

**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 13, 2023 at 5:15p.m.

Call to Order

Invocation

Pledge of Allegiance

CITIZENS PRESENTATION: (Limited to 3 minutes)

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

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

- a. Minutes from May 9, 2023, Regular Session Meeting
- b. Minutes from May 15, 2022 City Council Special Called Meeting
- c. Financial Statement for May 2023
- d. 12-Month Attendance Record for May 2023

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

Item #3: Consideration and possible action to approve Ordinance 2023-06-001 changing a zoning variance at 708 N Hendrick Ave, Diboll, Texas as recommended by the Planning and Zoning Commission.

Item #4: Consideration and possible action to approve the Rental Agreement with JC Rentals for the Lottie & Arthur Temple Civic Center.

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 9, 2023, as well as at the City's website.

Rosa M. Olvera

Rosa M. Olvera - City Secretary
Posted: 6/9/2023



**MINUTES OF THE GOVERNING BODY OF THE CITY OF DIBOLL, TEXAS
REGULAR SESSION MEETING ON TUESDAY, MAY 9, 2023, AT 5:15 P.M., IN THE
DIBOLL CITY HALL CHAMBERS.**

COUNCIL PRESENT

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

COUNCIL ABSENT

None

SPECIAL GUESTS

Newly elected Council Jana A. Coulter - District 1 and Nora L. Munoz - District 3

STAFF PRESENT

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

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

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

CITIZENS PRESENTATION: (Limited to 3 minutes)

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

Public Participation: None

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

- a. Minutes from April 11, 2023, Regular Session Meeting
- b. Financial Statement for April 2023
- c. 12-Month Attendance Record for April 2023

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

Item #2: Mayor Trey Wilkerson to present the Oath of Office to unopposed City Council Member Juan Ruben Terrazas - At Large Place 5.

Item #3: Presentation of plaque to outgoing City Council Member Benita Sheffield Duffield. She has 4 years of dedicated service to the City of Diboll

Item #4: Mayor Trey Wilkerson to present the Oath of Office to unopposed City Council Member Nora L. Munoz - District 3.

Item #5: Presentation of plaque to outgoing City Council Member Brian Moreno. He has 2 years of dedicated service to the City of Diboll.

Item #6: Mayor Trey Wilkerson to present the Oath of Office to unopposed City Council Member Jana A. Coulter - District 1

Councilmembers Brian Moreno and Benita Sheffield Duffield stepped down after Item 6 and allowed newly elected Council Jana A. Coulter - District 1 and Nora L. Munoz - District 3 to step in for rest of meeting.

Item #7: Consideration and possible action to approve a package containing resolutions, policies, proclamations and plans as required by the Texas Department of Agriculture related to TxCDBG Contract No. CDV21-0352.

Ray Vann spoke briefly regarding project and to answer any questions from Council.

Ray Williams, Jr. made a motion to approve and Luis Maldonado second.

All in Favor, none opposed, motion carries.

Item #8: Consideration and possible action to approve Ordinance 2023-05-001 for the fourth (4th) amendment to the 2022-2023 Operating Budget.

Daniel Lopez made a motion to approve and Luis Maldonado second.

All in Favor, none opposed, motion carries.

Item #9: DEPARTMENT HEAD REPORTS

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

Adjournment

Mayor Wilkerson called to adjourn at 5:38p.m.

Minutes of the April 11, 2023 Regular Session Meeting approved by council on this the 13th day of June, 2023.

Trey Wilkerson, Mayor

ATTEST BY:

Rosa M. Olvera, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §



**MINUTES OF THE GOVERNING BODY OF THE CITY OF DIBOLL, TEXAS
SPECIAL-CALLED MEETING ON MONDAY, MAY 15, 2023, AT 5:15 P.M., IN THE
DIBOLL CITY HALL CHAMBERS.**

COUNCIL PRESENT

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

COUNCIL ABSENT

Councilmember Luis Maldonado

STAFF PRESENT

City Manager Jason A. Arnold, City Secretary Rosa Olvera, Finance Director Sam Durham.

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

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

CITIZENS PRESENTATION: (Limited to 3 minutes)

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

Public Participation: None

Item #1: Consideration and possible action to adopt Resolution 2023-05-002, approving the canvassing of the May 6, 2023 Special Election, contended by the Canvassing Committee.

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

Adjournment

Mayor Wilkerson called to adjourn at 5:17p.m.

Minutes of the May 15, 2023 Special Called Meeting approved by council on this the 13th day of June, 2023.

Trey Wilkerson, Mayor

ATTEST BY:

Rosa M. Olvera, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §





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	4,000.00	4,000.00	1,500.00	5,500.00	5,500.00	-1,500.00
3200 - Fines and Fees	436,500.00	436,500.00	19,380.41	181,619.79	181,619.79	254,880.21
3210 - Licenses & Permits	15,119.41	15,119.41	1,606.45	14,161.59	14,161.59	957.82
3500 - Franchise Tax	399,969.77	399,969.77	33,302.62	118,112.11	118,112.11	281,857.66
3550 - Property Tax	1,302,311.28	1,302,311.28	23,521.27	1,317,763.44	1,317,763.44	-15,452.16
3700 - Sales Tax	714,000.00	714,000.00	63,460.17	509,020.69	509,020.69	204,979.31
3800 - Interest	16,500.00	16,500.00	1,556.01	14,457.26	14,457.26	2,042.74
3805 - Miscellaneous	23,250.47	23,250.47	2,510.50	15,250.07	15,250.07	8,000.40
3940 - Contributions & Grants	37,598.35	37,598.35	0.00	10,815.35	10,815.35	26,783.00
3960 - Donations	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00
Revenue Total:	2,952,249.28	2,952,249.28	146,837.43	2,189,700.30	2,189,700.30	762,548.98
Expense						
4000 - Insurance	59,749.41	59,749.41	0.00	59,596.97	59,596.97	152.44
4010 - Grant Expense	18,883.00	18,883.00	0.00	0.00	16,383.00	2,500.00
4030 - Fines & Fees	120.00	120.00	0.00	138.00	138.00	-18.00
4040 - Administrative	406,818.00	406,818.00	18,220.56	272,397.56	275,892.76	130,925.24
4080 - Capital Purchase	138,395.00	138,395.00	77,158.00	114,468.15	138,394.15	0.85
4100 - Contractual & Professional Services	254,865.75	254,865.75	13,835.14	137,489.54	137,489.54	117,376.21
4110 - Intergov't Contracts	129,751.94	129,751.94	10,291.85	115,992.91	115,992.91	13,759.03
4210 - Project Expense	12,000.00	12,000.00	0.00	11,937.81	11,937.81	62.19
4300 - Utility	111,626.19	111,626.19	12,725.85	71,766.43	71,766.43	39,859.76
4400 - Repairs & Maintenance	252,180.00	252,180.00	8,007.59	97,808.42	101,575.15	150,604.85
4460 - Materials & Supplies	202,896.11	202,896.11	47,078.33	116,116.16	144,437.74	58,458.37
4500 - Miscellaneous	10,866.99	10,866.99	1,035.95	8,144.60	8,603.55	2,263.44
4800 - Payroll Expense	2,144,387.78	2,144,387.78	142,033.13	1,398,945.96	1,398,945.96	745,441.82
4860 - Personnel	48,170.00	48,170.00	128.39	10,608.27	10,857.27	37,312.73
9999 - Transfers	-821,172.00	-821,172.00	0.00	0.00	0.00	-821,172.00
Expense Total:	2,969,538.17	2,969,538.17	330,514.79	2,415,410.78	2,492,011.24	477,526.93
Fund: 01 - General Fund Surplus (Deficit):	-17,288.89	-17,288.89	-183,677.36	-225,710.48	-302,310.94	285,022.05

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	3,309,117.00	3,309,117.00	-453,905.99	1,781,968.66	1,781,968.66	1,527,148.34
3130 - Penalties & Interest	30,000.00	30,000.00	50,930.70	267,505.73	267,505.73	-237,505.73
3200 - Fines and Fees	3,492.70	3,492.70	0.00	3,492.70	3,492.70	0.00
3800 - Interest	13,500.00	13,500.00	0.00	9,659.77	9,659.77	3,840.23
3805 - Miscellaneous	8,752.00	8,752.00	2,861.67	13,285.58	13,285.58	-4,533.58
3940 - Contributions & Grants	0.00	0.00	0.00	34,500.00	34,500.00	-34,500.00
Revenue Total:	3,364,861.70	3,364,861.70	-400,113.62	2,110,412.44	2,110,412.44	1,254,449.26
Expense						
4000 - Insurance	27,328.66	27,328.66	0.00	27,328.66	27,328.66	0.00
4030 - Fines & Fees	11,500.00	11,500.00	1,365.20	7,867.75	7,867.75	3,632.25
4040 - Administrative	56,200.00	56,200.00	316.80	46,698.71	46,716.99	9,483.01
4080 - Capital Purchase	94,738.00	94,738.00	25,839.51	35,870.13	82,972.93	11,765.07
4100 - Contractual & Professional Services	934,010.65	934,010.65	58,997.88	607,070.05	631,916.39	302,094.26
4110 - Intergov't Contracts	15,000.00	15,000.00	88.70	3,445.72	3,445.72	11,554.28
4300 - Utility	151,880.00	151,880.00	12,537.25	94,002.96	94,002.96	57,877.04
4400 - Repairs & Maintenance	260,200.00	260,200.00	8,525.56	84,541.50	103,294.89	156,905.11
4460 - Materials & Supplies	222,925.00	222,925.00	24,774.76	114,676.80	117,700.28	105,224.72
4800 - Payroll Expense	581,955.09	581,955.09	35,287.41	368,158.53	368,158.53	213,796.56
4860 - Personnel	5,247.52	5,247.52	1,457.20	2,698.63	4,183.63	1,063.89
9999 - Transfers	1,068,149.50	1,068,149.50	0.00	0.00	0.00	1,068,149.50
Expense Total:	3,429,134.42	3,429,134.42	169,190.27	1,392,359.44	1,487,588.73	1,941,545.69
Fund: 02 - Utility Fund Surplus (Deficit):	-64,272.72	-64,272.72	-569,303.89	718,053.00	622,823.71	-687,096.43

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	652.50	652.50	15.00	967.50	967.50	-315.00
3900 - Rentals & Leases	58,100.00	58,100.00	9,436.91	40,340.58	40,340.58	17,759.42
3960 - Donations	7,700.00	7,700.00	0.00	7,700.00	7,700.00	0.00
Revenue Total:	66,452.50	66,452.50	9,451.91	49,008.08	49,008.08	17,444.42
Expense						
4000 - Insurance	675.93	675.93	0.00	675.93	675.93	0.00
4040 - Administrative	3,310.00	3,310.00	142.21	709.12	709.12	2,600.88
4100 - Contractual & Professional Services	6,050.00	6,050.00	220.00	925.00	925.00	5,125.00
4300 - Utility	57,035.00	57,035.00	5,265.24	38,264.83	38,264.83	18,770.17
4400 - Repairs & Maintenance	41,964.18	41,964.18	0.00	17,543.89	18,080.38	23,883.80
4460 - Materials & Supplies	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00
4800 - Payroll Expense	12,416.84	12,416.84	0.00	11,912.54	11,912.54	504.30
9999 - Transfers	-58,000.00	-58,000.00	0.00	0.00	0.00	-58,000.00
Expense Total:	64,751.95	64,751.95	5,627.45	70,031.31	70,567.80	-5,815.85
Fund: 03 - Recreation Fund Surplus (Deficit):	1,700.55	1,700.55	3,824.46	-21,023.23	-21,559.72	23,260.27

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 05 - Restricted Fund						
Revenue						
3940 - Contributions & Grants	1,200.00	1,200.00	0.00	1,281.31	1,281.31	-81.31
Revenue Total:	1,200.00	1,200.00	0.00	1,281.31	1,281.31	-81.31
Expense						
4010 - Grant Expense	78,937.36	78,937.36	0.00	36,712.51	36,712.51	42,224.85
4210 - Project Expense	2,403.93	2,403.93	500.00	500.00	500.00	1,903.93
Expense Total:	81,341.29	81,341.29	500.00	37,212.51	37,212.51	44,128.78
Fund: 05 - Restricted Fund Surplus (Deficit):	-80,141.29	-80,141.29	-500.00	-35,931.20	-35,931.20	-44,210.09

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	3,752.81	10,725.44	10,725.44	3,274.56
Revenue Total:	14,000.00	14,000.00	3,752.81	10,725.44	10,725.44	3,274.56
Expense						
9999 - Transfers	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00
Expense Total:	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00
Fund: 06 - Hotel/Motel Tax Fund Surplus (Deficit):	-43,000.00	-43,000.00	3,752.81	10,725.44	10,725.44	-53,725.44

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	1.29	8.37	8.37	-8.37
Revenue Total:	0.00	0.00	1.29	8.37	8.37	-8.37
Fund: 07 - Seized Fund Total:	0.00	0.00	1.29	8.37	8.37	-8.37

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	7,000.00	7,000.00	427.86	4,178.94	4,178.94	2,821.06
Revenue Total:	7,000.00	7,000.00	427.86	4,178.94	4,178.94	2,821.06
Expense						
9999 - Transfers	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
Expense Total:	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
Fund: 09 - MC Security Fund Surplus (Deficit):	0.00	0.00	427.86	4,178.94	4,178.94	-4,178.94

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	461.07	4,457.20	4,457.20	2,542.80
Revenue Total:	7,000.00	7,000.00	461.07	4,457.20	4,457.20	2,542.80
Expense						
4300 - Utility	5,070.00	5,070.00	379.95	1,743.02	1,743.02	3,326.98
Expense Total:	5,070.00	5,070.00	379.95	1,743.02	1,743.02	3,326.98
Fund: 10 - MC Tech Fund Surplus (Deficit):	1,930.00	1,930.00	81.12	2,714.18	2,714.18	-784.18

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 12 - Red Light Fund						
Revenue						
3800 - Interest	0.00	0.00	25.62	178.33	178.33	-178.33
Revenue Total:	0.00	0.00	25.62	178.33	178.33	-178.33
Expense						
9999 - Transfers	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00
Expense Total:	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00
Fund: 12 - Red Light Fund Surplus (Deficit):	-25,000.00	-25,000.00	25.62	178.33	178.33	-25,178.33

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	140,659.72	140,659.72	1,499.54	142,697.82	142,697.82	-2,038.10
3800 - Interest	306.74	306.74	27.83	361.08	361.08	-54.34
Revenue Total:	140,966.46	140,966.46	1,527.37	143,058.90	143,058.90	-2,092.44
Expense						
4015 - Bond Expense	605,268.25	605,268.25	0.00	506,610.38	506,610.38	98,657.87
4020 - Note Expense	22,978.00	22,978.00	22,978.00	22,978.00	22,978.00	0.00
4030 - Fines & Fees	1,500.00	1,500.00	0.00	475.00	475.00	1,025.00
9999 - Transfers	-434,427.50	-434,427.50	0.00	0.00	0.00	-434,427.50
Expense Total:	195,318.75	195,318.75	22,978.00	530,063.38	530,063.38	-334,744.63
Fund: 13 - Debt Service Fund Surplus (Deficit):	-54,352.29	-54,352.29	-21,450.63	-387,004.48	-387,004.48	332,652.19

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	8,050.00	8,050.00	0.00	0.00	0.00	8,050.00
Expense Total:	8,050.00	8,050.00	0.00	0.00	0.00	8,050.00
Fund: 14 - Endowment Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00	0.00

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 15 - Restricted Project Fund						
Expense						
9999 - Transfers	-83,009.13	-83,009.13	0.00	0.00	0.00	-83,009.13
Expense Total:	-83,009.13	-83,009.13	0.00	0.00	0.00	-83,009.13
Fund: 15 - Restricted Project Fund Total:	-83,009.13	-83,009.13	0.00	0.00	0.00	-83,009.13

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	8,000.00	8,000.00	436.65	4,115.26	4,115.26	3,884.74
Revenue Total:	8,000.00	8,000.00	436.65	4,115.26	4,115.26	3,884.74
Fund: 16 - MC Local Truancy Prevention & Diversion Fund Total:	8,000.00	8,000.00	436.65	4,115.26	4,115.26	3,884.74

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	150.00	150.00	8.75	82.23	82.23	67.77
Revenue Total:	150.00	150.00	8.75	82.23	82.23	67.77
Expense						
9999 - Transfers	400.00	400.00	0.00	0.00	0.00	400.00
Expense Total:	400.00	400.00	0.00	0.00	0.00	400.00
Fund: 17 - MC Municipal Jury Fund Surplus (Deficit):	-250.00	-250.00	8.75	82.23	82.23	-332.23

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	58.97	215.66	215.66	-215.66
Revenue Total:	0.00	0.00	58.97	215.66	215.66	-215.66
Expense						
4210 - Project Expense	26,780.69	26,780.69	0.00	6,387.57	8,187.57	18,593.12
Expense Total:	26,780.69	26,780.69	0.00	6,387.57	8,187.57	18,593.12
Fund: 18 - Keep Diboll Beautiful Fund Surplus (Deficit):	-26,780.69	-26,780.69	58.97	-6,171.91	-7,971.91	-18,808.78

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 19 - Street Project Fund						
Revenue						
3800 - Interest	0.00	0.00	86.24	608.54	608.54	-608.54
Revenue Total:	0.00	0.00	86.24	608.54	608.54	-608.54
Fund: 19 - Street Project Fund Total:	0.00	0.00	86.24	608.54	608.54	-608.54

Financial Report

For Fiscal: 2022-2023 Period Ending: 05/31/2023

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	591.13	4,318.86	4,318.86	-4,318.86
Revenue Total:	0.00	0.00	591.13	4,318.86	4,318.86	-4,318.86
Expense						
4210 - Project Expense	0.00	0.00	0.00	59,237.19	59,237.19	-59,237.19
Expense Total:	0.00	0.00	0.00	59,237.19	59,237.19	-59,237.19
Fund: 20 - ARPA Fund Surplus (Deficit):	0.00	0.00	591.13	-54,918.33	-54,918.33	54,918.33
Total Surplus (Deficit):	-216,446.20	-216,446.20	-765,636.98	9,904.66	-164,261.58	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
01 - General Fund	-17,288.89	-17,288.89	-183,677.36	-225,710.48	-302,310.94	285,022.05
02 - Utility Fund	-64,272.72	-64,272.72	-569,303.89	718,053.00	622,823.71	-687,096.43
03 - Recreation Fund	1,700.55	1,700.55	3,824.46	-21,023.23	-21,559.72	23,260.27
05 - Restricted Fund	-80,141.29	-80,141.29	-500.00	-35,931.20	-35,931.20	-44,210.09
06 - Hotel/Motel Tax Fund	-43,000.00	-43,000.00	3,752.81	10,725.44	10,725.44	-53,725.44
07 - Seized Fund	0.00	0.00	1.29	8.37	8.37	-8.37
09 - MC Security Fund	0.00	0.00	427.86	4,178.94	4,178.94	-4,178.94
10 - MC Tech Fund	1,930.00	1,930.00	81.12	2,714.18	2,714.18	-784.18
12 - Red Light Fund	-25,000.00	-25,000.00	25.62	178.33	178.33	-25,178.33
13 - Debt Service Fund	-54,352.29	-54,352.29	-21,450.63	-387,004.48	-387,004.48	332,652.19
14 - Endowment Fund	0.00	0.00	0.00	0.00	0.00	0.00
15 - Restricted Project Fund	83,009.13	83,009.13	0.00	0.00	0.00	83,009.13
16 - MC Local Truancy Prevent...	8,000.00	8,000.00	436.65	4,115.26	4,115.26	3,884.74
17 - MC Municipal Jury Fund	-250.00	-250.00	8.75	82.23	82.23	-332.23
18 - Keep Diboll Beautiful Fund	-26,780.69	-26,780.69	58.97	-6,171.91	-7,971.91	-18,808.78
19 - Street Project Fund	0.00	0.00	86.24	608.54	608.54	-608.54
20 - ARPA Fund	0.00	0.00	591.13	-54,918.33	-54,918.33	54,918.33
Total Surplus (Deficit):	-216,446.20	-216,446.20	-765,636.98	9,904.66	-164,261.58	

DIBOLL CITY COUNCIL 12-MONTH ATTENDANCE RECORD

Council Member	6/14/2022	6/21/2022	7/12/2022	8/9/2022	9/13/2022	10/11/2022	11/15/2022
Jana Coulter							
Luis Maldonado	1	0	0	0	0	0	1
Nora Munoz							
Daniel Lopez	0	0	1	0	0	0	0
Ruben Terrazas	0	0	1	0	0	1	0
Ray Williams, Jr.	0	0	0	0	0	0	0
Trey Wilkerson	0	0	0	0	0	0	0
Total Absences	1	0	2	0	0	1	1

Council Member	12/13/2022	1/10/2023	2/14/2023	3/14/2023	4/11/2023	5/9/2023	5/15/2023	TOTAL TO-DATE
Jana Coulter								0
Luis Maldonado	0	0	1	0	0	0	1	4
Nora Munoz								0
Daniel Lopez	0	0	0	0	0	0	0	1
Ruben Terrazas	0	0	0	0	0	0	0	2
Ray Williams, Jr.	0	1	0	0	0	0	0	1
Trey Wilkerson	0	0	0	0	0	0	0	0
Total Absences	0	1	1	0	0	0	1	8



Rosa M. Olvera
Rosa M. Olvera - City Secretary

ORDINANCE NO. 2023-06-001

AN ORDINANCE OF THE CITY OF DIBOLL, TEXAS AMENDING THE CODE OF ORDINANCE (SEC 24-5 ZONING DISTRICT MAP) OF THE CITY OF DIBOLL, CHANGING THE OFFICIAL ZONING DISTRICT MAP REGARDING ANGELINA COUNTY PROPERTY ID #18795 CHANGING THE REQUIRED REAR YARD SETBACK FROM 20 FEET TO 5 FEET.

WHEREAS, the City of Diboll Texas is governed by Home Rule Charter; and

WHEREAS, §2.01. Of the Home Rule Charter states that the City has the power to ordain and establish acts, laws, rules, regulations, resolutions and ordinances that are needed for the government, interests, health and welfare, and good order of the City and its inhabitants; and

WHEREAS, the City Planning and Zoning Commission of the City of Diboll, Texas, after due notice and hearing, recommends that the hereinafter described required rear yard setback be changed as stated;

WHEREAS, the City Council of the City of Diboll, Texas, after receiving such recommendation, caused a notice, stating the date, place, and time thereof, of a public hearing on such proposed zone change to be published in the Lufkin Daily News, a newspaper published within the City of Diboll, Texas, such publication being more than fifteen (15) days prior to the date of such hearing which was held in the City Hall in the City of Diboll, Texas, on the 16th day of May 2023; and,

WHEREAS, at such a public hearing each person present and interested in the proposed zone change was given an opportunity to be heard by the City Council; and,

WHEREAS, the City Council of the City of Diboll, Texas, after giving due consideration to the recommendation of the City Planning and Zoning Commission and the statements made and facts brought out at such hearing on such proposed change, and further, after giving due consideration to the orderly growth and development of the City of Diboll, Texas, having decided that it is to the best interest of the citizens of the City such change to the required rear yard setback be granted.

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

SECTION I. That the rear yard set back be changed from the required 20 feet to 5 feet on property as stated above and shown on the attached Exhibit A.

SECTION II. The Manager is hereby designated and ordered to change the official Zoning Map and records of the City of Diboll to comply with these changes.

PASSED AND APPROVED by the City Council of the City of Diboll, Texas, at its regular meeting this the 13th day of June 2023.

Trey Wilkerson, Mayor

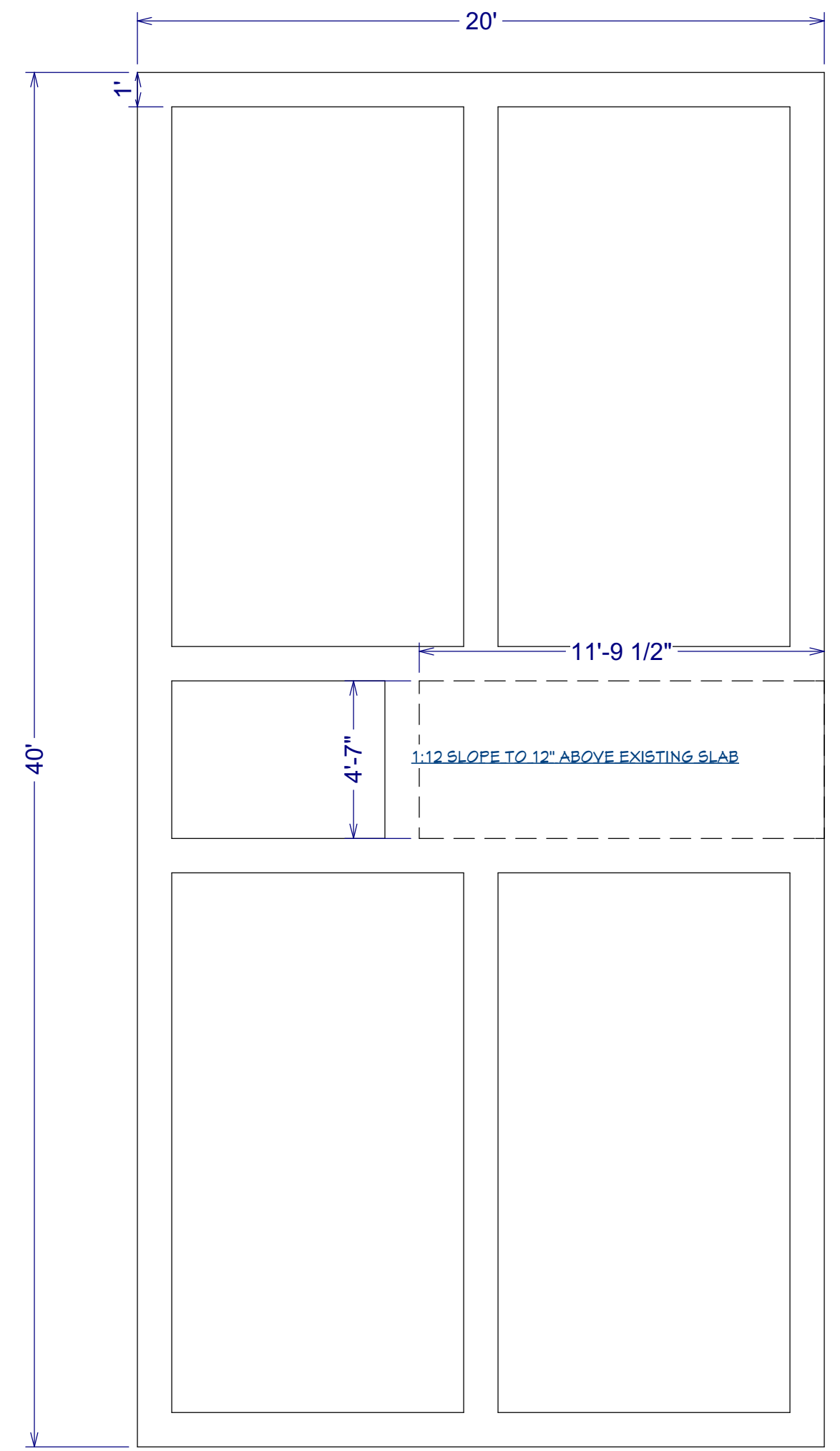
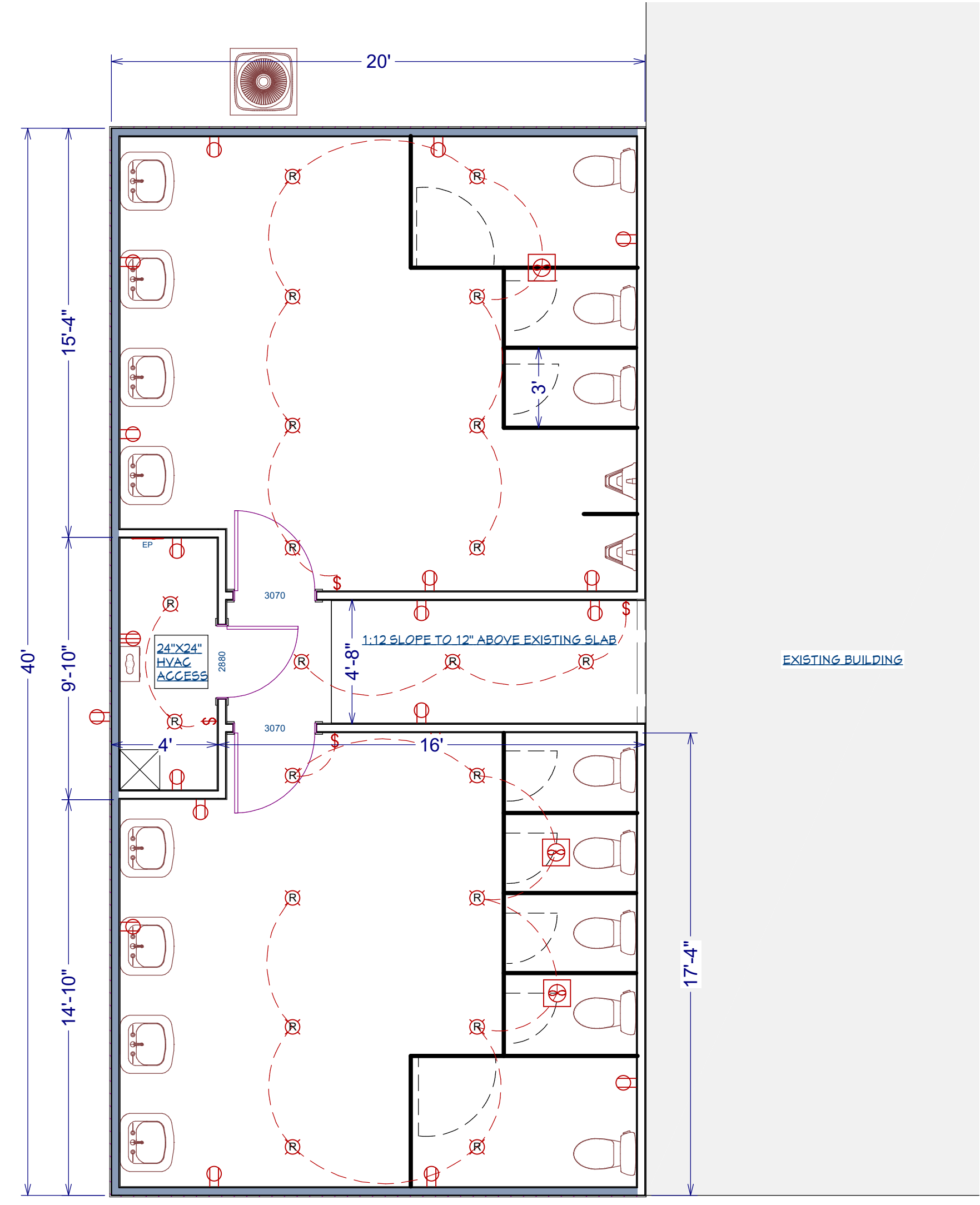
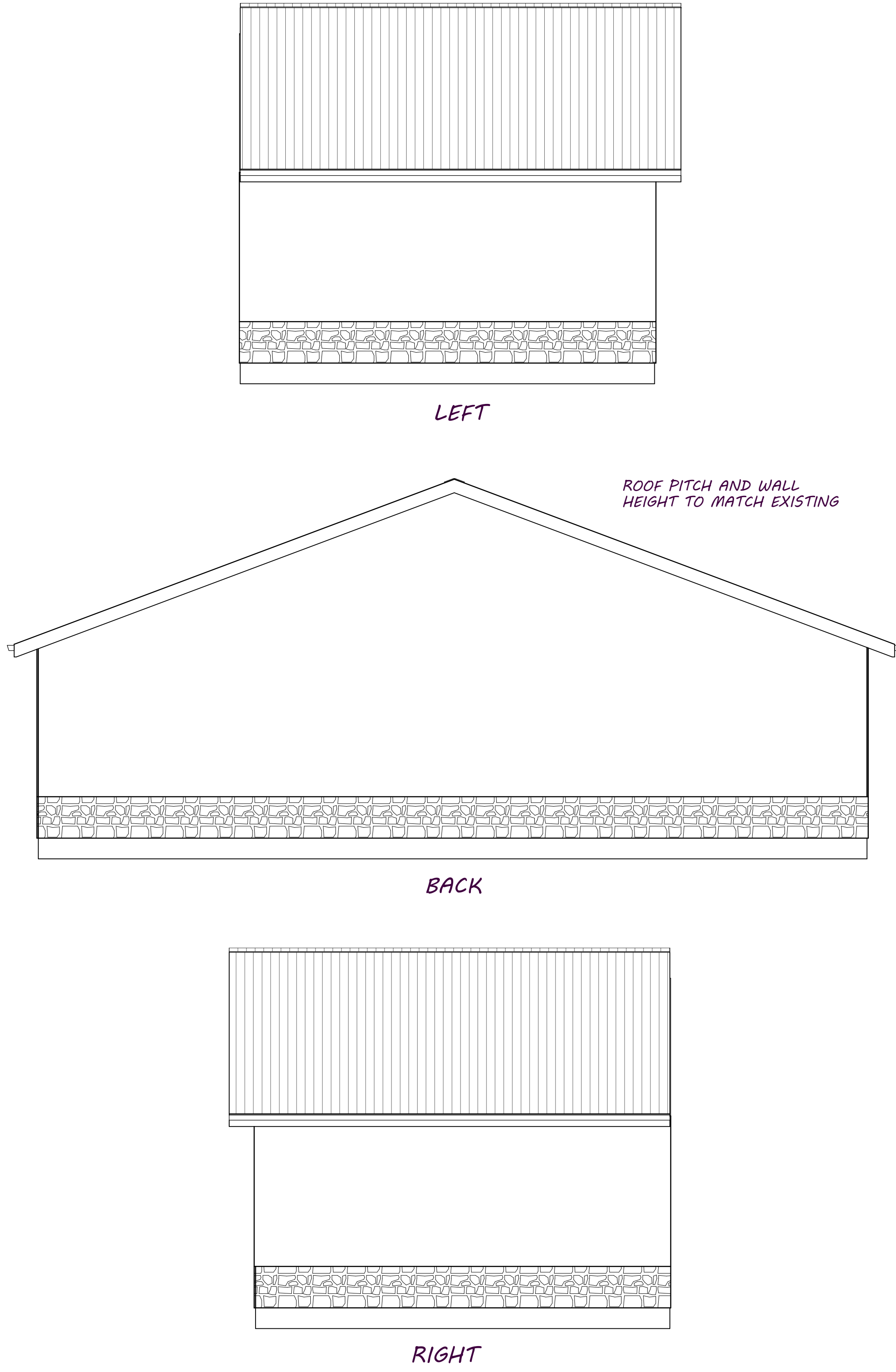
ATTEST:

Rosa M. Olvera, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §

Exhibit A

THESE BLUE PRINTS ARE PROPERTY OF KYNCEY DEVELOPMENT S LLC. THE USE OF THESE PLANS WITH OUT KYNCEY DEVELOPMENT S LLC WRITTEN CONSENT COULD LEAD TO LEGAL NOTICE.



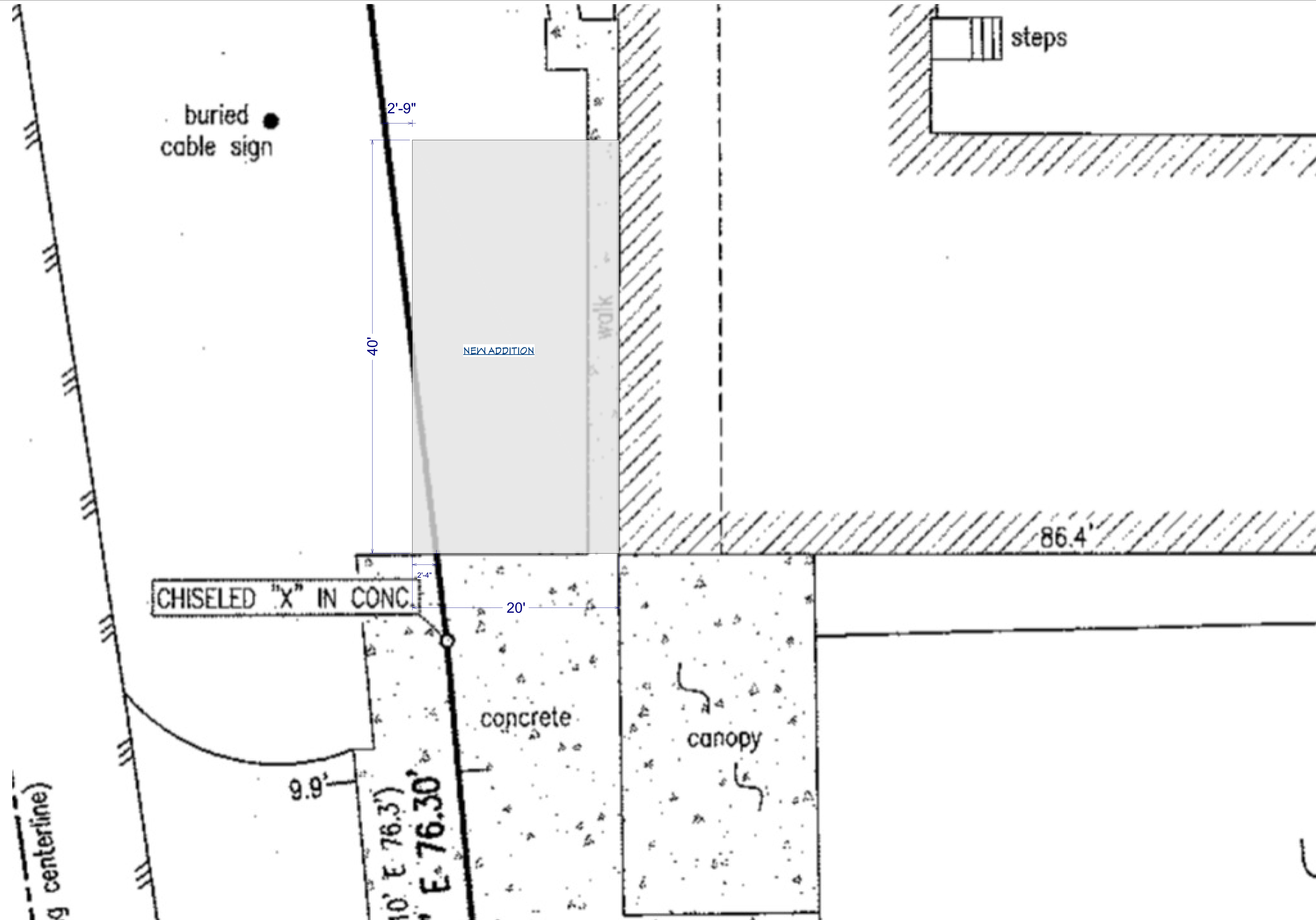
12x24" BEAMS WITH 3- 1/2" REBAR
 1/2" REBAR MAT AT 16" OC
 3000 PSI MIN CONCRETE
 6 MIL WATERPROOFING WITH TERMITES PRETREAT
 3/4" REBAR AT 12" OC DOWELED INTO EXISTING SLAB CONNECTING NEW SLAB

PROJECT DESCRIPTION:
 DIBOLL UPC

KYNCEY DEVELOPMENTS LLC
 Commercial Construction and Real Estate Development
 (936) 635-5668 (936) 635-8942
 1007 LEE AVE LUFKIN, TEXAS 75901

SHEET:
A-1

DATE:
 5/12/2023
 SCALE: 1/4"=1'



THESE BLUE PRINTS ARE PROPERTY OF KYNCEY DEVELOPMENT S LLC. THE USE OF THESE PLANS WITHOUT KYNCEY DEVELOPMENT S LLC WRITTEN CONSENT COULD LEAD TO LEGAL NOTICE.

PROJECT DESCRIPTION:
DIBOLL UPC

KD
KYNCEY DEVELOPMENTS LLC
 Commercial Construction and Real Estate Development
 (436)635-568 (436)635-8942
 1007 LEE AVE LUFKIN, TEXAS 75901

SHEET:
A-2

DATE:
5/12/2023
SCALE: 1/4"=1'



708 Hendrix Ave Diboll TX
606 371-7897
fpcdiboll@outlook.com

05/10/2023

To Whom it may concern

In January at our annual business meeting the church voted unanimously to build some restrooms at the rear of the building facing the Old Diboll Road. We have selected this area simply because we hope to build a new complex within the next 5 years.

Since accepting the pastorate of this church, we have grown from 12 to over 50 in attendance. While we are thankful for this growth and anticipate more, we realize the need to build restrooms to accommodate our current growth rate. Our plan is to build a 20 X 40 structure that will contain 5 stalls for the women and 3 stalls and two urinals for the men.

We recognize that our plans place us beyond the current setback restrictions at the rear of the building. Therefore, we are requesting a relief from the normal 20 feet setback to a 5 feet setback to build the restrooms. This will greatly enhance our ability to accommodate the congregation without hindering city operations.

Thank you for your consideration.

James D. Hogsten Jr

Senior Pastor of Diboll First Pentecostal Church

Angelina CAD

Property Search > 18795 FIRST UNITED PENTECOSTAL CHURCH for Year 2023 Tax Year: 2023

Property

Account

Property ID:	18795	Legal Description:	ABS 0038 PRADO J. A.,TRACT 107,ACRES 1.493,EXEMPT
Geographic ID:	0038-323-107-000-00	Zoning:	
Type:	Real	Agent Code:	
Property Use Code:			
Property Use Description:			

Protest

Protest Status:	
Informal Date:	
Formal Date:	

Location

Address:		Mapsc0:	
Neighborhood:	DIBOLL ISD	Map ID:	323
Neighborhood CD:	SDI		

Owner

Name:	FIRST UNITED PENTECOSTAL CHURCH	Owner ID:	27417
Mailing Address:	302 BROOKWOOD DR DIBOLL, TX 75941-4372	% Ownership:	100.0000000000%
		Exemptions:	EX-XV

Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$594,040	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$25,910	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0

(=) Market Value:	=	\$619,950	
(-) Ag or Timber Use Value Reduction:	-	\$0	

(=) Appraised Value:	=	\$619,950	
(-) HS Cap:	-	\$0	

(=) Assessed Value:	=	\$619,950	

Taxing Jurisdiction

Owner: FIRST UNITED PENTECOSTAL CHURCH
 % Ownership: 100.000000000000%
 Total Value: \$619,950

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
CAD	APPRAISAL DISTRICT	0.000000	\$619,950	\$0	\$0.00
CDI	CITY OF DIBOLL	0.583321	\$619,950	\$0	\$0.00
GAG	ANGELINA COUNTY (FP)	0.427120	\$619,950	\$0	\$0.00
JAG	ANGELINA JR COLLEGE (FP)	0.162380	\$619,950	\$0	\$0.00
SDI	DIBOLL ISD	1.192900	\$619,950	\$0	\$0.00
Total Tax Rate:		2.365721			
Taxes w/Current Exemptions:					\$0.00
Taxes w/o Exemptions:					\$14,666.29

Improvement / Building

Improvement #1: COMMERCIAL State Code: X Living Area: 8208.0 sqft Value: \$594,040

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
MA	MAIN AREA	M4P	BV	2010	8208.0
RC2	CANOPY	7		2010	900.0

Land

#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	X	EXEMPT	1.4930	65035.08	0.00	0.00	\$25,910	\$0

Roll Value History


Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2023	\$594,040	\$25,910	0	619,950	\$0	\$619,950
2022	\$651,290	\$17,820	0	669,110	\$0	\$669,110
2021	\$604,360	\$17,820	0	622,180	\$0	\$622,180
2020	\$0	\$15,290	0	15,290	\$0	\$15,290
2019	\$0	\$15,290	0	15,290	\$0	\$15,290
2018	\$0	\$15,290	0	15,290	\$0	\$15,290
2017	\$0	\$15,290	0	15,290	\$0	\$15,290
2016	\$0	\$15,290	0	15,290	\$0	\$15,290
2015	\$0	\$15,290	0	15,290	\$0	\$15,290
2014	\$0	\$15,290	0	15,290	\$0	\$15,290

Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
1		Conv	CONVERSION	TEMPLE INDUSTRIES	FIRST UNITED PENTECOSTAL CHURCH	295	343	

Tax Due

Property Tax Information as of 05/03/2023

Amount Due if Paid on:  -

Year	Taxing Jurisdiction	Taxable Value	Base Tax	Base Taxes Paid	Base Tax Due	Discount / Penalty & Interest	Attorney Fees	Amount Due
------	---------------------	---------------	----------	-----------------	--------------	-------------------------------	---------------	------------

NOTE: Penalty & Interest accrues every month on the unpaid tax and is added to the balance. Attorney fees may also increase your tax liability if not paid by July 1. If you plan to submit payment on a future date, make sure you enter the date and RECALCULATE to obtain the correct total amount due.

Questions Please Call (936) 634-8456

Website version: 1.2.2.33

Database last updated on: 5/2/2023 8:06 PM

© N. Harris Computer Corporation



CITY OF DIBOLL
 400 KENLEY
 PO BOX 340
 DIBOLL, 75941
 936-829-4757
 fax: 936-829-1179

PLAN APPROVAL	
Planning & Zoning	(DATE) _____
Site Plan Review	(DATE) _____
Building Plan Review	(DATE) _____

PERMIT APPLICATION

ADDRESS 708 N Hendrix Ave	DATE _____
OWNER NAME FIRST UNITED PENTECOSTAL Church JAMES W HAGSTEN Pastor	PHONE 606 371-7897
BUILDER NAME _____	PHONE _____
BUILDER NAME _____	PHONE _____
ELECTRICIAN NAME _____	PHONE _____
_____ TDLR License # _____	_____
PLUMBER NAME _____	PHONE _____
_____ TDLR License # _____	_____
HVAC NAME _____	PHONE _____
_____ TDLR License # _____	_____

Residential – New Single Family and Duplex Construction

- | | | |
|------------|---|--------------------------------|
| Building | \$0.40 per sq. ft. conditioned space | _____ <input type="checkbox"/> |
| Mechanical | \$0.02 per sq. ft. conditioned space | _____ <input type="checkbox"/> |
| Electrical | \$0.04 per sq. ft. conditioned space | _____ <input type="checkbox"/> |
| Plumbing | \$0.06 per sq. ft. conditioned space | _____ <input type="checkbox"/> |
| Roofing | \$50.00 base fee plus \$1.25 per square | _____ <input type="checkbox"/> |

Residential – Remodeling, Alterations, Additions, and Repairs*

- | | | |
|------------|--|--------------------------------|
| Building | \$50.00 base fee plus \$0.25 per sq. ft. | _____ <input type="checkbox"/> |
| Mechanical | \$50.00 base fee plus \$0.02 per sq. ft. | _____ <input type="checkbox"/> |
| Electrical | \$50.00 base fee plus \$0.04 per sq. ft. | _____ <input type="checkbox"/> |
| Plumbing | \$50.00 base fee plus \$0.06 per sq. ft. | _____ <input type="checkbox"/> |
| Roofing | \$50.00 base fee plus \$1.25 per square | _____ <input type="checkbox"/> |

*sq. ft. based on space subject to the remodel, alteration, addition, or repairs.

Commercial – New Construction /Apartments

- | | | |
|---------------------|---|--------------------------------|
| Building | \$300.00 base fee plus \$0.45 per sq. ft. | _____ <input type="checkbox"/> |
| Shell Building | \$300.00 base fee plus \$0.30 per sq. ft. | _____ <input type="checkbox"/> |
| Interior Finish Out | \$100.00 base fee plus \$0.15 per sq. ft. | _____ <input type="checkbox"/> |
| Mechanical | \$50.00 base fee plus \$0.03 per sq. ft. | _____ <input type="checkbox"/> |
| Electrical | \$50.00 base fee plus \$0.04 per sq. ft. | _____ <input type="checkbox"/> |
| Plumbing | \$50.00 base fee plus \$0.06 per sq. ft. | _____ <input type="checkbox"/> |
| Roofing | \$50.00 base fee plus \$1.25 per square | _____ <input type="checkbox"/> |

Commercial – Remodeling, Alterations, Additions, and Repairs*

- | | | |
|------------|--|--------------------------------|
| Building | \$50.00 base fee plus \$0.40 per sq. ft. | _____ <input type="checkbox"/> |
| Mechanical | \$50.00 base fee plus \$0.03 per sq. ft. | _____ <input type="checkbox"/> |
| Electrical | \$50.00 base fee plus \$0.04 per sq. ft. | _____ <input type="checkbox"/> |
| Plumbing | \$50.00 base fee plus \$0.06 per sq. ft. | _____ <input type="checkbox"/> |
| Roofing | \$50.00 base fee plus \$1.25 per square | _____ <input type="checkbox"/> |

*sq. ft. based on space subject to the remodel, alteration, addition, or repairs.

*Fees for application only. Permits will be issued once plans have been reviewed and approved.

Other Permits & Fees

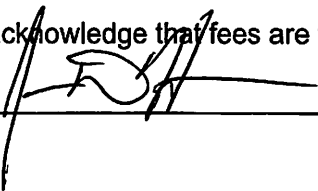
Certificate of Occupancy (per Unit)		\$50.00	<input type="checkbox"/>
Signage Permit		\$100.00	<input type="checkbox"/>
Demolition Fee		\$100.00	<input type="checkbox"/>
Storage Building, Carport, Shed		\$50.00	<input type="checkbox"/>
Fence Permit		\$40.00	<input type="checkbox"/>
False Alarm Fee*	*Response to alarm site if the city representatives have to secure the premises	\$50.00	<input type="checkbox"/>
Construction Plan Review Fee			
Residential	Actual Cost Plus Time & Materials		<input type="checkbox"/>
Commercial	Actual Cost Plus Time & Materials		<input type="checkbox"/>
Plumbing Inspection Fee – Outside City Limits		\$50.00	<input type="checkbox"/>
Inspection After Normal Business Hours		\$50.00	<input type="checkbox"/>
Re-inspection Fee		\$35.00	<input type="checkbox"/>
Copies (8.5 x 11)	25¢ / sheet		<input type="checkbox"/>
Filing Fees	Actual Cost		<input type="checkbox"/>
Curb Cuts	Actual Cost Plus Time & Materials		<input type="checkbox"/>
Street Cuts	Actual Cost Plus Time & Materials		<input type="checkbox"/>
Water / Sewage Cuts	Actual Cost Plus Time & Materials		<input type="checkbox"/>

PLANNING AND ZONING FEE SCHEDULE

Plats		\$250.00	<input type="checkbox"/>
Minor Plats	Preliminary & Final	\$250.00	<input type="checkbox"/>
Re-Plats	Preliminary & Final	\$250.00	<input type="checkbox"/>
Amended Plats	Preliminary & Final	\$250.00	<input type="checkbox"/>
Vacated Plats	Preliminary & Final		
	Less than 10 Acres	\$100.00	<input type="checkbox"/>
	10 to 50 Acres	\$150.00	<input type="checkbox"/>
	Over 50 Acres	\$200.00	<input type="checkbox"/>
Major Plats	Preliminary		
	Less than 10 Acres	\$300.00	<input type="checkbox"/>
	10 to 50 Acres	\$400.00	<input type="checkbox"/>
	Over 50 Acres	\$500.00	<input type="checkbox"/>
Major Plats	Final		
	Less than 10 Acres	\$300.00	<input type="checkbox"/>
	10 to 50 Acres	\$400.00	<input type="checkbox"/>
	Over 50 Acres	\$500.00	<input type="checkbox"/>
Application Fees			
	Rezoning	\$200.00	<input type="checkbox"/>
	Variance	\$200.00	<input checked="" type="checkbox"/>
	Specific Use Permit	\$200.00	<input type="checkbox"/>
	Adult Oriented Business	\$500.00	<input type="checkbox"/>
Document Fees			
	Comprehensive Plan Zoning Ordinance	Actual Cost	<input type="checkbox"/>
	Engineering	Actual Cost	<input type="checkbox"/>

I acknowledge that fees are for application only and plans must be reviewed before permits are issued:

X



Date: April 19 2023

PLEASE RUN IN CLASSIFIED/LEGALS AS A STANDARD PUBLIC NOTICE

ONE TIME ONLY

May 8, 2023

AD STARTS HERE

NOTICE OF PUBLIC HEARINGS FOR AMENDMENTS TO ZONING ORDINANCE

Notice is hereby given that the Planning and Zoning Commission will hold a public hearing starting at 5:00 pm on Tuesday, May 16, 2023 at Diboll City Hall, located at 400 Kenley.

Further notice is given that the Diboll City Council will hold a public hearing starting at 5:15 pm on Tuesday, June 13, 2023 at Diboll City Hall. The Planning and Zoning Commission and the City Council will consider:

Consider recommending a request by property owner for Zoning Variance at 406 Devereaux, Diboll, Texas in which a manufactured home be placed on property.

Consider recommending a request by property owner for Zoning Variance at 708 N Hendrick Ave, Diboll, Texas in which restrooms for the First Pentecostal Church of Diboll be built on property.

Citizens of Diboll, Texas are invited to attend and participate in the public hearings.

For any questions, please contact Rosa Olvera at (936) 829-4757.



CIVIC CENTER SERVICE CONTRACT AGREEMENT

THIS AGREEMENT, entered into as of June 13, 2023 is entered into between the CITY OF DIBOLL, TEXAS, a Texas home-rule municipality ("City") and JCs Party Rental, a Texas corporation ("JCs Party Rental"). In furtherance of the purposes of the Authorizing Legislation, and in consideration of the mutual covenants in this Agreement, the City and JCs Party Rental 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 Rental 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 Rental 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 two (2) years commencing on July 1, 2023, with the option for renewal by mutual agreement under the same terms and conditions for a two (2) 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 Rental's 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 Rental
966 Traylor Street
Lufkin, TX 75901
ATTN: Owners

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

ARTICLE II

JCS PARTY RENTAL 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 Rental 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 Rental, 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 Rental 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 Rental or the City of Diboll.

5.2 JCs Party Rental understands and agrees that renters will not be required to utilize JCs Party Rental's 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 Rental 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 Rental expressly disclaims liability for any Prior Actions.

For the City of Diboll, Texas:

For JCs Party Rental:

Jason Arnold, City Manager
City of Diboll

Viry Cruz, Owner
JCs Party Rental

Ruth Contreras, Owner
JCs Party Rental

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		\$50			

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.



City of Diboll Volunteer Fire Department



May 2023 Council Report

May 2nd

- Pledge
 - Incident Reports
 - Discussed recent calls
 - Clean up at station
 - Run Trucks at stations
- Firemen present (9)

May 9th

- Pledge
 - Incident reports
 - Discussed Donation for Norman Williams
 - Truck inspections
 - Clean station
- Fireman present (11)

May 16th

- Pledge
 - Incident Reports
 - Discussion on purchasing new equipment.
 - Cleaned fire station
 - Training on fire truck 56
- Fireman present (14)

May 23rd

- Pledge
 - Incident reports
 - Discussions on fire calls county systems down
 - Clean station
- Fireman Present (14)



City of Diboll Volunteer Fire Department



May 30th

- Pledge
 - Incident reports
 - Discussions on fire school at A&M
 - Chief truck master switch
 - Clean station
 - Run fire trucks
- Fireman Present (6)



City of Diboll Volunteer Fire Department



May 2023 Emergency Incidents (12)

May 5, 2023 - 1245

- **Call # 2300000045**
3476 Fm 1818
Fire in building
Out of City
Trucks 54,56
Diboll Fire personnel responded (9)
7801,7814,7815,7822,7825,7827,7829,7835,7836

May 5, 2023 - 1426

- **Call # 2300000046**
8532 Us Highway 59 South
Powerline down
Out of City
Trucks 54
Diboll Fire personnel responded (3)
7815,7822,7827

May 10, 2023 - 1140

- **Call # 2300000047**
59 south/ southside bank
10/50 – 10/22
In City
Trucks – None
Diboll Fire personnel responded (6)
7805,7815,7822,7825,7827,7836

May 11, 2023 - 1330

- **Call # 2300000048**
709 Mulberry
Tree uprooted and damaged gas line
In City
Trucks – none
Diboll Fire personnel responded (1)
7836



City of Diboll Volunteer Fire Department



May 14, 2023 - 1751

- **Call # 2300000049**
129 Blue Jay
Vehicle 10/50
Out of city
Trucks 54
Diboll Fire personnel responded (6)
7814, 7820, 7821, 7822, 7825, 7827

May 20, 2023 - 1949

- **Call # N/A**
1818 Dennis st
Fire alarm 10/22
In City
Trucks – None
Diboll Fire personnel responded (8)
7801,7805,7820,7822,7825,7827,7835,7836

May 24, 2023 - 800

- **Call # Public Service**
HWY 59
Traffic control city putting up light pole
In City
Trucks – 55
Diboll Fire personnel responded (1)
7822

May 24, 2023 - 2037

- **Call # 2300000050**
3600 Old Diboll hwy
Trash on fire illegal burn
Out of city
Trucks 54
Diboll Fire personnel responded (6)
7814,7820,7822,7823,7835,7836



City of Diboll Volunteer Fire Department



May 29, 2023 - 837

- **Call # 2300000051**
7352 Fm 1818
10/50 log truck roll over
Extended call
Out of city
Trucks 54
Diboll Fire personnel responded (8)
7801,7810,7814,7822,7823,7825,7827,7836

May 29, 2023 - 1814

- **Call # 2300000052**
Blue Jay st
Tree limb on power line
Extended Call
Out of city
Trucks 54
Diboll Fire personnel responded (2)
7822,7827

May 30, 2023 - 1854

- **Call # 2300000053**
700 Lumberjack Dr
Fire alarm
In city
Trucks 54
Diboll Fire personnel responded (2)
7822, 7827,



Diboll Police Department

Monthly DEPT. STATS

May 2023

CALLS FOR SERVICE	243
INCIDENT REPORTS	31
CRASH REPORTS	5
EXTRA PATROLS/ PATROL REQUESTS	20
TRAFFIC STOPS	213
TOTAL ARRESTS	5
• MISD. ARREST	3
• FELONY ARREST	2



Public Works Director Project Status Report – June 2023

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.](#)

Estimated completion date of 8/1/23.

Status: 70% Complete

Urcm-4 HVAC/BAS Upgrades: City Hall and safety center HVAC complete. Civic Center HVAC will start in December. Contractors have prepped the building for unit installation. Full install to start 1/25/2023. City staff needs to clean out maintenance and mechanical rooms the week prior to installation. Mechanical room has been cleaned out. HVAC work in ongoing. Install should be completed 2/20/22. Startup and commissioning to be scheduled for 2/13/2023. All HVAC systems have been installed at all locations. BAS integration is ongoing. BAS is a network that connects and controls all your facility's utilities, such as mechanical and electrical systems as well as heating, ventilating, and air conditioning.

HVAC BAS and integration ongoing. Building Automation Systems (BAS) City Hall, Safety Center, Civic Center, Northside Pump Station, Wastewater Treatment Plant Office.

HVAC BAS and integration ongoing. Scheduled for takeover on 4/19. The contractor will provide training to be able to use the new controls.

HVAC BAS integration is complete but will need the server installed at City Hall to get full function.

Estimated completion date of 6/15/2022.

Status: 100% 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.

Estimated completion date of 9/1/2023.

Status: 15% 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.](#)

Estimated completion date of 6/1/2024.

Status: 25% Complete

Neil Pickett Drive Sanitary Sewer Line Replacement

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

[KSA will be preparing our engineering agreement for council approval at the July meeting.](#)

Estimated completion date TBD.

Status: 5% complete

ARPA Project

Plans on the Lumberjack Drive are ready for review. Meeting with KSA 11-10-2022 to complete the preliminary design phase. We found the last easement/ROW document and have confirmed a complete ROW from the existing Lumberjack Drive to the TxDOT bypass. With this final ROW we are making one alignment change to avoid a road crossing within the TxDOT ROW and should be complete by 12/16/2023. Once we have the final plans, we can submit them to TxDOT for permit approval. We have received the required ARPA contract provisions from Grant Works and are incorporating it into our contract documents. Our estimate for completion of all plans, contract, specifications, and permitting is 1/1/2023. We are currently reviewing the sample construction contract sent to us by Grant Works. It is unlike anything we have seen from them before. We are reviewing it against more standard construction contracts we use and/or have seen in our industry. This is high on the priority list and I'm targeting to complete the review by 2/10/23. Danny from KSA will be putting together the final construction contract documents this week. He anticipates advertising for bids within the next couple of weeks. KSA is working with grant works to sort out bid advertisement requirements.

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

[Danny is updating the contract documents for transmittal to Grant Works per the various discussions held. I anticipate that transmittal to occur this week. We will set the schedule for re-bidding the project once Grant Works completes their review.](#)

Estimated completion date of 12/1/2023.

Status: 30% Complete

Sanitary Sewer Overflow Program Project

Scheduled demos for manhole rehab with Fuquay and Southern Trenchless. We Attended project demonstration for manhole and pipe rehabilitation on 12/1/2023 with Fuquay Inc. We were very impressed with the professionalism and quality of work they demonstrated. We will be starting our manhole lining for phase one of our five-year project beginning in January. Contractors will be onsite beginning 1/16/2023 to begin review and implementation of phase one of the SSO plan. We are working with the division manager of JD Fuquay on schedule. First thing we will do is visit each of the manholes in section C and see what needs to be done on them and then figure out which crews we need to start actual work. Manholes in section C were accessed on 5-1-2023 thru 5-3/2023. Mr. Kallfelz will have a full report and schedule completed 5/12/2023.

We have replaced 20 EA of the 21 EA to be completed on the project. The insert dishes will be inserted in the 11 EA Manholes in June. Repairing of the sidewalk for Manhole 67 is completed. Interior Rehabilitation 382 SF for Manholes 4,14,119,69 is complete. Manhole Bench & Invert Repair: 4EA for Manholes 4,14,119,69 will begin next week. We have installed 20 EA of the 22 EA Ring Encasements to be completed on the project. There are several manholes we could not find or could not access. We will be assisting crews to find these for future work. The manholes are 3A,10,24,25,30,47,51,58,66,69A,70,70B,75A,77,80A,92,90

Estimated completion date of Phase 1 8/1/2023.

Status: 85% Complete

Department Projects

Ryan Chapel and Gandy Service Road

We will be placing a small rock driveway service access entry at this sewer main location. We have trouble accessing our manholes and main line in this area during wet conditions. This is a clay tile line that is very prone to blockages and hard to access. The installation should take no more than 4 hours.

Estimated completion date 6-10-2023.

Status 0% complete

Replacement of Inner Fence at Ground Storage

Planned start 11/21/2022. We have removed the rubbish and brush from the inner fence to gain access for repairs. We plan to start removal of old fence on 1/2/2023. We have made the necessary repairs to keep the fence secure. We are in the process of ordering new lumber and installation. This project has been put on hold until we finish the reconstruction of field 4 at the baseball complex.

Estimated completion date of 6/30/2023.

Status: 25% Complete

Roof repairs at Service center

Ordering materials. We have made point repairs on leaking overlaps in the metal on the roof. We are now sourcing bids for new sky light replacements.

Estimated completion date of 5/19/23.

Status: 100% Complete

City of Diboll Welcome Banner Frame

We have currently procured the materials for building the new frame for the signs. Measurements have been made and materials cut. We are ready to start welding the frame. We will resume work on the frame once we complete the dugout/score box canopy replacements.

Estimated completion date of 4/21/2023.

Status: 100% Complete

#18 Golf Course Bridge

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

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

Estimated completion date of 12-15-2023.

Status: 65%Complete

Repaint Park Bridges

We will be repainting the four bridges in Old Orchard Park. Two of the bridges will require us to remove all 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.

Estimated completion date of 6/30/2023.

Status: 15% complete

Floating Food Dispensers and Benches

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

Estimated completion date of 3/12/2024.

Status: 5% Complete

Arrington Service Line Repair

The water service line at 606 Arrington continued to develop pin hole leaks. This required 60ft of service line to be replaced along with a road bore. The line for service was completed on 5/2/2023 with a new tap. We received the full circle clamp required to repair the old tap and plan on installing on 5/17/2023. No distributions in service are predicted to complete repairs.

Estimated completion date of 5-12-2023.

Status 100% complete

6inch Water Main Repair Wells and Arrington

The water main developed a leak in the 90-degree joint at this location. We were able to isolate the section of the water system so that only 50 customers service was interrupted. We notified effected customers the evening prior to repairs being made. Once excavation began, we discovered that the knock on 90 had developed a leak. We replaced it with a 90-degree mega lug. All lines were flushed at end points prior to placing this section of water main back in service. Service interruption lasted from 9:00am-12:30pm. Crews backfilled the excavated area and plan to dress up on 5-5-2023.

Estimated completion date of 5-5-2023.

Status 100% complete

Clean up Week.

The street crews processed over 92 eight-yard dump truck loads of trash from 4/17/2023-5/5/2023. We received several loads of illegal dumping at the staging area. This included 26 tires that will require separate processing/transportation to a recycling center in Cleveland Texas. Animal carcasses and fish cleaning remains dumped near the containers were the cause of foul odor. We have disinfected the area with quatricide disinfectant. The roll offs should be removed on 5/5/2023 and we will disinfect the area again. This is the first year we have experienced these types of issues. We have plans to place the containers in a secure location so we can avoid these types of problems in the future.

Estimated completion date of 5-11-2023.

Status 100% complete

100 E Borden Dr. 2-inch meter and 6-inch Sewer Tap.

Water and sewer mains have been located. We are in the process of requesting quotes for the road bore required under Borden St. Once we receive the quotes, we will schedule an installation date.

Estimated completion date of 5-18-2023.

Status 100% complete

Lynn Street Water and Sewer line Extension/Taps

We will be extending the water main and sewer main on Lynn St. providing service at the newly developed duplexes on the corner of Lynn and Robert Nash. The sewer main will be extended 100ft and taps installed. The water line will require 3 one-inch taps with double bridal meters/boxes. All parts have been ordered. Timeline of delivery mid-June.

Estimated completion date of 6-25-2023.

Status 25% complete

Well Number 1

Well number 1 developed a pump overload fault. Control/operation panels were diagnosed, and no problems were found. We inspected the well and found no issues with well screens. The motor was pulled and found to be locked up. We are expecting to receive a quote on 5-10-2023 for repairs. Well motor installed, well-treated and is now back in service.

Estimated completion date of TBD.

Status 100% complete

Old Orchard Park Walking Bridge

The ground under the walking bridge has eroded and a new bulkhead will need to be installed. We are sourcing quotes on the scope of work. West side of pedestrian bridge:

1. Remove and replace cement sidewalk due to erosion
2. Installation of two 6" I beam driven minimum of 8'
3. Connect I beams with one 6" I beam cross brace under west end of walk bridge
4. Dig around existing I beams on west end of walk bridge approximately 3' wide by 8' long by 4' deep
5. Build forms for cement around existing I beams 3' wide by 8' long by 4' deep by total of 9' tall (approx. 5' above creek bed) with oval ends front and back.
6. Cement is to have rebar on 6" centers throughout.

Estimated completion of 6-15-2023

Status: 10% complete

Ditch excavation and culvert replacement:

Lawrence Street- Removal of 7 culverts and re-set to grade. Excavate 1310 feet of ditch line. Locates have been called in and marked. Work to begin on 12/12/2023. We have removed and replaced 4 culverts and set to grade. We have excavated approximately 380 feet of ditch line as well. We have experienced delays due to weather. We resumed work on 4/4/2020 and installed the reaming culverts. [All culverts are installed, and ditch fully excavated. We will clean up high spots and jet all culverts.](#)

Estimated completion date of [6/12/2023](#).

[Status: 95% Complete](#)

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

OC Scott and Lynn- Benita Duffield asked me to investigate the drainage issue at this location.

It appears that Lynn St. catches all the drainage from Ash St. and the housing authority. I

suggest that we cut a ditch behind the houses on Lynn St. and try to divert the drainage toward Maynard.

Work Order Report

5/5/2023 – 6/8/2023

Service Order #	Service Address	Job Date	Completion Date	Job Code	Job Type	Status	Staff	Group	Account Number	Last Edited User	Last Edited Date
SO0000750	814 APRIL AVE	6/8/2023	6/8/2023	Misc	Miscellaneous	Completed		Public Works	01-001539-03	JNesbett	06/08/2023 12:38 PM
SO0000747	100 E BORDEN	6/7/2023	6/7/2023	Service Action	Service Action	Completed	WATER	Public Works	02-000007-00	ARomero	06/07/2023 08:04 AM
SO0000748	716 ASHFORD	6/7/2023		Street Repair/Maint	Miscellaneous	New	STREET	Public Works	01-001439-04		06/07/2023 09:49 AM
SO0000749	609 ARRINGTON	6/7/2023	6/7/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-001294-00	ARomero	06/07/2023 12:44 PM
SO0000734	400 JACKSON	6/6/2023		Water Repairs/Maint	Miscellaneous	Open	WATER	Public Works	01-000941-00	ARomero	06/06/2023 08:50 AM
SO0000735	1107 CYPRESS	6/6/2023	6/6/2023	Disconnect	Disconnect	Completed	WATER	Public Works	99-000217-01	JNesbett	06/06/2023 12:22 PM
SO0000736	1003 LYNN	6/6/2023	6/6/2023	Connect	Connect	Completed	WATER	Public Works	03-101730-00	JNesbett	06/06/2023 12:49 PM
SO0000737	1107 CYPRESS	6/6/2023	6/6/2023	Connect	Connect	Completed	WATER	Public Works	99-000217-02	JNesbett	06/06/2023 12:47 PM
SO0000739	1300 N TEMPLE	6/6/2023	6/6/2023	Misc	Miscellaneous	Completed		Public Works	02-000346-01	ARomero	06/06/2023 01:07 PM
SO0000740	304 RUTLAND	6/6/2023	6/7/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-000835-00	JNesbett	06/07/2023 08:58 AM
SO0000741	525 HOLUBEC	6/6/2023		Misc	Miscellaneous	Open		Public Works	02-001185-00	ARomero	06/06/2023 03:21 PM

Work Order Report

5/5/2023 – 6/8/2023

SO0000742	107 BALLENGER	6/6/2023	6/7/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-000161-00	JNesbett	06/07/2023 09:01 AM
SO0000743	906 S MDWS	6/6/2023		Street Repair/Maint	Miscellaneous	Open	STREET	Public Works	01-101633-00	ARomero	06/06/2023 04:15 PM
SO0000744	300 THOMPSON	6/6/2023	6/7/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-000774-00	JNesbett	06/07/2023 08:59 AM
SO0000745	111 FRANKENS	6/6/2023	6/7/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-000232-00	JNesbett	06/07/2023 09:15 AM
SO0000724	109 BALLENGER	6/5/2023	6/5/2023	Disconnect	Disconnect	Completed	WATER	Public Works	02-000175-00	JMosley	06/05/2023 02:40 PM
SO0000725	1002 CYPRESS	6/5/2023	6/5/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	03-000028-00	ARomero	06/05/2023 02:51 PM
SO0000727	203 HINES	6/5/2023	6/5/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-000621-01	JMosley	06/05/2023 03:07 PM
SO0000728	1409 FAIRCHILD	6/5/2023	6/5/2023	Disconnect	Disconnect	Completed	WATER	Public Works	02-000444-01	JMosley	06/05/2023 02:52 PM
SO0000730	201 CHURCH	6/5/2023		Misc	Miscellaneous	Open		Public Works	99-000586-02	ICaffery	06/05/2023 03:15 PM
SO0000731	1002 CYPRESS	6/5/2023		Water Repairs/Maint	Miscellaneous	Open	WATER	Public Works	03-000028-00	ARomero	06/05/2023 03:31 PM
SO0000718	605 DEVEREAUX	6/2/2023	6/2/2023	Reinstate	Reinstate	Completed	WATER	Public Works	02-001259-02	JMosley	06/02/2023 10:13 AM
SO0000719	1408 GANDY	6/2/2023	6/2/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-000439-00	ARomero	06/02/2023 09:57 AM

Work Order Report

5/5/2023 – 6/8/2023

SO0000720	1000 S FIRST	6/2/2023		Street Repair/Maint	Miscellaneous	Open	STREET	Public Works	03-000023-00	ARomero	06/02/2023 09:56 AM
SO0000723	1300 N TEMPLE	6/2/2023	6/2/2023	Connect	Connect	Completed	WATER	Public Works	02-000346-01	JMosley	06/02/2023 12:43 PM
SO0000683	1417 RYAN CHAPEL RD	6/1/2023	5/30/2023	Occupant Change	Occupant Change	Completed	WATER	Public Works	02-000471-09	JMosley	05/30/2023 01:51 PM
SO0000699	1113 LYNN	6/1/2023	6/1/2023	Reinstate	Reinstate	Completed	WATER	Public Works	03-000244-18	JMosley	06/01/2023 10:09 AM
SO0000701	1108 LAWRENCE	6/1/2023	6/1/2023	Service Action	Service Action	Completed	WATER	Public Works	99-000223-01	ARomero	06/01/2023 10:25 AM
SO0000702	1129 PINECREST	6/1/2023	6/1/2023	Reinstate	Reinstate	Completed	WATER	Public Works	03-000272-08	JMosley	06/01/2023 12:12 PM
SO0000703	1000 S FIRST	6/1/2023	6/2/2023	Sewer Repairs/Maint	Miscellaneous	Completed	GENERAL	Public Works	03-000023-00	JMosley	06/02/2023 09:32 AM
SO0000705	400 CHURCH	6/1/2023	6/1/2023	Misc	Miscellaneous	Completed		Public Works	01-000938-00	JMosley	06/05/2023 02:24 PM
SO0000678	1300 N TEMPLE	6/1/2023	5/30/2023	Disconnect	Disconnect	Completed	WATER	Public Works	02-000346-00	JMosley	06/01/2023 10:15 AM
SO0000691	504 WINDER	5/31/2023		Misc	Miscellaneous	Open	GENERAL	Public Works	01-001118-01	ARomero	05/31/2023 11:20 AM
SO0000694	600 ASH	5/31/2023	6/1/2023	Connect	Connect	Completed	WATER	Public Works	05-001197-01	JMosley	06/01/2023 10:13 AM
SO0000695	600 ASH	5/31/2023		Misc	Miscellaneous	Open		Public Works	05-001197-01	ARomero	06/01/2023 03:20 PM

Work Order Report

5/5/2023 – 6/8/2023

SO0000696	1001 MAYNARD	5/31/2023	5/31/2023	Reinstate	Reinstate	Completed	WATER	Public Works	03-000025-01	ARomero	05/31/2023 03:14 PM
SO0000689	2381 MOCKINGBIRD LN	5/31/2023	6/5/2023	Street Repair/Maint	Miscellaneous	Completed	STREET	Public Works	01-000730-02	JMosley	06/05/2023 02:17 PM
SO0000684	1111 LAWRENCE	5/30/2023	5/30/2023	Misc	Miscellaneous	Completed		Public Works	02-000237-00	JMosley	05/30/2023 01:28 PM
SO0000685	1107 LAWRENCE	5/30/2023	5/31/2023	Street Repair/Maint	Miscellaneous	Completed	STREET	Public Works	02-000218-00	JMosley	05/31/2023 12:42 PM
SO0000687	1407 FAIRCHILD	5/30/2023	5/30/2023	Reinstate	Reinstate	Completed	WATER	Public Works	02-000434-02	JMosley	05/30/2023 01:56 PM
SO0000688	1108 LAWRENCE	5/30/2023	6/1/2023	Misc	Miscellaneous	Completed		Public Works	99-000223-01	JMosley	06/01/2023 10:02 AM
SO0000679	1107 LAWRENCE	5/30/2023	5/31/2023	Street Repair/Maint	Miscellaneous	Completed	STREET	Public Works	02-000218-00	JMosley	05/31/2023 11:54 AM
SO0000680	1310 BROWN	5/30/2023	5/30/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-000376-00	JMosley	06/05/2023 02:25 PM
SO0000681	1108 LAWRENCE	5/30/2023	6/1/2023	Connect	Connect	Completed	WATER	Public Works	99-000223-01	JMosley	06/01/2023 10:03 AM
SO0000682	814 APRIL AVE	5/30/2023	5/30/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001539-03	JMosley	05/30/2023 01:39 PM
SO0000667	804 WELLS	5/25/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-001507-01	JMosley	05/25/2023 09:30 AM
SO0000668	200 RUTLAND	5/25/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	02-000580-04	JMosley	05/25/2023 09:49 AM

Work Order Report

5/5/2023 – 6/8/2023

SO0000669	LUMBERJACK DR (UNDER SIGN) SPRINKLER	5/25/2023	5/25/2023	Misc	Miscellaneous	Completed		Public Works	02-001773-00	JMosley	05/25/2023 09:45 AM
SO0000670	1410 RYAN CHAPEL RD	5/25/2023		Street Repair/Maint	Miscellaneous	Open	STREET	Public Works	02-000452-00	BSarver	05/25/2023 11:07 AM
SO0000672	1422 GANDY	5/25/2023	5/25/2023	Connect	Connect	Completed	WATER	Public Works	02-101669-00	ARomero	05/25/2023 11:18 AM
SO0000673	609 N NEAL PICKETT	5/25/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	05-001299-10	JMosley	05/25/2023 01:17 PM
SO0000674	1106 LYNN	5/25/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	03-000213-11	JMosley	05/25/2023 03:04 PM
SO0000675	204 THOMPSON	5/25/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-000638-10	JMosley	05/25/2023 03:14 PM
SO0000676	1110 LAWRENCE	5/25/2023	5/31/2023	Reinstate	Reinstate	Completed	WATER	Public Works	02-000234-03	JMosley	05/31/2023 11:53 AM
SO0000663	510 N SECOND	5/25/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	02-001159-15	JMosley	05/25/2023 07:46 AM
SO0000665	416 BIRDSONG	5/25/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-001055-04	JMosley	05/25/2023 08:02 AM
SO0000666	1419 RYAN CHAPEL RD	5/24/2023	5/25/2023	Reinstate	Reinstate	Completed	WATER	Public Works	02-000475-00	JMosley	05/25/2023 07:52 AM
SO0000646	1205 CYPRESS	5/24/2023	5/24/2023	Reinstate	Reinstate	Completed	WATER	Public Works	99-000300-00	JMosley	05/24/2023 12:28 PM
SO0000649	705 BOOKER	5/24/2023	5/24/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-001370-01	JMosley	05/24/2023 12:33 PM

Work Order Report

5/5/2023 – 6/8/2023

SO0000650	1303 BROWN	5/24/2023	5/24/2023	Misc	Miscellaneous	Completed		Public Works	02-000357-00	JMosley	05/24/2023 02:56 PM
SO0000651	202 STUBBLEFIELD	5/24/2023	5/24/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-000609-00	JMosley	05/24/2023 10:01 AM
SO0000652	412 BIRDSONG	5/24/2023	5/24/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-001043-09	JMosley	05/24/2023 12:41 PM
SO0000653	401 JACKSON	5/24/2023	5/24/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-000953-03	JMosley	05/24/2023 12:35 PM
SO0000654	303 S NEAL PICKETT	5/24/2023	5/24/2023	Misc	Miscellaneous	Completed		Public Works	03-000827-01	ICaffery	05/24/2023 01:25 PM
SO0000660	3832 MOCKINGBIRD LN	5/24/2023	5/24/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-000931-00	JMosley	05/24/2023 03:10 PM
SO0000661	106 FRANKENS	5/24/2023	5/24/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-000158-06	JMosley	05/24/2023 03:16 PM
SO0000648	1205 CYPRESS	5/23/2023	5/24/2023	Service Action	Service Action	Completed	WATER	Public Works	99-000300-00	ARomero	05/24/2023 08:51 AM
SO0000690	802 ASH	5/23/2023	5/31/2023	Disconnect	Disconnect	Completed	WATER	Public Works	99-001495-03	ARomero	05/31/2023 10:10 AM
SO0000717	307 BOX FACTORY	5/23/2023	6/1/2023	Disconnect	Disconnect	Completed	WATER	Public Works	03-000866-00	ARomero	06/01/2023 04:42 PM
SO0000609	301 FARRINGTON	5/23/2023	5/23/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000782-09	ARomero	05/23/2023 08:05 AM
SO0000610	200 DEVEREAUX	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000568-08	JMosley	05/24/2023 09:39 AM

Work Order Report

5/5/2023 – 6/8/2023

SO0000611	106 FRANKENS	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-000158-06	JMosley	05/24/2023 09:22 AM
SO0000612	605 DEVEREAUX	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-001259-02	JMosley	05/24/2023 09:42 AM
SO0000613	1129 PINECREST	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	03-000272-08	JMosley	05/24/2023 07:49 AM
SO0000614	200 RUTLAND	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000580-04	JMosley	05/24/2023 09:48 AM
SO0000615	1013 S FIRST	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	03-000090-03	JMosley	05/24/2023 07:43 AM
SO0000616	1407 FAIRCHILD	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000434-02	JMosley	05/24/2023 02:13 PM
SO0000617	1500 N HENDRICK # G	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000529-00	JMosley	05/24/2023 02:03 PM
SO0000618	103 MAGNOLIA	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	99-000126-00	JMosley	05/24/2023 01:35 PM
SO0000619	510 N SECOND	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-001159-15	JMosley	05/24/2023 10:24 AM
SO0000620	1113 LYNN	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	03-000244-18	JMosley	05/24/2023 07:59 AM
SO0000621	608 N SECOND	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	05-001291-11	JMosley	05/24/2023 02:02 PM
SO0000622	401 JACKSON	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-000953-03	JMosley	05/24/2023 08:18 AM

Work Order Report

5/5/2023 – 6/8/2023

SO0000623	416 BIRDSONG	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-001055-04	JMosley	05/24/2023 09:31 AM
SO0000624	1106 LYNN	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	03-000213-11	JMosley	05/24/2023 07:56 AM
SO0000625	609 N NEAL PICKETT	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	05-001299-10	JMosley	05/24/2023 01:32 PM
SO0000626	1205 CYPRESS	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	99-000300-00	JMosley	05/24/2023 07:53 AM
SO0000627	1419 RYAN CHAPEL RD	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000475-00	JMosley	05/24/2023 02:22 PM
SO0000628	204 THOMPSON	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-000638-10	JMosley	05/24/2023 08:30 AM
SO0000629	703 ASHFORD	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-001355-09	JMosley	05/24/2023 08:39 AM
SO0000630	307 BOX FACTORY	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	03-000866-00	JMosley	05/24/2023 01:28 PM
SO0000631	1501 N TEMPLE	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000541-05	JMosley	05/24/2023 02:03 PM
SO0000632	1001 MAYNARD	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	03-000025-01	JMosley	05/24/2023 07:46 AM
SO0000633	802 ASH	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	99-001495-03	JMosley	05/24/2023 01:33 PM
SO0000634	311 WHITE OAK	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	03-000899-00	JMosley	05/24/2023 08:03 AM

Work Order Report

5/5/2023 – 6/8/2023

SO0000635	412 BIRDSONG	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-001043-09	JMosley	05/24/2023 09:32 AM
SO0000636	804 WELLS	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-001507-01	JMosley	05/24/2023 09:27 AM
SO0000637	705 BOOKER	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-001370-01	JMosley	05/24/2023 08:13 AM
SO0000639	1110 LAWRENCE	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	02-000234-03	JMosley	05/24/2023 01:49 PM
SO0000640	3832 MOCKINGBIRD LN	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-000931-00	JMosley	05/24/2023 01:18 PM
SO0000641	202 STUBBLEFIELD	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	01-000609-00	JMosley	05/24/2023 09:36 AM
SO0000642	102 MAGNOLIA	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	99-000109-00	JMosley	05/24/2023 09:56 AM
SO0000643	308 PINE	5/23/2023	5/24/2023	Cutoff	Cutoff	Completed	WATER	Public Works	99-000877-00	JMosley	05/24/2023 08:07 AM
SO0000644	301 FARRINGTON	5/23/2023	5/23/2023	Disconnect	Disconnect	Completed	WATER	Public Works	02-000782-09	ARomero	05/23/2023 08:08 AM
SO0000645	610 CARTER	5/23/2023	5/25/2023	Misc	Miscellaneous	Completed		Public Works	01-001302-06	JMosley	05/25/2023 10:36 AM
SO0000601	507 CARTER	5/22/2023	5/22/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-001139-00	ARomero	05/22/2023 07:39 AM
SO0000604	605 N SECOND	5/22/2023	5/22/2023	Reinstate	Reinstate	Completed	WATER	Public Works	05-001264-01	ARomero	05/22/2023 10:17 AM

Work Order Report

5/5/2023 – 6/8/2023

SO0000605	1000 DOGWOOD RIDGE Dr	5/22/2023	6/1/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-000016-00	JMosley	06/05/2023 02:26 PM
SO0000607	300 N TEMPLE (POLICE STATION) meter JUDD	5/22/2023	5/24/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	99-000767-00	JMosley	05/24/2023 03:17 PM
SO0000598	608 ARRINGTON	5/19/2023	5/25/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001284-04	JMosley	05/25/2023 10:38 AM
SO0000599	109 N TEMPLE	5/19/2023	5/22/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-000179-00	JMosley	05/22/2023 11:55 AM
SO0000595	613 CARTER	5/18/2023	5/19/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001315-03	JMosley	05/19/2023 02:46 PM
SO0000596	103 MAGNOLIA	5/18/2023	5/25/2023	Misc	Miscellaneous	Completed		Public Works	99-000126-00	JMosley	05/25/2023 12:23 PM
SO0000597	716 PINWOOD	5/18/2023	5/19/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001443-06	JMosley	05/19/2023 02:38 PM
SO0000698	1100 LAWRENCE	5/17/2023	5/31/2023	Service Action	Service Action	Completed	WATER	Public Works	99-000188-01	ARomero	05/31/2023 03:24 PM
SO0000584	705 ARRINGTON	5/17/2023	5/19/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001368-00	JNesbett	05/19/2023 02:49 PM
SO0000585	713 MULBERRY	5/17/2023	5/19/2023	Service Action	Service Action	Completed	STREET	Public Works	01-001427-01	JMosley	05/19/2023 02:00 PM
SO0000586	700 HALL	5/17/2023	5/25/2023	Park Repairs/Maint	Miscellaneous	Completed	PARKS	Public Works	02-001329-00	JMosley	05/25/2023 10:41 AM
SO0000587	906 S MDWS	5/17/2023	5/25/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-101633-00	JMosley	05/25/2023 12:43 PM

Work Order Report

5/5/2023 – 6/8/2023

SO0000588	1100 LAWRENCE	5/17/2023	5/31/2023	Occupant Change	Occupant Change	Completed	WATER	Public Works	99-000188-00	JMosley	05/31/2023 11:53 AM
SO0000589	1100 LAWRENCE	5/17/2023	5/25/2023	Service Action	Service Action	Open	WATER	Public Works	99-000188-01	JMosley	05/25/2023 12:24 PM
SO0000592	1409 GANDY	5/17/2023		Misc	Miscellaneous	Open		Public Works	02-000446-02	ARomero	05/17/2023 02:23 PM
SO0000593	105 BALLENGER	5/17/2023	5/19/2023	Misc	Miscellaneous	Completed	WATER	Public Works	02-000146-00	JMosley	05/19/2023 02:44 PM
SO0000594	718 NELSON	5/17/2023	5/17/2023	Occupant Change	Occupant Change	Completed	WATER	Public Works	01-001450-00	ARomero	05/17/2023 04:42 PM
SO0000578	311 N FIRST	5/16/2023		Sewer Repairs/Maint	Miscellaneous	Open	WASTE WATER	Public Works	02-000896-01	BSarver	05/16/2023 11:50 AM
SO0000581	708 N HENDRICK	5/16/2023	5/19/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-001394-00	JMosley	05/19/2023 02:41 PM
SO0000582	400 KENLEY CITY HALL	5/16/2023	5/25/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	99-000942-00	JMosley	05/25/2023 10:39 AM
SO0000583	101 W BORDEN	5/16/2023	5/16/2023	Service Action	Service Action	Completed	WATER	Public Works	02-000072-00	ARomero	05/16/2023 04:26 PM
SO0000573	506 RUTLAND	5/15/2023	5/15/2023	Sewer Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	02-001131-00	JNesbett	05/15/2023 12:50 PM
SO0000574	PINE/MLK 2) 100 MLK	5/15/2023	5/15/2023	Reinstate	Reinstate	Completed	WATER	Public Works	03-001794-00	ARomero	05/15/2023 12:04 PM
SO0000575	817 WELLS	5/15/2023	5/15/2023	Misc	Miscellaneous	Completed		Public Works	01-001546-00	ARomero	05/15/2023 02:29 PM

Work Order Report

5/5/2023 – 6/8/2023

SO0000576	906 S MDWS	5/15/2023	5/15/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-101633-00	JNesbett	05/15/2023 01:56 PM
SO0000577	203 CHANDLER	5/15/2023	5/15/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-000613-05	JNesbett	05/15/2023 02:38 PM
SO0000738	210 RUTLAND	5/15/2023	6/6/2023	Connect	Connect	Completed	WATER	Public Works	02-000696-19	ARomero	06/06/2023 01:02 PM
SO0000481	105 PINE	5/12/2023	5/9/2023	Occupant Change	Occupant Change	Completed	WATER	Public Works	99-000153-02	JMosley	05/09/2023 12:45 PM
SO0000492	BORDEN	5/11/2023	5/11/2023	Reinstate	Reinstate	Completed	WATER	Public Works	03-101729-00	ARomero	05/11/2023 07:50 AM
SO0000493	315 MARGIE HARREL	5/11/2023	5/11/2023	Reinstate	Reinstate	Completed	WATER	Public Works	03-000914-00	ARomero	05/11/2023 07:56 AM
SO0000494	797 WELLS	5/11/2023	5/15/2023	Sewer Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001484-07	ROlvera	06/01/2023 11:17 AM
SO0000495	107 BALLENGER	5/11/2023	5/11/2023	Service Action	Service Action	Completed	WATER	Public Works	02-000161-00	ARomero	05/11/2023 09:42 AM
SO0000497	109 BALLENGER	5/11/2023	5/11/2023	Service Action	Service Action	Completed	WATER	Public Works	02-000175-00	ARomero	05/11/2023 09:52 AM
SO0000498	107 BALLENGER	5/11/2023	5/11/2023	Service Action	Service Action	Completed	WATER	Public Works	02-000161-00	ARomero	05/11/2023 09:57 AM
SO0000562	300 THOMPSON	5/11/2023	5/11/2023	Misc	Miscellaneous	Completed		Public Works	01-000774-00	ARomero	05/11/2023 03:21 PM
SO0000563	102 WILLIE OAKS RD	5/11/2023	5/12/2023	Misc	Miscellaneous	Completed	WATER	Public Works	01-000113-00	ARomero	05/15/2023 09:34 AM

Work Order Report

5/5/2023 – 6/8/2023

SO0000566	709 ASHFORD	5/11/2023	5/19/2023	Street Repair/Maint	Miscellaneous	Completed	STREET	Public Works	01-001398-00	JMosley	05/19/2023 02:40 PM
SO0000569	801 CYPRESS	5/9/2023	5/12/2023	Disconnect	Disconnect	Completed	WATER	Public Works	03-001493-05	JNesbett	05/12/2023 12:08 PM
SO0000483	1111 LAWRENCE	5/9/2023	5/10/2023	Street Repair/Maint	Miscellaneous	Completed	STREET	Public Works	02-000237-00	JMosley	05/10/2023 02:37 PM
SO0000484	1409 RYAN CHAPEL RD	5/9/2023	5/9/2023	Misc	Miscellaneous	Completed		Public Works	02-000448-02	ARomero	05/09/2023 11:17 AM
SO0000490	1108 CYPRESS	5/9/2023	5/9/2023	Misc	Miscellaneous	Completed		Public Works	99-000221-01	ARomero	05/09/2023 03:22 PM
SO0000491	LUMBERJACK DR (UNDER SIGN) SPRINKLER	5/9/2023	5/9/2023	Service Action	Service Action	Completed	WATER	Public Works	02-001773-00	ARomero	05/09/2023 03:56 PM
SO0000479	212 RHONE	5/8/2023	5/9/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	03-000707-00	JMosley	05/09/2023 09:11 AM
SO0000480	411 HINES	5/8/2023	5/8/2023	Reinstate	Reinstate	Completed	WATER	Public Works	01-101042-00	ARomero	05/08/2023 09:48 AM
SO0000482	700 PINEWOOD	5/8/2023	5/9/2023	Water Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001336-04	JMosley	05/09/2023 12:15 PM
SO0000474	510 WESTCHESTER	5/5/2023	5/5/2023	Sewer Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	01-001161-02	JMosley	05/05/2023 12:50 PM
SO0000478	306 S FIRST	5/5/2023	5/5/2023	Sewer Repairs/Maint	Miscellaneous	Completed	WATER	Public Works	03-000862-01	JMosley	05/10/2023 11:43 AM

Code Compliance

Monthly Report

May 2023

Mail and Bank Deposit – Daily

Planning and Zoning – Customer came in about putting Manufactured home on property gave him info on what to do. 406 Devereaux Street Variance to place manufacture home on property received \$200 along with plans of house and site plan. 708 N Hendrick Variance to build restrooms for the First Pentecostal Church of Diboll. Sent letters within 200Ft radius for PNZ 5/16/23 and Council meeting 06/13/23. Texas Surveying Firm called about Set back and Zoning at Holubec, Lawrence and Arrington.

Restaurant – 303 S Temple Dr looked to see what they need.

911 Addressing – 405 S Hines I sent letter but Oncor wants to call and confirm the address.

Remodel Permit – 406 Church

Demolition Permit – 1106 N Temple ATCO Structures & Logistics USA Inc.

Inspections – 103 Magnolia Electrical. 1001,1003 and 1005 Lynn Foundation. 1108 Lawrence Electrical, plumbing top out, Framing Rough, HVAC Rough. 103 Magnolia Sewer. 209 Hamner Electrical

Solar Permit – 607 Booker, 200 Chandler

Fence Permit –

Electric Permit –

Weed, Grass and Rubbish Certified Letters – Cypress Property Id 50167, 1121 Lynn Street, 1118 Lynn Street, 709 Cypress, Lynn and Beech Property ID 48546, 910 Lynn Street, 501 Westchester, 600 N Temple Drive, N Temple Drive Property ID 18801, 1513 N Temple, 204 N Temple Drive, 1097 N Temple Drive, 601 N Temple Drive, Cypress Property Id 50169, 200 Judd Street, 200 Devereaux, 204 Devereaux, 303 Devereaux, 601 Devereaux, 211 Devereaux, 401 Nogel, 608 Hall Street, 717 Dennis, 702 Dennis.

Yards Cut – 700 Cypress, Beech

Code Compliance –

Dog Complaints –

Stray Dog pick up –

Miscellaneous -

Samantha Durham
Director of Finance



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CITY OF DIBOLL

Interoffice Memorandum

DATE: June 13, 2023
TO: Mayor and Council Members
THRU: Jason Arnold, City Manager
SUBJ: Finance Department Reports

FINANCE

Including May 2023 Financials for you review.

MUNICIPAL COURT

Operations are good, nothing to report.

PROJECT STATUS REPORT

Incode 10 Software Conversion

The City of Diboll relies heavily on its IT Infrastructure in order to provide services to our community and maintain financial transparency. Our current system includes software packages 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, Cemetery Management, Credit Card Processing, and Customer Engagement. The City of Diboll is in the process of converting all of these system components into an all-in-one ERP system, Incode 10 by Tyler Technologies.

Core Financials Component

Estimated Completion Date: January 2023

Status: 100% Complete

Accounts Payable Component

Estimated Completion Date: January 2023
Status: 100% Complete

Purchasing Component
Estimated Completion Date: January 2023
Status: 100% Complete

Credit Card Processing Component
Estimated Completion Date: September 2023
Status: 100% Complete

Budget / Project Accounting Component
Estimated Completion Date: February 2023
Status: 100% Complete

Employee / Payroll Component
Estimated Completion Date: February 2023
Status: 100% Complete

Employee ESS & Time and Attendance
Estimated Completion Date: July 2023
Status: 75% Complete

Utility Billing Component
Estimated Completion Date: March 2023
Status: 100% Complete

Customer Engagement Component
Estimated Completion Date: March 2023
Status: 100% Complete

Municipal Court Component
Estimated Completion Date: September 2023
Status: 5% Complete

Permitting Component
Estimated Completion Date: July 2023
Status: 20% Complete

~~Cemetery Management Component~~
~~Estimated Completion Date: July 2023~~
~~Status: 0% Complete~~
Cancelled

Fond regards,

