

**NOTICE OF MEETING  
OF THE  
CITY OF DIBOLL CITY COUNCIL**

The City Council will meet in a regular session meeting in the City Hall Council Chambers, located at 400 Kenley, Diboll, Texas, on Tuesday, April 9, 2024 at 5:15p.m.

Call to Order

Invocation

Pledge of Allegiance

**CITIZENS PRESENTATION:** (Limited to 3 minutes)

This item provides the opportunity to address the City Council on any matter whether or not it is posted on the agenda. However, in accordance with the Texas Open Meetings Act, Section 551.041, the Council cannot discuss, deliberate, or take any action on matters not listed on the agenda. At this time, the Council will receive citizen comments, and if necessary, may refer the matter to City staff for research, resolution, or referral to Council on a future agenda.

**Item #1: CONSENT AGENDA:** All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Consider approval of the following reports:

- a. Minutes from March 12, 2024, Regular Session Meeting
- b. Financial Statement for March 2024
- c. 12-Month Attendance Record for March 2024

**Item #2:** Consideration and possible action to approve Resolution 2024-04-001, MOU between Diboll ISD and the City of Diboll for Sheltering and Mass Care Facilities.

**Item #3:** Receive update from KSA on Street Overlay Project.

**Item #4:** Consideration and possible action to approve task order for engineering services with KSA for the Water Well No. 1 Rehabilitation project.

**Item #5: DEPARTMENT HEAD REPORTS**

- a. Fire Department Report
- b. Police Department Report
- c. Public Works Report
- d. Code Compliance Report
- e. Finance & Court Report
- f. City Manager Report

**Adjournment**

Note: Mayor and Council Reports on Items of Community Interest- Pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; (6) announcements involving imminent threat to public health and safety.

I certify that this Notice of Meeting was posted in a glass-enclosed case in front of City Hall at 400 Kenley Street, Diboll, Texas, and available for viewing by the public prior to 5:15 p.m. on April 5, 2024, as well as at the City's website.

*Rosa M. Olvera*

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Rosa M. Olvera - City Secretary

Posted: 04/05/2024



**MINUTES OF THE GOVERNING BODY OF THE CITY OF DIBOLL, TEXAS  
REGULAR SESSION MEETING ON TUESDAY, MARCH 12, 2024, AT 5:15 P.M., IN  
THE DIBOLL CITY HALL CHAMBERS.**

**COUNCIL PRESENT**

Mayor Trey Wilkerson, Mayor Pro Tem Daniel Lopez, Councilmembers Jana Coulter, Luis Maldonado, Nora Munoz, Ruben Terrazas and Ray Williams, Jr.

**COUNCIL ABSENT**

NONE

**STAFF PRESENT**

City Manager Jason A. Arnold, City Secretary Rosa Olvera, Finance Director Sam Durham, Chief of Police Michael Skillern and Fire Chief Aaron Smith.

**Call to Order:** Mayor Trey Wilkerson called the meeting to order at 5:15p.m.

Mayor Trey Wilkerson gave the invocation, then led the Pledge of Allegiance which was recited by those in attendance.

**CITIZENS PRESENTATION:** (Limited to 3 minutes)

This item provides the opportunity to address the City Council on any matter whether or not it is posted on the agenda. However, in accordance with the Texas Open Meetings Act, Section 551.041, the Council cannot discuss, deliberate, or take any action on matters not listed on the agenda. At this time, the Council will receive citizen comments, and if necessary, may refer the matter to City staff for research, resolution, or referral to Council on a future agenda.

Public Participation: None

**Item #1: CONSENT AGENDA:** All matters listed under Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Consider approval of the following reports:

- a. Minutes from February 13, 2024, Regular Session Meeting
- b. Financial Statement for February 2024
- c. 12-Month Attendance Record for February 2024

Ray Williams, Jr. made a motion to approve and Luis Maldonado second.  
All in Favor, none opposed, motion carries.

**Item #2:** Consideration and possible action to approve Resolution 2024-03-001; cancelling of the May 4, 2024 General Election due to no opposition for Mayor, District 2, District 4 and At Large Place 6 Councilmember

Ray Williams, Jr. made a motion to approve and Nora Munoz second.  
All in Favor, none opposed, motion carries.

**Item #3: DEPARTMENT HEAD REPORTS**

- a. Fire Department Report
- b. Police Department Report
- c. Public Works Report
- d. Code Compliance Report
- e. Finance & Court Report
- f. City Manager Report

**Adjournment**

Mayor Wilkerson called to adjourn at 5:19p.m.

Minutes of the March 12, 2024 Regular Session Meeting approved by council on this the 9<sup>th</sup> day of April, 2024.

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Trey Wilkerson, Mayor

**ATTEST BY:**

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Rosa M. Olvera, City Secretary



STATE OF TEXAS §  
 ANGELINA COUNTY §  
 CITY OF DIBOLL §



City of Diboll

# Financial Report Group Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 01 - General Fund</b>						
<b>Revenue</b>						
3100 - Charges for Service	2,500.00	2,500.00	500.00	2,500.00	2,500.00	0.00
3200 - Fines and Fees	435,800.00	435,800.00	29,610.82	130,243.96	130,243.96	305,556.04
3210 - Licenses & Permits	18,100.00	18,100.00	1,991.10	12,429.90	12,429.90	5,670.10
3500 - Franchise Tax	375,000.00	375,000.00	7,147.48	74,504.05	74,504.05	300,495.95
3550 - Property Tax	1,421,018.00	1,421,018.00	39,180.00	1,372,893.64	1,372,893.64	48,124.36
3700 - Sales Tax	648,000.00	648,000.00	68,583.09	516,485.11	516,485.11	131,514.89
3800 - Interest	12,000.00	12,000.00	0.00	13,347.15	13,347.15	-1,347.15
3805 - Miscellaneous	2,833.00	10,933.00	295.25	41,010.72	41,010.72	-30,077.72
3940 - Contributions & Grants	0.00	0.00	1,610.21	26,393.21	26,393.21	-26,393.21
3960 - Donations	10,700.00	10,700.00	0.00	10,800.00	10,800.00	-100.00
<b>Revenue Total:</b>	<b>2,925,951.00</b>	<b>2,934,051.00</b>	<b>148,917.95</b>	<b>2,200,607.74</b>	<b>2,200,607.74</b>	<b>733,443.26</b>
<b>Expense</b>						
4000 - Insurance	65,014.00	65,014.00	0.00	122,100.62	122,100.62	-57,086.62
4010 - Grant Expense	0.00	0.00	0.00	172.56	172.56	-172.56
4030 - Fines & Fees	400.00	400.00	0.00	0.00	0.00	400.00
4040 - Administrative	199,717.00	247,341.00	53,306.09	187,105.41	188,050.05	59,290.95
4080 - Capital Purchase	2.00	22,378.00	0.00	22,377.00	22,377.00	1.00
4100 - Contractual & Professional Services	209,910.00	204,410.00	11,039.64	126,267.55	126,767.55	77,642.45
4110 - Intergov't Contracts	171,000.00	171,000.00	1,750.00	28,719.62	28,719.62	142,280.38
4210 - Project Expense	70,139.00	60,451.32	1,940.68	18,655.24	18,655.24	41,796.08
4300 - Utility	114,480.00	114,480.00	7,230.46	46,746.73	46,746.73	67,733.27
4400 - Repairs & Maintenance	203,926.00	287,113.68	20,240.14	96,151.19	101,040.67	186,073.01
4460 - Materials & Supplies	194,103.00	194,548.00	16,000.69	64,284.32	66,344.89	128,203.11
4500 - Miscellaneous	5,500.00	5,500.00	80.00	6,376.02	6,026.02	-526.02
4800 - Payroll Expense	2,267,325.00	2,275,425.00	168,894.68	1,105,218.22	1,105,218.22	1,170,206.78
4860 - Personnel	39,860.00	39,860.00	935.93	22,966.50	24,177.14	15,682.86
9999 - Transfers	-615,425.00	-615,425.00	0.00	0.00	0.00	-615,425.00
<b>Expense Total:</b>	<b>2,925,951.00</b>	<b>3,072,496.00</b>	<b>281,418.31</b>	<b>1,847,140.98</b>	<b>1,856,396.31</b>	<b>1,216,099.69</b>
<b>Fund: 01 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-138,445.00</b>	<b>-132,500.36</b>	<b>353,466.76</b>	<b>344,211.43</b>	<b>-482,656.43</b>

Financial Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 02 - Utility Fund</b>						
<b>Revenue</b>						
3100 - Charges for Service	3,717,397.00	3,717,397.00	249,952.50	1,596,455.18	1,596,455.18	2,120,941.82
3130 - Penalties & Interest	25,000.00	25,000.00	125,318.38	606,537.75	606,537.75	-581,537.75
3800 - Interest	8,000.00	8,000.00	0.00	9,285.17	9,285.17	-1,285.17
3805 - Miscellaneous	0.00	0.00	3,409.00	33,490.86	33,490.86	-33,490.86
3940 - Contributions & Grants	0.00	0.00	27,250.00	278,750.00	278,750.00	-278,750.00
<b>Revenue Total:</b>	<b>3,750,397.00</b>	<b>3,750,397.00</b>	<b>405,929.88</b>	<b>2,524,518.96</b>	<b>2,524,518.96</b>	<b>1,225,878.04</b>
<b>Expense</b>						
4000 - Insurance	30,242.00	30,242.00	0.00	64,594.54	64,594.54	-34,352.54
4010 - Grant Expense	0.00	0.00	27,250.00	48,300.00	48,300.00	-48,300.00
4030 - Fines & Fees	2,340.00	2,340.00	0.00	320.38	320.38	2,019.62
4040 - Administrative	55,429.00	55,429.00	14,165.38	39,131.38	39,131.38	16,297.62
4080 - Capital Purchase	0.00	60,421.00	37,029.00	60,270.50	60,270.50	150.50
4100 - Contractual & Professional Services	907,851.00	895,135.00	263,955.39	628,029.26	646,126.96	249,008.04
4110 - Intergov't Contracts	15,000.00	15,000.00	1,854.28	20,101.91	20,101.91	-5,101.91
4300 - Utility	147,420.00	147,420.00	13,676.68	76,570.10	76,570.10	70,849.90
4400 - Repairs & Maintenance	273,025.00	272,421.00	22,891.45	100,935.05	109,950.03	162,470.97
4460 - Materials & Supplies	239,650.00	239,650.00	7,933.18	93,396.44	95,384.69	144,265.31
4800 - Payroll Expense	569,710.00	569,710.00	45,041.90	298,751.85	298,751.85	270,958.15
4860 - Personnel	9,460.00	9,460.00	70.74	796.88	796.88	8,663.12
9999 - Transfers	1,500,270.00	1,500,270.00	0.00	464,467.00	464,467.00	1,035,803.00
<b>Expense Total:</b>	<b>3,750,397.00</b>	<b>3,797,498.00</b>	<b>433,868.00</b>	<b>1,895,665.29</b>	<b>1,924,766.22</b>	<b>1,872,731.78</b>
<b>Fund: 02 - Utility Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-47,101.00</b>	<b>-27,938.12</b>	<b>628,853.67</b>	<b>599,752.74</b>	<b>-646,853.74</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 03 - Recreation Fund</b>						
<b>Revenue</b>						
3100 - Charges for Service	0.00	0.00	120.00	1,480.00	1,480.00	-1,480.00
3900 - Rentals & Leases	60,100.00	60,100.00	4,456.15	42,458.54	42,458.54	17,641.46
<b>Revenue Total:</b>	<b>60,100.00</b>	<b>60,100.00</b>	<b>4,576.15</b>	<b>43,938.54</b>	<b>43,938.54</b>	<b>16,161.46</b>
<b>Expense</b>						
4000 - Insurance	600.00	600.00	0.00	1,260.20	1,260.20	-660.20
4040 - Administrative	1,414.00	1,414.00	0.00	1,252.07	1,252.07	161.93
4100 - Contractual & Professional Services	1,450.00	1,450.00	120.00	660.00	660.00	790.00
4300 - Utility	56,336.00	56,336.00	4,395.26	29,504.94	29,504.94	26,831.06
4400 - Repairs & Maintenance	20,800.00	20,800.00	8,080.64	19,381.89	20,634.87	165.13
4800 - Payroll Expense	40,647.00	40,647.00	0.00	0.00	0.00	40,647.00
9999 - Transfers	-61,147.00	-61,147.00	0.00	0.00	0.00	-61,147.00
<b>Expense Total:</b>	<b>60,100.00</b>	<b>60,100.00</b>	<b>12,595.90</b>	<b>52,059.10</b>	<b>53,312.08</b>	<b>6,787.92</b>
<b>Fund: 03 - Recreation Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-8,019.75</b>	<b>-8,120.56</b>	<b>-9,373.54</b>	<b>9,373.54</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 05 - Special Revenue Fund</b>						
<b>Revenue</b>						
3805 - Miscellaneous	169,613.00	169,613.00	0.00	0.00	0.00	169,613.00
3940 - Contributions & Grants	1,200.00	2,941.17	0.00	1,330.96	1,330.96	1,610.21
<b>Revenue Total:</b>	<b>170,813.00</b>	<b>172,554.17</b>	<b>0.00</b>	<b>1,330.96</b>	<b>1,330.96</b>	<b>171,223.21</b>
<b>Expense</b>						
4010 - Grant Expense	108,224.00	108,224.00	2,370.95	10,307.52	12,373.11	95,850.89
4210 - Project Expense	3,603.00	5,344.17	0.00	325.00	325.00	5,019.17
<b>Expense Total:</b>	<b>111,827.00</b>	<b>113,568.17</b>	<b>2,370.95</b>	<b>10,632.52</b>	<b>12,698.11</b>	<b>100,870.06</b>
<b>Fund: 05 - Special Revenue Fund Surplus (Deficit):</b>	<b>58,986.00</b>	<b>58,986.00</b>	<b>-2,370.95</b>	<b>-9,301.56</b>	<b>-11,367.15</b>	<b>70,353.15</b>



**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 06 - Hotel/Motel Tax Fund</b>						
<b>Revenue</b>						
3400 - Hotel Motel Tax	14,000.00	14,000.00	0.00	7,315.38	7,315.38	6,684.62
3805 - Miscellaneous	31,000.00	31,000.00	0.00	0.00	0.00	31,000.00
<b>Revenue Total:</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>0.00</b>	<b>7,315.38</b>	<b>7,315.38</b>	<b>37,684.62</b>
<b>Expense</b>						
9999 - Transfers	35,250.00	35,250.00	0.00	0.00	0.00	35,250.00
<b>Expense Total:</b>	<b>35,250.00</b>	<b>35,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,250.00</b>
<b>Fund: 06 - Hotel/Motel Tax Fund Surplus (Deficit):</b>	<b>9,750.00</b>	<b>9,750.00</b>	<b>0.00</b>	<b>7,315.38</b>	<b>7,315.38</b>	<b>2,434.62</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 07 - Seized Fund</b>						
<b>Revenue</b>						
3800 - Interest	0.00	0.00	0.00	6.34	6.34	-6.34
3805 - Miscellaneous	7,604.00	7,604.00	0.00	0.00	0.00	7,604.00
<b>Revenue Total:</b>	<b>7,604.00</b>	<b>7,604.00</b>	<b>0.00</b>	<b>6.34</b>	<b>6.34</b>	<b>7,597.66</b>
<b>Expense</b>						
9999 - Transfers	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
<b>Expense Total:</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>
<b>Fund: 07 - Seized Fund Surplus (Deficit):</b>	<b>6,104.00</b>	<b>6,104.00</b>	<b>0.00</b>	<b>6.34</b>	<b>6.34</b>	<b>6,097.66</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 08 - Diboll Day Fund</b>						
<b>Expense</b>						
4040 - Administrative	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
4100 - Contractual & Professional Services	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00
4460 - Materials & Supplies	6,250.00	6,250.00	0.00	0.00	0.00	6,250.00
4800 - Payroll Expense	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
9999 - Transfers	-15,750.00	-15,750.00	0.00	0.00	0.00	-15,750.00
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund: 08 - Diboll Day Fund Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 09 - MC Security Fund</b>						
<b>Revenue</b>						
3200 - Fines and Fees	7,168.00	7,168.00	922.55	3,743.50	3,743.50	3,424.50
3805 - Miscellaneous	11,211.00	11,211.00	0.00	0.00	0.00	11,211.00
<b>Revenue Total:</b>	<b>18,379.00</b>	<b>18,379.00</b>	<b>922.55</b>	<b>3,743.50</b>	<b>3,743.50</b>	<b>14,635.50</b>
<b>Expense</b>						
4300 - Utility	3,168.00	3,168.00	0.00	0.00	0.00	3,168.00
9999 - Transfers	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00
<b>Expense Total:</b>	<b>7,168.00</b>	<b>7,168.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,168.00</b>
<b>Fund: 09 - MC Security Fund Surplus (Deficit):</b>	<b>11,211.00</b>	<b>11,211.00</b>	<b>922.55</b>	<b>3,743.50</b>	<b>3,743.50</b>	<b>7,467.50</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 10 - MC Tech Fund</b>						
<b>Revenue</b>						
3200 - Fines and Fees	7,008.00	7,008.00	791.82	3,252.36	3,252.36	3,755.64
3805 - Miscellaneous	7,105.00	7,105.00	0.00	0.00	0.00	7,105.00
<b>Revenue Total:</b>	<b>14,113.00</b>	<b>14,113.00</b>	<b>791.82</b>	<b>3,252.36</b>	<b>3,252.36</b>	<b>10,860.64</b>
<b>Expense</b>						
4300 - Utility	7,008.00	7,008.00	0.00	1,184.83	1,184.83	5,823.17
<b>Expense Total:</b>	<b>7,008.00</b>	<b>7,008.00</b>	<b>0.00</b>	<b>1,184.83</b>	<b>1,184.83</b>	<b>5,823.17</b>
<b>Fund: 10 - MC Tech Fund Surplus (Deficit):</b>	<b>7,105.00</b>	<b>7,105.00</b>	<b>791.82</b>	<b>2,067.53</b>	<b>2,067.53</b>	<b>5,037.47</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 11 - PEG Fund</b>						
<b>Revenue</b>						
3805 - Miscellaneous	57,602.00	57,602.00	0.00	0.00	0.00	57,602.00
<b>Revenue Total:</b>	<b>57,602.00</b>	<b>57,602.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,602.00</b>
<b>Fund: 11 - PEG Fund Total:</b>	<b>57,602.00</b>	<b>57,602.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,602.00</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 12 - Red Light Fund</b>						
<b>Revenue</b>						
3800 - Interest	0.00	0.00	0.00	125.91	125.91	-125.91
3805 - Miscellaneous	50,414.00	50,414.00	0.00	0.00	0.00	50,414.00
<b>Revenue Total:</b>	<b>50,414.00</b>	<b>50,414.00</b>	<b>0.00</b>	<b>125.91</b>	<b>125.91</b>	<b>50,288.09</b>
<b>Fund: 12 - Red Light Fund Total:</b>	<b>50,414.00</b>	<b>50,414.00</b>	<b>0.00</b>	<b>125.91</b>	<b>125.91</b>	<b>50,288.09</b>

Financial Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 13 - Debt Service Fund</b>						
<b>Revenue</b>						
3550 - Property Tax	145,444.00	145,444.00	4,450.71	144,706.90	144,706.90	737.10
3800 - Interest	0.00	0.00	0.00	3.21	3.21	-3.21
3805 - Miscellaneous	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00
<b>Revenue Total:</b>	<b>225,444.00</b>	<b>225,444.00</b>	<b>4,450.71</b>	<b>144,710.11</b>	<b>144,710.11</b>	<b>80,733.89</b>
<b>Expense</b>						
4015 - Bond Expense	608,961.00	608,961.00	0.00	518,657.88	518,657.88	90,303.12
4020 - Note Expense	392,281.00	392,281.00	0.00	0.00	0.00	392,281.00
4030 - Fines & Fees	950.00	950.00	0.00	475.00	475.00	475.00
9999 - Transfers	-856,748.00	-856,748.00	0.00	-464,467.00	-464,467.00	-392,281.00
<b>Expense Total:</b>	<b>145,444.00</b>	<b>145,444.00</b>	<b>0.00</b>	<b>54,665.88</b>	<b>54,665.88</b>	<b>90,778.12</b>
<b>Fund: 13 - Debt Service Fund Surplus (Deficit):</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>4,450.71</b>	<b>90,044.23</b>	<b>90,044.23</b>	<b>-10,044.23</b>



**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 14 - Endowment Fund</b>						
<b>Revenue</b>						
3800 - Interest	8,050.00	8,050.00	0.00	0.00	0.00	8,050.00
<b>Revenue Total:</b>	<b>8,050.00</b>	<b>8,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,050.00</b>
<b>Expense</b>						
9999 - Transfers	8,050.00	8,050.00	0.00	0.00	0.00	8,050.00
<b>Expense Total:</b>	<b>8,050.00</b>	<b>8,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,050.00</b>
<b>Fund: 14 - Endowment Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Financial Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 15 - Restricted Project Fund</b>						
<b>Revenue</b>						
3805 - Miscellaneous	292,600.00	292,600.00	0.00	0.00	0.00	292,600.00
<b>Revenue Total:</b>	<b>292,600.00</b>	<b>292,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>292,600.00</b>
<b>Expense</b>						
4210 - Project Expense	0.00	45,000.00	0.00	0.00	0.00	45,000.00
<b>Expense Total:</b>	<b>0.00</b>	<b>45,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,000.00</b>
<b>Fund: 15 - Restricted Project Fund Surplus (Deficit):</b>	<b>292,600.00</b>	<b>247,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>247,600.00</b>

Financial Report

For Fiscal: 2023-2024 Period Ending: 03/31/2024

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<b>Fund: 16 - MC Local Truancy Prevention &amp; Diversion Fund</b>						
<b>Revenue</b>						
3200 - Fines and Fees	8,000.00	8,000.00	816.12	3,378.75	3,378.75	4,621.25
<b>Revenue Total:</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>816.12</b>	<b>3,378.75</b>	<b>3,378.75</b>	<b>4,621.25</b>
<b>Expense</b>						
4500 - Miscellaneous	-24,168.00	-24,168.00	0.00	0.00	0.00	-24,168.00
<b>Expense Total:</b>	<b>-24,168.00</b>	<b>-24,168.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-24,168.00</b>
<b>Fund: 16 - MC Local Truancy Prevention &amp; Diversion Fund Surplus (...)</b>	<b>32,168.00</b>	<b>32,168.00</b>	<b>816.12</b>	<b>3,378.75</b>	<b>3,378.75</b>	<b>28,789.25</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 17 - MC Municipal Jury Fund</b>						
<b>Revenue</b>						
3200 - Fines and Fees	150.00	150.00	16.27	67.35	67.35	82.65
<b>Revenue Total:</b>	<b>150.00</b>	<b>150.00</b>	<b>16.27</b>	<b>67.35</b>	<b>67.35</b>	<b>82.65</b>
<b>Expense</b>						
4500 - Miscellaneous	-483.00	-483.00	0.00	0.00	0.00	-483.00
<b>Expense Total:</b>	<b>-483.00</b>	<b>-483.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-483.00</b>
<b>Fund: 17 - MC Municipal Jury Fund Surplus (Deficit):</b>	<b>633.00</b>	<b>633.00</b>	<b>16.27</b>	<b>67.35</b>	<b>67.35</b>	<b>565.65</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 18 - Keep Diboll Beautiful Fund</b>						
<b>Revenue</b>						
3805 - Miscellaneous	45,572.00	45,572.00	0.00	0.00	0.00	45,572.00
3960 - Donations	250.00	250.00	34.66	269.86	269.86	-19.86
<b>Revenue Total:</b>	<b>45,822.00</b>	<b>45,822.00</b>	<b>34.66</b>	<b>269.86</b>	<b>269.86</b>	<b>45,552.14</b>
<b>Expense</b>						
4210 - Project Expense	45,822.00	47,011.18	0.00	9,907.06	9,907.06	37,104.12
<b>Expense Total:</b>	<b>45,822.00</b>	<b>47,011.18</b>	<b>0.00</b>	<b>9,907.06</b>	<b>9,907.06</b>	<b>37,104.12</b>
<b>Fund: 18 - Keep Diboll Beautiful Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-1,189.18</b>	<b>34.66</b>	<b>-9,637.20</b>	<b>-9,637.20</b>	<b>8,448.02</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 19 - Street Project Fund</b>						
<b>Revenue</b>						
3800 - Interest	0.00	0.00	0.00	423.96	423.96	-423.96
3805 - Miscellaneous	225,643.00	225,643.00	0.00	0.00	0.00	225,643.00
<b>Revenue Total:</b>	<b>225,643.00</b>	<b>225,643.00</b>	<b>0.00</b>	<b>423.96</b>	<b>423.96</b>	<b>225,219.04</b>
<b>Expense</b>						
4210 - Project Expense	225,643.00	225,643.00	0.00	0.00	0.00	225,643.00
<b>Expense Total:</b>	<b>225,643.00</b>	<b>225,643.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>225,643.00</b>
<b>Fund: 19 - Street Project Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>423.96</b>	<b>423.96</b>	<b>-423.96</b>

**Financial Report**

**For Fiscal: 2023-2024 Period Ending: 03/31/2024**

<b>Category</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
<b>Fund: 20 - ARPA Fund</b>						
<b>Revenue</b>						
3800 - Interest	0.00	0.00	0.00	2,894.60	2,894.60	-2,894.60
3805 - Miscellaneous	1,159,596.00	1,159,596.00	0.00	0.00	0.00	1,159,596.00
<b>Revenue Total:</b>	<b>1,159,596.00</b>	<b>1,159,596.00</b>	<b>0.00</b>	<b>2,894.60</b>	<b>2,894.60</b>	<b>1,156,701.40</b>
<b>Expense</b>						
4210 - Project Expense	1,159,596.00	1,159,596.00	0.00	7,113.60	7,113.60	1,152,482.40
<b>Expense Total:</b>	<b>1,159,596.00</b>	<b>1,159,596.00</b>	<b>0.00</b>	<b>7,113.60</b>	<b>7,113.60</b>	<b>1,152,482.40</b>
<b>Fund: 20 - ARPA Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,219.00</b>	<b>-4,219.00</b>	<b>4,219.00</b>
<b>Total Surplus (Deficit):</b>	<b>606,573.00</b>	<b>374,837.82</b>	<b>-163,797.05</b>	<b>1,058,215.06</b>	<b>1,016,540.23</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>	<b>Budget Remaining</b>
01 - General Fund	0.00	-138,445.00	-132,500.36	353,466.76	344,211.43	-482,656.43
02 - Utility Fund	0.00	-47,101.00	-27,938.12	628,853.67	599,752.74	-646,853.74
03 - Recreation Fund	0.00	0.00	-8,019.75	-8,120.56	-9,373.54	9,373.54
05 - Special Revenue Fund	58,986.00	58,986.00	-2,370.95	-9,301.56	-11,367.15	70,353.15
06 - Hotel/Motel Tax Fund	9,750.00	9,750.00	0.00	7,315.38	7,315.38	2,434.62
07 - Seized Fund	6,104.00	6,104.00	0.00	6.34	6.34	6,097.66
08 - Diboll Day Fund	0.00	0.00	0.00	0.00	0.00	0.00
09 - MC Security Fund	11,211.00	11,211.00	922.55	3,743.50	3,743.50	7,467.50
10 - MC Tech Fund	7,105.00	7,105.00	791.82	2,067.53	2,067.53	5,037.47
11 - PEG Fund	57,602.00	57,602.00	0.00	0.00	0.00	57,602.00
12 - Red Light Fund	50,414.00	50,414.00	0.00	125.91	125.91	50,288.09
13 - Debt Service Fund	80,000.00	80,000.00	4,450.71	90,044.23	90,044.23	-10,044.23
14 - Endowment Fund	0.00	0.00	0.00	0.00	0.00	0.00
15 - Restricted Project Fund	292,600.00	247,600.00	0.00	0.00	0.00	247,600.00
16 - MC Local Truancy Preven..	32,168.00	32,168.00	816.12	3,378.75	3,378.75	28,789.25
17 - MC Municipal Jury Fund	633.00	633.00	16.27	67.35	67.35	565.65
18 - Keep Diboll Beautiful Fu...	0.00	-1,189.18	34.66	-9,637.20	-9,637.20	8,448.02
19 - Street Project Fund	0.00	0.00	0.00	423.96	423.96	-423.96
20 - ARPA Fund	0.00	0.00	0.00	-4,219.00	-4,219.00	4,219.00
<b>Total Surplus (Deficit):</b>	<b>606,573.00</b>	<b>374,837.82</b>	<b>-163,797.05</b>	<b>1,058,215.06</b>	<b>1,016,540.23</b>	



# DIBOLL CITY COUNCIL 12-MONTH ATTENDANCE RECORD

Council Member	4/11/2023	5/9/2023	5/15/2023	6/13/2023	6/20/2023	7/11/2023	8/8/2023	9/5/2023
Jana Coulter				0	0	0	0	0
Luis Maldonado	0	0	1	0	0	0	0	1
Nora Munoz				0	0	0	0	0
Daniel Lopez	0	0	0	0	1	0	0	0
Ruben Terrazas	0	0	0	0	1	0	0	0
Ray Williams, Jr.	0	0	0	0	0	0	0	0
Trey Wilkerson	0	0	0	0	0	0	0	0
<b>Total Absences</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>

Council Member	9/12/2023	10/10/2023	11/10/2023	12/12/2023	1/9/2024	2/9/2024	3/12/2024	TOTAL TO-DATE
Jana Coulter	0	0	0	0	0	0	0	0
Luis Maldonado	0	0	0	0	0	0	0	2
Nora Munoz	0	0	0	0	1	0	0	1
Daniel Lopez	0	0	0	0	0	0	0	1
Ruben Terrazas	0	0	0	0	0	0	0	1
Ray Williams, Jr.	1	0	0	0	0	0	0	1
Trey Wilkerson	0	0	0	0	0	0	0	0
<b>Total Absences</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>



  
 Rosa M. Olvera - City Secretary

**School District**  
**Memorandum of Understanding**  
**Sheltering and Mass Care Facilities**

This agreement is made and entered into between the Diboll ISD and the City of Diboll to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the Diboll ISD.

Diboll ISD will make every effort to notify the City of Diboll of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

The City of Diboll agrees to open the Lottie & Arthur Temple Civic Center located at 601 Dennis Street Diboll, Texas 75941 to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. The Lottie & Arthur Temple Civic Center has a capacity to accommodate approximately 999 people.

The City of Diboll understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for Diboll ISD Administrative Personnel. Furthermore, Diboll ISD will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

Diboll ISD agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse the City of Diboll for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

Diboll ISD will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to the City of Diboll.

Diboll ISD will reimburse the City of Diboll for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. Diboll ISD will not pay any operational or administrative fees to the City of Diboll.

Diboll ISD shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to the City of Diboll shall be directed to the Diboll ISD 's Public Information Officer or the Superintendent of School

Diboll ISD will make every effort to recognize the hospitality of the City of Diboll in any press or media releases pertaining to the re-location and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, the State of or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on April 9, 2024 and may be modified upon the mutual written consent of the parties.

The terms of this agreement, as modified with the consent of both parties, shall be self-renewable for a period of five (5) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

The terms of this agreement, as modified with the consent of both parties,

AND NOW, this 9<sup>th</sup> day of April 2024, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

\_\_\_\_\_  
Superintendent of Schools  
Diboll ISD

\_\_\_\_\_  
Trey Wilkerson, Mayor  
City of Diboll

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# RESOLUTION 2024-04-001

## A RESOLUTION OF THE CITY OF DIBOLL TEXAS, SUPPORTING THE MEMORANDUM OF UNDERSTANDING (MOU) FOR SHELTERING AND MASS CARE FACILITIES BETWEEN DIBOLL ISD AND THE CITY OF DIBOLL

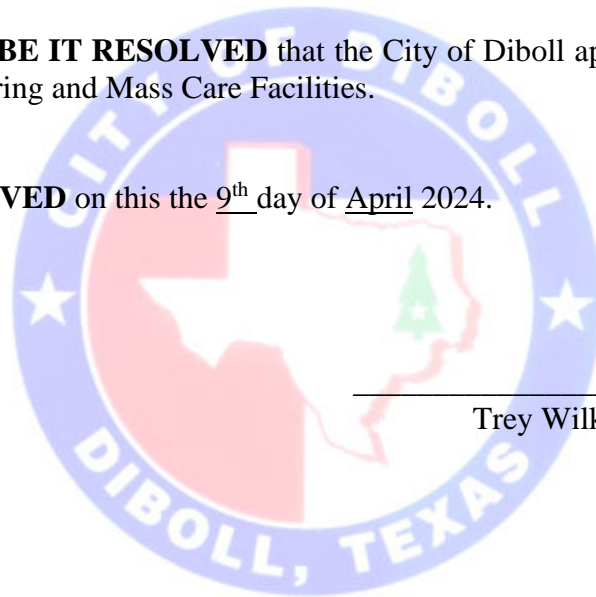
**WHEREAS**, the City of Diboll finds it in the best interest of the citizens of Diboll, Texas, to support the MOU between Diboll ISD and the City of Diboll to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the Diboll ISD; and

**WHEREAS**, the City of Diboll and Diboll ISD takes into account the needs of the whole community, likely to be affected by an incident or event; and

**WHEREAS**, the City of Diboll agrees that it is important to comply with establishing shelter site locations and terms of use in the event of an evacuation of the students and staff of the Diboll ISD.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Diboll approves the Memorandum of Understanding Sheltering and Mass Care Facilities.

**PASSED AND APPROVED** on this the 9<sup>th</sup> day of April 2024.



\_\_\_\_\_  
Trey Wilkerson, Mayor

**ATTEST BY:**

\_\_\_\_\_  
Rosa M. Olvera, City Secretary

STATE OF TEXAS     §  
ANGELINA COUNTY   §  
CITY OF DIBOLL     §

## TASK ORDER FORM

This is Task Order No. 103126,  
consisting of 6 pages,  
dated \_\_\_\_\_.

**KSA Project Number: 103126**  
**Owner Project (or Purchase Order) Number:**  
**Project Name: Well No. 1 Rehabilitation**

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In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 9, 2012 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Owner: City of Diboll
- B. Title: Well No. 1 Rehabilitation
- C. Description: Rehabilitation of Well No. 1 to include brushing and cleaning well, removal of debris and sediment from well, and installaion of a new submersible well pump.
- D. Number of Construction Contracts: 1

2. **Services of Engineer**

A. Provide the services in Exhibit A – Schedule of Engineer’s Services as outlined below:

- a. *Study and Report Phase:*  
NOT INCLUDED
- b. *Preliminary Design Phase:*  
NOT INCLUDED
- c. *Final Design Phase:*  
Engineer shall provide the services outlined in Paragraph A1.03 of the Agreement.
- d. *Bidding or Negotiating Phase:*  
Engineer shall provide the services outlined in Paragraph A1.04 of the Agreement.
- e. *Construction Phase:*  
Engineer shall provide the services outlined in Paragraph A1.05 of the Agreement.
- f. *Commissioning Phase (or Operational Phase):*  
NOT INCLUDED

B. Additional Services of ENGINEER: As noted below, the ENGINEER is hereby authorized to perform the following additional services as outlined in Exhibit A – Paragraphs 2.01 and 2.02:

Included	Excluded		
<input type="radio"/>	<input checked="" type="radio"/>	a.	Design Survey
<input type="radio"/>	<input checked="" type="radio"/>	b.	Grant or Loan Application
<input type="radio"/>	<input checked="" type="radio"/>	c.	Storm Water Pollution Prevention Plan
<input type="radio"/>	<input checked="" type="radio"/>	d.	Environmental Assessment
<input type="radio"/>	<input checked="" type="radio"/>	e.	Environmental Information Document
<input type="radio"/>	<input checked="" type="radio"/>	f.	Resident Project Representative Services
<input type="radio"/>	<input checked="" type="radio"/>	g.	Construction Survey (Baselines and Benchmarks)
<input type="radio"/>	<input checked="" type="radio"/>	h.	Geotechnical Investigation
<input type="radio"/>	<input checked="" type="radio"/>	i.	Materials Testing
<input type="radio"/>	<input checked="" type="radio"/>	j.	Analytical Testing
<input type="radio"/>	<input checked="" type="radio"/>	k.	Reimbursable Expenses (Mileage, Printing, Postage & etc.)
<input type="radio"/>	<input checked="" type="radio"/>	l.	Easement or Boundary Surveys
<input type="radio"/>	<input checked="" type="radio"/>	m.	Easement or Boundary Descriptions
<input type="radio"/>	<input checked="" type="radio"/>	n.	Land Acquisition Services
<input type="radio"/>	<input checked="" type="radio"/>	o.	TxDOT Utility Installation Request Applications
<input type="radio"/>	<input checked="" type="radio"/>	p.	Operation and Maintenance Manual
<input type="radio"/>	<input checked="" type="radio"/>	q.	Other:
<input type="radio"/>	<input checked="" type="radio"/>	r.	Other:
<input type="radio"/>	<input checked="" type="radio"/>	s.	Other:
<input type="radio"/>	<input checked="" type="radio"/>	t.	Other:
<input type="radio"/>	<input checked="" type="radio"/>	u.	Other:
<input type="radio"/>	<input checked="" type="radio"/>	v.	Other:
<input type="radio"/>	<input checked="" type="radio"/>	w.	Other:

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

4. **Times for Rendering Services**

<b>Item</b>	<b>Calendar Days From Notice to Proceed</b>
Notice to Proceed from Owner to KSA	0
Complete Study and Report Phase	N/A
Complete Preliminary Design Phase	N/A
Complete Final Design Phase	30
Submit Plans & Specs for Review by Owner/Reviewing Agency	N/A
Approval of Plans & Specs by Owner	N/A
Approval of Plans & Specs by Reviewing Agency	N/A
Advertise for Bids (minimum 2 notices)	35
Pre-Bid Conference	N/A
Open Bids	60
Award Bid	75
Execute Construction Contract	100
Pre-Construction Conference; Issue Notice to Proceed	110
Start Construction Phase	120
Complete Construction Phase	210

Note:

Should review times exceed those identified above, the project schedule will be extended accordingly.

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Work Task	Study & Report Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase (See Note Two)	Commissioning Phase	Total	Payment Method (See Note 1)
Basic Services	\$0.00	\$0.00	\$9,000.00	\$5,000.00	\$13,000.00	\$0.00	\$27,000.00	<b>Lump Sum</b>
<b>Subtotal</b>	\$0.00	\$0.00	\$9,000.00	\$5,000.00	\$13,000.00	\$0.00	\$27,000.00	

								<b>Hourly Rate and Reimbursable Expenses</b>
<b>Subtotal</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total</b>	\$0.00	\$0.00	\$9,000.00	\$5,000.00	\$13,000.00	\$0.00	\$27,000.00	

Notes:

<sup>1</sup> Payment Method: Fees shown for services to be provided on the basis of Hourly Rates and Reimbursable Expenses as shown in Par. 6 of this Task Order are estimated only and are not considered lump sum or not-to-exceed values.

<sup>2</sup> Construction Phase Basic Service assumes a construction period of 90 consecutive calendar days. ENGINEER’s work on this phase beyond the construction period will be billed at hourly rates.



6. **Hourly Rates and Reimbursable Expenses Schedule**

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Principal	\$280.00/hour
Senior Aviation Planner	\$225.00/hour
Aviation Planner	\$185.00/hour
Electrical Engineer	\$190.00/hour
Electrical Design Engineer	\$155.00/hour
Senior Project Manager	\$250.00/hour
Project Manager	\$185.00/hour
Senior Project Engineer	\$180.00/hour
Project Engineer	\$160.00/hour
Senior Design Engineer	\$140.00/hour
Design Engineer	\$120.00/hour
Senior Project Architect	\$240.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
Senior Engineering Technician	\$210.00/hour
Engineering Technician	\$115.00/hour
Senior Design Technician	\$135.00/hour
Design Technician	\$ 95.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
Regulation Compliance Specialist	\$120.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/hour
Senior Project Representative	\$120.00/hour
Project Representative	\$105.00/hour
Graphic Designer	\$ 80.00/hour
Administrative Assistant	\$ 85.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$210.00/hour
Two-Man Survey Crew	\$180.00/hour
Senior Registered Surveyor	\$180.00/hour
Registered Surveyor	\$155.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.66/mile
ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day
Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

**NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually to reflect equitable changes in the compensation payable to Engineer.**

7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_.

OWNER: City of Diboll

ENGINEER: KSA Engineers, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: Trey Wilkerson

Name: Joncie H. Young, P.E.

Title: Mayor

Title: Director of Client Services

Date Signed: \_\_\_\_\_

Date Signed: 4/4/2024

Engineer License or Firm's Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Josh Richard

Name: C. Daniel "Danny" Hays, P.E.

Title: Public Works Director

Title: Project Manager

Address: 400 Kenley Street  
Diboll, TX 75941

Address: 320 North Street  
Suite 205  
Nacogdoches, TX 75961

E-Mail Address: jrichard@cityofdiboll.com

E-Mail Address: dhays@ksaeng.com

Phone: 936.829.4757

Phone: 877.527.3647 ext. 3108

Fax: 936.829.1179

Fax: 888.224.9418



*City of Diboll Volunteer Fire Department*



## **March 2024 Council Report**

March 4

- Pledge
  - Reports
  - Business meeting
  - Stop the bleed training
- Fireman present (11)

March 11

- Pledge
  - Incident Reports
  - Discussion on fire school
  - Run trucks
  - Clean station
- Fireman present (8)

March 18

- Pledge
  - Incident Reports
  - Discussion on recent calls
  - Run equipment
  - Clean station
- Fireman Present (8)

March 25

- Pledge
  - Incident Reports
  - Spoke on Eclipse
  - Ran 53 & Pappy
  - Clean station
- Fireman Present (12)



*City of Diboll Volunteer Fire Department*



## March 2024 Emergency Incidents (10)

### Mar 2, 2024 - 1135

- **Call # 2400000039**  
59 S North of Depot  
Car fire  
Out of City  
Trucks 55  
Diboll Fire personnel responded (5)  
7805, 7814, 7822, 7825, 7835

### March 4, 2024 - 1817

- **Call # 2400000041**  
59 & 2497  
Vehicle roll over  
In City  
Trucks 54  
Diboll Fire personnel responded (10)  
7805, 7810, 7814, 7819, 7822, 7823, 7825, 7827, 7835, 7836

### March 16, 2024 – 1941

- **Call # 2400000043**  
59 & Goodwill  
10/50 two vehicles  
In City  
Trucks 54  
Diboll Fire personnel responded (4)  
7822, 7827, 7835, 7836

### March 17, 2024 - 1927

- **Call # 2400000044**  
403 Neil Pickett  
Car in ditch  
In City  
Diboll Fire personnel responded (6)  
7814, 7820, 7822, 7827, 7835, 7836



*City of Diboll Volunteer Fire Department*



**March 18, 2024 – 1631**

- **Call # 24000000045**  
59 @ Goodwill  
Disabled truck  
In City  
Trucks 55  
Diboll Fire personnel responded (5)  
7814, 7822, 7825, 7835, 7836

**March 23, 2024 - 1646**

- **Call # 24000000046**  
TLL Library  
Fire alarm  
In city  
Trucks N/A  
Diboll Fire personnel responded (3)  
7805, 7822, 7827

**March 2, 2024 - 1911**

- **Call # 24000000040**  
201 Fairchild St  
Fire in back yard  
Out of City  
Trucks 54, 63  
Diboll Fire personnel responded (5)  
7801, 7810, 7822, 7827, 7835

**March 28, 2024 - 1248**

- **Call # 24000000047**  
59 N front of depot  
10/50 2 vehicle accident  
In City  
Trucks 63  
Diboll Fire personnel responded (3)  
7814, 7822, 78123



*City of Diboll Volunteer Fire Department*



**March 29, 2024 - 1325**

- **Call # 2400000048**

4480 FM 1818

Vehicle 10/50

Out of City

Trucks 58, 55

Diboll Fire personnel responded (8)

7805, 7810, 7814, 7821, 7822, 7825, 7827, 7836

**March 30, 2024 - 2055**

- **Call # 2400000049**

FM 1818 & Zavalla

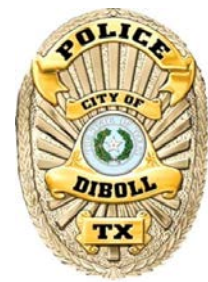
Brush fire

Out of City

Trucks N/A

Diboll Fire personnel responded (5)

7805, 7822, 7825, 7827, 7836



Diboll Police Department

**Monthly DEPT. STATS**  
**March 2024**

CALLS FOR SERVICE	231
INCIDENT REPORTS	15
CRASH REPORTS	8
EXTRA PATROLS/ PATROL REQUESTS	334
TRAFFIC STOPS	440
TOTAL ARRESTS	17
MISD. ARREST	9
FELONY ARREST	8
BUSINESS CHECKS	348
TOTAL POLICE ACTIVITY	1499



## Public Works Director Council Report – April 2024

UCRM-2 SCADA Upgrades: SCADA procurement underway. Some items face very long lead times. Scada procurement and remote programming started. The control panels have a six-month lead time of production. This will put the Scada installation of hardware around 6/10/2023. Scada elevated storage tank hardware scheduled for late January. Scada contractor will be making site visits over the next few weeks. Scope review meeting scheduled at WWTP on 2/15 at 1:30 PM. The scope review meeting went very well. We discussed automated process control based on defined set-points. We then discussed programming to perform certain control decisions based on the parameters received from connected sensors on our equipment. Control functions include turning power on or off, increasing or decreasing speed and flow, raising, or lowering levels in tanks. Flowmeters and data loggers are installed in strategic locations to send data to remote terminal units, then send their collected data to the treatment plant operators. With this data, the operators have an opportunity to see problems like leaks, overflows, or chemical imbalance. Access to up-to-date information on these potential problems gives water operations a chance to fix these issues in advance, reducing downtime. Scada ongoing. Radio tower schedule below.

- 1 WWTP\* 100ft Tower Install Radios & Antennas 22-Mar, Duration 2 days.
- 2 OEST Install Radios & Sector Antennas on tower rails 24-Mar, Duration 2 days.
- 3 North Pump Station Install Radio & Antenna on existing 60 ft tower 27-Mar, Duration 1 days.
- 4 NEST Install Radio & Antenna on tower rails 6-Apr, Duration 2 days.
- 5 Well 1 Install 20ft tower extension, Radio and Antenna 28-Mar, Duration 1 days.
- 6 Well 2 Install 20ft tower extension, Radio and Antenna 29-Mar, Duration 1 days.
- 7 Well 3 Install 20ft tower extension, Radio and Antenna 30-Mar, Duration 1 days.
- 8 Well 4 Install 20ft tower extension, Radio and Antenna 31-Mar, Duration 1 days.
- 9 Well 5 Install new 60ft tower, Radio and Antenna 22-Mar, Duration 10 days.
- 10 Prison LS Install Radio & Antenna on Existing tower 3-Apr, Duration 2 days.
- 11 Lynn LS Install new 40ft tower, Radio and Antenna 23-Mar, Duration 10 days.
- 12 Neil Pickett LS Install Radio & Antenna on Existing tower 4-Apr, Duration 2 days.
- 13 AS Davis LS Install Radio & Antenna on Existing tower 5-Apr, Duration 2 days.
- 14 Lumberjack LS Install new 40ft tower, Radio and Antenna 23-Mar, Duration 10 days.



Radio tower and equipment installation 80% through 4/7 – has been delayed due to rain. Plan to resume 4/10 and complete installation, radio programming, and testing by 4/14 weather permitting. Radio/Network Items and radio towers all received and dispatched to site. Procurement for all Control Panels ongoing, expected completion 4/30. Assembly of panels planned 4/17 start staging. Scada-work was ongoing this week at lift stations. Hardware installations and cutover to temporary control panels. New control panel installation at lift stations completed 7/5. Weather stations to be installed this week. Final testing to insure they are working correctly. Work on water well SCADA to begin 7/10.

7/31- 8/4 Reconfigure Radio network with new IPS. Will be replacing Water wells 3, 1, 5 and cut over. 8/7 – 8/11 Will be replacing Water wells 4, and NPS and possibly NEST. Also, will be working at the WWTP to trace and label wiring in preparation for the Panel changeout. 8/14 – 8/18 Install Well 2 panel and Convert OEST to new panel. Continue wire identification and Start process of WTP panel replacement and RIO.

We started to experience communication failures at our well sites on the new SCADA network. This caused a delay of the installation until we were able to diagnose the problem. Our techs boosted our signal strength and coded reboot protocol into the programing. This seems to have fixed the problem. Installation at well 1,5 and old elevated resumed 9/7/2023

Well 1 and 5 SCADA installation completed. Old elevated tower installation ongoing.

#### SCADA Panel:

The SCADA PLC is installed, wired up, and powered up. Its program has been tested and uploaded. It is communicating with the OEST intermediate PLC. Establish comms with Chlorine PLC loop testing. HMI is installed and its application loaded. The new chlorine analyzer has been installed and is functioning. We found the level GST sensor to be malfunctioning. Initially, we noted some blockage in the plumbing and cleared it out however, the sensor function was intermittent. We tested this by installing another temporary transmitter to the auxiliary line and measuring both readings. We were able to procure another sensor through Schneider Electric today and had it couriered to Diboll and were able to replace the malfunctioning sensor as it is imperative for the system to function as designed. Well 2 is going offline for about 2 days as we work on this cutover process after previously making sure that NPS was performing as expected and everyone involved agreed. It's a crucial step in keeping things running smoothly, but we're aware it might cause some ripples in the regular functionality of the WWTP.

Well 2 panel installs have been completed on 10/19/2023. Turned off well 2 and related wells 3 & 4 feeding into the Old GST.

Testing all the IO to determine functionality. We found we couldn't function pump 3 from the control panel. Well 2 depth measurement was not operational. Chemical pump logic was found to be disabled for adjustment according to aggregate flow from wells 2,3,4. Only one chemical pump is operational, however the sensor wire is cut so it cannot be controlled. This was probably due to unreliability and/or well flow meters going out of service and/or unreliability of controlling pump strokes. Pump 1 and pump 3 flowmeters have water ingress and are corroded – non-operational. Removed the old Well 2 panel and installed the new panel backplane. Started the process of completing all the wiring. Spent a considerable amount of time troubleshooting pump 3 on/off command, this has been corrected and pump 3 is now operational from PLC and SCADA.

Replaced the level transmitter on well 2 and now water depth reading from well 2 is available. Completed and organized wiring on the new panel. PLC program was installed and tested. Local HMI application was installed and tested. SCADA operation was tested, and status checks completed. Wells were tested in auto mode by forcing sequences. Pumps were tested in auto mode by forcing sequences. Added additional logic to disable chemical pumps at a level above 3 mg/l and reenable at 1mg/l, this will prevent excessive chlorination of the GST in case one of the wells are out of service. The setpoints tags are also made available to be included in the new SCADA implementation.

Remaining items:

Chemical pump remains flashing on SCADA, however it was tested to physically turn on when needed – need to trouble shoot but we may need to access Wonderware back end.

All cycles need to run in Auto mode (OEST Demand and GST Demand), well calls GST level setpoints, this will be monitored over the next few days as the GST and OEST systems are switched to Alternate or GST only.

Need input to calibrate the scale for the well level sensor.

Wiring the HMI

We found a fill valve in the vault outside of the OEST compound. There is wiring connected to it, but it does not show on the WW SCADA nor is it controlled by the PLC. We will investigate the wiring further and discuss functionality with the city before wiring it back into the new panel.

All water wells, towers and lift stations have been completed. Work is still ongoing at WWTP. Graphics are being updated with points as SOAP is completing work in the field. Working to be completed before the Christmas holidays. A realistic goal would be to have the final walkthrough and acceptance the first week of January.

SCADA - WWTP Functional Performance Testing and Graphics updates are ongoing. Completion week of 1/8/24

SCADA - still adjusting the plant timing and should be completed next week. Then will schedule turnover.

SCADA - waiting on update from climatic on the timing issue with command control at the wastewater treatment plant.

New logic has been updated to correct timing issues with controllers. Meeting scheduled for 4/5/2024 to walkthrough and review system. We will then schedule final walkthrough and staff training.

Estimated completion date of 4/24/24.

Status: 90% Complete

UCRM-5 Water Meter AMI: Neptune AMI Meter System

Timeline has been moved back to March of 2023 due to delay in meter production. Meter boxes and lids have been received at the warehouse. We have started receiving shipments of antennas for the meters. PSI will have proofs of the mailers and door hangers ready for review on 2/8/2023. Conex container delivered and prepped for continued receiving of meters and antennas. Door tags

and mailer proofs were delayed and expected to be available for review by the end of March. Expected meter delivery dates on chart below.

Door tags and mailers proof is ongoing. The Neptune Customer portal is new, and PSI is having to develop that marketing material for the door tags. Meters trickling in. Looks like all the endpoints have been delivered. 5/8x3/4 meters still tracking first week of June.

Description	Part Number	Quantity	Expected Delivery Date
R900 CELL PIT NICOR 6'	.13966-600	70.00	1/13/2023
11/2 X 13 ULTRASONIC	EU2A1G1SG71	12.00	1/13/2023
2 X 17 ULTRASONIC	EU2E1G1SG71	41.00	1/13/2023
3 FLG 17 LEN ULTRA/MACH	EU3B1G1SG72	1.00	1/13/2023
4 FLG 14 LEN ULTRA/MACH	EU3C1G1SG72	9.00	1/13/2023
8 FLG 20 LEN ULTRA/MACH	EU4A1G1SG72	1.00	1/13/2023
R900 CELL PIT NICOR 6'	.13966-600	50.00	1/13/2023
6 FLG 18 LEN ULTRA/MACH	EU3E1G1SG73	6.00	1/13/2023
R900 CELL PIT NICOR 6'	.13966-600	20.00	4/28/2023
1 ULTRASONIC	EU1F1G1SG71	20.00	4/28/2023
R900 CELL PIT NICOR 6'	.13966-600	1373.00	6/9/2023
5/8X3/4 ULTRASONIC	EU1B1G1SG71	1373.00	6/9/2023

Door tags and mailers proof is ongoing. The Neptune Customer portal is new, and they having to develop that marketing material for the door tags. 5/8x3/4 meters still tracking first week of June.

5/8x3/4 meters are at Core and Main in Lufkin. Mailer and Door Tag proofs have been provided for review next week. With delivery set for mid-June. Soft start for meter installs next week, likely mid-week. Door tags and mailers have been approved. They will be distributed to the first group of residents to receive new meters. Soft start scheduled for 7/13. Start was delayed due to a programing issue with Neptune and our system software. We are looking at a start date of August 16,2023.

Meters were started installing on 8-28-2003. 474 meters have been installed as of 9/7/2003. The installers are moving fast, and we expect to be completed by the end of the month.

Out of 1523 total meters 1428 meters have been installed. City crews are completing the skip list and helping find all meters that were not locatable. Many are idle accounts that are no longer in use. We have 13 large meters to install. All meters and fixtures will have to be replumbed.

1453 total meters changed. Crews will be back on site to finish the remaining meters 12/15/2023.

We are still waiting on a lead time for the remaining 3 meters that are on order.

Water meters - skip list locates, on 21 remaining meters. Wanting to complete by week of 1/8-1/12. Billing Integration - Ongoing

The second round of interface and field staff training will be scheduled this week.

Water meters -still have 5 meters on order and to install. This will be late April or early May before meters on hand

Customer Portal setup - Neptune is working on setting up the portal. Should be completed by end of next week.

Second training to be scheduled when Portal is completed for Neptune 360 and field troubleshooting.

Develop and send out mailer for water customers regarding Customer Portal

Mailer for portal info being developed. Proof next week for review

Estimated completion date of [5/1/2023](#)

Status: [90% Complete](#)

### WWTP/TWBD Project

We are still working on the environmental clearance with TWDB. KSA is working on map exhibits and some other documents for the environmental study and should have that to them this week along with the engineering report. The engineering report will be submitted to TWDB by 12/8/2022. This will contain certain information/exhibits that are required for the environmental review to move forward at TWDB. We plan to begin the preliminary design phase (construction plans and specifications) in January. This will run concurrently with TWDB review of the engineering report and environmental to speed up the schedule. The engineering report and environmental documents are under review by TWDB. I do not know what their current backlog is but will be reaching out to them for an update. I would expect to begin preparing design plans/specifications in March. The project is under review by TWDB staff. They have the Engineering Feasibility Report and the environmental documents. These reviews run concurrently, but the environmental must be approved before the engineering report can be approved. TWDB requested some supplemental environmental information that was submitted at the end of January. Including the 30-day public comment period, I would expect to have environmental approval by the end of April. This is based upon my last conversation with our environmental reviewer. The engineering report approval will follow shortly thereafter. The TWDB is still reviewing the engineering report on the WWTP project. Based on the email below, KSA should have comments by the end of next week. They should know more about the environmental status early next week.

Good morning Mr. Hays,

I had started to review the EFR but had to prioritize a few other deadlines so I will need to get back to that review and finish it. I plan to send you review comments or to let you know that the EFR satisfies TWDB requirements before the end of next week.

I know Gayla has a few environmental reviews that she is working on currently and one of those should be for the City of Diboll. I will have a meeting with her on this coming Monday to get an update then one of us will report back to you on the environmental status.

Please feel free to reach out to our team with any questions on this project or any others. I would also like to thank you for your patience with us as we work through our heavy workloads.

Thanks,

Cody

KSA have some minor comments to respond to on the engineering report. They have asked for a detailed cost estimate and a statement indicating how we will address any budgetary constraints. Danny's plan for that statement is to indicate that the City will decide between securing additional funding or prioritizing project components to remain within available construction funds. We still have not received any information regarding the environmental approval. The TWDB has all the information we need, and I believe that it is just going through the review and approval process. While things like engineering reports, plans, and specifications can be reviewed and approved by the project team, environmental items go through additional layers of approval as well as a public comment process. We are checking in with them routinely on the environmental but have not yet received a response. We are still awaiting the environmental approval that will allow us to move forward. TWDB is significantly backlogged on environmental reviews. I will be checking in with them next week. The TWDB is going over the engineering plans now. We are waiting on environmental to be processed. TWDB is still backlogged.

We should be receiving approval within the next couple of weeks. Danny will be starting his design team this week on the plans and specifications in advance of that approval.

Environmental approval is working through TWDB management. Once we receive the language for the public notice we can publish and submit proof of publication for final environmental and engineering report approval.

We received the language for the environmental public notice on the WWTP project and will be getting it into the week of 10/2/2023 newspaper and we are proceeding with our design phase.

We are progressing with preparation of plans and specifications.

Plans and specifications are 60% complete. We have a schedule walkthrough of the plant on Dember 11<sup>th</sup> with KSA.

Plans and specifications are being reviewed by KSA internally. They anticipate scheduling a review meeting with city staff within the next couple of weeks.

KSA is working on the final design phase of the project. Danny will have an update next week on when the plan specs will be submitted to the water board.

Estimated completion date of 6/1/2024.

Status: 25% Complete



## Neil Pickett Drive Sanitary Sewer Line Replacement

The sewer collection system that serves the residents on Neil Pickett Drive is made up of old, vitrified clay tile pipe and brick manholes. This system has outlived its useful life and is the result of frequent maintenance issues and infiltration an inflow problem. Construction shall replace sewer lines with approximately 1500 linear feet of new eight-inch sewer pipe, three (3) four feet (4') diameter manholes, and all associated appurtenances. Site visit and plan overview held on 2/2/2023.

KSA will be preparing our engineering agreement for council approval at the July meeting.

Bob Thurber with KSA said they are waiting for the geotechnical report for this area, due to boring that will be done during this project. Once they have the report, the onsite work should begin.

Preliminary design is complete. Crews have completed the boring for core samples and we are waiting on the geotechnical report to complete the field design since it involves the recommended pavement section.

We are preparing the final construction agreement. TDA has recently issued a new implementation manual, so we are incorporating any changes required.

Bob has sent the award recommendation letter to Jason that recommends award of contract to Duplichain Contractors. It should be on the agenda for the 14th council meeting for the council to award the contract.

Contract has been awarded and we are scheduling a pre-construction meeting.

KSA is currently reviewing shop drawings and anticipate a Pre-Construction Conference within the next couple of weeks. At that time a notice to proceed for construction start will be issued.

A Pre-Construction Conference was conducted on January 18, 2024. NTP effective date is January 22, 2024. With 10 calendar days from start date from effective date and 120 calendar days for construction completion, all work shall be complete by May 31th, 2024.

We received manholes last Thursday for the above-referenced project, and plan on mobilizing to start construction the week of February 19th.

Crews have mobilized equipment to the job site. The pipe and materials have been delivered. Construction planned to start on 3-6-2024. Delayed due to weather.

As of 4/3/2024 500 ft of pipe has been replaced, 2 new manholes installed, and 6 service taps completed.

Estimated completion 5/31/2024.

Status: 5% complete

## ARPA Project

Plans on the Lumberjack Drive are ready for review. Meeting with KSA 11-10-2022 to complete the preliminary design phase. We found the last easement/ROW document and have confirmed a complete ROW from the existing Lumberjack Drive to the TxDOT bypass. With this final ROW

we are making one alignment change to avoid a road crossing within the TxDOT ROW and should be complete by 12/16/2023. Once we have the final plans, we can submit them to TxDOT for permit approval. We have received the required ARPA contract provisions from Grant Works and are incorporating it into our contract documents. Our estimate for completion of all plans, contract, specifications, and permitting is 1/1/2023. We are currently reviewing the sample construction contract sent to us by Grant Works. It is unlike anything we have seen from them before. We are reviewing it against more standard construction contracts we use and/or have seen in our industry. This is high on the priority list and I'm targeting to complete the review by 2/10/23. Danny from KSA will be putting together the final construction contract documents this week. He anticipates advertising for bids within the next couple of weeks. KSA is working with grant works to sort out bid advertisement requirements.

We have not heard from Grant Works regarding revised language on the Lumberjack Dr. Waterline bid advertisement. Danny has been communicating with Jason on this and we are proceeding with the advertisement beginning this Friday 5/5/2023 in the Lufkin Daily News.

Danny is updating the contract documents for transmittal to Grant Works per the various discussions held. I anticipate that transmittal to occur this week. We will set the schedule for re-bidding the project once Grant Works completes their review. Grant Works is currently reviewing the construction contract. At this time Danny stated there had been no return information from Grant Works. Grant Works is reviewing the construction contract.

Bid opening scheduled for Tuesday the 12<sup>th</sup> at 2:30 pm. We are currently corresponding with TxDOT for the utility permit.

We are ready for the council to make an award for the construction contract.

We are preparing construction contracts for execution by Terry Black.

Construction contracts have been executed. Awaiting the pre-construction meeting.

Preconstruction meeting held on 1/17/2023. Contract time begins February 12, 2024 with substantial completion on or before

May 13, 2024 and final completion on or before June 13, 2024.

Estimated completion date of 6/13/2024.

Status: 30% Complete

### Well #1

Well number 1 has had some electric issues. The damaged wiring has been replaced between the well head and the control panel. After repairs were made issues still existed with the submersible pump. We are gathering quotes for repairs. We have completed removal and inspection of the pumping equipment from Well No. 1 and have completed a TV Survey of the well. Listed below are the findings. Pumping Equipment Inspections of the pumping equipment found that the 50 HP submersible motor megas bad on all 3 legs and the rotor is locked. The pump was found to have over-tolerance wear to all the bowl bearings and their respective shaft surfaces. The impeller skirts and their respective intermediate bowl wear rings also contain over-tolerance wear. All the 4"

pump columns contain deep rust pits on their external surfaces. The cable on the downhole probe was found to be damaged the existing discharge head was found to be very rusty and corroded on the OD and inside of the electrical box.

## TV Survey

A TV Survey was performed on 02/19/2024 to investigate conditions of the well after removing the pumping equipment from the well. The static water level was 225 feet and the total depth viewed was 594 feet. Reviewing the survey video revealed scale build-up at 9' onward. The screen perforations are partially plugged. There were no structural issues noted at this time. Based on available data about the well, it appears that there is about 10 feet of screen covered by fill in the bottom of the well, and a total 30 feet of fill.

We are seeking quotes for

### Recommended Pumping Equipment and Services Well Rehabilitation

- Haul work pipe, air compressor, and ancillary equipment necessary for wire brushing and jetting operations.
- Service rig and crew to mechanically wire brush the screen and blank liner with a sodium hypochlorite solution.
- Service rig, crew. And air compressor to jet accumulated debris from the bottom of the well.

### Pumping Equipment and Rehabilitation

- New 300 GPM submersible pump with lift nipple
- New 50 HP, 3/60/460 volt, 3600 RPM submersible motor
- 460 ft. new #4/3C WG submersible motor cable with splice kit
- 450 ft. new 4" T&C pump column
- Centralize the lower 3 joints of pump column to protect the submersible motor and downhole probe cables
- New 4" ductile iron check valve
- New 4" submersible discharge head with junction box
- New 1/4" stainless steel airline complete with water level detector kit
- New submersible transducer with display



- Miscellaneous items to make operational
- Shop labor to assemble the new equipment and load for shipment

Staff will be asking the council to consider or act on a task order for engineering services with KSA for the Water Well No. 1 Rehabilitation project.

Final Design - Prepare contract documents and technical specifications for public bidding. This will include all required agreement forms and other forms required by the city and/or state for inclusion in a public works construction contract. The technical specifications will detail the well rehabilitation process and pump installation for compliance with TCEQ and TDLR regulations. This phase is estimated to be completed within 30 calendar days.

Bidding - These services will include coordination of placing bid advertisements in the Lufkin Daily News, posting the bidding documents to civcastusa.com for distribution to potential bidders, conducting the bid opening, reviewing & tabulating bids received, and presentation of bidding summary to the city council for potential award of a construction contract. This phase is estimated to be completed within 25 calendar days subject to newspaper publication dates/deadlines and the city council meeting schedule.

Construction Administration - These services will include preparation of the final construction contract documents, coordinating execution of the construction contract, conducting a pre-construction conference, reviewing contractor submittals (materials, equipment, procedures, etc.), monthly site visits by Engineer, review and processing of monthly contractor pay applications, and final inspection upon completion of the project. This phase is estimated to be completed within 130 calendar days which includes estimated time for execution of the construction contract, scheduling of the pre-construction conference, and a 3-month construction duration.

Estimated completion date 8-1-2024

Status: 20% completed

## Department Projects

### #18 Golf Course Bridge

The water line has started leaking in another spot. Repairs were delayed. Waiting on parts to replace a 1/12 sprinkler valve on the front nine pump house. Repairs to bridge scheduled. Planning to install sprinkler valve 12/13/2023. Sprinkler valve was received and installation complete. Bridge crossing repairs were delayed due to weather. Due to weather and other project prioritization we have moved the completion date of this project. The water well on #18 has developed another leak. We plan to completely replace 200ft of the supply line from the well head before bridge crossing repairs are made.

We now have 2 bridges that need to be replaced on the golf course. #18 and #12. We are sourcing quotes now.

Estimated completion date of 12-15-2024.

Status: 65% Complete

### Repaint Park Bridges

We will be repainting the four bridges in Old Orchard Park. Two of the bridges will require us to remove all the rust before painting will begin. We have started sourcing materials. Rust remover has been delivered. The parks department will be working on the bridges throughout the month as the weather permits. We will resume painting the bridges once the baseball complex project is completed.

We have started sanding and prepping the bridge next to pavilion 3 for paint.

Bridge by pavilion three is complete. We will continue remaining two bridges as weather permits.

Estimated completion date of [6/30/2024](#).

Status: 15% complete

### Floating Food Dispensers and Benches

We are ordering two new park benches to replace those past the point of repair. We are also adding floating food dispensers at the fishing pier will provide another opportunity for all to enjoy the park. The floating food will be good for fish, ducks, and geese. The benches and food dispenser will be ordered in next year's funding cycle.

Estimated completion date of [5/12/2024](#).

Status: 5% Complete

### Handicap Parking

The street department added 6 handicap parking spaces at the entrance of the baseball complex. This includes 1 more van accessible space.

Estimated completion date 3-28-2024.

Status: 100% completed

### Return pump.

RAS pump #2 at the wastewater stopped pumping. We diagnosed the issue to a faulty rotating assembly. We have ordered the parts and will complete repairs once they arrive.

Estimated completion date 4-1-2024.

Status: 100% completed

### South First Lift station.

On 3-22-2024 we experienced a pump failure at the south first lift station. We were able to find a replacement pump from a new vender in Houston as others did not have any options in stock. Water and wastewater crews removed the old pump and prepped the site for the new installation. Completing the installation included alignment, shimming and pipe fitment.

Estimated completion date 3-22-2024

Status: 100% completed

### Street Overlay Project

We are working with the county to help us with our street overlay program. We will be overlaying A Street and Birdsong Street. If enough funds are available, we will also add Hackberry Street. We are currently of the County's Schedule for the last week in September. This could change depending on the completion of their ongoing projects. We will begin to blade level and patch these streets starting in September before we start to overlay.

We have begun blade level up on A street. The county will be here 9/25/2003 to begin the overlay process.

The city has completed the blade level up and patching on Birdsong. The county contacted me on 9-26-2023 and put the project on hold. They are having some issues with the interlocal agreement and their approval process. This should be resolved at the next commissioner's court.

We have a meeting with KSA on 1-8-24 to discuss and review our street system study and plan for the 2024 overlay season.

See agenda Item #3

KSA will meet with me next week for site visits to the selected roads. They will start producing maps, exhibits and specs for the bidding process.

Site visits as follows:

A Street (Mill gate to west approach to RR track)

We observed base failures over approximately 5% of the street and numerous sections of longitudinal and alligator cracking.

#### Birdsong Lane (Arrington to Cul-de-sac)

We observed base failures over approximately 5% to 10% of the street and numerous sections of longitudinal and alligator cracking.

#### Mulberry Street (Hackberry to Cul-de-sac)

We observed full width base failures over the first 400-feet of street (Hackberry to the MH east of 610 Mulberry) and numerous sections of longitudinal and alligator cracking.

#### Hackberry Street (Dennis to Mulberry)

We observed base failures over approximately 5% to 10% of the street and numerous sections of longitudinal and alligator cracking.

#### Office Street (Thompson to Booker)

We observed base failures over approximately 10% to 15% of the street and numerous sections of longitudinal and alligator cracking.

#### Pine Valley Road (End @ County Road to Neil Pickett)

We drove the full length from west of Box Factory Road to W. Borden Drive. The most distressed section was between the end at the county road and Neil Pickett where we observed base failures over approximately 5% to 10% of the street and numerous sections of longitudinal and alligator cracking. The most significant area requiring attention is at the southwest corner of Box Factory Road where roadway drainage enters the roadside ditch. Vegetative growth here is hindering proper drainage and we recommend ditch cleaning from here to the end.

#### Lynn Street (Robert Nash to Justice Clark)

We observed base failures over approximately 5% to 10% of the street and numerous sections of longitudinal and alligator cracking. Due to the pavement cracking observed we recommend a chip seal prior to overlay to aid in sealing cracks for prevention of moisture migration.

KSA will proceed with preparing a bid package based on our observations and be prepared to deliver an update at the April 9th council meeting.

Completion date TBD

Status 25% complete

## Lead and Copper Water System Inventory

The new Federal Lead and Copper Rule Revisions (LCRR). While the effective date of the new LCRR is December 16th, 2021, the date water systems are expected to comply is not until October 16th, 2024. This all came down from the EPA. The EPA is doing something called Lead and Copper Rule Improvements (LCRI). It appears this will encompass the strengthening of rules such as the sampling requirements, action and trigger levels, public notice and education, and numerous other aspects of the rule. The big emphasis has been on developing a Lead Service Line Inventory (LSLI), both public and private side service lines. The EPA goal is to “get the lead out” so this inventory list will have to identify all the material, whether PVC, copper, lead, etc.

Inventories must include the following:

All service lines (public and private) are connected to the public water distribution system.

Categorization of each service line, or portion of the service line where ownership is split.

The four categories for service lines in the Inventory are:

“Lead” where the service line is made of lead.

“Galvanized Requiring Replacement” where a galvanized service line is or was at any time downstream of a lead service line or is currently downstream of a “Lead Status Unknown” service line. If the water system is unable to demonstrate that the galvanized service line was never downstream of a lead service line, it must presume there was an upstream lead service line.

“Non-lead” where the service line is determined through an evidence-based record, method, or technique not to be lead or galvanized requiring replacement. The water system may classify the actual material of the service line (i.e., plastic or copper) as an alternative to classifying it as “non-lead.”

“Lead Status Unknown” where the service line material is not known to be lead, galvanized requiring replacement, or a non-lead service line, such as where there is no documented evidence supporting material classification.

Completion date of 4/30/24

Status 10% Complete

Ditch excavation and culvert replacement:

Cozy Circle - Removal of 6 culverts and re-set to grade. Excavate 410 feet of ditch line.

OC Scott and Lynn- Benita Duffield asked me to investigate the drainage issue at this location. It appears that Lynn St. catches all the drainage from Ash St. and the housing authority. I suggest that we cut a ditch behind the houses on Lynn St. and try to divert the drainage toward Maynard.

Bordan and North First- We will be excavating approximately 450ft of ditch line that has silted in. This ditch line primarily serves as drainage for the detention pond at Atlas Roofing. We will also be repairing the catch basin at the intersection of Bordan and N First.

Glass Street – We need to bring in approximately six loads of rip-rap to repair and prevent further soil erosion. Remove fallen and dead trees preventing water flow.

# Work Order Report

3/8/2024-4/3/2024

Service Order #	Service Address	Job Date	Completion Date	Job Code	Job Type	Status	Staff	Group	Account Number	Last Edited User	Last Edited Date
SO0003845	409 RUTLAND	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-001034-03	ARomero	03/25/2024 01:01 PM
SO0003852	590 S TEMPLE	3/21/2024	3/26/2024	Cutoff	Cutoff	Completed	WATER	Public Works	01-001192-02	ARomero	03/26/2024 07:42 AM
SO0003853	1106 LYNN	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	03-000213-11	CTee	03/25/2024 12:31 PM
SO0003854	415 BIRDSONG	3/21/2024	3/21/2024	Cutoff	Cutoff	Completed	WATER	Public Works	01-001052-13	ICaffery	03/21/2024 09:58 AM
SO0003847	200 DEVEREAUX	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-000568-09	CTee	03/25/2024 02:01 PM
SO0003851	502 DEVEREAUX	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-001093-02	CTee	03/25/2024 01:59 PM
SO0003857	LIFT STATION/HOLUBEC	3/21/2024	3/21/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-001771-00	ARomero	03/21/2024 07:56 AM
SO0003858	300 PARK BLDG	3/21/2024	3/21/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-000770-00	ARomero	03/21/2024 07:56 AM
SO0003844	2467 MOCKINGBIRD LN	3/21/2024	3/21/2024	Cutoff	Cutoff	Completed	WATER	Public Works	01-000732-00	ARomero	03/21/2024 09:27 AM
SO0003860	209 HAMNER	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	05-000688-03	CTee	03/25/2024 01:02 PM
SO0003861	706 CYPRESS	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	03-001376-00	CTee	03/25/2024 01:07 PM
SO0003856	1419 RYAN CHAPEL RD	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-000475-00	ARomero	03/25/2024 12:59 PM
SO0003863	405 RUTLAND	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-001000-00	CTee	03/25/2024 02:05 PM
SO0003864	202 STUBBLEFIELD	3/21/2024	3/21/2024	Cutoff	Cutoff	Completed	WATER	Public Works	01-000609-00	ARomero	03/21/2024 09:39 AM
SO0003865	996 HOLUBEC	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-001722-02	CTee	03/25/2024 01:26 PM
SO0003866	711 DENNIS	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	01-001412-10	ARomero	03/25/2024 07:39 AM
SO0003867	714 NELSON	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	01-001433-00	CTee	03/25/2024 12:56 PM

SO0003868	608 N SECOND	3/21/2024	3/21/2024	Cutoff	Cutoff	Completed	WATER	Public Works	05-001291-11	ARomero	03/21/2024 08:01 AM
SO0003869	103 BORDEN DRIVE Remediation Field Treatment	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	99-000119-00	ARomero	03/25/2024 02:18 PM
SO0003870	304 RUTLAND	3/21/2024	3/25/2024	Cutoff	Cutoff	Completed	WATER	Public Works	02-000835-00	CTee	03/25/2024 02:04 PM
SO0003871	112 HINES	3/21/2024	3/21/2024	Cutoff	Cutoff	Completed	WATER	Public Works	01-000260-00	ARomero	03/21/2024 08:02 AM
SO0003872	608 N SECOND	3/21/2024	3/21/2024	Reinstate	Reinstate	Completed	WATER	Public Works	05-001291-11	ARomero	03/21/2024 08:00 AM
SO0003874	714 NELSON	3/21/2024	3/21/2024	Reinstate	Reinstate	Completed	WATER	Public Works	01-001433-00	ARomero	03/21/2024 10:41 AM
SO0003905	710 DENNIS	3/20/2024		Water Repairs/Maint	Miscellaneous	Open	WATER	Public Works	01-001408-03	ARomero	03/26/2024 02:18 PM
SO0003825	101 W BORDEN	3/20/2024	3/26/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-000072-00	CMays	03/26/2024 12:36 PM
SO0003824	400 KENLEY CITY HALL	3/20/2024	3/25/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	99-000942-00	CTee	03/25/2024 12:58 PM
SO0003822	710 DENNIS	3/20/2024	3/26/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001408-03	CMays	03/26/2024 02:13 PM
SO0003823	710 DENNIS	3/20/2024	3/20/2024	Misc	Miscellaneous	Completed		Public Works	01-001408-03	ICaffery	03/20/2024 07:44 AM
SO0003820	566 HOLUBEC	3/19/2024	3/20/2024	Occupant Change	Occupant Change	Completed	WATER	Public Works	02-001189-03	CMays	03/20/2024 07:53 AM
SO0003813	1312 BROWN PARSONAGE	3/19/2024	3/20/2024	Misc	Miscellaneous	Completed		Public Works	02-000380-00	CMays	03/20/2024 07:26 AM
SO0003814	106 HINES	3/19/2024		Misc	Miscellaneous	Open		Public Works	02-000159-05	ICaffery	03/19/2024 08:25 AM
SO0003815	506 S TEMPLE	3/19/2024	3/26/2024	Disconnect	Disconnect	Completed	WATER	Public Works	01-001133-08	CMays	03/26/2024 10:30 AM
SO0003817	104 HENDRICK	3/19/2024	3/19/2024	Connect	Connect	Completed	WATER	Public Works	01-000140-05	CMays	03/19/2024 03:13 PM
SO0003809	165 LARGENT	3/18/2024	3/21/2024	Street Repair/Maint	Miscellaneous	Completed	STREET	Public Works	02-000556-01	JMosley	03/21/2024 07:56 AM
SO0003812	500 S TEMPLE	3/18/2024	3/18/2024	Misc	Miscellaneous	Completed		Public Works	01-001072-02	ARomero	03/18/2024 04:56 PM
SO0003801	715 DENNIS	3/18/2024	3/15/2024	Occupant Change	Occupant Change	Completed	WATER	Public Works	01-001435-04	ARomero	03/15/2024 10:27 AM
SO0003808	104 HENDRICK	3/17/2024	3/19/2024	Disconnect	Disconnect	Completed	WATER	Public Works	01-000140-04	ARomero	03/19/2024 08:30 AM
SO0003877	4162 MOCKINGBIRD LN	3/15/2024	3/26/2024	Re-read	Re-Read	Completed	WATER	Public Works	01-001056-10	CMays	03/26/2024 10:29 AM
SO0003795	200 S FIRST	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	03-100581-00	ARomero	03/14/2024 02:40 PM
SO0003796	200 S FIRST	3/14/2024	3/14/2024	Service Action	Service Action	Completed	WATER	Public Works	03-000581-01	ARomero	03/14/2024 02:41 PM
SO0003787	1101 RED OAK	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	99-000192-00	ARomero	03/14/2024 02:17 PM



SO0003766	105 FRANKENS	3/14/2024	3/14/2024	Occupant Change	Occupant Change	Completed	WATER	Public Works	01-000150-02	ARomero	03/14/2024 12:23 PM
SO0003789	265 DEER TRACE BLVD	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	99-000739-06	ARomero	03/14/2024 02:33 PM
SO0003792	1103 RED OAK LN	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	99-100200-00	ARomero	03/14/2024 02:37 PM
SO0003793	1103 RED OAK LN	3/14/2024	3/14/2024	Service Action	Service Action	Completed	WATER	Public Works	03-000200-06	ARomero	03/14/2024 02:37 PM
SO0003771	1112 REDBUD AVE	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100242-00	ARomero	03/14/2024 12:48 PM
SO0003765	100 PINE	3/14/2024	3/20/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	03-000012-00	JMosley	03/20/2024 02:58 PM
SO0003797	107 MAGNOLIA	3/14/2024	3/15/2024	Connect	Connect	Completed	WATER	Public Works	99-101333-00	JMosley	03/15/2024 07:29 AM
SO0003775	900 DOGWOOD RIDGE Dr	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-101591-00	ARomero	03/14/2024 12:52 PM
SO0003778	900 WILLOW OAK	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-101596-00	ARomero	03/14/2024 12:55 PM
SO0003781	918 DOGWOOD RIDGE Dr	3/14/2024	3/14/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-101668-00	ARomero	03/14/2024 02:10 PM
SO0003761	1104 REDBUD AVE	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100205-00	ARomero	03/13/2024 03:00 PM
SO0003743	1009 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100056-00	ARomero	03/13/2024 12:13 PM
SO0003744	1009 RED OAK LN	3/13/2024	3/13/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100056-00	ARomero	03/13/2024 12:13 PM
SO0003745	1009 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000056-00	ARomero	03/13/2024 12:14 PM
SO0003748	1011 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000080-06	ARomero	03/13/2024 12:17 PM
SO0003749	1012 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100084-00	ARomero	03/13/2024 12:18 PM
SO0003750	1012 RED OAK LN	3/13/2024	3/13/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100084-00	ARomero	03/13/2024 12:19 PM
SO0003751	1012 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000084-04	ARomero	03/13/2024 12:19 PM
SO0003752	1018 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100103-00	ARomero	03/13/2024 12:21 PM
SO0003753	1018 RED OAK LN	3/13/2024	3/13/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100103-00	ARomero	03/13/2024 12:21 PM
SO0003754	1018 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000103-00	ARomero	03/13/2024 12:22 PM
SO0003746	1011 RED OAK LN	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100080-00	ARomero	03/13/2024 12:16 PM
SO0003762	1104 REDBUD AVE	3/13/2024	3/13/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100205-00	ARomero	03/13/2024 03:01 PM
SO0003763	1104 REDBUD AVE	3/13/2024	3/13/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000205-02	ARomero	03/13/2024 03:02 PM

SO0003747	1011 RED OAK LN	3/13/2024	3/13/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100080-00	ARomero	03/13/2024 12:17 PM
SO0003697	501 ARRINGTON	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-001077-00	ARomero	03/12/2024 09:28 AM
SO0003698	501 ARRINGTON	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	01-001077-00	ARomero	03/12/2024 09:29 AM
SO0003699	501 ARRINGTON	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-101077-00	ARomero	03/12/2024 09:30 AM
SO0003705	603 ARRINGTON	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-101228-00	ARomero	03/12/2024 09:36 AM
SO0003706	603 ARRINGTON	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	01-101228-00	ARomero	03/12/2024 09:37 AM
SO0003708	603 ARRINGTON	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-001228-04	ARomero	03/12/2024 09:38 AM
SO0003701	702 SHADY LN	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-001353-00	ARomero	03/12/2024 09:32 AM
SO0003704	702 SHADY LN METER APRI	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-001354-00	ARomero	03/12/2024 09:34 AM
SO0003703	702 SHADY LN	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	01-001353-00	ARomero	03/12/2024 09:33 AM
SO0003710	703 SHADY LN	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	01-101361-00	ARomero	03/12/2024 09:40 AM
SO0003711	703 SHADY LN	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-001361-03	ARomero	03/12/2024 09:42 AM
SO0003709	703 SHADY LN	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-101361-00	ARomero	03/12/2024 09:40 AM
SO0003714	911 S MDWS	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	01-101657-00	ARomero	03/12/2024 09:43 AM
SO0003715	911 S MDWS	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-001657-00	ARomero	03/12/2024 09:45 AM
SO0003712	911 S MDWS	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	01-101657-00	ARomero	03/12/2024 09:43 AM
SO0003717	264 DEER TRACE BLVD	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	99-100737-00	ARomero	03/12/2024 10:04 AM
SO0003718	264 DEER TRACE BLVD	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	99-000737-02	ARomero	03/12/2024 10:05 AM
SO0003716	264 DEER TRACE BLVD	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	99-100737-00	ARomero	03/12/2024 10:04 AM
SO0003722	300 THOMPSON	3/12/2024	3/13/2024	Misc	Miscellaneous	Completed		Public Works	01-000774-01	JMosley	03/13/2024 12:36 PM
SO0003720	1003 RED OAK LN	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-000034-02	ARomero	03/12/2024 10:07 AM
SO0003726	1015 RED OAK LN	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000096-04	ARomero	03/12/2024 04:41 PM
SO0003728	1015 RED OAK LN	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-000096-04	ARomero	03/12/2024 04:41 PM
SO0003730	1015 RED OAK LN	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100096-00	ARomero	03/12/2024 04:44 PM

SO0003721	1003 RED OAK LN	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100034-00	ARomero	03/12/2024 10:08 AM
SO0003719	1003 RED OAK LN	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000034-02	ARomero	03/12/2024 10:07 AM
SO0003731	913 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-001662-10	ARomero	03/12/2024 04:46 PM
SO0003735	1002 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100029-00	ARomero	03/12/2024 04:50 PM
SO0003736	1002 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100029-00	ARomero	03/12/2024 04:50 PM
SO0003738	1002 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000029-00	ARomero	03/12/2024 04:52 PM
SO0003739	1004 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-100035-00	ARomero	03/12/2024 04:53 PM
SO0003740	1004 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-100035-00	ARomero	03/12/2024 04:53 PM
SO0003741	1004 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-000035-06	ARomero	03/12/2024 04:55 PM
SO0003733	913 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Inactivate	Inactivate	Completed	WATER	Public Works	02-001662-10	ARomero	03/12/2024 04:47 PM
SO0003734	913 DOGWOOD RIDGE Dr	3/12/2024	3/12/2024	Service Action	Service Action	Completed	WATER	Public Works	02-101662-00	ARomero	03/12/2024 04:49 PM
SO0003723	1113 LAWRENCE	3/12/2024	3/18/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	05-000243-04	ARomero	03/18/2024 03:09 PM
SO0003681	1015 RED OAK LN	3/11/2024	3/13/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-100096-00	JMosley	03/13/2024 12:53 PM
SO0003690	1114 CYPRESS	3/11/2024	3/13/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	03-000246-02	JMosley	03/13/2024 12:39 PM
SO0003682	1314 GLASS	3/11/2024	3/11/2024	Connect	Connect	Completed	WATER	Public Works	02-000386-08	CMays	03/11/2024 02:20 PM
SO0003685	107 MAGNOLIA	3/11/2024	3/15/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works		JMosley	03/15/2024 07:26 AM
SO0003688	713 DENNIS	3/11/2024	3/11/2024	Disconnect	Disconnect	Completed	WATER	Public Works	01-001426-00	CMays	03/11/2024 02:34 PM
SO0003695	305 HINES	3/11/2024	3/26/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-000845-05	CMays	03/26/2024 02:17 PM
SO0003696	205 HAMNER	3/11/2024	3/13/2024	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-000645-05	JMosley	03/13/2024 01:11 PM
SO0003678	299 N HINES	3/8/2024	3/11/2024	Connect	Connect	Completed	WATER	Public Works	05-000758-26	CMays	03/11/2024 03:09 PM

## Code Compliance Report – March 2024

Mail and Bank Deposit – Daily

Park Vendor Permit – Shiver Shack

1000 N. Temple Dr. electrical permit, 1106 N. Temple Dr. Commercial remodeling permit, 506 North 2<sup>nd</sup> St. electrical permit, electrical permit 800 N. Temple Dr.

Inspections- 268 Magnolia, 1000 N Temple Dr., 506 North 2<sup>nd</sup> St.

Began process for a voluntary annexation of 1516 N. Temple Dr.

Responded to a complaint concerning a yard on Westchester.

The post office called concerning a car on Lynn St. that has a flat tire and expired registration. They stated the car is causing issues for the delivery driver. I left a door hanger and card but have not gotten a response.

Picked up stray dog at 402 S. Temple Drive. Took it to animal shelter.

Aggressive dog call on Neil Pickett. A construction crew working in the area complained about a dog being aggressive towards them. Chief Skillern met me at the residence and we spoke with owner and informed them of the city's dog at large ordinance. Advised them to not let the dog roam free.

Stray dog call at 309 Thompson. When I arrived, I did not find the dog.

I moved from wastewater to code compliance on 03-18-24. I am currently working on leaning my new position and all the requirements associated with it.

**Samantha Durham**  
*Director of Finance*



400 Kenley  
PO Box 340  
Diboll TX, 75941  
(936)829-4757  
Fax: (936)829-1179  
Email: sdurham@cityofdiboll.com

## **CITY OF DIBOLL**

### **Interoffice Memorandum**

**DATE:** April 9, 2024  
**TO:** Mayor and Council Members  
**THRU:** Jason Arnold, City Manager  
**SUBJ:** Finance Department Reports

#### ***FINANCE***

Including March 2024 Financials Report for your review

#### ***PROJECT STATUS REPORT***

##### Incode 10 Software Conversion

The City of Diboll relies heavily on its IT Infrastructure in order to provide services to our community and maintain financial transparency. Our current system includes software packages from FAST, IWORQ, Paychex, Smartsheet, Blackboard, and USTI. Each system manages a separate component including Core Financials, Accounts Payable, Purchasing, Payroll, Time & Attendance, Employee Management, Utility Billing, Municipal Court, Permitting, Budgeting, Cemetery Management, Credit Card Processing, and Customer Engagement. The City of Diboll is in the process of converting all of these system components into an all-in-one ERP system, Incode 10 by Tyler Technologies.

Socrata Open Finance  
Estimated Completion Date: April 2024  
Status: 5% Complete

Customer Meter Interface  
Estimated Completion Date: June 2024  
Status: 5% Complete

Fond regards,

A handwritten signature in cursive script that reads "Samantha Durham".