

**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, January 10, 2023 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 December 13, 2022, Regular Session Meeting
- b. Financial Statement for December 2022
- c. 12-Month Attendance Record for December 2022

Item #2: Consideration and possible action to approve Ordinance 2023-01-001 for the second (2nd) amendment to the 2022-2023 Operating Budget.

Item #3: Consideration and possible action to approve Resolution 2023-01-001, appointing The Lufkin Daily News as the official newspaper for the City of Diboll.

Item #4: Consideration and possible action to approve an evaluation instrument for the City Manager position.

Item #5: DEPARTMENT HEAD REPORTS

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

Item #6: 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 contract of City Manager, Jason Arnold.

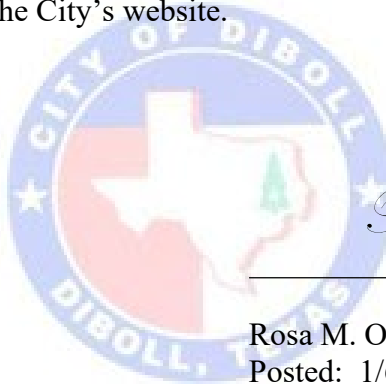
Council will reconvene into open session following closed door session and possibly take action on matters discussed in Executive Session.

Item #7: Consideration and possible action on matters discussed in Executive Session.

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 December 6, 2023, as well as at the City's website.



Rosa M. Olvera

Rosa M. Olvera - City Secretary
Posted: 1/6/2023



**MINUTES OF THE GOVERNING BODY OF THE CITY OF DIBOLL, TEXAS
REGULAR SESSION MEETING ON TUESDAY, DECEMBER 13, 2022, AT 5:15
P.M., IN THE DIBOLL CITY HALL CHAMBERS.**

COUNCIL PRESENT

Mayor Trey Wilkerson, Mayor Pro Tem Daniel Lopez, Councilmembers Benita Sheffield Duffield, Brian Moreno, Luis Maldonado, Ray Williams, Jr. and Ruben Terrazas.

COUNCIL ABSENT

None

STAFF PRESENT

City Manager Jason A. Arnold, City Secretary Rosa Olvera, Chief of Police Michael Skillern, Code Compliance Official Tino Lopez and Fire Chief Aaron Smith.

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

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

CITIZENS PRESENTATION: (Limited to 3 minutes)

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

Public Participation: NONE

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

- a. Minutes from November 15, 2022, Regular Session Meeting
- b. Financial Statement for November 2022
- c. 12-Month Attendance Record for November 2022

Luis Maldonado made a motion to approve and Daniel Lopez second.
All in Favor, none opposed, motion carries.

Item #2: Consideration and possible action to approve nominations for Home Rule Charter Review Commission.

NAME:

Leslea Horton Williams
Noelia Grimaldo
Daniel Zarzoza

NOMINATED BY:

Trey Wilkerson
Luis Maldonado
Ruben Terrazas

John McClain
Eric Hernandez
Danieyele Simmons
Ben Merritt

Daniel Lopez
Ray Williams
Benita Sheffield Duffield
Brian Moreno

Brian Moreno made a motion to approve and Luis Maldonado second.
All in favor, motion carries.

Item #3: Linebarger Goggan Blair & Sampson, LLP (Linebarger Law Firm) presents City of Diboll delinquent fees & fines and tax collection report.

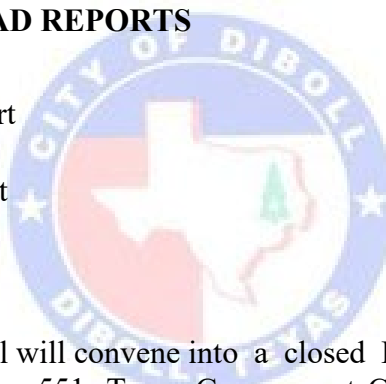
James Guest with Linebarger Law Firm gave an informational presentation regarding the reports.

Item #4: Consideration and possible action to approve wholesale water supply contract with Angelina & Neches River Authority (ANRA).

Brian Moreno made a motion to approve and Daniel Lopez second.
All in favor, motion carries.

Item #5: DEPARTMENT HEAD REPORTS

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



Item #6: 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 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: 5:51p.m.

Council reconvened at 6:42p.m. into open session following closed door session.

Item #7: Consideration and possible action on matters discussed in Executive Session.

None

Adjournment

Mayor Wilkerson called to adjourn at 6:42p.m.

Minutes of the December 13, 2022 Regular Session Meeting approved by council on this the 10th day of January, 2023.

Trey Wilkerson, Mayor

ATTEST BY:

Rosa M. Olvera, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §



DIBOLL CITY COUNCIL 12-MONTH ATTENDANCE RECORD

Council Member	8/24/212	9/14/2021	9/21/2021	9/30/2021	10/6/2021	10/12/2021	11/9/2021	12/14/2021	1/11/2022	2/8/2022	3/8/2022	4/12/2022
Brian Moreno	0	0	0	0	0	0	0	0	0	0	0	0
Ruben Terrazas	0	0	0	0	0	0	0	0	0	0	0	0
Daniel Lopez	0	0	0	0	0	0	0	1	0	1	0	0
Ray Williams, Jr.												
Benita Sheffield Duffield	0	0	0	0	0	0	0	0	0	0	0	0
Luis Maldonado	1	0	0	0	0	0	0	1	0	0	0	0
Trey Wilkerson	0	0	0	0	0	0	0	0	0	0	0	0
Total Absences	1	0	0	0	0	0	0	2	0	1	0	0

Council Member	5/10/2022	5/18/2022	6/14/2022	6/21/2022	7/12/2022	7/13/2022	8/9/2022	9/13/2022	10/11/2022	11/15/2022	12/13/2022	TOTAL TO-DATE
Brian Moreno	0	0	0	0	0	0	0	0	0	1	0	1
Ruben Terrazas	0	1	0	0	1	1	0	0	1	0	0	4
Daniel Lopez	0	0	0	0	1	1	0	0	0	0	0	4
Ray Williams, Jr.	0	0	0	0	0	0	0	0	0	0	0	0
Benita Sheffield Duffield	0	0	0	0	0	0	0	0	0	1	0	1
Luis Maldonado	0	0	1	0	1	0	0	0	0	1	0	5
Trey Wilkerson	0	0	0	0	0	0	0	0	0	0	0	0
Total Absences	0	1	1	0	3	2	0	0	1	3	0	15



Rosa M. Olvera

Samantha Durham
Director of Finance



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Diboll TX, 75941
(936)829-4757
Fax: (936)829-1179
Email:
sdurham@cityofdiboll.com

CITY OF DIBOLL

Interoffice Memorandum

DATE: January 10, 2023
TO: Mayor and Council Members
THRU: Jason Arnold, City Manager
SUBJ: 2022-2023 Budget Amendment No. 2

ITEM NO. 1 PROJECT EXPENSE

Due to market restraints, several capital improvement expenditures budgeted in the 2021-2022 FY Budget Amendment were not processed, delivered, or completed.

These expenditures include DVFD Station Building Repairs.

Therefore, there was a significant amount that rolled into fund balance at the 9-30-2022 year end that we wish to reallocate to the 2022-2023 FY Budget.

The 2021-2022 FY Budget completed the year with budget remaining in the following accounts:

GL No.	Department	Account Name	Budget Remaining
01-05-4400	Fire Dept.	Project Expense	\$10,000.00

At this time, we request \$10,000.00 to be transferred from the General Fund balance for the expenses described above.

ITEM NO. 2 FUND BALANCE ROLLOVERS

Due to time restraints, several special purpose expense accounts including those allocated for Keeler, and PD LEOSE budgeted in the 2021-2022 FY Budget were not expensed or allocated.

The 2021-2022 FY Budget completed the year with budget remaining in the following accounts:

GL No.	Department	Account Name	Budget Remaining
05-01-4216	General	Keeler	\$626.26
05-12-4215	Recreation	Keeler – Baseball	\$7,788.00
05-11-4213	Civic Center	Keeler – Civic Center	\$3,273.10
05-03-4212	Police	PD – LEOSE	\$1,122.62

At this time, we request \$12,809.98 to be transferred from the Restricted Fund balance and re-allocation as described above.

ITEM NO. 3 FUND BALANCE ROLLOVERS

In the 2022-2023 FY Budget, we requested the fund balance rollover for the Keep Diboll Beautiful expense account. That amount was over-estimated due to the extra expenses occurred in the preparation of Diboll Day. The estimate was \$9,841.38.

The 2021-2022 FY Budget completed the year with budget remaining in the following accounts:

GL No.	Department	Account Name	Budget Remaining
18-01-4210	General	KDB Expense	\$1,780.69

At this time, we request \$8,060.69 be reduced from the above account for the 2022-2023 FY Budget.

Fond regards,



Sam Durham
Finance Director

ORDINANCE NO. 2023-01-001

AN APPROPRIATIONS ORDINANCE AUTHORIZING AN AMENDMENT TO THE 2022/2023 OPERATING BUDGET (BUDGET AMENDMENT NO. 02), PROVIDING FOR THE SUPPLEMENTAL APPROPRIATION OF FUNDS IN THE GENERAL FUND, RESTRICTED FUND, KEEP DIBOLL BEAUTIFUL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Charter of the City of Diboll requires an Appropriations Ordinance be passed by the City Council each year showing revenue of the City from all sources and the expenditures to the various purposes for the fiscal year;

WHEREAS, City Council approved the 2022/2023 Operating Budget and appropriated the necessary funds out of the General, Restricted, and Keep Diboll Beautiful Fund revenues for the maintenance and operation of various offices, departments and agencies of the City; and

WHEREAS, Council has reviewed and approves the report establishing the need to adjust appropriations in the General, Restricted, and Keep Diboll Beautiful Funds.

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

Section I

The City Council of the City of Diboll, Texas, hereby authorizes and approves an amendment to the 2022/2023 Operating Budget (Budget Amendment No. 02) for the purpose and in the amounts shown in the attached report, the amounts to be appropriated from Fund Balances:

The following are fund summaries of these adjustments for the budget line items that are affected:

General Fund

Current Expenditure Budget -	2,844,574.51
Proposed Expenditure Budget -	2,854,574.51
Decrease to Fund Balance	(10,000.00)
Current Revenue Budget -	2,829,991.54
Proposed Revenue Budget -	2,829,991.54
Increase to Fund Balance	-
Net effect to fund balance is a decrease of	(10,000.00)

Restricted Fund

Current Expenditure Budget -	139,650.00
Proposed Expenditure Budget -	152,459.98
Decrease to Fund Balance	(12,809.98)
Current Revenue Budget -	1,200.00
Proposed Revenue Budget -	1,200.00
Increase to Fund Balance	-
Net effect to fund balance is a decrease of	(12,809.98)

Keep Diboll Beautiful Fund

Current Expenditure Budget -	34,841.38
Proposed Expenditure Budget -	26,780.69
Increase to Fund Balance	8,060.69
Current Revenue Budget -	0.00
Proposed Revenue Budget -	0.00
Increase to Fund Balance	-
Net effect to fund balance is a increase of	8,060.69

Section II

The City Council of the City of Diboll, Texas, hereby amends the 2022/2023 Operating Budget in the General, Restricted, and Keep Diboll Beautiful Funds, adjusting appropriations as stated in Section 1 above.

Section III

That this ordinance shall be and become effective immediately upon and after its adoption and approval.

PASSED AND APPROVED by the City Council of the City of Diboll, Texas on this the 10th day of January, 2022

Trey Wilkerson, Mayor

ATTEST:

Rosa Olvera, City Secretary

Jason A. Arnold, MPA
City Manager, City of Diboll



400 Kenley Street
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January 6, 2023

Honorable Mayor and City Council
City of Diboll

RE: Official Newspaper

As established in the City of Diboll's Home Rule Charter, "the City Council shall designate a public newspaper of general circulation in Angelina County as the city's official newspaper, and it shall continue to serve as the city's official newspaper until another is designated".

With the unfortunate closing of The Free Press located here in Diboll, it is necessary to choose a new local newspaper to serve as our official newspaper. The Lufkin Daily News has previously served as our official newspaper and has done a fine job. If approved, all public notices, ordinances or other matters required by law to be published shall be published in the Lufkin Daily News.

Staff recommends Council designate The Lufkin Daily News as the official newspaper of the City of Diboll.

Respectfully,

Jason A. Arnold, MPA
City Manager
City of Diboll

RESOLUTION 2023-01-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIBOLL, ANGELINA COUNTY, TEXAS, DESIGNATING AN OFFICIAL NEWSPAPER FOR THE CITY OF DIBOLL

WHEREAS, the City Council finds that Lufkin Daily News is a paper of general circulation within the nearest City of Lufkin; and

WHEREAS, the City Council finds that Lufkin Daily News is the only professional newspaper within our area; and

WHEREAS, the City Council finds that Lufkin Daily News is a publication that meets all of the criteria legally required of an officially designated newspaper for the City of Diboll; and;

NOW THEREFORE, be it resolved by the City Council of the City of Diboll, Angelina County, Texas, as follows:

1. The Lufkin Daily News ("LDN") is designated as the official newspaper for the City of Diboll commencing January 10, 2023. Any use of the any other newspaper prior to the date of this resolution is ratified by Council.
2. By this resolution of the City Council, of the City of Diboll shall publish in Lufkin Daily News all legal notices, job postings, or other matter required to be published by law.
3. Should any word, phrase, paragraph, section, or portion of this resolution be held to be illegal, invalid, or unenforceable, the legality, validity, and enforceability of the remaining portions of the resolution shall not be affected thereby, and each such illegal, invalid, or unenforceable word, phrase, paragraph, section or portion shall not affect the resolution as a whole.
4. This Resolution is effective immediately upon passage.

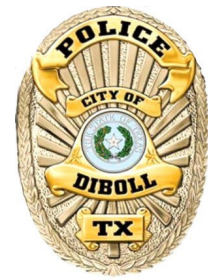
PASSED AND APPROVED this 10th day of January 2023.

Trey Wilkerson, Mayor

ATTEST:

Rosa M. Olvera, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §

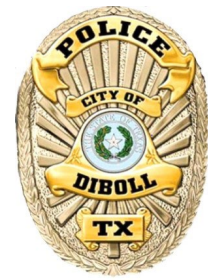


Diboll Police Department

MONTHLY DEPT. STATS

December 2022

CALLS FOR SERVICE	264
INCIDENT REPORTS	46
CRASH REPORTS	3
EXTRA PATROLS/ PATROL REQUESTS	13
TRAFFIC STOPS	214
TOTAL ARRESTS	19
• MISD. ARREST	6
• FELONY ARREST	13



Diboll Police Department

Yearly DEPT. STATS
2022

CALLS FOR SERVICE	4892
INCIDENT REPORTS	755
CRASH REPORTS	82
EXTRA PATROLS/ PATROL REQUESTS	972
TRAFFIC STOPS	3660
TOTAL ARRESTS	307
• MISD. ARREST	89
• FELONY ARREST	218



Public Works Director Project Status Report – January 2023

City of Diboll PSI Project

UCRM-1 City Hall/Safety Center: Punch list item work ongoing for roofing, siding, painting, fencing. Punch list items for building siding, painting completed. Contractors have repaired a pitch pocket on the safety center roof that continues to leak. They have also re-routed a vent pipe that was found to be rusted out. Watershed testing will be performed on 12/8/2022 to determine if the leak is fixed. The extra gate remote controllers were received and programmed. Council chamber doors are scheduled to be installed on 12/8/2022. The doors on the southside of the building will be replaced. The doors on the north entrance will be reconditioned. [The council chamber doors were installed. The contractors had problems with the alignment on the doors and the color of stain did not turn out correct. They are in the process of fixing the alignment issues along with sanding and restaining them.](#)

[Estimated completion date of 1/13/2023](#)

[Status: 95% Complete](#)

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](#)

[Estimated completion date of 8/1/23](#)

[Status: 25% Complete](#)

[UCRM-3 Lighting Upgrades: Punch list walk through 11/09. Punch list walk through rescheduled for 12/14/2022. Lighting substantial completion documentation finalized.](#)

[Project Complete 1/4/2023](#)

[Status: 100% completed](#)

Urcm-4 HVAC/BAS Upgrades: City Hall and safety center HVAC complete. Civic Center HVAC will start in December. Contractors have prepped the building for unit installation. Full install to start 1/25/2023. City staff needs to clean out maintenance and mechanical rooms the week prior to installation.

Estimated completion date of 2/8/2022

Status: 65% 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.](#)

Estimated completion date of 9/1/2023

Status: 5% 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 in an effort to speed up the schedule.

Estimated completion date of 6/1/2024

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.

Estimated completion date of 8/1/2023

Status: 30% Complete

Sanitary Sewer OverFlow Program Project

Scheduled demos for manhole rehab with Fuquay and Southern Trenchless. We Attended project demonstration for manhole and pipe rehabilitation on 12/1/2023 with Fuquay Inc. We were very impressed with the professionalism and quality of work they demonstrated. We will be starting our manhole lining for phase one of our five-year project beginning in January. [Contractors will be onsite beginning 1/16/2023 to begin review and implementation of phase one of the SSO plan.](#)

Estimated completion date of 6/1/2027

Status: 5% Complete

Department Projects

Fire Hydrant replacement High School: valve location underway and materials in stock. Valves have been located. We ordered a tool to remove the internal parts for replacement without having to replace the entire fire hydrant. Scheduled to begin repair on 12-19-2022. The school still has fire protection with multiple hydrants located on the property. [The tools we ordered have still not arrived. The vendor expects to receive them by mid January. Repairs will begin when tools arrive.](#)

Estimated completion date of 1/25/2023

Status: 15% Complete

Water main replacement on Arrington: Repairs under way on boring mole. We trenched the Rodway and laid a new service line. Repairs were completed 12/7/2022. We plan to let the area dry out for a week before we lay asphalt.

Estimated completion date of 12/14/2022

Status: 100% Complete

Replacement of inner fence at ground storage: Planned start 11/21/2022. We have removed the rubbish and brush from the inner fence to gain access for repairs. We plan to start removal of old fence 1/2/2023

Estimated completion date of 2/1/2023

Status: 10% Complete

Roof repairs at Service center: Ordering materials 10%

Estimated completion date of 3-1-2023

Status: 5% Complete

Locate all valves on 8 inch water line Arrington and Westchester: Located one valve with pothole machine. This will be a slow moving and time-consuming project. The valves we are trying to locate are covered with years of sediment and in most of the back yards of property owners.

Estimated completion date of 4/15/2023

Status: 20% Complete

1818 Housing Complex 6 Inch Meter Replacement

We are planning to install a temporary 6 inch meter at the housing complex in 1818. The existing meter is not reading at this point failing to capture water consumption. We will manually read the temporary meter until we receive our cellular system in March of next year. [In preparation for the meter installation we have pumped down the meter vault.. We found that the shutoff valve has a leak and it is actually a 4 inch meter. Supplies have been ordered to replace the packing around the valve.](#)

Estimated completion date of 2/1/2023

Status: [10% Complete](#)

City of Diboll Welcome Banner Frame

We have currently procured the materials for building the new frame for the signs.

Estimated completion date of [2/4/2023](#)

Status: 5% Complete

Developing Street Grading System for Future Street Projects

Currently registering for online training in January. [Paver software has been purchased and a plan for grading our city streets. We are registered for training on 1/17/2023-1/19/2023](#)

Estimated completion date of [2/15/2023](#)

Status: [10% Complete](#)

#18 Golf Course Bridge

The water line has started leaking in another spot. Repairs were delayed. Waiting on parts to replace a 1/12 sprinkler valve on the front nine pump house. Repairs to bridge scheduled. Planning to install sprinkler valve 12/13/2023. [Sprinkler valve was received and installation complete. Bridge crossing repairs were delayed due to weather.](#)

Estimated completion date of [2/4/2023](#)

Status: [65% Complete](#)

[Repaint park bridges](#)

We will be repainting the four bridges in Old Orchard park. Two of the bridges will require us to remove all of the rust before painting will begin. We have started sourcing materials.

Estimated completion date of [3/31/2023](#)

[Parks utility trailer rehabilitation:](#)

We replaced all of the lumber on our utility trailer. Repacked all barrings and braced the frame.

Status [100% complete](#)

Lynn Street

We had several sewer backups on the main sewer line on Lynn street. Over a three day period we were able to identify four different locations that were obstructed. We removed several children's toys that were blocking the line. We then made sure all cleanouts and manholes were secure. We advised the customers in that area of what we found.

Status 100% complete

514 Westchester Driveway Repair

Replace damaged concrete driveway caused by water leak from eight-inch main break. Repairs scheduled for 12/12/2022. Damaged concrete has been repaired and topsoil replaced. We seeded the area with rye grass seed to prevent erosion.

Estimated completion date of 12/14/2022

Status: 100% Complete

Ditch excavation and culvert replacement:

1404 Glass culvert installation- New installation of two twenty foot culverts installed for driveway access to residents home.

Status 100% Complete

Lawrence Street- Removal of 7 culverts and re-set to grade. Excavate 1310 feet of ditch line. Locates have been called in and marked. Work to begin on 12/12/2023

Estimated completion date of 1/30/2023

Status: 10% Complete

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 look into the drainage issue at this location. It appears that Lynn St. catches all of 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.

Code Compliance

Monthly Report

December 2022

Mail and Bank Deposit – Daily

Livestock- Resident called about chickens out on North Hendrix Ave owners were contacted by PD and I sent a Certified Letter on 12/7/22. Complaint about Goats at a house on Lynn Street. Went out and seen 2 goats beside house in a pen nobody was home so I left door hanger and sent Certified Letter to move goats 100ft from any resident or they will be impounded.

Livestock Certified letter received – 1406 N Hendrix 12/7/2022

New House Construction – 1108 Cypress needs to pay for water and sewer taps.

911 Addressing – 718 Pine Valley called about business address he is not inside City limits of Diboll. Teah Bonner Office of Angelina County Emergency Management and Homeland Security. Emailed for all addresses for Diboll mobile home park I sent it to her on 12/15/22. She replied errors on back side of Denman Street changing 864 – 925 ½ Denman Street to 1001 – 1085 Denman Street 52 lots changed. Met with Chelsea Napier manager at Diboll mobile home on 12/27/22 to correct errors she said she will send to her boss today and get back with me. She made contact with me 12/28/2022 and have agreed with address change.

Certificate of Occupancy –

Inspections –

Solar Permit – 1102 S First Street

Sign Permit –

Electric Permit –

Certified Letter Substandard Structure Calls – 406 Devereaux called about the house and will start looking for someone to demo. 214 Beech

Unclaimed Certified Letters for Weed and Grass –

Certified Letters for Weed, Grass and Rubbish – 103 Beech, 709 Cypress, 103 Frankens, 1211 Lynn Street, 209 Pine Street

Certified Letters Received – 209 Pine Street

Code Compliance – 812 A. S. Davis has removed all remaining Structural from house and cut the tall grass. Complaint about couch out by street on Lynn Street I drove

around Lynn, Cypress and O C Scott did not see a couch anywhere. 1207 Lynn Street unregistered vehicle parked on street gave him 2 weeks to move out of the street. Resident called about trashy house at 1211 Lynn Street I let owner know he needs to clean junk. I also sent him a letter stating about city ordinance Sec. 22-56. - Cutting weeds; removal of rubbish. G O from PD called to send her info on outdoor burning I found the act of burning any hair, leather, rags or any other substance of any kind which causes or produces an offensive smell, smoke or odor capable of annoying persons living in the vicinity or persons passing along the streets, alleys or public thoroughfares.

Substandard Structure Certified Letters – 711 Lynn Street,

Dog Bite –

Dog Complaints – Lady called about her dog that was dropped off by Ex-boyfriend he had cuts on face from a mussel is what he told her but the VET said It was possibly zip ties. I gave all information to PD to contact Denton Police he lives out of town. Dog running lose on Lynn found owner talked to her and let her know that her dogs were out running lose. Lady caught a dog that's has been running around neighborhood on wells. Pinewood resident called about a brown dog running around charging at people and white foam coming out its mouth. I drove around and found 1 small brown dog on Pinewood contacted owner but the lady that called said that was not the dog. I drove around other neighborhood's and did not see it. Lady called about a puppy out tied up with chain during morning on Wells Street with no food or water. I went out to locate dog but did not see anything until a lady came out to say if there was a problem I said if she owned a puppy she replied yes. I then asked if the puppy was chained up outside with no water or food, she said no that she lets dog out with kids before they get on bus then bring back inside when they get on bus. N Hendrick called about a missing dog he asked if I picked up any in area, I replied no. Lady called about a dog in back yard but she is outside City limits of Diboll I gave her number for Angelina County.

Cat Complaints – Golf Course needed to use live trap to catch cats. Frankens resident called she need another cat picked up that might be having babies I let her know I would get to it ASAP. Frankens called again about a pregnant cat I went to buy 2 more live traps at tractor supply and went by her house to drop off but the husband said not to leave it because it might be someone's cat.

Stray Dog pick up – 1 Dog Wells

Stray Cat pick up –

Miscellaneous – installed doorbell camera at drive thru window. Set 2 rat traps killed 1 rat.

Code Compliance Project Status Report

December 2022

City Of Diboll Substandard Buildings or Structure Project

306 South First Street Home owner came in for a Demolition Permit and has started

406 Devereaux owner called they will start looking for someone to demolition the house. I gave her 30 Days to see some progress and to keep in touch with me.

304 Box Factory Certified letter unclaimed returned to me.

Lynn Street and Robert Nash Street Certified letter is still out for delivery.

707 Persimmon Street Returned receipt received November 18, 2022. Owner has not called.

Samantha Durham
Director of Finance



CITY OF DIBOLL

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

Interoffice Memorandum

DATE: January 10, 2023
TO: Mayor and Council Members
THRU: Jason Arnold
City Manager
SUBJ: Finance Department Reports

FINANCE

December Financials Delayed due to Incode 10 Software Conversion Project

MUNICIPAL COURT

Operations are good, nothing to report.

PROJECT STATUS REPORT

Incode 10 Software Conversion

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

Core Financials Component
Estimated Completion Date: January 2023
Status: 100% Complete

Accounts Payable Component
Estimated Completion Date: January 2023
Status: 100% Complete

Purchasing Component
Estimated Completion Date: January 2023
Status: 70% Complete

Credit Card Processing Component
Estimated Completion Date: January 2023
Status: 10% Complete

Budget / Project Accounting Component
Estimated Completion Date: February 2023
Status: 5% Complete

Employee / Payroll Component
Estimated Completion Date: February 2023
Status: 5% Complete

Utility Billing Component
Estimated Completion Date: March 2023
Status: 5% Complete

Municipal Court Component
Estimated Completion Date: April 2023
Status: 0% Complete

Permitting Component
Estimated Completion Date: April 2023
Status: 0% Complete

Cemetery Management Component
Estimated Completion Date: April 2023
Status: 0% Complete

Customer Engagement Component
Estimated Completion Date: April 2023
Status: 0% Complete

Fond regards,

A handwritten signature in black ink that reads "Sam Puerham". The signature is written in a cursive, flowing style.

CERTIFIED EXECUTIVE CLOSED SESSION AGENDA

On this the 10th day of January, 2023, the governing body of the City of Diboll convened in Executive Closed Session of the City Council held at the Diboll City Hall at 400 Kenley, Diboll Texas with the following present to wit:

- | | |
|--------------------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Trey Wilkerson, Mayor | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Daniel Lopez, Mayor Pro-Tem | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Benita Sheffield Duffield, Council Member | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Luis Maldonado, Council Member | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Brian Moreno, Council Member | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ray Williams, Jr., Council Member | <input type="checkbox"/> _____ |
| <input type="checkbox"/> J. Ruben Terrazas, Council Member | <input type="checkbox"/> _____ |

The following is an agenda of an Executive Session of the City of Diboll, Texas, held pursuant to the Texas Open Meetings Act, Government Code Section:

- | | |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> 551.071 – Litigation/Consultation with Attorney | <input type="checkbox"/> 551.076 Security Personnel or Devices |
| <input type="checkbox"/> 551.072 – Real Property | <input type="checkbox"/> 551.086 Test item (SB 59S) |
| <input type="checkbox"/> 551.073 – Prospective Gift | <input type="checkbox"/> 551.087 Economic Development Negotiations (SB 1851) |
| <input checked="" type="checkbox"/> 551.074 – Personnel Matters | |

Agenda Item #1:

Action Taken: Yes No

Agenda Item #2 Action Taken: Yes No

Agenda Item #3 Action Taken: Yes No

I, Mayor Trey Wilkerson, certify the above agenda is a true and accurate record of the proceedings.

Trey Wilkerson, Mayor

Witness



Convened into Executive Session at: _____

Exited back to Regular Session at: _____

*Note: this certified agenda must be kept a minimum of two years after the date of the Executive Session and is confidential. A person who knowingly and without lawful authority makes this record public commits a Class B misdemeanor and may be held liable for actual damages, court costs, reasonable attorney fees, and exemplary damages. Texas Government Code § 551.145.