



REGULAR CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, November 05, 2024 at 5:30 PM

MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, November 05, 2024, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Regular City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

COUNCIL PRESENT:

Mayor Doug Svien
Council Member LeAnn Durfey
Council Member Gerald Cook
Council Member Dean Parr
Council Member Maddie Smith
Council Member David Baskettt
Council Member Brandon Greenhaw
Council Member Alan Nix

COUNCIL ABSENT:

Council Member Lon Reisman

OTHERS ATTENDING:

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

CALL TO ORDER

Mayor Svien called the Regular Meeting to order at 5:30 PM.

PLEDGES OF ALLEGIANCE

Ed Ditfurth with Cornerstone Church led the pledges to the flags of the United States and the State of Texas.

INVOCATION

Ed Ditfurth with Cornerstone Church voiced the invocation.

PRESENTATIONS AND RECOGNITIONS

Presentation of CrossTimbers Imaging by Dr. Evans

Dr. Nanette Evans addressed the Council with a presentation on the new cardiac imaging program at CrossTimbers Imaging and general accessibility to healthcare in Stephenville.

Proclamation Recognizing Municipal Court Week

Mayor Svien read the following proclamation recognizing Municipal Court Week, which was received by Judge Shawnee Bass and Municipal Court Clerk Shelby Kibler.

WHEREAS, municipal courts play a significant role in preserving public safety and promoting quality of life in Texas;

WHEREAS, more people come in contact with municipal courts than all other Texas courts combined and public impression of the Texas judicial system is largely dependent upon the public's experience in municipal court;

WHEREAS, the City of Stephenville has hosted the City of Stephenville Municipal Court since 2019;

WHEREAS, state law authorizes a municipality to either appoint or elect a municipal judge for a term of office, the City of Stephenville Municipal Court is a state court and its judges are members of the state judiciary;

WHEREAS, the procedures for the City of Stephenville Municipal Court operations are set forth in the Texas Code of Criminal Procedure and other laws of the State of Texas;

WHEREAS, the City of Stephenville is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary will interpret and apply the laws that govern us and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, The City of Stephenville Municipal Judges are not policy makers for the City of Stephenville but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees;

WHEREAS, the City Council recognizes that the Constitution and laws of the State of Texas contain procedural safeguards in criminal cases for all defendants, including indigent defendants, and supports the City of Stephenville Municipal Court in complying with such legal requirements.

NOW, THEREFORE, I, Doug Svien, Mayor of the City of Stephenville, do hereby proclaim the first week of November, as MUNICIPAL COURTS WEEK in the City of Stephenville and I encourage residents to recognize the fair and impartial justice offered to our citizens by the Municipal Court of Stephenville, Texas.

CITIZENS GENERAL DISCUSSION

Bruce Delater, 1595 Glenwood, spoke in opposition to Agenda Item No. 3 regarding the Flock Safety Stationary License Place Readers.

REGULAR AGENDA

1. Consider Acceptance of Annual Comprehensive Financial Report for the Period Ending September 30, 2023

Kim Knox Lewis, Partner at BMY presented the Annual Comprehensive Financial Report for the period ending September 30, 2023.

MOTION by David Baskett, second by Gerald Cook, to approve the Annual Comprehensive Financial Report for the period ending September 30, 2023, as presented.

2. Consider Approval of Agreement with Cybersecurity and Infrastructure Security Agency for Network Vulnerability Scanning Services

City Manager Jason King presented this item to the Council.

CISA is a federal agency that is responsible for Cybersecurity for the United States. This Cyber Hygiene checkup will help us keep the City's Cyber infrastructure safe. Staff recommend entering into an agreement with the CISA (Cybersecurity and Infrastructure Security Agency) to allow them to do a Cyber Hygiene scan of the City's networks.

MOTION by Alan Nix, second by Maddie Smith, to approve the agreement with Cybersecurity and Infrastructure Security Agency for Network Vulnerability Scanning Services as presented. MOTION CARRIED unanimously.

3. Consider Approval of Purchase Agreement for Six (6) Flock Safety Stationary License Plate Readers (LPR) to Include Installation and Maintenance with a Two (2) Year Contract

Police Chief Dan Harris presented this item to the Council.

This equipment and contract is part of the 2024-2025 budget and will aid Stephenville Police Department employees in solving crimes committed within the city. The purchase includes LPR's, installation, and maintenance.

The amount of \$25,500 is the initial cost that includes installation with an annual reoccurring fee of \$18,000 with a contract period of two (2) years.

Staff recommend approval of the Purchase Agreement for Six (6) Flock Safety LPR's to include installation and maintenance.

MOTION by Alan Nix, second by LeAnn Durfey, to approve the purchase agreement for six Flock Safety LPR's as presented. MOTION CARRIED unanimously.

4. Consider Approval of Axon Purchase Agreement for the Taser 10 Model Upgrade

Police Chief Dan Harris presented this item to the Council.

The Taser X2 has served our department well; however, advancements in technology necessitate an upgrade to the Taser 10. The Taser X2 is no longer supported and is several generations behind the current technology offered by Axon. The Taser 10 offers improved functionality, reliability, and safety features, making it essential for modern law enforcement practices.

Benefits of making the switch to the Taser 10 include:

- Increased Safety: The Taser 10's advanced technology provides officers with a more effective tool to manage confrontations safely.
- Operational Efficiency: Faster deployment and enhanced accuracy reduce the likelihood of escalation in tense situations.
- Training and Support: Taser 10 comes with comprehensive training and ongoing support, ensuring effective use.

The amount of \$39,871.76 is the annual budgeted amount for this purchase.

The alternatives to this purchase would be the continued use of the current Taser X2 which are no longer supported and will continue to become obsolete and reduce the overall deployment capabilities of the department

Staff recommend the replacement of the Taser X2 with the Taser 10 model, at an annual cost of \$39,871.76 over the next five years, totaling \$199,358.80. This upgrade will enhance officer safety and operational effectiveness.

MOTION by Alan Nix, second by Maddie Smith, to approve the Axon purchase agreement for the Taser 10 Model upgrade as presented. MOTION CARRIED unanimously.

5. Consider Resolution Authorizing Application for Funding in the FY25-26 Texas Community Development Block Grant Program

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

MOTION by Alan Nix, second by Brandon Greenhaw, to approve Resolution No. 2024-R-12, authorizing the application for funding in the FY25-26 Texas Community Development Block Grant Program. MOTION CARRIED unanimously.

6. Consider Approval of Landfill Dozer Repair

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

On October 21, 2024, a 2015 CAT dozer, one of two D6 landfill dozers became inoperable. When the first D6 dozer became inoperable, the second D6 dozer was already offsite for routine track and undercarriage repairs. Holt CAT of Cleburne, TX quickly responded to calls for service and diagnosed the issue as a cracked engine head. A single replacement engine was located and was secured by Holt CAT for the emergency replacement. The replacement engine is scheduled to arrive by Monday, November 4, 2024, and the work will be performed in the field, at the landfill, over an estimated two-week timeframe and should be complete by November 15, 2024. The replacement engine warranty is for 3 years or 5,000 hours.

The approved FY24-25 budget allocated \$100,000 for Landfill Machinery Maintenance. The Holt CAT quote for engine replacement is \$63,822.16. As of 10/31/2024, the Landfill Machinery Maintenance account showed an available balance of \$69,898.63 leaving a balance of \$6,076.47. The landfill carries a positive reserve fund balance should the Landfill Machinery Maintenance account go over budget with additional unforeseen repairs.

MOTION by David Baskett, second by Alan Nix, to approve the Landfill Dozer repair in the amount of \$63,822.16 as presented. MOTION CARRIED unanimously.

7. Consider Approval of Speed Zone Ordinance

City Manager Jason King presented this item to the Council.

MOTION by Gerald Cook, LeAnn Durfey, to approve Ordinance No. 2024-O-30 altering the speed limit on US 281 inside the City Limits as presented. MOTION CARRIED unanimously.

PLANNING AND ZONING COMMISSION

Steve Killen, Director of Development Services

17. Discussion of Establishment of Zoning Classification Known as Historic Overlay District (HD)

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

Community members have approached staff with an interest in establishing an ordinance that would require the issuance of a certificate of appropriateness before any work is performed for exterior facades of buildings within the district. Staff have been working closely with these community members to draft an ordinance that meets these desires. Historic District ordinances are common across the Nation and widely vary in the degree of regulation. Local Government Code Chapter 211 provides the authority for the adoption of such ordinances.

The proposed ordinance highlights include:

1. Authorized by Ch 211 of LGC

2. The purpose is to protect historic, architectural and cultural heritage
 3. Creates a Historic Commission of five members with duties such as:
 - a. Recommend to Council the district and resources
 - b. Administer the program
 - c. Approve or deny Certificates of Appropriateness – requiring at least 3 votes of the Commission
 - d. Deem a building as Demolition by Neglect
 4. Any person making modifications (including demolitions) to historic buildings/resources or the exterior of street facing facades of any building within the Historic Preservation District must APPLY and obtain a Certificate of Appropriateness before work may be authorized.
 5. The Commission must act within 30 days, or it is referred to Council.
 6. The Commission’s decision can also be appealed to Council.
 7. Work being performed without a COA or not in compliance with the approved COA is subject to a Stop Work Order by the City.
 8. Ordinary Maintenance and Repair is not prohibited.
 9. It is an offence to violate the provisions of the ordinance – if so adopted.
 10. The proposed guidelines do establish a vacant building registration requirement.
- The Planning and Zoning Commission convened on October 16, 2024, and by a vote of 6:1, recommended the City Council reject the proposed ordinance.

18. PUBLIC HEARING

Establishment of Zoning Classification Known as Historic Overlay District (HD)

Mayor Svien opened the Public Hearing for the Historic Overlay District (HD) at 6:13 PM.

The following spoke in opposition of the Historic Overlay District:

- Jann Caamano, 110 Hassler Drive
- Jim Coats, 128 S Belknap
- Brady Pendleton, 570 W Long

Mayor Svien closed the Public Hearing 6:21 PM.

19. Consider Approval of Ordinance Establishing a Zoning Classification Known as Historic Overlay District (HD)

MOTION by Gerald Cook, second by Dean Parr, to deny the ordinance establishing a zoning classification known as Historic Overlay District (HD). MOTION CARRIED unanimously.

8. Applicant Craig and Lisa Welch are Requesting a Rezone of Property Located at 432 Collins, Parcel R32536, Being S5100 MILLICAN & OTT ADDITION; BLOCK 1, LOT 1B & 2B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

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

The applicant is requesting a rezone to R-2.5 for the construction of either townhomes or two-to-four family units contingent upon site plan configurations. One person spoke in opposition at the P&Z Public Hearing.

The Planning and Zoning Commission convened on October 16, 2024, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request. The Commission also granted conditional approval of a replat for this property. If the rezone is not approved, the conditional approval will not be achievable.

9. PUBLIC HEARING

Case No.: RZ2024-014

Mayor Svien opened the Public Hearing for Case No. RZ2024-014 at 6:31 PM.

No one spoke in favor or opposition to the rezone.

Mayor Svien closed the Public Hearing at 6:31:56 PM.

10. Consider Approval of Ordinance Rezoning Property Located at 432 Collins, Parcel R32536, Being S5100 MILLICAN & OTT ADDITION; BLOCK 1, LOT 1B & 2B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance No. 2024-O-31 rezoning the property located at 432 Collins as presented. MOTION CARRIED unanimously.

11. Applicant Solid Ace Holdings, LLC, is Requesting a Rezone of Property Located at 981 Clinton, Parcel R30048, being S4400 KIGHT SECOND ADDITION, BLOCK 2, LOT 10A & CITY ADDN, BLOCKK 99, LOT 1B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

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

The applicant is requesting a rezone. The intended project has not been determined.

The Planning and Zoning Commission convened on October 16, 2024, and by a unanimous vote of 7-0, recommended the City Council approve the rezone request.

12. PUBLIC HEARING

Case No.: RZ2024-015

Mayor Svien opened the Public Hearing for Case No. RZ2024-015 at 6:40 PM.

No one spoke in favor or opposition to the rezone.

Mayor Svien closed the Public Hearing at 6:40:28 PM.

13. Consider Approval of Ordinance Rezoning Property Located at 981 Clinton, Parcel R30048, being S4400 KIGHT SECOND ADDITION, BLOCK 2, LOT 10A & CITY ADDN, BLOCKK 99, LOT 1B to the City of Stephenville, Erath County, Texas from Single Family (R-1) to Integrated Housing (R-2.5)

MOTION by Gerald Cook, second by LeAnn Durfey, to approve Ordinance No. 2024-O-32 rezoning property located at 981 Clinton as presented. Alan Nix opposed. MOTION CARRIED 6:1.

14. Discussion of Revising Certain Zoning Districts Relating to the Limitation of Occupancy by Unrelated Persons

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

On September 17, 2024, the Development Services Committee voted to assign the proposed revisions to the Planning and Zoning Commission for a Public Hearing and subsequent recommendation to City Council. The Planning and Zoning Commission convened on October 16,

2024, and by unanimous vote, recommended the City Council adopt the proposed revisions. The proposed revisions to the land use regulations will increase the number of unrelated persons allowed to occupy residential structures from three persons to four persons. Staff proposes this revision be applied to the following Zoning Districts where residential structures allowing single-family occupancy per dwelling are permitted:

- RE Residential Estate District (43,560 ft²)
- R-HA Single-Family Residential District (21,780 ft²)
- R-1 Single-Family Residential District (7,500 ft²)
- R-1.5 Single-Family Residential District (6,000 ft²)
- R-2 One-and-Two Family Residential District
- R-2.5 Integrated Housing District
- R-3 Multiple Family Residential District MH Manufactured Housing District
- B-3 Central Business District DT Downtown District
- AG Agricultural District

15. PUBLIC HEARING

Revision of Certain Zoning Districts Relating to the Limitation of Occupancy by Unrelated Persons

Mayor Svien opened the Public Hearing on Limitation of Occupancy by Unrelated Persons at 6:43 PM.

No one addressed the Council in favor or opposition.

Mayor Svien closed the Public Hearing at 6:43:23 PM.

16. Consider Approval of Ordinance Revising Certain Zoning Districts Relating to the Limitation of Occupancy by Unrelated Persons

MOTION by David Baskett, second by Maddie Smith, to approve Ordinance No. 2024-O-33 increasing the number of unrelated persons allowed to occupy residential structures from three persons to four persons as presented. MOTION CARRIED unanimously.

20. Applicant Patrick K. Windley Representing The Stable Development, LLC., is Requesting a Rezone of Property Located at 0 Wolfe Nursery Road, Parcel 77613, 9705 20 ACRE DEVELOPMENT ON WASHINGTON; LOT 1 to the City of Stephenville, Erath County, Texas from Industrial (IND) to Retail and Commercial Business (B-2)

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

Industrial zoning does not allow retail as permitted use. The intended project will be a stand-alone retail building.

The Planning and Zoning Commission convened in a Specially Called meeting on October 30, 2024, and by a unanimous vote of 7–0 recommended the City Council approve the rezone request.

Eric Snyder, representing Las Aquilas, spoke regarding the rezone.

21. PUBLIC HEARING

Case No.: RZ2024-016

Mayor Svien opened the Public Hearing for Case No. RZ2024-016 at 6:47 PM.

No one spoke in favor or opposition of the rezone.

Mayor Svien closed the Public Hearing at 6:48 PM.

22. Consider Approval of Ordinance Rezoning Property Located at 0 Wolfe Nursery Road, Parcel 77613, 9705 20 ACRE DEVELOPMENT ON WASHINGTON; LOT 1 to the City of Stephenville, Erath County, Texas from Industrial (IND) to Retail and Commercial Business (B-2)

MOTION by Gerald Cook, second by David Baskett, to approve Ordinance No. 2024-O-34 rezoning property located at 0 Wolfe Nursery Road as presented. MOTION CARRIED unanimously.

NOMINATIONS COMMITTEE

Maddie Smith, Chair

23. Nominations Committee Report from October 15, 2024

Committee Chair Maddie Smith presented updates to the Council Rules of Procedure as follows:

Section 3.7.C.2.a Committee Meetings and Reports of the Council Rules of Procedures currently reads:

The Mayor shall serve as a non-voting member of all committees. The Mayor shall not serve as the chairman of any committee.

Staff recommends revising to state:

a. The Mayor shall not serve as the chairman of any committee. The Mayor shall serve as a member of all committees and shall vote only when less than four members are present. There shall only be a maximum of four votes on any committee.

MOTION by Alan Nix, second by LeAnn Durfey, to recommend to the full council updating the Council Rules of Procedure as follows:

a. The Mayor shall serve as a non-voting member of all committees. The Mayor may serve as a voting member of any committee if there is less than a quorum present for the committee meeting. The Mayor shall not serve as the chairman of any committee.

24. Consider Approval of Updates to Council Rules and Procedures

MOTION by Maddie Smith, second by Alan Nix, to approve the updates to the Council Rules and Procedures as presented. MOTION CARRIED unanimously.

PUBLIC HEALTH AND SAFETY COMMITTEE

Dean Parr, Chair

25. Public Health and Safety Committee Report from October 15, 2024

Public Health and Safety Committee Chair Dean Parr presented the committee report.

Stephenville Police Department (SPD) Chief Dan M. Harris, Jr. presented the request to approve the City of Stephenville Covered Applications and Prohibited Technology Policy to be in compliance with SB 1893.

The Texas Legislature has passed SB 1893 requiring political subdivisions to adopt a policy:

(1) prohibiting the installation of TikTok or another covered application on any device owned or leased by the government entity; and

(2) requiring the removal of covered applications from those devices. The recommended policy was created using the template provided by the state.

Following presentation and discussion: a motion was made by Mr. Dean Parr and seconded by Mrs. LeAnn Durfey to bring to the full council a positive recommendation for approval of this policy.

The committee voted unanimously to approve and submit the Covered Applications and Prohibited Technology Policy to the full council.

26. Consider Approval of Covered Applications and Prohibited Technology Policy

MOTION by Dean Parr, second by LeAnn Durfey, to approve the Covered Applications and Prohibited Technology Policy as presented. MOTION CARRIED unanimously.

PUBLIC WORKS COMMITTEE

Alan Nix, Chair

27. Public Works Committee Report for October 15, 2024

Public Works Committee Chair Alan Nix presented the committee report.

Review Proposed FY24-25 Rates for Upper Leon River Municipal Water District Discussion:

The annual, recurring expenditure for the Upper Leon River Municipal Water District was presented. It was noted the exact amount was allocated in the approved FY24-25 budget. It was also noted the \$185,269.00 raw water fee is a dollar-for-dollar direct pass-through cost from the Brazos River Authority (BRA) for the Upper Leon River Municipal Water District.

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Parr, to forward a positive recommendation to the full council to approve the budgeted expenditure as presented.

The committee voted unanimously to forward a positive recommendation to the full council to approve the budgeted expenditure as presented.

Review Recommendation for FY25-26 CDBG Admin Services Discussion:

An overview of the Texas Community Development Block Grant (TXCDBG) program was presented notating the FY25-26 program has a maximum possible award amount of \$750,000. It was noted the program does not require a matching amount, but that a 15% match (\$112,500.00) would provide the most scoring points on the application. It was also noted an approved project would provide for water, sewer, drainage, and/or paving improvements within the Department of Housing and Urban Development's (HUD) designated Low-to-Moderate Income (LMI) areas. Additionally, it was noted that no fee is required to be paid to the grant administrator unless a grant is awarded, and only if the grant is subsequently accepted by the city. Further, Public Management, Inc.'s maximum fee of \$60,000, would be paid from the awarded grant funds.

Following discussion, a motion was made by Mr. Cook, seconded by Mr. Baskett, to forward a positive recommendation to the full council to award the grant administration services contract for the FY25-26 Texas Community Development Block Grant (TxCDBG) program as presented.

The committee voted unanimously to forward a positive recommendation to the full council to award the grant administration services contract for the FY25-26 TxCDBG program to Public Management, Inc. as presented

Review Proposed Waste Connections Annual Rate Adjustment Discussion:

A proposal from Waste Connections was presented requesting a 17.50 percent increase in rates. It was noted that twice per week collection would be maintained and the rates, if approved, for the residential accounts would increase by \$2.44 per month. It was also noted that disposal rates for Waste Connections at the Stephenville Landfill would increase to match the proposed roll off rates and are anticipated to generate over \$25,000 annually. Further, the roll-off disposal rates for the Stephenville Wastewater Treatment Plant would not be subject to change until October 2025. Negotiation meetings have been held with Waste Connections and it should be noted the original requested rate increase was 21.50 percent and was negotiated down to 17.50 percent. Committee

Following discussion, a motion was made by Mr. Baskett, seconded by Mr. Cook, to forward a positive recommendation to the full council to approve the annual rate adjustment as presented.

The committee voted unanimously to recommend the annual rate adjustment as presented at a maximum of 17.50 percent.

Review Budgeted Design Services Proposal for Lillian 1MG Ground Storage Tank Discussion:

A proposal from Provenance Engineering was presented for the budgeted design of a one-million-gallon ground storage tank at the Lillian Pump Station. The Lillian Pump Station was originally designed to include a second ground storage tank. This proposal would prepare detailed technical specifications as well as provide for construction phase services, if/when a construction contract is awarded by council. It was noted the FY24-25 budget allocated \$275,000 and the proposal was for \$274,000 with a design timeline of nine (9) months.

Following discussion, a motion was made by Mr. Cook, seconded by Mr. Baskett, to recommend award of the professional service agreement to Provenance Engineering for \$274,000 for design of the planned one-million-gallon ground storage tank at the Lillian Pump Station as presented.

The committee voted unanimously to forward a positive recommendation to the full council to award the professional service agreement to Provenance Engineering as presented.

28. Consider Approval of Budgeted FY24-25 Payment to the Upper Leon River Municipal Water District

MOTION by Alan Nix, second by Brandon Greenhaw, to authorize staff to make the payment in the amount of \$185,269.00 to the Upper Leon River Municipal Water District for the FY2024-2025 payment. MOTION CARRIED unanimously.

29. Consider Award of Grant Administration Services for the FY25-26 Texas Community Development Block Grant Program

MOTION by Alan Nix, second by David Baskett, to approve award the grant administration services contract for the FY25-26 TxDBG program to Public Management, Inc. as presented. MOTION CARRIED unanimously.

30. Consider Annual Rate Adjustment for Waste Connections

MOTION by Alan Nix, second by LeAnn Durfey, to approve the annual rate adjustment for Waste Connections as presented. MOTION CARRIED unanimously.

31. Consider Award of Professional Services Agreement for Design of Lillian 1 MG Ground Storage Tank

MOTION by Alan Nix, second by David Baskett, to approve the award the professional service agreement to Provenance Engineering as presented. MOTION CARRIED unanimously.

FINANCIAL REPORTS

Monica Harris, Director of Finance

32. Monthly Budget Report for the Period Ending September 30, 2024

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

In reviewing the financial statements ending September 30, 2024, the financial indicators are overall as or better than anticipated.

Property Tax Collections: We received \$13K in property taxes in the month of September, resulting in a \$289K increase over the funds collected last fiscal year to date. The amount collected is 102% of the \$7.3 million budget, which is \$119K more than anticipated.

Sales and Use Tax: We received \$764K in sales tax in September, resulting in \$257K or 2.7% more than the funds collected last fiscal year to date. The amount collected is 102% of the \$9.4 million budget, which is \$256K higher than anticipated.

Revenue (by fund): Of the \$46 million revenue received to date, 52% was received in the General Fund, 27% was received in the Water/Wastewater Fund, 7% was received in the Capital Projects Fund and 4% was received in the Landfill Fund.

Revenue (budget vs. actual): We received 102% of the total budgeted revenue through September, which is \$501K more than anticipated due to taxes.

Revenue (prior year comparison): We received \$4.4 million less revenue through September than last fiscal year to date due to debt proceeds and intergovernmental revenue received in the prior year.

Expenditures (by fund): Of the \$55 million spent to date, 45% was expended in the Water/Wastewater Fund, 41% was expended in the General Fund, 4% was expended in the Capital Projects Fund, 2% was expended in the Debt Service Fund, 2% was expended in the Storm Fund, 2% was expended in the Airport Fund, and 2% was expended in the Landfill Fund.

Expenditures (budget vs. actual): We have expended 69% of the total budgeted expenditures through September, which is \$23 million less than anticipated due to personnel, contractual and capital outlay.

Expenditures (prior year comparison): We spent \$7.5 million less on expenditures through September than last fiscal year to date due to capital outlay.

SEDA Revenue Comparison: SEDA has received an overall 109% of budgeted revenue through September, which is \$28K more than last fiscal year to date and \$67K more than anticipated due to taxes and interest income.

SEDA Revenue Comparison: SEDA has spent an overall 77% of budgeted expenditures through September, which is \$436K more than last fiscal year to date due to capital outlay and \$392K less than anticipated due to grant disbursements.

33. Quarterly Investment Report for the Period Ending September 30, 2024

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

The City of Stephenville's total market value of cash and investments on September 30, 2024, was \$45,132,450. This is allocated 6% in demand accounts, 1% in cash/money market accounts, 5% in Certificates of Deposits, 38% in TexStar investment pool, and 50% in TexPool investment pool.

We earned \$611K in interest for the quarter. The average yield to maturity for all account types for the quarter was 5.11%. The average yield to maturity for investment accounts for the quarter was 5.30%. The average yield to maturity for a 3-month treasury bill for the quarter was 5.01%. The weighted average maturity in days of the portfolio was 7.26 days.

STEPHENVILLE ECONOMIC DEVELOPMENT AUTHORITY REPORT

Jeff Sandford, Executive Director

SEDA Executive Director Jeff Sandford presented the SEDA report to the Council with various updates including:

- Career Club kicked off for the second year
- Scheiber Foods is a finalist for the Large Employer of the Year in Texas

CONSENT AGENDA

34. Consider Approval of Regular City Council Meeting Minutes - October 1, 2024

35. Consider Approval of City Council Special Meeting Minutes - October 15, 2024

36. Consider Approval of City Council Work Session Minutes - October 15, 2024

- 37. Consider Approval of CareFlite Ambulance Permit Application for 2024
- 38. Consider Approval of Easement for Oncor at Stephenville City Park
- 39. Consider Approval of Audit Contract with Boucher Morgan & Young, PC
- 40. Consider Approval of Online Auction Items

MOTION by David Baskett, second by LeAnn Durfey, to approve the consent agenda items as presented. MOTION CARRIED unanimously.

COMMENTS BY CITY MANAGER

COMMENTS BY COUNCIL MEMBERS

Mayor Svien recessed the Regular City Council meeting at 7:13 PM and convened the Executive Session at 7:18 PM.

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

- 41. *Section 551.074. Personnel Matters* - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:
 - 1. City Secretary
 - 2. Director of Administrative Services
 - 3. Director of Development Services
 - 4. Director of Finance
 - 5. Director of Parks and Leisure Services
 - 6. Director of Public Works
 - 7. Fire Chief
 - 8. Police Chief
- 42. *Section 551.071 Consultation with Attorney* - to Consult Over a Pending or Contemplated Litigation

Mayor Svien adjourned the Executive Session at 7:38 PM and reconvened the Regular City Council meeting at 7:39 PM.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

- 41. *Section 551.074. Personnel Matters* - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:
 - 1. City Secretary
 - 2. Director of Administrative Services
 - 3. Director of Development Services
 - 4. Director of Finance
 - 5. Director of Parks and Leisure Services
 - 6. Director of Public Works

7. Fire Chief

8. Police Chief

MOTION by Brandon Greenhaw, second by LeAnn Durfey, to approve the merit step increases for eligible employees as discussed in Executive Session. MOTION CARRIED unanimously.

ADJOURN

Mayor Svien adjourned the Regular City Council meeting at 7:39 PM.

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

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

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