

**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, June 10, 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 May 13, 2025, Regular Session Meeting
- b. Financial Statement for May 2025
- c. 12-Month Attendance Record for May 2025

Item #2: Consideration and possible action to accept proposal by JC'S Party Rentals to manage the Lottie & Arthur Temple Civic Center and to authorize the City Manager to execute the Agreement on behalf of the City.

Item #3: Consideration and possible action to appoint a board member for Deep East Texas Council of Governments & Economic Development District (DETCOG) Board.

Item #4: Consideration and possible action to approve the appointment of members to the Planning and Zoning Commission.

Item #5: DEPARTMENT HEAD REPORTS

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

Adjournment

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

I certify that this Notice of Meeting was posted in a glass-enclosed case in front of City Hall at 400 Kenley Street, Diboll, Texas, and available for viewing by the public prior to 5:15 p.m. on June 6, 2025, as well as at the City’s website.

Rosa M. Olvera

Rosa M. Olvera - City Secretary
Posted: 06/06/2025



**MINUTES OF THE GOVERNING BODY OF THE CITY OF DIBOLL, TEXAS
REGULAR SESSION MEETING ON TUESDAY, MAY 13, 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, Chief of Police Michael Skillern, Assistant Chief of Police Jacob Hopper, 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: Open: 5:15pm Closed: 5:17pm
Sandra Pouland addressed Council Regarding City website.

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 April 8, 2025, Regular Session Meeting
- b. Financial Statement for April 2025
- c. 12-Month Attendance Record for April 2025
- d. Investment Report for Quarter ending March 2025

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

Item #2: Oath of office administered by Mayor Trey Wilkerson to swear-in unopposed Council Members.

Mayor Trey Wilkerson administered Oath to unopposed Council Members:
Schuyler Bacon for District 1
Nora L. Munoz for District 3
J. Ruben Terrazas for at Large Place 5

Item #3: Consideration and possible action to nominate and vote for a Mayor Pro Tem.

Daniel Lopez was nominated by Schuyler Bacon.

No other nominations.

Schuyler Bacon made a motion to approve Daniel Lopez for Mayor Pro Tem and Ruben Terrazas second. All in Favor, none opposed, motion carries.

Item #4: Review Mayor's appointments of Council Members to the Finance Committee.

Committee Members to continue to serve.

Finance Committee: Mayor Trey Wilkerson, Councilmembers Daniel Lopez and Schuyler Bacon, City Manager Jason Arnold, City Finance Director Samantha Durham, and City Secretary Rosa Olvera.

Item #5: Consideration and possible action to approve Resolution 2025-05-001, supporting the development and operation of a proposed renewable energy facility in Diboll, Texas by Renewable Earth Resources and the Arrington Corporation.

Daniel Lopez made a motion to approve and Nora Munoz second.

All in Favor, none opposed, motion carries.

Item #6: Consideration and possible action to approve Ordinance 2025-05-001 for the third (3rd) amendment to the 2024-2025 Operating Budget.

Ray Williams, Jr. made a motion to approve and Ruben Terrazas 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 City Attorney, Seth Elmore's resignation and potential candidates for vacant city attorney position.

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

Start: 5:33p.m.

Council reconvened at 5:43p.m. into open session following closed door session.

Item #9: Consideration and possible action to accept City Attorney, Seth Elmore’s resignation.

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

Item #10: Consideration and possible action to appoint City of Diboll City Attorney.

The Council considered Matthew B. May as a candidate for the position of City Attorney.

Daniel Lopez made a motion to approve the appointment and Schuyler Bacon second. All in Favor, none opposed, motion carries.

Adjournment

Mayor Trey Wilkerson called to adjourn at 5:46p.m.

Minutes of the May 13, 2025 Regular Session Meeting approved by council on this the 10th day of June, 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: 05/31/2025

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	5,500.00	5,500.00	0.00	6,000.00	6,000.00	-500.00
3200 - Fines and Fees	542,000.00	542,000.00	54,937.02	420,136.45	420,136.45	121,863.55
3210 - Licenses & Permits	20,000.00	20,000.00	3,642.73	20,625.34	20,625.34	-625.34
3500 - Franchise Tax	375,000.00	375,000.00	29,129.31	164,158.99	164,158.99	210,841.01
3550 - Property Tax	1,467,188.00	1,467,188.00	22,017.57	1,419,787.93	1,419,787.93	47,400.07
3700 - Sales Tax	997,405.00	997,405.00	145,471.28	658,346.70	658,346.70	339,058.30
3800 - Interest	20,000.00	20,000.00	1,977.53	19,483.16	19,483.16	516.84
3805 - Miscellaneous	14,600.00	33,980.00	-54,167.77	30,936.96	30,936.96	3,043.04
3940 - Contributions & Grants	10,209.68	10,209.68	0.00	10,209.68	10,209.68	0.00
3960 - Donations	77,446.20	77,446.20	10,000.00	77,446.20	77,446.20	0.00
Revenue Total:	3,529,348.88	3,548,728.88	213,007.67	2,827,131.41	2,827,131.41	721,597.47
Expense						
4000 - Insurance	72,066.94	72,066.94	0.00	71,877.94	71,877.94	189.00
4030 - Fines & Fees	950.00	950.00	0.00	128.00	128.00	822.00
4040 - Administrative	199,794.15	199,794.15	10,164.20	175,495.58	176,031.39	23,762.76
4080 - Capital Purchase	162,003.00	162,003.00	55,497.75	69,181.44	158,554.77	3,448.23
4100 - Contractual & Professional Services	231,284.25	231,284.25	15,583.65	171,551.41	171,551.41	59,732.84
4110 - Intergov't Contracts	188,000.00	188,000.00	11,276.68	164,570.02	164,570.02	23,429.98
4210 - Project Expense	142,388.43	142,388.43	3,775.38	35,025.75	41,335.75	101,052.68
4300 - Utility	147,680.00	147,680.00	15,589.98	88,492.28	88,842.28	58,837.72
4400 - Repairs & Maintenance	482,047.48	501,427.48	31,526.42	234,996.61	244,703.35	256,724.13
4460 - Materials & Supplies	239,508.04	239,508.04	59,447.03	154,118.50	158,456.79	81,051.25
4500 - Miscellaneous	6,602.00	6,602.00	95.32	-19,307.25	-19,307.25	25,909.25
4800 - Payroll Expense	2,472,007.24	2,472,007.24	266,171.58	1,665,710.85	1,665,710.85	806,296.39
4860 - Personnel	58,145.00	58,145.00	1,061.25	44,327.75	44,328.75	13,816.25
9999 - Transfers	-639,144.00	-639,144.00	0.00	0.00	0.00	-639,144.00
Expense Total:	3,763,332.53	3,782,712.53	470,189.24	2,856,168.88	2,966,784.05	815,928.48
Fund: 01 - General Fund Surplus (Deficit):	-233,983.65	-233,983.65	-257,181.57	-29,037.47	-139,652.64	-94,331.01

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	280,661.66	2,189,951.33	2,189,951.33	1,625,235.67
3130 - Penalties & Interest	25,000.00	25,000.00	470,369.47	2,766,446.62	2,766,446.62	-2,741,446.62
3800 - Interest	16,000.00	16,000.00	1,932.85	12,539.69	12,539.69	3,460.31
3805 - Miscellaneous	11,100.00	11,100.00	1,451.96	12,346.70	12,346.70	-1,246.70
3940 - Contributions & Grants	101,935.50	101,935.50	0.00	101,935.50	101,935.50	0.00
Revenue Total:	3,969,222.50	3,969,222.50	754,415.94	5,083,219.84	5,083,219.84	-1,113,997.34
Expense						
4000 - Insurance	36,447.38	36,447.38	0.00	36,447.38	36,447.38	0.00
4010 - Grant Expense	101,935.50	101,935.50	0.00	101,935.50	101,935.50	0.00
4030 - Fines & Fees	2,340.00	2,340.00	-179.24	1,311.17	1,311.17	1,028.83
4040 - Administrative	60,380.00	60,380.00	1,683.75	49,431.14	49,556.44	10,823.56
4080 - Capital Purchase	288,108.50	288,108.50	390.00	141,802.00	141,802.00	146,306.50
4100 - Contractual & Professional Services	905,661.00	905,661.00	77,945.29	607,708.85	608,980.93	296,680.07
4110 - Intergov't Contracts	6,100.00	6,100.00	1,575.62	2,821.21	2,821.21	3,278.79
4300 - Utility	141,840.00	141,840.00	12,814.55	95,549.60	95,549.60	46,290.40
4400 - Repairs & Maintenance	405,740.59	405,740.59	13,146.55	215,643.39	230,639.38	175,101.21
4460 - Materials & Supplies	281,325.00	281,325.00	16,521.62	143,593.87	150,555.21	130,769.79
4800 - Payroll Expense	635,684.36	635,684.36	73,815.07	462,230.47	462,230.47	173,453.89
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:	4,375,803.33	4,375,803.33	197,713.21	1,858,681.23	1,882,035.94	2,493,767.39
Fund: 02 - Utility Fund Surplus (Deficit):	-406,580.83	-406,580.83	556,702.73	3,224,538.61	3,201,183.90	-3,607,764.73

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	581.75	581.75	-581.75
3900 - Rentals & Leases	65,100.00	65,100.00	5,631.65	16,296.45	16,296.45	48,803.55
Revenue Total:	65,100.00	65,100.00	5,631.65	16,878.20	16,878.20	48,221.80
Expense						
4000 - Insurance	717.08	717.08	0.00	717.08	717.08	0.00
4040 - Administrative	7,654.00	7,654.00	0.00	1,508.93	1,508.93	6,145.07
4100 - Contractual & Professional Services	2,949.86	2,949.86	194.00	1,534.36	1,534.36	1,415.50
4300 - Utility	55,496.00	55,496.00	4,478.51	35,991.14	35,991.14	19,504.86
4400 - Repairs & Maintenance	32,283.06	32,283.06	80.00	26,983.90	27,121.84	5,161.22
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	4,752.51	66,735.41	66,873.35	-1,773.35
Fund: 03 - Recreation Fund Surplus (Deficit):	0.00	0.00	879.14	-49,857.21	-49,995.15	49,995.15

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 05 - Special Revenue Fund						
Revenue						
3805 - Miscellaneous	656.32	656.32	130.89	2,437.77	2,437.77	-1,781.45
3940 - Contributions & Grants	3,034.78	3,034.78	0.00	3,034.78	3,034.78	0.00
Revenue Total:	3,691.10	3,691.10	130.89	5,472.55	5,472.55	-1,781.45
Expense						
4010 - Grant Expense	147,031.09	147,031.09	7,871.15	23,839.55	23,839.55	123,191.54
4210 - Project Expense	3,461.31	3,461.31	0.00	1,610.93	1,610.93	1,850.38
9999 - Transfers	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
Expense Total:	200,492.40	200,492.40	7,871.15	25,450.48	25,450.48	175,041.92
Fund: 05 - Special Revenue Fund Surplus (Deficit):	-196,801.30	-196,801.30	-7,740.26	-19,977.93	-19,977.93	-176,823.37

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	2,791.96	8,779.71	8,779.71	5,220.29
Revenue Total:	14,000.00	14,000.00	2,791.96	8,779.71	8,779.71	5,220.29
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	2,791.96	8,779.71	8,779.71	-8,779.71

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	1.02	9.40	9.40	-9.40
Revenue Total:	0.00	0.00	1.02	9.40	9.40	-9.40
Fund: 07 - Seized Fund Total:	0.00	0.00	1.02	9.40	9.40	-9.40

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	1,518.68	12,243.95	12,243.95	-6,243.95
Revenue Total:	6,000.00	6,000.00	1,518.68	12,243.95	12,243.95	-6,243.95
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	1,518.68	12,243.95	12,243.95	-16,563.95

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	1,260.30	10,294.46	10,294.46	-3,294.46
Revenue Total:	7,000.00	7,000.00	1,260.30	10,294.46	10,294.46	-3,294.46
Expense						
4300 - Utility	12,000.00	4,474.00	254.44	1,946.35	1,946.35	2,527.65
4460 - Materials & Supplies	0.00	7,526.00	0.00	0.00	7,526.00	0.00
Expense Total:	12,000.00	12,000.00	254.44	1,946.35	9,472.35	2,527.65
Fund: 10 - MC Tech Fund Surplus (Deficit):	-5,000.00	-5,000.00	1,005.86	8,348.11	822.11	-5,822.11

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	41.98	233.98	233.98	-233.98
Revenue Total:	0.00	0.00	41.98	233.98	233.98	-233.98
Fund: 12 - Red Light Fund Total:	0.00	0.00	41.98	233.98	233.98	-233.98

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	2,427.30	136,865.21	136,865.21	-1,296.21
3800 - Interest	0.00	0.00	89.96	339.40	339.40	-339.40
Revenue Total:	135,569.00	135,569.00	2,517.26	137,204.61	137,204.61	-1,635.61
Expense						
4015 - Bond Expense	606,974.00	606,974.00	0.00	525,302.89	525,302.89	81,671.11
4020 - Note Expense	399,592.00	399,592.00	399,591.03	399,591.03	399,591.03	0.97
4030 - Fines & Fees	950.00	950.00	0.00	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	399,591.03	925,368.92	925,368.92	-789,799.92
Fund: 13 - Debt Service Fund Surplus (Deficit):	0.00	0.00	-397,073.77	-788,164.31	-788,164.31	788,164.31

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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: 05/31/2025

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	228,566.10	228,566.10	0.00	92,566.10	92,566.10	136,000.00
Expense Total:	228,566.10	228,566.10	0.00	92,566.10	92,566.10	136,000.00
Fund: 15 - Restricted Project Fund Total:	228,566.10	228,566.10	0.00	92,566.10	92,566.10	136,000.00

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	1,486.10	11,867.08	11,867.08	-11,867.08
Revenue Total:	0.00	0.00	1,486.10	11,867.08	11,867.08	-11,867.08
Fund: 16 - MC Local Truancy Prevention & Diversion Fund Total:	0.00	0.00	1,486.10	11,867.08	11,867.08	-11,867.08

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	29.62	235.96	235.96	-235.96
Revenue Total:	0.00	0.00	29.62	235.96	235.96	-235.96
Fund: 17 - MC Municipal Jury Fund Total:	0.00	0.00	29.62	235.96	235.96	-235.96

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	39.59	314.59	314.59	-314.59
Revenue Total:	0.00	0.00	39.59	314.59	314.59	-314.59
Expense						
4210 - Project Expense	3,725.51	3,725.51	0.00	4,664.08	4,664.08	-938.57
Expense Total:	3,725.51	3,725.51	0.00	4,664.08	4,664.08	-938.57
Fund: 18 - Keep Diboll Beautiful Fund Surplus (Deficit):	-3,725.51	-3,725.51	39.59	-4,349.49	-4,349.49	623.98

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	125.71	757.34	757.34	-757.34
Revenue Total:	0.00	0.00	125.71	757.34	757.34	-757.34
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	125.71	757.34	757.34	-226,757.34

Financial Report

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	90.07	1,267.83	1,267.83	-1,267.83
Revenue Total:	0.00	0.00	90.07	1,267.83	1,267.83	-1,267.83
Expense						
4210 - Project Expense	1,157,000.00	1,157,000.00	0.00	581,331.67	581,331.67	575,668.33
Expense Total:	1,157,000.00	1,157,000.00	0.00	581,331.67	581,331.67	575,668.33
Fund: 20 - ARPA Fund Surplus (Deficit):	-1,157,000.00	-1,157,000.00	90.07	-580,063.84	-580,063.84	-576,936.16
Total Surplus (Deficit):	-2,468,677.79	-2,468,677.79	-97,283.14	1,694,306.82	1,552,673.00	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
01 - General Fund	-233,983.65	-233,983.65	-257,181.57	-29,037.47	-139,652.64	-94,331.01
02 - Utility Fund	-406,580.83	-406,580.83	556,702.73	3,224,538.61	3,201,183.90	-3,607,764.73
03 - Recreation Fund	0.00	0.00	879.14	-49,857.21	-49,995.15	49,995.15
05 - Special Revenue Fund	-196,801.30	-196,801.30	-7,740.26	-19,977.93	-19,977.93	-176,823.37
06 - Hotel/Motel Tax Fund	0.00	0.00	2,791.96	8,779.71	8,779.71	-8,779.71
07 - Seized Fund	0.00	0.00	1.02	9.40	9.40	-9.40
08 - Diboll Day Fund	-14,745.40	-14,745.40	0.00	-8,690.97	-8,690.97	-6,054.43
09 - MC Security Fund	-4,320.00	-4,320.00	1,518.68	12,243.95	12,243.95	-16,563.95
10 - MC Tech Fund	-5,000.00	-5,000.00	1,005.86	8,348.11	822.11	-5,822.11
12 - Red Light Fund	0.00	0.00	41.98	233.98	233.98	-233.98
13 - Debt Service Fund	0.00	0.00	-397,073.77	-788,164.31	-788,164.31	788,164.31
14 - Endowment Fund	8,045.00	8,045.00	0.00	0.00	0.00	8,045.00
15 - Restricted Project Fund	-228,566.10	-228,566.10	0.00	-92,566.10	-92,566.10	-136,000.00
16 - MC Local Truancy Preven..	0.00	0.00	1,486.10	11,867.08	11,867.08	-11,867.08
17 - MC Municipal Jury Fund	0.00	0.00	29.62	235.96	235.96	-235.96
18 - Keep Diboll Beautiful Fu...	-3,725.51	-3,725.51	39.59	-4,349.49	-4,349.49	623.98
19 - Street Project Fund	-226,000.00	-226,000.00	125.71	757.34	757.34	-226,757.34
20 - ARPA Fund	-1,157,000.00	-1,157,000.00	90.07	-580,063.84	-580,063.84	-576,936.16
Total Surplus (Deficit):	-2,468,677.79	-2,468,677.79	-97,283.14	1,694,306.82	1,552,673.00	

DIBOLL CITY COUNCIL 12-MONTH ATTENDANCE RECORD

Council Member	6/11/2024	6/25/2024	7/9/2024	7/23/2024	8/13/2024	9/3/2024	9/10/2024	10/8/2024
Schuyler Bacon	0	0	0	0	0	0	1	0
Luis Maldonado	0	0	1	0	0	0	0	0
Nora Munoz	0	0	0	0	0	0	0	0
Daniel Lopez	0	0	0	0	1	0	0	0
Ruben Terrazas	0	0	1	0	0	0	0	0
Ray Williams, Jr.	0	1	1	0	0	0	0	0
Trey Wilkerson	0	0	0	0	0	0	0	1
Total Absences	0	1	3	0	1	0	1	1

Council Member	11/12/2024	12/10/2024	1/14/2025	2/11/2025	3/11/2025	4/8/2025	5/13/2025	TOTAL TO-DATE
Schuyler Bacon	0	0	0	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	0	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	2
Trey Wilkerson	0	0	0	0	0	0	0	1
Total Absences	0	0	0	0	0	0	0	7




 Rosa M. Olvera - City Secretary

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



400 Kenley Street
P.O. Box 340
Diboll, Texas 75941
(936)-829-6800
jarnold@cityofdiboll.com

June 5, 2025

Honorable Mayor and City Council
City of Diboll

RE: Request for Council Approval of Civic Center Management Agreement

On May 5th, Requests for Proposals (RFPs) were sent out for the operation and management of the Lottie & Arthur Temple Civic Center. The deadline for submission of proposals was May 30th, and two proposals were received: one from JC'S Party Rentals, and the other from Mr. Lazaro Robles.

On June 4th, Samantha Durham, Rosa Olvera, and I reviewed and discussed both proposals. After careful review of the proposals submitted for the management of the Lottie & Arthur Temple Civic Center, staff strongly recommends continuing our partnership with JC's Party Rentals.

This recommendation is based on the following key considerations:

1. Proven Performance and Reliability

JC's has consistently managed the Civic Center for three years with professionalism and efficiency. Their operational performance has mostly met or exceeded expectations, ensuring the facility runs smoothly and remains accessible and welcoming to the public.

2. Strong Working Relationship

Over the course of our partnership, JC's has demonstrated excellent communication, responsiveness, and collaboration. Our working relationship is built on mutual respect and trust, which has contributed significantly to the Civic Center's success.

3. Professional Handling of Issues

While a few challenges have naturally arisen during their tenure, JC's has addressed each one promptly, constructively, and professionally. Their problem-solving approach reflects their commitment to high standards and a proactive management style. JC's has always been very receptive to critique and quick to make amendments when necessary.

4. Established Clientele and Community Presence

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



400 Kenley Street
P.O. Box 340
Diboll, Texas 75941
(936)-829-6800
jarnold@cityofdiboll.com

They have cultivated a loyal and diverse clientele, and their presence within the community continues to grow. Their connections support steady bookings, community engagement, and an overall strong reputation for the Civic Center.

5. Financial Investment and Commitment

JC's has made significant financial investments in their business operations. These investments signal long-term commitment and a vested interest in the center's continued success.

6. Stability and Continuity

Given their performance and community integration, maintaining continuity with JC's is the least disruptive and most reliable path forward. A change in management could disrupt services, relationships, and momentum we've worked hard to build.

Conclusion

We certainly appreciate the positive aspects of both proposals and recognize their potential benefits. In recognition of their track record, professional conduct, investment, and strong relationships, I recommend that we continue working with JC's Party Rentals for the management of the Civic Center. Their leadership supports stability and continued growth for both the facility and the community it serves.

Please let me know if additional detail or documentation is needed.

Respectfully,

Jason A. Arnold, MPA
City of Diboll City Manager



CIVIC CENTER SERVICE CONTRACT AGREEMENT

THIS AGREEMENT, entered into as of June 10, 2025 is entered into between the CITY OF DIBOLL, TEXAS, a Texas home-rule municipality ("City") and JCs Party Rentals, a Texas corporation ("JCs Party Rentals"). In furtherance of the purposes of the Authorizing Legislation, and in consideration of the mutual covenants in this Agreement, the City and JCs Party Rentals agree as follows:

RECITALS

WHEREAS, the City is the owner of the Lottie and Arthur Temple Civic Center ("Civic Center"), which the City operates in an effort to provide the citizens of Diboll and the surrounding areas with a quality event venue in the City; and

WHEREAS, the Civic Center is intended to meet a public purpose; and

WHEREAS, the City lacks the resources to fully operate the Civic Center on evenings and weekends; and

WHEREAS, the City is authorized by Texas Local Government Code, Chapter 2267 to contract with a private organization to manage or supervise programs and activities to meet a public purpose; and

WHEREAS, JCs Party Rentals is an entity with a strong community presence, and expertise in promoting events at the Civic Center; and

WHEREAS, the City desires to utilize the expertise and services of JCs Party Rentals to schedule and manage the Civic Center in accordance with the provisions hereof.

ARTICLE I

TERM

The term of this Agreement shall be for an initial period of three (3) years commencing on July 1, 2025, with the option for renewal by mutual agreement under the same terms and conditions for a three (3) year period. This Agreement and any renewal are subject to the availability of municipal funds. This Agreement may be terminated by the City of Diboll upon JCs Party Rentals' failure to comply with any services or obligations as outlined in Article II. Otherwise, if either party wishes to opt out of this agreement, they must notify in writing the other party no less than sixty (60) days prior to their withdraw. Except as otherwise expressly provided

in this Agreement, any written notice or other written communication requested or permitted to be given under this Agreement shall be delivered, or sent by United States registered or certified mail, postage prepaid, or by express carrier, to:

JCs Party Rentals
966 Traylor Street
Lufkin, TX 75901
ATTN: Owners

City of Diboll
400 Kenley Street
Diboll, Texas 75941
ATTN: City Manager

ARTICLE II

JCS PARTY RENTALS SERVICES AND OBLIGATIONS

- 2.1** Functioning as an independent contractor and serving as a manager of the Civic Center pursuant to the terms and conditions of this Agreement for all events after 5:00 p.m. on weekdays and all events on weekends, except City events;
- 2.2** Programming strategy, marketing, promotion, rental, operations, regular building cleaning and staffing for Civic Center events;
- 2.3** Ensuring that rental agreements, performance agreements, operating policies, fee schedules and other contracts or agreements comply with City ordinances, resolutions and policies applicable to the Civic Center and its use, management, operation and maintenance;
- 2.4** Preparing a quarterly report and providing such other information as may be requested by the City in relation to the Civic Center and its use, attendance, operation and management;
- 2.5** Providing reports and meeting with the City Manager or his designee in performing and carrying out City business related to the operation of the Civic Center;
- 2.6** Assisting in the preparation of the City's budget for the Civic Center;
- 2.7** Complying with applicable federal laws, state statutes, City of Diboll City ordinances and the Constitution of the United States and the State of Texas;
- 2.8** Promptly reporting to the proper City officials any furniture, fixtures, or grounds that are damaged, in disrepair, in need of maintenance, and remove from service any unsafe or potentially hazardous conditions immediately;
- 2.9** Recognizing in published materials, as appropriate, the City's contribution to all Civic Center activities, either financially or otherwise (e.g., sponsorship on behalf of the City of Diboll);

2.10 Staffing all Civic Center events (except City events) with JCs Party Rentals staff or volunteers. The City may use the Civic Center for City events, subject to scheduling availability;

2.11 Assuming expenses and retaining revenues for all Civic Center events, except City events;

2.12 Paying rental fees to the City as outlined in the attached fee schedule, Exhibit A;

2.13 Submit all requested information to the City to comply with criminal background checks for employees.

2.14 Comply with all City of Diboll Facilities Management Policies and Procedures as outlined in Exhibit B

ARTICLE III

CITY SERVICES AND OBLIGATIONS

3.1 City shall be responsible for insurance, utilities, janitorial supplies and building and structural maintenance of the Civic Center during the life of this Agreement.

3.2 The City will provide advice and assistance from its various departments, upon request by JCs Party Rentals, regarding responsibilities under this Agreement.

3.3 The City retains the right, but not the obligation, to host public ticketed and/or non-ticketed events, as well as private non-ticketed City events at the Civic Center. JCs Party Rentals will have no responsibility whatsoever for events hosted by the City at the Civic Center.

ARTICLE IV

HOLD HARMLESS AND INDEMNIFICATION

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including reasonable attorneys' fees) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees, related to the performance of this Agreement. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity provision survives the Agreement.

ARTICLE V

PUBLIC PURPOSE USE

5.1 It is understood and maintained by each party that the Civic Center is to be operated exclusively for public purposes. Access to the Civic Center must be controlled at all times by either JCs Party Rentals or the City of Diboll.

5.2 JCs Party Rentals understands and agrees that renters will not be required to utilize JCs Party Rentals' additional services as a provision to rent the Civic Center.

ARTICLE VI

ASSIGNMENT AND AMENDMENT

6.1 No party to this Agreement may transfer or assign its rights and responsibilities without approval of the other party.

6.2 This Agreement may not be modified except by an instrument in writing signed by the parties hereto.

6.3 If this Agreement is executed in multiple counterparts, all counterparts taken together constitute this Agreement. Copies of signatures to this Agreement are effective as original signatures.

6.4 By entering into this Agreement, JCs Party Rentals is not assuming liability for any actions or matters, financial or otherwise, arising at the Civic Center before July 1, 2023 (collectively "Prior Actions"). JCs Party Rentals expressly disclaims liability for any Prior Actions.

For the City of Diboll, Texas:

For JCs Party Rentals:

Jason Arnold, City Manager
City of Diboll

Viry Cruz, Owner
JCs Party Rentals

Ruth Contreras, Owner
JCs Party Rentals

Attest:

Rosa Olvera, City Secretary
City of Diboll

Exhibit A

RENTAL RATES

Standard Rental Rates	Description	JCs Charge	Rate	Max Charges Allowed	Rate
	Monday – Thursday	\$200			
	Friday	\$350			
	Saturday	\$1,000			
	Sunday	\$250			
<hr/>					
Non-Profit Rental Rates	Description	JCs Charge	Rate	Max Charges Allowed	Rate
	Sunday – Friday	\$100		\$300	
	Saturday	\$250		\$500	
<hr/>					
Returned Check Fee	\$35				
False Alarm Fee	\$500				

PROPOS

Exhibit B



City of Diboll Facilities Management Policies and Procedures

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Introduction

Purpose of Policies and Procedures

Provide a consistent guideline for Event Holders and users and to provide a safe and quality experience while using a City of Diboll Facility.

Purpose of Fees

Generate revenues to offset the operational costs of the facilities and to provide funds for future capital improvements.

Establishment of Fees

Rental fees for City of Diboll Facilities will be reviewed on an annual basis with consideration given to the service needs of the community, the facility target user market, competitive and reasonable rental rates, operational costs and the need for future capital improvements

Definitions

Event - Any activity that takes place on a scheduled date on City of Diboll property

Event Holder - Any individual, organization, company or entity using and/or renting a City of Diboll Facility

Facilities Management - City of Diboll Civic Center Director, City of Diboll City Manager, or designated City of Diboll Civic Center Representative

Rental Agreement - Written agreement between City of Diboll and Event Holder acknowledging use and fee arrangement for any Event held on City of Diboll property.

Payment Policies

Rental Policy

All Event Holders shall be subject to a rental fee and pay a non-refundable security deposit at the time of booking an Event. The security deposit shall be due and payable at the time of booking an Event in order to preserve the requested date. The balance of the rental fee must be paid in full at least thirty (30) days prior to any event. If full payment is not received thirty (30) days prior to event, event will automatically be cancelled and any moneys paid will be forfeited. Money order, cashier's check, personal or corporate check, credit card, or cash will be accepted.

Credit Card Policy

The City of Diboll accepts payment by Visa, MasterCard, Discover, and American Express. Per Local Government Code 130.0046 we assess a 3% fee to each transaction

Bad Check Policy

Any checks returned by the bank for any reason will be subject to a thirty-five (\$35.00) returned check fee and will be turned over the County Attorney's office for prosecution.

Cancellation Policy

All cancellations by Event Holder shall be in writing sixty (60) days prior to the Event and effective upon receipt by City of Diboll Facilities Management. City of Diboll shall not be responsible for any consequences monetary or otherwise due to cancellation by Event Holder. The maximum liability of the City to an Event Holder due to cancellation of an Event by the City, regardless of the reason for cancellation, is limited to the fees paid by the Event Holder. Cancellation outside of sixty (60) days of event are subject to a processing fee. Cancellation within sixty (60) days of event are subject to the total forfeiture of the security deposit.

Security Deposit

The Event Holder shall be held responsible for all damages to and any necessary clean-up of the City of Diboll Facilities and property. The Event Holder may be required to post a booking deposit to defray the cost of repairs and clean up at the sole discretion of the City of Diboll. The final invoice will be reduced by the amount of the booking deposit if the facility and property are left in a clean state, key fob is returned, times not exceeded as specified for the event, all rules and regulations were followed during use of the facility, and there are no damages.

Fee Schedule Categories

Standard Rate

Applies to any for profit individual, organization, company or entity.

Non-Profit Rate

Applies to any organization registered with the State of Texas as a non-profit (501(c)(3)) or similar qualifying non-profit entity. These events are charged a reduced base rental rate, subject to applicable surcharges.

Government Rate

Applies to Angelina County/City Government departments (i.e., Law Enforcement, Elections, etc.). Use of the facility will be free of charge, if available.

General Usage Policies

The City of Diboll retains control and management of City of Diboll Facilities at all times, and shall have the right at all times to enforce all rules and regulations described hereto, and shall have the right to eject all persons who fail or refuse to comply with the rules and regulations.

Access during Events

City of Diboll Facilities Management employees responsible for management and maintenance of the facilities shall have the right to access the facilities at any time during any event.

Advertising

Event holders shall not hang signs, bunting or other advertising materials anywhere on the premises without prior approval of City of Diboll Facilities Management. The City of Diboll does recognize the

need for event holders to display sponsor advertising, therefore advertising materials and locations will be determined on an event by event basis.

Alcoholic Beverages

Alcohol is strictly prohibited at all City of Diboll Facilities unless the following criteria are met:

1. Alcohol consumption must be outlined in the Rental Agreement and details determined (such as: location, time, security plan) during planning meetings with Facilities Management. If alcohol is to be consumed on the premises of a City of Diboll facility, Event Holder is required to obtain a current liquor license holder for the facility being used. Event Holders will need to schedule at least 30 days in advance with the Facilities Management.
2. If alcohol is to be SERVED, or otherwise made available in any City of Diboll Facility the following requirements must be met:
 - a. Provide a Texas Alcoholic Beverage Commission (TABC) certified bartender of Event Holder choice to distribute alcohol. Copy of all licenses and ID's must be provided to Facilities Management thirty (30) days prior to the Event.
 - b. Provide certificate of insurance including host liquor liability as described in the insurance section herein. (See Insurance Requirements)
 - c. Provide security plan to Facilities Management for final approval a minimum of 30 days prior to scheduled event. (See Security Policy)
 - d. If the Event Holder fails to disclose that alcohol is to be served or otherwise made available as described in numbers 1 through 2 above, the Event Holder, participants, spectators and anyone else involved with the event are subject to removal, citation or arrest at the discretion of the City of Diboll Police Department.
3. CIVIC CENTER
 - a. Alcohol SALES will be not be permitted.
 - b. BYOB events will be permitted, but will follow the rules and limitations set by the Facilities Management. Cooler size will be limited to 48 quart maximum. Coolers will be limited to personal vehicles, or designated booth space for the event.
 - c. Alcohol SERVICE will be permitted with limitations. Only the Event Holder may provide this service and will abide by the same security rules stated above.
 - d. No alcohol may be consumed outside of the facility building without written approval from Facilities Management.
4. Any event, where a ticket must be purchased to enter the event, and includes the serving of alcohol (at no additional cost to those attending), must make provision for alcohol to also be available outside the room of the event (at no additional charge). This indicates that a purchase of the event ticket is not required for the consumption of alcohol.

Animals

Event Holders utilizing a City of Diboll Facility for any activity, in which animals are used or exhibited, shall comply fully with all applicable government agency statutes, laws, ordinances, rules, regulations, and/or order applicable to the humane care and treatment of animals. Event Holder assumes the full responsibility to meet and satisfy all applicable ordinances, laws, rules, regulations, and/or orders as they relate to the needs and rights of those animals, which are under the Event Holder's care and control.

Event Holder is responsible for removing all animal debris including hay and manure from the premises. Failure to meet this requirement may result in an additional clean-up. All animals must be

penned, stalled and otherwise confined or under the direct control of owner or handler at all times. Persons keeping animals on the premises must use every care to assure safety of visitors and other facility patrons/personnel. Violation of this policy may result in removal of animals from the premises or Animal Control may be called. As required by Texas Animal Health Commission, negative Coggins certificate must be required for all equines brought into the facility. All other animals must comply with state mandated regulations from the Texas Animal Health Commission.

Animals in the Civic Center Building

No animals will be allowed in the Civic Center building, except service animals, without written permission from Facilities Management.

Candles & Open Flames

Per the International Fire Code Section 308.3, open flames on candles may be used only for a unity candle in religious ceremonies and enclosed tea light candles on table tops. Any other open flame will be allowed at the discretion of the Facilities Management and must comply with Section 308.3. No pyrotechnics inside.

Clean-up Guidelines

Each event differs in clean-up requirements; refer to your contract for details.

Failure to meet the clean-up requirements may result in a clean-up fee or total forfeiture of the security deposit.

Decorations

All decorating plans must be submitted and approved by Facilities Management a minimum of 30 days prior to an event. Regardless of the facility or the type of decorations, the Event Holder must remove all decorating materials immediately following the event. Banners, posters, signs are prohibited for distribution either inside or outside of the facility. No decorations may be hung with nails, thumbtacks, adhesives, or any form of adhesive material on inside walls, woodwork, ceiling, doors, or windows. Nothing may be hung, attached or suspended from any part of the building without express written consent of the Facility Management. Absolutely no glitter or confetti allowed.

Deliveries

Deliveries for Event Holders may not be accepted by City of Diboll employees without prior written approval by Facilities Management.

Event Marketing

City of Diboll Facility Management employees shall not be responsible for event promotion. The City of Diboll Government logo may not be used on any promotional material without the express written consent of City of Diboll.

Event Staffing

Event Holders shall provide all security, ushers, announcers, ticket takers, clean-up crew and other personnel necessary to conduct the activities described in the Rental Agreement. City of Diboll may be able to provide personnel for limited activities. A City of Diboll Facilities Management employee may be on site or on call while facilities are occupied. This will be determined on an event by event basis and finalized during planning meetings.

Facility Alterations

Event Holders may not undertake any plumbing, electrical, telecommunications, carpentry or mechanical work on any facilities or facility equipment.

Fire Safety Standards

All fire regulations in the Uniform Fire Code as amended and approved by the local jurisdiction shall be strictly observed. The UFC regulates the placement of tables and chairs, decorations, dimensions of all aisles and exits, etc. Facilities Management will work with Event Holder during planning meetings to ensure compliance with the UFC. However, the Event Holder is ultimately responsible for compliance.

Floor / Area Plans

Event Holders shall submit floor / area plans to Facilities Management at least 30 days in advance of event. The plan should include decorations, dimensions of all aisles, booths, table and chair locations, parking areas, loading and unloading areas, etc. Facilities Management will work with each Event Holder on specific needs and requirements to ensure compliance with fire safety standards and facility requirements.

Fog & Smoke Machines

Use of fog or smoke machines is restricted to outside only. Inside use is prohibited.

Food Service / Event Catering

The City of Diboll Facilities Management must be advised of any event which plans to serve food. All food brought into the Civic Center (with the exception of cake) must be catered unless there is prior written approval by Facilities Management. A Cater is defined as an individual or business which has a health certificate and a tax I. D. for serving food. Refer to your contract for details for complete list of kitchen rules and responsibilities. Failure to comply may be subject to the total forfeiture of the security deposit.

General Compliance

Event Holder agrees to comply with all applicable governmental agencies, ordinances and statutes. Event Holder assumes full responsibility for payment of all sales, use, assessments and/or fees in compliance with City of Diboll and the State of Texas.

Glass Containers

Glass drinking containers are not permitted in any City of Diboll Facility or parking lots, with the exception of individual beverage glasses confined to the building the Event Holder has retained

Guns & Gun Show Policy

Firearms and handguns are prohibited in all areas of the civic center except by specific permission from the Civic Center Director. Exhibitors displaying approved firearms must comply with all federal, state and local laws governing the possession and/or sale of such. Firearms may not be loaded or fired in the interior or exterior of the center, including parking areas.

Individuals possessing a firearm or handgun must leave the premises immediately upon exiting the gun show. Trigger mechanisms must be secured with tie wraps or similar devices. All weapons must be checked at the door before entering and again when exiting the building. This policy does not apply to licensed peace officers or individual licensed under article 2.122 of the Texas Code of Criminal Procedure.

Hazardous Waste

The Event Holder agrees, at all material times Event Holder is on City of Diboll property, not to have in its possession, collect, distribute, dispose, release or otherwise discharge any toxic or hazardous waste as defined by City of Diboll and/ or any applicable laws. In the event the Event Holder shall be in possession of such hazardous or toxic waste, the Event Holder shall immediately notify Facilities Management and the Texas Commission of Environmental Protection as well as the Federal Environmental Protection Agency and such other governmental agency or body as may be required by law, relative to such materials.

Additionally, Event Holder agrees not to dispose of any refuse or empty any fluids on City of Diboll property. In the event the Event Holder, or its agents, vendors, sub licensees, concessionaires or employees dump grease in the facility sewer system, or at locations not authorized by Facilities Management, or shall otherwise violate the provisions of this paragraph, City of Diboll Facilities Management will look to the Event Holder and shall subject the Event Holder to possible fine or penalties, plus any costs incurred by City. Such fine or penalties shall be imposed by Facilities Management for each infraction and Event Holder shall be deemed in material breach of the Rental Agreement and subject to immediate termination of the Rental Agreement and removal from the property.

Health Permit Requirements

When an event involves a temporary food service operation or food demonstration, the Event Holder is responsible for complying with all State Health Department guidelines. The County Health Officer can issue a temporary food service certificate for such events.

Helium Balloons

Helium balloons may not be distributed or sold inside the facility. With prior approval of the Facility Management, helium balloons may be used as decoration when they are permanently attached to other furniture or a display. If helium balloons are released for any reason in the facility, a charge for the removal of the balloons will be assessed to the lessee.

Holiday Restrictions

City of Diboll Facilities are officially closed on the following holidays: Thanksgiving Day and Christmas Day. Additional costs will be incurred for use during City of Diboll scheduled holiday.

Indemnification

To the fullest extent permitted by law, the Event Holder shall indemnify and hold harmless the City of Diboll, its officers, agents, employees and insurers from and against all claims, damages, losses, expenses and demands, including court costs, attorney's fees and expenses, due to injuries, losses or damages arising out of, resulting from, or in any manner connected with the Events Holder's event, pursuant to the Rental Agreement, if any such injury, loss or damage is caused in whole or in part by,

or is claimed to be caused in whole or in part by, the act, omission, error, mistake negligence, other fault of Event Holder, any officer, employee, representative or agent of the Event Holder, anyone directly or indirectly employed by the Event Holder, or anyone for whose acts the Event Holder may be liable; provided, however, that except for worker's or workmen's compensation, disability benefits or other similar employee benefit claims, Event Holder is not obligated to indemnify the City of Diboll hereunder for that portion of any claims, damages, losses, demands and expenses arising out of or resulting from any grossly negligent act or omission of the City of Diboll, or its officers, agents or employees.

Event Holder's indemnification obligation hereunder shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.

With respect to any and all claims against the City of Diboll or any of their officers, employees or agents by any employee of Events Holder or anyone directly or indirectly employed by Event Holder, or anyone for whose acts Event Holder may be liable, the indemnification obligation described above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Event Holder, under worker's or workmen's compensation acts, disability benefit acts, or other employee benefit acts.

Insurance Requirements

Certificate of Insurance: The Event Holder, depending on the nature of the event, may be required to procure and maintain, at its own expense, insurance with insurers with an A- or better rating as determined by Best's Key Rating Guide, the following policy of insurance: Commercial General Liability Insurance/General Liability Insurance. Said insurance will provide limits as indicated in the contractual agreement for the specific building facility and event.

Intellectual Property

Event Holder will assume all costs, expenses and damages arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights used at or incorporated in the Event. Event Holder agrees to indemnify, defend and hold City of Diboll, its officers, agents, and employees harmless from any claims or costs, including legal fees, which might arise from use of any such material. The City of Diboll Government logo may not be used on any promotional material without the express written consent of City of Diboll.

Key Fob Distribution

Facility keys distribution will be arranged during event planning meetings. Loss of keys may result in the expense on the Event Holders part to re-key the facility.

Liability Limitations of Parking

City of Diboll shall not be responsible for fire, theft, damage to or loss of vehicles or articles left therein parked on City of Diboll property. Event Holders are responsible for requesting designated parking. Guests of a City of Diboll Facility who park in any non-designated area do so at their own risk and may be ticketed or towed at their own expense.

Lost or Stolen Articles

City of Diboll shall not be responsible, under any circumstances, for property of the Event Holder while on a City of Diboll Facility premises. City of Diboll Facility Management will accept lost and found articles for distribution during normal business hours.

In addition, City of Diboll Facility Management is not responsible for any loss of articles or equipment left unattended in any facility. The usage of security personnel when such equipment or articles are left in buildings or in a County Facility shall be the responsibility of the Event Holder. All articles, equipment, exhibits, displays or materials shall be brought into the facilities only at such hours as designated by the Rental Agreement. Event Holder assumes all responsibility for any goods or material, which may be placed in County's storage before, during, or after an Event.

No Smoking

Smoking and vaping are prohibited in all enclosed areas without exception. Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. Persons must maintain a distance of 20 feet from all entrances.

Open Carrying of Firearms

The carrying of firearms is pursuant to current Texas Statute.

Parking Lots and Roadways

Multiple Events may be conducted simultaneously at City of Diboll Facilities. It is the Event Holder's responsibility to coordinate with Facilities Management on parking area assignments. Fire lanes must be kept open for police, fire, ambulance and other emergency units as well as for City maintenance workers. Parking lots are subject to availability.

Photos

City of Diboll Facilities Management may take photos of public events held at City of Diboll Facilities. These photos shall be the property of City of Diboll and may be used by City of Diboll Facilities Management for educational or promotional materials.

Planning Meeting

As deemed necessary by Facilities Management, planning meetings will be conducted for certain events. These meetings shall be scheduled on an agreed upon date and time. All planning meetings must take place no later than thirty (30) days prior to Event Holder's scheduled Event.

Reservations

Event Holders must contact City of Diboll Facilities Management to determine date availability and complete a Rental Agreement. There is no guarantee of availability until a signed Rental Agreement is completed and a security deposit paid.

Sales Tax Collection

Event Holders and Event Holder vendors are responsible for payment of all sales, use, assessments and/or fees in compliance with City of Diboll, the State of Texas. It is the Event Holders and/or the Event Holder vendors, responsibility to collect and submit payment.

Security Policy

City of Diboll Facilities Management has the right to require security at any Event. Facilities Management determine Event security needs. Security is required at all events with alcohol. The Event Holder will be responsible for contracting and paying security. All Event security plans must be submitted and approved by Facilities Management a minimum of thirty (30) days prior to an Event. Security plan must meet the following criteria:

1. Security Officer(s) must be scheduled to arrive thirty (30) minutes prior to the event.
2. One (1) Security Officer is required per fifty (100) guests.
3. Security Officer(s) will remain onsite until the event is complete and all guests have left the property. It is up to the discretion of Security as to the number of officers needed as the event ends and cleanup begins.
4. Security officer(s) must be TCLEOSE certified and have a commission held by a credited agency on a full time basis to work security for any City of Diboll facility. Copy of all licenses and ID's must be provided to Facilities Management thirty (30) days prior to the Event.

Sub-Leasing

Sub-Leasing is not available. If sub-leasing is reported, Event Holder contract will be immediately terminated. Facility Management reserves the right to outsource Facility Management Services at any time.

Time of Events - Operating Hours

The City of Diboll reserves the right to regulate the time, place and manner of proposed activities in its facilities after considering all applicable factors and interests. No event can last longer than one-fifteen (1:15) am and all persons including Event Holder must leave the Facility property at one-fifteen (1:15) am unless otherwise approved by the Facility Management at least thirty (30) days prior to Event.

Use of or Loss of City Equipment

Without prior coordination and agreement of Facilities Management, Event Holders shall not operate City-owned equipment including sound, lighting, or projection equipment without the express written consent of City of Diboll Facilities Management. No equipment from a City of Diboll facility may be rented, loaned or removed. Additionally, Event Holder shall not dispose of in any manner equipment or materials owned by City of Diboll Government.

Use Restrictions

City of Diboll Government and/or City of Diboll Facilities Management may refuse Event bookings when it is their opinion that the Event may cause undue or unusual damage to the facilities or that may violate local, state or federal laws, rules or regulations. City of Diboll Government and/or City of Diboll Facilities Management may refuse Event bookings when it is their opinion that a requested Event conflicts with a similar Event previously scheduled on the premises. Once a Rental Agreement has been signed and executed and deposit has been paid in full to the City of Diboll, the City may, in its sole discretion, agree not to schedule a like Event on any part of the grounds during the same period of time as that scheduled by the Event Holder.

The Facility Management reserves the right to refuse any individual or group the privilege of using the facilities due to abuse of any facility policy, including but not limited to:

1. Past violations of the facility rental contract and/or policies

2. Past disregard for persons or property while using the facility
3. Past conduct which is deemed to be of an inappropriate manner
4. Failure to make full payment for any and all charges connected with renters use of facility

City of Diboll Facilities Management rental policies and procedures are subject to periodic review. The policies and procedures in place at the time of the Event will govern.

Limitation of Liabilities

Notwithstanding anything herein to the contrary, City of Diboll will not be liable for any indirect, incidental, special, consequential damages, or damages resulting from the use of the City of Diboll facilities, however arising, including failure of voice or data lines, even if City of Diboll has been advised of the possibility of such damages. City of Diboll liability will in no Event exceed the amount received under this agreement for damages arising out of, relating to, or in any way connected with the Rental Agreement. Users of City of Diboll facilities are advised to procure Event cancellation insurance.

City of Diboll will not assume liability for cancellation due to emergencies or unforeseen circumstances. Recovery under such circumstances shall be limited to the amount of rental fees paid under the Rental Agreement.

Lazaro Robles

[REDACTED]
Diboll, TX 75941
[REDACTED]
[REDACTED]

Date: May 8, 2025

To:

Diboll City Council
City of Diboll
400 Kenley Ave
Diboll, TX 75941

Subject: Lease Proposal for the Lottie and Arthur Temple Civic Center

Dear Diboll City Council,

My name is Lazaro Robles, and I am writing to formally submit my proposal to lease and manage the **Lottie and Arthur Temple Civic Center**. As a lifelong resident of Diboll, I understand and deeply appreciate the cultural and communal significance this facility holds. The Civic Center has long served as the heart of our community's most cherished events, and I am committed to preserving that legacy while enhancing its value, accessibility, and appeal for all Diboll residents.

1. Proposal Overview

Maintenance and Upkeep

I will assume full responsibility for the general maintenance and cleanliness of the Civic Center, including:

- Regular pressure washing of the entryway
- Window cleaning to ensure clear visibility and presentation
- General upkeep to maintain a high standard of safety and cleanliness

My team and I will ensure the Civic Center is always welcoming, functional, and event-ready.

Modernization Efforts

To modernize operations and enhance the client experience, I plan to:

- Develop and maintain an **online booking calendar** for transparent date availability
 - Implement a **secure online payment system** for efficiency
 - Offer a **weekly viewing day** for prospective clients to tour the facility and ask questions
 - Explore the addition of a **digital sign** to increase visibility and provide real-time event updates
-

2. Community Engagement

Diboll Day Support

Understanding the importance of Diboll Day to our town’s identity, I propose reserving the **entire month (including all weekends)** in Diboll Day years to support all related events and celebrations.

3. Expanding Civic Center Use

The Civic Center is widely known for hosting quinceañeras, but I see the opportunity to expand its reach by targeting additional event types such as:

- **Weddings** – leveraging the outdoor space for ceremonies and the indoor area for receptions
- **Corporate events** – including trainings, conferences, and networking functions
- **Community workshops and celebrations** – including expos, banquets, and nonprofit gatherings

My goal is to position the Civic Center as a premier venue in East Texas.

4. Proposed Lease Terms

Item	Proposal
Lease Duration	Initial lease term to be negotiated with City Management
Maintenance	Lessee responsible for all routine maintenance and custodial services
Capital Improvements	Major repairs to be negotiated with the City; improvements allowed with approval
Public Access	Facility will remain available for public/civic events at community rates
Monthly Lease Payment	To be negotiated with City Management

5. Operational Plan

Facility Management

- On-site manager present during events to oversee operations and assist clients
- Flexible hours of operation, including evenings and weekends

Event Hosting

- Services offered for weddings, reunions, banquets, expos, and public meetings
- Discounted rates for local nonprofits and community organizations

Marketing

- Launch of a dedicated Civic Center website with booking features
 - Promotion through social media, local bulletins, and community partnerships
-

6. Community Benefit

We are fully committed to ensuring the Civic Center continues to be an asset for Diboll residents by:

- Providing **discounted rental rates** for Diboll-based nonprofits and civic groups
 - **Assisting all clients with event planning** to ensure a smooth and enjoyable experience
 - **Recommending local service providers** including DJs, decorators, cake vendors, and more
 - Offering **in-house catering options**, including Texas BBQ and traditional Mexican cuisine
 - Helping clients **plan within their budget**, whether large or small
 - While we currently do not provide an in-house DJ, decorator, or cake vendor, we will happily assist clients in coordinating with trusted local businesses to simplify the planning process
 - Our goal is to provide a **hassle-free, supportive environment** where events run smoothly and meet client expectations
-

7. Collaborative Improvement

I look forward to working in partnership with the City of Diboll, city management, and the council to continually enhance the Civic Center. My goal is to preserve its legacy while creating a vibrant, modern facility that contributes to our city's cultural and economic growth.

Thank you for considering my proposal. I would be honored to discuss it further and answer any questions the council may have. As a proud Diboll resident, I am excited for the opportunity to serve our community through this endeavor.

Sincerely,

Lazaro Robles Jr.

Lifelong Diboll Resident

BUSINESS PROPOSAL

jc^{♥s}
Party Rentals



APRIL 2025

ABOUT US



Ruth Contreras

B.S. in Criminal Justice
Works for Angelina County CSCD

Ruth has been the Accounts Manager for Angelina County CSCD for the past 2 years. Her community involvement includes volunteer work, such as working with the local food bank and serving as a board member of the Christian Information Center.

Viry Cruz

BBA in Business Administration
Works for 6 Degrees Wealth



Viry's community involvement includes being a member of the Junior League of Lufkin for the past 5 years. She is also a member of the Museum Guild with the Museum of East Texas and volunteers with The Coalition, serving on the VP of The Coalition's Board.

JC'S PARTY RENTALS STRIVES TO GAIN EXPERIENCE IN VENUE MANAGEMENT. OUR VISION IS TO BRING IN NEW, FRESH IDEAS WITH NEW MARKETING TECHNIQUES TO HELP DEVELOP VENUE GROWTH. OUR DESIRE IS TO SEE THE VENUE BEING USED TO IT'S FULLEST CAPABILITIES WHILE HELPING PROVIDE SAFE, FUN FAMILY EVENTS.

A LETTER FROM US

We have had the privilege of getting to work with the City of Diboll for the last two years managing the Lottie & Arthur Temple Civic Center. We have a great working relationship with them as we work together to maintain and improve the building and service to help provide a beautiful, safe and fun venue for any type of event. We both can personally state that even before we managed the place we both had two very special events here and we have more scheduled as this is our own personal family's place to host all of our big special events. We have had the privilege to work with the City as we renovated the floors in the civic center and we hope to continue to work with them as more of our visions are completed. We have attached our updated proposal for our ideas and vendors for the civic center. As our time here passes we continue to learn and adjust on how to continue to provide our clients with the best service. The following are things that we have started to provide to our clients to help them with the convenience of having everything in one spot regardless of the type of event:

1. Preferred Vendors - We have reached out to several local vendors to help us provide our clients with the best of what they have to offer. The vendors range from the simple convenience of providing the clients with tablecloths for their event to taking off the pressure of finding everything they need to host their quinceaneras.
2. Phone Service - We now have transitioned into a phone service that allows to keep our personal lines separate from the business. The phone service we use allows calls and text to go directly to both of our cell phones and we both can see everything. This has helped us be more efficient in getting back to our clients in a timely matter
3. Booking Platform - We now are using a new platform that allows anyone that is wanting to check on availability, send in proposals, sign contracts, make payments or add vendors to do this all online. This link is posted on the website and facebook and accessible to anyone searching and looking to use the venue.
4. Community Outreach - The City was gracious enough to allow us be apart of the Quince Capital announcement and that has helped the space feel more accessible to the community. We have hosted a Quince Expo for the two years that we have managed the place and we feel like this event has helped bring hundreds of people in and remind that of not only what the space has to offer but Diboll in general. Since our expo, other community events have been hosted here like a car show, circus and vendor market expo.

Our mission was not only to grow in our experience and business but to help the civic center shine, expand into the community and improve to stay relevant and continue to bring an amazing space to everyone in Diboll and the surrounding areas. We have made some amazing connections with several people in the community and we hope to continue to grow our relationships.

INDOOR PLANS



GREAT SPACES BRING MANY FACES

With such a great space, we intend to revive and bring life back into it. We envision many incredible events taking place here, allowing the community a space that gives back year after year.

This space will provide the perfect setting for various events including (but not limited to) Birthdays, Weddings, School Functions, Funerals, Quinceaneras, Family Reunions, Proms & more! We would be able to customize each event space to fit the clients' ideal event and theme.

***“AN EMPTY ROOM IS A STORY WAITING TO HAPPEN,
AND YOU ARE THE AUTHOR.”***

JC'S Party Rentals
jcrentalsnmore@gmail.com

OUTDOOR PLANS

LUSH GREENERY ATTRACTS

Our goal is to utilize the beautiful green outside areas at the venue. There is great potential to create a section with outdoor seating/tents for outdoor weddings and events. This area would attract clients looking to have their ceremony and receptions at the same venue.

Additionally, we plan to create regular events such as Food Truck Evenings, where we would bring in food trucks, set up seating and create a place for families to enjoy. We believe there is a lot of potential in the outdoor space that is not currently being utilized to maximize the entire use.



**In order to make the outside area more successful and convenient for the clients, we will be purchasing outdoor chairs for events. These will be rented at additional rates to the clients.*

***“TAKE ONLY MEMORIES,
LEAVE ONLY FOOTPRINTS.”***

JC'S Party Rentals
jcrentalsnmore@gmail.com

RENTAL RATES

Standard Rental Rates		JC's Rates*
Mon - Thurs	5:00pm - 1:15am	\$450
Fri ONLY (100ppl or less)	12:00pm - 1:15am	\$500
Fri ONLY (101ppl or more)	12:00pm - 1:15am	\$750
Fri & Sat	8:00am - 1:15am	\$2000
Sun	12:00pm - 10:00pm	\$400

Non-Profit Rental Rates		
Mon - Thurs	5:00pm - 1:15am	\$300
Fri	12:00pm - 1:15am	\$300
Sat	8:00am - 1:15am	\$500
Sun	12:00pm - 10:00pm	\$300

Returned Check Fee	\$35
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We will provide a Clean Up Crew to provide cleaning for the venue. We believe that nobody can service the venue better than those invested in it. As a result, this should minimize the cost of repairs or the need for any additional, intense cleaning being necessary.

**The prices posted includes the usage of everything the venue has to offer such as the stage, projector, and sound system.*

PACKAGES

We recognize that not every client knows where to go once the venue has been chosen. Since we offer every client guidance for their events, we continue to assist by providing a growing list of vendors from the community and Lufkin that are willing to help make their event a success. They have agreed to offer discounts as vendors. Our goal is to work together, providing the opportunity for all businesses to grow, with hopes to attract and obtain more business at the venue.

OUR PACKAGES WILL INCLUDE THE FOLLOWING:

- DJ
- Photography
- Photoboosts
- Catering
- Cake
- Balloon Artist
- Graphic Designs
- Bartender
- Custom Shirts/Party Favors
- Party Decor
- Transportation
- Treat Tables
- Choreography

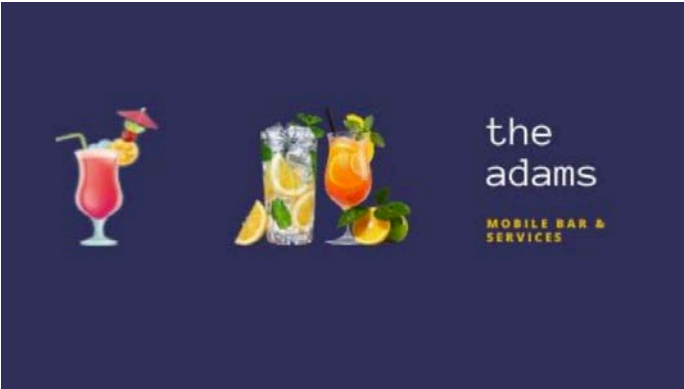
PLUS BEAUTY PACKAGES FOR BRIDES AND QUINCEANERAS:

- Make Up Artist
- Sugaring
- Esthetician
- Hairstylist

All vendors would sign a Trade Contract with us. We would add them to our list of vendors and provide that list with our clients. Vendors would then offer discounts and agree that all social media posts would tag the venue location and JC's Party Rentals. Vendors would also have the ability to provide business cards on location.

JC'S Party Rentals
jcrentalsnmore@gmail.com

OUR VENDORS



VENDOR REVIEWS



Since JC Party Rentals assumed management of the Diboll Civic Center, the standard of hospitality and efficiency has significantly improved! As an event vendor, I consistently seek venues that are clean, efficient, knowledgeable, welcoming, and adaptable to different types of events. Since JC Party Rentals took charge, the civic center has become just that! In previous years, I must confess that I didn't recommend this venue often due to the previous management's communication issues and cleanliness concerns.

BARBARA HAVARD
The Big Picture Events



I highly value my professional relationship with JC Party Rentals. They have consistently introduced innovative and exciting elements to The Diboll Civic Center. Over the course of my five-year tenure, the past year has been the most exciting. We have successfully established strategic collaborations and meaningful friendships that I anticipate will be long-lasting. Given JC Party Rentals' proven track record, I am confident in their ability to deliver successful outcomes. JC Party Rentals embodies the positive change we need.

CLARA
Claralili Balloons



VENDOR REVIEWS



I would like to take this opportunity to express my gratitude to the ladies of JC Party Rentals who are managing the day to day functions of the Diboll Civic Center. I have been a DJ for over 20+ years and have been to the Civic Center many of times. I have also worked with many great people during that time but I can't express enough how great it has been working with these ladies.

Not only do they care about their clients booking at the Civic Center but also the vendors that provide services at the Civic Center. The city of Diboll did great by choosing these ladies to represent such a great venue in the area and continue to wish them the best!

I would only like to add one concern that I know these ladies have tried working hard on getting address, and that is the A/C in the building. Most of the time it feels comfortable in the building but it seems like during important events when it matters the most there seems to be an issue with it. Hopefully this is something the city can help these ladies out with so that the Diboll Civic Center can continue the success it has been having these past few year's!

DJ RuleFX



City of Diboll Volunteer Fire Department



May 2025 Council Report

May 5

- Pledge
 - Incident Reports
 - Business Meeting
 - Clean station
- Fireman present (13)

May 12

- Pledge
 - Incident Reports
 - Run trucks
 - Clean station
- Fireman present (15)

May 19

- Pledge
 - Incident Reports
 - Truck Maintenance
 - Prepare for inclement weather
- Fireman Present (9)

May 26

- Memorial Day



City of Diboll Volunteer Fire Department



May 2025 Emergency Incidents (13)

May 2, 2025 - 1522

- **Call # 2500000066**
123 LBJ St.
Gas Smell in Residence
In City
Trucks NA
Diboll Fire personnel responded (3)
7814, 7821, 7827

May 3, 2025 - 1523

- **Call # 2500000067**
Old Diboll HWY
Car Fire
Out of City
Trucks NA
Diboll Fire personnel responded (6)
7801, 7805, 7814, 7820, 7821, 7827

May 4, 2025 - 1144

- **Call # 2500000075**
Fuller Springs Mutual Aid
Vehicle on fire in Garage
Out of City
Trucks 58, 62
Diboll Fire personnel responded (6)
7814, 7817, 7820, 7821, 7827, 7835

May 11, 2025 - 1004

- **Call # 2500000070**
502 S Temple Dr
Auto / Pedestrian
In City
Trucks 54
Diboll Fire personnel responded (5)
7814, 7817, 7826, 7827, 7835



City of Diboll Volunteer Fire Department



May 12, 2025 - 1157

- **Call # 2500000071**
Webber St / N Temple Dr
Vehicle over heated
In City
Trucks NA
Diboll Fire personnel responded (4)
7801, 7805, 7824, 7836

May 16, 2025 - 0809

- **Call # 2500000073**
HWY 59 South
Tree across the road
Out of City
Trucks 54
Diboll Fire personnel responded (4)
7805, 7814, 7827, 7836

May 15, 2025 – 0755

- **Call # 2500000072**
Wells St. / Arrington
10 / 50
In City
Trucks 54
Diboll Fire personnel responded (6)
7801, 7814, 7817, 7824, 7827, 7836

May 25, 2025 - 2059

- **Call # 2500000074**
1818 Loop
10/50
Out of City
Trucks 54
Diboll Fire personnel responded (10)
7805, 7814, 7817, 7818, 7823, 7825, 7826, 7827, 7829, 7836



City of Diboll Volunteer Fire Department



May 25, 2025 - 2207

- **Call # 2500000075**
8187 US HWY 59
10 / 50
Out of City
Trucks 54
Diboll Fire personnel responded (4)
7817, 7818, 7826, 7827

May 26, 2025 - 0955

- **Call # 2500000076**
Gandy St.
Tree in Road
In City
Trucks 54
Diboll Fire personnel responded (5)
7805, 7817, 7818, 7826, 7827

May 28, 2025 - 1213

- **Call # 2500000077**
400 Block of Dennis St.
10 / 50
In City
Trucks NA
Diboll Fire personnel responded (8)
7801, 7805, 7814, 7817, 7824, 7825, 7827, 7836

May 28, 2025 - 1213

- **Call # 2500000078**
100 LBJ
Electrical short in dash of vehicle
In City
Trucks 54
Diboll Fire personnel responded (7)
7805, 7814, 7817, 7824, 7827, 7835, 7836

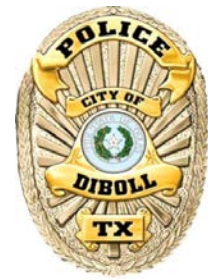


City of Diboll Volunteer Fire Department



May 30, 2025 - 1305

- **Call # 2500000079**
7267 US HWY 59
Vehicle vs. Male
Out of City
Trucks 54
Diboll Fire personnel responded (6)
7805, 7814, 7817, 7818, 7827, 7836



Diboll Police Department

Monthly DEPT. STATS

May 2025

CALLS FOR SERVICE (DISPATCHED)	253
CALLS FOR SERVICE (SELF-INITIATED)	878
BUSINESS/BUILDING CHECKS	7
EXTRA PATROLS/ PATROL REQUESTS	248
TRAFFIC STOPS	612
TOTAL ARRESTS	5
MISD. ARREST	3
FELONY ARREST	2
INCIDENT REPORTS	22
CRASH REPORTS	16



Public Works Director Council Report – June 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 programing 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

After continued communication issues with the SCADA system prime controls had suggested that we replace the current radio antennas with cellular routers. Well 2 and Old elevated have been converted to the new system. Routers for the other sites have been ordered and should be installed by 3-13-2025

Solar station components for new elevated have been ordered and installation is scheduled for 3-16-2025

Locates have been called in (ticket #2558524670) for the NEST solar construction. They need to set an 8" pole in the ground with concrete. The pole needs to be minimum 81" deep. We have set a survey flag/painted where this needs to be located. It will be in close proximity of the existing Uni-strut but not directly under the tower.

Solar, the equipment will be ready for (3/27). The crew will be onsite Monday to install the system. They anticipate 1 day completion.

Prime has received and configured all the cell-modems. They will be onsite next week (not sure which day) to install all the modems. They will need the SIM cards at the time of install.

Solar – Installation complete, back online. Report attached

SCADA - Prime working on replacing the radio equipment. All modems have been installed. Climatic/Prime to start testing the timings and alarms/notifications. Climatic working on TOSI issues.

Radio equipment installation estimated completion of 6/13/2025. TOSI issues are still not resolved. We have a meeting scheduled for 6/12/2025. Climatic will provide alternate options for SCADA software and Bas Controls.

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 programming 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.

Meter testing has been completed and the accuracy report will be reviewed in April.

Water meters - 2 each 4", and 3 each 1.5" These are on hand. Bronco installed 1 each 1.5" and 1 each 4" meter yesterday. Should be complete 5/16/2025.

Incode - customer portal. Looks like this has "some" movement now.

[All of the meter installation has been completed. Customer portal training has been scheduled for 6/15/2025](#)

Estimated completion date of TBD

Status: 95% 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 December 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.

We are still waiting of the TWDB for review.

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.

Pay application #4 has been completed. With the rain the past month we have been delayed. We are currently waiting on Terry Black to complete final punch list.

Terry Black construction is working on final dress up and clean up weather permitting.

Danny has reached out to Terry Black construction to get a completion date on dress up and final inspection. I should have an update at the council meeting.

Estimated completion date of 7/1/2025.

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.

While performing the casing brushing the contractors discovered a hole in the casing wall. They were also having issues scrubbing past the casing transition. We have a meeting on 3-13-2025 to review the camera findings and disuses options. It appears the casing has become misaligned causing an offset that will cause problems setting the new pump.

The quote for the additional repairs to Well 1. The total for all items completed with a single mobilization is \$47,442.00. Repairs will include field Service to patch hole in the 14" well casing at 330 feet with stainless steel patch, flaring and expansion of the 7" liner at the bottom where the transition exist form 14-inch pipe into 7-inch pipe, installing new soleplate to allow for pump offset in the well including steel soleplate, blasting and paint, installation, anchor bolts, adjusting discharge piping.

Danny is working on submitting the change order for work to proceed.

Estimated completion date unknown

Status: 20% completed

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. We are currently waiting for a few weeks of dry weather to complete the dress up and final grading of this project.

While working on the White Oak Creek debris removal we were able to clear approximately 1,400 feet of the creek that crosses Mockingbird Lane. This will help significantly with the drainage issue in this low lying area of Mockingbird Lane.

Estimated completion 7/1/2025

Status:75% complete

Repaint Park Bridges

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

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

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

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

For extra visibility and safety concerns we prioritized painting the curb stops and railings in Old Orchard Park and at the Civic Center. Once complete we will start on the bridges again.

Estimated completion date of 7/30/2025.

Status: 15% complete

Lead and Copper Water System Inventory

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

Inventories must include the following:

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

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

The four categories for service lines in the Inventory are:

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

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

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

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

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

The initial LSLI TCEQ/ EPA spreadsheet will be submitted 4/8/2025. After submission we will need to get the public notice done and there are several steps that will need to take place.

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. Debris has been removed from the culverts. Waiting on dry enough weather to complete project.

Estimated completion 4-10-2025

Status 100% complete

Park Pavilion Handicap Ramps

We have completed installation of 2 ADA compliant concrete ramps in old Orchard Park at the two remaining pavilions. Ramps are 10 foot long with a 1-to-12-foot ratio used for sloping with joint traction lines for surface topping. We have ordered hand railing and will install once received.

Handrails arrived but the bases were in correct size. They have been exchanged and should be arriving by 5/9/2025

Bases were exchanged but would not work with our application. We have ordered a different style and will install once they arrive.

Estimated completion 6-14-2025

Golf Course Driving Range Sprinklers

We have located approximately 60 sprinkler heads on the Golf Course driving range. After all sprinklers were tested and repairs that could be made, we were left with six heads that need full replacement. We have ordered those heads and will install once they arrive.

Sprinklers have arrived. A 2-inch air relief valve started leaking on the #14 hole. We ordered and replaced the valve. This delayed the instillation of the sprinklers.

Estimated completion 6/20/2025

Status 60% complete

Water leaks/Sewer Repairs

Replaced 24 feet of 8-inch sewer main crossing creek in between Lumberjack Dr. and Baseball complex

Replaced 10 ft of collapsed 6-inch sewer main on Deveraux St.

Repaired 1-in water leak 729 Nelson

Repaired ¾ water Leak 403 Rutland

Replaced 12 feet of ¾ service line from the main to the meter at 804 Booker Street

Ditch excavation and culvert replacement:

Cleared and opened up 2.4 miles of White Oak Creek from Lumberjack Dr. down Mockingbird Lane to the crossing of highway 59.

Lawrence St. Ditches

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

Borden 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 Borden 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 Orders

5/8/2025-6/5/2025

<i>Service Order #</i>	<i>Service Address</i>	<i>Job Date</i>	<i>Completion Date</i>	<i>Job Code</i>	<i>Status</i>	<i>Acct Number</i>
SO0006194	1106 LAWRENCE	6/4/2025	6/4/2025	Connect	Completed	02-000212-21
SO0006195	101 PINE	6/4/2025	6/4/2025	Disconnect	Completed	99-000066-03
SO0006196	101 PINE	6/4/2025	6/4/2025	Connect	Completed	99-000066-04
SO0006197	107 MAGNOLIA	6/4/2025	6/4/2025	Disconnect	Completed	99-101333-01
SO0006198	107 MAGNOLIA	6/4/2025	6/4/2025	Connect	Completed	99-101333-02
SO0006191	506 S TEMPLE	6/3/2025		Sewer Repairs/Maint	Open	01-001133-07
SO0006192	300 WHITE OAK	6/3/2025	6/4/2025	Sewer Repairs/Maint	Completed	03-000776-01
SO0006193	508 BURKE	6/3/2025		Street Repair/Maint	Open	02-001146-02
SO0006180	801 CYPRESS	6/2/2025	6/2/2025	Disconnect	Completed	03-001493-07
SO0006181	416 BIRDSONG	6/2/2025	6/2/2025	Reinstate	Completed	01-001055-04
SO0006182	1011 HOLUBEC	6/2/2025	6/2/2025	Disconnect	Completed	02-000079-19
SO0006183	1106 LAWRENCE	6/2/2025	6/2/2025	Disconnect	Completed	02-000212-20

SO0006185	105 PINE VALLEY Rd	6/2/2025	6/2/2025	Reinstate	Completed	02-000154-01
SO0006186	207 COSEY CIR	6/2/2025		Street Repair/Maint	Open	03-000667-00
SO0006187	413 S TEMPLE	6/2/2025	6/2/2025	Reinstate	Completed	01-001049-02
SO0006188	1409 GLASS	6/2/2025	6/3/2025	Water Repairs/Maint	Completed	02-000447-00
SO0006189	1430 N TEMPLE JR'S PARTY BARN	6/2/2025	6/2/2025	Disconnect	Completed	02-000486-01
SO0006190	1430 N TEMPLE JR'S PARTY BARN	6/2/2025	6/2/2025	Connect	Completed	02-000486-02
SO0006184	200 ARRINGTON	5/31/2025	6/2/2025	Disconnect	Completed	01-000564-01
SO0006178	1001 HOLUBEC	5/30/2025		Street Repair/Maint	Open	02-101670-00
SO0006179	1096 LAWRENCE	5/30/2025		Water Repairs/Maint	Open	99-101332-00
SO0006176	724 NELSON	5/29/2025		Sewer Repairs/Maint	Open	01-001464-02
SO0006177	211 HAMNER	5/29/2025	5/30/2025	Reinstate	Completed	01-000700-11
SO0006171	611 S TEMPLE	5/28/2025	5/28/2025	Reinstate	Completed	05-001309-06
SO0006172	1509 N TEMPLE	5/28/2025	5/28/2025	Reinstate	Completed	02-000543-10
SO0006175	1013 S FIRST	5/28/2025	5/28/2025	Service Action	Completed	03-000090-04
SO0006166	306 OFFICE	5/27/2025	5/27/2025	Reinstate	Completed	01-000859-00

SO0006167	1099 LAWRENCE	5/27/2025 5/28/2025	Water Repairs/Maint	Completed	99-101338-00
SO0006168	714 DENNIS	5/27/2025 5/27/2025	Reinstate	Completed	01-001432-02
SO0006169	1009 HOLUBEC	5/27/2025 5/27/2025	Reinstate	Completed	02-000053-03
SO0006170	111 HENDRICK	5/27/2025 5/28/2025	Reinstate	Completed	01-000233-06
SO0006165	1500 N HENDRICK # APT G	5/23/2025 5/23/2025	Reinstate	Completed	02-000515-24
SO0006174	1119 LYNN	5/22/2025 5/28/2025	Connect	Completed	01-000258-05
SO0006152	500 BOX FACTORY	5/22/2025 5/22/2025	Reinstate	Completed	03-001064-00
SO0006153	906 N HENDRICK	5/22/2025 5/22/2025	Water Repairs/Maint	Completed	02-001628-13
SO0006154	300 OAK	5/22/2025 5/22/2025	Service Action	Completed	03-000768-02
SO0006156	1008 LYNN	5/22/2025 5/28/2025	Disconnect	Completed	03-000051-09
SO0006159	1119 LYNN	5/22/2025 5/22/2025	Disconnect	Completed	01-000258-02
SO0006160	302 HINES	5/22/2025 5/22/2025	Reinstate	Completed	01-000799-01
SO0006161	105 MAGNOLIA	5/22/2025 5/22/2025	Water Repairs/Maint	Completed	99-101336-00
SO0006162	906 N HENDRICK	5/22/2025 5/22/2025	Connect	Completed	02-001628-14
SO0006163	713 BOOKER	5/22/2025 5/22/2025	Reinstate	Completed	01-001425-00

SO0006164	210 LARGENT	5/22/2025 5/22/2025	Reinstate	Completed	02-000693-03
SO0006095	1500 N HENDRICK C 4	5/21/2025	Cutoff	Void	02-000526-16
SO0006096	210 LARGENT	5/21/2025	Cutoff	Void	02-000693-03
SO0006097	806 CYPRESS	5/21/2025	Cutoff	Void	03-001513-02
SO0006098	500 S TEMPLE	5/21/2025	Cutoff	Void	01-001072-02
SO0006099	609 N NEAL PICKETT	5/21/2025	Cutoff	Void	05-001299-00
SO0006100	1103 REDBUD AVE	5/21/2025	Cutoff	Void	02-000201-02
SO0006101	414 CARTER	5/21/2025	Cutoff	Void	01-001051-05
SO0006102	103 PINE	5/21/2025	Cutoff	Void	99-000129-03
SO0006103	1009 HOLUBEC	5/21/2025 5/27/2025	Cutoff	Completed	02-000053-03
SO0006104	111 HENDRICK	5/21/2025 5/27/2025	Cutoff	Completed	01-000233-06
SO0006105	1500 N HENDRICK # APT G	5/21/2025	Cutoff	Void	02-000515-24
SO0006106	105 PINE VALLEY Rd	5/21/2025 5/27/2025	Cutoff	Completed	02-000154-01
SO0006107	508 BOOKER	5/21/2025	Cutoff	Void	01-001145-00
SO0006108	225 VFW # 1818	5/21/2025	Cutoff	Void	01-000726-00

SO0006109	500 BOX FACTORY	5/21/2025	Cutoff	Void	03-001064-00
SO0006110	208 RHONE	5/21/2025	Cutoff	New	03-000681-01
SO0006111	1419 RYAN CHAPEL RD	5/21/2025	Cutoff	Void	02-000475-00
SO0006112	1106 LAWRENCE	5/21/2025 5/27/2025	Cutoff	Completed	02-000212-20
SO0006113	5020 BELFORD RD	5/21/2025	Cutoff	Void	01-001097-03
SO0006114	903 DOGWOOD RIDGE Dr	5/21/2025	Cutoff	Void	02-001610-00
SO0006115	304 WHITE OAK	5/21/2025 5/27/2025	Cutoff	Completed	99-000839-06
SO0006116	217 RHONE B	5/21/2025	Cutoff	Void	03-000720-00
SO0006117	1008 LYNN	5/21/2025	Cutoff	Void	03-000051-09
SO0006118	713 BOOKER	5/21/2025	Cutoff	Void	01-001425-00
SO0006119	1403 GLASS	5/21/2025	Cutoff	Void	02-000419-00
SO0006120	507 CARTER	5/21/2025	Cutoff	Void	01-001139-00
SO0006121	1108 S FIRST	5/21/2025	Cutoff	Void	03-000226-00
SO0006122	LIFT STATION/HOLUBEC	5/21/2025	Cutoff	Void	02-001771-00
SO0006123	611 S TEMPLE	5/21/2025 5/27/2025	Cutoff	Completed	05-001309-06

SO0006124	807 WELLS	5/21/2025	Cutoff	Void	01-001518-04
SO0006125	413 S TEMPLE	5/21/2025 5/27/2025	Cutoff	Completed	01-001049-02
SO0006126	104 BALLENGER	5/21/2025	Cutoff	Void	02-000135-00
SO0006127	416 BIRDSONG	5/21/2025 5/27/2025	Cutoff	Completed	01-001055-04
SO0006128	204 THOMPSON	5/21/2025 5/27/2025	Cutoff	Completed	01-000638-11
SO0006129	302 HINES	5/21/2025	Cutoff	Void	01-000799-01
SO0006130	602 N FIRST	5/21/2025	Cutoff	Void	02-001225-00
SO0006131	1430 N TEMPLE JR'S PARTY BARN	5/21/2025 5/27/2025	Cutoff	Completed	02-000486-01
SO0006132	300 PARK BLDG	5/21/2025	Cutoff	Void	02-000770-00
SO0006133	208 S BEECH	5/21/2025	Cutoff	Void	03-000683-00
SO0006134	1021 HOLUBEC	5/21/2025	Cutoff	Void	02-000115-09
SO0006135	714 DENNIS	5/21/2025 5/27/2025	Cutoff	Completed	01-001432-02
SO0006136	306 OFFICE	5/21/2025 5/27/2025	Cutoff	Completed	01-000859-00
SO0006137	611 BOOKER	5/21/2025	Cutoff	Void	01-001306-00
SO0006138	1390 N HENDRICK	5/21/2025	Cutoff	Void	02-000403-00

SO0006139	608 N SECOND	5/21/2025	Cutoff	Void	05-001291-12
SO0006140	211 HAMNER	5/21/2025 5/27/2025	Cutoff	Completed	01-000700-11
SO0006141	1517 N TEMPLE	5/21/2025	Cutoff	Void	02-000549-00
SO0006142	605 N NEAL PICKETT	5/21/2025 5/27/2025	Cutoff	Completed	03-001263-02
SO0006143	905 DOGWOOD RIDGE Dr	5/21/2025 5/27/2025	Cutoff	Completed	02-001623-08
SO0006144	1509 N TEMPLE	5/21/2025 5/27/2025	Cutoff	Completed	02-000543-10
SO0006145	1215 CYPRESS	5/21/2025 5/27/2025	Cutoff	Completed	03-000326-03
SO0006146	1205 S FIRST	5/21/2025 5/27/2025	Cutoff	Completed	99-000302-00
SO0006148	609 EDDINS	5/21/2025	Street Repair/Maint	Open	02-001298-00
SO0006149	309 N HENDRICK	5/21/2025	Connect	Open	02-000884-02
SO0006150	1437 RYAN CHAPEL RD	5/21/2025 5/21/2025	Water Repairs/Maint	Completed	02-000491-00
SO0006151	1403 GLASS	5/21/2025 5/21/2025	Reinstate	Completed	02-000419-00
SO0006091	806 CYPRESS	5/20/2025 5/20/2025	Water Repairs/Maint	Completed	03-001513-02
SO0006092	620 S TEMPLE	5/20/2025	Water Repairs/Maint	Open	01-001322-04
SO0006093	1414 N HENDRICK	5/20/2025 5/22/2025	Street Repair/Maint	Completed	02-000463-03

SO0006094	405 N NEAL PICKETT	5/20/2025	Street Repair/Maint	Open	03-000994-00
SO0006085	300 OAK	5/19/2025 5/20/2025	Connect	Completed	03-000768-02
SO0006086	1007 RED OAK LN	5/19/2025	Sewer Repairs/Maint	Open	02-000049-06
SO0006087	725 NELSON	5/19/2025	Water Repairs/Maint	Open	01-001466-00
SO0006088	908 LYNN	5/19/2025 5/19/2025	Occupant Change	Completed	03-001641-00
SO0006089	708 CYPRESS	5/19/2025 5/20/2025	Water Repairs/Maint	Completed	03-001391-00
SO0006090	1011 HOLUBEC	5/19/2025 5/20/2025	Connect	Completed	02-000079-19
SO0006073	202 HENDRICK	5/16/2025 5/16/2025	Service Action	Completed	
SO0006075	PINE VALLEY Rd	5/16/2025 5/16/2025	Service Action	Completed	02-001791-01
SO0006079	1500 N HENDRICK C 4	5/16/2025 5/16/2025	Service Action	Completed	02-000526-16
SO0006080	1500 N HENDRICK # APT H	5/16/2025 5/16/2025	Service Action	Completed	02-000516-22
SO0006081	1013 S FIRST	5/16/2025 5/28/2025	Occupant Change	Completed	03-000090-01
SO0006083	711 MULBERRY	5/16/2025 5/16/2025	Disconnect	Completed	01-001414-01
SO0006084	711 MULBERRY	5/16/2025 5/16/2025	Connect	Completed	01-001414-02
SO0006049	800 N TEMPLE	5/16/2025 5/28/2025	Connect	Completed	02-001488-06

SO0006052	108 MAGNOLIA	5/16/2025 5/19/2025	Service Action	Completed	99-000170-01
SO0006069	103 N TEMPLE	5/15/2025 5/15/2025	Disconnect	Completed	05-000127-10
SO0006070	516 WESTCHESTER	5/15/2025 5/16/2025	Water Repairs/Maint	Completed	99-001177-01
SO0006071	300 OAK	5/15/2025 5/19/2025	Water Repairs/Maint	Completed	03-000768-01
SO0006072	400 KENLEY CITY HALL	5/15/2025 5/19/2025	Water Repairs/Maint	Completed	99-000942-00
SO0006066	100 MAYNARD	5/14/2025 5/22/2025	Water Repairs/Maint	Completed	03-000011-00
SO0006067	308 PINE	5/14/2025 5/15/2025	Water Repairs/Maint	Completed	99-000877-01
SO0006057	508 THIRD	5/13/2025 5/14/2025	Disconnect	Completed	02-001148-08
SO0006060	1011 HOLUBEC	5/13/2025 5/14/2025	Disconnect	Completed	02-000079-18
SO0006061	906 N HENDRICK	5/13/2025 5/14/2025	Disconnect	Completed	02-001628-13
SO0006062	802 ASH	5/13/2025 5/14/2025	Disconnect	Completed	99-001495-04
SO0006063	308 THOMPSON	5/13/2025 5/13/2025	Water Repairs/Maint	Completed	01-000879-02
SO0006064	1209 CYPRESS	5/13/2025 5/13/2025	Service Action	Completed	99-000310-00
SO0006065	200 ARRINGTON	5/13/2025 5/14/2025	Connect	Completed	01-000564-01
SO0006053	700 LUMBERJACK Dr # A	5/12/2025 5/12/2025	Reinstate	Completed	99-001330-00

SO0006054	306 PINE St	5/12/2025 5/12/2025	Occupant Change	Completed	99-000860-01
SO0006055	700 LUMBERJACK Dr # B	5/12/2025 5/12/2025	Reinstate	Completed	99-001331-00
SO0006056	200 RHONE	5/12/2025 5/13/2025	Connect	Completed	03-000578-04
SO0006050	165 LARGENT	5/12/2025 5/13/2025	Water Repairs/Maint	Completed	02-000556-01
SO0006051	103 BORDEN DRIVE Remediation Field Treatment	5/12/2025 5/13/2025	Misc	Completed	99-000119-00
SO0006048	1010 HOLUBEC	5/12/2025 5/13/2025	Sewer Repairs/Maint	Completed	02-000074-13
SO0006045	1500 N HENDRICK B 3	5/8/2025 5/9/2025	Connect	Completed	02-000520-24
SO0006046	608 BOX FACTORY	5/8/2025 5/9/2025	Connect	Completed	03-001285-09
SO0006047	501 COOPER	5/8/2025 5/19/2025	Misc	Completed	02-001080-00

Code Compliance Report – May 2025

Bank and Post Office- Daily

New Addresses- 732 Dennis St., 711 Arrington, 111 Ballenger St.

Nuisance Letter- 522 Pine Valley Rd

Junk Vehicle- 1211 Pinecrest St

Electrical permit- 903 Dogwood Ridge Dr., 908 Lynn St.,

Residential Remodel Permit- 403 N First St., 500 Westchester

Residential New Construction- 732 Dennis St.

Storage Building Permit- 1399 N Temple Dr., 103 Dale St.

Fence Permit- 501 Westchester,

Roofing Permit- 1437 Ryan Chapel Rd., 732 Nelson Dr., 1306 Ryan Chapel Rd.

Inspections – 903 Dogwood Ridge Dr., 114 N. Hines St., 1437 Ryan Chapel Rd., 908 Lynn St., 500 Westchester, 1306 Ryan Chapel Rd., 1099 Lawrence St., 105 Magnolia

Dog complaint- Dog pulling trash out of receptacles in the park

Certificate of Occupancy- 1081 Denman St., 1077 Denman St., 939 Denman St.

Tall Grass Letter- 914 Dogwood Ridge Dr., id# 50125 Lynn St., id# 50169 Cypress St., 1443 N US HWY 59, id# 19301 N Hendrick St.

Door hanger at 709 Arrington concerning trash left on ground after trash pickup.

Address change for 709 Arrington to 713 Arrington due to the sale and development of neighboring property.

Sent letter concerning goats getting out of their yard and eating the neighbors flower bushes.

Received a call from someone asking if a sweepstakes game room can be opened in Diboll.

Spoke with new owner of 608 Hall St. They will begin cleaning up the property and plan to pull a permit soon to begin the remodel of the home.

Received complaints about 709 Cypress St. The owner of this property has passed away. The property has become overgrown and is out of compliance with Diboll city ordinances. Once the rain slows, I will have a contractor address the issues and place a lien on the property.

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Samantha Durham
Director of Finance



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CITY OF DIBOLL

Interoffice Memorandum

DATE: June 10, 2025
TO: Mayor and Council Members
THRU: Jason Arnold, City Manager
SUBJ: Finance Department Reports

FINANCE

Including May 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 form 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: June 2025
Status: 80% Complete

Test Accounts should begin in April and include:

<i>Account No.</i>	<i>Description of Service Account</i>
01-001467-00	Residential - R Olvera
02-000101-03	Residential - J Hopper
02-000098-04	Residential - J Arnold
01-001016-06	Residential - T Lopez
99-000650-00	Commercial - Wilkerson LLC

2025-2026 Proposed Budget Calendar

CITY OF DIBOLL
FY2026 BUDGET
CALENDAR OF EVENTS

DATE	ACTION	RESPOSIBILITY	DESCRIPTION
July 8, 2025	Council Budget Workshop	City Council Finance City Manager City Secretary Department Heads and Applicable Staff	Presentation and Council review of Preliminary FY 25-25 Budget, FY 25-25 Fee Schedule, FY 25-26 Tax Rates
	Establish meeting dates for Public hearings, Budget and tax	City Council	Council sets date for public hearings on the proposed budget and on the tax rate.
July 25, 2025 (by July 31, 2025)	Receive Certified Property Values	Chief Appraiser Finance	Complete Ad Valorem revenue projections for budget.
July 31, 2025	No-new-revenues and voter-approval Tax Rates Published	Tax Assessor/Collector Finance City Secretary	The effective tax rate for fiscal 25-26 is published in the local newspaper and City’s website. Tex.Tax Code 26.04 (e).
August 12, 2025	Budget Submission to Council	City Manager	Draft Budget submitted to City Council.
	Discussion and Vote on Proposed Tax Rate	City Council	Discussion and record vote of Council for the Proposed Tax Rate per Tax Code 26.06 (b-2)
	Public Hearing *	City Council City Secretary	A public hearing is held by Council to receive public input regarding the FY 25-26 Operating Budget. * Requires 72 hour Open Meeting Notice
	1 st Reading of Budget Ordinance*	City Council	First reading of Budget Ordinance.
	1 st Public Hearing on Tax Rate	City Council	First public hearing on proposed tax rate.

	1 st Reading of Tax Rate Ordinance	City Council	First reading of Tax Rate Ordinance
	1 st Reading Fee Schedule	City Council	First reading of Fee Schedule Ordinance
September 9, 2025	Public Hearing *	City Council City Secretary	A public hearing is held by Council to receive public input regarding the FY 25-26 Operating Budget. * Requires 72 hour Open Meeting Notice
	2 nd Reading of Budget Ordinance*	City Council	Second reading of Budget Ordinance and adoption.
	2 nd Public Hearing on Tax Rate	City Council	Second public hearing on proposed tax rate.
	2 nd Reading of Tax Rate Ordinance	City Council	Second reading of Tax Rate Ordinance and adoption.
	2 nd Reading of Fee Schedule	City Council	Second reading of Fee Schedule Ordinance and adoption.
September 30, 2025	Distribution of Final Budget Document	Finance City Secretary	Final Budget Document published and distributed.

Fond regards,

Sam Puetzham