

**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, February 11, 2025 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 January 14, 2025, Regular Session Meeting
- b. Financial Statement for January 2025
- c. 12-Month Attendance Record for January 2025
- d. Investment Report for Quarter ending December 2024

Item #2: Mayor Trey Wilkerson to present the Oath and Statement of Officer to newly hired Police Officer.

Item #3: Consideration and possible action to approve the City of Diboll Investment Policy.

Item #4: Consideration and possible action to approve Ordinance 2025-02-001 to amend Chapter 6 - Article II. Sec. 6-36 of the Code of Ordinances regarding Fire Marshal services.

Item #5: Consideration and possible action to approve Resolution 2025-02-001 of the City of Diboll, Texas providing for the calling and ordering of the May 3, 2025 General Election for the purpose of electing Councilmembers for District 1, District 3, and At-Large Place 5 providing for the necessary notices and fixing the date.

Item #6: 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

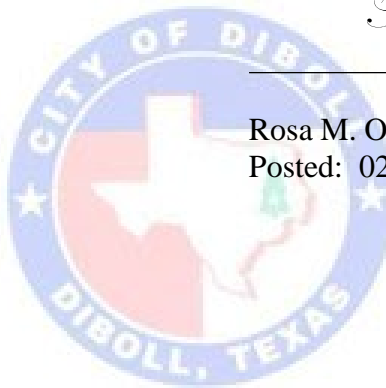
Adjournment

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 February 7, 2025, as well as at the City’s website.

Rosa M. Olvera

Rosa M. Olvera - City Secretary
Posted: 02/07/2025



**MINUTES OF THE GOVERNING BODY OF THE CITY OF DIBOLL, TEXAS
REGULAR SESSION MEETING ON TUESDAY, January 14, 2025, AT 5:15 P.M., IN
THE DIBOLL CITY HALL CHAMBERS.**

COUNCIL PRESENT

Mayor Trey Wilkerson, Mayor Pro Tem Daniel Lopez, Councilmembers Schuyler Bacon, 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, Assistant Chief of Police Jacob Hopper, Public Works Director Joshua Richard and Fire Chief Aaron Smith.

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

Gary Gores addressed Council regarding streets in Deer Trace and other Diboll related items. Guillermo Castillo addressed Council regarding Borden Dr. and Lawrence St.

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 December 10, 2024, Regular Session Meeting
- b. Financial Statement for December 2024
- c. 12-Month Attendance Record for December 2024

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

Item #2: PUBLIC HEARING regarding the completion of the sewer improvements project with associated street repairs on Neil Pickett Drive under TxCDBG Contract No. CDV21-0352.

Open: 5:21pm Closed: 5:23pm
Jason Arnold gave a brief presentation related to TxCDBG Contract No.
CDV21-0352. Raymond K. Vann was present for any questions from Council.

Item #3: Mayor Trey Wilkerson to present the Oath and Statement of Officer to newly hired Police Officer.

(RESCHEDULED)

Item #4: Auditor Presentation: Annual presentation of Audited Financials for the 2022-2023 fiscal year, by Louis Breedlove, Senior Audit Manager with BrooksWatson & Co. PLLC.

Mr. Breedlove presented the annual 2022-2023 fiscal year audited financial report to council.

Item #5: Consideration and possible action to approve Ordinance 2025-01-001, granting to Oncor Electric delivery company LLC, its successors and assigns, an electric power franchise to use the present and future streets, alleys, highways, public utility easements, public ways and public property of the City of Diboll, Texas.

Nolan Smith, Oncor Area Manager was present for any questions from Council.
Daniel Lopez made a motion to approve and Luis Maldonado second.
All in Favor, none opposed, motion carries.

Item #6: Consideration and possible action to approve Resolution 2025-01-001, operation and management agreement of Neches Pines Golf Course.

Jason Arnold gave a brief presentation related to the agreement and Nathan Pegram was present for any questions from Council.
Daniel Lopez made a motion to approve and Nora Munoz second.
All in Favor, none opposed, motion carries.

Item #7: 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

Item #8: The Diboll City Council will convene into a closed Executive Session, in accordance with Open Meetings Act, Chapter 551, Texas Government Code 551.074, for the purpose of discussing annual evaluation, employment contract and compensation of City Manager, Jason Arnold.

Council will reconvene into open session following closed door session and possibly take action on matters discussed in Executive Session.

Start: 5:55p.m.

Council reconvened at 6:53p.m. into open session following closed door session.

Item #9: Consideration and possible action on matters discussed in Executive Session pertaining to the annual evaluation, employment contract and compensation of City Manager, Jason Arnold.

Nora Munoz made a motion to extend term of contract and salary and Luis Maldonado second. All in Favor, none opposed, motion carries.

Adjournment

Mayor Trey Wilkerson called to adjourn at 6:54p.m.

Minutes of the January 14, 2025 Regular Session Meeting approved by council on this the 11th day of February, 2025.

Trey Wilkerson, Mayor

ATTEST BY:

Rosa M. Olvera, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §



City of Diboll

Financial Report Group Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 01 - General Fund						
Revenue						
3100 - Charges for Service	5,000.00	5,000.00	0.00	4,000.00	4,000.00	1,000.00
3200 - Fines and Fees	398,893.00	398,893.00	56,942.42	191,358.89	191,358.89	207,534.11
3210 - Licenses & Permits	20,000.00	20,000.00	2,657.37	10,443.87	10,443.87	9,556.13
3500 - Franchise Tax	375,000.00	375,000.00	0.00	54,806.78	54,806.78	320,193.22
3550 - Property Tax	1,467,188.00	1,467,188.00	654,041.92	1,072,016.45	1,072,016.45	395,171.55
3700 - Sales Tax	944,405.00	944,405.00	64,677.32	349,017.87	349,017.87	595,387.13
3800 - Interest	20,000.00	20,000.00	828.20	9,731.00	9,731.00	10,269.00
3805 - Miscellaneous	2,500.00	-3,100.00	647.72	13,734.40	13,734.40	-16,834.40
3940 - Contributions & Grants	0.00	0.00	0.00	2,602.46	2,602.46	-2,602.46
3960 - Donations	0.00	-10,500.00	0.00	10,500.00	10,500.00	-21,000.00
Revenue Total:	3,232,986.00	3,216,886.00	779,794.95	1,718,211.72	1,718,211.72	1,498,674.28
Expense						
4000 - Insurance	75,080.00	75,080.00	0.00	67,738.94	67,738.94	7,341.06
4030 - Fines & Fees	950.00	950.00	0.00	0.00	0.00	950.00
4040 - Administrative	200,599.00	200,599.00	11,523.49	64,565.01	68,592.68	132,006.32
4080 - Capital Purchase	87,003.00	87,003.00	0.00	12,897.70	86,901.00	102.00
4100 - Contractual & Professional Services	206,614.00	206,614.00	11,478.18	92,251.29	92,251.29	114,362.71
4110 - Intergov't Contracts	188,000.00	188,000.00	1,750.00	136,526.68	136,526.68	51,473.32
4210 - Project Expense	25,500.00	132,388.43	10,353.47	23,928.01	30,838.01	101,550.42
4300 - Utility	147,240.00	147,240.00	14,549.19	43,916.58	43,916.58	103,323.42
4400 - Repairs & Maintenance	278,227.00	419,127.49	16,178.99	106,878.90	117,607.59	301,519.90
4460 - Materials & Supplies	164,738.00	177,553.83	11,772.73	45,402.20	51,596.86	125,956.97
4500 - Miscellaneous	5,500.00	6,000.00	80.00	3,505.06	3,505.06	2,494.94
4800 - Payroll Expense	2,429,534.00	2,429,534.00	188,441.21	851,493.27	851,493.27	1,578,040.73
4860 - Personnel	63,145.00	63,145.00	2,680.00	37,843.40	37,843.40	25,301.60
9999 - Transfers	-639,144.00	-639,144.00	0.00	0.00	0.00	-639,144.00
Expense Total:	3,232,986.00	3,494,090.75	268,807.26	1,486,947.04	1,588,811.36	1,905,279.39
Fund: 01 - General Fund Surplus (Deficit):	0.00	-277,204.75	510,987.69	231,264.68	129,400.36	-406,605.11

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 02 - Utility Fund						
Revenue						
3100 - Charges for Service	3,815,187.00	3,815,187.00	276,928.43	1,090,085.13	1,090,085.13	2,725,101.87
3130 - Penalties & Interest	25,000.00	25,000.00	321,798.94	1,123,845.11	1,123,845.11	-1,098,845.11
3800 - Interest	16,000.00	16,000.00	0.00	3,493.25	3,493.25	12,506.75
3805 - Miscellaneous	0.00	0.00	2,269.14	5,910.54	5,910.54	-5,910.54
3940 - Contributions & Grants	0.00	0.00	0.00	101,935.50	101,935.50	-101,935.50
Revenue Total:	3,856,187.00	3,856,187.00	600,996.51	2,325,269.53	2,325,269.53	1,530,917.47
Expense						
4000 - Insurance	35,591.00	35,591.00	0.00	36,447.38	36,447.38	-856.38
4010 - Grant Expense	0.00	0.00	0.00	101,935.50	101,935.50	-101,935.50
4030 - Fines & Fees	2,340.00	2,340.00	461.27	904.83	904.83	1,435.17
4040 - Administrative	60,380.00	60,380.00	560.52	4,278.54	4,340.81	56,039.19
4080 - Capital Purchase	5.00	240,666.50	0.00	2,800.00	85,632.00	155,034.50
4100 - Contractual & Professional Services	895,961.00	905,661.00	68,756.96	295,653.99	296,395.90	609,265.10
4110 - Intergov't Contracts	10,080.00	10,080.00	628.80	666.00	666.00	9,414.00
4300 - Utility	141,840.00	141,840.00	12,198.76	44,170.30	44,170.30	97,669.70
4400 - Repairs & Maintenance	291,107.00	405,740.59	13,097.34	136,742.21	173,792.94	231,947.65
4460 - Materials & Supplies	281,325.00	281,325.00	15,721.21	61,825.38	69,921.15	211,403.85
4800 - Payroll Expense	627,317.00	627,317.00	56,319.27	233,085.17	233,085.17	394,231.83
4860 - Personnel	9,465.00	9,465.00	0.00	206.65	206.65	9,258.35
9999 - Transfers	1,500,776.00	1,500,776.00	0.00	0.00	0.00	1,500,776.00
Expense Total:	3,856,187.00	4,221,182.09	167,744.13	918,715.95	1,047,498.63	3,173,683.46
Fund: 02 - Utility Fund Surplus (Deficit):	0.00	-364,995.09	433,252.38	1,406,553.58	1,277,770.90	-1,642,765.99

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 03 - Recreation Fund						
Revenue						
3100 - Charges for Service	0.00	0.00	0.00	260.00	260.00	-260.00
3900 - Rentals & Leases	65,100.00	65,100.00	0.00	11,800.00	11,800.00	53,300.00
Revenue Total:	65,100.00	65,100.00	0.00	12,060.00	12,060.00	53,040.00
Expense						
4000 - Insurance	695.00	695.00	0.00	717.08	717.08	-22.08
4040 - Administrative	7,674.00	7,674.00	0.00	679.37	679.37	6,994.63
4100 - Contractual & Professional Services	1,450.00	1,450.00	120.00	460.00	460.00	990.00
4300 - Utility	55,496.00	55,496.00	3,043.60	19,384.95	19,384.95	36,111.05
4400 - Repairs & Maintenance	33,785.00	33,785.00	5,219.01	18,654.44	23,404.44	10,380.56
4800 - Payroll Expense	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00
9999 - Transfers	-64,000.00	-64,000.00	0.00	0.00	0.00	-64,000.00
Expense Total:	65,100.00	65,100.00	8,382.61	39,895.84	44,645.84	20,454.16
Fund: 03 - Recreation Fund Surplus (Deficit):	0.00	0.00	-8,382.61	-27,835.84	-32,585.84	32,585.84

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 05 - Special Revenue Fund						
Revenue						
3805 - Miscellaneous	0.00	656.32	129.60	1,799.28	1,799.28	-1,142.96
3940 - Contributions & Grants	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
Revenue Total:	1,200.00	1,856.32	129.60	1,799.28	1,799.28	57.04
Expense						
4010 - Grant Expense	55,000.00	147,031.09	0.00	15,232.87	15,968.40	131,062.69
4210 - Project Expense	1,200.00	1,626.53	0.00	1,483.60	1,733.60	-107.07
9999 - Transfers	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
Expense Total:	106,200.00	198,657.62	0.00	16,716.47	17,702.00	180,955.62
Fund: 05 - Special Revenue Fund Surplus (Deficit):	-105,000.00	-196,801.30	129.60	-14,917.19	-15,902.72	-180,898.58

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 06 - Hotel/Motel Tax Fund						
Revenue						
3400 - Hotel Motel Tax	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00
Revenue Total:	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00
Expense						
9999 - Transfers	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00
Expense Total:	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00
Fund: 06 - Hotel/Motel Tax Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 07 - Seized Fund Revenue						
3800 - Interest	0.00	0.00	1.30	5.15	5.15	-5.15
Revenue Total:	0.00	0.00	1.30	5.15	5.15	-5.15
Fund: 07 - Seized Fund Total:	0.00	0.00	1.30	5.15	5.15	-5.15

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 08 - Diboll Day Fund						
Expense						
4040 - Administrative	1.00	1,450.66	0.00	645.76	645.76	804.90
4100 - Contractual & Professional Services	1.00	6,001.00	0.00	2,747.50	2,747.50	3,253.50
4460 - Materials & Supplies	2.00	5,297.74	0.00	5,297.71	5,297.71	0.03
4800 - Payroll Expense	1.00	2,001.00	0.00	0.00	0.00	2,001.00
9999 - Transfers	-5.00	-5.00	0.00	0.00	0.00	-5.00
Expense Total:	0.00	14,745.40	0.00	8,690.97	8,690.97	6,054.43
Fund: 08 - Diboll Day Fund Total:	0.00	14,745.40	0.00	8,690.97	8,690.97	6,054.43

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 09 - MC Security Fund						
Revenue						
3200 - Fines and Fees	6,000.00	6,000.00	1,677.09	5,845.45	5,845.45	154.55
Revenue Total:	6,000.00	6,000.00	1,677.09	5,845.45	5,845.45	154.55
Expense						
9999 - Transfers	10,320.00	10,320.00	0.00	0.00	0.00	10,320.00
Expense Total:	10,320.00	10,320.00	0.00	0.00	0.00	10,320.00
Fund: 09 - MC Security Fund Surplus (Deficit):	-4,320.00	-4,320.00	1,677.09	5,845.45	5,845.45	-10,165.45

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 10 - MC Tech Fund						
Revenue						
3200 - Fines and Fees	7,000.00	7,000.00	1,402.86	4,895.94	4,895.94	2,104.06
Revenue Total:	7,000.00	7,000.00	1,402.86	4,895.94	4,895.94	2,104.06
Expense						
4300 - Utility	12,000.00	12,000.00	239.59	954.51	954.51	11,045.49
Expense Total:	12,000.00	12,000.00	239.59	954.51	954.51	11,045.49
Fund: 10 - MC Tech Fund Surplus (Deficit):	-5,000.00	-5,000.00	1,163.27	3,941.43	3,941.43	-8,941.43

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 12 - Red Light Fund						
Revenue						
3800 - Interest	0.00	0.00	25.79	102.29	102.29	-102.29
Revenue Total:	0.00	0.00	25.79	102.29	102.29	-102.29
Fund: 12 - Red Light Fund Total:	0.00	0.00	25.79	102.29	102.29	-102.29

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 13 - Debt Service Fund						
Revenue						
3550 - Property Tax	135,569.00	135,569.00	61,849.32	101,701.48	101,701.48	33,867.52
3800 - Interest	0.00	0.00	28.74	53.88	53.88	-53.88
Revenue Total:	135,569.00	135,569.00	61,878.06	101,755.36	101,755.36	33,813.64
Expense						
4015 - Bond Expense	606,974.00	606,974.00	525,302.89	525,302.89	525,302.89	81,671.11
4020 - Note Expense	399,592.00	399,592.00	0.00	0.00	0.00	399,592.00
4030 - Fines & Fees	950.00	950.00	475.00	475.00	475.00	475.00
9999 - Transfers	-871,947.00	-871,947.00	0.00	0.00	0.00	-871,947.00
Expense Total:	135,569.00	135,569.00	525,777.89	525,777.89	525,777.89	-390,208.89
Fund: 13 - Debt Service Fund Surplus (Deficit):	0.00	0.00	-463,899.83	-424,022.53	-424,022.53	424,022.53

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 14 - Endowment Fund						
Revenue						
3800 - Interest	8,050.00	8,050.00	0.00	0.00	0.00	8,050.00
Revenue Total:	8,050.00	8,050.00	0.00	0.00	0.00	8,050.00
Expense						
9999 - Transfers	5.00	5.00	0.00	0.00	0.00	5.00
Expense Total:	5.00	5.00	0.00	0.00	0.00	5.00
Fund: 14 - Endowment Fund Surplus (Deficit):	8,045.00	8,045.00	0.00	0.00	0.00	8,045.00

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 15 - Restricted Project Fund						
Expense						
4210 - Project Expense	136,000.00	228,566.10	0.00	92,566.10	92,566.10	136,000.00
Expense Total:	136,000.00	228,566.10	0.00	92,566.10	92,566.10	136,000.00
Fund: 15 - Restricted Project Fund Total:	136,000.00	228,566.10	0.00	92,566.10	92,566.10	136,000.00

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 16 - MC Local Truancy Prevention & Diversion Fund						
Revenue						
3200 - Fines and Fees	0.00	0.00	1,647.04	5,706.61	5,706.61	-5,706.61
Revenue Total:	0.00	0.00	1,647.04	5,706.61	5,706.61	-5,706.61
Fund: 16 - MC Local Truancy Prevention & Diversion Fund Total:	0.00	0.00	1,647.04	5,706.61	5,706.61	-5,706.61

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 17 - MC Municipal Jury Fund						
Revenue						
3200 - Fines and Fees	0.00	0.00	32.73	113.38	113.38	-113.38
Revenue Total:	0.00	0.00	32.73	113.38	113.38	-113.38
Fund: 17 - MC Municipal Jury Fund Total:	0.00	0.00	32.73	113.38	113.38	-113.38

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 18 - Keep Diboll Beautiful Fund						
Revenue						
3960 - Donations	0.00	0.00	38.67	161.06	161.06	-161.06
Revenue Total:	0.00	0.00	38.67	161.06	161.06	-161.06
Expense						
4210 - Project Expense	37,000.00	3,725.51	2,445.00	4,664.08	4,664.08	-938.57
Expense Total:	37,000.00	3,725.51	2,445.00	4,664.08	4,664.08	-938.57
Fund: 18 - Keep Diboll Beautiful Fund Surplus (Deficit):	-37,000.00	-3,725.51	-2,406.33	-4,503.02	-4,503.02	777.51

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 19 - Street Project Fund						
Revenue						
3800 - Interest	0.00	0.00	86.89	344.57	344.57	-344.57
Revenue Total:	0.00	0.00	86.89	344.57	344.57	-344.57
Expense						
4210 - Project Expense	226,000.00	226,000.00	0.00	0.00	0.00	226,000.00
Expense Total:	226,000.00	226,000.00	0.00	0.00	0.00	226,000.00
Fund: 19 - Street Project Fund Surplus (Deficit):	-226,000.00	-226,000.00	86.89	344.57	344.57	-226,344.57

Financial Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 20 - ARPA Fund						
Revenue						
3800 - Interest	0.00	0.00	139.69	795.44	795.44	-795.44
Revenue Total:	0.00	0.00	139.69	795.44	795.44	-795.44
Expense						
4210 - Project Expense	1,157,000.00	1,157,000.00	14,714.00	424,517.46	424,517.46	732,482.54
Expense Total:	1,157,000.00	1,157,000.00	14,714.00	424,517.46	424,517.46	732,482.54
Fund: 20 - ARPA Fund Surplus (Deficit):	-1,157,000.00	-1,157,000.00	-14,574.31	-423,722.02	-423,722.02	-733,277.98
Total Surplus (Deficit):	-1,662,275.00	-2,470,313.15	459,740.70	657,619.47	421,236.94	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
01 - General Fund	0.00	-277,204.75	510,987.69	231,264.68	129,400.36	-406,605.11
02 - Utility Fund	0.00	-364,995.09	433,252.38	1,406,553.58	1,277,770.90	-1,642,765.99
03 - Recreation Fund	0.00	0.00	-8,382.61	-27,835.84	-32,585.84	32,585.84
05 - Special Revenue Fund	-105,000.00	-196,801.30	129.60	-14,917.19	-15,902.72	-180,898.58
06 - Hotel/Motel Tax Fund	0.00	0.00	0.00	0.00	0.00	0.00
07 - Seized Fund	0.00	0.00	1.30	5.15	5.15	-5.15
08 - Diboll Day Fund	0.00	-14,745.40	0.00	-8,690.97	-8,690.97	-6,054.43
09 - MC Security Fund	-4,320.00	-4,320.00	1,677.09	5,845.45	5,845.45	-10,165.45
10 - MC Tech Fund	-5,000.00	-5,000.00	1,163.27	3,941.43	3,941.43	-8,941.43
12 - Red Light Fund	0.00	0.00	25.79	102.29	102.29	-102.29
13 - Debt Service Fund	0.00	0.00	-463,899.83	-424,022.53	-424,022.53	424,022.53
14 - Endowment Fund	8,045.00	8,045.00	0.00	0.00	0.00	8,045.00
15 - Restricted Project Fund	-136,000.00	-228,566.10	0.00	-92,566.10	-92,566.10	-136,000.00
16 - MC Local Truancy Preven..	0.00	0.00	1,647.04	5,706.61	5,706.61	-5,706.61
17 - MC Municipal Jury Fund	0.00	0.00	32.73	113.38	113.38	-113.38
18 - Keep Diboll Beautiful Fu...	-37,000.00	-3,725.51	-2,406.33	-4,503.02	-4,503.02	777.51
19 - Street Project Fund	-226,000.00	-226,000.00	86.89	344.57	344.57	-226,344.57
20 - ARPA Fund	-1,157,000.00	-1,157,000.00	-14,574.31	-423,722.02	-423,722.02	-733,277.98
Total Surplus (Deficit):	-1,662,275.00	-2,470,313.15	459,740.70	657,619.47	421,236.94	

DIBOLL CITY COUNCIL 12-MONTH ATTENDANCE RECORD

Council Member	2/13/2024	3/12/2024	4/9/2024	5/14/2024	6/11/2024	6/25/2024	7/9/2024	7/23/2024
Schuyler Bacon					0	0	0	0
Luis Maldonado	0	0	0	0	0	0	1	0
Nora Munoz	0	0	0	0	0	0	0	0
Daniel Lopez	0	0	0	0	0	0	0	0
Ruben Terrazas	0	0	0	0	0	0	1	0
Ray Williams, Jr.	0	0	0	1	0	1	1	0
Trey Wilkerson	0	0	0	0	0	0	0	0
Total Absences	0	0	0	1	0	1	3	0

Council Member	8/13/2024	9/3/2024	9/10/2024	10/8/2024	11/12/2024	12/10/2024	1/14/2025	TOTAL TO-DATE
Schuyler Bacon	0	0	1	0	0	0	0	1
Luis Maldonado	0	0	0	0	0	0	0	1
Nora Munoz	0	0	0	0	0	0	0	0
Daniel Lopez	1	0	0	0	0	0	0	1
Ruben Terrazas	0	0	0	0	0	0	0	1
Ray Williams, Jr.	0	0	0	0	0	0	0	3
Trey Wilkerson	0	0	0	1	0	0	0	1
Total Absences	1	0	1	1	0	0	0	8



Rosa M. Olvera
Rosa M. Olvera - City Secretary



Investment Report for the Quarter Ending December 31, 2024

INVESTMENT STRATEGY: The City intends to pursue a passive portfolio management philosophy. While the financial market will be monitored by investment officials and the City will purchase investments based on the parameters for liquidity and based on market conditions, investment officials do not intend to actively sell investments. Market and credit risk shall be minimized by diversification by investment instrument, by financial institution, and by maturity scheduling.

This report is in compliance with the Act, Chapter 2256 of the Local Government Code and the City of Diboll Investment Policy and Strategies

Sam Puetzham

Respectfully Submitted: _____

Dated: 01/08/2024

**City of Diboll
Endowment Investment Detail
through 12/31/2024**

Money Market/Pooled Investments				
	Rate	Balance	Type	Description
Southside Trust Money Market - Investment Custody	4.3800%	339,725.72	Restricted	General Fund - Endowments
Total Pool and Money Market		339,725.72		

Endowment Investments								
<i>Principal may never be spent. Interest is used to fund operations of civic center, library, park and cemeteries.</i>								
Issuer	Purchase Date	Maturity Dates	Rate	Life (days)	Par Value	FMV	Previous Qtr FMV	Change in Mkt from last Qtr
US Treasury Bond	4/30/2021	4/30/2026	0.75%	449	170,000	162,375.50	162,244.60	130.90
Austin Telco Federal Credit Union	2/15/2023	2/26/2027	4.75%	751	100,000	101,492.00	102,164.00	(672.00)
Capital One Bank	4/21/2022	4/21/2025	2.75%	75	246,000	244,821.66	243,667.92	1,153.74
Total Endowment Investments					516,000.00	508,689.16	508,076.52	612.64

Purchases / Redemptions					
Issuer	Purchase Date	Redemption Date	Rate	Par Value	Purchases/Redemptions
Federal Home Loan Bank	1/13/2022	12/20/2024	1.05%	250,000.00	(250,000.00)
Bluepeal Credit Union	11/21/2023	11/20/2024	5.75%	57,000.00	(57,000.00)

Due From (+)/To(-)		Description	Transfer Amount
		Southside Trust Money Market - Library	(22,258.30)
		Southside Trust Money Market - Library (Annual Interest 2023-2024)	(4,055.40)
		Southside Trust Money Market - City of Diboll	170,313.70
		Southside Trust Money Market - City of Diboll (Annual Interest 2023-2024)	(24,129.62)
			119,870.38
Transfer From (+)/To(-)		Description	Transfer Date

SSB Trust Endowment Returns		Current Period	YTD	NOTES	
Endow Amt (in \$1,000)	%	10/1/2024 thru 12/31/2024	10/1/23 thru 12/31/24	10/1/23 thru 12/31/24	
Civc Center	100	14%	1,097.76	4,055.40	Transfer to City
Forest haven	50	7%	548.88	2,027.70	Transfer to City
Library	100	14%	1,097.76	4,055.40	Transfer to Library
Park	20	3%	219.55	811.08	Transfer to City
Temple	425	61%	4,665.50	17,235.44	Transfer \$5,100 per yr expenses + 15% remaining
Total	695	100%	7,629.46	28,185.02	
Total Fees			277.10	1,356.74	
Total Dividends/Interest			7,352.36	26,828.28	

Year to Date Interest Earnings*		
<i>* Interest is reflected net of bank service fees</i>		
Endowment - Due to Library	14-2630	4,055.40
Endowment - General Fund	14-01-3803	19,263.14
Endowment - Park	14-06-3803	811.08
Endowment - Civic Center	14-11-3803	4,055.40
Total interest earned		28,185.02

TOTAL ENDOWMENT INVESTMENTS	
	Balance
CASH EQUIVILENTS	339,725.72
FIXED INCOME SECURITIES	516,000.00
TOTAL ENDOWMENT INVESTMENTS	855,725.72

**City of Diboll
City Investment Detail
through 12/31/2024**

Money Market/Pooled Investments				
	Rate	Balance	Type	Description
Southside Trust Money Market - City of Diboll	4.3800%	7,409.96	Unrestricted	General Fund
Commercial Bank	2.0000%	267,554.64	Unrestricted	General Fund
Texpool Contingency Account	4.5800%	286,303.43	Unrestricted	General Fund
Texpool Meter Deposit Account	4.5800%	116,925.11	Restricted	Water and Sewer Fund - Meter Deposits
Logic Contingency Account	4.6928%	313,432.64	Unrestricted	Water and Sewer Fund
Bank OZK	4.3000%	357,150.45	Restricted	General Fund - PSI Projects
BOK Financial	5.0600%	3,912,907.73	Restricted	Utility Fund - TWDB Loan Proceeds
Total Pool and Money Market		5,261,683.96		

Investments								
Issuer	Purchase Date	Maturity Dates	Rate	Life (days)	Par Value	FMV	Previous Qtr FMV	Change in Mkt from last Qtr
Morgan Stanley	8/21/2024	8/21/2028	3.85%	1293	100,000.00	99,449.00	100,941.00	(1,492.00)
Total Endowment Investments					100,000.00	99,449.00		(1,492.00)

Purchases / Redemptions					
Issuer	Purchase Date	Redemption Date	Rate	Par Value	Purchases/Redemptions
Due From (+) / To (-)					Description
					Southside Trust Money Market - Investment Custody (170,313.70)
					Southside Trust Money Market - City of Diboll (Annual Interest 2023-2024) 24,129.62
Transfer From (+) / To (-)					Description
					Transfer Date
					Transfer Amount

Year to Date Interest Earnings*		
* Interest is reflected net of bank service fees		
General Fund	01-01-3800	8,902.80
Utility Fund	02-09-3800	3,493.25
Utility Fund - Investments	02-09-3803	-
Seized Fund	07-03-3800	3.85
Red Light Fund	12-01-3800	76.50
Debt Service Fund	13-01-3800	25.14
Street Project Fund	19-07-3800	257.68
ARP Fund	20-01-3800	655.75
Total interest earned		13,414.97

SSB Trust Returns	YTD
	10/1/23 thru 12/31/24
Total	5,433.92
Total Fees	171.15
Total Dividends/Interest	5,605.07

TOTAL ENDOWMENT INVESTMENTS	
	Balance
CASH EQUIVILENTS	5,261,683.96
FIXED INCOME SECURITIES	100,000.00
TOTAL ENDOWMENT INVESTMENTS	5,361,683.96

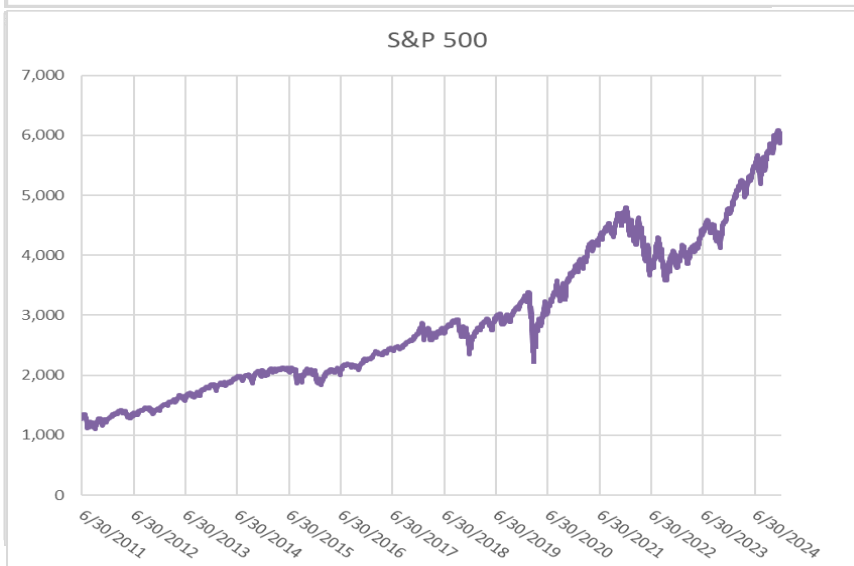
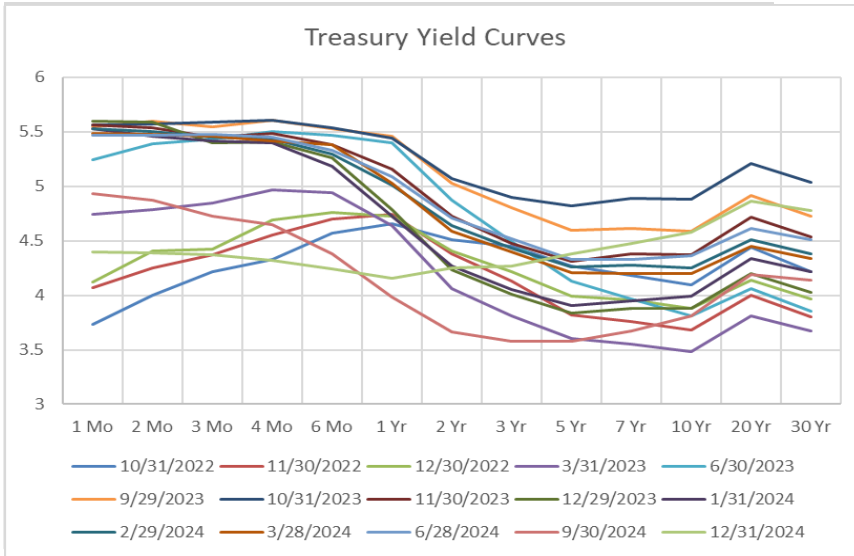
**City of Diboll
Cash Detail
through 12/31/2024**

Cash Balances				
<i>Restricted funds may only be used for the items described, Consolidated Cash Report</i>				
Account Name	Fund Description	Balance	Type	Description
Consolidated Cash	General	345,572.88	Unrestricted	General Fund Operations
Consolidated Cash	Utility	856,016.55	Unrestricted	Water and Sewer Fund Operations
Consolidated Cash	Recreation	22,832.17	Unrestricted	Recreation Fun Operations
Consolidated Cash	Equipment	356.27	Unrestricted	Funds from sale of equipment
Consolidated Cash	Restricted	173,370.29	Restricted	Donated funds for specific projects
Consolidated Cash	Hotel/Motel	30,644.45	Restricted	Hotel taxes are deposited in this account
Consolidated Cash	Diboll Day	(9,565.27)	Restricted	Funds to be used for Bi-Annual Diboll Day Support
Consolidated Cash	Municipal Court Security	50,428.48	Restricted	Funds to be used to enhance the security of the court
Consolidated Cash	Municipal Court Technology	22,333.11	Restricted	Funds to be used to enhance the technology of the court
Consolidated Cash	Debt Service	(322,315.40)	Restricted	Property taxes designated for the payment of debt are deposited in this account
Consolidated Cash	Retricted Project Fund	200,033.90	Restricted	Funds retricted to be used for Council Approved Projects
Consolidated Cash	MC Local Trueancy Prevention	41,215.25	Restricted	Funds to be used to finance a juvenile case manager
Consolidated Cash	MC Municipal Jury Fund	422.99	Restricted	Funds to be used for jury services
Consolidated Cash	Keep Diboll Beautiful	1,628.82	Restricted	Funds to be used for beautification of Diboll
Total Consolidated Cash		1,412,974.49		
Operations	General Fund	502.29	Unrestricted	Funds to be used for the purpose of accounts payable processing
PEG	PEG Fund	57,602.51	Restricted	Fees received from cable franchise for use in public television capital projects
Seized Funds	Seized Fund	7,629.96	Restricted	Funds siezed from drug arrests are deposited in this account
Debt Service	Water and Sewer Fund	67,261.91	Restricted	Restricted to the payment of Debt Service
ARP	General Fund	334,162.12	Restricted	American Rescue Plan Grant Proceeds - restricted to approved projects
SIB	General Fund	227,349.67	Restricted	State Infrastructure Bank Loan proceeds - For the Contruction of Road
Red Light Revenue	General Fund	75,920.70	Restricted	Red Light Cameras no longer producing revenue, partial balance to fund pending litigation
Total Other Cash		770,429.16		
Total Cash Balances		\$ 2,183,403.65		

Accounts Closed		
<i>Bank</i>	<i>Description</i>	<i>Notes</i>
None		

Accounts Opened		
<i>Bank</i>	<i>Description</i>	<i>Notes</i>
None		

**City of Diboll
Market Detail
through 12/31/2024**



Submit to:
Custodian of election records

Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Brayden Kade McDaniel, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Police Officer of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas)
County of Angelina)

Sworn to and subscribed before me on this 11th day of February, 2025.

(seal)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Trey Wilkerson

Printed or Typed Name

CITY OF DIBOLL, TEXAS

INVESTMENT POLICY



February 11, 2025

I. SCOPE

The Investment Policy applies to the investment activities of the City of Diboll. These policies serve to satisfy the statutory requirement of the Public Funds Investment Act Chapter 2256, Texas Government Code (the "Act"), to define and approve a formal investment policy.

Funds Included. All financial assets of the City, including the General Fund, Water and Sewer Utility Fund, Solid Waste Disposal Fund, Economic Development Fund, Diboll Convention and Visitors Bureau Fund, Capital Projects Funds, Special Revenue Funds, Debt Service Funds, and all other Funds that may be created from time to time, shall be administered in accordance with the provisions of these policies.

Funds Excluded. The Act specifically excludes deferred compensation plans.

II. OBJECTIVES

Safety. Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity. The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated.

Yield. The yield on investment instruments shall reflect market conditions at time of execution and will achieve the best allowable yield commensurate with the risk criteria of this Policy.

III. RESPONSIBILITY AND CONTROL

Delegation. Management responsibility for the investment program is hereby delegated to the City Manager.

Finance Committee. A Finance Committee consisting of the City Manager, Director of Finance, City Secretary, and three Council members (appointed by the Mayor) shall monitor the investment activities of the City, select independent training sources, authorize broker/dealer firm, and assist in the development of the investment policies and strategies. The City's Independent Auditor and Investment Advisor shall be non-voting members of the Finance Committee.

Investment Officers. The City Manager and Director of Finance are the "Investment Officers" of the City. As Investment Officers they are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage the City funds according to this Policy.

In order to ensure qualified and capable investment management, the Investment Officers shall attend training, sponsored by an independent source approved by the Finance Committee, receiving not less than 10 hours within twelve months of assuming investment responsibilities, and thereafter, receiving not less than 8 hours during a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date.

Management and Internal Controls. The following system of internal controls shall govern all investment transactions. The Finance Committee, City Manager, and the Independent Auditor shall review the internal controls. The controls are designed to reasonably prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

Internal Controls System:

1. Documentation from the Investment Advisor or investment provider;
2. Two Investment Officer Signatures required on all investment transactions;
3. City Manager review of all investment transactions; and
4. Full and complete documentation of investment transactions.

Transaction Authority. Certain signatory responsibilities are required to transact investments. The Investment Officers shall be authorized as depository signatories within guidelines established by the City Manager.

Upon receiving written confirmation from the Investment Advisor or investment provider, the Investment Officers are authorized to transact wire transfers, buy/sell, and trade investments in accord with the goals and objectives of the City's investment strategy and this Policy.

Bonding of all individuals authorized to place, purchase, or sell investment instruments shall be required.

Prudence. Investments shall be made with the exercise of due care, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their own capital as well as the probable income to be derived.

Investment Officers acting in accordance with written procedures and exercising prudence shall be relieved of personal responsibility for an individual instrument's credit risk or market price dangers, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. The investment portfolio as a whole, and not just a single investment, shall be reviewed when determining whether or not the actions of an Investment Officer are considered prudent.

IV. **ETHICS**

Conflicts of Interest. Investment Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Disclosure. Investment Officers shall disclose to the City Manager, City Council, and the Texas Ethics Commission any financial interests in financial institutions or any relationship within the second degree by affinity or consanguinity to an individual that conducts business with the City. All Investment Officers shall further disclose any large personal financial investment positions that could be related to the performance of the City's portfolio. Investment Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

V. **REPORTING**

Quarterly Reports. The Investment Officers and the Investment Advisor shall submit quarterly to the City's Finance Committee and City Council an investment report that:

1. Summarizes current strategies and possible risks,
2. Explains recent results by investment category,
3. Discloses the quarter ' s fully accrued interest and compares the interest with budgetary expectations when applicable,
4. Describes in detail the investment position of the City,
5. States the reporting period beginning book and market values and ending book and market values for the period of each pooled fund group,
6. States the reporting period ending book and market value for each investment by asset type and fund type,
7. States the final maturity date of each investment,
8. States the fund for which each investment was purchased, and
9. States the compliance of the investment portfolio with the City's Investment Policy, Investment Strategy Statement, and the Public Funds Investment Act.

The market valuations obtained by the City or the City's Investment Advisor shall be from sources believed to be accurate and representative of the investments' true value. This report shall be prepared jointly by all of the Investment Officers, and each Investment Officer shall sign the report.

Annual Report. Within sixty (60) days of the end of the fiscal year, the Investment Officers and the Investment Advisor shall present an annual report on the investment program activity to the City ' s Finance Committee for review by the City Council. The annual report may be incorporated into the fourth quarter report and shall include twelve (12) month performance information and shall suggest improvements that might be made in the investment program.

This Investment Policy establishes "weighted average yield to maturity" as the standard portfolio performance measurement.

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City's Investment Policy and Investment Strategy Statements.

Additionally, the City's Independent Auditor shall formally review each quarterly report and that Auditor shall report the result of the review to the City Council.

VI. **INVESTMENTS**

Active Portfolio Management. The City intends to pursue active versus passive portfolio management philosophy. That is, investments may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. A competitive yield environment shall be achieved by soliciting quotes from multiple investment providers, monitoring comparable investment alternatives, and reviewing general market conditions

Authorized Investments. Financial assets of the government of the City may be invested in:

- A. U. S. Treasury securities;
- B. Obligations of U. S. Government Agencies and Instruments, including the Federal Home Loan Banks, other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the United States or its agencies and instrumentalities, and obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States, but excluding principal-only and interest-only mortgage backed securities, collateralized mortgage obligations and real estate mortgage investment conduits;
- C. Obligations of the State of Texas or its agencies and instrumentalities, and obligations of counties, cities, and other political subdivisions of this State rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- D. Fully insured or collateralized deposits at eligible depositories placed in compliance with this Policy and the Act;
- E. Repurchase agreements structured in compliance with the Act. The term includes direct security repurchase agreements entered into by the City and reverse repurchase

agreements only obtained in connection with investment by the City in an Eligible Investment Pool or Money Market Mutual Fund. All the City repurchase agreement transactions shall be governed in accordance with a written repurchase agreement;

- F. Money Market Mutual Funds registered with and regulated by the Securities & Exchange Commission; that fully invest dollar-for-dollar all the City funds without sales commissions or loads; that are categorized as a "Treasury " or "Government " money market fund; and, whose investment objectives include seeking to maintain a stable net asset value of \$1.0000 per share. the City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market fund,
- G. Eligible Investment Pools as defined by and in compliance with the Act, that have been authorized by the City Council, maintain a rating of a least AAA or Aaa, and whose investment philosophy and strategy seek to maintain a stable net asset value of \$1.00.

Investment Maturity Limitations. In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the Funds. Stated final maturity guidelines by Fund are as follows:

- A. **Operating Funds.** The weighted average days to maturity for the operating fund portfolio shall be less than 300 days and the maximum allowable maturity shall be two years.
- B. **Construction, Bond and Loan Funds.** The investment maturity of construction, bond and loan funds (excluding reserve and debt service funds) shall be limited to the anticipated cash flow requirements of the projects or the "temporary period," as defined by Federal Tax Law, whichever is shorter.
- C. **Debt Service Funds.** Debt Service Funds shall be invested in such a manner as not to exceed an "unfunded" debt service date with the maturity of any investment. An unfunded debt service date is defined as a coupon or principal payment date that does not have cash or maturing investment available to satisfy said payment.
- D. **Bond Reserve Funds.** Bond Reserve Fund maturity shall generally not exceed the call provisions of the Bond Resolution, Loan Covenants or Insurance Policy restrictions and shall not exceed the final maturity of the bond issue or five years, whichever is shorter.
- E. **The City Internal Investment Pool.** The maximum average days to maturity for the internal investment pool shall be 300 days and the maximum allowable maturity shall be two years.
- F. **Depreciation Funds.** The investment maturity of depreciation funds shall be limited to the anticipated cash flow requirements of the plant or equipment being depreciated, replaced or repaired.

G. Economic Development Corporation Funds. EDC Funds will be segregated from the Internal Investment Pool and invested as a "non-public unit" as defined by the FDIC. Maturity shall be limited to the anticipated cash flow requirements the Fund.

Investments purchased prior to this Policy's revision that do not meet the revised requirements of this Policy are not required to be liquidated. The Finance Committee shall monitor each investment's status to determine whether it is in the best interest of the City to hold or liquidate the investment.

Any Authorized Investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. The City shall monitor the rating of each issuer, as applicable, at least quarterly, and take all prudent measures that are consistent with this Policy to liquidate an investment that does not have the minimum rating.

VII. **SELECTION OF DEPOSITORIES AND DEALERS**

Bidding Process. A Primary Depository shall be selected through the City's banking services procurement process, which shall include a formal Request for Application (RFA) issued in compliance with applicable State law. This contract can be extended as per the RFA specifications. In selecting a Primary Depository, the credit worthiness of institutions shall be considered, and the Director of Finance shall conduct a comprehensive review of prospective depository's credit characteristics and financial history.

Insurability. Depositories seeking to establish eligibility for the City's competitive certificate of deposit and interest-bearing account purchase program shall submit financial statements, evidence of federal deposit insurance, and any other information as required by the Director of Finance.

Collateralized Deposits. All depository deposits shall be insured or collateralized in compliance with applicable State law. Ledger Balance shall be used to determine the appropriate insurance or collateral level. The City reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository deposits. Financial institutions serving as the City Depositories will be required to sign a Depository Agreement with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors or Designated Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and

- the Agreement must be part of the Depository's "official record" continuously since its execution.

Investment Advisors and Broker/Dealers. Investment Advisors shall adhere to the spirit, philosophy, and specific term of this Policy and shall invest within the same "Standard of Care". Investment Broker/Dealers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that "Standard of Care".

The Finance Committee shall perform selection of Investment Advisors and Broker/Dealers. The Investment Officers shall establish criteria to evaluate Investment Advisors and Broker/Dealers, including:

- A. Adherence to the City's policies and strategies;
- B. Investment performance and transaction pricing within accepted risk constraints;
- C. Responsiveness to the City's request for services, information and open communication;
- D. Understanding of the inherent fiduciary responsibility of investing public funds; and
- E. Similarity in philosophy and strategy with the City's objectives.

Selected Investment Advisors and Broker/Dealers shall provide timely transaction confirmations and monthly activity reports.

Selected Investment Advisors must be registered under the Investment Advisors Act of 1940 or with the State Securities Board. A contract with an Investment Advisor may not be for a term longer than two years and the City Council must approve any renewal or extension.

Primary Broker/Dealers and Approved List. For Brokers/Dealers of government securities, selection shall be made only from those Broker/Dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York, also known as the "Primary Government Securities Dealers," unless a Broker/Dealer questionnaire and certification reveals that other firms are adequately financed to conduct public business.

The Finance Committee shall review, revise, and adopt a list of qualified Brokers/Dealers at least annually.

Eligible Business Organizations. Business organizations, as defined by the Act, eligible to transact investment business with the City shall be presented a written copy of this Investment Policy. Additionally, the qualified representative of the business organization seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

1. Received and thoroughly reviewed this Investment Policy, and

2. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The City shall not enter into an investment transaction with a business organization prior to receiving the written instrument described above.

VIII. **SAFEKEEPING AND CUSTODY**

Insurance, Pledged Collateral or Purchased Securities. All deposits of the City funds with eligible depositories shall be secured by pledged collateral with a market value equal to or greater than 102% of the deposits plus accrued interest, less any amount insured by the FDIC. Repurchase agreements shall be documented by a specific agreement noting the "purchased securities" in each agreement. Collateral pledged and purchased securities shall be reviewed at least monthly to assure the market value equals or exceeds the related the City investment.

Eligible Securities for Pledged Collateral or Purchased Securities. The City shall accept only the following securities as pledged collateral or purchased securities:

- A. U. S. Treasury securities;
- B. Obligations of U. S. Government Agencies and Instrumentalities, including letters of credit, but excluding principal-only and interest-only mortgage-backed securities;
- C. Federal Deposit Insurance Corporation (FDIC) coverage;
- D. Direct or unconditionally guaranteed obligations of the State of Texas;
- E. States, agencies, counties, cities, or political subdivisions naturally rated "A" or higher.

A letter of credit of the United States or its agencies or instrumentalities issued to the City with a value equal to or greater than 102% of the deposits plus accrued interest, less any amount insured by the FDIC, and with an expiration date greater than the anticipated term of the deposit is also acceptable to enhance eligible depository deposits.

Subject to Audit. All collateral shall be subject to inspection and audit by the Director of Finance or the City's Independent Auditors.

Delivery versus Payments. All repurchase agreements and investment security transactions shall be purchased using the Delivery Versus Payment (DVP) method. That is, funds shall not be wired or paid until verification has been made that the City's Agent or Trustee received the security or collateral. The security or collateral shall be held in the account of the City. The Trustee or Agent's records shall assure the notation of the City's ownership of or explicit claim on the security or collateral. The original copy of all safekeeping receipts shall be delivered to the City.

Investment Strategy. The City Council shall adopt an Investment Strategy Statement for each of the City's fund-types and internal investment pools. The Investment Strategy Statement must describe the investment objectives for each particular fund according to the following priorities:

1. Investment suitability,
2. Preservation and safety of principal,
3. Liquidity,
4. Marketability prior to maturity of each investment,
5. Diversification, and
6. Yield.

Review and Amendment. The City Council shall review the Investment Policy and Investment Strategy Statements annually. Amendments must be approved by the Finance Committee and adopted by the City Council. The City Council shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed or changed the investment policy and investment.

Jason Arnold, City Manager

Trey Wilkerson, Mayor

Date: _____

Date: _____

ORDINANCE NO. 2025-02-001

AN ORDINANCE AMENDING CHAPTER 6 - ARTICLE II. SECTION 6-36 OF THE CODE OF ORDINANCES, DIBOLL TEXAS, RELATING TO FIRE MARSHAL SERVICES , AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 6 - Article II. Section 6-36 of the Code of Ordinances contains the City's regulations applicable to the Fire Marshal services; and;

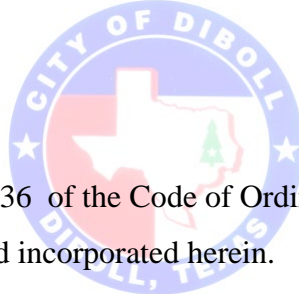
WHEREAS, it is the desire of the City Council of Diboll, Texas, to amend Chapter 6 - Article II. Section 6-36 of the Code of Ordinances, Diboll Texas, to assign responsibility for ensuring Fire Marshal services to the City Manager ;

WHEREAS, the amendment of Chapter 6 of the City of Diboll Code of Ordinances is in accordance with state law, and;

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

SECTION I

That Chapter 6 - Article II. Section 6-36 of the Code of Ordinances, Diboll, Texas, reads as set forth in Exhibit A, attached hereto and incorporated herein.



SECTION II

Section 6-36. of Chapter 6 Article II of the Code of Ordinances, Diboll, Texas is hereby amended to read as follows:

“Section 6-36. Office created; appointment; removal; salary.

It shall be the responsibility of the City Manager to ensure the availability of fire marshal services. This may be achieved by appointing a qualified individual to serve as Fire Marshal, who will report directly to the City Manager and receive an annual salary, payable in monthly installments, as full compensation for their services. Alternatively, the City Manager may procure fire marshal services through an individual or agency qualified to provide such services on an as-needed or contract basis.”

REPEAL AND EFFECTIVE DATE. All ordinances or portions of ordinances in conflict here with are hereby repealed. This ordinance shall become effective following a final affirmative vote of the City Council.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Diboll, Texas, on this the 11th day of February 2025.

Trey Wilkerson, Mayor

ATTEST:

Rosa M. Olvera, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §



ARTICLE II. FIRE PREVENTION¹

DIVISION 2. FIRE MARSHAL²

Sec. 6-36. Office created; appointment; removal; salary.

The office of fire marshal is hereby created. Such office shall be independent of other city departments, the fire marshal reporting directly to the mayor and the city council. Such office shall be filled by appointment by the mayor, by and with the consent of the city council. The fire marshal shall be removed only for cause. He shall receive an annual salary, payable in monthly installments, as full compensation for his services, as may be hereafter provided.

(Code 1973, § 3-2008)

ORDER OF ELECTION
ORDEN DE ELECCION

An election is hereby ordered to be held on May 3, 2025 for the purpose of electing Councilmembers for each of the following positions: District 1, District 3 and At-Large Place 5, to serve two-year terms. *[Por la presente se ordena que se llevará a cabo una elección el 3 de Mayo, 2025 con el propósito de elegir miembros del consejo municipal para posiciones de: Distrito n° 1, Distrito n° 3 y Lugar Grande n° 5, con un termino de dos años.]*

Early Voting by Personal Appearance will be conducted each weekday at the main early voting site as follows:

[La votación adelantado en persona se llevará a cabo de Lunes a Viernes en el lugar asignado]:

Diboll City Hall
400 Kenley
Diboll, Texas

Tuesday, April 22, 2025 between the hours of 8:00 a.m. and 5:00 p.m.
Martes, Dia 22 de Abril, 2025 entre 8:00 de la mañana y las 5:00 de la tarde

Wednesday, April 23, 2025 between the hours of 8:00 a.m. and 5:00 p.m.
Miercoles, Dia 23 de Abril, 2025 entre 8:00 de la mañana y las 5:00 de la tarde

Thursday, April 24, 2025 between the hours of 8:00 a.m. and 5:00 p.m.
Jueves, Dia 24 de Abril, 2025 entre 8:00 de la mañana y las 5:00 de la tarde

Friday, April 25, 2025 between the hours of 8:00 a.m. and 5:00 p.m.
Viernes, Dia 25 de Abril, 2025 entre 8:00 de la mañana y las 5:00 de la tarde

Monday, April 28, 2025 between the hours of 8:00 a.m. and 5:00 p.m.
Lunes, Dia 28 de Abril, 2025 entre 8:00 de la mañana y las 5:00 de la tarde

Tuesday, April 29, 2025 between the hours of 8:00 a.m. and 5:00 p.m.
Martes, Dia 29 de Abril, 2025 entre 8:00 de la mañana y las 5:00 de la tarde

Applications for a ballot by mail shall be mailed to:

[Las solictudes para boletas que se votarán en ausencia por correo deberán enviarse a]:

Rosa M. Olvera, Early Voting Clerk- City of Diboll
[Secretaria de la Votación Adelantada de la Ciudad de Diboll]
P.O. Box 340
Diboll, Texas 75941

Applications for a ballot by mail must be received no later than the close of business on Tuesday, April 22, 2025.

[Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de negocio el día Martes, 22 de abril, 2025.]

Issued this the 11th day of February, 2025. *[Emitida este dia 11 de febrero, 2025.]*

Trey Wilkerson, Mayor of City of Diboll *[Alcalde de la ciudad de Diboll]*

RESOLUTION NO. 2025-02-001

A RESOLUTION PROVIDING FOR THE CALLING AND ORDERING OF A GENERAL ELECTION FOR THE CITY OF DIBOLL, TEXAS TO BE HELD ON MAY 3, 2025 BETWEEN THE HOURS OF 7:00 A.M. AND 7:00 P.M. FOR THE PURPOSE OF ELECTING A COUNCILMEMBER FOR DISTRICT ONE (1), DISTRICT THREE (3) AND AT LARGE PLACE FIVE (5), FOR TWO (2) YEAR TERMS; PROVIDING FOR THE NECESSARY NOTICES AND FIXING THE DATE.

WHEREAS, the City Council is desirous of holding an election as provided in said Charter of the City of Diboll, Texas, for the election of Councilmember for District 1, District 3, At Large Place 5; and,

WHEREAS, Councilmember for District 1, District 3, At Large Place 5 are to be elected to serve two (2) year terms; and,

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

- (1) That an election be held in the City of Diboll, Texas on May 3, 2025 for the purpose of electing the following named officers for the ensuing terms: a Councilmember for District 1, District 3, At Large Place 5, each for a term of two (2) years.
- (2) That the Mayor be, and he is hereby authorized to call said election, at the time, place and in the manner as provided in the Charter of the said City of Diboll, Texas.
- (3) That said election is to be on Saturday, May 3, 2025 between the hours of 7:00 a.m. and 7:00 p.m. at polling places. The polling place at said Elections shall be as follows: Diboll City Hall Chamber Room, 400 Kenley.
- (4) Notice of such election, is to be given by causing notice to be published in the official newspaper of the City and posted on the City bulletin board and website that the polls shall be open to voters within the City who shall be entitled to vote in said election.
- (5) Joint early voting shall be conducted by personal appearance and by mail. The period for early voting by personal appearance shall be April 22 through April 29, 2025. Early voting by personal appearance shall be conducted jointly at Diboll City Hall Chamber Room, 400 Kenley. The Early Voting Clerk for said elections shall be the City Secretary, who will be responsible for hiring and training of election workers as needed.
- (6) Early voting by mail ballot shall be conducted in accordance with the applicable provisions of the Texas Election Code. The addresses of 400 Kenley, Diboll, Texas

75941 and/or P.O. Box 340, Diboll, Texas 75941 shall be the Early Voting Clerk's address to which ballot applications and ballots voted by mail may be sent to the City.

- (7) The election will be held in accordance with applicable provisions of the City of Diboll Charter, Ordinances of the City of Diboll and the laws of the State of Texas.
- (8) This Resolution shall become effective from and after passage thereof, in accordance with the Charter of the City of Diboll, Texas.

PASSED AND APPROVED by the City Council of the City of Diboll, Texas, on this the 11th day of February 2025.

Trey Wilkerson, Mayor

ATTEST:

Rosa M. Olvera, City Secretary

APPROVED:

Seth Elmore, City Attorney



City of Diboll Volunteer Fire Department



January 2025 Council Report

January 6th

- Pledge
 - Incident Reports
 - Spoke on recent calls
 - Check heaters in bays
 - Run trucks
 - Clean station
- Fireman present (9)

January 13th

- Pledge
 - Incident Reports
 - Training on SCBA
 - Run trucks
 - Clean station
- Fireman present (12)

January 27th

- Pledge
 - Incident Reports
 - Install hoes back in 55
 - Clean station
- Fireman Present (15)



City of Diboll Volunteer Fire Department



January 2025 Emergency Incidents (12)

January 2, 2025 - 0937

- **Call # 2500000001**
Burkhalter Hollow
Vehicle rollover
Out of City
Trucks 54
Diboll Fire personnel responded (4)
7805, 7814, 7819, 7827

January 4, 2025 - 0124

- **Call # 2500000002**
2497 @ Burkhalter hollow
Fire in the area
Out of City
Trucks 63
Diboll Fire personnel responded (3)
7805, 7820, 7826

January 7, 2025 - 1009

- **Call # 2500000003**
198 Murphy Hill
Dog house on fire
Out of City
Trucks 54
Diboll Fire personnel responded (8)
7801, 7805, 7810, 7814, 7825, 7827, 7835, 7836

January 14, 2025 - 1732

- **Call # 2500000005**
59 N Goodlife RV
Semi-truck in median
Out of City
Trucks 54
Diboll Fire personnel responded (4)
7814, 7819, 7826, 7836



City of Diboll Volunteer Fire Department



January 15, 2025 - 0544

- **Call # 2500000006**
1261 Old Diboll Hwy
Smoke alarm
Out of City
Trucks NA
Diboll Fire personnel responded (1)
7836

January 15, 2025 - 0942

- **Call # 2500000007**
100 W Borden
Fire Alarm 10/22
In City
Trucks N/A
Diboll Fire personnel responded (4)
7805, 7814, 7825, 7836

January 17, 2025 - 1757

- **Call # 2500000008**
1100 Block N Temple
Car in ditch
In City
Trucks N/A
Diboll Fire personnel responded (2)
7801, 7836

January 17, 2025 - 2341

- **Call # 2500000009**
US 59 S
Vehicle stalled
Out of City
Trucks N/A
Diboll Fire personnel responded (7)
7805, 7808, 7819, 7820, 7821, 7826, 7836



City of Diboll Volunteer Fire Department



January 19, 2025 - 1010

- **Call # 2500000010**
59 N @ resale shop
10/50
Out of City
Trucks 54
Diboll Fire personnel responded (3)
7805, 7814, 7836

January 19, 2025

- **Call # 2500000011**
Gossett Rd
Mattress on fire in ditch
Out of City
Trucks N/A
Diboll Fire personnel responded (4)
7805, 7814, 7826, 7836

January 20, 2025 - 1027

- **Call # 2500000012**
1818 & Pine Grove
1 vehicle rollover
Out of City
Trucks 54
Diboll Fire personnel responded (4)
7805, 7808, 7814, 7836



City of Diboll Volunteer Fire Department

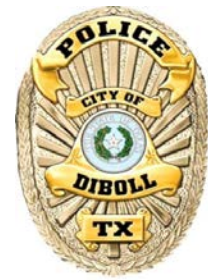


January 24, 2025 - 1656

- **Call # 2500000013**
101 W Borden Dr
Trash compactor fire
In City
Trucks 55
Diboll Fire personnel responded (7)
7801, 7805, 7810, 7814, 7820, 7821, 7826

January 20, 2025 - 1027

- **Call # 2500000012**
1818
1
Out of City
Trucks 54
Diboll Fire personnel responded (4)
7805, 7808, 7814, 7836



Diboll Police Department

Monthly DEPT. STATS
January 2025

CALLS FOR SERVICE (DISPATCHED)	201
CALLS FOR SERVICE (SELF-INITIATED)	821
BUSINESS/BUILDING CHECKS	19
EXTRA PATROLS/ PATROL REQUESTS	133
TRAFFIC STOPS	641
TOTAL ARRESTS	11
MISD. ARREST	9
FELONY ARREST	2
INCIDENT REPORTS	24
CRASH REPORTS	8



Public Works Director Council Report – February 2025

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 a final walkthrough and staff training.

Final walkthrough and staff training scheduled for 5/16/2024

During the final walkthrough we found some issues with the SCADA programming at the WWTP. Techs are working with the manufacturers of the system controllers to correct the problem.

SOAP contractors have had issues with completing the scope of work associated with this project. After conferring with PSI they have decided to hire Prime Controls to come in and perform a complete system analysis of work completed by SOAP. This will be at no additional cost to the city.

Prime controls were on site 9/4/2024. We made site visits to all locations controlled by SCADA. Original scope of work was provided. They are now working on a complete system analysis for us to review.

We are still awaiting the system evaluation from Prime Controls. We have had two system failures this past month. December 6th through December 12th. We lost signal from the level controller at the prison lift station on South First Street. During this 7-day period we were on site 24/7 to control the level in the wet well. We rotated three eight hour shifts per day. The second system failure on December 30th through January 8th. This was a communication failure between the water utilities Scada system and pump controllers. We were on site 24/7 again working there eight-hour shifts.

We were monitoring the tank levels and controlling the pumps to maintain system pressure. Climatic has agreed to reimburse the city for the man hours used to operate the system during these times. Prime controls have been able to identify the issues and will have a full report soon. During this time, they have been very responsive to assisting in this matter.

Prime controls completed the following:

Replaced pressure transducer at OEST and verified wiring

Scaled signal in program to reflect accurate reading of transducer, including signal processing on the analog input card

Clarified logic by changing order of elements in sequences, reassigning data to tags, adding descriptions to tags, and adjusting cycle times of routines for accurate messaging

Added routine and messaging for Well Control

Patched logic to incorporate lead-lag action to pump alternation, removing unnecessary elements

We have received the load analysis and solar panel sizing for the new solar station to be installed at new elevated tank. Site visits are scheduled for 2-23-2025

Estimated completion date TBD .

Status: 95% 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

The remaining meters have arrived, and installation scheduled for 5/22/2024

Incorrect meters were shipped. Correct meters have been reordered. Our second round of meter testing is scheduled for July.

We are still waiting for the meters to arrive. We have rescheduled the meter testing for after all meters are installed.

Neptune has provided the ship dates for the order.

1 4 x 14 April 11, 2025

1 4 x 20 April 11, 2025

3 1-1/2 x 13 March 7, 2025

Meter testing scheduled for January.

Meter list is approved awaiting start date.

[Water meter testing will begin Monday 2-10-2025 and will take approximately 1.5 weeks.](#)

Estimated completion date of TBD

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 11th 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.

Final design is continuing. Major effort now is on electrical design. We anticipate plans submitted to TWDB for review in July.

Proceeding with electrical design. KSA is wrapping up the final pieces of the specifications and contract documents. I anticipate submittal to TWDB for plan review next week.

We are in the TWDB plan review phase. Once approved we can advertise for bids.

Waiting on TWDB review. The TWDB is presently backlogged while working funding applications and closings. I would expect to have review completed in January.

TWDB project team has been backlogged while working to clear deadlines for project funding closings and funding applications. This has impacted review of several of KSA projects. Danny will be checking the project status next week.

Estimated completion date of 12/1/2025.

Status: 25% 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 12th 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.

Last communication with Terry Black was that the materials have been delivered to his yard in Alto. He has a crew wrapping up a job in Greenville and should be onsite early this month.

Materials have been delivered to the job site and construction has started.

Received Pay Application #2 from Terry Black Construction yesterday. As of the end of June they have installed approximately 1,250 LF of pipe. As of my last conversation with Terry Black, they had completed up to the bypass and were coordinating with the TxDOT contractor for some ROW clearing that had not been completed.

Rite of way clearing completed. Boring of overpass under way week of 10/3/2024

Terry Black is ready to begin the bore under the new bypass. Presently working on bore rig repair to mobilize to site.

Last report is Terry Black getting bore rig repaired. I have a voicemail to Terry to get update.

Terry Black is back onsite to complete the long bore under the bypass. We will check with them regarding an estimated completion date.

Water line installation has been completed. Line flushing completed 2-6-2025. We will collect Bacterial samples and have them processed. Final walk through and punch list should be completed by 3/1/2025.

Estimated completion date of 3/1/2025.

Status: 90% 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 megs 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.

Specifications are at KSA for review. We should be ready to advertise next week 5/13/2024

Bid opening scheduled for Jun 13th.

Construction agreements have been sent to Smith Pump for execution. Once we have them back, we will review for completeness and send for execution by the mayor.

Preconstruction meeting scheduled for 8-9-2024. Notice to Proceed date will be set then.

Site visits completed 8/14/2024. Smith pump mobilizing and scheduling crews to be began work. They are planning to be on site by the middle of September.

Smith Pump has provided submittals and we are presently reviewing them. Final review should be returned to them the week of November 11th.

Submittals approved and returned to contractor. Awaiting equipment delivery.

Estimated completion date 4/1/2025

Status: 20% completed

Entrance Gates Golf Course

We have removed and repaired 3 entrance gates on Lumberjack and 1 gate on Arrington. This included Straightening the gates while cutting down and replacing all hinges. Replacing the entire 5' of rotting fence with new metal. Install fully open/close stop latches. Replacing all missing pickets. Working on sanding and repainting them as weather permits.

100% complete

MOCKINGBIRD LANE DITCH CLEANING

Ditch cleaning Mockingbird Lane– Approximately 10,812 LF. Pull ditches, remove debris and clear flow lines using grader. Dispose sediment in designated area.

Estimated completion 3/1/2025

Status:75% complete

Park Clean Up

10 trees were blown down form the storm that passed through on 4/28/2024. Parks and street crews have been working daily to cut up and hall of the debris. Three sections of walking trail were damaged totaling 70 feet. On 5/9/2024 another storm hit the park and blew down 2 more trees. The playland behind pavilion 2 was damaged and 100 ft of hike and bike trail. Quotes have been received to make hiking bike trail repairs. Waiting on playland quote to file insurance claim. The city completed base repairs in the sections of affected hike and bike trail. We are currently acquiring new quotes for just the asphalt overlay.

Estimated completion: 4/28/2024

Status of completion: 90%

Ground Storage Meter and Lumberjack Hydrant

The water department changed our the broken 6 in gate valve and 6-inch booster pump meter at ground storage. They opened a few fire hydrants on Lumberjack Dr. to relieve pressure on the main. After repairs were complete the hydrant in front of the golf course dropped an we were not able to shut it off. Locates were called in and crews excavated the area to access the hard head valve that controlled the hydrant. We have black bagged the hydrant and scheduled repairs. Plans to excavate and measure hydrant depth week of 1/13/2025. We will order the hydrant after confirmation.

Fire Hydrant installation scheduled for 2-6-2025

Estimated completion 2/7/2025

Status of completion: 100%

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.

We will finish painting as soon as we complete the golf course gates.

Estimated completion date of 2/30/2025.

Status: 15% complete

WWTP AERATORS

Both replacement aerators have been ordered.

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.

We will be completing the initial lead service line inventory by 1-17-2025.

Completion date of 4/30/2025

Golf Course Culverts

We are removing debris from the fairway drainage culverts on hole number #4 and #6. All six culverts are completely stopped up. We will then excavate the 2 areas where the culverts have failed and make necessary repairs.

Estimated completion 2-10-2025

Status 70% complete

Red Oak Asphalt Repairs

Contractors are scheduled to make repairs on 2-6-2025 to the previously repaired area on Red Oak Street. The section was under warranty. They will be completing a full depth 10x10 section. They will then add a 2inch cap over the entire area to insure proper crown and drainage.

Estimated completion 2-6-2025

Status 0% 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.

Culvert installation 601 Mulberry

Work Order Report

1/8/2025-2/6/2025

Service Order #	Service Address	Job Date	Job Code	Status
SO0005473	300 OAK	2/5/2025	Water Repairs/Maint	Completed
SO0005475	1210 S FIRST St	2/5/2025	Service Action	Completed
SO0005476	302 WHITE OAK	2/5/2025	Connect	Open
SO0005472	1500 N HENDRICK B 5	2/4/2025	Disconnect	Open
SO0005459	904 WILLOW OAK	2/3/2025	Water Repairs/Maint	Completed
SO0005460	1210 S FIRST St	2/3/2025	Water Repairs/Maint	Completed
SO0005461	500 S FIRST	2/3/2025	General Maintenance	Open
SO0005462	302 WHITE OAK	2/3/2025	Disconnect	Completed
SO0005463	210 RUTLAND	2/3/2025	Sewer Repairs/Maint	Completed
SO0005464	709 MULBERRY	2/3/2025	Water Repairs/Maint	Open
SO0005465	301 FARRINGTON	2/3/2025	Street Repair/Maint	Open
SO0005466	1317 GLASS	2/3/2025	Occupant Change	Completed
SO0005467	308 WHITE OAK	2/3/2025	Water Repairs/Maint	Open
SO0005468	201 N TEMPLE	2/3/2025	Reinstate	Completed
SO0005469	1210 S FIRST St	2/3/2025	Connect	Completed
SO0005471	1209 WILLIE MASSEY	2/3/2025	Water Repairs/Maint	Open
SO0005455	158 VFW # 1818	1/30/2025	Water Repairs/Maint	Completed
SO0005456	605 N SECOND	1/30/2025	Water Repairs/Maint	Completed
SO0005457	1010 REDBUD AVE	1/30/2025	Reinstate	Completed
SO0005458	718 PINWOOD	1/30/2025	Disconnect	Completed
SO0005451	1007 RED OAK LN	1/29/2025	Water Repairs/Maint	Completed
SO0005452	309 BOX FACTORY	1/29/2025	Water Repairs/Maint	Completed

SO0005446	1003 C LYNN	1/28/2025	Service Action	Completed
SO0005447	506 RUTLAND	1/28/2025	Water Repairs/Maint	Completed
SO0005448	106 HINES	1/28/2025	Water Repairs/Maint	Completed
SO0005449	1212 S FIRST ST	1/28/2025	Street Repair/Maint	Completed
SO0005450	601 DENNIS	1/28/2025	Street Repair/Maint	Completed
SO0005434	1003 D LYNN	1/27/2025	Reinstate	Completed
SO0005435	301 SAXTON	1/27/2025	Reinstate	Completed
SO0005436	506 RUTLAND	1/27/2025	Sewer Repairs/Maint	Completed
SO0005437	1119 LYNN	1/27/2025	Reinstate	Completed
SO0005438	707 CYPRESS	1/27/2025	Reinstate	Completed
SO0005439	403 S FIRST	1/27/2025	Reinstate	Completed
SO0005440	401 JACKSON	1/27/2025	Reinstate	Completed
SO0005441	305 BOX FACTORY	1/27/2025	Reinstate	Completed
SO0005442	206 RHONE	1/27/2025	Connect	Completed
SO0005443	213 RHONE	1/27/2025	Sewer Repairs/Maint	Completed
SO0005444	211 HAMNER	1/27/2025	Reinstate	Completed
SO0005445	1430 N TEMPLE JR'S PARTY BARN	1/27/2025	Water Repairs/Maint	Completed
SO0005430	1411 RYAN CHAPEL RD	1/24/2025	Connect	Completed
SO0005432	1003 C LYNN	1/24/2025	Connect	Completed
SO0005350	1002 HOLUBEC	1/23/2025	Connect	Open
SO0005395	1500 N HENDRICK C 4	1/23/2025	Cutoff	Void
SO0005396	517 PINE VALLEY Rd # west	1/23/2025	Cutoff	Void
SO0005397	403 S FIRST	1/23/2025	Cutoff	Completed
SO0005398	500 S TEMPLE	1/23/2025	Cutoff	Void
SO0005399	996 HOLUBEC	1/23/2025	Cutoff	Void
SO0005400	500 BOX FACTORY	1/23/2025	Cutoff	Void
SO0005401	1184 MAYNARD	1/23/2025	Cutoff	Void

SO0005402	515 PINE VALLEY Rd # west	1/23/2025	Cutoff	Void
SO0005403	1215 CYPRESS	1/23/2025	Cutoff	Completed
SO0005404	211 HAMNER	1/23/2025	Cutoff	Completed
SO0005405	213 HAMNER	1/23/2025	Cutoff	Completed
SO0005406	1390 N HENDRICK	1/23/2025	Cutoff	Void
SO0005407	698 N TEMPLE	1/23/2025	Cutoff	Void
SO0005408	1109 RED OAK LN	1/23/2025	Cutoff	Void
SO0005409	1106 LAWRENCE	1/23/2025	Cutoff	Completed
SO0005410	301 SAXTON	1/23/2025	Cutoff	Completed
SO0005411	305 BOX FACTORY	1/23/2025	Cutoff	Completed
SO0005412	1394 N TEMPLE	1/23/2025	Cutoff	Completed
SO0005413	203 FULLER	1/23/2025	Cutoff	Void
SO0005414	818 WELLS	1/23/2025	Cutoff	Void
SO0005415	707 CYPRESS	1/23/2025	Cutoff	Completed
SO0005416	209 HAMNER	1/23/2025	Cutoff	Void
SO0005417	300 PARK BLDG	1/23/2025	Cutoff	Void
SO0005418	401 JACKSON	1/23/2025	Cutoff	Completed
SO0005419	806 CYPRESS	1/23/2025	Cutoff	Completed
SO0005420	306 PINE St	1/23/2025	Cutoff	Completed
SO0005421	LIFT STATION/HOLUBEC	1/23/2025	Cutoff	Void
SO0005422	1119 LYNN	1/23/2025	Cutoff	Completed
SO0005423	1408 GLASS	1/23/2025	Cutoff	Void
SO0005424	714 DENNIS	1/23/2025	Cutoff	Void
SO0005425	277 FROSTY LN	1/23/2025	Cutoff	Void
SO0005426	406 N TEMPLE Dr	1/23/2025	Cutoff	Void
SO0005427	1003 D LYNN	1/23/2025	Cutoff	Completed
SO0005428	1401 S FIRST	1/23/2025	Cutoff	Void

SO0005429	413 BIRDSONG	1/23/2025	Water Repairs/Maint	Open
SO0005388	799 WELLS	1/22/2025	Water Repairs/Maint	Completed
SO0005389	1210 S FIRST St	1/22/2025	Water Repairs/Maint	Completed
SO0005390	1604 S FIRST	1/22/2025	Water Repairs/Maint	Completed
SO0005391	1013 REDBUD AVE	1/22/2025	Water Repairs/Maint	Completed
SO0005392	107 BALLENGER	1/22/2025	Water Repairs/Maint	Void
SO0005393	299 N HINES	1/22/2025	Water Repairs/Maint	Completed
SO0005394	608 BOX FACTORY	1/22/2025	Disconnect	Completed
SO0005385	1111 LAWRENCE	1/17/2025	Street Repair/Maint	Open
SO0005381	202 ARRINGTON	1/16/2025	Water Repairs/Maint	Completed
SO0005382	905 WILLOW OAK	1/16/2025	Water Repairs/Maint	Completed
SO0005383	100 ARRINGTON	1/16/2025	Street Repair/Maint	Completed
SO0005384	1005 B LYNN	1/15/2025	Re-read	Void
SO0005370	103 HENDRICK	1/15/2025	Street Repair/Maint	Completed
SO0005371	911 S MDWS	1/15/2025	Water Repairs/Maint	Completed
SO0005372	400 KENLEY CITY HALL	1/15/2025	Water Repairs/Maint	Completed
SO0005373	1108 REDBUD AVE	1/15/2025	Water Repairs/Maint	Completed
SO0005374	1106 REDBUD AVE	1/15/2025	Water Repairs/Maint	Completed
SO0005377	200 N TEMPLE	1/15/2025	Service Action	Completed
SO0005380	200 N TEMPLE	1/15/2025	Service Action	Completed
SO0005454	512 WESTCHESTER	1/15/2025	Connect	Completed
SO0005364	1205 CYPRESS	1/14/2025	Sewer Repairs/Maint	Completed
SO0005365	200 STUBBLEFIELD	1/14/2025	Street Repair/Maint	Completed
SO0005366	104 BALLENGER	1/14/2025	Sewer Repairs/Maint	Completed
SO0005368	1003 C LYNN	1/14/2025	Water Repairs/Maint	Completed
SO0005369	200 N TEMPLE	1/14/2025	Water Repairs/Maint	Completed
SO0005355	407 N NEAL PICKETT	1/13/2025	Disconnect	Completed

SO0005356	1407 FAIRCHILD	1/13/2025	Disconnect	Completed
SO0005357	308 PINE	1/13/2025	Disconnect	Completed
SO0005359	905 DOGWOOD RIDGE Dr	1/13/2025	Disconnect	Completed
SO0005360	1500 N HENDRICK C 2	1/13/2025	Disconnect	Completed
SO0005361	729 NELSON	1/13/2025	Sewer Repairs/Maint	Completed
SO0005362	1516 N TEMPLE Dr	1/13/2025	Water Repairs/Maint	Completed
SO0005353	724 NELSON	1/10/2025	Water Repairs/Maint	Completed
SO0005354	103 HENDRICK	1/10/2025	Water Repairs/Maint	Completed
SO0005352	1001 MAYNARD	1/9/2025	Reinstate	Completed
SO0005341	1307 GLASS	1/9/2025	Water Repairs/Maint	Completed
SO0005342	1309 GLASS	1/9/2025	Water Repairs/Maint	Completed
SO0005343	709 PINEWOOD	1/9/2025	Reinstate	Completed
SO0005345	1430 N TEMPLE JR'S PARTY BARN	1/9/2025	Reinstate	Completed
SO0005346	206 RHONE	1/9/2025	Disconnect	Completed
SO0005347	PINE/MLK 2) 100 MLK	1/9/2025	Water Repairs/Maint	Completed
SO0005349	718 PINEWOOD	1/9/2025	Reinstate	Completed
SO0005331	611 S TEMPLE	1/8/2025	Connect	Completed
SO0005333	301 SAXTON	1/8/2025	Reinstate	Completed
SO0005334	707 CYPRESS	1/8/2025	Reinstate	Completed
SO0005335	1411 GLASS	1/8/2025	Reinstate	Completed
SO0005336	405 JACKSON	1/8/2025	Misc	Completed
SO0005339	403 S FIRST	1/8/2025	Reinstate	Completed
SO0005340	605 N TEMPLE	1/8/2025	Street Repair/Maint	Open

Code Compliance Report – January 2025

Bank and Post Office Daily

Rubbish Letter- 303 1/2 Hines

Electrical permit- 1210 South 1st St., 264 Deer Trace BLVD

Residential Remodel Permit- 703 Ashford, 300 Oak St.

Residential New Construction-

Storage Building Permit- 1214 South 1st St.

Certificate of Occupancy- Silo Coffee Co.

Demolition- 305 Margie Harrell St.

Inspections – 200 N Temple Dr., 403 N First St., 1210 South 1st St., 264 Deer Trace BLVD, 1002 Holubec

New Addresses- 1000 Holubec, 1002 Holubec, 1099 Lawrence St., 1101 Lawrence St., 1206 Maynard St., 1212 Maynard St.

Dog complaint- Margie Harrell, Ryan Chapel, Booker St., Nelson. Hendrick St., Holubec

Contacted property owner to remove fallen tree from property

Received a variance request for 1103 Cypress St. Sent notification letters to the owners of 25 properties within 200 feet of the property requesting the variance. Scheduled the Planning & Zoning Commission meeting for February 12, 2025.

Preparing 3 health Control liens for properties the city has paid to have cleaned.

Received complaint concerning goats on Pine Valley Road getting out of their pen and eating their bushes. I spoke with the owner of the goats and tried to educate him on the city ordinance “Nuisance Animals”.

Training Jeff how to complete and submit all reports required by TCEQ and the EPA for the wastewater dept.

Studying the city ordinances so that I am giving correct information when asked. I also want to be sure I am enforcing the correct ordinances.

Received a FOIA request for 268 Ryan Lake Road, but found no information for this address in my digital or paper files.

Received a complaint about a vehicle on a trailer blocking the roadway on Oak St. I attempted to speak with the owner directly, but they did not come to the door.

I received a complaint about 2 horses on Mockingbird Lane being very thin. I reached out to the owner. She advised the horses are over 20 years old and their health is declining. I advised them to have them checked out and feed them more. I will follow-up to check for improvement.

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: February 11, 2025
TO: Mayor and Council Members
THRU: Jason Arnold, City Manager
SUBJ: Finance Department Reports

FINANCE

Including Investment Report Quarter Ending 12/31/2024 and January 2025 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, 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.

Customer Meter Interface
Estimated Completion Date: March 2025
Status: 5% Complete

Fond regards,

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