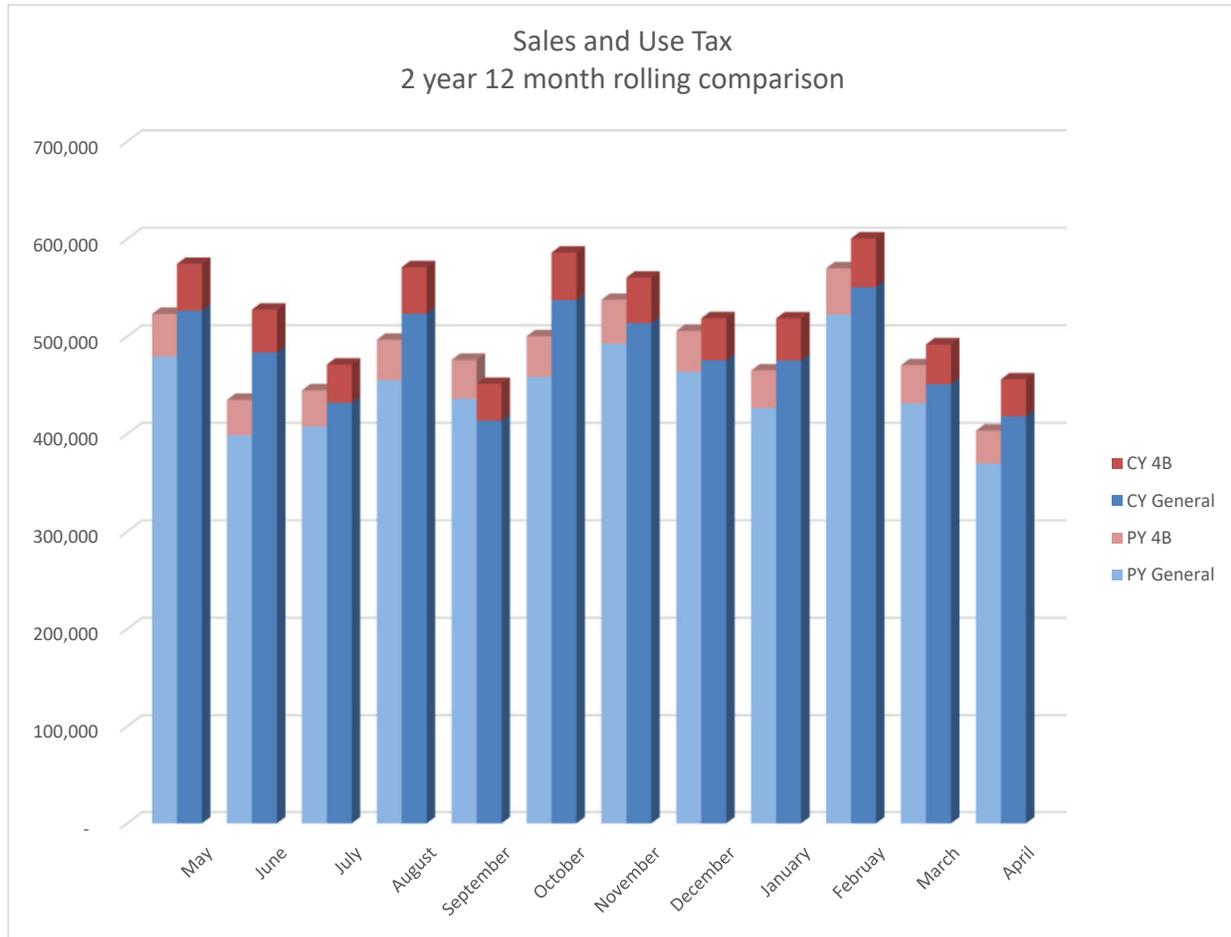
[Budget Review 4-30-19](#)

City of Stephenville



Month	General	Debt	Total	Month	General	Debt	Total
May-17	40,351	3,881	44,232	May-18	46,500	4,442	50,942
Jun-17	39,217	4,044	43,261	Jun-18	22,980	2,181	25,161
Jul-17	17,966	1,800	19,766	Jul-18	20,682	1,967	22,649
Aug-17	6,505	667	7,172	Aug-18	9,440	925	10,365
Sep-17	5,138	534	5,673	Sep-18	4,709	463	5,172
Oct-17	231,252	21,596	252,848	Oct-18	268,841	22,491	291,332
Nov-17	215,061	20,059	235,119	Nov-18	361,433	30,263	391,696
Dec-17	2,225,566	207,425	2,432,991	Dec-18	1,983,034	165,658	2,148,692
Jan-18	2,282,519	212,607	2,495,126	Jan-19	2,655,314	221,696	2,877,010
Feb-18	112,531	10,481	123,012	Feb-19	130,747	10,942	141,690
Mar-18	95,300	8,935	104,235	Mar-19	72,696	5,931	78,627
Apr-18	46,517	4,352	50,868	Apr-19	22,735	2,215	24,950

City of Stephenville



Month	General	4B	Total	Month	General	4B	Total
May-17	479,646	43,604	523,250	May-18	526,667	47,879	574,546
Jun-17	398,862	36,260	435,123	Jun-18	483,697	43,973	527,670
Jul-17	407,826	37,075	444,901	Jul-18	432,023	39,275	471,298
Aug-17	455,305	41,391	496,696	Aug-18	523,524	47,593	571,117
Sep-17	436,452	39,677	476,129	Sep-18	413,856	37,623	451,479
Oct-17	458,630	41,694	500,324	Oct-18	537,226	48,839	586,065
Nov-17	492,913	44,810	537,724	Nov-18	513,778	46,707	560,485
Dec-17	463,711	42,156	505,867	Dec-18	475,555	43,232	518,787
Jan-18	426,509	38,774	465,283	Jan-19	475,476	43,225	518,702
Feb-18	522,509	47,501	570,010	Feb-19	550,600	50,055	600,655
Mar-18	431,457	39,223	470,680	Mar-19	451,007	41,001	492,008
Apr-18	369,877	33,625	403,502	Apr-19	418,155	38,014	456,169

**City of Stephenville
Budget vs. YTD Actual
April 30, 2019**

Date Prepared: May 14, 2019

Source of Funds	Approved Budget 2018-19	58% Target Budget	04/30/19 Current YTD Actual	Dollar Variance Positive(Negative)	Percent Variance	Notes
Property Taxes	\$ 6,074,561	\$ 3,543,494	\$ 5,922,501	\$ 2,379,007	67.14%	Due by January 1, delinquent February 1
Sales Taxes	6,317,110	3,684,981	3,732,870	47,889	1.30%	
Other Taxes	2,014,009	1,174,839	1,566,608	391,769	33.35%	Quarterly & annual payments
Licenses and permits	231,870	135,258	139,409	4,151	3.07%	Food service permits annual payments
Fines and forfeitures	180,450	105,263	67,282	(37,981)	(36.08%)	Fluctuating revenue source
Intergovernmental grants	226,240	131,973	74,878	(57,095)	(43.26%)	Annual and reimbursement based revenue
Service charges	9,912,280	5,782,163	5,546,032	(236,131)	(4.08%)	Seasonal
Interest on investments	377,000	219,917	436,038	216,121	98.27%	Fluctuating maturities and rates
Other Income	144,226	84,132	149,006	64,874	77.11%	K-9 donation, Ins proceeds, CH2MHill refund, sale of equipment
Total Operating Revenue	<u>25,477,746</u>	<u>14,862,020</u>	<u>17,634,625</u>	<u>2,772,605</u>	<u>18.66%</u>	
Intergovernmental grants	270,019	157,511	23,750	(133,761)	(84.92%)	Annual & reimbursement based revenue
Debt Proceeds	0	0	133,310	133,310	0.00%	Capital lease proceeds
Total Revenue	<u>25,747,765</u>	<u>15,019,531</u>	<u>17,791,685</u>	<u>2,772,154</u>	<u>18.46%</u>	
Transfers-In	\$ 1,671,349	\$ 974,954	\$ 1,671,349	\$ 696,395	71.43%	Transfers done annually
Transfers-Out	(1,671,349)	(974,954)	(1,671,349)	\$ (696,395)	(71.43%)	Transfers done annually
Expenditures						
General Fund	\$ 14,099,204	\$ 8,224,536	\$ 7,343,939	\$ (880,597)	(10.71%)	
Utility Fund	4,569,668	2,665,641	2,417,158	(248,483)	(9.32%)	
Landfill Fund	335,826	195,899	189,008	(6,891)	(3.52%)	
Airport Fund	81,032	47,269	33,088	(14,181)	(30.00%)	
Storm Water Drainage Fund	125,000	72,917	30,056	(42,861)	(58.78%)	
Special Revenue Funds	452,628	264,033	193,982	(70,051)	(26.53%)	
Stephenville Economic Dev Authority	583,315	340,267	174,655	(165,612)	(48.67%)	
Total Operating Expenditures	<u>20,246,673</u>	<u>11,810,562</u>	<u>10,381,887</u>	<u>(1,428,675)</u>	<u>(12.10%)</u>	
Capital	20,227,056	11,799,117	2,033,877	(9,765,240)	(82.76%)	
Debt Service	3,431,888	2,001,934	3,149,205	1,147,271	57.31%	Semi-annual payments
Total Expenditures	<u>43,905,617</u>	<u>25,611,613</u>	<u>15,564,968</u>	<u>(10,046,645)</u>	<u>(39.23%)</u>	

City of Stephenville
Prior YTD Actual vs Current YTD Actual
April 30, 2019

Date Prepared: May 14, 2019

Source of Funds	Prior YTD Actual	Current YTD Actual	Variance Positive (Negative)	% Variance Positive (Negative)	Notes
Property Taxes	\$ 5,687,495	\$ 5,922,501	\$ 235,006	4.13%	
Sales Taxes	3,453,389	3,732,870	279,481	8.09%	
Other Taxes	1,393,684	1,566,608	172,924	12.41%	
Licenses and permits	140,601	139,409	(1,191)	(0.85%)	Building permits
Fines and forfeitures	103,910	67,282	(36,628)	(35.25%)	Fluctuating revenue source
Intergovernmental grants	168,777	74,878	(93,899)	(55.63%)	Grants differ from year to year
Service charges	5,362,877	5,546,032	182,444	3.40%	
Interest on investments	96,438	436,038	340,312	352.88%	Fluctuating maturities and rates
Other Income	102,038	149,006	46,967	46.03%	K-9 donations, Insurance proceeds, Sale of equipment
Total Operating Revenue	<u>16,509,209</u>	<u>17,634,625</u>	<u>1,125,416</u>	<u>6.82%</u>	
Intergovernmental grants	17,761	23,750	5,989	33.72%	Grants differ from year to year
Debt Proceeds	0	133,310	133,310	0.00%	
Total Revenue	<u>16,526,970</u>	<u>17,791,685</u>	<u>1,264,715</u>	<u>7.65%</u>	
Transfers-In	\$ 1,331,160	\$ 1,671,349	340,189	100.00%	Transfers differ from year to year
Transfers-Out	\$ (1,331,160)	\$ (1,671,349)	(340,189)	(100.00%)	Transfers differ from year to year
Expenditures					
General Fund	\$ 7,250,207	\$ 7,343,939	\$ 93,732	1.29%	Outside Professionals, Election, Balanced Scorecard Training, Salary Survey, P/T position moved to F/T, maintenance
Utility Fund	2,366,449	2,417,158	50,709	2.14%	Retirement payout, maintenance, contractual fees
Landfill Fund	164,865	189,008	24,143	14.64%	Fuel, Maintenance, Professional fees
Airport Fund	44,604	33,088	(11,515)	(25.82%)	
Storm Water Drainage Fund	1,200	30,056	28,856	2404.70%	Master Plan
Special Revenue Funds	193,923	193,982	60	0.03%	Child safety grants, Court equipment
Stephenville Economic Dev Authority	99,343	174,655	75,313	75.81%	Wages, Economic Development Programs
Total Operating Expenditures	<u>10,120,590</u>	<u>10,381,887</u>	<u>261,296</u>	<u>2.58%</u>	
Capital	366,794	2,033,877	1,676,809	457.15%	Capital purchases differ from year to year
Debt Service	3,392,819	3,149,205	(243,614)	(7.18%)	Debt service differs from year to year.
Total Expenditures	<u>13,880,204</u>	<u>15,564,968</u>	<u>1,694,491</u>	<u>12.21%</u>	

City of Stephenville
Summary of Revenues
April 30, 2019

Date Prepared: May 14, 2019

Source of Funds	Approved Budget 2018-19	58% Target Budget	04/30/19 Current YTD Actual	Dollar Variance Positive/(Negative)	Percent Variance	Notes
General Funds						
Taxes						
Property Taxes	5,608,116	3,271,401	5,461,016	2,189,615	66.93%	Due by January 1, delinquent February 1
Sales Tax	5,790,679	3,377,896	3,421,798	43,902	1.30%	
Other taxes	1,585,009	924,589	1,319,140	394,551	42.67%	Quarterly & annual payments
Licenses and permits	231,870	135,258	139,409	4,151	3.07%	Food service permits annual payments
Fines and forfeitures	170,200	99,283	63,122	(36,161)	(36.42%)	Fluctuating revenue source
Intergovernmental	216,240	126,140	74,878	(51,262)	(40.64%)	Annual and reimbursement based revenue
Service charges	942,336	549,696	599,531	49,835	9.07%	Seasonal
Interest on investments	76,000	44,333	106,305	61,972	139.79%	Fluctuating maturities and rates
Other Income	78,422	45,746	74,057	28,311	61.89%	K-9 Donations, Insurance proceeds
Total Operating Revenue	14,698,872	8,574,342	11,259,256	2,684,914	31.31%	
Debt Proceeds	0	0	133,310	133,310	100.00%	
Total General Fund	14,698,872	8,574,342	11,392,565	2,818,223	32.87%	
Utility Fund						
Water sales	4,574,640	2,668,540	2,220,131	(448,409)	(16.80%)	Seasonal
Wastewater charges	2,868,376	1,673,219	1,736,062	62,843	3.76%	
Service and delinquent charges	257,157	150,008	156,856	6,848	4.57%	
Interest on investments	287,000	167,417	287,621	120,204	71.80%	Fluctuating maturities and rates
Other Income	56,754	33,107	64,803	31,696	95.74%	CH2MHILL refund, sale of equipment
Total Operating Revenue	8,043,927	4,692,291	4,465,473	(226,818)	(4.83%)	
Intergovernmental	0	0	23,750	23,750	100.00%	CDBG Grant
Debt Proceeds	0	0	0	0	0.00%	
Total Utility Fund	8,043,927	4,692,291	4,489,223	(203,068)	(4.33%)	
Landfill Fund						
Gate fees	500,000	291,667	391,494	99,827	34.23%	Seasonal
Interest on investments	5,000	2,917	4,933	2,016	69.10%	Fluctuating maturities and rates
Other Income	5,350	3,121	6,039	2,918	93.50%	Scrap metal revenue & credit card fees
Total Operating Revenue	510,350	297,705	402,466	104,761	35.19%	
Debt Proceeds	0	0	0	0	0.00%	
Total Landfill Fund	510,350	297,705	402,466	104,761	35.19%	
Airport Fund						
Hangar rental	106,380	62,055	61,588	(467)	(0.75%)	Immaterial
Service and delinquent charges	1,440	840	800	(40)	(4.76%)	Immaterial
Intergovernmental Grants	10,000	5,833	0	(5,833)	(100.00%)	Annual reimbursement based receipt
Gasoline Sales	3,000	1,750	1,714	(36)	(2.07%)	Immaterial
Other Income	0	0	0	0	0.00%	
Total Operating Revenue	120,820	70,478	64,102	(6,376)	(9.05%)	
Intergovernmental Grants	270,019	157,511	0	(157,511)	(100.00%)	Project driven revenue
Debt Proceeds	0	0	0	0	0.00%	
Total Airport Fund	390,839	227,989	64,102	(163,887)	(71.88%)	
Storm Water Drainage Fund						
Storm water drainage fee	638,697	372,573	377,145	4,572	1.23%	
Interest on investments	5,000	2,917	15,284	12,367	423.98%	Fluctuating maturities and rates
Total Stormwater Fund	643,697	375,490	392,429	16,939	4.51%	
Special Revenue Funds						
Hotel/Motel Tax	429,000	250,250	247,468	(2,782)	(1.11%)	delinquent filings
Child Safety	5,000	2,917	2,180	(737)	(25.25%)	Decrease in citations
Municipal Court Technology	5,250	3,063	1,980	(1,083)	(35.37%)	Decrease in citations
Public Safety	3,700	2,158	4,107	1,949	90.32%	
Total Special Revenue Funds	442,950	258,388	255,735	(2,653)	(1.03%)	
Other Funds						
Capital Projects Fund						
Service charges	20,254	11,815	711	(11,104)	(93.98%)	Project driven revenue
Interest	1,000	583	9,419	8,836	1515.57%	Fluctuating maturities and rates
Debt Service Fund						
Property Taxes	466,445	272,093	461,485	189,392	69.61%	Due by January 1, delinquent February 1
Interest	1,000	583	2,707	2,124	364.24%	Fluctuating maturities and rates
Stephenville Economic Dev Authority						
Sales Tax 4B	526,431	307,085	311,073	3,988	1.30%	
Interest	2,000	1,167	9,770	8,603	737.21%	Fluctuating maturities and rates
Total Other Funds	1,017,130	593,326	795,164	201,838	34.02%	
Total Funds	25,747,765	15,019,531	17,791,685	2,772,154	18.46%	

Summary of Transfers

Transfers In						
General Fund	634,289	370,002	634,289	264,287	71.43%	Transfers done annually
Utility Fund	16,616	9,693	16,616	6,923	71.43%	Transfers done annually
Capital Projects Fund	1,020,444	595,259	1,020,444	425,185	71.43%	Transfers done annually
Total Transfers In	1,671,349	974,954	1,671,349	696,395	71.43%	
Transfers Out						
General Fund	(1,020,444)	(595,259)	(1,020,444)	(425,185)	(71.43%)	Transfers done annually
Utility Fund	(580,472)	(338,609)	(580,472)	(241,863)	(71.43%)	Transfers done annually
Landfill Fund	(23,047)	(13,444)	(23,047)	(9,603)	(71.43%)	Transfers done annually
Storm Water Drainage Fund	(47,386)	(27,642)	(47,386)	(19,744)	(71.43%)	Transfers done annually
Total Transfers Out	(1,671,349)	(974,954)	(1,671,349)	(696,395)	(71.43%)	

City of Stephenville
 Summary of Expenditures
 April 30, 2019

Date Prepared: May 14, 2019

Source of Funds	Approved Budget 2018-19	58% Target Budget	04/30/19 Current YTD Actual	Dollar Variance Positive/(Negative)	Percent Variance	Notes
General Government:						
City council	90,779	52,954	80,949	27,995	52.87%	Outside professionals & special election
City administrator	251,071	146,458	133,582	(12,876)	(8.79%)	
City secretary	114,125	66,573	65,152	(1,421)	(2.13%)	
Human resources	256,189	149,444	134,555	(14,889)	(9.96%)	
Total General Government	712,164	415,429	414,237	(1,192)	(0.29%)	
Finance and Administration:						
Emergency management	21,122	12,321	12,080	(241)	(1.95%)	Fuel inventory not allocated, supplies
Municipal building	128,638	75,039	63,164	(11,875)	(15.83%)	
Municipal Service Center	93,055	54,282	68,150	13,868	25.55%	
Financial administration and accounting	511,047	298,111	271,589	(26,522)	(8.90%)	
Information Technology	290,499	169,458	159,148	(10,310)	(6.08%)	
Tax	164,476	95,944	120,281	24,337	25.37%	Quarterly payments in advance, prof fees
Legal counsel	130,683	76,232	53,927	(22,305)	(29.26%)	
Municipal court	172,069	100,374	95,492	(4,882)	(4.86%)	
Total Finance and Administration	1,511,589	881,761	843,832	(37,929)	(4.30%)	
Parks & Leisure Services:						
Parks & Leisure Services Administration	134,134	78,245	69,543	(8,702)	(11.12%)	Immaterial
Recreation	605,670	353,308	298,683	(54,625)	(15.46%)	
Park maintenance	773,111	450,981	400,538	(50,443)	(11.19%)	
Library	246,095	143,555	123,575	(19,980)	(13.92%)	
Senior citizens center	141,928	82,791	82,806	15	0.02%	
Aquatic Center	233,227	136,049	28,751	(107,298)	(78.87%)	
Total Community Services	2,134,165	1,244,929	1,003,897	(241,032)	(19.36%)	
Public Works:						
Street maintenance	942,476	549,778	435,636	(114,142)	(20.76%)	
Fire Department:						
Total Fire Department	3,095,282	1,805,581	1,610,181	(195,400)	(10.82%)	
Police Department:						
Total Police Department	5,196,529	3,031,309	2,725,965	(305,344)	(10.07%)	
Development Services						
Total Development Services	506,999	295,749	310,191	14,442	4.88%	Food svcs inspections, mowing, maint.
Total Operating General Fund	14,099,204	8,224,536	7,343,939	(880,597)	(10.71%)	
Debt Service						
Fire department	124,475	72,610	232,825	160,215	220.65%	Annual payment & fire truck down pmnt
Police department	86,406	50,404	122,131	71,727	142.30%	Annual payments
Total Debt Service	210,881	123,014	354,957	231,943	188.55%	
Capital						
City secretary	15,000	8,750	15,000	6,250	71.43%	Laserfische upgrade
Municipal buildings	30,000	17,500	15,637	(1,863)	(10.64%)	
Information Technogoy	20,000	11,667	13,580	1,913	16.39%	Server
Park maintenance	135,000	78,750	79,965	1,215	1.54%	Bill Johnson Park
Library	5,000	2,917	4,800	1,883	64.55%	Software
Street maintenance	103,000	60,083	15,402	(44,681)	(74.37%)	Asphalt Distributor Trailer
Fire department	32,275	18,827	484	(18,343)	(97.43%)	Rescue jacks
Police department	148,900	86,858	146,299	59,441	68.43%	K-9 program, Patrol units
Total Capital	489,175	285,352	291,166	5,814	2.04%	
Total General Fund	14,799,260	8,632,902	7,990,062	(642,840)	(7.45%)	
Utility Fund						
Utilities administration	498,438	290,756	205,238	(85,518)	(29.41%)	
Water production	875,025	510,431	545,450	35,019	6.86%	Annual raw water charge to ULRMWD, ins
Water distribution	690,086	402,550	270,898	(131,652)	(32.70%)	
Water customer service	277,446	161,844	176,433	14,589	9.01%	Overtime, insurance, meter maintenance
Wastewater collection	535,861	312,586	243,713	(68,873)	(22.03%)	
Wastewater treatment	1,042,826	608,315	604,590	(3,725)	(0.61%)	Annual Insurance, annual permit
Billing and collections	266,977	155,737	157,191	1,454	0.93%	Annual software maintenance, audit
Non-Departmental	383,009	223,422	213,645	(9,777)	(4.38%)	
Total Operating Utility Fund	4,569,668	2,665,641	2,417,158	(248,483)	(9.32%)	
Capital						
Utilities administration	550,000	320,833	52,382	(268,451)	(83.67%)	CDBG Lennox Dodge Fairfax
Water production	0	0	178,488	178,488	100.00%	536 Well Development Project
Water distribution	795,000	463,750	554,356	90,606	19.54%	Garfield tank
Water customer service	6,493	3,788	6,492	2,704	71.39%	Pipe inspection unit
Wastewater collection	16,887,560	9,851,077	363,621	(9,487,456)	(96.31%)	6" pipe burst
Wastewater treatment	153,000	89,250	8,306	(80,944)	(90.69%)	Equipment
Total Capital	18,392,053	10,728,698	1,163,645	(9,565,053)	(89.15%)	
Debt Service						
Total Utility Fund	2,253,004	1,314,252	1,969,269	655,017	49.84%	
Total Utility Fund	25,214,725	14,708,591	5,550,071	(9,158,520)	(62.27%)	
Landfill Fund						
Operations	335,826	195,899	189,008	(6,891)	(3.52%)	
Capital	16,500	9,625	16,170	6,545	68.00%	Pressure washer trailer
Total Landfill Fund	352,326	205,524	205,178	(346)	(0.17%)	
Airport Fund						
Operations	81,032	47,269	33,088	(14,181)	(30.00%)	
Capital	288,630	168,368	465,246	296,878	176.33%	Purchase of land
Total Airport Fund	369,662	215,637	498,334	282,697	131.10%	
Storm Water Drainage Fund						
Operations	125,000	72,917	30,056	(42,861)	(58.78%)	
Capital	0	0	94,072	94,072	100.00%	Spring Bouquet engineering
Debt Service	500,558	291,992	400,310	108,318	37.10%	Semi-annual payments
Total Storm Water Drainage Fund	625,558	364,909	524,439	159,530	43.72%	

City of Stephenville
 Summary of Expenditures
 April 30, 2019

Date Prepared: May 14, 2019

Source of Funds	Approved Budget 2018-19	58% Target Budget	04/30/19 Current YTD Actual	Dollar Variance Positive/(Negative)	Percent Variance	Notes
Special Revenue Fund						
Hotel/Motel Operations	425,407	248,154	164,346	(83,808)	(33.77%)	
ChildSafety	11,970	6,983	11,970	4,987	71.42%	Grants paid annually
Court Technology	11,551	6,738	17,667	10,929	162.19%	Annual software maintenance
Public Safety	3,700	2,158	0	(2,158)	(100.00%)	
Total Special Revenue Fund	<u>452,628</u>	<u>264,033</u>	<u>193,982</u>	<u>(70,051)</u>	<u>(26.53%)</u>	
Debt Service Fund						
Total Debt Service Fund	<u>467,445</u>	<u>272,676</u>	<u>424,670</u>	<u>151,994</u>	<u>55.74%</u>	Semi-annual payments
Capital Projects Fund						
Streets	1,040,698	607,074	3,578	(603,497)	(99.41%)	
BRT Phase II	0	0	0	0	0.00%	
Total Capital Project Fund	<u>1,040,698</u>	<u>607,074</u>	<u>3,578</u>	<u>(603,497)</u>	<u>(99.41%)</u>	
Stephenville Economic Dev Authority						
	<u>583,315</u>	<u>340,267</u>	<u>174,655</u>	<u>(165,612)</u>	<u>(48.67%)</u>	
Total Expenditures	<u>43,905,617</u>	<u>25,611,613</u>	<u>15,564,968</u>	<u>(10,046,645)</u>	<u>(39.23%)</u>	

**City of Stephenville
Summary of Revenues
April 30, 2019**

Date Prepared: May 14, 2019

Source of Funds	Prior YTD Actual	Current YTD Actual	Dollar Variance Positive/(Negative)	Percent Variance	Notes
General Funds					
Taxes					
Property Taxes	5,202,041	5,461,016	258,975	4.98%	
Sales Tax	3,165,607	3,421,798	256,191	8.09%	
Other taxes	1,209,997	1,319,140	109,143	9.02%	Mixed drinks tax
Licenses and permits	140,601	139,409	(1,191)	(0.85%)	Building permits
Fines and forfeitures	97,231	63,122	(34,109)	(35.08%)	Fluctuating revenue source
Intergovernmental	168,777	74,878	(93,899)	(55.63%)	Grants
Service charges	432,971	599,531	166,560	38.47%	
Interest on investments	41,009	106,305	65,296	159.23%	Fluctuating maturities and rates
Other Income	55,227	74,057	18,830	34.10%	K-9 Donations
Total Operating Revenue	10,513,459	11,259,256	745,797	7.09%	
Debt Proceeds	0	133,310	133,310	0.00%	
Total General Fund	10,513,459	11,392,565	879,106	8.36%	
Utility Fund					
Water sales	2,357,266	2,220,131	(137,134)	(5.82%)	Consumption down
Wastewater charges	1,687,106	1,736,062	48,955	2.90%	
Service and delinquent charges	149,508	156,856	7,348	4.91%	Tap fees
Interest on investments	34,135	287,621	253,486	742.59%	Interest on TWDB escrow account
Other Income	35,060	64,803	29,744	84.84%	Sale of equipment, CH2Mhill refund
Total Operating Revenue	4,263,075	4,465,473	202,398	4.75%	
Intergovernmental	17,761	23,750	5,989	33.72%	CDBG grant - project driven
Debt Proceeds	0	0	0	0.00%	
Total Utility Fund	4,280,835	4,489,223	208,387	4.87%	
Landfill Fund					
Gate fees	298,801	391,494	92,693	31.02%	Increased tonnage intake
Interest on investments	3,852	4,933	1,080	28.04%	Fluctuating maturities and rates
Other Income	5,076	6,039	963	18.98%	Credit card fees, scrap metal revenue
Total Operating Revenue	307,730	402,466	94,736	30.79%	
Debt Proceeds	0	0	0	0.00%	
Total Landfill Fund	307,730	402,466	94,736	30.79%	
Airport Fund					
Hangar rental	61,035	61,588	553	0.91%	
Service and delinquent charges	800	800	0	0.00%	
Intergovernmental Grants	0	0	0	0.00%	
Gasoline Sales	1,519	1,714	195	12.81%	
Other Income	0	0	0	0.00%	
Total Operating Revenue	63,354	64,102	748	1.18%	
Intergovernmental Grants	0	0	0	0.00%	
Debt Proceeds	0	0	0	0.00%	
Total Airport Fund	63,354	64,102	748	1.18%	
Storm Water Drainage Fund					
Storm water drainage fee	373,870	377,145	3,274	0.88%	
Interest on investments	8,294	15,284	6,991	84.29%	Fluctuating maturities and rates
Total Stormwater Fund	382,164	392,429	10,265	2.69%	
Special Revenue Funds					
Hotel/Motel Tax	183,687	247,468	63,781	34.72%	Moolafest & increased tax collections
Child Safety	3,913	2,180	(1,732)	(44.27%)	Decrease in citations
Municipal Court Technology	2,766	1,980	(787)	(28.44%)	Decrease in citations
Public Safety	6,676	4,107	(2,569)	(38.48%)	Lower forfeiture revenue
	197,042	255,735	58,693	29.79%	
Other Funds					
Capital Projects Fund					
Interest	3,945	10,130	6,185	156.77%	Fluctuating maturities and rates
Debt Service Fund					
Property Taxes	485,455	461,485	(23,970)	(4.94%)	Debt tax rate decreased
Interest	1,596	2,707	1,111	69.60%	Fluctuating maturities and rates
Stephenville Economic Dev Authority					
Sales Tax 4B	287,782	311,073	23,290	8.09%	
Interest	3,607	9,770	6,163	170.87%	Fluctuating maturities and rates
Total Other Funds	782,385	795,164	12,779	1.63%	
Total Funds	16,526,970	17,791,685	1,264,715	7.65%	

Summary of Transfers

Transfers In					
General Fund	437,947	634,289	196,342	44.83%	Transfers differ from year to year
Utility Fund	18,213	16,616	(1,597)	(8.77%)	Transfers differ from year to year
Capital Projects Fund	875,000	1,020,444	145,444	16.62%	Transfers differ from year to year
Total Transfers In	1,331,160	1,671,349	340,189	25.56%	
Transfers Out					
General Fund	(875,000)	(1,020,444)	(145,444)	(16.62%)	Transfers differ from year to year
Utility Fund	(359,225)	(580,472)	(221,247)	(61.59%)	Transfers differ from year to year
Landfill Fund	(52,182)	(23,047)	29,135	55.83%	Transfers differ from year to year
Storm Water Drainage Fund	(44,753)	(47,386)	(2,633)	(5.88%)	Transfers differ from year to year
Total Transfers Out	(1,331,160)	(1,671,349)	(340,189)	(25.56%)	

**City of Stephenville
Summary of Expenditures
April 30, 2019**

Date Prepared: May 14, 2019

Source of Funds	Prior YTD Actual	Current YTD Actual	Dollar Variance Positive/(Negative)	Percent Variance	Notes
General Government:					
City council	34,925	80,949	46,024	131.78%	Outside prof., Election, Software maint.
City administrator	136,504	133,582	(2,922)	(2.14%)	
City secretary	69,759	65,152	(4,607)	(6.60%)	
Human resources	80,364	134,555	54,191	67.43%	Balanced Scorecard, Salary Survey
Total General Government	321,551	414,237	92,686	28.82%	
Finance and Administration:					
Emergency management	17,861	12,080	(5,781)	(32.36%)	
Municipal building	75,830	63,164	(12,666)	(16.70%)	
Municipal Service Center	66,744	68,150	1,406	2.11%	Building maintenance
Financial administration and accounting	262,475	271,589	9,114	3.47%	Supplies, Prof services, 1% pay adj
Information Technology	104,223	159,148	54,925	52.70%	Salaries-P/T position made F/T, maint.
Tax	116,770	120,281	3,512	3.01%	County fee increased
Legal counsel	50,873	53,927	3,055	6.00%	City Attorney fees
Municipal court	94,423	95,492	1,068	1.13%	Higher County fees
Total Finance and Administration	789,199	843,832	54,633	6.92%	
Parks & Leisure Services:					
Parks & Leisure Services Administration	79,983	69,543	(10,440)	(13.05%)	
Recreation	327,743	298,683	(29,059)	(8.87%)	
Park maintenance	381,026	400,538	19,512	5.12%	Field Chemicals, maintenance
Library	142,792	123,575	(19,217)	(13.46%)	
Senior citizens center	77,007	82,806	5,800	7.53%	Maintenance
Aquatic Center	80,795	28,751	(52,044)	(64.41%)	
Total Community Services	1,089,345	1,003,897	(85,448)	(7.84%)	
Public Works:					
Street maintenance	422,508	435,636	13,129	3.11%	Maintenance
Fire Department:					
Total Fire Department	1,696,618	1,610,181	(86,438)	(5.09%)	
Police Department:					
Total Police Department	2,647,997	2,725,965	77,968	2.94%	Sick time buy back, 1% adjust., maint.
Development Services					
Total Development Services	282,990	310,191	27,201	9.61%	Asst. City Manager moved from Leisure.
Total Operating General Fund	7,250,207	7,343,939	93,732	1.29%	
Debt Service					
Fire department	93,890	232,825	138,936	147.98%	Debt service differs year to year
Police department	0	122,131	122,131	100.00%	Debt service differs year to year
Debt Service	93,890	354,957	261,067	278.06%	
Capital					
City Council	9,727	0	(9,727)	(100.00%)	
City secretary	0	15,000	15,000	100.00%	Laserfische upgrade
Municipal building	25,712	15,637	(10,075)	(39.18%)	Carpet
Financial administration and accounting	3,300	0	(3,300)	0.00%	
Information Technology	0	13,580	13,580	100.00%	Server
Park maintenance	73,514	79,965	6,451	8.77%	Bill Johnson Park
Library	0	4,800	4,800	100.00%	Software
Street maintenance	0	15,402	15,402	100.00%	Asphalt Distributor Trailer
Fire department	7,045	484	(6,561)	(93.13%)	Rescue Jacks
Police department	141,412	146,299	4,887	3.46%	K-9 program, patrol vehicles
Capital	260,709	291,166	40,183	15.41%	
Total General Fund	7,604,806	7,990,062	394,982	5.19%	
Utility Fund					
Utilities administration	236,150	205,238	(30,912)	(13.09%)	
Water production	533,890	545,450	11,560	2.17%	Retirement payout
Water distribution	273,354	270,898	(2,456)	(0.90%)	
Water customer service	138,137	176,433	38,296	27.72%	Meter maintenance, wages
Wastewater collection	269,001	243,713	(25,289)	(9.40%)	
Wastewater treatment	558,337	604,590	46,253	8.28%	Contractual fees, maintenance
Billing and collections	187,327	157,191	(30,136)	(16.09%)	
Non-Departmental	170,254	213,645	43,391	25.49%	Franchise fees
Total Operating Utility Fund	2,366,449	2,417,158	50,709	2.14%	
Capital					
Utilities administration	37,875	52,382	14,507	38.30%	CDBG Lennox Dodge Fairfax
Water production	0	178,488	178,488	100.00%	536 Well Development Project
Water distribution	341	554,356	554,015	162610.92%	Garfield Tank
Water customer service	0	6,492	6,492	100.00%	Pipe inspection unit
Wastewater collection	2,418	363,621	361,203	100.00%	Line replacement
Wastewater treatment	3,149	8,306	5,157	163.77%	Equipment
Capital	43,783	1,163,645	1,119,862	2557.78%	
Debt Service					
	1,849,839	1,969,269	119,430	6.46%	Debt differs from year to year
Total Utility Fund	4,260,071	5,550,071	1,290,000	30.28%	

**City of Stephenville
Summary of Expenditures
April 30, 2019**

Date Prepared: May 14, 2019

Source of Funds	Prior YTD Actual	Current YTD Actual	Dollar Variance Positive/(Negative)	Percent Variance	Notes
Landfill Fund					
Operations	164,865	189,008	24,143	14.64%	Fuel, Maintenance, Prof. Fees
Capital	6,462	16,170	9,708	150.23%	Pressure Washer Trailer
Debt Service	641,437	0	(641,437)	(100.00%)	PY-pay off debt
Total Landfill Fund	812,764	205,178	(607,586)	(74.76%)	
Airport Fund					
Operations	44,604	33,088	(11,515)	(25.82%)	PY-maintenance
Capital	11,391	465,246	453,854	3984.18%	PY - Airport Expansion
Debt Service	0	0	0	0.00%	
Total Airport Fund	55,995	498,334	442,339	789.96%	
Storm Water Drainage Fund					
Operations	1,200	30,056	28,856	2404.70%	Outside Professional fees
Capital	0	94,072	94,072	100.00%	Spring Bouquet engineering
Debt Service	395,224	400,310	5,086	1.29%	Debt differs from year to year
Total Storm Water Drainage Fund	396,424	524,439	128,015	32.29%	
Special Revenue Fund					
Hotel/Motel Operations	183,987	164,346	(19,641)	(10.68%)	
ChildSafety	0	11,970	11,970	100.00%	Child safety grants
Court Technology	9,936	17,667	7,731	77.80%	Equipment
Public Safety	0	0	0	0.00%	
Total Special Revenue Fund	193,923	193,982	60	0.03%	
Debt Service Fund					
Total Debt Service Fund	412,430	424,670	12,240	2.97%	
Capital Projects Fund					
Streets	23,969	3,578	(20,391)	(85.07%)	
BRT Phase II	20,480	0	(20,480)	(100.00%)	
Total Capital Project Fund	44,449	3,578	(40,871)	(91.95%)	
Stephenville Economic Dev Authority					
Total Economic Dev Authority	99,343	174,655	75,313	75.81%	Wages, Economic development program
Total Expenditures	13,880,204	15,564,968	1,694,491	12.21%	

City of Stephenville Capital Requests

FUND	DEPT	DESCRIPTION	COUNCIL APPROVED FY18-19	YTD Expenditure	Anticipated Completion Date	Notes
GENERAL						
01-5103-516	CITY SECRETARY	LASERFICHE UPGRADE	15,000	15,000	3/31/2019	Purchased
01-5105-520	MUNICIPAL BUILDING	CARPET UPSTAIRS, BATHROOMS	30,000	15,827	9/30/2019	
01-5203-516	INFORMATION TECHNOLOGY	REPLACE CITY HALL SERVER	15,000	13,660	10/31/2018	
01-5203-516	INFORMATION TECHNOLOGY	ADD STORAGE TO CITY HALL STORAGE CENTER	5,000			
01-5502-527	PARK MAINTENANCE	RESURFACE BASKETBALL COURTS AT CITY PARK	15,000		8/31/2019	
01-5502-527	PARK MAINTENANCE	BOSQUE RIVER BANK EROSION	15,000		8/31/2019	
01-5502-527	PARK MAINTENANCE	SEVEN (7) SHADE STRUCTURES OVER BLEACHERS AT FIELD	80,000	74,613	4/30/2019	PO #10802 issued 2/13/19 for \$74,613
01-5502-528	CEMETERY	ROADS	25,000			Cancelled due to setbacks required for nearby developments
01-5504-516	LIBRARY	GENEALOGY SOFTWARE OR SUBSCRIPTION	5,000	4,800	3/31/2019	Purchased
01-5402-514	STREET	SEALMASTER ASPHALT DISTRIBUTOR TRAILER	18,000	15,336	10/31/2018	
01-5402-514	STREET	DUMP TRUCK (REPLACE UNIT 29 - 1999 CHEVROLET)	85,000		5/15/2019	PO #10743 issued 12/12/19 for \$89,530, overage covered by sell of vehicle being replaced
01-5601-514	FIRE	RESCUE JACKS WITH ACCESSORIES	11,000	484	3/31/2019	PO #10778 issued 1/17/19 for \$10,504
01-5601-514	FIRE SUPPRESSION	REPLACEMENT OF OUTDATED SCBA BOTTLES	21,275			
01-5701-514	POLICE	REPLACE L-3 STORAGE DEVICE	28,000	2,122	5/31/2019	PO #10856 issued 4/15/19 for \$17,684
01-5701-511	POLICE	LEASE PURCHASE 4 TAHOES	120,900	138,342	7/31/2019	Tahoes purchased and ready to be equipped.
TOTAL GENERAL FUND			489,175	280,103		
CAPITAL PROJECTS						
10-5505-525	STREET	STREET PAVEMENT MAINTENANCE	1,000,190		9/30/2019	
10-5505-532	STREET	SIDEWALK IMPROVEMENTS (REQUIRES MATCH)	40,508	3,578	9/30/2019	
TOTAL CAPITAL PROJECTS			1,040,698	3,578		
WATER/WASTEWATER						
02-5000-527.2017	ADMINISTRATION	CDBG GRANT MATCH	275,000	52,382		PO #10814 issued for \$52,750 on 2/19/19. PO #10842 issued for \$27,500 on 3/26/19.
02-5000-527.2018	ADMINISTRATION	CDBG GRANT MATCH	275,000			
02-5002-527	DISTRIBUTION	WATER UTILITY LINES REHABILITATION	125,000	71,656	9/30/2019	PO #10762 & #10737 issued 12/5/18 for \$37,500 & \$24,950
02-5002-528	DISTRIBUTION	GARFIELD 750,000 GAL GROUND STORAGE TANK REHAB	585,000	462,431	3/31/2019	PO #10738 issued 12/10/18 for \$423,590
02-5002-511	DISTRIBUTION	DUMP TRUCK (REPLACE UNIT 86 2003 CHEVROLET)	85,000		5/15/2019	PO #10744 issued 12/12/18 for \$89,530, overage covered by sell of vehicle being replaced
02-5101-527.2018	COLLECTION	EAST SIDE SEWER 21-INCH CAPACITY EXPANSION	16,604,060	454,833	9/30/2022	PO #10773 issued 1/10/19 for \$4,347,000 for lift station.
02-5101-527	COLLECTION	SEWER UTILITY LINES REHABILITATION	125,000	3,669	9/30/2019	
02-5101-527	COLLECTION	C/O EASTSIDE SEWER PROJECT	140,000		9/30/2022	
02-5101-511	COLLECTION	FLATBED AND CRANE FOR UNIT 136 - 2010 1-TON FORD F350	18,500	16,961	3/15/2019	Purchased
02-5102-514	WWTP	AERATOR BASIN NO. 2 SHAFTS	120,000			
02-5102-514	WWTP	CHLORINE TREATMENT SYSTEM REHAB	33,000			
TOTAL WATER/WASTEWATER			18,385,560	1,061,932		
LANDFILL						
03-5001-514	LANDFILL	PRESSURE WASHING TRAILER FOR HEAVY EQUIPMENT MAINTENANCE	16,500	16,170	12/13/2018	
TOTAL LANDFILL			16,500	16,170		
AIRPORT FUND						
04-5001-523	AIRPORT	1202STVLE EXTEND & MARK RUNWAY 14-32 CARRYOVER	156,879			
04-5001-523.0001	AIRPORT	1702STVLE LAND ACQUISITION CARRYOVER	99,870			
04-5001-523-0002	AIRPORT	1702STEVE LAND ACQUISITION RUNWAY PROJECT PHASE I CARRYOVER	31,881			
TOTAL AIRPORT			288,630	-		
GRAND TOTAL			20,220,563	1,361,782		

City of Stephenville New Programs

FUND	DEPT	DESCRIPTION	COUNCIL APPROVED FY18-19	YTD Expenditure	Anticipated Completion Date	Notes
GENERAL						
01-5105-421	MUNICIPAL BUILDING	SCREENS FOR MEETINGS	3,000	924	12/14/2018	Purchased
01-5107-253	HUMAN RESOURCES	SALARY SURVEY	40,000	21,675	4/30/2019	PO #10665 issued 10/25/18 for \$28,900
01-5107-254	HUMAN RESOURCES	TARLETON INTERNS	25,000	767	9/30/2019	3 hired
01-5201-416	FINANCIAL ADMIN	UPGRADE INCODE 10	46,500			
01-5201-333	FINANCIAL ADMIN	CAFR SOFTWARE	2,000			
01-5502-253	PARK MAINTENANCE	BRT PHASE 1 & 2 MOWING	52,000	4,000	9/30/2019	PO #10771 for \$37,500.
01-5502-427	PARK MAINTENANCE	INCLUSION SWINGS AND POUR IN PLACE SURFACING-JAYCEE PARK	2,000		6/30/2019	Ordered.
01-5601-253	FIRE	IAFF PHYSICALS	14,415			
01-5601-318	FIRE	GROUND MONITOR NOZZLES	4,650			
01-5601-421	FIRE	16 STORAGE RACKS/LOCKERS FOR BUNKER GEAR	5,000	3,967	12/18/2018	Purchased
01-5601-215.0001	FIRE	STOP THE BLEED TRAINING KIT	1,900	2,000	11/3/2018	Purchased
01-5601-421	FIRE	PAINT INTERIOR OF STATION #1 AND REPAIR STAIRWELL CEILING	14,500	11,525	2/9/2019	
01-5701-413	POLICE	COMPUTERS FOR PATROL UNITS	40,000	40,000	4/30/2019	
01-5801-416	COMMUNITY DEVELOPMENT	ADDITIONAL MODULE FOR CITIZEN PERMIT MANAGEMENT	4,000	3,800	10/31/2018	Purchased
01-5801-253	COMMUNITY DEVELOPMENT	DEVELOPMENT OF TIRZ	30,000	15,000	5/7/2019	PO #10852 issued on 3/31/19.
	TOTAL GENERAL FUND		284,965	103,658		
WATER/WASTEWATER						
02-5001-527	PRODUCTION	536 AC TRACT AIRPORT WELL FIELD EXPANSION PLAN - PHASE I	55,000	193,089	4/30/2018	PO #10658 issued 10/16/18 for \$197,371
02-5002-253	DISTRIBUTION	WATER MASTER PLAN	160,000	39,147	3/31/2020	PO # 10663 issued 10/24/18
02-5101-254	COLLECTION	SEWER SYSTEM MANAGEMENT PLAN	75,000	18,359	3/31/2020	PO # 10663 issued 10/24/18
	TOTAL WATER/WASTEWATER		290,000	250,595		
STORM WATER DRAINAGE FUND						
05-5103-253	STORM WATER DRAINAGE	STORM WATER DRAINAGE MASTER PLAN	75,000	18,359	3/31/2020	PO # 10663 issued 10/24/18
	TOTAL STORM WATER DRAINAGE		75,000	18,359		
	GRAND TOTAL		649,965	372,613		



City of Stephenville - Regular City Council Meeting

Tuesday, May 7, 2019 at 5:30 PM

The City Council of the City of Stephenville, Texas, convened on Tuesday, May 7, 2019, at 5:30 PM, in the Council Chambers at City Hall, 298 West Washington Street, for the purpose of a Regular Business 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: Council Member Mark McClinton
 Mayor Doug Svien
 Council Member Sherry Zachery
 Council Member Carla Trussell
 Mayor Pro Tem Brady Pendleton
 Council Member Alan Nix
 Council Member Brandon Huckabee

COUNCIL ABSENT: Council Member Rhett Harrison

OTHERS ATTENDING: Allen L. Barnes, City Manager
 Staci L. King, City Secretary
 Randy Thomas, City Attorney

I. Call to Order

The meeting was called to order at 5:30 p.m.

II. Pledges of Allegiance

Council member Brandon Huckabee led the Pledge of Allegiance to the United States and Texas flags.

III. Invocation by Brian Davis, Solid Rock Baptist Church

IV. Regular Agenda

1. **Consider Approval of Resolution No. 2019-R-16 Recognizing the Honeybee Soccer Team**
 The Stephenville High School State Champion Honeybee Soccer Team was in attendance to be recognized for their achievement.

**RESOLUTION NO. 2019-R-16
 RESOLUTION OF APPRECIATION**

WHEREAS, the **Stephenville High School Honeybee Soccer Team** won the Class 4A State Title on April 19, 2019; and

WHEREAS, this is the Honeybee Soccer Team’s second state title in three years with a 23-1-2 record; and

WHEREAS, the accomplishments of this team required determination, sacrifice, skill, and

dedication.

NOW, THEREFORE, BE IT RESOLVED that the efforts and achievements of the **SHS HoneybeeSoccer Team** are hereby recognized and applauded, and we, the undersigned on behalf of all citizens of the City of Stephenville express our admiration and gratitude to these team members and also to Head Coach Casey Weil, Assistant Coaches Katie Fulton and Amy Schrutka, and Student Trainer Debby Winder.

2019 STEPHENVILLE HIGH SCHOOL HONEYBEE SOCCER TEAM

Bailie Atchley	Gracie Bales	Haleigh Beam
Ella Brown	Alex Cameron	Kathryn Cameron
Cheney Carrillo	Beatris Chavarria	Claire Choate
Madisyn Cole	Hailey Contreras	Jasmene DeLaCerde
Bella Diaz	Jimena Espinoza	Binkley Harlow
Abby Harrison	Cody Hawks	Reagan Henry
Madelyn Heupel	Ciara Johnston	Emily Kirbo
Brooklynn Langford	Courtney Langley	Victoria Monreal
Shawna Morrow	Alyssa Northcutt	Jade Pepau
Daisy Richards	Autumn Seeman	Madison Wyly

MOTION by Brandon Huckabee, second by Carla Trussell, to approve Resolution No. 2019-R-16 Recognizing the two-time State Champion Honeybee Soccer Team.

MOTION CARRIED by unanimous vote.

2. **National Small Business Week Proclamation**

Mayor Svien read the following proclamation:

WHEREAS, America’s progress has been driven by pioneers who think big, take risks and work hard; and

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation’s promise; and

WHEREAS, small business owners and Main Street businesses have energy and a passion for what they do; and

WHEREAS, when we support small business and marketplace trust, we create a community of trustworthy businesses and set standards for marketplace trust

WHEREAS, because this country’s 28 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and

WHEREAS, National Small Business Week has been celebrated every year since 1963 to highlight the programs and services available to entrepreneurs through government agencies and non-government agencies like our Better Business Bureau, the leaders in advancing marketplace trust

WHEREAS, the City of Stephenville supports and joins with Better Business Bureau in this national effort to help America’s small businesses by encouraging best business practices and celebrating marketplace role models so that small business

owners can continue to do what they do best, create jobs, help our economy and ensure that our communities remain as vibrant tomorrow as they are today.

NOW THEREFORE, I, Doug Siven, MAYOR OF THE CITY OF Stephenville, TEXAS, do hereby, proclaim May 5th through May 11th, 2019 as National Small Business Week.

3. **Citizen Budget Requests**

Cindy Stafford, Stephenville, requested that the city council consider reinstating the cost of living adjustments to City of Stephenville retiree benefits.

4. **Citizens' General Discussion**

No one came forward to address the council.

5. **Consider Approval of an Administrative Services Agreement with Public Management, Inc. for the TxCDBG FAST Grant Application and Project**

MOTION by Mark McClinton, second by Alan Nix, to approve an Administrative Services Agreement with Public Management, Inc.

MOTION CARRIED by unanimous vote.

6. **Consider Approval of an Interlocal Agreement with the Stephenville Type B Economic Development Authority for Participation in Tax Increment Reinvestment Zone No. 1**

Shelby Slawson, President, explained to council that the SEDA Board unanimously voted to commit 100% of their portion of the sales tax collection in TIRZ No. 1 as part of the interlocal agreement.

MOTION by Mark McClinton, second by Carla Trussell, to approve an interlocal agreement with the Stephenville Type B Economic Development Authority for participation in Tax Increment Reinvestment Zone No. 1.

MOTION CARRIED by unanimous vote.

V. Tax Increment Financing District 1

1. **Recess to Tax Increment Financing District 1 Board of Directors Meeting**

The council meeting was recessed at 5:51 p.m.

2. **Reconvene in Regular City Council Meeting**

The council meeting was reconvened at 5:59 p.m.

3. **Consider Approval of Ordinance No. 2019-O-15 Approving a Project and Financing Plan for Tax Reinvestment Zone No. 1**

MOTION by Mark McClinton, second by Brandon Huckabee, to approve Ordinance No. 2019-O-15 Approving a Project Financing Plan for Tax Reinvestment Zone No. 1.

MOTION CARRIED by unanimous vote.

VI. Tourism and Visitors Bureau Committee

Carla Trussell, Chair

1. **Committee Report**

Carla Trussell, Chair, gave the committee report.

2. **Consider Approval of Hotel Occupancy Tax Fund Application for Sundown on the Square**

MOTION by Carla Trussell, second by Sherry Zachery, to approve the Hotel Occupancy Tax Fund Application for Sundown on the Square in the amount of \$5,000.

MOTION CARRIED by unanimous vote.

VII. Planning and Development Services Committee

Brandon Huckabee, Chair

1. Committee Report

Brandon Huckabee, Chair, gave the committee report.

VIII. Parks and Leisure Services Committee

Sherry Zachery, Chair

1. Committee Report

Sherry Zachery, Chair, gave the committee report.

IX. MONTHLY BUDGET REPORT

Monica Harris, Director of Finance

1. Monthly Budget Report for the Period Ending March 31, 2019

Monica Harris, Director of Finance, gave the following report:

In reviewing the financial statements ending March 31, 2019, the financial indicators are as or better than expected.

- Property Tax - We received \$79K in property taxes in the month of March, resulting in a \$286K or 5.06% increase over funds collected through March last year.
- Sales Tax - We received \$492K in sales tax in March, resulting in \$118K over the target budget through March. We received \$227K or 7.44% more than the funds received through March last year.
- HOT Funds - We received \$170K in Hotel Occupancy Tax revenue through March, a 24% increase over the \$138K in Hotel Occupancy Tax revenue received last year. We spent \$138K in Hotel Occupancy Tax funds through March as compared to \$140K last year. These numbers do include revenue and expenditures for Moo-La Fest, as well as interest income.
- Revenue (Budgetary comparison) - The target budget for operating revenue is \$12.7 million. We received \$15.2 million in revenue through March, resulting in \$2.46 million over budget. This is a result of property taxes; which were due by January 1st and delinquent if not paid by January 31st.
- Expenditures (Budgetary comparison) - The target budget for operating expenditures is \$10.1 million. We expended \$9 million through March, resulting in \$1.1 million under budget.
- Revenue (Prior year comparison) - Operating revenue received last year was \$14.4 million as compared to the current year's \$15.2 million, resulting in a \$795K increase due to property taxes, sales taxes, and investment interest.
- Expenditures (Prior year comparison) - Operating expenditures last year were \$8.8 million as compared to the current year's \$9 million, resulting in a \$210K increase. Additional expenditures included the Balanced Scorecard Training, the salary survey, the special election, outside professional fees, maintenance, Child Safety grants, wages and advertising in the HOT Fund, and wages and economic development programs in the SEDA Fund.
- New Programs - The Laserfische upgrade, the Police Tahoes, and the flatbed and crane

for Collections' unit 136 has been purchased.

X. Stephenville Type B Economic Development Authority Update

Jeff Sandford, Executive Director, told the council that there have been over \$46,000,000 in projects this year. There are also new developments in progress to make Stephenville a hub for the biomass energy industry. Mr. Sandford thanked Council members Sherry Zachery and Rhett Harrison for their service to the city of Stephenville, and their efforts in developing and strengthening Stephenville's economy.

XI. Finance Committee

Mark McClinton, Chair

1. Committee Report

Mark McClinton, Chair, gave the committee report.

2. Consider Approval of Contract with Hobbs Architects for a Facility Needs Assessment Study

MOTION by Mark McClinton, second by Alan Nix, to approve a contract with Hobbs Architects for a Facility Needs Assessment Study.

MOTION CARRIED by unanimous vote. by the following votes:

Ayes: Mark McClinton, Sherry Zachery, Brady Pendleton, Alan Nix, and
Brandon Huckabee

Noes: Carla Trussell

3. Consider Approval of Ordinance No. 2019-O-16 Amending Water and Wastewater Fees

Monica Harris, Director of Finance, explained that in 2016 the council voted to implement a four-stage increase in water rates and in 2018 the council voted to implement a four-stage increase in wastewater rates in order to maintain the city's infrastructure. The proposed rates will be 4-of-4 for water and 2-of-4 for wastewater.

Ms. Harris also explained that she had been asked to evaluate water rate surcharges. She explained that if the surcharges were eliminated completely, the city would lose approximately \$500,000 per year. In order to offset that cost, a surcharge will be added for commercial irrigation (sprinkler) systems; this allows for the elimination of Tier 1 surcharges (12,000-25,000 gallons).

MOTION by Carla Trussell, second by Alan Nix, to approve Ordinance No. 2019-O-16 Amending Water and Wastewater Fees.

MOTION CARRIED by unanimous vote.

XII. CONSENT

1. City Council Minutes

- Regular City Council Meeting - 02 Apr 2019
- Special City Council Meeting - 23 Apr 2019
- Special City Council Meeting - 25 Apr 2019

2. Resolution No. 2019-R-17 Denying Oncor Electric Delivery Company LLC's Application for Approval to Amend its Cost Recovery Factor

3. **Bid Awards for 2019 Pavement Maintenance Projects**
 - 2019 Pavement Maintenance - Micro-Surfacing
 - 2019 Pavement Maintenance - Street Resurfacing
 - 2019 Pavement Maintenance - Chip Seal

4. **Authorization for Sale of City Vehicles**

5. **Authorization for Sale of City Property**

MOTION by Mark McClinton, second by Brady Pendleton, to approve the Consent Agenda as presented.

MOTION CARRIED by unanimous vote.

XIII. Comments by City Manager

- Canvassing the May 4 Election, followed by a community reception for incoming and outgoing council members - Tuesday, May 14 - 5:30 p.m.
- Council Work Session - Thursday, May 16 - 5:30 p.m.
- Council Work Session - Employee Compensation Plan - Thursday, May 23 - 5:30 p.m.
- City Offices Closed for Memorial Day - Monday, May 27
- Regular City Council Meeting - Tuesday, June 4 - 5:30 p.m.

XIV. Comments by Council Members

Mark McClinton spoke about Moo-La Fest, which is a new event for Stephenville that will feature a hot air balloon festival and carnival. Another exciting even is The Wall That Heals, which is a travelling replica of the Vietnam Veterans Memorial that will be in Stephenville in November. He thanked Sherry Zachery and Rhett Harrison for their dedicated service to the City of Stephenville and its residents. He wished her the best in her future endeavors.

Carla Trussell thanked Jen Basham, Julie Smith, and Karen Wilkerson for their hard work on organizing Moo-La Fest. She thanked Rhett Harrison and Sherry Zachery for their service as council members.

Alan Nix said that "it has been a unique, interesting, and enjoyable experience" sitting next to Rhett Harrison and Sherry Zachery and thanked them for the time and effort they have contributed to the city of Stephenville.

Sherry Zachery said she appreciates the kind words from everyone and that it has been a great experience. She said her biggest takeaway is that you can disagree and still get along, and that she believes everyone wants the best for Stephenville.

Brandon Huckabee thanked Sherry for her service and said that it was an honor to sit next to her. He congratulated the council-members-elect and encouraged the voters of Stephenville to continue to be involved.

Doug Svien invited the public to attend the second annual Mayor's Breakfast, the purpose of which is to raise money for the Boy Scouts.

XV. Adjourn

The meeting was adjourned at 6:42 p.m.

Doug Svien, Mayor

ATTEST:

Staci L. King, City Secretary



City of Stephenville - Special Council Meeting

Tuesday, May 14, 2019 at 5:30 PM

The City Council of the City of Stephenville, Texas, convened on Tuesday, May 14, 2019, at 5:30 PM, in the Council Chambers at City Hall, 298 West Washington Street, for the purpose of a Special City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT: Mayor Doug Svien
 Council Member Mark McClinton
 Council Member Sherry Zachery
 Mayor Pro Tem Brady Pendleton
 Council Member Alan Nix
 Council Member Brandon Huckabee

COUNCIL ABSENT: Council Member Rhett Harrison
 Council Member Carla Trussell

OTHERS ATTENDING: Allen L. Barnes, City Manager
 Staci L. King, City Secretary
 Randy Thomas, City Attorney

I. Call to Order

The meeting was called to order at 5:30 p.m.

II. Canvass Election Results of the May 4, 2019 City General Election

Mayor Svien appointed council members Brady Pendleton, Alan Nix, and Brandon Huckabee as the Canvassing Committee; Brady Pendleton was selected as the committee chair.

1. Consider Approval of Resolution No. 2019-R-18 Canvassing the Returns and Declaring the Results of the City General Election

MOTION by Brady Pendleton, second by Alan Nix, to approve Resolution No. 2019-R-18 accepting the results of the canvass and declaring the following:

- Mark McClinton was duly elected to City Council Place 1;
- Nick Robinson was duly elected to City Council Place 3;
- Ricky Thurman was duly elected to City Council Place 5;
- Gerald Cook was duly elected to City Council Place 7.

MOTION CARRIED by unanimous vote.

III. Comments from Outgoing Council Members

Mayor Svien recognized Council member Rhett Harrison for his service from 2015-2019 and Council member Sherry Zachery for her service from 2014-2019.

Council member Rhett Harrison was unable to attend so Mayor Svien read a statement on his

behalf. He acknowledged the accomplishments of the council and city staff throughout his time on city council, and wished the city and council the best in the future.

Council member Sherry Zachery said what a blessing it is to have a government where one can be unhappy and decide to become part of changing that. She wished the incoming council the best and thanked the citizens of Stephenville for making it such a great place to live.

IV. Oath of Office for Newly Elected Council Members

City Secretary Staci King administered the Oath of Office to Mark McClinton, Nick Robinson, Ricky Thurman, and Gerald Cook.

V. Comments from Newly Elected Council Members

Mark McClinton stated that it is an honor to serve as a city council member and that he is looking forward to the next two years.

Nick Robinson said that he is grateful for the opportunity to serve.

Ricky Thurman thanked the voters for allowing him the opportunity to serve Stephenville. He thanked Rhett Harrison and Sherry Zachery for their service, and for their part in the progression of Stephenville.

Gerald Cook thanked Rhett Harrison and Sherry Zachery for their service and acknowledged the difficulty of being a council member. He said that Stephenville has a good council, good staff, and a bright future ahead.

VI. Adjourn

The meeting was adjourned at 5:47 p.m.

Doug Svien, Mayor

ATTEST:

Staci L. King, City Secretary



City of Stephenville - Special City Council Meeting

Thursday, May 16, 2019 at 5:30 PM

The City Council of the City of Stephenville, Texas, convened on Thursday, May 16, 2019, at 5:30 PM, in the Training Room at City Hall, 298 West Washington Street, for the purpose of a Special City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

- COUNCIL PRESENT:**
- Mayor Doug Svien
 - Council Member Mark McClinton
 - Council Member Carla Trussell
 - Council Member Nick Robinson
 - Mayor Pro Tem Brady Pendleton
 - Council Member Richard (Ricky) Thurman
 - Council Member Alan Nix
 - Council Member Gerald Cook
 - Council Member Brandon Huckabee

COUNCIL ABSENT:

- OTHERS ATTENDING:**
- Allen L. Barnes, City Manager
 - Staci L. King, City Secretary
 - Randy Thomas, City Attorney

I. Call to Order
 Mayor Svien called the meeting to order at 5:30 p.m.

II. 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

1. **Section 551.072 Deliberation Regarding Real Property**
 - **Sale of City Property**
2. **Section 551.074 Personnel Matters**
 - **Planning and Development Services Director**
 - **Assistant City Manager**

The meeting was called into Executive Session at 5:31 p.m.

III. Action taken on items discussed in executive session (if necessary)
Section 551.072 Deliberation Regarding Real Property - Sale of City Property
 MOTION by Brady Pendleton, second by Gerald Cook, to accept sealed bids for the sale of real property located in the Park Place Addition of the City of Stephenville. MOTION CARRIED by

unanimous vote.

Section 551.074 Personnel Matters - Assistant City Manager

MOTION by Brady Pendleton, second by Mark McClinton, authorizing the creation of a stand-alone Assistant City Manager position. MOTION CARRIED by unanimous vote.

IV. Adjourn

The meeting was adjourned at 7:29 p.m.

Doug Svien, Mayor

ATTEST:

Staci L. King, City Secretary



City of Stephenville
City Council Work Session
 Thursday, May 16, 2019 at 5:30 PM

The City Council of the City of Stephenville, Texas, convened on Thursday, May 16, 2019, at 5:30 PM, in the Training Room at City Hall, 298 West Washington Street, for the purpose of a City Council Work Session, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT:

- Mayor Doug Svien
- Council Member Mark McClinton
- Council Member Carla Trussell
- Mayor Pro Tem Brady Pendleton
- Council Member Rhett Harrison
- Council Member Alan Nix
- Council Member Sherry Zachery
- Council Member Brandon Huckabee

COUNCIL ABSENT:

OTHERS ATTENDING:

- Allen L. Barnes, City Manager
- Staci L. King, City Secretary

I. Call to Order

Mayor Svien called the work session to order at 6:53 p.m.

II. Tourism and Visitors Bureau

1. Hotel Occupancy Tax Application - Cowboy Capital Pro Rodeo

The City of Stephenville was the title sponsor last year with a \$15,000 contribution. James Andrae was present on behalf of the rodeo. He stated that it was the 50th anniversary of the Cowboy Capital Pro Rodeo and they wanted to go above and beyond this year, so that is why they were asking for \$20,000. Carla Trussell stated that \$15,000 had already been budgeted for this event.

2. Hotel Occupancy Tax Application - Epic Rodeo Experience

The event is a non-denominational, Christian-based rodeo clinic that was previously held in Oklahoma. Last year there were an estimated 4800 participants and attendees in a much smaller town; they felt that more people would come to Stephenville since it is a larger community. In the previous location, all local hotels were sold out.

III. PARKS AND LEISURE SERVICES

1. Summer Day Camp and After School Program

Jennifer Basham, Director of Parks and Leisure Services, told council about a proposed after school program in partnership with Stephenville ISD. Children would be bused to a SISD facility after school. Additional recreational programs such as dance or cooking would also be offered. Ms. Basham believes that the program would be cost-neutral.

2. **Green Ribbon Projects**

The Green Ribbon Grant is a 100% grant up to \$400,000, with the city only paying for the landscape architect which is estimated to be approximately \$35,000.

IV. Planning and Development Services

1. **Billboards**

A Billboard Committee was created to look at where billboards should be allowed within the city limits. The committee recommended that billboards be allowed in the ETJ, and on Washington Street west of Rita. Billboards would have to be 1000 feet apart, unless they were on opposite sides of the road, which would only require 500 feet.

The council was in agreement of the new billboard policy, with the exception of allowing billboards on Washington Street. The final recommendation will be taken to the Planning and Zoning Commission before coming back to council for final approval.

V. Adjourn

The meeting was adjourned at 7:29 p.m.

Doug Svien, Mayor

ATTEST:

Staci L. King, City Secretary



Regular City Council Meeting

STAFF REPORT

SUBJECT: Atmos Cities Steering Committee Membership
MEETING: Regular City Council Meeting - 04 Jun 2019
DEPARTMENT: Administration
STAFF CONTACT: Staci L. King

BACKGROUND:

Purpose of the Resolution:

Most municipalities have retained original jurisdiction over gas utility rates and services within municipal limits. The Atmos Cities Steering Committee ("ACSC") is composed of 178 municipalities in the service area of Atmos Energy Corporation, Mid-Tex Division that have retained original jurisdiction. Atmos is a monopoly provider of natural gas. Because Atmos has no competitors, regulation of the rates that it charges its customers is the only way that cities can ensure that natural gas rates are fair. Working as a coalition to review the rates charged by Atmos allows cities to accomplish more collectively than each city could do acting alone. Cities have more than 100 years experience in regulating natural gas rates in Texas.

ACSC is the largest coalition of cities served by Atmos Mid-Tex. There are 178 ACSC member cities, which represent more than 60 percent of the total load served by Atmos-Mid Tex. ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of residential and small commercial customers within the cities. Although many of the activities undertaken by ACSC are connected to rate cases (and therefore expenses are reimbursed by the utility), ACSC also undertakes additional activities on behalf of municipalities for which it needs funding support from its members.

The ACSC Membership Assessment Supports Important Activities:

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

Explanation of Resolution Paragraphs:

- I. This paragraph authorizes the continuation of the City's membership in ACSC.
- II. This paragraph authorizes payment of the City's assessment to the ACSC in the amount of five cents (\$0.05) per capita.
- III. This paragraph requires notification that the City has adopted the Resolution.

ATTACHMENTS:

- [2019 MASTER ACSC List of Cities 178 Total \(2019.01.29\)](#)
- [2019-R-XX Atmos Steering Committee](#)

ACSC Cities (178 Members)

Abilene	Fairview	Northlake
Addison	Farmers Branch	Oak Leaf
Albany	Farmersville	Ovilla
Allen	Fate	Palestine
Alvarado	Flower Mound	Pantego
Angus	Forest Hill	Paris
Anna	Forney	Parker
Argyle	Fort Worth	Pecan Hill
Arlington	Frisco	Petrolia
Aubrey	Frost	Plano
Azle	Gainesville	Ponder
Bedford	Garland	Pottsboro
Bellmead	Garrett	Prosper
Benbrook	Georgetown	Quitman
Beverly Hills	Glenn Heights	Red Oak
Blossom	Grand Prairie	Reno (Parker County)
Blue Ridge	Grapevine	Rhome
Bowie	Groesbeck	Richardson
Boyd	Gunter	Richland
Bridgeport	Haltom City	Richland Hills
Brownwood	Harker Heights	River Oaks
Buffalo	Haskell	Roanoke
Burkburnett	Haslet	Robinson
Burleson	Hewitt	Rockwall
Bryan	Highland Park	Roscoe
Caddo Mills	Highland Village	Rowlett
Canton	Honey Grove	Royse City
Carrollton	Hurst	Sachse
Cedar Hill	Hutto	Saginaw
Celeste	Iowa Park	Sansom Park
Celina	Irving	Seagoville
Centerville	Justin	Sherman
Cisco	Kaufman	Snyder
Clarksville	Keene	Southlake
Cleburne	Keller	Springtown
Clyde	Kemp	Stamford
College Station	Kennedale	Stephenville
Colleyville	Kerens	Sulphur Springs
Colorado City	Kerrville	Sweetwater
Comanche	Killeen	Temple
Commerce	Krum	Terrell
Coolidge	Lakeside	The Colony
Coppell	Lake Dallas	Trophy Club
Copperas Cove	Lake Worth	Tyler
Corinth	Lancaster	University Park
Crandall	Lavon	Venus
Crowley	Lewisville	Vernon
Dalworthington Gardens	Little Elm	Waco
Denison	Lorena	Watauga
Denton	Madisonville	Waxahachie
DeSoto	Malakoff	Westlake
Draper	Mansfield	Westover Hills
Duncanville	McKinney	Westworth Village
Early	Melissa	Whitesboro
Eastland	Mesquite	White Settlement
Edgecliff Village	Midlothian	Wichita Falls
Emory	Murphy	Woodway
Ennis	Newark	Wylie
Eules	Nocona	
Everman	North Richland Hills	

RESOLUTION NO. 2019-R-__

A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION

WHEREAS, the City of Stephenville is a regulatory authority under the Gas Utility Regulatory Act (GURA) and has exclusive original jurisdiction over the rates and services of Atmos Energy Corporation, Mid-Tex Division (Atmos) within the municipal boundaries of the city; and

WHEREAS, the Atmos Cities Steering Committee (ACSC) has historically intervened in Atmos rate proceedings and gas utility related rulemakings to protect the interests of municipalities and gas customers residing within municipal boundaries; and

WHEREAS, ACSC is participating in Railroad Commission dockets and projects, as well as court proceedings and legislative activities, affecting gas utility rates; and

WHEREAS, the City is a member of ACSC; and

WHEREAS, in order for ACSC to continue its participation in these activities which affects the provision of gas utility service and the rates to be charged, it must assess its members for such costs;

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

- I. That the City is authorized to continue its membership with the Atmos Cities Steering Committee to protect the interests of the City of Stephenville and protect the interests of the customers of Atmos Energy Corporation, Mid-Tex Division residing and conducting business within the City limits.
- II. The City is further authorized to pay its 2019 assessment to the ACSC in the amount of five cents (\$0.05) per capita.
- III. A copy of this Resolution and approved assessment fee payable to "Atmos Cities Steering Committee" shall be sent to:
 - Brandi Stigler
 - Atmos Cities Steering Committee
 - c/o Arlington City Attorney's Office, Mail Stop 63-0300
 - 101 S. Mesquite St., Suite 300
 - Arlington, Texas 76010

PASSED AND APPROVED this 4th day of June, 2019.

Doug Svien, Mayor

Attest:

Staci L. King, City Secretary

Reviewed by Allen L. Barnes,
City Manager

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



Regular City Council Meeting
STAFF REPORT

SUBJECT: Authorization for Sale of City Property
MEETING: Regular City Council Meeting - 04 Jun 2019
DEPARTMENT: Finance
STAFF CONTACT: Tricia Wortley

RECOMMENDATION:

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

Description	Quantity	Department
Oakridge Shingles	73	Police
Tamko Glass Seal	9	Police
Joplin Shingles	9 Packs	Police
GAF Pro Start Starter Shingles	3 Packs	Police
Roofing Paper	8 Rolls	Police
Nails	2-3 Boxes	Police
Gutters	Unknown	Police
Drink Fountain	2	Parks

Please feel free to contact me should you have any questions.

ORDINANCE NO. 2019-O-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, CREATING CHAPTER 37 MUNICIPAL COURT IN THE CITY OF STEPHENVILLE CODE OF ORDINANCES

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

The following is hereby added to Article III of the City of Stephenville Code of Ordinances:

CHAPTER 37 – MUNICIPAL COURT

Sec. 37.01. - Municipal court created and designated; jurisdiction.

- A. In accordance with the provisions of the City Charter and the applicable state law, there is hereby created a municipal court for the city.
- B. The municipal court shall have and exercise the jurisdiction which is conferred upon all municipal courts by state law.

Sec. 37.02-37.10 Reserved

Sec 37.11 - Municipal court technology fund.

- A. Pursuant to the authority of Vernon's Ann. C.C.P. Art. 102.0172, there is hereby created and established the Stephenville Municipal Court Technology Fund (hereafter referred to as "court technology fund").
- B. All defendants convicted of a misdemeanor offense in the municipal court for the city shall be required to pay a technology fee not to exceed \$4.00 as a cost of said court.
- C. For purposes of subsection (B) of this section, a person is considered convicted if:
 - a. A sentence is imposed on the person;
 - b. The person is placed on community supervision, including deferred adjudication community supervision; or
 - c. The court defers final disposition of the person's case.
 - d. The clerk of the municipal court shall collect the technology fee as a cost of court and shall remit those funds to the for deposit in a fund to be designated as the municipal court technology fund.
 - e. The municipal court technology fund shall be administered by and under the direction of the city council. The fund established by this section may be used only to finance the purchase of technological enhancements for the municipal court including:
 - i. Computer systems;
 - ii. Computer networks;
 - iii. Computer hardware;
 - iv. Computer software;
 - v. Imaging systems;
 - vi. Electronic kiosks;
 - vii. Electronic ticket writers; and
 - viii. Docket management systems.

Sec. 37.12. - Municipal court building security fund.

- A. There is hereby created and established a municipal court building security fund (the "fund") pursuant to V.T.C.A., Code of Criminal Procedure Art. 102.017.
- B. The city municipal court (the "municipal court") is hereby authorized and required to assess a municipal court building security fee (the "fee") in the amount of \$3.00 against all defendants convicted of a misdemeanor offense by the municipal court. Each misdemeanor conviction shall be subject to a separate assessment of the fee.
- C. A person is considered to have been convicted in a case if:
 - a. Judgment, sentence, or both are imposed on the person;
 - b. The person receives deferred disposition; or
 - c. The court defers final disposition or imposition of the judgment and sentence.
- D. The municipal court clerk is hereby authorized and required to collect the fee and to pay same to the city treasury. All fees so collected and paid over to the city treasury shall be segregated in the fund.
- E. The fund shall be used only for the purpose of financing the purchase of security devices and/or services for the building or buildings housing the city municipal court. "Security devices and/or services" shall include any and all items described in V.T.C.A., Code of Criminal Procedure Art. 102.017(d).
- F. The fund shall be administered by or under the direction of the city council.

This ordinance shall become effective immediately upon its passage.

PASSED AND APPROVED ON this 4th day of June, 2019.

Doug Svien, Mayor

ATTEST:

Staci L. King, City Secretary

Reviewed by Allen L. Barnes,
City Manager

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